

ORACLE iSUPPLIER NEGOTIATIONS PAGE

USER GUIDE

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June 4, 2021
Version 1.1

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iSUPPLIER PORTAL



iSUPPLIER PORTAL

OVERVIEW

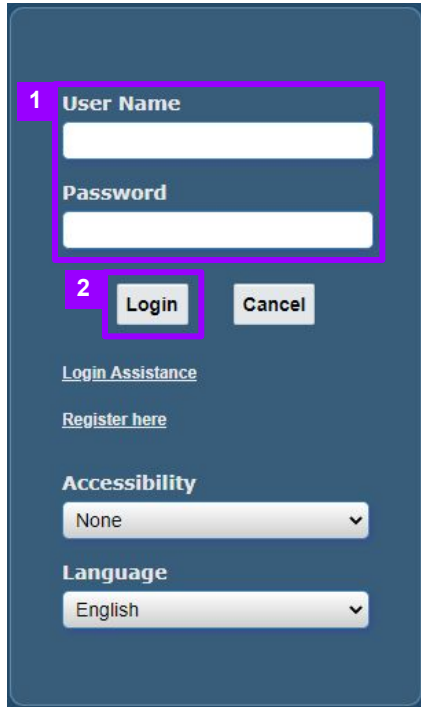
This User Guide detailing step-by-step for supplier to submit their response to the Request For Information (RFI). It also covers different scenarios of RFI event along with the respective action required from supplier.

If supplier is familiar with the response submission steps in the iSupplier portal, supplier can just refer to the Quick Reference (Cheat Sheet).



iSUPPLIER PORTAL

LOGIN



The screenshot shows a dark blue login form. A purple box labeled '1' highlights the 'User Name' and 'Password' input fields. A purple box labeled '2' highlights the 'Login' button. Below the input fields are links for 'Login Assistance' and 'Register here'. At the bottom, there are dropdown menus for 'Accessibility' (set to 'None') and 'Language' (set to 'English').



<https://gfebs.motorolasolutions.com>

1. After click on the link above to access the Oracle iSupplier portal, enter your email address in **User Name** field and **Password**.
2. Click on the **[Login]**.



iSUPPLIER PORTAL

HOME PAGE

The screenshot shows the iSupplier Portal Home Page. The top navigation bar includes the Motorola Solutions logo, 'E-Business Suite', and a user profile 'HENGGOULD.COM'. A search bar is located below the navigation bar. The main content area is divided into several sections:

- 1:** Gear icon (Settings) in the top right corner.
- 2:** Navigator section on the left side, containing a tree view of responsibilities.
- 3:** Worklist section in the center, displaying a table of notifications.
- 4:** 'Full List (7)' button in the top right of the Worklist section.
- 5:** 'MSI iSupplier Global Non-Invoicing User' responsibility in the Navigator section.

The 'General Preferences' dialog box is open, showing settings for Languages, Accessibility, Visual, and Notifications. The 'Email Style' is set to 'HTML mail with attachments'.

From	Type	Subject	Sent	Due
CHIN, HOOIMEI	Sourcing Publish	Acknowledgement Required: Amendment 1 to RFI 2287200 (Wolverine Refresh LL UHF)	17-May-2021	
CHIN, HOOIMEI	Sourcing Negotiation	Sent: Online Discussion Message for RFI 2287200 (Wolverine Refresh LL UHF)	17-May-2021	
CHIN, HOOIMEI	Sourcing Negotiation	Sent: Online Discussion Message for RFI 2287209 (Wolverine Refresh LL UHF)	14-May-2021	
CHIN, HOOIMEI	Sourcing	You are invited: RFI 2287208 (Test 2)	14-May-2021	16-May-2021

General Preferences

Languages

Current Session Language: American English

Default Application Language: American English

Accessibility

Accessibility Features: None

Visual

Home Page Style: Framework Tree

Notifications

Email Style: HTML mail with attachments

Notifications will be sent in your current default language, American English.

1. After logging into the portal, as needed, click on the Gear icon (Settings) to change your password, time zone, email preferences and etc.
Note: Set the Notifications Email Style to HTML or plain text mail if you wish to receive a copy of notifications via email.
2. The **Navigator** section shows all your assigned responsibilities.
3. This **Worklist** section shows all latest notifications. If nothing is listed, no transactions are in progress.
4. To review the full list of notifications, click on the **[Full List]**.
5. Click on your assigned responsibility as **MSI iSupplier Global Non-Invoicing User** and then click on **Home**.





