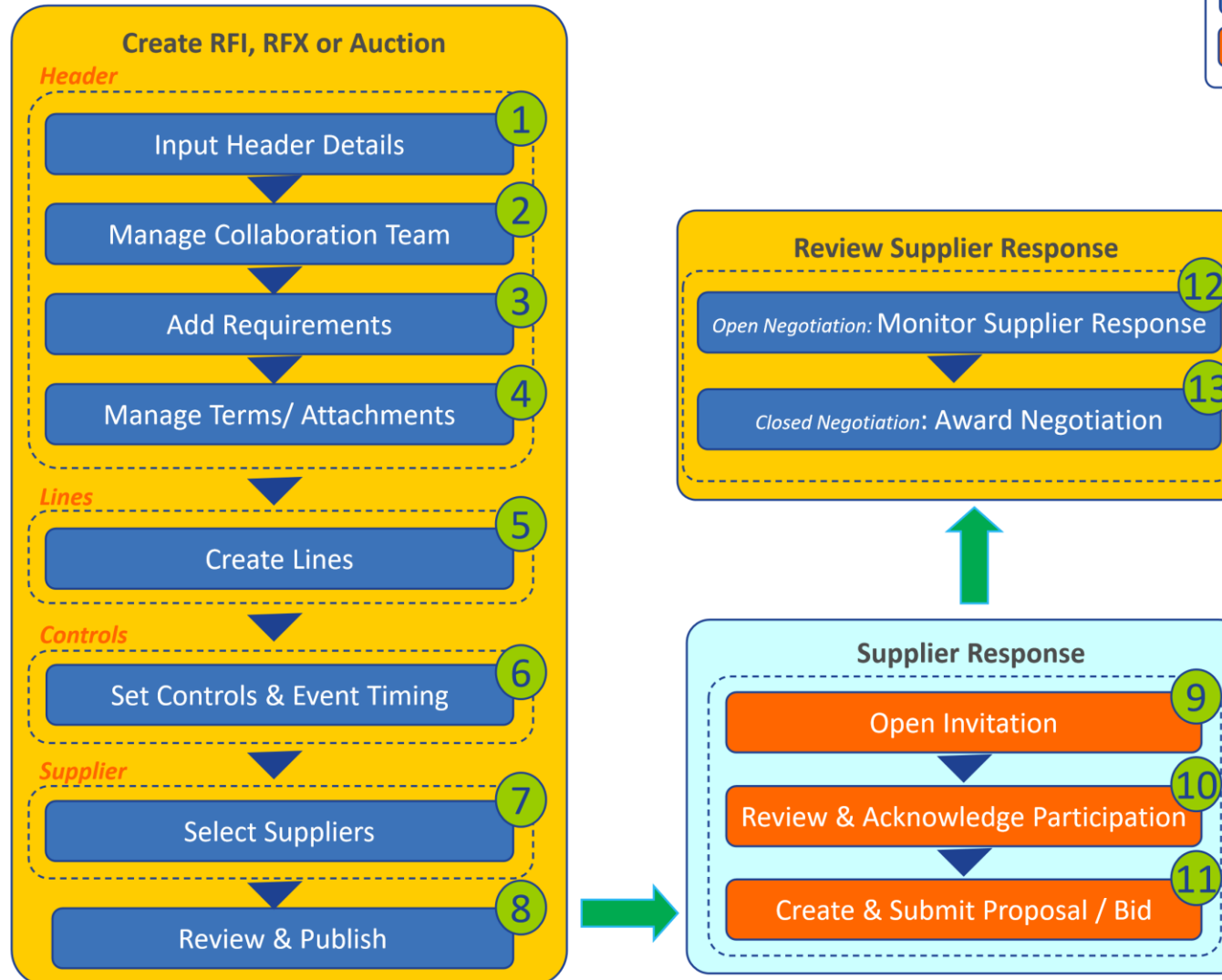


Oracle Sourcing

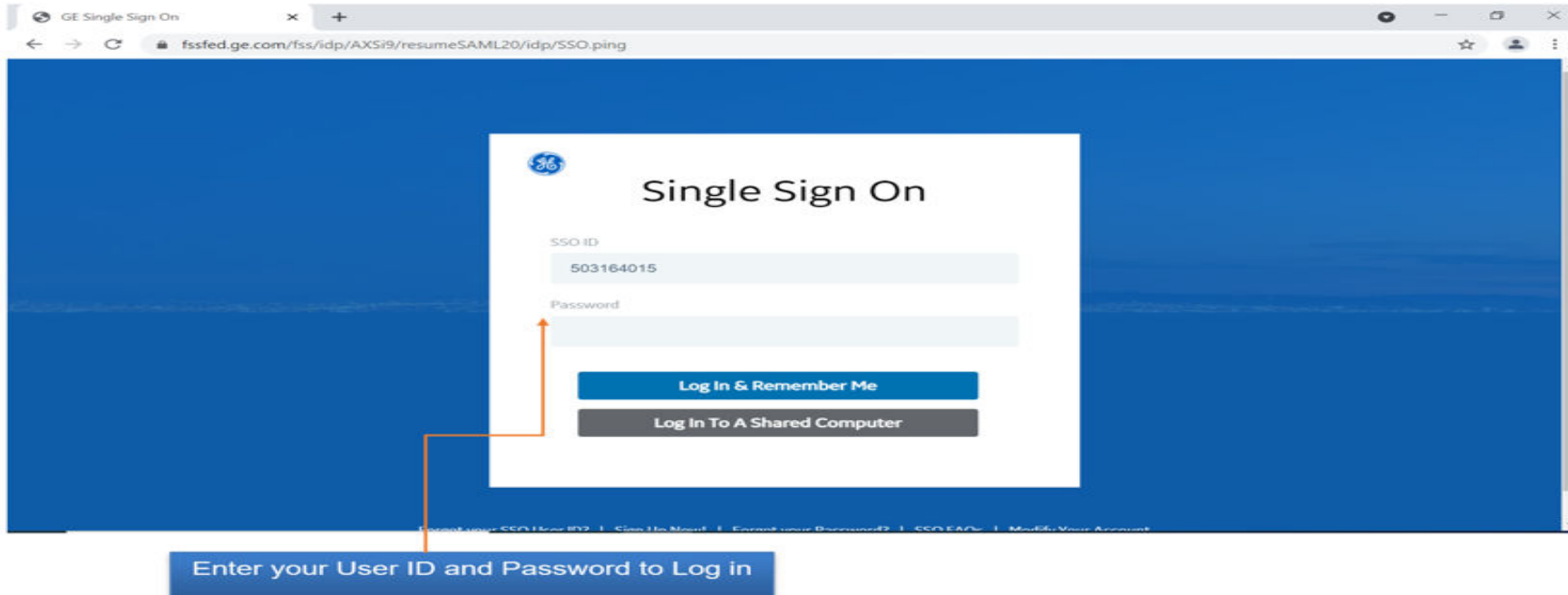
Quick Start Guide

# RFI, RFX, Auction Process



# Create RFI, RFQ or Auction

<https://ospcprod.corporate.ge.com>



- Select

+ GE(US) Sourcing Buyer

+ Sourcing

+ Sourcing Homepage

### Home

#### Navigator

Personalize

- ▶ GE CORP Sourcing Buyer
- ▶ GE CORP Sourcing Super User
- ▶ GEA Sourcing Buyer
- ▲ GEA Sourcing Super User
  - Run
    - ▲ Sourcing
      - Sourcing Home Page
      - Approve/Reject Supplier Users
      - Worklist
  - ▶ GEC Forward Auction
  - ▶ GEC Sourcing Buyer
  - ▶ GEC Sourcing Super User
  - ▶ GEE AMER Sourcing Buyer
  - ▶ GEE AMER Sourcing Super User

#### Worklist

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

[Inspect MDS Contents](#)

From the MAIN MENU, please select your business.

