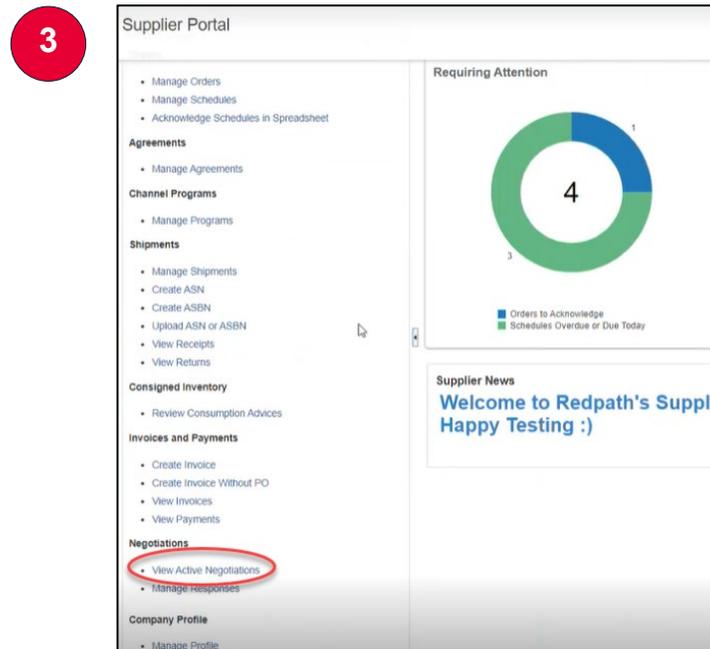
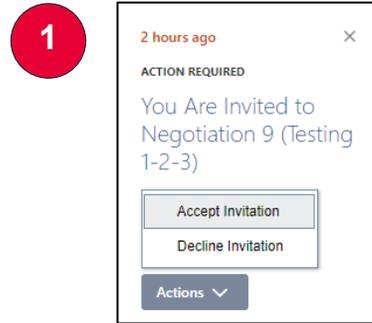


# Responding to Negotiations

1. Redpath will issue an invitation to negotiate for one of the following reasons:
  - a. Request for Quote
  - b. Agreements
  - c. 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 or click the link in your notifications to review the negotiation. If you, Accept, please continue otherwise, your participation is ended.
3. You can also access the negotiation through the Supplier Portal and select 'View Active Negotiations'.



# Responding to Negotiations

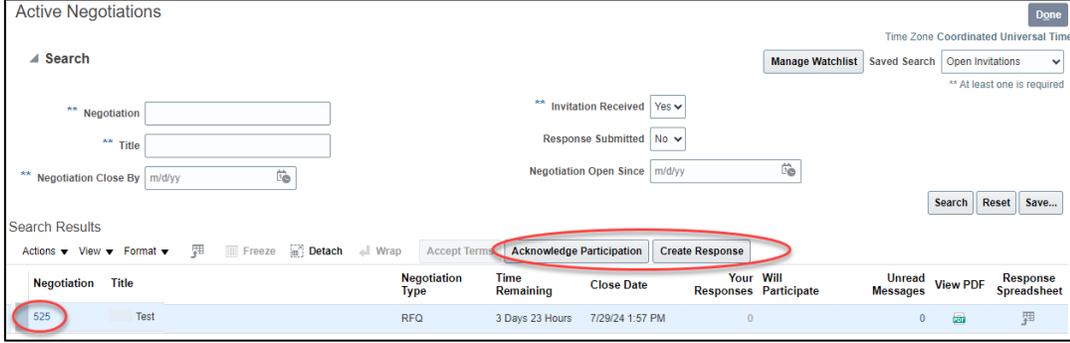
4. Highlight the negotiation to which you want to respond and click Acknowledge Participation (provide information to Buyer) or Create Response to immediately access the negotiation. You can click on the Negotiation number to review it before creating your response (you can click Create Response from inside the negotiation).

5. You need to perform three steps to complete the response (Respond by Spreadsheet not currently available).

6. Overview:

- Response validity date
- Reference number
- Notes for the buyer, if applicable
- Attachments, if applicable
- Click Next

