



# EUT (END USER TRAINING) ORACLE CLOUD JOB AID

## WORKSTREAM: SUPPLIER USER GUIDE

### PURPOSE:

This document is intended to assist end users in navigating Brinker International’s Supplier Portal effectively. Using the table of contents below, view each process and step-by-step activity instructions to perform common tasks or actions within Brinker International’s Supplier Portal Follow each numbered list format to ensure each process is clear and easy to follow!

**NOTE:** Not all suppliers will need all the screens/processes available to them and can ignore the ones they do not need to use.

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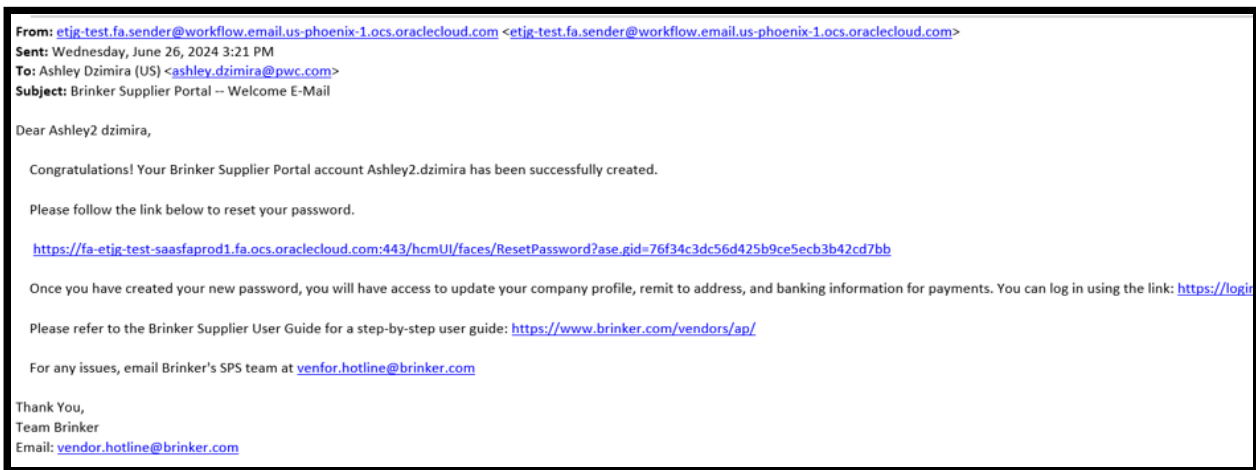


## ORACLE LOGIN & HOMEPAGE

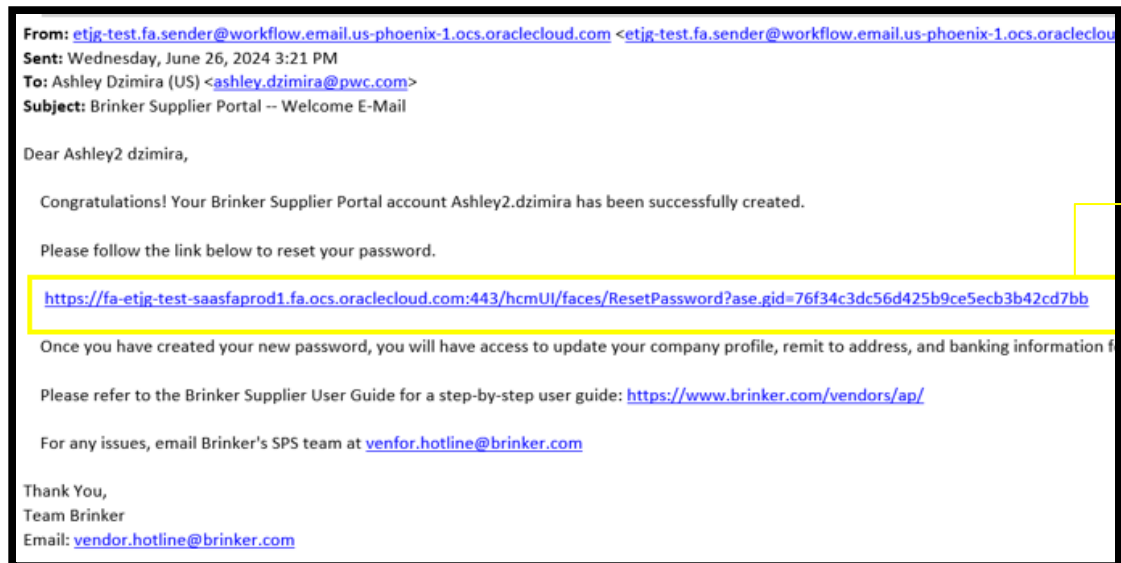
### How to Sign Up

Signing into Brinker’s Supplier Portal.

When a supplier’s contact person is created as a user in the Brinker’s Supplier Portal, they will receive a welcome email with subject Brinker Supplier Portal – Welcome E-Mail on their registered email id.



Upon receiving the email, users need to click on the password reset link mentioned in the content of the email. A new window would open which would direct the users to the page to reset their password.



Click on the link.



Users now need to enter the fields of Password & Confirm Password and then click on Submit icon.

Once this step is done, users will be re-directed to the Oracle homepage (<https://login-etjg-saasfaprod1.fa.ocs.oraclecloud.com/>)

Users can also access the Oracle login page via the link provided in the welcome email.

The screenshot shows the 'Sign In Oracle Applications Cloud' header. Below it, the 'Reset Password' section contains three input fields: 'Password', 'Confirm Password', and a 'Submit' button. All three elements are highlighted with a yellow border.

Upon landing in the Oracle homepage, users can now login with their Username and updated new password.

The screenshot shows the 'Sign In Oracle Applications Cloud' header. Below it, the 'Company Single Sign-On' section contains a horizontal line with 'or' in the center. Underneath are three input fields: 'User ID', 'Password', and 'Forgot Password'. A 'Sign In' button is located at the bottom of the form. All these elements are highlighted with a yellow border.



## ORACLE LOGIN & HOMEPAGE

### How to Reset Password

In cases where users need to reset their password, they need to visit the Oracle login page and click on Forgot Password.

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

User ID  
User ID

Password  
Password

[Forgot Password](#)

Sign In

Within the required details users need to enter their Username or Email address and select Forgot Password option. Fill in the information and click on Submit button.

Sign In  
Oracle Applications Cloud

Forgot Password

\* User Name or Email  
User Name or Email

\* Options

Forgot user name

Forgot password

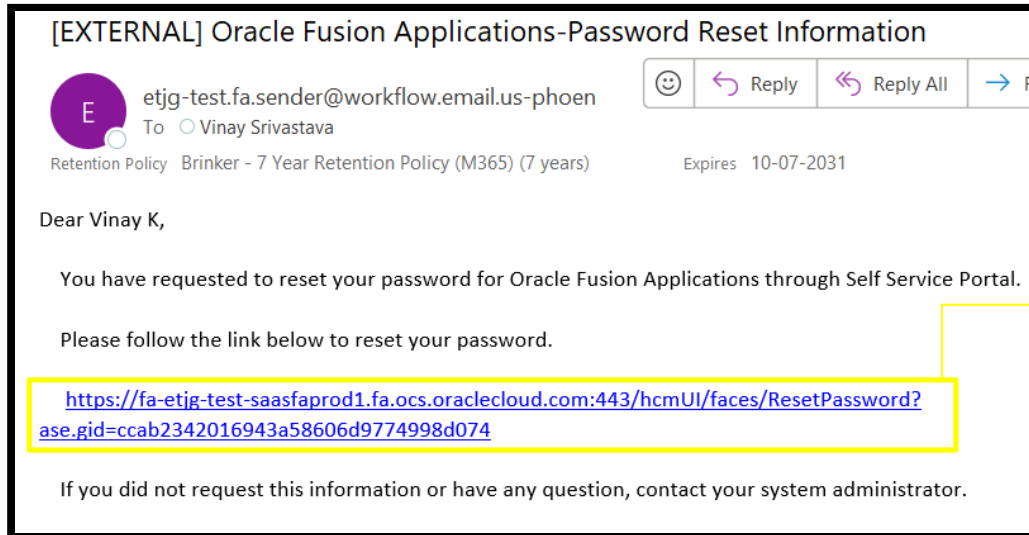
Submit Cancel

Enter the Email Id (username)

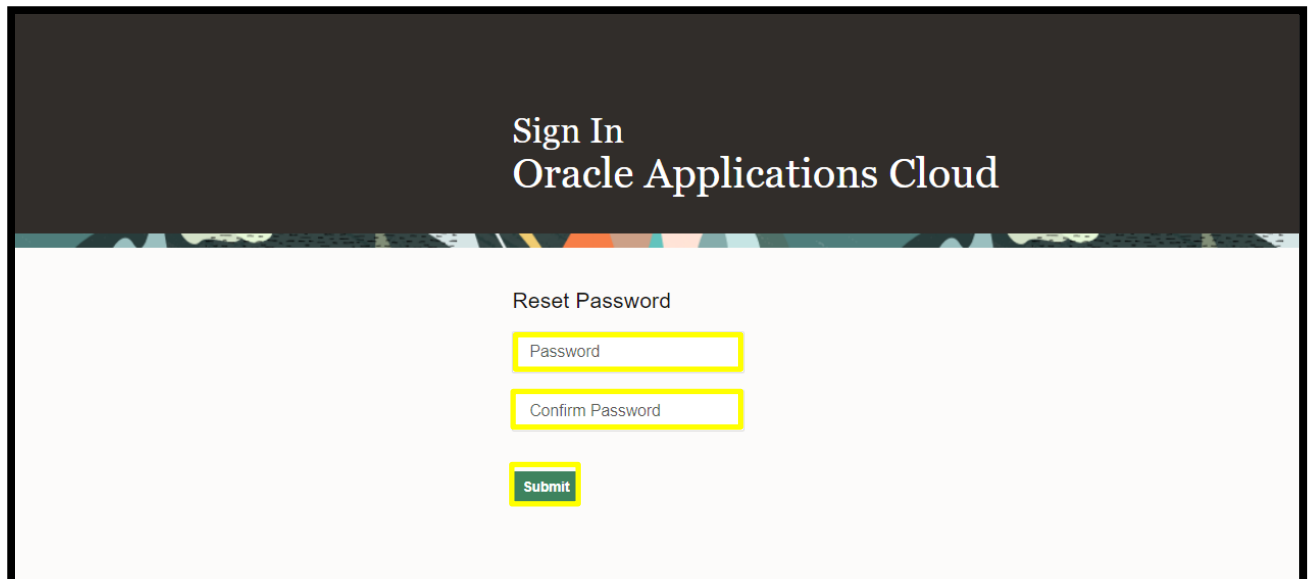
Select the Forgot Password



Once submitted, users will receive a password reset link in their registered email address and they need to click on the password reset link mentioned in the email content.



A new window would open and they will be required to enter the Password & Confirm Password field. Once the new password is entered, click on Submit button. Once done, users will be re-directed to the Oracle homepage.





Upon landing on the Oracle homepage, users can now login with their Username and new password.

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

User ID  
User ID

Password  
Password

Forgot Password

Sign In

Select Language  
English



## ORACLE LOGIN & HOMEPAGE

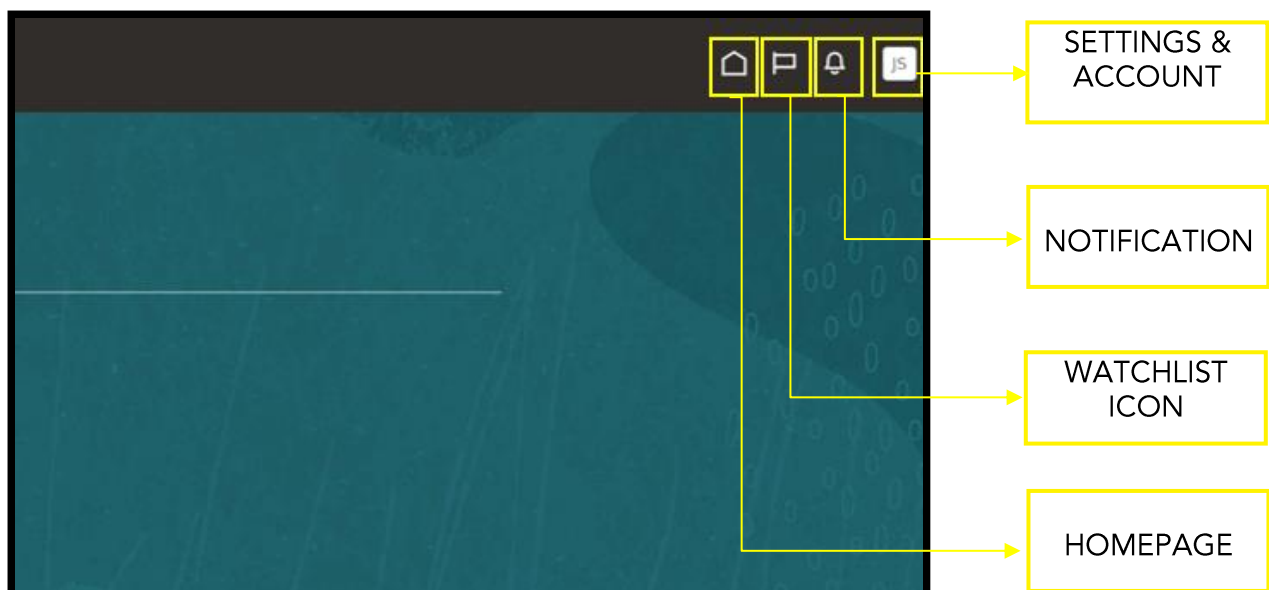
### Homepage Navigation

Once logged in, the below Oracle homepage will appear for the users reflecting different working tabs, navigating icons etc.



Users will find the 4 icons on the top right-hand corner of the homepage which reflects:

- Homepage: The homepage icon brings users back to the homepage
- Watchlist Icon: The watchlist icon reflects key things that require attention.
- Notification: View list of notification and items that requires manual attention
- Settings & Account: Click your username icon drop-down to sign out, learn about the application, set account preferences, administration, and troubleshooting.





Work Area Tabs: Tabs are shown at the top of the homepage which helps users access different work areas within the Oracle Homepage like Supplier Portal, Tools, Reports etc.



WORK AREA  
TABS

Self-Service Apps: Users can click on an app in the area they need to access such as Supplier Portal.



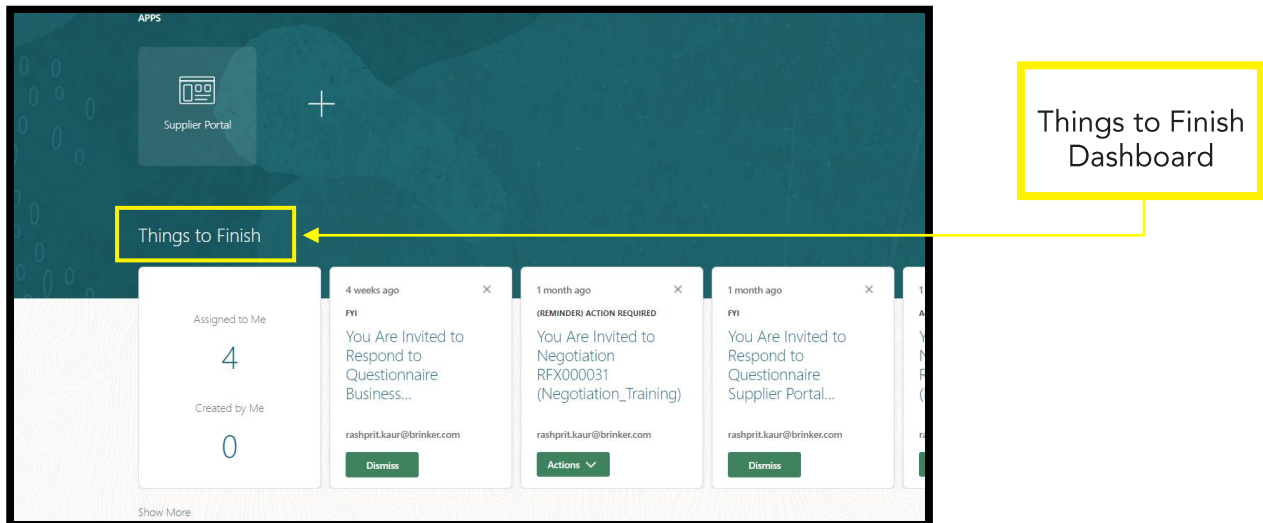
SELF-SERVICE  
APPS



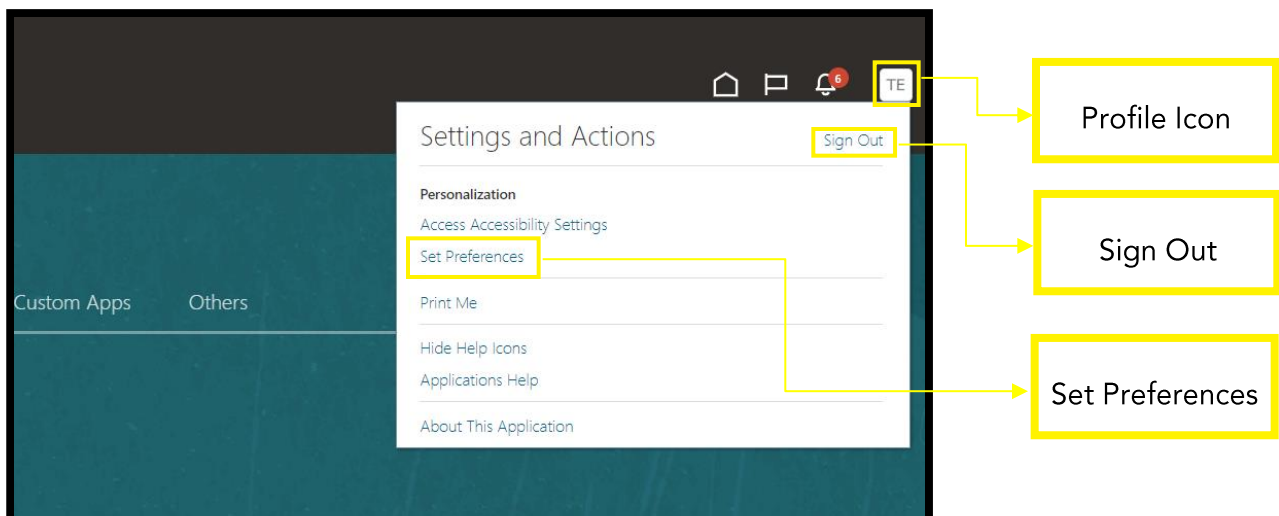


Things to Finish Dashboard: This section allows users to view their open notification and take required action.

- Assigned to Me: This lets you know how many open notifications users have.
- Created by Me: This contains your submitted workflow tasks that are waiting for approval.

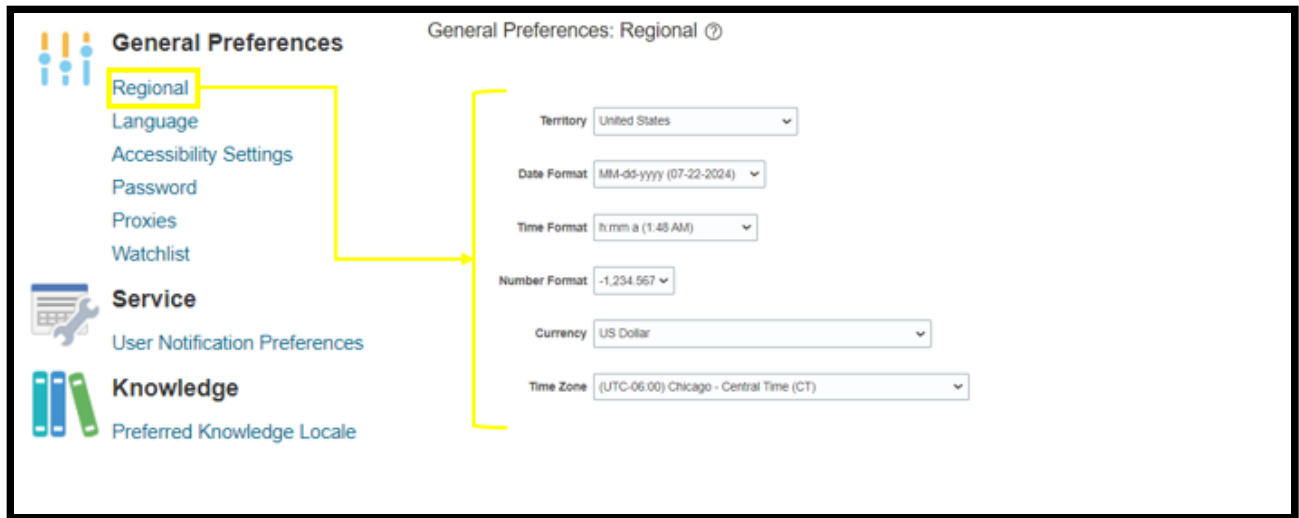


Users can click on the profile icon to Sign Out from the application or look for further options like setting up preferences.





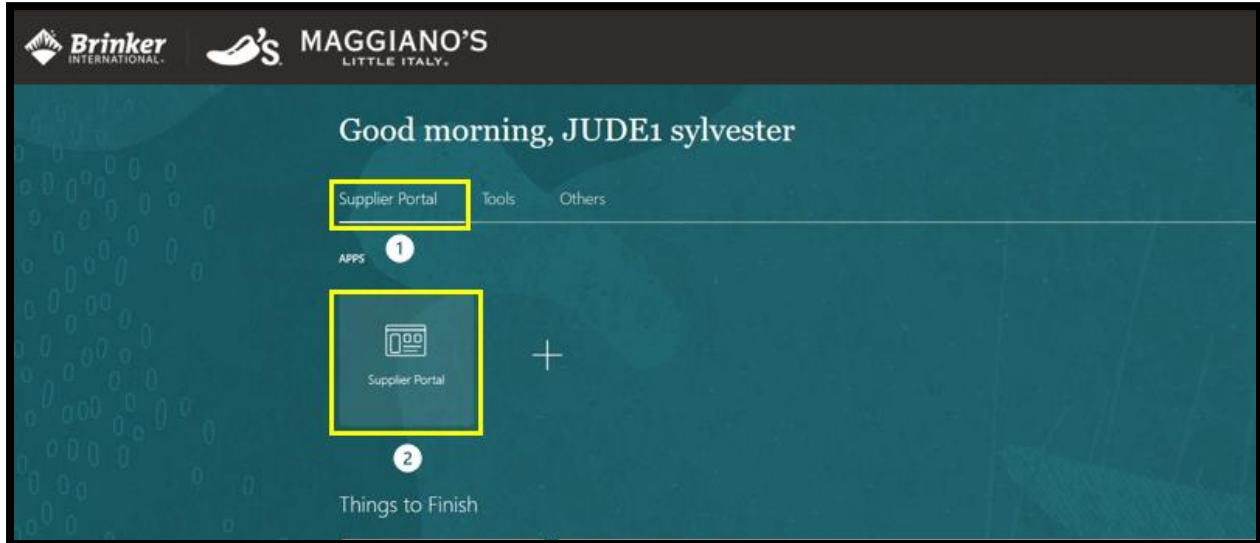
Within Set Preferences > General Preferences, users can update their preferences .  
Once all details are updated, users need to click on Save & Close.