iSUPPLIER

HOME PAGE



iSUPPLIER - HOME PAGE

HOME PAGE

The screenshot shows the iSupplier Home Page interface. At the top, there is a navigation bar with the Motorola Solutions logo, 'Supplier Collaboration' text, and several icons (home, clock, star, gear, notification). A 'Logged In As' field is visible on the right. Below the navigation bar, there are tabs for 'Home', 'Orders', 'Shipments', 'Negotiations', 'Finance', 'Product', and 'Admin'. The 'Negotiations' tab is highlighted with a purple box and labeled '3'. Below the tabs, there is a search bar with a dropdown menu for 'PO Number' and a 'Go' button. The main content area is divided into several sections, each with a 'Full List' button. Section 1 (labeled '1') is the 'Notifications' section, which contains a table of notifications. Section 2 (labeled '2') is the 'Responses To Negotiations' section, which contains a table of responses. Section 3 (labeled '3') is the 'Orders At A Glance' section, which contains a table of orders. Other sections include 'JIT Orders At A Glance', 'Planning Negotiation', 'Orders', 'Shipments', 'Receipts', 'Invoices', and 'Payments'. The 'Negotiations' tab is highlighted with a purple box and labeled '3'.

1 Notifications

Subject	Date
Acknowledgment Required: Amendment 1 to RFI 2287200 (Wolverine Refresh LL UHF)	16-May-2021 20:18:26
Sent: Online Discussion Message for RFI 2287200 (Wolverine Refresh LL UHF)	16-May-2021 20:16:01
Sent: Online Discussion Message for RFI 2287209 (Wolverine Refresh LL UHF)	14-May-2021 18:07:12
You are invited: RFI 2287208 (Test 2)	14-May-2021 17:11:22
Reminder: Please acknowledge intent to participate in RFI 2287199 (Wolverine Refresh LL UHF)	29-Apr-2021 03:13:23

2 Responses To Negotiations

Response	Status	Negotiation Title	Time Left
2439070	Active	Wolverine Refresh LL UHF	0 seconds
2442046	Active	Supplier Test Case 1	0 seconds

3 Orders At A Glance

PO Number	Description	Order Date
95449815		20-Jan-2021 23:57:20
95449813		20-Jan-2021 20:40:10
NP95447057	95357116	18-Dec-2020 05:30:37
AF95448926		18-Dec-2020 01:22:40
AF95426946		17-Dec-2020 07:28:15

2 Planning Negotiation

- Invitations
- Responses

3 Orders

- Agreements
- Purchase Orders
- Purchase History

2 Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

2 Receipts

- Receipts
- Returns
- On-Time Performance

2 Invoices

- Invoices

2 Payments

- Payments

1. This **Notifications** section provides hyperlink of documents from all the navigation tabs located at the top of the pages.
2. This section provides an additional access to relevant navigation tabs located at the top of the page.
3. Click on the **Negotiations** tab to go to the Negotiation home page.





iSUPPLIER

NEGOTIATIONS PAGE



iSUPPLIER - NEGOTIATIONS PAGE

HOME PAGE

The screenshot shows the 'Negotiations' tab in the iSupplier system. At the top, there are navigation tabs: Home, Orders, Shipments, Negotiations (selected), Finance, Product, and Admin. Below the navigation is a search bar for 'Open Negotiations' with a 'Go' button. A purple box labeled '1' highlights the search bar area. Below the search bar is a section titled 'Your Active and Draft Responses' (purple box '1') with a 'Full List' button (purple box '4'). A message says 'Press Full List to view all your company's responses.' Below this is a table with columns: Response Number, Response Status, Supplier Site, Number, Program Name, Event, and Time Left. A purple box labeled '3' highlights the table's toolbar, and a purple box labeled '2' highlights the 'Number' column. The table contains two rows of data. Below the table is a section titled 'Your Company's Open Invitations' (purple box '5') with a 'Full List' button (purple box '4'). Below this is another table with columns: Supplier Site, Number, Program Name, and Event. A purple box labeled '2' highlights the 'Number' column. The table contains two rows of data. At the bottom, there is a 'Quick Links' section with two columns: 'Manage' and 'View Responses'. Under 'Manage' are links for Drafts and Personal Information. Under 'View Responses' are links for Active, Disqualified and Withdrawn, Awarded, and Rejected.

1. **Your Active and Draft Responses** section contains your responses (bids or quotes) to negotiations in which you are participating, either you have placed an active response or draft response which is in progress.
2. The **Number** column refers to RFI number. Click on the hyperlink to view details.
3. The number in this **Response Number** column is assigned by the system automatically to the corresponding RFI number.
4. Click on the **[Full List]** to view a complete list of items.
5. **Your Company's Open Invitations** section contains list of new RFI that you have been invited to participate.



iSUPPLIER - NEGOTIATIONS PAGE

ACCEPT TERMS & CONDITIONS

Home Orders Shipments **Negotiations** Finance Product Admin

Negotiations >
Terms and Conditions Cancel Accept

The following terms and conditions must be accepted before a response is placed in this RFI.

