

Oracle: Submit a Quote

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REST (Real Estate Systems Training)



Document Revision History

Date	Version	Description
09/18/2015	0.1	Draft
03/21/2016	0.2	247888u – updates in support of this release
05/16/2016	0.3	Updated Quote by spreadsheet section to include xml spreadsheet
06/16/2016	0.4	Updated Quote by spreadsheet section to include CRE Quote spreadsheet
01/27/2017	1.0	Publish
09/08/2017	1.1	Added review proposal section
04/09/2018	2.0	Updated screenshots
01/11/2019	3.0	Updated with Project Dates tab
04/22/2019	3.1	Cosmetic update
05/17/2019	3.2	Updated to remove xml spreadsheet option.
02/03/2020	4.0	Added email notification screenshot & updated Project Date section to show no action for non-D&C quotes.
03/31/2020	4.1	Updated screenshots to hide sensitive information.
06/11/2021	4.2	Updated to include Materials Only/Goods type information.
07/07/2021	4.3	Made corrections to Cost Factor information.

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Overview

This document outlines how a supplier submits a bid/quote **without** fee options when invited to partake in a request for proposal (RFx).

If the intent is to submit a bid/quote with fee options, access the **Submit Quote – Fee Options** document from the [CRE Supplier Portal](#).

Notification of Intent to Participate

You will be expected to indicate if you intend to participate in the bidding process. This can be done from

- The invitation in your Worklist within the Oracle application,
- The email notification received or
- Your sourcing home page.

Oracle Worklist

On accesses your Oracle account a list of invitations or RFx requiring your attention will be presented to the right of the screen.

[Oracle Applications Home Page](#)

Subject	Sent	Type	From	Due
You are invited: RFQ 1 (Roof Replacement)	09-Apr-2018	Sourcing Publish		16-Apr-2018
AT&T Supplier Collaboration Network: Confirmation of Registration	04-Apr-2018	Supplier User Registration Workflow Version 2		

[Full List \(2\)](#)
[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
[TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

1. Click on the notification you'd like to respond to. Details on when the RFx will be open for bidding and when it will close will be presented. To review the full proposal, click on the **Negotiation Details** link.

You are invited: RFQ 15484 (Roof Replacement)

[Yes](#) [No](#) [Reassign](#)

From: **JOHN DOE** Company: **AT&T**
 Title: **Roof Replacement**
 Number: **15484**
 Sent: **09-Apr-2018 17:37:45**
 Due: **16-Apr-2018 17:06:32**
 ID: **1**

Negotiation Preview **April 09, 2018 05:37 pm Eastern Time**
 Negotiation Open **April 09, 2018 05:37 pm Eastern Time**
 Negotiation Close **April 16, 2018 05:06 pm Eastern Time**

Supplier: **PO BOX** **US**

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

If not logged in, please go to [Login and view Negotiation Details](#) page or If already logged in, Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

Num	Action Date	Action	From	To	Details
1	09-APR-2018 17:37:46	Submit	JOHN DOE		

Response

Note to Buyer

[Return to Worklist](#)
[Yes](#) [No](#) [Reassign](#)

Reviewing the Proposal

If the **Negotiation Details** link is selected, you may be required to accept the non-disclosure agreement displayed if you haven't already done so.

When this is done, the proposal will be presented. It consists of 3 tabs:

Header Lines Controls

Buyer 0
Requester 0
Description Rfx for lead abatement svcs across multiple IL locations

Business Unit CRE
Business Department EHS

- **Header** Tab – this will contain general information on the proposal including attachments and questions that may require a response.
- **Lines** Tab – this tab will outline the service(s) required, location, quantity, UOM, cost factors, and when needed.
- **Controls** Tab – this tab outlines important dates associated with the proposal. It also lists conditions that govern the proposal such as the possibility of early closure of the proposal, if multiple bids on the same proposal will be accepted etc. This tab is for informational purposes only.

Once you've reviewed the proposal, you can return to the notification or quote you're working on from the link at the bottom of the screen.

