



University of  
Nottingham

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# UniCore

Supplier Portal – Respond to a Negotiation

[nott.ac/unicore](http://nott.ac/unicore)

February 2025



This document is designed to be used online. Thank you for thinking of the environment.

## Contents

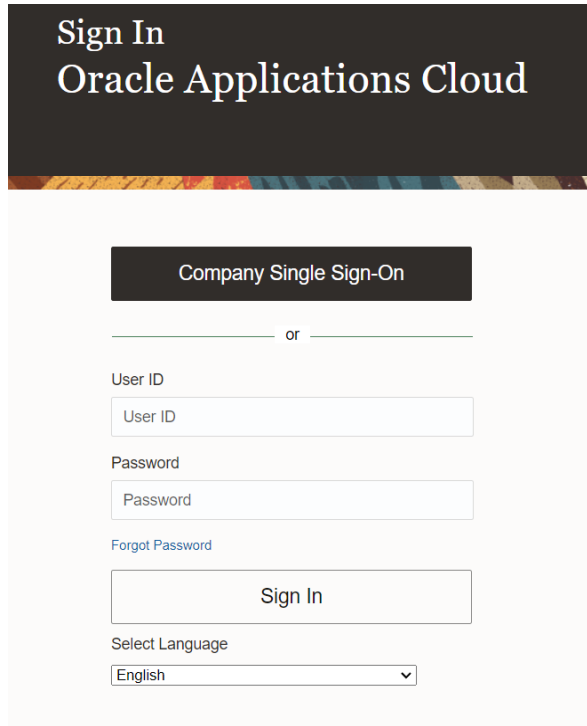
Portal Login .....	3
View Active Negotiations .....	3
Reviewing the Negotiation .....	5
Responding to a Negotiation.....	7
Manage Responses.....	10

## Document version control

Version no.	Date	Author
1	19/11/2024	Daniel Lang
2	03/02/2025	Riz Ahmed

## Portal Login

1. Open UniCore [using this link](#)
2. Enter the email address and password used to create your Supplier Portal account and click 'Sign In'.

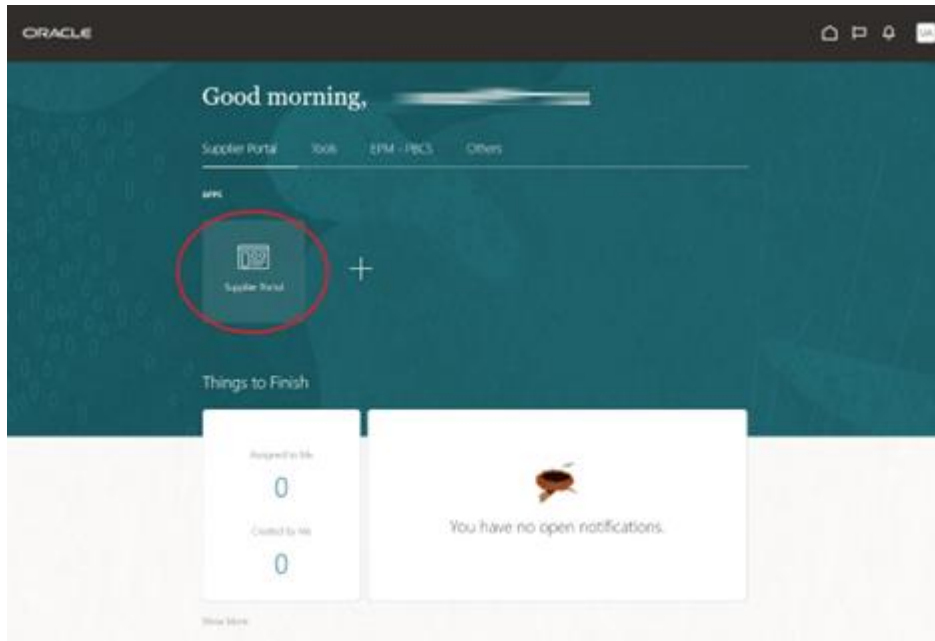


The screenshot shows the Oracle Applications Cloud Sign In page. At the top, there is a dark header with the text "Sign In Oracle Applications Cloud". Below this is a white box containing the login form. The form has a dark button labeled "Company Single Sign-On" at the top. Below it, there is a horizontal line with "or" in the center. The form includes a "User ID" label and a text input field with "User ID" inside. Below that is a "Password" label and a text input field with "Password" inside. There is a blue link labeled "Forgot Password" below the password field. At the bottom of the form is a large "Sign In" button. Below the button is a "Select Language" label and a dropdown menu currently showing "English".

