Bank of England

Oracle Procurement

S2C10 Supplier Responses

Responding to a Tender by Spreadsheet

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:

- Respond to a Tender by spreadsheet

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.

Responding to a Tender by Spreadsheet

Introduction

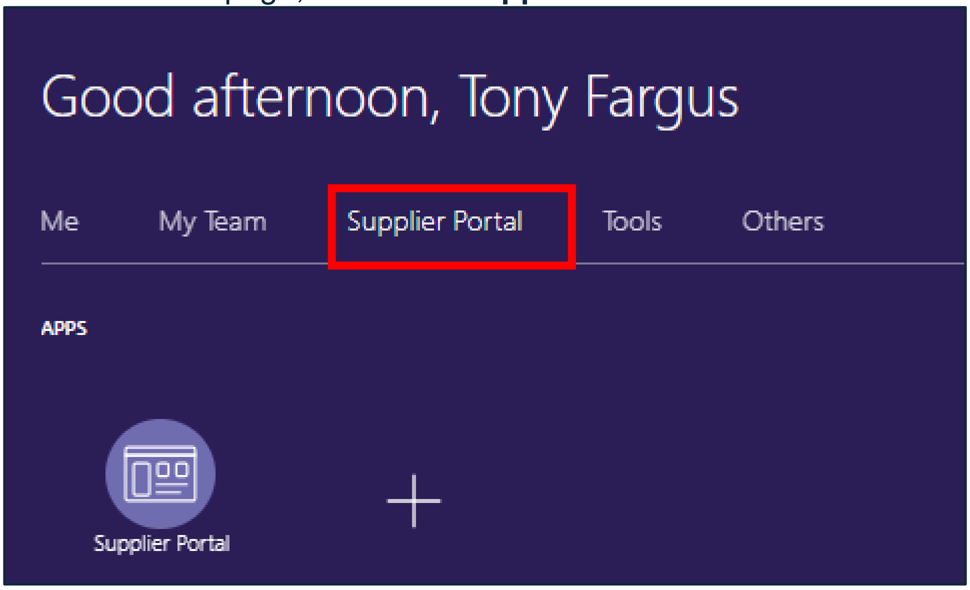
Suppliers will review open Tenders that the Bank make available on the Supplier Portal.

Responses from suppliers will need to be submitted to the Bank with all information included. The response may include prices and additional information. Responses from suppliers can be made directly in the Tender or they can be submitted via spreadsheet. Once submitted via spreadsheet the Tender is updated.

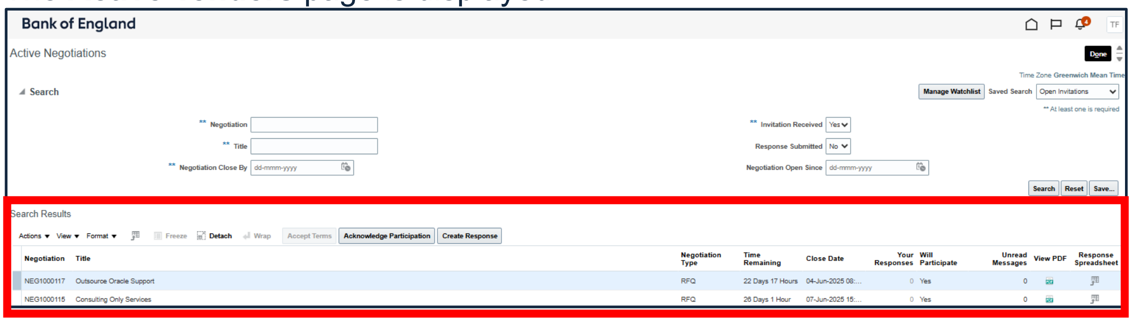
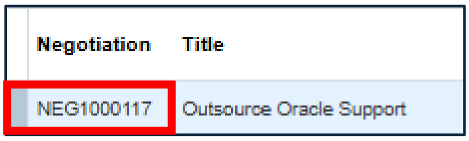
This process looks at submitting a supplier response via spreadsheet.

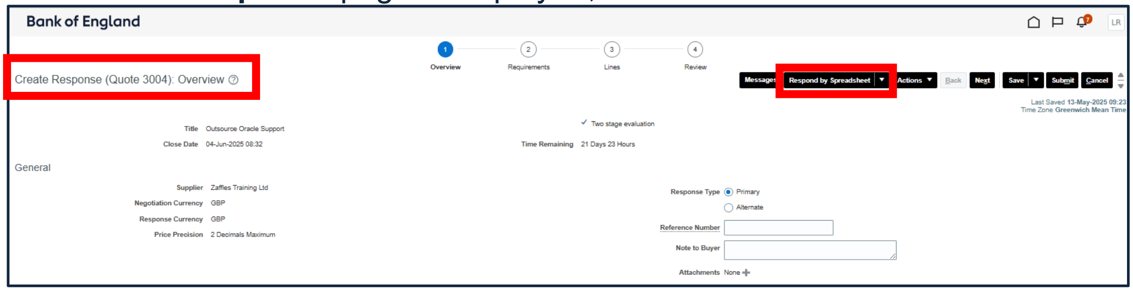
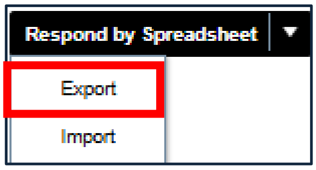
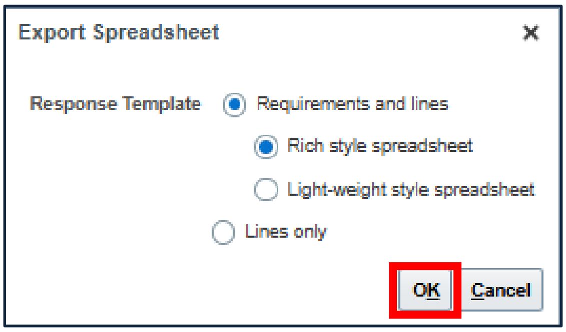
Once the response is submitted, subsequent information may still be supplied if the Tender allows.

