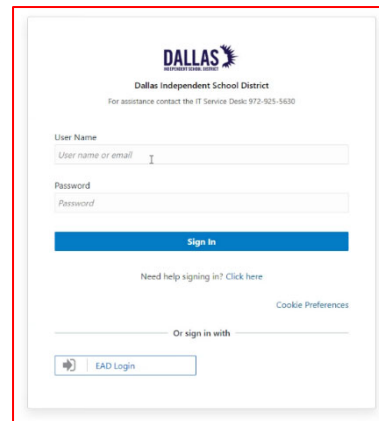
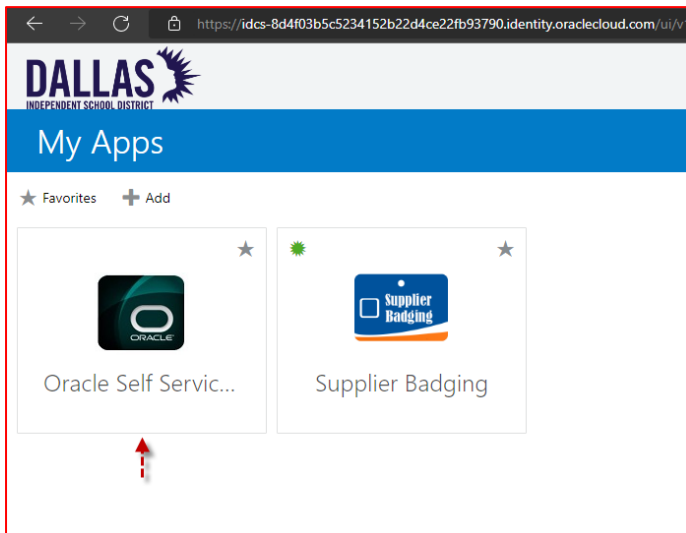


Sourcing | Quote by Spreadsheet

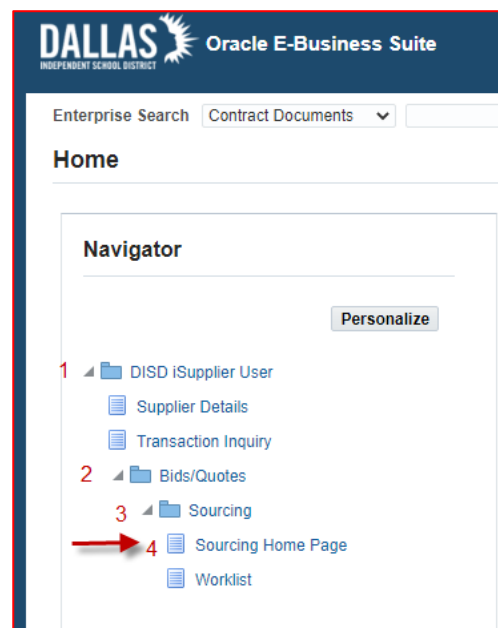
Audience | Suppliers

Objective: Document steps taken by Suppliers to complete quote utilizing the Quote by Spreadsheet function in place of User Interface line rows.

1. Log into Oracle **DISD I Supplier site**
2. Once logged in from your **My Apps** menu select **Oracle Self Service**



3. From your Home Navigator select **DISD iSupplier User to expand folder options (1)**
4. Click on the **Bids/Quotes** folder (2)
5. Click on the **Sourcing** folder (3)
6. Click on the **Sourcing Home Page** (4)
 - a. See image



Negotiations

7. You will land on the **Negotiations Tab**. Within this tab you have two ways to locate an active bid or RFQ. If you have been invited to a bid or RFQ you will see these available from the **“Your Company’s Open Invitations”** section within the tab.

