Bank of England

Oracle Procurement

S2C10 Supplier Responses

Acknowledging Participation in a Tender

Contents

Introduction

Learner Guidance

This step-by-step guide has been designed to help provide you with the confidence and system skills required to fulfil your role.

Objectives

After completing this exercise workbook, you will be able to:

- Acknowledge Participation in a Tender

Note

Please remember that every effort has been taken to make the service and training documents as accurate and up to date as possible, but software, hardware and their related information do change, therefore the documents are living documents, and will be subject to updates over time to match system changes.

Remember to always check for any current releases of software, such as patches or new versions.

The images within these training documents may differ slightly from the actual Oracle screens used as it is possible to save custom searches and amend page layouts (adding, removing, reordering columns of data).

Please also note that where screen shots show the word “Negotiation”, users will see the word “Tender” in their Oracle screens.

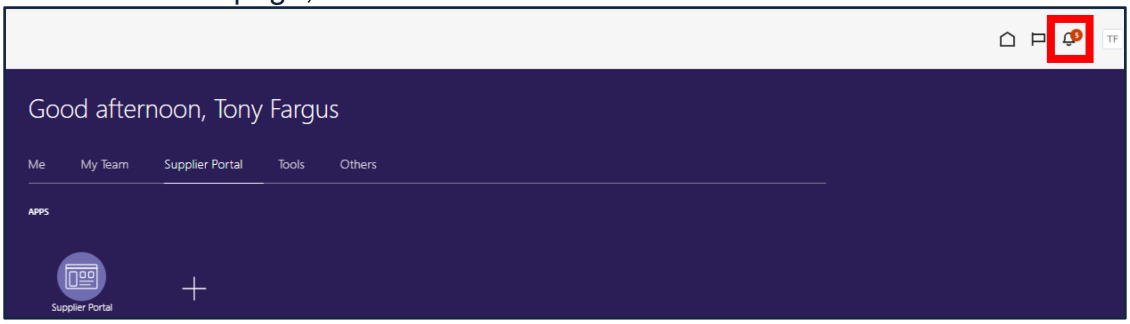
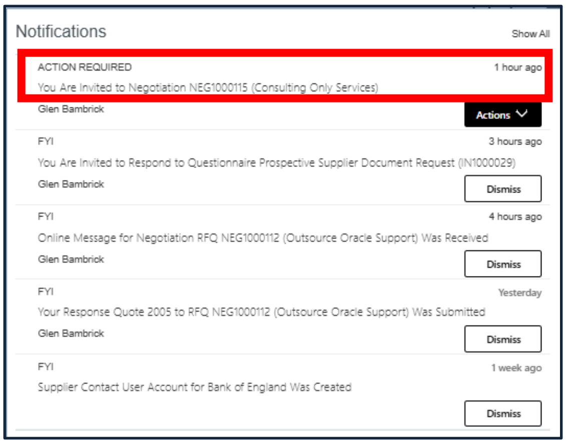
Acknowledging Participation in a Tender