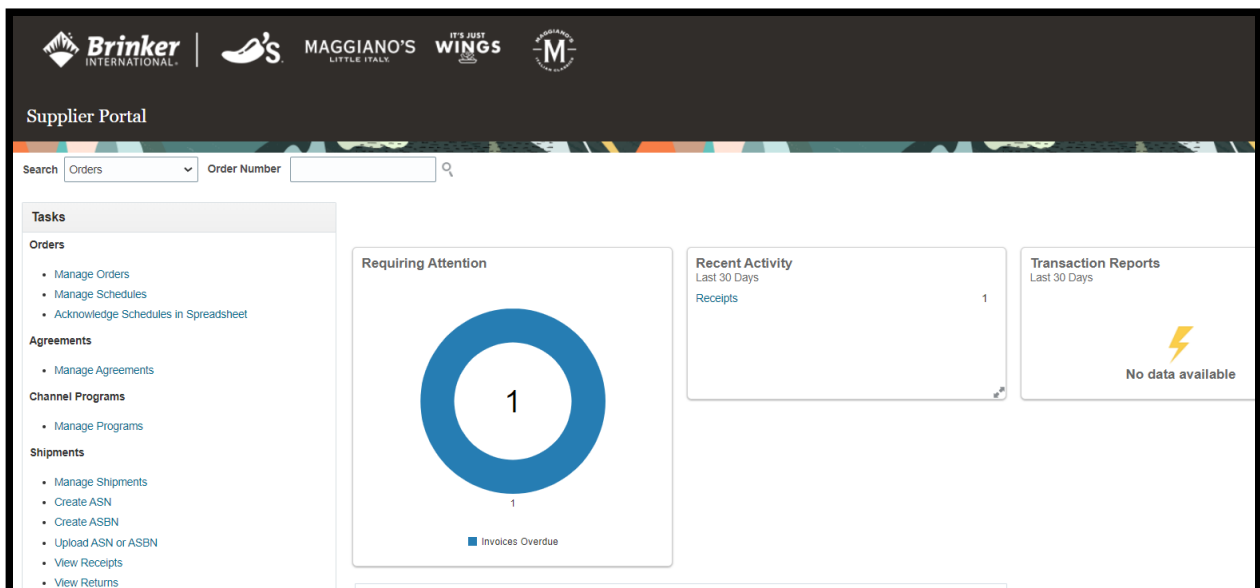


## ORACLE LOGIN & HOMEPAGE Supplier Portal Navigation

Once suppliers are on the Oracle homepage, they need to navigate to the Supplier Portal tab and then click on Supplier Portal tile to visit the supplier portal page.

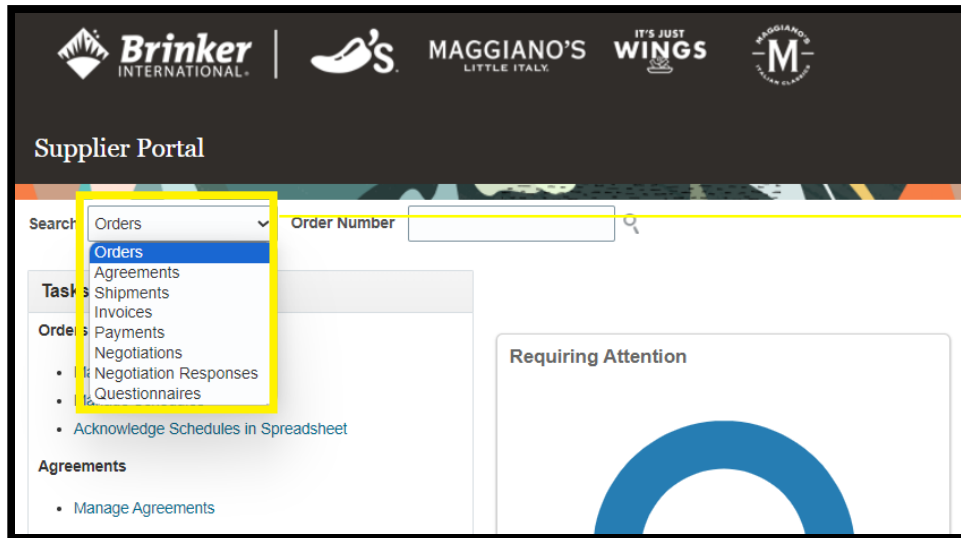


Once the supplier portal is clicked, the supplier portal page appears reflecting different work areas, infolets etc.



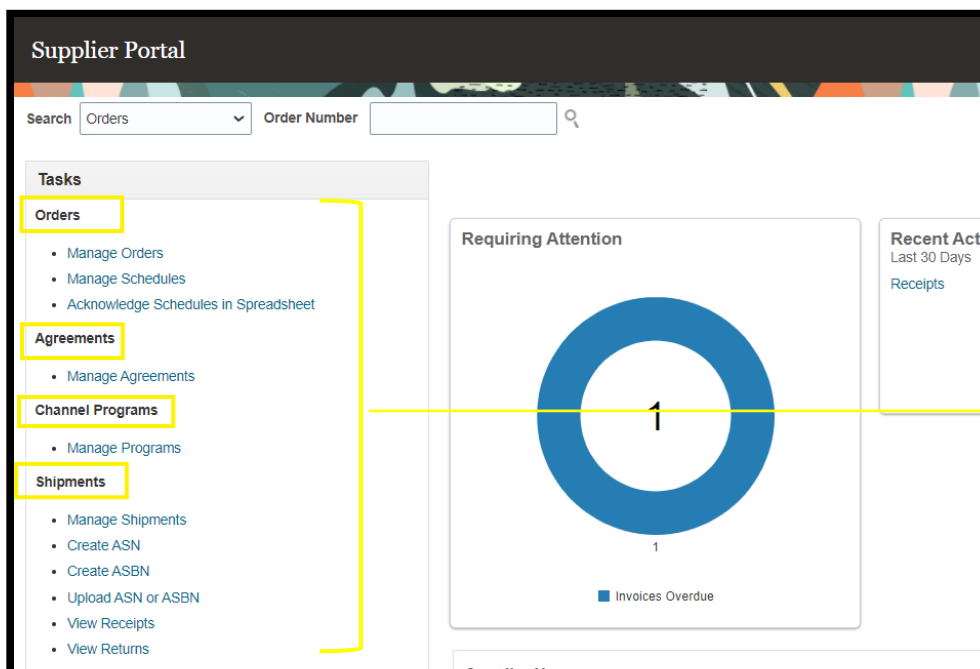


On the left-hand side of the supplier portal, users can navigate directly query/inquire an Order/Invoice/Payment etc via the search drop-down option and by entering the corresponding order number, invoice number, payments etc in the adjacent box and then by clicking the magnifying glass icon.



Click on the drop-down

Supplier can also access work areas like Orders, Agreements, Shipments etc. via Task column present on the left-hand side of the page.

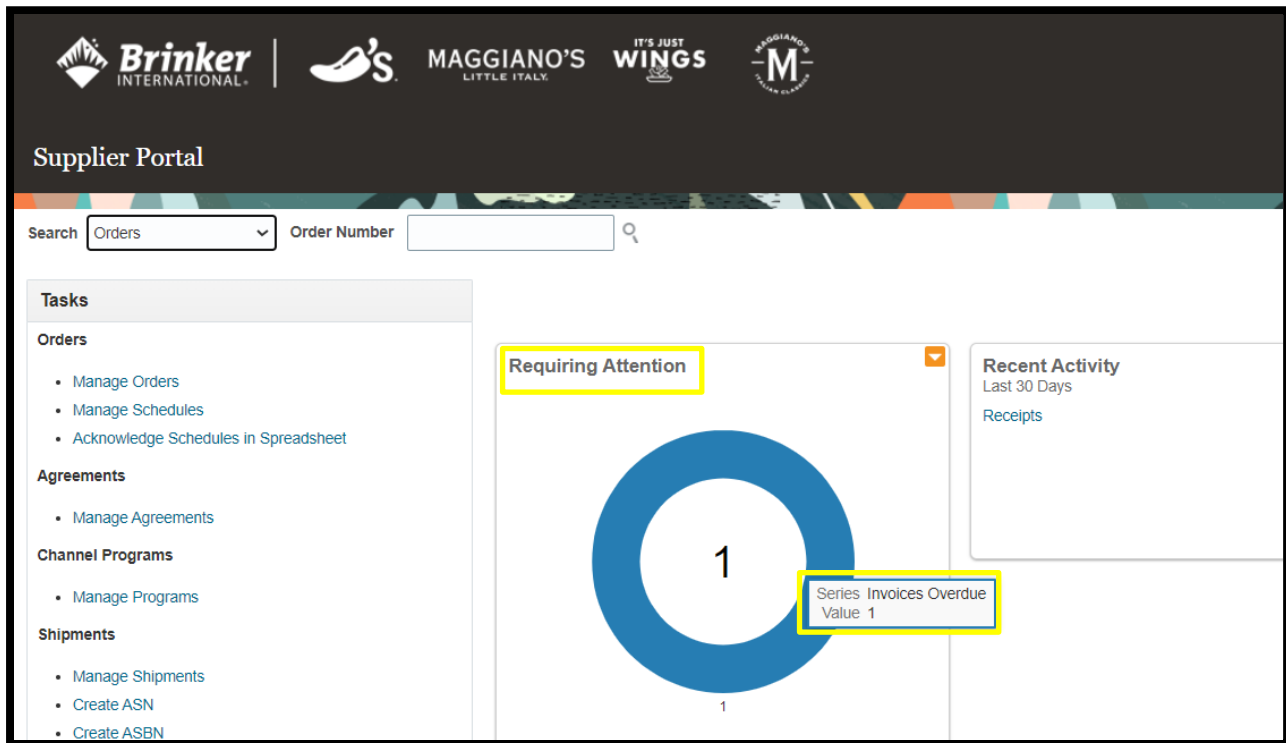


Task Column

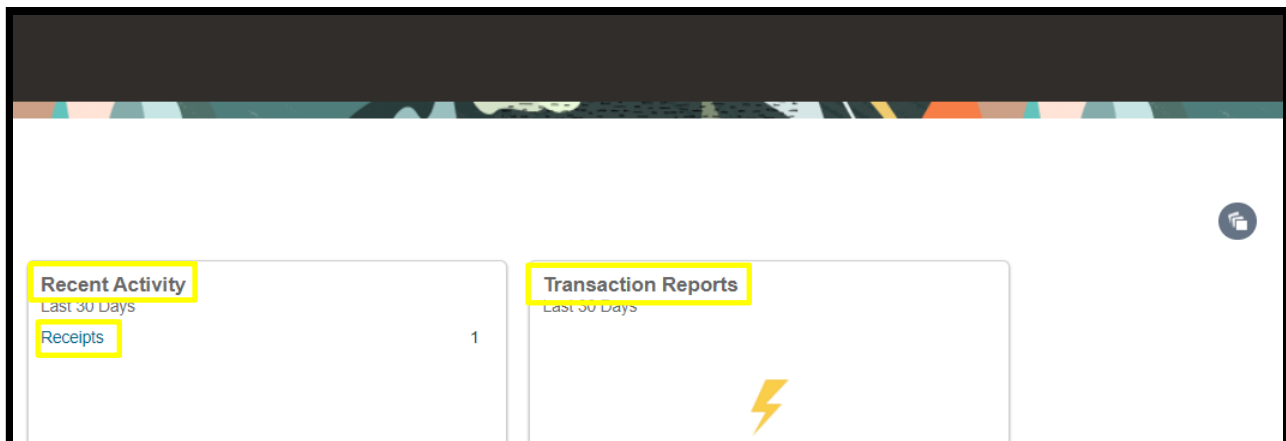


### INFOLETS:

In the Requiring Attention infolets, suppliers have the access to directly visit the area where action is required from their end by directly double-clicking on the blue circle.



Suppliers have a provision to directly navigate back to their recent activity by directly click on the link within the Recent Activity Infolets (in the below case Receipts)  
They can also view the Transaction Reports which was accessed by them in the last 30 days.

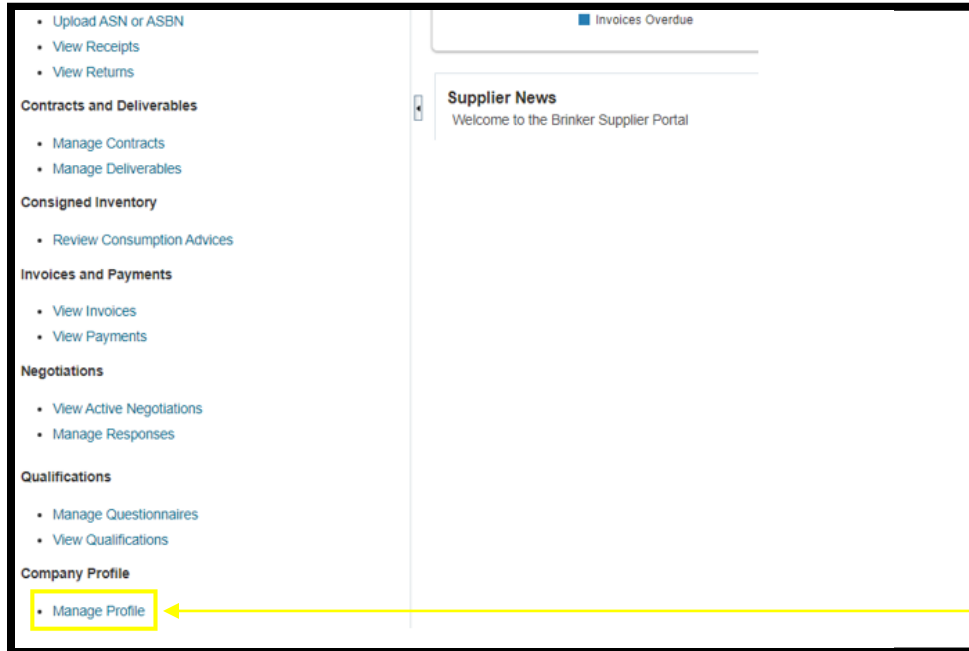




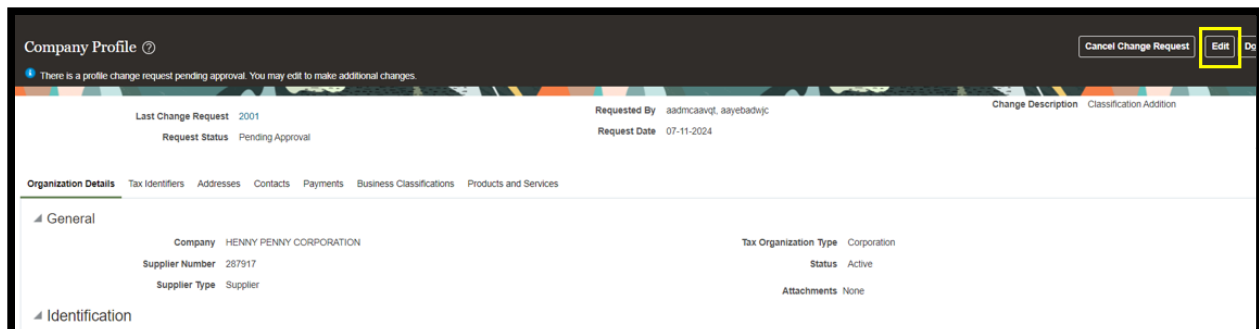
### COMPANY PROFILE

#### Manage Profile

Within the supplier portal, users can view and manage the details about their company by navigating to the task column and select Manage Profile link with the Company Profile section.



Once users are in the company profile page, they can view company details in different sections of the page like Organization details, Tax Identifiers, Address etc. To make any changes to the existing details, users need to click on Edit button on the top.





If users need to make appropriate changes in Organization Details area, they can add new or edit existing details in any of the sections of General, Identification, Corporate Profile or Financial Profile.

Once the details are captured, users are required to enter details in the Change Description box about the changes made.

**Edit Profile Change Request: 2001** [Cancel Change Request] [Review Changes] [Save] [Save and...]

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

**General**

\* Supplier Name HENNY PENNY CORPORATION Tax Organization Type Corporation  
 Supplier Number 287917 Status Active  
 Supplier Type Supplier Attachments None

**Identification**

D-U-N-S Number National Insurance Number  
 Customer Number Corporate Web Site  
 SIC

**Corporate Profile**

Year Established Chief Executive Title  
 Mission Statement Chief Executive Name  
 Principal Title

Similarly, click on Tax Identifiers if users wish to add new or edit existing details in any of the sections under Income Tax or Transaction Tax.

Once the details are captured, users are required to enter details in the Change Description box about the changes made.

**Edit Profile Change Request: 2001** [Cancel Change Request] [Review...]

Change Description

Organization Details **Tax Identifiers** Addresses Contacts Payments Business Classifications Products and Services

**Income Tax**

Taxpayer Country United States Tax Reporting Name  
 Taxpayer ID 97747081700 Name Control  
 Federal reportable Verification Date mm-dd-yyyy  
 Federal Income Tax Type  Use withholding tax  
 State reportable Withholding Tax Group  
 Tax Country Tax Registration Type  
 Tax Registration Number

**Transaction Tax**



If making a change to your Tax ID, please send a copy of your new w-9 to the vendor hotline at [Vendor.Hotline@Brinker.com](mailto:Vendor.Hotline@Brinker.com)

Brinker INTERNATIONAL | S MAGGIANO'S WINGS | M

Edit Profile Change Request: 3002

Delete Change Request Review Changes Save Save and Cl

Change Description

Organization Details **Tax Identifiers** Addresses Contacts Payments Business Classifications Products and Services

Income Tax

Taxpayer Country United States

Tax Reporting Name

**Taxpayer ID 97747081700**

Name Control

Verification Date mm-dd-yyyy

Federal reportable

To make changes in Addresses section, users need to click on Addresses and then select Add or Edit option to make changes.

Enter details in the Change Description box about the changes that are being made

If making a change to address, please send a copy of your new invoice and a new w-9 to the vendor hotline at [Vendor.Hotline@Brinker.com](mailto:Vendor.Hotline@Brinker.com)

Edit Profile Change Request: 2001

Change Description

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Actions View Format + Edit Status Active Freeze Wrap

| Address Name | Address                                     |
|--------------|---|
| DALLAS1      | PO BOX 677936, DALLAS, DALLAS, TX 75267     |
| EATON1       | 1219 US RT 35 WEST, EATON, PREBLE, OH 45320 |

Columns Hidden 3

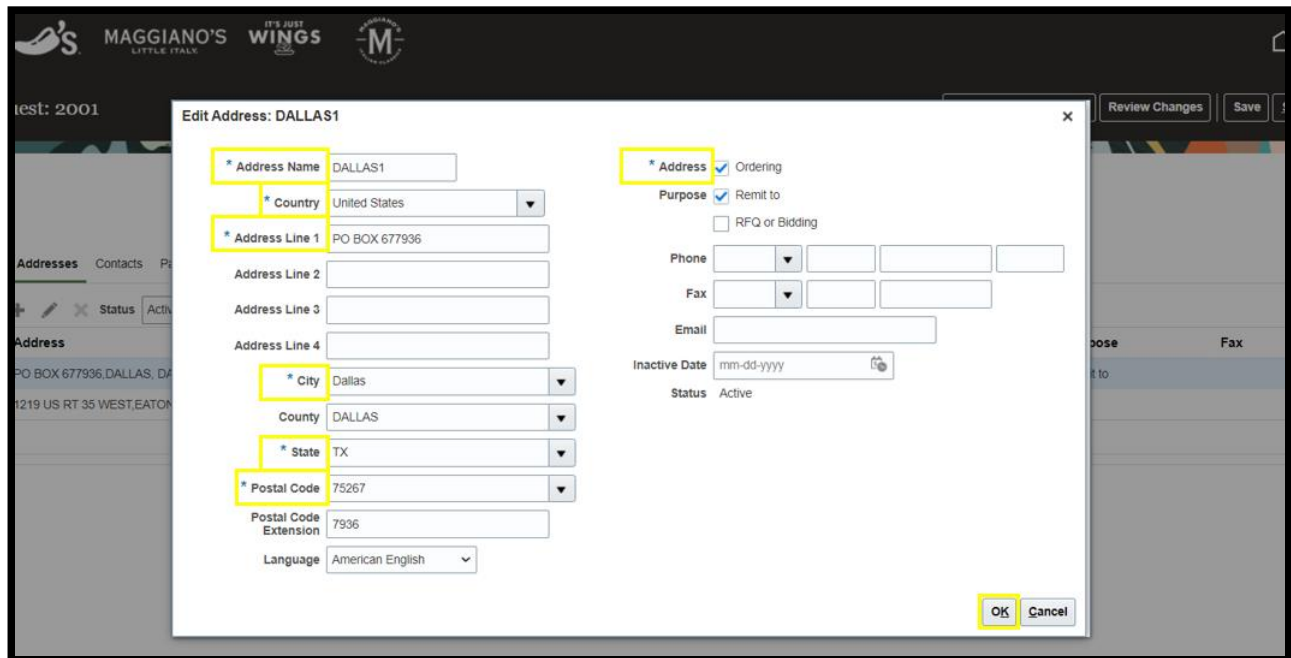
To Edit

To Add

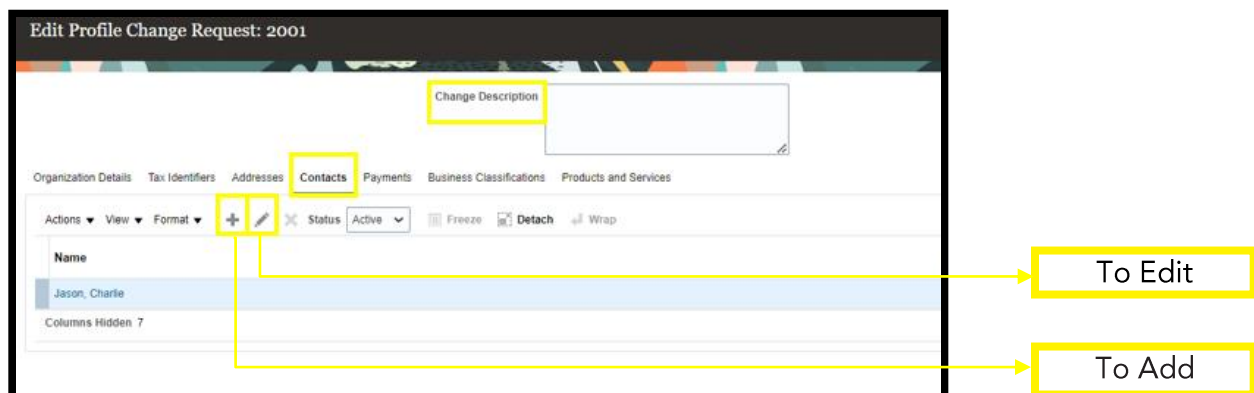




When edit icon is clicked, a new edit window opens with the existing details. Users can edit the existing information and enter the updated information. Click on Ok after making those changes.



