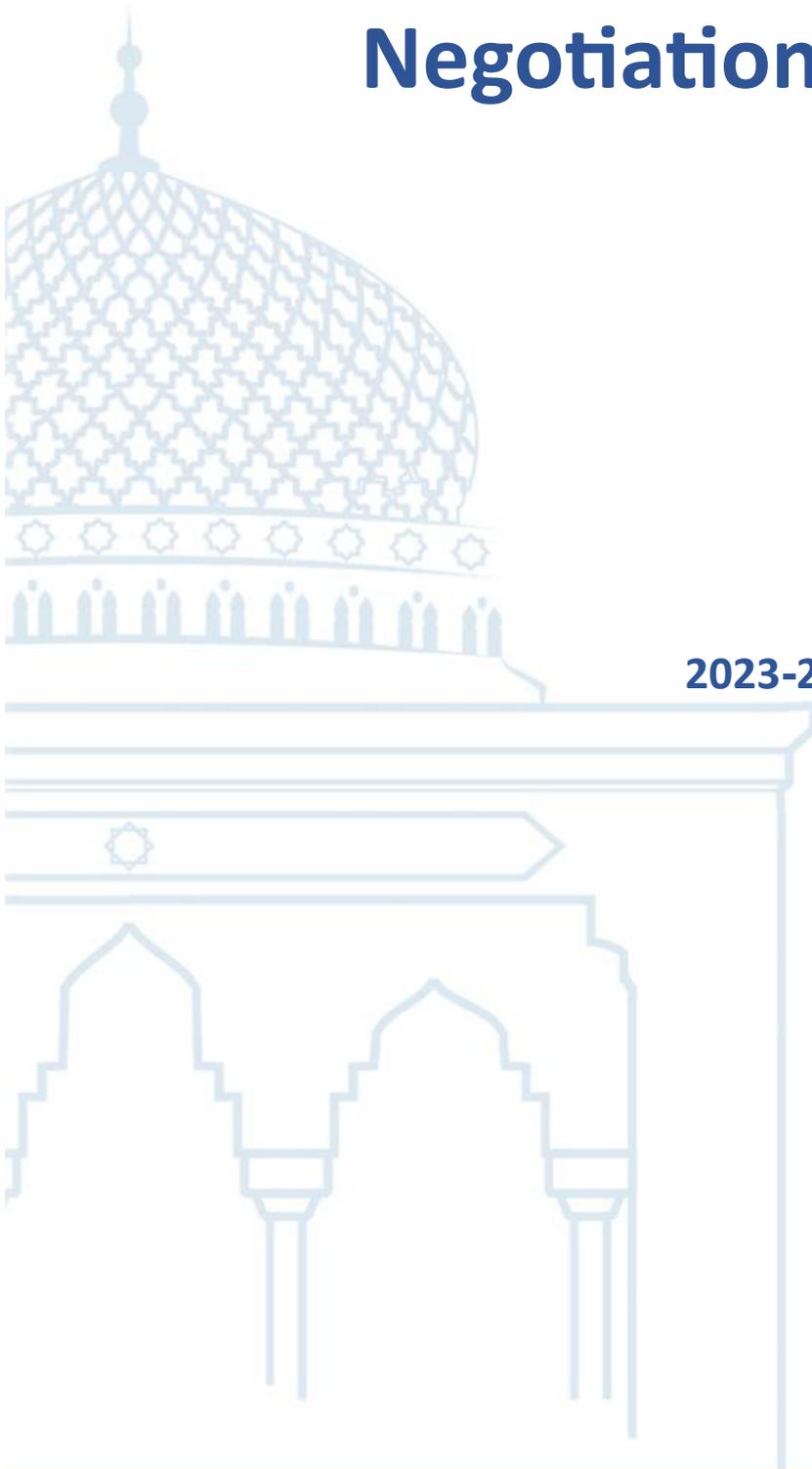




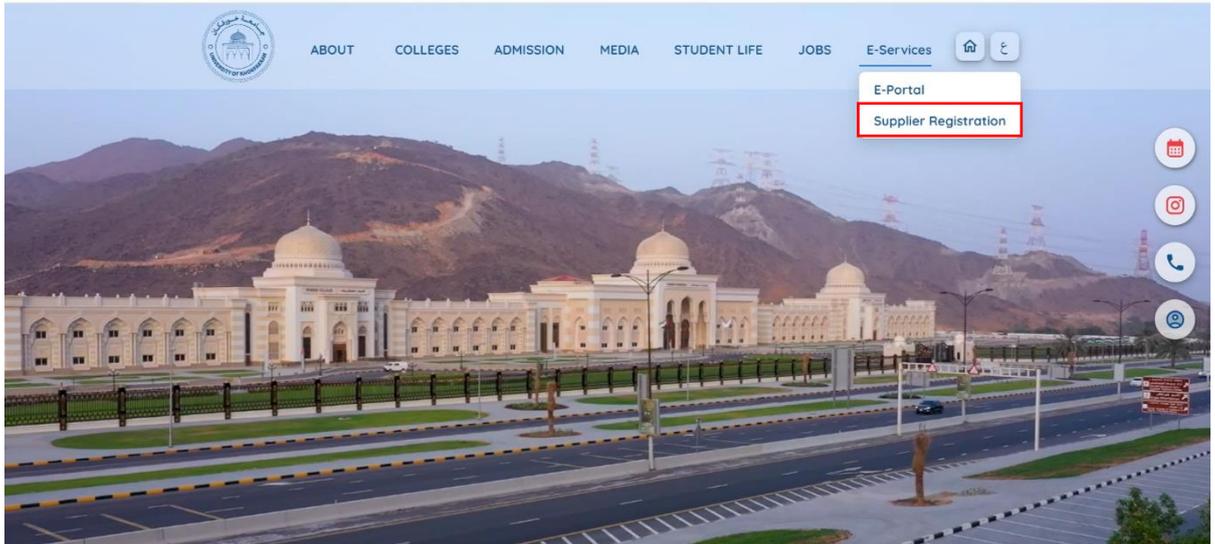
Negotiation Response

2023-2024

