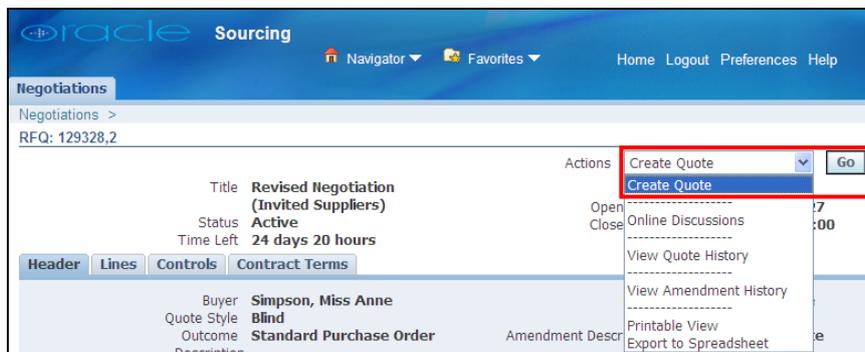


Quick Guide S5: Creating a Response to a Negotiation

Sourcing Supplier

Creating a Response

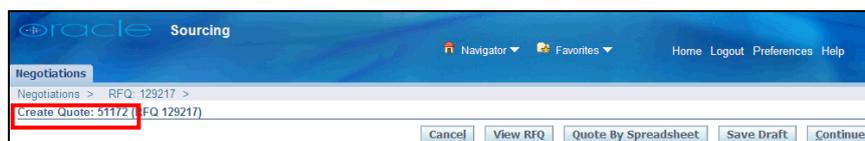
- Your response must be submitted successfully by the negotiation close date; once closed, the negotiation cannot be reopened under any circumstances.
- Search for and select the negotiation you would like to respond to.



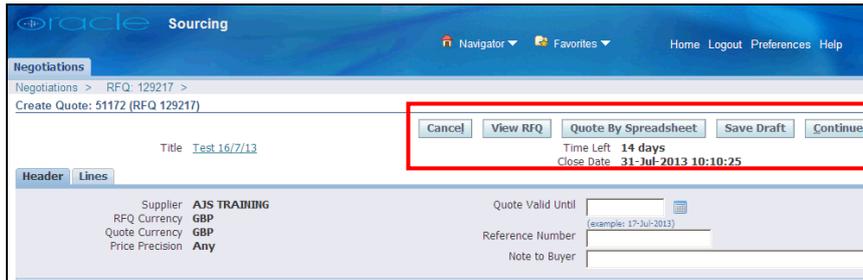
- Select 'Create Quote' from the Actions list and click the 'Go' button.



- Read and accept the negotiation Terms and Conditions.
 - You will not be able to create a response unless you accept.

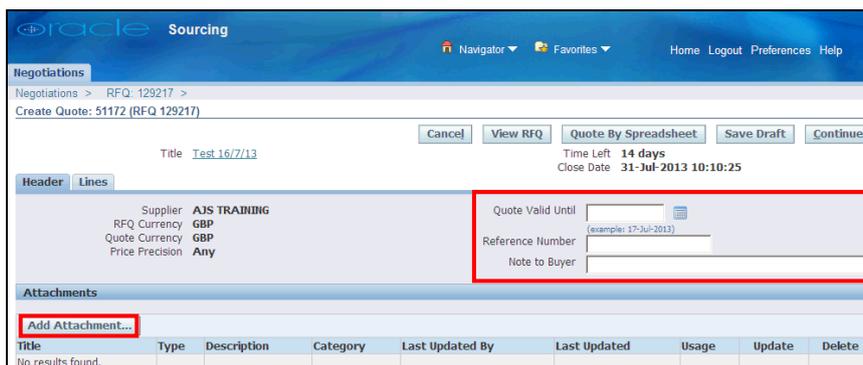


- You have started your response and your quote number is displayed.



- Click 'View RFQ' to view the published negotiation.
- Click 'Save Draft' to save your response at any time.
- Click 'Continue' when you are ready to submit your response.
 - Ensure you submit your response before the close date and time.
 - No responses can be submitted or accepted after the negotiation has closed.

- Complete the details on the 'Header' page.



- Optionally enter the 'Quote Valid Until' date.
- Optionally enter a 'Reference Number'.
 - This may help you to search for your responses at a later date.
- Optionally enter a 'Note to Buyer'.
- Optionally 'Add Attachment' to provide the buyer with any additional information on or specifications about your response.
 - To refer to a negotiation attachment from the buyer, click the 'View RFQ' button.

