



SUBMITTING A NEGOTIATION ON THE CLP SUPPLIER PORTAL

Overview

The purpose of this System Guide is to detail how suppliers can submit negotiation responses on the CLP Supplier Portal.



1. On the Sign-In page, click the Company Single Sign-On button.

Sign In Oracle Applications Clo	oud
Company Single Sign-On	
or	
User ID Descuerd	
Password Forgot Password	
Sign In]
Select Language	

- 2. After signing into Oracle Cloud, click the Supplier Portal tab.
- 3. The **APPS** section is displayed. Click the **Supplier Portal** tile.



Me	Supply Chain Execution	Supplier Portal	Tools	Others
		2		
APPS	3			
Suş	oplier Portal			

Note: Suppliers will receive an email notification and notifications in Ring Bell and "Things to Finish."

4. The **Supplier Portal** page is displayed. In the **Negotiations** section, click the **View Active Negotiations** link.

Supplier Portal	9			~		_
Tasks						
Orders						
Manage Ordens Manage Schedules in Spreadsheet Adrowledge Schedules in Spreadsheet Create ASN Create ASN Vew Receipts Vew Returns Contracts and Deliverables Manage Centracts Manage Deliverables Invoices and Payments	Requiring Attention	Recent Activity Let 30 Days Negolitation invitations Orders changed or canceled Orders opened Receipts	2 10 60 19	Transaction Reports Last 30 Days PO Purchase Amount PO Purchase Amount Invoice Amount Invoice Amount	558M 22K 1.26M 14K	HKD USD HKD USD
Create Invoice Control Without PO View Invoices View Payments View Active Negotators View Active Negotators	Supplier News For any enquiries about company update, negotiation or Email: xxx8c/bit.com.hk Phone: +852 2678 7722 (Available from 09:00 to:	r contract, please contact us through: 17:30 (GMT+8)]				

- 5. The Active Negotiations page is displayed. Search for the required negotiation by populating at least one of the fields among Negotiation, Title, Negotiation Close By, or Invitation Received.
- 6. The **Search Results** are displayed. Under the **Negotiation** column, click the negotiation for which the response needs to be captured and then, click the **Accept Terms** button.



Active Negotiations									Done
							Time Zone	Coordinated	I Universal Time
Search						Manage Watchlist	t Saved Search	h Open Invi	tations 🗸
** Negotiation				**	Invitation Rece	ived Yes 🗸		** At leas	t one is required
** Title				Re	esponse Subm	itted No 🗸			
** Negotiation Close By	dd/mm/yyyy			Nego	otiation Open S	ince dd/mm/yyyy	Ċò]	
Search Results		6					(Search R	eset Save
Actions View View Format View Freeze	Detach 🚽 Wrap Accept	t Terms Acknow	ledge Participation	Create Response					
6 Negotiation Title		Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
8000000038 RFQ for Consultancy Services		CLP RFQ	2 Days 22 Hours	12/04/2024 6:39	0		0		
8000000036 Request for Quotes for Consultan	cy Services	CLP RFQ	2 Days 18 Hours	12/04/2024 2:11	0		0		F
Columns Hidden 4									

The Accept Terms and Conditions (CLP RFQ 800000038) page is displayed. Review the details and click the Accept Terms button.

Acce	pt Terms and Conditions (CLP RFQ 800000038)	Accept TermsCancel
Accept	the following terms and conditions before responding to this negotiation.	
	Title RFQ for Consultancy Services Close Date 12/04/2024 6:39 AM	
	CONFIDENTIALITY UNDERTAKING	Î
	IN CONSIDERATION of your supplying the information to us, we undertake and agree as follows:	1
	1. We will:	
	(a) keep the Information strictly confidential and use it solely for the Approved Purpose;	
Terms	(b) not make use of the Confidential Information to your commercial, financial or competitive disadvantage;	
	(c) only disclose the information to our officers, employees, agents and contractors who have a need to know for the Approved Purpose and only t the extent that they need to know for the Approved Purpose;	to
	(d) ensure that our officers, employees, agents and contractors keep the information confidential, are fully aware of the obligations under this undertaking and comply with such obligations as though they were the receiving party to this undertaking; and	
	(e) not copy or record in any other form any part of the Information except as is strictly necessary for the Approved Purpose;	
	2. Our obligations of confidentiality hereunder do not extend to any information that (whether before or after the date hereof):	
	(a) we can prove was already in our lawful possession at the date of disclosure by you and was not acquired in breach of any obligation of confidentiality in any annament or simularity in childrently from your.	*
Attach	ments Confidentiality Undertaking te	

