



CITY OF DETROIT SUPPLIER PORTAL

How to respond to bids via Oracle Supplier Portal

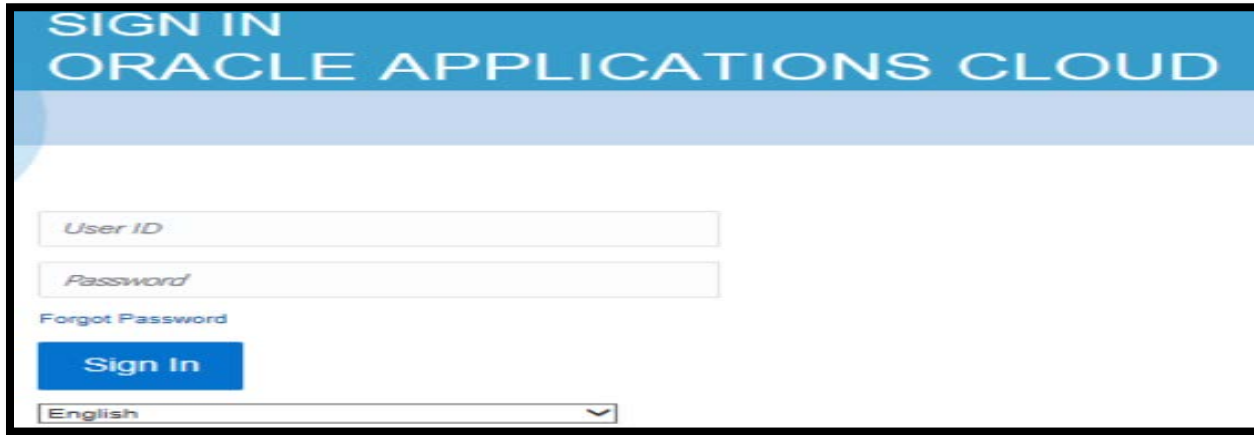
Step by Step instructions for Suppliers to respond to a Negotiation for the City of Detroit using Supplier Portal.

Table of Contents

- Sourcing for Supplier Portal User..... 2
- Supplier Response to Negotiation 11
- Respond to an Uninvited Active Negotiation..... 18
- Sourcing Messaging 20
- Acknowledge & Respond to Negotiation Amendment..... 24

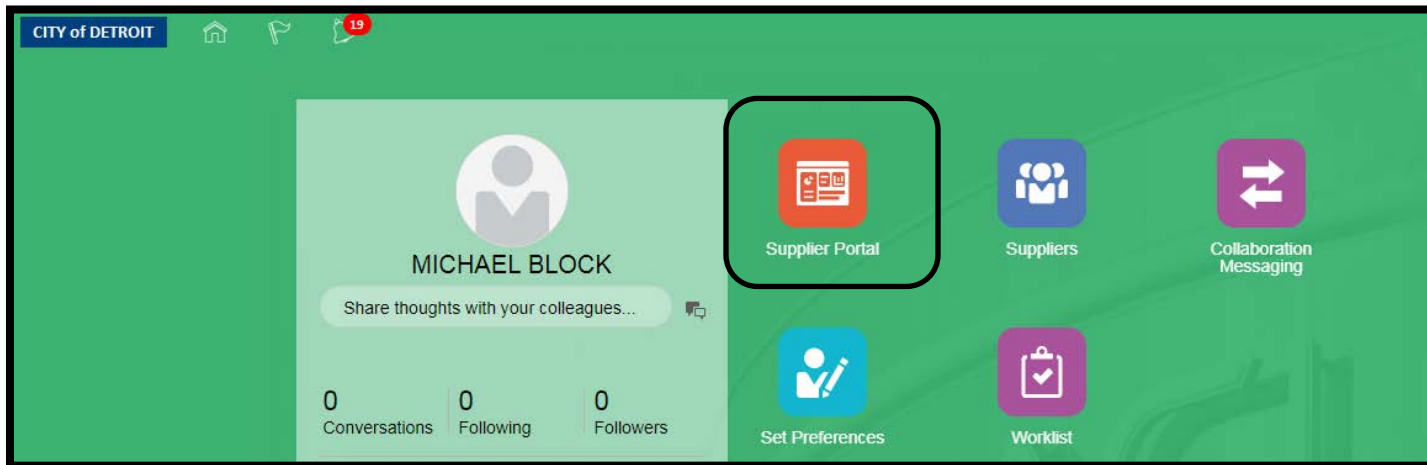
Sourcing for Supplier Portal User

Log into Oracle Supplier Portal using your Contact email address and password.



