

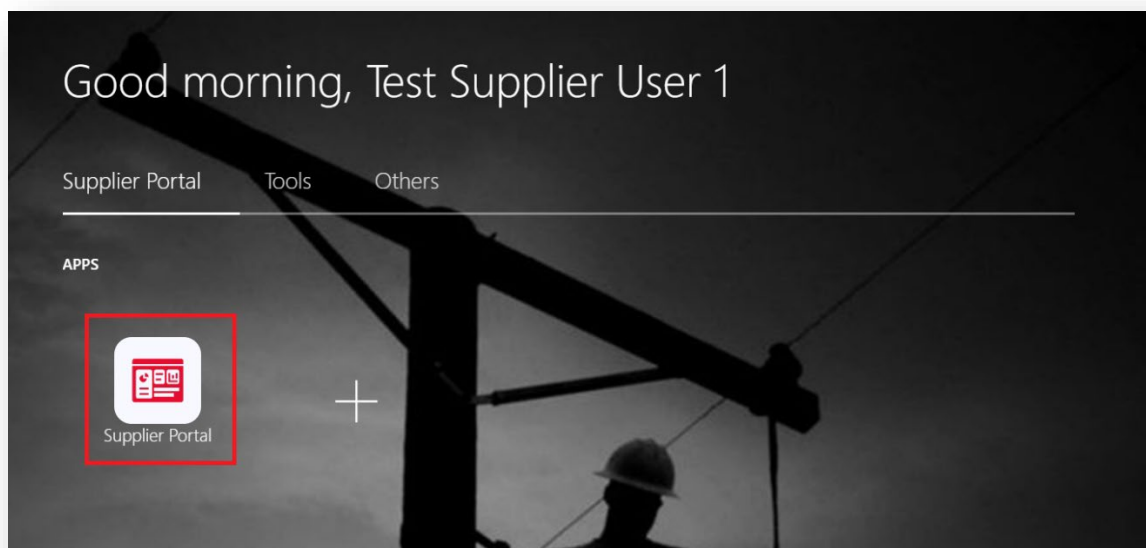
External Supplier: Review Negotiation Response Job Aid

Version 1.0 / Updated September 1, 2025

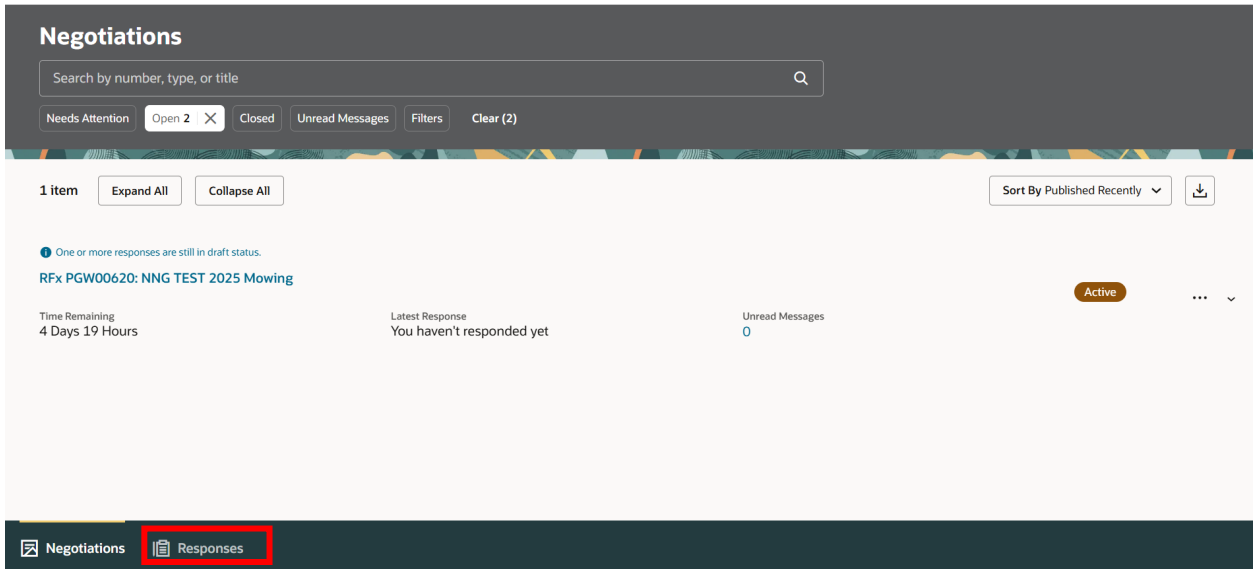
This job aid provides step-by-step instructions for external supplier administrators on how to Review Negotiation Response in the supplier portal.

