

How to Submit Negotiation/RFP Response from JODC ERP Supplier Portal

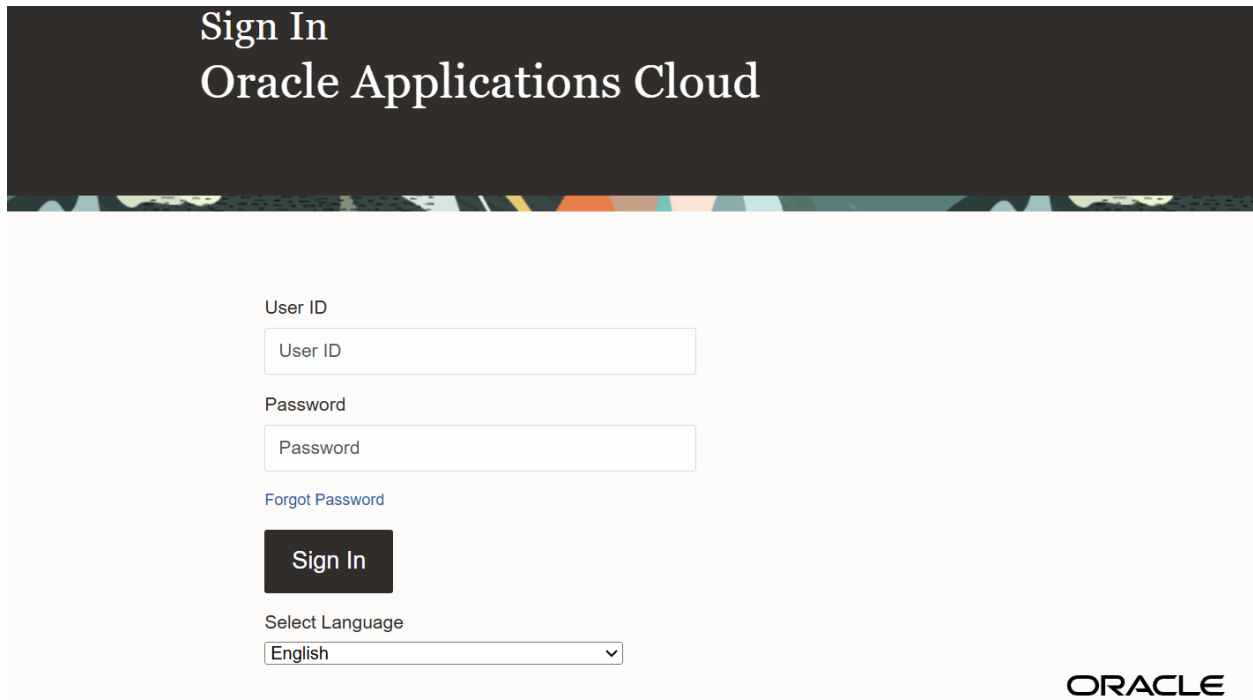
To submit a **Negotiation / RFP Response** through the **Jabal Omar Development Company (JODC) ERP Supplier Portal**, suppliers should follow the standard Oracle Supplier Portal process (powered by Oracle Fusion). Once the RFP is released, suppliers will receive both an email notification and a system notification in the Supplier Portal. To respond, please log in to the **JODC Supplier Portal**, access the relevant negotiation, and proceed with preparing and submitting your response as per the instructions provided.

Important Notes

- There may be a **second round**, and selected suppliers will be required to submit their **Best and Final Offer (BAFO)**.
- Ensure that all necessary **documents are attached** as part of your submission.
- All communication will be conducted through the **Negotiation page** in the Supplier Portal, not via email.

Login to the Supplier Portal

- Go to the **JODC ERP Supplier Portal**.
- Enter your **username** and **password**.
- If you do not remember your credentials, use the **Forgot Password** option.