3. If you are an existing supplier and you do not know your password:
  - o Click 'Forgot password', enter your email address, select 'forgot password', then click 'Submit'. You will receive a password reset email.
  - o Remember to check your junk mail/spam folder for the email. If you do not receive it, contact [procurement@nottingham.ac.uk](mailto:procurement@nottingham.ac.uk)

## View Active Negotiations

1. Scroll to the 'Supplier Portal' menu option and click the 'Supplier Portal' tile.



2. Click on 'View Active Negotiations' link, under the Tasks panel.



3. Use the search fields to find relevant Negotiations, then click 'Search' (\*\* a value must be provided for at least one of the indicated fields)



4. To search for Active Negotiations where you have not received a direct invitation (i.e. an 'Open' opportunity), select 'No' under the 'Invitation Received' search field, then click 'Search'.

5. To search for Active Negotiations where you have received a direct invitation (i.e. an 'Open' or 'Closed' opportunity), select 'Yes' under the 'Invitation Received' search field, then click 'Search'.

6. The Search Results will display accordingly.

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Supplier	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
N0000016	Negotiation ABC	RFQ	Daniel Lang De...	4 Days 23 Hours	20-Nov-2024 14...	0		0		

## Reviewing the Negotiation

1. Select the Negotiation number hyperlink

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Supplier	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
<a href="#">N0000016</a>	Negotiation ABC	RFQ		4 Days 23 Hours		0		0		

University of Nottingham  
RFQ: N0000016  
Currency - Pound Sterling  
Time Zone Greenwich Mean Time [DEV 6 Test Supplier]

Messages Create Response Actions Done

Title Negotiation ABC  
Status Active  
Time Remaining 4 Days 23 Hours

Table of Contents Overview

- Cover Page
- Overview**
- Requirements
- Lines
- Contract Terms

Title Negotiation ABC  
Synopsis This is a tender for ABC...

Buyer  
Outcome Blanket Purchase Agreement  
Unsealed By  
Unsealed Date  
**Attachments Tender Pack.zip**

2. Review the Table of Contents:

- **Cover Page** – review the information specified on the Cover Page.
- **Overview** – click 'Overview' then review the information and download all negotiation Attachments.
- **Requirements** – click 'Requirements', then 'Preview Requirement Questionnaire' to review the questions associated with the negotiation, e.g. the Standard Selection Questionnaire, method statement questions etc. **Please note:** questions or other required information may be posed in other formats, for example through the submission of a tender response word document or commercial response

spreadsheet. Please refer to the Cover Page or Attachments in the Overview sections for specific response requirements for each negotiation.

University of Nottingham  
RFQ: N0000016  
Currency - Pound Sterling

Messages Create Response Actions Done

Title Negotiation ABC  
Status Active  
Time Remaining 4 Days 19 Hours

Open Date  
Close Date

Table of Contents  
Cover Page  
Overview  
**Requirements**  
Lines  
Contract Terms

Requirements  
Summary

View Format Freeze Detach Wrap

Requirement	Requirement Text	Scoring Team	Section Weight	Attachments
1. Technical Response		Procurement	50.00	
2. Insurances - Professional Indemnity		Procurement	0.00	
3. Professional Indemnity		Procurement	10.00	
4. Confidential or commercially sensitiv		Procurement	0.00	
5. Tendering Declaration		Procurement	0.00	
Total			60.00	

Preview Requirement Questionnaire

University of Nottingham  
RFQ: N0000016  
Currency - Pound Sterling

Messages Create Response Actions Done

Title Negotiation ABC  
Status Active  
Time Remaining 4 Days 19 Hours

Open Date  
Close Date

Table of Contents  
Cover Page  
Overview  
Requirements  
**Lines**  
Contract Terms

