Upload Response Lines - Supplier

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SPWCMobius 🗠 🤊 🕬								
Good afternoon	, A. W. Brown!							
Supplier Portal Tools	PWC Data Ware House	Others						
APPS					_			
Supplier Portal								
Things to Finish								
	9 minutes ago X	1 hour ago	×	1 hour a	ago			
Assigned to Me	ACTION REQUIRED	FYI		FYI				
epvd-dev1.fa.us2.oraclecloud.com/fscmUl/faces/FuseWelco	You Are Invited to Negotiation 70006-21	Award Decision fo Your Response 50	or)19 to	Nego (LAW	ot ∕Ւ -			

Step	Action
1.	Click the Supplier Portal icon.
	Supplier Portal

Orders		
- Manage Orders		Requiring Attention
Manage Orders Manage Schedules		
Acknowledge Schedules in Spreadsheet		
Agreements		
Manage Agreements		
Shipments		
Managa Chinmanta		
Manage Snipments Create ASN		
Create ASN Create ASN		
Upload ASN or ASBN		
View Receipts		
View Returns		
Contracts and Deliverables		Negotiation Responses Negotiations Closing Soon
Manage Contracts		Recent Activity
Manage Deliverables		Last 30 Days
Consigned Inventory	0	Negotiation invitations 1
Review Consumption Advices		Negotiation responses 5
Review Consigned Inventory		Agreements openea 4
Review Consigned Inventory Transactions		
Invoices and Payments		
-		
Create Invoice Create Invoice		Last 30 Days
View Invoices		
View Payments		
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Step	Action
2.	Click the Negotiation invitations link.
	Negotiation invitations

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	Title Lir	nes Test	Open Date	6/28/21 2:	11 PM			
	Status Ac	ctive (Locked)	Close Date	6/30/21 2:	09 PM			
	Time Remaining 1	Day 23 Hours						
Table of Contents	Cover P	ade					-	I
Cover Page		0						
Overview								
Lines								
Contract Terms	RE	QUEST FOR PROPOSAL						
	PUBLIS DUE DA TIME Z	HED DATE:6/28/21 2:11 PM ATE:6/30/21 2:09 PM ONE: EASTERN TIME						
epvd-dev1.fa.us2.oraclecloud.c	.om/fscmUl/faces/FuseW	Velco			_		Þ	



Step	Action
3.	Click the Create Response button.
	Create Response

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Request for Proposal: 70006-21 Cre	eate Response	Actions •	D <u>o</u> ne	l
Currency = US Dollar Title Lines Test Open Date Status Active (Locked) Close Date Time Remaining 1 Day 23 Hours	Time Zo 6/28/21 2:11 PM 6/30/21 2:09 PM	ne Eastern Sta	andard Time	
Table of Contents Cover Page Cover Page Overview Lines Contract Terms REQUES PUBLISHED DATE:6/28/21 2:11 PM DUE DATE:6/30/21 2:09 PM TIME ZONE: EASTERN TIME				
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Step	Action
4.	Click the Create button.
	Create

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Step	Action
5.	Click the Manage Attachments plus sign.
	Attachments None

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	File V	Choose File No file chosen			A. W. Brown	6/28/21 2:23 F
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1	Contract Terr	ns				
4	Variables (?)					
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Step	Action
6.	Click the Choose File button.
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Step	Action	
7.	Choose the file.	
	e.g. click on " Blanket Lines Upload " excel file.	
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Step	Action
8.	Click the Open button.
	Open

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Step	Action
10.	Click the Next button.
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3	Test 3		000.0000_Default			6	Hour	
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3	Test 3		000.0000_Default			6	Hour	
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12.	Click the Export option.
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2	Test 2		• F	Rich style spreadsheet	heet	5 Each	
3	Test 3		⊖ Lines	only	(6 Hour	
4	Test 4			O <u>K</u> <u>C</u> ar	ncel		
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Step	Action
13.	Click in the Lines only circle.
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3 Test 3	 Lines 	See more				
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Grand Totals						
All response lines are included. Response Amount 0.00						

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 Step
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 15.
 Click the Open file link to open the file from downloads.