Sign In
Oracle Applications Cloud

User ID

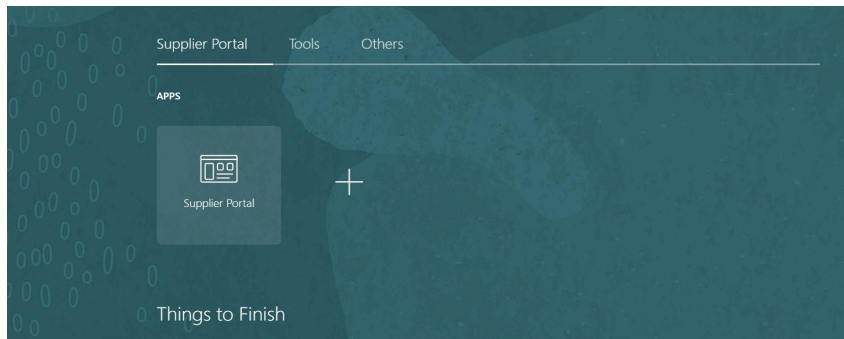
Password

[Forgot Password](#)

Select Language

ORACLE

Go to Home Page → Supplier Portal



Suppliers can view the **Negotiation Invitation** and related **Messages** directly in the Supplier Portal. In addition, suppliers can access the negotiation by navigating to the **Negotiations** menu and selecting **View Active Negotiations**.

Search Agreements Agreement Number

Tasks

- Agreements
 - Manage Agreements
- Channel Programs
 - Manage Programs
- Contracts and Deliverables
 - Manage Contracts
 - Manage Deliverables
- Consigned Inventory
 - Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
- Negotiations**
 - View Active Negotiations
 - Manage Responses
- Auctions from Seller
 - View Active Seller Auctions
 - Manage Seller Auction Bids
- Qualifications
 - Manage Questionnaires
 - View Qualifications

