

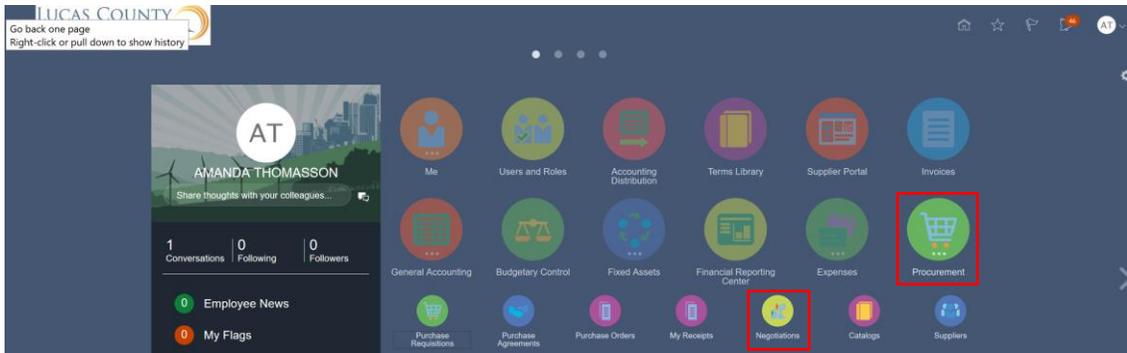
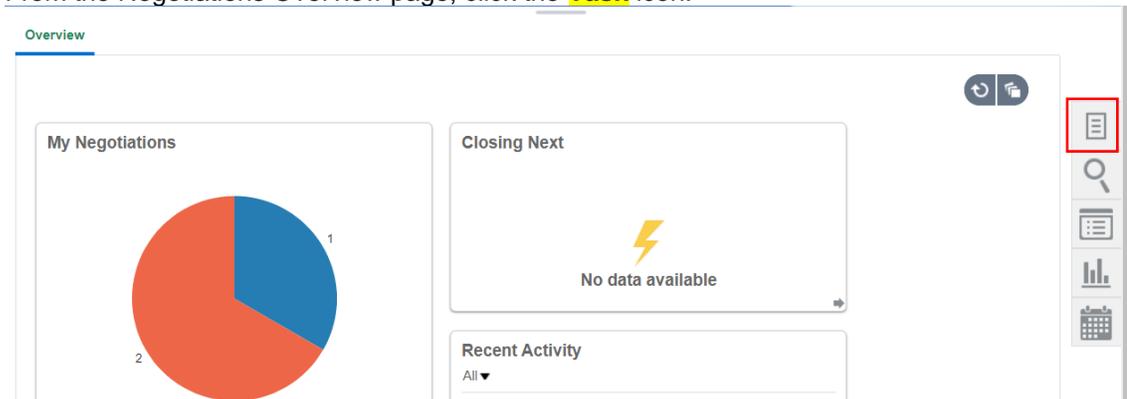
Awarding Negotiation by Automatic Award Recommendation

Audience: Buyer, Procurement Manager

Purpose: There are several ways you can award business for a negotiation. You can enter award decisions at the supplier level or the line level. You can award the entire negotiation to a single supplier, award multiple lines to the same supplier, or award each line its own supplier. This provides flexibility and allows you to quickly enter award decisions.

Note: The auction or RFQ must be closed for responses before you can award business. You can wait until the negotiation reaches its specified close date/time, or, if the negotiation controls allow it, you can manually close the negotiation prior to its specified close date/time. You cannot initiate a new round of quoting/bidding on this RFQ or auction once you have closed the negotiation and submitted an award decision.

This job aid assists you with the steps to awarding by automatic award recommendation.

