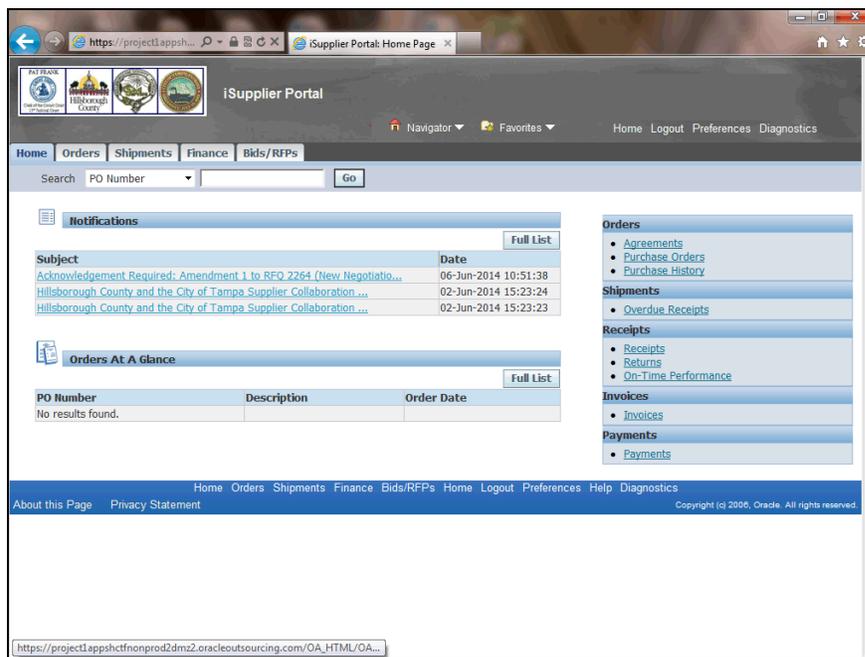


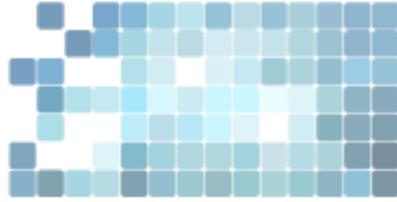
Responding to Amendments

Procedure

Complete the following steps to respond to an **Amendment**.

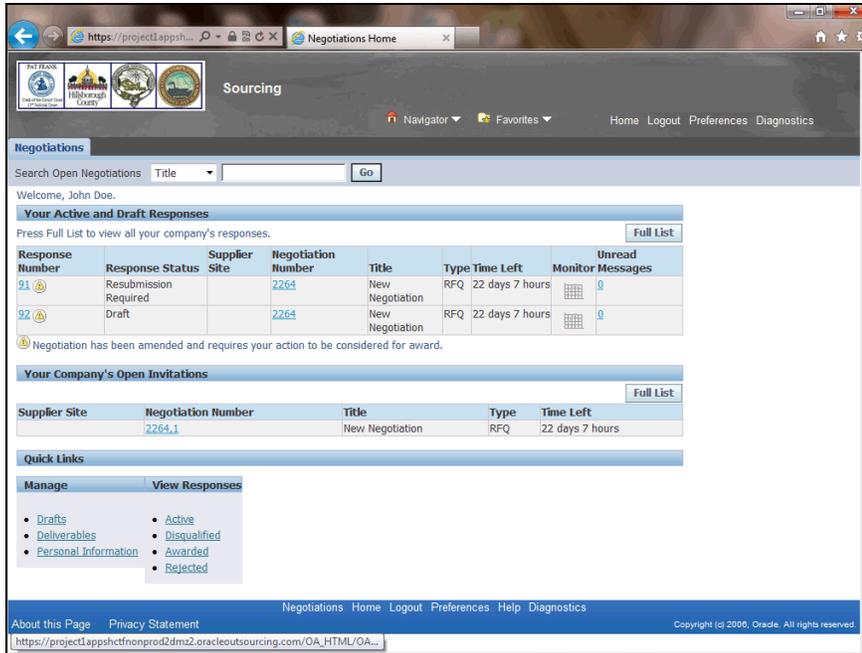


Step	Action
1.	<p>When the Buyer initiates an Amendment to an open RFP/RFQ, a notification is sent out to all Bidders. When the notice is received, click the Negotiation Details link in the email, and log into <i>iSupplier</i>. The <i>iSupplier Home Page</i> window will open.</p> <p>Click the Bids/RFPs link.</p> 

