

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

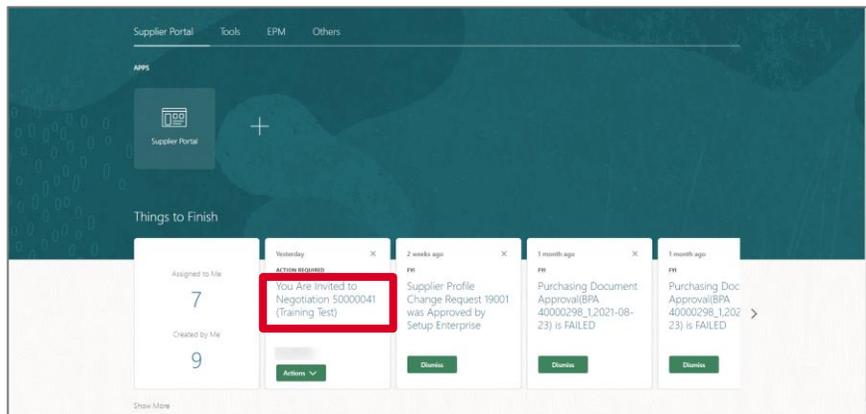
VIEW AND RESPOND TO A NEGOTIATION

[View and Respond to a Negotiation in the Supplier Portal](#)

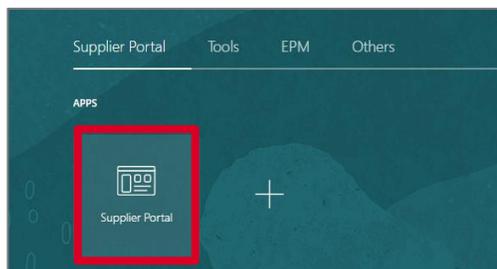
[View and Respond to a Negotiation in a Spreadsheet](#)

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.



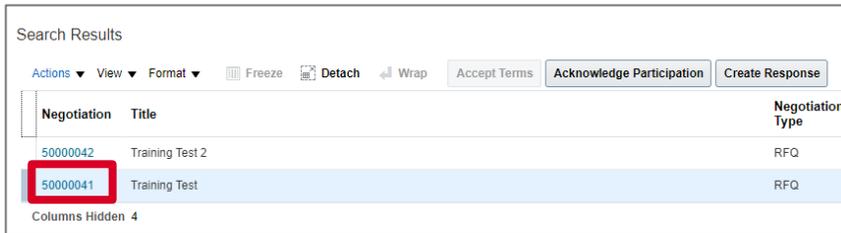
2. Click **Supplier Portal**.



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

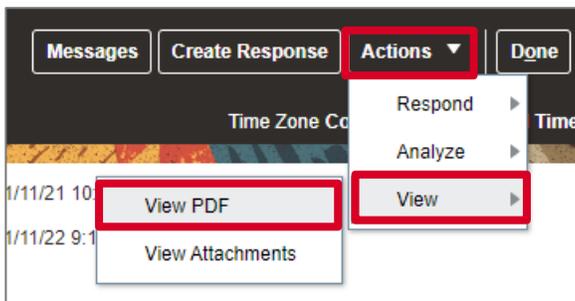


4. Select the correct **number** in the Negotiation column.



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.

REPUBLIC SERVICES

Create Response (Quote 5001): Overview

Overview | Requirer | Lines | Review

Messages | Respond by Spreadsheet | Actions | Back | Next | Save | Submit | Cancel

Last Saved 11/12/21 2:24 PM
Time Zone Coordinated Universal Time

Title Training Test
Close Date 11/11/22 9:17 PM
Time Remaining 364 Days 6 Hours

General

Supplier FLEETPRIDE
Negotiation Currency USD
Response Currency USD
Price Precision 2 Decimals Maximum
Response Valid Until 11/11/22 9:17 PM

