Oracle Sourcing

User Guide for Suppliers

05/09/18

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Getting Registered or Requesting Assistance

In order to gain access to the Oracle Sourcing system, your company must be registered and have a User ID and password. This section is for companies who still have to register and/ or receive their login information.

If your company is NOT registered

If are not already registered in our system, follow these instructions to register your company in the TJX Oracle System:

1. Log on to https://www.mytjx.com.
2. Print, read and follow the Supplier Registration instructions located at: https://www.mytjx.com/mytjx/files/REGISTRATION_JOBAID.pdf.
3. Click on the appropriate Supplier Registration link.
4. Complete the Supplier Registration fields.

Upon completing your registration you will receive two separate auto-response emails from Workflow Mailer:

- Your Oracle iSupplier Portal **user ID**
- Your Oracle iSupplier Portal **temporary password**

Note: If needed, please check your SPAM or BULK folders for these emails.

If your company IS registered, but you need login information

Proceed as follows:

- If you need both a User ID and password reset, send an email to: Supplier_Helpdesk@TJX.com, identifying your company name and explaining your situation.

- If you have your User ID and need only a password reset, you can make that request directly. Refer to "Getting Assistance" on the next page.

Once you have received your ID and Password, you will be all set to log on to the system.

Getting Assistance

Problem Type:	Contact:
You forgot your password, or your pass-word is not working and a reset is needed	o Inside US—866-573-3233 Option 1 (Oracle), Option 1 (Password) o International—(1+)1746-335-002
Other technical questions, such as supplier registration issues, random errors, worksheet uploads, attachment uploads and navigation, etc.	Please contact the TJX Supplier Help Desk at: • Supplier_Helpdesk@tjx.com • US& CA 001-888-450-1524 • UK +44 (0) 1746 335-002 Help Desk Hours: • US / CAN (3AM – 7PM) • UK (8AM – 12AM) • DE / PL / AU (9AM – 1AM) • Australia (9:30AM-13:30AM)

In Scope

Data Intensity's TJX Oracle Help Desk will provide training, assistance and clarify queries on TJX's Oracle Sourcing Application functional usage.

Out of Scope

Providing answers and solutions on Business related / e business requirement queries to Suppliers is out of scope.
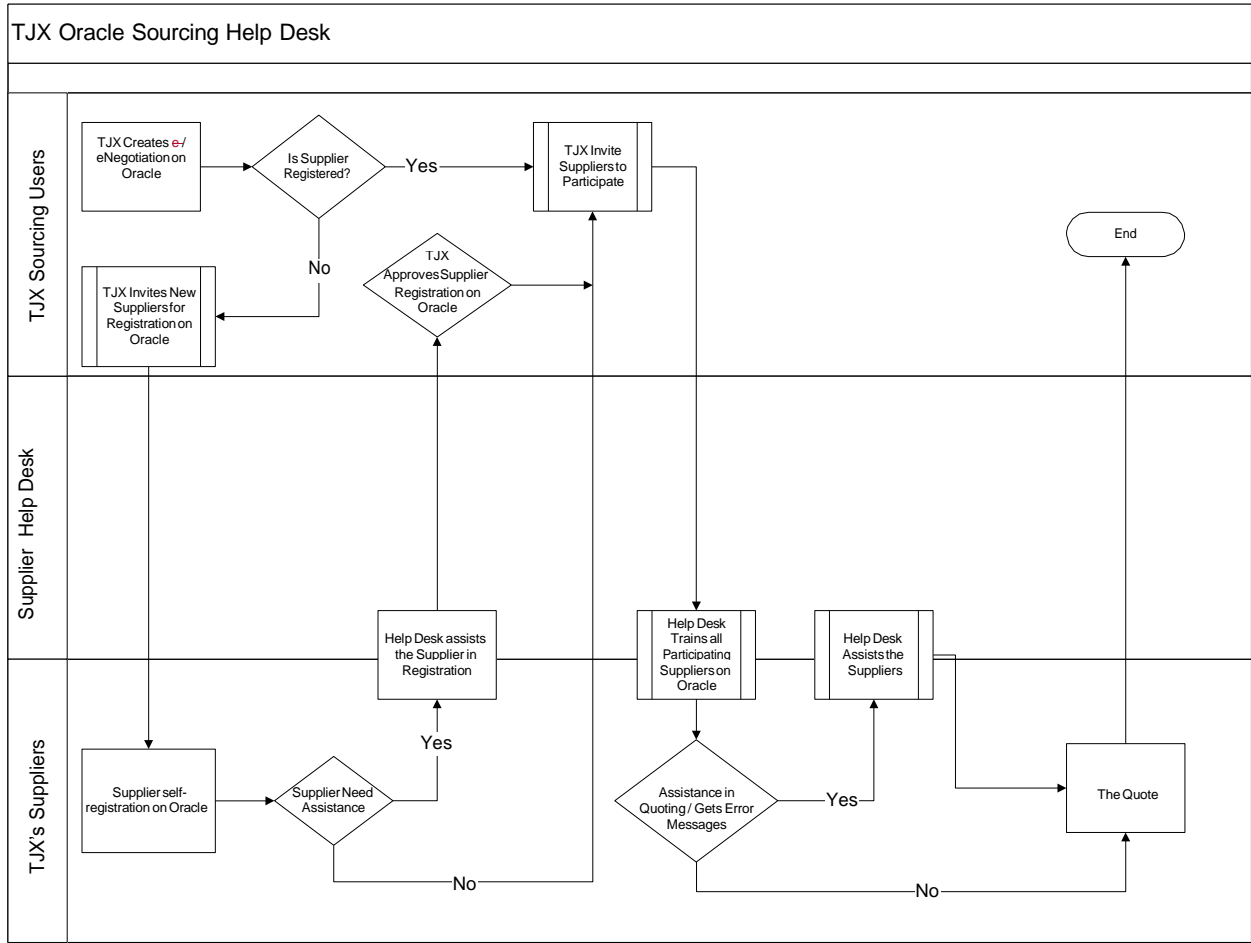
Supplier Requirements

Whenever there is a specific sourcing requirement, the TJX GS&P team members conduct a Supplier Training to all the participating suppliers. Once the eNegotiation / e (RFI, RFQ, Auction etc.) is published, the suppliers will receive a Workflow mailer with an invitation to participate in the eNegotiation / eRFx. Then the supplier needs to log in to the application and participate in the eNegotiation / eRFx.

The supplier must have the following to be able to respond to an eNegotiation on TJX Oracle Sourcing Application:

- Computer / Laptop / Notebook / MacBook with Internet connectivity

- TJX Oracle Sourcing Supplier User Id and Password

- Access to a negotiation on TJX's Oracle Sourcing Application

Process Map

TJX Oracle Sourcing Help Desk

TJX Sourcing Users

TJX Creates e-/ eNegotiation on Oracle

Is Supplier Registered?

Yes

No

TJX Invite Suppliers to Participate

TJX Approves Supplier Registration on Oracle

TJX Invites New Suppliers for Registration on Oracle

End

Supplier Help Desk

Help Desk assists the Supplier in Registration

Help Desk Trains all Participating Suppliers on Oracle

Help Desk Assists the Suppliers

TJX's Suppliers

Supplier self-registration on Oracle

Supplier Need Assistance

Yes

No

Assistance in Quoting / Gets Error Messages

Yes

No

The Quote

Process Map

Procedures

Logging on to Oracle Sourcing

1. Access the TJX Oracle Sourcing application.

   Note: You can also access the Login screen from the TJX home page

   (www. tjx.com).

   Click the "Not for Resale Suppliers" link; then look for the link "If you have already registered with TJX, please click here."

   The login screen displays:

Click here if you've forgotten your password or user name.

   Tip: Save this URL in your Browser Favorites for easier access going forward.

2. Enter your **User Name** and **Password.** Then click the **Login** button or press "Enter" on your keyboard.

   The **Oracle Applications Home Page** displays.

3. Click **TJX SOURCING SUPPLIER**; then **Sourcing**; then **Sourcing Home Page**.

   The **Negotiations** page displays.

Reviewing Current Negotiations

From the **Negotiations** page, you can review any current negotiation—the header information, the lines, the controls, and contract terms.

| Search Open Negotiations | Title ▼ | | Go | |

Welcome, CHRISSY C.

