ORACLE iSUPPLIER
NEGOTIATIONS PAGE

USER GUIDE

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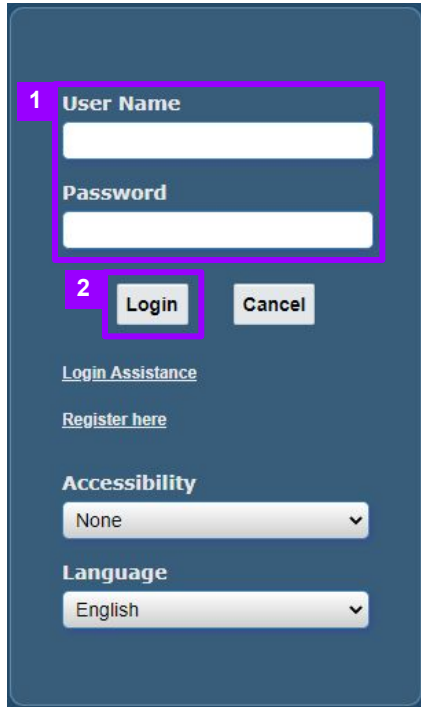
iSUPPLIER PORTAL
OVERVIEW

This User Guide detailing step-by-step for supplier to submit their response to the Request For Information (RFI). It also covers different scenarios of RFI event along with the respective action required from supplier.

If supplier is familiar with the response submission steps in the iSupplier portal, supplier can just refer to the Quick Reference (Cheat Sheet).

iSUPPLIER PORTAL

LOGIN

https://gfebs.motorolasolutions.com

1. After click on the link above to access the Oracle iSupplier portal, enter your email address in **User Name** field and **Password.**

2. Click on the **[Login]**.

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1. After logging into the portal, as needed, click on the Gear icon (Settings) to change your password, time zone, email preferences and etc.

   Note: Set the Notifications Email Style to HTML or plain text mail if you wish to receive a copy of notifications via email.

2. The **Navigator** section shows all your assigned responsibilities.

3. This **Worklist** section shows all latest notifications. If nothing is listed, no transactions are in progress.

4. To review the full list of notifications, click on the **[Full List]**.

5. Click on your assigned responsibility as **MSI iSupplier Global Non-Invoicing User** and then click on **Home**.

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1. This **Notifications** section provides hyperlink of documents from all the navigation tabs located at the top of the pages.

2. This section provides an additional access to relevant navigation tabs located at the top of the page.

3. Click on the **Negotiations** tab to go to the Negotiation home page.

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1. **Your Active and Draft Responses** section contains your responses (bids or quotes) to negotiations in which you are participating, either you have placed an active response or draft response which is in progress.

2. The **Number** column refers to RFI number. Click on the hyperlink to view details.

3. The number in this **Response Number** column is assigned by the system automatically to the corresponding RFI number.

4. Click on the **[Full List]** to view a complete list of items.

5. **Your Company's Open Invitations** section contains list of new RFI that you have been invited to participate.

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ACCEPT TERMS & CONDITIONS

Before proceed on the sourcing event, you will need to accept the Terms and Conditions.

1. Click on the checkbox after you have read and accept the **Terms and Conditions**.

2. Click on the **[Accept]**.

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REVIEW RFI DETAILS

Review all 3 RFI sections carefully to ensure all information is available before you start to response.

In the **Header** section:
1. Provides the requestor name, program mass production date, production site and event type.
   Note: Event types are either NPI or RFQ (Production).

In the **Lines** section:
2. Provides all items information and remaining time left before the RFI is closed.

In the **Controls** section:
3. Provides response close date to RFI.

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REVIEW RFI DETAILS

Alternatively, in the **Lines** section:

1. Select either **Printable View** or **Export to Spreadsheet** from the **Actions** drop down menu if you want to review the RFI details offline.

2. Click on the **[Go]** upon your selection.

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ONLINE DISCUSSIONS

1. After reviewing the RFI document, you can inquire or get clarification from requestor using **Online Discussions** from the **Actions** dropdown menu. This replaces any email communication.

2. Click on the **[Go]**.

3. Click on the **[New Message]**.

4. Enter the subject line in the **Subject** field. Enter a brief message to send to requestor in the **Message** field.

5. Optional to **[Add attachments]** if you have any document to share with requestor.

6. Click on the **[Send]** to send the message.

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ACKNOWLEDGE PARTICIPATION

After reviewing the RFI details and clarifying any issues with requestor, acknowledge whether or not your company will be participating in the RFI event.

