

Monitor Active Negotiations

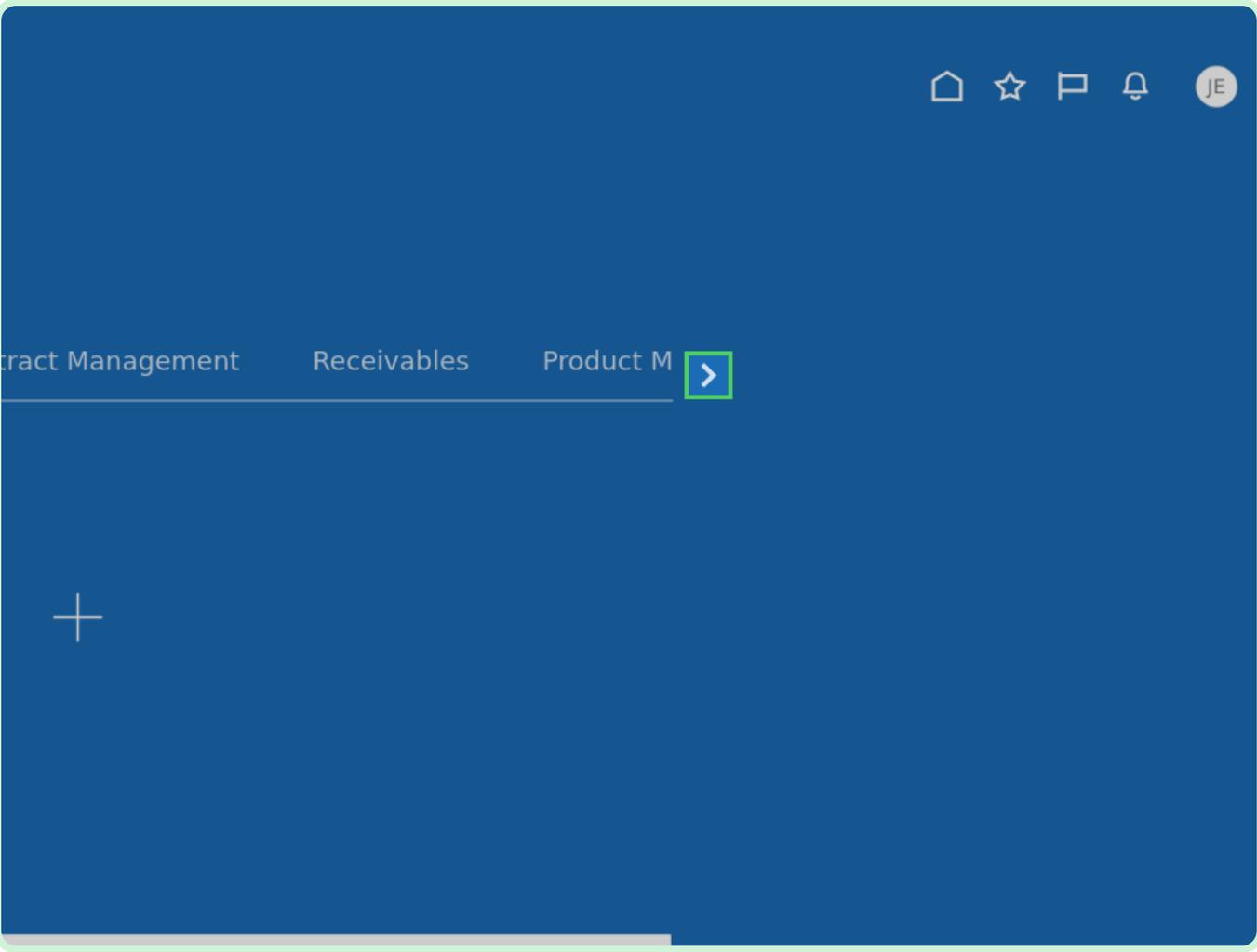
🕒 Time to Completion: **5 minutes**

This tutorial will illustrate how to close a Negotiation after receiving Supplier Responses.

Step 1

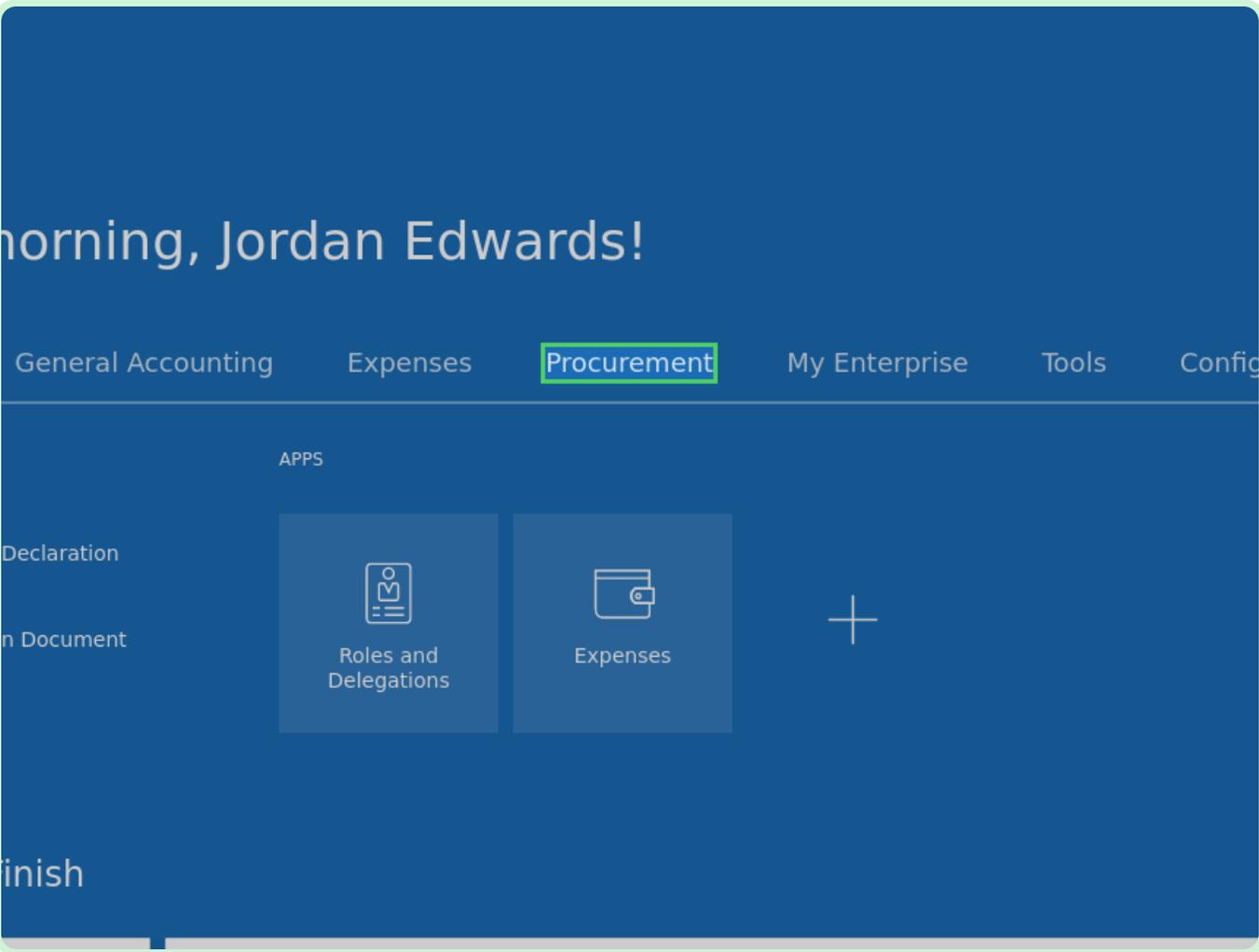
Select **Right arrow**.