Your Active and Draft Responses

Press Full List to view all your company's responses.   **Full List**

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
2495359	Active		1500049	test 1bn	RFI	0 seconds	▦	0
2495366	Active		1500052-3	test 2 bn	Auct...	0 seconds	▦	0
2495367	Active		1500055	test 4bn	RFQ	0 seconds	▦	0
2496360	Active		1501049	Test 5 BN	Auct...	0 seconds	▦	0
2497358	Active		1502049-2	test 6 BN	RFQ	0 seconds	▦	0

Your Company's Open Invitations

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
	1504053	test	RFQ	5 days 23 hours

Negotiation numbers are hyperlinks for clicking into the detail.

1. Click on the **Negotiation Number** link of the negotiation that you need to review.

   The selected negotiation displays, showing the **Header** tab for the initial view.
   (Three other tabs provide access to other views of the negotiation.)

The **Header** tab shows general info, requirements, and notes & attachments

The **Lines** tab shows merchandise/service detail, and quote prices.

The **Controls** tab shows schedule detail and negotiation rules

The **Contract Terms** tab shows any contract terms set by TJX.

Negotiations	Assessments

Negotiations >
RFQ: 1504053

Actions [Acknowledge Participation ▼] [Go]

Title test
Status Active
Time Left 3 days

Open Date 04-May-2018 16:22:10
Close Date 10-May-2018 15:59:39

Header	Lines	Controls	Contract Terms

Buyer Najda, Bozena
Quote Style Blind
Description

Outcome Contract Purchase Agreement
Event

Terms

Effective Start Date
Effective End Date
Bill-To Address 2110500 TJX Canada Home Office
Ship-To Address 2110500 TJX Canada Home Office
FOB

Total Agreement Amount
Payment Terms
Carrier
Freight Terms

Currency

RFQ Currency CAD

Price Precision Any

Requirements

2. Scroll down to see the **Requirements** section.

Clicking this link allows you to see the questions.

RFQ Currency CAD

Price Precision Any

Requirements

Show All Details | Hide All Details

Details	Section
▶	General
▶	Document Requirements - Please acknowledge that you have read and understand the following documents:

3. Click on "Show All Details" to see the complete sub-sets of Requirements sections.

4. Scroll down on the same screen to see the **Notes and Attachments** section.

5. Click a hyperlink to view an attachment.

   Note: Check the [Previous 1-10 ▼ Next 10] portion of the screen. If there are more than ## Notes and Attachments, "Next ##" will be an active hyperlink, which you

can click to view the remaining Notes and Attachments.

6. Scroll up to the top of the **Header** page.

7. Click the **Lines** tab to view the line level (service and material) details of the sourcing requirement.

    The **Lines** screen showing the Line level details of the RFQ will display:

Lines are hyperlinked -click a line to access more detail.

Negotiations	Assessments								

Negotiations >
RFQ: 1504053

Actions [Acknowledge Participation ▾] [Go]

Title test
Status Active
Time Left 3 days

Open Date 04-May-2018 16:22:10
Close Date 10-May-2018 15:59:39

Header	Lines	Controls	Contract Terms

Display Rank As No indicator displayed
Ranking Price Only

Cost Factors None
Price Tiers None

Lines

Description	Line	Item, Rev	Category	Unit	Estimated Quantity	Best Price (CAD)	Active Responses	Time Left
Store Supplies	1 Store Supplies					Blind	Blind	3 days
shopping carts	1.01 shopping carts		Enterprise Support.Store Supplies.Shopping Carts	Each	500	Blind	Blind	3 days
wheel locks	1.02 wheel locks		Enterprise Support.Store Supplies.Shopping Carts	Each	500	Blind	Blind	3 days
215B	1.03 215B		Enterprise Support.Store Supplies.Shopping Carts	Each	50	Blind	Blind	3 days

Return to Negotiations

Actions [Acknowledge Participation ▾] [Go]

Based on the requirement there will be individual lines, groups, lots etc. in the line details.

8. Scroll down to see the remaining lines.

    Note: Check the [◁ Previous 1-10 ▾ Next 10 ▷] portion of the screen. If there are more than ## lines, "Next ##" will be an active hyperlink, which you must click to view the remaining lines.

9. Then scroll up to the top of the **Lines** screen.

10. Click the **Controls** tab to see the controls (set by TJX) for the RFQ.

The Controls Tab

The rules that will apply for this negotiation

The Schedule dates are as follows:

- **Preview Date**—this date will usually be the same as the **Open Date**, unless the buyer wants to specify some preview time (time when you can view the event but not create a response) before the event actually opens, such as for an auction.
- **Open Date**—this date determines when you can start making entries and submitting a bid.
- **Close Date**—this date specifies the final date for you to submit a bid. The Close Date may change if the buyer has determined a need to do so.
- **Award Date**—this date is not used.

The Response Rules are explained as follows:

Rule	When checked:
Negotiation is restricted to invited suppliers	Only suppliers (and their contacts) who have been invited, can view and participate in the negotiation.
Suppliers are allowed to respond to selected lines	Suppliers can choose the lines they want to respond to. (When unchecked, all lines require a response and you would not be able to submit your bid if any line is missing a response.)
Suppliers are required to respond with full quantity on each line	Suppliers need to insure that they can provide that quantity and quote based on that quantity. **Note**: The quantity is not a commitment from TJX. (When unchecked, suppliers can specify and quote on a different quantity.)
Suppliers are allowed to pro-vide multiple responses	Suppliers are allowed to edit their responses up until the Close Date.
Buyer may close the negotiation before the Close Date	TJX reserves the right to close the event early. In that case, sup-pliers will receive a notification.
Buyer may manually extend the negotiation while it is open	TJX reserves the right to extend the event beyond the Close Date. In that case, suppliers will receive a notification.

11. After reviewing the Controls, click the **Contract Terms** tab to see if there are any contract terms indicated by TJX. If there are any attachments in this section, click on each and follow the screen instructions to save the attachment to your system.

    There are no contract terms or attachments in the RFQ below:

Downloading Quote Attachments

To download an attachment, follow these steps:

1. Click the **Header** tab to return to the Header page.

2. Scroll down to **Notes and Attachments** section.

Notes and Attachments are listed here.

Notes and Attachments
Note to Suppliers 1. Please download all files before you create a quote (please note the "Next 10" button to access additional files). 2. Please use Online Discussion (Online Messages on Oracle) for all communication during the event. 3. Upload all files before you submit your quote. 4. Do not include a date in the "Quote Valid Until" field.

Title △	Type △	Description △
Vendor Financial Risk Analysis Tool_FY18	File	Please upload the completed worksheet as an Excel file with your RFP submission. Please note, all figures must represent your latest two FULL Fiscal Years. Do not submit current year as a partial year to date figure.
Project Overview and Timeline	File	Main overview document providing background to TJX, the opportunity and how to respond, including timescales.

3. Click on the first attachment.

   A **File Download** dialog box displays:

File Download

Do you want to open or save this file?

Name: test.doc
Type: Microsoft Word Document, 10.5 KB
From: trnply.mytjx.com

[Open] [Save] [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
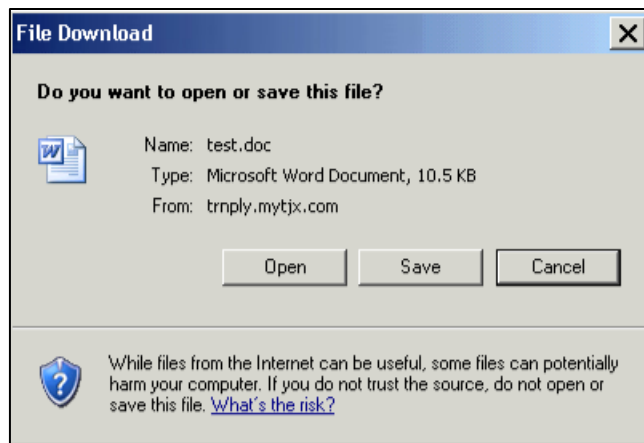
4. Click the **Save** button.

5. In the **Save As** dialog box, select the location on your system to save the files of this RFQ. Then, click **Save**.

6. Repeat steps 3 through 5 for each of the documents in this section.

   Note: Check the ⓒ Previous 1-10 ▼ Next 10 ⓒ portion of the screen. If there are more than ## Notes and Attachments, "Next ##" will be an active hyperlink, which you

should click to view and download the remaining Notes and Attachments.

Acknowledging Your Intent to Participate

At this point you should let TJX know that you intend to participate in the eNegotiation.

