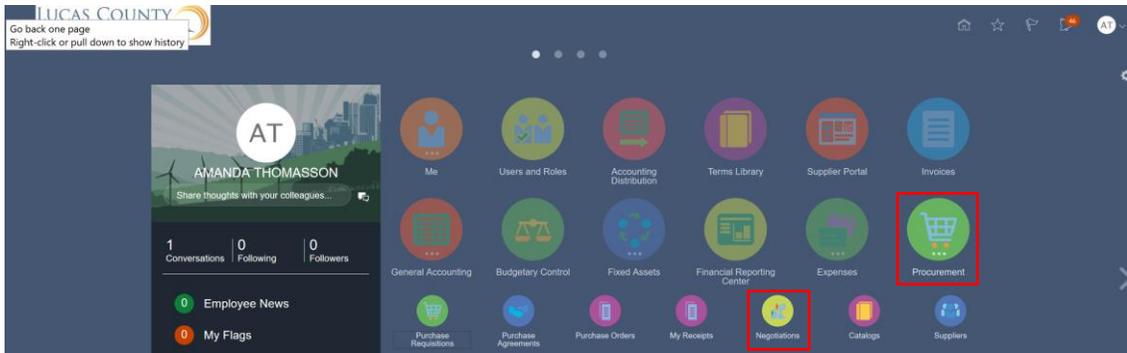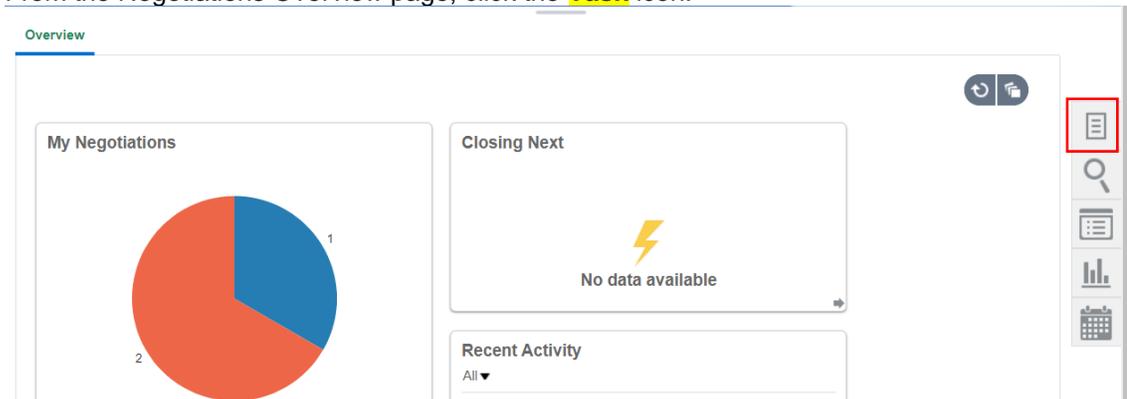# Awarding Negotiation by Automatic Award Recommendation

Audience: Buyer, Procurement Manager

Purpose: There are several ways you can award business for a negotiation. You can enter award decisions at the supplier level or the line level. You can award the entire negotiation to a single supplier, award multiple lines to the same supplier, or award each line its own supplier. This provides flexibility and allows you to quickly enter award decisions.

Note: The auction or RFQ must be closed for responses before you can award business. You can wait until the negotiation reaches its specified close date/time, or, if the negotiation controls allow it, you can manually close the negotiation prior to its specified close date/time. You cannot initiate a new round of quoting/bidding on this RFQ or auction once you have closed the negotiation and submitted an award decision.

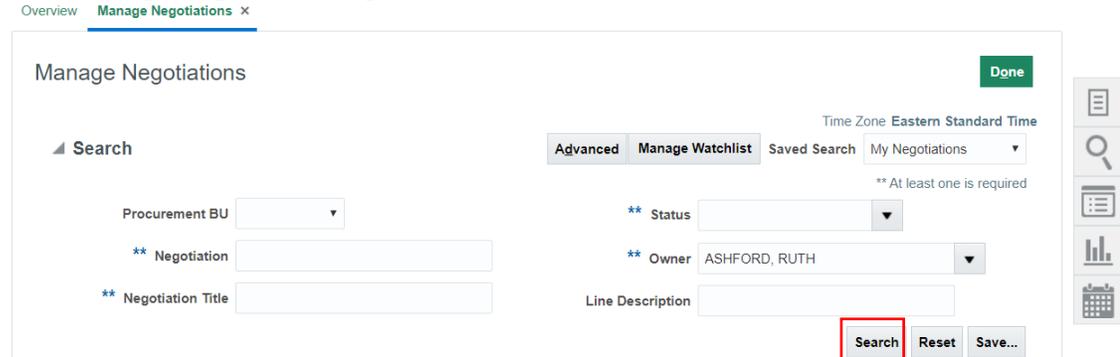This job aid assists you with the steps to awarding by automatic award recommendation.

