

Awarding by Bid/Quote

Audience: Buyer, Procurement Manager

Purpose: This job aid will assist you with awarding a negotiation for a bid.

Step	Action
1	<p>Log into Oracle. Home Page -> Procurement > Negotiations</p> 
2	<p>Negotiations > Task > Manage Negotiations.</p> 
3	<p>Click Search.</p>
4	<p>The Manage Negotiations page displays. Select a Negotiation line in 'Closed' status.</p>

Overview Manage Negotiations x

Manage Negotiations Done

Search Advanced Manage Watchlist Saved Search My Negotiations Time Zone Eastern Standard Time

Search Results

Actions View Format + Freeze Detach Wrap

Negotiation	Negotiation Title	Negotiation Type	Status	Monitor	Time Remaining	Close Date	Responses	Unread Messages	Owner
2,1	Bid for Solid Waste Supplies	Invitation to ...	Draft		Not applicable	8/28/19 10:00 AM	0	0	Rath, Michael
2	Bid for Supplies	Invitation to ...	Active (Locked)		8 Days 17 Hours	8/28/19 10:00 AM	0	0	Rath, Michael
4	Bid for Supplies	Invitation to ...	Closed (Locked)		0 Seconds	8/14/19 4:50 PM	0	1	Rath, Michael
3,1	Purchase of Medications	Invitation to ...	Completed, purc...		0 Seconds	8/15/19 9:30 AM	2	0	Rath, Michael
3	Purchase of Medications	Invitation to ...	Amended (Unse...		Not applicable	8/28/19 9:00 AM	0	0	Rath, Michael

Columns Hidden 7

If the Negotiation is locked, click the **Negotiation** Id to open the document.

Actions View Format + Freeze Detach Wrap

Negotiation	Negotiation Title	Negotiation Type	Status
2,1	Bid for Solid Waste Supplies	Invitation to ...	Draft
2	Bid for Supplies	Invitation to ...	Active (Locked)
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3,1	Purchase of Medications	Invitation to ...	Completed, purc...
3	Purchase of Medications	Invitation to ...	Amended (Unse...

5 The Invitation to Bid page opens. Select **Actions > Manage > Unlock**.

Invitation to Bid: 4

Currency - US Dollar

Title Bid for Supplies

Status Closed (Locked)

Time Remaining 0 Seconds

Open Date 8/14/19 4:38 PM

Close Date 8/14/19 4:50 PM

Abstract Status Post

Cancel

Manage Abstract

Manage Collaboration Team

Reassign Owner

Create New Round

Actions Manage Done

Analyze Monitor View Duplicate

Table of Contents

Cover Page

Cover Page

Overview

Lines

Contract Terms

Suppliers

Invitation to Bid

LUCAS COUNTY OHIO

Bid for Supplies

Bid Number: 4

Closing Date: 8/14/19 4:50 PM

Closing Time:

Lucas County

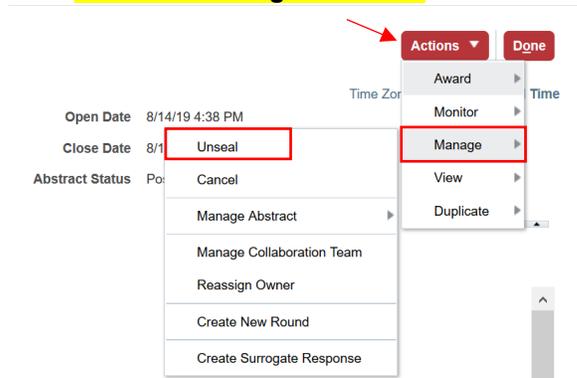
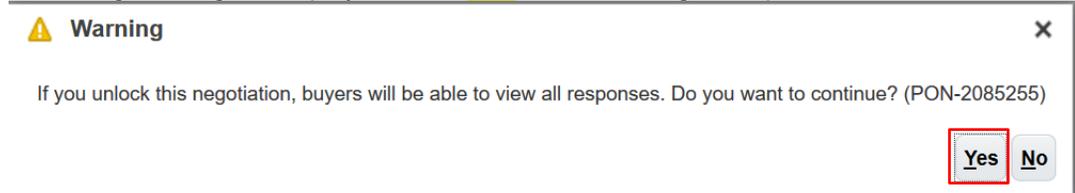
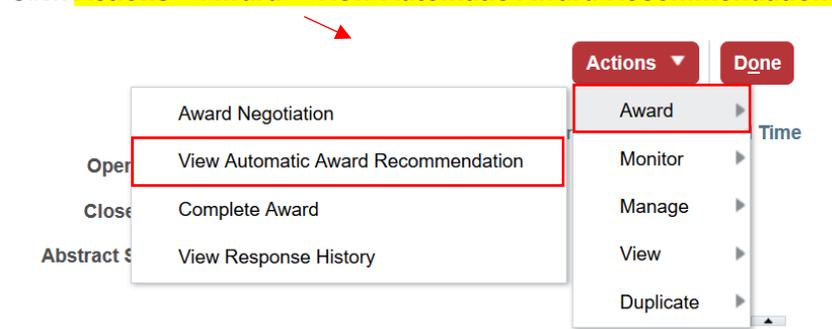
Michael V DiSalle Government Center

