



Supplier Guide for Fusion Quick RFQ Module

Suppliers can access the Quick RFQ module via the Fusion portal. To access Fusion, suppliers must first log in or register on Fusion.

Further guides on Fusion can be found on link below -
<https://www.newham.gov.uk/council/procurement-%E2%80%93-buy/2>

Logging In

Once you have registered, log in using the details sent by the auto email from the Oracle Fusion portal. If you have forgotten your password, you can click on the link **Forgot Password** located at the bottom of the log in button.

Link to log in -
<https://elyq.fa.em3.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000002089195>

Click on the **Sign in** button located at the top right-hand corner of the page.

Please ensure you enter your user ID (email address) and password exactly as registered including Uppercase and Lowercase letters.

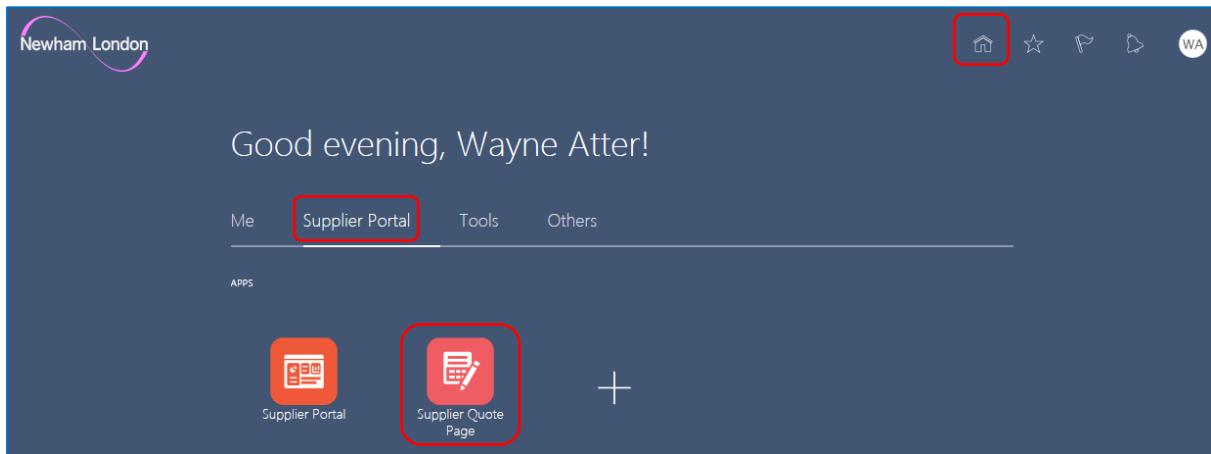
A screenshot of the Oracle Fusion login interface. It features a white background with a blue border. At the top, there is a light blue header bar. Below the header, there are three input fields: "User ID", "Password", and "Forgot Password". The "Forgot Password" link is highlighted with a red rectangular border. At the bottom of the form is a large blue button labeled "Sign In".

Note – Please use Google Chrome as your browser to access this portal. As Oracle Fusion is a cloud-based application, other browsers may have limited function. If google chrome is not your default browser, you can copy and paste the link to google chrome.



Accessing the RFQ

Click on the **Home Page**, and then click on the tab **Supplier Portal** and the box at the bottom of the tab **Supplier Quote Page**.




Enter your Fusion credentials again to log in to the Quick RFQ module.

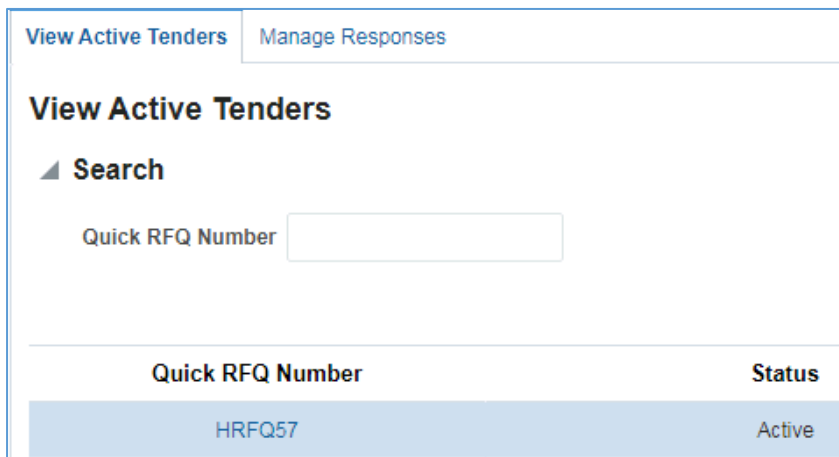
Supplier Login Page

* **UserName**

* **Password**

Login 

To access the RFQ for the first time, click on **View Active Tender**. Click on the RFQ number to view full details of the RFQ.

