



University of  
Nottingham

UK | CHINA | MALAYSIA



# UniCore

Supplier Portal – Respond to a Negotiation

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

November 2024



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

## Contents

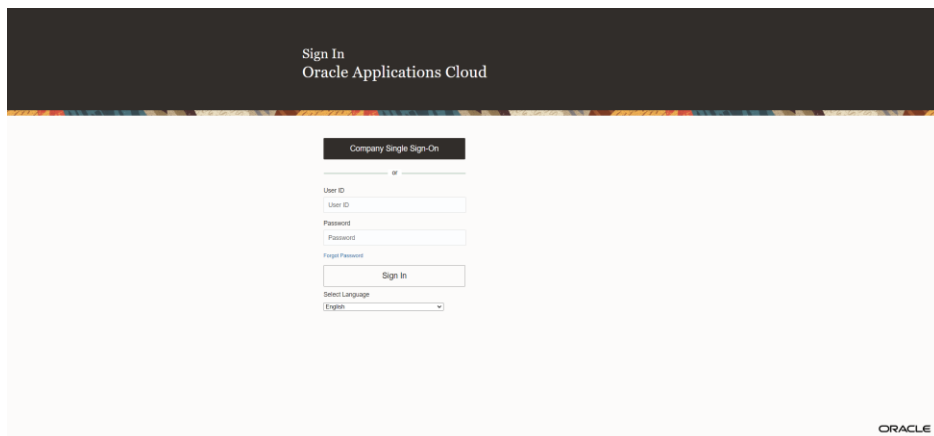
1. Portal Login.....	3
2. View Active Negotiations.....	3
3. Reviewing the Negotiation.....	4
4. Responding to a Negotiation .....	6
5. Manage Responses .....	10

## Document version control

Version no.	Date	Author
1	19/11/2024	Daniel Lang

# 1. Portal Login

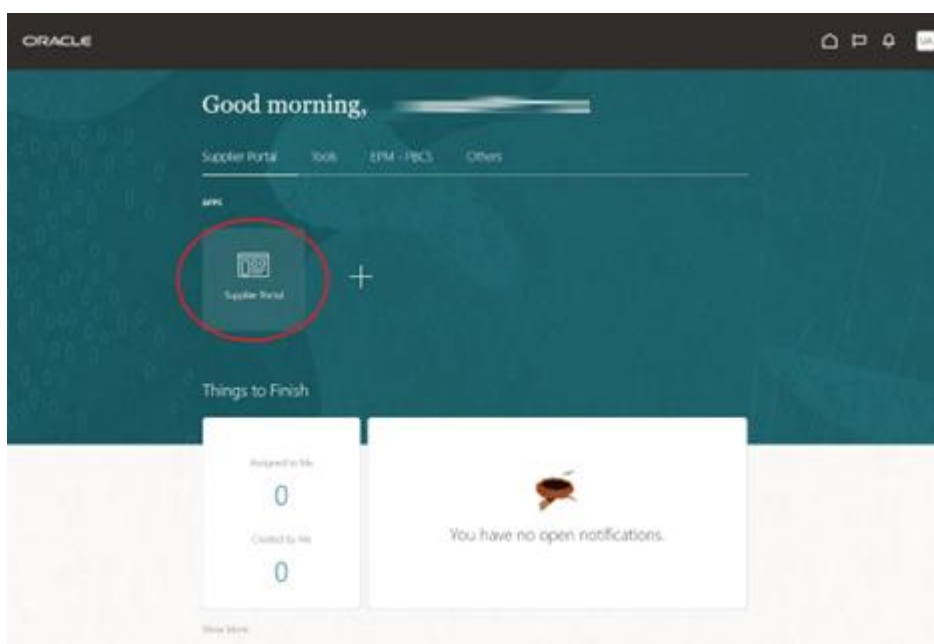
- Enter the UniCore website address <https://nottingham.ac.uk/unicore>
- Enter email address and password used to create your Supplier Portal account and click Sign In. Existing suppliers will have been sent details of your account to the email address we have on file, to request a new one please email [newpaymentsystem@nottingham.ac.uk](mailto:newpaymentsystem@nottingham.ac.uk)



- Click Forgot Password to be sent an email with a link to reset their password if required.

