

E-Sourcing Supplier Quick Guide

**Please read these instructions carefully before logging on to the
Network Rail systems**

Responding to a Network Rail RFI / RFQ

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Background

Oracle 'E-Sourcing' is an electronic sourcing system which aims to deliver benefits to both buyers and suppliers by facilitating the electronic exchange of information during 'Request for Information' (RFI / PQQ) and 'Request for Quotation' (RFQ / ITT). This guide includes end-to-end activities from logging into the E-Business system, acknowledging participation, responding to the RFI/RFQ and submitting your response.

You can access Oracle E-Sourcing through any internet enabled PC running:

- o Windows Internet Explorer Version 6 and above (see instructions on page 6 for enabling Version 10);

Within Internet Explorer, ensure that in Tools > Internet Options you have pop ups and active X controls enabled.

All external access to Network Rail systems is made through the Network Rail Portal.

You will have been provided with 2 usernames (each with its own password):

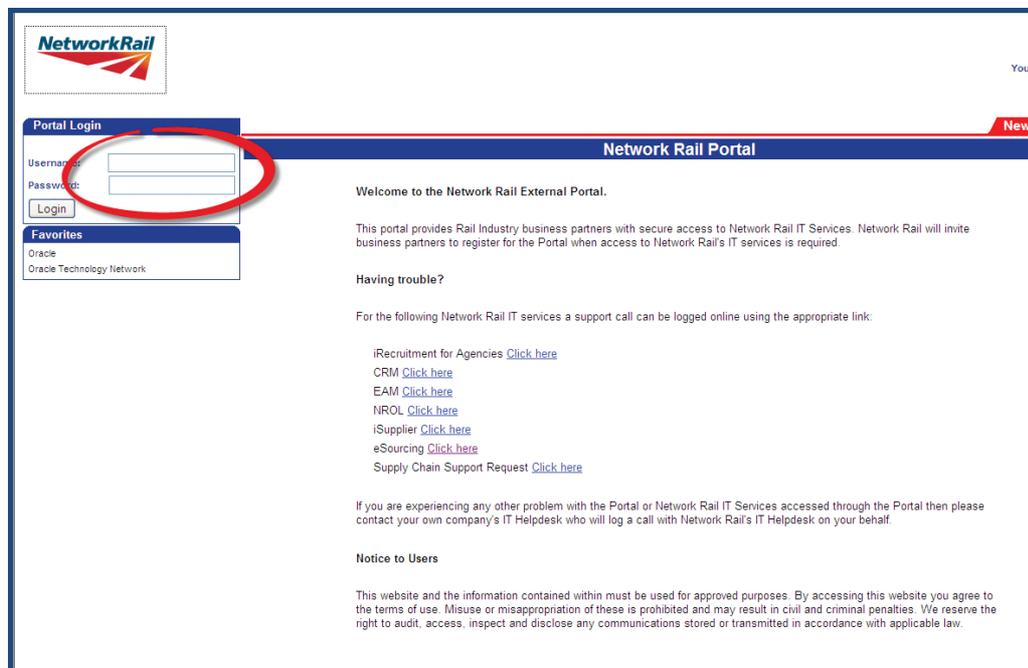
One for the Network Rail Portal (this will be 5-8 characters e.g.:dblack2).

One for the E-Business Suite – E-Sourcing (this will be your e-mail address).

Logging into the Network Rail Portal

To access the Network Rail Supplier Portal click on: <http://my.networkrail.co.uk>

Enter your Portal username and password. Please note that the password **is case sensitive**.



Forgotten or need a new password? Need a new person registered or someone has left? Are you seeing error messages? Please click onto the link next to 'E-Sourcing' under 'Having Trouble?' on the Portal Homepage for any of the above, to complete and submit the form.

You can also access this support form directly from the link available here:
<http://www.networkrail.co.uk/asp/5131.aspx>

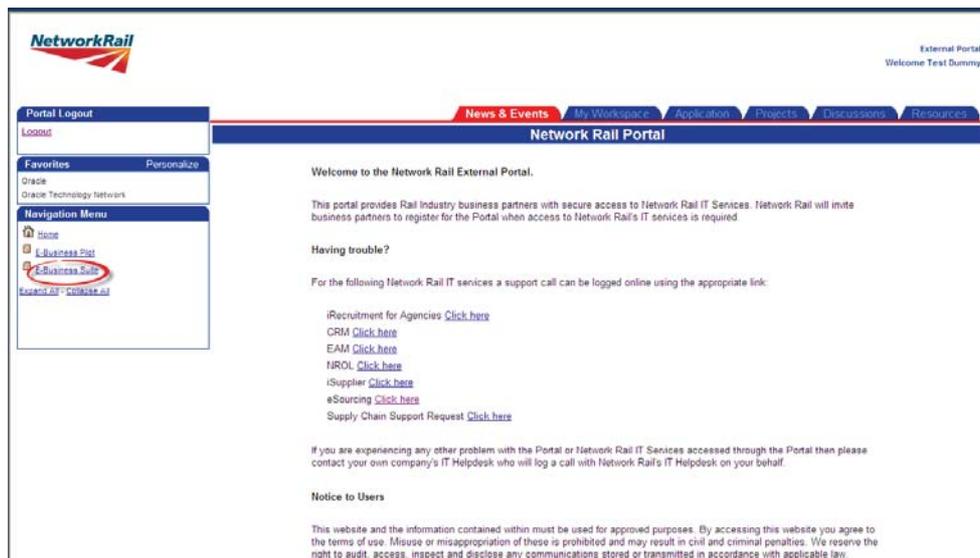
Here is a link to the Portal:
http://my.networkrail.co.uk/portal/page/portal/NR_PORTAL/NR_PORTAL_HOME_PAGE

1. When you log on to the **Portal** for the first time you will be prompted to provide a security question and answer. Complete these fields and click 'Submit'
2. Select **E-Business Suite** from the left hand 'Navigation Menu'. You will then be taken to the E-Business Suite login page.

NB. If you cannot see the E-Business Suite link in the 'Navigation Menu' there is a problem with the set up of your account.

Please click onto the link next to 'E-Sourcing' under 'Having Trouble?' on the 'Portal Homepage' to log a call for us to rectify the error.*

The system message 'Authentication failed' is not a system error; this indicates that an incorrect password has been used.



* If you see the link 'Undefined' after entering your E-Sourcing Username and Password, go to page 8. There should be no need to log a call in this case.

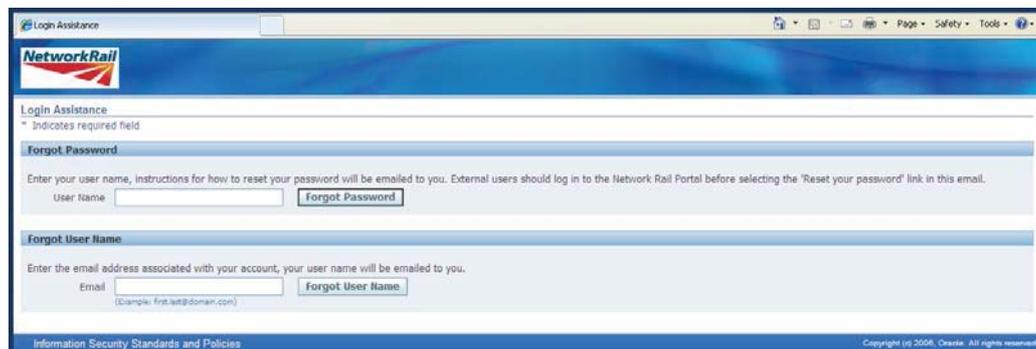
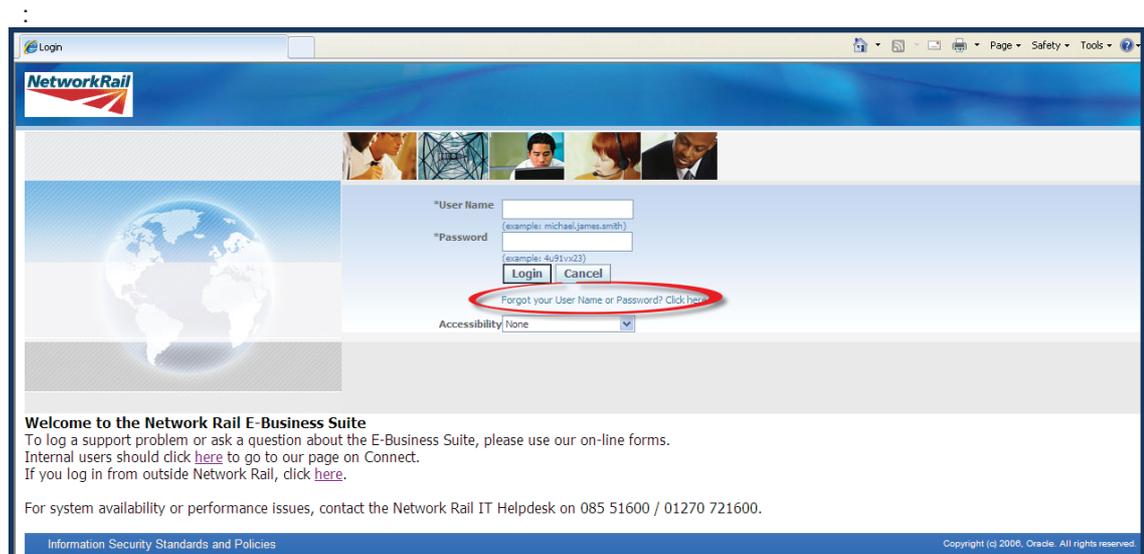
3. Enter your **E-Business Suite** username and password. These **ARE** case sensitive. Your username will always be your email address. **Hint:** Copy and paste your login details from the invitation email.



