





# Welcome to the Essential Energy Responding to a Negotiation User Guide.

 <p><b>Why should I use this guide?</b></p>	<p>This guide provides you with instructions on how to respond to a Negotiation via the Supplier Portal.</p>
 <p><b>Who might use this guide?</b></p>	<ul style="list-style-type: none"> <li>• Suppliers who want to respond to a Negotiation.</li> </ul>
 <p><b>What related documents should I refer to?</b></p>	<ul style="list-style-type: none"> <li>• How to Communicate on a Negotiation Through the Supplier Portal- Quick Reference Guide.</li> <li>• Oracle Guided Learning – Quick Reference Guide.</li> <li>• Navigating the Essential Energy Supplier Portal- Quick Reference Guide.</li> <li>• How to Download Negotiation Spreadsheet- Quick Reference Guide</li> </ul>
 <p><b>Where can I go for additional system support?</b></p>	<ul style="list-style-type: none"> <li>• For system support, please contact: <a href="mailto:suppliers@essentialenergy.com.au">suppliers@essentialenergy.com.au</a></li> </ul>

## Key Terms

**Negotiation:** The end-to-end process for Sourcing Goods and Services is called a Negotiation.

- A Negotiation encompasses the end-to-end market engagement processes in Oracle, more commonly known as sourcing events/activities or tenders.
- Negotiations include activities from identifying a sourcing need to initiate the sourcing event, through to making a final sourcing decision and awarding a supplier/s through an evaluation process.



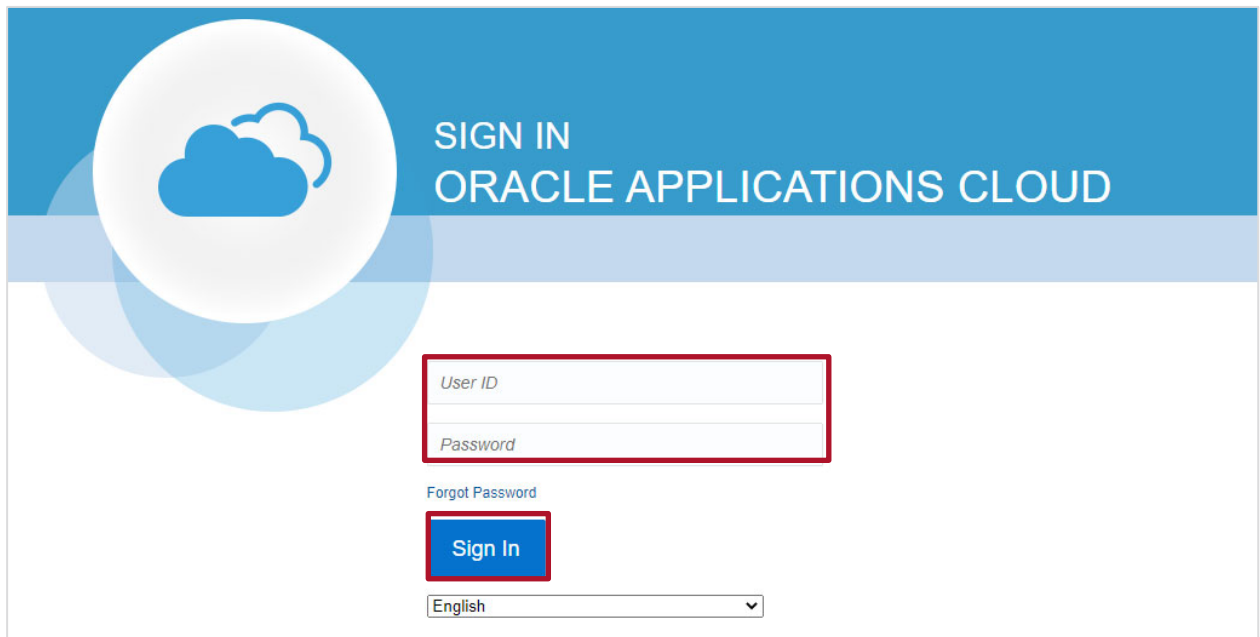
## Table of Contents

Logging on to Oracle Cloud .....	3
Navigating to the Supplier Portal.....	3
Searching for a Negotiation .....	4
Viewing a Negotiation .....	5
From an Invitation to Respond: .....	5
From your Search Results:.....	6
Accepting Terms: .....	6
Cover Page .....	7
Overview .....	8
Requirements.....	9
Lines.....	10
Contract Terms.....	11
Responding to Negotiations .....	12
Acknowledging Participation .....	12
Creating a Response.....	13
Create Response: Overview .....	14
Create Response: Requirements .....	15
Create Response: Lines.....	17
Create Response: Review.....	19
Validating and Submitting a Negotiation .....	19

## Logging on to Oracle Cloud

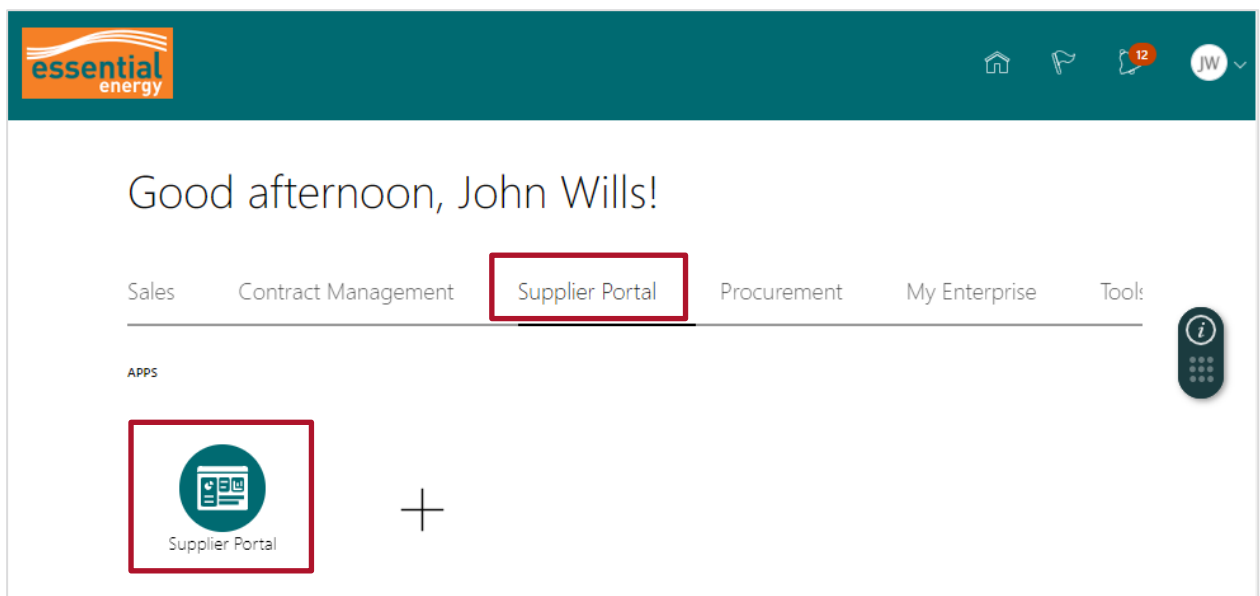
To participate in the tendering process, please use the URL:  
<https://enno.login.ap1.oraclecloud.com>

