

SUBMITTING A NEGOTIATION ON THE CLP SUPPLIER PORTAL

Overview

The purpose of this System Guide is to detail how suppliers can submit negotiation responses on the CLP Supplier Portal.



View Negotiations

1. On the **Sign-In** page, click the **Company Single Sign-On** button.

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID
User ID

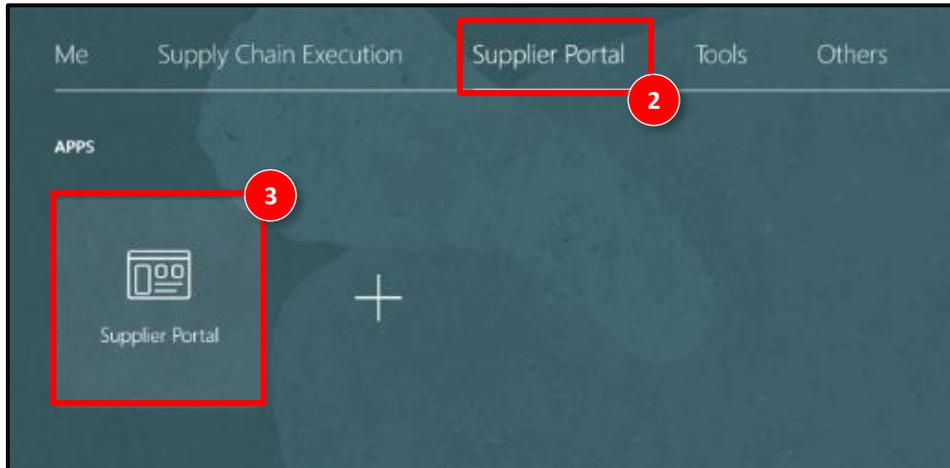
Password
Password

[Forgot Password](#)

Sign In

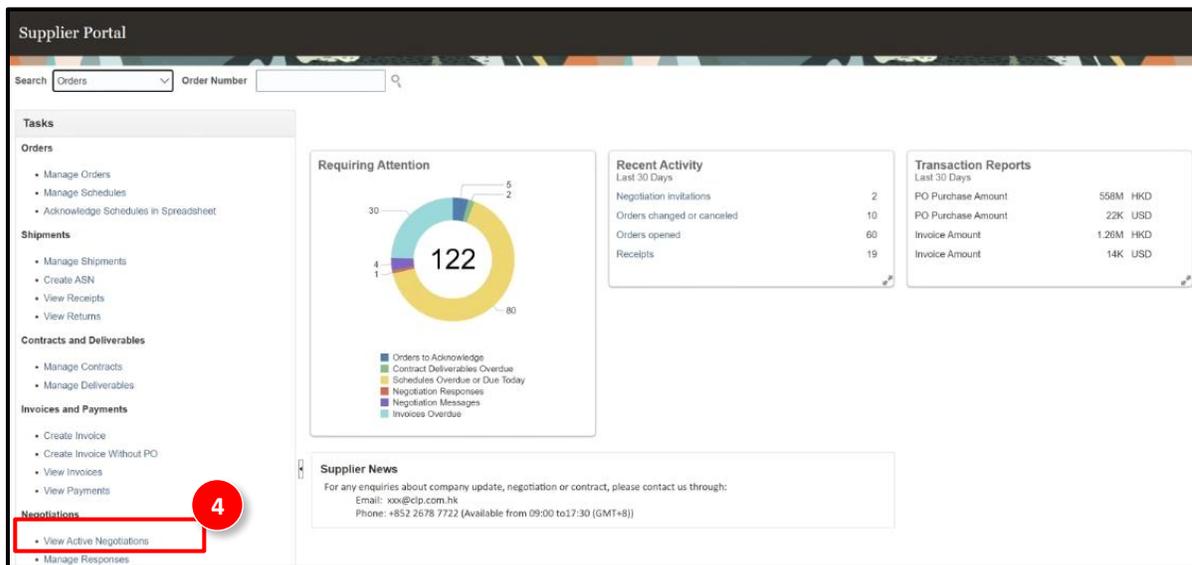
Select Language
English

2. After signing into Oracle Cloud, click the **Supplier Portal** tab.
3. The **APPS** section is displayed. Click the **Supplier Portal** tile.

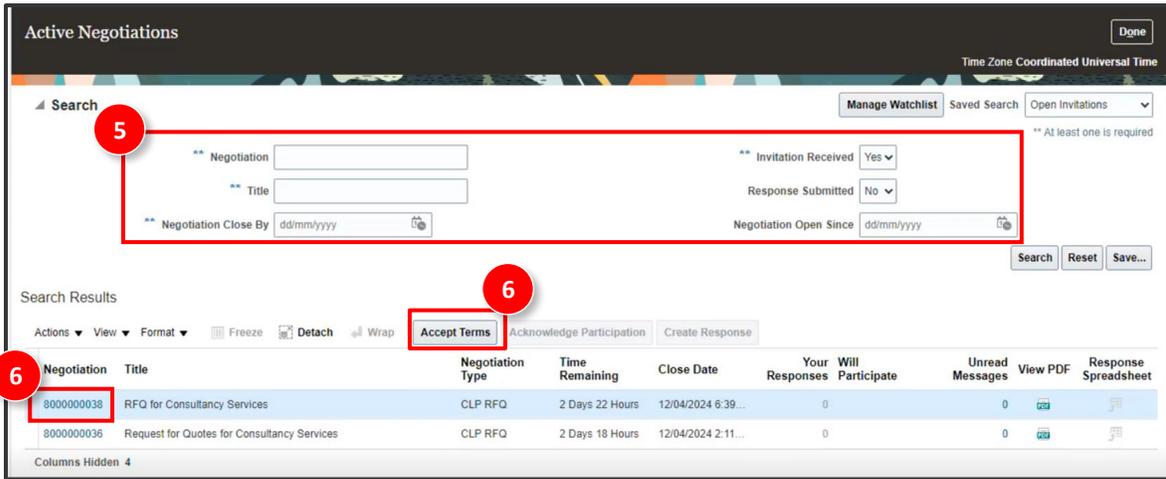


Note: Suppliers will receive an **email** notification and notifications in **Ring Bell** and “**Things to Finish.**”

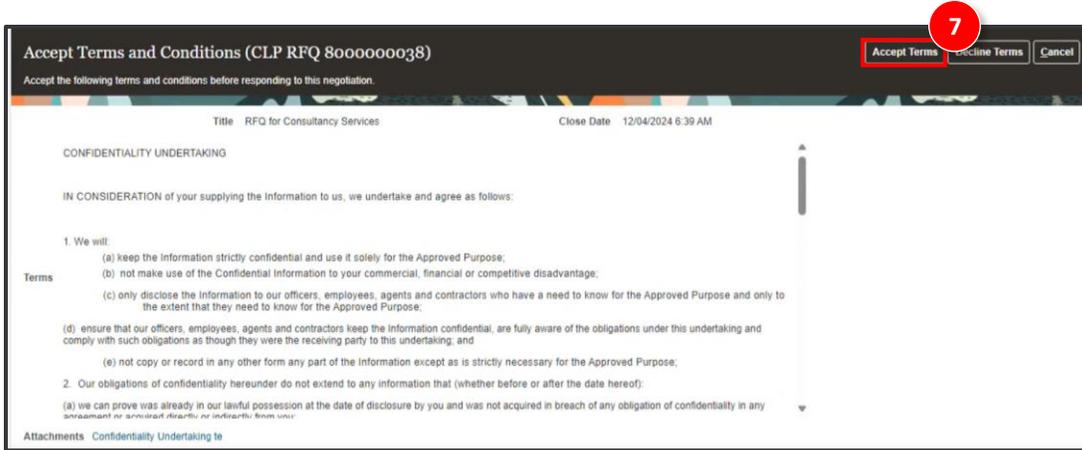
- The **Supplier Portal** page is displayed. In the **Negotiations** section, click the **View Active Negotiations** link.



- The **Active Negotiations** page is displayed. Search for the required negotiation by populating at least one of the fields among **Negotiation**, **Title**, **Negotiation Close By**, or **Invitation Received**.
- The **Search Results** are displayed. Under the **Negotiation** column, click the negotiation for which the response needs to be captured and then, click the **Accept Terms** button.



