Bank of England

Oracle Procurement

S2C10 Supplier Responses

Responding to a Tender

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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.

Prerequisites

- Navigation Video
- Procurement Overview Video

Objectives

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

- Respond to 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.

Responding to a Tender

Introduction

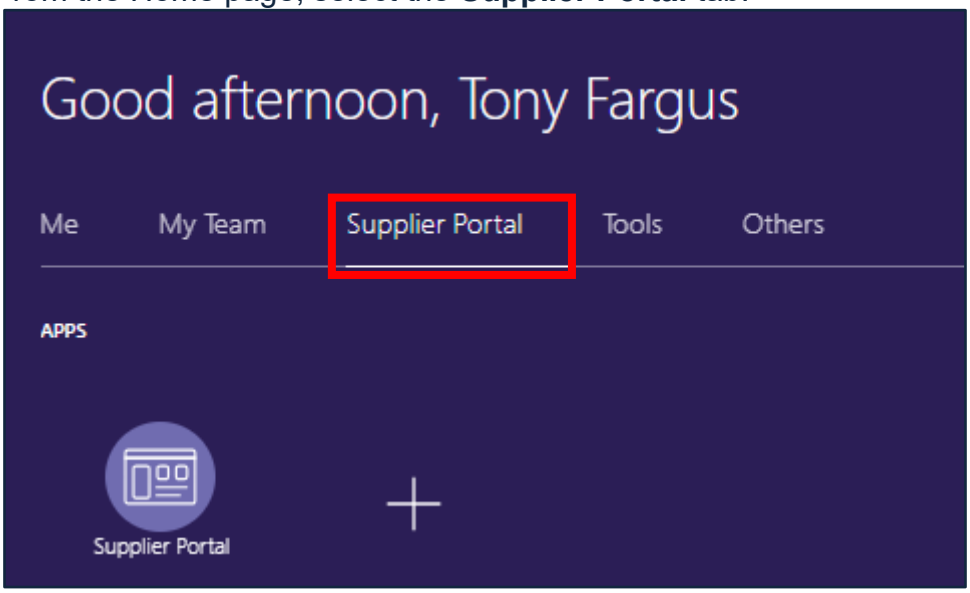
Suppliers will review open Tenders that the Bank make available on the Supplier Portal.

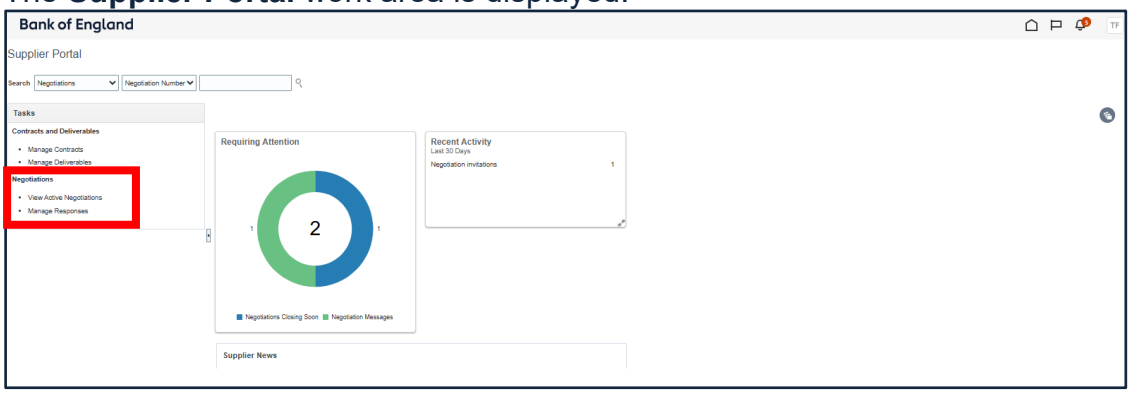
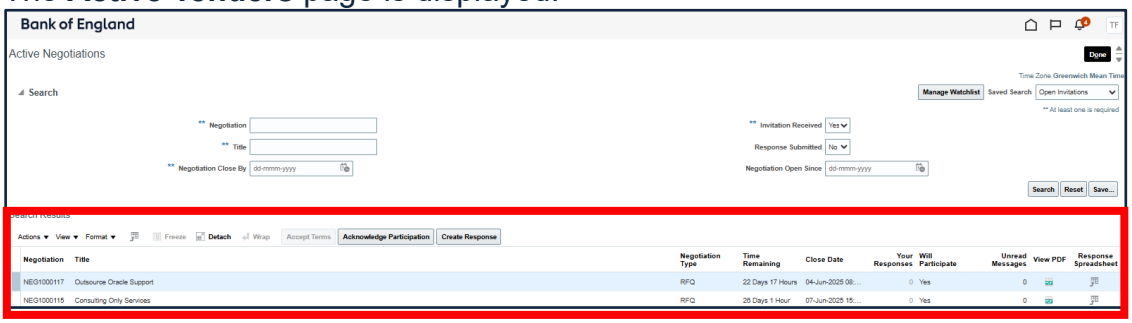
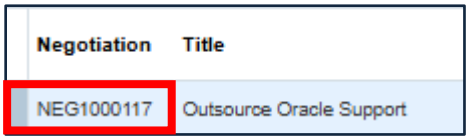
Responses from suppliers will need to be submitted to the Bank with all information included. The response may include prices and requests for additional information. Responses from suppliers can be made directly in the Tender or they can be submitted via spreadsheet.