PLEASE READ THESE TERMS OF USE CAREFULLY BEFORE USING THE RFQ SOURCING TOOL

This RFQ Sourcing tool and other Motorola Solutions, Inc. ("Motorola") web sites and software that are linked to this tool or affiliated with this tool collectively form the Motorola Solutions Sourcing Module application (collectively "the MSSM"). All information, documents, communications, software, scripting, photos, text, video, graphics, music, sounds, images and other materials and services found on the MSSM (collectively "Content"), are intended solely for the lawful use of Motorola's suppliers.

IF YOU DO NOT AGREE TO THESE MSSM TERMS BY INDICATING YOUR ACCEPTANCE BELOW, YOU MAY NOT USE THE MSSM. EACH TIME YOU ACCESS THIS SITE FOR A NEW SOURCING EVENT OR WHEN MOTOROLA CHANGES THE MSSM TERMS AT ITS DISCRETION, YOU WILL BE REQUIRED TO CONFIRM YOUR AGREEMENT TO THESE MSSM TERMS.

Detailed Terms in Use are in attachment below. Your acceptance confirms agreement to the MSSM Terms in Attachment.

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
R12 Sourcing Module RFQ Terms of Use	File		To Supplier	EJR007	24-Jul-2017	Standard			

I have read and accepted the terms and conditions

Before proceed on the sourcing event, you will need to accept the Terms and Conditions.

1. Click on the checkbox after you have read and accept the **Terms and Conditions**.
2. Click on the **[Accept]**.



iSUPPLIER - NEGOTIATIONS PAGE

REVIEW RFI DETAILS

Home Orders Shipments **Negotiations** Finance Product Admin

Negotiations >
RFI: 2289225

Actions Acknowledge Participation

Program Name Test Case 1
Status Active

Open Date 17-May-2021 20:03:29
Close Date 18-May-2021 20:03:24

Header Lines Controls

1

Requestor CHIN, HOUI MEI
Mass Production Date and EMS/Production Site 31-Dec-2021, JGP

Event NPI

Terms

Bill-To Address US Bill-To
Ship-To Address

Payment Terms
Freight Terms Collect/3rd Party Billing

Currency
Currency USD

Price Precision 5

Review all 3 RFI sections carefully to ensure all information is available before you start to response.

In the **Header** section:

1. Provides the requestor name, program mass production date, production site and event type.
Note: Event types are either NPI or RFQ (Production).

In the **Lines** section:

2. Provides all items information and remaining time left before the RFI is closed.

In the **Controls** section:

3. Provides response close date to RFI.

Header Lines Controls

Lines

2

Description	Line	Item, Rev / Job	Category	Unit	Quantity	Need-By From	Need-By To	Time Left
Packaging Sales Model B...	1	Packaging Sales Model B...	00 00 0000	EACH	5,000			5 days 23 hours
BOX,PA FRU PACKAGING BO...	2	BOX,PA FRU PACKAGING BO...	PK001017A01	EACH	5,000			5 days 23 hours

Header Lines Controls

Schedule

3

Preview Date
Close Date 26-May-2021 07:04:16

Open Date 19-May-2021 07:06:34



iSUPPLIER - NEGOTIATIONS PAGE

REVIEW RFI DETAILS

The screenshot shows the iSupplier Negotiations page for RFI: 2289253. The page has a navigation bar with 'Home', 'Orders', 'Shipments', 'Negotiations', 'Finance', 'Product', and 'Admin'. Below the navigation bar, there is a breadcrumb 'Negotiations >' and the RFI number 'RFI: 2289253'. A table displays details for 'Program Name: Test Case 3' and 'Status: Active'. On the right, an 'Actions' dropdown menu is open, showing options like 'Acknowledge Participation', 'Create Response', 'Online Discussions', and 'View Response History'. Two options, 'Printable View' and 'Export to Spreadsheet', are highlighted with a purple box and labeled with a '1'. A 'Go' button is also highlighted with a purple box and labeled with a '2'.

Alternatively, in the **Lines** section:

1. Select either **Printable View** or **Export to Spreadsheet** from the **Actions** drop down menu if you want to review the RFI details offline.
2. Click on the **[Go]** upon your selection.

The screenshot shows a Windows 'Save As' dialog box. The current directory is 'This PC > Desktop'. The file name is '2289253_US' and the save as type is 'Adobe Acrobat Document'. The 'Save' button is highlighted.