- 7. The Accept Terms pop-up window is displayed. In the Comment text box, type the required comment.
 - Accept Terms × Comment Accepted 8 9 Submit Cancel
- 8. Click the **Submit** button.



Notes:

• The supplier needs to accept/acknowledge the negotiation before providing the response. If they decline the terms and conditions, they will not be able to view and respond to the negotiation.



- The supplier can review the undertaking in the **Attachments** section.
- 9. The **CLP RFQ: 800000038** page is displayed. Browse the Negotiation via the **Table of Contents** section. Click the **Create Response** button.

CLP RFQ: 800	0000038		Message	s Create Response Actions V
Currency = Hong Kong D	Dollar			10 Time Zone Coordinated Universal Time
	Title	RFQ for Consultancy Services	Open Date	09/04/2024 7:39 AM
	Status	Active	Close Date	12/04/2024 6:39 AM
	Time Remaining	2 Days 22 Hours		
Table of Contents	Cover Page			-
Overview	On behalf of CLP Pow	er Hong Kong Limited, we are pleased to invite you to submit a Proposal to provid	le RFQ for Consultancy Services in accord	ance with the enclosed Request for Proposal (RFP).
Requirements Lines	In accordance with the (a) no later than 12/0 (b) by uploading your	enclosed Bid Instructions, your Proposal is to be submitted: 4/2024 6:39 AM (Hong Kong time) (Response Deadline); and Proposal including all bid submission documents in the Electronic Strategic Proc	urement system (refer to the Bid instruction	ns for further details).
Contract Terms	Please note that the su	ibmission of a Proposal after the Response Deadline will not be considered.		
	All communications re-	parding this RFP must only be with:		

- 10. The Create Response (Quotation/Proposal 2048): Overview page is displayed.
- 11. Click the **Next** button.



Create Response (Quotation		Compared Series	kons V Back Negt Svbmit Cancel
			Last Saved 10/04/2024 6:09 AM Time Zone Coordinated Universal Time
	Title RFQ for Consultancy Services Close Date 12/04/2024 6:39 AM	Time	Remaining 2 Days
General			
Supplier	ABB HONG KONG LTD	Reference Number ABB000	1
Supplier Site	Head Office		
Negotiation Currency	HKD	Note to Buyer	13
Response Currency	НКD	Attachments None	
Price Precision	2 Decimals Maximum		
Response Valid Until	01/06/2024 6:40 AM		

Notes:

- In the **Reference Number** field, the supplier can type the reference number of the response.
- In the **Attachments** field, the supplier can attach files to the response.
- 12. The **Create Response (Quotation/Proposal 2048): Requirements** page is displayed. In the **Section 1: HSSE** section, click the **Add (+)** button to attach the supporting document.

Note: The section names shown in this step are for illustrative purpose only. The section names in the template will differ as per the requirements. Some of the sections available in the template are **HSSE**, **Quality**, **Delivery**, **Innovation**, **Support**, and **Cost**. The sections are not limited to this list. The sections and requirements can be added during negotiation creation.