The screenshot shows the 'SIGN IN ORACLE APPLICATIONS CLOUD' login page. It features a blue header with the text 'SIGN IN ORACLE APPLICATIONS CLOUD'. Below the header, there are two input fields: 'User ID' and 'Password'. A link for 'Forgot Password' is located below the password field. A blue 'Sign In' button is positioned below the input fields. At the bottom, there is a language selection dropdown menu currently set to 'English'.

Click on the Supplier Portal icon. You will be directed to the Supplier Portal home page.



The screenshot displays the Oracle Supplier Portal home page for a user named Michael Block. The page has a green background. At the top left, it says 'CITY of DETROIT' with navigation icons for home, search, and notifications (19). The user's profile card shows 'MICHAEL BLOCK' with a 'Share thoughts with your colleagues...' text box and statistics for '0 Conversations', '0 Following', and '0 Followers'. A grid of icons is visible: 'Supplier Portal' (highlighted with a black rounded rectangle), 'Suppliers', 'Collaboration Messaging', 'Set Preferences', and 'Worklist'.

The Supplier Portal home page contains all available tasks for the Supplier Portal user.

The Tasks list is on the left side of the page. The Task List displays all hyperlinks to other pages for you. For example, View Invoices or View Payments.

Several Infolets are displayed - Requiring Attention, Recent Activity, Transaction Reports and Negotiation Invitations.

Supplier News is the method the City uses to send information/notifications/helpful tips. Please continue to check here for all updates.

Supplier Portal

Search Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules

Agreements

- Manage Agreements

Shipments

- View Receipts
- View Returns

Deliverables

- Manage Deliverables

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

- Search or View Current Bid Opportunities
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile

Requiring Attention

8

■ Schedules Overdue or Due Today

Recent Activity
Last 30 Days

No data available

Transaction Reports
Last 30 Days

No data available

Supplier News

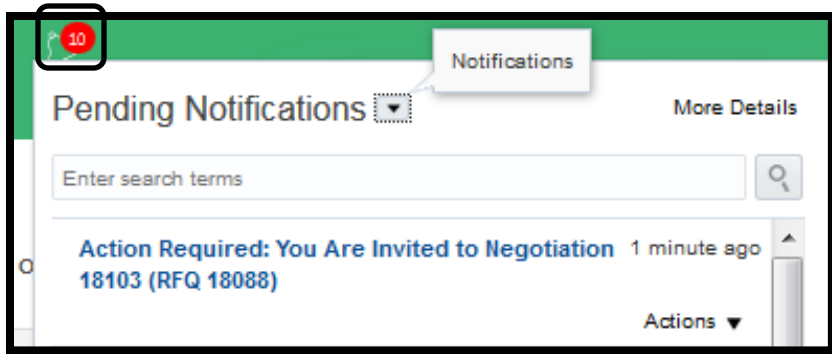
****ATTENTION SUPPLIER PORTAL USERS****

June 05, 2018 -

If you are having issues with the Create Invoice process, please review the below information.

1. The URL for City of Detroit Supplier Portal has changed. Use this URL: <https://ebkk.fa.us8.oraclecloud.com/hcmUI/faces/FuseWelcome>
2. Use either Google Chrome or Mozilla FireFox as the browser. Do not use Internet Explorer (IE) as it does not work well.
3. Please open new browser and clear cache (Control+Shift+Delete).
4. Using the above URL, log into Oracle using your current User ID and

On the Home Page, on the upper left side, you will see a Bell icon. Click the Bell icon for all notifications for the Supplier.



You can also view the Negotiation Invitations on the dashboard.



Under the Task Region (left side of screen), click the link 'Search or View Current Bid Opportunities'.

