



Quick Reference Guide: Respond to Negotiations via Supplier Portal

Oracle Procurement Cloud is Arrow's web-based system to support the end-to-end source-to-pay process for indirect (non-trade) spend. Suppliers are provided access to the Oracle Procurement Cloud's Supplier Portal, which is the tool to enable suppliers to bid on sourcing events, receive purchase orders, submit invoices, and view invoice status.

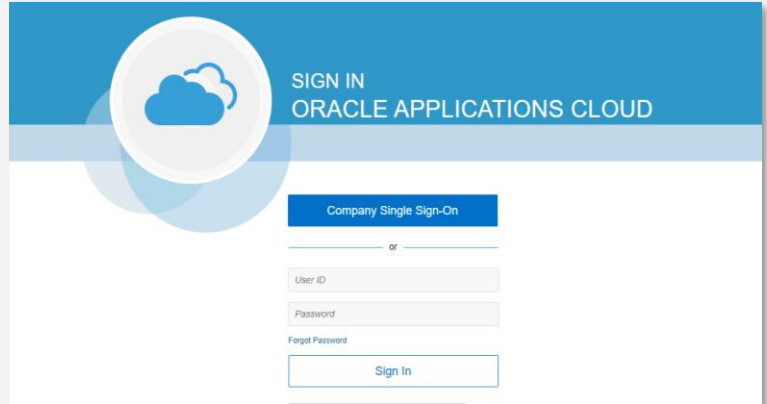
This guide walks through the steps of responding to negotiations through the Supplier Portal.

Accessing Oracle Procurement Cloud

To get started:

- Go to the [Supplier Portal URL](#)
- Log in with the credentials provided via email and select the Sign In button

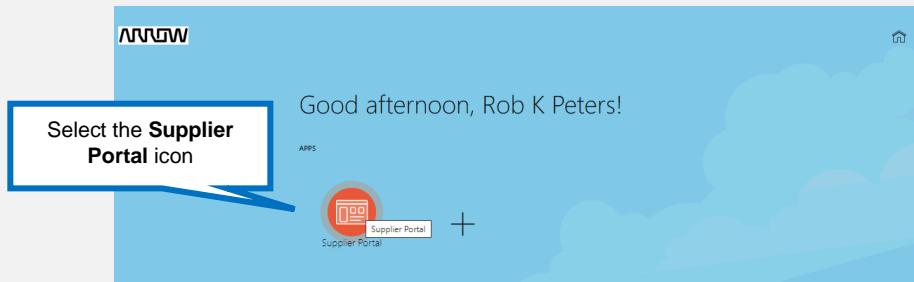
If you have any further questions regarding responding to negotiations, please contact gsp@arrow.com



Note: Oracle supported browsers are Microsoft Edge, Google Chrome, Mozilla Firefox, and Apple Safari.

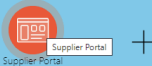
Oracle Procurement Cloud Navigation

Upon logging into Oracle, you will see your Landing Screen.



Select the **Supplier Portal** icon

Good afternoon, Rob K Peters!