1. Under **Actions** dropdown menu, select **Acknowledge Participation** and click on the **[Go]**.

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CREATE RESPONSE

After acknowledging your participation, next is to create your response to the corresponding RFI.

1. Under **Actions** dropdown menu, select **Create Response** and then click on the **[Go]**.

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CREATE RESPONSE - OPTIONS 1 AND 2

In the **Header** section:
1. Enter when quote will expire.

2. Optional to input **Reference Number** for your own internal tracking.

3. Optional to input **Note to Requestor**.

4. Click on **[Add Attachment]** if you have documents to attach.

In the **Lines** section, you have 2 options to respond to the RFI event:
1. Option 1: Response by spreadsheet by clicking on the **[Respond by Spreadsheet]**.
Note: Download the spreadsheet to complete it offline and then upload the completed information back to the portal.

2. Option 2: Response to each line by clicking on the **Pencil** icon under the **Update** column.

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CREATE RESPONSE - OPTION 1: RESPONSE VIA SPREADSHEET

Option 1: Response by Spreadsheet

a. In the **Export Spreadsheet** section, select a file format to be downloaded and click on the **[Export]**.

b. A pop-up screen will appear and click on the **[Save]**. Open the XML file in the downloaded zip file and populate all fields in the file.

c. After completed the file, in the **Import Spreadsheet** section, click on the **[Import]** to upload the file.

Notes:

RFI-Response-Help provides instructions for creating and importing responses in RFIs using this spreadsheet.

RFIxxxxxxxx-Response.xml is Excel file. It also contain any response that was previously cased in the Response screen.

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CREATE RESPONSE - OPTION 2: RESPONSE TO EACH LINE

Option 2: Response to Each Line

a. Enter the **Quoted Price**.

b. Enter when quote will expire.

c. Populate all necessary information in the table.

d. Optional to input **Note to Requestor**.

e. Click **[Add Attachment]** if need to attach any documents.

f. Click on the **[Apply]**.

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CREATE RESPONSE - OPTION 2: RESPONSE TO EACH LINE (CONT.)

1. After complete populating all the quote information, click on the **[View RFI]** to review your response before submitting it.

2. If you are not ready to submit the RFI yet, click on the **[Save Draft]** and continue to work on it at a later time.

3. If you are ready, click on the **[Continue]** to confirm your response.

4. If not all the response data appears in the table, click on the **Refresh** icon to refresh the table.

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VALIDATE RESPONSE

1. Click on the **[Validate]** to verify the response before submitting it.

2. You will then receive a **Confirmation** message on the validation result.

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SUBMIT RESPONSE

1. Click on the **[Submit]**.

2. You will receive a **Confirmation** message after your response has been submitted.

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RFI ADDITIONAL EVENT NOTIFICATIONS

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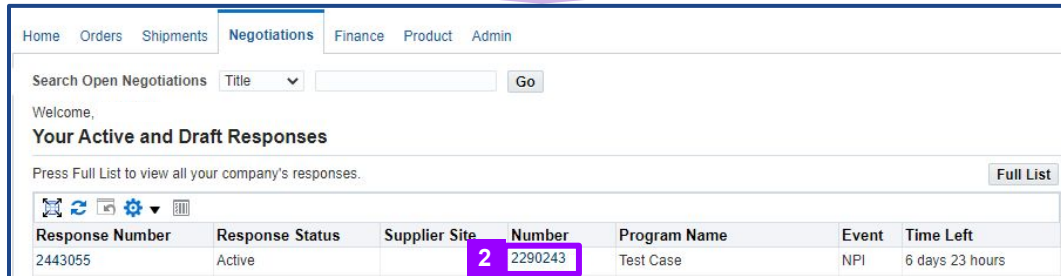
1. EXTEND RFI CLOSE DATE

1. You will receive notification on the extended RFI close date. No action is required from supplier.

2. No change in the RFI number.

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2. PAUSE RFI

1. You will receive notification on incoming message stating the RFI has been paused. No action is required from supplier.

2. No change in the RFI number. There is a "Pause" icon on the bottom right.

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3. RESUME RFI

1. You will receive notification on incoming message stating the RFI has been resumed. No action is required from supplier.

2. No change in the RFI number. The "Pause" icon has disappeared.

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4. AMEND RFI

1. You will receive notification on the RFI amendment. Supplier will need to acknowledge it.
   Note: The hyperlink **Subject** title provides information only.

