



Supplier Quick Guide for Fusion Tender Module

Now that you are registered on Oracle Fusion portal, you are able to respond to Tenders.

Tenders may be open to any interested supplier or you may be invited to respond to a tender. You can register on Oracle Fusion against one or more Product or Services using pro class categories on the portal so that when an opportunity to bid arises in one of your Product and Services, you are sent an automatic alert by email. If you are invited to tender, you will also receive an email alerting you. Full instructions on how to register against additional Product and Service categories can be found in ***Newham Supplier Registration Guide***.

Logging In

Once you have registered, log in using the details sent by the auto email from the Oracle Fusion portal. If you have forgotten your password, you can click on the link ***Forgot Password*** located at the bottom of the log in button.

Link to log in - <https://elyq.fa.em3.oraclecloud.com/fscmUI/faces/FuseWelcome>

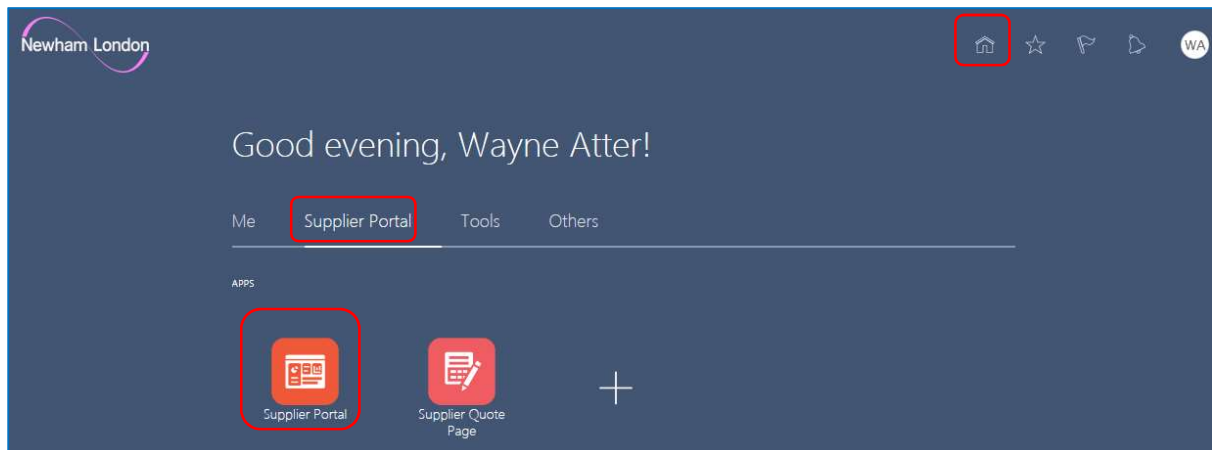
A screenshot of the Oracle Fusion login interface. It features a light blue border. Inside, there are two input fields: the top one is labeled "User ID" and the bottom one is labeled "Password". Below the password field is a red-outlined button labeled "Forgot Password". At the bottom of the form is a large blue button labeled "Sign In".

Note – Please use Google Chrome as your browser to access this portal. As Oracle Fusion is a cloud based application, other browsers may have limited function. If google chrome is not your default browser, you can copy and paste the link to google chrome.



Accessing the Tender

Click on the **Home Page**, and then click on the tab **Supplier Portal** and the box at the bottom of the tab **Supplier Portal** to access your activity page.



Click on **View Tenders** if you are accessing an opportunity for the first time. To access a tender you are already working on, click on **Manager Responses**.



Change **Invitation Received** to “No” if you are viewing an open opportunity. Change this option to “Yes” if you are viewing a tender that you are invited for.

| | | | |
|--------------------|---------------------------------------|------------------------|---------------------------------------|
| ** Tender | <input type="text"/> | ** Invitation Received | <input type="button" value="No"/> ▼ |
| ** Title | <input type="text"/> | Response Submitted | <input type="button" value="No"/> ▼ |
| ** Tender Close By | <input type="text" value="dd/mm/yy"/> | Tender Open Since | <input type="text" value="dd/mm/yy"/> |



Click on the tender reference number to access the tender you are interested in.

