

# **LABUAN SHIPYARD & ENGINEERING SDN BHD Oracle Procurement Cloud**

## **User Manual** Sourcing

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## 1 GETTING STARTED

This section provides start-up instructions for using the Oracle applications.

### 1.1 Sign-On to Cloud applications

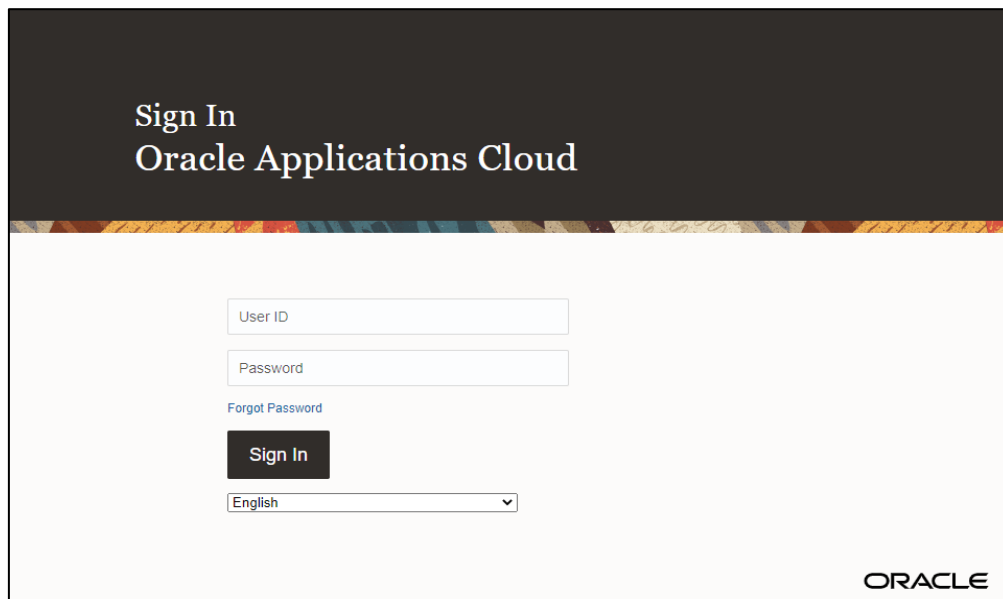
To log into the application:

1. Open internet browser window.
2. Enter the below URL:

No.	URL Type	URL Link
1.	UAT	<a href="https://fa-etei-test-saasfaprod1.fa.ocs.oraclecloud.com/">https://fa-etei-test-saasfaprod1.fa.ocs.oraclecloud.com/</a>

**Table 1: Direct Login URL**

3. The Sign In page appears. Enter your **User ID** and **Password**.



**Figure 1: Oracle Cloud Sign-In Page**

4. Your user ID and password are case sensitive. Passwords always appear as asterisks in the display as you enter them.
5. Tab to or click the **Sign In** button to sign in.
6. Personal Homepage dashboard screen appears with CLOUD privilege access.

## 1.2 Navigating from Personal Home Page to Applications

After you log in to Oracle Applications, your Oracle Procurement Cloud Home page is displayed. All the functionality within the Oracle Cloud applications revolves around homepage which you can personalize. From here you can:

1. Get a quick glance at your work-related conversations and announcements.
2. Use the Application Link icons to navigate to pages and dashboards to perform your day-to-day activities.
3. Access the Navigator to access any additional applications that are not available in the application section on the home page
4. Favourited list of quick actions to quickly perform some key tasks.

Note: The exact appearance of your windows may vary depending on your personalization and roles that is assign to you.

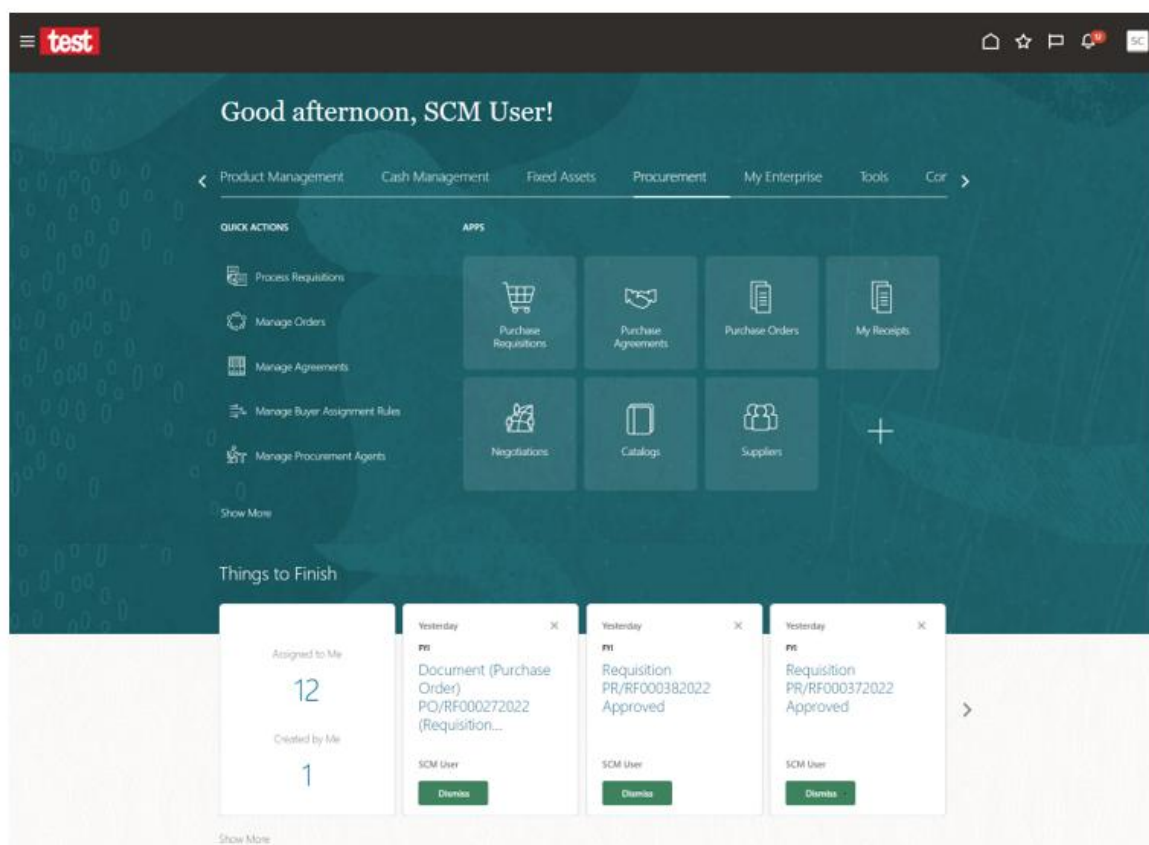


Figure 2: Personal Home Page



**Figure 3: Navigation tools in the global area of the home page**

Once you have set your homepage as the Newsfeed Home Page, then it will come with different sections.

**1. Apps Section.**



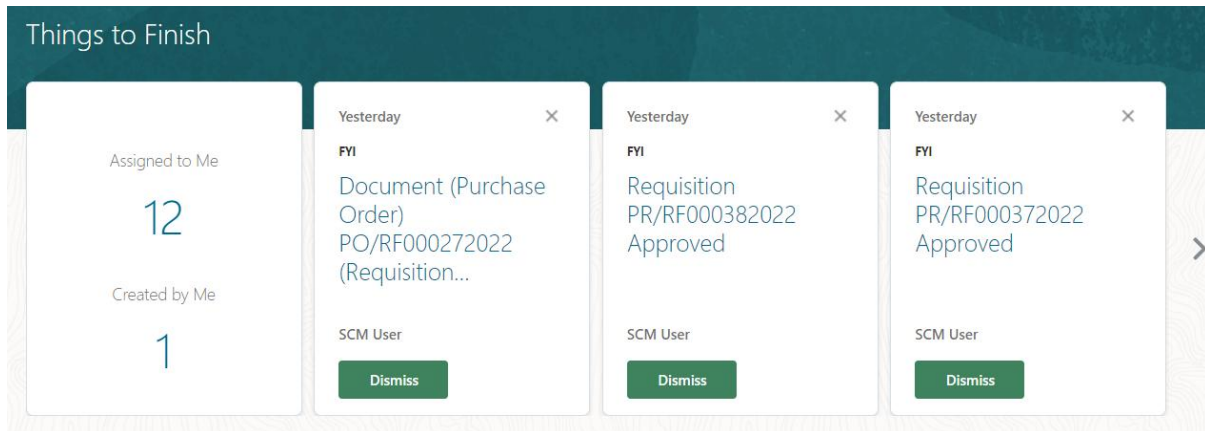
**Figure 4: Apps section**

Within the Apps section, you have various icons that can be used to start navigating into the different work areas of an application. For example, if you would like to navigate to the Invoices work area within Payables, you will select your application as Payables. And you will choose Invoices in the Apps section. When you select Invoices, the system takes you to the Invoices work area, where you can perform various activities, such as recording invoices, managing invoices, generating accounting for your invoices, etc. Once your work has been completed, you can go back to the home page by using the home icon.

You can also access the apps via the Navigator. 

Here, the access is granted to various work areas based on the roles that have been given to your user account. You have the flexibility to personalize the App section. You can decide what you want to show within these springboard icons and what you want to hide. If you are an order regular visitor to the Payment work area, you mostly work with Payable's dashboard invoices, you can hide the payments by clicking on this icon. So, it will not be shown in the apps icon but only accessible through the Navigator.

## 2. Things to Finish section.



**Figure 5: Things to Finish section**

The Things to Finish section provides you with a count of any pending notifications that are assigned to you and may require an action from you. Account Link name created by me lists the approval requests that you have created. You can click the link to navigate to a full list of notifications pertaining to that account. Then the items listed in the Things to Finish section are same as the notifications that are listed in the global header.

The same information is available when you click on notifications icon. You can access the same number of notifications from here, as well as from the Things to Finish section. The list displays the latest notification first and allows you to scroll horizontally to view more notifications.

You can clear a notification from the list by clicking the Close icon. When you clear a notification, the count does not change, since no action is taken on that notification. If you click on you will get a listing of all the notifications that are either FYI or the notifications that require an action from you. When you click on the link it opens the notification and you can get the details of the notification. If you are satisfied, you can either approve it or you can either reject it. Once the notification is read then the count will change.

### 3. Analytics section

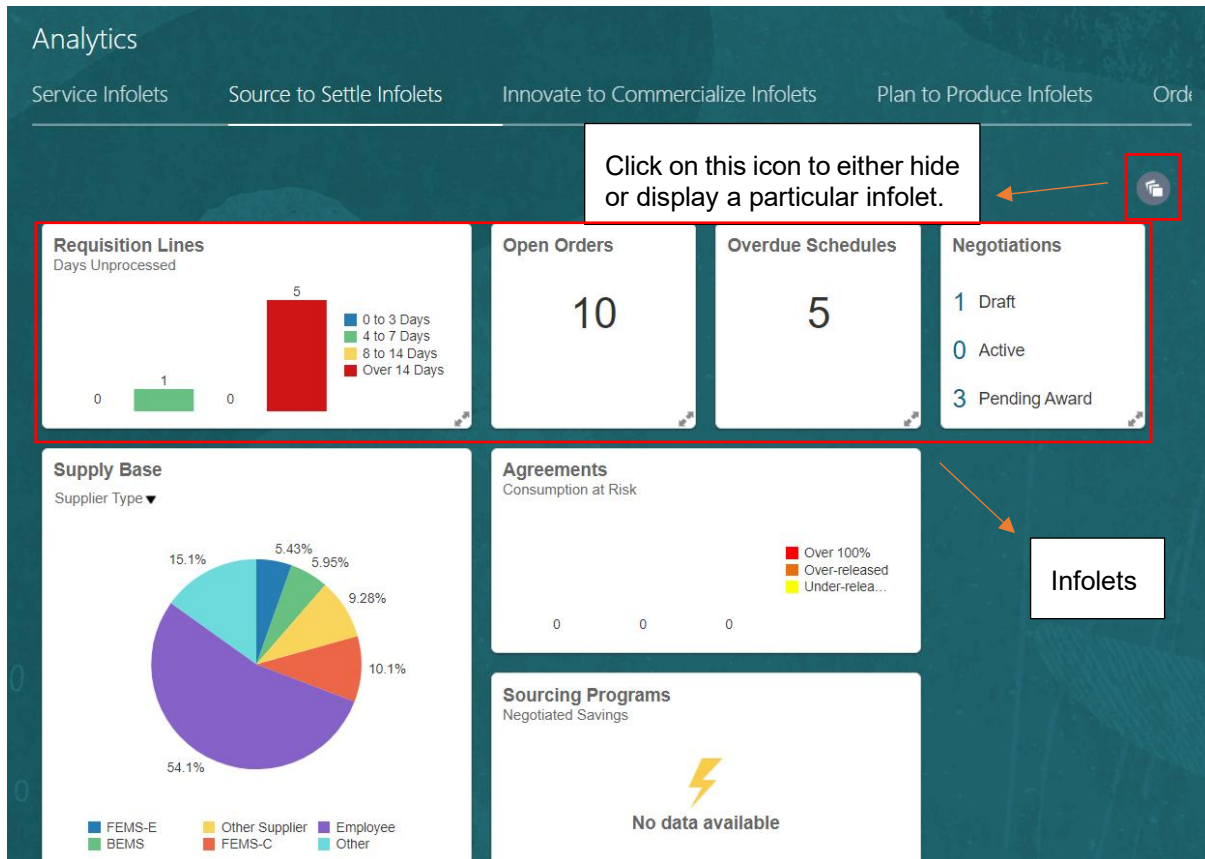
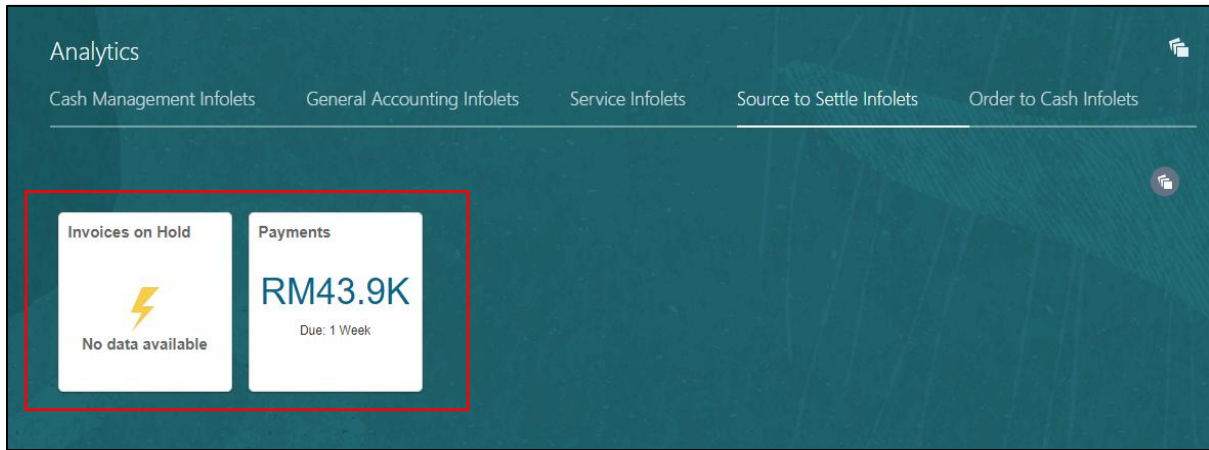


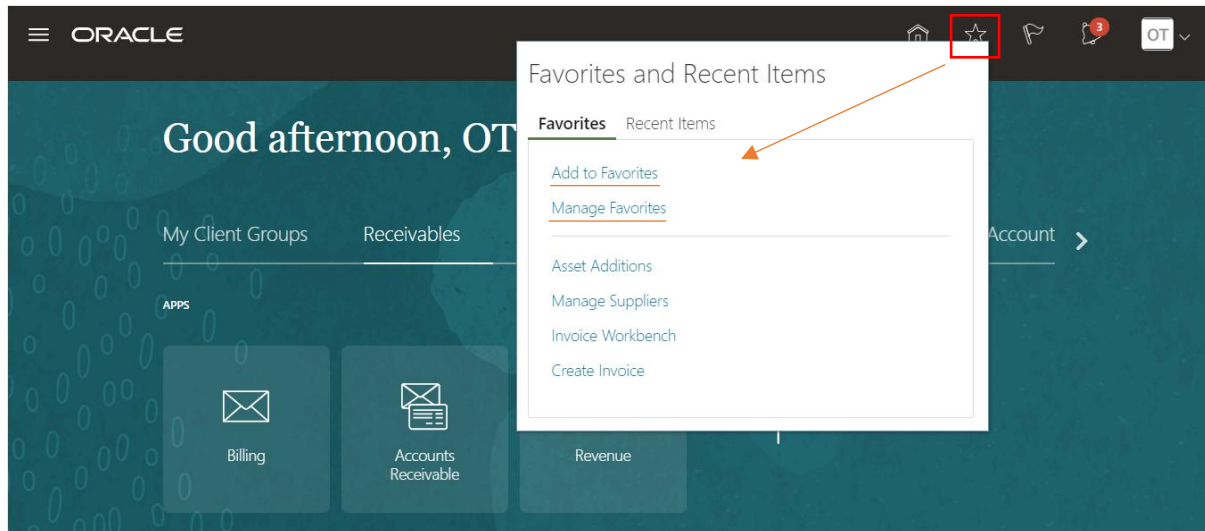
Figure 6: Analytics section

As far as procurement is concerned, there are currently few choices of analytics display. And they are source to settle infolet, service infolet, innovate to commercialize infolet, plan to produce and order to cash infolets. You can personalize the Analytics section and decide which infolet should be visible, which should not be visible.

## 1.3 Creating Favorites and Setting Preferences

### Creating Favorites

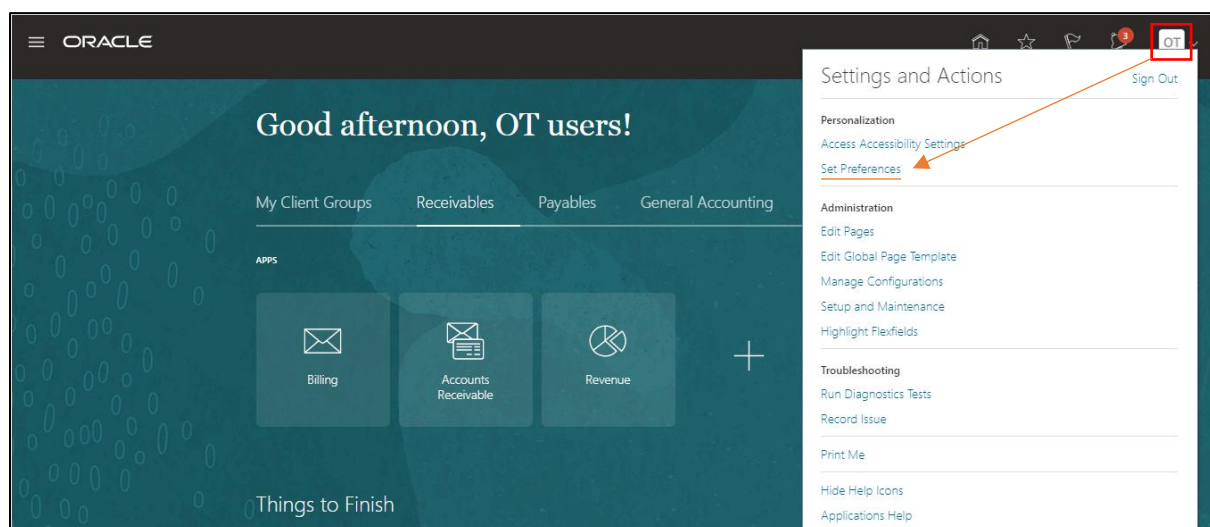
Each user has their own favorites and adding favorites is easy in cloud: just go to your favorite work area or task page. Click on the favorite icon and click Add to Favorites. By this you get to your favorite pages directly and easily when you click the favorite icon. You can remove unwanted pages by clicking Manage Favorites.



**Figure 7: Creating and Managing Favorites**

### Set Preferences

Select Preferences to set personal options such as regional, language, accessibility setting, watchlist, etc as shown in the list in Figure 8. You can also reset your password from the Preferences page. To get into set preferences, click on setting and action dropdown menu click on Set Preferences.



## Figure 8: Setting Preferences

### 1.4 Overview of Using Work Areas to Streamline Business Processes

Use work areas to gain instant insight into your business and identify potential problems with processing transactions.