1. Enter your **User ID** and **Password**.
2. Click **Sign In**.



## Navigating to the Supplier Portal

1. Click on the **Supplier Portal** tab.
2. Select the **Supplier Portal** icon.



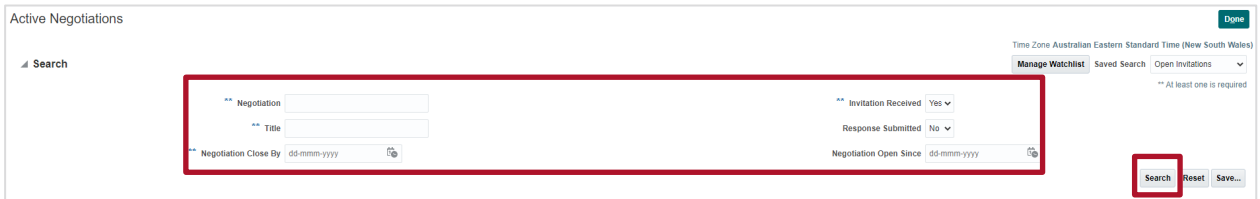
## Searching for a Negotiation

You can search for a tender that is currently open for responding on your Supplier Portal Task Panel.

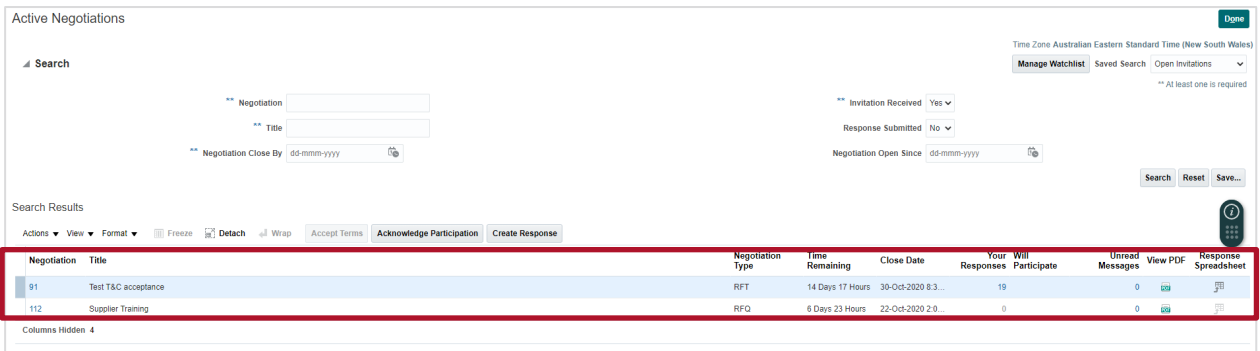
1. On the left-hand side, click **'View Active Negotiations'** to launch a search window.



2. Enter search parameters in the search criteria fields.  
*Search based on **Negotiation Reference Number**, whether you have been invited to respond, a **Title** or the **Negotiation Open and Closing dates**.*
3. Click **Search**.



4. **Search results** will appear at the bottom half of the screen.

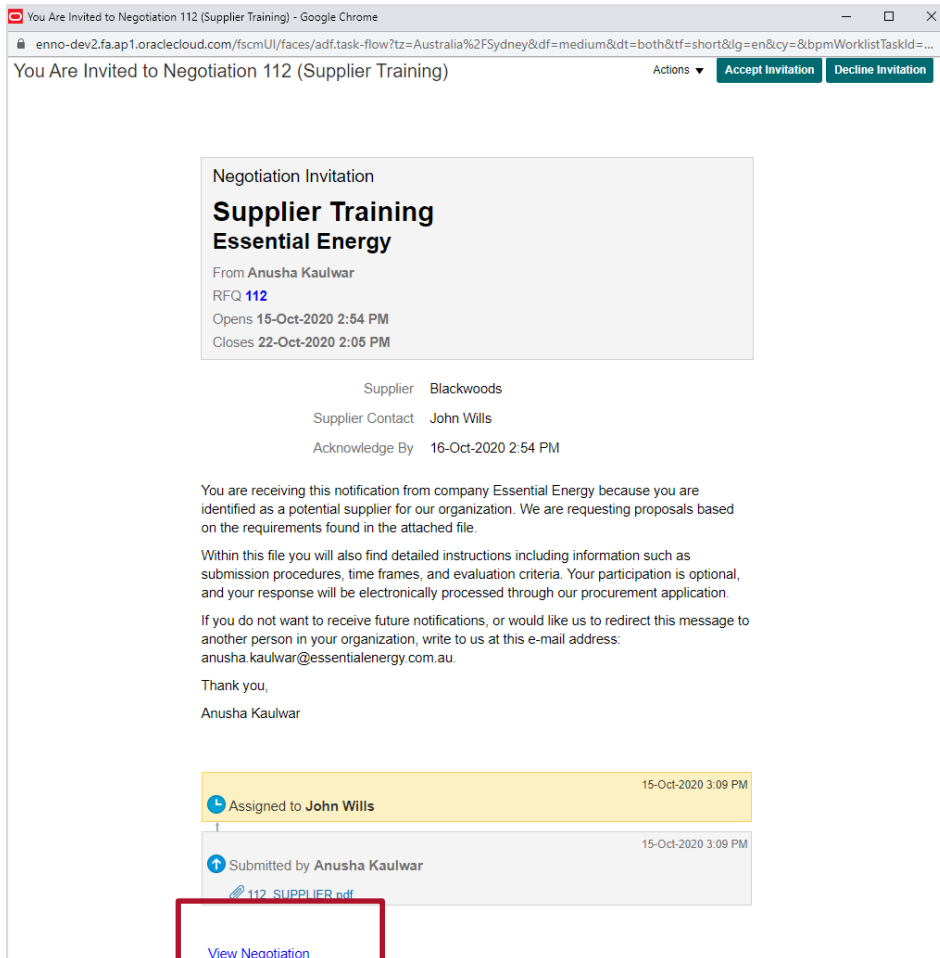
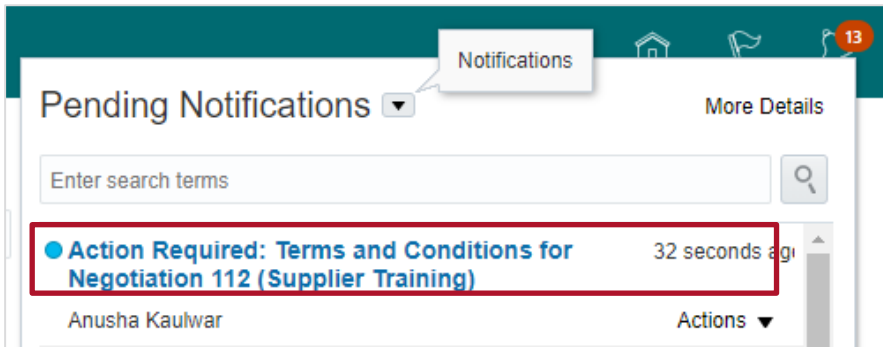


## Viewing a Negotiation

### From an Invitation to Respond:

If your organisation receives an invite to bid on tenders, you will receive a notification in your email and on your notification bell in the Supplier Portal.

