

# Supplier Guide for Fusion Quick RFQ Module

Supplier can access the Quick RFQ module via the Fusion portal. To access Fusion, supplier must first log in or register on Fusion

Further guides on Fusion for suppliers can be found on:  
<https://www.havering.gov.uk/managingtendersandquotes>

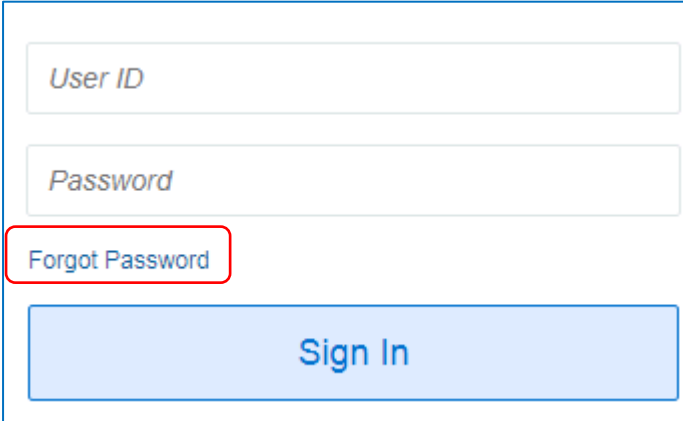
## Logging In

Once you have registered, log in using the details sent by the auto email from the Oracle Fusion portal. If you have forgotten your password, you can click on the link **Forgot Password** located at the bottom of the log in button.

Link to log in -

<https://elfy.fa.em3.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000002366037>

Click on the **Sign in** button located at the top right hand corner of the page



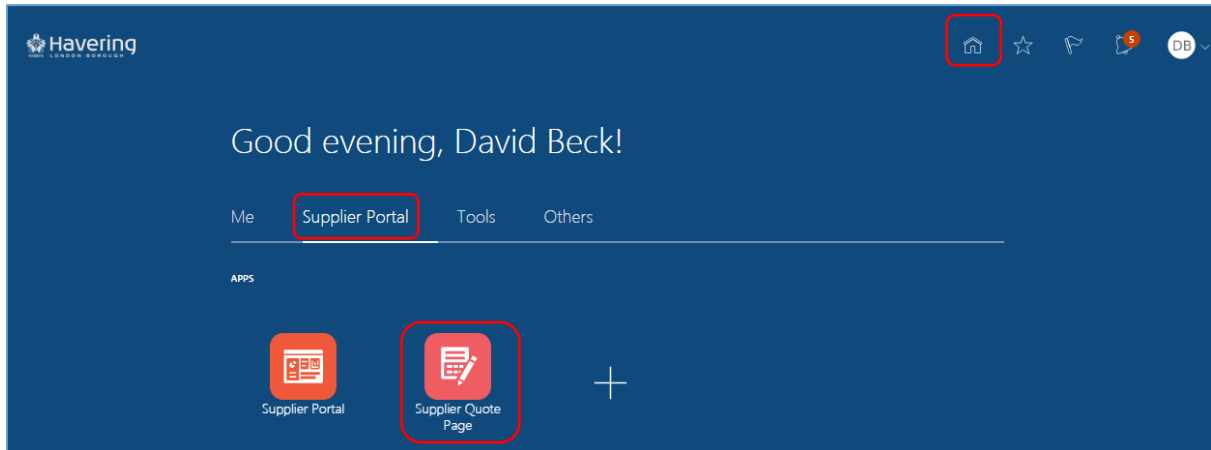
The screenshot displays a login interface with the following elements:

- A text input field labeled "User ID".
- A text input field labeled "Password".
- A link labeled "Forgot Password" enclosed in a red rectangular box.
- A blue button labeled "Sign In".

Note – Please use Google Chrome as your browser to access this portal. As Oracle Fusion is a cloud-based application, other browsers may have limited function. If google chrome is not your default browser, you can copy and paste the link to google chrome.

## Accessing the RFQ

Click on the **Home Page**, and then click on the tab **Supplier Portal** and the box at the bottom of the tab **Supplier Quote Page**.




Enter your Fusion credentials again to log in to the Quick RFQ module

### Supplier Login Page

\* **UserName**

\* **Password**

**Login** 

To access the RFQ for the first time, click on **View Active Tender**. Click on the RFQ number to view full details of the RFQ

[View Active Tenders](#) [Manage Responses](#)

### View Active Tenders

▲ **Search**

Quick RFQ Number

Quick RFQ Number	Status
HRFQ57	Active

**Note** – To view RFQs that is on draft and where a response was submitted, click on **“Manage Responses”** (next to the View Active Tenders tab)