Negotiations

- [Search or View Current Bid Opportunities](#)
- [Manage Responses](#)

Qualifications

You can view all active negotiations that you have been invited or have responded.

Active Negotiations Done

Time Zone Coordinated Universal Time

Search Manage Watchlist Saved Search Open Invitations

****** Negotiation ****** Invitation Received Yes
****** Title Response Submitted No
****** Negotiation Close By Negotiation Open Since

** At least one is required

Search Results

Actions View Format Freeze Detach Wrap Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
18103	RFQ 18088	RFQ	7 Days 23 Hours	11/23/18 6:28 ...	0	Yes	0	<input type="button" value="pdf"/>	<input type="button" value="xls"/>

Click on Negotiation Number link to review the details

Active Negotiations Done

Time Zone Coordinated Universal Time

Search Manage Watchlist Saved Search Open Invitations

****** Negotiation ****** Invitation Received Yes

****** Title Response Submitted No

****** Negotiation Close By Negotiation Open Since

**** At least one is required**

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
18103	RFQ 18088	RFQ	7 Days 23 Hours	11/23/18 6:28 ...	0	Yes	0		

On the left side of the screen, the Table of Contents is listed. Each link (blue) is a section you can review.

RFQ: 18103

Currency = US Dollar

Messages Create Response Actions Done

Time Zone Coordinated Universal Time

Title RFQ 18088 Open Date 11/15/18 6:49 AM

Status Active (Locked) Close Date 11/23/18 6:28 AM

Time Remaining 7 Days 21 Hours

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines
- Contract Terms

Overview

Title RFQ 18088 Buyer LENA WILLIS

Synopsis RFQ 18088 Outcome Blanket Purchase Agreement

Unsealed By

Unsealed Date

Attachments None

Expand All

General

Schedule

Preview Date

Open Date 11/15/18 6:49 AM

Close Date 11/23/18 6:28 AM Award Date

Negotiation Controls

Response Visibility Sealed

OR

Highlight the Negotiation Number and click on **View PDF** to download the PDF.

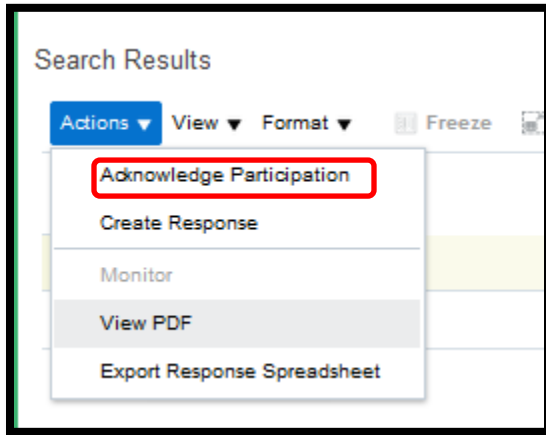
The screenshot shows the 'Active Negotiations' page. At the top right, there is a 'Done' button and a 'Time Zone Coordinated Universal Time' label. Below this, there are search filters including 'Negotiation', 'Title', 'Negotiation Close By', 'Invitation Received', 'Response Submitted', and 'Negotiation Open Since'. There are also buttons for 'Manage Watchlist', 'Saved Search', and 'Open Invitations'. A 'Search' button is located at the bottom right of the filter section. Below the filters, there is a 'Search Results' section with a table of results. The table has columns for 'Negotiation', 'Title', 'Negotiation Type', 'Time Remaining', 'Close Date', 'Your Responses', 'Will Participate', 'Unread Messages', 'View PDF', and 'Response Spreadsheet'. The first row of the table is highlighted in blue and contains the following data: Negotiation: 18103, Title: RFQ 18088, Negotiation Type: RFQ, Time Remaining: 7 Days 23 Hours, Close Date: 11/23/18 6:28 ..., Your Responses: 0, Will Participate: Yes, Unread Messages: 0. The 'View PDF' button in the first row is highlighted with a red box.

You can select either Open with or Save File for the Negotiation. You are able to review the PDF.

