

The Supplier Portal: Navigating & Responding to Negotiations

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Introduction

Overview

The purpose of this document is to introduce the Supplier Portal and how to navigate and respond to a Negotiation (RFP, RFQ, RFI). You will be able to use the supplier portal to:

- Acknowledge and respond to a Negotiation
 - View active negotiations and manage responses
 - View your qualifications questionnaires that are a part of the onboarding process
-

High-level Process Flow

Once a negotiation is opened for responses you will:

- Receive an email invitation with a link to the RFx
 - Select the RFx link in the email
 - Login to the Supplier Portal
 - Read the terms and conditions of the negotiation
 - Accept the terms and conditions
 - Access the negotiation package
 - Download PDF version of RFx and read all requirements in preparation for providing your response
 - Submit responses to the negotiation
 - Login to the Supplier Portal to view the award results after the event has closed
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Navigating the Supplier Portal

Introduction

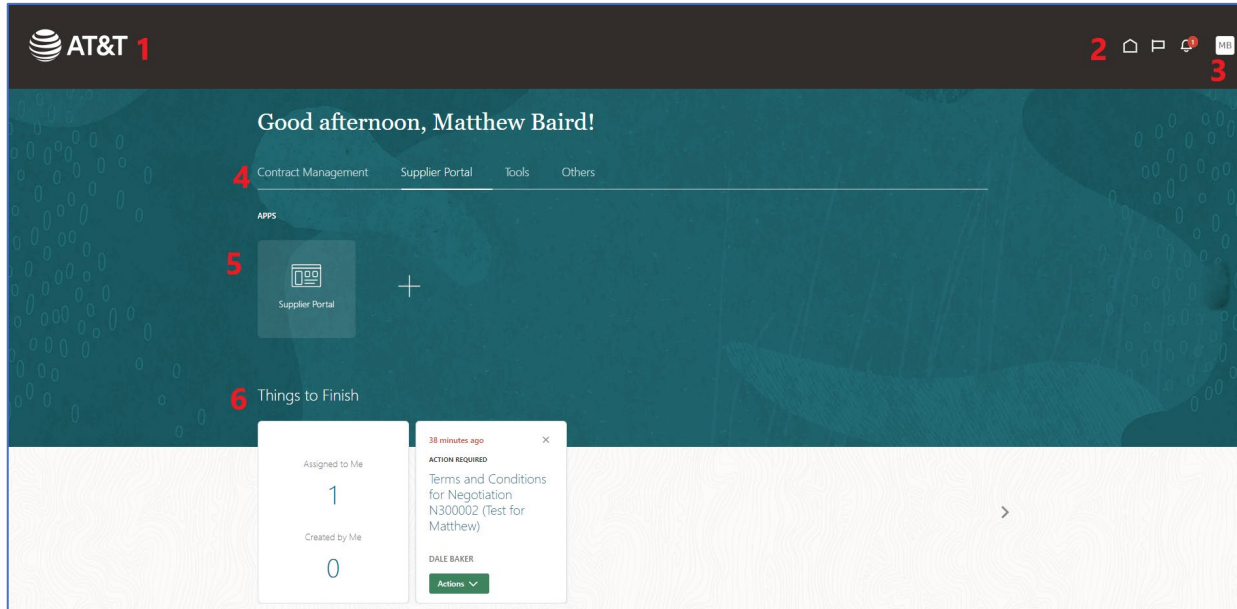
Your Oracle home page shows a global header, which you will find on every page of the portal. The global header contains the Oracle logo, icons and your user initials. Other information or icons and buttons are added to the global header as you progress through the process of responding to a negotiation (RFP/RFQ/RFI).

The icons allow you to:

- Navigate to the tasks you want to accomplish.
 - Open the Settings and Actions menu.
 - Access work areas to complete your tasks.
-

Navigating the Home Page

The Home Page Below is an image of the Oracle home page.