The **Accept Terms and Conditions (CLP RFQ 800000038)** page is displayed. Review the details and click the **Accept Terms** button.

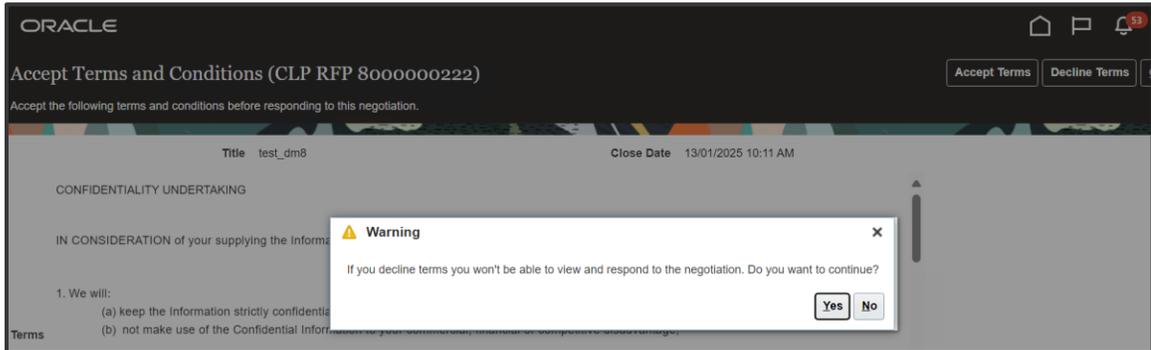


- The **Accept Terms** pop-up window is displayed. In the **Comment** text box, type the required comment.
- Click the **Submit** button.



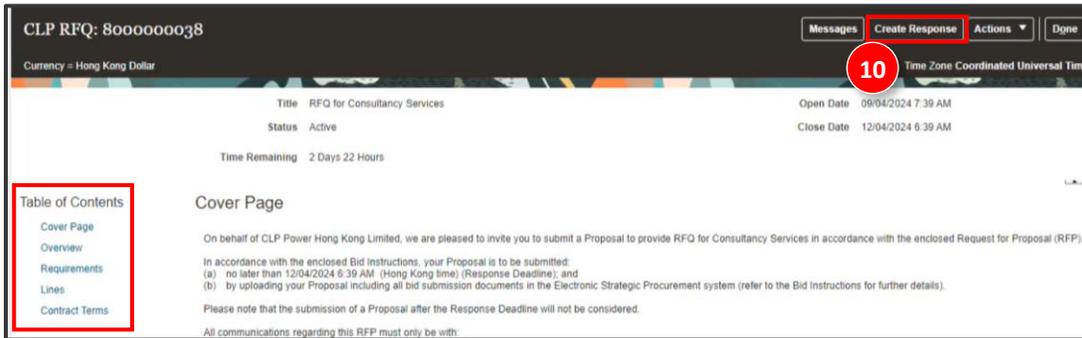
Notes:

- The supplier needs to accept/acknowledge the negotiation before providing the response. If they decline the terms and conditions, they will not be able to view and respond to the negotiation.



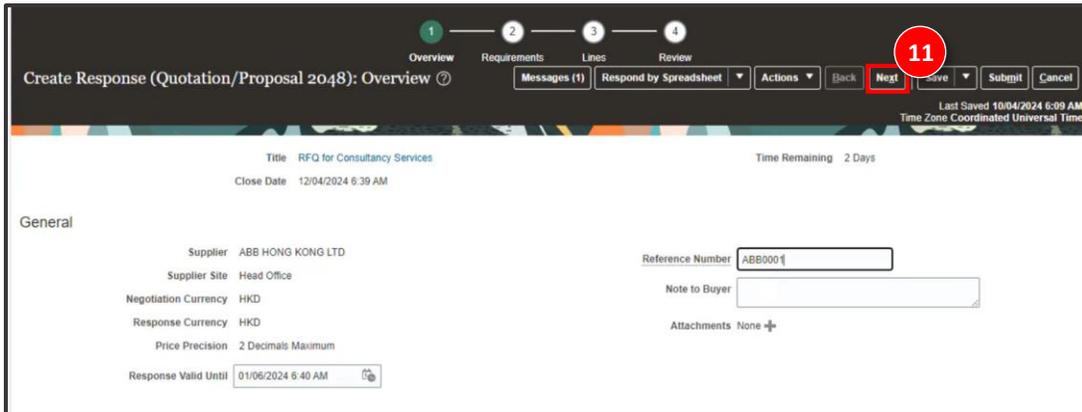
- The supplier can review the undertaking in the **Attachments** section.

- The **CLP RFQ: 8000000038** page is displayed. Browse the Negotiation via the **Table of Contents** section. Click the **Create Response** button.



- The **Create Response (Quotation/Proposal 2048): Overview** page is displayed.

- Click the **Next** button.

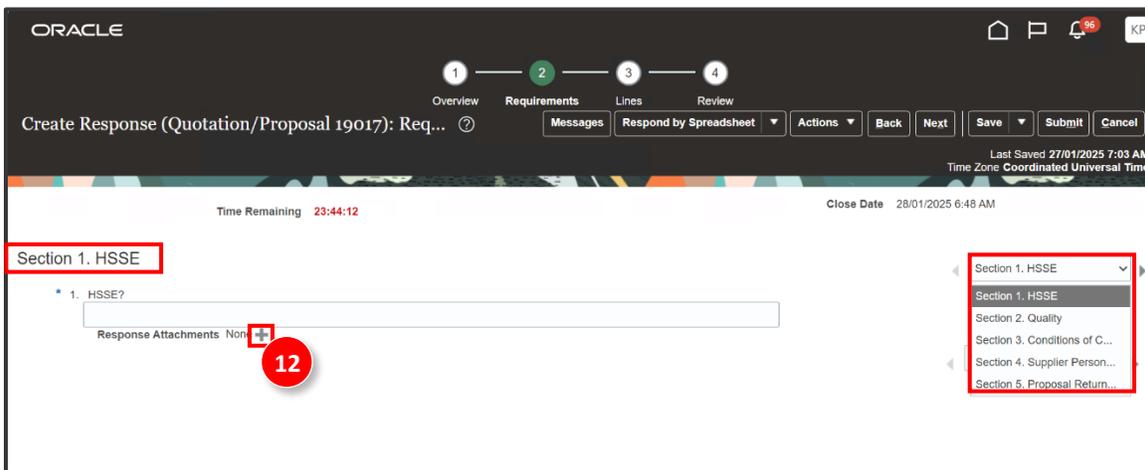


Notes:

- In the **Reference Number** field, the supplier can type the reference number of the response.
- In the **Attachments** field, the supplier can attach files to the response.

12. The **Create Response (Quotation/Proposal 2048): Requirements** page is displayed. In the **Section 1: HSSE** section, click the **Add (+)** button to attach the supporting document.

Note: The section names shown in this step are for illustrative purpose only. The section names in the template will differ as per the requirements. Some of the sections available in the template are **HSSE, Quality, Delivery, Innovation, Support, and Cost**. The sections are not limited to this list. The sections and requirements can be added during negotiation creation.



13. The **Attachments** pop-up window is displayed. Under the **File Name or URL** section, click the **Choose File** button and attach the required document.

14. Click the **OK** button.



15. For any clarifications, suppliers can use the online message feature to post queries online and the Buyer can view the queries in real time. Click **Messages** to post a question. Once the Buyer responds back, the supplier can view the response from the same UI.

