ENB Oracle Supplier Portal: Negotiations

Learning Guide

September 2025

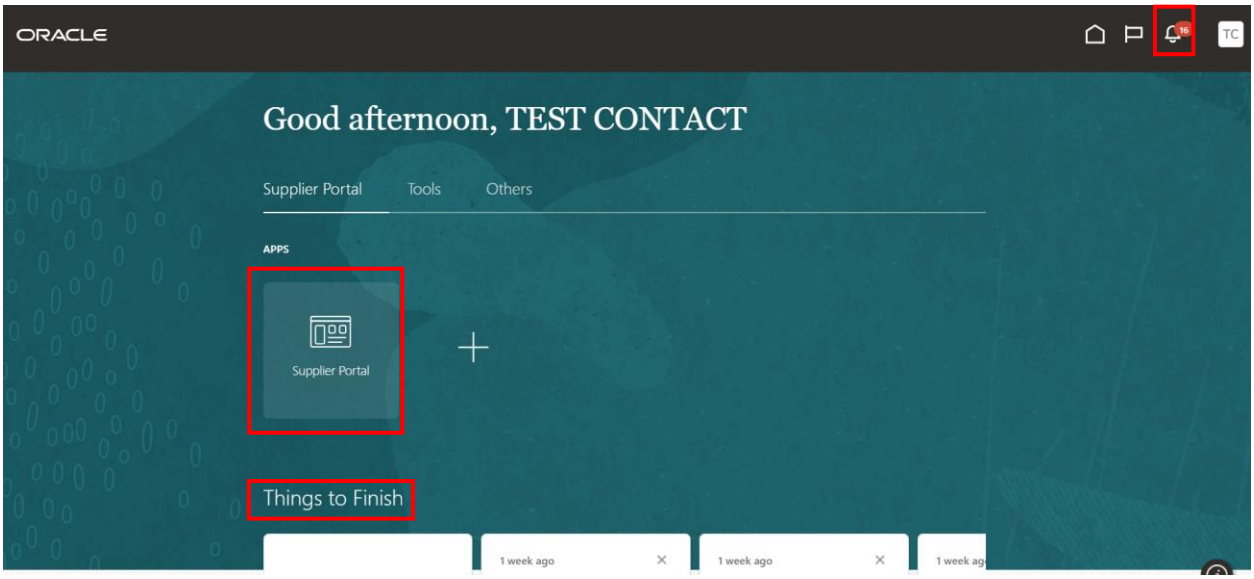
Contents

Negotiations

Purpose	This learning guide provides details on responding to RFP, RFQ, or RFI activities (Negotiations) within the Oracle Supplier Portal

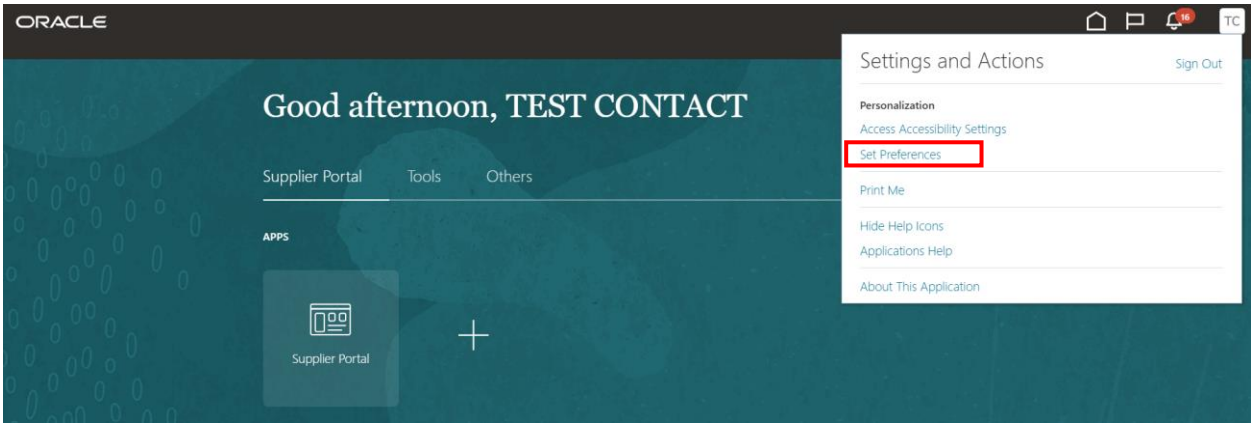
Oracle Supplier Portal Landing Page and System Preferences

1. Log in to Okta to gain access to the Oracle Supplier Portal. For more information on this process see the related learning guide.
2. The **Oracle Supplier Portal Landing Page** displays the **Supplier Portal Application Tile**. Notifications for new or outstanding negotiations such as RFP, RFQ or RFI activities can be found under the **Things to Finish** banner or on the **Bell** icon in the top right corner.



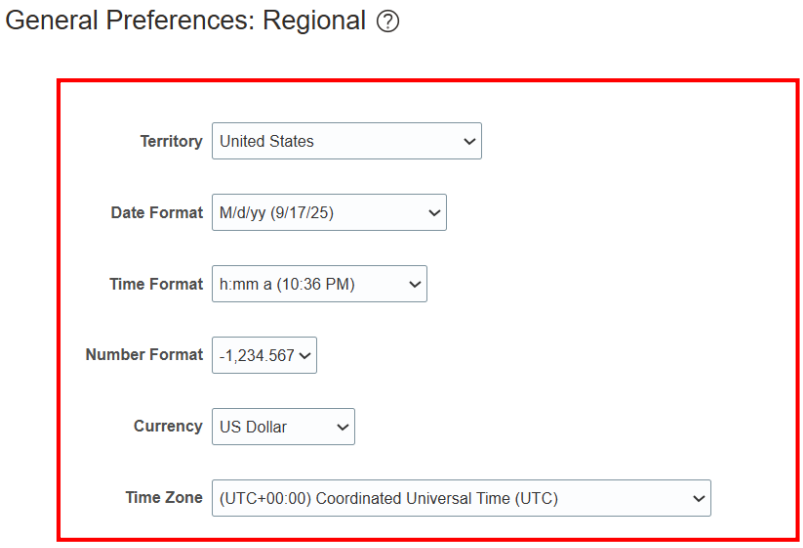
3. Ensure that your **Time Zone** preference is updated, as it could impact negotiation responses. Upon initial Supplier Portal set up, a default coordinated universal time zone is automatically assigned. Proceed to **Navigating the Negotiations Page** if the **Time Zone** does not need to be adjusted.
4. To adjust the Time Zone, click the initials in the top right corner

5. The **Settings and Actions** menu will appear. Choose the **Set Preferences** option.



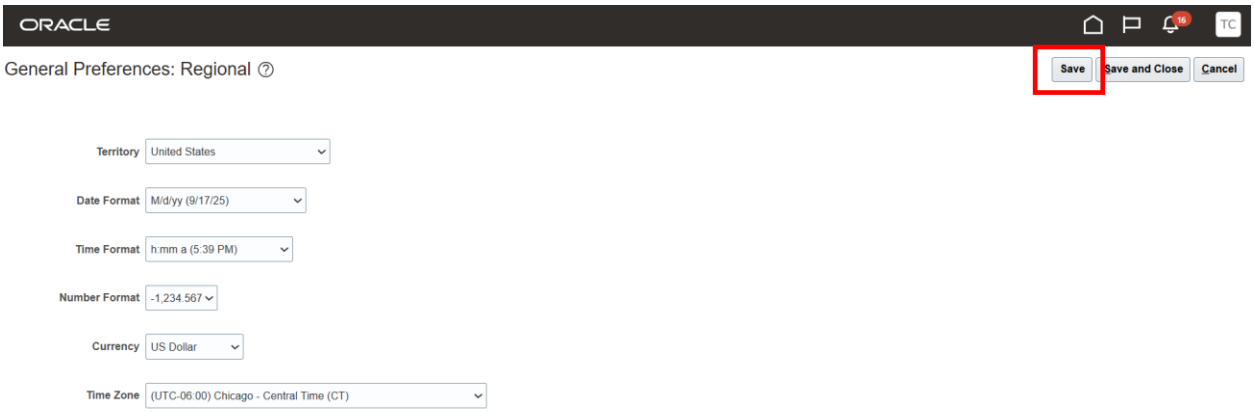
6. The **Preferences** page will appear. Click on the **Regional** preference link under the **General Preferences** section.

7. The **Regional Preferences** page will appear. You can update your **Territory** information, **Date Format**, **Time Format**, **Number Format** and **Time Zone**.



8. To make a change to a **Regional Preference**, select the drop-down menu next to the preference you wish to change. Make your selection from the list of options.