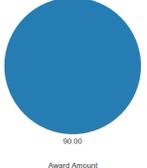
6 A warning message is displayed noting that buyers will be able to view responses. Click **Yes** to acknowledge and proceed.

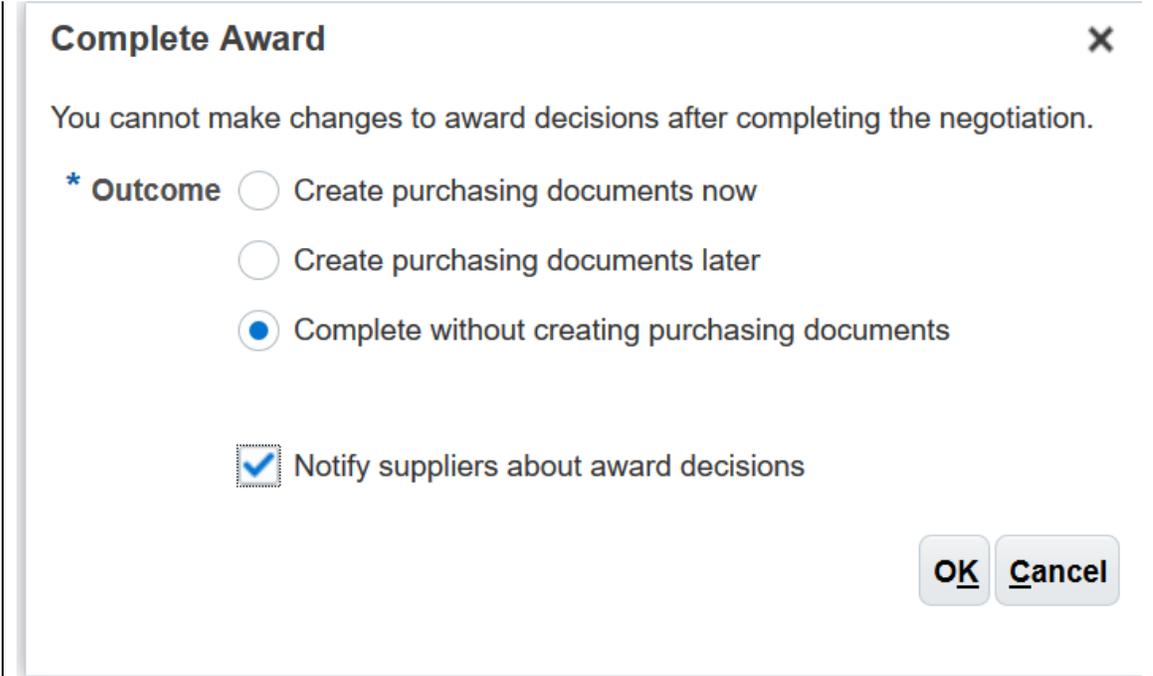
Warning

If you unlock this negotiation, buyers will be able to view all responses. Do you want to continue? (PON-2085255)

