

Supplier Portal



Negotiation

New & Seasonal Items

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1. Introduction

Welcome to ICA's Negotiation Manual. This manual will help you with guidance and advice in how to use ICA:s Supplier Portal for conducting negotiations with ICA for new and seasonal items and for managing purchase agreements with ICA. For renegotiations, turn to the new Renegotiations Manual.

The most complete and up-to-date information on negotiating with ICA for new and seasonal items is found in this manual.

Keep in mind that the manual is a living document which may be updated in the future. Before you take part in a negotiation, always make sure you have the most current version of the Negotiation Manual at hand. Download the latest version of the manual here: https://levnet.ica.se/leverantorsportalen2.0_4

This manual contains:

- Instructions on how to conduct a negotiation for new items including how to approve a renewed BPA (Blanket Purchase Agreement) in the Supplier Portal
- Negotiations on seasonal items are included under the New Items negotiations, provided you have reoffered the items in the Supplier Portal to the right launch date in time
- Instructions on how to manage your BPAs in the Supplier Portal
- Where you can turn for support

2. Negotiation process



3. Negotiation scenarios

Before you conduct a negotiation with ICA, it's important for you to be well-informed about your company's existing BPAs (Blanket Purchase Agreements) with ICA. Consult section [10. BPA – Blanket Purchase Agreement](#) in this manual for more information.

A negotiation may be initiated either by ICA or by the supplier. Listed below are various scenarios for how a negotiation may be started.

New Items/Reoffer Negotiations:

- **Negotiations over trade items new for ICA** are started by the supplier by making a complete offer of new items in the Supplier Portal. ICA then creates a New & Seasonal Items Negotiation.
- **Negotiations over reoffered items (for instance pre-existing seasonal items)** are started by the supplier by making a complete reoffer of existing items in the Supplier Portal. ICA then creates a New & Seasonal Items Negotiation.

Renegotiations:

- **Renegotiations of existing, active trade items** may now be initiated by the supplier directly in the Supplier Portal. The supplier will then send in a response immediately after creating the renegotiation. **Important!** You may be required to provide documentation to support your request for a price change, e.g. documentation about changes in the costs for raw material.
- **Renegotiations of existing, active trade items** may also be started by ICA through the buyer contacting the supplier and inviting them to a negotiation.

Read more about Renegotiation in the new Renegotiations Manual.

https://levnet.ica.se/leverantorsportalen2.0_5

Bargain deal trade items will as previously not be included in negotiations conducted in the Supplier Portal. Contact your Category Manager and your Buyer if you wish to negotiate over bargain deal trade items.

EMV Items

If you are a supplier of EMV items, you negotiate these outside the Supplier Portal unless otherwise is agreed with your Purchasing Manager.

Tobacco supplier

If you are a tobacco supplier, you negotiate your items outside the Supplier Portal. This applies to both news negotiations and renegotiations. Contact your purchasing manager.

Bargain Items

Bargain Items will not be included in negotiations conducted in the Supplier Portal. Contact your Category Manager and your Buyer if you wish to negotiate over bargain deal trade items.

4. Negotiation: Overview

After the supplier has submitted products to ICA for review and the Category Manager has approved them, ICA creates the negotiation based on the BPA (Blanket Purchase Agreement). The negotiation may also be based on the agreement requirements that the buyer or the supplier wish to use as a basis for negotiation. The buyer will then invite the supplier to a negotiation which the supplier will be notified of by a generated e-mail. After this the negotiation will take place in the system, optimally resulting in a purchase agreement.

For the supplier, the process of negotiation for New and Seasonal Items consists of three main steps:

Step 1: Review the requirements and acknowledge participation

Step 2: Create and submit a response. Should you have anything to add to your offer, send a message to the buyer via the Supplier Portal.

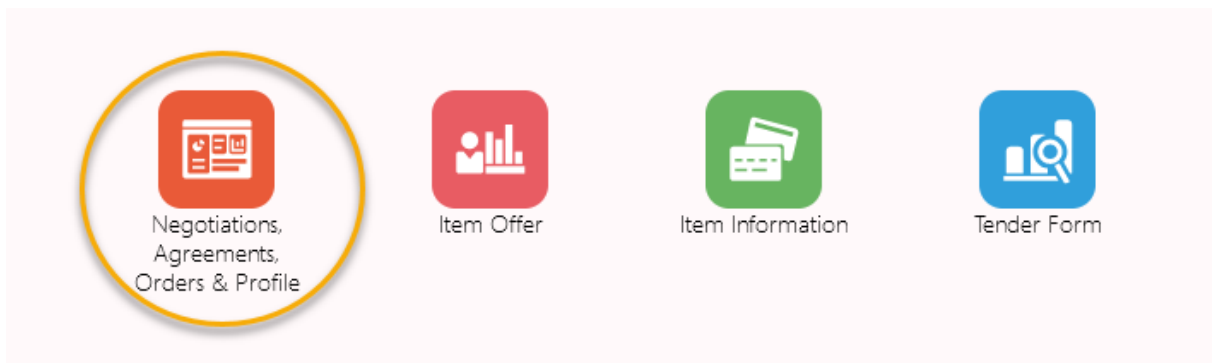
Step 3: Approve agreement (BPA)



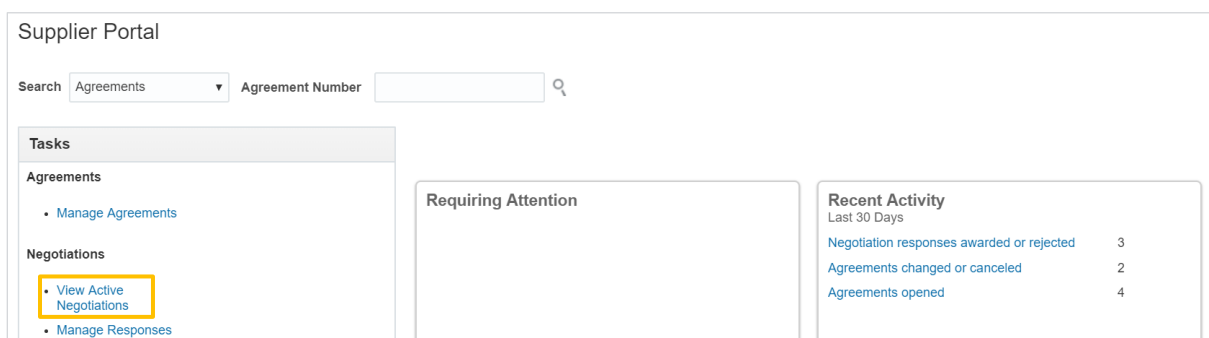
5. New Items Negotiation: Acknowledge participation

