

Town of Aurora

Supplier User Guide

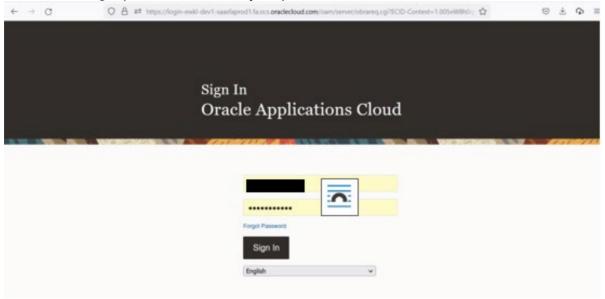
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1.Oracle Fusion Cloud Supplier Portal

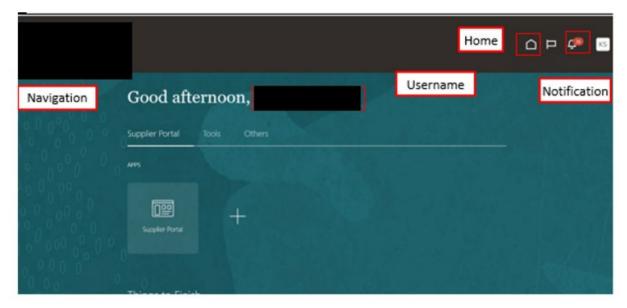
1.1 Sign In

To Sign into Supplier Portal, use the link provided in the welcome email. Then click "forgot password" to reset your password.



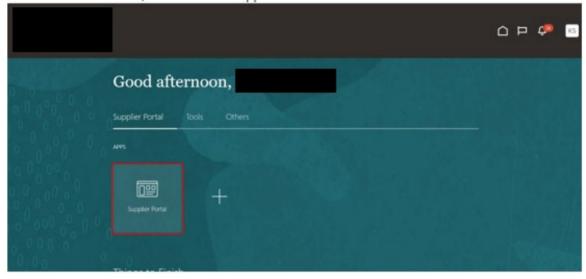
1.2 Home Page

When a user logs into the application, the user can see the Welcome page. A Welcome page has the name of the user, click the Home button task to navigate to the work areas, and Notification button that shows any action item that is received by the user.



1.3 Navigation

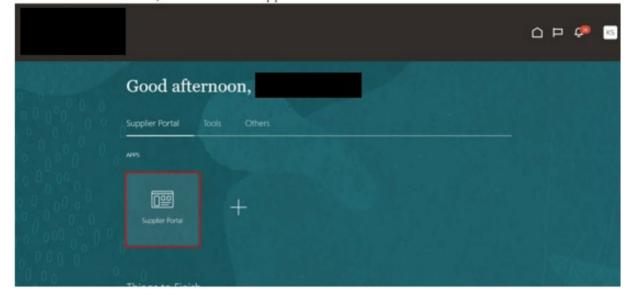
There is one work area, referred to as Supplier Portal



2.0 Overview of Supplier Portal Work Area

2.1 Make Changes to the Supplier Profile and Provide a Description

Log into your account and go into the supplier portal work area.



Scroll down to Company Profile tab and click Manage Profile.

Overview - Supplier Portal - Ora X	+			~	-	C	o ×
 ← → C Channel Programs Manage Programs Contracts and Deliverables Manage Contracts Manage Deliverables 	D A == https://fa-	ewkl-dev1-saasfaprod1.fa.ocs.oraclecloud.com/fscmUl/faces	/FuseWelcome?_adf.ctrl-state=8931nlj0a_5 1 Transaction Reports 1 Last 30 Days 26.3 K PO Purchase Amount 26.3 K Invoice Amount 621 Invoice Price Variance Amount -559	CAD		- <u></u>	⊕ ≡
Consigned Inventory Review Consumption Advices Invoices and Payments Create Invoice View Invoices View Invoices View Payments	ł	Schedules Overdue or Due Today III Invoices Overdue Supplier News					
Negotiations • View Active Negotiations • Manage Responses Qualifications							
Manage Questionnaires View Qualifications Company Profile Manage Profile							

Click edit and make the changes.

Company Profile ⊘					Edit Done
	6.6.90				175716778
Organization Details Tax Identifiers	Addresses Contacts	Payments Business Classifications	Products and Services		
✓ General					
Company			Tax Organization Type	Corporation	
Supplier Number			Status	Active	
Supplier Type			Attachments	None	
Identification					
D-U-N-S Number			National Insurance Number		
Customer Number			Corporate Web Site		
sic					
Corporate Profile					
Year Established			Chief Executive Title		
Mission Statement			Chief Executive Name		

Click yes to proceed with change request.

ORACLE			\square	þ ç 📧
Company Profile ⑦				Edit Done
Organization Details Tax Identifiers Addresses Contact	s Payments Business Classifications Products and Services			
⊿ General				
Company	🛕 Warning	×		
Supplier Number 11174	POZ-2130390Making edits will create a change request for the profile. Do you want to c	ontinue?		
Supplier Type Supplier	Yes	No		
Identification		_		
D-U-N-S Number	National Insurance Number			
Customer Number	Corporate Web Site			
SIC				
Corporate Profile				
Year Established	Chief Executive Title			
Mission Statement	Chief Executive Name			

2.2 Inactivate an Address

Click on address tab.

Select the address that needs to be inactive. Click the pencil icon and select an Inactive Date, then click ok.

