


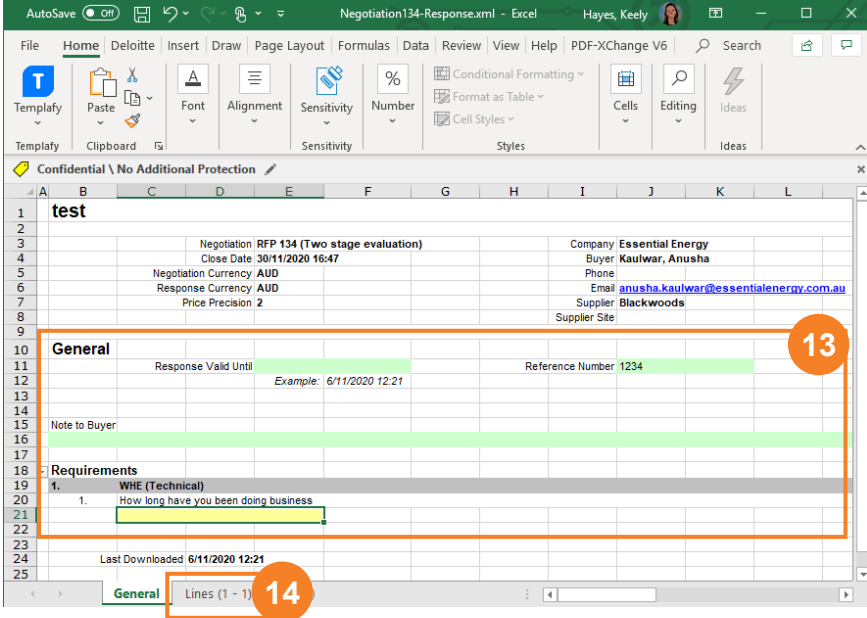
How to Download Negotiation Spreadsheet – Quick Reference Guide

Why should I use this guide?	<ul style="list-style-type: none"> This guide provides information and the steps to download a negotiation by spreadsheet
Who might use this guide?	<ul style="list-style-type: none"> Suppliers wanting to view the negotiation in Excel format
What related documents should I refer to?	<ul style="list-style-type: none"> How to Respond to a Negotiation - <i>User Guide</i> How to Navigate Oracle Cloud and the Supplier Portal – <i>Quick Reference Guide</i> How to Use Oracle Guided Learning – <i>Quick Reference Guide</i>

Use this guide to download the negotiation spreadsheet and create a response.

Step Description	Screenshot
<ol style="list-style-type: none"> After you login, navigate to the Supplier Portal tab. Click on the Supplier Portal icon. 	
<ol style="list-style-type: none"> On the Supplier Portal homepage, click View Active Negotiations from your Task bar. 	
<ol style="list-style-type: none"> Enter a search criterion into a field and click Search. 	

Step Description	Screenshot
<p>5. Find the negotiation you would like to download as a spreadsheet and click Response Spreadsheet.</p>	
<p>6. Select a style of spreadsheet.</p> <p>7. Click Ok.</p> <p><i>Note: both styles provide the same information with minimal differences between the two.</i></p>	
<p>8. Open the Zip File from your downloads.</p>	
<p>9. If a security warning launches, click Open.</p>	
<p>10. Click on the Zip File.</p> <p>11. Click Unzip to downloads.</p>	

Step Description	Screenshot
<p>12. Go into your Downloads folder and open the Excel document.</p>	
<p>13. View the information and insert your responses into the highlighted cells.</p> <p>14. Click on the Lines tab.</p>	
<p>15. View the information and insert your responses into the highlighted cells.</p> <p>16. Click Save.</p> <p><i>Note: To upload the response via spreadsheet use upload negotiation spreadsheet Oracle Guided Learning guide.</i></p>	