

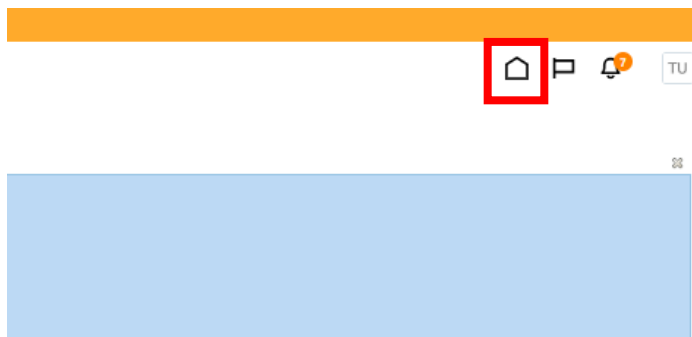
External Supplier Portal – Redwood Creating a Bid to a Manage Seller Negotiation

Version 1 / January 28, 2026

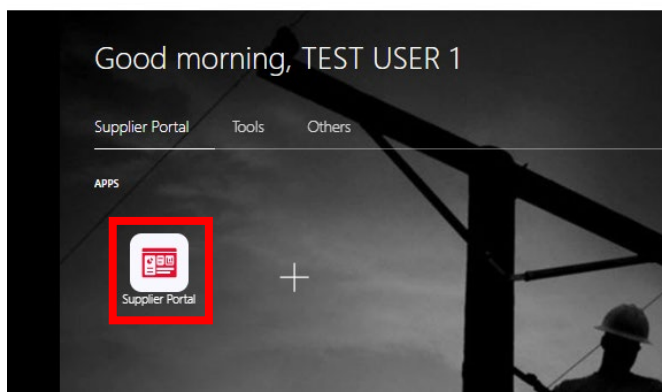
This job aid will show you how to create a bid to an active bid event.

Part 1: Navigate to Active Bid Events

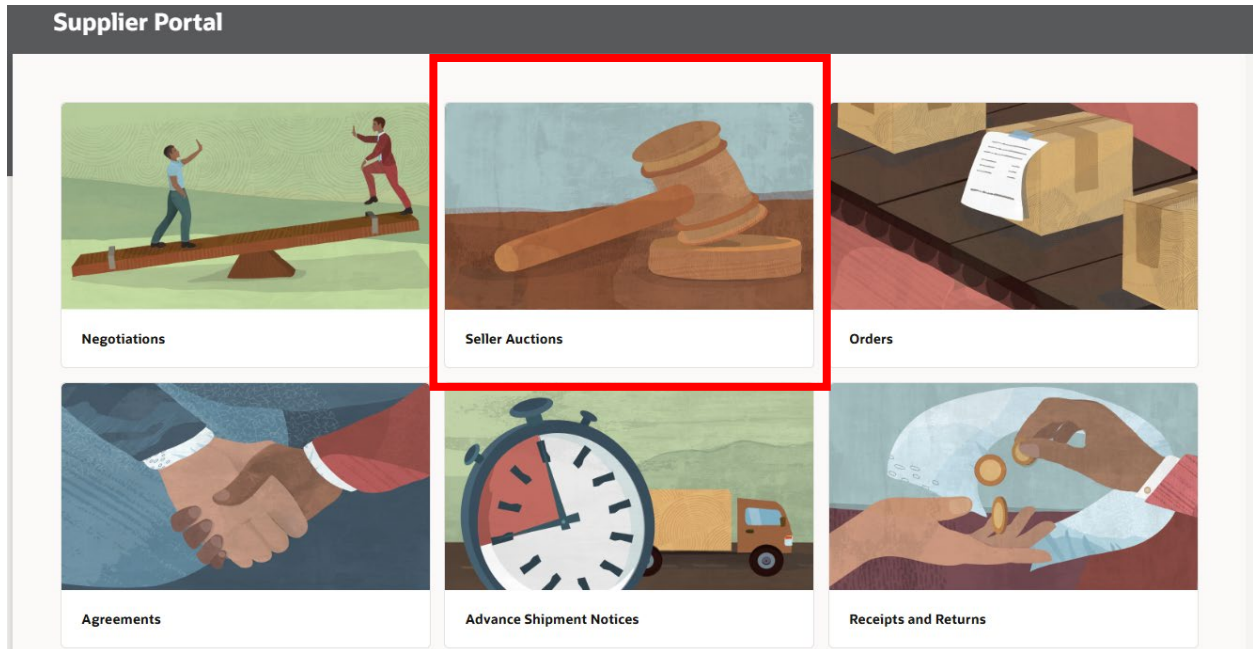
1. Login to Oracle Fusion.
2. Select Home icon in upper right corner.



