

## Oracle: Submit a Quote with Fee Options

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## Tech Arch Application Training

## Tech Arch Application Training & Business Process Support



## Document Revision History

Date	Version	Description
04/10/2018	0.1	Draft
08/23/2018	1.0	Publish
01/11/2019	2.0	Updated to reflect CLLI address in fee option window and addition of Project Dates tab
04/22/2019	2.1	Cosmetic updates
04/27/2020	2.2	Reviewed for compliance

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## Overview

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This document outlines how a supplier submits a bid/quote with fee options when invited to partake in a request for proposal (RFx).

If the intent is to submit a bid/quote without fee options, access the [Submit a Quote](#) document from the [CRE Supplier Portal](#).

## Notification of Intent to Participate

You'll have an opportunity 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

**Main Menu**  
[Personalize](#)  

- ATT Supplier Portal External User - Invoice Entry
- ATT (Supplier Portal External User View Only
- ATT Sourcing Supplier

**Worklist**  

Subject	Sent	Type	From	Due
<a href="#">You are invited: RFQ 15484 (Roof Replacement)</a>	09-Apr-2018	Sourcing Publish	Oritsejafor, Afolake	16-Apr-2018
<a href="#">AT&amp;T Supplier Collaboration Network: Confirmation of Registration</a>	04-Apr-2018	Supplier User Registration Workflow Version 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 \(Roof Replacement\)](#)

**From** Oritsejafor, Afolake  
**To** SCOTT GIBSON  
**Sent** 09-Apr-2018 17:37:46  
**Due** 16-Apr-2018 17:06:32  
**ID** 113606661

**Company** AT&T  
**Title** Roof Replacement  
**Number** 15484

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

**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 ID** [REDACTED]  
**Supplier Site** [REDACTED]

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	Oritsejafor, Afolake	SCOTT GIBSON	

**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,

Time Left 6 days Close Date 16-Apr-2018 17:06:32

Header Lines Controls

Buyer Oritsejafor, Afolake  
Requester Oritsejafor, Afolake  
Description Rfx for roof replacement at 1411 and 2478 W. Schaumburg Road.

Business Unit CRE  
Business Department PDC

- *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, 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
<a href="http://www.att.com/sup...">ATT Supplier Bidding Policy (www.att.com/sup...)</a>	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 Acknowledge Participation Go

- Select,
  - 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.

From the email, select,

- 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.

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	
<a href="#">8</a>	Active		<a href="#">24</a>	Fola_PDC_03072	RFQ	0 seconds		<a href="#">0</a>	
<a href="#">9</a>	Active		<a href="#">26</a>	JP TEST 032716_C	RFQ	0 seconds		<a href="#">0</a>	
<a href="#">8</a>	Active		<a href="#">24</a>	Fola_PDC_03072	RFQ	0 seconds		<a href="#">0</a>	
<a href="#">8</a>	Active		<a href="#">24</a>	Fola_PDC_0307	RFQ	0 seconds		<a href="#">0</a>	
<a href="#">5</a>	Active		<a href="#">20</a>	Fola_PDC_0208	RFQ	0 seconds		<a href="#">0</a>	

RFx 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

20

Fola\_PDC\_0208

RFQ

0 seconds

0

Your Company's Open Invitations

Full List

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

Quick Links

From *Your Company's Open Invitations* section, click on the RFx you'd like to respond to. If you have acknowledged your intent to participate, continue from [Create Quote](#). If you have not acknowledged your intent to participate, you'll be prompted to do so. To do this,

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

**Negotiations**

Negotiations >

**Terms and Conditions**

Title: **EHS Waste Removal Services**  
 Status: **ACTIVE**  
 Time Left: **21 days 23 hours**  
 Description:

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

[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, tracings, documents, models, samples, forecasts, data, computer systems, marketing materials, financial information, and other information.

- 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 within 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 Updated
No results found.					

