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

	Why should I use this guide?	This guide provides you with instructions on how to respond to a Negotiation via the Supplier Portal.
L	Who might use this guide?	<ul> <li>Suppliers who want to respond to a Negotiation.</li> </ul>
	What related documents should I refer to?	<ul> <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>
Ē	Where can I go for additional system support?	<ul> <li>For system support, please contact: suppliers@essentialenergy.com.au</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.

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## **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: <u>https://enno.login.ap1.oraclecloud.com</u>

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

SIGN IN ORACLE APPLICATIONS CLOUD
User ID
Password Forgot Password Sign In English

#### **Navigating to the Supplier Portal**

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

essential				A 6	<mark>12</mark>	JW ~
Goo	d afternoon, Jo	ohn Wills!				
Sales	Contract Management	Supplier Portal	Procurement	My Enterprise	Tool:	
APPS						
	lier Portal					

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## **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.

N	eg	otiations	
	•	View Active Negotiations	
	•	Manage Responses	

- 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.

Active Negotiations		Dgne
		Time Zone Australian Eastern Standard Time (New South Wales)
⊿ Search		Manage Watchlist Saved Search Open Invitations 🗸
		** At least one is required
	** Negotiation *** Invitation Received Yes •	
	** Title Response Submitted No 🗸	
	** Negotiation Close By dd-mmm-yyyy Eb	( Čo
		Search Reset Save

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

A Search	Active Negotiations										D <u>o</u> ne
** Negotation Close By dommnyyy by Search Results								Time Zone Australia	n Eastern Stand	lard Time (N	ew South Wales)
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** Table     Response Submitted     No •       ** Negotilation Close By     do mm-yyyy     0       Search Results     Search Results     Some Search										** At least	t one is required
** Negotilation Close By d5 mmm-yyyy 00 Search Results	** Negotiation				** Invitati	on Received Yes 🗸					
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Search Results	** Negotiation Close By	dd-mmm-yyyy			Negotiation	Open Since dd-mm	im-уууу	1°0			
										Search Re	set Save
											-
Actions V View V Format V Preze Platach View Accept Terms Acknowledge Participation Create Response	Search Results										(i)
	Actions View View Format View Format View Actions	Accept Terms Acknowledge Participation	n Create Response								
Negotation Title Negotation Title Orar Will Unready two pp Response Participal Measurement Prove Remaining Providence Type Remaining Providence	Negotiation Title			Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
91 Text T&C acceptance RET 14 Days 17 Hours 30-Oct-2020 8.3 19 0 📷 💯	91 Test T&C acceptance			RFT	14 Days 17 Hours	30-Oct-2020 8:3	19		0		囲
112 Suppler Training PFO 6 Days 23 Hours 22-Oct-2020 2.0 0 0 📾 🖓	112 Supplier Training			RFQ	6 Days 23 Hours	22-Oct-2020 2:0	0		0	100	狎
Columns Hidden 4	Columns Hidden 4										

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## **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).

Pending Notifications	e Details
Enter search terms	0
Action Required: Terms and Conditions for Negotiation 112 (Supplier Training)     32 second	ds agi 🏛
Anusha Kaulwar Actions	-
You Are Invited to Negotiation 112 (Supplier Training) - Google Chrome	– 🗆 X
enno-dev2.fa.ap1.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=Australia%2FSydney&df=medium&dt=both&tf=short≶=	en&cv=&bpmWorklistTaskId=
	ept Invitation Decline Invitation
Negotiation Invitation Supplier Training	
Essential Energy	
From Anusha Kaulwar	
RFQ 112	
Opens 15-Oct-2020 2:54 PM Closes 22-Oct-2020 2:05 PM	
Supplier Blackwoods	
Supplier Contact John Wills	
Acknowledge By 16-Oct-2020 2:54 PM	
You are receiving this notification from company Essential Energy because you are identified as a potential supplier for our organization. We are requesting proposals based on the requirements found in the attached file.	
Within this file you will also find detailed instructions including information such as submission procedures, time frames, and evaluation criteria. Your participation is optional, and your response will be electronically processed through our procurement application.	
If you do not want to receive future notifications, or would like us to redirect this message to another person in your organization, write to us at this e-mail address: anusha.kaulwar@essentialenergy.com.au.	)
Thank you,	
Anusha Kaulwar	
SAssigned to John Wills	
1 15-Oct-2020 3 09 PM Submitted by Anusha Kaulwar	
112 SUPPLIER pdf	
View Negotiation	



