

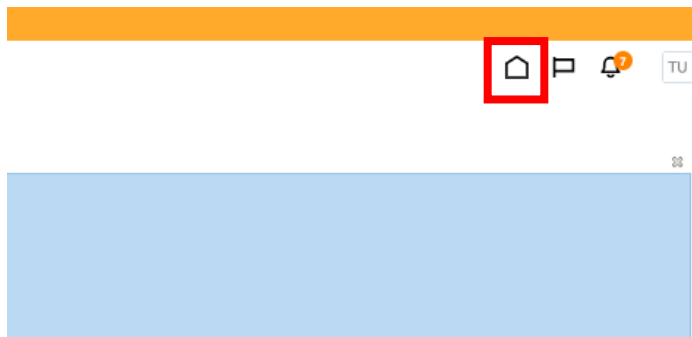
Supplier – Creating a Response to a Bid Event

Version 1 / Updated September 1, 2025

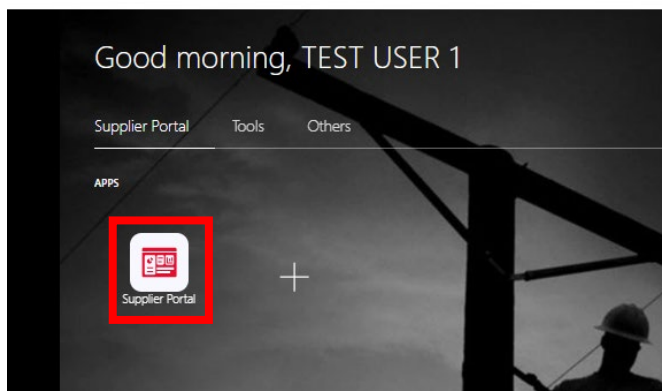
This job aid will show you how to create a response to an active bid event.

Part 1: Navigate to Active Bid Events

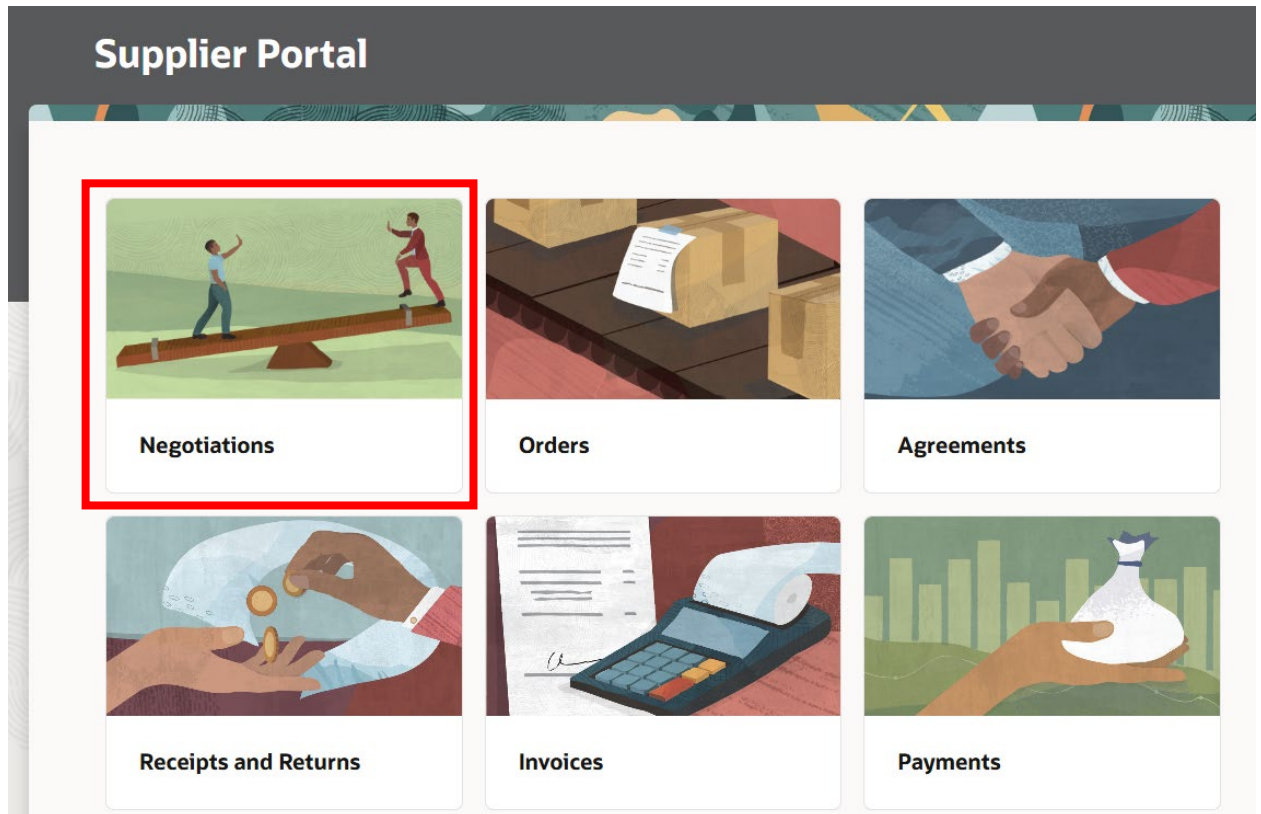
1. Login to Oracle Fusion.
2. Select Home icon in upper right corner.