4. When you log in to the **E-Business Suite** for the first time you will be prompted to change your password. Passwords must be at least 8 characters and must include at least one number. It has to be completely different to any other password you have used within the E-Business Suite and it cannot contain repeating characters e.g. 'ee' or '77'. Please be aware that you only get one attempt to change your password before being locked out

E-Sourcing password reset (E Business Suite)

If you lock yourself out (at the E-Sourcing stage **only**) you may request a password reset from the link underneath the 'Login' button:



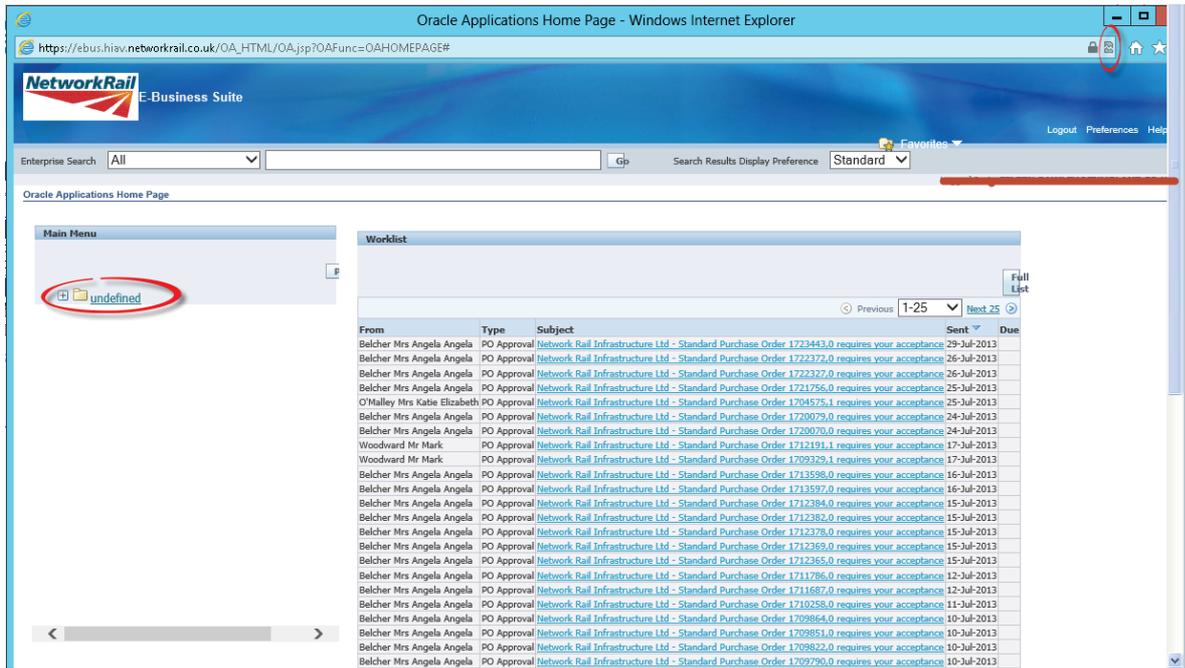
Browser issues: Logging into the eBusiness Suite

If you enter your log in details and the page freezes it is probably because the web browser being used is not Microsoft Internet Explorer version 6 or above. Browsers such as Firefox, AOL and Google Chrome are not compatible with our systems.

If you are using Microsoft Internet Explorer version 10, click on the browser compatibility icon in the top bar on the screenshot below to enable it. You will only be required to do this once; it will open correctly the next time you log in.

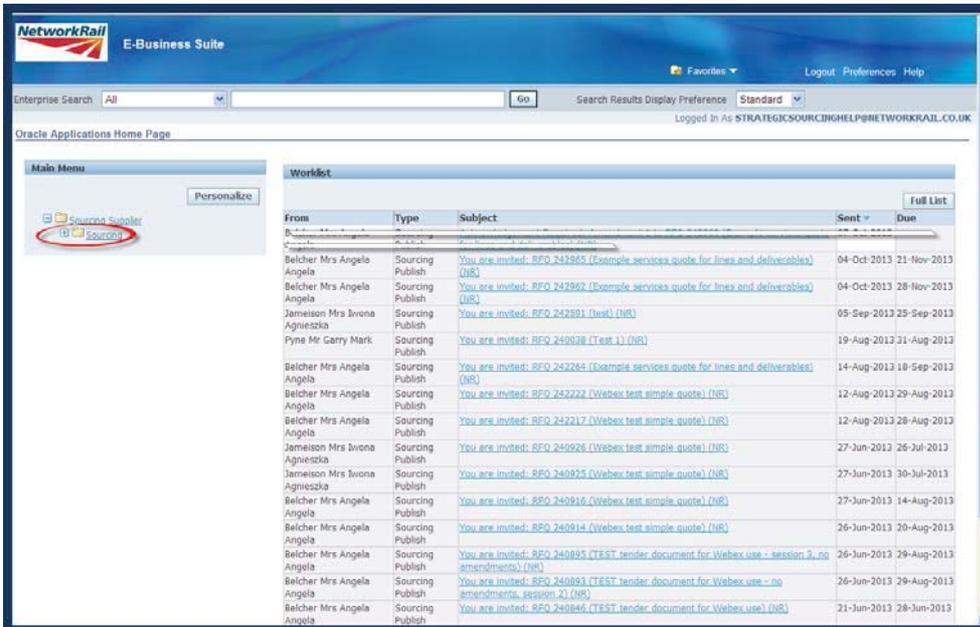
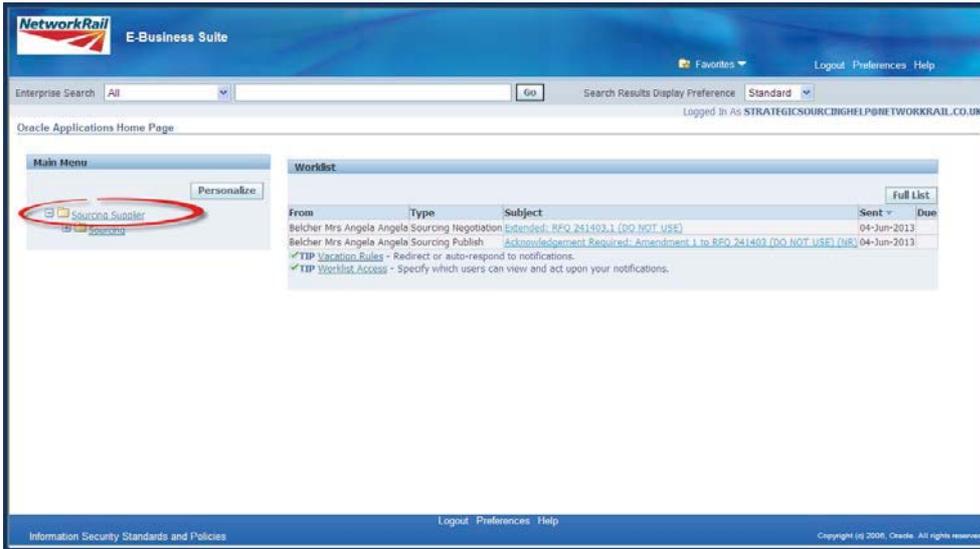


If you are able to enter your log in details but then see an 'undefined' link under the 'Main Menu' bar you may also click onto the browser incompatibility icon next to the padlock at the far right of the browser bar to enable the screens to show properly. You will only need to do this the first time that you log in.



Accessing the RFI / RFQ

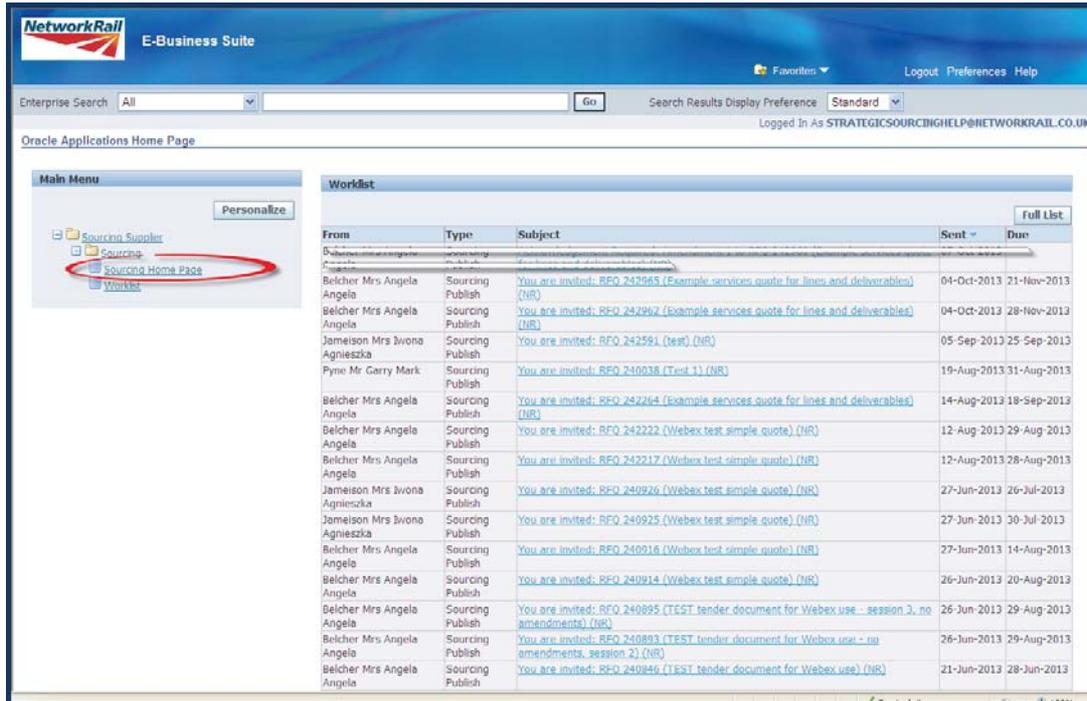
1. Select the 'Sourcing Supplier' and then the 'Sourcing' and 'Sourcing home Page' links underneath the 'Main Menu' bar.



E-Sourcing Supplier Quick Guide

2. Click on the '[Sourcing Home Page](#)' link.

NB Avoid clicking on the 'Worklist' link just below this link since this will not give you access to view tenders.

