ENB Oracle Supplier Portal: Negotiations

Learning Guide

April 2021

Contents

Negotiations

Purpose	This learning guide provides details of how to respond to RFP, RFQ, or RFI activities (Negotiation) within the Oracle Supplier Portal

Oracle Supplier Portal Landing Page

1. Log in to your Oracle Home page. Recent notifications on your account, including new RFP, RFQ or RFI activities can be accessed by clicking on the **Bell** icon in the top right corner of the page. Notifications are also visible under the **Things to Finish** section of the Oracle Home page where you can also accept or decline a **Negotiation** invitation by selecting the **Actions** button within the notification. Click on the **Supplier Portal** application tile to be directed to the **Supplier Portal** dashboard.
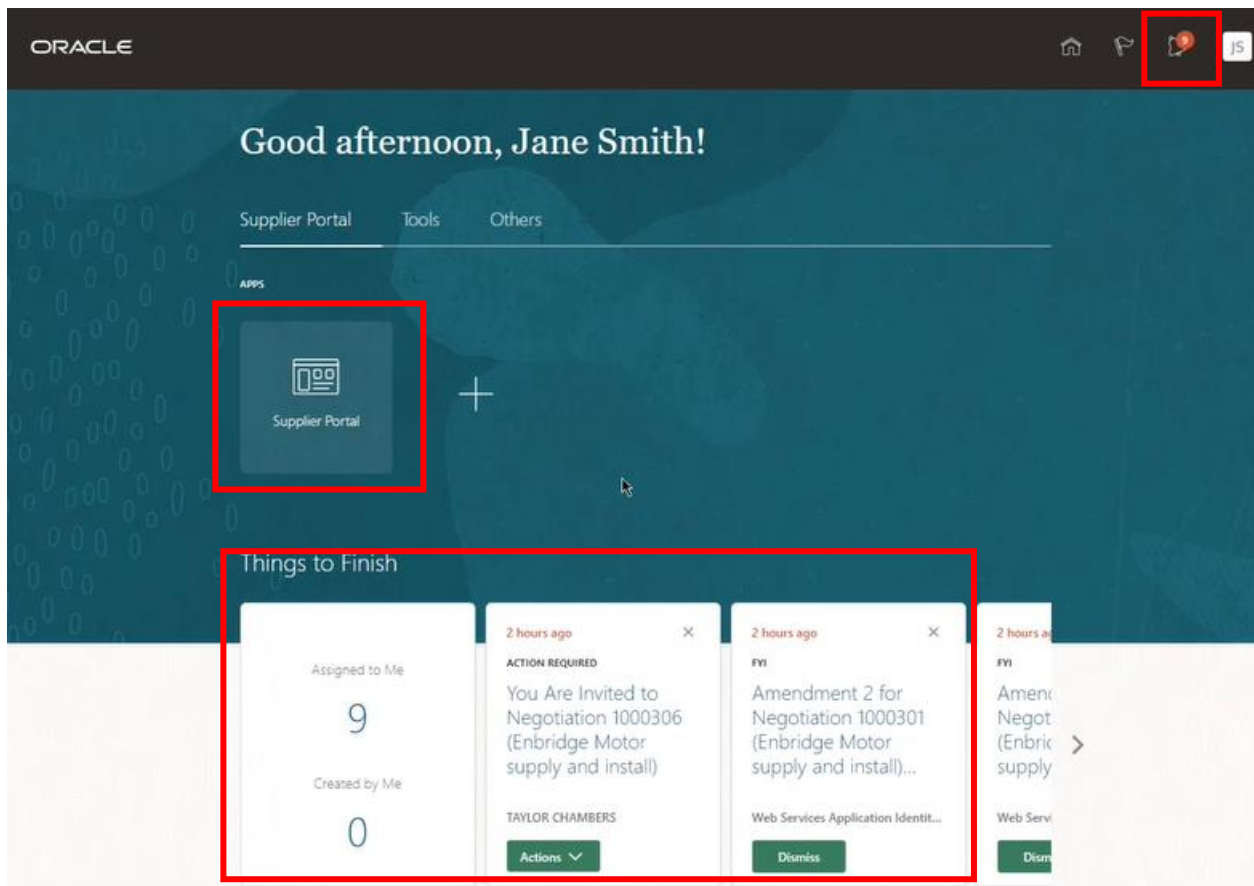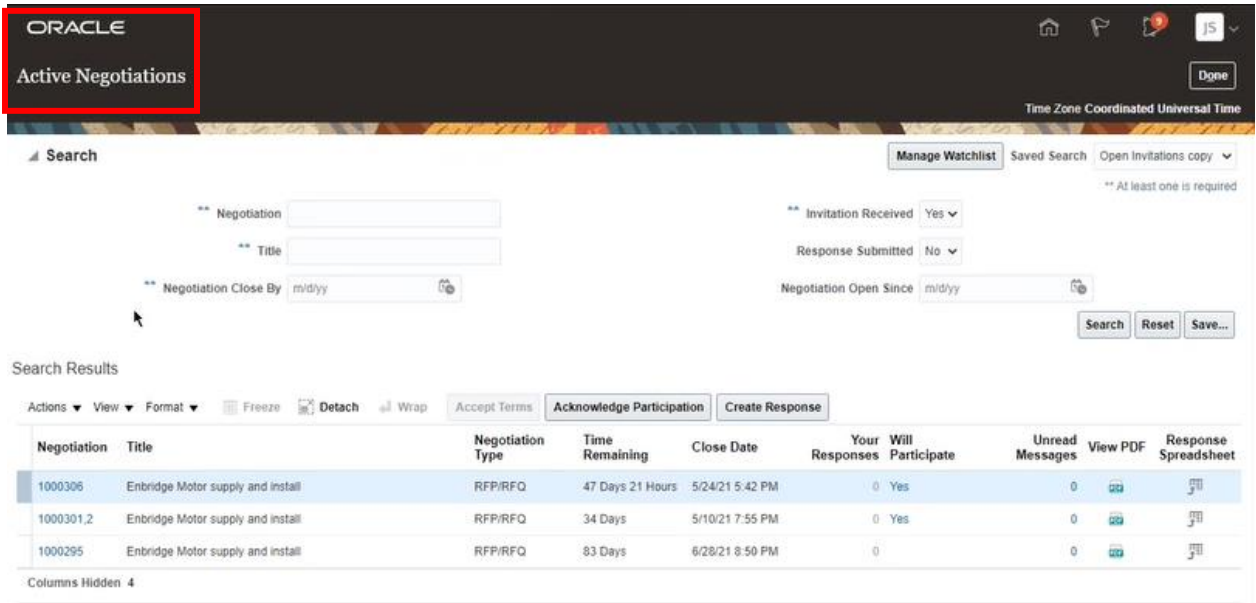