Actions

View

Format

Freeze

Detach

Wrap

Accept Terms

Acknowledge Participation

Create Response

| Tender | Title | Tender Type | Time Remaining | Close Date | Response |
|--------|-------------------------------|---------------|-------------------|----------------|----------|
| ITTN33 | Semi-Independent Living- test | Newham Tender | 1824 Days 22 H... | 22/11/25 21:02 | |
| ITTN32 | Semi-Independent Living- test | Newham Tender | 1810 Days 22 H... | 08/11/25 20:06 | |
| ITTN30 | Semi-Independent Living- test | Newham Tender | 1832 Days 15 H... | 30/11/25 13:55 | |

Submitting Tender Response

Supplier will be required to go through the 4 steps outlined below:

- (1) Cover Page – Outlines the tender time table
- (2) Overview – General information including tender dead line and attachments. You are required to download and go through these attachments prior to creating response for the tender
- (3) Requirements – This is where the tender response area is sitting for Qualification/ Technical and Commercial questions submitted by the Buyer
- (4) Lines – This is where the supplier will enter their price as per tender instructions

To send clarification messages, click on the **Message** button (refer to the *Messaging Option* section of this guide). To submit response you will need to click on **Create Response** button.

Newham Tender: ITTN34

Messages

Create Response

Currency = Pound Sterling

Time Zone: GMT+00:00

Title: Tender Provision for Temporary Accommodation

Status: Active (Locked)

Open Date: 23/11/2020

Close Date: 23/11/2021

Time Remaining: 364 Days 23 Hours

Table of Contents

Cover Page

Overview

Requirements

Lines

Cover Page

| Sr.No. | Key Events | Estimated Date |
|--------|-----------------------------|----------------|
| 1 | Site Visit | NA |
| 2 | Deadline for Clarifications | 23/11/2020 |

To access attachments provided by the Buyer, click on the **Overview** section. Ensure all attachments are read prior to creating your response. These attachments can be downloaded by clicking on them individually.



Overview

| | | | |
|----------------------|--|----------------------|----------------------|
| Title | Tender Provision for Temporary Accommodation | Buyer | Hiruni Samarakoon |
| Synopsis | | Outcome | Purchase Order |
| Unlocked By | | Unsealed By | |
| Unlocked Date | | Unsealed Date | |
| | | Attachments | ITT.docx (2 more...) |

Once you have clicked on **Create Response**, you will come to the **Overview** page, click on the **Next** button to access the **Requirement** page.

Requirement Page may vary depending on how the Buyer has set this up. Generally, the Requirement Page consist of qualification questions, technical questions and the option to upload a pricing schedule. Once you have completed the first section, in this example the **Technical** section. Click on the arrow next to the section field.

1 2 3 4
Overview Requir... Lines Review

Create Response (Quote 9029): Requirements ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 23/11/20 22:46
Time Zone Greenwich Mean Time

Time Remaining 364 Days 23 Hours Close Date 23/11/21 22:13

Section 1. Technical

1. Please describe how you will deliver the outcome of this contract considering the requirements on specification
a. Attachment

2. Please upload a copy of your staffing structure which will demonstrated an adequate resource to deliver outcome of this contract
a. Attachment

3. Please describe your contingency plan for this contract

4. Please describe how you will incorporate innovation and sustainability as part of this delivery

Section 1. Technical

Once the Technical questions completed and the arrow is clicked, you will be in the next section of the **Requirement** page. In this example, we are in the **Commercial** section. Once all sections are completed within this page, click on the **Next** button

Create Response (Quote 9029): Requirements ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 23/11/20 22:46
Time Zone Greenwich Mean Time

Time Remaining 364 Days 23 Hours Close Date 23/11/21 22:13

Section 2. Pricing Schedule

1. Kindly attach your Pricing Schedule
a. Attached
b. Not Available

Section 2. Pricing Schedule



You are now in **Lines** page, where you will be entering the tender price. Please refer to Tender documents for instructions on the requirements of the pricing submission. Once price is entered, click on **Next**

1 2 3 4
Overvi... Requir... **Lines** Review

Create Response (Quote 9029): Lines ?

Messages Respond by Spreadsheet Actions Back **Next**

Currency = Pound Sterling

Time Remaining 364 Days 23 Hours Close Date 23/11/21 22:13

Actions View Format Freeze Detach Wrap

| Line | Description | Category Name | Start Price | Response Price | Response Quantity | UOM |
|------|-------------------------|--------------------|-------------|----------------|-------------------|-----|
| 1 | Temporary Accommodation | Social Community C | | 125,000.00 | | |

You are now in the final stage of reviewing this tender before submission. Click on the options; **Overview, Requirements & Lines** for final review. Hit the **Submit** button when you are ready to submit your tender response to the Buyer. Once you have completed the response you must enter the **Submit** button. Responses not submitted will not be received by the Buyer and will therefore not be evaluated.