Focus Title	Target Value	Quote Value
Requirements		
Section 1		
List the locations your organisation can provide services to within the area of Lancashire		
Has your org/director(s)/partner(s)/Proprietor(s) been convicted of a criminal offence related to business or professional conduct?	No	<input type="button" value="v"/>
Are you classed as a large organisation?		<input type="button" value="v"/>
Eligibility criteria		
Has your org/director/partner/proprietor been convicted of a criminal offence related to business or professional conduct?	no	<input type="button" value="v"/> no yes

- If the buyer has added Requirements, enter your response in the Quote Value field, either in the text field or using the options shown in the drop down lists.
 - A text field response is limited to 3,000 characters.
 - Requirements may be display only, optional or required.
 - If this is 'required', you will not be able to submit your response until you have added your Quote Values.

Oracle Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations > RFQ 129217 >

Create Quote: 51172 (RFQ 129217)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title Test 16/7/13 Time Left 14 days Close Date 31-Jul-2013 10:10:25

Header Lines

Supplier AJS TRAINING Quote Valid Until

RFQ Currency GBP Reference Number (example: 17-Jul-2013)

Quote Currency GBP Note to Buyer

Price Precision Any

- Return to the top of the page and click on the 'Lines' link.
- If you receive an error message, view the details of the error and correct.
- If you are unable to enter your response for all requirements at this time, click the 'Save Draft' button.
 - You will be able to access the lines page, but will not be able to submit your response until you have entered the information required.

Oracle E-Business Suite

Negotiations > RFQ: 129217 >
Create Quote: 51172 (RFQ 129217)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title Test 16/7/13 Time Left 14 days Close Date 31-Jul-2013 10:10:25

Line	Update	Ship-To	Start Price	Target Price	Quote Price	Total Score	Unit	Target Quantity	Quote Quantity	Promised Date
1		PR1 OLD - County Hall					Each	5		
2		PR1 OLD - County Hall					£	1		

Indicates more information requested. Click the Update icon.

- For a simple quote, enter the details requested for each line.
 - Enter the details requested. For the example shown, enter the 'Quote Price', 'Quantity' and 'Promised Date'.
 - If required, the Promised Date will default to the date this is needed by. You may amend the date if you can deliver early or cannot deliver by the due date.
 - If unable to meet the stated delivery date, contact the buyer using the online discussions to determine if a late delivery would be acceptable.

- To view or respond to additional information relating to a line, such as attachments or line attributes, click on the 'Update' button for each line.
 - Please note; indicates additional information is requested for the line. These are known as 'Line Attributes'.
 - You must enter the information requested before you can submit your response.

Oracle E-Business Suite

Negotiations

Create Quote 51172: Line 2 (RFQ 129217)

Line 1: Carpets cleaned

Cancel Save Draft Apply

Description: Upright vacuum cleaner with longer length flex
Unit: £
Start Price:
Target Price:
Quote Price:
Target Quantity: 1
Quote Quantity: 1

Close Date: 31-Jul-2013 10:10:25
Quote Currency: GBP
Ship-To: PR1 OLD - County Hall
Need-By Date: 26-Aug-2013 09:00:00 to 29-Aug-2013 10:10:02
Promised Date:

Pay Items

TIP Total pay item amount must add up to the line amount.

Attributes

Total Score

Group	Attribute	Attribute Type	Target Value	Quote Value
General	Bagged	Required	Bagless	
General	Power	Required		
General	Stair Cleaning	Required	Yes	

Notes

Note to Buyer

Attachments

Add Attachment...

- Enter the 'Quote Price' and 'Promised Date' (if required).
- If the buyer has added Line Attributes,  enter your response in the Quote Value field.
 - Use the text field or the options available in the drop down lists.
- Optionally, add a 'Note to Buyer' or 'Add Attachment' to provide the buyer with any additional information on, or specifications about this line.
- When you have completed the details requested, click on the 'Apply' button.

Oracle E-Business Suite

Negotiations > RFQ: 129217 >

Create Quote: 51172 (RFQ 129217)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

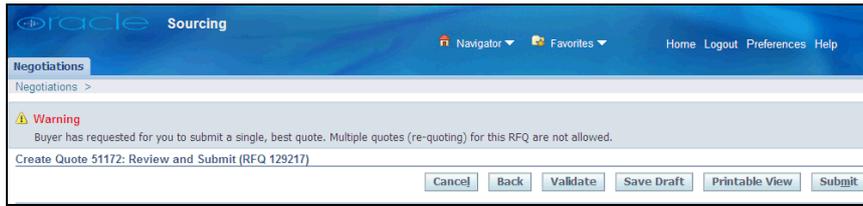
Title: Test.16/7/13
Time Left: 14 days
Close Date: 31-Jul-2013 10:10:25

Header Lines

Line	Update	Ship-To	Start Price	Target Price	Quote Price	Total Score	Unit	Target Quantity	Quote Quantity	Promised Date
1		PR1 OLD - County Hall			45		100 Each	5	5	23-Aug-201
2		PR1 OLD - County Hall			179		100 £	1	1	29-Aug-201

Indicates more information requested. Click the Update icon.