Reference Number
Note to Buyer
Attachments None

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

Messages | Respond by Spreadsheet | Actions | Back | Next | Save | Submit | Cancel

Last Saved 11/12/21 2:24 PM
Time Zone Coordinated Universal Time

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

Create Response (Quote 5001): Requirements

Overview | Requirer | Lines | Review

Messages | Respond by Spreadsheet | Actions | Back | Next | 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

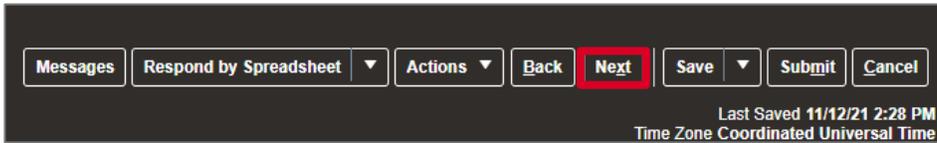
1. Field Master Supplier (Engineering & Construction Services)
If you do not currently have a signed MSA with Republic Services you will be required to sign the attached contract. If you are unable to sign as written, please decline to bid.
Field Master Supplier (Engineering & Construction Services)
<https://republicservices.sharepoint.com/teams/LL-Legal/Shared%20Documents/Commercial%20Services/Field%20Master%20Supplier%20Engineering%20%20%20Construction%20>

2. Certificate of Insurance
Please attach your Certificate of Insurance here.
See Exhibit E of the contract template to review Republic's insurance requirements.
 a. Supplier COI Attached

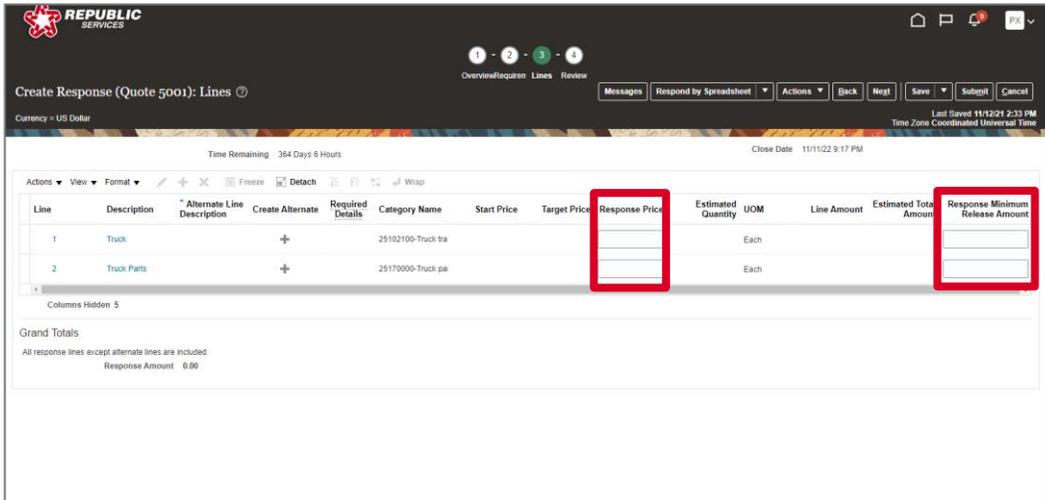
3. Additional Licensing Documentation
Please attach any applicable licensing here.
 a. Attach License

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01/31/22

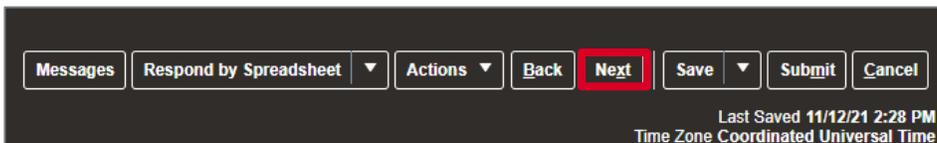
10. Click **Next** in the upper right.