Notes and Attachments

Note to Suppliers

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
ATT Supplier Bidding Policy (www.att.com/sup...)	Web Page	Suppliers must review the attached bidding policy and acknowledgement it in the Requirements section.	To Supplier	AO2828	16-Aug-2017	One-Time		

[Return to Notification Details](#)

Actions:

- Click:
 - **Yes** to acknowledge your intend to participate in the RFx OR,
 - **No** if you do not intend to participate in the RFx.
- Access the application to view the RFx details and submit your quote. See [Create Quote](#) for steps on this.

E-mail Notification

An email notification will be sent to the contact listed for the supplier on the RFx. The e-mail address used is that listed in the supplier's Oracle profile. When accessed, the details on when the RFx will be open for bidding and when it will close will be presented. Review the proposal as outlined above.

Action Required: You are invited: RFQ 81453 (Pest Control Services - AAF0TN, AAEKCO)

To: ORITSEJAFOR, AFOLAKE E

Notification Detail.html
651 bytes

Time Zone (GMT -05:00/-04:00) Eastern Time

From:	Oritsejafor, Afolake	Company:	AT&T
To:		Title:	Pest Control Services - AAF0TN, AAEKCO
Sent:	03-FEB-2020 16:43:58	Number:	81453
Due:	04-FEB-2020 16:41:13		
ID:	136031333		

Negotiation Preview February 03, 2020 04:43 pm Eastern Time
 Negotiation Open February 03, 2020 04:43 pm Eastern Time
 Negotiation Close February 04, 2020 04:41 pm Eastern Time
 Supplier B#:
 Supplier Site 4:

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

If not logged in, please go to [Login and view Negotiation Details](#) page or If already logged in, Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

Num	Action Date	Action	From	To	Details
1	03-FEB-2020 16:43:58	Submit	Oritsejafor, Afolake		

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.
Please see example below:

Sample email:
 Action: 'Approve'
 If forwarding this document to another person, please enter their user-id below
 Forward To: 'ATTUID'
 Note: 'This is a test Note'
 MID[17216930/241559840683420603286105087217072705302@PRODWFWM]

Does your company intend to participate?: [Yes](#) [No](#)

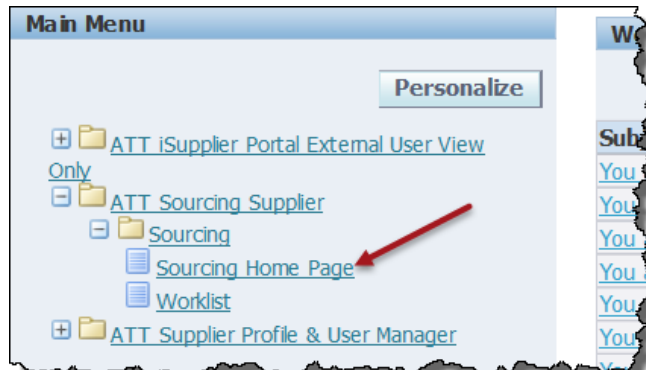
From the email, click:

- **Yes** to acknowledge your intend to participate in the RFx OR,
- **No** if you do not intend to participate in the RFx.

Access the application to view the RFx details and submit your quote. See [Create Quote](#) for steps on this.

Supplier Sourcing Home Page

1. Expand **ATT Sourcing Supplier > Sourcing**.
2. Select **Sourcing Home Page**.



All RFx you've acknowledged will be listed in **Your Active and Draft Responses**.

- An RFx with a **Response Status** of **Active** represent quotes that have been prepared and submitted for consideration.
- **Draft** indicates a quote that has not been submitted.

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
8	Active		2	Fola_PDC_03072	RFQ	0 seconds		0
9	Active		2	JP TEST 032716_C	RFQ	0 seconds		0
6	Active	00	2	Fola_PDC_03072	RFQ	0 seconds		0
6	Active	00	2	Fola_PDC_0307	RFQ	0 seconds		0
5	Active	00	2	Fola_PDC_0208	RFQ	0 seconds		0

RFxs that have not been acknowledged or you haven't created a quote for will be listed in the **Your Company's Open Invitations** section.