2. Infolets on your **Supplier Portal** dashboard will show outstanding actions and recent activity. Manage **Active Negotiation Activities** and **Responses** by clicking on the subtask listed under the **Tasks** menu on the left side of the **Supplier Portal** dashboard.
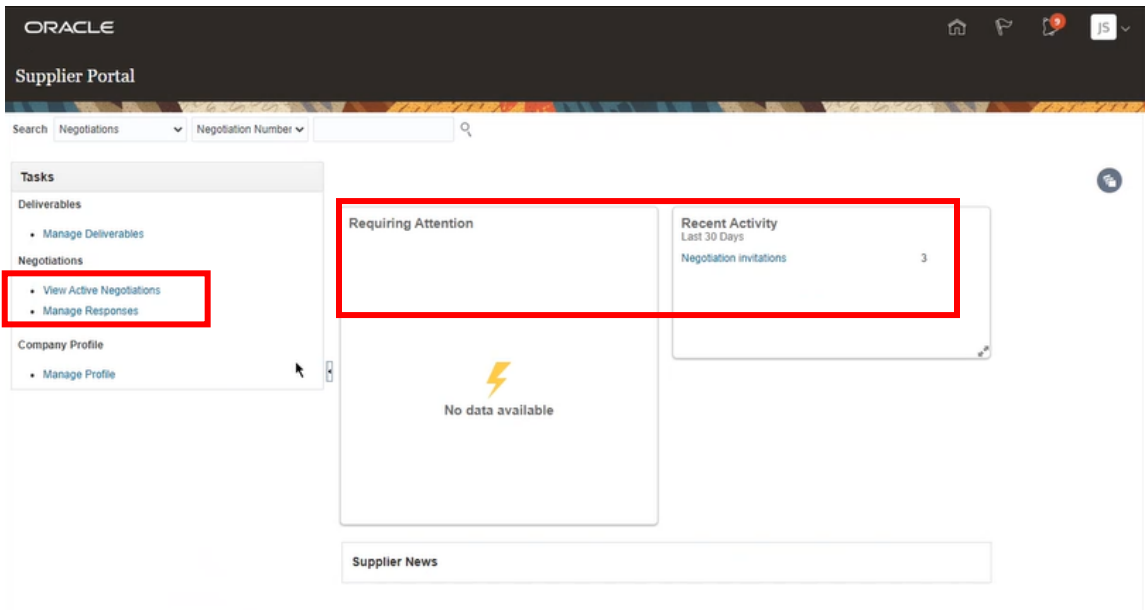
View Active Negotiations

3. The **Active Negotiations** work area is displayed. You will be able to access your active negotiations from this page.

4. The **Search Results** work area displays your active **Negotiations.**

You can customize the fields that display in the **Search Results** area clicking View →
Columns → and check the fields you want to display.

5. If you wish to customize your **Search Results** you can **Save** your frequent searches
   to have them run automatically. Use the **Manage Watchlist** feature to view your
   saved searches.
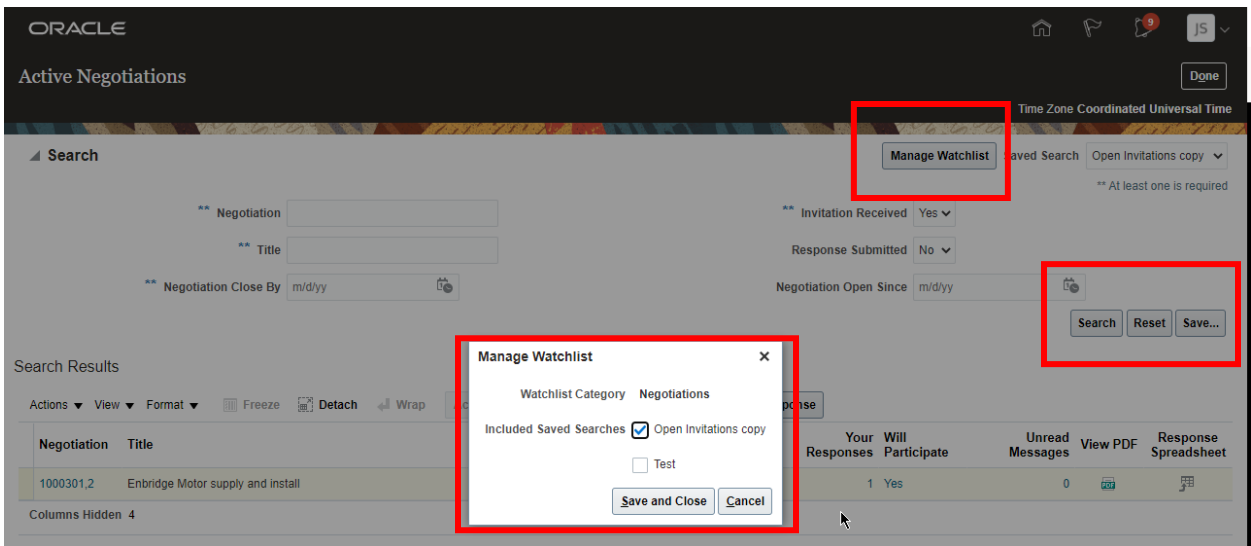
6. To agree to participate in a negotiation highlight the applicable negotiation line and click the **Acknowledge Participation** button. Respond in the pop-up window including any comments to the **Buyer**. Click **OK** to submit.
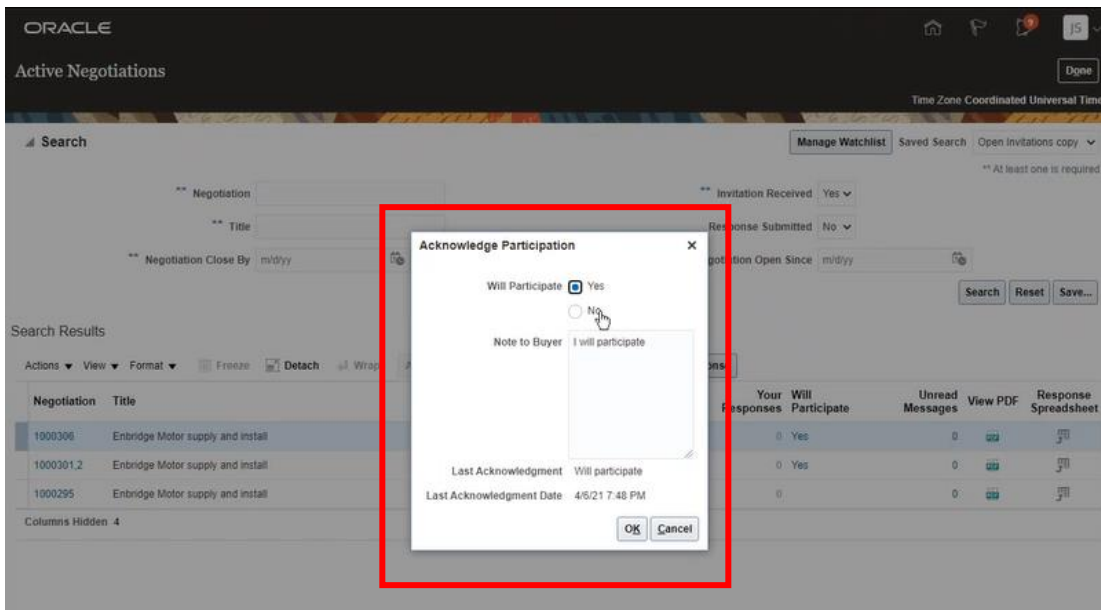
7. If you do not need to review the specific details of the **Negotiation** you can immediately draft your response by highlighting the **Negotiation** in **Search Results** work area and click the **Create Response** button. Advance to **Step 14** to **Prepare Your Negotiation Response**. Otherwise, follow the steps as outlined below.

