

Purpose: This job aid provides the steps for responding to a negotiation in the Supplier Portal or on a spreadsheet.

VIEW AND RESPOND TO A NEGOTIATION

View and Respond to a Negotiation in the Supplier Portal

View and Respond to a Negotiation in a Spreadsheet

View and Respond to a Negotiation in the Supplier Portal

1. You receive an email notification when a negotiation is published for your response. To view and respond to this negotiation, log in to Oracle. After you log in, you can also see the negotiation in **Things to Finish** on the Homepage.

	APPS						
	Things to Finish						
00 ₀ 000 000	Things to Finish	Yestenday ×	2 weeks ago X	1 month ago	×	1 month ago	
00 ₀ 00 <u>0</u> 0_0	Things to Finish	Vesterday × ACTION REQUIRED	2 weeks ago X	1 month ago P0	×	1 month ago Pri	
00 ₀ 000 000	Things to Finish	Vesterday X ACTION REQUERED You Are Invited to Neterotistics 50000041	2 weeks ago X 79 Supplier Profile Charge Berwart 1990	1 month ago P8 Purchasing Doc Approxisi(PDA	×	Transitivago Pri Purchasing Doc Appropriate	
00 ₀ 000 000	Things to Finish	Vesterday X Active sequence You Are Invited to Negotiation 50000041 (Training Test)	2 weeks age X 19 Supplier Profile Change Request 1900' was Approved by	1 month age Perchasing Doc 1 Approval(BPA 40000298_1,202	× ument 1-08-	T meeth ago Pri Purchasing Doc Approval(BPA 40000298_1,202	>
	Things to Finish Assgned to Me 7 Created by Me	Vesterality X Active Inducted to Negotiation 50000041 (Training Test)	2 weeks age X re Supplier Profile Change Request 1900' was Approved by Setup Enterprise	1 month age Purchasing Doc 1 Approval(BPA 40000298_1,202 23) is FAILED	× ument 1-08-	Tmenth ago M Purchasing Doc Approval(BPA 40000298,1,202 23) is FAILED	>
00 0 00 0 0 0	Things to Finish	Vestination X ATTERN HOUSE You Are Invited to Negotiation 50000041 (Training Test)	2 weeks age X 10 Supplier Profile Change Request 1900' was Approved by Setup Enterprise	I month age re Purchasing Doo Approval(BPA 40000298_1202 23) Is FAILED	× ument 1-08-	Tmonth-ago m Purchasing Doc Approval(BPA 40000298,1,202 23) is FAILED	>

2. Click Supplier Portal.



1 View and Respond to a Negotiation Copyright © 2022 Republic Services. All rights reserved. 01/31/22



3. Click View Active Negotiations under the Negotiation section on your Tasks list.



4. Select the correct **number** in the Negotiation column.

arch Results							
Actions View	▼ Format ▼	Freeze	Detach	📣 Wrap	Accept Terms	Acknowledge Participation	Create Response
Negotiation	Title						Negotiation Type
50000042	Training Test 2						RFQ
50000041	Training Test						RFQ
Columns Hidden	4						

5. To view a PDF of the negotiation, click **Actions**, then **View**, then **View PDF**. The PDF downloads.

Note: This is the same process you follow if you receive an amended negotiation and would like to view it.



6. Click Create Responses in the upper right.







7. Enter a Response Valid Until date, the Reference Number, and a Note to Buyer, if needed, and add any necessary attachments.

							þ 🗘	PX ~
Create Response (Quote 5001): Ov	verview 🕐	1 - 2 - 3 - 4 OvervievRequirer Lines Review	Messages Respond by Spreadshee	Actions V	Back Next	Save	▼ Submit	<u>Cancel</u>
				ar arrestator p. a.	Tir	L: ne Zone C	ist Saved 11/12 pordinated Un	2/21 2:24 PM iversal Time
	Title Training Test Close Date 11/11/22 9:17 PM		Time	Remaining 364 Day	s 6 Hours			
General								
Supplier	FLEETPRIDE		Reference Numbe					
Negotiation Currency	USD		Note to Dunce					
Response Currency	USD		Note to Buye					
Price Precision	2 Decimals Maximum		Attachments None -					
Response Valid Until	m/d/w h:mm a 🙀							_

8. Click **Next** in the upper right.



9. Read and fill out each section of Requirements. Navigate between sections by clicking on the arrows or selecting a section from the dropdown.