#### From your Search Results:

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

Active Negotiations											Done
								Time Zone Australia	n Eastern Stand	lard Time (Ne	ew South Wal
∡ Search								Manage Watchlist	Saved Search	Open Invita	ations 🗸
										** At least	one is require
** Negotiation					** Invitat	ion Received Yes	~				
** Title					Respon	se Submitted No	~				
** Negotiation Close By	dd-mmm-yyyy				Negotiation	Open Since dd-n	nmm-yyyy	i 🖗			
										Search Re	set Save
Search Results											(i)
Actions 👻 View 👻 Format 👻 🏢 Freeze 🎆 Detach 🚚 Wra	Accept Terms Acknowledge	e Participation Crea	eate Response								
Negotiation Title				Negotiation Type	Time Remaining	Close Date	You Response	r Will s Participate	Unread Messages	View PDF	Response Spreadshee
Test T&C acceptance				RFT	14 Days 17 Hours	30-Oct-2020 8:3	1	9	0	a cu	T
112 Supplier Training				RFQ	6 Days 23 Hours	22-Oct-2020 2:0		D	0		
112 Supplier Training											

#### 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.

essential	r 🖓 🖗 🔊
Accept Terms and Conditions (RFQ 112)	Accept Term Decline Terms Cancel
Accept the following terms and conditions before responding to this negotiation.	
Title Supplier Training test - response before viewing	Close Date 22-Oct-2020 3:05 AM
Terms	Ø
Attachments Supplier_Questionnaire_14_3.pd	

