

Quick Guide S5: Creating a Response to a Negotiation

Sourcing Supplier

Creating a Response

- Your response must be submitted successfully by the negotiation close date; once closed, the negotiation cannot be reopened under any circumstances.
- Search for and select the negotiation you would like to respond to.

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Negotiations				
Negotiations >				
RFQ: 129328,2				
		Actions	Create Quote 🗸	Go
Title	Revised Negotiation		Create Quote	
(Status / Time Left /	(Invited Suppliers) Active 24 days 20 hours	Open Close	Online Discussions	.7 :00
Header Lines Controls Co	ontract Terms		View Quote History	
Buyer Style	Simpson, Miss Anne		View Amendment History	
Quote Style I Outcome	Standard Purchase Order	Amendment Descr	Printable View Export to Spreadsheet	e

• Select 'Create Quote' from the Actions list and click the 'Go' button.

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Negotiations				
Negotiations >				
Terms and Conditions				
The following terms and conditions must be accepted before a quote is placed in th	is RFQ.		[Cance! Accept
Negotiation terms and conditions will be displayed here		1		Accept

- Read and accept the negotiation Terms and Conditions.
 - \circ You will not be able to create a response unless you accept.

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Negotiations > RFQ: 129217 >		
Create Quote: 51172 (FQ 129217)		
	Cance! View RFQ Quote By Spr	eadsheet Save Draft Continue

• You have started your response and your quote number is displayed.

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Reportations > RFQ: 129217 > Create Quote: 51172 (RFQ 129217) Title <u>Test 16/7/13</u>	Cancel View RFQ Quote By Spreadsheet Save Draft Continue Time Left 14 days Close Date 31-101-2013 10:10:25
Header Lines Supplier AJS TRATILING RFQ Currency GBP Quote Currency GBP Price Precision Any	Quote Valid Unbl (resemple: 17-3ul-2013) Reference Number Note to Buyer

- Click 'View RFQ' to view the published negotiation.
- Click 'Save Draft' to save your response at any time.
- Click 'Continue' when you are ready to submit your response.
 - \circ $\;$ Ensure you submit your response before the close date and time.
 - No responses can be submitted or accepted after the negotiation has closed.
- Complete the details on the 'Header' page.

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Negotiations > RFQ: 129217 >								
Create Quote: 51172 (RFQ 129217)								
Title <u>Tr</u>	est 16/7/13		Cance]	View RFQ	Quote By Spreadsh Time Left 14 days Close Date 31-Jul-201	eet Sa 13 10:10:25	ve Draft	<u>C</u> ontinue
Supplier A RFQ Currency G Quote Currency G Price Precision A	JS TRAINING BP BP ny			Quote Valid Reference Nur Note to B	Until (example: 17-Jul-2013) nber /			
Attachments Add Attachment								
Title Type	Description	Category	Last Updated	Ву	Last Updated	Usage	Update	Delete
No results found.								

- Optionally enter the 'Quote Valid Until' date.
- Optionally enter a 'Reference Number'.
 - This may help you to search for your responses at a later date.
- Optionally enter a 'Note to Buyer'.
- Optionally 'Add Attachment' to provide the buyer with any additional information on or specifications about your response.
 - To refer to a negotiation attachment from the buyer, click the 'View RFQ' button.

Requi	rements		
Expan	d All Collapse All		
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		T	
Focus	Title	Value	Queto Value
rocus	Deminerate	value	Quote value
4	Castien 1		
Ψ	G Section 1		
	List the locations your organisation can provide services to within the		
	area of Lancashire		<u> </u>
	Has your org/director(s)/partner (s)/Proprietor(s) been convicted of a criminal offence related to business or professional conduct?	No	M
	Are you classed as a large organisation?		×
\$	Eligibility criteria		
	Has your org/director/partner/proprietor been convicted of a criminal offence related to business or professional conduct2	no	no yes

- If the buyer has added Requirements, enter your response in the Quote Value field, either in the text field or using the options shown in the drop down lists.
 - $\circ~$ A text field response is limited to 3,000 characters.
 - Requirements may be display only, optional or required.
 - If this is 'required', you will not be able to submit your response until you have added your Quote Values.

