



# Responding to Negotiations

Quick Reference Guide  
2023/2024



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# Responding to Negotiations



**Purpose:** To respond to Requests for Quotes and invitations to enter into Agreements



**Supplier**



**Procurement**



- 1 Accept or Decline the invitation
- 2 Access the Negotiation
- 3 Respond to the Negotiation



To respond to negotiations a contact must be assigned the Supplier Bidder role

The screenshot shows the Redpath Supplier Portal interface. At the top, it displays the Redpath logo, the user's role 'Mining Contractors and Engineers', and the environment 'Dev 1 Environment'. The main header says 'Good afternoon, First Last!' and includes navigation links for 'Supplier Portal', 'Tools', and 'Others'. Below this, there's a section for 'APPS' with a 'Supplier Portal' icon and a plus sign. The 'Things to Finish' section contains three notifications:

Assigned to Me	Created by Me
3	0

Notification	Time	Action
1 hour ago	1 hour ago	1 hour ago
2 hours ago	2 hours ago	2 hours ago
2 hours ago	2 hours ago	2 hours ago

Each notification in the 'Things to Finish' section is an 'ACTION REQUIRED' message from Alain Gauthier, such as 'You Are Invited to Negotiation 11 (Redoing Agreement)'. Each notification has an 'Actions' dropdown menu.



# Responding to Negotiations

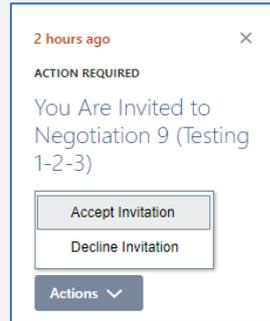


## 1 Accept or Decline the Invitation

1. Redpath will issue an invitation to negotiate for one of the following reasons:
  - i. Request for Quote
  - ii. Agreements
  - iii. Renegotiate an existing agreements
2. You will receive a notification informing you that you are invited to a negotiation. Click 'Accept Invitation' or 'Decline Invitation', as required

## 2 Access the Negotiation

1. Click the link in your notifications
2. You can also access the negotiation through the Supplier Portal and select 'View Active Negotiations'



2 hours ago

**ACTION REQUIRED**

You Are Invited to Negotiation 9 (Testing 1-2-3)

Accept Invitation

Decline Invitation

Actions

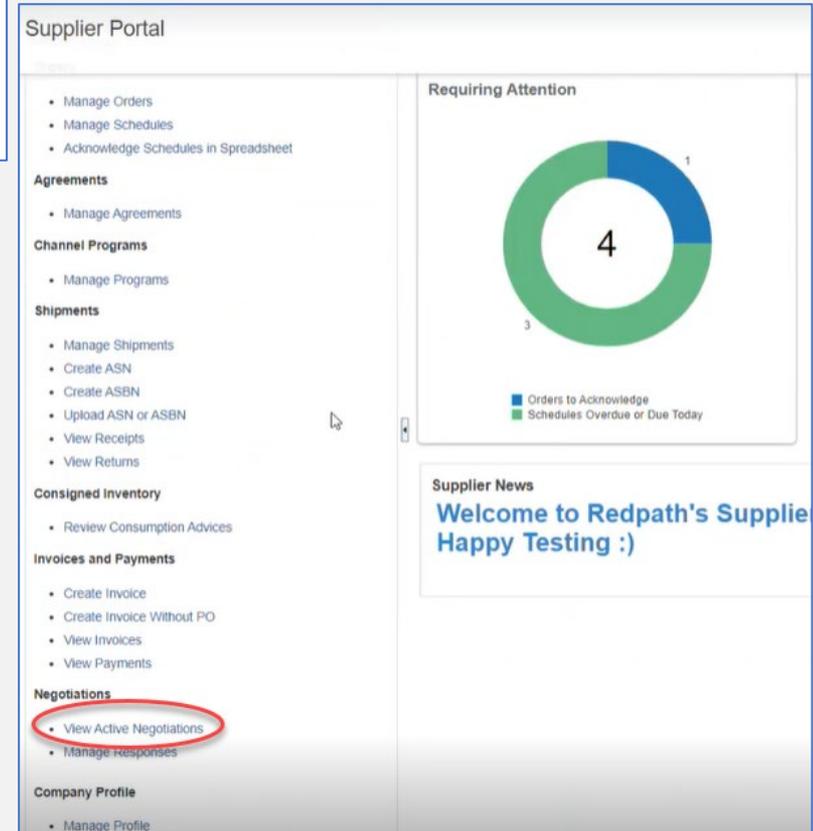


**ACTION REQUIRED** 10 minutes ago

You Are Invited to Negotiation 13 (Test RFQ)

