
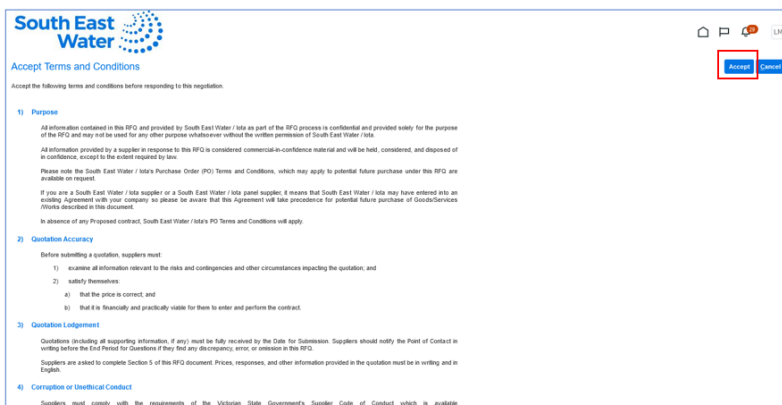
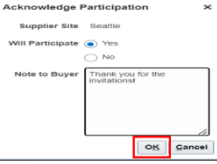
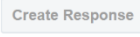

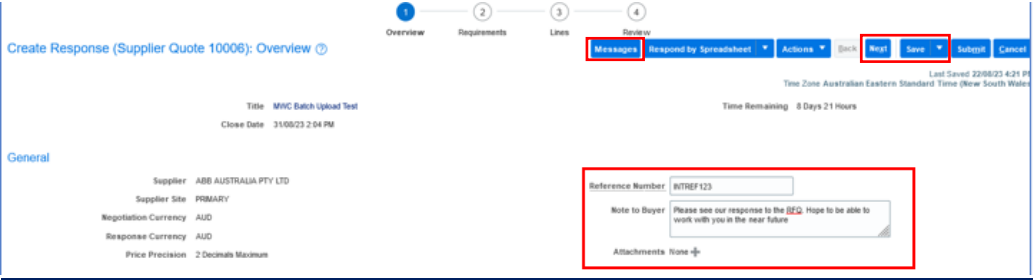


Guide to quoting and bidding for Negotiations (RFQs/Tenders) in Oracle Supplier Portal.

Purpose	The purpose of this procedure is to show how to participate in sourcing events referred to as Negotiations (Request for Quotes, RFT etc.) in the Oracle Supplier Portal by creating responses, submitting quotes and bids.
Scope	Negotiation is the Oracle term for a sourcing event (e.g., Request for Proposal, Request for Quote, tender, etc.). It is the aim of South East Water to conduct all sourcing activities via the Oracle Supplier Portal.
Overview	Negotiations may be open or closed for competition (by invitation) depending on South East Water’s business requirements. Either way, all transactions will be conducted through the Oracle Supplier Portal.
Business rules	<p>The following business rules apply:</p> <ul style="list-style-type: none"> • A registered supplier with South East Water can submit their responses by logging in to the supplier portal. • The supplier who is not registered with the company and wants to participate in the negotiation, should first complete the supplier registration process. • The supplier contact will login to the Supplier Portal with their user credentials and create their responses. • Not all tenders (negotiations) are public. There are those which are by invitation only. • Keep User IDs and passwords confidential to prevent unauthorised access to your respective supplier account. • Notify South East Water at the very instance that you identify that your supplier user account has been compromised.
System rules	<ul style="list-style-type: none"> • An asterisk (*) indicates a mandatory field. • When there is a double asterisk (**), at least one of those fields need to be populated to pull up a search. • A supplier portal user account only gets created when the box Request User Account is ticked in the process of adding a contact. • The supplier portal does not accept multiple registrations for the same company/organisation. • Published Negotiations (RFQs/tenders) which are active can be viewed by registered suppliers from the View Active Negotiations link under Tasks.
Procedure	To participate in negotiations (RFQs/tenders) and create responses, complete the following steps.

Step	Action
1	<p>Log in to the Supplier Portal using your User ID and Password.</p> <p>Navigation: Supplier Portal tab > Supplier Portal under Apps</p> <ul style="list-style-type: none"> • Under Tasks left-hand panel, Negotiations, click View Active Negotiations.

