Sourcing Supplier

Sourcing Supplier is the electronic bidding module in Oracle. This responsibility allows you to respond to electronic Requests for Quotes (RFQ) or "Negotiations".

To access RFQs, click on "Sourcing Supplier" on the Oracle Applications Home Page, then on "Sourcing", finally on "Sourcing Home Page."



Here is what you will see:

ORACLE	Sourcing								
							f	Navigator 🔻 🗔 F	avorites 🔻
Negotiations						100			
Search Open Negotiations	Title 🗸	Go							
Welcome, Abby Rewis.									
Your Active and Draft	t Responses								
Press Full List to view all y	our company's responses.								Full List
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages	
4	Active		4001	Leaf Blowing Services	RFQ	0 seconds	III	Q	
1003	Active		6002	Bandaids	RFQ	0 seconds		<u>0</u>	
1002	Active	TAMPA 2	6001	Bottled Water	RFQ	0 seconds	IIII	<u>0</u>	
2001	Resubmission Required		<u>6005</u>	Coffee and Danish	RFQ	0 seconds	III	0	
Your Company's Open	Invitations								
Tour company 5 open	Invitations								Full List
Supplier Site		Negotiation Number	r	Т	itle	Туре	Time L	eft	
No results found.									
Quick Links									
Quick climb	1526								
Manage	View Responses								
Drafts	Active								
Deliverables	Disgualified								
Personal Information	<u>Awarded</u>								
	<u>Rejected</u>								

Active and Draft Responses

A list of all of your Company's active Negotiation responses are provided:

Your Active and Draft R	esponses							
Press Full List to view all you	r company's responses.							Full List
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages
4	Active		<u>4001</u>	Leaf Blowing Services	RFQ	0 seconds		<u>0</u>
<u>1003</u>	Active		<u>6002</u>	Bandaids	RFQ	0 seconds		<u>0</u>
<u>1002</u>	Active	TAMPA 2	<u>6001</u>	Bottled Water	RFQ	0 seconds		<u>0</u>
<u>2001</u>	Resubmission Required		<u>6005</u>	Coffee and Danish	RFQ	0 seconds		<u>0</u>

Response Number

Clicking on the hyperlink under Response Number will take you to the Negotiation page. You are able to see your Company's entire response to the Negotiation here.

				🛱 Navigator 🔻 🖨 Favorite	s T Home 1	Logout Preferences Help
egotiations						
legotiations >						
Juote: 1003 (RFQ 6002)						
Tide Ban Time Left 0 se Quote Syle Bill Quote Syle Bill Contact Ree Suppler? Quote Namber 99- Quote Status Aut Note to Buyer Title TypeDese Attachments No results found.	dands econds d vis, Abby 6002-1 tive ription Category Last Updated Usage Update f	bekete	Close Date Ranking Suppler Suppler Ste Quote Valid Until	10-3ul-2014 09:00:00 Price Only & & ELECTRICAL SUPPLY CO 08-Aug-2014	Actions [inime Discussions V Go
Requirements						
show All Details Hide All Details						
etails Section						
E Show General						
B Show Specific Requirements						
Contract Terms						
ariables						
oetails Section		Clause	Variable	Description		Value
No variables found.						
No variables found.						
No variables found. eliverables indicates deliverable is overdue	dicates responsible party failed to perform the dely	erable				
No variables found. refiverables (b) Indicates deliverable is overdue × In refiverable Name	dicates responsible party failed to perform the delv	erable Due Date	Status		Alert	Update
No variables found. Networables Dickicates deliverable is overdue × In Networable Name to Deliverables found.	dicates responsible party failed to perform the delu	erable Due Date	Status	1	Akert	Update
No variables found. Isliverables Indicates deliverable is overdue × In Seliverable Name io Deliverables found. Lines	idicates responsible party failed to perform the delv	erable Due Date	Status		Alert	Update
No variables found. Softwarables Softwarable is overdue X In Softwarable found. Eleme: */IIP All prices are in USD.	ulicates responsible party failed to perform the delv	urable Due Date JSD) 1,150.00	Status		Alert	Update
No variables found. softwarables biotexerable is overdue × In Softwarable Rame is Deliverables found. Lines TIP All prices are in USD. Down All Deniel 1 Linice All Deniels	ulicates responsible party failed to perform the delv Quote Total (erable Due Date ISD) 1,150.00	Status		Alert	Update
Ne veriables found. effererables	ulicates responsible party failed to perform the delv Quote Total (Rank Start Price Target Price Quote	ISD) 1,150.00	Status		Akert	Update
No versables found. Indiversables To blockes deliverable is overdue X In Netwersables found. Lines VTIP All prices are in USD. how.All.Details Hide All.Details tetails Line Ship-To To Ship-To Ship-To	dicates responsible party failed to perform the delv Quote Total (Rank Start Price Target Price Quote	verable Due Date USD) 1,150.00 Price Unit 1,1500X 25 1,0	Status Status ty Quote Quantity Reed-By Date 0 1,000 14-04-2014 09:24:07 b	o 31-Dec-2014 09:24:14	Alert Promised Date 31-301-2014 09:49:49	Update Line Total Active Quotes 1,150.00 Bind