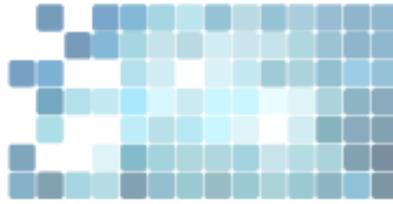


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Bidding Process – Responding to Admendments

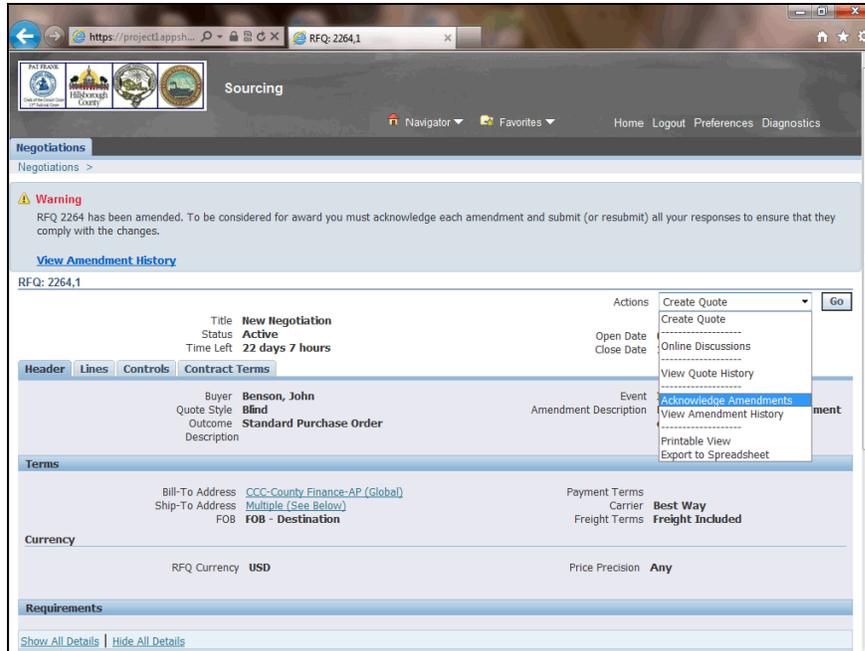


Step	Action
2.	<p>The <i>Negotiations Home Page</i> window opens.</p> <p>Note: there is a comma 1 (2264,1) for the new negotiation. This means an amendment was created for this negotiation. Also, there are warning symbols next to your Responses indicating changes that need reviewed.</p> <p><u>2264,1</u></p>

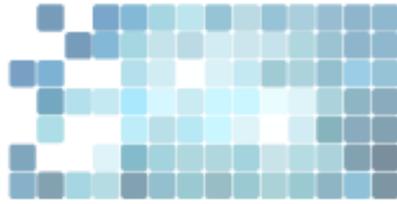


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Bidding Process – Responding to Amendments

