Supplier – Supplier Responding by Spreadsheet

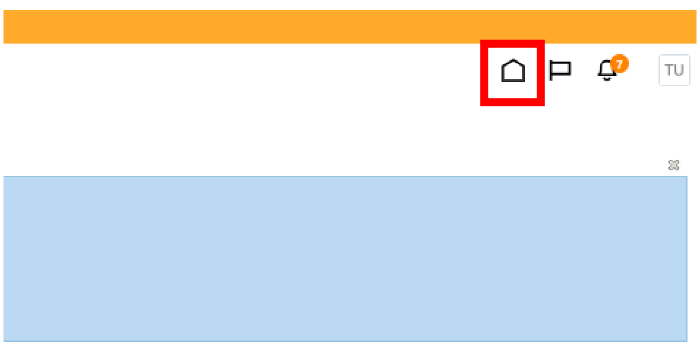
Version 1 / Updated November 19, 2025

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

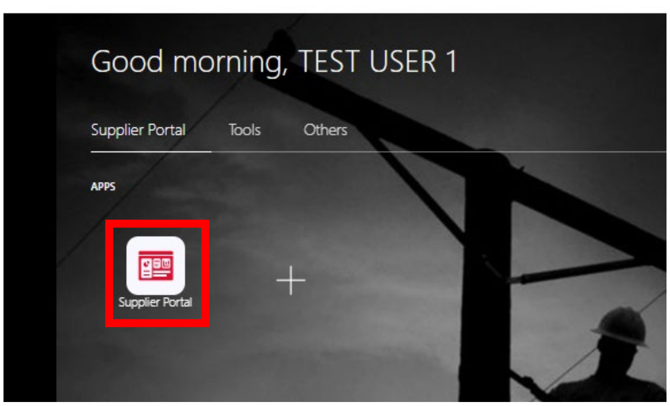
NOTE: It is important to work in the native file that downloads from Oracle AND saved in the same format. DO NOT CONVERT THE FILE TO ANOTHER FORMAT, such as .xlsx.

Part 1: Navigate to Active Negotiations

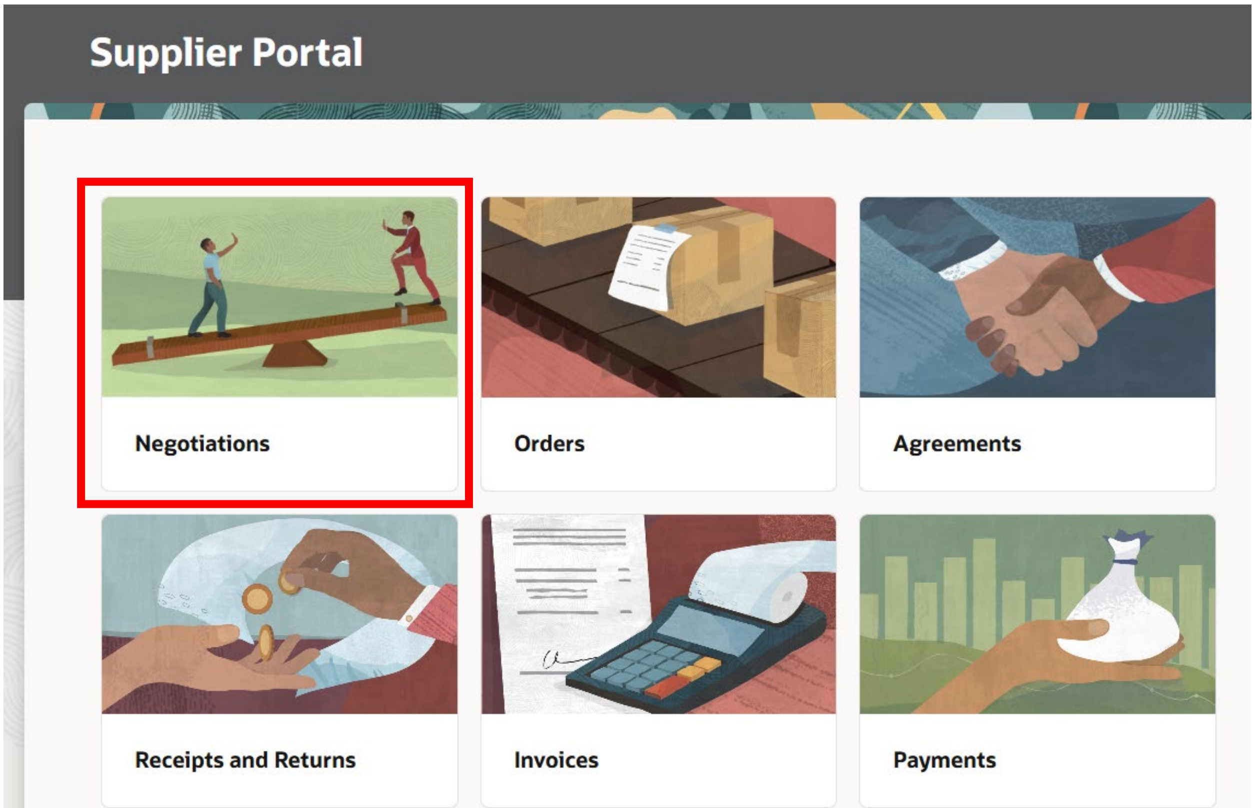
1. Login to Oracle Fusion.
2. Select Home icon in upper right corner.



