



How to Use the Oracle Supplier Portal for Negotiations

EFFECTIVE	01/01/2019	REVIEW	Finance Department
REVISED		APPROVAL	N/A

1. Purpose

To provide direction on using the Oracle Supplier Portal to access and respond to RFPs in St. Croix County's Enterprise Resource Planning System (ERP).

2. Oversight

This procedure is established and maintained by the Finance Department.

3. Standard Operating Procedure

Once set up as a Supplier in Oracle a Supplier Contact User Account will be created and a welcome email sent to the provided business contact. Click on the link provided to establish a username and password.

From: efff-test.fa.sender@workflow.mail.us6.oraclecloud.com

Sent: Thursday, January 10, 2019 11:45 AM

To: ██████████@amerytel.net

Subject: Oracle Fusion Applications-Welcome E-Mail

Dear ██████████,

Congratulations! Your Oracle Fusion Applications account has been successfully created.

Please follow the link below to reset your password.

<https://efff-test.fa.us6.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=2b163a8912be45fa9ae5fcd7371e67e6>

For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications

From: gfff-test-fa.sender@workflow.mail.us6.oraclecloud.com
Sent: Thursday, January 10, 2019 11:46 AM
To: [REDACTED]@amerytel.net
Subject: FYI: Supplier Contact User Account for St Croix County Enterprise was Created

Supplier Contact User Account for St Croix County Enterprise was Created

Details

Assignee Pamela Estes
Assigned Date 1/10/19 11:45 AM
Expiration Date 2/9/19 11:45 AM
Task Number 325281

Supplier [REDACTED] Enterprises LLC
Supplier Number 13582

Recommended Actions

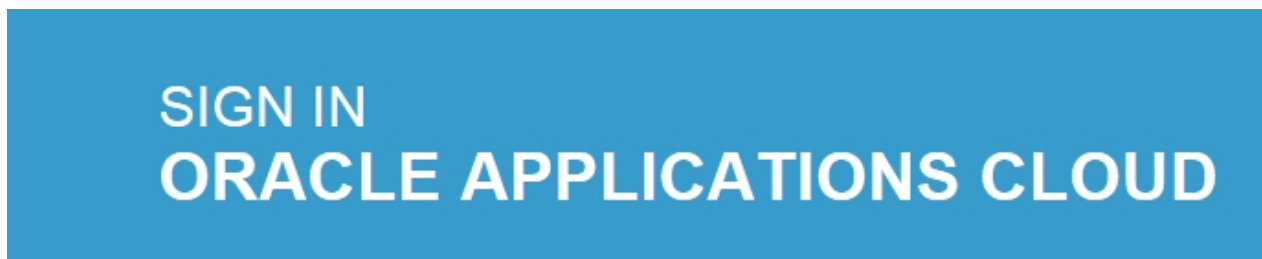
You were granted access to the supplier application for St Croix County Enterprise. The user name and password for your user account will be sent in a separate e-mail.
[Access the application.](#)

User Account Details

Assigned Roles

Role	Description
	Manages invoices and payments for the supplier

Click Sign In Button.



Error

Your password link has expired. Use forgot password.



The Username is the email address from welcome email. Click Forgot Password Link.

The sign-in form for Oracle Applications Cloud. It features a blue header with the Oracle cloud logo and the text "SIGN IN ORACLE APPLICATIONS CLOUD". Below the header, there are two input fields: "Username" (containing [REDACTED]@amerytel.net) and "Password". A yellow "Forgot Password" link is positioned below the password field. A blue "Sign In" button is located below the "Forgot Password" link. To the right of the "Sign In" button, there is a link that says "Or use your company's Sign In". At the bottom, there is a language selection dropdown menu currently set to "English".

Check your e-mail for password reset information.

SIGN IN ORACLE APPLICATIONS CLOUD

Check your e-mail for password reset information. Ensure that you check your spam folders too.

Sign In

Click on link provided to reset your password.

From: efff-test.fa.sender@workflow.mail.us6.oraclecloud.com <efff-test.fa.sender@workflow.mail.us6.oraclecloud.com>
Sent: Wednesday, January 23, 2019 3:22 PM
To: [\[REDACTED\]@amerytel.net](mailto:[REDACTED]@amerytel.net)
Subject: Oracle Fusion Applications-Password Reset Information

Dear [REDACTED]

You have requested to reset your password for Oracle Fusion Applications through Self Service Portal.

