

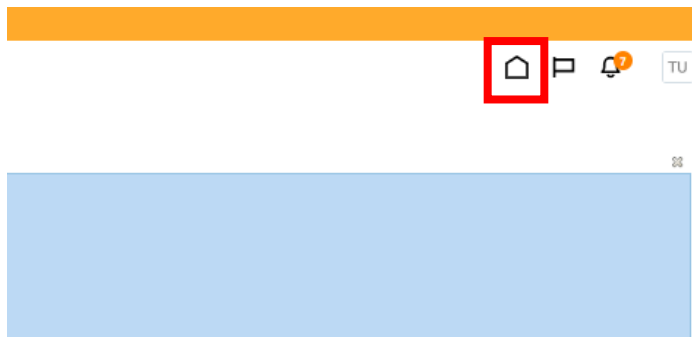
Supplier – Creating a Response to a Bid Event

Version 1 / Updated September 1, 2025

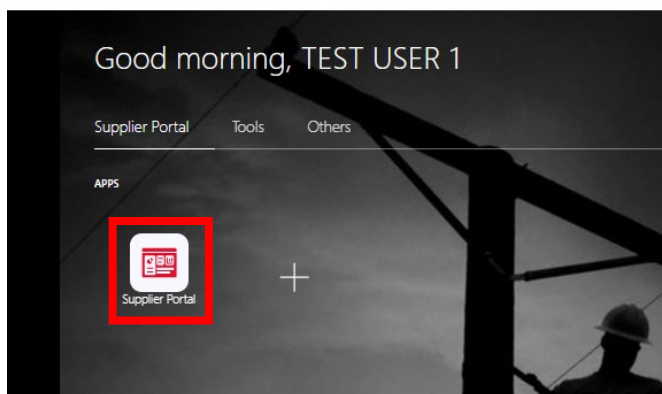
This job aid will show you how to create a response to an active bid event.

Part 1: Navigate to Active Bid Events

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



3. Select **Supplier Portal** tab.



4. Click into the Negotiation tile.

Supplier Portal



Negotiations



Orders



Agreements



Receipts and Returns



Invoices



Payments

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.

Negotiations

Search by number, type, or title



Needs Attention

Open 2 X

Closed

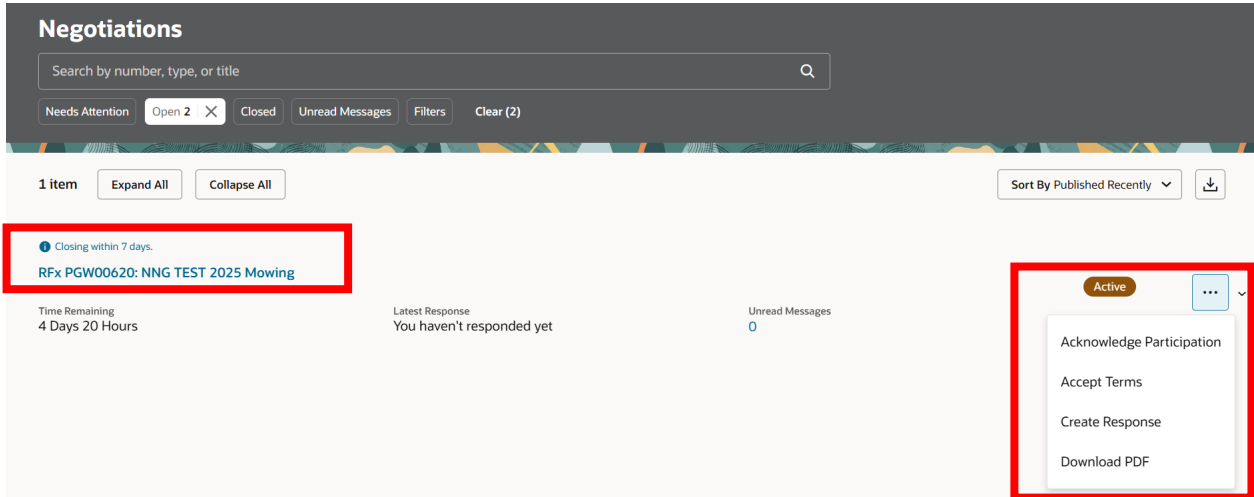
Unread Messages

Filters

Clear (2)

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

RFx PGW00620: NNG TEST 2025 Mowing

Closing within 7 days.