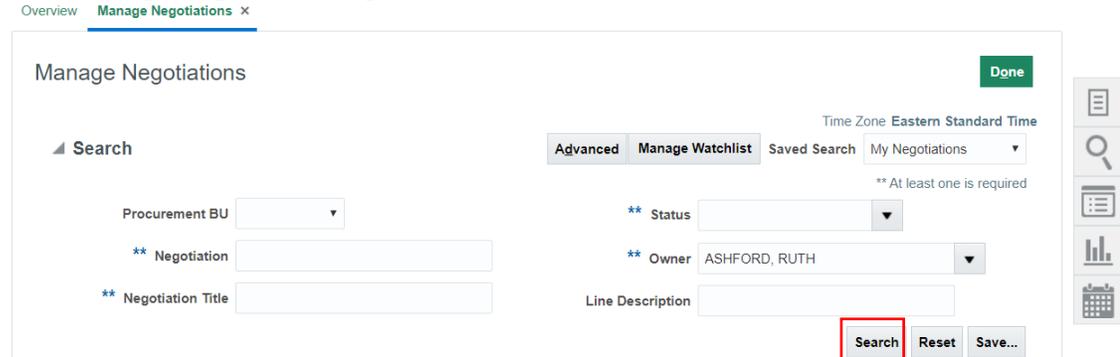
Step	Action
1	<p>Log into Oracle. From the Home page, navigate to Procurement > Negotiations.</p> 
2	<p>From the Negotiations Overview page, click the Task icon.</p> 
3	<p>Select Manage Negotiations.</p>



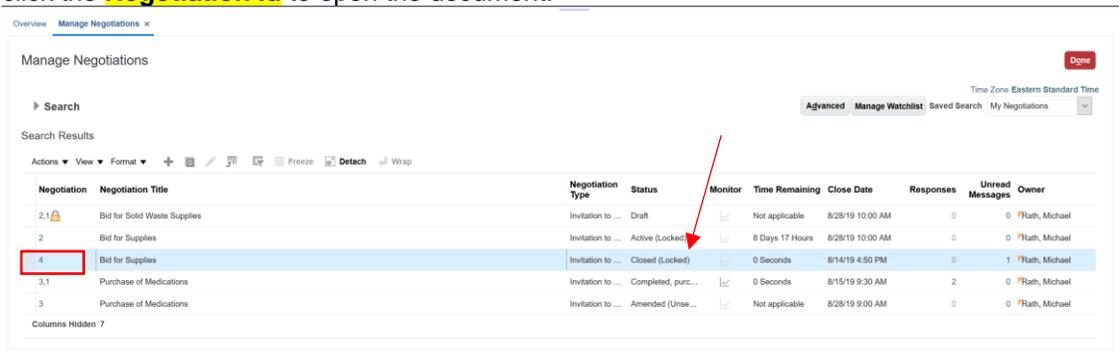

Negotiations

- Create Negotiation
- Manage Negotiations
- Manage Surrogate Responses
- Delete Negotiations
- Research Suppliers