The screenshot shows the 'Export To Spreadsheet (RFI 2289253)' page. It displays 'RFI Currency: USD' and 'Response Currency: USD'. The 'Export Spreadsheet' section has a checked 'TIP Rich style includes spreadsheet cell borders...' and a 'Format' dropdown set to 'XML Spreadsheet - Rich Style (.xml)'. The 'Export' button is highlighted.



iSUPPLIER- NEGOTIATIONS PAGE

ONLINE DISCUSSIONS

The screenshot shows the 'Negotiations' page for RFI: 2289253. The 'Actions' dropdown menu is open, and the 'Online Discussions' option is highlighted with a purple box and a '1' in a purple circle. Other options in the menu include 'View Response History', 'Printable View', and 'Export to Spreadsheet'. The page also shows 'Program Name: Test Case 3' and 'Status: Active'.

The screenshot shows the 'Online Discussions (RFI 2289253)' page. The 'Messages' section is active, and the 'New Message' button is highlighted with a purple box and a '3' in a purple circle. The 'Create New Message (RFI 2289253)' form is open, with the 'Subject' field highlighted by a purple box and a '4' in a purple circle. The 'Attachments' section is also visible, with the 'Add Attachment' button highlighted by a purple box and a '5' in a purple circle. The form includes fields for 'Subject' and 'Message', and a 'Send' button.

1. After reviewing the RFI document, you can inquire or get clarification from requestor using **Online Discussions** from the **Actions** dropdown menu. This replaces any email communication.
2. Click on the **[Go]**.
3. Click on the **[New Message]**.
4. Enter the subject line in the **Subject** field. Enter a brief message to send to requestor in the **Message** field.
5. Optional to **[Add attachments]** if you have any document to share with requestor.
6. Click on the **[Send]** to send the message.



iSUPPLIER - NEGOTIATIONS PAGE

ACKNOWLEDGE PARTICIPATION

The screenshot displays the iSupplier Negotiations page for RFI: 2289225. The page has a navigation bar with tabs for Home, Orders, Shipments, Negotiations (selected), Finance, Product, and Admin. Below the navigation bar, the RFI number is displayed. The main content area shows details for the negotiation, including Program Name (Test Case 1), Status (Active), Open Date (17-May-2021 20:03:29), and Close Date (18-May-2021 20:03:24). A purple box highlights the 'Actions' dropdown menu, which is set to 'Acknowledge Participation', and a 'Go' button. A purple number '1' is placed above the dropdown menu. Below the main content area, there is a 'Header' section with tabs for Header, Lines, and Controls. The Header section displays Requestor (CHIN, HOOI MEI), Event (NPI), Mass Production Date and EMS/Production Site (31-Dec-2021, JGP), Bill-To Address (US Bill-To), Ship-To Address, Payment Terms, Freight Terms (Collect/3rd Party Billing), Currency (USD), and Price Precision (5).

After reviewing the RFI details and clarifying any issues with requestor, acknowledge whether or not your company will be participating in the RFI event.

1. Under **Actions** dropdown menu, select **Acknowledge Participation** and click on the **[Go]**.



iSUPPLIER - NEGOTIATIONS PAGE

CREATE RESPONSE

The screenshot displays the iSupplier Negotiations page for RFI: 2289225. The page includes a navigation bar with tabs for Home, Orders, Shipments, Negotiations, Finance, Product, and Admin. The main content area shows details for the RFI, including Program Name (Test Case 1), Status (Active), Open Date (25-Apr-2021), and Close Date (31-May-2021). A dropdown menu labeled 'Actions' is open, showing options such as Acknowledge Participation, Create Response, Online Discussions, View Response History, Acknowledge Amendments, View Amendment History, Printable View, and Export to Spreadsheet. A purple box highlights the 'Create Response' option, and a purple number '1' is placed above it. A 'Go' button is visible to the right of the dropdown menu.

After acknowledging your participation, next is to create your response to the corresponding RFI.

1. Under **Actions** dropdown menu, select **Create Response** and then click on the **[Go]**.



iSUPPLIER - NEGOTIATIONS PAGE

CREATE RESPONSE - OPTIONS 1 AND 2

Home Orders Shipments **Negotiations** Finance Product Admin

Negotiations > RFI: 2289225 >
Create Response: 2442047 (RFI 2289225)

Cancel View RFI Respond by Spreadsheet Save Draft Continue

Program Name Test Case 1 Close Date 18-May-2021 20:03:24

Header Lines

Supplier Stephen Gould Corp
RFI Currency USD
Response Currency USD
Price Precision 5 decimals maximum

1 Response Valid Until (18-May-2021)
2 Reference Number
3 Note to Requestor

4 Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

In the **Header** section:

1. Enter when quote will expire.
2. Optional to input **Reference Number** for your own internal tracking.
3. Optional to input **Note to Requestor**.
4. Click on **[Add Attachment]** if you have documents to attach.

