

## Quick Guide S3: Viewing a Negotiation Before Responding

### Sourcing Supplier

#### Viewing Negotiations

- View negotiations before you acknowledge participation, or create a response.
- Search for and select the negotiation you wish to view.
  - Click on the negotiation number link.

#### Negotiation Header



- The negotiation type and number are displayed in the top left corner.
  - For example RFQ (Request For Quote), RFI (Request For Information).
  - Note: The process is the same for each negotiation type.
- **Time left** - the time left before the negotiation closes.
- **Open Date** - the date and time after which you can submit your response.
- **Close Date** – the date and time by which you must have submitted your response.
  - Responses cannot be submitted after the close date and time.
- **Quote Style**
  - Blind - buyers can view quotes once submitted by the supplier.
  - Sealed - the buyer cannot see quotes until after the close date and time and the negotiation is unlocked.

- **Outcome**
  - Standard Purchase Order - a one-time purchase.
  - Blanket or Contract Purchase Agreement - a contract for future purchases.
- **Terms** – if this is a blanket or contract purchase agreement, the date range and value of the contract will be shown.

Requirements	
<a href="#">Show All Details</a>	<a href="#">Hide All Details</a>
Details Section	
<a href="#">Show</a> NOTES	
<a href="#">Show</a> Capability Criteria	
<a href="#">Show</a> Driver Requirements	
<a href="#">Show</a> Employee Information	
<a href="#">Show</a> Company Information	

- Requirements are used to request information from a supplier.
- The information provided will typically be used to shortlist suppliers.
- Click the 'Show All Details' link to view the requirements.

Details Section	
<a href="#">Hide</a> NOTES	
<b>Requirement</b>	Target View
<i>We may seek evidence relating to the questions below, if required and we reserve the right to use the services of an independent third party to assist with marking.</i>	
<a href="#">Hide</a> Capability Criteria	
<b>Requirement</b>	Target View
Has your org/director(s)/partner(s)/ proprietor(s) been convicted of a criminal offence related to business or professional conduct?	No
<a href="#">Hide</a> Driver Requirements	
<b>Requirement</b>	Target View
What proportion of drivers are CRB cleared?	

- A target answer for the requirement may be shown in the Target column.
- Click on the view icon to see if the requirement is display only, optional or mandatory.

Notes and Attachments									
<a href="#">Note to Suppliers</a>									
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	
<a href="#">Additional Information</a>	File		To Supplier	ASIMPSON001	22-Jul-2013	One-Time			

- Click on an attachment title to view.

## Lines

- Click on the 'Lines' tab at the top of the page.

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Negotiations > RFQ: 129273

Title: Training RFQ  
Status: Active  
Time Left: 8 days

Open Date: 22-Jul-2013 10:00:57  
Close Date: 31-Jul-2013 10:00:00

Ranking: Multi-Attribute Scoring

Line	Item, Rev	Category	Unit	Quantity	Need-By From	Need-By To	Best Price (GBP)/Total Score	Active Responses	Time Left
1	Item 1	CATERING,FOOD & BEVERAGES.FOOD & BEVERAGES.PRODUCTS	Each	10	05-Aug-2013 09:00:00	09-Aug-2013 18:00:00	Blind	Blind	8 days

- Please note; line information may not be displayed for an RFI.
- Ranking** - identifies if the line information you provide will be scored on 'Price Only' or 'Multi Attribute Scoring'.
  - Multi Attribute Scoring - line attributes relating to one or many lines that you must respond to. Your responses are scored.
    - Line attributes are questions, additional information or requirements relating to the item.
  - Price Only - line attributes may be displayed or requested for information only. Your attribute responses are considered but not scored.
- View the items, the number of units and the dates the items are required.
- Click on the 'Line' description to view additional information, including line attributes and attachments.

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Negotiations > RFQ: 129273 >  
Line: 1 (RFQ 129273)

Item: Item 1  
Description: CATERING,FOOD & BEVERAGES.FOOD & BEVERAGES.PRODUCTS  
Unit of Measure: Each  
Quantity: 10  
Ship-To Address: PRL OLD PRES CH

Currency: GBP  
Price Precision: Any  
Start Price  
Target Price  
Need-By From: 05-Aug-2013 09:00:00  
Need-By To: 09-Aug-2013 18:00:00

Attribute	Group	Attribute Type	Value Type	Target Value
Colour	General	Required	Text	Silver
Size	General	Required	Text	

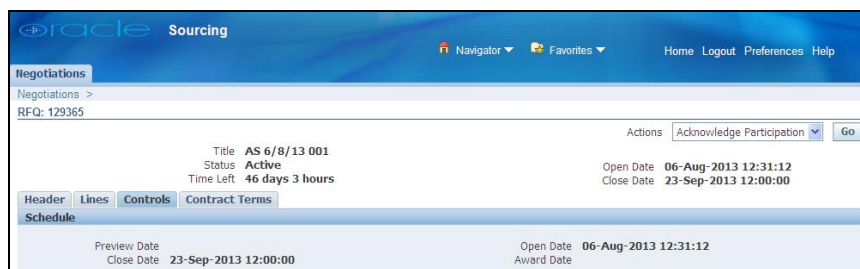
Notes and Attachments

Note to Suppliers

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

- **Ship To Address** – the address the items should be delivered to or are required at.
  - Click on the link to view the full address.
- **Start Price** - if specified, all responses must be equal to or below this.
- **Attributes** required for this line item are displayed.
- **Notes and Attachments** - view, if displayed.
- Click on the 'Return to RFQ' link at the bottom of the screen to return to the negotiation.

