

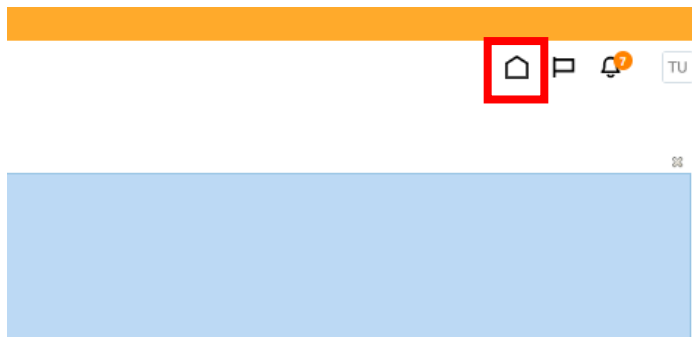
# Supplier – Supplier Responding by Spreadsheet

Version 1 / Updated November 19, 2025

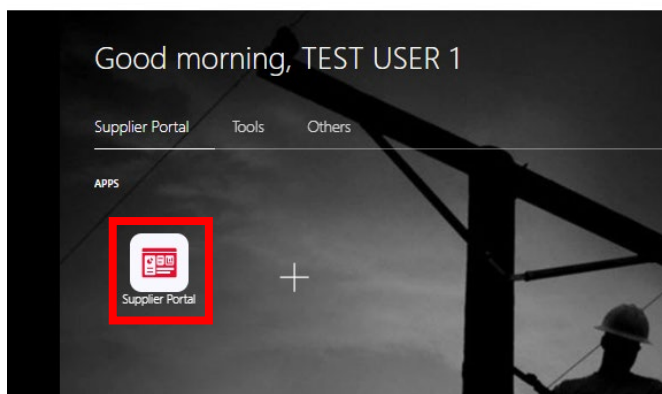
*This job aid will show you how to create a response to an active bid event.*

## Part 1: Navigate to Active Negotiations

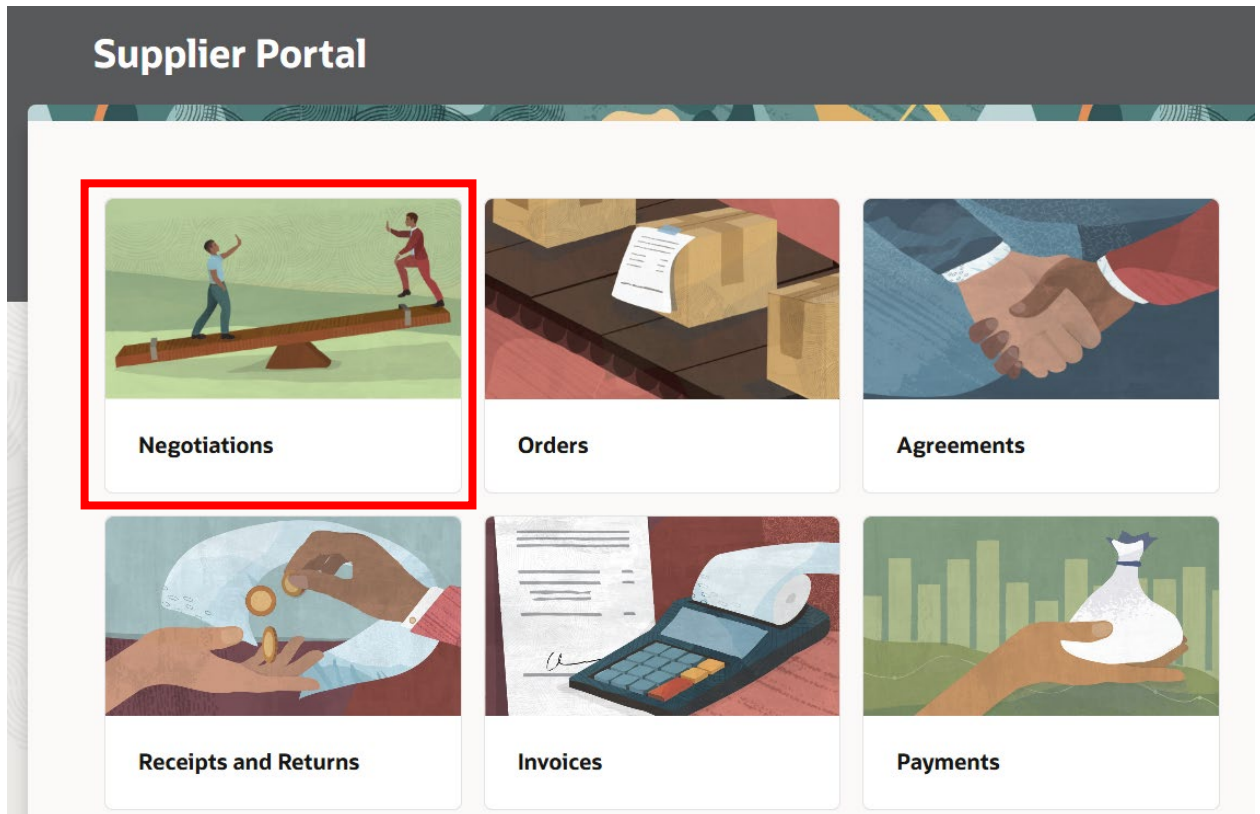
1. Login to Oracle Fusion.
2. Select Home icon in upper right corner.