4 In the Manage Negotiations page, click the **Search** button.



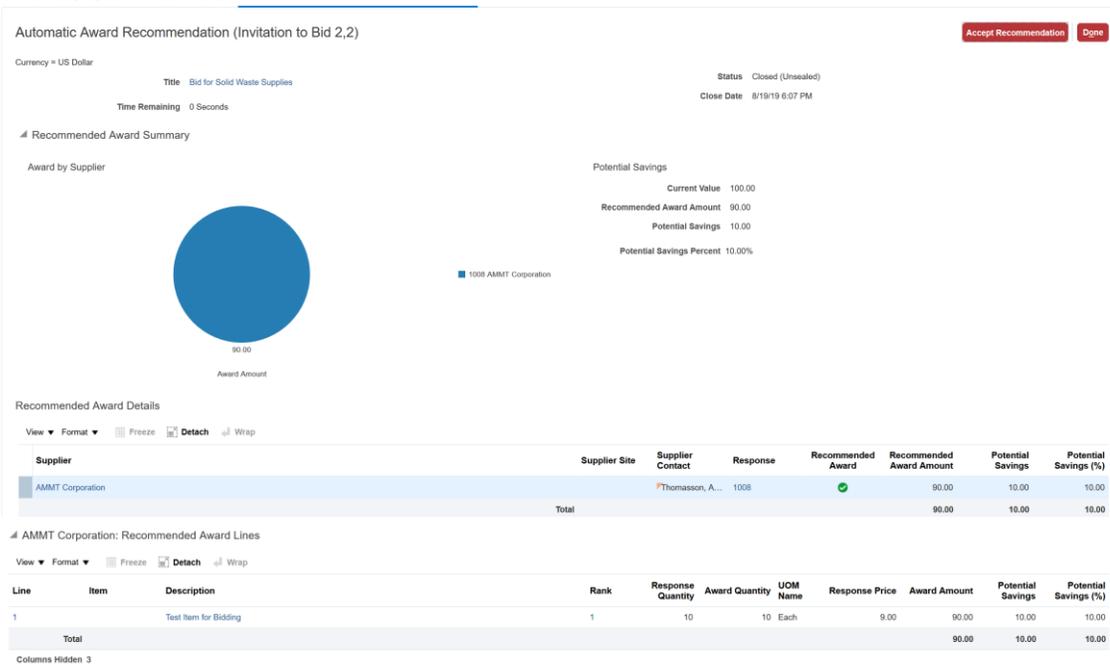
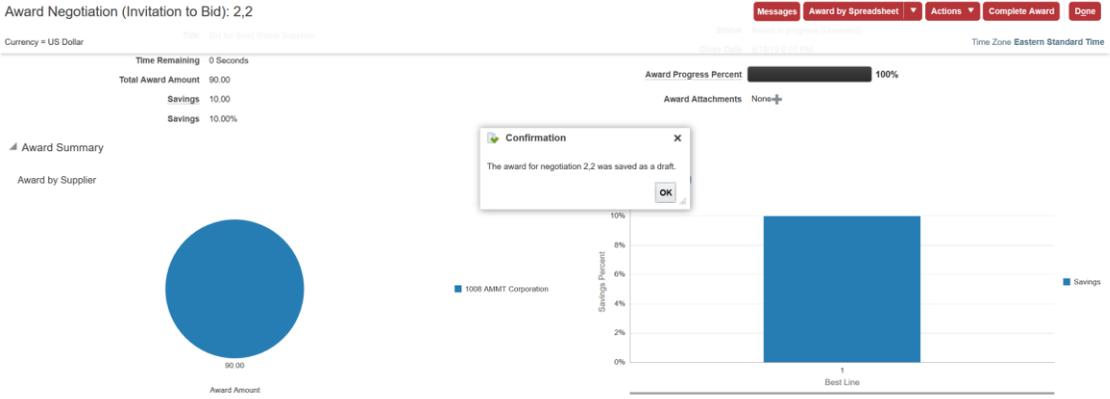
5 From the Search Results, select a Negotiation in 'Closed' status. If the Negotiation is locked, click the **Negotiation Id** to open the document.

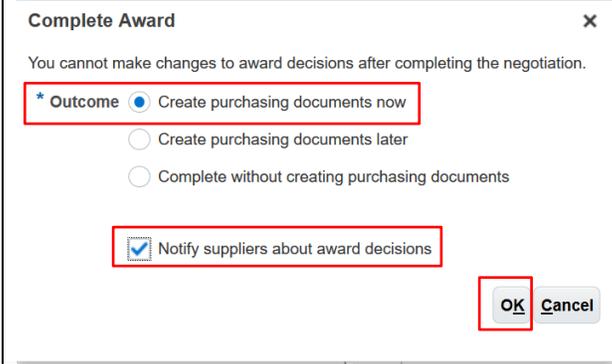
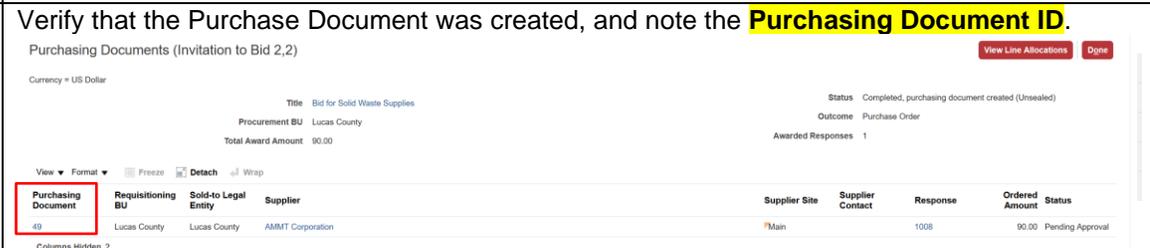