Komal Arora

Actions



### Supplier Portal

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

#### Agreements

- Manage Agreements

#### Channel Programs

- Manage Programs

#### Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

#### Consigned Inventory

- Review Consumption Advices

#### Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

#### Negotiations

- View Active Negotiations**
- Manage responses

#### Company Profile

- Manage Profile

#### Requiring Attention

4

1 Orders to Acknowledge

3 Schedules Overdue or Due Today

#### Supplier News

Welcome to Redpath's Supplier Happy Testing :)

# Responding to Negotiations



## 3 Respond to the Negotiation

1. Select the negotiation to which you want to respond and click 'Create Response'
2. You need to perform four steps to complete the response
  - i. On the Overview page:
    - a. Response validity date
    - b. Reference number
    - c. Notes for the buyer, if applicable
    - d. Click Next

Active Negotiations

Search

Manage Watchlist Saved Search Open Invitations

Time Zone Coordinated Universal Time

\*\* At least one is required

\*\* Negotiation

\*\* Title

\*\* Negotiation Close By

\*\* Invitation Received Yes

Response Submitted No

Negotiation Open Since

Search Reset Save...

Search Results

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

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
13	Test RFQ	RFQ	13 Days 23 Hours	6/21/23 1:49 PM	0		0		

Columns Hidden 4



Create Response (Quote 1003): Overview

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

Last Saved 6/7/23 2:02 PM  
Time Zone Coordinated Universal Time

Title Test RFQ Time Remaining 13 Days 23 Hours  
Close Date 6/21/23 1:49 PM

General

Supplier Epiroc (formerly Atlas Copco) Response Type  Primary  Alternate

Negotiation Currency CAD

Response Currency CAD

Price Precision 2 Decimals Maximum Reference Number

Response Valid Until  Note to Buyer

Attachments None

# Responding to Negotiations



## 3 Respond to the Negotiation

- ii. Requirements
  - a. Respond to all questions, in all sections
  - b. Click Next
- iii. Lines
  - a. Add the Response Price and any minimum quantity
  - b. Click Next
- iv. Review
  - a. All 3 tabs are available to review
  - b. Click Save or Submit, if acceptable

Create Response (Quote 1003): Requirements

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

Last Saved 6/7/23 2:03 PM  
Time Zone Coordinated Universal Time

Time Remaining 13 Days 23 Hours Close Date 6/21/23 1:49 PM

Section 1. General

Section 1. General

1. Do you accept the attached terms and conditions to participate in this RFQ?  
 a. Yes  
 b. No

2. Is your company/organization registered to do business in Canada?  
 a. Yes  
 b. No

Section 1. General

Create Response (Quote 1003): Lines

Currency = Canadian Dollar

Time Remaining 13 Days 23 Hours Close Date 6/21/23 1:49 PM

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

Actions View Format Freeze Detach

Line	Description	Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Total Score	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount
1	PINION GEAR BOX		+		Steering Systems		100.00		10	Each			

Rows Selected 1 Columns Hidden 6

Grand Totals  
All response lines except alternate lines are included  
Response Amount 0.00

Review Response: Quote 1003

Currency = Canadian Dollar

Title Test RFQ Time Remaining 13 Days 23 Hours

Close Date 6/21/23 1:49 PM

Overview Requirements **Lines**

View Format Freeze Detach Wrap

Line	Description	Alternate Line Description	Details	Category Name	Response Price	UOM Name	Line Amount	Estimated Total Amount	Response Minimum Release Amount	Attachments
1	PINION GEAR BOX			Steering Systems	100.00	Each	1,000.00			

Columns Hidden 9

Grand Totals  
All response lines except alternate lines are included  
Response Amount 1,000.00

