

Page 1 (3)

21/11/2023

Skanska UK supplier portal QRG: messaging the procurement lead during a negotiation.docx Version: 2

Skanska UK supplier portal – quick reference guide: Messaging the procurement lead during a negotiation

1. From the Oracle home screen, select the 'Supplier Portal' icon.

ORACLE		
	Oracle Services Privacy Policy	
	Good afternoon, supplier2 Test!	
	Supplier Portal Tools Industry Solutions Others	
	APPS	
$\begin{array}{c} 0 & 0 & 0 \\ 0 & 0 & 0 & 0 \\ 0 & 0 & 0 &$	Supplier Portal	

2. Select 'View Active Negotiations' from the left menu.



3. Select the negotiation that you wish to contact the procurement lead about, then select '**Create Response**'.

ORACLE		
Active Negotiations		
⊿ Search		
** Negotiation		
** Title		
** Negotiation Close By	dd/mm/yyyy	
Search Results	Antonio Terroria de Cardona	Contra Deserver
Negotiation Title	ap Accept rems Acknowledge Participation	Create Response
GRP0000052N TP101 - Using Oracle for Supplier Negotiations		
Columns Hidden 4		



21/11/2023

4. Select 'Messages' in the top right corner of the screen.



5. Select the '+' button to create a new message.

ORACLE	
Online Messages (RFQ GRP0000052N) ⑦	
Title TP101 - Using Oracle for Supplier Negotiations	
Time Remaining 18:37:17	
Messages	
Actions 🔻 View 👻 Format 👻 🛨 🛱 🛅 Freeze 🔛 Detach 🚎 📅 🟗 📣 Wrap	\$
Subject	

6. Enter the subject and your message, then select 'Send'.

		_													
" Subject			_		_				772	_	J				
			~	2		<] P	0.0	a .			$\langle \rangle$	IA I			
	B I											<u>45</u>	# 2		
Message															
Message															
Message															
Message															
Message															
Message															
Message															
Message															
Message															
Message															
Message															
Message															
Message															
Message															

7. Any messages sent through the supplier portal will be visible from within the '**Messages**' section. Messages can only be seen by you and the procurement lead – no other parties will be able to see them.

ORACLE			Δ	P 🗳 📰
Online Messages (GRP0000052N) 🗇			Print	able Page
			Time Zone	Greenwich Mean Time
Title TP101 - Using Oracle for Supplier Negotiations	Status A	cive		
Time Remaining \$1:34:00	Close Date 3	0/06/2023 10:00 AM		
Messages				
Actors • View • Format • 💠 📪 📰 Freeze 🗟 Defach 🏹 🕂 😒 of Winp				
Subject	Status	From	То	Date
a 🌆 Carification Question: Hew many sessions will be delivered this year				
Clarification Question Thour many sessions will be desivered this year	Read	supplier3 Test	Skanska UK	29/06/2023 3:22 PM



Page 3 (3)

21/11/2023

8. If you receive a message from the procurement lead, you can reply using the '**Reply**' icon in the '**Messages**' section.

ssayes				1					
Actions V	View v	Format v	+ 9	Freeze	Detach	7=	行	72	∉ll Wrap
Subje	ct								
4	Clarificati	on Question:	How many s	essions will be o	delivered this ye	ar			
	Clarif	ication Quest	ion: How ma	inv sessions will	be delivered th	is vear	r i		

Note: If a procurement lead sends you a message in the supplier portal, you will also receive an email notifying you that you've received a new message.