Page 6



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

Accept Terms	×
Comment Accept	
	Sub <u>m</u> it <u>C</u> ancel

#### **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**.

			ŵ	P	14	JW ~
	Mes	sages Create	e Respon	ise Ac	tions 🔻	D <u>o</u> ne
	Time Zon	e Australian Eas	stern Sta	ndard Tii	ne (New S	outh Wales)
Supplier Training	Open Date	15-Oct-2020 2:	54 PM			
Active	Close Date	22-Oct-2020 2:0	05 PM			
6 Days 22 Hours						
ER TRAINING tion argy is a State-owned Corporation responsible for building, operating and r 5,000 homes across rural NSW. With approximately 3000 employees base regional NSW. argy's business objectives are: nuous improvement in safety culture and performance. ate at industry best practice for efficiency, delivering best value for custome real reductions in customer's distribution network charges. r a satisfactory return on capital employed. ce the environmental impact of Essential Energy where it is efficient to do a nent focus areas in support of these objectives are: cure supply continuity and value for mony. ce cost of ownership and increase value through innovative supply and set op and support local and regional suppliers.	rd in over 100 local depots and r rrs. so. vice arrangements.					
	Active 6 Days 22 Hours 6 Days 22 Hours 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	Time Zor Supplier Training Open Date Active Close Date 6 Days 22 Hours Active Close Date 6 Days 22 Hours Active Close Date 9 Days 22 Hours Active Corporation responsible for building, operating and maintaining one of Australia's larg 5 000 homes across rural NSW. With approximately 3000 employees based in over 100 local depots and r regional NSW. argy's business objectives are: huous improvement in safety culture and performance. tet all industry best practice for efficiency, delivering best value for customers. are assistation return on capital employed. Terel reductions in customer's distribution network charges. are assistation return on capital employed. te the environmental impact of Essential Energy where it is efficient to do so. theren focus areas in support of these objectives are: cure supply continuity and value for money. ce cost of ownership and increase value through innovative supply and service arrangements. op and support local and regional activities and improve efficiency.	Supplier Training       Open Date       15-Oct-2020 2:         Active       Close Date       22-Oct-2020 2:         6 Days 22 Hours	Messages Create Respon Time Zone Australian Eastern Sta Supplier Training Open Date 15-Oct-2020 2:54 PM Active Close Date 22-Oct-2020 2:05 PM 6 Days 22 Hours Active Close Date 22-Oct-2020 2:05 PM 6 Days 22 Hours Active Supplier Training Open Date 15-Oct-2020 2:05 PM 7 Days 22 Hours Active Close Date 22-Oct-2020 2:05 PM 7 Days 22 Hours Active Supplier Training Open Date 15-Oct-2020 2:05 PM 8 Days 22 Hours Active Close Date 22-Oct-2020 2:05 PM 7 Days 22 Hours Active Close Date 22-Oct-2020 2:05 PM 7 Days 22 Hours Active Close Date 22-Oct-2020 2:05 PM 8 Days 22 Hours Active Close Date 22-Oct-2020 2:05 PM 8 Days 22 Hours Active Close Date 22-Oct-2020 2:05 PM 9 Date 15-Oct-2020 2:05 PM 9 Days 22 Hours Active Close Date 22-Oct-2020 2:05 PM 9 Days 22 Hours Active Close Date 22-Oct-2020 2:05 PM 9 Date 15-Oct-2020 2:05 PM 9 Date 15-Oct-202	Messages Create Response A Time Zone Australian Eastern Standard Tir Supplier Training Open Date 15-Oct-2020 2:54 PM Active Close Date 22-Oct-2020 2:05 PM 6 Days 22 Hours a Days 22 Hours Active Close Date 22-Oct-2020 2:05 PM 6 Days 22 Hours Active Close Date 22-Oct-2020 2:05 PM 7 Days 24 Hours 7 Da	Messages       Create Response       Actions         Supplier Training       Open Date       15-Oct-2020 2:54 PM         Active       Close Date       22-Oct-2020 2:05 PM         6 Days 22 Hours       6         Bigge       ERTRAINING         Stoom over a conservation responsible for building, operating and maintaining one of Australia's largest distribution network's delivering electricity tf 5000 homes across rural NSW. With approximately 3000 employees based in over 100 local depots and regional offices, Essential Energy is one of the largest distribution in customer's distribution rulework's delivering electricity tf relations in customer's distribution rulework charges.         rule reductions in customer's distribution rulework charges.         rule reductions in customer's distribution rulework charges.         rule reductions in customer's distribution rulework charges.         rule rule rule rule rule rule rule rule



#### **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**.

essential		r 🖓 🕺 🔊
RFQ: 112		Messages Create Response Actions <b>v</b> Done
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
Table of Contents Cover Page Overview Requirements	Overview Title Supplier Training Synopsis	Buyer Anusha Kaulwar Outcome Blanket Purchase Agreement
Lines Contract Terms	Collapse All General	Attachments None
	Schedule 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.

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

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RFQ: 112			Messages Crea	ite Respon	se Ac	tions 🔻	D <u>o</u> ne
Currency = Australian Dollar			Time Zone Australian E	astern Sta	ndard Tin	ne (New So	outh Wales)
		Title Supplier Training	Open Date 15-Oct-2020	2:54 PM			
		Status Active	Close Date 22-Oct-2020	2:05 PM			
	Time Rei	maining 6 Days 22 Hours					
Table of Contents	Rec	quirements					•
Cover Page Overview Requirements Lines Contract Terms		ase add your Requirements.					
		nmary ew ▼ Format ▼	h   ∰ wrap	Preview	Requiren	nent Quest	tionnaire
		Requirement	Requirement Text			Attach	ments
		a 🛅 1. Capability					
	•	1. History of Performance	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 dura Upload any supporting documents as a zipped file.	ation.		Ű	9
		2. Production Facilities and Capaci	Please provide the following information for the production facilities that will be us the manufacture of proposed Goods: (a) location and age of plant; (b) geographic regions supplied from this plant; (c) current production capacity and current utilisation of that capacity; (d) details of any plans to expand production capacity over time; and (e) the disaster recovery plan for the manufacturing sites. Upload any supporting documents and information in one zip file.	ed for			



