

Supplier Response to Negotiations – Quick Reference Guide

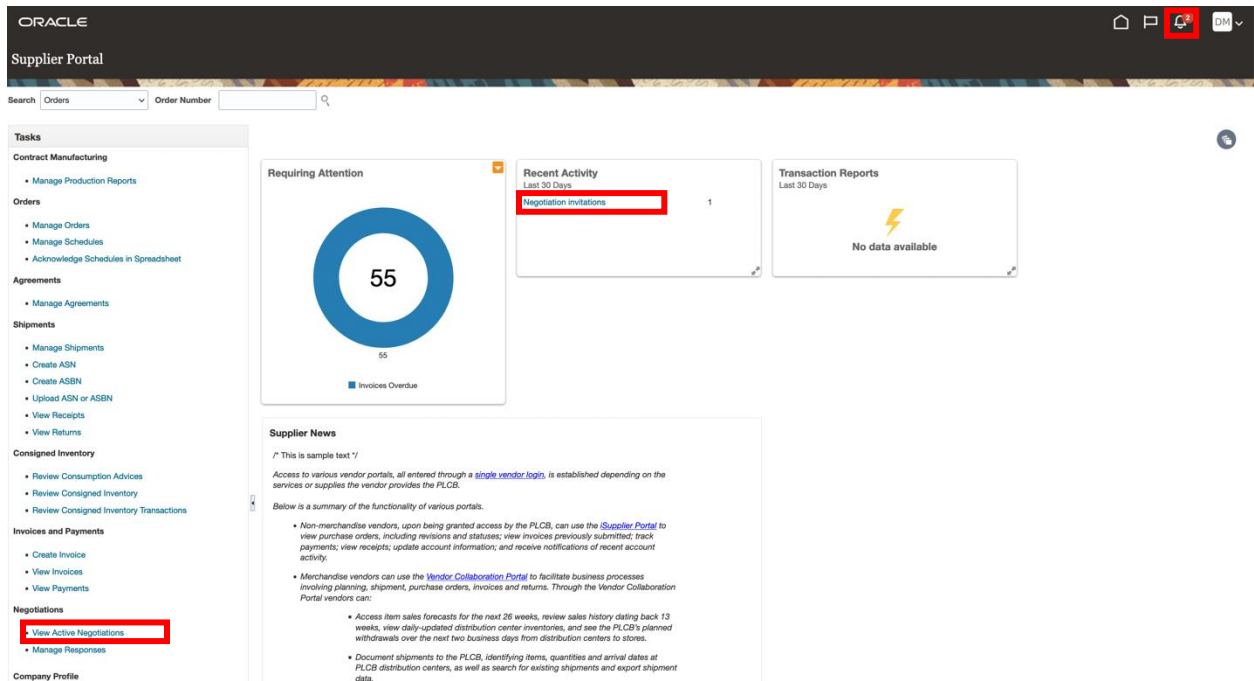
Supplier Response to IFB or RFP

Step by Step:

1. Log in to Oracle.
2. From the Navigator, under *Supplier Portal*, select **Supplier Portal**.

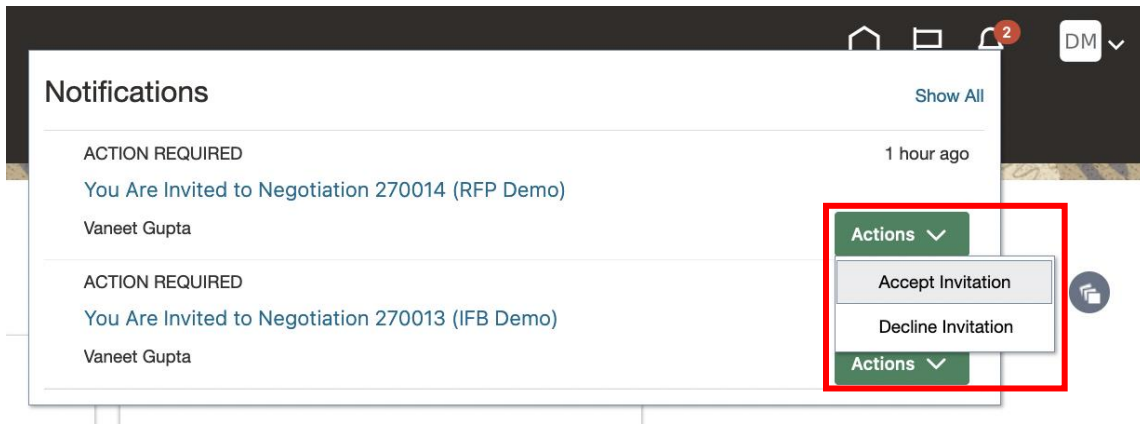


3. From *Supplier Portal*, select **Negotiation Invitations** or **View Active Negotiations** on the left menu.



Supplier Response to Negotiations – Quick Reference Guide

- Alternatively, select the bell icon to respond to notifications for negotiation response. Select **Action**, **Accept** or **Decline Invitation** to RFP (Request for Proposals) or IFB (Invitation for Bid).