A screenshot of a web application interface. At the top, there are two tabs: "View Active Tenders" (selected) and "Manage Responses". Below the tabs is the heading "View Active Tenders". Underneath is a "Search" section with a label "Quick RFQ Number" and an empty text input field. Below the search field is a table with two columns: "Quick RFQ Number" and "Status". The table contains one row with the value "HRFQ57" in the first column and "Active" in the second column.

Quick RFQ Number	Status
HRFQ57	Active

Note – To view RFQ that is on draft and where a response was submitted, click on “**Manage Responses**” (next to the View Active Tenders tab).

Submitting RFQ/ Tender Response

- (1) Click on the link for the attachments and download attachments to your desktop. Save these attachments and ensure you read these to understand the buyer’s requirements.
- (2) Complete the tender response template provided by the buyer.
- (3) Upload completed response by clicking on **My Attachment** and then click on the plus button **+**. Browse and upload your saved response template, and click on the **OK** button.
Note – upload all your RFQ responses including Pricing Schedules in this section.
- (4) Enter total value of contract in the **Quote Price** field under the section **Quote Lines**.
- (5) Click on the **Submit** button to submit the final version of your RFQ and then click on **OK** on the warning box.
- (6) RFQ has now been submitted to the buying organisation.

The screenshot shows the 'Quick RFQ Details' page for RFQ HRFQ57. The interface includes sections for 'Quick RFQ Details', 'Quote Header', and 'Quote Lines'. Callouts indicate the following steps:

- 1. Download attachments:** Points to the '2 RFQ Attachments' link in the 'Quick RFQ Details' section.
- 2. Upload responses:** Points to the '0 My Attachment' link in the 'Quote Header' section.
- 3. Enter price:** Points to the '* Quote Price' input field in the 'Quote Lines' table.
- 4. Submit response:** Points to the 'Submit' button in the top right corner.

Below the main interface is a 'Warning' dialog box with the text: 'Are you sure you want to submit the revised response?' and 'OK' and 'Cancel' buttons.

Note - To save the RFQ in draft and come back to the RFQ on another day, click on **Save As Draft** located on the top right-hand corner of the page.

Amending RFQ/ Tender Response

Supplier has the option to amend and submit the amended RFQ response if the event is still within the active period (ie, tender deadline has not approached).

- (1) On the Quick RFQ home page, click on **Manage Tender Responses** and then click on the RFQ number.

The screenshot shows the 'Manage Responses' page. It includes a search section and a table of responses.

Quick RFQ Number	Status	Close Date
HRFQ57	Active	14-Mar-2021 01:39:09 PM

- (2) Click on **Revise**



Revise

Quick RFQ Details

Quick RFQ Number	HRFQ57	Title	Quote for Street Cleaning	2 RFQ Attachments
Buyer Name	Hiruni Samarakoon	Cover Page	Please see attached for full specification and evaluation methodology.	

Quote Header

Quote Number: H401 2 My Attachment

Remarks

(3) Supplier now have the option to upload an attachment, highlight and delete attachments already uploaded in the previous submission and amend price in **Quote Line Section** and make the necessary amendments.

(4) Enter a summary of the amendments in the **Remarks** field.

(5) Click on the **Submit** button to re-submit the amended version to the buying organisation.

Submit < Back

Quick RFQ Details

Quick RFQ Number	HRFQ57	Title	Quote for Street Cleaning	2 RFQ Attachments
Buyer Name	Hiruni Samarakoon	Cover Page	Please see attached for full specification and evaluation methodology.	

Quote Header

Quote Number: H401 2 My Attachment

Remarks: Amendments made on the attachments and price. Thanks

Quote Lines

View ▾

Line	Item Description	Category Name	Quote Price
1	Full Contract Value	Environmental Services.Street Cleansing	85000

Note – Every submission will have a unique **RFQ Number**. Please ensure you quote this number along with the Quick RFQ Number if you require to contact the buying organisation.

Quick RFQ Number	Status	Close Date	Buyer Name	Quote Number
HRFQ64	Cancelled	19-Mar-2021 06:53:40 PM	Hiruni Samarakoon	H410
HRFQ59	BPA Launched	13-Mar-2021 06:40:50 PM	Hiruni Samarakoon	H405
HRFQ57	Closed	14-Mar-2021 01:39:09 PM	Hiruni Samarakoon	H401