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## What do I need to participate?

In order to retrieve an electronic RFQ, you need to be registered in Oracle and have an active iSupplier account. If you need assistance registering your company or getting an iSupplier account, you can contact the Supply Chain Help Desk at (505) 284-4743 or phdesk@sandia.gov. They will ask for information including: your company name, company tax identification number, contact information, etc. in order to assist you.

## How do I login once I have my account?

Once the Sandia administrator approves your registration/account request, an e-mail will be sent to you titled "Sandia National Laboratories Supplier Collaboration Network". Select the hyperlinked text "Oracle Applications System" in the body of the e-mail to navigate to the login screen.

**\*\*NOTE:** The provided password is single use only, you will need to change your password after your first login.\*\*

From: oaq2 TEST - PLEASE IGNORE!!! - Oracle Workflow Mailer [WFORACLEQ@sandia.gov]  
To: JOHN DOE  
Cc:  
Subject: FYI: Sandia National Laboratories Supplier Collaboration Network: Registration Approval  
Attachments: Notification Detail.html (505 B)

Sent: Tue 7/12/2005 3:19 PM

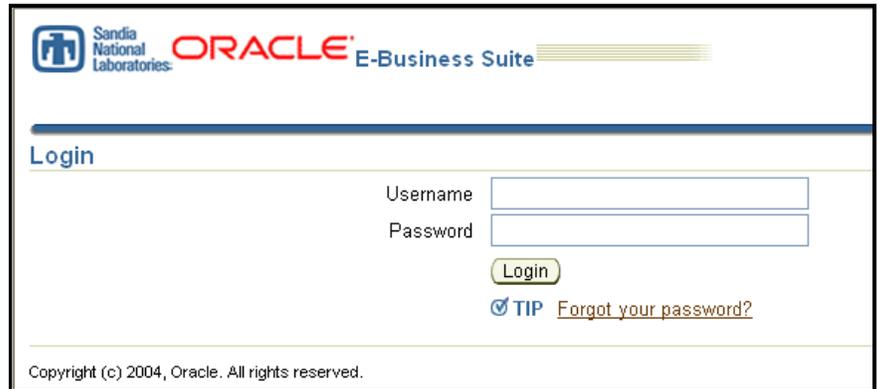
To: JOHN DOE  
Sent: 12-JUL-2005 15:16:32  
ID: 1730993

Your request to register with Sandia National Laboratories for access to their supplier collaboration network has been approved. You can now log on to your [Oracle Applications system](#) using your username (JOHNDOE@EXAMPLESUPPLIERINC.COM) and the temporary password P16C37F7D. When you logon for the first time, you will be required to change your password for security purpose.

If you have any further questions or require additional information then contact JEANIE M. BISCONTE(JMBISCO@sandia.gov).

## Login to Oracle

1. Navigate to login screen (click the link from the registration confirmation email, or go to [https://oracleapps.sandia.gov:8807/OA\\_HTML/AppsLocalLogin.jsp](https://oracleapps.sandia.gov:8807/OA_HTML/AppsLocalLogin.jsp) ).
2. Enter Username and Password, click "Login"



Sandia National Laboratories ORACLE E-Business Suite

Login

Username

Password

Login

TIP [Forgot your password?](#)

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## Change your Password

1. Change your **Password** (required upon 1<sup>st</sup> login to the system, only)
2. Click **Apply**



Sandia National Laboratories ORACLE E-Business Suite

Change Password

Change Password

\*Indicates Required Field

\*Current Password

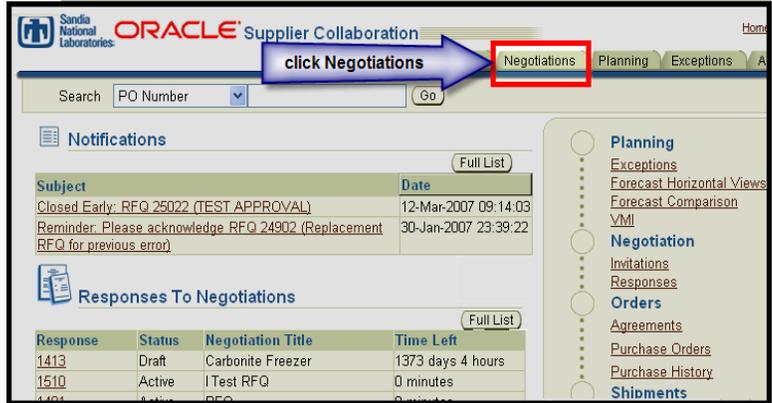
\*New Password

\*Re-enter New Password

TIP Password must be at least 8 characters long.