\* ☐ I have read and accepted the terms and conditions

- The **Accept** button becomes available; click on 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: **27**

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:

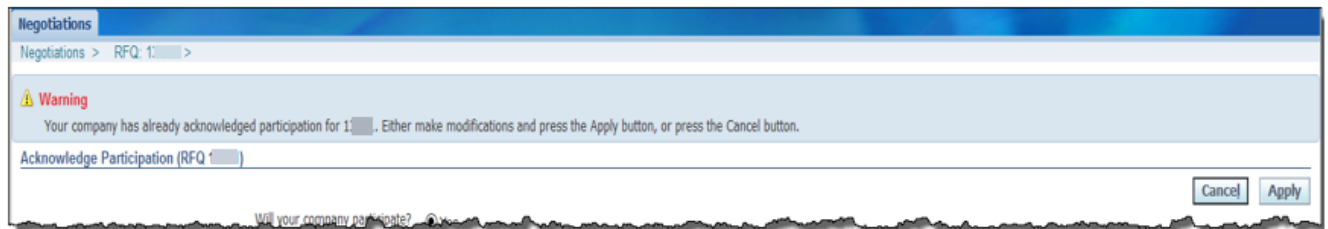
**Terms**

**Actions**

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

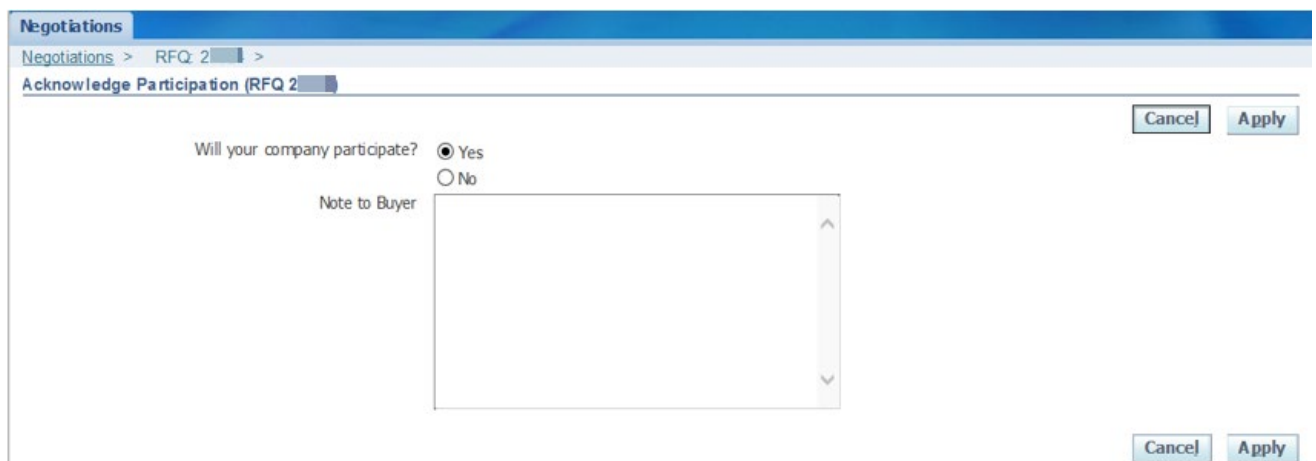
[Go](#)

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



The screenshot shows the 'Negotiations' window with the 'Acknowledge Participation (RFQ 1)' tab selected. A warning message is displayed: 'Warning: Your company has already acknowledged participation for 1. Either make modifications and press the Apply button, or press the Cancel button.' At the bottom right, there are 'Cancel' and 'Apply' buttons.

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



The screenshot shows the 'Negotiations' window with the 'Acknowledge Participation (RFQ 2)' tab selected. The question 'Will your company participate?' is displayed with two radio button options: 'Yes' (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

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

Negotiations > RFQ: 1

Title: Roof Replacement  
Status: Active  
Time Left: 6 days

Buyer: Oritsejafor, Afolake  
Requester: Oritsejafor, Afolake  
Description: RFX for roof replacement at 1411 and 2478 W. Schaumburg Road.