The screenshot shows a Firefox dialog box titled 'Opening 18103_SUPPLIER.pdf'. The dialog box contains the following text: 'You have chosen to open: 18103_SUPPLIER.pdf which is: Adobe Acrobat Document from: https://ebkk-dev1.fa.us8.oraclecloud.com'. Below this, there is a section titled 'What should Firefox do with this file?' with three options: 'Open with' (selected), 'Save File' (selected), and 'Do this automatically for files like this from now on.' The 'Open with' option is set to 'Adobe Acrobat Reader DC (default)'. The 'Save File' option is selected with a radio button.

Acknowledge Participation in Negotiation

To Acknowledge your participation, under the Search Results section, click the dropdown arrow on Actions > Acknowledge Participation



OR

Highlight the row of the negotiation from Active Negotiation screen and click the Acknowledge Participation button.



A screenshot of the 'Active Negotiation' screen. At the top, there are several action buttons: 'Actions', 'View', 'Format', 'Freeze', 'Detach', 'Wrap', 'Acknowledge Participation' (circled in red), and 'Create Response'. Below the buttons is a table with the following columns: 'Negotiation', 'Title', 'Negotiation Type', 'Time Remaining', 'Close Date', 'Your Responses', 'Will Participate', 'Unread Messages', 'View PDF', and 'Response Spreadsheet'. The first row of the table is highlighted in light blue and contains the following data: '18103', 'RFQ 18088', 'RFQ', '7 Days 20 Hours', '11/23/18 6:28 ...', '0', 'Yes', '0', a PDF icon, and a spreadsheet icon.

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
18103	RFQ 18088	RFQ	7 Days 20 Hours	11/23/18 6:28 ...	0	Yes	0		

A secondary window will display. Select Yes or No on Will Participate and provide information, if desired. Click OK button.

Acknowledge Participation [X]

Supplier Site: DETROIT

Will Participate: Yes
 No

Note to Buyer: I am participating in current negotiation and will provide our best services and rates.

Last Acknowledgment: Will participate

Last Acknowledgment Date: 11/15/18 6:52 AM

OK Cancel

Once completed, the status for **Will Participate** will display.

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	You Response	Will Participate	Unread Messages	View PDF	Response Spreadsheet
18103	RFQ 18088	RFQ	7 Days 20 Hours	11/23/18 6:28 ...		Yes	0		

Supplier Response to Negotiation

Highlight the Negotiation Number, click **Create Response** button which will open Response detailed page

The screenshot displays the 'Active Negotiations' page. At the top right, there is a 'Done' button and a 'Time Zone Coordinated Universal Time' label. Below this, there are several filters: 'Manage Watchlist', 'Saved Search', and 'Open Invitations' (a dropdown menu). A note states '** At least one is required'. There are also dropdown menus for 'Invitation Received' (Yes/No) and 'Response Submitted' (No), and a date field for 'Negotiation Open Since'. Search buttons 'Search', 'Reset', and 'Save...' are located at the bottom right of the filter section.

The 'Search Results' section shows a table of negotiation data. The 'Create Response' button in the table's action column is highlighted with a red box.

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
18103	RFQ 18088	RFQ	7 Days 23 Hours	11/23/18 8:28 ...	0	Yes	0		

Create Response: Overview Page

You can add information on the Overview page:

- Supplier's Reference Number for your tracking purposes
- Note to Buyer
- Upload any Attachments
- Response valid until MMDDYY
- Attachments - add any/all attachments

Create Response (Response 9003): Overview

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 11/19/18 4:25 AM
Time Zone Coordinated Universal Time

Title RFQ 18088 Close Date 11/23/18 6:28 AM

Time Remaining 4 Days 2 Hours

General

Supplier ARROW OFFICE SUPPLY CO

Supplier Site DETROIT

Negotiation Currency USD

Response Currency USD

Price Precision 2 Decimals Maximum

Response Valid Until 11/30/18 4:25 AM

Response Type Primary Alternate

Reference Number 18088-1667876

Note to Buyer Responding to the negotiation and will try to give out best services and price.Please confirm once you receive quote from us

Attachments None +

Once completed, click Next button.

Create Response: Requirements Page

Review and respond to all requirement questions. On the far right side of the page, there are several sections for reviewing. Click the dropdown arrow to see the next sections. The small arrow on the right side will move you to the next section as well.

