Supplier Quick Guide for Fusion Tender Module

Now that you are registered on Oracle Fusion portal, you are able to respond to Tenders.

Tenders may be open to any interested supplier or you may be invited to respond to a tender. You can register on Oracle Fusion against one or more Product or Services using pro class categories on the portal so that when an opportunity to bid arises in one of your Product and Services, you are sent an automatic alert by email. If you are invited to tender, you will also receive an email alerting you. Full instructions on how to register against additional Product and Service categories can be found in **Newham Supplier Registration Guide**.

Logging In

Once you have registered, log in using the details sent by the auto email from the Oracle Fusion portal. If you have forgotten your password, you can click on the link **Forgot Password** located at the bottom of the log in button.

Link to log in - https://elyq.fa.em3.oraclecloud.com/fscmUI/faces/FuseWelcome

Note – Please use Google Chrome as your browser to access this portal. As Oracle Fusion is a cloud based application, other browsers may have limited function. If google chrome is not your default browser, you can copy and paste the link to google chrome.

Accessing the Tender

Click on the **Home Page**, and then click on the tab **Supplier Portal** and the box at the bottom of the tab **Supplier Portal** to access your activity page.
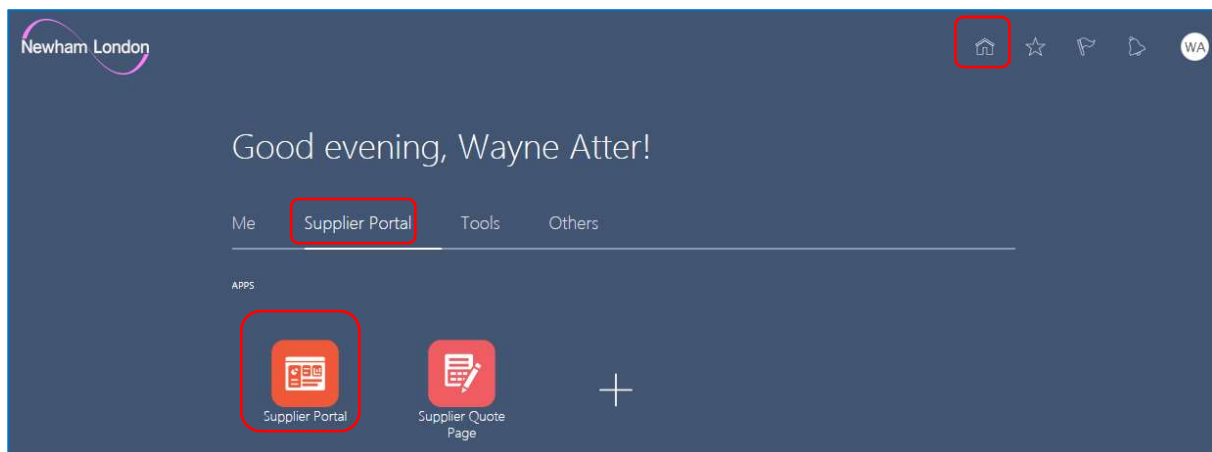
Click on **View Tenders** if you are accessing an opportunity for the first time. To access a tender you are already working on, click on **Manager Responses.**

Change **Invitation Received** to "No" if you are viewing an open opportunity. Change this option to "Yes" if you are viewing a tender that you are invited for.

Click on the tender reference number to access the tender you are interested in.

Submitting Tender Response

Supplier will be required to go through the 4 steps outlined below:

(1) Cover Page – Outlines the tender time table
(2) Overview – General information including tender dead line and attachments. You are required to download and go through these attachments prior to creating response for the tender
(3) Requirements – This is where the tender response area is sitting for Qualification/ Technical and Commercial questions submitted by the Buyer
(4) Lines – This is where the supplier will enter their price as per tender instructions

To send clarification messages, click on the **Message** button (refer to the *Messaging Option* section of this guide). To submit response you will need to click on **Create Response** button.

To access attachements provided by the Buyer, click on the **Overview** section. Ensure all attachments are read prior to creating your response. These attachments can be downloaded by clicking on them individually.

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Once you have clicked on **Create Response**, you will come to the **Overview** page, click on the **Next** button to access the **Requirement** page.

Requirement Page may vary depending on how the Buyer has set this up. Generally, the Requirement Page consist of qualification questions, technical questions and the option to upload a pricing schedule. Once you have completed the first section, in this example the **Technical** section. Click on the arrow next to the section field.

Once the Technical questions completed and the arrow is clicked, you will be in the next section of the **Requirement** page. In this example, we are in the **Commercial** section. Once all sections are completed within this page, click on the **Next** button

You are now in **Lines** page, where you will be entering the tender price. Please refer to Tender documents for instructions on the requirements of the pricing submission. Once price is entered, click on **Next**

You are now in the final stage of reviewing this tender before submission. Click on the options; **Overview, Requirements & Lines** for final review. Hit the **Submit** button when you are ready to submit your tender response to the Buyer. Once you have completed the response you must enter the **Submit** button. Responses not submitted will not be received by the Buyer and will therefore not be evaluated.

Messaging Options

Every Tender will have its own messaging area to allow two-way communication between the buyer and suppliers.

Click on the plus button on the Messaging area ➕ . Type title of message and the contents. You can also upload an attachment if required. To send message, click on the **Send** button. The message will now be sent to the Buyer, who will respond via the same option.

