Oracle:
Respond to a New Round

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[Tech Arch Application Training & Business Process Support](#)

Document Revision History

Date	Version	Description
01/21/2019	0.1	Draft
01/30/2019	1.0	Publish
04/27/2020	1.1	Reviewed for compliance

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

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.

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* 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 governor 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.

2. Select,
   - **Yes** to acknowledge your intend to participate in the RFx OR,
   - **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.
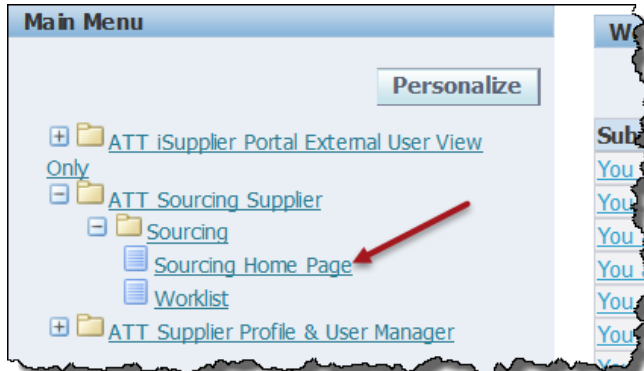
From the email, select,
- **Yes** to acknowledge your intend to participate in the RFx OR,
- **No** if you do not intend to participate in the RFx.

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).

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

- 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	Actions [Acknowledge Participation] [Go]
Status	Active	Create Quote
Time Left	1 day 23 hours	Open Date 2 ───────────────
		Close Date 2 Online Discussions
		───────────────
Header	Lines	Controls	View Quote History
		───────────────
Buyer	Oritsejafor, Afolake	Business Unit C View Round Modifications

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

Negotiations
Negotiations > RFQ: 48416-2 >

⚠ **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.

1. 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**.
2. Select **Create Quote** from the **Actions** dropdown menu to the right of the screen then click **Go**.
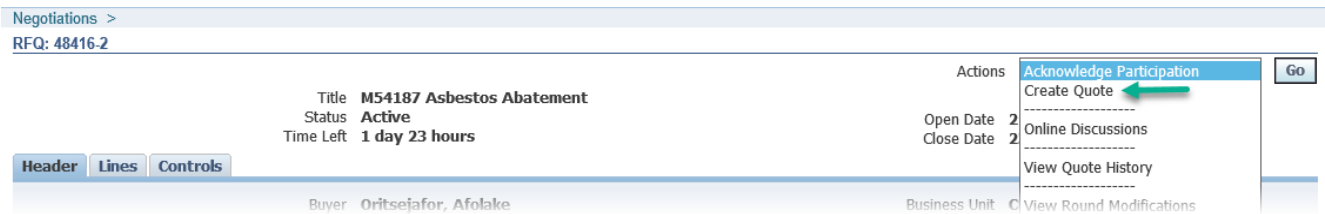
3. If
   - a quote was submitted by a different user in your company for the original or a previous round of the RFx, a warning message (shown below) will be received.
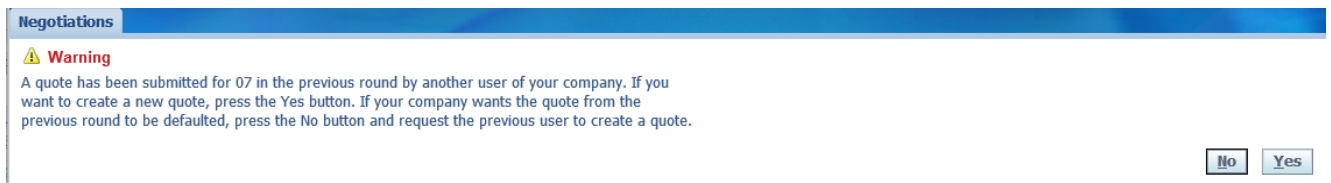
   - o Click **Yes** if you wish to create a new quote; continue with the steps outlined in the sections below.
   - o Click No if you'd like the previous user to submit the revised quote. That user will have the ability to log into Oracle and submit the new round from their sourcing home page.

   - 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.

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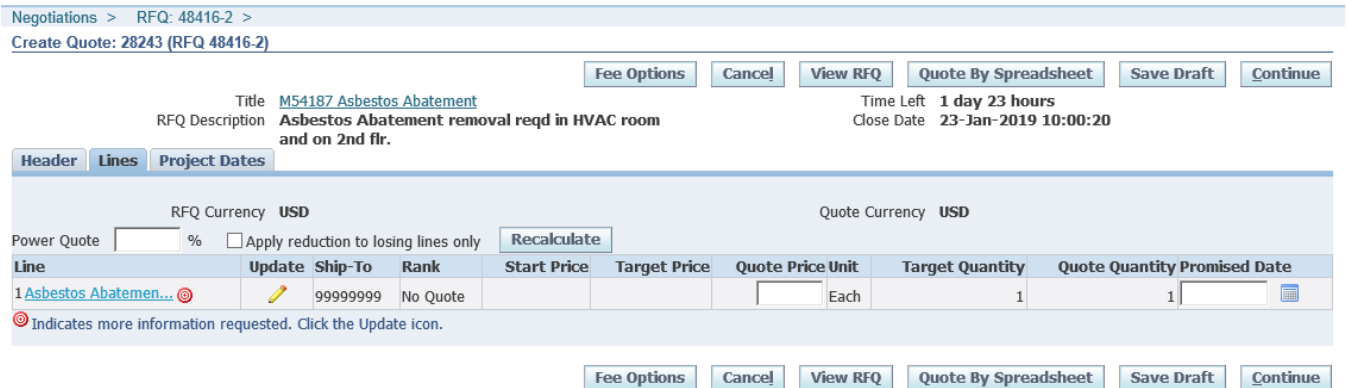
4. Click **Save Draft** to save your entries. Access the **Lines** tab.