1. Click the online or offline **Notification**.
2. Click the link to open the Negotiation invitation. *(Note: you will be asked to **Accept Terms** ahead of viewing the document. Go to the **Accepting Terms** section below).*



## From your Search Results:

1. Click on a **Negotiation Number** from your search results.

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
112	Supplier Training	RFT	14 Days 17 Hours	30-Oct-2020 8.3...	19		0		
	Test T&C acceptance	RFT	6 Days 23 Hours	22-Oct-2020 2.0...	0		0		

## Accepting Terms:

You will need to accept terms and conditions before viewing the Negotiation.

1. When you are asked to **Accept Terms**, read the terms and click **Accept Terms**.

*Note 1: If you decline the Terms you will not be able to view the Negotiation. You can later Accept Terms to view the Negotiation.*

*Note 2: Terms are in a PDF format. You will need Adobe to open the document.*

Accept Terms and Conditions (RFQ 112)

Accept the following terms and conditions before responding to this negotiation.

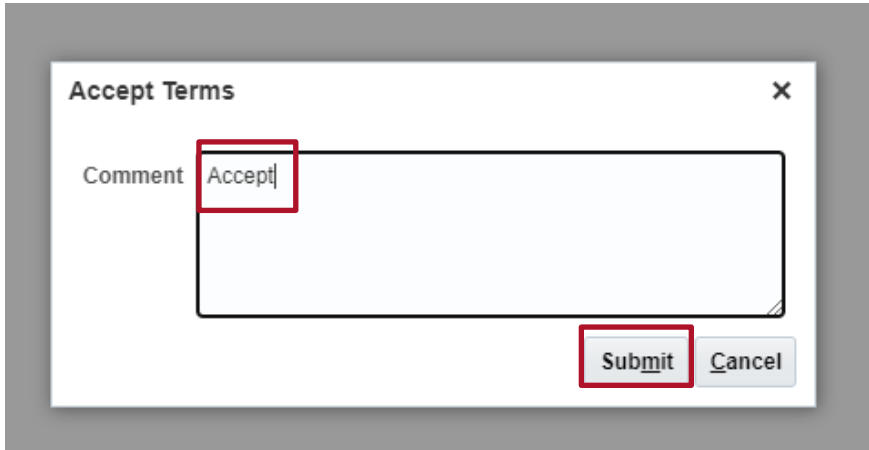
test - response before viewing

Title: Supplier Training

Close Date: 22-Oct-2020 3:05 AM

Attachments: Supplier\_Questionnaire\_14\_3.pdf

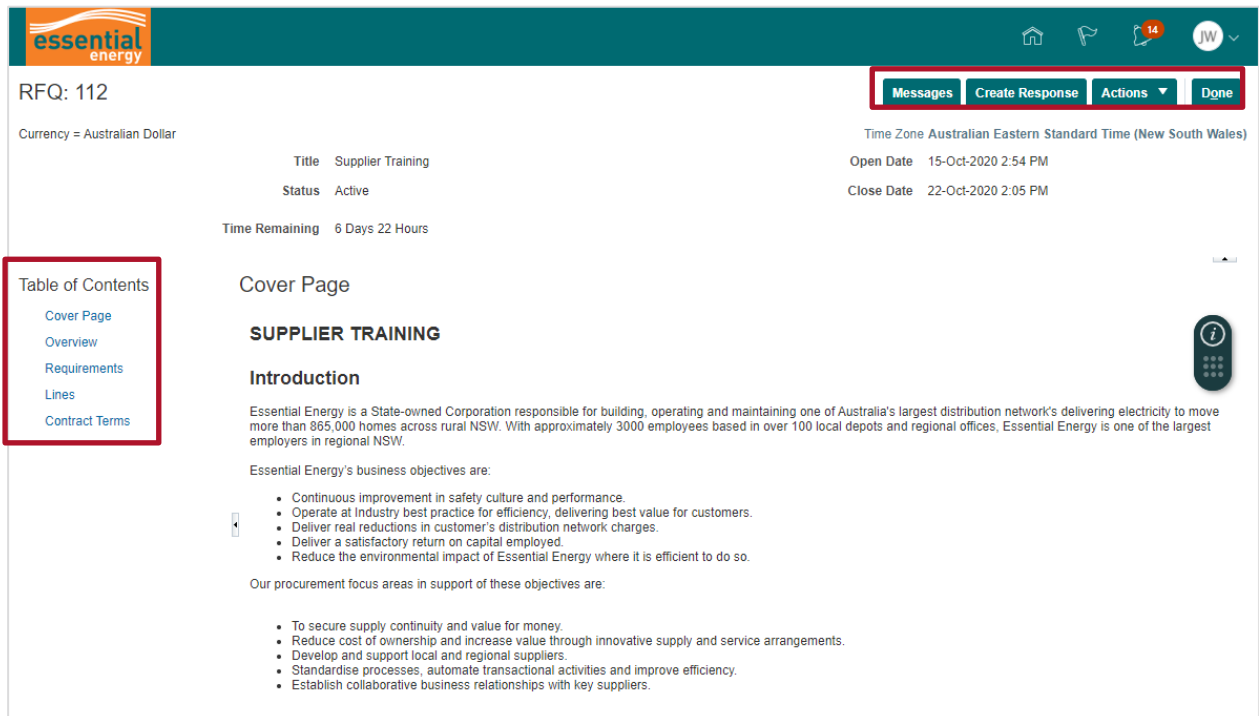
2. Enter a **Comment** to verify that you Accept the Terms.
3. Click **Submit**.



## Cover Page

The first page displayed on the Negotiation is the Cover Page. The Cover Page provides key Essential Energy information and highlights the different components of the document.

1. When you have read the Cover Page, click **Overview**.



## Overview

The Overview outlines key dates on the Negotiation and provides an overview of the document including the **Title**, a **Synopsis** about the tender and any relevant **Attachments**.

1. When you have read the Overview, click **Requirements**.

RFQ: 112

Currency = Australian Dollar

Time Zone Australian Eastern Standard Time (New South Wales)

Messages Create Response Actions Done

Title Supplier Training

Status Active

Time Remaining 6 Days 22 Hours

Open Date 15-Oct-2020 2:54 PM

Close Date 22-Oct-2020 2:05 PM

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines
- Contract Terms

Overview

Title Supplier Training

Synopsis

Buyer Anusha Kaulwar

Outcome Blanket Purchase Agreement

Attachments None

Preview Date

Close Date 22-Oct-2020 2:05 PM

Open Date 15-Oct-2020 2:54 PM

Award Date

Negotiation Controls

Response Visibility Blind

Lines



## Requirements

The **Requirements** page is comprised of questionnaires to supplement the bid. You may be required to upload attachments to support your response for each listed Requirement.

- To view details of the Requirement, click on the **Requirement**.

