

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 active and draft responses. A 'Full List' button is present.
- Your Company's Open Invitations:** A table listing open invitations. A 'Full List' button is present. A red box highlights the negotiation number '2120' in the 'Negotiation Number' 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.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
29	Draft		2035	JP Publish Error Test	Auction	7 hours 35 minutes		0
1025	Active		2112	Demo auction 1-18	Auction	1 day 6 hours		0
14	Active		2015	template test 3	Auction	0 seconds		0
23	Active		2033	jp US test Auction 2	RFI	0 seconds		0
27	Active		2048	test alternate currency	Auction	0 seconds		0

Supplier Site	Negotiation Number	Title	Type	Time Left
	2040	JP Publish Error Test Auction ...	Auction	13 hours 27 minutes
	2079	Demo Auction 1-13	Auction	1 day 6 hours
	2045	JP Publish Error Test Auction ...	Auction	2 days 8 hours
	2120	Office Supplies	Auction	3 days 21 hours
	2035	JP Publish Error Test RFI	RFI	7 days 7 hours

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

The screenshot shows a web application interface for a negotiation. At the top, there is a blue header with the text 'Negotiations' and a breadcrumb 'Negotiations > Auction: 2120'. Below this, the main content area is divided into several sections: 'Header', 'Lines', and 'Controls'. The 'Header' section displays the title 'Office Supplies', status 'Active', and time left '3 days 21 hours'. It also shows the buyer 'Sinha, Prashant', bid style 'Open', and description 'Auction for market basket office supplies'. The 'Outcome' is 'Standard Purchase Order'. The 'Terms' section includes 'Bill-To Address' and 'Ship-To Address' both pointing to 'Appliance Park, FOB'. The 'Currency' section shows 'Auction Currency' as 'USD' and 'Price Precision' as 'Any'. The 'Requirements' section has links for 'Show All Details' and 'Hide All Details', and a 'Details Section' with a 'Show Business' link. The 'Additional Header Attributes (Buyer & Supplier)' section is currently empty. The 'Notes and Attachments' section contains a note to suppliers: 'Please review all requirements prior to submitting bids.' Below this is a table with columns for Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table contains two rows: 'Requirement Details' and 'Detailed Requirements', both of type 'File' and category 'To Supplier', updated on 19-Jan-2011.

1

Actions | Acknowledge Participation | Go

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
Requirement Details	File	Requirement Details	To Supplier	212004523	19-Jan-2011	One-Time		
Detailed Requirements	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

Header | Lines | Controls

Buyer: Sinha, Prashant
Bid Style: Open
Description: Auction for market basket office supplies
Outcome Event: Standard Purchase Order

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
Requirement Details	File	Requirement Details	To Supplier	212004523	19-Jan-2011	One-Time		
Detailed Requirements	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 'Actions' dropdown menu is open, highlighting 'Export to Spreadsheet'. The auction details include:

- 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

Additional details shown include Bill-To Address, Shp-To Address, Payment Terms, Carrier, Freight Terms, Auction Currency (USD), and Price Precision (Any). A 'Requirements' section is also visible with a table:

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

The screenshot shows the 'Export Spreadsheet' page in Oracle Sourcing. A dialog box titled 'Opening Auction2120-Response.zip' is open, displaying the following information:

- You have chosen to open **Auction2120-Response.zip**
- which is a: PKZIP File
- from: http://ospcdev.corporate.ge.com:8051
- What should Firefox do with this file?
- Open with: PKZIP@ for Windows (default)
- Save File
- Do this automatically for files like this from now on.

The background page shows the 'Export Spreadsheet' section with a tip: 'TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow.' The format options are:

- XML Spreadsheet - Rich Style (.xml)
- XML Spreadsheet - Light-Weight Style (.xml)
- Tab-Delimited (.txt)

2.5 CREATE BID – STEP 1

ORACLE Sourcing

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Navigator | Favorites

Negotiations

Negotiations >

Auction: 2120

Actions 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**

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 shows 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"/>

① Proxy Bid Decrement: USD
Auction Currency: USD
Price Precision: Any

② Bid Price:

③ Proxy Minimum Unit: Each

④ Promised Date:

⑤ Update icon (pencil icon)

Ⓜ Indicates more information requested. Click the 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	Each	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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Negotiations

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

[Monitor Auction](#)
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