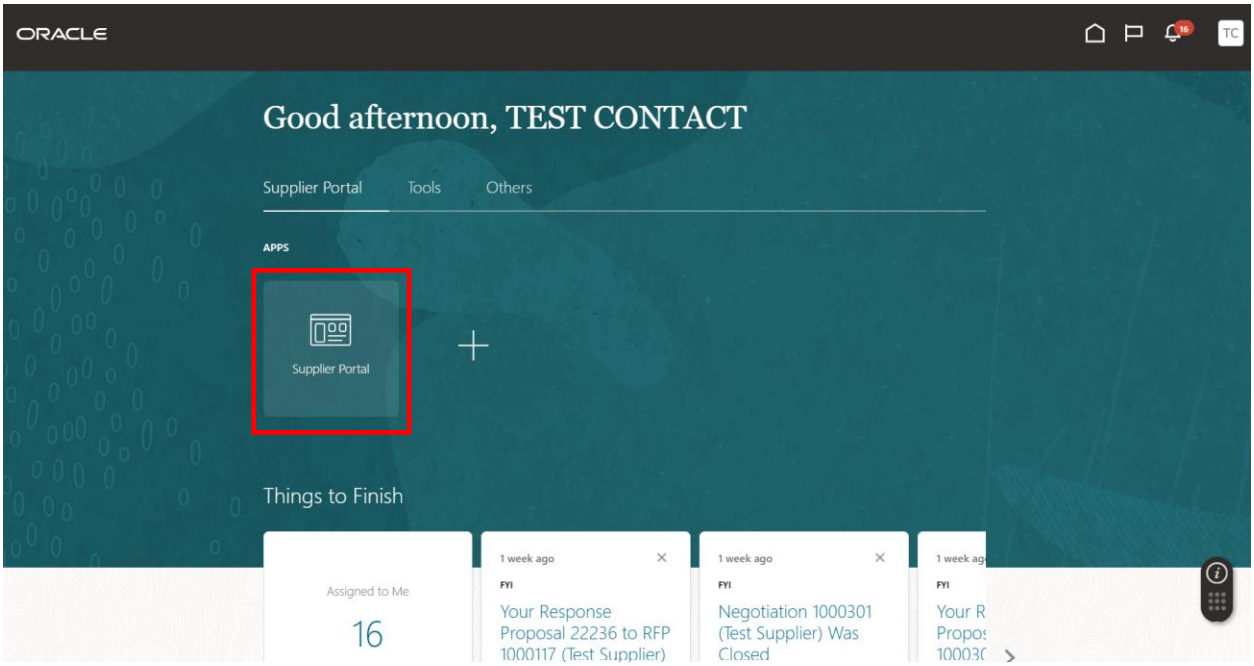
9. Click **Save** in the top right corner of the screen to save your change and continue making changes to the **Regional Preferences**.



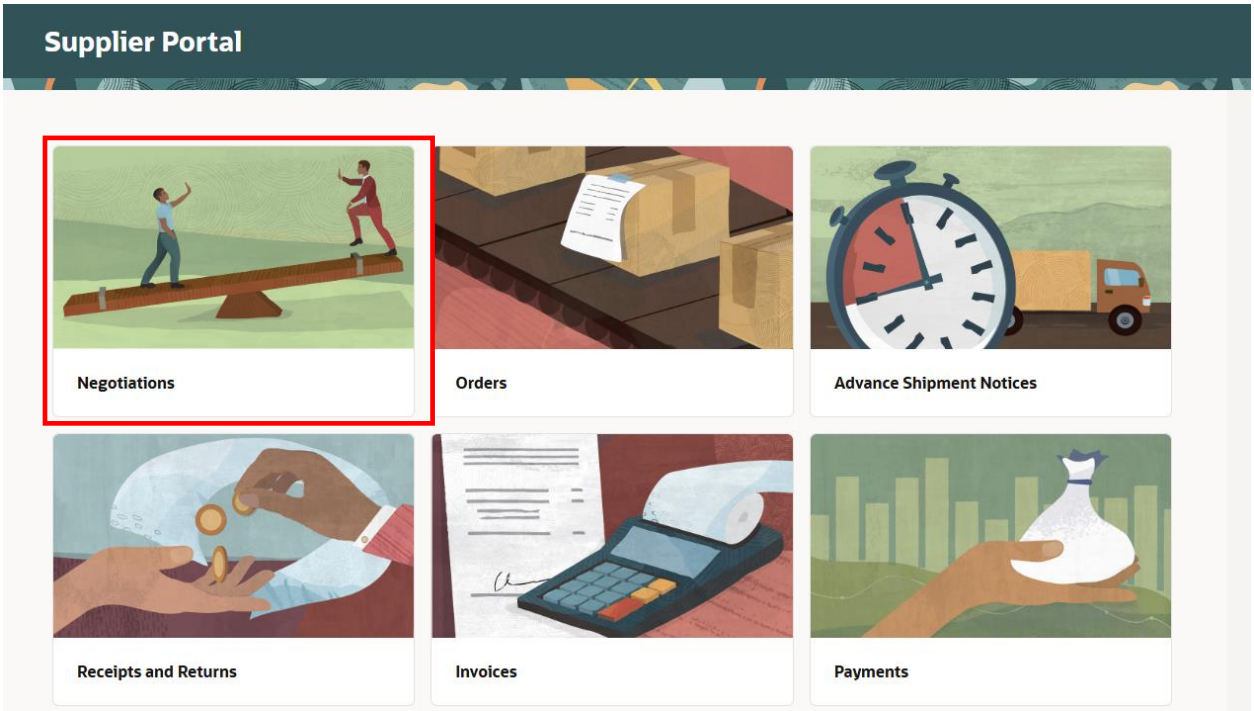
10. To return to the **Oracle Supplier Portal Landing Page** select the **House** icon.

Navigating the Negotiations Page

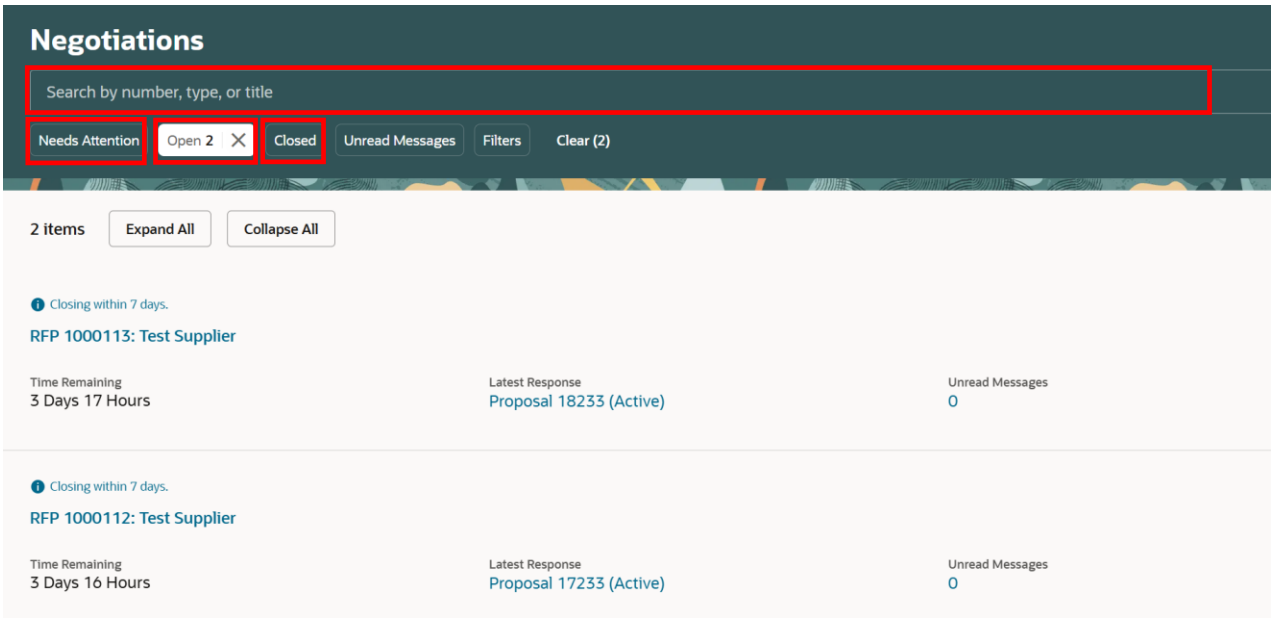
1. From the **Oracle Landing Page**, navigate to the **Supplier Portal Application Tile** to access the **Supplier Portal Home Page.**



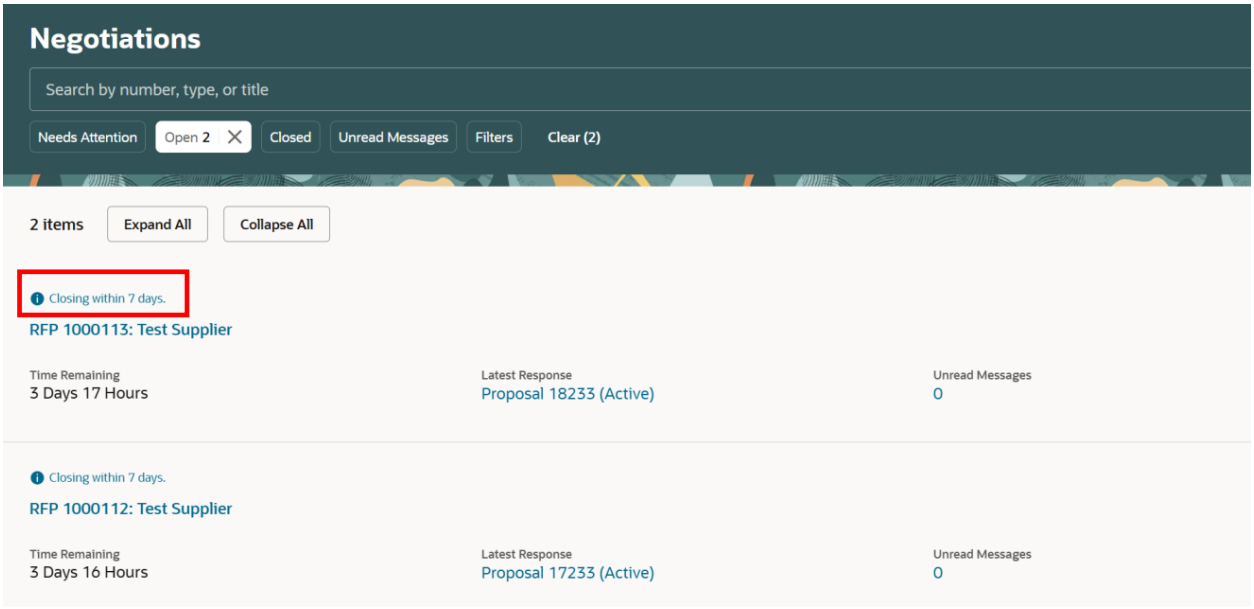
2. Select the **Negotiations Tile** to open the **Negotiations Page.**



