# Conducting Stages (Negotiations) Quick Reference Guide

# Jaggaer Sourcing Director (USG)

| Conducting Stages (Cost Negotiation) | |
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| **1. Locate Event in Evaluation Status and Tag Suppliers**<br>a. Navigate to your Event and select the "Evaluations" menu<br>b. Select "Supplier Response" section<br>c. Select the "check box" to the right of each supplier selected for negotiations<br>d. Select the "Evaluation Actions" menu<br>e. Select "Tag Suppliers for next stage" option<br>f. Observe "thumbs up" symbol for selected suppliers |  |
| **2. Create New Stage**<br>a. Select "Workflow Actions" (top right)<br>b. Select "Create New Stage"<br>c. Enter title in "Stage Title" text field. Sample language shown in right-hand column.<br>d. Select "Create New Stage"<br>e. Observe Event status changes to "Draft" |  |

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| **3. Establish Dates for Stage (Round of Negotiation)**<br>   a. Identify date and time that RFx stage will be released to tagged suppliers.<br>   b. Identify deadline (close date and time) that suppliers' revised cost response is due<br>   c. Enter deadline for any Q&A<br>   d. Click "Save Progress" |  |
| **4. Confirm Cost Line Items Included from Original Event**<br>   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.<br>   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.<br>   c. Access the "Review and Submit" section and click "Submit"<br>   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.<br>   e. Once the close date and time passes, the buyer will be able to access the revised cost submissions. |  |