8. Clicking on the **Negotiation** hyperlink will direct you to a page where you can preview the specific details of the RFP, RFQ, or RFI activity before you create your response. The **Table of Contents** provides hyperlinks to specific sections of the negotiation. Scroll through the **Cover Page** to view the general summary of the RFP/RFQ package.

9. Click on **Actions →View** to view the negotiation as a **PDF** or **View Attachments**.
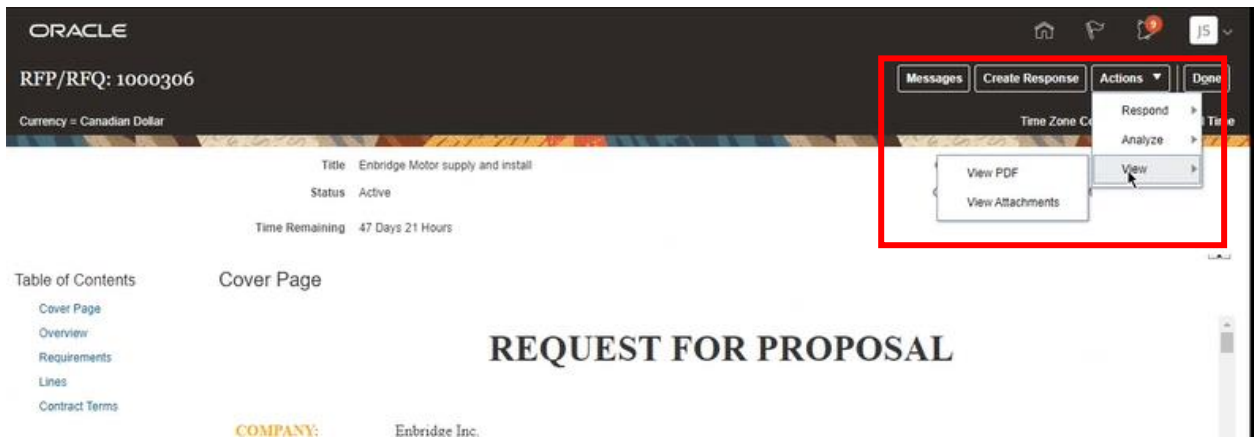
10. Click on **View Attachments** to review documents included with the negotiation that provide you with additional information, such as the statement of work. Click **Done** to return to the overview page.
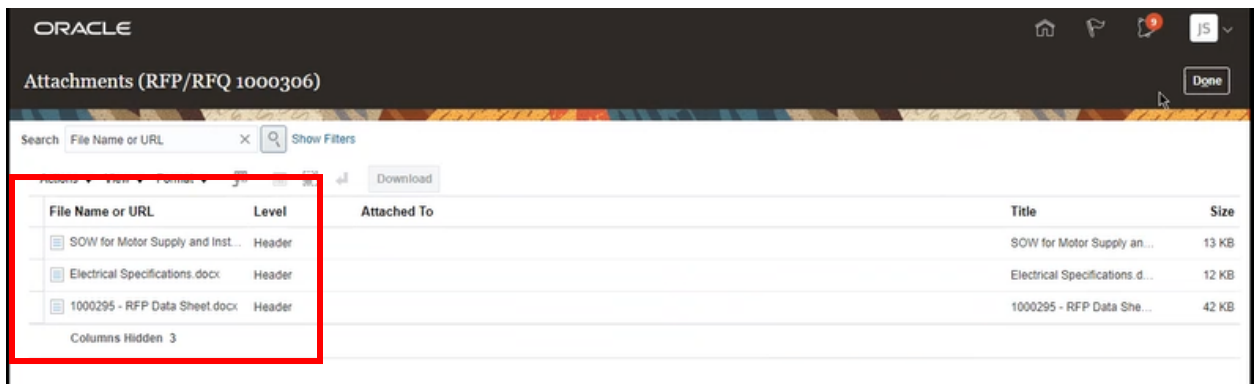
11. At any time within the negotiation or within your **Response**, you can click on the **Messages** button at the top of the page, to draft a message to the buyer. Your conversation history will be saved within the negotiation event.

The **Online Messages** page will display.
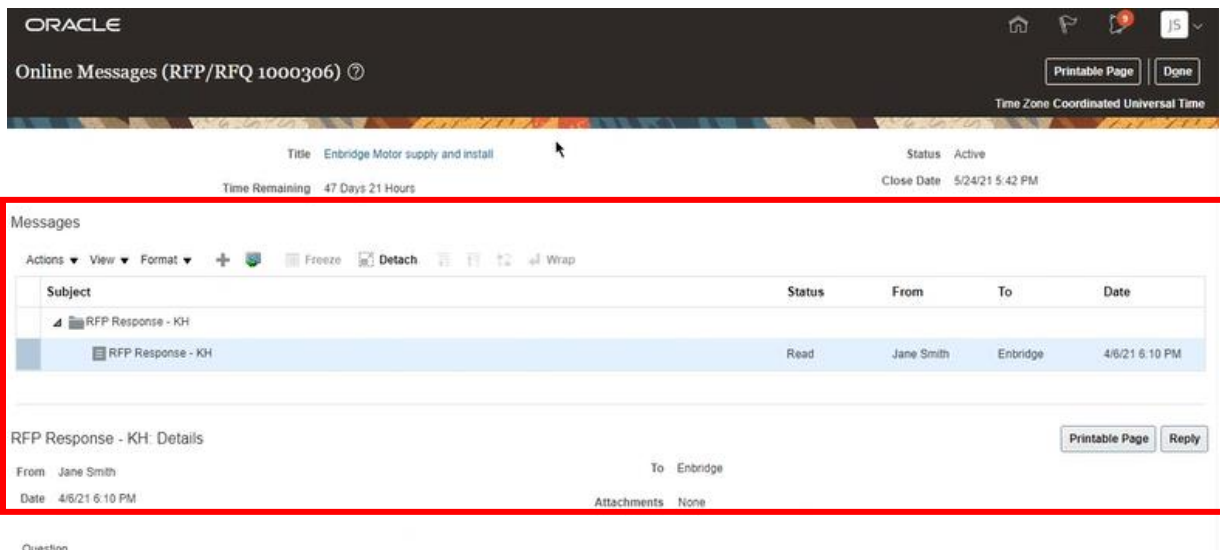
12. Click on the Plus **(+)** icon to open the message window and draft your message. Click **Send** to send your message and then click **Done** at the top of the page.
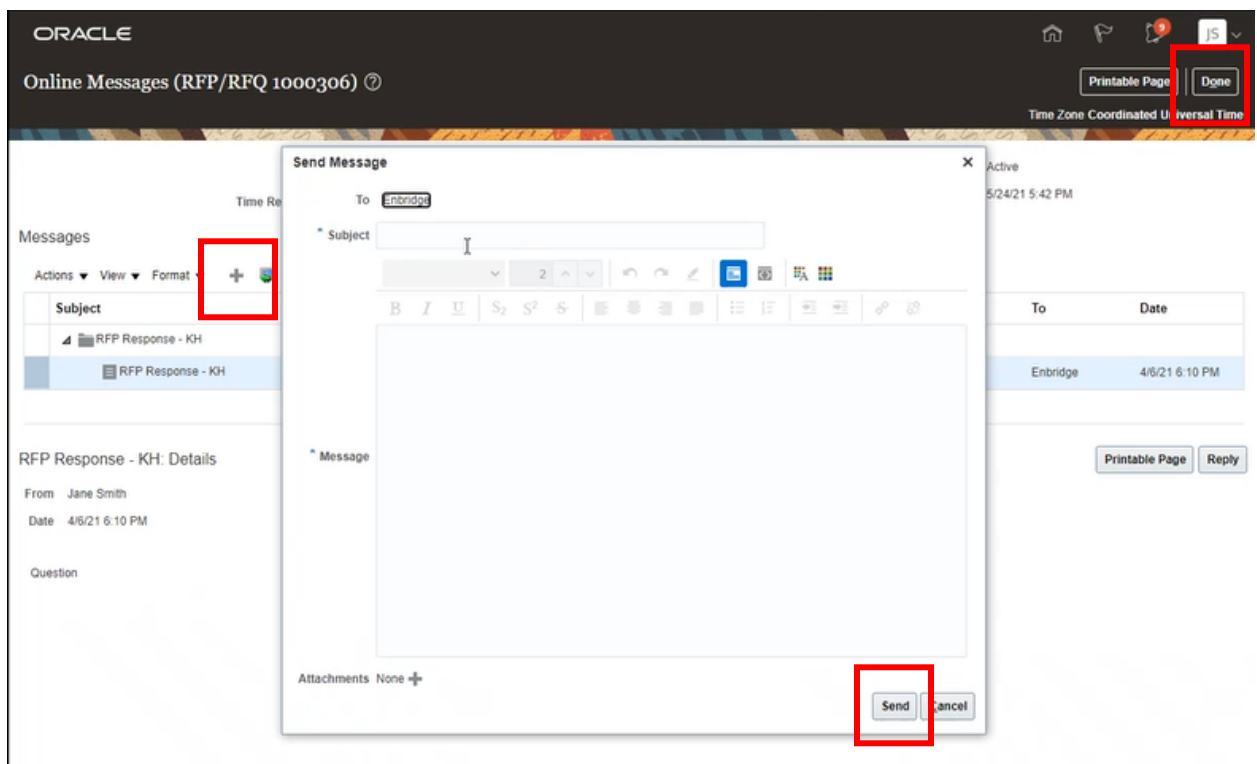
13. Once you have **Acknowledged Participation**, click on **Create Response** to begin preparing your response to the negotiation. You