			C) P 🕫 🔤
Edit Profile Change Request:		Delete Change Request Review Ch	anges Save	Save and Close
Change Description Crganization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products	and Services			
Actions • View • Format • + 📝 🗶 Status Active • 🧊 Freeze of Wrap	Phone	Address Purpose	Fax	Status
Main Office		Ordering; RFQ or Bidding		Active
Remit To		Remit to		Active
Columns Hidden 3				

dit Profile Chang	lit Address: Remit T	o						×	ve and Close	Çan
	* Address Name	Remit To		* Address Purpose	Orderin	9			- 10	-
	* Country	Canada	•		Remit 1					
	* Address Line 1				RFQ or	Bidding				
	Address Line 2			Phone						
anization Details Tax Ide	Address Line 3			Fax		•	Example:	<u> </u>		
Actions - View - Form	* City	Toronto	•	Email			11/21/22			
Address Name	* Province	ON		Inactive Date	Active	6			Status	
Main Office	Postal Code			Status	MUNE				Active	
Remit To	Language	~							Active	
Columns Hidden 3										
							1	O <u>K</u> <u>C</u> ancel		

2.3 Inactivate a Contact

Click on contact tab.

Select the contact that needs to be inactive.

Click the pencil icon.

Scroll down to User Account area and choose Inactive from the Account Status drop down menu. Click ok.

	Edit Contact:					×
	Salutation	~	Phone	•		Ç? R
Edit Profile (* First Name		Mobile			lose Cancel
Lant i ronie v	Middle Name		Fax			
	* Last Name		Email			1.15-1
	Job Title		Status	Active v		
	× 1	idministrative contact				
Organization Details	Contact Addresses					
Criganization Details	Actions • View • Format •	🗙 🖳 🗐 Freeze 🙀 Detach	el Wrap			
Actions + View	Address Name	Address	Phone	Address Purpose	Status	
Name	Main Office			Ordering; RFQ or Bidding	Active	itus
	Remit To			Remit to	Active	tve
	Columns Hidden 5					ave.
Columns Hidden	✓ User Account					
		tus Active V				
	User Na Roles Data Access	me Active sil.com Inactive				

2.4 Update Contact Information

Click on contact tab. Edit the contact. Click ok.

							P 🐢 🖪
dit Profile Change Requ	iest:	,		Delete Change Request	Review Changes	Save Sove	and Close
	Change Description	on		() a vie p rovinskom enta			
	Addresses Contacts		assifications Products and Sen	Aces			
Name		▲♥ Job Title	▲⊽ Email	▲♥ Phone	Administrative Contact	User Account	Status
							Active
					٥	0	Active
Columns Hidden 7							

https://fa-ewkl-dev1-saasfaprod1.fa.ocs.oraclecloud.com/fscmUl/faces/FuseWelcome?_adf.ctrl-state=8931nlj0a_5#

2.5 Submit a Profile Change Request for Approval

When the changes are made, select review changes.

Edit Profile Change Request: 2001	Delete Change Request Review Changes Save gave and Close gancel
Change Description Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services	
Actions + View + Format + X E. Freeze Detach + Wrap Category Name	Description Paper Products Supplier

Click Submit to request for a profile changes.

		û P 4	RD
Review Changes		Edit Submit	Cancel
Change Descri	ption		1'71
	li.		
View V Format V 🗍 Freeze 📆 Detach 🚽 Wrap	,		
Attribute	Changed From	Changed To	
 Supplier Type 		Contractor	

2.6 Delete the Profile Change Request

To delete profile change request, click on Delete change request button.

		interest and the second s			
Edit Profile Change Request	t:		elete Change Request	Review Changes	Save Save and Close Gancel
	Change Description			4.6.0	
Organization Details Tax Identifiers Add	dresses Contacts Payments	Business Classifications Products and Services			
∡ General					
* Supplier Name		Tax Organizatio	n Type Corporation	~	
Supplier Number			Status Active		
Supplier Type Supplier	~	Attach	ments None 🕂		
4 Identification					
D-U-N-S Number		National Insurance N	lumber		
Customer Number		Corporate We	eb Site		
sic					

3.0 RFx and Contracts

3.1 View Active Negotiations

From the Supplier portal, under the Negotiations tab, click View Active Negotiations. This work area is to view all the RFx / bids that you can submit a quote for to the Town of Aurora.

Channel Programs	3			
Manage Programs		Transaction Reports Last 30 Days		
ontracts and Deliverables	2	PO Purchase Amount	26.3K CAD	
Manage Contracts		Invoice Amount	621 CAD	
Manage Deliverables		Invoice Price Variance Amount	-559 CAD	
onsigned Inventory	Schedules Overdue or Due Today III Invoices Overdue			
Review Consumption Advices	8			
voices and Payments	Supplier News			
Create Invoice	Supplier news			
-				
View Invoices				
View Invoices View Payments				
View Payments				
View Payments				
View Payments gotiations				
View Payments gotilations View Active Negotilations Manage Responses				
View Payments gotilations View Active Negotilations Manage Responses				
View Payments egotiations View Active Negotiations Manage Responses ualifications				
View Payments egotilations View Active Negotilations Manage Responses watifications Manage Questionnaires				

To view the RFx as a PDF, click on View PDF.

									Ĉ	K5
Active Negotiations										Done
						NAME OF COM	Time Z	one Easter	n Stand	lard Tim
# Search					0	Manage Watchlist	Saved Search	Open Invit	ations	¥
** Negotiation					** Invitation Red	seived Yes v		** At leas	st one is	required
** Title					Response Subr					
** Negotiation Close By	vdiyy Dig				Negotiation Open	Since m/d/yy	5			
								Search	Reset	Save
earch Results										
Actions • View • Format • 📃 Freeze 📓	Detach of Wrap	Accept Terms	Acknowledge Participat	ion Create Respo	nse					
Negotiation Title		Negotiation Type	Time Remaining	Close Date	Your W Responses Pa		Unread Messages	View PDF	Resp	ponse adsheet
		IRFQ	80 Days 19 Hours	2/10/23 10:01 AM	1 Ye	15	0	00	3	70

3.2 View Attachments Associated with the Negotiation/ Response

Select the negotiation you wish to view, by clicking on the Negotiation number.