Work areas can include the following:

- Infotiles
- Content area
- Action toolbar
- Tasks panel tab
- Process Warnings and Errors
- Bank Statement Reconciliation
- Process Monitor

The screenshot shows the 'Budgetary Control Dashboard' with two main sections: 'Budget Monitor' and 'Overrides'. The 'Budget Monitor' section includes a table with columns for 'Legal Entity', 'Intercompany', 'Cost Center', 'Project', 'Account', 'Reserve', 'Budget (RM)', 'Consumption (RM)', and 'Funds Available'. The 'Overrides' section includes a table with columns for 'Transaction', 'Transaction Type', 'Override Justification', 'Requested Date', 'Requested By', and 'View Results'. A 'Task Panel' is located on the right side of the dashboard, and a 'Content area' is indicated by a red box around the 'Overrides' section.

Figure 9: Budgetary Control Work Area

### Infotiles

Summarize a high volume of transactional information. You can quickly identify potential problems and prioritize your daily activities by scanning the infotiles and accessing transaction details.

For example, select an infotile to display corresponding transactional information in the content area. You can also click links in the infotile to filter the records in greater detail in the content area.

### Content Area

The content area displays transactional information related to the infotile you select. You can review the detailed information and take the necessary action.

For example, click the item link in the table to drill down to transaction-level information. You can perform multiple actions on the transaction, such as editing, approving, or rejecting the transaction, and posting the transaction to the ledger.

### **Actions Toolbar**

Use the actions toolbar to perform a range of activities on one or more rows you select in the content area.

For example, select a transaction row and use the View menu to view the transaction in more detail. You can export the data to an Excel worksheet, detach the pane, approve, or reject one or more transactions, as well as apply additional filters.


### **Tasks Panel Tab**

The Tasks panel includes tasks that are related to the work area and that you have access to perform.

For example, create an invoice, review journal entries, create mass additions, and manage accounting periods within a task panel.

### **Process Warnings and Errors**

The process warnings and errors keep previous processes history that has been run for bank statement loader. This area contains purge function which is available to delete error files.

For example, select on the file then click on  button to purge and completely terminate the files.

### **Bank Statement Reconciliation**

The bank statement reconciliation will provide an information of bank statement and its status on reconciliation. There will be two tabs which are Incomplete and Complete.

For example, Incomplete tab listed all bank statement that consists of statement lines which have not yet to reconcile while Complete tab listed bank statement which have been completed reconciled.

### **Process Monitor**

The Process Monitor is to monitor schedule process.

For example, instead of navigating to Scheduled Processes Task, you may use the refresh button to keep update on the process item. It will provide you the same info as in Scheduled Processes Page.

## **1.5 Scheduled process**

Scheduled processes do tasks that are too complex or time-consuming to do manually, for example importing data or updating many records. You can run scheduled processes on a recurring schedule and send notifications based on how the process ends. Some scheduled processes give you printable output. Those processes might have Report in their name.

## **Jobs**

Each scheduled process that you run is based on a job. The job is the executable that controls what the process can do and what parameters and other options you have for the process. A job set contains multiple jobs.

Job definitions can be set on Oracle Business Intelligence Publisher reports so that people can run the reports as scheduled processes.

## **Process Sets**

A process set is a scheduled process that is based on a job set. So, when you submit a process set, you are running more than one job.

Note: When you submit certain scheduled processes, the job logic causes other processes to automatically run. But in this case, you are not submitting a process set that includes those other processes.

## **Submission**

When you submit a scheduled process, you can use its parameters to control which records are processed and how. Some scheduled processes do not have parameters.

As part of the submission, you can also set up a schedule for the process, for example to run once a week for two months. Every time a process runs, there is a unique process ID.

## **Output**

Some scheduled processes provide output in PDF, HTML, and other formats. For example, a process can import records and produce output with details about those records. There are many types of output, for example a tax document or a list of transactions.

## **Process Sets**

A process set is a type of scheduled process that is based on a job set and contains at least two processes. So, you can run many processes in one go, for a specific purpose. These processes run in a certain order, in serial or parallel, or by some other logic.

Process sets can have any number of individual scheduled processes and even other process sets.

## **To Submit Scheduled Processes**

Click **Navigator > Tools > Scheduled Processes**.

Overview

Search

Search Results

View:  Flat List  Hierarchy

Actions:

Process ID	Name	Status	Scheduled Time	Submission Time
257843	Provide Online Transaction Engine Functionality	Running	21-Jul-2021 10:15 AM HKT	21-Jul-2021 10:15 AM HKT
257841	Provide Online Transaction Engine Functionality	Running	21-Jul-2021 10:15 AM HKT	21-Jul-2021 10:15 AM HKT
257838	Provide Online Transaction Engine Functionality	Running	21-Jul-2021 10:15 AM HKT	21-Jul-2021 10:15 AM HKT
547816	SendMsg Journals	Wait	21-Jul-2021 11:15 AM HKT	21-Jul-2021 10:15 AM HKT

1. On the **Scheduled Processes Overview** page, click **Schedule New Process**.
2. Leave the type as **Job**, enter the process that you want to submit, and click **OK**.
3. In the **Process Details dialog box**, enter at least the required parameters, if any.

Some processes have no parameters at all. Some parameters depend on other parameters. For example, date range parameters might appear only after you select By Date for another parameter.

4. Click the **Advanced button** if you want to define the schedule, notifications, or output. Continue to the next steps. Or just skip to the steps for
5. Click **Submit**, to run the process once as soon as possible with the default output.

### Define the Schedule

Set up a schedule to run the process on a recurring basis or at a specific time. Use the Process Details dialog box in Advanced mode.

1. Open the Schedule tab and select Using a schedule for the Run option.
2. Select a frequency.
3. Select **User-Defined** if you want to enter the exact dates and times to run the process.
4. You can select Use a Saved Schedule to use an existing schedule if there are any.
5. Depending on the frequency, define when the process should run.

### Define the Output

You can choose the layout, format, and destination for your output. Use the Process Details dialog box in Advanced mode.

1. Open the Output tab, if available.
2. Click **Add Output Document**.
3. Change the name if you want. The name identifies this output document when you go to view output later.
4. Select a layout if you have more than one to choose from.
5. Select a format, for example one of these:

**PDF: Is the best option if you want to print the output.**

**Excel:** Supports embedded images, such as charts and logos, but can be opened only in Excel 2003 or higher.

**Data:** Gives you report data in an XML file, which is used mainly for editing the report layout.

6. Click **Add Destination** to send the output somewhere, for example to a printer or email address. You can add many destinations and send the output to all of them at the same time.

Tip: You can also print the output as part of the steps for finishing the submission, instead of adding a printer destination here.

To add more output documents, repeat steps 2 to 6.

### Set Up Notifications

You can have notifications sent out depending on how the process ends. Use the Process Details dialog box in Advanced mode to set that up.

1. Open the **Notification** tab.
2. Click **Create Notification**.
3. In the Recipient field, enter the **user ID** of the person you want to send the notification to.
4. In the Condition list, select when to send the notification, for example when the process ends in error.
5. Click **OK**.

To send notifications to more people, repeat steps 2 to 5.

### Finish the Submission

Follow these steps in the Process Details dialog box:

1. Click the **Process Options** button if you want to define settings that affect the data to be processed.
2. If the process gives you output and you want to print it, select the **Print output** check box and a printer.
3. Select the **Notify me when this process ends** check box if you want to get an email notification.
4. Enter submission notes to capture any information you want to associate with this submission. You can use your notes to find this submission later.
5. Click **Submit**.

6. Click **OK** to confirm.

Tip: Note down the process ID for your submission so you can easily find it later. For example, let's say you set the process to run once a week. If you later want to cancel all runs on this schedule, you need to cancel this original submission with this process ID.

### **To Submit Process Sets**

To submit a process set from the Scheduled Processes Overview page:

1. Proceed with the steps that you would follow to submit any scheduled process, but select Job Set for the Type option.
2. In the Process details dialog box, set parameters for individual processes in the set. A process set itself does not have parameters.
  - a. Select a process on the Processes tab.
  - b. Enter parameters for that process, if any.
  - c. Repeat for other processes in the set.
3. Define the schedule, output, and notifications for the process set, as you would do for any scheduled process.
4. Set any other options and click **Submit**.

### **To Check Status**

1. Click **Navigator > Tools > Scheduled Processes**.

The Search Results table shows processes that match the default saved search, **Last 24 hours**.

- The table might be blank if nothing was submitted.
- If submission notes were entered when submitting the process, you can use the **Submission Notes** column to help identify the process.

2. If you don't see the process, click the **Refresh** icon or use the Search section.
3. Do any of these tasks to check on the progress of the process:
  - For more details about the status, click the status link. For example, if a process is in the Ready status, you can click the **Ready** link in the **Status** column to see where the process is in the submission queue.
  - Check the **Start Time** column to see if the process has started running yet.
  - In the Search Results table, find the **This Job's Items Processed / Errors / Total** column. For some scheduled processes, this column shows what's getting processed and how things are going.
  - Click the **View Log** button, especially if your process has a blank **This Job's Items Processed / Errors / Total** column. The type of information in the log varies,

depending on the process. You can open the log from here only for if the process is currently running. When the process is done, you might want to also take a look at the final log, if any, from the Details section.

### **To view output from scheduled process**

1. Click **Navigator > Tools > Scheduled Process**.
2. Find your scheduled process and, if you need to, refresh the search results to see the latest status.
3. Select the scheduled process.
4. Go to the Output subsection in the Details section.
5. Click the link in the **Output Name** column to view or download the output, which you can then print.
6. To view or export the output in a different format:
  - a. Click the **Republish** button.
  - b. Click the **Actions** icon.
  - c. Select **Export**, and then select a format.

## 2 CREATE RFQ

Procurement team is responsible for creating a RFQ in oracle. RFQ is a document that an organization submits to one or more potential suppliers eliciting quotations for a product or service.

RFQs can be blind (buyer can see the quotes during the RFQ, but suppliers can't) or sealed (neither buyer nor suppliers can see the quotes until the RFQ is closed)


### Two Stage RFQ

The two-stage RFQ process involves the submission by the suppliers of a technical quote and a commercial quote. The technical quotes are opened and evaluated first to determine a list of qualified suppliers, and only then are the commercial quotes of the qualified suppliers opened and evaluated.

No.	Work Area	Navigation
1.	Procurement	Purchase Orders

Table 2: Navigation

### 2.1 Create RFQ

No.	Steps
1.	Click on Task 
2.	Choose Process Requisition  <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>Requisitions</p> <ul style="list-style-type: none"> <li>• Process Requisitions</li> <li>• Import Requisitions</li> <li>• View Requisition Lines</li> </ul> <p>Orders</p> <ul style="list-style-type: none"> <li>• Manage Orders</li> <li>• Create Order</li> <li>• Generate Orders</li> <li>• Import Orders</li> </ul> </div> <div style="width: 55%; color: blue;"> <p>*purchase by category. If PR contain mixed category items, Buyer need to segregate ikut category in one RFQ.</p> </div> </div>

3. Enter the parameter and click **Search** button.

Click Add to Document Builder

Search Results: Requisition Lines

Actions View Format Detach Wrap **Add to Document Builder** Return Reassign

Additional Details	Requisition	Line	Line Description	Requester	Quantity	UOM	Price	Amount	Currency
	PR/LSE00001012024	1	Renovation for LSE HQ	PR_ENGINEERING	1	UNIT	58,000...	58,000.00	MYR
	PR/LSE00000852024	1	Hydraulic Tubing 20mm x 6m	JUDY TINGGALAN	180	lg	285.63	51,413.40	MYR
	PR/LSE00000752024	1	Hydraulic Tubing 20mm x 6m	JUDY TINGGALAN	16	lg	285.63	4,570.08	MYR

4. Add to Document Builder

Selected Requisition Lines

Actions View Format Freeze Detach Wrap

Requisition	Line	Line Description	Requester	Amount	Currency
PR/LSE0000101	1	Renovation for L...	PR_ENGINEER...	58,000.00	MYR

Columns Hidden 47

Add All Selected

Type: New Negotiation

Negotiation Type: RFQ

\* Negotiation Style: Two Stage Negotiation

Two stage evaluation

Negotiation Template: [Dropdown]


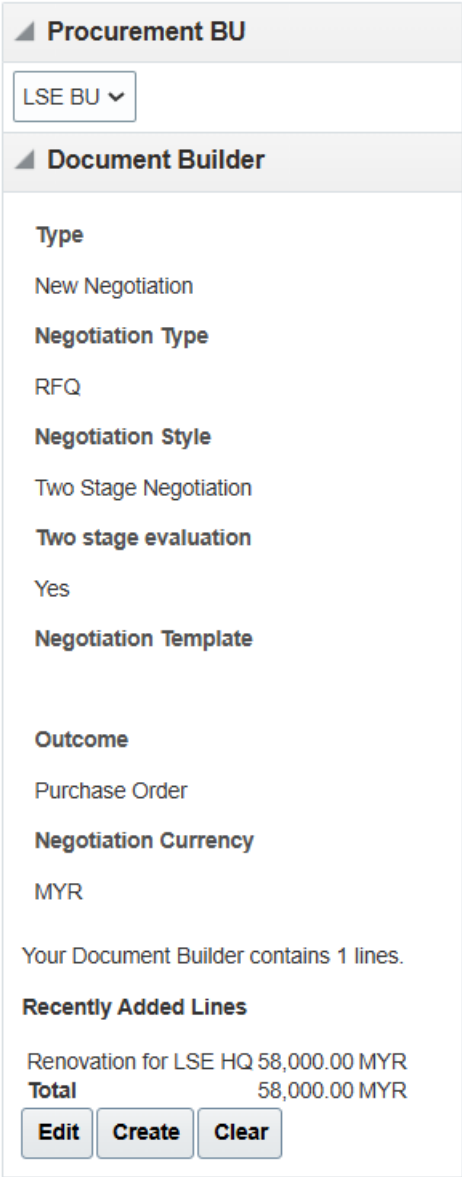
\* Outcome: Purchase Order

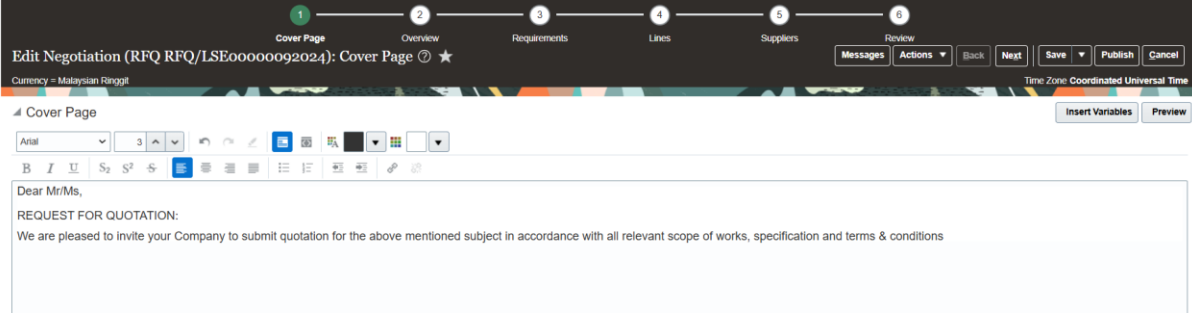
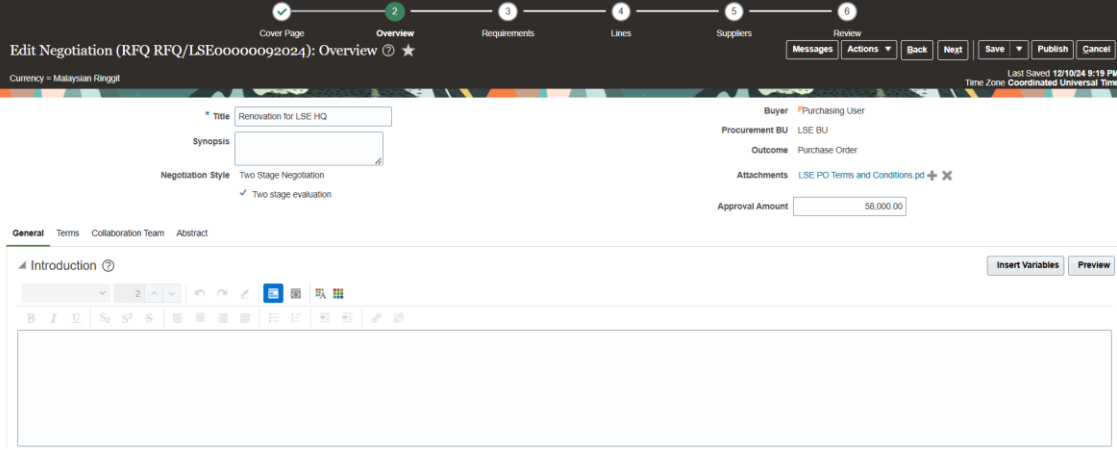
\* Negotiation Currency: MYR

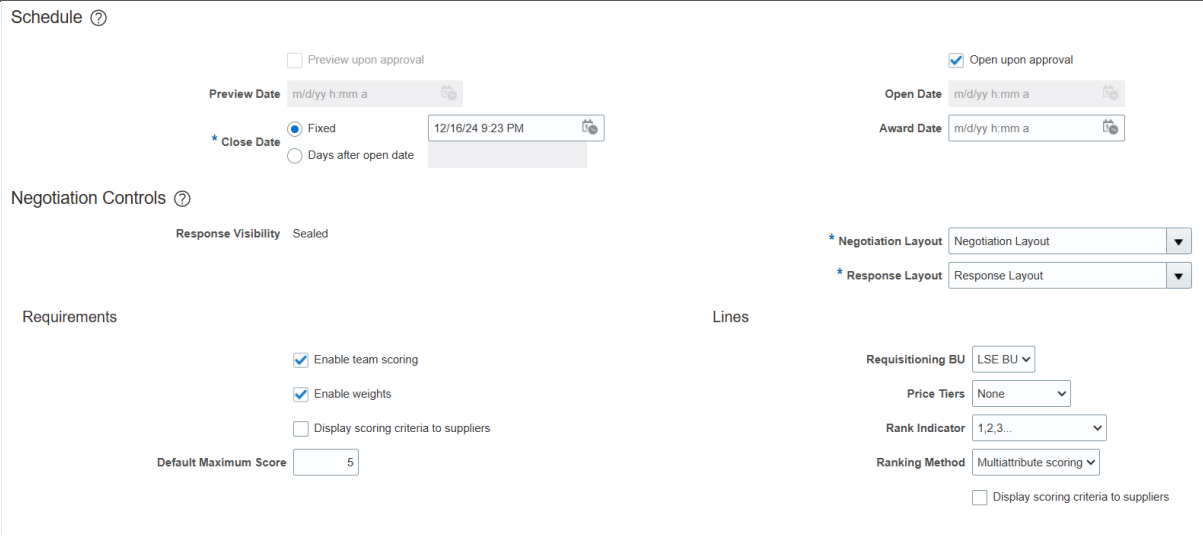
OK Cancel

5. **Type** Enter Type : RFQ

6. **Negotiation Type** Enter Negotitation Type : Two Stage Negotiation/Standard Negotiation

7.	<b>Negotiation Template</b>	 Enter negotiation template if Procurement Team already define predefine template.
8.	<b>Outcome</b>	Enter Outcome
9.	Click <b>OK</b> button	
10.	<p>Review the detail of the information. Click <b>Create</b> Button</p> 	
11.	Enter Cover Page Information	

	
<p>12. Click <b>Next</b>. Enter Overview Information</p> <p>Go to <b>General Tab</b> Add attachment if required</p>	
<p>13. Define the <b>Schedule</b> Define <b>Negotiation Controls</b> Define <b>Requirements</b></p>	

	 <p>The screenshot displays the 'Schedule' and 'Negotiation Controls' sections of a software interface. Under 'Schedule', there are checkboxes for 'Preview upon approval' and 'Open upon approval'. Below these are date and time pickers for 'Preview Date', 'Open Date', and 'Award Date'. The 'Close Date' is set to 'Fixed' with a value of '12/16/24 9:23 PM'. Under 'Negotiation Controls', 'Response Visibility' is set to 'Sealed'. There are dropdown menus for 'Negotiation Layout' and 'Response Layout'. The 'Requirements' section includes checkboxes for 'Enable team scoring', 'Enable weights', and 'Display scoring criteria to suppliers', along with a 'Default Maximum Score' input field set to '5'. The 'Lines' section includes dropdowns for 'Requisitioning BU', 'Price Tiers', 'Rank Indicator', and 'Ranking Method', and another checkbox for 'Display scoring criteria to suppliers'.</p>
<p>14.</p>	<p><b><u>Negotiation Dates</u></b></p> <p><b>Preview Date</b> - During the preview period, all eligible suppliers may view the RFQ but not submit responses.</p> <p><b>Open Date</b> - The date and time the negotiation opens.</p> <p><b>Close Date</b> - The date and time the negotiation closes. Once closed, no further responses may be accepted.</p> <p><b>Award Date</b> - The date and time by which RFQ/auction will be awarded. While buyers are encouraged to honor their award dates, the system does not enforce these dates.</p> <p><u>Response Visibility</u></p> <p><b>Blind</b> - Only the buyer can see the quotes/bids.</p> <p><b>Sealed</b> - The buyer can see the responses when the negotiation is unlocked. Both the buyer and suppliers can see the responses when they are unsealed.</p>
<p>15.</p>	<p>When calculating scores for supplier responses, there are three possible methods:</p> <p><b>Automatic scoring</b> - The scores for responses are calculated by the application. When defining the negotiation.</p> <p><b>Manual scoring</b> - When defining the negotiation, you don't define any score values. With this method, you (and any scoring team members) view the supplier response and enter scores yourself.</p> <p><b>None</b> - if the scoring method is None, no scores are calculated by the application or assigned by anyone.</p>
<p>16.</p>	<p>Go to Terms</p>

General Terms Collaboration Team Abstract

Instructions Insert Variables Preview

Business Terms

Payment Terms: Net 30  
Shipping Method:   
Freight Terms:   
FOB:

Currency ?