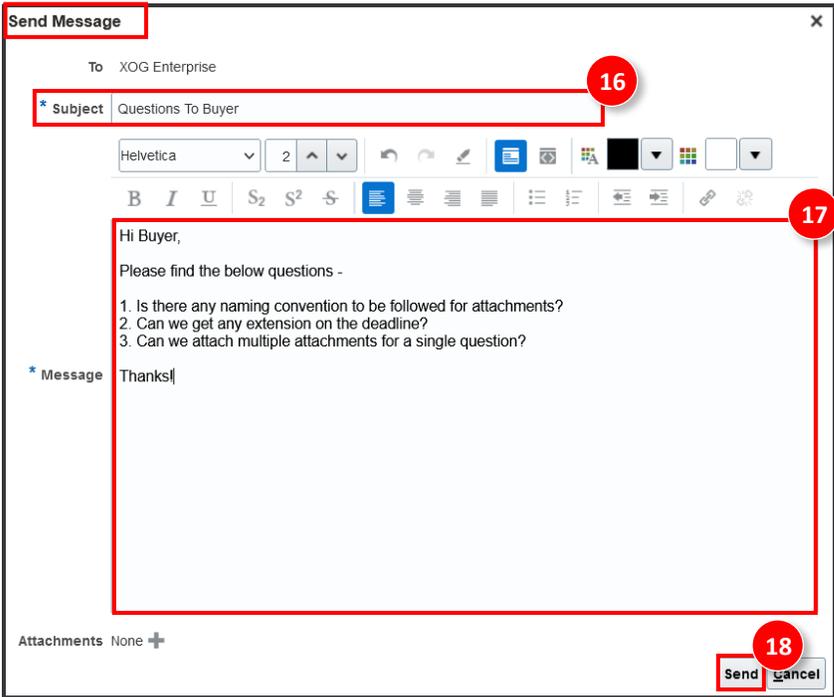


16. The **Send Message** pop-window is displayed. In the **Subject** field, type a relevant subject.

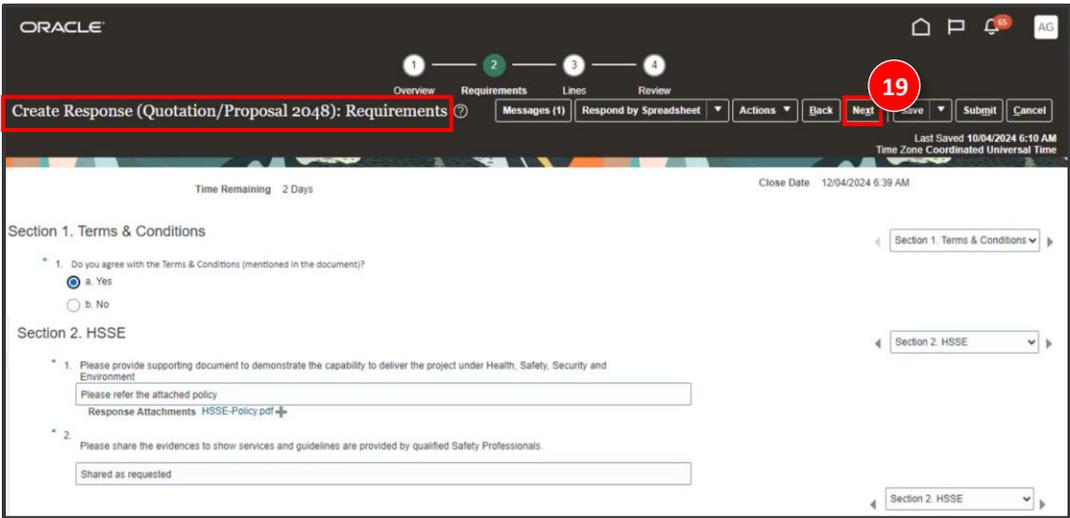
17. In the **Message** field, type the questions for the CLP Buyer.

18. Click the **Send** button.

Note: After the CLP Buyer responds, the supplier can view the response on the same UI.



19. On the **Create Response (Quotation/Proposal 2048): Requirements** page, click the **Next** button.



20. The **Create Response (Quotation/Proposal 2048): Lines** page is displayed. Under the **Response Price** column, type the response prices in the text boxes provided.

1 — 2 — 3 — 4
 Overview Requirements Lines Review

Create Response (Quotation/Proposal 2048): Lines ⓘ

Currency = Hong Kong Dollar Last Saved 10/04/2024 6:14 AM
Time Zone Coordinated Universal Time

Time Remaining 2 Days Close Date 12/04/2024 6:39 AM

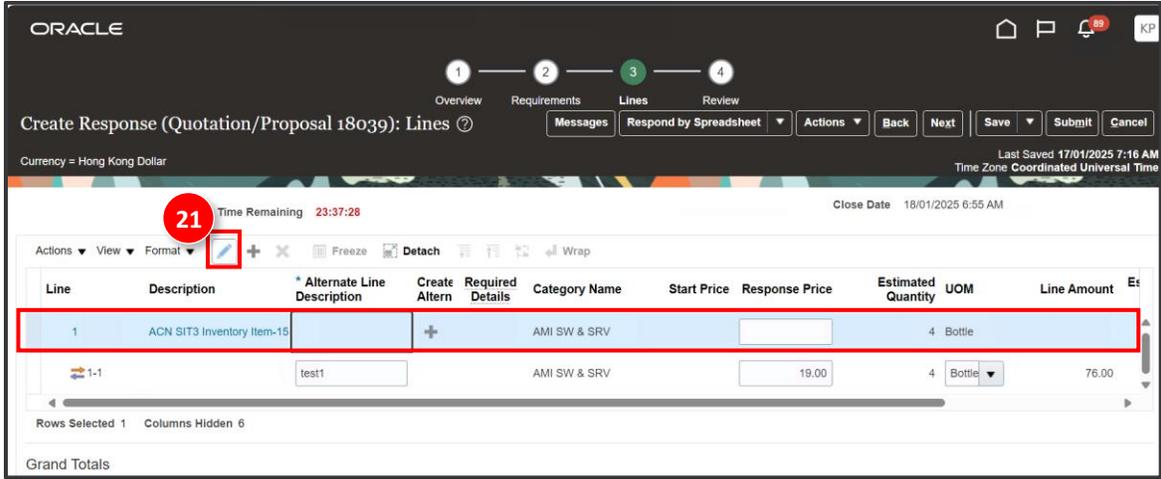
Actions View Format + X Freeze Detach

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated T Amc
1	Manager_HK (Per t		+		OTHER TOOL & EC		400.00	100	Days	40,000.00	
2	Senior Consultant_J		+		OTHER TOOL & EC		300.00	100	Days	30,000.00	
3	Consultant_HK (Pei		+		OTHER TOOL & EC		200.00	100	Days	20,000.00	

Rows Selected 1 Columns Hidden 5

Grand Totals
 All response lines except alternate lines are included.
 Response Amount 90,000.00

21. Select a line and click the **Edit (Pencil)** button.



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1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quotation/Proposal 18039): Lines

Currency = Hong Kong Dollar

Time Remaining 23:37:28

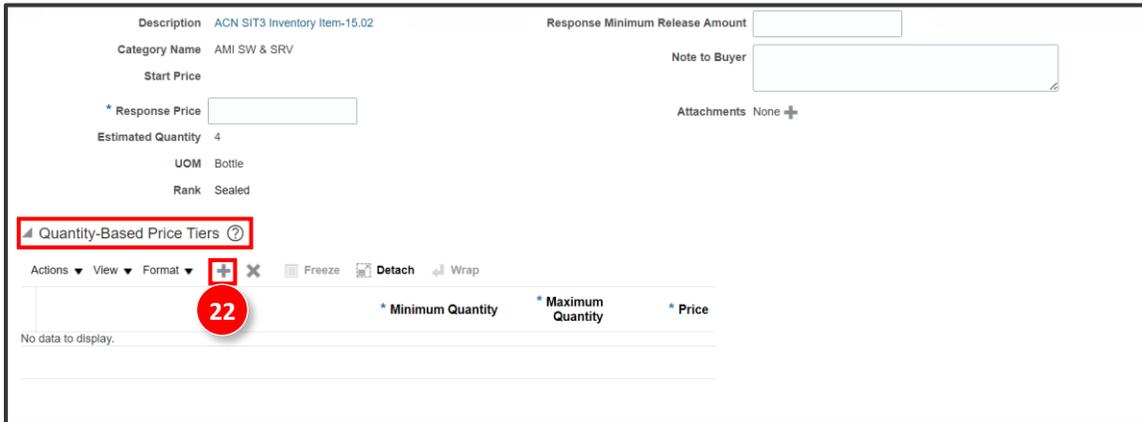
Close Date 18/01/2025 6:55 AM

Line	Description	* Alternate Line Description	Create Altern	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount
1	ACN SIT3 Inventory Item-15		+		AMI SW & SRV			4	Bottle	
1-1		test1			AMI SW & SRV		19.00	4	Bottle	76.00

