

Supplier – Submit Responses and Monitor Negotiations Quick Reference Guide

Introduction

Manage Negotiations Process Overview

Twice a year, the Pennsylvania Liquor Control Board (PLCB) reviews listing proposals for regular stock items proposed to be available for sale at all Fine Wine & Good Spirits (FW&GS) stores. These activities include but are not limited to the bi-annual listing process and One-Time Buys (OTBs), which happen throughout the year. To submit a product for consideration, a supplier must have a license from the federal Alcohol and Tobacco Tax and Trade Bureau (TTB) and must also obtain a Pennsylvania Vendor Permit from the PLCB's [Bureau of Licensing](#).

When the bi-annual listing opens, suppliers are alerted via email (see email distribution information below). Suppliers then follow the listing process as described in the [Policies and Procedures for Wine & Spirits Vendors](#) to propose items to be evaluated and submitted for board approval. Special Order (SO) items are not negotiated nor included in this process.

OTBs follow the same process as items submitted during the bi-annual listing, but the negotiation timeline is shorter for an OTB item versus a listed item. Examples of OTB items are holiday items, luxury items and others.

Board approval is required for listed items and OTBs; however, a supplier may initiate item creation and perform other activities in the Oracle Supplier Portal before board approval to enable faster processing after board approval.

Only items approved by the board will be activated during item creation as described in the [Supplier - Create and Submit Items in the Oracle Supplier Portal QRG](#), with the approval happening after item creation.

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Manage Negotiations in the Oracle Supplier Portal

The new Oracle Supplier Portal allows suppliers to manage their product negotiations with the PLCB. This Quick Reference Guide (QRG) shows suppliers how to use the new Oracle Supplier Portal to respond to and monitor negotiations.

A single negotiation may contain multiple items, and a supplier may simultaneously have multiple active negotiations in the system.

After the PLCB has identified items to be negotiated, samples may be requested, and the supplier will be invited to present to the PLCB. Products approved by the board will be awarded, while those not approved by Product Management or the board will not be awarded. The history of each supplier negotiation will be accessible and available to the supplier in the system for future reference.

When a negotiation is published, supplier contacts in the new Oracle Portal are sent an email notification. The notification contains a link the supplier can use to obtain more information on the negotiation.

All stock products the PLCB negotiates must be present on a negotiation in the Oracle Supplier Portal, and the number for that negotiation and negotiation line will be required during item initiation. Suppliers can only send samples specifically requested through a negotiation in the Supplier Portal.

Once a sample has been requested within a negotiation (usually by a Category Manager's comment on a line), suppliers will respond with an "Alternate Line" as described in [Create Alternate Line](#), which allows the PLCB to request and track samples within each negotiation. The comment for the alternate line will describe any necessary shipping information, such as agreement to send a sample and a tracking number. Any samples received that were not requested will be destroyed.

PLCB Listing Email Distribution

To add an email address to the distribution list for information about open listing periods, contact the Product Management team at RA-LBProductSelect@pa.gov.

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Glossary

Acronym	Meaning
COLA	Certificate of Label Approval/Exemption
FW&GS	Fine Wine & Good Spirits
OTB	One-Time Buy
PLCB	Pennsylvania Liquor Control Board
QRG	Quick Reference Guide
SO	Special Order
TTB	Alcohol and Tobacco Tax and Trade Bureau

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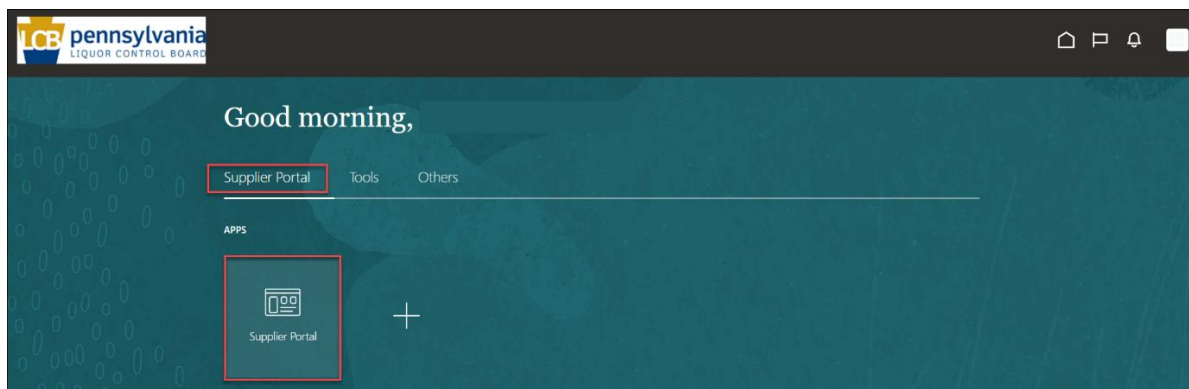
Submit Negotiation Response

Link to eLearning video: [Supplier - Submit Responses and Monitor Negotiations](#)

1. Log in to the Oracle Supplier Portal:
 - a. Enter **User ID**
 - b. Enter **Password**
 - c. Click **Sign In**



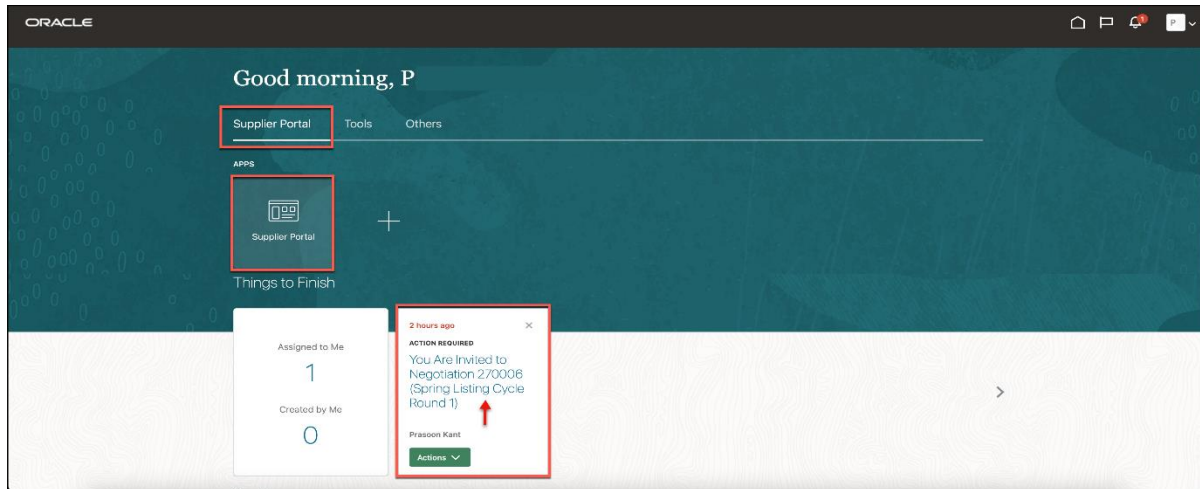
2. Navigate to the [Welcome Springboard](#).
3. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile** to go to the [Supplier Portal Work Area](#) to view active negotiations or follow optional step 4.



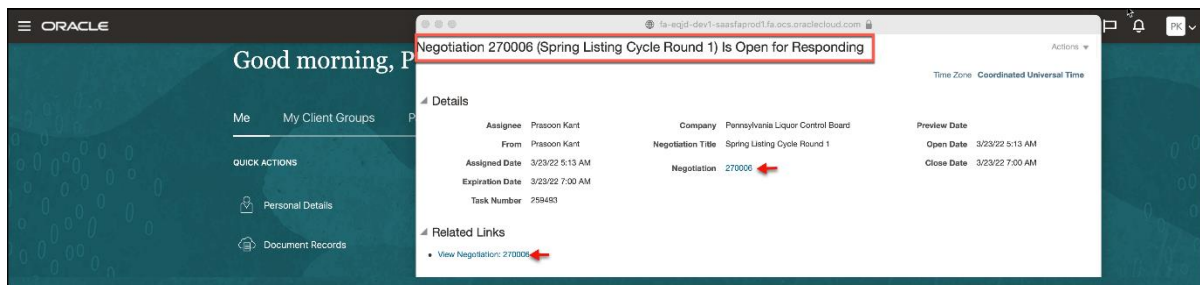
Routed to [Supplier Portal work area](#).

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4. Click the **Action Required Link** to view the negotiation information (optional).



