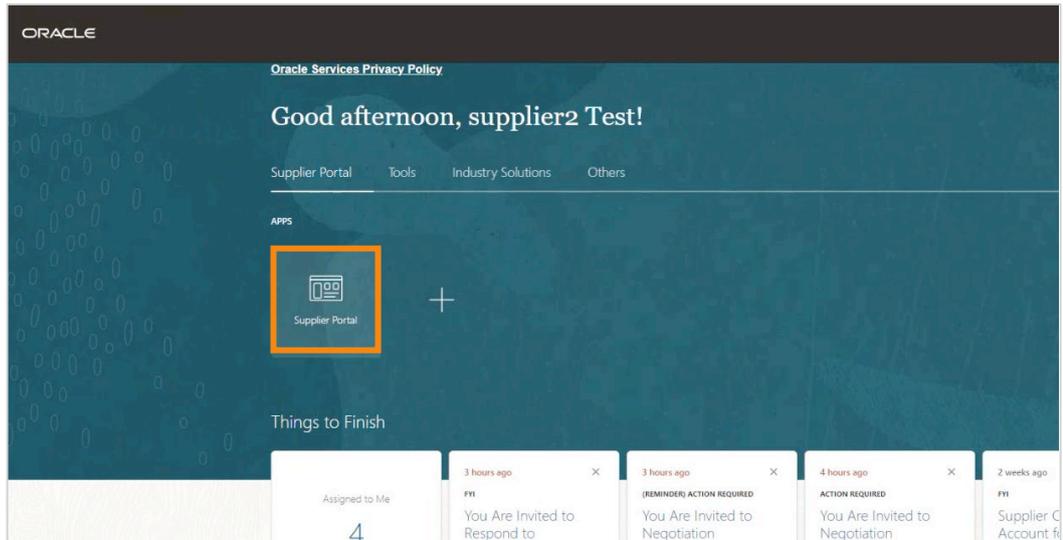


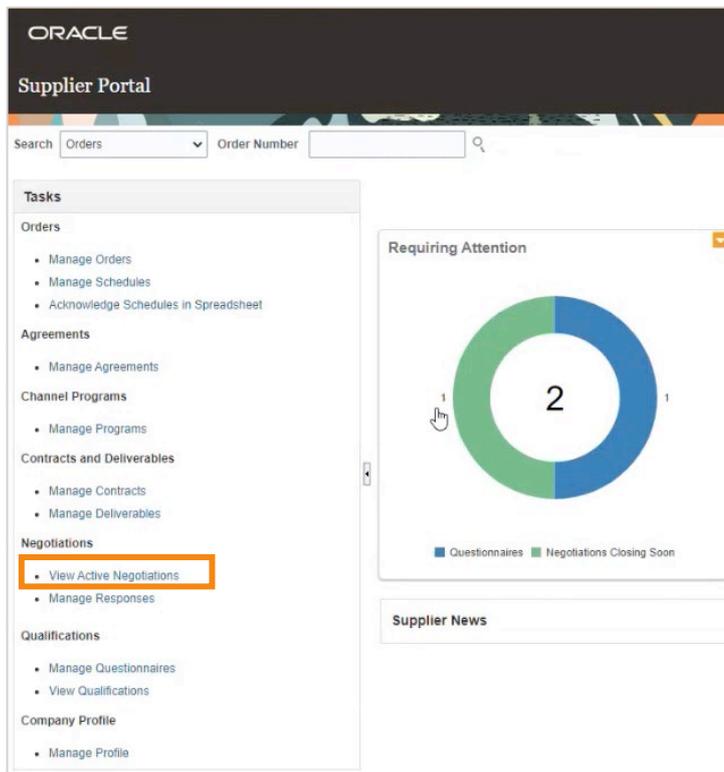
Skanska UK supplier portal QRG: creating a response to a negotiation
 Version: 2

Skanska UK supplier portal – quick reference guide: Creating a response to a negotiation