2. Click either on the **Warning** icon *OR* hyperlink number to view the details.
   Note: Either step will bring you to the **Amendment History**.

3. Amended RFI will have amendment number at the back.
   Example: XXXXXXX,1; XXXXXX,2; etc.

4. AMEND RFI (CONT.)

4. Alternatively, you can click on the hyperlink number to view the amendment details and acknowledge it.

5. Click on the **View Amendment History**.

6. Click on the **Glasses** icon under the **Review Changes** column to view the details.

7. After reviewing the details, click on the **[Acknowledge Amendments]**.

8. Click on the checkbox and click on the **[Acknowledge]** to confirm your acknowledgement on the amendment.

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5. CLOSED EARLY RFI

1. You will receive notification that the RFI is closed early. No any action is required from supplier.

2. The Status has been updated from Active to Closed.

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6. NEW RFI ROUND

1. A new round of RFI is treated as a regular new RFI. You will need to accept the Terms and Conditions.

2. New round RFI number will have a new round number at the back.
   Example: XXXXXXX-1; XXXXXX-2; etc.

QUICK REFERENCE (CHEAT SHEET)

QUICK REFERENCE

1. **Login to the iSupplier Portal**
   - In the iSupplier home page, click on the **MSI iSupplier Global Non-Invoicing User** responsibility and then click on the **Home**.
   - Next, click on the **Negotiations** tab.

2. **Search for the RFI**
   - In the **Your Company's Open Invitations** section, click on the RFI number under the **Number** column.

3. **Accept the Terms & Conditions**

4. **Review the RFI Details Before Acknowledge Participation**
   - Review **Header**, **Lines** and **Controls** sections on the RFI details. Alternatively, you can select either **Printable View** (.pdf file) or **Export to Spreadsheet** (excel file) from the **Actions** dropdown menu and then click on the **[Go]**, to review the RFI details offline.
   - As needed, select **Online Discussions** from the **Actions** dropdown menu to request for additional information or clarify issues related to the RFI. This replaces email communication.

5. **Acknowledge Participation in the RFI Event**
   - Select the option **Acknowledge Participation**, from the Actions dropdown menu and then click on the **[Go]**.
   - Click on the **Yes** button to confirm your participation in the RFI event and then click on the **[Apply]**.

6. **Create Response**
   - Next, select **Create Response** from the **Actions** dropdown menu and then click on the **[Go]**.
   - In the **Header** section, enter date when your quote expires, reference number for your internal tracking and any note to requestor. Click on the **[Add Attachment]** if you need to attach documents.
   - In the **Lines** section, you have 2 options to respond:
     - **Option 1: Response by Spreadsheet**
       - Click on the **Response by Spreadsheet**, then select file format to be downloaded and click on the **[Export]**. After completed the file, in the **Import Spreadsheet**, click on the **[Import]** to upload the file back to the portal.
     - **Option 2: Response to Each Line**
       - Click on the **Pencil** icon under **Update** column. Then, populate all required information and click on the **[Add Attachment]** if need to attach any documents. Click on the **[Apply]** when all items are quoted..

7. **Validate and Submit the RFI**
   - Click on the **[View RFI]** to review the response before submitting.
   - Click on the **[Save Draft]** to save a draft response, else click on the **[Continue]** to proceed to the next step.
   - Click **[Validate]** to verify the quote before submitting. Then, click on the **[Submit]**.

QUICK REFERENCE
RFI ADDITIONAL EVENT NOTIFICATIONS

EVENT NOTIFICATION	NOTIFICATION SUBJECT	DESCRIPTION	SUPPLIER ACTION
Extend Negotiation	Extended: RFI 2290243 (Test Case)	Negotiation close date is extended.	No action is required.
Pause Negotiation	Sent: Online Discussion Message for RFI 2290243 (Test Case)	Negotiation is paused.	Draft response can be created but it cannot be submitted yet.
Resume Negotiation	Sent: Online Discussion Message for RFI 2290243 (Test Case)	Negotiation is resumed after paused.	Draft response can now be submitted.
Amend Negotiation	Acknowledgement Required: Amendment 1 to RFI 2290243 (Test Case)	Negotiation is amended.	View and reacknowledge the negotiation. Resubmit the response.
Early / Scheduled Close Negotiation	Closed Early: RFI 2290243,1 (Test Case)	Negotiation is closed once all responses are received.	No action is required.
New Round	You are invited: Additional round of RFI 2290251-2	Negotiation is decided to create a new round to obtain new response.	Acknowledge and submit a new response.