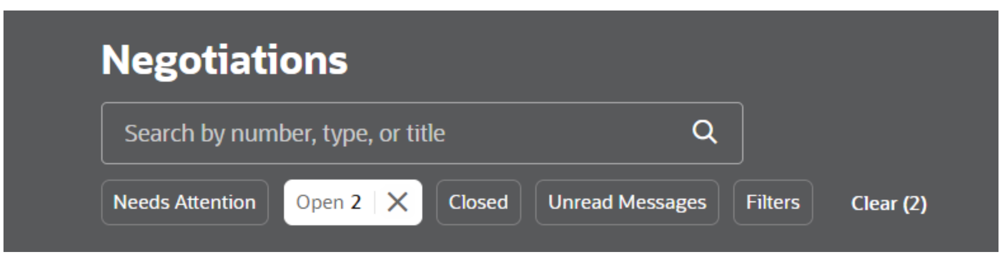
3. Select **Supplier Portal** tile.



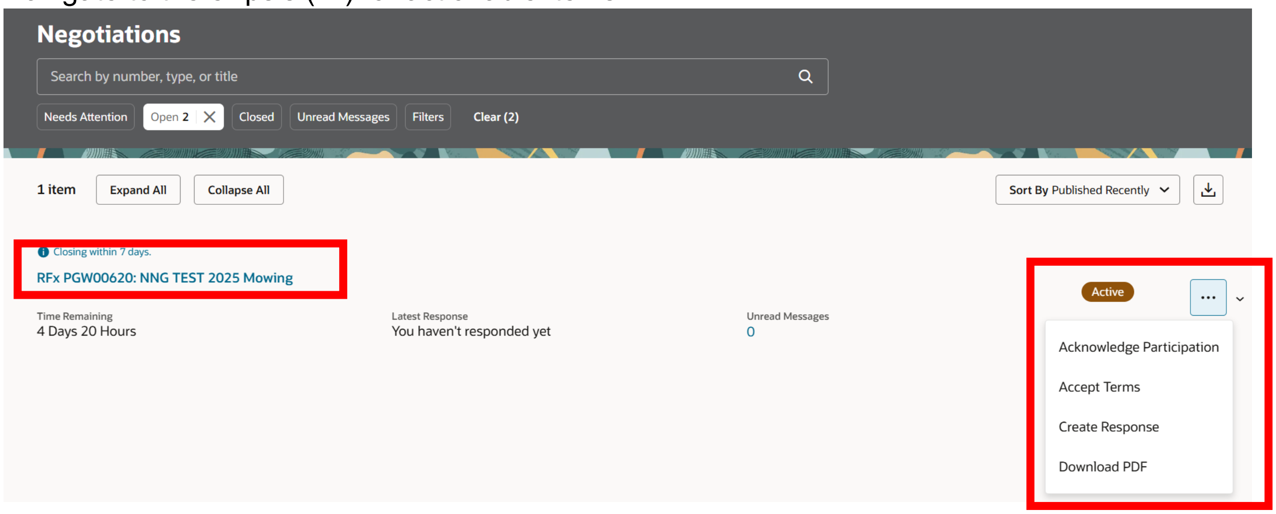
4. Click into the Negotiation tile.