You have been notified by e-mail that ICA wishes to invite you to a negotiation for new/seasonal items. Log onto the Supplier Portal [here](#) and follow the steps below in order to review the negotiation requirements and acknowledge your participation.

The buyer may have also sent a message to you at the start of the negotiation via the messaging function in the Supplier Portal. Read more on this in [chapter 7, Communication in negotiation.](#)



On the Supplier Portal home page, click the icon *Negotiations, Agreements, Orders & Profile*.



Next, select *View Active Negotiations*.

Active Negotiations Done

Time Zone: Central European Time

Search Manage Watchlist Saved Search Open Invitations

** At least one is required

** Negotiation

** Title

** Negotiation Close By yy-mm-dd

** Invitation Received Yes

Response Submitted No

Negotiation Open Since yy-mm-dd

Search Reset Save...

Search Results

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

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages
602		ICA-RFQ-RV	83 Days 11 Hours	20-07-15 02:00	0		0
601		ICA-RFQ-R	83 Days 11 Hours	20-07-15 02:00	0		0

Columns Hidden 6

In the search results you will find the Negotiation number in the column *Negotiation*. Click this number to open the Negotiation, taking you to an overview page.

Here we see an example of the overview page in a New Items negotiation.

Table of Contents

- Overview
- Lines

Overview

Title ICA Test Supplier_nyhetsförhandling

Synopsis 415 - Djur

Buyer Frida Magnuson

Outcome ICA-BPA-R

Attachments None

Expand All

General

Schedule

Preview Date

Close Date 21-03-12 01:00

Open Date 21-03-09 13:32

Award Date

Terms

Business Terms

Agreement Start Date 21-04-12

Agreement End Date

Payment Terms 020

Agreement Amount

Minimum Release Amount

Freight Terms DDP

Currency

Look through the requirements. Start with the section *Overview* and take particular note of these fields:

- *Title*: Negotiation title
- *Synopsis*: Describing the negotiation
- *Close Date*: Date and time for when the negotiation will close, accepting no more responses
- *Buyer*: Identity of the buyer
- *Negotiation Currency*
- *Agreement Start Date*: Possible start date for the trade items and agreement requirements under negotiation
- *Freight Terms*

ICA-RFQ-R: 1623

Currency = Swedish Krona

Title ICA Test Supplier_nyhetsforhandling_202136
 Status Active
 Time Remaining 17 Days 15 Hours

RFQ Response Summary Messages Create Response Actions Done

Open Date 21-04-01 14:58
 Close Date 21-04-30 02:00

Time Zone Central European Time

Table of Contents
 Overview
 Lines

Lines
 Summary

Line	Item	Description	Category Name	Start Price	Estimated Quantity	Note to Suppliers
1	221030..	News	7132 - Lask			

Next, move on to *Lines* in order to see the trade items that are under negotiation.

ICA-RFQ-R: 4197

Currency = Swedish Krona

Title Test
 Status Active
 Time Remaining 16:27:09

Create Response RFQ Response Summary Messages Actions Done

Open Date 22-05-20 13:45
 Close Date 22-05-30 02:00

Table of Contents
 Overview
 Lines

Lines
 Summary

Line	Item	Description	Category Name	Start Price	Estimated Quantity	Note to Suppliers
1	12357413800002	Onsa Onsalatorv 1x2,5kg	7294 - Pålsgschark manuelt			

Acknowledge Participation ✕

Site Lager_006_25

Will Participate Yes
 No

Note to Buyer

OK Cancel

Once you have reviewed the negotiation, click *Actions > Respond > Acknowledge Participation*. Click *OK* next. The ICA Buyer will then be notified that you have accepted the invitation.

Proceed to the next step in the negotiation process – Create and submit a response. See [chapter 6. New Items Negotiation: Response](#)

6. New Items Negotiation: Response

Once you have acknowledged your participation in the negotiation it's time to commence the response process. The response process is the main part of the negotiation and will continue until the supplier and the buyer have reached an agreement. This means that you as a supplier may need to create more than one response. It is also possible to create different responses for different trade items within a negotiation.

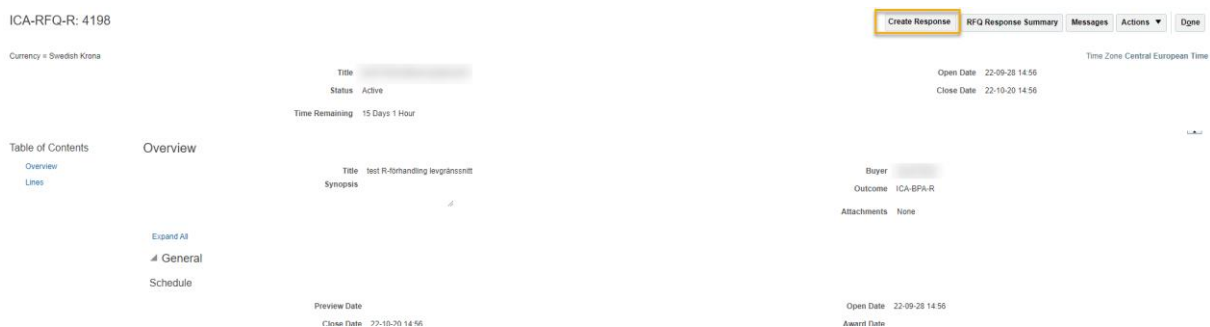
Should the supplier and the buyer not come to an agreement, the negotiation will close once the *Close Date* has passed. After the *Close Date* it's no longer possible to submit responses.

