



Responding to Negotiations

Quick Reference Guide
2023/2024



Table of Contents

[Accept or Decline Invitation](#)

[Access Negotiation](#)

[Respond to Negotiation](#)

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, there's a header with the Redpath logo, 'Mining Contractors and Engineers', and 'Dev 1 Environment'. Below the header, a greeting 'Good afternoon, First Last!' is displayed. The main content area is divided into sections: 'Supplier Portal', 'Tools', and 'Others'. Under 'APPS', there's a 'Supplier Portal' icon and a plus sign. Below this, a 'Things to Finish' section displays three cards. The first card shows 'Assigned to Me' with a count of 3 and 'Created by Me' with a count of 0. The other two cards show 'ACTION REQUIRED' notifications: 'You Are Invited to Negotiation 11 (Redoing Agreement)' and 'You Are Invited to Negotiation 10 (RFQ10)'. Each card includes the name 'Alain Gauthier' and an 'Actions' button.

Responding to Negotiations

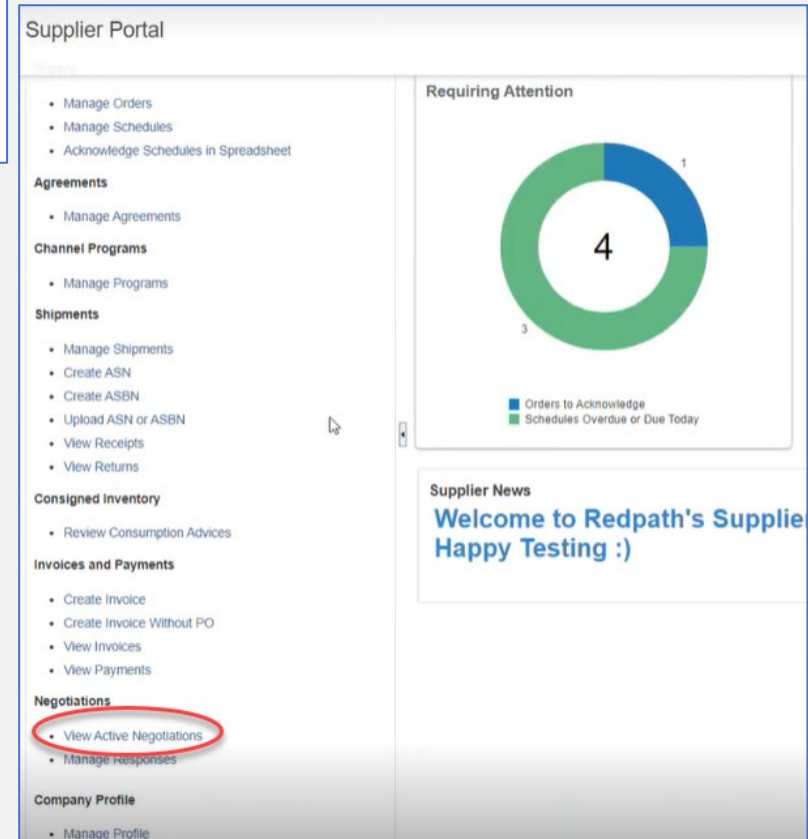
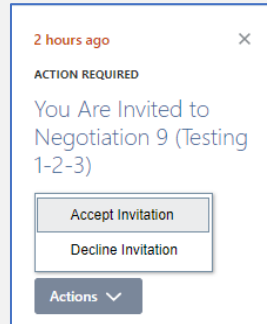


1 Accept or Decline the Invitation

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'



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

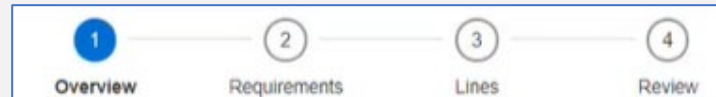
Negotiation Open Since

Search 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)

Negotiation Currency CAD

Response Currency CAD

Price Precision 2 Decimals Maximum

Response Valid Until

Response Type ☒ Primary ☐ Alternate

Reference Number

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

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 ?

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

Currency = Canadian Dollar

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

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 ?

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

Currency = Canadian Dollar

Title Test RFQ
Close Date 6/21/23 1:49 PM

Time Remaining 13 Days 23 Hours

Overview Requirements **Lines**

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