 Open file



Step	Action
16.	Click the Maximize button.



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Step	Action
17.	Double-click the Negotiation70006-21-ResponseLines.csv file.

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Step	Action
18.	After the spreadsheet opens, Double-click the Response Price column to expand the column for clear visibility of the field. click at corner of the box.



Step	Action
19.	Do the same for Note to Buyer column.



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Step	Action
20.	Click in the Response Price cell for each line item and enter the price.

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Step	Action
21.	Enter the desired information into the field.
	e.g. type " 89 ".

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Step	Action
22.	Click the next line item cell under Response Price.



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Step	Action
23.	Enter the desired information into the field.
	e.g. type " 75 ".

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Step	Action
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Step	Action
25.	Enter the desired information into the field.
	e.g. type " 96 ".



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Step	Action
27.	Ex: Enter the desired information into the field.
	e.g. type " 2000 ".

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Step	Action
28.	Click the File Tab button.
	File

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Step	Action
29.	Click the Save As list option.
	Save As

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Step	Action
30.	Click the Browse button.
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Step	Action
31.	Select any location to save the file
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Step	Action
32.	Click in the File name field and name the file.

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Step	Action
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Step	Action
34.	Click the Save button.
	Note: Make sure the Save as type is CSV (Comma delimited).



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Step	Action
35.	Go back to the application, and click the Respond by Spreadsheet drop-down arrow.

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Step	Action
36.	Click on the Import field.
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Step	Action
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Create Respon	ise (Quote 50	22): Lin	Overvi Overvi Nessages Respond by	2 3 e Lines Review / Spreadsheet	▼ Actions ▼	Back Ne <u>x</u> t	Save	▼ Sub <u>m</u> it	<u>C</u> ancel
Currency = US Dollar						Close Date	Time 2	Last Saved 6/2 Zone Eastern St	8/21 2:23 PM andard Time
Actions - View -	Time Remaining	1 Day 23 Ho	JIS Datach = =	in al we		Close Date	JI 30/21 2.0	19 F WI	
Line	Description	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line	Amount
1	Test 1		Import Response		×	1	Each		
2	Test 2		* File Name Choos	e File Respons	g online data. e Lines.csv	5	Each		
3	Test 3				O <u>K</u> <u>C</u> ancel	6	Hour		
4	Test 4		000.0000_Default						
Columns Hide	len 7								•
Grand Totals All response lines are Response Am	included. Included October Octobe								



Step	Action
40.	Click the Ok button.

PWC Mobius			ŵ	P	25	AW ~
0	1 2 3 vervit Lines Review					
Create Response (Quote 5022): Ov Messages 2 Response	nd by Spreadsheet 🔻 Actions 🔻	Back Nex	t Sa	ive 🔻	Sub <u>m</u> it	<u>C</u> ancel
Title Lines Test		Close Date	Tii 6/30/21	Last me Zone 2:09 PM	Saved 6/28 Eastern Sta	/21 2:25 PM ndard Time
Time Remaining 1 Day 23 Hours						
General						
Supplier A & W Contracting Corporation Supplier Site GORDONSVILLE-PO	Response Type	 Primary Alternate 				
Solicitation Currency USD Response Currency USD	Reference Number					
Price Precision 2 Decimals Maximum	Note to Buyer					11
Response Valid Until m/d/yy h:mm a	Attachments	None -				
 ▲ Contract Terms ▲ Variables ⑦ Provide values for the listed variables. The values you enter are automatically pop 	sulated in the contract terms.					
View View Format View All variables	*					
Name Description			Valu	ie	CI	auses
NO DATA TO DISPLAY.						