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

essential				ŵ	$\mathcal{P}$	14	JW ~
Requirement:	1. History of Performa	ance (RFQ 112)					D <u>o</u> ne
Sect	on 1. Capability						
Requirem	nt 1. History of Performance						
Requirement T			of similar goods requested in this RFP. Suppliers should provide details supporting documents as a zipped file.	of the type of product	supplied, v	volume of s	supply,
F	nt						
Properties							
Level	Supplier	Value Type	Single line text				
Response	Required	Attachments from Suppliers	Not allowed	Attachments HIS	TORICAL	cs	
Requirement Type	Text entry box		<ul> <li>— Allow comments from suppliers</li> </ul>				

3. 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.

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

essential		r 6° 🖓 🐠
RFQ: 112		Messages Create Response Actions <b>T</b> Done
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
Table of Contents Cover Page Overview Requirements	Lines Summary View ▼ Format ▼ III Freeze III Detach III ↑ TE III ↓ Wrap	
Lines Contract Terms	Line Item Description Category Estimated UOM 1 600450 Computers Desktop Compu 25 Each Columns Hidden 4	Estimated Total Amount Start Price Allow Alternate Lines Attachm



#### **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.

essential						ŵ	Þ	, į	14	JW	e.
RFQ: 112		Mes	ssage	es	Creat	e Respo	nse	Action	s 🔻	D <u>o</u> ne	
Currency = Australian Dollar		Time Zon	ne Au	ustral	ian Ea	stern St	andaro	d Time (I	New Sou	uth Wale	s)
Title	Supplier Training	Open Date	15	-Oct-	2020 2	:54 PM					
Status	Active	Close Date	22	-Oct-	2020 2	:05 PM					
Time Remaining	6 Days 22 Hours										
Table of Contents Contract	Terms										ł.
Overview Create a base Requirements	contract to add contract terms.									(i)	
Lines Contract Terms										۲	

- 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.

a 🛅 2. Commercial Requirements		
1. Contract Terms and Conditions	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	Ø



## **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.

		n 6	y ( <mark>14</mark>	JW ~
	Messages	Create Response	Actions <b>▼</b>	[ <u>o</u> ne
Tin	Acknowle	edge Participation	Respond	▶ Nales)
1	Create R	esponse	Analyze	•
Ľ			View	•
				•

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.

Acknowledge Pa	articipation	×
Will Participate	Yes	
Note to Buyer	Accept	
	о <u>к</u> с	ancel



#### **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.

essential		n P 🤔 👾
RFQ: 112		Message Create Response Actions 🔻 Done
Currency = Australian Dollar		Time Zone Australian Eastern Standard Time (New South Wales)
	Title Supplier Training	Open Date 15-Oct-2020 2:54 PM
	Status Active	Close Date 22-Oct-2020 2:05 PM
	Time Remaining 2 Days 21 Hours	
Table of Contents	Cover Page	-
Overview	SUPPLIER TRAINING	
Requirements	Introduction	
Lines Contract Terms	Essential Energy is a State-owned Corporation responsible for building, operating and maintaining one of Australia's largest distribution network's delivering elect Essential Energy is one of the largest employers in regional NSW.	tricitly to move more than 865,000 homes across rural NSW. With approximately 3000 employees based in over 100 local depots and regional of
	Essential Energy's business objectives are:	
	Continuous improvement in safety culture and partormance.     Coentral Multiphi set practice of the officiency deviewing bet value for customers.     Device a satellatory role no capital empty value     Device a satellatory role no capital empty value is a difficult to do so.	·
	Our procurement focus areas in support of these objectives are:	
	To secure supply continuity and value for money.     Reduce cost of onentritic and increase value through innovative supply and service arrangements.     Standards processes, automate threadational activities and ingrave efficiency.     Establish collaborative business relationships with key supplies.	