For information on how to view and manage your submitted responses, see the [chapter 12 Manage negotiations and responses](#).

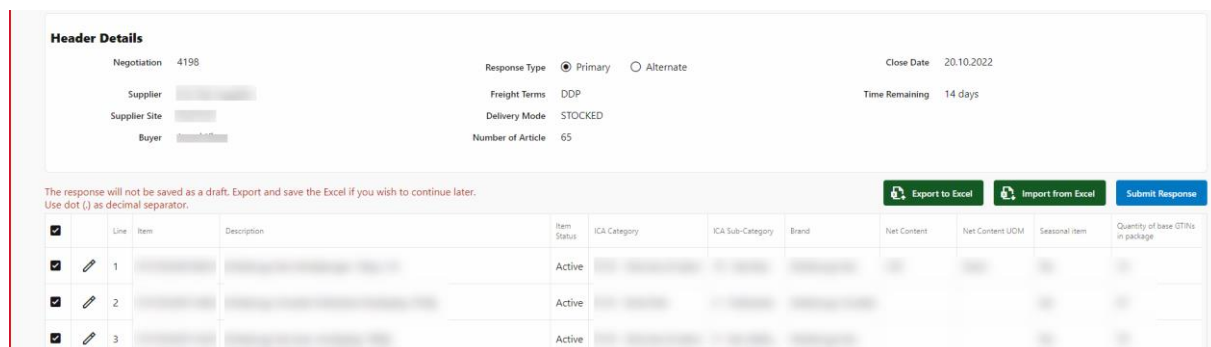
A response is created in three steps for all types of Negotiations:

Overview of your response in News Negotiation:

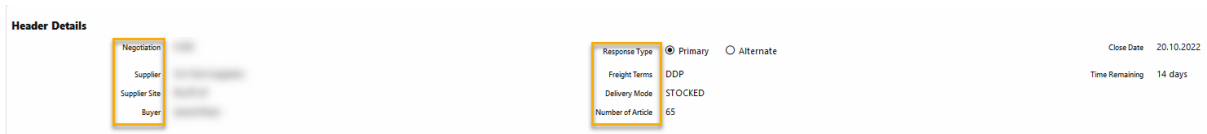
In this step, you create the response and look through the overarching details.



You create a response by clicking on the button *Create Response*.



You have now created a response.



In Header Details, check that the following information is correct.

Note the following fields:

Negotiation: Make sure you are working in the right negotiation.

Response Type: This field indicates whether it is your primary or alternative response. This function can be used to apply different contract terms to the same items. Alternative response can then be a secondary delivery flow, currency or shipping terms.

Primary response is ticked ("Primary"). Change to "Alternate" if you intend to submit an alternative response.

Freight Terms: Make sure it is the correct freight terms.

Delivery Mode: Make sure it is the correct delivery mode.

The alternatives are Stocked (via ICA's warehouse) or Direct (direct delivery to store).

Number of Article: Ensure and review that all articles that you and the buyer have agreed upon are included.

NOTE: At this stage, the draft offer will not be saved if you close the negotiation or log out of the Supplier Portal. For this reason, we recommend that you export to Excel to avoid duplication of work. Your Excel file will be usable even if this draft response disappears and you create a new one.

Edit prices & discounts

In this step, we show you how to edit prices and discounts for the items included in the negotiation.

Header Details

Negotiation: [redacted] Response Type: Primary Alternate Close Date: 20.10.2022

Supplier: [redacted] Freight Terms: DDP Time Remaining: 14 days

Supplier Site: [redacted] Delivery Mode: STOCKED

Buyer: [redacted] Number of Article: 65

The response will not be saved as a draft. Export and save the Excel if you wish to continue later.
Use dot (.) as decimal separator.

[Export to Excel](#) [Import from Excel](#)

<input checked="" type="checkbox"/>	Line	Item	Description	Item Status	ICA Category	ICA Sub-Category	Brand	Net Content	Net Content UOM	Seasonal Item	Quantity of base (if this is average)	Pack type	Cost UOM	Cost Price per Trade Un
<input checked="" type="checkbox"/>	1	[redacted]	[redacted]	Active	[redacted]	[redacted]	[redacted]	1	[redacted]	[redacted]	[redacted]	CASE	Each	208.6000
<input checked="" type="checkbox"/>	2	[redacted]	[redacted]	Active	[redacted]	[redacted]	[redacted]	3	[redacted]	[redacted]	[redacted]	CASE	Each	1.097.2200
<input checked="" type="checkbox"/>	3	[redacted]	[redacted]	Active	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	CASE	Each	1.755.0000
<input checked="" type="checkbox"/>	4	[redacted]	[redacted]	Active	[redacted]	[redacted]	[redacted]	1	[redacted]	[redacted]	[redacted]	CASE	Each	160.3200
<input checked="" type="checkbox"/>	5	[redacted]	[redacted]	Active	[redacted]	[redacted]	[redacted]	1	[redacted]	[redacted]	[redacted]	CASE	Each	292.5000
<input checked="" type="checkbox"/>	6	[redacted]	[redacted]	Active	[redacted]	[redacted]	[redacted]	1	[redacted]	[redacted]	[redacted]	CASE	Each	292.5000
<input checked="" type="checkbox"/>	7	[redacted]	[redacted]	Active	[redacted]	[redacted]	[redacted]	1	[redacted]	[redacted]	[redacted]	CASE	Each	1.476.0000

Scroll to the right of the screen to see all columns. See picture above.

The yellow marked fields are editable.

If you and the buyer already consider that all prices and discounts are acceptable to both parties, you can already press *Submit Response* in this step. However, first, just to be safe, check that all values are correct.

However, if you need to change any values, follow the manual's instructions below.

