

# Oracle Sourcing Supplier Guide

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## 2.1 VIEW AN AUCTION

The screenshot displays the Oracle Sourcing web application interface. At the top, the Oracle Sourcing logo is visible on the left, and navigation links for Navigator, Favorites, Home, Logout, Preferences, Help, and Diagnostics are on the right. Below the header, there is a search bar for Open Negotiations with a dropdown menu set to 'Title' and a 'Go' button. An information banner states: 'The current responsibility context has been switched to: GE (EU) Sourcing Supplier'. A welcome message reads: 'Welcome, Kenny Powers.' and a 'Switch Responsibility' dropdown is set to 'GE (EU) Sourcing Supplier'.

The main content area is divided into two sections:

- Your Active and Draft Responses:** A table listing responses with columns for Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages. A 'Full List' button is present.
- Your Company's Open Invitations:** A table listing invitations with columns for Supplier Site, Negotiation Number, Title, Type, and Time Left. A 'Full List' button is present. A red box highlights the negotiation number '2120' in the second column, with a red arrow pointing to it from the number '1'.

At the bottom, there is a 'Quick Links' section with a 'Manage' link and a 'View Responses' link.

1 - Any negotiations you have been invited to participate in will be listed below the “Your Company’s Open Invitations”. Click on this negotiation number link to enter a negotiation (in the example it is 2120).

## 2.2 ACKNOWLEDGE PARTICIPATION

**Negotiations**

Negotiations >

**Auction: 2120**

Title: Office Supplies  
Status: Active  
Time Left: 3 days 21 hours

Open Date: 19-Jan-2011 02:05:07  
Close Date: 23-Jan-2011 00:00:00

Header | Lines | Controls

Buyer: Sinha, Prashant  
Bid Style: Open  
Description: Auction for market basket office supplies

Outcome: Standard Purchase Order  
Event

**Terms**

Bill-To Address: [Appliance Park](#)  
Ship-To Address: [Appliance Park](#)  
FOB

Payment Terms  
Carrier  
Freight Terms

**Currency**

Auction Currency: USD  
Price Precision: Any

**Requirements**

Show All Details | Hide All Details

**Details Section**

Show Business

**Additional Header Attributes (Buyer & Supplier)**

**Notes and Attachments**

Note to Suppliers: Please review all requirements prior to submitting bids.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
<a href="#">Requirement Details</a>	File	Requirement Details	To Supplier	212004523	19-Jan-2011	One-Time		
<a href="#">Detailed Requirements</a>	File		To Supplier	212004523	19-Jan-2011	One-Time		

1 - Select the value “Acknowledge Participation” from the drop down box and click the “Go” button

## 2.3 REVIEW AUCTION INSTRUCTIONS / ATTACHMENTS

Auction: 2120 Accounts | Create bid |

**Title:** Office Supplies  
**Status:** Active  
**Time Left:** 3 days 20 hours

**Open Date:** 19-Jan-2011 02:05:07  
**Close Date:** 23-Jan-2011 00:00:00

**Buyer:** Sinha, Prashant  
**Bid Style:** Open  
**Description:** Auction for market basket office supplies

**Outcome Event:** Standard Purchase Order

**Header** | Lines | Controls

**Terms**

**Bill-To Address:** [Appliance Park](#)  
**Ship-To Address:** [Appliance Park](#)  
**FOB:**

**Payment Terms:**  
**Carrier:**  
**Freight Terms:**

**Currency**

**Auction Currency:** USD **Price Precision:** Any

**Requirements**

[Show All Details](#) | [Hide All Details](#)  
**Details Section**  
 Hide Business

Requirement	Target	View
What is your total number of employees?		aa
What is your website URL?		aa

**Additional Header Attributes (Buyer & Supplier)**

**Notes and Attachments**

Note to Suppliers: Please review all requirements prior to submitting bids.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
<a href="#">Requirement Details</a>	File	Requirement Details	To Supplier	212004523	19-Jan-2011	One-Time		
<a href="#">Detailed Requirements</a>	File		To Supplier	212004523	19-Jan-2011	One-Time		

1 – Review header details include open date, close date

2 – Review Requirements. Requirements can be optional or mandatory to respond

3 - Review Notes and Attachments. The attachments can be downloaded by clicking on the Title link.