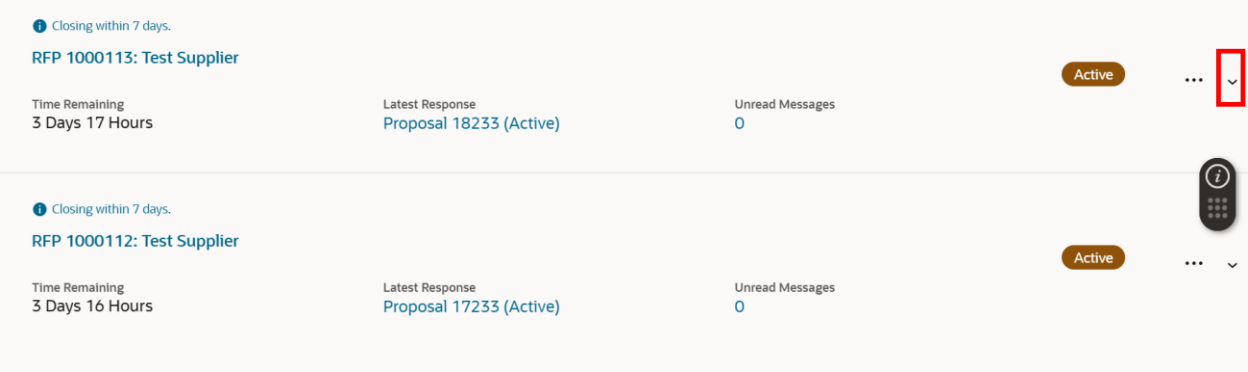
3. The **Negotiations Page** will automatically display **Open Negotiations**. The negotiations can be viewed by searching the negotiation number, type or title in the top **Search Bar**. Additionally, there are filters for negotiation status, including **Needs Attention**, **Open**, or **Closed**.



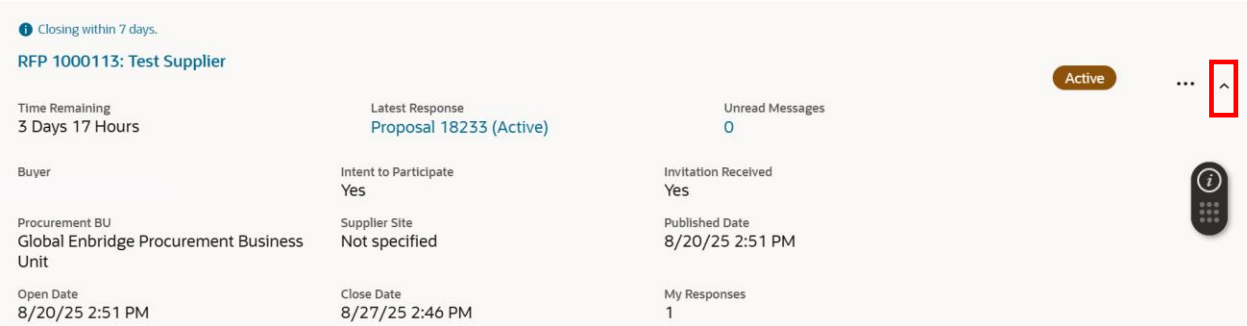
4. The **Open Negotiations** filter will display a summary of active negotiations. If the negotiation is active, you can **Acknowledge Participation**, submit a **Response**, or you can view your **Response**. These activities can be completed until the **Close Date** is reached.



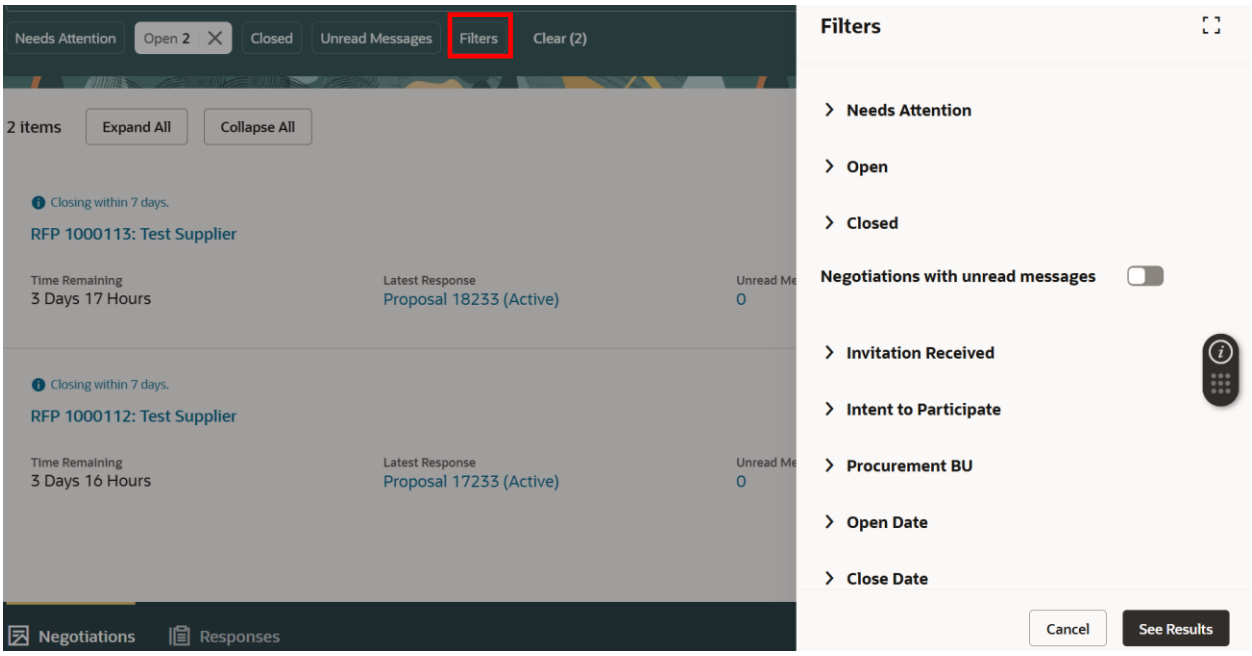
5. Click the **Arrow** on the right side of the **Negotiation Summary** to expand or limit the displayed information. When the **Arrow** is pointing down a condensed summary is displayed. In the condensed summarized format, information displayed will include **Time Remaining** until the negotiation is closed, **Latest Response**, and if there are any **Unread Messages** from the **Negotiation Creator**.



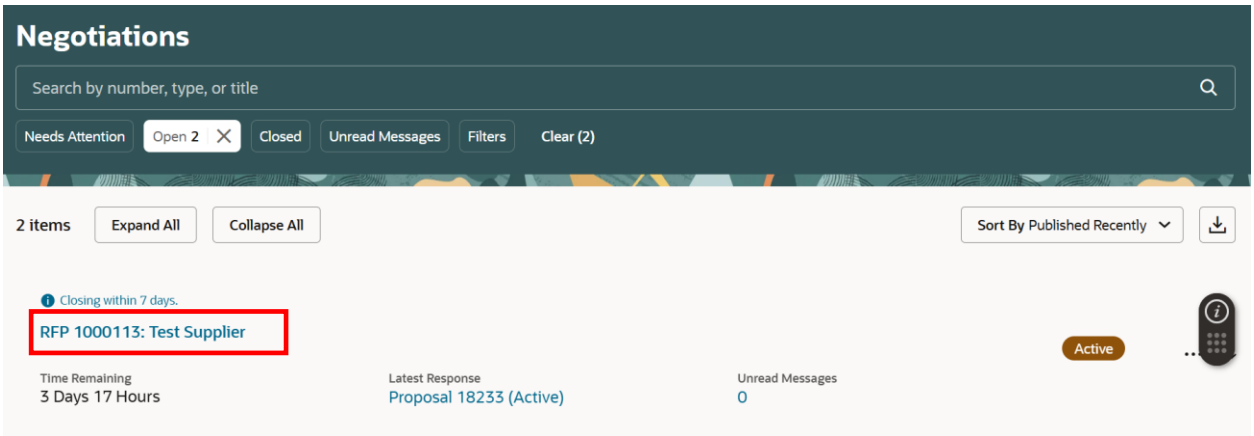
6. When the **Arrow** is pointing up, an expanded summary with additional information is displayed. The information includes: the name of the **Buyer** (negotiation creator), **Intent to Participate** (**Acknowledged** or **Declined** the negotiation), if you **Received the Invitation**, the **Procurement BU**, the **Supplier Site**, the **Published Date**, the **Open Date**, the **Close Date** and the number of **Responses** that have been submitted.



