



SIJ Tender Management

Oracle Sourcing USER GUIDE for Supplier users

This manual was only created for users of the Electronic Sourcing System (SIJ). The user has no right to copy or otherwise distribute this manual. The user who will register and start using our electronic procurement system agrees to our "personal data protection (GDPR)" policy, which is published on our official website.

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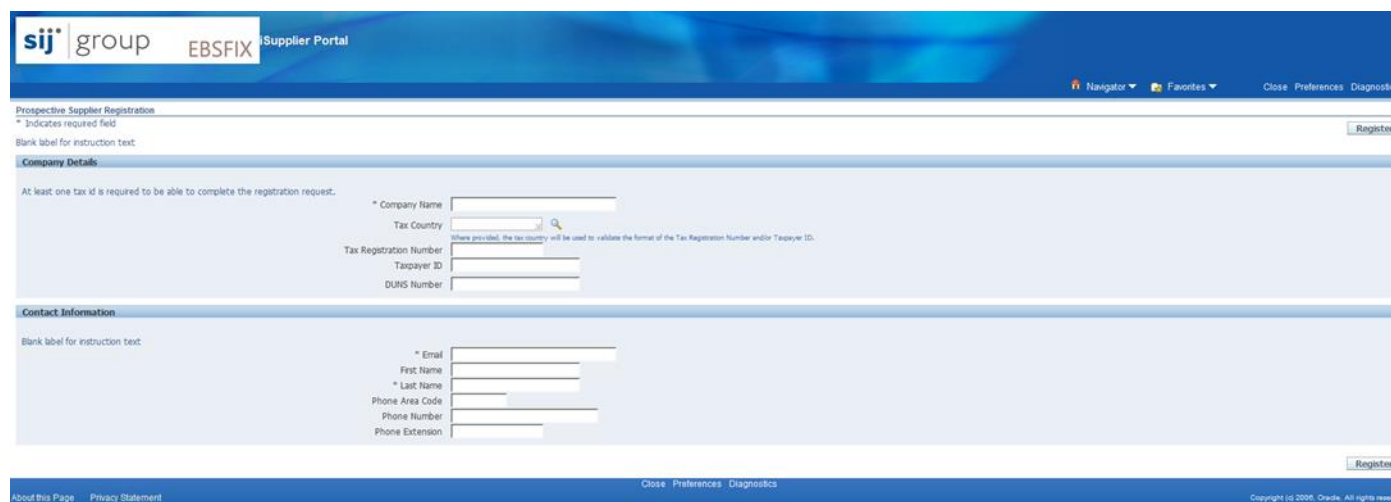
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REGISTRATION IN SIJ ELECTRONIC SOURCING SYSTEM

To use the portal, a registry of suppliers to our system is required.

You can access SIJ Sourcing applications through the link

https://xebs.acroni.si/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?oid=0EED8A04B857259C



Prospective Supplier Registration
* Indicates required field

Blank label for instruction text

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name

Tax Country

Tax Registration Number

Taxpayer ID

DUNS Number

Contact Information

Blank label for instruction text

* Email

First Name

* Last Name

Phone Area Code

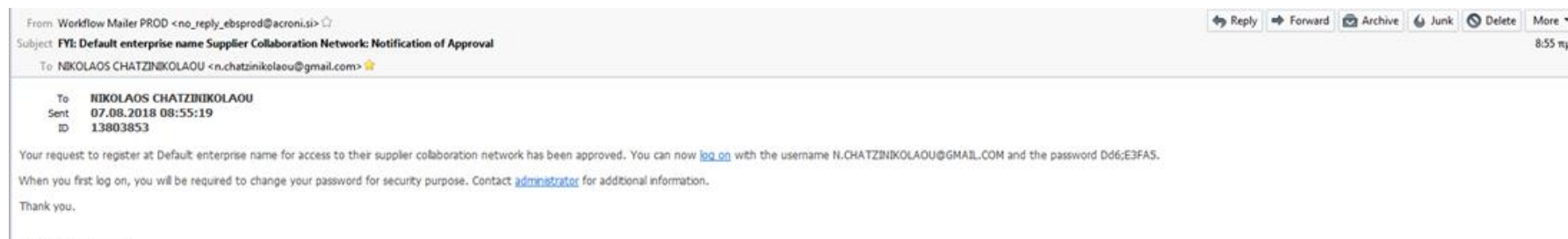
Phone Number

Phone Extension

Register

Once you have completed the form and pressed "Registration", the registration request will automatically go to the appropriate section for approval. It will take some time to review and approve.

When registration is completed you receive the following notification (check spam):



From: Workflow Mailer PROD <no_reply_ebsprod@acroni.si>

Subject: **FYI: Default enterprise name Supplier Collaboration Network: Notification of Approval**

To: NIKOLAOS CHATZINIKOLAOU <n.chatzinikolaou@gmail.com>

To: NIKOLAOS CHATZINIKOLAOU
Sent: 07.08.2018 08:55:19
ID: 13803853

Your request to register at Default enterprise name for access to their supplier collaboration network has been approved. You can now [log on](#) with the username N.CHATZINIKOLAOU@GMAIL.COM and the password Dd6;E3FAS.

