



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: [\[REDACTED\]@amerytel.net](mailto:[REDACTED]@amerytel.net)

Subject: Oracle Fusion Applications-Welcome E-Mail

Dear [REDACTED]

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=2b163a8912be45fa9ae5fc7371e67e6>

For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications

From: eff-test.fa.sender@workflow.mail.us6.oraclecloud.com
Sent: Thursday, January 10, 2019 11:46 AM
To: ████████@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: ██████████ 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

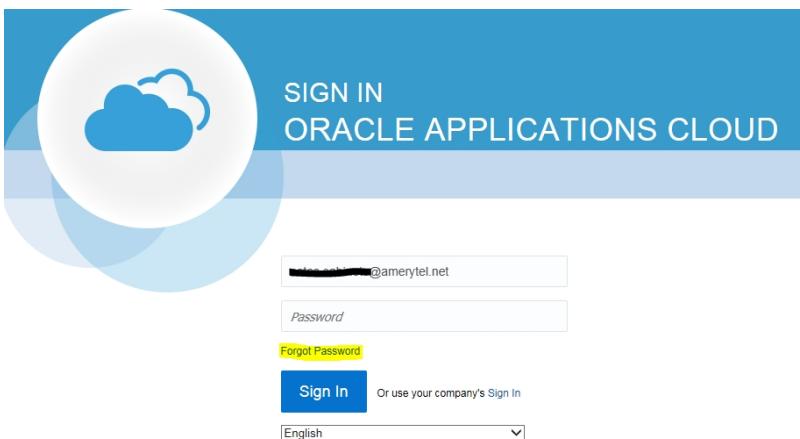
Assigned Roles

Role	Description
	Manages invoices and payments for the supplier

Click Sign In Button.



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



Check your e-mail for password reset information.



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>

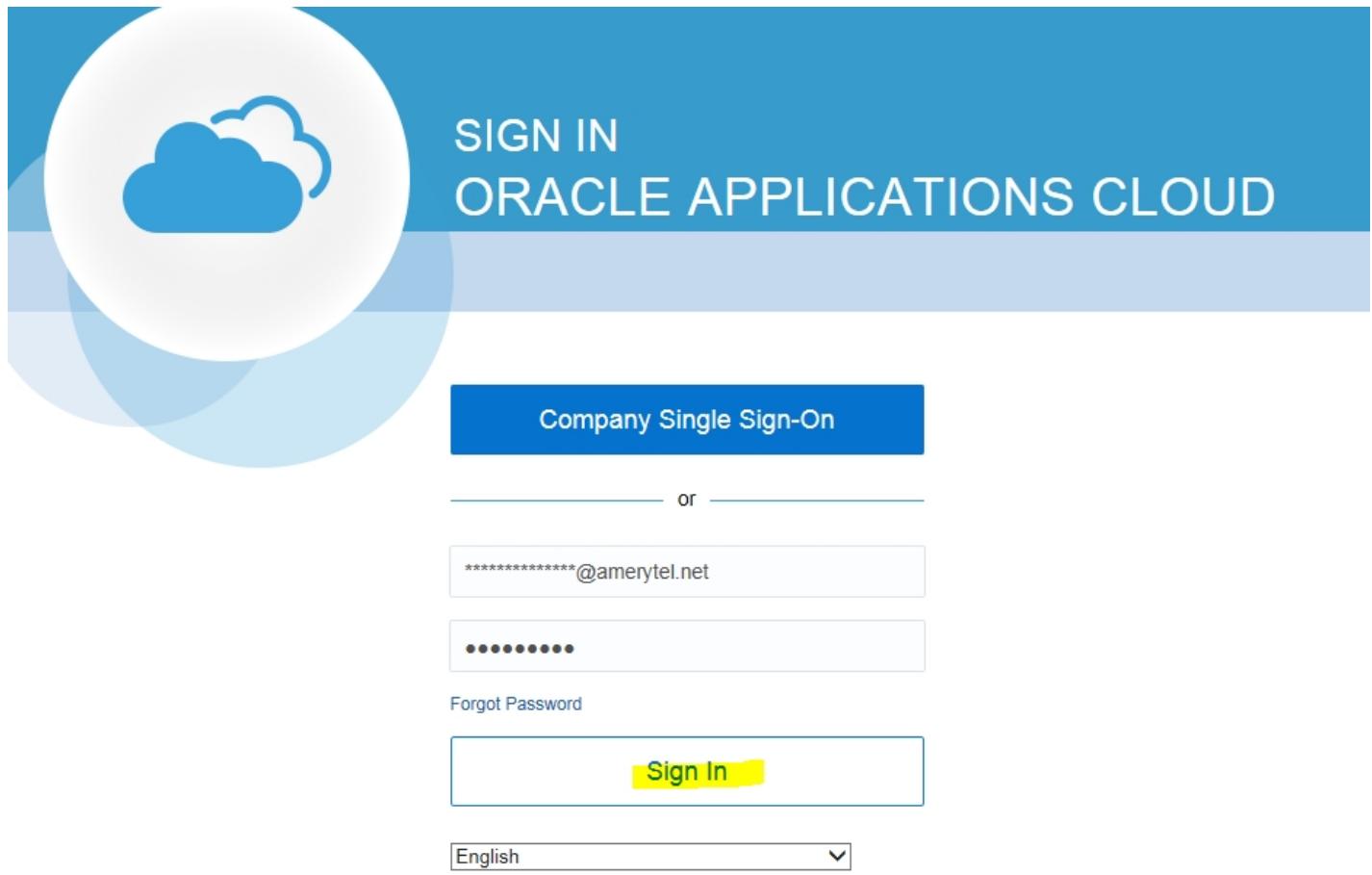
If you did not request this information or have any question, contact your system administrator.