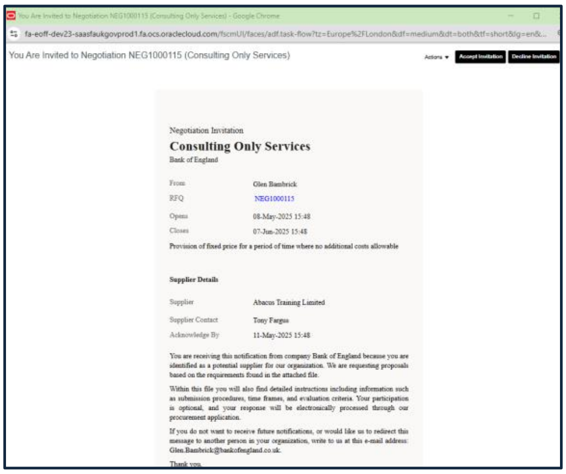
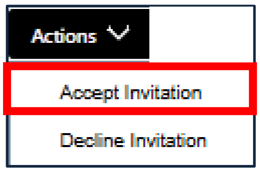
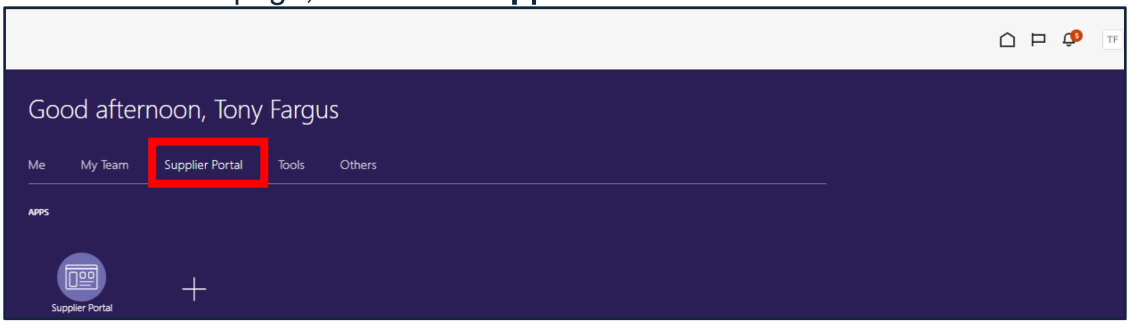
Introduction

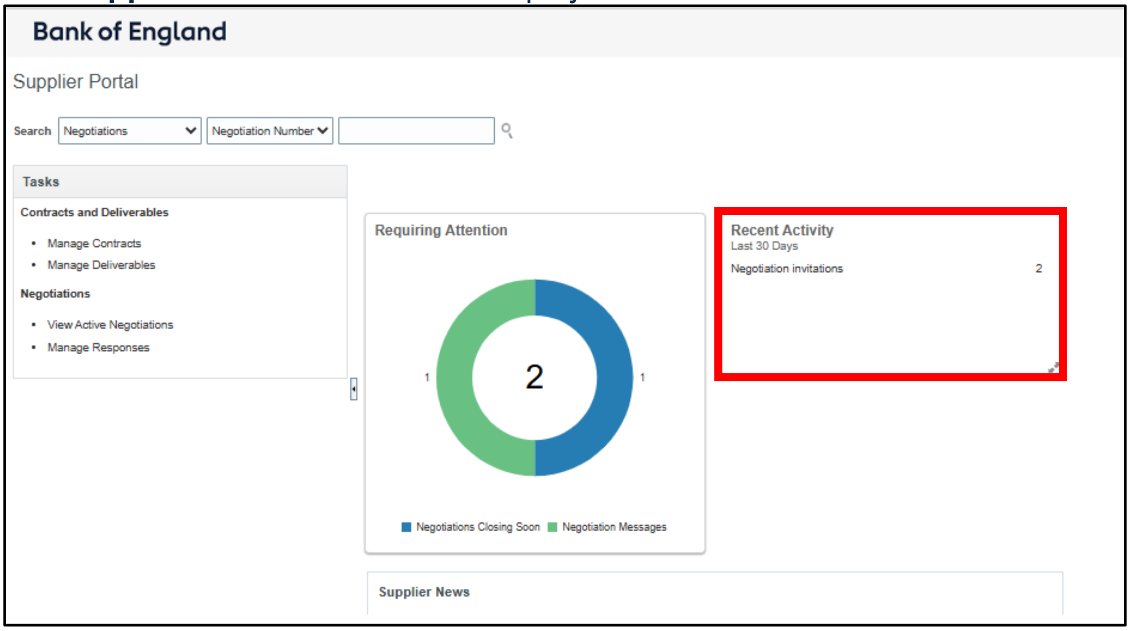
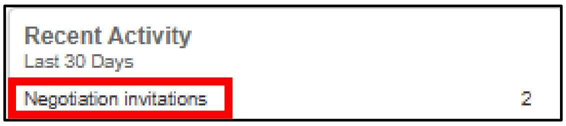
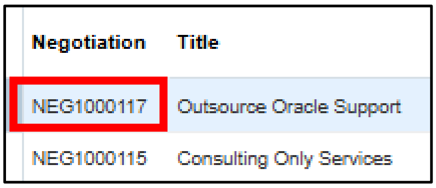
The bank may directly invite suppliers to participate in a Tender. When this is the case, invited suppliers will receive a notification in the supplier portal. When the notification is opened the supplier can provide their response to the invite to accept or decline their participation.