							Ć	קנ	Ç.	KS
Active Negotiations										Dgne
				-	-		Time 2	Ione East	ern Stan	Sard Time
# Search					Mar	age Watchlist	Saved Search	Open In	vitations	v
** Negotiation					** Invitation Receiv	ed Yes 🗸		** At is	ast one li	required
** Title					Response Submitt	ed No 🗸				
** Negotiation Close By	m/d/yy	5			Negotiation Open Sin	ce midiyy	5]		
								Search	Reset	Save
Search Results										
Actions • View • Format • 📰 Freeze 6	Detach al Wrap	Accept Terms	Acknowledge Particip	pation Create Res	ponse					
Negotiation Title	Negotiation Type	Buyer	Supplier Site	Time Remaining	Close Date All	Responses	Your Responses		ate	Monit
000030-22	IRFQ			80 Days 19 Hours	2/10/23 10:01 AM	Sealed	1	Yes		12
<										>

Select Actions, View, then View Attachments.

								۵	P 🗸		KS
IRFQ:							Aessages	Create Response	Actions T		gne
Currency = Canadian Dollar								Time Zor	Respond	Þ	Time
	6 6 6		151-15	I TH A FORM	IN THE OWNER.		6.0	0100	Analyze	Þ	151
	Title					-	Oper 1	New PDF	View	- >	
	Status	Active (Locked)				0	los V	/iew Attachments			
	Time Remaining	80 Days 19 Hours					_				
Table of Contents Cover Page Overview	Cover Page				where						
Requirements											
Lines				A							
Contract Terms				AUR	OR/						
				You're in g	Good Company	y					

3.3 Acknowledge Participation in Negotiations

If you are going to participate in a bid, you can acknowledge participation. This will allow the Town of Aurora to know if they should expect your bid.

			i i i i i i i i i i i i i i i i i i i	<u> </u>	¢® 📧
Active Negotiations	Acknowledge Participation	×		e Zone Easte	Done ern Standard Time
	Will Participate 💿 Yes				1111 11
# Search	O No		Manage Watchlist Saved Sear	th Open Inv	itations ~
** Negotiation ** Title ** Negotiation Close By In/dayy	Note to Buyer		Invitation Received Yes v Response Submitted No v potation Open Since m/d/yy	** At les	ast one is required
Search Results Actions • View • Format • Freeze Detach al Wrap Negotiation Title	Last Acknowledgment Will participate Last Acknowledgment Date 11/14/2 9:58 AM OK OK	and and a second	Your Will Unread esponses Participate Messager	Lances	Reset Save Response Spreadsheet
000030-22	IRFQ 80 Days 19 Hours 2/10/23 10:01 /		esponses i merchane message.		m
Columns Hidden 4					

3.4 Create Response in Negotiations

Select create a response to participate in a bid.

						С ³³ кs
Active Negotiations						Done
					Time Zone East	ern Standard Time
				16699	AND HAVE I	1135 75
Search				Manage Watchlist Sav	ved Search Open In	vitations 🗸
					** At le	ast one is required
** Negotiation			** Invitation F	Received Yes 🗸		
** Title			Response S	ubmitted No 🗸		
** Negotiation Close By m/d	d/yy		Negotiation Op	en Since m/d/yy	1 0	
					Search	Reset Save
Search Results						
Actions View View Format View Freeze	etach 🚽 Wrap Accept	Terms Acknowledge Participatio	on Create Response			
Negotiation Title	Nego Type	tiation Time Remaining	Close Date Responses	Will Participate Me	Unread essages View PD	F Response Spreadsheet
000030-22	IRFQ	80 Days 19 Hours	2/10/23 10:01 AM 1	Yes	0 🔯	Ŧ
Columns Hidden 4						

3.5 Respond by Spreadsheet

Select Response Spreadsheet to respond by spreadsheet.

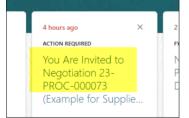
								Ç 🔊 KS
Active Negotiations								Done
						Time 2	Zone Easter	m Standard Time
⊿ Search					Manage Watchlist	Saved Search	Open Invit	tations ~
** Negotiation					** Invitation Received Yes v Response Submitted No v		** At lea	st one is required
** Negotiation Close By	m/d/yy 👸				Negotiation Open Since m/d/yy	6		_
							Search	Reset Save
Search Results								
Actions • View • Format • 📰 Freeze 🚡	Detach + Wrap A	ccept Terms	Acknowledge Participati	on Create Respon	15.0			
Negotiation Title		Negotiation Type	Time Remaining	Close Date	Your Will Responses Participate	Unread Messages	View PDF	Response Spreadsheet
000030-22		IRFQ	80 Days 19 Hours	2/10/23 10:01 AM	1 Yes	0		<u>ju</u>
Columns Hidden 4								

3.6 Bid Submission for Mid-Value

3.6.1 Navigating to the Bid

From the Home area of the Oracle portal, click on the invitation notification.

Important note: The Oracle platform refers to Bids as a "Negotiation". This is a Bid and is not to be negotiated, that terminology is the default Oracle terminology.