Home Orders Shipments **Negotiations** Finance Product Admin

Negotiations > RFI: 2289225 >
Create Response: 2442047 (RFI 2289225)

Cancel View RFI **Respond by Spreadsheet** Save Draft Continue

Program Name Test Case 1 Close Date 18-May-2021 20:03:24

Header Lines

Currency USD
Response Currency USD
Price Precision 5 decimals maximum

MSI Part Number	Description	Manufacturer Part Number	Target Price	Quoted Price	Unit	MOQ (PCS)	SPQ (PCS)	Promised Date	Lead Time (Weeks)	Update
PK000046A01	1 BOX.ARAGORN SALES...	PK000046A01			EACH					2
	2 PK000028A02 PARAD...				BG					

Indicates more information requested. Click the Update icon.

In the **Lines** section, you have 2 options to respond to the RFI event:

1. Option 1: Response by spreadsheet by clicking on the **[Respond by Spreadsheet]**.
Note: Download the spreadsheet to complete it offline and then upload the completed information back to the portal.
2. Option 2: Response to each line by clicking on the **Pencil** icon under the **Update** column.



iSUPPLIER - NEGOTIATIONS PAGE

CREATE RESPONSE - OPTION 2: RESPONSE TO EACH LINE

Home Orders Shipments **Negotiations** Finance Product Admin

Create Response 2442047: Line 1 (RFI 2289225) Line 2: PK000028A02 PARADISE PAC... Go Cancel Save Draft **Apply** **f**

MSI Part Number PK000046A01 Close Date 18-May-2021 20:03:24
Description BOX_ARAGORN SALES MODEL OVERPACK Response Currency USD
Target Price
a Quoted Price **b** Response Valid Until
Yearly Forecast Quantity 5,000

Attributes **c**

Group	Attribute	Attribute Type	Response Value
General	Revision	Required	<input type="text"/>
General	Manufacturer Name	Required	<input type="text"/>
General	Manufacturer Part Number	Required	<input type="text"/>
General	Minimum Order Quantity	Required	<input type="text"/>

Notes

d Note to Requestor

Attachments

e Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Option 2: Response to Each Line

- Enter the **Quoted Price**.
- Enter when quote will expire.
- Populate all necessary information in the table.
- Optional to input **Note to Requestor**.
- Click **[Add Attachment]** if need to attach any documents.
- Click on the **[Apply]**.



iSUPPLIER - NEGOTIATIONS PAGE

CREATE RESPONSE - OPTION 2: RESPONSE TO EACH LINE (CONT.)

Home Orders Shipments **Negotiations** Finance Product Admin

Negotiations > RFI: 2289245 >
Create Response: 2442052 (RFI 2289245)

Cancel **1** View RFI Respond by Spreadsheet **2** Save Draft **3** Continue

Program Name Test_Case 2 Close Date 01-Jun-2021 00:00:00

Header Lines

Currency USD Price Precision 5 decimals maximum Response Currency USD

MSI Part Number	Description	Manufacturer Part Number	Target Price	Quoted Price	Unit	MOQ (PC.S)	SPQ (PC.S)	Response Valid Until	Lead Time (Weeks)	Update
PK000046A01	1 BOX,ARAGORN SALES...	PK000046A01		1.2	EACH			31-Dec-2021		

1. After complete populating all the quote information, click on the **[View RFI]** to review your response before submitting it.
2. If you are not ready to submit the RFI yet, click on the **[Save Draft]** and continue to work on it at a later time.
3. If you are ready, click on the **[Continue]** to confirm your response.
4. If not all the response data appears in the table, click on the **Refresh** icon to refresh the table.



iSUPPLIER - NEGOTIATIONS PAGE

VALIDATE RESPONSE

Home Orders Shipments **Negotiations** Finance Product Admin

Negotiations > RFI: 2289245 >

Create Response 2442052: Review and Submit (RFI 2289245)

Header

Program Name	Test Case 2	Close Date	01-Jun-2021 00:00:00
Supplier	Stephen Gould Corp	Price Validity	
Quoted Currency	USD	Reference Number	
Response Currency	USD	Note to Requestor	
Price Precision	5 decimals maximum		

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found								

1. Click on the **[Validate]** to verify the response before submitting it.
2. You will then receive a **Confirmation** message on the validation result.

Home Orders Shipments **Negotiations** Finance Product Admin

2 Negotiations > RFI: 2289245 >

Confirmation
Response 2442052 for RFI 2289245 (Test Case 2) has been validated without any errors.