Time Remaining: 4 Days 20 Hours

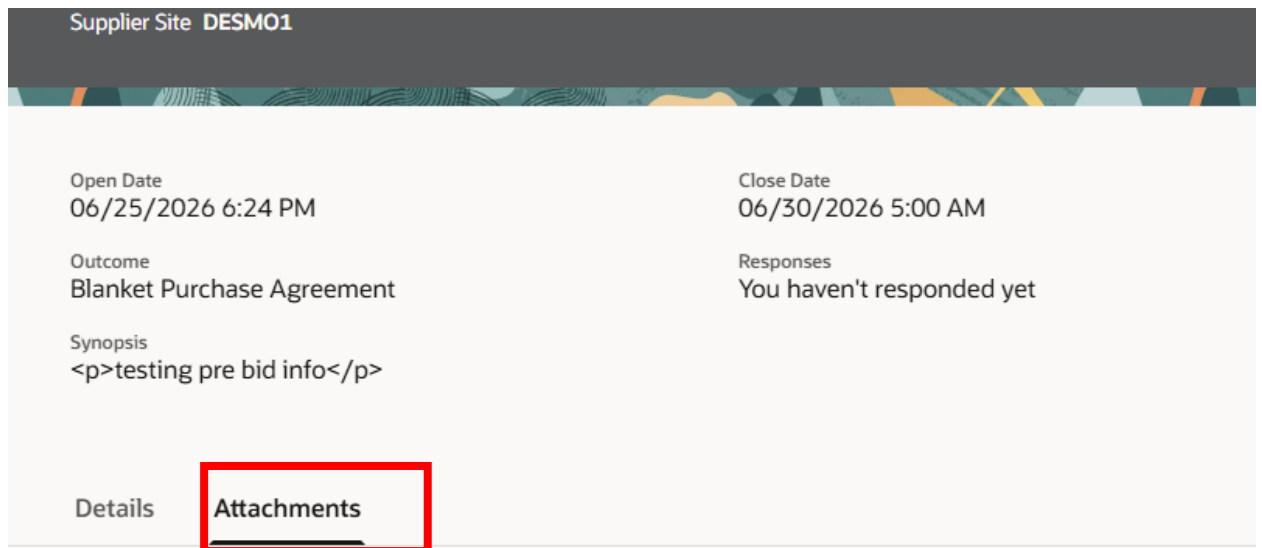
Latest Response: You haven't responded yet

Unread Messages: 0

Active

- Acknowledge Participation
- Accept Terms
- Create Response
- Download PDF

7. Attachments: Once you click into the RFx, the attachments are located next to the "Details" section.



Supplier Site DESMO1

Open Date: 06/25/2026 6:24 PM

Close Date: 06/30/2026 5:00 AM

Outcome: Blanket Purchase Agreement

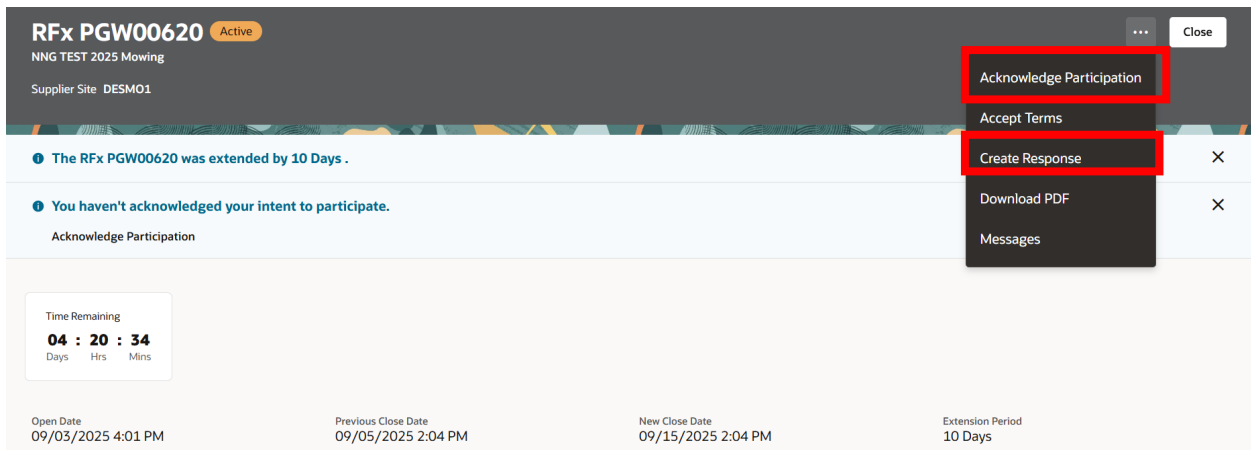
Responses: You haven't responded yet

Synopsis: <p>testing pre bid info</p>

Details **Attachments**

Part 2: Creating a Response

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



RFx PGW00620 Active Close

NNG TEST 2025 Mowing

Supplier Site DESMO1

The RFx PGW00620 was extended by 10 Days .