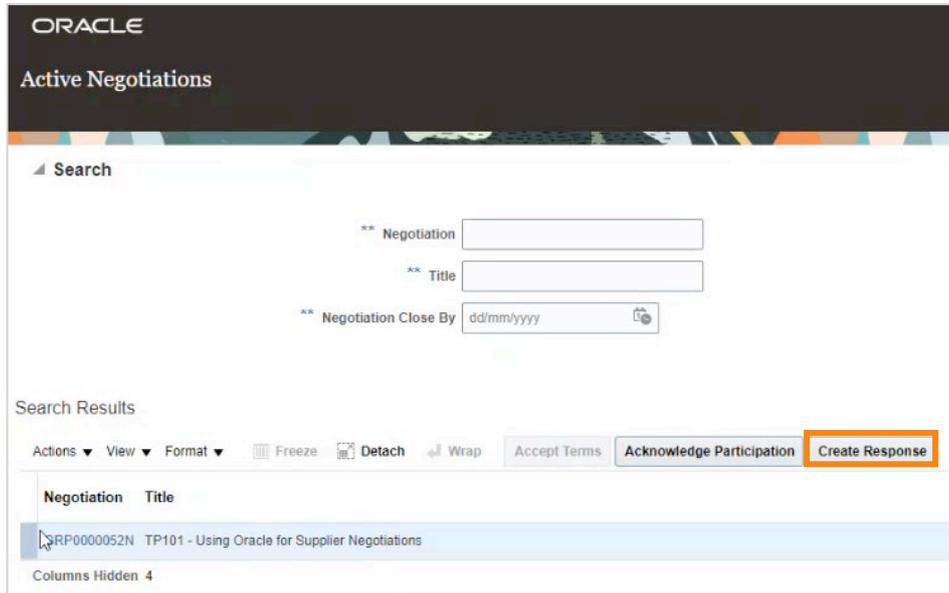
1. From the Oracle home screen, select the 'Supplier Portal' icon.



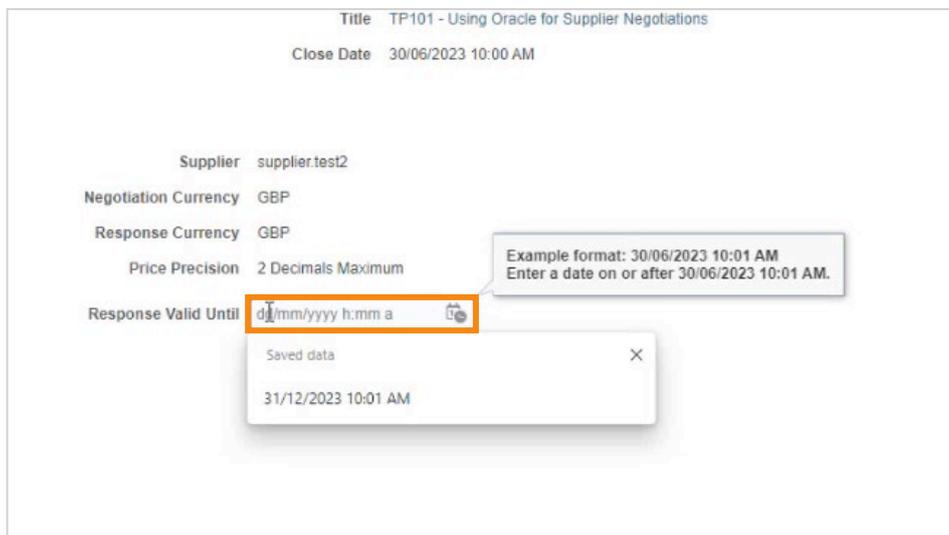
2. Select 'View Active Negotiations' from the 'Tasks' menu on the left.



- Click on the negotiation that you wish to accept and select '**Create Response**'.



- Complete the field confirming the date that the response is valid until.