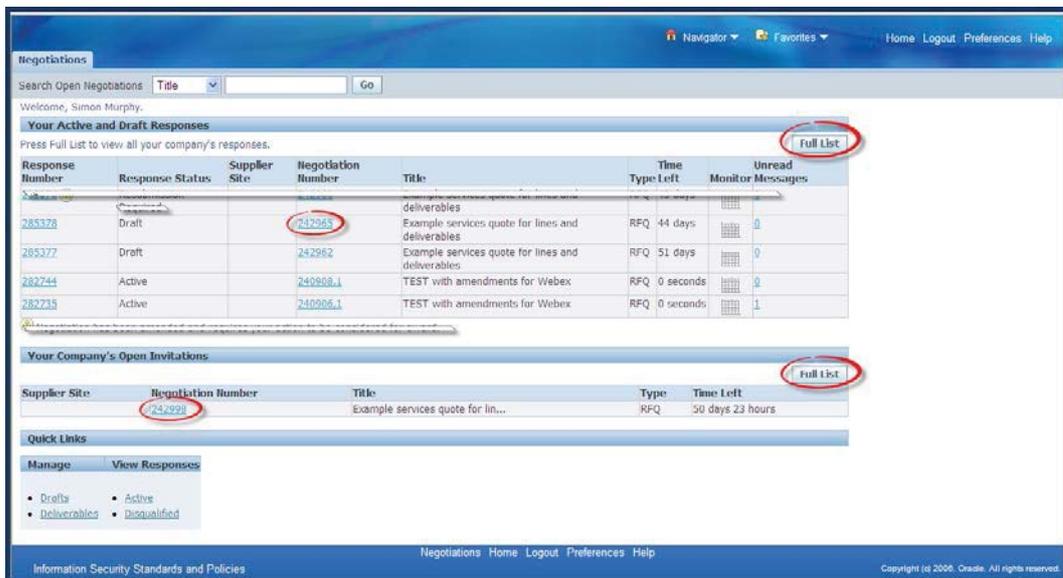


The screenshot shows the Network Rail E-Business Suite interface. The 'Main Menu' on the left contains several links: 'Sourcing Supplier', 'Sourcing', 'Sourcing Home Page' (highlighted with a red circle), and 'Worklist'. The 'Worklist' table on the right displays a list of sourcing opportunities with columns for 'From', 'Type', 'Subject', 'Sent', and 'Due'.

From	Type	Subject	Sent	Due
Belcher Mrs Angela	Sourcing Publish	You are invited: RFQ 242565 (Example services quote for lines and deliverables) (NR)	04-Oct-2013	21-Nov-2013
Belcher Mrs Angela	Sourcing Publish	You are invited: RFQ 242562 (Example services quote for lines and deliverables) (NR)	04-Oct-2013	28-Nov-2013
Jameison Mrs Ivona Agnieszka	Sourcing Publish	You are invited: RFQ 242591 (test) (NR)	05-Sep-2013	25-Sep-2013
Pyne Mr Garry Mark	Sourcing Publish	You are invited: RFQ 240038 (Test 1) (NR)	19-Aug-2013	31-Aug-2013
Belcher Mrs Angela	Sourcing Publish	You are invited: RFQ 242264 (Example services quote for lines and deliverables) (NR)	14-Aug-2013	18-Sep-2013
Belcher Mrs Angela	Sourcing Publish	You are invited: RFQ 242222 (Webex test simple quote) (NR)	12-Aug-2013	29-Aug-2013
Belcher Mrs Angela	Sourcing Publish	You are invited: RFQ 242217 (Webex test simple quote) (NR)	12-Aug-2013	28-Aug-2013
Jameison Mrs Ivona Agnieszka	Sourcing Publish	You are invited: RFQ 240926 (Webex test simple quote) (NR)	27-Jun-2013	26-Jul-2013
Jameison Mrs Ivona Agnieszka	Sourcing Publish	You are invited: RFQ 240925 (Webex test simple quote) (NR)	27-Jun-2013	30-Jul-2013
Belcher Mrs Angela	Sourcing Publish	You are invited: RFQ 240916 (Webex test simple quote) (NR)	27-Jun-2013	14-Aug-2013
Belcher Mrs Angela	Sourcing Publish	You are invited: RFQ 240914 (Webex test simple quote) (NR)	26-Jun-2013	20-Aug-2013
Belcher Mrs Angela	Sourcing Publish	You are invited: RFQ 240895 (TEST tender document for Webex use - session 3, no amendments) (NR)	26-Jun-2013	29-Aug-2013
Belcher Mrs Angela	Sourcing Publish	You are invited: RFQ 240893 (TEST tender document for Webex use - no amendments, session 2) (NR)	26-Jun-2013	29-Aug-2013
Belcher Mrs Angela	Sourcing Publish	You are invited: RFQ 240846 (TEST tender document for Webex use) (NR)	21-Jun-2013	28-Jun-2013

3. Half way down the page you will see “Your Company’s Open Invitations”.

- Click on the ‘Negotiation Number’ to open the RFI/RFQ.
- You can now view the RFI/RFQ before you need to ‘Acknowledge/Decline Participation’.
- ‘Your Active and Draft Responses’ – once you have responded to an RFQ or RFI your most recent draft and active responses will appear here.
- ‘Full list’ – click here to view the full, expanded list of tenders and/or tender responses.



The screenshot displays the 'Negotiations' section of the Network Rail E-Sourcing Supplier portal. At the top, there is a search bar for 'Open Negotiations' and a 'Go' button. Below this, a welcome message for 'Simon Murphy' is shown. The main content is divided into two primary sections:

Your Active and Draft Responses

This section includes a 'Full List' link and a table of responses. The table has the following columns: Response Number, Response Status, Supplier Site, Negotiation Number, Title, Time Type Left, Monitor, and Unread Messages.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Time Type Left	Monitor	Unread Messages
285378	Draft		742965	deliverables Example services quote for lines and deliverables	RFQ 44 days		0
285377	Draft		242962	Example services quote for lines and deliverables	RFQ 51 days		0
282744	Active		240908.1	TEST with amendments for Webex	RFQ 0 seconds		0
282735	Active		240906.1	TEST with amendments for Webex	RFQ 0 seconds		1

Your Company's Open Invitations

This section includes another 'Full List' link and a table of open invitations. The table has the following columns: Supplier Site, Negotiation Number, Title, Type, and Time Left.

Supplier Site	Negotiation Number	Title	Type	Time Left
	742939	Example services quote for lin...	RFQ	30 days 23 hours

At the bottom, there are 'Quick Links' for 'Manage' and 'View Responses', with sub-links for Drafts, Deliverables, Active, and Disqualified. The footer contains 'Information Security Standards and Policies', 'Negotiations Home Logout Preferences Help', and 'Copyright (c) 2008, Oracle. All rights reserved.'

The screenshot below shows an example of an expanded 'Full List' for 'Active and Draft Responses':

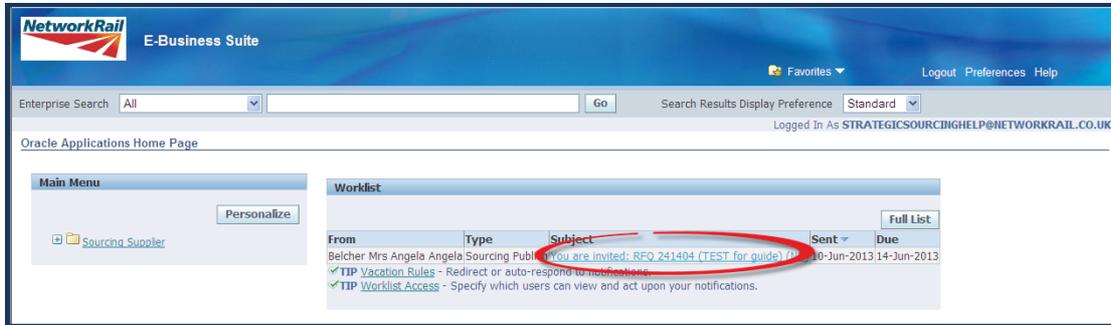
The screenshot shows a web application interface for 'Sourcing' with a table of 'Active and Draft Responses'. The table includes columns for 'Select', 'Response Number', 'Your Response Number', 'Response Status', 'Created By', 'Supplier Site', 'Negotiation Number', 'Title', 'Type', 'Event Title', 'Time Left', 'Monitor', and 'Unread Messages'. The table lists 17 rows of data, including details like 'Response Status' (Active or Draft), 'Created By' (Murphy, Simon), and 'Time Left' (e.g., 4 days 21 hours).

Select	Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Monitor	Unread Messages
<input type="radio"/>	282744		Active	Murphy, Simon		240908.1	TEST with amendments for Webex	RFQ	Active Bids Table	4 days 21 hours		0
<input type="radio"/>	282735		Active	Murphy, Simon		240906.1	TEST with amendments for Webex	RFQ		5 days 21 hours		1
<input type="radio"/>	282950		Active	Murphy, Simon		240912.1	TEST with amendments for Webex	RFQ		5 days 22 hours		0
<input type="radio"/>	282752		Active	Murphy, Simon		240910.1	TEST with amendments for Webex	RFQ		5 days 22 hours		0
<input type="radio"/>	282748		Active	Murphy, Simon		240926	Webex test simple quote	RFQ		6 days 18 hours		1
<input type="radio"/>	282743		Active	Murphy, Simon		240925	Webex test simple quote	RFQ		10 days 18 hours		1
<input type="radio"/>	282721		Active	Murphy, Simon		240881.2	TEST with amendments for Webex	RFQ	Procurement Service Centre	12 days 20 hours		0
<input type="radio"/>	282734		Draft	Murphy, Simon		240916	Webex test simple quote	RFQ		25 days 15 hours		0
<input type="radio"/>	282733		Active	Murphy, Simon		240916	Webex test simple quote	RFQ		25 days 15 hours		0
<input type="radio"/>	283189		Draft	Murphy, Simon		241068.1	TEST with amendments for Webex	RFQ		31 days 16 hours		0
<input type="radio"/>	282727		Active	Murphy, Simon		240914	Webex test simple quote	RFQ	Procurement Service Centre	31 days 22 hours		1
<input type="radio"/>	282720		Draft	Murphy, Simon	DO NOT USE SITE	240895	TEST tender document for Webex use - session 3, no amendments	RFQ		40 days 16 hours		0
<input type="radio"/>	282949		Active	Murphy, Simon		241071	Webex test simple quote	RFQ		44 days 17 hours		0
<input type="radio"/>	282724		Draft	Murphy, Simon	DO NOT USE SITE	240904	TEST tender document for Webex use	RFQ		72 days 6 hours		0

Worklist notifications

Click on the notification (highlighted below) to view the subject details. Notifications are notices to advise you of any new messages for you to view and/or action. In this example a tender has just been published and you are invited to participate. You may see these for tender extensions, cancellations, amendments etc.

NB If you are the main contact invited by the Buyer you will receive e mails when these messages are published as well.

