



ENB Oracle Supplier Portal: Negotiations

Learning Guide
April 2021

Contents

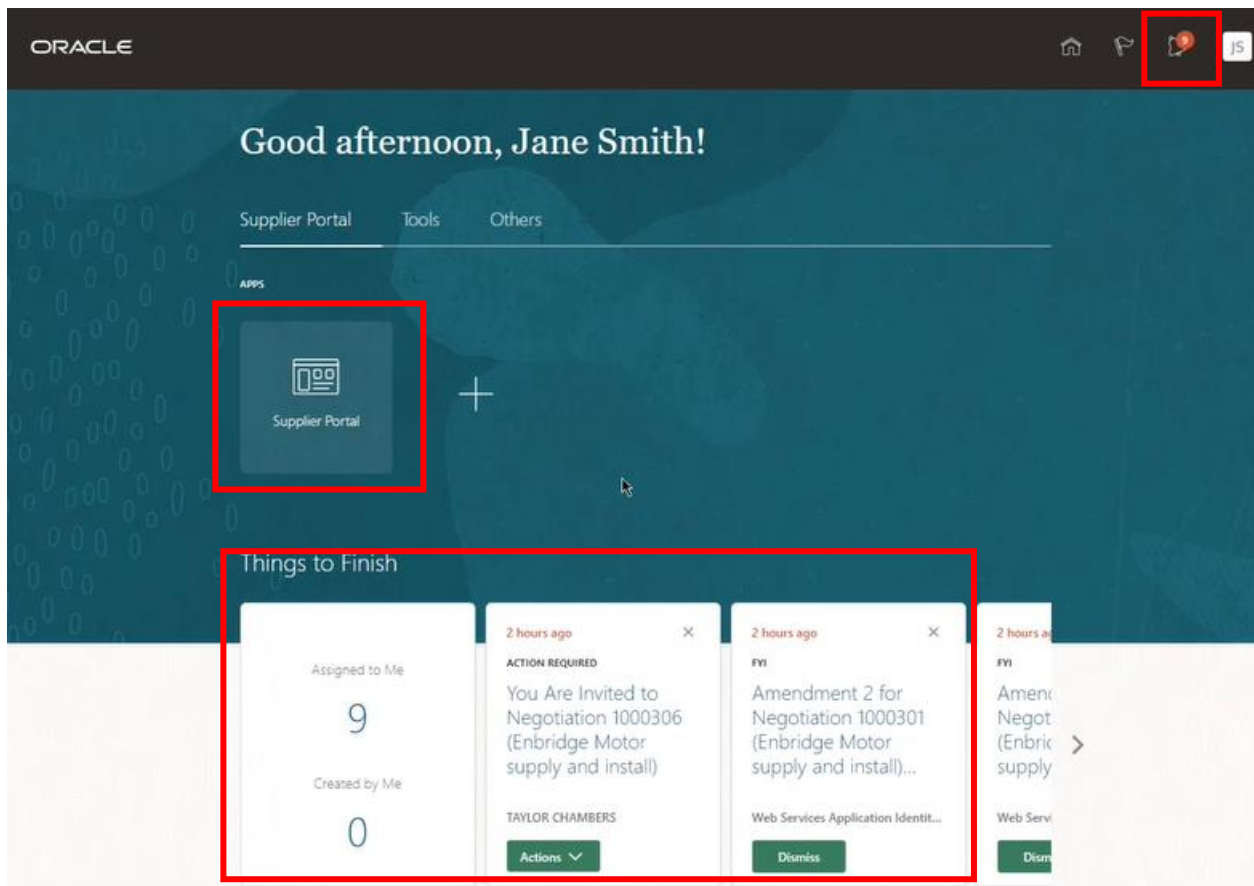
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Negotiations

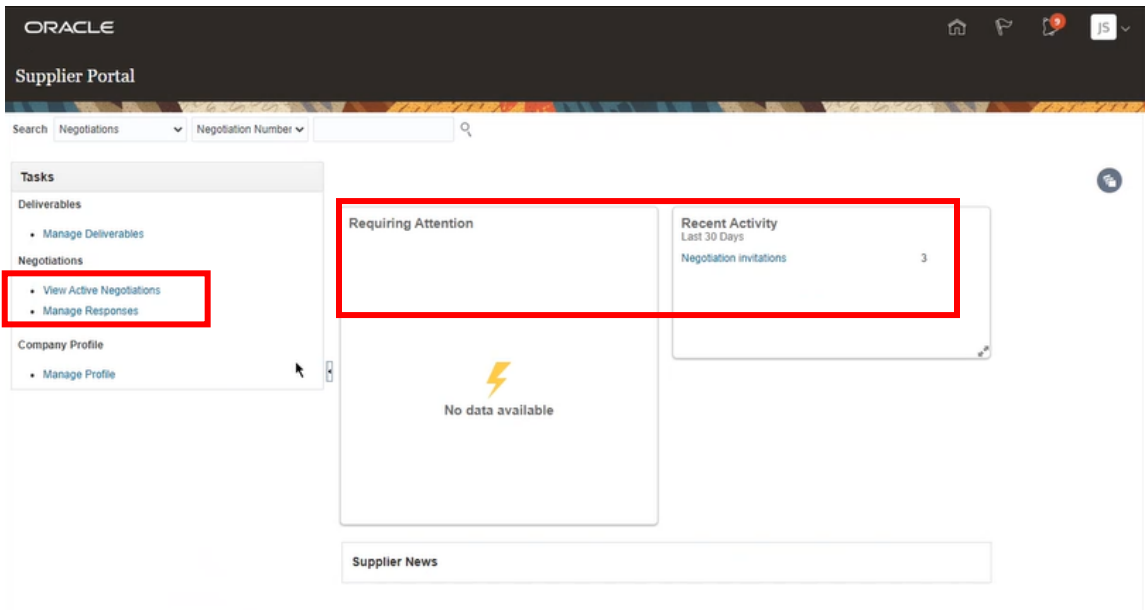
Purpose	This learning guide provides details of how to respond to RFP, RFQ, or RFI activities (Negotiation) within the Oracle Supplier Portal
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Oracle Supplier Portal Landing Page

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.

