

Quick Guide S4: Acknowledging Participation

Sourcing Supplier

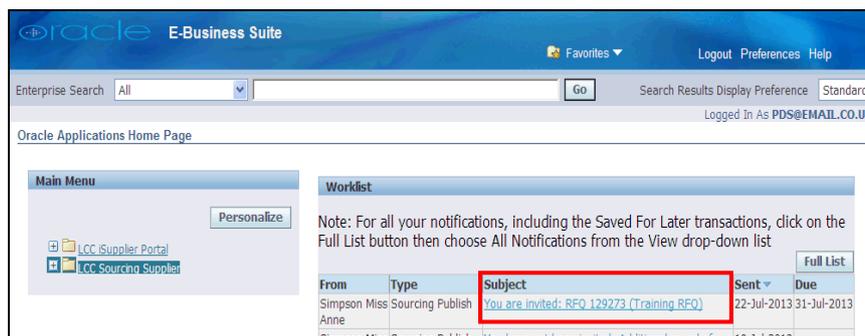
Acknowledge Participation

When a supplier is invited to participate in a negotiation the Supplier Contact will receive a system email notification. This asks if the supplier would like to participate in the negotiation or not. Invited suppliers are asked to acknowledge their participation.

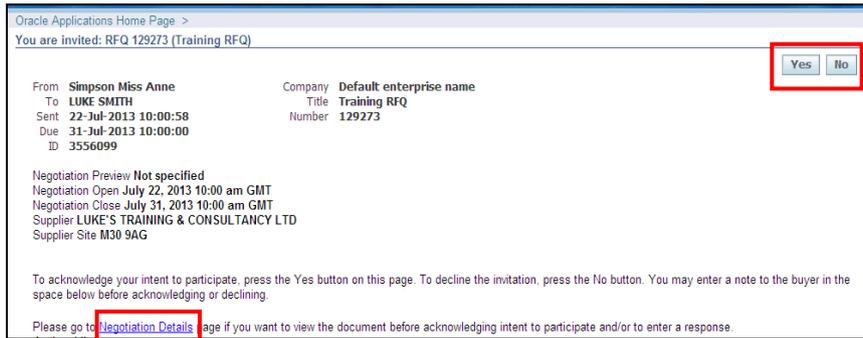
You can acknowledge your participation in two ways:

- using your worklist
- using the sourcing home page

Acknowledge Participation via the Worklist:

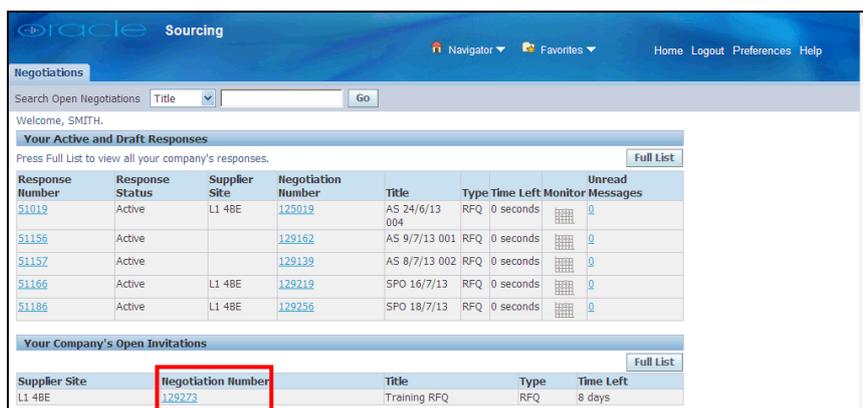


- Click on the Subject link to view the notification.

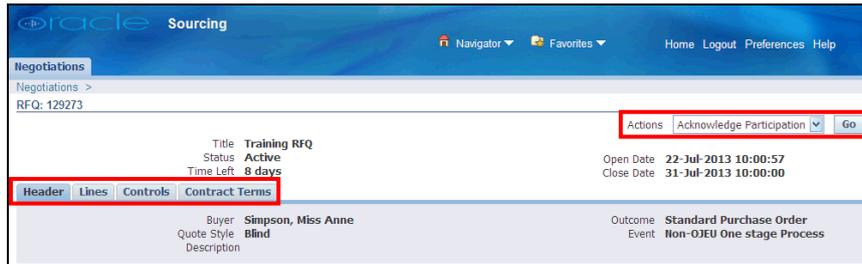


- Click on the 'Negotiation Details' link to view the notification details before responding.
- Click on the 'Yes' button to notify LCC that you will participate in the negotiation.
 - You may then begin to create your response.
- Click on the 'No' button to notify LCC that you will not participate in the negotiation.
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 - No further action is required.

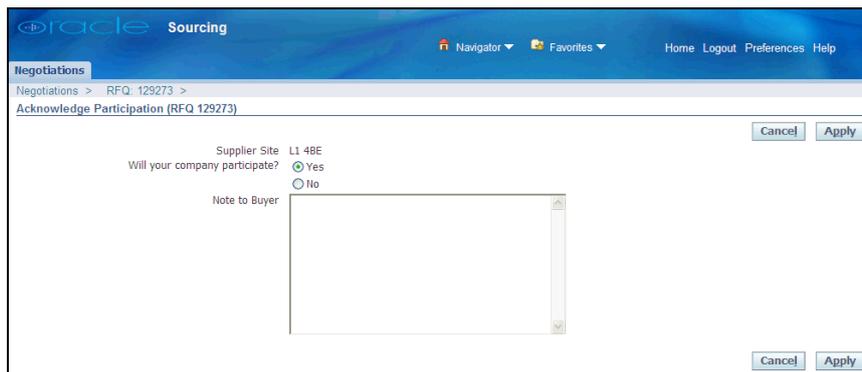
Acknowledge Participation via the Sourcing Home Page:



- Invitations to participate in negotiations are displayed under 'Your Company's Open Invitations'.
 - Only the latest 5 invitations are displayed.
 - Click 'Full List' to see the complete list of open negotiations.
- To access a negotiation, click the Number link for that negotiation.



- You may wish to view the notification details before responding.
 - To view the details, click on each tab (e.g. Header, Lines, Controls and Contract Terms).
 - To clarify details with the buyer before acknowledging participation, click on the 'Actions' list and select 'Online Discussions'.
- The Actions button defaults to Acknowledge Participation; click the 'Go' button.



- Confirm if your organisation will participate in this negotiation.
 - The default is 'Yes'. Please amend if you will not participate.
 - Optionally enter a 'Note to Buyer'.
- Click on the 'Apply' button.
 - If you are not participating, no further action is required.
 - If you are participating, you may begin to create your response.

If you need further assistance please call the Customer Service team on: 0300 1236710.