

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:

	usiness Suite	P	The second	🔓 Favorites 🔻	Logout	t Preference:	s Help
Enterprise Search All	~			Go	Search Results Dis	play Preferen	ce Standard
					Logge	ed In As PDS (@EMAIL.CO.UK
Oracle Applications Home Page							
Main Menu		Worklist				_	
Personalize Note: For all your notifications, including the Saved For Later transactions, dick on the Full List button then choose All Notifications from the View drop-down list							
🗉 🛅 LCC Sourcing Supplier							Full List
		From	Туре	Subject		Sent 🔻	Due
		Simpson Miss Anne	Sourcing Publish	You are invited: RFQ 129273 ((Training RFQ)	22-Jul-2013	31-Jul-2013
		Simneon Mice	Sourcing Publish	You have not been invited: Ad	ditional round of	10-1ul-2013	

• Click on the Subject link to view the notification.

Oracle Ap You are i	plications Home Page > nvited: RFQ 129273 (Training RFQ)						
From To Sent Due ID Negoti Negoti Negoti Suppli	Simpson Miss Anne LUKE SMITH 22-Jul-2013 10:00:58 31-Jul-2013 10:00:00 33556099 ation Preview Not specified ation Cpen July 22, 2013 10:00 am (ation Close July 31, 2013 10:00 am et LUKE'S TRAINING & CONSUM	Company Title Number GMT GMT NCY LTD	/ Default enterprise name : Training RFQ : 129273	Yes No			
Supplier Site M30 9AG							
To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.							
Please go to Negotiation Details age if you want to view the document before acknowledging intent to participate and/or to enter a response.							

- 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.
 - 0
 - No further action is required.

Acknowledge Participation via the Sourcing Home Page:

erac		Sourcing			1 N	oviasta		Favoritor		Homo	Logout	Logout Droforono
Negotiations						avigato		Tavonies		nome	Logoui	Logout Preference
Search Open Negoti	ations Ti	itle 💌		Go								
Welcome, SMITH.												
Your Active and	Draft Re	sponses										
Press Full List to vie	w all your	company's responses.								Full List		
Response Number	Respons Status	e Supplier Site	Negotiation Number		Title	Туре	Time Lef	t Monito	Unread r Messa	l ges		
51019	Active	L1 4BE	<u>125019</u>		AS 24/6/13 004	RFQ	0 seconds	5	Q			
51156	Active		<u>129162</u>		AS 9/7/13 001	RFQ	0 seconds	5 m	<u>0</u>			
<u>51157</u>	Active		<u>129139</u>		AS 8/7/13 002	RFQ	0 seconds	5 🏢	0			
51166	Active	L1 4BE	129219		SPO 16/7/13	RFQ	0 seconds	5 mm	Q			
51186	Active	L1 4BE	129256		SPO 18/7/13	RFQ	0 seconds	• IIII	0			
Your Company's	Open Inv	vitations										
										Full List		
Supplier Site		Negotiation Number			Title		Тур	e 1	lime Lef	t		
L1 48E		129273			Training RFQ		RFC	2 8	3 days			

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

	n Navigator 🕶 🖻 Favorites 🕶 Home Logout Preferences Help
Negotiations > RFQ: 129273 Title Training RFQ Status Active Time Left & days	Actions Acknowledge Participation Go Open Date 22-Jul-2013 10:00:57 Close Date 31.1ul-2013 10:00:00
Header Lines Controls Contract Terms Buyer Simpson, Miss Anne Quote Style Bind Description	Outcome Standard Purchase Order Event Non-OJEU One stage Process

- 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.

	🛱 Navigator 🔻	🎴 Favorites 🔻 Home Logo	ut Preferences Help
Negotiations & BEO: 100072 b			
Negotiations > RFQ: 129273 >			
Acknowledge Participation (RFQ 129273)			
Supplier Site Will your company participate? Note to Buyer	L1 48E © Yes © No		Cancel Apply
			Cance! Apply

- 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.