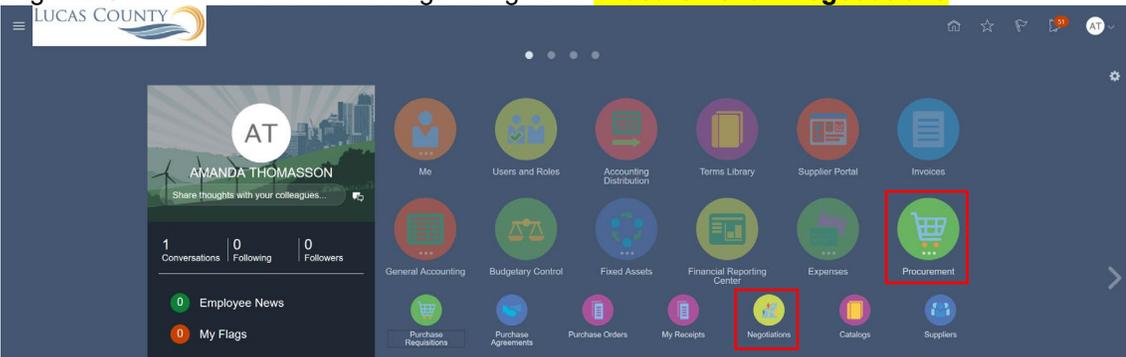
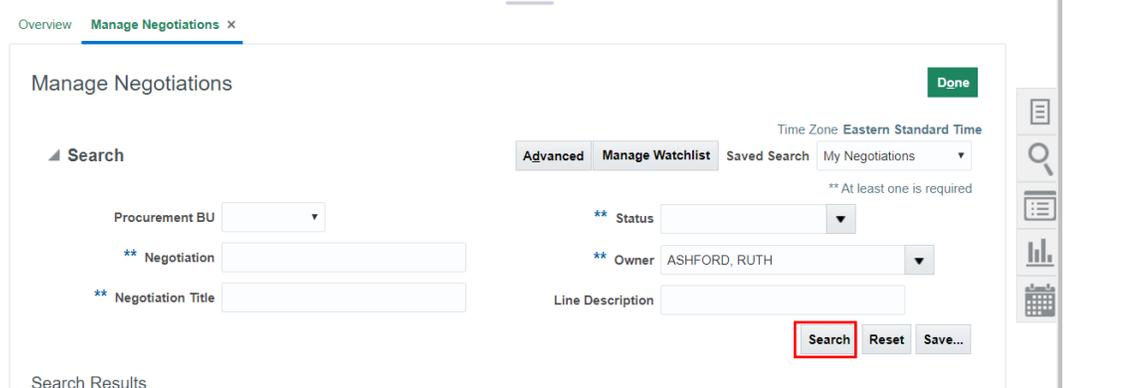
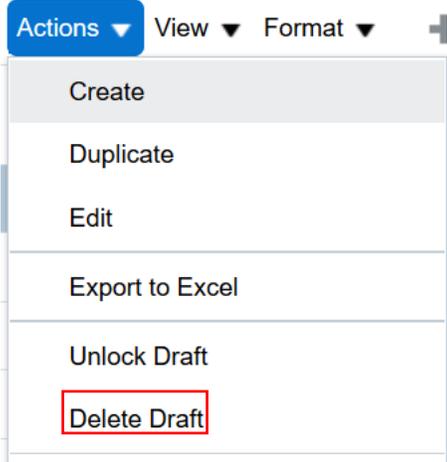
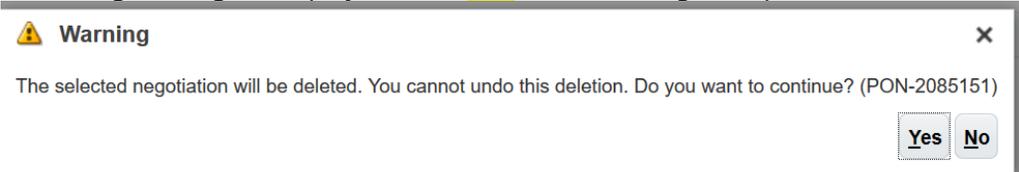


Delete Negotiations

Audience: Buyers

Purpose: You can delete negotiations that have been closed. You might need to do this for negotiations that were created during training sessions, mock RFQs or auctions, or for negotiations with obsolete information created before a specific date or time. When Cancel / Delete Negotiation page displays, you are asked to enter the number of the negotiation that you wish to delete or cancel. When the search results display, you can select either Delete Negotiation or Cancel Negotiation. This job aid will assist you with deleting a negotiation.

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 Manage Negotiations</p> 
3	<p>Click the Search button.</p> 

<p>4</p>	<p>To delete a draft, select a Negotiation in 'Draft' status.</p> 
<p>5</p>	<p>Under Search Results, click Actions > Delete Draft.</p> 
<p>6</p>	<p>A warning message is displayed. Click Yes to acknowledge and proceed.</p> 
<p>7</p>	<p>A confirmation of deletion is displayed. Click Ok.</p> 