Please follow the link below to reset your password.

<https://efff-test.fa.us6.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=bb3a694c82514bb4bf7ffcc70acc0417>

If you did not request this information or have any question, contact your system administrator.

Thank You,
Oracle Fusion Applications

Enter and confirm password. Click Submit Button.

SIGN IN ORACLE APPLICATIONS CLOUD

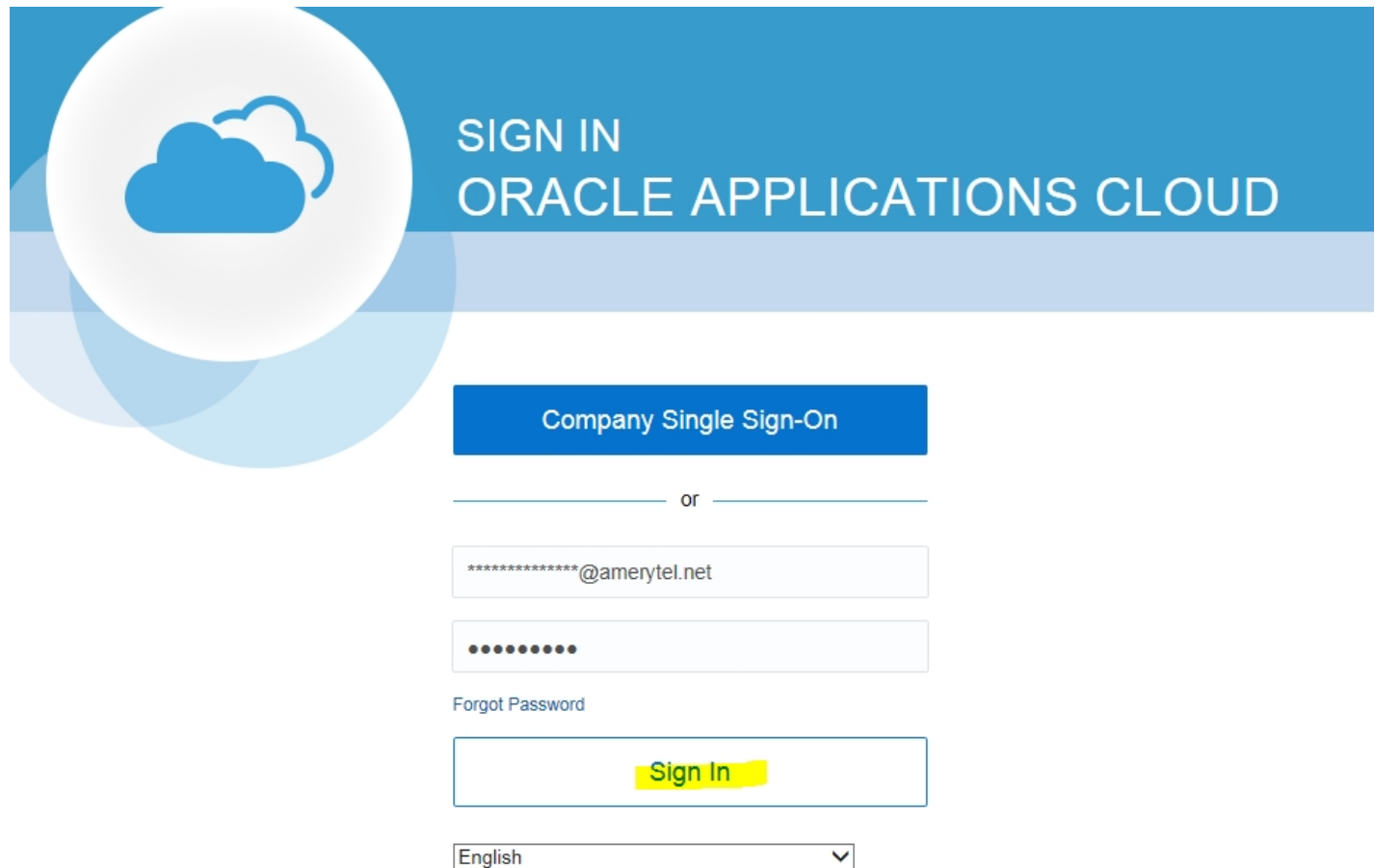
Reset Password

Password

Confirm Password

Submit

Enter Username (email) and Password. Click Sign In Button.