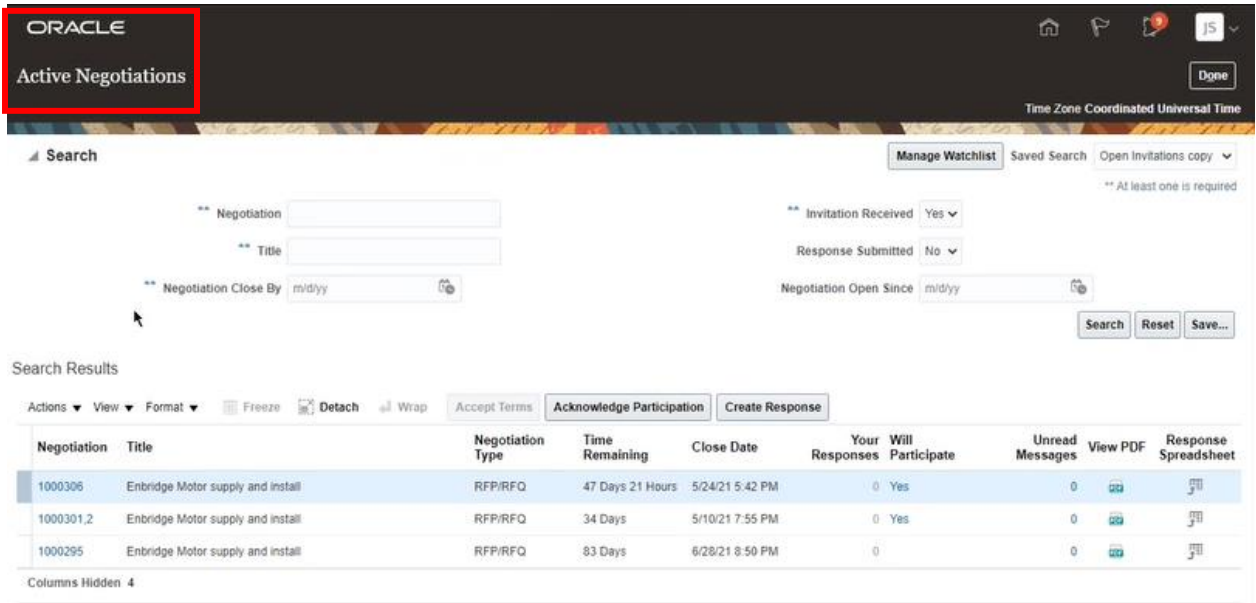


2. Infolets on your **Supplier Portal** dashboard will show outstanding actions and recent activity. Manage **Active Negotiation Activities** and **Responses** by clicking on the subtask listed under the **Tasks** menu on the left side of the **Supplier Portal** dashboard.



View Active Negotiations

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



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

ORACLE
Active Negotiations
Done
Time Zone Coordinated Universal Time

Search
Manage Watchlist
Saved Search
Open Invitations copy
At least one is required

** Negotiation
** Title
** Negotiation Close By m/d/yy

** Invitation Received Yes
Response Submitted No
Negotiation Open Since m/d/yy

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
1000306	Enbridge Motor supply and install	RFP/RFO	47 Days 21 Hours	5/24/21 5:42 PM	0	Yes	0		
1000301.2	Enbridge Motor supply and install	RFP/RFO	34 Days	5/10/21 7:55 PM	0	Yes	0		
1000295	Enbridge Motor supply and install	RFP/RFO	83 Days	6/28/21 8:50 PM	0		0		

Columns Hidden 4

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

ORACLE
Active Negotiations
Done
Time Zone Coordinated Universal Time

Search
Manage Watchlist
Saved Search
Open Invitations copy
At least one is required

** Negotiation
** Title
** Negotiation Close By m/d/yy

** Invitation Received Yes
Response Submitted No
Negotiation Open Since m/d/yy

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

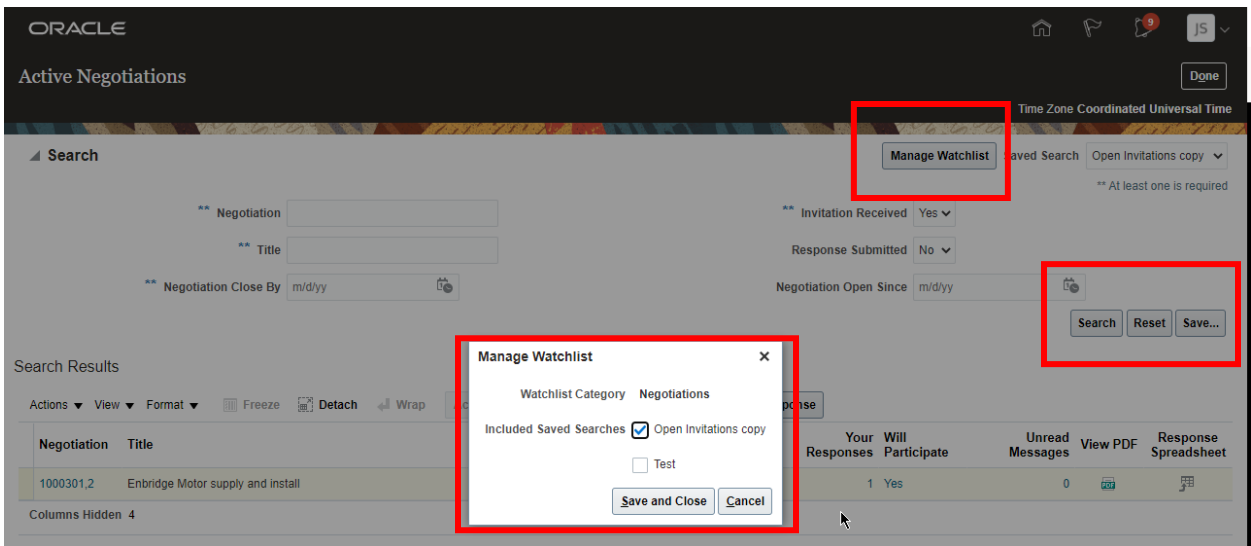
Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Monitor	Unread Messages	View PDF	Response Spreadsheet
1000301.2			28 Days 3 Hours	5/10/21 7:55 PM	1	Yes		0		

Columns Hidden

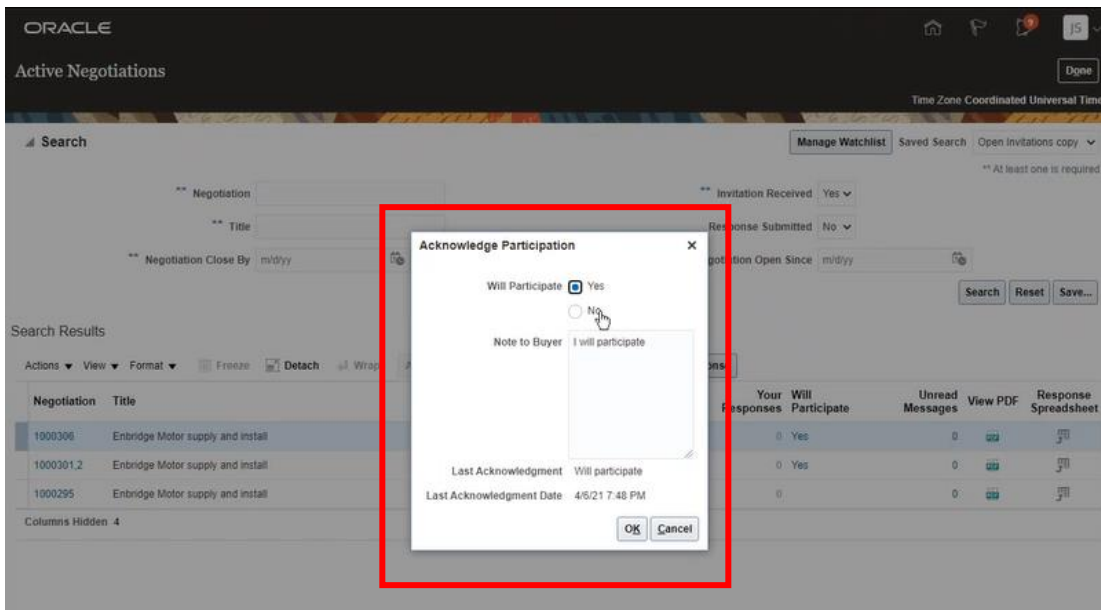
View
About This Record
Columns
Freeze
Detach
Sort
Reorder Columns...

Negotiation Type
Show All
Response Spreadsheet
View PDF
Unread Messages
Monitor
Will Participate
Your Responses
All Responses
Close Date
Time Remaining
Supplier Site
Supplier

- 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.



