

Document Revision History

Date	Version	Description	Prepared By
01/21/2019	0.1	Draft	Afolake Oritsejafor
01/30/2019	1.0	Publish	Afolake Oritsejafor

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Overview

A buyer may choose to close an open RFX to make modifications to it. The revised RFX will then be published as a **New Round**. This document outlines how a supplier submits a quote for a new round they've been invited to.

Notification of Intent to Participate

You will be notified of the new round by,

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

Oracle Worklist

On access your Oracle account, notifications of new rounds will be presented to the right of the screen.

[Oracle Applications Home Page](#)

The screenshot shows the Oracle Worklist interface. On the left is a 'Main Menu' with a 'Personalize' button and a tree view containing items like 'ATT iSupplier Portal External User - Invoice Entry', 'ATT iSupplier Portal External User - Purchase Order Change Request Entry', 'ATT Sourcing Supplier', 'Pin', 'Sourcing', 'ATT Supplier Profile & User Manager', and 'Supplier Details'. The main 'Worklist' area has a 'Full List (1)' button and a table with columns: Subject, Sent, Type, From, Due. The table contains one row: 'You are invited: Additional round of RFQ 48416-2 (M54187 Asbestos Abatement)', '21-Jan-2019', 'Sourcing Publish', 'Oritsejafor, Afolake', '23-Jan-2019'. Below the table are two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

1. Click on the notification. Details on when the RFX will be open for bidding and when it will close will be presented. To review the full RFX, click on the [Round Modifications](#) link.

The screenshot shows the details of the notification. At the top, it says 'Oracle Applications Home Page >' and 'You are invited: Additional round of RFQ 48416-2 (M54187 Asbestos Abatement)'. There are 'Yes', 'No', and 'Reassign' buttons. The header information includes: From: Oritsejafor, Afolake; To: SAI; Sent: 21-Jan-2019 10:05:39; Due: 23-Jan-2019 10:00:20; ID: 118715598. Company: AT&T; Title: M54187 Asbestos Abatement; Number: 48416-2. Negotiation Preview: January 21, 2019 10:05 am Eastern Time; Negotiation Open: January 21, 2019 10:05 am Eastern Time; Negotiation Close: January 23, 2019 10:00 am Eastern Time; Supplier E: [redacted]; Supplier Site 2t: [redacted]. A green arrow points to the 'No' button. Below this is a text block: '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.' Another text block says: 'If not logged in, please go to [Login and view Round Modifications](#) page or If already logged in, Please go to [Round Modifications](#) page if you want to review the changes before acknowledging your intent to participate and/or responding.' Below this is an 'Action History' table:

Num	Action Date	Action	From	To	Details
1	21-JAN-2019 10:05:39	Submit	Oritsejafor, Afolake	SA [redacted]	

Below the table is a 'Response' section with a 'Note to Buyer' text area. At the bottom, there are 'Return to Worklist' and 'Yes', 'No', 'Reassign' buttons.

Reviewing the RFx

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 RFx details will be presented. It consists of 3 tabs,

Header Lines Controls

Buyer: Oritsejafor, Afolake
Requester: Oritsejafor, Afolake
Description: RFx for lead abatement svcs across multiple IL locations

Business Unit: CRE
Business Department: EHS

Close Date: 21-Aug-2017 15:11:52

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: Acknowledge Participation

2. Select,
 - o **Yes** to acknowledge your intend to participate in the RFx OR,
 - o **No** if you do not intend to participate in the RFx.
3. 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 it as outlined above.

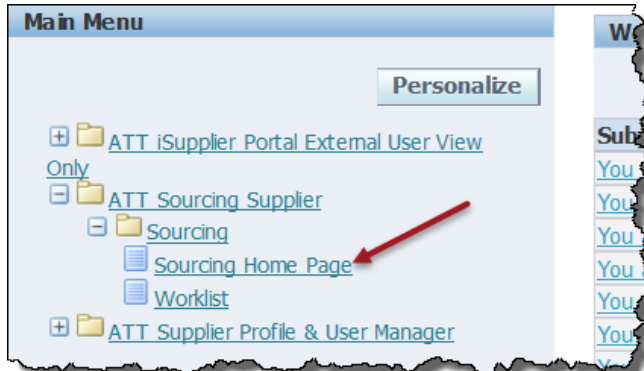
From the email, select,

- **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**.



New Round RFx will appear in **Your Company's Open Invitations** section. The *Negotiation Number* will be appended with a '-x' where 'x' represents the number of revisions +1 ('1' being the original version).