Note: If required, upload any documents on this screen when prompted, such as a Certificate of Insurance.

REPUBLIC SERVICES	△ ┍ ଡ଼ ∞ 🏹
1 - 2 - 3 - 4 DesviewRequirer Lines Review	
Create Response (Quote 5001): Requirements ⑦	Messages Respond by Spreadsheet Actions Back Negt Save Submit Cancel
	Last Saved 11/12/21 2:28 PM Time Zone Coordinated Universal Time
Time Remaining 364 Days 6 Hours	Close Date 11/11/22 9:17 PM
Section 2. Contract and Insurance	✓ Bection 2. Contract and In ✓
1. Field Master Supplier (Engineering & Construction Services)	
If you do not currently have a signed MSA with Republic Services you will be required to sign the attached contract. If you are unable to sign as written, please decline to bid.	
Faid Mater Sweet Expressing & Construction Services) Inter Jane Material Science Landon Landon Landon Services (2014) Least State of SUBContents Commercial's 205 or case Fairl's 2014 aster 1520 Superior 1520 Expression 520 Sub 320 Construction 1520 S Least State of SUBContents Commercial's 205 or case Fairl's 2014 aster 1520 Superior 1520 Expression 520 Sub 320 Construction 1520 S	
* 2. <u>Certificate of Insurance</u>	
Please attach your Certificate of Insurance here.	
See Exhibit E of the contract template to review Republic's insurance requirements. a. Supplier COI Attached	
* 3. Additional Licensing Documentation	
Please attach any applicable licensing here.	
🔿 a. Attach License	
	Section 2. Contract and In V



Messages Respond by Spreadsheet	Actions ▼ Back	Ne <u>x</u> t Save ▼ Sub <u>m</u> it <u>C</u> ancel
		Last Saved 11/12/21 2:28 PM Time Zone Coordinated Universal Time

11. Enter the **Response Price** and **Information** for each Line.

	UBLIC WICES												C	ך נ	- 🗘	PX ~
						1 - 2 -	3 - 4									
Create Respor	ise (Quote 50	001): Lines ⊘				Overviewkequiren	Lines Review	Messages	Respond by Spreadst	eet 🔻	Actions *	:k No	gt Sa	wo 🔻	Submit	Cancel
Currency = US Dollar							-						Time Zo	Last ne Coo	Saved 11/1 rdinated U	2/21 2:33 PM iiversal Time
		Time Rema	tining 364 Days 6 F	iours						Close	Date 11/11/22 9:17	PM				
Actions - View -	Format 👻 🥖	+ X 🕅 Fr	eeze 🙀 Detach	7 11	to 🚽 Wrap				_					_		
Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Target Price	Response Pr	rice Estimated Quantity	UOM	Line Amo	unt Es	timated T Amo	ota	Response Releas	Minimum e Amount
1	Truck		+		25102100-Truck tra					Each						
2	Truck Parts		+		25170000-Truck par					Each						
Columns Hid	den 5															
Grand Totals																
All response lines exc	cept alternate lines a Response Amour	re included. nt 0.00														

12. Click Next.

							_			
Messages	Respond by Spreadsheet	▼	Actions	•	B ack	Ne <u>x</u> t	Save	•	Sub <u>m</u> it	<u>C</u>ancel
						т	ïme Zone	Last S Coord	aved 11/12 linated Uni	/21 2:28 PM versal Time

13. Review your Response and click **Submit**. Your response is evaluated by Republic Services.







View and Respond to a Negotiation in a Spreadsheet

1. You will receive an email notification when a negotiation is published for your response. To view and respond to this negotiation, log in to Oracle. After you log in, you will also see the negotiation in the Things to Finish section on the Homepage.