Please click on Sourcing and then on Sourcing Home Page





# 1: Input Header Details

- Enter a **Title**
- **Negotiation Style** : Standard Negotiation
- **Quote Style** : Blind
- **Event** : Blank
- **Security Level** : Public
- **Description** : Optional
- **Operating Unit** : Your Business Unit
- **Outcome** : Standard Purchase Order

Oracle Sourcing - Create Auction 4261872: Header

Indicates required field

Title: [Text Field] Requester: Begum, Tasleem

Negotiation Style: Standard Negotiation Buyer: Begum, Tasleem

Bid Style: Open Operating Unit: GE Aviation

Event: [Dropdown] Outcome: Standard Purchase Order

Security Level: Private

Description: [Text Field]

Collaboration Team

Member	Position	Approver	Access	Task	Target Date	Last Notified	Remove
<input type="checkbox"/> Begum, Tasleem		<input type="checkbox"/>	Full				
<input type="checkbox"/> Keen, Mark Antony		<input type="checkbox"/>	Full				

Inspect MDS Contents

Terms

Currency

Currency: USD Price Precision: Any

1). Title – Self explanatory  
2). Negotiation Style: Standard Negotiation & Large Negotiation  
3). Bid Style: Open, Blind & Sealed  
4). Event: Select the type of event from the drop down  
5). Security Level: Public, Hierarchy & Private

# 2: Manage Collaboration Team

- Internal users who have specific access to the negotiation

- Creator is added as default and cannot be removed

- Additional team members may be added if desired by clicking on **Add Another Row** and searching for team members

- Access can be set for team members:

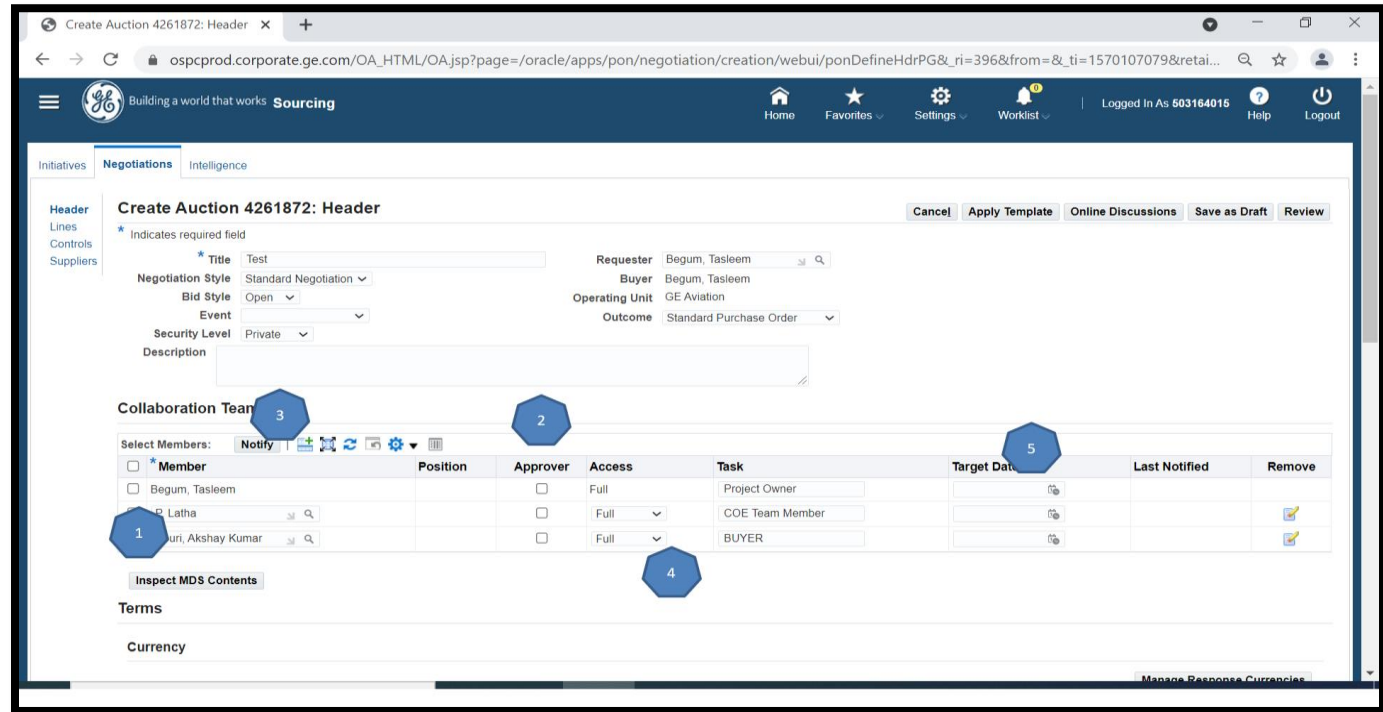
- **Full** : can perform most activities