Follow these steps:

1. Scroll-up to the top of the **Negotiations** page.

2. Click the down-arrow on the **Actions** menu, and select "Acknowledge Participation" as shown below:
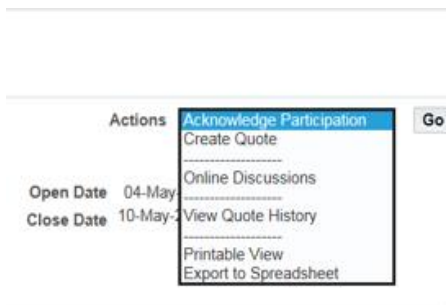
3. Click **Go**.

   The **Acknowledge Participation** dialog box displays:

4. For the question "**Will your company participate?**" select the "Yes" radio button.

5. Type an optional **Note to the Buyer**, if you want.

6. Click the **Apply** button.

This action will send a message to TJX about your intent to participate in the eNegotiation.

Using Oracle's Online Discussion Feature

TJX recommends using the "Online Discussions" for all eNegotiation related communications.

Creating a Message

If you have a query regarding the RFQ, follow these steps:

1. Scroll-up to the top of the **Negotiations** page.

2. Click the down-arrow on the **Actions** menu, and select "Online Discussions" as shown below:

```
                    Acknowledge Participation
                    Create Quote
                    -----------------------
    Actions         Online Discussions          Go
                    -----------------------
                    View Quote History
    Open Date       -----------------------
    Close Date      Printable View
                    Export to Spreadsheet
```
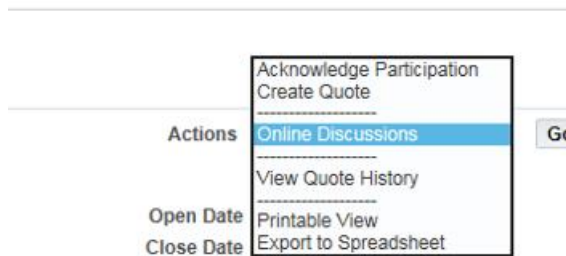
3. Click **Go**.

The **Online Discussions** page displays:

Click here →

| Negotiations | Assessments |

Negotiations > RFQ: 1504053 >
Online Discussions (RFQ 1504053)   Cancel   Printable Page

Title	test
Status	Active
Time Left	2 days 23 hours

| Open Date | 04-May-2018 16:22:10 |
| Close Date | 10-May-2018 15:59:39 |

Messages

New Message

Subject	Message	Status	Sender	Date	Reply
No results found.					

4. Click the **New Message** button.

    The **Create New Message** page displays:

5. Enter the following:

    *   **Subject**—type a subject line to identify your topic.

        Note: Do not include your company name or any identifying information in the Subject. The response to your message may get mailed to a larger group of participants.

    *   **Message**—type your question with a prefix of "**Q.**" All your messages must contain this prefix, which is the identifier to TJX that there is a query from a supplier. A message without this prefix may not attract the negotiation owner's attention and your query will not receive an answer.

    Note: Always ensure that only one question is asked in one message, to ask a second question, create another message

6. Click **Send** to submit your message to TJX.

Reviewing Your Online Discussions

From the **Online Discussions** page, you can do the following:

- View the latest status of a message, e.g. see if it has been replied to yet. Check the **Status** column.

- Click a message hyperlink to see the complete message.

- Click the **Printable Page** button to see (and print if you like) all the messages you have sent and/or received.

Downloading a Printout of the RFQ
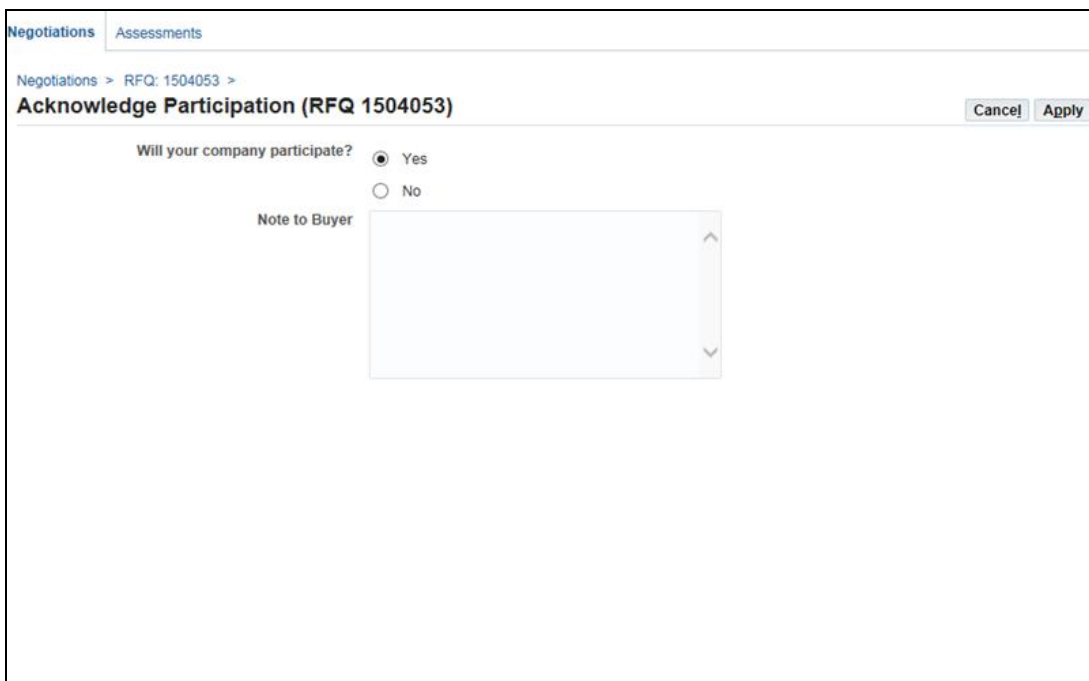
If you would like to download a pdf version of the RFQ, follow these steps:

1. Scroll up to the top of the **Negotiations** page.

2. Click the down-arrow on the **Actions** menu, and select "Printable View" as shown below:
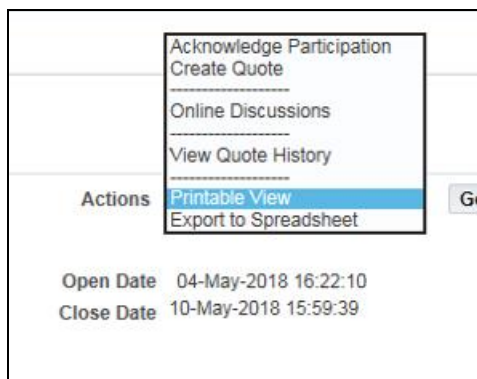
3. Click **Go**.

   A **File Download** dialog box displays:
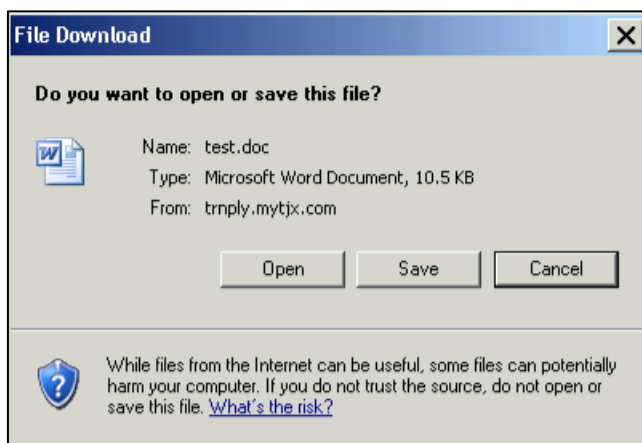
4. Click **Save**.

You will be prompted to specify a folder and filename.

Following is a sample view of the pdf report:

Creating a Quote

Now you can start creating a quote for this RFQ.

Note: Please ensure that you have downloaded all the attachments and important information before you create a quote.