#### Create a Response from the Search Results:

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

ctions <b>v</b> View	🔻 Format 👻 📰 Freeze 📑 Detach	📣 Wrap 🛛 Ac	ccept Terms	Acknow	vledge Participation	Create Resp	onse			(i)
Negotiation	Title	Negotiation Type	Time Remainin	ng	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadshee
91	Test T&C acceptance	RFT	10 Days 1	5 Hours	30-Oct-2020 8:3	20		0	202	理
112	Supplier Training	RFQ	2 Days 21	Hours	22-Oct-2020 2:0	0	Yes	0	PDF	囲

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

tions 🔻 View 🔻 Format 👻	Freeze 📄 Detach	📣 Wrap 🗛	ccept Terms	Acknow	vledge Participation	Create Resp	onse			
Accept Terms Acknowledge Participation		Negotiation Type	Time Remainin	g	Close Date		Will Participate	Unread Messages	View PDF	Response Spreadshee
Create Response		RFT	10 Days 15	5 Hours	30-Oct-2020 8:3	20		0	PDF	理
Monitor	-	RFQ	2 Days 21	Hours	22-Oct-2020 2:0	0	Yes	0		严
View PDF										

0



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.

essential	â F 📜 💓 -
	1 - 2 - 3 - 4 Overv Requir Lines Review
Create Response (Quote 9001): Overview ⑦	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)
Title Supplier Training	Close Date 22-Oct-2020 2:05 PM
Time Remaining 2 Days 20 Hours	
General	
Supplier Blackwoods	Response Type   Primary
Negotiation Currency AUD	Alternate
Response Currency AUD	Reference Number
Price Precision 2 Decimals Maximum	
Response Valid Until dd-mmm-yyyy h:mm a 🛱	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 requirement attachment of supporting documents. Click on the **+ Symbol** to upload any supporting documents (where required).

essential			۵	9 F	, 🎦	JW ~
	1 - 2 - 3 - 4					
	Overvi Requi Lines Review					
Create Response (Quote 10002): Requirements ⑦	Messages Respond by Spreadsheet 🔻	Actions ▼ <u>B</u> ack	Ne <u>x</u> t	Save	▼ Sub <u>m</u> i	<u>C</u> ancel
		Time Zone Australia	an Easter			020 11:53 AM South Wales)
Time Remaining 1 Day 2 Hours	Close E	Date 22-Oct-2020 2:05 F	РМ			
Section 1. Capability			•	Section 1.	Capability	~ ▶
* 1. Respondents are to provide a history of performance for supply of similar good details of the type of product supplied, volume of supply, geographic region co documents as a zipped file. Attachments HISTORICAL.ics	Is requested in this RFP. Suppliers should provide vered, and contract duration. Upload any supporting					$\overline{i}$
* Response Attachments None						
	6					
<ul> <li>Please provide the following information for the production facilities that will be (a) location and age of plant;</li> </ul>	used for the manufacture of proposed Goods:					
<ul> <li>(a) location and age or 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>						

This will launch the attachment window.

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

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				4) view					
Create Respon	nse (Quote 1	0002): Requirements ⑦	Messages Respon	d by Spreadsheet 🔻 🛛 Ac	tions 🔻 <u>B</u> ack N	e <u>x</u> t Sa	ve 🔻	Sub <u>m</u> it	Cancel
	Time Remaining	1 Day 1 Hour		Close Date	Time Zone Australian 22-Oct-2020 2:05 PM				20 11:53 AM outh Wales)
	Attachments	+×						×	· ) ()
docu Attacl	Туре	* File Name or URL	Title	Description	Attached By	Attache	d Date		
* Re	File 🗸	Choose file No file chosen			John Wills	21-Oct-2	020 12:20		<b>_</b>
Corr	Rows Selected 1	Columns Hidden 1						- 11	
* 2. Pleas						0	K Can	cel	
(a) locati (b) geogr	ion and age of plant; raphic regions suppli nt production capacit	ed from this plant; y and current utilisation of that capacity;							

