

Bank of England

Oracle Procurement

S2C10 Supplier Responses

Viewing All Invited Negotiations



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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.

Objectives

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

- View All Invited Negotiations

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.

Viewing All Invited Negotiations

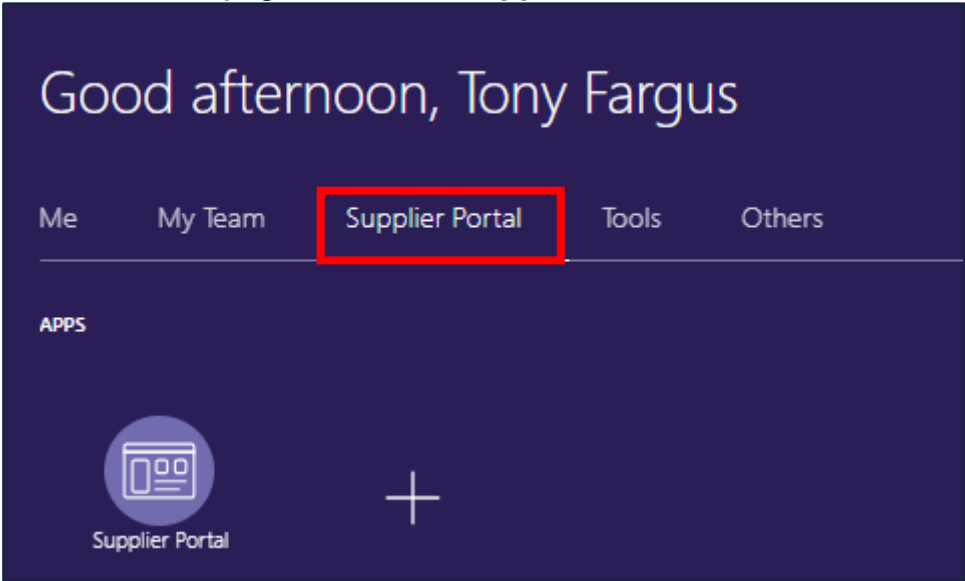
Introduction

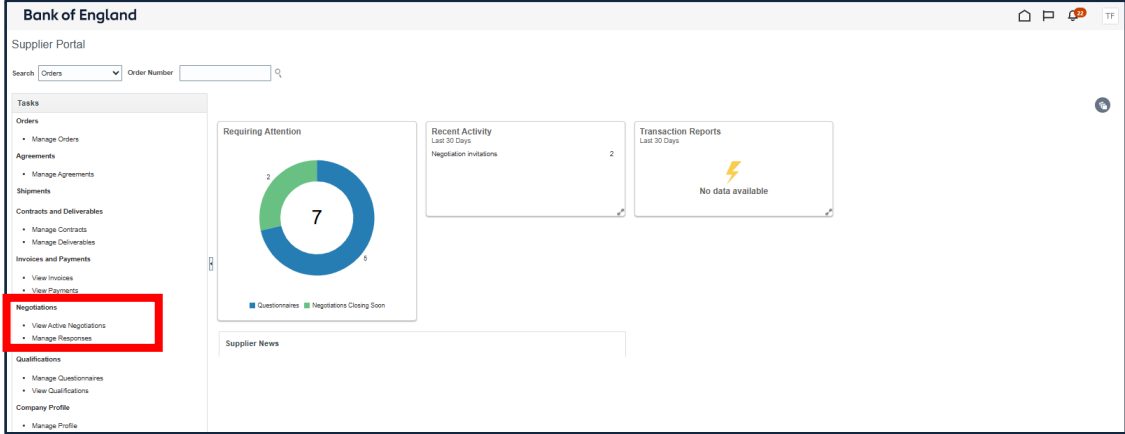
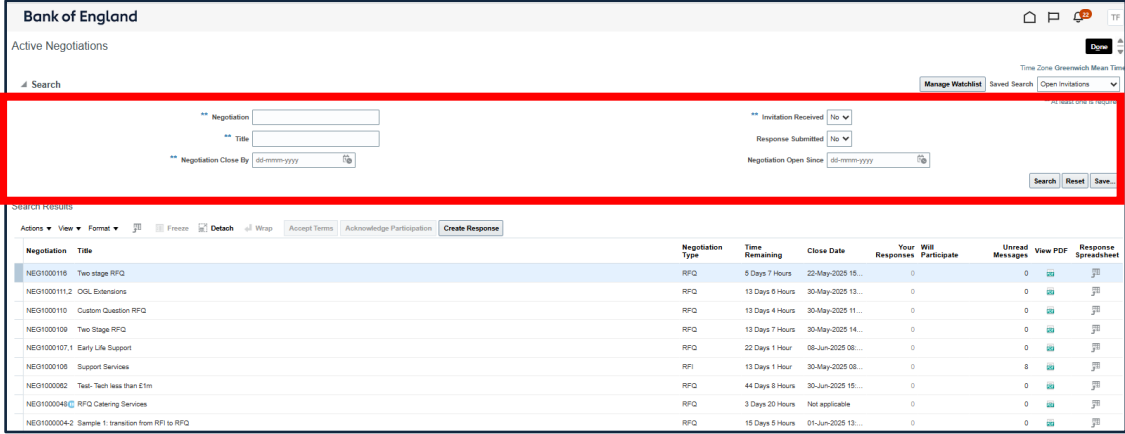
Once you have registered as a supplier with the Bank and have access to the Supplier Portal you can view all open negotiations. You can search these negotiations for anything that you would like to participate in.