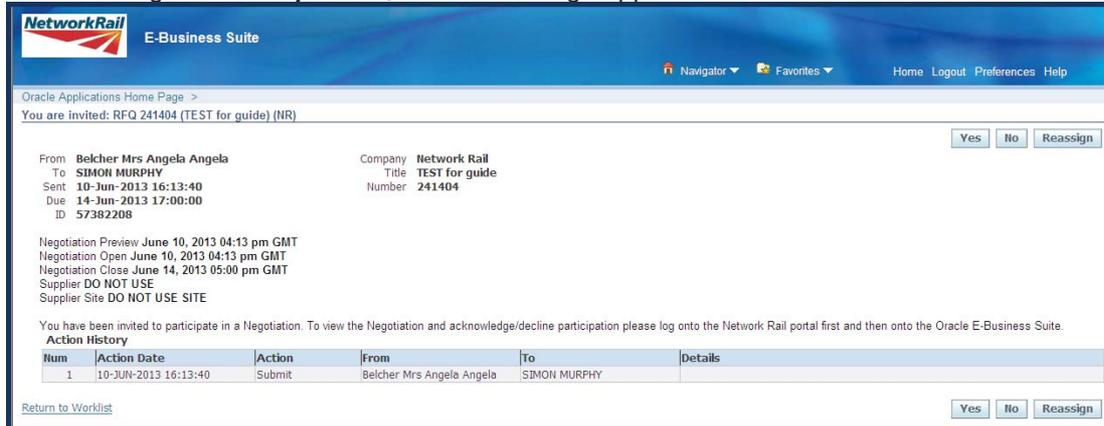


The screenshot shows the 'E-Business Suite' interface. On the left is a 'Main Menu' with a 'Personalize' button and a 'Sourcing Supplier' link. The main area is titled 'Worklist' and contains a table with the following data:

From	Type	Subject	Sent	Due
Belcher Mrs Angela Angela Sourcing Public		You are invited: RFQ 241404 (TEST for guide) (NR)	10-Jun-2013 14-Jun-2013	10-Jun-2013 14-Jun-2013

Below the table are two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.' A 'Full List' button is located at the top right of the table.

When clicking on the subject link, the full message appears:



The screenshot shows the full message view. At the top, it says 'You are invited: RFQ 241404 (TEST for guide) (NR)'. Below this are 'Yes', 'No', and 'Reassign' buttons. The message content includes:

From: Belcher Mrs Angela Angela
 To: SIMON MURPHY
 Sent: 10-Jun-2013 16:13:40
 Due: 14-Jun-2013 17:00:00
 ID: 57382208

Company: Network Rail
 Title: TEST for guide
 Number: 241404

Negotiation Preview June 10, 2013 04:13 pm GMT
 Negotiation Open June 10, 2013 04:13 pm GMT
 Negotiation Close June 14, 2013 05:00 pm GMT
 Supplier DO NOT USE
 Supplier Site DO NOT USE SITE

You have been invited to participate in a Negotiation. To view the Negotiation and acknowledge/decline participation please log onto the Network Rail portal first and then onto the Oracle E-Business Suite.

Action History

Num	Action Date	Action	From	To	Details
1	10-JUN-2013 16:13:40	Submit	Belcher Mrs Angela Angela	SIMON MURPHY	

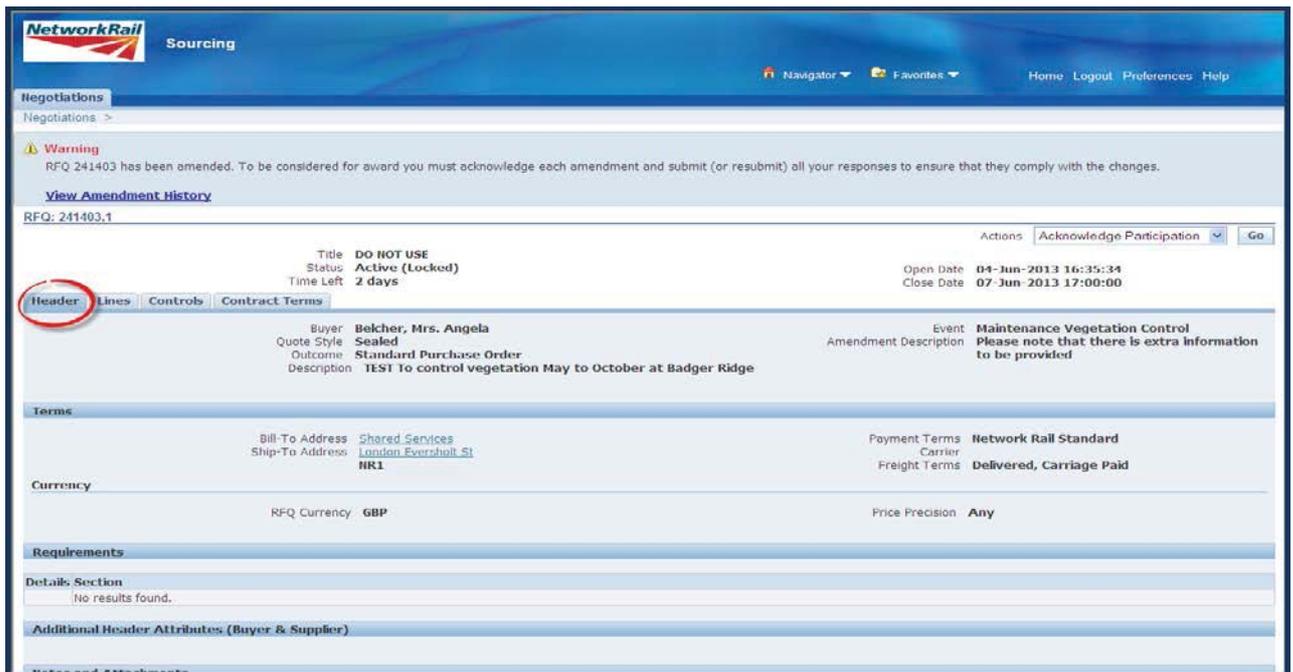
At the bottom, there is a 'Return to Worklist' link and 'Yes', 'No', and 'Reassign' buttons.

Accessing the Sections

You can view each section of the RFI/RFQ by clicking onto the header tabs. The RFI/RFQ is split into 4 sections:

1. Header contains the overall description of the event, open-close dates, high level commercial terms, 'Requirements' (questions), and 'Notes & Attachments' (the buyer's tender documentation will be located in this section).

NB The warning message below will only appear if the negotiation selected has one amendment or more.
 i.e. RFQ 241403,1 as opposed to the original RFQ 241403. (Amendments will be covered in more detail later in the guide).



Warning
 RFQ 241403 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.
[View Amendment History](#)

RFQ: 241403,1

Actions: Acknowledge Participation

Title	DO NOT USE	Open Date	04-Jun-2013 16:35:34
Status	Active (Locked)	Close Date	07-Jun-2013 17:00:00
Time Left	2 days		

Header | Lines | Controls | Contract Terms

Buyer	Bekker, Mrs. Angela	Event	Maintenance Vegetation Control
Quote Style	Sealed	Amendment Description	Please note that there is extra information to be provided
Outcome	Standard Purchase Order		
Description	TEST To control vegetation May to October at Badger Ridge		

Terms

Bill-To Address	Shared Services	Payment Terms	Network Rail Standard
Ship-To Address	London Evershull St	Carrier	
	NR1	Freight Terms	Delivered, Carriage Paid

Currency

RFQ Currency	GBP	Price Precision	Any
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Requirements

Details Section
 No results found.

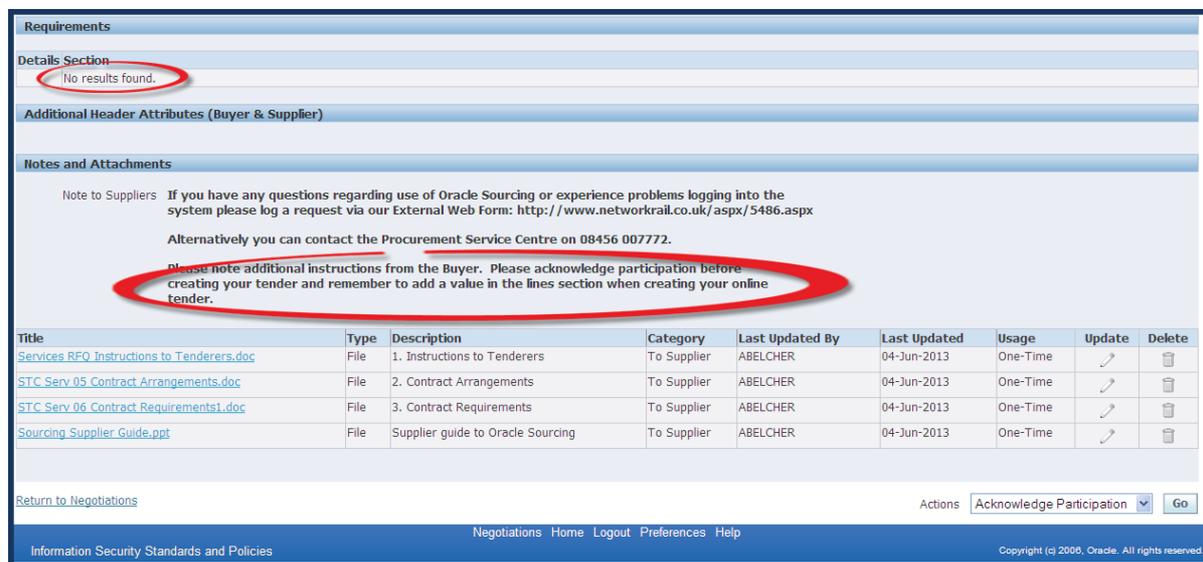
Additional Header Attributes: (Buyer & Supplier)

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Any requirements identified by the buyer (if there are any) will be shown in the 'Details Section'.

The first two 'lines' in 'Notes and Attachments' explain how to obtain system and navigational support for the 'E-Sourcing' tool; any further lines (as circled below) will be extra notes from the buyer specific to this tender event.

TIP for new users: it is a good idea to download and save any documents to complete them offline, work on them and upload them all at once when creating your quote.



Requirements

Details Section
No results found.

Additional Header Attributes (Buyer & Supplier)

Notes and Attachments

Note to Suppliers **If you have any questions regarding use of Oracle Sourcing or experience problems logging into the system please log a request via our External Web Form: <http://www.networkrail.co.uk/asp/5486.aspx>**

Alternatively you can contact the Procurement Service Centre on 08456 007772.

