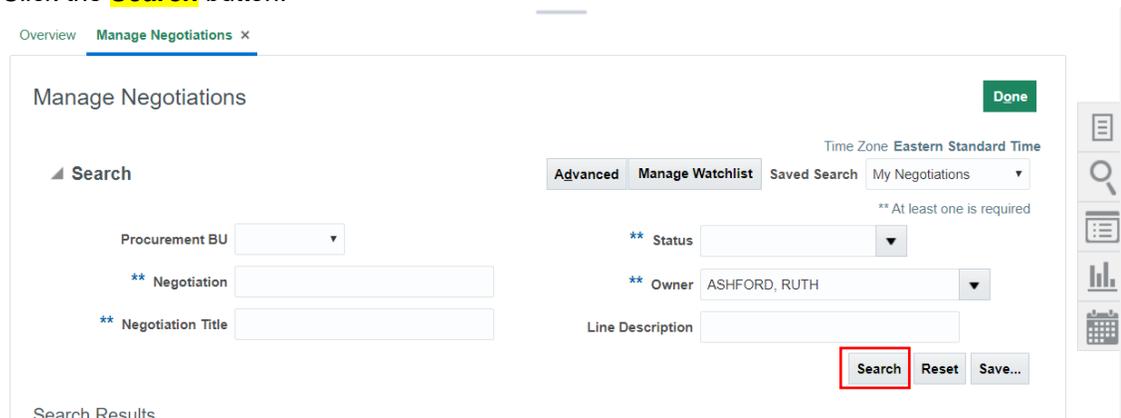


## Evaluate Negotiations

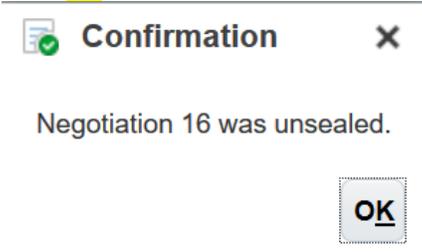
**Audience:** Buyer

**Purpose:** Buyers have ability to evaluate the responses from Suppliers, including notes to the Buyer, in order to make award decisions. This job aid will assist you with the steps to analyze the Supplier response.

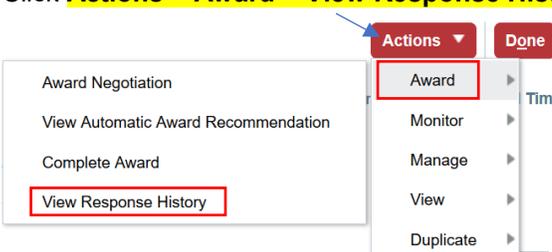
Step	Action
1	<p>Log into Oracle. From the Home page, navigate to <b>Procurement &gt; Negotiations</b>.</p> 
2	<p>From the Negotiations page, click the <b>Task</b> icon, and select <b>Manage Negotiations</b>.</p> 
3	<p>Click the <b>Search</b> button.</p> 
4	<p>Select a Negotiation in 'Closed' status.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

5	<p>Select <b>Actions &gt; Manage &gt; Unlock</b>.</p>
6	<p>A warning message is displayed. Click <b>Yes</b> to acknowledge and proceed.</p>
7	<p>Click <b>Ok</b>.</p>
8	<p>Click <b>Actions &gt; Manage &gt; Unseal</b>.</p>
9	<p>A warning message is displayed. Click <b>Yes</b> to acknowledge and proceed.</p>

10 Click **Ok**.



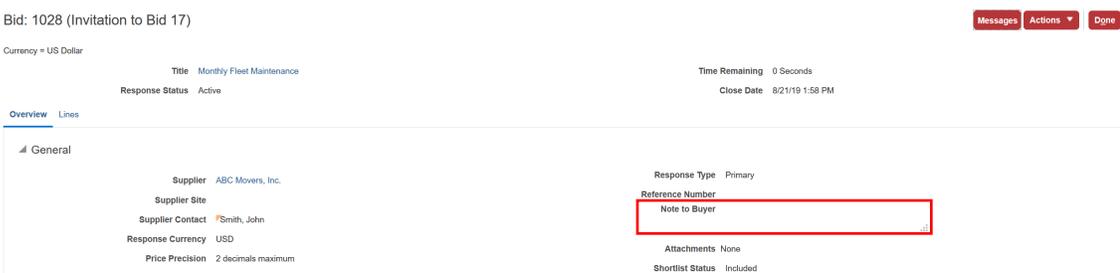
11 Click **Actions > Award > View Response History**.



12 Click the **Response ID** link.

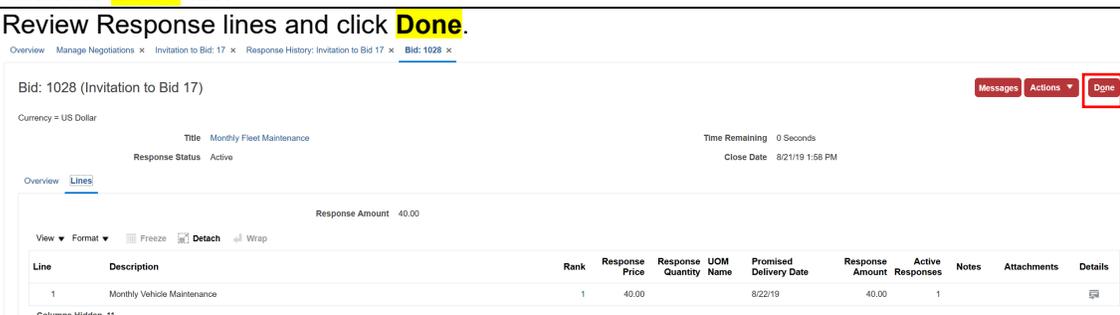


13 Review the **Notes to Buyer**, if any.



14 Click the **Lines** tab.

15 Review Response lines and click **Done**.



Supplier	Supplier Site	Supplier Contact	Response	Response Type	Status	Response Amount	Time of Response	Response Valid Until
ABC Movers, Inc.		Smith, John	1028	Primary	Active	40.00	8/21/19 1:55 PM	8/22/19 9:45 AM

Line	Description	Rank	Response Price	Response Quantity	UOM Name	Promised Delivery Date	Response Amount	Active Responses	Notes	Attachments	Details
1	Monthly Vehicle Maintenance	1	40.00			8/22/19	40.00	1			