



# Oracle Sourcing

How to respond to RFX

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## INTRODUCTION:

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### **Purpose**

In This Chapter, you will learn how to manage the Sourcing Cloud module (Supplier response)

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### **Scope**

This procedure covers the following functional areas:

- Create and submit supplier quotation
  - Send online messages by the supplier user.
  - Upload quotation by spreadsheet
- 

### **System References**

The following system references are used:

Sourcing Cloud Service.

## Approval Email

- Once you receive this email that means that you are invited to participate in a tender with LEEJAM and submit your quotation Tender Title
  - **From:** Buyer name
  - **Close date:** After this date, you can't submit any quotation for this tender
  - Click on the tender hyperlink to transfer to your supplier portal and submit your quotation
  - Then Log in with your username and password

Action Required: You Are Invited to Negotiation RFQ-SA-0065 (102)



ebpydev-test.fa.sender@workflow.mail.em2.cloud.oracle.com  
To Mohamed Ashour

Reply Reply All Forward ...  
Wed 4/17/2024 12:17 PM



Negotiation Invitation

**102**

**Leejam Sports Company**

From SCM SamaSys

[RFQ RFQ-SA-0065](#)

Opens 17/04/24 12:15 PM

Closes 18/04/24 12:13 PM

Accept Invitation Decline Invitation

# Supplier Portal

❖ Open view active negotiation

**Oracle Supplier Portal**

Search: Orders [Order Number] [Search]

**Tasks**

- Orders**
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements**
  - Manage Agreements
- Shipments**
  - Manage Shipments
  - Create ASN
  - View Receipts
  - View Returns
- Contracts and Deliverables**
  - Manage Contracts
  - Manage Deliverables
- Invoices and Payments**
  - Create Invoice
- Negotiations**
  - View Active Negotiations**
  - Manage Responses
- Auctions from Seller**
  - View Active Seller Auctions
  - Manage Seller Auction Bids
- Company Profile**
  - Manage Profile

**Requiring Attention**

1.8K

Category	Count
Schedules Overdue or Due Today	119
Negotiation Messages	8
Invoices Overdue	2K

**Recent Activity**  
Last 30 Days

Negotiation responses awarded or rejected	6
Orders opened	6
Receipts	1

**Supplier News**  
Dear Supplier Users,  
**Note:**  
Please keep your profile updated with necessary documents as attachments

- ❖ Choose the tender and click on **Acknowledge participation** to share your participation decision with LEEJAM procurement team

ORACLE

Active Negotiations

Time Zone Arabia Standard Time

Search

Manage Watchlist Saved Search Open Invitations

\*\* Negotiation

\*\* Title

\*\* Negotiation Close By dd/mm/yy

\*\* Invitation Received Yes

Response Submitted No

Negotiation Open Since dd/mm/yy

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Accept Terms **Acknowledge Participation** Create Response

Negotiation	Title	Negotiation Type	Supplier	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spread
RFQ-SA-0311	Supplying XX	RFT		14 Days 23 Hours	17/06/24 12:55 ...	0		0		

Columns Hidden 4

**Acknowledge Participation**

Supplier Site KSA.SITE

Will Participate  Yes  No

Note to Buyer

OK Cancel

Once you choose your participation decision LEEJAM team will receive your decision on whether you will participate and prepare your quotation or not

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Supplier	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Respon Spreads
RFQ-SA-0311	Supplying XX	RFT	A.Bin Taleb pool...	14 Days 23 Hours	17/06/24 12:55 ...	0	Yes	0		

Columns Hidden 4

Click on **Create Response** to start creating your quotation

ORACLE

RFT: RFQ-SA-0311

Currency = Saudi Riyal

Time Zone Arabia Standard Time A.Bin Taleb pools EST - KSA.SITE

Messages **Create Response** Actions Done

Title: Supplying XX  
Status: Active (Locked)  
Open Date: 02/06/24 12:59 AM  
Close Date: 17/06/24 12:55 AM  
Time Remaining: 14 Days 23 Hours