Requiring Attention

1

1

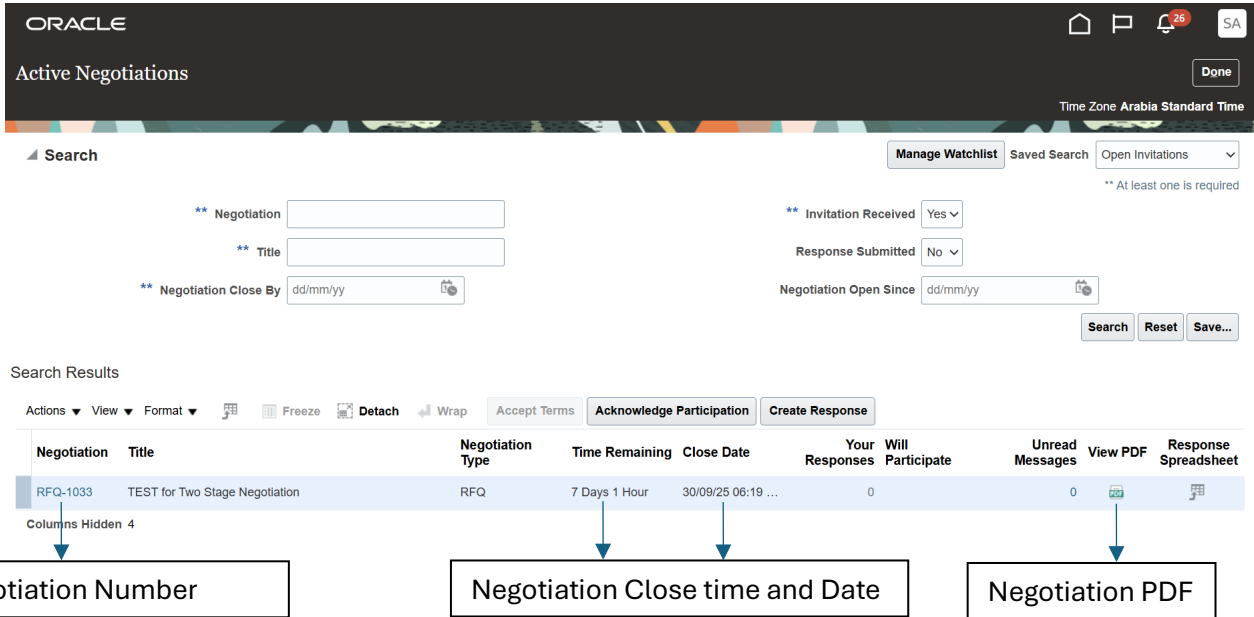
Negotiations Closing Soon

Recent Activity
Last 30 Days

Negotiation Invitations 1

Supplier News

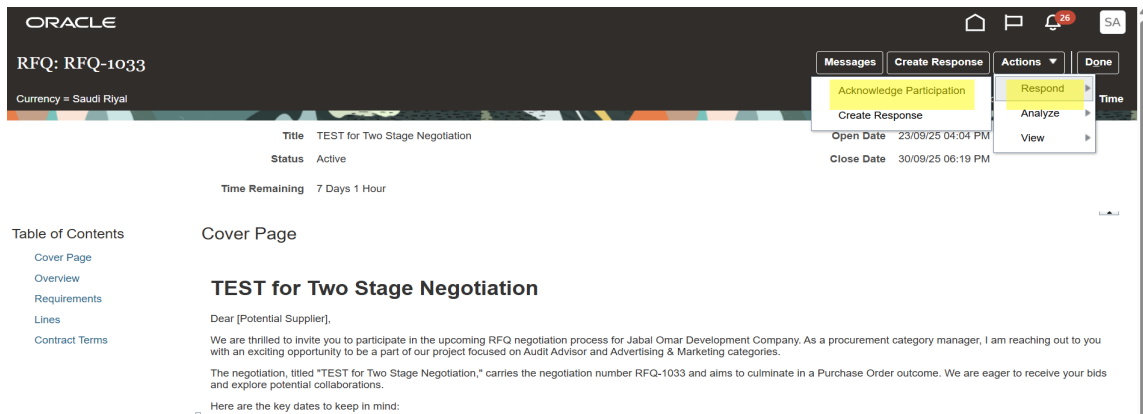
Click on the **Negotiation Invitation** link or navigate to **View Active Negotiations**. From there, select the appropriate negotiation and click on the **Negotiation Number** to open it. Additionally, you can download the negotiation details in PDF format by selecting **View PDF**, as shown in the screenshot below.



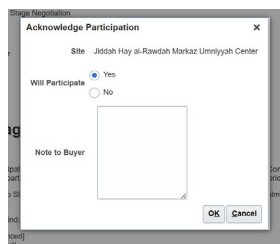
The screenshot shows the Oracle Active Negotiations interface. At the top, there are search filters for Negotiation, Title, Negotiation Close By, Invitation Received, Response Submitted, and Negotiation Open Since. Below the filters is a table of search results. The table has columns for Negotiation, Title, Negotiation Type, Time Remaining, Close Date, Your Responses, Will Participate, Unread Messages, View PDF, and Response Spreadsheet. A row is highlighted with the following data: Negotiation: RFQ-1033, Title: TEST for Two Stage Negotiation, Negotiation Type: RFQ, Time Remaining: 7 Days 1 Hour, Close Date: 30/09/25 06:19 ..., Your Responses: 0, Will Participate: 0, Unread Messages: 0, View PDF: [icon], Response Spreadsheet: [icon]. Three arrows point from the table to three boxes: 'Negotiation Number' (pointing to RFQ-1033), 'Negotiation Close time and Date' (pointing to 7 Days 1 Hour and 30/09/25 06:19 ...), and 'Negotiation PDF' (pointing to the View PDF icon).

Review and Prepare Response

1. Click on the RFP / Negotiation Number to open the details.
2. Click on **Actions** and select **Respond**.
3. **Acknowledge the Negotiation** if you are willing to participate.
4. Select **YES/NO** according to your willingness to participate.