- 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.



- 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.

ORACLE
Active Negotiations

Search

Manage Watchlist | Saved Search | Open Invitations copy

** Negotiation:
 ** Title:
 ** Negotiation Close By: m/d/yy

** Invitation Received: Yes
 Response Submitted: No
 Negotiation Open Since: m/d/yy

Search | Reset | Save...

Search Results

Actions | View | Format | Freeze | Detach | Wrap | Accept Terms | Acknowledge Participation | **Create Response**

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
1000306	Enbridge Motor supply and install	RFP/RFO	47 Days 21 Hours	5/24/21 5:42 PM	0	Yes	0		
1000301.2	Enbridge Motor supply and install	RFP/RFO	34 Days	5/10/21 7:55 PM	0	Yes	0		
1000295	Enbridge Motor supply and install	RFP/RFO	83 Days	6/28/21 8:50 PM	0		0		

Columns Hidden: 4

- 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.

ORACLE
RFP/RFQ: 1000306

Currency = Canadian Dollar

Messages | Create Response | Actions | Done

Title: Enbridge Motor supply and install | Open Date: 4/6/21 5:47 PM
 Status: Active | Close Date: 5/24/21 5:42 PM
 Time Remaining: 47 Days 21 Hours

Table of Contents
 Cover Page
 Overview
 Requirements
 Lines
 Contract Terms

Cover Page

REQUEST FOR PROPOSAL

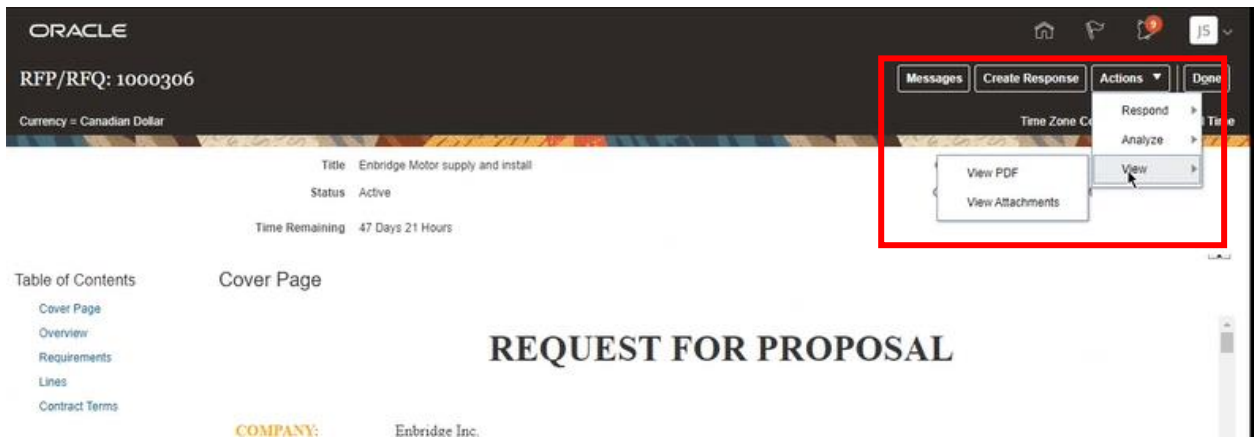
COMPANY: Enbridge Inc.
 ("Company")

RFP #: 1000306

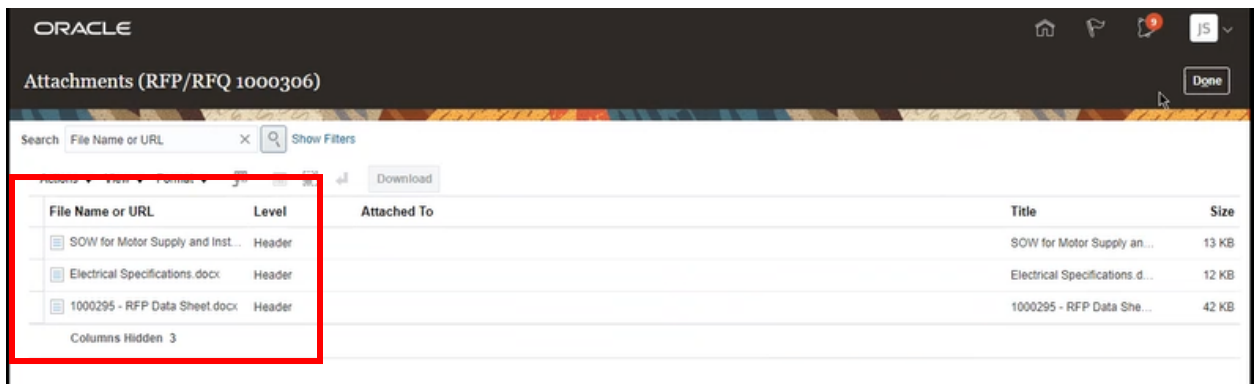
ISSUE DATE: 4/6/21 5:47 PM

RFP TITLE: Enbridge Motor supply and install

- Click on **Actions** → **View** to view the negotiation as a **PDF** or **View Attachments**.



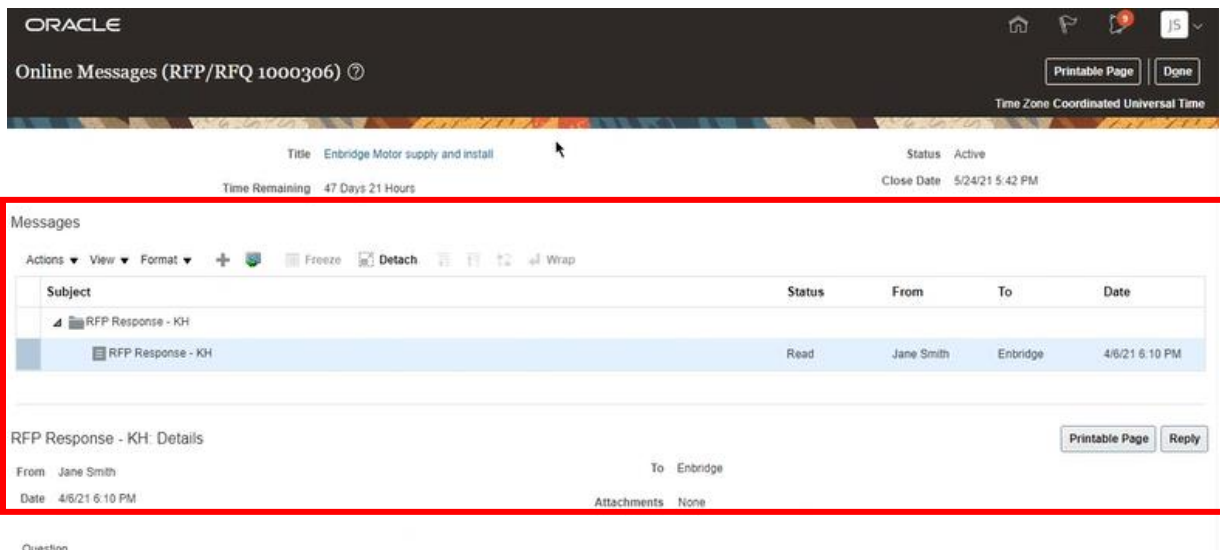
10. Click on **View Attachments** to review documents included with the negotiation that provide you with additional information, such as the statement of work. Click **Done** to return to the overview page.