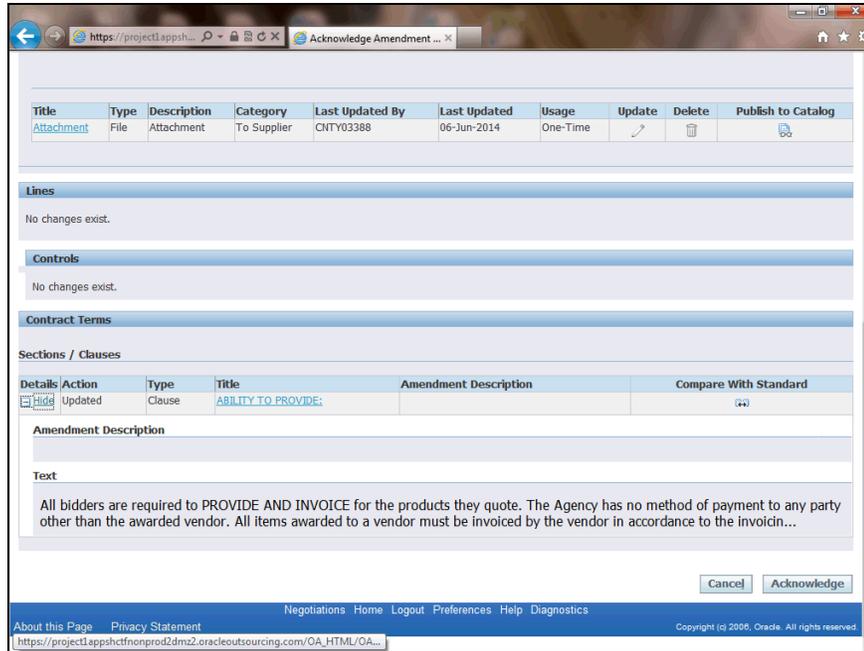


Step	Action
3.	<p>The <i>RFQ (Number)</i> window opens.</p> <p>A Warning displays at the top of the screen, alerting you that an amendment exists.</p> <p>Click the Actions list, select the Acknowledge Amendments list item.</p> <p>Acknowledge Amendments</p>
4.	<p>Click Go.</p> <p>Go</p>

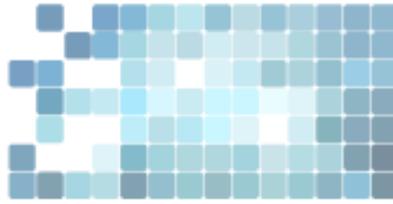


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Bidding Process – Responding to Admendments

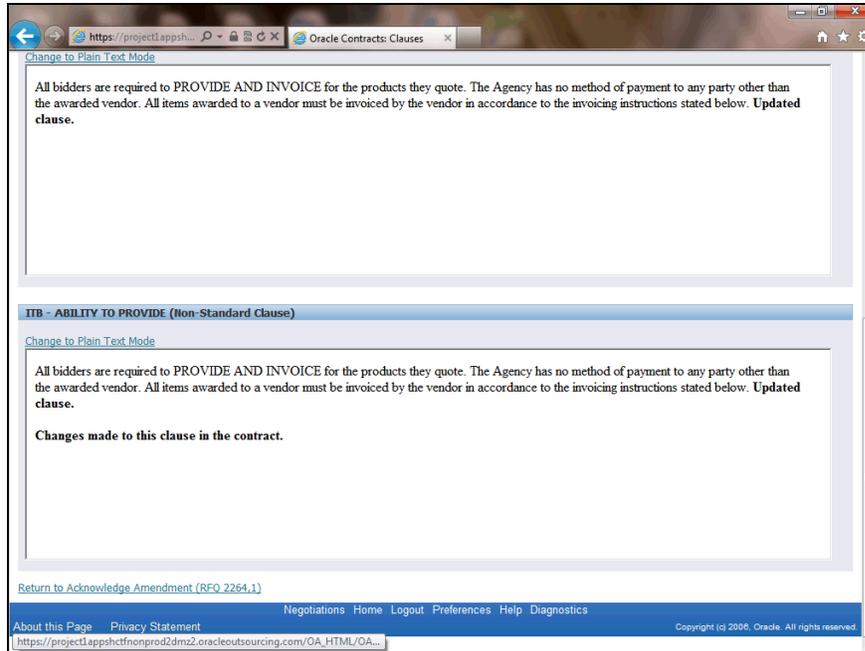


Step	Action
5.	<p>The <i>Acknowledge Amendment</i> window opens.</p> <p>The Amendment Description contains details about this amendment.</p> <p>Scroll through the new document. In this example, you can see one of the clauses in the Terms and Conditions has changed.</p> <p>Click the Compare with Standard button.</p> 
6.	<p>The <i>Compare Clauses</i> window opens.</p> <p>Notice in the first text box there is an underlined sentence. This is the sentence that has changed.</p>