- From the *Active Negotiations* page, select the negotiation number to respond to IFB or RFP.

ORACLE

Active Negotiations

Time Zone Coordinated Universal Time

Search

Manage Watchlist Saved Search Open Invitations

** At least one is required

** Negotiation

** Title

** Negotiation Close By

** Invitation Received

Response Submitted

Negotiation Open Since

Search Reset Save...

Search Results

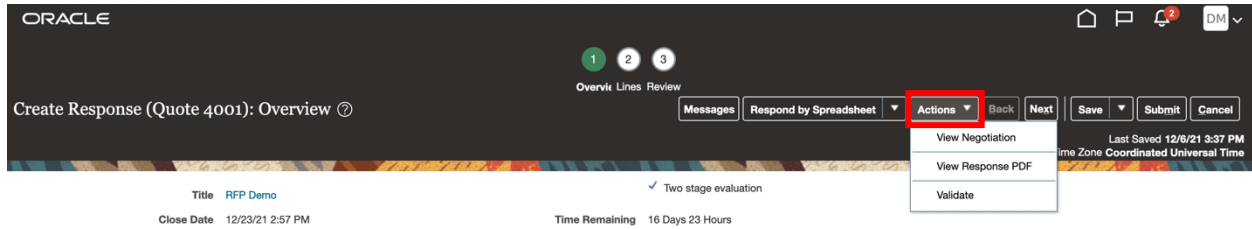
Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
270014	RFP Demo	Solicitation - RFP	16 Days 23 Hours	12/23/21 2:57 PM	0		0		
270013	IFB Demo	IFB	16 Days 22 Hours	12/23/21 2:16 PM	0		0		

Columns Hidden 4

Supplier Response to Negotiations – Quick Reference Guide

6. From the *Overview* page, the supplier can send notes or attachments. The supplier can also select **View Negotiation**, **Response PDF** or **Validate** from the *Actions* menu.



General

Supplier WILLIAM GRANT & SONS INC
 Supplier Site PA-NJ-EDISO-01
 Negotiation Currency USD
 Response Currency USD
 Price Precision 2 Decimals Maximum
 Response Valid Until m/d/yy h:mm a

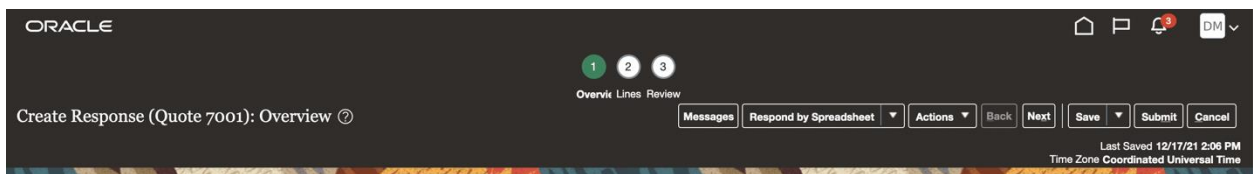
Response Type Primary
 Alternate

Reference Number

Note to Buyer Please email detailed spec at info@oracle.com

Attachments Details + X

7. The supplier can attach documents to *Create Response* by selecting **Attachments**.



General

Supplier WILLIAM GRANT & SONS INC
 Supplier Site PA-NJ-EDISO-01
 Negotiation Currency USD
 Response Currency USD
 Price Precision 2 Decimals Maximum
 Response Valid Until m/d/yy h:mm a

