



Oracle Fusion: Manage Responses

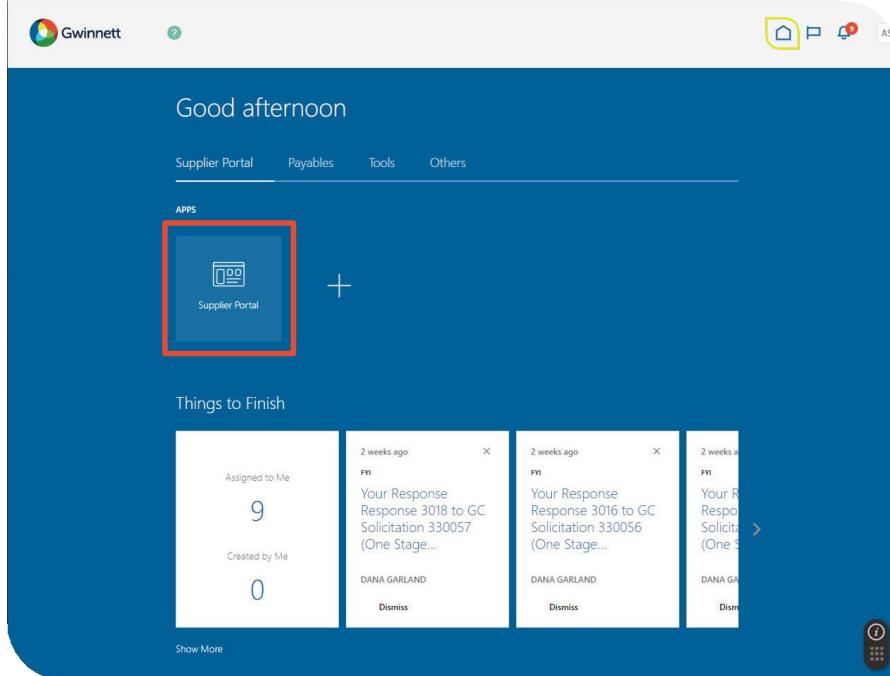
Supplier Standard Operating Guide

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

Step 1

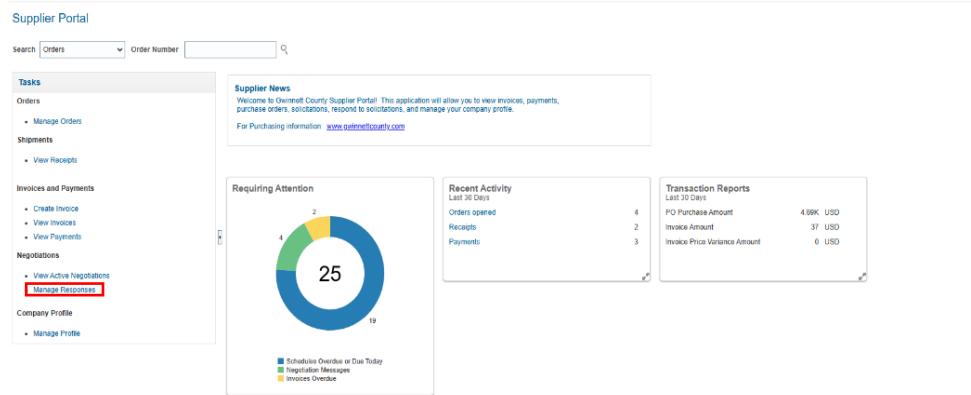
From the Oracle homepage, click Supplier Portal.

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

** Negotiation Title	<input type="text"/>
** Negotiation	<input type="text"/>
** Response	<input type="text"/>

Done

Time Zone Eastern Standard Time

Advanced Manage Watchlist Saved Search Active or Draft Responses

** At least one is required

** Response Status: Active or draft

Line Description:

Search Reset Save...

Search Results

Step 4

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

Click the “Revise” button to review/edit your response.

Manage Responses

» Search

Search Results

Keving a draft response automatically locks it.

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap Accept Terms Review

Done

Time Zone Eastern Standard Time

Advanced Manage Watchlist Saved Search Active or Draft Responses

Response	Response Status	Supplier	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
17	Pending award	ADVANCED CO... 330007.1	BL005-25 Happy Friday!		OC Bid-Digital E...	0 Seconds	3	
15	Pending award	ADVANCED CO... 330008.1	BL020-25 Happy Valentine's Day		OC Bid-Digital E...	0 Seconds	1	
10	Pending award	ADVANCED CO... 330002.3	BL001-25 Chemical Grounds		OC Bid-Digital E...	0 Seconds	0	
3	Pending award	ADVANCED CO... 330001	BL015-25 Provision of Supplemental Grounds Maintenance Services		OC Bid-Digital E...	0 Seconds	0	
1	Pending award	ADVANCED CO... 330000	park benches		OC Bid-Digital E...	0 Seconds	0	

Columns Hidden: 8

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

Messages Actions ▾ Back Next Save ▾ Review Cancel

Last Saved 04/07/2025 01:59 PM

Time Zone Eastern Standard Time

Title: Submission 8

Close Date: 04/30/2025 02:59 PM

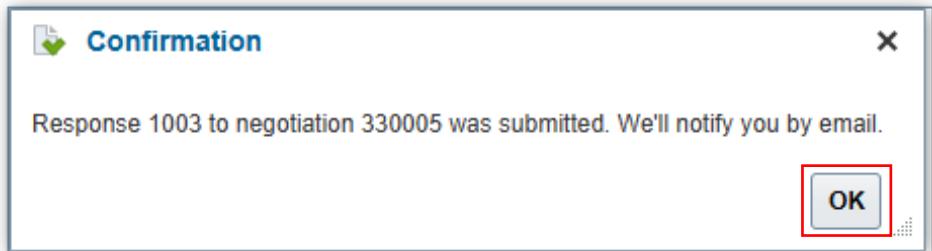
Time Remaining: 22 Days 21 Hours

General

Supplier: <input type="text"/>	Response Type: <input checked="" type="radio"/> Primary <input type="radio"/> Alternate
Supplier Mkt: EVAVLJWV	Reference Number: <input type="text"/>
Negotiation Currency: USD	Note to Buyer: <input type="text"/>
Response Currency: USD	Attachments: None
Price Precision: 2 Decimals Maximum	
Negotiation Valid Until: <input type="text"/> 04/07/2025 01:59 PM	

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.



A screenshot of a search results page titled "Manage Responses". The page includes a search bar with fields for "Negotiation Title", "Negotiation", and "Response". Above the search bar are buttons for "Advanced", "Manage Watchlist", "Saved Search", and "Active or Draft Responses". A "Done" button is highlighted with a red box in the top right corner. The search results table has columns for "Response", "Response Status", "Supplier", "Negotiation", "Negotiation Title", "Negotiation Type", "Time Remaining", "Unread Messages", and "Monitor". One row is visible in the table, showing "1003", "Active", "ADVANCED CO.", "330005", "Solicitation A", "OC Bid Digital B", "22 Days 21 Hours", "0", and a "Monitor" button.