Welcome, Sarah Redinger.

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
27258	Active	07	49445	QJ0352 Asbestos Abatement	RFQ	0 seconds		0

Your Company's Open Invitations

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
07	48416-2	M54187 Asbestos Abatement	RFQ	1 day 23 hours

Quick Links

[Manage](#) [View Responses](#)

- Click on the RFx to open it. The **Non-Disclosure Agreement** window will appear.

Negotiations

Negotiations >

Non-Disclosure Agreement

Export to PDF Cancel Accept

Title	M54187 Asbestos Abatement	RFQ	49446
Status	ACTIVE	Open Date	21-Jan-2019 10:05:35
Time Left	1 day 23 hours	Close Date	23-Jan-2019 10:00:20
Description	Asbestos Abatement removal reqd in HVAC room and on 2nd flr.		

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

- Review the non-disclosure agreement details. 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.

document, (e.g., .pdf or similar format) are true and valid signatures for all purposes hereunder and shall bind the Parties to the same extent as that of an original signature. This Agreement may be executed in multiple counterparts, each of which shall be deemed to constitute an original but all of which together shall constitute only one document.

Each Party has caused this NDA to be executed by its duly authorized representative.

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

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

- 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 >
RFQ: 48416-2

Title **M54187 Asbestos Abatement**
Status **Active**
Time Left **1 day 23 hours**

Header | Lines | Controls

Buyer **Oritsejafor, Afolake** Business Unit **C**

Actions: **Acknowledge Participation** (highlighted), Create Quote, Online Discussions, View Quote History, View Round Modifications

Go

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

Warning

Your company has already acknowledged participation for 49446. Either make modifications and press the Apply button, or press the Cancel button.

Acknowledge Participation (RFQ 48416-2)

Supplier Site 07

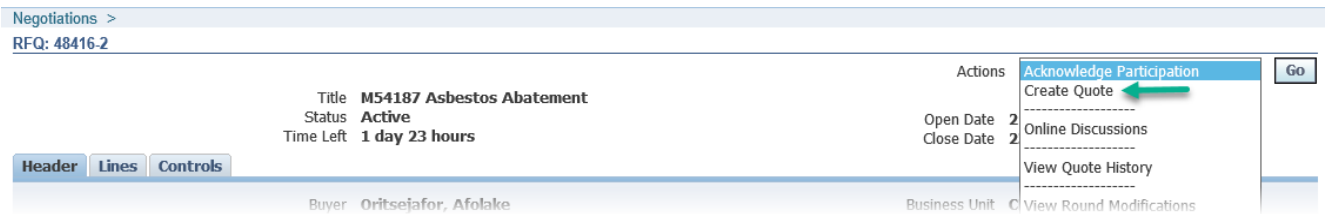
- If no acknowledgement has been submitted select,
 - **Yes** to acknowledge your intend to participate in the RFx OR,
 - **No** if you do not intend to participate in the RFx.
- Click **Apply** to save your selection. Your acknowledgement will be submitted to the RFx buyer.

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

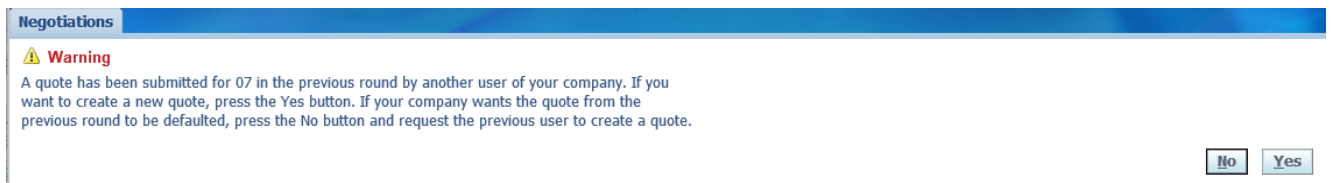
Create Quote

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 **Non-Disclosure Agreement** had not been previously reviewed and accepted, you will be prompted to do so at this point.
 - Once you have reviewed it, scroll down to the bottom of the page and click within the checkbox provided.
 - Click **Accept**.
- Select **Create Quote** from the **Actions** dropdown menu to the right of the screen then click **Go**.



- If
 - a quote was submitted by a different user in your company for the original or a previous round of the RFx, a warning message (shown below) will be received.