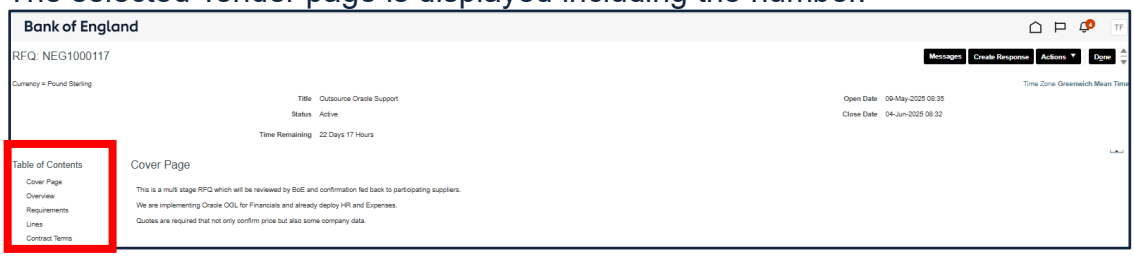
This process looks at a supplier response directly in the Tender.

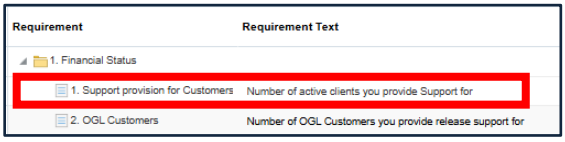
Once the response is submitted, subsequent information may still be supplied if the Tender allows.

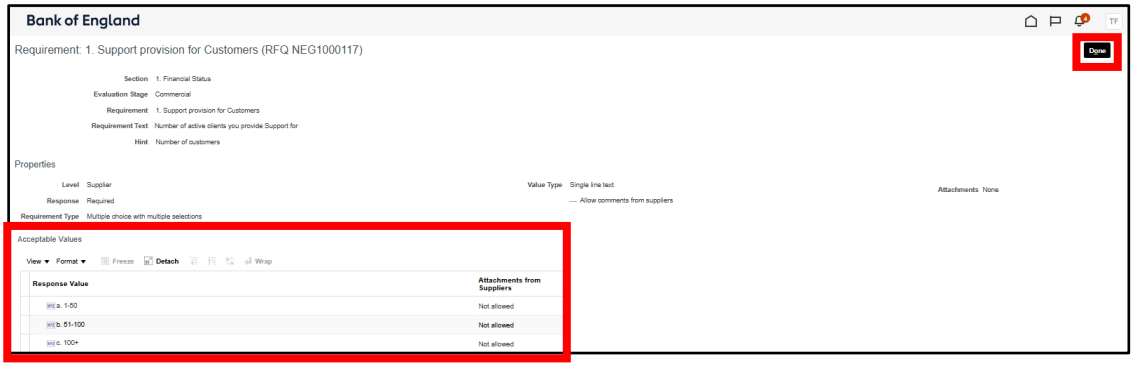
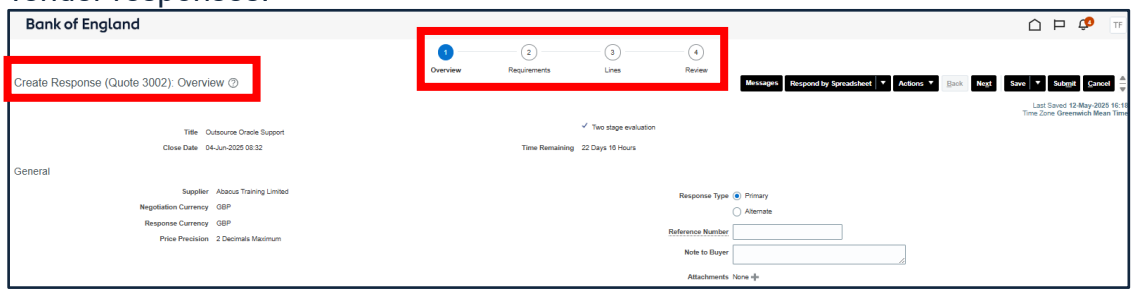
Steps