Only the owner can publish, close early, extend, create amendment

- **Scoring** : members can contribute by Scoring

supplier responses

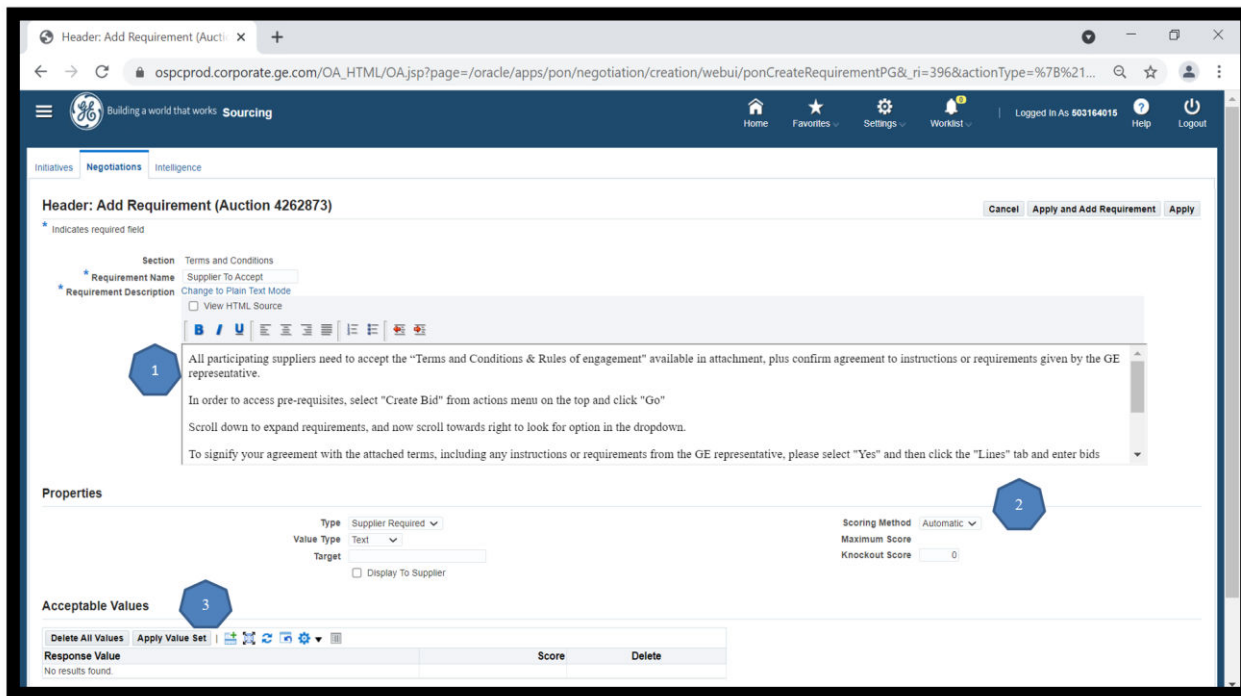
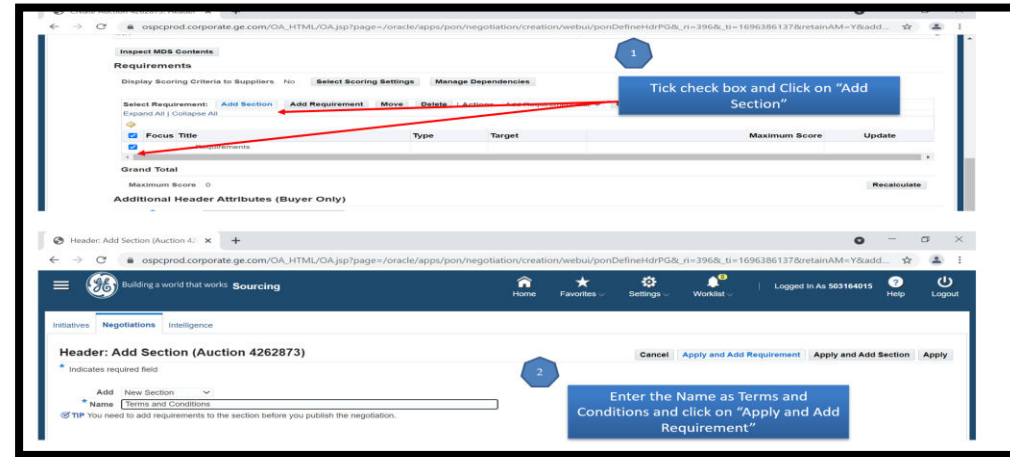
- **View Only** : members can only view the negotiation



**Note:** - (optional) Buyer can select if a member is an Approver by checking the box below **'Approver'**. Buyer can also assign Task and Target date. - Collaboration team may be template driven

### 3: Add Requirements

Requirements are questions that the supplier should answer as part of supplier response

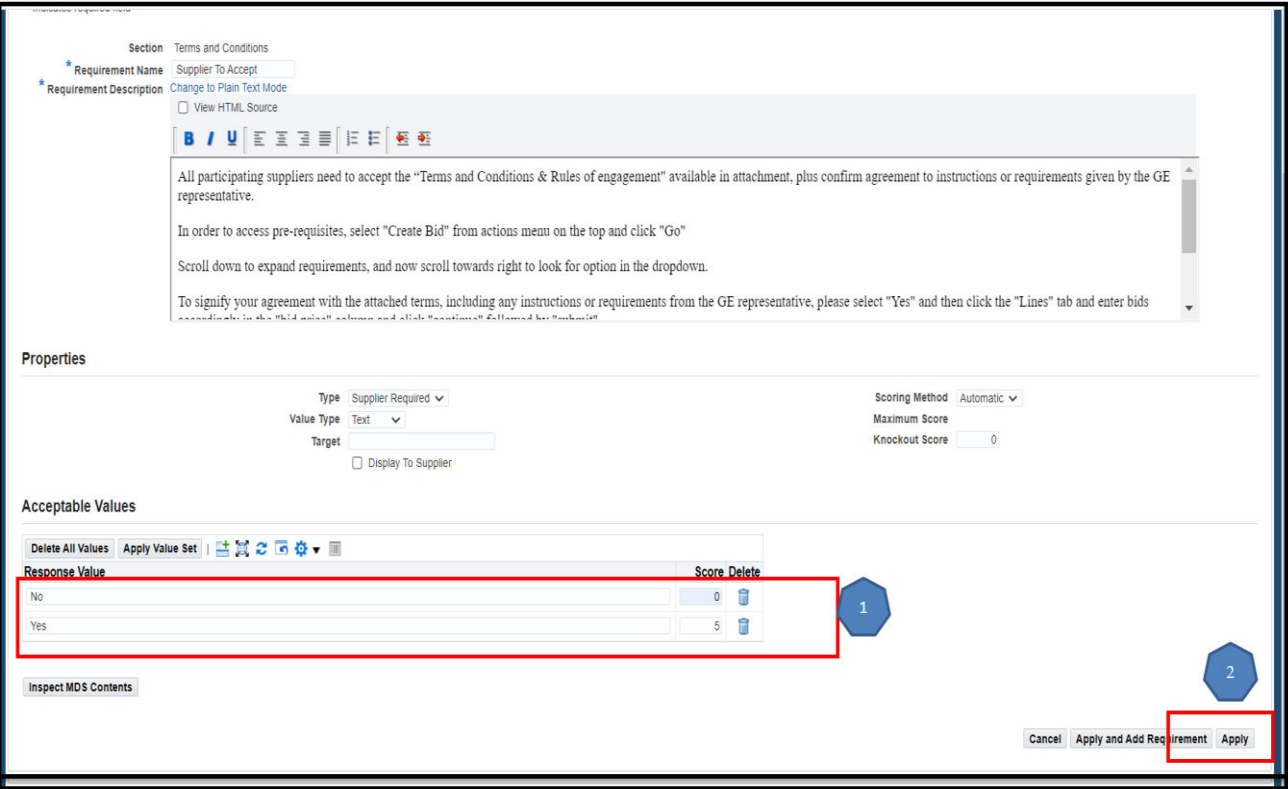
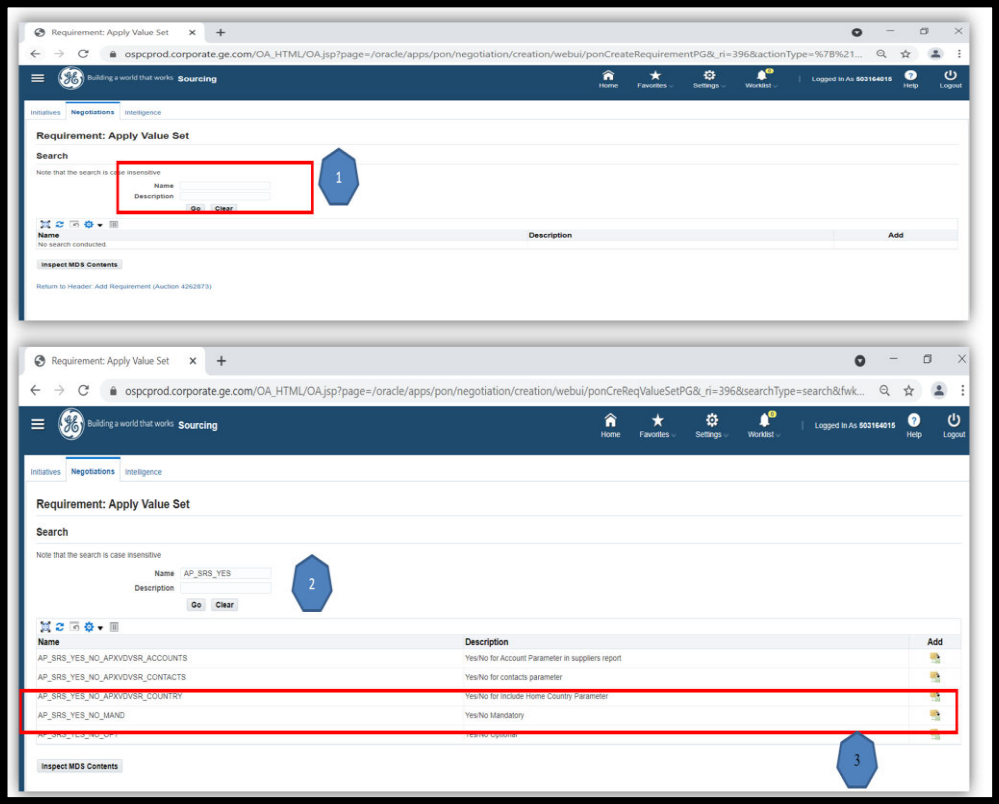