## 2.4 OPTIONAL: EXPORT AN ACTION TO A SPREADSHEET & CREATE A BID

Select “Export to Spreadsheet” from the drop down list of values and click the Go button to begin the process of preparing your bid from a spreadsheet – this process is recommended for auctions containing more than 10 items requiring a response. For fewer items, select “Create Bid” from the drop down list.

The screenshot shows the Oracle Sourcing interface for Auction 2120. The page is titled "Negotiations" and "Auction: 2120". The main header includes "ORACLE Sourcing" and navigation links like "Navigator", "Favorites", "Home", "Logout", "Preferences", "Help", and "Diagnostics". The auction details section shows the following information:

- Title: Office Supplies
- Status: Active
- Time Left: 3 days 20 hours
- Buyer: Sinha, Prashant
- Bid Style: Open
- Description: Auction for market basket office supplies
- Outcome Event: Standard Purchase

The "Actions" dropdown menu is open, showing the following options:

- Export to Spreadsheet
- Create Bid
- Online Discussions
- View Bid History
- Analyze by Line
- Analyze by Bid
- Monitor Auction
- Printable View
- Export to Spreadsheet

The "Export to Spreadsheet" option is highlighted. Below the auction details, there are sections for "Terms", "Currency", "Requirements", and "Additional Header Attributes (Buyer & Supplier)".

The screenshot shows the Oracle Sourcing interface for the "Export To Spreadsheet" page. The page is titled "Negotiations" and "Export To Spreadsheet (Auction 2120)". The main header includes "ORACLE Sourcing" and navigation links like "Navigator", "Favorites", "Home", "Logout", "Preferences", "Help", and "Diagnostics". The page displays the following information:

- Auction Currency: USD
- Bid Currency: USD

The "Export Spreadsheet" section includes a tip and format options:

- TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow.
- Format:
  - XML Spreadsheet - Rich Style (.xml)
  - XML Spreadsheet - Light-Weight Style (.xml)
  - Tab-Delimited (.txt)

The "Export" button is visible. A dialog box titled "Opening Auction2120-Response.zip" is open, showing the file name and the option to "Open with PKZIP@ for Windows (default)". The dialog box also includes options for "Save File" and "Do this automatically for files like this from now on".

## 2.5 CREATE BID – STEP 1

**ORACLE Sourcing**

Navigator Favorites Home Logout Preferences Help Diagnostics

Negotiations

Negotiations >

Auction: 2120

Actions Create Bid Go

Title **Office Supplies**  
 Status **Active**  
 Time Left **3 days 20 hours**

Open Date **19-Jan-2011 02:05:07**  
 Close Date **23-Jan-2011 00:00:00**

Header Lines Controls

Buyer **Sinha, Prashant**  
 Bid Style **Open**  
 Description **Auction for market basket office supplies**

Outcome **Standard Purchase Order**  
 Event

Terms

Bill-To Address [Appliance Park](#)  
 Ship-To Address [Appliance Park](#)  
 FOB

Payment Terms  
 Carrier  
 Freight Terms

Currency

Auction Currency **USD** Price Precision **Any**

Requirements

[Show All Details](#) | [Hide All Details](#)

Details Section

[Show Business](#)

Additional Header Attributes (Buyer & Supplier)

Notes and Attachments

Note to Suppliers **Please review all requirements prior to submitting bids.**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
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Negotiations

Negotiations > Auction: 2120 >  
Create Bid: 1030 (Auction 2120)

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

Title Office Supplies  
Time Left 3 days 20 hours  
Close Date 23-Jan-2011 00:00:00

Supplier Lyreco  
Auction Currency USD  
Bid Currency USD  
Price Precision Any

Bid Valid Until   
Reference Number   
Note to Buyer

Attachments

Add Attachment...

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

Requirements

Expand All Collapse All

Focus Title	Target Value	Bid Value
Requirements		
Business		
What is your total number of employees?		<input type="text"/> (Numeric Value only)
What is your website URL?		<input type="text"/>

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

1 – Enter “**Bid Valid Until**”, this value should reflect the validity of the information you provide within the auction response. If a validity period does not exist, leave the field blank.

The **Reference Number** is for your internal tracking onl

**Note to Buyer:** Any notes typed to buyer will be received by the buyer upon receipt of your response.

2 - You can add attachments for the buyer. Any documentation supporting your quotation should always be attached to this area of the response.