Rows Selected 1 Columns Hidden 6

Grand Totals

22. In the **Quantity-Based Price Tiers** section, click the **Add (+)** button.



Description ACN SIT3 Inventory Item-15.02

Category Name AMI SW & SRV

Start Price

* Response Price

Estimated Quantity 4

UOM Bottle

Rank Sealed

Response Minimum Release Amount

Note to Buyer

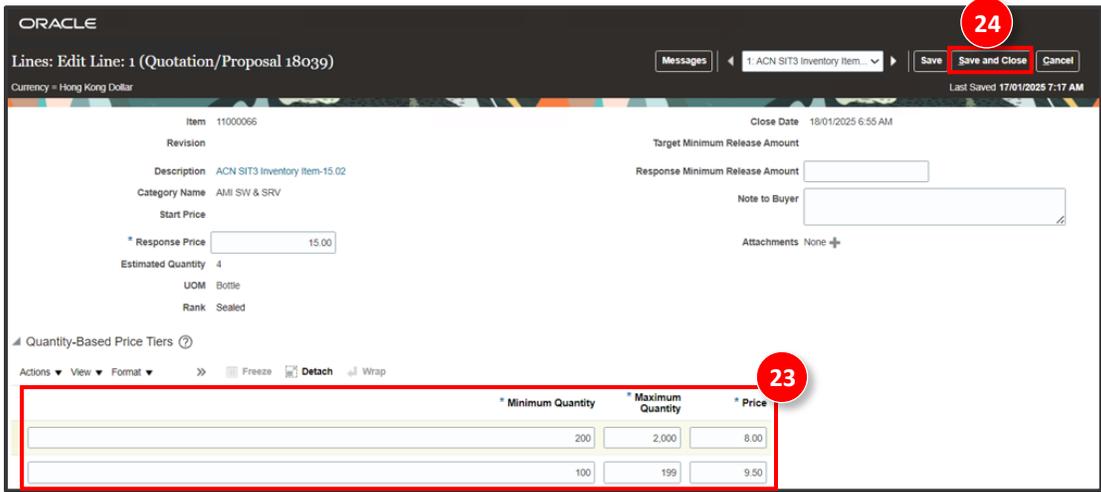
Attachments None +

Quantity-Based Price Tiers

	* Minimum Quantity	* Maximum Quantity	* Price
No data to display.			

- 23. Type the required values under columns **Minimum Quantity**, **Maximum Quantity**, and **Price**.
- 24. Click the **Save and Close** button.

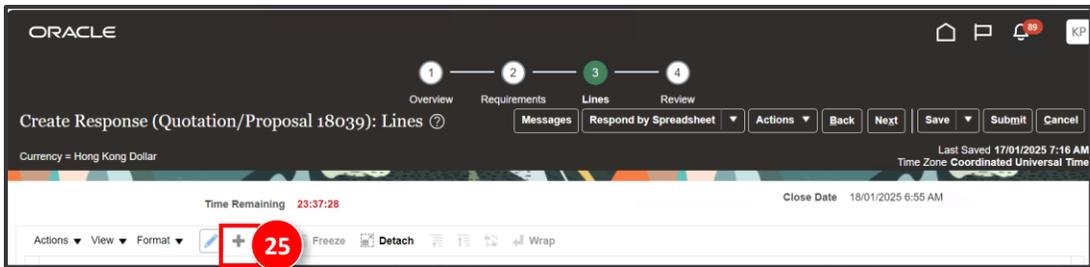
Note: Alternate Price Tiers will be available if the Price Tier is selected while publishing the Negotiation. The output of the Negotiation needs to be BPA.



Item: 11000066
 Revision: 1
 Description: ACN SIT3 Inventory Item-15.02
 Category Name: AMI SW & SRV
 Start Price: 15.00
 Estimated Quantity: 4
 UOM: Bottle
 Rank: Sealed

* Minimum Quantity	* Maximum Quantity	* Price
200	2,000	8.00
100	199	9.50

- 25. The **Create Response** page is displayed. Click the **Add (+)** button to submit alternate responses.

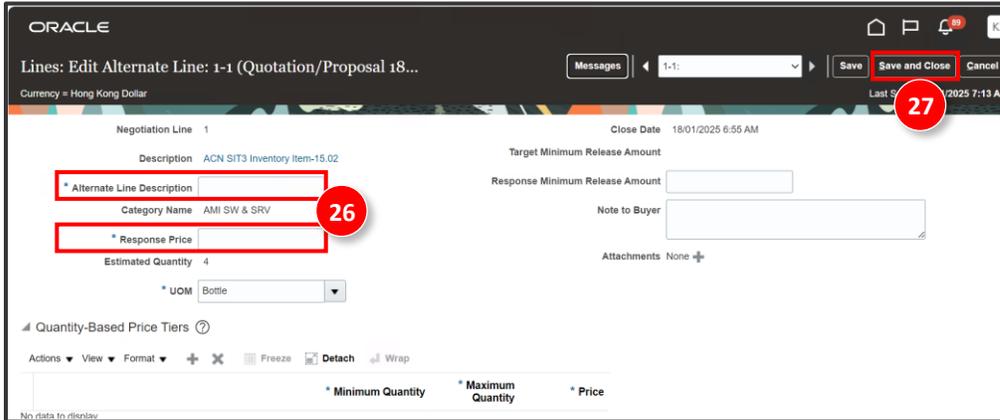


Time Remaining: 23:37:28
 Close Date: 18/01/2025 6:55 AM

26. The **Lines: Edit Alternate Line** page is displayed. Update the following fields:

- **Alternate Line Description:** Type the alternate line description.
- **Response Price:** Type the response price.

27. Click the **Save and Close** button.



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Lines: Edit Alternate Line: 1-1 (Quotation/Proposal 18...)

Currency = Hong Kong Dollar

Close Date 18/01/2025 6:55 AM

Messages | 1-1: | Save | **Save and Close** | Cancel

Last S 2025 7:13 AM

Negotiation Line 1

Description ACN SIT3 Inventory Item-15.02

Alternate Line Description

Category Name AMI SW & SRV

* Response Price

Estimated Quantity 4

* UOM Bottle

Target Minimum Release Amount

Response Minimum Release Amount

Note to Buyer

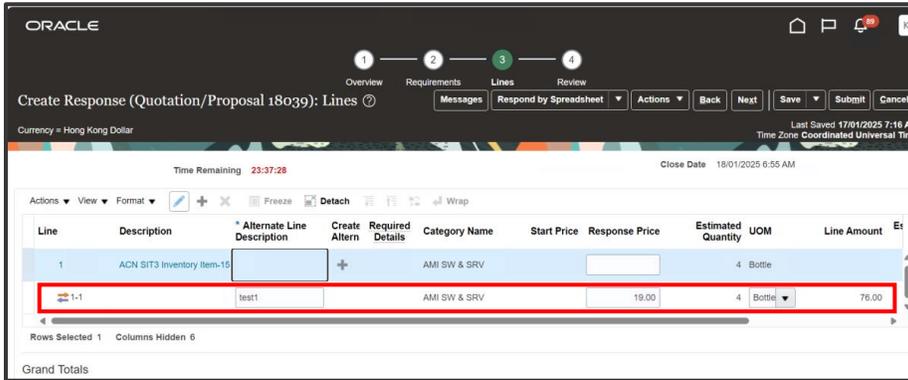
Attachments None

Quantity-Based Price Tiers

Actions View Format + X Freeze Detach Wrap

* Minimum Quantity * Maximum Quantity * Price

The alternate line **1-1** is added.



