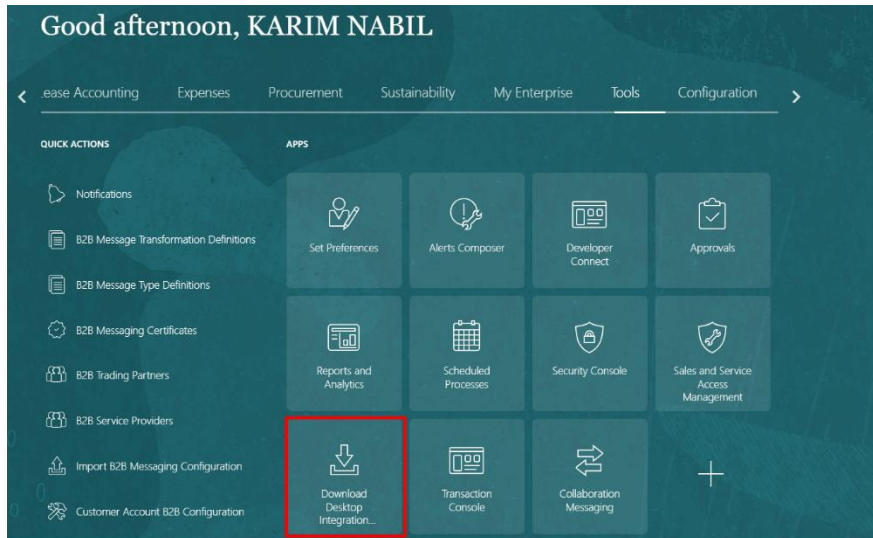


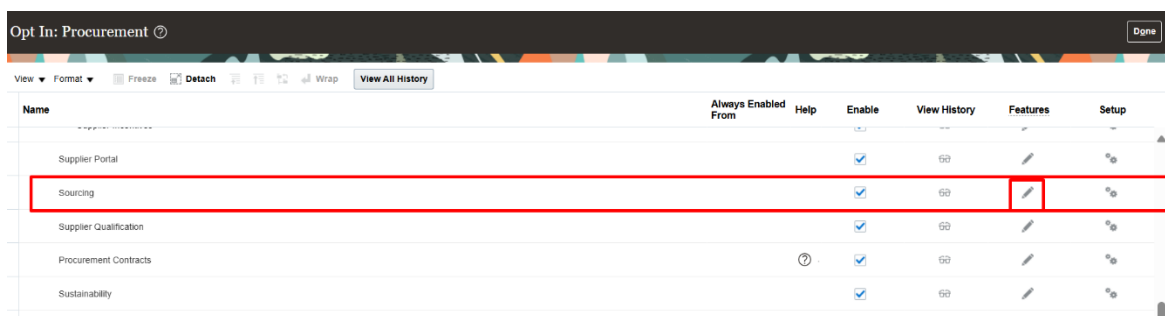
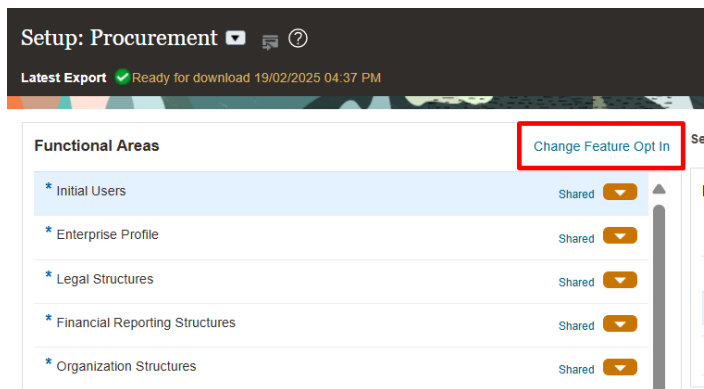
# Oracle fusion negotiation: manage manual scoring using spreadsheet

Manual scoring by spreadsheet is a practical method used during supplier negotiations to evaluate offers based on set criteria. It helps ensure fair comparison and supports clear decision-making when automated tools are not available.

1. You should download desktop integration installer (Oracle ADF)



2. Enable this feature from in feature opt-in of procurement



Edit Features: Sourcing ?								Done
View	Detach							
Feature	Always Enabled From	Help	Opt In Task	Enable	View History	Selected Choices	Set	
Full Supplier Profile Change Management				<input type="checkbox"/>	60			
Sourcing Programs				<input checked="" type="checkbox"/>	60			
Manage Seller Negotiations		?		<input type="checkbox"/>	60			
Create Supplier Contracts from Negotiation Award				<input type="checkbox"/>	60			
Apply Internal Cost Factors in Supplier Negotiations		?		<input type="checkbox"/>	60			
Score Requirements Offline With Team Scoring Spreadsheet				<input checked="" type="checkbox"/>	60			
Upload Award Lines Spreadsheet in a Flat File Format				<input type="checkbox"/>	60			
Rank Suppliers Based on the Composite Score of Pricing and Requirements				<input checked="" type="checkbox"/>	60			
Allow Parent Supplier Access to Negotiations in Supplier Portal				<input type="checkbox"/>	60			

3. Open score response page, click action then download scoring spreadsheet

Score Responses (RFQ 11) ?

