

# Welcome to the Essential Energy Responding to a Negotiation User Guide.

|                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <b>Why should I use this guide?</b>                    | This guide provides you with instructions on how to respond to a Negotiation via the Supplier Portal.                                                                                                                                                                                                                                                       |
|  <b>Who might use this guide?</b>                       | <ul style="list-style-type: none"> <li>Suppliers who want to respond to a Negotiation.</li> </ul>                                                                                                                                                                                                                                                           |
|  <b>What related documents should I refer to?</b>     | <ul style="list-style-type: none"> <li>How to Communicate on a Negotiation Through the Supplier Portal- Quick Reference Guide.</li> <li>Oracle Guided Learning – Quick Reference Guide.</li> <li>Navigating the Essential Energy Supplier Portal- Quick Reference Guide.</li> <li>How to Download Negotiation Spreadsheet- Quick Reference Guide</li> </ul> |
|  <b>Where can I go for additional system support?</b> | <ul style="list-style-type: none"> <li>For system support, please contact: <a href="mailto:suppliers@essentialenergy.com.au">suppliers@essentialenergy.com.au</a></li> </ul>                                                                                                                                                                                |

## Key Terms

**Negotiation:** The end-to-end process for Sourcing Goods and Services is called a Negotiation.

- A Negotiation encompasses the end-to-end market engagement processes in Oracle, more commonly known as sourcing events/activities or tenders.
- Negotiations include activities from identifying a sourcing need to initiate the sourcing event, through to making a final sourcing decision and awarding a supplier/s through an evaluation process.

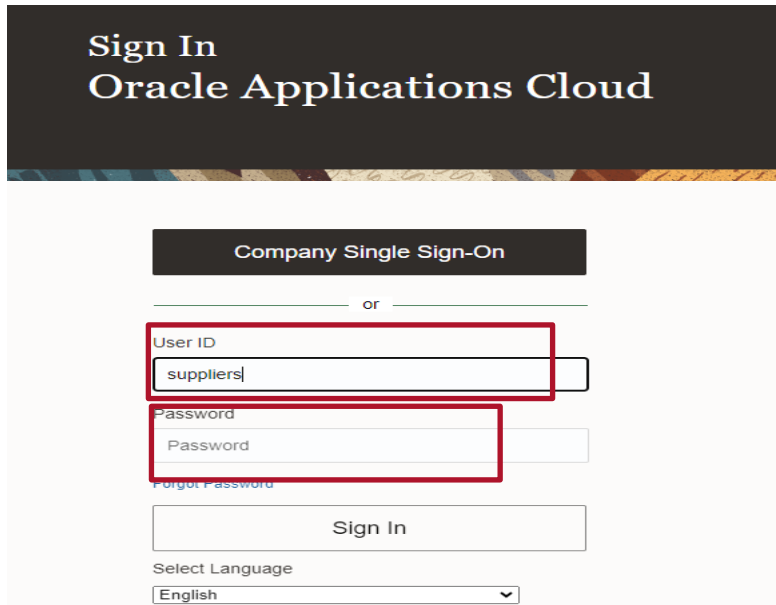
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## Logging on to Oracle Cloud

To participate in the tendering process, please use the URL:  
<https://enno.fa.ap1.oraclecloud.com/>

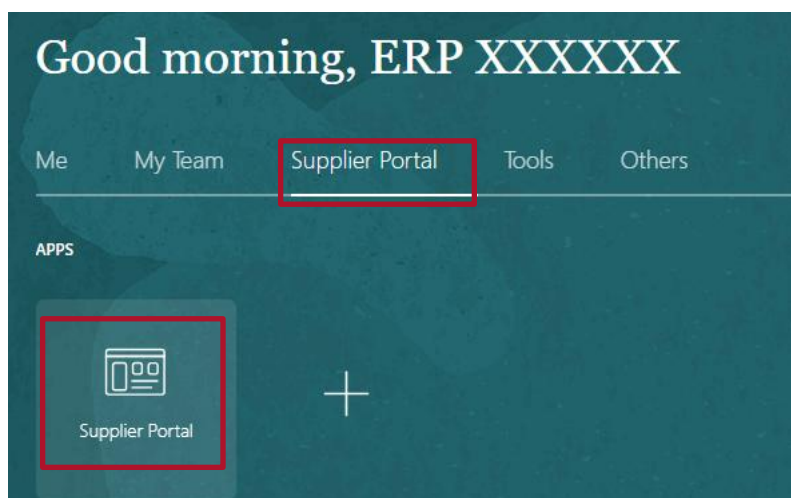
1. Enter your **User ID** and **Password**.
2. Click **Sign In**.



The screenshot shows the 'Sign In Oracle Applications Cloud' interface. At the top, it says 'Sign In Oracle Applications Cloud'. Below this is a 'Company Single Sign-On' section. There are two input fields: 'User ID' and 'Password'. The 'User ID' field contains the text 'suppliers'. Below the 'Password' field is a 'Forgot Password' link. A 'Sign In' button is located below the password field. At the bottom, there is a 'Select Language' dropdown menu with 'English' selected.

## Navigating to the Supplier Portal

1. Click on the **Supplier Portal** tab.
2. Select the **Supplier Portal** icon.



## Searching for a Negotiation

You can search for a tender that is currently open for responding on your Supplier Portal Task

Panel.

1. On the left-hand side, click '**View Active Negotiations**' to launch a search window.

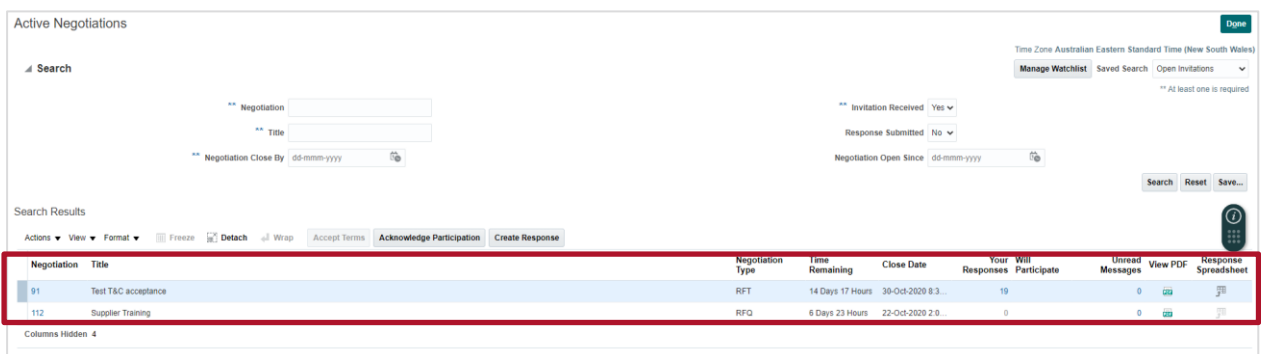


2. Enter search parameters in the search criteria fields.  
*Search based on **Negotiation Reference Number**, whether you have been invited to respond, a **Title** or the **Negotiation Open and Closing dates**.*
3. Click **Search**.



The screenshot shows the 'Active Negotiations' search form. The search criteria fields are highlighted with a red box: 'Negotiation' (with a red asterisk), 'Title' (with a red asterisk), 'Negotiation Close By' (with a red asterisk and a date picker), 'Invitation Received' (Yes/No dropdown), 'Response Submitted' (No dropdown), and 'Negotiation Open Since' (with a date picker). The 'Search' button is also highlighted with a red box.

4. **Search results** will appear at the bottom half of the screen.



The screenshot shows the 'Active Negotiations' search results table. The table has columns: Negotiation, Title, Negotiation Type, Time Remaining, Close Date, Your Responses, Will Participate, Unread Messages, View PDF, and Responses Spreadsheet. The first two rows are highlighted with a red box.

| Negotiation | Title               | Negotiation Type | Time Remaining   | Close Date         | Your Responses | Will Participate | Unread Messages | View PDF | Responses Spreadsheet |
|-------------|---------------------|------------------|------------------|--------------------|----------------|------------------|-----------------|----------|-----------------------|
| 91          | Test T&C acceptance | RFT              | 14 Days 17 Hours | 30-Oct-2020 8.3... | 19             |                  | 0               |          |                       |
| 112         | Supplier Training   | RFQ              | 8 Days 23 Hours  | 22-Oct-2020 2.0... | 0              |                  | 0               |          |                       |

