

# Acknowledging an Amendment

**February 2022**

# Log in and navigate to the Supplier Portal

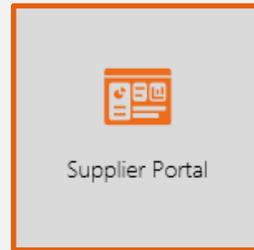


Good morning, OPC Testing021!

About Me

Supplier Portal

APPS



Things to Finish

Click on the bell notifier and open the notification regarding the amendment

**ARCADIS** Advanced Procurement Build | Refreshed from EBCS - 31 May '21

### Supplier Portal

Search  Order Number

#### Tasks

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Shipments
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Upload ASN or ASBN
  - View Receipts
  - View Returns
- Contracts and Deliverables

#### Requiring Attention

Category	Count
Contract Deliverables Overdue	1
Negotiations Closing Soon	2
Negotiation Messages	27

#### Notifications

224

##### Pending Notifications

Enter search terms

- FYI: Amendment 1 for Negotiation US34200343 (Laptop Procurement) Requires Your Attention** 39 minutes ago  
Web Services Application Identity for Procurement
- Reminder: Action Required: Terms and Conditions for Negotiation US34200346 (Arcadis Recognition Platform RFP)** 3 hours ago  
Skylar Weaver
- FYI: Negotiation US34200350 (Laptop Procurement) Was Canceled** 4 hours ago  
V Varadarajan
- FYI: Negotiation US34200350 (Laptop Procurement) Was Resumed** 4 hours ago  
V Varadarajan
- FYI: Negotiation US34200350 (Laptop Procurement) Was Paused** 4 hours ago  
V Varadarajan
- FYI: Negotiation US34200350 (Laptop Procurement) Was Extended** 5 hours ago  
V Varadarajan
- Action Required: Terms and Conditions for** 5 hours ago

Dismiss

Time Zone **Singapore Time**

## Amendment 1 for Negotiation US34200343 (Laptop Procurement) Requires Your Attention

### ▲ Details

**Assignee** Suresh K  
**From** V Varadarajan  
**Assigned Date** 31/Aug/2021 7:46 PM  
**Expiration Date** 30/Sep/2021 10:14 AM  
**Task Number** 28997855

**Supplier** ACN Blue Bell  
**Company** ARCADIS N.V.  
**Negotiation Title** Laptop Procurement  
**Negotiation** US34200343,1

**Preview Date**  
**Open Date** 31/Aug/2021 7:46 PM  
**Close Date** 30/Sep/2021 10:14 AM

### ▲ Recommended Actions

- Acknowledge amendment and resubmit your response.

### ▲ Amendment Details

**Amendment Date** 31/Aug/2021 7:46 PM  
**Amendment Description** Adding a requirement question and changing the line quantity.

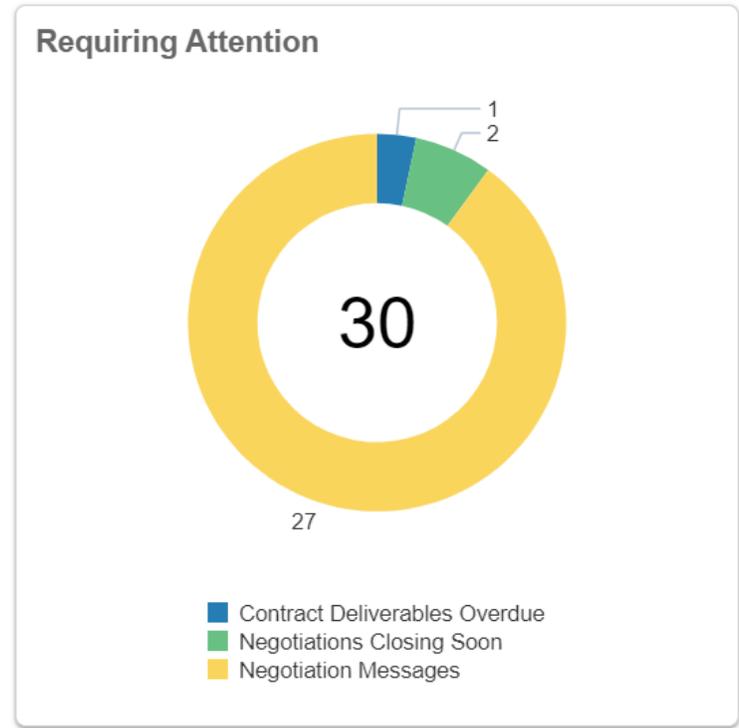
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- Tasks**
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  - View Returns
- Contracts and Deliverables**
  - Manage Contracts