Part 1: Navigate to Company Profile

1. From the Oracle Fusion landing page, select the “Supplier Portal” tile as shown below.



- Under the Negotiation tile, select **Responses**.



Negotiations

Search by number, type, or title

Needs Attention Open 2 X Closed Unread Messages Filters Clear (2)

1 item Expand All Collapse All

Sort By Published Recently

One or more responses are still in draft status.

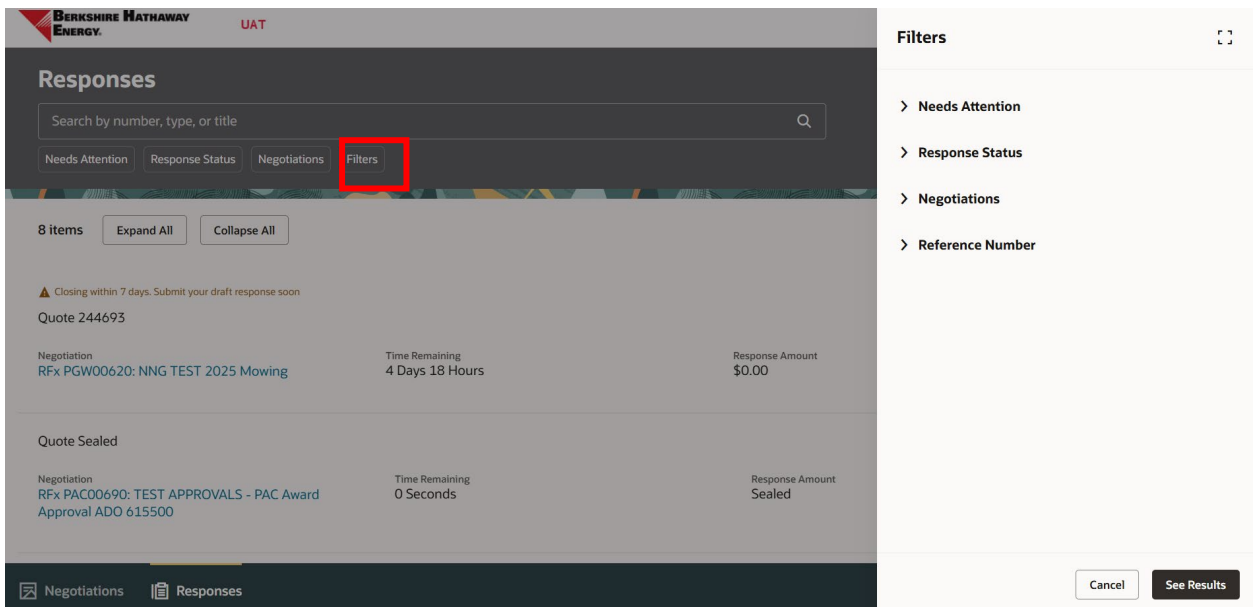
RFx PGW00620: NNG TEST 2025 Mowing

Time Remaining: 4 Days 19 Hours Latest Response: You haven't responded yet Unread Messages: 0

Active

Negotiations Responses

- All prior **Responses** will populate. Filter option provides a more detailed search result.



Responses

Search by number, type, or title

Needs Attention Response Status Negotiations Filters

8 items Expand All Collapse All

Closing within 7 days. Submit your draft response soon

Quote 244693

Negotiation	Time Remaining	Response Amount
RFx PGW00620: NNG TEST 2025 Mowing	4 Days 18 Hours	\$0.00
Quote Sealed		
Negotiation RFx PAC00690: TEST APPROVALS - PAC Award Approval ADO 615500	0 Seconds	Sealed