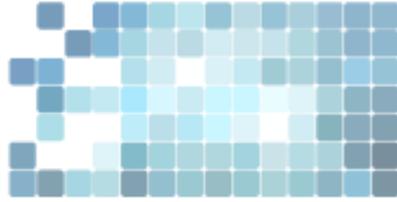


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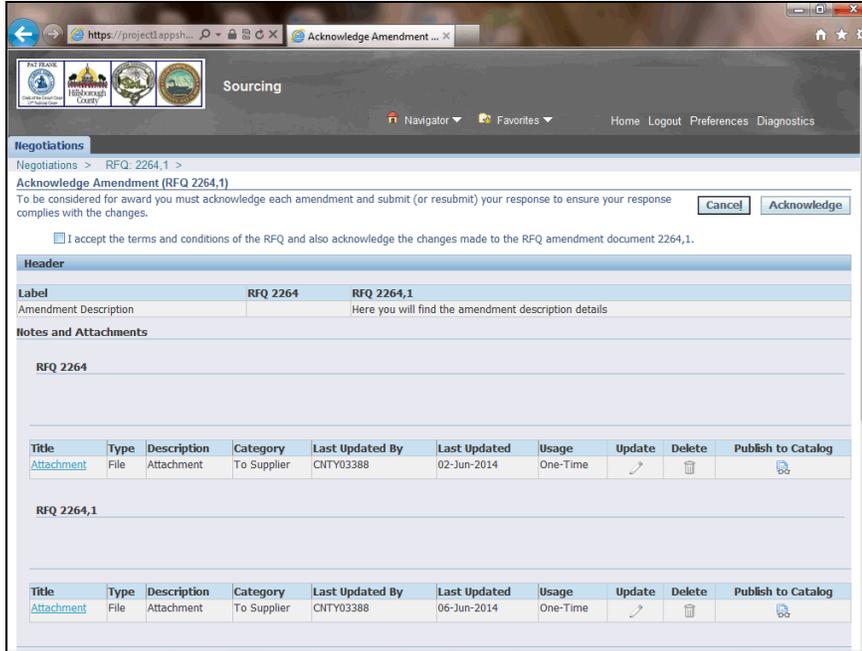
Bidding Process – Responding to Admendments



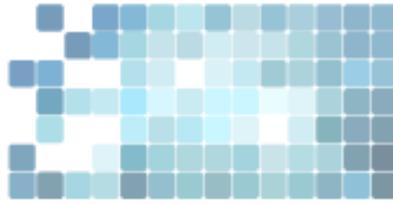
Step	Action
7.	Click the Return to Acknowledge Amendment (RFQ 2264,1) link. Return to Acknowledge Amendment (RFQ 2264,1)



