

# Oracle Sourcing Supplier Guide

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## 2.1

### VIEW AN AUCTION

The screenshot displays the 'Negotiations' interface. At the top, there is a search bar for 'Open Negotiations' with a 'Title' dropdown and a 'Go' button. Below this, a red box highlights the user greeting 'Welcome, Iasleem Begum.' and the section header 'Your Active and Draft Responses'. A 'Full List' button is visible to the right. The main table lists several active responses with columns for Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Auction Type, Time Left, Monitor, and Unread Messages. A yellow callout box with a red arrow points to the 'Negotiation Number' column, stating 'To access the auction click on the negotiation number'. Below this, another red box highlights the section header 'Your Company's Open Invitations'. A 'Full List' button is also present. The table below shows one open invitation with columns for Supplier Site, Negotiation Number, Title, Type, Auction Type, and Time Left. A red box highlights the 'Negotiation Number' '4101872' in this table, with a red arrow pointing from the yellow callout box above.

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		0
2962495	Active		3810867	TEST	Auction	1	0 seconds		0
2971496	Active		3822864	Abrasive Belt E auction *Test Auction* Dec 2019	Auction	1	0 seconds		0
2977495	Active		3827864	e-Auction for PMC * TSET AUCTION* Dec 2019	Auction	1	0 seconds		0
2978495	Active		3830864	Mark Vie Packing Boxes Dec 2019 *TEST AUCTION * Dec 2019	Auction	1	0 seconds		0

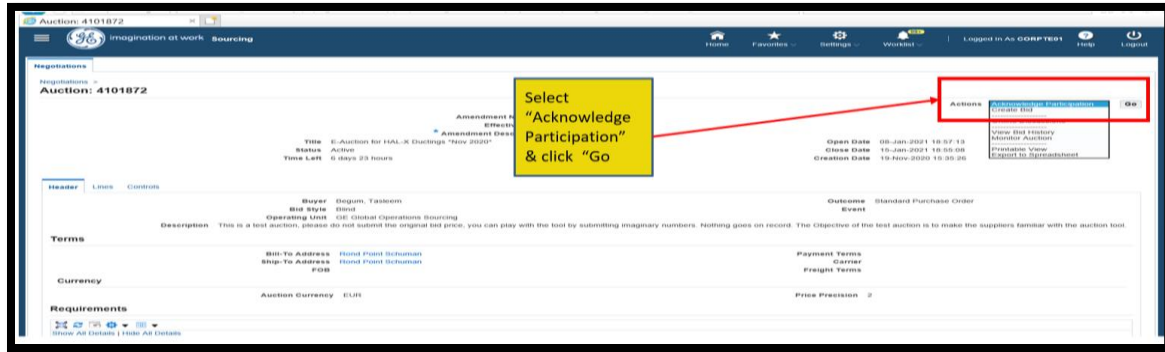
  

Supplier Site	Negotiation Number	Title	Type	Auction Type	Time Left
	4101872	E-Auction for HAL-X Ductings *...	Auction	1	6 days 23 hours

1 - Any negotiations you have been invited to participate in will be listed below the “Your Company’s Open Invitations”. Click on this negotiation number link to enter a negotiation