This window will pop up. From this window you can view the Bid PDF, view the bid, or create a new response by clicking on the various areas indicated below:

I	, <u>, , , , , , , , , , , , , , , , , , </u>
ivited to Negotiation 23-PROC-	-000073 (Example for Suppliers - Mid Value Quote in Oracle) Actors • Accept Invitation Decline Invitation
	Negotiation Invitation
	Example for Suppliers - Mid Value Quote
	in Oracle
	The Corporation of the Town of Aurora
	From Charlene Waters
	IRFQ 23-PROC-000073
	Opens 7/20/23 8:59 AM
	Closes 8/31/23 10:00 AM
	Supplier
	Supplier Site MAIN
	Supplier Contact
	Acknowledge By 7/23/23 8:59 AM
	You are receiving this notification from company The Corporation of the Town of Aurora because you are identified as a potential supplier for our organization. We are requesting proposals based on the requirements found in the attached file. Within this file you will also find detailed instructions including information such as submission procedures, time frames, and evaluation criteria. Your participation is optional, and your response will be electronically processed through our procurement application.
	If you do not want to receive future notifications, or would like us to redirect this message to another person in your organization, write to us at this e-mail address: CWaters@aurora.ca.
	Thank you,
	Charlene Waters
	Assigned to M
	7/20/23 9:02 AM
	Submitted by 1
	23-PROC-000073_SUPPLIER.pdf PDF version of Document and quote requirements
	View Negotiation Click to navigate to the bid information and requirements
	Create New Response Click to start responding to quote
	Acknowledge Participation

Click on the 'View Negotiation' button.

You will be brought into the bid where you can review the specifications, requirements, and terms. This is not where you will submit a response, this area is to first review the Bid.

3.6.2 Review the Bid

Once you click into the bid, it lands on the "Cover Page". On the left side you will see a Table of Contents with links. Clicking on these links brings you to each different area of the Bid.

IRFQ: 23-PROC	2-000073
Currency = Canadian Doll	ar
	Titl
	Statu
	Time Remainin
Table of Contents	Cover Page
Overview Requirements	
Lines	AURORA
Contract Terms	THE CORPORATION OF TOWN OF AURORA (TOWN)
	DEPARTMENT: COMMUNITY SERVICES

3.6.2.1 Cover Page

The cover page has titles and details about the bid including open and closing dates:

IRFQ: 23-PROC-000073		Mess	sages Cri	ate Respo	190 A.
Currency = Canadian Dollar				Tin	e Zone E
Title	Example for Suppliers - Mid Value Quote in Oracle	Open Date	7/20/23 8:59	AM .	
Status	Active (Locked)	Close Date	8/31/23 10:0	0 AM	
Time Remaining	41 Days 20 Hours				
Table of Contents Cover Page Coverage Regenerates Live Coveract Terms Coveract Te					
Issue Date: 7/20/23 5:59 AM Closing Time and Date: 8/31/23 10:00 AM Local Time					

3.6.2.2 Overview Area

The Overview page is where you can view all the Bid instructions, terms and conditions by clicking on the various areas and arrows:

able of Contents	Overview
Cover Page	
Overview	Title Example for Suppliers - Mid Value Quote in Oracle Synopsis
Requirements	ognopana (/
Lines	Unlocked By
Contract Terms	Unlocked Date
	Expand All
	General
	Introduction
	The Corporation of the Town of Aurora (the "Town") invites you to submit a non-binding quotation for the Deliverables described in this IRFQ.
	1.1.1 Electronic bid submissions only are to be submitted in the Oracle Fusion sourcing module.
	1.1.2 All questions are to be emailed to the Department Contact.
	1.1.3 Bid submissions will NOT be considered unless this form is completed in full and returned on, or before the above date and time.
	The complete reportion must be received in the Oracle Environ coursing module by the Closing Time and Date. Late submissions will not be considered
	Schedule
	Preview Date
	Close Date 8/31/23 10:00 AM
	_ Negotiation Controls
	Response Visibility Sealed
	Lines
	Rank Indicator
	Ranking Method
	▲ Terms
	Instructions
	TERMS AND CONDITIONS
	Bidders shall view the Definitions and Terms and Conditions which shall form part of the IRFQ document.
	Click <u>THIS LINK</u> on the Town of Aurora web site to access the Definitions and Terms and Conditions.
	Business Terms

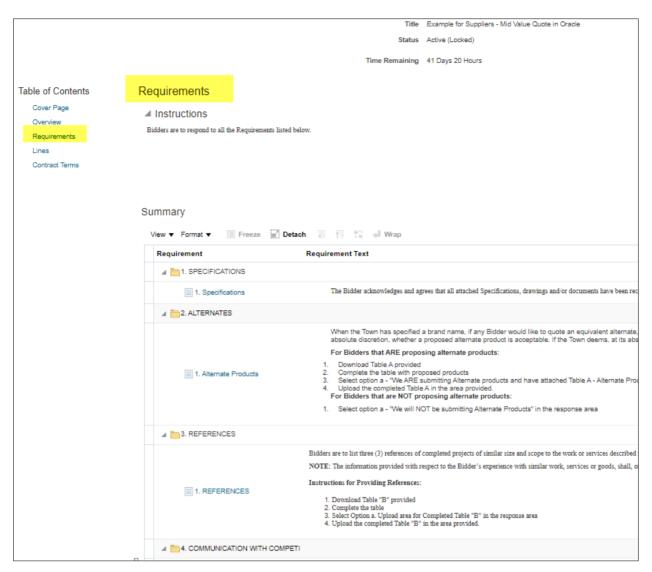
3.6.2.3 Review the Specifications/Attachments

The right side of the Overview page has an "Attachments" area. This is where specifications and drawings have been uploaded for your review. Click on the document filename to download it. Bidders are responsible for reviewing all attachments and must acknowledge that they have reviewed when they create their response:

			LM	essages Action
				Time Zone Easte
	Open	Date	7/20/23 8:59 AM	
	Close	Date	8/31/23 10:00 AM	
Buyer				
Outcome	Purchase Order			
Unsealed By				
Unsealed Date				
Attachments	Specifications.docx			

3.6.2.4 Review the Requirements

The requirements section has all the submission information that will be required from all Bidders for the Bid. This includes acknowledgements (such as conflict of interest or acknowledgement that the specifications have been reviewed) and information requested (for example references).