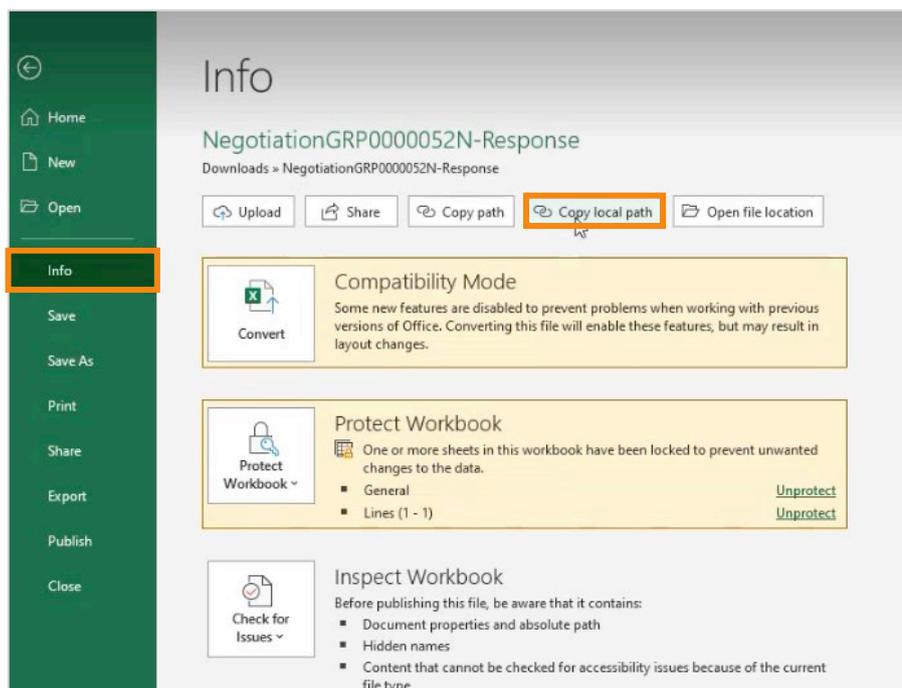
- Once the '**Response Valid Until**' date has been set, select the drop-down arrow next to the '**Respond by Spreadsheet**' button and select '**Export**'.



- All the questions can now be viewed and responded to in Microsoft Excel. To open the file in Excel, right click on the downloaded file and select 'Open with Excel'.

TP101 - Using Oracle for Supplier Negotiations	
Negotiation RFQ GRC_000052N	Company Skanska UK
Close Date 30/06/2023 10:00	Buyer
Negotiation Currency GBP	Phone
Response Currency GBP	Email
Price Precision 2	Supplier supplier.test1
	Supplier Site
General	
Response Valid Until <input type="text" value="31/12/2023 10:01"/>	Reference Number <input type="text"/>
<i>Example: 29/06/2023 10:16</i>	
Note to Buyer	
Requirements	
1. Health & Safety	
1. Please supply the following	
	<ul style="list-style-type: none"> -- evidence of your RIDDOR statistics for the last three years, plus the current year to date -- evidence of your Accident Frequency Rate (AFR) statistics for the last three years, plus the current year to date -- evidence of your Lost Time Incident (LTI) statistics for the last three years, plus the current year to date -- evidence of your All Accident Frequency Rate (AAFR) statistics for the last three years, plus the current year to date
	Hint: Upload a table with your H&S Statistics for the last three years with an additional column for the current year to date. (Target: Attach)
	<input type="button" value="Attach"/> (Response attachments are required)
	Comments
	<input type="text"/>
2. Skanska values its Injury Free Environment (IFE) programme. Explain your approach and how you as a business monitor behavioural safety, health and wellbeing? Is there a behavioural safety programme within your business?	
	<input type="text" value="Yes this is a programme we are actively working to achieve"/>
	(Response attachments are optional)
3. Do you have a person within your business dedicated in all or some of their duties as the nominated person responsible for Health, Safety and Employee Well Being? If so, please include their business CV including contact details. (Target: Yes)	
	<input type="text" value="No"/>

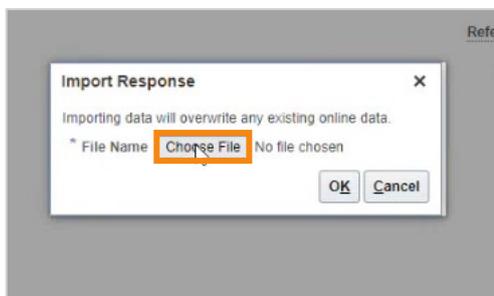
- Once complete, select 'File', 'Info', then select 'Copy local path'. Then switch back to the supplier portal in your browser.