Callout Number	Element	Used For
1	AT&T logo	Select this hyperlinked logo to return to the home page.
2	Home, Watch list , and Notifications icons	<p>Hover over each icon to reveal its label.</p> <ul style="list-style-type: none"> At any point you can click the Home icon to return to the home page. Use the Watchlist to open pages for key items that you're tracking. The Notifications or Bell Notifications icon will display messages and tasks that you must act upon.

Navigating the Home Page, Continued

Callout Number	Element	Used For
3	Settings and Actions Menu	To open this menu, click your initials. You can set your preferences, accessibility settings, and sign out. The options you see in this menu may depend on your role.
4	Tabs	This section contains a set of work area apps for a related set of tasks. <ul style="list-style-type: none"> The Contract Management tab contains tasks related to managing contracts. <i>Please note, this functionality is not available to suppliers now.</i> The Supplier Portal Tab is where you will access the portal and respond to negotiations.
5	Apps Section	Open your work areas from this group of icons in this section. For example, select the Supplier Portal to open the portal work area. <ul style="list-style-type: none"> The icons available in the Apps section depend on the tab you select.
6	Things to Finish	In this section you can view a list of your open notifications and take required actions. For example, you can approve or reject a new notification even without opening it.

Navigating the Portal Work Area


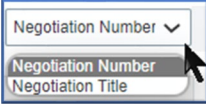
The Portal Work Area Your Portal work area shows the global header, which you can find on every page of the portal. As you navigate to other pages in the Portal, you will see the title of the page you are on in the global header.

Below is an image of the Supplier Portal work area and its elements.



Callout Number	Element	Used For
1	Page Title	This area of the global header will display the title of the page you are currently on. In this example you are on the Supplier Portal page.

Navigating the Portal Work Area, Continued

Callout Number	Element	Used For
2	Search	<p>In this area, you can search by Negotiations, Negotiation Responses, and Questionnaires.</p>  <p>You can also search by Negotiation number and by Negotiation Title by selecting the drop down arrow.</p> 
3	Tasks	<p>This area displays links to the various task you will perform in the portal.</p> <ul style="list-style-type: none"> For example, the Negotiations section. This is where you will respond to invitations to bid, view, and manage your active negotiations.

Navigating the Portal Work Area, Continued

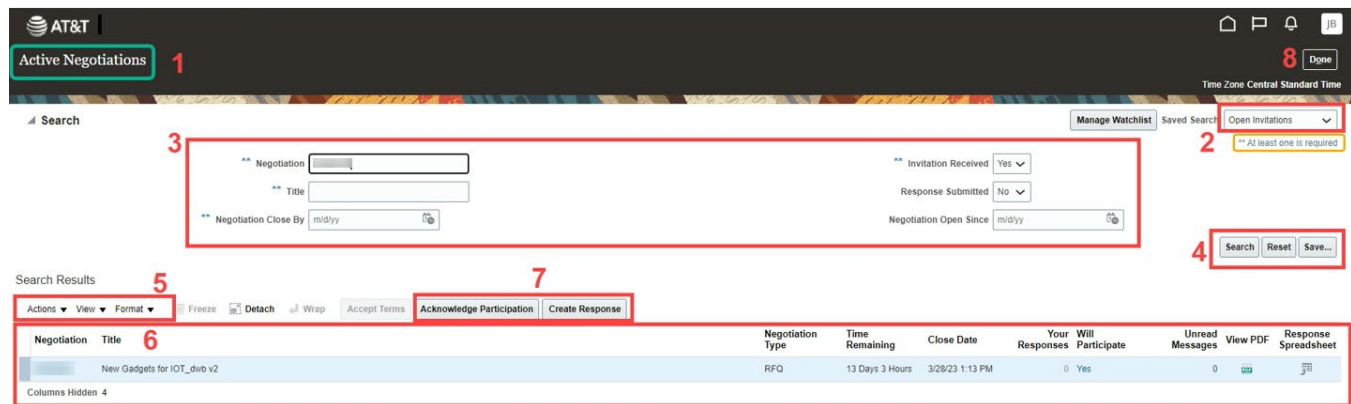
Callout Number	Element	Used For
4, 5, 6	Infolets	<p>Oracle Fusion Cloud Procurement infolets are visual, actionable, and personalized information cards summarizing critical data about specific objects.</p> <ul style="list-style-type: none">• They make key performance indicators easy to view, understand, and act upon.• The Recent Activity infolet card can be expanded by clicking the double arrows in the lower right corner.• You can view a list of activities over the last 30 days (default) or the last 7 days.• You can click the infolet or click hyperlinks in the infolet to drill down to view more information.• You can rearrange the infolet cards by clicking and dragging them on the page.