By changing the Actions List of Values on the Negotiations page to "View Quote History", you get a quick view of the information:

					🗖 Navigator 👻 🖬 Favorites 👻	Home Logout Preferences Help
Negotiations						
Overte History (REC) 2003						
Quote history (RPQ 6002)						
						Online Discussions
					2012/07/11/22/2012/07	
	Title Bandaids		1000		Status Closed	
Supplier -	Supplier Site	Contact	Quote	Status	Quote Total (USD) Time of Quote	Quote Valid Until
B & E ELECTRICAL SUPPLY CO		Rewes, Abby	1003	Active	1,150.00 09-Jul-2014 09:49:59	08-AUG-2014
Return to Quote: 1003 (RFQ 6002)						Online Discussions

Negotiation Number

Clicking on the hyperlink under Negotiation Number will allow you to view the RFQ in its entirety as issued by the Authority:

					n Navigator 👻 🛛	🖥 Favorites 🌱	Home Logout Pr	eferences Help
legotiations								
Negotiations >								
RFQ: 6002								
							Actions Online D	scussions 😽 Go
	Title	Bandaids						
	Status Time Left	Closed			Open Dat	e 09-Jul-2014 0	9:38:46	
Marchael Alexandre Constants Toronto	tune cen	U Seconda			Close Dat	e 10 Jul 2014 0	100:00	
Header Lines Controls Contract Terms								
	Buyer Quote Style Description	REWIS, CHRISTINE Blind Bandaids			Outcom Ever	e Standard Purc t	hase Order	
Terms								_
	Bill-To Address	OFFICE JUCKA			Parment Terms	NET 20		
	Ship-To Address	CENTRAL WAREHOUSE			Carrier	HET 30		
	FOB	DESTINATION			Freight Term	PAID		
Currency								
	RFQ Currency	USD			Price Precision	2		
Requirements								_
Show All Datalis Juida All Datalis								
Details Section								
(i) Show General								
Show Specific Requirements								
Additional Header Attributes (Buyer & Supple	ir)							
Notes and Attachments								
notes and Attachinents								
Note to Suppliers All questions must be i July 9, 2014.	n writing and sen	t to crewis@tampaairp	ort.com prior to 5:0	0 p.m., Wednesday,				
Title Type	Description	an (Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

By changing the Actions List of Values to "View Quote History", you get a quick view of the information:

					🛱 Navigator 💌 🕞 Favoritas 💌	Home Locout Preferences Help
Regoliations						
Negotiations > Quote 1003 (RFQ 6002) > Quote History (RFQ 6002)						
						Online Discussions
	Title Bandaids				Status Closed	
Supplier -	Supplier Site	Contact	Quote	Status	Quote Total (USD) Time of Quote	Quote Valid Until
B & E ELECTRICAL SUPPLY CO		Revvis, Abby	1003	Active	1,150.00 09-Jul-2014 09:49:59	08-AUG-2014
Return to Quote: 1003 (RFQ 6002)						Online Discussions

Unread Messages

All messages communicated through the Online Discussion action are available under Unread Messages.

