



Manage Sourcing RFQs and Quotes

Table of Contents

Lesson: Manage Sourcing RFQs and Quotes3

- Method 1: Bid Response Using Spreadsheet (Offline) 5
- Method 2: Bid Response Entering Bid Online (Manual) 9
- Method 3: No Quote Response (Entire RFQ) 13
- Method 4: No Quote Response (Specific Lines of RFQ) 16

Questions?23

Revision History24

Lesson: Manage Sourcing RFQs and Quotes

KEY TERMS	
Key Term / Concept	Definitions
Request for Quote(RFQ)	A sourcing event created by GDLS in order to solicit price quotes for specific items/services from suppliers
Line Attributes	Additional information provided against the negotiation lines for which the bidding is done, in order to differentiate from other bidders
Cost Factors	Define additional costs related to a negotiation line. Such costs can include charges such as import duties / consulting / training costs etc.

A bid / quote is the supplier's response to the Request for Quote (RFQ) created by a GDLS buyer.

You can only respond to the RFQs to which you have been invited.

Process overview of entering and submitting a bid/quote:

To successfully respond to any negotiation, you are required to follow the below steps:

Step #	Description
1	Find negotiations in which to participate: The Negotiations home page is your access point to all negotiations in which you can participate
2	View negotiation details before responding: Use the negotiation number under Open Invitations to access Negotiation Summary which has all the relevant information
3	Viewing notes and attachments: If the buyer needs to add additional information apart from the typical negotiation information, they use the note text box or attachments
4	Responding to a negotiation: Review the associated information, and accept the terms and conditions. Respond with a suitable bid, and monitor the negotiation

The Negotiations home page is your access point to all negotiations in which you can participate. From the **negotiation** home page sourcing RFQs can be responded to the following methods:

Using Spreadsheet (Offline)

Export: This method helps in responding to a negotiation by downloading the spreadsheet and bidding or quoting offline

Import: This method involves importing responses using a spreadsheet. It is helpful if there are many lines in a large negotiation

Entering Bid Online (Manual)

You can follow the process overview explained in the previous slide in order to respond to a negotiation manually

Method 1: Bid Response Using Spreadsheet (Offline)

You can submit a bid using this method by downloading a spreadsheet and bidding or quoting offline. This method is often used when there are a large number of lines in the negotiation.

To submit a bid by downloading a spreadsheet and bidding or quoting offline:

1. **Navigate to the Negotiations home page (Sourcing Supplier tab > Sourcing tab > Sourcing Home Page tab),** and select the desired negotiation number from the displayed list of all negotiations
2. Navigate to the **Quote / Bid / Response by Spreadsheet page (Action menu tab> Create Quote/Bid/Response option > Go option > Create Quote / Bid / Response page > Quote / Bid / Response by Spreadsheet page)**

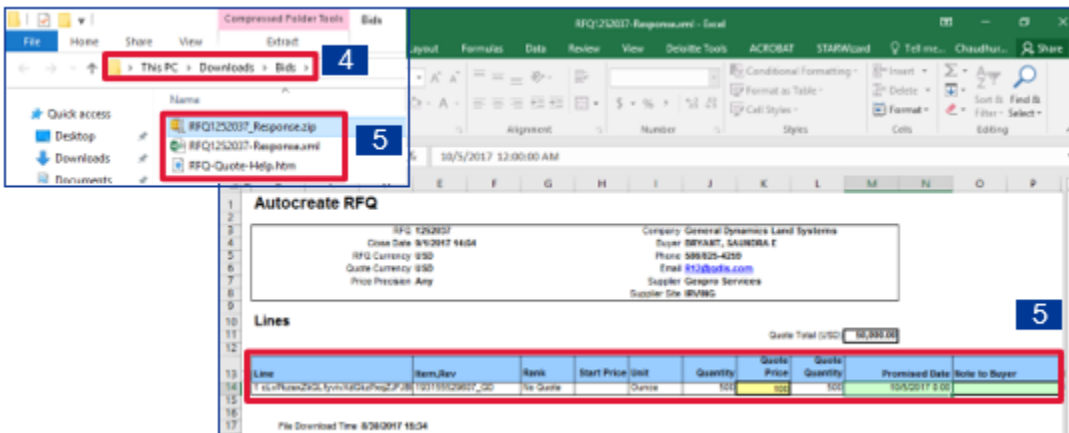
The screenshot shows the 'Create Quote' page for RFQ 1252037. The page title is 'Create Quote: 1752063 (RFQ 1252037)'. The 'Quote By Spreadsheet' button is highlighted with a red box and labeled '1'. The 'Quote Valid Until' field is highlighted with a blue box and labeled '2'. The page includes a header with 'Supplier: Gexpro Services', 'Supplier Site: IRVING - 9500 N Royal Lane, Irving, TX 75063-2489, US', 'Quote Currency: USD', and 'Price Precision: Any'. There is also a section for 'Attachments' with a table that currently shows 'No results found'.

