

Quick Guide S1: Sourcing Negotiations Home Page

Search for Open Negotiations.
Select the search option (e.g. Title or Number), enter the search information and click the 'Go' button.

Type
The type of negotiation:
RFI – Request For Information
RFQ – Request For Quote

Response Number / Status
Your response to a negotiation:
Active – submitted
Draft – not submitted
Click on the number to view.

Negotiation Number
The published negotiation. Click on the number to view.

Your Company's Open Negotiations
Click on the number to view a negotiation you have been invited to participate in.
The **Type** and **Time Left** are also displayed.

Manage
Manage your:
Draft responses – e.g. unlock a response locked by another user
Deliverables – view and update deliverable
Personal Information – e.g. update your email address

View Responses
View your:
Active – the negotiations you have submitted a response to
Disqualified – you have been disqualified from this negotiation by the buyer
Awarded – the negotiations you have been awarded
Rejected – the negotiations you have not been awarded

Time Left
The amount of time left before the negotiation closes.
Please note; Quotes cannot be submitted or accepted after the end date and time. The negotiation is closed and cannot be reopened when the Time Left is '0 seconds'.

Click the '**Full List**' button to view all Active and Draft responses.

Unread Messages
Identifies the number of messages sent to you by the buyer which have not been read.
This links to the Online Discussions. Click on the number to view the message.

Click the '**Full List**' button to view all negotiations you are currently invited to participate in.

Oracle Sourcing Negotiations Home Page

Welcome, ANNE SMITH.

Your Active and Draft Responses
Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
51097	Draft		129094	VW Golfs	RFQ	8 days 20 hours		0
48002	Draft		126003	AS 11/06/13 005	RFQ	42 days 22 hours		1
43001	Active		106001	AS 6/6/13 001	RFQ	0 seconds		0
50026	Active		127039	Provision of Transport for contract S1AAA1U	RFQ	0 seconds		0
50032	Active		127041-2	AS 14/06/13 002	RFQ	0 seconds		0

Your Company's Open Invitations [Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
	129167	Test for taxi contract	RFQ	5 days 23 hours
	129163	AS 9/7/13 002	RFI	69 days 21 hours

Quick Links

Manage	View Responses
<ul style="list-style-type: none"> Drafts Deliverables Personal Information 	<ul style="list-style-type: none"> Active Disqualified Awarded Rejected

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