The image shows the Oracle Applications Cloud sign-in interface. On the left is a large circular logo with a blue cloud icon. To its right, the text "SIGN IN ORACLE APPLICATIONS CLOUD" is displayed in white on a blue background. Below this, there is a blue button labeled "Company Single Sign-On". Underneath the button is a horizontal line with "or" in the center. Below the line are two input fields: the first contains a masked email address "*****@amerytel.net" and the second contains masked characters ".....". Below the password field is a link that says "Forgot Password". Below that is a "Sign In" button, which is highlighted with a yellow background. At the bottom, there is a language selection dropdown menu currently set to "English".

Notification of password change will be sent.

From: efff-test.fa.sender@workflow.mail.us6.oraclecloud.com <efff-test.fa.sender@workflow.mail.us6.oraclecloud.com>
Sent: Thursday, January 10, 2019 5:55 PM
To: *****@amerytel.net
Subject: Oracle Fusion Applications-Password Reset Confirmation

Dear *********

The password for your Oracle Fusion Applications Account - *****@amerytel.net - was recently changed.

If you made this change, you do not need to do anything more.

If you did not make this change, contact your system administrator.

Thank You,
Oracle Fusion Applications

When invited to participate in a Negotiation (RFP) you can review the specifics by opening the attachment. If you would like to bid on the Negotiation, click Accept Invitation Link.

FW: Action Required: You Are Invited to Negotiation NG1007 (TEST Real Estate Brokerage Services)

NG1007_SUPPLIER.pdf
31 KB

From: efff-test.fa.sender@workflow.mail.us6.oraclecloud.com <efff-test.fa.sender@workflow.mail.us6.oraclecloud.com>
Sent: Friday, January 18, 2019 8:42 AM
To: amerytel.net
Subject: Action Required: You Are Invited to Negotiation NG1007 (TEST Real Estate Brokerage Services)

Actions: [Accept Invitation](#) | [Decline Invitation](#)

You Are Invited to Negotiation NG1007 (TEST Real Estate Brokerage Services)

Details

Assignee Pamela Estes

From Pamela Estes

Assigned Date 1/18/19 8:41 AM

Expiration Date 2/5/19 10:30 AM

Due Date 1/21/19 8:41 AM

Task Number 325608

Supplier Estes Enterprises LLC

Company St Croix County Enterprise

Negotiation Title TEST Real Estate Brokerage Services

Negotiation NG1007

Preview Date

Open Date 1/18/19 8:41 AM

Close Date 2/5/19 10:30 AM

Recommended Actions

Communicate your intent to participate in the negotiation. Include a message to the buyer in the provided field.

Download the negotiation details document attached to this notification.

Add a comment if desired. Click Send Button.

You Are Invited to Negotiation NG1007 (TEST Real Estate Brokerage Services) - Message (HTML)

File Message Insert Options Format Text Review Tell me what you want to do...

Cut Copy Paste Copy Paste Format Painter

Clipboard

Basic Text

Address Book Check Names Attach File Attach Item Signature Include

Follow Up High Importance Low Importance

Encrypt Message

Tags Barracuda Networks

To... efff-test.fa.incoming@workflow.mail.us6.oraclecloud.com

Cc...

Subject You Are Invited to Negotiation NG1007 (TEST Real Estate Brokerage Services)

Our company would love to give you a bid and will have it submitted by the deadline.

Thank you.

-----Please type your comments above this line-----

Note: You can also add attachments to the task by attaching them to this email.

-----Do not edit below this line-----

Accept [Invitation](#) : [[NID]] : BtrH19EhZOh/EEaEYNmtp4otiEutZPF7L3OZXVHDVjuCHGULI5/pOrP2gqIaX0NY-QB6rawHEvBZrZznHuGvuGcfShYghY6KMZHpMN1as6Yh-VoTo1Bw2L21ciai1J003Ftpm7wSvWaG6Zskr972H/0A0Q7t1mGKOa/PN-ZpeU%3D : [[NID]]

How to Use the Oracle Supplier Portal for Negotiations

Page 5 of 10

1/1/2019

Using the Related Links allows you to view and submit a bid for the Negotiation.

Invitation

Greetings,

You are receiving this notification from company St Croix County Enterprise because you are identified as a potential supplier for our organization. We are requesting proposals based on the requirements found in the attached file. Within this file you will also find detailed instructions including information such as submission procedures, time frames, and optional, and your response will be electronically processed through our procurement application.