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

3. Select the spreadsheet format you wish to use and click **Export**:
 - a) XML Spreadsheet (Rich Style / Light-Weight)
 - b) Tab Delimited (Select which spreadsheet you wish to download requirement or line)



4. Save the spreadsheet archive to your system at a desired location
5. From the archive, open the spreadsheet and fill in the details using the **Help** file included in the archive. After filling the required details save the spreadsheet



6. Re-navigate to **Quote / Bid / Response by Spreadsheet** page and select the spreadsheet format you wish to import
7. Select the required spreadsheet to upload and click **Import**

Create Quote 1752063: Quote By Spreadsheet (RFQ 1252037)

RFQ Currency USD
Quote Currency USD

Step 1: Export Spreadsheet

TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).

Format

- XML Spreadsheet - Rich Style (.xml)
- XML Spreadsheet - Light-Weight Style (.xml)
- Tab-Delimited (.txt)

Export

Step 2: Import Spreadsheet

Format

- XML Spreadsheet (.xml) **6**
- Tab-Delimited (.txt)

File To Import C:\Users\schaudhary\Do... Browse...

Import **7**

8. Verify the details, and select **Continue** option

Negotiations

Negotiations >

Create Quote: 1752063 (RFQ 1252037) Cancel View RFQ Quote By Spreadsheet **8** Continue

Title Autocreate RFQ Time Left 1 day 23 hours
Close Date 01-Sep-2017 14:54:33

Header Lines

Supplier Gexpro Services
Supplier Site IRVING - 9500 N Royal Lane, Irving, TX 75063-2489, US
Quote Currency USD
Price Precision Any

Quote Valid Until 05-Sep-2017 (example: 30-Aug-2017)
Reference Number
Note to Buyer

Attachments

Add Attachment... |

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

- Select **Submit** option on the **Review and Submit** page to submit the bid

Create Quote 1752063: **Review and Submit (RFQ 1252037)** Cancel Back Validate Save Draft Printable View **Submit**

Header **9**

Title	Autocreate RFQ	Time Left	1 day 23 hours
Supplier	Gexpro Services	Close Date	01-Sep-2017 14:54:33
Supplier Site	IRVING	Quote Valid Until	05-Sep-2017
RFQ Currency	USD	Reference Number	
Quote Currency	USD	Note to Buyer	
Price Precision	Any		

Attachments


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

Lines

Quote Total (USD) 50,000.00

Select	Line	Line	Ship-To	Start Price	Target Price	Quote Price (USD)	Unit	Target Quantity	Quote Quantity	Line Total	Need-By Date	Promised Date
<input checked="" type="radio"/>	cLvPkzsxZkGLfyviv...	1 cLvPkzsxZkGLfyviv...	GDLS - Anniston - ANN - 105			100	Oun...	500	500	50,000.00	01-Oct-2017 14:49:53 to 31-Oct-2017 14:50:01	05-Oct-2017 00:00:00

- The **Bid Confirmation / Quote Confirmation / Response Confirmation** page displays your bid number

 **Confirmation**

Quote 1752063 for RFQ 1252037 (Autocreate RFQ) has been submitted.

10

[Return to Sourcing Home Page](#)

Method 2: Bid Response Entering Bid Online (Manual)

The manual method is used to submit a bid / quote online rather than utilizing a spreadsheet to import / export the negotiation lines and then responding offline.

To submit responses online:

1. Navigate to the **Negotiations** home page, and select / search the desired negotiation number from the displayed list of all negotiations
2. Navigate to the Create **Quote / Create Bid page (Navigation Summary page > Actions menu > Create Quote / Create Bid option > Go option > Create Quote / Create Bid page)**

Negotiations

Negotiations > Active Negotiations > Create Quote: 1752062 (RFQ 1252036) > **RFQ: 1252036**

Actions Create Quote Go

Title GDLS Manual RFQ
Status Active
Time Left 122 days 19 hours

Open Date 29-Aug-2017 07:20:55
Close Date 31-Dec-2017 07:15:47

Header Lines Controls

Buyer BRYANT, SAUNDRA
Quote Style Blind
Description This demonstration shows how to create a RFQ manually.

