

Changi Airport Group E-Sourcing Module

User Manual for **Supplier**





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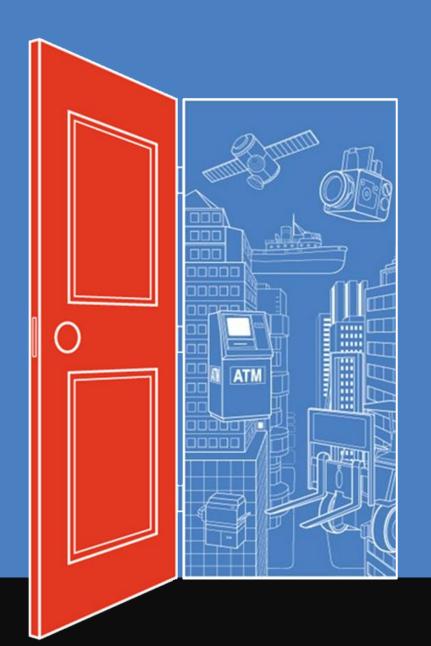
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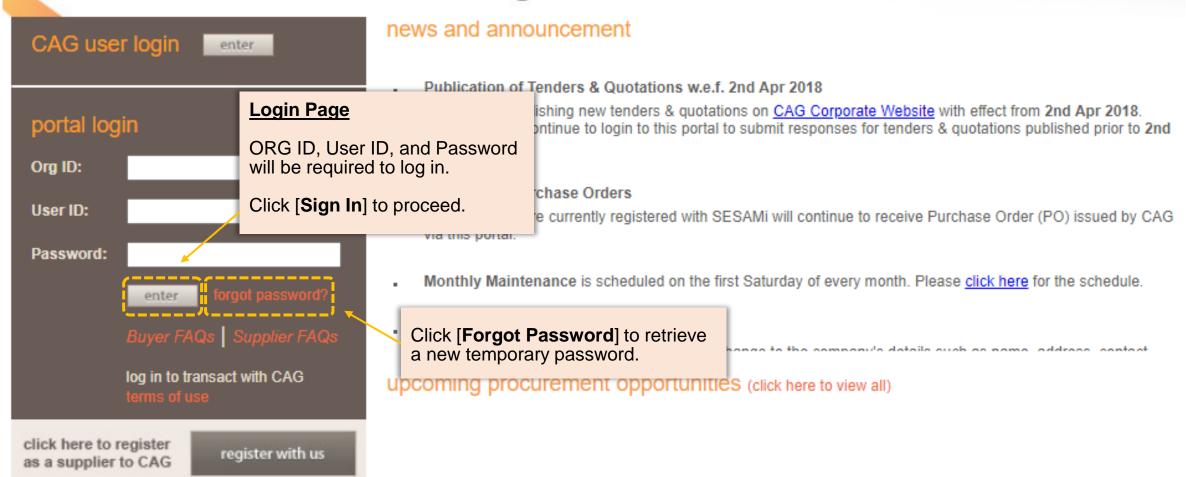
Login Page



Login Page



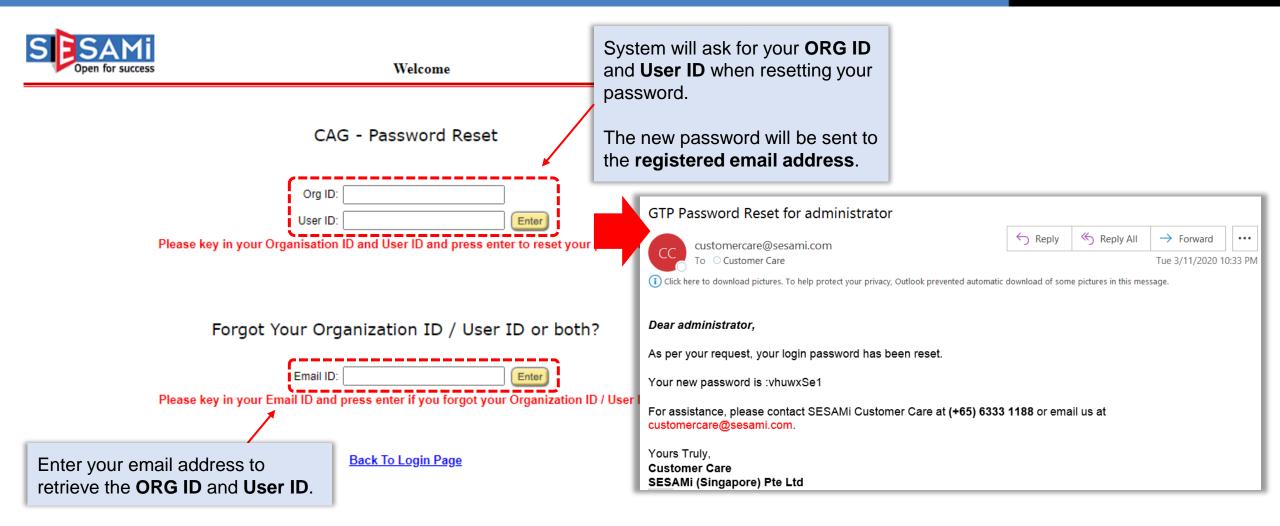
Changi eProcure



Forgot Password

Self Reset





For technical assistance, please contact SESAMi at (65)-63331188 (Select Option 2) or email to customercare@sesami.com.

Terms and Conditions

CAG T&C







Terms and Conditions **must be accepted** before proceeding to next page.

TION

inditions, the following expressions shall have the meanings hereby assigned to them except where the context otherwise requires or unless expressly agreed otherwise:

- (1) "Authentication Method" means any or any combination of Login ID, password, and/or digital signature or other methods stipulated by CAG from time to time for access and/or use by the Supplier of the CAG Supplier Portal;
- (2) "CAG" means Changi Airport Group (Singapore) Pte. Ltd. (Registration Number 200910817N), a company incorporated in Singapore under the Companies Act (Cap. 50 of Singapore);
- (4) "CAG Supplier Portal" means the whole or part of the structured electronic system of CAG and hosted by the Supplier Portal Operator from time to time via the internet which facilitates the procurement of goods and/or services by CAG through electronic means, as upgraded or modified by CAG from time to time, and as notified by CAG by posting on the Website;

TERMS AND CONDITIONS FOR USE OF THE CAG SUPPLIER PORTAL

with effect from 09-July-2012 until further notice by CAG

- (5) "Contract" means a contract made or to be made between by the Parties through the CAG Supplier Portal for the provision of the Goods and/or Services for the period and upon terms and conditions agreed between the Parties, including these terms and conditions;
- (6) "Designated Point" means the website page designated by CAG and/or Supplier Portal Operator from time to time for the purpose of the Supplier accessing and viewing Messages transmitted by CAG or Supplier Portal Operator through the CAG Supplier Portal;
- (7) "Goods and/or Services" means the goods and/or services to be supplied by the Supplier to CAG under the Contract;
- (8) "Message" means the whole or part of data structured in accordance with the CAG Supplier Portal and the Website and transmitted electronically through the CAG Supplier Portal or via electronic mail between the Parties and/or generated by the CAG Supplier Portal;
- (9) "Parties" means both CAG and the Supplier and "Party" means either of them;
- (10) "Representative" means any person authorised or ostensibly or apparently authorised by the Supplier to access and use the CAG Supplier Portal. For the avoidance of doubt, any person who uses the Authentication Method shall be deemed to have been authorised by the Supplier;
- (11) "Supplier" means any person who has been permitted by CAG to have access and use the CAG Supplier Portal upon the terms and conditions of the Contract and shall, where the context so admits, include the Representative;
- (12) "Supplier Portal Operator" means the operator of the CAG Supplier Portal from time to time, as notified by CAG in writing; and
- (13) "Website" means the internet web site of the CAG Supplier Portal, as may be notified in writing by CAG or Supplier Portal Operator from time to time, maintained by CAG and/or the Supplier Portal Operator and shall include without limitation all its pages and all information, text, forms, items, images, links, sound and graphics displayed therein.

1.2 Interpretation

For the purposes of these terms and conditions, except where the context otherwise requires or unless expressly agreed otherwise:

(1) the several documents forming the Contract shall be mutually explanatory of one another and such documents shall be read in the following order of precedence will document described in sub-paragraph (b) being the lowest in order of precedence -

Click on [I Accept] to proceed.