Prepare Your Negotiation Response

14. The first train stop within the **Create Response** work area is the **Overview** of the negotiation **Response**. On the screen you can enter a **Reference Number**, **Notes to the Buyer** and **Attachments**. If **Alternate Responses** are permitted by the negotiation owner, you can indicate this in your response.
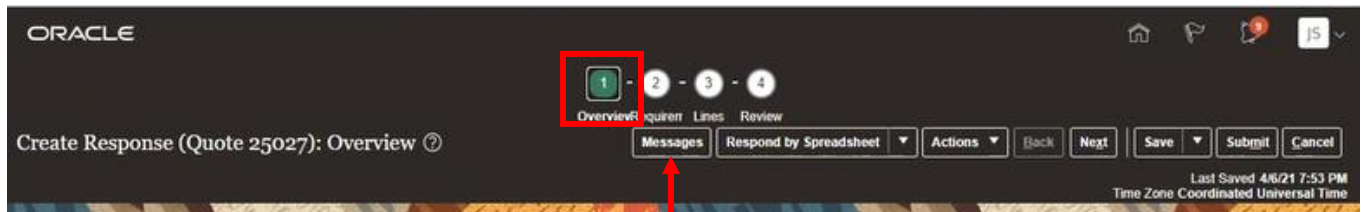

💡 **Tip:** Use the **Messages** button to ask a clarification question of the negotiation owner and track your conversation history.

15. You may choose to **Respond by Spreadsheet**. This option will allow you to download a template to capture your response which can be uploaded to your **Negotiation Response**. Follow steps **15a – d** for this process, otherwise advance to step 16.

a. Click on **Respond by Spreadsheet** and select **Export**. You can download the **Requirements and Line** items or just the **Line** items. Click **OK** to proceed.
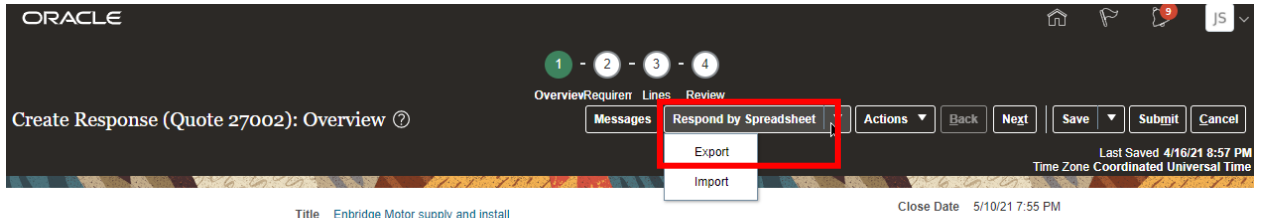
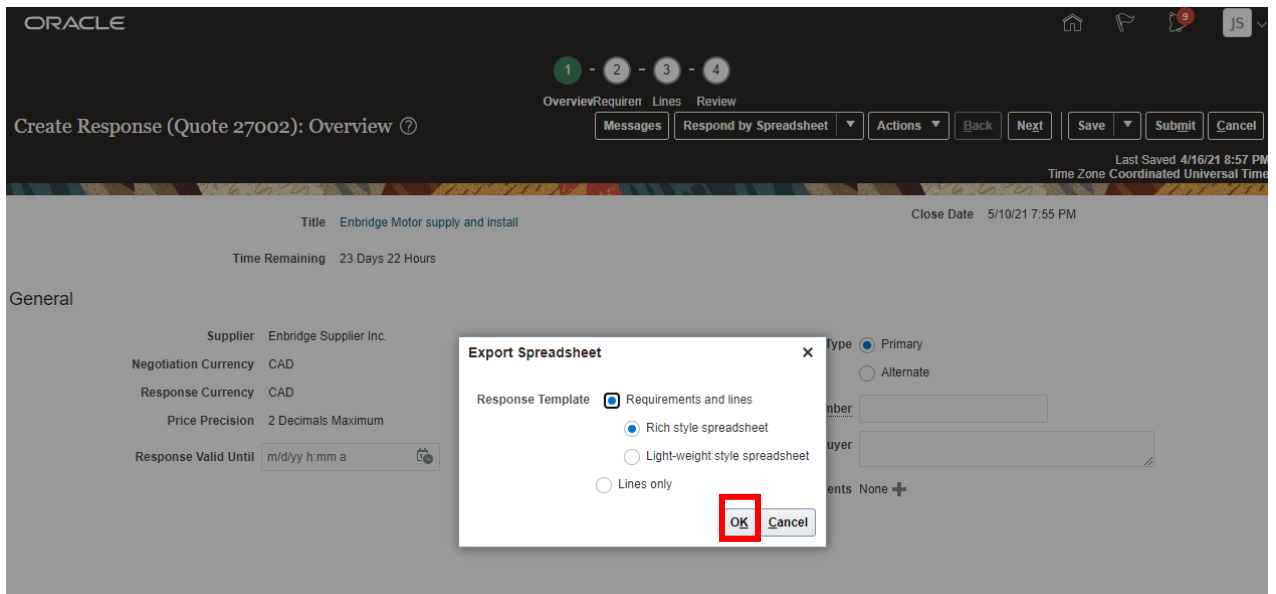b. A **Spreadsheet** template will be downloaded to your computer. Open the file and **Enable Editing**. You can complete your response by entering your information into the open fields. **Green** and **yellow** shaded cells are open for you to populate.