3.6.2.5 Review Lines Section

This section is a preview of the pricing line that will be in the response area.

3.7 Creating A Response/Submitting Bid

Once you have reviewed the specifications and requirements and are ready to submit a response, click the "Create Response" button in the top right corner of the page:



This will open the response area. At the top of this area there are train stops. Bidders are to click on each of these train stops to navigate through the bid response.



3.7.1 Overview Train Stop

The Town does not require any information to be submitted in the Create Response Overview Area. All fields are to be left blank. Please move on to the next train stop – "Requirements".

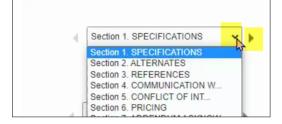
Create Response (Quote 22003): Overview ()		casuges	Respond by spreadsheet	Acuons
		N N		
Title	Example for Suppliers - Mid Value Quote in Oracle		Time Remaining 41 Days	s 20 Hours
Close Date	8/31/23 10:00 AM			
General				
Supplier	Reference Numb	ber		
Supplier Site MAIN				
Negotiation Currency CAD	Note to Buy	yer		11
Response Currency CAD	Attachmer	nts None =	+	
Price Precision 2 Decimals Maximu	im			
Response Valid Until m/d/yy h:mm a	to .			

3.7.2 Requirements Train Stop

The Requirements area contains several steps which include acknowledgements or uploading information.

When you are in the Requirements area, you will see a navigation button on the right side of the screen where you can navigate to each response requirement either by clicking the arrows or choosing from the drop-down menu.

Drop down menu, and arrow (highlighted):



3.2.1 Specifications: Respond by clicking the circle to acknowledge the required action.

Create Response (Quote 22003): Requirements ®	Requirements	3 Lines	Review	Messages Respond by Spreadsheet 💌 Actions	Back Negt Save V Subgit Cancel
Time Remaining 41 Days 20 Hours				Close Date 8/31/23 10:00 AM	Last Saved 7/20/23 1:32 PM Time Zone Eastern Standard Time
Section 1. SPECIFICATIONS [*] 1. The Bidder acknowledges and agrees that all attached Specifications, drawings and or documents have been received and reviewed by the Bidder, and that these specifications from part of the JEPG document.					Section 1. SPECIFICATIONS
a We have reviewed all attachments and specifications					Section 1. SPECIFICATIONS

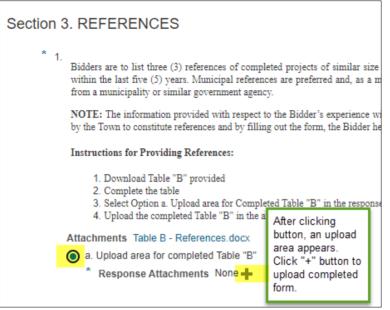
3.2.2 References: The References section is an example of a requirement that bidders must action by downloading, completing, and uploading a form.

In the "Attachments" area, you will see the form required. Click on the link to download it. Complete the form and save on your desktop.

Click the circle beside the "a." After clicking this circle an upload area will appear:

Section 3	3. REFERENCES								
* 1.	* 1. Bidders are to list three (3) references of completed projects of similar size and scope to the work or services described in this IRFQ completed within the last five (5) years. Municipal references are preferred and, as a minimum, at least one (1) of the required project references should from a municipality or similar government agency.								
	NOTE: The information provided with respect to the Bidder's experience with similar work, services or goods, shall, once completed, be deemed by the Town to constitute references and by filling out the form, the Bidder hereby authorizes the Town to contact any party set out in the table.								
	Instructions for Providing References:								
	 Download Table "B" provided Complete the table Select Option a. Upload area for Completed Table "B" in the response area Upload the completed Table "B" in the area provided. 								
	Attachments Table B - References.docx Click this area to download references form. a. Upload area for completed Table "B"								

Upload the completed references form by clicking the "+" button:



An Attachments upload window appears.

Click the "+" button and ensure the "Category" is "From Supplier" Click "choose file" to upload document.

Populate the "Description" field with a short description.

Click "OK".

Attachments	+ ×				
Туре	Category	* File Name or URL	Title	Description	Attached By
File 🗸	From Supplier -	Choose File No file chosen			MENICK GAMA
Rows Selected 1		2		3	

3.2.3 Alternates (If Applicable): Some Bids will have an 'Alternates' section. Review the instructions. In the "Attachments" area, you will see the form required.

If you are submitting alternate products, click on the link to download it. Complete the form and save on your desktop.

Click the circle beside the "a." After clicking this circle an upload area will appear. Click the "+" button.



An Attachments upload window appears.

- 1. Click the "+" button and ensure the "Category" is "From Supplier"
- 2. Click "choose file" to upload document.
- 3. Populate the "Description" field with a short description.
- 4. Click "OK".

	tachments	1	ant and an an all and the				
1	Actions View	+ ×					
	Туре	Category	* File Name or URL	Title	Description	Attached	Ву
	File 🗸	From Supplier	Choose File No file chosen) AMA
I	Rows Selected 1		2		3		
						<u> Ф</u>	

If you are not submitting alternates, choose the "We will NOT be submitting Alternates" option.

3.2.4 Communication with Competitors: Read instructions. If there is a disclosure required, populate the field with this information. If there are no disclosures, respond "none".

3.2.5 Conflict of Interest: Read instructions and respond by selection the appropriate option.

3.2.6 Pricing: Respond by clicking the circle to acknowledge the required action.

3.2.7 Addendum Acknowledgement: Respond by clicking the circle to acknowledge the required action.

3.7.3 Lines Train Stop (Pricing)

The "Lines" train stop is where all fees/pricing are to be entered. In the "Response Price" field, enter your bid price.