# 2. View Active Negotiations

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



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

**Negotiations**

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

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

Search Manage Watchlist

\*\* Negotiation   
 \*\* Title   
 \*\* Negotiation Close By dd-mmm-yyyy

\*\* Invitation Received Yes   
 Response Submitted   
 Negotiation Open Since dd-mmm-yyyy

- 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'.
- 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'.
- 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	RFO	Daniel Lang De...	4 Days 23 Hours	20-Nov-2024 14...	0		0		

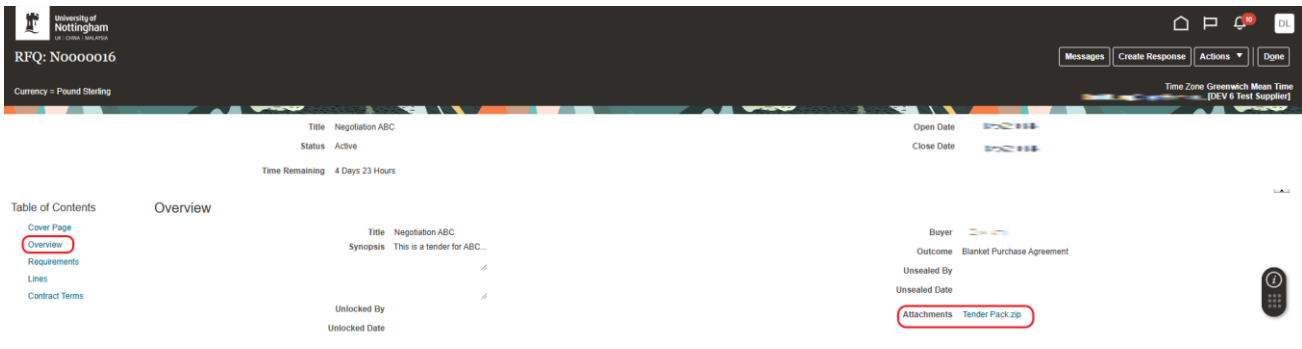
### 3. Reviewing the Negotiation

- Select the Negotiation number hyperlink

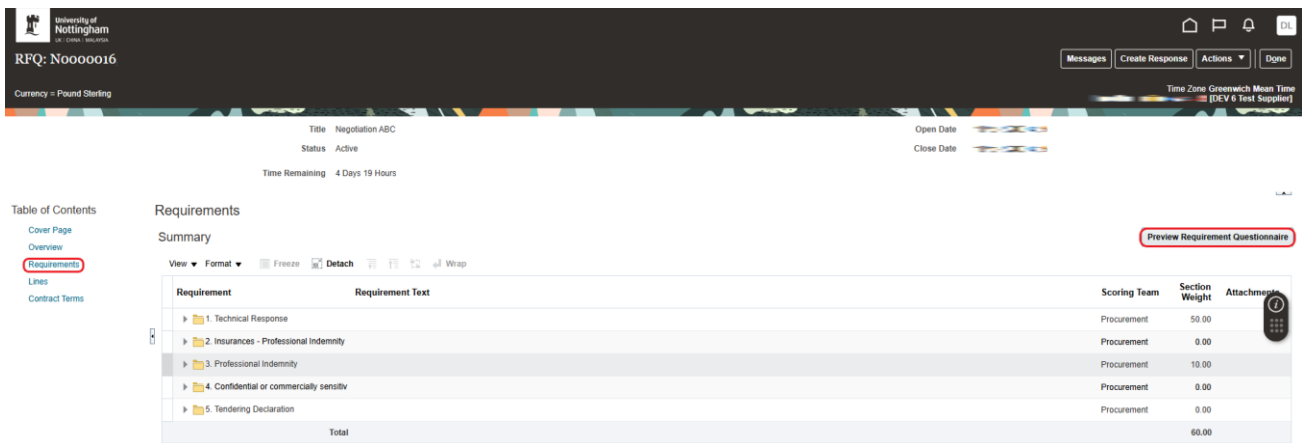
Search Results

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	RFO	Daniel Lang De...	4 Days 23 Hours	20-Nov-2024 14...	0		0		



- 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.