Training Guide Bidding Process – Responding to Admendments

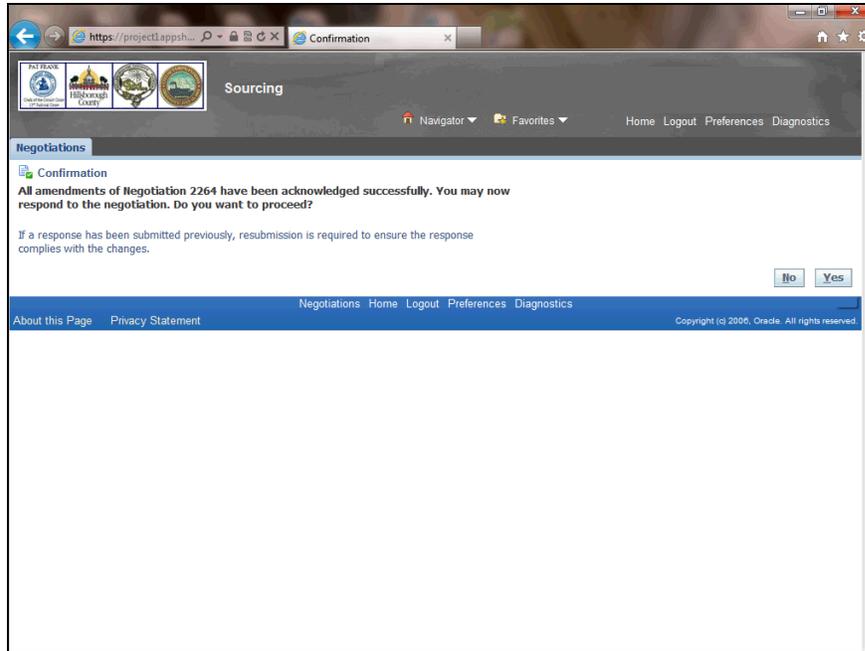


Step	Action
8.	<p>You are now back in the <i>Acknowledge Amendment</i> window.</p> <p>Under the header section you will see a brief description of the addendum.</p> <p>Check the option I accept the terms and conditions of the RFQ and also acknowledge.</p> 
9.	<p>Click Acknowledge.</p> 

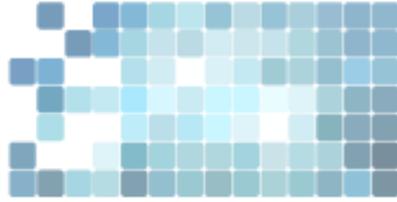


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Bidding Process – Responding to Amendments

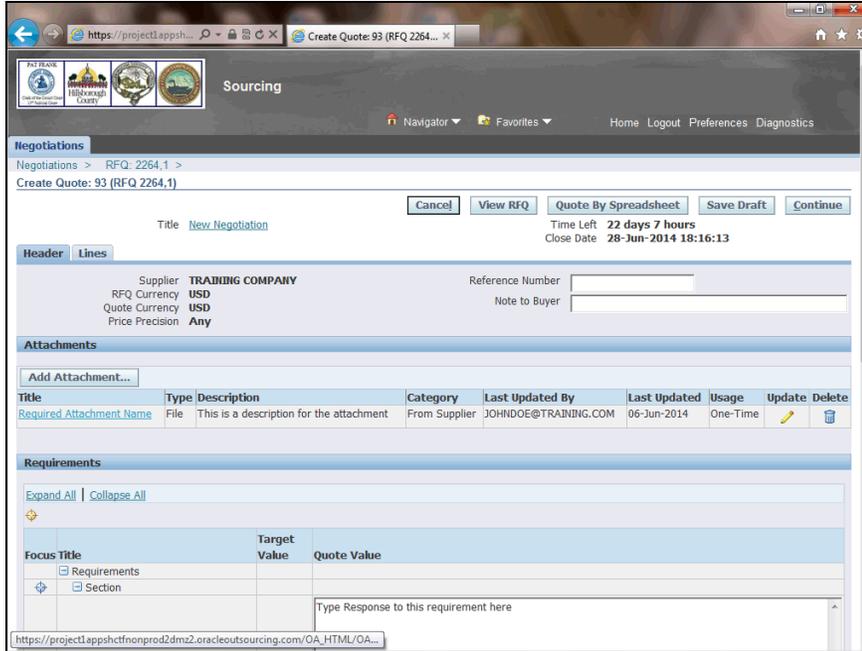


Step	Action
10.	Click Yes to acknowledge the Confirmation. 
11.	The <i>Create Quote</i> window opens. *Important* When an amendment is created, you are <u>required to resubmit your response</u> . Your prior response will be saved, so you may simply submit again. If any updates <u>are</u> necessary, respond to each one, and then resubmit the response.