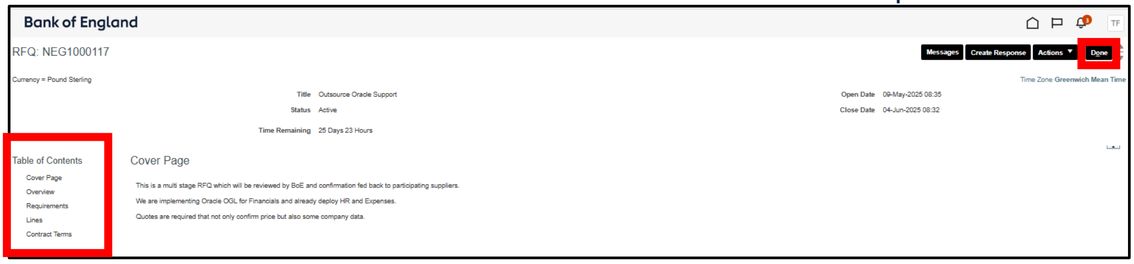
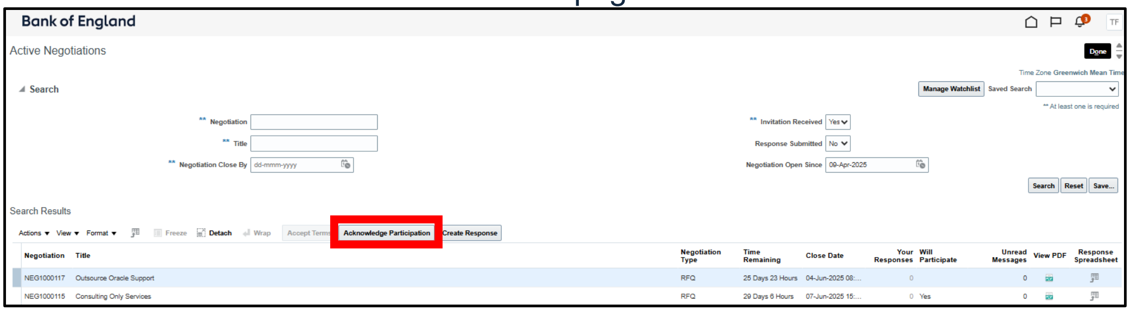
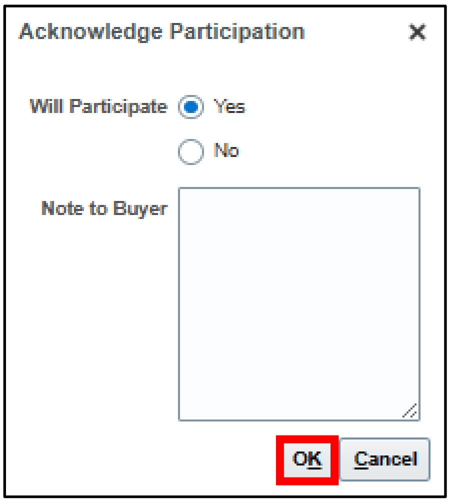
Suppliers may also search for Tenders which they have not been specifically invited to participate in and acknowledge their intent to participate. Both methods of responding to an invite are included here.