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines

## Supplying XX

Pleased to invite you to tender no. **RFQ-SA-0311**

- The negotiation will be closed on: 17/06/24 12:55 AM
- For any Inquiries, please contact: SCM SamaSys

➤ Overview page

At the overview page check the **Close date** and the **Time remaining** until this date the click next to transfer to the next page

ORACLE

Create Response (Quote 17011): Overview

1 Overview 2 Requirements 3 Lines 4 Review

Messages Respond by Spreadsheet Actions Back **Next** Save Submit

Last Saved 02/06/24 01:31 AM  
Time Zone Arabia Standard Time A.Bin Taleb pools EST - KSA.SITE

Title: Supplying XX  
Close Date: 17/06/24 12:55 AM  
Time Remaining: 14 Days 23 Hours

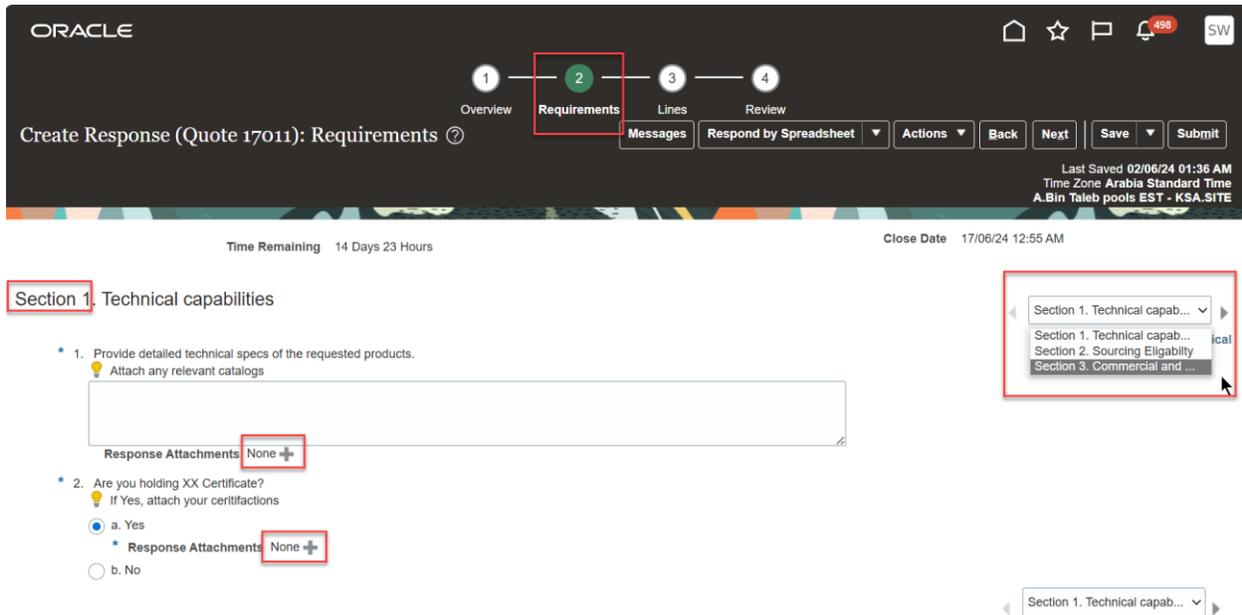
General

Supplier: A.Bin Taleb pools EST  
Supplier Site: KSA.SITE  
Negotiation Currency: SAR  
Response Currency: SAR  
Price Precision: 2 Decimals Maximum  
Response Valid Until: dd/mm/yy hh:mm a

Reference Number:   
Note to Buyer:   
Attachments: None

➤ Requirement Page

The LEEJAM requirements page is a pre-qualification questions specified by LEEJAM team to be a guide for them to make the awarding decision