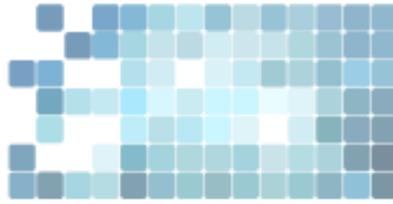


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Bidding Process – Responding to Admendments

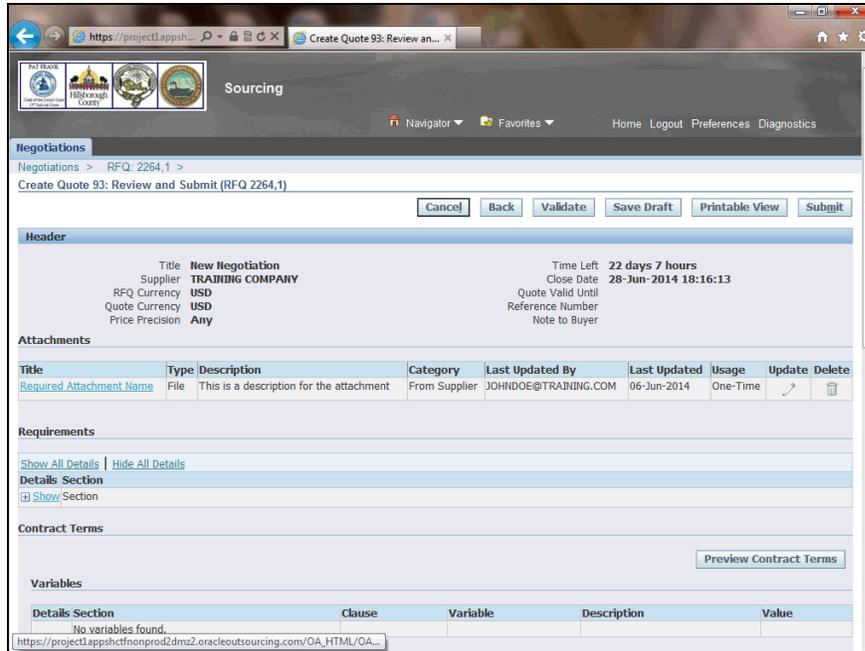


Step	Action
12.	Click the Lines tab. 
13.	Notice your line information is still saved. You can update this information as necessary. Click the Continue button.

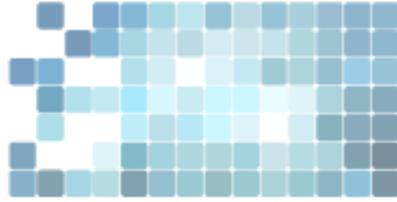


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Bidding Process – Responding to Admendments