Navigating the Active Negotiations Page

Introduction

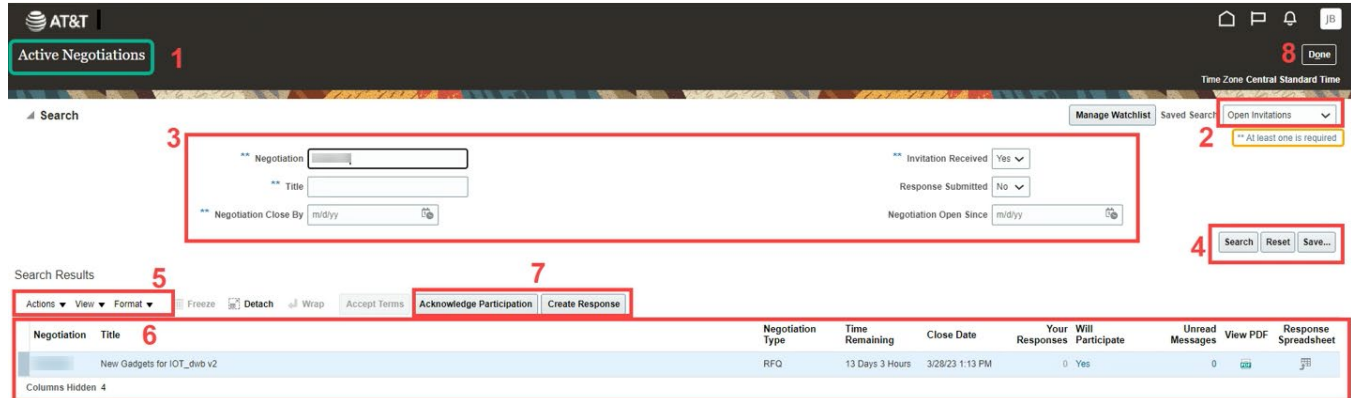
Below is an image of the Active Negotiations page. On this page you will be able to:

- Search for negotiations
- Acknowledge participation in negotiations
- Create responses to negotiations



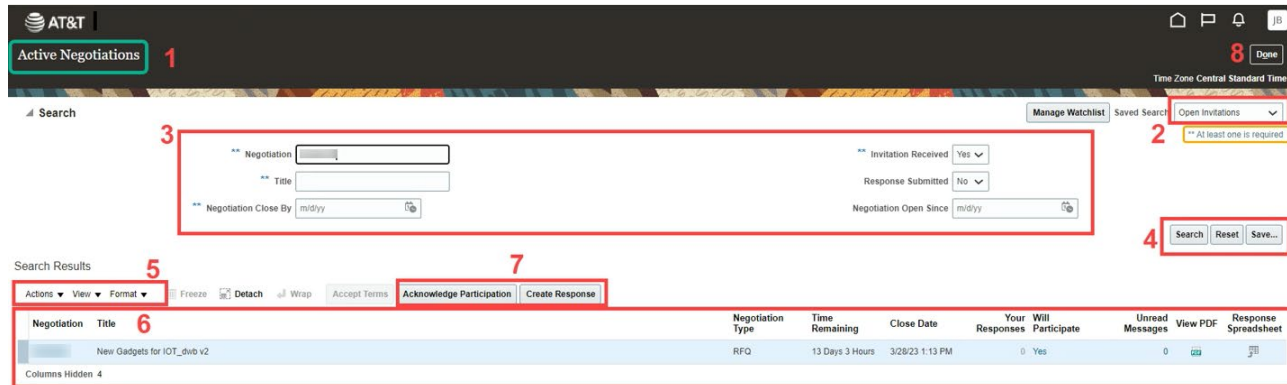
Callout Number	Element	Used For
1	Page Title	This area of the global header will display the title of the page you are currently on. In this example, you are on the Active Negotiations page.