Steps

Step	Action	
1.	From the Home page, select the **Supplier Portal** tab.  	
2.	Select the **Supplier Portal** tile to access the **Supplier Portal** work area.	

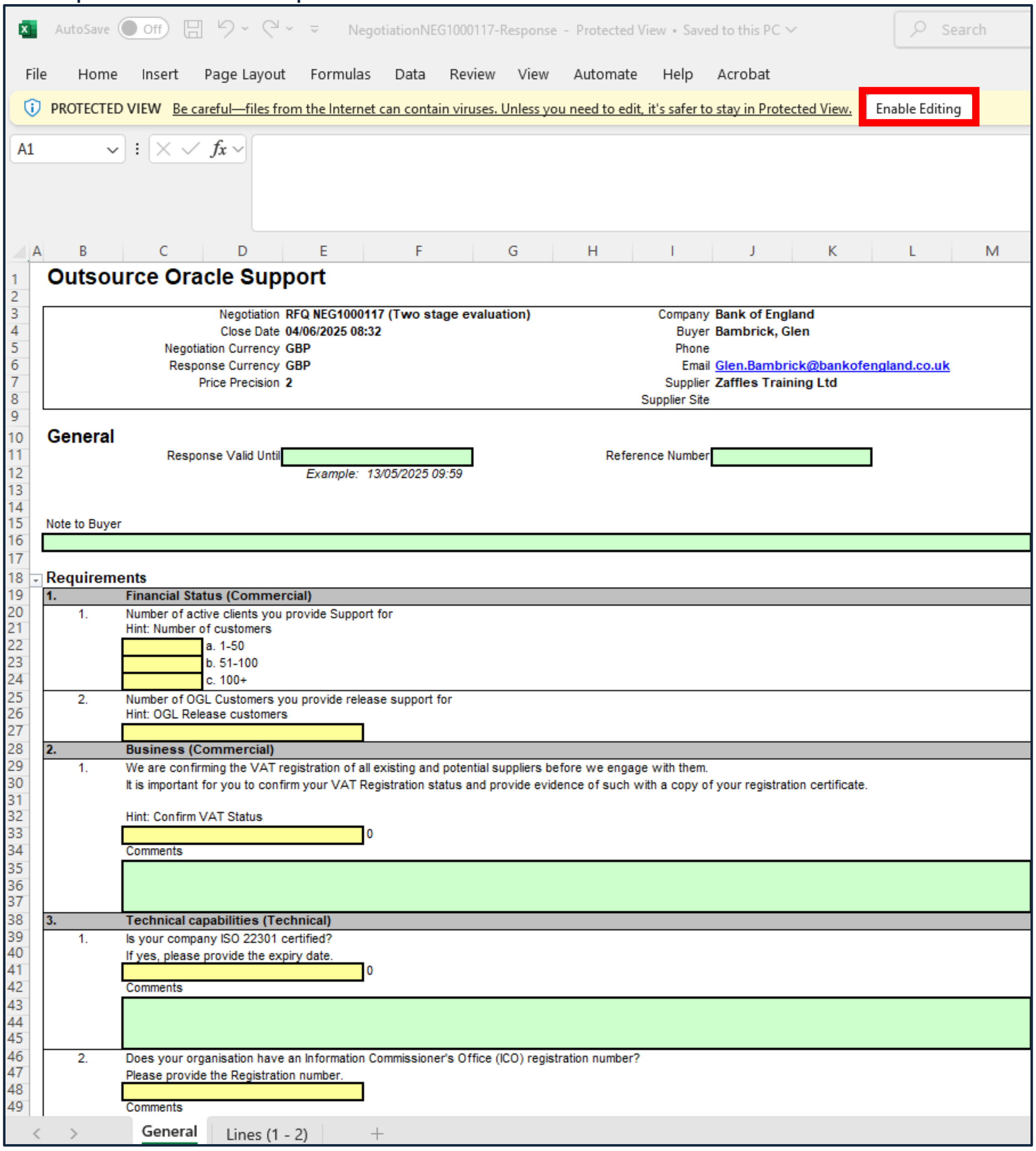
<table>
<tr><th>Step</th><th>Action</th><th></th></tr>
<tr><td>3.</td><td colspan="2">The Supplier Portal work area is displayed.