Outcome Standard Purchase Order
Event Stryker MGS

Terms

Bill-To Address GDLS
Ship-To Address GDLS - Anniston - ANN - 105
FOB

Payment Terms
Carrier
Freight Terms FCA-Seller's Dock (Incoterms 2010)

Currency

RFQ Currency USD
Price Precision Any

3. Enter the following **Header** tab fields on the **Create Quote / Create Bid** page:
 - a. **Quote Valid Until:** Date till which your bid stands
 - b. **Reference Number:** Reference number for internal tracking
 - c. **Note to Buyer:** A small text note providing additional details
 - d. **Attachments:** If greater amount of details are to be provided attachments are used
 - e. **Requirements:** Specific requirements to respond to, if any

Negotiations

Negotiations > Active Negotiations >

Create Quote: 1752062 (RFQ 1252036) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title [GDLS Manual RFQ](#) Time Left 122 days 19 hours
Close Date 31-Dec-2017 07:15:47

Header [Lines](#)

Supplier Gexpro Services
 Quote Currency USD
 Price Precision Any

3 Quote Valid Until 10-Jan-2018
 (example: 30-Aug-2017)
 Reference Number
 Note to Buyer

Attachments

[Add Attachment...](#)

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

4. Select the **Lines** tab and populate the following fields (*to update/add to attribute lines, click yellow pencil):
 - a. **Quote:** Dropdown has two options Yes / No. Default is No
 - b. **Quote / Bid Price:** Your price for one unit of the item / service
 - c. **Bid Proxy Minimum:** Applicable only to auction
 - d. **Quote Quantity / Bid Quantity:** Number of units on which you are quoting / bidding. Review the field value
 - e. **Promised Date:** Date by which item / service is to be delivered

RFQ Currency USD
Price Precision Any

Quote Currency USD

Line	Item Number	Update	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote
1WwEeEJlQuSAQKdMKu...	915701532172_GD		GOLS - Anniston - ANN - 105	No Quote			100	Ea...	5	5	<input type="text"/>	Yes

Indicates more information requested. Click the Update icon.

5. Once all the information has been entered, click **Continue** to open the **Review and Submit** page
6. If you do not wish to submit your response immediately, select **Save Draft** to save your response information for a later session. Your draft will be assigned a number which you can use later when accessing the draft for editing

7. Complete the submission process by selecting **Submit**
8. The **Bid Confirmation / Quote Confirmation / Response Confirmation** page displays your bid number

The screenshot shows the 'Create Quote 1752062: Review and Submit (RFQ 1252036)' page. The 'Submit' button is highlighted with a red box and labeled '7'. A confirmation dialog box is open, showing the message 'Quote 1752062 for RFQ 1252036 (GDLS Manual RFQ) has been submitted.' and is labeled '8'. The 'Printable View' button is also highlighted with a red box and labeled '9'.

Header

Title: GDLS Manual RFQ
 Supplier: Geopro Services
 RFQ Currency: USD
 Quote Currency: USD
 Price Precision: Any

Time Left: 122 days 19 hours
 Close Date: 31-Dec-2017 07:15:47
 Quote Valid Until: 10-Jan-2018
 Reference Number: [blank]
 Note to Buyer: [blank]

Attachments

Title	Type	Update	Delete
No results found.			

Lines

Quote Total (USD): 500.00

Select	Line	Line	Ship-To	Start Price	Target Price	Quote Price (USD)	Unit	Target Quantity	Quote Quantity	Line Total	Need-By Date	Promised Date
	WwEeEJlQuSAGKcMKu...	1 WwEeEJlQuSAGKcMKu...	GDLS - Anniston - ANN - 105			100	Ea...	5	5	500.00	01-Jan-2018 07:18:20 to 10-Jan-2018 07:18:32	10-Jan-2018 12:14:...

9. If you want to print a copy of your response, select **Printable View** on the **Review and Submit** page and save the form offline for printing

Method 3: No Quote Response (Entire RFQ)

1. Select **Acknowledge Participation** from Actions Menu and Go

The screenshot shows the Oracle Procurement Cloud interface for RFQ 1804419. The page title is "Negotiations" and the RFQ number is "RFQ: 1804419". The status is "Active (Locked)" and the title is "Electrical Components". The open date is "17-Aug-2020 08:25:16" and the close date is "31-Aug-2020 00:00:00". The time left is "13 days 14 hours".