When you first log on, you will be required to change your password for security purpose. Contact [administrator](#) for additional information.

Thank you.

LOGGING ON TO ORACLE SOURCING

Access the SIJ Sourcing application in <http://xebs.acroni.si>

The login screen displays:

Tip: Save this URL in your Browser Favorites for easier access going forward.

1. Enter your **User Name** and **Password**. Then click the **Login** button or press “Enter” on your keyboard.

The **Oracle Applications Home Page** displays.

From	Type	Subject	Sent	Due	Priority
Antunović, Damir	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFO 80 (test for company name)	19.09.2019	31.12.2019	Normal
Antunović, Damir	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFO 78 (Test for email notifications)	15.09.2019	31.12.2019	Normal
Antunović, Damir	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFO 79 (Test for email notifications)	15.09.2019	31.12.2019	Normal
ČAS, JELKA	PO Approval	SIJ METAL RAVNE d.o.o - Standardna naročilnica 15020,2 requires your acceptance	05.07.2019		Normal

✓ [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
 ✓ [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

2. Click **Sourcing Supplier**; then **Sourcing**; then **Sourcing Home Page**. The **Negotiations** page displays.

REVIEWING CURRENT NEGOTIATIONS

From the **Negotiations** page, you can review any current negotiation—the header information, the lines, the controls, and contract terms.

Negotiations

Search Open Negotiations Title

Welcome, NIKOLAOS Chatzinkolaou.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1	Active	NICOSIA-	48	Test 000	RFQ	76 days 12 hours		0
10	Active		65	Test 001	RFQ	77 days 12 hours		0

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
	80	test for company name	RFQ	76 days 12 hours
NICOSIA-	79	Test for email notifications	RFQ	76 days 12 hours
NICOSIA-	78	Test for email notifications	RFQ	76 days 12 hours

Quick Links

Manage	View Responses
<ul style="list-style-type: none"> • Drafts • Personal Information 	<ul style="list-style-type: none"> • Active • Disqualified • Awarded • Rejected

In the **Your Company's Open Invitations**, you can see all the open invitations for your company. Also, you can press the “Full List Button” to see the complete list

- Click on the **Negotiation Number** link of the negotiation that you need to review.

The selected negotiation displays, showing the **Header** tab for the initial view.

Sourcing – Implementation Guide

Negotiations
Negotiations >
RFQ: 142

Actions | Acknowledge Participation | Go

Title **TEST**
Status **Active (Locked)**
Time Left **26 days 9 hours**

Open Date **15.10.2019 14:32:02**
Close Date **11.11.2019 00:00:00**

Header | Lines | Controls

Buyer **Antunović, Mr. Damir**
 Two-Stage RFQ
Quote Style **Sealed**
Description **TEST 14-10-2019 - ZALOGA MATERIALA**

Outcome **Standard Purchase Order**
Event

Terms

Bill-To Address [Metal Ravne](#)
Ship-To Address [MRX](#)
FOB **CPT**

Payment Terms **120 DAYS AFTER RECEIVING INVOICE**
Carrier
Freight Terms

Currency

RFQ Currency **EUR**

Price Precision **Any**

Requirements

[Show All Details](#) | [Hide All Details](#)

Details Section

Show Commercial Terms Scoring
 Show Acceptance of Terms and Conditions, as presented in the attached document of the tender

RFQ Stage
Technical
Technical

Additional Header Attributes (Buyer & Supplier)

Incoterm location
Contact for technical questions

Notes and Attachments

Note to Suppliers **V PRIPONKI PRILAGAM NAČRT MOTORJA**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
načrt-1212.docx	File		To Supplier	NIKOS.CHATZINIKOLAOU@ORACLE.COM	15.10.2019	One-Time		
TERMS AND CONDITIONS	File	TERMS AND CONDITIONS - PROSIM POTREDITE	To Supplier	NIKOS.CHATZINIKOLAOU@ORACLE.COM	15.10.2019	One-Time		
TERMS AND CONDITIONS	File	TERMS AND CONDITIONS - PROSIM POTREDITE	To Supplier	NIKOS.CHATZINIKOLAOU@ORACLE.COM	15.10.2019	One-Time		
TERMS AND CONDITIONS	File	TERMS AND CONDITIONS - PROSIM POTREDITE	To Supplier	NIKOS.CHATZINIKOLAOU@ORACLE.COM	15.10.2019	One-Time		

[Return to Negotiations](#)

Actions | Acknowledge Participation | Go

- Scroll down to see the **Requirements** section.

Requirements

[Show All Details](#) | [Hide All Details](#)

Details Section

Show Commercial Terms Scoring
 Show Acceptance of Terms and Conditions, as presented in the attached document of the tender

RFQ Stage
Technical
Technical

- Click on “Show All Details” to see the complete sub-sets of Requirements sections.