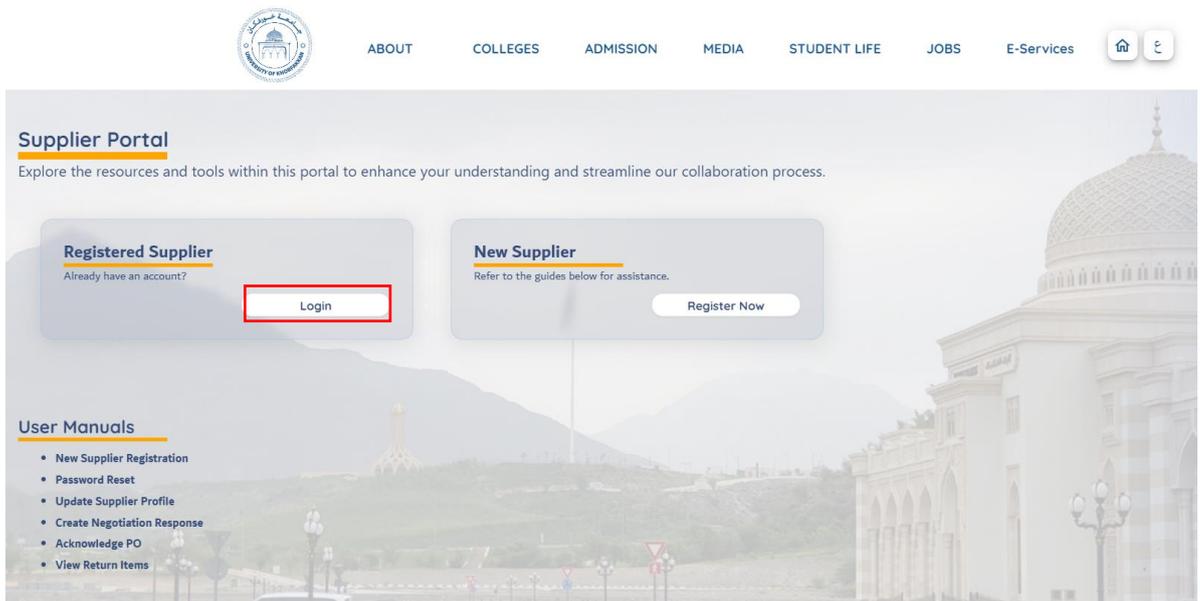


1. Create Negotiation Response

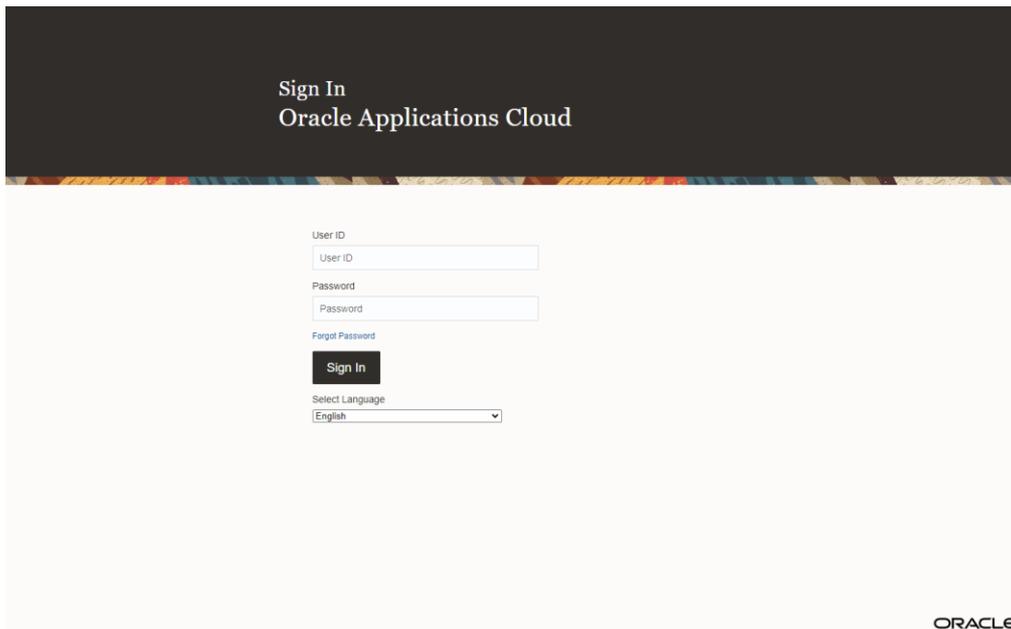
1.1. Access the UKF website (www.ukf.ac.ae), then navigate to E-Service and choose Supplier Registration.



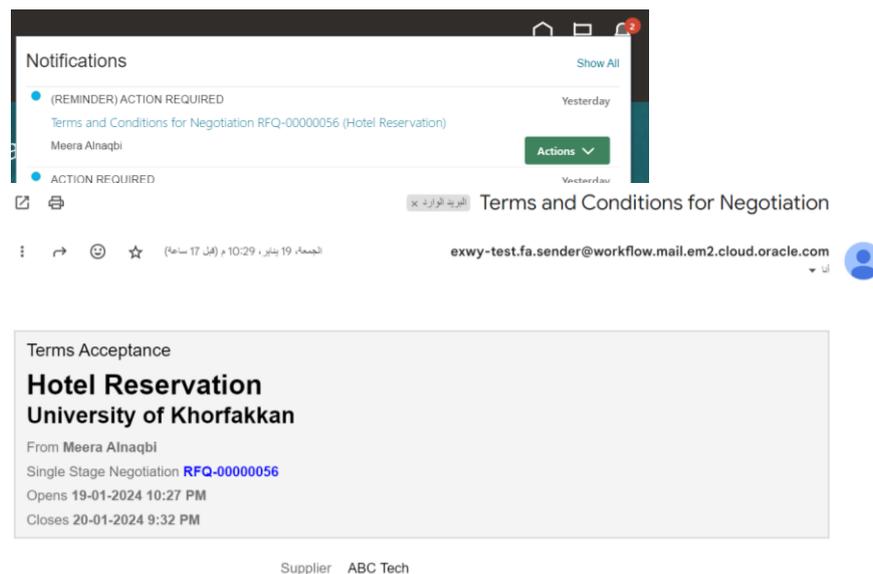
1.2. Click on login.



