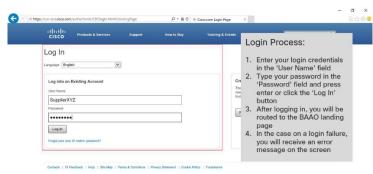
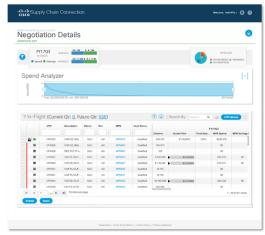
1. Login



2. Negotiation Details

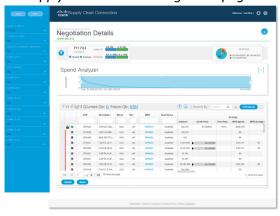
You will land on this page. Make sure the name of your company appears at the top of the screen.



3. Filter

Click the blue filter button to open and close the side panel filter. Set filter options as appropriate by Fiscal Quarter, Commodity Mgr, etc.

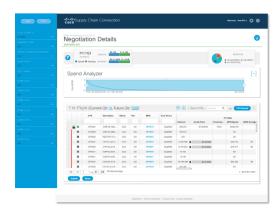
Note: This filter will apply to all data showing in the page.



4. Negotiation Status

The pie chart displays the number of negotiations awaiting supplier response. Click the filter button next to "In-Flight" and choose "Pending" to isolate the negotiation line items requiring response.

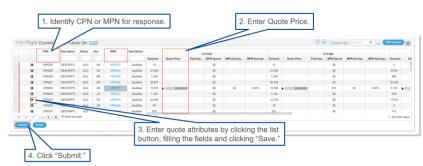
Note: These are indicated in the grid with a red highlight next to the line.



5. Supplier Response: In-Dashboard and CSV Upload

To respond to a negotiation line item, do one of the following: Supplier Response Option: In-Dashboard

Suggested for mid-quarter launch or single negotiation line item



Supplier Response Option: CSV Upload

1. Isolate CPNs to be included in response.

4. Upload the CSV.

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4. Upload the CSV.

2. Download the CSV.

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4. Upload the CSV.

2. Download the CSV.

3. Save the file locally. Enter quote attributes. Complete fields indicated "Response Required." Do not modify other fields. Save the changes.

1. Optional stillows will not contain an (1) Alexinia. Mandating withholes will contain an (1) Alexinia. Included in the CSV.

2. Download the CSV.

3. Save the file locally. Enter quote attributes. Complete fields indicated "Response Required." Do not modify other fields. Save the changes.

1. Optional stillows will not contain an (1) Alexinia. Mandating withholes will contain an (1) Alexinia. Contain and (1) A