2. Click Supplier Portal.



3. Click View Active Negotiations under the Negotiations section on your Tasks list.





4. Select the correct **number** in the Negotiation column.

Sea	arch Results							
A	ctions view	▼ Format ▼	Freeze	Detach	📣 Wrap	Accept Terms	Acknowledge Participation	Create Response
	Negotiation	Title						Negotiation Type
	50000042	Training Test 2						RFQ
	50000041	Training Test						RFQ
C	olumns Hidden	1 4						

5. Click **Create Response** in the upper right.



6. Click the drop-down arrow beside Respond by Spreadsheet and click Export.

. 4 Review										
	Messages	Respond by Sp	oreadsheet	• [Actions `	• <u>B</u> ack	Ne <u>x</u> t	Save	Sub<u>m</u>it	<u>C</u> ancel
		Export					Ті	Las	t Saved 11/12 ordinated Uni	/21 2:42 PM versal Time
	V 6.0	Import		672	11-1	11.1.1.				

7. Select the **radio buttons** in front of Requirements and lines and Light-weight style spreadsheet. Then click **OK**.







8. A Zip file downloads. Extract the Zip and open the .xml file from the folder in Excel.



9. In the General tab of the Excel file, provide answers to the questions. A response is required in the highlighted yellow cells and a response is optional in the highlighted green cells.

Note: You cannot attach any uploads in the Excel file. Any attachments must be uploaded in the Supplier Portal.

utoSave 🔘	≝ 🛛 'n	C . B	×	Negotiation	0000042-1	Response.xml 👻		O Search				
e Hom	ne <mark>Insert</mark> D	raw Pa	ge Layout	Formulas	Data	Review View	v Smart	View He	lp Smar	t		
Table Reco	ommended Table	Pictures	C Shapes C Icons C 3D Mod	Smart	Art nshot ~	Get Add-in	ns IS V Reco	charts	0 ~ 0 ~ ☆ ~ 1 ~ ● ~ ⊡ ~	r¶∼ Èà∼ Map ×	s PivotChart	3D Map ~
T.	ables		Illu	strations		Add-ins			Charts		F _N	Tours
DRNO	- : × -	fx										
B	C	D	F	F	G	н	1	1	ĸ	1	М	N
Train	ing Test 2	U	L		0			,	ĸ	L .	IVI	
		Negotiation	RFQ 50000042	2			Company	Setup Enter	prise			
	Negotiat	Close Date	11/26/2021 14: USD	:09			Buyer	Ray, Suprat	ik			
	Respor	ise Currency	USD				Emai	SRay4@rep	ublicservices.	com		
	Pri	ce Precision	2				Supplier	FLEETPRIDE	-			
							Supplier Site					
-	-											
Genera	al											
	Respons	e Valid Until				Re	erence Number					
			Example:	11/12/2021 14:44								
Note to Bu	yer											
Require	ments											
1.	REP General Te	errits Diahte										
1.	Any proposal sub	missions whi	ich do not stric	tly comply with the	provisions,	procedures and rec	uirements of th	is RFP,				
	or are incomplete	, ambiguous,	or which conta	ain errors, alteration	s, misleadir	g information, omi	ssions, or irregu	ularities				
	of any kind, may	be rejected a	nd disqualified	at the discretion of	Republic Se	rvices, Inc (Repub	lic). We reserve	the right to er	nter			
	into discussions	and/or negotia lic Republic f	ations with one further reserves	or more qualified si the right to decline	or purchase	ne same time, ir si e one or all	ich action is in	the best				
	items in this RFF	from one Su	pplier or from n	nultiple Suppliers. F	ailure to an	swer any question	in this RFP ma	y				
	subject the propo	sal to disqual	lification or reje	ction. Republic, in i	ts sole disc	retion, reserves the	right to					
	waive any failure	by a supplier	to meet qualifie	ations and requirer	nents as sp	ecified in this RFP	the state of					
	Questions/Conta	itives, employ	his document	for the purpose of a	ither than tr htaining infr	rmation creating t	i in the avorable impres	sion				
	selling, exerting i	nfluence, or c	ircunventing th	te sourcing process	is prohibite	d and will result in	elimination from	n				
	consideration.											
2.	Confidentiality											
	The information c	ontained in th	is RFP (or acc	umulated through o	ther written	or verbal communi	cation) is confid	lential.				
_	It is for proposal	purposes only	and is not to l	be disclosed or use	1 tor any oth	er purpose. Inform	ation received i	n				
	This is a second s			maanco ana ne		w party other then	Popublic and t	ha cuppliare e	articipating		poliore agroo net	





10. Navigate to the Lines tab and provide any responses to the lines. Remember, cells that are highlighted in yellow are required; cells in green are optional.