The screenshot shows the Oracle RFQ: RFQ-1033 details page. The page displays the title 'TEST for Two Stage Negotiation', status 'Active', and time remaining '7 Days 1 Hour'. On the right side, there is an 'Actions' menu with options: Acknowledge Participation, Respond, Analyze, and View. The 'Respond' option is highlighted. Below the details, there is a 'Table of Contents' section with links for Cover Page, Overview, Requirements, Lines, and Contract Terms. The main content area shows the start of a negotiation letter: 'Dear [Potential Supplier], We are thrilled to invite you to participate in the upcoming RFQ negotiation process for Jabal Omar Development Company. As a procurement category manager, I am reaching out to you with an exciting opportunity to be a part of our project focused on Audit Advisor and Advertising & Marketing categories. The negotiation, titled "TEST for Two Stage Negotiation," carries the negotiation number RFQ-1033 and aims to culminate in a Purchase Order outcome. We are eager to receive your bids and explore potential collaborations. Here are the key dates to keep in mind:'



The screenshot shows a dialog box titled 'Acknowledge Participation'. It contains the following fields: Site (Jiddah Hay al-Rawdah Markaz Umriyyah Center), Will Participate (radio buttons for Yes and No, with Yes selected), and Note to Buyer (a text area). There are OK and Cancel buttons at the bottom right.

Step 5: Create Response

Once your participation is confirmed, you need to create the response. To do so, follow the steps below:

1. Click on **Create Response**.
2. Enter the required **commercial details** (e.g., pricing, discounts, payment terms).
3. Provide your **technical proposal** as per the RFP scope of work.
4. Upload all necessary **attachments** (financial templates, technical documents, compliance sheets, certifications, etc.).
5. Review your entries to ensure accuracy and completeness.

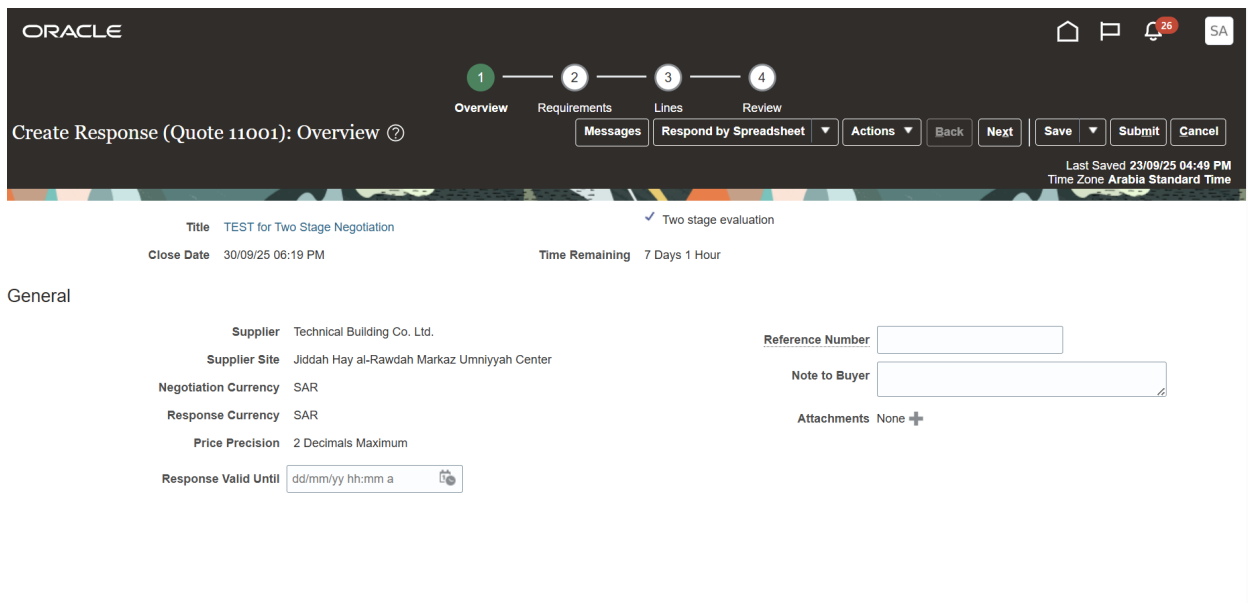
Step 6: Save Draft (Optional)

- You may click **Save Draft** at any time to save your progress and continue later before final submission.
- This ensures that no data is lost while preparing your response.

