

Supplier – Supplier Responding by Spreadsheet

Version 1 / Updated November 19, 2025

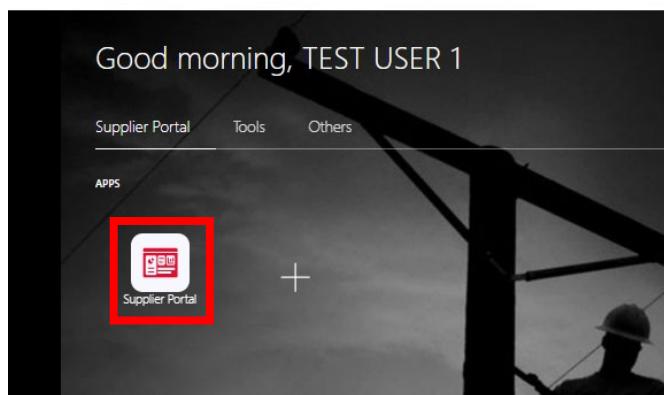
This job aid will show you how to create a response to an active bid event.

Part 1: Navigate to Active Negotiations

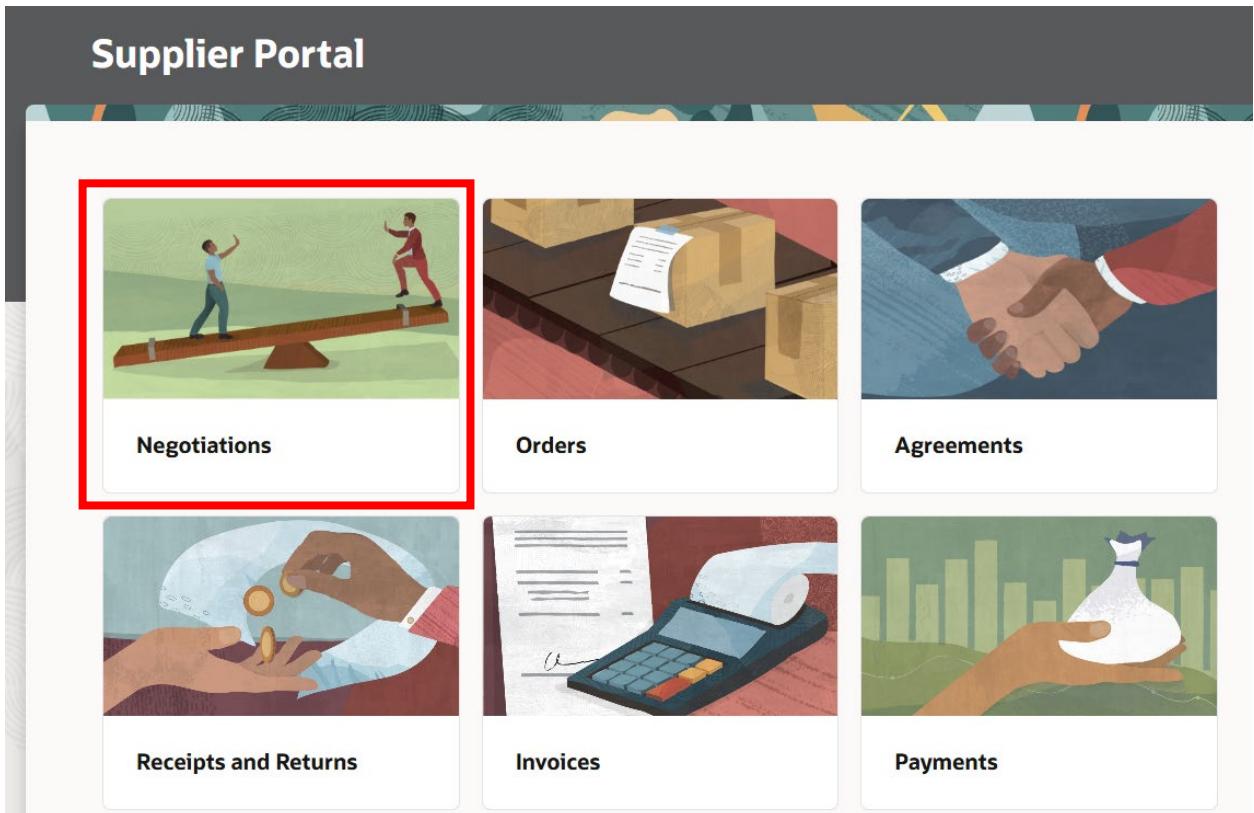
1. Login to Oracle Fusion.
2. Select Home icon in upper right corner.



