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Skanska UK supplier portal QRG: accessing and accepting a negotiation.docx Version: 2

## Skanska UK supplier portal – quick reference guide: Accessing and accepting a negotiation

1. From the Oracle home screen, select the 'Supplier Portal' icon.

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	Oracle Services Privacy Policy
	Good afternoon, supplier2 Test!
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	APPS
	Supplier Portal
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2. Select 'View Active Negotiations' from the left menu.



3. Click on the negotiation that you wish to accept and select 'Acknowledge Participation'.

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Active Negotiations				
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Negotiation Title				
GRP0000052N TP101 - Using Oracle for Supplier Negotiations				
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4. On the '**Acknowledge Participation**' window, select '**Yes**' to take part in the negotiation. You can add any notes for the buyer in the text box. Then select '**OK**' to continue.

Acknowledge Parti	cipation X
Will Participat	'es
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Note to Buyer	
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**Note:** If there are any updates to the negotiation, you will need to reconfirm your participation by following the process above.