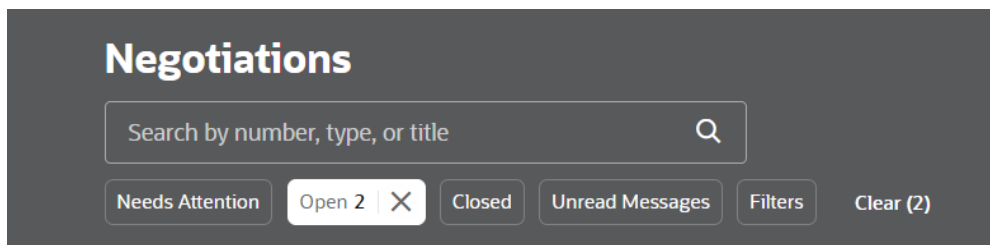
3. Select **Supplier Portal** tab.
4. Select **Supplier Portal** tile.



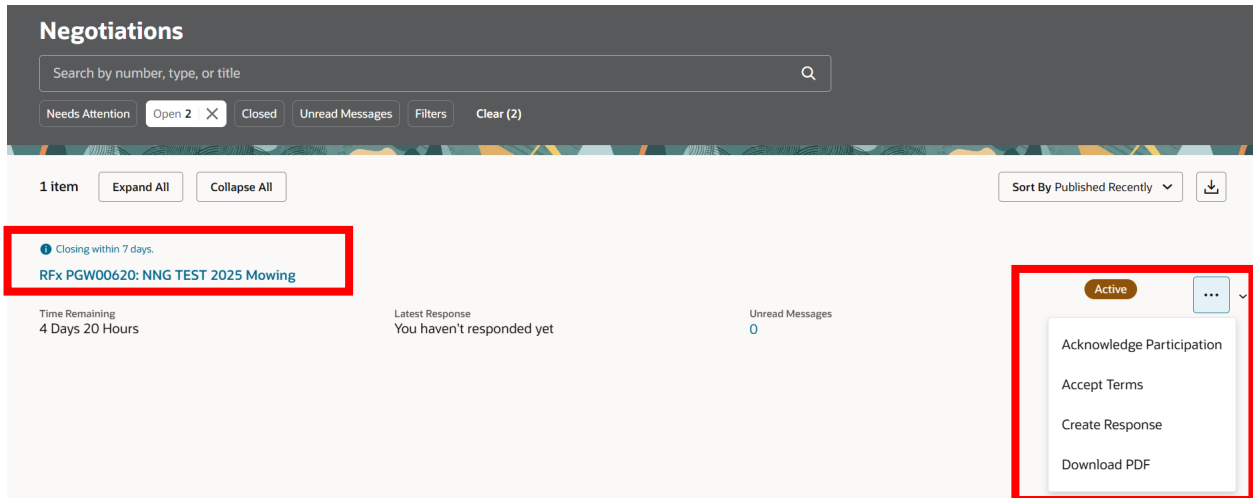
5. Click into the Negotiation tile.



6. 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.



7. 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 Closed Unread Messages Filters Clear (2)

1 item Expand All Collapse All Sort By Published Recently

RFx PGW00620: NNG TEST 2025 Mowing

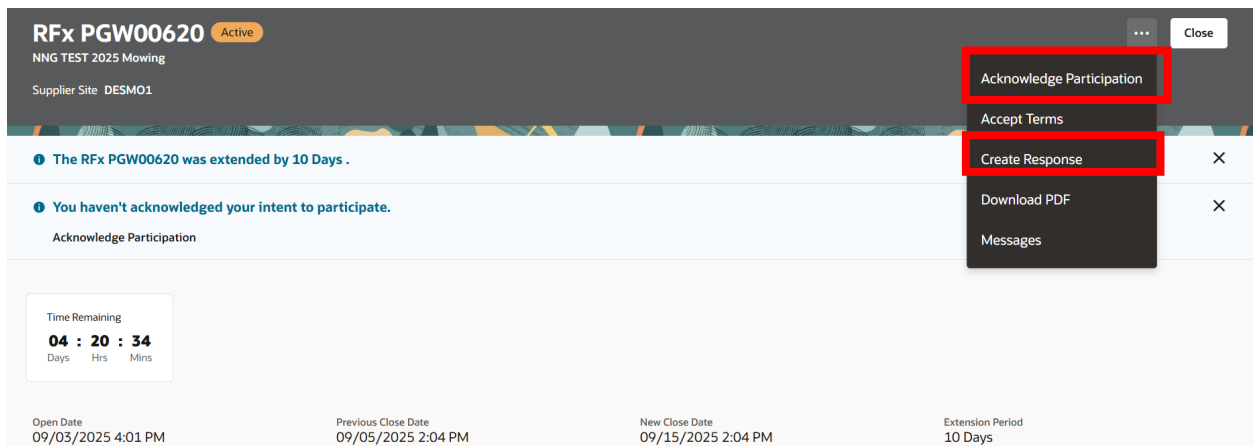
Time Remaining: 4 Days 20 Hours Latest Response: You haven't responded yet Unread Messages: 0