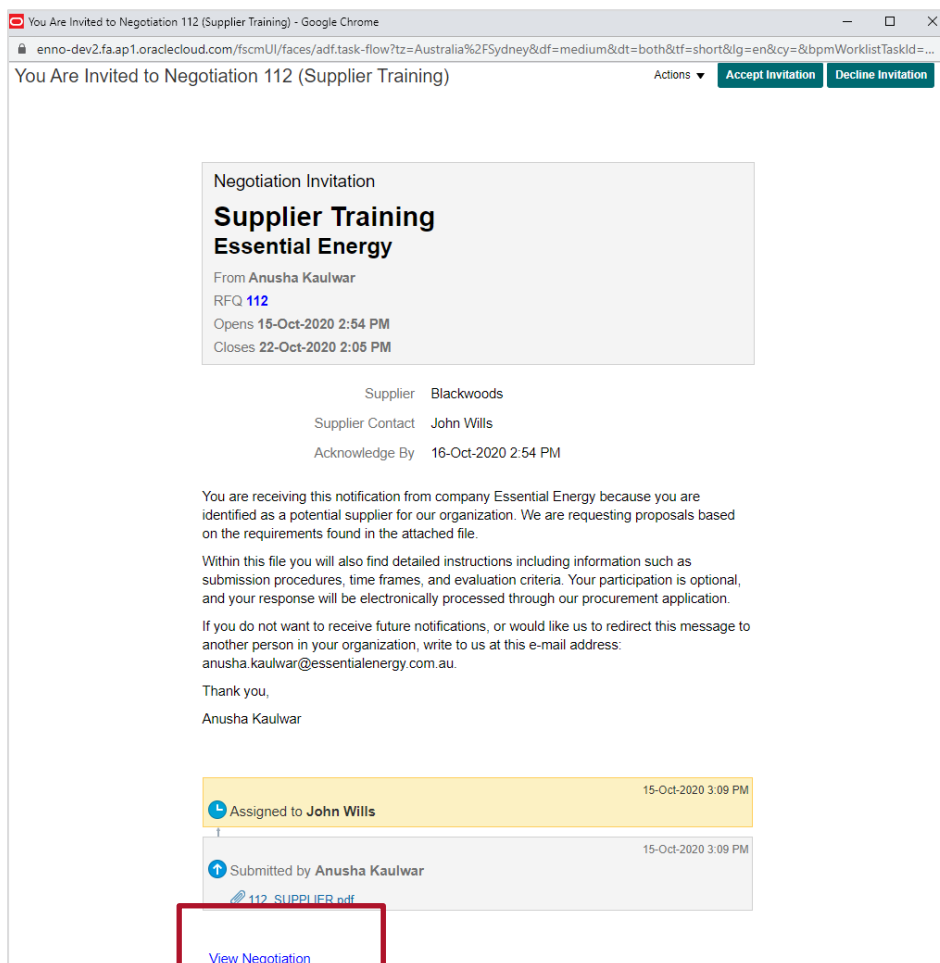
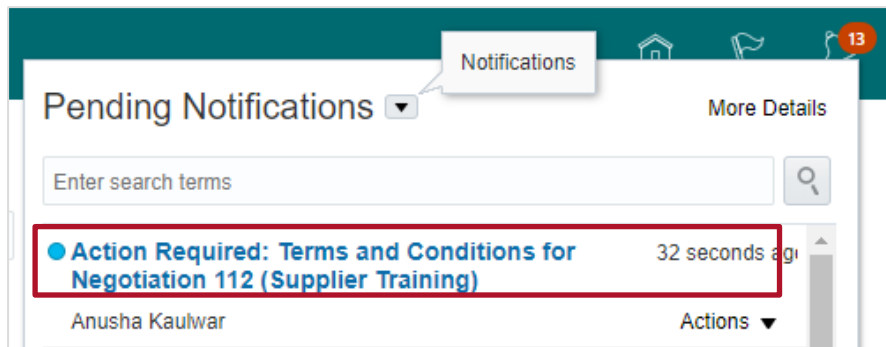
Columns Hidden: 4

## Viewing a Negotiation

### From an Invitation to Respond:

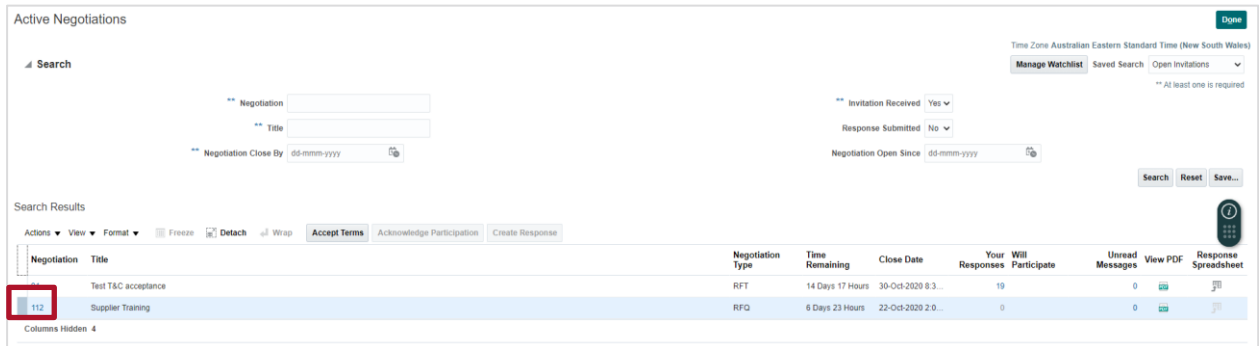
If your organisation receives an invite to bid on tenders, you will receive a notification in your email and on your notification bell in the Supplier Portal.

1. Click the online or offline **Notification**.
2. Click the link to open the Negotiation invitation. (*Note: you will be asked to **Accept Terms** ahead of viewing the document. Go to the **Accepting Terms** section below).*



## From your Search Results:

1. Click on a **Negotiation Number** from your search results.



Active Negotiations

Search

Time Zone Australian Eastern Standard Time (New South Wales)

Manage Watchlist Saved Search Open Invitations

At least one is required

Search Results

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

| Negotiation | Title             | Negotiation Type | Time Remaining  | Close Date         | Your Responses | Will Participate | Unread Messages | View PDF | Response Spreadsheet |
|-------------|-------------------|------------------|-----------------|--------------------|----------------|------------------|-----------------|----------|----------------------|
| 112         | Supplier Training | RFQ              | 6 Days 23 Hours | 22-Oct-2020 2.0... | 0              | 0                | 0               |          |                      |

Columns Hidden: 4

## Accepting Terms:

You will need to accept terms and conditions before viewing the Negotiation.

1. When you are asked to **Accept Terms**, read the terms and click **Accept Terms**.

*Note 1: If you decline the Terms you will not be able to view the Negotiation. You can later Accept Terms to view the Negotiation.*

*Note 2: Terms are in a PDF format. You will need Adobe to open the document.*



essential energy

Accept Terms and Conditions (RFQ 112)

Accept the following terms and conditions before responding to this negotiation.

test - response before viewing

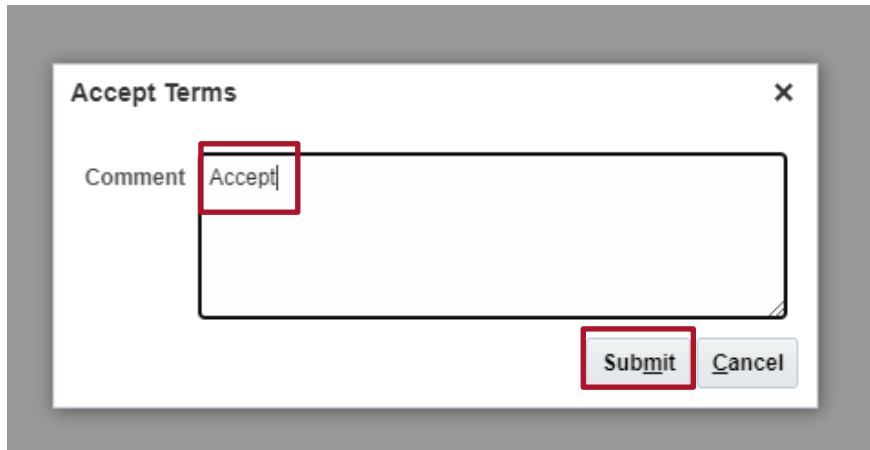
Title Supplier Training

Close Date 22-Oct-2020 3:05 AM

Terms

Attachments: Supplier\_Overturns\_14\_3.pdf

2. Enter a **Comment** to verify that you Accept the Terms.
3. Click **Submit**.

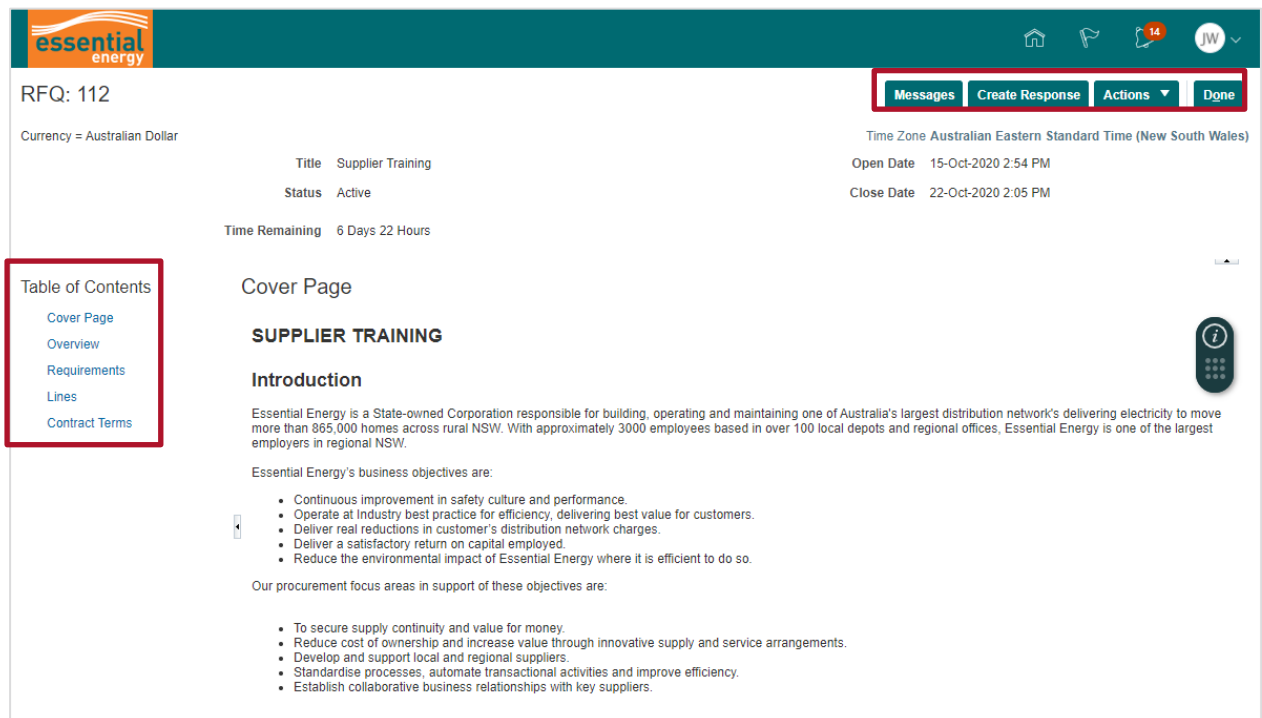


The image shows a modal dialog box titled "Accept Terms" with a close button (X) in the top right corner. Inside the dialog, there is a label "Comment" followed by a text input field. The word "Accept" is typed into the input field. Below the input field, there are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a red rectangle.

## Cover Page

The first page displayed on the Negotiation is the Cover Page. The Cover Page provides key Essential Energy information and highlights the different components of the document.