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.

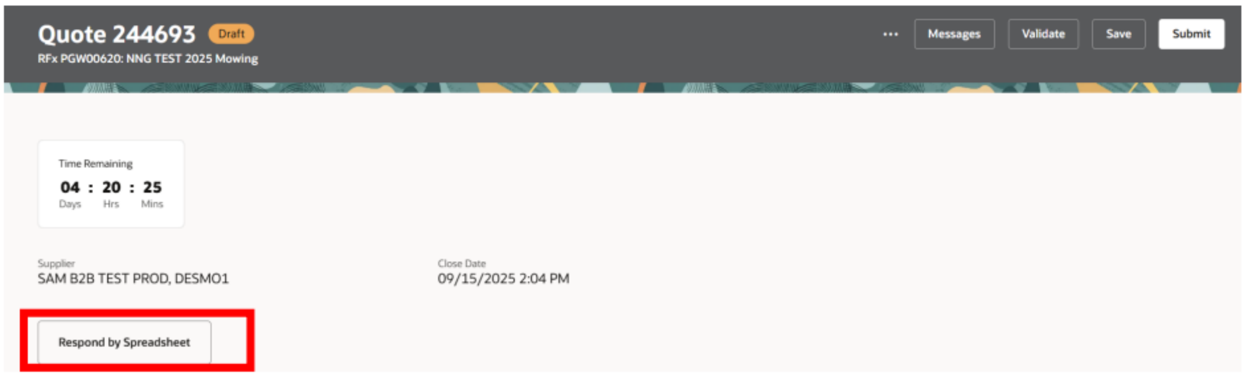


6. Page shows open bid events. Select the blue text link for the bid event number and title. Navigate to the ellipsis (…) for actionable items