RFQ: 112

Currency = Australian Dollar

Title Supplier Training  
Status Active  
Time Remaining 6 Days 22 Hours

Time Zone Australian Eastern Standard Time (New South Wales)  
Open Date 15-Oct-2020 2:54 PM  
Close Date 22-Oct-2020 2:05 PM

Messages Create Response Actions Done

Table of Contents  
Cover Page  
Overview  
Requirements  
Lines  
Contract Terms

Requirements  
Instructions  
Please add your Requirements.

Summary Preview Requirement Questionnaire

Requirement	Requirement Text	Attachments
<ul style="list-style-type: none"> <li>1. Capability                             <ul style="list-style-type: none"> <li><b>1. History of Performance</b></li> </ul> </li> <li>2. Production Facilities and Capaci</li> </ul>	<p>Respondents are to provide a history of performance for supply of similar goods requested in this RFP. Suppliers should provide details of the type of product supplied, volume of supply, geographic region covered, and contract duration. Upload any supporting documents as a zipped file.</p> <p>Please provide the following information for the production facilities that will be used for the manufacture of proposed Goods:</p> <ul style="list-style-type: none"> <li>(a) location and age of plant;</li> <li>(b) geographic regions supplied from this plant;</li> <li>(c) current production capacity and current utilisation of that capacity;</li> <li>(d) details of any plans to expand production capacity over time; and</li> <li>(e) the disaster recovery plan for the manufacturing sites.</li> </ul> <p>Upload any supporting documents and information in one zip file.</p>	

- View relevant **attachments** of the Requirement and click **Done** to navigate back to the Requirement page.

Requirement: 1. History of Performance (RFQ 112)

Section 1. Capability

Requirement 1. History of Performance

Requirement Text Respondents are to provide a history of performance for supply of similar goods requested in this RFP. Suppliers should provide details of the type of product supplied, volume of supply, geographic region covered, and contract duration. Upload any supporting documents as a zipped file.

Hint

Properties

Level	Supplier	Value Type	Single line text
Response	Required	Attachments from Suppliers	Not allowed
Requirement Type	Text entry box		— Allow comments from suppliers

Attachments HISTORICAL.ics

- Click the **Lines** page.

## Lines

The Lines page contains the goods or services needed and includes **Description**, **Category Name**, **Estimated Quantity** or **Estimated Total Amount** and **Unit of Measure** per line item.

- View the **Line** details.
- Click the **Contract Terms** page.

RFQ: 112

Currency = Australian Dollar

Title Supplier Training

Status Active

Time Remaining 6 Days 22 Hours

Open Date 15-Oct-2020 2:54 PM

Close Date 22-Oct-2020 2:05 PM

Time Zone Australian Eastern Standard Time (New South Wales)

Messages Create Response Actions Done

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines
- Contract Terms

Lines Summary

Line	Item	Description	Category Name	Estimated Quantity	UOM	Estimated Total Amount	Start Price	Allow Alternate Lines	Attachments
1		600450 Computers	Desktop Compu	25	Each			Yes	

Columns Hidden 4

## Contract Terms

1. From 1 December 2020, the Contract Terms can be found on the **Requirements** page attached under the **Commercial Requirements Section** called ‘**Contract Terms and Conditions**’.

*Note: The Contract Terms page will still be visible but will not be used.*

The screenshot shows the 'RFQ: 112' interface. At the top left is the 'essential energy' logo. The main header area contains 'RFQ: 112' and a navigation bar with 'Messages', 'Create Response', 'Actions', and 'Done'. Below this, it indicates 'Currency = Australian Dollar' and 'Time Zone Australian Eastern Standard Time (New South Wales)'. Key details include: Title: Supplier Training; Status: Active; Time Remaining: 6 Days 22 Hours; Open Date: 15-Oct-2020 2:54 PM; Close Date: 22-Oct-2020 2:05 PM. A 'Table of Contents' is visible on the left, listing 'Cover Page', 'Overview', 'Requirements', 'Lines', and 'Contract Terms'. The 'Contract Terms' section is highlighted, showing a sub-section 'Create a base contract to add contract terms.' and a red box around the 'Requirements' link in the table of contents.

2. To view the contract, click on the **Requirements** page.
3. Scroll to the **Commercial Requirements** section.
4. Under **Contract Terms and Conditions**, view the contract via the **attachment**.

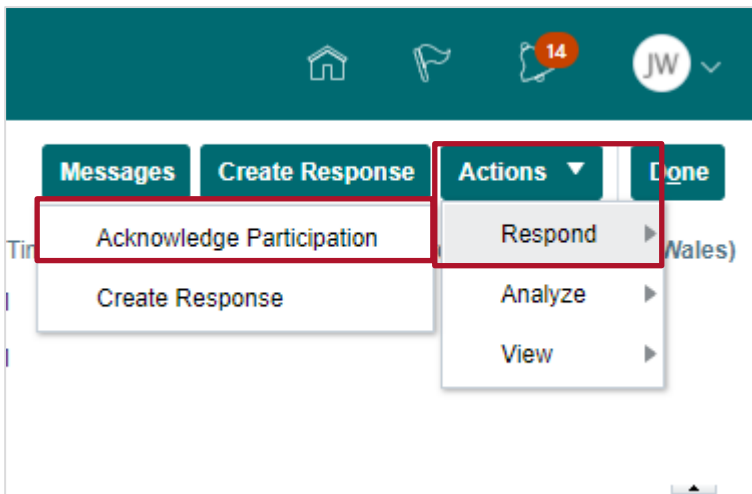
The screenshot shows the '2. Commercial Requirements' section. A red box highlights the link '1. Contract Terms and Conditions'. To the right of this link is a text block: 'It is important to review the terms and conditions of the proposed Agreement attached to this section of the RFQ as it will form the basis of the Contract that will eventuate from this RFQ process. As specified in the Overview section of this RFQ, any departures to Essential Energy's proposed Agreement must be clearly specified in the Schedule of Departures attached in this section. Respondents shall upload their completed schedule into this section. By submitting your response, you are agreeing to the terms and conditions as contained in the proposed Agreement. Failure to accept these terms and conditions may result in exclusion from the RFQ process'. A red box also highlights a paperclip icon (attachment) to the right of the text.

## Responding to Negotiations

If you have received an invitation to respond to a Negotiation and have decided to respond, you can acknowledge your participation to create a response.

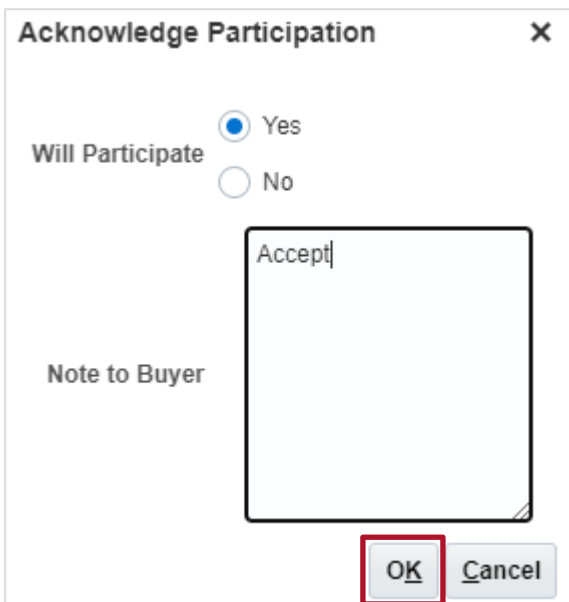
### Acknowledging Participation

1. Click **Actions**.
2. Click **Respond** and select **Acknowledge Participation** from the drop-down menu.



This will bring up an Acknowledge popup.