\* Negotiation Currency: MYR  
Price Precision: 2  
 Allow responses in other currencies

Currency ?

\* Negotiation Currency: MYR  
Price Precision: 2  
 Allow responses in other currencies

Response Currency Settings

\* Conversion Rate Type: Corporate  
\* Conversion Date: 12/12/24  
 Display rates to suppliers

Actions View Format **+** X Freeze Detach Wrap

Actions View Format + X Freeze Detach Wrap

* Response Currency	Description	Price Precision
USD	US Dollar	2



If the negotiation required response from overseas supplier, buyer need to tick allow responses in other currencies and define response currency.

17.

**Go to Collaboration Team.**

**Enter Team member**

\*TBE\_User for Technical  
\*Purchasing as CBE

Approval Amount 58,000.00

General Terms Collaboration Team Abstract

Actions View Format + X Freeze Detach Wrap Manage Scoring Send Notification ?

* Team Member	Job	Access	Price Visibility	Task	Target Date	Scoring Teams	Last Notified
<input type="text"/>		Full	<input checked="" type="checkbox"/>		mid/yy		
Purchasing User		Full	<input checked="" type="checkbox"/>	Commercial Evaluation			

Rows Selected 1

**\*\* Name**

**\*\* Department**

**\*\* Job**

**\*\* Email**

**\*\* Phone**

Name	Department	Job
TBE_USER		

**Set Access**

**Enter Task**

**Choose the target date**

General Terms **Collaboration Team** Abstract

---

* Team Member	Job	Access	Price Visibility	Task	Target Date
<input type="text" value="TBE_USER"/>		Full	<input checked="" type="checkbox"/>	Technical Evaluation	12/12/24
Purchasing User		Full	<input checked="" type="checkbox"/>	Commercial Evaluation	

**18. Click Manage Scoring**

**19. Manage Scoring (RFQ RFQ/LSE0000092024)**

**Manage Teams**

0 Teams

0 Members

Scoring Team	Instructions	Team Members	Scoring Deadline	Assigned Sections
No data to display.				

**Scoring Progress**

0%

**20. +**

Click + Icon

Enter Information for Scoring Team

	<div data-bbox="288 197 1455 840"> <p><b>Create Scoring Team</b> <span style="float: right;">✕</span></p> <p>* Scoring Team <input type="text" value="Technical Evaluator"/>      Instructions <input type="text" value="Kindly evaluate for this RFQ"/></p> <p>Scoring Deadline <input type="text" value="12/16/24"/> </p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="365 421 916 779"> <p><b>Team Members</b></p> <p>Available: Purchasing User</p> <p>Selected: TBE_USER</p> <p style="text-align: center;">&gt; &gt;&gt; &lt; &lt;&lt;</p> </div> <div data-bbox="965 421 1455 779"> <p><b>Sections</b></p> <p>Available: </p> <p>Selected: </p> <p style="text-align: center;">&gt; &gt;&gt; &lt; &lt;&lt;</p> </div> </div> <p style="text-align: right;"><input type="button" value="Save and Close"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="300 880 1374 969"> <p> <b>User can set scoring deadline for the technical and commercial scoring team</b></p> </div> <div data-bbox="288 1003 1455 1668"> <p><b>Create Scoring Team</b> <span style="float: right;">✕</span></p> <p>* Scoring Team <input type="text" value="Commercial Evaluator"/>      Instructions <input type="text" value="Kindly evaluate for this RFQ"/></p> <p>Scoring Deadline <input type="text" value="m/d/yy"/> </p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="365 1234 932 1601"> <p><b>Team Members</b></p> <p>Available: TBE_USER</p> <p>Selected: Purchasing User</p> <p style="text-align: center;">&gt; &gt;&gt; &lt; &lt;&lt;</p> </div> <div data-bbox="983 1234 1489 1601"> <p><b>Sections</b></p> <p>Available: </p> <p>Selected: </p> <p style="text-align: center;">&gt; &gt;&gt; &lt; &lt;&lt;</p> </div> </div> <p style="text-align: right;"><input type="button" value="Save and Close"/> <input type="button" value="Cancel"/></p> </div>
<p>21.</p>	<p>Verify the information</p> <p><b>Save and Close</b></p>
<p>22.</p>	<p>Click <b>Done</b></p>



**Section** Experience

**Evaluation Stage**

\* **Requirement**

\* **Requirement Text**

How many years' experience does your company have in providing products and services equivalent

Define the Scoring Method, Weight and Maximum Score.

Requirement scores can also be weighted to more accurately reflect their importance within the negotiation.

**Properties** ⓘ

<b>Level</b> <input type="text" value="Supplier"/>	<b>Value Type</b> <input type="text" value="Single line text"/>	<b>Scoring</b> <input type="text" value="Manual"/>
<b>Response</b> <input type="text" value="Required"/>	<b>Target</b> <input type="text"/>	<b>Weight</b> <input type="text" value="30.00"/>
<b>Requirement Type</b> <input type="text" value="Text entry box"/>	<input type="checkbox"/> Display target	* <b>Maximum Score</b> <input type="text" value="5"/>
	<b>Attachments from Suppliers</b> <input type="text" value="Not allowed"/>	<b>Knockout Score</b> <input type="text"/>
	<input type="checkbox"/> Allow comments from suppliers	<b>Attachments</b> None +

User can set the response options during supplier response.

**Response**

**Requirement Type**

**Requirement Type**

**Requirement Type**

**Requirement Type**

Attachment options can be set for specific requirements.

**Value Type**

**Target**

**Target**

**Target**

**Attachments from Suppliers**

Allow comments from suppliers

30. Review the requirements entered.

Requirements ?

Manage Scoring Preview Requirement Questionnaire

Actions View Format Freeze Detach Add Section Add Requirement Add Predefined Questions

* Requirement	Requirement Text	Evaluation Stage	Scoring Team	Scoring	Target	Weight	M
1 Experience		Commercial	Commercial				
1-1. What service that your comp	How many years' experience does your company have in providing products and services equivalent			Manual		0.00	
2. Total employee number	What is your total number of employee?			Manual		0.00	
I-1. Technical		Technical	Technical Evaluation				
I-1. Complied	Please enter complied Remark if any.			Manual		100.00	
I-2. Non Complied	Please enter Not Complied To remarks why not complied.			Manual		0.00	
Total						100.00	

31. Add Section and Requirement if you have additional information

Click Save and Close

32. Click **Next** Button

33. Go to Lines Information  
The information created is from Purchase Requisition.

Cover Page Overview Requirements **Lines** Suppliers Review

Edit Negotiation (RFQ RFQ/LSE0000092024): Lines ? ★

Messages Actions Back Next Save Publish Cancel

Currency = Malaysian Ringgit Last Saved 12/10/24 10:03 PM Time Zone Coordinated Universal Time

Instructions ? Insert Variables Preview

Lines ?

Actions View Format Freeze Detach

Line	Requisitioning BU	Line Type	Item	Description	Category Name	Quantity	UOM	Location	Requested Delivery Date	Current Price	Start Price	Scores Entered
1	LSE BU	Goods	88/205	Renovation for LSE HQ	Services	1	UNIT	Labuan Shipyan	12/17/24	58,000.00		No

Lines ?

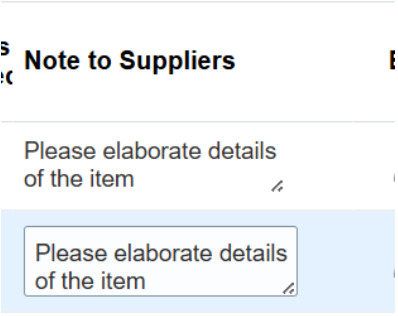
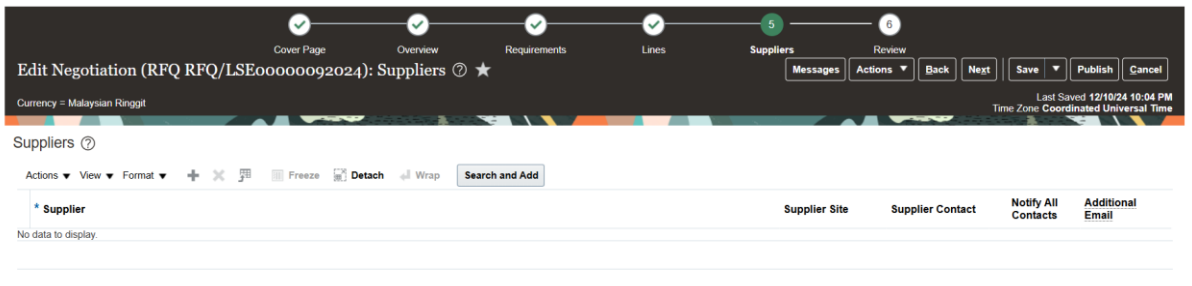
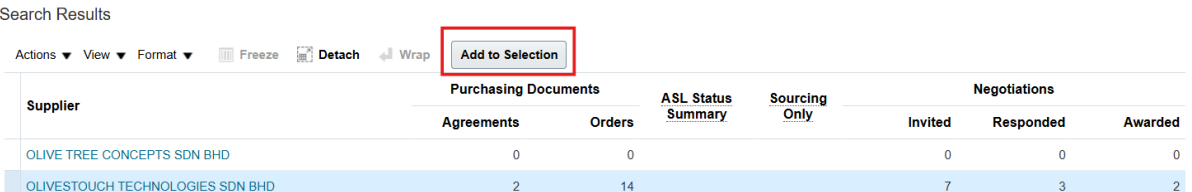
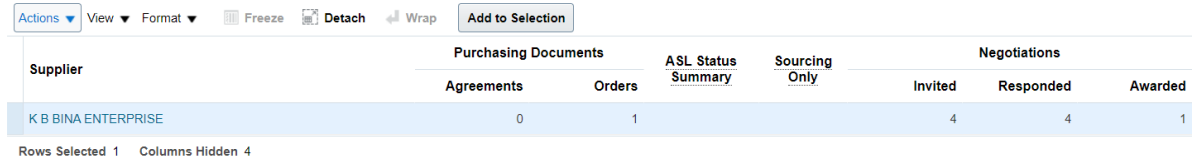
Actions **View** Format Freeze Detach

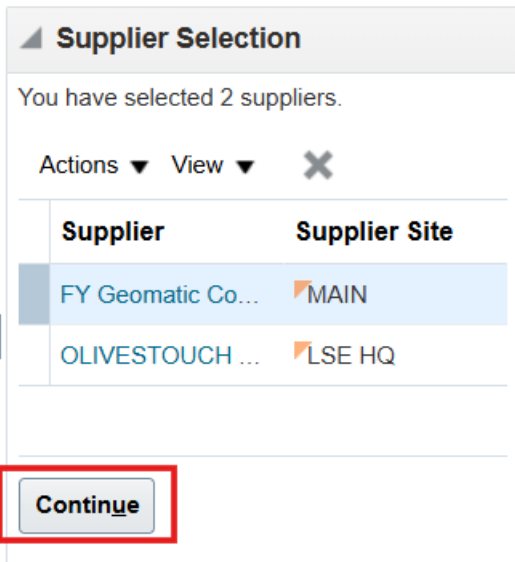
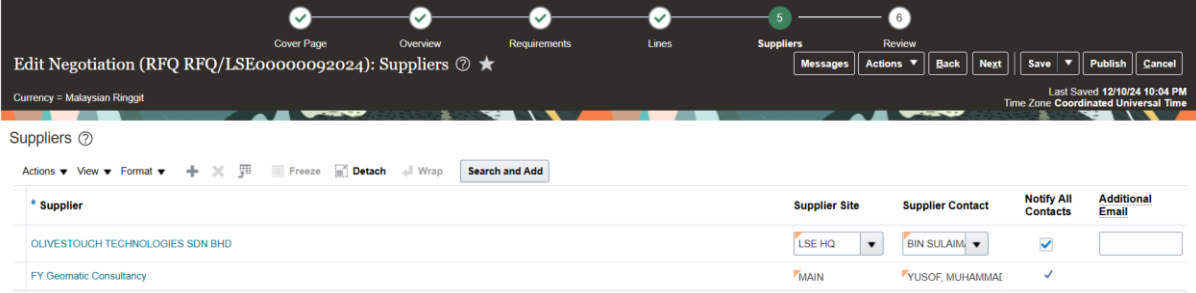
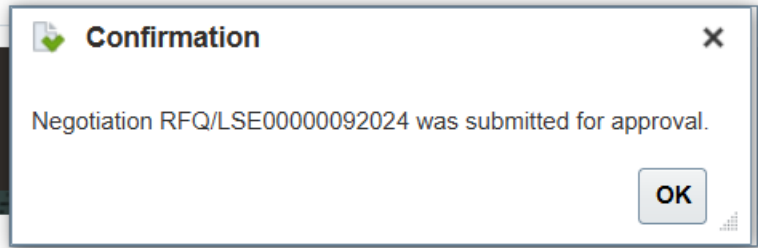
Line	Columns	Freeze	Unfreeze	Detach	Expand
1					
2					

Show All

- Line
- Edit
- Note to Suppliers

**Note to Suppliers :** This is to highlight any information to supplier for example to elaborate the details of the item.

	 <p><b>Note to Suppliers</b></p> <p>Please elaborate details of the item</p> <p>Please elaborate details of the item</p>																													
34.	Click Next																													
35.	<p>Click Search and Add</p> 																													
36.	Enter Supplier Parameter and Search																													
37.	<p>Choose Supplier Name and Click Add to Selection</p>  <p>Search Results</p> <table border="1"> <thead> <tr> <th rowspan="2">Supplier</th> <th colspan="2">Purchasing Documents</th> <th rowspan="2">ASL Status Summary</th> <th rowspan="2">Sourcing Only</th> <th colspan="3">Negotiations</th> </tr> <tr> <th>Agreements</th> <th>Orders</th> <th>Invited</th> <th>Responded</th> <th>Awarded</th> </tr> </thead> <tbody> <tr> <td>OLIVE TREE CONCEPTS SDN BHD</td> <td>0</td> <td>0</td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>OLIVESTOUCH TECHNOLOGIES SDN BHD</td> <td>2</td> <td>14</td> <td></td> <td></td> <td>7</td> <td>3</td> <td>2</td> </tr> </tbody> </table>	Supplier	Purchasing Documents		ASL Status Summary	Sourcing Only	Negotiations			Agreements	Orders	Invited	Responded	Awarded	OLIVE TREE CONCEPTS SDN BHD	0	0			0	0	0	OLIVESTOUCH TECHNOLOGIES SDN BHD	2	14			7	3	2
Supplier	Purchasing Documents		ASL Status Summary	Sourcing Only			Negotiations																							
	Agreements	Orders			Invited	Responded	Awarded																							
OLIVE TREE CONCEPTS SDN BHD	0	0			0	0	0																							
OLIVESTOUCH TECHNOLOGIES SDN BHD	2	14			7	3	2																							
38.	<p>Choose another supplier for this Negotiation</p>  <p>Search Results</p> <table border="1"> <thead> <tr> <th rowspan="2">Supplier</th> <th colspan="2">Purchasing Documents</th> <th rowspan="2">ASL Status Summary</th> <th rowspan="2">Sourcing Only</th> <th colspan="3">Negotiations</th> </tr> <tr> <th>Agreements</th> <th>Orders</th> <th>Invited</th> <th>Responded</th> <th>Awarded</th> </tr> </thead> <tbody> <tr> <td>K B BINA ENTERPRISE</td> <td>0</td> <td>1</td> <td></td> <td></td> <td>4</td> <td>4</td> <td>1</td> </tr> </tbody> </table> <p>Rows Selected 1 Columns Hidden 4</p>	Supplier	Purchasing Documents		ASL Status Summary	Sourcing Only	Negotiations			Agreements	Orders	Invited	Responded	Awarded	K B BINA ENTERPRISE	0	1			4	4	1								
Supplier	Purchasing Documents		ASL Status Summary	Sourcing Only			Negotiations																							
	Agreements	Orders			Invited	Responded	Awarded																							
K B BINA ENTERPRISE	0	1			4	4	1																							
39.	Click Continue																													

	
<p>40.</p>	<p>The information will be defaulted from supplier setup.</p> <p><b>If the supplier have more than 1 supplier site, then user need to choose the Supplier Site.</b></p> 
<p>41.</p>	<p>Click Next</p> <p>User can Save or directly publish the RFQ.</p>
<p>42.</p>	<p>Review the Negotiation</p> <p>Click Publish</p> 

**Table 3: RFQ Creation**

Negotiation/RFQ Status	Explanation
Draft	The initial status of the negotiation. Also the status of the negotiation after it's rejected. In this case, the category manager can edit and resubmit the negotiation document.
Approval in process	The negotiation document is in the process of being approved.
Submitted	The negotiation document has been approved, but the preview or open date is in the future.
Withdrawn	The negotiation document has been withdrawn from the approval process by the category manager.
Approved (not published)	The negotiation document has been approved but can't be published because the open or close dates have expired, or there was an error in publishing the negotiation. The category manager can use the Modify Schedule dialog box to enter new dates and publish the negotiation.
Active	The negotiation document has been approved is accepting responses.
Rejected	The negotiation document was rejected by one or more of the approvers. The category manager can edit the document and resubmit it.

**Table 4: Negotiation Status**

## 2.2 RFQ Approval

\* approval is under Head of SCM

Click the Notifications (Bell icon) at the top right of the page.

### System Notifications

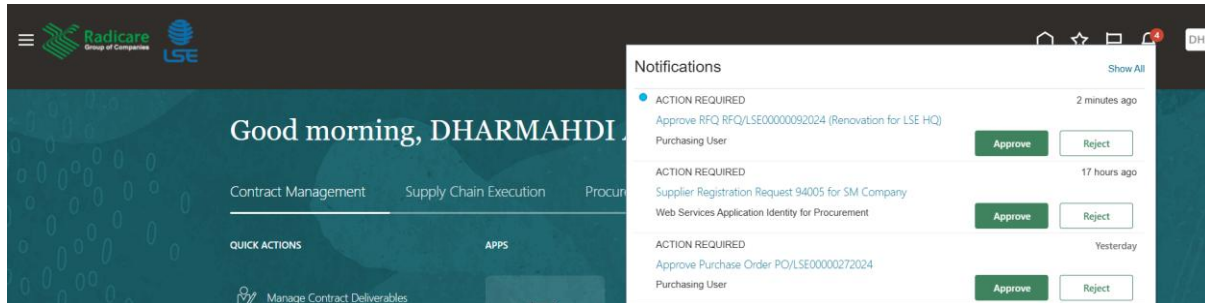








Figure 10: Approver System Notifications RFQ

### Email Notifications

Action Required: Approve RFQ RFQ/LSE00000092024 (Renovation for LSE HQ)

 Purchasing User <etei-test.fa.sender@workflow.email.ap-melbourne-1.ocs.oraclecloud.com>  
 To:  Fatimah Nasrokh  
 RFQ\_LSE00000092024\_BUYER\_US.pdf  
 24 KB


 Reply
  Reply All
  Forward
 

Wed 11/12/2024 6:11 AM

Access this task in the [Workspace Application](#)

**ORACLE**

Negotiation Approval

**RM58,000.00**

**RFQ: Renovation for LSE HQ**

From Purchasing User

Opens Upon approval


Closes 12/16/24 9:23 PM UTC

Approve
Reject
Request Info

Negotiation [RFQ RFQ/LSE00000092024](#)

Note to Approvers

**Approval History**

 Assigned to **DHARMAHDI ABU HASSAN** 12/10/24 10:11 PM

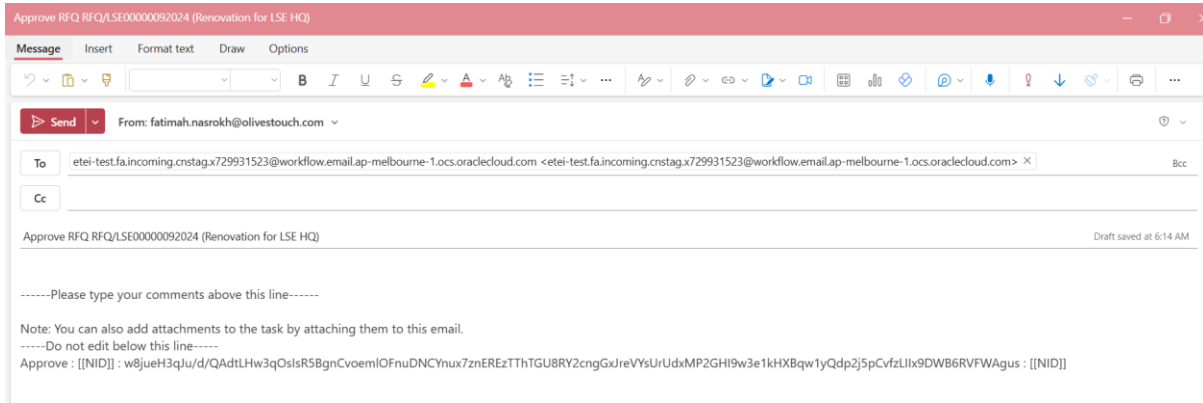


Figure 11: Approver Email Notifications RFQ

No.	Steps
1.	<p>Approver can review detail of the RFQ information before approve.</p>
2.	<p>Click <b>Approve</b> or <b>Reject</b></p>

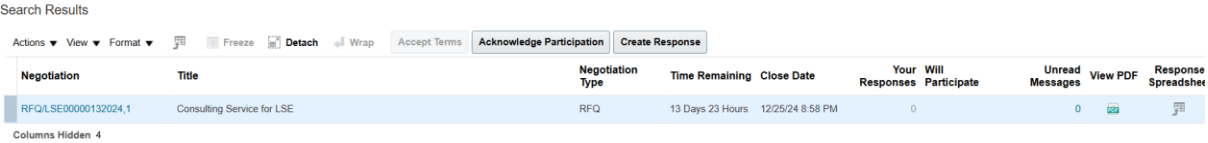

Table 5: RFQ Notification

**3 CREATE RESPONSE** \*this section is for Supplier guides on how to response to the RFQ. FYI, RFQ will be sent automatically by email to selected Suppliers.