Step	Action
41.	Click in the Next button.
	Ne <u>x</u> t

cy = US Dollar	Time Demoi	4.0				Close Date	La Time Zor 5/30/21 2:09 F	ast Saved 6/28/21 2:25 I ne Eastern Standard Tir PM
tions 👻 View 🔻	Format	1 Day 23 Ho	urs	≣ <u>12</u> ∉l Wr	ар			
_ine	Description	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount
1	Test 1		000.0000_Default		89.00	1	Each	89.00
2	Test 2		000.0000_Default		75.00	5	Each	375.00
3	Test 3		000.0000_Default		96.00	6	Hour	576.00
4	Test 4		000.0000_Default		2,000.00			2,000.00
Columns Hid	dden 7							•
nd Totals								

Step	Action
42.	Verify that the responses are uploaded.
	Click the Next button

Job Aid



Namo	Description		Va	alue	Clau	ISES
View View Format View	🖩 Freeze 斗 Wrap	View All variables				
Variables (?) Provide values for the lit	sted variables. The values you	enter are automatically populated in the contract terms				
Contract Terr	ns					
Response Valid Until	2 Decimais maximum					
Drice Dracision	2 Decimals Maximum	Attachments None				
Solicitation Currency	USD			//		
Supplier Site	GORDONSVILLE-PO	Reference Number Note to Buver				
Supplier	A & W Contracting Corporati	on Response Type Primary				
General						
verview Lines						
Time Remainir	ng 1 Day 23 Hours					
Tit	le Lines Test					
		Close Date 6/30/21.2	2:09 PM	Time Zone E	astern Sta	ndard Time
rency = US Dollar				Last	Saved 6/28/	21 2:25 PM
eview Respons	e: Quote 5022 🕐	Messages Respond by Spreadsheet v Actions v <u>B</u> ack	Ne <u>x</u> t	Save 🔻	Sub <u>m</u> it	<u>C</u> ancel
		Overvie Lines Review				
		(1) (2) (3)				

Step	Action
43.	Click on the Lines link to review.
	Lines

			(1) (2) (3)				
view Re	sponse: Quote 5	022 ⑦ M	Over	vie Lines Review by Spreadsheet	Actions	<u>B</u> ack Ne <u>x</u> t	Save 🔻	Sub <u>m</u> it <u>C</u> ancel
ancy - US Do	llar						Last S	aved 6/28/21 2:25
	Title Lines Test				Close E	ate 6/30/21 2:09 F	Time Zone Ea	astern Standard Tir
Time	e Remaining 1 Day 23 Ho	urs						
andau the								
erview Lin	es							
View v Fo	rmat 🔻 🔟 Freeze 🖁	🕈 Detach 🛛 🚽	Wrap					
View v For	rmat v Treeze	🖞 Detach 🛛 🚽	Wrap Category Name	Response Price	UOM Name	Line Amount	Estimated Total Amount	Respons I Minimu t Releas Amou
View v For Line	rmat Freeze Description Test 1	Detach 🚽 Details	Wrap Category Name 000.0000_Default	Response Price	UOM Name Each	Line Amount 89.00	Estimated Total Amount	Respons I Minimu t Releas Amour
View v For Line 1 2	rmat v Freeze G Description Test 1 Test 2	Detach 4 Details	Wrap Category Name 000.0000_Default 000.0000_Default	Response Price 89.00 75.00	UOM Name Each Each	Line Amount 89.00 375.00	Estimated Total Amount	Respons I Minimu t Releas Amour
View v For Line 1 2 3	rmat V Freeze G Description Test 1 Test 2 Test 3	Detach Details	Wrap Category Name 000.0000_Default 000.0000_Default 000.0000_Default	Response Price 89.00 75.00 96.00	UOM Name Each Each Hour	Line Amount 89.00 375.00 576.00	Estimated Total Amount	Respons I Minimu t Releas Amour
View v For Line 1 2 3 4	mat V Freeze () Description // Test 1 Test 2 Test 3 Test 4	Detach 4 Details 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Wrap Category Name 000.0000_Default 000.0000_Default 000.0000_Default 000.0000_Default	Response Price 89.00 75.00 96.00 2,000.00	UOM Name Each Each Hour	Line Amount 89.00 375.00 576.00 2,000.00	Estimated Total Amount 2,000.00	Respons I Minimus t Releas Amour
View View For	rmat Freeze Description Test 1 Test 2 Test 3 Test 4 data	Detach d Details	Wrap Category Name 000.0000_Default 000.0000_Default 000.0000_Default 000.0000_Default	Response Price 89.00 75.00 96.00 2.000.00	UOM Name Each Each Hour	Line Amount 89.00 375.00 576.00 2,000.00	Estimated Total Amount 2,000.00	Respons I Minimur Releas Amour
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View View For Line 1 2 3 4 Columns Hid Grand Tota	rmat v Freeze (a) Description (b) Test 1 (c) Test 2 (c) Test 3 (c) Test 4 (c) dden 8 (c) Is	Details Details Isa Isa Isa Isa	Wrap Category Name 000.0000_Default 000.0000_Default 000.0000_Default 000.0000_Default	Response Price 89.00 75.00 96.00 2,000.00	UOM Name Each Each Hour	Line Amount 89.00 375.00 576.00 2,000.00	Estimated Total Amount 2,000.00	Respons I Minimu Releas Amour