- Click **Yes** if you wish to create a new quote; continue with the steps outlined in the sections below.
 - Click **No** if you'd like the previous user to submit the revised quote. That user will have the ability to log into Oracle and submit the new round from their sourcing home page.
- You submitted the last quote for the RFx, the **Create Quote** screen will appear. You can now make modifications to the previous quote (or enter your quote if a response was not previously provided).

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: 48416-2 >
Create Quote: 28243 (RFQ 48416-2)

Fee Options Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title [M54187 Asbestos Abatement](#) Time Left **1 day 23 hours**
RFQ Description **Asbestos Abatement removal reqd in HVAC room and on 2nd flr.** Close Date **23-Jan-2019 10:00:20**

Header Lines Project Dates

Supplier **EXP US SERVICES INC>N9R** Quote Valid Until **23-Apr-2019**
Supplier Site **07 - 205 N MICHIGAN SUITE 3600, CHICAGO, IL 60601, US**
RFQ Currency **USD** Reference Number **EXPUS_TRNG190111**
Quote Currency **USD** Note to Buyer

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Extended Pricing Information	File	Attached is a full list of pricing for the services we provide.	From Supplier	SL3871	21-Jan-2019	One-Time		

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 of the screen if available and populate any required fields listed here.

Requirements

Expand All Collapse All

Focus Title	Target Value	Quote Value
<ul style="list-style-type: none"> ☐ Requirements ☐ Qualitative Score 		
Weekend Hours?		<input type="text"/> (Numeric Value only)
Number of Employees?		<input type="text"/>
Have you reviewed the Supplier Bidding Policy?		<input type="text"/>

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 (No Fee Options)

Suppliers with an existing fee structure will utilize **Fee Options** to populate this tab. Follow the steps outlined in [Lines Tab \(Fee Options\)](#). All other suppliers should follow the steps outlined below;

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

2. 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.

3. Scroll down to the **Attributes** section; populate any blank fields here that require your input.
4. Click **Apply**; you'll be returned to the **Create Quote** screen.
5. Repeat steps 1-4 for each line item listed. Click **Save Draft** once done.

Lines Tab (Fee Options)

For suppliers with an existing fee structure,

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

Negotiations


Negotiations > Create Quote: 28243 (RFQ 48416-2) >

RFQ	48416-2	BPA	16176498	Supplier Name	EXP US SERVICES INC>N9R	Project Number	1000934
RFQ Title	M54187 Asbestos Abatement	BPA Line	3	Project Description	M54187 Asb Abatement		
Description	Asbestos Abatement removal reqd in HVAC room and on 2nd flr.	BPA Description	BPA for services provided by EXP US SERVICES INC	Supplier Site			
		BPA Rev	1	Quote	28243		

Fee Options

* RFQ Line	1	Cost Elements	Fees	Create Alternate	Save Fee Options
* Fee Option		No results found.		User Instructions	
Line Description	Asbestos Abatement	<ol style="list-style-type: none"> 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. 			
Item					
Rev					
Unit Of Measure	EA				
Category	CRE.DEFAULT.ASBESTOS/LEAD				
	ABTMNT.DEFAULT				
Quantity	1				
Price					
GEOLOC	M54187				
CLLI	SFLDMIMB				
Address	25800 NORTHWESTERN HWY, SOUTHFIELD, MI, 48075				

[Return](#)

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 [Go](#)

Results

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

[About this Page](#)

[Cancel](#) [Select](#)

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.

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

The screenshot shows the 'Fee Options' screen. On the left, there are fields for RFQ Line (1), Fee Option (Project Fees (ao2828)), Line Description (Asbestos Abatement), Item, Rev, Unit Of Measure (EA), Category (CRE.DEFAULT.ASBESTOS/LEAD ABTMMT.DEFAULT), Quantity (1), Price, GEOLOC (M54187), CLLI (SFLDMIMB), and Address (25800 NORTHWESTERN HWY, SOUTHFIELD, MI, 48075). On the right, there is a 'Cost Elements' table with columns for 'Elements' and 'Fees'. The table contains: Direct Cost (5,000.00), Other Fees (250.00), Project Cost (5,250.00), Renovation Fees (0.00), Contingency (650.00), and Total Cost (5,900.10). There are buttons for 'Create Alternate' and 'Save Fee Options'. Below the table is a 'User Instructions' box with three 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. A 'Return' link is located below the form.

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.

This screenshot is similar to the previous one, but a green arrow points to the magnifying glass icon next to the RFQ Line field (1). The 'Cost Elements' table shows Direct Cost (5,000.00) and Other Fees (250.00). The 'User Instructions' box contains one instruction: 1. Save Fee Options before creating alternates.