ORACLE						Þ¢	96 KP
1 3 4							
Create Response (Quotation/Proposal 19017): Req ⑦ Messages Respond by Spreadsheet	• Act	tions v	Back	Next	Save •	Sub <u>m</u> it	Cancel
				Tin	Last Sane Coo	aved 27/01/2 rdinated Un	025 7:03 AM iversal Time
Time Remaining 23:44:12		Close I	Date 28	8/01/2025 6	:48 AM		
Section 1. HSSE				4	Section 1.	HSSE	~ .
* 1. HSSE?					Section 1.	HSSE	
Response Attachments Non					Section 3	Conditions	of C
				4	Section 4	Proposal Re	eturn

13. The **Attachments** pop-up window is displayed. Under the **File Name or URL** section, click the **Choose File** button and attach the required document.

Information Classification: CONFIDENTIAL



14. Click the **OK** button.

ype	* File Name or URL	Title	Description	Attached By	Attached Date
File 🗸	13 Choose File No file chosen			Autory Green	10/04/2024 6:11 AM

15. For any clarifications, suppliers can use the online message feature to post queries online and the Buyer can view the queries in real time. Click **Messages** to post a question. Once the Buyer responds back, the supplier can view the response from the same UI.

ORACLE
Create Response (Quotation/Proposal 2048): Requirements ⑦ Messages (1) Respond by Spreadshee
Time Remaining 2 Days

- 16. The **Send Message** pop-window is displayed. In the **Subject** field, type a relevant subject.
- 17. In the **Message** field, type the questions for the CLP Buyer.
- 18. Click the **Send** button.

Note: After the CLP Buyer responds, the supplier can view the response on the same UI.



19. On the Create Response (Quotation/Proposal 2048): Requirements page, click the Next button.

CLP中電

ORACLE	û P 🕮 🔤
0 2 3 4 Overview Requirements Lines Review	19
Create Response (Quotation/Proposal 2048): Requirements 🗇 Messages (1) Respond by Spreadsheet	▼ Actions ▼ Back Negt Submit Cancel
	Last Saved 10/04/2024 6:10 AM Time Zone Coordinated Universal Time
Time Remaining 2 Days	Close Date 12/04/2024 6:39 AM
Section 1. Terms & Conditions	Section 1. Terms & Conditions 🗸 🕨
 Do you agree with the Terms & Conditions (mentioned in the document)? a Yae 	
) b. No	
Section 2. HSSE	✓ Section 2. HSSE ✓ ▶
* 1. Please provide supporting document to demonstrate the capability to deliver the project under Health, Safety, Security and Environment	
Please refer the attached policy	
Response Attachments HSSE-Policy off	
Shared as requested	
	Section 2. HSSE

20. The **Create Response (Quotation/Proposal 2048): Lines** page is displayed. Under the **Response Price** column, type the response prices in the text boxes provided.



		c	1)	Requirements	3) nes F	4 Review				
Create Respon	se (Quotation/Prop	osal 2048): Lines (D	Messages (1)	Respond by	Spreadsheet 🔻	Actions 🔻 🖪	ck Ne <u>xt</u>	Save V Sub <u>n</u>	nit <u>C</u> ancel
Currency = Hong Kong	Dollar								Last Saved 10/0 ime Zone Coordinated	4/2024 6:14 AM Universal Time
	Time Remainin	ng 2 Days					Close Date	12/04/2024 6:	39 AM	
Actions View View	Format 🔹 💉 🛨 🗙	Freeze Detach	〒 〒 1	🖞 🚽 Wrap			20			
Line	Description * Alterna Descript	te Line on Create Alternate	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated T Amc
1	Manager_HK (Per [+		OTHER TOOL & EC		400.00] 100	Days	40,000.00	
2	Senior Consultant_I	+		OTHER TOOL & EC		300.00] 100	Days	30,000.00	
3	Consultant_HK (Per	+		OTHER TOOL & EC		200.00	100	Days	20,000.00	
Rows Selected 1	Columns Hidden 5								-	Þ
Grand Totals										
All response lines exc Respo	ept alternate lines are included. onse Amount 90,000.00									