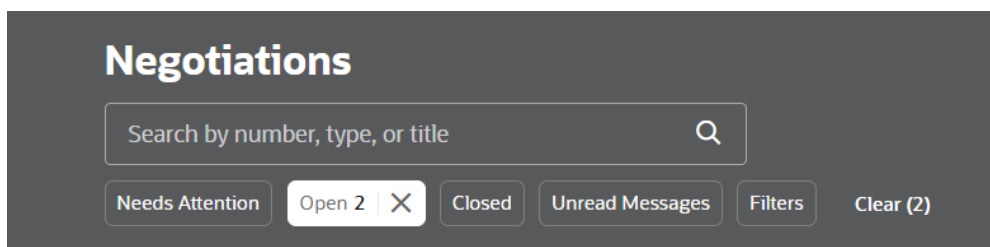
3. Select **Supplier Portal** tile.



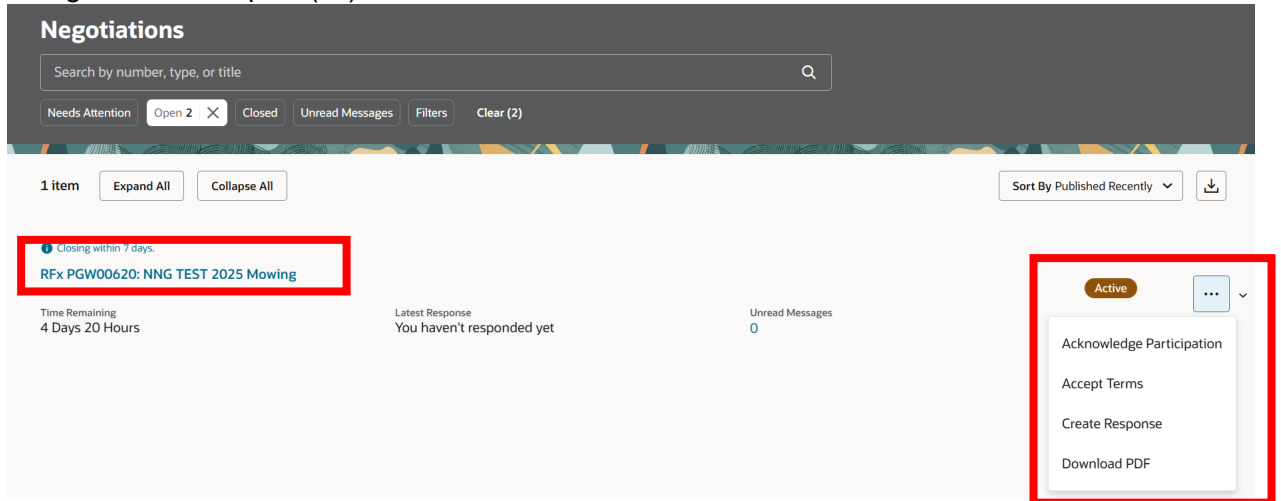
4. Click into the Negotiation tile.



5. Search for the bid event you are looking to create a response for.
  - a. You can search by bid number, title, or filter by **Open** status.