Sourcing – Implementation Guide

Requirements		
Show All Details Hide All Details		
Details Section		RFQ Stage
<input type="checkbox"/> Hide Commercial Terms Scoring		Technical
Requirement	Target	View
Payment Terms		☰
Delivery terms		☰
<input type="checkbox"/> Hide Acceptance of Terms and Conditions, as presented in the attached document of the tender		
Requirement	Target	View
Accept	YES	☰

- Scroll down on the same screen to see the **Notes and Attachments** section

LINE	TYPE	DESCRIPTION	UNIT	CONTACT	DATE	STATUS	ACTION	ATTACHMENT
TERMS AND CONDITIONS	LINE	TERMS AND CONDITIONS - PROSIN PROFILE	10 2ubqjse	NIKOS.CHYTSIMIKOYAN@ORACLE.COM	12/10/2018	OUT-1810		
TERMS AND CONDITIONS	LINE	TERMS AND CONDITIONS - PROSIN PROFILE	10 2ubqjse	NIKOS.CHYTSIMIKOYAN@ORACLE.COM	12/10/2018	OUT-1810		
TERMS AND CONDITIONS	LINE	TERMS AND CONDITIONS - PROSIN PROFILE	10 2ubqjse	NIKOS.CHYTSIMIKOYAN@ORACLE.COM	12/10/2018	OUT-1810		
ORACLE TERMS AND CONDITIONS	LINE	ORACLE TERMS AND CONDITIONS	10 2ubqjse	NIKOS.CHYTSIMIKOYAN@ORACLE.COM	12/10/2018	OUT-1810		

Hide 10 2ubqjse A PPTPQNKI PRTGASAM NACBT MTOGZM

Notes and Attachments

- Scroll up to the top of the **Header** page.
- Click the **Lines** tab to view the line level (service and material) details of the sourcing requirement.

The **Lines** screen showing the Line level details of the RFQ will display:



Sourcing – Implementation Guide

Negotiations

Negotiations > RFQ: 142

Title **TEST**
 Status **Active (Locked)**
 Time Left **26 days 2 hours**

Open Date **15.10.2019 14:32:02**
 Close Date **11.11.2019 00:00:00**

Actions Acknowledge Participation

Header Lines Controls

Display Rank As **1,2,3...**
 Ranking **Price Only**

Cost Factors **Supplier**
 Suppliers see their quote price transformed
 Price Tiers **None**

Lines

Line	Item, Rev	Category	Unit	Quantity	Need-By From	Need-By To	Best Price (EUR)	Active Responses	Time Left
1	VERIGA KALIBRIRANA DIN...	100076843	05.01.001.001	Kilogram	100	30.11.2019 09:36:08	30.11.2019 09:36:08	Sealed	26 days 2 hours
2	COPIC PLOŠČ ZA LAKIRANJ...	100037287	05.03.002.001	Ea	36	30.11.2019 09:36:08	30.11.2019 09:36:08	Sealed	26 days 2 hours
3	KLADIVO KROVSKO	100228503	05.02.002.001	Ea	5	30.11.2019 09:36:08	30.11.2019 09:36:08	Sealed	26 days 2 hours
4	4VZVOD UNIOR ART.-60881...	100315247	05.03.002.001	Ea	5	30.11.2019 09:36:08	30.11.2019 09:36:08	Sealed	26 days 2 hours
5	5STIKLO ZAŠČITNO ZA GLED...	100321085	05.06.001.001	Ea	50	30.11.2019 09:36:08	30.11.2019 09:36:08	Sealed	26 days 2 hours
6	6SVEDER SDS DOLGI 6-20	100361141	02.03.999.999	Ea	2	30.11.2019 09:36:08	30.11.2019 09:36:08	Sealed	26 days 2 hours
7	7ZIDARSKA ŽLIČKA HELA KOV...	100365090	05.03.002.001	Ea	30	30.11.2019 09:36:08	30.11.2019 09:36:08	Sealed	26 days 2 hours

Return to Negotiations

Actions Acknowledge Participation

- Click on each of the **Line Items**, to view details about each item and see notes and attachments that are set on the line level.

Negotiations

Negotiations > RFQ: 142 >

Line: 1 (RFQ 142)

Item **100076843**
 Rev
 Description **VERIGA KALIBRIRANA DIN 766 D7 X 22MM, TIP A,**
 Category **05.01.001.001**

Unit of Measure **Kilogram**
 Quantity **100**
 Ship-To Address **MRX**

Currency **EUR**
 Price Precision **Any**
 Start Price
 Target Price
 Need-By From **30.11.2019 09:36:08**
 Need-By To **30.11.2019 09:36:08**

Cost Factors

Cost Factor	Description	Pricing Basis
Line Price	Line Price	Per-Unit (Kilogram)
AP Freight Cost	AP Freight Cost from Orade Transportation	Per-Unit (kilogram)
AP Miscellaneous Cost	AP Miscellaneous Cost	Fixed Amount
Normalisation (INTERNAL)	Normalisation (INTERNAL)	Fixed Amount
Normalisation (INTERNAL) 2	Normalisation (INTERNAL) 2	Fixed Amount
Payment_terms_penalty	Payment_terms_penalty	Fixed Amount

Notes and Attachments

Note to Suppliers

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Return to RFQ: 142

- Click the **Controls** tab to see the controls (set by SIJ) for the RFQ.