Please indicate whether you want to participate by following the recommended actions.

If you do not want to receive future notifications, or would like us to redirect this message to another person in your organization, write to us at this email address: pamela.estes@sccwi.gov

Thank you.

Pamela Estes

Additional Invitation Details

Supplier ██████████ Enterprises LLC

Site Primary

Supplier Contact ██████████

Synopsis Sale of Hammond HWY facility

Related Links

- [View Negotiation: NG1007](#)
- [Acknowledge Participation: NG1007](#)
- [Create New Response](#)

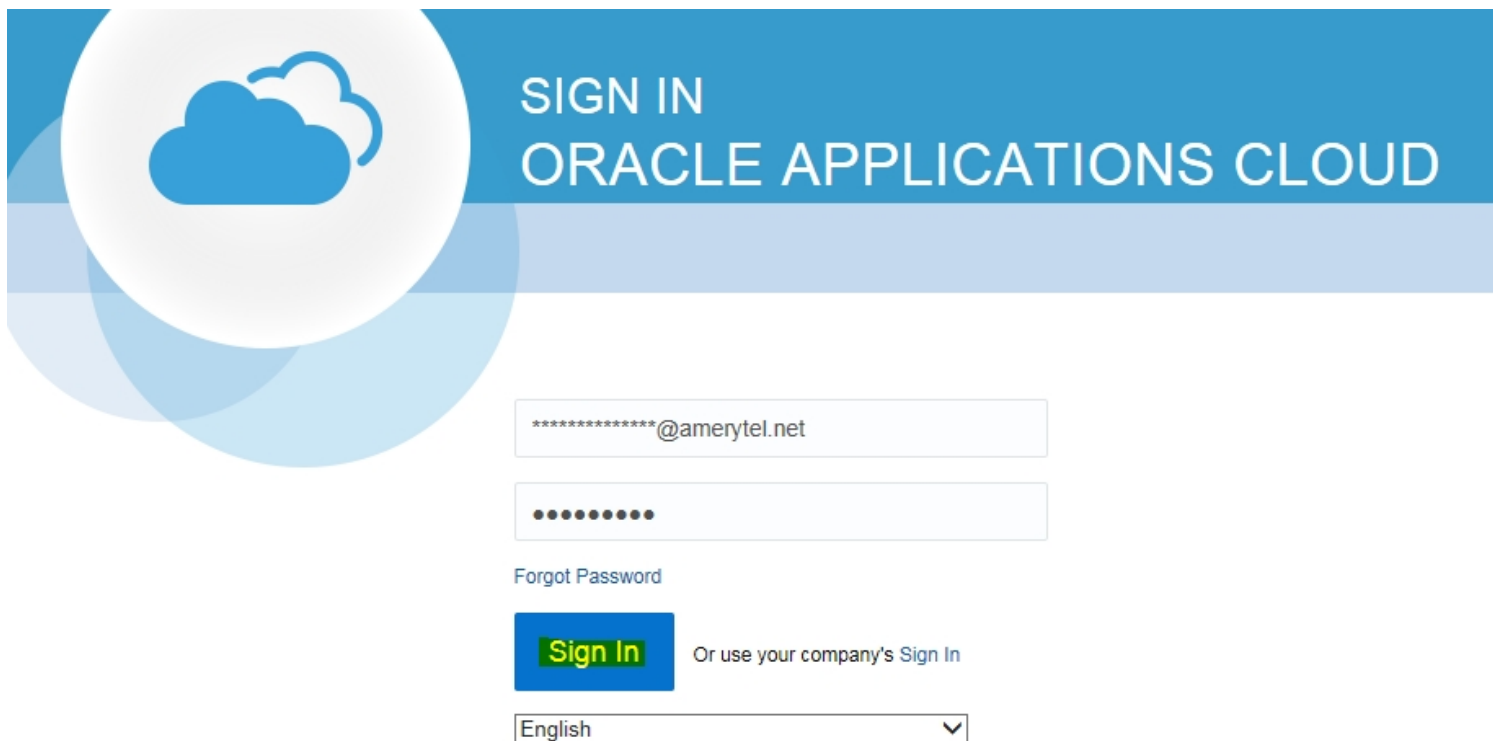
Comments

No data to display

Attachments

[NG1007_SUPPLIER.pdf](#)