Unread Messages	
<u>0</u>	
<u>0</u>	
<u>0</u>	
<u>0</u>	

Your Company's Open Invitations

This section shows those Negotiations that your Company has received an invitation to:

Your Company's Open Invita	tions				
					Full List
Supplier Site	Negotiation Number	Title	Туре	Time Left	
	<u>8001</u>	Bandaids	RFQ	8 minutes	
Quick Links					

The invitation appears on your Oracle Applications Home Page:

Oracle Applications Home Page						
✓TIP Number of open notifications: 1. Please use the Wo	orkflow Worklist	to view and respon	id to your notifications.			
				/		
Main Menu	Worklist					
	WORKISC					
Personalize						Full List
🕀 🗀 iSupplier Portal Full Access	From	Туре	Subject	K	Sent 🔻	Due
🕀 🛄 Sourcing Supplier	REWIS, CHR	ISTINE Sourcing Pu	blish You are invited: Add	litional round of RFQ 8001-2 (Bandaid	s) 11-Jul-201	4 11-Jul-2014
🕀 🛄 Supplier Profile & User Manager	✓TIP <u>Vacat</u>	ion Rules - Redirect	t or auto-respond to notifi	cations.		
	✓TIP Work	list Access - Specify	which users can view an	d act upon your notifications.		

You can also access it via your Worklist:



To respond to the invitation, click on the hyperlink under Negotiation Number. This opens the Negotiation (RFQ).

ORACLE' so	urcing				🕈 Navigator 👻 🛙	Favorites *	Home Locaut Prefere	nces Help
Negotiations								
Nepotiations >								
RFQ: 8001								
						A	tions Acknowledge Par	ticipation V Go
	Titi Statu Time Lef	Bandaids Active 00:06:22			Open Dat Close Dat	11-Jul-2014 13:31: 11-Jul-2014 13:40:	11	
Header Lines Controls C	Contract Terms							
	Buye Quote Styl Descript	r REWIS, CHRISTINE Blind on Bandaids			Outcom Ever	Standard Purchase	Order	
Terms								
	Bill-To Addre: Ship-To Addre: FC	S OFFICE-HCAA IS CENTRAL WAREHOUSE IS DESTINATION			Payment Terms Carrier Preight Terms	NET 30 PAID		
Currency								
	RFQ Curren	cy USD			Price Precision	2		
Requirements								
Show All Details Hide All Details								
Details Section								
Show General Show Specific Requirements								
the second of the second second second								
Additional Header Attributes	(Buyer & Supplier)							
Notes and Attachments								
Note to Suppliers All que July 9,	stions must be in writing and se 2014.	nt to crewis@tampaairport.	com prior to 5:00 p.m., Wednesd	lay,				
Title	Type Descrip	tion Cate	gory Last Updat	ted By Last Up	dated	Usage	Update	Delete
hio results found.								
Return to Negotistions							tions Acknowledge Par	ticipation V Go

Step	Action
1.	In the Actions List of Values, make sure it says Acknowledge Participation. Click Go. Actions Acknowledge Participation C
2.	If you are going to respond, check the Yes radio button; if not, click the No radio button and provide a Note to Buyer. Click Apply.
	Change the Action List of Values to Create Quote. Click Go.
3.	Actions Create Quote Go
4.	Fill in the information requested.