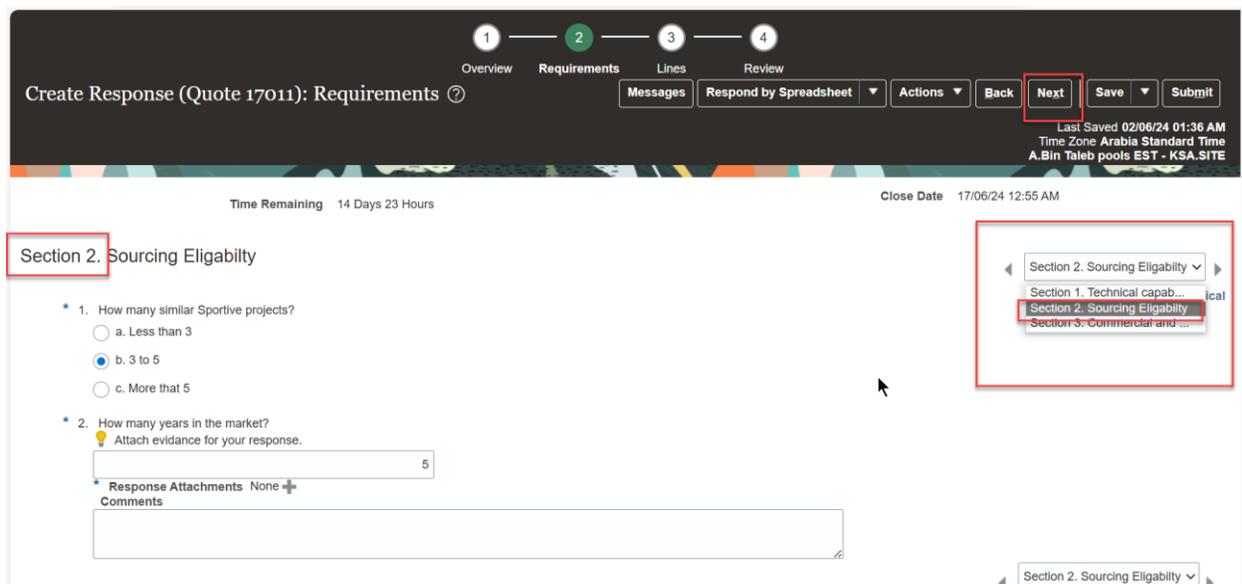


The screenshot shows the Oracle LEEJAM interface for 'Create Response (Quote 17011): Requirements'. The 'Requirements' step is highlighted in the progress bar. The page displays 'Section 1: Technical capabilities' with two questions:

- 1. Provide detailed technical specs of the requested products. Attach any relevant catalogs. (Response Attachments: None +)
- 2. Are you holding XX Certificate? If Yes, attach your certifications.
  - a. Yes (Response Attachments: None +)
  - b. No

Navigation buttons include Overview, Requirements, Lines, and Review. A 'Next' button is highlighted. A dropdown menu on the right shows the section list: Section 1. Technical capabilities, Section 2. Sourcing Eligibility, and Section 3. Commercial and ...

At this screen you have pre-qualification questions from 3 sections transfer the sections from the sections list of values and reply to all of them if you see ADD icon that means that it is a required attachment for this question



The screenshot shows the Oracle LEEJAM interface for 'Create Response (Quote 17011): Requirements'. The 'Requirements' step is highlighted in the progress bar. The page displays 'Section 2: Sourcing Eligibility' with two questions:

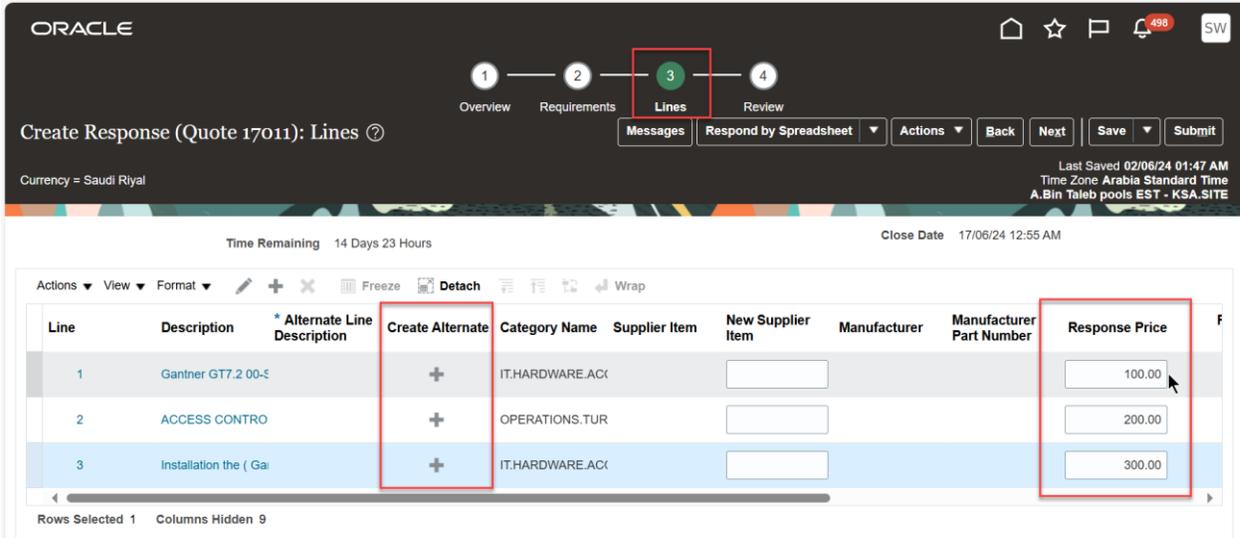
- 1. How many similar Sportive projects?
  - a. Less than 3
  - b. 3 to 5 (Selected)
  - c. More than 5
- 2. How many years in the market? Attach evidence for your response. (Response Attachments: 5)

Navigation buttons include Overview, Requirements, Lines, and Review. A 'Next' button is highlighted. A dropdown menu on the right shows the section list: Section 1. Technical capabilities, Section 2. Sourcing Eligibility, and Section 3. Commercial and ...

➤ Lines Page

On the lines page as shown it is the needed items by LEEJAM company

- If you have an alternate item for any of these needs you can submit it
- Specify your response price for each line
- It is required to enter the promised delivery date for all of LEEJAM needs



ORACLE

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 17011): Lines

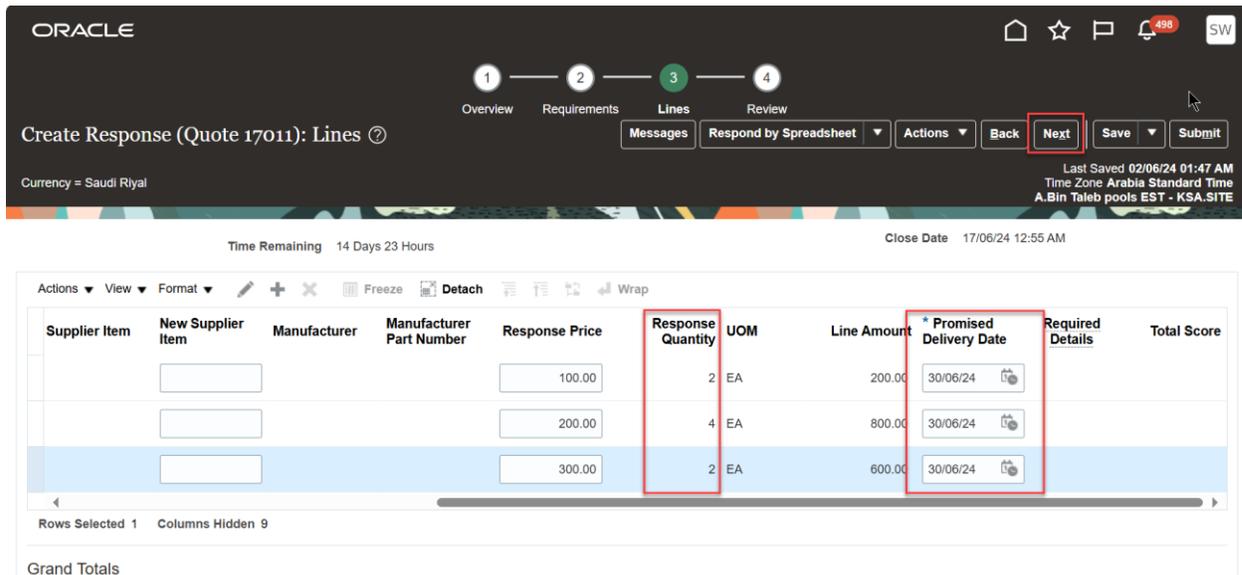
Currency = Saudi Riyal

Last Saved 02/06/24 01:47 AM  
Time Zone Arabia Standard Time  
A.Bin Taleb pools EST - KSA.SITE

