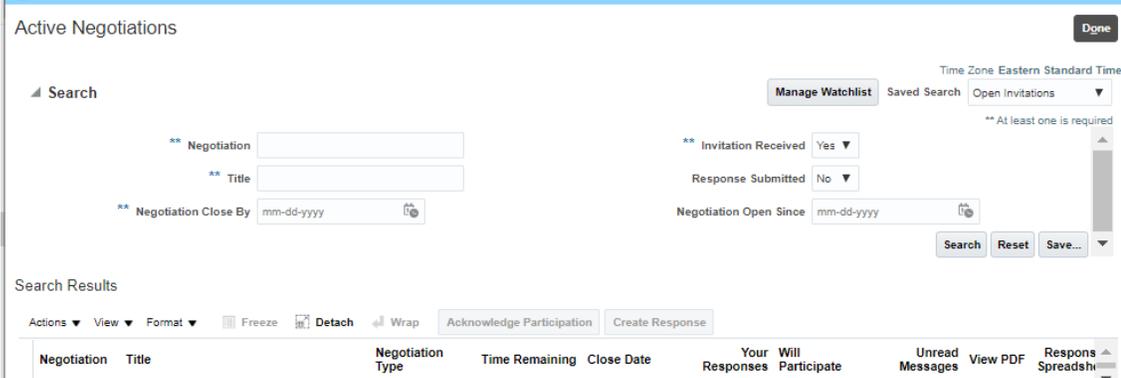


## Respond to Negotiation by Manual Entry

**Audience:** Suppliers

**Purpose:** You can respond to negotiations by importing a spreadsheet file or by manual entry. This job aid will assist you with entering responses manually to a negotiation.

| Step | Action  |
|------|---|
| 1    | Login to the <b>Home</b> page and click on the <b>Supplier Portal</b> icon.    |
| 2    | Under <b>Tasks (Left of Screen) &gt; Negotiations &gt; View Active Negotiations</b> link from the left menu.       |
| 3    | Use the criteria to search a single agreement or click the <b>Search</b> button to display a list of agreements.  |
| 4    | Click to select a <b>Negotiation</b> from the list.   |

Active Negotiations

Search

Search Results

| Negotiation | Title                     | Negotiation Type  | Time Remaining  | Close Date       | Your Responses | Will Participate | Unread Messages | View PDF | Response Spreadsheet |
|-------------|---------------------------|-------------------|-----------------|------------------|----------------|------------------|-----------------|----------|----------------------|
| 28          | Window replacement Part 2 | Invitation to Bid | 3 Days 23 Hours | 8/30/19 10:51 AM | 0              |                  | 0               |          |                      |

Acknowledge Participation Create Response

5 Click the **Create Response** button.

Acknowledge Participation Create Response

6 Click the **Accept** button for Terms and Conditions.

Accept Terms and Conditions

Accept the following terms and conditions before responding to this negotiation.

By responding to this solicitation, the supplier acknowledges and agrees to be bound by the terms and conditions of the solicitation and certifies that the person submitting the response is authorized to sign and bind the supplier. The supplier agrees that a resulting contract is the complete and exclusive statement of the agreement between the parties, which supersedes all prior agreements, oral or written, and all other communications between the parties relating to the subject matter of the Solicitation. I certify that any and all information contained in this submittal is true, and I further certify that this submittal is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a response for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The use of your user name and password constitutes your signature in response to this solicitation.

Accept Cancel

7 The Overview page displays.

Create Response (Bid 2004): Overview

Title Window replacement Part 2

Close Date 8/30/19 10:51 AM

Time Remaining 3 Days 23 Hours

General

Supplier ABC Movers, Inc.

Negotiation Currency USD

Response Currency USD

Price Precision 2 Decimals Maximum

Response Valid Until 8/30/19 10:52 AM

Response Type Primary

Reference Number 6788-1234

Note to Buyer Response valid until 8/30/19

Attachments None

Enter and **Response Valid Until**, if applicable.

Create Response (Bid 2004): Overview

Title Window replacement Part 2

Time Remaining 3 Days 23 Hours

General

Supplier ABC Movers, Inc.