Business Unit: CR  
Business Department: PD

Actions: Acknowledge Participation, Create Quote, Online Discussions, View Quote History, Printable View, Export to Spreadsheet, Subcontractor Bid Waiver Form

Go

2. The **Create Quote** screen will appear. You will be required to populate the required values on the **Header**, **Lines** and **Project Dates** tab.

Negotiations > RFQ: 4: >  
Create Quote: 27 (RFQ 4)

Fee Options Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title: M54187 Asbestos Abatement  
RFQ Description: Asbestos Abatement removal reqd in HVAC room and on 2nd flr.  
Time Left: 3 days 8 hours  
Close Date: 14-Jan-2019 18:44:26

Header Lines Project Dates

Supplier: EX  
Supplier Site: 07  
RFQ Currency: USD  
Quote Currency: USD

Quote Valid Until: 14-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

## 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.
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	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

1. Select **Fee Options** from the top right of the screen. A new window appears.

**Negotiations**

Negotiations > RFQ: 48416 > Create Quote: 27257 (RFQ 48416) >

RFQ 48416 RFQ Title M54187 Asbestos Abatement Description Asbestos Abatement removal reqd in HVAC room and on 2nd flr. BPA 161 BPA Line 3 BPA Description BPA for services provided by EXP US SERVICES INC BPA Rev 1 Supplier Name EXP US SERVICES INC>H9R Supplier Site Quote 21 Project Number 101 Project Description M54187 Asb Abatement

**Fee Options**

\* RFQ Line 1 \* Fee Option Asbestos Abatement

Line Description Item Rev Unit Of Measure EA Category CRE.DEFAULT.ASBESTOS/LEAD ABTMTN.DEFAULT Quantity 1 Price GEOLOC M5 CLLI SFL Address 25 MI 48075


**Cost Elements Fees**

No results found.

**User Instructions**

1. Save Fee Options before creating alternates.
2. Fee Options auto calculate upon tab out.
3. For any assistance please reach out to PDC user support 1800 xxx-xxxx.

Create Alternate Save Fee Options

2. Click  to the right of the **Fee Option** field.
3. The **Search and Select Fee Option** window appears. Leave the search field blank and click **Go**. The Fee structure(s) associated with the identified purchase agreement will be listed in the **Results** section.

**Search and Select: Fee Option**

Cancel Select

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Fee Name Go

**Results**

Select	Quick Select	Fee Name
<input type="radio"/>		Project Changes (ao2828)

4. Click within the checkbox alongside the desired fee option then click **Select**.
5. You will be returned to the Lines tab where the cost elements for the fee structure are displayed.

**Negotiations**

Negotiations > RFQ: 48416 > Create Quote: 27257 (RFQ 48416) >

RFQ 48416 RFQ Title M54187 Asbestos Abatement Description Asbestos Abatement removal reqd in HVAC room and on 2nd flr. BPA 161 BPA Line 3 BPA Description BPA for services provided by EXP US SERVICES INC BPA Rev 1 Supplier Name EXP US SERVICES INC>H9R Supplier Site Quote 21 Project Number 101 Project Description M54187 Asb Abatement

**Fee Options**

\* RFQ Line 1 \* Fee Option Project Fees (ao2828) X

Line Description Asbestos Abatement Item Rev Unit Of Measure EA Category CRE.DEFAULT.ASBESTOS/LEAD ABTMTN.DEFAULT Quantity 1 Price GEOLOC M5 CLLI SFI Address 25 SOUTHFIELD MI 48075

**Cost Elements Fees**

Cost Elements	Fees
Direct Cost	0
Other Fees	0
Project Cost	0
Renovation Fees	0
Contingency	0
Total Cost	0

**User Instructions**

1. Save Fee Options before creating alternates.
2. Fee Options auto calculate upon tab out.
3. For any assistance please reach out to PDC user support 1800 xxx-xxxx.