1. When you have read the Cover Page, click **Overview**.

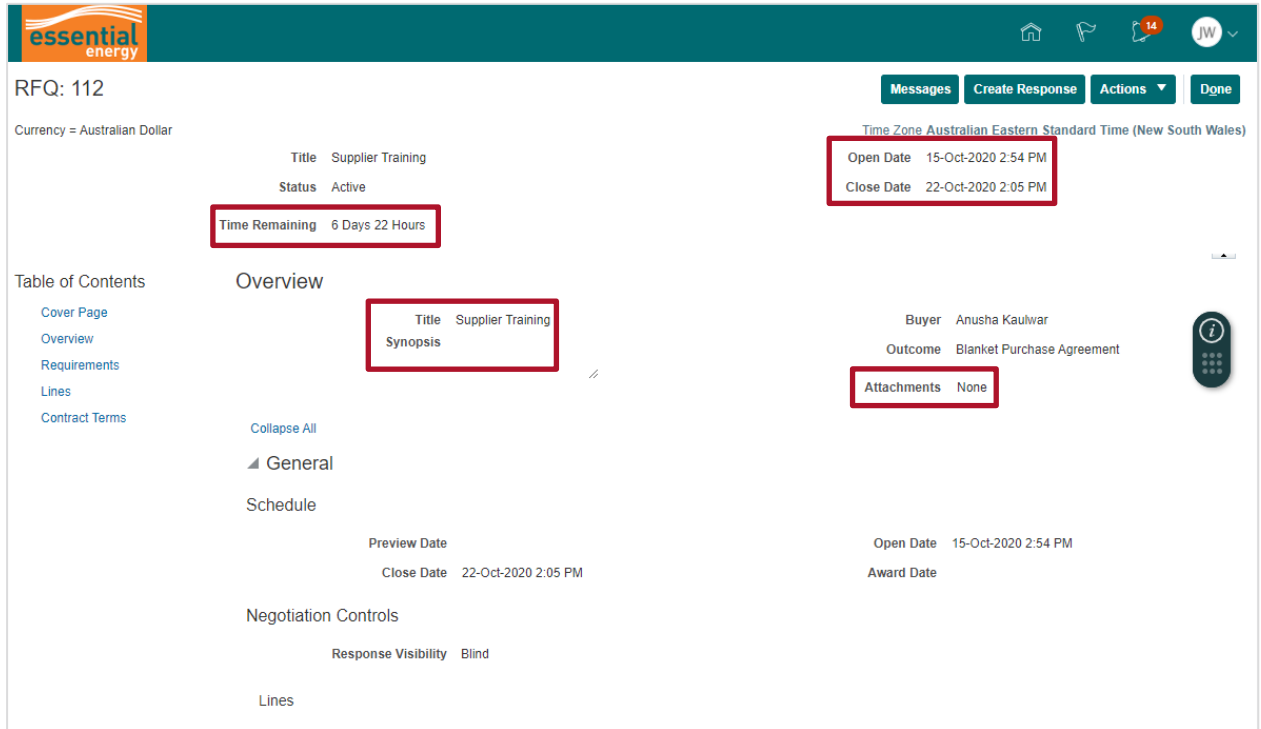


The image is a screenshot of the "RFQ: 112" page in the Essential Energy system. The page has a teal header with the Essential Energy logo and navigation icons. Below the header, the page title "RFQ: 112" is displayed. A sidebar on the left contains a "Table of Contents" with links to "Cover Page", "Overview", "Requirements", "Lines", and "Contract Terms". The "Cover Page" link is highlighted with a red rectangle. The main content area shows the "Cover Page" for "SUPPLIER TRAINING". It includes the title, status (Active), and time remaining (6 Days 22 Hours). The page also displays the "Open Date" (15-Oct-2020 2:54 PM) and "Close Date" (22-Oct-2020 2:05 PM). The "Introduction" section describes Essential Energy's business objectives and procurement focus areas. A "Messages" button is visible in the top right corner.

## Overview

The Overview outlines key dates on the Negotiation and provides an overview of the document including the **Title**, a **Synopsis** about the tender and any relevant **Attachments**.

1. When you have read the Overview, click **Requirements**.



RFQ: 112

Currency = Australian Dollar

Time Zone Australian Eastern Standard Time (New South Wales)

Messages Create Response Actions Done

Open Date 15-Oct-2020 2:54 PM

Close Date 22-Oct-2020 2:05 PM

Title Supplier Training

Status Active

Time Remaining 6 Days 22 Hours

Table of Contents

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

Overview

Title Supplier Training

Synopsis

Buyer Anusha Kaulwar

Outcome Blanket Purchase Agreement

Attachments None

Collapse All

General

Schedule

Preview Date

Close Date 22-Oct-2020 2:05 PM

Negotiation Controls

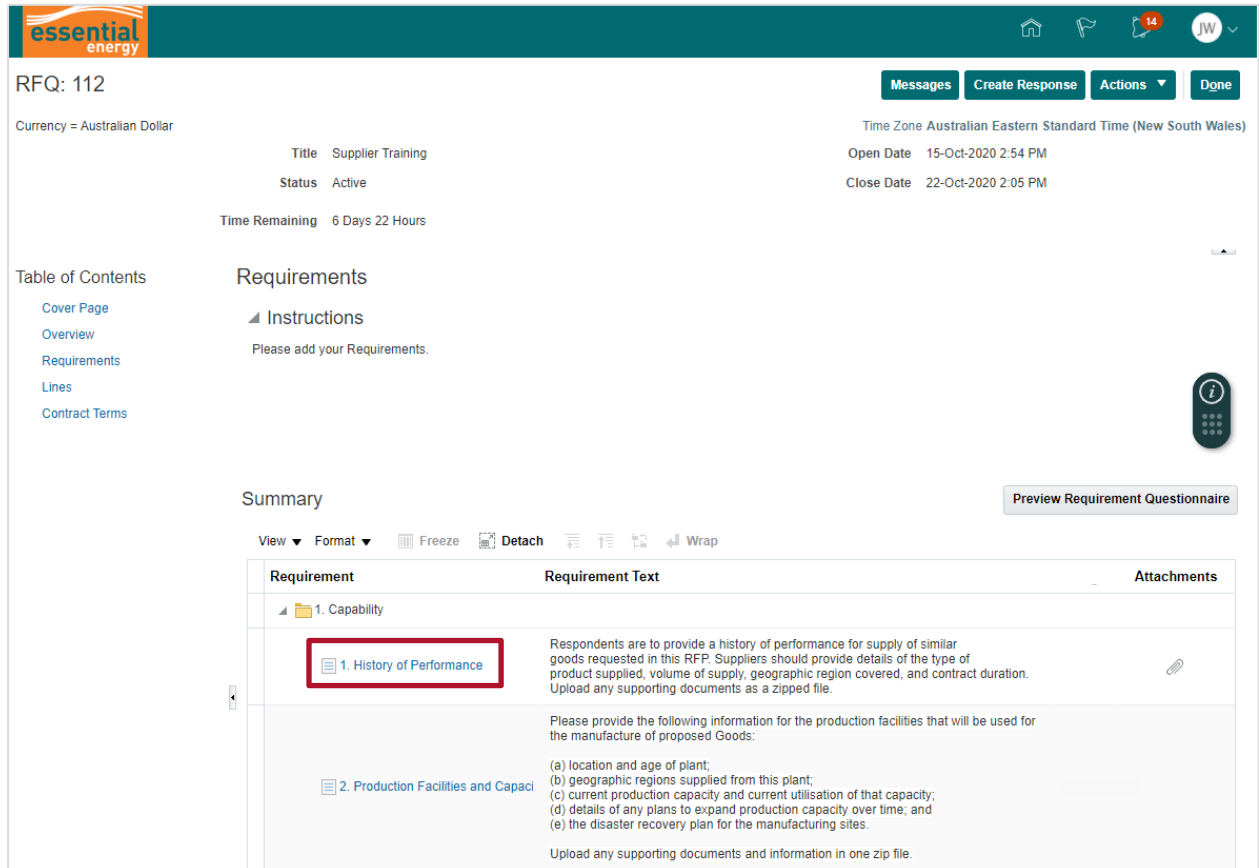
Response Visibility Blind

Lines

## Requirements

The **Requirements** page is comprised of questionnaires to supplement the bid. You may be required to upload attachments to support your response for each listed Requirement.

- To view details of the Requirement, click on the **Requirement**.



RFQ: 112

Currency = Australian Dollar

Title Supplier Training

Status Active

Time Remaining 6 Days 22 Hours

Time Zone Australian Eastern Standard Time (New South Wales)

Open Date 15-Oct-2020 2:54 PM

Close Date 22-Oct-2020 2:05 PM

Messages Create Response Actions Done

Table of Contents

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

Requirements

Instructions

Please add your Requirements.

Summary

Preview Requirement Questionnaire

| Requirement                           | Requirement Text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Attachments |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1. Capability                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |             |
| 1. History of Performance             | Respondents are to provide a history of performance for supply of similar goods requested in this RFP. Suppliers should provide details of the type of product supplied, volume of supply, geographic region covered, and contract duration. Upload any supporting documents as a zipped file.                                                                                                                                                                                                                 |             |
| 2. Production Facilities and Capacity | Please provide the following information for the production facilities that will be used for the manufacture of proposed Goods:<br>(a) location and age of plant;<br>(b) geographic regions supplied from this plant;<br>(c) current production capacity and current utilisation of that capacity;<br>(d) details of any plans to expand production capacity over time; and<br>(e) the disaster recovery plan for the manufacturing sites.<br>Upload any supporting documents and information in one zip file. |             |

2. View relevant **attachments** of the Requirement and click **Done** to navigate back to the Requirement page.



Requirement: 1. History of Performance (RFQ 112)

Section 1. Capability

Requirement 1. History of Performance

Requirement Text Respondents are to provide a history of performance for supply of similar goods requested in this RFP. Suppliers should provide details of the type of product supplied, volume of supply, geographic region covered, and contract duration. Upload any supporting documents as a zipped file.