The "Promised Delivery Date" area will automatically populate with the Town of Aurora delivery requirements date. Bidders are not to change this date.

	1 —		<u> </u>				
Create Response (Quote 22003): Lines 🕜	Overview	Requirements	Lines	Review	ages Respond by Spreadsheet 🔻	Actions	iext Save 🔻 Submit Cano
urrency = Canadian Dollar							Last Saved 7/20/23 1:4 Time Zone Eastern Standard
Time Remaining 41 Days 20 Hours					Close Date 8/31/23	10:00 AM	
Actions 👻 View 💌 Format 👻 🥒 Freeze 📓 Detach 🦷 📅 🏥 📣 Wrap							
Line Description				Category Name	Start Price Response Price	Response Quantity UOM	Line Amount Promised Delivery Date
1 Price for the goods or services requested				TOA Default			m/d/yy ß
Columns Hidden 8							
Grand Totals							
All response lines are included. Response Amount 0.00							

3.7.4 Review Train Stop

The Review train stop allows bidders to check their response if needed, before submitting. Navigate to the various areas by clicking on the "Overview/Requirements/Lines" tabs indicated below.

ORACLE							
				•		— <u> </u>	
Review Response	e: Quote 22003 🕐			Overview	Requirements	Lines	Review
Currency = Canadian Dollar							
		Title	Example for Suppliers - Mid Val	ue Quote in Oracle			
		Close Date	8/31/23 10:00 AM				
Overview Requirements	Lines						
General							
Supplier					Reference Number		
Supplier Site	MAIN				Note to Buyer		
Negotiation Currency	CAD						
Response Currency	CAD				Attachments N	ione	
Price Precision	2 Decimals Maximum						
Response Valid Until							

VIEW PDF:

To view a PDF version of your submission, click "Actions>View Response PDF."



3.7.5 Submit or Save

You can save your bid as you are working through it by clicking the 'save' button in the top right corner. If you need to save your bid to come back later, click the drop-down arrow beside the save button and click "save and close".

If you are ready to submit your bid, click "Submit".

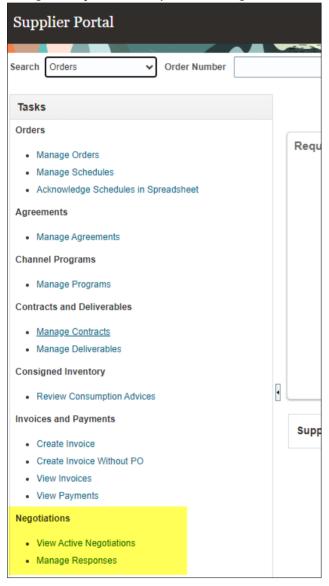


3.7.6 Revise Bid

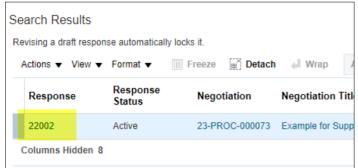
***Only possible before closing date/time If you need to revise your Bid, first navigate to "supplier Portal" area in Oracle after logging in:

Rec	eivables	Supplier Portal	Tools	Others
APPS				
Г				
	Supplier Portal	+		

Navigate to your bid response through either "View Active Negotiations" or "Manage Responses":



In this example, "View Active Negotiations" was clicked. You will see all your negotiations/bids. Click on the response number beside the bid:



Once you are in, click the 'Revise" button on the top right corner of the screen:



You can now edit your response.

**Important note, you must submit again for you to have a response submitted before the closing date and time. If you do not, no bid will have been submitted.

3.8 View Contracts

From the Supplier portal, under the Contracts and deliverables tab, click Manage Contracts.

		۵	p 🐢 ĸ
Supplier Portal			
Search Orders V Order Number	9		
Tasks			0
Orders Manage Orders Manage Schedules Advection Spreadsheet Agreements Manage Agreements Channel Programs	Requiring Attention	Recent Activity Last 30 Days Negotiation invitations 1 Negotiation responses awarded or rejected 1 Agreements opened 2 Orders opened 6	
Manage Programs Manage Programs Manage Contracts Manage Deliverables	1 3 Schedules Overdae or Due Today	Transaction Reports Last 30 Days PO Purchase Amount 31.7K CAD Invoice Amount 26.4K CAD Invoice Price Variance Amount 0 CAD	

Click Search to see a listing of contracts.

Manage Contracts							Done
	WARN MANY & R.M. V.			-	10000000		NATURA I
⊿ Search							
Number Starts with v		Amount E	quals v				
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Status Equais V		Туре		•			
Payment Terms v	Source Do	cument Number St	tarts with v				
- agrinante narina							
							Search Reset
							Search Reset
Search Results							Search Reset
							Search Reset
Search Results	Name	Status	Туре	Start Date	End Date	Preview	Search Reset
Search Results Actions • View • 🎢 🕎 Detach	Name RFQ Vehicles	Status Active	Type Contract	Start Date 11/10/22	End Date 11/11/23	Preview	Contract
Search Results Actions ▼ View ▼ 『『 □? 』 Detach Number				11/10/22			Contract Documents
Search Results Actions V View V III III Detach Number 19	RFQ Vehicles	Active	Contract	11/10/22 11/17/22			Contract Documents

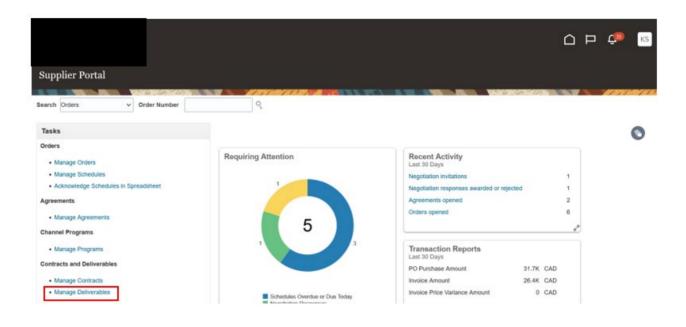
3.9 View PDF version of Contracts

Click on Preview to view a PDF of the contract.