- Check box for Requirements and Click Add Section and enter a Section Name - Click Apply and Add Requirement - Create a question - Select Properties and Apply

Requirements can be optional, required, or view only Answers can be set drop down lists or open free responses Responses can be auto-scored Team members with Full or Scoring access can rate the responses



# An example of Section and Question added to the Requirement section of the header



## Note:

Requirements can be entered through multiple means: - Select **AP\_SRS\_YES\_NO\_MAND** from the list and give a score as **5-YES 0 -No-**

# Step 4: Manage Terms/Attachments

**Additional Header Attributes (Buyer Only)**

\* Business GE Energy

\* Test Negotiation No

\* Business Name GE Renewable Energy

\* Savings Rule D1 Year over Year Savings 1

D1 Year over Year Savings

\* Percent Year 1 Saving 1000

\* Percent Year 2 Saving 0

\* Percent Year 3 Saving 0 2

\* Commodity Direct-Elect/Electronic-Electrical-Battery Chargers

Direct-Elect/Electronic-Electrical-Battery Chargers

\* P&L GE Renewable Energy-Renewable Energy HQ-HQ

GE Renewable Energy-Renewable Energy HQ-HQ

**Saving Rules:- D1 Year Over Year Savings**

**Notes and Attachments**

Note to Suppliers [Part of pre-requisites to be accepted to participate in the e-auction, review the same and contact 'Buyer' for any queries]

Add Attachment... 1

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

**Add Attachment**

Attachment Type File 2

Title T&C's

Description

Category Internal To Sourcing 3

\* File Internal To Sourcing To Approver To Buyer To Playables To Receiver To Supplier

Cancel Add Another Apply

**Add Attachment**

Attachment Type File

Title T&C's

Description 2020-08-17 14:21:07 Terms and Conditions- Reverse auctionsV1.pdf (Size: 31666)

Category To Supplier 4

\* File Choose File Terms and ...ctionsV1.pdf

Cancel Add Another Apply

**Add Attachment...**

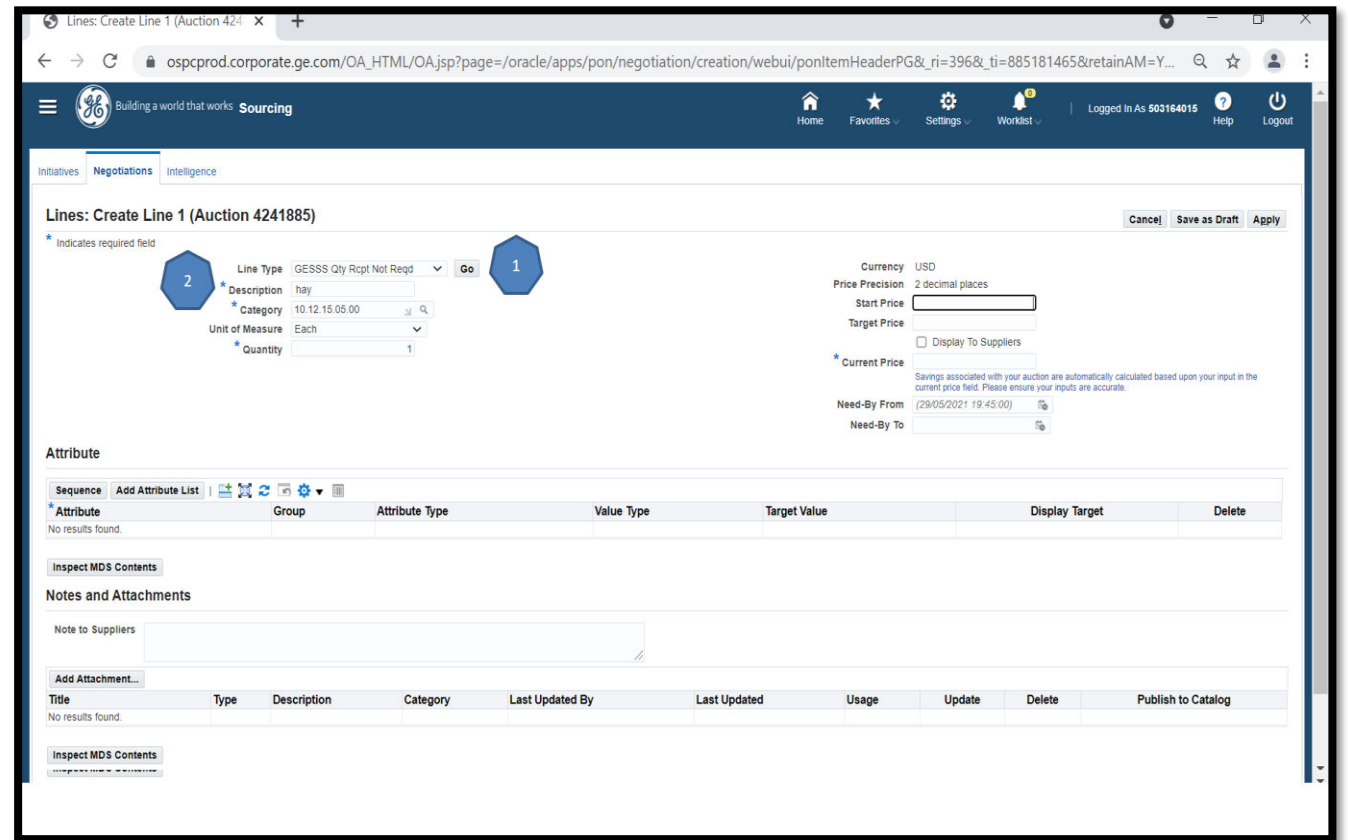
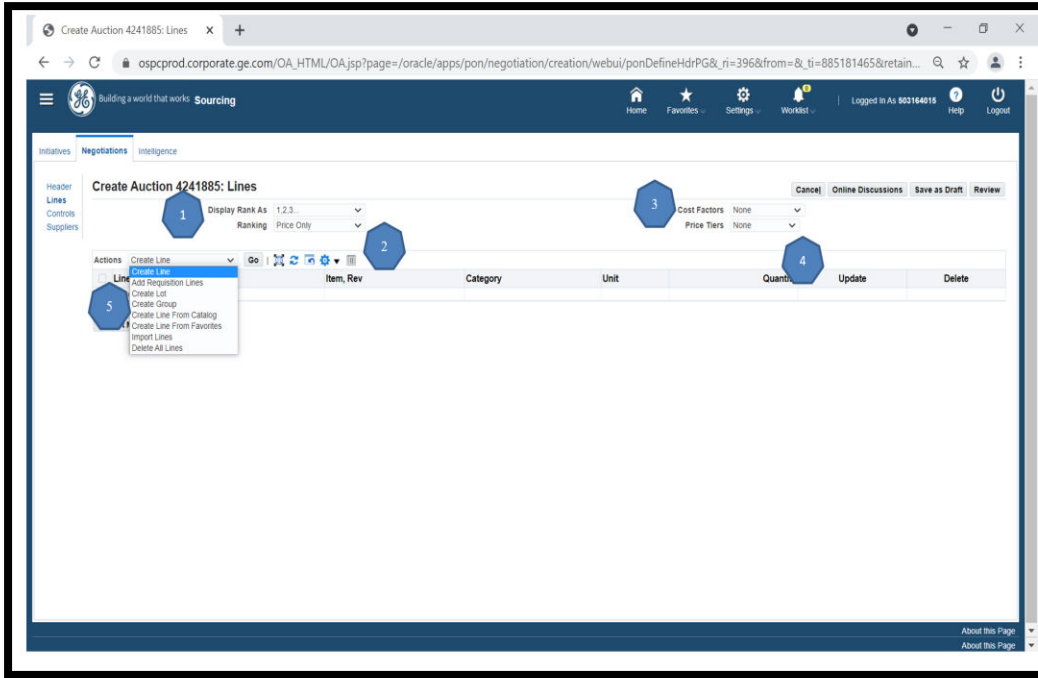
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