Active

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

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

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

Accept Terms

Create Response

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.

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

<input type="checkbox"/>	Line ▾	Description ▾	Category Name ▾	Start Price (USD) ▾	Response Price (USD) ▾	Estimated Quantity ▾	UOM ▾	<div style="background-color: #ccc; padding: 2px 5px; font-size: 0.8em;">Action</div>
<input type="checkbox"/>	1	Subpart A						✎
<input type="checkbox"/>	1.1	2025 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					✎
<input type="checkbox"/>	1.2	2026 Owatonna Lawn Moving	Lawn and yard care maintenance inc					✎
<input type="checkbox"/>	1.3	2027 Owatonna Lawn Moving	Lawn and yard care maintenance inc					✎

2. Click on the Pencil to make any actionable edits

- If you have questions or clarifications on the bid event, you can message the buyer through the **Messaging** button.

Quote 244693 Draft
Messages Validate Save Submit

RFx PGW00620: NNG TEST 2025 Mowing

Time Remaining
04 : 20 : 17
 Days Hrs Mins

- Select **Requirements** once completing the **Overview** section

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
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Part 4: Requirements – Creating a Response

- Complete the Requirements section of the bid event.

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

Acknowledge Participation
 Accept Terms
Create Response
 Download PDF
 Messages

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
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- Lines

View Instructions

Search by item, description, or category

Q

From Line

To Line

4 items

<input type="checkbox"/>	Line	Description	Category Name	Start Price (USD)	Response Price (USD)	Estimated Quantity	UOM	Action
<input type="checkbox"/>	1	Subpart A						
<input type="checkbox"/>	1.1	2025 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					
<input type="checkbox"/>	1.2	2026 Owatonna Lawn Moving	Lawn and yard care maintenance inc					
<input type="checkbox"/>	1.3	2027 Owatonna Lawn Moving	Lawn and yard care maintenance inc					

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

Lines

View Instructions

Search by item, description, or category

Q

From Line

To Line

4 items

<input type="checkbox"/>	Line ↕	Description ↕	Category Name ↕	Start Price (USD) ↕	Response Price (USD)	Estimated Quantity ↕	UOM ↕	Action
<input type="checkbox"/>	1 📄	Subpart A						
<input type="checkbox"/>	1.1	2025 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					
<input type="checkbox"/>	1.2	2026 Owatonna Lawn Moving	Lawn and yard care maintenance inc					
<input type="checkbox"/>	1.3	2027 Owatonna Lawn Moving	Lawn and yard care maintenance inc					

- _____

3. Once you complete the **Lines** section, review your response and select **Validate**.

Quote 244693 Draft

RFx PGW00620: NNG TEST 2025 Mowing

...
Messages
Validate
Save
Submit

Lines

View Instructions

Search by item, description, or category

From Line To Line

4 items

<input type="checkbox"/>	Line	Description	Category Name	Start Price (USD)	Response Price (USD)	Estimated Quantity	UOM	Action
<input type="checkbox"/>	1	Subpart A						
<input type="checkbox"/>	1.1	2025 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					
<input type="checkbox"/>	1.2	2026 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					
<input type="checkbox"/>	1.3	2027 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					

Part 6: Review – Creating a Response

1. Once confirmed, select **Submit**.

Quote 244693 Draft

RFx PGW00620: NNG TEST 2025 Mowing

...
Messages
Validate
Save
Submit

Lines

View Instructions

Search by item, description, or category

From Line To Line

4 items

<input type="checkbox"/>	Line	Description	Category Name	Start Price (USD)	Response Price (USD)	Estimated Quantity	UOM	Action
<input type="checkbox"/>	1	Subpart A						
<input type="checkbox"/>	1.1	2025 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					
<input type="checkbox"/>	1.2	2026 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					
<input type="checkbox"/>	1.3	2027 Owatonna Lawn Mowing	Lawn and yard care maintenance inc					