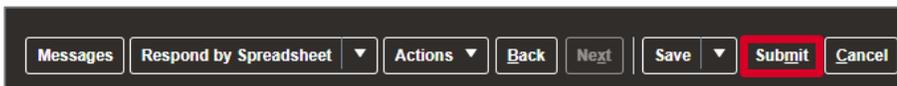
11. Enter the **Response Price** and **Information** for each Line.



12. Click **Next**.

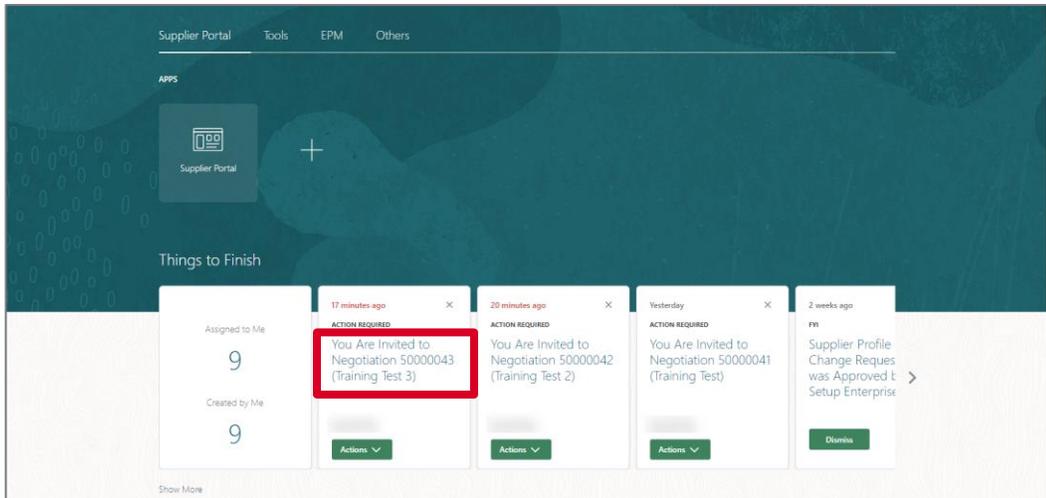


13. Review your Response and click **Submit**. Your response is evaluated by Republic Services.

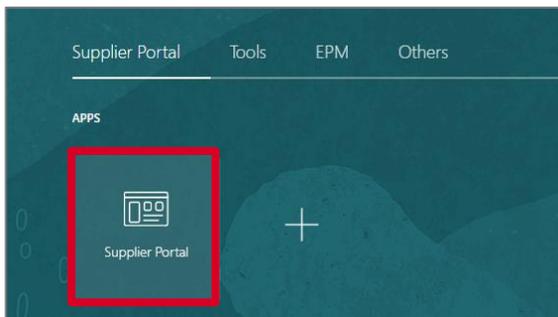


View and Respond to a Negotiation in a Spreadsheet

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.

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

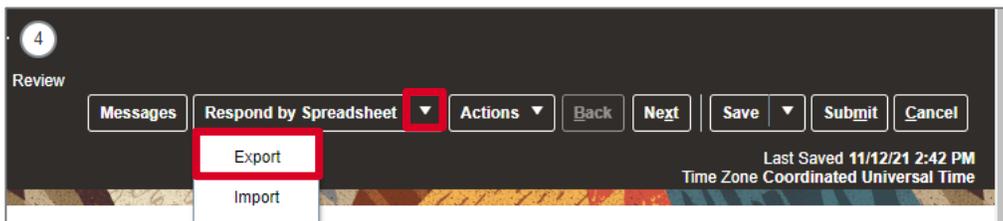
Negotiation	Title	Negotiation Type
50000042	Training Test 2	RFQ
50000041	Training Test	RFQ

Columns Hidden 4

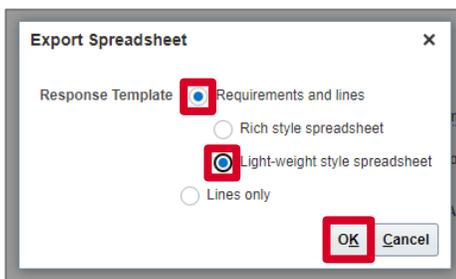
5. Click **Create Response** in the upper right.