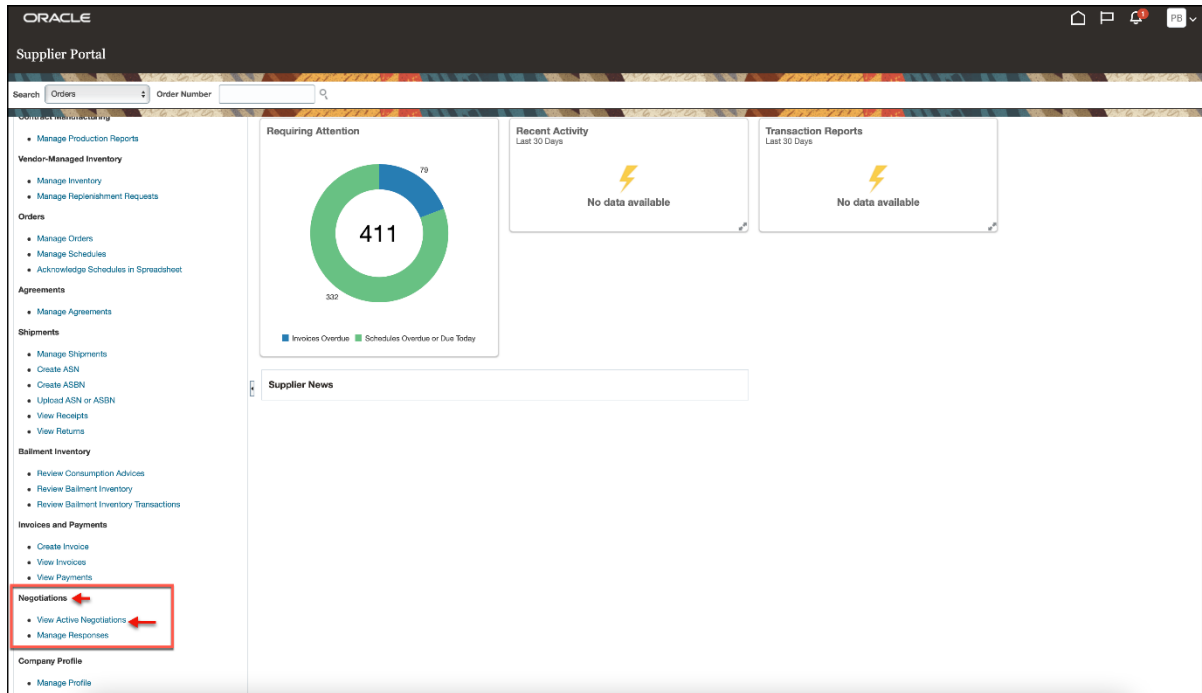
Notification window appears with links to open the respective negotiation as illustrated below.



Note: The system sends notifications through various channels (email to the supplier contact, notification under the “Things to Finish” Section and a notification under the Bell Icon in the Global Header) when a negotiation is published. The notification contains a link and a Quick Action Button to click for more information about the negotiation.

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5. Click **View Active Negotiations Task** under the Negotiations Task Menu.



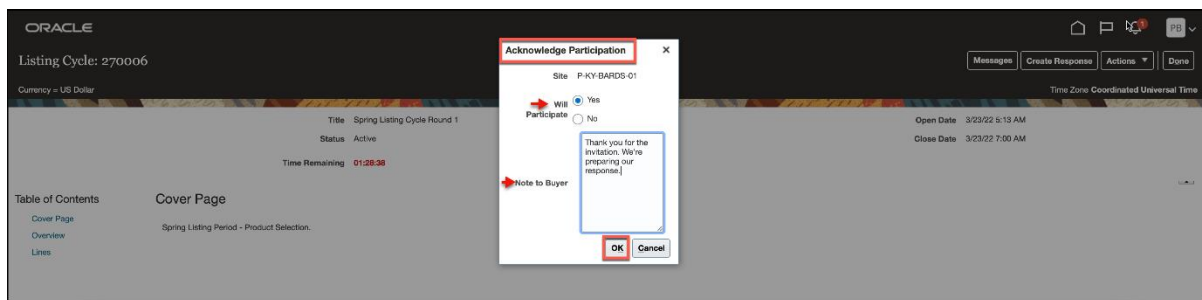
The active negotiation will appear in the Search Results Section.

6. Click **Acknowledge Participation** (optional).

The Acknowledge Participation Dialog will appear.

7. Click the **Yes Radio Button** next to Will Participate (optional).

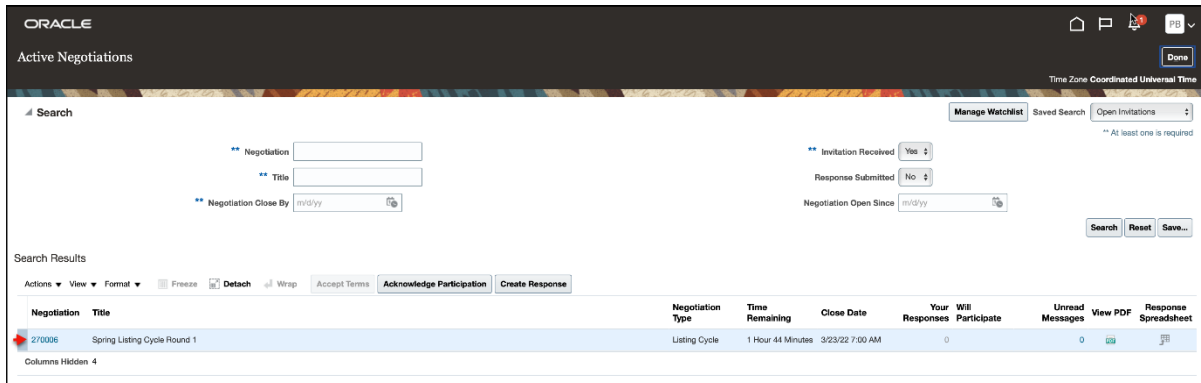
8. Enter a **Note to Buyer**, then click **OK** (optional).



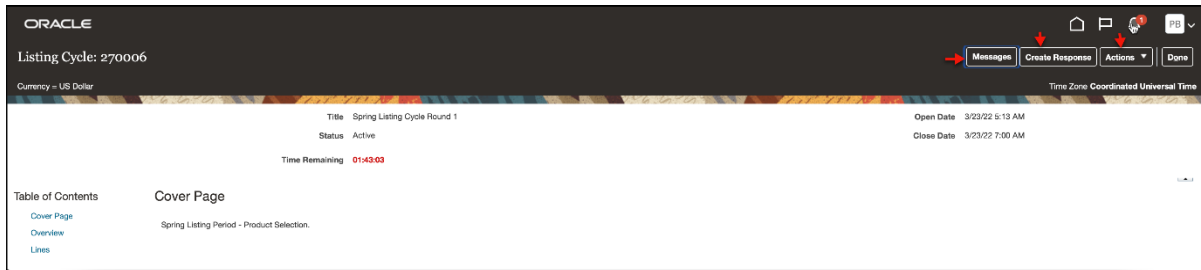
Note: Acknowledgement Participation is optional; therefore, selecting “Yes” only indicates the intent to participate.

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9. Click the **Negotiation Link** to open.

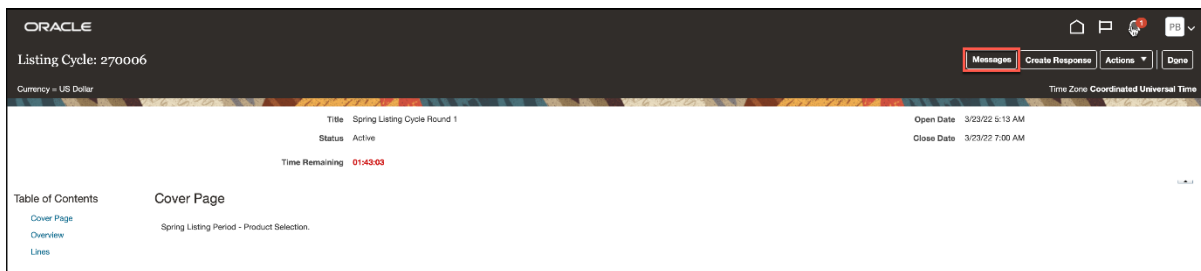


10. Click a button to take action.



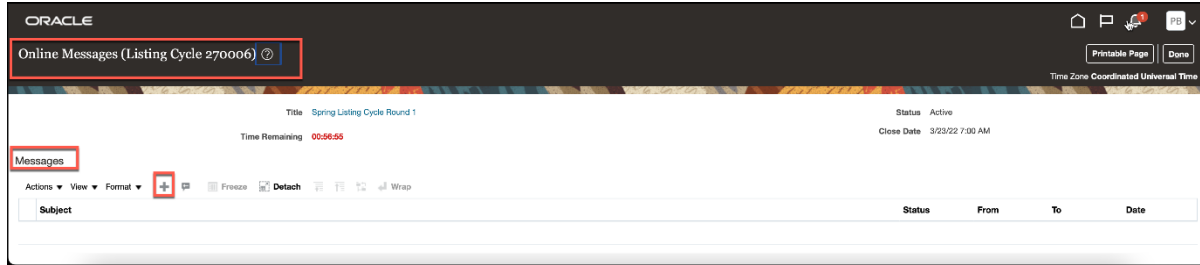
Note: The negotiation work area contains multiple buttons – “Messages,” “Create Response” and “Actions” that enable various actions. Steps 11 through 14 explain how to send a message to the PLCB buyer. Go to step 15 to create a response to the negotiation.