#### Recent Activity

Last 30 Days

Negotiation invitations	5
Agreements changed or canceled	4
Agreements opened	21

#### Transaction Reports

Last 30 Days

**No data available**

# Highlight the negotiation number and click Create Response



Advanced Procurement Build | Refreshed from EBCS - 31 May '21



## Active Negotiations

Done

### Search

Manage Watchlist

Saved Search

Time Zone Singapore Time

\*\* At least one is required

\*\* Negotiation

\*\* Title

\*\* Negotiation Close By

\*\* Invitation Received

Response Submitted

Negotiation Open Since

Search Reset Save...

## Search Results

Actions View Format Freeze Detach Wrap

Accept Terms

Acknowledge Participation

Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
US34200346	Arcadis Recognition Platform RFP	RFP	5 Days 20 Hours	06/Sep/2021 5:...	0		0		
US34200343,1	Laptop Procurement	RFQ	29 Days 13 Hours	30/Sep/2021 10...	0		0		
US34200336	Laptop Procurement	RFI	29 Days 23 Hours	30/Sep/2021 7:...	0		0		
US34200294	Reassign Approval Test 002	RFQ	2 Hours 47 Min...	31/Aug/2021 11:...	0		0		



## Active Negotiations

Done

Search

Manage Watchlist

Saved Search

Time Zone Singapore Time

\*\* At least one is required

\*\* Negotiation

\*\* Invitation Received Yes

\*\* Title

Response Submitted No

\*\* Negotiation Close By dd/mm

### Warning

You must acknowledge all amendments to negotiation US34200343 before responding. Do you want to continue?

Yes No

## Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
US34200346	Arcadis Recognition Platform RFP	RFP	5 Days 20 Hours	06/Sep/2021 5:...	0		0		
US34200343,1	Laptop Procurement	RFQ	29 Days 13 Hours	30/Sep/2021 10:...	0		0		
US34200336	Laptop Procurement	RFI	29 Days 23 Hours	30/Sep/2021 7:...	0		0		
US34200294	Reassign Approval Test 002	RFQ	2 Hours 47 Min...	31/Aug/2021 11:...	0		0		



### Acknowledge Amendments (RFQ US34200343)

[View Original Negotiation](#) | [Submit](#) [Cancel](#)

Currency = US Dollar  
Select each amendment to review and acknowledge the changes.

Time Zone **Singapore Time**

View ▼ Format ▼ Freeze Detach Wrap

Amendment	Title	Published Date	Status	Acknowledged	Acknowledgment Date	Acknowledged By
Amendment 1	Laptop Procurement	31/Aug/2021 7:...	Active			

Columns Hidden 3

#### Amendment 1: Details

**Acknowledgment**  I have reviewed the changes and I acknowledge amendment 1 for negotiation US34200343.

**Amendment Description** Adding a requirement question and changing the line quantity.

▲ Cover Page

No data to display.

▲ Overview



## Acknowledge Amendments (RFQ US34200343)

[View Original Negotiation](#) [Submit](#) [Cancel](#)

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View ▼ Format ▼ Freeze Detach Wrap

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### Amendment 1: Details

**Acknowledgment**  I have reviewed the changes and I acknowledge amendment 1 for negotiation US34200343.  
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▲ Cover Page

No data to display.

▲ Overview

**Warning**

The amendments to negotiation US34200343 were acknowledged. You can now create a response. Do you want to continue? (PON-2085336)

[Yes](#) [No](#)