Now you can choose between two different ways to edit your response: work directly in the interface or work in a downloaded Excel file. We recommend an Excel file because it will then be easier to send in another response if necessary.

Here we will now go through both methods.

See [Response via interface](#) or [Response via Excel](#).

Response via Interface

Line	Item	Description	Unit	Price	Discount %	Rebate 1	Rebate 1 UoM	Rebate 1 Settlement Frequency
1			Each	206.6000	14.9000	11.9400	PRO - Percent	Monthly
2			Each	1,097.2200	23.3401	36.0000	PRO - Percent	Monthly
3			Each	1,755.0000	22.5000	32.0000	PRO - Percent	Monthly
4			Each	160.3200	20.0400	32.0000	PRO - Percent	Monthly
5			Each	292.5000	22.5000	36.7000	PRO - Percent	Monthly
6			Each	292.5000	22.5000	36.7000	PRO - Percent	Monthly
7			Each	1,476.0000	20.5000	28.0000	PRO - Percent	Monthly

To see the editable fields and be able to change them if necessary, scroll out to the right of the screen. The editable fields are marked in yellow:

- **List price per Trade Unit:** Enter price per Trade unit.
- **Discount % per Trade Unit:** Enter item discount in percentage per Trade unit.
- **Format Rebate 1 per Trade Unit:** Format Rebate per Trade Unit, change if necessary
- **Format Rebate 1 UoM:** Unit of measure for commitment discount, change if necessary. PRO for percentage, MON for currency.
- **Format Rebate Settlement Frequency:** The frequency of invoicing for the Format rebate. ICA’s standard is monthly. Other options: quarterly or annually.

Line	Item	Description	UoM	List Price per Trade Unit	Discount % per Trade Unit	Discount Amount	Invoice Price per Trade Unit	Format Rebate 1 per Trade Unit	Format Rebate 1 - UoM	Format Rebate 1 - Settlement Frequency	Supplier Item No
1			Each	206.6000	14.9000	30.7814	175.8186	PRO - Percent	Monthly		540100564
2			Each	1,097.2200	23.3401	255.4000	841.8200	PRO - Percent	Monthly		540101021
3			Each	1,755.0000	22.5000	393.8750	1,361.1250	PRO - Percent	Monthly		540101019
4			Each	160.3200	20.0400	32.1302	128.1898	PRO - Percent	Monthly		540100573
5			Each	292.5000	22.5000	65.8125	226.6875	PRO - Percent	Monthly		540100575
6			Each	292.5000	22.5000	65.8125	226.6875	PRO - Percent	Monthly		540100574
7			Each	1,476.0000	20.5000	302.3800	1,173.6200	PRO - Percent	Monthly		540100978

When you have scrolled to the far right, you can fill in the Supplier Item No if it is missing

- **Supplier Item no:** Add your trade item number here.

Pack type	Cost UoM	List Price per Trade Unit	List Price per Base Unit
		206.6000	
		1,097.2200	
		1,755.0000	
		160.3200	
		292.5000	
		292.5000	
		1,476.0000	

The values that are included in the response from the beginning come from your news offer in the Supplier Portal's Item Offer. You should have had a dialogue with the buyer if any of the prices or discounts need to be adjusted.

Header Details

Negotiation: 4198

Supplier: [Redacted]

Supplier Site: [Redacted]

Buyer: [Redacted]

Response Type: Primary Alternate

Freight Terms: DDP

Delivery Mode: STOCKED

Number of Article: 65

The response will not be saved as a draft. Export and save the Excel if you wish to continue later.
Use dot (.) as decimal separator.

Line	Item	Description	Pack type	Cost UOM	List Price per Trade Unit	List Price per Base Unit	Discount % per Trade Unit
1			CASE	Each	208.6000		
2			CASE	Each	1,097.2200		
3			CASE	Each	1,755.0000		
4			CASE	Each	160.3200		
5			CASE	Each	292.5000		
6			CASE	Each	292.5000		
7			CASE	Each	1,476.0000		

Use dot (.) as decimal separator

When editing, start by either clicking the pen icon at the far left of the article row or by double-clicking the box with the value you want to change.

In the picture above, it is *Listprice per Trade Unit*. Overwrite the new value in the field for the item price you want to adjust.

Note that in the interface you must use a dot before the decimal number instead of a comma.

Header Details

Negotiation: 4198

Supplier: [Redacted]

Supplier Site: [Redacted]

Buyer: [Redacted]

