

Manage Deliverables

Audience: Suppliers

Purpose: Use the Manage Contract Deliverables task to communicate the status of deliverables to the purchasing department and to submit any required documents.

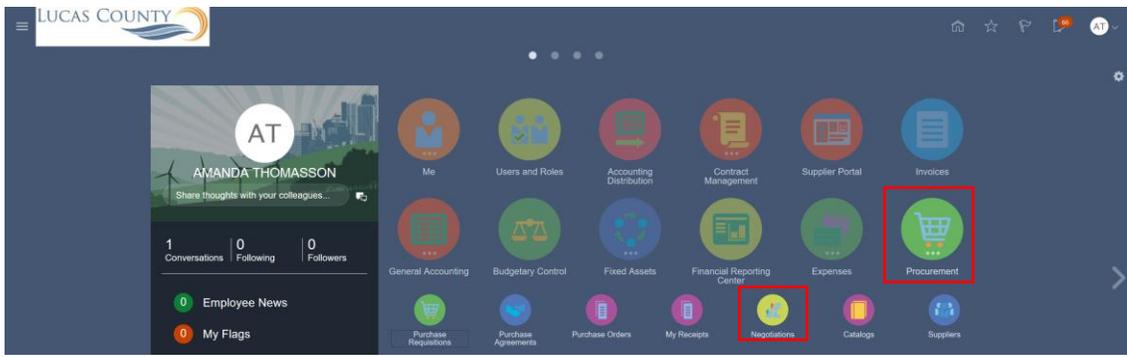
Contract deliverables are created by the buyer as part of the contract negotiations and are listed in the contract terms. Each deliverable includes information about the due date and can automatically notify you before it is due.

If a particular deliverable is due periodically, then the application creates separate instances for each of the due dates. Such repeating deliverables share the same name but have different due dates. For example, a safety report that is due every month after the contract is signed, results in multiple instances of the same deliverable each with the appropriate due date.

The following diagram outlines how you use contract deliverables to communicate with the buyer: Before the due date or when you receive a notification, you log onto the supplier portal. You can edit any deliverable in the Open or Rejected status. You can add a comment to the deliverable and attach any required files and submit the deliverable for buyer review. The buyer reviews your submission and indicates if the deliverable is accepted. If the buyer rejected the deliverable and it is in the Rejected status, then you can edit it and submit it for approval again.

If the buyer rejects the deliverable and it is past due, the buyer changes the status to *Failed to Perform*. You cannot edit deliverables with this status.

This job aid will assist you with using the Manage Deliverables search to review deliverables.

Step	Action
1	<p>Log into Oracle. From the Home page, navigate to Procurement > Negotiations.</p> 
2	<p>From the Negotiations page, click the Task icon, and select Create Negotiation.</p>

	<p>Negotiations</p> <ul style="list-style-type: none"> • Create Negotiation • Manage Negotiations • Manage Surrogate Responses • Delete Negotiations • Research Suppliers
<p>3</p>	<p>Select Procurement BU: (Lucas County). Negotiation Type: (Invitation to Bid). Negotiation Template: (Invitation to Bid-Standard Purchase Order). Click the Create button.</p> <div data-bbox="289 793 987 1312"> <p>Create Negotiation ✕</p> <p>* Procurement BU Lucas County <input type="text"/></p> <p>Negotiation Type Invitation to Bid <input type="text"/></p> <p>Negotiation Style Invitation to Bid</p> <p>Negotiation Template Invitation to Bid-Standard Purchas <input type="text"/></p> <p>Outcome Purchase Order</p> <p>* Negotiation Currency USD <input type="text"/></p> <p style="text-align: right;">Create Cancel</p> </div> <p>Click the Overview Train Stop.</p> <div data-bbox="289 1388 1414 1493"> <p>Overview Manage Negotiations x Edit Negotiation: Invitation to Bid 20 x</p> <p style="text-align: center;"> <input checked="" type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <small>Cover Page Overview Lines Contract Suppliers Review Terms</small> </p> <p>Edit Negotiation (Invitation to Bid 20): Overview ☆</p> <p style="text-align: right;"> <input type="button" value="Actions"/> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Save"/> <input type="button" value="Publish"/> <input type="button" value="Cancel"/> </p> </div>
<p>4</p>	<p>Enter a Title, Synopsis, and Close Date.</p>

