Manage Surrogate Responses

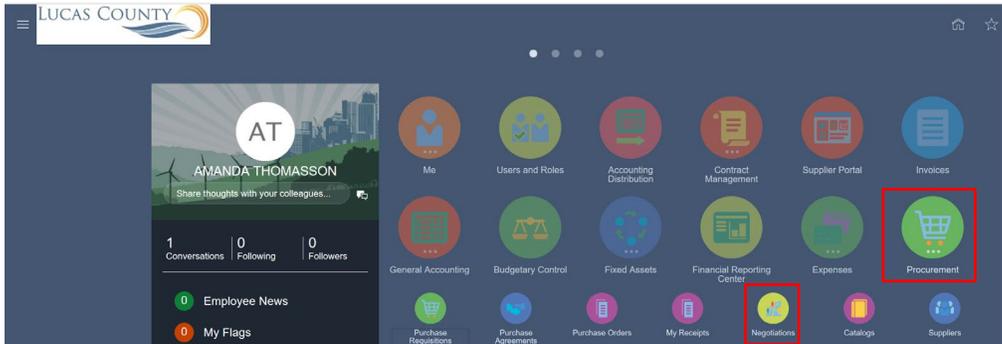**Audience:** Buyers and Suppliers

Purpose: A surrogate response is a negotiation response that you enter on behalf of a supplier company. This feature gives the buying organization the ability to capture responses from suppliers who are not able to directly enter their responses online.
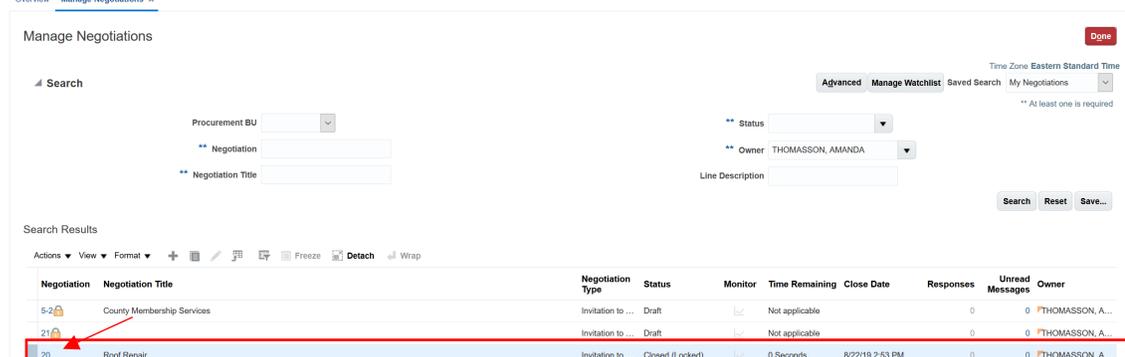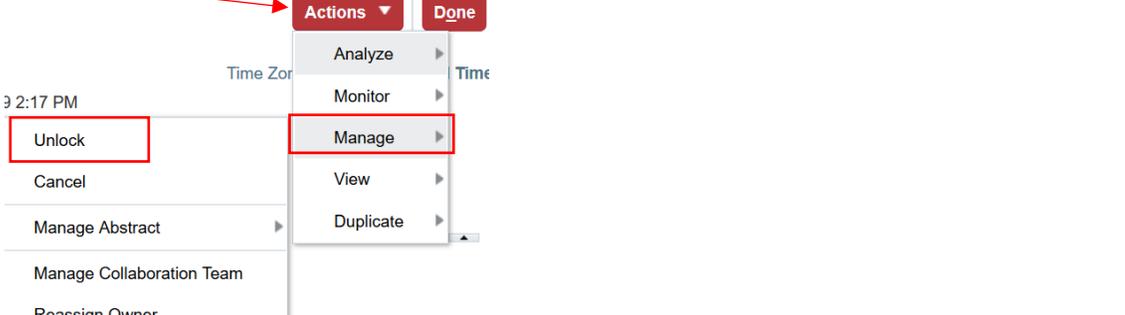
Supplier companies may submit their responses using different communication methods such as faxing or mailing paper documents, emailing PDF documents or spreadsheets. Once the Buyer receives the supplier response, the Buyer can enter this response in the application as a surrogate response. Surrogate responses are handled by the application the same as responses entered by Suppliers with online access. Surrogate responses are used to act on behalf of the supplier to:
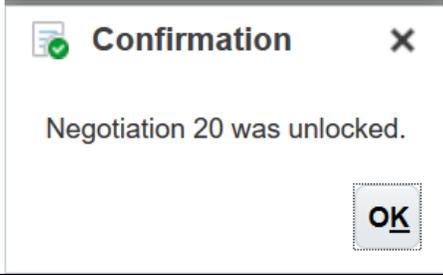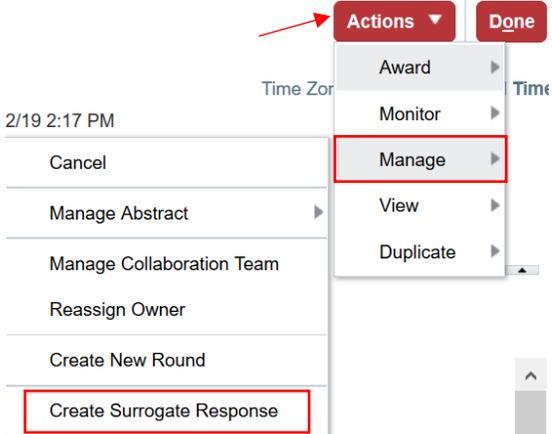
- Create and manage draft responses.
- Acknowledge the supplier's intent to participate in the negotiation.