Sourcing – Implementation Guide

Negotiations

[Negotiations >](#)
RFQ: 142

Actions: Acknowledge Participation Go

Title: TEST Status: Active (Locked) Time Left: 26 days 2 hours	Open Date: 15.10.2019 14:32:02 Close Date: 11.11.2019 00:00:00
---	---

Header
Lines
Controls

Schedule

Preview Date: 15.10.2019 14:32:02 Close Date: 11.11.2019 00:00:00	Open Date: 15.10.2019 14:32:02 Award Date:
--	--

Response Rules

- Negotiation is restricted to invited suppliers
- Suppliers are allowed to view other suppliers' notes and attachments
- Suppliers are allowed to respond to selected lines
- Suppliers are required to respond with full quantity on each line
- Suppliers are allowed to provide multiple responses
- Buyer may close the negotiation before the Close Date
- Buyer may manually extend the negotiation while it is open

[Return to Negotiations](#)

Actions: Acknowledge Participation Go

The Schedule dates are as follows:

- **Preview Date**—this date will usually be the same as the **Open Date**, unless the buyer wants to specify some preview time (time when you can view the event but not create a response) before the event actually opens, such as for an auction.
- **Open Date**—this date determines when you can start making entries and submitting a bid.
- **Close Date**—this date specifies the final date for you to submit a bid. The Close Date may change if the buyer has determined a need to do so.
- **Award Date**—this date is not used.

The Response Rules are explained as follows:

Rule	When checked:
Negotiation is restricted to invited suppliers	Only suppliers (and their contacts) who have been invited, can view and participate in the negotiation.
Suppliers are allowed to respond to selected lines	Suppliers can choose the lines they want to respond to. (When unchecked, all lines require a response and you would not be able to submit your bid if any line is missing a response.)













Suppliers are required to respond with full quantity on each line	Suppliers need to insure that they can provide that quantity and quote based on that quantity. Note: The quantity is not a commitment from SIJ. (When unchecked, suppliers can specify and quote on a different quantity.)
Suppliers are allowed to provide multiple responses	Suppliers are allowed to edit their responses up until the Close Date.
Buyer may close the negotiation before the Close Date	SIJ reserves the right to close the event early. In that case, suppliers will receive a notification.
Buyer may manually extend the negotiation while it is open	SIJ reserves the right to extend the event beyond the Close Date. In that case, suppliers will receive a notification.

DOWNLOADING QUOTE ATTACHMENTS

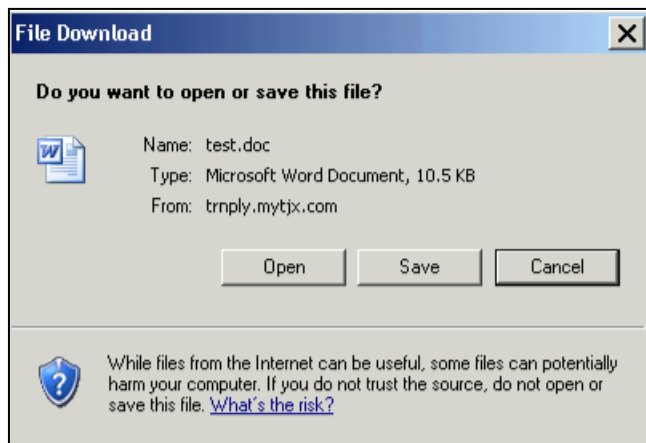
To download an attachment, follow these steps:

- Click the **Header** tab to return to the Header page.
- Scroll down to **Notes and Attachments** section.

LEBAE WMO CONDITIONS	№№	LEBAE WMO CONDITIONS - BROZIM BOLDIE	to zibbyek	ИВКОЗ'СНУЛТИВКОГ'УОН@ВЯСГЕ'СОМ	12:10:5010	СМВ-ТВВВ		
LEBAE WMO CONDITIONS	№№	LEBAE WMO CONDITIONS - BROZIM BOLDIE	to zibbyek	ИВКОЗ'СНУЛТИВКОГ'УОН@ВЯСГЕ'СОМ	12:10:5010	СМВ-ТВВВ		
LEBAE WMO CONDITIONS	№№	LEBAE WMO CONDITIONS - BROZIM BOLDIE	to zibbyek	ИВКОЗ'СНУЛТИВКОГ'УОН@ВЯСГЕ'СОМ	12:10:5010	СМВ-ТВВВ		
ВВЕЛ ТСТЛ'ФВК	№№	ВВЕЛ ТСТЛ'ФВК	to zibbyek	ИВКОЗ'СНУЛТИВКОГ'УОН@ВЯСГЕ'СОМ	12:10:5010	СМВ-ТВВВ		
ДВВВ	ДВВВ	ВВЕЛ ТСТЛ'ФВК	to zibbyek	ИВКОЗ'СНУЛТИВКОГ'УОН@ВЯСГЕ'СОМ	12:10:5010	СМВ-ТВВВ		

- Click on the first attachment.

A **File Download** dialog box displays:



1. Click the **Save** button.
2. In the **Save As** dialog box, select the location on your system to save the files of this RFQ. Then, click **Save**.
3. Repeat steps 3 through 5 for each of the documents in this section.