Step 7: Submit Response

1. Once your response is complete and reviewed, click **Submit**.
2. The system will confirm that your response has been successfully submitted.
3. You will also receive an **email confirmation** of your submission.
4. After submission, modifications may not be allowed unless explicitly enabled.

ADD ATTACHMENTS AND GO THROUGH OVERVIEW PAGE



ORACLE

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 11001): Overview

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 23/09/25 04:49 PM
Time Zone Arabia Standard Time

Title TEST for Two Stage Negotiation ✓ Two stage evaluation

Close Date 30/09/25 06:19 PM Time Remaining 7 Days 1 Hour

General

Supplier Technical Building Co. Ltd.

Supplier Site Jiddah Hay al-Rawdah Markaz Umniyyah Center

Negotiation Currency SAR

Response Currency SAR

Price Precision 2 Decimals Maximum

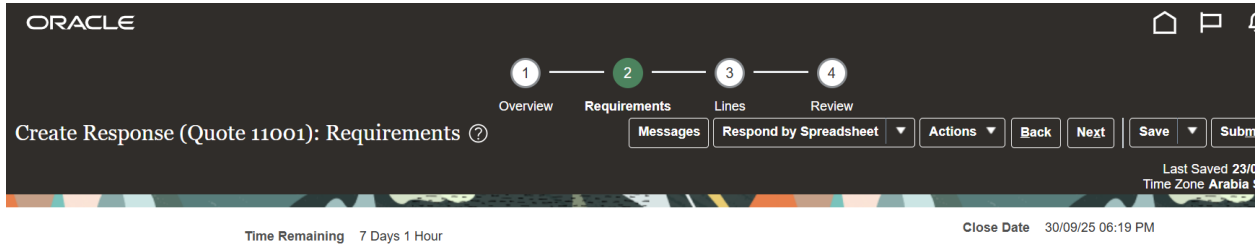
Response Valid Until dd/mm/yy hh:mm a

Reference Number

Note to Buyer

Attachments None

Go to the Requirements section, carefully complete all questionnaires, and attach any supporting documents as required.



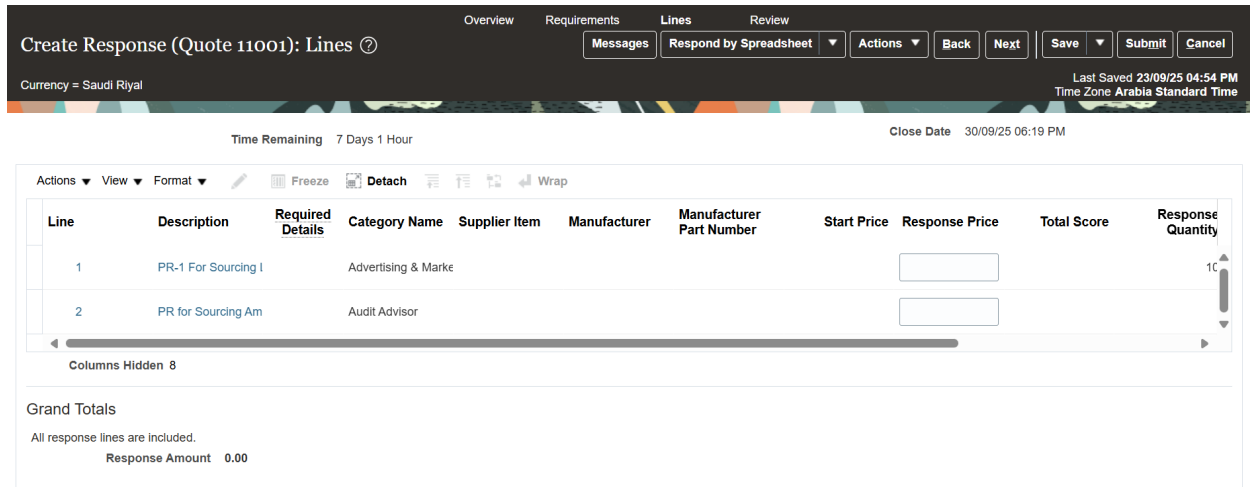
ORACLE
 Overview Requirements Lines Review
 Create Response (Quote 11001): Requirements ⓘ
 Messages Respond by Spreadsheet Actions Back Next Save Submit
 Last Saved 23/09/25 06:19 PM
 Time Remaining 7 Days 1 Hour Close Date 30/09/25 06:19 PM