Create Response 2442052: Review and Submit (RFI 2289245)

Header

Program Name	Test Case 2	Close Date	01-Jun-2021 00:00:00
Supplier	Stephen Gould Corp	Price Validity	
Quoted Currency	USD	Reference Number	
Response Currency	USD	Note to Requestor	
Price Precision	5 decimals maximum		

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found								



iSUPPLIER - NEGOTIATIONS PAGE

SUBMIT RESPONSE

Home Orders Shipments **Negotiations** Finance Product Admin

Negotiations > RFI: 2289245 >

Create Response 2442052: Review and Submit (RFI 2289245) Cancel Back Validate Save Draft Printable View Submit

Header

Program Name	Test Case 2	Close Date	01-Jun-2021 00:00:00
Supplier	Stephen Gould Corp	Price Validity	
Quoted Currency	USD	Reference Number	
Response Currency	USD	Note to Requestor	
Price Precision	5 decimals maximum		

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Lines

Confirmation

Response 2442052 for RFI 2289245 (Test Case 2) has been submitted.

[Return to Sourcing Home Page](#)

MSI Part Number	Description	Quantity	QO (PCS)	SPQ (PCS)	Lead Time (Weeks)
PK000046A01	BOX,ARAGORN SALES...	1.2 EACH			
PK000066A01	BOX,ROGUE LI-HON ...	1.5 EACH			
PK00023A01	SALES ...	2 EACH			

1. Click on the **[Submit]**.
2. You will receive a **Confirmation** message after your response has been submitted.





iSUPPLIER

NEGOTIATIONS PAGE

RFI ADDITIONAL EVENT NOTIFICATIONS



iSUPPLIER - NEGOTIATIONS PAGE

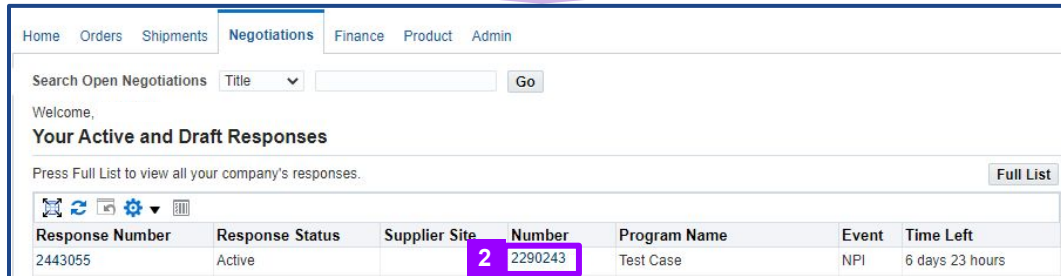
1. EXTEND RFI CLOSE DATE



The screenshot shows the iSupplier interface with the 'Negotiations' tab selected. A search bar is at the top. Below it, a 'Notifications' section is highlighted with a purple box. A 'Full List' button is visible. The notification table has two columns: 'Subject' and 'Date'. The first row is highlighted with a purple box and has a '1' in a purple box to its left.

Subject	Date ^
Extended: RFI 2290243 (Test Case)	21-May-2021 13:34:58
Acknowledgement Required: Amendment 1 to RFI 2290227-5 (Test Case 4)	21-May-2021 00:03:19
Closed Early: RFI 2290227-5,1 (Test Case 4)	21-May-2021 00:06:37

1. You will receive notification on the extended RFI close date. No action is required from supplier.
2. No change in the RFI number.



The screenshot shows the iSupplier interface with the 'Negotiations' tab selected. A search bar is at the top. Below it, a 'Your Active and Draft Responses' section is highlighted with a purple box. A 'Full List' button is visible. The response table has columns: 'Response Number', 'Response Status', 'Supplier Site', 'Number', 'Program Name', 'Event', and 'Time Left'. The second row is highlighted with a purple box and has a '2' in a purple box to its left.

Response Number	Response Status	Supplier Site	Number	Program Name	Event	Time Left
2443055	Active		2290243	Test Case	NPI	6 days 23 hours



iSUPPLIER - NEGOTIATIONS PAGE

3. RESUME RFI

Home Orders Shipments Negotiations Finance Product Admin

Search PO Number Go

Notifications

Full List

Subject	Date
1 Sent: Online Discussion Message for RFI 2290243 (Test Case)	21-May-2021 14:08:56
Sent: Online Discussion Message for RFI 2290243 (Test Case)	21-May-2021 13:41:12
Extended: RFI 2290243 (Test Case)	21-May-2021 13:34:58

1. You will receive notification on incoming message stating the RFI has been resumed. No action is required from supplier.
2. No change in the RFI number. The “Pause” icon has disappeared.