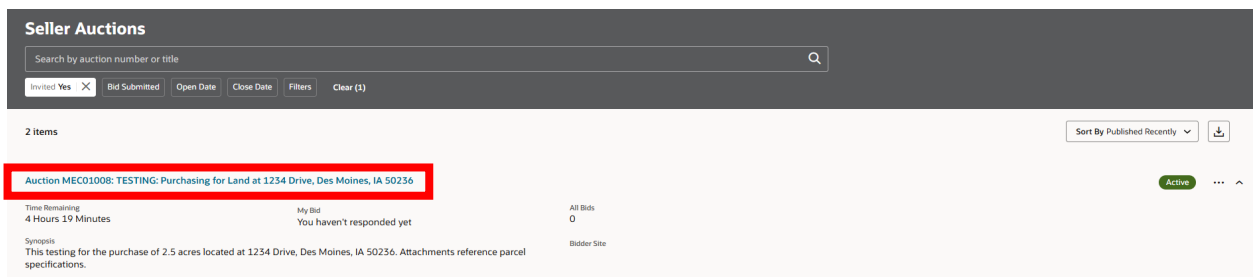
3. Select **Supplier Portal** tile.



4. Select the **Seller Auctions** tile.



The invited Auction will be displayed. Click into the blue hyperlink to access and view the auction



5. Seller Auction details page will be displayed including;
 - a. Attachments
 - b. Instructions
 - c. Schedule
 - d. Line description and starting price

Seller Auction MEC01008 Active

Procurement BU BU MEC Currency USD Owner Brouwer, Collin

Time Remaining
04:09:14
 Closing Soon

Title
TESTING: Purchasing for Land at 1234 Drive, Des Moines, IA 50236

Bid
You haven't responded yet

Synopsis
This testing for the purchase of 2.5 acres located at 1234 Drive, Des Moines, IA 50236. Attachments reference parcel specifications.

 Attachments (1)

Instructions

Bid Start Date:

Bid End Date:

Highest price wins

Bids can be in increments of \$500 or more and must be at least \$500 more than your previous bid.

Please do not wait until the last second to place a bid. If a bid is placed within 12 hours of the close date it will automatically extend the auction an additional day.

Schedule

Open Date
09/16/2026 2:56 PM

Close Date
09/17/2026 5:00 PM

Lines

Line	Item	Revision	Description*	Category Name*	Quantity*	UOM*	Start Price (USD)	Note to Bidders	Attachments
1			2.5 Acre Parcel Located at 1234 Drive, Des Moines, IA 50236	Land and Buildings and Structures and Thoroughfares	1	Each	50,000.00		0

6. Create Bid – Once you are ready to create a bid, click the Create Bid button

Seller Auction MEC01008 Active

Create Bid
Close

Procurement BU BU MEC Currency USD Owner Brouwer, Collin

Time Remaining
04:01:15
Closing Soon

Title
TESTING: Purchasing for Land at 1234 Drive, Des Moines, IA 50236

Bid
You haven't responded yet

Synopsis
This testing for the purchase of 2.5 acres located at 1234 Drive, Des Moines, IA 50236. Attachments reference parcel specifications.

Your bid will be displayed and a bid number assigned.