Response Type: Primary Alternate

Freight Terms: DDP

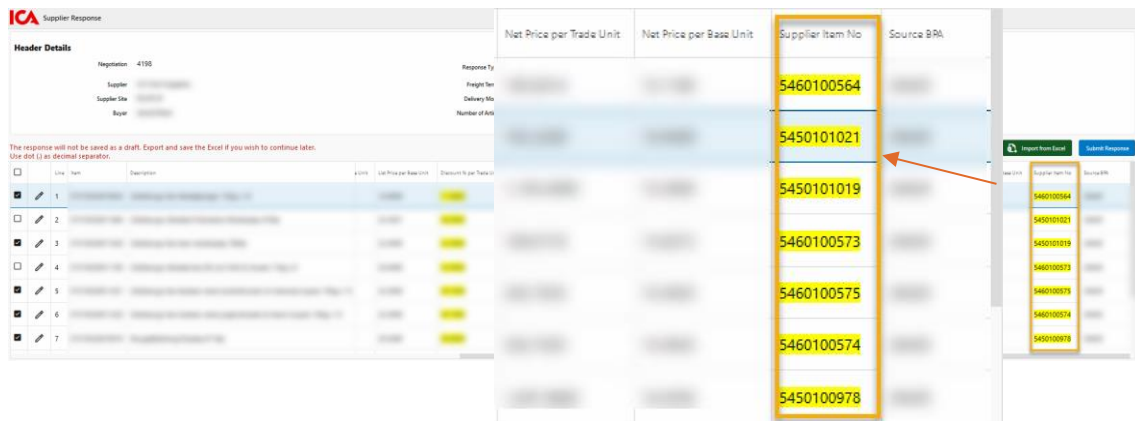
Delivery Mode: STOCKED

Number of Article: 65

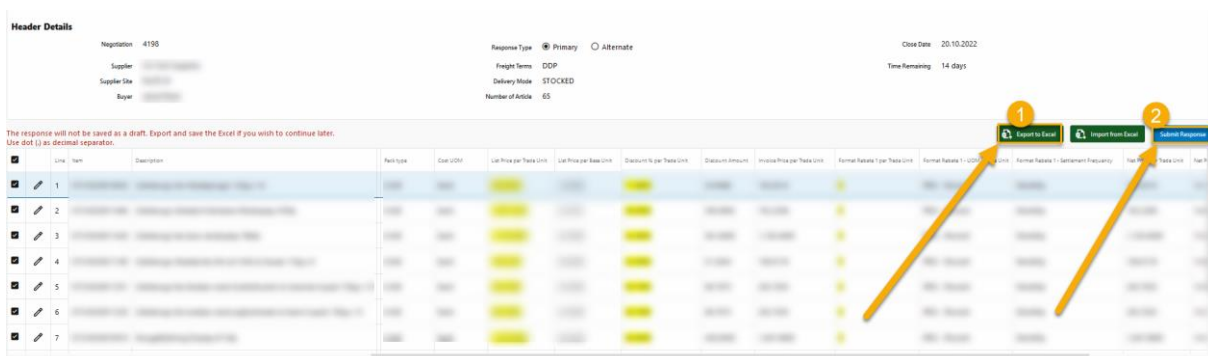
The response will not be saved as a draft. Export and save the Excel if you wish to continue later.
Use dot (.) as decimal separator.

Line	Item	Description	Pack type	Cost UOM	List Price per Trade Unit	List Price per Base Unit	Discount % per Trade Unit	Discount Amount	Invoice Price per Trade Unit
1							11.9600		
2							36.0000		
3							32.0000		
4							30.7000		
5							30.7000		
6							30.7000		
7							29.0000		

Continue with other columns and article rows. Adjust the values you want to change in editable (yellow) fields.



Don't forget the supplier's item number (Supplier item no) on the far right.



When you have edited all values in various editable columns

1. Click on Export Excel to be able to save your response in case you need to edit something further and resubmit. Save the file on your computer.
2. Then click on the Submit Response button.

Exclude Item from Negotiation

The screenshot displays the 'Header Details' section for Negotiation 4198, including fields for Supplier, Supplier Site, and Buyer. Below this, there are two identical tables of items. Each item row has a checkbox on the far left. An orange arrow points from the checkbox of item 4 in the left table to the checkbox of item 4 in the right table. To the right of these tables is a summary table with columns: Item type, Unit, Unit Price per Trade Unit, and Discount % per Trade Unit.

Item type	Unit	Unit Price per Trade Unit	Discount % per Trade Unit
CASE	Each	200.6000	14.9000
CASE	Each	1,097.2200	23.3451
CASE	Each	1,755.0000	22.5000
CASE	Each	160.3300	20.0400
CASE	Each	292.5000	22.5000
CASE	Each	282.8000	22.5000
CASE	Each	1,476.0000	20.5000

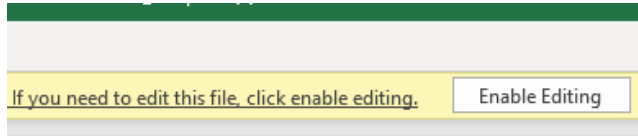
To the far left of each item row, a black box with a check mark is visible. You can use this feature if you submit both a primary and an alternate response (Primary/Alternate Response) to apply different contract terms/price lists to different items. If you uncheck the box on the far left of an article line, the article is removed from the current response.

Response via Excel

In this step, we show you how to edit prices and discounts for the items included in the negotiation.

The screenshot shows the 'Supplier Response' interface for Negotiation 4198. It includes 'Header Details' with fields for Response Type (Primary/Alternate), Freight Terms, Delivery Mode, and Number of Article. Below this is a table of items with columns for Unit Price per Trade Unit, Discount % per Trade Unit, Invoice Price per Trade Unit, and various Release 1-5 prices. The 'Export to Excel' button is highlighted.

For editing via Excel (recommended for negotiations with many items), start by clicking Export to Excel to download and Excel file.



Open the file and click Enable Editing at the top right.

Instructions	
View only	These fields are locked and can not be edited
Mandatory (M)	These fields are mandatory to fill in
Calculated (C)	These fields are calculated and can not be edited
Discount % trade unit	Item discount in percent per trade unit
Formate Rebate	Discount with post-invoicing per sold volume per month

RFQ Header Details							
View Only							
Negotiation	Buyer	Close date	Supplier	Supplier Site	Freight Terms	Delivery Mode	Currency
4198	Javed Khan	10/20/2022	ICA Test Supplier	PLU_PT_IP	DDP	STOCKED	SEK

RFQ Line Details																
View only																
M													M	C	M	
Action	Line	Item	Description	Item Status	ICA Category	ICA Sub-Category	Brand	Net Content	Net Content UOM	Seasonal Item	Quantity of base GTINs in pack(s)	Pack type	Cost UO	List Price per Trade Unit	List Price per Base Unit	Discount % per Trade Unit
INCLUDE	1											CASE	Each	208,6000	14,9000	11,9600
INCLUDE	2											CASE	Each	1,097,2200	23,3451	36,0000
INCLUDE	3											CASE	Each	1,755,0000	22,5000	32,0000

At the top left of the file are explanations of the Excel file's various columns and the colors they have.