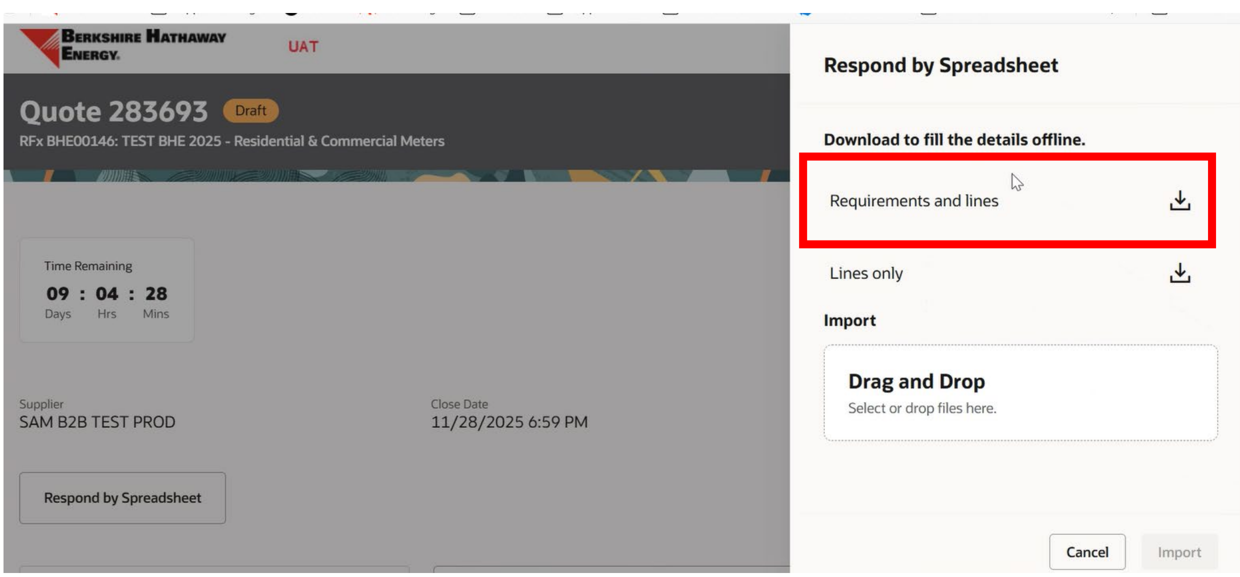


7. Actions Required
   a. **Acknowledge Participation**
   b. Select **Create Response** in upper-right hand corner**.**
   c. Review terms and conditions in the Supplier Code of Conduct.
   d. Select **Submit** or **Decline**.
      a. If you select **Decline**, you will not be able to proceed to create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

