

Bank of England

Oracle Procurement

S2C10 Supplier Responses

Viewing All 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.

Objectives

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

- View All 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.

Viewing All Messages

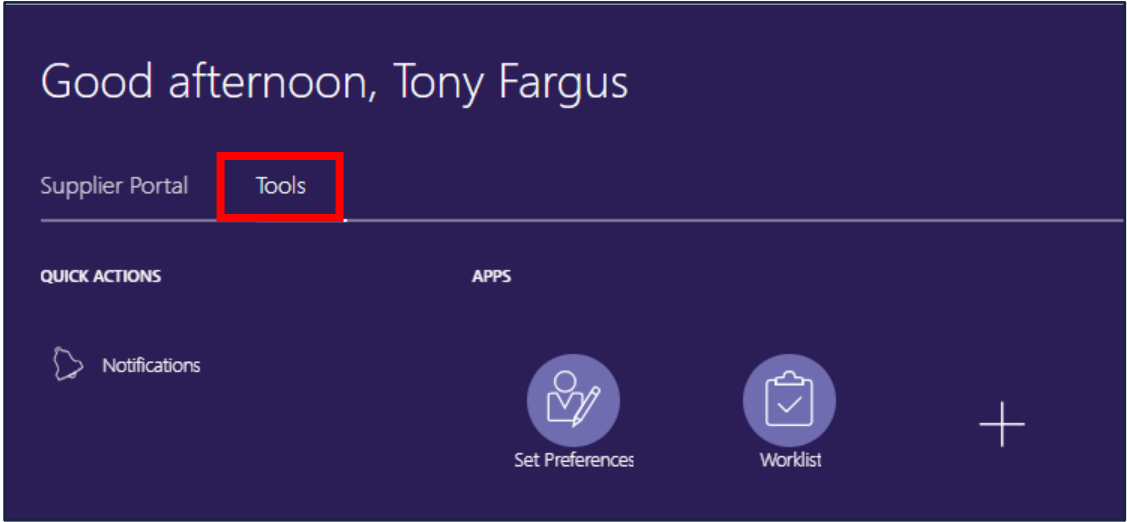
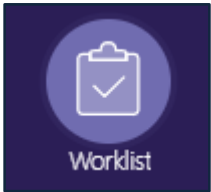
Introduction

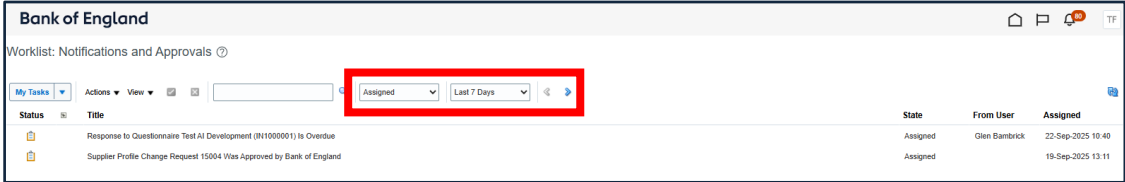
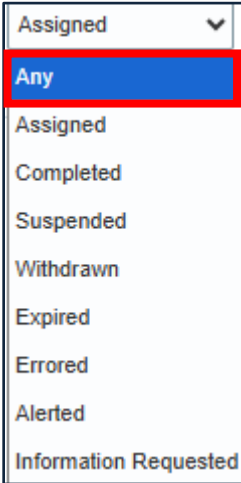
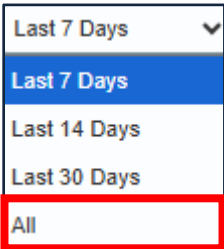
Suppliers can send and receive review messages for a number of events including Tenders, contracts and initiatives. Messages exchanged will be available to review within the relevant activity.

There are some system-based messages or notifications that are also available to review.

