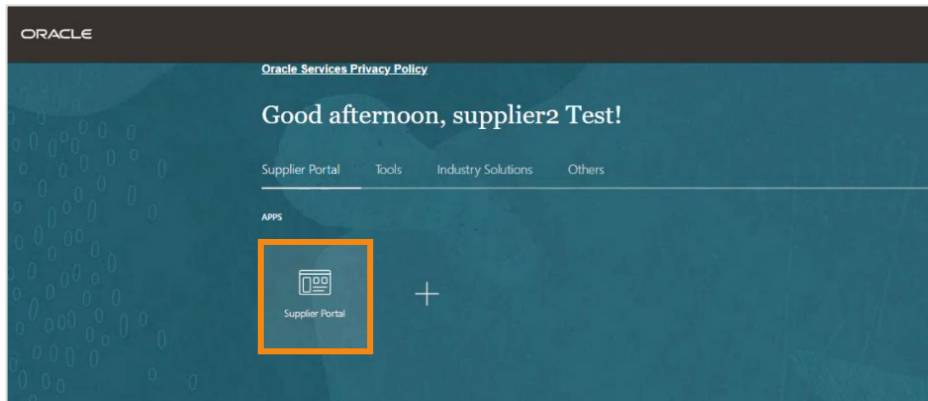


Skanska UK supplier portal QRG: accessing and accepting a negotiation.docx  
Version: 2

## Skanska UK supplier portal – quick reference guide: Accessing and accepting a negotiation

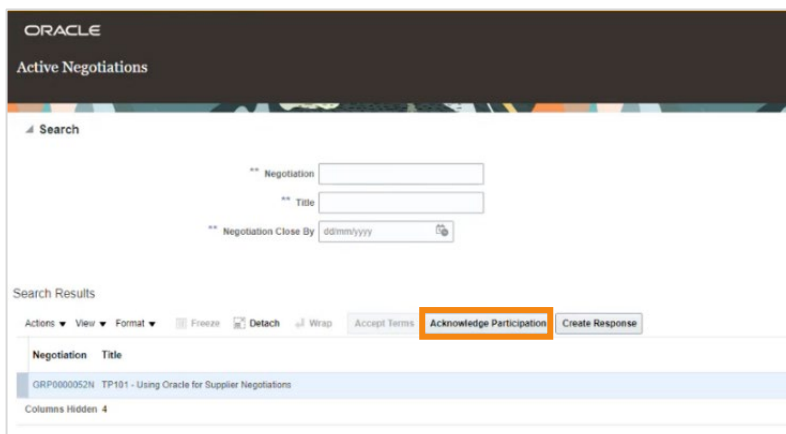
1. From the Oracle home screen, select the 'Supplier Portal' icon.



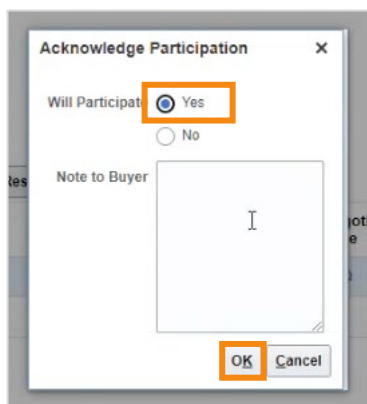
2. Select 'View Active Negotiations' from the left menu.



3. Click on the negotiation that you wish to accept and select 'Acknowledge Participation'.



4. On the '**Acknowledge Participation**' window, select '**Yes**' to take part in the negotiation. You can add any notes for the buyer in the text box. Then select '**OK**' to continue.



**Note:** If there are any updates to the negotiation, you will need to reconfirm your participation by following the process above.