</td></tr>
<tr><td>4.</td><td>Select the View Active Tenders hyperlink from within the Tenders Tasks area.</td><td>
</td></tr>
<tr><td>5.</td><td colspan="2">The Active Tenders page is displayed.

</td></tr>
<tr><td></td><td colspan="2">Note: All current active Tenders that the Supplier is participating in are displayed. If the Tender you wish to respond to is not shown, you will need to search for it.</td></tr>
<tr><td>6.</td><td>Select the Tender number hyperlink.</td><td>
</td></tr>
</table>

Step	Action	
7.	The selected Tender page is displayed including the number. 	
8.	Select **Create Response**.	
9.	The **Create Response** page is displayed, where a Quote number is shown. 	
10.	Select the **Respond by Spreadsheet** drop-down.	
11.	Select **Export** from the menu.	
	Note: You will initially export the spreadsheet to make your entries. Once this is done the steps are repeated selecting **Import**, to load the file you have created.	
12.	The **Export Spreadsheet** options are displayed. The default options are to export the **Requirements and lines**. This is likely to be the chosen option.	

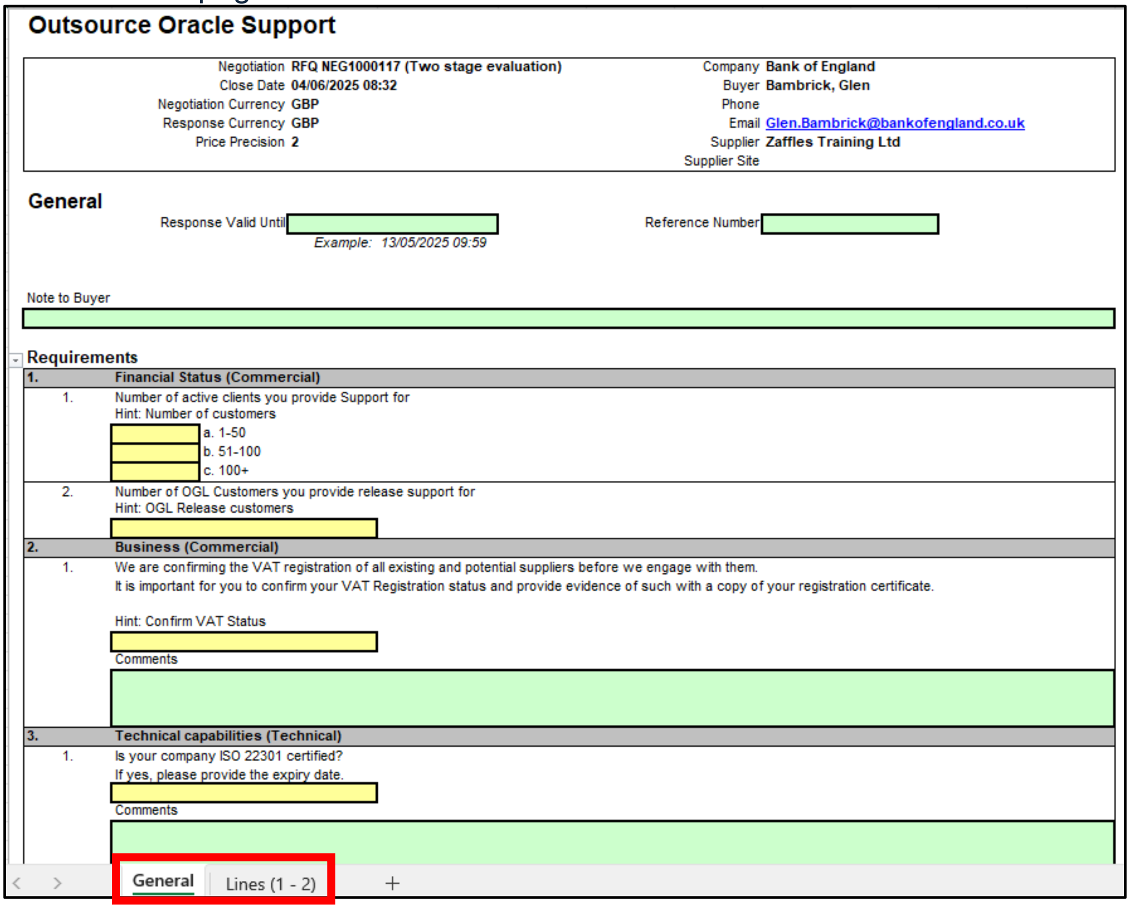
Step	Action	
	Note: Should you wish to only provide responses to the lines you can select **Lines Only**.	
13.	Select **OK**.	
14.	You will need to review your download history to locate the file. Select the file hyperlink.	
15.	The file will be available to extract. You will need to open the file. 	
	Note: If this process does not work you will need to seek internal assistance from your business as the Bank are unable to advise on processing files on your system.	

