

Enter ID & password and click ‘Sign in’

Fig 1: Login screen



Click ‘Supplier Portal’

Fig 2: Home Screen



Click ‘View Active Negotiations’

Fig 3: Supplier Portal Page



Click Negotiation Number

Fig 4: Negotiation List Screen



Click ‘Create Response’

Fig 5: Create Response Screen



Click ‘Lines’ or ‘Next’

Fig 6: Response Screen



Enter Desired Price

Fig 7: Entering Price



Click OK or Done

Fig 8: Bid Submission



For Price Revision, Click on ‘Manage Responses’

Fig 9: Response Revision



Click on Response No.

Fig 10: Selecting Response (**Do not Select Negotiation Number or Title**)



Click ‘Next’ or ‘Lines’

Fig 11: Response Screen



Click Cancel if you don’t want to revise price

Rank can be seen

Fig 12: Response Revision & Ranking Screen



Enter Revised Price

Fig 13: Price Revision



Click Ok

Fig 14: Revision Completion

* In Order to see ranking and revise, please repeat Fig 9-14.