21. Select a line and click the **Edit (Pencil)** button.

ORACLE									Þ 🕫	KP
			0verview Re	- 2 (equirements L	3 4 ines Review					
Create Respon	se (Quotation/Pro	posal 18039): 1	Lines 🕐	Messages	Respond by Spreads	heet T Action	s 🔻 🖪 Back 🛛 🛛	Save	▼ Sub <u>m</u> it	<u>C</u> ancel
Currency = Hong Kong [Dollar							Las Time Zone C	t Saved 17/01/2025 Coordinated Unive	5 7:16 AM rsal Time
	21 Time Remainin	ng 23:37:28				c	lose Date 18/01/2	2025 6:55 AM		
Actions View	Format 🔻 📝 🕂 🗙	Freeze 📰	Detach 🗍 👖 🏌	🗋 🚽 Wrap						
Line	Description	* Alternate Line Description	Create Required Altern Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amoun	t Es
1	ACN SIT3 Inventory Item-15		+	AMI SW & SRV			4	Bottle		Î
2 1-1		test1		AMI SW & SRV		19.00	4	Bottle 🔻	76.00	,
Rows Selected 1	Columns Hidden 6							•		Þ
Grand Totals										

22. In the **Quantity-Based Price Tiers** section, click the **Add (+)** button.

Description	ACN SIT3 Inventory Item-15	5.02	Response Minimum	Release Amount		
Category Name	AMI SW & SRV			Note to Buyer		
Start Price						10
* Response Price				Attachments	None 🕂	
Estimated Quantity	4					
UOM	Bottle					
Rank	Sealed					
Quantity-Based Price Tie	rs 🕐					
Actions View Format	+ X Freeze	📄 Detach 🚽 Wrap				
	22	* Minimum Quantity	* Maximum Quantity	* Price		
No data to display.						
l .						



- 23. Type the required values under columns Minimum Quantity, Maximum Quantity, and Price.
- 24. Click the Save and Close button.

Note: Alternate Price Tiers will be available if the Price Tier is selected while publishing the Negotiation. The output of the Negotiation needs to be BPA.

ORACLE						<mark>(24</mark>)
Lines: Edit Line: 1 (Quotation	1/Proposal 18039)		Messages 4	1: ACN SIT3	Inventory Item 🗸 🕨	Save Save and Close Cancel
Currency = Hong Kong Dollar				_		Last Saved 17/01/2025 7:17 AM
Item	11000066			Close Date	18/01/2025 6:55 AM	
Revision			Target Minimum Ro	elease Amount		
Description	ACN SIT3 Inventory Item-15.0	2	Response Minimum Re	elease Amount		
Category Name	AMI SW & SRV			Note to Buyer		
Start Price						1.
* Response Price	15.00			Attachments	None -	
Estimated Quantity	4					
UOM	Bottle					
Rank	Sealed					
▲ Quantity-Based Price Tiers ⑦						
Actions View Format N	🔲 Freeze 🔡 Detach	⊕ii Wrap		23		
		* Minimum Quantity	* Maximum Quantity	* Price		
		200	2,000	8.00		
		100	199	9.50		

25. The **Create Response** page is displayed. Click the **Add (+)** button to submit alternate responses.

ORACLE	
1 2 3 1	0
Overview Requirements Lines R	Review
Create Response (Quotation/Proposal 18039): Lines ⑦ Messages Respond by Spr	readsheet 🔻 Actions 🔻 Back Next Save 🗶 Submit Cancel
Currency = Hong Kong Dollar	Last Saved 17/01/2025 7:16 AM Time Zone Coordinated Universal Time
Time Remaining 23:37:28	Close Date 18/01/2025 6:55 AM
Actions 🗸 View 🖌 Format 🗸 📝 🕇 🔁 🕇 Freeze 📓 Detach 🖷 🏗 🔛 📣 Wrap	



26. The Lines: Edit Alternate Line page is displayed. Update the following fields:

- Alternate Line Description: Type the alternate line description.
- **Response Price**: Type the response price.
- 27. Click the Save and Close button.