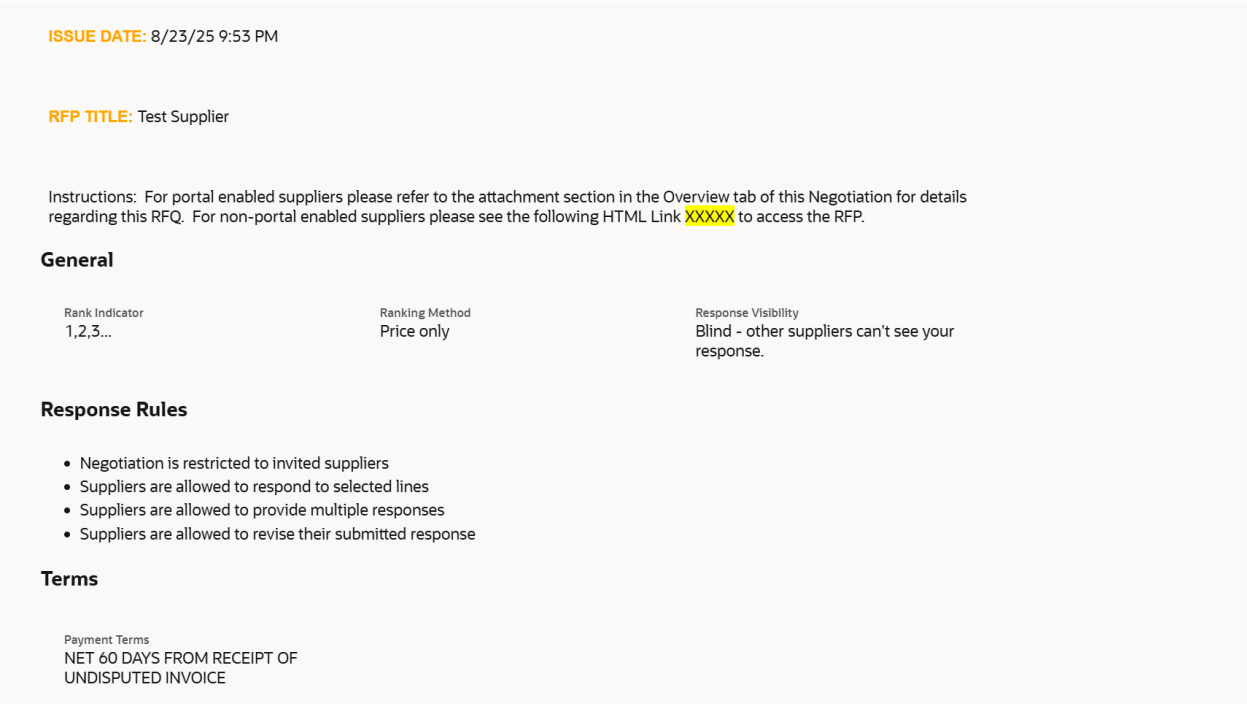
7. For additional search filters, select the **Filters** button under the **Negotiations Search Bar**. The **Filter Window** will allow you to filter by Invitation Received, Intent to Participate, Procurement BU, Open Date, Close Date, Awarded Date, and Negotiation Status.



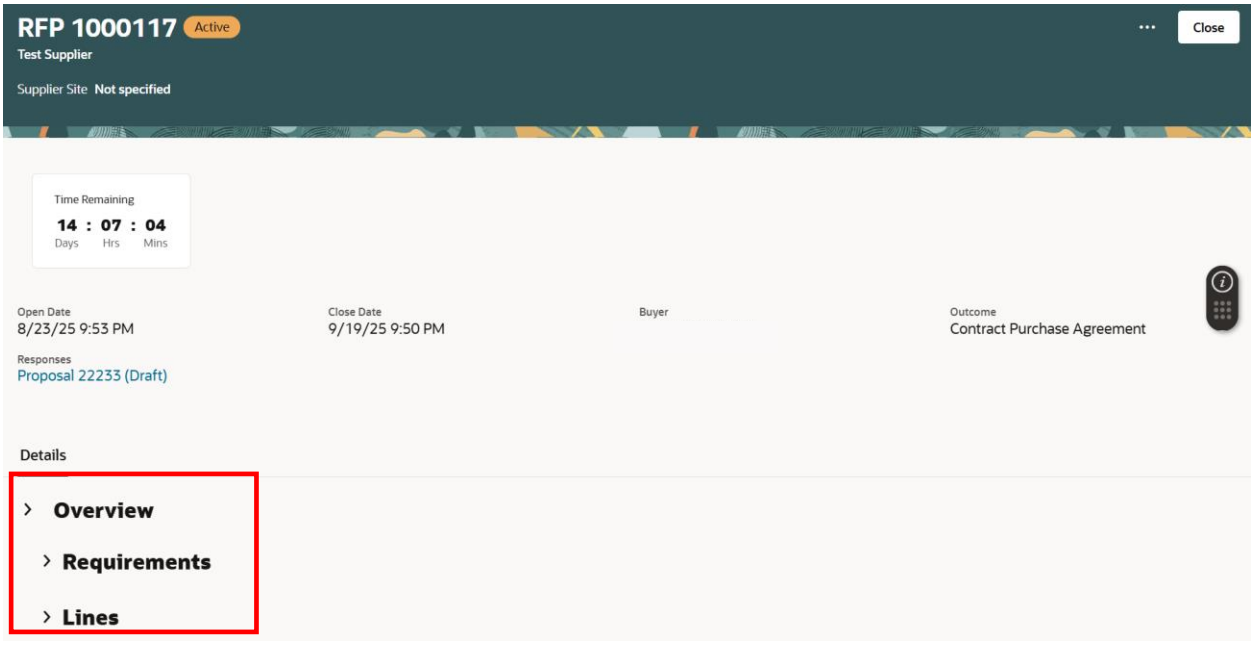
8. Click on the **Negotiation Name Hyperlink** to open and review all details of the RFP, RFQ or RFI.



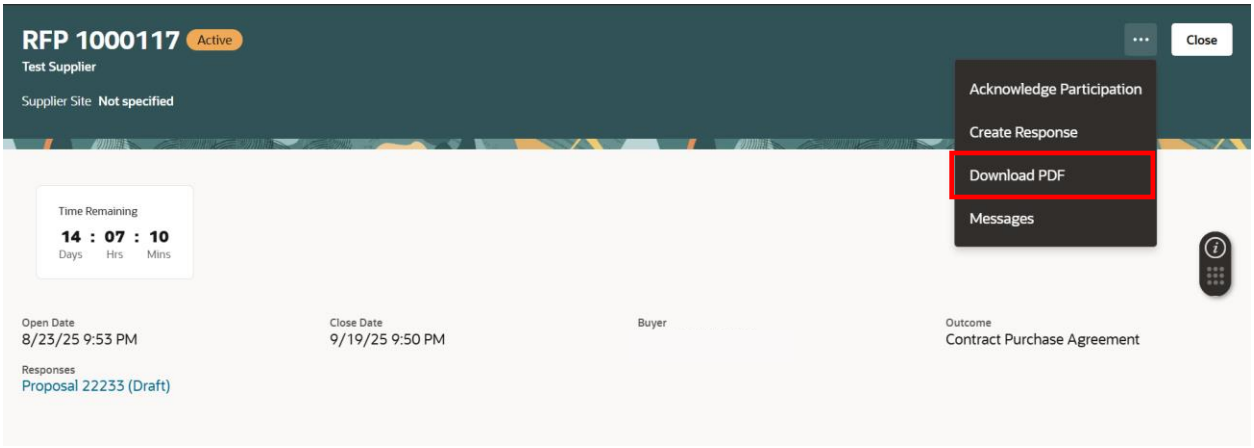
9. The cover page of the negotiation is displayed under the **Overview** tab. The cover page will display key information depending on the negotiation type.



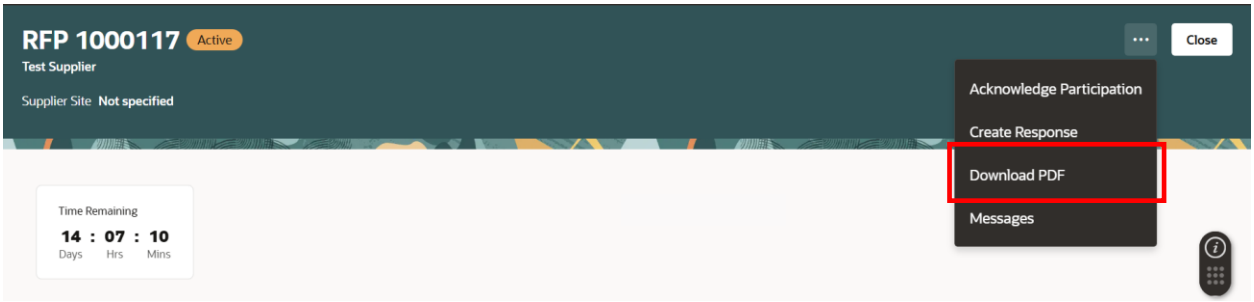
10. Scroll through the **Requirements** and **Lines** tabs to determine how you will respond.



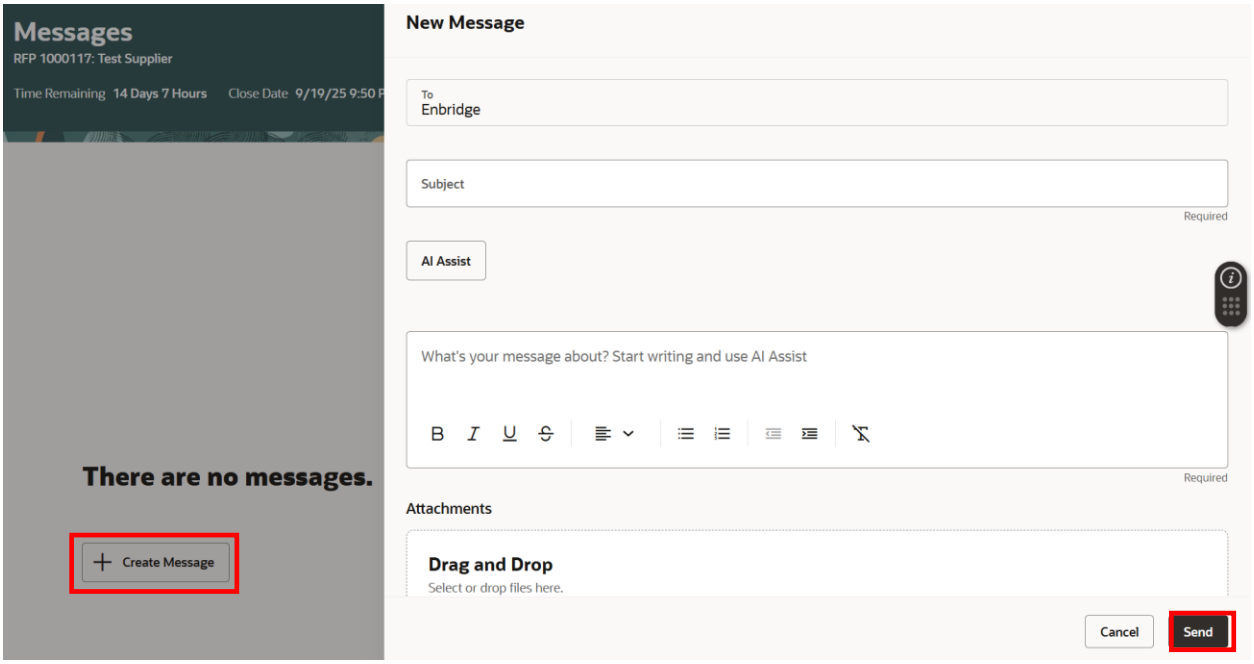
11. To review the negotiation as a PDF, click the **Three Dots** in the top right corner and select **Download PDF**.