In the live environment, to locate your desired work area, you may need to select the **Right arrow** icon multiple times.



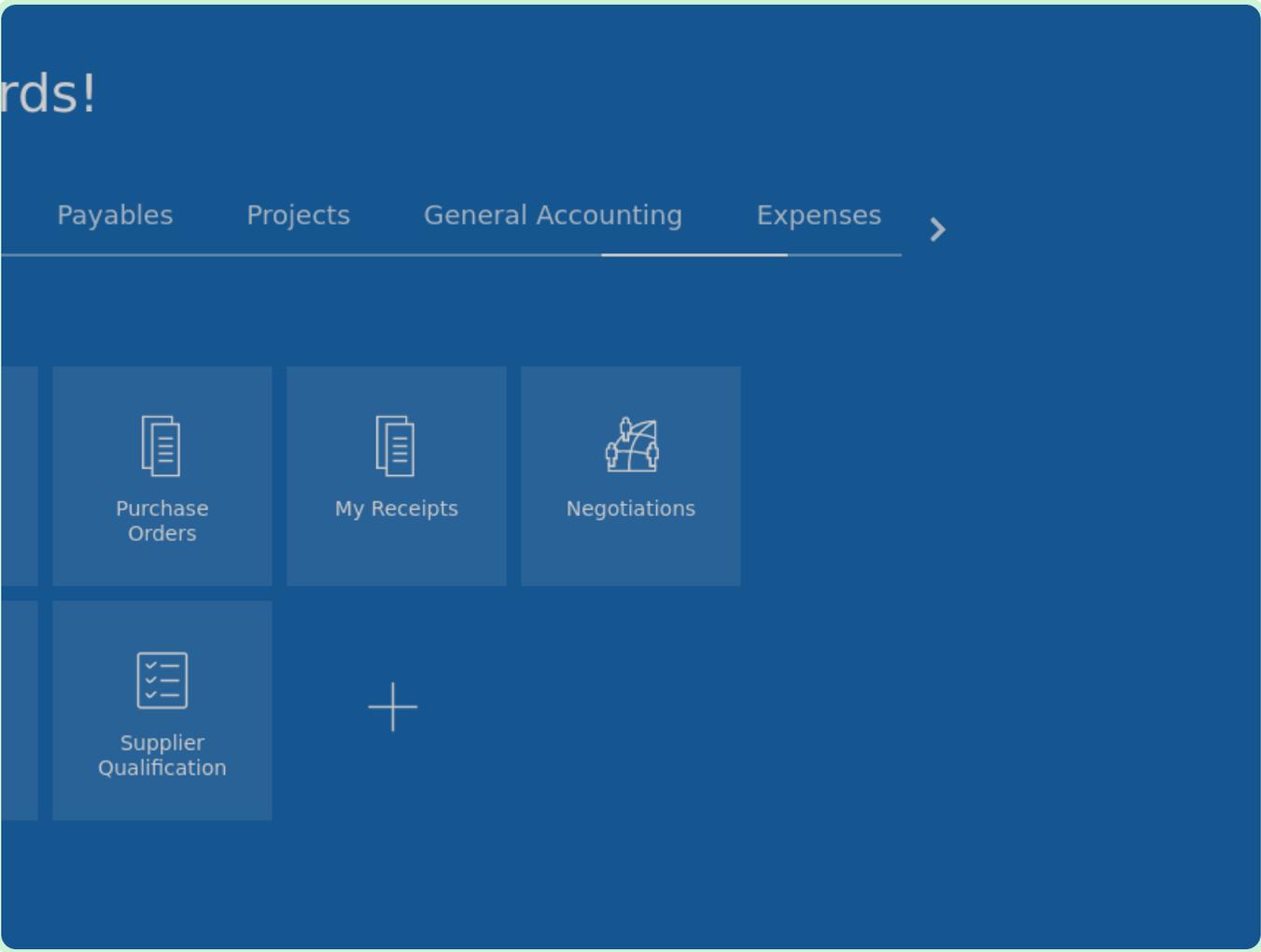
Step 2

Select **Procurement**.



Step 3

Select **Negotiations**.