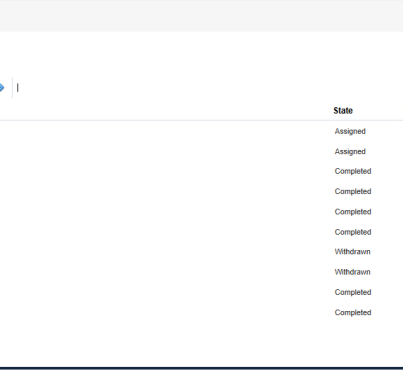
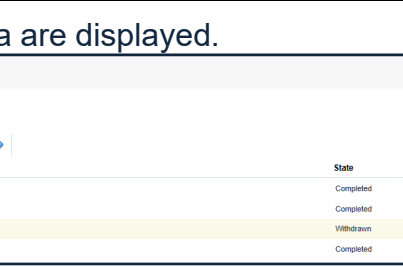
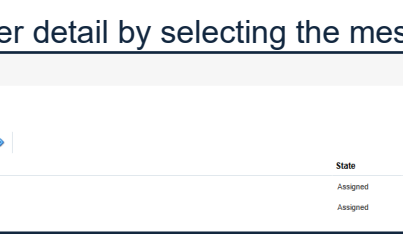
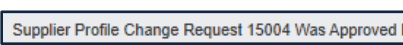
This process looks at viewing all messages that have been received and shows you how to search for specific messages too.

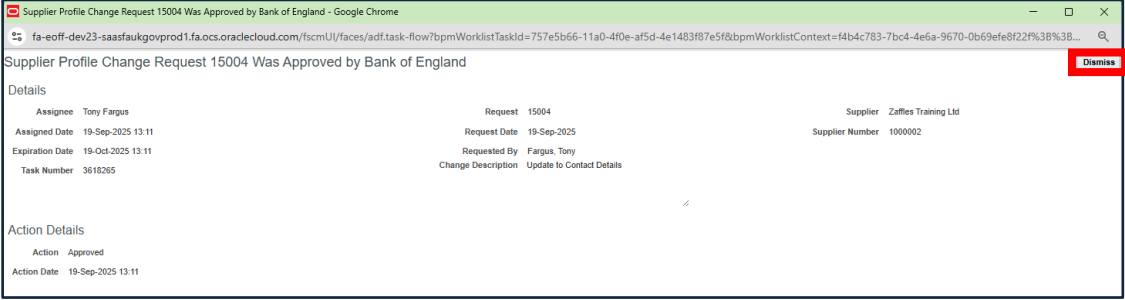
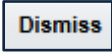
Steps

Step	Action	
1.	From the Home page, select the Tools tab.	
Finding all Messages		
2.	Select the Worklist tile to access the Worklist work area.	

Step	Action	
3.	The Worklist: Notifications and Approvals work area is displayed.	
	Note: The default view is set to be Assigned messages that are within the Last 7 Days .	
4.	Select the Assignment drop-down.	
5.	Select the desired Status from the menu, in this example select Any .	
6.	Select the Show tasks by created date drop-down.	
7.	Select the desired range from the menu, in this example select All .	

Step	Action	
8.	The results are displayed and available for review.	
Bank of England Worklist: Notifications and Approvals My Tasks Actions View Any All Status Title Response to Questionnaire Test AI Development (IN1000001) Is Overdue Supplier Profile Change Request 15004 Was Approved by Bank of England Award Decision for Your Response 4008 to Negotiation NEG1000045 (CPABC01) Negotiation NEG1000045 (CPABC01) Was Closed Award Decision for Your Response 4009 to Negotiation NEG1000048 (BPANOB001) Negotiation NEG1000048 (BPANOB001) Was Closed Your Response Quote 4009 to RFQ NEG1000048 (BPANOB001) Was Submitted Your Response Quote 4008 to RFQ NEG1000045 (CPABC01) Was Submitted Award Decision for Your Response 4004 to Negotiation NEG1000046 (BPABC01) Negotiation NEG1000046 (BPABC01) Was Closed State From User Assigned Assigned Glen Bambrick 22-Sep-2025 10:40 Assigned 19-Sep-2025 13:11 Completed Glen Bambrick 09-Sep-2025 12:04 Completed Lesley Austin 09-Sep-2025 11:59 Completed Glen Bambrick 09-Sep-2025 11:40 Completed Glen Bambrick 09-Sep-2025 11:34 Withdrawn Tony Fergus 09-Sep-2025 11:25 Withdrawn Tony Fergus 09-Sep-2025 11:23 Completed Glen Bambrick 09-Sep-2025 10:31 Completed Lesley Austin 09-Sep-2025 10:17		
9.	Select the Next icon to view further pages of messages.	
10.	The results are displayed and available for review.	
Bank of England Worklist: Notifications and Approvals My Tasks Actions View Any All Status Title Award Decision for Your Response 4005 to Negotiation NEG1000047 (CPABC01) Negotiation NEG1000047 (CPABC01) Was Closed Your Response Quote 4005 to RFQ NEG1000047 (CPABC01) Was Submitted Your Response Quote 4004 to RFQ NEG1000046 (BPABC01) Was Submitted You Are Invited to Negotiation NEG1000048 (BPANOB001) You Are Invited to Negotiation NEG1000047 (CPABC01) You Are Invited to Negotiation NEG1000048 (BPABC01) You Are Invited to Negotiation NEG1000045 (CPABC01) Award Decision for Your Response 4002 to Negotiation NEG1000044 (CC_CPABC01) Negotiation NEG1000044 (CC_CPABC01) Was Closed State From User Assigned Completed Glen Bambrick 09-Sep-2025 09:53 Completed Glen Bambrick 09-Sep-2025 09:42 Withdrawn Tony Fergus 09-Sep-2025 09:40 Withdrawn Tony Fergus 09-Sep-2025 09:39 Completed 08-Sep-2025 15:58 Completed 08-Sep-2025 15:54 Completed 08-Sep-2025 15:48 Completed 08-Sep-2025 15:31 Completed Glen Bambrick 08-Sep-2025 12:45 Completed Glen Bambrick 08-Sep-2025 12:27		
11.	Select the Previous icon to return to previous messages.	
Note: At any time, you can refine the search by updating the message status and the time period to expand or narrow your search.		
Searching for specific Messages		

