



## Quick Guide S2: Finding Negotiations in which to Participate

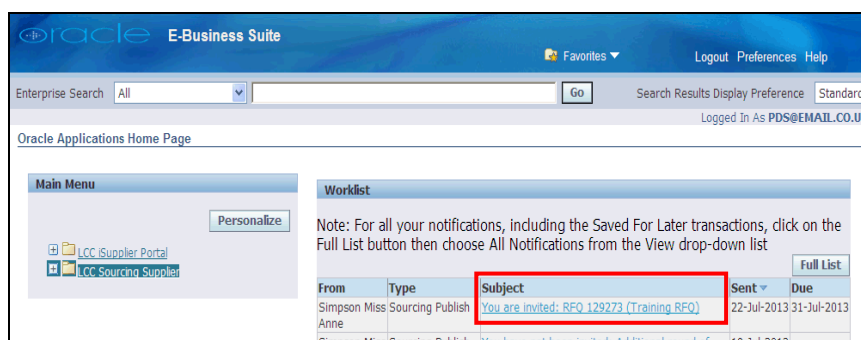
### Sourcing Supplier

#### 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



- 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.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
<a href="#">51019</a>	Active	L1 4BE	<a href="#">125019</a>	AS 24/6/13 004	RFQ	0 seconds		<a href="#">0</a>
<a href="#">51156</a>	Active		<a href="#">129162</a>	AS 9/7/13 001	RFQ	0 seconds		<a href="#">0</a>
<a href="#">51157</a>	Active		<a href="#">129139</a>	AS 8/7/13 002	RFQ	0 seconds		<a href="#">0</a>
<a href="#">51166</a>	Active	L1 4BE	<a href="#">129219</a>	SPO 16/7/13	RFQ	0 seconds		<a href="#">0</a>
<a href="#">51186</a>	Active	L1 4BE	<a href="#">129256</a>	SPO 18/7/13	RFQ	0 seconds		<a href="#">0</a>

Supplier Site	Negotiation Number	Title	Type	Time Left
L1 4BE	<a href="#">129277</a>	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)

From:	
To:	
Cc:	
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.

Oracle Sourcing

Navigator Favorites Home

Negotiations

Search Open Negotiations Title  Go

Welcome, ANNE SMITH.

**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
<a href="#">51097</a>	Draft		<a href="#">129094</a>	VW Golfs	RFQ	8 days 20 hours		<a href="#">0</a>
<a href="#">48002</a>	Draft		<a href="#">126003</a>	AS 11/06/13 005	RFQ	42 days 22 hours		<a href="#">1</a>
<a href="#">43001</a>	Active		<a href="#">106001</a>	AS 6/6/13 001	RFQ	0 seconds		<a href="#">0</a>
<a href="#">50026</a>	Active		<a href="#">127039</a>	Provision of Transport for contract S1AAA1U	RFQ	0 seconds		<a href="#">0</a>
<a href="#">50032</a>	Active		<a href="#">127041-2</a>	AS 14/06/13 002	RFQ	0 seconds		<a href="#">0</a>

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

Oracle Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations

Negotiations >

Active Negotiations

**Search**

Note that the search is case insensitive

Number

Title

Category

Go Clear

Contact

Line

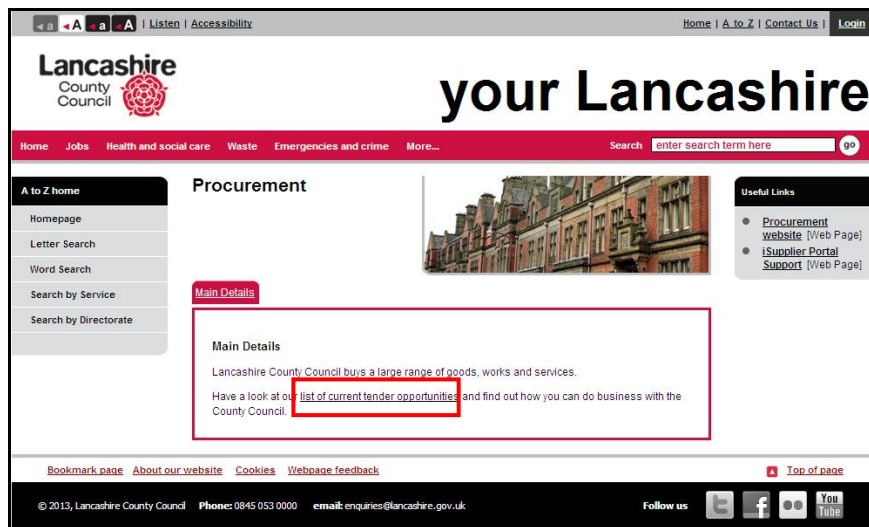
Event

Select Negotiation: [Respond](#)

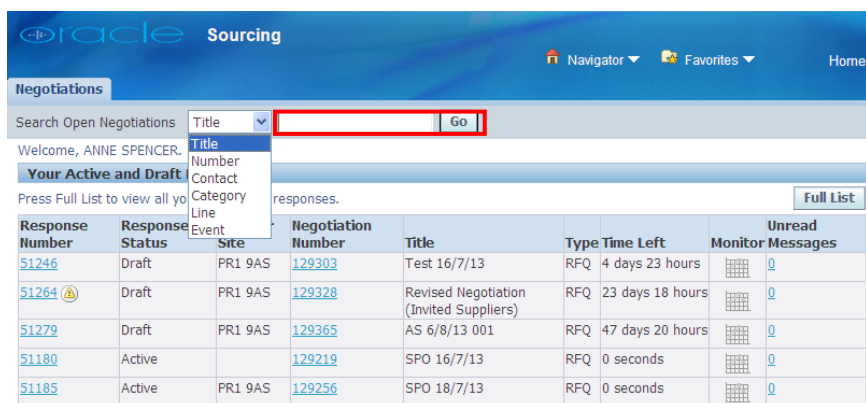
Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages
<input checked="" type="radio"/>	<a href="#">129162</a>	AS 9/7/13 001 Simpson, Miss Anne		69 days 21 hours	23-Sep-2013 13:52:43	Sealed	0		<a href="#">0</a>

- 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).

Oracle Sourcing

Negotiations

Active Negotiations

Search

Note that the search is case insensitive

Number: 129162

Title:

Category:

Go Clear

Contact:

Line:

Event:

Select Negotiation: Respond

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages
<input checked="" 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.