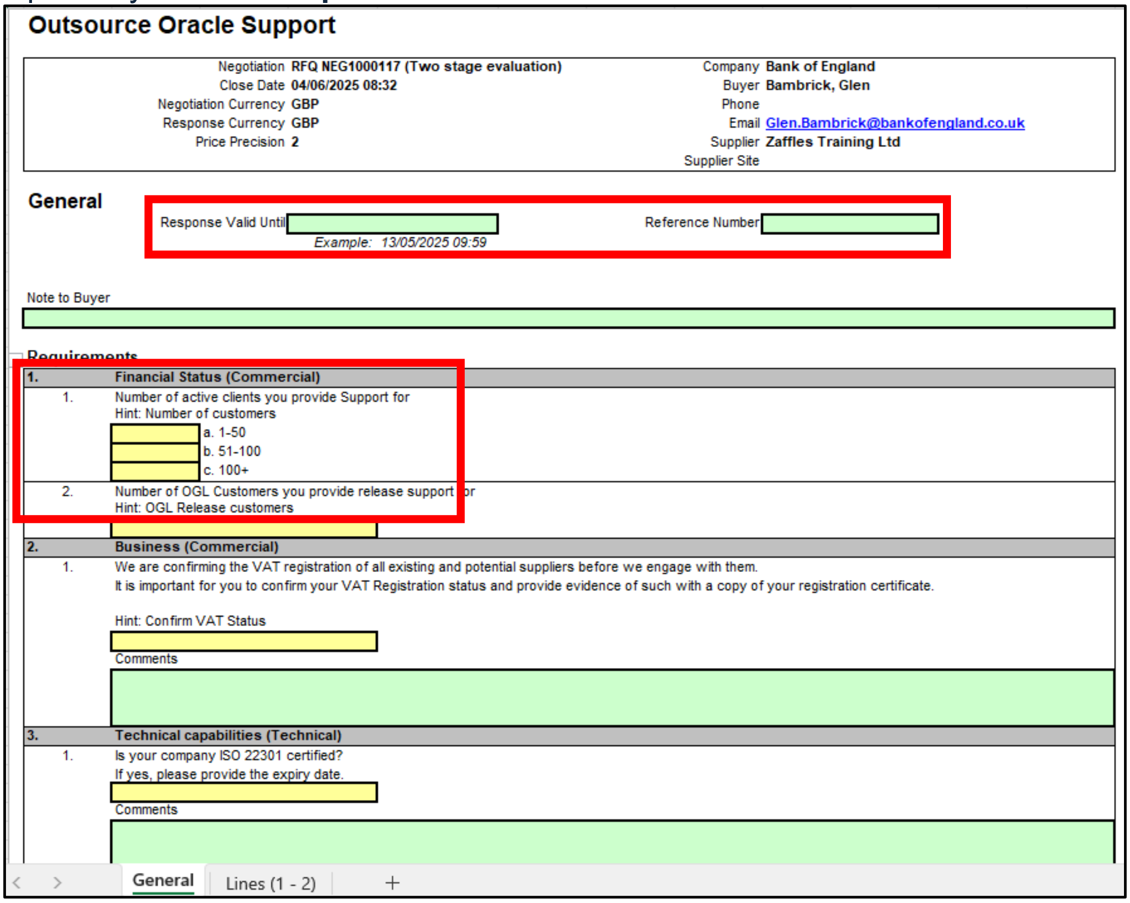
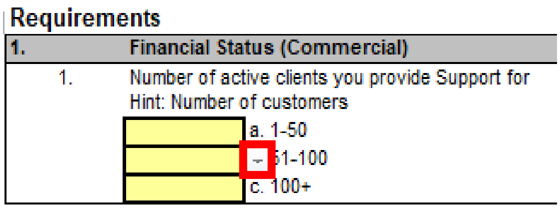
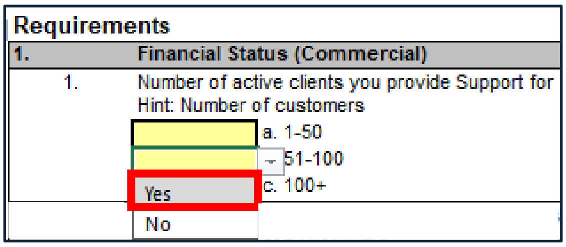
<table>
<tr><th>Step</th><th>Action</th><th></th></tr>
<tr><td>16.</td><td colspan="2">The spreadsheet will open.


</td></tr>
<tr><td>17.</td><td>You may need to remove ‘protected view’ to enable you to enter your responses.