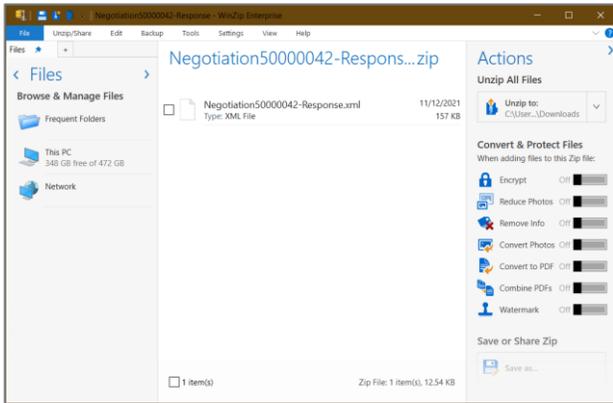
6. Click the **drop-down arrow** beside Respond by Spreadsheet and click **Export**.



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

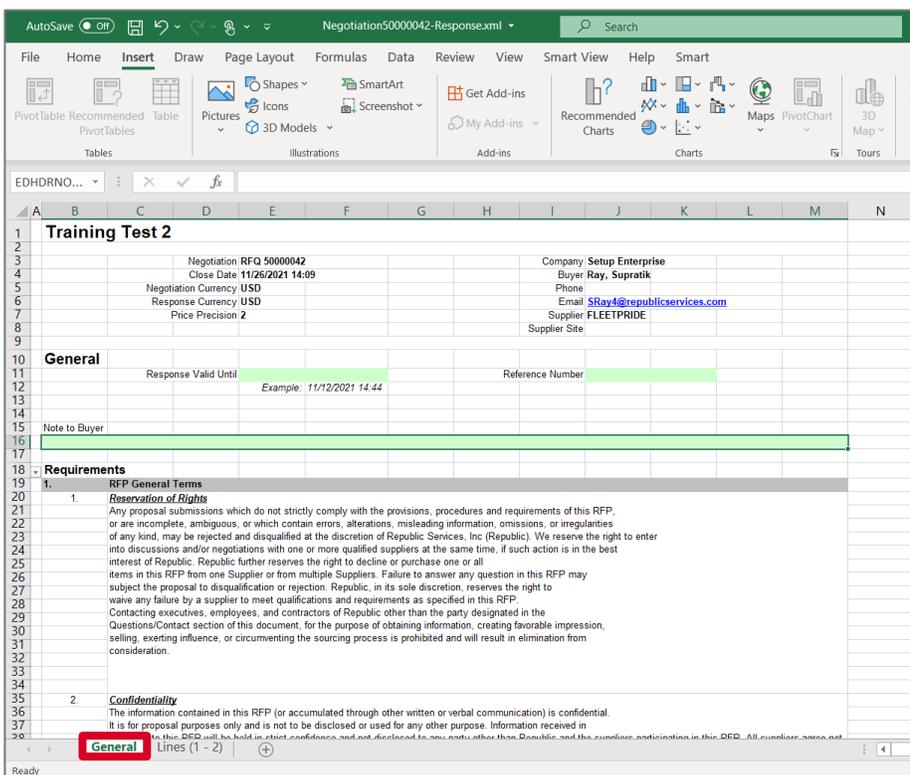


8. A Zip file downloads. Extract the Zip and open the .xml file from the folder in Excel.



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.



7 View and Respond to a Negotiation

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01/31/22

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.