Follow these steps:

1. Click the down-arrow on the **Actions** menu, and select "Create Quote" as shown below:
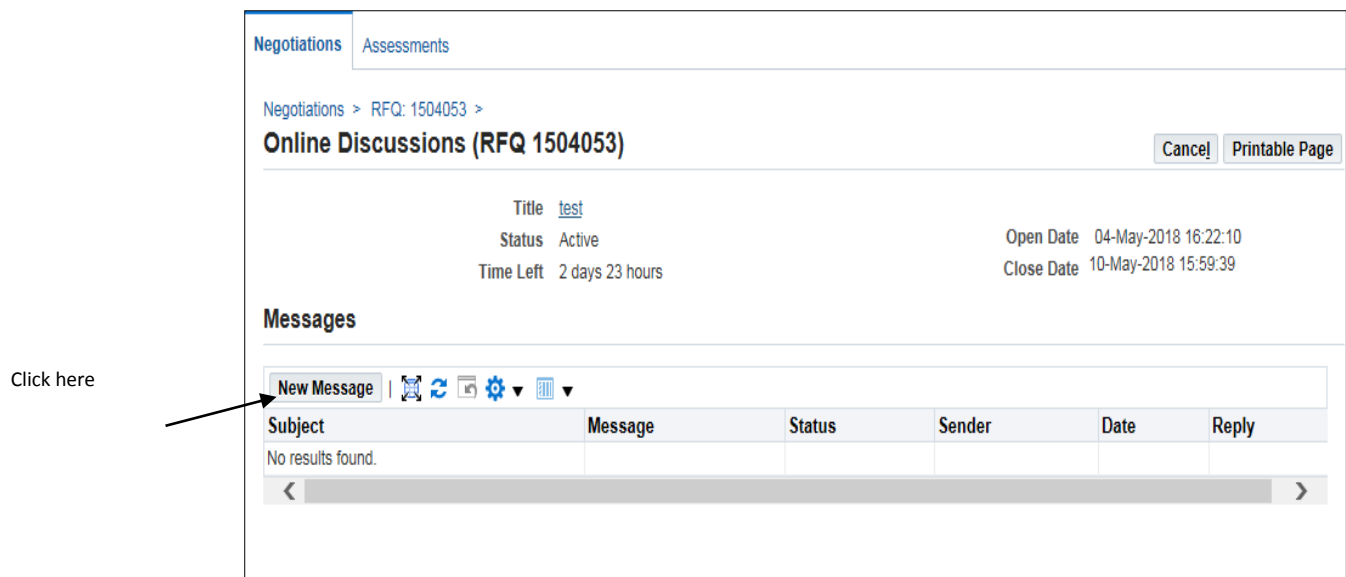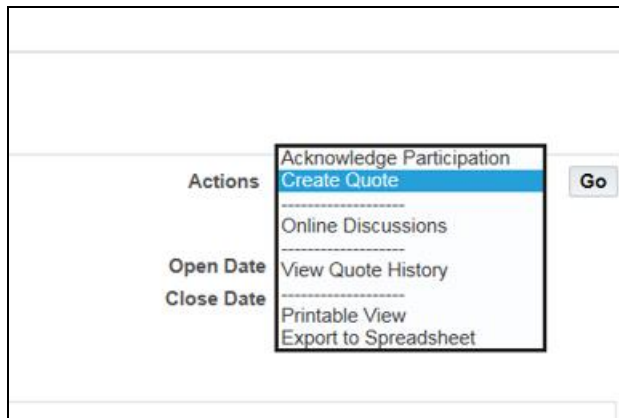

2. Click **Go**.

    The **Terms and Conditions** page displays.

3. Read all the terms and conditions on this page and click the **Accept** button.

    If you choose "Cancel" you will not be able to proceed further.

4. The **Create Quote** screen displays:

Click here to bring your spread-sheet into your quote

Click here to add an attachment

Negotiations | Assessments

Negotiations > RFQ: 1504053 >

Create Quote: 2498363 (RFQ 1504053)   Cancel | View RFQ | Quote By Spreadsheet | Save Draft | Continue

Title test

Time Left 1 day 23 hours
Close Date 10-May-2018 15:59:39

Header | Lines

Supplier INTERNATIONAL PAPER
RFQ Currency CAD
Quote Currency CAD
Price Precision Any

Quote Valid Until (23-Apr-2018 19:45:00)
Reference Number
Note to Buyer

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Expand All | Collapse All

---

5. In the **Header** region:

- **Quote Valid Until**—do not enter a value here.
- **Reference Number**—do not enter a value here.
- **Note to Buyer**—enter an optional note that you would like to communicate to the buyer.

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Adding an Attachment to a Quote

To add a supporting document, link to a website or Text note to the quote, follow these steps:

1.   Navigate to the **Attachments** section of the **Create Quote** page.

Click Here
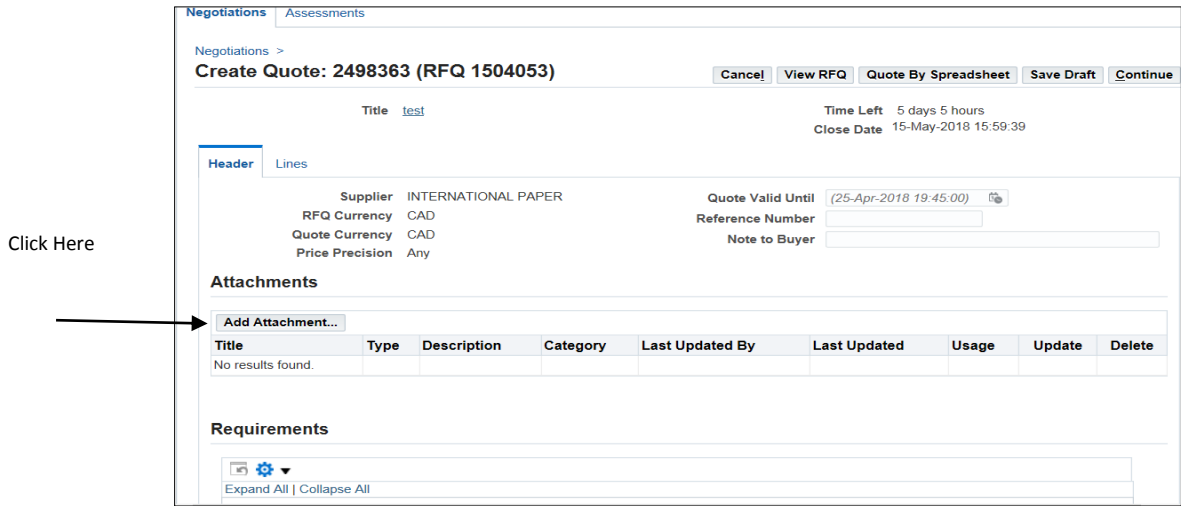
2. Click the **Add Attachment** button. The

    Add Attachment screen displays.

3. Provide a **Title** and an optional **Description** for the attachment.

4. In the **Define Attachment** section, click the radio button for the type of attachment you want to make, and proceed as indicated:

   - **File**—click the **Browse** button, and search for the file you want to add. When you have selected the file you want to add, click **Open**.

   - **URL**—type the URL address in the adjacent text box.

   - **Text**—type the text you want included with the quote in the adjacent text box.

5. Proceed as follows:

   - Click **Apply** if you have no more attachments to add.

   - Click **Add Another** if you want to add another file, URL, or Text message.

Answering the Requirement Questions

TJX has populated the RFQ with a number of questions which you must provide answers to before you can submit the quote.

You can provide your answers to the requirement questions in two ways:

- By entering your answers directly in the **Header** tab of your quote

- By importing a spreadsheet

Entering your Requirement Answers on the Header Tab

To complete the requirement questions, follow these steps:

1. Navigate to the **Requirements** section of the RFQ.

The Requirements section with "Expand All" link

2. Click the **Expand All** link.

Note: Sometimes a few Requirement sections don't get expanded. Please identify them by the plus (**+**) sign, and click on each "**+**" to expand those requirements.

3. Provide answers to all the questions in the Requirements section

    Note: Blue text in braces indicates that a field requires a numeric value, date etc. To provide a date click on the calendar icon next to the field and select the right date. Do not type the date manually.

Do not leave any field blank in the requirements, please type "NA" if you do not want to provide an answer to that question or if it is not applicable to you. You must answer all questions before you will be able to submit the quote.

> **Caution:** If you leave TJX Oracle Sourcing Application idle for 5 minutes, it will get timed out, and you will lose any unsaved work. So, as a good practice, click the "Save Draft" button every 5-6 minutes. This will ensure that you do not lose any data in the event that the session times out.
>
> Every time you click "Save Draft", a message at the top of the screen confirms that your Draft response has been saved.

Entering your Requirement Answers by Importing a Spreadsheet

You can export the requirement questions, complete them offline, and then import them back into the event. The one caution in using this technique is that you must preserve the exact formatting (not make any changes to the rows, columns, font, etc.)

