

## Negotiation Navigation

To navigate to **Negotiations**:

- 1 Click Home  and then Supplier Portal 
- 2 Access Tasks  on Supplier Portal
- 3 Click on the **View Active Negotiations** or **Manage Responses Link**

### Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)

## View Active Negotiations

Here you can track Negotiations you are participating in and access them by clicking on the relevant Negotiation number

### Search Results

| Negotiation                 | Title   |
|-----------------------------|---------|
| <a href="#">NCPB0000263</a> | Test    |
| <a href="#">NCPB0000085</a> | Example |

## Manage Responses

Allows you to review responses provided to all Negotiations, and a summary of the Negotiation

| Response | Response Status | Negotiation | Negotiation Title | Negotiation Type | Time Remaining | Unread Messages |
|----------|-----------------|-------------|-------------------|------------------|----------------|-----------------|
|----------|-----------------|-------------|-------------------|------------------|----------------|-----------------|

Under  you can see any pending Negotiation Actions.

## Searching for Negotiations

Under **View Active Negotiations** or **Manage Responses Link** you can search for Negotiations by Title, Negotiation (number), Response (number), or Response Status

\*\* Negotiation Title

\*\* Negotiation

\*\* Response

\*\* Response Status

**Note:** You can also use  search to locate a Negotiation if required

## Notifications

Any required action by your organisation regarding a Negotiation will be prompted by way of Oracle notification and supporting email.

For example, to invite you to an RFP or to let you know you have received an Oracle message.

**Action Required: Terms and Conditions for Negotiation NCPB0000085 (Example)**

Your email notification which will contain a hyperlink to the Negotiation within Oracle.

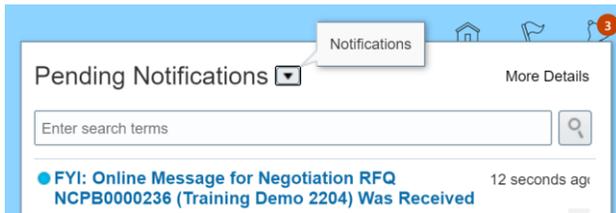
[View Negotiation](#)

## Messages

Under Negotiations, there is a Messaging Function that enables you to contact the Procurement lead and to respond to any Collaborators. The Messaging Function will replace the use of email.

## Notifications

You will receive both an email notification and bell notification to notify you that you have received a message.



## Accessing Messages

Within the email and bell notification, you are able to access the message using the links.

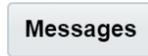
### Related Links

- [View Message Details](#)
- [View Negotiation: NCPB0000236](#)

Under **Manage Responses**, you can view unread messages per Negotiation. If you click the link for the relevant Negotiation, it will take you to the message(s)

| Unread Messages |
|-----------------|
| 0               |
| 0               |
| 1               |
| 0               |

Under **Active Negotiations**, you can open a Negotiation and access the Messaging Function by clicking “Messages”. You will be able to view all Messages and send Messages.



## Responding and Sending Messages

To respond to a message you select the relevant message (it will highlight in blue) and press “Reply”



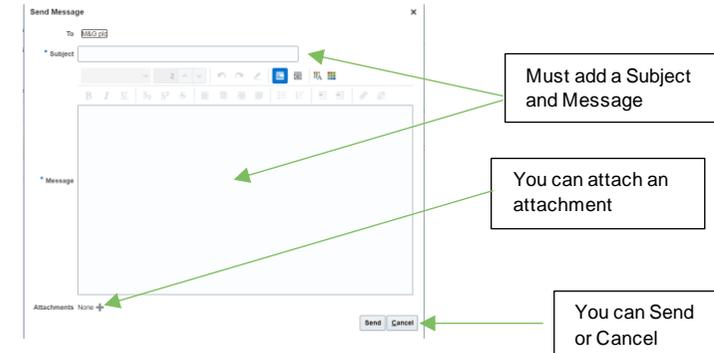
To send a message, you need to access the relevant Negotiation, and select Messages.

You then click the plus symbol.



The default recipient will be “M&G plc” which will be the Procurement lead. If necessary, they will redirect your message. You must add a Subject and a Message. You can add an attachment by clicking the plus symbol next to attachments. Once you are comfortable with the message, click Send. If you wish to start a

new Message chain, please send a new message rather than responding to an existing chain.