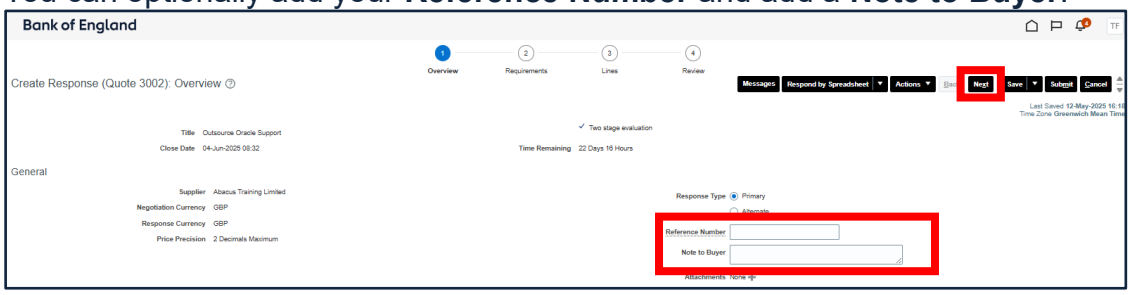
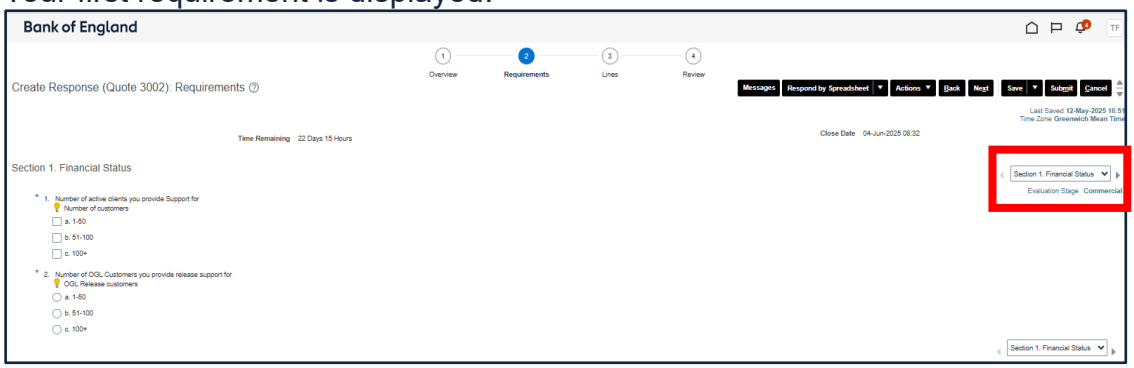
Step	Action	
1.	From the Home page, select the **Supplier Portal** tab. 	
2.	Select the **Supplier Portal** tile to access the **Supplier Portal** work area.	

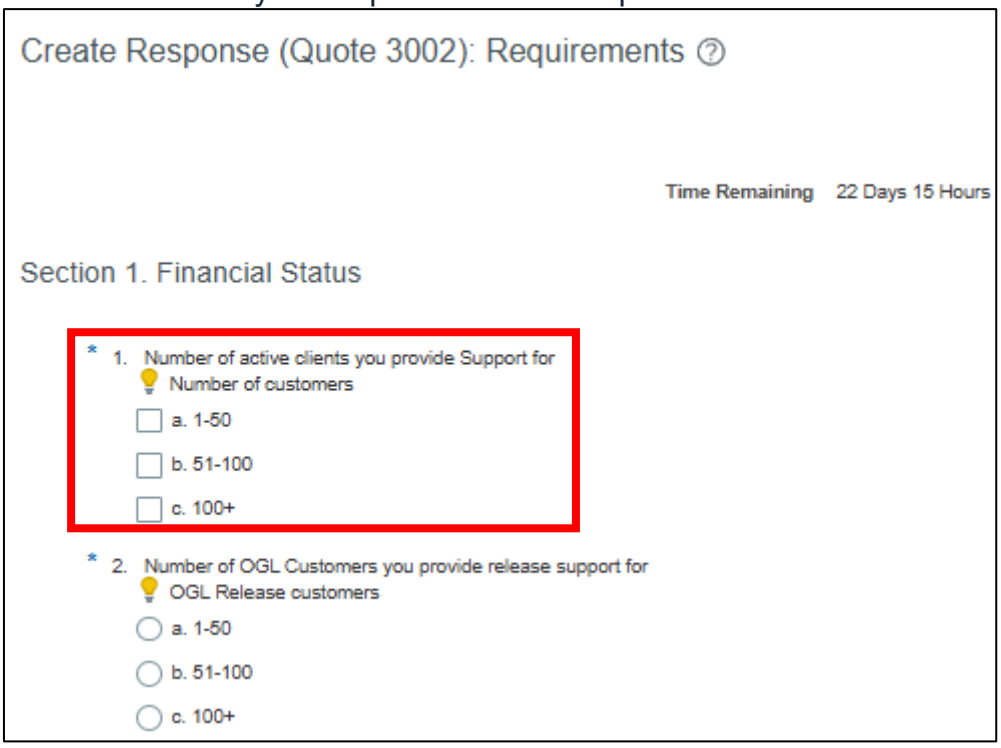
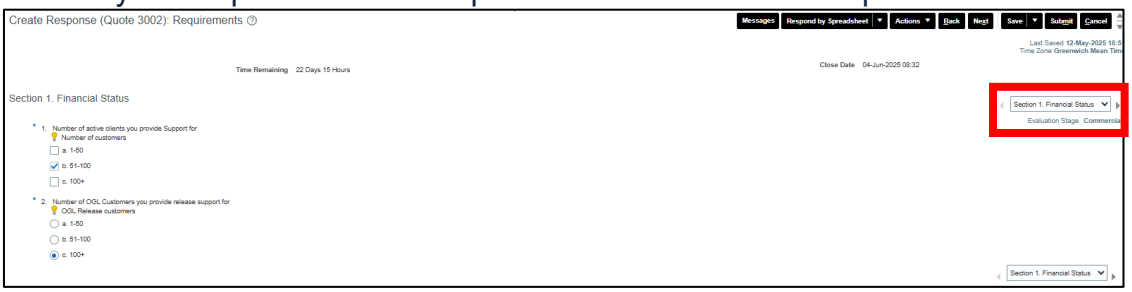
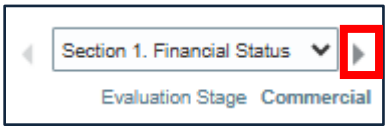
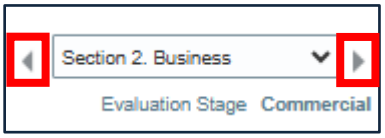
Step	Action	
3.	The **Supplier Portal** work area is displayed.  	
Reviewing the Requirements		
4.	Select the **View Active Tenders** hyperlink from within the Tenders Tasks area.	
5.	The **Active Tenders** page is displayed.  	
	Note: All current active Tenders that the supplier is participating in are displayed. If the Tender you wish to respond to is not shown, you will need to search for it.	
6.	Select the **Tender** number hyperlink.	