To view messages sent by the buyer, click on the same **Message** button. Click on the message to view the contents, which will appear at the bottom of the screen. You can reply to this message by clicking on the **Reply** button at the bottom right hand side
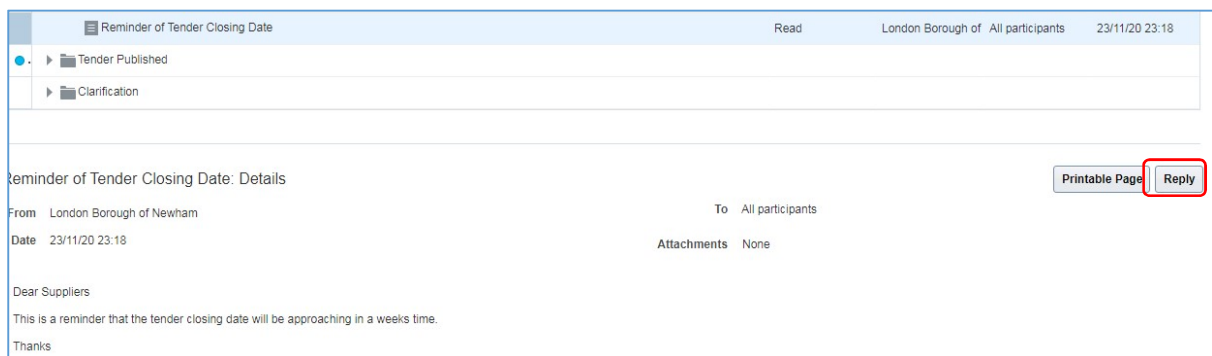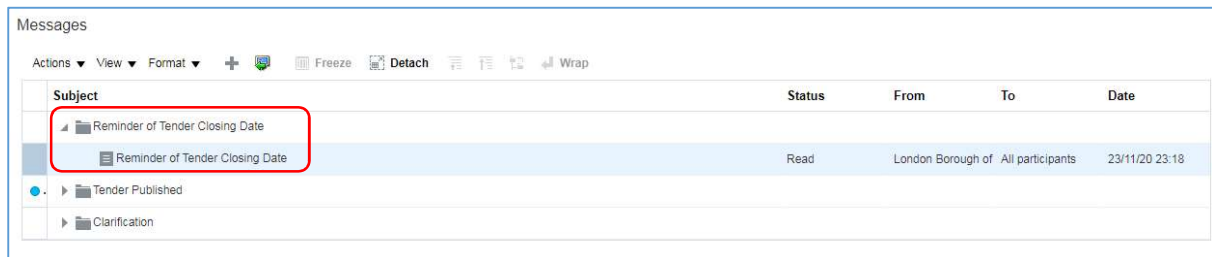
Amending Tender Response

Supplier has the option to amend and submit the amended tender response if the tender is still within the active period (ie, tender deadline has not approached).

Click on the **Home Page**, and then click on the tab **Supplier Portal** and the box at the bottom of the tab **Supplier Portal** to access your activity page
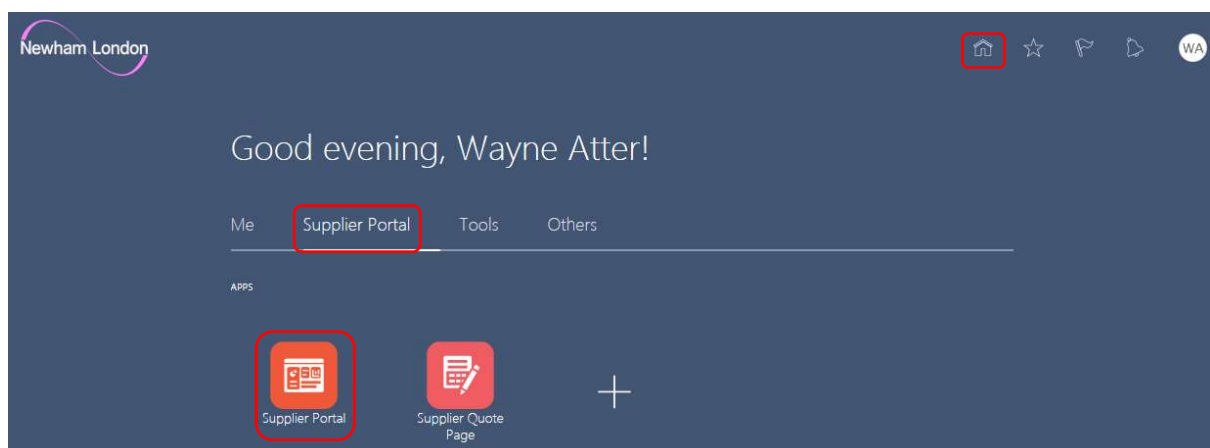
To access a tender you are already working on or need to make changes, click on **Manager Responses**

Click on the Response ID and then click on the **Revise** button

Click on the **Next** button, which will take you to the **Requirement** page. You now have the option to amend response accordingly. If you require access to the Commercial section, click on the arrow next to the Section field

Once you have made the necessary amendments to the **Requirement** page, click on the **Next** button, which will now take you to the **Lines** page. Amend price details if required and click on the **Next** button. Hit the submit button when you are ready to submit your revise tender response to the Buyer. Once you have completed the response you must enter the **Submit** button. Responses not submitted will not be received by the Buyer and will therefore not be evaluated.

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