No.	Work Area	Navigation
1.	Supplier Portal	Supplier Portal

**Table 14: Navigation**

This section is focus on how supplier create response through supplier portal. Once RFQ has been approved and published, then supplier will receive the notification. They can respond to the negotiation through supplier portal if user already have access to supplier portal. Supplier will initially acknowledge the RFQ.

No.	Steps
1.	<p>Go to Negotiations</p> <p><b>Negotiations</b></p> <ul style="list-style-type: none"> <li>• <a href="#">View Active Negotiations</a></li> <li>• <a href="#">Manage Responses</a></li> </ul>
2.	<p>Supplier may see the list of active negotiation</p> 
3.	<p>Each negotiation in the system has multiple sections. To view each section, click on the corresponding link in the <b>Table of Content</b>.</p> <p><b>Table of Contents</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Cover Page</a></li> <li>• <a href="#">Overview</a></li> <li>• <a href="#">Requirements</a></li> <li>• <a href="#">Lines</a></li> </ul>
4.	 <p>Supplier can view attachment from buyer for example Terms &amp; Condition</p>

Messages Create Response Actions Done

Respond Analyze View

View PDF View Attachments

5. All files attached to the negotiation are listed on the Attachments page. Supplier can download.

Attachments (RFQ RFQ/LSE00000132024,1)

Search File Name or URL Show Filters

Actions View Format Download

File Name or URL	Level	Attached To	Title	Size
LSE PO Terms and Conditions...	Header		LSE PO Terms and Condi...	149 KB

Rows Selected 1 Columns Hidden 3

6. Supplier can click Acknowledge Participation to an ongoing negotiation that they interested.

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
RFQ/LSE00000092024	Renovation for LSE HQ	RFQ	5 Days 22 Hours	12/16/24 9:23 PM	0		0		

Columns Hidden 4

7. Acknowledge Participation

Supplier Site LSE HQ

Will Participate  Yes  No

Note to Buyer

OK Cancel

8. Create Response

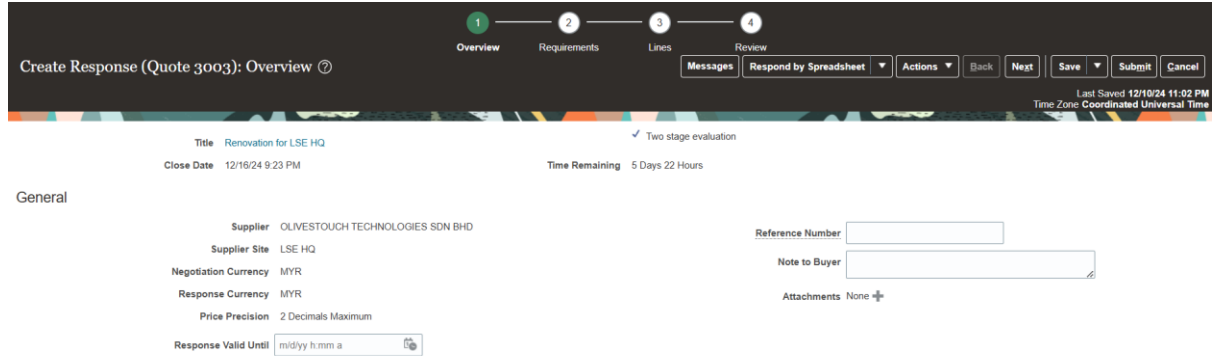
Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
RFQ/LSE00000092024	Renovation for LSE HQ	RFQ	5 Days 22 Hours	12/16/24 9:23 PM	0	Yes	0		

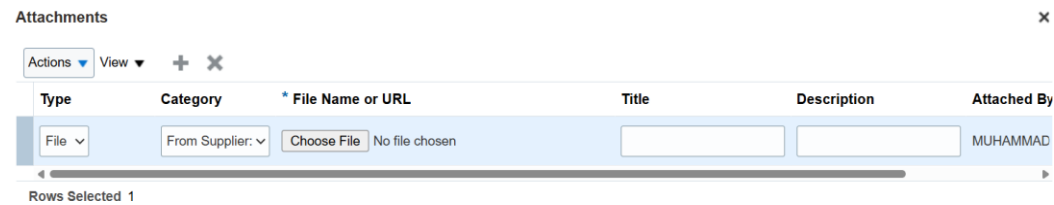
Columns Hidden 4

Refer Overview tab and enter information

**!** On each page the Time Remaining and Close Date is presented. These date are indicating the deadline for the quote submission.



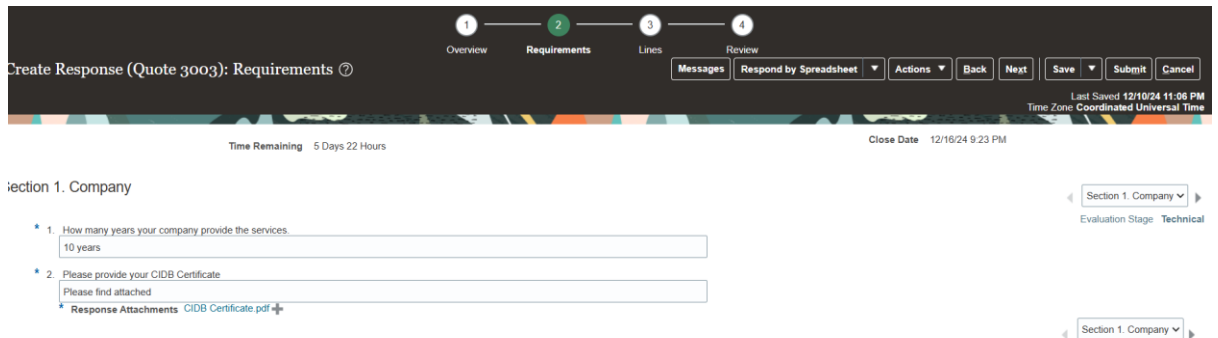
Supplier can attach file during the response submission.




9. Refer Requirement Tab

Suppliers will answer negotiation questions (Requirement)

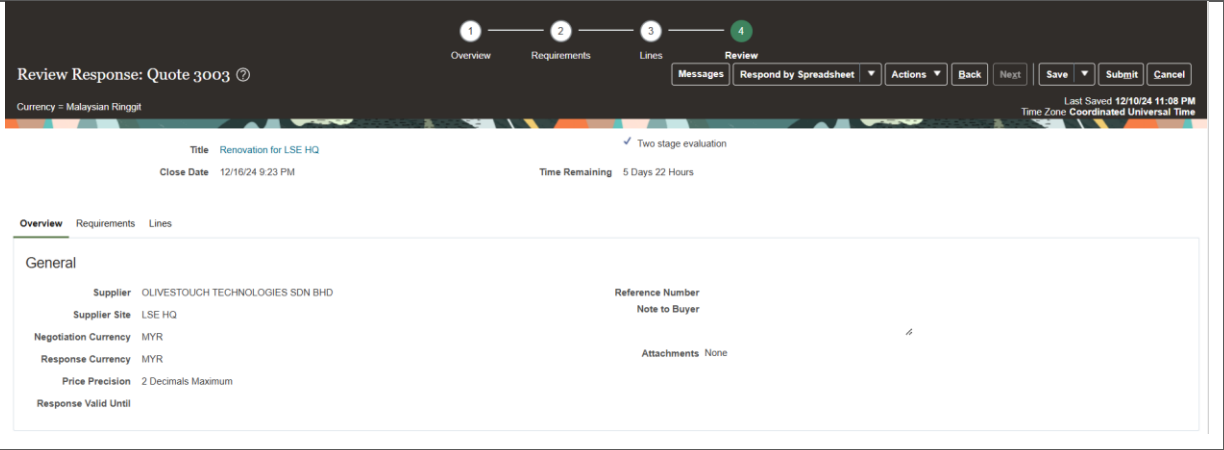
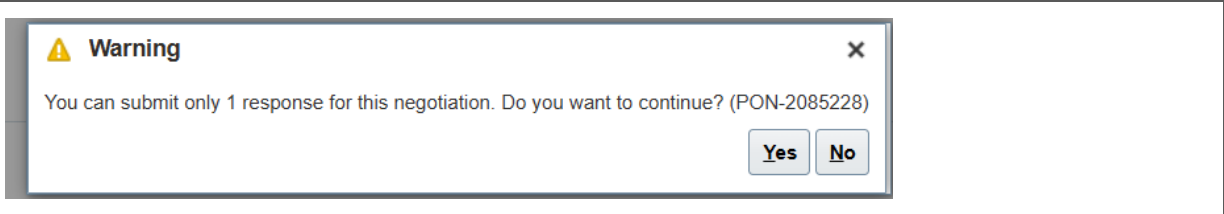
**!** Response Required: When a question is marked by a star, it means that answering the question is mandatory to submit the quote response.



10. Refer Lines Tab.  
Supplier will enter price offer in *response price*.

 Suppliers need to enter the details of the specification for line purchase at Note to Buyer.

Suppliers can review the response by clicking Review. Once the response is validated, click on Submit button.

	
11.	

**Table 6: Creation Supplier Response**


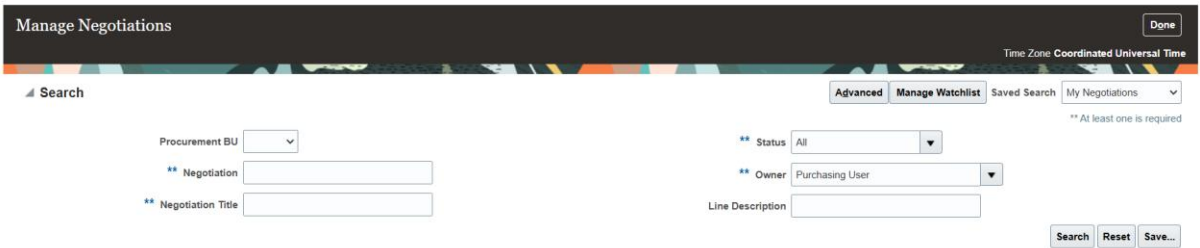
## 4 CREATE EVALUATION

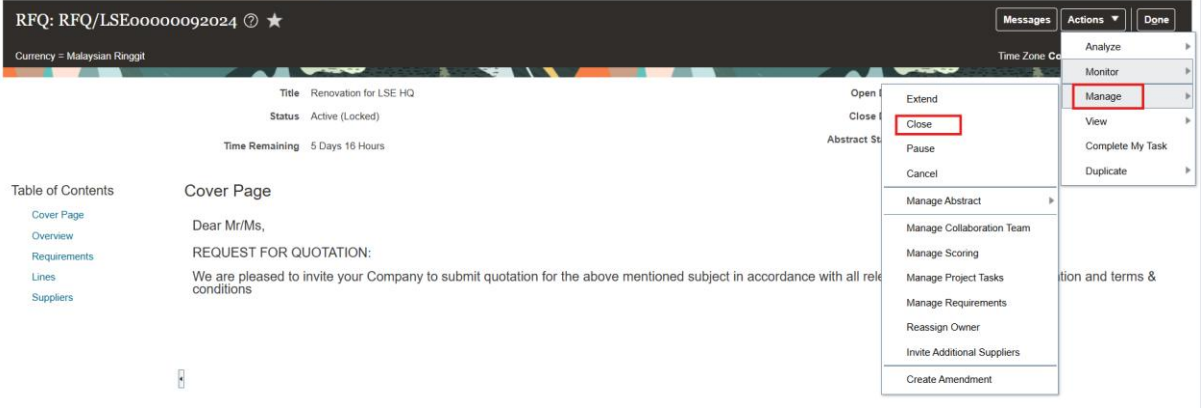


To proceed with the evaluation, the RFQ status should be closed. The close date is defined during RFQ Creation. Procurement has the option to advance close the RFQ if required.

No.	Work Area	Navigation
1.	Procurement	Negotiations

Table 7: Navigation

### 4.1 Close RFQ


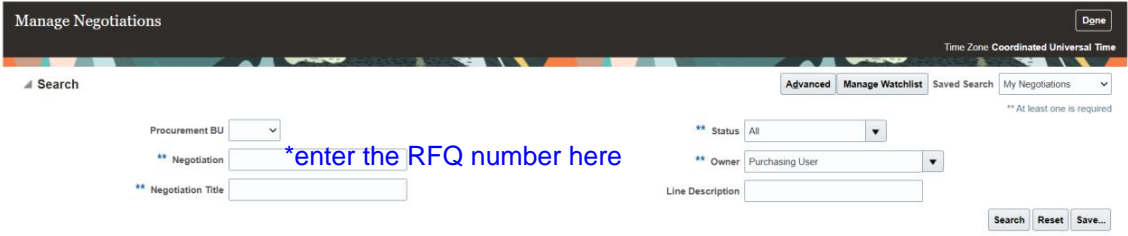
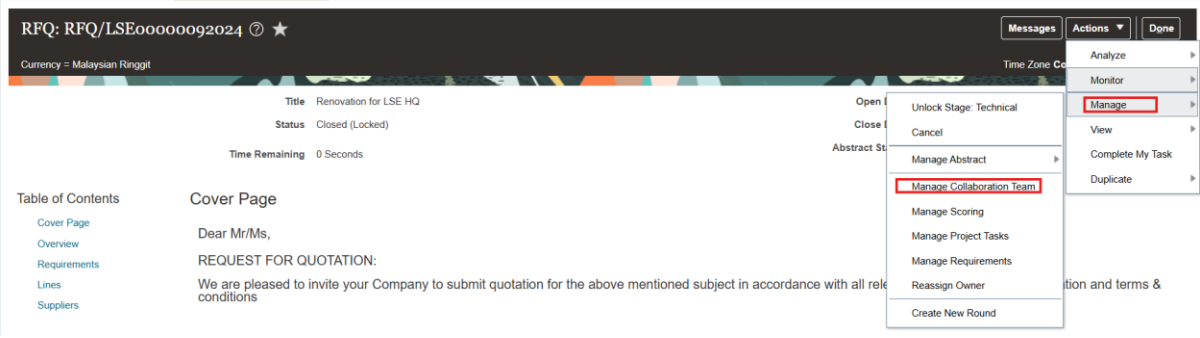
No.	Steps
1.	Click on Task 
2.	Click Manage Negotiations  <b>Negotiations</b> <ul style="list-style-type: none"> <li>• Create Negotiation</li> <li>• <b>Manage Negotiations</b></li> <li>• Manage Programs</li> <li>• Manage Surrogate Responses</li> <li>• Delete Negotiations</li> <li>• Research Suppliers</li> </ul>
3.	Search and Open the RFQ  
4.	Click Actions Click Manage Click Close

	 <p>The screenshot shows the RFQ details for 'RFQ: RFQ/LSE00000092024'. The title is 'Renovation for LSE HQ' and the status is 'Active (Locked)'. The time remaining is '5 Days 16 Hours'. On the right, the 'Actions' menu is open, and the 'Close' option is highlighted with a red box. Other options in the menu include 'Extend', 'Pause', 'Cancel', 'Manage Abstract', 'Manage Collaboration Team', 'Manage Scoring', 'Manage Project Tasks', 'Manage Requirements', 'Reassign Owner', 'Invite Additional Suppliers', and 'Create Amendment'.</p>
<p>5.</p>	<p><b>Click Submit button</b></p> <p><b>Close Negotiation</b> <span style="float: right;">✕</span></p> <p><b>Time Remaining</b> 5 Days 15 Hours <span style="float: right;"><b>Close Date</b> 12/16/24 9:23 PM</span></p> <p><input checked="" type="checkbox"/> Close immediately</p> <p><b>New Close Date</b> <input type="text" value="m/d/yy h:mm a"/> </p> <p><b>Note to Suppliers</b> <input style="width: 300px; height: 60px;" type="text"/></p> <p style="text-align: right;"><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>
<p>6.</p>	<p> <b>Confirmation</b> <span style="float: right;">✕</span></p> <p>The close date for negotiation RFQ/LSE00000092024 was updated. We'll notify all invited and participating suppliers by email.</p> <p style="text-align: right;"><input type="button" value="OK"/></p>

**Table 8: Close RFQ**

## 4.2 Manage Collaboration Teams

\*For TBE and CBE processes

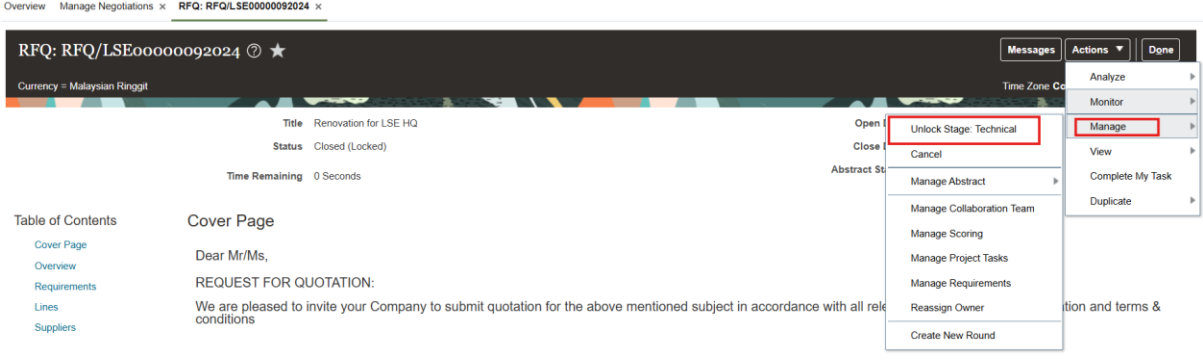
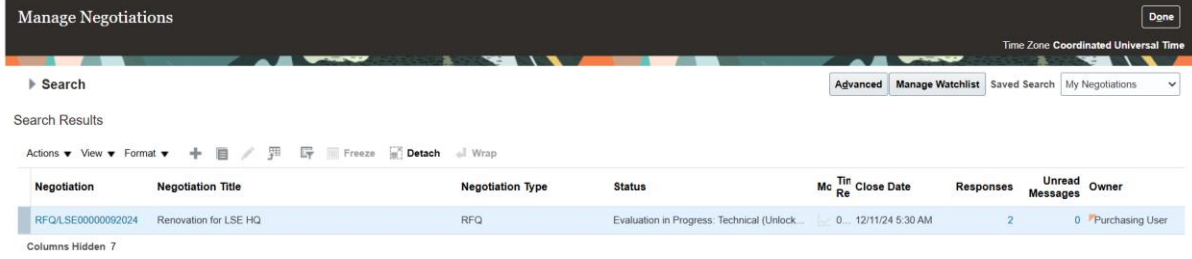
No.	Steps
1.	Click on Task 
2.	Click Manage Negotiations <p><b>Negotiations</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Create Negotiation</a></li> <li>• <a href="#">Manage Negotiations</a></li> <li>• <a href="#">Manage Programs</a></li> <li>• <a href="#">Manage Surrogate Responses</a></li> <li>• <a href="#">Delete Negotiations</a></li> <li>• <a href="#">Research Suppliers</a></li> </ul>
3.	Search and Open the RFQ 
4.	Click Actions Click Manage Click Manage Collaboration Team 
5.	Choose team member and send notifications. <p><b>Evaluators will receive the notifications.</b></p>