ORACLE

Create Response (Quotation/Proposal 18039): Lines

Currency = Hong Kong Dollar

Close Date 18/01/2025 6:55 AM

Messages | Respond by Spreadsheet | Actions | Back | Next | Save | Submit | Cancel

Last Saved 17/01/2025 7:16 AM

Time Zone Coordinated Universal Time

Time Remaining 23:37:28

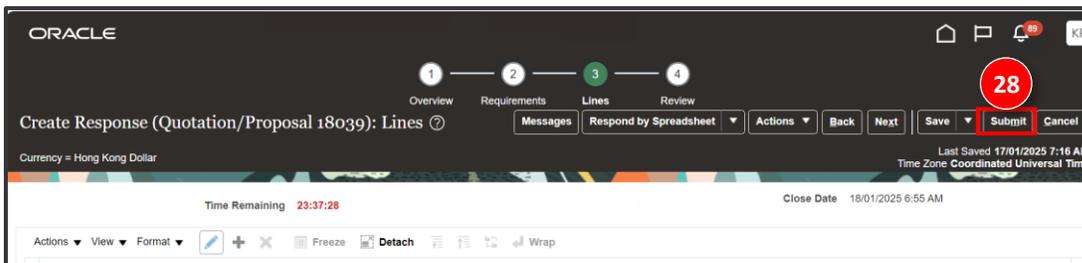
Actions View Format + X Freeze Detach Wrap

Line	Description	* Alternate Line Description	Create Altern	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount
1	ACN SIT3 Inventory Item-15		+		AMI SW & SRV			4	Bottle	
1-1		test1			AMI SW & SRV		19.00	4	Bottle	76.00

Rows Selected 1 Columns Hidden 6

Grand Totals

28. The **Create Response** page is displayed. Click the **Submit** button.



ORACLE

Create Response (Quotation/Proposal 18039): Lines

Currency = Hong Kong Dollar

Close Date 18/01/2025 6:55 AM

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

Last Saved 17/01/2025 7:16 AM

Time Zone Coordinated Universal Time

Time Remaining 23:37:28

Actions View Format + X Freeze Detach Wrap

29. The **Warning** window is displayed. Click the **Yes** button.



30. A confirmation message is displayed. Click the **OK** button.



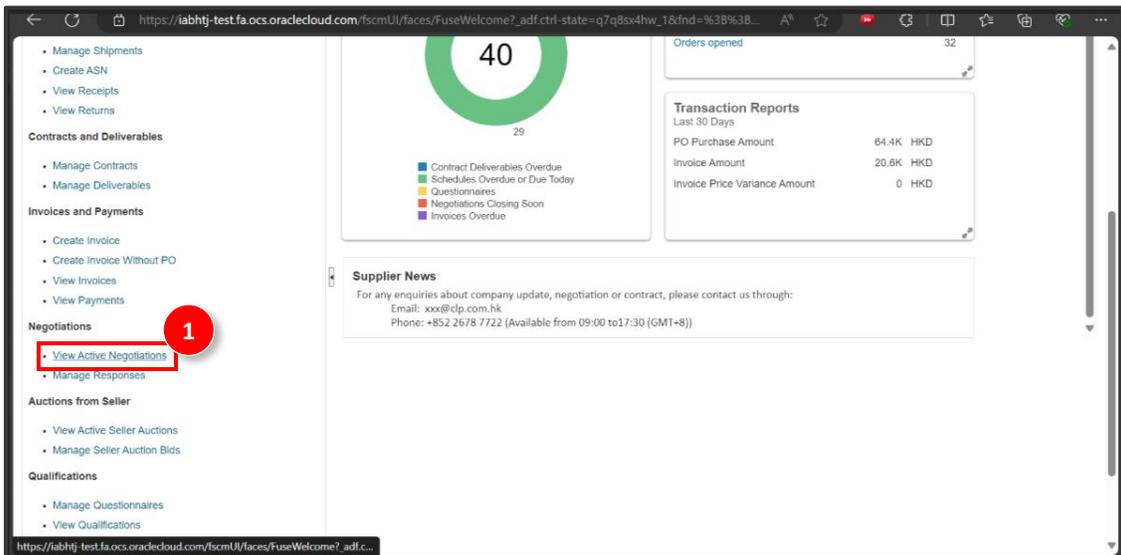
Notes:

- Suppliers can import bulk lines into the supplier lines or requirements by clicking on the **Respond by Spreadsheet** button and clicking the **Import** button. Please refer the **Importing/Exporting Bulk Lines** below for step-by-step instructions.
- Suppliers can respond through the spreadsheet by clicking the **Export** button under the **Respond by Spreadsheet** options and then importing the spreadsheet after filling the required details. Please refer the **Importing/Exporting Bulk Lines** below for step-by-step instructions.

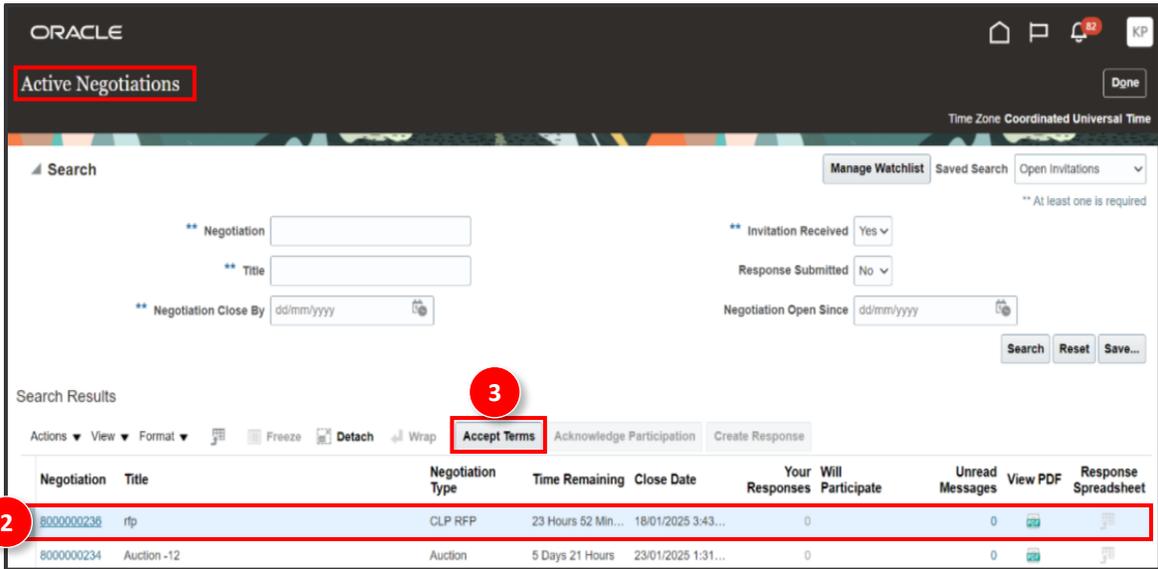


Importing/Exporting Bulk Lines

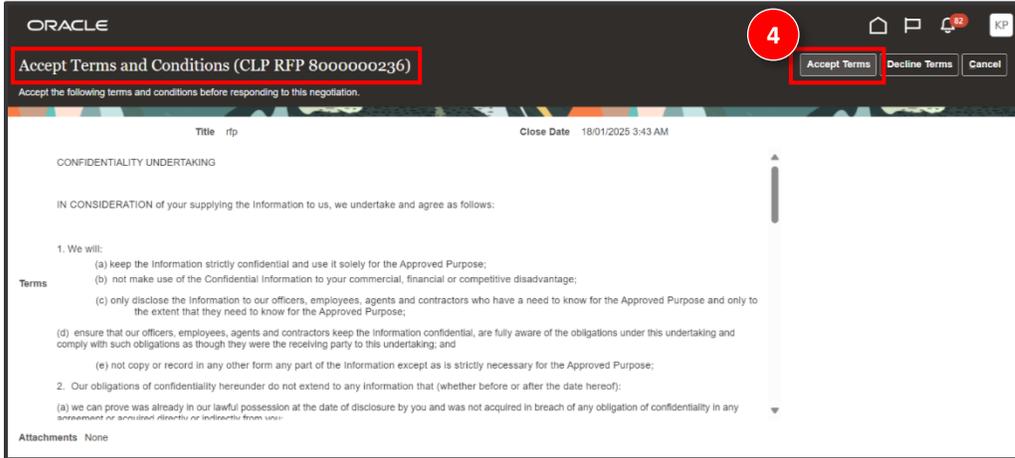
1. From the **Supplier Portal** page, under the **Negotiations** section, click the **View Active Negotiation** link.



2. The **Active Negotiations** page is displayed. Select the required Negotiation row.
3. Click the **Accept Terms** button.