The screenshot shows the 'Negotiations' tab interface. At the top, there is a search bar labeled 'Search Open Negotiations' with a 'Number' dropdown and a 'Go' button. Below this, a welcome message reads 'Welcome, Michael Goodman.' The main section is titled 'Your Active and Draft Responses' and includes a link to 'Press Full List to view all your company's responses.' A table with columns 'Response Number', 'Response Status', 'Supplier Site', 'Negotiation Number', 'Title', and 'Type' is shown, with the text 'No results found.' below it. A red arrow points to the 'Your Company's Open Invitations' section. Below this, a table with columns 'Supplier Site' and 'Negotiation Number' is visible. The 'Negotiation Number' 51860 is highlighted in yellow. A red circle highlights the 'Go' button in the search bar, and a red arrow points to the 'Open RFQ Invitations' text.

TIP: If you do not see the bid or RFQ in this section, use the **“Search Open Negotiations”** search feature.

A close-up of the search bar in the 'Negotiations' tab. The search bar is labeled 'Search Open Negotiations' and has a 'Number' dropdown and a 'Go' button. The 'Go' button is circled in red.

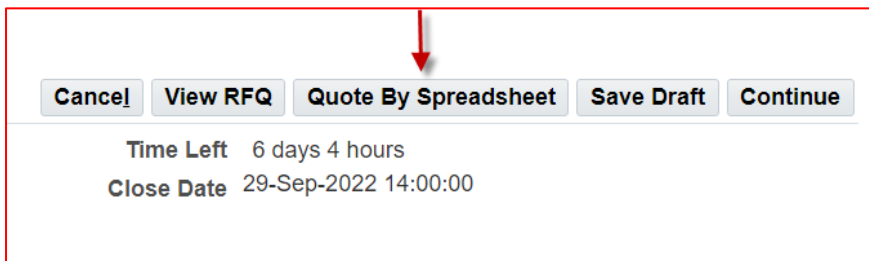
8. Once a Negotiation is located, located the **“Actions menu”** located in the top right corner

The screenshot shows the 'Actions' menu in the 'Negotiations' tab. The menu is labeled 'Actions' and has a dropdown menu with 'Acknowledge Participation' selected and a 'Go' button.

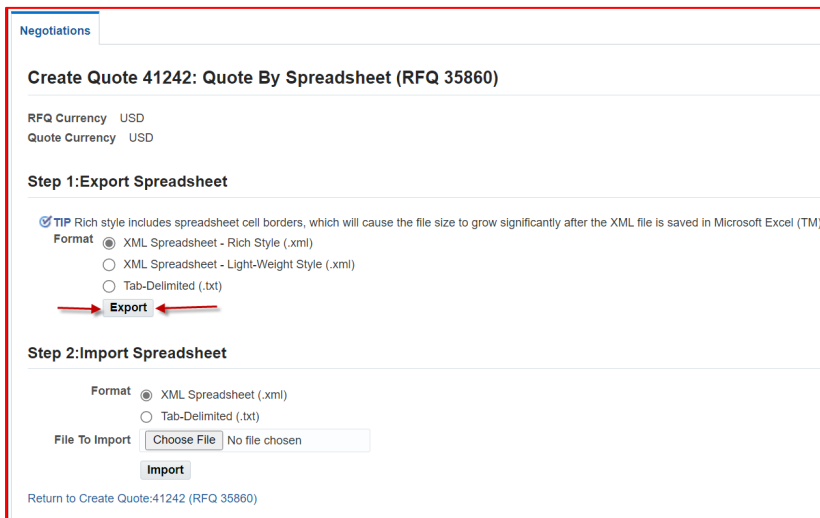
9. Click within the menu to expand the list of values and select **Create Quote and Click Go.**

The screenshot shows the 'Actions' menu in the 'Negotiations' tab. The menu is labeled 'Actions' and has a dropdown menu with 'Create Quote' selected and a 'Go' button. A red arrow points to the dropdown menu.

10. From the next screen click **Quote by Spreadsheet**. **Note:** The file export is a template required to later import into your Negotiation tab.