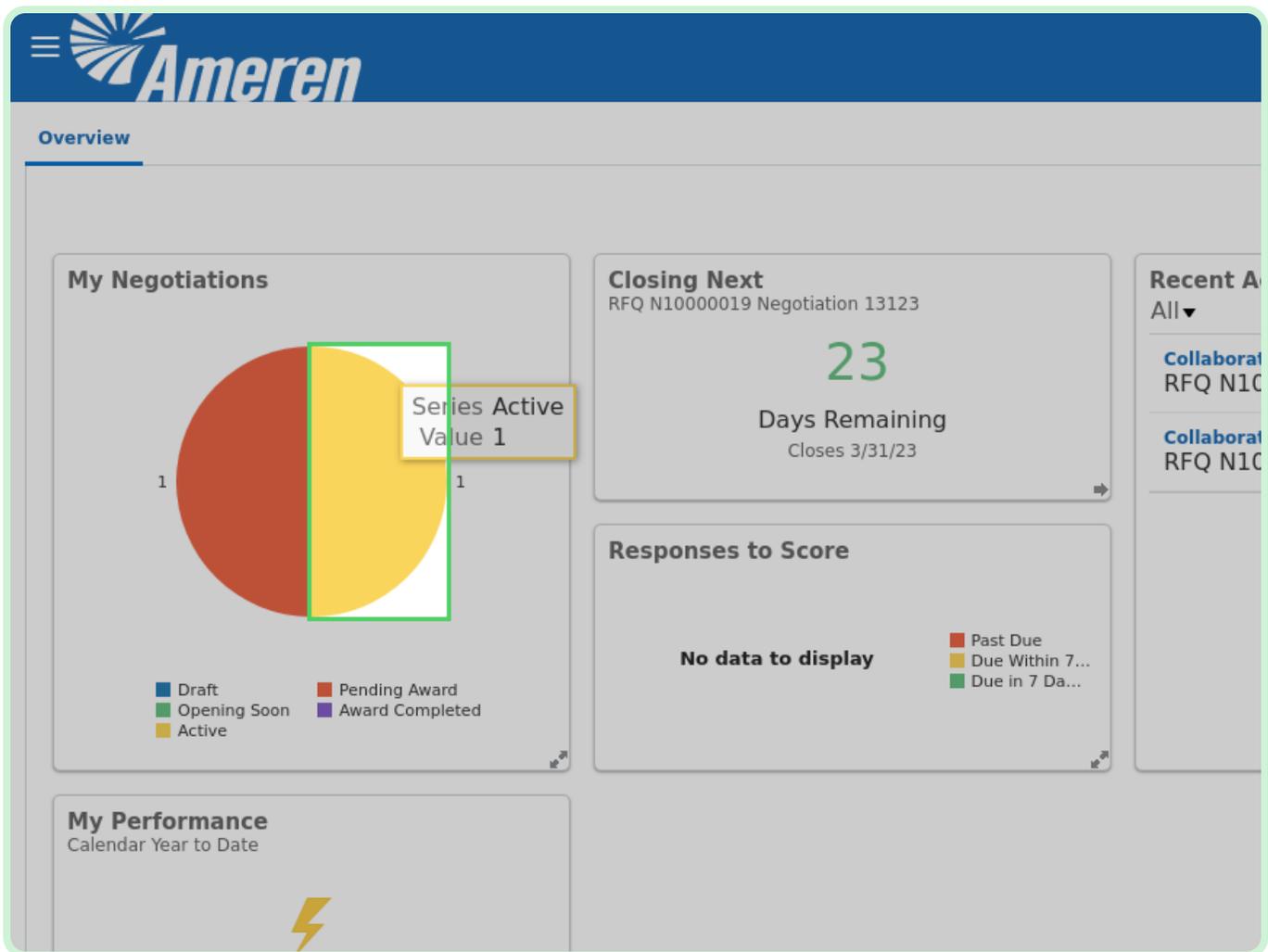


Step 4

In the My Negotiations pane, select **Active**.

Note

You can also navigate to the desired negotiation by selecting the **Task** icon, selecting the **Manage Negotiations** link, and then searching for the desired negotiation.



Step 5

Select **N10000054**.

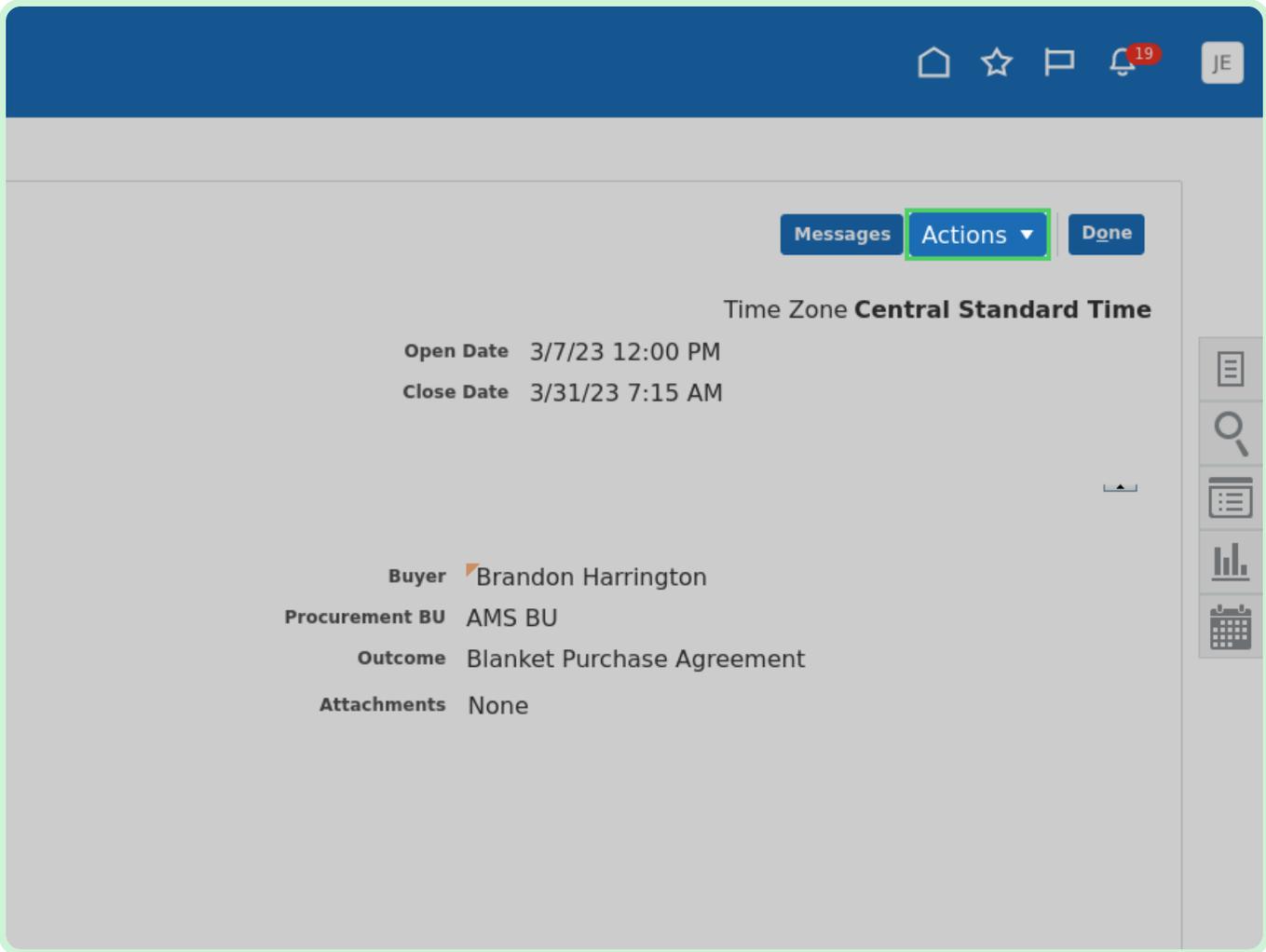
The screenshot shows the SAP 'Manage Negotiations' interface. At the top, there are tabs for 'Overview' and 'Manage Negotiations x'. Below the tabs, the title 'Manage Negotia...' is visible. There is an 'Advanced Sear' button and a 'Search Res...' label. A toolbar contains various icons for actions like 'Actions', 'View', 'Form', 'Freeze', 'Detach', and 'Wrap'. Below the toolbar is a table with the following data:

Negotiation	Negotiation Title	Negotia Type
N10000054	Negotiation 13123	RFQ

At the bottom of the table area, it says 'Columns Hidden 7'.

