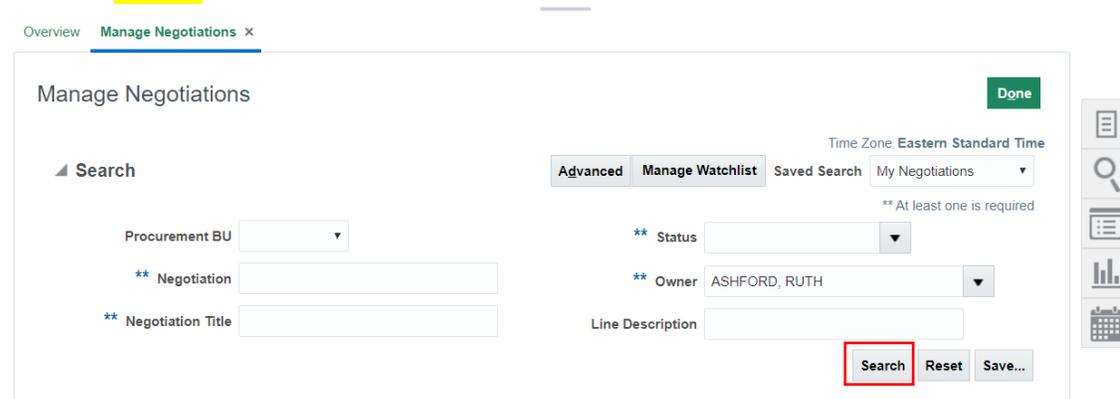


Completing the Award Process

Audience: Buyer, Procurement Manager

Purpose: This job aid will assist you with completing the award process to a supplier.

Step	Action
1	<p>Log into Oracle. Home Page -> Procurement > Negotiations</p> 
2	<p>From the Negotiations page, click the Task icon, and select Manage Negotiations.</p> 
3	<p>Click the Search button.</p> 
4	<p>Select a Negotiation in 'Closed' status. If the Negotiation is locked, click the Negotiation Id to open the document.</p>

Overview Manage Negotiations x

Manage Negotiations

Search

Search Results

Actions View Format + Freeze Detach Wrap

Negotiation	Negotiation Title	Negotiation Type	Status	Monitor	Time Remain
2,1	Bid for Solid Waste Supplies	Invitation to ...	Draft		Not applicable
2	Bid for Supplies	Invitation to ...	Active (Locked)		8 Days 17 Hours
4	Bid for Supplies	Invitation to ...	Closed (Locked)		0 Seconds
3,1	Purchase of Medications	Invitation to ...	Completed, purc...		0 Seconds
3	Purchase of Medications	Invitation to ...	Amended (Unse...		Not applicable

Columns Hidden 7

5 Click **Actions > Award > View Automatic Award Recommendations.**

6 Review: **Recommended Award Summary - Award by Supplier, Potential Savings Recommended Award Details - Select the Recommended Award.**

Overview Manage Negotiations x Invitation to Bid 2,2 x Automatic Award Recommendation: Invitation to Bid 2,2 x

Automatic Award Recommendation (Invitation to Bid 2,2)

Accept Recommendation Done

Currency = US Dollar

Title Bid for Solid Waste Supplies Status Closed (Unsealed)

Time Remaining 0 Seconds Close Date 8/19/19 6:07 PM

Recommended Award Summary

Award by Supplier

Potential Savings

Current Value	100.00
Recommended Award Amount	90.00
Potential Savings	10.00
Potential Savings Percent	10.00%

Recommended Award Details

Supplier	Supplier Site	Supplier Contact	Response	Recommended Award	Recommended Award Amount	Potential Savings	Potential Savings (%)
AMMT Corporation		Thomasson, A...	1008		90.00	10.00	10.00
Total					90.00	10.00	10.00

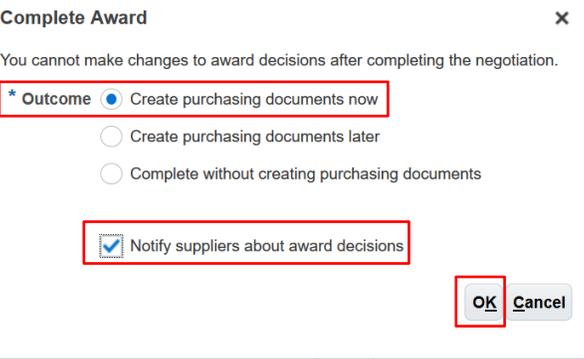
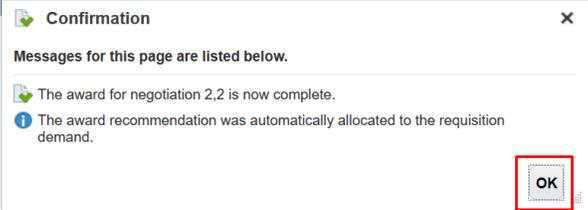
AMMT Corporation: Recommended Award Lines

Line	Item	Description	Rank	Response Quantity	Award Quantity	UOM Name	Response Price	Award Amount	Potential Savings	Potential Savings (%)
1		Test Item for Bidding	1	10	10	Each	9.00	90.00	10.00	10.00
Total								90.00	10.00	10.00

Columns Hidden 3

7 Click the **Accept Recommendation** button.

8 Click **Ok.**

9	<p>Click Complete Award button.</p> 
10	<p>Select the *Outcome: Create purchasing documents now option.</p>
11	<p>Select: Notify suppliers about award decisions.</p> 
12	<p>Click the OK button.</p>
13	<p>A confirmation message is displayed. Click the OK button.</p> 
14	<p>Click the Submit button.</p> 
15	<p>Verify that the Purchase Document was created, and note the Purchasing Document ID.</p> 