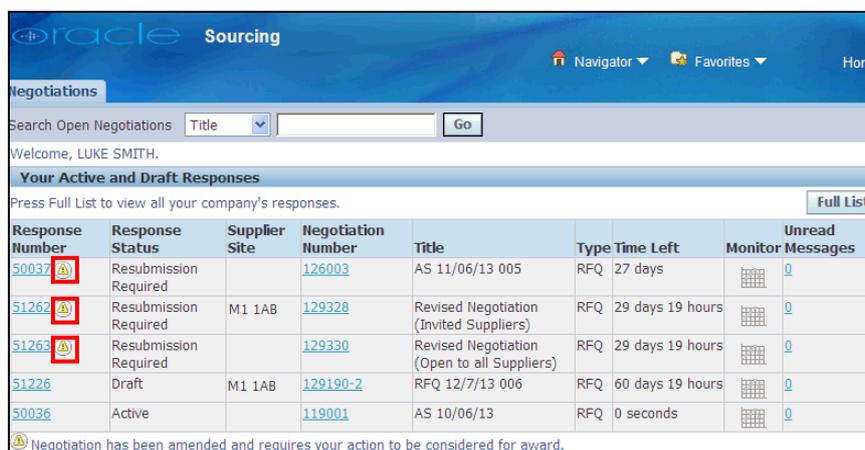


Quick Guide S6: Amended Negotiations

Sourcing Supplier

Amended Negotiations

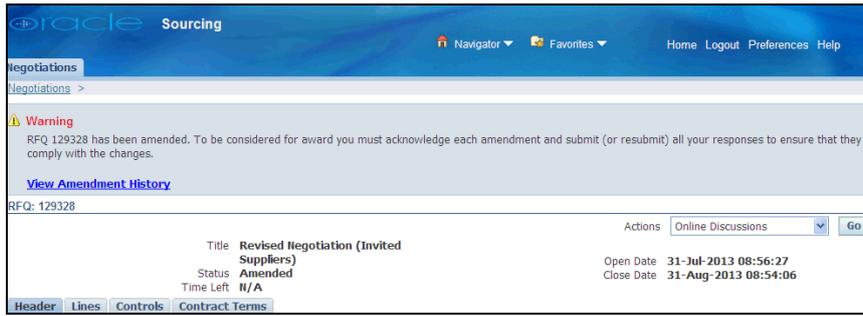
- If a negotiation is amended, you must acknowledge the amendments before you can submit or resubmit your response.
- The negotiation number for an amended negotiation will start with the same first 6 numbers as the original negotiation, but followed by ',1' for a first amendment, or ',2' for a second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



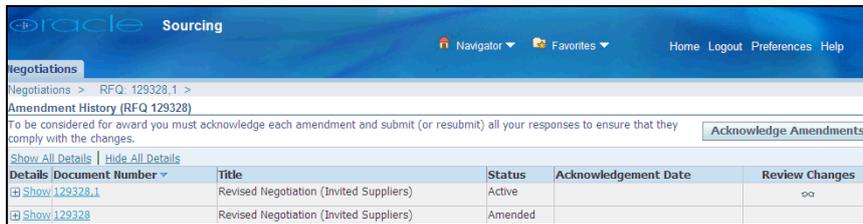
The screenshot shows the Oracle Sourcing interface. At the top, there is a search bar for 'Open Negotiations' with a 'Go' button. Below this, a message reads 'Welcome, LUKE SMITH.' and a section titled 'Your Active and Draft Responses' with a 'Full List' button. A table lists several negotiations with columns for Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, and Unread Messages. Three rows (50037, 51262, and 51263) have a small red square icon with a white 'A' next to their response numbers, indicating they are amendments. A notification at the bottom states: 'Negotiation has been amended and requires your action to be considered for award.'

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Unread Messages
50037	Resubmission Required		126003	AS 11/06/13 005	RFQ	27 days	0
51262	Resubmission Required	M1 1AB	129328	Revised Negotiation (Invited Suppliers)	RFQ	29 days 19 hours	0
51263	Resubmission Required		129330	Revised Negotiation (Open to all Suppliers)	RFQ	29 days 19 hours	0
51226	Draft	M1 1AB	129190-2	RFQ 12/7/13 006	RFQ	60 days 19 hours	0
50036	Active		119001	AS 10/06/13	RFQ	0 seconds	0

