



# Supplier Submissions

Supplier Portal  
Submissions to Negotiations

Taxi

# This Guide

1. Supplier Home Screen
2. Supplier Portal Tile
3. View Active Negotiations
4. Create Response: Overview
5. Create Response Requirements
6. Review Response
7. Manage Responses: Revise Response

Quick Step  
Guide

Green boxes indicate a step that must be completed to make a submission against the negotiation

Additional  
Information

Blue boxes offer explanations, options and other useful information.



# 1. Supplier Home Screen

Access the Supplier portal to view negotiations, invoices and orders

### Shortcuts to the watchlist

<b>Agreements</b> <ul style="list-style-type: none"><li>Changed or canceled in the last 7 days (0)</li><li>Expiring (0)</li><li>Opened in the last 7 days (0)</li><li>Pending acknowledgment (0)</li><li>Pending authoring (0)</li></ul>	<b>Questionnaires</b> <ul style="list-style-type: none"><li>Overdue and due within 7 days (0)</li><li>Requiring attention (1)</li><li>Responses requiring resubmission (0)</li></ul>
<b>Negotiations</b> <ul style="list-style-type: none"><li>Closing in next 7 days (1)</li><li>Closing today (0)</li><li>Open invitations (2)</li></ul>	<b>Responses</b> <ul style="list-style-type: none"><li>Disqualified (0)</li><li>Drafts (1)</li><li>Resubmission required (2)</li></ul>
<b>Orders</b> <ul style="list-style-type: none"><li>Changed or canceled in the last 7 days (0)</li><li>Opened in the last 7 days (2)</li><li>Pending acknowledgment (0)</li></ul>	<b>Schedules</b> <ul style="list-style-type: none"><li>Overdue and due today (41)</li></ul>

Home button, press anytime to return to this screen.

### Shortcuts to notifications and actions.

<b>Notifications</b>	Show All
FYI Deliverable KPIs on Supplier Contract 14001 Is Overdue	6 days ago Dismiss
FYI Deliverable KPIs on Supplier Contract 14001 Is Due in 2 Days	1 week ago Dismiss
(REMINDER) ACTION REQUIRED You Are Invited to Negotiation LCC10214 (re-publishing other mini-comp) Paul Fairclough	1 week ago Actions
ACTION REQUIRED You Are Invited to Negotiation LCC10214 (re-publishing other mini-comp) Paul Fairclough	1 week ago Actions
FYI Negotiation LCC10204 (PF 20/10 1) Was Closed Paul Fairclough	3 weeks ago Dismiss
Load More Items 1-5 of 8 items	

### Shortcut to sign out or change preferences.

Settings and Actions	Sign Out
<b>Personalization</b>	
Access Accessibility Settings	
Set Preferences	
Print Me	
Hide Help Icons	
Applications Help	
About This Application	

ORACLE

Good afternoon, RUBIK ADMIN!

Sales **Supplier Portal** Tools Custom APEX Applications Others

APPS

Supplier Portal

Things to Finish

Assigned to Me 6	6 days ago FYI Deliverable KPIs on Supplier Contract 14001 Is Overdue Dismiss	1 week ago FYI Deliverable KPIs on Supplier Contract 14001 Is Due in 2 Days Dismiss	1 week ago (REMINDER) ACTION REQUIRED You Are Invited to Negotiation LCC10214 (re-publishing other mini-comp) Paul Fairclough Actions	1 week ago ACTION REQUIRED You Are Invited to Negotiation LCC (re-publishing o mini-comp) Paul Fairclough Actions
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Show More

## 2. Supplier Portal Tile



'Negotiation' is the new term used to refer to a procurement process in Fusion. We will no longer use the terms 'RFI' and 'RFQ' that were synonymous with the old sourcing software.