12. At any time within the negotiation or within your response, you can send a message to the negotiation creator. To access the **Messages Page**, select the **Three Dots** in the top right corner and select **Messages** from the drop-down menu.

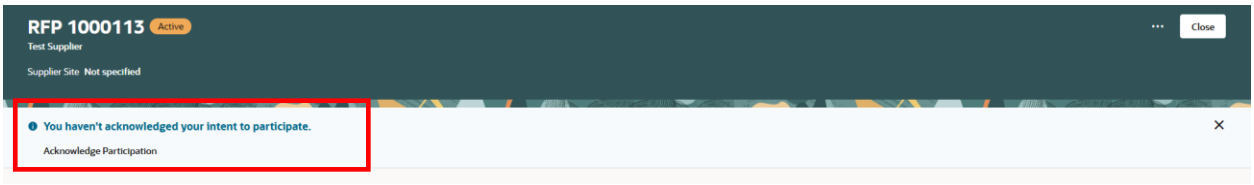


13. Click on the **Create Message** button to open the **New Message Window** and draft your message. Click **Send** when you are ready and click **Close** to return to where you left off.

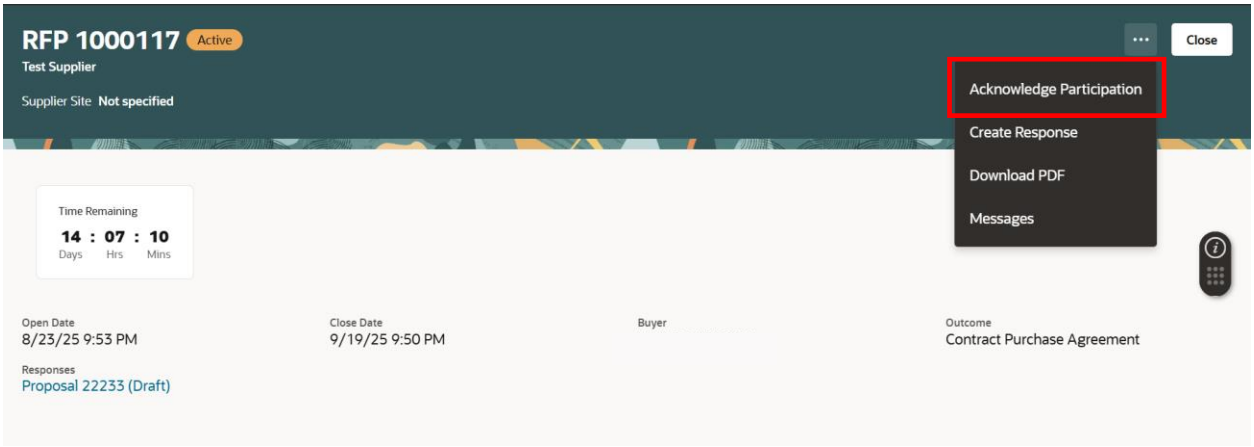


Acknowledge Participation

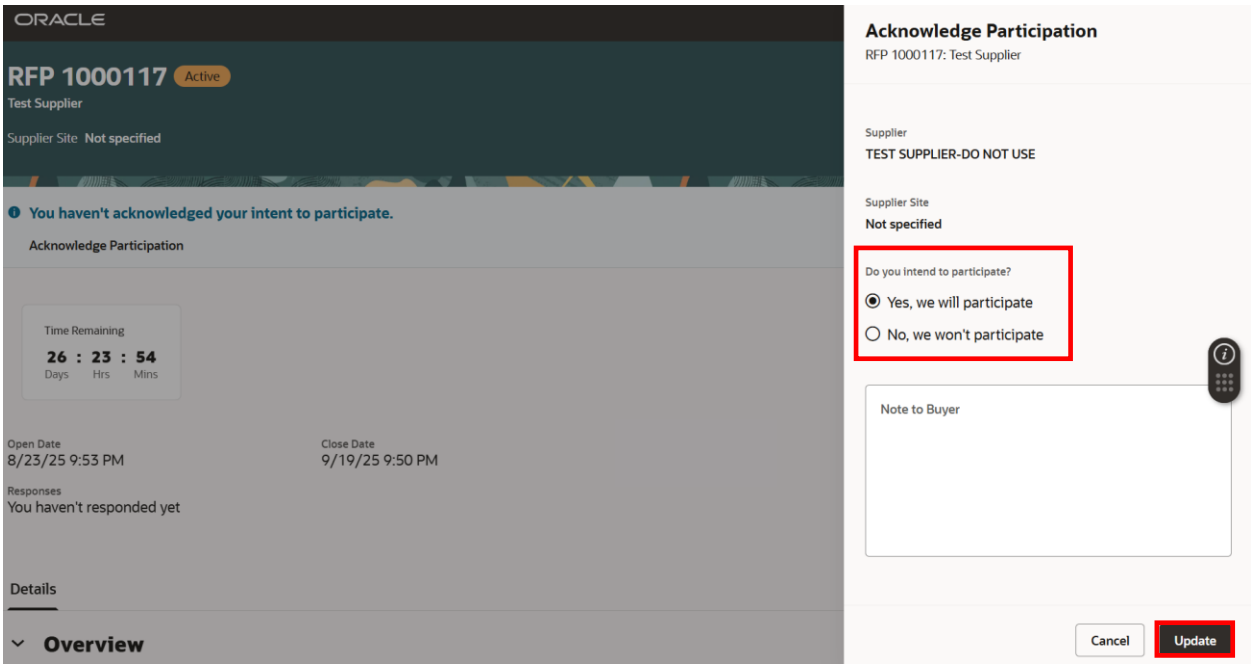
1. If you have not confirmed your **Intent to Participate** in the negotiation you will be notified in a banner at the top of the negotiation.



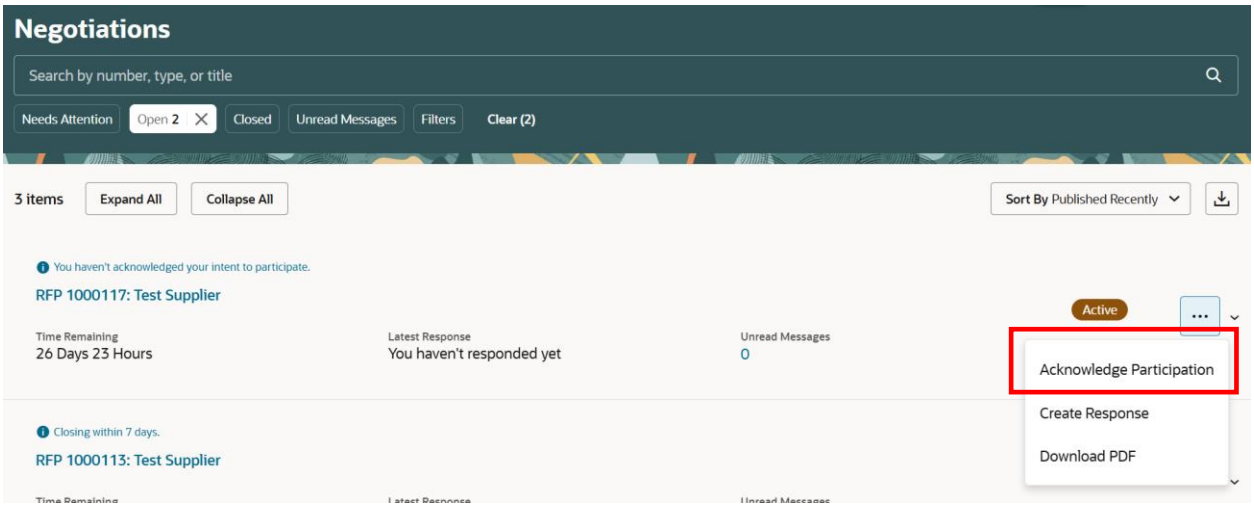
2. To **Acknowledge** or **Decline Participation**, click the **Three Dots** in the top right corner beside the **Close** button. Click **Acknowledge Participation** on the drop-down menu to open the **Acknowledge Participation Window** and select a response.



3. If you are declining participation in the negotiation, please leave a response for the negotiation creator in the **Note to Buyer Field**. When you have **Accepted** or **Declined** participation, click **Update**. To return to the **Negotiations Page**, click **Close**.