11. Click **Messages** to send a message to the PLCB buyer (optional).



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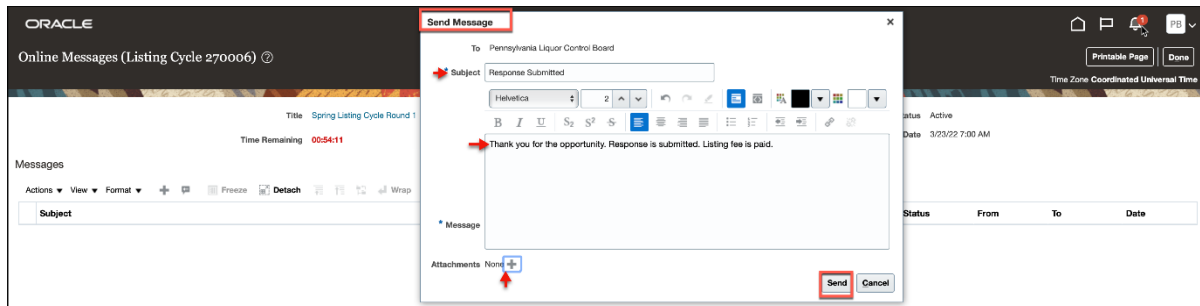
12. Click the “+” Icon in the Messages Section (optional).



The Send Message Dialog will appear.

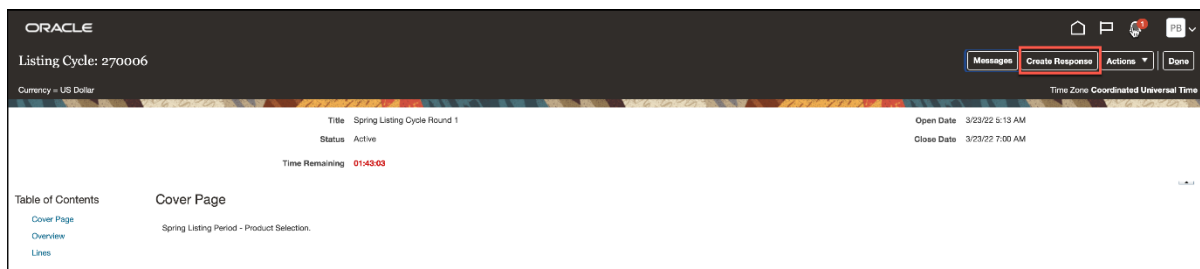
13. Enter the **Subject** in the Subject Field, the **Message** in the Message Field, then click the “+” Icon to include an attachment if required (optional).

14. Click **Send** (optional).



The Buyer will be notified.

15. Click **Create Response** from the Listing Cycle Page.



The Create Response (Quote 1): Overview Page will appear.

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16. Review Negotiation General Information on the Overview Page, then click **Next**.

The screenshot shows the Oracle Negotiation Overview page. At the top, there are navigation buttons: Messages, Respond by Spreadsheet, Actions, Back, Next (highlighted with a red box), Save, Submit, and Cancel. Below the navigation, the page title is "Create Response (Quote 1): Overview". The main content area is titled "General" and contains the following information:

- Title: Spring Listing Cycle Round 1
- Close Date: 3/23/22 7:00 AM
- Time Remaining: 01:27:22
- Supplier: HEAVEN HILL DISTILLERIES INC
- Supplier Site: P-KY-BARDS-01
- Negotiation Currency: USD
- Response Currency: USD
- Price Precision: 2 Decimals Maximum
- Response Valid Until: mdy/hmm/a
- Reference Number: [input field]
- Note to Buyer: [input field]
- Attachments: None

Routed to the Lines Page of the negotiation.

17. Enter the **Response Price** for each line.

The screenshot shows the Oracle Negotiation Lines page. At the top, there are navigation buttons: Messages, Respond by Spreadsheet, Actions, Back, Next (highlighted with a red box), Save, Submit, and Cancel. Below the navigation, the page title is "Create Response (Quote 1): Lines". The main content area is a table with the following columns:

Line	Description	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount
1	Belle Mead Sparkling Wine		50202301-WATER		4.00		Each	4.00		10.00
2	Belle Mead Chiant		50202301-WATER		5.00		Each	5.00		10.00
3	PK RED MERLOT		50202301-WATER		6.00		Each	6.00		10.00
4	JM Special Chardany		50202301-WATER		6.00		Each	6.00		10.00
5	JM CALIFORNIA Shiraz		50202301-WATER		7.00		Each	7.00		10.00
6	JC Special Reserva 2022		50202301-WATER		6.00		Each	6.00		10.00
7	AJAS Special Dry Riesling		50202301-WATER		5.00		Each	5.00		10.00
8	Oyster Valley White		50202301-WATER		7.00		Each	7.00		10.00
9	Oyster Valley Red		50202301-WATER		6.00		Each	6.00		10.00
10	AJAS MEDS RED		50202301-WATER		7.00		Each	7.00		10.00

Grand Totals: All response lines are included. Response Amount: 59.00

Note: Response Minimum Release Amount is not a requirement.

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18. Click Next.

Oracle interface showing the 'Create Response (Quote 1): Lines' page. The 'Next' button is highlighted with a red box. The table below shows 10 wine items with their respective prices and quantities.

Line	Description	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount
1	Belle Mead Sparkling Wine		50202301-WATLH		4.00	4.00	Each	4.00	10.00	10.00
2	Belle Mead Chianti		50202301-WATPH		5.00	5.00	Each	5.00	10.00	10.00
3	PK RED MERLOT		50202301-WATER		6.00	6.00	Each	6.00	10.00	10.00
4	JM Special Chardernay		50202301-WATER		6.00	6.00	Each	6.00	10.00	10.00
5	JM CALIFORNIA Shiraz		50202301-WATER		7.00	7.00	Each	7.00	10.00	10.00
6	JC Special Reserve 2022		50202301-WATLH		6.00	6.00	Each	6.00	10.00	10.00
7	AJAS Special Dry Riesling		50202301-WATPH		6.00	6.00	Each	6.00	10.00	10.00
8	Oyster Valley White		50202301-WATLH		7.00	7.00	Each	7.00	10.00	10.00
9	Oyster Valley Red		50202301-WATPH		6.00	6.00	Each	6.00	10.00	10.00
10	AJAS MLDS RED		50202301-WATER		7.00	7.00	Each	7.00	10.00	10.00

Grand Totals: Response Amount 59.00

Routed to the Review Page of the Negotiation document.

19. Review information in Overview and Lines Tab Information on the Review Page, then click **Submit**.

Oracle interface showing the 'Review Response: Quote 1' page. The 'Overview' tab is selected and highlighted with a red box. The 'Submit' button is also highlighted with a red box. The page displays general information for the negotiation.

Supplier: HEAVEN HILL DISTILLERIES INC
 Supplier Site: P-JY-BARDS-01
 Negotiation Currency: USD
 Response Currency: USD
 Price Precision: 2 Decimals Maximum
 Response Valid Until: [Blank]
 Reference Number: Note to Buyer
 Attachments: None

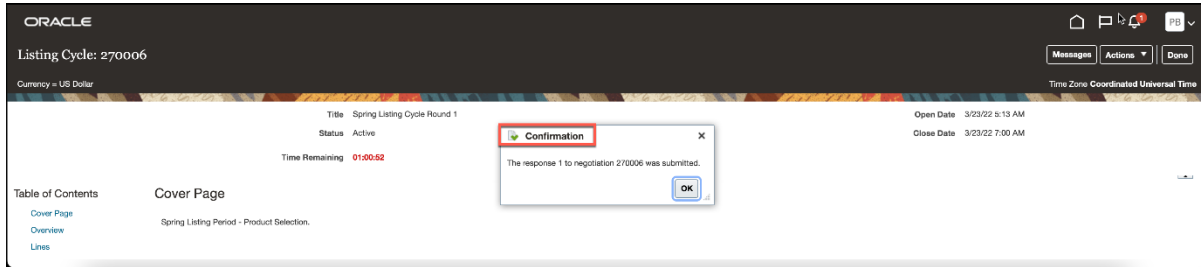
Oracle interface showing the 'Review Response: Quote 1' page. The 'Lines' tab is selected and highlighted with a red box. The table below shows the same 10 wine items as in the previous screenshot.