5

Additional Header Attributes -Test Auction: Set to Yes or No.  
Only flags the negotiation as test or live for reporting purposes  
- Category: Select appropriate Category Notes and Attachments  
(Optional) Provides additional information to suppliers

# Step 5: Create Lines

- Click on “**Lines**” tab from the left menu -
- Select Display Rank As and Ranking
- Select Create Line from Actions drop down and click Go -
- Enter required fields and click Apply - Description is free text -
- Start/Target/Current price is optional



# Step 6: Set Controls & Event Timings

- Click on “**Controls**” tab from the left menu -  
Set **Schedule** -

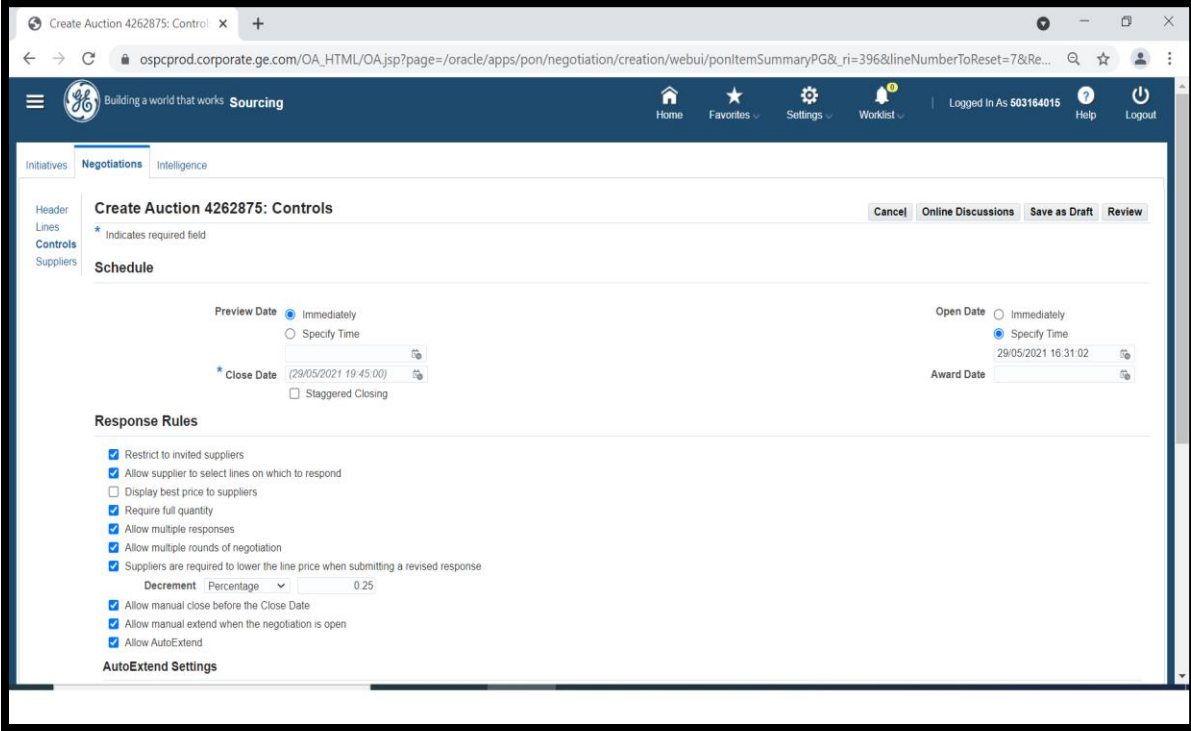
Preview Date: in this period, all eligible Suppliers may view the RFX/Auction but not submit responses.

- **Open Date**: The date and time the negotiation opens.

- **Close Date**: The date and time the negotiation closes. Once closed, no further responses may be accepted.