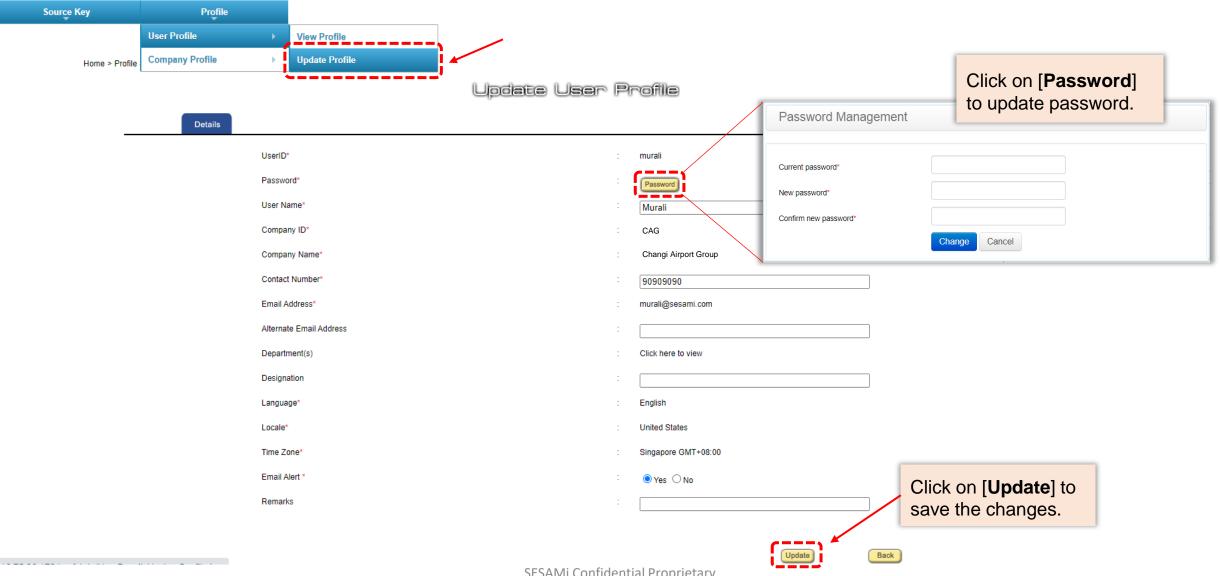
eing the highest in order of precedence and the

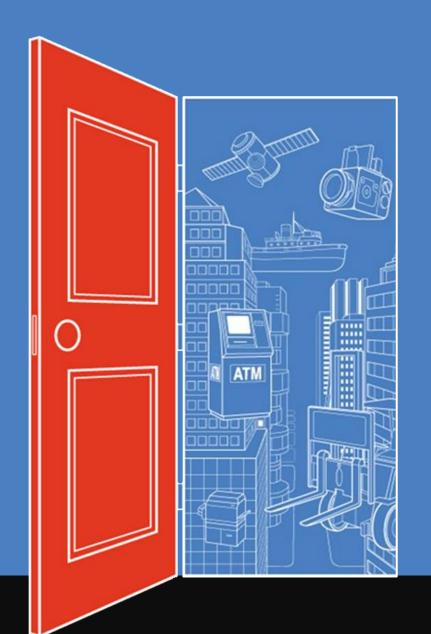


User Profile

Updating user information









Business@lert Email Notification





SESAMi Business@lert For Matching Categories



Dear SESAMi (Singapore) Pte Ltd,

Please be informed that the following RFx has been published under the category matching your business profile.

Calling Entity	Reference No	Category	Description	Start Date/Time	Close Date/Time	Business Opportunities
Tan Tock Seng Hospital Pte Ltd	TTSH-FY20- NOV-01261	Medical & Health Services	Visual Acuity chart projector	20-11- 2020 16:00	03-12- 2020 15:00	click here to view
Alexandra Health Pte Ltd	KTPH-RFP-20- 030-VT	Medical & Health Services	Supply & Delivery of Equipment & Reagent For Biochemistry, Immunology, Haematology, Molecular & Point Of Care (POCT) Tests in The Dept Of Laboratory Medicine For AdMC & AHPL. The contract shall be for 5 years with option to renew for 1 year + 1 year	20-11- 2020 16:30	29-01- 2021 15:00	click here to view
Alexandra	AIH-ALEX-	Business Services	PROVISION OF MULTI-DISCIPLINARY	20-11-	10-12-	click here to view

#1 Business@lert Email Notification:

You will receive email notifications of publications that matches your product category.

The list will have a mixture of publications from different buying entities.

A link is provided for you to login and submit your RTP.

Take note that you will **need the respective buying hub's ORG ID** to submit RTP for other entities other than CAG.

To **update your product category**, you may make the changes under your [**Company Profile**] once you have logged in.

Post-Login RTP

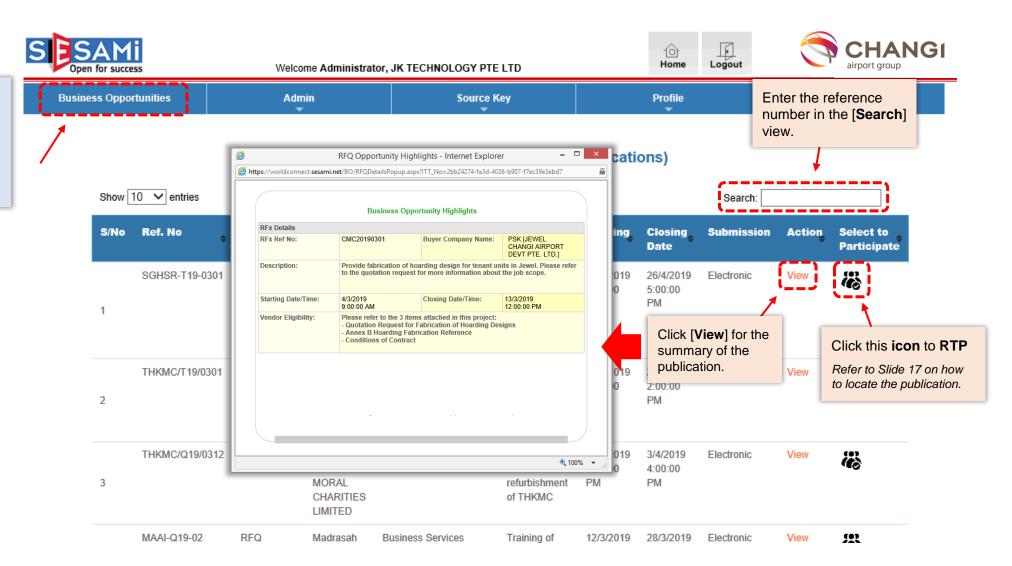
Request to Participate



#2 Post-Login RTP:

You may also submit your RTP **after** logging in.

On the dashboard, click [Business Opportunities] tab.



SESAMi Business Opportunities Page

Request to Participate





Search → Match → Connect → Transact

ANNOUNCEMENT - New SESAMi financing line: Receive funds instantly for unpaid invoices and purchase orders

Learn more

BUSINESS OPPORTUNITIES (Tender / RFx Publications)





S/No	Calling Entity	Ref. No	Document Type	Products/Services Category	Description		Starting Date	Closing Date	Action
1	TEMASEK LIFE SCIENCES LABORATORY LIMITED	ITQ-CP-2311-189-SE	RFQ	Computers/Information Technology	Microsoft Office 365 A5 Plan Renewal	Electronic	23/11/2020 4:30:00 PM	1/12/2020 4:30:00 PM	View
2	National University of Singapore	Q2020-001333	ITQ	Business Services	Consultancy Services - Hiring a product design agency to bring a lab prototype to a commercial product ready for manufacturing.	Electronic	23/11/2020 3:10:00 PM	7/12/2020 4:00:00 PM	View
3	National University of Singapore	Q2020-001315	ITQ	Medical & Health Services	ONE (1) UNIT OF GEL IMAGING SYSTEM FOR GEL OR WESTERN BLOT IMAGING	Electronic	23/11/2020 11:41:00 AM	1/12/2020 4:00:00 PM	View
4	Singapore Zoological Gardens	WRS-EDU-Q20-11- 00654	RFQ	Business Services	RFQ for Printing of Hornbill In Our Neighbourhood Reader Book & Big Book (2 types)	Electronic	23/11/2020 11:00:00 AM	26/11/2020 2:00:00 PM	View

#3 SESAMi Business Opportunities

Page:

This page displays the on-going publications that are released publicly by all the buying entities.

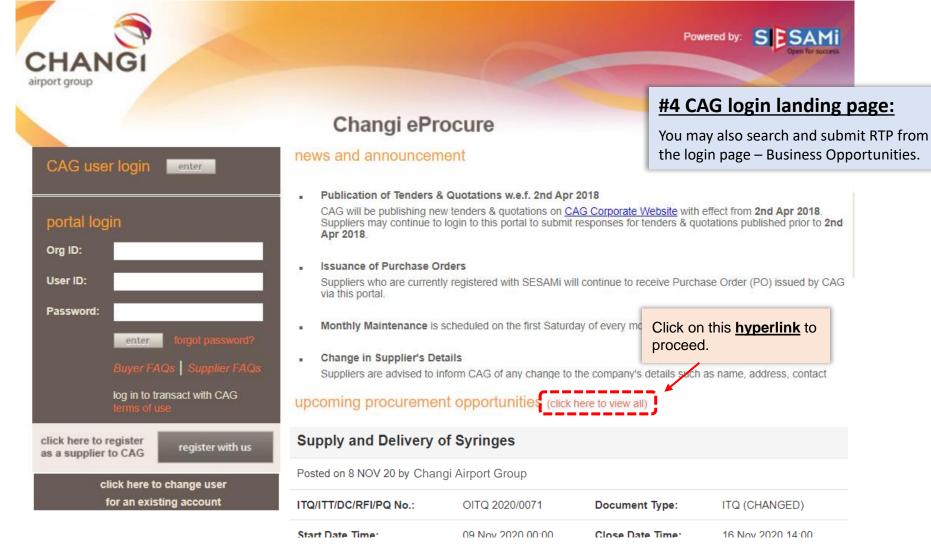
Key in the publication reference in the [**Search**] field to filter the results.