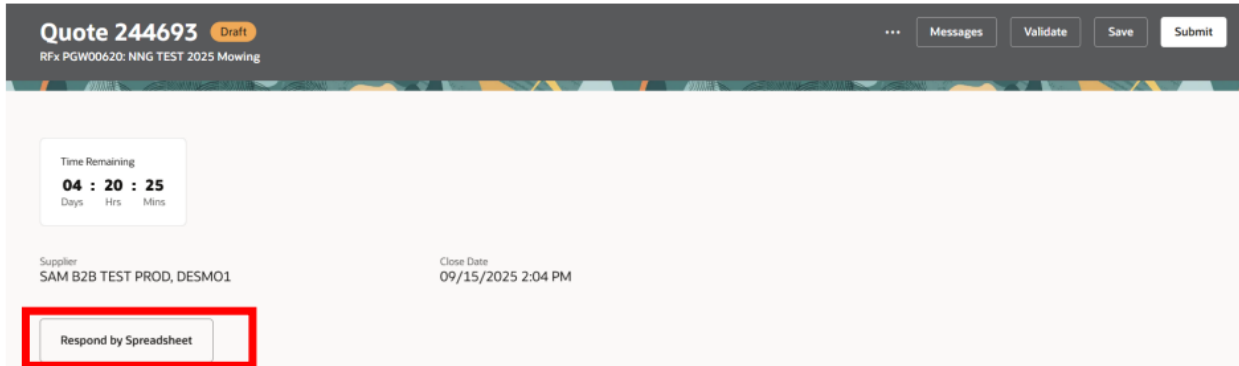
6. Page shows open bid events. Select the blue text link for the bid event number and title.  
Navigate to the ellipsis (...) for actionable items



The screenshot shows the 'Negotiations' interface. At the top, there's a search bar and filters. Below, a list of items is shown. The first item is 'RFx PGW00620: NNG TEST 2025 Mowing', which is highlighted with a red box. To the right of this item, there's an 'Active' status and an ellipsis menu, also highlighted with a red box. The menu options are: Acknowledge Participation, Accept Terms, Create Response, and Download PDF.

7. Actions Required
- Acknowledge Participation**
  - Select **Create Response** in upper-right hand corner.
  - Review terms and conditions in the Supplier Code of Conduct.
  - Select **Submit** or **Decline**.
    - If you select **Decline**, you will not be able to proceed to create a response.

## 8. Select Respond by Spreadsheet



**Quote 244693** Draft

RFx PGW00620: NNG TEST 2025 Mowing

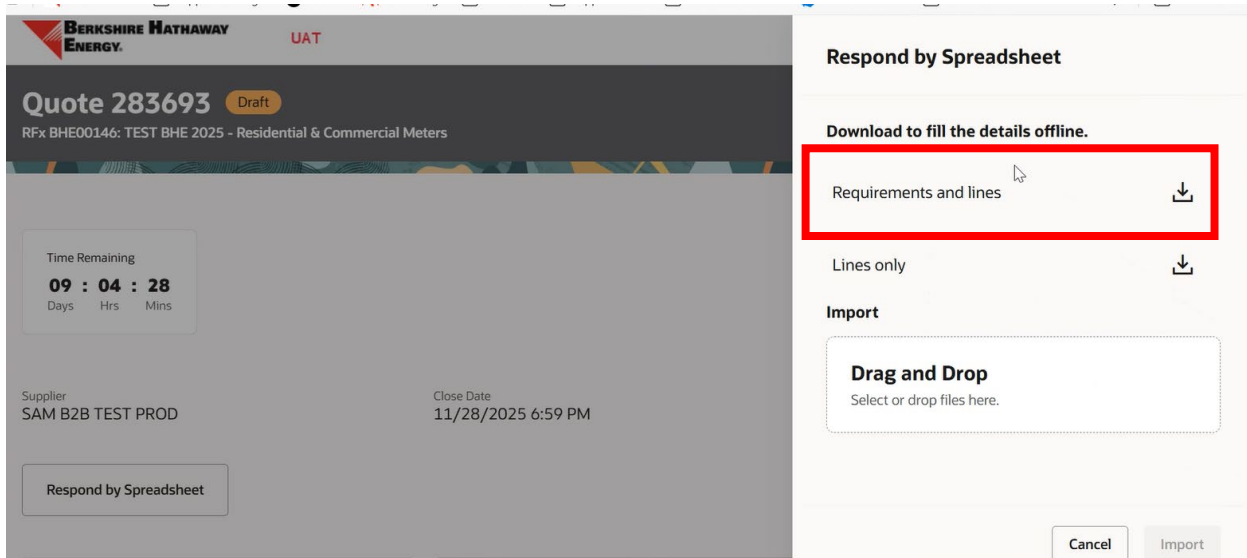
Time Remaining  
**04 : 20 : 25**  
Days Hrs Mins