To make changes in Contacts section, users need to click on Contacts and then select Add or Edit option to make changes. Enter details in the Change Description box about the changes that are being made.



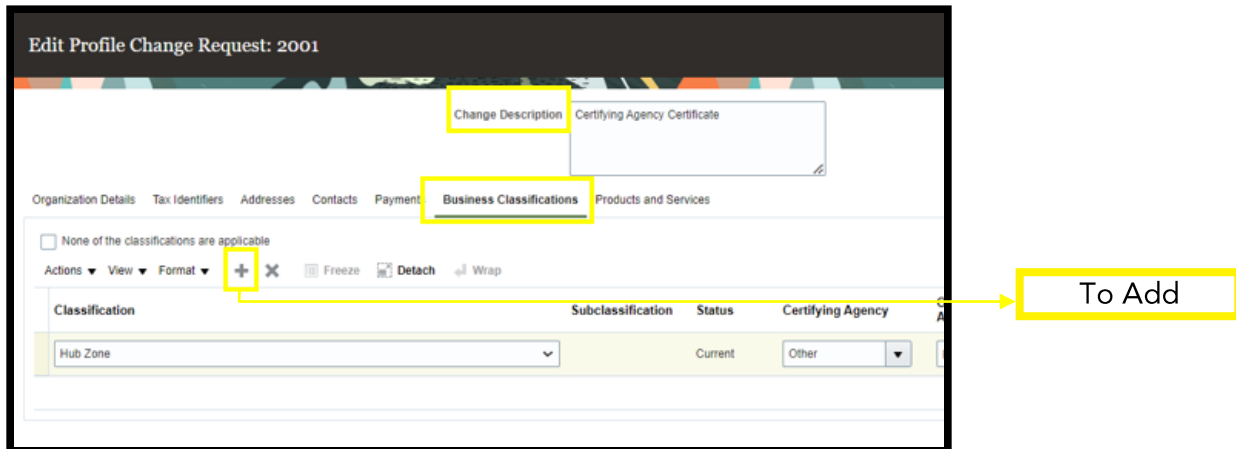


When edit icon is clicked, a new edit window opens with the existing details. Users can edit the existing information and enter the updated information. Make sure to enter all details in the mandatory fields (marked with \*)  
Click on Ok after making those changes.

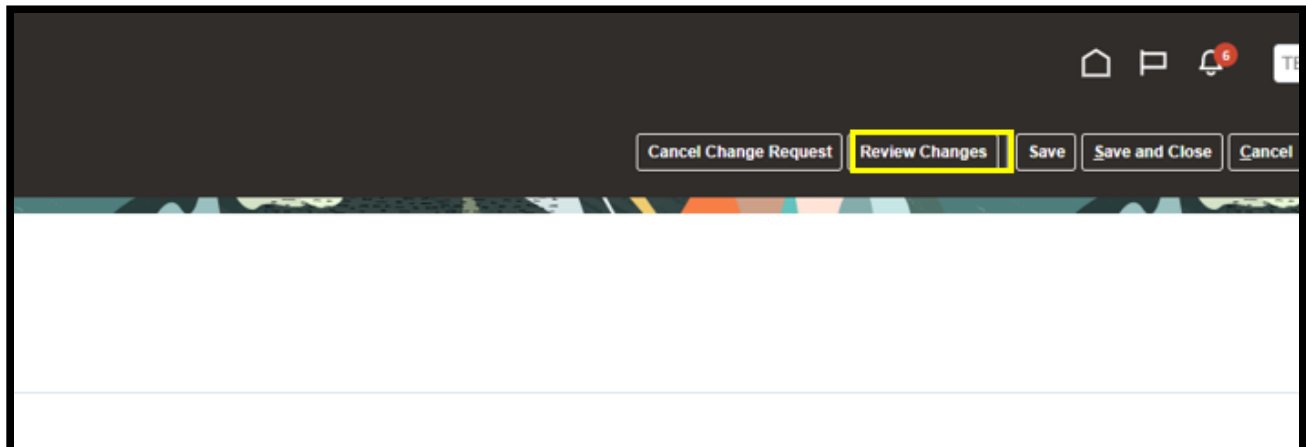
To make changes in Payments section, users need to click on Payments and then select Add to add new payment method.  
Enter details in the Change Description box about the changes that are being made.



Similarly, if their details need to be changed in business classification area, users need to click on Add new classification or X to remove previous classification. Users need to enter details in Change Description with the changes are been updated.

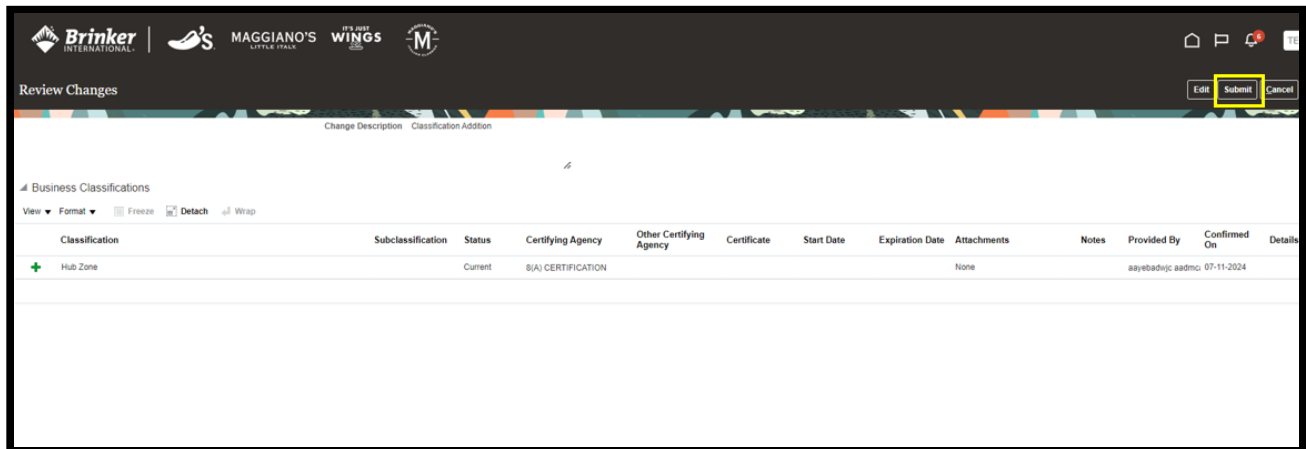


Once details in the specific area have been updated, users can click on Review Changes icon the top.





In this screen, users can view the changes they have made in their profile. Once reviewed, they can click on submit button on the top. Once the confirmation box appears, they can click Ok to submit the updated changes for approval.



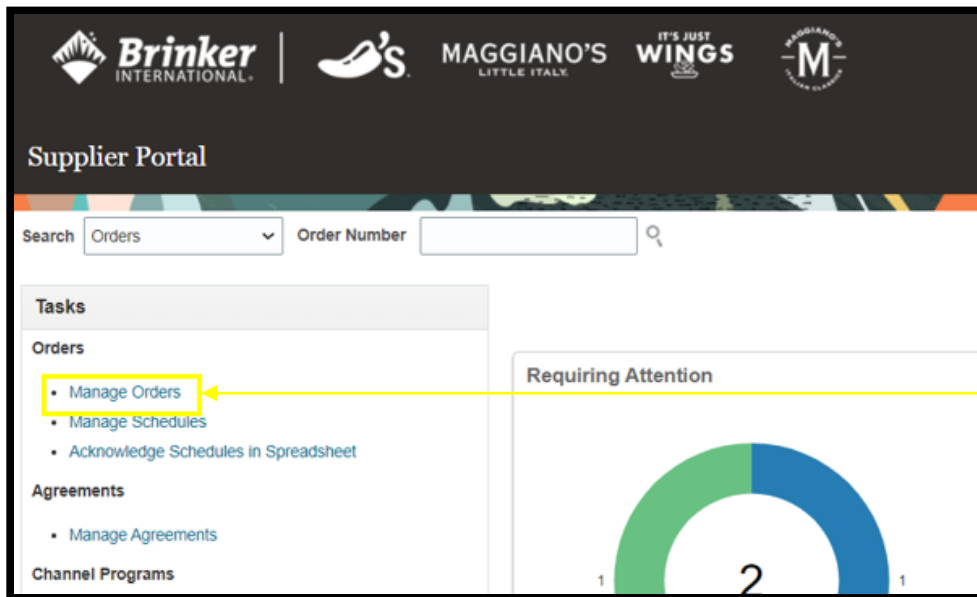


## ORDERS

### Manage Orders

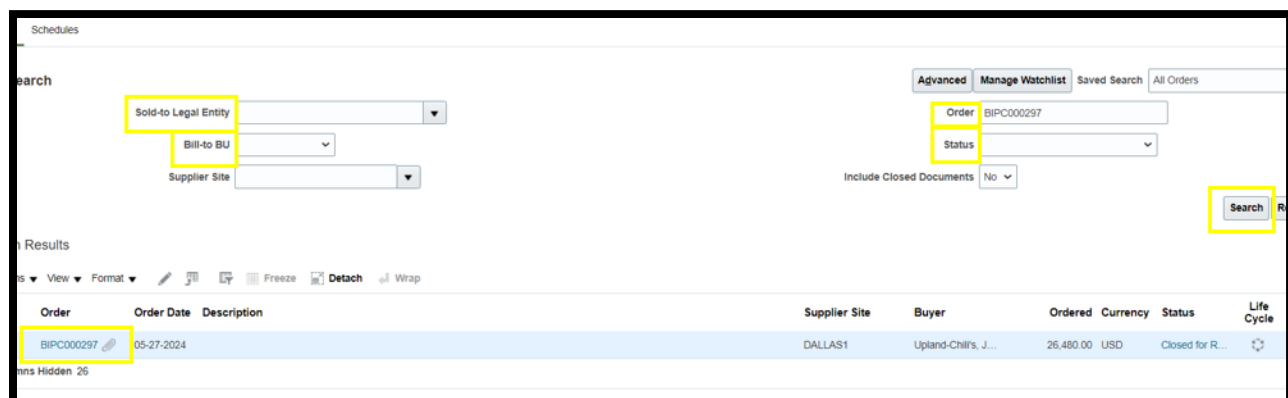
To view and manage purchase orders, users need to navigate to tasks column in the Supplier Portal page.

Then select Manage Orders link within Orders section. A new screen will open to search for the purchase order.



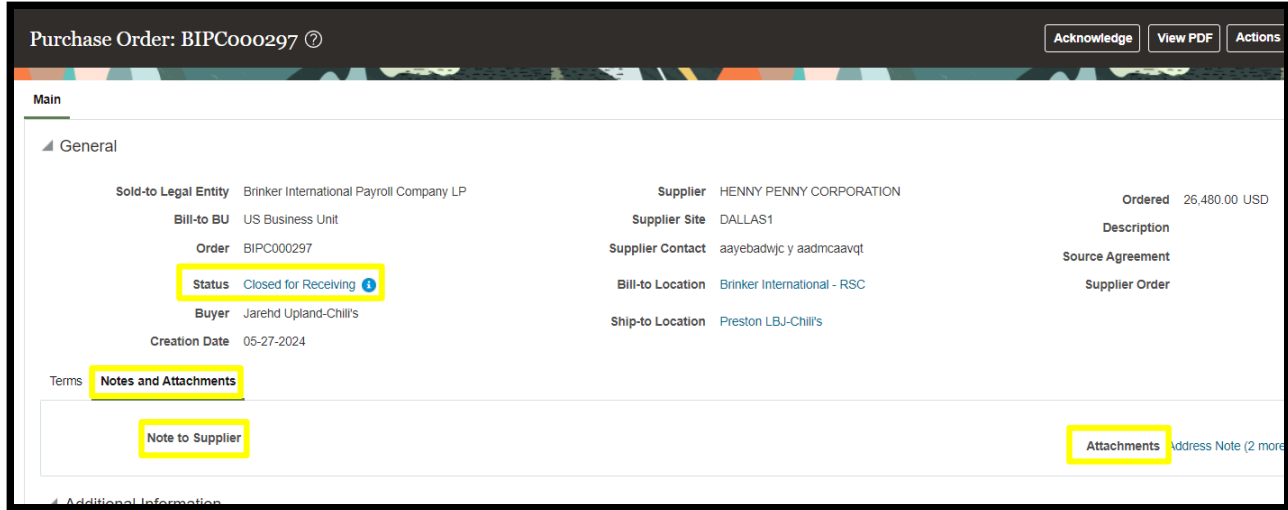
Once the search page opens. Users can search for the order from one of the search options and then click on Search button

Once the search result populates, click on the Order Number link.

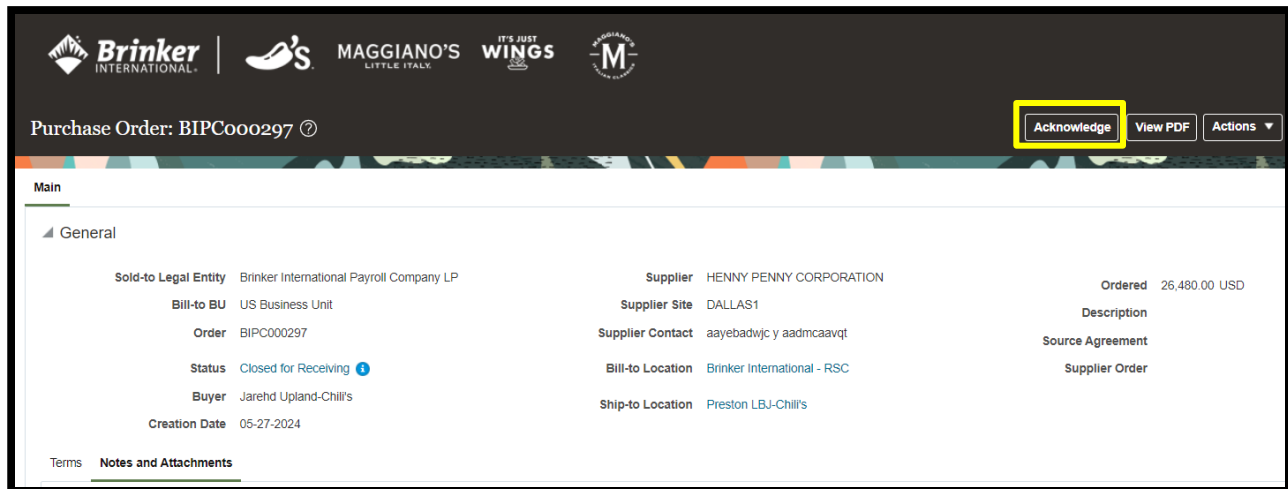




Once the purchase order opens, users can view the status of that order. They can navigate to Notes & Attachments section to view any specific Note or Attachment with the order.

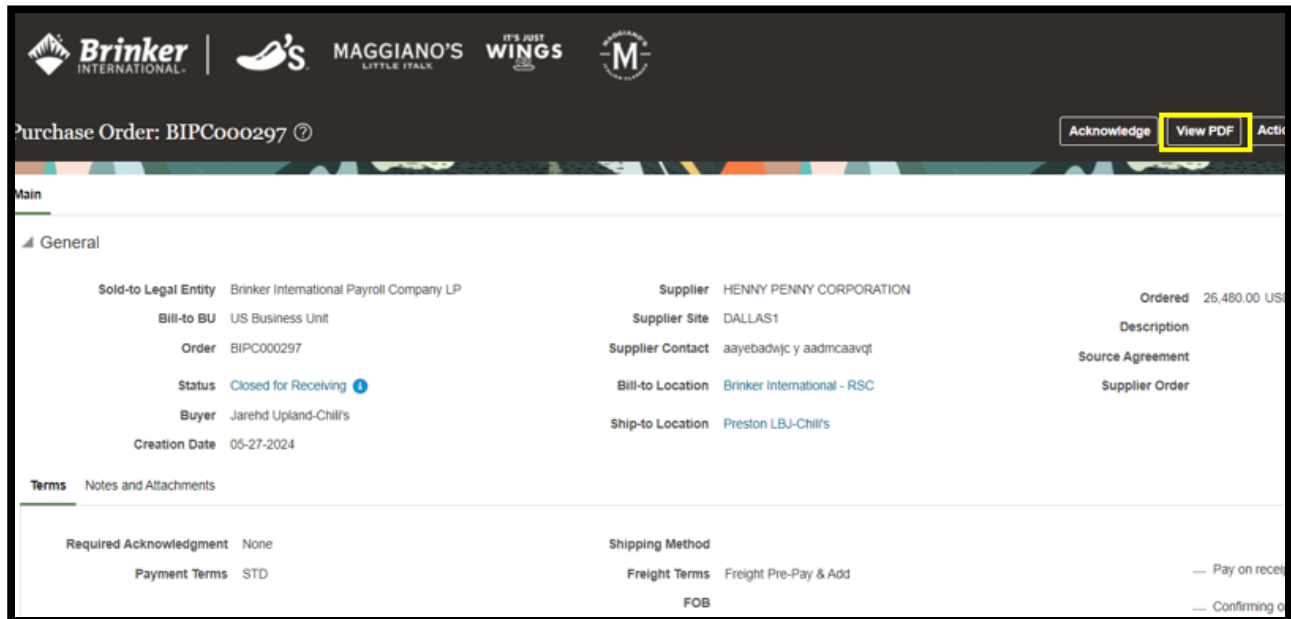


Once details are reviewed, they can click on Acknowledge button on the top to accept the order. Click on Ok once the confirmation box appears.

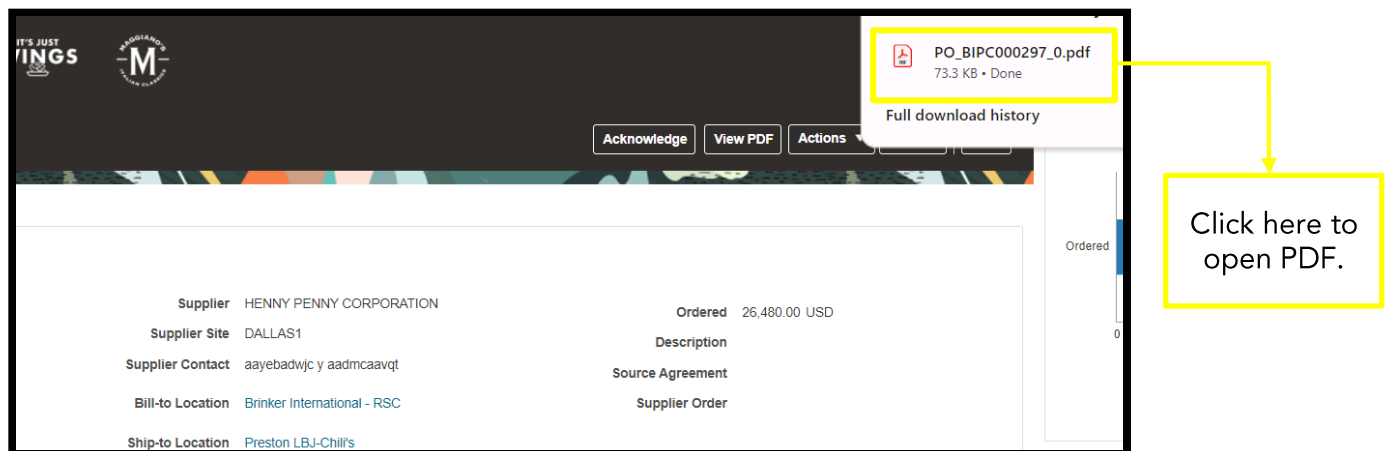




Users can also view the purchase order in PDF, click on "View PDF" button on the top.

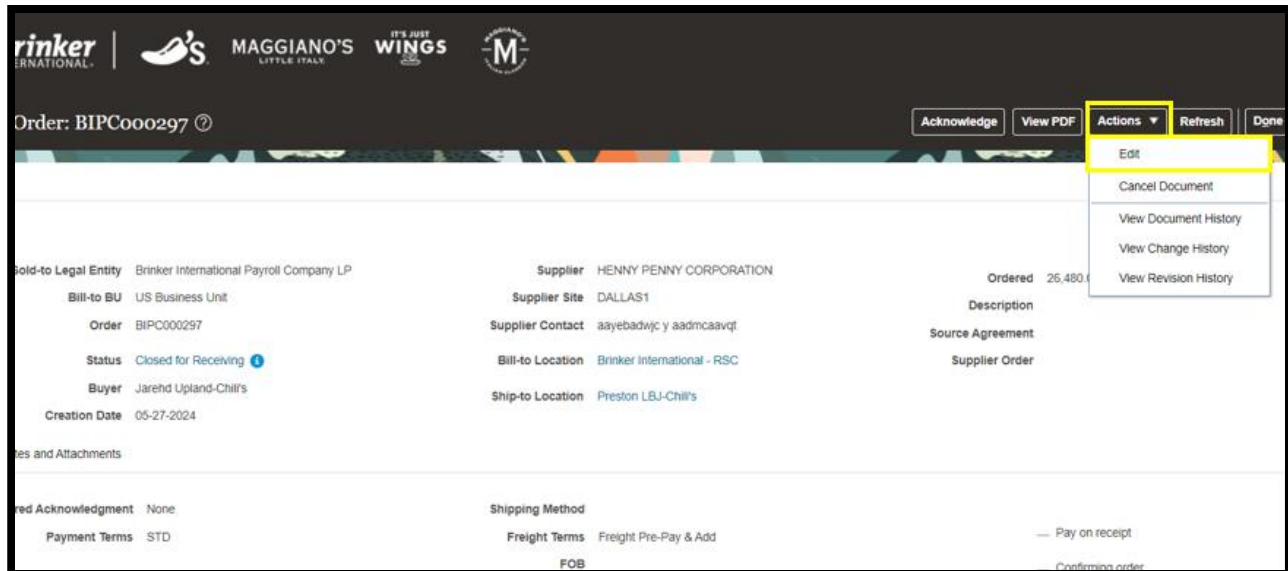


Once the PDF is downloaded, users can view the PDF by clicking on the file.