Section 1. Technical capabilities

- * 1. Which digital marketing channels do you have experience with? (Select all that apply)
 - a. Social Media Marketing
 - b. Search Engine Optimization (SEO)
 - c. Pay-Per-Click (PPC) Advertising
 - d. Email Marketing
 - e. Content Marketing
- * 2. Please list any specialized technical skills or certifications your team holds.
- * 3. Do you have an in-house creative team capable of producing high-quality visual assets?
 - a. Yes, our creative team excels in visual design.
 - b. We have some designers, but may need to outsource for specialized projects.
 - c. Creative design is not our area of expertise.
- * 4. Can you provide advanced data analysis and insights to inform our marketing strategies?
 - a. Absolutely, we have a dedicated data analytics team.

Evaluation St:

Provide the pricing details and upload any required attachments, if applicable.



Overview Requirements Lines Review
 Create Response (Quote 11001): Lines ⓘ
 Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel
 Currency = Saudi Riyal Last Saved 23/09/25 04:54 PM
 Time Remaining 7 Days 1 Hour Close Date 30/09/25 06:19 PM

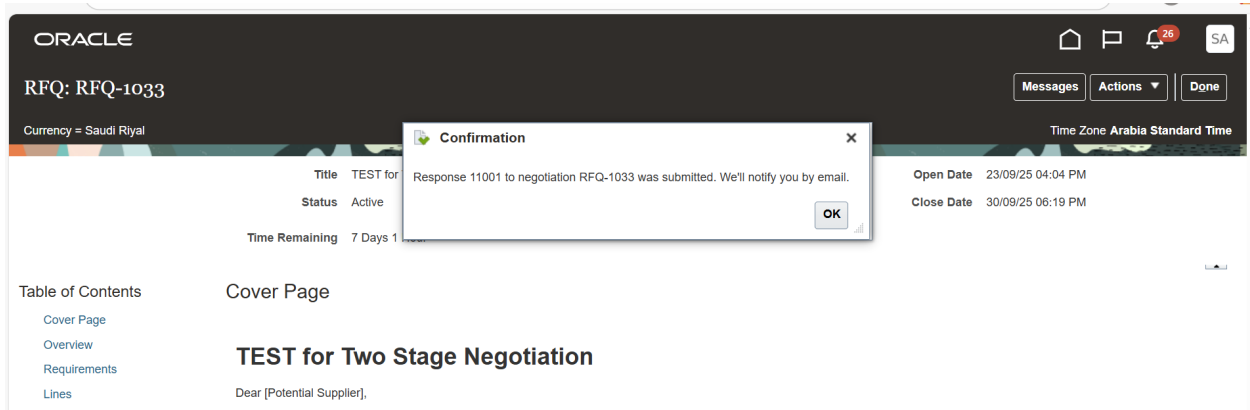
Line	Description	Required Details	Category Name	Supplier Item	Manufacturer	Manufacturer Part Number	Start Price	Response Price	Total Score	Response Quantity
1	PR-1 For Sourcing I		Advertising & Marke					<input type="text"/>		10
2	PR for Sourcing Am		Audit Advisor					<input type="text"/>		