Select Enable Editing.</td><td>
</td></tr>
</table>

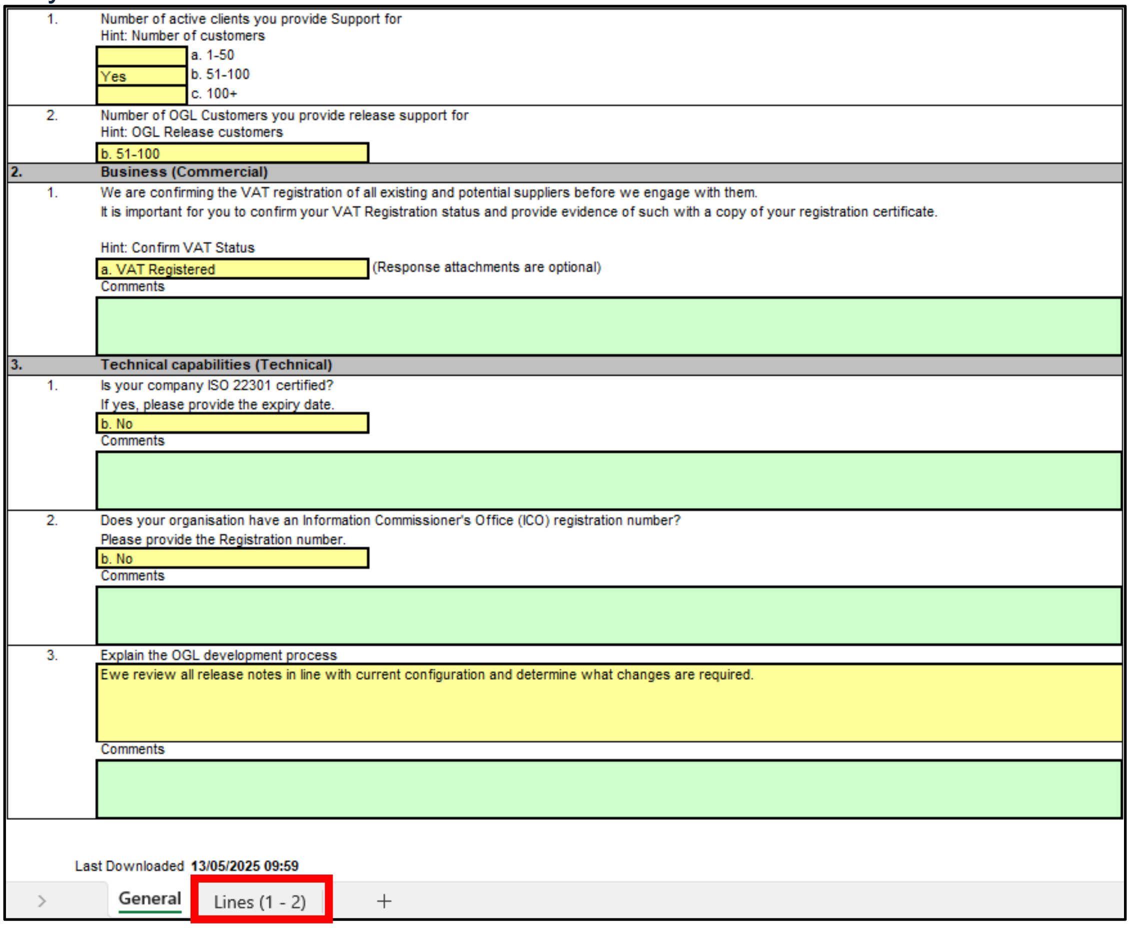
<table>
<tr><th>Step</th><th>Action</th><th></th></tr>
<tr><td>18.</td><td colspan="2">The spreadsheet is available for editing. Note that there are tabs shown at the bottom of the page.


</td></tr>
<tr><td></td><td colspan="2">Note: Yellow fields are mandatory whilst green fields are optional.</td></tr>
</table>

Step	Action	
19.	Optionally enter a **Response Valid Until** date and a **Reference Number**. 	
	Note: Any reference number input will be a reference number for your response.	
20.	Select the cell for the response that you wish to edit and a drop-down arrow will be displayed.	
21.	Select the required option from the drop-down.	

Step	Action	

22. Once you have completed entries in the rest of the fields, review and confirm they are correct.



1. Number of active clients you provide Support for
Hint: Number of customers
a. 1-50
Yes b. 51-100
c. 100+

2. Number of OGL Customers you provide release support for
Hint: OGL Release customers
b. 51-100

2. Business (Commercial)

1. We are confirming the VAT registration of all existing and potential suppliers before we engage with them.
It is important for you to confirm your VAT Registration status and provide evidence of such with a copy of your registration certificate.

Hint: Confirm VAT Status
a. VAT Registered (Response attachments are optional)
Comments

3. Technical capabilities (Technical)

1. Is your company ISO 22301 certified?
If yes, please provide the expiry date.
b. No
Comments

2. Does your organisation have an Information Commissioner's Office (ICO) registration number?
Please provide the Registration number.
b. No
Comments

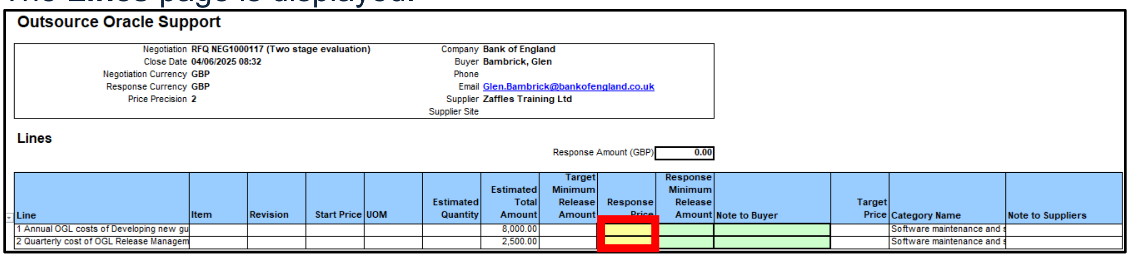
3. Explain the OGL development process
Ewe review all release notes in line with current configuration and determine what changes are required.
Comments

Last Downloaded 13/05/2025 09:59

General | Lines (1 - 2)

23. There are additional entries to be made on the other tab.
Select the **Lines (1 – 2)** tab at the bottom of the page.