Link:

https://worldconnect.sesami.net/BizOpp/rfqte nder#

CAG Login Landing Page





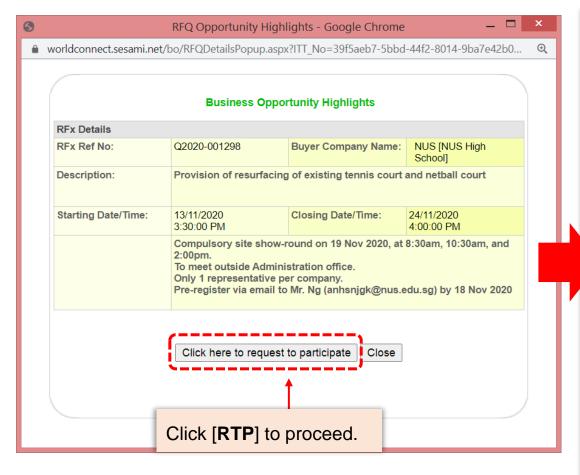
View and Participate

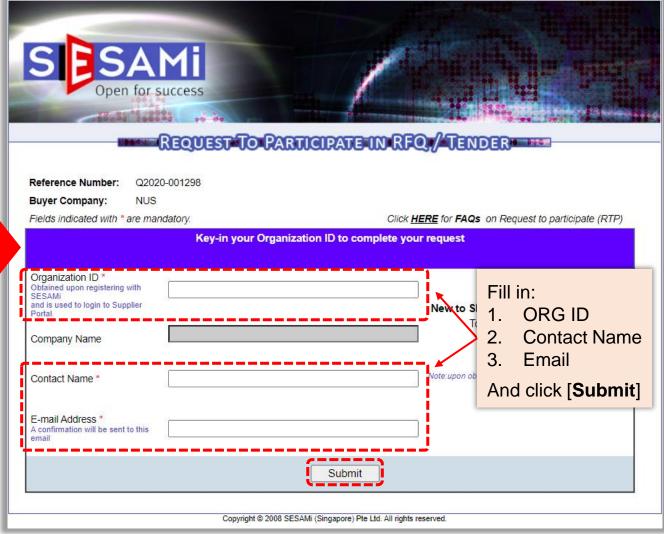




Submit RTP



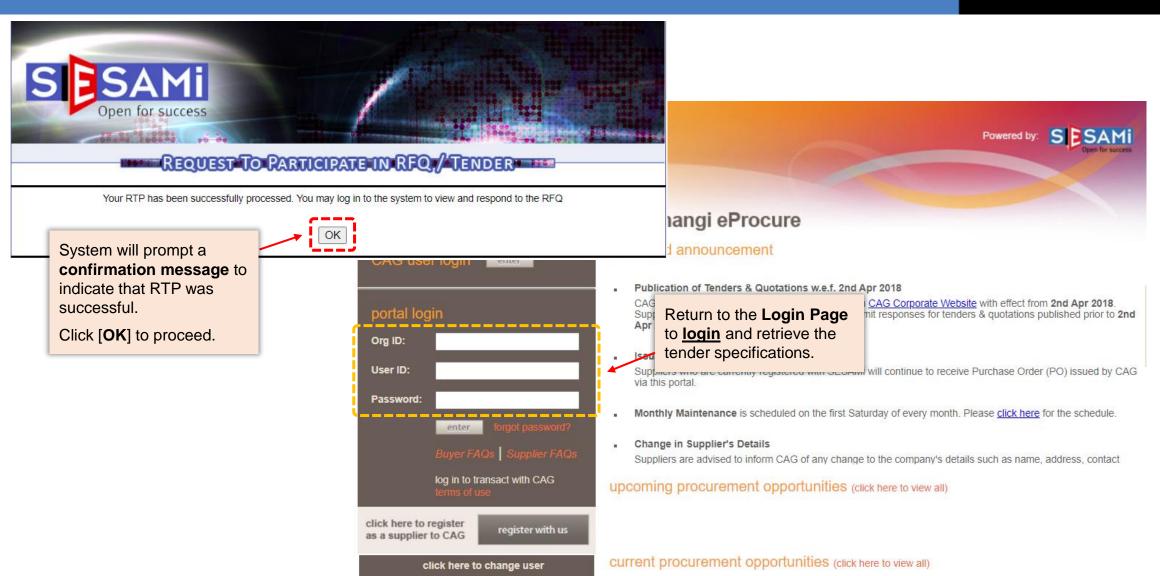




Login and Retrieve

Request to Participate

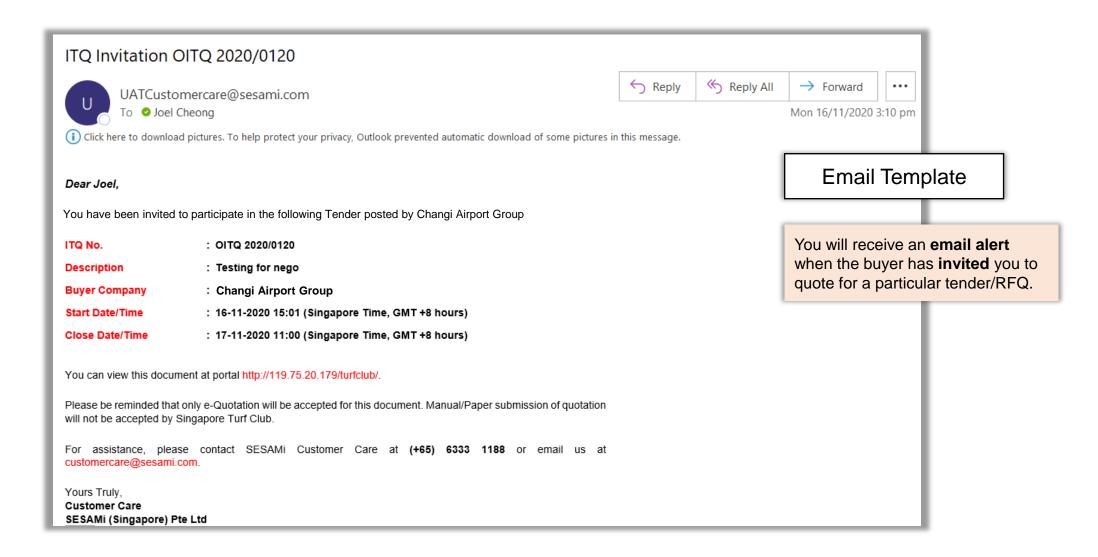




for an existing account

Invitation Email Notification







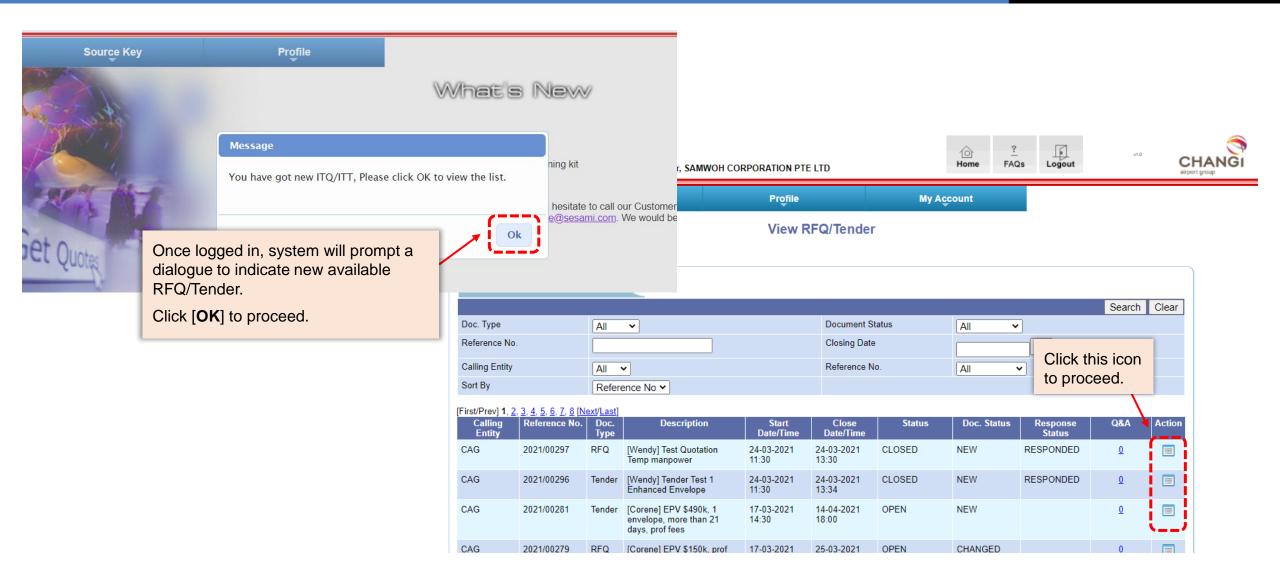
RFQ/Tender Quotation Creation



View

RFQ/Tender Quotation Creation

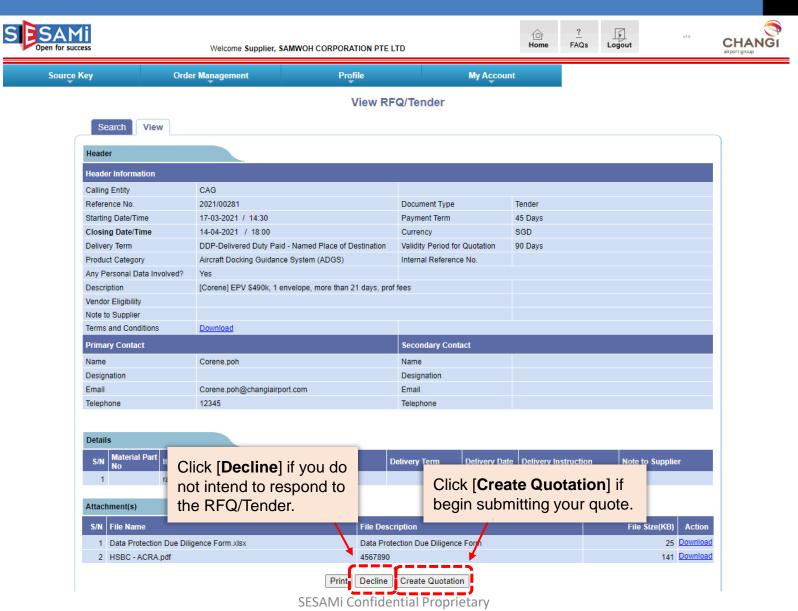




View RFQ/Tender Details

RFQ/Tender Quotation Creation



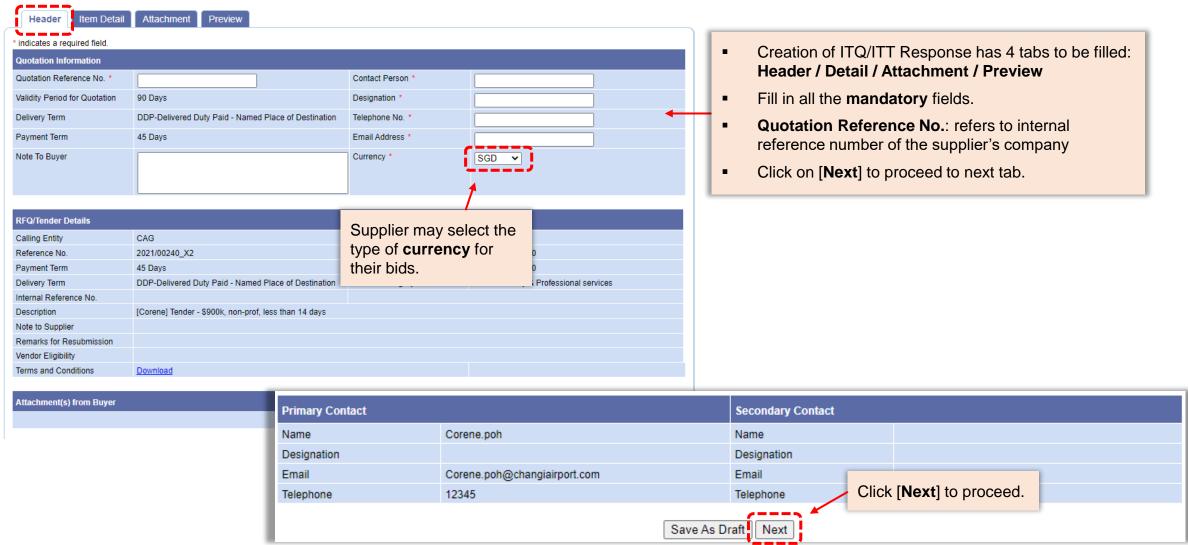


Header

RFQ/Tender Quotation Creation



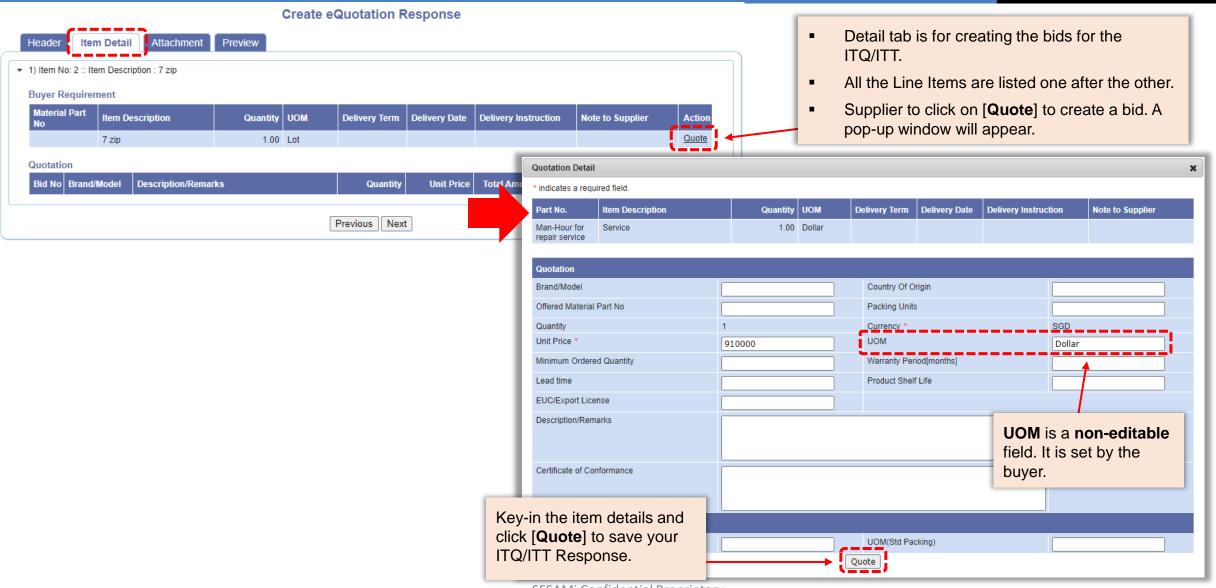
Create eQuotation Response



Detail

RFQ/Tender Quotation Creation



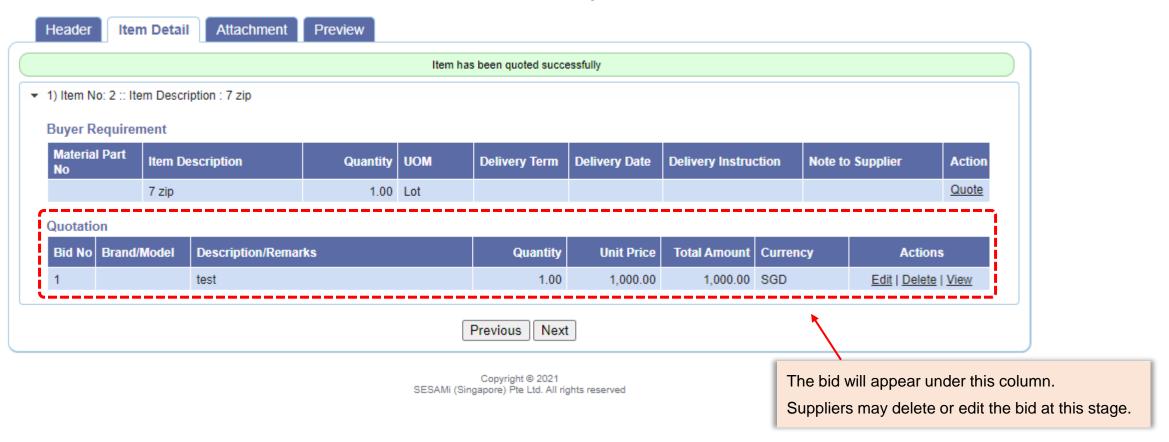


Detail

RFQ/Tender Quotation Creation



Create eQuotation Response

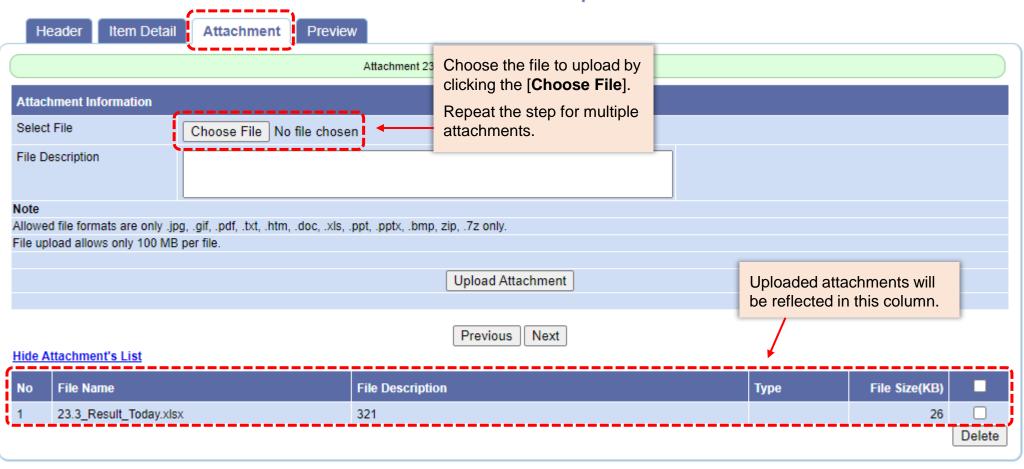


Attachment

RFQ/Tender Quotation Creation



Create eQuotation Response



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Data Protection Due Diligence Form

RFQ/Tender Quotation Creation



	Order Management	Profile	My Account	
		Create e	Quotation Response	е
н	eader Item Detail Attachment	Data Protection Due Dil	igence Form Preview	+
	eauei item Detaii Attacriment	Data Protection Due Dif	Igence Form Freview	
DATA	PROTECTION DUE DILIGENCE			
As a data t	hat your entity will have access to or provide	o us. Please respond to the que relevant excerpts and evidence	stions below by selecting Yes, N	("CAG") has certain responsibilities in connection with the persona to or N/A, and add explanations and details as requested. Where a cess. You may attach any additional documents upfront that you th
