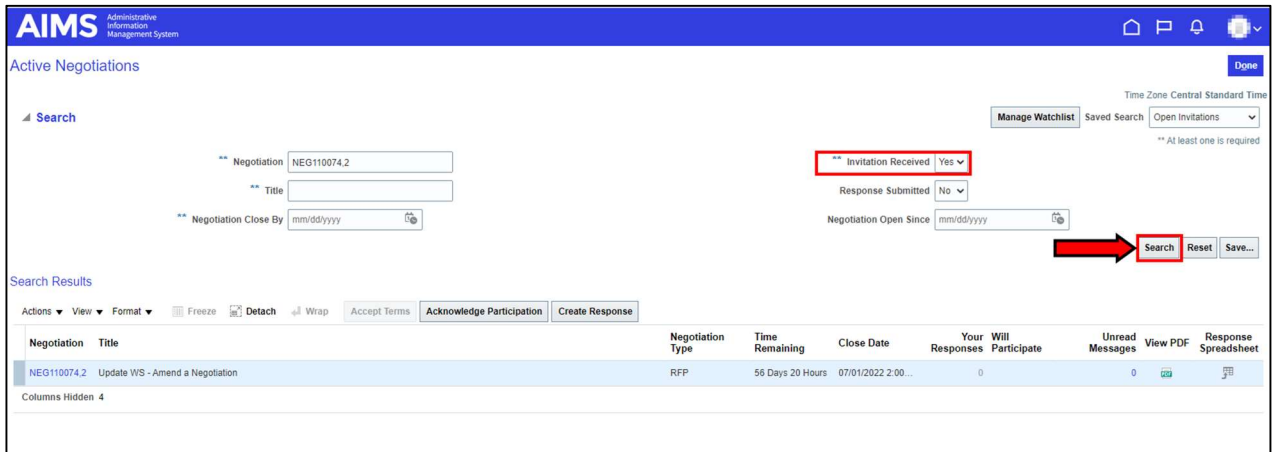|	Title: (SCC&S) Responding to Negotiations	
WORK STANDARD	Location: All	Department/Unit: SCM/Contracts &Sourcing
	Document Owner: (SCC&S) Contracts/Sourcing	Date Prepared: Spring, 2022
	Last Revision:	Date Approved:Spring, 2022
	Related Policies/Documentation	

Work Standard Summary: How to respond to negotiations.

Disclaimer: The following images are intended to be used as a reference and may not be exact.

	Essential Tasks:
1.	Using the MyWork dashboard, **select "Supplier Portal" (1) and the "Supplier Portal" tile (2).**

| 2. | On the left side of the Supplier Portal dashboard, **select "View Active Negotiations".**
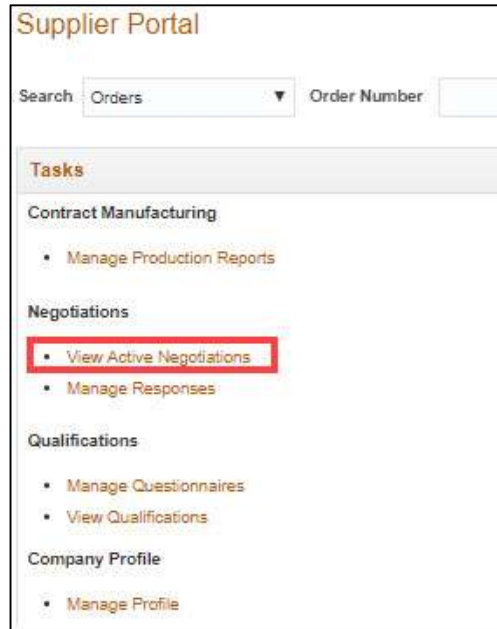
 |
|---|---|
| 3. | If you've been invited, **ensure "Invitation Received" is set to Yes" and click "Search".** If this procurement wasn't by invitation, then you may need to select "No" to find the correct negotiation