24. The **Lines** page is displayed.



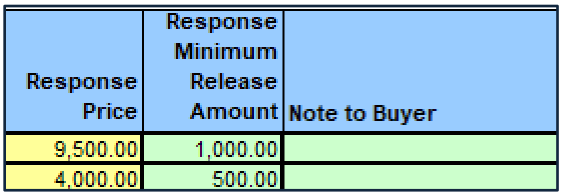
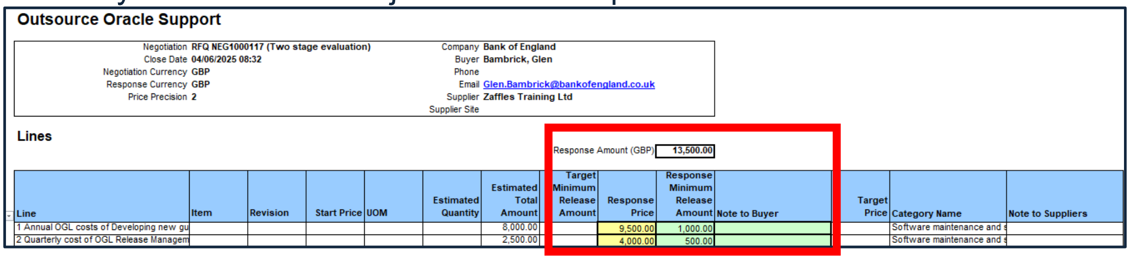
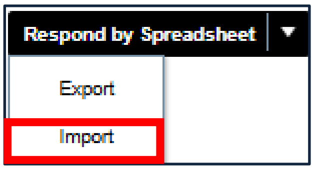
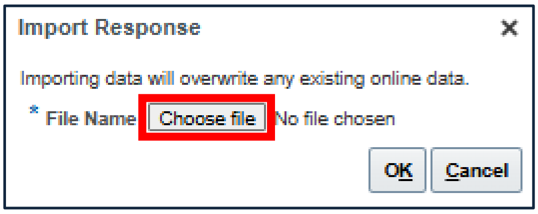
Outsource Oracle Support

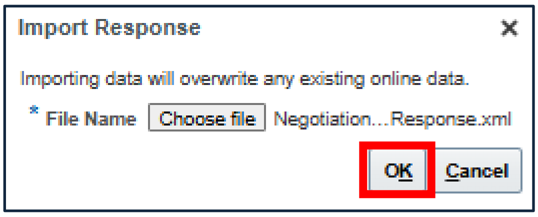
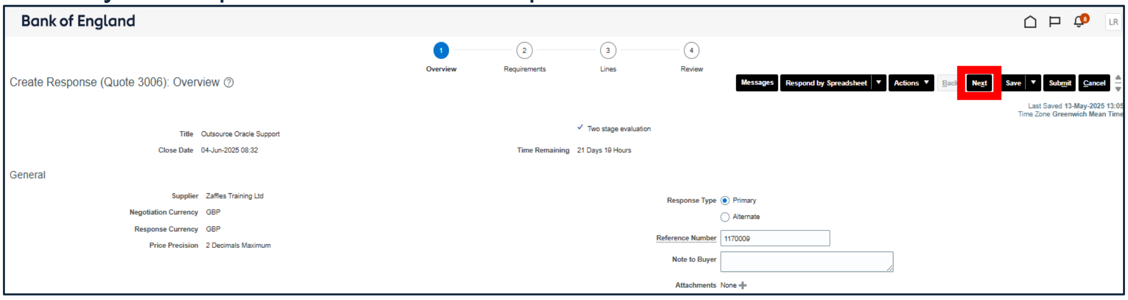
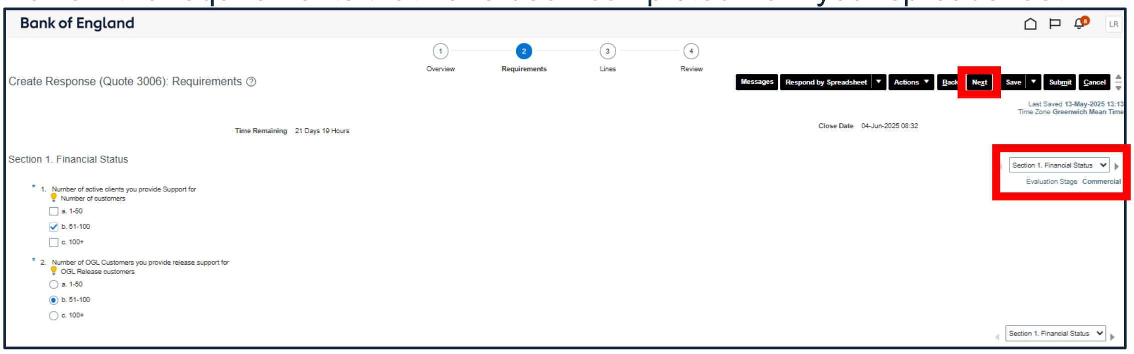
Negotiation RFQ NEG1000117 (Two stage evaluation)
Close Date 04/06/2025 08:32
Negotiation Currency GBP
Response Currency GBP
Price Precision 2
Company Bank of England
Buyer Bambrick, Glen
Phone
Email Glen.Bambrick@bankofengland.co.uk
Supplier Zaffles Training Ltd
Supplier Site

