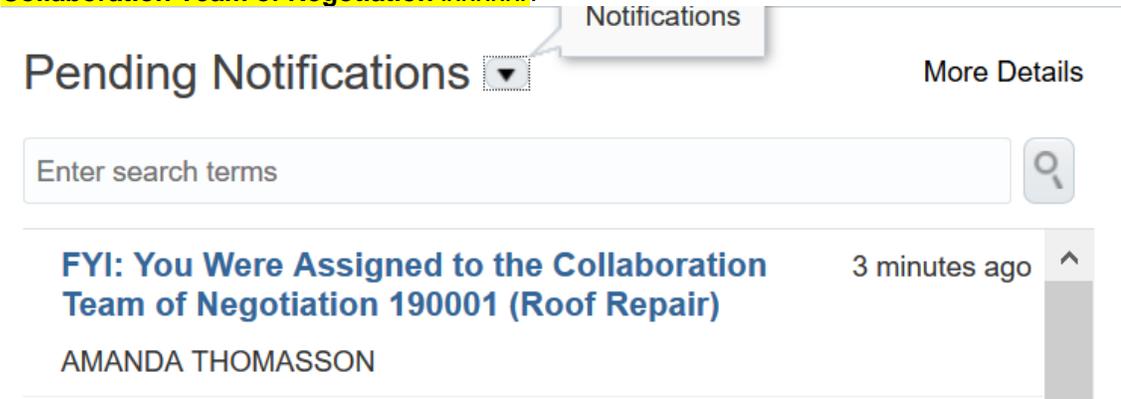
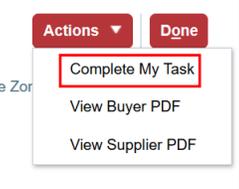
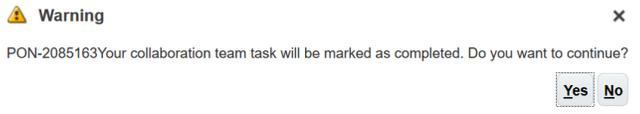


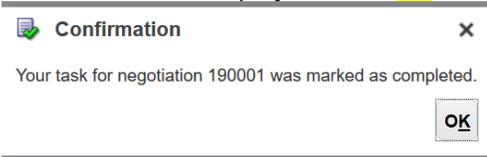
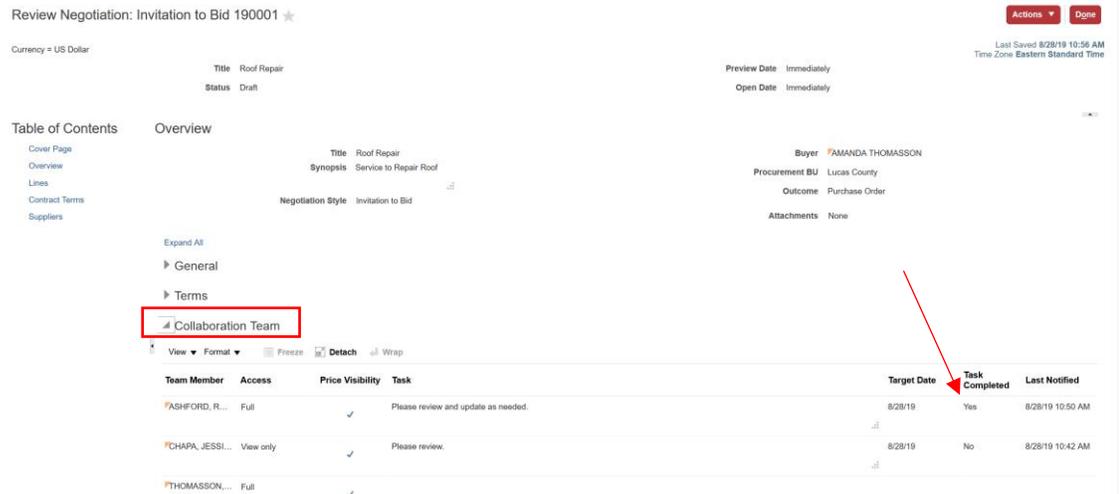
Participating in a Sourcing Event Using Collaboration Team

Audience: Buyers (as a member of the collaboration team for a negotiation)

Purpose: Collaboration teams can participate in a sourcing event. This job aid will assist you in completing a task assigned to you as a collaborator.