Navigating the Active Negotiations Page, Continued



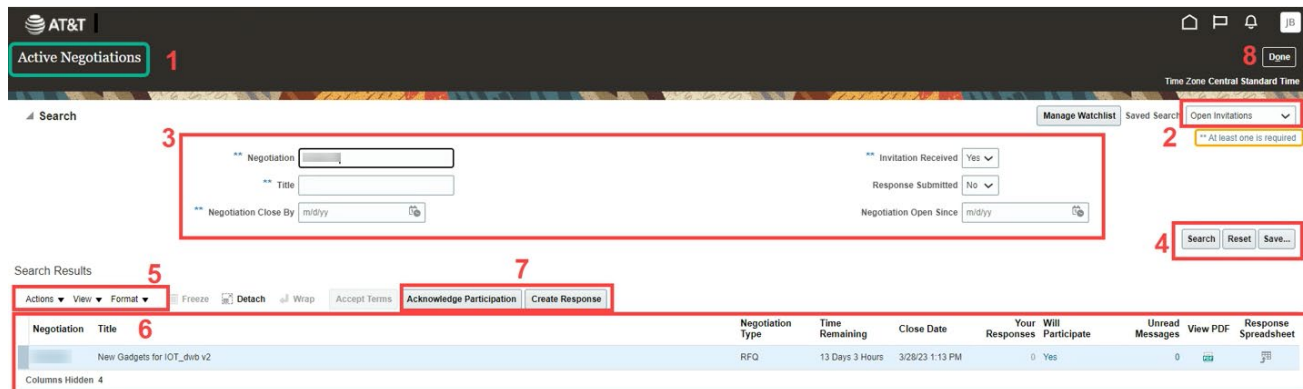
Callout Number	Element	Used For
2	Saved Search	Select the drop down arrow to view the search options. The default value is Open Invitations. <div data-bbox="722 1008 938 1178" data-label="Image"> </div>
3	Search Criteria	You can search by the negotiation number, title, and/or close by date. Note: the ** by each of the fields. This indicates that at least one field requires data to be entered. <ul style="list-style-type: none"> In most cases, you may search by the negotiation number or title. The first two fields on the far right contain default values. You can select the down arrow to change the value. The options are Yes or No. To see negotiations that have been open since a particular date, you will enter the date into the field.

Navigating the Active Negotiations Page, Continued



Callout Number	Element	Used For
4	Search, Reset, Save	<p>Once you have entered your search criteria, select the Search button to see the results.</p> <ul style="list-style-type: none"> Use the Reset button to clear your search criteria. <p>Select the Save button when you want to create a Saved Search. The search will appear in the Saved Search drop down.</p> <div data-bbox="722 1194 987 1488" data-label="Image"> </div> <p>Enter the name of the search and select either:</p> <ol style="list-style-type: none"> Set as Default (if this is a search you will use often) Run Automatically (select the search from the drop down) <p>Select OK.</p>