Manage Contrac	cts								Done
			ATT MALE ALLER A			No. of Concession, Name	and the second		PROVINCE IN
✓ Search									
Number	Starts with 🗸			Amount E	iquals 🗸				
Name	Contains 🗸			Agreed Amount E	iquals 🗸				
Status	Equals 🗸	•		Туре		•			
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Number	2° =1 (0.) =1 = 10		Name	Status	Туре	Start Date	End Date	Preview	Contract
Number			Name	outus	type	Start Date	End Date	Fleview	Documents
19			RFQ Vehicles	Active	Contract	11/10/22	11/11/23		B
33			Contract for Ma	Active	Blanket Agreem	11/17/22			8
21			BPA for cars	Active	Blanket Agreem	11/10/22	11/10/24	89	•
29			Template 6	Closed	Contract	11/14/22	11/15/22	-	в
Columns Hidden 6									

3.10 Manage Deliverables

From the Supplier portal, under the Contracts and deliverables tab, click Manage Deliverables.



						습 며 🕫 📧
Manage Deliverables ②						Done
Search Deliverable Name Starts with Status					6 .00 . 01	Saved Search My Deliverables V
Status Equals V Operator	~			nt Number Starts with v		~
Due Date Equals v m/d/yy	60					
						Search Reset Save
Search Results Actions • View • Format • / III Freeze 4 Wra	p					
Deliverable Name	Status	Deliverable Type	Document Type	Document Number	Due Date	▲ Party Name
	🛕 Open	Contractual	Supplier Contract	19	11/14/22	
Milestone	Open	Contractual	Supplier Contract	33	12/20/22	10.2 m
https://fa-ewkl-dev1-saasfaprod1.fa.ocs.oraclecloud.com/fscmUl/faces	/FuseWelcome?_adf.ctr	l-state=1bj94gdrwr_5&	fnd=;;;false;256;;8_afrLoop=	=6965615325816723#	11/20/22	

Change status from open to submitted.

	Edit Deliverable: Milestone						
Manage Deliverabl						0	Done
	Name	Milestone	Status	Open v		~	
✓ Search	Туре	Contractual	Description	Open			arch My Deliverables 🗸
Deliverable	Responsible Party Type	External		Submitted	li.		
	External Party Name	Y	Notes				
	External Party Contact						
Du	Internal Party Name	Town of Aurora				111.	
	Internal Party Contact						
	Requester						Search Reset Save
		Details Attachments St	atus History				
Search Results						2	
Actions View View Format						0	
Deliverable Name	Due Date	Notifications	1				ty Name
	Due Date 12/20/22	 Prior to due 	e date				n of Aurora
Milestone	Due Date Description	Period 5	Days				NUFACTURING & TECH
	Period 30 Days	 On status of 	hange				
Blueprint	When After	 When delive 	erable is overdue				NUFACTURING & TECH
Columns Hidden 2	Event Contract Active	 Escalate af 	ter due date				
		B.	ariad 4 Da				
Click save and	l close.						
	Period 10 Days	 On status change 	0				
	When After	 When deliverable 	e is overdue				
	Event Contract Started	 Escalate after du 	e date				
		Period	1 Days				
	Additional Information	Escalation Contact					
0,000							Mark Mark Land
0 0 0					Save and Close	<u>C</u> ancel	

3.11 Edit Deliverables and Add Notes/Attachments

Click into the Notes area to add notes.

Deliverable	Name Starts with V		Document Type Equals V	~	
Du	Edit Deliverable: Blueprint			0	
bu		Blueprint Contractual	Status Submitted V Description		
Search Results	Responsible Party Type External Party Name		Notes		earch Reset Save
Actions • View • Format	External Party Contact Internal Party Name	Town of Aurora			
Deliverable Name	Internal Party Contact			5	y Name
	Requester				of Aurora
Blueprint		Details Attachments	Status History		UFACTURING & TECH
Milestone Columns Hidden 2	Actions 🔻 View 👻 🕂 💥				UFACTURING & TECH
	Type Category	* File Name or URL	Title Description		
	No data to display.			>	
	٢			,	
			<u>S</u> ave an	nd Close <u>C</u> ancel	

Go to the attachment section and click the plus button. Click save and close once completed.

Deliverable	Name Starts with 🐱		Document Type Equ	ials 🗸	~	
	Edit Deliverable: Blueprint					
Du Search Results Actions + View + Format	Type Responsible Party Type External Party Name External Party Contact		Status Submitted ~ Description	ħ.	0	Search Reset Save
Deliverable Name Blueprint	Internal Party Name Internal Party Contact Requester	Town of Aurora Details Attachment	s Status History			ty Name n of Aurora VUFACTURING & TECH
Milestone Columns Hidden 2	Actions v View v	* File Name or URL	Title	Description		NUFACTURING & TECH
	No data to display.			Save and Close	> Cancel	

4.0 Manage Orders

4.1 Acknowledge and Accept a PO / BPA

From the Supplier portal, under the Orders tab, click Manage Orders.

