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?prcBuId=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.


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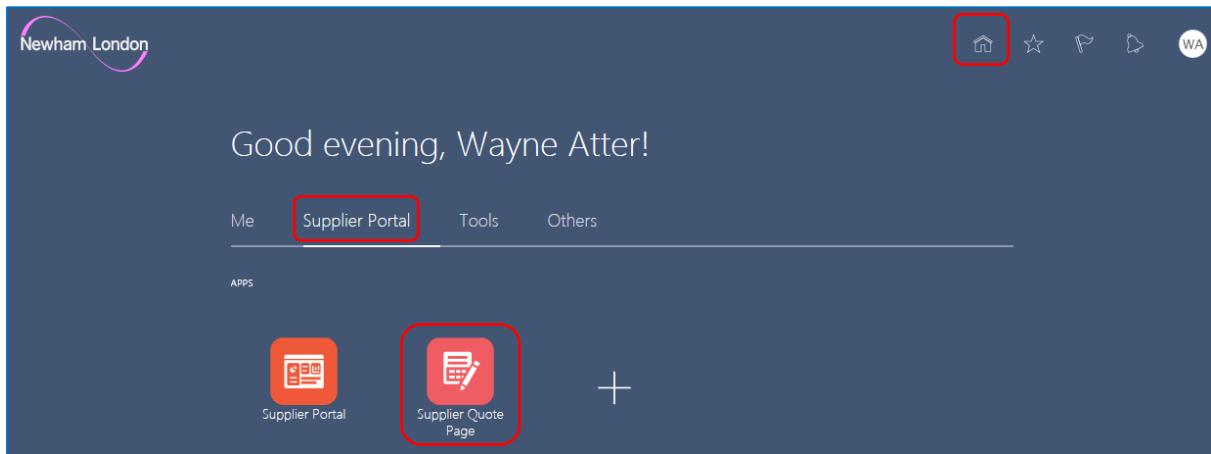
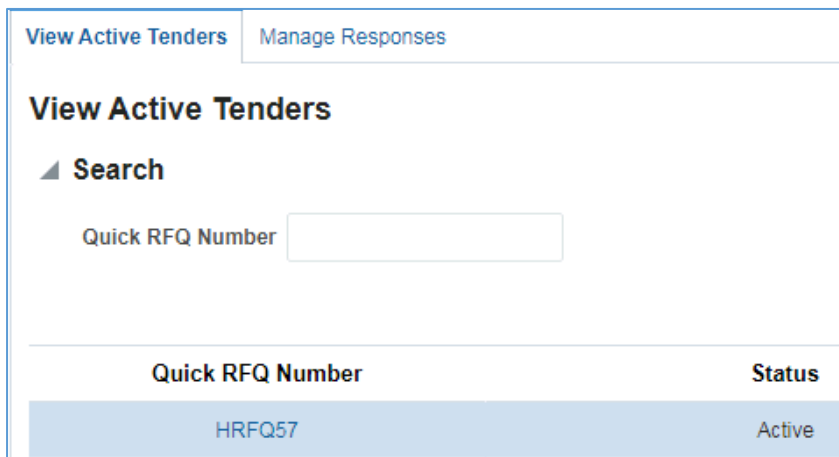Enter your Fusion credentials again to log in to the Quick RFQ module.

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.

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.

Newham London

4. Submit response

2. Upload responses

1. Download attachments

3. Enter price

Warning

Are you sure you want to submit the revised response?

OK   Cancel

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.

View Active Tenders | **Manage Responses**

Manage Responses

⊿ **Search**

Quick RFQ Number [   ]   Status [▼]

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

(2) Click on **Revise**

(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.

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**.**