## How can I see all the RFQ's I've been invited to?

1. From the Home screen (shown right), click on the tab labeled "Negotiations."
2. That will take you to the Negotiations screen (see next step below) where you will see **all open RFQs** for which you have been invited to; in addition to all quotes which you have already submitted for other RFQs.

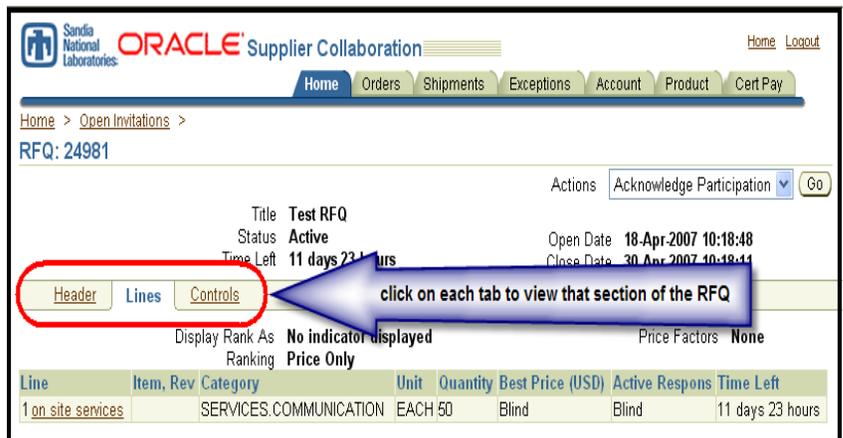


## How do I view an RFQ?

From the Negotiation screen, (shown right) look under the section labeled "Your Company's Open Invitations." Click on the **Number** for the RFQ you wish to view.



The details of the RFQ are spread over three tabs: Header, Lines, and Controls. To view the entire RFQ, click on each tab and view its corresponding screen. BE SURE TO download the contract from the Header tab under the section labeled "Notes and Attachments."



## How do I download an attachment from the RFQ?

1. While you are viewing the RFQ, scroll down to the **Notes and Attachments** section (as shown on right)—can be found under the Header tab or the Lines tab).
2. Click on the name of the file.
3. Select whether you would like to **Open or Save** the attachment.



4. View the attachment.

**Attributes**

**Details** **Attribute Group**

No data exists.

**Notes and Attachments**

Note to Suppliers **Please be sure to submit all correspondence electronically through iSupplier**

File Name	Type	Description	Category	Last Updated	Update	Delete
snowflake.jpg	File	Temperature requirements	To Supplier	KREEDER		

Header | **Lines** | Controls

Return to Amendment History (RFQ &Number)      Actions: Create Quote

Home | Orders | Shipments | Negotiations | Planning | Home | Logout | Preferences | Help  
Privacy Statement

## How do I respond to an RFQ?

Once are viewing the RFQ, you have several options available in the “Actions” drop-down menu as shown.

1. You have the option to notify Sandia of your intent to bid by selecting **Acknowledge Participation**. (select, then click “Go”)
2. To prepare a quotation, select **Create Quote**, click “Go.”

Sandia National Laboratories **ORACLE Sourcing** Home Logout Preferences Help

**Negotiations**

Negotiations > RFQ: 24705

Title: **Carbonite Freezer**      Status: **Active**      Time Left: **4 days**      Open Date: 11/10/10      Close Date: 11/14/10

Buyer: **REEDER, KAREN**      Style: **Blind**      Outcome Event: S

Description: **Need one Carbonite Freezer tailored**

Terms: Bill-To Address: **SANDIA LABS - AP**      Payment Terms: **NET 30**  
Ship-To Address: **SANDIA LABS - ARQ**      Carrier:      Freight Terms:      FOB

