



Oracle Fusion: Manage Responses

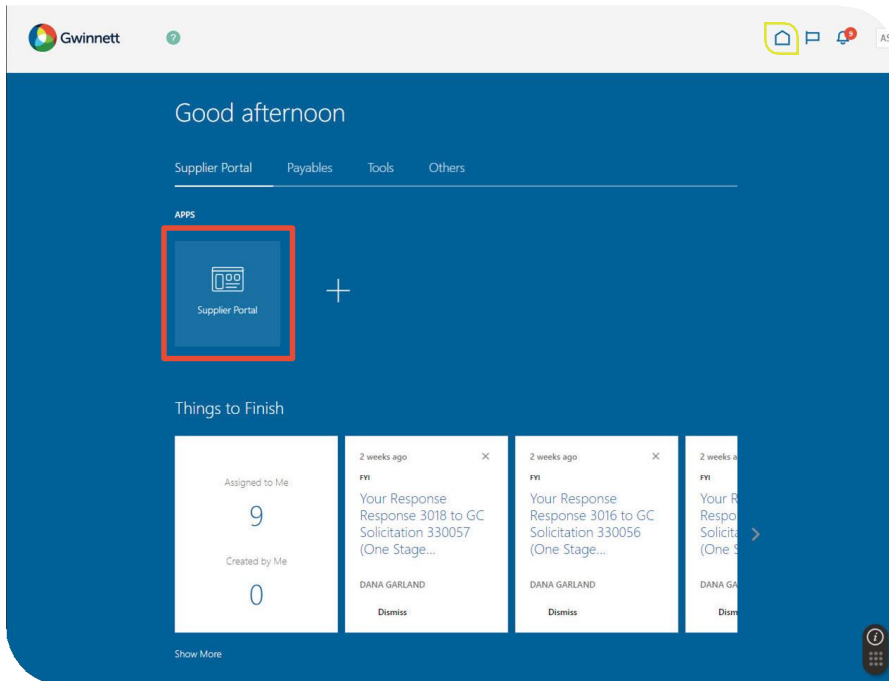
Supplier Standard Operating Guide

Comprehensive step-by-step instructions designed to support accurate and efficient task completion within Oracle Fusion Cloud Application Software.

Step 1

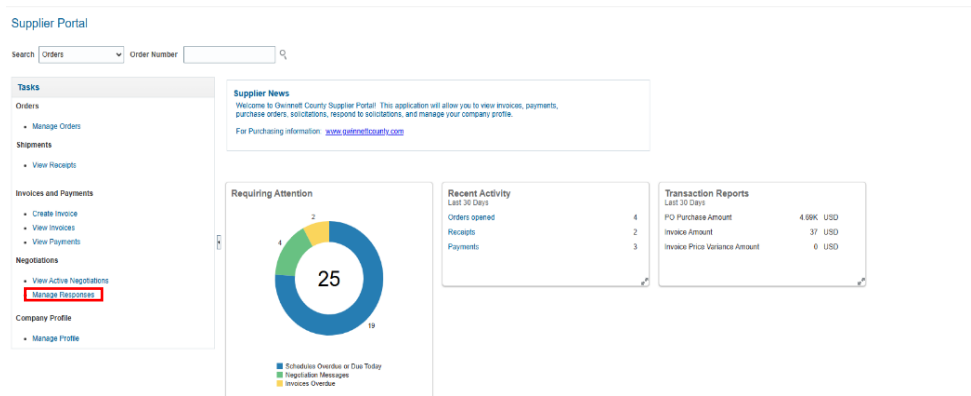
From the Oracle homepage, click Supplier Portal.

If the Oracle homepage isn't displayed, click the home icon on the top-right corner.



Step 2

From the tasks list, click “Manage Responses”.



Step 3

On the next page, populate at least one of the fields.

You must enter information in at least one of the fields with asterisks (**) before clicking search.

Manage Responses

Search

Advanced Manage Watchlist Saved Search Active or Draft Responses

Time Zone Eastern Standard Time

*** All must enter is required

Response Status Active or draft

Line Description

Search Reset Save...

Step 4

In the search results, click to highlight the desired negotiation.

Click the "Revise" button to review/edit your response.

Manage Responses

Search

Advanced Manage Watchlist Saved Search Active or Draft Responses

Time Zone Eastern Standard Time

Search Results

Revising a draft response automatically locks it

Actions View Format Filter Preview Details Wrap Accept Terms Revise

Response	Response Status	Supplier	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
17	Pending award	ADVANCED CO...	330007.1	BL305-25 Happy Friday!	OC Bid-Digital E...	9 Seconds	3	✓
15	Pending award	ADVANCED CO...	330005.1	BL305-25 Happy Valentine's Day	OC Bid-Digital E...	9 Seconds	1	✓
10	Pending award	ADVANCED CO...	330002.3	BL301-25 Chemical Grounds	OC Bid-Digital E...	9 Seconds	0	✓
3	Pending award	ADVANCED CO...	330001	BL315-25 Provision of Supplemental Grounds Maintenance Services	OC Bid-Digital E...	9 Seconds	0	✓
1	Pending award	ADVANCED CO...	330000	park benches	OC Bid-Digital E...	9 Seconds	0	✓

Columns Hidden: 0

Step 5

A Create Response screen will appear.

Complete the information fields and click "Submit" to send your response.

Create Response (Supplier Response 1003): Overview

Overview Review

Messages Actions Draft Save Submit Cancel

Last Saved 9:57 PM Eastern Standard Time

Time Remaining: 22 Days 21 Hours

Title: Submission 8

Close Date: 9/30/2025 02:58 PM

General

Supplier: [Text]

Supplier Site: EVANS_FIR

Negotiation Currency: USD

Response Currency: USD

Price Precision: 2 Decimals Maximum

Response Valid Until: 9/30/2025 10:00 AM

Response Type: Primary

Reference Number: [Text]

Note to Buyer: [Text]

Attachments: None

Step 6

A confirmation message will appear on screen after pressing “Submit”.



Step 7

Click “Done” in the upper right corner to return to the homepage.