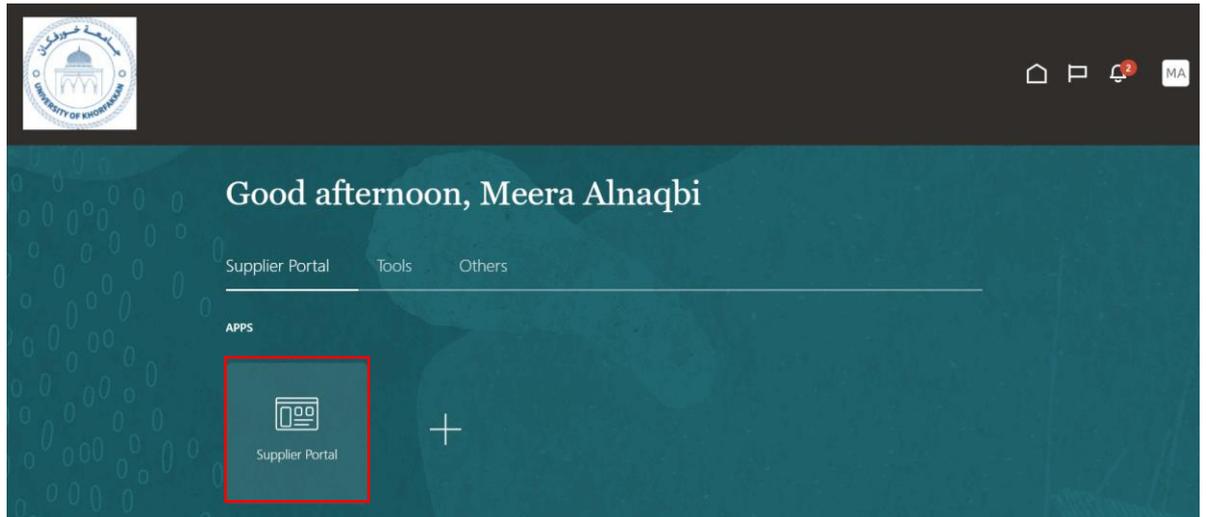
1.3. Enter registered email address and password.



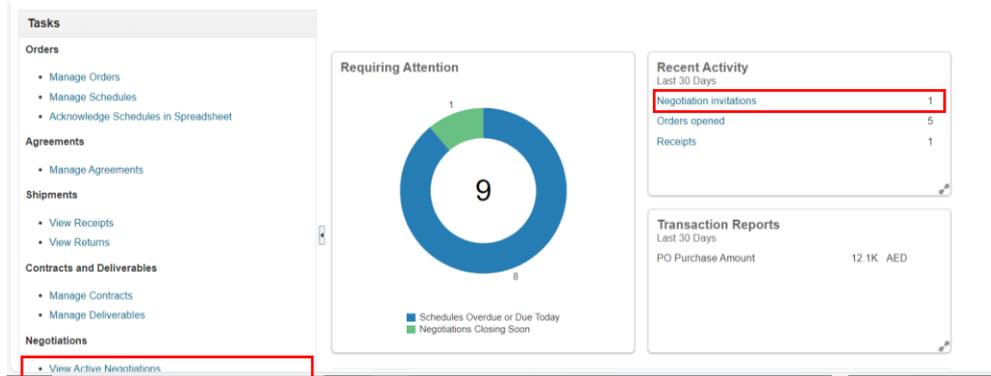
1.4. Supplier will receive an invitation notification as well as an email.