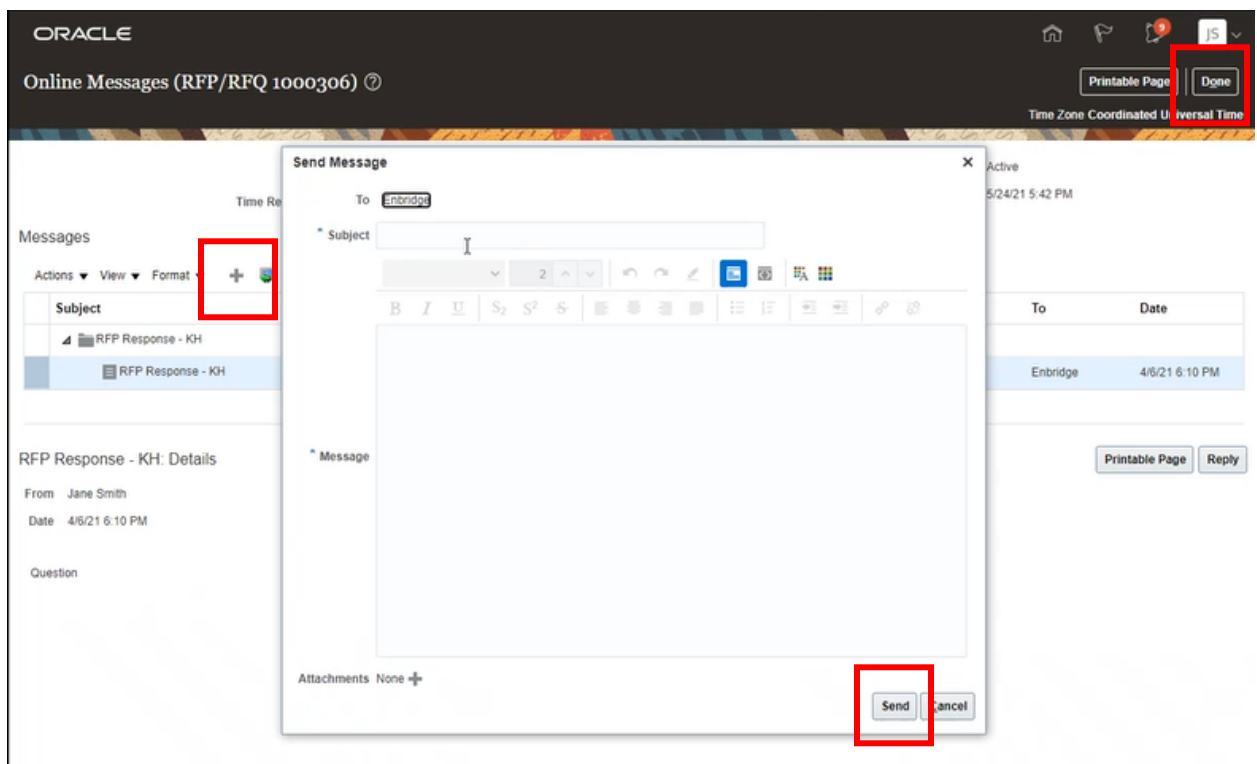
11. At any time within the negotiation or within your **Response**, you can click on the **Messages** button at the top of the page, to draft a message to the buyer. Your conversation history will be saved within the negotiation event.



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.

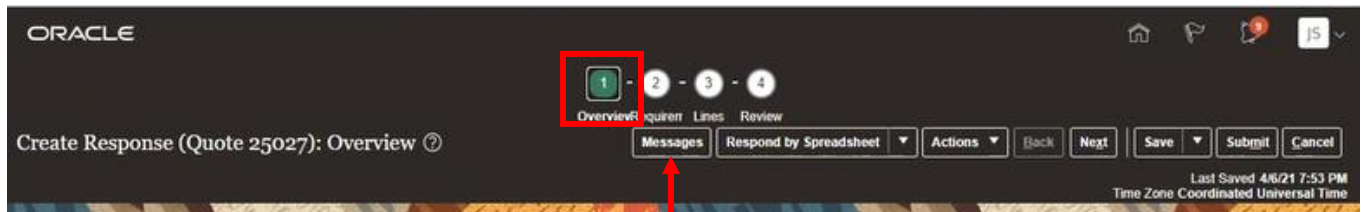


13. Once you have **Acknowledged Participation**, click on **Create Response** to begin preparing your response to the negotiation. You



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.



General

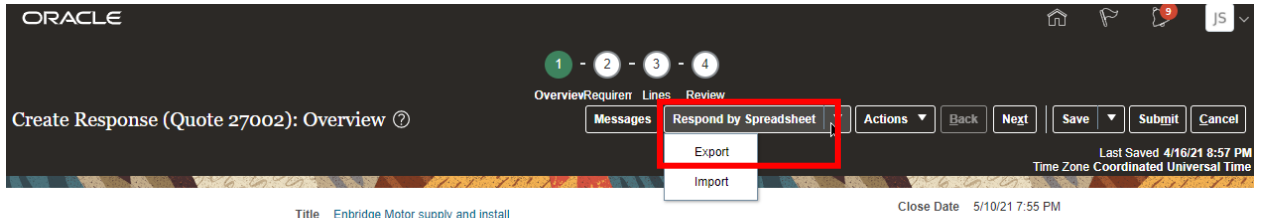
Supplier	Enbridge Supplier Inc.
Negotiation Currency	CAD
Response Currency	CAD
Price Precision	2 Decimals Maximum
Response Valid Until	m/d/yy h:mm a

Response Type	<input checked="" type="radio"/> Primary
	<input type="radio"/> Alternate
Reference Number	<input type="text"/>
Note to Buyer	<input type="text"/>
Attachments	None

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.

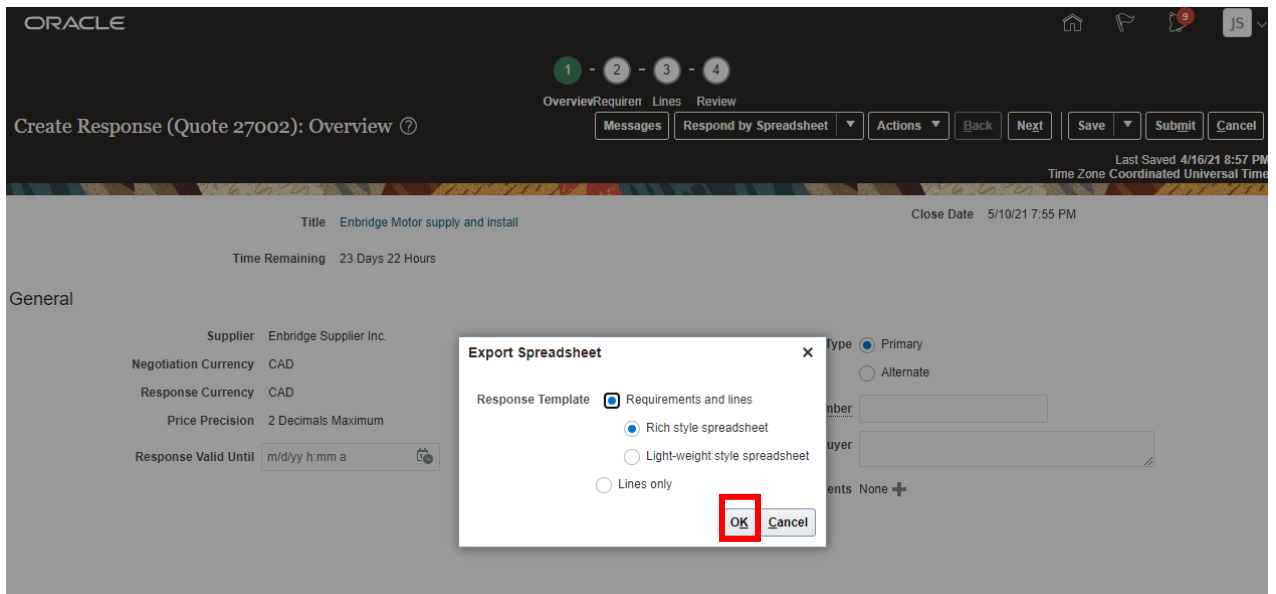
- a. Click on **Respond by Spreadsheet** and select **Export**. You can download the **Requirements and Line** items or just the **Line** items. Click **OK** to proceed.



