

## 1. Login

**Login Process:**

1. Enter your login credentials in the 'User Name' field
2. Type your password in the 'Password' field and press enter or click the 'Log In' button
3. After logging in, you will be routed to the BAAO landing page
4. In the case of a login failure, you will receive an error message on the screen

## 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 items

### Supplier Response Option: CSV Upload

Suggested for start of quarter and multiple negotiation line items