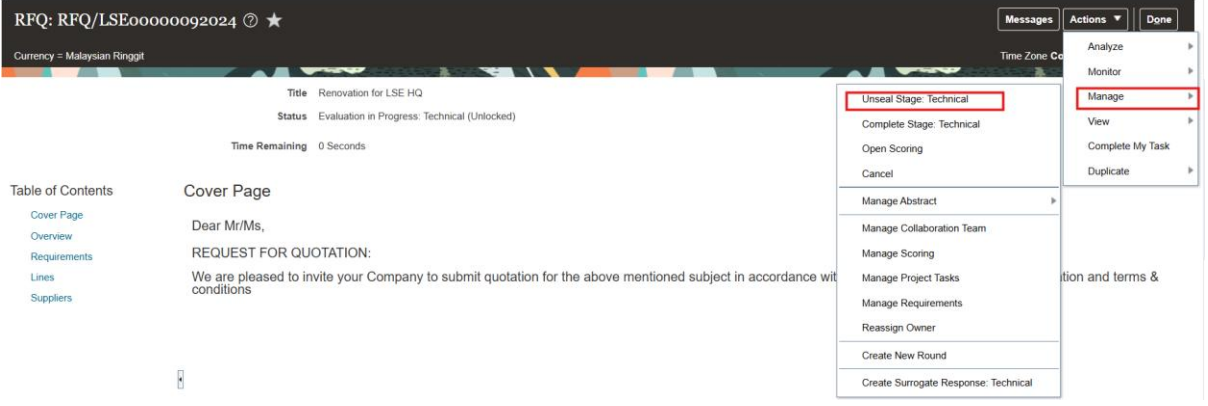
Team Member	Job	Access	Price Visibility	Task	Target Date	Task Completed	Scoring Teams	Last Notified
Purchasing User		Full	✓	Commercial Evaluation		No	Commercial Evaluator	
TBE_USER		Full	✓	Technical Evaluation	12/11/24	No	Technical Evaluator	

**Table 9: Manage Collaboration Teams**

**4.3 Unlocked and Unsealed Technical Stage**

No.	Steps
1.	Click on Task 
2.	Click Manage Negotiations  <b>Negotiations</b> <ul style="list-style-type: none"> <li>• <a href="#">Create Negotiation</a></li> <li>• <a href="#">Manage Negotiations</a></li> <li>• <a href="#">Manage Programs</a></li> <li>• <a href="#">Manage Surrogate Responses</a></li> <li>• <a href="#">Delete Negotiations</a></li> <li>• <a href="#">Research Suppliers</a></li> </ul>
3.	Search and Open the RFQ  
4.	Click Actions Click Manage Click Unlock Stage: Technical

	 <p>Overview Manage Negotiations x RFQ: RFQ/LSE0000092024 x</p> <p>RFQ: RFQ/LSE0000092024 ☆</p> <p>Currency = Malaysian Ringgit</p> <p>Title Renovation for LSE HQ</p> <p>Status Closed (Locked)</p> <p>Time Remaining 0 Seconds</p> <p>Table of Contents</p> <ul style="list-style-type: none"> <li>Cover Page</li> <li>Overview</li> <li>Requirements</li> <li>Lines</li> <li>Suppliers</li> </ul> <p>Cover Page</p> <p>Dear Mr/Ms,</p> <p>REQUEST FOR QUOTATION:</p> <p>We are pleased to invite your Company to submit quotation for the above mentioned subject in accordance with all relevant conditions</p> <p>Actions</p> <ul style="list-style-type: none"> <li>Analyze</li> <li>Monitor</li> <li>View</li> <li>Complete My Task</li> <li>Duplicate</li> </ul> <p>Unlock Stage: Technical</p> <p>Manage</p> <p>Manage Abstract</p> <p>Manage Collaboration Team</p> <p>Manage Scoring</p> <p>Manage Project Tasks</p> <p>Manage Requirements</p> <p>Reassign Owner</p> <p>Create New Round</p>																						
<p>5.</p>	<p><b>Click Yes</b></p> <p><b>Warning</b></p> <p>If you unlock Technical stage for this negotiation, buyers will be able to view Technical stage responses. Do you want to continue? (PON-2085516)</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p>																						
<p>6.</p>	<p><b>Confirmation</b></p> <p>Technical stage for negotiation RFQ/LSE0000092024 was unlocked.</p> <p><input type="button" value="OK"/></p> <p>Click OK</p>																						
<p>7.</p>	<p>The status change to <b>Evaluation in Progress: Technical (Unlocked)</b></p>  <p>Manage Negotiations</p> <p>Time Zone Coordinated Universal Time</p> <p>Search</p> <p>Advanced Manage Watchlist Saved Search My Negotiations</p> <p>Search Results</p> <p>Actions View Format + [Icons] Freeze Detach Wrap</p> <table border="1"> <thead> <tr> <th>Negotiation</th> <th>Negotiation Title</th> <th>Negotiation Type</th> <th>Status</th> <th>Mc</th> <th>Tir</th> <th>Re</th> <th>Close Date</th> <th>Responses</th> <th>Unread Messages</th> <th>Owner</th> </tr> </thead> <tbody> <tr> <td>RFQ/LSE0000092024</td> <td>Renovation for LSE HQ</td> <td>RFQ</td> <td>Evaluation in Progress: Technical (Unlocked)</td> <td>0</td> <td>0</td> <td>0</td> <td>12/11/24 5:30 AM</td> <td>2</td> <td>0</td> <td>Purchasing User</td> </tr> </tbody> </table> <p>Columns Hidden 7</p>	Negotiation	Negotiation Title	Negotiation Type	Status	Mc	Tir	Re	Close Date	Responses	Unread Messages	Owner	RFQ/LSE0000092024	Renovation for LSE HQ	RFQ	Evaluation in Progress: Technical (Unlocked)	0	0	0	12/11/24 5:30 AM	2	0	Purchasing User
Negotiation	Negotiation Title	Negotiation Type	Status	Mc	Tir	Re	Close Date	Responses	Unread Messages	Owner													
RFQ/LSE0000092024	Renovation for LSE HQ	RFQ	Evaluation in Progress: Technical (Unlocked)	0	0	0	12/11/24 5:30 AM	2	0	Purchasing User													
<p>8.</p>	<p>Click Actions</p> <p>Click Manage</p> <p>Click Unseal Stage: Technical</p>																						

	
<p>9.</p>	<div data-bbox="284 629 1497 797"> <p><b>Warning</b></p> <p>If you unseal Technical stage, buyers and suppliers will be able to view responses for Technical stage. Do you want to continue? (PON-2085515)</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p> </div> <p>The status change to <b>Evaluation in Progress: Technical (Unsealed)</b></p>

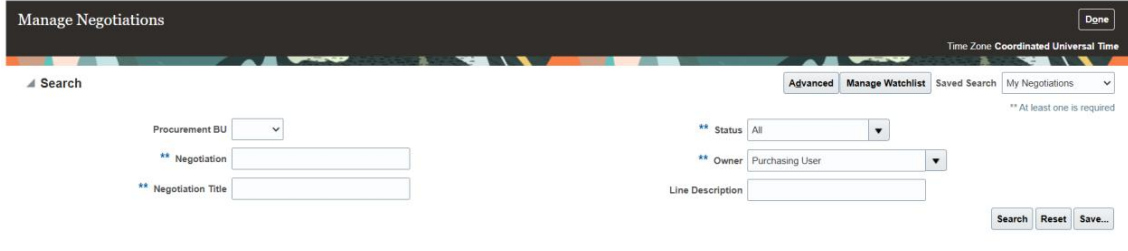
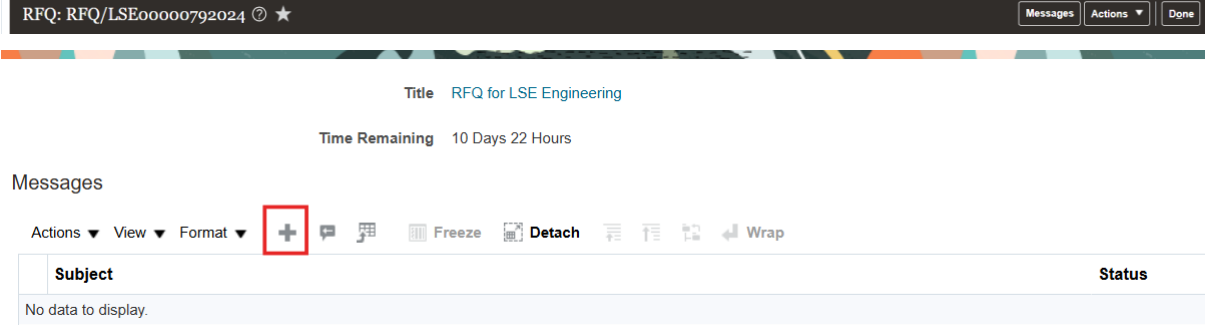
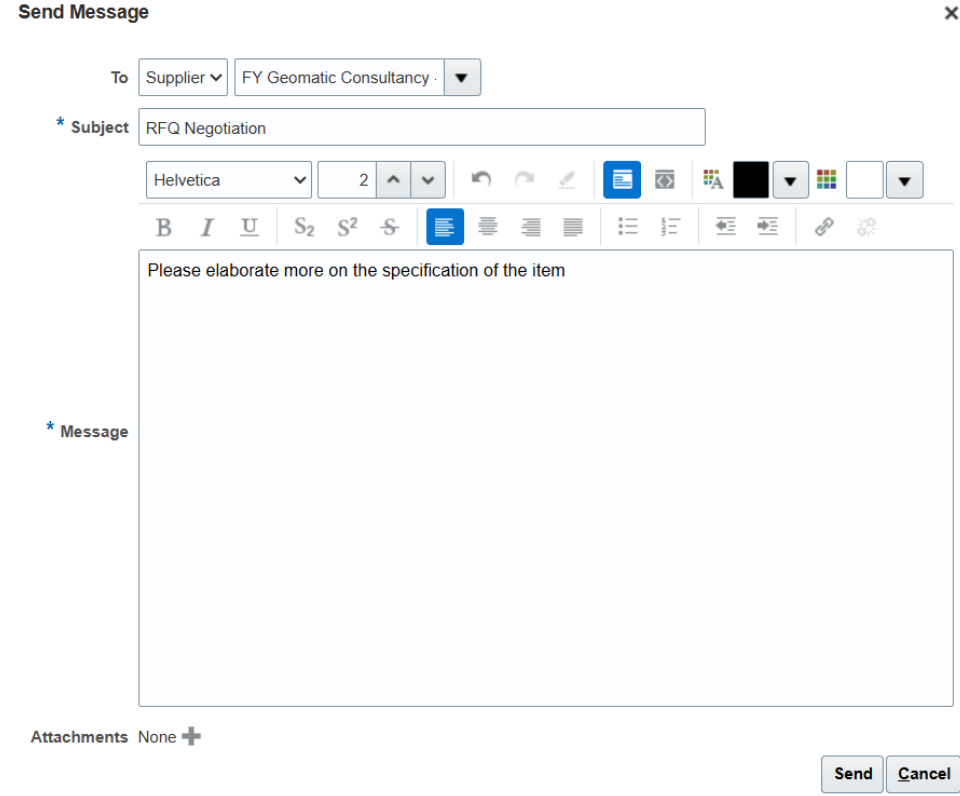
**Table 10: Unlocked and Unsealed Technical Stage**

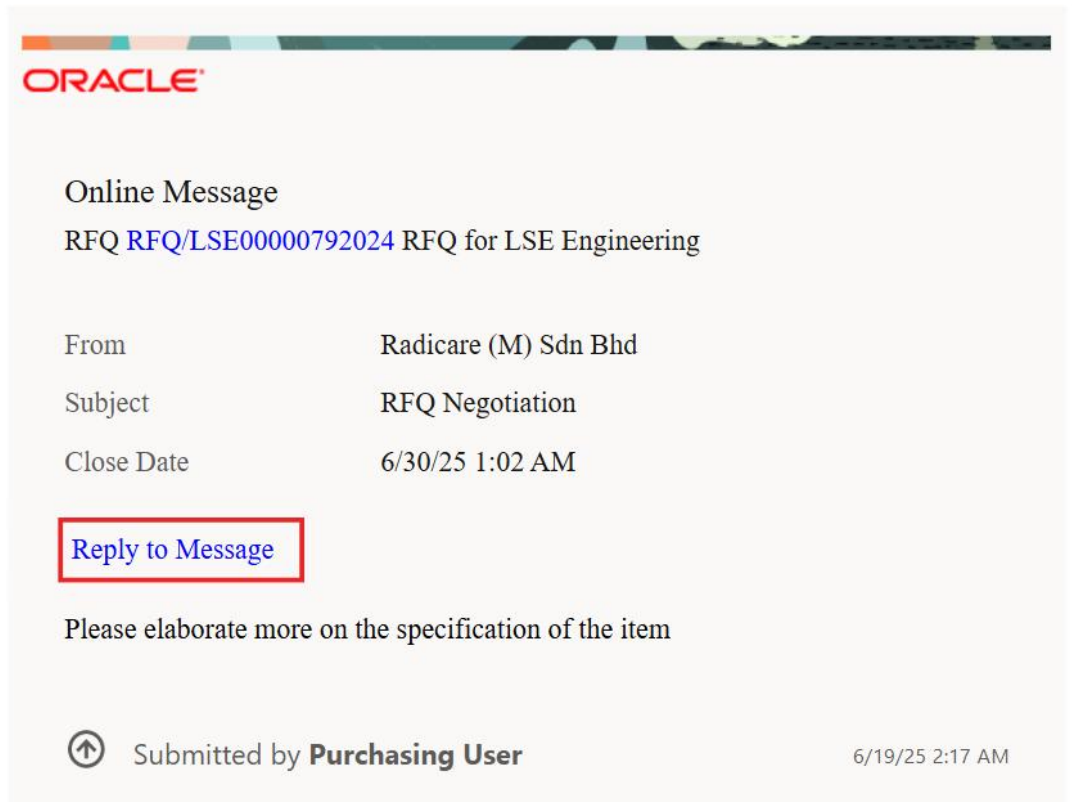
\*After unlocked and and unsealed, TBE Team will download the Scoring format from Oracle, and conduct TBE seating(outside system).

#### 4.4 Online conversation with supplier

This function is used when collaboration teams want to communicate with supplier via online. -> in other words, if TBE team need more clarifications, boleh communicate dgn supplier terus thru email

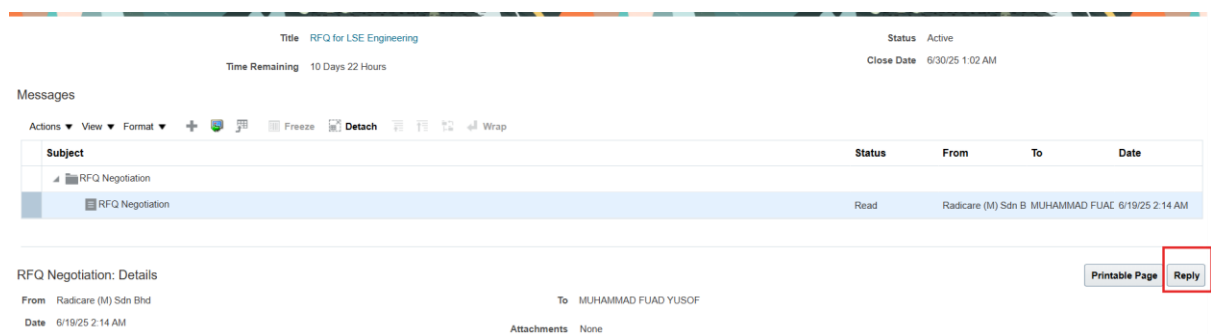
No.	Steps
1.	<p>Click on Task</p> 
2.	<p>Click Manage Negotiations</p> <p><b>Negotiations</b></p> <ul style="list-style-type: none"> <li>• Create Negotiation</li> <li>• <b>Manage Negotiations</b></li> <li>• Manage Programs</li> <li>• Manage Surrogate Responses</li> <li>• Delete Negotiations</li> <li>• Research Suppliers</li> </ul>
3.	<p>Search and Open the RFQ</p>

	
<p>4. Click Messages Click '+' icon</p>	
<p>5. Enter message information Click Send</p>	
<p>6.</p>	<p>Supplier will receive the notification</p>



Click Reply to Message  
It will automatically link to the login page.  
Suppliers enter username/password.

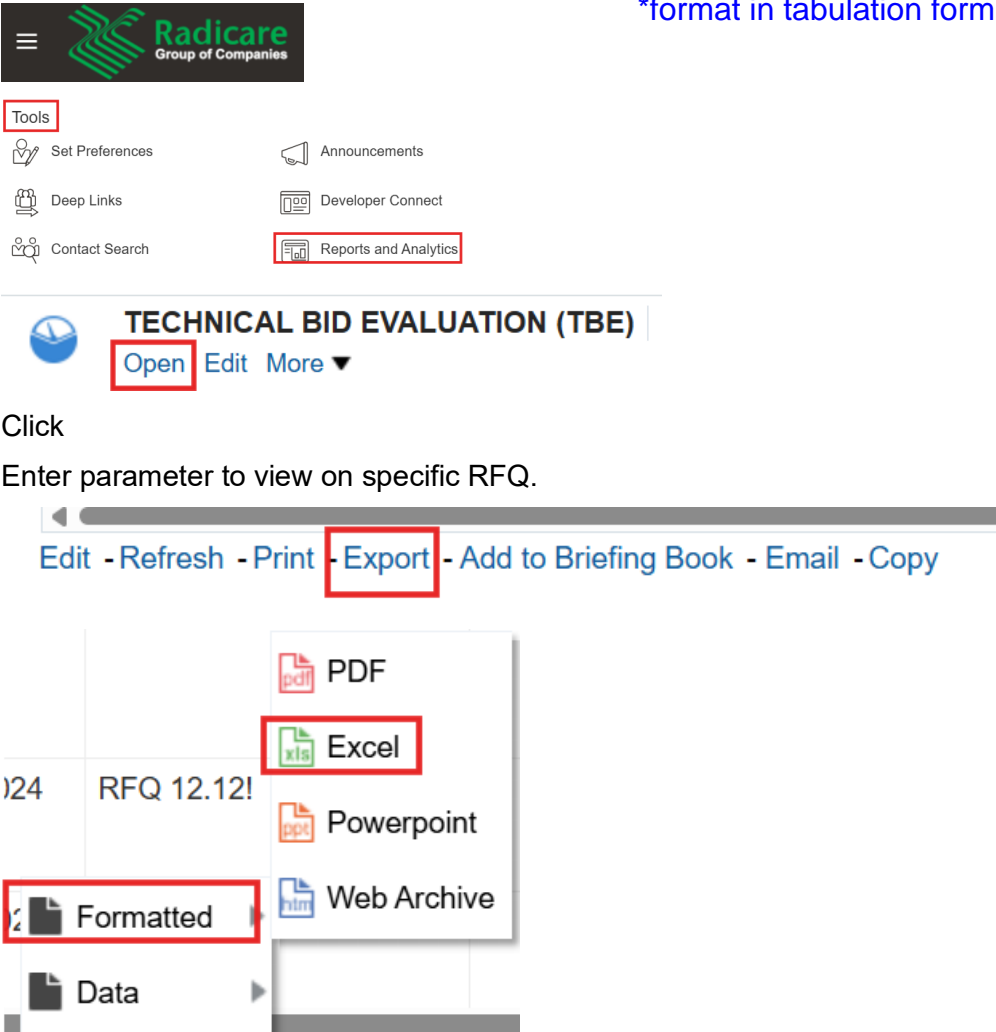

7. Supplier reply by click Reply button.





### 4.5 Scoring RFQ

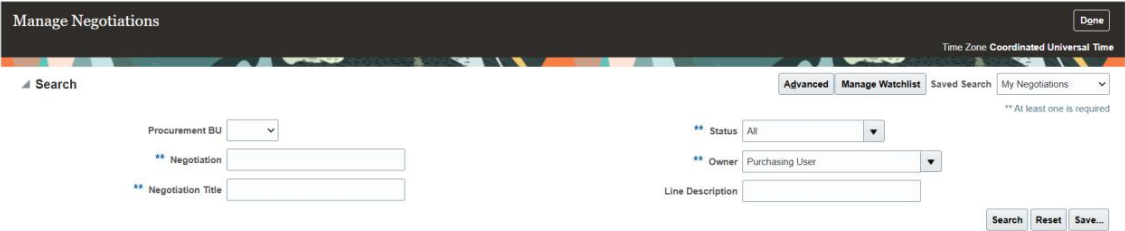
\*TBE team will seat for TBE evaluation outside system. Once agreement on choosing supplier is done, TBE form will be signed and uploaded into Oracle as attachment.