- **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.

University of Nottingham  
RFQ: N0000016  
Currency = Pound Sterling

Title: Negotiation ABC  
Status: Active  
Time Remaining: 4 Days 19 Hours

Messages | Create Response | Actions | Done

Time Zone: Greenwich Mean Time [DEV 6 Test Supplier]

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

Lines Summary

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	

- **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

Title: Negotiation ABC  
Status: Active  
Time Remaining: 4 Days 19 Hours

Messages | Create Response | Actions | Done

Time Zone: Greenwich Mean Time [DEV 6 Test Supplier]

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](#)

## 4. Responding to a Negotiation

- Click ‘Create Response’.

University of Nottingham  
RFQ: N0000016  
Currency = Pound Sterling

Title: Negotiation ABC  
Status: Active  
Time Remaining: 2 Days 5 Hours

Messages | **Create Response** | Actions | Done

Time Zone: Greenwich Mean Time [DEV 6 Test Supplier]

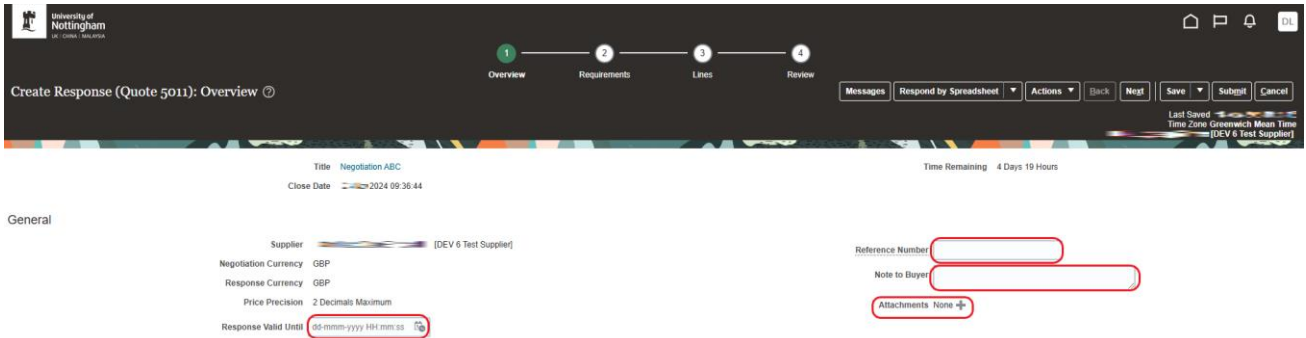
Table of Contents: Cover Page, Overview, Requirements, Lines, Contract Terms

Cover Page

 **University of Nottingham**  
UK | CHINA | MALAYSIA

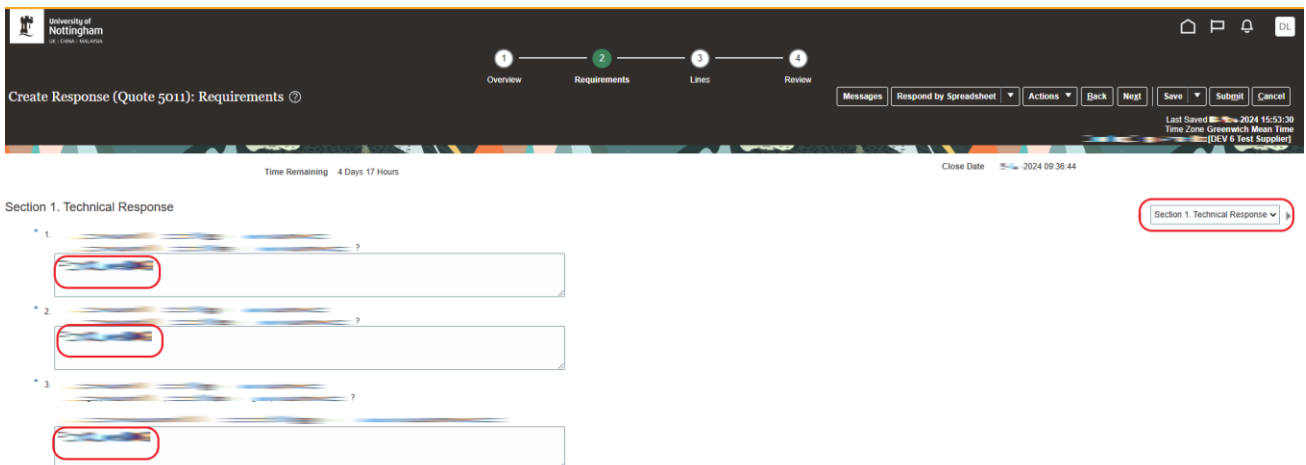
- Navigate and complete the following 4 stages:
  - **1. Overview** – You may optionally enter a ‘Reference Number’ for your internal tracking only, a ‘Response Valid Until’\* and a ‘Note to Buyer’\*\*. Upload any supporting documents (where requested) using the Attachments ‘+’.