Lines  
Summary

View Format Freeze Detach Wrap

Line	Item	Description	Supplier Item	Manufacturer	Manufacturer Part Number	Category Name	Estimated Quantity	UOM	Estimated Total Amount	Start Price	Allow Alternate Lines	Attachments
1		Total Price From Commercial Response Sheet				Consultancy - e					No	

- **Lines** – click 'Lines' then review the description of the Lines. Lines are descriptions of the items and services which are being procured, in which you will enter your price against. **Please note:** you may be required to enter prices against a quantity of specific items and/or services or as a total price calculated from a scenario from a commercial response spreadsheet. Please refer to the Cover Page or Attachments in the Overview sections for specific response requirements for each negotiation.
- **Contract Terms** – click 'Contract Terms' to view the Terms and Conditions that will be applicable to the resulting contract from the negotiation.

University of Nottingham  
RFQ: N0000016  
Currency - Pound Sterling

Messages Create Response Actions Done

Title Negotiation ABC  
Status Active  
Time Remaining 4 Days 19 Hours

Open Date  
Close Date

Table of Contents  
Cover Page  
Overview  
Requirements  
Lines  
**Contract Terms**

Contract Terms

Clauses and Deliverables

Contract terms are associated as an attached primary contract document. Terms & Conditions.docx

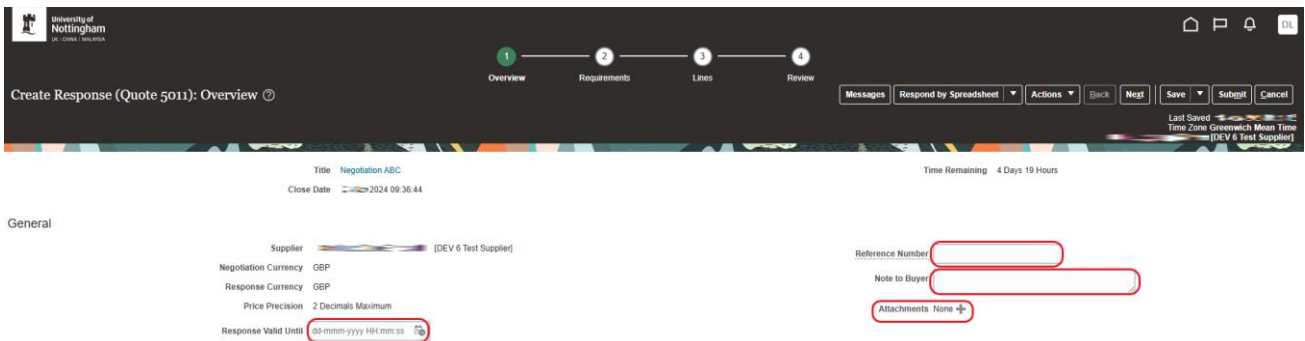
# Responding to a Negotiation

1. Click 'Create Response'.



2. Navigate and complete the following 4 stages:

- **Stage 1: Overview** – You may optionally enter a 'Reference Number' for your

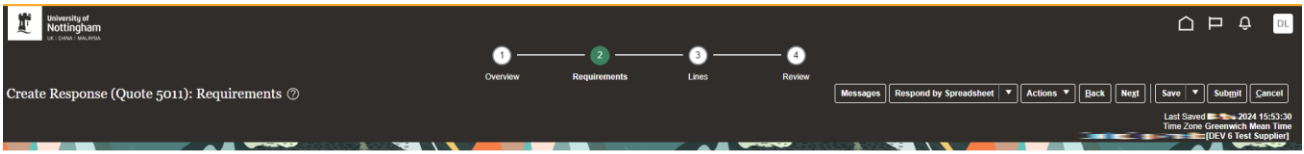


internal tracking only, a 'Response Valid Until'\* and a 'Note to Buyer\*\*'. Upload any supporting documents (where requested) using the Attachments '+'.