ORACLE				
Lines: Edit Alternate Lin	e: 1-1 (Quotation/Proposal 18	Messages 4	1-1: 🗸	Save Save and Close Cancel
Currency = Hong Kong Dollar				Last S 27 /2025 7:13 AN
Negotiation Line	1	Close Date	e 18/01/2025 6:55 AM	
Description	ACN SIT3 Inventory Item-15.02	Target Minimum Release Amount	t	
* Alternate Line Description		Response Minimum Release Amount	t	
Category Name	AMI SW & SRV 26	Note to Buyer	r	
* Response Price				A.
Estimated Quantity	4	Attachments	s None 📲	
* UOM	Bottle			
▲ Quantity-Based Price Tiers	0			
Actions 👻 View 👻 Format 👻 🕂	- 🗶 🏢 Freeze 📓 Detach 🚚 Wrap			
	* Minimum Quantity	* Maximum Quantity * Price		
No data to display				

The alternate line **1-1** is added.

ORACLE									Þ¢	KP
			Overview R	equirements	3 4 Lines Review					
Create Respo	onse (Quotation/Pro	posal 18039):	Lines 🕐	Messages	Respond by Spreads	heet T Actions	T Back N	e <u>x</u> t Save	▼ Submit	Cancel
Currency = Hong Kon	ıg Dollar	-						Las Time Zone C	t Saved 17/01/2025 Coordinated Univer	7:16 AM sal Time
	Time Remaini	ng 23:37:28				Cl	ose Date 18/01/2	2025 6:55 AM		
Actions view	🕶 Format 👻 💉 🗶	Freeze	Detach	💷 🚽 Wrap						
Line	Description	* Alternate Line Description	Create Required Altern Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Es
1	ACN SIT3 Inventory Item-15		+	AMI SW & SRV			4	Bottle		î
₹1-1		test1		AMI SW & SRV		19.00	4	Bottle 🔻	76.00	11
Rows Selected 1 Grand Totals	Columns Hidden 6							D		Þ

28. The **Create Response** page is displayed. Click the **Submit** button.

ORACLE	<u>∩</u> ⊢ 👶 №
1 2 3 4 Overview Requirements Lines Review	28
Create Response (Quotation/Proposal 18039): Lines ⑦ Messages Respond by Spreadsheet V Action	ns 🔻 Back Next Save 🔻 Submit Cancel
Currency = Hong Kong Dollar	Last Saved 17/01/2025 7:16 AM Time Zone Coordinated Universal Time
Time Remaining 23:37:28	Close Date 18/01/2025 6:55 AM
Actions 🗸 View 🗸 Format 👻 🥒 🕂 🐨 Freeze 📓 Detach 🧮 📅 🎲 🚽 Wrap	

Information Classification: CONFIDENTIAL



29. The Warning window is displayed. Click the Yes button.



30. A confirmation message is displayed. Click the **OK** button.



Notes:

- Suppliers can import bulk lines into the supplier lines or requirements by clicking on the **Respond by Spreadsheet** button and clicking the **Import** button. Please refer the **Importing/Exporting Bulk Lines** below for step-by-step instructions.
- Suppliers can respond through the spreadsheet by clicking the **Export** button under the **Respond by Spreadsheet** options and then importing the spreadsheet after filling the required details. Please refer the **Importing/Exporting Bulk Lines** below for step-by-step instructions.





1. From the **Supplier Portal** page, under the **Negotiations** section, click the **View Active Negotiation** link.



- 2. The Active Negotiations page is displayed. Select the required Negotiation row.
- 3. Click the Accept Terms button.

ORACLE				û P 후 🖻
Active Negotiations				
				Time Zone Coordinated Universal Time
⊿ Search			Manage Watchi	ist Saved Search Open Invitations
				** At least one is required
** Negotiation			** Invitation Received Yes ~	
** Title			Response Submitted No V	
** Negotiation Close By dd/mm/yyyy	0 ¹¹		Negotiation Open Since dd/mm/yyy	ry É
				Search Reset Save
Search Results	3			
Actions • View • Format • 🖑 Freeze 🔛 Detach	Wrap Accept Ter	ms Acknowledge Participation	Create Response	
Negotiation Title	Negotiation Type	Time Remaining Close Date	Your Will Responses Participate	Unread View PDF Response Messages Spreadsheet
2 800000236 rtp	CLP RFP	23 Hours 52 Min 18/01/2025 3:4	13 0	0 📾 🧊
8000000234 Auction -12	Auction	5 Days 21 Hours 23/01/2025 1:3	B1 0	0 📾 🗊



4. The Accept Terms and Conditions page is displayed. Read the terms and conditions, and then click the Accept Terms button.