Step	Action	
12.	Specific messages can be found by entering text into the highlighted box below.	 The screenshot shows the 'Bank of England' Worklist interface. At the top, there's a search bar with a magnifying glass icon, which is highlighted with a red rectangle. Below the search bar, there's a table with columns: Status, Title, State, From User, and Assigned. The table lists several messages, including 'Response to Questionnaire Test AI Development (H11000001) is Overdue', 'Supplier Profile Change Request 15004 Was Approved by Bank of England', and 'Award Decision for Your Response 4008 to Negotiation NEG1000045 (CPAB/C01)'.
13.	Enter your search text into the Search field.	 A close-up of the search field, showing a text input box with a magnifying glass icon to its right. The entire search field is highlighted with a red rectangle.
14.	Select the Search icon.	 A close-up of the search icon, which is a magnifying glass inside a square button. The icon is highlighted with a red rectangle.
15.	All messages meeting the search criteria are displayed.	 The screenshot shows the 'Bank of England' Worklist interface with the search bar containing 'NEG1000047'. The table below shows the results, with the first row highlighted in yellow: 'Award Decision for Your Response 4005 to Negotiation NEG1000047 (CPAB/C01)'. Other rows include 'Negotiation NEG1000047 (CPAB/C01) Was Closed' and 'Your Response Quote 4005 to RFQ NEG1000047 (CPAB/C01) Was Submitted'.
Reviewing a Message		
16.	Each message can be reviewed in further detail by selecting the message.	 The screenshot shows the 'Bank of England' Worklist interface. The search bar is empty. The table below shows the results, with the first row highlighted in yellow: 'Response to Questionnaire Test AI Development (H11000001) is Overdue'. The second row is also highlighted: 'Supplier Profile Change Request 15004 Was Approved by Bank of England'.
17.	Select the message Title hyperlink.	 A close-up of the message title hyperlink, which is 'Supplier Profile Change Request 15004 Was Approved by Bank of England'. The text is highlighted with a red rectangle.

Step	Action	
18.	The message detail is available for review.	
	Note: The message content is displayed. This may include different option buttons or hyperlinks according to what the message is regarding and whether a response is required.	
19.	In this example, select Dismiss .	
20.	Select the Home icon to return to the Home page.	

Change History

Date	Version	Notes
22/09/25	v1 – File created	Initial version created for internal review
23/09/25	v2 - Internal QA Updates / Submitted for first review	Updates made following internal QA ready for SME review.
25/09/25	v3 – 1 st Edit / Submitted for second review	File created with no SME review undertaken
	v4 – 2 nd Edit if required	
	v5 – Final version	

Business Sign off

Date	Final version	Signed off by