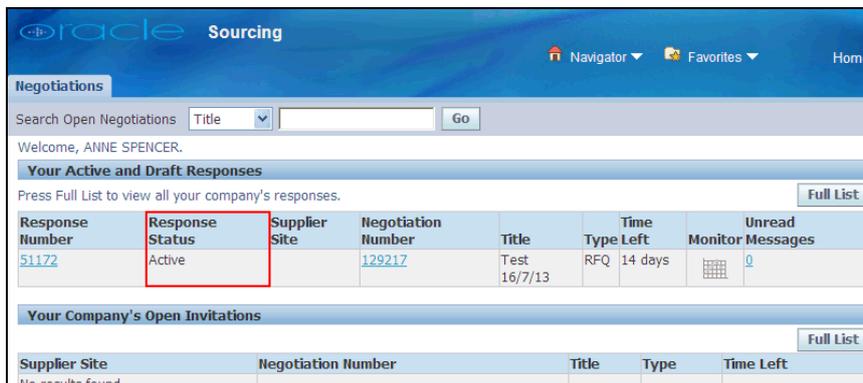
- You will be returned to the line summary.
- When you have completed the details requested for all lines, click on the 'Continue' button.



- Review the details.
 - Take note of any warnings (e.g. revised responses not allowed).
 - You must correct any errors before you can submit your response.
- Click the 'Submit' button when you are ready to submit your response.



- Confirmation your response has been submitted is displayed.
 - If you do not see the confirmation, review and correct the warnings or errors displayed and resubmit.



- On the Negotiations home page, your response and the negotiation are now shown in the 'Your Active and Draft Responses' section.
 - If you received an invitation to participate, this will no longer be displayed in 'Your Company's Open Invitations'.
- Your Response Status should be 'Active'.
 - If the Response Status is not 'Active', your response has not been submitted. Click on the Response Number and repeat the procedure, taking care to review and correct the warnings or errors displayed.
- Click on your response number to view your response.
- Click on the negotiation number to view the negotiation.

Revise Response

Buyer allows revised response

- The buyer will normally allow revised responses.
- To create a revised response, select 'Create Response' in the Actions drop down list and click the 'Go' button.
 - Repeat the above procedure to create a new response.
 - Please note; this replaces your previous response; the buyer will consider your latest response only.

Supplier		Supplier Site	Contact	Quote	Status	Quote Total (GBP)	Time of Quote	Quote Valid Until
AJS TRAINING	FR1 9AS	SPENCER, ANNE	\$1472	Active		22.20.29-Aug-2013 14:45:25		
AJS TRAINING	FR1 9AS	SPENCER, ANNE	\$1419	Archived		22.37.28-Aug-2013 11:42:22		

- All responses can be viewed via 'View Quote History' in the Actions list; the latest quote is 'Active' and all previous quotes are 'Archived'.

Buyer does not allow revised response

- Exceptionally, the buyer may not allow multiple responses.
- A warning will be displayed when you submit your response; 'Buyer has requested for you to submit a single, best quote'.
- You will not be able to submit a revised response.

Multiple Responses (Additional Responses)

- You will be informed by the buyer if multiple responses are allowed.
- To create a multiple response, select 'Create Response' in the Actions drop down list and click the 'Go' button.
 - Repeat the above procedure to create an additional response.
 - Please note; this is in addition to your previous response; the buyer will consider all of your responses.
 - All responses can be viewed via 'View Quote History' in the Actions list; all quotes are 'Active'.

Multiple Rounds of Negotiation

- A negotiation may be carried out over several rounds.
- Once the initial round has closed, the buyer may create a new round of negotiation.
- The negotiation number for a second round of negotiation will start with the same first 6 numbers as the original negotiation, but followed by '-2' 127041-2 for a second round, or '-3' for a third round.
- Suppliers will be notified via email and the worklist if they have been shortlisted or not. Shortlisted suppliers will be invited to participate in the new round of negotiation.
- Respond to a second-round negotiation the same way as to the initial negotiation.

If you need further assistance please call the Customer Service team on: 0300 1236710.