








Responding to Amendments

Step	Action
1.	On the <i>iSupplier Home Page</i> , click Bids/RFPs . 
2.	The <i>Negotiations Home Page</i> window opens. The Response Number on the original bid now has a symbol indicating the Negotiation has been amended. Under the section Your Company's Open Invitations you will see the negotiation. The original number is followed by a comma, 1, indicating an amendment was created for this negotiation. Click 7783,1 . 
3.	The <i>Negotiations</i> page opens. There is a warning at the top of the page. Click the View Amendment History link. 
4.	The <i>Amendment History</i> page opens. Click Acknowledge Amendments . 
5.	Check I accept the terms and conditions of the RFQ and also acknowledge... option. <input type="checkbox"/> I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 7783,1.
6.	After accepting the terms and conditions, click Acknowledge . 
7.	A confirmation message is displayed. You can now respond to the amendment. To do so, click Yes . *Important* When an amendment is created, you are required to resubmit your response. Your prior response will be saved, so you may simply submit again. If any updates are necessary, respond to each one, and the resubmit the response. 
8.	The <i>Create Quote: #####</i> page opens. Click Lines . 
9.	On the <i>Lines</i> tab, you will notice the original lines are still there. Two new lines were added and require a response.
10.	Enter a quote price into Line 3 . For example, enter "7". <input type="text"/>

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11.	Enter a quote price into the Line 5 . For example, enter " 23.50 ". <input data-bbox="344 304 457 346" type="text"/>
12.	When all lines are updated, click Continue . <input data-bbox="344 415 501 453" type="button"/>
13.	The <i>Review</i> page is displayed. Scroll down to review your responses prior to validating and submitting your quote.
14.	Click Validate to verify the amendment has been addressed properly. <input data-bbox="344 600 488 638" type="button"/>
15.	You will receive Confirmation of the validated data. 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. Click Submit . <input data-bbox="344 871 475 909" type="button"/>
16.	A confirmation is displayed. Click the Return to Sourcing Home Page link. <input data-bbox="344 972 699 1003" type="button"/>
17.	To return to the Oracle Home page, click Home . <input data-bbox="344 1066 435 1115" type="button"/>
18.	This concludes the topic Responding to Amendments. You can now successfully respond to amendments created for a negotiation document. End of Procedure.