*\*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.*

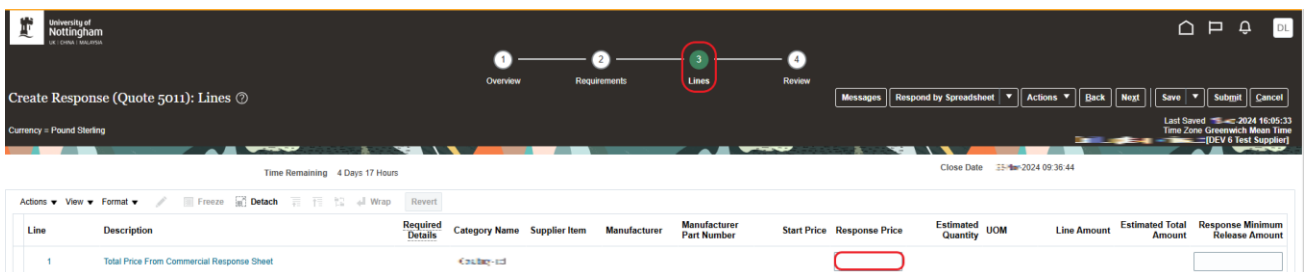


**\*\*Any 'Note to Buyer' will not be considered part of your response. Any notice or communication from any person in connection with negotiation shall be sent via the process detailed in the section 'Oracle Fusion Supplier Portal' within the Cover Page or relevant Attachment.**

- **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.

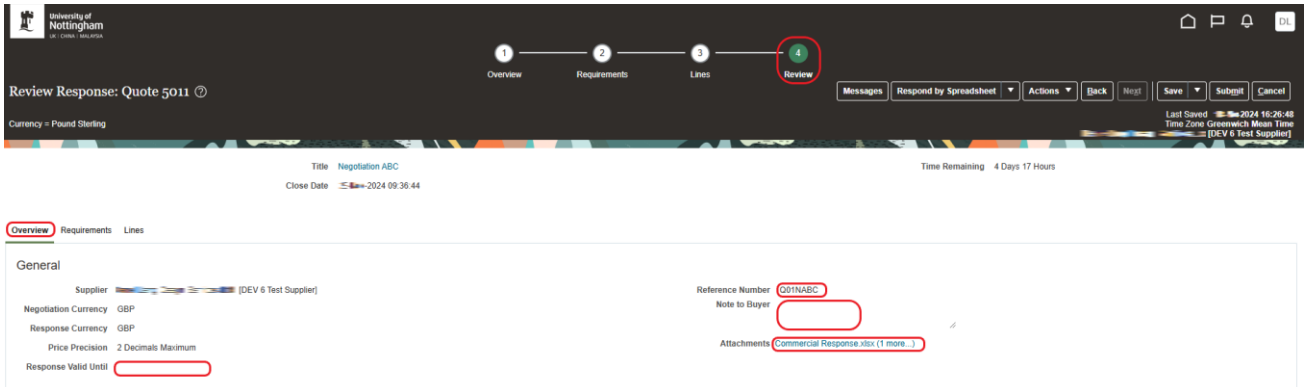


- **3. Lines** – Click '3 - Lines' and enter a 'Response Price'.