Note: Add a negotiation number in the "Negotiation" field if you have various negotiations to respond to. This is not necessary but will be helpful in narrowing the search results.

 |

4.	From the search results, **select the negotiation number to open the negotiation.**

5.	To respond to the negotiation, **select "Create Response"** in the top right corner.

6.	**The "Response Valid Until" field (1) is not mandatory, but it is recommended.** To add a note to the buyer, **enter the "Note to Buyer" field (2).** To add attachments that don't belong in the requirements section, **select the "+" icon (3).** Select "Next" (4) when complete.

7.	Note: at any point in this process you can stop and continue later by **selecting "Save" then "Save and Close".**

8.	To return to a response that was already started, **select "Manage Responses".**

9.	**The search fields (1) can be used to search for any active or draft negotiations.** Otherwise, a full list can be found under "Search Results".
	Once the negotiation has been found, **continue by selecting the negotiation number (2).** Note that the "Response Status" is draft, because this response has not been submitted yet.

10.	**Use the section navigator to browse through all of the requirements. Select the arrow** to navigate to the next pages.

11.	The * (1) indicates that a response is mandatory for this requirement. A * can be beside a question that requires a response or it can indicate that an attachment is required.
	The Lightbulb (2) indicates a hint that will provide guidance on responding.
	Any attachments can be added by selecting the "+" (3).
12.	This is an example of a Multiple Choice question. In this example there are only two options, but other questions may have more to choose from. **For multiple choice questions you can only select one answer.**

13.	This is what a multiple selection question looks like. **Here, you can select all applicable boxes instead of only one answer.**
	* 1. What training/education material do you provide for implementation?
	💡 Check all applicable boxes, if selecting 'other" list in comments field
	☐ a. Color Posters
	☐ b. Pamphlets
	☐ c. 24/7 Toll Free phone number
	☐ d. Login access to information database
	☐ e. Other
	Comments
14.	When you have completed the requirements, you can **select "Next" to navigate to the "Lines" section.**
	AIMS Administrative Information Management System
	① - ② - ③ - ④
	Overvi... **Requi...** Lines Review
	Create Response (Response 6001): Requirements Messages Respond by Spreadsheet ▼ Actions ▼ Back Next Save ▼ Submit Cancel
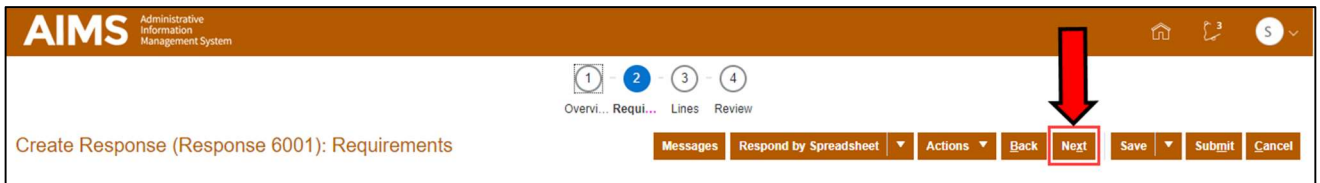
15.	**The "Required Details" are accessed by selecting the icon under "Required Details" in the lines section (1).**
	Be sure to add the response price for each line (2). The price is per UOM listed (to the right of Response Price). In this case it is "each".
	When each line is complete, **navigate to the review page by selecting "Next" (3).**

16.	**If you have any questions for the Contract Specialist, you can ask them via "Messages" from this page (1).**
	When you are sure your response is complete, select "Submit" (2).

17.	If there was a mandatory field that was not completed or any errors in your response, an Error message will appear with details on the specific error. **Select "OK" to return to the response and make the required changes.**

18.	If it was successfully submitted, **a confirmation message will appear.**
	✅ **Confirmation** ✕ The response 6002 to negotiation NEG150006 was submitted. **OK**