8. Select Respond by Spreadsheet

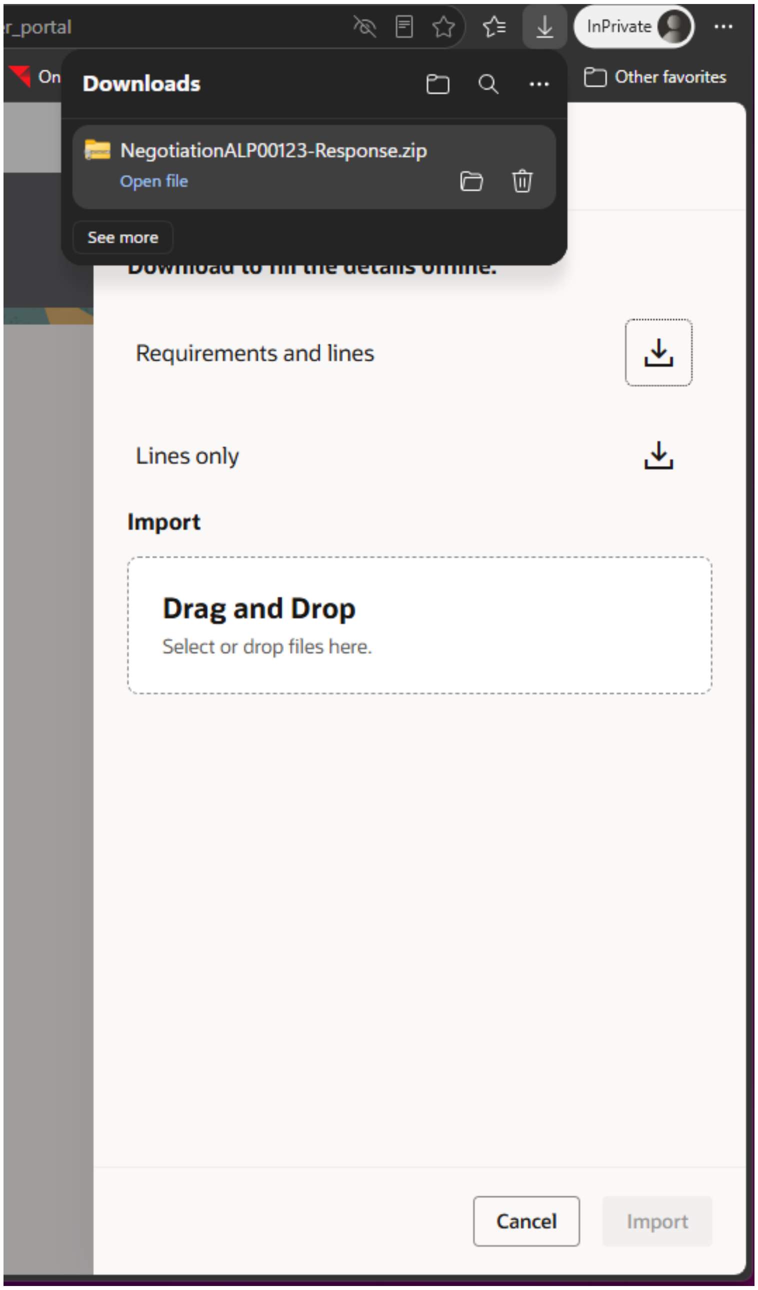


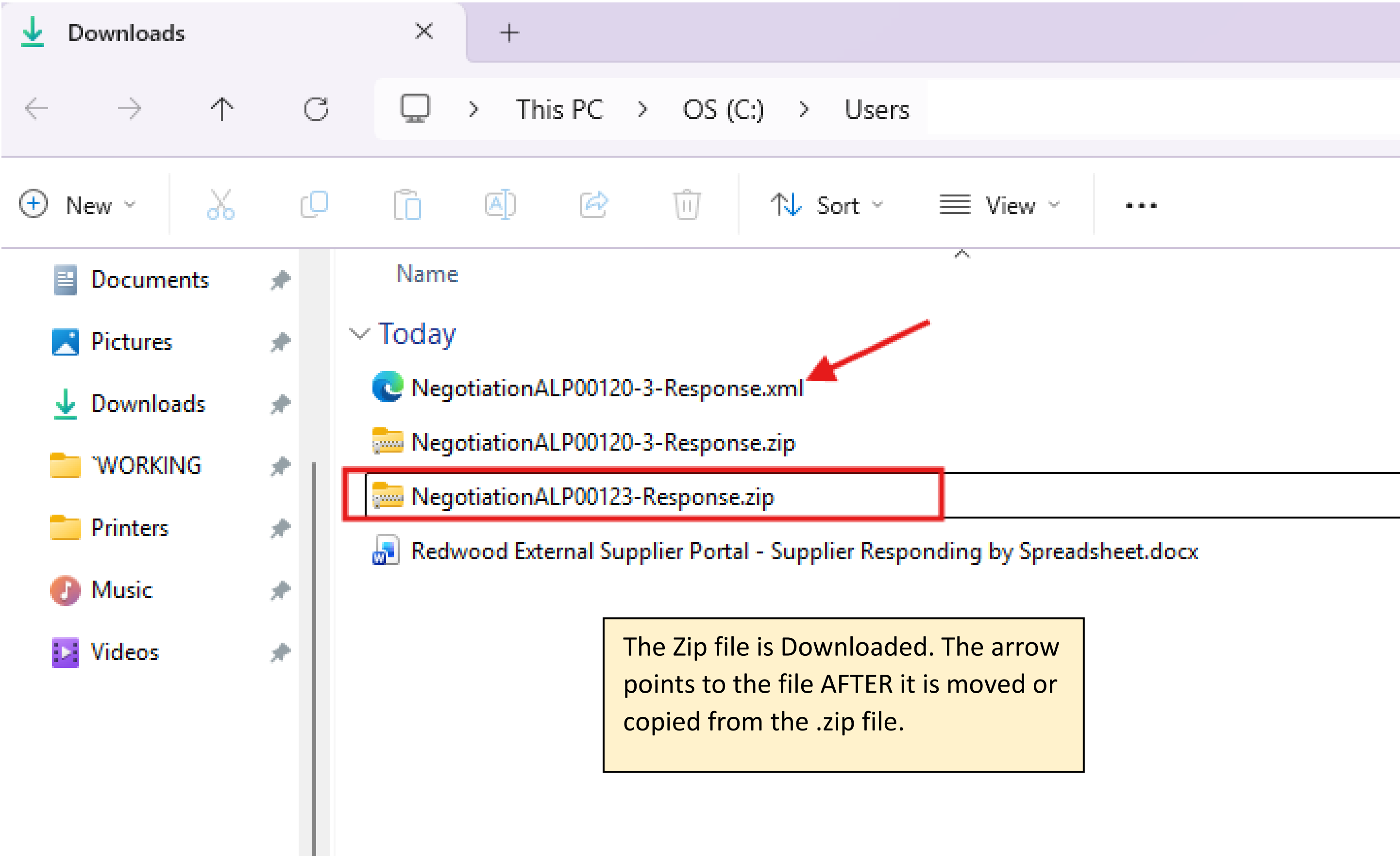
9. Select Requirements and Lines



<u>*THIS DOWNLOAD CAN TAKE A COUPLE MINUTES. Please be patient.</u>

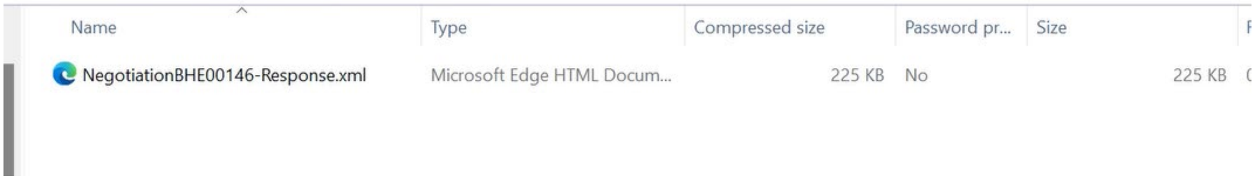
A .zip file will download. You will need to extract the file from the .zip folder. You can do this by dragging and dropping or using the Right-Click menu.


r_portal
InPrivate
Downloads
Other favorites
NegotiationALP00123-Response.zip
Open file
See more
Requirements and lines
Lines only
Import
Drag and Drop
Select or drop files here.
Cancel
Import