No.	Steps
1.	<p><b>TBE Evaluator runs TBE form from Reports and Analytics.</b> <span style="float: right;">*format in tabulation form, per supplier.</span></p>  <p>Click Enter parameter to view on specific RFQ.</p> <p>Click Export and choose Excel.</p> <p><b>Amend the TBE Form by adding the signature part.</b></p> <p>After TBE form is completed then LSE can proceed for TBE Seating.</p>
2.	After supplier is selected, then TBE user can login into oracle to enter the result and scoring.
3.	Click on Task 
4.	Click Manage Negotiations

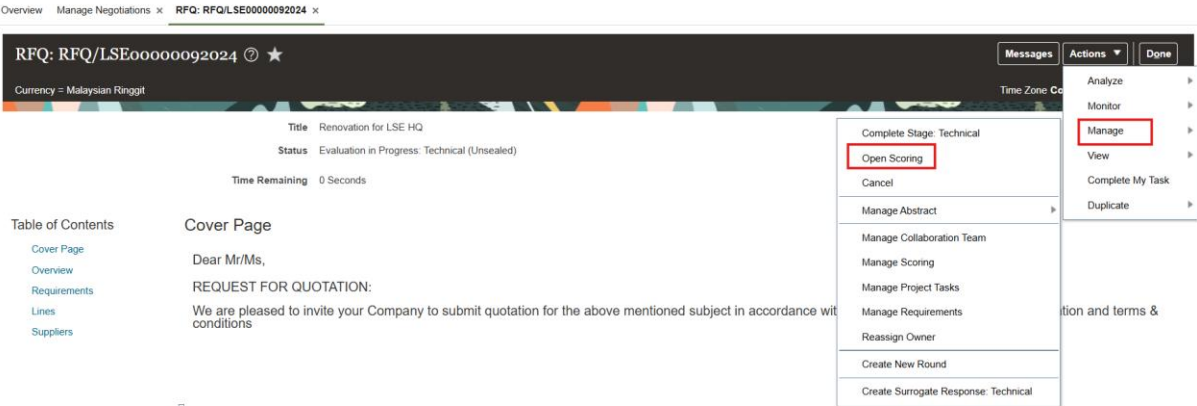
**Negotiations**

- [Create Negotiation](#)
- [Manage Negotiations](#)
- [Manage Programs](#)
- [Manage Surrogate Responses](#)
- [Delete Negotiations](#)
- [Research Suppliers](#)

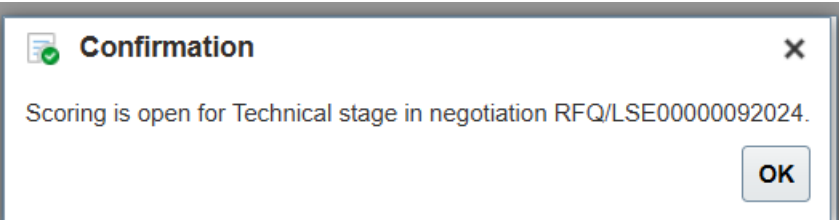
5. Search and Open the RFQ



6. Click Actions  
Click Manage  
Click Open Scoring

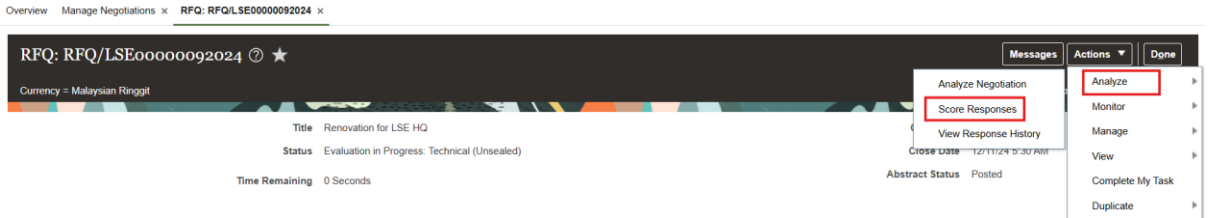


7.



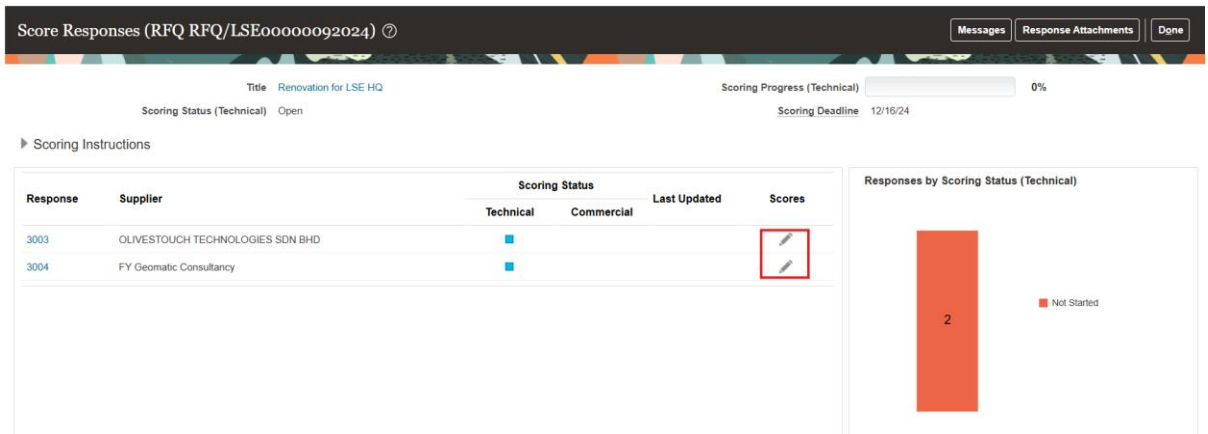
Click OK

- 8. Click Actions
- Click Analyze
- Click Score Responses

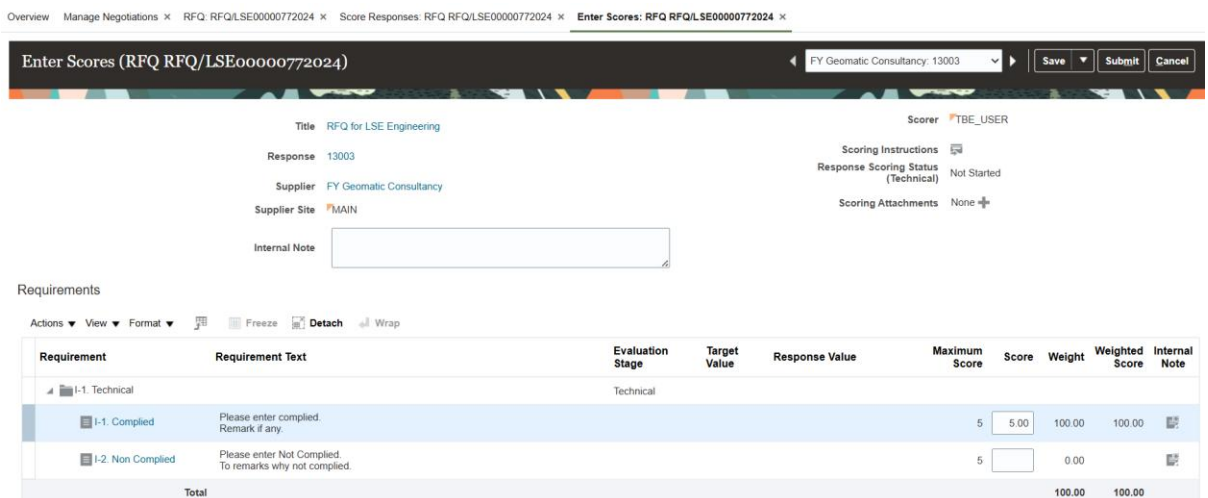


- 9. TBE Evaluator can proceed to perform **technical evaluation**

Click  icon



- 10. Enter score for supplier



TBE users can attach TBE form during scoring by clicking Scoring Attachments.

11. User can view Scoring Progress – In Progress

Score Responses (RFQ RFQ/LSE0000092024) Messages Response Attachments Done

Title Renovation for LSE HQ Scoring Progress (Technical) 50%  
Scoring Status (Technical) Open Scoring Deadline 12/16/24

▶ Scoring Instructions

Response	Supplier	Scoring Status		Last Updated	Scores
		Technical	Commercial		
3004	FY Geomatic Consultancy	■			
3003	OLIVESTOUCH TECHNOLOGIES SDN BHD	✓		12/11/24 6:55 AM	

Responses by Scoring Status (Technical)

- 1 Not Started
- 1 Scores Submitted

12. User can view scoring progress – Completed

Score Responses (RFQ RFQ/LSE0000092024) Messages Response Attachments Done

Title Renovation for LSE HQ Scoring Progress (Technical) 100%  
Scoring Status (Technical) Open Scoring Deadline 12/16/24

▶ Scoring Instructions

Response	Supplier	Scoring Status		Last Updated	Scores
		Technical	Commercial		
3003	OLIVESTOUCH TECHNOLOGIES SDN BHD	✓		12/11/24 6:55 AM	
3004	FY Geomatic Consultancy	✓		12/11/24 6:57 AM	

Responses by Scoring Status (Technical)

- 2 Scores Submitted

13. The buyer will complete the technical evaluation stage.

Click Actions

Click Manage

Click Complete Stage: Technical

RFQ: RFQ/LSE0000092024 Messages Actions Done

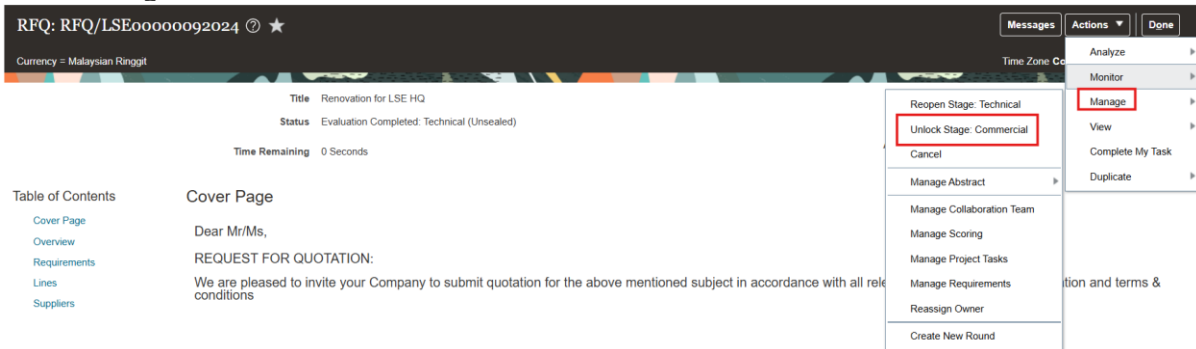
Currency - Malaysian Ringgit Time Zone Co

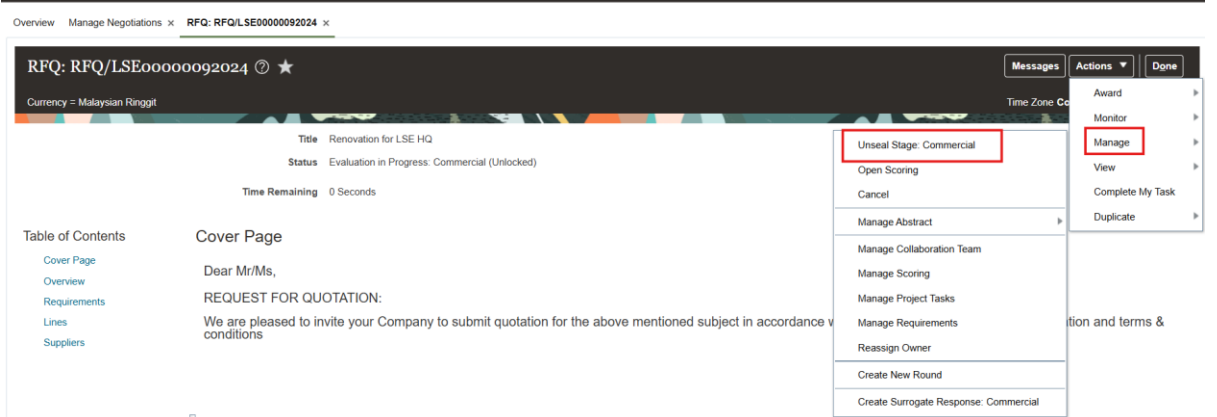
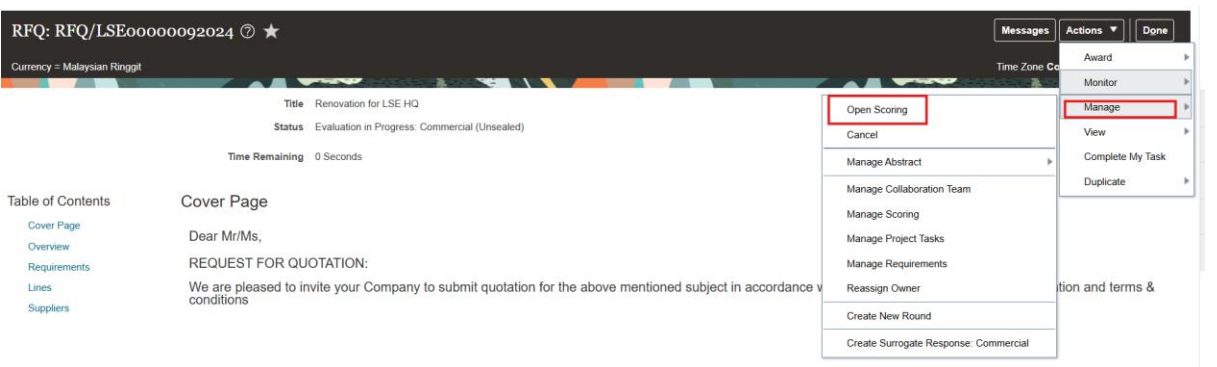
Title Renovation for LSE HQ  
Status Evaluation in Progress: Technical (Unsealed)  
Time Remaining 0 Seconds

Table of Contents  
Cover Page  
Dear Mr/Ms,  
REQUEST FOR QUOTATION:  
We are pleased to invite your Company to submit quotation for the above mentioned subject in accordance with conditions

- Complete Stage: Technical
- Close Scoring
- Cancel
- Manage Abstract
- Manage Collaboration Team
- Manage Scoring
- Manage Project Tasks
- Manage Requirements
- Reassign Owner
- Create New Round
- Create Surrogate Response: Technical

14. Click Yes

	<p><b>Warning</b> <span style="float: right;">✕</span></p> <p>If you complete Technical stage, responses excluded from the shortlist won't be available for evaluation in Commercial stage. Do you want to continue? (PON-2085511)</p> <p style="text-align: right;"><input type="button" value="Yes"/> <input type="button" value="No"/></p>
15.	<p><b>Confirmation</b> <span style="float: right;">✕</span></p> <p>Technical stage for negotiation RFQ/LSE0000092024 was completed.</p> <p style="text-align: right;"><input type="button" value="OK"/></p> <p>Click OK</p>
16.	<p>The status will change <b>Evaluation Completed: Technical (Unsealed)</b> *Only after completed, baru boleh CBE.</p>
17.	<p>Unlock Stage Commercial *CBE will be done by Purchasing user/buyer</p>  <p>The screenshot shows the RFQ details for 'RFQ: RFQ/LSE0000092024'. The status is 'Evaluation Completed: Technical (Unsealed)'. An 'Actions' menu is open, with 'Unlock Stage: Commercial' highlighted in red. Other options include 'Reopen Stage: Technical', 'Manage Abstract', 'Manage Collaboration Team', 'Manage Scoring', 'Manage Project Tasks', 'Manage Requirements', 'Reassign Owner', and 'Create New Round'.</p>
18.	<p>Click</p> <p><b>Warning</b> <span style="float: right;">✕</span></p> <p><b>Warning</b> If you unlock Commercial stage, buyers will be able to view responses for Technical stage and Commercial stage.</p> <p><b>Warning</b> If you unlock Commercial stage, all the Technical stage scores for responses where scoring isn't completed will be deleted.</p> <p>Do you want to continue?</p> <p style="text-align: right;"><input type="button" value="Yes"/> <input type="button" value="No"/></p>
19.	<p>Click OK</p> <p><b>Confirmation</b> <span style="float: right;">✕</span></p> <p>Commercial stage for negotiation RFQ/LSE0000092024 was unlocked.</p> <p style="text-align: right;"><input type="button" value="OK"/></p>

<p>20.</p>	 <p>Overview Manage Negotiations × RFQ: RFQ/LSE0000092024 ×</p> <p>RFQ: RFQ/LSE0000092024 ⌚ ★</p> <p>Currency = Malaysian Ringgit Time Zone Co</p> <p>Title Renovation for LSE HQ Status Evaluation in Progress: Commercial (Unlocked) Time Remaining 0 Seconds</p> <p>Table of Contents Cover Page Dear Mr/Ms, REQUEST FOR QUOTATION: We are pleased to invite your Company to submit quotation for the above mentioned subject in accordance with the terms and conditions</p> <p>Unseal Stage: Commercial Open Scoring Cancel Manage Abstract Manage Collaboration Team Manage Scoring Manage Project Tasks Manage Requirements Reassign Owner Create New Round Create Surrogate Response: Commercial</p> <p>Manage Monitor View Complete My Task Duplicate</p>
<p>21.</p>	<p><b>Warning</b></p> <p>If you unseal Commercial stage, buyers and suppliers will be able to view responses for Technical stage and Commercial stage. Do you want to continue? (PON-2085513)</p> <p>Yes No</p>
<p>22.</p>	<p><b>Confirmation</b></p> <p>Commercial stage for negotiation RFQ/LSE0000092024 was unsealed.</p> <p>OK</p>
<p>23.</p>	 <p>RFQ: RFQ/LSE0000092024 ⌚ ★</p> <p>Currency = Malaysian Ringgit Time Zone Co</p> <p>Title Renovation for LSE HQ Status Evaluation in Progress: Commercial (Unsealed) Time Remaining 0 Seconds</p> <p>Table of Contents Cover Page Dear Mr/Ms, REQUEST FOR QUOTATION: We are pleased to invite your Company to submit quotation for the above mentioned subject in accordance with the terms and conditions</p> <p>Open Scoring Cancel Manage Abstract Manage Collaboration Team Manage Scoring Manage Project Tasks Manage Requirements Reassign Owner Create New Round Create Surrogate Response: Commercial</p> <p>Manage Monitor View Complete My Task Duplicate</p>
<p>24.</p>	<p><b>Warning</b></p> <p>⚠ If you open scoring in Commercial stage, you won't be able to change the scoring team assigned to Commercial stage sections.</p> <p>⚠ If you open scoring in Commercial stage, you won't be able to add internal requirements with manual scoring to Commercial stage sections.</p> <p>Do you want to continue?</p> <p>Yes No</p>
<p>25.</p>	<p><b>Confirmation</b></p> <p>Scoring is open for Commercial stage in negotiation RFQ/LSE0000092024.</p> <p>OK</p>
<p>26.</p>	<p>Status of RFQ change to Evaluation in Progress: Commercial (Unsealed)</p>

27.

28. Purchasing User can start with commercial evaluation.

Response	Supplier	Scoring Status		Last Updated	Scores
		Technical	Commercial		
3003	OLIVESTOUCH TECHNOLOGIES SDN BHD		■		
3004	FY Geomatic Consultancy		■		

Responses by Scoring Status (Commercial)

2 Not Started

29.

Requirement	Requirement Text	Evaluation Stage	Target Value	Response Value	Maximum Score	Score	Weight	Weighted Score	Internal Note
2. Financial									
Commercial									
1. Revenue	How much your total revenue for Year 2024			300000	5	4.50	25.00	22.50	
2. Company Bank Statem	Please provide your company bank statement.			Please find attached	5	4.50	25.00	22.50	
Total							50.00	45.00	

30.

31.	
32.	<p><b>Warning</b></p> <p>If you close scoring in Commercial stage, scores can't be submitted by scoring team members for Commercial stage requirements. Do you want to continue?</p> <p>Yes No</p>
33.	<p><b>Confirmation</b></p> <p>Scoring is closed in Commercial stage for negotiation RFQ/LSE0000092024.</p> <p>OK</p>

Table 12: Scoring RFQ

\*Signed TBE and CBE form MUST be uploaded to Oracle as attachment as supporting documents.



