



# Supplier Guidance

Supplier Portal

Negotiations

Submitting a Response

Reviewing / Revising a Response

# This Guide

1. Supplier Home Screen
2. Supplier Portal Tile
3. View Active Negotiations
4. Create Response: Overview
5. Create Response Requirements
6. Review Response
7. Manage Responses: Revise Response

Quick Step  
Guide

Green boxes indicate a step that must be completed to make a submission against the negotiation

Additional  
Information

Blue boxes offer explanations, options and other useful information.



# 1. Supplier Home Screen

Access the Supplier portal to view negotiations, invoices and orders

### Shortcuts to the watchlist

<b>Agreements</b> <ul style="list-style-type: none"><li>Changed or canceled in the last 7 days (0)</li><li>Expiring (0)</li><li>Opened in the last 7 days (0)</li><li>Pending acknowledgment (0)</li><li>Pending authoring (0)</li></ul>	<b>Questionnaires</b> <ul style="list-style-type: none"><li>Overdue and due within 7 days (0)</li><li>Requiring attention (1)</li><li>Responses requiring resubmission (0)</li></ul>
<b>Negotiations</b> <ul style="list-style-type: none"><li>Closing in next 7 days (1)</li><li>Closing today (0)</li><li>Open invitations (2)</li></ul>	<b>Responses</b> <ul style="list-style-type: none"><li>Disqualified (0)</li><li>Drafts (1)</li><li>Resubmission required (2)</li></ul>
<b>Orders</b> <ul style="list-style-type: none"><li>Changed or canceled in the last 7 days (0)</li><li>Opened in the last 7 days (2)</li><li>Pending acknowledgment (0)</li></ul>	<b>Schedules</b> <ul style="list-style-type: none"><li>Overdue and due today (41)</li></ul>

Home button, press anytime to return to this screen.

### Shortcuts to notifications and actions.

<b>Notifications</b> <span>Show All</span>
FYI Deliverable KPIs on Supplier Contract 14001 Is Overdue 6 days ago <a href="#">Dismiss</a>
FYI Deliverable KPIs on Supplier Contract 14001 Is Due in 2 Days 1 week ago <a href="#">Dismiss</a>
(REMINDER) ACTION REQUIRED You Are Invited to Negotiation LCC10214 (re-publishing other mini-comp) Paul Fairclough 1 week ago <a href="#">Actions</a>
ACTION REQUIRED You Are Invited to Negotiation LCC10214 (re-publishing other mini-comp) Paul Fairclough 1 week ago <a href="#">Actions</a>
FYI Negotiation LCC10204 (PF 20/10 1) Was Closed Paul Fairclough 3 weeks ago <a href="#">Dismiss</a>
<a href="#">Load More Items</a> 1-5 of 8 items

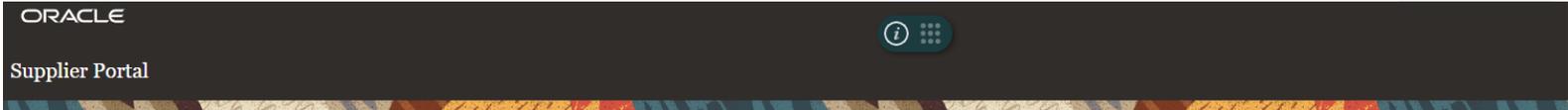
### Shortcut to sign out or change preferences.

<b>Settings and Actions</b> <span>Sign Out</span>
<b>Personalization</b>
<a href="#">Access Accessibility Settings</a>
<a href="#">Set Preferences</a>
<a href="#">Print Me</a>
<a href="#">Hide Help Icons</a>
<a href="#">Applications Help</a>
<a href="#">About This Application</a>

# 2. Supplier Portal Tile



Within Fusion, a procurement opportunity is referred to as a 'Negotiation'.