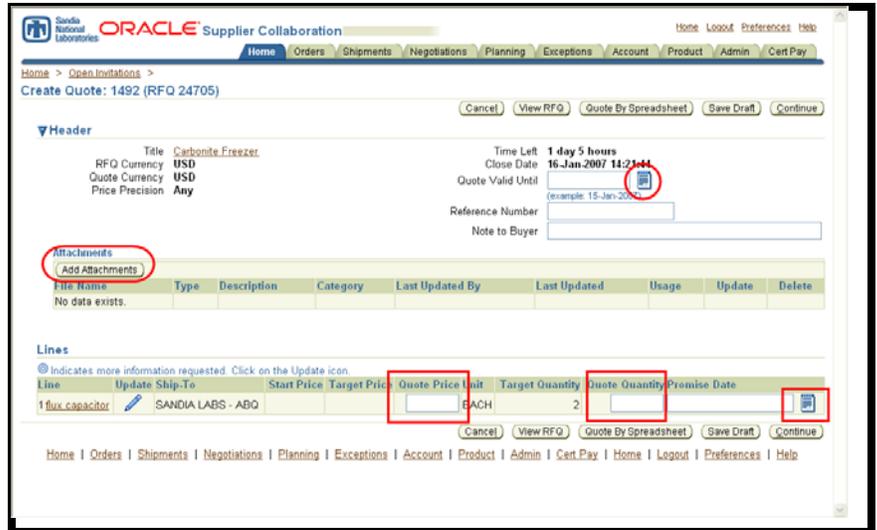
Currency: RFQ Currency: **USD**      Price Precision: **Any**

**Attributes**

Actions: Acknowledge Participation  (dropdown menu open showing: Acknowledge Participation, Create Quote, Online Discussions, View Quote History, Print RFQ, Export to Spreadsheet)

## How do I Create a Bid/Quote?

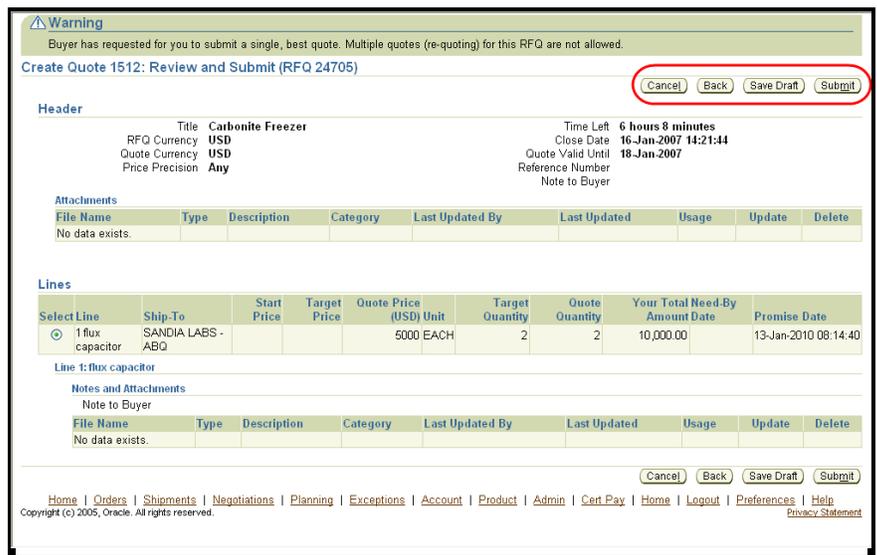
1. While viewing the RFQ, select “Create Quote” from the action drop-down menu on the top right of the screen. (as shown above)
2. Click the calendar icon in **Quote Valid Until** box and select date.
3. (Optional) You can add one of your internal tracking numbers as the **Reference Number**.
4. (Optional) You can add a **Note to Buyer**.
5. To **Add Attachments/Quote Documents** click on “**Add Attachments**” button and follow the instructions to add a file, URL, etc. When you are done, click “**Apply**.”
6. In the Lines section, you can enter a **Quote Price**. (Total price of the goods and/or services for the total quantity quoted in the “Quote Quantity” box.)
7. Click in the **Quote Quantity** box, which will default to target quantity. (If the amount you are quoting is less than Target Quantity, enter it here.)
8. Click on the calendar icon to select **Promise Date**.
9. Select **Continue** to go to next step which will give you the option to save your quote as a draft, or submit your quote.



## How Do I Submit My Quote?

Once you have created your quote and clicked “Continue” you will be taken to the screen (shown right) where you have several options as listed:

1. Review the quote you have created to make sure it is complete and accurate.
2. To make changes to the quote, click **Back**.
3. If you aren’t ready to submit your quote yet, Click **Save Draft** to save what you have done without submitting the quote.
4. When you are satisfied that the quote is accurate and complete, Click **Submit**.



