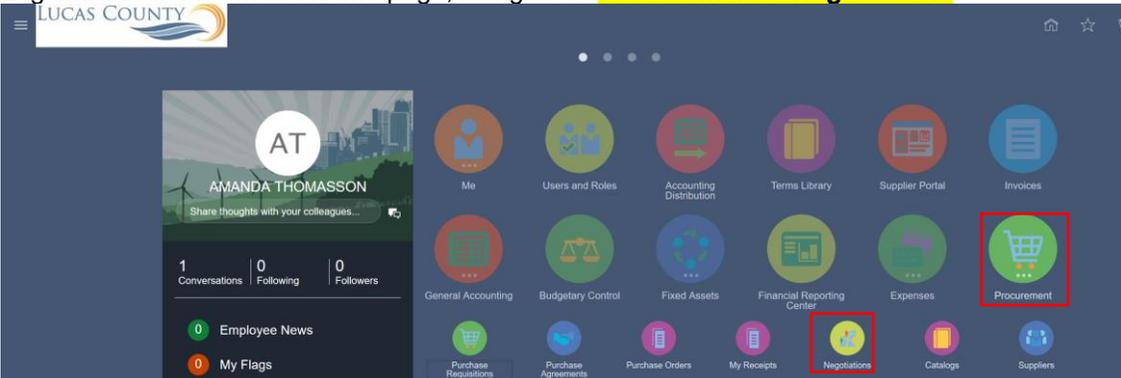
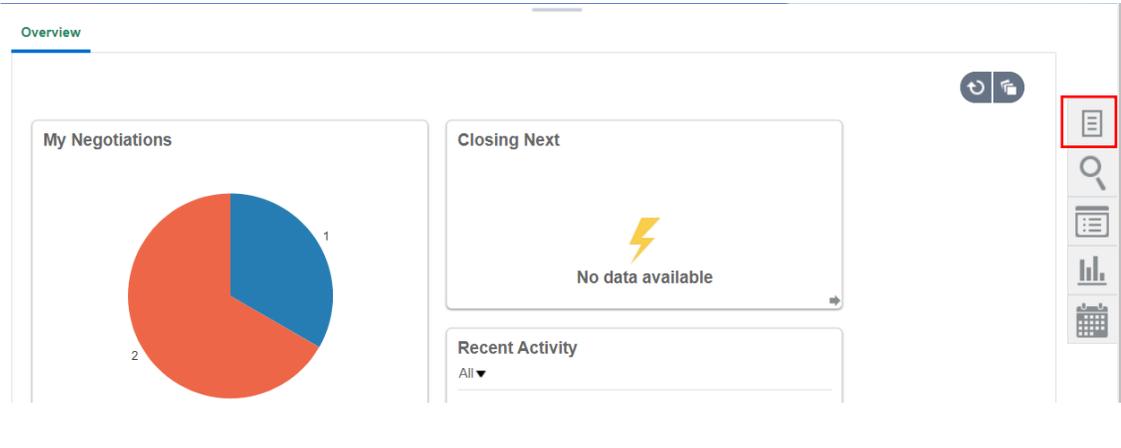


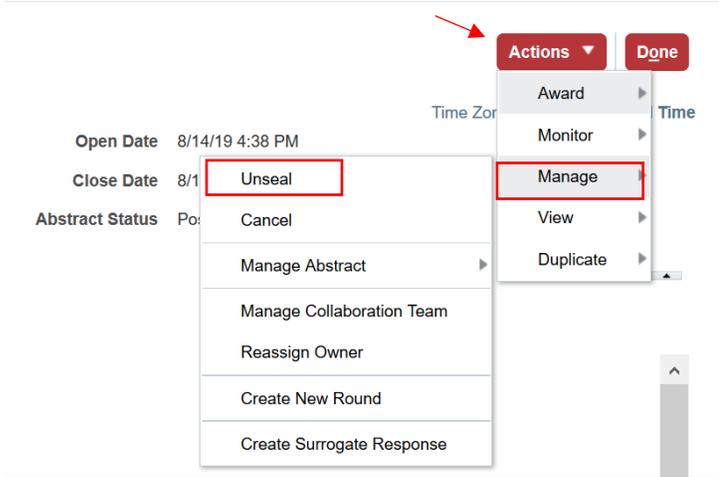
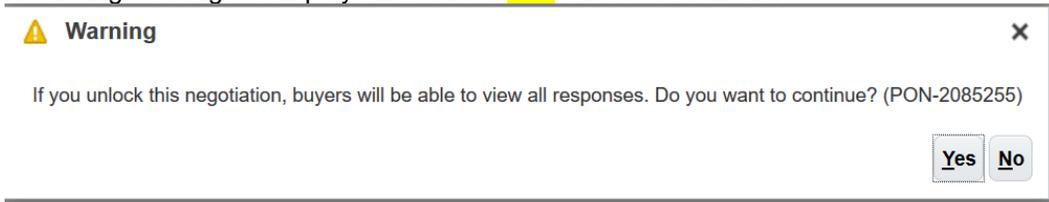
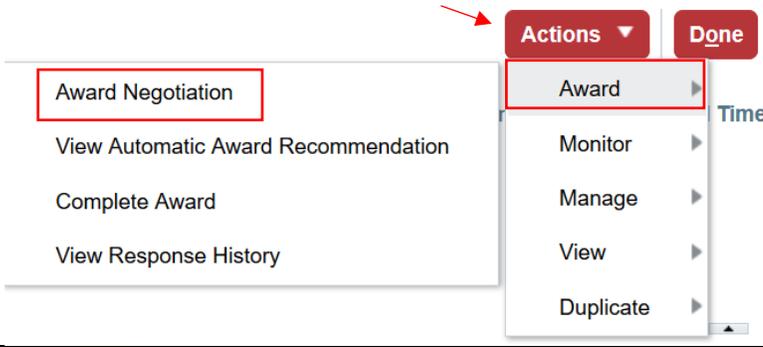
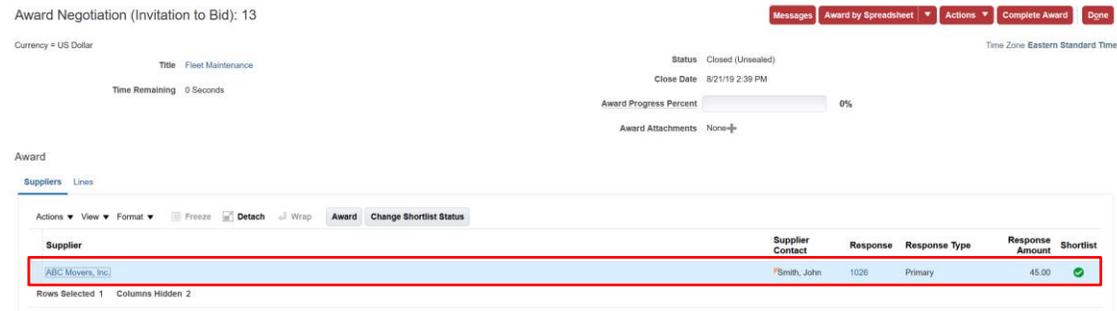
Awarding by Line