***When clicking one of the links you will be taken to the Oracle log-in screen.
Enter your Username and Password. Click Sign In Button.***



The image shows the Oracle Applications Cloud sign-in interface. On the left, there is a large circular logo with a blue cloud icon. To the right of the logo, the text "SIGN IN ORACLE APPLICATIONS CLOUD" is displayed in white on a blue background. Below this, there are two input fields: the first for the username, which contains "*****@amerytel.net", and the second for the password, which contains ten dots. Below the password field is a link that says "Forgot Password". Underneath the "Forgot Password" link is a blue "Sign In" button. To the right of the button is the text "Or use your company's Sign In". At the bottom, there is a dropdown menu currently set to "English".

**To view the specifics of the Negotiation you can click on the Table of Contents Links.
When ready to respond, click Create Response Button in top, right corner of screen.**

RFQ: NG1007

Currency = US Dollar

Title TEST Real Estate Brokerage Services

Status Active

Time Remaining 6 Days 18 Hours

Open Date 1/18/19 8:41 AM

Close Date 2/8/19 8:30 AM

Time Zone Central Standard Time

Table of Contents

Cover Page

Overview

Requirements

Lines

Contract Terms

St. Croix County is requesting proposals for a licensed commercial real estate brokerage firm with qualified personnel who have exceptional experience in providing commercial real estate brokerage services.

St. Croix County reserves the right to terminate the selection process at any time and reject any or all offers. The County shall not be liable for any pre-contract costs incurred by interested firms participating in the selection process, nor any errors in delivery past due date in which proposals will not be considered.

Complete General Overview Page.
Response Valid Until: Enter date
Reference Number (optional): Enter number
Note to Buyer (optional):
Attachments (optional): Click + Icon to add
Click Next Button.

1 2 3 4

Overview... Requirements... Lines... Review

Create Response (Quote 3001): Overview

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 2/1/19 2:01 PM
Time Zone Central Standard Time

Close Date 2/8/19 8:30 AM

Title TEST Real Estate Brokerage Services

Time Remaining 6 Days 18 Hours

General

Supplier [REDACTED] Enterprises LLC

Supplier Site Primary

Negotiation Currency USD

Response Currency USD

Price Precision 2 Decimals Maximum

Response Valid Until m/d/yyyy h:mm a

Reference Number

Note to Buyer

Attachments None +

Contract Terms

Variables

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View Format Freeze Wrap View All variables

Name	Description	Value	Clauses
No data to display.			

Deliverables

Actions View Format Freeze Wrap

Deliverable Name	Due Date	Status
No data to display.		

Complete Requirements Page. Click the grey arrow next to the section on right side of screen to advance to the next set of requirements. To attach documents, click the + Icon. Then go to Actions and Add.
Click Next Button when finished with requirements.

1

2

3

4

Overvi... Requi... Lines Review

Create Response (Quote 3001): Requirements

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

Last Saved 2/1/19 2:08 PM
Time Zone Central Standard Time

Time Remaining 6 Days 18 Hours

Close Date 2/8/19 8:30 AM

Section 1. Company Profile

Section 1. Company Profile

1. Indicate your firm's goals and objectives in relation to this project and in relationship to the long-term objectives of the business.

Response Attachments None

Comments

2. Length of time in business and ownership history.

Response Attachments None

Comments

Section 1. Company Profile

Enter Response Price on Create Response Page. Promised Delivery Date is optional. Click Next Button.

1

2

3

4

Overvi... Requi... Lines Review

Create Response (Quote 3001): Lines

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

Last Saved 2/1/19 2:18 PM
Time Zone Central Standard Time

Currency = US Dollar

Time Remaining 6 Days 18 Hours

Close Date 2/8/19 8:30 AM

ActionsViewFormatFreezeDetachColumns Hidden 7Wrap

Line	Description	* Alternate Line Description	Create Alternate	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Real Estate Brokerage Services		+	95883						m/d/yy

Grand Totals

All response lines except alternate lines are included.

Response Amount 0.00

To review before submitting click on each of the Overview, Requirements, and Lines Tabs. When satisfied with response, click Save Button.