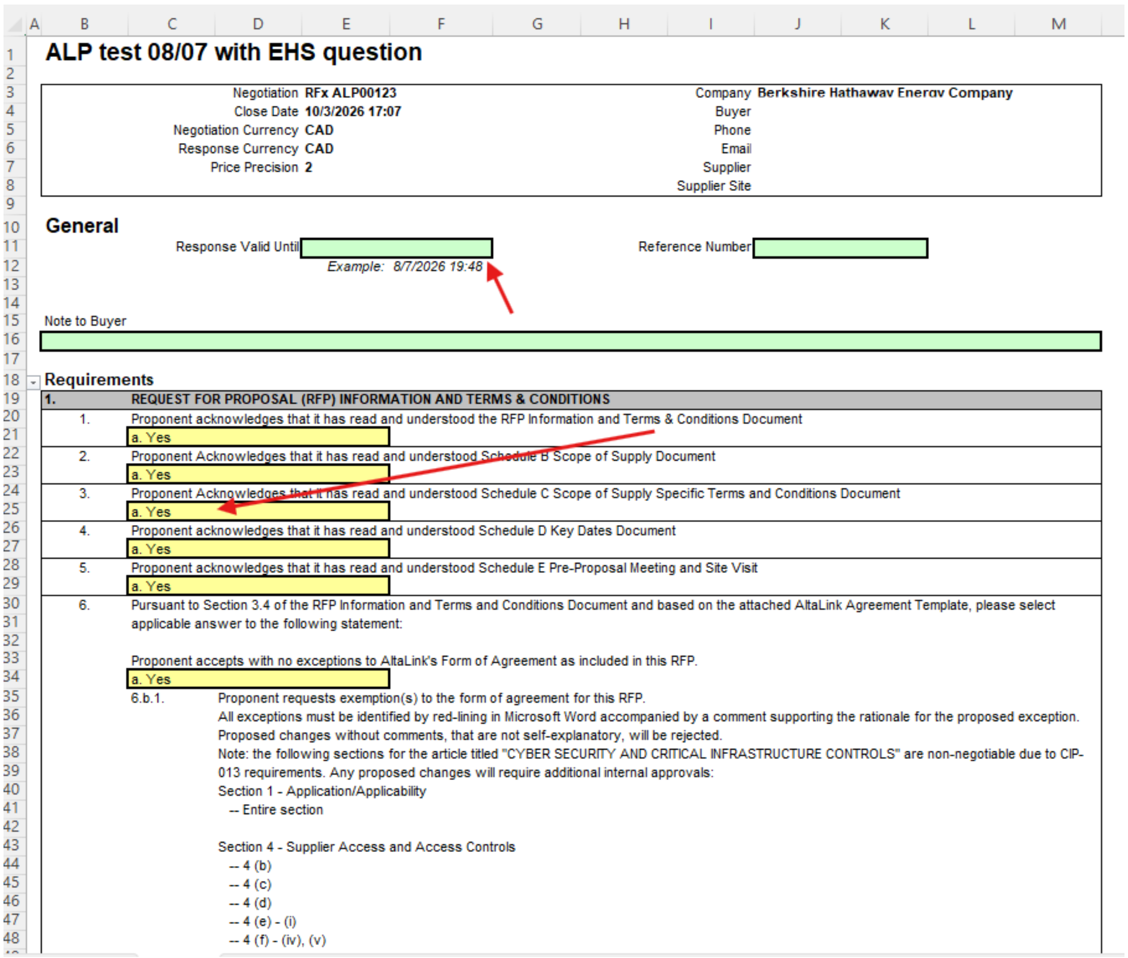


10. DO NOT Double-Click to open the file. Open in Excel using the “Open” command in Excel, NOT double-clicking the file.
    Open Excel use the File menu and Open. Using the file navigator find the file in the folder where you saved the file in the previous step. Typically this is the “Download” folder.

    You will notice the file format is .xml. This file contains programming that is needed for Oracle to manage the data in the file. Do not save this file in a different format.



11. Enter your responses ONLY where indicated in the document. Don't change any of the formatting or lines/columns. Altering this spreadsheet can cause issues when you attempt to import back into Oracle.
    Green is optional, yellow is required. Save the file WITHOUT converting it to another format.



ALP test 08/07 with EHS question

Negotiation	RFx ALP00123	Company	Berkshire Hathaway Energy Company
Close Date	10/3/2026 17:07	Buyer	
Negotiation Currency	CAD	Phone	
Response Currency	CAD	Email	
Price Precision	2	Supplier	
		Supplier Site	