Navigating the Active Negotiations Page, Continued



Callout Number	Element	Used For
5	Actions, View, Format	<p>The Actions menu displays a list of options that can be performed on an active negotiation. Select the negotiation, then select Actions to view the available options.</p> <p>The View menu displays options for formatting and sorting the Search Results (e.g., adding, or reordering columns).</p> <p>The Format menu offers the option to resize and wrap content in columns.</p>
6	Negotiation List	This area displays information on all of your active negotiations.
7	Acknowledge Participation, Create Response	<p>The Acknowledge Participation button is used to indicate your intent to participate in a negotiation. It does not, however, obligate future participation.</p> <p>Select the Create Response button after you have reviewed the details of the negotiation document.</p>
8	Done	Select Done to close the page and return to the previous page.

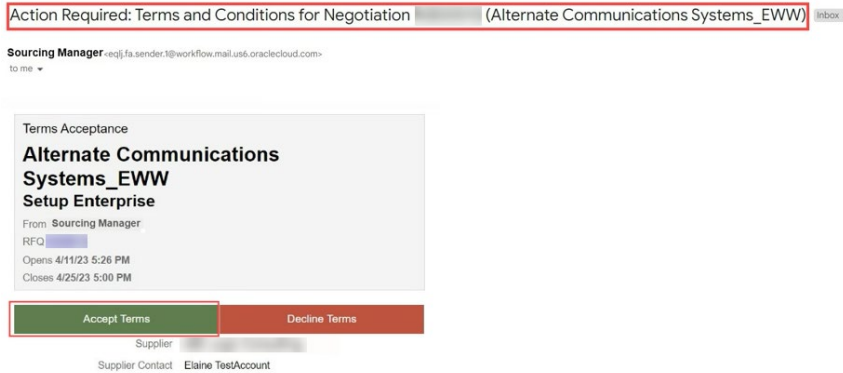
Negotiation

Introduction

In this section, you will learn how to respond to a negotiation through the Supplier Portal.

Accept and View the Terms and Conditions

1. Open the Negotiation Invitation email. The subject line may contain “Action Required: You Are Invited to Negotiation # Title of Negotiation.



Terms and Conditions
 As an integral part of this RFx, Supplier is required to carefully and thoroughly review AT&T's draft agreement attached hereto as Exhibit A.

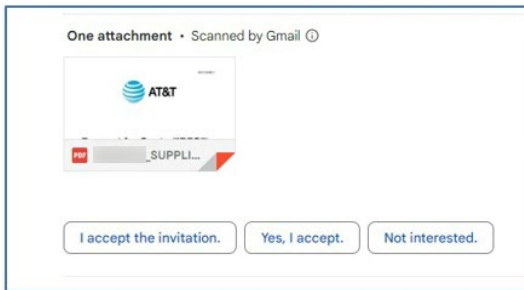
- 2) Supplier should NOT expect AT&T to negotiate any terms or conditions of the draft agreement attached hereto as Exhibit A.
- 3) AT&T anticipates that it will execute an agreement with the selected Supplier(s), if any, substantially in the form of Exhibit A.

2. Read the Terms and Conditions.
3. Select the green “Accept Terms” button to view the Negotiation.
4. An email popup displays. You will need to provide a note stating that you accept the terms and conditions. You can also add attachments to this email, such as, White papers, Supplier presentations on product offerings/solutions; Supplier supported use cases, Supplier deployments, Product Roadmap, 3GPP standards, additional product/service offerings, and warranty information.