Hint

Properties

Level Supplier Value Type Single line text

Response Required Attachments from Suppliers Not allowed

Requirement Type Text entry box — Allow comments from suppliers

Attachments [HISTORICAL.ics](#)

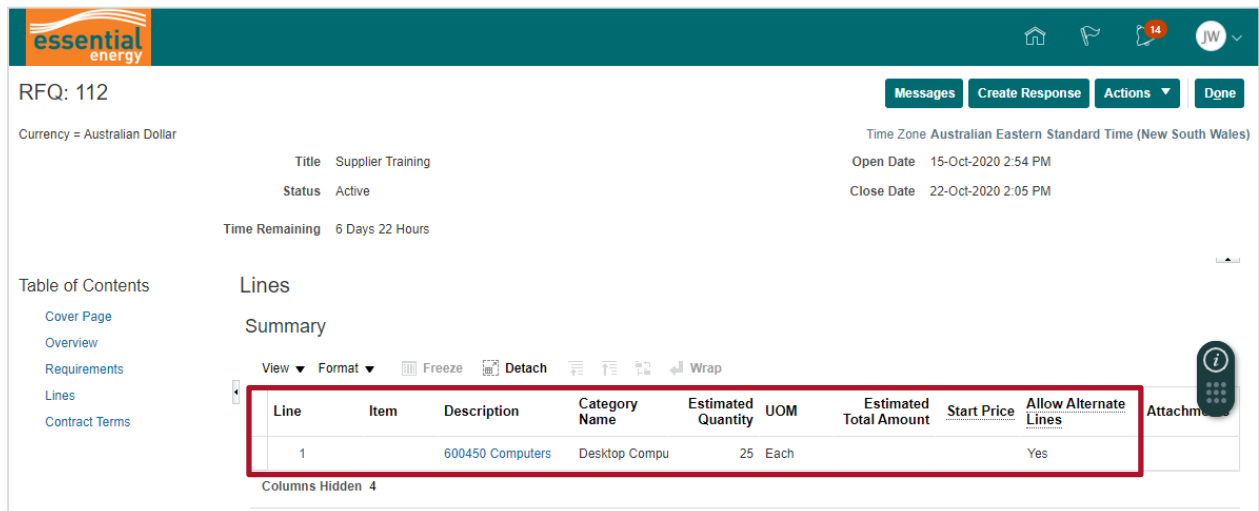
Done

3. Click the **Lines** page.

## Lines

The Lines page contains the goods or services needed and includes **Description**, **Category Name**, **Estimated Quantity** or **Estimated Total Amount** and **Unit of Measure** per line item.

1. View the **Line** details.
2. Click the **Contract Terms** page.



RFQ: 112

Currency = Australian Dollar

Title Supplier Training

Status Active

Time Remaining 6 Days 22 Hours

Time Zone Australian Eastern Standard Time (New South Wales)

Open Date 15-Oct-2020 2:54 PM

Close Date 22-Oct-2020 2:05 PM

Messages Create Response Actions Done

Table of Contents

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

Lines

Summary

View Format Freeze Detach

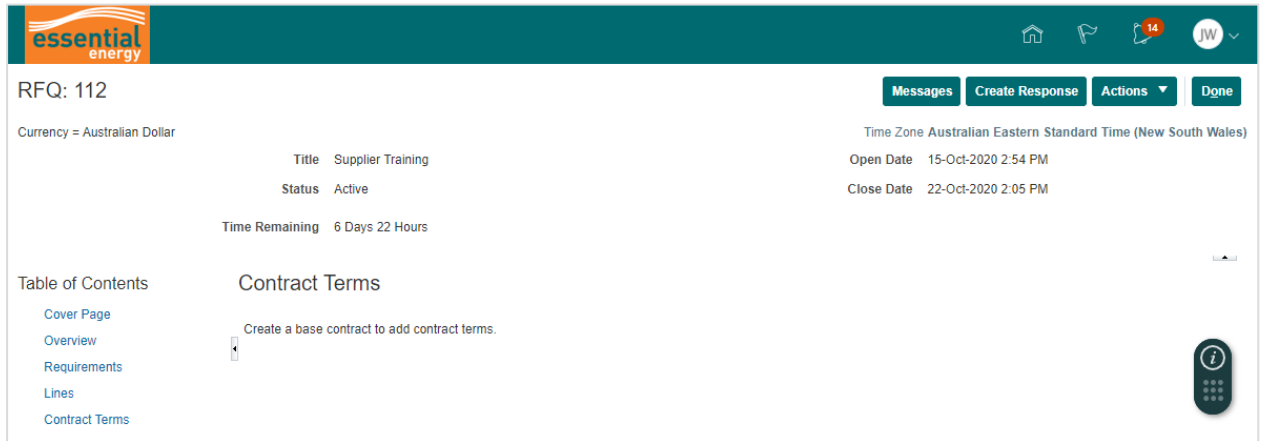
| Line | Item             | Description   | Category Name | Estimated Quantity | UOM  | Estimated Total Amount | Start Price | Allow Alternate Lines | Attachments |
|------|------------------|---------------|---------------|--------------------|------|------------------------|-------------|-----------------------|-------------|
| 1    | 600450 Computers | Desktop Compu |               | 25                 | Each |                        |             | Yes                   |             |

Columns Hidden 4

## Contract Terms

- From 1 December 2020, the Contract Terms can be found on the **Requirements** page attached under the **Commercial Requirements Section** called '**Contract Terms and Conditions**'.

*Note: The Contract Terms page will still be visible but will not be used.*



RFQ: 112

Currency = Australian Dollar

Title Supplier Training

Status Active

Time Remaining 6 Days 22 Hours

Open Date 15-Oct-2020 2:54 PM

Close Date 22-Oct-2020 2:05 PM

Time Zone Australian Eastern Standard Time (New South Wales)

Messages Create Response Actions Done

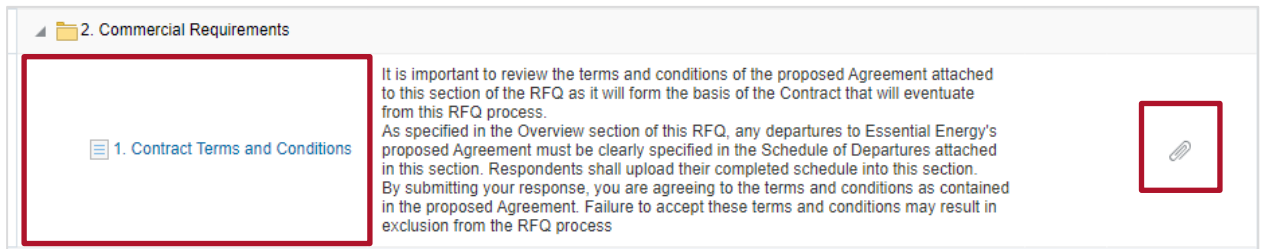
Table of Contents

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

Contract Terms

Create a base contract to add contract terms.

- To view the contract, click on the **Requirements** page.
- Scroll to the **Commercial Requirements** section.
- Under **Contract Terms and Conditions**, view the contract via the **attachment**.



2. Commercial Requirements

1. Contract Terms and Conditions

It is important to review the terms and conditions of the proposed Agreement attached to this section of the RFQ as it will form the basis of the Contract that will eventuate from this RFQ process.

As specified in the Overview section of this RFQ, any departures to Essential Energy's proposed Agreement must be clearly specified in the Schedule of Departures attached in this section. Respondents shall upload their completed schedule into this section.

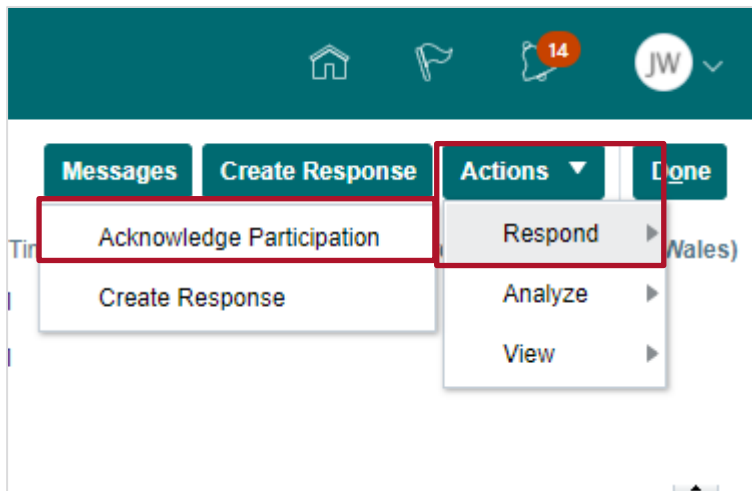
By submitting your response, you are agreeing to the terms and conditions as contained in the proposed Agreement. Failure to accept these terms and conditions may result in exclusion from the RFQ process

## Responding to Negotiations

If you have received an invitation to respond to a Negotiation and have decided to respond, you can acknowledge your participation to create a response.

### Acknowledging Participation

1. Click **Actions**.
2. Click **Respond** and select **Acknowledge Participation** from the drop-down menu.



This will bring up an Acknowledge popup.

3. Select **Yes** or **No** and enter a comment to the Essential Energy buyer.
4. Click **Ok** to submit.



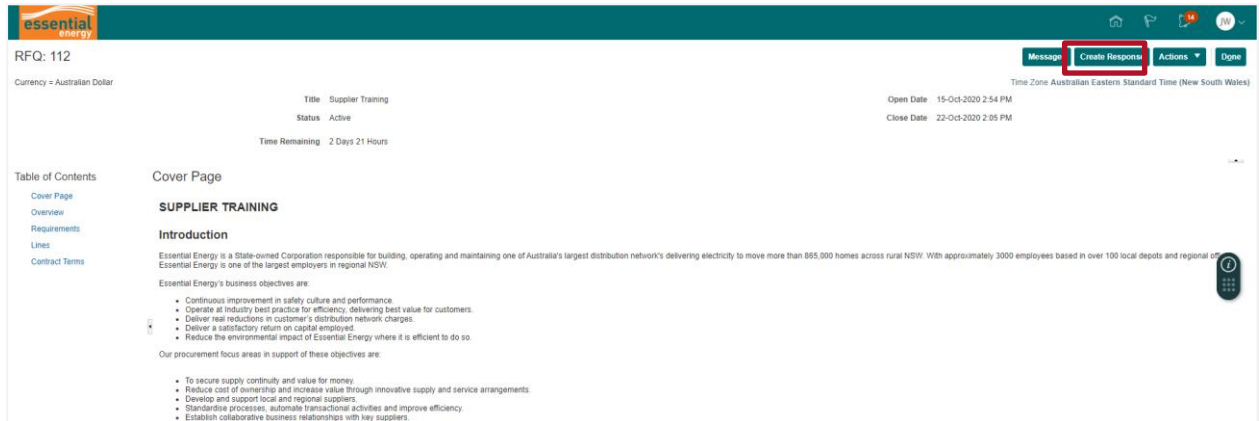
The screenshot shows a modal window titled 'Acknowledge Participation' with a close button (X) in the top right corner. Inside the window, there are two radio buttons for 'Will Participate': 'Yes' (selected) and 'No'. Below these is a text area labeled 'Note to Buyer' containing the text 'Accept'. At the bottom of the window are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

## Creating a Response

You can create a response directly from the Negotiation document or by searching your Active Negotiations.