### What if I want to revise a quote I already submitted?

If the RFQ does allow you to resubmit quotes, you can navigate to the home screen and click on the number for the quote/response that you want to revise. From the action drop-down menu located at the top right of the screen, select “Create Quote” and make any changes you would like to your quote. (You can download new attachments, change the price you have quoted, etc.) You can now proceed to change and submit your revised quote in the same manner in which you created and submitted your original quote (reference page 6). **Please note that only the most recent quote you submit will be considered for contract award.**

### What do I do if I already submitted a quote and the RFQ itself was revised/amended?

On occasion, a Sandia Contracting Representative will need to revise and amend an RFQ that you may already have submitted a quote for. You will receive an email notification that you must acknowledge the amendment. You will then need to login to the system, acknowledge the amendment, and **resubmit your quote** following the steps outlined below:

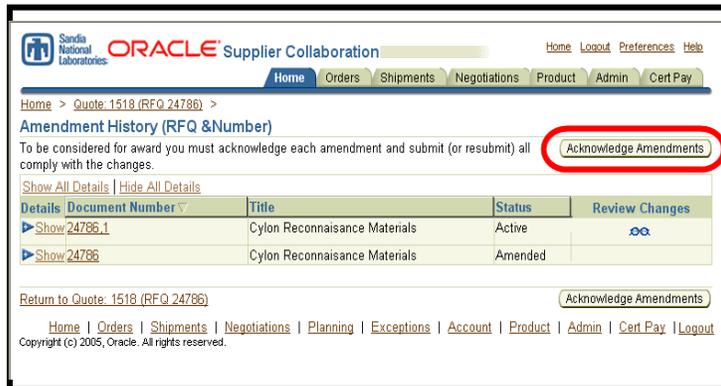
#### Navigate to the Amended version of the RFQ

- 1. Login to Oracle
- 2. Click on the response number for the quote that requires resubmission



#### View the Amendment

- 1. In the warning box, select “View Amendment History.”
- 2. From the Amendment History screen (right) select “Acknowledge Amendments.”



## Acknowledge the Amendment

1. Review the summary of changes made by the Amendment.
2. Check the box at the top.
3. Click “**Acknowledge.**”

Sandia National Laboratories ORACLE Supplier Collaboration Home Logout Preferences Help

Home > Quote 1518 (RFQ 24786) > Amendment History (RFQ & Number) >

### Acknowledge Amendment (RFQ 24786,1)

To be considered for award you must acknowledge each amendment and submit (or resubmit)

I have read the terms and conditions below and acknowledge amendment RFQ 24786,1.

**Header**

Label	RFQ 24786,1
Amendment Description	Must supply full quantity requested

**Notes and Attachments**

RFQ 24786

File Name	Type	Category	Last Updated By	Last Updated	Usage	Update	Delete
Squids.bmp	File	To Supplier	KREEDER	17-Jan-2007	One-Time	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

RFQ 24786,1

## Revise and Resubmit Your Quote

1. From the Confirmation screen, click “**OK.**”
2. Revise your quote as appropriate (in response to any changes in the RFQ).
3. When you are finished, click “**Continue**” then review the new quote and “**Submit.**”

Sandia National Laboratories ORACLE Supplier Collaboration Home Logout Preferences

Home Orders Shipments Negotiations Admin Cert Pay

### Confirmation

All amendments of Negotiation 24786 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?

If a response has been submitted previously, resubmission is required to ensure the response complies with the changes.

Home | Orders | Shipments | Negotiations | Planning | Exceptions | Account | Product | Admin

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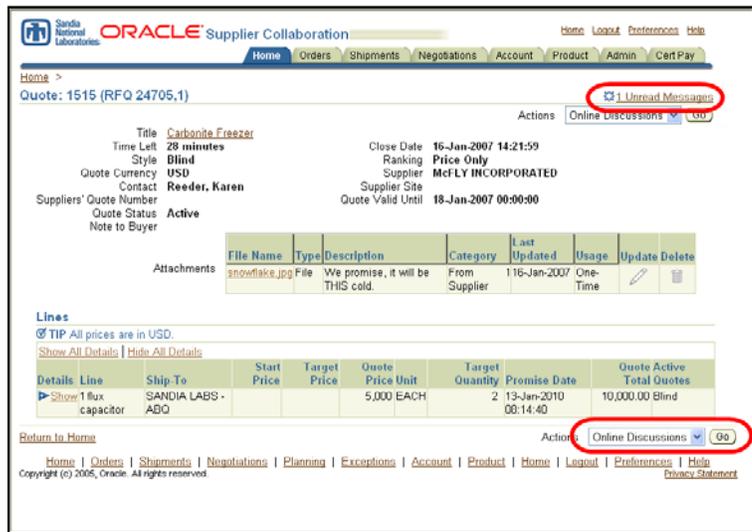
## How Do I Communicate Through the Electronic RFQ Module?

