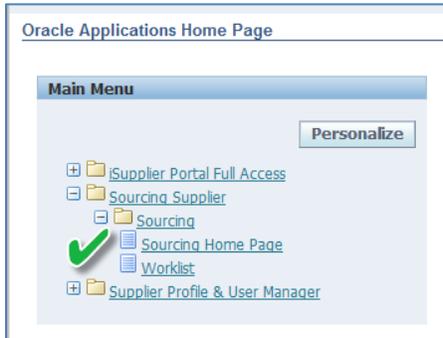


Sourcing Supplier

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:

Negotiations

Welcome, Abby Revis.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
4	Active		4001	Leaf Blowing Services	RFQ	0 seconds		0
1003	Active		6002	Band-aids	RFQ	0 seconds		0
1002	Active	TAMPA 2	6001	Bottled Water	RFQ	0 seconds		0
2001	Resubmission Required		6005	Coffee and Danish	RFQ	0 seconds		0

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
No results found.				

Quick Links

Manage

- [Drafts](#)
- [Deliverables](#)
- [Personal Information](#)

View Responses

- [Active](#)
- [Disqualified](#)
- [Awarded](#)
- [Rejected](#)

Active and Draft Responses

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

Your Active and Draft Responses								
Press Full List to view all your company's responses. Full List								
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1003	Active		6001	Leaf Blowing Services	RFQ	0 seconds		0
1002	Active	TAMPA 2	6002	Band-aids	RFQ	0 seconds		0
2001	Resubmission Required		6005	Coffee and Danish	RFQ	0 seconds		0

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.

ORACLE Sourcing

Negotiations > Quote: 1003 (RFQ 6002)

Title: Band-aids
Time Left: 0 seconds
Quote Style: Blind
Quote Currency: USD
Contact: Rewis, Abby
Suppliers' Quote Number: 99-6002-1
Quote Status: Active
Note to Buyer:

Close Date: 10-Jul-2014 09:00:00
Ranking: Price Only
Supplier: B & E ELECTRICAL SUPPLY CO
Supplier Site:
Quote Valid Until: 08-Aug-2014

Actions: **Online Discussions** Go

Requirements
Show All Details | Hide All Details

Details Section
Show General
Show Specific Requirements

Contract Terms

Variables
Details Section: No variables found.

Deliverables
Indicates deliverable is overdue. Indicates responsible party failed to perform the deliverable.
Deliverable Name: No Deliverables found.

Lines
TIP All prices are in USD.
Quote Total (USD) 1,150.00

Details Line	Ship To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Reed-By Date	Promised Date	Line Total	Active Quotes
1	Bandaids	CENTRAL WAREHOUSE	Blind		1.15 BOX 25	1,000	1,000	14-Jul-2014 09:24:07 to 31-Dec-2014 09:24:14	31-Jul-2014 09:49:49	1,150.00	Blind

Return to Negotiations

Actions: **Online Discussions** Go

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

ORACLE Sourcing

Negotiations > Quote: 1003 (RFQ 6002) > Quote History (RFQ 6002)

Online Discussions

Supplier	Supplier Site	Contact	Quote	Status	Quote Total (USD)	Time of Quote	Quote Valid Until
B & E ELECTRICAL SUPPLY CO		Rewis, Abby	1003	Active	1,150.00	09-Jul-2014 09:49:39	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:

The screenshot shows the Oracle Sourcing interface for a Negotiation. The page title is "Negotiations" and the specific RFQ is "RFQ: 6002". The status is "Closed" and the time left is "0 seconds". The buyer is "REWIS, CHRISTIE" and the quote style is "Blind". The outcome is "Standard Purchase Order". The terms include "OFFICE-WCA", "CENTRAL WAREHOUSE", and "DESTINATION". The currency is "USD" and the price precision is "2". There are sections for "Requirements", "Additional Header Attributes", and "Notes and Attachments". A note to suppliers states: "All questions must be in writing and sent to crewis@tampaairport.com prior to 5:00 p.m., Wednesday, July 9, 2014." At the bottom, there is a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table is currently empty with the message "No results found.".

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

The screenshot shows the Oracle Sourcing interface for the "Quote History" of RFQ 6002. The page title is "Quote History (RFQ 6002)". The status is "Closed". The table below shows the following data:

Supplier	Supplier Site	Contact	Quote	Status	Quote Total (USD)	Time of Quote	Quote Valid Until
B & E ELECTRICAL SUPPLY CO		Revis, Abby	1002	Active	1,150.00	09-Jul-2014 09:49:39	08-AUG-2014

Unread Messages

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

Unread Messages
0
0
0
0

Your Company's Open Invitations

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

Your Company's Open Invitations				
Supplier Site	Negotiation Number	Title	Type	Time Left
	8001	Band-aids	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 Workflow Worklist to view and respond to your notifications.