O	RACLE		4 <u>Ó</u> Þ 🖓 💌			
Acce	pt Terms and Conditions (CLP RFP 800000236)		Accept Terms Decline Terms Cancel			
Accept	the following terms and conditions before responding to this negotiation.					
	Title r/p	Close Date 18/01/2025 3:43 AM				
	CONFIDENTIALITY UNDERTAKING		â			
	IN CONSIDERATION of your supplying the Information to us, we undertake and a					
Terms	 We will: (a) keep the Information strictly confidential and use it solely for the Appr (b) not make use of the Confidential Information to your commercial, final 	roved Purpose; ancial or competitive disadvantage;				
	(c) only disclose the Information to our officers, employees, agents and the extent that they need to know for the Approved Purpose;	contractors who have a need to know for the Approved Purpose and only to				
	(d) ensure that our officers, employees, agents and contractors keep the information comply with such obligations as though they were the receiving party to this undertak	confidential, are fully aware of the obligations under this undertaking and ing; and				
	(e) not copy or record in any other form any part of the Information except as is strictly necessary for the Approved Purpose;					
	2. Our obligations of confidentiality hereunder do not extend to any information the					
	(a) we can prove was already in our lawful possession at the date of disclosure by yo acreement or acquired directly or indirectly from your.	×				
Attach	ments None					

- 5. The Accept Terms pop-up window is displayed. Type "Accept" in the Comment field.
- 6. Click the **Submit** button.

Accept Ter	ms X
	5
Comment	accept
	6 Submit Cancel



7. The **CLP RFP** page is displayed. Click the **Create Response** button.

ORACLE					7 0	þ 📸 🕞
CLP RFP: 800000	00236				Messages Create Response	Actions 🔻 Done
Currency = Hong Kong Dollar		-			Time Zone Coo	dinated Universal Time
	Title rf	fp		Open Date 1	17/01/2025 3:47 AM	
	Status A	Active		Close Date 1	18/01/2025 3:43 AM	
	Time Remaining 2	3:51:34				
Table of Contents Overview Requirements Lines Contract Terms	Overview	Title rfp Synopsis	Å	E Out Attachn	Buyer CLPF POCATMGR 1 come Blanket Purchase Agreement nents None	
	GeneralTerms					

8. The **Create Response** page is displayed. Click the **Respond by Spreadsheet** drop-down button and select the **Export** option.

ORACLE		6 P 🐢 [(P
Create Response (Ouotatio	Overview Requirements n/Proposal 18034): Ove ⑦	3 4 Lines Review Respond by Spreadsheet • Actions • Back Next Save • Submit Cancel	- -
erene response (Quotanos		Export Last Saved 17/01/2025 3:51 / Import 8	AM me
	Title rtp Close Date 16/01/2025 3:43 AM	Time Remaining 23:50:34	
General			
Supplier	SIT3 Test New Supplier	Reference Number	
Supplier Site	Head Office	Note to Buyer	
Negotiation Currency	HKD	hote to buyer	
Response Currency	HKD	Attachments None	
Price Precision	2 Decimals Maximum		
Response Valid Until	dd/mm/yyyy h:mm a		



- 9. The **Export Spreadsheet** pop-up window is displayed. Select the **Requirements and lines** and **Rich style spreadsheet** options.
- 10. Click the **OK** button.

Export Spreadshee	t ×
Response Template	Requirements and lines
	Rich style spreadsheet
	C Light-weight style spreadsheet
3	C Lines only
	10 OK <u>C</u> ancel

The zip file will be downloaded in the **Downloads** folder of your local machine.