3. Select **Yes** or **No** and enter a comment to the Essential Energy buyer.
4. Click **Ok** to submit.

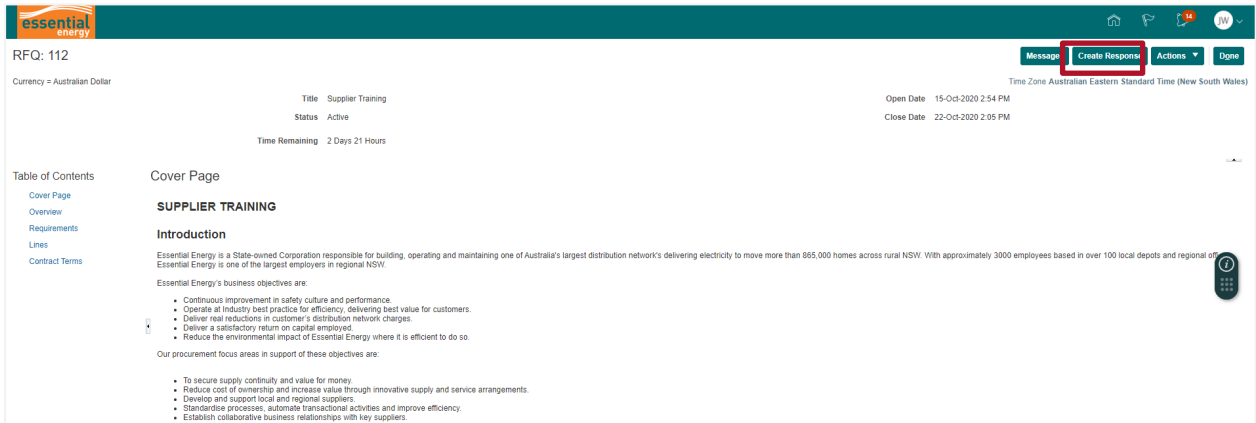


## Creating a Response

You can create a response directly from the Negotiation document or by searching your Active Negotiations.

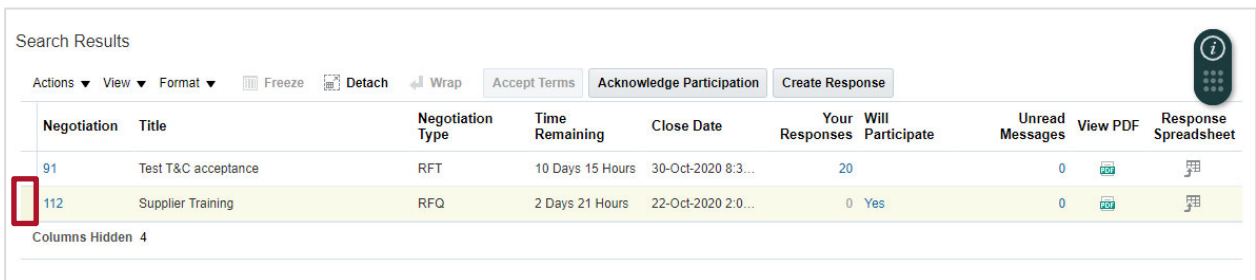
### Create a Response within the Negotiation document:

1. Click **Create Response**.

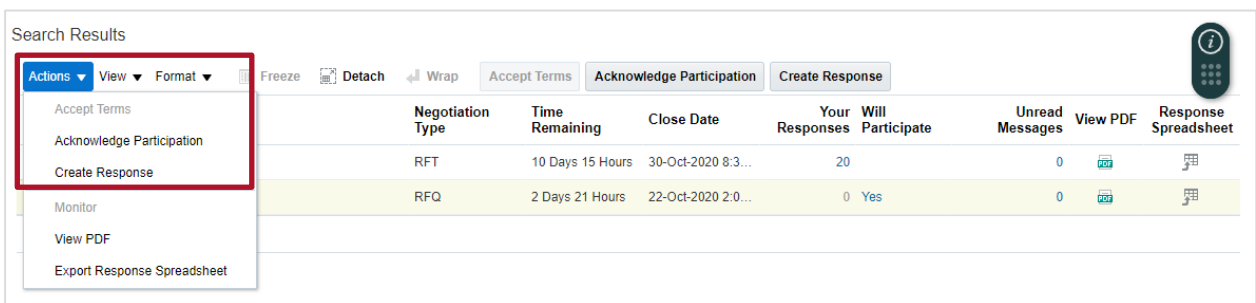


### Create a Response from the Search Results:

1. Navigate to **View Active Negotiations**.
2. Click on the space next to the **Negotiation number**.



3. Click **Actions**.
4. Select **Create Response**.



This will bring up the response page.

### Create Response: Overview

1. Insert an internal supplier **Reference Number** if required.
2. Add an optional **Note** to the buyer.
3. Use the **Attachment field** to upload any relevant documentation.
4. Enter a date to outline the when the response is **valid** until.
5. Click **Next** to progress to the **Requirements** page.

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1 - 2 - 3 - 4

Overv... Requir... Lines Review

Create Response (Quote 9001): Overview ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 19-Oct-2020 5:08 PM  
Time Zone Australian Eastern Standard Time (New South Wales)  
Close Date 22-Oct-2020 2:05 PM

Title Supplier Training  
Time Remaining 2 Days 20 Hours

General

Supplier Blackwoods  
Negotiation Currency AUD  
Response Currency AUD  
Price Precision 2 Decimals Maximum