1.5. You can open the negotiation from the notification or from the dashboard. Select Supplier portal.

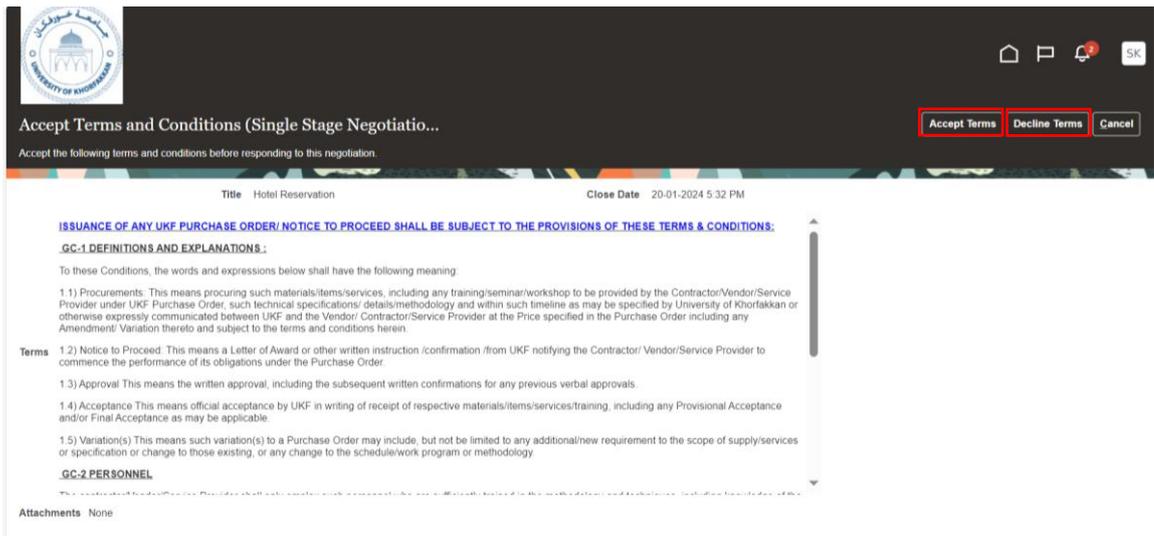


1.6. You can find the negotiation in the dashboard from the negotiation invitations or in the left side menu “View Active Negotiation”.