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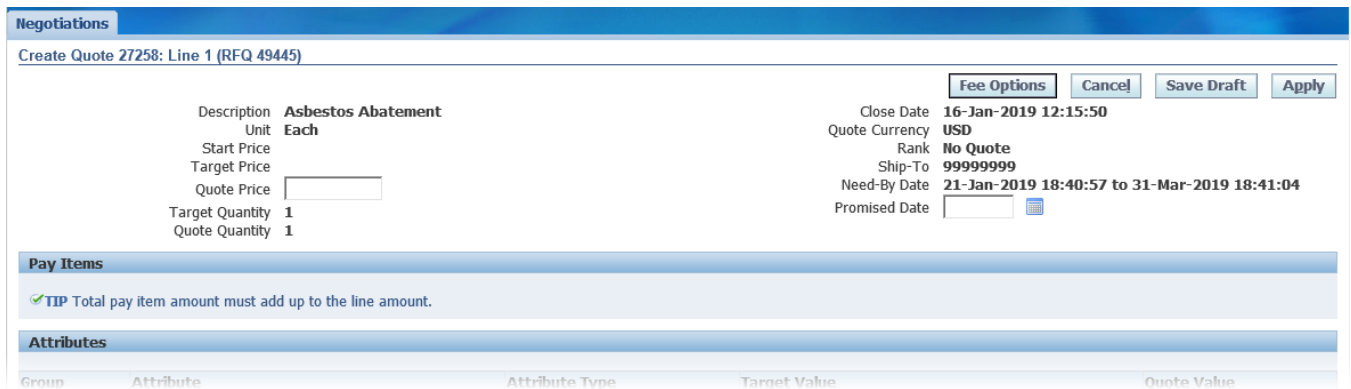
2. Review the information provided carefully; areas requiring your input will contain a blank field. List the total cost of the service required in the **Quote Price** field. Indicate when service will be delivered in the **Promise Date** field.

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.

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.

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.

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.

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

8. 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,

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.

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

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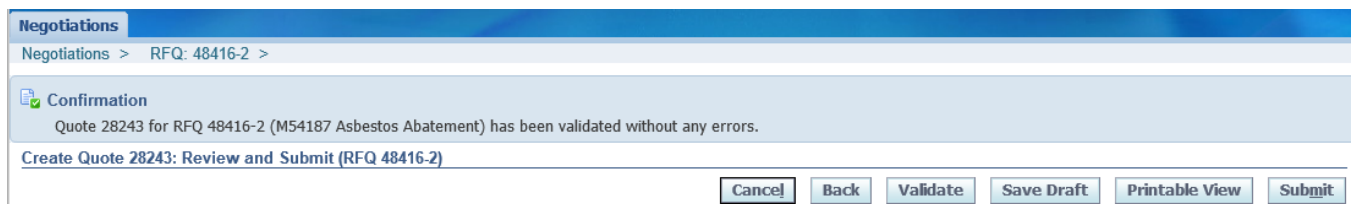
1. Once all requested information has been listed on the *Header*, *Lines* and Project Dates tabs select **Continue**.

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

Negotiations
Negotiations >   RFQ: 48416-2 >

   ⚠ **Warning**
   Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.

   Create Quote 28243: Review and Submit (RFQ 48416-2)
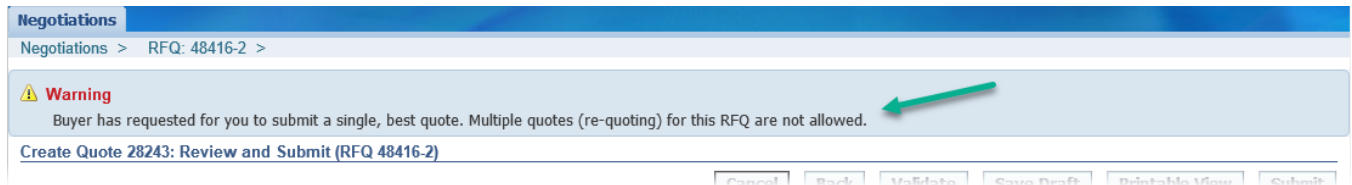
   You can choose to validate the quote at this point to ensure no required fields have been left unpopulated; to do this select Validate . A confirmation or error message will be returned depending on what is found.

Negotiations
Negotiations >   RFQ: 48416-2 >

   ☑ Confirmation
   Quote 28243 for RFQ 48416-2 (M54187 Asbestos Abatement) has been validated without any errors.

   Create Quote 28243: Review and Submit (RFQ 48416-2)

   Cancel   Back   Validate   Save Draft   Printable View   Submit

2. 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.

3. 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