General

Supplier Enbridge Supplier Inc.
Negotiation Currency CAD
Response Currency CAD
Price Precision 2 Decimals Maximum
Response Valid Until m/d/yy h:mm a

Response Type Primary
 Alternate
Reference Number
Note to Buyer
Attachments None



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

Response Valid Until

Reference Number

Note to Buyer

Requirements

1. COMMERCIAL PRICING
Attach a rate sheet. Rate sheet should include all personnel 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
Will your company have any indigenous sub-contractors

Enbridge Motor supply and install

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

Lines

Response Amount (CAD)

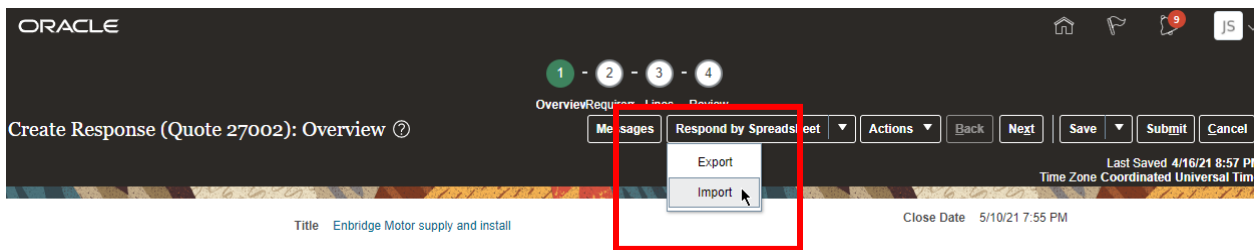
Line	Item	Revision	Start Price	UOM	Negotiation Quantity	Response Price	Response Quantity	Promised Delivery Date	Note to Buyer	Requested Delivery Date
1	MOTOR,AC,20 HP,220/440 VAC,680 RPM	148322		Each	1	1,000.00	1	6/1/2021		6/7/2021

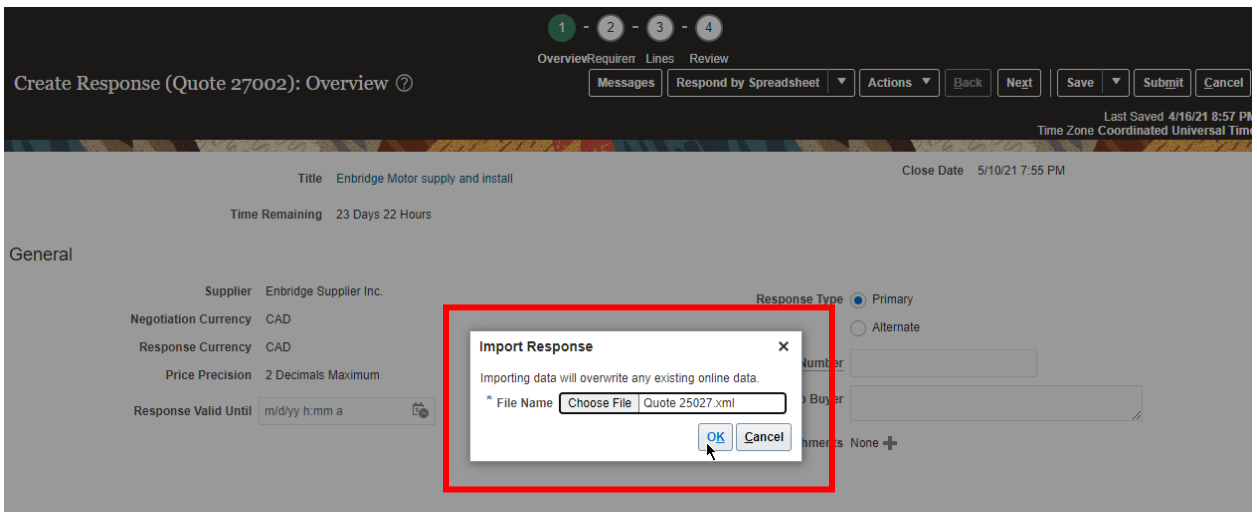
Quantity-Based Price Tiers

Minimum Quantity	Maximum Quantity	Response Price

2	Installation of Motor					1,000.00		6/1/2021		
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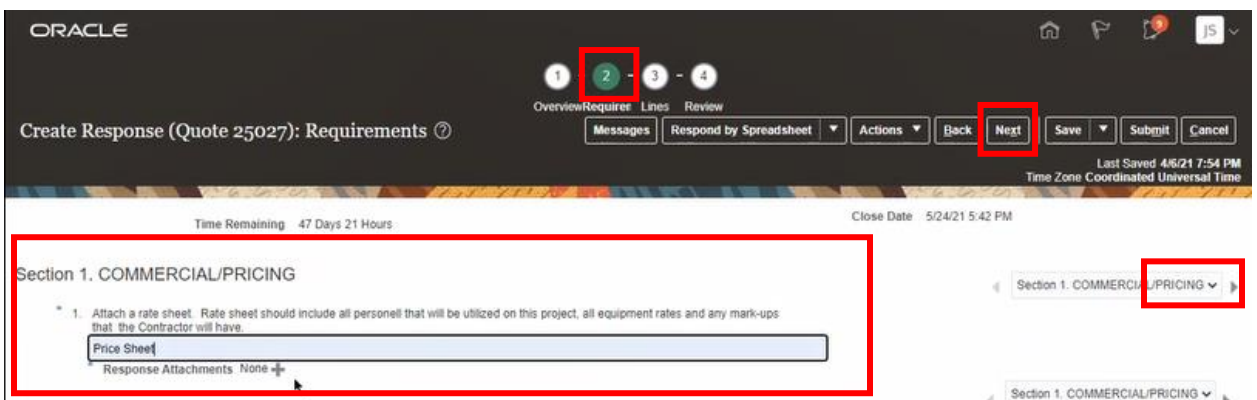
- c. Save the file to your computer. To upload your response, return to the **Oracle Cloud Supplier Portal** and select **Import**. Upload the document from the saved location on your computer.