1 2 3 4
Overvi... Requir... Lines **Review**

Review Response: Quote 9029 ?

Messages Respond by Spreadsheet Actions Back Next Save Submit

Currency = Pound Sterling

Title Tender Provision for Temporary Accommodation Close Date 23/11/21 22:13

Time Remaining 364 Days 23 Hours

Overview Requirements Lines



Messaging Options

Every Tender will have its own messaging area to allow two-way communication between the buyer and suppliers.

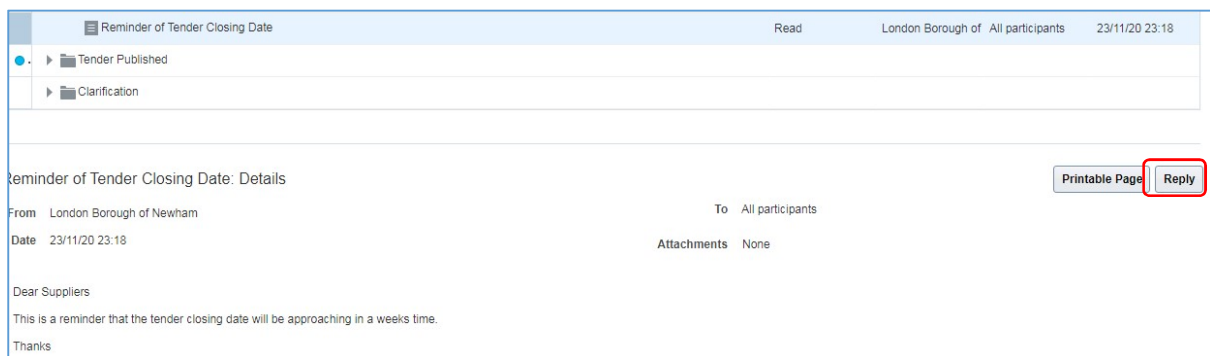
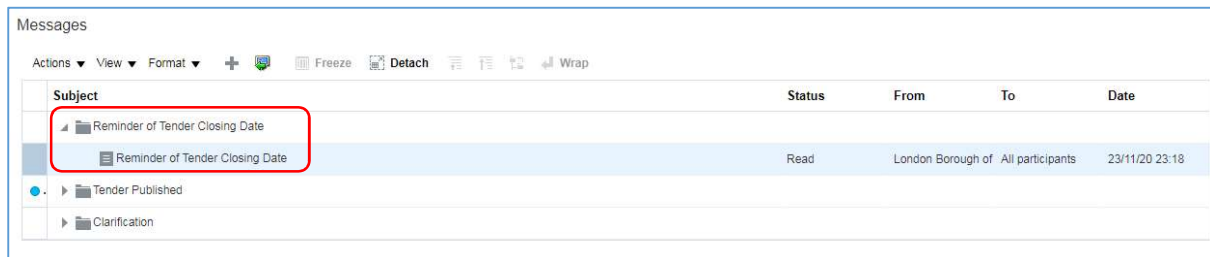
This screenshot shows the 'Review Response: Quote 9029' interface. At the top, there are four numbered tabs: 1 (Overview), 2 (Requirements), 3 (Lines), and 4 (Review), with the 'Review' tab being the active one. Below the tabs, there are buttons for 'Messages' (highlighted with a red box), 'Respond by Spreadsheet', 'Actions', 'Back', and 'Next'. The main content area displays 'Currency = Pound Sterling', 'Title: Tender Provision for Temporary Accommodation', 'Close Date: 23/11/21 22:13', and 'Time Remaining: 364 Days 23 Hours'. At the bottom, there are tabs for 'Overview', 'Requirements', and 'Lines', with 'Overview' being the active one. Below the 'Overview' tab, there is a 'General' section.

Click on the plus button on the Messaging area **+**. Type title of message and the contents. You can also upload an attachment if required. To send message, click on the **Send** button. The message will now be sent to the Buyer, who will respond via the same option.