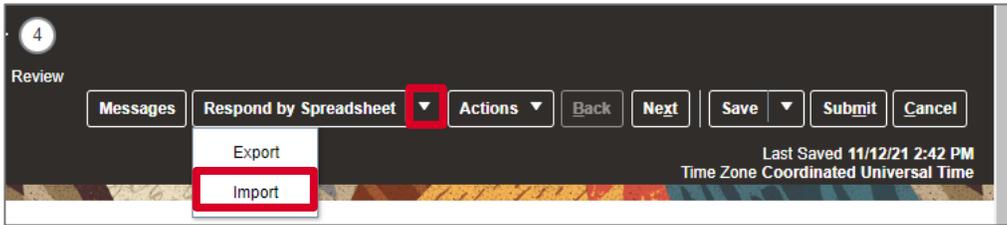
Line	Item	Revision	Rank	Start Price UOM	Estimated Quantity	Estimated Total Amount	Target Minimum Release Amount	Response Price	Response Minimum Release Amount	Note to Buyer	Target Price	Category Name	Note to Suppliers
1	Line 1		No Response	Each	100								
2	Line 2		No Response	Each	60								

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

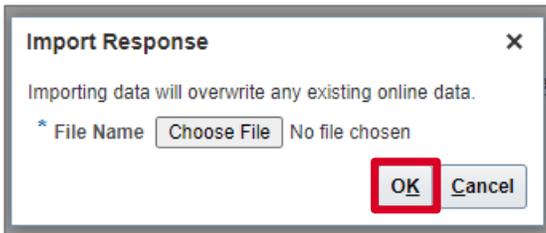


12. Navigate back to the Create Response Page in the Supplier Portal.

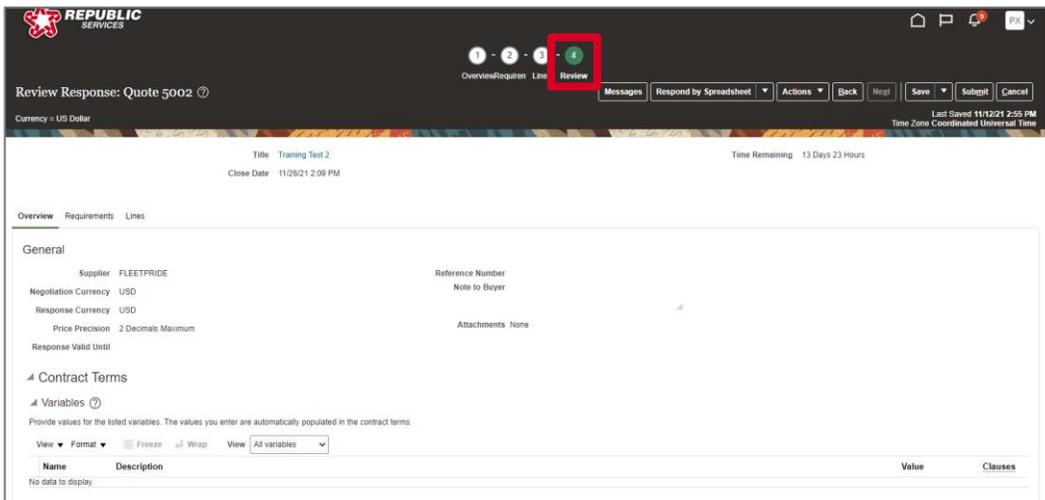
13. Click the **drop-down arrow** beside Respond by Spreadsheet and click **Import**.



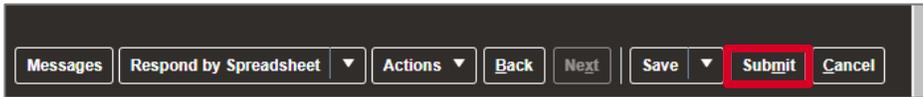
14. Choose the file and click **OK**.



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



16. Click **Submit** in the upper right.



17. Your response will be evaluated by Republic Services.

