Bank of England

Oracle Procurement

S2C10 Supplier Responses

Viewing All Open Negotiations

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.

Prerequisites

- Navigation Video
- Procurement Overview Video

Objectives

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

- View All Open 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 Open Negotiations

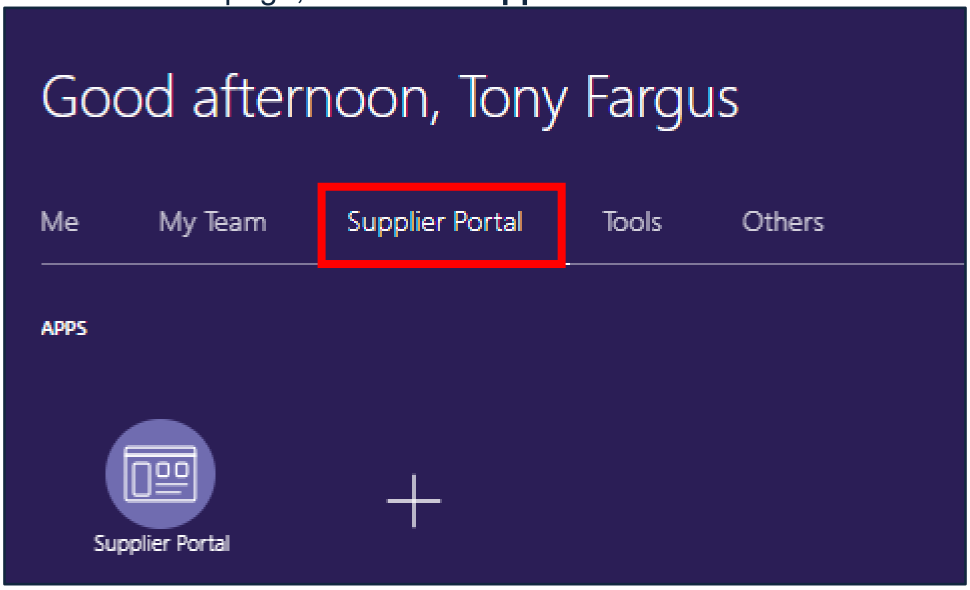
Introduction

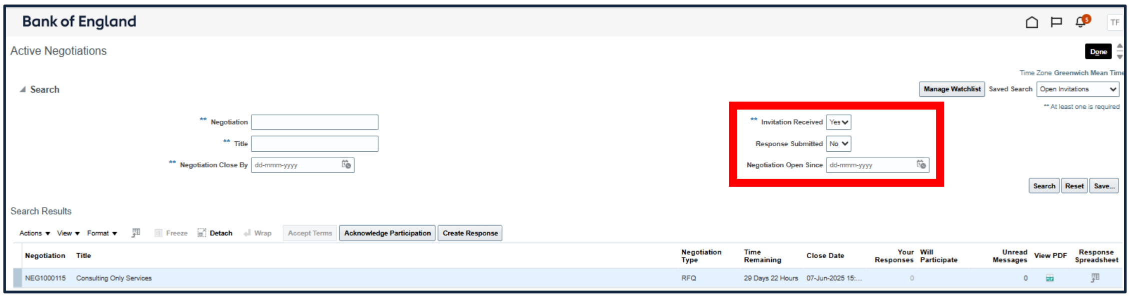
Once you have registered as a supplier with the Bank and have access to the Supplier Portal you can view all open negotiations. You can search these negotiations for anything that you would like to participate in.

When you are invited to participate you can run searches for those negotiations to signal your intent to participate. There are other negotiations that the bank have published which you can review and consider if you would like to participate in them.

This process looks at reviewing all open negotiations that you have not been invited to participate in.

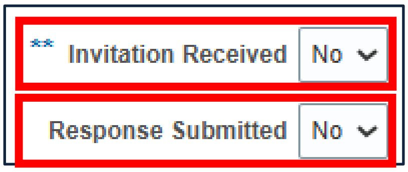
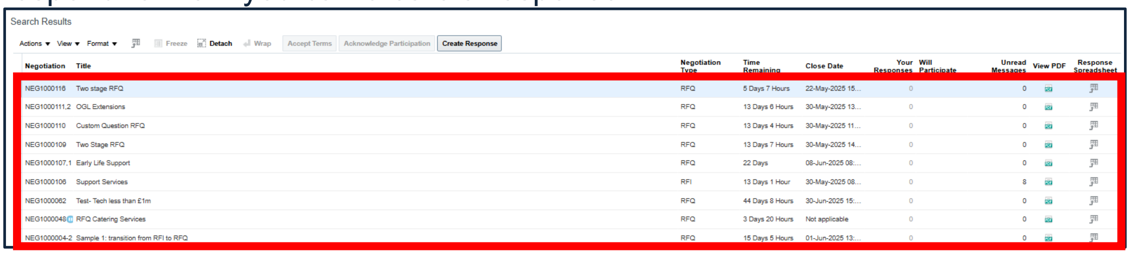
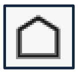
Steps

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. 	
4.	Select the **View Active Negotiations** hyperlink from within the Negotiations area.	
5.	The **Active Negotiations** page is displayed. 	
	Note: Any active negotiations that you are involved in are shown in the search results at the bottom of the page.	
6.	To review all open negotiations, you will need to update the search criteria in the search area. 	

<table>
<tr><th>Step</th><th>Action</th><th></th></tr>
<tr><td>7.</td><td colspan="2">To search for all open negotiations, adjust the search options.

</td></tr>
<tr><td>8.</td><td>Set the Invitation Received and the Response Submitted fields to No.

This will provide you all open negotiations that you were not directly invited to and have not previously submitted a response.</td><td>
</td></tr>
<tr><td>9.</td><td>Select Search.</td><td>
</td></tr>
<tr><td>10.</td><td colspan="2">The Open Negotiations that you have not been directly invited to or responded to are shown. You can review these and should you wish to respond to them you can create a response.

</td></tr>
<tr><td>11.</td><td>Select Done.</td><td>
</td></tr>
<tr><td>12.</td><td>Select the Home icon to return to the Home page.</td><td></td></tr>
</table>

Change History

Date	Version	Notes
09/05/25	v1 – File created	Initial file Created
13/05/25	v2 - Internal QA Updates / Submitted for first review	Changes after internal QA complete
23/05/25	v3 – 1st Edit / Submitted for second review	File created after SME review
	v4 – 2nd Edit if required	
	v5 – Final version	

Business Sign off

Date	Final version	Signed off by