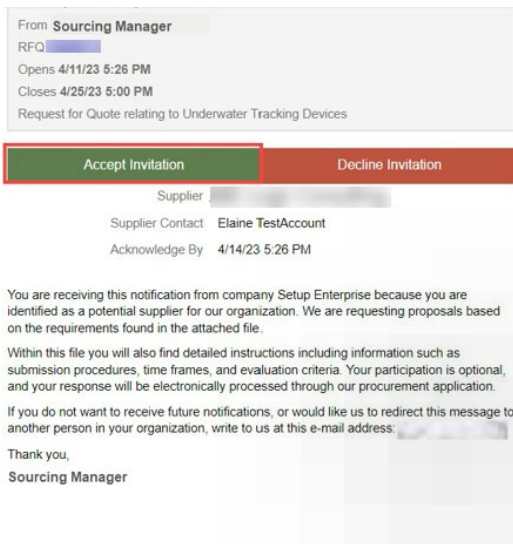


Accept and View the Terms and Conditions, Continued

5. After a few minutes, you will receive a 2nd email.
 - a. The purpose of this email is to provide the details of the negotiation. Your participation is optional.
 - b. Select the PDF version of the RfX to view the details of the negotiation. You may also download the file.



6. Select the green “Accept Invitation” button

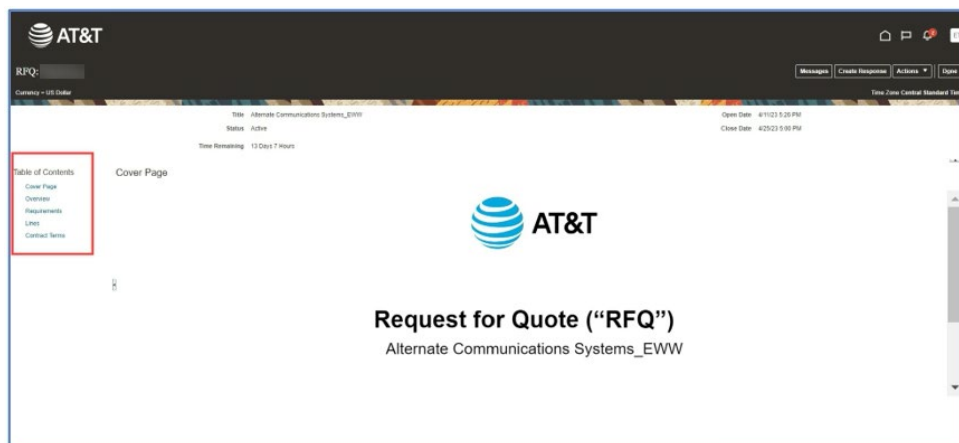


- a. An email popup displays. Type a message stating that you accept the invitation to this event. You can also add attachments to this email as well, such as.....
- b. You also have the option to decline the invitation.

Note: If you Decline, you will not be able to participate in the event.

Accept and View the Terms and Conditions, Continued

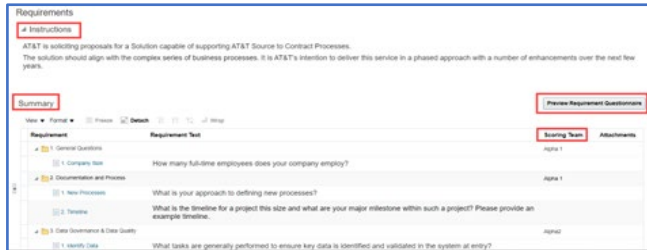
7. Select Acknowledge Participation link in the email. The sign-in page to the Supplier Portal displays.
8. Login to the Supplier Portal using the credentials provided to you by AT&T.
9. The RFx cover page displays
10. View the information on the Cover Page.



- a. Select the hyperlinks in the Table of Contents to view the various sections of the Negotiation.
- Note:** You can download a copy of the RFX by doing the following:
- b. Select Actions in the upper right of the window.
 - c. Select View then select View PDF. The PDF may take a minute to render.
11. Select the Overview link.
 - a. Select the Expand All link to reveal the information in the General and Terms section of the Overview Page.

Accept and View the Terms and Conditions, Continued

12. Select the Requirements link.



- View the negotiation instructions.
- View a summary of the requirements (questions) that also show the Scoring teams involved.
- Select Preview the Requirement Questionnaire button to view the questionnaire.