Response Type  Primary  Alternate

Response Valid Until dd-mmm-yyyy h:mm a

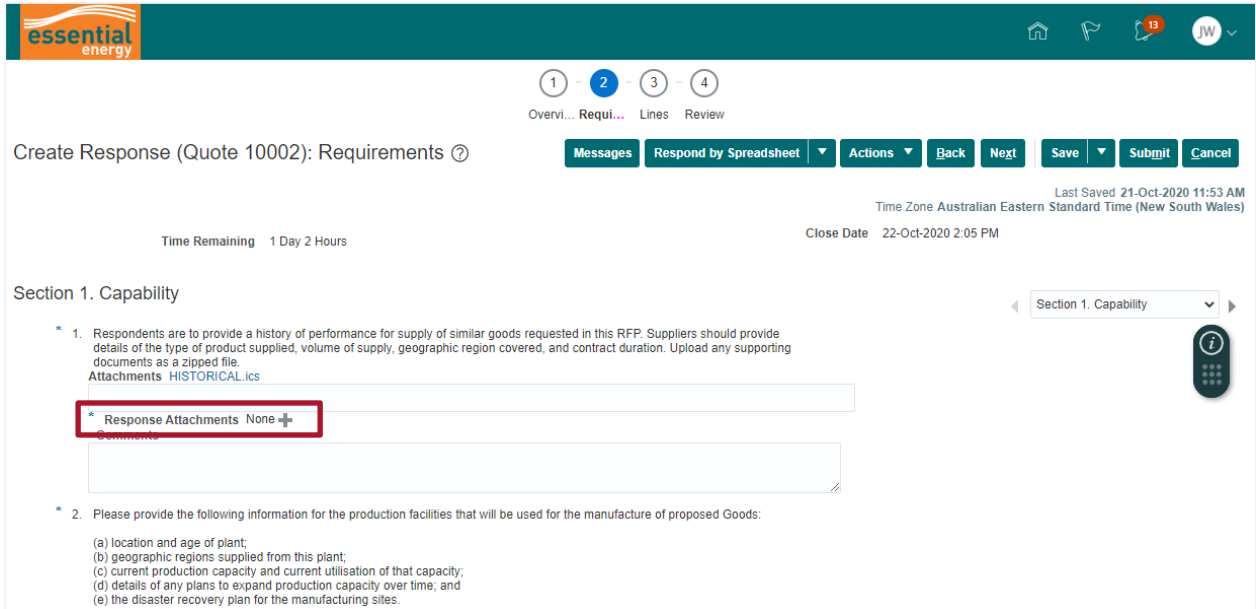
Reference Number

Note to Buyer

Attachments None +

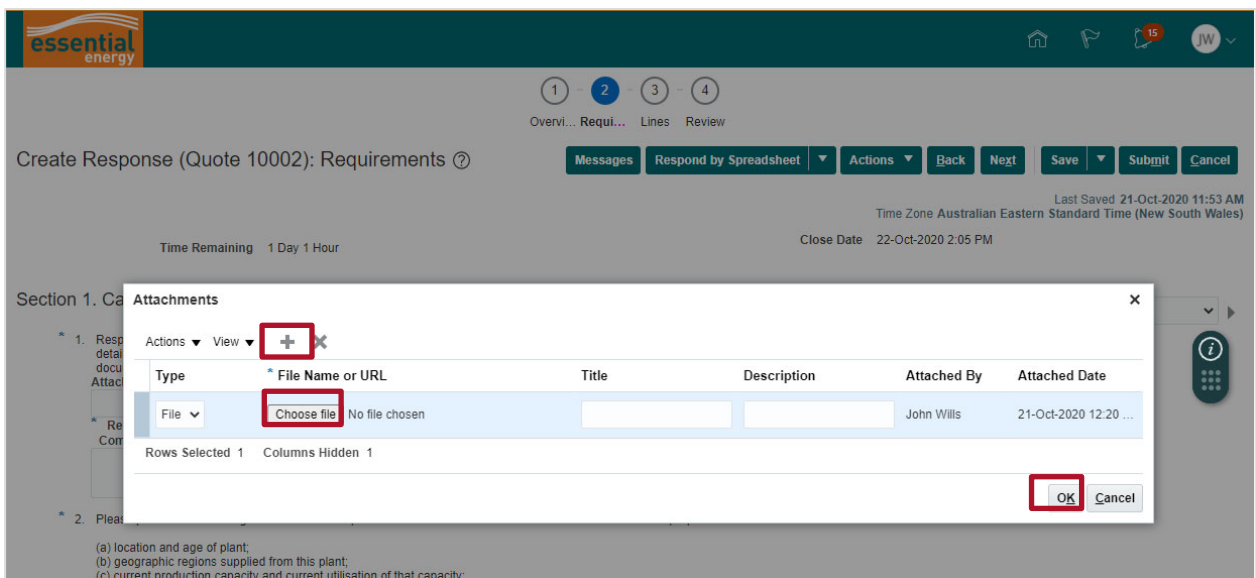
### Create Response: Requirements

1. View the Requirements and respond to each requirement. Some will require a text response; others will require response by clicking on a radio button and some will also require attachment of supporting documents. Click on the **+ Symbol** to upload any supporting documents (where required).

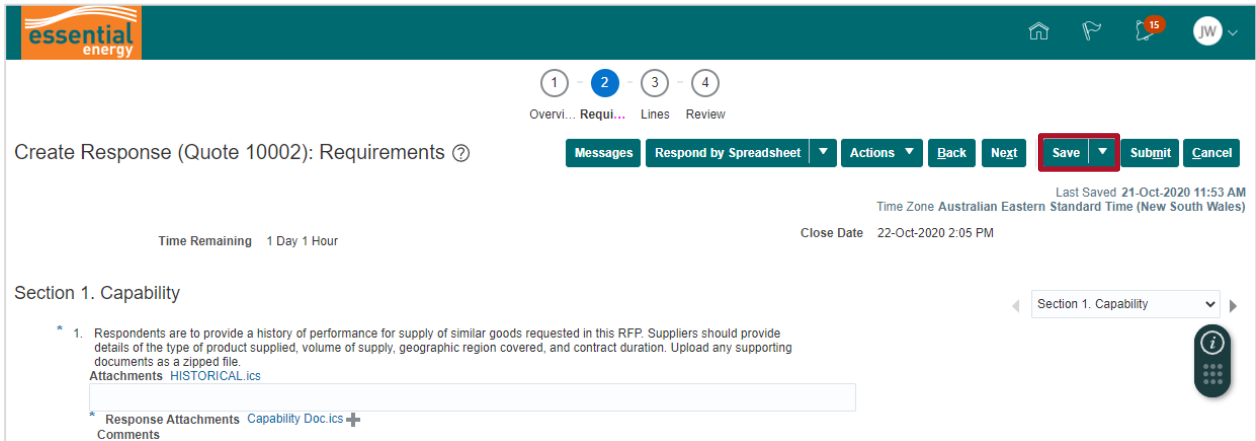


This will launch the attachment window.