Pleas	e do not include any personal data when com	pleting this form.		
S.No	Question	1	Response	Remarks
1	Your website privacy / data protection p	olicy / notice.		If 'No' or 'NA', Please Explain.
1a	Does your website privacy / data protection completely reflect the ways in which you co personal data? *		Yes 🗸	
2	Your data protection officer (DPO)			If 'Yes', Please provide their name(s), job title and business contract details. If 'No', or 'N/A', Please Explain:
2a	Have you appointed a data protection office	r (DPO)? *	No 🗸	
2b	Name(s) *			
2c	Job Title(s) *			
2d	Business Contact Number *			
2e	Business Email Address *			
3	Data Protection Management Programm	e (DPMP)		If 'No' or 'N/A', Please Explain:
3a	Have you developed and implemented a Di Programme (DPMP) that identifies (a) the r personal data provided to you by your custo	sks when you are processing	No 🗸	
13		ble. I warrant that I will inform Ca		e and that nothing has been omitted that would or might render ther <u>alairport.com</u> should there be material changes to my responses pri
		C	Save Data Pretection: Conf	

If this tab appears, Supplier can view, edit, and must submit the DP DD form on Sesami platform as part of its response to the event.

This tab appears for this event if the vendor is expected to handle CAG personal data, provide personal data to CAG or exchange personal data with CAG

Data Protection Due Diligence Form