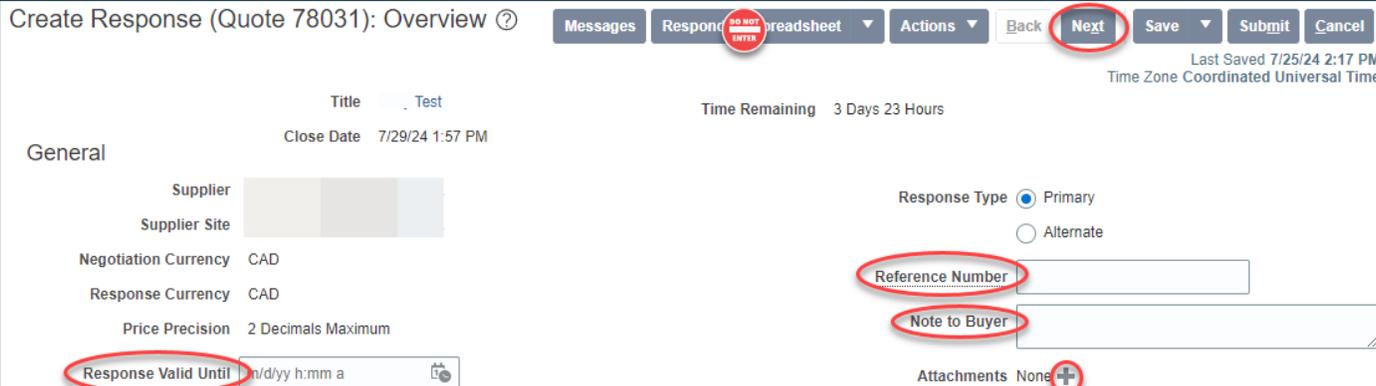
**4**



**5**



**6**



Active Negotiations

Search

Time Zone Coordinated Universal Time

Manage Watchlist Saved Search Open Invitations

\*\* Negotiation

\*\* Invitation Received Yes

\*\* Title

Response Submitted No

\*\* Negotiation Close By m/d/yy

Negotiation Open Since m/d/yy

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
525	Test	RFQ	3 Days 23 Hours	7/29/24 1:57 PM	0		0		

Acknowledge Participation

Supplier Site

Will Participate  Yes  No

Note to Buyer

OK Cancel

1 Overview 2 Lines 3 Review

Create Response (Quote 78031): Overview

Messages Respond  Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 7/25/24 2:17 PM  
Time Zone Coordinated Universal Time

Title Test Time Remaining 3 Days 23 Hours

Close Date 7/29/24 1:57 PM

General

Supplier

Supplier Site

Negotiation Currency CAD

Response Currency CAD

Price Precision 2 Decimals Maximum

Response Type  Primary  Alternate

Reference Number

Note to Buyer

Response Valid Until m/d/yy h:mm a

Attachments None

# Responding to Negotiations

## 7. Lines

- Add the Response Price
- Add the Promised Delivery Date
- Click Next (see #9 for submitting alternates)

## 8. Review

- Verify the information on the Overview Tab and the Lines tab
- Click Submit, if acceptable (click Save to submit later)

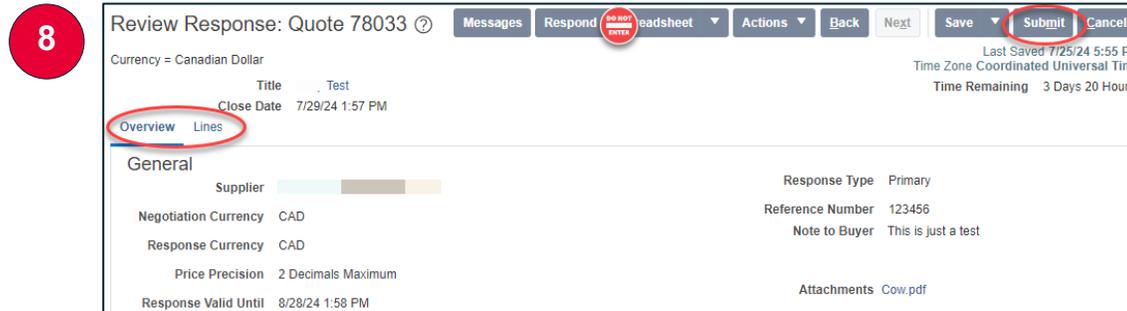
- To quote an alternate item click on the + symbol under Create Alternate. Enter the description, price, quantity, promise date, and a note detailing the reason for your alternate item. Click Save and Close and once all lines are completed, click Submit.

7



Line	Description	Manufacturer Number	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	SIBS 4 BRAKE CONTROLLER				1	Each		mid/yy

8



Overview Lines

General

Supplier: [Progress Bar]

Response Type: Primary

Negotiation Currency: CAD

Reference Number: 123456

Response Currency: CAD

Note to Buyer: This is just a test

Price Precision: 2 Decimals Maximum

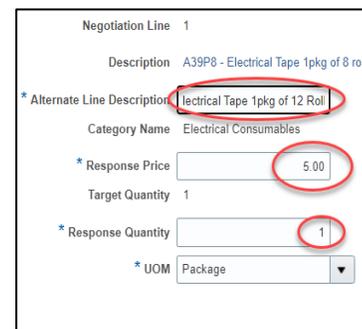
Attachments: Cow.pdf

Response Valid Until: 8/28/24 1:58 PM

9



Line	Description	* Alternate Line Description	Create Alternate	Required Details
1	A39P8 - Electrical Tape		+	



Negotiation Line 1

Description: A39P8 - Electrical Tape 1pkg of 8 rolls

\* Alternate Line Description: Electrical Tape 1pkg of 12 Roll

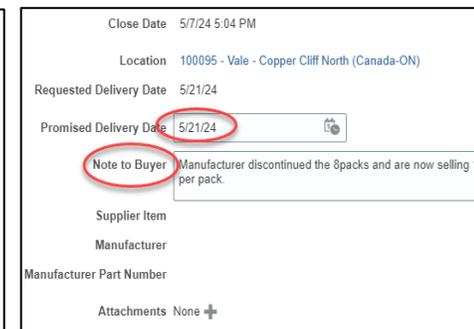
Category Name: Electrical Consumables

\* Response Price: 5.00

Target Quantity: 1

\* Response Quantity: 1

\* UOM: Package



Close Date: 5/7/24 5:04 PM

Location: 100095 - Vale - Copper Cliff North (Canada-ON)

Requested Delivery Date: 5/21/24

Promised Delivery Date: 5/21/24

Note to Buyer: Manufacturer discontinued the 8packs and are now selling 12 per pack.

Supplier Item:

Manufacturer:

Manufacturer Part Number:

Attachments: None +



Save Save and Close Cancel