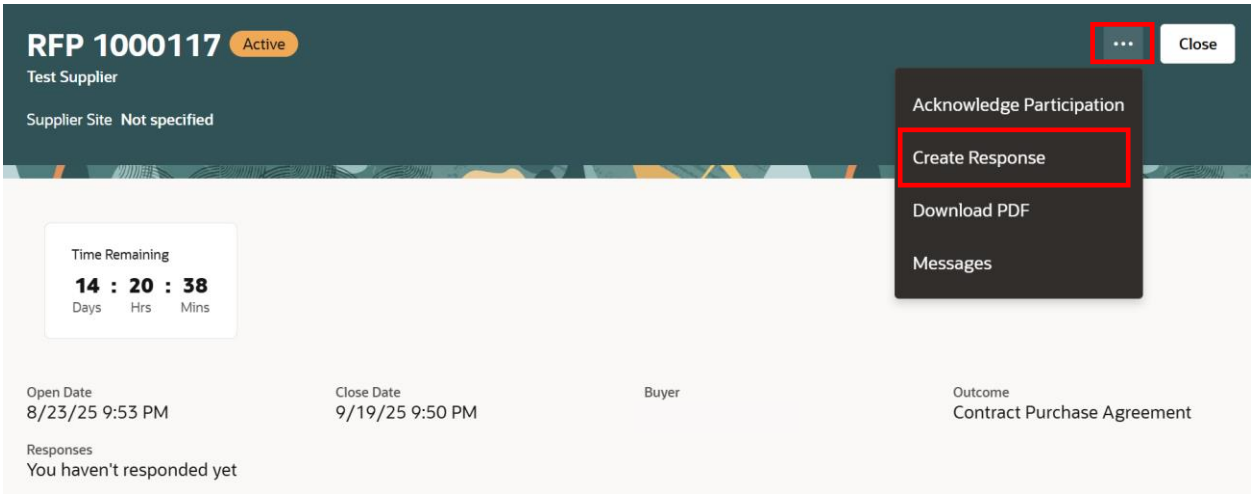
4. If you have already reviewed the negotiation, you can **Acknowledge Participation** from the **Negotiations Page** by selecting the **Three Dots** on the **Negotiation Summary** and selecting **Acknowledge Participation** from the drop-down menu.



5. Once you have **Acknowledged Participation**, you can begin preparing your response to the negotiation.

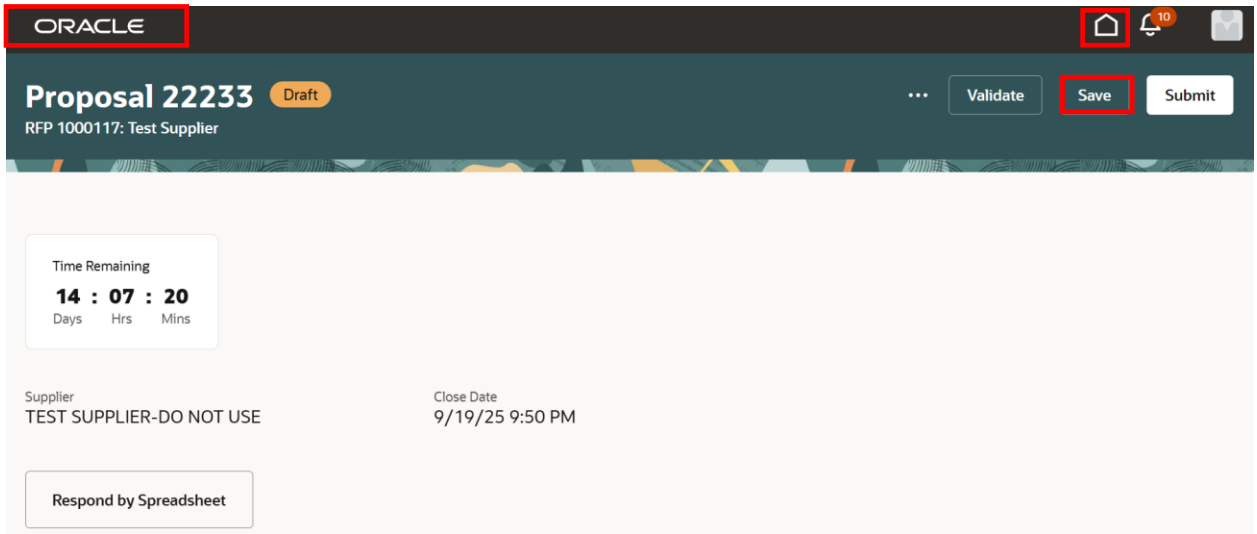
Prepare your Negotiation Response - Requirements

1. To prepare your negotiation response, open the negotiation and click the **Three Dots** in the top right corner. Select **Create Response** from the drop-down menu.

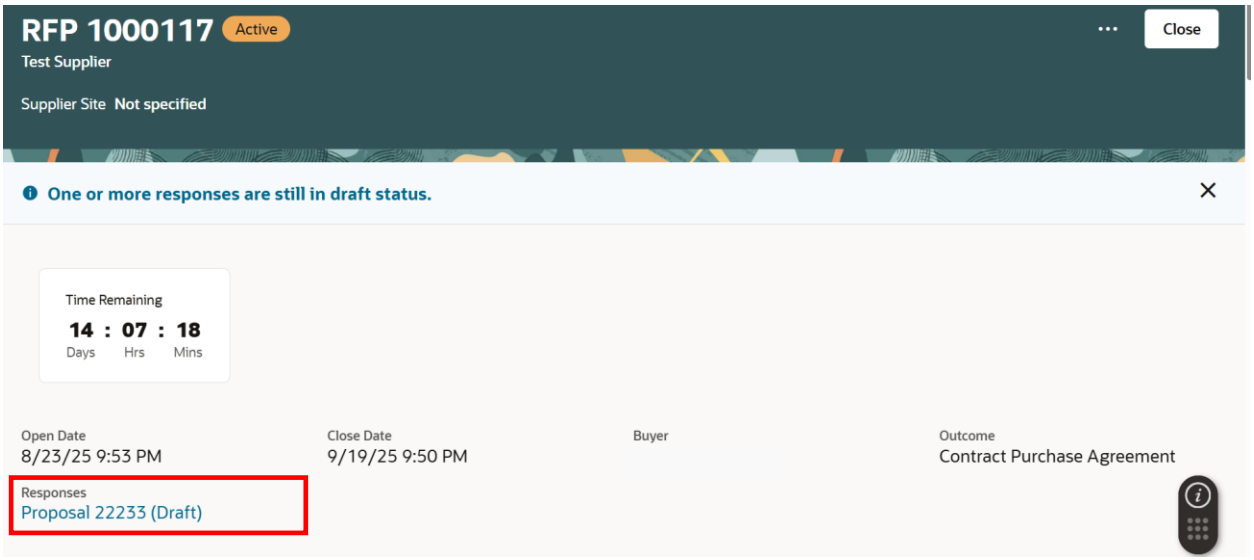


2. A response page will open. The header of this response page will include the automatically generated **Response Title.** The **Response Title** will include a name and number based on the type of negotiation. The response will display a **Draft Status** until it is submitted.

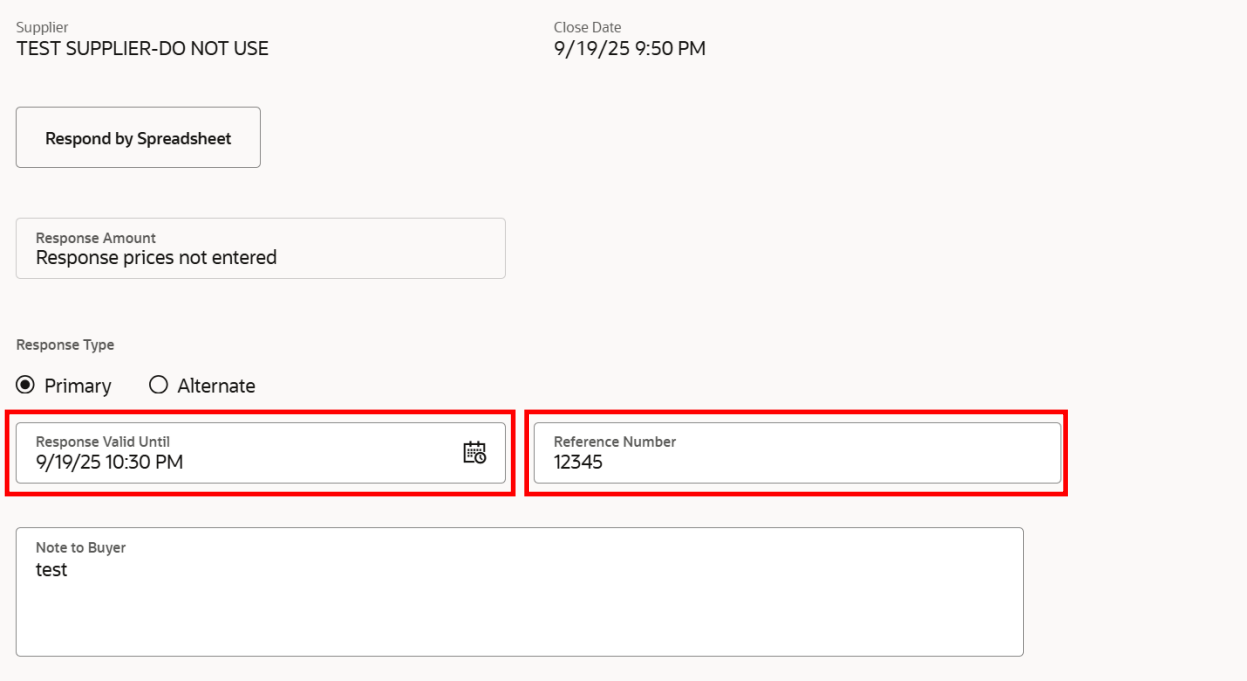
3. If you need to save your response as a draft, select the **Save** button in the top right corner. To exit out of your draft response, select the **House Icon** or the **Oracle Logo** to return to the **Portal Home Page**.