*\*The Cover Page or negotiation Attachments will specify an 'Offer to remain valid' period. If you specify a 'Response Valid Until' date, whichever period or date is later will apply.*

*\*\*Any 'Note to Buyer' will not be considered part of your response. Any notice or communication from any person in connection with negotiation shall be sent via the process detailed in the section 'Oracle Fusion Supplier Portal' within the Cover Page or relevant Attachment.*

- **Stage 2: Requirements** – Click '2 - Requirements' and complete all questions in each section. Navigate through each section using the dropdown section menu on the top and bottom righthand side of the page.



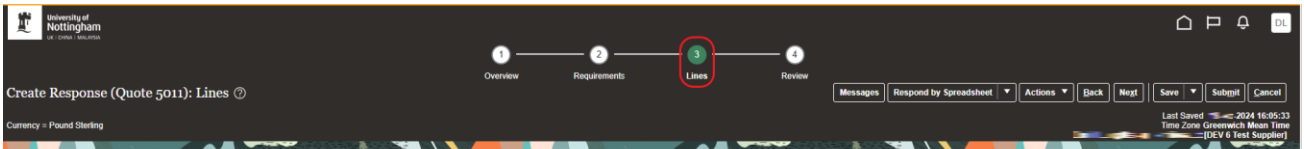
Section 1. Technical Response

1.

2.

3.

- **Stage 3: Lines** – Click '3 - Lines' and enter a 'Response Price'.



Line	Description	Required Details	Category Name	Supplier Item	Manufacturer	Manufacturer Part Number	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount
1	Total Price From Commercial Response Sheet							<input type="text"/>					

- **Stage 4: Review** – click '4 - Review' and review information entered for each stage:
  - **Overview** – click 'Overview' and review 'Response Valid Until', 'Reference Number', 'Note to Buyer' and 'Attachments'.



Overview Requirements Lines

General

Supplier: [DEV 6 Test Supplier]

Reference Number: Q01NABC

Negotiation Currency: GBP

Note to Buyer:

Response Currency: GBP

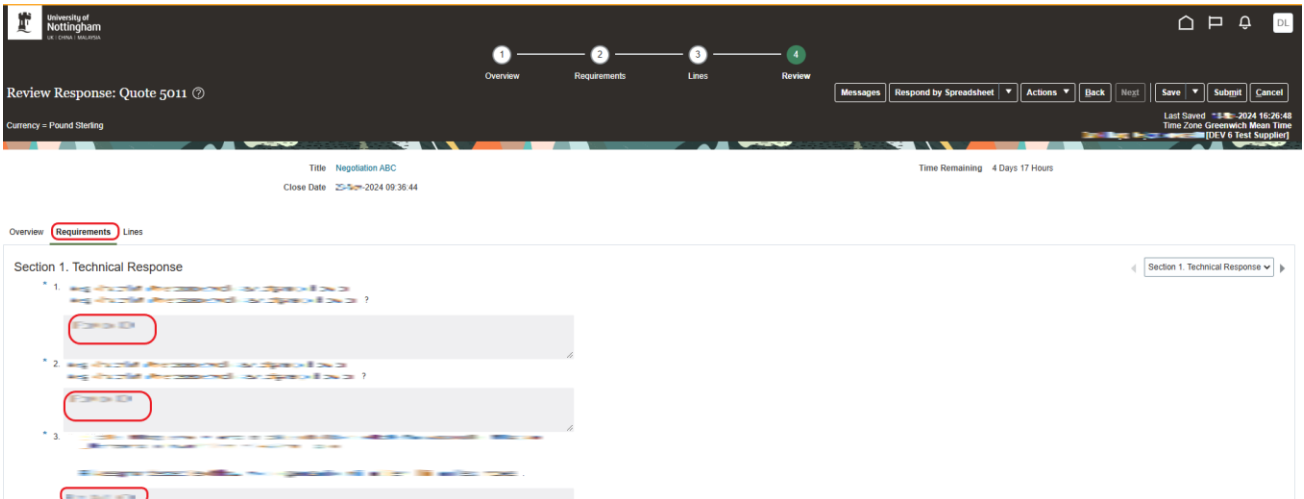
Price Precision: 2 Decimals Maximum

Attachments: Commercial Response.xlsx (1 more...)