Step	Action
44.	Click the Submit button.
	Sub <u>m</u> it
	SPWCMobius 🗠 🦻 🕬 🕇
	Request for Proposal: 70006-21 Messages Create Response Actions Done
	Currency = US Dollar Title Lines Test Confirmation Confi
	Table of Contents Cover Page Cover Page Overview Lines Contract Terms REQUEST FOR PROPOSAL
	PUBLISHED DATE:6/28/21 2:11 PM DUE DATE:6/30/21 2:09 PM TIME ZONE: EASTERN TIME
	•

Step	Action
45.	Click the OK button.
	ок

PW	CMobius	🙃 🏱 🚰 AW ~
Request for Propo	osal: 70006-21	Messages Create Response Actions * D <u>o</u> ne
Currency = US Dollar		Time Zone Eastern Standard Time
	Title Lines Test	Open Date 6/28/21 2:11 PM
	Status Active (Locked)	Close Date 6/30/21 2:09 PM
	Time Remaining 1 Day 23 Hours	
Table of Contents	Cover Page	يما
Cover Page Overview Lines		
Contract Terms	REQUEST FOR PROPOSAL	
	PUBLISHED DATE:6/28/21 2:11 PM DUE DATE:6/30/21 2:09 PM TIME ZONE: EASTERN TIME	
epvd-dev1.fa.us2.oraclecloud.c	∢ som/fscmUl/faces/FuseWelco	,

Step	Action
46.	Click the Done button.
	D <u>o</u> ne

PWC Mobi	US				â	P	25	AW ~
Active Solicitations								Done
					Т	me Zone E	astern Sta	ndard Time
▲ Search			Manage	Watchlist	Saved Sea	rch		~
** Solicitation			** Invitation Re	eceived Yes	~	** A	t least one i	s required
** Title]	Response Sul	bmitted No	~			
** Solicitation Close By m/d/yy	Ċo	_	Solicitation Oper	n Since 5/29	9/21		Ē	
						Search	Reset	Save
Search Results								
Actions 👻 View 👻 Format 👻 💷 Freeze	🗑 Detach 🛛 🚽 Wrap	Accept Terms	Acknowledge Particip	ation Crea	ate Respo	nse		
Solicitation Title	Solicitation Type	Time Remaining	Close Date F	Your Responses	Will Participa	ite	Unr Messa	ead Vi ges Vi
Columns Hidden 4								+

Step	Action
47.	Click the Done button.
	Done



Step	Action
48.	Click the Home icon to go back to homepage.

1 *** FIN UAT ***					^
PWC Mobius			â	P [25	AW ~
Good afternoor	n, A. W. Brown	!			
Supplier Portal Tools	PWC Data Ware House	Others			
APPS					
Supplier Portal					
Things to Finish					
	14 minutes ago 🛛 🗙	1 hour ago	×	1 hour age	
Assigned to Me	ACTION REQUIRED	FYI		FYI	
25	You Are Invited to Negotiation 70006-21	Award Decisio Your Respons	e 5019 to	Negot (LAWN	+

Step	Action
49.	
	End of Procedure.