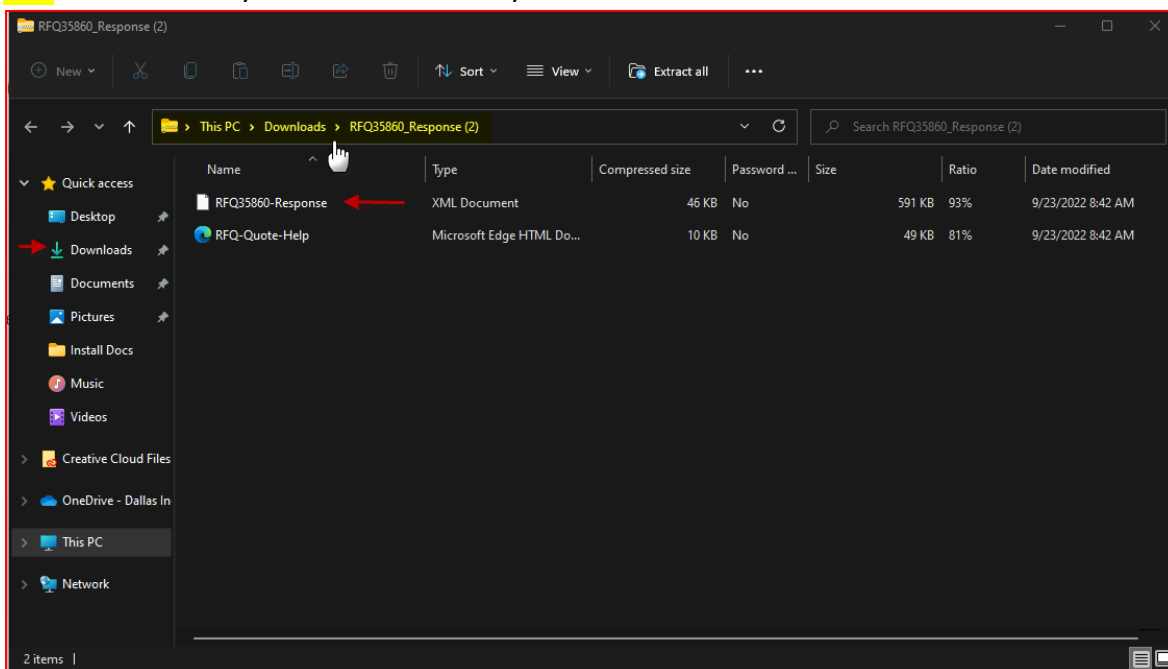
After clicking “**Quote by Spreadsheet**”, you will see the **Export** and **Import** feature. This page will provide you an export button to download the template needed to complete your **Header information** and **Lines responses**. **TIP:** This page will also be used to Import your completed **XML** spreadsheet.