### Create a Response within the Negotiation document:

1. Click **Create Response**.



RFQ: 112

Currency - Australian Dollar

Title: Supplier Training

Status: Active

Time Remaining: 2 Days 21 Hours

Open Date: 15-Oct-2020 2:54 PM

Close Date: 22-Oct-2020 2:05 PM

Table of Contents:

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

**SUPPLIER TRAINING**

**Introduction**

Essential Energy is a State-owned Corporation responsible for building, operating and maintaining one of Australia's largest distribution networks delivering electricity to more than 865,000 homes across rural NSW. With approximately 3000 employees based in over 100 local depots and regional offices, Essential Energy is one of the largest employers in regional NSW.

Essential Energy's business objectives are:

- Continuous improvement in safety culture and performance.
- Operate at industry best practice for efficiency, delivering best value for customers.
- Deliver real reductions in customer's distribution network charges.
- Deliver a satisfactory return on capital employed.
- Reduce the environmental impact of Essential Energy where it is efficient to do so.

Our procurement focus areas in support of these objectives are:

- To secure supply continuity and value for money.
- Reduce cost of ownership and increase value through innovative supply and service arrangements.
- Develop and support local and regional suppliers.
- Standardise processes, automate transactional activities and improve efficiency.
- Establish collaborative business relationships with key suppliers.

### Create a Response from the Search Results:

1. Navigate to **View Active Negotiations**.
2. Click on the space next to the **Negotiation number**.

Search Results

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

| Negotiation | Title               | Negotiation Type | Time Remaining   | Close Date         | Your Responses | Will Participate | Unread Messages | View PDF | Response Spreadsheet |
|-------------|---------------------|------------------|------------------|--------------------|----------------|------------------|-----------------|----------|----------------------|
| 91          | Test T&C acceptance | RFT              | 10 Days 15 Hours | 30-Oct-2020 8:3... | 20             |                  | 0               |          |                      |
| 112         | Supplier Training   | RFQ              | 2 Days 21 Hours  | 22-Oct-2020 2:0... | 0              | Yes              | 0               |          |                      |

Columns Hidden 4

3. Click **Actions**.
4. Select **Create Response**.

Search Results

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

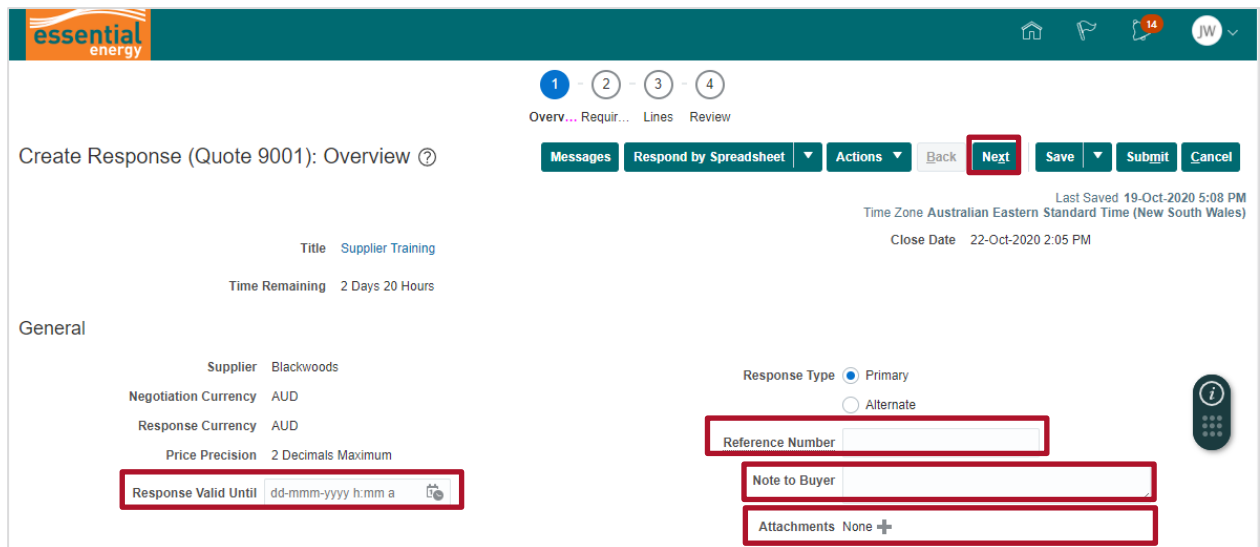
| Negotiation | Title | Negotiation Type | Time Remaining   | Close Date         | Your Responses | Will Participate | Unread Messages | View PDF | Response Spreadsheet |
|-------------|-------|------------------|------------------|--------------------|----------------|------------------|-----------------|----------|----------------------|
|             |       | RFT              | 10 Days 15 Hours | 30-Oct-2020 8:3... | 20             |                  | 0               |          |                      |
|             |       | RFQ              | 2 Days 21 Hours  | 22-Oct-2020 2:0... | 0              | Yes              | 0               |          |                      |

Columns Hidden 4

This will bring up the response page.

## Create Response: Overview

1. Insert an internal supplier **Reference Number** if required.
2. Add an optional **Note** to the buyer.
3. Use the **Attachment field** to upload any relevant documentation.
4. Enter a date to outline the when the response is **valid** until.
5. Click **Next** to progress to the **Requirements** page.



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1 - 2 - 3 - 4

Overview Requirements Lines Review

Create Response (Quote 9001): Overview ?

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Last Saved 19-Oct-2020 5:08 PM  
Time Zone Australian Eastern Standard Time (New South Wales)  
Close Date 22-Oct-2020 2:05 PM