Enbridge Motor supply and install

Negotiation RFP/RFQ 1000301,2	Company	Enbridge
Close Date 5/10/2021 19:55	Buyer	CHAMBERS, TAYLOR
Negotiation Currency CAD	Phone	
Response Currency CAD	Email	taylor.chambers@enbridge.com
Price Precision 2	Supplier	Enbridge Supplier Inc.
	Supplier Site	

General

Response Valid Until [ ]
Example: 4/16/2021 21:04

Reference Number [ ]

Note to Buyer [ ]

Requirements

1.	**COMMERCIAL/PRICING**
1	Attach a rate sheet. Rate sheet should include all personell that will be utilized on this project, all equipment rates and any mark-ups that the Contractor will have.
	[ ] Response attachments are required)
2.	**INDIGENOUS RELATIONS**
1	Will your company have any indigenous Sub-contractors

Enbridge Motor supply and install

Negotiation RFP/RFQ 1000301,2	Company	Enbridge
Close Date 5/10/2021 19:55	Buyer	CHAMBERS, TAYLOR
Negotiation Currency CAD	Phone	
Response Currency CAD	Email	taylor.chambers@enbridge.com
Price Precision 2	Supplier	Enbridge Supplier Inc.
	Supplier Site	

Lines

Response Amount (CAD) [2,000.00]

Line	Item	Revision	Start Price	UOM	Negotiation Quantity	Response Price	Response Quantity	Promised Delivery Date	Note to Buyer	Requested Delivery Date
1 MOTOR:AC;20 HP,220/440 VAC,680 RPM	148322			Each	1	1,000.00	1	6/1/2021		6/7/2021

Quantity-Based Price Tiers

Minimum Quantity	Maximum Quantity	Response Price

|										
2 Installation of Motor						1,000.00		6/1/2021		

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c. Save the file to your computer. To upload your response, return to the **Oracle Cloud Supplier Portal** and select **Import**. Upload the document from the saved location on your computer.
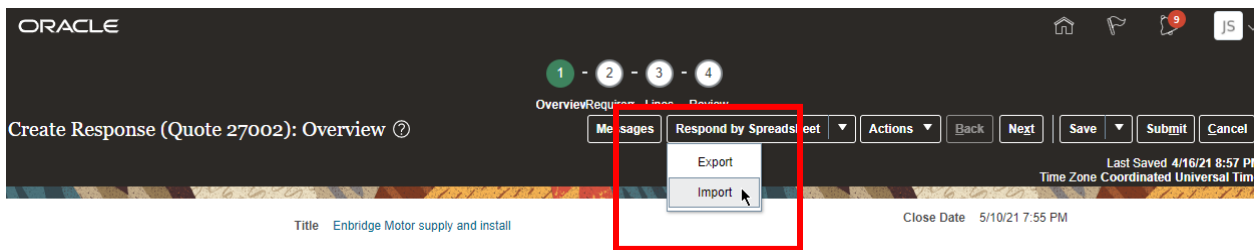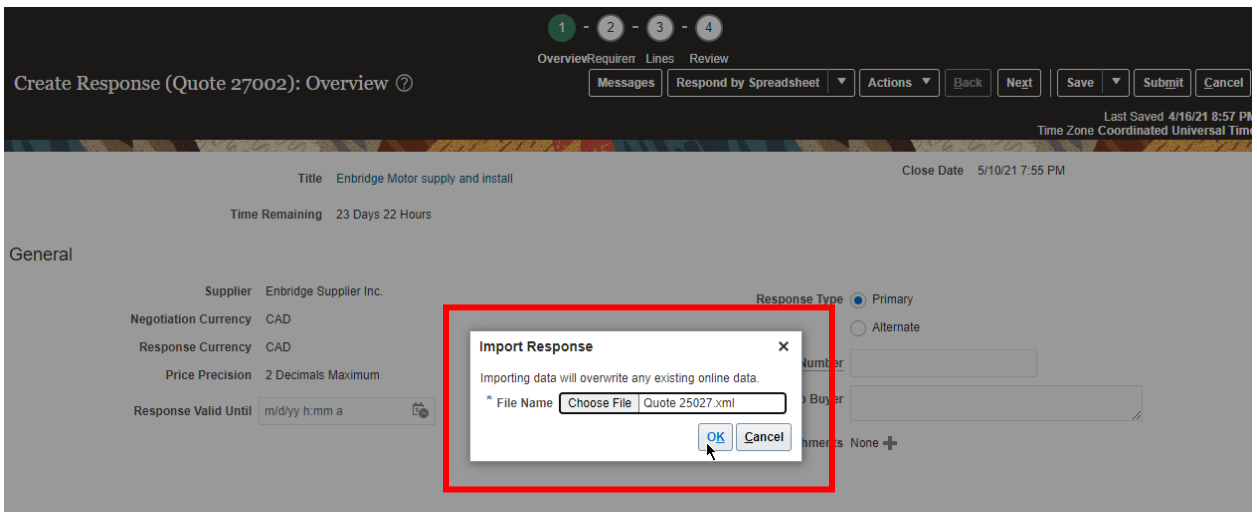
d. You will notice as you proceed through the remaining steps that the fields you completed on the spreadsheet are now populated in your **Negotiation Response**. You will still need to navigate through the remaining steps to confirm your responses and upload any attachments. Please follow the remaining steps in this Learning Guide.