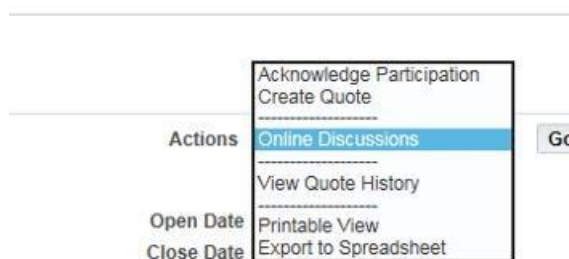
USING ORACLE'S ONLINE DISCUSSION FEATURE

SIJ recommends using the “Online Discussions” for all eNegotiation related communications.

CREATING A MESSAGE

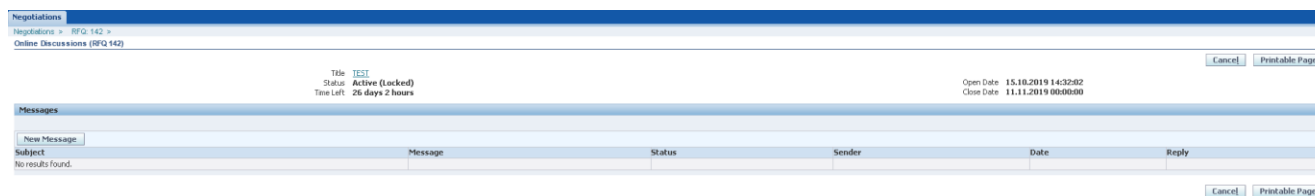
If you have a query regarding the RFQ, follow these steps:

1. Scroll-up to the top of the **Negotiations** page.
2. Click the down-arrow on the **Actions** menu, and select “Online Discussions” as shown below:



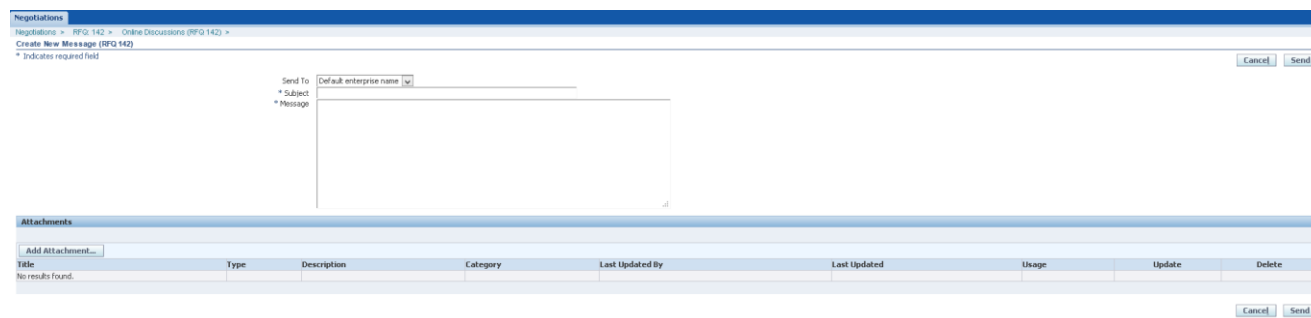
3. Click **Go**.

The **Online Discussions** page displays:



4. Click the **New Message** button.

The **Create New Message** page displays:



5. Enter the following:

- **Subject**—type a subject line to identify your topic.

Note: Do not include your company name or any identifying information in the Subject. The response to your message may get mailed to a larger group of participants.

- **Message**—type your message. You may also add an attachment

6. Click **Send** to submit your message to SIJ.

REVIEWING YOUR ONLINE DISCUSSIONS

From the **Online Discussions** page, you can do the following:

- View the latest status of a message, e.g. see if it has been replied to yet.
- Click a message hyperlink to see the complete message.
- Click the **Printable Page** button to see (and print if you like) all the messages you have sent and/or received.

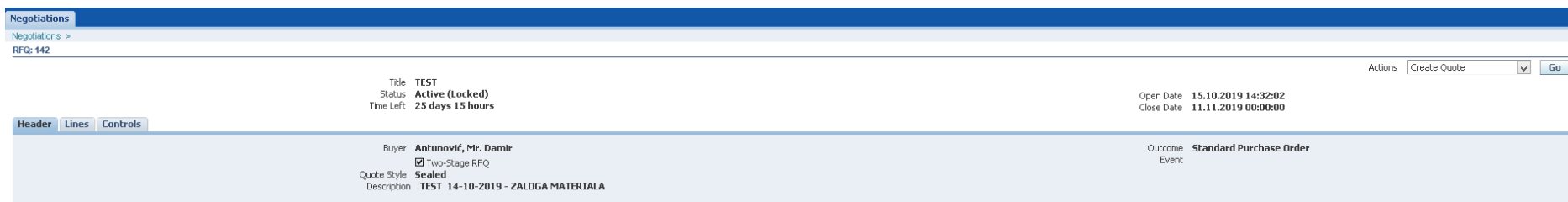
CREATING A QUOTE

Now you can start creating a quote for this RFQ.

Note: Please ensure that you have downloaded all the attachments and important information before you create a quote.