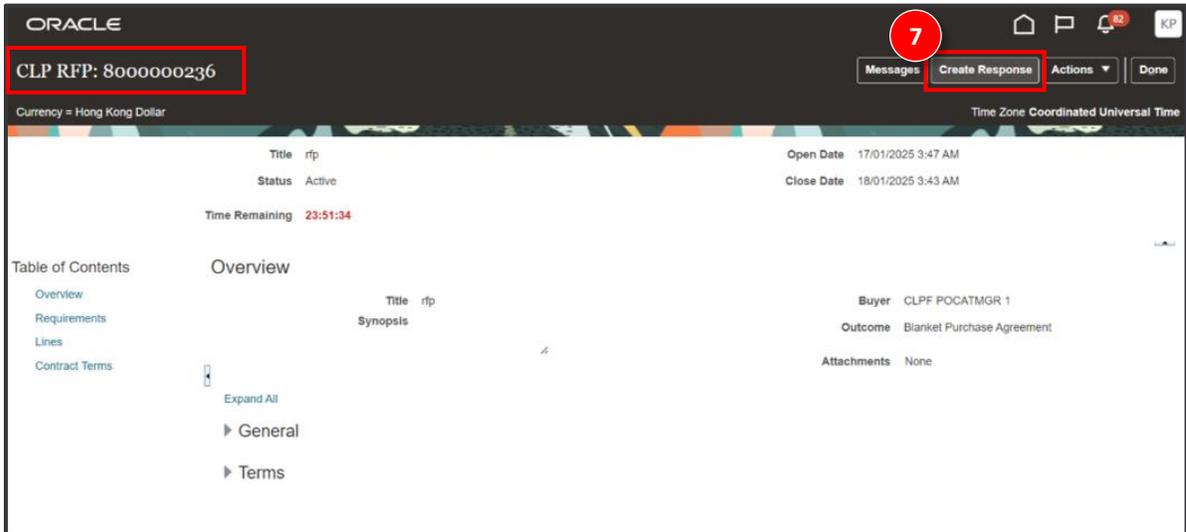
- The **Accept Terms and Conditions** page is displayed. Read the terms and conditions, and then click the **Accept Terms** button.



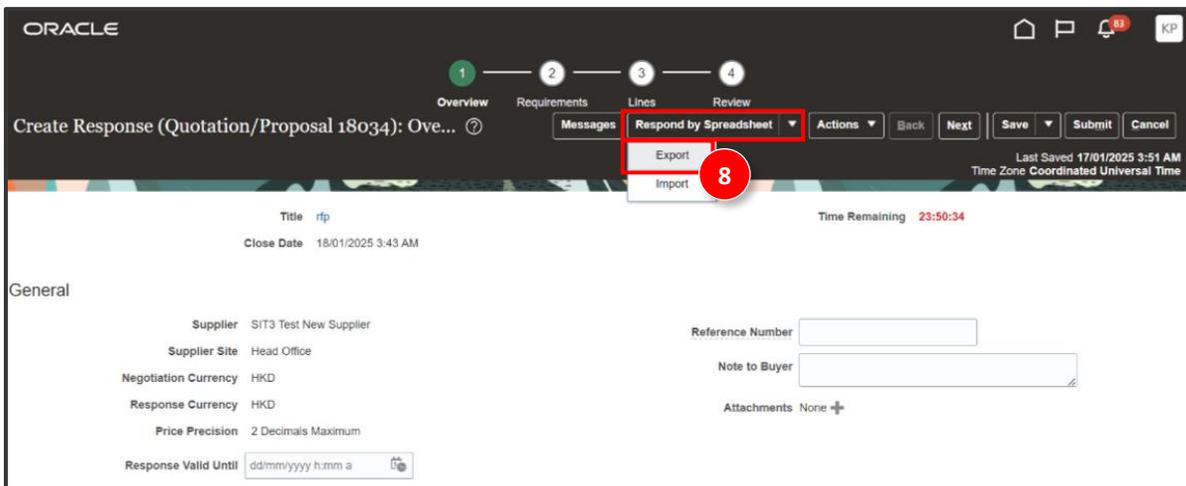
- The **Accept Terms** pop-up window is displayed. Type "Accept" in the **Comment** field.
- Click the **Submit** button.



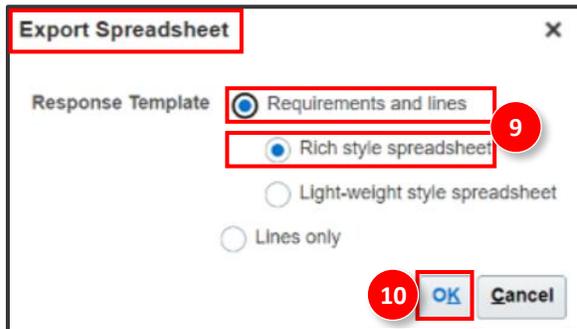
7. The **CLP RFP** page is displayed. Click the **Create Response** button.



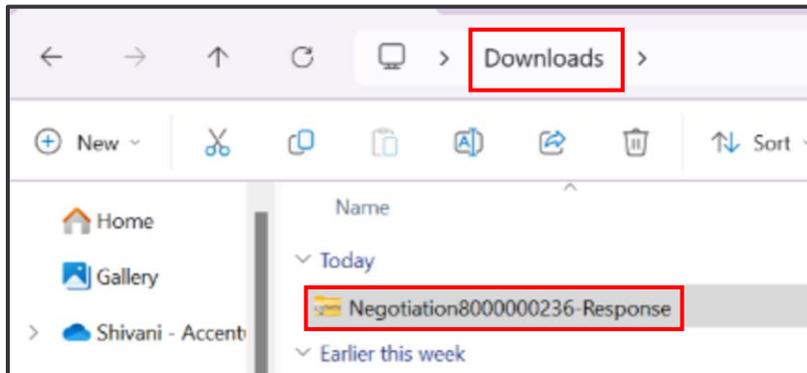
8. The **Create Response** page is displayed. Click the **Respond by Spreadsheet** drop-down button and select the **Export** option.



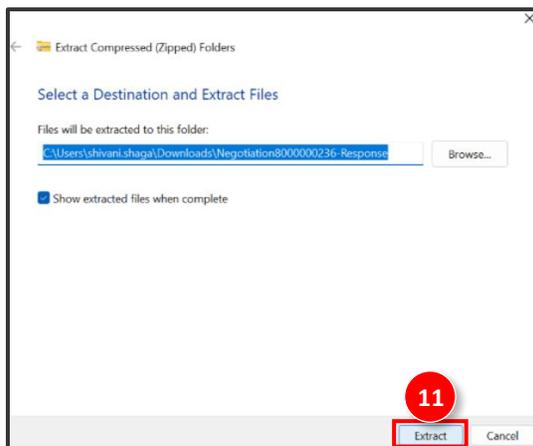
- The **Export Spreadsheet** pop-up window is displayed. Select the **Requirements and lines** and **Rich style spreadsheet** options.
- Click the **OK** button.



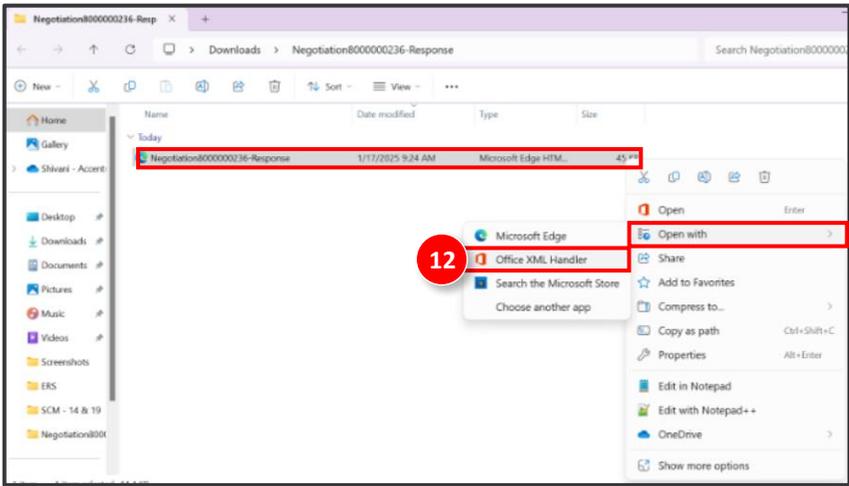
The zip file will be downloaded in the **Downloads** folder of your local machine.



- Double-click the zipped folder, and then click the **Extract** button to extract the zip file.



