

Quick Guide S2: Finding Negotiations in which to Participate

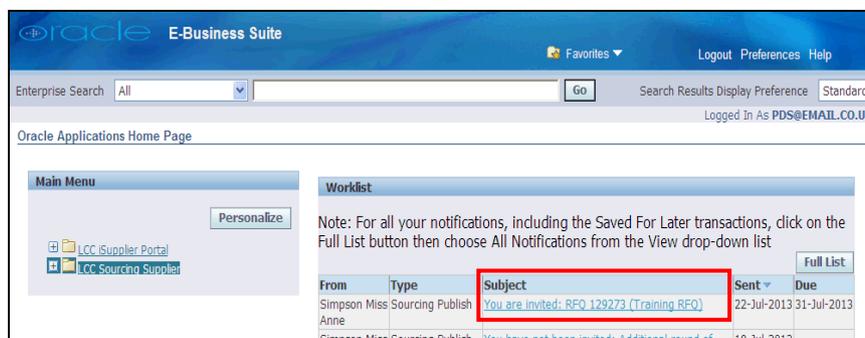
Sourcing Supplier

Finding Negotiations in which to Participate

Suppliers may be:

- Invited to participate in a negotiation,
- Notified of a tender opportunity by email, or
- Search for an open negotiation.

Supplier Invited to Participate



The screenshot shows the Oracle E-Business Suite interface. The 'Worklist' section contains a table of notifications. One notification is highlighted with a red box, indicating an invitation to participate in a negotiation.

From	Type	Subject	Sent	Due
Simpson Miss Sourcing Publish Anne	Sourcing Publish	You are invited: RFO_129273 (Training RFO)	22-Jul-2013	31-Jul-2013
Simpson Miss Sourcing Publish	Sourcing Publish	You have not been invited: Additional round of	19-Jul-2013	

- Your organisation will receive an email and worklist notification if invited to submit a quote.
 - Invitations are normally sent for low value, one-time orders for goods and services.

The screenshot shows the Oracle Sourcing interface. The top navigation bar includes 'Oracle Sourcing', 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help'. Below the navigation bar, there is a search box for 'Search Open Negotiations' with a 'Go' button. The main content area is divided into two sections:

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
51019	Active	L1 4BE	125019	AS 24/6/13 004	RFQ	0 seconds		0
51156	Active		129162	AS 9/7/13 001	RFQ	0 seconds		0
51157	Active		129139	AS 8/7/13 002	RFQ	0 seconds		0
51166	Active	L1 4BE	129219	SPO 16/7/13	RFQ	0 seconds		0
51186	Active	L1 4BE	129256	SPO 18/7/13	RFQ	0 seconds		0

Your Company's Open Invitations

[Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
L1 4BE	129273	Training RFQ	RFQ	8 days

- Click on the Negotiation Number link to view the negotiation.
 - If your organisation is invited to participate in a negotiation, you should 'Acknowledge Participation'.
 - This informs the authority you will be taking part in the negotiation.

Supplier Informed of Tender Opportunity (CPV Codes)

The screenshot shows an email notification with the following details:

From: [Redacted]
To: [Redacted]
Cc: [Redacted]
Subject: Sourcing - CPV Alert to Suppliers

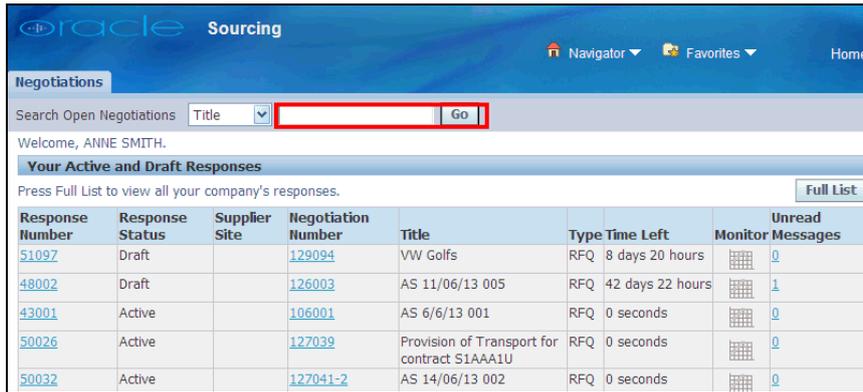
Lancashire County Council has published the following negotiation document that you may be interested in:

Title: Supply of Telecare equipment

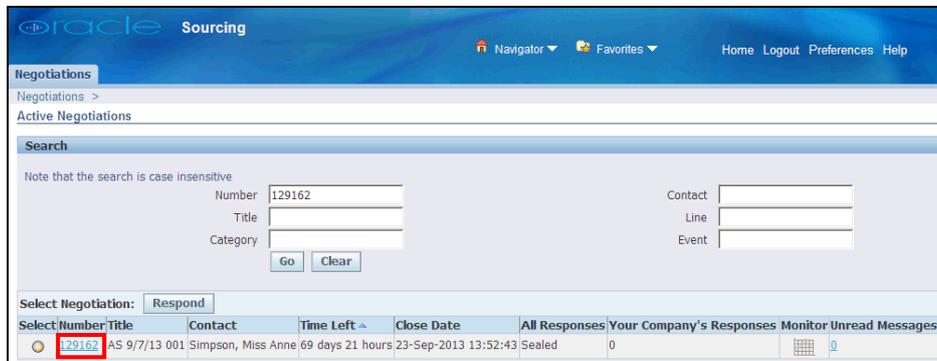
CPV Codes: 01000000;01100000;01110000
Closing Date: 26-JUL-13

If you wish to view the negotiation then please log into the Sourcing system using your user details.