Home Orders Shipments Negotiations Finance Product Admin

Search Open Negotiations Title Go

Welcome,

Your Active and Draft Responses

Press Full List to view all your company's responses. Full List

Response Number	Response Status	Supplier Site	Number	Program Name	Event	Time Left
2443055	Active		2 2290243	Test Case	NPI	6 days 23 hours

Sent: Online Discussion Message for RFI 2290243 (Test Case)

From CHIN, HOOIMEI Number 2290243
To Title Test Case
Sent 21-May-2021 19:08:56
ID 130542334

Negotiation Preview Not specified
Negotiation Open Immediately upon publishing
Negotiation Close May 28, 2021 02:02 pm Central Time

Company Motorola Solutions
Subject RFI 2290243 has been resumed at 2021-05-21 19:08:56.0 (America/Chicago)

To view the message, please go to Message page.



iSUPPLIER - NEGOTIATIONS PAGE

4. AMEND RFI

Home Orders Shipments Negotiations Finance Product Admin

Search PO Number Go

Notifications

Full List

Subject	Date
Acknowledgement Required: Amendment 1 to RFI 2290243 (Test Case)	
1 Sent: Online Discussion Message for RFI 2290243 (Test Case)	
Sent: Online Discussion Message for RFI 2290243 (Test Case)	

1. You will receive notification on the RFI amendment. Supplier will need to acknowledge it.
Note: The hyperlink **Subject** title provides information only.
2. Click either on the **Warning** icon OR hyperlink number to view the details.
Note: Either step will bring you to the **Amendment History**.
3. Amended RFI will have amendment number at the back.
Example: XXXXXXXX,1; XXXXXXXX,2; etc.

Warning

Negotiation 2290243 has amendments that require your acknowledgement. Do you want to proceed?

Please review and acknowledge all amendments of this negotiation prior to submitting a response.

Return to Sourcing Home Page

OR

Warning

RFI 2290243 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

[View Amendment History](#)

Home Orders Shipments **Negotiations** Finance Product Admin

Search Open Negotiations Title Go

Welcome,

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Number	Program Name
2	Resubmission Required		2 2290243	Test Case

Amendment History (RFI 2290243)

To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

Amendment Number	Title	Status	Acknowledgement Date	Review Changes
3 2290243,1	Test Case	Active		
2290243	Test Case	Amended		

iSUPPLIER - NEGOTIATIONS PAGE

4. AMEND RFI (CONT.)

Home Orders Shipments **Negotiations** Finance Product Admin

Search Open Negotiations Title Go

Welcome,
Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Number	Program Name	Event	Time Left
2443055	Resubmission Required		2290243	Test Case	NPI	6 days 21 hours

Negotiation has been amended and requires your action to be considered for award.

Your Company's Open Invitations

Supplier Site	Number	Program Name	Event
	2290243,1	Test Case	NPI

- Alternatively, you can click on the hyperlink number to view the amendment details and acknowledge it.
- Click on the **View Amendment History**.
- Click on the **Glasses** icon under the **Review Changes** column to view the details.
- After reviewing the details, click on the **[Acknowledge Amendments]**.
- Click on the checkbox and click on the **[Acknowledge]** to confirm your acknowledgement on the amendment.

Warning
RFI 2290243 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

5 [View Amendment History](#)

Amendment History (RFI 2290243) [Acknowledge Amendments](#)

To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

Details	Document Number	Title	Status	Acknowledgement Date	Review Changes
	2290243,1	Test Case	Active		
	2290243				

8

6

Acknowledge Amendment (RFI 2290243,1) [Cancel](#) [Acknowledge](#)

To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

I accept the terms and conditions of the RFI and also acknowledge the changes made to the RFI amendment document 2290243,1.

Header

Label	RFI 2290243	RFI 2290243,1
Amendment Description		Updated item yearly forecast volume.



iSUPPLIER - NEGOTIATIONS PAGE

5. CLOSED EARLY RFI

Home Orders Shipments Negotiations Finance Product Admin

Search PO Number Go

Notifications

Full List

Subject	Date
1 Closed Early: RFI 2290243,1 (Test Case)	22-May-2021 16:02:43
Acknowledgement Required: Amendment 1 to RFI 2290243 (Test Case)	21-May-2021 14:24:54
Sent: Online Discussion Message for RFI 2290243 (Test Case)	21-May-2021 14:08:56

1. You will receive notification that the RFI is closed early. No any action is required from supplier.
2. The Status has been updated from Active to Closed.