12. Right-click the extracted file, click **Open with**, and select the **Office XML Handler** option.

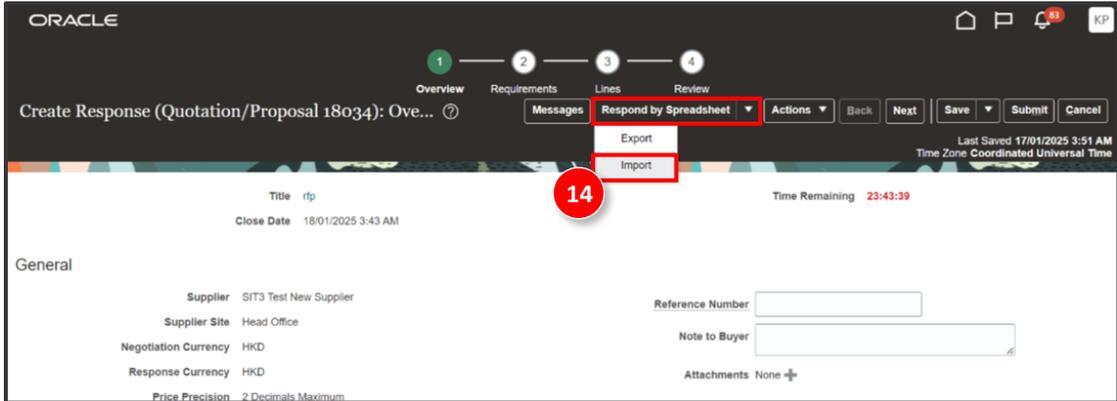


13. Click the **Lines (1 - 1)** tab. Type the required response price in the **Response Price** cell.

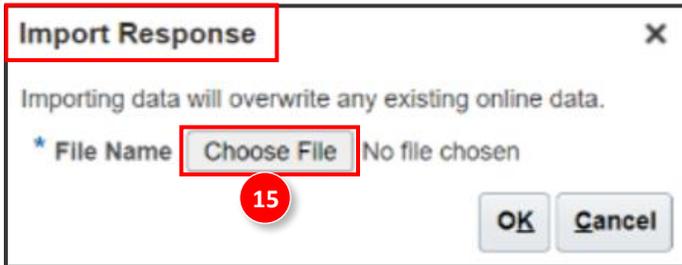
Lines										
									Response Amount (HKD)	0.00
Line	Item	Revision	Start Price	UOM	Estimated Quantity	Estimated Total Amount	Target Minimum Release Amount	Response Price	Response Minimum Release Amount	
1	D25 16K Card DB25	10000480		each	10			1000		
Price Breaks										
Type Noncumulative										
Location	Quantity	Start Date	End Date	Pricing Basis	Response Price					

Save and close the file.

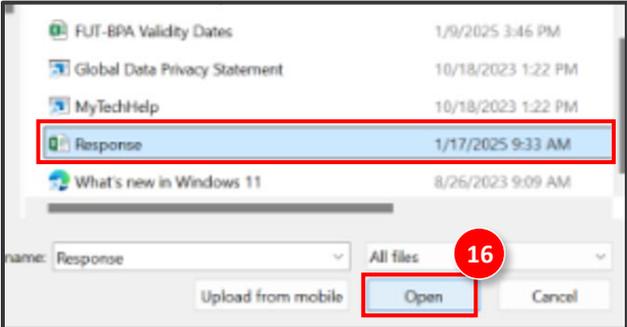
14. Switch back to the **Supplier Portal** window. Click the **Response by Spreadsheet** drop-down button and select the **Import** option.



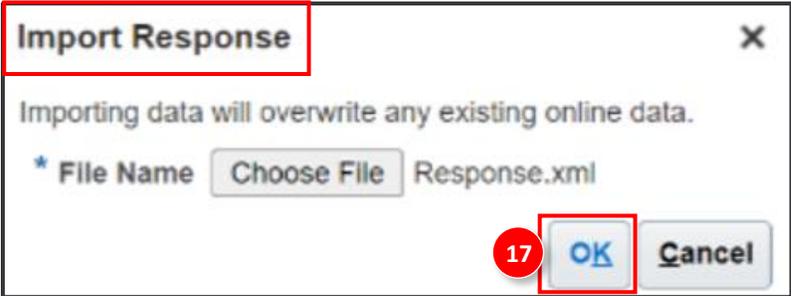
15. The **Import Response** pop-up window is displayed. Click the **Choose File** button.



16. Select the file that you saved, and then click the **Open** button.

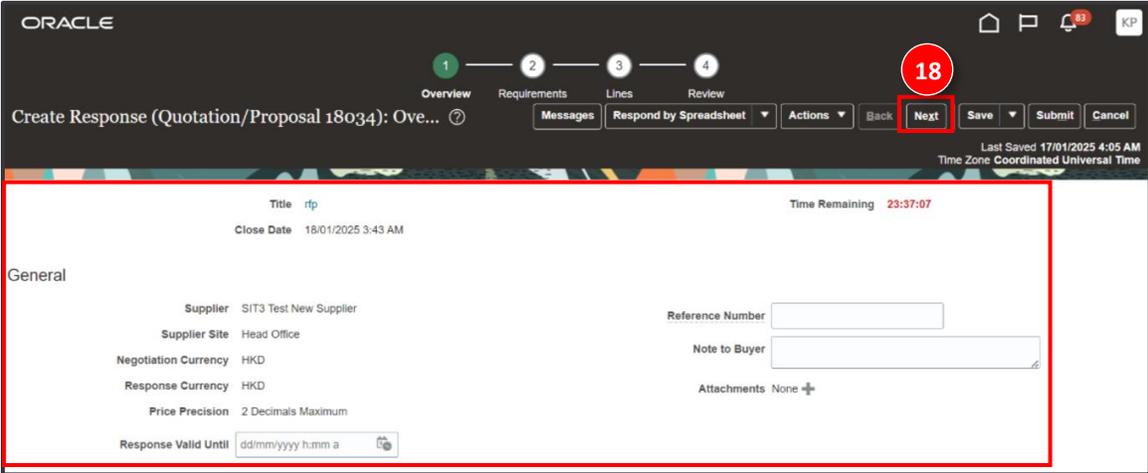


17. On the **Import Response** pop-up window, click the **OK** button.

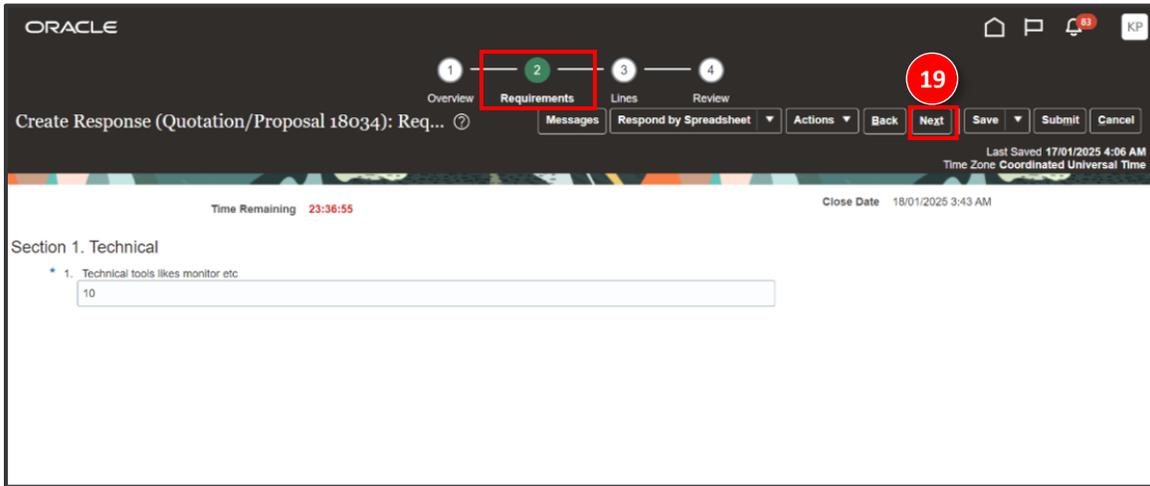


The details are now imported in the Supplier Portal.