5

Active


03

20

Fola_PDC_0208

RFQ

0 seconds



0

Your Company's Open Invitations

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
	2	RA1378_Blanket_as Margaret	RFQ	1 day
	2	Sanity Testing Scenarion 8A	RFQ	2 days 20 hours
	2	Test BPA template	RFQ	3 days 1 hour
	2	RFQ TEST 135PM 413	RFQ	9 days 19 hours
	2	JP TEST 032516_B	RFQ	26 days 19 hours

Quick Links

To acknowledge your intend to participate from here:

- Click the RFx to open it. The **Terms and Conditions** window will appear.

Negotiations

Negotiations >

Terms and Conditions

Title **EHS Waste Removal Services** RFQ **2**
 Status **ACTIVE** Open Date **05-May-2016 15:23:48**
 Time Left **21 days 23 hours** Close Date **27-May-2016 15:06:54**
 Description

[Export to PDF](#) [Cancel](#) [Accept](#)

The following terms and conditions must be accepted before a quote is placed in this RFQ.

NON-DISCLOSURE AGREEMENT

THIS AGREEMENT ("Agreement"), effective on the last date signed by a Party (the "Effective Date"), is between AT&T corporation, on behalf of itself and its Affiliates (collectively "AT&T"), and Supplier ("Receiving Party"). Each Party may be referred to in the singular as "Party" or in the plural as "the Parties" to this Agreement.

The Parties agree as follows:

1. In connection with ongoing discussions or negotiations for the purpose of RFX between AT&T and the Receiving Party (the "Project"), AT&T may find it beneficial to disclose to the Receiving Party certain information, including confidential, proprietary or trade secret information. "Information", with respect to AT&T, means all confidential, proprietary or trade secret information, including discoveries, ideas, concepts, know-how, techniques, processes, procedures, designs, specifications, strategic information, proposals, requests for proposals, proposed products, drawings, blueprints, tradings, documents, models, samples, formulas, data, computer programs, marketing information, source code, trade secrets, and all other information, in any form or medium, that is confidential, proprietary or trade secret information of AT&T.

- Review the non-disclosure agreement listed. You can also click [Export to PDF](#) to export the details to pdf.
- Once you've reviewed the details, scroll down to the bottom of the page and click the checkbox provided.

under a separate written agreement between the Parties.

3. The Receiving Party shall:

a. hold all Information in confidence with the same degree of care with which the Receiving Party protects its own

Attachments

Title	Type	Description	Category	Last Updated By	Last Upd
No results found.					

* ☐ I have read and accepted the terms and conditions

- The **Accept** button becomes available; click it.
- You will be taken into the RFx. Review the tabs shown for information on the proposal; see [Review the Proposal](#) for more on this.
- Select **Acknowledge Participation** from the **Actions** dropdown box to the right of the screen once done. Click **Go**.

Negotiations

Negotiations >

RFQ: 2

Title **EHS Waste Removal Services**
 Status **Active**
 Time Left **21 days 23 hours**

Open Date **05-May-2016 15:23:48**
 Close Date **27-May-2016 15:06:54**

Header **Lines** **Controls**

Buyer **Oritsejafor, Afolake**

Description

Terms

Actions

- Acknowledge Participation**
- Create Quote
- Online Discussions
- View Quote History
- Printable View
- Export to Spreadsheet
- Vendor Participation

[Go](#)

- The **Acknowledge Participation** screen will appear. If an acknowledgement has already been submitted a warning message will be displayed.

The screenshot shows the 'Negotiations' tab in the Oracle interface. Below the breadcrumb 'Negotiations > RFQ: >', there is a warning message: 'Warning: Your company has already acknowledged participation for [redacted]. Either make modifications and press the Apply button, or press the Cancel button.' Below this, the title 'Acknowledge Participation (RFQ [redacted])' is displayed. At the bottom right, there are 'Cancel' and 'Apply' buttons. The bottom of the image is obscured by a torn paper effect.

- If no acknowledgement has been submitted click:
 - **Yes** to acknowledge your intend to participate in the RFx OR,
 - **No** if you do not intend to participate in the RFx.

This screenshot shows the 'Acknowledge Participation (RFQ [redacted])' screen. It includes the breadcrumb 'Negotiations > RFQ: >' and the title 'Acknowledge Participation (RFQ [redacted])'. The main content area contains the question 'Will your company participate?' with two radio button options: 'Yes' (which is selected) and 'No'. Below this is a text area labeled 'Note to Buyer'. At the bottom right, there are 'Cancel' and 'Apply' buttons.