The "Actions" menu is highlighted, showing "Acknowledge Participation" and a "Go" button. The "Lines" tab is selected, showing a table of items with columns: Description, Line, Item, Rev, Category, Unit, Quantity, Need-By From, Need-By To, Best Price (USD), Active Responses, and Time Left.

Description	Line	Item, Rev	Category	Unit	Quantity	Need-By From	Need-By To	Best Price (USD)	Active Responses	Time Left
CONNECTOR	1 CONNECTOR	D38999/26KB35SA	59.5935	Each	26	31-Aug-2020 09:28:40	31-Aug-2020 09:28:40	Sealed	Sealed	13 days 14 hours
ADAPTER, 90 DEGREE	2 ADAPTER, 90 DEGREE	ISOFJ150M1003-S	MISC.MISC	Each	13	31-Aug-2020 09:53:46	31-Aug-2020 09:53:46	Sealed	Sealed	13 days 14 hours
SPLITTING ADAPTER, 7/16...	3 SPLITTING ADAPTER, 7/16...	348915	MISC.MISC	Each	1	30-Oct-2020 00:00:00	30-Oct-2020 00:00:00	Sealed	Sealed	13 days 14 hours

2. Select response to participation question (**No**), enter **Note to Buyer**, and **Apply**

The screenshot shows the Oracle Sourcing interface for 'Acknowledge Participation (RFQ 1804419)'. The page includes a navigation bar with the Oracle Sourcing logo and user information. The main content area displays the 'Supplier Site' as 'UTICA'. A question 'Will your company participate?' is shown with radio buttons for 'Yes' and 'No', where 'No' is selected. Below this is a 'Note to Buyer' text area containing the message: 'Unable to quote these items. We are not an authorized distributor for these products. Please keep us in mind for future electrical component quoting opportunities.' In the top right corner of the form, there are 'Cancel' and 'Apply' buttons, with a red arrow pointing to the 'Apply' button. The browser address bar shows the URL: 'http://ebusinesstest.gdls.com:8078/OA_HTML/OA.jsp?page=/oracle/apps/pon/negotiation/inquiry/webui/ponNegSumPG8_ri=3968_ri=396'. The footer contains copyright information: 'Copyright (c) 1998, 2017, Oracle and/or its affiliates. All rights reserved.' and a 'Privacy Statement' link.

3. Select **Negotiations** tab to close RFQ

RFQ: 1804419

Negotiations >
RFQ: 1804419

Title: Electrical Components
Status: Active (Locked)
Time Left: 13 days 14 hours

Open Date: 17-Aug-2020 08:25:18
Close Date: 31-Aug-2020 00:00:00

Header | **Lines** | Controls

Display Rank As: Win/Lose
Ranking: Price Only

Cost Factors: None

Description	Line	Item, Rev	Category	Unit	Quantity	Need-By From	Need-By To	Best Price (USD)	Active Responses	Time Left
CONNECTOR	1 CONNECTOR	D38999/26KB35SA	59.5935	Each	26	31-Aug-2020 09:28:40	31-Aug-2020 09:28:40	Sealed	Sealed	13 days 14 hours
ADAPTER, 90 DEGREE	2 ADAPTER, 90 DEGREE	ISOFJ150M1003-S	MISC MISC	Each	13	31-Aug-2020 09:53:46	31-Aug-2020 09:53:46	Sealed	Sealed	13 days 14 hours
SPLITTING ADAPTER, 7/16...	3 SPLITTING ADAPTER, 7/16...	348915	MISC MISC	Each	1	30-Oct-2020 00:00:00	30-Oct-2020 00:00:00	Sealed	Sealed	13 days 14 hours

Method 4: No Quote Response (Specific Lines of RFQ)

1. Select **Create Quote** from Actions menu and **Go**

The screenshot displays the Oracle Sourcing web application interface. The browser address bar shows the URL: http://ebusinesstest.gdls.com:8078/OA_HTML/OA.jsp?page=/oracle/apps/pon/negotiation/inquiry/webui/ponNegSumPG&_i=396&Auction. The page title is "RFQ: 1804419". The main content area shows the RFQ details:

- Title: Electrical Components
- Status: Active (Locked)
- Time Left: 13 days 14 hours
- Open Date: 17-Aug-2020 08:25:16
- Close Date: 31-Aug-2020 00:00:00

The "Actions" menu is open, and the "Create Quote" option is highlighted with a red box. The "Go" button is also visible next to the menu.