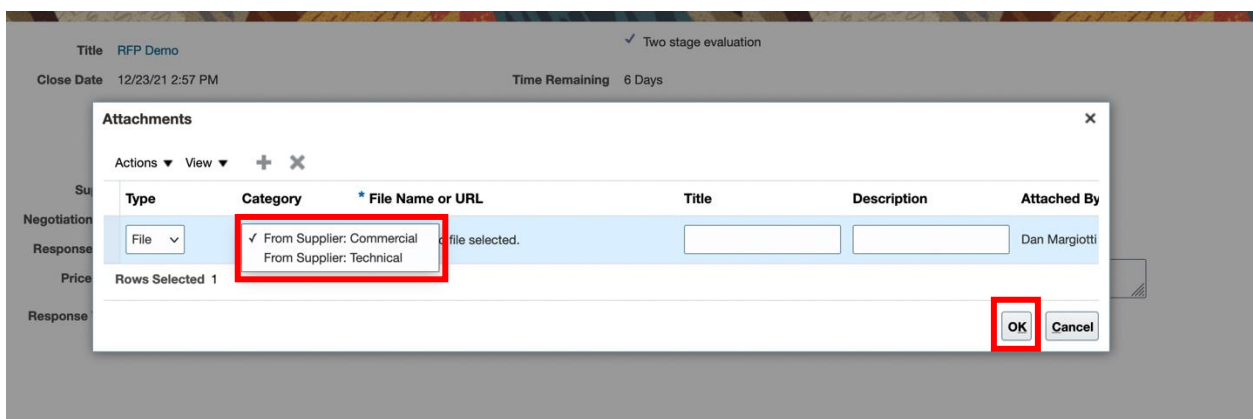
Response Type Primary
 Alternate

Reference Number

Note to Buyer

Attachments none +

8. Attachments can be in the form of a file or entered text or a URL. The supplier can select the type of attachment, such as **Commercial** or **Technical**. The supplier can enter optional *Title* and a description of the attachment for reference. To attach and close the form, the supplier selects **OK**.



Supplier Response to Negotiations – Quick Reference Guide

9. Select **Next** to see RFP or IFB line details. The supplier can enter the price (*Line Amount*) for the item as response to the PLCB.

ORACLE

1 2 3

Overview Lines Review

Create Response (Quote 4001): Lines

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Currency = US Dollar Last Saved 12/6/21 3:52 PM Time Zone Coordinated Universal Time

Time Remaining 16 Days 23 Hours Close Date 12/23/21 2:57 PM

Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount
1	Chairs	+		56101504-CHAI...		200.00	10	Each	2,000.00		

Rows Selected 1 Columns Hidden 6

Grand Totals

All response lines except alternate lines are included.

Response Amount 2,000.00

10. Select **Next** to review the RFP or IFB response. To accept the response, select **Submit**.

1 2 3

Overview Lines Review

Review Response: Quote 4001

Messages Respond by Spreadsheet Actions Back Next Save **Submit** Cancel

Currency = US Dollar Last Saved 12/6/21 3:47 PM Time Zone Coordinated Universal Time

Title RFP Demo Two stage evaluation

Close Date 12/23/21 2:57 PM Time Remaining 16 Days 23 Hours

Overview Lines

General

Supplier	WILLIAM GRANT & SONS INC	Response Type	Primary
Supplier Site	PA-NJ-EDISO-01	Reference Number	
Negotiation Currency	USD	Note to Buyer	Please email detailed spec at info@oracle.com
Response Currency	USD	Attachments	None
Price Precision	2 Decimals Maximum		
Response Valid Until			

Supplier Response to Negotiations – Quick Reference Guide

11. Select **OK** on the response confirmation message.

The screenshot displays a web application interface for a procurement process. At the top, a dark header bar contains the text 'Solicitation - RFP: 270014' on the left and navigation buttons 'Messages', 'Create Response', 'Actions', and 'Done' on the right. Below the header, the main content area is divided into several sections. A central 'Confirmation' dialog box is highlighted with a red border, containing the message 'The response 4001 to negotiation 270014 was submitted.' and an 'OK' button. The background interface shows a 'Table of Contents' on the left with links for 'Cover Page', 'Overview', 'Requirements', and 'Lines'. The 'Overview' section is active, displaying details for 'RFP Demo', including its status as 'Active (Locked)', a remaining time of '16 Days 23 Hours', and a 'Two stage evaluation' process. On the right side, there are fields for 'Open Date' (12/6/21 3:00 PM), 'Close Date' (12/23/21 2:57 PM), 'Buyer' (Vaneet Gupta), 'Outcome' (Non-Merchandise Blanket Agreement), and 'Attachments' (None). At the bottom, 'Negotiation Controls' show 'Response Visibility' as 'Sealed'.