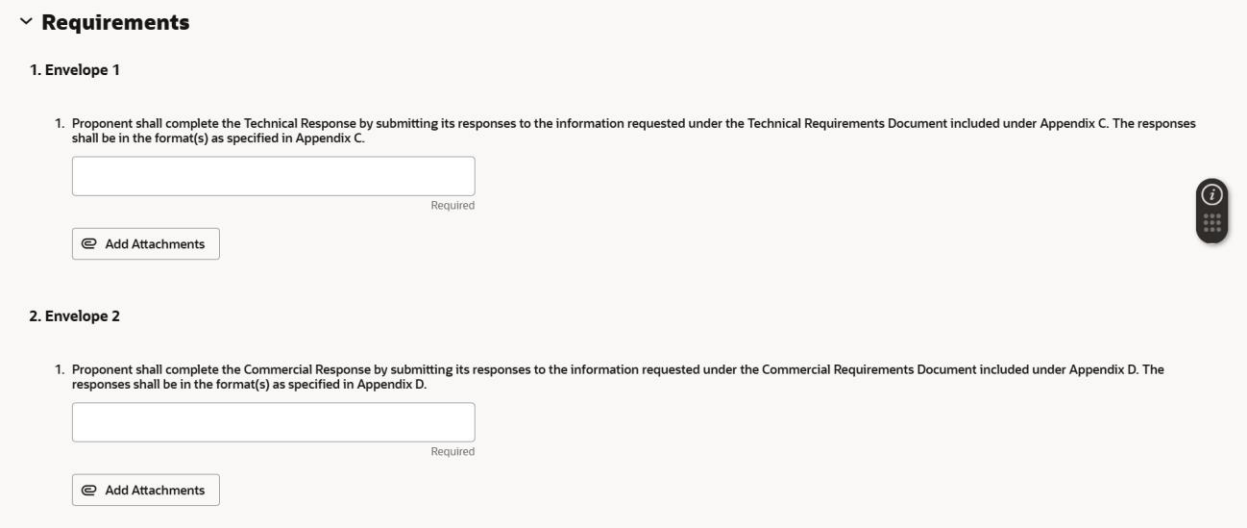
4. To return to your draft response, open the negotiation via the **Negotiation Name Hyperlink** and then select the **Response Title** listed under **Responses**.



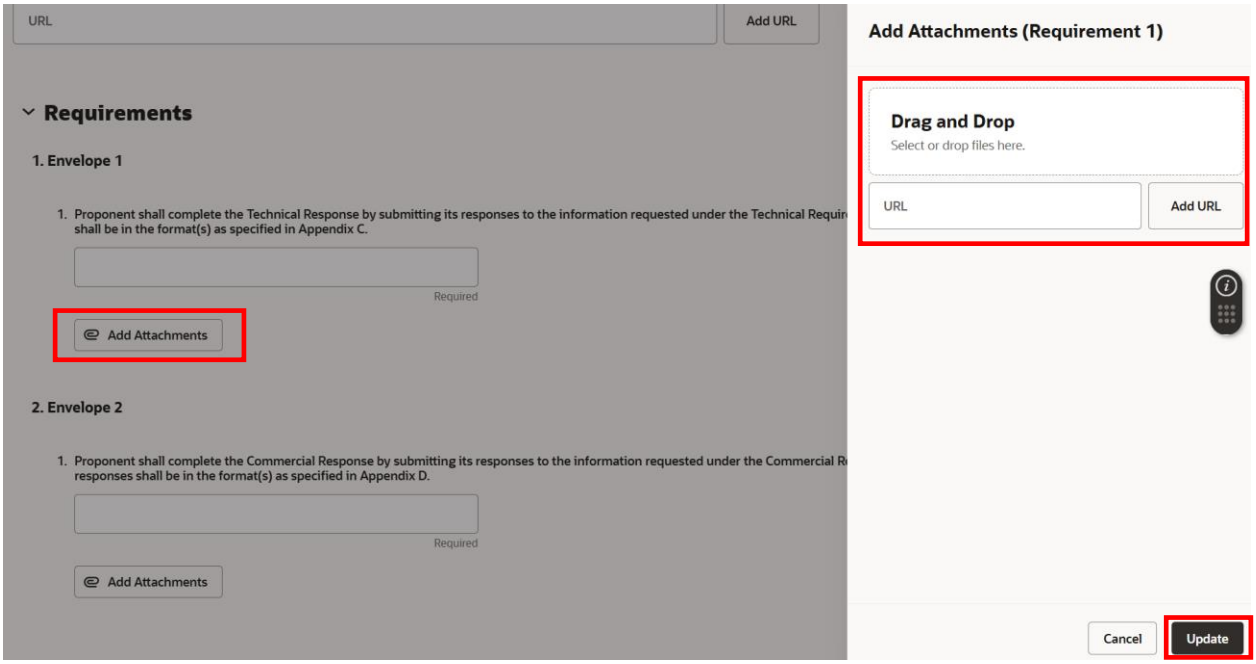
5. On the **Response Page** you can track your responses by adding a **Response Valid Until** date and a **Reference Number**.



6. The **Requirements** section will include questions for you to answer. **Requirements** could include agreeing to terms and conditions or providing price sheets.



7. If a **Requirement** requires supporting information, click the **Add Attachments** button to open the **Add Attachments Window**. You can respond by dropping your files into the **Drag and Drop Field** or click on the **Field** to open your files. You can also add a URL by copying the link into the **URL Field** and then selecting the **Add URL** button. When you have completed uploading your attachments click the **Update** button to close the window.

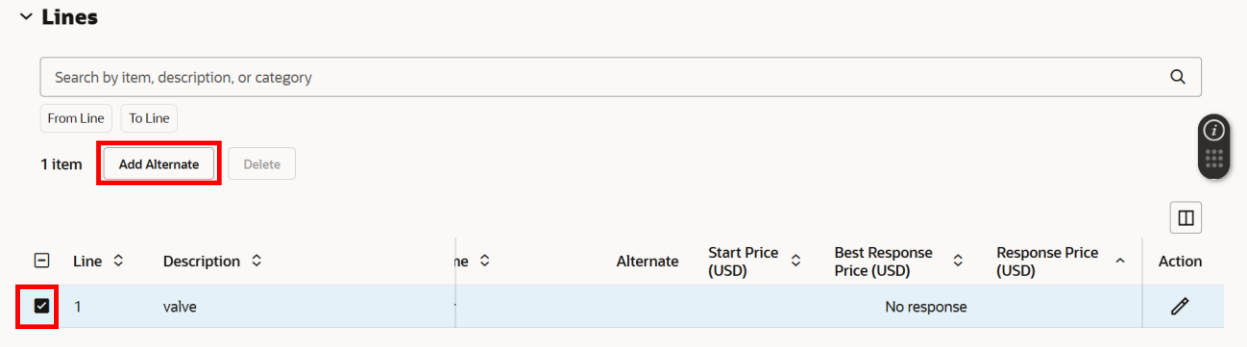


8. When you have completed answering the **Requirements**, scroll down to respond to the **Lines**.

Prepare your Negotiation Response - Lines

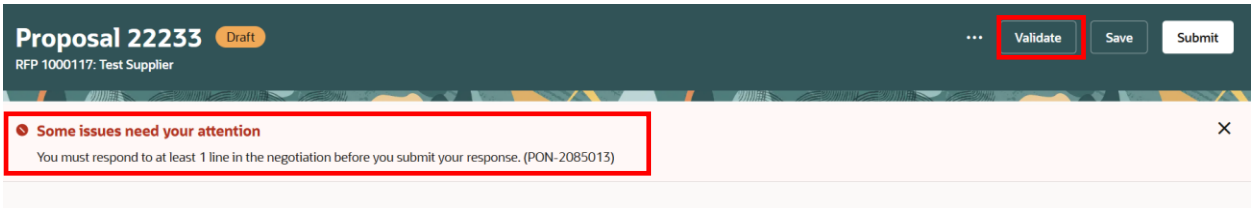
1. If the negotiation requires a response to **Lines**, select the **Pen Icon** to enter the editing function and complete the fields that are open to you. Please note you will need to select the **Pen Icon** for each line you want to edit.

2. If the negotiation creator allowed **Alternate Lines,** you can create a new response line. The additional response line and the original line are both considered by the negotiation creator. If you wish to conduct this activity, click the **Check Box** beside the **Line Number** and then select the **Add Alternate** button**.**