When you have populated the information on the Overview Page, click **Next** to proceed to the number **2** train stop. Complete the **Requirements Sections** of the negotiation this could include responding to questions, agreeing to the terms and conditions, or providing price sheets.
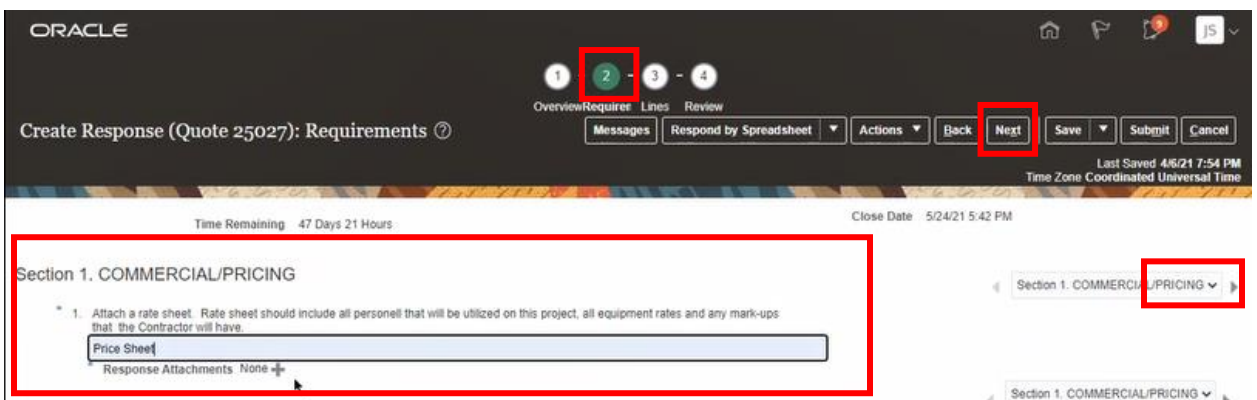
16. If a **Requirements** question asks you to provide an attachment, click on the Plus (**+**) icon to open the **Attachments** window. Navigate to **Actions** and select **Add** from the drop down list and upload the file from your computer. Click **OK** when you have completed uploading your attachments to close the window.
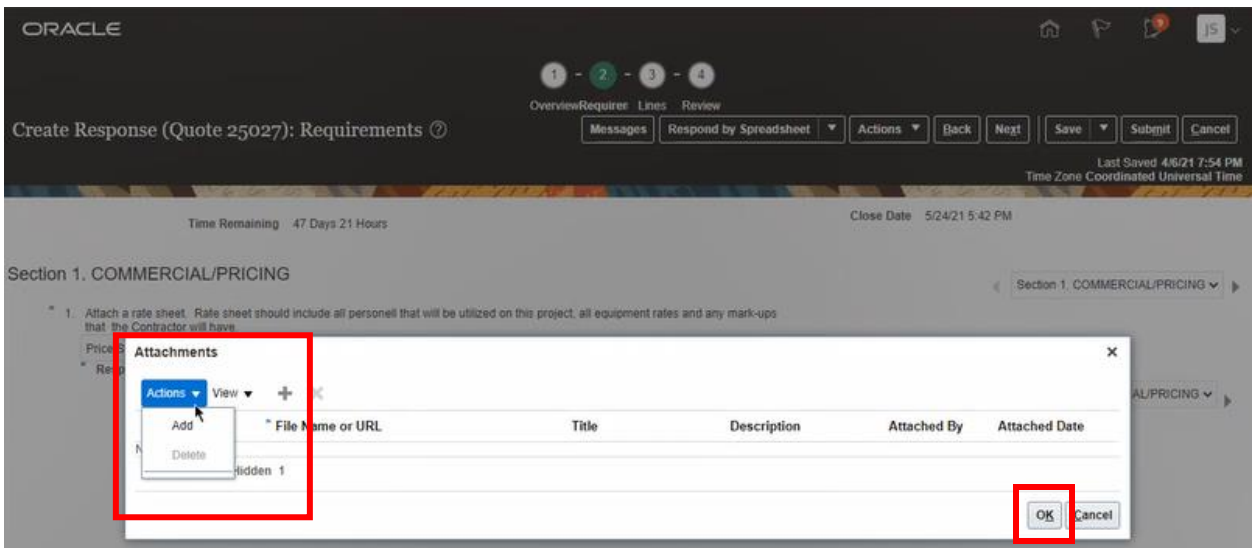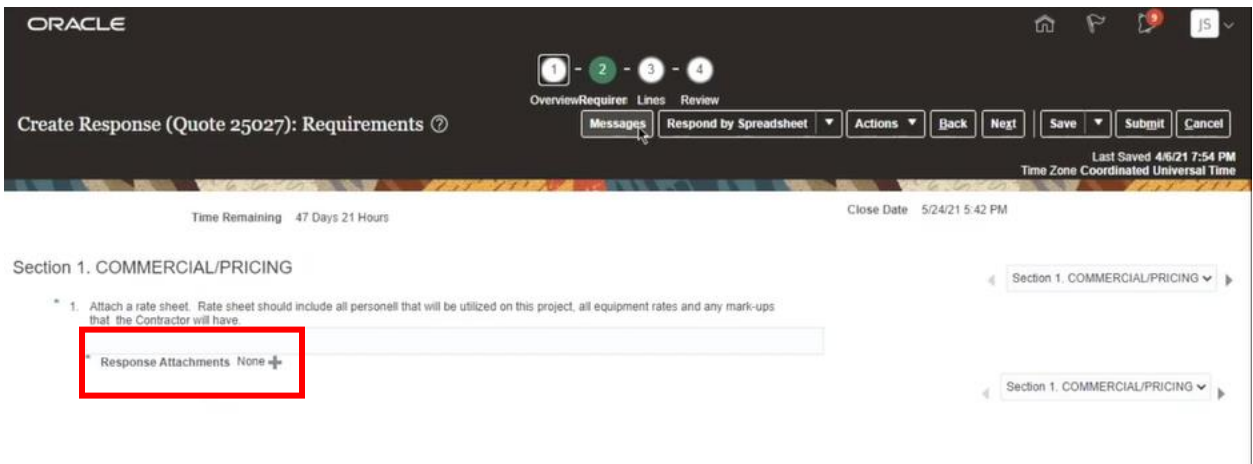
> **Note**: there may be more than one **Section** to complete at the **Requirements** train stop. Click on ▶ to scroll through different Sections and answer the questions in the proceeding sections. Click ◀ if you wish to return to a previous section.

17. When you have completed answering all **Requirement Sections**, click **Next** to advance to the number **3** train stop. Here you can respond to the specific **Line** items. Fill in the fields that are open for you to complete with your proposed **Response Pricing**, **Response Quantity**, and **Promised Delivery**.

a. If **Alternates** are enabled by the negotiation owner and you wish to include an alternate line item, click on the Plus **(+)** icon and a new window will open which will allow you to enter and edit **Alternate Lines** as part of your **Response**. When you have captured your response in all the * fields, click **Save and Close** to return. When you have completed entering all your responses, click **Next** to move to the last train stop.

18. At the number **4** train stop you can R**eview** your **Response**. Click on the links to review the completed sections of your response or click **Back** to return to the previous train stops to make additional changes.

19. Navigate to the different sections of your response to review your answers. You can review the **Overview**, the **Requirements** section or the **Lines** section directly on your screen.