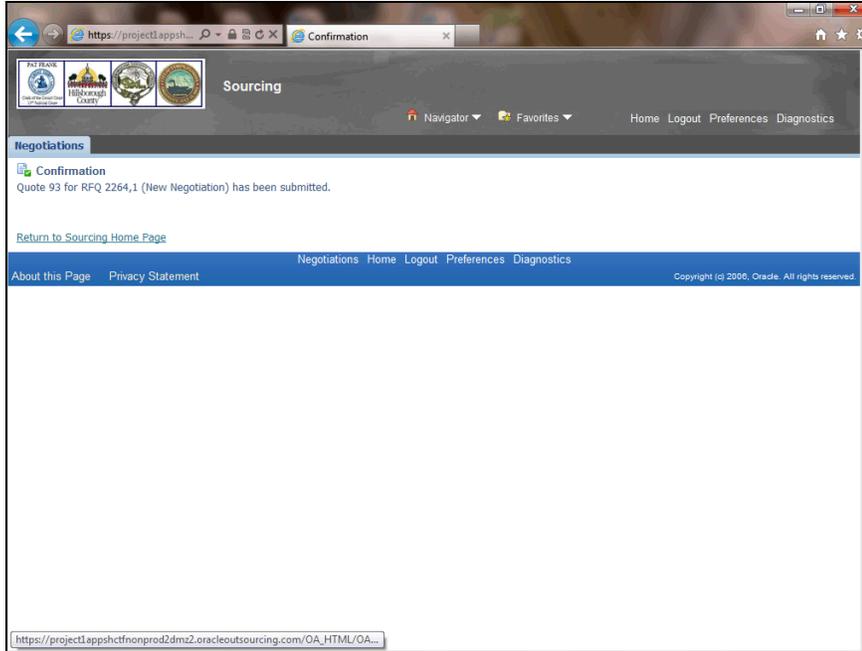


Step	Action
14.	<p>The <i>Create Quote: Review and Submit</i> window opens.</p> <p>Click the Validate button to check to see if the amendment has been addressed properly.</p> <p></p>
15.	<p>You will receive Confirmation of the validated data.</p> <p>Note: If you miss a required action, a warning message will appear, and you will need to resolve the message prior to re-submitting your quote.</p> <p>Click the Submit button.</p> <p></p>

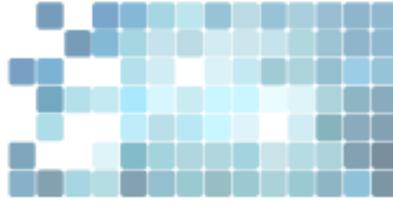


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Bidding Process – Responding to Admendments

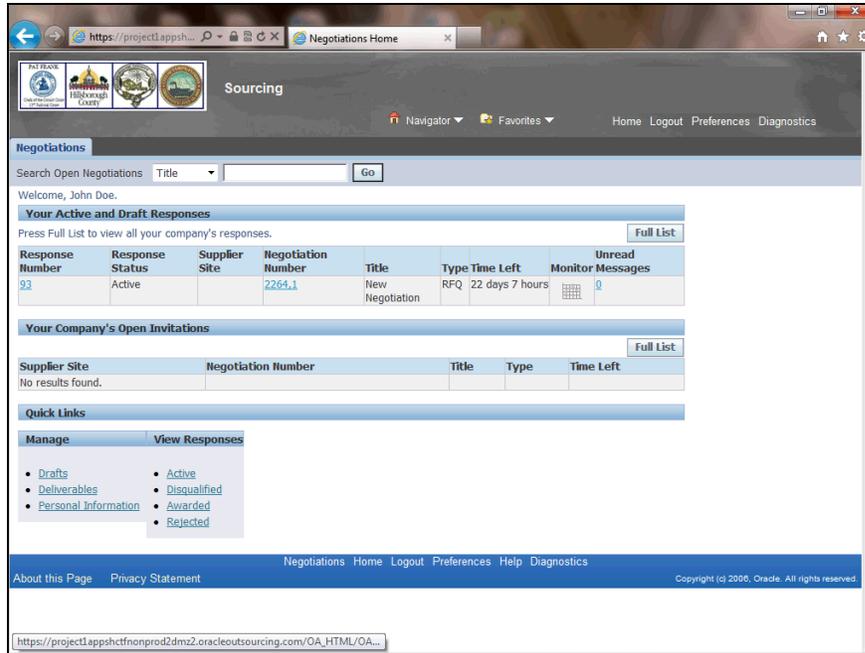


Step	Action
16.	You will receive confirmation that your quote has been submitted. Click the Return to Sourcing Home Page link. Return to Sourcing Home Page



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Bidding Process – Responding to Amendments



Step	Action
17.	Click the Home link. 
18.	You now can successfully respond to amendments created for a negotiation document. End of Process.