



Conducting Stages (Negotiations) Quick Reference Guide

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Conducting Stages (Cost Negotiation)	
<p>1. Locate Event in Evaluation Status and Tag Suppliers</p> <ol style="list-style-type: none"> Navigate to your Event and select the “Evaluations” menu Select “Supplier Response” section Select the “check box” to the right of each supplier selected for negotiations Select the “Evaluation Actions” menu Select “Tag Suppliers for next stage” option Observe “thumbs up” symbol for selected suppliers 	
<p>2. Create New Stage</p> <ol style="list-style-type: none"> Select “Workflow Actions” (top right) Select “Create New Stage” Enter title in “Stage Title” text field. Sample language shown in right-hand column. Select “Create New Stage” Observe Event status changes to “Draft” 	

Test eRFP for panel questionnaire
40199-eRFP-00000288-2022
[View Event Stages](#)

Type: **Request for Proposal**
Event Status: **Draft**

Settings and Content ▾

Setup

Event Title * Test eRFP for panel questionnaire

Event Type ⓘ Request for Proposal

Entity State Purchasing Division (SPD)

Event Number * 40199-eRFP-00000288-2022

- 3. Establish Dates for Stage (Round of Negotiation)**
- a. Identify date and time that RfX stage will be released to tagged suppliers.
 - b. Identify deadline (close date and time) that suppliers' revised cost response is due
 - c. Enter deadline for any Q&A
 - d. Click "Save Progress"

Dates

Time Zone EDT/EST - Eastern Standard Time (US/East ▾)

Open Date * ⓘ ⓘ

Close Date * ⓘ ⓘ

Sealed Bid Open Date * Same as Close Date

Show Sealed Bid Open Date Show Sealed Bid Open Date to Supplier to Supplier

Q&A Submission Close Date * ⓘ

Same as Close Date

★ Required

[Save Progress](#)

- 4. Confirm Cost Line Items Included from Original Event**
- a. View the "Items" section and confirm desired line items from original event are included. REMINDER: event must have at least one line item to allow contract award.
 - b. Access the "Suppliers" section and confirm desired suppliers are included. To add more suppliers, select "Add Suppliers to Stage" tab and select additional suppliers.
 - c. Access the "Review and Submit" section and click "Submit"
 - d. The stage will be released to selected suppliers based on the "open date and time" selected. At that time, a courtesy email will be sent to invited suppliers.
 - e. Once the close date and time passes, the buyer will be able to access the revised cost submissions.

Items Event Actions ▾ History ?

Product Line Items (0) Service Line Items (1)

Go To All Groups ▾ [Add or Import](#) [Export Items](#) ★ Unit Price is Required

Group S1 (1 - 1 of 1 Items) Manage Group ▾ Delete Selected Item(s)

#	Name	Description	Qty	UOM	Requested Service Delivery	
S1.1	Total Cost	Please complete the to... (See full description)	1	-	-	Edit <input type="checkbox"/>

[Add Service Line Item](#)

Suppliers Event Actions ▾ History ?

Event Suppliers (2) [Add Suppliers to Stage](#)

Only suppliers that submitted a bid in the previous stage are displayed and may be invited to participate in this stage

View Approval Steps

[Previous](#) [Submit](#)