- Click **Apply** to save your selection. Your acknowledgement will be submitted to the RFx buyer.

You can now create your quote if you intend to participate.

Create Quote

Log into the application and access your sourcing home page if you have not already done so.

- Click on the desired RFx to review the details.
 - If the **Terms and Conditions** had not been previously reviewed and accepted, you will be prompted to do so at this point.
 - Once you have reviewed them, scroll down to the bottom of the page and click the checkbox provided.

b. restrict disclosure of the Information solely to its employees, contractors and agents with a need to know such persons are bound by obligations of confidentiality no less than those imposed in this Agreement;

c. use the Information only as needed for purposes of the Project;

d. except for purposes of the Project, not copy, distribute, or otherwise use such Information or knowingly allow anyone else to copy, distribute, or otherwise use such Information, and ensure that any and all copies shall bear the same notices or be

Attachments

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

* ☐ I have read and accepted the terms and conditions

Cancel Accept

- Click **Accept**.
- Select **Create Quote** from the **Actions** dropdown menu to the right of the screen then click **Go**.

Negotiations

Negotiations >

RFQ:

Title: EHS Waste Removal Services
Status: Active
Time Left: 21 days 23 hours

Open Date: 05
Close Date: 27

Buyer: Oritsejafor, Afolake

Header Lines Controls

Description

Terms

Actions: Acknowledge Participation, Create Quote, Online Discussions, View Quote History, Printable View, Export to Spreadsheet, Vendor Participation

Go

- The **Create Quote** screen will appear. You will be required to populate the required values on the **Header** and **Lines** tab. This can be done by:
 - Entering them directly into the application or
 - Selecting **Quote by Spreadsheet**. Click [here](#) for steps on how to accomplish this.

Negotiations > RFQ: >

Create Quote: (RFQ)

Fee Options Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title: Asbestos Abatement
RFQ Description: Asbestos Abatement removal reqd in HVAC room and on 2nd flr.
Time Left: 4 days 23 hours
Close Date: 16-Jan-2019 12:15:50

Header Lines Project Dates

Supplier: EXP
Supplier Site: 07 -
RFQ Currency: USD
Quote Currency: USD

Quote Valid Until: 16-Apr-2019
Reference Number:
Note to Buyer:

Attachments

Add Attachment...

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

Fee Options Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Quote via GUI

Header Tab

1. If you'd like to list a reference number for your use enter it into the **Reference Number** field; you can also provide a note to the buyer in the field provided.

Negotiations > RFQ: >

Create Quote: (RFQ)

Fee Options Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title Asbestos Abatement
RFQ Description Asbestos Abatement removal reqd in HVAC room and on 2nd flr.
Time Left 4 days 23 hours
Close Date 16-Jan-2019 12:15:50

Header Lines Project Dates

Supplier EXP
Supplier Site -
RFQ Currency USD
Quote Currency USD

Quote Valid Until 15-Apr-2019
Reference Number
Note to Buyer

Attachments

Add Attachment...

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

Fee Options Cancel View RFQ Quote By Spreadsheet Save Draft Continue

2. Attachments for the buyer's review can be added to the quote by selecting **Add Attachment...** and following the onscreen prompts.
3. Navigate to the **Requirements** section if available and populate any required fields listed here.

Requirements

Expand All Collapse All

Focus Title

Focus Title	Target Value	Quote Value
Requirements		
Qualitative Score		
Weekend Hours?		
Number of Employees?		
Have you reviewed the Supplier Bidding Policy?		

Fee Options Cancel View RFQ Quote By Spreadsheet Save Draft Continue

4. Click **Save Draft** to save your entries. Access the **Lines** tab.

Lines Tab

- Click on the  as prompted on your screen (see below).

Create Quote: (RFQ)

Title **Asbestos Abatement**
 RFQ Description **Asbestos Abatement removal reqd in HVAC room and on 2nd flr.**
 Time Left **4 days 23 hours**
 Close Date **16-Jan-2019 12:15:50**

Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Promised Date
1 Asbestos Abatemen...		99999999	No Quote			Each	1	1	

Indicates more information requested. Click the Update icon.