О



5. Click Save.

essen	tial	â	P	<b>15</b>	JW ~
	1 - 2 - 3 - 4 Overvi Requi Lines Review				
Create R	esponse (Quote 10002): Requirements ⑦ Messages Respond by Spreadsheet 🔻 Actions 🔻 Back Next	Sa	ive 🔻	Sub <u>m</u> it	<u>C</u> ancel
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Section 1.	Capability	Sect	ion 1. Cap	ability	~ •
	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. Attachments HISTORICAL.ics				
	Response Attachments Capability Doc.ics + Comments				

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

essential		r P 🖓 🐠
	1 - 2 - 3 - 4	
	Overvi Requi Lines Review	
Create Response (Quote 10008): Requirements ⑦	Messages Respond by Spreadsheet	Actions ▼ <u>B</u> ack Ne <u>x</u> t Save ▼ Sub <u>m</u> it <u>C</u> ancel
		Last Saved 21-Oct-2020 6:54 PM Time Zone Australian Eastern Standard Time (New South Wales)
Time Remaining 19:10:09	Close Date	22-Oct-2020 2:05 PM
Section 1. Capability		Section 1. Capability
* 1. Respondents are to provide a history of performance for supply of similar goo details of the type of product supplied, volume of supply, geographic region co documents as a zipped file. Attachments HISTORICAL.ics	ds requested in this RFP. Suppliers should provide vered, and contract duration. Upload any supporting	Section 1. Capability Section 2. Commercial Requ
* Response Attachments None		
	1	
* 2. Please provide the following information for the production facilities that will be	e used for the manufacture of proposed Goods:	
<ul> <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> </ul>		
(e) the disaster recovery plan for the manufacturing sites.		

- 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.

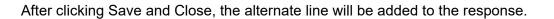
If alternative lines are allowed, you can create an alternative line to provide an alternate product or service by clicking the **+ Symbol**.

essential	ŵ	P	<b>[</b> ]14	JW ~					
1 - 2 - 3 - 4 Overvi Requir Lines Review									
Create Response (Quote 9001): Lines ⑦ Messages Respond by Spreadsheet 💌 Actions 💌 Back	Ne <u>x</u> t S	iave 🔻	Sub <u>m</u> it	<u>C</u> ancel					
Currency = Australian Dollar Time Zone Australia	an Eastern S			020 6:04 PM outh Wales)					
Time Remaining 2 Days 20 Hours Close Date 22-	Oct-2020 2:05	5 PM							
Actions 🔻 View 👻 Format 👻 🥒 🕂 Treeze 🔛 Detach 🥫 🏗 ដ 📣 Wrap									
Line Description * Alternate Line Create Alternate Required Description Create Alternate Required Details Category Name Start Price Best Response Price Response	Price	Estimated Quantity	MOU	(i)					
1 600450 Computers. Desktop Computers No response		2	5 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.

essential					ŵ	P	C.14	JW ~
Lines: Edit Alternate Line	e: 1-1 (Quote 9001)	Messages	<ul> <li>┫ 1-1:</li> </ul>	•	Save	<u>S</u> ave a	nd Close	Cancel
Currency = Australian Dollar					L	ast Saveo	19-Oct-20	020 6:19 PM
Negotiation Line	1	Close Date	22-Oct-2020 2:05 PM					
Description	600450 Computers	Target Minimum Release Amount						
* Alternate Line Description		Response Minimum Release Amount						
Category Name	Desktop Computers	Note to Buyer						
Best Response Price	No response						11	
Start Price		Attachments	None 🕂					
* Response Price								(i)
Estimated Quantity	25							(i)
* UOM	Each							-
▲ Price Breaks ⑦								
	✓ Suppliers can modify price breaks		Туре	Cumulat	tive			
Actions <b>v</b> View <b>v</b> Format <b>v</b>	🕂 🗙 🏢 Freeze 📓 Detach 🚽 Wrap							
Location				Quantity	Pricing	Basis	Respon	se Value
No data to display.								