Main Menu

Personalize

- Supplier Portal Full Access
- Sourcing Supplier
- Supplier Profile & User Manager

Worklist

Full List

From	Type	Subject	Sent	Due
REWIS, CHRISTINE	Sourcing Publish	You are invited: Additional round of RFQ 8001-2 (Band-aids)	11-Jul-2014	11-Jul-2014

TIP Vacation Rules - Redirect or auto-respond to notifications.

TIP Worklist Access - Specify which users can view and act upon your notifications.

You can also access it via your Worklist:

Main Menu

Personalize

- Supplier Portal Full Access
- Sourcing Supplier
 - Sourcing
 - Sourcing Home Page
 - Worklist
- Supplier Profile & User Manager

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

ORACLE Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations

Negotiations > RFQ: 8001

Title: **Band-aids** Status: **Active** Time Left: **00:06:22** Open Date: **11-Jul-2014 13:31:11** Close Date: **11-Jul-2014 13:40:22**

Header | Lines | Controls | Contract Terms

Buyer: **REWIS, CHRISTINE** Quote Style: **Blind** Description: **Band-aids** Outcome: **Standard Purchase Order** Event

Terms

Bill-To Address: **OFFICE-HCAA** Payment Terms: **NET 30**
 Ship-To Address: **CENTRAL WAREHOUSE** Carrier:
 FOB: **DESTINATION** Freight Terms: **PAID**

Currency: RFQ Currency: **USD** Price Precision: **2**

Requirements

Show All Details | Hide All Details

Details Section

Show: General
 Show: Specific Requirements

Additional Header Attributes (Buyer & Supplier)

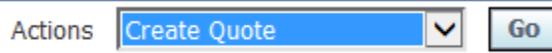
Notes and Attachments

Note to Suppliers: **All questions must be in writing and sent to crewis@tampaairport.com prior to 5:00 p.m., Wednesday, July 9, 2014.**

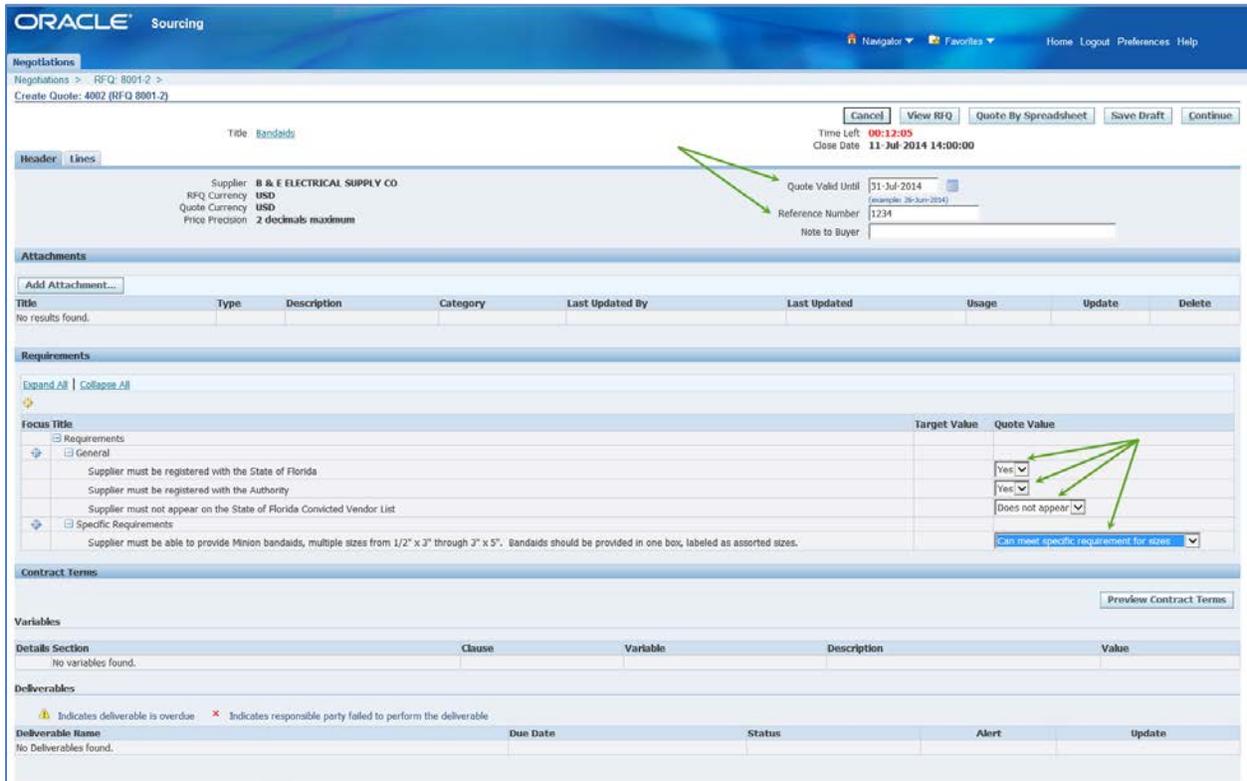
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Return to Negotiations