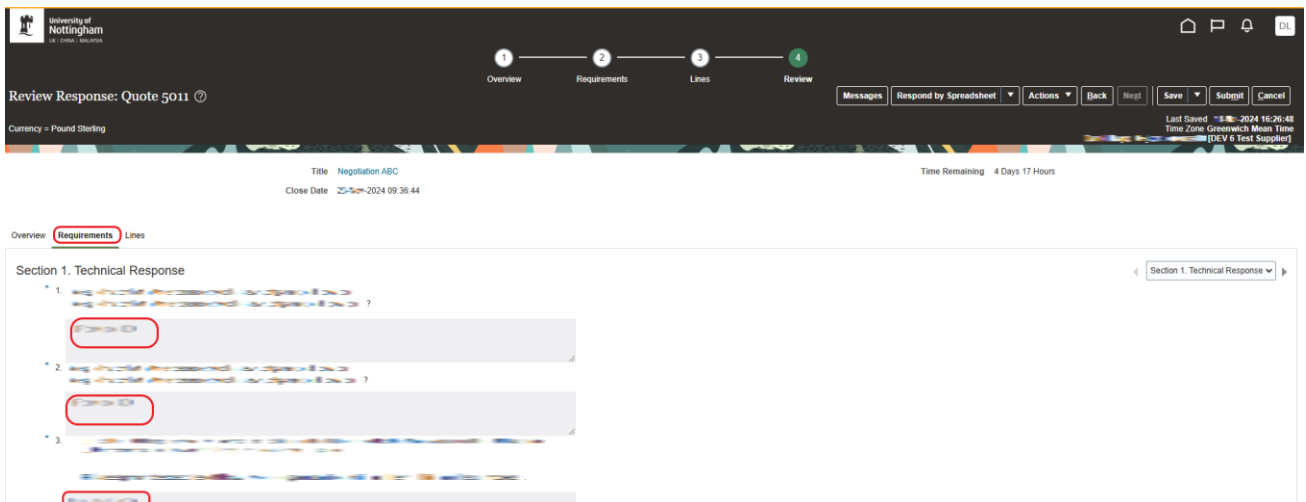


- **4. Review** – click '4 - Review' and review information entered for each stage:

- **Overview** – click ‘Overview’ and review ‘Response Valid Until’, ‘Reference Number’, ‘Note to Buyer’ and ‘Attachments’.



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



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



University of Nottingham  
Review Response: Quote 5011

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 2024 16:54:48  
Time Zone Greenwich Mean Time  
[DEV 6 Test Supplier]

Currency = Pound Sterling

Title Negotiation ABC

Close Date 2024 09:36:44

Time Remaining 4 Days 16 Hours

Overview Requirements Lines

View Format Freeze Detach Wrap

Line	Description	Details	Category Name	Supplier Item	Manufacturer	Manufacturer Part Number	Response Price	UOM Name	Line Amount	Estimated Total Amount	Response Minimum Release Amount	Attachments
1	Total Price From Commercial Response Sheet						10,000.00		10,000.00			

Columns Hidden 8

Grand Totals

All response lines are included.

Response Amount 10,000.00

- 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).

University of Nottingham  
Review Response: Quote 5011

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 2024 16:54:48  
Time Zone Greenwich Mean Time  
[DEV 6 Test Supplier]

Currency = Pound Sterling

Title Negotiation ABC

Time Remaining 4 Days

View Negotiation  
View Response PDF  
Validate

- Click 'Submit' to submit your response.