## Controls

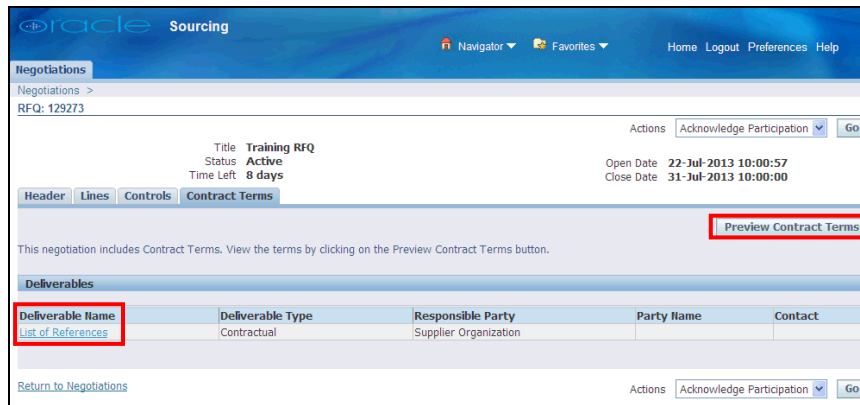


## Schedule

- **Preview Date** - date and time after which the negotiation can be viewed, but a response cannot be submitted until the Open Date.
  - If not displayed, a response can be submitted immediately.
- **Open Date** - date and time after which eligible suppliers can participate.
- **Close Date** - the date and time when the negotiation will be closed.
  - **Please note**; the system does not allow the negotiation to be re-opened once closed. **No further responses can be accepted after this date and time.**
- **Award Date** - if displayed, the date and time the buyer anticipates announcing the successful supplier.

## Contract

- Click on the 'Contract Terms' tab at the top of the page.



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Negotiations > RFQ: 129273

Title: Training RFQ  
Status: Active  
Time Left: 8 days

Open Date: 22-Jul-2013 10:00:57  
Close Date: 31-Jul-2013 10:00:00

Actions: Acknowledge Participation Go

Header | Lines | Controls | **Contract Terms**

This negotiation includes Contract Terms. View the terms by clicking on the Preview Contract Terms button.

**Preview Contract Terms**

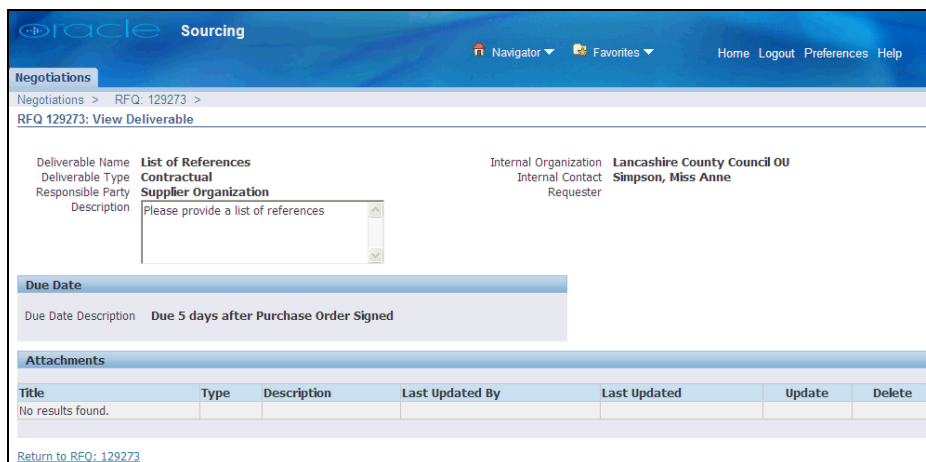
Deliverables

Deliverable Name	Deliverable Type	Responsible Party	Party Name	Contact
List of References	Contractual	Supplier Organization		

Return to Negotiations

Actions: Acknowledge Participation Go

- The contract terms page allows you to preview the contract terms and view deliverables associated with the negotiation.
- Click on the 'Preview Contract Terms' button to view the contract.
- If deliverables are shown, click on the 'Deliverable Name' to view.
  - Deliverables are additional requirements a buyer may request of a supplier; these may be additional pieces of documentation.



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Negotiations > RFQ: 129273 > RFQ 129273: View Deliverable

Deliverable Name: List of References  
Deliverable Type: Contractual  
Responsible Party: Supplier Organization

Internal Organization: Lancashire County Council OU  
Internal Contact: Simpson, Miss Anne  
Requester

Description: Please provide a list of references

**Due Date**

Due Date Description: Due 5 days after Purchase Order Signed

**Attachments**

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

Return to RFQ: 129273

- The deliverable required and the associated due date are displayed.
- Click on the 'Return to RFQ' link at the bottom of the screen.

- You may now:
  - Acknowledge Participation (if invited to participate),
  - Create a Response, or
  - Create an Online Discussion if you have any queries.

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