0



7. Click Next.

essential									9 W	<b>[</b> ]4	JW ~
1 - 2 - 3 - 4 Overvi Requir Lines Review											
Create Respor	nse (Quote 90	001): Lines @	)		Messages Respond	by Spreadsheet	Actions	<u>B</u> ack Ne <u>x</u> t	Save 🔻	Sub <u>m</u> it	<u>C</u> ancel
Currency = Australian Dollar Last Saved 19-Oct-2020 6:40 Time Zone Australian Eastern Standard Time (New South Wa Time Remaining 2 Days 19 Hours Close Date 22-Oct-2020 2:05 PM											
Actions  View	Format 👻 💉	+ × 💷 F	reeze 📄 Detach	₹ 1	ana <b>↓I Wrap</b>						
Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Best Response Price	Response Price	Estimated Quantity	MOU	(i)
1	600450 Computers		+		Desktop Computers		No response	50.00	25	5 Each	
₹1-1		laptops		5	Desktop Computers			45.00	2	5 Each	•
Rows Selected 1	Columns Hidden 6	<b>)</b>									Þ
Grand Totals All response lines exc Respor	ept alternate lines are ise Amount 1,250.0										



#### **Create Response: Review**

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

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		1 - 2 -	3 - 4							
		Overvi Requir	Lines Review							
Review Response: Quote	9001 ⑦	Messages	Respond by Spreadsheet	Actions	Back	Ne <u>x</u> t	Sav	re 🛛 🔻	Sub <u>m</u> it	<u>C</u> ancel
Currency = Australian Dollar				Time 2	Zone Austral	ian Easter				020 6:15 PM outh Wales)
Title S	upplier Training		Clo	ose Date 22-Oct-	2020 2:05 PN	Л				
Time Remaining 2	Days 19 Hours									
Overview Requirements Lines										(i)
General										
Supplier Blackwood	3	Response Type	Primary							
Negotiation Currency AUD	1	Reference Number								
Response Currency AUD		Note to Buyer								
Price Precision 2 Decimals	Maximum			h						
Response Valid Until		Attachments	None							

### 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.

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		1 - 2 -	3 - 4						
		Overvi Requir	Lines Review						
Review Response	: Quote 10008 ⑦	Messages	Respond by Spreadsheet	▼ Actions ▼	Back	Ne <u>x</u> t Sa	ive 🔽	Sub <u>m</u> it	<u>C</u> ancel
Currency = Australian Dollar				View Neg	otiation				020 7:07 PM
ourrency - Australian Dollar					oonse PDF	astern Sta	andard Ti	me (New S	South Wales)
	Title Supplier Training		Clo	ose D Validate					
Time Ren	naining 18:57:42								
Overview Requirements	Lines								(i)
General									
Supplier	Blackwoods	Response Type	Primary						
Negotiation Currency	AUD	Reference Number							
Response Currency	AUD	Note to Buyer							
Price Precision	2 Decimals Maximum			11					
Response Valid Until		Attachments	None						



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

essential				â	P	£ <mark>13</mark>	JW ~
		1 - 2 -	3 - 4				
	•	S Error	:	ĸ			
Review Response: Quo	ote 1000 №	Nessages for this page are listed below.		Ne <u>x</u> t S	ave 🔻	Sub <u>m</u> it	<u>C</u> ancel
Currency = Australian Dollar		<ul> <li>You must enter a response value for all required requirement</li> <li>You must enter a response value for all required requirement</li> </ul>		an Eastern St			020 7:07 PM South Wales)
Title	Supplier Tr		ок	.al			
Time Remaining							
Overview Requirements Lines	3						
General							
Supplier Blackwo	voods	Response Type	Primary				
Negotiation Currency AUD		Reference Number					
Response Currency AUD		Note to Buyer					
Price Precision 2 Decim	mals Maximum		h				
Response Valid Until		Attachments	None				

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

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RFQ: 112,1			Messages Create Response Actions <b>v</b> Done
Currency = Australian Dollar	Title Supplier Training Status Active Time Remaining 18:55:28	Confirmation X The response 10008 to negotiation 112,1 was submitted.	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
Table of Contents Cover Page Overview Requirements Lines Contract Terms	Requirements  Instructions Please add your Requirements.		

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.