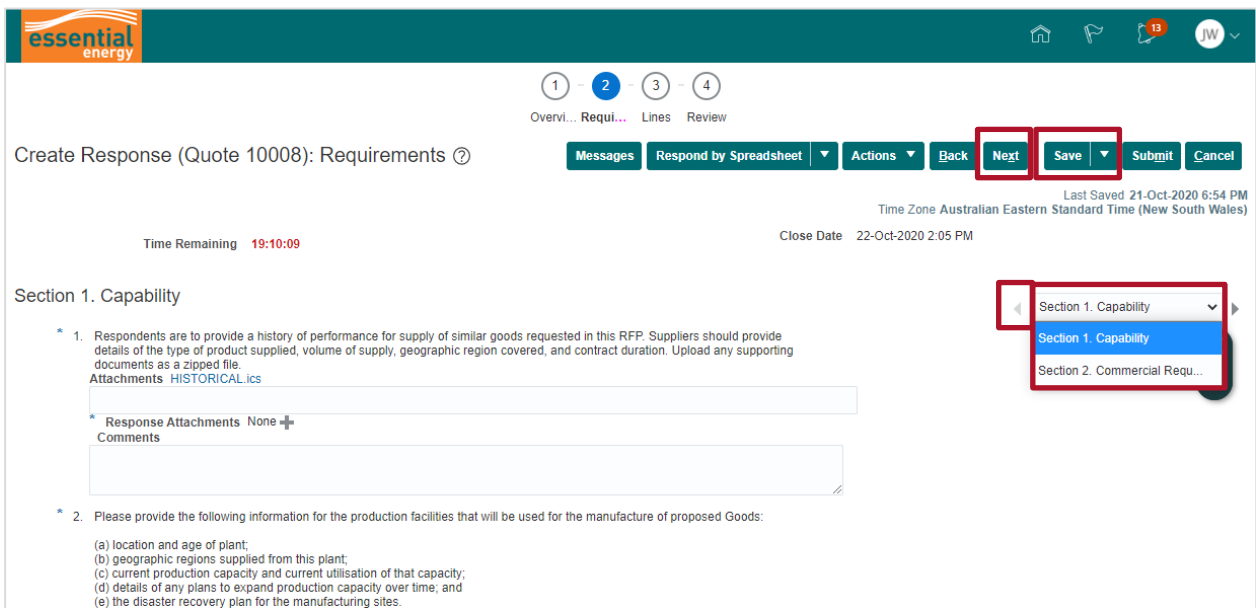
2. Click on the **+ Symbol**.
3. Click **Choose file** to upload a document.
4. Click **Ok**.



5. Click **Save**.



6. To navigate to the next **Section**, use the **drop-down** or **side arrows** and enter the details in accordance to the **Requirements**.



7. Click **Save**.

8. Click **Next** to navigate to the **Lines** page.



### Create Response: Lines

1. Review the specification for the line item and enter a **Response Price**.
2. Click **Save**.

If alternative lines are allowed, you can create an alternative line to provide an alternate product or service by clicking the **+ Symbol**.

1 - 2 - 3 - 4  
Overvi... Requir... Lines Review

Create Response (Quote 9001): Lines ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = Australian Dollar Last Saved 19-Oct-2020 6:04 PM  
Time Zone Australian Eastern Standard Time (New South Wales)  
Time Remaining 2 Days 20 Hours Close Date 22-Oct-2020 2:05 PM

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Best Response Price	Response Price	Estimated Quantity	UOM
1	600450 Computers		+		Desktop Computers		No response		25	Each

Columns Hidden 6

Grand Totals  
All response lines except alternate lines are included.  
Response Amount 0.00

3. Insert an **Alternate Line Description**.
4. Enter a **Response Price**.
5. Select a **Unit of Measure**.
6. Click **Save and Close**.

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Lines: Edit Alternate Line: 1-1 (Quote 9001)

Messages 1-1: Save Save and Close Cancel

Currency = Australian Dollar Last Saved 19-Oct-2020 6:19 PM  
Negotiation Line 1 Close Date 22-Oct-2020 2:05 PM

Description 600450 Computers  
\* Alternate Line Description  
Category Name Desktop Computers  
Best Response Price No response  
Start Price  
\* Response Price  
Estimated Quantity 25  
\* UOM Each

Target Minimum Release Amount  
Response Minimum Release Amount  
Note to Buyer  
Attachments None

Price Breaks ?  
Suppliers can modify price breaks Type Cumulative

Actions View Format + X Freeze Detach Wrap

Location	Quantity	Pricing Basis	Response Value
No data to display.			

After clicking Save and Close, the alternate line will be added to the response.

7. Click **Next**.

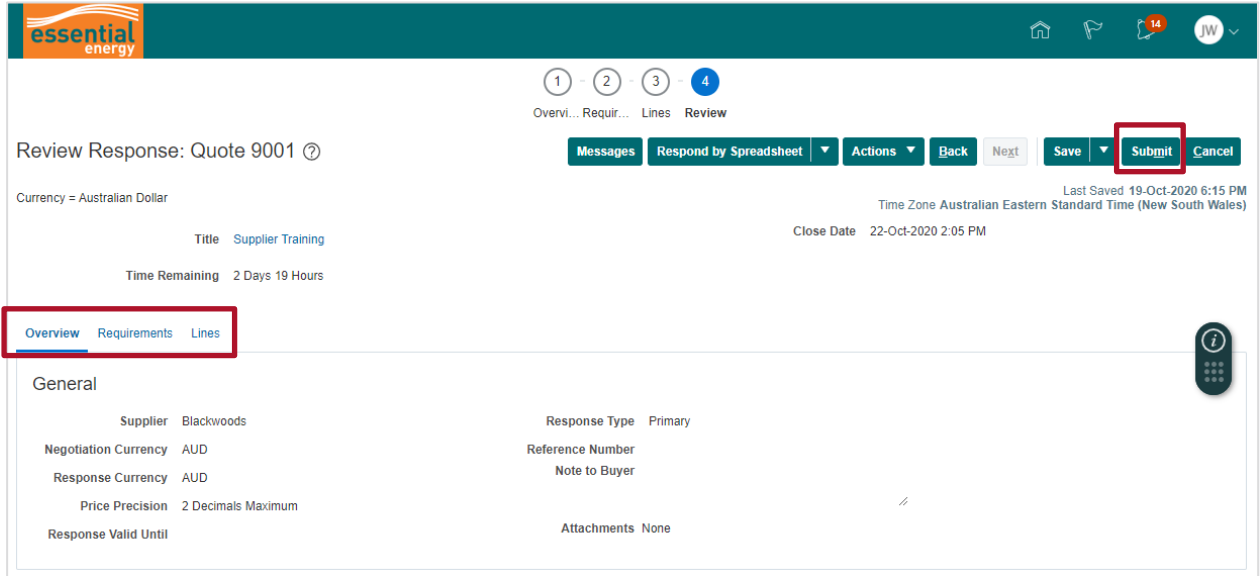
The screenshot shows the 'Create Response (Quote 9001): Lines' interface. At the top, there are navigation steps 1, 2, 3, and 4. Step 3 is active. Below the steps are buttons for 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. The 'Next' button is highlighted with a red box. Below the buttons, there is information about the currency (Australian Dollar), time remaining (2 Days 19 Hours), and close date (22-Oct-2020 2:05 PM). The main part of the interface is a table with the following columns: Line, Description, Alternate Line Description, Create Alternate, Required Details, Category Name, Start Price, Best Response Price, Response Price, Estimated Quantity, and UOM. The table contains two rows. The first row is highlighted in yellow and has a '+' icon in the 'Create Alternate' column. The second row is highlighted in red and has a red box around it. Below the table, there is a 'Grand Totals' section with the text 'All response lines except alternate lines are included.' and 'Response Amount 1,250.00'.