A reminder email on completion of the Data Protection Due Diligence Form will be sent to suppliers invited to RFQ/tender. Example of email below. Important Note: You will not be able to submit your RFQ/Tender proposal if the Data Protection Due Diligence Form is incomplete.

From: UATCustomercare@sesami.com <UATCustomercare@sesami.com>

Sent: Monday, 5 July 2021 6:30 PM

To:

Subject: Data Protection Reminder 2021/00451

Dear PTE LTD,

This is a gentle reminder for you to complete the Data Protection Due Diligence Form if you intend to participate in the following RFQ/Tender by Changi Airport Group (Singapore) Pte Ltd.

Reference No. : 2021/00451

Description : PD Yes Tender

Open Date/Time : 01-07-2021 17:30:00 (Singapore Time, GMT + 8 hours)

Close Date/Time : 08-07-2021 17:30:00 (Singapore Time, GMT + 8 hours)

Link : http://52.163.187.112/caq/

Important Note: You will <u>not</u> be able to submit your RFQ/Tender proposal if the Data Protection Due Diligence Form is incomplete.

To ensure a hassle-free submission, we recommend completing the form ahead of the closing deadline.

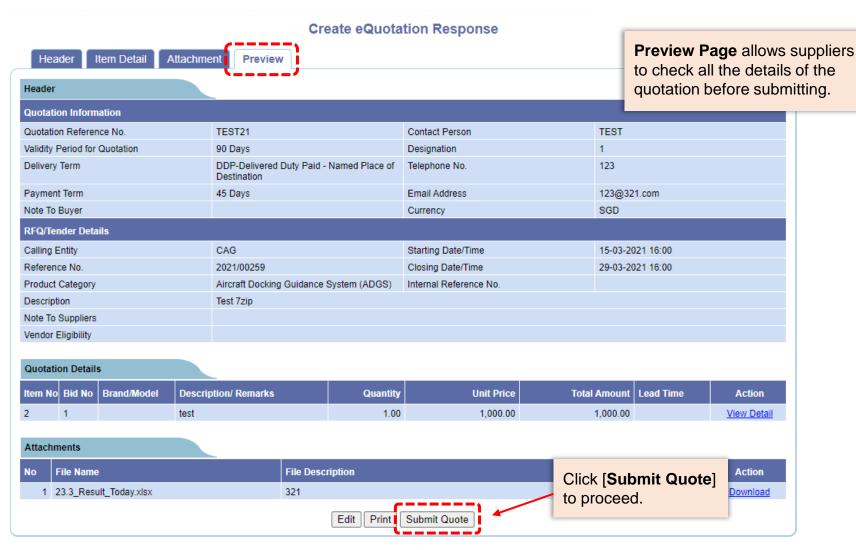
For enquiries or clarifications concerning the above, please contact the personnel stated in the RFQ/Tender document, accessible through the link above.

Thank you.

Preview

RFQ/Tender Quotation Creation





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Confirmation

RFQ/Tender Quotation Creation





Welcome User 1, SESAMi PTE LTD









Source Key

Profile

Quotation submitted successfully

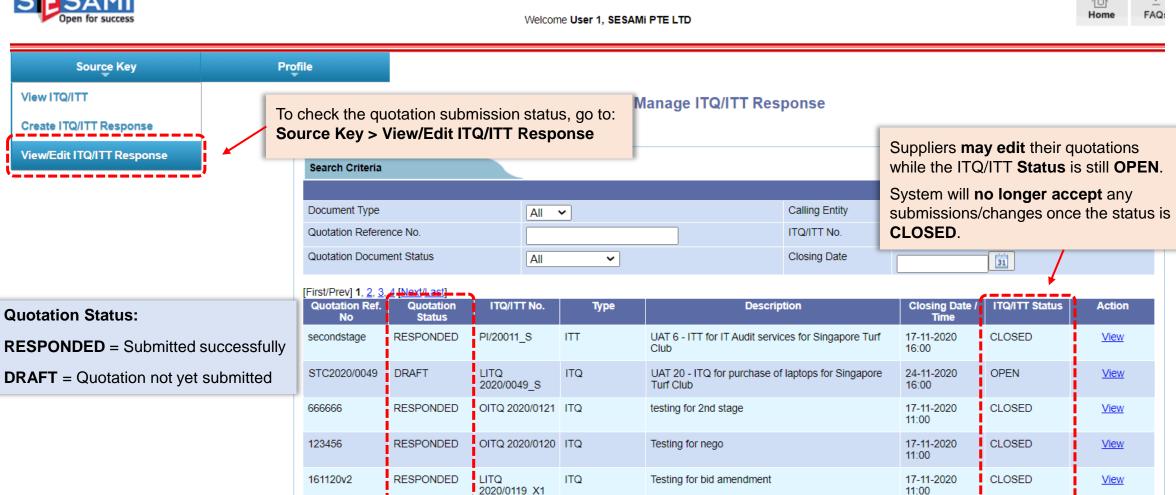
System will prompt a **confirmation message** to indicate that the quotation has been submitted successfully.