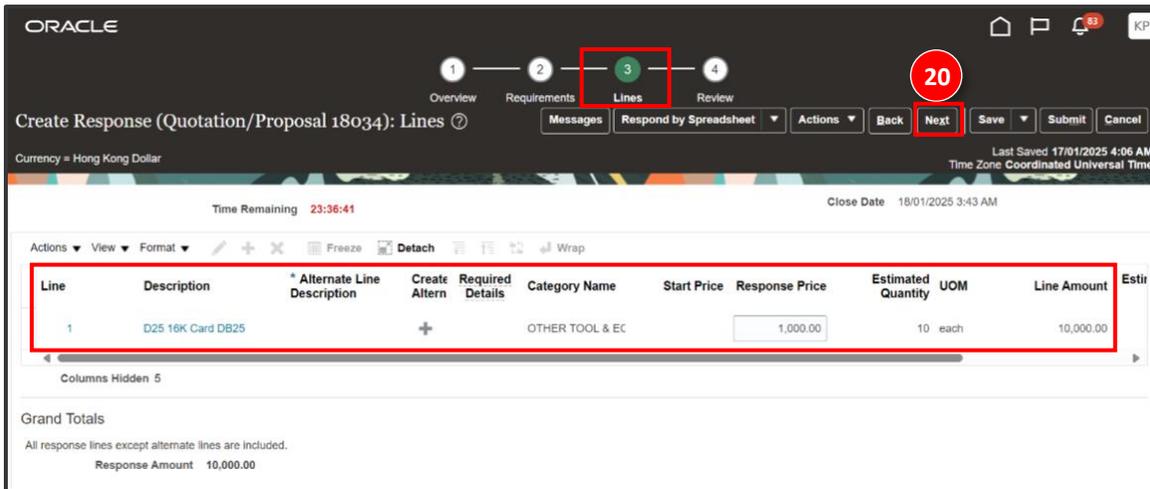
18. Verify the details. Click the **Next** button.



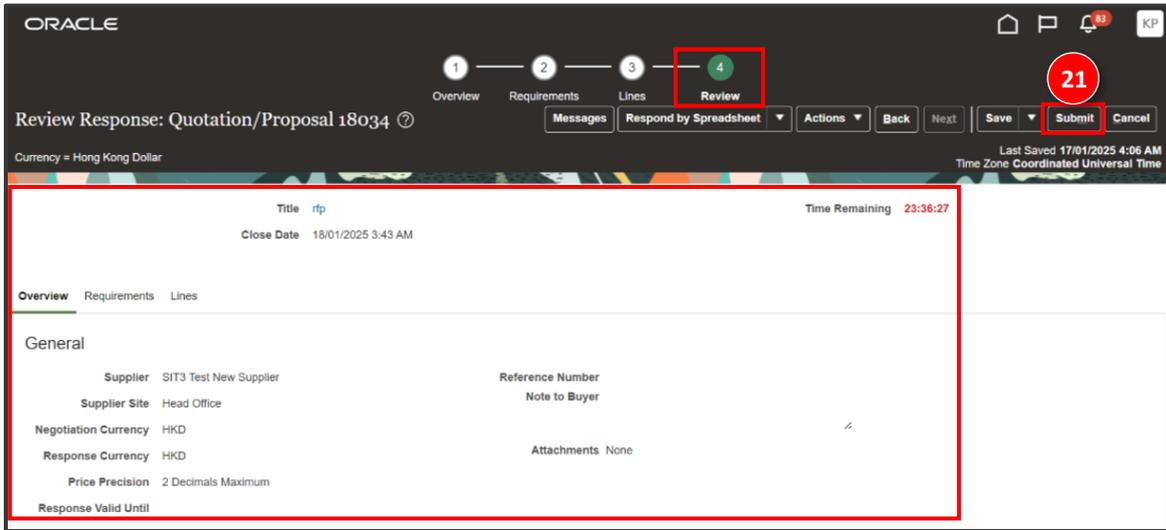
19. The **Requirements** section is displayed. Review or edit the details and click the **Next** button.



20. The **Lines** section is displayed. Review or edit the details and click the **Next** button.



21. The **Review** section is displayed. Review the details and click the **Submit** button.



22. The **Warning** pop-up window is displayed. Click the **Yes** button.



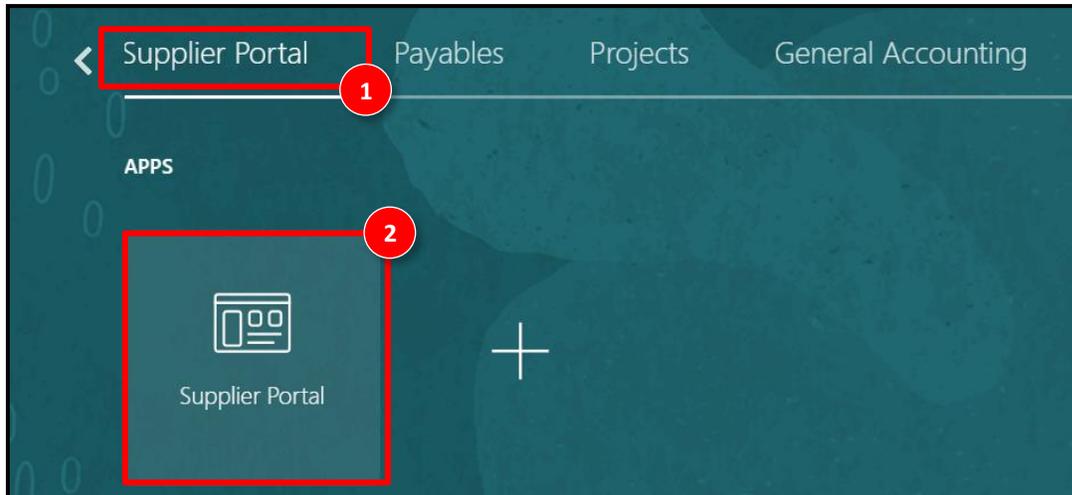
23. The **Confirmation** pop-up window is displayed. Click the **OK** button.



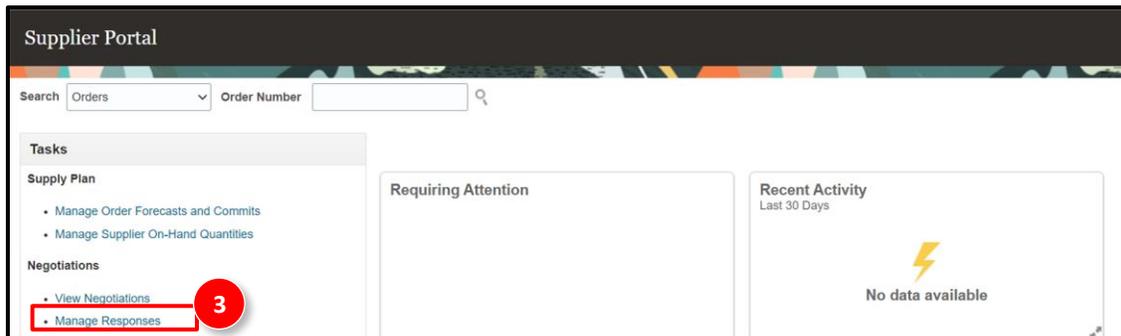


Manage Responses

1. Sign into Oracle Cloud, and then click the **Supplier Portal** tab to display the **APPS** section.
2. The **APPS** section is displayed. Click the **Supplier Portal** tile.



3. The **Supplier Portal** screen is displayed. In the **Negotiations** section, click the **Manage Responses** option.



4. The **Manage Responses** page is displayed. In the **Response Status** field, select the status of the required response.
5. Click the **Search** button.
6. The search results are displayed. Click the required response link to view the response. If the negotiation is still Active (i.e. not passed the Negotiation closing day), you can revise your previous response by click on 'Revise'.

Manage Responses Done

Time Zone Coordinated Universal Time

Search Advanced Manage Watchlist Saved Search Active or Draft Responses

** Negotiation Title

** Negotiation

** Response

** Response Status Active or draft 4 ** At least one is required

Line Description

Search Reset Save... 5

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
2029	Active	8000000052	RFQ for Renewal of Services	CLP RFQ	Not applicable	0	
2032	Active	8000000053	RFQ to Continue Services	CLP RFQ	Not applicable	0	
2035	Active	8000000054	RFQ for Consulting	CLP RFQ	Not applicable	0	

Columns Hidden 8

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