Thank You,
Oracle Fusion Applications

Enter and confirm password. Click Submit Button.



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



The image shows the Oracle Applications Cloud Sign In page. It features a large blue header with the text "SIGN IN ORACLE APPLICATIONS CLOUD" and a blue cloud icon on the left. Below the header is a blue button labeled "Company Single Sign-On". A horizontal line with the word "or" in the center separates this from two input fields: one for the email address (containing a placeholder like "*****@amerytel.net") and one for the password (containing a placeholder like "*****"). Below these fields are links for "Forgot Password" and "Sign In". At the bottom is a language selection dropdown 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 [REDACTED]

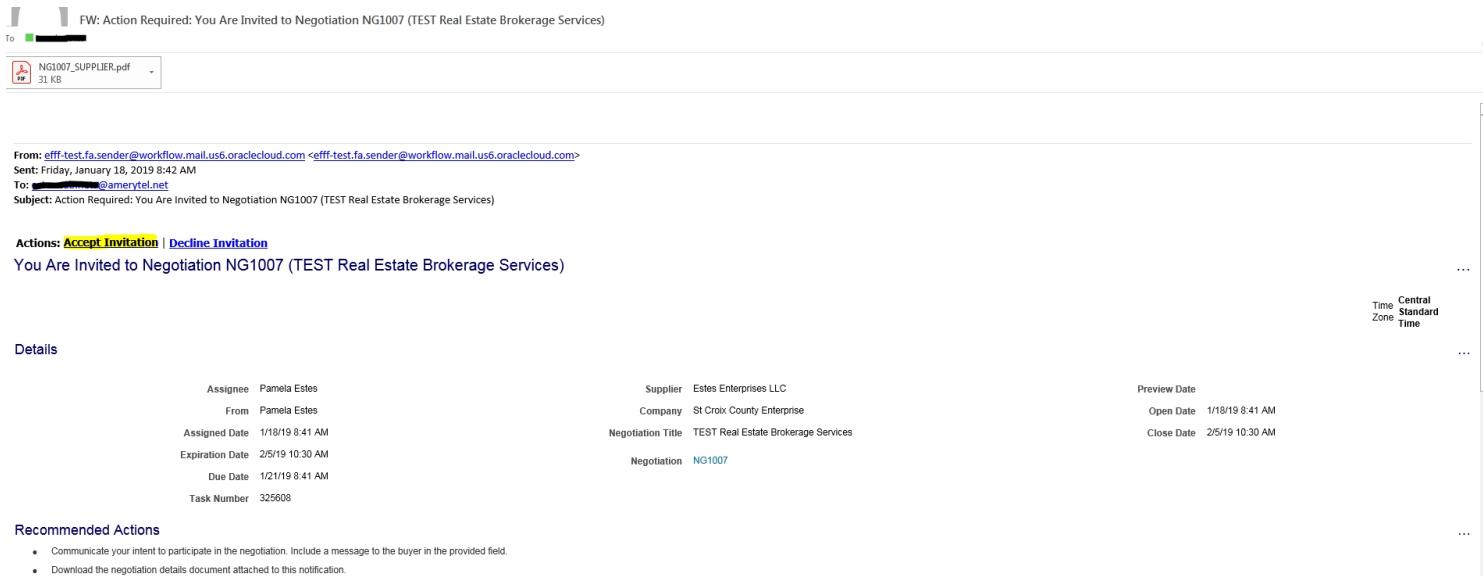
The password for your Oracle Fusion Applications Account - *****@amerytel.net - was recently changed.