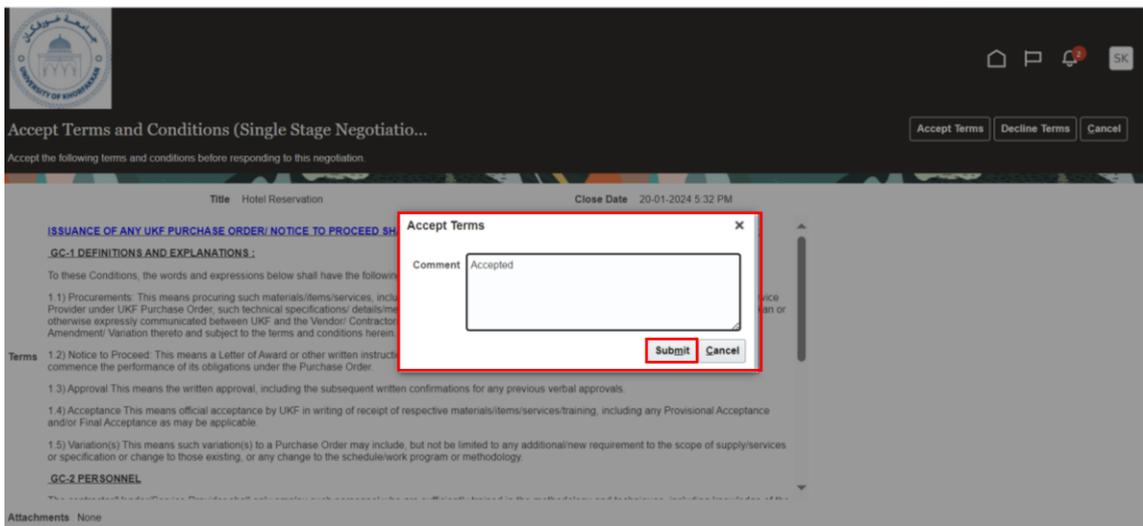


1.7. Choose the negotiation and Accept/ Decline Terms and Conditions.

***Note: By Declining Terms you want be able to participate in the negotiation.**



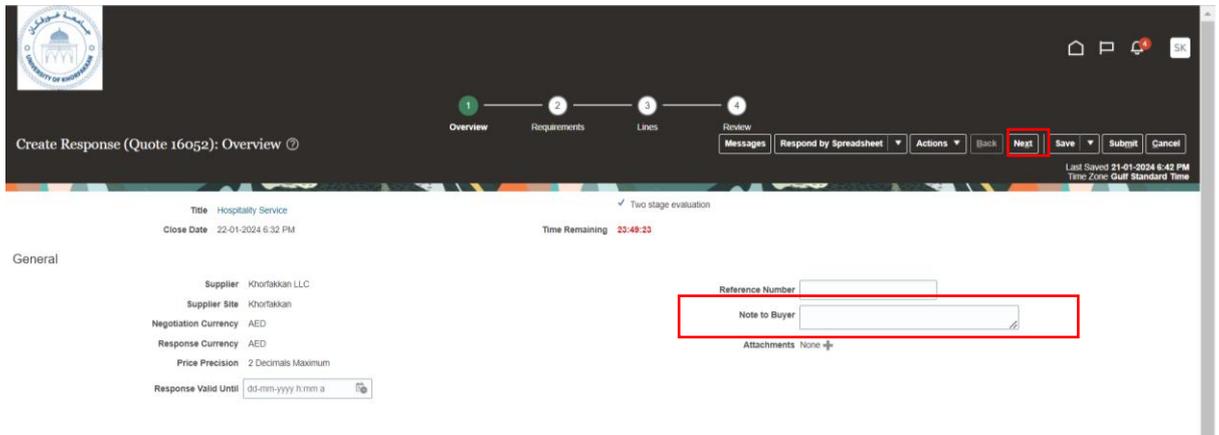
1.8. Add your Accept/ Decline Comments, then click on “Submit”.



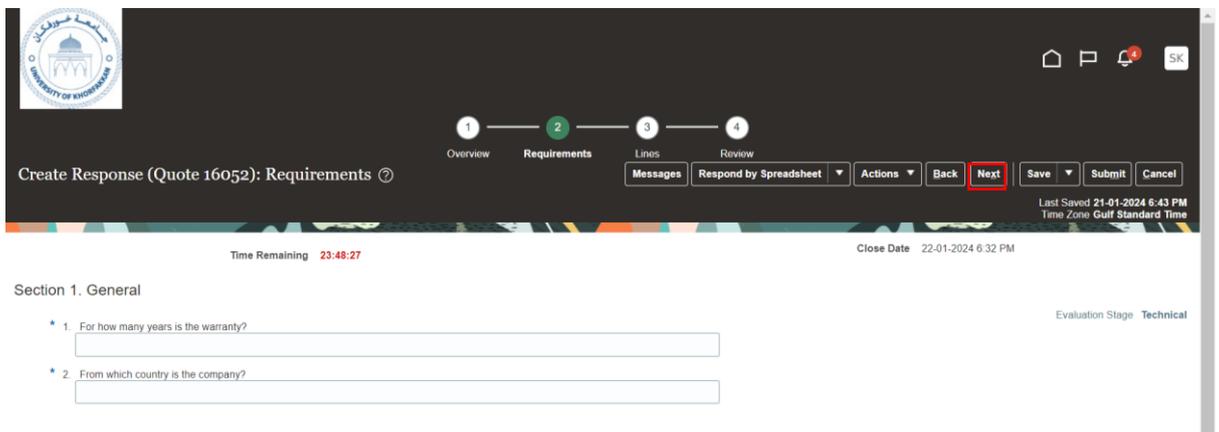
1.9. You can read the negotiation details using left side navigations. Click on “Create Response” to add your response.



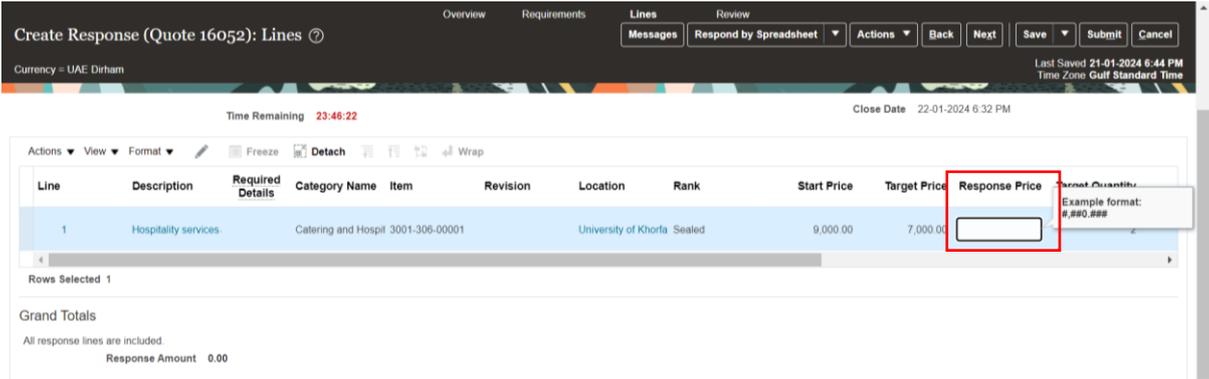
1.10. In the **Overview**: You can add notes for the buyer if you want.
Then click on “Next”.