11. Double-click the zipped folder, and then click the **Extract** button to extract the zip file.



Information Classification: CONFIDENTIAL



12. Right-click the extracted file, click **Open with**, and select the **Office XML Handler** option.



13. Click the Lines (1 - 1) tab. Type the required response price in the Response Price cell.

ſ	Lines								Response	Amount (HKD)	0.00
ł	Line		ltem	Revision	Start Price	UOM	Estimated Quantity	Estimated Total Amount	Target Minimum Release Amount	Response Price	Response Minimum Release Amount N
L	1 D25 16K Card DB25 10000480		10000480			each	10			1000	
		Price Breaks			Туре	Noncumulat	ive				13
L		Location	Quantity		Start Date		End Date	Pricing Basis		Re	sponse Price
L	[
L											
L											
L											
L											

Save and close the file.

14. Switch back to the **Supplier Portal** window. Click the **Response by Spreadsheet** drop-down button and select the **Import** option.



ORACLE						ΔF	- Ĉ	KP
	• -	_ 2	3 4					
	Overview	Requirements	Lines Review					
Create Response (Quotation	n/Proposal 18034): Ove 🕐	Messages	Respond by Spreadsheet	Actions v Back	Next	Save 🔻	Submit	Cancel
			Export		 Tim	Last Save	ed 17/01/20 Inated Univ	25 3:51 AM Versal Time
			Import					
	Title rfp	14		Time Remaining 23	1:43:39			
	Close Date 18/01/2025 3:43 AM							
General								
Supplier	SIT3 Test New Supplier		Reference Number					
Supplier Site	Head Office						_	
Negotiation Currency	HKD		Note to Buyer				10	
Response Currency	HKD		Attachments	None 📕				
Brice Breeision	O Declarate Maximum							

15. The **Import Response** pop-up window is displayed. Click the **Choose File** button.

Import Resp	onse		×					
Importing data	will overwrite any e	xisting online	data.					
* File Name	Choose File No	Choose File No file chosen						
	15	OK	Cancel					



16. Select the file that you saved, and then click the **Open** button.



17. On the Import Response pop-up window, click the OK button.

Import Resp	onse			×
Importing data	will overwrite a	Response.	online (xml	data.
		17	OK	Cancel

The details are now imported in the Supplier Portal.

18. Verify the details. Click the **Next** button.

ORACLE			₽ 🕮 💌
Create Response (Quotatio	0verview Requirements n/Proposal 18034): Ove ⑦ Message	3 4 Lines Review Respond by Spreadsheet Actions	18 Back Next Save V Submit Cancel
			Last Saved 17/01/2025 4:05 AM Time Zone Coordinated Universal Time
	Title rfp Close Date 18/01/2025 3:43 AM	Time Remain	ing 23:37:07
General			
Supplier	SIT3 Test New Supplier	Reference Number	
Supplier Site	Head Office		
Negotiation Currency	HKD	Note to Buyer	
Response Currency	нкр	Attachments None	
Price Precision	2 Decimals Maximum		
Response Valid Until	dd/mm/yyyy h:mm a		



19. The **Requirements** section is displayed. Review or edit the details and click the **Next** button.

ORACLE	û þ 👘 🛯
1 - 2 - 3 - 4 Currentery Regularments Lines Review	19
Create Response (Quotation/Proposal 18034): Req ⑦ Messages Respond by Spreadsheet *	Actions Back Next Save Submit Cancel
	Last Saved 17/01/2025 4:06 AM Time Zone Coordinated Universal Time
Time Remaining 23:36:55	Close Date 18/01/2025 3:43 AM
Section 1. Technical	
* 1. Technical tools likes monitor etc	