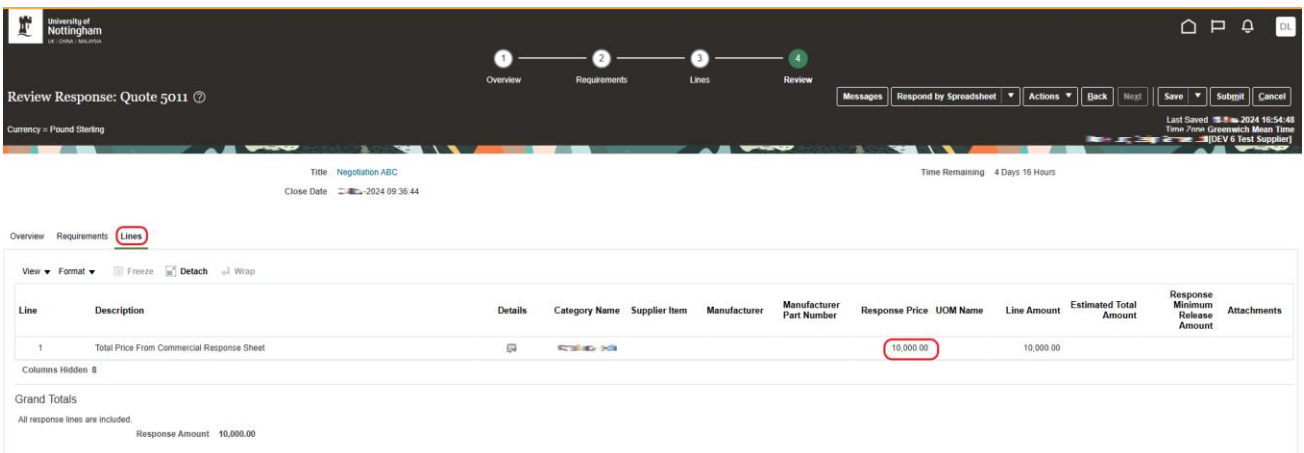
Response Valid Until:

- **Requirements** – click 'Requirements' and review responses submitted to each question.

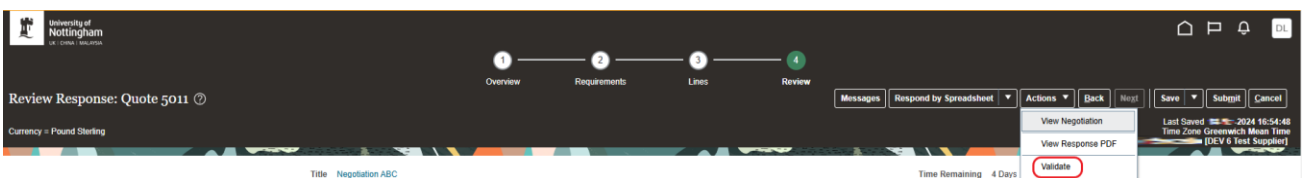




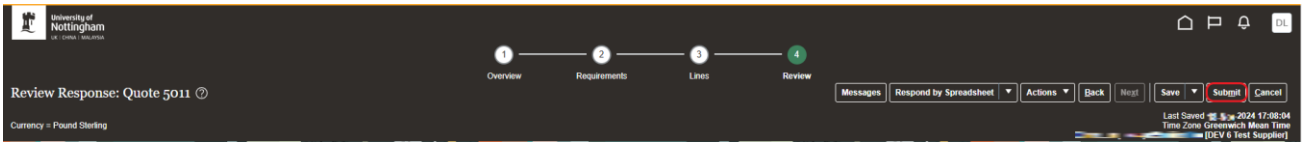
- **Lines** – click ‘Lines’ and review ‘Response Price’.



3. Click ‘Actions’ then ‘Validate’ to check for any errors (e.g. all mandatory requirements (questions) have been responded to and where required, attachments have been added to specific requirements).