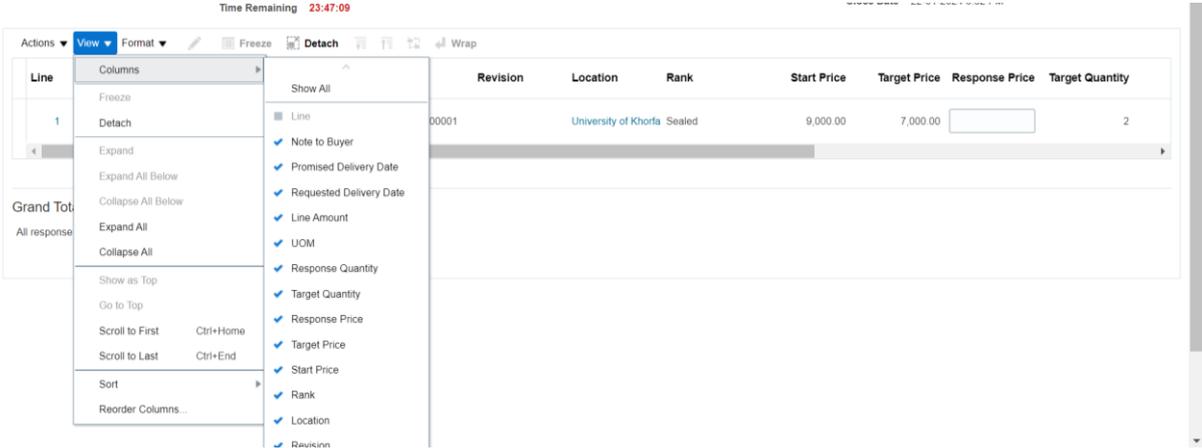
1.11. In the **Requirements**: Answer the provided questions. Don't forget to insert attachment if that's required. Then click on “Next”.



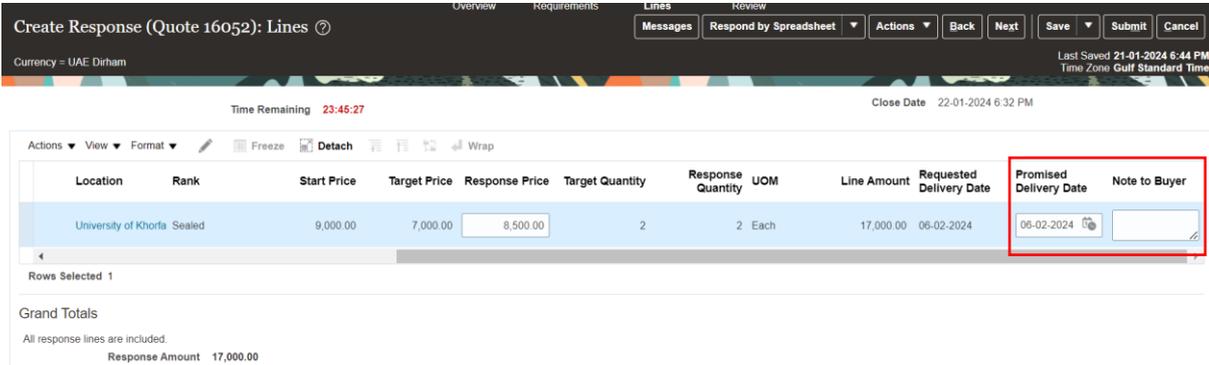
1.12. In the **Lines**: Add your price based on the given details.