Create Response (Response 2005): Requirements

Messages Actions Back Next Save Submit Cancel

Last Saved 2/12/19 11:44 PM
Time Zone Coordinated Universal Time

Time Remaining 22:39:15 Close Date 2/13/19 10:29 PM

Section 1. Proposer's Attachments and Affidavits

* 1. Below document is necessary for you to upload along with the proposal:
Combined Certificates of Authority

a. Uploaded

b. Not Uploaded

Response Attachments None +

Comments

* 2. Bidder has read and complies with all provisions stated in the INSTRUCTIONS TO BIDDERS

a. Yes

b. No

Comments

Section 1. Proposer's Atta...
Section 1. Proposer's Atta...
Section 2. Proposer's Comm...
Section 3. Technical Requi...

Once completed, click the Next button.

Create Response: Lines Page

Enter your Response Price for all lines. Do not enter any dollar value in the Response Minimum Release Amount.

Verify the total at the bottom for the accuracy of prices entered. Click on Next Button

Create Response (Response 9003): Lines

Currency = US Dollar

Time Remaining 4 Days 1 Hour

Close Date 11/23/18 6:28 AM

Last Saved 11/19/18 4:57 AM
Time Zone Coordinated Universal Time

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Actions View Format Freeze Detach Wrap

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount
1	SCREW, MACHINE: BRASS ROUND HEAD 1/4" X ...		+		320.72 Screws...		151.49	150	EA	22,723.50		
2	PROBE, SAMPLE: ZTA 30"; COSA INSTRUMENT...		+		493.09 Chemi...		144.00	143	EA	20,592.00		
3	HOSE, BURNER: COMP 2 HOSE FLEX COPPER ...		+		890.27 Inciner...		159.00	167	EA	26,553.00		

Rows Selected 1 Columns Hidden 6

Grand Totals

All response lines except alternate lines are included.

Response Amount 69,868.50

Create Response: Review Page

You can review Negotiation Response details before submitting. Click on each tab (Overview, Requirements, Lines).

Overview	Requirements	Lines	
General			
Supplier	ARROW OFFICE SUPPLY CO	Response Type	Primary
Supplier Site	DETROIT	Reference Number	18088-1667876
Negotiation Currency	USD	Note to Buyer	Responding to the negotiation and will try to give out best services and price.Please confirm once you receive quote from us
Response Currency	USD	Attachments	None
Price Precision	2 Decimals Maximum		
Response Valid Until	11/30/18 4:25 AM		

Overview	Requirements	Lines
Section 1. Classification		
* 1. What is your business classification		
<input type="checkbox"/> a. Detroit Headquartered		
<input checked="" type="checkbox"/> b. Detroit Based		
Comments		
Our office is situated across City of Detroit office		

Line	Description	Alternate Line Description	Details	Category Name	Response Price	UOM Name	Line Amount
1	SCREW, MACHINE: BRASS ROUND HEAD 1/4" X 1-1/4			320.72 Screws...	151.49	EA	22,723.50
2	PROBE, SAMPLE: ZTA 30"; COSA INSTRUMENT #FJ19230			493.09 Chemi...	144.00	EA	20,592.00
3	HOSE, BURNER: COMP 2 HOSE FLEX COPPER 1/2" X 24			890.27 Inciner...	159.00	EA	26,553.00

You should validate that all details have been entered (Actions > Validate). This will inform you if the Response is missing any required data. Click Submit button.

Review Response: Response 9003

Currency = US Dollar

Title RFQ 18088

Time Remaining 4 Days 1 Hour

Close Date 11/23/18 8:28 AM

Messages Respond by Spreadsheet Actions Back Next

- View Negotiation
- View Response PDF
- Validate

A confirmation message will display. It will contain the Response Number for the Negotiation. Click OK to dismiss the message.



Search the Negotiation number from Active Negotiation page to see updated Response and Status

** At least one is required

** Negotiation: 18103

** Title:

** Negotiation Close By:

** Invitation Received: Yes

Response Submitted: Yes

Negotiation Open Since:

Search Reset Save...