You will find that many Sandia Contracting Representatives (SCR's) will require that all communications take place in the Oracle Sourcing Module. In order to: send a message, ask a question, or view any communications from the SCR regarding a particular RFQ; you will need to access the Online Discussion features available to you.

## How do I Access the Online Discussion feature?

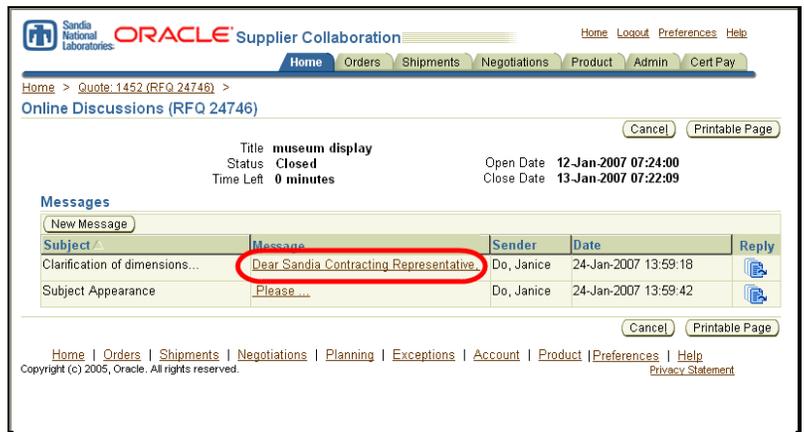
### Navigate to the Online Discussion

3. Navigate to the RFQ/Response for which you would like to monitor any online discussions. (see page 4)
4. Select **“Online Discussions”** from the Action drop-down menu. (You can also click on **“Unread Messages”** to go directly to any messages you have not opened yet.)



## How do I read a message?

1. Click on the message text as shown.
2. That will bring up the text of the selected message and any relevant message details (message date, etc.).



## How do I reply to a message?

There are two ways to reply to a message, both are equally effective.

1. From the Message, select the “Reply” button
2. **OR** from the Online Discussion screen, click on the blue boxes under the reply column (shown right).
3. Enter your subject, message, and select whom you want to receive the message, then click “Send.”

The screenshot shows the Oracle Supplier Collaboration interface. At the top, there's a navigation bar with 'Home', 'Orders', 'Shipments', 'Negotiations', 'Product', 'Admin', and 'Cert Pay'. Below that, the breadcrumb trail is 'Home > Quote: 1452 (RFQ 24746) > Online Discussions (RFQ 24746)'. The main content area shows message details: Title 'museum display', Status 'Closed', Time Left '0 minutes', Open Date '12-Jan-2007 07:24:00', and Close Date '13-Jan-2007 07:22:09'. There are 'Cancel' and 'Printable Page' buttons. Below this is a 'Messages' section with a 'New Message' button and a table. The table has columns for 'Subject', 'Message', 'Sender', 'Date', and 'Reply'. Two messages are listed: 'Clarification of dimensions...' and 'Subject Appearance'. A red arrow points to the 'Reply' button in the 'Reply' column of the second message row.

## How do I create a new message?

1. From the Online Discussion screen, click on the “New Message” button.
2. Then select whom you’d like to send the message to, create a subject for your message, and type your message into the appropriate box.
3. When you are finished, click “Send.”

The screenshot shows the 'Create New Message (RFQ 24746)' form. At the top, there's a navigation bar with 'Home', 'Orders', 'Shipments', 'Product', 'Admin', and 'Cert Pay'. Below that, the breadcrumb trail is 'Home > Quote: 1452 (RFQ 24746) > Online Discussions (RFQ 24746) > Create New Message (RFQ 24746)'. The form has a 'Cancel' and a circled 'Send' button. The form fields are: '\* Send To' (dropdown menu with 'REEDER, KAREN' selected), '\* Subject' (text box with 'Clarification of dimensions and appearance'), and '\* Message' (text area with 'Dear Sandia Contracting Representative, Please advise us to your preference of paint schemes. We have found several great options and are willing to make all of them available to you. sincerely, supplier'). There are 'Cancel' and 'Send' buttons at the bottom.