Status

RFQ/Tender Quotation Creation



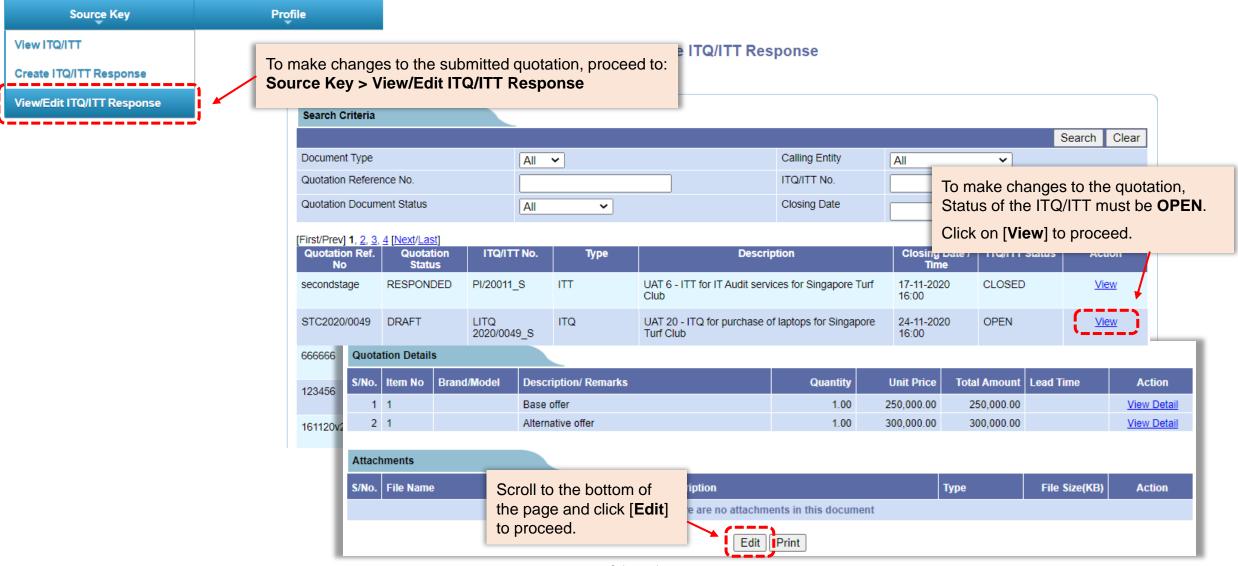




Edit Quotation

RFQ/Tender Quotation Creation

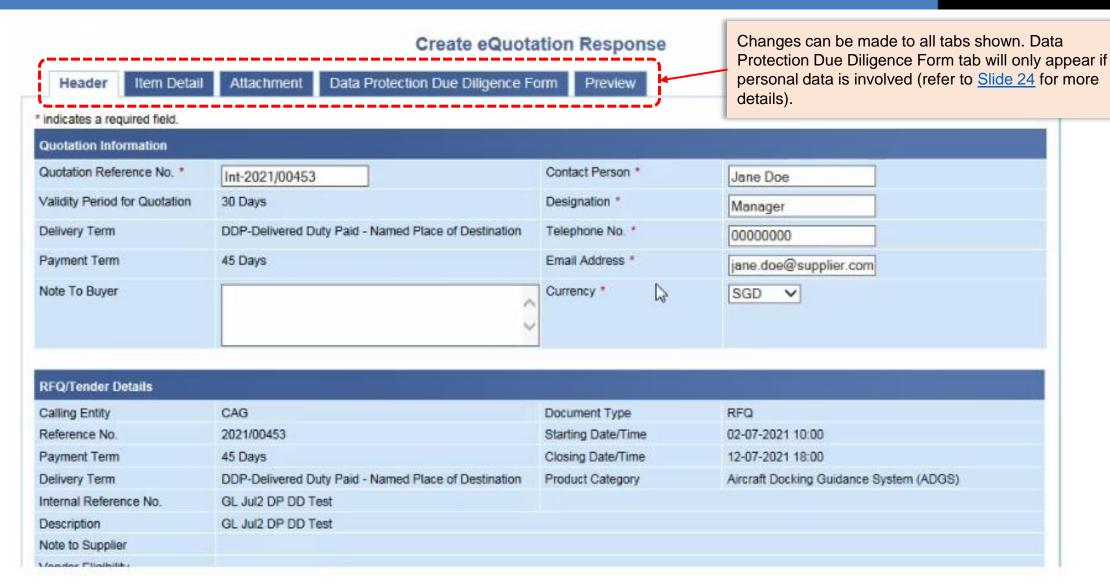


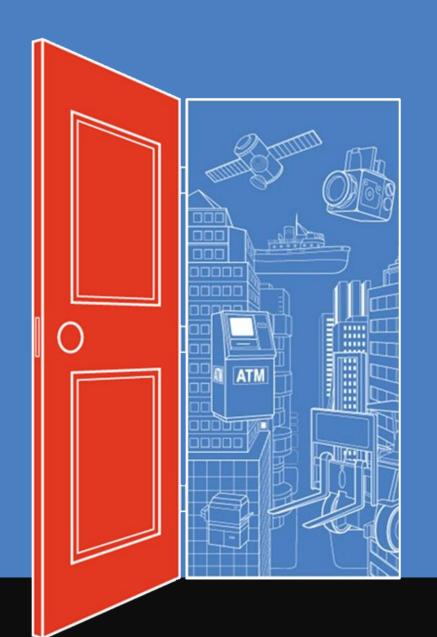


Edit Quotation









Supplier Clarification



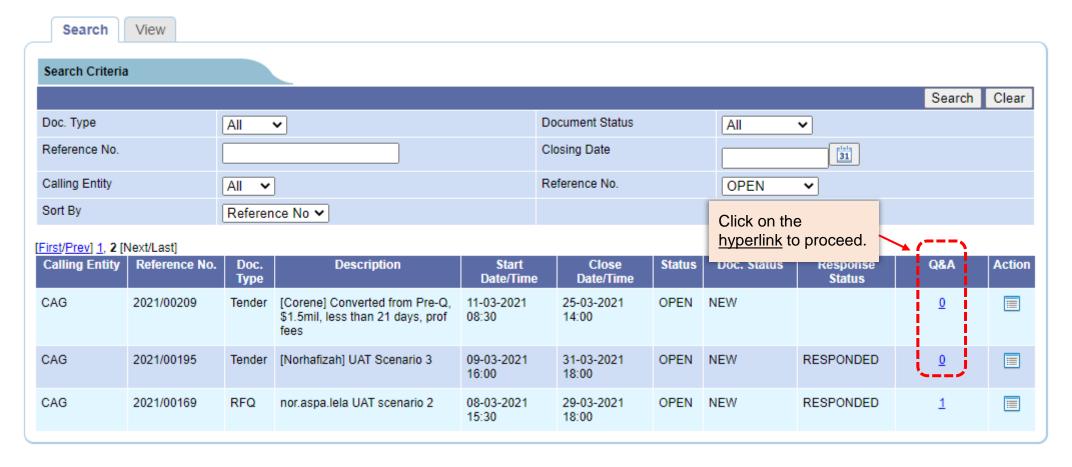
Clarification

Supplier Clarification



Please refer to the Specification Document for instructions on how to submit clarifications, as this feature may not be applicable for certain tenders