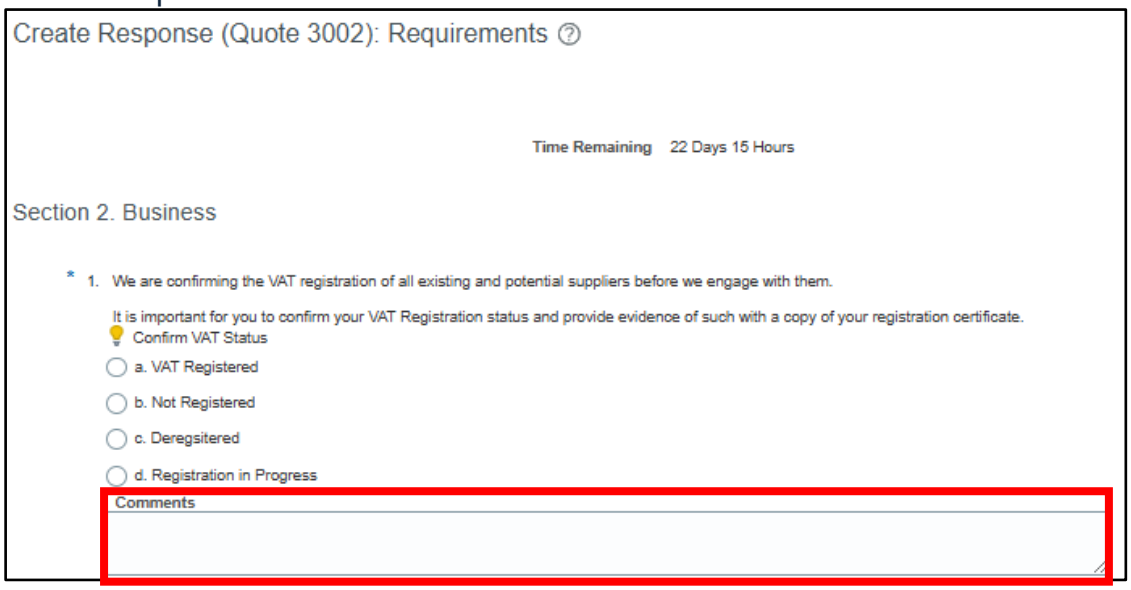
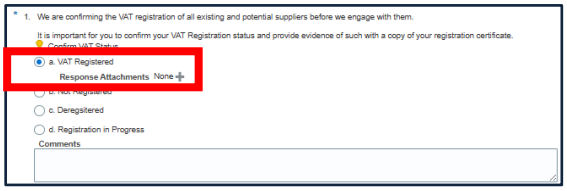
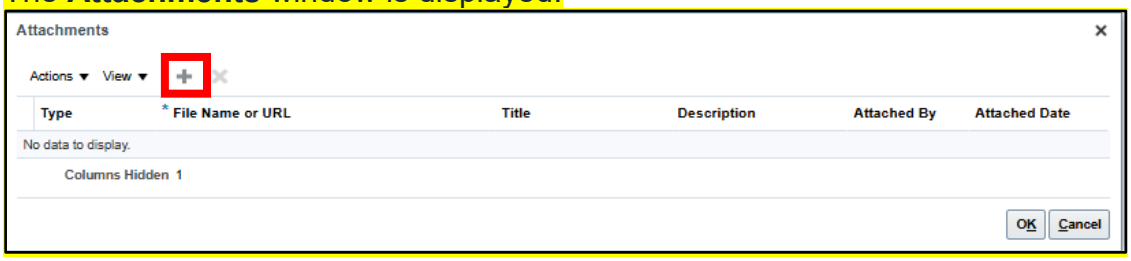
Step	Action	
7.	The selected Tender page is displayed including the number.  	
	Note: The Table of Contents shows the pages available for review and completion. Information about the Tender is provided on the **Cover Page** and **Overview**. Your responses are generally required on the **Requirements** and **Lines** pages. Each of these options are hyperlinks.	
8.	Select **Requirements** from the Table of Contents.	
9.	The **Requirements** are displayed. 	
	Note: Each requirement contains a hyperlink to more information or selection option(s). These will vary depending on the tender/requirement set up.	