The "Lines" tab is selected, showing a table of RFQ lines. The table has the following columns: Description, Line, Item, Rev, Category, Unit, Quantity, Need-By From, Need-By To, Best Price (USD), Active Responses, and Time Left.

Description	Line	Item, Rev	Category	Unit	Quantity	Need-By From	Need-By To	Best Price (USD)	Active Responses	Time Left
CONNECTOR	1 CONNECTOR	D38999/26KB35SA	59.5935	Each	26	31-Aug-2020 09:28:40	31-Aug-2020 09:28:40	Sealed	Sealed	13 days 14 hours
ADAPTER, 90 DEGREE	2 ADAPTER, 90 DEGREE	ISOFJ150M1003-S	MISC.MISC	Each	13	31-Aug-2020 09:53:46	31-Aug-2020 09:53:46	Sealed	Sealed	13 days 14 hours
SPLITTING ADAPTER, 7/16...	3 SPLITTING ADAPTER, 7/16...	348915	MISC.MISC	Each	1	30-Oct-2020 00:00:00	30-Oct-2020 00:00:00	Sealed	Sealed	13 days 14 hours

2. Enter **Quote Valid Until, Requirements** (may need to scroll down the page), and select **Lines** tab

The screenshot displays the Oracle Sourcing interface for creating a quote. The main heading is "Create Quote: 2390106 (RFQ 1804419)". The title is "Electrical Components". The page includes a navigation bar with "Header" and "Lines" tabs, where "Lines" is selected. A red arrow points to the "Lines" tab. The "Quote Valid Until" field is highlighted with a red box and contains the date "01-Sep-2021". Below this, there is an "Attachments" section with a table that has no results. At the bottom of the page, the "Requirements" section is highlighted with a red box. The page also shows a "Supplier" section with details for "Supplier Site: UTICA - 36500 Utca Road, Utica, MI 48092, US" and "Quote Currency: USD".

3. Indicate which lines to quote or no quote and proceed to complete quote form - select **Update** link to create quote

The screenshot displays the Oracle Sourcing 'Create Quote' interface for RFQ 1804419. The interface includes a header with navigation options and a main table of items. The table has the following columns: Line, Item Number, Update, Ship-To, Rank, Start Price, Target Price, Quote Price, Unit, Target Quantity, Quote Quantity, Promised Date, and Quote. A red box highlights the 'Quote' column, and a red arrow points to the 'Update' icon for line 1.

Line	Item Number	Update	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote
1	CONNECTOR		GDLS - Sterling - COC	Sealed				Each	26			Yes
2	ADAPTER, 90 DEGRE...		GDLS - Sterling - COC	Sealed				Each	13			No
3	SPLITTING ADAPTER...		GDLS - Sterling - COC	Sealed				Each	1			No

RFQ Currency USD
Price Precision Any
Quote Currency USD

Time Left 13 days 13 hours
Close Date 31-Aug-2020 00:00:00

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title Electrical Components

Header Lines

Indicates more information requested. Click the Update icon.

4. Enter Quote Price, Quote Quantity, Promised Date, any Required Attribute and Apply

Line 2: ADAPTER, 90 DEGREE

Go Cancel Save Draft **Apply**

Description: CONNECTOR
 Item Number: D38999/26KB35SA
 Unit: Each
 Start Price: [Blank]
 Target Price: [Blank]

Close Date: 31-Aug-2020 00:00:00
 Quote Currency: USD
 Rank: Scaled
 Ship-To: GDLS - Sterling - COC
 Need-By Date: 31-Aug-2020 09:28:40 to 31-Aug-2020 09:28:40
 Promised Date: 31-Aug-2020 09:28:40

Quote Price: 56.85
 Target Quantity: 26
 Quote Quantity: 26

Group	Attribute	Attribute Type	Target Value	Quote Value
General	Does the item require an EUC?	Required	Enter Yes or No	No
General	Lead Time (in weeks)	Required		6
General	Engineering Charge	Optional		(Numeric Value only)
General	Other Deliverable Charge	Optional		(Numeric Value only)
General	Other Non-Deliverable Charge	Optional		(Numeric Value only)