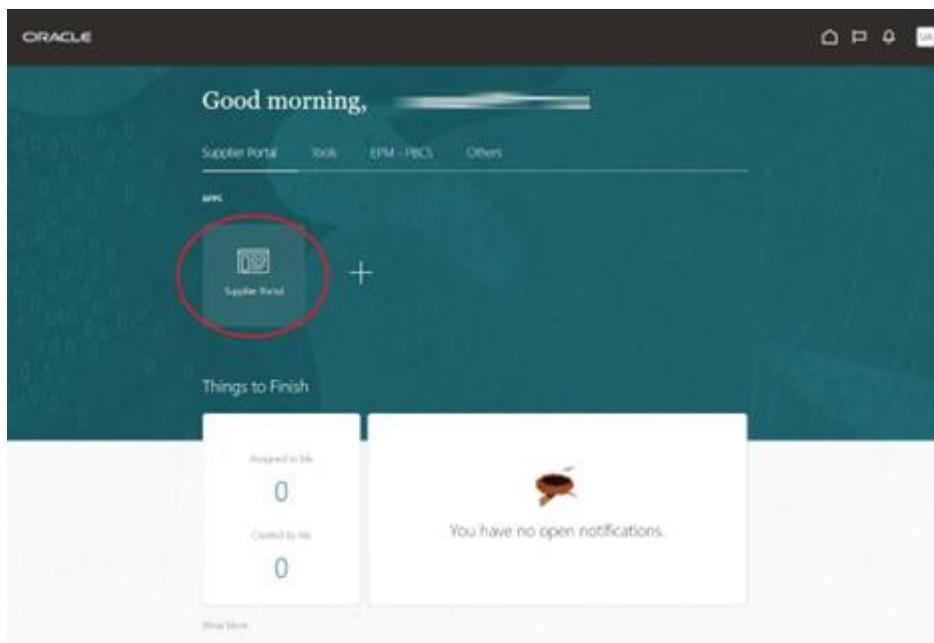


4. Click ‘Submit’ to submit your response.



## Manage Responses

1. Scroll to the 'Supplier Portal' menu option and click the 'Supplier Portal' tile.



2. Click on 'Manage Responses' link, under the Tasks panel.

#### Negotiations

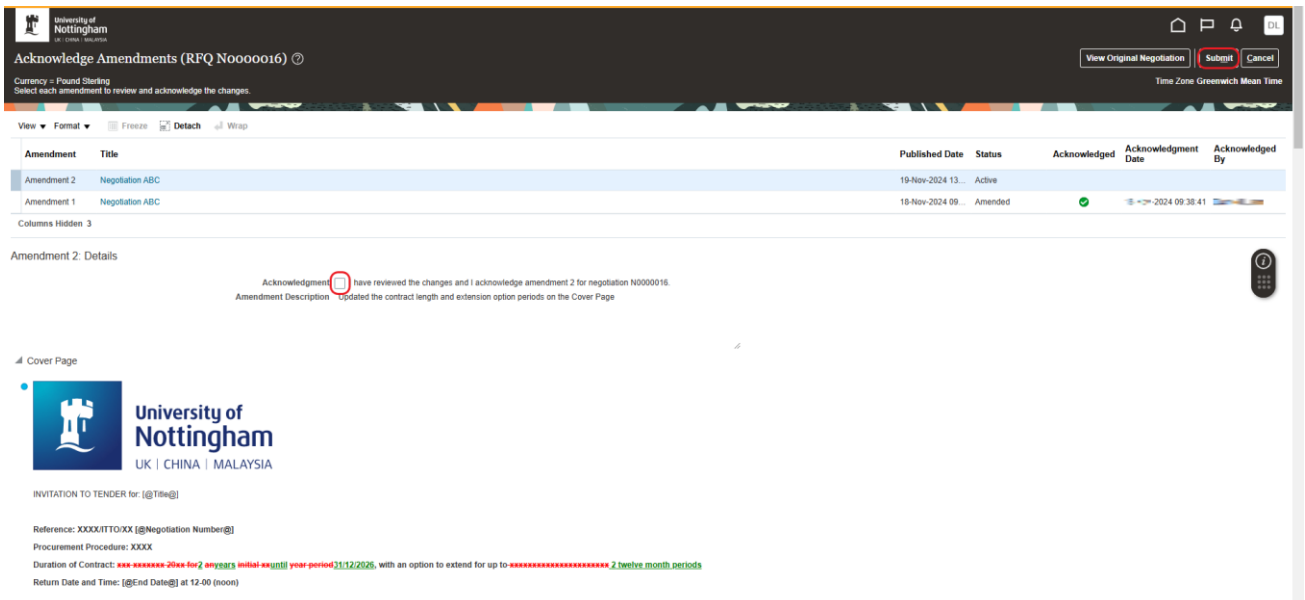
- [View Active Negotiations](#)
- [Manage Responses](#)