Supplier  
SAM B2B TEST PROD, DESMO1

Close Date  
09/15/2025 2:04 PM

**Respond by Spreadsheet**

## 9. Select Requirements and Lines



**Quote 283693** Draft

RFx BHE00146: TEST BHE 2025 - Residential & Commercial Meters


Time Remaining  
**09 : 04 : 28**  
Days Hrs Mins


Supplier  
SAM B2B TEST PROD

Close Date  
11/28/2025 6:59 PM

**Respond by Spreadsheet**

**Download to fill the details offline.**

Requirements and lines 


Lines only 

**Import**

**Drag and Drop**  
Select or drop files here.

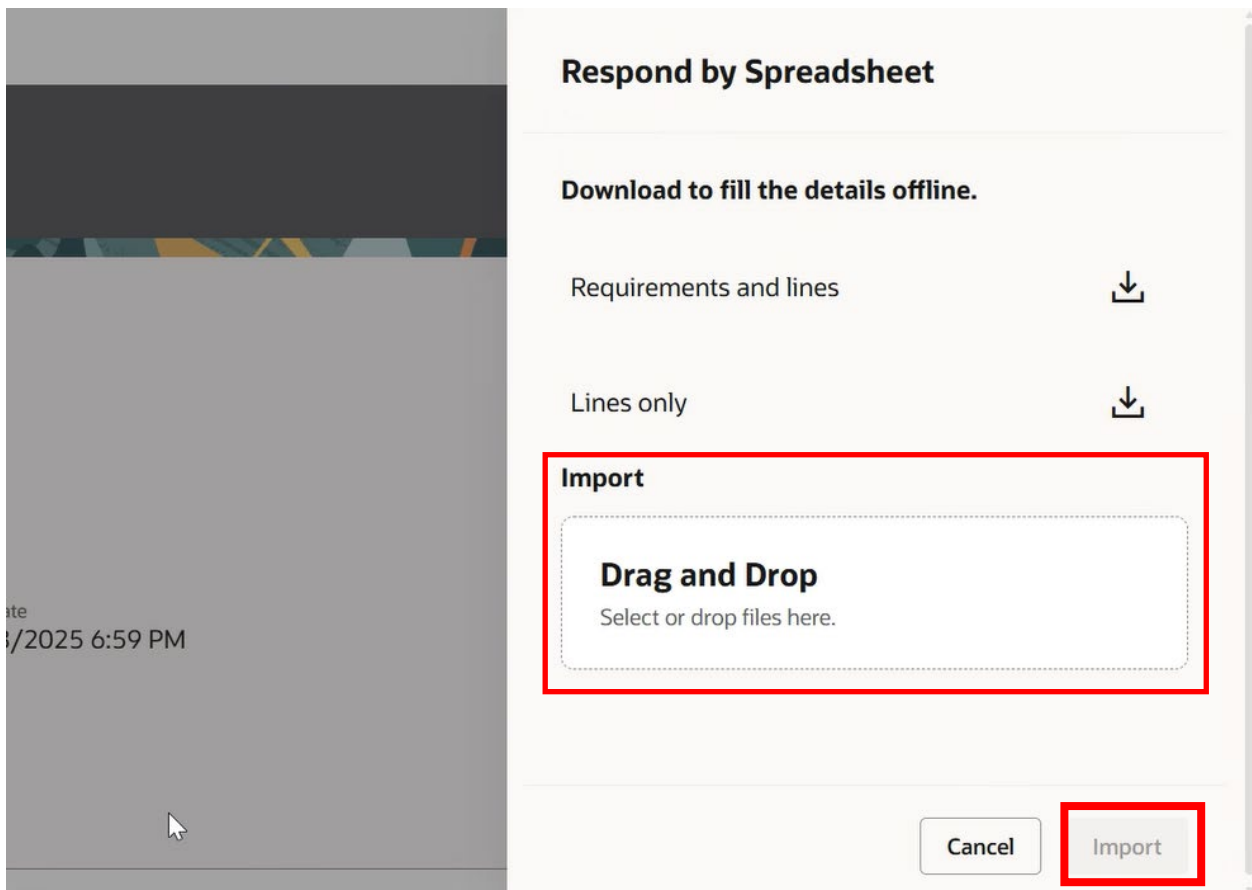
Cancel Import

10. Open Downloaded File, open in Excel

Name	Type	Compressed size	Password pr...	Size	
 NegotiationBHE00146-Response.xml	Microsoft Edge HTML Docum...	225 KB	No	225 KB	

11. Fill out spreadsheet. Green is optional, yellow is required. Save to desktop.

12. Go back to Fusion and drag and drop (or select) file to import. Select Import.



13. NOTE: You will have to add attachments after importing the spreadsheet individually.