- Enter the values that comprise the supplier's response, including values for requirements, negotiation lines, line attributes, cost factors or price breaks.
- Acknowledge an amendment to the negotiation.
- Update a response for a new round of responding or as required by a negotiation amendment.
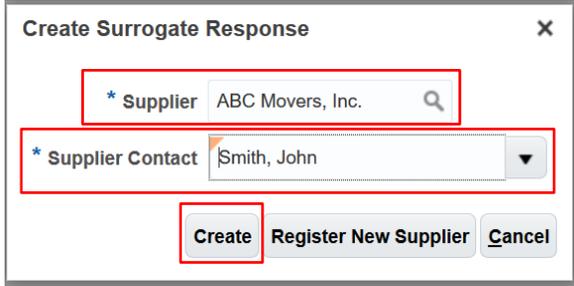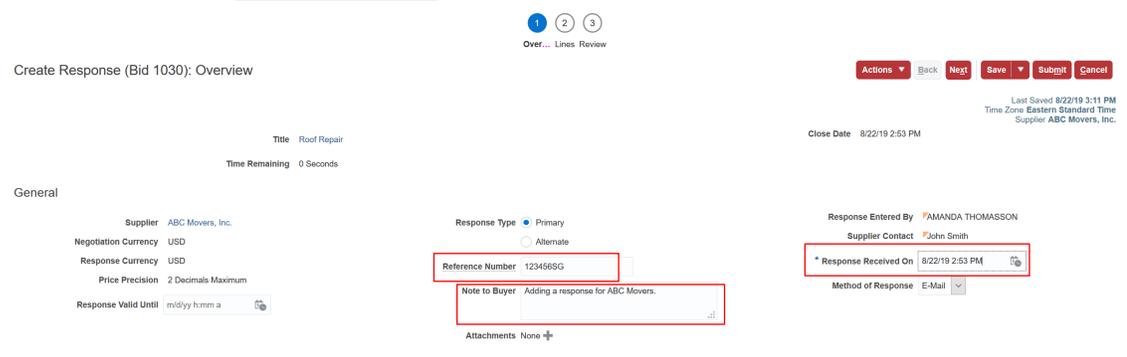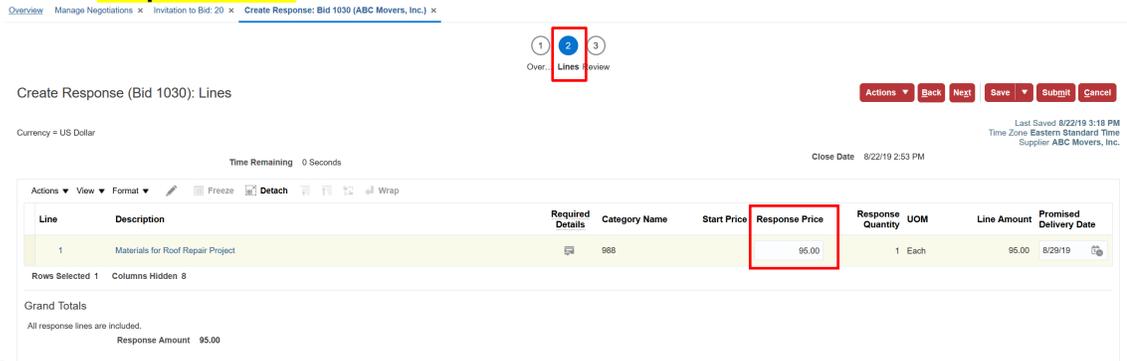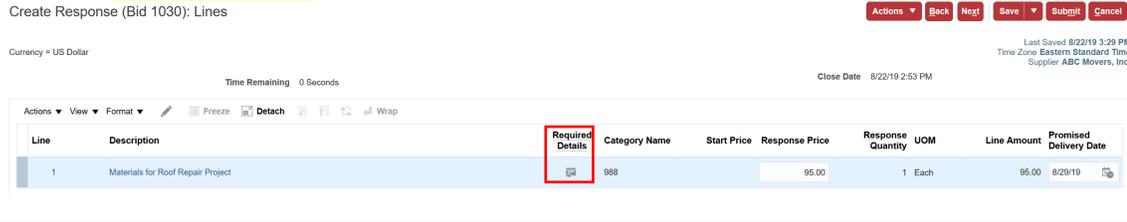
Buyers can enter surrogate responses online or using a spreadsheet. All response rules applicable to a regular response entered by the supplier will also be applicable to a surrogate response. All features and bidding tools (like proxy bidding, mass price reduction) that are available to suppliers entering an online response can also be used when creating a surrogate response. Since the supplier has no online access to the application and therefore cannot receive notifications, Buyers must stay in communication with the supplier about any changes to the negotiation.