Title Supplier Training

Time Remaining 2 Days 20 Hours

General

Supplier Blackwoods

Negotiation Currency AUD

Response Currency AUD

Price Precision 2 Decimals Maximum

Response Valid Until dd-mmm-yyyy h:mm a

Response Type ☒ Primary ☐ Alternate

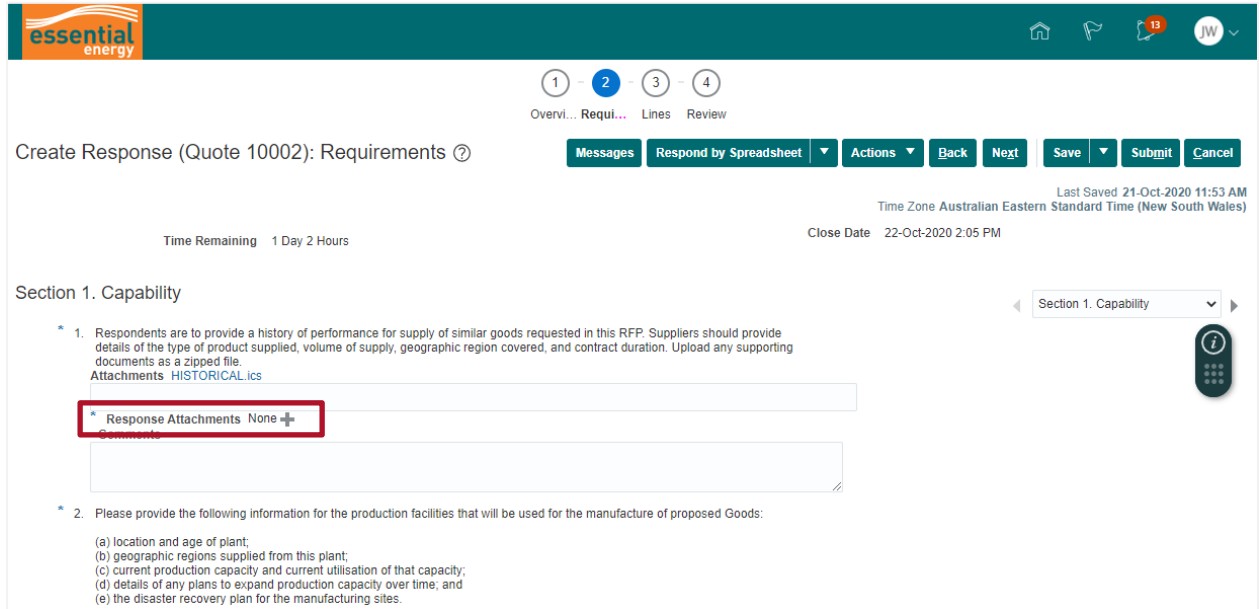
Reference Number

Note to Buyer

Attachments None +

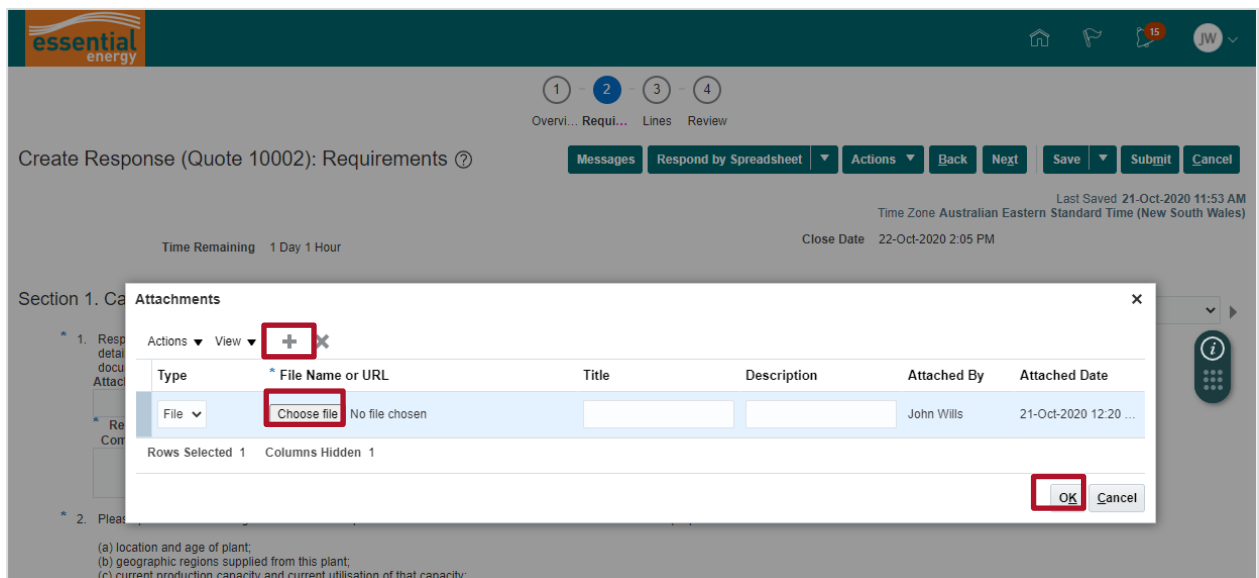
## Create Response: Requirements

1. View the Requirements and respond to each requirement. Some will require a text response; others will require response by clicking on a radio button and some will also require attachment of supporting documents. Click on the **+ Symbol** to upload any supporting documents (where required).

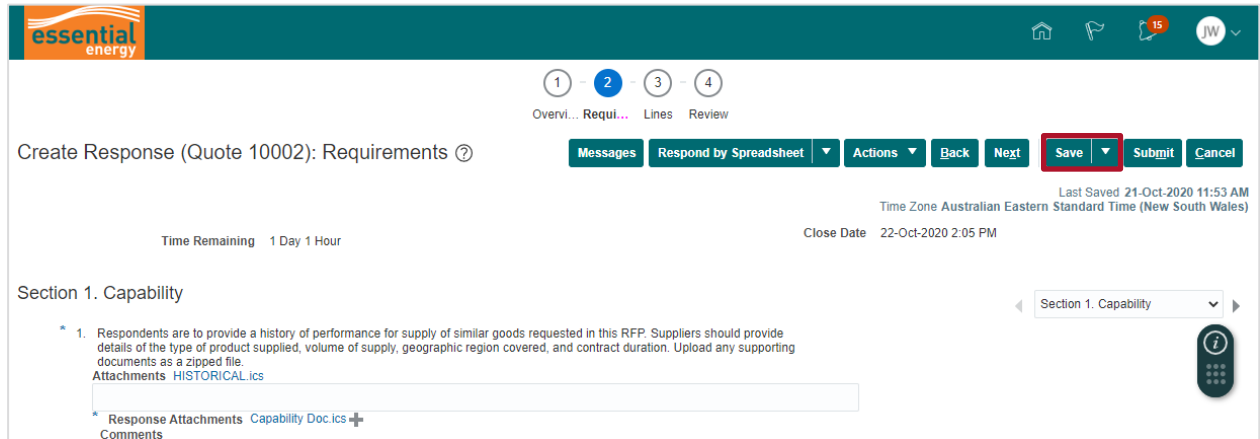


This will launch the attachment window.

2. Click on the **+ Symbol**.
3. Click **Choose file** to upload a document.
4. Click **Ok**.

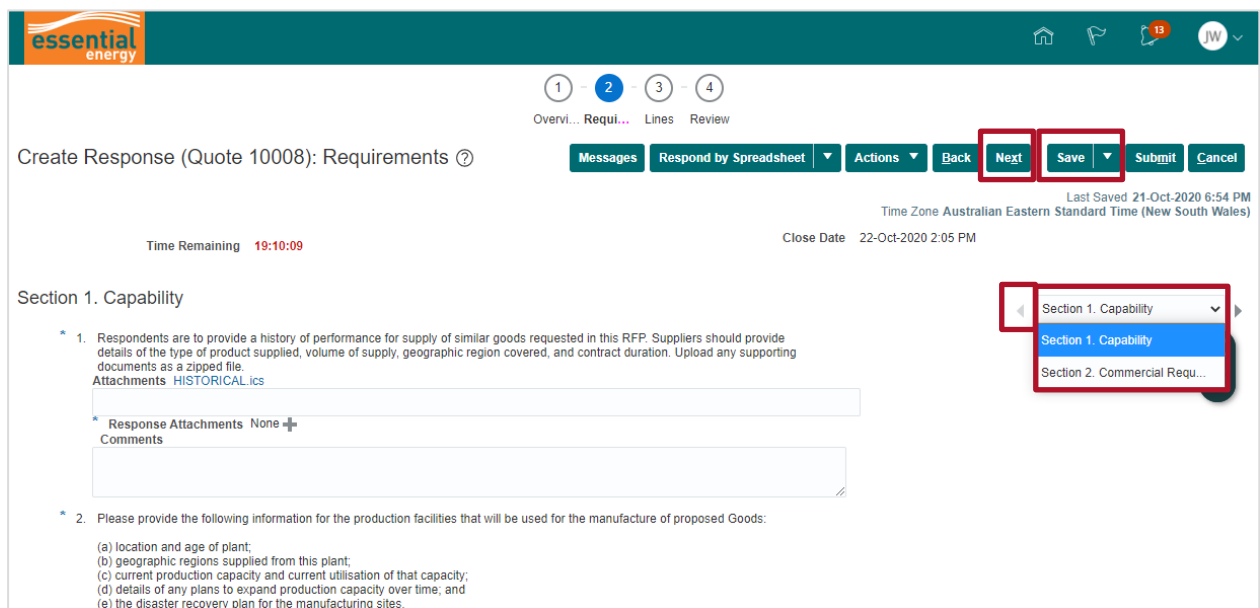


5. Click **Save**.



The screenshot shows the 'Create Response (Quote 10002): Requirements' page. At the top, there are navigation tabs: 1 - Overview, 2 - Requirements (active), 3 - Lines, and 4 - Review. Below the tabs, there are buttons: Messages, Respond by Spreadsheet, Actions, Back, Next, Save (highlighted with a red box), Submit, and Cancel. The 'Save' button is also highlighted with a red box. The page shows 'Time Remaining: 1 Day 1 Hour' and 'Close Date: 22-Oct-2020 2:05 PM'. The 'Section 1. Capability' dropdown is set to 'Section 1. Capability'. The main content area contains a list of requirements, with the first requirement highlighted. The 'Response Attachments' section shows 'Capability Doc.ics' and 'Comments'.

6. To navigate to the next **Section**, use the **drop-down** or **side arrows** and enter the details in accordance to the **Requirements**.



The screenshot shows the 'Create Response (Quote 10008): Requirements' page. At the top, there are navigation tabs: 1 - Overview, 2 - Requirements (active), 3 - Lines, and 4 - Review. Below the tabs, there are buttons: Messages, Respond by Spreadsheet, Actions, Back, Next (highlighted with a red box), Save (highlighted with a red box), Submit, and Cancel. The 'Next' button is also highlighted with a red box. The page shows 'Time Remaining: 19:10:09' and 'Close Date: 22-Oct-2020 2:05 PM'. The 'Section 1. Capability' dropdown is set to 'Section 1. Capability'. The main content area contains a list of requirements, with the first requirement highlighted. The 'Response Attachments' section shows 'None' and 'Comments'. A dropdown menu is open, showing 'Section 1. Capability' and 'Section 2. Commercial Requi...'. The 'Next' button is also highlighted with a red box.

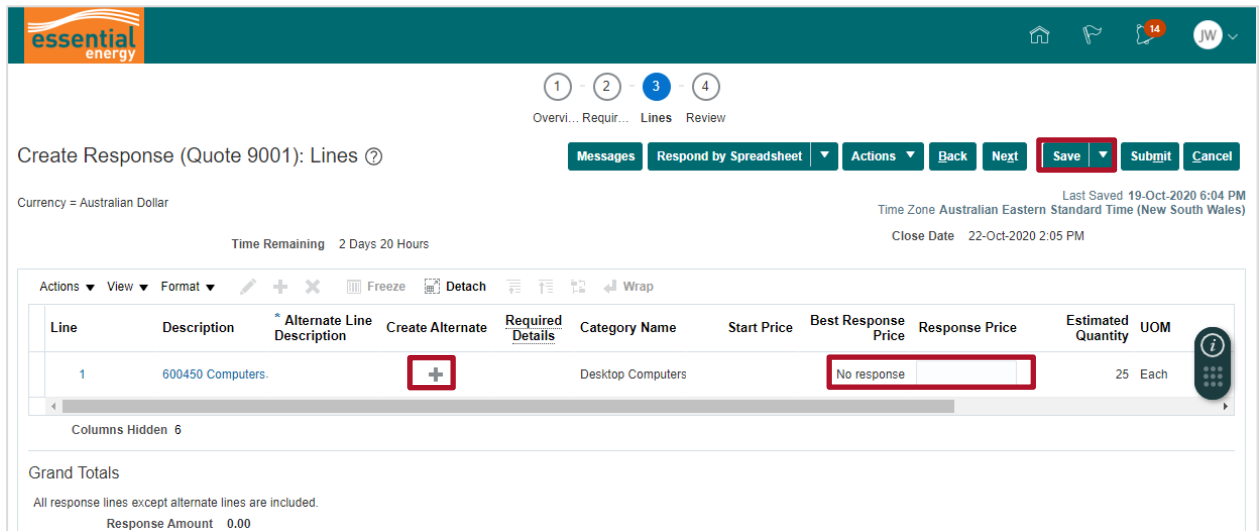
7. Click **Save**.