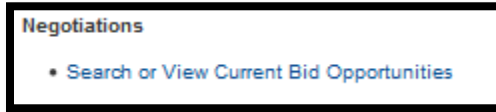
Search Results

Actions View Format Freeze Detach Wrap Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Buyer	Supplier Site	Time Remaining	Close Date	All Responses	Your Responses	Will Participate	Monitor	Unread Messages	View PDF	Response Spreadsheet
18103	RFQ 18088	RFQ	WILLIS, LENA	DETROIT	4 Days 1 Hour	11/23/18 6:28 ...	Sealed	1	Yes		0		

Respond to an Uninvited Active Negotiation

Under the Task Region (left side of screen), click the link 'Search or View Current Bid Opportunities'.



On the parameter 'Invitation Received', using the dropdown arrow select No. Click the Search button.



A screenshot of the "Active Negotiations" search interface. The page title is "Active Negotiations" with a "Done" button in the top right corner. Below the title is a "Search" section with a left-pointing arrow. On the right side, there are buttons for "Manage Watchlist", "Saved Search", and a dropdown menu for "Open Invitations" (currently showing "Open Invitations"). Below these buttons is the text "** At least one is required". The search criteria are as follows: "Negotiation" (text input), "Title" (text input), "Negotiation Close By" (calendar icon, "m/d/yy"), "Invitation Received" (dropdown menu, "No"), "Response Submitted" (dropdown menu, "No"), and "Negotiation Open Since" (calendar icon, "m/d/yy"). At the bottom right, there are three buttons: "Search", "Reset", and "Save...". The "Time Zone" is set to "Coordinated Universal Time".

All Current Bids will be displayed under the Search Results region. Highlight the row of the Negotiation Number and click on **Create Response** button.

The screenshot shows a search interface with several input fields and filters. The 'Create Response' button is highlighted with a red box. Below the search results, a table lists negotiation details.

Negotiation	Title	Negotiation Type	Buyer	Supplier Site	Time Remaining	Close Date	All Responses	Your Responses	Will Participate	Monitor	Unread Messages	View PDF	Response Spreadsheet
18098	RK-Hostels for Homeless Girls	RFP	MCCREE, CE...		12 Days 13 Ho...	12/1/18 6:54 PM	Sealed	0			0		

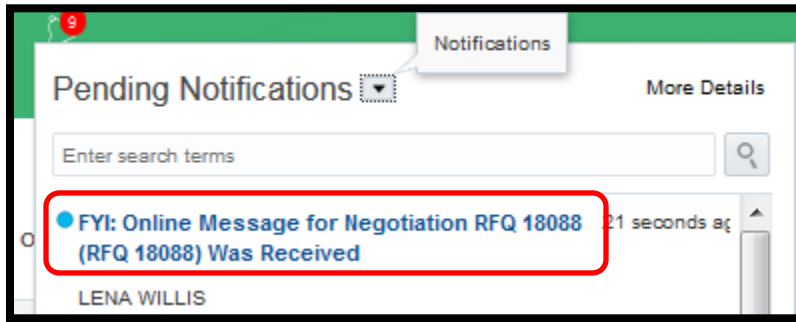
Follow the steps provided in section labeled – [Supplier Response to Negotiation](#) - to complete the Response.

Sourcing Messaging

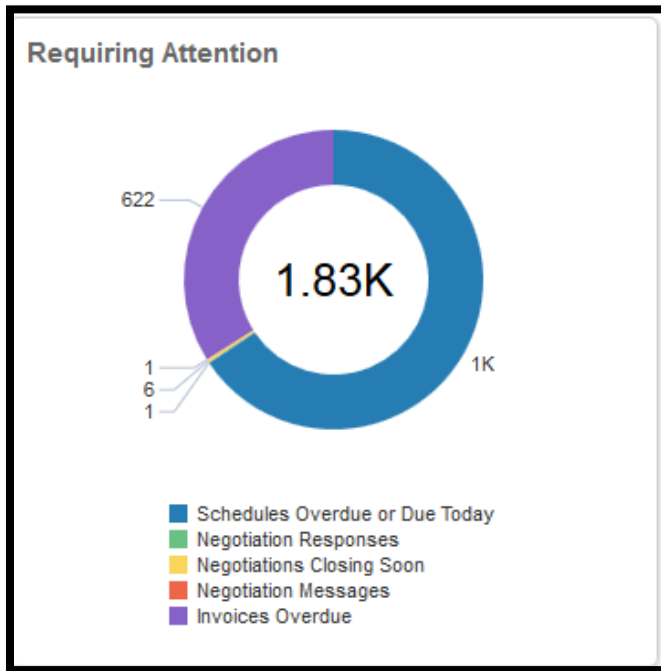
Oracle provides a Messaging feature that allows Suppliers to send an email within Supplier Portal.