Columns Hidden 8

Grand Totals

All response lines are included.
 Response Amount 0.00

Carefully review Everything and Submit



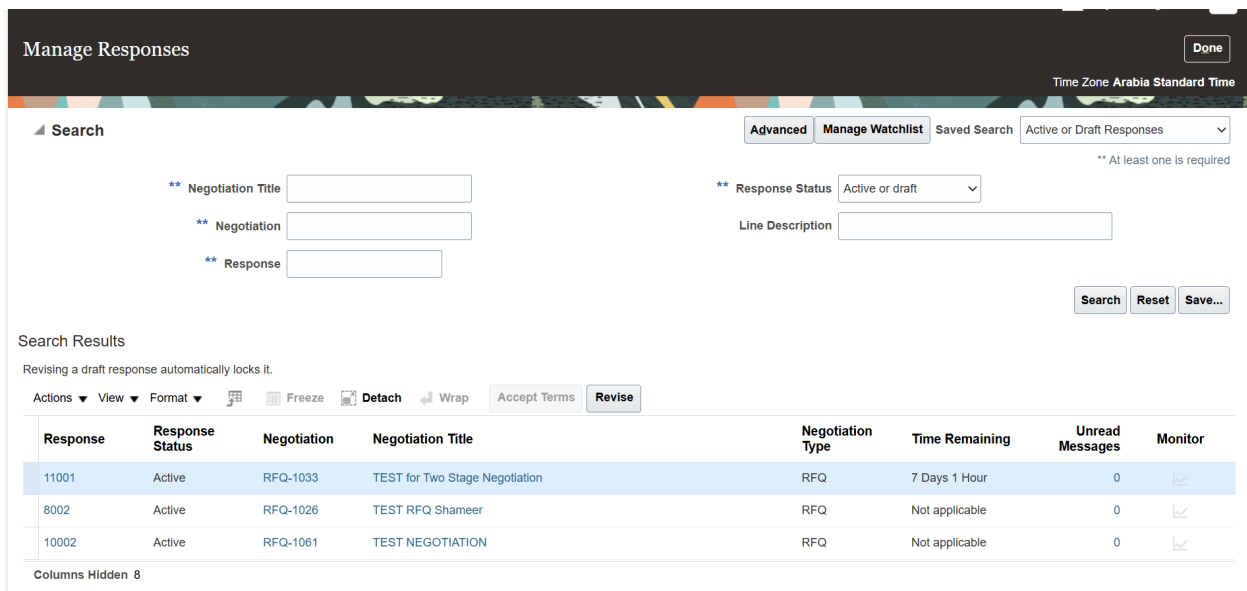
The screenshot shows the Oracle Procurement Cloud interface for negotiation RFQ-1033. A confirmation dialog box is displayed in the center, stating: "Confirmation: Response 11001 to negotiation RFQ-1033 was submitted. We'll notify you by email." with an "OK" button. The background page shows the negotiation details, including "Title: TEST for Two Stage Negotiation", "Status: Active", and "Time Remaining: 7 Days 1 Hour". A table of contents on the left lists "Cover Page", "Overview", "Requirements", and "Lines".

Review and Revise Responses (if required)




1. Navigate to **Negotiations** → **Manage Response**.
2. Select the relevant response and click **Revise**.

⚠ Please note: Once the negotiation is closed, revisions are not possible unless the JODC Procurement Team reopens the negotiation.

You Can also view the Status of your responses from manage responses page.



The screenshot shows the "Manage Responses" page. It features a search section with fields for "Negotiation Title", "Negotiation", and "Response", along with a "Response Status" dropdown menu. Below the search section is a table of search results. The table has columns for "Response", "Response Status", "Negotiation", "Negotiation Title", "Negotiation Type", "Time Remaining", "Unread Messages", and "Monitor".

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
11001	Active	RFQ-1033	TEST for Two Stage Negotiation	RFQ	7 Days 1 Hour	0	
8002	Active	RFQ-1026	TEST RFQ Shameer	RFQ	Not applicable	0	
10002	Active	RFQ-1061	TEST NEGOTIATION	RFQ	Not applicable	0	

Columns Hidden 8