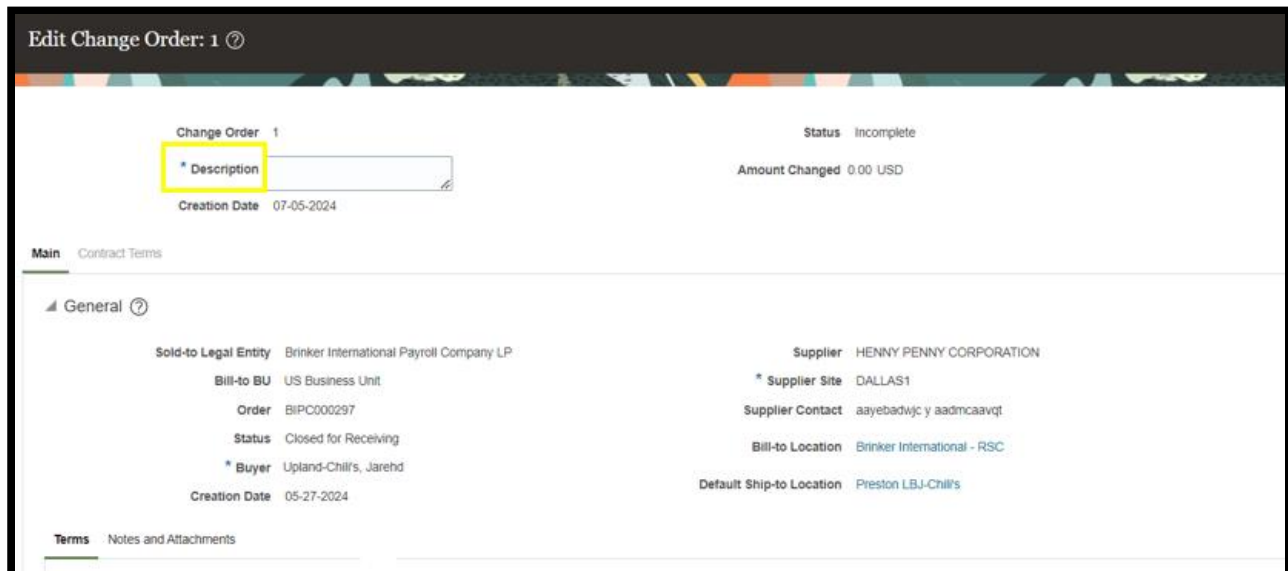




Users can also edit the purchase order, they can do so by navigating through Actions and selecting Edit.



Details needs to be mentioned in the Description section for the change order made to the PO.







Once navigating down to Lines section, users can edit item quantity, price, and mention the change reason.

| * Line | Description   | Supplier Item | Quantity | UOM | * Price   | Ordered   | * Location         | Note to Supplier | Change Reason |
|--------|---|---------------|----------|-----|-----------|-----------|--------------------|------------------|---------------|
| 1      | Fryer 4-Bank 30 lbs each Natural Gas, Verify Gas Type |               | 1        | EA  | 26,330.00 | 26,330.00 | Preston LBJ-Chi... |                  |               |
| 2      | Freight - Kitchen Equipment                           |               | 1        | EA  | 150.00    | 150.00    | Preston LBJ-Chi... |                  |               |

## Manage Schedule

Users can also manage schedule for the respective order. They need to click on Schedules section. In this section users can edit item Quantity, Promised Delivery Date and mention the change reason.

| Line | Description          | * Location          | Quantity | UOM | Requested Delivery Date | Promised Delivery Date | Change Reason |
|------|----------------------|---------------------|----------|-----|-------------------------|------------------------|---------------|
| 1    | Oil disposal shuttle | Preston LBJ-Chill's | 5        | EA  |                         | mm-dd-yyyy             |               |

Once all the required details are edited, click on Save and then Submit button on the top.

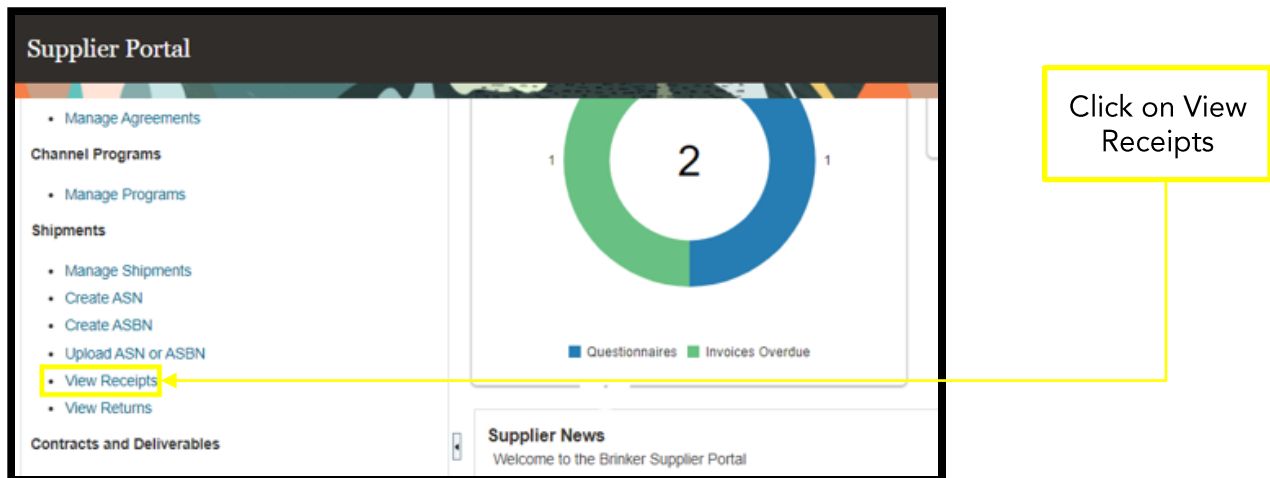
Status: Incomplete  
 Amount Changed: 0.00 USD  
 Initiating Party: Supplier  
 Initiator: aayebadwjc y aadmcaavqt



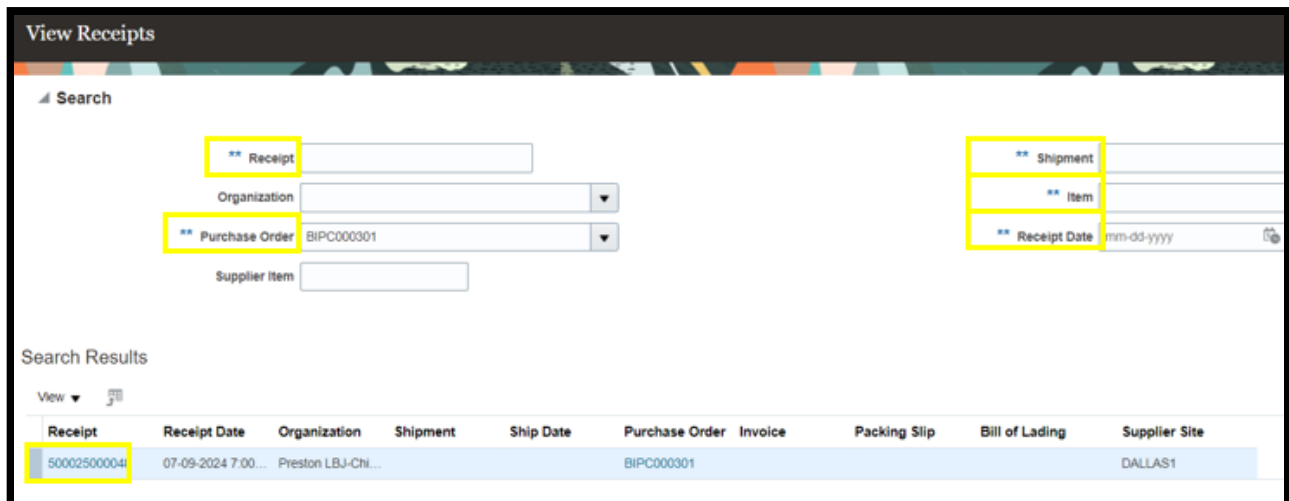
## SHIPMENTS

### View Receipts

To view receipts of the shipments, users need to navigate to tasks column in the Supplier Portal page. Then select View Receipts link within Shipments section. A new screen will open to search for the receipt.



Search for the receipt by entering value in any one of the fields marked with \*\* and then click "Search" button. Once search results appear click on the receipt number





A new window with open with the details of the receipt. Users can view shipment details like Item, Quantity, Unit of Measure, Receipt date.

Receipt: 500025000048

Summary

Supplier HENNY PENNY CORPORATION

Shipment

Shipped Date

Shipping Method

Number of Supplier Packing Units

Supplier Site DALLAS1

Additional Information

Context Value

Lines

| Item   | Item Description     | Document Type  | Document Number | Quantity |          |              |          | UOM Name | Currency           | Receipt Date |
|--------|----------------------|----------------|-----------------|----------|----------|--------------|----------|----------|--------------------|--------------|
|        |                      |                |                 | Ordered  | Returned | Net Received | Rejected |          |                    |              |
| ODS300 | Oil disposal shut... | Purchase order | BIPC000301      | 5        | 0        | 5            | 0        | EA       | 07-10-2024 3:15... |              |

### View Return

Users can view the return quantity for the shipment as well. Once details are viewed, click on done to close the window.

Receipt: 500025000046

Summary

Supplier HENNY PENNY CORPORATION

Shipment

Shipped Date

Shipping Method

Number of Supplier Packing Units

Supplier Site DALLAS1

Additional Information

Lines

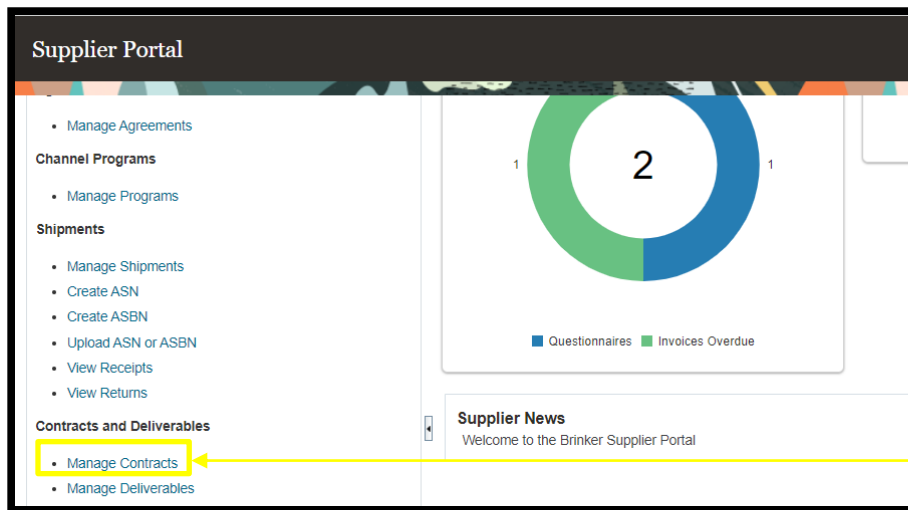
| Item   | Item Description     | Document Type  | Document Number | Quantity |          |              |          | UOM Name | Currency | Rec |
|--------|----------------------|----------------|-----------------|----------|----------|--------------|----------|----------|----------|-----|
|        |                      |                |                 | Ordered  | Returned | Net Received | Rejected |          |          |     |
| ODS300 | Oil disposal shut... | Purchase order | BIPC000301      | 5        | 5        | 0            | 0        | EA       | 05-2     |     |



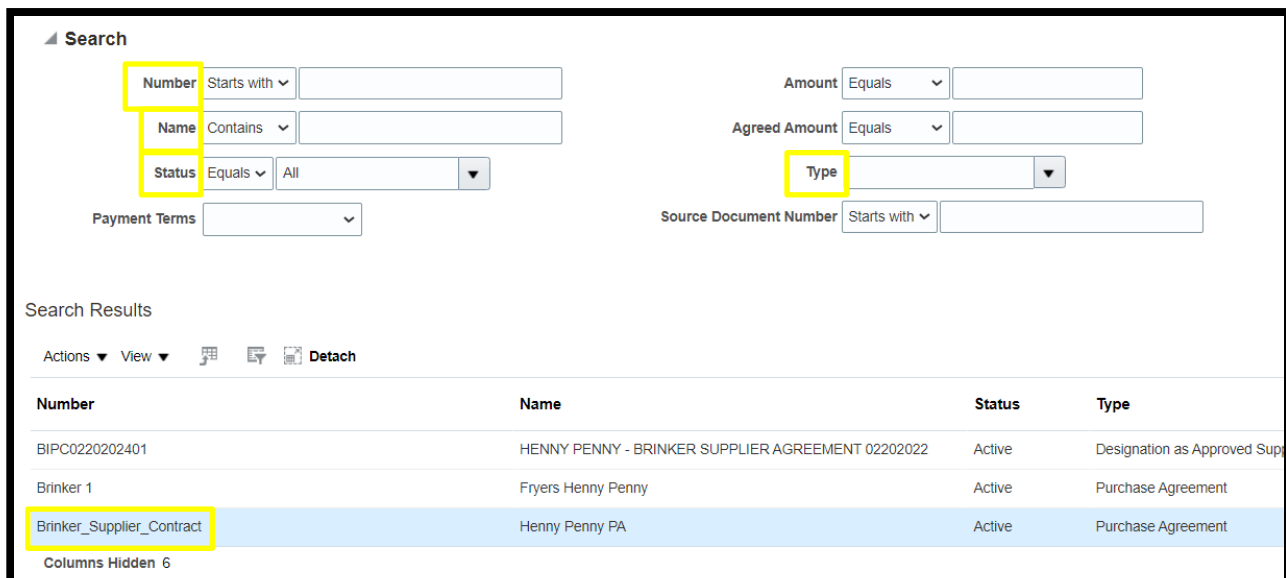
## CONTRACTS & DELIVERABLES

### Manage Contracts







To view and manage contracts, users need to navigate to tasks column in the Supplier Portal page. Then select Manage Contracts link within Contracts and Deliverables section. A new screen will open to search for the contracts.



Search for the contract via any search options and then click on Search button. Once the search result populates, select the contract row for which details are required to be viewed.

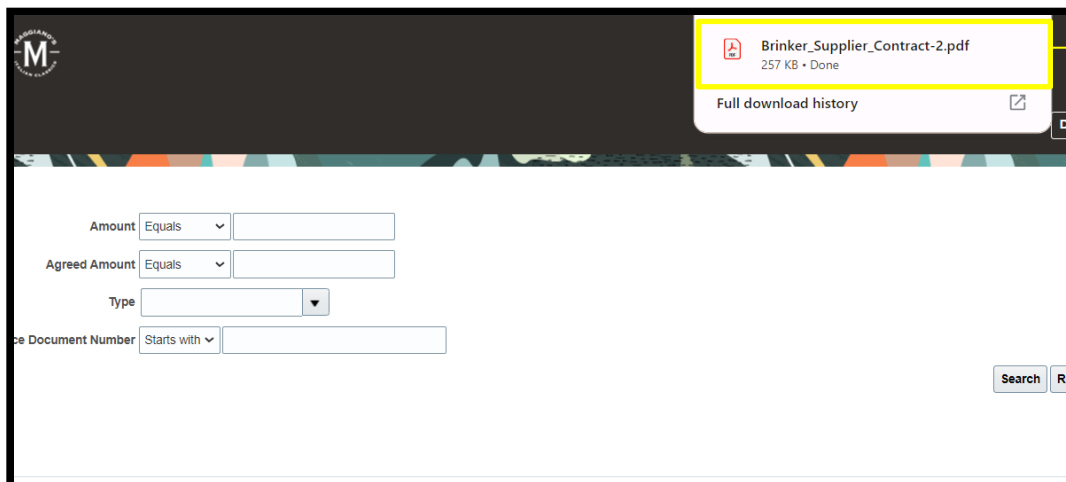


Users can view the contract pdf, select the contract row and then click on the preview icon of the selected contract and the file will start downloading.

|                    | Status | Type  | Start Date | End Date   | Preview   | Contract Documents  |
|--------------------|--------|---|------------|------------|---|---|
| AGREEMENT 02202022 | Active | Designation as Approved Supplier (Supplier Agreement) | 02-20-2024 |            |  |  |
|                    | Active | Purchase Agreement                                    | 03-01-2024 | 04-02-2025 |  |  |
|                    | Active | Purchase Agreement                                    | 04-30-2024 | 05-01-2025 |  |  |







Click here to preview

Once downloaded, click on the file to view the contract.



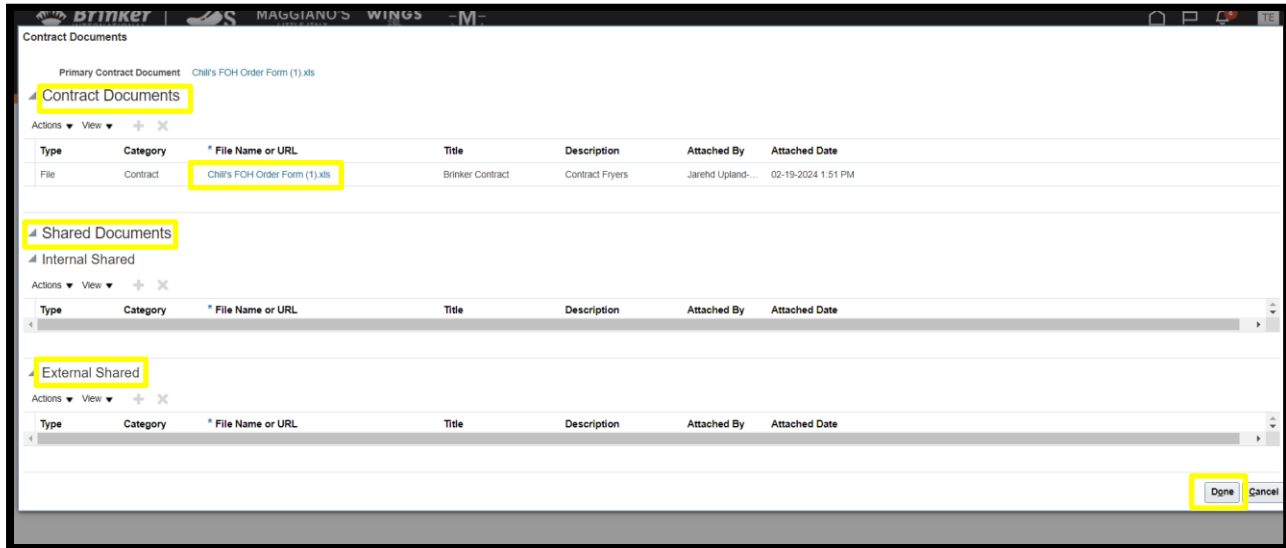
Click here to open

Users can also view the Contract Documents for the contract. Click on the Contract Documents icon and pop-up screen will appear.

|   | Status | Type  | Start Date | End Date   | Preview   | Contract Documents  |
|---|--------|---|------------|------------|---|---|
| PENNY - BRINKER SUPPLIER AGREEMENT 02202022 | Active | Designation as Approved Supplier (Supplier Agreement) | 02-20-2024 |            |  |  |
| Henny Penny                                 | Active | Purchase Agreement                                    | 03-01-2024 | 04-02-2025 |  |  |
| Penny PA                                    | Active | Purchase Agreement                                    | 04-30-2024 | 05-01-2025 |  |  |



The documents for the contract will now reflect within three sections of Contract Documents, Shared Documents and External Documents. Users can click on the document to download it and then view it.  
Click on Done icon to close this window.



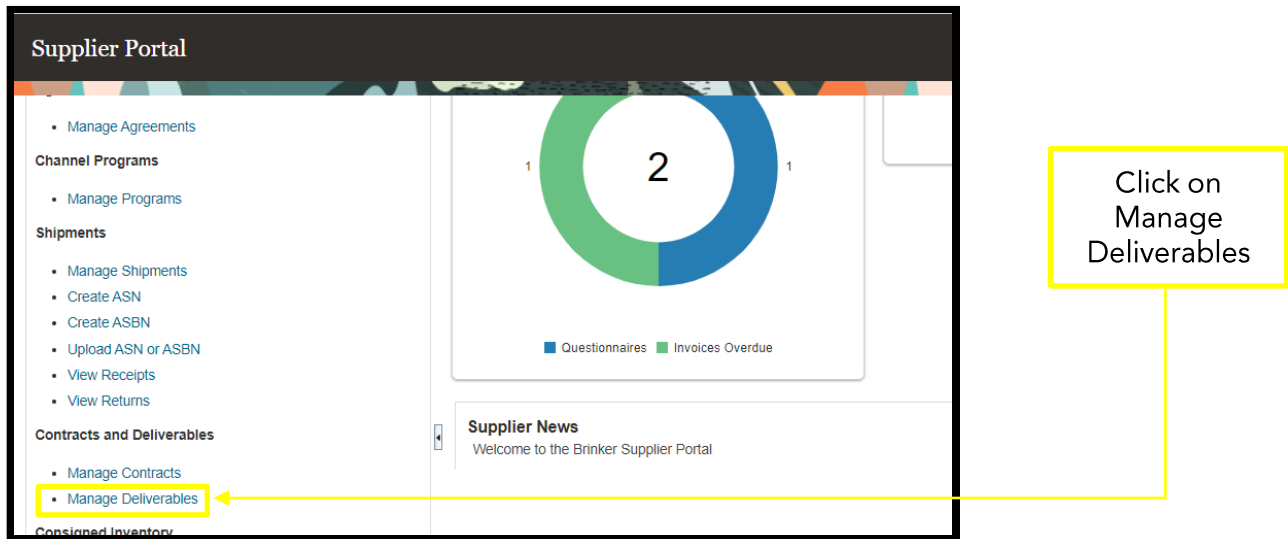


## CONTRACTS & DELIVERABLES

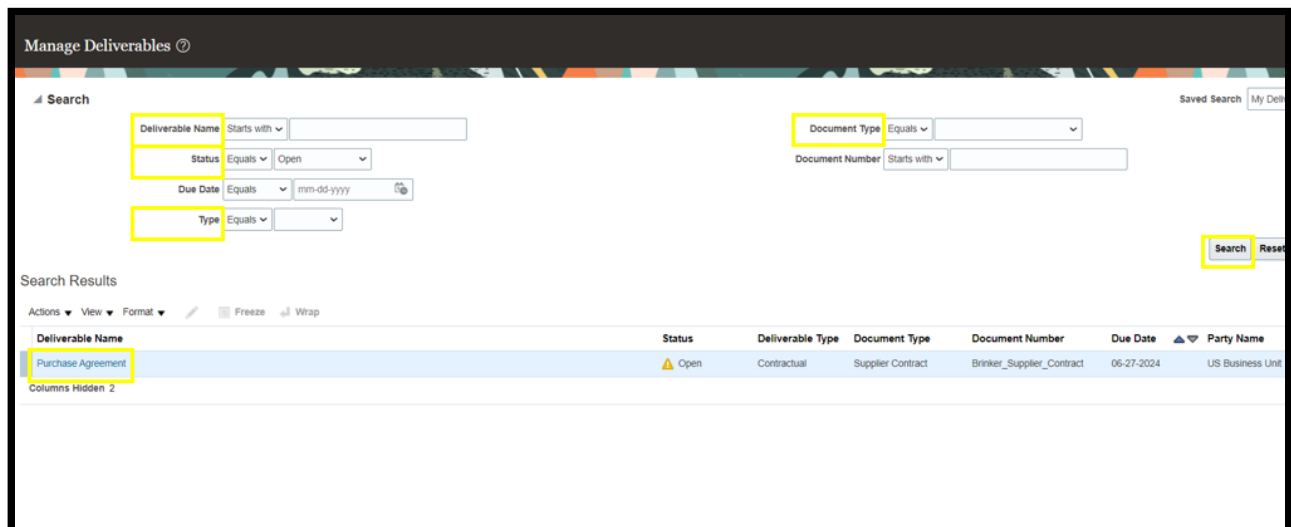
### Manage Deliverables

To view and manage deliverables, users need to navigate to tasks column in the Supplier Portal page.