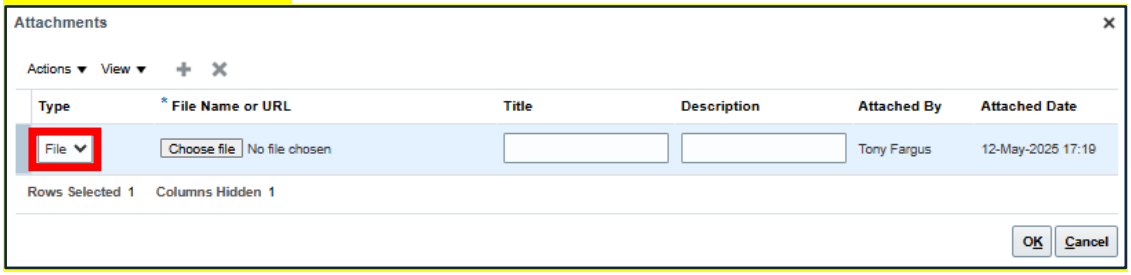
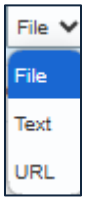
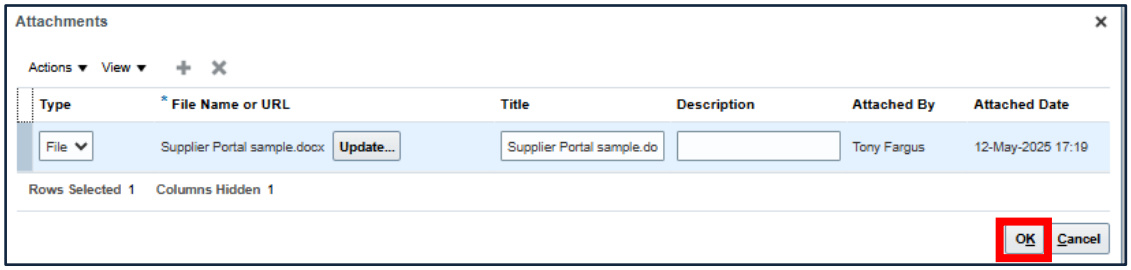
Step	Action	
10.	The requirements for section 1 are shown. Select the hyperlink for the first requirement.	
	Note: Each requirement may be set up differently, so the options shown here are an example of the tender/requirement only. These will vary depending on the actual tender/requirement set up.	
11.	The **Requirement** is displayed. The requirement is defined and shows the requirement name along with requirement text. An optional hint may also be included.	
12.	The tender/requirement **Properties** determine whether a response is mandatory. It also decribes the response type and how your response should be selected. Any attachments will also be displayed.	

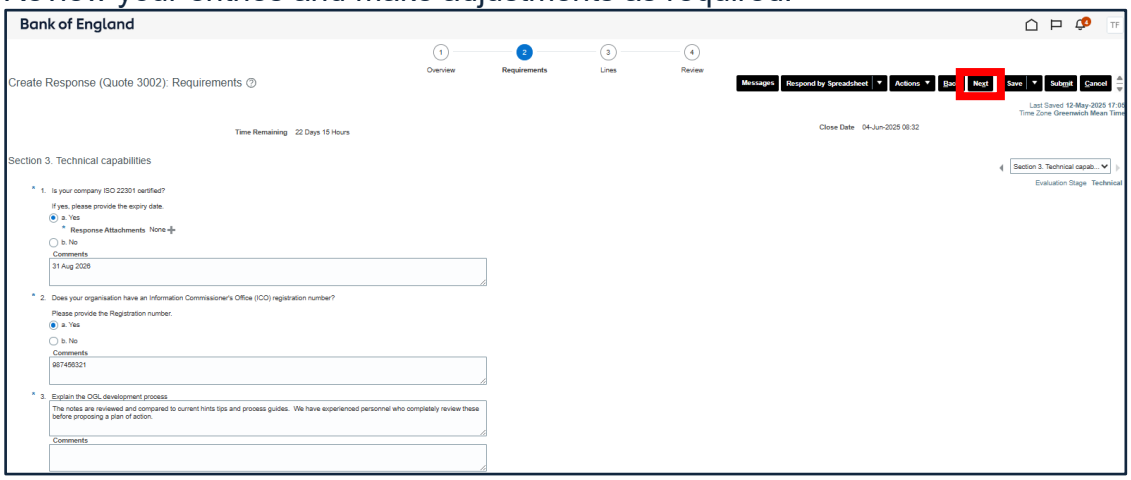
Step	Action	
13.	The **Acceptable Values** are shown. You are required to select a response that matches an acceptable value. There is an indicator as to whether or not attachments are allowed to be included.  	
14.	Select **Done**.	Done
Create a Response		
15.	You are returned to the **RFQ** page. 	
16.	Select **Create Response**.	Create Response
17.	The **Create Response** page is displayed where a Quote number is shown. This quote number is system generated and will be available to review in the Tender responses.  	
	Note: You will see train stops across the top of the page and these assist you in completing your response. The current train stop is shown in blue.	