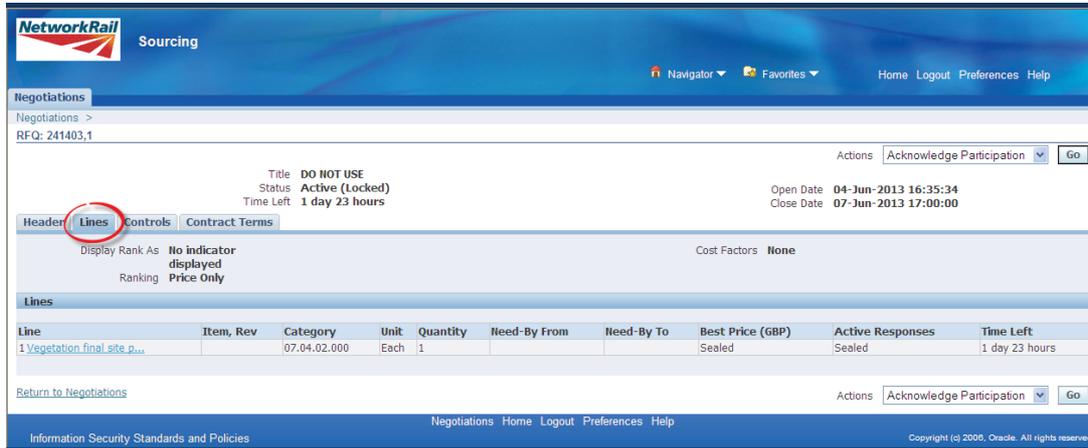
Please note additional instructions from the Buyer. Please acknowledge participation before creating your tender and remember to add a value in the lines section when creating your online tender.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Services RFO Instructions to Tenderers.doc	File	1. Instructions to Tenderers	To Supplier	ABELCHER	04-Jun-2013	One-Time		
STC Serv 05 Contract Arrangements.doc	File	2. Contract Arrangements	To Supplier	ABELCHER	04-Jun-2013	One-Time		
STC Serv 06 Contract Requirements1.doc	File	3. Contract Requirements	To Supplier	ABELCHER	04-Jun-2013	One-Time		
Sourcing Supplier Guide.ppt	File	Supplier guide to Oracle Sourcing	To Supplier	ABELCHER	04-Jun-2013	One-Time		

[Return to Negotiations](#) Actions: Acknowledge Participation

Information Security Standards and Policies Negotiations Home Logout Preferences Help Copyright (c) 2006, Oracle. All rights reserved.

2. **Lines** are normally used in an RFQ and will contain the pricing template (for individual items or lots). Click on the 'Lines' tab to view one or several lines:



NB. Not all RFQs will have 'Lines' attached but you will need to enter a value against each 'Line' at the quote stage if they do appear. They will be shown in more detail later in the guide.

3. **Controls** contains the response rules and event timings. Click on the 'Controls' tab to view all of the important dates in the 'Schedule' section and the Buyer's pre set 'Response Rules'.

NB Not all of the date fields in the 'Schedule' area have to be completed by the buyer but all are shown in this example:

4. **Contract Terms** contains Network Rail terms and conditions and 'Deliverables'. This is where suppliers attach all of their supporting documentation.

Select the 'Contract Terms' tab. Click on the text under the 'Deliverable Name' heading in the 'Deliverables' section to see any attached files for your completion from the buyer:

Network Rail Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations

Negotiations > RFQ: 242965

Title: Example services quote for lines and deliverables
 Status: Active (Locked)
 Time Left: 43 days 5 hours

Open Date: 04-Oct-2013 16:41:55
 Close Date: 21-Nov-2013 16:00:00

Header Lines Control **Contract Terms**

Preview Contract Terms

This negotiation includes Contract Terms. View the terms by clicking on the Preview Contract Terms button.

Deliverable Name	Deliverable Type	Responsible Party	Party Name	Contact
Test pricing Deliverable 1	Negotiation	Supplier Organization		

Return to Negotiations

Actions: Create Quote Go

Information Security Standards and Policies

Negotiations Home Logout Preferences Help

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After clicking onto the 'Deliverable Name' link, one or multiple deliverables will now appear for selection and view. Click on 'Return to RFQ....' and reselect the 'Contract Terms' tab to view these after you have viewed the deliverables:

Network Rail Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations

Negotiations > RFQ: 241246 >
 RFQ 241246: View Deliverable

Deliverable Name: Deliverable 1
 Deliverable Type: Contractual
 Responsible Party: Supplier Organization
 Description: Deliverable 1

Internal Organization: Network Rail Infrastructure Ltd
 Internal Contact: Belcher, Mrs Angela (Angela)
 Requester

Due Date

Due Date Description

Attachments

Title	Type	Description	Last Updated By	Last Updated	Update	Delete
Deliverable test attachment 2 pricing	File	Deliverable test attachment 2 pricing	ABELCHER	19-Jul-2013		
Deliverable test attachment 1	File	Deliverable test attachment 1	ABELCHER	19-Jul-2013		

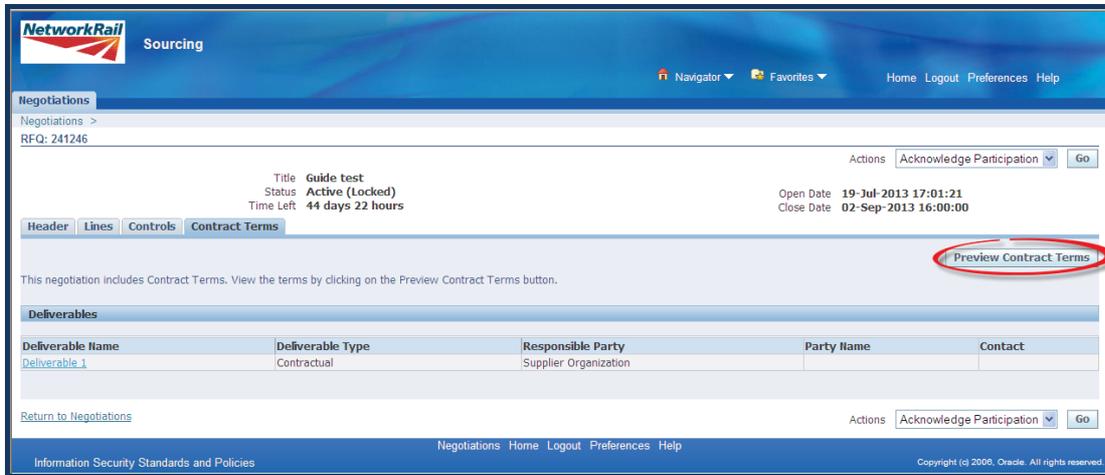
Return to RFQ: 241246

Information Security Standards and Policies

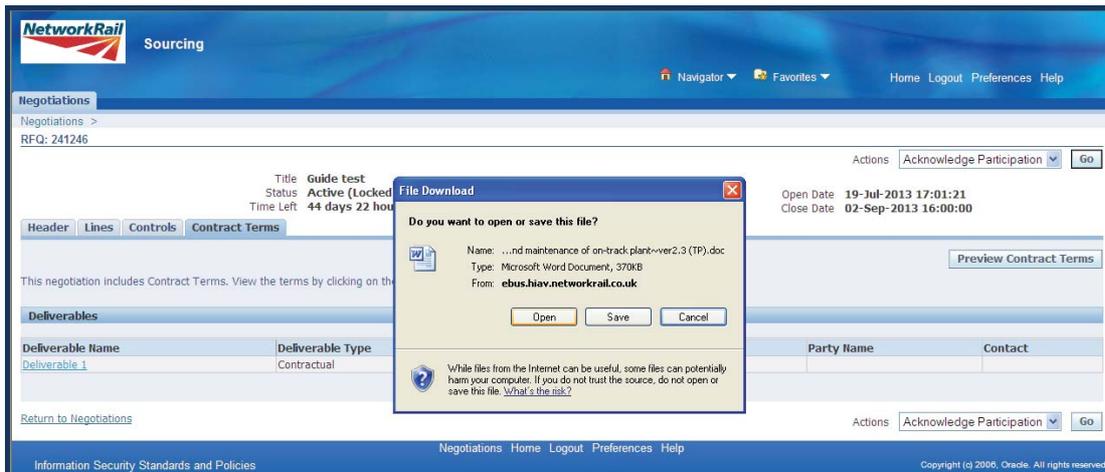
Negotiations Home Logout Preferences Help

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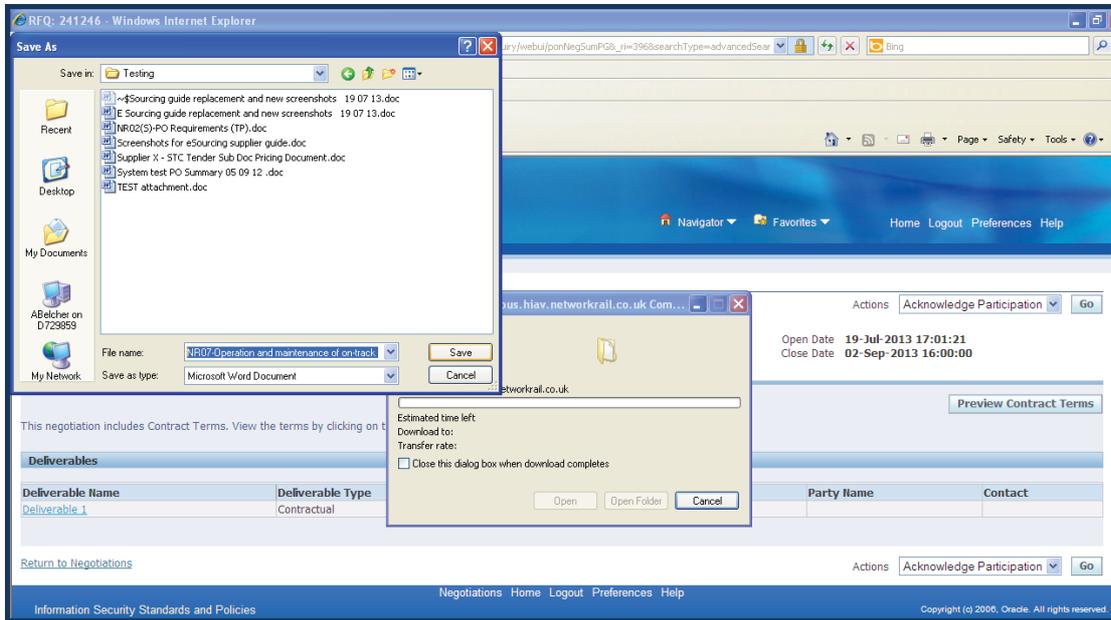
Click on 'Preview Contract terms':



Open or save the 'Contract Terms':



Here we are saving the contract terms:

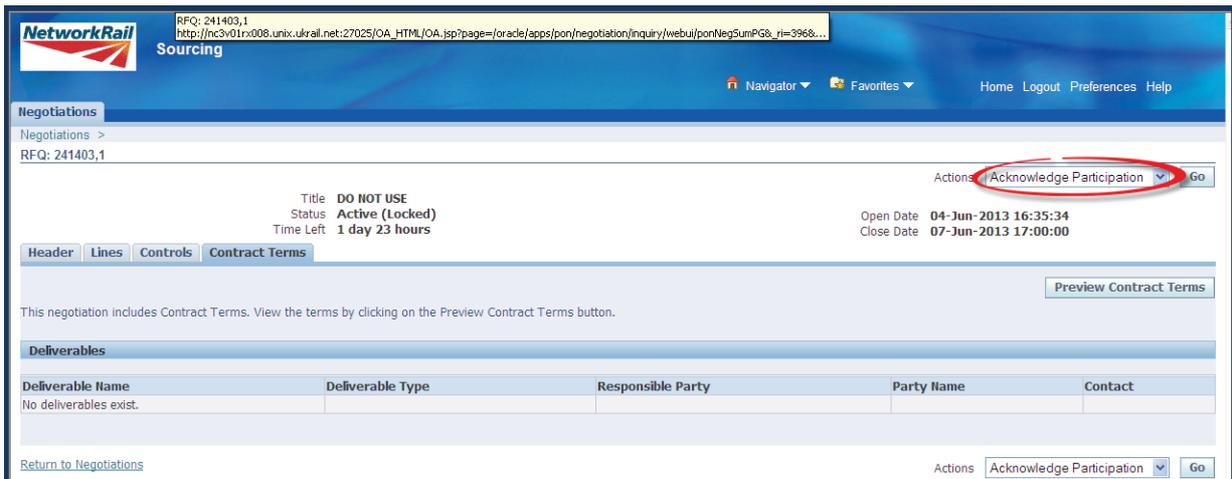


Acknowledge / Decline Participation

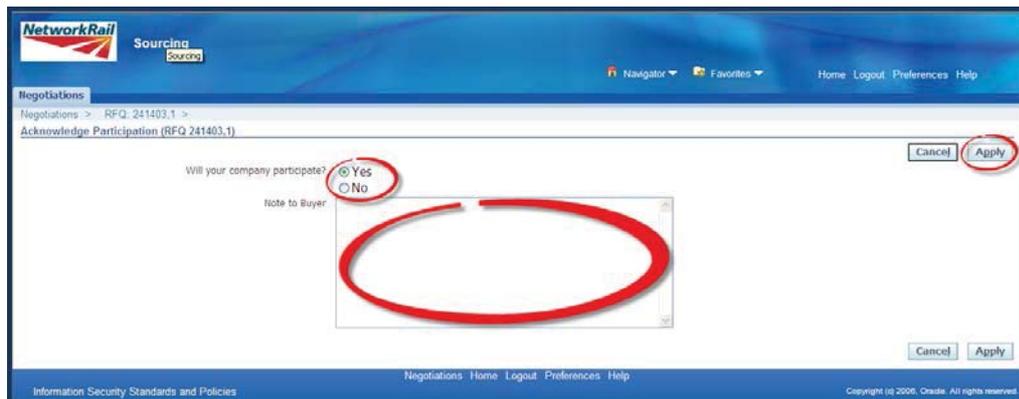
The buyer **may** ask you to confirm whether you intend to respond to their tender event; this action is not obligatory unless the buyer has specified that it is.

NB This action **must** be taken before creating a response (quote) since this option will be disabled as soon as you attempt to create a quote.

1. To 'Acknowledge / Decline' participation in the RFI/RFQ, click on the 'Go' button next to the 'Actions' drop down box showing 'Acknowledge Participation':



2. Select 'Yes' or 'No', enter a note to the buyer (the note is not obligatory unless the buyer has specified that it is) and click 'Apply' to submit your response:



Responding to the RFI / RFQ

NB Check that you have acknowledged participation before attempting to create a response or quote since you will not be able to return to 'Acknowledge Participation' if you have already started a response or quote (see page 20).

Respond to the RFI/RFQ by clicking on 'Create Quote' (for an RFQ) or 'Create Response' (for an RFI) from the 'Actions' drop down list as shown below:

The screenshot shows the 'Sourcing' interface for RFQ 241404. The title is 'TEST for guide' and the status is 'Active (Locked)'. The time left is '3 days 4 hours'. The 'Actions' menu is open, and the 'Create Quote' option is highlighted with a red circle. Other details include: Buyer: Belcher, Mrs. Angela; Quote Style: Sealed; Description: TEST for guide; Outcome: Standard Purchase Order; Open Date: 10-Jun-2013 16:13:31; Close Date: 14-Jun-2013 17:00:00. The interface also shows sections for Terms, Currency (GBP), and Requirements.

From within the 'Create Quote' mode you can view all of the RFQ/RFQ details on one page:

The screenshot shows the 'Create Quote' mode for RFQ 241404. The title is 'TEST for guide' and the time left is '3 days 4 hours'. The close date is '14-Jun-2013 17:00:00'. The interface includes buttons for 'Cancel', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue'. The 'Supplier' is 'DO NOT USE' and the 'Supplier Site' is 'DO NOT USE SITE - 1 The Street, GB'. The 'Quote Valid Until' is set to '11-Jun-2013'. The 'Reference Number' is '283068 (RFQ 241404)'. The 'Note to Buyer' is empty. The 'Attachments' section lists several documents:

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
STC Serv 12 Tender Submission Documents Supporting Tender Info.doc	File	Tender Submission Document - Supporting Tender Information			11-Jun-2013			
STC Works 17 Tender Submission Documents Supporting Tender Info.doc	File	Tender Submission Document - Supporting Tender Information			11-Jun-2013			
STC Supply 12 Tender Submission Documents Supporting Tender Info.doc	File	Tender Submission Document - Supporting Tender Information			11-Jun-2013			
STC Tender Sub Doc Pricing Document.doc	File	Tender Submission Documents - Pricing Document			11-Jun-2013			
STC Tender Sub Doc Compliance Statements Cont Arr.doc	File	Compliance Statements - Contract Arrangements			11-Jun-2013			
STC Tender Sub Doc Tenderers Assumptions.doc	File	Tender Submission Documents - Tenderer's Assumptions			11-Jun-2013			
STC Tender Sub Doc Compliance Statements Cont Req.doc	File	Compliance Statements - Contract Requirements			11-Jun-2013			
STC Tender Sub Doc Form of Tender.doc	File	Tender Submission Documents - Form of Tender			11-Jun-2013			

1. To view **Requirements** (questions) click on 'Expand All':

E-Sourcing Supplier Quick Guide

STC Tender Sub Doc Pricing Document.doc	File	Tender Submission Documents - Pricing Document			11-Jun-2013			
Attachment File Name: Compliance Statements - Cont Arr.doc	File	Compliance Statements - Contract Arrangements			11-Jun-2013			
STC Tender Sub Doc Tenderers Assumptions.doc	File	Tender Submission Documents - Tenderer's Assumptions			11-Jun-2013			
STC Tender Sub Doc Compliance Statements - Cont Req.doc	File	Compliance Statements - Contract Requirements			11-Jun-2013			
STC Tender Sub Doc Form of Tender.doc	File	Tender Submission Documents - Form of Tender			11-Jun-2013			

Requirements		
Expand All	Collapse All	
Focus Title	Target Value	Quote Value
<input type="checkbox"/> Requirements		

Contract Terms		
Preview Contract Terms		

In the **Requirements** section, enter your responses to questions in the 'Quote Value' fields:

Requirements		
Expand All	Collapse All	
Focus Title	Target Value	Quote Value
<input type="checkbox"/> Requirements		
<input type="checkbox"/> test		
Where are your head offices located?		
List any subcontractors that you will be using and why		
What was your organisation's turnover in the last year of trading?		

TIP:

Click on 'Save Draft' regularly to save your work. (The buyer will not be able to see any 'Draft' or 'Submitted' responses during a 'Sealed' event.)

2. Deliverables*

NB If the RFI/RFQ contains 'Deliverables' in the 'Contracts' area, attach documents to the 'Deliverables' and **not** to the top of the 'Header' in the 'Attachments' section.

If **no** contract deliverables are shown you **may** attach the required files to the 'Header' 'Attachments' section.

Click onto the 'Contracts' tab and scroll down to the '**Deliverables**' section. Click onto the 'Update' pencil icon for each one to enable you to update your 'Deliverables' by uploading your own completed versions:

Focus Title	Target Value	Quote Value
Requirements		

Contract Terms				
Preview Contract Terms				

Variables				
No variables found.				

Deliverables				
⚠ Indicates deliverable is overdue ✖ Indicates responsible party failed to perform the deliverable				
Deliverable Name	Due Date	Status	Alert	Update
Tender Submission Document: Supporting Tender Information	14-Jun-2013	Open		
Tender Submission Document: Pricing Document	14-Jun-2013	Open		
Tender Submission Document: Form of Tender	14-Jun-2013	Open		
Tender Submission Document: Tenderers Assumptions	14-Jun-2013	Open		
Tender Submission Document: Compliance Statements - Contract Requirements	14-Jun-2013	Open		
Tender Submission Document: Compliance Statements - Contract Arrangements	14-Jun-2013	Open		

* What is a deliverable? Documents required as part of the RFI/RFQ. The 'Deliverables' section is usually where you submit all of your tender documents. It is located within the 'Contract Terms' section so that you may differentiate between files for review only (in Header) and files for your completion (Deliverables). For simple tenders all documents may be stored on the 'Header' page.

Once you have clicked on 'Update' you will see this screen:

Deliverable Name: Tender Submission Document: Pricing Document
Due Date: 14-Jun-2013
Description: Please download the attached template, complete it and submit the completed version with your RFQ submission

Status: Open
Current Status: Open

Title	Type	Description	Last Updated By	Last Updated	Update	Delete
STC Tender Sub Doc Pricing Document.doc	File	Tender Submission Documents - Pricing Document	STRATEGICSOURCINGHELP@NETWORKRAIL.CO.UK	11-Jun-2013		

Details	Status	Status Change Date	Status Changed by
Show	Open	11-Jun-2013	

Click on 'Browse' to select your completed deliverable:

Attachment Summary Information

Title: Supplier X pricing
Description: Tender Submission Documents - Pricing Document
Category: External

Define Attachment

File: H:\Data\Winword\PSC\Testing\Supplier X - STC Tend **Browse**

Set the status of your 'Deliverable' to 'Submitted' once the document has been uploaded:

Negotiations > RFQ: 241404 > Create Quote: 283068 (RFQ 241404) >

Confirmation
Attachment Supplier X pricing has been updated successfully but not committed; it would be committed when you commit the rest of the current transaction.