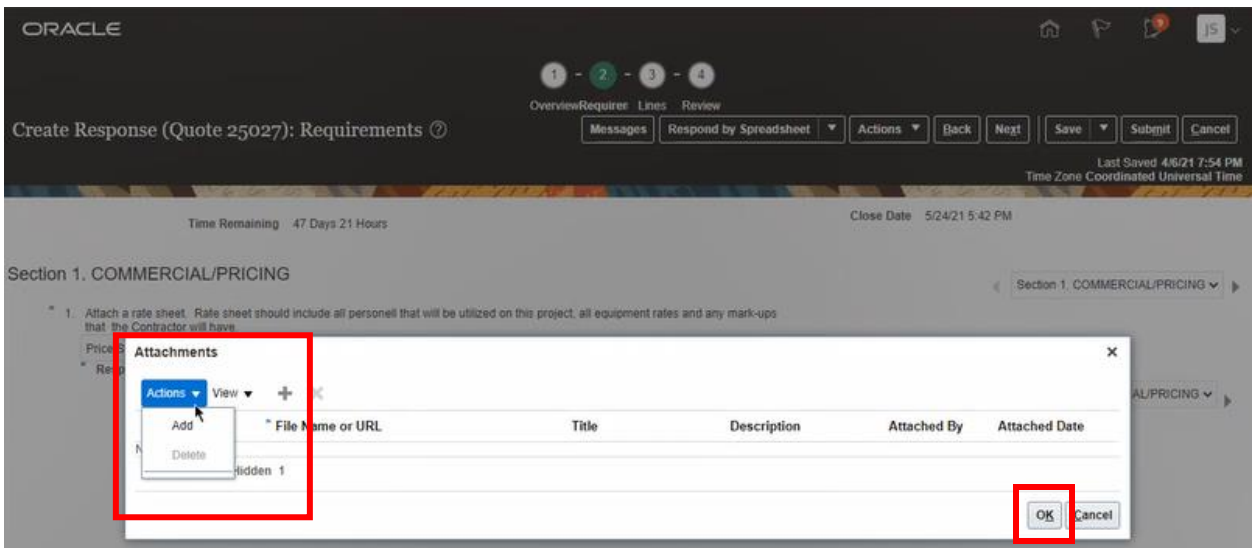
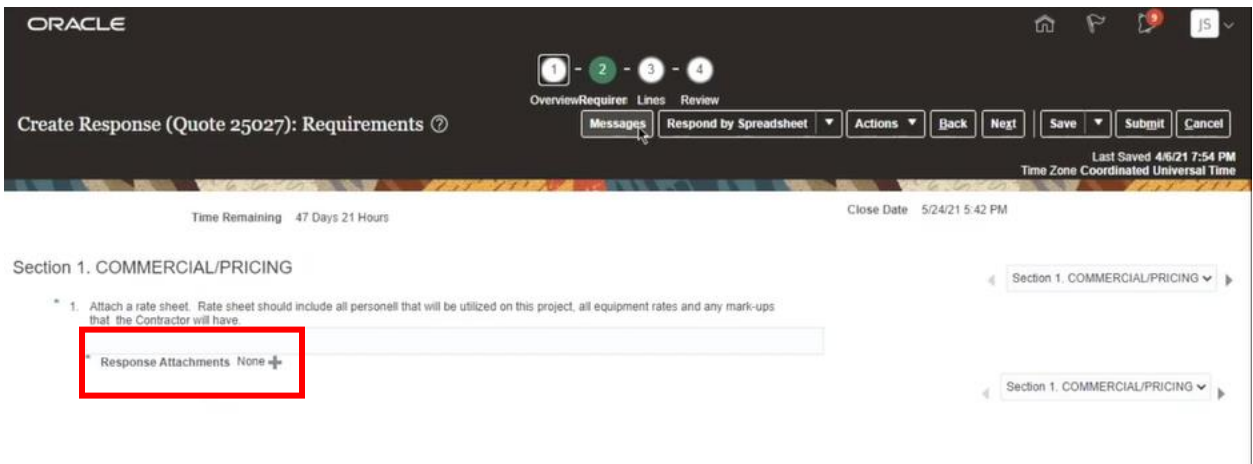


- d. You will notice as you proceed through the remaining steps that the fields you completed on the spreadsheet are now populated in your **Negotiation Response**. You will still need to navigate through the remaining steps to confirm your responses and upload any attachments. Please follow the remaining 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 preceding sections. Click ◀ if you wish to return to a previous section.

- 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 **Review** 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.

ORACLE

Review Response: Quote 25027

Currency - Canadian Dollar

Title: Enbridge Motor supply and install

Close Date: 5/24/21 5:42 PM

Time Remaining: 47 Days 21 Hours

Overview Requirements Lines

General

Supplier: Enbridge Supplier Inc. Response Type: Primary

Negotiation Currency: CAD Reference Number:

Response Currency: CAD Note to Buyer:

Price Precision: 2 Decimals Maximum Attachments: None

Response Valid Until:

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.

ORACLE

Review Response: Quote 27002

Currency - Canadian Dollar

Title: Enbridge Motor supply and install

Close Date: 5/10/21 7:55 PM

Time Remaining: 21 Days 1 Hour

Overview Requirements Lines

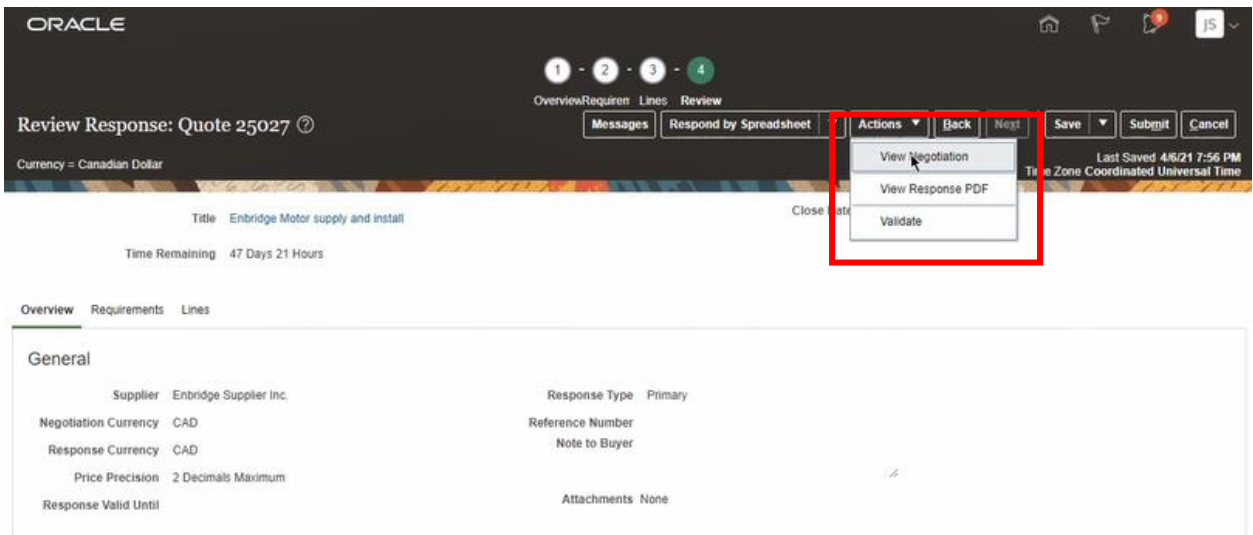
Line	Description	Alternate Line Description	Details	Category Name	Response Price	Response Quantity	UOM Name	Line Amount	Promised Delivery Date	Attachments
1	MOTOR:AC,20 HP,220/440 VAC,t			Motors	1,000.00	1	Each	1,000.00		
1-1		Motor: AC 40HP		Motors	1,500.00	1	Each	1,500.00	6/7/21	
2	Installation of Motor			Electrical Services -	5,000.00			5,000.00		