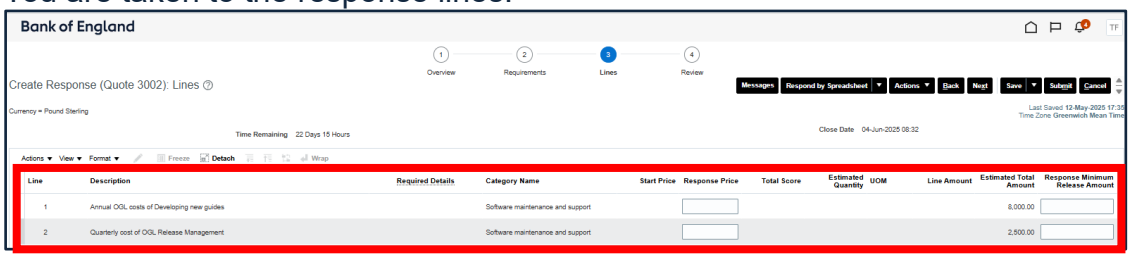
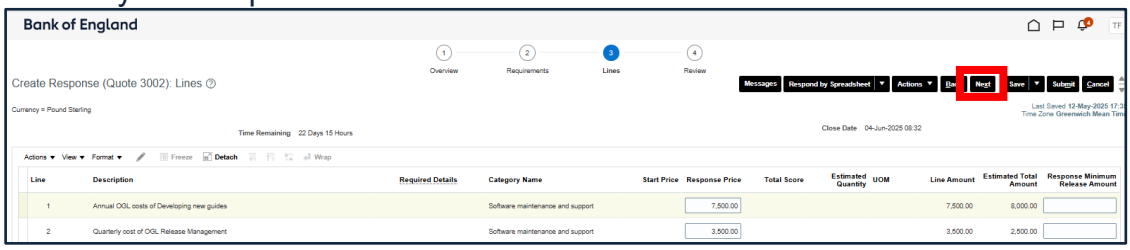
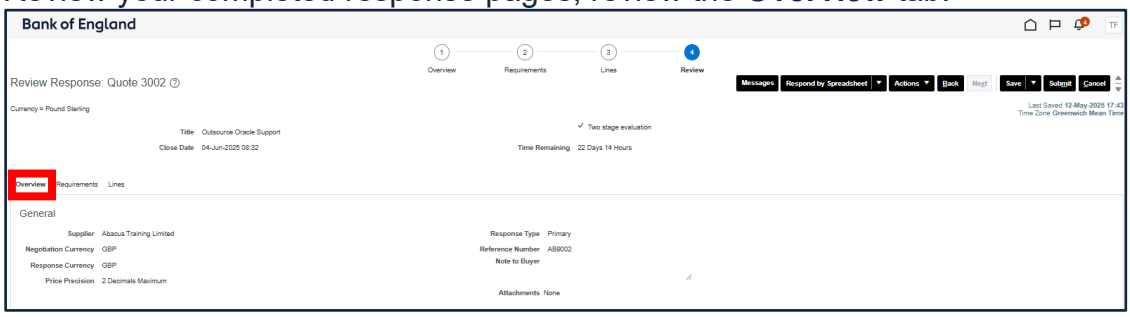
Step	Action	
18.	You can optionally add your **Reference Number** and add a **Note to Buyer**.  	
	Note: You can either select each train stop or select **Next**. These can be completed in any order, but all responses must be complete before it can be submitted.	
19.	Select **Next**.	
20.	Your first requirement is displayed.  	
	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.	