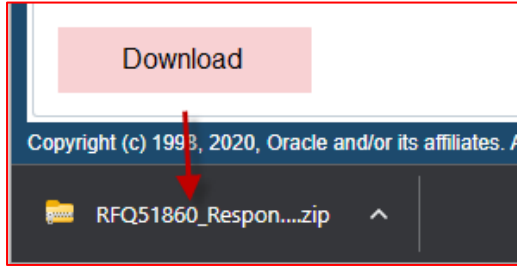
11. Click **Export**

12. Look for your download file and **open** the XML file.

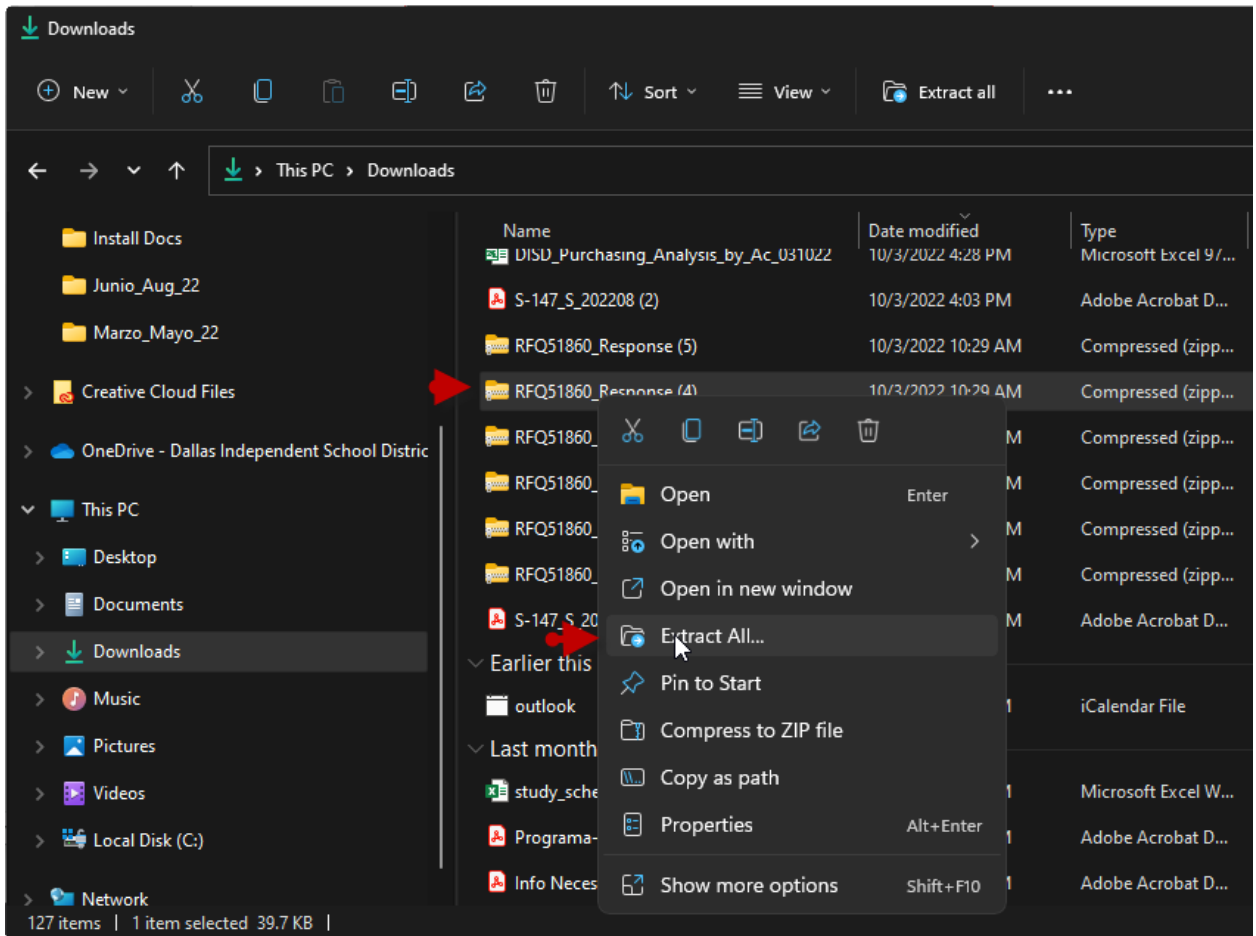
TIP: The file usually can be found from your downloads folder.



OR you will see a downloads menu near the URL browser menu



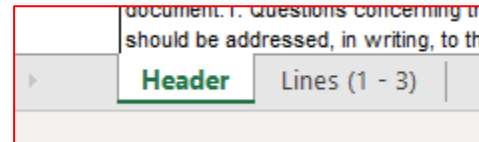
It is possible that the file download will be in a zip folder, if so right click and select "Extract All"



13. Once opened your file should be titled with the RFQ Name

	A	B	C	D	E	F	G	H
1	JA-206939 Computer Peripherals and Parts							
2								
3	RFQ 35860							
4	Close Date 9/29/2022 14:00							
5	RFQ Currency USD							
6	Quote Currency USD							
7	Price Precision Any							
8								
9								
10	Header							
11	Quote Valid Until <input type="text" value=""/>				Referer			
12	example: 9/23/2022							