Access purchase order header information

Access purchase order Line Information

View invoice detail, paid/hold status etc

Access payment detail

View live negotiations

Manage submitted responses

Manage supplier record

The screenshot shows the Oracle Supplier Portal interface. The top navigation bar includes the Oracle logo, 'Supplier Portal' text, and a search bar with a dropdown menu set to 'Orders' and an 'Order Number' input field. The main content area is divided into several sections:

- Tasks:** A sidebar menu with categories: Orders (Manage Orders, Manage Schedules, Acknowledge Schedules in Spreadsheet), Agreements (Manage Agreements), Shipments (View Receipts, View Returns), Contracts and Deliverables (Manage Contracts, Manage Deliverables), Invoices and Payments (View Invoices, View Payments), Negotiations (View Active Negotiations, Manage Responses), Qualifications (Manage Questionnaires, View Qualifications), and Company Profile (Manage Profile).
- Requiring Attention:** A donut chart showing 57 items requiring attention, broken down by category: Contract Deliverables Overdue (5), Schedules Overdue or Due Today (8), Negotiation Responses (1), Questionnaires (1), Negotiations Closing Soon (1), and Negotiation Messages (41).
- Recent Activity:** A table showing activity over the last 30 days: Negotiation invitations (1), Orders changed or canceled (2), Orders opened (5), and Receipts (2).
- Transaction Reports:** A table showing PO Purchase Amount of 13.8K GBP over the last 30 days.
- Supplier News:** A section with a test message and a link to download Invoice Line Extracts.

Annotations with arrows point from the following text boxes to specific elements in the screenshot:

- 'Access purchase order header information' points to 'Manage Orders' and 'Manage Schedules'.
- 'Access purchase order Line Information' points to 'Acknowledge Schedules in Spreadsheet'.
- 'View invoice detail, paid/hold status etc' points to 'View Invoices' and 'View Payments'.
- 'Access payment detail' points to 'View Invoices' and 'View Payments'.
- 'View live negotiations' points to 'View Active Negotiations' and 'Manage Responses'.
- 'Manage submitted responses' points to 'Manage Responses'.
- 'Manage supplier record' points to 'Manage Profile'.
- 'Download Invoice Line Extracts' points to the link in the 'Supplier News' section.

# 3. View Active Negotiations

Active negotiations that meet the search criteria are listed in the table.  
[Select the Negotiation Number hyperlink to view the negotiation]

Use the search criteria to search for specific negotiations.

- Wildcard searches can use % sign.
- For example, all negotiation numbers start 'LCC' searching 'LCC%' will return all active negotiations

Change 'Response Submitted'

- (YES) displays active negotiations that the supplier has already submitted a response to.
- (No) displays active negotiations that the supplier has not yet submitted a response to.

Change 'Invitation Received'

- (YES) displays active negotiations that the supplier has been invited to.
- (No) displays active negotiations that the supplier has not been invited to (including open tenders).

Switch between saved searches.

**Active Negotiations**

Time Zone Greenwich Mean Time

Search

Manage Watchlist Saved Search Every Tender Going

\*\* At least one is required

\*\* Negotiation LCC%

\*\* Title

\*\* Negotiation Close By dd-mmm-yyyy

\*\* Invitation Received Yes

\*\* Response Submitted No

Negotiation Open Since dd-mmm-yyyy

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
LCC10249	S3YTU16G Cleveleys FY9 5XM to / from LA9 XLH	Mini Competition	41 Days 20 Hours	31-Jan-2023 10:...	0				
LCC10041	PF 24/5 Test Invited suppliers, simple requirements	Tender	155 Days 5 Hours	24-May-2023 19:...	0				

Columns Hidden 4

Search Reset Save..

Note the time remaining to provide a response

Start to create a response for the highlighted negotiation

A previous response would show as '1' here

Customise searches and save them.



# 4. Create Response: Overview

Use the 'train track' to navigate the parts of the submission that need completing

To ask question or view messages from LCC you can click on messages

Click next to move to the next 'station' on the 'train track'.

Save your response as you progress to protect against data loss should your internet connection be interrupted. You can also save part way through and return later to complete your draft response.

Create Response (Response 29004): Overview ⓘ

1 - 2 - 3 - 4  
Overview Requirer Lines Review

Messages Actions Back Next Save Submit Cancel

Last Saved 20-Dec-2022 13:03:47  
Time Zone Greenwich Mean Time

Title S3YTU16G Cleveleys FY9 5XM to / from LA9 XLH  
Close Date 31-Jan-2023 10:00:00

The negotiation I am responding to

Time Remaining 41 Days 20 Hours

### General

Supplier RUBIK LIMITED  
Supplier Site GT6 FR7  
Negotiation Currency GBP  
Response Currency GBP  
Price Precision 2 Decimals Maximum

My company name

Reference Number

Enter a reference relevant to your response if needed. This is not mandatory



# 5. Create Response: Requirements

You have now moved on to 'Requirements'

Create Response (Response 29004): Requirements ?

1 - 2 - 3 - 4  
Overview Requirer Lines Review

Messages Actions Back Next Save Submit Cancel

Last Saved 20-Dec-2022 13:05:21  
Time Zone Greenwich Mean Time

Time Remaining 41 Days 20 Hours

Close Date 31-Jan-2023 10:00:00

## Section 1. Information to DPS Providers

1. Please note, if you are selected to deliver a Route Instruction that the Contract between the Authority and the Service Provider is made up of the Route Instruction Form and any additional Specification requirements for the particular Route Instruction (both as set out in this Invitation to Tender) and the Call-off Terms and Conditions (for the Provision of Passenger Transport Services). The Call-off Terms and Conditions are set out in the Dynamic Purchasing Agreement for Passenger Transport Services which you agreed to when joining the Dynamic Purchasing System.

A copy of the Dynamic Purchasing Agreement for Passenger Transport Services and Call-off Terms and Conditions (for the Provision of Passenger Transport Services) can be located by clicking [HERE](#).

If you have any questions regarding this invitation to tender, please send us a message via the Messages function.

Please click on the Line tab to view details of the Route Instruction(s).

This is an information only Requirement that is displaying a document for the supplier to review

# 6. Create Response: Lines

1 - 2 - 3 - 4  
Overview Requirer Lines Review

Create Response (Response 29004): Lines ?

Currency = Pound Sterling

Messages Actions Back Next Save Submit Cancel

Last Saved 20-Dec-2022 13:06:38  
Time Zone Greenwich Mean Time

You have now moved on to 'Lines'

Time Remaining 41 Days 20 Hours

Close Date 31-Jan-2023 10:00:00

Actions View Format Freeze Detach Wrap

Line	Description	Category Name	Item	Revision	Location	Start Price	Target Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date	Note to Buyer
1	<a href="#">Route 1 description - route per term</a>	PUBLIC TRANSPO			County Hall			<input type="text"/>				dd-mmm-yyy 📅	<input type="text"/>

Access attachments by clicking on the line description hyperlink and then clicking on the attachment on the next page

Enter Price here

Click done once you have the attachment

Line: 1 (Mini Competition LCC10249)

Currency = Pound Sterling

1: Route 1 description - route... Messages Done

Description Route 1 description - route per term  
Category Name PUBLIC TRANSPORT.MAINTENANCE.MAINTENANCE.PASSENGER VEHICLES SERVICE  
Allow Alternate Lines No

Start Price  
Location County Hall  
Requested Delivery Date  
Note to Suppliers

Attachments [Taxi Route File.xlsx](#)





# 6. Review Response

Review your responses, click on lines to review

If you wish to amend your submission, click on requirements to return.

If you are satisfied with your responses and wish to submit, click submit

Review Response: Response 29004 ?

Currency = Pound Sterling

Overview Requirements **Lines** Review

Messages Actions Back Next Save Submit Cancel

Last Saved 20-Dec-2022 13:12:19  
Time Zone Greenwich Mean Time

Title S3YTU16G Cleveleys FY9 5XM to / from LA9 XLH  
Close Date 31-Jan-2023 10:00:00

Time Remaining 41 Days 20 Hours

Overview Requirements **Lines**

View Format Freeze Detach Wrap

Line	Description	Category Name	Response Price	Response Quantity	UOM Name	Line Amount	Promised Delivery Date	Attachments
1	Route 1 description - route per term	PUBLIC TRANSP	25.00			25.00		

Columns Hidden 8

**Confirmation**

The response 29004 to negotiation LCC10249 was submitted.

OK

Once you have submitted your response you will receive this confirmation.

# 7. Manage Responses: Revise Response

Once you have submitted you can go to the 'Manage Responses' screen from the Supplier Portal homepage

'Manage Responses' is directly accessible from the Supplier Portal homepage

Search for the process or pick from the list

Manage Responses

Advanced Search

\*\* Negotiation Title Starts with S3Y

\*\* Negotiation Starts with

\*\* Response Equals

Reference Number Starts with

\*\* Response Status Equals Active or draft

To change a submission before the negotiation deadline passes, click revise.

Negotiation Close Date Equals dd-mmm-yyyy

Time of Response Equals dd-mmm-yyyy

Line Description Starts with

Line Category Name Equals

Item Equals

Search Reset Save... Add Fields Reorder

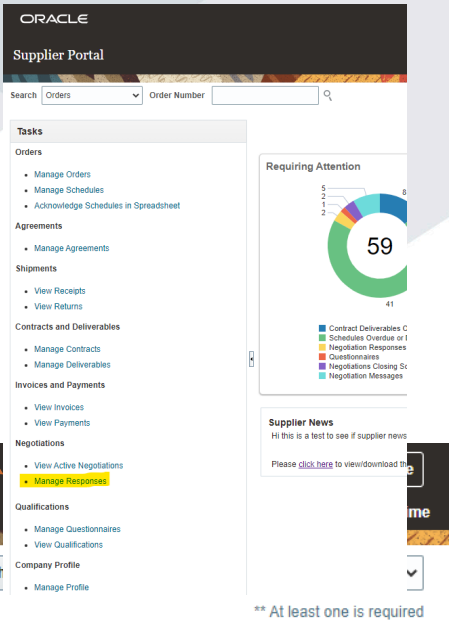
Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
29004	Active	LCC10249	S3YTU16G Cleveleys FY9 5XM to / from LA9 XLH	Mini Competition	41 Days 20 Hours	0	

Columns Hidden 8



\*\* At least one is required



# 8. Manage Responses: Review response in an Auction

Once you have submitted you can go to the 'Manage Responses' screen from the Supplier Portal homepage

Manage Responses

Search for the process or pick from the list

Advanced Search

\*\* Negotiation Title Starts with S3Y

\*\* Negotiation Starts with

\*\* Response Equals

Reference Number Starts with

\*\* Response Status Equals Active or draft

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms **Revise**

Response	Response Status	Negotiation	Negotiation Title
29004	Active	LCC10249	S3YTU16G Cleveleys FY9 5XM to / from LA9 XLH

Columns Hidden 8

Once on the negotiation page click Actions >> Monitor Negotiation

Messages **Actions** Done

Monitor Negotiation

Analyze

View

ec-2022 14:36:

in 2022 10:00:00

To change a submission before the negotiation deadline passes, click revise.

OR Select the negotiation to view your rank



# 9. Manage Responses: Review response in an Auction (continued)

Monitor Negotiation: Auction LCC10251 ?

Currency = Pound Sterling | Refresh Interval = 5 Minutes

Time Zone Greenwich Mean Time  
Supplier Site AB1 1BA

Messages Revise Response Refresh Actions Done

Title S3YTU16G Cleveleys FY9 5XM to / from LA9 XLH  
Status Active

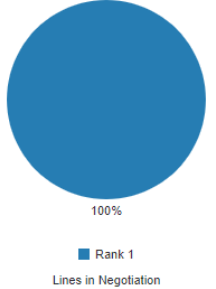
Time Remaining 39 Days 19 Hours  
Close Date 31-Jan-2023 10:00:00

Auction deadline

Revise your response, if you wish, and resubmit here (return to 6. Create Response: Lines)

Summary

Line Ranking Summary



For this line / route your ranking is displayed

Your current Response Price

Lines

Time Remaining 39 Days 19 Hours

Actions View Format Freeze Detach Wrap Lines All

Line	Description	Rank	Response Price	Response Quantity	Line Amount	Promised Delivery Date
1	<a href="#">S3YTU16G Cleveleys FY9 5XM to / from LA9 XLH</a>	1	24.00	1	24.00	

