

Bank of England

Oracle Procurement

S2C08 Supplier Portal

Responding to Tender Messages



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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 Tender Messages

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 Tender Messages

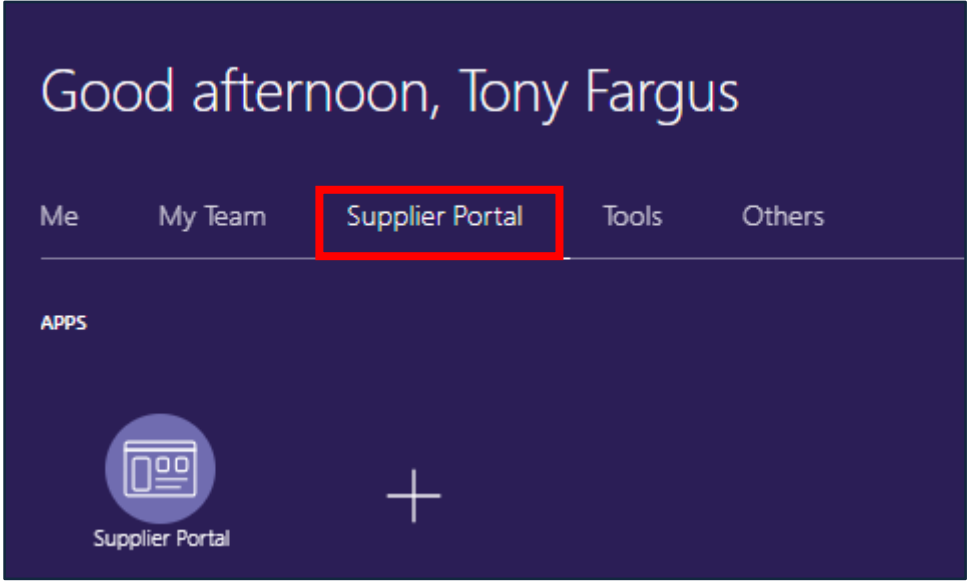
Introduction

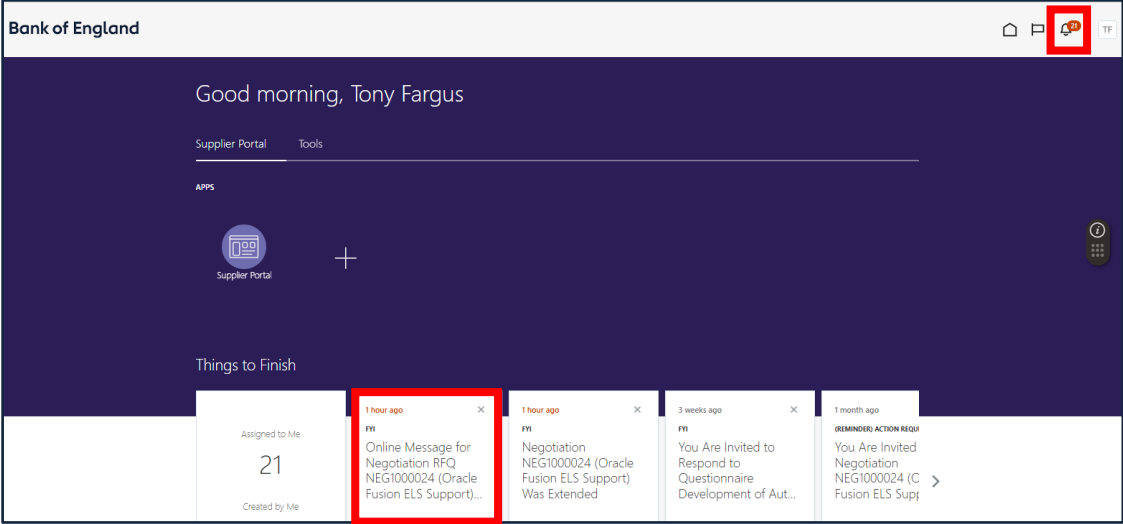
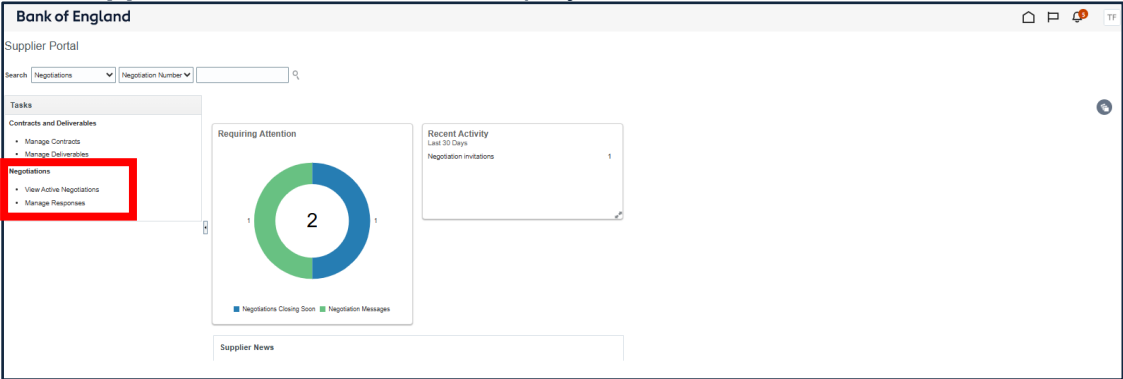
Suppliers will review open Tenders that the Bank make available on the Supplier Portal.