13. Select the Lines link.



- View the summary of the lines associated with the negotiation.
- Select the hyperlinked item in the Description column to view the details of the item.

14. Select the Contract Terms link.



- View the clauses and deliverables.
- You can select the Download Contract Terms button to download a copy of this document.

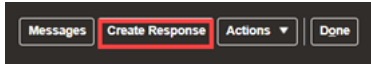
Note: This document serves as an example of the general terms. They are negotiable once the contract is awarded.

Accept and View the Terms and Conditions, Continued

15. Once you have reviewed the various sections of the RFX, you will begin the process of responding.
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Create and Submit Your Response

1. Create your response to the RFX.
 - a. Select the Create Response button. This will allow you to review and answer all questions in the questionnaire.



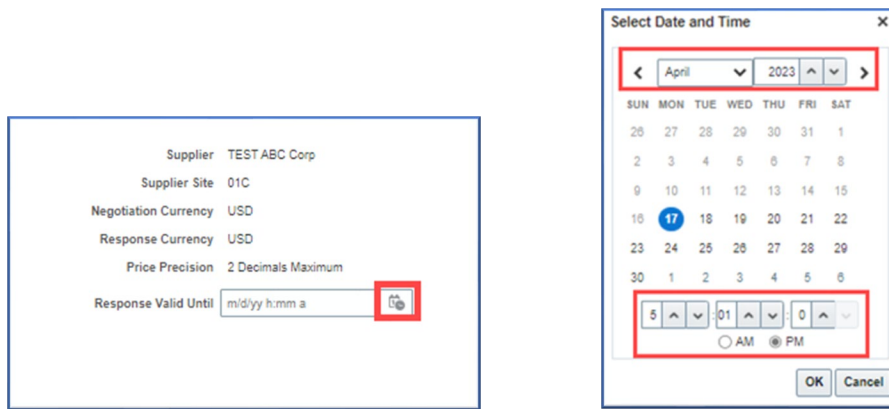
- b. The Create Response page displays. This page is titled “ Create Response (Quote #): Overview. It is the first step in responding to the RFX.
 - c. Notice the four radio buttons also known as “train stops.” They indicate where you are in the process of responding to the negotiation. They are clickable and can be used to navigate back or forward to pages in the process.



- d. The train stops are:
 - 1 – Overview
 - 2 – Requirements
 - 3 – Lines
 - 4 – Review

Create and Submit Your Response, Continued

2. Complete the fields on the Create Response Overview page.
 - a. Response Valid Until.
 - i. Select the calendar icon.
 - ii. Select your date and time.
 - iii. Select OK.



- b. Reference Number.
 - i. Enter your preferred reference number for this quote.

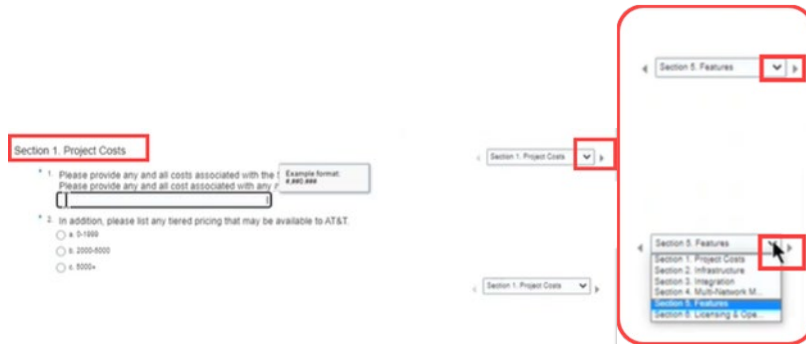


- c. Note to Buyer – Though not required, you can add a message for the buyer.
- d. Attachments – Select the **+** icon to add supporting or pertinent documentation if needed.