20. The Lines section is displayed. Review or edit the details and click the Next button.

ORACLE			•					۵	þ 👘	KP
			Overview	Requirements Line	s Review	v	2			
Create Respon	nse (Quotation/Pr	oposal 18034):	Lines ⊘	Messages	spond by Spreads	sheet T Actions	• Back N	e <u>x</u> t Save 1	Submit	Cancel
Currency = Hong Kong) Dollar				_			Last S Time Zone Cor	aved 17/01/2025 ordinated Unive	5 4:06 AM rsal Time
	Time Remai	ining 23:36:41				Clo	se Date 18/01/2	025 3:43 AM		
Actions view	Format 👻 🧪 🕂	K 🗍 Freeze 📓	Detach	ti⊒ – ⊕l Wrap						
Line	Description	* Alternate Line Description	Create Requir Altern Detai	ed Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	t Estir
(i)	D25 16K Card DB25		+	OTHER TOOL & EC		1,000.00	10	each	10,000.00)
Columns Hid Grand Totals All response lines ex Respo	dden 5 :cept alternate lines are includ onse Amount 10,000.00	ed.								•



21. The **Review** section is displayed. Review the details and click the **Submit** button.

ORACLE			û þ 🗘
Review Response	e: Quotation/Proposal 18034 @	1 2 3 4 Overview Requirements Lines Review Messages Respond by Spreadsheet	Actions Back Next Save Submit Cancel
Currency = Hong Kong Doll	ar		Last Saved 17/01/2025 4:06 AM Time Zone Coordinated Universal Time
Overview Requirements	Title rfp Close Date 18/01/2025 3:43 AM	1	Time Remaining 23:36:27
General			
Supplier	SIT3 Test New Supplier	Reference Number	
Supplier Site	Head Office	Note to Buyer	
Negotiation Currency	HKD	Attachments None	<i>h</i>
Response Currency	HKD		
Price Precision Response Valid Until	2 Decimals Maximum		

22. The **Warning** pop-up window is displayed. Click the **Yes** button.

Warning	
ou can submit o	nly 1 response for this negotiation. Do you want to continue? (PON-20852
	22 <u>Y</u> es 1

23. The **Confirmation** pop-up window is displayed. Click the **OK** button.





Manage Responses

- 1. Sign into Oracle Cloud, and then click the **Supplier Portal** tab to display the **APPS** section.
- 2. The APPS section is displayed. Click the Supplier Portal tile.



3. The **Supplier Portal** screen is displayed. In the **Negotiations** section, click the **Manage Responses** option.

Supplier Portal		
Search Orders V Order Number	٩	
Tasks Supply Plan • Manage Order Forecasts and Commits • Manage Supplier On-Hand Quantities Negotiations • View Negotiations • Manage Responses	Requiring Attention	Recent Activity Last 30 Days No data available



- 4. The **Manage Responses** page is displayed. In the **Response Status** field, select the status of the required response.
- 5. Click the **Search** button.
- 6. The search results are displayed. Click the required response link to view the response. If the negotiation is still Active (i.e. not passed the Negotiation closing day), you can revise your previous response by click on 'Revise'.

Manage Resp	onses										Done
					-					Time Zone Coordina	ted Universal Time
Search							Advanced	Manage Watchlis	t Saved Search	Active or Draft Resp	oonses 🗸
	** Negotiation Titl	e				••	Response Si	tatus Active or dra	aft ~	4 ** At 1	east one is required
	** Respons	e									
										5 Search	Reset Save
Search Results											
Revising a draft respon	ise automatically locks	t.									
Actions ▼ View ▼	Format Free Free Free Free Free Free Free Fre	eze 📄 Detach	🚽 Wrap	Accept Terms	Revise						
Response	Response Status	Negotiation	Negotiation	Title			Ne Tyj	gotiation T pe T	ime Remaining	Unread Messages	Monitor
2029	Active	300000052	RFQ for Rene	wal of Services			CLI	P RFQ N	ot applicable	0	
2032 6	Active	3000000053	RFQ to Contin	ue Services			CLI	P RFQ N	ot applicable	0	
2035	Active	300000054	RFQ for Cons	ulting			CLI	P RFQ N	ot applicable	0	
Columns Hidden 8											

====== END OF DOCUMENT ======