Overview Manage Negotiations x Edit Negotiation: Invitation to Bid 20 x

1 2 3 4 5 6
Cover Overview... Lines Contract Suppliers Review
Page Page Terms

Edit Negotiation (Invitation to Bid 20): Overview ☆

Currency = US Dollar

* Title Roof Repair
Synopsis Service to Repair Roof

Negotiation Style Invitation to Bid

Buyer AMANDA THOMASSON
Procurement BU Lucas County
Outcome Purchase Order
Attachments None +

Last Saved 8/23/19 1:40 PM
Time Zone Eastern Standard Time

General Terms Collaboration Team Abstract

Schedule

Preview immediately
Preview Date m/d/yyyy h:mm a
* Close Date 8/23/19 4:52 PM

Open immediately
Open Date m/d/yyyy h:mm a
Award Date m/d/yyyy h:mm a

Negotiation Controls

Response Visibility Sealed

* Negotiation Layout Negotiation Layout
* Response Layout Response Layout
* Contract Terms Layout ContractTermsProcurement

Lines

5 Click the **Contract Terms** Train Stop then click the **Deliverables** tab.

Overview Manage Negotiations x Edit Negotiation: Invitation to Bid 24 x

1 2 3 4 5 6
Cover Overview Lines Contract Suppliers Review
Page Page Terms

Edit Negotiation (Invitation to Bid 24): Contract Terms ☆

Currency = US Dollar

Contract Terms

Contract Source Terms Template Don't print contract terms amendments

Contract Terms Template Lucas County Bid Packet

Classes Deliverables

Actions View + - X Contract Expert Last Run 8/23/19 9:16 AM Pending Variables 5 Nonstandard Clauses 0

1. General Conditions
2. Minimum Specifications
3. County of Lucas Contractor Insurance

You can review the terms and conditions after you refresh the latest updates on your contract.

Terms Actions

Last Saved 8/23/19 9:18 AM
Time Zone Eastern Standard Time

6 Click the **+** to **Add Deliverable**.

Contract Terms

Contract Source Terms Template Don't print contract terms amendments

Contract Terms Template Lucas County Bid Packet

Classes Deliverables

Actions View Format + - X Freeze Detach Wrap Change Print Sequence

Deliverable Name	Deliverable Type	Responsible Party Type	Party Name	Contact	Print Sequence
No data to display.					

Terms Actions

7 Enter a description in the **Name** field.
 Select a **Type** (in this example Internal was selected)
Responsible Party Type: Internal
Internal Party Contact: Select a Buyer
Due Date: Select a Fixed Date
Description: (Enter Text)
Notifications: (Check Prior to Due Date and select **Period:** 1 Days)
 Click **OK**.

Edit Deliverable: Review Contract

* Name:

Type:

Responsible Party Type:

Internal Party Name:

Internal Party Contact:

Requester:

Description:

Comments:

[Details](#) [Attachments](#)

Due Date

One-time deliverable Repeating deliverable

Fixed date:

Relative date

[▶ Additional Information](#)

Notifications

Prior to due date

Period: Days

On status change

When deliverable is overdue

Escalate after due date

8 Click the **Save** button.

Actions ▾
Back
Next
Save ▾
Publish
Cancel

Buyer Role in Deliverable Management

The buyer reviews the submission:

- If the buyer accepts your submission, the application sets the deliverable to the Completed status.
- If the buyer rejects the deliverable and it is not yet overdue, the application sets it to the Rejected status. If the rejected deliverable is overdue, then the buyer sets it to the Failed to Perform status. The buyer can also cancel the deliverable or modify the due dates on the deliverable by amending the contract.

Automatic Notifications

If you, the supplier, are the responsible party for the deliverable, then the buyer can set up notifications that inform you automatically:

- Prior to the deliverable due date
- When one of the parties changes the status of the deliverable
- When a deliverable is overdue