Yes No

7	Click Ok .
8	<p>Click Actions > Manage > Unseal.</p>  <p>The screenshot shows a software interface with a table of items. A red arrow points to the 'Actions' dropdown menu. The 'Manage' sub-menu is open, and the 'Unseal' option is highlighted with a red box. Other options in the 'Manage' sub-menu include 'Award', 'Monitor', 'View', and 'Duplicate'. The main menu also includes 'Award Negotiation', 'View Automatic Award Recommendation', 'Complete Award', and 'View Response History'.</p>
9	<p>A warning message is displayed. Click Yes to acknowledge and proceed.</p>  <p>The screenshot shows a warning dialog box with a yellow warning icon. The text reads: 'Warning: If you unlock this negotiation, buyers will be able to view all responses. Do you want to continue? (PON-2085255)'. At the bottom right, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.</p>
10	Click Ok .
11	<p>Click Actions > Award > View Automatic Award Recommendation.</p>  <p>The screenshot shows the 'Actions' dropdown menu open. The 'Award' sub-menu is open, and the 'View Automatic Award Recommendation' option is highlighted with a red box. Other options in the 'Award' sub-menu include 'Award Negotiation', 'Complete Award', and 'View Response History'. The main menu also includes 'Award', 'Monitor', 'Manage', 'View', and 'Duplicate'.</p>
12	<p>Review: Recommended Award Summary - Award by Supplier, Potential Savings Recommended Award Details - Select the Recommended Award.</p>

	<p>Overview Manage Negotiations x Invitation to Bid: 2,2 x Automatic Award Recommendation: Invitation to Bid 2,2 x</p> <p>Automatic Award Recommendation (Invitation to Bid 2,2) Accept Recommendation Done</p> <p>Currency = US Dollar Title Bid for Solid Waste Supplies Status Closed (Unsealed) Time Remaining 0 Seconds Close Date 8/19/19 6:07 PM</p> <p>Recommended Award Summary</p> <p>Award by Supplier</p>  <p>Potential Savings</p> <ul style="list-style-type: none"> Current Value 100.00 Recommended Award Amount 90.00 Potential Savings 10.00 Potential Savings Percent 10.00% <p>Recommended Award Details</p> <p>View Format Freeze Detach Wrap</p> <table border="1"> <thead> <tr> <th>Supplier</th> <th>Supplier Site</th> <th>Supplier Contact</th> <th>Response</th> <th>Recommended Award</th> <th>Recommended Award Amount</th> <th>Potential Savings</th> <th>Potential Savings (%)</th> </tr> </thead> <tbody> <tr> <td>AMMT Corporation</td> <td></td> <td>Thomasson, A...</td> <td>1008</td> <td>✓</td> <td>90.00</td> <td>10.00</td> <td>10.00</td> </tr> <tr> <td colspan="4">Total</td> <td></td> <td>90.00</td> <td>10.00</td> <td>10.00</td> </tr> </tbody> </table> <p>AMMT Corporation: Recommended Award Lines</p> <p>View Format Freeze Detach Wrap</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item</th> <th>Description</th> <th>Rank</th> <th>Response Quantity</th> <th>Award Quantity</th> <th>UOM Name</th> <th>Response Price</th> <th>Award Amount</th> <th>Potential Savings</th> <th>Potential Savings (%)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Test Item for Bidding</td> <td>1</td> <td>10</td> <td>10</td> <td>Each</td> <td>9.00</td> <td>90.00</td> <td>10.00</td> <td>10.00</td> </tr> <tr> <td colspan="4">Total</td> <td></td> <td></td> <td></td> <td></td> <td>90.00</td> <td>10.00</td> <td>10.00</td> </tr> </tbody> </table> <p>Columns Hidden: 3</p>	Supplier	Supplier Site	Supplier Contact	Response	Recommended Award	Recommended Award Amount	Potential Savings	Potential Savings (%)	AMMT Corporation		Thomasson, A...	1008	✓	90.00	10.00	10.00	Total					90.00	10.00	10.00	Line	Item	Description	Rank	Response Quantity	Award Quantity	UOM Name	Response Price	Award Amount	Potential Savings	Potential Savings (%)	1		Test Item for Bidding	1	10	10	Each	9.00	90.00	10.00	10.00	Total								90.00	10.00	10.00
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13	<p>Click the Accept Recommendation button.</p> 																																																									
14	<p>The confirmation message displays. Click the OK button.</p> 																																																									
15	<p>Click the Complete Award button.</p> 																																																									
16	<p>Select *Outcome Select Complete without creating purchasing documents.</p>																																																									

 <p>Complete Award ✕</p> <p>You cannot make changes to award decisions after completing the negotiation.</p> <p>* Outcome <input type="radio"/> Create purchasing documents now <input type="radio"/> Create purchasing documents later <input checked="" type="radio"/> Complete without creating purchasing documents</p> <p><input checked="" type="checkbox"/> Notify suppliers about award decisions</p> <p style="text-align: right;">OK Cancel</p>	
17	Select: Notify suppliers about award decisions.
18	Click Ok.
19	Click Ok.
20	Click Submit.
21	Verify that the Bid was awarded.