### ACKNOWLEDGE PARTICIPATION

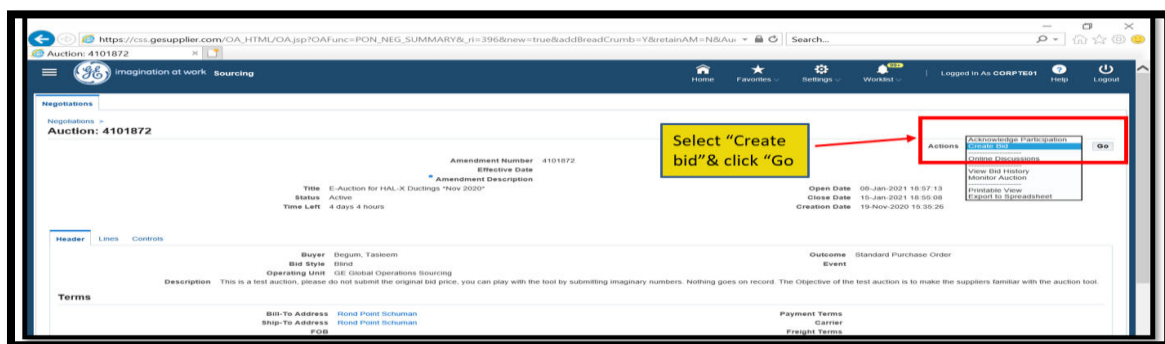
## 2.2



1 - Select the value "Acknowledge Participation" from the drop down box and click the "Go" button

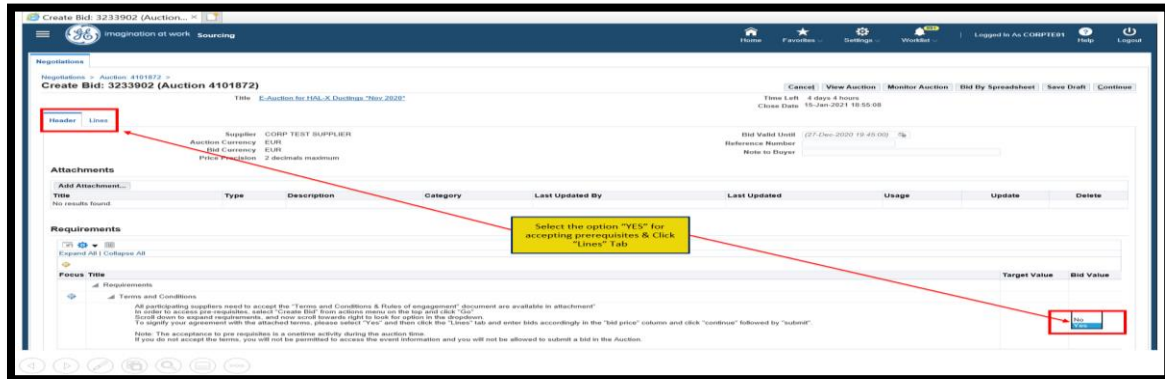


**REVIEW AUCTION INSTRUCTIONS / ATTACHMENTS if any**



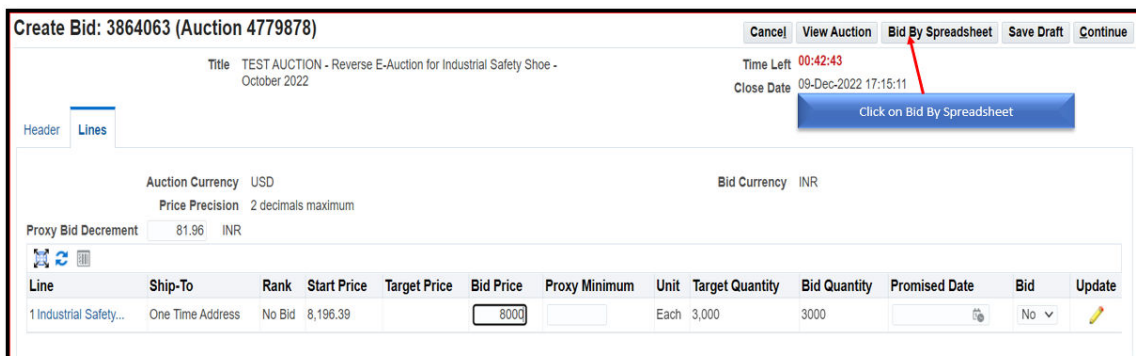
## 2.3

- 1 – Review header details include open date, close date
- 2 – Review Requirements. Requirements can be optional or mandatory to respond
- 3 - Review Notes and Attachments. The attachments can be downloaded by clicking on the Title link.



### **OPTIONAL: EXPORT AN ACTION TO A SPREADSHEET & CREATE A BID**

Select “Export to Spreadsheet” from the drop down list of values and click the Go button to begin the process of preparing your bid from a spreadsheet – this process is recommended for auctions containing more than 10 items requiring a response. For fewer items, select “Create Bid” from the drop down list.