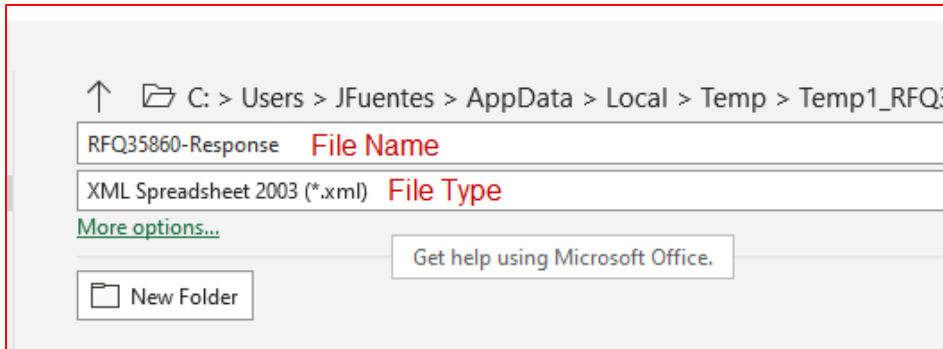
14. **COMPLETE** all required information on **XML** spreadsheet. There are two tabs that should be visited. **The Header and Line Tab**



Note: Yellow cells are required. Green cells are optional.

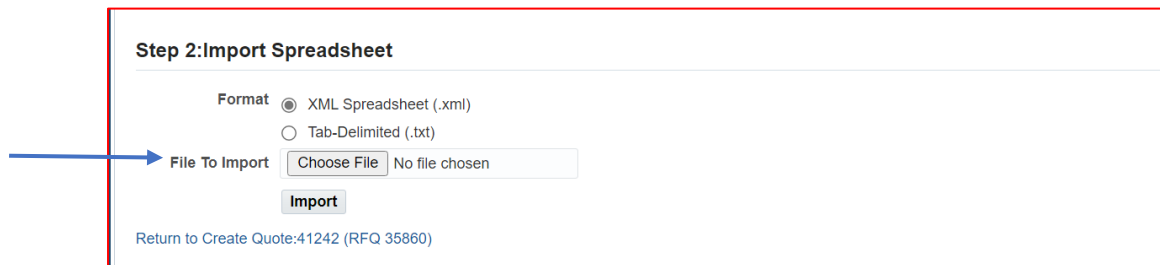
Quantity	Quote Price	Quote Quantity	Promised Date	Note to Buyer	Need
1		1			

15. One completed **SAVE** your file. **Note:** The file must be saved as an **XML** file type.

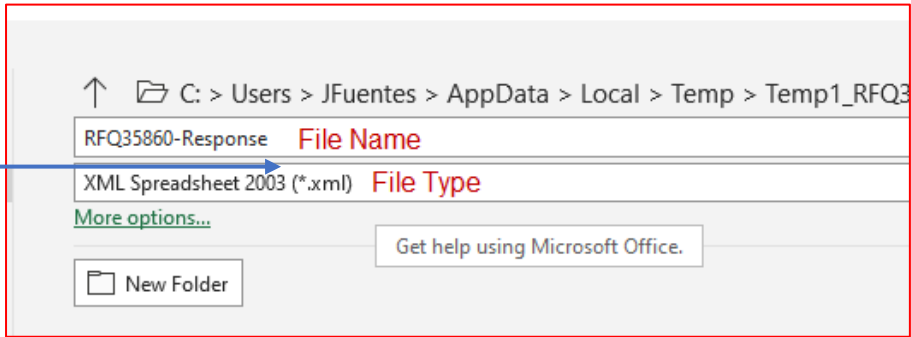


Negotiations

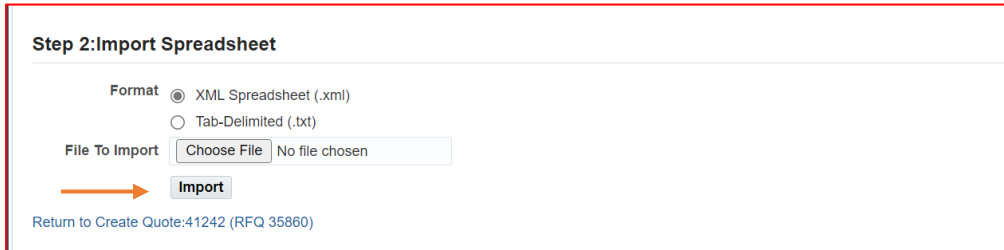
16. Return to your Negotiations tab, Create Quote XXXX: Quote by Spreadsheet (RFQ XXXX) page and click **Choose File**




Remember your file type must be **XML (.xml)**



17. Click **Import** once file has been chosen



18.  **Review:** After importing you will see results and errors needing to be fixed.

