

SUP.2.6 View Solicitations

Role: Supplier Bidder, Supplier Sales Representative, Supplier Accounts Receivable Specialist

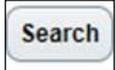
Objective: By completing this topic, you will learn how to view Solicitations.

Navigation Hint: Home > Supplier Portal > Task > Orders > Manage Orders

Test Script Dependency:

Expected Result: User is able to view the Solicitations.

Test Script Execution Duration : 3 Minutes

Step No.	Step Description	Navigation Path
1	Within the Home Page functional area, click on the Supplier Portal icon. Note: You can access the functional files by clicking the Navigator icon in the upper left-hand corner of the page or clicking the homepage's functional area.	
2	Click on the Tasks icon, then click on the Search or View Active Negotiations link.	
3	Search for the Negotiations you wish to view using the search function.	

Step No.	Step Description	Navigation Path
4	Click on the Negotiation Number . Review Negotiation.	
5	Click the Done button.	
6	End of Procedure.	

SUP.2.7 Acknowledge (Negotiation) Participation

Role: Supplier Bidder, Supplier Sales Representative, Supplier Accounts Receivable Specialist, Supplier Customer Service Representative

Objective: By completing this topic, you will learn how to acknowledge Negotiation Participation.

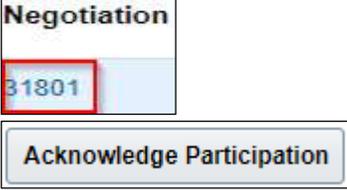
Navigation Hint: Home > Supplier Portal > Task > Negotiation

Test Script Dependency:

Expected Result: User is able to Acknowledge the Negotiation(Solicitation) Participation.

Test Script Execution Duration : 5 Minutes

Step No.	Step Description	Navigation Path
1	<p>Within the Home Page functional area, click on the Supplier Portal icon.</p> <p>Note: You can access the functional files by clicking the Navigator icon in the upper left-hand corner of the page or clicking the homepage's functional area.</p>	
2	<p>Click the Tasks icon, then click the View Active Negotiation link.</p>	
3	<p>Click the Search button.</p>	
4	<p>Click the Negotiation line and click on the Acknowledge Participation button.</p>	

Step No.	Step Description	Navigation Path
		
5	Select the Yes or No button next to Will Participate .	
6	click on the Ok button.	
7	Select the Negotiation number link.	
8	Click on Actions , then click on the Acknowledge Participation list item.	
9	Click the Done button.	

Step No.	Step Description	Navigation Path
10	End of Procedure.	