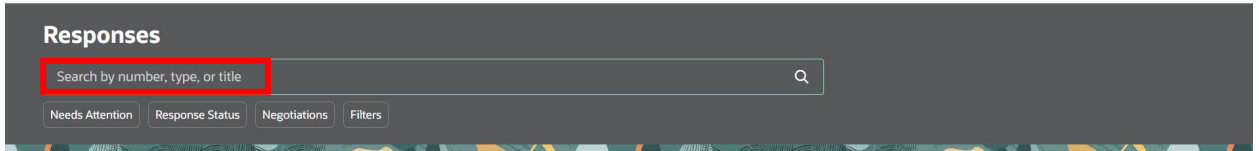
Negotiations Responses

Filters

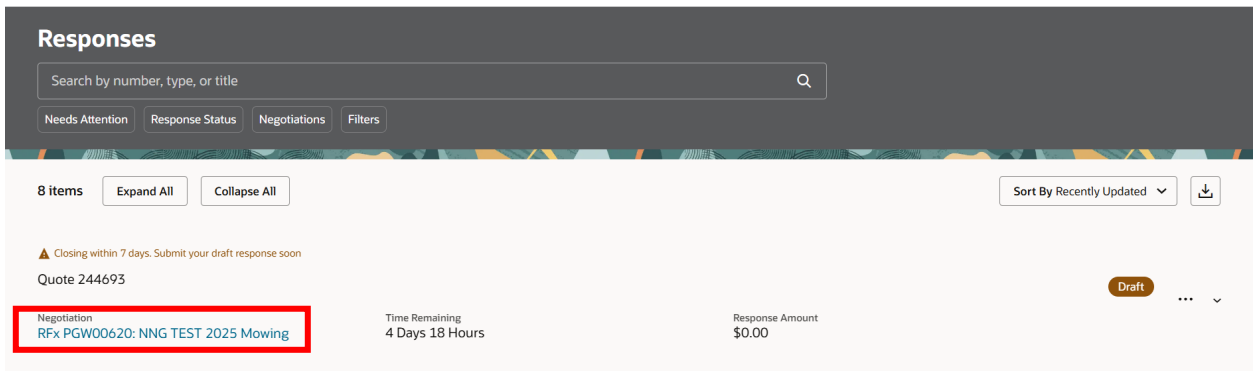
- > Needs Attention
- > Response Status
- > Negotiations
- > Reference Number

Cancel See Results

4. Search with Negotiation Number.

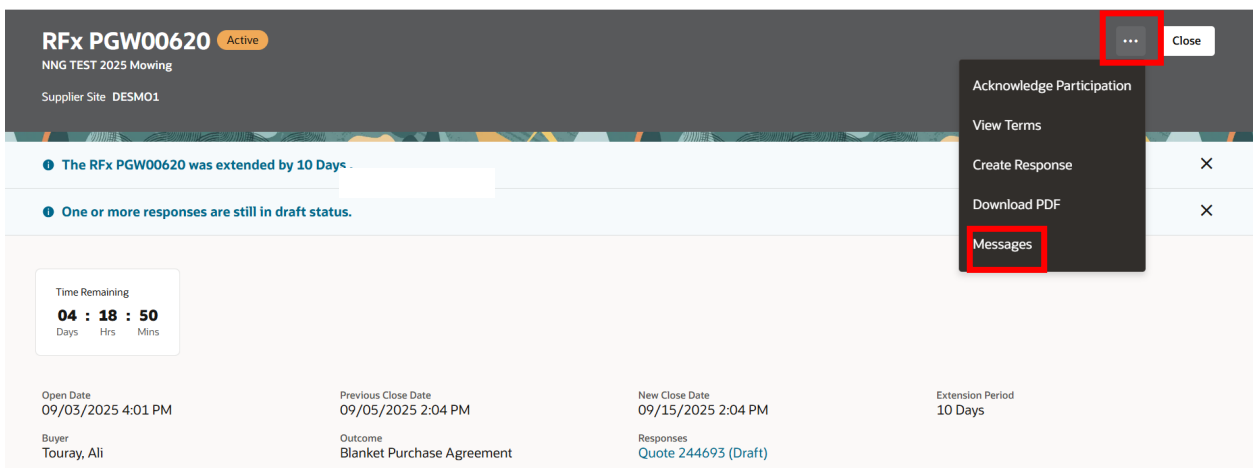


5. Click on the Negotiation Number to get into the Negotiation.



Negotiation	Time Remaining	Response Amount
RFx PGW00620: NNG TEST 2025 Mowing	4 Days 18 Hours	\$0.00

6. Review Negotiation. Select ellipsis (...) to view **Messages**



RFx PGW00620 Active

NNG TEST 2025 Mowing

Supplier Site: DESM01

The RFx PGW00620 was extended by 10 Days.

One or more responses are still in draft status.

Time Remaining
04 : 18 : 50
Days Hrs Mins

Open Date: 09/03/2025 4:01 PM
Previous Close Date: 09/05/2025 2:04 PM
New Close Date: 09/15/2025 2:04 PM
Extension Period: 10 Days

Buyer: Touray, Ali
Outcome: Blanket Purchase Agreement
Responses: Quote 244693 (Draft)