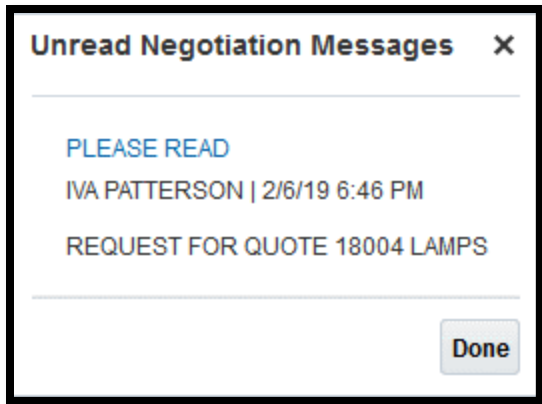
There are different ways to view messages.

1. Click on the Bell icon and all notifications are displayed.



2. Supplier Portal dashboard – Requiring Attention infolet





You can respond to the message by clicking Reply button on the far right of the message.

Online Messages (REQUEST FOR QUOTE 18004) Printable Page Done

Time Zone Coordinated Universal Time

Title LAMPS Status Closed (Unlocked)
Time Remaining 0 Seconds Close Date 2/6/19 5:00 PM

Messages

Actions View Format + [icon] Freeze Detach [icon] [icon] [icon] Wrap

Subject	Status	From	To	Date
PLEASE READ				
PLEASE READ	Read	City of Detroit	All participants	2/6/19 6:46 PM

PLEASE READ: Details Printable Page Reply

From City of Detroit To All participants
Date 2/6/19 6:46 PM Attachments None

HELLO, THE QUANTITY WILL BE 20 FOR EACH ITEM

Type your reply above the original message. You can attach documents to the message under the Attachments. When completed, click Send. Your reply is sent to the Buyer.

Reply to Message [X]

To: City of Detroit

* Subject: Re: Extending Deadline for Response

Helvetica 2 [font size controls]

[Rich text editor toolbar]

Hello Buyer

Thanks for the message.
I have already submitted the response to Negotiation 18088.

M Crane

* Message: On 11/19/18 8:09 AM UTC, City of Detroit wrote

Hello All Contacts

Due to internal changes to negotiation, the deadline for response is extended for Negotiation#18088. Those who would like to change the responses, please let me know

Buyer
CoD Procurement Dept.

Attachments: None +

Send Cancel

Review Message page

Online Messages (18004) Printable Page Done

Time Zone Coordinated Universal Time

Title LAMPS Status Closed (Unlocked)

Time Remaining 0 Seconds Close Date 2/6/19 5:00 PM

Messages

Actions View Format + Freeze Detach Wrap

Subject	Status	From	To	Date
PLEASE READ				
Re: PLEASE READ	Read	Josh Trotter	City of Detroit	2/13/19 3:58 AM
PLEASE READ	Replied	City of Detroit	All participants	2/6/19 6:46 PM

Re: PLEASE READ: Details Printable Page Reply

From Josh Trotter To City of Detroit

Date 2/13/19 3:58 AM Attachments None

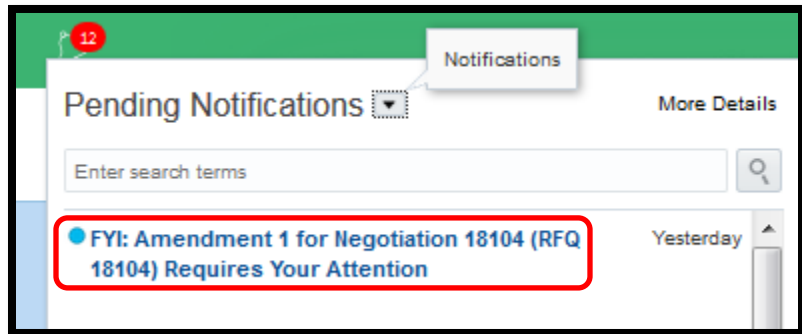
Reply to the message.