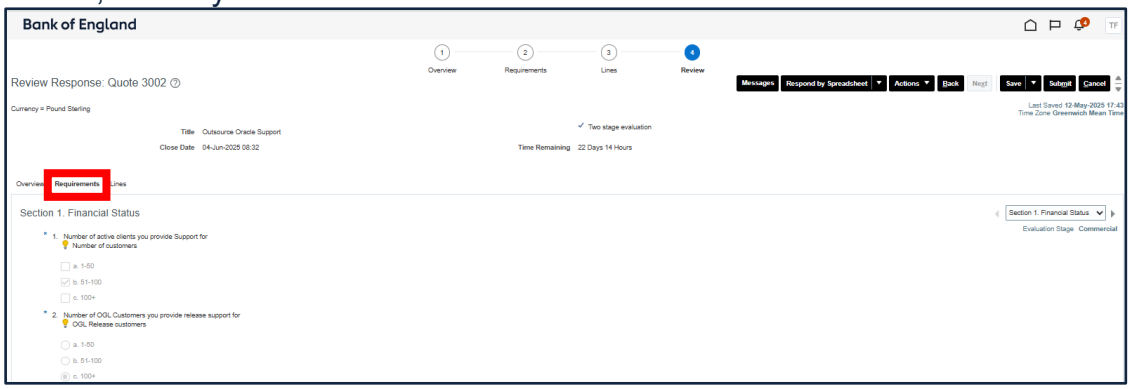
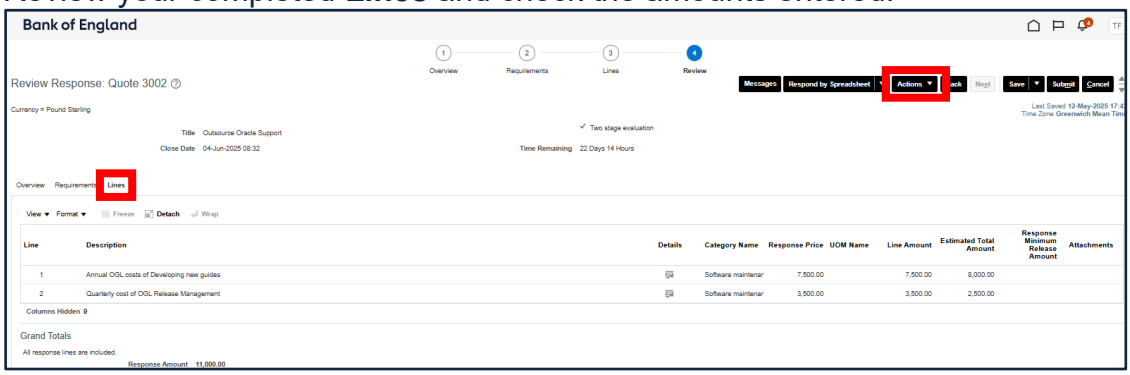
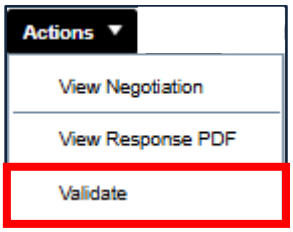
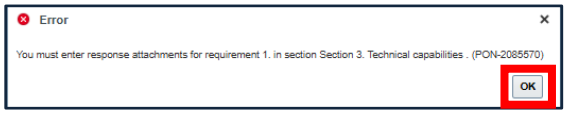
Step	Action	
21.	The requirement is shown. A hint may also be shown, indicated by the light bulb icon. Select your response to each requirement.  	
22.	Review your responses to the requirement and amend as required. 	
23.	Select the **Next** icon.	
24.	The next requirement is shown.	
	Note: To navigate through the requirements you can select either the **Previous** or **Next** icons or select one from the drop-down.	

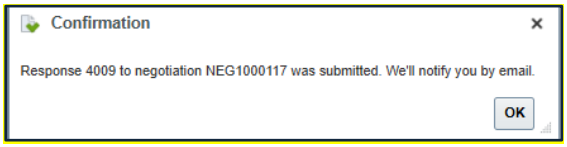
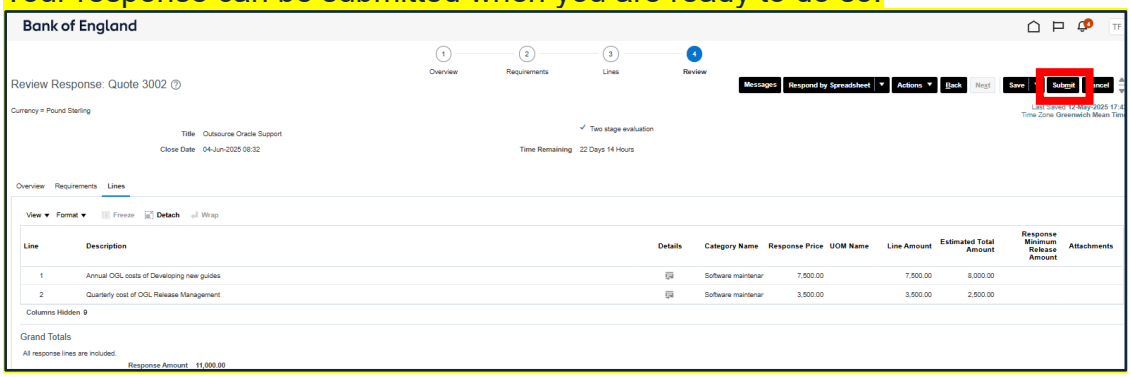
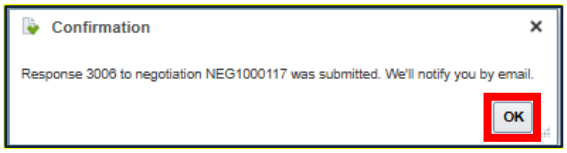
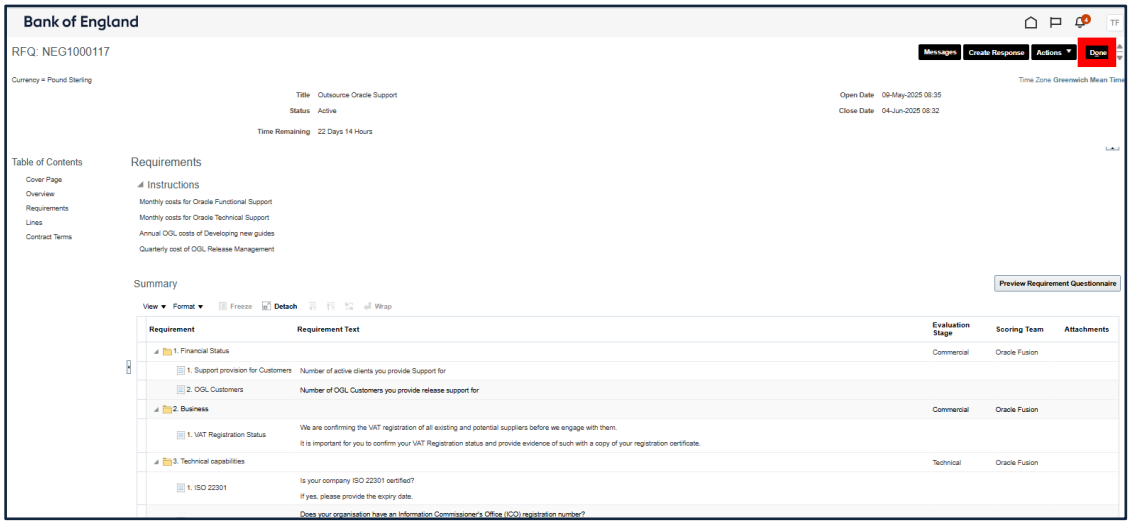
Step	Action	
25.	The new requirement is shown along with a hint by the light bulb icon. In this example you can optionally include free text comments. Select your response to each requirement.  	
	Note: Some requirements may require additional information to be included. This can be seen by selecting option a in the above example.	
26.	In this example the selection of option a, has now displayed the option of adding a **Response Attachment**.	
	Note: Should any attachments be mandatory they will be prefixed with an asterisk (*).	
27.	Select the **Manage Attachments** icon.	
28.	The **Attachments** window is displayed.  	