This screenshot shows the 'Send Message' dialog box. The 'To' field is set to 'London Borough of Newham'. The 'Subject' field is 'Clarification'. The message body contains the text: 'Please clarify point 2.5 in the Specification Document and if I am required to submit the pricing schedule on template provided on the Attachment area (also attached to this message for ease of reference)' followed by 'Thanks'. The 'Attachments' section shows 'Pricing Sheet' with a plus and minus icon. At the bottom right, there are 'Send' and 'Cancel' buttons, with the 'Send' button highlighted by a red box.



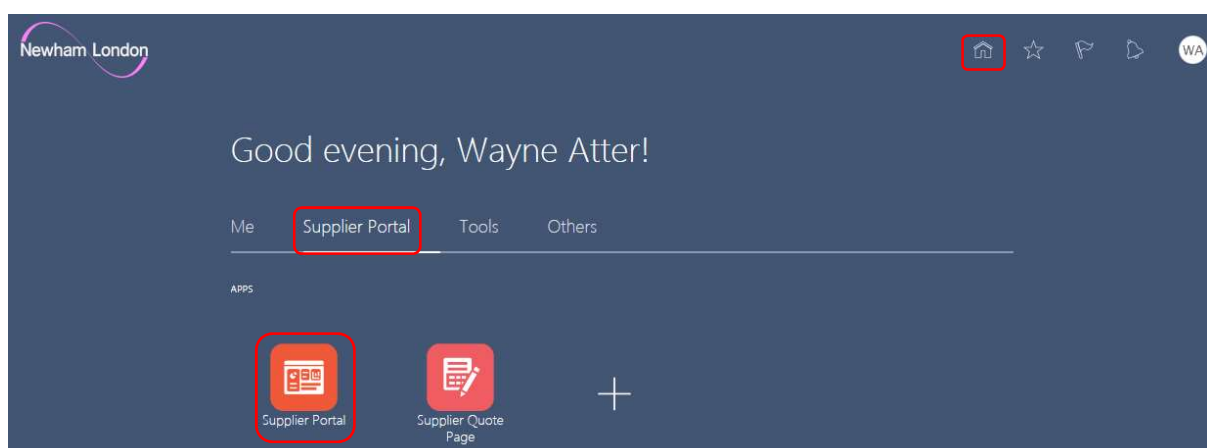
To view messages sent by the buyer, click on the same **Message** button. Click on the message to view the contents, which will appear at the bottom of the screen. You can reply to this message by clicking on the **Reply** button at the bottom right hand side



Amending Tender Response

Supplier has the option to amend and submit the amended tender response if the tender is still within the active period (ie, tender deadline has not approached).

Click on the **Home Page**, and then click on the tab **Supplier Portal** and the box at the bottom of the tab **Supplier Portal** to access your activity page





To access a tender you are already working on or need to make changes, click on **Manager Responses**

Tenders

- [View Active Tenders](#)
- [Manage Responses](#)

Click on the Response ID and then click on the **Revise** button

| Search Results | | | | | |
|--|-----------------|--------|--|---------------|-------------------|
| Revising a draft response automatically locks it. | | | | | |
| Actions ▾ View ▾ Format ▾ Freeze Detach Wrap Accept Terms Revise | | | | | |
| Response | Response Status | Tender | Tender Title | Tender Type ▾ | Time Remaining |
| 9029 | Active | ITTN34 | Tender Provision for Temporary Accommodation | Newham Tender | 364 Days 22 Ho... |

Messages

Revise

Actions ▾

Click on the **Next** button, which will take you to the **Requirement** page. You now have the option to amend response accordingly. If you require access to the Commercial section, click on the arrow next to the Section field

Time Remaining 364 Days 22 Hours

Close Date 23/11/21 22:13

Last Saved 23/11/20 23:41
Time Zone Greenwich Mean Time

Section 1. Technical

Section 1. Technical ▾

1. Please describe how you will deliver the outcome of this contract considering the requirements on specification

- a. Attachment
 - Response Attachments ITT.docx+

2. Please upload a copy of your staffing structure which will demonstrated an adequate resource to deliver outcome of this contract

- a. Attachment
 - Response Attachments ITT.docx+

Once you have made the necessary amendments to the **Requirement** page, click on the **Next** button, which will now take you to the **Lines** page. Amend price details if required and click on the **Next** button. Hit the submit button when you are ready to submit your revise tender response to the Buyer. Once you have completed the response you must enter the **Submit** button. Responses not submitted will not be received by the Buyer and will therefore not be evaluated.