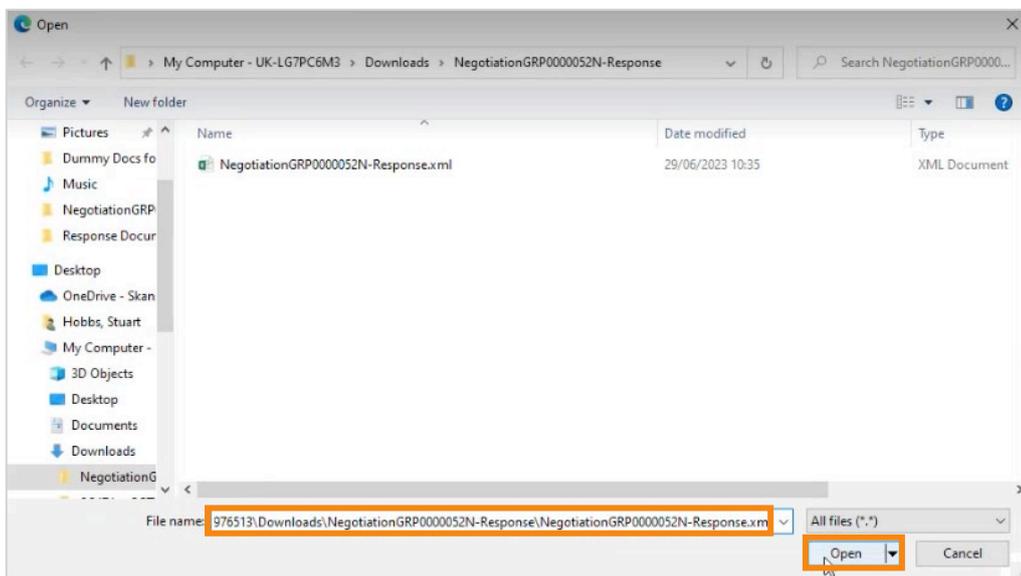
8. Select the drop-down arrow next to the 'Respond by Spreadsheet' button, then select 'Import'.



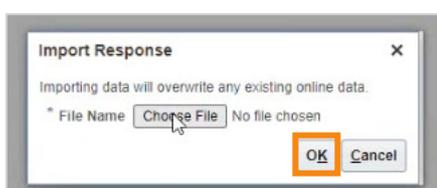
9. When the 'Import Response' pop-up window appears, select 'Choose File'.



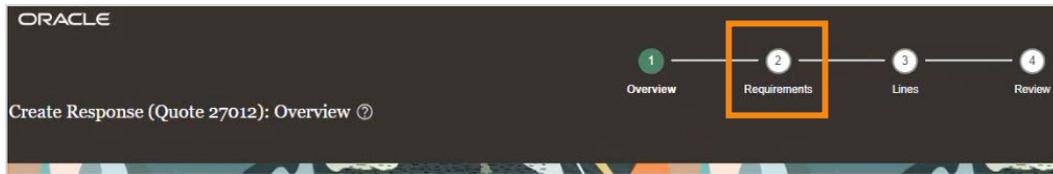
10. In the file name area, paste the local path, then select 'Open'.



11. Select 'OK' on the 'Import Response' pop-up window.



12. Once imported, select step '2 – Requirements' in the top right corner.



13. All the answers from the Excel spreadsheet have now been uploaded into the supplier portal.

-- evidence of your RIDDOR statistics for the last three years, plus the current year to date
 -- evidence of your Accident Frequency Rate (AFR) statistics for the last three years, plus the current year to date
 -- evidence of your Lost Time Incident (LTI) statistics for the last three years, plus the current year to date
 -- evidence of your All Accident Frequency Rate (AAFR) statistics for the last three years, plus the current year to date

Upload a table with your H&S Statistics for the last three years with an additional column for the current year to date. (Target: Attach)

a. Attach
 * Response Attachments None +

b. Not Available

Comments

* 2. Skanska values its Injury Free Environment (IFE) programme. Explain your approach and how you as a business monitor behavioural safety, health and wellbeing? Is there a behavioural safety programme within your business?

Yes this is a programme we are actively working to achieve

Response Attachments None +

* 3. Do you have a person within your business dedicated in all or some of their duties as the nominated person responsible for Health, Safety and Employee Well Being? If so, please include their business CV including contact details. (Target: Yes)

a. Yes
 b. No
 c. Recently left the business
 d. Planned for the near future

* 4. What processes and procedures does your company employ to mitigate against HS risk and damage?
 Please give a summary overview and upload any relevant documents to demonstrate how your business manages risk to health and safety and damage

We have a fully documented system of Health and Safety Management accredited to ISO 45001. Safety is the most important subject in our business and we strive to take every action to be an Injury Free Employer. Our statistics attached attest to our commitment as our last LTI was over seven years ago and our last RIDDOR was nine years ago.

