Monitoring Supplier Response – Closed

Audience: Buyer, Procurement Manager

Purpose: You can review a response submitted on a closed negotiation. This job aid will assist you with that process.

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	The Manage Negotiations page displays.

Search for a *Closed* negotiation by selecting **Closed** from the Status field dropdown.

From the Search results, click the **Negotiation Id**.

4	Select **Actions > Monitor > Monitor Negotiations**.
5	Review the **Analytics** section: **Report Responses by supplier**.

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6	Review responses by supplier in the **Supplier** section.
7	Click **Done** to close the page.