Access purchase order header information

Access purchase order Line Information

View invoice detail, paid/hold status etc

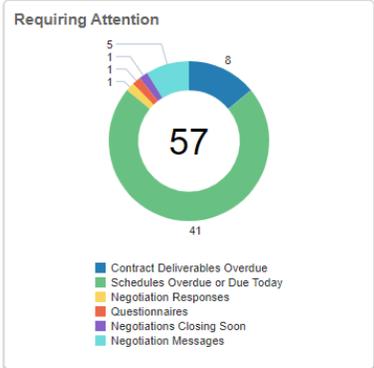
Access payment detail

View live negotiations

Manage submitted responses

Manage supplier record

- Tasks
  - Orders
    - Manage Orders
    - Manage Schedules
      - Acknowledge Schedules in Spreadsheet
  - Agreements
    - Manage Agreements
  - Shipments
    - View Receipts
    - View Returns
  - Contracts and Deliverables
    - Manage Contracts
    - Manage Deliverables
  - Invoices and Payments
    - View Invoices
    - View Payments
  - Negotiations
    - View Active Negotiations
    - Manage Responses
  - Qualifications
    - Manage Questionnaires
    - View Qualifications
  - Company Profile
    - Manage Profile



Activity	Count
Negotiation invitations	1
Orders changed or canceled	2
Orders opened	5
Receipts	2

Report	Value
PO Purchase Amount	13.8K GBP

Supplier News  
Hi this is a test to see if supplier news work - Judith  
Please [click here](#) to view/download the Invoice Line Extracts for your account.

Download Invoice Line Extracts

# 3. View Active Negotiations

Active negotiations that meet the search criteria are listed in the table.  
[Select the Negotiation Number hyperlink to view the negotiation]

Use the search criteria to search for specific negotiations.

- Wildcard searches can use % sign.
- For example, all negotiation numbers start 'LCC' searching 'LCC%' will return all active negotiations

Change 'Response Submitted'

- (YES) displays active negotiations that the supplier has already submitted a response to.
- (No) displays active negotiations that the supplier has not yet submitted a response to.

Change 'Invitation Received' (YES) displays active negotiations that the supplier has been invited to. (No) displays active negotiations that the supplier has not been invited to (including open tenders).

Switch between saved searches.

Active Negotiations
Done

Time Zone Greenwich Mean Time

Search
Manage Watchlist
Saved Search
Open Invitations

\*\* At least one is required

\*\* Negotiation

\*\* Title

\*\* Negotiation Close By

\*\* Invitation Received

Response Submitted

Negotiation Open Since

Search Reset Save...

Search Results

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
LCC10496	LBS/12/345/PLACE_A_to_PLACE_B	Mini Competition	41 Days 23 Hours	31-Jan-2023 10:...	0				
LCC10488	MH auction test	Auction	10 Days	30-Dec-2022 11:...	0				
LCC10487	LC Taxi	Auction	10 Days	30-Dec-2022 11:...	0		0	PDF	
LCC10486	MC auction test	Auction	10 Days	30-Dec-2022 11:...	0		0	PDF	
LCC10485	LM Auction test	Auction	10 Days	30-Dec-2022 11:...	0		0	PDF	
LCC10482	CR1234TEST	Auction	11 D	30-Dec-2022 11:...	0		0	PDF	
LCC10481	CM Auction test	Auction	10 D	30-Dec-2022 11:...	0		0	PDF	
LCC10480	AR AUCTION TFST	Auction	10 Days	30-Dec-2022 11:...	0		0	PDF	

Note the time remaining to provide a response

Start to create a response for the highlighted negotiation

A previous response would show as '1' here

Customise searches and save them.

# 4. Create Response: Overview

Use the 'train track' to navigate the parts of the submission that need completing

To ask question or view messages from LCC you can click on messages

Click next to move to the next 'station' on the 'train track'.

Save your response as you progress to protect against data loss should your internet connection be interrupted. You can also save part way through and return later to complete your draft response.

Create Response (Response 34005): Overview ?

Overview Requirements Review

Messages Actions Back Next Save Submit Cancel

Last Saved 20-Dec-2022 10:39:15  
Time Zone Greenwich Mean Time

Title LBS/12/345/PLACE\_A\_to\_PLACE\_B  
Close Date 31-Jan-2023 10:00:00

The negotiation I am responding to

Time Remaining 41 Days 23 Hours

## General

Supplier RUBIK LIMITED  
Supplier Site GT6 FR7  
Negotiation Currency GBP  
Response Currency GBP  
Price Precision 2 Decimals Maximum

My company name

Reference Number

Enter a reference relevant to your response if needed. This is not mandatory



# 5. Create Response: Requirements

You have now moved on to 'Requirements'