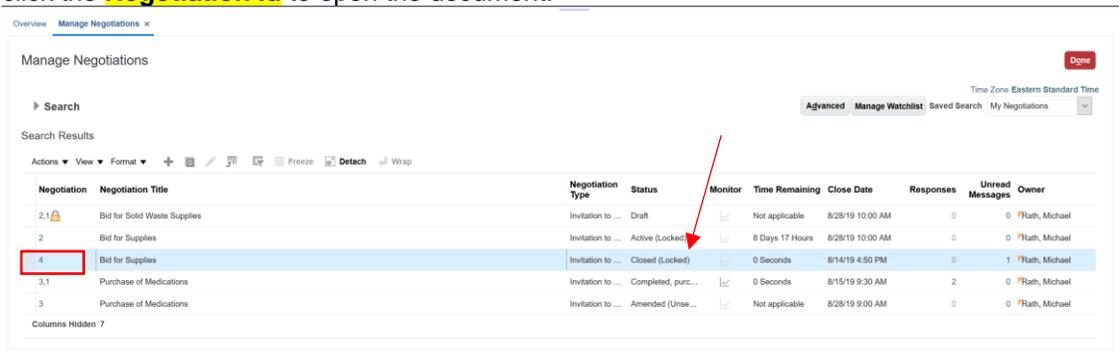| Step	Action
1	Log into Oracle. From the Home page, navigate to **Procurement > Negotiations**.
2	From the Negotiations Overview page, click the **Task** icon.
3	Select **Manage Negotiations**.

LUCAS COUNTY
OHIO

Negotiations
- Create Negotiation
- Manage Negotiations
- Manage Surrogate Responses
- Delete Negotiations
- Research Suppliers