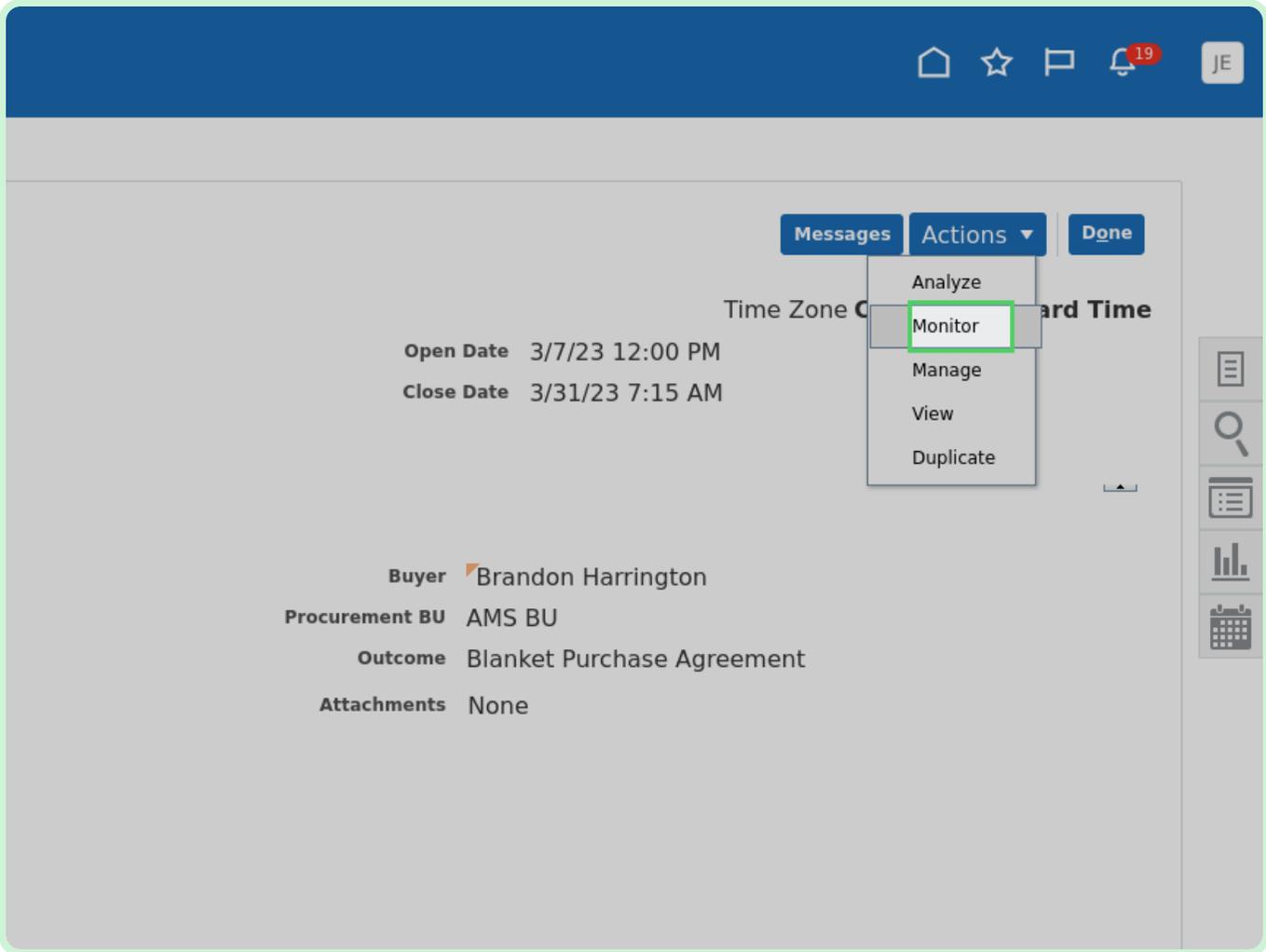
Step 6

Select **Actions** .