Columns Hidden: 8

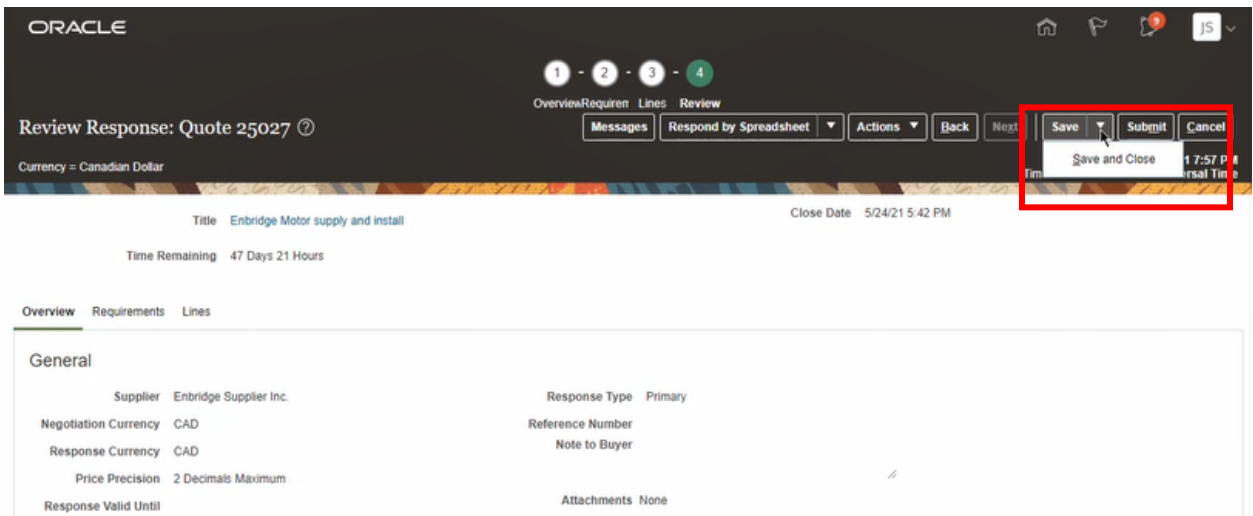
Grand Totals

All response lines except alternate lines are included.
Response Amount: 6,000.00

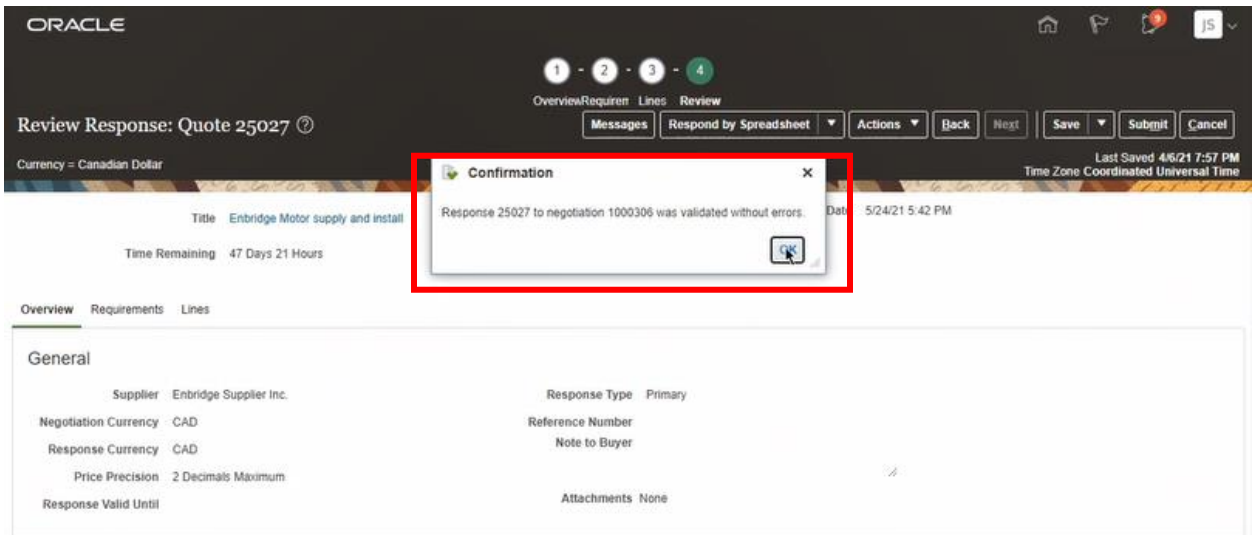
20. You can also download your response as a pdf document for review. Click on **Actions** and select **View Response PDF** from the drop down list.



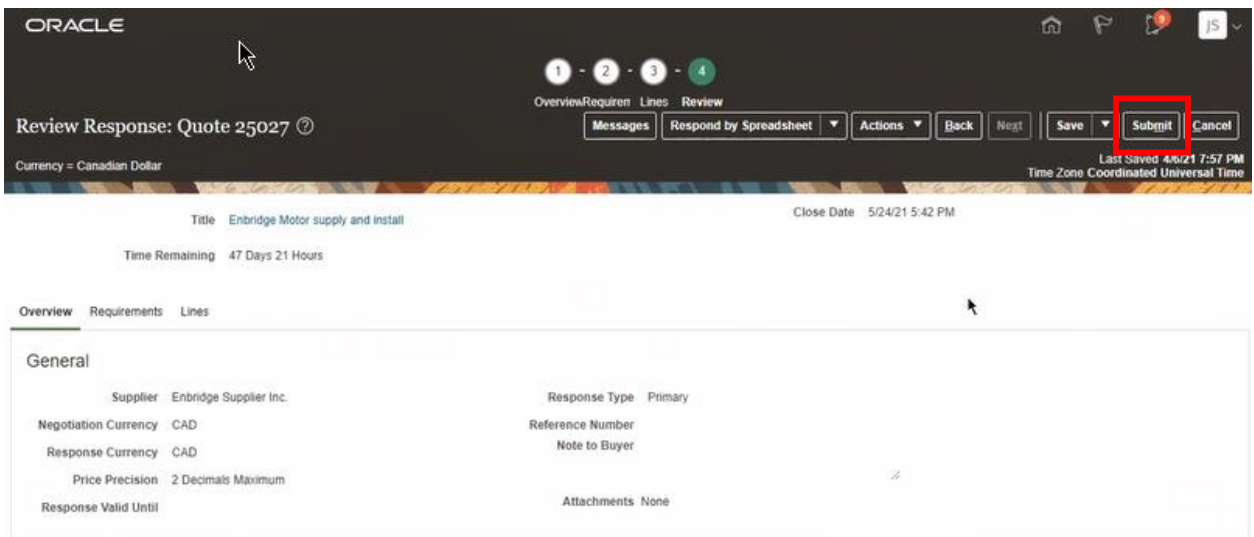
21. If you are not ready to submit your response, click **Save and Close** and you can exit the **Response** and it will be saved as a draft.