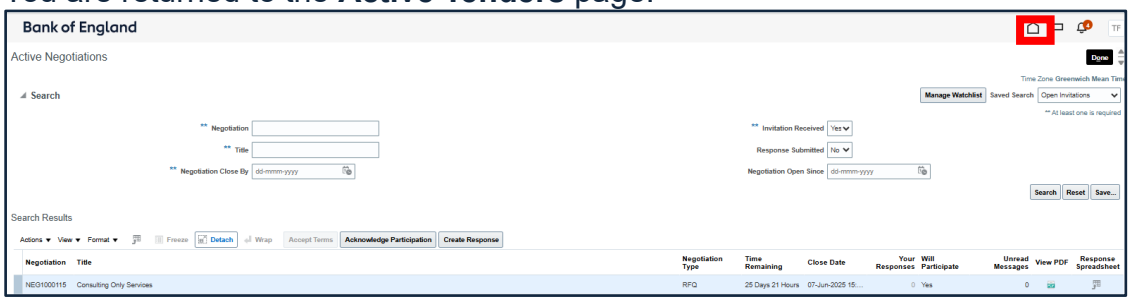
Step	Action	
29.	Select the **Add** icon.	
30.	A new line is shown. 	
31.	Select the **File** drop-down.	
	Note: To add a file, you will need to include the location from your computer. You can also include a URL or free text comments.	
32.	Review the attachment and confirm it is correct. 	
33.	Select **OK**.	
34.	The attachment has been added.	
35.	Navigate to the next requirement.	

Step	Action	
36.	A new set of requirements are displayed. Complete these requirements as required. These may be different depending on the specific Tender requirements. Section 3. Technical capabilities * 1. Is your company ISO 22301 certified? If yes, please provide the expiry date. a. Yes b. No Comments * 2. Does your organisation have an Information Commissioner's Office (ICO) registration number? Please provide the Registration number. a. Yes 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	
37.	Review your entries and make adjustments as required.  	
	Note: You should consider if you need to review each section before progressing. Navigate between requirements.	
38.	Once complete, select **Next**.	Next

Step	Action	
39.	You are taken to the response lines.  	
	Note: You should enter the price of the items shown in the requirement. The description should be clear for you to enter a response price, there may also be estimated amounts.	
40.	Review your completed lines and check the amounts entered.  	
41.	Select **Next**.	
42.	Review your completed response pages, review the **Overview** tab.  	

Step	Action	
43.	Review your completed responses on the **Requirements** tab. Your entries are shown, but they are shaded. 	
44.	Review your completed **Lines** and check the amounts entered. 	
45.	Select the **Actions** drop-down.	
46.	Select **Validate** from the menu.	
47.	You may get an error if any information is missing. In this instance you must address all issues.	
48.	Select **OK**.	
	Note: Once you have corrected any errors, repeat the steps to validate your response.	

Step	Action	
49.	You receive **Confirmation** that your response has been validated.	
50.	Your response can be submitted when you are ready to do so. 	
51.	Select **Submit**.	
52.	You receive **Confirmation** that your response has been submitted.	
53.	You are returned to the Tender. 	
54.	Select **Done**.	

Step	Action	
55.	You are returned to the **Active Tenders** page. 	
56.	Select the **Home** icon to return to the Home page.	

Change History

Date	Version	Notes
08/05/25	v1 – File created	Initial version created for internal review
09/05/25	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” – Sean Tague
	v5 – Final version	

Business Sign off

Date	Final version	Signed off by