You haven't acknowledged your intent to participate.

Acknowledge Participation

Time Remaining
04 : 20 : 34
Days Hrs Mins

Open Date
09/03/2025 4:01 PM

Previous Close Date
09/05/2025 2:04 PM

New Close Date
09/15/2025 2:04 PM

Extension Period
10 Days

Acknowledge Participation

Create Response

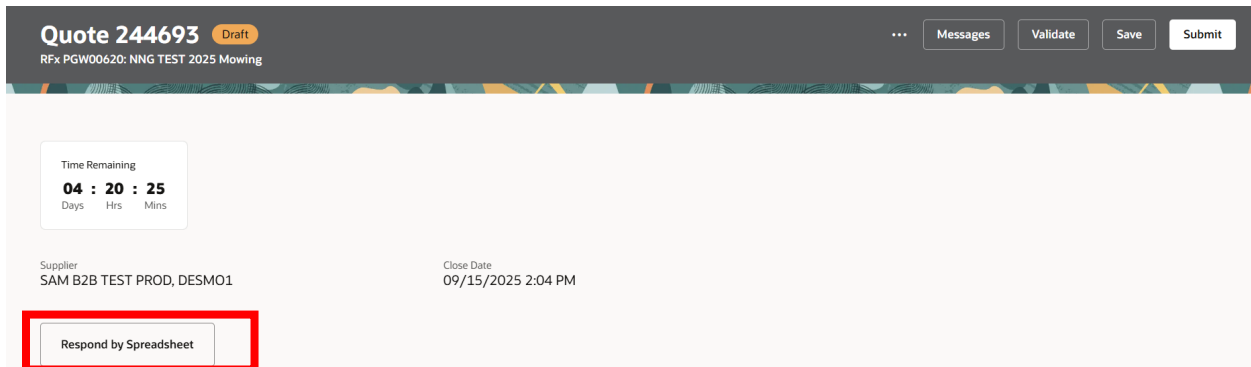
Accept Terms

Download PDF

Messages

Part 3: Overview – Creating a Response

1. Within the **Overview** section of the response, complete all applicable fields.
 - a. Respond by **Spreadsheet** if required, add **attachments**, View Instructions and answer **Requirements**



Quote 244693 Draft Messages Validate Save Submit

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



Drag and Drop

Select or drop files here.

URL

Add URL

Requirements

View Instructions

Sections Completed

0/5

Answered

0/11

Required

0/10

Not Started

Start

Lines

Search by item, description, or category

Q

From Line

To Line

4 items

Line	Description	Category Name	Start Price (USD)	Response Price (USD)	Estimated Quantity	UOM	Action
1	Subpart A						
1.1	2025 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					
1.2	2026 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					
1.3	2027 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					

Quote 244693

Draft

RFx PGW00620: NNG TEST 2025 Mowing

Messages

Validate

Save

Submit

Time Remaining

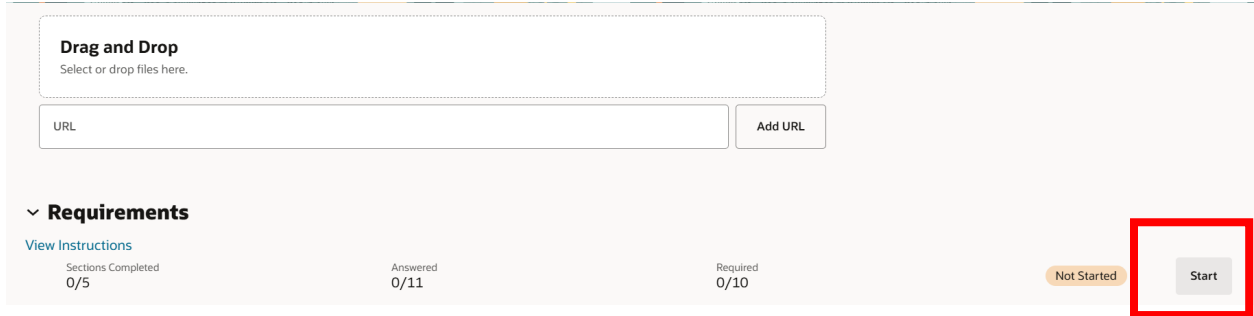
04 : 20 : 17

Days Hrs Mins

For internal use only

Page 5 of 8 Creating a Response to Bid Event / version 1

4. Select **Requirements** once completing the **Overview** section



Drag and Drop
Select or drop files here.