Negotiations

Negotiations >

RFI: 2290243,1

Program Name	Test Case
2 Status	Active

Home Orders Shipments Negotiations Finance Product Admin

Negotiations > Active and Draft Responses >

RFI: 2290243,1

Actions Online Discussions Go

Program Name	Test Case
2 Status	Closed

Open Date 21-May-2021 18:25:01
Close Date 22-May-2021 21:02:39



iSUPPLIER - NEGOTIATIONS PAGE

6. NEW RFI ROUND

Home Orders Shipments **Negotiations** Finance Product Admin

2 Negotiations >
RFI: 2290243-2

1 Actions Acknowledge Participation Go

Open Date 22-May-2021 21:12:30
Close Date 25-May-2021 21:12:27

Program Name Test Case
Status Active

Header Lines Controls

Requestor CHIN, HOOI MEI
Event NPI

Mass Production Date and EMS/Production Site 31-Oct-2021, JGP

1. A new round of RFI is treated as a regular new RFI. You will need to accept the Terms and Conditions.
2. New round RFI number will have a new round number at the back.
Example: XXXXXXXX-1; XXXXXXXX-2; etc.





QUICK REFERENCE (CHEAT SHEET)

QUICK REFERENCE



Tips

- To search using wildcard, use “%” at the end of word.
- Minimize using (Back) button to go back previous screen because it will cause error message.
- Click on the Negotiations tab to go back to the home page.

1. Login to the iSupplier Portal

- In the iSupplier home page, click on the **MSI iSupplier Global Non-Invoicing User** responsibility and then click on the **Home**.
- Next, click on the **Negotiations** tab.

2. Search for the RFI

- In the **Your Company’s Open Invitations** section, click on the RFI number under the **Number** column.

3. Accept the Terms & Conditions

4. Review the RFI Details Before Acknowledge Participation

- Review **Header**, **Lines** and **Controls** sections on the RFI details. Alternatively, you can select either **Printable View** (.pdf file) or **Export to Spreadsheet** (excel file) from the **Actions** dropdown menu and then click on the **[Go]**, to review the RFI details offline.
- As needed, select **Online Discussions** from the **Actions** dropdown menu to request for additional information or clarify issues related to the RFI. This replaces email communication.

5. Acknowledge Participation in the RFI Event

- Select the option **Acknowledge Participation**, from the Actions dropdown menu and then click on the **[Go]**.
- Click on the **Yes** button to confirm your participation in the RFI event and then click on the **[Apply]**.

6. Create Response

- Next, select **Create Response** from the **Actions** dropdown menu and then click on the **[Go]**.
- In the **Header** section, enter date when your quote expires, reference number for your internal tracking and any note to requestor. Click on the **[Add Attachment]** if you need to attach documents.
- In the **Lines** section, you have 2 options to respond:
 - **Option 1: Response by Spreadsheet**
 - Click on the **Response by Spreadsheet**, then select file format to be downloaded and click on the **[Export]**. After completed the file, in the **Import Spreadsheet**, click on the **[Import]** to upload the file back to the portal.
 - **Option 2: Response to Each Line**
 - Click on the **Pencil** icon under **Update** column. Then, populate all required information and click on the **[Add Attachment]** if need to attach any documents. Click on the **[Apply]** when all items are quoted..

7. Validate and Submit the RFI

- Click on the **[View RFI]** to review the response before submitting.
- Click on the **[Save Draft]** to save a draft response, else click on the **[Continue]** to proceed to the next step.
- Click **[Validate]** to verify the quote before submitting. Then, click on the **[Submit]**.



QUICK REFERENCE

RFI ADDITIONAL EVENT NOTIFICATIONS

EVENT NOTIFICATION	NOTIFICATION SUBJECT	DESCRIPTION	SUPPLIER ACTION
Extend Negotiation	Extended: RFI 2290243 (Test Case)	Negotiation close date is extended.	No action is required.
Pause Negotiation	Sent: Online Discussion Message for RFI 2290243 (Test Case)	Negotiation is paused.	Draft response can be created but it cannot be submitted yet.
Resume Negotiation	Sent: Online Discussion Message for RFI 2290243 (Test Case)	Negotiation is resumed after paused.	Draft response can now be submitted.
Amend Negotiation	Acknowledgement Required: Amendment 1 to RFI 2290243 (Test Case)	Negotiation is amended.	View and reacknowledge the negotiation. Resubmit the response.
Early / Scheduled Close Negotiation	Closed Early: RFI 2290243,1 (Test Case)	Negotiation is closed once all responses are received.	No action is required.
New Round	You are invited: Additional round of RFI 2290251-2	Negotiation is decided to create a new round to obtain new response.	Acknowledge and submit a new response.