	<p>Negotiations</p> <ul style="list-style-type: none"> • View Active Negotiations • Manage Responses
2	<ul style="list-style-type: none"> • All ongoing public tenders (negotiations) will be listed. • Use the search functionality to view ongoing tenders by filling out the fields: <ul style="list-style-type: none"> ○ At least one of the ** double asterisk field needs to be populated. ○ **Negotiation: enter the Negotiation Reference No. ○ **Title: enter the Negotiation Title ○ **Negotiation Close By: enter the closure date of the negotiation/sourcing activity ○ **Invitation Received: select No for public tenders (Yes applies only for direct invitation) ○ Response Submitted: select No (Yes applies if you have submitted a response) ○ Negotiation Open Since: date that the negotiation/sourcing activity opened. ○ Click search. 
3	<ul style="list-style-type: none"> • Check the list of all active and open Negotiations (RFQs, tenders) for suppliers to participate in. • Highlight a Negotiation you wish to participate in from the list. • Click Acknowledge Participation. • Click Create Response.
4	<ul style="list-style-type: none"> • After you click Create Response, Accept Terms and Conditions page opens. • Read and click Accept to proceed to the next step. 

<p>5</p>	 <ul style="list-style-type: none"> • Acknowledge Participation Click Acknowledge Participation button. • In the pop-up window, click Yes (if you wish to participate in the negotiation.) • In the pop-up window, click No (If you are not participating in the negotiation). • Option to enter a message in the Note to Buyer box. • Click OK. • Click Create Response  to start responding.
<p>6</p>	<p><u>Complete the four steps / train stops to create a Negotiation.</u></p> 
<p>7</p>	<p><u>Stop 1 – Overview</u></p> <ul style="list-style-type: none"> • Enter the following information: Response Valid Date, Reference Number (e.g., tender no.), enter a message under Note to Buyer. • Click + to attach files. • Option to click Messages button and communicate with the South East Water buyer. • Click Save. • Click Next. 

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Stop 2 – Requirements.

- Fill out all the requirement related questions individually.
- The questions are categorised by sections e.g., **Mandatory Criteria, Evaluation Criteria, Social Procurement, Risk Criteria, and Rate Card.**
- **Critical information:** Ensure to respond to all questions per section, then select the right chevron key to move to the next section and its series of questions.
- Attach **(click +)** files as supporting documents/references based on the question type.
- Click **Save, then Next** once you have answered all the required questions.

This page only displays requirements that are visible to suppliers.

Section 1. Mandatory Criteria

- I warrant that in submitting this Offer, I have read and accepted the provisions contained in:
 - Part A - Sections 1 - 4 about this invitation; and
 - Part B - Conditions of Participation
 and offers to supply the goods/services in accordance with Part A.2 - Specifications.

I also warrant that I have checked any electronic files contained in this Offer for viruses and that any and all Offer files submitted are free from viruses.

I undertake to comply with any reasonable request from South East Water for additional information to enable South East Water to undertake a full assessment of my financial viability.

A NIL or NO response to this question will result in evaluation from this Saved to this PC

Please confirm your acceptance of the Conditions of Participation.

a. Yes, I confirm that I have read and accepted the conditions of participation.
 b. No, I DO NOT accept the conditions of the RFP
- Note to Suppliers: South East Water applies the Victorian State Government's Supplier Code of Conduct which is available at the Victorian Government Purchasing Board website (<https://www.buyright.vic.gov.au/suppliercodeofconduct/>). Updates and amendments to the Code will also be made available at this website.

Suppliers are to familiarise themselves with the Supplier Code of Conduct and must include in their response their signed Commitment Letter to the Code. A NIL or NO response to this question will result in evaluation from this invitation.

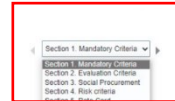
Please confirm your Commitment to the Victorian State Government Supplier Code of Conduct (see attachment) by signing and returning the Commitment Letter:

a. Yes, I confirm my commitment to the Victorian State Government Supplier Code of Conduct, and I have attached the signed Commitment Letter.
 b. No, I DO NOT wish to confirm my commitment to the Victorian State Government Supplier Code of Conduct
- Do you (the Supplier) have any interests, relationships or debts which may or do give rise to a conflict of interest between South East Water and yourself (the Supplier)?

A NIL response to this question may result in evaluation from this invitation.

a. No
 b. Yes
- Do you (the Supplier) currently hold a Public / Product Liability Insurance to the minimum amount of AUD \$20 million? If yes, please provide details and attach a copy of the Certificate of Currency.

a. No
 b. Yes



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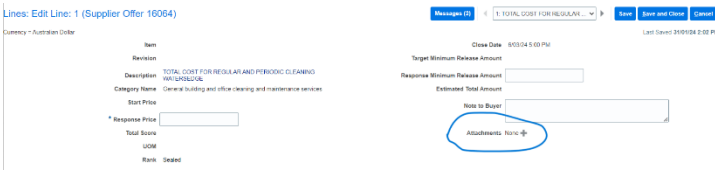