Messages

Actions

Submit

Done

Download Scoring Spreadsheet

Response Attachments

Title engineering 3

Scoring Progress 0%

Scoring Status Open

Scoring Deadline

Scoring Instructions

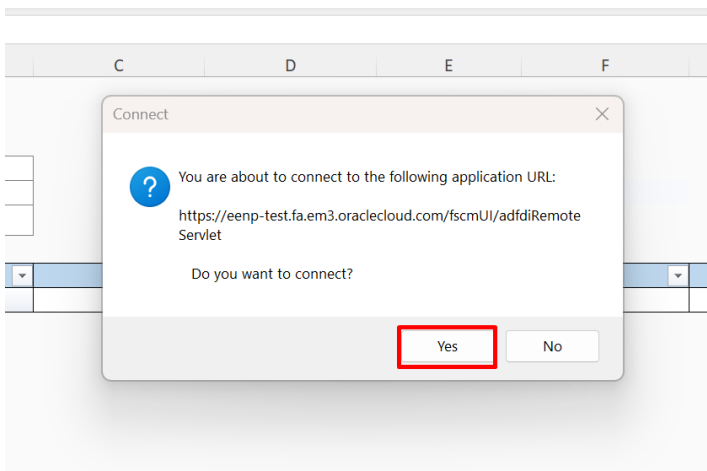
Response	Supplier	Scoring Status	Last Updated By	Last Updated	Scores
4010	KK SUPPLIER ONE		KARIM NABIL	08/07/2025 05:3...	
4011	KK SUPPLIER THREE		KARIM NABIL	08/07/2025 05:3...	
4012	KK SUPPLIER TWO		KARIM NABIL	08/07/2025 05:3...	

Responses by Scoring Status

3

Scoring in ...

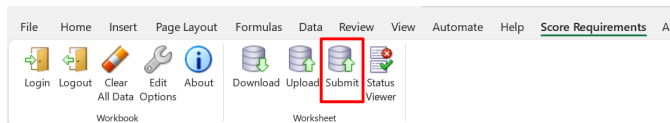
4. Open the excel sheet and connect to the instance server



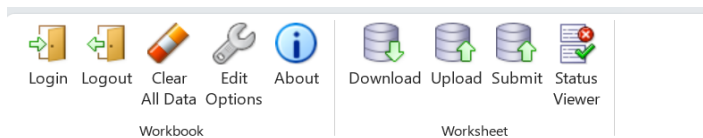
5. The green cells are the requirements that need manual scoring. And you can see the other requirements and their scoring and weights, Insert the score in the green cell.

Requirement Type	Value Type	Target Value	Response Value	Supplier Comments	Maximum Score	Score
Multiple choice with single selection	Single line text		b. IN PROGRESS		5.00	3.00
Multiple choice with single selection	Single line text		a. YES		5.00	5.00
Text entry box	Single line text		15		5.00	
Multiple choice with single selection	Single line text		a. YES		5.00	5.00
Multiple choice with single selection	Single line text		b. IN PROGRESS		5.00	3.00
Multiple choice with single selection	Single line text		a. YES		5.00	5.00
Text entry box	Single line text		15		5.00	
Multiple choice with single selection	Single line text		c. MOST OF THEM		5.00	4.00
Multiple choice with single selection	Single line text		b. IN PROGRESS		5.00	3.00
Multiple choice with single selection	Single line text		b. MOST OF THEM		5.00	4.00
Text entry box	Single line text		15		5.00	
Multiple choice with single selection	Single line text		d. HALF OF THEM		5.00	2.00

6. Click on submit to upload and submit your response



Changed	Status	Response	Supplier	Supplier Site
		4010	KK SUPPLIER ONE	ALEXANDRIA
		4010	KK SUPPLIER ONE	ALEXANDRIA
		4010	KK SUPPLIER ONE	ALEXANDRIA
		4010	KK SUPPLIER ONE	ALEXANDRIA
		4011	KK SUPPLIER THREE	
		4011	KK SUPPLIER THREE	
		4011	KK SUPPLIER THREE	
		4011	KK SUPPLIER THREE	
		4012	KK SUPPLIER TWO	SITE



Changed	Status	Response	Supplier
		4010	KK SUPPLIER ONE
		4010	KK SUPPLIER ONE
	Row updated successfully	4010	KK SUPPLIER ONE
		4010	KK SUPPLIER ONE
		4011	KK SUPPLIER THREE
		4011	KK SUPPLIER THREE
	Row updated successfully	4011	KK SUPPLIER THREE
		4011	KK SUPPLIER THREE
		4012	KK SUPPLIER TWO
		4012	KK SUPPLIER TWO
	Row updated successfully	4012	KK SUPPLIER TWO
		4012	KK SUPPLIER TWO

You can see that row is updated successfully. And you can check it on the scoring response page.

MessagesActionsSubmitDone

Scoring Progress100%

Scoring Deadline

Scoring Status	Last Updated By	Last Updated	Scores
✓	KARIM NABIL	08/07/2025 05:4...	
✓	KARIM NABIL	08/07/2025 05:4...	
✓	KARIM NABIL	08/07/2025 05:4...	

Responses by Scoring Status

3

Scores Su...