To export the requirement questions, there are three steps:

1. First export an XML file from the event to a folder on your computer.
2. Next, input your information into the XML file
3. Finally, import the file (with your inputted data) back into the event.

Follow these steps:

Exporting the XML File

1. On the event screen, go to the **Action** menu, and select 'Export to Spreadsheet.'

   The **Export to Spreadsheet** dialog box displays.

2. Accept the default 'XML Spreadsheet – Rich Style (.xml)' and click **Export.**

   A File Download message asks if you want to open or save the file.

3. Click **Open**.

   The contents of the zip file displays:

Response.xml—this is the document you will open up to edit.

Response Help.htm—this is a Help document.
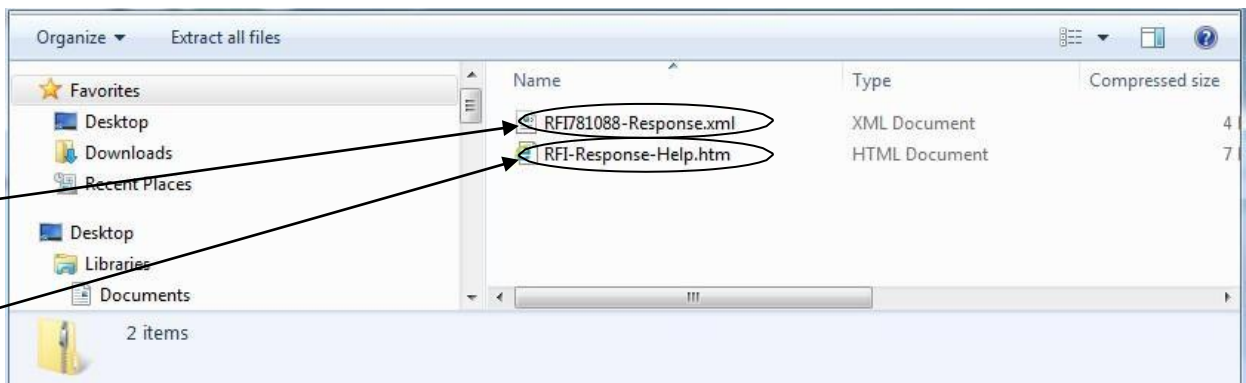
4. Click the **Extract** button or select 'Extract all files.' (The option will depend on the version of Windows on your system.)

   You will be prompted to specify a destination for the extracted files.

5. Browse for the folder that you wish to extract the files to, and click **Extract**.

   The files are copied into the specified folder.

Inputting your Information into the XML file

1. Go to the folder that you specified, and open the XML file in Excel.

2. Review the **Header** tab, and enter the required information.

   Yellow fields are mandatory and green fields are optional. *Do not change any formatting in the document.*

3. Save your changes.

Importing Your Spreadsheet into the Event

After entering and completing all your information on the spreadsheet, do the following:

1. Go back to Oracle, go to your event, and select **Create Response** from the drop-down menu,

2. Click the **Respond By Spreadsheet** button.

3. In the "**Step 2: Import Spreadsheet"** section, click **Browse**.

4. Browse for your spreadsheet, select it, and click **Import.**

Once you have imported your spreadsheet, you can go to the **Header** tab and find your requirement answers, where you can make modifications, if needed.

Entering your Line Pricing

At this point, you now must provide values for all the lines, groups, and lots in the quote.

You can enter your line pricing in two ways:

- By entering your pricing directly in the **Lines** tab of your quote

- By importing a spreadsheet

Entering your Pricing on the Lines Tab

To enter your line pricing, follow these steps:

1. Click on the **Lines** tab.

   A screen such as the following will display the lines—the actual materials and services that TJX wants to 'Source & Procure' as part of this eNegotiation.

   Note: All the lines are hyperlinks, which you can click for additional information.

2. Enter the pricing for each line as follows:

Type	Description	Entry Steps
Line	Individual material or service	Enter the **Quote Price**.
Group (📊)	Collection of lines, each to be priced separately. The Group itself does not get a price.	Enter the **Quote Price** for each line in the Group. A price for each line is required. **Note**: If you do not want to quote on a particular line, you may use a dummy price, such as 999999.
Lot (🥣)	Collection of sub lines which are priced individually; then the lot itself is given a (dis-counted) price.	Enter the **Quote Price** for each line in the Lot. Then enter the **Quote Price** for the Lot.

3. Do *not* enter any values for "Quote Quantity" (if you see it on your screen) or "Promised Date." These values are not considered.

4. For any line with attributes (🔴), click the pencil icon 🖉 , and provide the requested information.

5. After quoting for all the Lots, Groups, Lines etc. (all that may be applicable for this), click the **Save Draft** button.

Entering your Line Pricing by Importing a Spreadsheet

If you want to input all your line item pricing into a spreadsheet that you can then import into the Quote, there are three steps:

1. First export an XML file from the quote to a folder on your computer.

2. Next, input your information into the XML file.

3. Finally, import the file (with your inputted data) back into the quote.

Follow these steps:

Exporting the XML File

1. On the **Create Quote** screen, click the **Quote by Spreadsheet** button.

   The **Create Quote: Quote By Spreadsheet** dialog box displays.

This step is for exporting a file from the quote for you to use.

This step is for after you have input your data—importing the file back into the Quote.

2. In the **Step 1: Export Spreadsheet** section, accept the default 'XML Spreadsheet – Rich Style (.xml)' and click **Export.**

   A File Download message asks if you want to open or save the file.

3. Click **Open**.

   The contents of the zip file displays.

4. Click the **Extract** button or select 'Extract All' from the **File** menu.

5. In the **Extract -** dialog box, specify the **Extract to**: folder, and click **Extract**.

   The files are copied into the specified folder.

Inputting your Information into the XML file

1. Go to the folder that you specified, and open the XML file in Excel.

2. Review the **Header** and **Lines** tabs, and enter the required information.

   Yellow fields are mandatory and green fields are optional. *Do not change any formatting in the document.*

3. Save your changes.

Importing Your Spreadsheet into the Quote

After entering and completing all your information on the spreadsheet, do the following:

1. Go back to Oracle, go to your event, and select **Create Quote** from the drop-down menu,

2. Click the **Quote By Spreadsheet** button.

3. In the "**Step 2: Import Spreadsheet"** section, click **Browse**.

4. Browse for your spreadsheet, select it, and click **Import.**

Once you have imported your spreadsheet, you can go to the **Lines** tab and find your line pricing. If you need to change/edit your pricing before the bid closes you can do so by repeating the steps above or by editing the lines within Oracle.

Submitting the Quote

Once you have completed your line pricing and saved the draft, you will see a Confirmation message stating that your quote has been saved as a draft.

To submit your quote, follow these steps:

1. From the Confirmation page, click **Continue**.

    The **Create Quote: Review and Submit** screen displays:

2. Click the **Validate** button.

    Oracle will display any errors in your quote / response at this stage.

If there are no errors you will get a message at the top of your screen confirming that your Quote has been validated without any errors.

3. Click **Submit** to submit your quote.

   You will see a **Confirmation** message that the Quote has been submitted.

4. Click the **Return to Sourcing Home Page** hyperlink.

   You can see your Response Number with a Status as "Active" on the Sourcing Home Page

5. Now click the **Logout** button to safely come out and close the TJX Oracle Sourcing Application

Appendix

Invoice Requirements for US – Expenses Payables

The following invoice requirements pertain to US - Expenses Payables goods and services (non-merchandise).

Header Information Requirements	Description
Your Company Name	Company name on the invoice must match the company name shown on your W-9 Form.
Payment Remittance Detail	Remit to information needs to include your company's address, city, state, and zip code on all invoices. For companies located outside of the US, remittance detail needs to include province, municipality, postal code and other applicable information.
Your Company Contact Details	Contact details need to include phone and fax numbers, and/or e-mail address of your company's Accounts Receivable department.
TJX Contact Name	Name of the TJX person(s) with whom your company conducts business.
Bill To Name and Address	All invoices must be billed to The TJX Companies, Inc.
Ship To Name and Address	The location of shipment and/or services performed needs to be listed on invoices (i.e. Store chain and number, Corporate Office, Distribution Center, etc.).
Invoice Type	"Invoice" or "Credit Memo" must be clearly stated. Documents labeled differently (i.e. statement, quote, receipt, order, etc.) are not accepted and will not be processed.
Invoice Number	Invoice number needs to consist of numbers and/or letters only. Special characters are not recommended. Each invoice needs to have a unique invoice
Invoice Date	Invoice date needs to reflect the date of order/service.
Purchase Order (PO) Number	Full PO number needs to be listed on the invoice, including any suffixes (Ex. 12345678).