General

Response Valid Until | Reference Number

Example: 8/7/2026 19:48

Note to Buyer

Requirements

1. REQUEST FOR PROPOSAL (RFP) INFORMATION AND TERMS & CONDITIONS

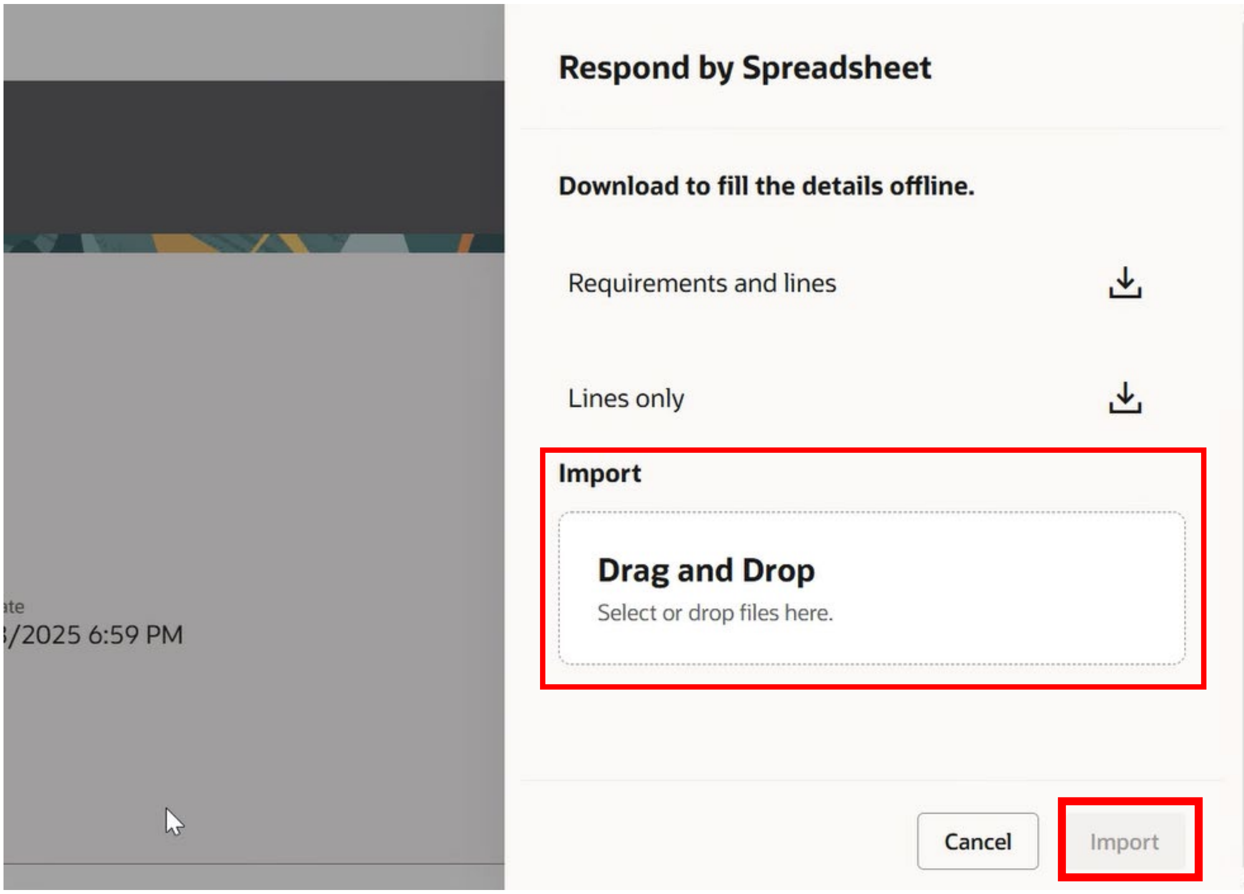
1. Proponent acknowledges that it has read and understood the RFP Information and Terms & Conditions Document
   a. Yes
2. Proponent Acknowledges that it has read and understood Schedule B Scope of Supply Document
   a. Yes
3. Proponent Acknowledges that it has read and understood Schedule C Scope of Supply Specific Terms and Conditions Document
   a. Yes
4. Proponent acknowledges that it has read and understood Schedule D Key Dates Document
   a. Yes
5. Proponent acknowledges that it has read and understood Schedule E Pre-Proposal Meeting and Site Visit
   a. Yes
6. Pursuant to Section 3.4 of the RFP Information and Terms and Conditions Document and based on the attached AltaLink Agreement Template, please select applicable answer to the following statement:

   Proponent accepts with no exceptions to AltaLink's Form of Agreement as included in this RFP.
   a. Yes

   6.b.1. Proponent requests exemption(s) to the form of agreement for this RFP.
   All exceptions must be identified by red-lining in Microsoft Word accompanied by a comment supporting the rationale for the proposed exception.
   Proposed changes without comments, that are not self-explanatory, will be rejected.
   Note: the following sections for the article titled "CYBER SECURITY AND CRITICAL INFRASTRUCTURE CONTROLS" are non-negotiable due to CIP-013 requirements. Any proposed changes will require additional internal approvals:
   Section 1 - Application/Applicability
   -- Entire section

   Section 4 - Supplier Access and Access Controls
   -- 4 (b)
   -- 4 (c)
   -- 4 (d)
   -- 4 (e) - (i)
   -- 4 (f) - (iv), (v)

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.