Bid 3001 Draft

Cancel
Save
Submit

Auction MEC01008 TESTING: Purchasing for Land at 1234 Drive, Des Moines, IA 50236

Bidder SAM B2B TEST PROD Bidder Contact All Touray Currency USD

Time Remaining
03:55:12
Closing Soon

Close Date
09/17/2026 5:00 PM

Price Precision
2 decimals maximum

Bid Valid Until
Reference Number

Note to Auctioneer

+ Add Attachments

Instructions

Bid Start Date:
Bid End Date:
Highest price wins
Bids can be in increments of \$500 or more and must be at least \$500 more than your previous bid.
Please do not wait until the last second to place a bid. If a bid is placed within 12 hours of the close date it will automatically extend the auction an additional day.

Lines

Line	Item	Description	Start Price (USD)	Best Bid Price (USD)	Reserve Price Met	Bid Price (USD)	Target Quantity	Bid Quantity	UOM	Attachments	Action
1		2.5 Acre Parcel Located at 1234 Drive, Des...	50,000.00		No		1		Each		Add

Submit Bid - To make your bid, click **Action** as shown above and input your bid amount then hit the Submit button

Bid 3001 Draft

Cancel
Save
Submit

Auction MEC01008 TESTING: Purchasing for Land at 1234 Drive, Des Moines, IA 50236

Bidder SAM B2B TEST PROD Bidder Contact All Touray Currency USD

Lines

Line	Item	Description	Start Price (USD)	Best Bid Price (USD)	Reserve Price Met	Bid Price (USD)	Target Quantity	Bid Quantity	UOM	Attachments	Action
1		2.5 Acre Parcel Located at 1234 Drive, Des...	50,000.00		No	55,000.00	1		Each		Add ✓ X

7. **Submitting an incomplete bid:** Go back to the **Seller Auction** Tile
The invited Auction will be displayed. Click into the blue hyperlink to access and view the auction

Seller Auctions

Search by auction number or title

Invited Yes X Bid Submitted Open Date Close Date Filters Clear (1)

2 items

Sort By Published Recently

Auction MEC01008: TESTING: Purchasing for Land at 1234 Drive, Des Moines, IA 50236

Time Remaining: 4 Hours 19 Minutes
My Bid: You haven't responded yet
All Bids: 0
Synopsis: This testing for the purchase of 2.5 acres located at 1234 Drive, Des Moines, IA 50236. Attachments reference parcel specifications.
Bidder Site

Active

Click into the **Draft Bid** hyperlink number

Seller Auction MEC01008 Active

Procurement BU BU MEC Currency USD Owner Brouwer, Collin

Time Remaining: 03:43:41
Closing Soon

Title: TESTING: Purchasing for Land at 1234 Drive, Des Moines, IA 50236
Bid: You haven't responded yet
Synopsis: This testing for the purchase of 2.5 acres located at 1234 Drive, Des Moines, IA 50236. Attachments reference parcel specifications.

Draft Bid 3001

Click the three dots ... (ellipses) to edit your bid

Bid 3001 Draft

Auction MEC01008 TESTING: Purchasing for Land at 1234 Drive, Des Moines, IA 50236

Bidder SAM B2B TEST PROD Bidder Contact Ali Touray Currency USD

Time Remaining: 03:39:33
Closing Soon

Close Date: 09/17/2026 5:00 PM
Price Precision: 2 decimals maximum
Bid Amount: \$55,000.00

Instructions

Bid Start Date:
Bid End Date:
Highest price wins
Bids can be in increments of \$500 or more and must be at least \$500 more than your previous bid.
Please do not wait until the last second to place a bid. If a bid is placed within 12 hours of the close date it will automatically extend the auction an additional day.

Lines

Line	Item	Revision	Description	Start Price (USD)	Bid Price (USD)	Target Quantity	Bid Quantity	UOM	Line Amount (USD)
1			2.5 Acre Parcel Located at 1234 Drive, Des...	50,000.00	55,000.00	1	1	Each	55,000.00

Edit Bid
View Seller Auction

Bid 3001
Draft
Auction MEC01008 TESTING- Purchasing for Land at 1234 Drive, Des Moines, IA 50236
Cancel
Save
Submit