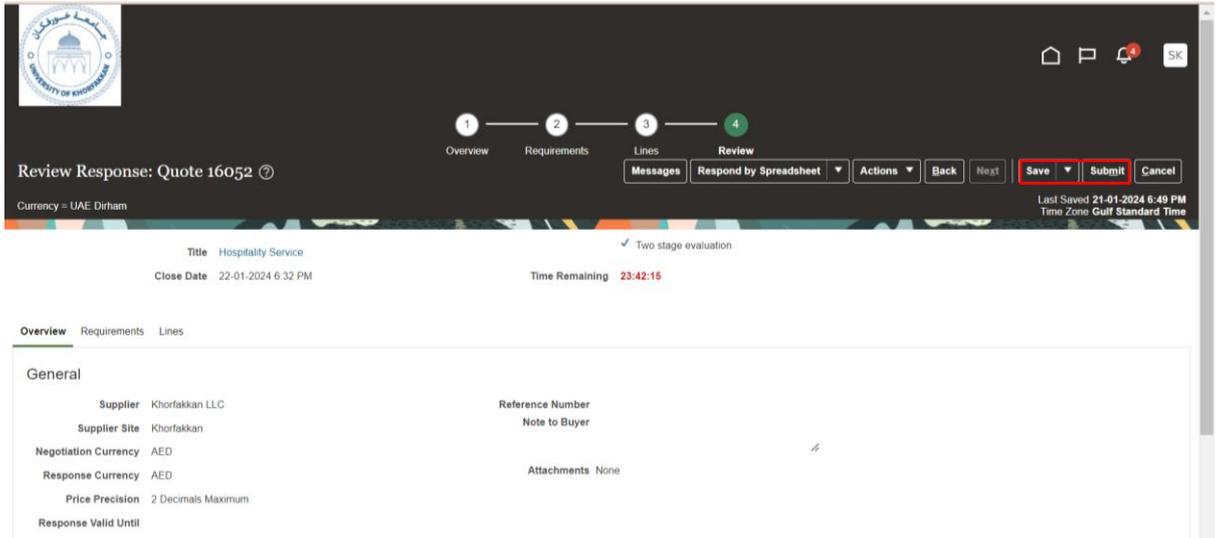
1.13. From View > Columns, you can specify columns that you want to see, we recommend you view “Start Price” and “Target Price” if they are available.



1.14. Add “Promised Delivery Date” and “Note to Buyer” if that’s required.

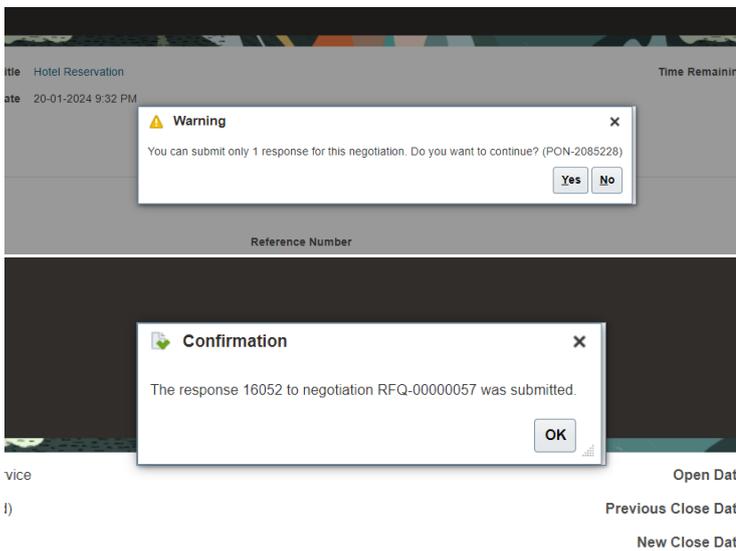


1.15. Review your response, then click on “Save” then “Submit”.



1.16. A pop-up message will appear to confirm your submission. Click on “Yes” if you want to continue.

Notes: Some negotiation will give you a chance to submit a response for once, so read the message carefully.



1.17. Response submitted successfully.

Thank You