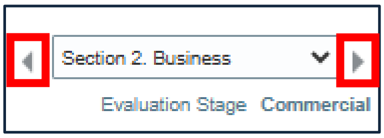
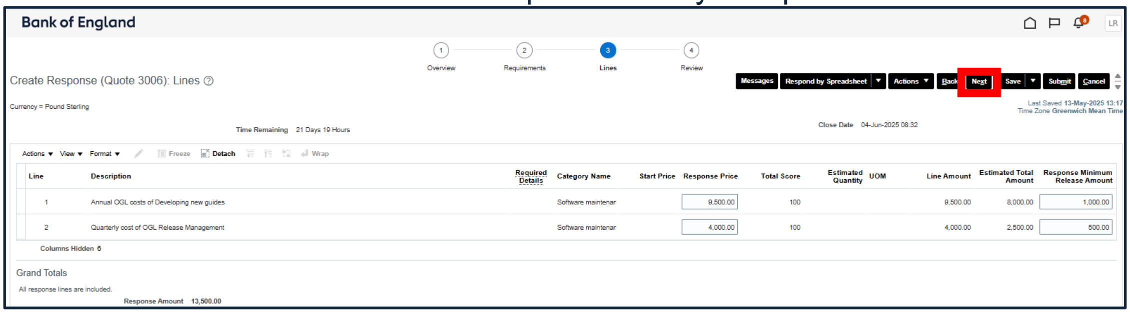
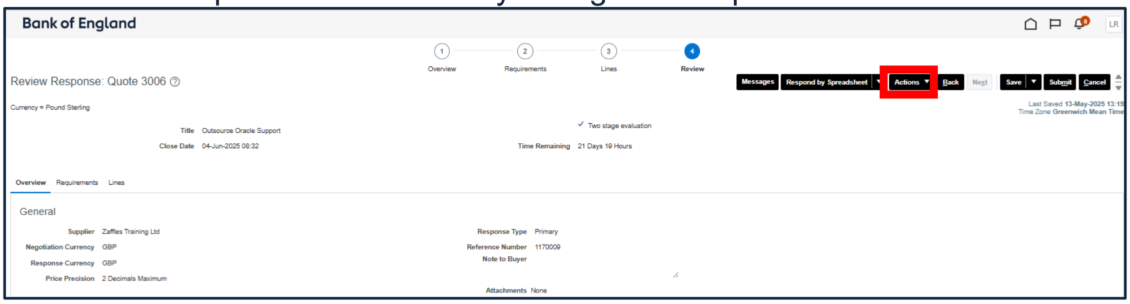
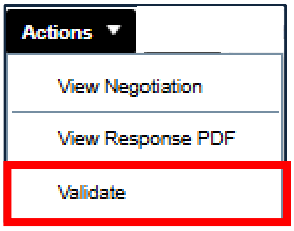
Lines

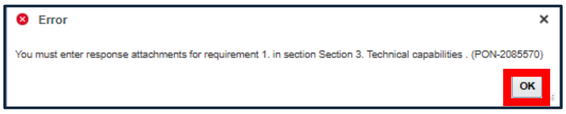
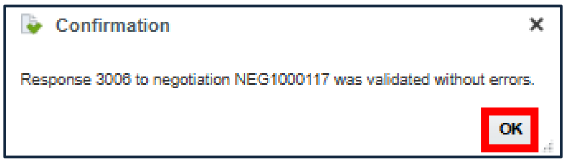
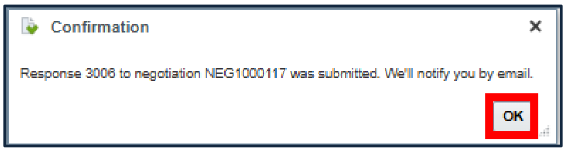
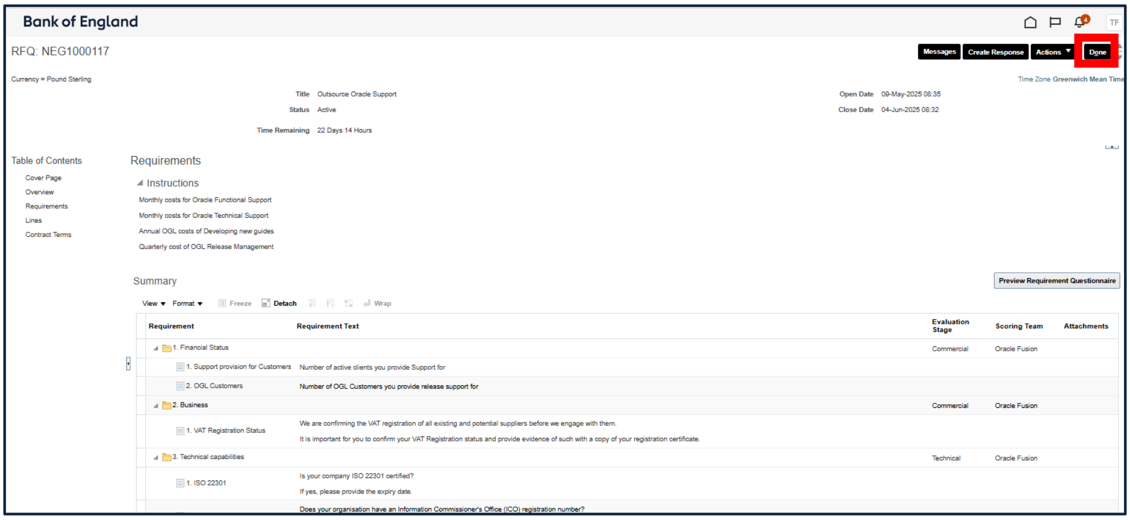
Response Amount (GBP) 0.00