- **Award Date** (RFQs and auctions): The date and time by which RFQ/Auction will be awarded. -

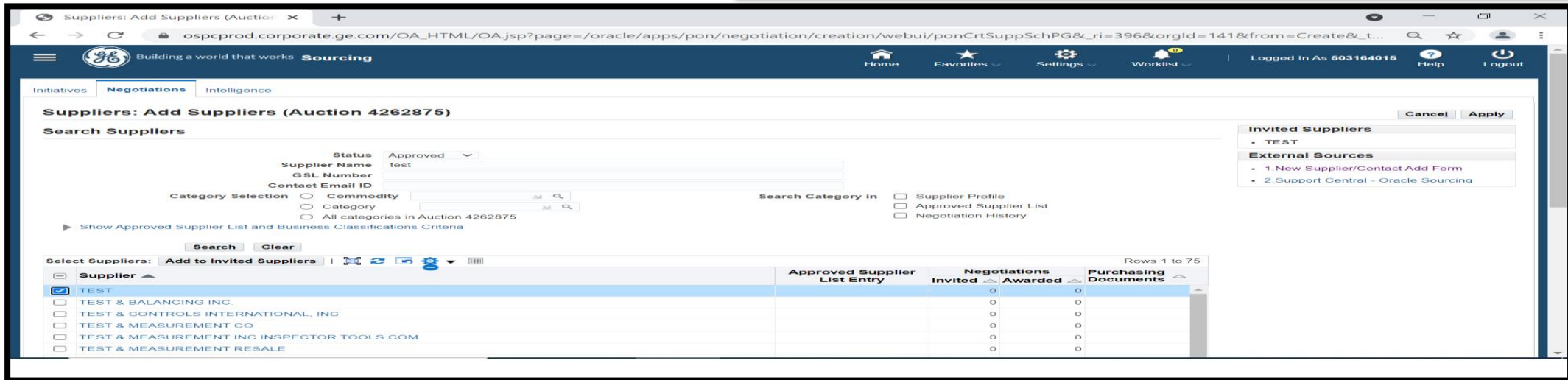
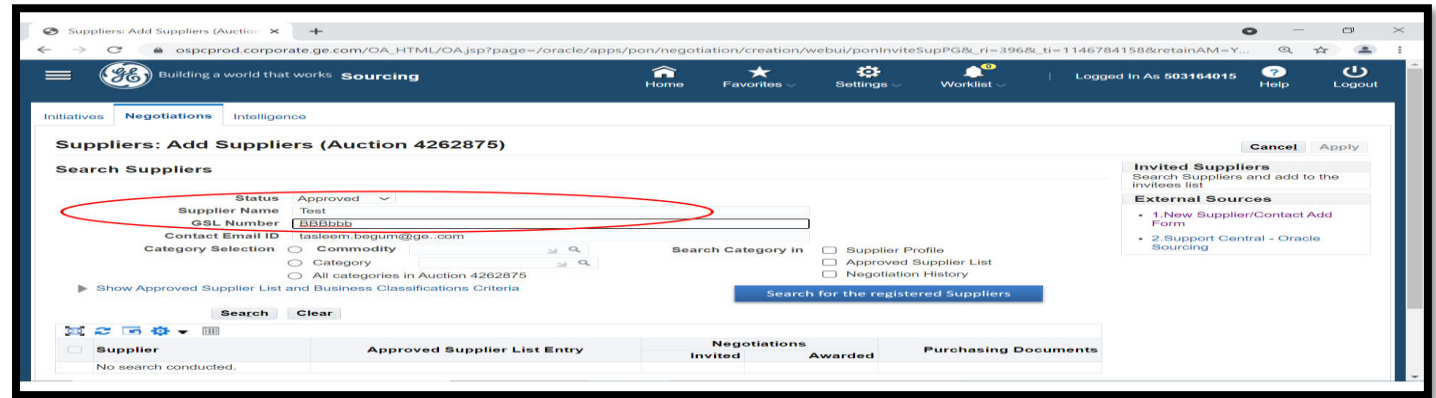
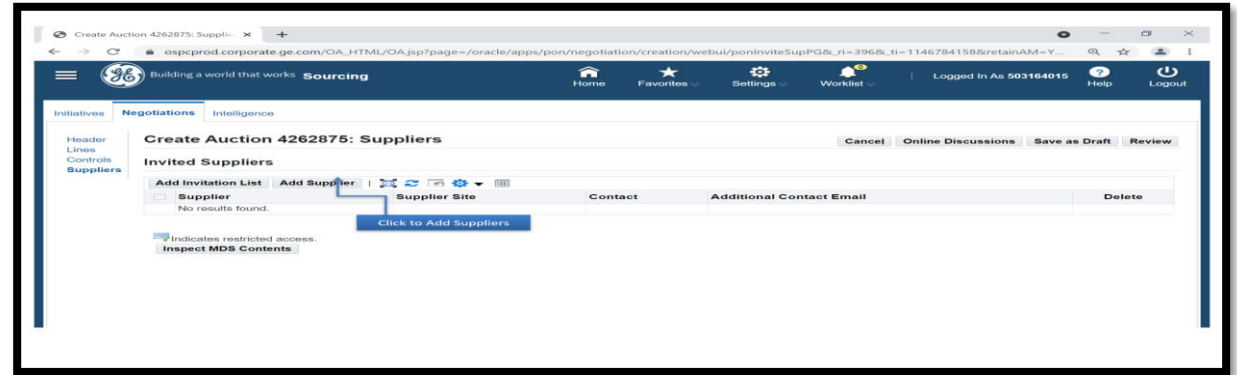
Review **Response Rules**



# Step 7: Select Suppliers

- Click on “Suppliers” tab from the left menu
- Click Add Supplier
- Enter supplier name and click Search
- Click Add to Invited Suppliers
- Repeat search for other suppliers as desired
- Click Apply
- Ensure that the Contact Name for the supplier is the contact in the supplier table
- If supplier or supplier contact not found.

Please revert with the details to [eauction.coe@ge.com](mailto:eauction.coe@ge.com)  
Team will assist further



## Step 8: Review & Publish

- After adding suppliers, click
- If changes are required, click **Update**
- If ready, click **Publish**

The invited suppliers will receive email notification to participate in the negotiation

The screenshot displays the Oracle Sourcing interface for reviewing a negotiation. The page title is "Create Auction 4262875: Review". The main content area shows a summary of the negotiation details, including the Buyer (Begum, Tasleem), Negotiation Style (Standard Negotiation), Bid Style (Blind), and Security Level (Private). The Description states: "This is a test auction, please do not submit the original bid price, you can play with the tool by submitting imaginary numbers. Nothing goes on record. The Objective of the test auction is to make the suppliers familiar with the auction tool." The Approval Status is "Approved", the Operating Unit is "GE Global Operations Sourcing", and the Outcome is "Standard Purchase Order".

Below the negotiation details is the "Collaboration Team" section, which includes a table with the following data:

Member	Position	Approver	Approval Status	Access	Task	Target Date	Task Completed	Last Notified
Apuri, Akshay Kumar		No		Full	COE Team Member		No	
Begum, Tasleem		Yes	Approved	Full	COE Team Member		Task Completed	
P, Latha		No		Full	COE Team Member		No	

At the bottom of the page, there are "Terms" sections for Bill-To Address (Rond Point Schuman), Ship-To Address (Rond Point Schuman), and FOB. A blue callout box with a white arrow pointing to the "Publish" button contains the text: "Click 'Publish' to make the negotiation live".

## Supplier Response

# Step 9: Open Invitation

Published negotiations will show up under  
“You Company’s Open Invitations”  
- Click on the Negotiation Number

## YOUR COMPANY’S OPEN INVITATION

**Negotiations**

Search Open Negotiations  Title

Welcome, Tasleem Begum.