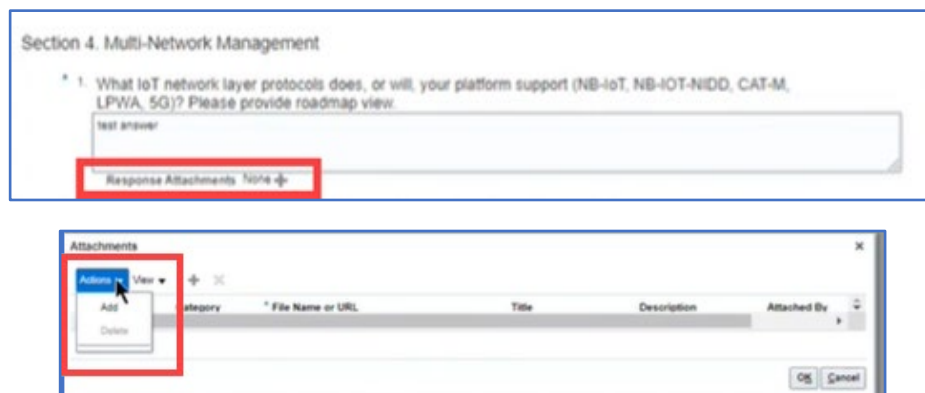
Note: If you added attachments to your email response, they may appear here.

Create and Submit Your Response, Continued

3. Select Save and then Next in the Global Header to move to the next train stop, Create Response (Quote #): Requirements. Section 1 of the questionnaire is displayed.
4. The Requirements questionnaire is divided into sections with 1 or more questions in each section.



- a. To the right of each question, there is a drop down arrow and a right arrow.
- b. Use the drop down arrow to move to the next section.
- c. Use the right arrow to move to the next question or, if it is the last question in the section, the arrow will advance you to the first question in the next section.
- d. Pay close attention to each question. Some questions may display with a **+** below the question. This indicates that you **must** attach additional information. Select the **+** in the pop-up window, select Actions, then select Add to attach the file from your computer.



Create and Submit Your Response, Continued

5. Answer all questions in the questionnaire. When you have reached the last question, the right arrow will be greyed out.
 - a. In the Global Header, select Save and then select Next to move to the next train stop which is Lines.
6. You are now on the Lines page at train stop #3 as indicated in the Global Header. On this page, you will enter your Response Price (your quote) for each line item.



- a. To view the details of each line item, select the hyperlinked item in the Description column.

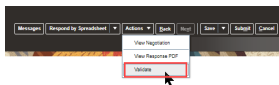
Line	Description	Category Name	Start Price	Response Price	Total Score	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount
1	OTA Platform Development	GPS Professional S	100,000.00	<input type="text"/>					140,000.00	<input type="text"/>

Columns Hidden: 5

Grand Totals
All response lines are included. Response Amount: 0.00

- b. Select the Response Price field for each line item and enter your quote.
 - c. Select Save and then select Next in the Global Header to advance to the final train stop which is Review.
7. You are now on the Review page at train stop #4 as indicated in the Global Header. On this page, you will review and validate your responses before submitting your quote.

- a. Select Actions on the right in the Global Header, then select Validate to ensure that you have responded to all requirements.

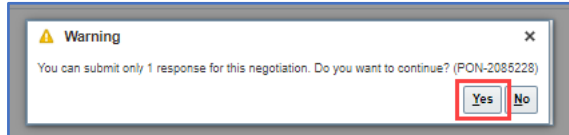


- b. When validation is complete, a confirmation message displays. Click OK. If you did not respond to all requirements, an error message displays.



Create and Submit Your Response, Continued

8. Submit your response to the RFX.
 - a. In the global header, select the Submit button to send your response.
 - b. Read the warning message that displays.



- c. If you are satisfied with your response, select Yes.
 - d. Read the confirmation pop-up window then select OK.



9. Select Done. You are now back on the Supplier Portal home page.
 10. The AT&T Sourcing manager will receive an email notifying of your submittal.
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