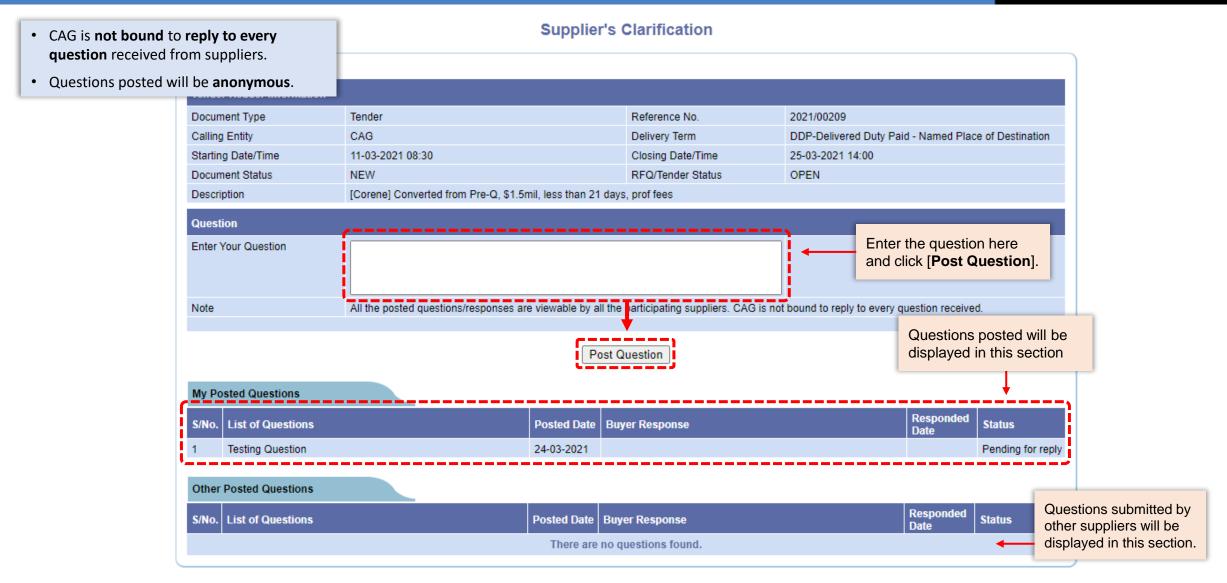
View RFQ/Tender

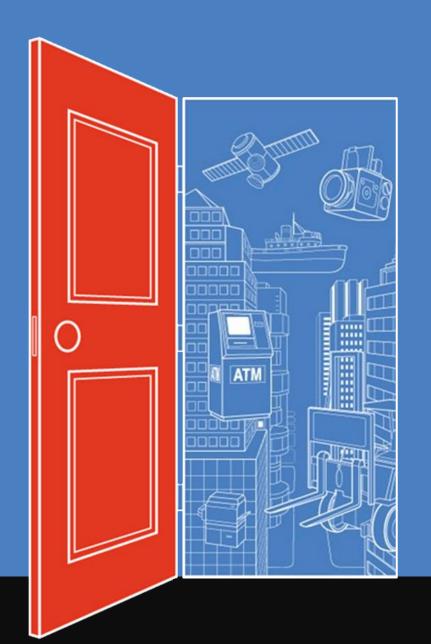


View/Submit Clarification









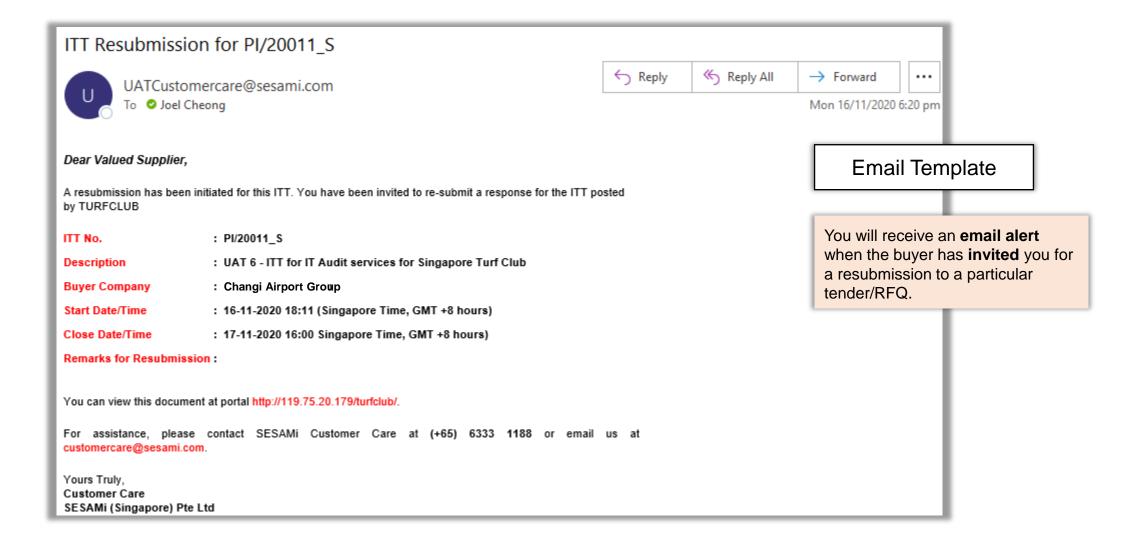
Re-submission



Email Notification

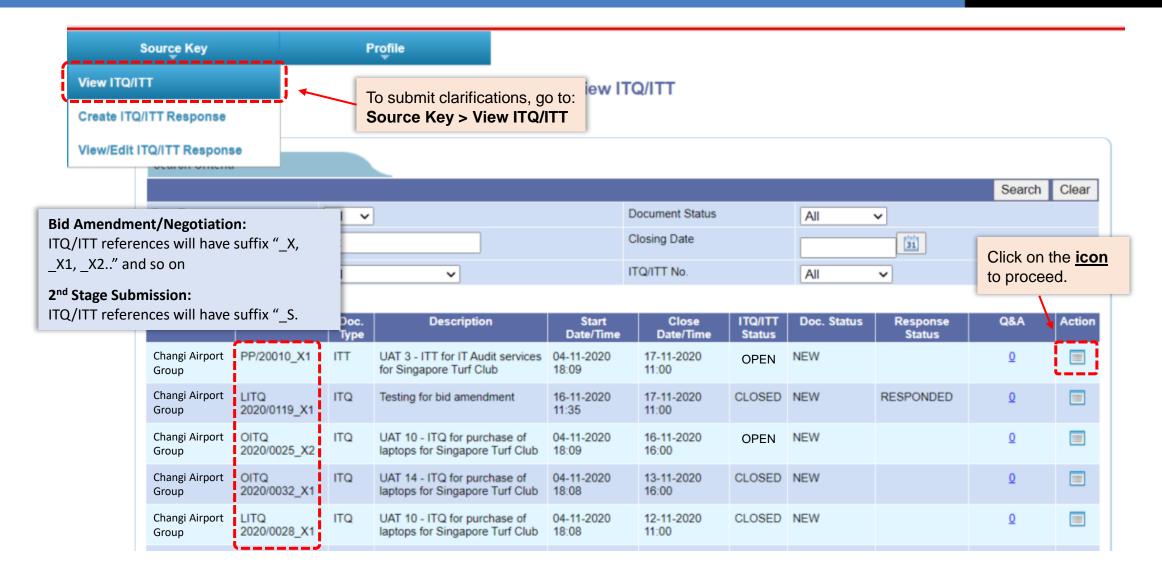
Re-submission





ViewRe-submission



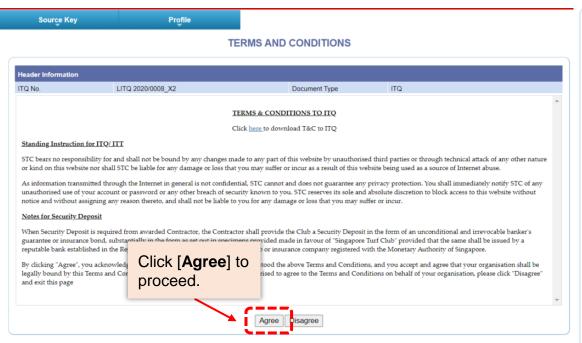


Creation

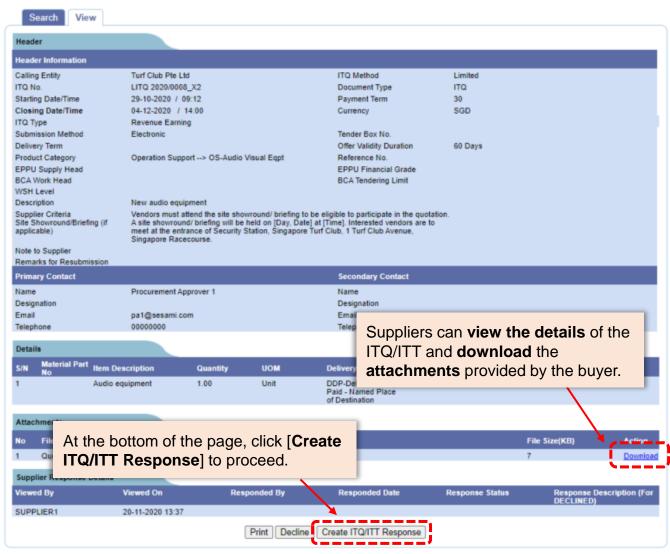
Re-submission



View ITQ/ITT



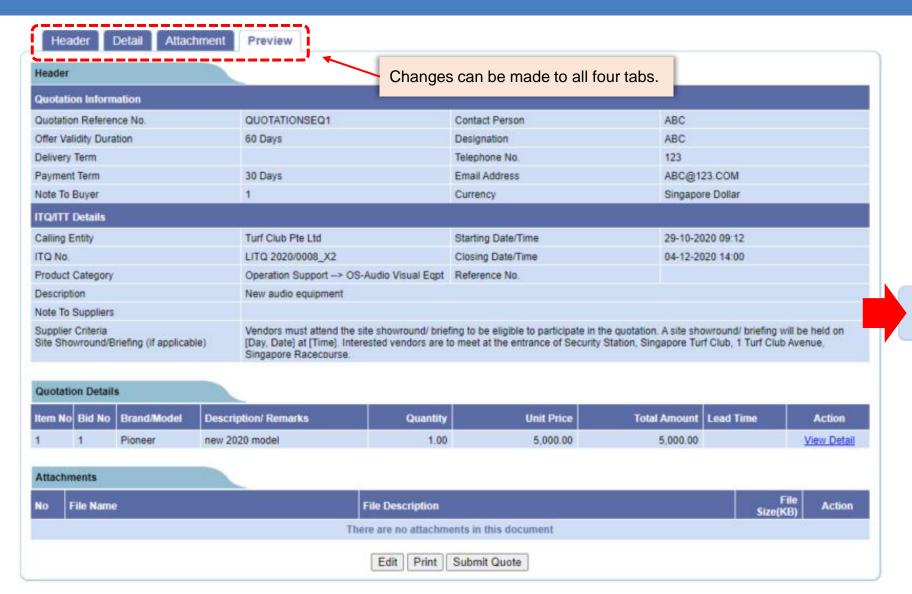
T&C agreement is **mandatory**.