Response Attachments None +

* 5. How does your organisation manage fatigue and minimise the possible risks associated with fatigue to your workforce?

We actively monitor fatigue through an innovative inhouse app we developed. We track our employees journey time to the place of work, understand the level of strenuous activity required for each shift. This generates a fatigue score, when an employee reaches the fatigue threshold they are advised to take the required breaks. This system also prevents employees from signing up for more shifts than permitted, ensuring they have sufficient recuperation.

Response Attachments None +

14. On the fields that show an attachment is required (indicated by a blue *), select the '+' icon and upload the relevant document(s).

Section 1. Health & Safety

* 1. Please supply the following

-- evidence of your RIDDOR statistics for the last three years, plus the current year to date
 -- evidence of your Accident Frequency Rate (AFR) statistics for the last three years, plus the current year to date
 -- evidence of your Lost Time Incident (LTI) statistics for the last three years, plus the current year to date
 -- evidence of your All Accident Frequency Rate (AAFR) statistics for the last three years, plus the current year to date

Upload a table with your H&S Statistics for the last three years with an additional column for the current year to date. (Target: Attach)

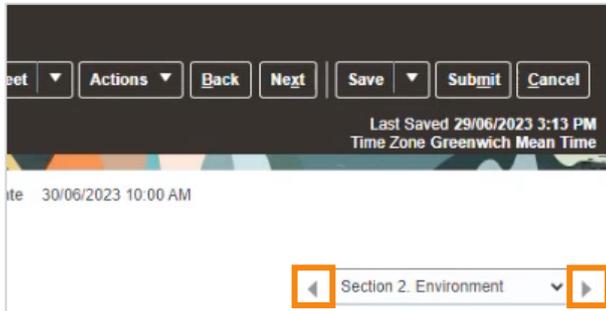
a. Attach
 * Response Attachments None +

b. Not Available

Comments

Manage Attachments

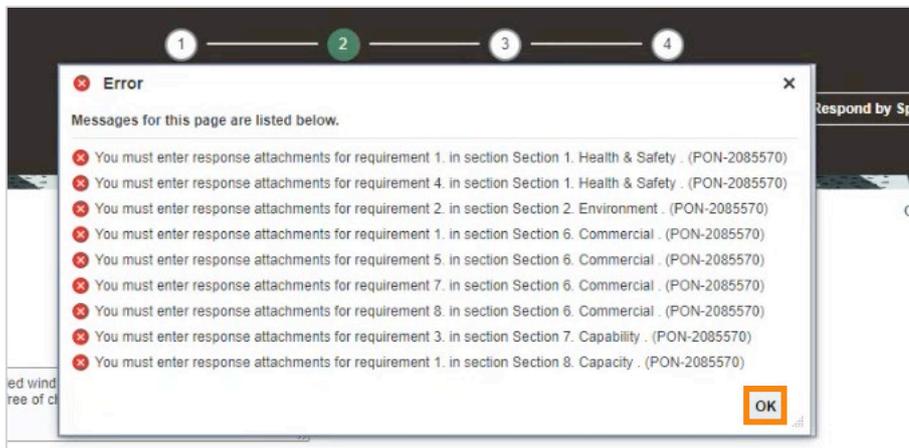
15. To navigate through the pages you've imported, use the arrow buttons towards the right side of the screen.



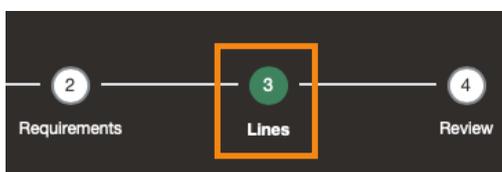
16. Once all the sections have been completed and any required documents have been added, select 'Actions' and then 'Validate'.



17. This will highlight any errors that need to be addressed and the relevant page. Select 'OK' to exit this list and resolve any errors.



18. You can use the 'Validate' action as many times as needed until all errors are resolved. Once all errors have been resolved, select step '3 – Lines'.