Actions: Acknowledge Participation Go

Step	Action
1.	In the Actions List of Values , make sure it says Acknowledge Participation . Click Go . 
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 .
3.	Change the Action List of Values to Create Quote . Click Go . 
4.	Fill in the information requested.

Header Page



ORACLE Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations > RFQ: 80012 > Create Quote: 4002 (RFQ 80012)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Time Left: 00:12:05
Close Date: 11-Jul-2014 14:00:00

Title: Bandaid

Supplier: B & E ELECTRICAL SUPPLY CO
RFQ Currency: USD
Quote Currency: USD
Price Precision: 2 decimals maximum

Quote Valid Until: 31-Jul-2014
Reference Number: 1234
Note to Buyer:

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Expand All Collapse All

Focus Title	Target Value	Quote Value
Requirements		
General		
Supplier must be registered with the State of Florida		Yes
Supplier must be registered with the Authority		Yes
Supplier must not appear on the State of Florida Convicted Vendor List		Does not appear
Specific Requirements		
Supplier must be able to provide Minion bandaids, multiple sizes from 1/2" x 3" through 3" x 5". Bandaids should be provided in one box, labeled as assorted sizes.		Can meet specific requirement for sizes

Contract Terms

Preview Contract Terms

Variables

Details Section	Clause	Variable	Description	Value
No variables found.				

Deliverables

Indicates deliverable is overdue Indicates responsible party failed to perform the deliverable

Deliverable Name	Due Date	Status	Alert	Update
No Deliverables found.				

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).

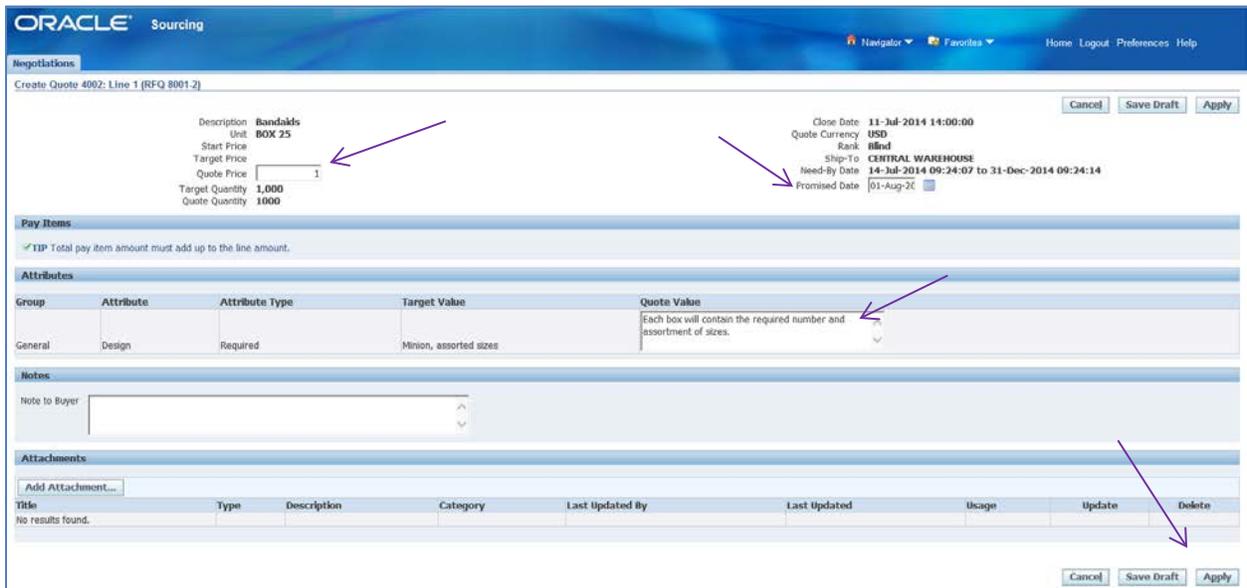
Lines Page

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 Band-aids 		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.



Save your quote then click Continue.