- Review the information provided carefully; areas requiring your input will contain a blank field. List the total cost of the service required in the **Quote Price** field. Indicate when service will be delivered in the **Promise Date** field.



Important! If **Cost Factors** (see definition below) have been included in the request, the **Quote Price** field is not editable. The **Line Price** field and **Quote Price** field will be populated based on your **Cost Factors** input.

Negotiations

Create Quote : Line 1 (RFQ)

Description **Asbestos Abatement**
 Unit **Each**
 Start Price
 Target Price
 Quote Price
 Target Quantity **1**
 Quote Quantity **1**

Close Date **16-Jan-2019 12:15:50**
 Quote Currency **USD**
 Rank **No Quote**
 Ship-To **99999999**
 Need-By Date **21-Jan-2019 18:40:57 to 31-Mar-2019 18:41:04**
 Promised Date

Pay Items

✓ TIP Total pay item amount must add up to the line amount.

Attributes

Group	Attribute	Attribute Type	Target Value	Quote Value
-------	-----------	----------------	--------------	-------------

- Scroll down to the **Attributes** section; populate any blank fields here that require your input. Scroll down to the **Cost Factors** section (if present). Cost factors allow you to identify and negotiate on additional costs related to a **Goods** or **Service Amount** line type. You can use cost factors to obtain a more realistic idea of the total cost of an item or service by factoring in any additional costs beyond just price. Such costs could include additional costs such as consulting or training, or internal costs such as switching costs.

4. Populate any blank fields here that require your input.

Cost Factors					
Cost Factor	Target Value	Buyer Notes	Supplier Notes	Quote Value	Pricing Basis
Line Price			<input type="text"/>	<input type="text"/>	Per-Unit (Each)
Delivery Cost		Let me know if the delivery will be higher due to location.	<input type="text"/>	<input type="text"/>	Fixed Amount



Important! If **Cost Factors** have been included in the request, you will not be able to submit your quote until you've addressed all the included **Cost Factors**.

5. Click **Save Draft**.
6. If there are multiple locations associated with the RFx, they will be listed in the Line field in the top right of the form. Select the next location you'd like to process from the dropdown list then click **Go**.

Negotiations	
Create Quote : Line 201.1 (RFQ)	Line 202: CHRYSLER ... <input type="button" value="Go"/>
Group MI MI Description Snow Removal Service Unit Each Start Price Target Price Quote Price <input type="text"/> Target Quantity 1 Quote Quantity 1	<input type="button" value="Fee Options"/> <input type="button" value="Cancel"/> <input type="button" value="Save Draft"/> <input type="button" value="Apply"/>
	Close Date 04-Feb-2019 16:37:01 Quote Currency USD Rank No Quote Ship-To 99999999 Need-By Date 20-Feb-2019 00:00:00 to 28-Feb-2019 00:00:00 Promised Date <input type="text"/>

7. Once all locations have been processed, click **Apply**; you'll be returned to the **Create Quote** screen.
8. Click **Save Draft** then access the **Project Dates** tab.

Project Dates Tab

The **Project Dates** tab will contain design and construction dates relative to projects created in REM-CRE Tririga. This tab is relative to D&C projects which originated from REM-CRE. In this case, the dates section (shown below) may be required.

Header	Lines	Project Dates
Projects		
Project Number Project Name		
Project Dates		
Project Start Date Estimated In Service/All Trans Date Anticipated Design Start Date Anticipated Design Completion Date Anticipated Construction Start Date Anticipated Substantial Completion Date		
Consultant & Contractor Dates		
Design Start <input type="text"/>		
Design Development Complete <input type="text"/>		
Design Docs Complete <input type="text"/>		
Construction Docs Complete <input type="text"/>		
Construction Start <input type="text"/>		
Substantial Completion or Occupancy <input type="text"/>		
<input type="button" value="Fee Options"/> <input type="button" value="Cancel"/> <input type="button" value="View RFQ"/> <input type="button" value="Quote By Spreadsheet"/> <input type="button" value="Save Draft"/> <input type="button" value="Continue"/>		


For all other CRE entities (EH&S, S&I, etc.), no action will be required on this tab.