Follow these steps:

- Click the down-arrow on the **Actions** menu, and select “Create Quote” as shown below:



The screenshot shows a web application interface for creating a quote. At the top, there is a blue header bar with the text 'Negotiations' and a breadcrumb 'Negotiations > RFQ: 142'. Below this, there is a table of details for the RFQ. The table has two main sections: one for general RFQ information and one for buyer and quote details. In the top right corner of the table, there is an 'Actions' menu with a dropdown arrow and a 'Go' button. The dropdown menu is open, showing the option 'Create Quote'.

RFQ: 142		Actions
Title	TEST	Create Quote <input type="button" value="Go"/>
Status	Active (Locked)	
Time Left	25 days 15 hours	
Open Date	15.10.2019 14:32:02	
Close Date	11.11.2019 00:00:00	
Buyer: Antunović, Mr. Damir <input checked="" type="checkbox"/> Two-Stage RFQ Quote Style: Sealed Description: TEST 14-10-2019 - ZALOGA MATERIALA		Outcome: Standard Purchase Order Event:

- Click **Go**.

The **Terms and Conditions** page displays.

Negotiations

Negotiations >



Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

TERMS AND CONDITIONS

For the SIJ Oracle Sourcing Electronic Tendering System, please read and accept the attached files below

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Terms and Conditions	File		To Supplier	NIKOS.CHATZINIKOLAOU@ORACLE.COM	14.10.2019	One-Time		

* I have read and accepted the terms and conditions

- Read all the terms and conditions (in attachments) on this page and click the **Accept** button. If you choose “Cancel” you will not be able to proceed further.

After accepting, the **Create Quote** screen displays:

Negotiations

Negotiations > RFQ: 142 >
Create Quote: 67 (RFQ 142)

Title: TEST
 Two-Stage RFQ

Time Left: 25 days 15 hours
 Close Date: 11.11.2019 00:00:00

Supplier: SCM ERP CONSULTING LIMITED
 RFQ Currency: EUR
 Quote Currency: EUR
 Price Precision: Any

Quote Valid Until:
(example: 15.10.2019)

Reference Number:
 Note to Buyer:

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Expand All | Collapse All

Focus Title	RFQ Stage	Target Value	Quote Value
<input checked="" type="checkbox"/> Requirements <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Commercial Terms Scoring <ul style="list-style-type: none"> Payment Terms Delivery terms <input checked="" type="checkbox"/> Acceptance of Terms and Conditions, as presented in the attached document of the tender <ul style="list-style-type: none"> Accept 	Technical Technical Technical Technical	YES	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

1. In the Headerregion:

- **Quote Valid Until**—You can enter a value here for the validity of your offer
- **Reference Number**—You can enter a value here, if needed
- **Note to Buyer**—enter an optional note that you would like to communicate to the buyer.

ADDING AN ATTACHMENT TO A QUOTE

To add a supporting document, link to a website or Text note to the quote, follow these steps:

1. Navigate to the **Attachments** section of the **Create Quote** page.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

2. Click the **Add Attachment** button. The **Add Attachment** screen displays.

Attachment Summary Information

Title:

Description:

Category: From Supplier: Commercial

Define Attachment

Type: File URL Text

Browse... No file selected.

1. Provide a **Title** and an optional **Description** for the attachment.

IMPORTANT!! (applicable for 2-stage RQF with technical and commercial evaluation stages)

If the attachment contains information about the technical description of products/services then mark the category as “From Supplier: Technical” so that this information will be evaluated during the technical evaluation stage of the tender.

Category | From Supplier: Technical ▼

If the attachment contains information about the price of products/services, or other financial elements then mark the category as “From Supplier: Commercial” so that this information will be evaluated during the commercial evaluation stage of the tender.

Category | From Supplier: Commercial ▼

2. In the **Define Attachment** section, click the radio button for the type of attachment you want to make, and proceed as indicated:
 - **File**—click the **Browse** button, and search for the file you want to add. When you have selected the file you want to add, click **Open**.
 - **URL**—type the URL address in the adjacent text box.
 - **Text**—type the text you want included with the quote in the adjacent text box.
3. Proceed as follows:
 - Click **Apply** if you have no more attachments to add.
 - Click **Add Another** if you want to add another file, URL, or Text message.

ANSWERING THE REQUIREMENT QUESTIONS

SIJ has populated the RFQ with a number of questions which you must provide answers to before you can submit the quote.

You can provide your answers to the requirement questions in two ways:

- [By entering your answers directly in the Header tab of your quote](#)
- [By importing a spreadsheet](#)

To complete the requirement questions, follow these steps:

1. Navigate to the **Requirements** section of the RFQ.
2. Click the **Expand All** link.

Requirements			
Expand All Collapse All			
Focus Title	RFQ Stage	Target Value	Quote Value
Requirements			
Commercial Terms Scoring	Technical		
Payment Terms	Technical		<input type="text"/>
Delivery terms	Technical		<input type="text"/>

Note: Sometimes a few Requirement sections don't get expanded. Please identify them by the plus (+) sign, and click on each "+" to expand those requirements.

3. Provide answers to all the questions in the Requirements section

ENTERING YOUR LINE PRICING

At this point, you now must provide values for all the lines, groups, and lots in the quote. You can enter your line pricing like this:

ENTERING YOUR PRICING ON THE LINES TAB

To enter your line pricing, follow these steps:

1. Click on the **Lines** tab.

A screen such as the following will display the lines—the actual materials and services that SIJ wants to ‘Source & Procure’ as part of this eNegotiation.