Then select Manage Deliverables link within Contracts and Deliverables section. A new screen will open to search for the contracts.

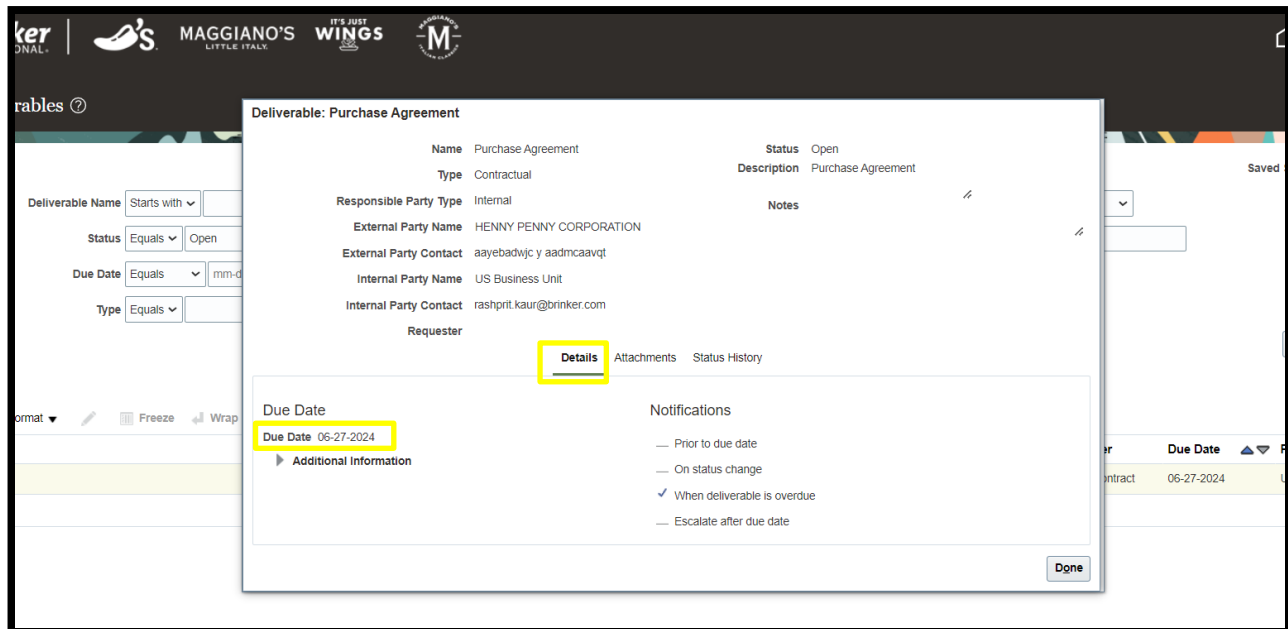


Search for the deliverables via any of the search options and then click on the search button. Once the search result appears, click on the deliverable link.

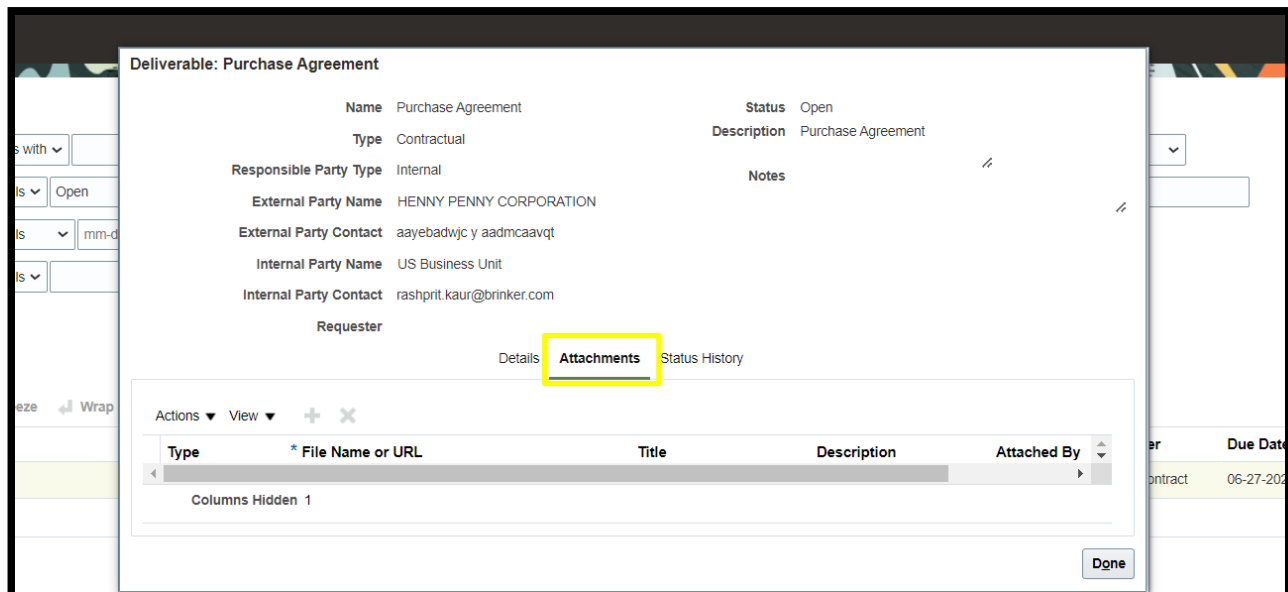




A new window opens with the information of the agreement.  
In the details section, users can view the Due date and other details of the Deliverable.



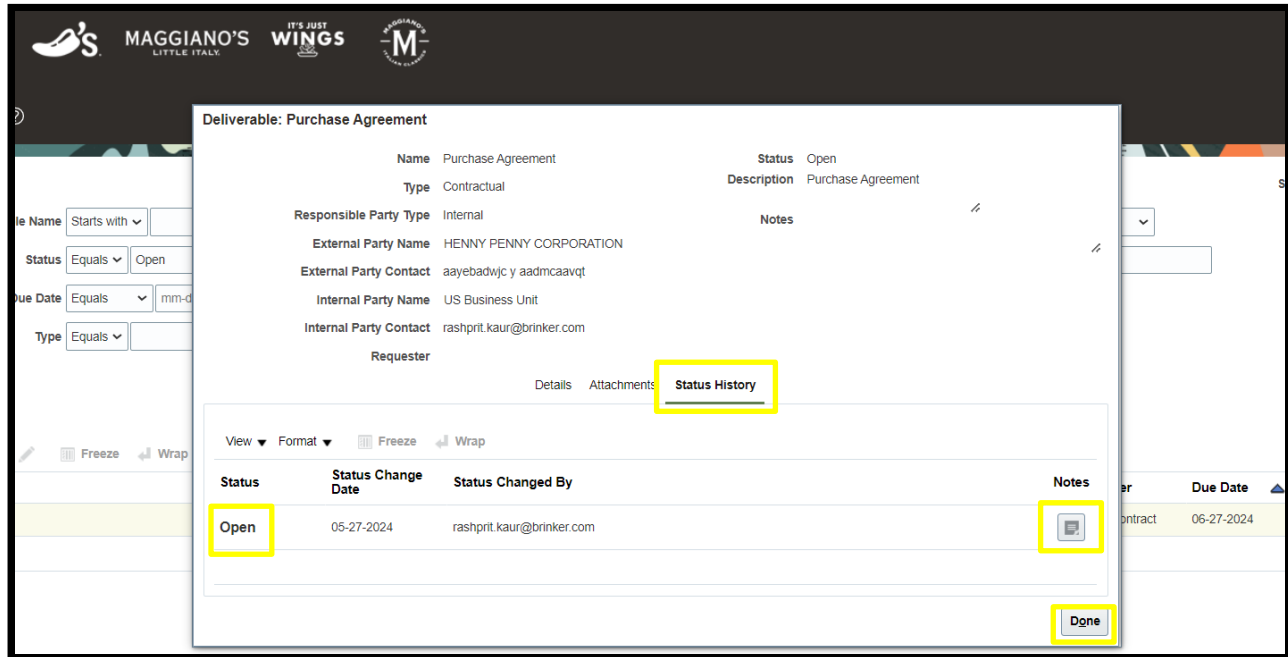
Within attachments section, users can view any attachment with the deliverable.







Within status History section, here the users can view the Status of the deliverable and any additional note attached with it.  
Once all details are viewed, users can click on Done to close it.

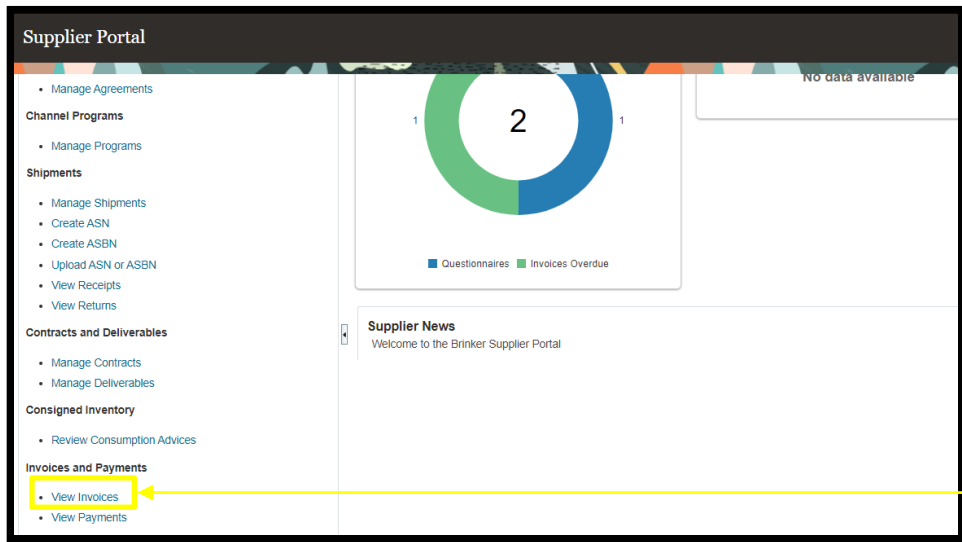




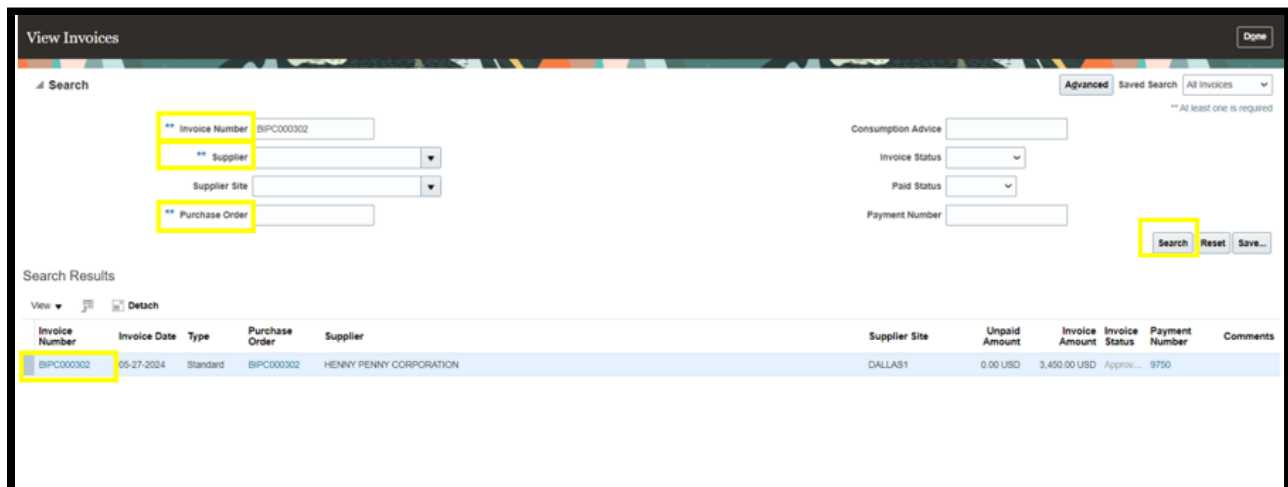
## INVOICE & PAYMENTS

### View Invoices

To view invoices, users need to navigate to tasks column in the Supplier Portal page. Then select View Invoices link within Invoices and Payments section. A new screen will open to search for the invoice.



Search for the invoice by entering a value in any one of the fields marked with \*\* and then click on search button. Once search result appears, click on the Invoice Number.





Users can view invoice details like Invoice Amount, Invoice Date for the purchase order. Navigating down to Lines section, they can also view the Quantity, Purchase Order and other details.

Invoice: BIPC000302

|                   |  |                    |              |
|-------------------|--|--------------------|--------------|
| Business Unit     | US Business Unit                               | Invoice Amount     | 3,450.00 USD |
| Legal Entity Name | Brinker International Payroll Company LP       | Unpaid Amount      | 0.00 USD     |
| Supplier or Party | HENNY PENNY CORPORATION                        | Payment Currency   | USD          |
| Supplier Site     | DALLAS1  | Tax Control Amount |              |
| Address           | PO BOX 677936, DALLAS, DALLAS, TX<br>752677936 |                    |              |
| Invoice Date      | 05-27-2024                                     |                    |              |

**Lines** Payments

Items

View Detach

| Line | Amount   | Description          | Quantity | Unit Price | UOM Name | Purchase Order |      |          | Receipt |      | Consumption Advice |      | Ship-to Location |
|------|----------|----------------------|----------|------------|----------|----------------|------|----------|---------|------|--------------------|------|------------------|
|      |          |                      |          |            |          | Number         | Line | Schedule | Number  | Line | Number             | Line |                  |
| 1    | 3,450.00 | Oil disposal shuttle | 5        | 690        | EA       | BIPC000302     | 1    | 1        |         |      |                    |      | Preston LB       |

Scrolling down to Summary Tax lines, users also has a view of the total tax summary.

Summary Tax Lines

View Detach

| Line | Regime      | Tax Name      | Tax Jurisdiction | Tax Status    | Rate Name     | Percentage | Per Unit | Amount | Line | Type | Amount |
|------|-------------|---------------|------------------|---------------|---------------|------------|----------|--------|------|------|--------|
| 1    | BRINKER SUT | TAX_ZERO_RATE | TAX_ZERO_RA...   | TAX_ZERO_RATE | TAX_ZERO_RATE | 0          |          | 0      |      |      |        |

Totals

Tax charges summary

|                         |      |                            |                 |
|-------------------------|------|----------------------------|-----------------|
| TAX_ZERO_RATE 0.000001% | 0.00 | Items                      | 3,450.00        |
| Inclusive Tax           | 0.00 | Freight                    | 0.00            |
| Self-Assessed Tax       | 0.00 | Miscellaneous              | 0.00            |
|                         |      | Tax                        | 0.00            |
|                         |      | Subtotal                   | 3,450.00        |
|                         |      | Less Inclusive Prepayments | 0.00            |
|                         |      | Remaining Amount           | 0.00            |
|                         |      | Invoice Amount             | 3,450.00        |
|                         |      | Less Withheld Tax          | 0.00            |
|                         |      | Less Exclusive Prepayments | 0.00            |
|                         |      | Less Retainage             | 0.00            |
|                         |      | <b>Total Due</b>           | <b>3,450.00</b> |

Shipping and Handling



## View Payments

To view payments for the invoice, users need to click on Payments section and click on the payment number link

Invoice: BIPC000302

|                          |   |                           |              |
|--------------------------|---|---------------------------|--------------|
| <b>Business Unit</b>     | US Business Unit                            | <b>Invoice Amount</b>     | 3,450.00 USD |
| <b>Legal Entity Name</b> | Brinker International Payroll Company LP    | <b>Unpaid Amount</b>      | 0.00 USD     |
| <b>Supplier or Party</b> | HENNY PENNY CORPORATION                     | <b>Payment Currency</b>   | USD          |
| <b>Supplier Site</b>     | DALLAS1                                     | <b>Tax Control Amount</b> |              |
| <b>Address</b>           | PO BOX 677936, DALLAS, DALLAS, TX 752677936 |                           |              |
| <b>Invoice Date</b>      | 05-27-2024                                  |                           |              |

Lines **Payments**

| Number | Payment Document | Status     | Reconciled | Payment Date | Paid Amount  | Address                                     |
|--------|------------------|------------|------------|--------------|--------------|---|
| 9750   |                  | Negotiable | No         | 05-28-2024   | 3,450.00 USD | PO BOX 677936, DALLAS, DALLAS, TX 752677936 |
|        |                  |            |            |              | 3,450.00 USD |   |

Click on Payments section

Click on Payments link

Users can view details like Paid Status, Invoice Amount, Paid Amount and Purchase Order (click on the number link below purchase to have a detailed PO view).

Payment: 9750

|                       |   |                         |               |
|-----------------------|---|-------------------------|---------------|
| <b>Business Unit</b>  | US Business Unit                            | <b>Payment Amount</b>   | 3,450.00 USD  |
| <b>Payee</b>          | HENNY PENNY CORPORATION                     | <b>Payment Date</b>     | 05-28-2024    |
| <b>Payee Site</b>     | DALLAS1                                     | <b>Payment Type</b>     | Quick         |
| <b>Address</b>        | PO BOX 677936, DALLAS, DALLAS, TX 752677936 | <b>Remit-to Account</b> | xxxxxxxxx2220 |
| <b>Payment Status</b> | Negotiable                                  | <b>Payment Document</b> |               |

Paid Invoices

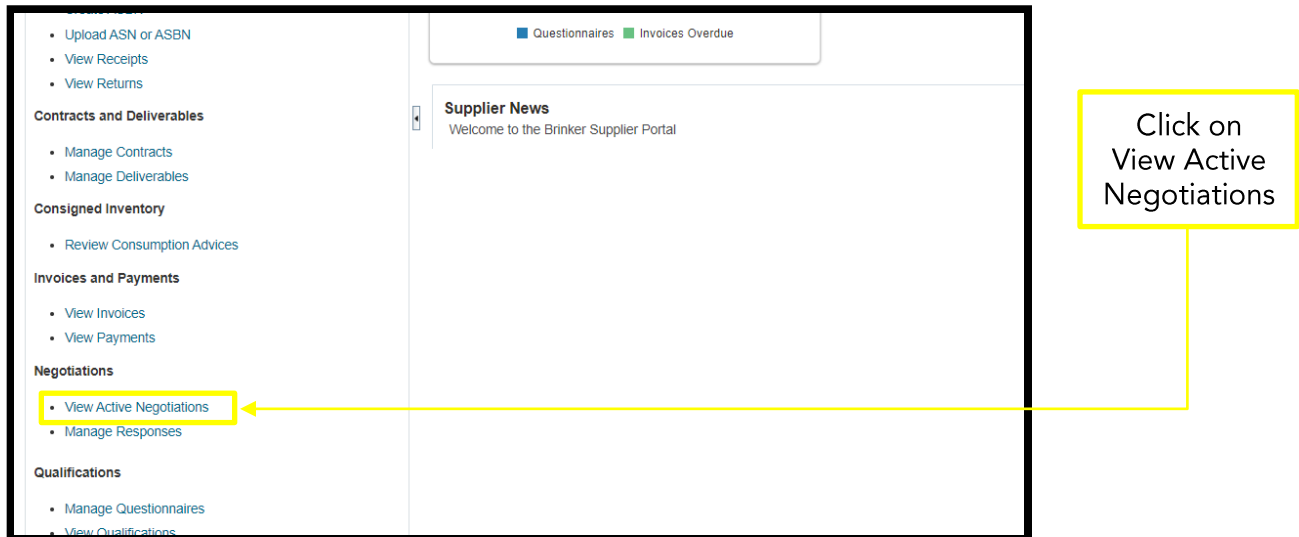
| Number     | Invoice Date | Type     | Purchase Order | Receipt | Consump Advice | Paid Amount  | Invoice Amount | Invoice Status    | Due Date   | Paid Status |
|------------|--------------|----------|----------------|---------|----------------|--------------|----------------|-------------------|------------|-------------|
| BIPC000302 | 05-27-2024   | Standard | BIPC000302     |         |                | 3,450.00 USD | 3,450.00 USD   | Annually appro... | 06-26-2024 | Fully paid  |

Click here to view Purchase Order

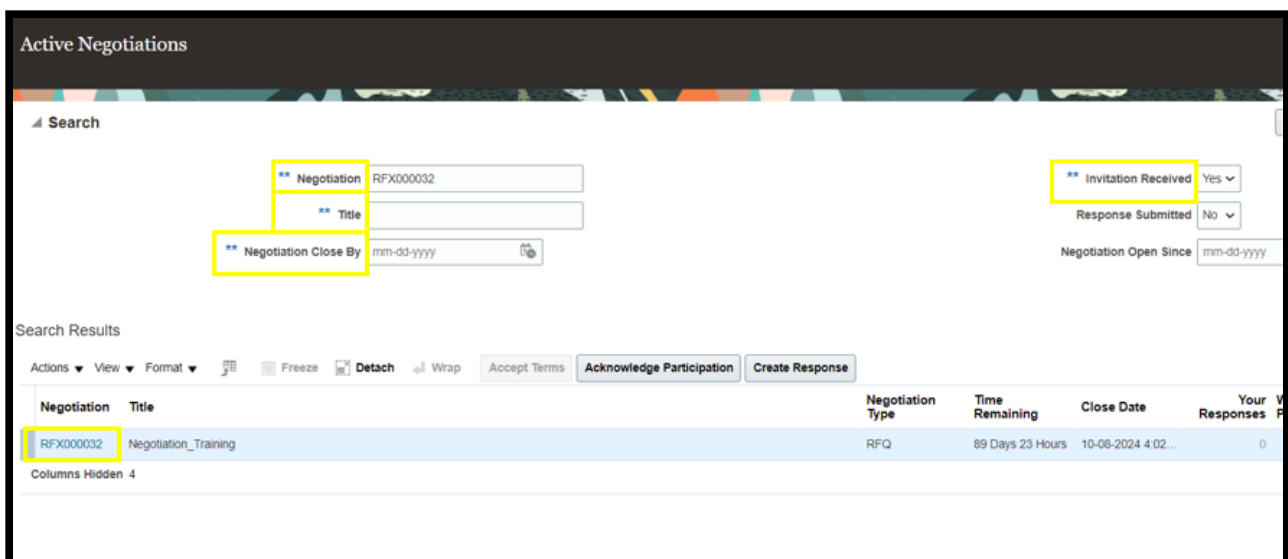
## NEGOTIATIONS

### View Active Negotiations

To view active negotiations, users need to navigate to tasks column in the Supplier Portal page. Then select View Active Negotiations link within Negotiations section. A new screen will open to search for the negotiations.