Header	Lines	Project Dates
Projects		
Project Number Project Name		
Project Dates		
Project Start Date Estimated In Service/All Trans Date Anticipated Design Start Date Anticipated Design Completion Date Anticipated Construction Start Date Anticipated Substantial Completion Date		
Consultant & Contractor Dates		
No Dates are required to be provided at this time. Please contact the buyer for any inquiries.		
<input type="button" value="Fee Options"/> <input type="button" value="Cancel"/> <input type="button" value="View RFQ"/> <input type="button" value="Quote By Spreadsheet"/> <input type="button" value="Save Draft"/> <input type="button" value="Continue"/>		







In those instances where the date fields are present, suppliers are required to populate all fields with an asterisk in the **Consultant & Contractor Dates** section.

- Required date fields are determined by the project manager; they may differ from project to project.
- Required date fields must be populated to successfully save and submit the quote.

To populate required fields on this tab:

1. Click  next to the field.
2. Use the calendar that appears to select the desired month, day and year.
3. Repeat steps 1 and 2 for each date field.
4. Click **Save Draft** once done.

Anticipated Construction Start Date 21-Jan-2019
Anticipated Substantial Completion Date 31-Mar-2019



Consultant & Contractor Dates	
* Design Start	14-Jan-2019 11:39:05 
* Design Development Complete	15-Jan-2019 11:39:18 
* Design Docs Complete	15-Jan-2019 11:39:22 
* Construction Docs Complete	15-Jan-2019 11:39:41 
* Construction Start	21-Jan-2019 11:39:46 
Substantial Completion or Occupancy	

Fee Options Cancel View RFQ Quote By Spreadsheet **Save Draft** Continue

Quote via Spreadsheet


This option allows you to enter your values into an excel workbook generated by Oracle and upload it into the system.

1. Select **Quote By Spreadsheet**.
2. The **Create Quote: Quote By Spreadsheet** screen will appear.

Create Quote : Quote By Spreadsheet (RFQ )

RFQ Currency USD
Quote Currency USD

Step 1: Export Spreadsheet

 **TIP** Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).

Format

☐ XML Spreadsheet - Rich Style (.xml)

☐ XML Spreadsheet - Light-Weight Style (.xml)

☐ Tab-Delimited (.txt)

☒ CRE Quote Spreadsheet - Excel Style (.xls)

Export

3. In **Step 1: Export Spreadsheet** click the **CRE Quote Spreadsheet – Excel Style (.xls)** radio button then select **Export**.

Note: The **Requirements** section of the **Header** tab is not included in the generated spreadsheet. Be sure to navigate to the Header tab in the GUI and populate any fields that require attention in this section.

4. Navigate to where it was saved and open it. The details of the RFx will appear.

A	B	C	D	E	F	G	H	I
Category	Display Information	Display Information	Display Information	Display Information	Display Information	Display Information	Display Information	Display Information
Line Type								
UOM								
Quantity								
Firm?								
Required (Default Y)								
Attribute Type								
Price Break								
Location	ONE TIME ADDRESS (OTA)	GEOLOC	ADDRESS LINE	ADDRESS LINE 2	CITY	REGION	OTHER UNIQUE KEY	ZIPCODE
K, WI	N	P		N/A	OAK CREEK	1	-	53154
WI	N	P		N/A	MILWAUKEE	1	-	53215
WI	N	P		N/A	MILWAUKEE	1	-	53208
WI	N	P		N/A	MILWAUKEE	1	-	53233
N, WI	N	P		N/A	STOUGHTON	1	-	53589
I, WI	N	P		N/A	STOUGHTON	1	-	53589
WI	N	P		N/A	LAKE GENEVA	1	-	53147
WI	N	P		N/A	LAKE GENEVA	1	-	53147
T	N	P		N/A	WEST BEND	1	-	53090
N, WI	N	P		N/A	NEW BERLIN	1	-	53151
WI	N	P		N/A	FOND DU LAC	1	-	54601

5. Populate all columns flagged as **Supplier Enterable** with the required information.
6. Populate each **Services** column (these are the columns in green and yellow) with your pricing (see below). The listed value for each field should be for one unit of measure (row 3) not the total cost of the service.