Negotiations

Negotiations > RFQ: 142 >
Create Quote: 67 (RFQ 142)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title: TEST Time Left: 25 days 15 hours

Two-Stage RFQ Close Date: 11.11.2019 00:00:00

Header Lines

Line	RFQ Currency Price Precision	EUR Any	Update	Ship-To	Rank	Start Price	Target Price	Line Price	Quote Price Unit	Target Quantity	Quote Quantity	Promised Date
1 VERIGA KALIBRIRAN...				MRX	Sealed				Kilogram	100	100	<input type="text"/>
2 ČOPIČ PLOŠČ, ZA LA...				MRX	Sealed				Ea	36	36	<input type="text"/>
3 KLADIVO KROVSKO				MRX	Sealed				Ea	5	5	<input type="text"/>
4 VZVOD UNIOR ART...				MRX	Sealed				Ea	5	5	<input type="text"/>
5 STEKLO ZAŠČITNO Z...				MRX	Sealed				Ea	50	50	<input type="text"/>
6 SVEDER SDS DOLGI...				MRX	Sealed				Ea	2	2	<input type="text"/>
7 ZIDARSKA ŽLIČA-KE...				MRX	Sealed				Ea	30	30	<input type="text"/>

● Indicates more information requested. Click the Update icon.

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Note: All the lines are hyperlinks, which you can click for additional information.

2. Enter the pricing for each line as follows:

Enter the line price, and a promise date for each product/service

IMPORTANT!!

If a line has this symbol  then it means that additional information is required for the particular item.



A new screen will appear, where you will have to enter the additional pricing information required from the item.

Go to the cost factors area and enter prices where applicable.

Negotiations

Create Quote 67: Line 1 (RFQ 142) Line 2: ČOPIČ PLOŠČ.ZA LAKIRANJE...

Description VERIGA KALIBRIRANA DIN 766 D7 X 22 MM, TIP A, Unit Kilogram Start Price Target Price Quote Price Target Quantity 100 Quote Quantity 100	Close Date 11.11.2019 00:00:00 Quote Currency EUR Rank Sealed Ship-To MRX Need-By Date 30.11.2019 09:36:08 to 30.11.2019 09:36:08 Promised Date <input type="text"/>
---	--

Pay Items

✔ TIP Total pay item amount must add up to the line amount.

Notes

Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Cost Factors

Cost Factor	Target Value	Quote Value	Pricing Basis
Line Price		<input type="text"/>	Per-Unit (kilogram)
AP Freight Cost		<input type="text"/>	Per-Unit (kilogram)
AP Miscellaneous Cost		<input type="text"/>	Fixed Amount
Normalisation(INTERNAL)		<input type="text"/>	Fixed Amount
Normalisation(INTERNAL) 2		<input type="text"/>	Fixed Amount
Payment_terms_penalty		<input type="text"/>	Fixed Amount

Please note the Pricing Basis of each cost factor. It can either be Per-Unit of a Fixed amount or a Percentage, so put your numbers according to the pricing basis that is requested.

Note: All Cost Factor values are mandatory, if a cost factor is not applicable to your offer then enter 0 (otherwise you will not be allowed to submit your

offer)

ADDING AN ATTACHMENT TO A LINE

To add a supporting document, link to a website or Text note to the line item, follow these steps:

Navigate to the **Attachments** section of the **Create Quote Line** - page.

Attachments									
Add Attachment...									
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	
No results found.									

Click the **Add Attachment** button. Process is similar to as adding attachment on Quote level, as described in previous section.

SAVING THE QUOTE AS A DRAFT

You can save the quote as a draft at any stage by pressing the button “Save Draft” at any point in time

Negotiations
 Negotiations > RFQ: 142 >

Confirmation
 Quote 67 for RFQ 142 (TEST) has been saved as a draft.

Create Quote: 67 (RFQ 142)

Title: TEST
 Two-Stage RFQ ⓘ

Time Left: 25 days 15 hours
 Close Date: 11.11.2019 00:00:00

Buttons: Cancel, View RFQ, Quote By Spreadsheet, Save Draft, Continue

Header | Lines

You can continue your work on a Quote later.

You are able to see your draft response in the main negotiations page. By clicking the hyperlink of the response number you can continue your work.

Negotiations

Search Open Negotiations | Title | Go

Welcome, NIKOLAOS Chatzinikolaou.

Your Active and Draft Responses

Press Full List to view all your company's responses. Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
67	Draft		142	TEST	RFQ	25 days 14 hours		0
59	Draft	NICOSIA	139	test for company name	RFQ	75 days 14 hours		0
1	Active	NICOSIA-	48	Test 000	RFQ	75 days 14 hours		0
50	Draft	NICOSIA	91	test member presence	RFQ	75 days 14 hours		0
12	Active	NICOSIA	79	Test for cost factors v2	RFQ	75 days 14 hours		0

SUBMITTING THE QUOTE

Once you have completed your line pricing and saved the draft, you will see a Confirmation message stating that your quote has been saved as a draft.