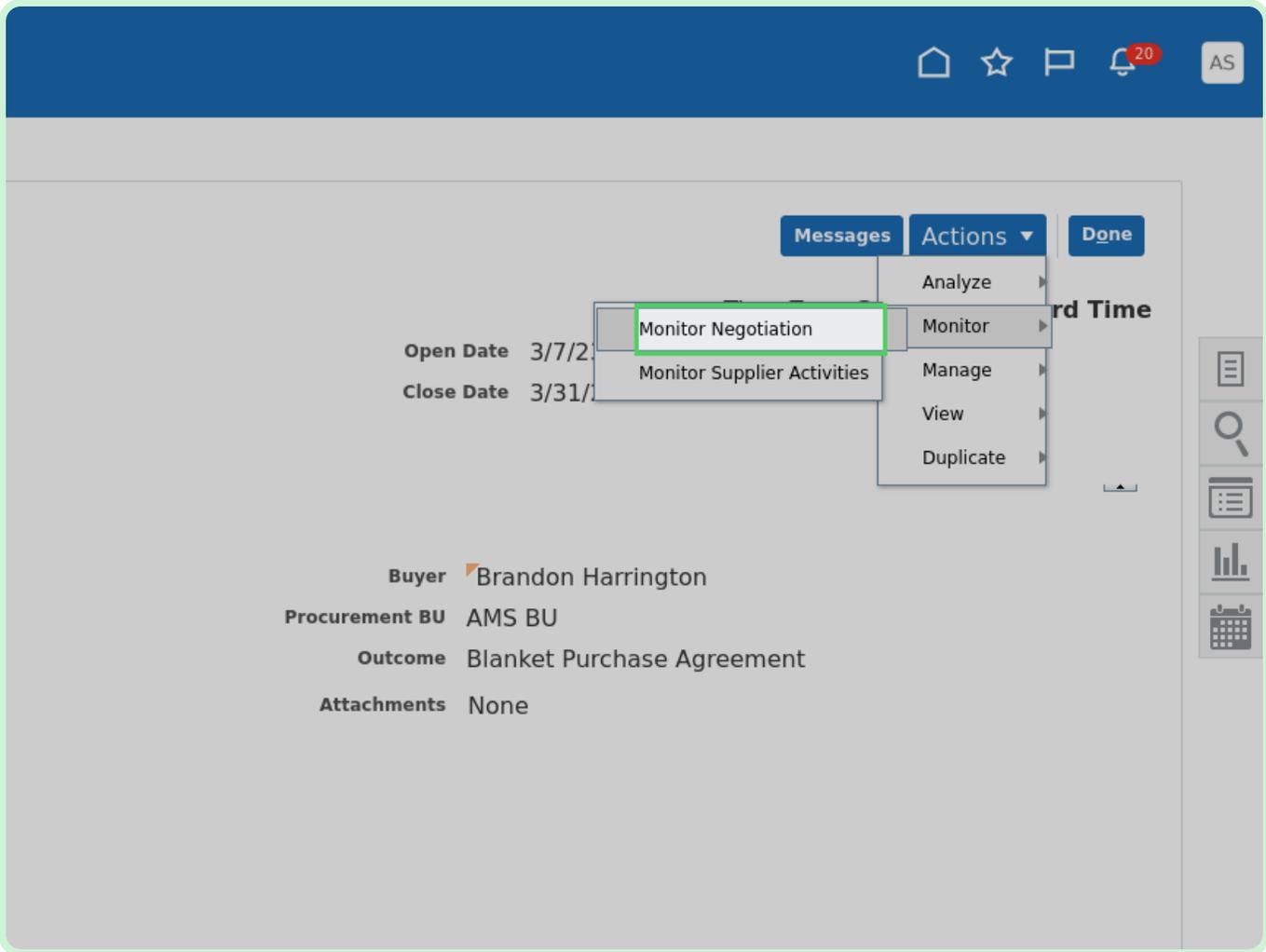
Step 7

In the **Actions** drop-down list, select **Monitor**.



Step 8

In the **Monitor** drop-down list, select **Monitor Negotiation**.



Step 9

View **Negotiation Analytics**.

Review the details of the negotiation.

Status Active
Close Date 3/31/23

Report Responses by Supp

No active responses for the n

	Response	Response Amount	Overall Rank	Variance from Prior Response	Savings (%)	Time of Response	Last Activity
	No						

Step 10

View **Suppliers**.

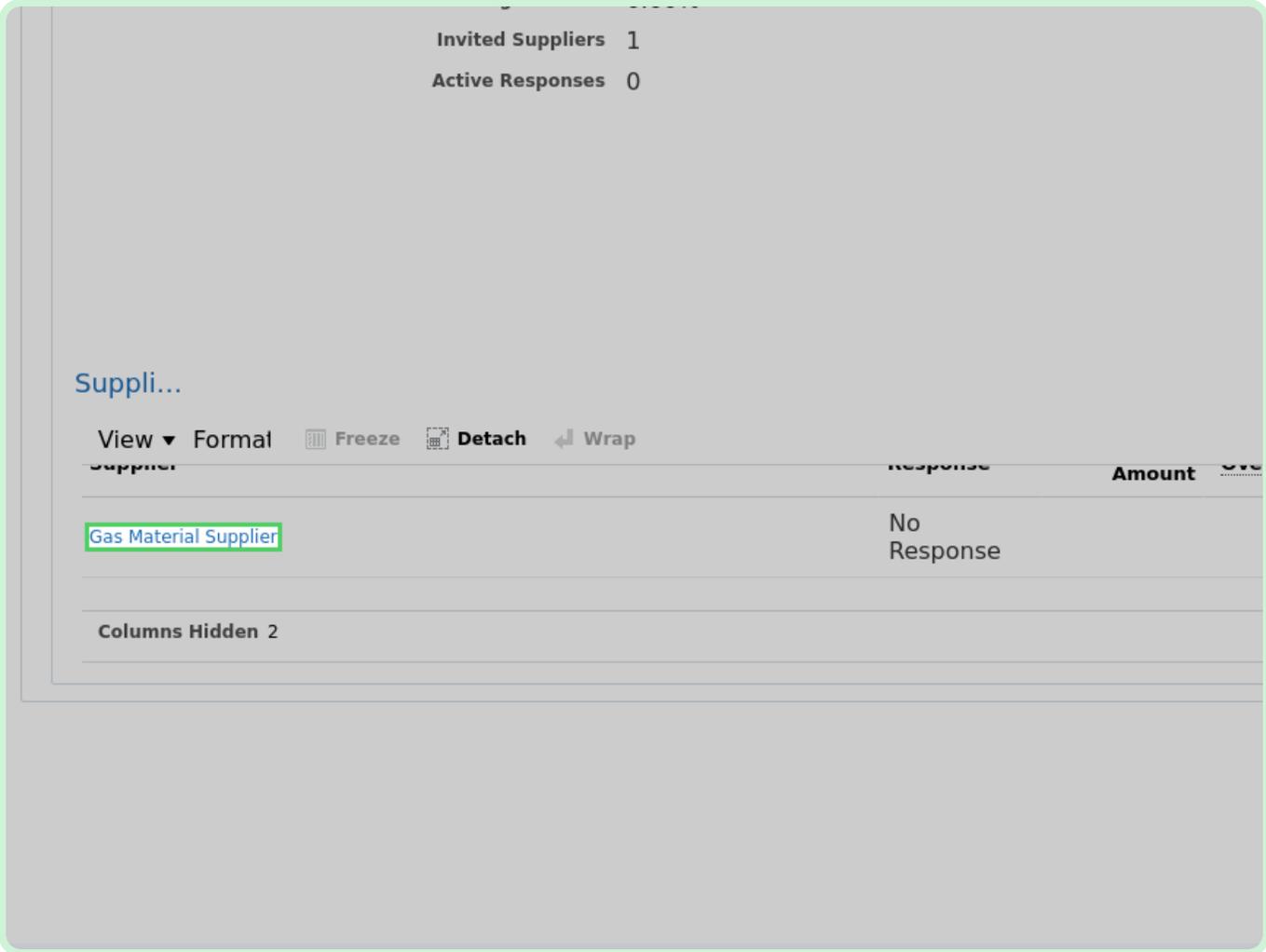
In the Suppliers section, you can review supplier responses.

No active responses for the n

Response	Response Amount	Overall Rank	Variance from Prior Response	Savings (%)	Time of Response	Last Activity
No Response						

Step 11

In the Suppliers section, select **Gas Material Supplier**.



Step 12

View **Supplier**.

On the Supplier page, review the information.

OXIDE	00KALAUPAPA	Direct	Global	AM
.HDY,METAL OXIDE	00KALAUPAPA	Direct	Global	AM
E	00KALAUPAPA	Direct	Global	AM
OXIDE	00KALAUPAPA	Direct	Global	AM
OXIDE	00KALAUPAPA	Direct	Global	AM
NET METAL OXIDE	00KALAUPAPA	Direct	Global	AM
				Description
				CONCRETE
				DISTRIBUTION CI
				DISTRIBUTION PC
				FABRICATION
				FASTENERS, HAR

Step 13

Select **Done**.

