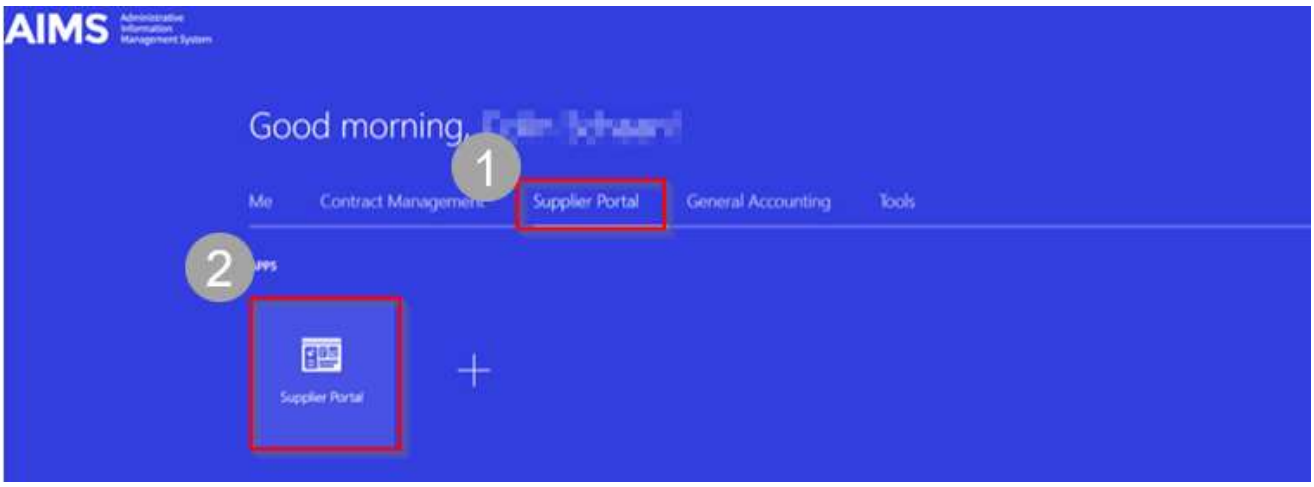


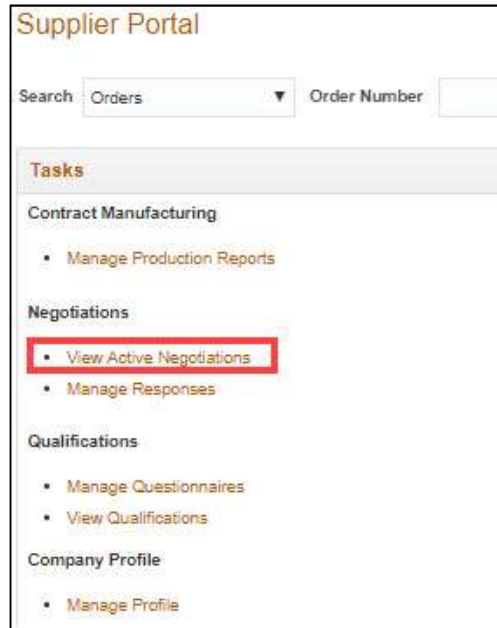
	Title: (SCC&S) Viewing Negotiations	
WORK STANDARD	Location: All	Department/Unit: SCM Contracts & Sourcing
	Document Owner: (SCC&S) Contracts & Sourcing	Date Prepared: Spring, 2022
	Last Revision:	Date Approved: Spring, 2022
	Related Policies/Documentation	

Work Standard Summary: How to view a Negotiation.