You can now submit your quote.

Warning
Buyer has requested 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 8001-2]

Cancel Back Validate Save Draft Printable View **Submit**

Header

Title	Band-aids	Time Left	00:00:51
Supplier	B & E ELECTRICAL SUPPLY CO	Close Date	11-Jul-2014 14:00:00
RFQ Currency	USD	Quote Valid Until	31-Jul-2014
Quote Currency	USD	Reference Number	1234
Price Precision	2 decimal maximum	Note to Buyer	

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Show All Details | Hide All Details

Details Section

Show General

Show Specific Requirements

Contract Terms

Preview Contract Terms

Variables

Details Section

Clause	Variable	Description	Value
No variables found.			

Deliverables

Indicates deliverable is overdue x Indicates responsible party failed to perform the deliverable

Deliverable Name	Due Date	Status	Alert
No Deliverables found.			

Lines

Quote 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
1	Bandaids - CENTRAL WAREHOUSE				BOX 25	1,000	1000	1,000.00	14-Jul-2014 09:24:07 to 31-Dec-2014 09:24:14	01-Aug-2014 13:54:32

The System will confirm that your quote has been submitted:

Confirmation

Quote 4002 for RFQ 8001-2 (Band-aids) has been submitted.

[Return to Sourcing Home Page](#)

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

Quick Links

Manage	View Responses
<ul style="list-style-type: none"> Drafts Deliverables Personal Information 	<ul style="list-style-type: none"> Active Disqualified Awarded Rejected

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.

Information
This notification has been closed and did not require a response.

Award Decision: RFQ 8001-2 (Band aids)

<p>From REWIS, CHRISTINE To ABBY@BEELECTRICAL.COM Sent 11-Jul-2014 14:12:43 Closed 11-Jul-2014 14:13:36 ID 7308389 Responder</p> <p>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</p> <p>Number of line(s) awarded from your quote: 1 ← Number of line(s) rejected from your quote: 0</p> <p>Note to Supplier:</p> <p>All questions must be in writing and sent to crewis@tampaairport.com prior to 5:00 p.m., Wednesday, July 9, 2014.</p> <p>Please go to Response Details page to view your quote.</p> <p>Important Note: This award decision may or may not result in the generation of a purchase order.</p> <p>Return to Worklist <input type="checkbox"/> Display next notification after my response</p>	<p>Company Hillsborough County Aviation Authority Title Band aids Number 8001-2</p>
---	--

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.

View Responses

- [Active](#)
- [Disqualified](#)
- [Awarded](#)
- [Rejected](#)

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.

Negotiations
 Negotiations >
 Awarded Lines

Search

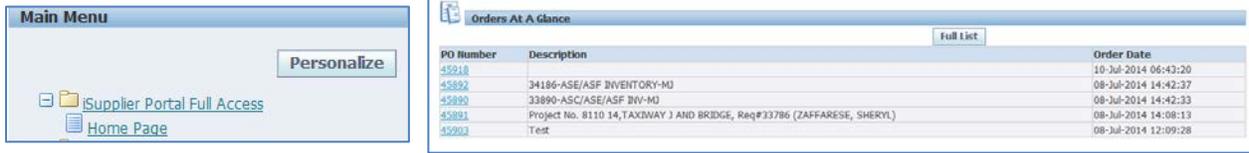
Specify parameters and values to filter the data that is displayed in your table.
 Show table data when all conditions are met.
 Show table data when any condition is met.

Negotiation Number
 Category
 Line Description
 Item

Response Number	Reference Number	Supplier Site	Negotiation Number	Type	Description	Promised Date	Award Quantity	Award Price/Purchase Order	Reason
4002	1234	Labeland-Pay	8001-2	RFQ	Band aids	01-Aug-2014 13:54:32	1,000 (BOX 25)	1.00 (USD)	

[Return to Negotiations](#)

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.



The screenshot displays two panels from the iSupplier Portal. The left panel, titled 'Main Menu', contains a 'Personalize' button and two links: 'iSupplier Portal Full Access' and 'Home Page'. The right panel, titled 'Orders At A Glance', features a 'Full List' button and a table of purchase orders.

PO Number	Description	Order Date
45918		10-Jul-2014 06:43:20
45892	34186-ASE/ASF INVENTORY-MJ	08-Jul-2014 14:42:37
45890	33890-ASC/ASE/ASF INV-MJ	08-Jul-2014 14:42:33
45891	Project No. 8110 14,TAXIDWAY J AND BRIDGE, Req#33786 (ZAFFARESE, SHERYL)	08-Jul-2014 14:08:13
45903	Test	08-Jul-2014 12:09:28

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