The screenshot shows a procurement dashboard with a blue header bar containing navigation icons (home, star, flag, bell with 19 notifications, and user profile 'JE'). A 'Done' button is highlighted with a green box in the top right of the main content area. Below the button, the text 'ation His...' is partially visible. A summary section states 'ions below are for the last 12 months across all business units.' and contains a table of metrics:

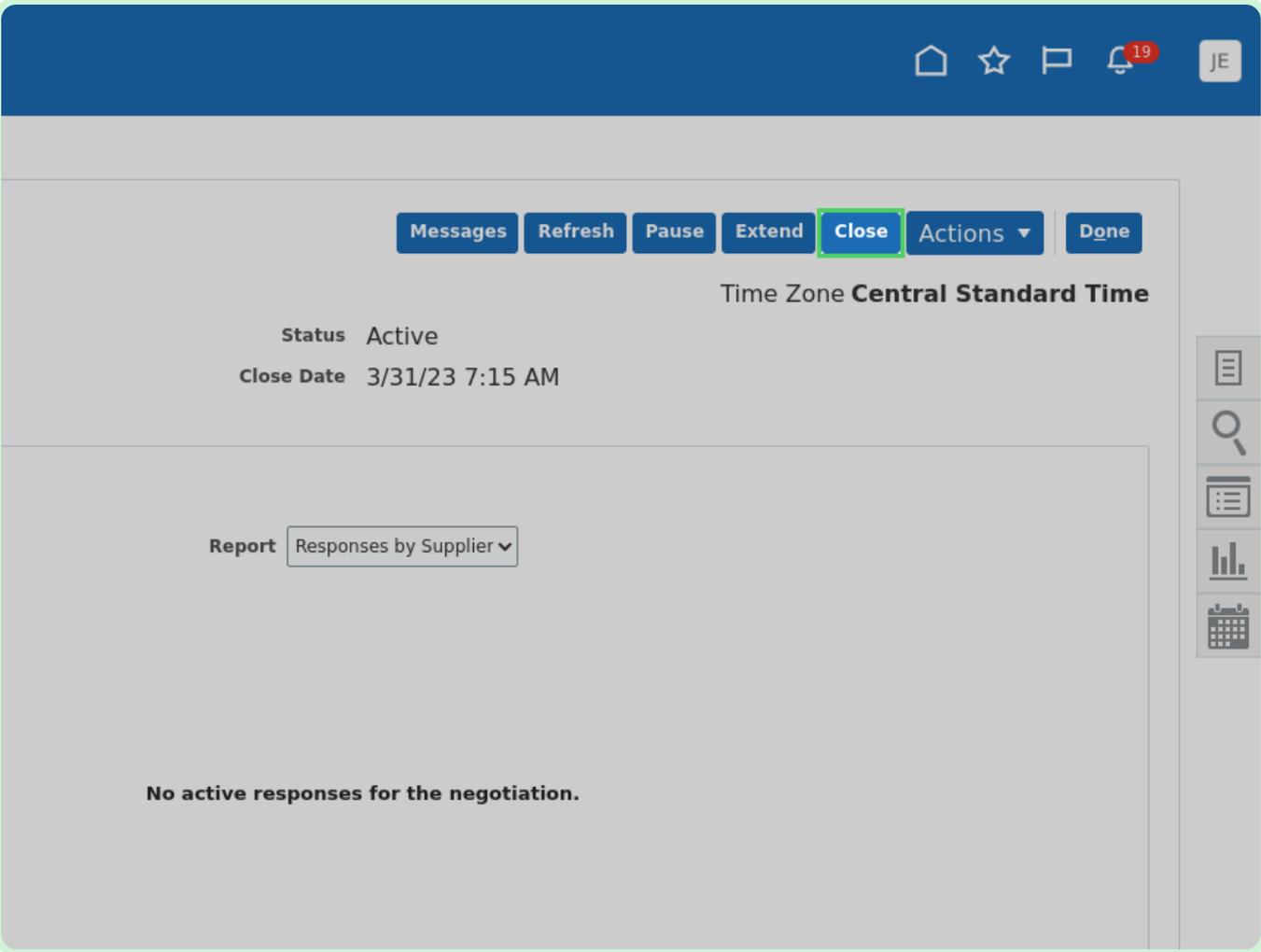
Sourcing Invitations	2	Blanket Purchase Agreements	10
Responses to Invitations	1	Contract Purchase Agreements	0
Other Responses	0	Purchase Orders	3,414
Awards	0		

Below the summary is a table with the following columns: **Manufacturer**, **Scope**, **Ship-to Organization**, **Procurement BU**, and **Status**. The table contains four rows, all with 'Global' in the Scope column and 'AMS BU' in the Procurement BU column, each with a green checkmark in the Status column.

Manufacturer	Scope	Ship-to Organization	Procurement BU	Status
	Global		AMS BU	✓
	Global		AMS BU	✓
	Global		AMS BU	✓
	Global		AMS BU	✓

Step 14

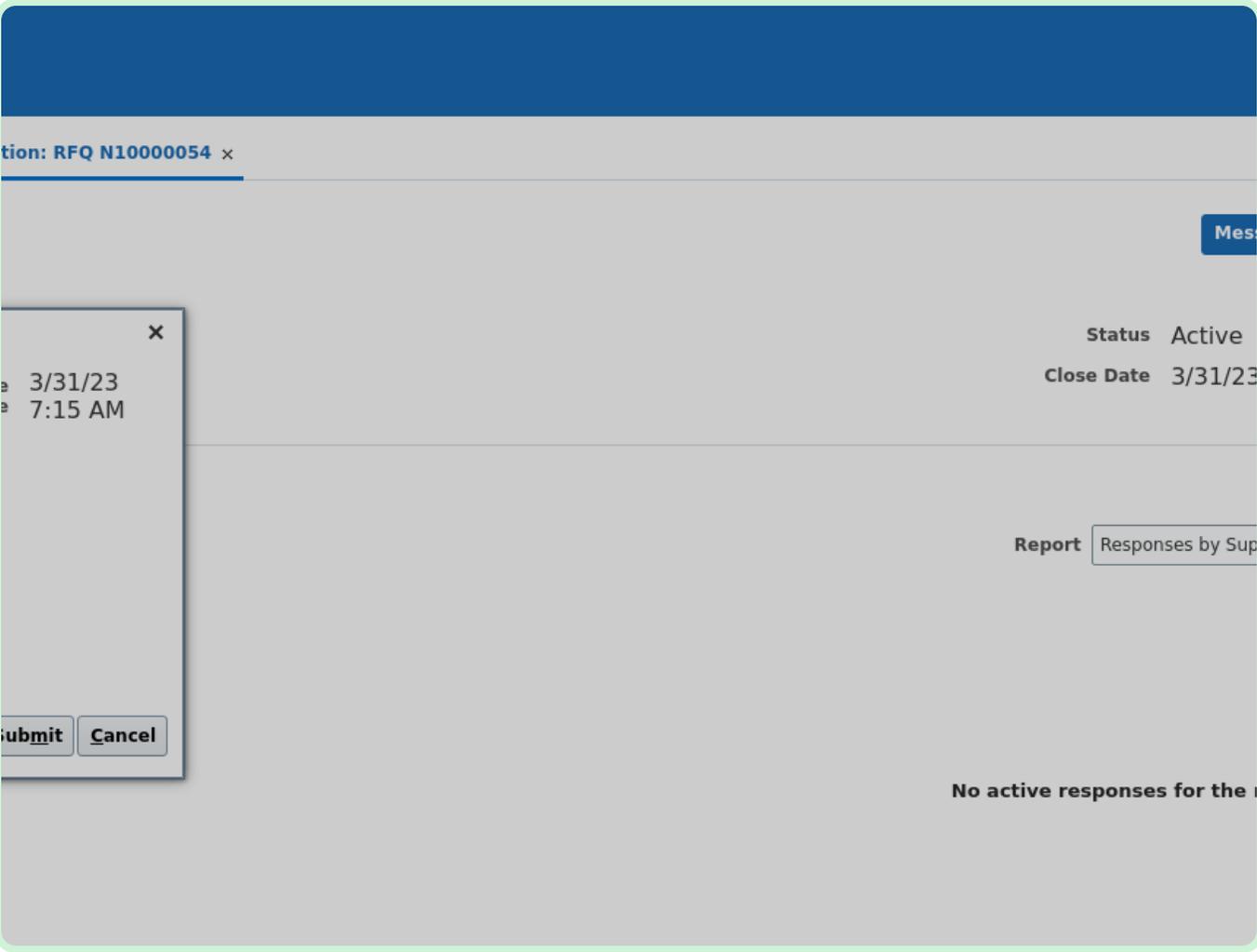
Select **Close**.