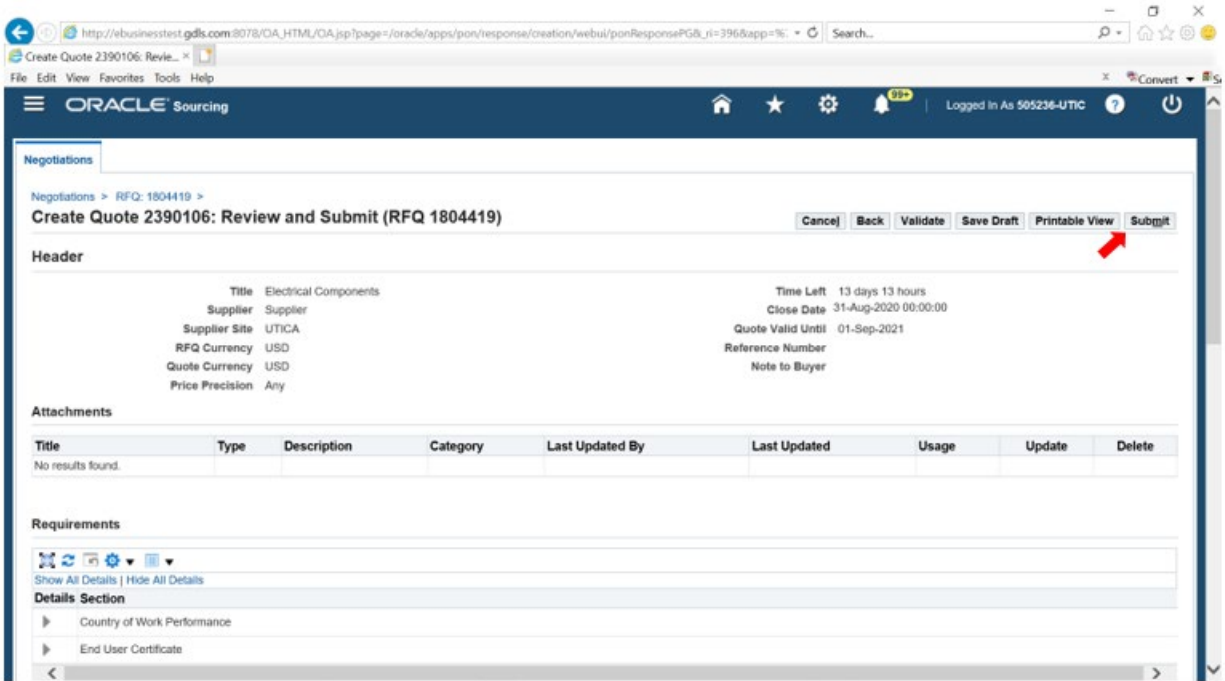
5. To complete Quote select **Continue**

RFQ Currency: USD
Price Precision: Any
Quote Currency: USD

Line	Item Number	Update	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote
1	CONNECTOR		GDSL - Sterling - COC	Sealed			56.85	Each	26	26	31-Aug-2020	Yes
2	ADAPTER, 90 DEGRE...		GDSL - Sterling - COC	Sealed				Each	13			No
3	SPLITTING ADAPTER...		GDSL - Sterling - COC	Sealed				Each	1			No

Indicates more information requested. Click the Update icon.

6. To submit quote select **Submit**



7. Select Return to Sourcing Home Page link

The screenshot displays the Oracle Sourcing web application interface. The main page is titled "Create Quote 2390106: Review and Submit (RFQ 1804419)". A confirmation dialog box is overlaid on the page, containing the text: "Confirmation: Quote 2390106 for RFQ 1804419 (Electrical Components) has been submitted." Below this text is a blue hyperlink labeled "Return to Sourcing Home Page", which is highlighted by a red arrow. The background interface includes a header with the Oracle Sourcing logo, a navigation menu, and various buttons like "Cancel", "Back", "Validate", "Save Draft", "Printable View", and "Submit". Below the confirmation dialog, there is a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table currently shows "No results found." Below the table, there is a "Requirements" section with expandable details for "Country of Work Performance" and "End User Certificate".

Questions?

- The Negotiations home page is your access point to all negotiations in which you can participate
- Cost factors identify additional costs associated with a line which need to be negotiated in addition to the line price
- Line attributes provide extra information about a negotiation line and these can help set your response apart from the competition
- If you want to submit your bid at a later date you can use the Save Draft option to enable editing and submission later
- Terms and Conditions are an important part of any bidding process and need to be reviewed, where applicable before you can proceed further

Getting Help

In the event that you have questions regarding Sourcing and Creating / Managing bids, please contact your GDLS buyer.

Revision History

Revision #	Date	Revision Description
0	2019	Initial release to align with upgrade from Oracle 11.0 to Oracle 12.2
1	11/30/2021	Updates by iSupplier Manual Project Team