Line	Description	Details	Category Name	Response Price	UOM Name	Line Amount	Estimated Total Amount	Response Minimum Release Amount	Attachments
1	Belle Mead Sparkling Wine		50202301-WATLH	4.00	Each	4.00	10.00	10.00	
2	Belle Mead Chianti		50202301-WATPH	5.00	Each	5.00	10.00	10.00	
3	PK RED MERLOT		50202301-WATER	6.00	Each	6.00	10.00	10.00	
4	JM Special Chardernay		50202301-WATER	6.00	Each	6.00	10.00	10.00	
5	JM CALIFORNIA Shiraz		50202301-WATER	7.00	Each	7.00	10.00	10.00	
6	JC Special Reserve 2022		50202301-WATLH	6.00	Each	6.00	10.00	10.00	
7	AJAS Special Dry Riesling		50202301-WATER	6.00	Each	6.00	10.00	10.00	
8	Oyster Valley White		50202301-WATLH	7.00	Each	7.00	10.00	10.00	
9	Oyster Valley Red		50202301-WATER	6.00	Each	6.00	10.00	10.00	
10	AJAS MLDS RED		50202301-WATLH	7.00	Each	7.00	10.00	10.00	

A Confirmation Message will appear.

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20. Click **OK** to close the message.

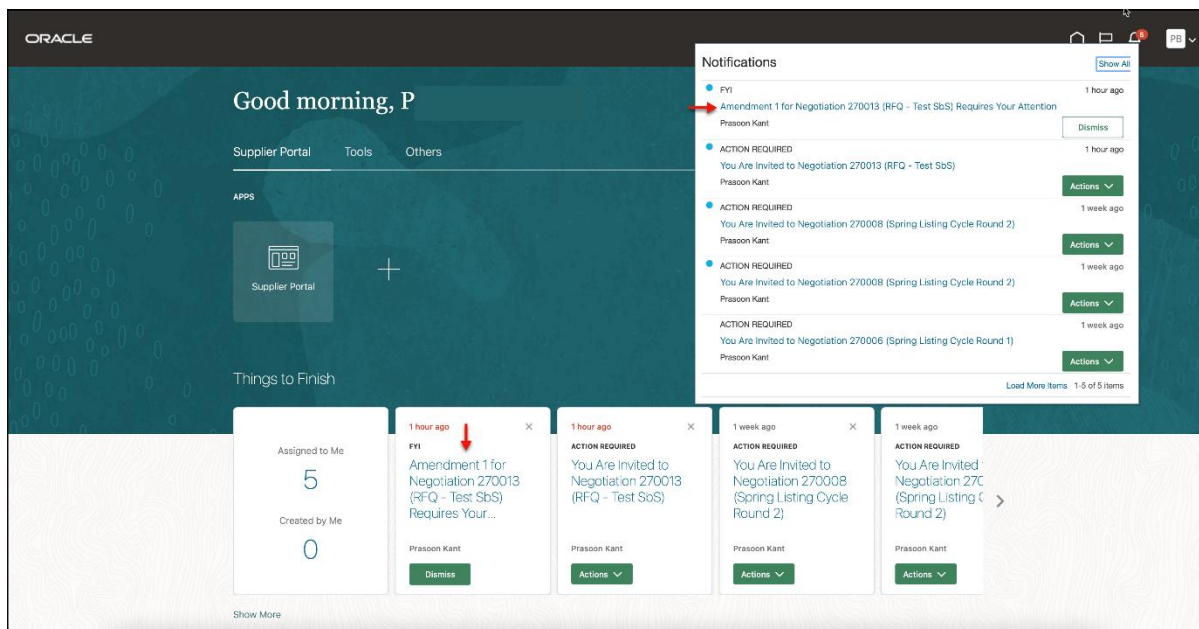


Response to the Listing Cycle 270006 is now submitted.

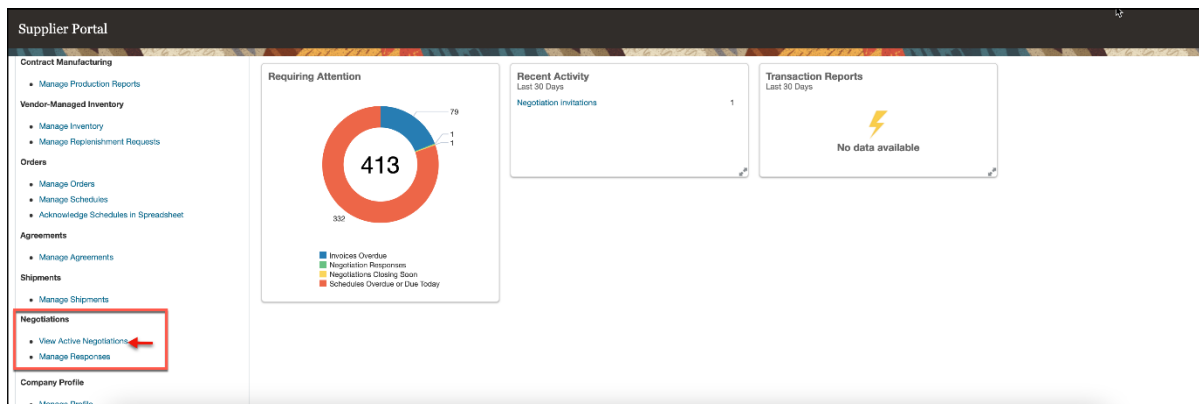
Review Amendments to Existing Negotiations and Submit Response

When the PLCB amends a previously published negotiation, the negotiation will be republished. Once republished, you will be notified and can review and submit a response to the negotiation amendment.

1. Click the **Bell Icon** or **Tile** under the Things to Finish Section to view the amendment or follow step 2 below for alternate steps to navigate to the amendment.



2. Alternatively, navigate to the **View Active Negotiations Task**.



The Active Negotiation will be displayed in the Search Results Section.

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- Identify and select the **Amended Negotiation**, then click **Create Response**.

Active Negotiations

Search

270013.1 RFD - Test Sbs

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
270013.1	RFD - Test Sbs	RFD	1 Hour 25 Minutes	4/4/22 10:00 AM	0	0	0		

Routed to the Acknowledge Amendments Page.

- Enable the **Acknowledgement Checkbox** to confirm.

- Click **Submit**.

Acknowledge Amendments

Currency = US Dollar

Select each amendment to review and acknowledge the changes.

Amendment	Title	Published Date	Status	Acknowledged	Acknowledgment Date	Acknowledged By
Amendment 1	RFD - Test Sbs	4/4/22 8:31 AM	Active	<input checked="" type="checkbox"/>		

Amendment 1: Details

Acknowledgment I have reviewed the changes and I acknowledge amendment 1 for negotiation 270013.

A Confirmation Message will be prompted.

- Click **OK** to close the message.

Acknowledge Amendments (RFQ 270013)

Currency = US Dollar

Select each amendment to review and acknowledge the changes.

Amendment	Title	Published Date	Status	Acknowledged	Acknowledgment Date	Acknowledged By
Amendment 1	RFD - Test Sbs	4/4/22 8:31 AM	Active	<input checked="" type="checkbox"/>		

Amendment 1: Details

Acknowledgment I have reviewed the changes and I acknowledge amendment 1 for negotiation 270013.