**Your Active and Draft Responses**

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Auction Type	Time Left	Monitor	Unread Messages
2961602	Active		3811865	Mock Call for supplier Training *Test Auction Nov 2019*	Auction	1	0 seconds	<input type="checkbox"/>	0
2962495	Active		3810867	TEST	Auction	1	0 seconds	<input type="checkbox"/>	0
2971496	Active		3822864	Abrasive Belt E auction *Test Auction* Dec 2019	Auction	1	0 seconds	<input type="checkbox"/>	0
2977495	Active		3827864	e-Auction for PMC * TSET AUCTION* Dec 2019	Auction	1	0 seconds	<input type="checkbox"/>	0
2978495	Active		3830864	Mark Vie Packing Boxes Dec 2019 *TEST AUCTION * Dec 2019	Auction	1	0 seconds	<input type="checkbox"/>	0

**Your Company's Open Invitations**

Supplier Site	Negotiation Number	Title	Type	Auction Type	Time Left
	4101872	E-Auction for HAL-X Ductings *...	Auction	1	6 days 23 hours

*Note: A red arrow points from the 'Negotiation Number' 4101872 in the 'Your Company's Open Invitations' table to the 'Negotiation Number' 3827864 in the 'Your Active and Draft Responses' table.*

**To access the auction click on the negotiation number**

Home

GE imagination at work E-Business Suite

Favorites Settings Worklist Logged In As CORPTE01 Help Logout

Home

Navigator

Personalize

- Sourcing Supplier
  - Sourcing
  - Sourcing Home Page
  - Worklist

**Worklist**

Rows 1 to 75

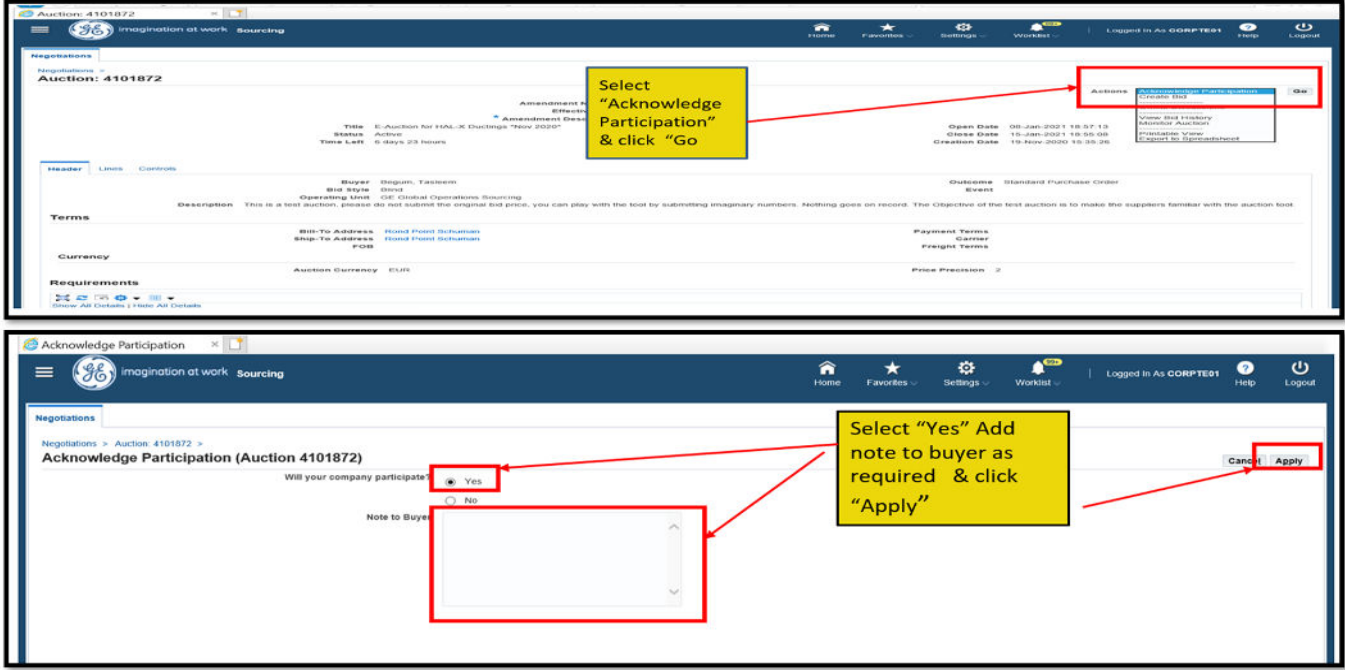
From	Type	Subject	Sent	Due
P, Latha	Sourcing Publish	You are invited: Auction 4138872 (Forward Eauction-IT assets &HPC Servers for Disposal *Test Auction* Jan 21)	07-Jan-2021	08-Jan-2021
Begum, Tasleem	Sourcing Publish	You are invited: Auction 4137872 (E- Auction for the Demolition work at WGE X-ray *Test Auction* Jan 2021)	06-Jan-2021	07-Jan-2021
Apuri, Akshay Kumar	Sourcing Publish	You are invited: Auction 4131878 (TEST- E-Auction for Outbound Transportation for Adani Lakadia Project)	22-Dec-2020	24-Dec-2020
Apuri, Akshay Kumar	Sourcing Publish	You are invited: Auction 4119873 (Test Auction: Reverse eAuction for Solar Group Captive)	10-Dec-2020	14-Dec-2020
Begum, Tasleem	Sourcing Publish	You are invited: Auction 4119872 (China LM-BAO general waste disposal service project *Test * Dec 20 Round 2)	10-Dec-2020	14-Dec-2020
Apuri, Akshay Kumar	Sourcing Publish	You are invited: Auction 4118872 (TEST AUCTION-Reverse eAuction for GEHZ SMF Parts Project_2021)	09-Dec-2020	16-Dec-2020
Anuri, Akshay	Sourcing	You are invited: Auction 4116872 (TEST AUCTION-Reverse Auction for GE Power		

**Click on each tab to expand for options**

# Step 10: Review & Acknowledge Participation

- Review the negotiation under Header, Lines and Controls - Under Action select "Acknowledge Participation" (default) and click GO

## ACKNOWLEDGE PARTICIPATION



- Enter Note to Buyer (optional) and click Apply



# Step 11: Create & Submit Bid/Proposal

- Under Action select **Create Bid** and click **GO**

**TO CREATE BID AND ACCEPT PREREQUISITIES**

The image consists of two screenshots from a GE Sourcing portal. The top screenshot shows the 'Auction: 4101872' page. A yellow callout box with the text 'Select "Create bid" & click "Go"' points to the 'Actions' menu, where 'Create Bid' is highlighted. A red box highlights the 'Go' button next to it. The bottom screenshot shows the 'Create Bid: 3233902 (Auction: 4101872)' page. A yellow callout box with the text 'Select the option "YES" for accepting prerequisites & Click "Lines" Tab' points to the 'Lines' tab in the 'Header' section. Another red box highlights the 'Yes' button in the 'Requirements' section.

