PO.03 – Create Supplier Negotiation

1. **Supplier**
   - Need to solicit bids
   - Create draft negotiation
   - Publish negotiation to Suppliers
   - Enter surrogate response(s)
   - Evaluate negotiation
   - Close negotiation
   - Award negotiation and notify supplier(s)
   - Notify Sourcing Officer to award the negotiation
   - Accept?
     - Yes: Login, create response and submit
     - No: Automatic email sent to Supplier(s)
   - Formulate response and send to Purchasing
   - Reply in system?
     - Yes: No
     - No: Automatic email sent to Supplier(s)
   - Ready to evaluate?
     - Yes: No
     - No: Wait for additional responses
   - Processed by Agent?
     - Yes: Yes
     - No: Award negotiation and notify supplier(s)
   - Negotiation closes automatically
   - Close date/tim elapsed?
     - Yes: Yes
     - No: Negotiation closes automatically
   - End

2. **Sourcing Officer or Purchasing Agent**
   - Cover Page
   - Overview (enter close date)
   - Requirements
   - Lines
   - Contract Terms
   - Suppliers
   - Need to solicit bids
   - Create draft negotiation
   - Publish negotiation to Suppliers
   - Enter surrogate response(s)
   - Evaluate negotiation
   - Close negotiation
   - Award negotiation and notify supplier(s)
   - Notify Sourcing Officer to award the negotiation
   - Accept?
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   - Processed by Agent?
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   - End

3. **Procurement**
   - End
   - Login, create response and submit

4. **Notes**
   - Purchasing Agents = collaborator role
   - Sourcing Officer = category manager role (can award the negotiation)