Create Alternate Save Fee Options

[Return](#)

6. Enter fees in the editable fees provided. Read only fields will be calculated based on your entries.

**Fee Options**

\* RFQ Line: 1

\* Fee Option: Project Fees (ao2828)

Line Description: Asbestos Abatement

Item:

Rev:

Unit Of Measure: EA

Category: CRE.DEFAULT.ASBESTOS/LEAD

ABTMNT.DEFAULT

Quantity: 1

Price:

GEOLOC: M

CLLI: SF

Address: 258 SOUTHFIELD MI 48075

Cost Elements	Fees
Direct Cost	7,500.00
Other Fees	0.00
Project Cost	7,500.00
Renovation Fees	0.00
Contingency	1,500.00
Total Cost	9,000.10

[Return](#)

[Create Alternate](#) [Save Fee Options](#)

**User Instructions**

1. Save Fee Options before creating alternates.
2. Fee Options auto calculate upon tab out.
3. For any assistance please reach out to PDC user support 1800 xxx-xxxx.

7. Once done click **Save Fee Options**.
8. To add fee options to other line items associated with the RFx, click on the magnifying glass alongside the **RFQ Line** field.

**Fee Options**

\* RFQ Line: 1

\* Fee Option: Project Charges (ao2828)

Line Description: 1411 - Roof Replacement

Item:

Rev:

Unit Of Measure: EA

Category: CRE.DEFAULT.ROOFING.DEFAULT

Quantity: 1

Price:

GEOLOC: Q

Cost Elements	Fees
Direct Cost	15,000.00
GC Direct Cost	0.00
Other Costs	0.00
Project Management Fee	450.00
Field Supervision Fee	375.00
Total Cost	15,825.00

[Return](#)

[Create Alternate](#) [Save Fee Options](#)

**User Instructions**

1. Save Fee Options before creating alternates.
2. Fee Options auto calculate upon tab out.
3. For any assistance please reach out to PDC user support 1800 xxx-xxxx.

9. The **Search and Select** screen will appear. Leave the search field blank and click **Go**.
10. All service lines associated with the RFx will appear. Click within the checkbox alongside the desired value > **Select**.
11. The new line will appear on your screen. Populate the section as outlined in steps 2 – 7.

## Alternate Fee Options

If there is an alternative fee option you'd like to include for any of the line items associated with the RFx,

1. Click **Create Alternate**. The **Alternates** section will be added to the lower section of your screen.
2. Click **+** to expand the section.
3. Use the magnifying glass alongside the **RFQ Line** field to search for and select the service line this alternate is for.
4. The **Fee Option** field will default to that previously selected.
  - If this is accurate, proceed to step 4.
  - If you wish to change it, click on the magnifying glass alongside the field. The **Search and Select Fee Option** window appears. Leave the search field blank and click **Go**. A list of all applicable fee options will appear. Click within the checkbox alongside the desired value then click **Select**.
5. List the desired fees as outlined in the previous section. Click **Save Alternate** once done.

6. Repeat steps 1-3 to add more alternative fee structures for any service line on the RFx.

Alternates		Cost Elements Fees	Save Alternate
* RFQ Line	1	Direct Cost	6,500.00
* Alternate Number	1a	Other Fees	2,500.00
* Fee Option	Project Fees (ao2828)	Project Cost	9,000.00
Item		Renovation Fees	0.00
Rev		Contingency	0.00
Unit Of Measure	EA	Total Cost	9,000.10
Category	CRE.DEFAULT.ASBESTOS/LEAD		
Description	ABTMNT.DEFAULT Asbestos Abatement		

7. Once all fee options are outlined, click **Return** at the bottom of the screen.

Alternate Number	Buyer Acceptance	Category
1a		CRE.DEFAULT.ROOFING.DEFAULT
<a href="#">Return</a>		

Other Costs  
Project Management Fee  
Field Supervision Fee  
Total Cost







About this Page Privacy Statement Negotiations Home Logout

8. Navigate to the **Lines** Tab. Update the **Promised Date** column and click **Save Draft**. The **Quote Price** column will be populated with the initial fee options provided (not the alternates).