8. Click **Next** to navigate to the **Lines** page.

## Create Response: Lines

1. Review the specification for the line item and enter a **Response Price**.
2. Click **Save**.

If alternative lines are allowed, you can create an alternative line to provide an alternate product or service by clicking the **+ Symbol**.



1 - 2 - 3 - 4  
Overview... Requir... Lines Review

Create Response (Quote 9001): Lines ?

Currency = Australian Dollar

Time Remaining 2 Days 20 Hours

Last Saved 19-Oct-2020 6:04 PM  
Time Zone Australian Eastern Standard Time (New South Wales)  
Close Date 22-Oct-2020 2:05 PM

Actions View Format + X Freeze Detach

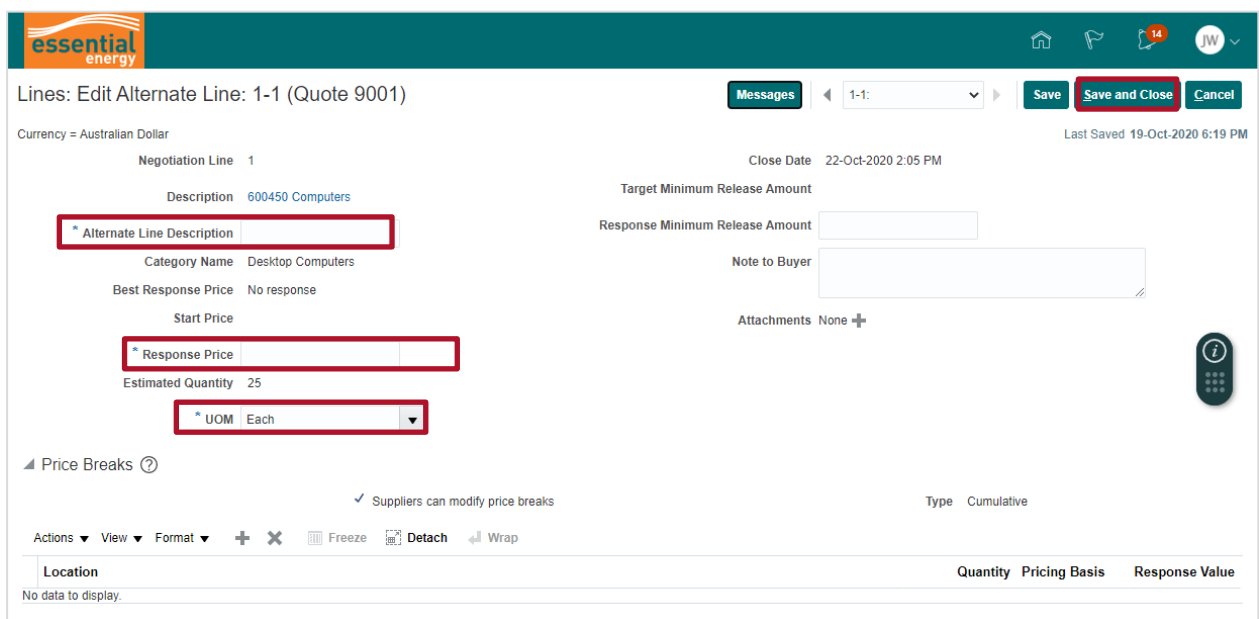
| Line | Description       | * Alternate Line Description | Create Alternate | Required Details | Category Name     | Start Price | Best Response Price | Response Price | Estimated Quantity | UOM  |
|------|-------------------|------------------------------|------------------|------------------|-------------------|-------------|---------------------|----------------|--------------------|------|
| 1    | 600450 Computers. |                              | +                |                  | Desktop Computers |             | No response         |                | 25                 | Each |

Columns Hidden 6

Grand Totals

All response lines except alternate lines are included.  
Response Amount 0.00

3. Insert an **Alternate Line Description**.
4. Enter a **Response Price**.
5. Select a **Unit of Measure**.
6. Click **Save and Close**.



Lines: Edit Alternate Line: 1-1 (Quote 9001)

Currency = Australian Dollar

Negotiation Line 1

Description 600450 Computers

\* Alternate Line Description

Category Name Desktop Computers

Best Response Price No response

Start Price

\* Response Price

Estimated Quantity 25

\* UOM Each

Close Date 22-Oct-2020 2:05 PM

Target Minimum Release Amount

Response Minimum Release Amount

Note to Buyer

Attachments None +

Last Saved 19-Oct-2020 6:19 PM

Price Breaks ?

Suppliers can modify price breaks

Type Cumulative

Actions View Format + X Freeze Detach Wrap

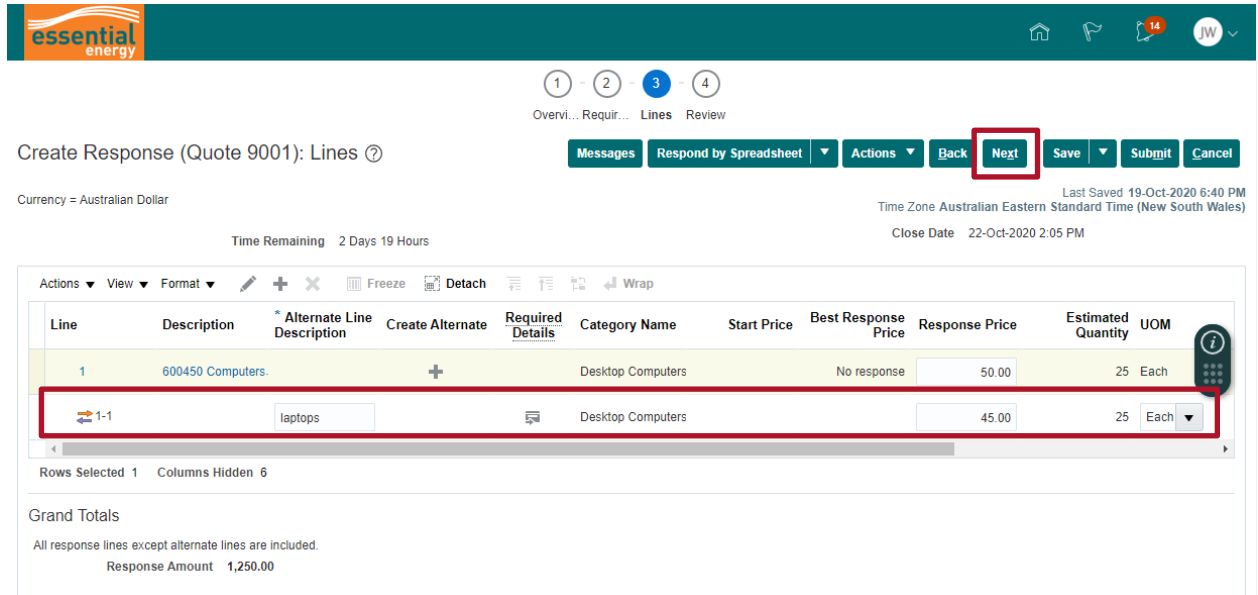
Location

No data to display.

Quantity Pricing Basis Response Value

After clicking Save and Close, the alternate line will be added to the response.

## 7. Click **Next**.



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1 2 3 4

Overview Requirements Lines Review

Create Response (Quote 9001): Lines ?

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Currency = Australian Dollar

Last Saved 19-Oct-2020 6:40 PM  
Time Zone Australian Eastern Standard Time (New South Wales)

Time Remaining 2 Days 19 Hours

Close Date 22-Oct-2020 2:05 PM

| Line | Description      | * Alternate Line Description | Create Alternate | Required Details | Category Name     | Start Price | Best Response Price | Response Price | Estimated Quantity | UOM  |
|------|------------------|------------------------------|------------------|------------------|-------------------|-------------|---------------------|----------------|--------------------|------|
| 1    | 600450 Computers |                              | +                |                  | Desktop Computers |             | No response         | 50.00          | 25                 | Each |
| 1-1  |                  | laptops                      |                  |                  | Desktop Computers |             |                     | 45.00          | 25                 | Each |

Rows Selected 1 Columns Hidden 6

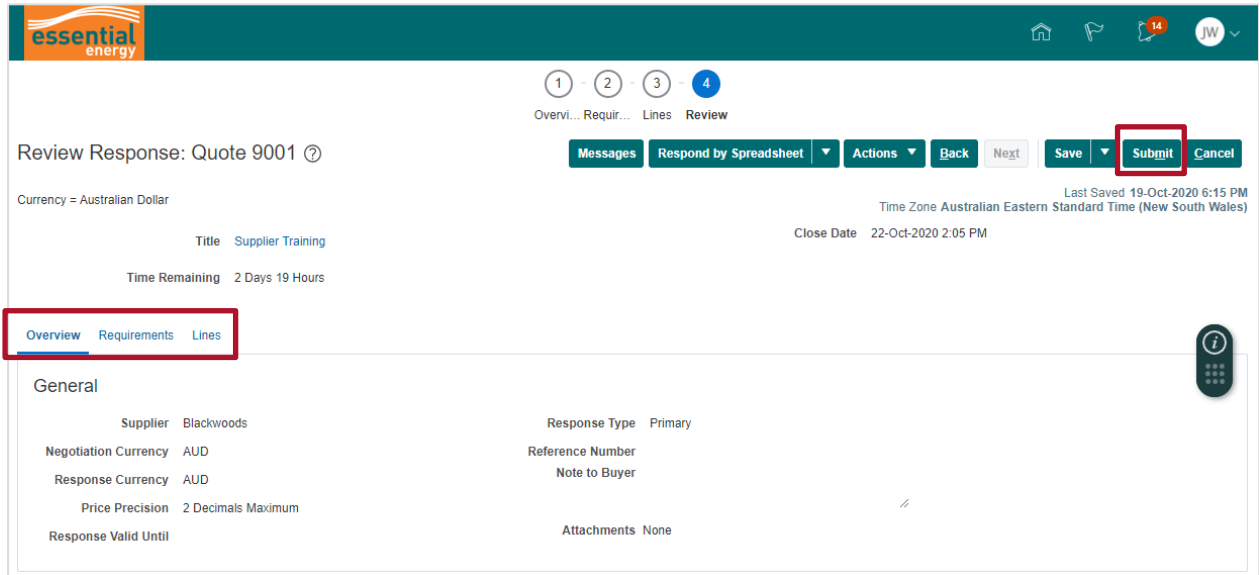
Grand Totals

All response lines except alternate lines are included.