Time Remaining 14 Days 23 Hours Close Date 17/06/24 12:55 AM

Line	Description	* Alternate Line Description	Create Alternate	Category Name	Supplier Item	New Supplier Item	Manufacturer	Manufacturer Part Number	Response Price
1	Gartner GT7.2 00-5		+	IT.HARDWARE.ACC					100.00
2	ACCESS CONTRO		+	OPERATIONS.TUR					200.00
3	Installation the ( Ga		+	IT.HARDWARE.ACC					300.00

Rows Selected 1 Columns Hidden 9



ORACLE

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 17011): Lines

Currency = Saudi Riyal

Last Saved 02/06/24 01:47 AM  
Time Zone Arabia Standard Time  
A.Bin Taleb pools EST - KSA.SITE

Time Remaining 14 Days 23 Hours Close Date 17/06/24 12:55 AM

Supplier Item	New Supplier Item	Manufacturer	Manufacturer Part Number	Response Price	Response Quantity	UOM	Line Amount	* Promised Delivery Date	Required Details	Total Score
				100.00	2	EA	200.00	30/06/24		
				200.00	4	EA	800.00	30/06/24		
				300.00	2	EA	600.00	30/06/24		

Rows Selected 1 Columns Hidden 9

Grand Totals

Then review your quotation and submit

**ORACLE**

1 Overview 2 Requirements 3 Lines 4 **Review**

Review Response: Quote 17011

Messages Respond by Spreadsheet Actions Back Next Save Submit

Currency = Saudi Riyal

Last Saved 02/06/24 01:57 AM  
Time Zone Arabia Standard Time  
A.Bin Taleb pools EST - KSA.SITE

Title **Supplying XX** ✓ Two stage evaluation

Close Date 17/06/24 12:55 AM Time Remaining 14 Days 22 Hours

Overview Requirements Lines

**General**

Supplier	A.Bin Taleb pools EST	Reference Number	
Supplier Site	KSA.SITE	Note to Buyer	
Negotiation Currency	SAR	Attachments	None
Response Currency	SAR		
Price Precision	2 Decimals Maximum		
Response Valid Until			

## Send an Online Message to LEEJAM team

If you have any clarification, you can message LEEJAM team through the **Online Messages** tool

- Click on the message's icon

ORACLE

Review Response: Quote 17011

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit

Currency = Saudi Riyal

Last Saved 02/06/24 01:57 AM  
Time Zone Arabia Standard Time  
A.Bin Taleb pools EST - KSA.SITE

Title: Supplying XX  
Close Date: 17/06/24 12:55 AM  
Time Remaining: 14 Days 22 Hours

Two stage evaluation

Overview Requirements Lines

General

Supplier: A.Bin Taleb pools EST  
Supplier Site: KSA.SITE  
Negotiation Currency: SAR  
Response Currency: SAR  
Price Precision: 2 Decimals Maximum  
Response Valid Until

Reference Number  
Note to Buyer

Attachments: None

Enter your message and send it to LEEJAM team

ORACLE

Online Messages (RFT RFQ-SA-0311)

Title: Supplying XX  
Time Remaining: 14 Days 22 Hours

Messages

Actions View Format + Freeze

Send Message

To: Leejam Sports Company

\* Subject: Test Online Message

Helvetica 2

B I U S<sub>2</sub> S<sup>2</sup> S

\* Message: need more information about line 1

Attachments: None +

Send Cancel

## Upload quotation by spreadsheet

If you received a tender with a lot of lines you can upload your quotation by spreadsheet

- Export the template

ORACLE

1 Overview 2 Requirements 3 Lines 4 Review

Review Response: Quote 17011

Messages Respond by Spreadsheet Actions Back Next Save Submit

Export Import

Currency = Saudi Riyal

Last Saved 02/06/24 01:57 AM  
Time Zone Arabia Standard Time  
A.Bin Taleb pools EST - KSA.SITE