CRE DEFAULT.SNOW REMOVAL.DEFAULT	
Line/Task	Note to S
Each	
ODE	Snow Removal Service
7	350
5	350
5	350
3	350
7	350
5	350
2	350
0	350
5	350
0	350
5	350
5	350

7. Save the spreadsheet to a local drive once done. You can now import the spreadsheet into Oracle.

Import the Spreadsheet

1. From **Step 2: Import Spreadsheet**, click the **CRE Spreadsheet (.xls)** radio button.
2. Click **Browse**.

Step 2: Import Spreadsheet

Format ☐ XML Spreadsheet (.xml)
☐ Tab-Delimited (.txt)
☒ CRE Spreadsheet (.xls)

File To Import

3. Navigate to the local drive where the completed spreadsheet is saved and select it. Click **Open**.
4. The file path will be outlined in Oracle; click **Import**. The values from the spreadsheet will now be visible in Oracle.
5. The **Promised Date** field is not required and can be left blank. Click **Save Draft**.

Negotiations

Create Quote: (RFQ)

Title [Snow Removal](#) Time Left **5 days 2 hours**
 RFQ Description **Snow Removal services needed at several WI, MI & IL locations.** Close Date **04-Feb-2019 16:37:01**

Header **Lines** **Project Dates**

RFQ Currency **USD** Quote Currency **USD**

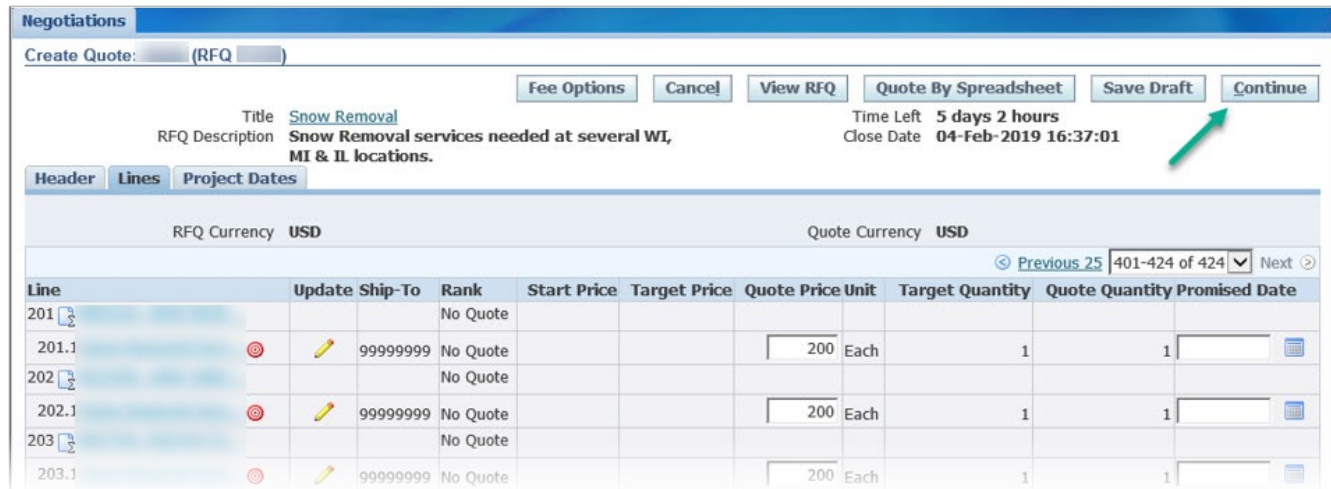
Previous 25 401-424 of 424 Next

Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date
201			No Quote							
201.1			99999999	No Quote		200	Each	1	1	
202			No Quote							
202.1			99999999	No Quote		200	Each	1	1	
203			No Quote							
203.1			99999999	No Quote		200	Each	1	1	
204			No Quote							
204.1			99999999	No Quote		200	Each	1	1	
205			No Quote							
205.1			99999999	No Quote		200	Each	1	1	