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)

To: [REDACTED]

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: [\[REDACTED\]@amertytel.net](mailto:[REDACTED]@amertytel.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)

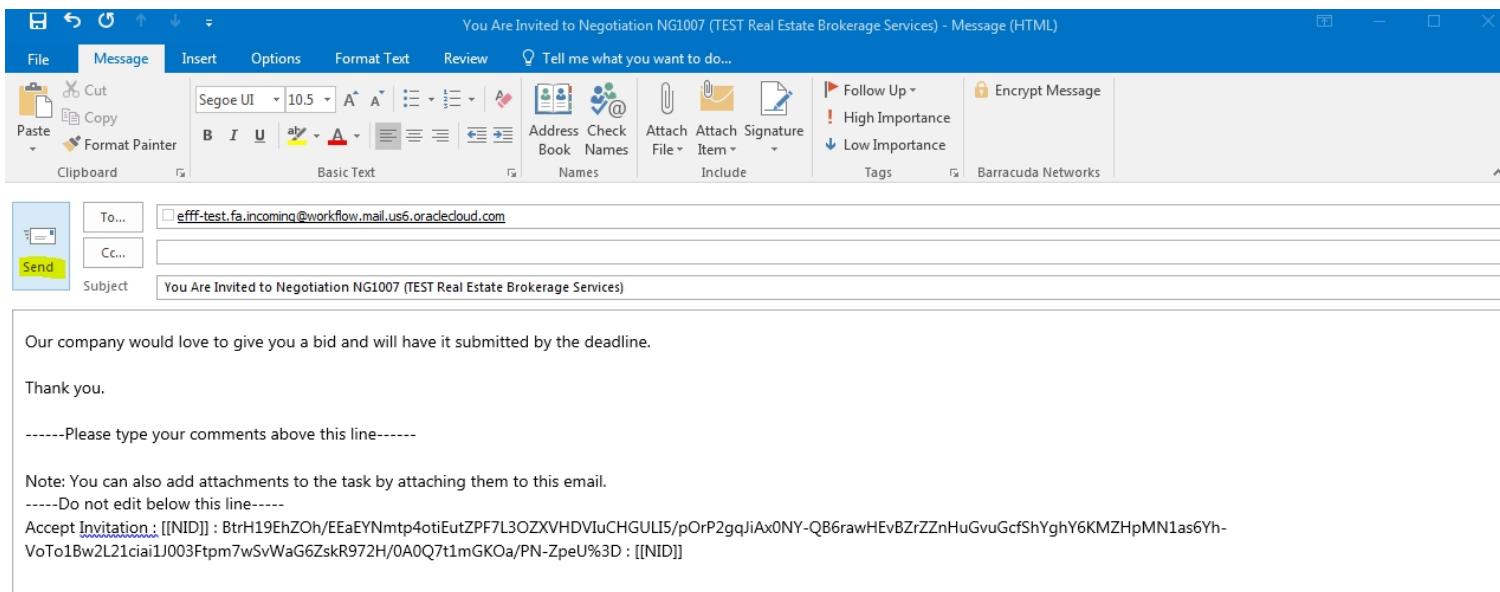
Details

Assignee	Pamela Estes	Supplier	Estes Enterprises LLC	Preview Date
From	Pamela Estes	Company	St Croix County Enterprise	Open Date 1/18/19 8:41 AM
Assigned Date	1/18/19 8:41 AM	Negotiation Title	TEST Real Estate Brokerage Services	Close Date 2/5/19 10:30 AM
Expiration Date	2/5/19 10:30 AM	Negotiation	NG1007	
Due Date	1/21/19 8:41 AM			
Task Number	325608			

