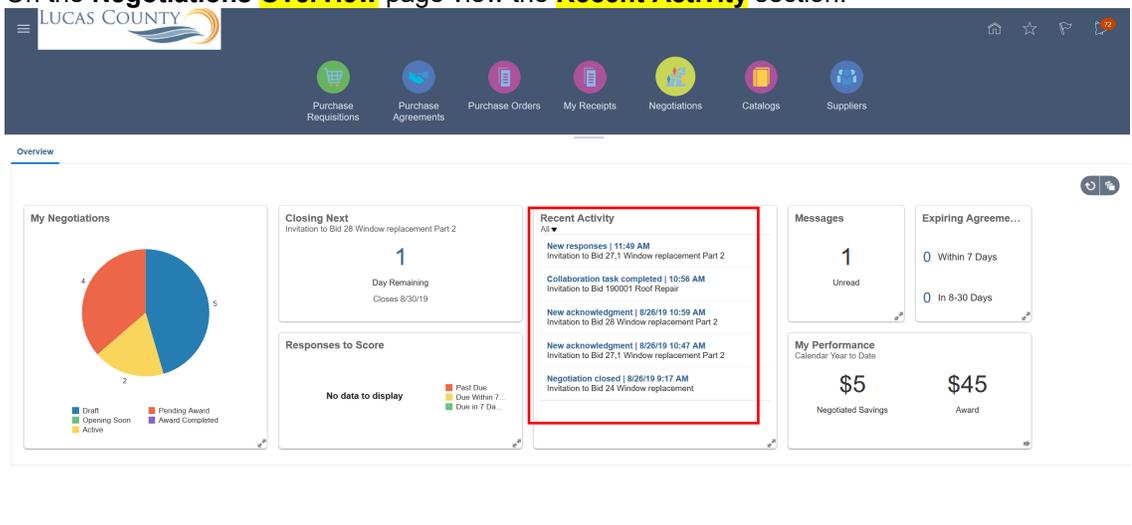
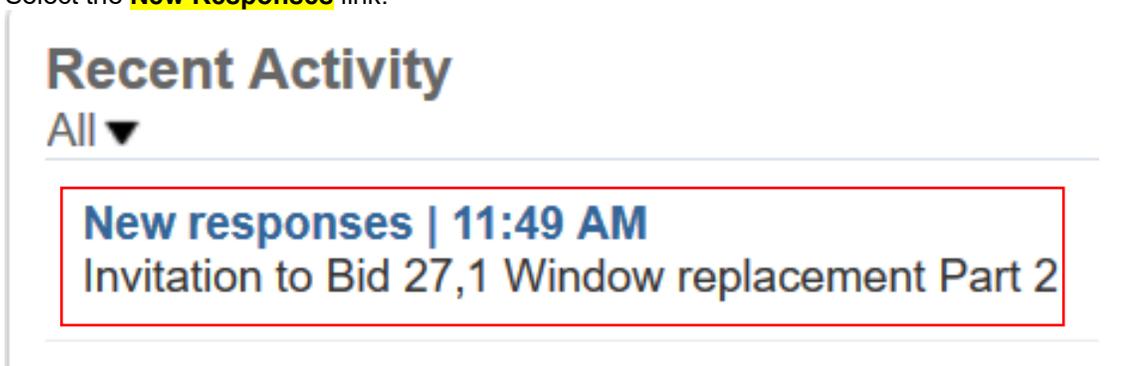


## Monitoring Supplier Response - Active

**Audience:** Buyer, Procurement Manager

**Purpose:** This job aid will assist you with reviewing a response submitted on an active negotiation.

Step	Action
1	<p>Log into Oracle. From the Home page, navigate to <b>Procurement &gt; Negotiations</b>.</p> 
2	<p>On the <b>Negotiations Overview</b> page view the <b>Recent Activity</b> section.</p> 
3	<p>Select the <b>New Responses</b> link.</p> 

- 4 In the Response History page, note that the **Response** is "Sealed". Select the **line** and click the **Supplier Name** link.

Response History (Invitation to Bid 27,1)

Currency = US Dollar

Title Window replacement Part 2

Time Remaining 2 Days 22 Hours

Status Active (Locked)

Close Date 8/31/19 10:19 AM

Time Zone Eastern Standard Time

Actions View Format Freeze Detach Wrap Disqualify

Supplier	Supplier Site	Supplier Contact	Response	Status	Response Amount	Time of Response	Response Valid Until
ABC Movers, Inc.		Smith, John	Sealed	Active	Sealed	8/28/19 11:49 AM	Sealed

Columns Hidden 2

- 5 Review the information under the Summary section for the supplier.

Supplier: ABC Movers, Inc.

Summary

Supplier Number 102490

Alternate Name

Business Relationship Spend Authorized

One-time Supplier No

Corporate Web Site

Purchasing Documents on Hold No

Sourcing Only No

Transaction History

Transactions below are for the last 12 months across all business units.

Sourcing Invitations	6	Blanket Purchase Agreements	0
Responses to Invitations	4	Contract Purchase Agreements	1
Other Responses	1	Purchase Orders	4
Awards	2		

Products and Services

Category Name	Description
962	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHER...
971	REAL PROPERTY RENTAL OR LEASE

Supplier Contacts

Supplier Contact	User Name	Email
Smith, John	JbSmith	marath@outlook.com

- 7 Click **Done**.

- 8 Click **Done**.