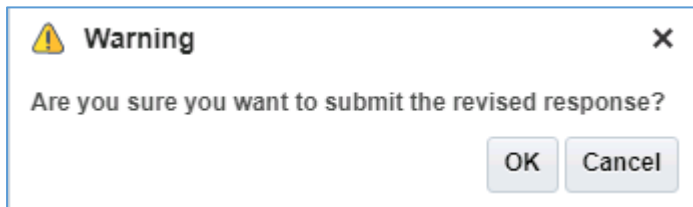
## Submitting RFQ/ Tender Response

- (1) Click on the link for the attachments and download attachments to your desktop. Save these attachments and ensure you read these to understand the buyer’s requirements
- (2) Complete the tender response template provided by the buyer
- (3) Upload completed response by clicking on **My Attachment** and then click on the plus button **+**. Browse and upload your saved response template, and click on the **OK** button  
**Note – upload all your RFQ responses including Pricing Schedules in this section**
- (4) Enter total value of contact in the **Quote Price** field under the section **Quote Lines**
- (5) Click on the **Submit** button to submit the final version of your RFQ and then click on **OK** on the warning box
- (6) RFQ has now been submitted to the buying organisation



The screenshot shows the RFQ response interface with the following elements:

- Top Right:** Buttons for 'Save As Draft', 'Submit', and '< Back'. The 'Submit' button is highlighted with a red box and a callout '4. Submit response'.
- Quick RFQ Details:** Fields for 'Quick RFQ Number' (HRFQ57), 'Title' (Quote for Street Cleaning), 'Buyer Name' (Hiruni Samarakoon), and 'Cover Page' (Please see attached for full specification and evaluation methodology). A callout '2 RFQ Attachments' points to the attachment icon.
- Quote Header:** Fields for 'Quote Number' (H401) and 'Remarks'. A callout '0 My Attachment' points to the attachment icon, with a callout '2. Upload responses' pointing to it.
- Quote Lines:** A table with columns 'Line', 'Item Description', 'Category Name', and '\* Quote Price'. The 'Quote Price' field is highlighted with a red box and a callout '3. Enter price'.



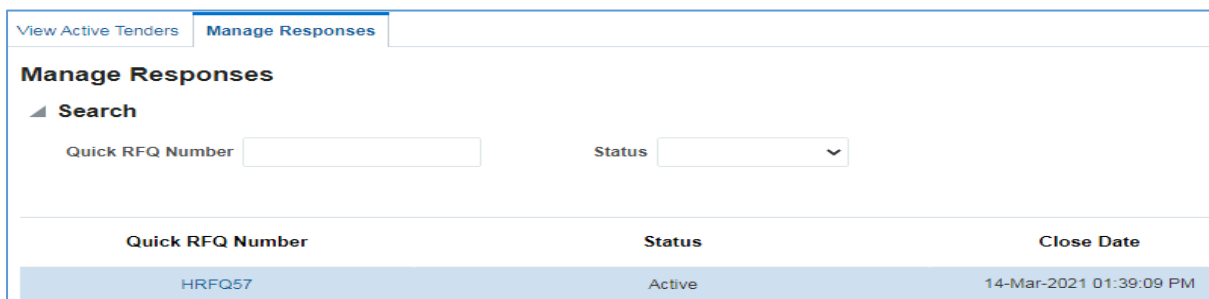
**Warning**  
Are you sure you want to submit the revised response?  
OK Cancel

**Note** - To save the RFQ you are working on to draft and come back to the RFQ on another day, click on **Save As Draft** located on the top right hand page

## Amending RFQ/ Tender Response

Supplier has the option to amend and submit the amended RFQ/ tender response if the event is still within the active period (ie, tender deadline has not approached).

- (1) On the Quick RFQ home page, click on **Manage Tender Responses** and then click on the RFQ number



**Manage Responses**

Search

Quick RFQ Number  Status

Quick RFQ Number	Status	Close Date
HRFQ57	Active	14-Mar-2021 01:39:09 PM

- (2) Click on **Revise**

[Revise](#)

---

**Quick RFQ Details**

Quick RFQ Number	HRFQ57	Title	Quote for Street Cleaning	2 RFQ Attachments
Buyer Name	Hiruni Samarakoon	Cover Page	Please see attached for full specification and evaluation methodology.	

---

**Quote Header**

Quote Number: H401 2 My Attachment

Remarks

- (3) Supplier now have the option to upload an attachment, highlight and delete attachments already uploaded in the previous submission and amend price in **Quote Line Section**. Make the necessary amendments
- (4) Enter a summary of the amendments in the **Remarks** field
- (5) Click on the **Submit** button to re-submit the amended version to the buying organisation

[Submit](#) [< Back](#)

---

**Quick RFQ Details**

Quick RFQ Number	HRFQ57	Title	Quote for Street Cleaning	2 RFQ Attachments
Buyer Name	Hiruni Samarakoon	Cover Page	Please see attached for full specification and evaluation methodology.	

---

**Quote Header**

Quote Number: H401 2 My Attachment

Remarks: Amendments made on the attachments and price. Thanks

---

**Quote Lines**

View ▼

Line	Item Description	Category Name	Quote Price
1	Full Contract Value	Environmental Services Street Cleansing	85000

**Note –** Every submission will have a unique **RFQ Number**. Please ensure you quote this number along with the Quick RFQ Number if you require to contact the buying organisation

Quick RFQ Number	Status	Close Date	Buyer Name	Quote Number
HRFQ64	Cancelled	19-Mar-2021 06:53:40 PM	Hiruni Samarakoon	H410
HRFQ59	BPA Launched	13-Mar-2021 06:40:50 PM	Hiruni Samarakoon	H405
HRFQ57	Closed	14-Mar-2021 01:39:09 PM	Hiruni Samarakoon	H401