Confirmation

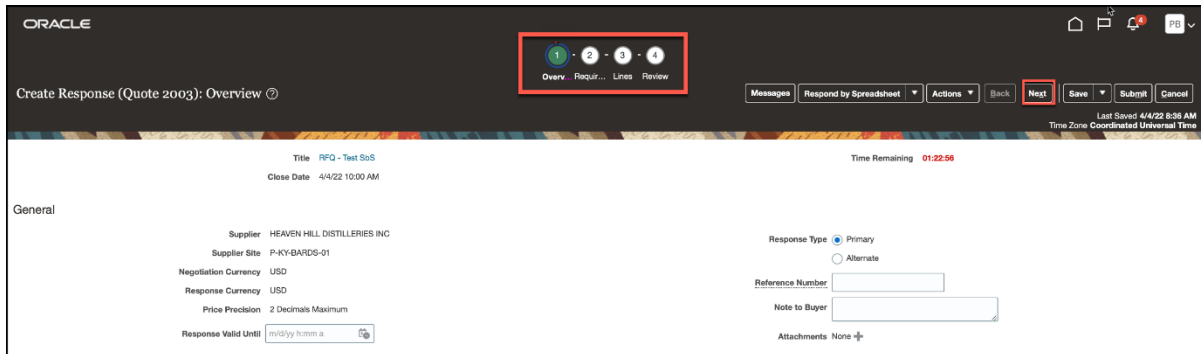
The selected amendments to negotiation 270013 were acknowledged.

OK

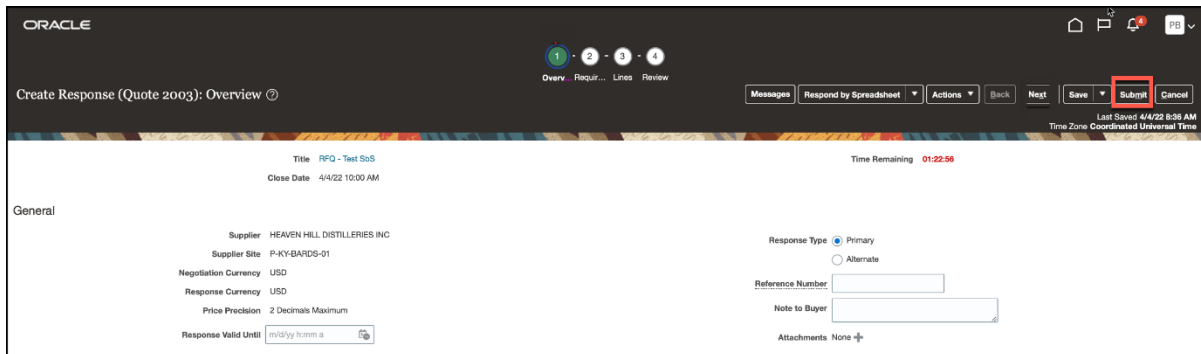
Routed to the Create Response: Overview Page.

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7. Click **Next** to review the information under each step and make required changes.



8. Click **Submit** after update is complete.

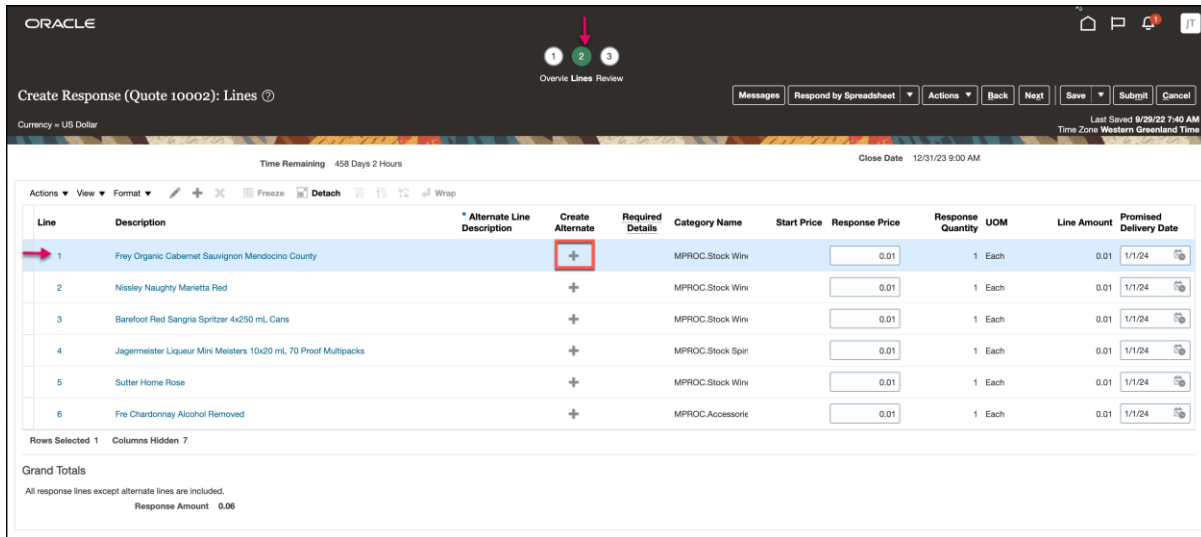


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Create Alternate Line

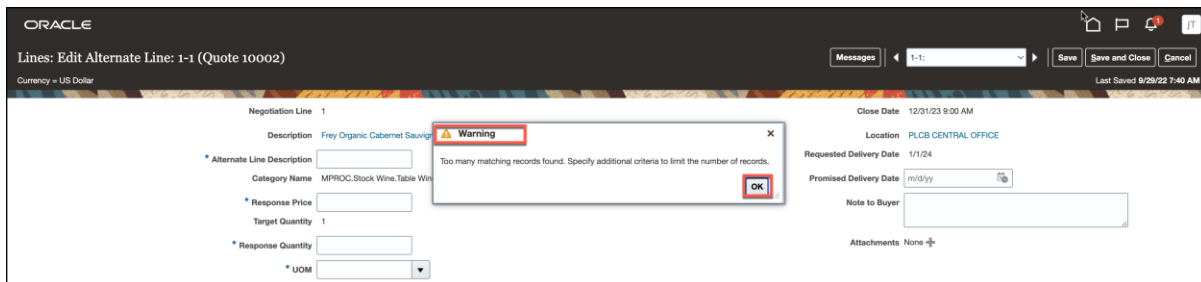
If a sample has been requested within a negotiation (usually by a Category Manager’s comment on a line), you will respond with an “Alternate Line.” The comment for the alternate line will describe any necessary shipping information, agreement to send a sample and a tracking number.

1. Select a **Line**, then click the **+ Icon** under the Create Alternate Column.



A warning message will appear.

2. Click **OK**.



The user is routed to the Alternate Line Page and an Alternate Line is created.

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ORACLE
Lines: Edit Alternate Line: 1-1 (Quote 10002)
Currency = US Dollar

Messages | 1-1 | Save | Save and Close | Cancel
Last Saved 9/29/22 7:40 AM

Negotiation Line 1
Close Date 12/31/23 9:00 AM

Description Frey Organic Cabernet Sauvignon Mendocino County
Location PLCB CENTRAL OFFICE

* Alternate Line Description Frey Organic Cabernet S
Requested Delivery Date 1/1/24

Category Name MPROCC.Stock Wine.Table Wine.SW-TW-California.Cabernet Sauvignon.North Coast
Promised Delivery Date 1/1/24

* Response Price 0.01
Note to Buyer UPS Tracking Number - 987654321, Next Day Delivery

Target Quantity 1
Attachments None +

* Response Quantity 1

* UOM Each

3. Enter values for the following fields:

Field Name	Field Type	Input	Instructions
Alternate Line Description*	Text	User	Enter [Item Description].
Response Price*	Number	User	Enter “.01” (a penny).
Response Quantity*	Number	User	Enter “1.”
UOM*	Dropdown	User	Select “Each.”
Promised Delivery Date	Date	User	Enter a [potential date].
Note to Buyer	Text	User	Use the Note to Buyer field to enter shipping details including tracking number, when available.
Attachment	Attachment	User	Attach any related documentation.

Note: A field marked with an asterisk (*) is mandatory therefore must be entered, although in many cases a default value will be present.

ORACLE
Lines: Edit Alternate Line: 1-1 (Quote 10002)
Currency = US Dollar

Messages | 1-1 | Save | Save and Close | Cancel
Last Saved 9/29/22 7:40 AM

Negotiation Line 1
Close Date 12/31/23 9:00 AM

Description Frey Organic Cabernet Sauvignon Mendocino County
Location PLCB CENTRAL OFFICE

* Alternate Line Description Frey Organic Cabernet S
Requested Delivery Date 1/1/24

Category Name MPROCC.Stock Wine.Table Wine.SW-TW-California.Cabernet Sauvignon.North Coast
Promised Delivery Date 1/1/24

* Response Price 0.01
Note to Buyer UPS Tracking Number - 987654321, Next Day Delivery

Target Quantity 1
Attachments None +

* Response Quantity 1

* UOM Each

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4. Click Save and Close.

