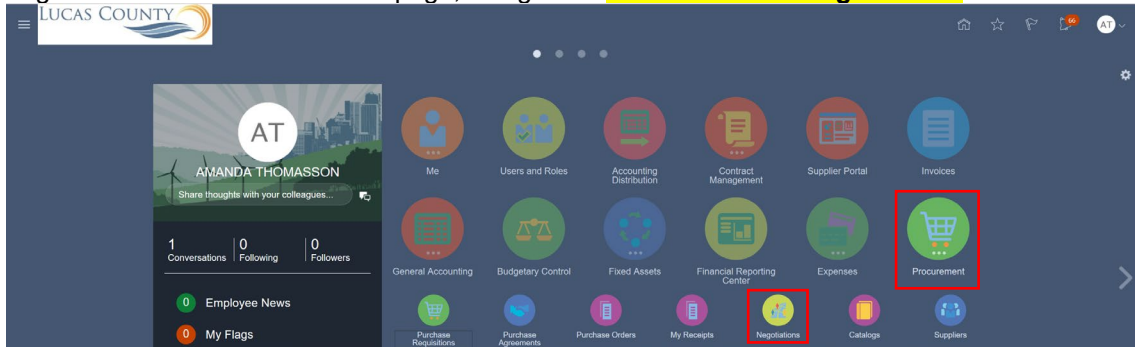


Research Suppliers

Audience: Buyers

Purpose: Suppliers can access your negotiation in different ways: suppliers can find your negotiation by searching online; or you can explicitly invite a supplier to participate. Buyers can research suppliers from the supplier search page and then specifically invite them by adding them to the supplier invitation list while creating the negotiation document. Then when the negotiation is published, invitation notifications are sent to the suppliers the Buyer indicated. This job aid will assist you with using the Research Suppliers search to review supplier negotiation information.

Step	Action
1	<p>Log into Oracle. From the Home page, navigate to Procurement > Negotiations.</p> 
2	<p>From Negotiations click the Task icon and select Research Suppliers.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <h3 style="margin: 0;">Negotiations</h3> <ul style="list-style-type: none"> • Create Negotiation • Manage Negotiations • Manage Surrogate Responses • Delete Negotiations <li style="border: 2px solid red; padding: 5px;">• Research Suppliers </div>

3 Research Suppliers page displays.

Research Suppliers

Search

Procurement BU

** Supplier Keywords

Business Relationship

** Business Classification

** Category Name

Transactions

Transactions Since 8/23/18

** Line Description

Advanced Saved Search All Suppliers

Search Reset Save...

Search Results

View Format Freeze Detach Wrap

Supplier	Purchasing Documents		ASL Status Summary	Sourcing Only	Negotiations		
	Agreements	Orders			Invited	Responded	Awarded
ABC Appliance, Inc.	0	1			0	0	0
ABC Movers, Inc.	1	4			3	4	2

In the **Supplier Keyword** field type a supplier name.

Research Suppliers

Search

Procurement BU

**** Supplier Keywords**

Business Relationship

** Business Classification

4 Click **Search**.

Research Suppliers

Search

Procurement BU

** Supplier Keywords

Business Relationship

** Business Classification

** Category Name

Transactions

Transactions Since 8/23/18

** Line Description

Advanced Saved Search All Suppliers

Search Reset Save...

5 From the Search Results list, click the desired **Supplier Name** link.

Search Results

View Format Freeze Detach Wrap

Supplier	Purchasing Documents		ASL Status Summary	Sourcing Only	Negotiations		
	Agreements	Orders			Invited	Responded	Awarded
ABC Appliance, Inc.	0	1			0	0	0
ABC Movers, Inc.	1	4			3	4	2

Columns Hidden 4

6 Review the **Summary, Transaction History, Products and Services,** and **Supplier Contacts** sections.

Overview Research Suppliers x Supplier: ABC Movers, Inc. x

Supplier: ABC Movers, Inc. Done

Summary

Supplier Number	102490	Corporate Web Site	
Alternate Name		Purchasing Documents on Hold	No
Business Relationship	Spend Authorized	Sourcing Only	No
One-time Supplier	No		

Transaction History

Transactions below are for the last 12 months across all business units.

Sourcing Invitations	3	Blanket Purchase Agreements	0
Responses to Invitations	3	Contract Purchase Agreements	1
Other Responses	1	Purchase Orders	4
Awards	2		

Products and Services

View Format Freeze Detach Wrap

Category Name	Description
962	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHER...
971	REAL PROPERTY RENTAL OR LEASE

Supplier Contacts

View Format Freeze Detach Wrap

Supplier Contact	User Name	Email
Smith, John	JsSmith	marath@outlook.com

7 Click the **Done** button.