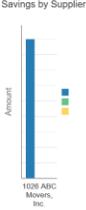
Audience: Buyer, Procurement Manager

Purpose: This job aid will assist you with awarding a negotiation by line.

Step	Action
1	<p>Log into Oracle. From the Home page, navigate to Procurement > Negotiations.</p> 
2	<p>From the Negotiations Overview page, click the Task icon.</p> 
	<p>Select Manage Negotiations.</p> 
3	<p>In the Manage Negotiations page, click the Search button.</p>

<p>4</p>	<p>From the Search Results, select a Negotiation in 'Closed' status. If the Negotiation is locked, click the Negotiation Id to open the document.</p>
<p>5</p>	<p>The Invitation to Bid: screen displays. Select Actions > Manage > Unlock.</p>
<p>6</p>	<p>A warning message is displayed. Click the Yes button to continue.</p>
<p>7</p>	<p>Click Ok.</p>
<p>8</p>	<p>Click Actions > Manage > Unseal.</p>

													
9	<p>A warning message is displayed. Click the Yes button to continue.</p> 												
10	<p>Click Ok.</p>												
11	<p>Click Actions>Award>Award Negotiation.</p> 												
12	<p>Click Lines.</p>												
13	<p>Select Line to be given the award.</p>  <table border="1" data-bbox="310 1717 1390 1780"> <thead> <tr> <th>Supplier</th> <th>Supplier Contact</th> <th>Response</th> <th>Response Type</th> <th>Response Amount</th> <th>Shortlist</th> </tr> </thead> <tbody> <tr> <td>ABC Movers, Inc.</td> <td>Smith, John</td> <td>1026</td> <td>Primary</td> <td>45.00</td> <td>✔</td> </tr> </tbody> </table>	Supplier	Supplier Contact	Response	Response Type	Response Amount	Shortlist	ABC Movers, Inc.	Smith, John	1026	Primary	45.00	✔
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14	<p>Click the Award button.</p>												

	<p>Award</p> <p>Suppliers Lines</p> <p>Actions View Format Freeze Detach Wrap Award Change Shortlist Status</p>																																													
15	<p>The Award Line Details will display: Award Summary - Price Analysis, Award in Savings.</p> <p>Overview Manage Negotiations x Invitation to Bid: 13 x Award Negotiation: Invitation to Bid 13 x</p> <p>Award Responses (Invitation to Bid 13) Messages Save Save and Close Cancel</p> <p>Currency = US Dollar</p> <p>Title Fleet Maintenance Status Closed (Unsealed) Responses 1 Close Date 8/21/19 2:39 PM Shortlisted 1</p> <p>Award Analysis</p> <p>Savings by Supplier</p> 																																													
16	<p>Under the Compare and Award Lines section, click the Award Decision for the supplier.</p> <p>Compare and Award</p> <p>Actions View Format Freeze Detach Wrap</p> <table border="1"> <thead> <tr> <th>Response Elements</th> <th>Negotiation Target</th> <th>ABC Movers, Inc.</th> </tr> </thead> <tbody> <tr> <td>Award Decision</td> <td></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td>Award Notes</td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>Supplier Information</td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>Supplier Site</td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>Supplier Contact</td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>Business Relationship</td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>Response Information</td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>Shortlist</td> <td></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td>Response</td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>Response Type</td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>Response Amount</td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>Savings</td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>Current Value</td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>Savings Percent</td> <td></td> <td><input type="radio"/></td> </tr> </tbody> </table>	Response Elements	Negotiation Target	ABC Movers, Inc.	Award Decision		<input checked="" type="radio"/>	Award Notes		<input type="radio"/>	Supplier Information		<input type="radio"/>	Supplier Site		<input type="radio"/>	Supplier Contact		<input type="radio"/>	Business Relationship		<input type="radio"/>	Response Information		<input type="radio"/>	Shortlist		<input checked="" type="radio"/>	Response		<input type="radio"/>	Response Type		<input type="radio"/>	Response Amount		<input type="radio"/>	Savings		<input type="radio"/>	Current Value		<input type="radio"/>	Savings Percent		<input type="radio"/>
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