To submit your quote, follow these steps:

- From the Confirmation page, click **Continue**.

Negotiations

Negotiations >

Confirmation

Quote 67 for RFQ 142 (TEST) has been saved as a draft.

Create Quote: 67 (RFQ 142)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title: TEST Two-Stage RFQ ⓘ

Time Left: 25 days 14 hours
Close Date: 11.11.2019 00:00:00

Supplier: **SCM ERP CONSULTING LIMITED**
 RFQ Currency: **EUR**
 Quote Currency: **EUR**
 Price Precision: **Any**

Quote Valid Until:
 Reference Number:
 Note to Buyer:

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Expand All | Collapse All

Focus Title	RFQ Stage	Target Value	Quote Value
<ul style="list-style-type: none"> Requirements Commercial Terms Scoring Payment Terms Delivery terms Acceptance of Terms and Conditions, as presented in the attached document of the tender Accept 	Technical		
	Technical		100 DAYS AFTER INVOICE <input type="text"/>
	Technical		EXW <input type="text"/>
	Technical	YES	YES <input type="text"/>

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

The **Create Quote: Review and Submit** screen displays, where you can have a full review of your quote , before submission

Sourcing – Implementation Guide

Negotiations

Negotiations >

Create Quote 67: Review and Submit (RFQ 142)

Cancel Back Validate Save Draft Printable View Submit

Header

Title TEST Supplier SCM ERP CONSULTING LIMITED RFQ Currency EUR Quote Currency EUR Price Precision Any	Time Left 25 days 14 hours Close Date 11.11.2019 00:00:00 Quote Valid Until Reference Number Note to Buyer
---	--

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

[Show All Details](#) | [Hide All Details](#)

Details Section

	RFQ Stage
Show Commercial Terms Scoring	Technical
Show Acceptance of Terms and Conditions, as presented in the attached document of the tender	Technical

Lines

Quote Total (EUR) **1,399,00**

Select Line	Ship-To	Start Price	Target Price	Quote Price (EUR)	Unit	Target Quantity	Quote Quantity	Line Total	Need-By Date	Promised Date
<input checked="" type="radio"/> 1 VERIGA KALIBRIRAN...	MRX				5 Kilogram	100	100	500,00	30.11.2019 09:36:08 to 30.11.2019 09:36:08	30.11.2019 09:36:08
<input type="radio"/> 2 ČOPIČ PLOŠČ ZA LA...	MRX				5 Ea	36	36	180,00	30.11.2019 09:36:08 to 30.11.2019 09:36:08	30.11.2019 09:36:08
<input type="radio"/> 3 KLADIVO KROVSKO	MRX				6 Ea	5	5	30,00	30.11.2019 09:36:08 to 30.11.2019 09:36:08	30.11.2019 09:36:08
<input type="radio"/> 4 VZVOD UNIOR ART....	MRX				7 Ea	5	5	35,00	30.11.2019 09:36:08 to 30.11.2019 09:36:08	30.11.2019 09:36:08
<input type="radio"/> 5 STEKLO ZAŠČITNO Z...	MRX				8 Ea	50	50	400,00	30.11.2019 09:36:08 to 30.11.2019 09:36:08	30.11.2019 09:36:08
<input type="radio"/> 6 SVEDER SDS DOLGI ...	MRX				7 Ea	2	2	14,00	30.11.2019 09:36:08 to 30.11.2019 09:36:08	30.11.2019 09:36:08
<input type="radio"/> 7 ZIDARSKA ŽLICA-KE...	MRX				8 Ea	30	30	240,00	30.11.2019 09:36:08 to 30.11.2019 09:36:08	30.11.2019 09:36:08

Line 1: VERIGA KALIBRIRANA DIN 766 D7 X 22 MM, TIP A,

Cost Factors

Cost Factor	Target Value	Quote Value Pricing Basis	Quote Price (EUR)
Line Price		5 Per-Unit (kilogram)	5
AP Freight Cost		0 Per-Unit (kilogram)	0
AP Miscellaneous Cost		0 Fixed Amount	0
Normalisation(INTERNAL)		0 Fixed Amount	0
Normalisation(INTERNAL) 2		0 Fixed Amount	0
Payment_terms_penalty		0 Fixed Amount	0

- Click the **Validate** button. System will display any errors in your quote / response at this stage.

Confirmation

Quote 67 for RFQ 142 (TEST) has been validated without any errors.

- Click the **Submit** button. Your Quote will be officially submitted and you will get the following confirmation message

Negotiations

Confirmation
Quote 67 for RFQ 142 (TEST) has been submitted.

[Return to Sourcing Home Page](#)

You can see your submitted quote with Response Status **“Active”** in the main Negotiations Page

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
67	Active		142	TEST	RFQ	25 days 14 hours		0
59	Draft	NICOSIA	139	test for company name	RFQ	75 days 14 hours		0
50	Draft	NICOSIA	91	test member presence	RFQ	75 days 14 hours		0
12	Active	NICOSIA	79	Test for cost factors v2	RFQ	75 days 14 hours		0
1	Active	NICOSIA-	48	Test 000	RFQ	75 days 14 hours		0