ORACLE

Lines: Edit Alternate Line: 1-1 (Quote 10002)

Currency = US Dollar

Messages | 1-1: | Save | **Save and Close** | Cancel

Last Saved 9/29/22 7:40 AM

Negotiation Line 1 | Close Date 12/31/23 9:00 AM

Description Frey Organic Cabernet Sauvignon Mendocino County | Location PLCB CENTRAL OFFICE

* Alternate Line Description Frey Organic Cabernet S | Requested Delivery Date 1/1/24

Category Name MPROC.Stock Wine, Table Wine, SW-TW-California, Cabernet Sauvignon, North Coast | Promised Delivery Date 1/1/24

* Response Price 0.01 | Note to Buyer UPS Tracking Number - 987654321, Next Day Delivery

Target Quantity 1 | Attachments None

* Response Quantity 1

* UOM Each

An Alternate Line is created.

ORACLE

Create Response (Quote 10002): Lines

Currency = US Dollar

Messages | Respond by Spreadsheet | Actions | Back | Next | Save | Submit | Cancel

Last Saved 9/29/22 8:14 AM
Time Zone Western Greenland Time

Time Remaining 458 Days 2 Hours | Close Date 12/31/23 9:00 AM

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Frey Organic Cabernet Sauvignon Mendocino County		+		MPROC.Stock Win		0.01	1		0.01	1/1/24
1-1		Frey Organic Cal			MPROC.Stock Win		0.01	1	Each	0.01	1/1/24
2	Nissley Naughty Marietta Red		+		MPROC.Stock Win		0.01	1	Each	0.01	1/1/24
3	Barefoot Red Sangria Spritzer 4x250 mL Cans		+		MPROC.Stock Win		0.01	1	Each	0.01	1/1/24
4	Jagermeister Liqueur Mini Meisters 10x20 mL, 70 Proof Multipacks		+		MPROC.Stock Spir		0.01	1	Each	0.01	1/1/24
5	Sutter Home Rose		+		MPROC.Stock Win		0.01	1	Each	0.01	1/1/24
6	Fve Chardonnay Alcohol Removed		+		MPROC.Accessorie		0.01	1	Each	0.01	1/1/24

Rows Selected 1 | Columns Hidden 7

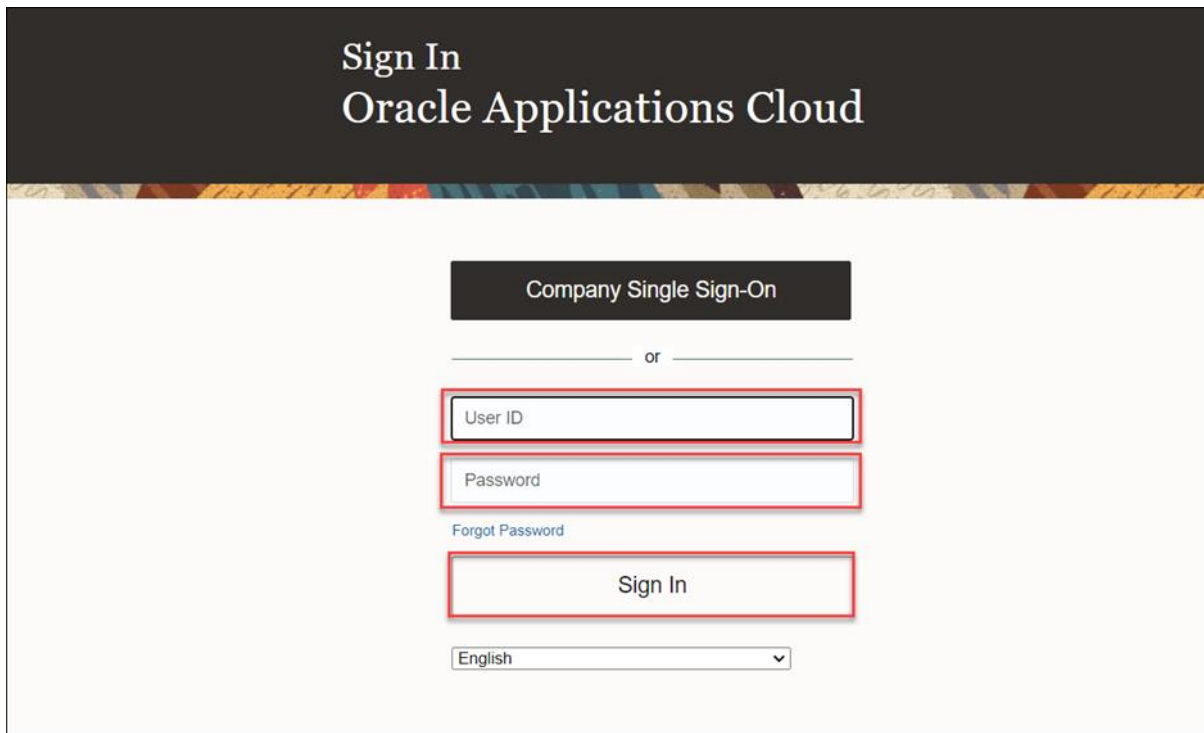
Grand Totals

All response lines except alternate lines are included.

Response Amount 0.06

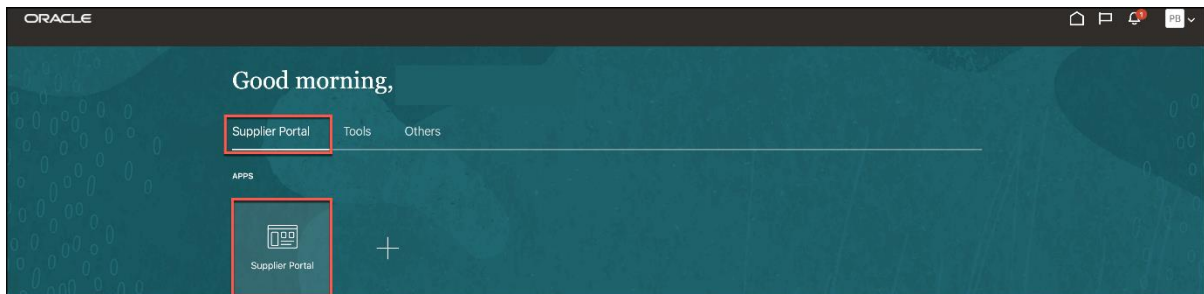
Analyze and Monitor Negotiation

1. Log in to the Oracle Supplier Portal:
 - a. Enter **User ID**
 - b. Enter **Password**
 - c. Click **Sign In**



Routed to the Welcome Springboard.

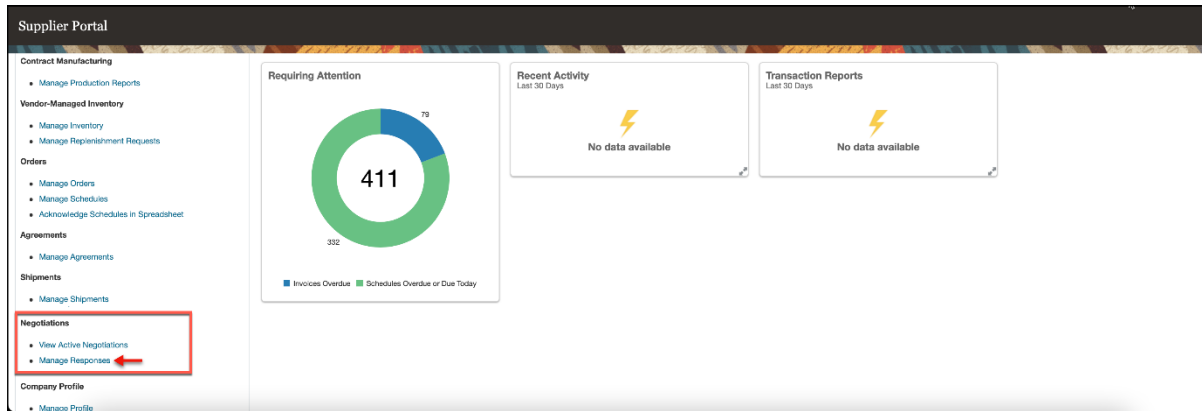
2. Click **Supplier Portal Tab**, then click **Supplier Portal Tile** in the Oracle Welcome Springboard.



Routed to Supplier Portal work area.