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,

- Click **Create Alternate**. The **Alternates** section will be added to the lower section of your screen.
- Click **+** to expand the section.
- Use the magnifying glass alongside the **RFQ Line** field to search for and select the service line this alternate is for.
- 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**.
- List the desired fees as outlined in the previous section. Click **Save Alternate** once done.
- Repeat steps 1-3 to add more alternative fee structures for any service line on the RFx.
- Once all fee options are outlined, click **Return** at the bottom of the screen.

The screenshot shows the bottom of the screen with a table containing 'Alternate Number' (1a), 'Buyer Acceptance', and 'Category' (CRE.DEFAULT.ROOFING.DEFAULT). Below the table is a 'Return' button with a red arrow pointing to it. At the bottom of the screen, there are navigation links: 'About this Page', 'Privacy Statement', 'Negotiations', 'Home', and 'Logout'.


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

Project Dates Tab

The Project Dates tab will contain design and construction dates relative to the project. For D&C projects, 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,

- Click  alongside the field.
- Use the calendar that appears to select the desired month, day & year.
- Repeat steps 1 and 2 for each date field.
- Click Save Draft once done.

Create Quote: 28243 (RFQ 48416-2)

<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"/>			
Title	M54187 Asbestos Abatement	Time Left	1 day 21 hours
RFQ Description	Asbestos Abatement removal reqd in HVAC room and on 2nd flr.	Close Date	23-Jan-2019 10:00:20

Header	Lines	Project Dates
Projects		
Project Number	1000934	
Project Name	M54187 Asb Abatement	
Project Dates		
Project Start Date	10-Jan-2019	
Estimated In Service/All Trans Date	20-May-2019	
Anticipated Design Start Date	11-Jan-2019	
Anticipated Design Completion Date	18-Jan-2019	
Anticipated Construction Start Date	21-Jan-2019	
Anticipated Substantial Completion Date	31-Mar-2019	
Consultant & Contractor Dates		
* Design Start	23-Jan-2019 12:06:51	
* Design Development Complete	25-Jan-2019 12:06:59	
* Design Docs Complete	25-Jan-2019 12:07:07	
* Construction Docs Complete	28-Jan-2019 12:07:33	
* Construction Start	30-Jan-2019 12:07:44	
Substantial Completion or Occupancy		

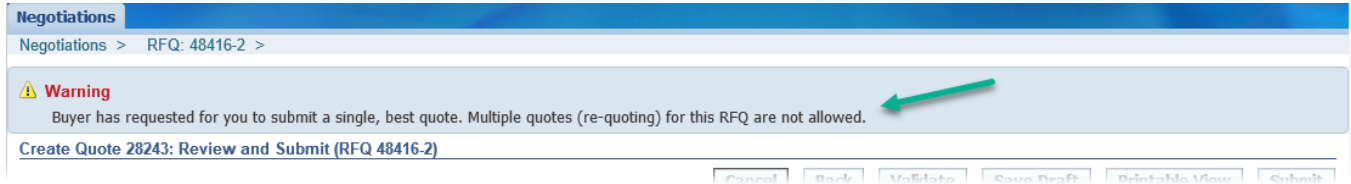
The **Projects** and **Project Dates** section will be blank for EH&S projects & the tab can be ignored all together.

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		

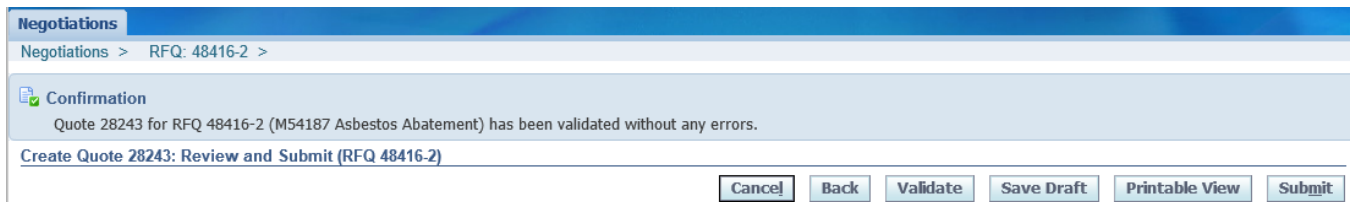
Submit Quote

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

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



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.



- 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.

 **Confirmation**
Quote 28243 for RFQ 48416-2 (M54187 Asbestos Abatement) has been submitted.

[Return to Sourcing Home Page](#)