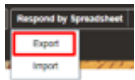
Stop 3 – Lines

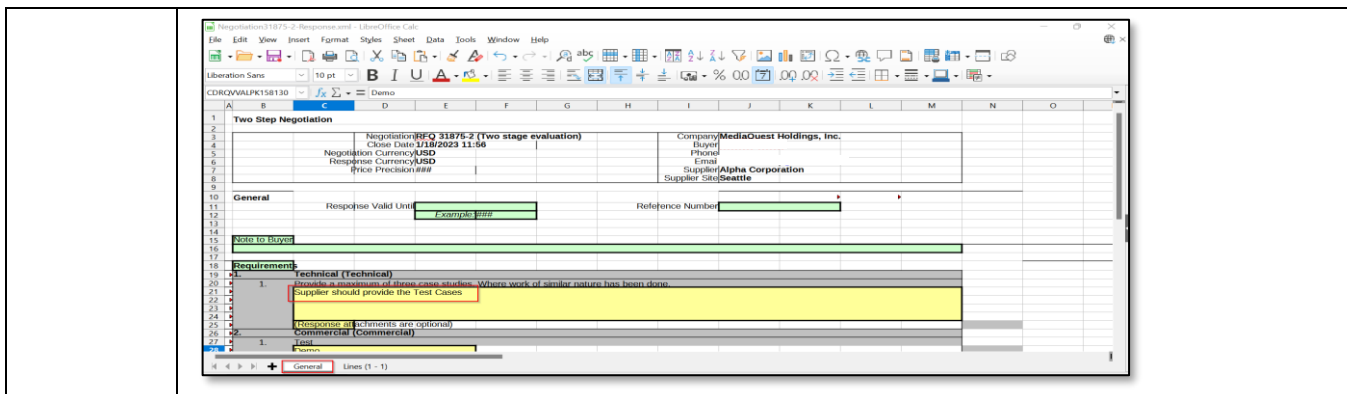
- Identify the question type and provide an appropriate response. e.g., Price.
- Alternatively, click **Required Details icon**, to supply the additional information requested.
- Fill out all the lines which you intend to respond to. If the option is activated, suppliers will be able to add (+) a line Click **(+)** to attach relevant documents.
- Remember to download all available attached documents in each of the line (e.g., Excel file),

populate the required information (e.g. price), insert any total final cost in the spreadsheet.

- Once the breakdown is populated, please upload the file back to Oracle. Highlight the line item > actions > edit and upload the file.

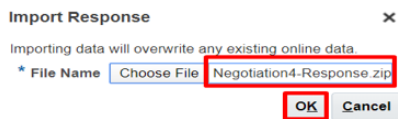
Line: 1 (Request for Tender RFX100006)

	 <ul style="list-style-type: none"> • After all details are updated, click Actions > Validate. • An error message window may pop to indicate that an item was missed. Fix the issue.  <ul style="list-style-type: none"> • Make the changes, repeat the Validate step to check that all information is complete. • Click Save, then Next to review all your responses.
10	 <p><u>Stop 4 – Review.</u></p> <ul style="list-style-type: none"> • Review all the details in each step/train stop and make the necessary changes at this stage. • Click Submit. (Clicking just Save will not Submit your response). • Watch out for any error message about any missed fields. • A confirmation window displays to suggest that you have successfully submitted the responses.
11	<p>Steps 11-13: Option to respond through a spreadsheet (check with your Buyer / Procurement, if this option can be used). Otherwise, skip these steps.</p>  <p>Navigation: ERP > click home > Supplier Portal > Supplier Portal.</p> <ul style="list-style-type: none"> • Under Negotiations, click View Active Negotiations. • Select what you wish to participate in. • Read and accept the terms and conditions. • Confirm your participation. • Click Respond by Spreadsheet and select Export.
12	<ul style="list-style-type: none"> • After clicking Export, the .zip file downloads. • Open the zip file from your Downloads folder. • Fill out the spreadsheet with your responses and save. • Click the Lines tab in the sheet and fill out the Response Price and Promised Delivery Date column.



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- After filling out the spreadsheet offline, click the **Respond by Spreadsheet** button.
- Click **Import**.
- Select your file with responses for import.
- Click **OK**.



To Manage Responses

Navigate to Negotiations > Manage Negotiations.



- When you wish to save the response and exit the application, use the **Manage Responses** menu to complete the action.
- This also allows you to amend and revise the responses that you have submitted.
- Highlight the response and click **Revise**. **You can only make revisions if the Negotiation is still open.**



What happens next?

Once you complete creating your responses to a negotiation (RFQ / tender), the following will occur:

- 1) Your proposal and responses can be reviewed and considered.

Revision status

The following table provides a record of changes made to this document, by whom and when.

Date of change	Description of change	Author initials	Approver initials