URL Add URL

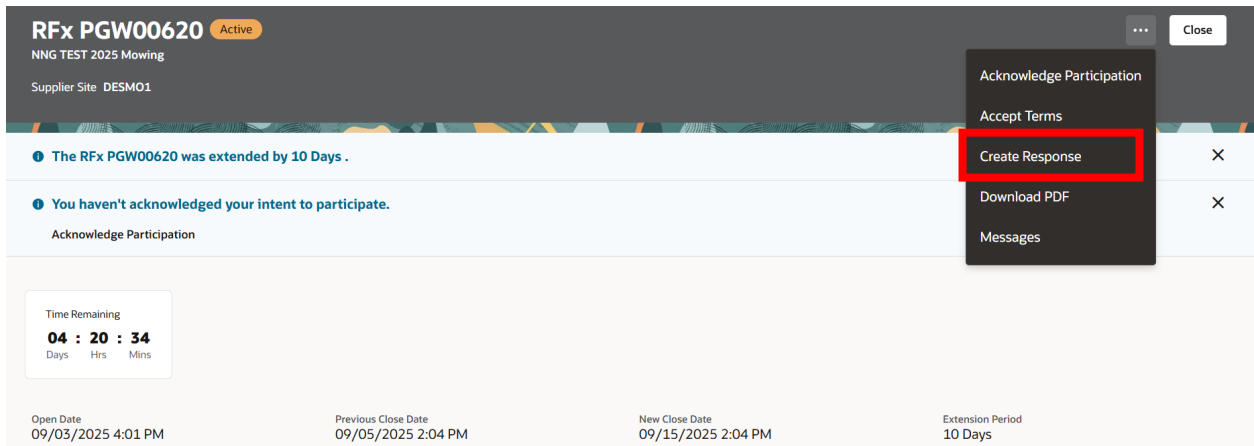
▼ **Requirements**

[View Instructions](#)

Sections Completed	Answered	Required	Status	Action
0/5	0/11	0/10	Not Started	Start

Part 4: Requirements – Creating a Response

1. Complete the Requirements section of the bid event.



RFx PGW00620 Active

NNG TEST 2025 Mowing

Supplier Site: DESM01

ⓘ The RFx PGW00620 was extended by 10 Days .

ⓘ You haven't acknowledged your intent to participate.

Acknowledge Participation

Time Remaining
04 : 20 : 34
Days Hrs Mins

Open Date: 09/03/2025 4:01 PM
Previous Close Date: 09/05/2025 2:04 PM
New Close Date: 09/15/2025 2:04 PM
Extension Period: 10 Days

⋮ Close

- Acknowledge Participation
- Accept Terms
- Create Response**
- Download PDF
- Messages

- There will be sections that require attachments as shown below. You can add attachments that are saved to your desktop.
- Suppliers also have the ability to Respond by Spreadsheet. This can be helpful having to complete responses to large bid events.
- Once all requirements are completed you can select **Lines**.

▼ **Lines**

[View Instructions](#)

Search by item, description, or category

From Line To Line

4 items

☐	Line	Description	Category Name	Start Price (USD)	Response Price (USD)	Estimated Quantity	UOM	Action
☐	1	Subpart A						
☐	1.1	2025 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					
☐	1.2	2026 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					
☐	1.3	2027 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					

Part 5: Lines – Creating a Response

1. Review each line item and provide a price under **Response Price**.

▼ **Lines**

[View Instructions](#)

Search by item, description, or category

From Line To Line

4 items

☐	Line	Description	Category Name	Start Price (USD)	Response Price (USD)	Estimated Quantity	UOM	Action
☐	1	Subpart A						
☐	1.1	2025 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					
☐	1.2	2026 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					
☐	1.3	2027 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					

2. You can review line level attachments by selecting the blue text on each line item.
3. Once you complete the **Lines** section, review your response and select **Validate**.

Quote 244693 Draft

...
Messages
Validate
Save
Submit

RFx PGW00620: NNG TEST 2025 Mowing

Lines

[View Instructions](#)

Search by item, description, or category Q

From Line
To Line

4 items

☐	Line	Description	Category Name	Start Price (USD)	Response Price (USD)	Estimated Quantity	UOM	Action
☐	1	Subpart A						
☐	1.1	2025 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					
☐	1.2	2026 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					
☐	1.3	2027 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					

Part 6: Review – Creating a Response

- Once confirmed, select **Submit**.

Quote 244693 Draft

...
Messages
Validate
Save
Submit

RFx PGW00620: NNG TEST 2025 Mowing

Lines

[View Instructions](#)

Search by item, description, or category Q

From Line
To Line

4 items

☐	Line	Description	Category Name	Start Price (USD)	Response Price (USD)	Estimated Quantity	UOM	Action
☐	1	Subpart A						
☐	1.1	2025 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					
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☐	1.3	2027 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					