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)

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

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/EEaEYNmp4otiEutZPF7L3OZXVHDViCHGULi5/pOrP2gqJiAx0NY-QB6rawHEvBZrZZnHuGvuGcfShYghY6KMZHpmN1as6Yh-VoTo1Bw2L21ciai1J003Ftpm7wSvWaG6ZskR972H/0A0Q7t1mGKOa/PN-ZpeU%3D : [[NID]]

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: pamel.estes@sccwi.gov

Thank you.

Pamela Estes

Additional Invitation Details

Supplier ■■■ Enterprises LLC

Site Primary

Site Primary

Synopsis Sale of Hammond HWY facility

Related Links

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

Comments

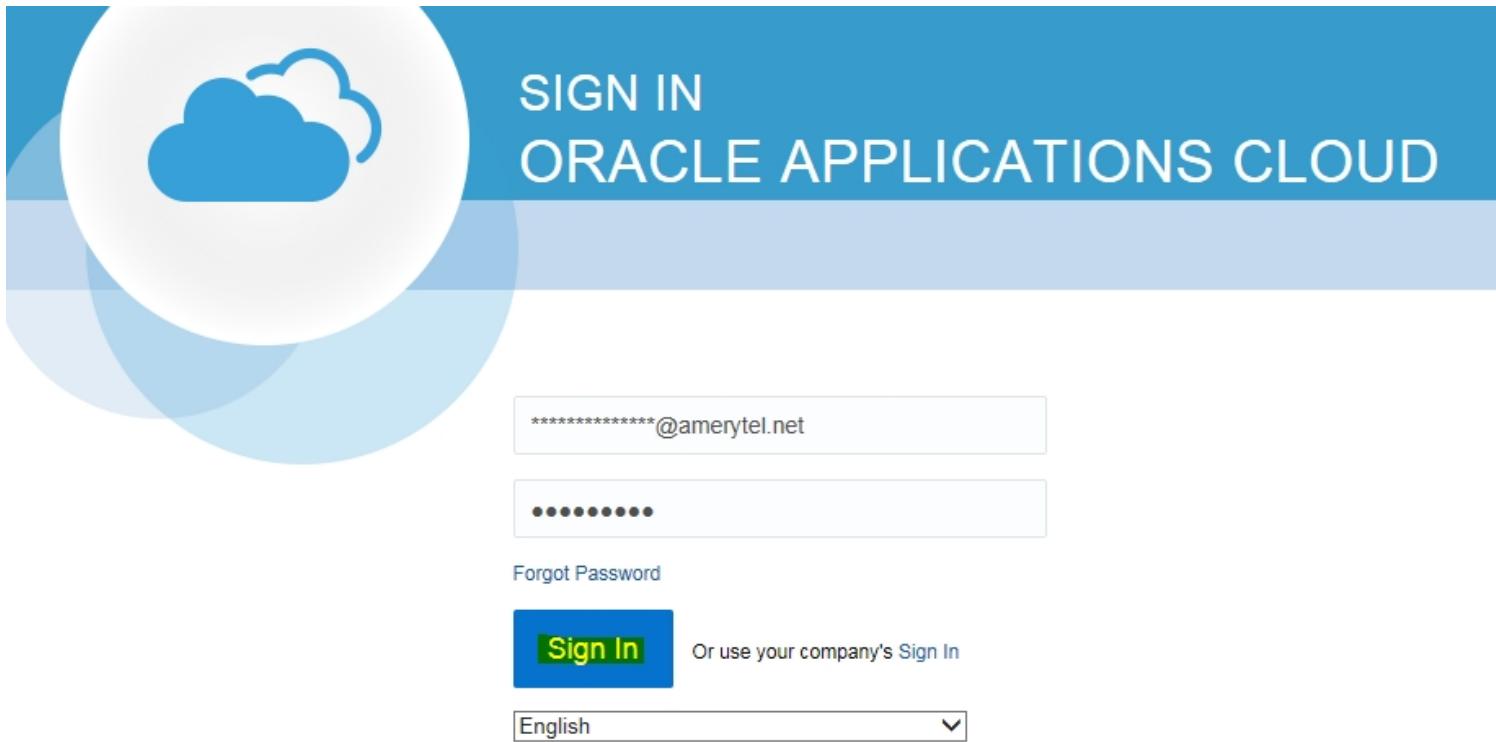
No data to display

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.