Import Errors

...

Worksheet Name	Spreadsheet Row Number	Table	Column Title	Error Value	Error
Header	11		Quote Valid Until	23-Sep-2022	Quote expiration date must be later than close date
Header	159	Requirements	Quote Value		A quote value is required for requirement <div>Reference One (1)</div><div>S<div>Contact Name</div><div>Phone Number</div>.

TIP: The Error log will tell you the **Table**(tab) and **Spreadsheet Row Number** where the error is located.

Import Errors

...

Worksheet Name	Spreadsheet Row Number	Table
Lines (1 - 3)	107	Lines
Lines (1 - 3)	140	Attributes
		Lines

19. Once All errors have been corrected and you **re-import** the corrected file the page will automatically refresh **your Create Quote Page**

Negotiations

Negotiations >

Create Quote: 41242 (RFQ 35860) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title [JA-206939 Computer Peripherals and Parts](#) Time Left 6 days 3 hours
Close Date 29-Sep-2022 14:00:00

Header Lines

Supplier SIMULATION CURRICULUM Quote Valid Until 23-Sep-2023 00:00:00
RFQ Currency USD Reference Number 1953-12-01T00:00:00.000
Quote Currency USD Note to Buyer Test
Price Precision Any

**Please make sure that you have attached all the relevant documents and signatures in the appropriate forms as part of your response.*

Attachments

[Add Attachment](#)

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

Requirements

20. Review your Header and Lines tabs

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
1)	Provide examples of previously awarded contracts that demonstrate your company's ability to provide all computer peripherals and parts in the quantities required by this RFP to multiple District locations in a timely manner.	Y					Test		
2)	Describe your company's ability to source and supply very large orders of parts, as needed. Does your company have the financial ability to accept and process large orders?	Y					Test		
3)	Explain the process and technology utilized by your company to						Test		

Note: A red arrow labeled "Review" points to the second row of the table.

Negotiations >
Create Quote: 41242 (RFQ 35860) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

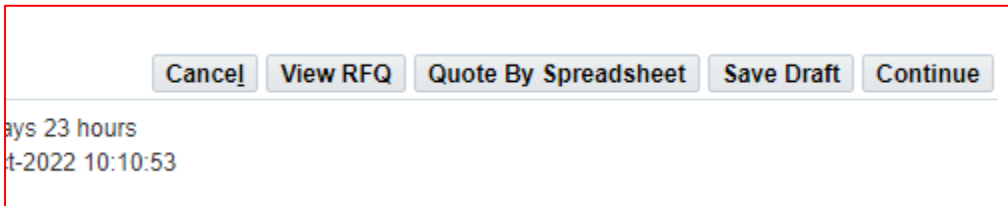
Title JA-206939 Computer Peripherals and Parts Time Left 6 days 3 hours
Close Date 29-Sep-2022 14:00:00


Header Lines

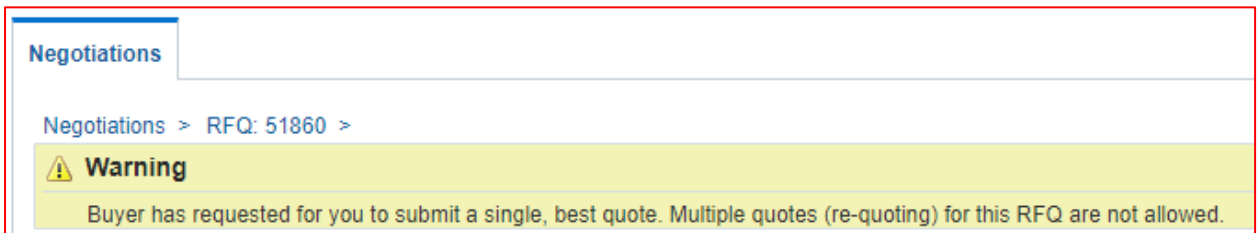
RFQ Currency USD Quote Currency USD
Price Precision Any