Step 15

Clear the **Close immediately** checkbox.

If you want the negotiation to close immediately, keep the **Close immediately** checkbox selected.



Step 16

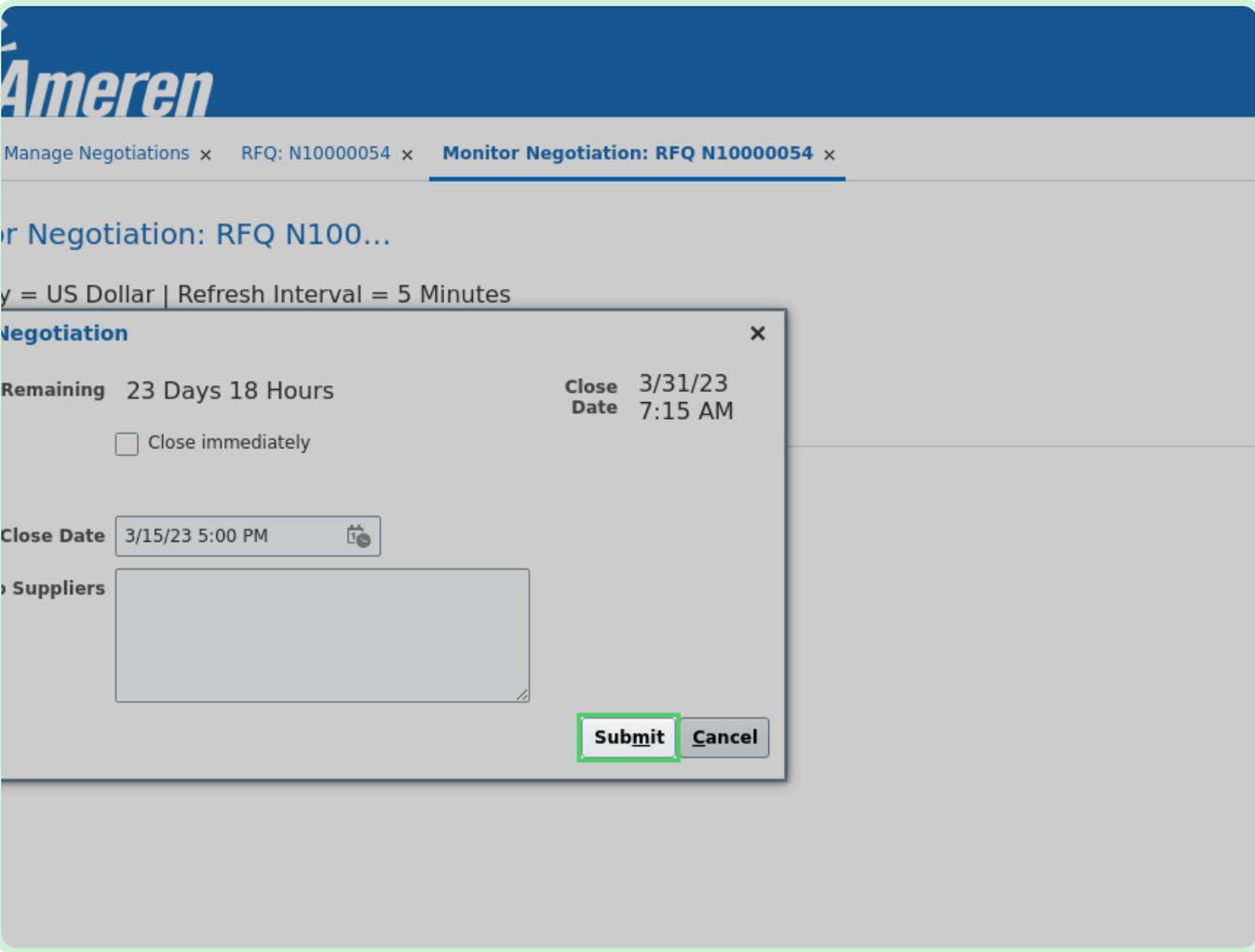
In the **New Close Date** field, type **3/15/23 5:00 PM**.