Create Response (Response 34005): Requirements

1 — 2 — 3  
Overview Requirements Review

Messages Actions Back Next Save Submit Cancel

Last Saved 20-Dec-2022 10:41:12  
Time Zone Greenwich Mean Time

Time Remaining 41 Days 23 Hours

Close Date 31-Jan-2023 10:00:00

## Section 1. Important Key Documents

1. Brief details of the Local Bus Service Contract(s) available to tender
2. Invitation To Tender - full Service Instructions of the Contract including Specification, Route, Timetable and Fares  
Attachments [Important Bus Documents.docx](#)
3. **LBS Contract PRICE FILE (000000 - 00-000)** - this must be completed and submitted for Tenders to be evaluated  
Attachments [Bus Price File.xlsx](#)
4. A TUPE event has been declared on this Contract.  
Prospective tenderers are required to sign and email [busservices@lancashire.gov.uk](mailto:busservices@lancashire.gov.uk) to formally request the **'Employee Information for Tenderers - LBS Contract 00-000'**

Access attachments

This example negotiation has multiple sections, navigate between the sections using the backward and forward arrows.

This is an information only Requirement that is displaying a document for the supplier to review

Section 1. Important Key D... ▾

Section 1. Important Key D... ▾



# 5. Create Response: Requirements continued...

1 — 2 — 3  
Overview Requirements Review

Create Response (Response 34005): Requirements ?

Messages Actions Back Next Save Submit Cancel

Last Saved 20-Dec-2022 10:41:12  
Time Zone Greenwich Mean Time

Time Remaining 41 Days 23 Hours

Close Date 31-Jan-2023 10:00:00

## Section 2. Tender Submission

- \* 1. In order to evaluate the Tenders, only the 'LBS Contract PRICE FILE (000000 00-000).xlsx' needs to be completed, attached and submitted.

If any Alternative or Composite tenders are proposed, then the relevant additional documentation also needs to be attached and submitted.

- a. Please click here to attach your price file here.

Comments

Complete all mandatory requirements in each available section.

Save your responses as you progress.

Section 2. Tender Submission

Section 2. Tender Submission



# 6. Review Response

Review your responses, click on requirements and cycle through sections as before.

If you wish to amend your submission, click on requirements to return.

If you are satisfied with your responses and wish to submit, click submit

Review Response: Response 34005 ?

Currency = Pound Sterling

1 - 2 - 3  
Overview Requirements Review

Messages Actions Back Next Save Submit Cancel

Last Saved 20-Dec-2022 10:43:58  
Time Zone Greenwich Mean Time

Title LBS/12/345/PLACE\_A\_to\_PLACE\_B  
Close Date 31-Jan-2023 10:00:00

Time Remaining 41 Days 23 Hours

Overview Requirements

### Section 1. Important Key Documents

- 1. Brief details of the Local Bus Service Contract(s) available to tender
- 2. Invitation To Tender - full Service Instructions of the Contract including Specification, Route, Timetable and Fares  
Attachments [Important Bus Documents.docx](#)
- 3. **LBS Contract PRICE FILE (000000 - 00-000)** - this must be completed and submitted for Tenders to be evaluated  
Attachments [Bus Price File.xlsx](#)
- 4. A TUPE event has been declared on this Contract.  
Prospective tenderers are required to sign and email [busservices@lancashire.gov.uk](mailto:busservices@lancashire.gov.uk) to formally request the 'Employee Information for Tenderers - LBS Contract 00-000'

**Confirmation**

The response 34005 to negotiation LCC10496 was submitted.

OK

Once you have submitted your response you will receive this confirmation.

# 7. Manage Responses: Revise Response

Once you have submitted you can go to the 'Manage Responses' screen from the Supplier Portal homepage

Search for the process or pick from the list

'Manage Responses' is directly accessible from the Supplier Portal homepage



Advanced Search filters:

- Negotiation Title: Starts with LBS
- Negotiation: Starts with
- Response: Equals
- Reference Number: Starts with
- Response Status: Equals Active or draft

Advanced Search filters:

- Negotiation Close Date: Equals dd-mmm-yyyy
- Time of Response: Equals dd-mmm-yyyy
- Line Description: Starts with
- Line Category Name: Equals
- Item: Equals

To change a submission before the negotiation deadline passes, click revise.

Search Results  
Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms **Revise**

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
34005	Active	LCC10496	LBS/12/345/PLACE_A_to_PLACE_B	Mini Competition	41 Days 23 Hours	0	

Highlight the row to select your response and make a revision (don't click in the negotiation or title as this gives a read only version of the negotiation)