19. You will now be able to enter a price and the delivery date.

Line	Description	Alternate Line Description	Create Alternate	Category Name	Start Price	Response Price	Total Score	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Training Package		+	SUBCONTRACTOR		400,000.00				400,000.00	31/07/2023

Grand Totals
All response lines except alternate lines are included
Response Amount 400,000.00

20. Next, select step '4 – Review'.



21. Within the 'Review Response' section, there are three tabs that can be reviewed. The 'Overview' tab summarises your response details.

Review Response: Quote 27013

Currency = Pound Sterling

Title TP101 - Using Oracle for Supplier Negotiations
Close Date 30/06/2023 10:00 AM

Overview Requirements Lines

General

Supplier	supplier3.test	Reference Number	
Negotiation Currency	GBP	Note to Buyer	
Response Currency	GBP		
Price Precision	2 Decimals Maximum	Attachments	None
Response Valid Until	31/12/2023 10:01 AM		

22. The 'Requirements' tab is an overview of all the information submitted.

Review Response: Quote 27013

Currency = Pound Sterling

Title TP101 - Using Oracle for Supplier Negotiations
Close Date 30/06/2023 10:00 AM

Overview Requirements Lines

Section 1. Health & Safety

* 1. Please supply the following

- evidence of your RIDDOR statistics for the last three years, plus the current year to date
- evidence of your Accident Frequency Rate (AFR) statistics for the last three years, plus the current year to date
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Upload a table with your H&S Statistics for the last three years with an additional column for the current year to date. (Target: Attach)

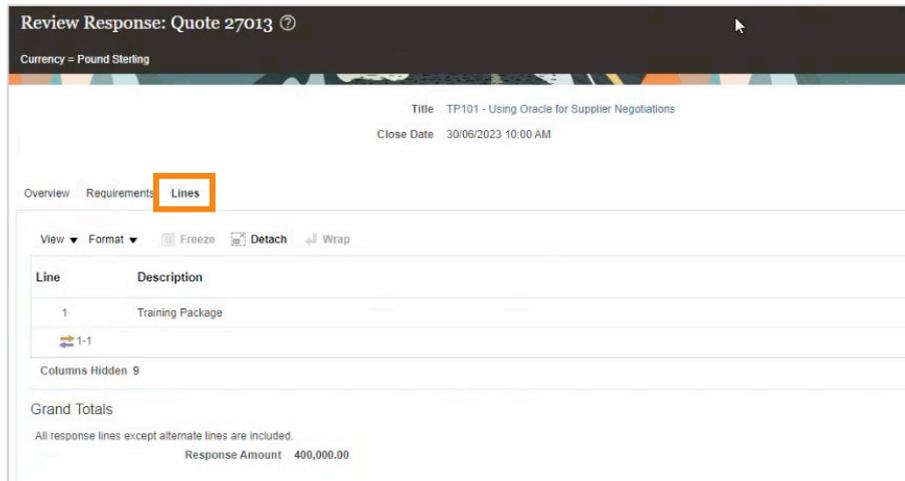
a. Attach
 b. Not Available

* 2. Skanska values its Injury Free Environment (IFE) programme. Explain your approach and how you as a business monitor behavioural safety, health and wellbeing? Is there a behavioural safety programme within your business?

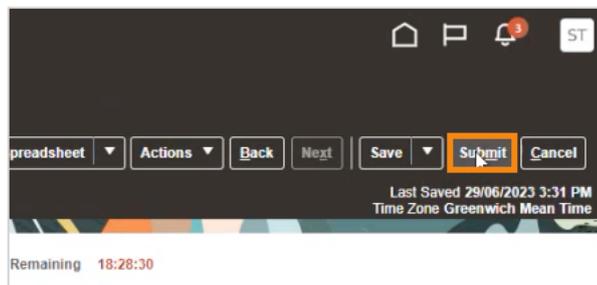
* 3. Do you have a person within your business dedicated in all or some of their duties as the nominated person responsible for Health, Safety and Employee Well Being? If so, please include their business CV including contact details. (Target: Yes)

a. Yes
 b. No

23. The 'Lines' tab is an overview of the line level detail.



24. Once you're happy that everything is correct, select 'Submit'.



25. If the procurement lead has set the negotiation to allow for amendments after submission, you can do this using the 'Revise' button. This MUST be done before the negotiation has expired.