6. You can now submit your quote as outlined next.

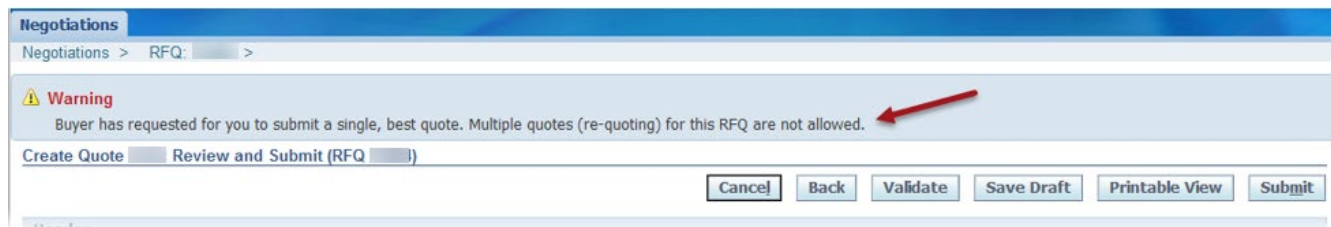
Submit Quote

- Once all requested information has been listed on the **Header** and **Lines** tabs click **Continue**.



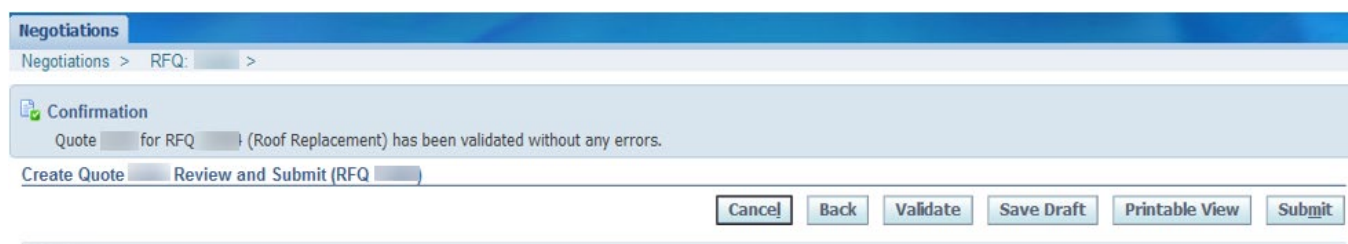
The screenshot shows the 'Negotiations' header with the 'Continue' button highlighted by a green arrow. The RFQ description is 'Snow Removal services needed at several WI, MI & IL locations.' The 'Time Left' is 5 days 2 hours, and the 'Close Date' is 04-Feb-2019 16:37:01. Below the header, there are tabs for 'Header', 'Lines', and 'Project Dates'. The 'Lines' tab is selected, showing a table with columns: Line, Update, Ship-To, Rank, Start Price, Target Price, Quote Price Unit, Target Quantity, Quote Quantity, and Promised Date. The table contains three lines (201, 202, 203) with a 'No Quote' status and a 'Rank' of 99999999. The 'Quote Price Unit' is 'Each' and the 'Target Quantity' is '1'.

If only a single quote is allowed by the buyer, a warning message will be presented advising of this.



The screenshot shows the 'Negotiations' header with a 'Warning' message displayed. The message states: 'Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.' A red arrow points to the message. Below the message, there are buttons for 'Cancel', 'Back', 'Validate', 'Save Draft', 'Printable View', and 'Submit'.

You can choose to validate the quote at this point to ensure no required fields have been left unpopulated; to do this click **Validate**. A confirmation or error message will be returned depending on what is found.



The screenshot shows the 'Negotiations' header with a 'Confirmation' message displayed. The message states: 'Quote (Roof Replacement) has been validated without any errors.' Below the message, there are buttons for 'Cancel', 'Back', 'Validate', 'Save Draft', 'Printable View', and 'Submit'.

- Scroll through the page to ensure all required information has been provided. Pay close attention to the **Requirements** and **Lines** section to ensure the prices you wish to submit are accurately listed. If any of the information is inaccurate, click **Back** to make modifications.
- Once satisfied with the quote click **Submit**; a message confirming the quote has been submitted will be received.