Response Amount 1,250.00

## Create Response: Review

1. Review your response as a whole and navigate through each of the **Tabs** to review and make changes.



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1 - 2 - 3 - 4

Overview Requirements Lines Review

Review Response: Quote 9001 ?

Currency = Australian Dollar

Title Supplier Training

Time Remaining 2 Days 19 Hours

Overview Requirements Lines

General

Supplier Blackwoods

Negotiation Currency AUD

Response Currency AUD

Price Precision 2 Decimals Maximum

Response Valid Until

Response Type Primary

Reference Number

Note to Buyer

Attachments None

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 19-Oct-2020 6:15 PM

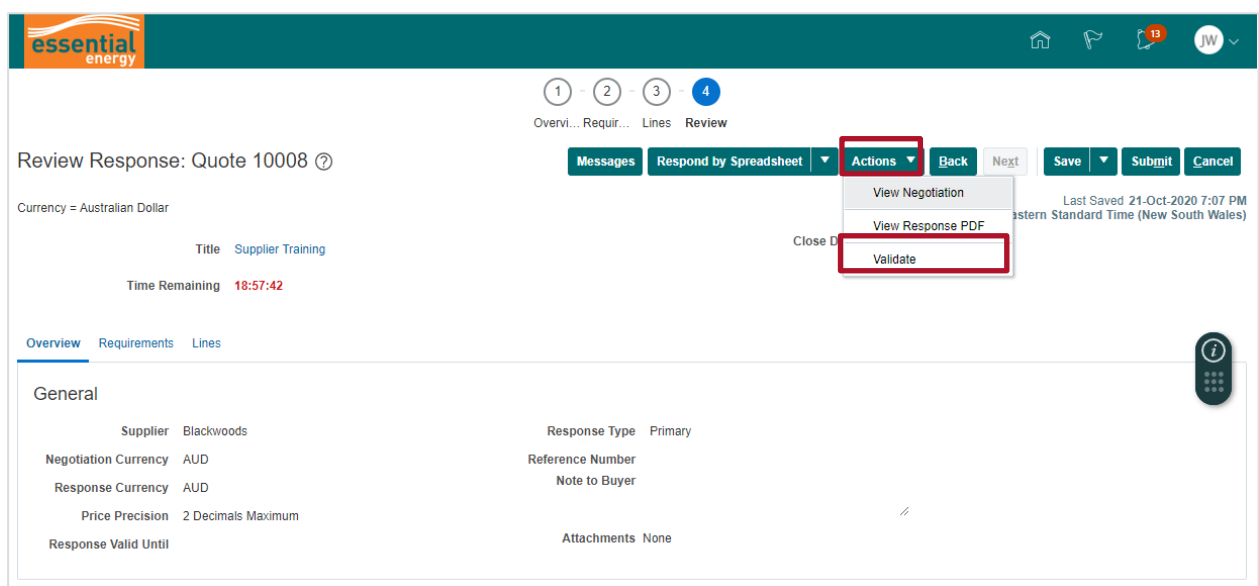
Time Zone Australian Eastern Standard Time (New South Wales)

Close Date 22-Oct-2020 2:05 PM

## Validating and Submitting a Negotiation

Before submitting the document, validate your work to make sure there are no errors in the document.

1. Click **Actions**.
2. Select **Validate**.



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1 - 2 - 3 - 4

Overview Requirements Lines Review

Review Response: Quote 10008 ?

Currency = Australian Dollar

Title Supplier Training

Time Remaining 18:57:42

Overview Requirements Lines

General

Supplier Blackwoods

Negotiation Currency AUD

Response Currency AUD

Price Precision 2 Decimals Maximum

Response Valid Until

Response Type Primary

Reference Number

Note to Buyer

Attachments None

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

View Negotiation

View Response PDF

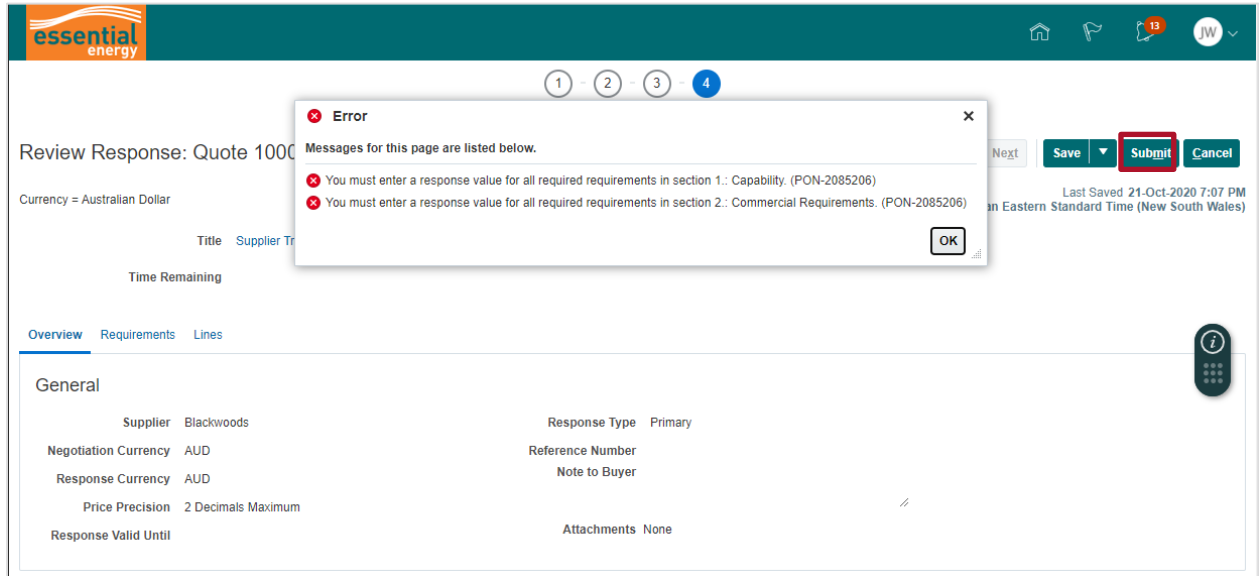
Validate

Last Saved 21-Oct-2020 7:07 PM

Time Zone Australian Eastern Standard Time (New South Wales)

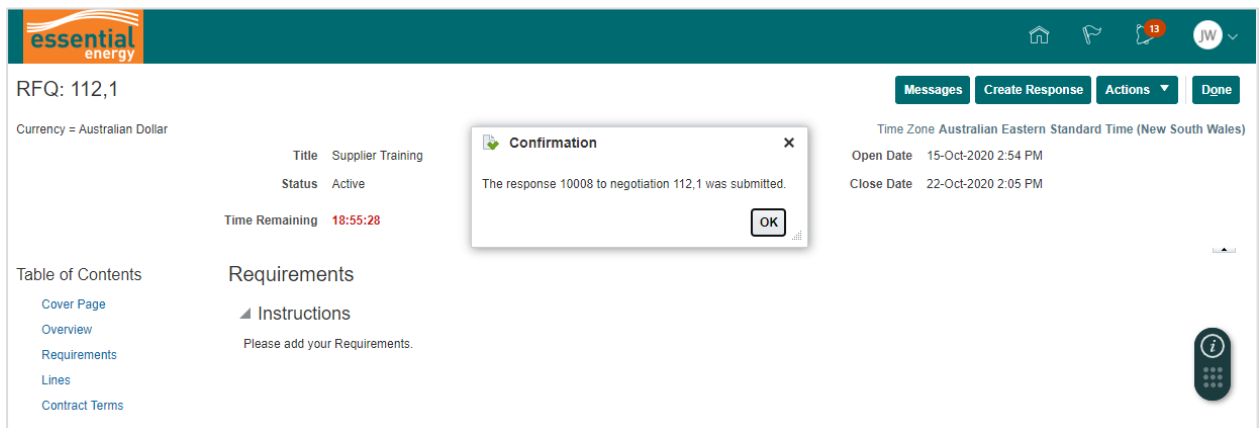
Close Date

3. If there are errors, navigate to the errors using the **Train Stops** and rectify.
4. After you have amended your errors, click **Submit**.



The screenshot shows the 'Review Response: Quote 1000' page. An error message box is overlaid on the page, stating: 'Messages for this page are listed below.' The errors are: 'You must enter a response value for all required requirements in section 1.: Capability. (PON-2085206)' and 'You must enter a response value for all required requirements in section 2.: Commercial Requirements. (PON-2085206)'. The 'Submit' button is highlighted with a red box. The page also shows a 'Next' button, a 'Save' button, and a 'Cancel' button. The 'Time Remaining' is displayed as 18:55:28. The 'Table of Contents' on the left includes: Cover Page, Overview, Requirements, Lines, and Contract Terms. The 'Requirements' section is currently active, showing 'Instructions' and 'Please add your Requirements.'

5. Click **Ok** to the confirmation message.



The screenshot shows the 'RFQ: 112,1' page. A confirmation message box is overlaid on the page, stating: 'The response 10008 to negotiation 112,1 was submitted.' The 'OK' button is highlighted with a red box. The page also shows a 'Messages' button, a 'Create Response' button, an 'Actions' dropdown menu, and a 'Done' button. The 'Time Zone' is set to 'Australian Eastern Standard Time (New South Wales)'. The 'Open Date' is '15-Oct-2020 2:54 PM' and the 'Close Date' is '22-Oct-2020 2:05 PM'. The 'Table of Contents' on the left includes: Cover Page, Overview, Requirements, Lines, and Contract Terms. The 'Requirements' section is currently active, showing 'Instructions' and 'Please add your Requirements.'

At this point, your submission will be automatically received by Essential Energy for consideration.

If you have any queries about a Negotiation, please use your messaging function within the document. If you need assistance in using this feature, please refer to 'How to Communicate on a Negotiation' quick reference guide found on our website.

If you require further support, please contact [suppliers@essentialenergy.com.au](mailto:suppliers@essentialenergy.com.au).