## 5 AWARD

\*Issuance of PO to supplier

No.	Work Area	Navigation
1.	Procurement	Negotiation

Table 13: Navigation

### 5.1 Award Supplier

No.	Steps
1.	Click on Task 
2.	Choose Manage Negotiations  <b>Negotiations</b> <ul style="list-style-type: none"> <li>• <a href="#">Create Negotiation</a></li> <li>• <a href="#">Manage Negotiations</a></li> <li>• <a href="#">Manage Programs</a></li> <li>• <a href="#">Manage Surrogate Responses</a></li> <li>• <a href="#">Delete Negotiations</a></li> <li>• <a href="#">Research Suppliers</a></li> </ul>
3.	Search and open the RFQ  
4.	Click Actions Click Manage Click Award Negotiation

RFQ: RFQ/LSE0000092024 🔍 ★

Currency = Malaysian Ringgit

**Title** Renovation for LSE HQ  
**Status** Evaluation in Progress: Commercial (Unsealed)  
**Time Remaining** 0 Seconds

**Messages** **Actions** **Done**

- Award Negotiation
- View Response Scores
- View Automatic Award Recommendation
- View Response History

- Award
- Monitor
- Manage
- View
- Complete My Task
- Duplicate

**Table of Contents**

- Cover Page
- Dear Mr/Ms,
- REQUEST FOR QUOTATION:
- We are pleased to invite your Company to submit quotation for the above mentioned subject in accordance with all relevant scope of works, specification and terms & conditions

Table of Contents: Cover Page, Overview, Requirements, Lines, Suppliers

5.

Award Negotiation (RFQ): RFQ/LSE0000092024 🔍

Currency = Malaysian Ringgit

**Title** Renovation for LSE HQ  
**Status** Evaluation in Progress: Commercial (Unsealed)  
**Close Date** 12/11/24 5:30 AM  
**Time Remaining** 0 Seconds  
**Scoring Status (Commercial)** Closed  
**Award Progress Percent** 0%  
**Award Attachments** None

**Award** ?

**Suppliers** **Lines**

Actions **View** **Format** **Freeze** **Detach** **Wrap** **Award** **Change Shortlist Status**

Supplier	Supplier Contact	Response	Score	Response Amount	Overall Rank	Shortlist
OLIVESTOUCH TECHNOLOGIES SDN BHD	BIN SULAIMA...	3003	85.00	53,000.00	1	✔
FY Geomatic Consultancy	FYUSOF, MUH...	3004	97.00	57,000.00	2	✔

User can perform partially award by choose at line level.

6.

Award Responses (RFQ RFQ/LSE0000092024) 🔍

Currency = Malaysian Ringgit

**Title** Renovation for LSE HQ  
**Status** Evaluation in Progress: Commercial (Unsealed)  
**Close Date** 12/11/24 5:30 AM  
**Responses** 2  
**Shortlisted** 2

**Award Analysis**

**Savings by Supplier**

**Response Amount by Scores**

**Requirement Section Scores**

7.

Compare and Award ?

Actions ▼ View ▼ Format ▼ Freeze 📄 Detach 📄 Wrap

Response Elements	Negotiation Target	FY Geomatic Consultancy
<b>Award Decision</b>		<input checked="" type="radio"/>
Award Notes		
<b>Supplier Information</b>	10748	
Supplier Site	MAIN	
Supplier Contact	YUSOF, MUHAMMAD FUAD	
Business Relationship	Spend Authorized	
<b>Response Information</b>		
Shortlist		<input checked="" type="checkbox"/>
Response	3004	
Response Amount	57,000.00	
Overall Rank	2	
Savings	1,000.00	
Current Value	58,000.00	
Savings Percent	1.72%	
Score	100.00	97.00

8.

Save

Award Responses (RFQ RFQ/LSE0000092024) ? Messages Save Save and Close Cancel

Currency - Malaysian Ringgit Last Saved 12/11/24 10:03 AM

Title: Renovation for LSE HQ Status: Award in progress (Unsealed)

Responses: 2 Close Date: 12/11/24 5:30 AM

Shortlisted: 2

**Award Analysis**

Requirement Section Scores

Section	Company Score	Financial Score
3004 FY Geomatic Consultancy	~50	~50

Compare and Award ?

Compare and Award ?

Actions ▼ View ▼ Format ▼ Freeze 📄 Detach 📄 Wrap

Response Elements	Negotiation Target	FY Geomatic Consultancy
<b>Award Decision</b>		<input checked="" type="radio"/>
Award Notes		
<b>Supplier Information</b>	10748	
Supplier Site	MAIN	
Supplier Contact	YUSOF, MUHAMMAD FUAD	
Business Relationship	Spend Authorized	
<b>Response Information</b>		
Shortlist		<input checked="" type="checkbox"/>
Response	3004	
Response Amount	57,000.00	
Overall Rank	2	
Savings	1,000.00	
Current Value	58,000.00	
Savings Percent	1.72%	
Score	100.00	97.00

9.

**Award Negotiation (RFQ): RFQ/LSE0000092024** Messages Award by Spreadsheet Actions Submit for Approval Done

Currency = Malaysian Ringgit Last Updated 12/11/24 10:05 AM  
Time Zone Coordinated Universal Time

Title **Renovation for LSE HQ** Status **Award in progress (Unsealed)**

Time Remaining **0 Seconds** Close Date **12/11/24 5:30 AM**

Scoring Status (Commercial) **Closed** Award Progress Percent **100%**

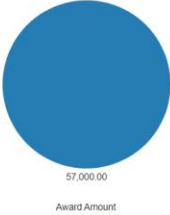
Total Award Amount **57,000.00** Award Attachments **None**

Savings **1,000.00**

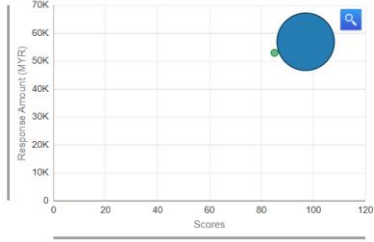
Savings **1.72%**

**Award Summary**

Award by Supplier

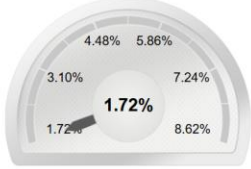


Award by Response

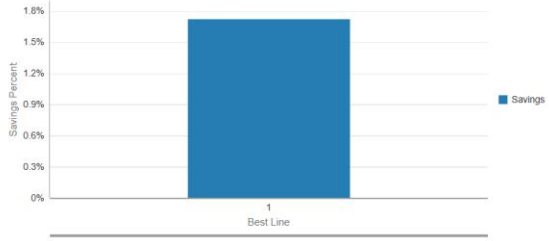


10.

Savings



Savings by Line: Best 1



**Award**

Suppliers Lines

Supplier	Supplier Contact	Awarded	Awarded Lines	Response	Score	Total Amount		Overall Rank	Shortlist
						Response	Award		
OLIVESTOUCH TECHNOLOGIES SDN BHD	BIN SULAIMA...		3003	85.00	53,000.00	0.00	1	✓	
FY Geomatic Consultancy	YUSOF, MUH...	✓	1 3004	97.00	57,000.00	57,000.00	2	✓	
<b>Total</b>						<b>57,000.00</b>			

11.

**FY Geomatic Consultancy: Awarded Lines**

Line	Item	Description	Rank	Response Quantity	Award Quantity	UOM Name	Target Price	Award Amount	Savings	Savings (%)	Details
1	88/205	Renovation for LSE HQ	2	1	1	UNIT		57,000.00	1,000.00	1.72	
<b>Total</b>								<b>57,000.00</b>	<b>1,000.00</b>	<b>1.72</b>	

12.

**Messages** **Award by Spreadsheet** **Actions** **Submit for Approval** **Done**

Click Submit for Approval

13.

**Confirmation**

The award decision for negotiation RFQ/LSE0000092024 was submitted for approval.

**OK**

	Click OK The award will go for approval processes.
--	---

**Table 14: Award Process**

## 5.2 Award Approval *\*by HOD SCM*

Click the Notifications (Bell icon) at the top right of the page.

### Systems Notifications

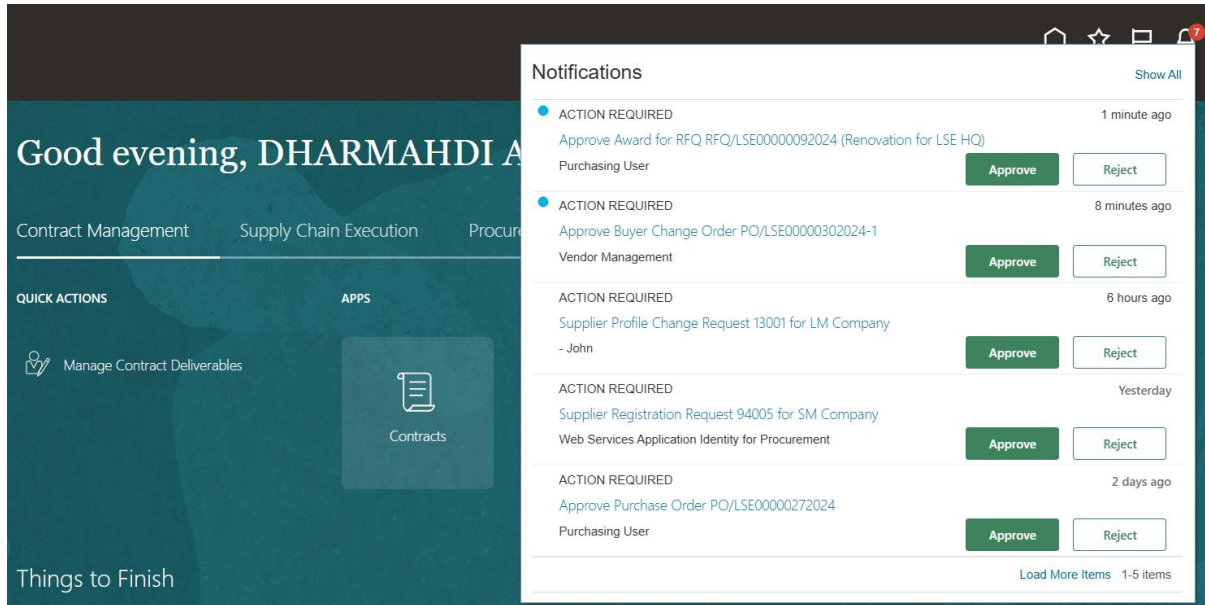


Figure 12: Approver System Notification Award

### Email Notifications

Action Required: Approve Award for RFQ RFQ/LSE0000092024 (Renovation for LSE HQ)

PU Purchasing User <etei-test.fa.sender@workflow.email.ap-melbourne-1.ocs.oraclecloud.com>  
To: Fatimah Nasrokh

Reply Reply All Forward

Wed 11/12/2024 6:08 PM

Access this task in the [Workspace Application](#)

**ORACLE**

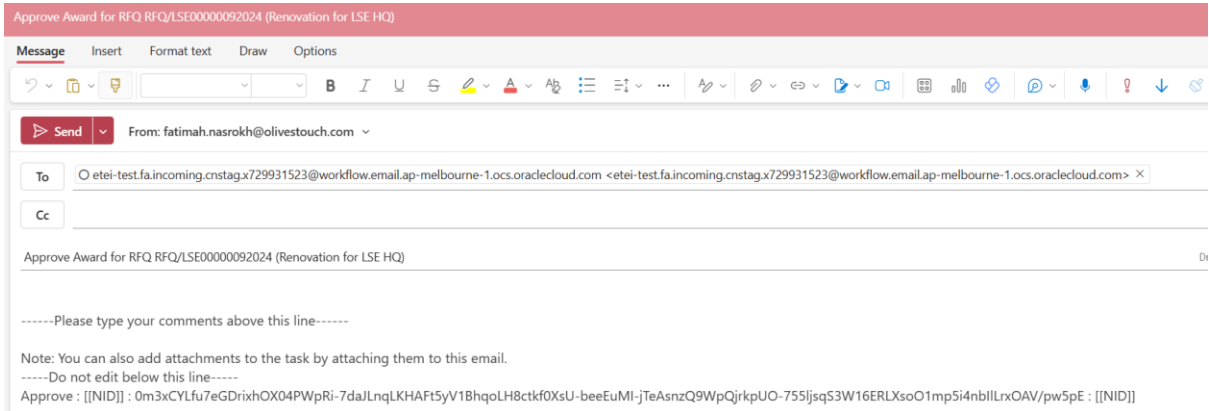
Award Approval  
**RM57,000.00**  
**RFQ: Renovation for LSE HQ**  
From Purchasing User  
Closed On 12/11/24 5:30 AM UTC

Approve Reject Request Info

Negotiation Number [RFQ RFQ/LSE0000092024](#)

Savings RM1,000.00

Note to Approvers




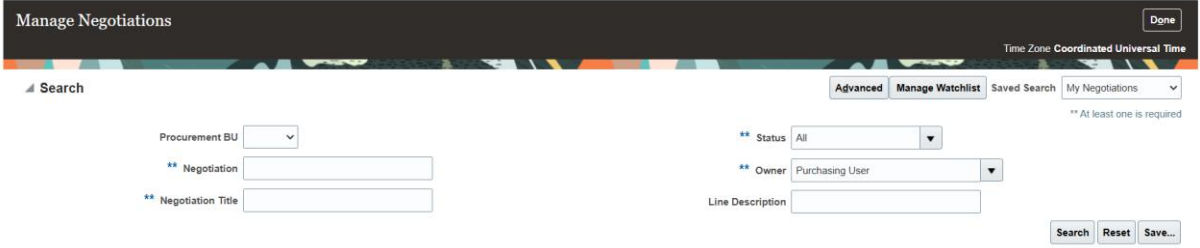
**Figure 13: Approver Email Notifications Award**

No.	Steps																						
1.	<p>Approver can review detail of the Award Decision before approve.</p> <div style="background-color: #333; color: white; padding: 5px; text-align: center;">Approve Award for RFQ RFQ/LSE00000092024 (Renovation for LSE HQ)</div> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Award Approval</p> <p style="text-align: center;"><b>RM57,000.00</b></p> <p style="text-align: center;"><b>RFQ: Renovation for LSE HQ</b></p> <p style="text-align: center;">From</p> <p style="text-align: center;">Closed On 12/11/24 5:30 AM UTC</p> </div> <p style="text-align: center; margin: 10px 0;">Negotiation Number <a href="#">RFQ RFQ/LSE00000092024</a></p> <p style="text-align: center; margin: 10px 0;">Savings <b>RM1,000.00</b></p> <p style="text-align: center; margin: 10px 0;">Note to Approvers</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; border-bottom: 1px solid #ccc;"><b>Award by Supplier</b></th> </tr> </thead> <tbody> <tr> <td style="width: 60%;"><b>FY Geomatic Consultancy</b></td> <td style="text-align: right;">Overall Rank: 2</td> </tr> <tr> <td>MAIN</td> <td style="text-align: right;">Score: 97.00</td> </tr> <tr> <td>Quote: 3004</td> <td></td> </tr> <tr> <td style="border: 1px solid #ccc;">Awarded Amount</td> <td style="text-align: right; border: 1px solid #ccc;">RM57,000.00</td> </tr> <tr> <td style="border: 1px solid #ccc;">Response Amount</td> <td style="text-align: right; border: 1px solid #ccc;">RM57,000.00</td> </tr> <tr> <td style="border-top: 1px solid #ccc;"><b>OLIVESTOUCH TECHNOLOGIES SDN BHD</b></td> <td style="text-align: right; border-top: 1px solid #ccc;">Overall Rank: 1</td> </tr> <tr> <td>LSE HQ</td> <td style="text-align: right;">Score: 85.00</td> </tr> <tr> <td>Quote: 3003</td> <td></td> </tr> <tr> <td style="border: 1px solid #ccc;">Awarded Amount</td> <td style="text-align: right; border: 1px solid #ccc;">RM0.00</td> </tr> <tr> <td style="border: 1px solid #ccc;">Response Amount</td> <td style="text-align: right; border: 1px solid #ccc;">RM53,000.00</td> </tr> </tbody> </table>	<b>Award by Supplier</b>		<b>FY Geomatic Consultancy</b>	Overall Rank: 2	MAIN	Score: 97.00	Quote: 3004		Awarded Amount	RM57,000.00	Response Amount	RM57,000.00	<b>OLIVESTOUCH TECHNOLOGIES SDN BHD</b>	Overall Rank: 1	LSE HQ	Score: 85.00	Quote: 3003		Awarded Amount	RM0.00	Response Amount	RM53,000.00
<b>Award by Supplier</b>																							
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LSE HQ	Score: 85.00																						
Quote: 3003																							
Awarded Amount	RM0.00																						
Response Amount	RM53,000.00																						



**Table 15: Award Approval Notification**

### 5.3 Complete Award

No.	Steps
14.	Click on Task 
15.	Choose Manage Negotiations  <b>Negotiations</b> <ul style="list-style-type: none"> <li>• <a href="#">Create Negotiation</a></li> <li>• <a href="#">Manage Negotiations</a></li> <li>• <a href="#">Manage Programs</a></li> <li>• <a href="#">Manage Surrogate Responses</a></li> <li>• <a href="#">Delete Negotiations</a></li> <li>• <a href="#">Research Suppliers</a></li> </ul>
16.	Search and open the RFQ  
17.	Click Actions Click Manage Click Complete Award

18.	
19.	
20.	
21.	