Title **Supplying XX** ✓ Two stage evaluation

Close Date 17/06/24 12:55 AM Time Remaining 14 Days 22 Hours

Overview Requirements Lines

General

Supplier A.Bin Taleb pools EST Reference Number

Supplier Site KSA.SITE Note to Buyer

Negotiation Currency SAR Attachments None

Response Currency SAR

Price Precision 2 Decimals Maximum

Response Valid Until

Export Spreadsheet

Response Template

Requirements and lines

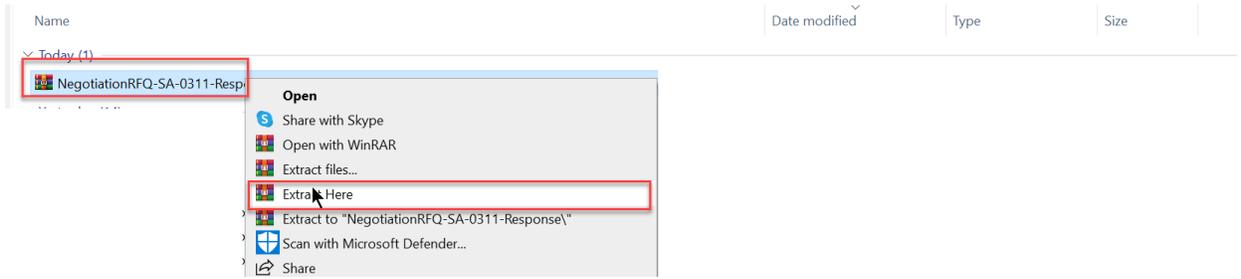
Rich style spreadsheet

Light-weight style spreadsheet

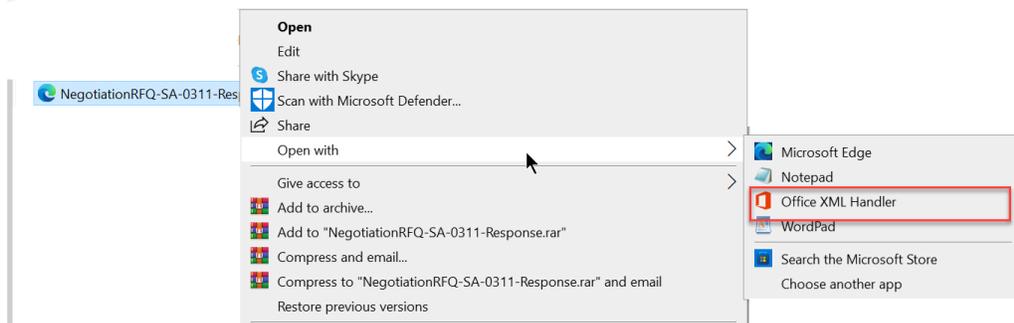
Lines only

OK Cancel

Then extract the ZIP file



Open by XML



Reply to all of LEEJAM pre-qualification questions and transfer to the **lines** file