Negotiation	Negotiation Title	Negotiation Type	Status	Monitor	Time Remaining	Close Date	Responses	Unread Messages	Owner
2.1	Bid for Solid Waste Supplies	Invitation to ...	Draft		Not applicable	8/28/19 10:00 AM	0	0	Rath, Michael
2	Bid for Supplies	Invitation to ...	Active (Locked)		8 Days 17 Hours	8/28/19 10:00 AM	0	0	Rath, Michael
4	Bid for Supplies	Invitation to ...	Closed (Locked)		0 Seconds	8/14/19 4:50 PM	0	1	Rath, Michael
.3.1	Purchase of Medications	Invitation to ...	Completed, purc...		0 Seconds	8/15/19 9:30 AM	2	0	Rath, Michael
3	Purchase of Medications	Invitation to ...	Amended (Unse...		Not applicable	8/28/19 9:00 AM	0	0	Rath, Michael

6 The Invitation to Bid: screen displays. Select **Actions > Manage > Unlock**.

7	<p>A warning message is displayed. Click the Yes button to acknowledge and proceed.</p>
8	<p>Click Ok.</p>
9	<p>Click Actions > Manage > Unseal.</p>
10	<p>A warning message is displayed. Click the Yes button to acknowledge and proceed.</p>
11	<p>Click Ok.</p>
12	<p>Click Actions > Award > View Automatic Award Recommendations.</p>

<p>13</p>	<p>Review: Recommended Award Summary - Award by Supplier, Potential Savings Recommended Award Details - Select the Recommended Award.</p> 
<p>14</p>	<p>Click Accept Recommendation.</p> 
<p>15</p>	<p>A confirmation message is displayed. Click the Yes button to acknowledge and proceed.</p> 
<p>16</p>	<p>Click Complete Award button.</p> 
<p>17</p>	<p>Select the *Outcome: Create purchasing documents now.</p>
<p>18</p>	<p>Select: Notify suppliers about award decisions.</p>

	 <p>Complete Award [X]</p> <p>You cannot make changes to award decisions after completing the negotiation.</p> <p>* Outcome <input checked="" type="radio"/> Create purchasing documents now <input type="radio"/> Create purchasing documents later <input type="radio"/> Complete without creating purchasing documents</p> <p><input checked="" type="checkbox"/> Notify suppliers about award decisions</p> <p>OK Cancel</p>																		
19	<p>A confirmation message is displayed. Click the OK button to acknowledge and proceed.</p>  <p>Confirmation [X]</p> <p>Messages for this page are listed below.</p> <p>The award for negotiation 2,2 is now complete. The award recommendation was automatically allocated to the requisition demand.</p> <p>OK</p>																		
20	<p>Click Ok.</p>																		
21	<p>Click Submit.</p>  <p>View Line Allocations Save Submit Cancel</p>																		
22	<p>Verify that the Purchase Document was created, and note the Purchasing Document ID.</p>  <p>Purchasing Documents (Invitation to Bid 2,2) View Line Allocations Done</p> <p>Currency = US Dollar</p> <p>Title Bid for Solid Waste Supplies Status Completed, purchasing document created (Unsealed) Procurement BU Lucas County Outcome Purchase Order Total Award Amount 90.00 Awarded Responses 1</p> <table border="1"> <thead> <tr> <th>Purchasing Document</th> <th>Requisitioning BU</th> <th>Sold-to Legal Entity</th> <th>Supplier</th> <th>Supplier Site</th> <th>Supplier Contact</th> <th>Response</th> <th>Ordered Amount</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>49</td> <td>Lucas County</td> <td>Lucas County</td> <td>AMMT Corporation</td> <td>Main</td> <td></td> <td>1008</td> <td>90.00</td> <td>Pending Approval</td> </tr> </tbody> </table> <p>Columns Hidden 2</p>	Purchasing Document	Requisitioning BU	Sold-to Legal Entity	Supplier	Supplier Site	Supplier Contact	Response	Ordered Amount	Status	49	Lucas County	Lucas County	AMMT Corporation	Main		1008	90.00	Pending Approval
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