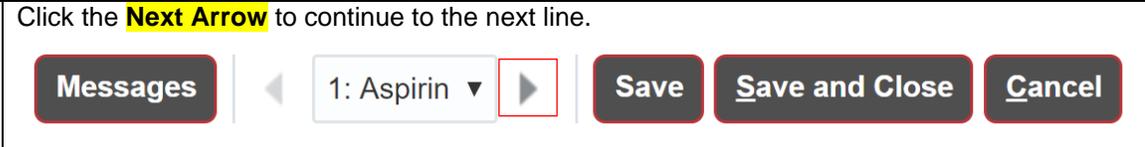
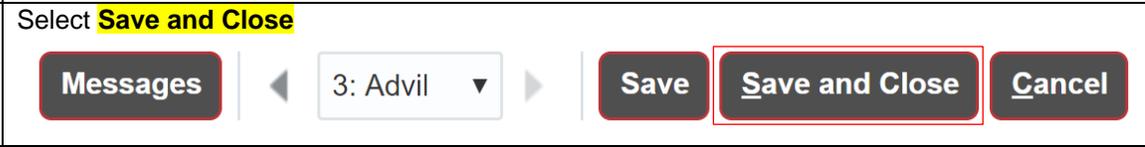
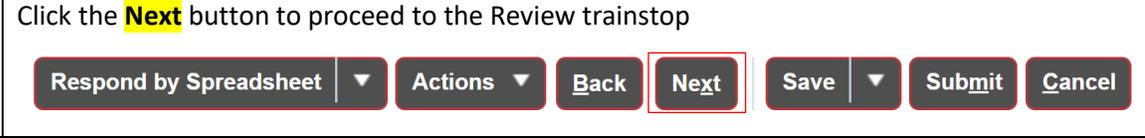
Negotiation Currency USD

Response Currency USD

Price Precision 2 Decimals Maximum

Response Valid Until 8/30/19 10:52 AM

|      | <p>Enter the Reference number. Also enter <b>Note to Buyer</b>, if applicable.</p> <p>Response Type <input checked="" type="radio"/> Primary<br/><input type="radio"/> Alternate</p> <div style="border: 1px solid red; padding: 5px;"> <p>Reference Number <input type="text" value="6789-1234"/></p> <p>Note to Buyer <input type="text" value="Response valid until 8/30/19"/></p> </div> <p>Attachments None +</p>   |                  |             |                  |   |         |  |
|------|--|------------------|-------------|------------------|---|---------|--|
| 8    | <p>Click the <b>Next</b> Button to go to the Lines train stop. Train Stop refers to the numbers at the top, center of the page.</p> <div style="border: 1px solid red; padding: 5px; display: flex; justify-content: space-around;"> <span>Respond by Spreadsheet ▾</span> <span>Actions ▾</span> <span>Back</span> <span style="border: 1px solid red; padding: 2px;">Next</span> <span>Save ▾</span> <span>Submit</span> <span>Cancel</span> </div>                            |                  |             |                  |   |         |  |
| 9    | <p>Click the <b>Required Details</b> Icon on the first line.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Line</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Required Details</th> </tr> </thead> <tbody> <tr style="background-color: #e6f2ff;"> <td style="text-align: center;">1</td> <td>Aspirin</td> <td style="text-align: right;"></td> </tr> </tbody> </table> | Line             | Description | Required Details | 1 | Aspirin |  |
| Line | Description  | Required Details |             |                  |   |         |  |
| 1    | Aspirin  |                  |             |                  |   |         |  |
| 10   | <p>Enter <b>Response Price</b> (required) and any additional applicable information.</p> <p>* Response Price <input style="border: 1px solid red;" type="text"/></p> <p>Target Quantity 100</p> <p>Response Quantity 100</p> <p>UOM Each</p> <p>Rank Sealed</p>  |                  |             |                  |   |         |  |
| 11   | <p>Enter the <b>Promised Delivery Date.</b></p> <p>Requested Delivery Date</p> <p>Promised Delivery Date <input style="border: 1px solid red;" type="text" value="mm-dd-yyyy"/> </p>   |                  |             |                  |   |         |  |
| 12   | <p>Enter any additional required information indicated by an "*" under Attributes.</p>   |                  |             |                  |   |         |  |

|    |  |
|----|--|
|    |    |
|    | <p>Click the <b>Next Arrow</b> to continue to the next line.</p>         |
| 13 | Repeat steps 10-12 until all lines have been completed.  |
| 14 | <p>Select <b>Save and Close</b></p>                                      |
| 15 | Review responses.  |
| 16 | <p>Click the <b>Next</b> button to proceed to the Review trainstop</p>  |
| 17 | Review all responses.  |
| 31 | Click the <b>Save</b> button.  |
| 32 | Click the <b>Submit</b> button.  |
| 33 | Click the <b>OK</b> button.  |