Invoice Line Detail Requirements	Description
Item/ServiceDescription	A brief description of the ordered items and/or services performed needs to be listed.
Unit Prices/Service Costs	Item unit prices and/or costs of each service performed are used to match the items to the purchase orders, and must be at an agreed upon price. Any unit price increases need to be negotiated with and approved by the TJX buyer prior to invoice submission.
Item Quantity	Quantity ordered, shipped and back-ordered (if applicable) of each item needs to be listed on the invoice. Any quantity increases need to be negotiated with and approved by the TJX buyer prior to invoice submission.
Total Item Amount	Total amount of each item / expense needs to be listed on the invoice.
Tax and/or Freight Amounts	Any amounts for tax and/or freight need to be separated from the item subtotal and labeled accordingly.
Total Amount	The total amount of all items/services, tax and freight on the invoice needs to be listed. The amounts must be in USD currency.

Note: It is recommended that ACH/EFT information including bank names, routing numbers, bank account numbers, or swift codes are not listed on the invoices. This information is considered to be proprietary and confidential, and should only be provided to appropriate TJX contacts.

InvoiceSubmission:

Invoices can be submitted in the following ways:

- Via E-mail:

  TJX_Invoices@DocumentConversion.com

- Via US Mail:

  The TJX Companies Inc.
  PO Box 9133
  Framingham, MA, 01701

Invoices must be in PDF, TIFF or Word files. Attachments must contain only one invoice per file. Multiple attachments can be attached to an e-mail.

Invoice Requirements for Europe – Expenses Payable

INVOICE REQUIREMENTS FOR EUROPE - EXPENSES PAYABLE

The following invoice requirements pertain to TJXE Europe – Expenses Payables goods and services (non-merchandise). NB. This is not a guide of how you need to invoice us but a guide to the minimum requirements that we expect to find on an invoice.

Header Information Requirements	Description
Your Company Name	Please ensure that your full company name is detailed on your invoice.
Company Registration Number	If your company is registered the number should be quoted.
VAT or TAX registration number	If you are charging VAT or TAX you must quote your registration number. Invoices charging VAT for non-registered companies will be rejected.
Payment Remittance Detail	Remit to information needs to include your company's address, town, city and post code on all invoices.
Your Company Contact Details	Contact details need to include contact phone number and e-mail address of your company's Accounts Receivable department.
TJX Contact Name	Name of the TJXE person(s) with whom your company conducts business.
Bill To Name and Address	All invoices must be billed to the applicable operating unit as stated on the PO that is being billed for. In the absence of a PO please consult your TJXE contact to verify.
Ship To Name and Address	The location of shipment and/or services performed needs to be listed on invoices (e.g. Store chain and number, Corporate Office, Distribution Center . . .
Invoice Type	"Invoice" or "Credit Memo" must be clearly stated. Documents labeled differently (e.g. statement, quote, receipt, order . . .) are not accepted and will not be processed.
Invoice Number	Each invoice needs to have a unique invoice number.
Invoice Date	Invoice date needs to reflect the date of order/service.
Purchase Order (PO) Number	Full PO number needs to be listed on the invoice.
Invoice Line Detail Requirements	Description
Item/Service Description and PO line number	A brief description of the ordered items and/or services performed needs to be listed.
Unit Prices/Service Costs	Item unit price and/or cost of each service performed are used to match the items to the purchase order, and must be at an agreed upon price. Any unit price increase needs to be negotiated with and approved by the TJXE buyer prior to invoice submission.

Item Quantity	Quantity ordered, shipped and back-ordered (if applicable) of each item needs to be listed on the invoice. Any quantity increases need to be negotiated with and approved by the TJX buyer prior to invoice submission.
Total Item Amount	Total amount of each item/expense needs to be listed on the invoice.
VAT, Tax or Freight Amounts	Any amount for VAT, tax or freight need to be separated from the item subtotal and labeled accordingly.
Total Amount	The total amount of all items/services, tax and freight on the invoice needs to be listed.

Note: It is recommended that ACH/EFT information including bank name, routing number, bank account number, or swift code are not listed on invoices. This information is considered to be proprietary and confidential, and should only be provided to appropriate TJX contacts.

INVOICE SUBMISSION

Invoices can be submitted in the following ways:

Note:

- Must choose one method. It is critical that an invoice is not submitted using more than one method.

- Payments are generated on the Due Date.

Preferred Methods:	**Description**
E-mail:	UK, Ireland and Buying Office invoices: expenses_payable@tjxeurope.com Invoices must be in PDF, TIFF or Word files. Attachments must contain only one invoice per file. Multiple attachments can be attached to an e- mail.
iSupplier Portal:	Instructions and guidelines can be found in the iSupplier Users Guide.
Alternate Methods:	**Description**
UK, Ireland and Buying Office Mail:	TJX Europe Expenses Payable Dept. PO Box 2284 Watford WD18 1JN United Kingdom

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Invoice Requirements for Canada

The following invoice requirements pertain to CDN - Expenses Payables goods and services non-merchandise services. **Header Information Requirements**	**Description**
Your Company Name	Company name on the invoice must match the company name shown on your T2 (CDN Vendor)/W-9 (US Vendor) Form.
Payment Remittance Detail	Remit to information needs to include your company's address, city, province state, and postal /zip code on all invoices.
Your Company Contact Details	Contact details need to include phone and fax numbers, and/or e-mail address of your company's Accounts Receivable department.
TJX Contact Name	Name of the TJX person(s) with whom your company conducts business.
Bill To Name and Address	All invoices must be billed to Winners Merchants International L.P.
Ship To Name and Address	The location of shipment and/or services performed needs to be listed on invoices (e.g. Store chain and number, Corporate Office, Distribution Center . . .)
Invoice Type	"Invoice" or "Credit Memo" must be clearly stated. Documents labelled differently (e.g. statement, quote, receipt, order . . .) are not accepted and will not be processed.
Invoice Number	Invoice number needs to consist of numbers and/or letters only. Each invoice needs to have a unique invoice number.
Invoice Date	Invoice date needs to reflect the date of order/service.
Invoice Currency	Invoice Currency needs to be clearly shown, regardless of address. (CDN vs. EUR vs. USD)
Purchase Order (PO) Number	If applicable, full PO number needs to be listed on the invoice and directly email to the EP Helpdesk @ EP_Helpdesk@tjxcanada.ca
Tax ID #	If applicable, vendors registered for GST / HST must include their business/GST/HST number.
Item/Service Description and PO Line Number	A brief description of the ordered items and/or services performed needs to be listed.
Unit Prices/Service Costs	Item unit price and/or cost of each service performed are used to match the items to the purchase order, and must be at an agreed upon price. Any unit price increase needs to be negotiated with and approved by the TJX buyer

	prior to invoice submission.
Item Quantity	Quantity ordered, shipped and back-ordered (if applicable) of each item needs to be listed on the invoice. Any quantity increases need to be negotiated with and approved by the TJX buyer / contact person prior to invoice submission.
Total Item Amount	Total amount of each item/expense needs to be listed on the invoice.
Tax and/or Freight Amounts	Any amount for tax and/or freight needs to be separated from the item subtotal and labelled accordingly.
Total Amount	The total amount of all items/services, tax and freight on the invoice needs to be listed. The amounts must clearly show which currency (CDN, USD, EUR).
Note: It is recommended that ACH/EFT information including bank name, routing number, bank account number, or swift code are not listed on invoices. This information is considered to be proprietary and confidential, and should only be provided to appropriate TJX contacts.	
INVOICE SUBMISSION	
Invoices can be submitted in the following ways:	
Note:	
-Must choose one method. It is critical that an invoice is not submitted using more than one method.	
-Payments are generated based on the Due Date.	
Preferred Methods:	**Description**
E-mail:	Email to your contact at TJX Canada. TJX Canada rep will obtain proper approval and coding for submission to Expenses Payable.
Alternate Methods:	**Description**
CDN Mail:	TJX Canada, Inc. 60 Standish Court Mississauga Ontario L5R 0G1

Oracle Sourcing Supplier Guide

Minimum System Requirements for Oracle Applications

Overview

This document is designed to provide a handy reference for the minimum hardware and software specifications that apply to PCs and Macs used as desktop clients for Oracle E-Business Suite Releases 11*i* and 12.