On 2/6/19 6:46 PM UTC, City of Detroit wrote

HELLO, THE QUANTITY WILL BE 20 FOR EACH ITEM

Acknowledge & Respond to Negotiation Amendment

When an Amendment is completed for a Negotiation, a notification will be displayed under the Bell icon. Click on the Notification link to open the detailed message for the Amendment.



You can acknowledge the Amendment by clicking on the 'Acknowledge Amendments: XXXXX,X

Details

Assignee	M CRANE	Supplier	ARROW OFFICE SUPPLY CO	Preview Date	
From	LENA WILLIS	Company	City of Detroit	Open Date	11/19/18 9:07 AM
Assigned Date	11/19/18 9:19 AM	Negotiation Title	RFQ 18104	Close Date	12/7/18 9:03 AM
Expiration Date	12/7/18 9:03 AM	Negotiation	18104,1		
Task Number	656598				

Recommended Actions

- Acknowledge amendment and resubmit your response.

Amendment Details

Amendment Date 11/19/18 9:18 AM

Amendment Description Change in Dates and quantities

Related Links

- Acknowledge Amendments: 18104,1
- View Negotiation: 18104,1

Attachments

18104,1_SUPPLIER.pdf

The Acknowledge Amendments detailed page will display. Check the Acknowledgement stating you have reviewed and acknowledged the amendment for the negotiation.

Acknowledge Amendments (RFQ 18104)

Currency = US Dollar
 Select each amendment to review and acknowledge the changes.

View ▾ Format ▾ Freeze Detach Wrap

Amendment	Title	Published Date	Status
Amendment 1	RFQ 18104	11/19/18 9:18 ...	Active (Locked)

Columns Hidden 3

Amendment 1: Details

Acknowledgment I have reviewed the changes and I acknowledge amendment 1 for negotiation 18104.

Amendment Description Change in Dates and quantities

View ▾ Format ▾ Freeze Detach Wrap

Field	RFQ 18104	RFQ 18104,1
Close Date	11/30/18 9:03 AM	12/7/18 9:03 AM

Requirements
 No data to display.

Lines


Summary

View ▾ Format ▾ Freeze Detach Wrap

Line	Item	Description	Category Name	Estimated Quantity	UOM	Estimated Total Amount	Minimum Release Amount	Start Price
2	10036	PROBE, SAMPLE: ZTA 30"; COSA INSTRUMENT #FJ19230	493.09 Chemi...	112	EA			
3	10040	HOSE, BURNER: COMP 2 HOSE FLEX COPPER 1/2" X 24	890.27 Inciner...	100	EA			

Columns Hidden 3

A confirmation message will display. Click OK to dismiss the message. You will return to the Active Negotiation page.

The 'Active Negotiations' page features a search section with filters for Negotiation, Title, and Negotiation Close By. It also includes filters for Invitation Received, Response Submitted, and Negotiation Open Since. A 'Search' button is present. Below the search is a 'Search Results' section with a table of negotiations. The table has columns for Negotiation, Title, Negotiation Type, Buyer, Supplier Site, Time Remaining, Close Date, All Responses, Your Will Respond, Will Participate, Monitor, Unread Messages, View PDF, and Response Spreadsheet. The first row shows negotiation 18104.1 for RFQ 18104, with 16 days remaining and a close date of 12/7/18 9:03 AM.

Negotiation	Title	Negotiation Type	Buyer	Supplier Site	Time Remaining	Close Date	All Responses	Your Will Respond	Will Participate	Monitor	Unread Messages	View PDF	Response Spreadsheet
18104.1	RFQ 18104	RFQ	WILLIS, LENA	DETROIT	16 Days 22 Ho...	12/7/18 9:03 AM	Sealed	0			0		

To respond to the Amendment, follow the steps provided in section labeled – [Supplier Response to Negotiation](#) - to complete the Response.

This completes the many options for Supplier Response to Negotiations, including Messaging.