Access the **Project Dates** tab.

## Project Dates Tab


The Project Dates tab will contain design and construction dates relative to the project.







Header	Lines	Project Dates
<b>Projects</b>		
Project Number <b>10</b>		
Project Name <b>M54187 Asb Abatement</b>		
<b>Project Dates</b>		
Project Start Date <b>10-Jan-2019</b>		
Estimated In Service/All Trans Date <b>20-May-2019</b>		
Anticipated Design Start Date <b>11-Jan-2019</b>		
Anticipated Design Completion Date <b>18-Jan-2019</b>		
Anticipated Construction Start Date <b>21-Jan-2019</b>		
Anticipated Substantial Completion Date <b>31-Mar-2019</b>		
<b>Consultant &amp; Contractor Dates</b>		
* 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"/>	

Read only values in the **Project Dates** section are mapped from REM-CRE Tririga. 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.

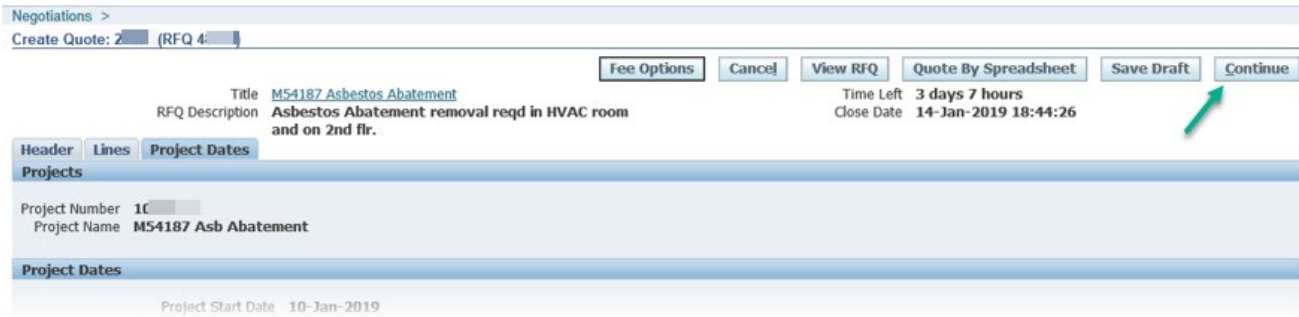
To populate required fields on this tab,

1. Click  alongside the field.
2. Use the calendar that appears to select the desired month, day & 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
<b>Consultant &amp; Contractor Dates</b>	
* 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	<input type="text"/> 
<div> <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"/> </div>	

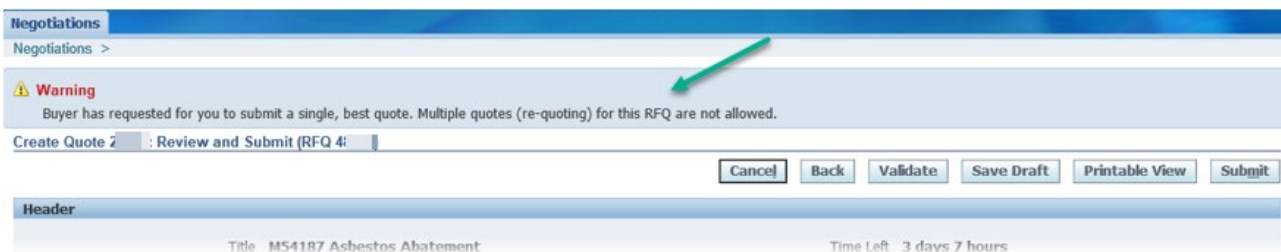
## Submit Quote

- Once all requested information has been listed on the *Header*, *Lines* and *Project Dates* tabs select **Continue**.