Create Quote 283068: Update Deliverable (RFQ 241404)

Deliverable Name: **Tender Submission Document: Pricing Document** Status: **Submitted**
 Due Date: **14-Jun-2013** Current Status: **Open**
 Description: Please download the attached template, complete it and submit the completed version with your RFQ submission

Attachments

Title	Type	Description	Last Updated By	Last Updated	Update	Delete
Supplier X pricing	File	Tender Submission Documents - Pricing Document	STRATEGICSOURCINGHELP@NETWORKRAIL.CO.UK	11-Jun-2013		

Status History

Details	Status	Status Change Date	Status Changed by
Show	Open	11-Jun-2013	

NOTE: Setting a 'Deliverable' to 'Submitted' does not mean that your response has been sent; save the 'Deliverable' and click 'Done' to submit your RFI/RFQ response.

3. Click onto the **Lines** tab to enter your online pricing.

Click across to the 'Lines' tab as highlighted (the system defaults to the 'Header' tab):

Title: TEST for guide

View Negotiation: days 3 hours
Close Date: 14-Jun-2013 17:00:00

Header **Lines**

Supplier: DO NOT USE
 Supplier Site: DO NOT USE SITE - 1 The Street, GB
 RFQ Currency: GBP
 Quote Currency: GBP
 Price Precision: Any

Quote Valid Until:
 Reference Number: (example: 27-May-2013)
 Note to Buyer:

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Expand All | Collapse All

Focus Title	Target Value	Quote Value
Requirements		
test		London, Swindon and New York

NB – Not all tenders will require you to create line values. If there is no description link under the 'Line' column this will be the case and you may move straight to step 4.

Fill in the 'Quote Price' Field and click onto 'Save Draft'. The 'Promised Date', 'Start price' and 'Target Price' fields are not mandatory:

WARNING - If there are completed lines here you **must** complete them even if this information is included in the attachments; the system will error if you do not and you will not be able to submit your tender. Please enter the quote price accordingly.

4. **Submit your response** by clicking on the 'Continue' button.

Click on 'Continue'; the system will check and highlight any process errors before finally submitting your quote:

You may now edit your response by clicking on the 'Back' button or 'Submit' to send to the buyer.

Final checks:

Step 1 – Review all of your answers in the 'Requirements' area to ensure they are correct.

Step 2 – Go 'Back' to creating your quote if you have any changes to make.

Step 3 – Click on 'Save Draft' if you want to store your work for completion at a later time.

NB Once you have submitted your quote you cannot usually make any changes to it but you may continue to do so when it is in a 'Draft' state. Occasionally, if the buyer has allowed for multiple supplier quotes to be submitted until the event closing date/time, you may re-submit your quote. (You may check this from the 'Controls' tab).

When you are ready to send your final quote:

Click on '**Submit**' to send your response.

NOTE: Once you have submitted your response a confirmation screen will appear. Make a note of the Quote number for future reference.

Acknowledging Amendments

Any change made to the RFI/RFQ by the buyer once it has been published is known as an 'Amendment'. In order to respond/resubmit a response you must accept the amendments to show that you have viewed the changes.

Click onto the RFI/RFQ number and select 'View Amendment History':

The screenshot shows the Network Rail E-Business Suite interface. At the top, there is a header with the CSC logo, Network Rail logo, and the text 'E-Business Suite Information'. Below this is a navigation bar with 'Home', 'Links', and 'Systems'. The main content area is titled 'Sourcing' and contains a 'Negotiations' section. A warning message states: 'RFQ 241403 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.' Below the warning, the 'View Amendment History' link is circled in red. The RFQ details for RFQ: 241403,1 are displayed, including the title 'DO NOT USE', status 'Active (Locked)', and time left '1 day 1 hour'. The 'Actions' dropdown menu is set to 'Acknowledge Participation'. The 'Amendment Description' is 'Maintenance Vegetation Control Please note that there is extra information to be provided'. The 'Buyer' is 'Belcher, Mrs. Angela' and the 'Description' is 'TEST to control vegetation May to October at Badger Ridge'. The 'Payment Terms' are 'Network Rail Standard' and 'Freight Terms' are 'Delivered, Carriage Paid'.

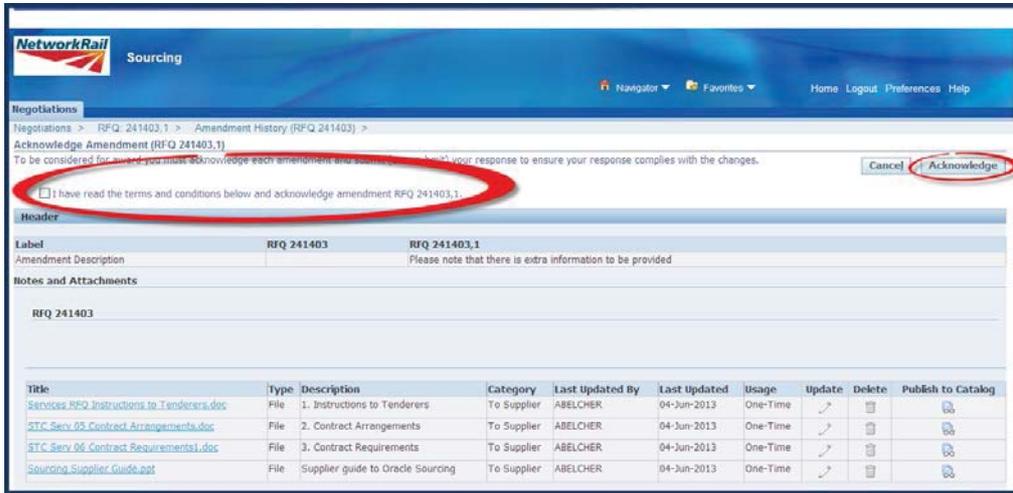
Click onto the spectacles icon under 'Review Changes' or click onto 'Acknowledge Amendment':

The screenshot shows the 'Amendment History' page for RFQ: 241403,1. The page title is 'Amendment History (RFQ 241403)'. Below the title, there is a warning message: 'To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.' The 'Acknowledge Amendments' button is circled in red. Below this is a table with the following columns: 'Details', 'Document Number', 'Title', 'Status', 'Acknowledgement Date', and 'Review Changes'. The table contains two rows of data:

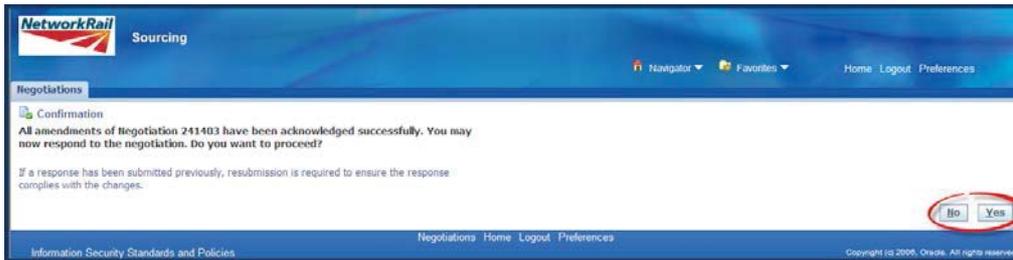
Details	Document Number	Title	Status	Acknowledgement Date	Review Changes
Show 241403,1	241403,1	DO NOT USE	Active (Locked)		oo
Show 241403	241403	DO NOT USE	Amended (Locked)		

The 'Review Changes' cell for the first row contains the text 'oo' and is circled in red. At the bottom right of the table, the 'Acknowledge Amendments' button is also circled in red.

Confirm that you have read the amendments by ticking the terms and conditions Acceptance box and select 'Acknowledge':

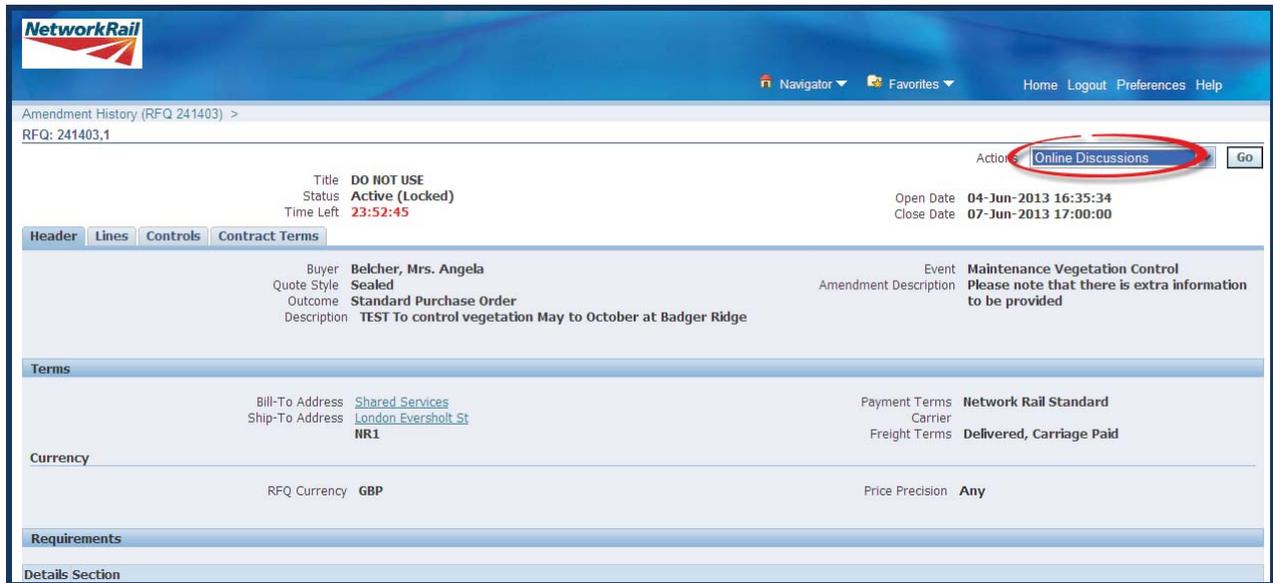


Continue to create a response or return to the 'Negotiations Page'. Say 'Yes' if you are ready to load your tender (create a response) or 'No' if you wish to do it later:

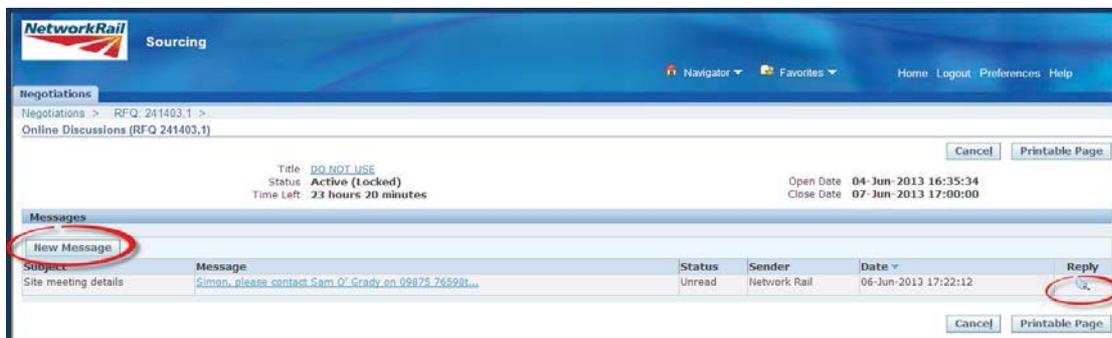


Communicating with the buyer

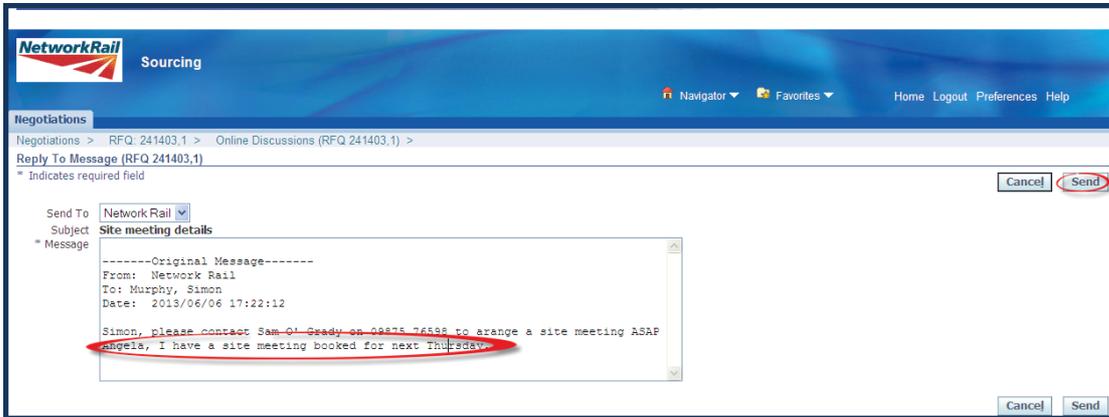
Communications with the buyer should be made through the 'Online Discussions' tool accessible from the 'Actions' drop down list as shown below:



Click onto 'New Message' to create a new message to the buyer or the 'Reply' button to answer a previously posed question:



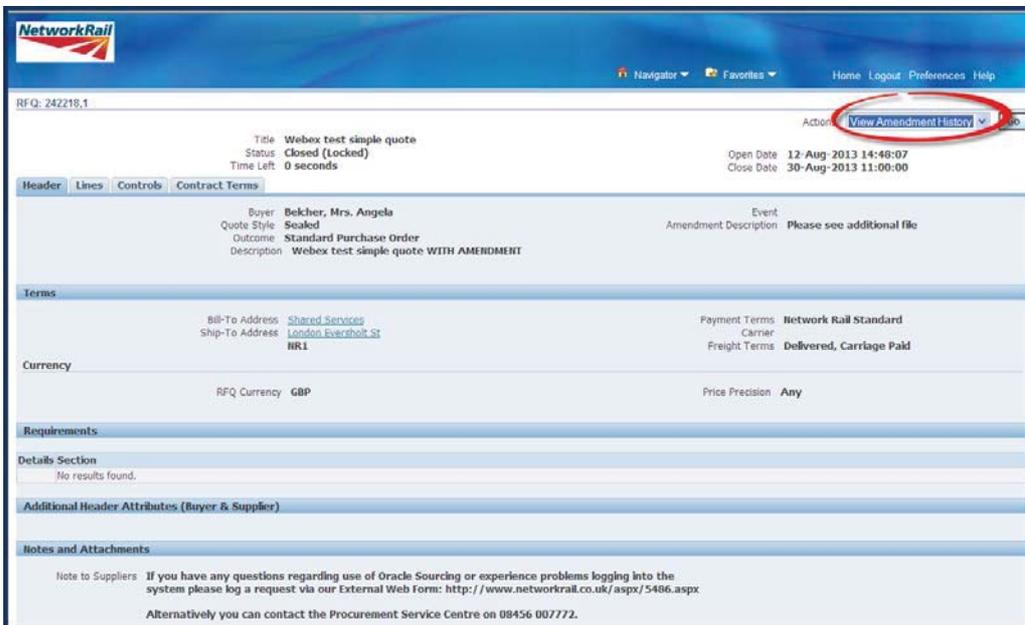
Type in a subject/message and click on 'Send':



Viewing previous messages:

NB All messages and responses will always remain attached to the version of the tender where they were originally published; they do not carry forward to the latest tender version.

If you require to view messages from an earlier amendment you may do so by clicking onto 'View Amendment History' in the 'Actions' drop down box, selecting 'Go' and clicking on the version you require to view:



Here, we are selecting the original RFQ:



RFQ: 242218.1 >
Amendment History (RFQ 242218)

Show All Details | Hide All Details

Details Document Number	Title	Status	Acknowledgement Date	Review Changes
Show 242218.1	Webex test simple quote	Closed (Locked)	12-Aug-2013 15:22:43	⌕
Show 242218.1	Webex test simple quote	Amended (Locked)		

Return to RFQ: 242218.1

Home Logout Preferences Help

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Now the 'Online Discussion' area is selectable from the 'Actions' drop down field against the original tender version so just select 'Go' to see the messages:

RFQ: 242218.1 > Amendment History (RFQ 242218) >
RFQ: 242218

Action: **Online Discussions** Go

Title: Webex test simple quote
Status: Amended (Locked)
Time Left: N/A

Open Date: 12-Aug-2013 14:48:07
Close Date: 30-Aug-2013 11:00:00

Header | Lines | Controls | Contract Terms

Buyer: Belcher, Mrs. Angela
Quote Style: Sealed
Description: Webex test simple quote WITH AMENDMENT

Outcome Event: Standard Purchase Order

Terms

Bill-To Address: Shared Services
Ship-To Address: London Eversholt St
IR1

Payment Terms: Network Rail Standard
Carrier: Network Rail
Freight Terms: Delivered, Carriage Paid

Currency

RFQ Currency: GBP
Price Precision: Any

Requirements

Details Section

No results found.

Additional Header Attributes (Buyer & Supplier)

Notes and Attachments

Note to Suppliers: If you have any questions regarding use of Oracle Sourcing or experience problems logging into the system please log a request via our External Web Form: <http://www.networkrail.co.uk/asp/5486.aspx>
Alternatively you can contact the Procurement Service Centre on 08456 007772.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
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Useful Hints and Tips

What is a	A 'Requirement' is a question. <i>NB 'Questions' were previously known as 'Attributes' in the</i>
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requirement?	<i>previous version of this tool.</i> A 'Requirement' in 'Oracle E-Sourcing' is the mechanism used by the Buyer to gain information from a supplier. 'Requirements' are a list of questions that the supplier will respond to during an RFI/RFQ. These are not always present.
What is a deliverable?	Documents required as part of the RFI/RFQ. The 'Deliverables' section is usually where you submit all of your tender documents. It is located within the Contract Terms section. For simple tenders all documents may be stored on the 'Header' page.
How often should I save my work?	Keep saving your response as you go – 'Oracle' times out after 30 minutes of inactivity and you may lose your work. Activity counts as clicking on buttons such as 'apply' or 'save as draft' or navigating between screens. Typing into a field does not count as activity.
Will I receive email notifications?	Yes. Users who have been chosen as the main point of contact by the buyer only will be notified by e mail when an RFI / RFQ has been published; when there is an amendment or a new round; when the RFI/RFQ has been extended; when a new message is sent/received and when a quote has been submitted.
What do I do if I have forgotten my password?	Portal and Oracle – 3 incorrect logins before the system locks a user out (when you log in for the first time you only have one attempt). Portal - In this event, log the problem on the External Support Form E-Sourcing - Click on the note underneath the 'Login' button on the E-Business Suite Login page or log an External Support Form
How do I know when my response has been submitted?	After you have clicked 'submit' and 'confirm' a screen showing a response number will appear. If in doubt, contact your Network Rail Buyer who can confirm if it has been received.
I have missed the deadline, what can I do?	Do not leave your submission until the last minute; once the deadline has passed you will not be able to submit a response. If you need an extension contact your Network Rail Buyer prior to the deadline.
How do I reassign an RFQ?	Published tenders may not be reassigned to another supplier contact. You may however ask another registered user to respond; they will have the same access but will not receive any system e mail notifications.
Can I send a paper response?	No. All responses must be sent through Oracle E-Sourcing.
What is the maximum file size?	There is no maximum file size but as a general rule, keeping attachments to 10 MB or less will enable easier uploading.
How do I complete a document template?	Download the document and save to your computer. Complete offline and re-upload into the system using the 'Update' button.
Will I get feedback on my submission?	In order to gain feedback you will need to request it from the Buyer no more than 10 days post award.
The buyer has made an amendment; do I need to re-submit my bid?	Yes. You will need to log onto the system, accept the amendment changes and re-submit your bid.
What is a 'new round'?	From time to time a buyer may wish to retender previously tendered works or services. In this case they will publish a new round which will be denoted by the suffix '-1'. i.e. original tender RFQ 234786, new round RFQ 234786-1.

Web Based Icon Summary

Icon	Function
	Delete – Deletes the item.
	Update – Opens an item for updates.
	Expand List – Shows that there are further details present within a list and opens these for viewing.
	Select Date / Time – Opens the Calendar function to allow dates and times to be entered into the relevant fields.
	Search – Opens the search function for a field to search the available list of values.
	Quick-Select – Selects and adds a value from the Search results to a field, removing the need to select and apply it.

Contacts

Helpdesk (Monday – Friday, 9am until 5pm)

- Please request password resets and additional users via this link to our [External Support Form](#)
- For any navigational help and other assistance please contact the NSC System Team on 01908 784 490 or [NSC System Web Form](#)

NB The NSC System Team cannot answer procurement questions.

Procurement Queries

- Please direct any procurement and/or commercial enquiries to your Network Rail Procurement Buyer via '[Online Discussions](#)'.

Housekeeping

Please advise us of any personnel changes as soon as possible using the [External Support Form](#). This helps us to keep you properly notified of all tender opportunities since if the buyer is able to select someone who has moved on in your company, you may not see the e mail notifications.

We may from time to time contact you to check your registered users.