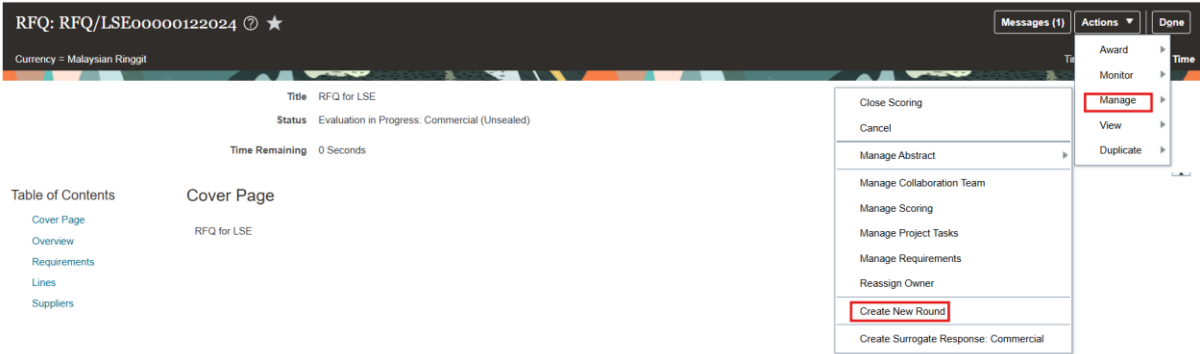
Table 16: Complete Award

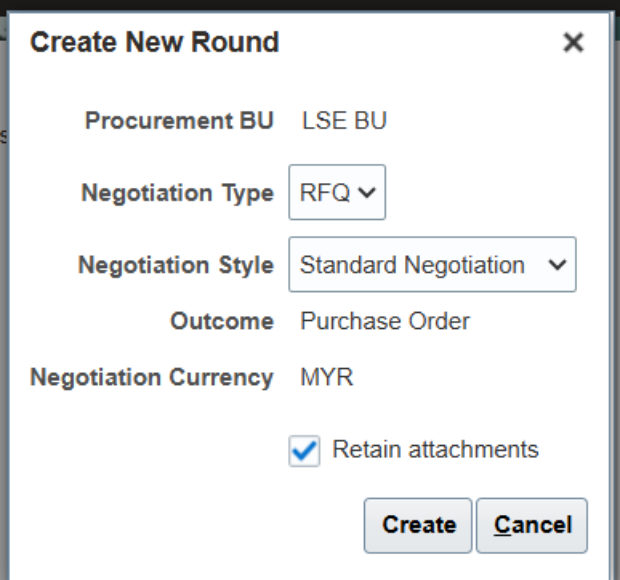
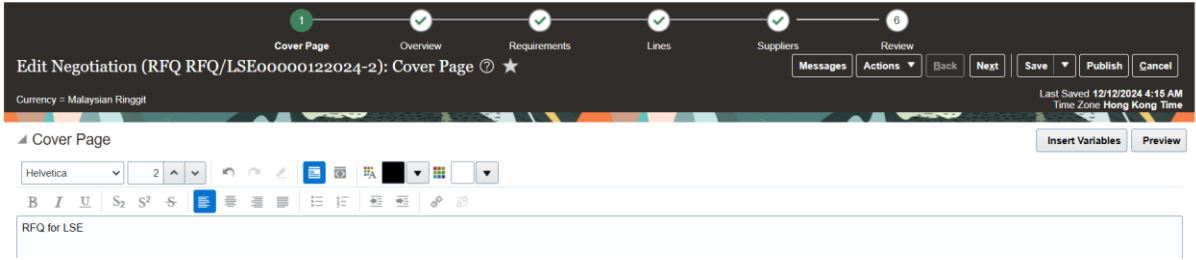
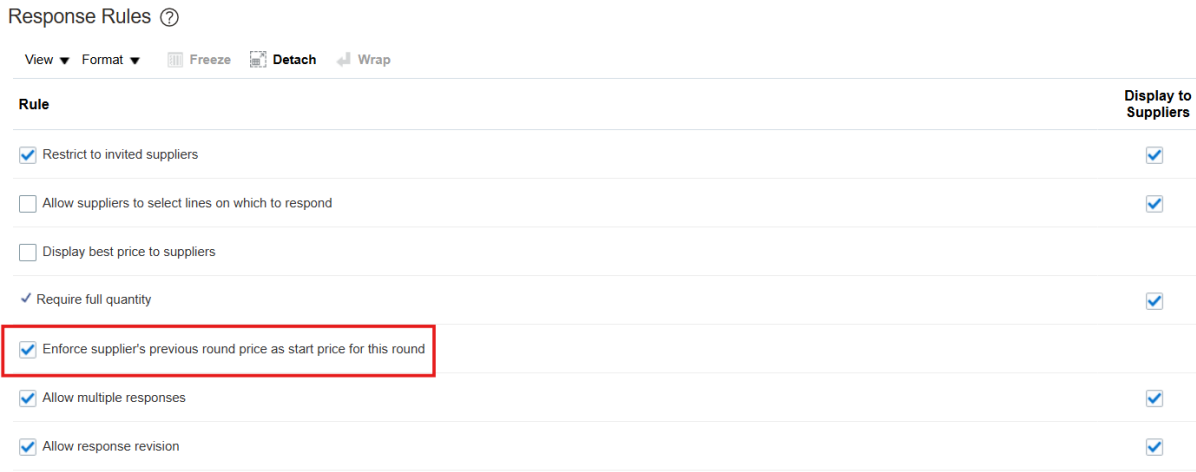
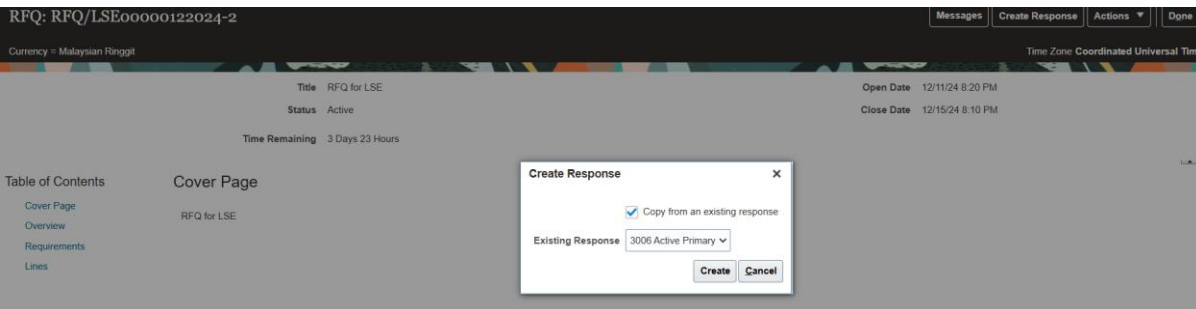
## 6 NEW ROUND RFQ

### 6.1 Create new round RFQ

No.	Work Area	Navigation
1.	Procurement	Negotiations

Table 17: Navigation

No.	Steps
1.	Click on Task 
2.	Choose Manage Negotiations  <b>Negotiations</b> <ul style="list-style-type: none"> <li>• Create Negotiation</li> <li>• <b>Manage Negotiations</b></li> <li>• Manage Programs</li> <li>• Manage Surrogate Responses</li> <li>• Delete Negotiations</li> <li>• Research Suppliers</li> </ul>
3.	 <p>The screenshot shows the RFQ interface for 'RFQ: RFQ/LSE00000122024'. The 'Manage' option in the 'Actions' menu is highlighted in red. The 'Create New Round' option in the 'Create Surrogate Response' section is also highlighted in red.</p>

4. 
  
5. RFQ number will be generated from initial with revision. 
  
6. Response Rules 
  
7. 

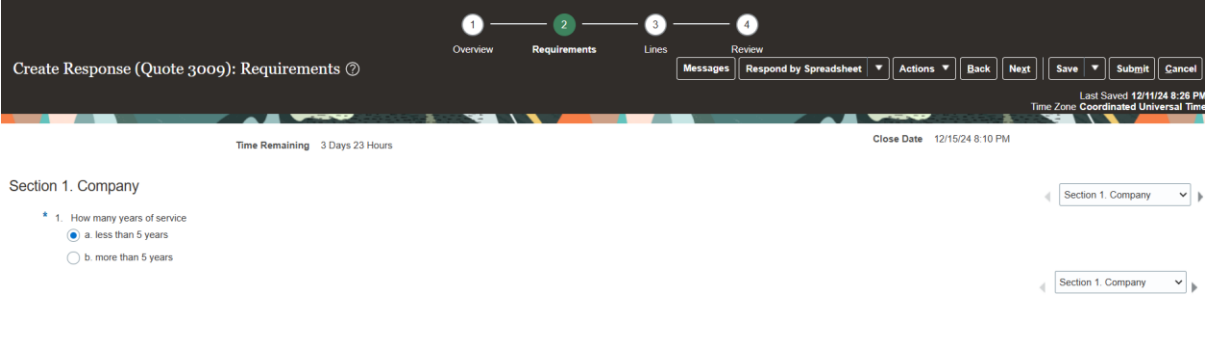
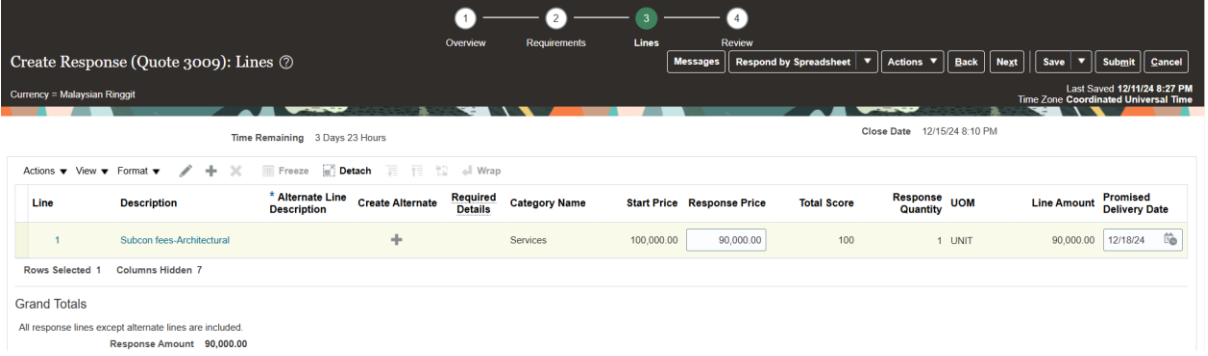
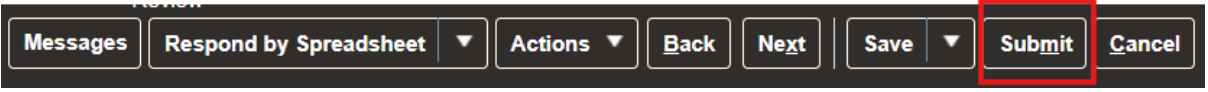
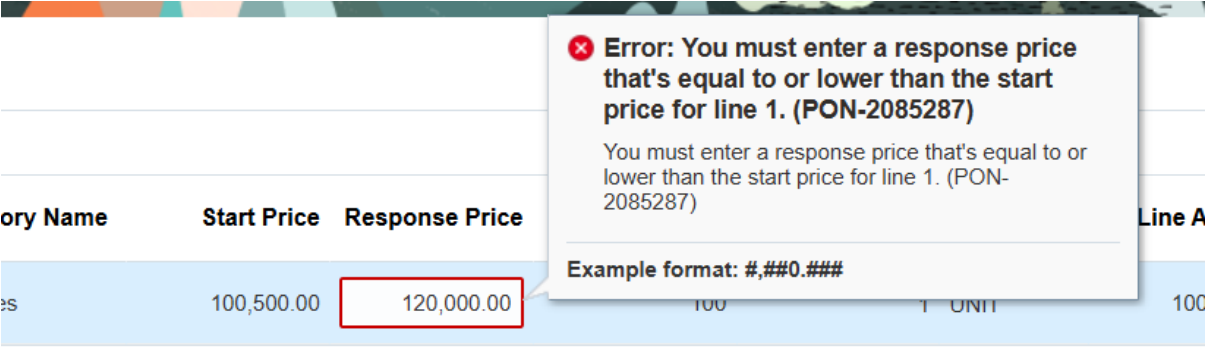
<p>8.</p>	<p>Information will be carried from previous response.</p> 																										
<p>9.</p>	<p>Create Response (Quote 3009): Lines</p>  <table border="1"> <thead> <tr> <th>Line</th> <th>Description</th> <th>Alternate Line Description</th> <th>Create Alternate</th> <th>Required Details</th> <th>Category Name</th> <th>Start Price</th> <th>Response Price</th> <th>Total Score</th> <th>Response Quantity</th> <th>UOM</th> <th>Line Amount</th> <th>Promised Delivery Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Subcon fees-Architectural</td> <td></td> <td>+</td> <td></td> <td>Services</td> <td>100,000.00</td> <td>90,000.00</td> <td>100</td> <td>1</td> <td>UNIT</td> <td>90,000.00</td> <td>12/18/24</td> </tr> </tbody> </table> <p>Grand Totals All response lines except alternate lines are included. Response Amount 90,000.00</p>	Line	Description	Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Total Score	Response Quantity	UOM	Line Amount	Promised Delivery Date	1	Subcon fees-Architectural		+		Services	100,000.00	90,000.00	100	1	UNIT	90,000.00	12/18/24
Line	Description	Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Total Score	Response Quantity	UOM	Line Amount	Promised Delivery Date															
1	Subcon fees-Architectural		+		Services	100,000.00	90,000.00	100	1	UNIT	90,000.00	12/18/24															
<p>10.</p>	<p>Click Submit button</p> 																										
<p>11.</p>	<p>System will prompt error if supplier put the response price lower than the start price.</p>  <table border="1"> <thead> <tr> <th>ory Name</th> <th>Start Price</th> <th>Response Price</th> <th>Line A</th> </tr> </thead> <tbody> <tr> <td>es</td> <td>100,500.00</td> <td>120,000.00</td> <td>100</td> </tr> </tbody> </table>	ory Name	Start Price	Response Price	Line A	es	100,500.00	120,000.00	100																		
ory Name	Start Price	Response Price	Line A																								
es	100,500.00	120,000.00	100																								

Table 18: New Round RFQ

## 7 SURROGATE RESPOND


### 7.1 Create Surrogate Respond

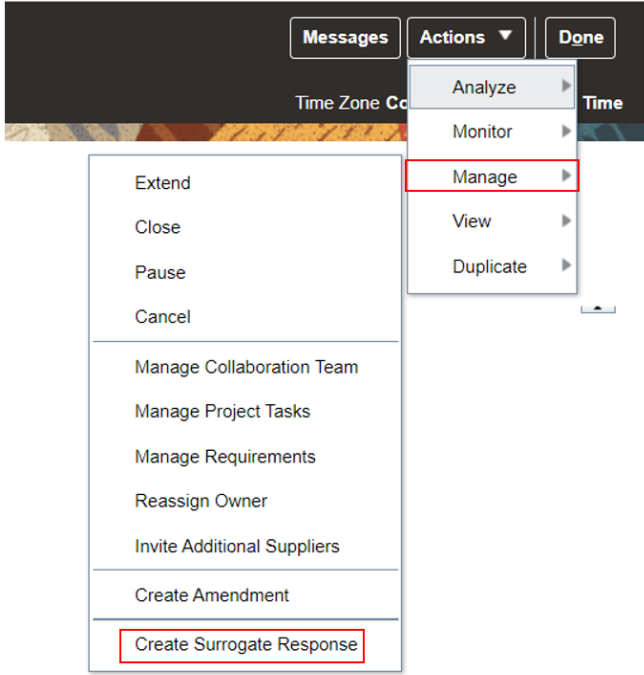
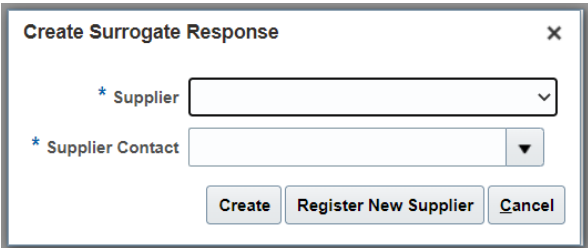
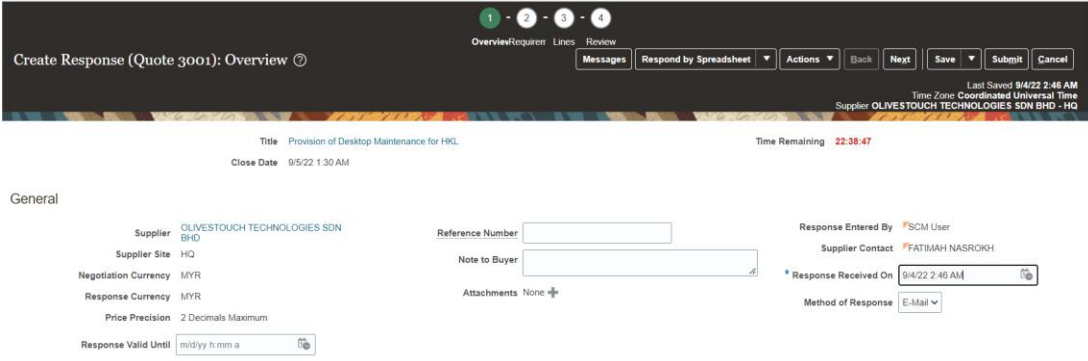
No.	Work Area	Navigation
1.	Procurement	Negotiations

**Table 19: Navigation**

A surrogate response is a negotiation response that you enter on behalf of a supplier company. This feature gives the buying organization the ability to capture responses from suppliers who are not able to directly enter their responses online.

\*"old school" supplier yg tidak dapat hantar RFQ secara online ke Oracle, jadi buyer yg tolong enter respond dalam system.

No.	Steps
1.	Click on Task 
2.	Choose Manage Negotiations  <b>Negotiations</b> <ul style="list-style-type: none"> <li>• Create Negotiation</li> <li>• <b>Manage Negotiations</b></li> <li>• Manage Programs</li> <li>• Manage Surrogate Responses</li> <li>• Delete Negotiations</li> <li>• Research Suppliers</li> </ul>
3.	Click Actions Click Manage Create Surrogate Response

		
<p>4.</p>	<p>Enter Supplier Name and Supplier Contact Click Create Button</p> 	
<p>5.</p>	<p>Enter Create Response Information</p> 	
<p>6.</p>	<p><b>Response Received On</b></p>	<p>Enter Response Received On</p>
<p>7.</p>	<p>Click Next Button</p>	

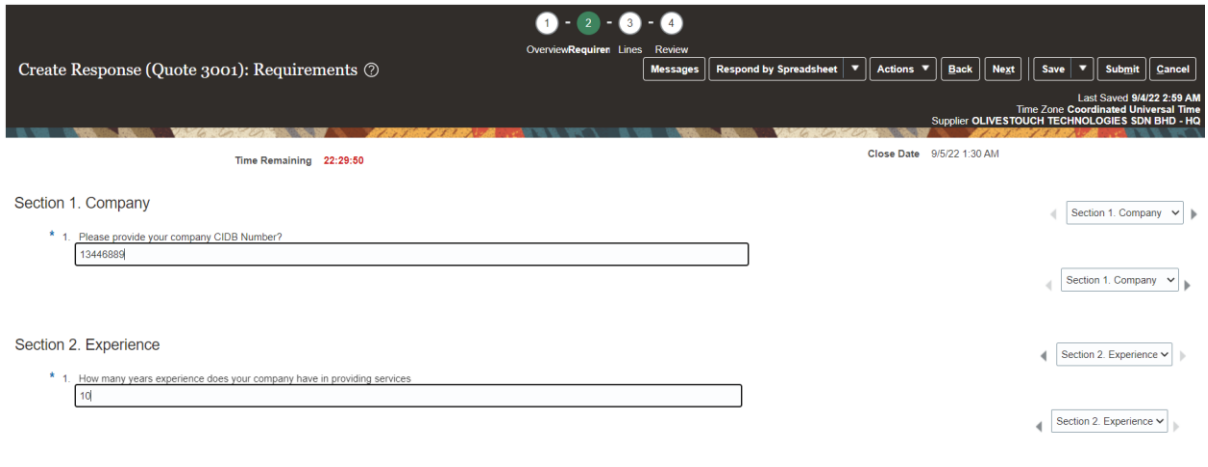
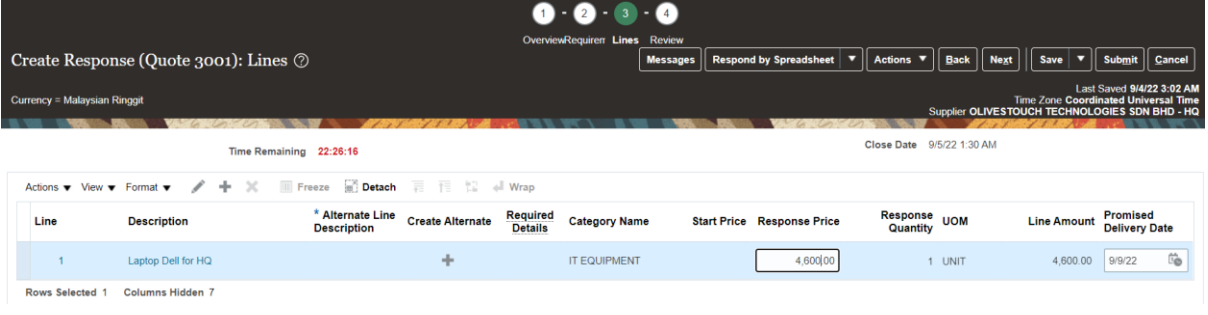
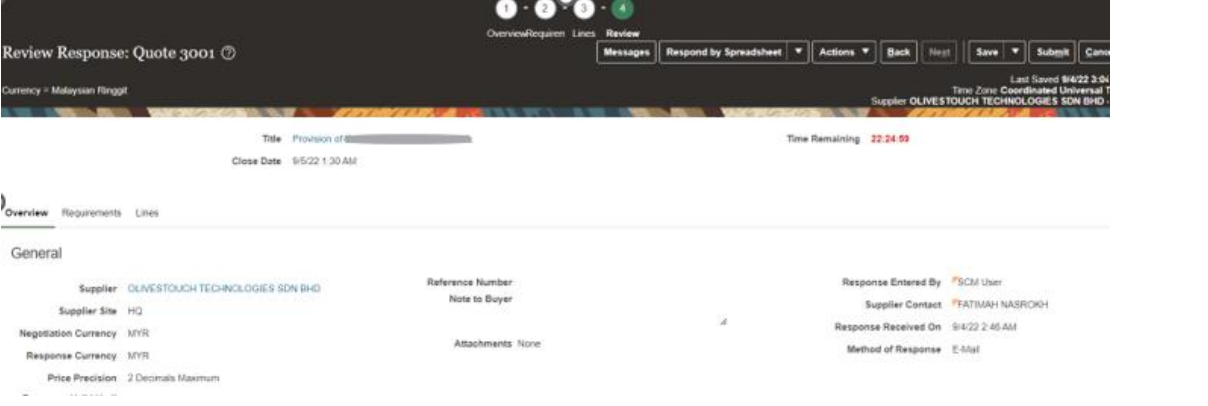
<p>8.</p>	<p>Go to the section field</p> 
<p>9.</p>	<p>Click Next Button</p>
<p>10.</p>	<p>Enter Response Price</p> 
<p>11.</p>	<p>Click Next Button</p>
<p>12.</p>	<p>Review Response and Submit</p> 
<p>13.</p>	<p><b>Warning</b></p> <p>You can submit only one response for this negotiation. Do you want to continue? (PON-2085228)</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p> <p>Click Yes Button</p>


Table 20: Create Surrogate Respond

## 8 FREQUENTLY ASKED QUESTIONS/ SPECIFIC SCENARIOS

### 8.1 Scenarios related to attachment during RFQ

#### ? QUESTION

LSE want to attach attachment during RFQ processes. For Example LSE Terms and Conditions.

1. Go to attachments if user want to add any attachment
2. Click  icon
3. Please ensure to choose Category as **To Supplier**

## End of Document