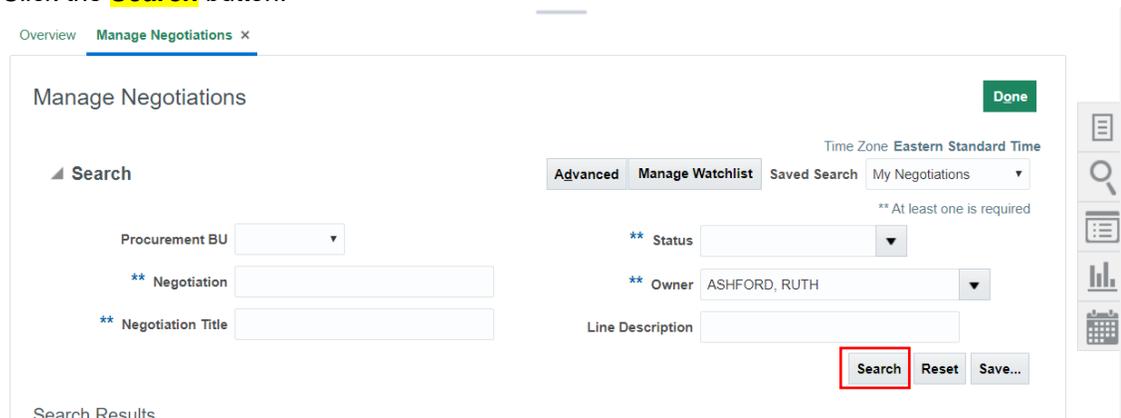# Evaluate Negotiations

Audience: Buyer

Purpose: Buyers have ability to evaluate the responses from Suppliers, including notes to the Buyer, in order to make award decisions. This job aid will assist you with the steps to analyze the Supplier response.

Step	Action
1	Log into Oracle. From the Home page, navigate to **Procurement > Negotiations**.
2	From the Negotiations page, click the **Task** icon, and select **Manage Negotiations**.
3	Click the **Search** button.
4	Select a Negotiation in 'Closed' status. If the Negotiation is locked, click the **Negotiation ID** to open the document.

Step	Instruction
5	Select **Actions > Manage > Unlock**.
6	A warning message is displayed. Click **Yes** to acknowledge and proceed.
7	Click **Ok**.
8	Click **Actions > Manage > Unseal.**
9	A warning message is displayed. Click **Yes** to acknowledge and proceed.

10	Click **Ok**.
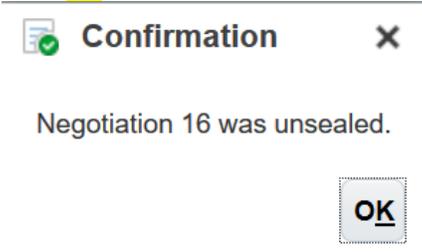
11	Click **Actions > Award > View Response History**.
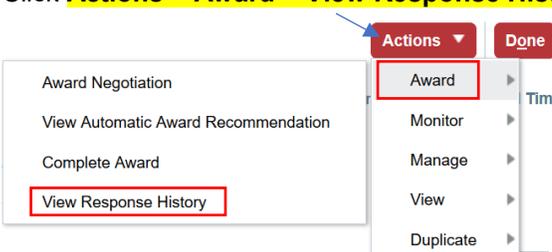
12	Click the **Response ID** link.

13	Review the **Notes to Buyer**, if any.
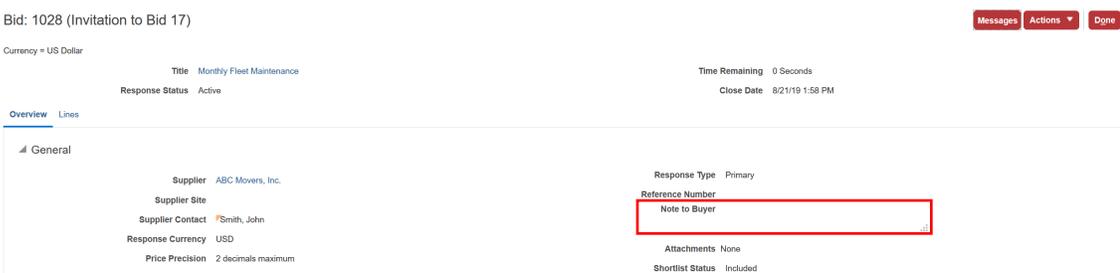
14	Click the **Lines** tab.

15	Review Response lines and click **Done**.