20. You can also download your response as a pdf document for review. Click on **Actions** and select **View Response PDF** from the drop down list.
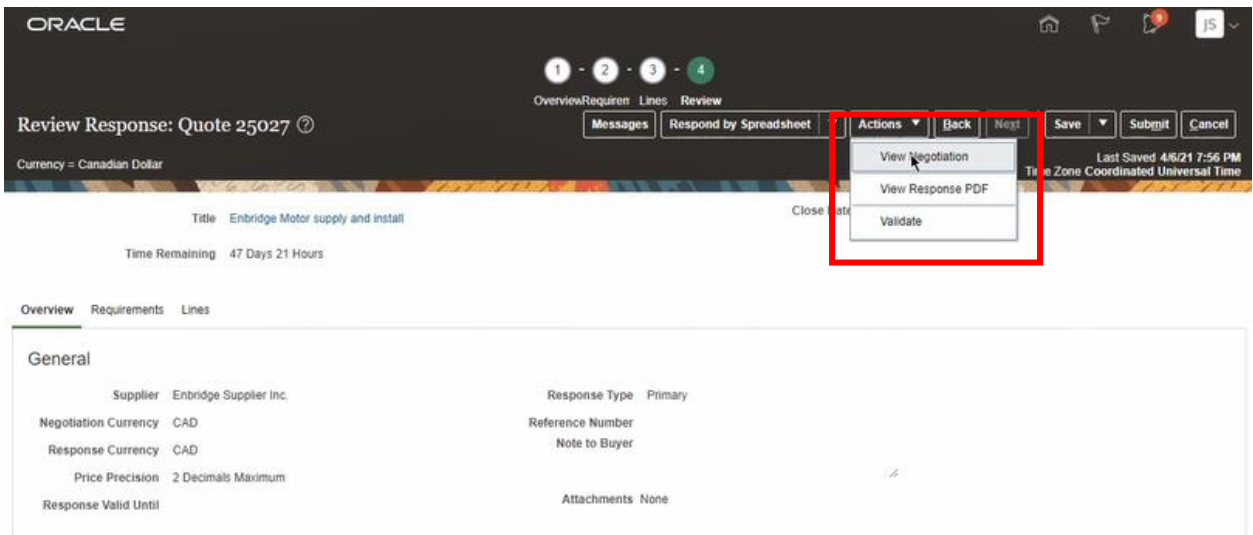
21. If you are not ready to submit your response, click **Save and Close** and you can exit the **Response** and it will be saved as a draft.
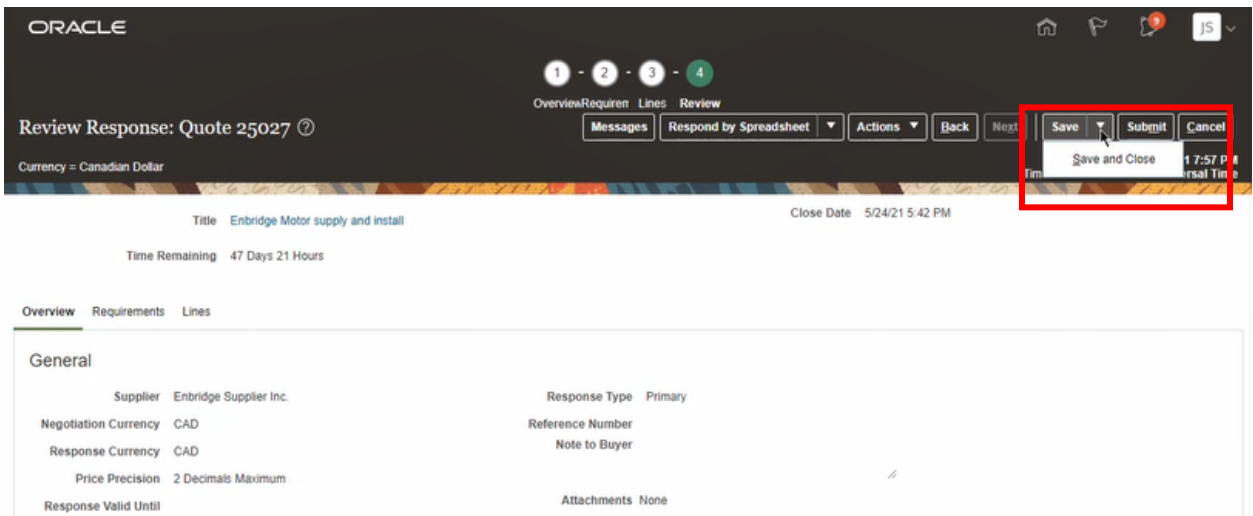

