

Quick Guide S6: Amended Negotiations

Sourcing Supplier

Amended Negotiations

- If a negotiation is amended, you must acknowledge the amendments before you can submit or resubmit your response.
- The negotiation number for an amended negotiation will start with the same first 6 numbers as the original negotiation, but followed by ',1' for a first amendment, or ',2' for a second amendment.
- If you submitted a response before an amendment was made, you must resubmit your response. Your original response cannot be considered.

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Search Open N	legotiations Title			GO				
Welcome, LUK	E SMITH.							
Your Active	e and Draft Resp	onses						
Press Full List	to view all your co	mpany's res	ponses.					Full List
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages
<u>50037</u> 🙆	Resubmission Required		<u>126003</u>	AS 11/06/13 005	RFQ	27 days		0
<u>51262</u>	Resubmission Required	M1 1AB	<u>129328</u>	Revised Negotiation (Invited Suppliers)	RFQ	29 days 19 hours		<u>0</u>
<u>51263</u>	Resubmission Required		<u>129330</u>	Revised Negotiation (Open to all Suppliers)	RFQ	29 days 19 hours		<u>0</u>
<u>51226</u>	Draft	M1 1AB	<u>129190-2</u>	RFQ 12/7/13 006	RFQ	60 days 19 hours		<u>0</u>
<u>50036</u>	Active		<u>119001</u>	AS 10/06/13	RFQ	0 seconds		0
Negotiation	has been amende	ed and requir	res your action to	be considered for award.				

- The symbol next to the response number identifies this is an amendment.
- If invited to participate, the negotiation number will have the same symbol next to it.
- If you view the original or amended negotiation or response, you will be notified that there is an amendment.

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Negotiations >		
Warning RFQ 129328 has been amended. To be considered for award you must acknow comply with the changes. <u>View Amendment History</u>	vledge each amendment and submit (or resubmi	t) all your responses to ensure that they
RFQ: 129328		

• Click the View Amendment History link.

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Negotiations							
Negotiations > RFQ: 129328,1 >							
Amendment History (RFQ 129328)							
To be considered for award you must ack comply with the changes.	To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.						
Show All Details Hide All Details							
Details Document Number 🔻	Title	Status	Acknowledgement Date		Review Changes		
<u>Show 129328.1</u>	Revised Negotiation (Invited Suppliers)	Active			200		
Show 129328	Revised Negotiation (Invited Suppliers)	Amended					

• Click the **Show All Details** link to view a summary of the amendments.

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• To view additional details, click the **Review Changes** button.

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Label			RFQ 129328	RF	Q 129328,1		_		
Amendment Descri	ption			Chi	ange quantity and i	negotiation close d	late		
Notes and Attack	iments								
RFQ 129328									
-	-								
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No results round									
RFQ 129328,1									
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- An amendment description and a summary of the changes are displayed against the original and / or amended negotiation number.
- This may show an update, an addition or a deletion.

- You also have a link to the full original and amended negotiations to compare the changes.
 - Click on the 'View RFQ' button with the original 6 digit negotiation number to view the original negotiation. Then click on the 'View Amendment History' link to return to the amendment history screen.
 - Click on the 'View RFQ' button with the original 6 digit negotiation number followed by ',1' to view the amended negotiation. Then click on the 'View Amendment History' link to return to the amendment history screen.
 - Click on the Amendment History (RFQ No) at the top of the screen (filepath under the Negotiations tab) to return to the amendment history screen.

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Show All Details Hide All Details					
Details Document Number 🔻	Title	Status	Acknowledgement Date		Review Changes
<u>Show 129328,1</u>	Revised Negotiation (Invited Suppliers)	Active			ρα
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- You must acknowledge the amendment before you may create a response.
- Click the Acknowledge Amendments button.

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Negotiations									
Negotiations > RFQ: 129328,1 > Amendmen	t History (RFQ 129328) >	Review Changes (RFQ	129328 RFQ 129328,1) >	RFQ:	129328 >	•			
Acknowledge Amendment (RFQ 129328,1)									
To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response Cancel Acknowledge Complies with the changes.									
I have read the terms and conditions below and acknowledge amendment RFQ 129328,1.									
Head Acknowledge Check									
Label	RFQ 129328	RFQ 129328,1							
Amendment Description		Change quantity and ne	egotiation close date						

- The amendment description and summary of changes are displayed again, but with an option to acknowledge the amendments.
- Tick the acknowledgement check box.
- Click the Acknowledge button.



- You will now be asked if you would like to respond to the negotiation.
- If you are ready to enter your response, click the **Yes** button.
- You may now enter your response or revise a response created earlier.
- If you had created a draft response or submitted a response to the original negotiation, your responses may still be displayed.
- Any area of the negotiation which has been amended will not carry over from your original response.
 - For example, if the buyer has changed the line description or quantity, your response to that line will no longer be valid or displayed. You will need to enter a new response to that line. However, all quotes for unchanged lines will remain.
- If the negotiation area remains unchanged, your original response will carry over to your revised response.
 - For example, if the buyer adds a new requirement, all previously entered requirements will remain. You will be asked to enter your response for the new requirement only.

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