Confirmation

Re-submission





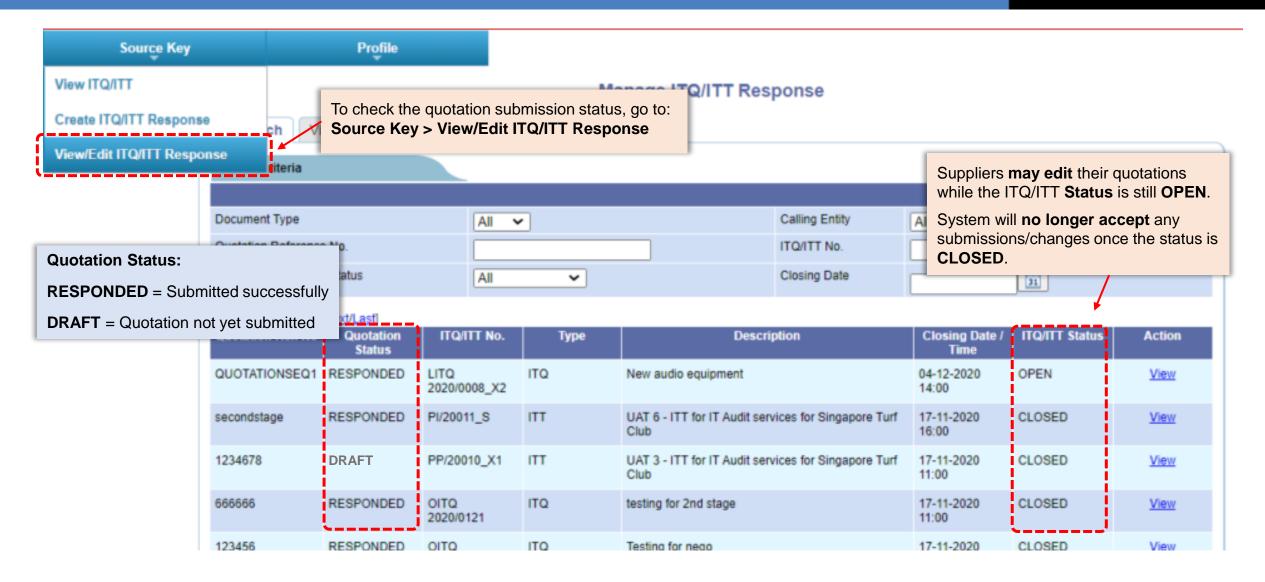
Quotation submitted successfully

System will prompt a **confirmation message** to indicate that the resubmission has been submitted successfully.

Status

Re-submission







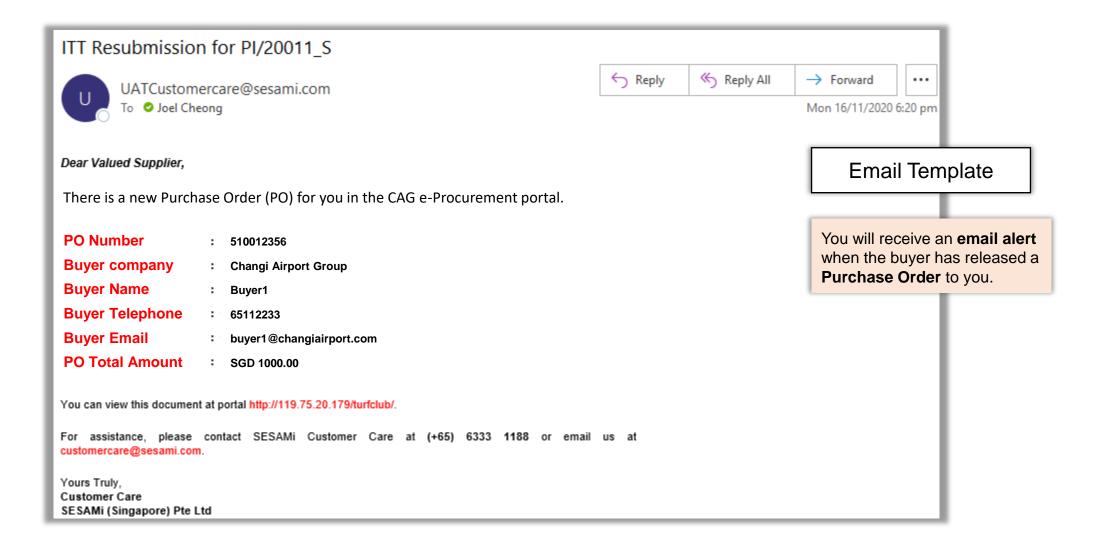
PO Acknowledgement



Email Notification

PO Acknowledgement





View

PO Acknowledgement





Welcome Customer Care Team, Changi Airport Group Supplier
1







Admin

Source Key

Order Management

Purchase Order
View Purchase Order

Order Management > Purchase Orders

To locate the PO, go to:
Order Management > View Purchase Order

Purchase Order

Processing Status Number

<u>New</u> : 6

Acknowledged/Rejected : 8

New:

Order(s) which have not been acknowledged

Acknowledged/Rejected:

Order(s) which had been acknowledged/rejected.

List

PO Acknowledgement





Welcome Customer Care Team, Changi Airport Group Supplier 1



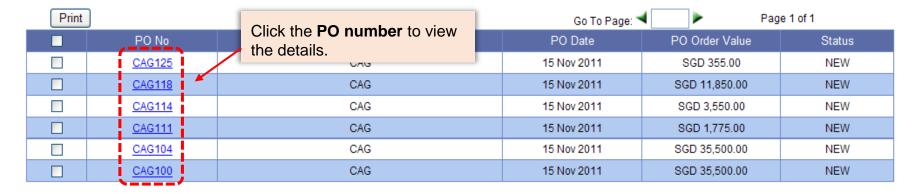


dmin Source Key Order Management Profile

Order Management> Purchase Orders> PO Listing

Purchase Order

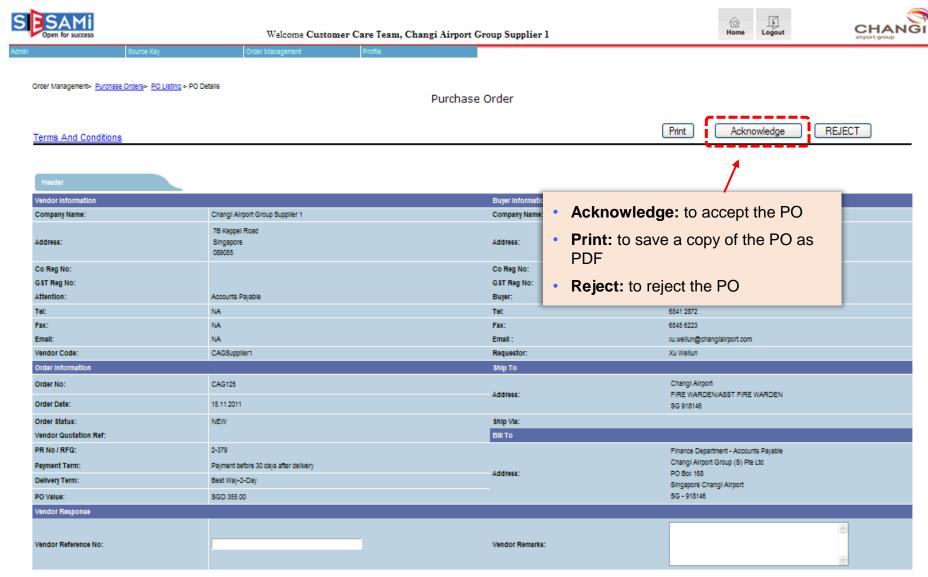




Acknowledge

PO Acknowledgement





Print

PO Acknowledgement





Welcome Customer Care Team, Changi Airport Group Supplier 1





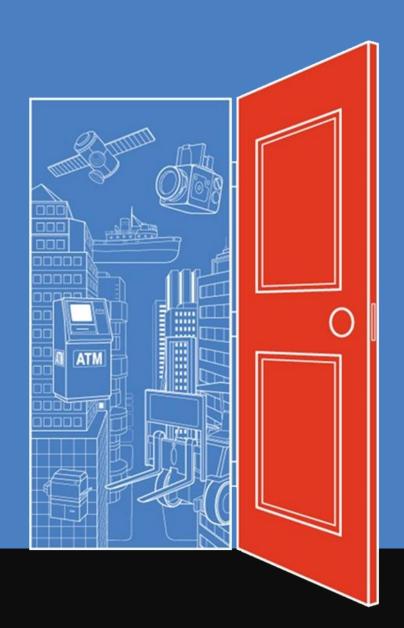


Order Management Profile

Order Management> Purchase Orders> PO Listing

Purchase Order





Thank You