- Header: Bid Value must be **YES**

- Lines: Enter Bid Prices and click Continue

**BID PAGE**

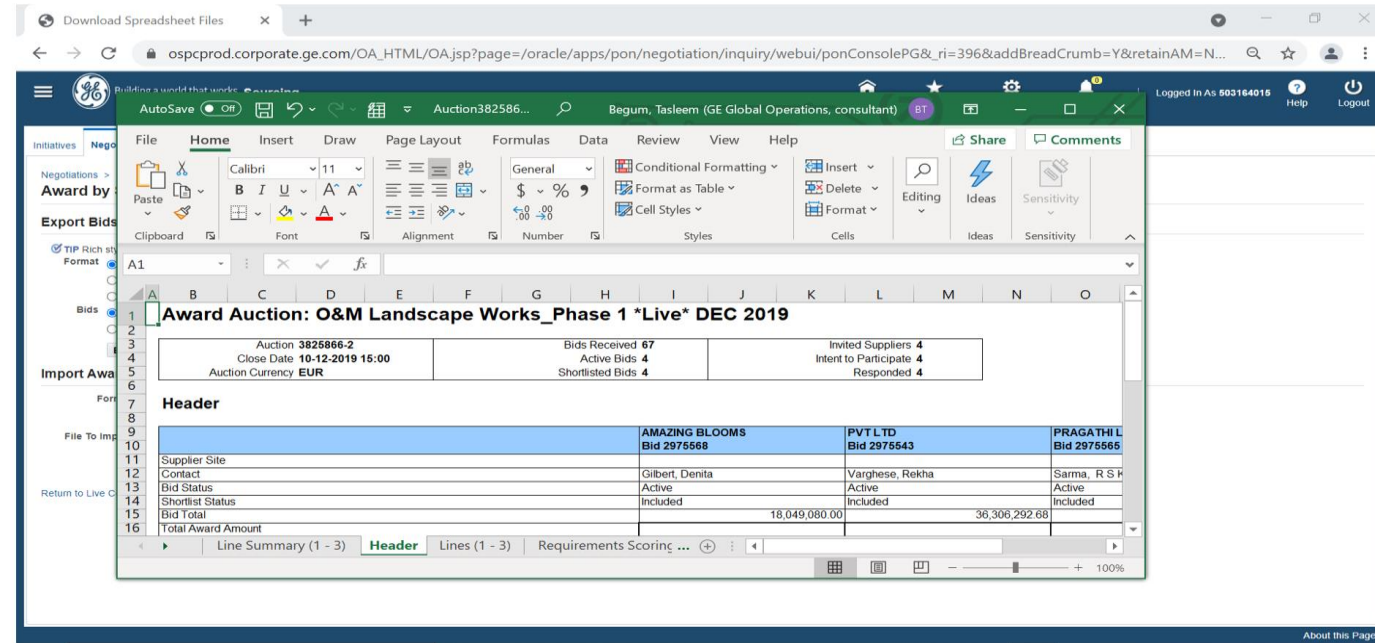
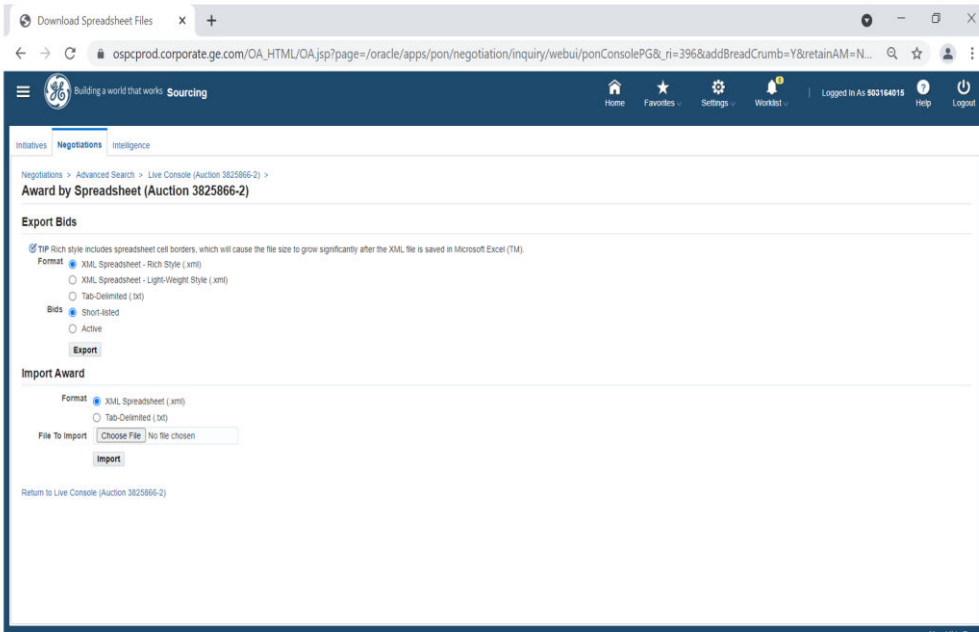
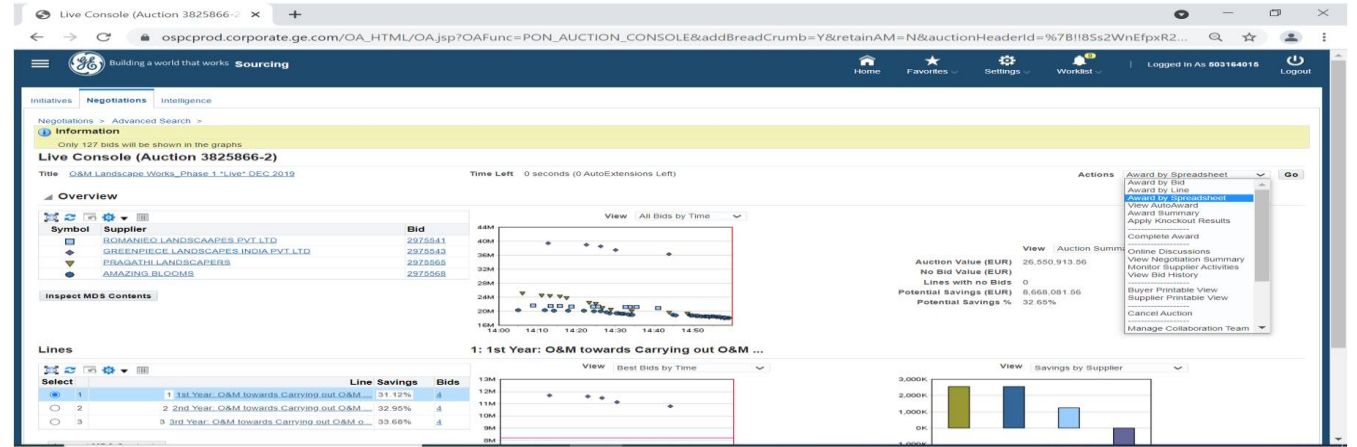
**REVIEW AND SUBMIT**

**MONITOR AUCTION**

Review Supplier Response and Award

# Step 12: Open Negotiations – Monitor Supplier Responses

Click on Published Negotiation  
 - From the Action drop down menu, select your option to review, for example select View Live Console or Analyze by Bid and click Go



## Step 13: Closed Negotiations – Award Negotiation

Currently we are not awarding any supplier via oracle tool