1	A B		C	D	E	F	G	н	1	J	K	L	M	N	0	Р	Q	R	S	T	U	V	
1	Train	ing T	est 2																				Т
2				Magnistics	PEO 50000	042			Compa	n. Satur Enterne													_
4				Close Date	11/26/2021	14:09			Bus	er Ray, Supratik													-
5			Negoti	iation Currence	USD				Pho	ne													-
6			Resp	onse Currenc	USD				Em	ail SRay4@reput	licservices.c	am											-1
7			F	Price Precision	2				Suppl	er FLEETPRIDE													
8									Supplier S	te .													-
10	Lines																						-
11											Response	Amount (USD)	0.00										-
12																							
										Estimated	Estimated Total	Target Minimum Release	Response	Response Minimum Release	e n								
13	 Line 				Item	Revision	Rank	Start Pric	e UOM	Quantity	Amount	Amount	Price	Amoun	t Note to Buye	r	Target Price	e Category Na	sme	Note to Supp	liers		_
14	1 Line 1						No Response		Each	150								71161400-W	ell construction				
15	2 Line 2						No Response		Each	60								251/0000-1n	ick parts and c	or			
17																							-
18		Last Do	wnloaded	11/12/2021 14	44																		-
19																							-
20																							
21																							
22																							-
22																							-
25																							-
24																							
25																							_
26																							_
27																							
28																							-1
29																							-
20																							
30			_																				
<u>.</u>		Genera	Lin	es (1 - 2)	0																		
	,	Gullero	- LUIN	(1 - 2)	+									: 4	1								<u>i * </u>

11. To save the file, click the **Save icon** in the top left.

AutoS	Save Off		~ ~ ~	€
File	Home	Insert	Draw	Page Layout

12. Navigate back to the Create Response Page in the Supplier Portal.

	습 무 🕫 🖂~
	1 - 2 - 3 - 4 OvervielRegular Lines Review
Create Response (Quote 5002): Overview ⑦	Messages Respond by Spreadsheet V Actions V Back Negt Submit Cancel
	Last Seved 11/12/21 2:42 PM Time Zone Coordinated Universal Time
Title Training Test 2	Time Remaining 13 Days 23 Hours
Close Date 11/26/21 2:09 PM	
General	
Supplier FLEETPRIDE	Reference Number
Negotiation Currency USD	Note to Duver
Response Currency USD	
Price Precision 2 Decimals Maximum	Attachments None 🚽
Response Valid Until m/d/yy h:mm a 🛱	
✓ Contract Terms	
▲ Variables ②	
Provide values for the listed variables. The values you enter are automatically populated in the contract terms.	
View View All variables	
Name Description	Value Clauses
No data to display.	

13. Click the **drop-down arrow** beside Response by Spreadsheet and click **Import**.



14. Choose the file and click **OK**.



15. The data from the .xml file automatically populates in Oracle. Click **Review** to ensure all the information populated correctly.

REPUBLIC SERVICES		습 면 🕫 💌~
	1 - 2 - 3 - 4	
Review Response: Quote 5002 ⑦	Cverviewrequiren Line review	Messages Respond by Spreadsheet V Actions V Back Negt Save V Submit Cancel
Currency = US Dollar		Last Saved 11/12/21 2:55 PM Time Zone Coordinated Universal Time
Title Training Test 1		Time Remaining 12 Dates 22 Hours
Close Date 11/26/21 2.09 PM		Time Remaining To Days 23 mode
Overview Requirements Lines		
General		
Supplier FLEETPRIDE	Reference Number	
Negotiation Currency USD	Note to Buyer	
Response Currency USD		4
Price Precision 2 Decimals Maximum	Attachments None	
Response Valid Until		
Contract Terms		
✓ Variables ②		
Provide values for the listed variables. The values you enter are automatically populated in the contract terms.		
View 👻 Format 👻 📰 Freeze 🚚 Wrap View All variables 🐱		
Name Description		Value Clauses
No data to display.		



9 View and Respond to a Negotiation Copyright © 2022 Republic Services. All rights reserved. 01/31/22 **16.** Click **Submit** in the upper right.



17. Your response will be evaluated by Republic Services.