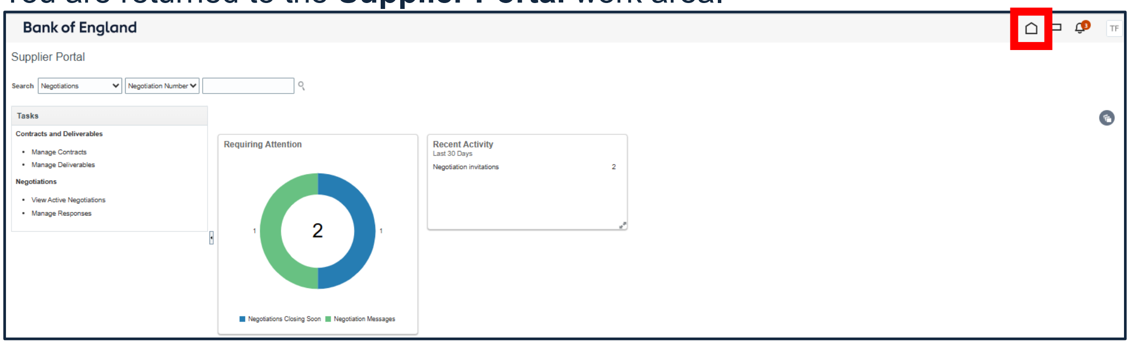
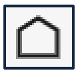
Steps

Step	Action	
Acknowledging Participation via the Notification		
1.	From the Home page, select the **Notifications** icon. 	
2.	A list of Notifications is available. Select the required notification link.	

Step	Action	
3.	The detail of the Tender invite is displayed. This may be sufficient information for you to acknowledge participation. If there is insufficient information for you to acknowledge participation, you can firstly review the Tender and then respond.	
4.	Select the **Actions** drop-down and select the appropriate action from the menu.	
Reviewing the Tender		
5.	From the Home page, select the **Supplier Portal** tab. 	
6.	Select the **Supplier Portal** tile to access the **Supplier Portal** work area.	

Step	Action	
7.	The **Supplier Portal** work area is displayed. 	
8.	The **Recent Activity** area, that is highlighted above, shows the recent Tender activities, including invitations. Select the **Tender Invitations** link.	
9.	The **Active Tenders** page is displayed. 	
	Note: You need to ensure the correct Tender is selected. The active Tender is highlighted blue.	
10.	Should you need to review the Tender in detail, select the **Tender** number, which is a hyperlink.	

Step	Action	
11.	The cover page is displayed. The table of contents has links to the details of each section. Select the links and review the information as required. 	
12.	Once you have reviewed the information, you can proceed. Select **Done**.	
Acknowledging Participation via Tender		
13.	You are returned to the **Active Tenders** page. 	
14.	Ensure that you select the correct Tender. Select **Acknowledge Participation**.	
15.	Confirm or deny your participation by selecting either **Yes or No** and optionally enter a **Note to Buyer**.	

Step	Action	
16.	Select **OK**.	
17.	You are returned to the **Active Tenders** page. Your acknowlegement response to participate is recorded. 	
	Note: Any Tender messages or reminders will be delivered to you for Tenders you have chosen to participate in.	
18.	Select **Done**.	
19.	You are returned to the **Supplier Portal** work area. 	
20.	Select the **Home** icon to return to the Home page.	

Change History

Date	Version	Notes
09/05/25	v1 – File created	Initial version created for internal review
12/05/25	v2 - Internal QA Updates / Submitted for first review	Changes after internal QA complete
22/05/25	v3 – 1st Edit / Submitted for second review	File created after SME review
09/04/26	v4 – 2nd Edit if required	Updated "Notes" section to include the change from "Negotiation" to the use of the word "Tender" – Sean Tague
	v5 – Final version	

Business Sign off

Date	Final version	Signed off by