Header Page

	sourcing							
					🕺 Navigator 👻	Favoriles *	Home Logout Preferer	ices Help
legotlations								
Vegotiations > RFQ: 8001-2	>							
Create Quote: 4002 (RFQ 800	91-2)							
	Title	Bandaids			Cancel View Time Left 00:12:05 Close Date 11-Jul-2014	W RFQ Quote By Spre	sadsheet Save Dra	ontinue
Header Lines								
	Supplier RFQ Currency Quote Currency Price Precision	8 & E ELECTRICAL SUPPLY CO USD USD 2 decimals maximum			Quote Valid Until 31-Jul-2014 Reference Number 1234 Note to Buyer	+2014)		
Attachments								
Add Attachment								
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								
Expand All Collapse All Focus Title Requirements					Ta	rget Value Quote Val	ue	
General Supplier must Supplier must Supplier must	be registered with the S be registered with the A not appear on the State	itate of Florida withority of Florida Convicted Vendor List				Yes V Yes V Does not a	ppear	
General Supplier must Supplier must Supplier must Supplier must Supplier must Supplier must	be registered with the S be registered with the A not appear on the State ments be able to provide Minio	tate of Florida withority of Florida Convicted Vendor List in bandaids, multiple sizes from 1/2*	x 3° through 3° x 5°. Band	aids should be provided in one box. Tabeled at	s assorted sizes.	Yes V Yes V Does not a	ppear 💌	izes V
General Supplier must Supplier must Supplier must Supplier must Supplier must Supplier must Supplier must Contract Terms	be registered with the S be registered with the A not appear on the State ments be able to provide Minio	itate of Florida uthority of Florida Convicted Vendor List in bandaids, multiple stzes from 1/2"	x 3" through 3" x 5". Band	aids should be provided in one box, labeled at	s assorted sizes.	Ves V Ves V Does not a	ppear V	6768 X
General Supplier must Supplier must Supplier must Supplier must Supplier must Supplier must Contract Terms Variables	be registered with the S be registered with the A not appear on the State ments be able to provide Minio	itate of Florida utbority of Florida Convicted Vendor List n bandaids, multiple sizes from 1/2*	x 3" through 3" x 5". Band	aids should be provided in one box, labeled as	s assorted sizes.	Ves V Ves V Does not a	ppear v period	Contract Terms
General Supplier must Supplier must Supplier must Supplier must Contract Terms	be registered with the S be registered with the A not appear on the State meth be able to provide Minio	itate of Florida uthorny of Florida Convicted Vendor List n bandaids, multiple sizes from 1/2°	x 3" through 3" x 5". Band Clause	aids should be provided in one box, labeled ar Variable	s assorted sizes.	Ves	ppear ppear preview value	Contract Terms
General Suppler must Suppler must Suppler must Suppler must Suppler must Contract Terms Variables Details Section No variables found.	be registered with the S be registered with the A not appear on the State ments be able to provide Minio	itate of Florida unborny of Florida Convicted Vendor List n bandaids, multiple sizes from 1/2*	x 3" through 3" x 5". Band Clause	aids should be provided in one box, labeled as Varkable	a assorted sizes. Description	Ves	ppear v and a second for a second requirement for a second requirement for a second se	contract Terms
General Supplier must Supplier must Supplier must Supplier must Supplier must Supplier must Contract Terms Details Section No variables found. Details Contract	be registered with the S be registered with the A not appear on the State meets be able to provide Minio	itate of Florida utbornly of Florida Convicted Vendor List n bandaids, multiple sizes from 1/2*	x 3" through 3" x 5". Band Clause	aids should be provided in one box, labeled as Variable	s assorted sizes. Description	Ves	ppearler operations of for previews Value	Contract Terms
General Suppler must Suppler must Suppler must Suppler must Suppler must Suppler must Contract Terms Variables Details Section Ho variables found. Detwerables	be registered with the S be registered with the A not appear on the State meets be able to provide Minio	Itate of Florida utbornly of Florida Convicted Vendor Litt n bandaids, multiple sizes from 1/2*	x 3" through 3" x 5". Band Clause m the deliverable	aids should be provided in one box, labeled as	s assorted sizes. Description	Vec V	ppearler operations of the Previews Value	Contract Terms
General Suppler must Suppler must Suppler must Suppler must Suppler must Suppler must Contract Terms Variables Details Section No variables found. Detwortable Molecuse deliverable	be registered with the S be registered with the A not appear on the State ments be able to provide Minio be able to provide Minio	itate of Florida uthority of Florida Convicted Vendor List in bandaids, multiple sizes from 1/2* heareaponable party failed to perfor	X 3" through 3" X 5". Band Clause m the deliverable	aids should be provided in one box, labeled as Variable Date	s assorted sizes. Description	Vec V	ppear v v ppear v v Preview Value	contract Terms

Be sure that you check the Requirements. This section requests information regarding your company status and it may require information regarding your company's ability to perform the work contained within the Scope (found under Contract Terms).