## Who might Message you?

### Procurement Lead

Procurement lead may use the Messaging Function to:

- Negotiate Contract Terms and Price
- Communicate updates on the Negotiation
- Ask any clarification questions

### Collaborators

Collaborators are our internal partner Functions who can form part of a Negotiation. They may use the Messaging Function to:

- Security
  - o Complete due diligence
  - o Negotiate Security Terms
- Privacy
  - o Negotiate Privacy Terms
  - o Clarify their understanding of the engagement and data involved
- Legal
  - o Negotiate Contract Terms

## Types of Negotiation

The Oracle fusion tool will be used by M&G for **competitive RFX activity**. In some instances, Oracle will also be used for **Non-Tender activity** to negotiate a new contract, or submit and agree on new pricing with an existing supplier.

The **Cover Page** in each instance will make clear what type of activity you have been invited to.

## Accepting to participate

Clicking on the notification to participate will take you to a copy of the Negotiation terms and conditions. You must  to proceed.

## Negotiation definitions

**Cover Page:** Will provide information regarding M&G plc and the Procurement process, deadline for clarification questions (where applicable) and confirm if it is a competitive activity or non-tender activity.

**Lines:** Lines are generated from internal M&G requisitions and summarises at a high level what we are procuring. You will be expected to provide a price per line as part of your response.

**Contract Terms:** The Contract Terms section will contain the M&G contract guidance document. The proposed Contract Terms will be included as part of the Requirements.

**Requirements:** The section of the Negotiation containing questions requiring response such as Business Requirements, Information Security Requirements and ESG surveys.

## Responding to Negotiation

You can respond to a Negotiation by selecting  and completing all fields in Oracle, or by downloading an excel, completing and reuploading. You can navigate between pages by using the  and fields .

We recommend storing responses internally as some questions around ESG and D&I will be asked consistently across all M&G Negotiations.

Where you do not accept our Contract Terms in full, you will be required to attach a mark-up of the proposed changes within the Requirements tab.

## Completing Oracle Fields

Where an attachment is required or optional, attach supporting documentation by clicking on the paperclip

### Section 1. Business Requirement

\* 1. By way of [case study/ example]

Response Attachments None

Once you are happy with answers, press

If you need to revise a response, you can do so

## Responding via excel

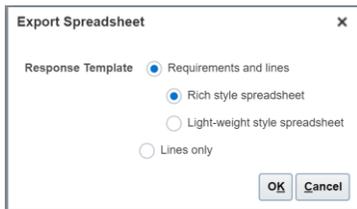
Open the Negotiation and click "Create Response"



Click the drop down for “Respond by Spreadsheet” and click “Export”.

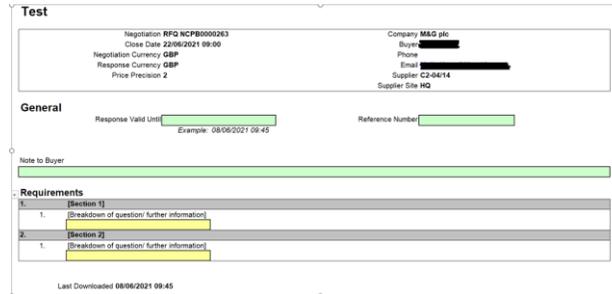


You can then decide if you wish to respond to “Requirements and Lines” or “Lines only”.



Once you click “OK” the exported version (XML Document Type) will download for you to open.

The first tab provides you an overview of the Negotiation and includes all Requirements.



The second tab outlines the Lines.



Green and yellow fields indicate that you can respond to these fields – Green fields are optional, whereas yellow fields are mandatory.

Once you have completed the Spreadsheet. You save it locally (please do not amend the Document Type).

You then want to import the completed Spreadsheet by clicking the drop down for “Respond by Spreadsheet” and click “Import”.



Choose the relevant File and Click “OK”.



Your responses will then be pulled through from the Spreadsheet onto Oracle for you to review and Save/ Submit.

## Awarding of Negotiation

Will receive a message via the Messaging Functionality notifying you if you have been successful, unsuccessful or shortlisted.

Shortlisting means you have progressed to the next stage of the Negotiation.

M&G will not formally award via Oracle until all commercials are finalised and Contract Terms are agreed.