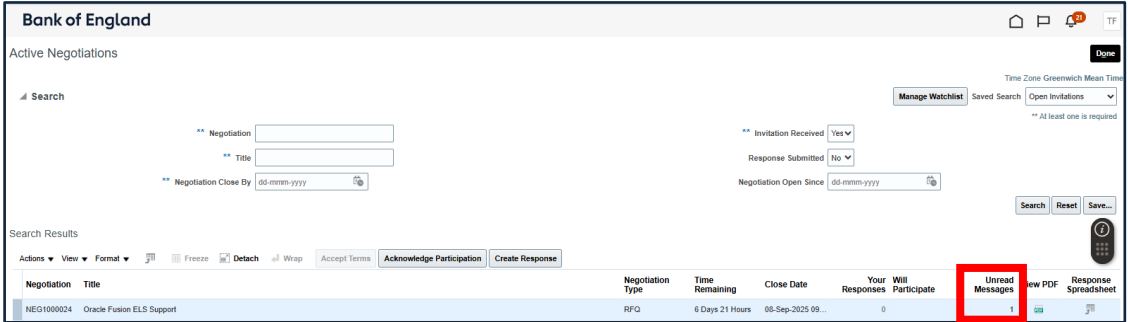
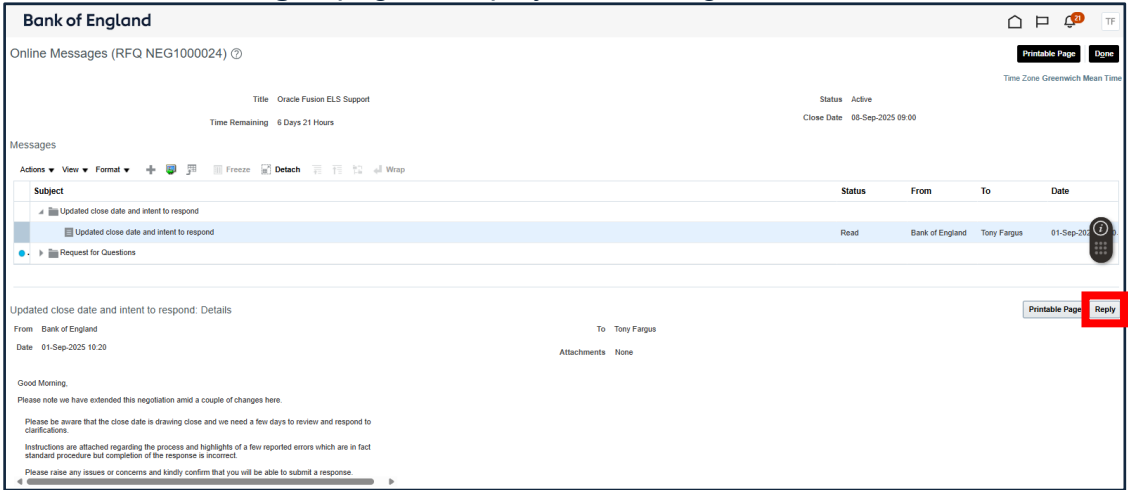
Messages can be communicated between the Bank and Suppliers via the Supplier Portal. The Bank may send individual messages to suppliers or send them to all participating suppliers. Suppliers should reply in a timely manner to the Bank.

This process looks at a supplier response to messages received via a Tender.

Steps

Step	Action
Reviewing the Message from the Home page	
1.	From the Home page, select the Supplier Portal tab. 

Step	Action
2.	Messages can be seen in the Things to Finish area in the lower part of the page. Messages can be viewed directly from this area by selecting them. Alternatively, messages can be viewed using the Notifications icon located at the top right of the page. 
	Note: Regardless of how you view the message, replying is performed in the same way. This is covered in step 9 onwards.
Reviewing the Message in the Tender	
3.	Select the Supplier Portal tile to access the Supplier Portal work area. 
4.	The Supplier Portal work area is displayed. 