The Excel file is color coded to show:

1. Which fields are mandatory to have a value on, even if the value is "0" - Yellow marked fields
2. which fields are only for your information, where you cannot change anything - Gray marked fields

RFQ Header Details							
View Only							
Negotiation	Buyer	Close date	Supplier	Supplier Site	Freight Terms	Delivery Mode	Currency
		10/20/2022			DDP	STOCKED	SEK

RFQ Line Details															
View only															
M													M	C	
Action	Line	Item	Description	Item Status	ICA Category	ICA Sub-Category	Brand	Net Content	Net Content UOM	Seasonal Item	Quantity of base GTINs in pack(s)	Pack type	Cost UO	List Price per Trade Unit	List Price per Base Unit
INCLUDE	1											CASE	Each	208,6000	14,9000
INCLUDE	2											CASE	Each	1,097,2200	23,3451
INCLUDE	3											CASE	Each	1,755,0000	22,5000

C	M	C	C	Mandatory			C	C	M	View Only
List Price per Base Unit	Discount % per Trade Unit	Discount Amount	Invoice Price per Trade Unit	Format Rebate 1 per Trade Unit	Format Rebate 1 - UOM - Trade Unit	Format Rebate 1 - Settlement Frequency	Net Price per Trade Unit	Net Price per Base Unit	Supplier Item no	Source BPA
14,9000	11,9600	24,9486	183,6514	0,0000	PRO - Percent	Monthly	183,6514	13,1180		20429
23,3451	36,0000	394,9992	702,2208	0,0000	PRO - Percent	Monthly	702,2208	14,9409		20429
22,5000	32,0000	561,6000	1 193,4000	0,0000	PRO - Percent	Monthly	1 193,4000	15,3000		20429

Starting from the left, fill in the following columns:

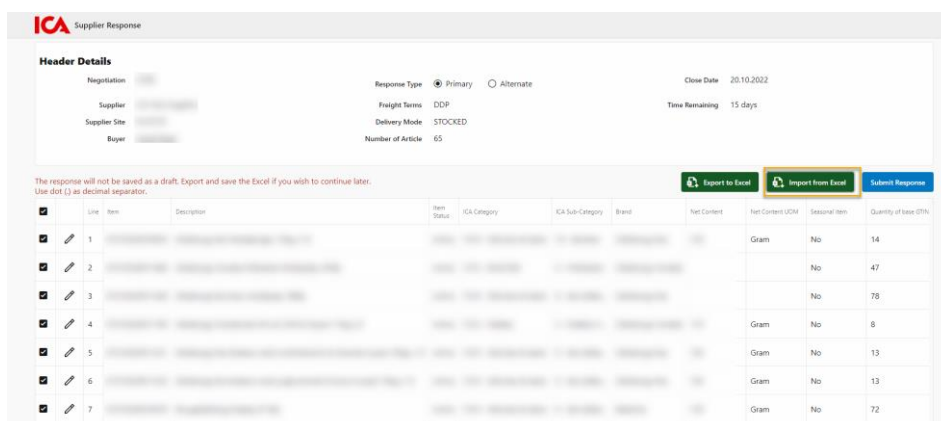
- **Action:** Choose which items you want to include in your response.
 - o **INCLUDE** is default and means that the article is included.
 - o **EXCLUDE** means that the article is not included. Can be used if you submit both primary and alternative responses to apply different contract terms/price lists to different items. Works in the same way as untick item row in the interface.
- **List price per Trade Unit:** Enter price per orderable unit.
- **Discount % per Trade Unit:** Enter item discount in percentage per orderable unit.
- **Format Rebate 1 per Trade Unit:** Commitment discount per orderable unit, change if necessary.
- **Format Rebate 1 UoM:** Unit of measure for commitment discount, change if necessary.
- **Format Rebate Settlement Frequency:** Invoicing frequency of the commitment rebate. Monthly is standard for ICA.
- **Supplier Item no:** The supplier's item number. Added to the price agreement.

When you have edited all the values you want to change, save the file on your computer. Feel free to rename it so you can easily find it yourself.

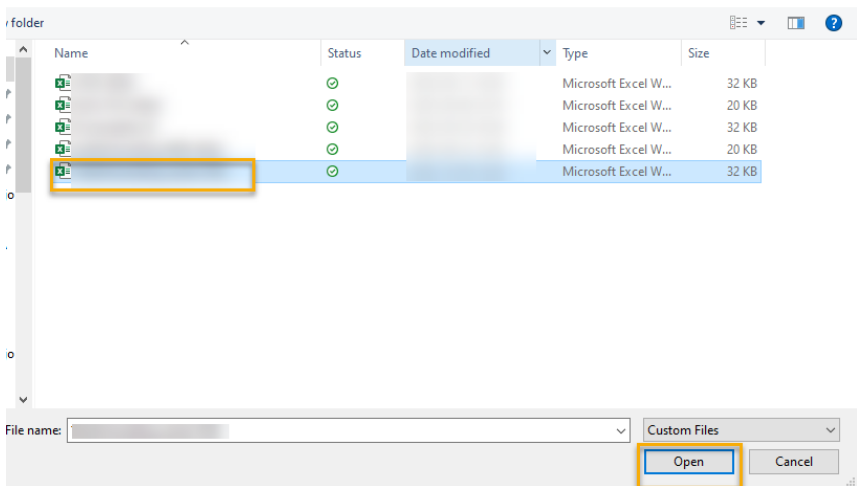
Return to [Supplier Portal](#).

Note! If you are no longer in the draft response in the portal, you create a new draft response as we described [here](#). You search for the negotiation, click on the negotiation number and then click on Create Response.

You use the same Excel file for all responses linked to the same negotiation.



Click on *Import from Excel*.



Select your saved response file. Click Open.

Should you receive an error message at this stage that you do not understand, take a screenshot of the error message and contact Supplier Support. Now the new values you entered in the Excel file should have been overwritten to/uploaded in the interface.