- You can list up to 10 CPV codes that are of interest to your organisation.
- The council will notify suppliers with the relevant CPV codes by email when a negotiation with a matching CPV Code is published.
- This is a notification, NOT an invitation. This will not be displayed in the 'Your Company's Open Invitations' section.

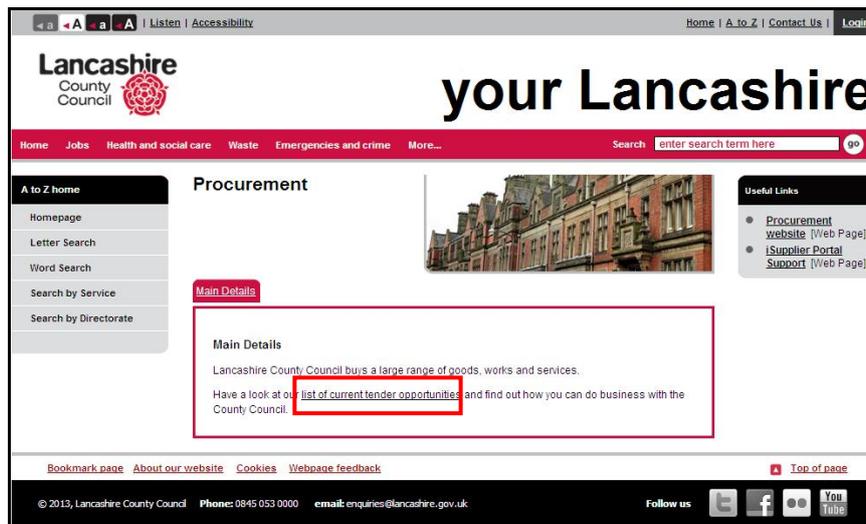


- To view the negotiation, enter the negotiation title (or start of the title) as shown in the notification email and click the 'Go' button.

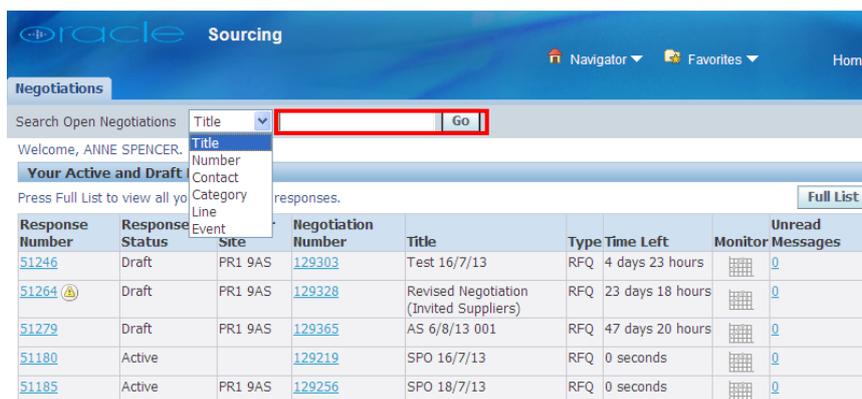


- The negotiation will be displayed.
 - Click on the Number link to view and respond to the negotiation.
 - If you do not see the negotiation, follow the procedure below to search for it.

Search for an Open Negotiation



- Tender opportunities will be displayed on the Lancashire County Council website.
- View the list and make a note of the negotiation title, negotiation number or contact details for tenders you are interested in.
- Login to the Supplier Portal to view the full details.
- Search for the negotiation details on the Sourcing home page.



- Use the drop down list to select the search criteria.
 - For example, search by:
 - Negotiation title (Title),
 - Negotiation number (Number), or
 - Buyer's name (Contact).

- Enter the search information or the start of the information and click the 'Go' button.
- If you are searching by the Contact, enter the surname, followed by '%' and then the first name (e.g. smith%john).

The screenshot shows the Oracle Sourcing interface for 'Active Negotiations'. It features a search form with the following fields: Number (129162), Title, Category, Contact, Line, and Event. Below the search form is a table of active negotiations. The table has the following columns: Select, Number, Title, Contact, Time Left, Close Date, All Responses, Your Company's Responses, and Monitor Unread Messages. The first row of the table is highlighted, and the number '129162' in the 'Number' column is enclosed in a red box.

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor Unread Messages
<input type="radio"/>	129162	AS 9/7/13 001	Simpson, Miss Anne	69 days 21 hours	23-Sep-2013 13:52:43	Sealed	0	0

- The negotiation will be displayed.
 - Click on the Number link to view and respond to the negotiation.

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