3 - Review and provide response for Requirements. Fields.

## 2.6 CREATE BID – STEP 2

Negotiations > Auction: 2120 >  
Create Bid: 1030 (Auction 2120)

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

Title [Office Supplies](#) Time Left 3 days 20 hours  
Close Date 23-Jan-2011 00:00:00

Header **Lines**

Supplier Lyreco  
Auction Currency USD  
Bid Currency USD  
Price Precision Any

Bid Valid Until   
Reference Number  (example: 19-Jan-2011)  
Note to Buyer

Attachments

Add Attachment...

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

Requirements

Expand All | Collapse All

Focus Title	Target Value	Bid Value
<input type="checkbox"/> Requirements		
<input type="checkbox"/> Business		
What is your total number of employees?		<input type="text"/> (Numeric Value only)
What is your website URL?		<input type="text"/>

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

Negotiations Home Logout Preferences Help Disconnect

Click on “Lines” tab

## 2.7 CREATE BID – STEP 3

The screenshot displays the Oracle Sourcing interface for creating a bid. The title is "Office Supplies". The auction is "Auction: 2120" and the bid is "Create Bid: 1030 (Auction 2120)". The time left is "3 days 20 hours" and the close date is "23-Jan-2011 00:00:00".

Line	Ship-To	Rank	Start Price	Best Price	Target Price	Bid Price	Proxy Minimum Unit	Target Quantity	Bid Quantity	Promised Date
1 Paper	Appliance Park	No Bid	10	No Bid		<input type="text"/>	<input type="text"/> Each	1,000	1000	<input type="text"/>
2 Envelop	Appliance Park	No Bid	100	No Bid		<input type="text"/>	<input type="text"/> Each	500	500	<input type="text"/>

Callouts in the image:

- 1: Proxy Bid Decrement (USD)
- 2: Bid Price
- 3: Proxy Minimum Unit
- 4: Promised Date
- 5: Update icon

1 – **Optional: Proxy bidding** is a method of automatically bidding when a competitor in the auction environment places a bid lower than yours. The increment in which a supplier wishes to decrease their bid by is required to be entered here. The increment can not be changed after it has been set. Proxy minimum bids are to be entered on each individual line.

2 – **Bid Price:** Key your bid price for each item in this column

3 – **Optional: Proxy Minimum Unit:** The minimum amount you are willing to bid for each item should be entered in this field on each corresponding line (if you have elected to utilize the proxy bidding function).

4 – **Optional: Promised Date:** Key promise dates for all items with a date in the future.

5 – **Optional: Update** - Click the pencil icon to key line level item attributes (if applicable) and add line level attachments.

## 2.8 REVIEW & SUBMIT

Negotiations > Auction: 2120 >  
 Create Bid 1030: Review and Submit (Auction 2120)

**Header**

Title: Office Supplies Supplier: Lyreco Auction Currency: USD Bid Currency: USD Price Precision: Any	Time Left: 3 days 20 hours Close Date: 23-Jan-2011 00:00:00 Bid Valid Until: Reference Number: Note to Buyer:
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**Attachments**

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

**Requirements**

[Show All Details](#) | [Hide All Details](#)  
**Details Section**  
 [Show Business](#)

**Lines**

Bid Total (USD) 48,000.00

Proxy Bid Decrement

Select Line	Ship-To	Best Price	Start Price	Target Price	Bid Price (USD)	Proxy Minimum Unit	Target Quantity	Bid Quantity	Line Total	Need-By Date	Promised Date
<input checked="" type="radio"/>	1 Paper	Appliance Park	No Bid	10		8	1,000	1000	8,000.00		
<input type="radio"/>	2 Envelop	Appliance Park	No Bid	100	80	Each	500	500	40,000.00		

**Line 1: Paper**

**Notes**

Note to Buyer

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
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**ORACLE Sourcing**

[Home](#)
[Logout](#)
[Preferences](#)
[Diagnostics](#)

**Negotiations**

**Confirmation**  
 Bid 1030 for Auction 2120 (Office Supplies) has been submitted.

[Monitor Auction](#)  
[Return to Sourcing Home Page](#)

[Negotiations](#)
[Home](#)
[Logout](#)
[Preferences](#)
[Diagnostics](#)

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