Review Response: Quote 3001

Currency = US Dollar

Title TEST Real Estate Brokerage Services

Time Remaining 6 Days 18 Hours

Close Date 2/8/19 8:30 AM

Last Saved 2/1/19 2:22 PM
Time Zone Central Standard Time

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Overview Requirements Lines

General

Supplier Estes Enterprises LLC

Supplier Site Primary

Negotiation Currency USD

Response Currency USD

Price Precision 2 Decimals Maximum

Response Valid Until 5/1/19 8:31 AM

Reference Number Q101

Note to Buyer

Attachments None

Contract Terms

Variables

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View Format Freeze Wrap View All variables

Name	Description	Value	Clauses
No data to display.			

Deliverables

View Format Freeze Wrap

Deliverable Name	Due Date	Status
No data to display.		

Click Actions > Validate to make sure everything is completed as needed.

Review Response: Quote 3001

Currency = US Dollar

Title TEST Real Estate Brokerage Services

Time Remaining 6 Days 18 Hours

Close Date 2/8/19 8:30 AM

Last Saved 2/1/19 2:25 PM
Time Zone Central Standard Time

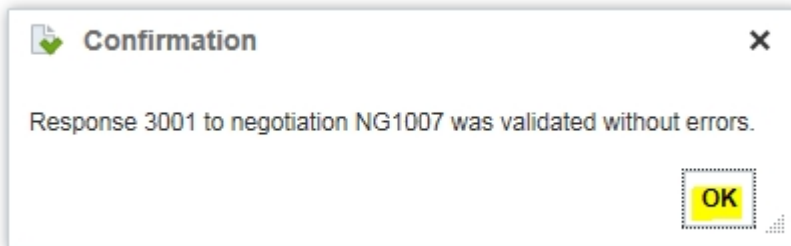
Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

View Negotiation

View Response PDF

Validate

Click Ok Button.



Note: If there are any errors or missing information, you will get an Error Box listing the issues to be fixed or completed.

Once validated, click the Submit Button.
Click Ok Button.



Once the Negotiation is awarded, notification will be sent to responders. A contract and/or Purchase Order will then be initiated.

From: Pamela Estes <eff-test.fa.sender@workflow.mail.us6.oraclecloud.com>
Sent: Friday, February 8, 2019 3:55 PM
To: [REDACTED]@amerytel.net
Subject: FYI: Award Decision for Your Response 3001 to Negotiation NG1007 (TEST Real Estate Brokerage Services)

Award Decision for Your Response 3001 to Negotiation NG1007 (TEST Real Estate Brokerage Services)

Details

Assignee [REDACTED]
From Pamela Estes
Assigned Date 2/8/19 3:54 PM
Expiration Date 3/10/19 4:54 PM
Task Number 326165

Supplier [REDACTED] LLC
Company St Croix County Enterprise
Negotiation Title TEST Real Estate Brokerage Services
Negotiation NG1007

Preview Date
Open Date 1/18/19 8:41 AM
Close Date 2/8/19 8:30 AM

Award Details

Supplier [REDACTED] LLC
Site Primary
Note to Supplier

Response 3001
Awarded Lines 1
Total Award Amount USD 10,000.00

Line	Item	Revision	Description	Award Quantity	UOM Name	Award Price (USD)	Award Amount (USD)
1			Real Estate Brokerage Services	1		10,000.00	10,000.00

Important Note: This award decision may not result in the generation of a purchasing document.

If you do not receive the award, the Total Award Amount will show \$0.00.

FYI: Award Decision for Your Response 2001 to Negotiation NG1007 (TEST Real Estate Brokerage Services)

PE Pamela Estes <eff-test.fa.sender@workflow.mail.us6.oraclecloud.com>
Fri 2/8/2019 3:54 PM
You

Award Decision for Your Response 2001 to Negotiation NG1007 (TEST Real Estate Brokerage Services)

Time Zone Central Standard Time

Details

Assignee [REDACTED]
From Pamela Estes
Assigned Date 2/8/19 3:54 PM
Expiration Date 3/10/19 4:54 PM
Task Number 326163

Supplier [REDACTED] LLC
Company St Croix County Enterprise
Negotiation Title TEST Real Estate Brokerage Services
Negotiation NG1007

Preview Date
Open Date 1/18/19 8:41 AM
Close Date 2/8/19 8:30 AM

Award Details

Supplier [REDACTED] LLC
Site Primary
Note to Supplier

Response 2001
Awarded Lines 0
Total Award Amount USD 0.00

Related Links

- View Response: 2001
- View Negotiation: NG1007