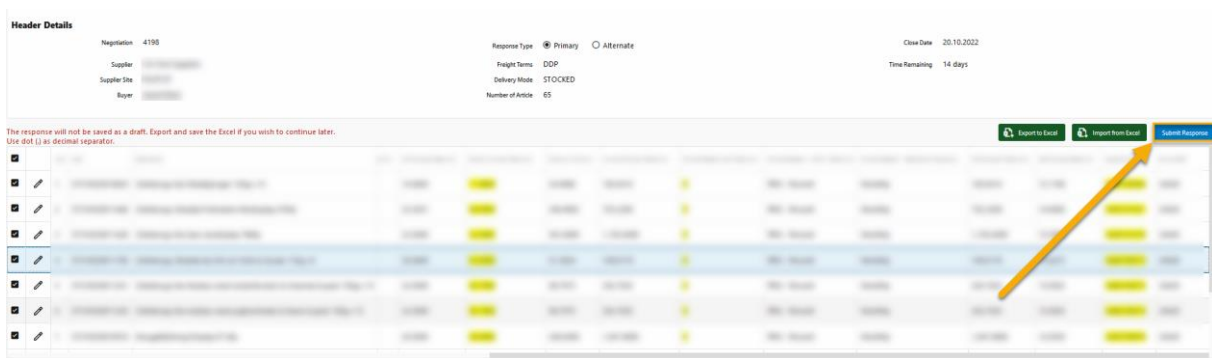
Review & Submit response

In this step, you review and submit your response.

List Price per Trade Unit	List Price per Base Unit	Discount % per Trade Unit	Discount Amount	Invoice Price per Trade Unit	Format Rebate 1 per Trade Unit	Format Rebate 1 - UOM - Trade
208.6000	14.9000	11.9600	24.9486	183.6514	0	PRO - Percent
1,097.2200	23.3451	36.0000	394.9992	702.2208	0	PRO - Percent
1,755.0000	22.5000	32.0000	561.6000	1,193.4000	0	PRO - Percent
160.3200	20.0400	32.0000	51.3024	109.0176	0	PRO - Percent
292.5000	22.5000	30.7000	89.7975	202.7025	0	PRO - Percent
292.5000	22.5000	30.7000	89.7975	202.7025	0	PRO - Percent
1,476.0000	20.5000	29.0000	428.0400	1,047.9600	0	PRO - Percent

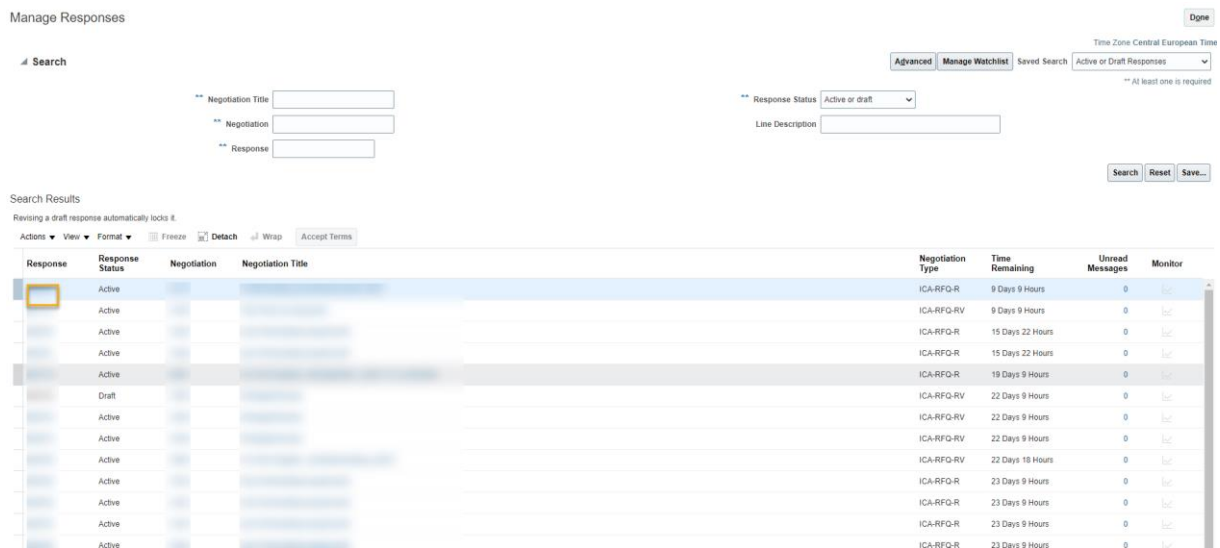
Review information for prices and discounts for the items in the response. Check that the prices match what you have uploaded.

If you worked directly in the interface, check that you have not missed any value.



Click Submit Response to submit the quote to ICA. Your offer is now complete.

The offer now gets the status Active.



You will be able to see your submitted quote under Manage Responses. See above image. The buyer now assesses your response and chooses either to accept it or to request an adjusted response.

- In case of an approved quote, see [chapter 8. Approve new agreement](#)
- When requesting an adjusted quote, see [chapter 9. Adjust your response](#)

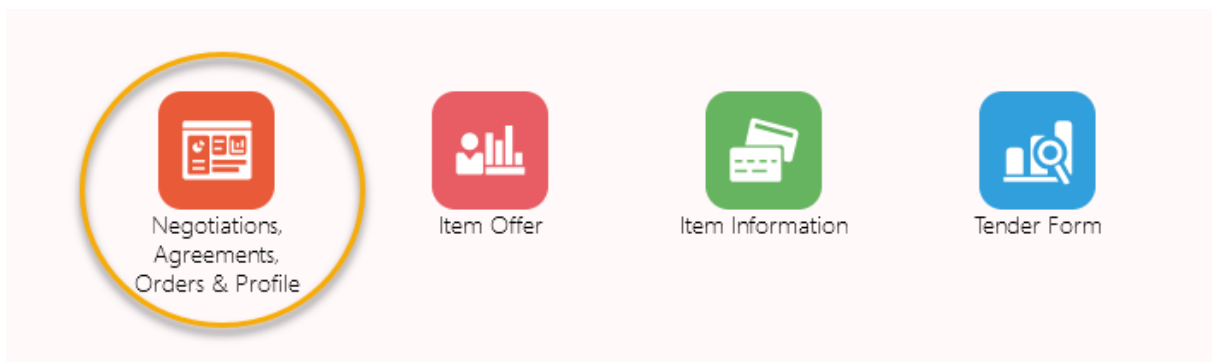
The buyer will communicate with you via the messaging function in the Supplier Portal. See [chapter 7. Communication in negotiation.](#)

7. Communication in negotiation

All communication between buyer and supplier in a negotiation is now handled through the messaging function in the Supplier Portal and not as previously through e-mail. We will now explain how to can retrieve and read messages from the buyer as well as how to send your own message through the Supplier Portal.

