

Amend Negotiations

Audience: Buyer

Purpose: There are times when you need to create an amendment to an Invitation to Bid by changing details such as amending the closing date or answering bidder's questions. This job aid will assist you with amending a negotiation.

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> 
3	<p>Click the Search button.</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

** Negotiation

** Negotiation Title

** Status

** Owner ASHFORD, RUTH

Line Description

Search Reset Save...

Search Results

4 From the search results, select a Negotiation in 'Active' status.

Procurement BU Equals

** Negotiation Starts with

** Negotiation Title Starts with

** Status Equals

** Owner Equals ASHFORD, RUTH

Negotiation Type Equals

Open Date Equals mm-dd-yyyy

Project Equals

** Program Equals

Line Description Starts with

Search Reset Save... Add Fields Reorder

Search Results

Actions View Format + Freeze Detach Wrap

Negotiation	Negotiation Title	Negotiation Type	Status	Monitor	Time Remaining	Close Date	Responses	Unread Messages	Owner
1015	Purchase of Truck	Invitation to ...	Active (Locked)	<input type="checkbox"/>	15 Days 23 Hours	12-25-2019 8:43 AM	0	0	ASHFORD, RUTH
1014	Habitat Services	Invitation to ...	Closed (Locked)	<input type="checkbox"/>	0 Seconds	11-26-2019 2:00 PM	0	0	ASHFORD, RUTH
1005,1	Paper Towel	Invitation to ...	Completed, pur...	<input type="checkbox"/>	0 Seconds	10-23-2019 11:10 ...	2	0	ASHFORD, RUTH
1005	Paper Towel	Invitation to ...	Amended	<input type="checkbox"/>	Not applicable	10-30-2019 10:01 ...	0	0	ASHFORD, RUTH

Columns Hidden 7

5 Click the **Actions** menu and select **Edit**.

Procurement BU Equals

** Negotiation Starts with

** Negotiation Title Starts with

** Status Equals

** Owner Equals ASHFORD, RUTH

Negotiation Type Equals

Open Date Equals mm-dd-yyyy

Project Equals

** Program Equals

Line Description Starts with

Save... Add Fields Reorder

Warning

If you edit an active negotiation, an amendment process will be initiated. Do you want to continue? (PON-2085009)

OK Cancel

Search Results

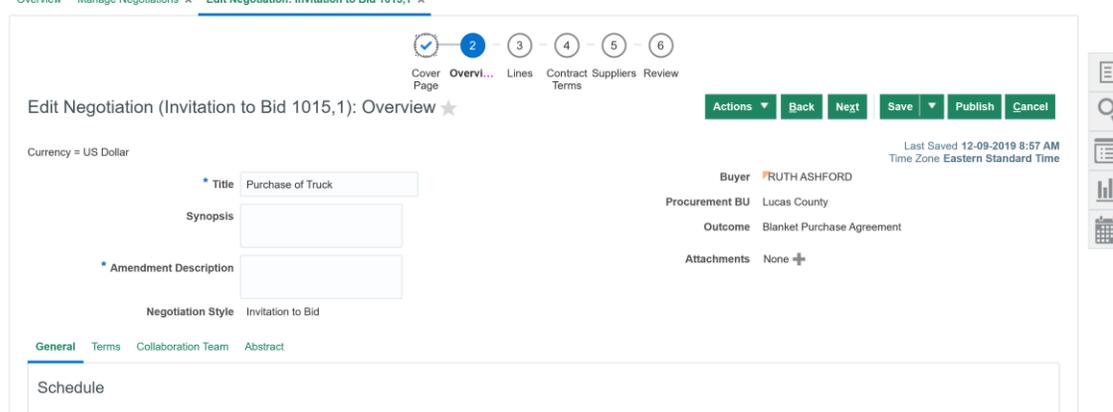
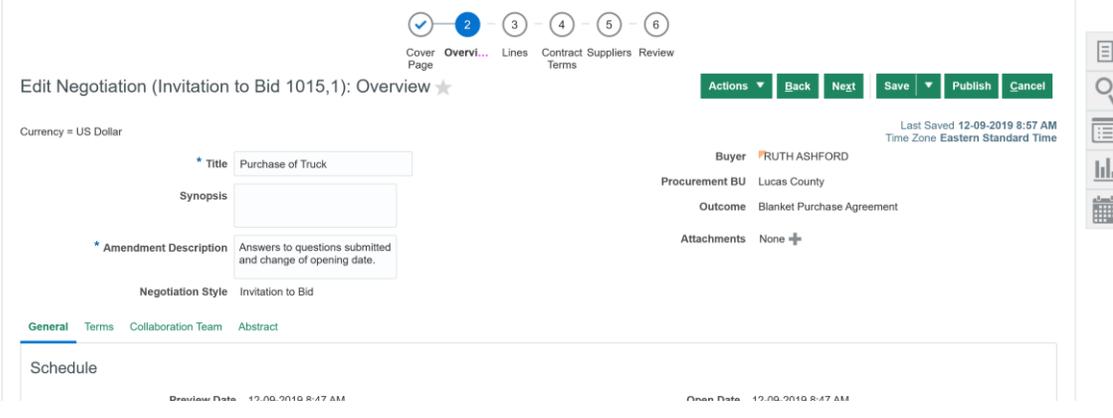
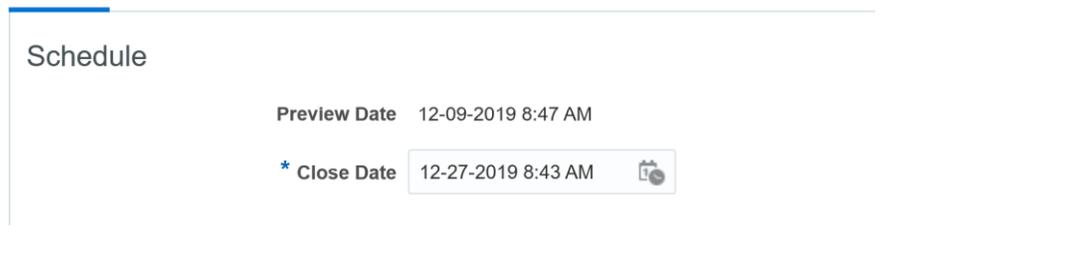
Actions View Format + Freeze Detach Wrap