3. Select **Supplier Portal** tile.

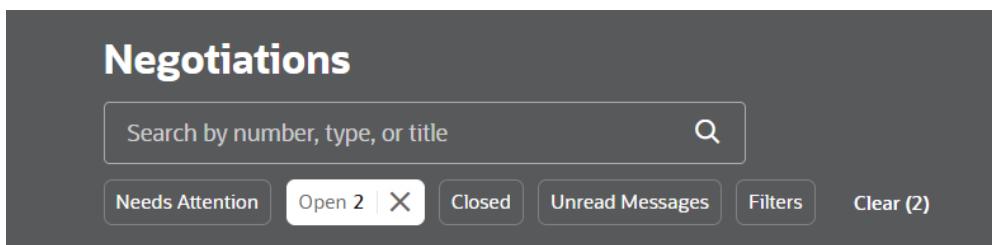


4. Click into the Negotiation tile.



5. Search for the bid event you are looking to create a response for.

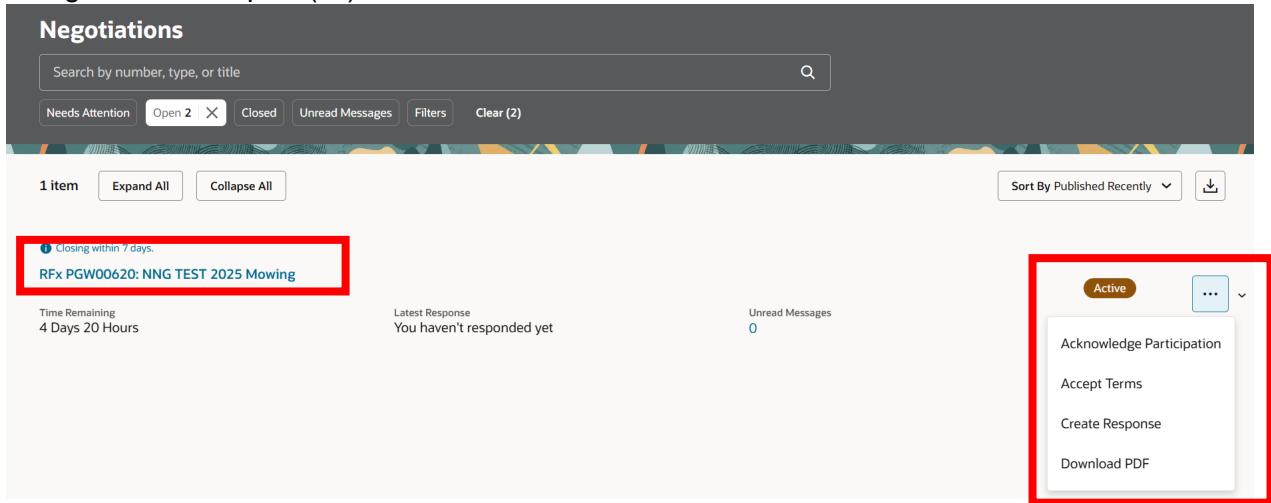
a. You can search by bid number, title, or filter by **Open** status.



The image shows the 'Negotiations' search interface. At the top, the word 'Negotiations' is displayed in a large, bold, white font. Below it is a search bar with the placeholder text 'Search by number, type, or title' and a magnifying glass icon. Underneath the search bar are several filter buttons: 'Needs Attention', 'Open 2' (with a red 'X' icon), 'Closed', 'Unread Messages', 'Filters', and 'Clear (2)'. The background of the interface is dark grey.

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



Negotiations

Search by number, type, or title

Needs Attention Open 2 X Closed Unread Messages Filters Clear (2)

1 item Expand All Collapse All Sort By Published Recently ↗

🕒 Closing within 7 days.
RFx PGW00620: NNG TEST 2025 Mowing

Time Remaining 4 Days 20 Hours Latest Response You haven't responded yet Unread Messages 0

Active ...

Acknowledge Participation
Accept Terms
Create Response
Download PDF

7. Actions Required

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



8. Select Respond by Spreadsheet

This screenshot shows the "Respond by Spreadsheet" interface for Quote 244693. At the top, it displays "Quote 244693" and "Draft". Below that, it shows "RFx PGW00620: NNG TEST 2025 Mowing". On the right, there are buttons for "Messages", "Validate", "Save", and "Submit". In the center, there's a "Time Remaining" box showing "04 : 20 : 25" (Days : Hrs : Mins). Below that, it shows "Supplier: SAM B2B TEST PROD, DESMO1" and "Close Date: 09/15/2025 2:04 PM". At the bottom, a button labeled "Respond by Spreadsheet" is highlighted with a red box.

9. Select Requirements and Lines

This screenshot shows the "Respond by Spreadsheet" interface for Quote 283693. At the top, it displays "Quote 283693" and "Draft". Below that, it shows "RFx BHE00146: TEST BHE 2025 - Residential & Commercial Meters". On the right, it shows "UAT". In the center, there's a "Time Remaining" box showing "09 : 04 : 28" (Days : Hrs : Mins). Below that, it shows "Supplier: SAM B2B TEST PROD" and "Close Date: 11/28/2025 6:59 PM". At the bottom, a button labeled "Respond by Spreadsheet" is visible. To the right, a "Respond by Spreadsheet" panel is open. It includes a "Download to fill the details offline" section with a "Requirements and lines" link (which is highlighted with a red box). Below that are "Lines only" and "Import" sections, each with a "Download" link. At the bottom of the panel are "Cancel" and "Import" buttons.



10. Open Downloaded File, open in Excel

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

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.

A screenshot of a web-based application interface titled "Respond by Spreadsheet". The interface includes a message to "Download to fill the details offline." and two download options: "Requirements and lines" and "Lines only", each with a download icon. A large red box highlights the "Import" section, which contains a "Drag and Drop" area with the instruction "Select or drop files here." and a red-bordered "Import" button. A "Cancel" button is also visible. The background shows a blurred view of the Fusion application interface, including a date and time stamp: "Date 5/2025 6:59 PM".

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