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Negotiations > RFQ: 129217 > Create Quote: 51172 (REQ 12921	7)	
Title	<u>Test 16/7/13</u>	Cancel View RFQ Quote By Spreadsheet Save Draft Continue Time Left 14 days Close Date 31-Jul-2013 10:10:25
Supplier RFQ Currency Quote Currency Price Precision	AJS TRAINING GBP GBP Any	Quote Valid Until (anampie: 17-3ul-2013) Reference Number Note to Buyer

- Return to the top of the page and click on the 'Lines' link.
- If you receive an error message, view the details of the error and correct.
- If you are unable to enter your response for all requirements at this time, click the 'Save Draft' button.
 - You will be able to access the lines page, but will not be able to submit your response until you have entered the information required.

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Negotiations > RFQ:	129217 :	>						
Create Quote: 51172 (F	FQ 1292	17)						
Header Lines	Title	<u>Test 16/7/13</u>		Cance <u></u> V	iew RFQ Quo Time Close D	te By Spreadshee Left 14 days ate 31-Jul-2013	Save Draf	t <u>C</u> ontinue
RFQ Price	Currency	GBP			Quote Curre	ncy GBP		
Line	Update	Ship-To	Start Price	Target Price Quote Price	Total Score Unit	Target Quantity	Quote Quantity	Promised Date
1 Carpets cleaned	1	PR1 0LD - County Hall			Each	5		
2 Upright vacuum cl @	1	PR1 0LD - County Hall			£	1		
Indicates more inform	ation req	uested. Click the Updat	e icon.					

- For a simple quote, enter the details requested for each line.
 - Enter the details requested. For the example shown, enter the 'Quote Price', 'Quantity' and 'Promised Date'.
 - If required, the Promised Date will default to the date this is needed by.
 You may amend the date if you can deliver early or cannot deliver by the due date.
 - If unable to meet the stated delivery date, contact the buyer using the online discussions to determine if a late delivery would be acceptable.
- To view or respond to additional information relating to a line, such as attachments or line attributes, click on the 'Update' 🥒 button for each line.
 - Please note; indicates additional information is requested for the line.
 These are known as 'Line Attributes'.
 - You must enter the information requested before you can submit your response.

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<u>Create Q</u>	uote 51172: Line 2 (RF Description Unit Start Price Target Price Quote Price Target Quantity Quote Quantity	2 129217) Upright vacuum ck flex £	saner with longer lenght		Close Date Quote Currency Ship-To Need-By Date Promised Date	Line 1: Carpets cleaned V Go Cancel Save Draft Apply 31-Jul-2013 10:10:25 GBP PR1 0LD - County Hall 26 Aug-2013 09:00:00 to 29-Aug-2013 10:10:02
Pay Iter TIP To Attribut	ms otal pay item amount m tes ore	ust add up to the line a	mount.			
Group General General	Attribute Bagged Power	Attribute Type Required Required	Target Value Bagless	Quote Value		
General Notes Note to B	Stair Cleaning	Required	Yes		2	
Attachr Add At	nents ttachment					

- Enter the 'Quote Price' and 'Promised Date (if required).
- If the buyer has added Line Attributes, enter your response in the Quote Value field.
 - Use the text field or the options available in the drop down lists.
- Optionally, add a 'Note to Buyer' or 'Add Attachment' to provide the buyer with any additional information on, or specifications about this line.
- When you have completed the details requested, click on the 'Apply' button.

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Negotiations > RFQ: 1	29217	>								
Create Quote: 51172 (R	FQ 1292	17)								
Cancel View RFQ Quote By Spreadsheet Save Draft Con Title Test 16/7/13 Time Left 14 days Close Date 31-Jul-2013 10:10:25								re Draft <u>C</u> ont	inue	
RFQ C Price P	Currency recision	GBP Any Shin-To	Start Price	Target Price Quote Price	Quote (Currency	GBP	Quote Qu	antity Promised I	Date
Line	opuace	Ship to	Start Flice	larger Frice Quote Frice	Total Score	onic re	inger quanticy	Quote Qu	and y Fromseu	Date
1 Carpets cleaned	1	PR1 0LD - County Hall		45	100	Each	5		5 [23-Aug-20]	1 🗐
2 Upright vacuum cl	1	PR1 0LD - County Hall		179	100	£	1		1 29-Aug-20	1

- You will be returned to the line summary.
- When you have completed the details requested for all lines, click on the 'Continue' button.