PC (Windows) Hardware and Software Requirements

- **Hardware Requirements:**

  The required overall specification for Oracle E-Business Suite client PCs depends on several factors:
  - Applications in use
  - Overall workload
  - Type of workload

- **CPU Requirements:**

  Oracle E-Business Suite performance is sensitive to CPU speed. Oracle recommends using PC desktop clients with at least 350 MHz processors for Release 12, and at least 233 MHz processors for Release 11*i*.

  When determining the CPU speed required, consider the following:
  - Minimum requirements will provide minimal performance
  - Faster (1.4 GHz or higher) processors will give significant performance improvements
  - Your specific requirements may be higher than the minimum specification

- **Memory Requirements:**

  Oracle recommends at least 256 MB of RAM for Windows clients. If you need to run Oracle E-Business Suite concurrently with other desktop applications, additional memory will provide better performance.

  When determining the amount of memory needed, consider the following:
  - The memory requirements for your operating system
  - Any other software that runs concurrently
  - Related factors such as network characteristics
  - The possibility or likelihood that your specific requirements will be higher than the minimum specification

- **Operating System Requirements:**
  -
    Any of:
    - Windows XP Service Pack 3
    - Windows Vista Service Pack 1 or higher
    - Windows 7 (32-bit or 64-bit)

- **Java Environment Requirements:**

- Sun JRE 1.6.0_03 or higher (for 32 bit)
- Sun JRE 1.6.0_32 or higher (for 64-bit)

- **Browser Requirements:**

  - Microsoft Internet Explorer 6 or higher, click here for table of Browser Requirements
  - Firefox ESR 17.x

MAC Hardware and Software Requirements

- **Hardware Requirements:**

  The required overall specification for Oracle E-Business Suite client PCs depends on several factors:
  - Applications in use
  - Overall workload
  - Type of workload

- **CPU Requirements:**

  Oracle E-Business Suite performance is sensitive to CPU speed. The fundamental necessity is to meet Apple's base operating system requirements.
  When determining the processor speed required, consider the following:
  - Minimum requirements will provide minimal performance
  - Faster (1.4 GHz or higher) processors will give significant performance improvements
  - Your specific requirements may be higher than the minimum that will work

- **Memory Requirements:**

  Oracle recommends at least 256 MB of RAM for Mac OS X 10.4 clients and 512 MB for OS X 10.5 clients. If you need to run Oracle E-Business Suite concurrently with other desktop applications, additional memory will provide better performance.
  When determining the amount of memory needed, consider the following:

  - The memory requirements for your operating system
  - Any other software that runs concurrently
  - Related factors such as network characteristics
  - The possibility or likelihood that your specific requirements will be higher than the minimum specification

- **Operating System Requirements:**

  - Mac OS X 10.6.3 and higher, or 10.7.2 and higher

- **Browser Requirements:**

  - Safari 3, 4, 5.0.x, or 5.1.x

  Oracle Applications Release 12 is certified for Apple Macintosh OS X (Mac OS X) v10.4 (Tiger) with the Safari browser (v 2.0 and 3) using the Java 5 (32-bit) plugin, Macintosh OS X (Mac OS X) v10.5 (Leopard) with the Safari 3, 4 and 5 browsers using the Java 5 plugin, Mac OS X v10.6 (Snow Leopard) with Safari 4 and 5 using the Java 6 plugin and Mac OS X v10.7 (Lion) with Safari 5 and the Java 6 plugin.

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- **Special Requirements for Apple Macintosh OS X Version 10.4**

  - **Hardware Requirements –**
    - The Mac OS X client must have 800 x 600 minimum display resolution (1024 x 768 is preferred). For a complete description of Mac OS X v10.4 requirements, go to the Apple Web site at: http://docs.info.apple.com/article.html?artnum=301341

  - **Software Requirements –**
    - Mac OS X v10.4.7 or higher, along with any other security and Java updates in the Software Update program started from the Apple icon menu on the client
    - Safari 2 (2.0.4 or higher) and Safari 3* (3.2.1 or higher)
    - The J2SE 5 plug-in on Mac OS X v1.5.0_06 (or higher)

- **Special Requirements for Apple Macintosh OS X Version 10.5, 10.6 and 10.7**

    To achieve optimal performance, you must have adequate CPU power and memory on the Mac OS X client. Oracle recommends the following configuration settings.

  - **Hardware Requirements –**
    The Mac OS X client must have 800 x 600 minimum display resolution (1024 x 768 is preferred). For a complete description of Mac OS X requirements (including processor, RAM, and disk requirements), review Apple's informational web page at:

    http://support.apple.com/kb/TA24950   (10.5)
    http://support.apple.com/kb/HT4949 (10.6 and 10.7)

  - **Software Requirements –**
    - Mac OS X v10.5:
      - Mac OS X 10.5 ("Leopard" version 10.5.6 or higher, along with any other security and Java updates in the Software Update program started from the Apple icon menu on the client)
      - Safari 3 (version 3.2.1 or higher) or Safari 4 (4.0.4 or higher) or Safari 5 (5.0.2 or higher)
      - The J2SE 5 plug-in on Mac OS X (v1.5.0_13 or higher)
    - Mac OS X v10.6:
      - Mac OS X 10.6 ("Snow Leopard" version 10.6.3 or higher, along with any other security and Java updates in the Software Update program started from the Apple icon menu on the client)
      - Safari 4 (version 4.0.5 or higher) or Safari 5 (5.0.2 or higher, 5.1.2 or higher)
      - The J2SE 6 plug-in on Mac OS X (v1.6.0_20 or higher)
    - Mac OS X v10.7:
      - Mac OS X 10.7 ("Lion" version 10.7.2 or higher, along with any other security and Java updates in the Software Update program started from the Apple icon menu on the client)
      - Safari 5 (5.1.2 or higher)

  Please NOTE:

  Oracle E-Business Suite Release 12 is not certified with the Netscape, Mozilla, Firefox, Internet Explorer, Opera or Chrome browsers on Mac OS X.

- The Oracle E-Business Suite client on Mac OS X 10.5 and 10.6 uses the native Java plug-in that is included with the Mac desktop (J2SE 5 or Java SE 6). With Mac OS X 10.7, the Java plug-in is delivered via a specific user-initiated download the first time a Java applet is invoked from a browser
- Safari on iOS (for use in mobile devices from Apple) is not currently officially certified with the E-Business Suite and information in this document is not relevant to Safari on iOS.

Browser Requirements

- **Internet Explorer (IE) Requirements for Windows Users:**

Certification Matrix for Internet Explorer (64 bit) browsers

The table below outlines the certified combinations of 64-bit Internet Explorer Browser, Windows Desktop Client Operating System and JRE (64-bit) streams with **minimum** versions, where applicable. Please also review this document for further specific certification information and requirements:

Browser Version	Windows 8 (Desktop Mode) (64-bit)	Windows 7 (64-bit)
IE 10 (64-bit)	JRE 1.6.0_37 (64-bit) and higher JRE 1.7.0_10 (64-bit) and higher	JRE 1.6.0_32 (64-bit) and higher JRE 1.7.0_10 (64-bit) and higher
IE 9 (64-bit)	Not Certified	JRE 1.6.0_32 (64-bit) and higher JRE 1.7.0_10 (64-bit) and higher
IE 8 (64-bit)	Not Certified	JRE 1.6.0_32 (64-bit) and higher JRE 1.7.0_10 (64-bit) and higher

[1] **Microsoft Office:** Microsoft Office (64-bit) is NOT certified with Oracle E-Business Suite. Please continue to run the Microsoft Office (32-bit) version with the 64-bit stack.