Step 17

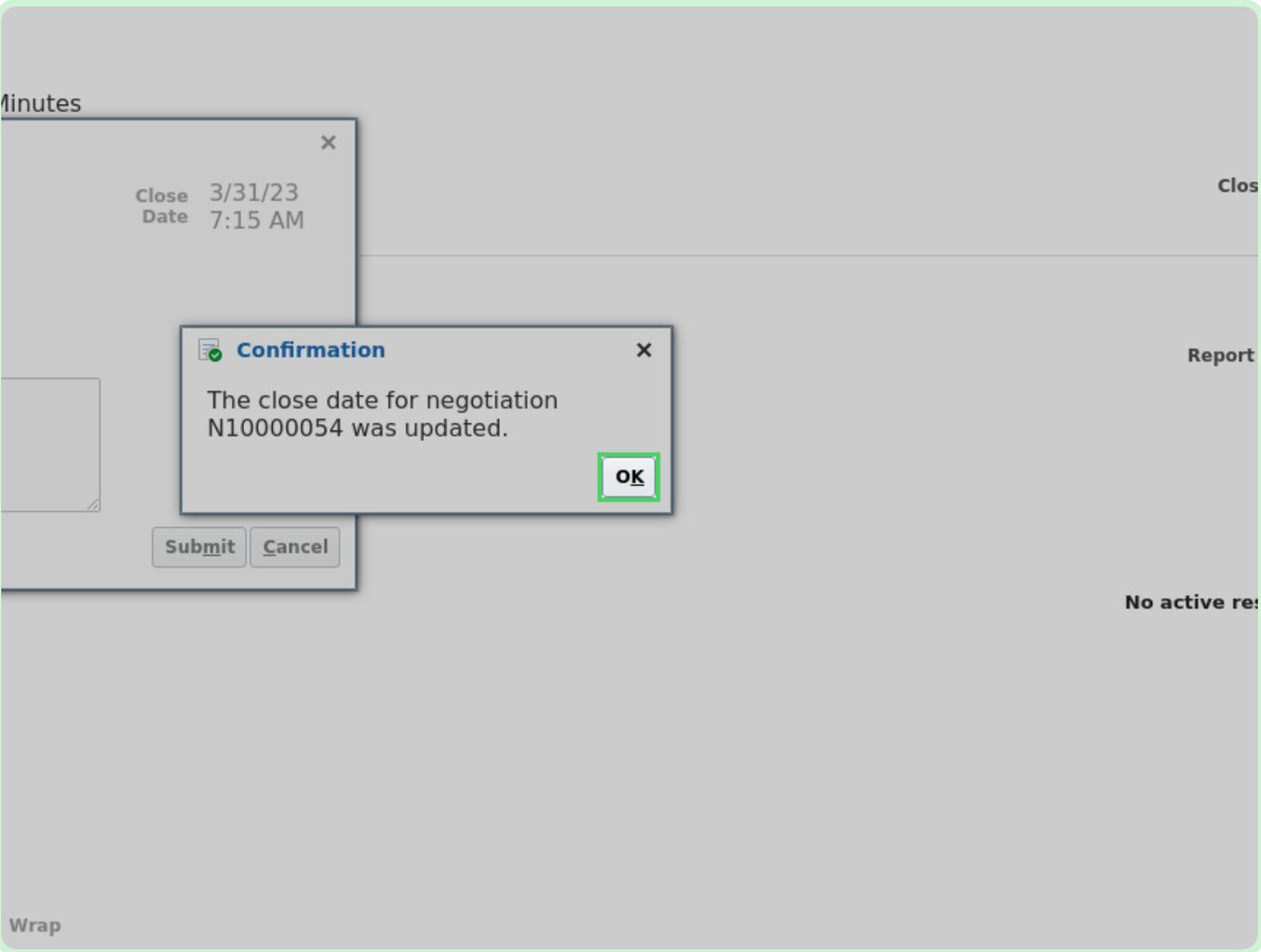
Select **Submit**.

Note
Optionally, you can use the **Note to Suppliers** field to enter a note to the supplier.



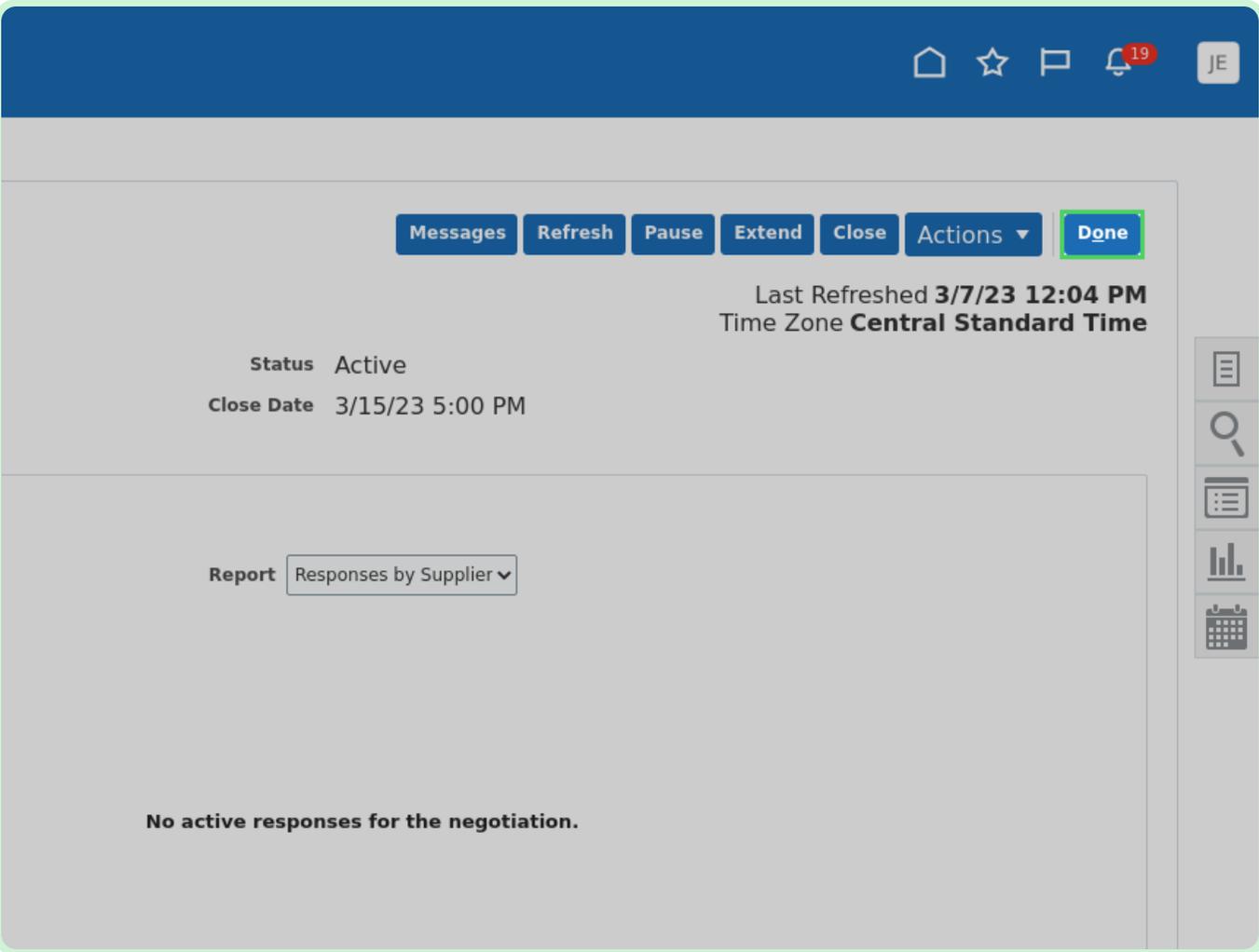
Step 18

Select **OK**.



Step 19

Select **Done**.



Step 20

Select **Home**.

