

Monitoring Supplier Response – Closed

Audience: Buyer, Procurement Manager

Purpose: You can review a response submitted on a closed negotiation. This job aid will assist you with that process.

Step	Action
1	<p>Log into Oracle. From the Home page, navigate to Procurement > Negotiations.</p> 
2	<p>From the Negotiations page, click the Task icon, and select Manage Negotiations.</p>  <p>Negotiations</p> <ul style="list-style-type: none"> • Create Negotiation • Manage Negotiations • Manage Surrogate Responses • Delete Negotiations • Research Suppliers
3	<p>The Manage Negotiations page displays.</p>

Overview Manage Negotiations x

Manage Negotiations

Done

Time Zone Eastern Standard Time

Advanced Manage Watchlist Saved Search My Negotiations

** At least one is required

Procurement BU

** Status Closed

** Negotiation

** Negotiation Title

** Owner THOMASSON, AMANDA

Line Description

Search Reset Save...

Search Results

Actions View Format + Freeze Detach Wrap

Negotiation	Negotiation Title	Negotiation Type	Status	Monitor	Time Remaining	Close Date	Responses	Unread Messages	Owner
24	Window replacement	Invitation to ...	Closed (Unsealed)	<input type="checkbox"/>	0 Seconds	8/26/19 9:17 AM	0	0	PTHOMASSON, A...
20	Roof Repair	Invitation to ...	Closed (Unsealed)	<input type="checkbox"/>	0 Seconds	8/22/19 2:53 PM	1	0	PTHOMASSON, A...
7,1	Vehicles-Change	Invitation to ...	Closed (Unsealed)	<input type="checkbox"/>	0 Seconds	8/20/19 2:09 PM	0	0	PTHOMASSON, A...

Columns Hidden 7

Search for a *Closed* negotiation by selecting **Closed** from the **Status** field dropdown.

Done

Time Zone Eastern Standard Time

Advanced Manage Watchlist Saved Search My Negotiations

** At least one is required

** Status Closed

** Owner THOMASSON, AMANDA

Line Description

Search Reset Save...

From the Search results, click the **Negotiation Id**.

Search Results

Actions View Format + Freeze Detach Wrap

Negotiation	Negotiation Title	Negotiation Type	Status	Monitor	Time Remaining	Close Date	Responses	Unread Messages	Owner
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Columns Hidden 7

4 Select **Actions > Monitor > Monitor Negotiations**.

Overview Manage Negotiations x Invitation to Bid: 24 x

Invitation to Bid: 24 ☆

Currency = US Dollar

Title Window replacement

Status Closed (Unsealed)

Time Remaining 0 Seconds

Open Date 8/22/19

Close Date 8/26/19

Abstract Status Posted

Monitor Negotiation

Monitor Supplier Activities

Actions Done

Award

Monitor

Manage

View

Duplicate

5 Review the **Analytics** section: **Report Responses by supplier**.

Overview Manage Negotiations x Invitation to Bid: 24 x Monitor Negotiation: Invitation to Bid 24 x
Messages Actions Done

Monitor Negotiation: Invitation to Bid 24

Currency = US Dollar

Title Window replacement

Status Closed (Unsealed)

Time Remaining 0 Seconds

Close Date 8/26/19 9:17 AM

Time Zone Eastern Standard Time

Overview Lines

Analytics

Report Negotiation Summary

Current Value 0.00

No Response Amount 0.00

Lines with No Responses 3

Potential Savings 0.00

Potential Savings Percent 0.00%

Invited Suppliers 1

Active Responses 0

Report Responses by Supplier

No active responses for the negotiation.

Suppliers

View Format Freeze Detach Wrap

Supplier	Response	Response Amount	Variance from Prior Response	Savings (%)	Time of Response	Last Activity	Last Activity Date	Online Status
ABC Movers, Inc.	Draft					Viewed negotiat...	8/26/19 8:43 AM	
Columns Hidden 2								

6 Review responses by supplier in the **Supplier** section.

Suppliers

View Format Freeze Detach Wrap

Supplier	Response	Response Amount	Variance from Prior Response	Savings (%)	Time of Response	Last Activity	Last Activity Date	Online Status
ABC Movers, Inc.	Draft					Viewed negotiat...	8/26/19 8:43 AM	
Columns Hidden 2								

7 Click **Done** to close the page.

Messages
Actions
Done