Certification Matrix for Internet Explorer (32 bit) browsers

The table below outlines the currently certified 32-bit Internet Explorer Browser, Windows Desktop Client Operating System and JRE (32-bit) streams with **minimum** versions, where applicable. Please also review this document for further specific certification information and requirements:

Browser Version	Windows 8 (Desktop Mode) (32-bit & 64-bit)	Windows 7 (32-bit & 64-bit)	Windows Vista (32-bit)	Windows XP (32-bit)
IE 10	JRE 1.6.0_37 and higher JRE 1.7.0_10 and higher	JRE 1.6.0_03 and higher JRE 1.7.0_10 and higher	Not Certified	Not Certified
IE 9	Not Certified	JRE 1.6.0_03 and higher JRE 1.7.0_10 and higher	JRE 1.6.0_03 and higher JRE 1.7.0_10 and higher	Not Certified

IE 8	Not Certified	JRE 1.6.0_03 and higher JRE 1.7.0_10 and higher	JRE 1.6.0_03 and higher JRE 1.7.0_10 and higher	JRE 1.6.0_03 and higher JRE 1.7.0_10 and higher
IE 7	Not Certified	Not Certified	JRE 1.6.0_03 and higher JRE 1.7.0_10 and higher	JRE 1.6.0_03 and higher JRE 1.7.0_10 and higher
IE 6	Not Certified	Not Certified	Not Certified	JRE 1.6.0_03 and higher JRE 1.7.0_10 and higher

[1] **Microsoft Office:** Microsoft Office (64-bit) is NOT certified with Oracle E-Business Suite. Please continue to run the Microsoft Office (32-bit) version with the 64-bit stack.

- **Firefox (FF) Requirements for Windows Users:**

Certification Matrix for Firefox (32 bit) browsers

The table below outlines the currently certified Browser, Desktop Client Operating System and JRE streams with **minimum** versions, where applicable. Please also review this document for further specific certification information and requirements:

Browser Version	Windows 8 (Desktop Mode) (32-bit & 64-bit)	Windows 7 (32-bit & 64-bit)	Windows Vista (32-bit)	Windows XP (32-bit)
Firefox ESR 24.x [2, 3]	JRE 1.6.0_37 and higher JRE 1.7.0_10 and higher	JRE 1.6.0_10 and higher JRE 1.7.0_10 and higher	JRE 1.6.0_10 and higher JRE 1.7.0_10 and higher	JRE 1.6.0_10 and higher JRE 1.7.0_10 and higher
Included for Historical Purposes [4]				
Firefox ESR 17.x [2, 3]	JRE 1.6.0_37 and higher JRE 1.7.0_10 and higher	JRE 1.6.0_10 and higher JRE 1.7.0_10 and higher	JRE 1.6.0_10 and higher JRE 1.7.0_10 and higher	JRE 1.6.0_10 and higher JRE 1.7.0_10 and higher
Firefox ESR 10.x [2, 3]	Not Certified	JRE 1.6.0_10 and higher JRE 1.7.0_10 and higher	JRE 1.6.0_10 and higher JRE 1.7.0_10 and higher	JRE 1.6.0_10 and higher JRE 1.7.0_10 and higher
Firefox 3.6.x [2, 4]	Not Certified	JRE 1.6.0_10 and higher	JRE1.6.0_10 and higher	JRE1.6.0_10 and higher
Firefox 3.5.x [4]	Not Certified	JRE1.6.0_03 and higher (Win 7 32-bit) Not Certified (Win	JRE1.6.0_03 and higher	JRE1.6.0_03 and higher

		7 64-bit)		
Firefox 3.0.x [4]	Not Certified	Not Certified	JRE1.6.0_03 higher	JRE1.6.0_03 higher

[1] **Windows 7 (64-bit)** desktop client operating system is currently only certified with Oracle E-Business Suite when running 32-bit products e.g. Client based products, Browsers, JRE plug-in and Microsoft Office.

[2] **Firefox versions 3.6.x and higher** only support next-generation java plug-in releases (JRE 1.6.0_10 or higher). Forms based products cannot be launched using 'classic java' versions (JRE 1.6.0_07 or earlier). If a 'next generation java' plug-in version is not available on the desktop client the browser will display the message, *'Additional plugins are required to display all the media on this page'*. If an appropriate version is available from the Oracle E-Business Suite web server it can be downloaded and installed in the usual way. Alternatively, clicking the *'Install Missing Plugins'* button or the *'Click here to download plugin'* box will activate the Firefox *'Plugin Finder Service'* which will offer the latest available version of the JRE plug-in for download and install.

[3] **Firefox ESR XX.x** is an Extended Support Release (ESR) which will be supported by the vendor for approximately a year. For further information on the support lines and other information please see [Mozilla Firefox ESR Overview](#)

[4] **Firefox versions 3.0.x, 3.5.x, 3.6.x and ESR 10.x** are no longer supported by the vendor. It is recommended that any users running these versions upgrade to Firefox ESR 24.x.

Please Note: 3rd Party Software Support Lifecycle

- Oracle's certification of the various third party client operating system and browsers aligns with the respective vendor's support life cycle.

- Firefox versions 3.0.x, 3.5.x, 3.6.x and ESR 10.x are no longer supported by the vendor. Firefox ESR 17.x is currently due to be de-supported by the vendor on 3rd December 2013. It is therefore recommended that any users running Firefox upgrade to Firefox ESR 24.x. Oracle will continue to offer support for earlier Firefox versions with Oracle E-Business Suite R12 on a 'Best Effort' basis only. Consequently, where issues are due to problems with the browser, we may, where necessary, require customers to upgrade or change their browser to resolve the issue.

- **Safari Requirements for MAC Users:**

Certification Matrix

The table below outlines the currently certified Browser, Operating System and the certified JRE versions. Please also review this document for further specific certification information and requirements:

Browser Version	OS X v10.7.5 r higher	OS X v10.8.2 or higher		
Safari 6.0.x (where x = 2 or higher)	JRE 1.7.0_21 a d higher	JRE 1.7.0_21 and higher		

Browser Version	OS X v10.4.7 or higher	OS X v10.5.6 or higher	OS X v10.6.3 or higher	OS X v10.7.2 or higher
Safari 5.1.x (where x = 2 or higher)	n/a	JRE 1.5.0_13 and higher	JRE 1.6.0_20 and higher	JRE 1.6.0_29 and higher
Safari 5.0.x (where x = 2 or higher)	n/a	JRE 1.5.0_13 and higher	JRE 1.6.0_20 and higher	n/a
Safari 4.0.x (where x = 5 or higher)	n/a	JRE 1.5.0_13 and higher	JRE 1.6.0_20 and higher	n/a
Safari 4.0.x (where x = 4 or higher)	n/a	JRE 1.5.0_13 and higher	n/a	n/a
Safari 3.2.x (where x = 1 or higher)	JRE 1.5.0_13 and higher	JRE 1.5.0_13 and higher	n/a	n/a
Safari 2.0.x (where x = 4 or higher)	JRE 1.5.0_06 and higher	n/a	n/a	n/a

Please Note:

- Oracle Applications Release 12 is not certified with the Netscape, Mozilla, Firefox, or Opera browsers on Mac OS X.
- Oracle Applications Release 12 is not certified or supported with the Internet Explorer browser on Mac OS X.
- The Oracle Applications client on Mac OS X uses the native Java plug-in that is included with J2SE 5.
- Safari 4 on Mac OS X 10.4 is not currently certified with Oracle E-Business Suite - please ensure that Safari 4 is not selected as part of any installs using 'Software Update' which runs periodically on the Mac desktop - system administrators may want to choose the 'Ignore Update..' selection under the 'Update' pull-down menu of this program for Safari 4 to ensure that users do not inadvertently pick and install this version of Safari.

Microsoft Office 2010 Certification

Microsoft Office 2010 is available as both a 32-bit and 64-bit release and is certified for use on the following Windows operating systems.

Microsoft Office 32-bit

Microsoft Office 2010 (32-bit) is certified for Oracle E-Business Suite 11i and R12.x Users running:

- Windows XP
- Windows Vista
- Windows 7 32-bit and 64-bit
- Windows 8 32-bit and 64-bit

Microsoft Office 64-bit

Microsoft Office 2010 (64-bit) is certified for Oracle E-Business Suite R12.x Users running the following operating system and browser combinations:

- Windows 7 64-bit
  - Internet Explorer 8 (64-bit)
  - Internet Explorer 9 (64-bit)
  - Internet Explorer 10 (64-bit)
- Windows 8 64-bit
  - Internet Explorer 10 (64-bit)

Requirements Authorization / Signoff

Role	Name	Signature	Date of Signoff
Distribution		Distributed	
Approver	Vaibhav Goel	Approved	
Approver		Approved	
Reviewer		Reviewed	

Glossary

Term	Definition	Acronym
Java Runtime Environment	Software needed to load Oracle forms	JRE
Operating System	Software that supports a computer's basic function	OS