University of Nottingham  
Review Response: Quote 5011

Overview Requirements Lines Review

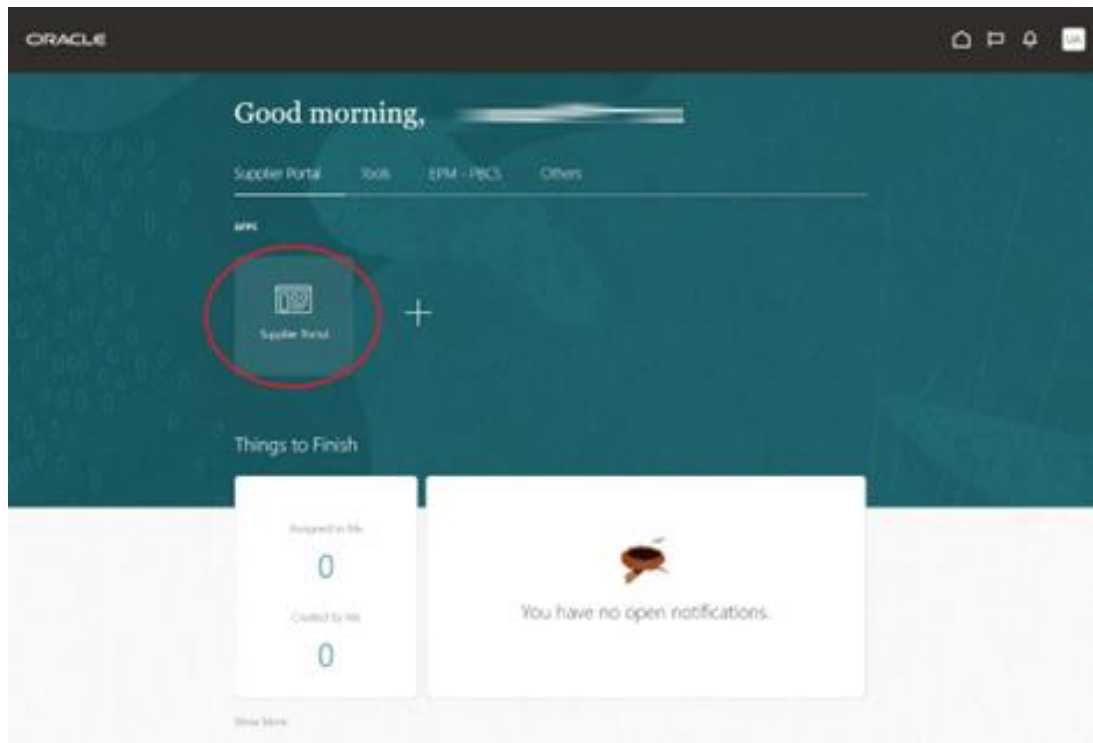
Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 2024 17:06:04  
Time Zone Greenwich Mean Time  
[DEV 6 Test Supplier]

Currency = Pound Sterling

## 5. Manage Responses

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



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

### Negotiations

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

- 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).
- 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'

University of Nottingham  
Acknowledge Amendments (RFQ N0000016) ©

Currency: Pound Sterling  
Select each amendment to review and acknowledge the changes.

View Original Negotiation | **Submit** | Cancel

Time Zone: Greenwich Mean Time

View | Format | Freeze | Detach | Wrap


Amendment	Title	Published Date	Status	Acknowledged	Acknowledgment Date	Acknowledged By
Amendment 2	Negotiation ABC	19-Nov-2024 13...	Active			
Amendment 1	Negotiation ABC	18-Nov-2024 09...	Amended	✓	2024 09 30 41	

Columns Hidden: 3

Amendment 2: Details

Acknowledgment: [ ] have reviewed the changes and I acknowledge amendment 2 for negotiation N000016.  
Amendment Description: Updated the contract length and extension option periods on the Cover Page

4 Cover Page



University of Nottingham  
UK | CHINA | MALAYSIA

INVITATION TO TENDER for: [Title@]

Reference: XXXXITTOXXX [Negotiation Number@]  
Procurement Procedure: XXXX  
Duration of Contract: xxx-xxxxxx-20xx for 2 years, initial xx until year-period 21/12/2026, with an option to extend for up to xxxxxxxxxxxxxxxxxxxxxxxx 2 twelve month periods  
Return Date and Time: [End Date@] at 12:00 (noon)

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

University of Nottingham  
Manage Responses

Done

Time Zone: Greenwich Mean Time

Advanced | Manage Watchlist | Saved Search | Active or Draft Responses

\*\* At least one is required

\*\* Negotiation Title:   
\*\* Negotiation:   
\*\* Response:

\*\* Response Status: Resubmission required  
Line Description:

Search | Reset | Save...

Search Results

Revising a draft response automatically locks it.

Accept Terms | **Revise**

Response	Response Status	Supplier	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
5020	Resubmission r...		N0000016.2	Negotiation ABC	RFQ	4 Days 23 Hours	0	

- Revise your response based on the amendments made to the negotiation, then click 'Submit' to submit your response.
- 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).