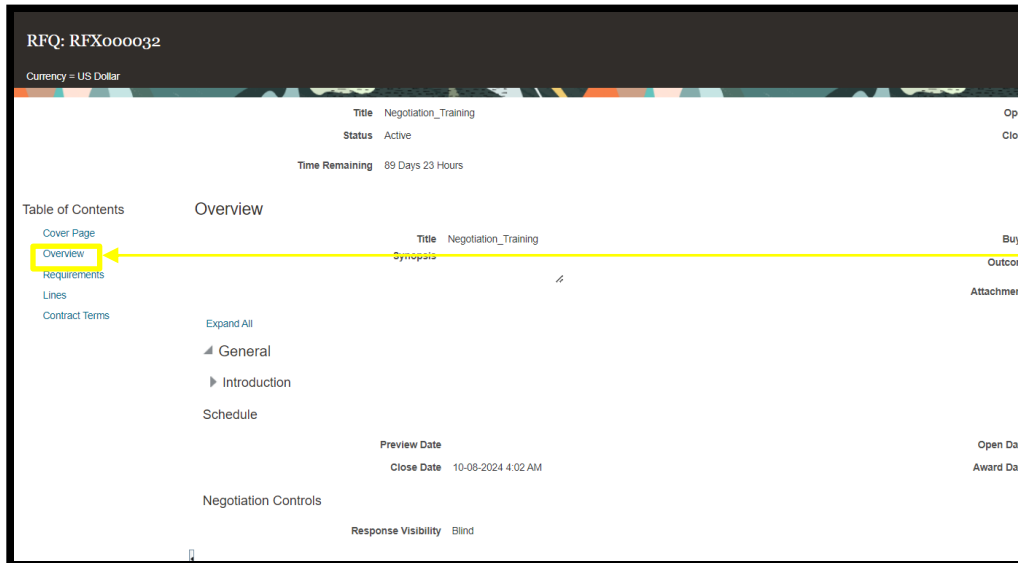


Search for the negotiation by entering details in any one of the required fields (marked with \*\*) and then click on search. Once the search results appear, click on the negotiation.

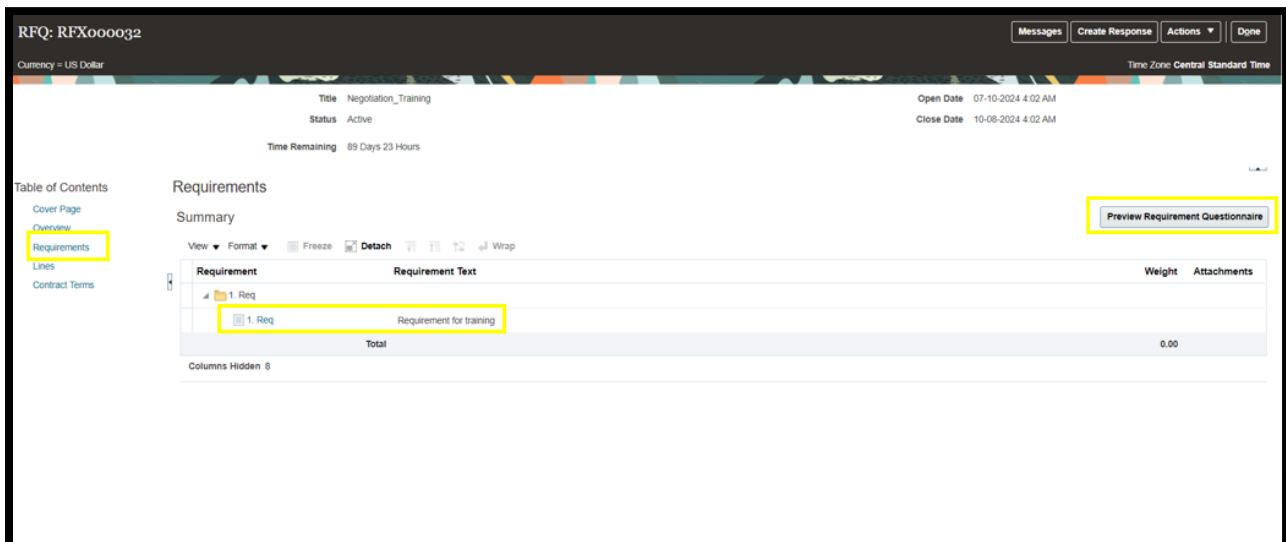




Click on Overview in the Table of Contents present in the left-hand side to get an overview detail of the Negotiation like Schedule, Attachments etc.



Click on Requirements from the Table of Contents on the left-hand side to view the Required details of the negotiation. Users can click on Preview Requirement Questionnaire icon to view the required details.





Click on Lines from the Table of Contents to view the details of the Item, Description, Estimated Quantity, Price etc.

RFQ: RFX000032

Currency = US Dollar

Title: Negotiation\_Training  
Status: Active  
Time Remaining: 89 Days 23 Hours

Open Date: 07-10-2024 4:02 AM  
Close Date: 10-08-2024 4:02 AM

Table of Contents: Cover Page, Overview, Requirements, **Lines**, Contract Terms

Lines Summary

| Line | Item      | Description   | Category Name | Estimated Quantity | UOM | Estimated Total Amount | Start Price | Allow Alternate Lines |
|------|-----------|---|---------------|--------------------|-----|------------------------|-------------|-----------------------|
| 1    | DCH-BS-32 | Batter Station Liquitech Casters Hinged R Defrost Timer | EQUIPMENT RI  | 10                 | EA  | 100.00                 |             | Yes                   |

Columns Hidden: 4

Click on Contract terms from the Table of Contents to view any contract terms associated with the negotiation. Once all details are viewed, click on Done to close the window.

RFQ: RFX000032

Currency = US Dollar

Title: Negotiation\_Training  
Status: Active  
Time Remaining: 89 Days 23 Hours

Table of Contents: Cover Page, Overview, Requirements, Lines, **Contract Terms**

Contract Terms

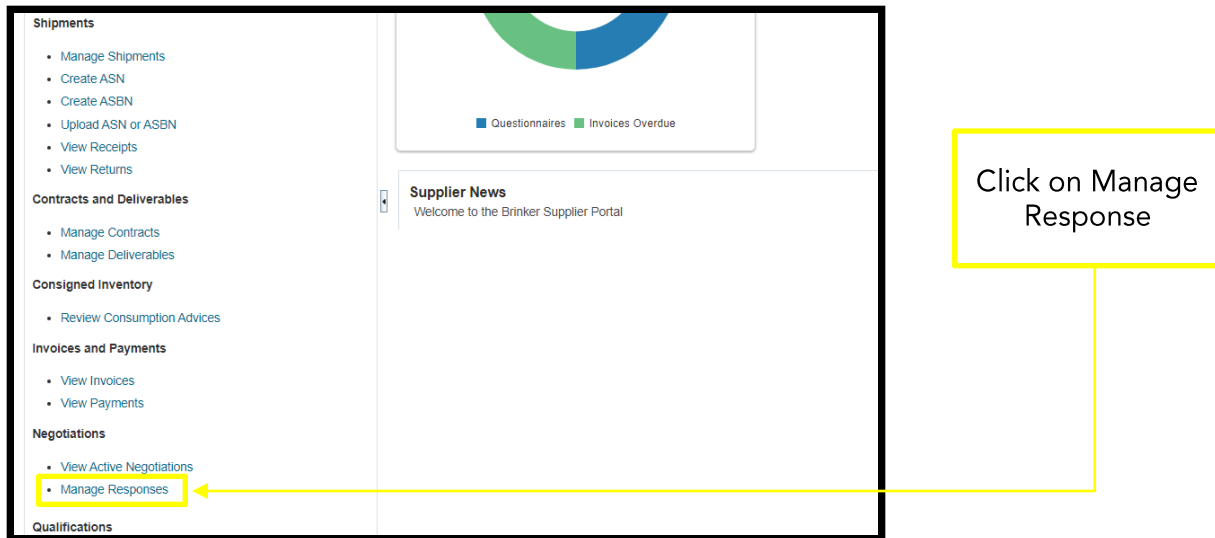
There are no contract terms.



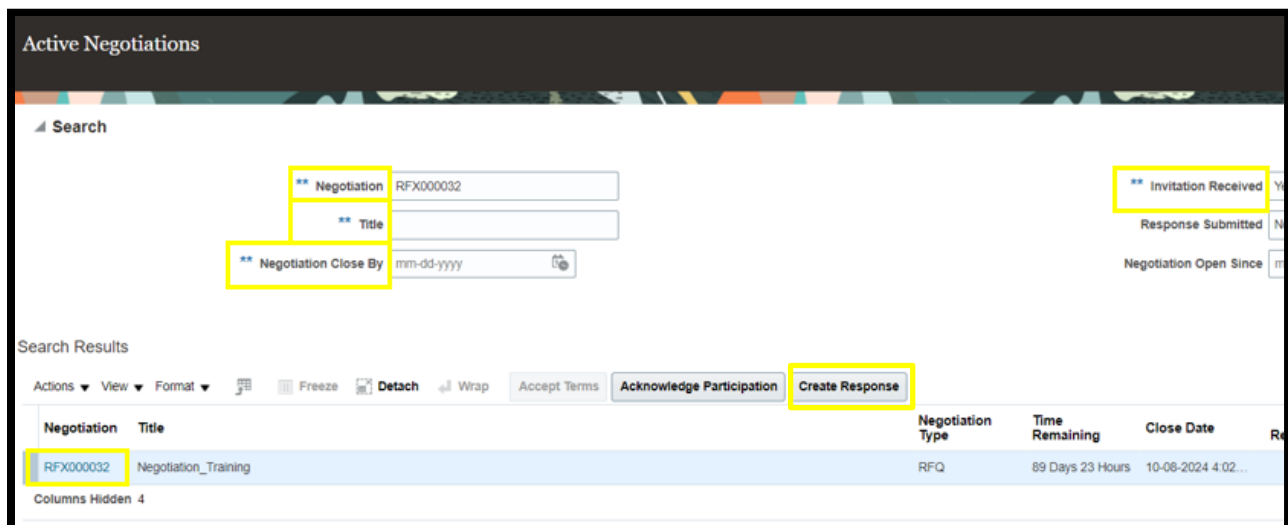
## NEGOTIATIONS

### Manage Responses

To create a negotiation response, users need to navigate to tasks column in the Supplier Portal page. Then select Manage Responses link within Negotiations section. A new screen will open to search for the negotiations.



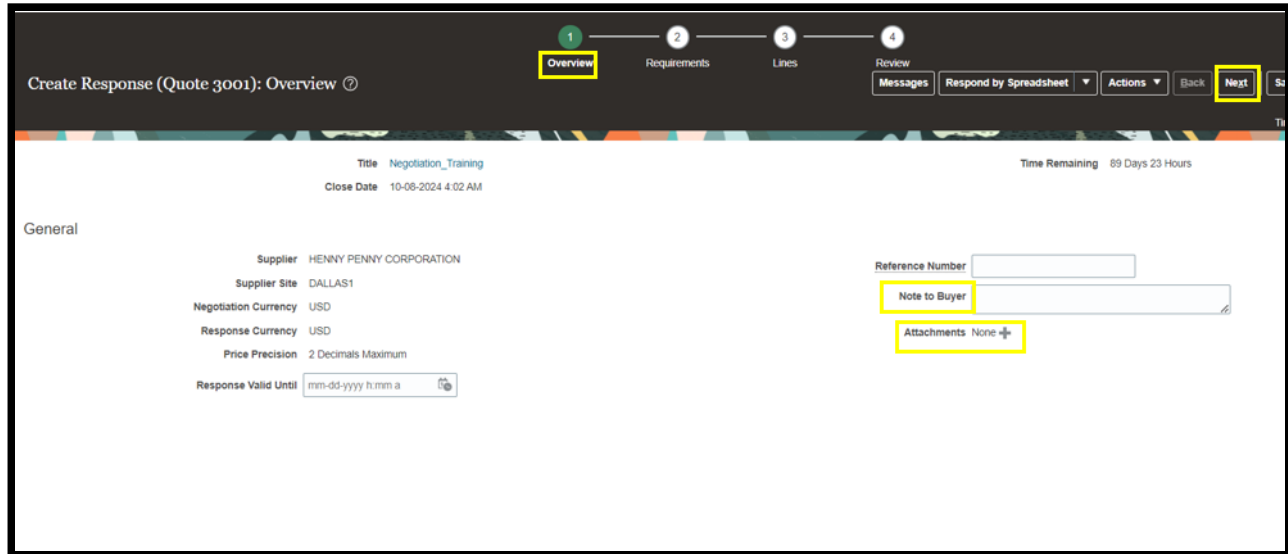
Search for the negotiation with any of the search options (fields marked with \*\*) and click on search icon. Once the search results appear select the row. Once row is selected, click on Create Response button.



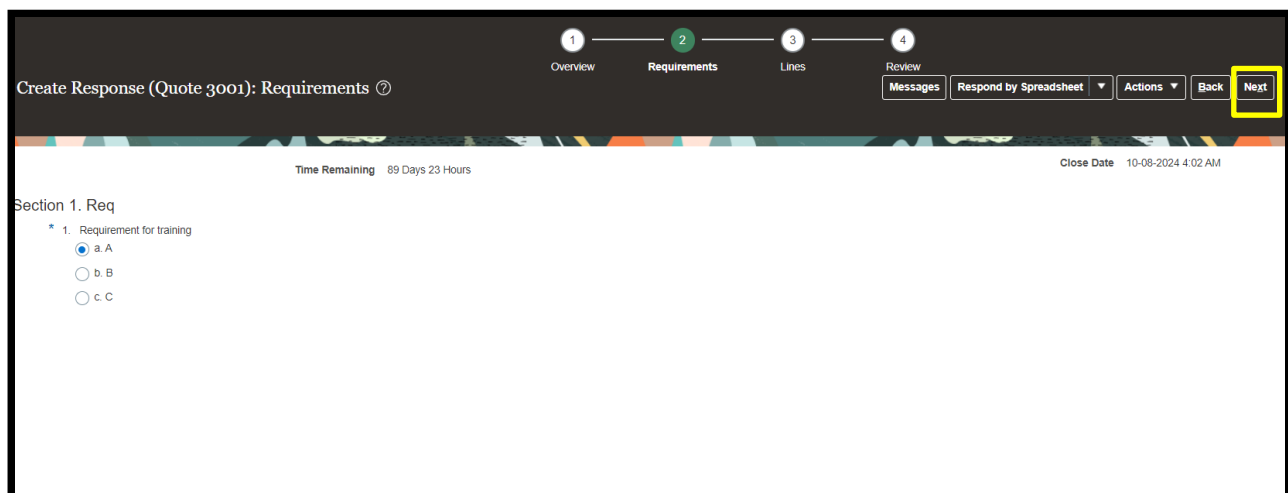




In the Overview section, suppliers can view the details about the negotiation and can also write a note to supplier and attach attachments to the negotiation. Click on Next once all details are viewed.

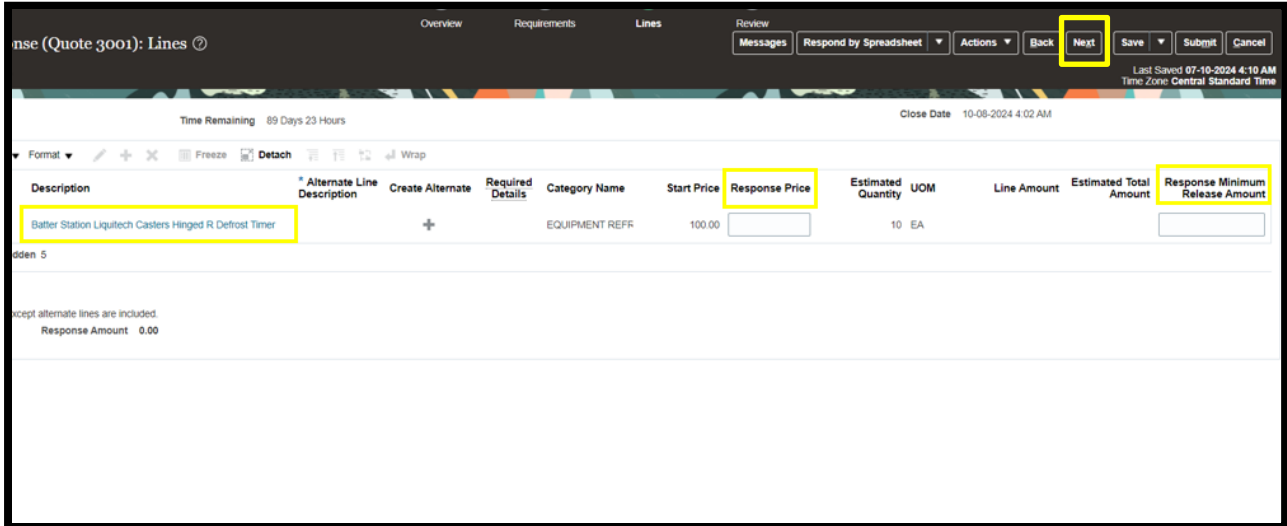


Within the Requirement page, suppliers need to answer the questions as per the negotiation. Once all the mandatory questions (questions marked with \*) has been answered. Click on Next icon on the top.

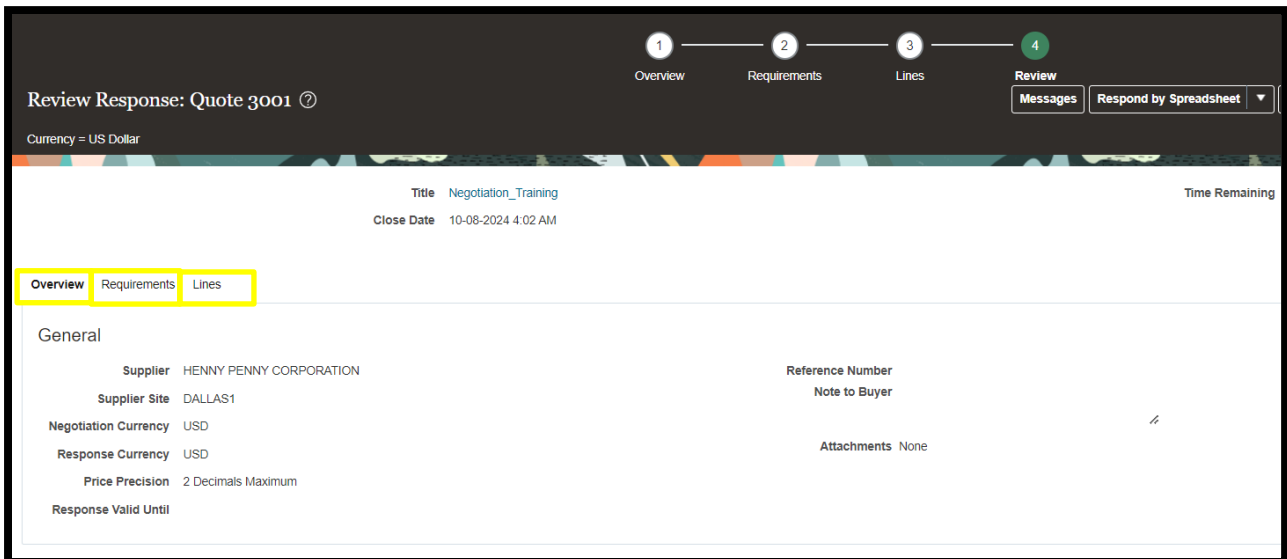




Within Lines section, suppliers can view the item description and enter details like Response Price and Response Minimum Release Amount. Once all required details are captured, users are required to click on Next.

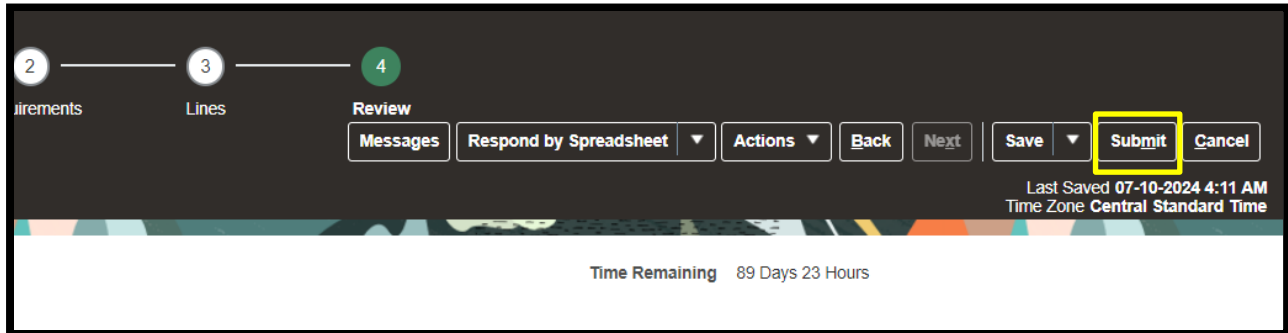


Within Review section, users can view their responses before final submission. Click on Overview, Requirements & Lines section to view entered responses individually.

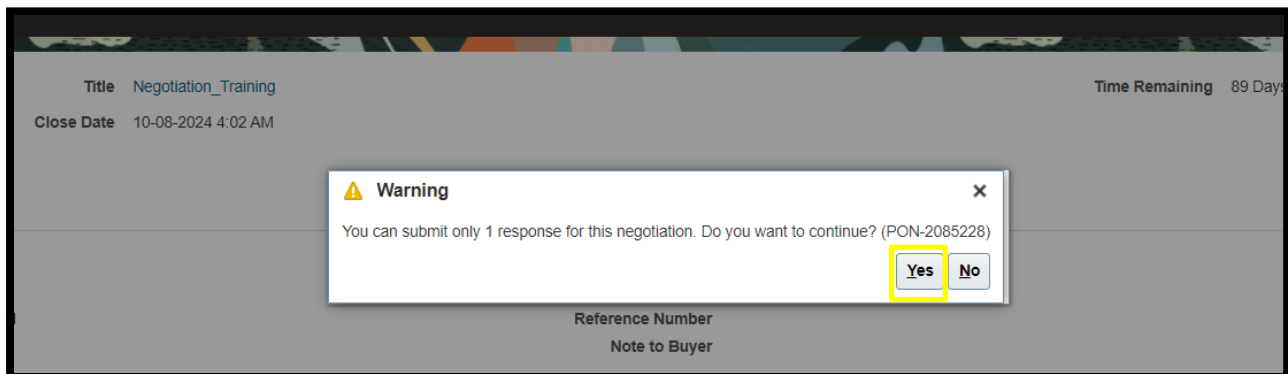




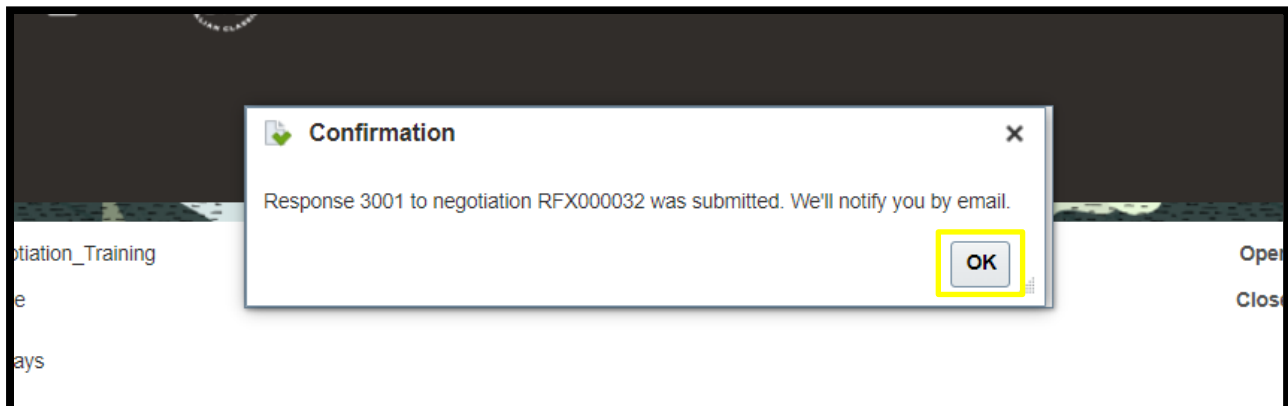
Once all details are reviewed, suppliers can click on Submit button to share their responses.