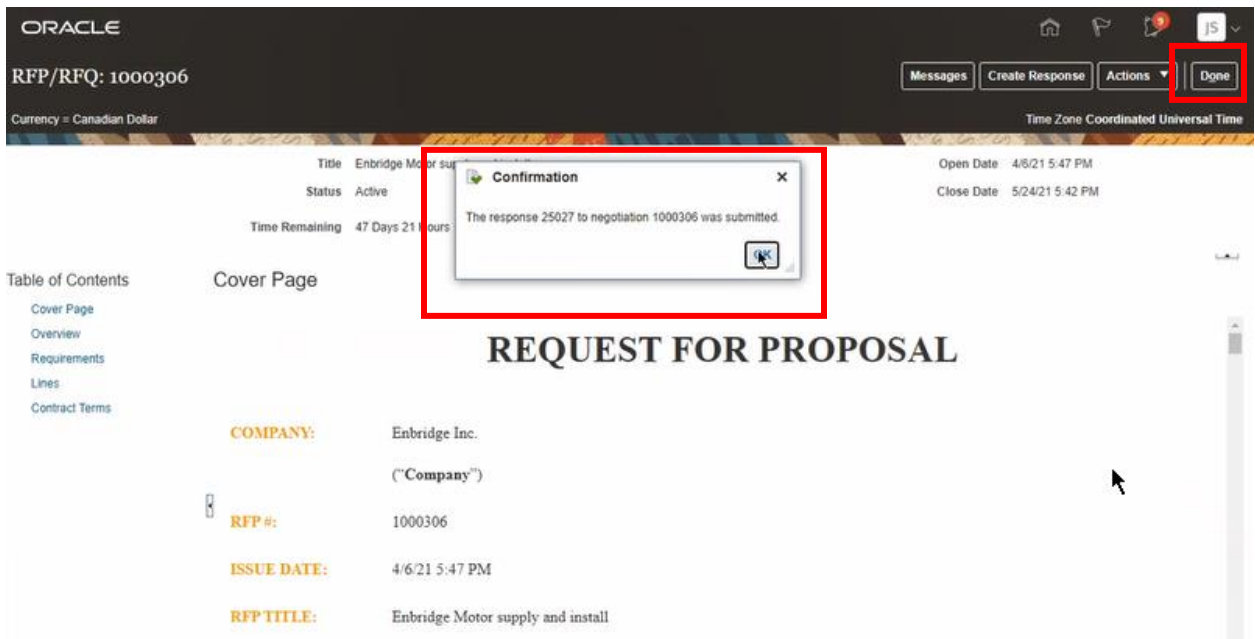
22. After you have completed and reviewed your responses click on the **Actions** button and select **Validate**. This will confirm that you have correctly completed all the **Requirements** and **Line** responses. Click **OK** to close the window.



23. When you are ready to submit your response, click the **Submit** button and your response will be submitted to the Enbridge negotiation owner.

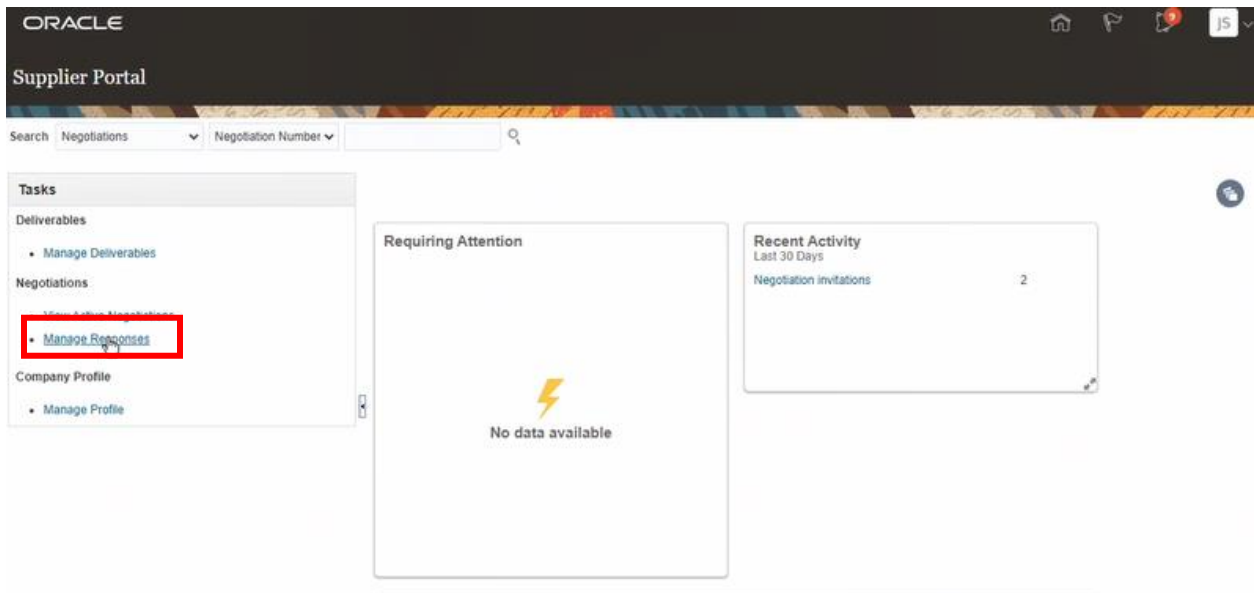


24. Once your **Negotiation Response** has been submitted you will receive a **Confirmation** notification. Click **Done** to return to the **Active Negotiations** page.



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.

ORACLE Manage Responses

Time Zone Coordinated Universal Time

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining
27002	Draft	1000301,2	Enbridge Motor supply and install	RFP/RFQ	20 Days 23 Hours
27001	Draft	1000301,2	Enbridge Motor supply and install	RFP/RFQ	20 Days 23 Hours
26001	Draft	1000301,2	Enbridge Motor supply and install	RFP/RFQ	20 Days 23 Hours
25032	Draft	1000301,2	Enbridge Motor supply and install	RFP/RFQ	20 Days 23 Hours

Columns Hidden 8

Active or Draft Responses

- Active or Draft Responses
- Awarded Responses
- Disqualified Responses
- Draft Responses
- Pending Award Responses
- Rejected Responses
- Resubmission Required Responses
- Personalize...

ORACLE Manage Responses

Time Zone Coordinated Universal Time

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
27002	Draft	1000301,2	Enbridge Motor supply and install	RFP/RFQ	21 Days	0	🔍
27001	Draft	1000301,2	Enbridge Motor supply and install	RFP/RFQ	21 Days	0	🔍
26001	Draft	1000301,2	Enbridge Motor supply and install	RFP/RFQ	21 Days	0	🔍
25032	Draft	1000301,2	Enbridge Motor supply and install	RFP/RFQ	21 Days	0	🔍

Columns Hidden 8

Accept Terms

Revise

Unlock Draft

Delete Draft

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.

ORACLE

eltr-test.fa.us5.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=UTC&df=medium&dt=both&tf=short&lg=en&cy=&bpmWorklistTaskId=8d0bda77-c725-4b...

Negotiation 1000295 (Enbridge Motor supply and install) Was Closed

Dismiss

Time Zone Coordinated Universal Time

Details

Assignee	Jane Smith	Supplier	Enbridge Supplier Inc.	Preview Date	
From	TAYLOR CHAMBERS	Company	Enbridge	Open Date	3/31/21 7:50 PM
Assigned Date	4/6/21 9:54 PM	Negotiation Title	Enbridge Motor supply and install	Close Date	4/6/21 9:54 PM
Expiration Date	5/6/21 9:54 PM	Negotiation	1000295		
Task Number	280213				

Close Details

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**.