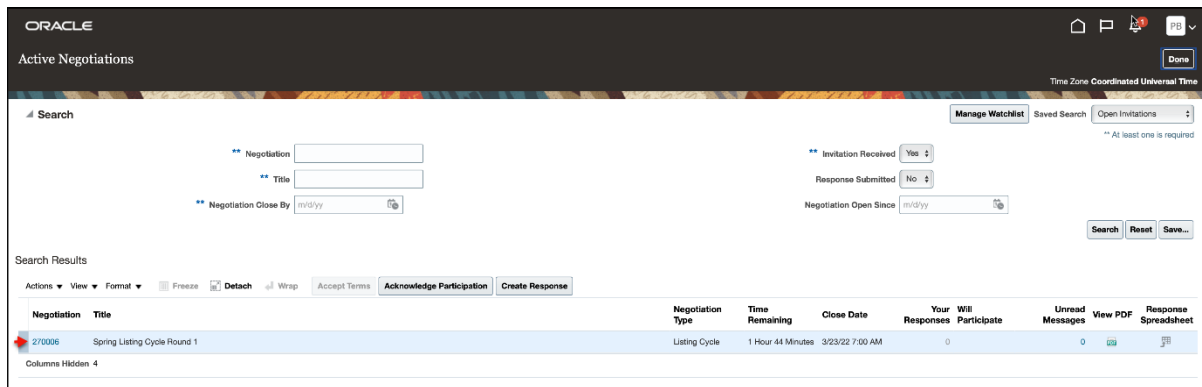
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3. Click the **Manage Responses Task** under the Negotiations Task Menu.



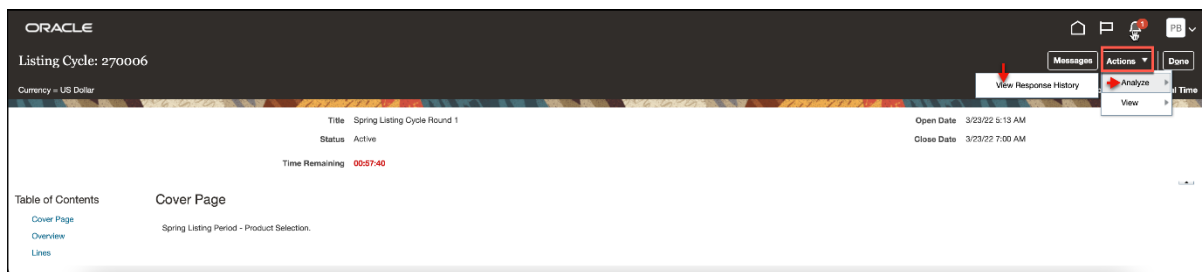
The active negotiation will appear in the Search Results Section.

4. Click the **Negotiation Link** to open.



Note: The negotiation work area contains multiple buttons – “Messages,” “Create Response” and “Actions” that enable various actions.

5. Select **Actions, Analyze**, then click **View Response History** to view submitted response.



Routed to Response History Page.

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- Review the **Negotiation Time Remaining**, which shows countdown time until the listing negotiation is closed. View the submitted **Response** in the section below.

Response History (Listing Cycle 270006)
Currency - US Dollar

Title: Spring Listing Cycle Round 1
Status: Active
Close Date: 3/23/22 7:00 AM
Time Remaining: 00:44:41

Supplier	Supplier Site	Supplier Contact	Response	Status	Response Amount	Time of Response	Response Valid Until
HEAVEN HILL DISTILLERIES INC	P-KY-BARDS-01	Blahop, Patrick	1	Active	59.00	3/23/22 5:58 AM	

After the elapsed time, the Listing Cycle Status will show as “Closed” and Response Status will state “Pending award.”

Response History (Listing Cycle 270006)
Currency - US Dollar

Title: Spring Listing Cycle Round 1
Status: Closed
Close Date: 3/23/22 7:00 AM

Supplier	Supplier Site	Supplier Contact	Response	Status	Response Amount	Time of Response	Response Valid Until
HEAVEN HILL DISTILLERIES INC	P-KY-BARDS-01	Blahop, Patrick	1	Pending award	59.00	3/23/22 5:58 AM	

- Select **Actions, View**, then click **View PDF**.

Listing Cycle: 270006
Currency - US Dollar

Title: Spring Listing Cycle Round 1
Status: Active
Open Date: 3/23/22
Close Date: 3/23/22
Time Remaining: 00:52:36

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Cover Page
Overview
Lines

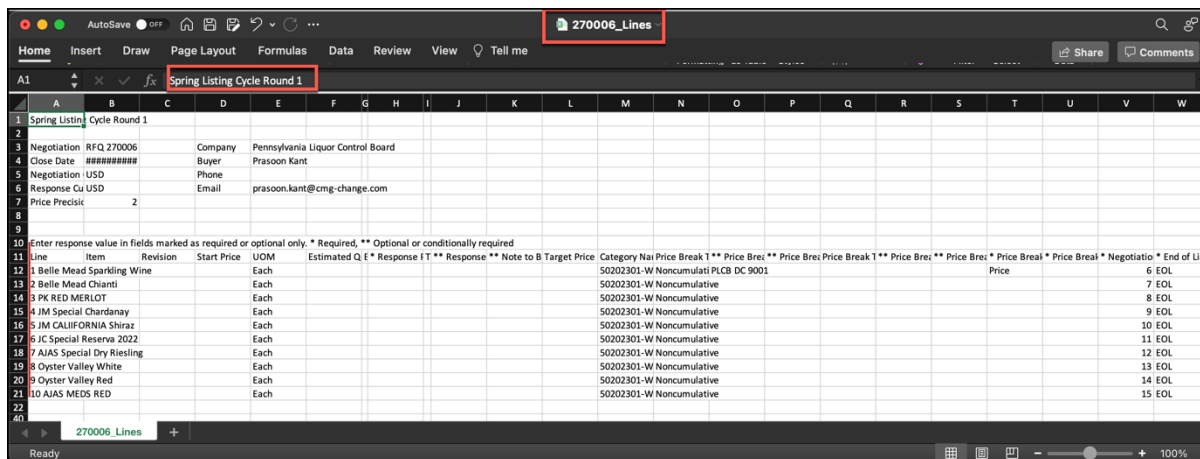
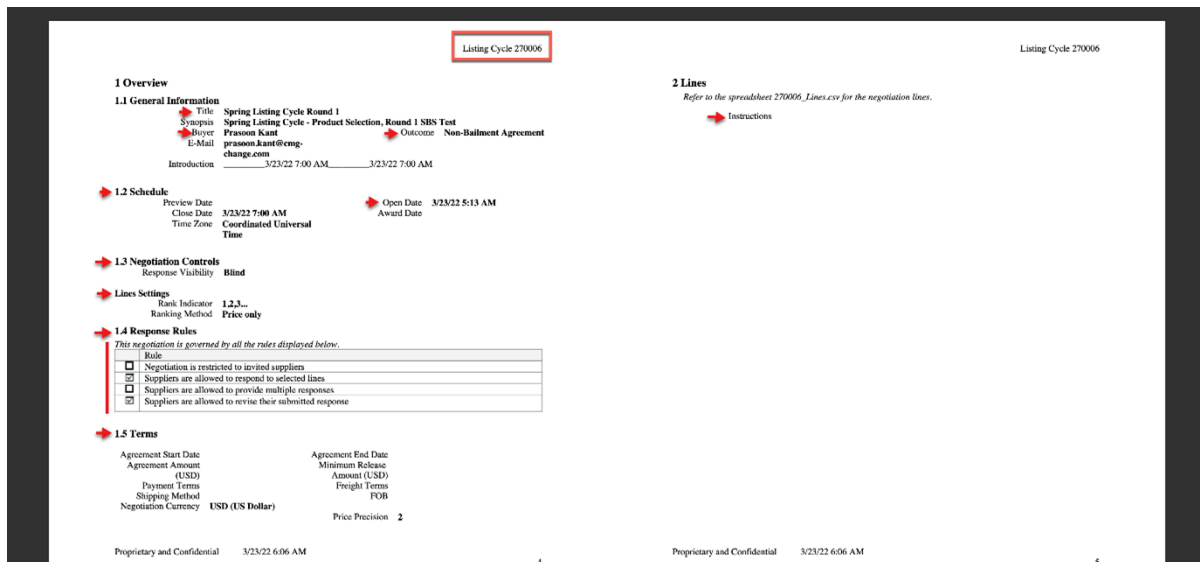
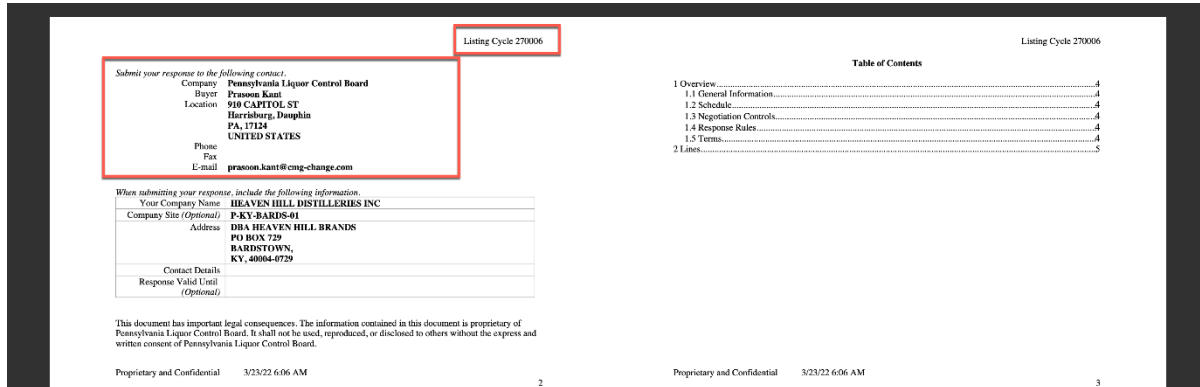
Cover Page
Spring Listing Period - Product Selection

Actions menu: View PDF, View Attachments

Supplier — Submit Responses and Monitor Negotiations Quick Reference Guide

8. Review the **PDF File** containing Listing cycle **Overview** and different **Negotiation Controls** applied to the listing cycle negotiation document.