Click on Yes.



Response is now submitted. Once confirmation box appears, click on Ok.

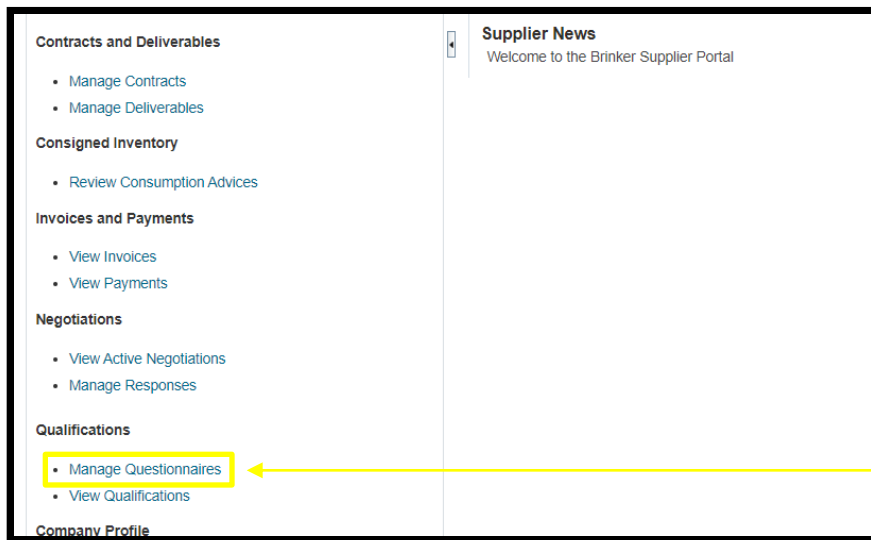




## QUALIFICATIONS

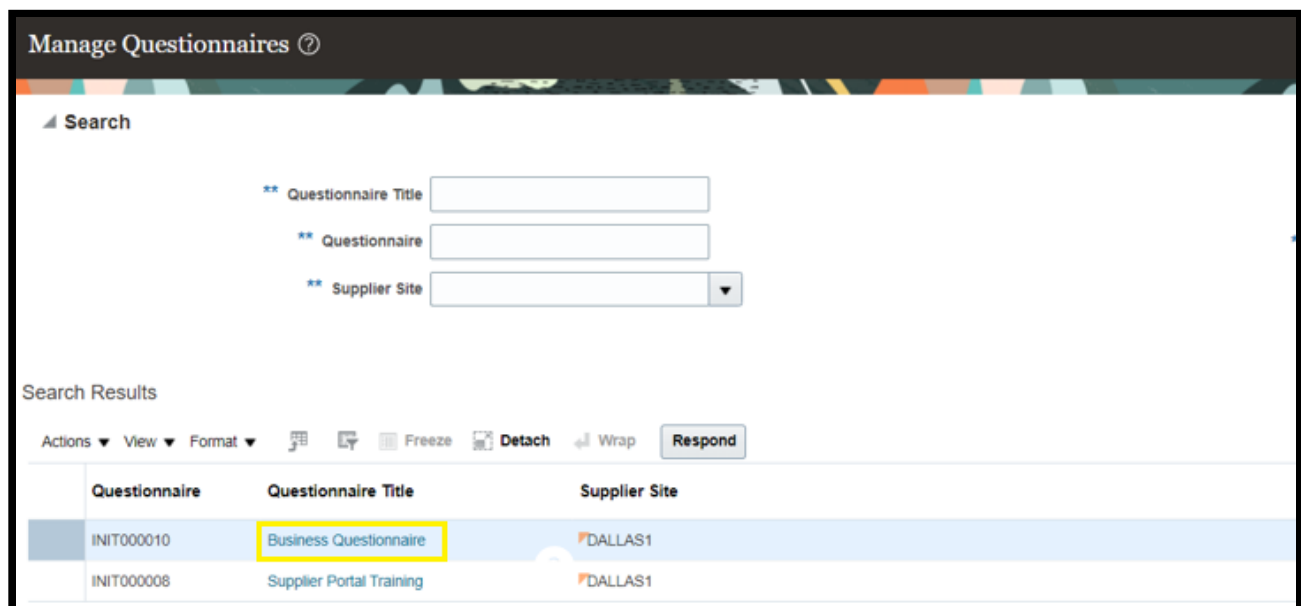
### Manage Questionnaire

To manage questionnaires, users need to navigate to tasks column in the Supplier Portal page. Then select Manage Questionnaires link within Qualifications section. A new screen will open to search for the qualifications.



Click on Manage Questionnaires

Search for the qualification via any of the search option and then select the Questionnaire Title link





Respond to the questions in the questionnaire (field marked with \*).  
In the below example, click on attachment “+” to respond to the question.

Questionnaire

|                |                           |               |                         |
|----------------|---------------------------|---------------|-------------------------|
| Title          | Business Questionnaire    | Supplier      | HENNY PENNY CORPORATION |
| Procurement BU | US Business Unit          | Supplier Site | DALLAS1                 |
| Requested By   | rashprit.kaur@brinker.com | Responder     | aayebadwjc aadmcaavqt   |

Questions

Quality Assurance

\* 1. Brinker International, Inc. (NYSE: EAT), is one of the world’s leading casual dining restaurant companies, serving more than one million guests daily. Founded in 1975 and based in Dallas, Texas, Brinker owns or franchises more than 1,500 restaurants in 31 countries and two territories and employs more than 100,000 team members. Brinker’s wholly-owned restaurant brands include Chili’s® Grill & Bar and Maggiano’s Little Italy®. For more information, visit [www.brinker.com](http://www.brinker.com).

Brinker International has a passion for making people feel special. We take pride in “serving the world a great taste of life through the Power of Welcome”. As an approved supplier of the products enjoyed by guests in our restaurants every day, your continuous focus on food safety and product consistency is critical to the success and integrity of our restaurants.

**The attached Manual contains our Global Supplier Requirements for many topics including:**

- Supplier, Facility, and Product Approval
- Ongoing Compliance monitoring and testing
- GMP and Food Safety Requirements
- Emergency Notification Procedures

**At all times, you are required to comply with this Manual and you are required to sign and return the “Certification and Acknowledgement” on Page 13. Also, please deliver your Emergency 24 Hour contact information on Page 14.** Lastly, our Quality Assurance team partners with our Culinary and Purchasing teams to provide comprehensive product specifications with more specific product requirements and testing protocols. These specifications, requirements, and protocols will be provided separately.

Thank you for your commitment to providing the best possible quality products to our guests!

Attachments Brinker Supplier Quality Reqs

a. Select and attach signed “Certification of Acknowledgement” from Page 13 and Emergency 24 Hour contact information on Page 14.

\* Response Attachments None +

Attach the relevant document as per the question.  
Click on Actions > Add or click on “+”  
Select the Type of file, Attach the required document etc. Click Ok once done.

Response Attachments

Actions View + X

| Type | * File Name or URL                   | Title                      | Description | Attached By   | Attac  |
|------|--------------------------------------|----------------------------|-------------|---------------|--------|
| File | Reference Tracker (1).xlsx Update... | Reference Tracker (1).xlsx |             | TERESA EMRICK | 06-11- |

File  
Text  
URL



Once the first question is answered. Click on the drop-down and select the next section for question (in the below example Financials)

Save Save and Close Submit Cancel

Time Zone Central Standard Time

Status Draft

Due Date

Attachments None

Progress

Section

- 1. Quality Assurance
- 2. Financials
- 3. Give Back Night

2. Finan

Click on the Drop-Down

Enter the required details (fields marked with\*) for the second question.

Respond to Questionnaire: Business Questionnaire ?

Questionnaire

Title Business Questionnaire

Supplier HENNY PENNY CORPORATION

Procurement BU US Business Unit

Supplier Site DALLAS1

Requested By rashprit.kaur@brinker.com

Responder aayebadwjc aadmcaavqt

Questions

Financials

\* 2. Is your company a publicly traded company?

a. Yes

b. No

\* 2.b.1. Please download and complete the attached **Softer Financial Information Request** form.

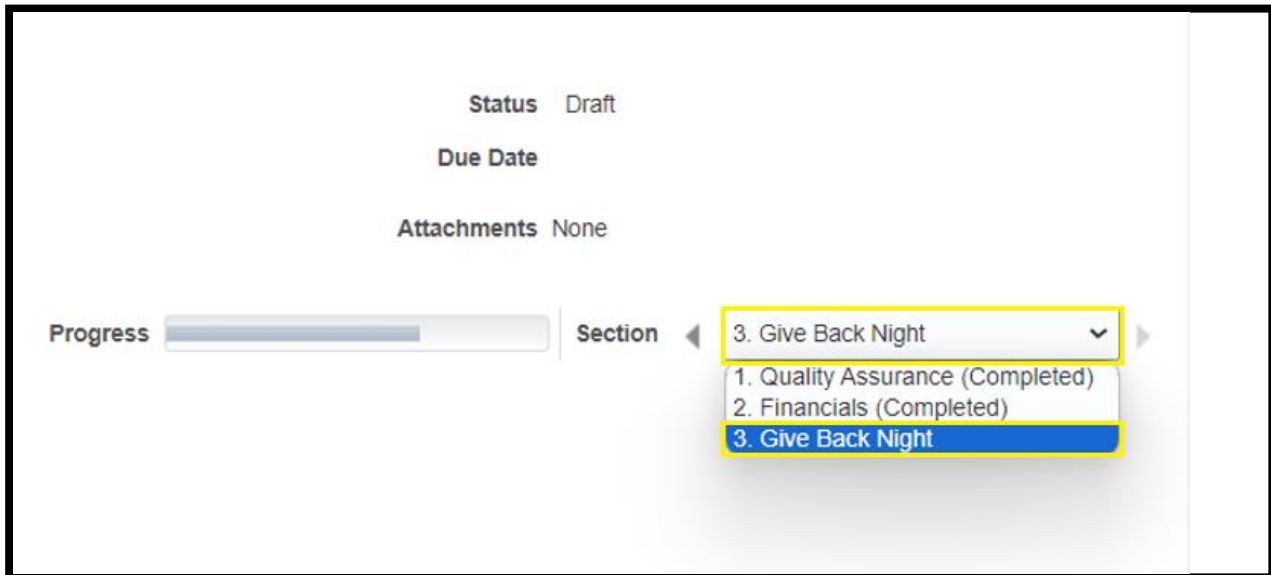
Attachments Financial Information Request

a. Select and attach.

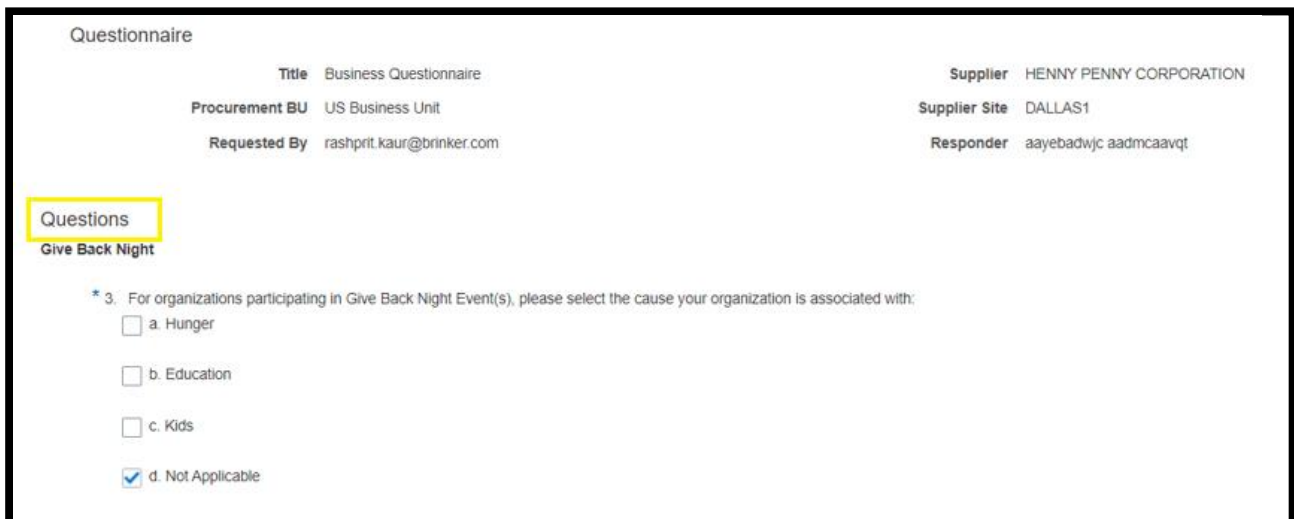
\* Response Attachments FS46212363.PDF +



To move to the next section. Click on the drop-down in the sections and select the next question (in the below example Give Back Night)

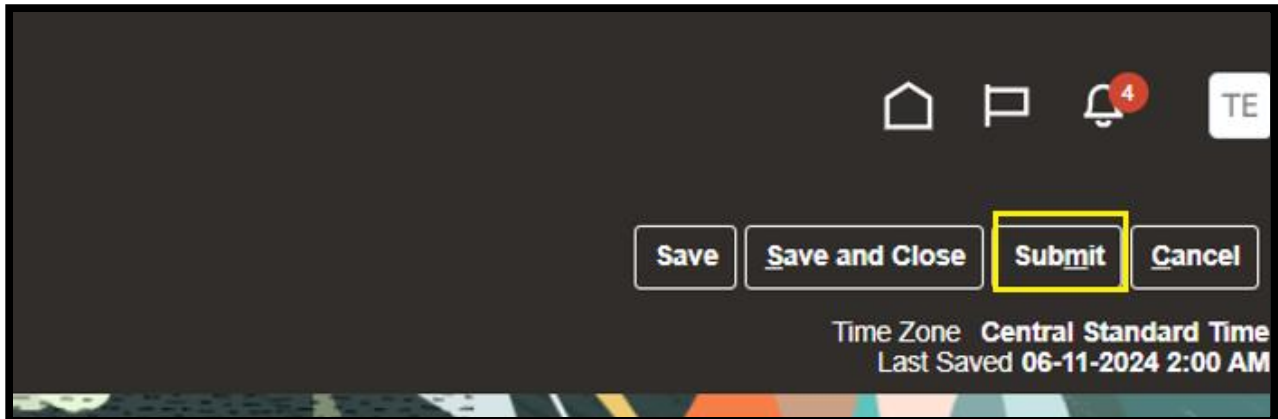


Enter the required details (fields marked with \*) for the third question.

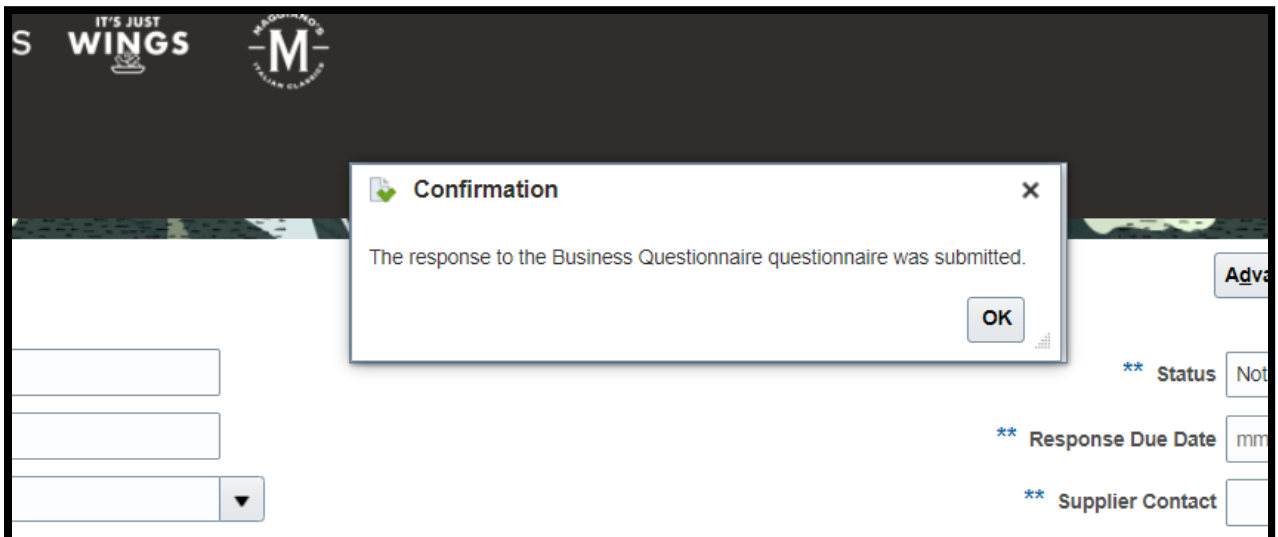




Once all details are filled, click on Submit.



Once the confirmation box for qualification submission appears, click on Ok



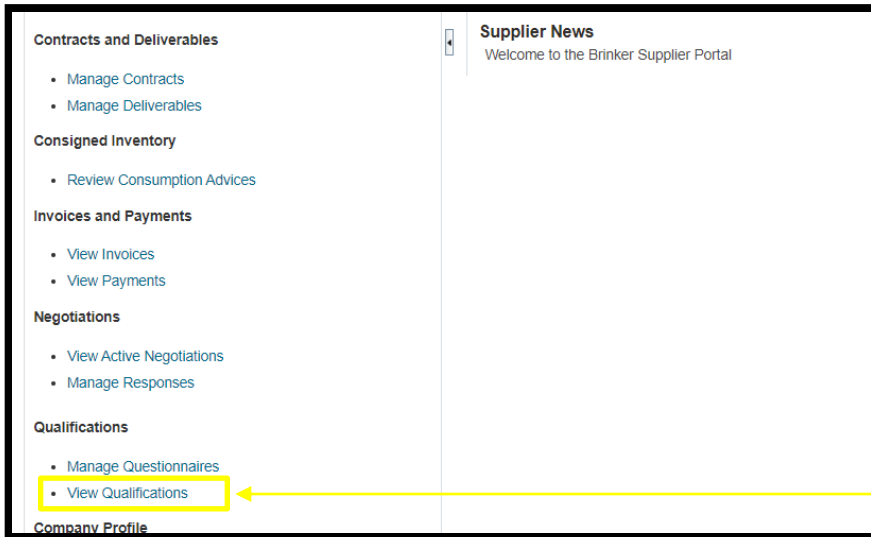




## QUALIFICATIONS

### View Qualifications

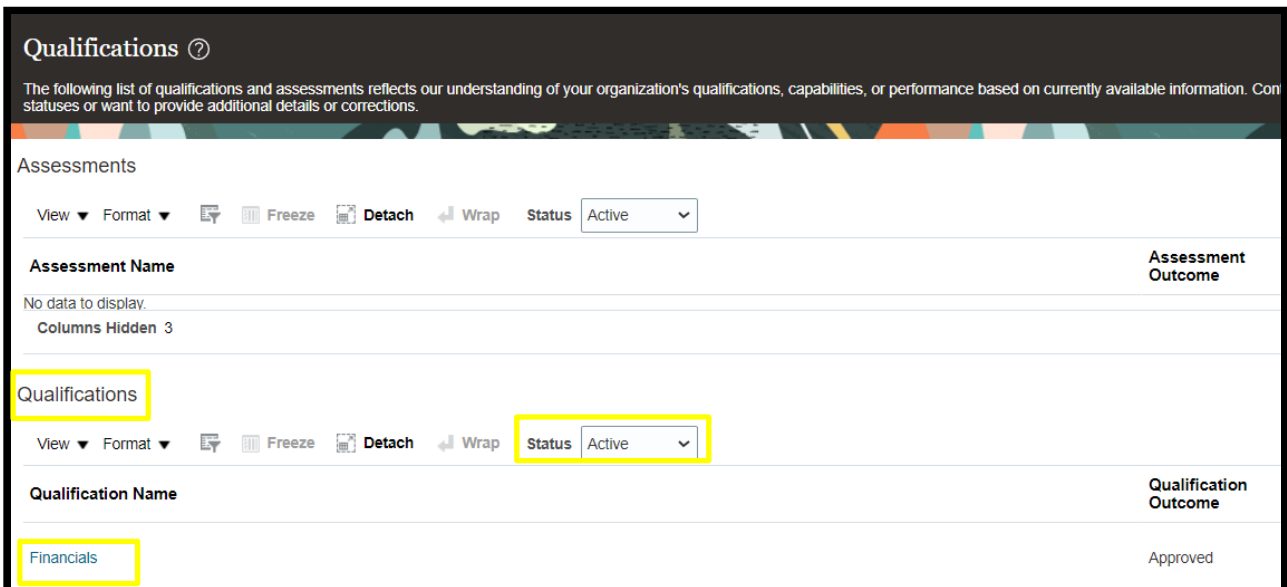
To view qualifications, users need to navigate to tasks column in the Supplier Portal page. Then select View Qualifications link within Qualifications section. A new screen will open to search for the qualifications.



Click on Manage Questionnaires

Within Qualifications section, suppliers can view qualification with status as Active, Expired, Future Dated.

Once status is selected, the relevant qualification appears. Click on the qualification you want to view.





Once the qualification window opens, supplier can view the Status of the qualification and Response associated with it.  
Once viewed, click done to close the window.

The screenshot displays the Oracle Supplier Portal interface for a qualification window. At the top, logos for Brinker International, Maggiano's Little Italy, and It's About Wings are visible. The main heading is "Qualification: QUAL000047 (Financials)".