Step	Action	
5.	Under Tasks , select View Active Tenders .	
6.	The Active Tenders page is displayed.	
	Note: Any unread messages are shown in the Unread Messages column.	
7.	Select the Unread Messages hyperlink.	
8.	The Online Messages page is displayed including the Tender number.	
	Note: The message content is displayed in the lower part of the page. If there are any attachments, they will be visible via a hyperlink.	
9.	Select Reply .	

Send

Step	Action																																																		
12.	The Online Messages are displayed. The response is now visible and all messages are retained and visible.	Bank of England Online Messages (RFQ NEG1000024) Printable Page Done Time Zone Greenwich Mean Time Title Oracle Fusion ELS Support Status Active Time Remaining 6 Days 21 Hours Close Date 08-Sep-2025 09:00 Messages Actions View Format + <table><thead><tr><th>Subject</th><th>Status</th><th>From</th><th>To</th><th>Date</th></tr></thead><tbody><tr><td>Updated close date and intent to respond</td><td></td><td></td><td></td><td></td></tr><tr><td>Re: Updated close date and intent to respond</td><td>Read</td><td>Tony Fergus</td><td>Bank of England</td><td>01-Sep-2025</td></tr><tr><td>Updated close date and intent to respond</td><td>Replied</td><td>Bank of England</td><td>Tony Fergus</td><td>01-Sep-2025</td></tr></tbody></table> Updated close date and intent to respond: Details Printable Page Reply From Bank of England To Tony Fergus Date 01-Sep-2025 10:20 Attachments None Good Morning, Please note we have extended this negotiation amid a couple of changes here. Please be aware that the close date is drawing close and we need a few days to review and respond to clarifications. Instructions are attached regarding the process and highlights of a few reported errors which are in fact standard procedure but completion of the response is incorrect. Please raise any issues or concerns and kindly confirm that you will be able to submit a response. <tr><td>13.</td><td>Select Done.</td><td> Done </td></tr> <tr><td>14.</td><td>You are returned to the Active Tenders page.</td><td> Bank of England Active Negotiations Search Management Watchlist Saved Search Open Invitations At least one is required Invitation Received Yes Response Submitted No Negotiation Open Since dd-mm-yyyy Search Results Actions View Format Accept Terms Acknowledge Participation Create Response <table><thead><tr><th>Negotiation</th><th>Title</th><th>Negotiation Type</th><th>Time Remaining</th><th>Close Date</th><th>Your Responses</th><th>Will Participate</th><th>Unread Messages</th><th>View PDF</th><th>Response Spreadsheet</th></tr></thead><tbody><tr><td>NEG1000024</td><td>Oracle Fusion ELS Support</td><td>RFQ</td><td>6 Days 21 Hours</td><td>08-Sep-2025 09:00</td><td>0</td><td></td><td>1</td><td></td><td></td></tr></tbody></table> </td></tr> <tr><td>15.</td><td>Select the Home icon to return to the Home page.</td><td> </td></tr>	Subject	Status	From	To	Date	Updated close date and intent to respond					Re: Updated close date and intent to respond	Read	Tony Fergus	Bank of England	01-Sep-2025	Updated close date and intent to respond	Replied	Bank of England	Tony Fergus	01-Sep-2025	13.	Select Done .	Done	14.	You are returned to the Active Tenders page.	Bank of England Active Negotiations Search Management Watchlist Saved Search Open Invitations At least one is required Invitation Received Yes Response Submitted No Negotiation Open Since dd-mm-yyyy Search Results Actions View Format Accept Terms Acknowledge Participation Create Response <table><thead><tr><th>Negotiation</th><th>Title</th><th>Negotiation Type</th><th>Time Remaining</th><th>Close Date</th><th>Your Responses</th><th>Will Participate</th><th>Unread Messages</th><th>View PDF</th><th>Response Spreadsheet</th></tr></thead><tbody><tr><td>NEG1000024</td><td>Oracle Fusion ELS Support</td><td>RFQ</td><td>6 Days 21 Hours</td><td>08-Sep-2025 09:00</td><td>0</td><td></td><td>1</td><td></td><td></td></tr></tbody></table>	Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet	NEG1000024	Oracle Fusion ELS Support	RFQ	6 Days 21 Hours	08-Sep-2025 09:00	0		1			15.	Select the Home icon to return to the Home page.	
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Change History

Date	Version	Notes
01/09/25	v1 – File created	Initial version created for internal review
01/09/25	v2 - Internal QA Updates / Submitted for first review	File created post internal QA
05/09/25	v3 – 1 st Edit / Submitted for second review	File created with no SME review undertaken
14/04/26	v4 – 2 nd Edit if required	Amended wording in the “Notes” Section – Sean Tague
	v5 – Final version	

Business Sign off

Date	Final version	Signed off by