

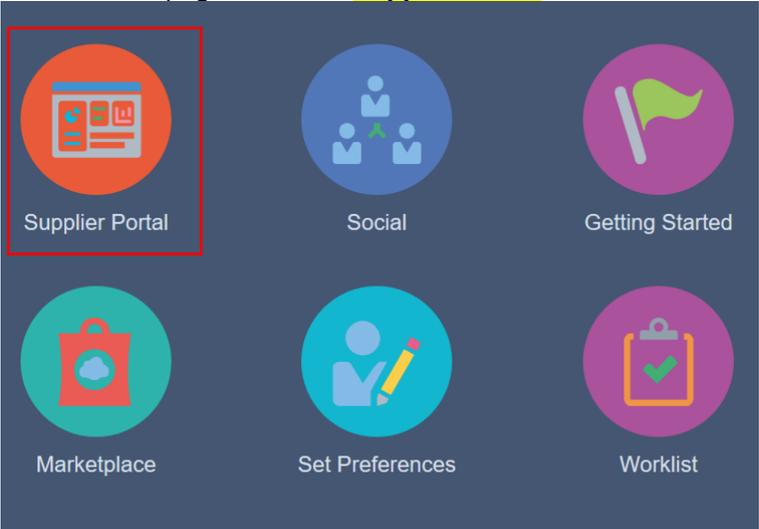
Monitor My Negotiations

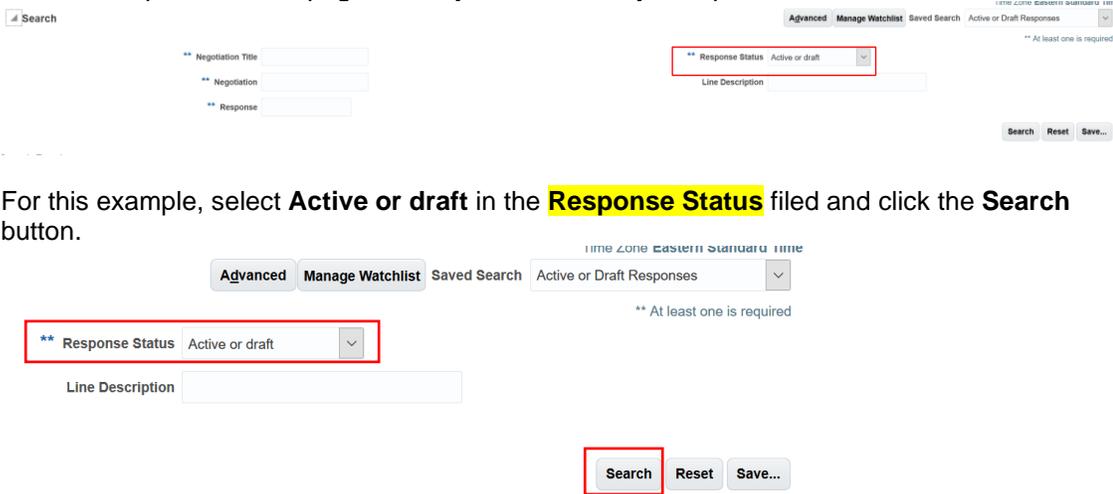
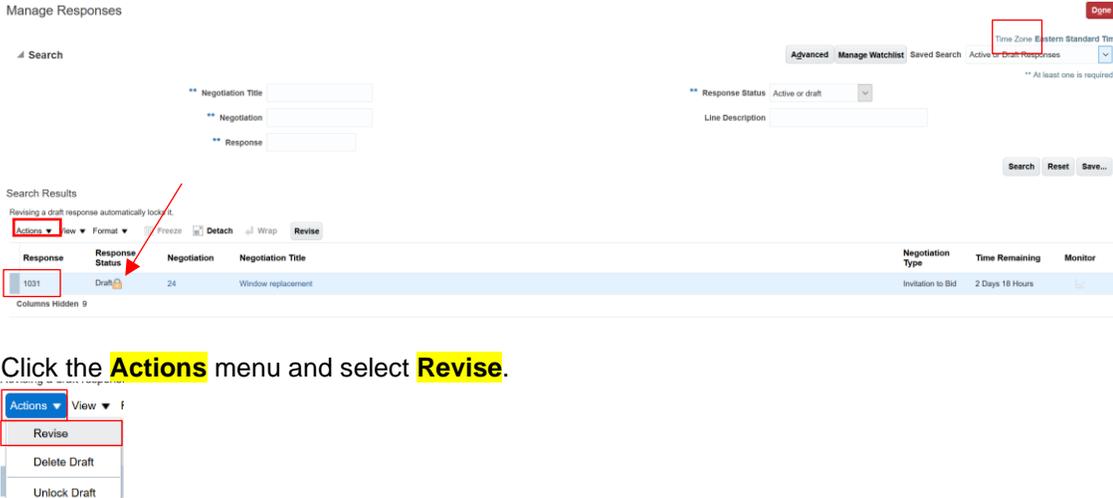
Audience: Supplier

Purpose: You can monitor the progress of an open auction using the negotiation monitor page (the negotiation monitor page is not available for blind or sealed auctions, RFQs or RFIs). You can review the progress of your bid in real time while the auction is still active. The page automatically appears as soon as you submit your bid. It displays again according to a refresh period that you can set from the Actions menu. You can also access the monitor by clicking the Monitor Negotiation recommended action link in the Ongoing Negotiations region of the Negotiations tab.

Graphic displays that show visually the rank of your bids in relation to competing bids. The two summary displays show the overall rank of your bids. One chart shows the percentage of your bids which fall into the ranking categories (according to the ranking method or the negotiation). The second displays a comparison of your line bid prices to best bid prices for those lines. Additionally, you can also display line level graphs by highlighting a line in the Lines region and clicking the Show Graph button. You can select which chart you want to view - all bids or active bids only. The resulting display shows your bid price compared to competing bid prices.

You can use the negotiation monitor page to easily rebid on your auction. The Revise button displays the monitor negotiation page in edit mode so you can enter new bid values. You can monitor and control your proxy bidding and mass price reduction operations as well (the page displays a warning for any line which has reached their proxy minimum limit). This job aid will assist you with managing the negotiation responses.

Step	Action
1	<p>On the Home page select the Supplier Portal icon.</p>  <p>The screenshot shows a dashboard with six circular icons: Supplier Portal (highlighted with a red box), Social, Getting Started, Marketplace, Set Preferences, and Worklist.</p>

2	<p>Click the Tasks icon and select Manage Responses.</p> <p>Negotiations</p> <ul style="list-style-type: none"> • View Active Negotiations • Manage Responses
3	<p>The Search portion of the page allows you to search by multiple criteria.</p>  <p>For this example, select Active or draft in the Response Status field and click the Search button.</p>
4	<p>Highlight a response in Draft status.</p>  <p>Click the Actions menu and select Revise.</p>
5	<p>Click the Lines Trainstop and review the response line details.</p>

1 2 3
 Over: **Lines** Review

Create Response (Bid 1031): Lines

Currency = US Dollar Time Remaining 2 Days 18 Hours Close Date 8/28/19 9:17 AM Last Saved 8/23/19 3:05 PM
Time Zone Eastern Standard Time

Actions View Format Freeze Detach Wrap

Line	Description	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Furniture Moving		988		50.00			50.00	8/29/19
2	Hand Trucks		931		10.00	1	Gross	10.00	8/29/19
3	Blankets		931		10.00	1	Box of 5	10.00	8/29/19

Columns Hidden 8

Grand Totals
All response lines are included.
Response Amount 70.00

6	Click Done .
7	Click Done .