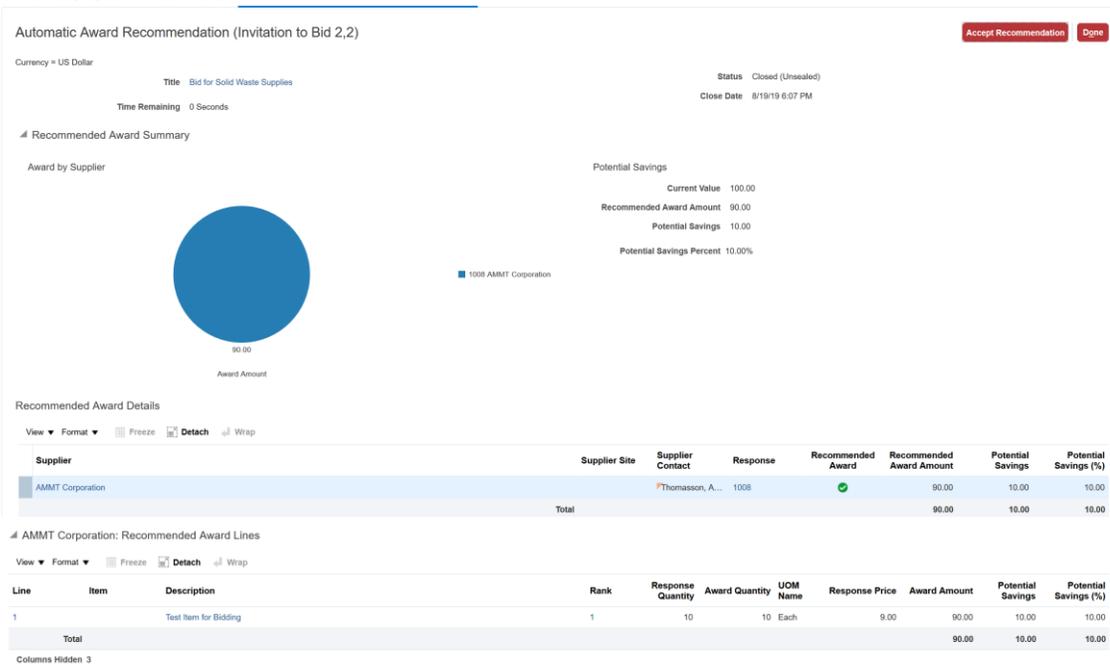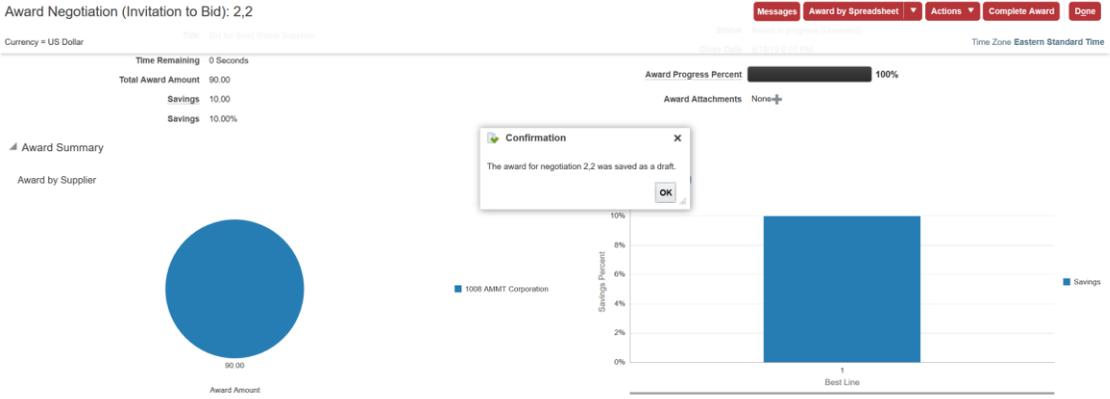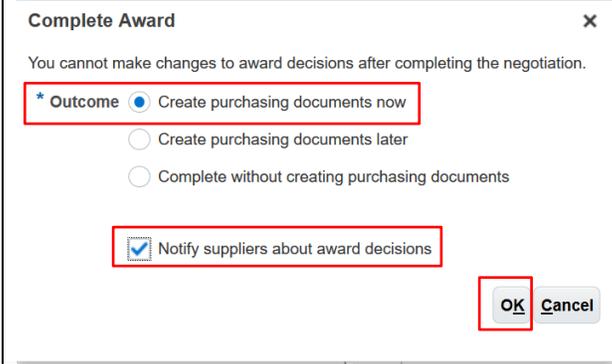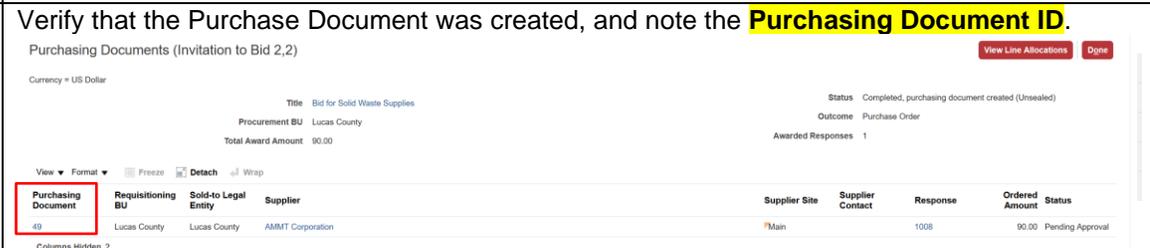| 4	In the Manage Negotiations page, click the **Search** button.
5	From the Search Results, select a Negotiation in 'Closed' status. If the Negotiation is locked, click the **Negotiation Id** to open the document.
6	The Invitation to Bid: screen displays. Select **Actions > Manage > Unlock**.

7	A warning message is displayed. Click the **Yes** button to acknowledge and proceed.
8	Click **Ok**.
9	Click **Actions > Manage > Unseal**.
10	A warning message is displayed. Click the **Yes** button to acknowledge and proceed.
11	Click **Ok**.
12	Click **Actions > Award > View Automatic Award Recommendations**.

13	Review: **Recommended Award Summary - Award by Supplier, Potential Savings Recommended Award Details - Select the Recommended Award.**
14	Click **Accept Recommendation.**
15	A confirmation message is displayed. Click the **Yes** button to acknowledge and proceed.
16	Click **Complete Award** button.
17	Select the ***Outcome: Create purchasing documents now**.
18	Select: **Notify suppliers about award decisions.**

19	A confirmation message is displayed. Click the **OK** button to acknowledge and proceed.
20	Click <mark>Ok</mark>.
21	Click <mark>Submit</mark>.
22	Verify that the Purchase Document was created, and note the <mark>**Purchasing Document ID**</mark>.