Step	Action
1	<p>Log into Oracle. From the Home page navigate to Procurement > Negotiations.</p> 
2	<p>Click the Notifications icon (Bell) at the top of the page.</p> 
3	<p>Click the notification link that refers to collaboration: FYI: You Were Assigned to the Collaboration Team of Negotiation #####.</p> 
4	<p>Review the task summary page: Details, Recommended Actions, Assignment Details.</p>

	<p>You Were Assigned to the Collaboration Team of Negotiation 190001 (Roof Repair) Dismiss</p> <p style="text-align: right;">Time Zone Eastern Standard Time</p> <p>▲ Details</p> <table border="0"> <tr> <td>Assignee</td> <td>ASHFORD, RUTH</td> <td>Company</td> <td>Lucas County</td> <td>Preview Date</td> <td>Immediately</td> </tr> <tr> <td>From</td> <td>THOMASSON, AMANDA</td> <td>Negotiation Title</td> <td>Roof Repair</td> <td>Open Date</td> <td>Immediately</td> </tr> <tr> <td>Assigned Date</td> <td>8/28/19 10:50 AM</td> <td>Negotiation</td> <td>190001</td> <td>Close Date</td> <td>8/30/19 9:14 AM</td> </tr> <tr> <td>Expiration Date</td> <td>9/27/19 10:50 AM</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Task Number</td> <td>202139</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>▲ Recommended Actions</p> <ul style="list-style-type: none"> After completing the task, go to the negotiation details page and mark the task as complete. <p>▲ Assignment Details</p> <p>Assignment You are now a member of the collaboration team for negotiation 190001.</p> <p>Target Date 8/28/19</p> <p>Task Please review and update as needed.</p>	Assignee	ASHFORD, RUTH	Company	Lucas County	Preview Date	Immediately	From	THOMASSON, AMANDA	Negotiation Title	Roof Repair	Open Date	Immediately	Assigned Date	8/28/19 10:50 AM	Negotiation	190001	Close Date	8/30/19 9:14 AM	Expiration Date	9/27/19 10:50 AM					Task Number	202139				
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<p>5</p>	<p>Click the Negotiation ID link in the middle of the page for collaboration.</p> <p>▲ Details</p> <table border="0"> <tr> <td>Assignee</td> <td>ASHFORD, RUTH</td> <td>Company</td> <td>Lucas County</td> <td>Preview Date</td> <td>Immediately</td> </tr> <tr> <td>From</td> <td>THOMASSON, AMANDA</td> <td>Negotiation Title</td> <td>Roof Repair</td> <td>Open Date</td> <td>Immediately</td> </tr> <tr> <td>Assigned Date</td> <td>8/28/19 10:50 AM</td> <td>Negotiation</td> <td>190001</td> <td>Close Date</td> <td>8/30/19 9:14 AM</td> </tr> <tr> <td>Expiration Date</td> <td>9/27/19 10:50 AM</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Task Number</td> <td>202139</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Assignee	ASHFORD, RUTH	Company	Lucas County	Preview Date	Immediately	From	THOMASSON, AMANDA	Negotiation Title	Roof Repair	Open Date	Immediately	Assigned Date	8/28/19 10:50 AM	Negotiation	190001	Close Date	8/30/19 9:14 AM	Expiration Date	9/27/19 10:50 AM					Task Number	202139				
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<p>6</p>	<p>On the Overview page, review the Links from Table of Contents: Cover Page, Overview, Lines, Contract Terms, and Suppliers.</p> 																														
<p>7</p>	<p>From the Actions menu at the top right of the page and select Complete My Task.</p> 																														
<p>8</p>	<p>Message is displayed. Click Yes to complete task.</p> 																														

9	<p>A confirmation is displayed. Click OK.</p>  <p>The image shows a confirmation dialog box with the title 'Confirmation' and a close button 'X'. The message reads: 'Your task for negotiation 190001 was marked as completed.' There is an 'OK' button at the bottom right.</p>																												
10	<p>Expand Collaboration Team Section to show that the task was completed.</p>  <p>The image shows a 'Review Negotiation: Invitation to Bid 190001' page. The 'Collaboration Team' section is expanded, showing a table of team members. A red box highlights the 'Collaboration Team' section header. A red arrow points to the 'Task Completed' column in the table, which shows 'Yes' for the first member and 'No' for the second.</p> <table border="1"> <thead> <tr> <th>Team Member</th> <th>Access</th> <th>Price Visibility</th> <th>Task</th> <th>Target Date</th> <th>Task Completed</th> <th>Last Notified</th> </tr> </thead> <tbody> <tr> <td>ASHFORD, R...</td> <td>Full</td> <td>✓</td> <td>Please review and update as needed.</td> <td>8/28/19</td> <td>Yes</td> <td>8/28/19 10:50 AM</td> </tr> <tr> <td>CHAPA, JESSI...</td> <td>View only</td> <td>✓</td> <td>Please review.</td> <td>8/28/19</td> <td>No</td> <td>8/28/19 10:42 AM</td> </tr> <tr> <td>THOMASSON, ...</td> <td>Full</td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Team Member	Access	Price Visibility	Task	Target Date	Task Completed	Last Notified	ASHFORD, R...	Full	✓	Please review and update as needed.	8/28/19	Yes	8/28/19 10:50 AM	CHAPA, JESSI...	View only	✓	Please review.	8/28/19	No	8/28/19 10:42 AM	THOMASSON, ...	Full	✓				
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11	<p>Click Done to exit the page.</p>																												