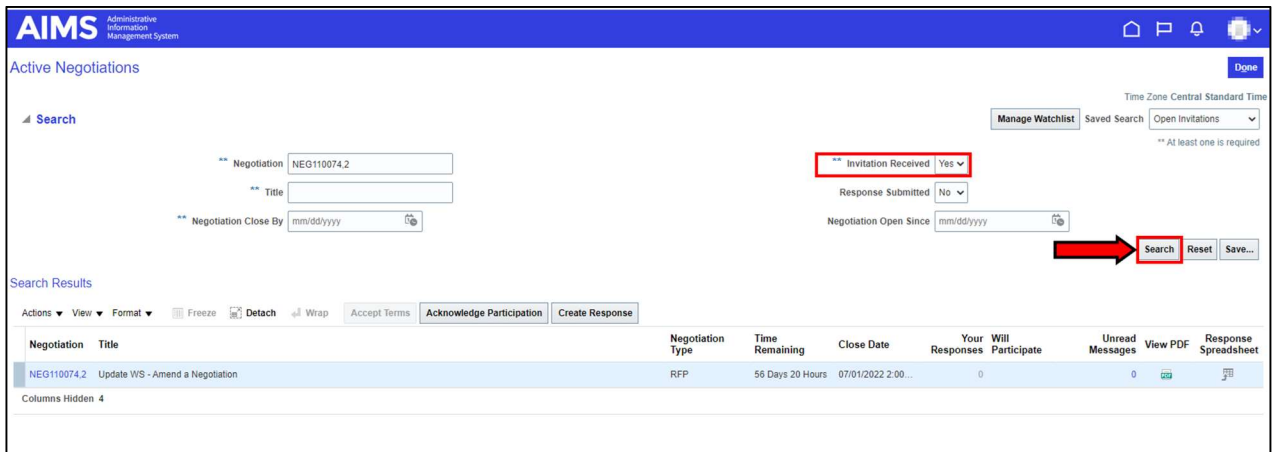
Disclaimer: The following images are intended to be used as a reference and may not be exact.

Essential Tasks:	
1.	<p>From the AIMS homepage, select “Supplier Portal” (1) and the “Supplier Portal” (2) tile.</p>  <p>The screenshot shows the AIMS homepage with a blue background. At the top left is the AIMS logo. Below it, the text 'Good morning, [Name]' is visible. A navigation bar contains links for 'Me', 'Contract Management', 'Supplier Portal', 'General Accounting', and 'Tools'. A red box labeled '1' highlights the 'Supplier Portal' link. Below the navigation bar, there are several tiles. One tile labeled 'Supplier Portal' is highlighted with a red box and labeled '2'. A plus sign is visible to the right of this tile.</p>

2. On the left side of the Supplier Portal dashboard, click **“View Active Negotiations”**.



3. If you've been invited, **ensure “Invitation Received” is set to Yes” and click “Search”**. If this procurement wasn't by invitation, then you may need to select “No” to find the correct negotiation
- Note: Add a negotiation number in the “Negotiation” field if you have various negotiations to respond to. This is not necessary but will be helpful in narrowing the search results.



4. From the search results, **select the negotiation number** to open the negotiation.

The screenshot shows the AIMS Administrative Information Management System interface. At the top, there is a search bar with fields for Negotiation, Title, and Negotiation Close By. There are also filters for Invitation Received, Response Submitted, and Negotiation Open Since. A 'Search' button is visible. Below the search bar, the 'Search Results' section displays a table of negotiations. A red arrow points to the first row, which is highlighted in blue and contains the negotiation number 'NEG150006'. The table has columns for Negotiation, Title, Negotiation Type, Time Remaining, Close Date, Your Responses, Will Participate, Unread Messages, View PDF, and Response Spreadsheet.

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
NEG150006	Negotiation-	RFP	22 Hours 11 Min...	09/19/2019 8:57...	0	0	0		
NEG110021	Interventional Supplies	RFP	1 Day 21 Hours	09/20/2019 8:35...	0	0	0		
NEG110020	Test123	RFP	13 Days 3 Hours	10/01/2019 2:00...	0	0	0		

5. The negotiation will appear. A response can be created if desired by **selecting “Create Response”**. See SCM-11-02 “Responding to a Negotiation” Work Standard for step-by-step instruction.

The screenshot shows the details of negotiation NEG150006. The page title is 'RFP: NEG150006'. The page content includes a 'Table of Contents' on the left, a 'Cover Page' section, and a 'Request for Proposal for the Supply of [Insert description of Goods]'. The 'Table of Contents' includes links for Cover Page, Overview, Requirements, Lines, and Contract Terms. The 'Cover Page' section includes fields for Title, Status, Time Remaining, Open Date, and Close Date. The 'Request for Proposal' section includes a description of goods.

RFP: NEG150006

Currency = Canadian Dollar

Title: Negotiation-
Status: Active (Locked)
Time Remaining: 22:11:23

Open Date: 09/12/2019 9:03 AM
Close Date: 09/19/2019 8:57 AM

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines
- Contract Terms

Request for Proposal
for the Supply of
[Insert description of Goods]