Lines Page

There are questions that need to be answered on the Lines Page. You can see this by the red dot next to the Line and the pencil icon under Update. Click on the pencil to update the information.

Line	Update	Ship-To						
1 Bandaids 🎯	1	CENTRAL WAREHOUSE						
Indicates more information requested. Click the Update icon.								

Fill in the information in Quote Value. You are able to fill in the Quote Price and Promised Date on this page as well. Then click Apply.

ORA	CLE Sour	cing					Navigator 🔻 👒 Favorites 🔻	Home Logout	Preferences He	lp
Negotiations										
Create Quote	4002: Line 1 (RFQ 80	01-2)								
	76	Description Bai Unit BO Start Price Target Price Quote Price Target Quantity 1,0 Quote Quantity 100	ndaids K 25			Close Date Quote Currency Rank Ship-To Need-By Date Promised Date	11-3ul-2014 14:00:00 USD Billnd CENTRAL WAREHOUSE 14-3ul-2014 09:24:07 to 31 01-Aug-22	Cancel	Save Draft	Apply
Pay Items										
TIP Total	pay item amount must a	dd up to the line am	ount							
Attributes							/			
Group	Attribute	Attribute	Туре	Target Value	Quote Value	1	/			
General	Design	Required		Minion, assorted sizes	Each box will assortment o	contain the required number and if sizes.	2			
Notes										
Note to Buyer				0						
Attachmen	ts								\backslash	
Add Attac	hment									
Title No results fou	nd.	Түре	Description	Category	Last Updated By	Last Updated	Usage	Updat	De	dete
								Cancel	Save Draft	Apply

Save your quote then click Continue.

ORACL	E' Sourc	sing					🙃 Navigator 👻 🚭 Favoriti	ss.▼ Home Logout Preferences Help
Negotiations		and the second						
Negotiations > RF	Q 8001-2 >							
Quote 4002 for R	FQ 8001-2 (Banda	sids) has been saved as a draft.						
Create Quote: 4002	(RFQ 8001-2)							
Header Lines		Title Bandbids				c	Cancel View RFQ Time Left 00:02:05 lose Date 11-Jul-2014 14:00:00	Quote By Spreadsheet Save Draft Continue
		RFQ Currency USD Price Precision 2 decimals maxin	um			Quote	Currency USD	\backslash
Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity Promised Date
1 Bondoids 🛞	1	CENTRAL WAREHOUSE	Blind			1 BOX 25	1,000	1000 01-Aug-2014
Indicates more interesting the second sec	formation request	ed. Click the Update icon.						A A
							Cancel View RFQ	Quote By Spreadsheet Save Draft Continue

You can now submit your quote.

ORACL									A CONTRACTOR OF	
							n Navigator 👻	Pavorites 🕶 H	ome Logout Preferences Help	
Regotiations		NUL PLAN								
Negotiations > R	FQ: 8001-2 >									
3 Warning Buyer has reque	sted for you to submit a single,	best quote. Multiple	quotes (re-quoting)	for this RFQ are not allowed.						
Create Quote 4002	Review and Submit (RFQ 8	001-2)								
							Cancel	Rack Validate Save	Draft Printable View	Submit
Header									7	
	Ti Suppi RFQ Curren Quote Curren Price Precisi	tle Bandaids ier B & E ELECTRIC icy USD icy USD on 2 decimals max	AL SUPPLY CO				Time Left 00:00:51 Close Date 11-Jul-20 Quote Valid Until 31-Jul-20 Reference Number 1234 Note to Buyer	14 14:00:00 014		
Attachments										
Title	Тур	e Descript	ion	Category	Last Updated By		Last Updated	Usage	Update Del	ete.
No results found.										
Requirements										
Show All Details	nde All Ostails									
€ Show General										
E Show Specific Re	quirements									
Contract Terms										
									Preview Contract	Ierms
Variables										
Details Section				Clause	Variable		Description		Value	
No varial	bles found.									
Deliverables										
A Indicate	es deliverable is overdue 🛛 🗶	Indicates responsible	e party failed to per	form the deliverable						
Deliverable Nan	De .				Due Date		Status	1	Alert	
No Deliverables f	ound.									
Lines										
			Q	uote Total (USD) 1,000.00						
Select Line	Ship-To	Start Price	Target Price	Quote Price (USD) Unit	Target Quantity	Quote Quantity	Line Total Need By Date		Promised Date	
I Bandaids	CENTRAL WAREHOUSE			1 BOX 25	1,000	1000	1,000.00 14-Jul-2014 09:2	4:07 to 31 Dec-2014 09:24:14	01-Aug-2014 13:54:	32