The screenshot shows the GE Sourcing web interface. At the top, there is a navigation bar with the GE logo, the text "Building a world that works Sourcing", and a "Home" button. Below the navigation bar, there are tabs for "Initiatives", "Negotiations", and "Intelligence". The "Negotiations" tab is active, and the breadcrumb path is "Negotiations > Simple Search > Live Console (Auction 4496872-2) > Award by Spreadsheet (Auction 4496872-2)".

The main content area is titled "Export Bids". It includes a tip: "TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).". Under "Format", there are three radio button options: "XML Spreadsheet - Rich Style (.xml)" (selected), "XML Spreadsheet - Light-Weight Style (.xml)", and "Tab-Delimited (.txt)". Under "Bids", there are two radio button options: "Short-listed" (selected) and "Active". An "Export" button is located below these options.

The "Import Award" section is below. It has a "Format" section with two radio button options: "XML Spreadsheet (.xml)" (selected) and "Tab-Delimited (.txt)". The "File To Import" section has a "Choose File" button and the text "No file chosen". An "Import" button is located below.

At the bottom, there is a link: "Return to Live Console (Auction 4496872-2)".

The screenshot shows a Windows File Explorer window titled "Auction4505874-2-Award". The address bar shows the path "This PC > Downloads > Auction4505874-2-Award". The window contains a table of files:

Name	Type	Compressed size	Password pr...	Size	Ratio	Date modified
Auction4505874-2-Award	XML Document	6 KB	No	72 KB	93%	1/3/2022 7:02 AM
Auction-Award-Help	Microsoft Edge HTML Docum...	11 KB	No	61 KB	83%	1/3/2022 7:02 AM

The left sidebar shows "Quick access" with links to Desktop, Downloads, Documents, and Pictures. Below that are folders for the years 2021 and 2021, and a folder named DCT2016.

**CREATE BID – STEP 1**

The screenshot shows a web browser window displaying a page for an auction titled "Auction: 4101872". The browser's address bar shows the URL: [https://css.gesupplier.com/OA\\_HTML/OA.jsp?OAFunc=PON\\_NEG\\_SUMMARY&\\_i=396&new=true&addBreadcrumb=Y&retainAM=N&Au...](https://css.gesupplier.com/OA_HTML/OA.jsp?OAFunc=PON_NEG_SUMMARY&_i=396&new=true&addBreadcrumb=Y&retainAM=N&Au...). The page header includes the GE logo and the text "imagination of work Sourcing". The main content area displays details for the auction, including the Amendment Number (4101872), Title ("E-Auction for HAL-X Ductings 'Nov 2020'"), Status ("Active"), and Time Left ("4 days 4 hours"). A yellow box with the text "Select 'Create bid' & click 'Go'" has a red arrow pointing to the "Go" button in the "Actions" dropdown menu. The dropdown menu options are: Acknowledge Participation, Create Bid, Create Bid (highlighted), View Bid History, Monitor Auction, Print Bid View, and Export to Spreadsheet. Below the auction details, there are sections for "Header", "Description", and "Terms". The "Description" section contains the text: "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 "Terms" section lists "Bill-To Address" (Rond Point Schuman), "Ship-To Address" (Rond Point Schuman), "Payment Terms" (Carrier), and "Freight Terms".



1 – Enter **“Bid Valid Until”**, this value should reflect the validity of the information you provide within the auction response. If a validity period does not exist, leave the field blank.