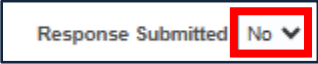
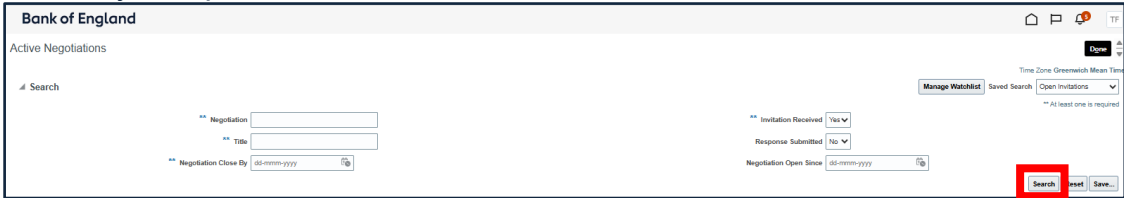
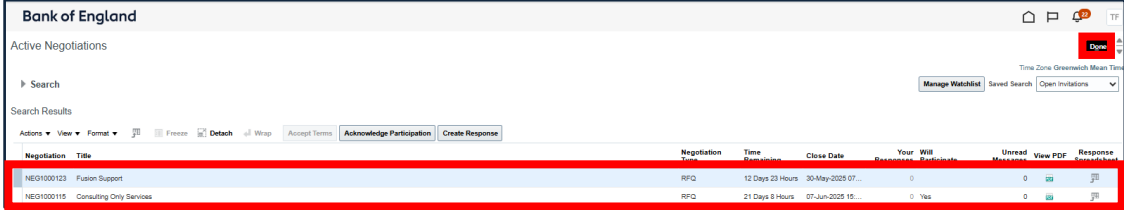
You may also be invited to participate when a negotiation is created. There are some searches that you need to perform to review these negotiations.

This process looks at reviewing all invited negotiations.

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. The search area is highlighted below.	
4.	Select the View Active Negotiations hyperlink within the Negotiations area.	
5.	The Active Negotiations page is displayed.	
	Note: The results are determined by the search criteria entered.	
6.	The displayed criteria will only return all those negotiations you have not been invited to or responded to.	
7.	Set the Invitation Received field to Yes .	

Step	Action	
8.	Set the Response Submitted field to No . This will return all negotiations you have been invited to.	
	Note: There are additional search options available, including a specific negotiation number or use of closing dates.	
9.	Review your updated search criteria.	
10.	Select Search .	
11.	The results show the negotiations that you are currently invited to participate in.	
12.	Select Done .	
13.	Select the Home icon to return to the Home page.	

Change History

Date	Version	Notes
09/05/25	v1 – File created	Initial file created
16/05/25	v2 - Internal QA Updates / Submitted for first review	Changes after internal QA complete
22/05/25	v3 – 1 st Edit / Submitted for second review	File created after SME review
	v4 – 2 nd Edit if required	
	v5 – Final version	

Business Sign off

Date	Final version	Signed off by