Line	Description	Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Best Response Price	Response Price	Estimated Quantity	UOM
1	600450 Computers.		+		Desktop Computers		No response	50.00	25	Each
1-1		laptops			Desktop Computers			45.00	25	Each

Grand Totals  
All response lines except alternate lines are included.  
Response Amount 1,250.00

## Create Response: Review

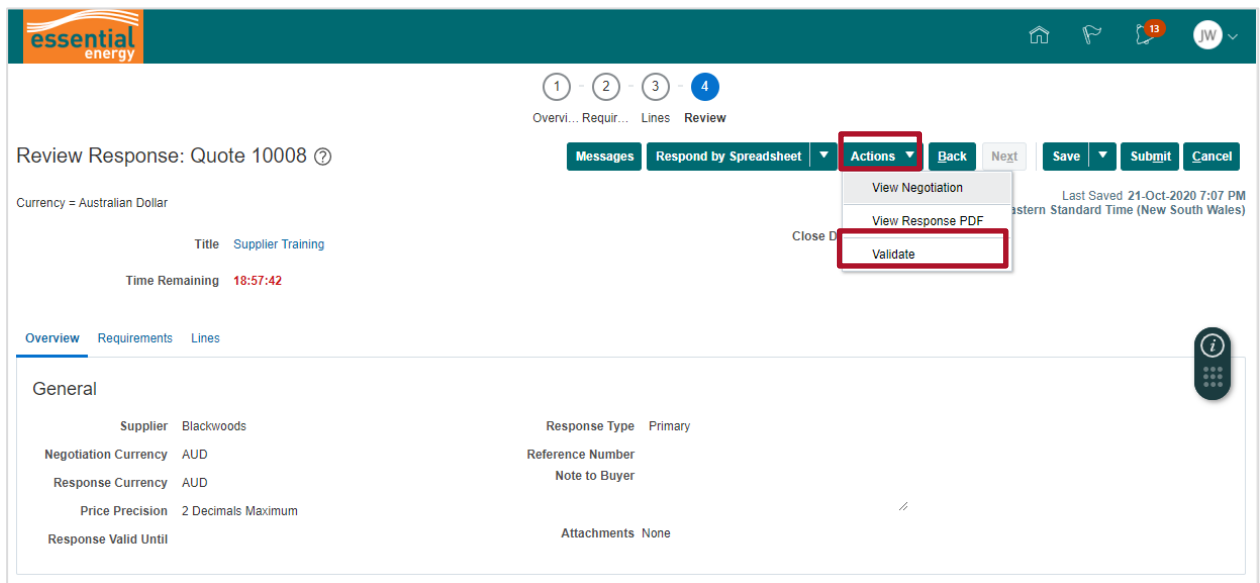
1. Review your response as a whole and navigate through each of the **Tabs** to review and make changes.



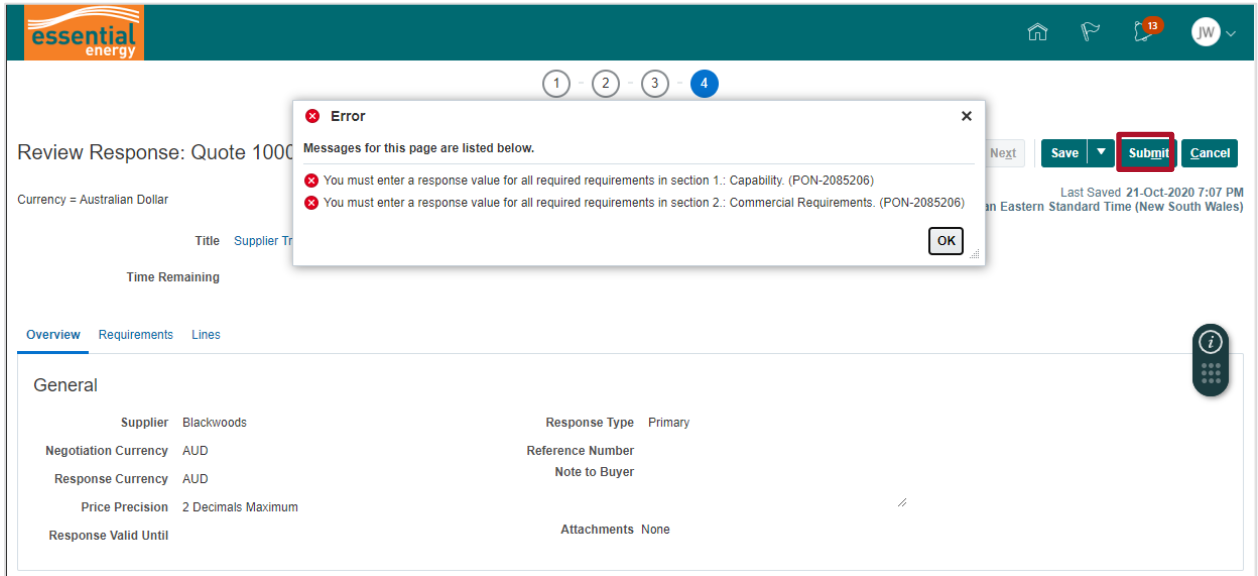
## Validating and Submitting a Negotiation

Before submitting the document, validate your work to make sure there are no errors in the document.

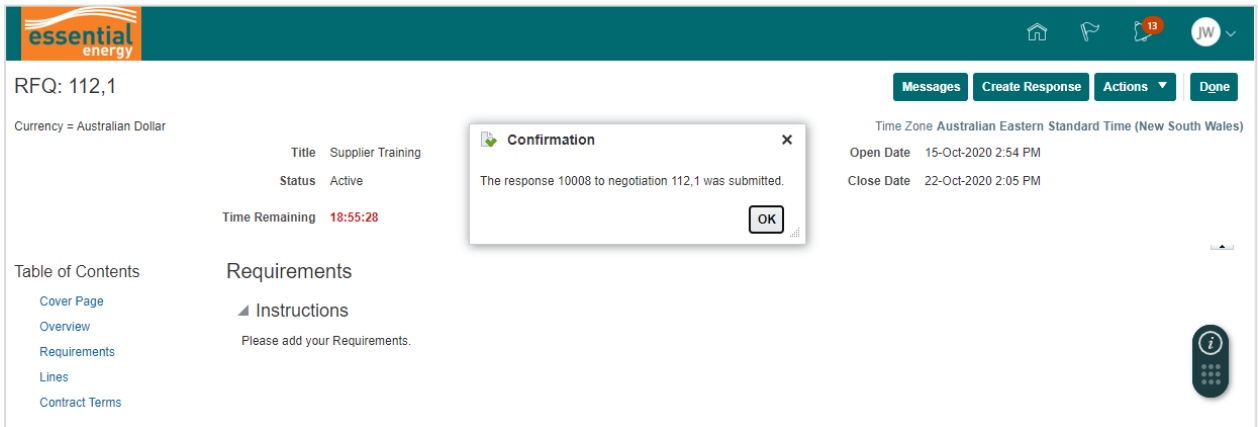
1. Click **Actions**.
2. Select **Validate**.



3. If there are errors, navigate to the errors using the **Train Stops** and rectify.
4. After you have amended your errors, click **Submit**.



5. Click **Ok** to the confirmation message.



At this point, your submission will be automatically received by Essential Energy for consideration.

If you have any queries about a Negotiation, please use your messaging function within the document. If you need assistance in using this feature, please refer to 'How to Communicate on a Negotiation' quick reference guide found on our website.

If you require further support, please contact [suppliers@essentialenergy.com.au](mailto:suppliers@essentialenergy.com.au).