The System will confirm that your quote has been submitted:

ORACLE	Sourcing	
Negotiations		
Confirmation Quote 4002 for RFQ 8001-2 (Bandaids) has been submitted.	
Return to Sourcing Home Pag	<u>e</u>	

For specific information, you can click on any of the hyperlinks under the Quick Links.

Quick Links	
Manage	View Responses
 <u>Drafts</u> <u>Deliverables</u> <u>Personal Information</u> 	 <u>Active</u> <u>Disqualified</u> <u>Awarded</u> <u>Rejected</u>

Once the Negotiation has closed, the Authority will review all quotes received and issue award. You will receive email notification regarding the award once it is complete. A notification also appears in your Worklist.

r	
(1) Information	
This notification has been closed and did not require a response.	
Award Decision: RFQ 8001-2 (Bandaids)	
From REWIS, CHRISTINE To ABBY@BEELECTRICAL.COM Sent 11-Jul-2014 14:12:43 Closed 11-Jul-2014 14:13:36 ID 7308389 Responder	Company Hillsborough County Aviation Authority Title Bandaids Number 8001-2
Negotiation Preview July 11, 2014 01:41 pm Eastern Time Negotiation Open July 11, 2014 01:41 pm Eastern Time Negotiation Close July 11, 2014 02:00 pm Eastern Time Supplier B & E ELECTRICAL SUPPLY CO Supplier Site Award Date July 11, 2014 02:12 pm Eastern Time Your Quote Number 4002	
Number of line(s) awarded from your quote: 1	
Note to Supplier:	
All questions must be in writing and sent to crewis@tampaairport.com pr	ior to 5:00 p.m., Wednesday, July 9, 2014.
Please go to Response Details page to view your quote.	
Important Note: This award decision may or may not result in the generation of a	purchase order.
Return to Worklist Display next notification after my response	

This notification shows that the quote was awarded to your Company. You can view the quote information by clicking on the Awarded hyperlink under View Responses.



The Awarded Lines page allows you to click on the Response Number or Negotiation Number hyperlink to view the quote history, as shown on pages 56 and 57.

Regotiations						and the second second second			
Negotiations >									
Awarded Lines									
dearch									
Specify parameters and vali Show table data when a Show table data when a Negotation Number Line pescription Zern	es to filter the data that is displa Il conditors are net. In order is met. In Il conditors are net. In Il conditions are net.	ved in your table.	Add L						
Response Number	Reference Rumber	Supplier Site	Regotiation Number	Type	Description	Promised Date -	Award Quantity	Award Price Purchase Order	Reason
4007	1234	Eakeland-Pay	8001-2	RFQ	Bandaids	01-Aug-2014 13:54:32	1,000 (BOX 25)	1.00 (USD)	
Return to Negotistons									

A Purchase Order will be issued at the conclusion of the Negotiation. A copy will be available in iSupplier Portal Full Access under Orders at a Glance.

Main Menu		Orders	At A Glance	
		-	Full List	
	Damagen	PO Number	Description	Order Date
	Personalize	45918		10-Jul-2014 06:43:20
		45892	34186-ASE/ASE DIVENTORY-MJ	08-Jul-2014 14:42:37
iSupplier Portal Full Access		45890	33890-ASC/ASE/ASF INV-MJ	08-Jul-2014 14:42:33
		45891	Project No. 8110 14, TAXIWAY J AND BRIDGE, Reg#33786 (ZAFFARESE, SHERYL)	08-Jul-2014 14:08:13
Home Page		45903	Test	08-Jul-2014 12:09:28
			17:5249	00000 AW 50200 AV 17222

NOTE: You must acknowledge each Amendment after it is issued. Until the Amendment is acknowledged, you will be unable to view the changes.