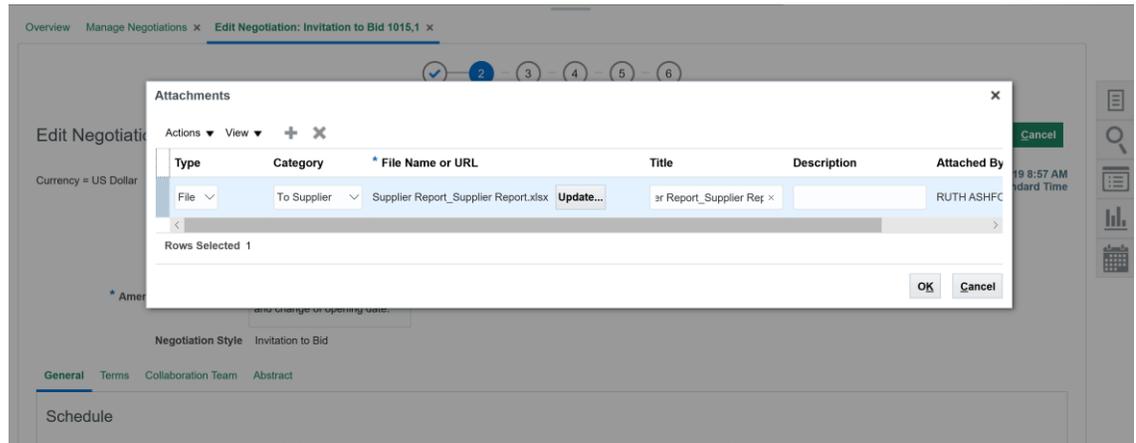
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Columns Hidden 7

6 Message will be displayed. Click **Ok** to acknowledge.

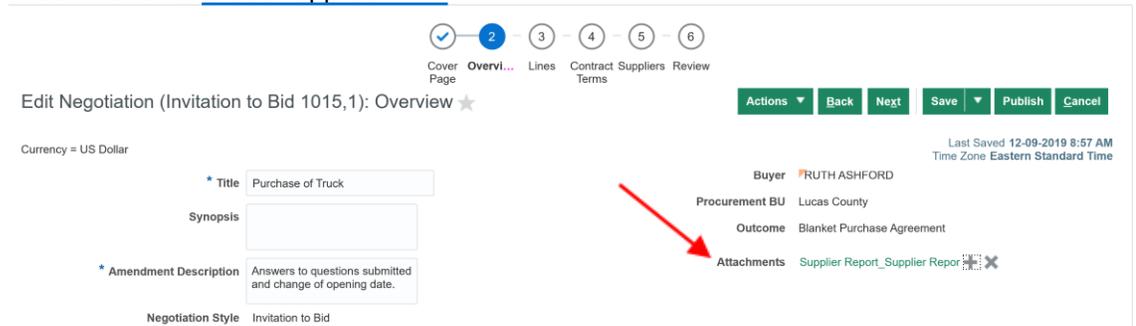
7 The Edit Negotiation page displays. Click **Overview** Train Stop to display the Overview page.

	
8	<p>Make a change to the title. Click within the Title field and replace the current text with amended text.</p> 
9	<p>Within the amendment Description, enter a description of changes.</p> 
10	<p>Navigate to Schedule area of the Overview page. Change Close date.</p> 
11	<p>Navigate to the Attachments Icon +, add attachments as needed.</p>

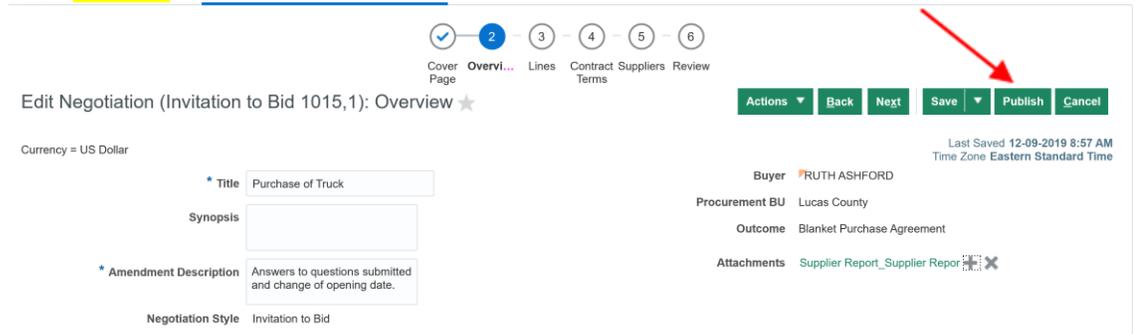


Click **Ok** once all attachments have been applied.

12 Attachments have been applied



13 Click **Publish**.



14 Click **Ok**.