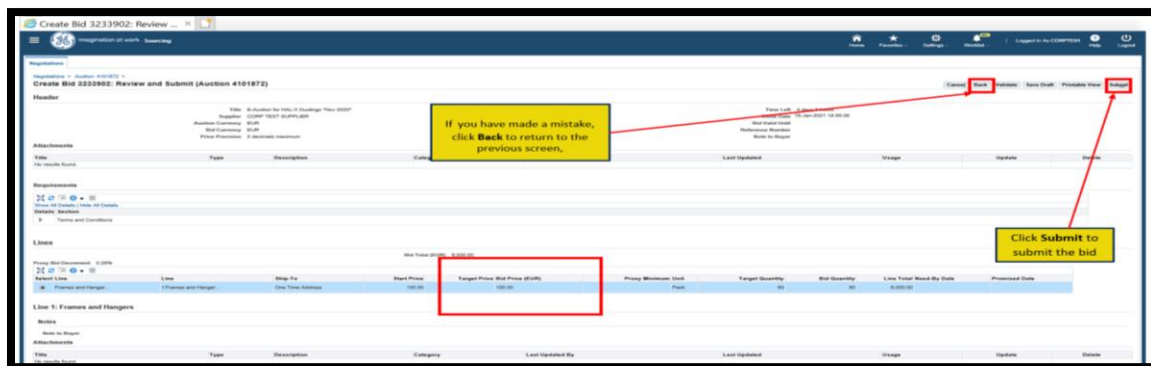
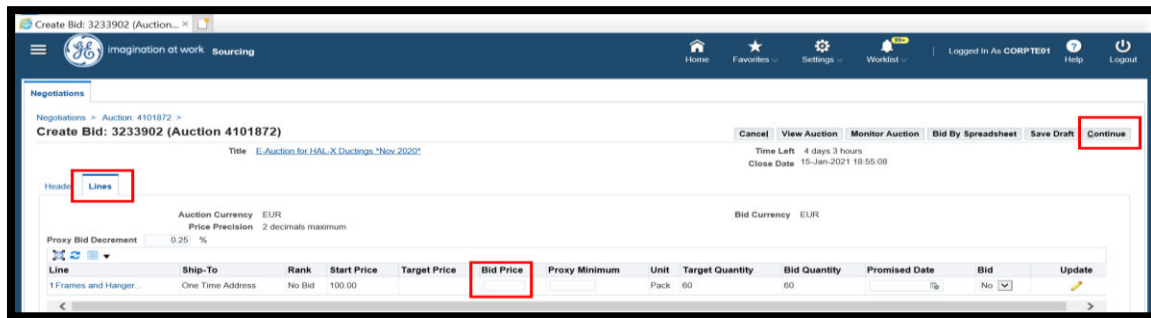
**Note to Buyer:** Any notes typed to buyer will be received by the buyer upon receipt of your response.

2 - You can add attachments for the buyer. Any documentation supporting your quotation should always be attached to this area of the response.

3 - Review and provide response for Requirements. Fields.

## 2.7 CREATE BID – STEP 3

Click on **“Lines”** tab



- 1 – **Optional: Proxy bidding** is a method of automatically bidding when a competitor in the auction environment places a bid lower than yours. The increment in which a supplier wishes to decrease their bid by is required to be entered here. The increment can not be changed after it has been set. Proxy minimum bids are to be entered on each individual line.
- 2 – **Bid Price:** Key your bid price for each item in this column
- 3 – **Optional: Proxy Minimum Unit:** The minimum amount you are willing to bid for each item should be entered in this field on each corresponding line (if you have elected to utilize the proxy bidding function).
- 4 – **Optional: Promised Date:** Key promise dates for all items with a date in the future.



5 – **Optional: Update** - Click the pencil icon to key line level item attributes (if applicable) and add line level attachments.

## 2.8 REVIEW & SUBMIT

**Create Bid 3233902: Review and Submit (Auction 4101872)**

Confirmation  
Bid 3233902 for Auction 4101872 (E-Auction for HAL\_X Ductings 'Nov 2020') has been submitted.

Monitor Auction  
Return to Sourcing Home Page

Click on Monitor Auction to check rank

Set your screen time to refresh

Autofresh Interval: 30 seconds

Create Bid

View the bid ranking as and when the screen gets refreshed

Click Create bid to submit your next bid and continue the same procedure

Update Bid	Line	Category	Time Left	Rank	Bid Price (EUR)	Target Price (EUR)	Bid Quantity	Quantity	Your Total Amount (EUR)	Need By Date	Promised Date
	1	Frames and Hangers	40:14:20:18:00	4 days 3 hours	1	60.00		60	6,000.00		