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

Messages Create Response Actions Done
Time Zone Central Standard Time
Open Date: 1/18/19 8:41 AM
Close Date: 2/8/19 8:30 AM

Table of Contents
Cover Page
Overview
Requirements
Lines
Contract Terms

Cover Page

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

Title: TEST Real Estate Brokerage Services

Time Remaining: 6 Days 18 Hours

Close Date: 2/8/19 8:30 AM

General

Supplier: [REDACTED] Enterprises LLC

Supplier Site: Primary

Reference Number: [REDACTED]

Note to Buyer: [REDACTED]

Negotiation Currency: USD

Attachments: None +

Response Currency: USD

Price Precision: 2 Decimals Maximum

Response Valid Until: mm/yy h:mm a [REDACTED]

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

Overall Requirements Lines Review

Create Response (Quote 3001): Requirements

Time Remaining 6 Days 18 Hours

Close Date 2/8/19 8:30 AM

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

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

Overall Requirements Lines Review

Create Response (Quote 3001): Lines

Currency = US Dollar

Time Remaining 6 Days 18 Hours

Close Date 2/8/19 8:30 AM

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

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						mid/yy
Columns Hidden 7										

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

1 2 3 4
Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Overview Requirements Lines

General

Supplier	Estes Enterprises LLC	Reference Number	Q101
Supplier Site	Primary	Note to Buyer	
Negotiation Currency	USD	Attachments	
Response Currency	USD	None	
Price Precision	2 Decimals Maximum		
Response Valid Until	5/1/19 8:31 AM		

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

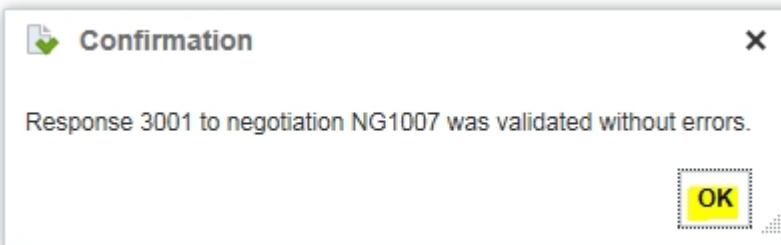
Last Saved 2/1/19 2:25 PM
Time Zone Central Standard Time

1 2 3 4
Overview Requirements Lines Review

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 <efff-test.fa.sender@workflow.mail.us6.oraclecloud.com>
Sent: Friday, February 8, 2019 3:55 PM
To: [REDACTED]@merytel.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)

Time Zone: Central Standard Time

Details

Assignee: [REDACTED]	Supplier: [REDACTED] LLC	Preview Date:
From: Pamela Estes	Company: St Croix County Enterprise	Open Date: 1/18/19 8:41 AM
Assigned Date: 2/8/19 3:54 PM	Negotiation Title: TEST Real Estate Brokerage Services	Close Date: 2/8/19 8:30 AM
Expiration Date: 3/10/19 4:54 PM	Negotiation: NG1007	
Task Number: 326165		

Award Details

Supplier: [REDACTED] LLC	Response: 3001
Site: Primary	Awarded Lines: 1
Note to Supplier	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 <efff-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]	Supplier: [REDACTED] LLC	Preview Date:
From: Pamela Estes	Company: St Croix County Enterprise	Open Date: 1/18/19 8:41 AM
Assigned Date: 2/8/19 3:54 PM	Negotiation Title: TEST Real Estate Brokerage Services	Close Date: 2/8/19 8:30 AM
Expiration Date: 3/10/19 4:54 PM	Negotiation: NG1007	
Task Number: 326163		

Award Details

Supplier: [REDACTED] LLC	Response: 2001
Site: Primary	Awarded Lines: 0
Note to Supplier	Total Award Amount: USD 0.00

Related Links

- View Response: 2001
- View Negotiation: NG1007