1	<b>Supplying XX</b>		
2	Negotiation RFT RFQ-SA-0311 (Two stage evaluation)		Company Leejam Sports Company
3	Close Date 6/17/2024 0:55		Buyer SCM SamaSys
4	Negotiation Currency SAR	Phone	
5	Response Currency SAR	Email <a href="mailto:mohamed.ashour@samasystech.com">mohamed.ashour@samasystech.com</a>	
6	Price Precision 2	Supplier A.Bin Taleb pools EST	
7		Supplier Site KSA.SITE	
8			
9			
10	<b>General</b>		
11	Response Valid Until	<input type="text" value=""/>	Reference Number <input type="text" value=""/>
12		<i>Example: 6/2/2024 2:14</i>	
13	Note to Buyer		
14	<input type="text" value=""/>		
15			
16			
17	<b>Requirements</b>		
18	<b>1. Technical capabilities (Technical)</b>		
19	1. Provide detailed technical specs of the requested products.		
20	Hint: Attach any relevant catalogs		
21	<input type="text" value=""/>		
22	<input type="text" value=""/>		
23	<input type="text" value=""/>		
24	<input type="text" value=""/>		
25	<input type="text" value=""/>		
26	(Response attachments are optional)		
27	2. Are you holding XX Certificate?		
28	Hint: If Yes, attach your certifications		
29	<input type="text" value="a: Yes"/> (Response attachments are required)		
30	<b>2. Sourcing Eligibility (Technical)</b>		
31	1. How many similar Sportive projects?		
32	<input type="text" value="b: 3 to 5"/>		
33	2. How many years in the market?		
34	Hint: Attach evidence for your response.		
35	<input type="text" value="5"/> <i>Numeric value only</i> (Response attachments are required)		
36	Comments		
37	<input type="text" value=""/>		
38	<input type="text" value=""/>		
39	<b>3. Commercial and Finance (Commercial)</b>		
40	1. Provide detailed payment schedule.		
41	<input type="text" value=""/>		
42	<input type="text" value=""/>		
43	2. Choose the total Market value range of your company.		
44	<input type="text" value=""/>		
45	Comments		
46	<input type="text" value=""/>		
47	<input type="text" value=""/>		
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Last Downloaded 6/2/2024 2:14

General Lines (1 - 3)

Enter your **response price** and **promised delivery** date then save the file

**Supplying XX**

Negotiation RFT RFG-SA-0311 (Two stage evaluation)  
 Close Date 6/17/2024 0:55  
 Negotiation Currency SAR  
 Response Currency SAR  
 Price Precision 2

Company Leejam Sports Company  
 Buyer SCM SamaSys  
 Phone  
 Email mohamed.ashour@samasysrtech.com  
 Supplier A.Bin Taleb pools EST  
 Supplier Site KSA.SITE

**Lines**

Response Amount (SAR) 1,600.00

Line	Item	Revision	Supplier Item	New Supplier Item	Manufacturer	Part Number	Start Price	UOM	Negotiation Quantity	Response Price	Response Quantity	Promised Delivery Date	Note to Buyer	Requested Delivery Date	Target Price	Category No
1	Gartner GTT 2 00-Series Installation							EA	2	150.00	2	6/30/2024		7/15/2024		IT HARDWARE
2	ACCESS CONTROL - GTT 3500 - GTT 3500-AC-PE-10010							EA	4	200.00	4	6/30/2024		7/15/2024		OPERATION
3	Installation the ( Gartner 3500 + QR Read							EA	2	300.00	2	6/30/2024		7/15/2024		IT HARDWARE

Last Downloaded 6/2/2024 2:14

Import the Excel file with your responses

ORACLE

Review Response: Quote 17011

Overview Requirements Lines **Review**

Messages Respond by Spreadsheet Actions Back Next Save Submit

Export Import

Currency = Saudi Riyal

Last Saved 02/06/24 01:57 AM  
 Time Zone Arabia Standard Time  
 A.Bin Taleb pools EST - KSA.SITE

Title Supplying XX Two stage evaluation  
 Close Date 17/06/24 12:55 AM Time Remaining 14 Days 22 Hours

Overview Requirements Lines

**General**

Supplier A.Bin Taleb pools EST Reference Number  
 Supplier Site KSA.SITE Note to Buyer  
 Negotiation Currency SAR Attachments None  
 Response Currency SAR  
 Price Precision 2 Decimals Maximum  
 Response Valid Until

ORACLE

Review Response: Quote 17011

Currency = Saudi Riyal

Overview Requirements Lines Review

Messages Respond by

Title: Supplying XX

Close Date: 17/06/24 12:55 AM

Two stage evaluation

**Import Response**

Importing data will overwrite any existing online data.

\* File Name: Choose File No file chosen

OK Cancel

File name: [dropdown] All fil

Upload from mobile

Supplier: A.Bin Taleb pools EST

Supplier Site: KSA.SITE

Negotiation Currency: SAR

Response Currency: SAR

Price Precision: 2 Decimals Maximum

Response Valid Until:

Reference Number

Note to Buyer

Attachments: None