1. The buyer sends a message to the supplier

After the buyer has sent a message to you as the supplier you will receive a notification to your e-mail. This might happen at the start of the negotiation, after you have sent in a response, or at some other point of time during the negotiation.



Start by going to *Negotiations, Agreements, Orders & Profile*.

Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages
ICA-RFQ-R	10 Days 10 Hours	21-11-23 01:00	0		0
ICA-RFQ-R	10 Days 10 Hours	21-11-23 01:00	0		1
ICA-RFQ-R	10 Days 10 Hours	21-11-23 01:00	0		1
ICA-RFQ-R	10 Days 10 Hours	21-11-23 01:00	0		0
ICA-RFQ-R	4 Days 20 Hours	21-11-17 10:58	2		0

Next, go to View Active Negotiations. To the far right of the screen there's a column called "Unread Messages". Click the digit belonging to the negotiation at hand.

Online Messages (ICA-RFQ-R 3599) ?

Title nyhetsförhandling_20227

Time Remaining 10 Days 10 Hours

Messages

Actions ▾ View ▾ Format ▾ + Freeze Detach Wrap

Subject
Revidering v.7
Revidering v.7

Revidering v.7: Details

From ICA Enterprise

Date 21-11-12 12:52

Hej Elin,

Vi tycker att dessa artiklar är intressanta men priset är för högt, vänligen återkom med en ny offert.

Tack på förhand!
/Johanna

To All participants

Attachments None

The message appears on the screen now.

2: The supplier sends a message to the buyer

Supplier Portal

Search Agreement Number

Tasks

Agreements

- Manage Agreements

Negotiations

- View Active Negotiations
- Manage Responses

Company Profile

- Manage Profile

Requiring Attention

Category	Count
Agreements to Acknowledge	4
Negotiation Responses	11
Negotiations Closing Soon	1
Negotiation Messages	3
Total	19

Recent Activity
Last 30 Days

- Negotiation invitations
- Agreements changed or canceled
- Agreements opened

If you wish to send a message to the buyer after having sent your response, first go to *Manage Responses*.

Manage Responses

Search

Advanced Manage Watchlist Saved Search Active or Draft Responses

Time Zone Central European Time

Done

At least one is required

Negotiation Title

Negotiation 1993

Response

Response Status Active or draft

Line Description

Search Reset Save...

Look for your negotiation number. If you didn't record the number earlier, you can find it in the Excel file you exported and saved as part of the response process.

Manage Responses

Search

Advanced Manage Watchlist Saved Search Active or Draft Responses

Time Zone Central European Time

Done

Search Results

Revising a draft response automatically locks it

Actions View Format Freeze Detach Wrap Accept Terms Revise

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor	Note to Supplier	Negotiation Close Date
174130	Active	1993	ICA Test Supplier: Renegotiation: 15991	ICA-RFQ-R	87 Days 13 Hours	0			22-01-31 01:00

Click the Negotiation Title.

If you haven't yet sent in a negotiation response but has something related to the negotiation you want to convey to the buyer, go to *View Active Negotiations* in order to reach the negotiation that way instead.

ICA-RFQ-R: 1993

Currency = Swedish Krona

Messages

IFQ Response Summary Create Response Actions Done

Time Zone Central European Time

Title Renegotiation: 15991

Status Active

Time Remaining 87 Days 13 Hours

Open Date 21-11-03 15:48

Close Date 22-01-31 01:00

Table of Contents

Overview

Overview

Lines

Expand All

General

Schedule

Preview Date

Close Date 22-01-31 01:00

Open Date 21-11-03 15:48

Award Date

Buyer

Outcome ICA-BPA-R

Attachments None

Agreement Start Date 22-02-28

Agreement End Date

Payment Terms 020

Agreement Amount

Minimum Release Amount

Freight Terms DCP

Once you have entered the negotiation, click the button *Messages*.

Online Messages (ICA-RFQ-R 1993)

Printable Page Done

Time Zone Central European Time

Title ICA Test Supplier: Renegotiation: 15991

Status Active

Time Remaining 87 Days 13 Hours

Close Date 22-01-31 01:00

Messages

Actions View Format Freeze Detach Wrap

Subject

Status From To Date

Click the plus-sign in order to create a message you can send to the buyer. Alternatively you can go to Actions and click "Send".

Send Message



To ICA Enterprise

* Subject

* Message

Attachments None +

Send Cancel

1

2

3

4

The recipient is referred to as “ICA Enterprise” but the message will pass directly to your buyer.

1. Subject: Enter the subject and the negotiation number
2. Message: Enter your message to the buyer here.

Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached D
File	Browse... No file selected.			Demo1 Supplier1	21-11-04 12:00

Rows Selected 1 Columns Hidden 1

OK Cancel

3. Attachments: Click the plus-sign and upload attachments to your message if you so wish or if the buyer has asked to see attachments.
4. Click Send.

Online Messages (1993)

[Printable Page](#) [Done](#)

Time Zone Central European Time

Title ICA Test Supplier: Renegotiation: 15991 Status Active

Time Remaining 87 Days 12 Hours Close Date 22-01-31 01:00

Messages

Actions View Format + Freeze Detach [icons] Wrap

Subject	Status	From	To	Date
Onforhandling 1993				

After you have clicked Send, you can see the message has been sent.

Finally, you can also send a message as a reply to a message the buyer has sent you.

First, go back to the message from the buyer through Negotiations, Agreements, Orders & