Supplier Submissions

Supplier Portal
Submissions to Negotiations

Bus

Lancashire
County
Council

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.

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1. Supplier Home Screen

Shortcuts to the watchlist

Watchlist

Agreements
Changed or canceled in the last 7 days (0)
Expiring (0)
Opened in the last 7 days (0)
Pending acknowledgment (0)
Pending authoring (0)

Negotiations
Closing in next 7 days (1)
Closing today (0)
Open invitations (2)

Orders
Changed or canceled in the last 7 days (0)
Opened in the last 7 days (2)
Pending acknowledgment (0)

Questionnaires
Overdue and due within 7 days (0)
Requiring attention (1)
Responses requiring resubmission (0)

Responses
Disqualified (0)
Drafts (1)
Resubmission required (2)

Schedules
Overdue and due today (41)

Access the Supplier portal to view negotiations, invoices and orders

Notifications
Show All

FYI — 6 days ago
Deliverable KPIs on Supplier Contract 14001 Is Overdue
Dismiss

FYI — 1 week ago
Deliverable KPIs on Supplier Contract 14001 Is Due in 2 Days
Dismiss

(REMINDER) ACTION REQUIRED — 1 week ago
You Are Invited to Negotiation LCC10214 (re-publishing other mini-comp)
Paul Fairclough
Actions

ACTION REQUIRED — 1 week ago
You Are Invited to Negotiation LCC10214 (re-publishing other mini-comp)
Paul Fairclough
Actions

FYI — 3 weeks ago
Negotiation LCC10204 (PF 20/10 1) Was Closed
Paul Fairclough
Dismiss

Load More Items   1-5 of 8 items

Shortcuts to notifications and actions.

Home button, press anytime to return to this screen.

ORACLE

Good afternoon, RUBIK ADMIN! NEWS

Sales   Supplier Portal   Tools   Custom APEX Applications   Others

APPS

Supplier Portal   +

Things to Finish

Assigned to Me 6	6 days ago	1 week ago	1 week ago	1 week ago
	FYI	FYI	(REMINDER) ACTION REQUIRED	ACTION REQUIRED
	Deliverable KPIs on Supplier Contract 14001 Is Overdue	Deliverable KPIs on Supplier Contract 14001 Is Due in 2 Days	You Are Invited to Negotiation LCC10214 (re-publishing other mini-comp)	You Are Invited to Negotiation LCC (re-publishing o mini-comp)
Created by Me 0	Dismiss	Dismiss	Paul Fairclough Actions	Paul Fairclough Actions

Show More

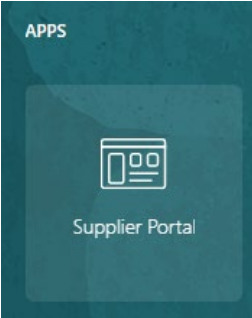### Settings and Actions
Sign Out

Personalization
Access Accessibility Settings
Set Preferences

Print Me

Hide Help Icons
Applications Help

About This Application

Shortcut to sign out or change preferences.

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2. Supplier Portal Tile

APPS

Supplier Portal

'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.

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Supplier Portal

Search [Orders ▾] Order Number [_____] 🔍

Tasks

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

Company Profile
- Manage Profile

Requiring Attention

57

5
1
1
1
8
41

- ■ Contract Deliverables Overdue
- ■ Schedules Overdue or Due Today
- ■ Negotiation Responses
- ■ Questionnaires
- ■ Negotiations Closing Soon
- ■ Negotiation Messages

Recent Activity
Last 30 Days

Negotiation invitations	1
Orders changed or canceled	2
Orders opened	5
Receipts	2

Transaction Reports
Last 30 Days

PO Purchase Amount	13.8K GBP

Supplier News
Hi this is a test to see if supplier news work - Judith

Please click here to view/download the Invoice Line Extracts for your account.

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

Download Invoice Line Extracts

Manage supplier record

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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   Done

Time Zone Greenwich Mean Time

◢ Search   Manage Watchlist   Saved Search   Open Invitations ▾

** At least one is required

** Negotiation [   ]

** Invitation Received [Yes ▾]

** Title [   ]

Response Submitted [No ▾]

** Negotiation Close By [dd-mmm-yyyy] 🗓

Negotiation Open Since [dd-mmm-yyyy] 🗓

Search   Reset   Save...

Note the time remaining to provide a response

Search Results

Actions ▾   View ▾   Format ▾   ▥ Freeze   ▥ Detach   ◁ Wrap   Accept Terms   Acknowledge Participation   **Create Response**

Customise searches and save them.

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
LCC10496	LBS/12/345/PLACE_A_to_PLACE_B	Mini Competition	41 Days 23 Hours	31-Jan-2023 10:...	0				
LCC10488	MH auction test	Auction	10 Days	30-Dec-2022 11...	0				
LCC10487	LC Taxi	Auction	10 Days	30-Dec-2022 11...	0		0	PDF	
LCC10486	MC auction test	Auction	10 Days	30-Dec-2022 11...	0		0	PDF	
LCC10485	LM Auction test	Auction	10 Days	30-Dec-2022 11	0		0	PDF	
LCC10482	CR1234TEST	Auction	11 D		0		0	PDF	
LCC10481	CM Auction test	Auction	10 D		0		0	PDF	
LCC10480	AB AUCTION TEST	Auction	10 Days	30-Dec-2022 11	0		0	PDF	

Start to create a response for the highlighted negotiation

A previous response would show as '1' here

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.

1 — 2 — 3
Overview Requireme Review

Create Response (Response 34005): Overview ⓘ

Messages | Actions ▼ | Back | Next | Save ▼ | Submit | Cancel

Last Saved 20-Dec-2022 10:39:15
Time Zone Greenwich Mean Time

Title LBS/12/345/PLACE_A_to_PLACE_B

The negotiation I am responding to

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

Time Remaining 41 Days 23 Hours

General

Supplier RUBIK LIMITED

My company name

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

Reference Number [   ]

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

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5. Create Response: Requirements

You have now moved on to 'Requirements'

① — ② — ③
Overview Requirem Review

Create Response (Response 34005): Requirements ⑦

Messages | Actions ▼ | Back | Next | Save ▼ | Submit | Cancel

Last Saved 20-Dec-2022 10:41:12
Time Zone Greenwich Mean Time

Time Remaining   41 Days 23 Hours

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

Section 1. Important Key Documents

◄ | Section 1. Important Key D... ▼ | ►

1. Brief details of the Local Bus Service Contract(s) available to tender

2. Invitation To Tender - full Service Instructions of the Contract including Specification, Route, Timetable and Fares
   Attachments Important Bus Documents.docx

3. **LBS Contract PRICE FILE (000000 - 00-000)** - this must be completed and submitted for Tenders to be evaluated
   Attachments Bus Price File.xlsx

4. A TUPE event has been declared on this Contract.
   Prospective tenderers are required to sign and email busservices@lancashire.gov.uk to formally request the '**Employee Information for Tenderers - LBS Contract 00-000**'

Access attachments

This example negotiation has multiple sections, navigate between the sections using the backward and forward arrows.

◄ | Section 1. Important Key D... ▼ | ►

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

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5. Create Response: Requirements continued...

Create Response (Response 34005): Requirements ⓘ

1 — 2 — 3
Overview Requirem Review

Messages | Actions ▼ | Back | Next | Save ▼ | Submit | Cancel

Last Saved 20-Dec-2022 10:41:12
Time Zone Greenwich Mean Time

Time Remaining   41 Days 23 Hours

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

Section 2. Tender Submission

* 1. In order to evaluate the Tenders, only the '**LBS Contract PRICE FILE (000000 00-000).xlsx**' needs to be completed, attached and submitted.

If any Alternative or Composite tenders are proposed, then the relevant additional documentation also needs to be attached and submitted.

○ a. Please click here to attach your price file here.
Comments

Section 2. Tender Submission ⌄

Section 2. Tender Submission ⌄

Complete all mandatory requirements in each available section.

Save your responses as you progress.

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6. Review Response

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

Review your responses, click on requirements and cycle through sections as before.

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

① — ② — ③
Overview Requireme Review

Review Response: Response 34005 ⑦

Messages | Actions ▼ | Back | Next | Save ▼ | **Submit** | Cancel

Currency = Pound Sterling

Last Saved 20-Dec-2022 10:43:58
Time Zone Greenwich Mean Time

Title   LBS/12/345/PLACE_A_to_PLACE_B
Close Date   31-Jan-2023 10:00:00

Time Remaining   41 Days 23 Hours

Overview   **Requirements**

Section 1. Important Key Documents
◄ | Section 1. Important Key D... ▼ | ►

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   Attachments Important Bus Documents.docx

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◄ | Section 1. Important Key D... ▼ | ►

Confirmation   ✕

The response 34005 to negotiation LCC10496 was submitted.

OK

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

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7. Manage Responses: Revise Response

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

Search for the process or pick from the list

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

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

Manage Responses

◢ Advanced Search

Basic | Manage Watchl

** At least one is required

** Negotiation Title	Starts with	LBS		Negotiation Close Date	Equals	dd-mmm-yyyy
** Negotiation	Starts with			Time of Response	Equals	dd-mmm-yyyy
** Response	Equals			Line Description	Starts with	
Reference Number	Starts with			Line Category Name	Equals	
** Response Status	Equals	Active or draft		Item	Equals	

Search | Reset | Save... | Add Fields ▼ | Reorder

Search Results

Revising a draft response automatically locks it.
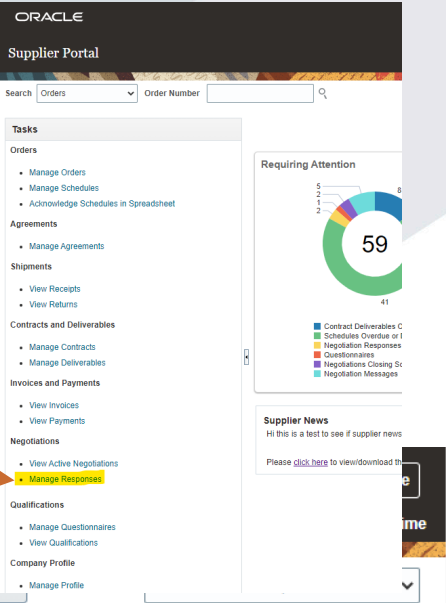
Actions ▼ View ▼ Format ▼ Freeze Detach Wrap Accept Terms **Revise**

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
34005	Active	LCC10496	LBS/12/345/PLACE_A_to_PLACE_B	Mini Competition	41 Days 23 Hours	0	

Columns Hidden 8

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Supplier Portal

Search Orders Order Number

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Requiring Attention

59

- Contract Deliverables C
- Schedules Overdue or I
- Negotiation Responses
- Questionnaires
- Negotiations Closing S
- Negotiation Messages

Supplier News
Hi this is a test to see if supplier news

Please click here to view/download th