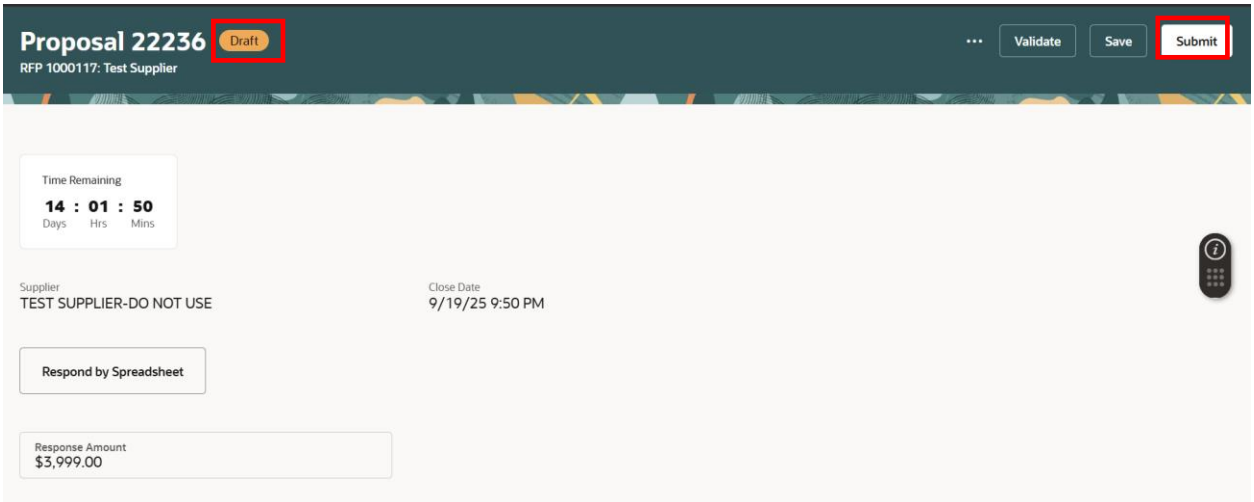


Review your Negotiation Response

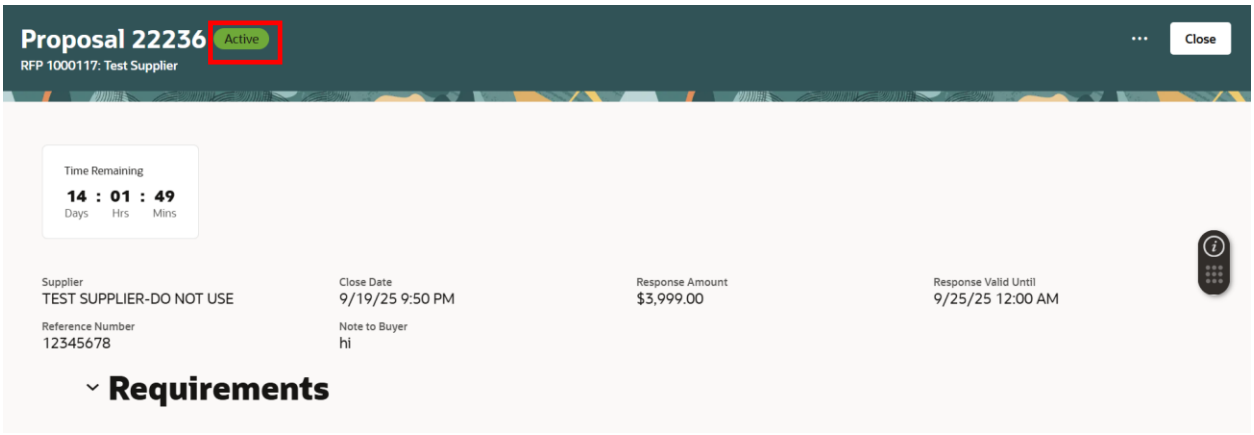
1. When you have completed the **Requirements** and **Lines**, review the information you have prepared. You can ensure you have completed all fields by clicking the **Validate** button in the top right corner. If there is missing information a banner will display the fields that require attention.



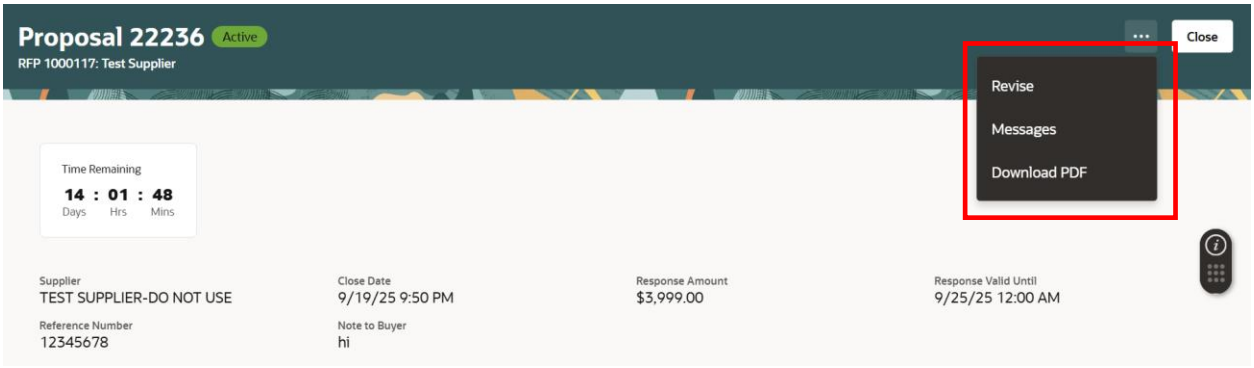
2. When you are ready, you can submit your response by selecting the **Submit** button in the top right corner.



3. Once your negotiation Response has been submitted the status will change from **Draft** to **Active**.

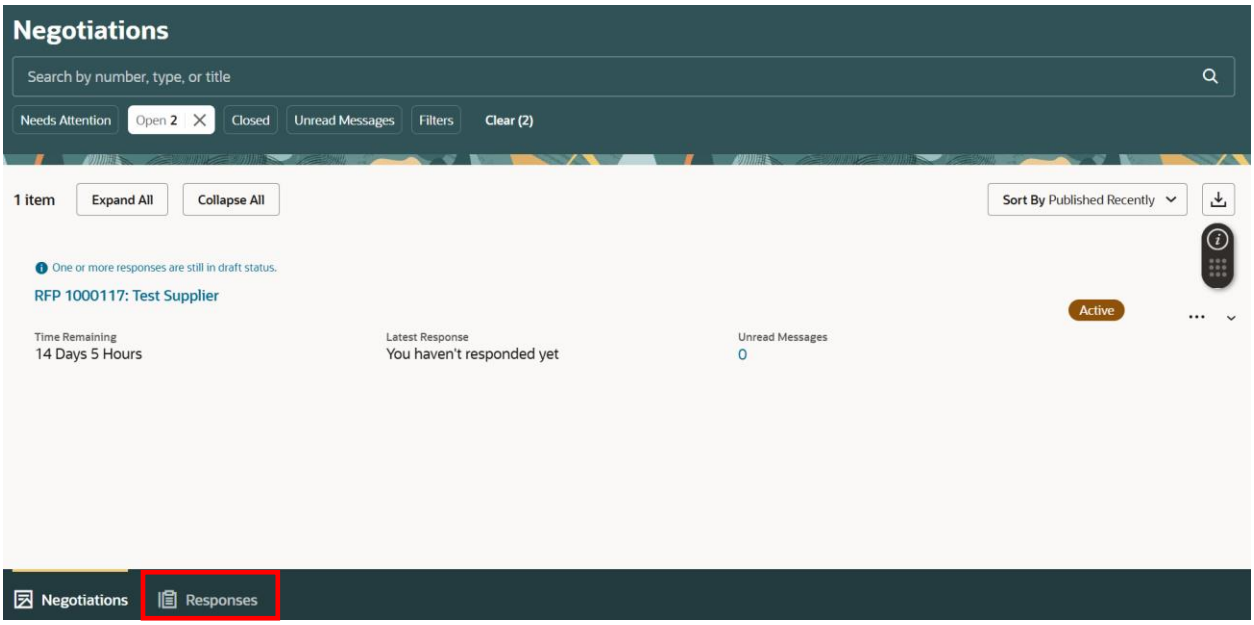


4. If you need **Revise** your response, **Message** the negotiation creator, or **Download a PDF** copy, you can do so by selecting the **Three Dots** beside the **Close** button and clicking the relevant action from the drown-down menu.

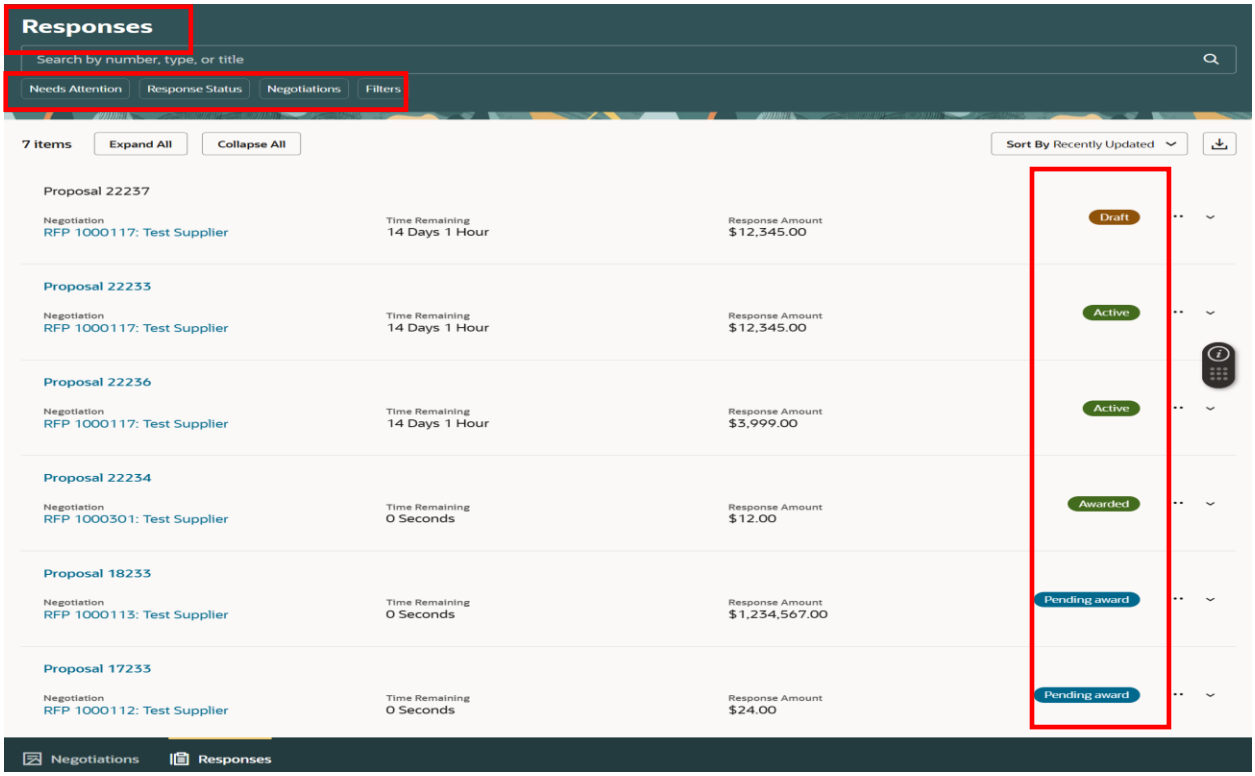


Manage Your Negotiation Response

1. To view the status of your response or access drafts, select the **Responses** tab at the bottom of the **Negotiations Page**.



2. The **Responses Page** will display all your responses. The responses will automatically be organized by submission date. The status of the response will be indicated on right side of the **Response Summary Line**. You can select the **Filters** button to filter by status or use the buttons under the **Search** bar to narrow your search.



Negotiation Award Notification

1. Monitor the status of your Responses to confirm if the work has been awarded. You will also receive a notification under the bell icon and the status of your response will change to **Awarded**.