Qualification Details:

- Qualification Name: Financials
- Qualification Outcome: Approved
- Qualification Start Date: 06-12-2024 3:35 AM
- Qualification End Date: [Redacted]
- Status: Active

Supplier Information:

- Supplier: HENNY PENNY CORPORATION
- Supplier Site: DALLAS1
- Supplier Contact: aayebadwjc\_aadmcaavqt
- Procurement BU: US Business Unit
- Note to Supplier: [Redacted]

Responses Table:

| Question  | Responder Type | Response           | Response Date | Responder  |
|---|----------------|--------------------|---------------|------------|
| Is your company a publicly traded company?  | Supplier       | No                 | 06-11-2024    | [Redacted] |
| Please download and complete the attached <b>Softer Financial Information Request</b> form. | Supplier       | Select and attach. | 06-11-2024    | [Redacted] |

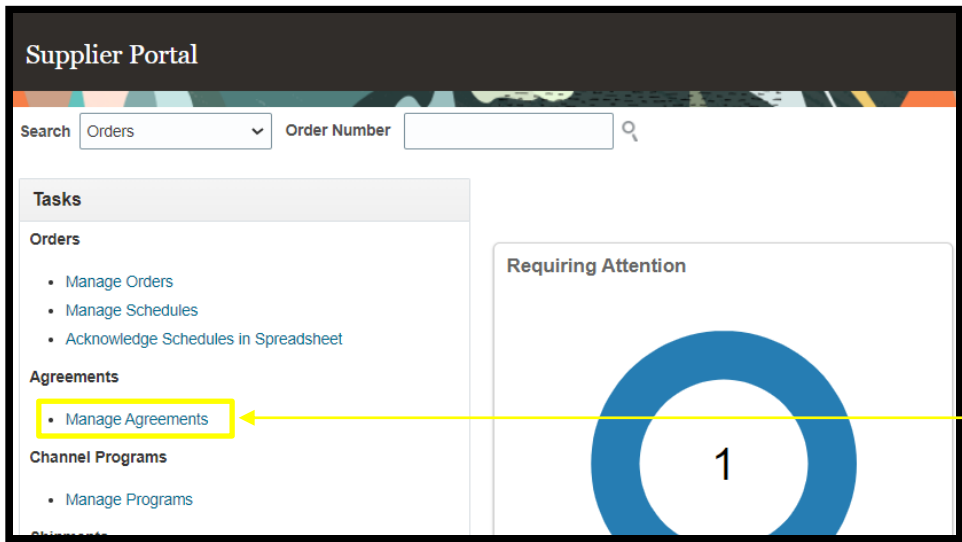
Columns Hidden: 2



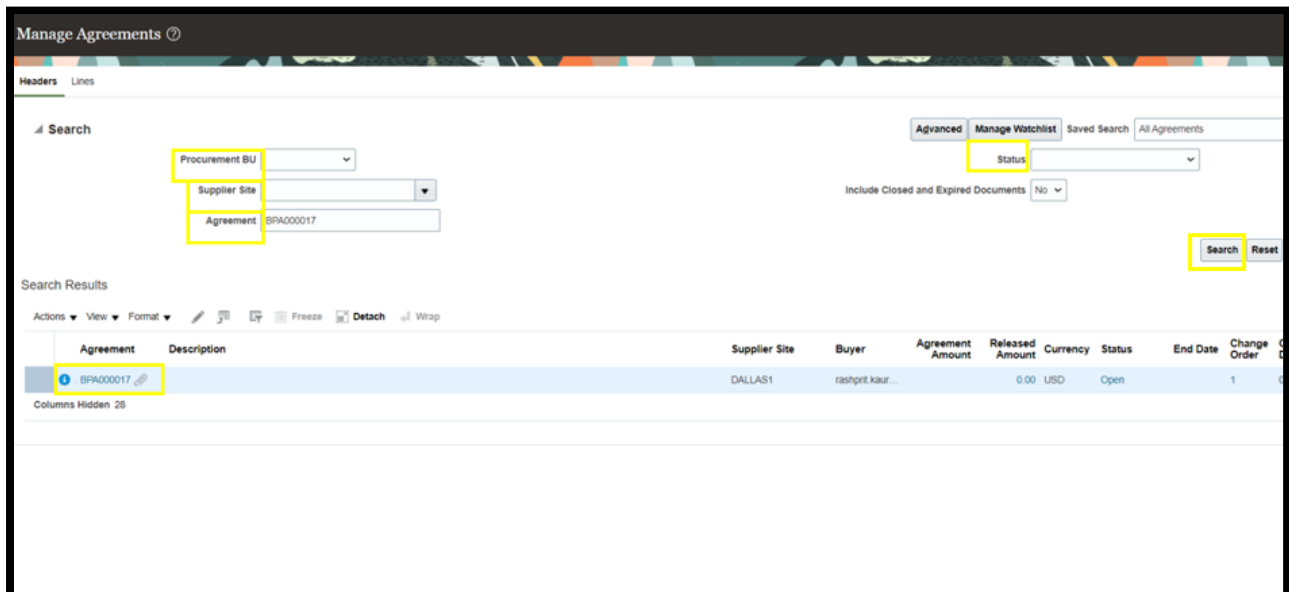
## AGREEMENTS

### Manage Agreement

To manage agreements, users need to navigate to tasks column in the Supplier Portal page. Then select Manage Agreements link within Agreements section. A new screen will open to search for the agreements.

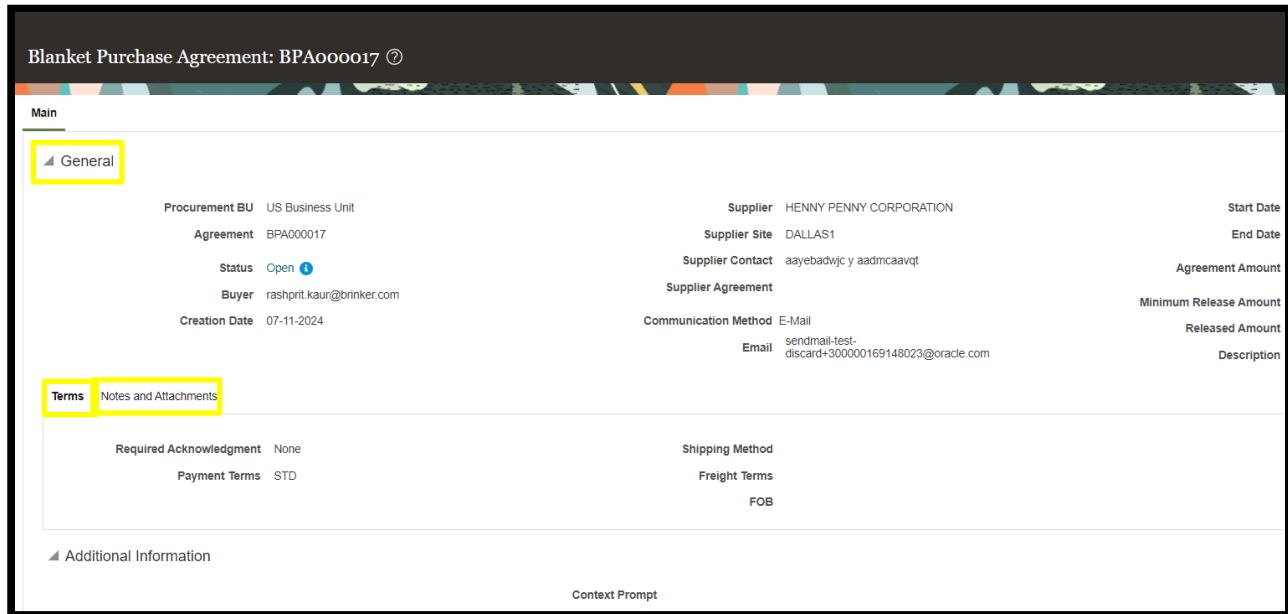


Search for the agreement via any of the search option and once the search result appears, click on the Agreement link.

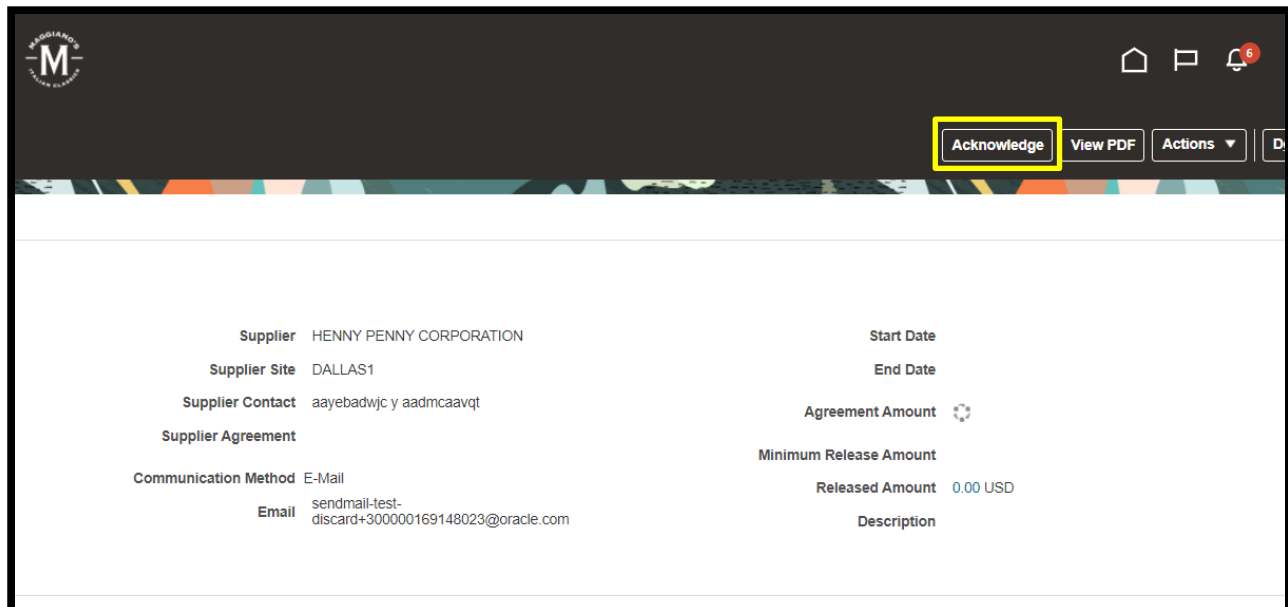




Once the agreement opens, users can view the details of the agreement in different sections like General, Terms, Notes and Attachment etc.

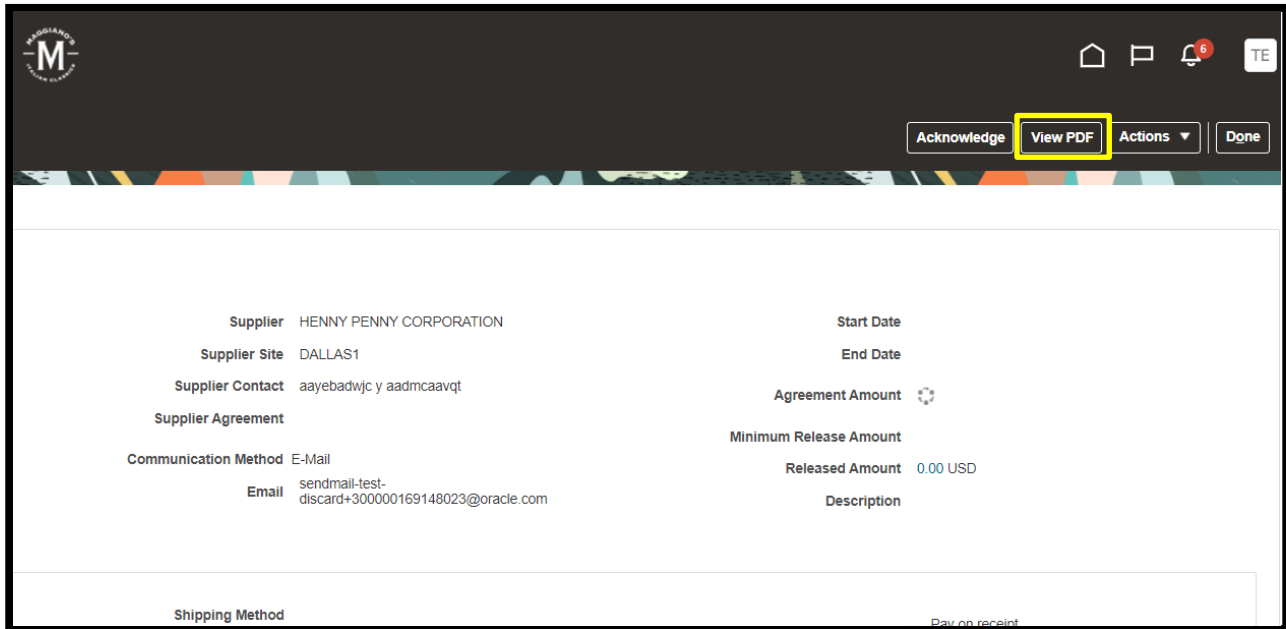


Users can acknowledge the agreement by clicking on the Acknowledge button on the top of the page. Once the confirmation box appears click on Ok.

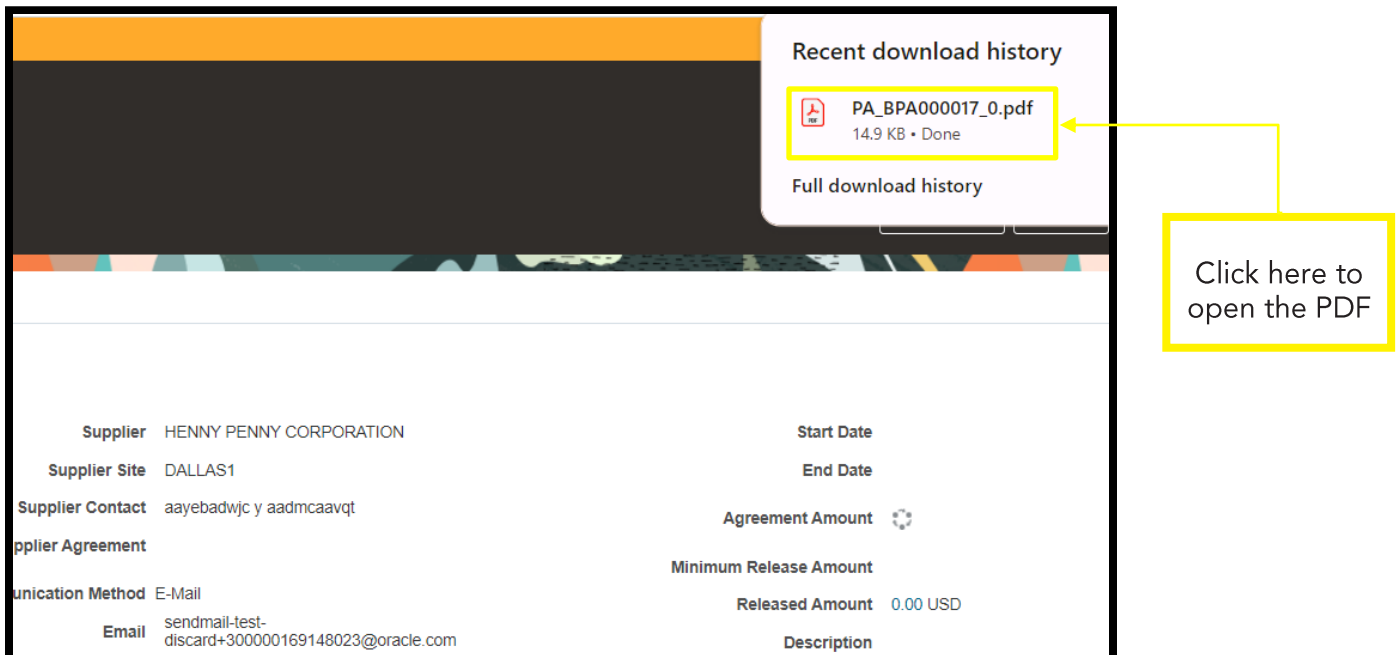




Users can view the pdf version of the agreement by clicking on the View PDF button the top. The file will start downloading.

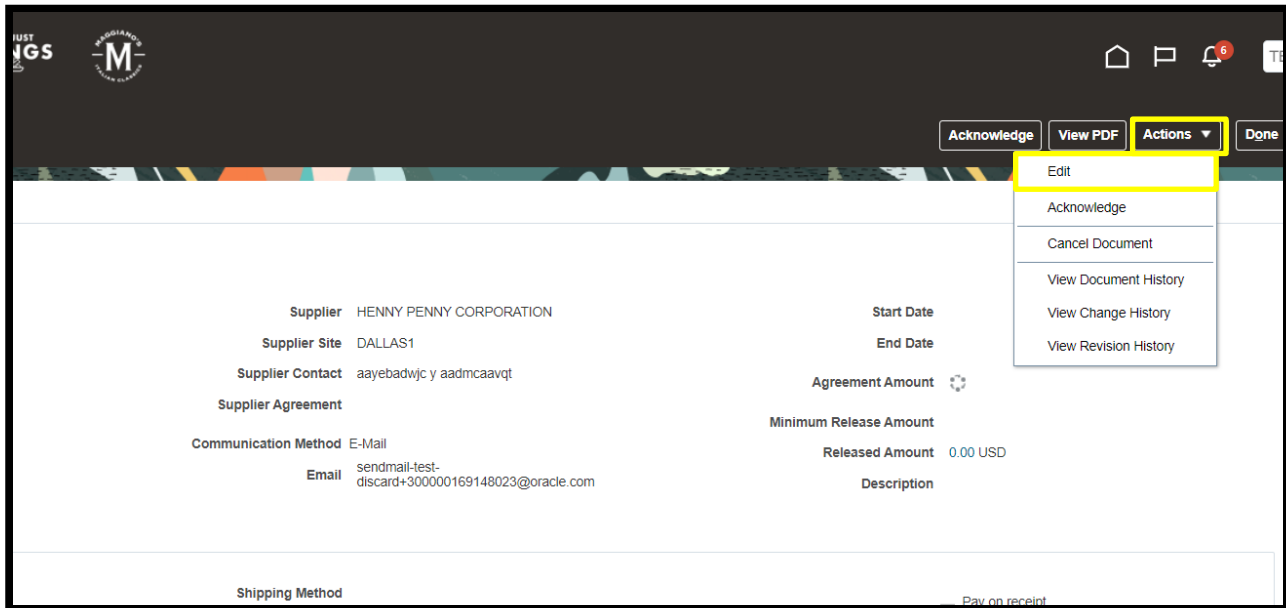


Once downloaded, users can view the Agreement PDF.

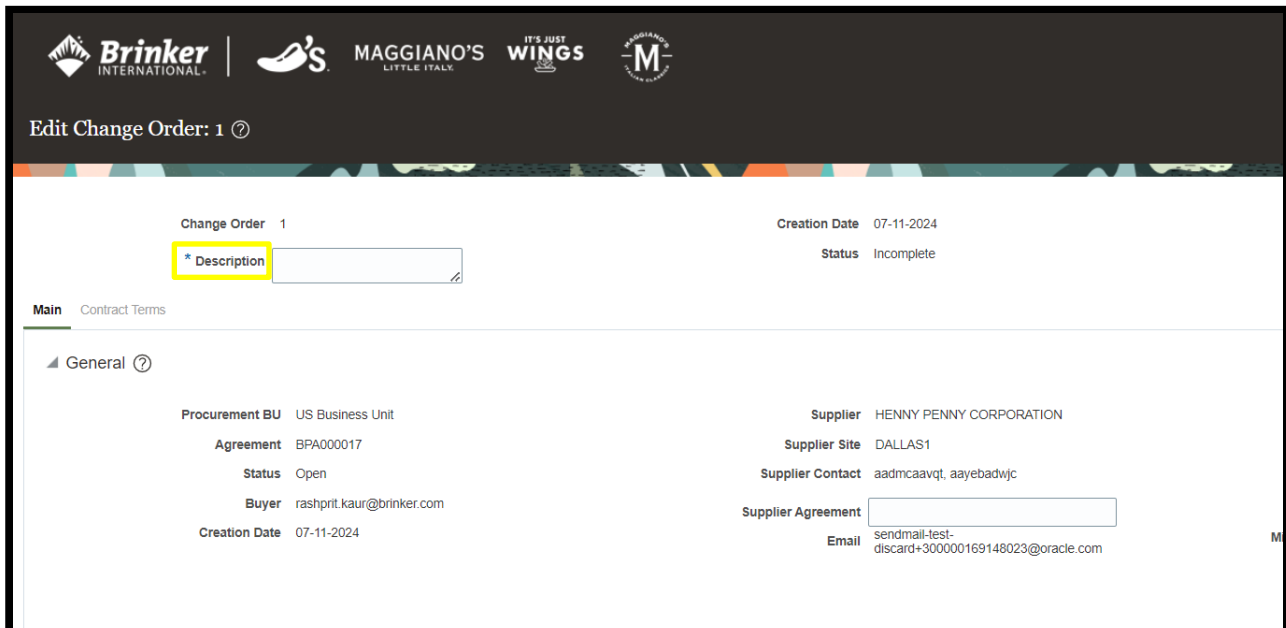




Users can make some changes to an agreement.  
Click on Actions > Edit.



Enter the description for the changes that need to be made.





Scrolling down to Lines section and users can make changes within Supplier Item, Price, Expiration Date. Also, subsequent change reason is also required to be entered.

The screenshot shows the Oracle Supplier Portal interface. At the top, there are sections for 'Terms' and 'Notes and Attachments'. Below that, 'Payment Terms' is set to 'STD', 'Shipping Method' is 'Pay on receipt', and 'Freight Terms' is 'Confirming order'. The 'Additional Information' section contains a 'Context Prompt'. The main area is the 'Lines' section, which has a toolbar with 'Actions', 'View', 'Format', '+', '-', 'X', 'Print', 'Freeze', 'Detach', and 'Wrap'. Below the toolbar is a table with the following data:

| * Line | * Type | Edit Item | * Description                    | * Category Name  | Supplier Item | UOM | * Price | Expiration Date | Change Reason |
|--------|--------|-----------|----------------------------------|------------------|---------------|-----|---------|-----------------|---------------|
| 1      | Goods  | 501671    | Bump Bar Brackets for KDS System | EQUIPMENT IT.KDS |               | EA  | 21.00   | mm-dd-yyyy      |               |

Columns Hidden 13

Once all change details have been entered, click on Submit button on the top to send it for approval. Once the confirmation box appears, click on Ok.

The screenshot shows the Oracle Supplier Portal interface. At the top right, there are navigation icons for home, flag, notifications (6), and a user profile icon (TE). Below these icons is a toolbar with 'Actions', 'Save', 'Submit', and 'Cancel' buttons. The 'Submit' button is highlighted with a yellow box. Below the toolbar, the following information is displayed:

Creation Date 07-11-2024  
Status Incomplete  
Initiating Party Supplier  
Initiator aayebadwjc y aadmcaavqt