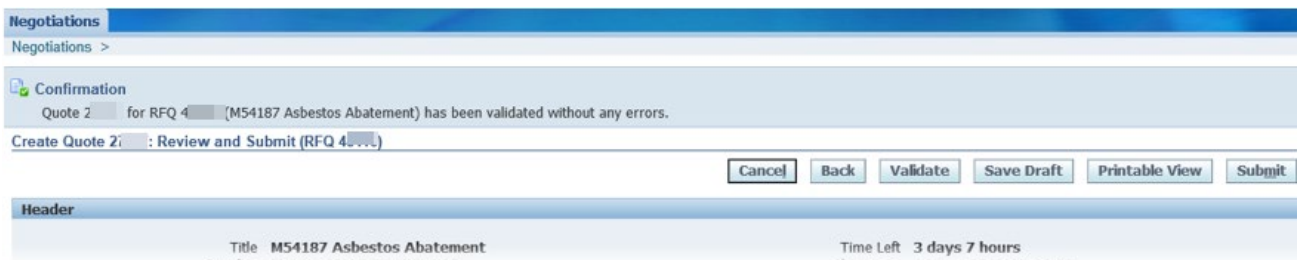
The screenshot shows the Oracle Negotiations interface. At the top, there's a breadcrumb 'Negotiations >' and a status bar 'Create Quote: 2 (RFQ 4)'. Below this are several buttons: 'Fee Options', 'Cancel', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue'. A green arrow points to the 'Continue' button. The main content area has tabs for 'Header', 'Lines', and 'Project Dates'. Under the 'Header' tab, the 'RFQ Description' is 'Asbestos Abatement removal reqd in HVAC room and on 2nd flr.'. Below this are sections for 'Projects' (Project Number: 1C, Project Name: M54187 Asb Abatement) and 'Project Dates' (Project Start Date: 10-Jan-2019).

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



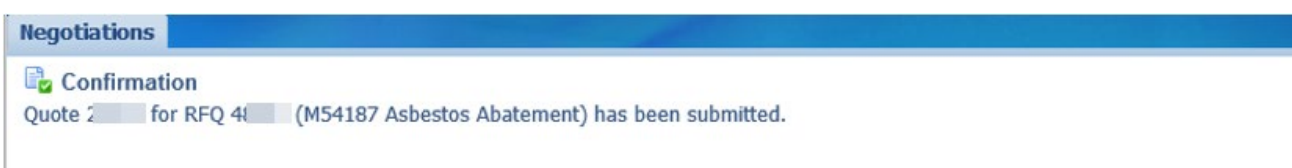
The screenshot shows a warning message in the Oracle Negotiations interface. A green arrow points to the warning icon. The message states: 'Warning: Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.' Below the message are buttons: 'Cancel', 'Back', 'Validate', 'Save Draft', 'Printable View', and 'Submit'. The 'Header' tab is selected, showing the title 'M54187 Asbestos Abatement' and 'Time Left: 3 days 7 hours'.

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



The screenshot shows a confirmation message in the Oracle Negotiations interface. A green arrow points to the confirmation icon. The message states: 'Confirmation: Quote 2 for RFQ 4 (M54187 Asbestos Abatement) has been validated without any errors.' Below the message are buttons: 'Cancel', 'Back', 'Validate', 'Save Draft', 'Printable View', and 'Submit'. The 'Header' tab is selected, showing the title 'M54187 Asbestos Abatement' and 'Time Left: 3 days 7 hours'.

- 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** near the top right of the page to make modifications.
- Once satisfied with the quote click **Submit**; a message confirming the quote has been submitted will be received.



The screenshot shows a submission confirmation message in the Oracle Negotiations interface. A green arrow points to the confirmation icon. The message states: 'Confirmation: Quote 2 for RFQ 4 (M54187 Asbestos Abatement) has been submitted.' The 'Header' tab is selected, showing the title 'M54187 Asbestos Abatement' and 'Time Left: 3 days 7 hours'.