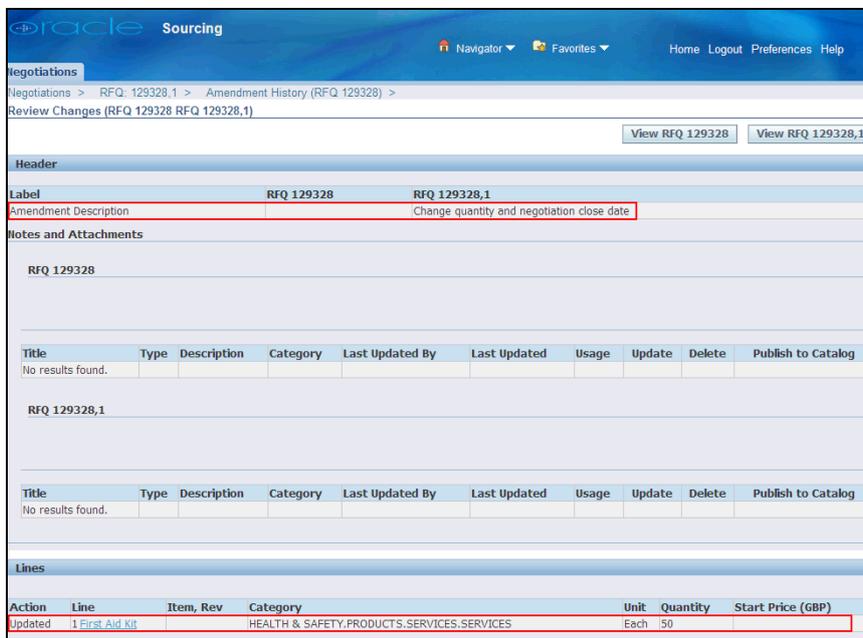
- The symbol next to the response number identifies this is an amendment.
- If invited to participate, the negotiation number will have the same symbol next to it.
- If you view the original or amended negotiation or response, you will be notified that there is an amendment.



- Click the **View Amendment History** link.

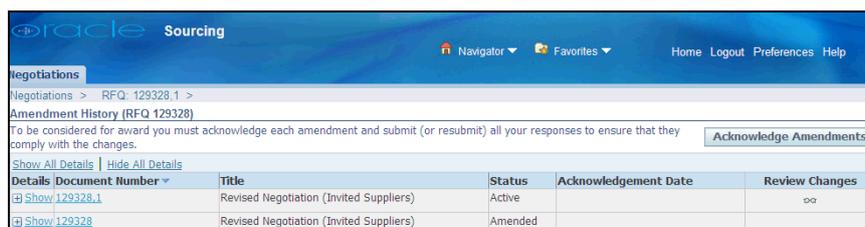


- Click the **Show All Details** link to view a summary of the amendments.
- To view additional details, click the **Review Changes** button.

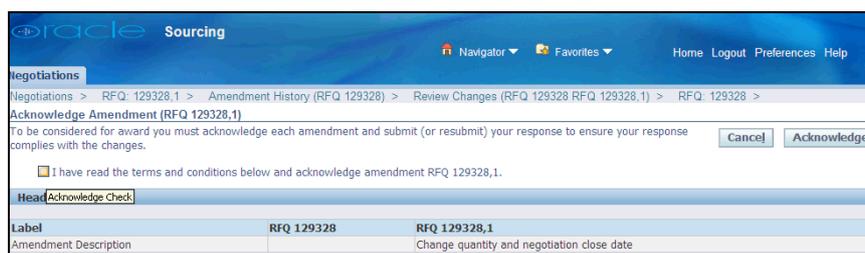


- An amendment description and a summary of the changes are displayed against the original and / or amended negotiation number.
- This may show an update, an addition or a deletion.

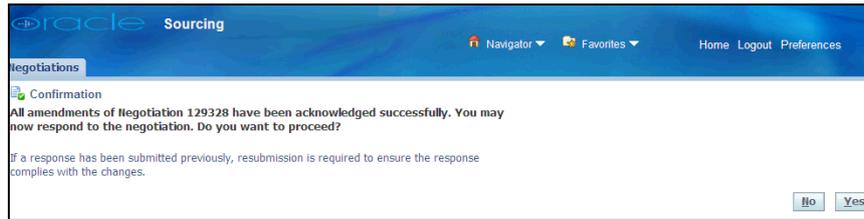
- You also have a link to the full original and amended negotiations to compare the changes.
 - Click on the 'View RFQ' button with the original 6 digit negotiation number to view the original negotiation. Then click on the 'View Amendment History' link to return to the amendment history screen.
 - Click 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.



- You must acknowledge the amendment before you may create a response.
- Click the **Acknowledge Amendments** button.



- 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.