3. Use the search fields to find relevant Negotiation Responses, then click 'Search' (\*\* a value must be provided for at least one of the indicated fields).
4. Use the 'Response Status' to manage the following responses:
  - **Active, Draft, Active or Draft** – if you are currently participating in a negotiation or are in the process of preparing a response for a negotiation.
    - Click the negotiation number link to see details about the negotiation.
    - Click the response number link of an active response to see details of your current response.
    - Click the response number link of a draft response to continue editing the draft.
  - **Awarded** – if you have been successful following a negotiation
    - Click the negotiation number link to see details about the negotiation.
    - Click the response number link to see details of your response.
  - **Disqualified** – if you have been disqualified from participating in a negotiation
    - Click the negotiation number link to see details about the negotiation.
    - Click the response number link to see details of your response.
  - **Pending Award** – if you have submitted a response to a negotiation which is in the evaluation stage and has not been awarded or rejected.
    - Click the negotiation number link to see details about the negotiation.
    - Click the response number link to see details of your response.
  - **Rejected** – if you have been unsuccessful following a negotiation
    - Click the negotiation number link to see details about the negotiation.
    - Click the response number link to see details of your response.
  - **Resubmission Required** – if you have submitted a response before an amendment was made to the negotiation by the Buyer.

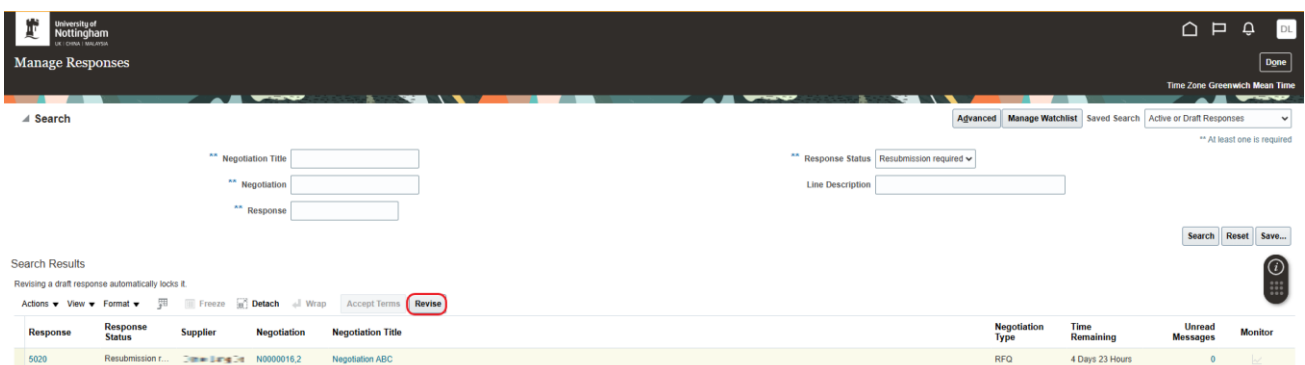
- Click the negotiation number link to view the original negotiation and its updates. **Please note:** to be considered for an award decision, you must acknowledge you have viewed the amendment(s) and submit a new response.
- Click 'Actions' > 'Respond' > 'Acknowledge Amendments'



- Review the 'Amendment Description' and any amended areas then click the 'Acknowledgement' box to confirm you have reviewed the changes.
- Click 'Submit'



- On the 'Manage Responses' page click 'Revise'



5. Revise your response based on the amendments made to the negotiation, then click 'Submit' to submit your response.
6. Your response will now be an 'Active' response.

**Please note:** amended version of a negotiation will be suffixed with an incremental counter (e.g. N000001,1; N000001,2; N000001,3 etc).