22. After you have completed and reviewed your responses click on the **Actions** button and select **Validate**. This will confirm that you have correctly completed all the **Requirements** and **Line** responses. Click **OK** to close the window.
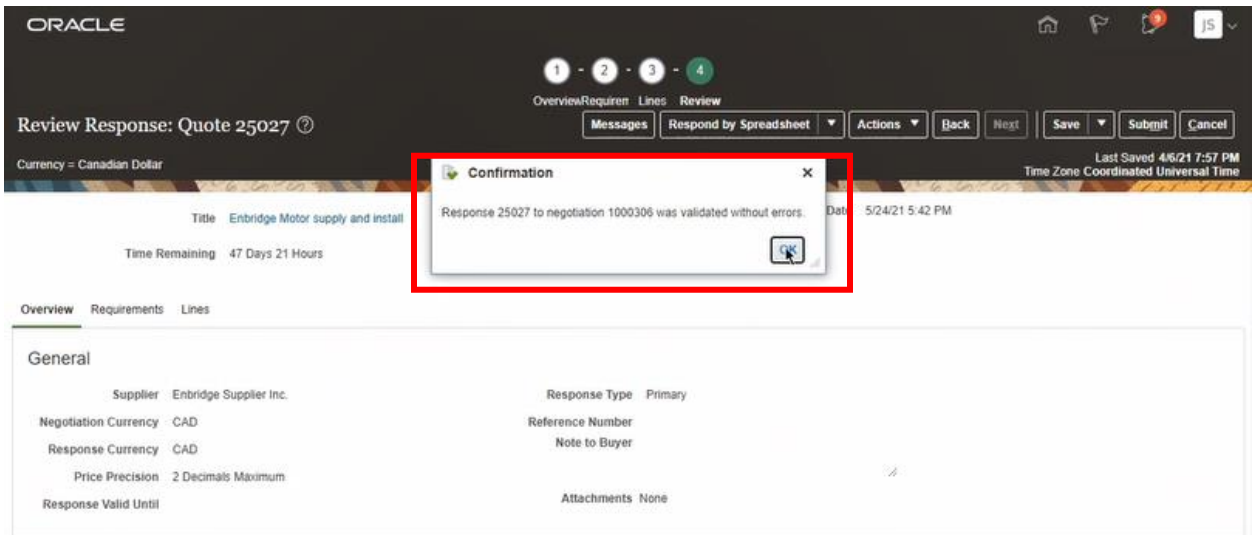
23. When you are ready to submit your response, click the **Submit** button and your response will be submitted to the Enbridge negotiation owner.
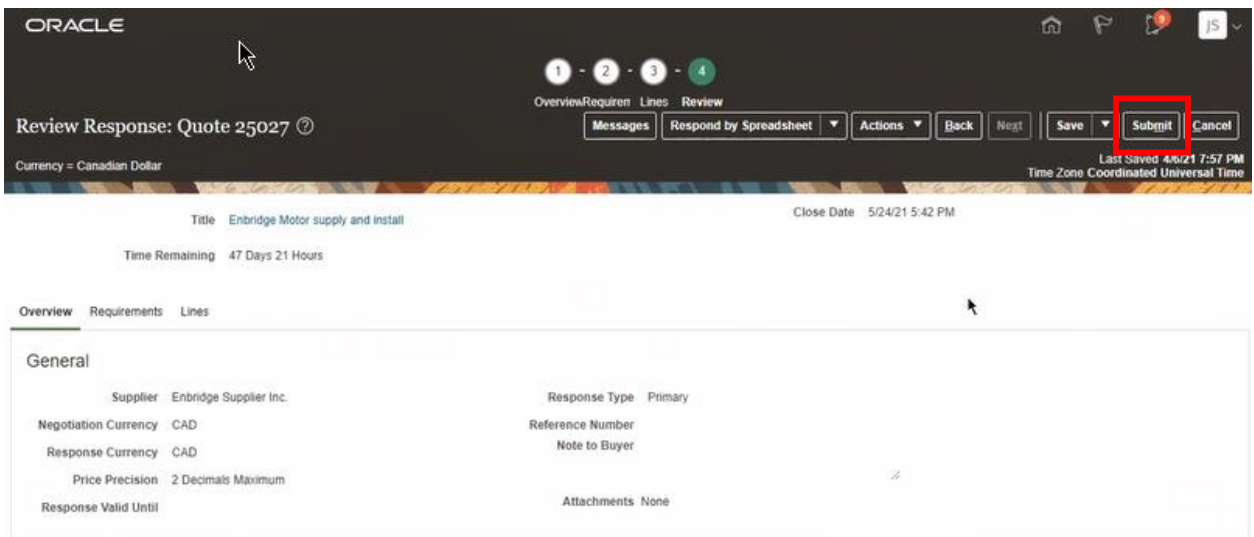
24. Once your **Negotiation Response** has been submitted you will receive a **Confirmation** notification. Click **Done** to return to the **Active Negotiations** page.
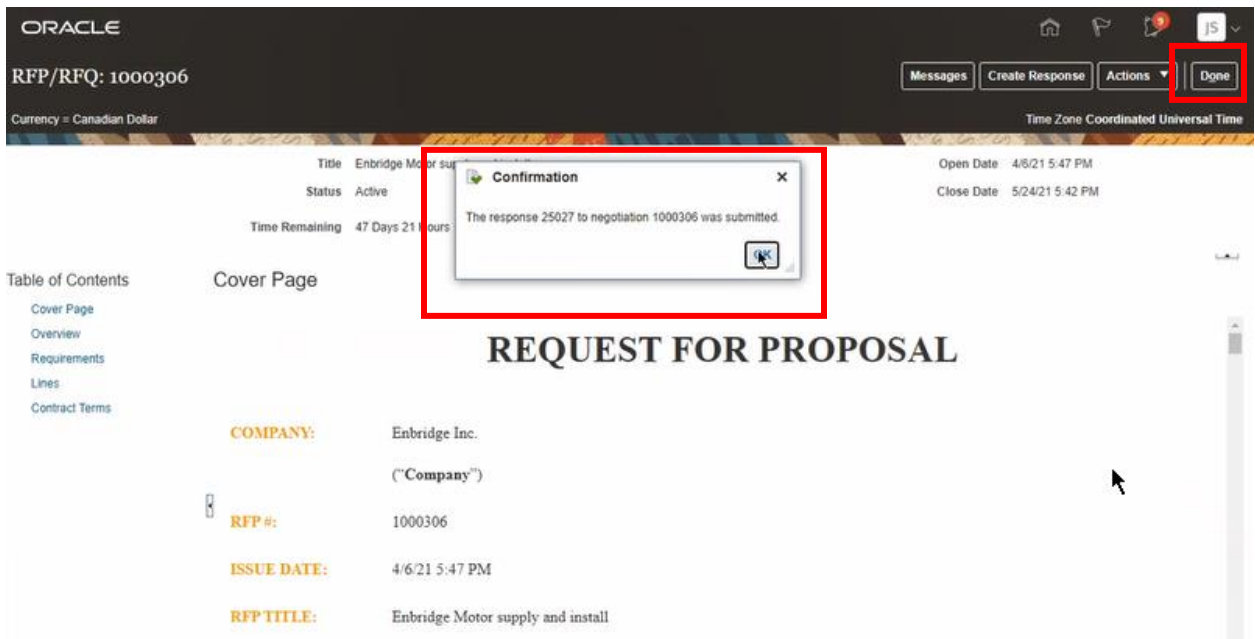
Manage Your Negotiation Response

25. To view your draft or submitted responses navigate to the **Manage Responses** work area from the **Supplier Portal** home page.
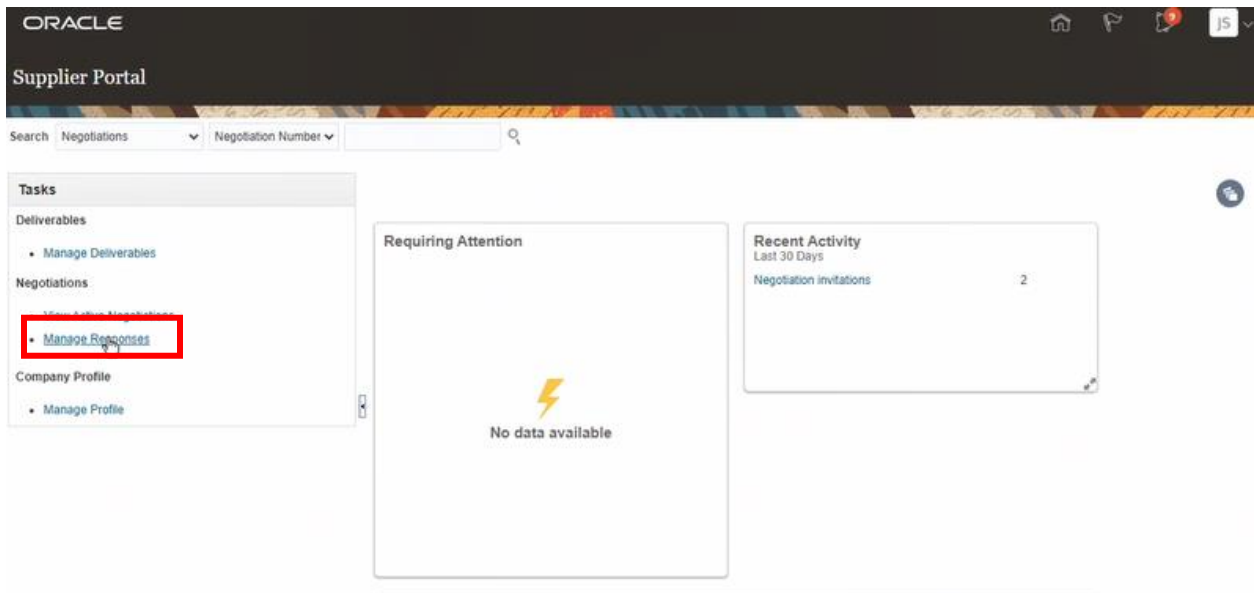
26. From the **Manage Responses** work area you can view your **Negotiation Responses** by status. You can create **Saved Searches** and you can **Revise**, **Unlock** or **Delete Drafts**, by clicking on the **Actions** drop down list.

Negotiation Award Notification

27. Once Enbridge has reviewed all responses and has closed the **Negotiation**, you will receive a **Notification** in the **Oracle Supplier Portal** as well as an email.

The negotiation award status will be confirmed to the proponents by email and the successful proponent will receive a confirmation email message as well as a **Notification** through the **Oracle Supplier Portal**.