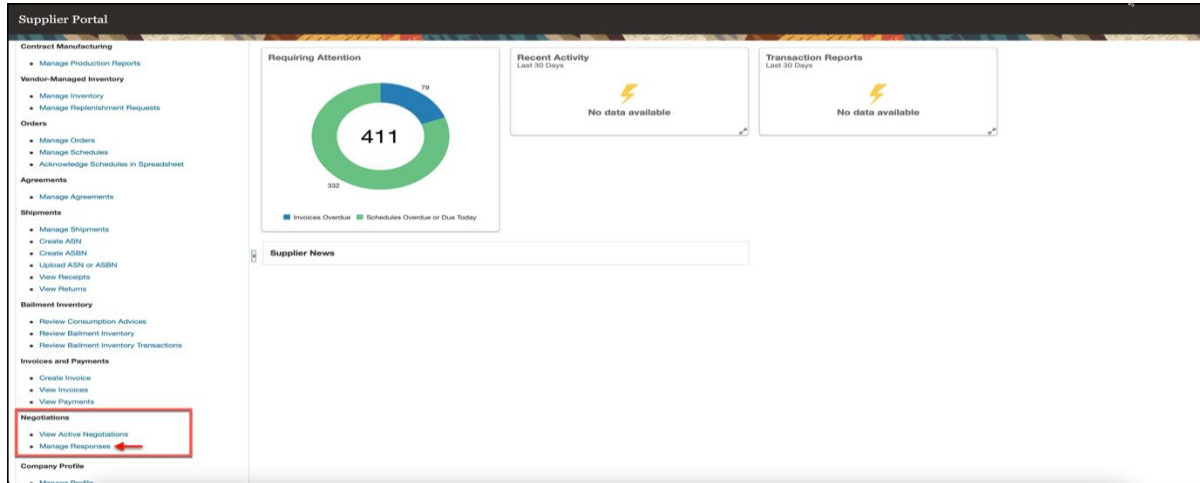
A folder containing a PDF file and CSV file will be downloaded.



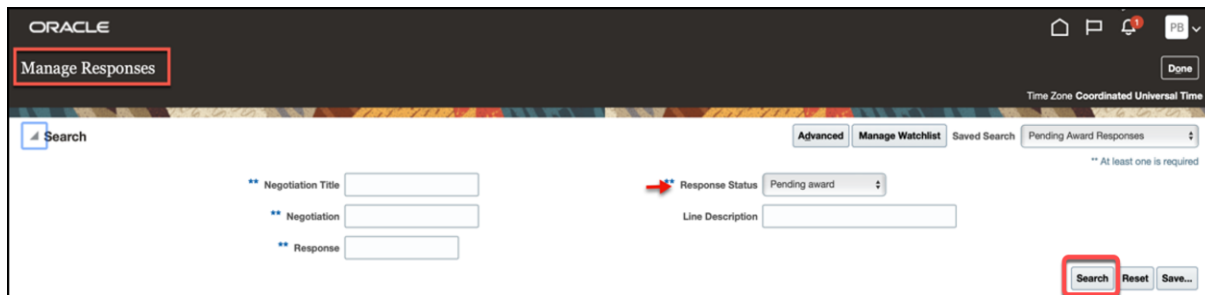
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Monitor the status of the listing cycle:

1. Go to the Supplier Portal Work Area, then click the **Manage Responses Task** under the Negotiations Task Menu.

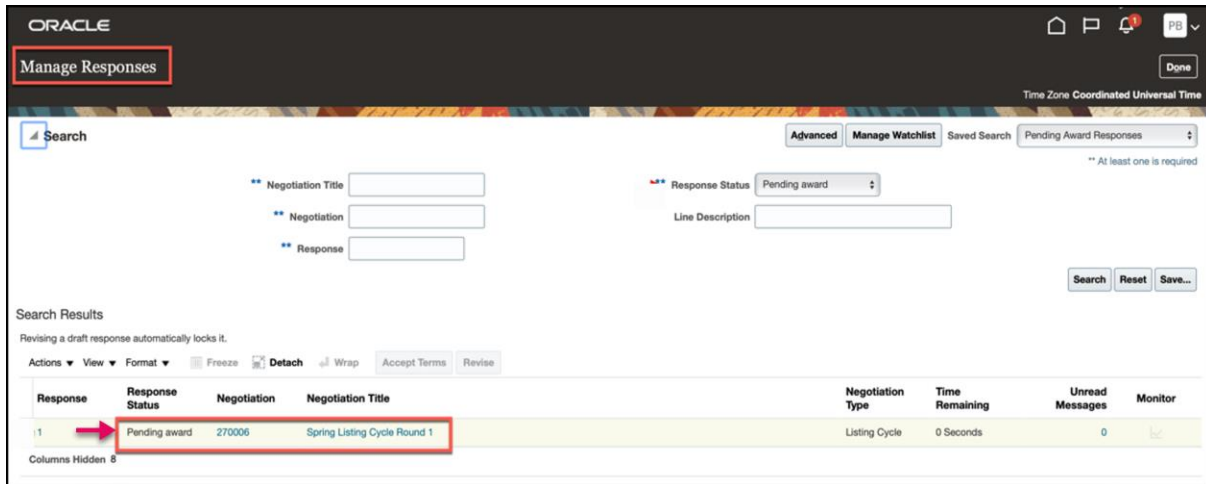


2. Click the **Response Status Dropdown Menu**, select **Pending award** from the values in the Search Section, then click **Search**.

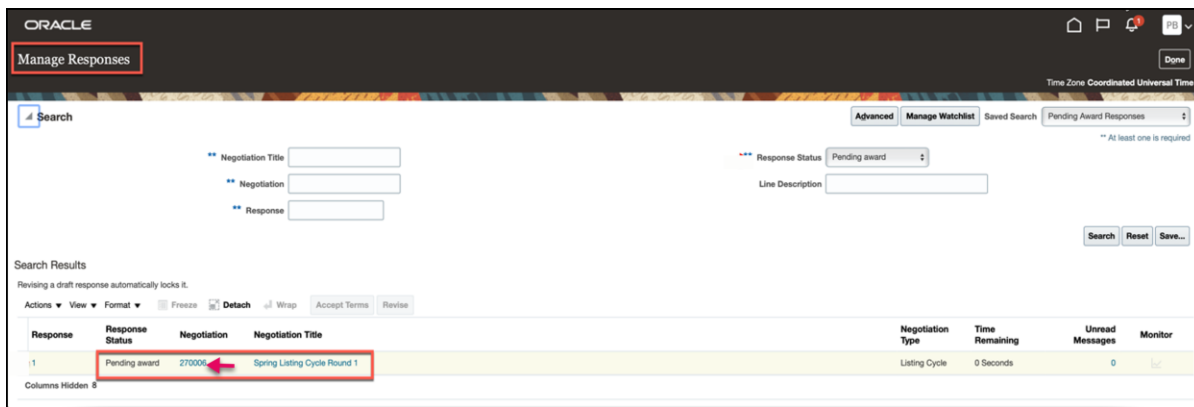


3. View the **Response Status** in the Search Result Section.

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4. Click the **Negotiation Link** to open and review negotiation details.



Note: Once the negotiation is in pending award status, follow the [Supplier - Create and Submit Items in the Oracle Supplier Portal QRG](#) to begin the item creation process. This allows PLCB Product Management to start reviewing item details.