Select the **Negotiations Invitations** link under Recent Activity

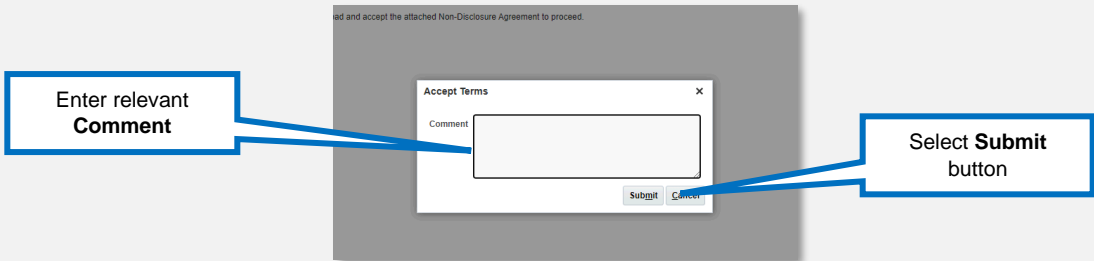
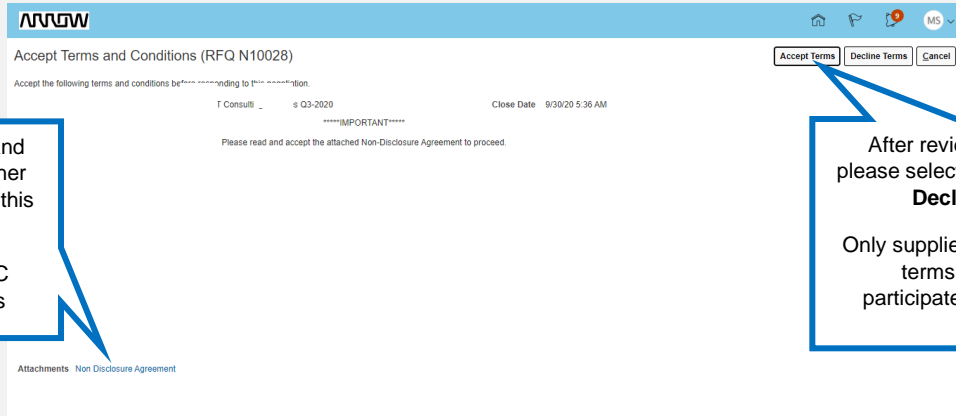
Note: The specific functionality you see may differ dependent on your role and access



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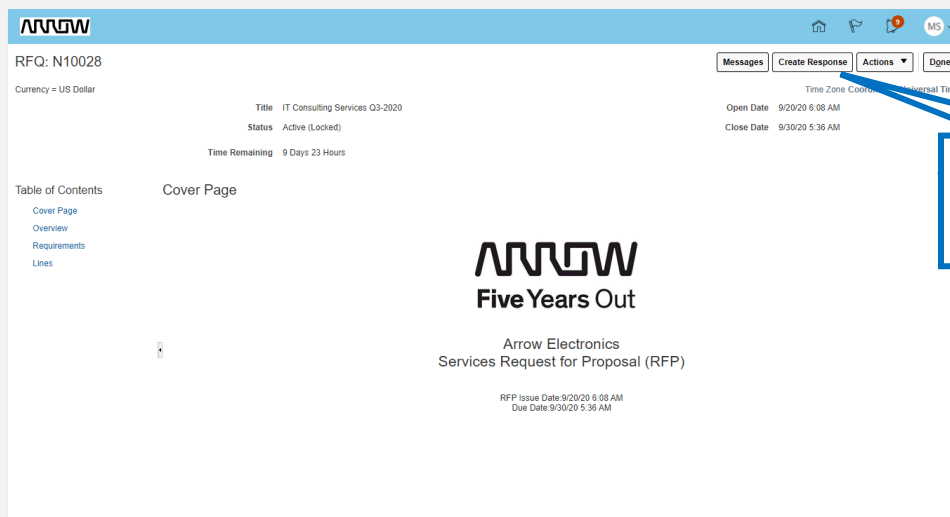
Review Terms and Conditions

The Accept Terms and Conditions page is displayed.



Create Response

The Accept Terms and Conditions page is displayed.





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The Create Response page is displayed. First step will be to complete the response Overview.

Select the **Response Valid Until** date from the calendar

Select the **Next** button to navigate to the Requirements

Next step will be to complete the Requirements.

The specific **Sections** and **Questions** that will display will differ for each negotiation; respond to each question

Once all questions have been answered for the first section, select the **Next** button to navigate to the next section

Please continue to address the questions in each section as they are presented

Continue to select **Next** to navigate to each of the sections for a particular negotiation

Once all sections have been completed, clicking **Next** will bring you to the Lines



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Next step will be to complete the Lines.

Line	Description	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response Min Release At
1	S2S Implementation	Consulting Services	900,000.00					1,000,000.00	

Complete the information requested at a line level, in this case the **Response Price**

Select the **Submit** to submit the response

The response has been submitted; select the **OK** button to close the confirmation message