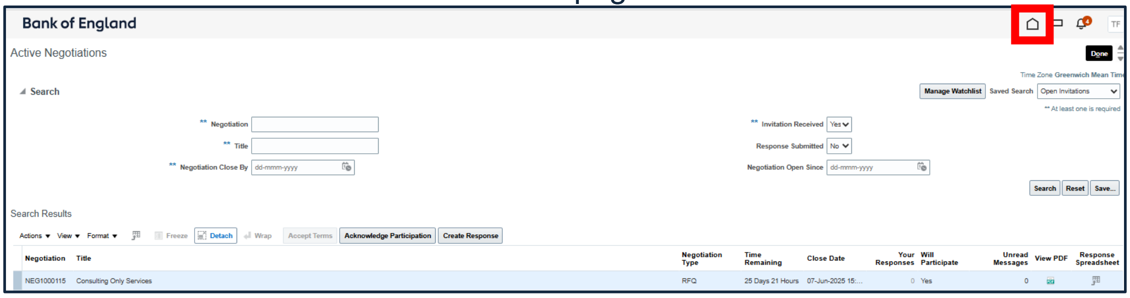
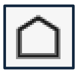
Line	Item	Revision	Start Price	UOM	Estimated Quantity	Estimated Total Amount	Target Minimum Release Amount	Response Price	Response Minimum Release Amount	Note to Buyer	Target Price	Category Name	Note to Suppliers
1 Annual OGL costs of Developing new gu						8,000.00						Software maintenance and s	
2 Quarterly cost of OGL Release Managem						2,500.00						Software maintenance and s	

Step	Action	
25.	In this example you will need to enter your pricing information and optionally add comments for the buyer.	
26.	Review your entries and adjust them as required. 	
	Note: You will now need to save the file on your system and then import it to the Tender.	
27.	Return to the Supplier Portal to submit your response. 	
28.	Select the **Respond by Spreadsheet** drop-down.	
29.	Select **Import**.	
30.	Select **Choose file** and locate the file to be imported.	

Step	Action	
	Note: You will now need to locate the file that was saved on your system and then import it to the Tender.	
31.	Select **OK**.	
	Note: Your responses saved in the file will be imported into the Tender.	
32.	You will need to navigate to the **Requirements** and **Lines** tabs to check and review your response submitted via spreadsheet. 	
	Note: Your responses should be reviewed before submission. The responses will be available in the **Requirements** and **Lines** train stops.	
33.	Select **Next**.	
34.	Review the requirements that have been completed from your spreadsheet. 	
	Note: On the right-hand side of the page, there is a section indicator and some navigational buttons on either side. Navigate between sections by selecting the arrows either side of the field. Alternatively, you can use the drop-down menu to select a section.	

Step	Action	
35.	Navigate between requirements using the buttons in the navigation box.	
36.	Once complete, select **Next**, located in the upper right of the page.	
37.	Review the lines that have been completed from your spreadsheet.	
	Note: You can make amendments to the entries if required, they will not be reflected in the original file that was imported.	
38.	Select **Next**.	
39.	Review the response and make any changes as required.	
40.	Select the **Actions** drop-down.	
41.	Select **Validate**.	

Step	Action	
42.	You may get an error if any information is missing. In this instance you must address all issues.	
43.	Select **OK**.	
	Note: Once you have corrected the errors, repeat the steps to validate your response.	
44.	You receive **Confirmation** that your response has been validated.	
45.	Select **OK**.	
46.	Select **Submit**.	
47.	You receive confirmation that your response has been submitted.	
48.	Select **OK**.	
49.	You are returned to the Tender. 	
50.	Select **Done**.	

<table>
<tr><th>Step</th><th>Action</th><th></th></tr>
<tr><td>51.</td><td colspan="2">You are returned to the Active Tenders page.

</td></tr>
<tr><td>52.</td><td>Select the Home icon to return to the Home page.</td><td></td></tr>
</table>

Change History

Date	Version	Notes
13/05/25	v1 – File created	Initial version created for internal review
16/05/25	v2 - Internal QA Updates / Submitted for first review	Changes after internal QA Complete
27/05/25	v3 – 1st Edit / Submitted for second review	File Created after SME review
09/04/26	v4 – 2nd Edit if required	Amended “Notes” section and replaced “Negotiation” with “Tender”
	v5 – Final version	

Business Sign off

Date	Final version	Signed off by