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Add Alternate Lines	Update
1.1	Wireless Logitech...	733-PROC SRVCS			1	Each	1	1	29-Sep-2023	Yes		
1.2	Hard Disk Drive 2...	733-PROC SRVCS			100	Each	1	1	29-Sep-2023	Yes		
1.3	RAM DDR4 8GB	733-PR SRVCS			1	Each	1	1	29-Sep-2023	Yes		
1.4	Monitor 27" LED H...	733-PF SRVCS			1	Each	1	1	29-Sep-2023	Yes		
1.5	HDMI Cable 15FT	733-PROC SRVCS			1	Each	1	1	29-Sep-2023	Yes		
1.6	Rugged Keyboard C...	733-PROC SRVCS			2	Each	1	1	29-Sep-2023	Yes		

21. Once you are satisfied with your Quote Click **Continue** or If you are not ready to Submit, click **Save Draft**

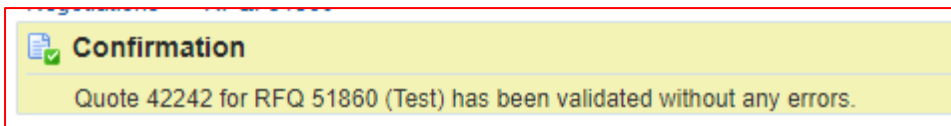


22.  the following warning will populate for your review,

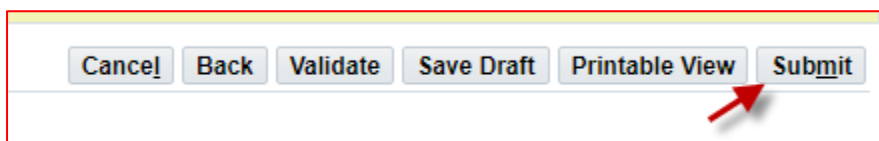


TIP: Before clicking submit use the Printable View option to review one more time

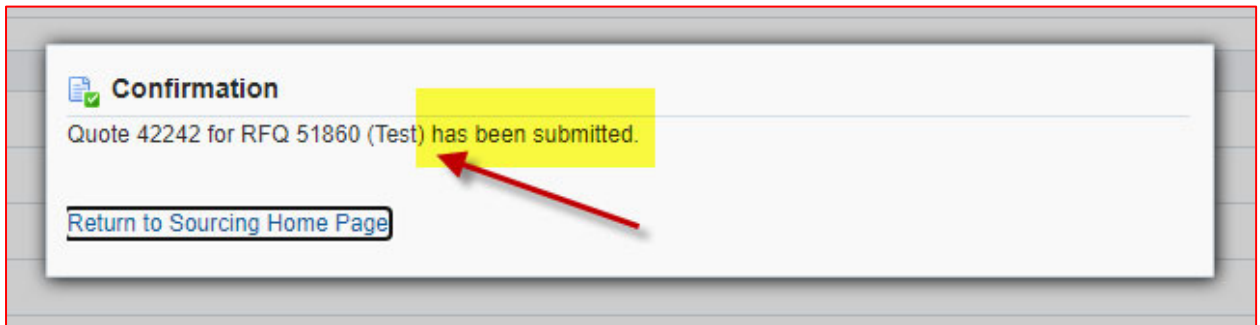
TIP: Use the Validate option to validate for any errors on your quote. Once you validate you will get a Confirmation message.



23. Click **Submit**



24. Review your Confirmation Message



25. Click on **Return to Sourcing Home Page** for Review

You will notice you now have a response number assigned to your RFQ