This job aid will assist you with entering a surrogate response.

Step	Action
1	Log into Oracle. **Home Page -> Procurement > Negotiations**

2	From **Negotiations** click the **Task** icon and select **Manage Negotiations**.

Negotiations
- Create Negotiation
- Manage Negotiations
- Manage Surrogate Responses
- Delete Negotiations
- Research Suppliers |
| 3 | Click **Search**. |
| 4 | Select a Negotiation in 'Closed' status that has not been responded to by supplier. Click the **Negotiation ID** link.

 |
| 5 | Click **Actions > Manage > Unlock**.

 |
| 6 | A warning message is displayed. Click **Yes** to acknowledge and proceed.

⚠ **Warning** ✕

If you unlock this negotiation, buyers will be able to view all responses. Do you want to continue? (PON-2085255)

Yes   No |
| 7 | Confirmation is displayed. Click **OK**. |

	Confirmation ✕ Negotiation 20 was unlocked. **OK**
8	Click **Actions > Manage > Unseal**. **Actions** ▼ **Done** Award ▶ Time Zor Time Monitor ▶ 22/19 2:17 PM Unseal **Manage** ▶
9	A warning message is displayed. Click **Yes**. To acknowledge and proceed. ⚠ **Warning** ✕ If you unlock this negotiation, buyers will be able to view all responses. Do you want to continue? (PON-2085255) **Yes** **No**
10	A confirmation message is displayed. Click **OK**. **Confirmation** ✕ Negotiation 20 was unsealed. **OK**
11	Click **Actions > Manage > Create Surrogate Response**. **Actions** ▼ **Done** Award ▶ Time Zor Time Monitor ▶ 2/19 2:17 PM Cancel **Manage** ▶ Manage Abstract ▶ View ▶ Manage Collaboration Team Duplicate ▶ Reassign Owner Create New Round Create Surrogate Response
12	Select a **Supplier** and **Supplier Contact**.

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13	Click **Create**.
14	**Create Response Overview** page is displayed. Add a **Reference Number, Note to Buyer** and a date in the **Response Received On** fields.
15	Select the **Lines** Train Stop.
16	Enter a **Response Price**.
17	Click the **Required Details** icon to enter additional required details.
18	Enter information for the **Attributes** as required.
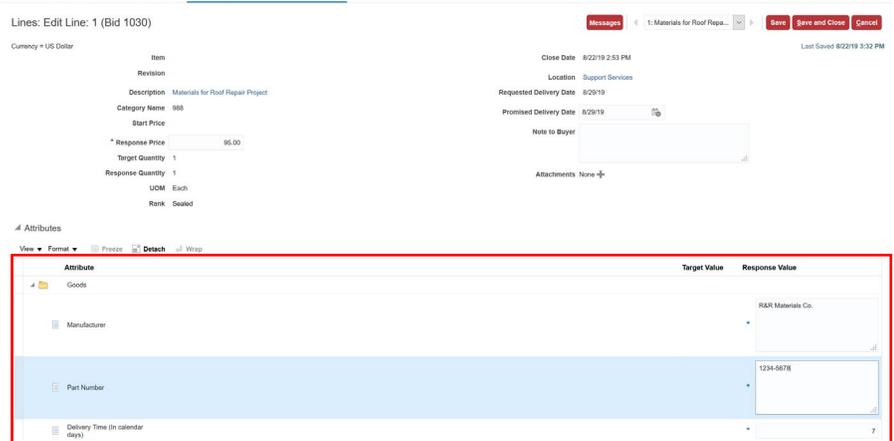
19	Click **Save and Close.**
20	Click the **Review** Train Stop.
21	Click **Submit**.
22	A confirmation is displayed. Click **OK**.
23	Click **Done**.