- Review the details.
 - Take note of any warnings (e.g. revised responses not allowed).
 - You must correct any errors before you can submit your response.
- Click the 'Submit' button when you are ready to submit your response.

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Confirmation Quote 51172 for RFQ 129217 (Test 16/7/13) has been submitted.		

- Confirmation your response has been submitted is displayed.
 - If you do not see the confirmation, review and correct the warnings or errors displayed and resubmit.

Megotiations	ele Sour	cing	P	f	Navigato	or 🔻 🔒	Favorites		Home
Search Open Negot	tiations Title	~	60	1					
Welcome ANNE St									
Vour Active an	d Draft Recoone	D.C							
Press Full List to vi	ew all your compa	ny's responses.						[Full List
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Message	25
<u>51172</u>	Active		<u>129217</u>	Test 16/7/13	RFQ	14 days		0	
Your Company'	s Open Invitatio	15							
,		-						[Full List
Supplier Site		Negotiation	Number		Title	Туре	Tin	ie Left	
No results found.									

- On the Negotiations home page, your response and the negotiation are now shown in the 'Your Active and Draft Responses' section.
 - If you received an invitation to participate, this will no longer be displayed in 'Your Company's Open Invitations'.
- Your Response Status should be 'Active'.
 - If the Response Status is not 'Active', your response has not been submitted. Click on the Response Number and repeat the procedure, taking care to review and correct the warnings or errors displayed.
- Click on your response number to view your response.
- Click on the negotiation number to view the negotiation.

Revise Response

Buyer allows revised response

- The buyer will normally allow revised responses.
- To create a revised response, select 'Create Response' in the Actions drop down list and click the 'Go' button.
 - Repeat the above procedure to create a new response.
 - Please note; this replaces your previous response; the buyer will consider your latest response only.

Negotiations > RFQ: 129539 >							
Quote History (RFQ 129539)							
						Online Discussi	ons Create Quote
Title <u>Training 28/8/13 Example 1</u> Time Left 24 days 21 hours					Status Active Close Date 23-Sep-2013 13:19:16		
Supplier 🔺	Supplier Site	Contact	Quote	Status	Quote Total (GBP)	Time of Quote	Quote Valid Until
AJS TRAINING	PR1 9AS	SPENCER, ANNE	51472	Active	22.20	29-Aug-2013 14:45:25	
AJS TRAINING	PR1 9AS	SPENCER, ANNE	<u>51419</u>	Archived	22.37	28-Aug-2013 11:42:22	

 All responses can be viewed via 'View Quote History' in the Actions list; the latest quote is 'Active' and all previous quotes are 'Archived'.

Buyer does not allow revised response

- Exceptionally, the buyer may not allow multiple responses.
- A warning will be displayed when you submit your response; 'Buyer has requested for you to submit a single, best quote'.
- You will not be able to submit a revised response.

Multiple Responses (Additional Responses)

- You will be informed by the buyer if multiple responses are allowed.
- To create a multiple response, select 'Create Response' in the Actions drop down list and click the 'Go' button.
 - Repeat the above procedure to create an additional response.
 - Please note; this is in addition to your previous response; the buyer will consider all of your responses.
 - All responses can be viewed via 'View Quote History' in the Actions list; all quotes are 'Active'.

Multiple Rounds of Negotiation

- A negotiation may be carried out over several rounds.
- Once the initial round has closed, the buyer may create a new round of negotiation.
- The negotiation number for a second round of negotiation will start with the same first 6 numbers as the original negotiation, but followed by '-2' ¹²⁷⁰⁴¹⁻² for a second round, or '-3' for a third round.
- Suppliers will be notified via email and the worklist if they have been shortlisted or not. Shortlisted suppliers will be invited to participate in the new round of negotiation.
- Respond to a second-round negotiation the same way as to the initial negotiation.

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