Supplier Portal				<mark>ட (189</mark> кs
				11 15 1 16 15 18 18 18 18 18 18 18 18 18 18 18 18 18
Search Orders V Order Number	९			
Tasks				6
Orders Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet Agreements Manage Agreements Channel Programs	Requiring Attention	Recent Activity Last 30 Days Negotiation invitations Negotiation responses awarded or rejected Agreements opened Orders opened	1 1 2 6 4	
Manage Programs Contracts and Deliverables	3	Transaction Reports Last 30 Days PO Purchase Amount 31.7K		
Manage Contracts Manage Deliverables Consigned Inventory	Schedules Overdue or Due Today Negotistica Responses	Invoice Amount 26.4K Invoice Price Variance Amount 0	CAD	

Click Search for a listing on the Purchase Orders.

				Ć	ם נ	С³⁶ к з
Manage Orders ⑦						Done
Headers Schedules				670		1771-73
⊿ Search		Advanced Manage Wa	tchlist Saved Sea	rch All Orders		~
Sold-to Legal Entity			Order			
Bill-to BU 🗸			Status		~	
Supplier Site		Include Closed Do	cuments No 🗸			
					Search	Reset Save
Search Results						
Actions View V Format V / 77 Freeze Detach 4 Wrap						
Order Order Date Description	Supplier Site	Buyer	Ordered Curre	r Status	Life	Creation
PUR000142-22 11/16/22	MAIN	,	2,416.00 CAD	Open	Cycle	Date
PUR000125-22 11/14/22	MAIN		18,400.00 CAD	Closed for Invoicing	0	11/16/22

Click on the Purchase Order line and it will be highlighted in blue. Click on Actions drop down and choose Acknowledge.

Heade	rs Schedules								
	Search				Advanced Manage W	Atchlist Saved See	Irch All Orders		~
	Sold-to	Legal Entity	-			Order			
		Bill-to BU 🗸 🗸				Status		~	
	1	Supplier Site	•		Include Closed	ocuments No 🗸			
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Sear	ch Results								
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_	Edit	Order Date Description		Supplier Site	Buyer	Ordered Curr	er Status	Life Cycle	Creation Date
1-	Export to Excel	11/16/22		MAIN		2,416.00 CAD	Open	0	11/16/22
1e	Cancel Document	11/14/22		MAIN		18,400.00 CAD	Closed for Invoicing	0	11/14/22
L	Acknowledge	11/14/22		MAIN		7,950.00 CAD	Open	0	11/14/22
	View PDF	10/26/22		MAIN		1,400.00 CAD	Open	0	10/26/22
	PUR000059-22	10/25/22		MAIN		1,500.00 CAD	Open	\odot	10/25/22
	PUR000021-22	10/22/22		MAIN		200.00 CAD	Closed for Invoicing	0	10/22/22

4.2 Acknowledge Purchase Order Schedules Using Spreadsheet

Note: Excel Add-in ADFI is needed KS Supplier Portal V Order Number Q Search Orders Tasks 6 Orders **Requiring Attention** Recent Activity Manage Orders Last 30 Days Manage Schedules Negotiation invitations Acknowledge Schedules in Spreadsheet Negotiation responses awarded or rejected 1 Agreements Agreements opened 2 Orders opened 6 Manage Agreements 5 Channel Programs Transaction Reports Last 30 Days Manage Programs Contracts and Deliverables PO Purchase Amount 31.7K CAD Manage Contracts 26.4K CAD Invoice Amount Manage Deliverables Invoice Price Variance Amount 0 CAD Schedules Overdue or Due Today
 Negotiation Responses Consigned Inventory

From the Supplier portal, under the Orders tab, click Acknowledge Schedules in Spreadsheet. Note: Excel Add-in ADFI is needed

The Spreadsheet will be downloaded to your computer. Open the spreadsheet and log in.

	Sign In	-
	Oracle Applications Clo	oud
-		
	1	
	Password	
	Forgot Password	
	Sign In	

Read Instructions, enter Details and select 'Upload'.

Autosave 🕛 🗂		Acknowledge	Schedules(4) V	Search (Alt+	Q)	Jonathan Ghazal	1 18	- ra	
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) 🌽 🚺 📑								
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1	C D E	FG		JK	L M N O P	PQRS	TU	V W	
2 Instructions									
4 Enable Macros:									
5 To use the s	preadsheet you need to enable macros.								
6 From the Of	fice Button in Excel, click Excel Options. In	n Trust Center, click Trust	Center Settings. In Macro Setti	ngs, check Enable all macros.					
8 Sign In:									
5 To use the 4 6 From the Of 7 8 8 Sign In: 9 You must be	connected to the application to perform	download and upload op	erations.						
11 Update the Spreadshee	t with the Latest Data from the App	lication:							
12 To refresh ti 13	ne contents of the spreadsheet with the	latest data from the appli	cation, click Download.						
13 14 Acknowledge Schedules									
15 Accept a sch	edule by selecting accept as your response								
16 Reject a sch	edule by selecting reject as your response hedule change by modifying the quantity								
	neoule change by modifying the quantity owledgment response by selecting the up		nen proposing a change, a reasc	n must be provided.					
19									
20 Verify Upload Errors: 21 The status of	olumn displays the processing status for th	he upbaded order rchedu	de.						
22 Processed ro	ws will show the status: row updated suc			nserted successfully.					
20 Verify Upload Errors: 21 The status of Processed rol 22 Processed rol 23 Rows with a	n upload error will show the status as: upo	date failed. Use the status	s viewer to examine the error de	tais.					
Instr	uctions Acknowledge S		A		: 4				

AutoSave 💽 🖁 りょ やょ ਵ	AcknowledgeSchedules(4) ~	Search (Alt+Q)	Jona	ithan Ghazal 🍈 🖉	b -	o x
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Login Logout Clear Edit About Downloa	d Upload Status					
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2 Acknowledge Schedules						
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7	der Supplier Site Line	Line Description	Schedule Supplier Iter		ame Price	* y
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Instructions Acknowledge Sch	edules 🕜		: 21			1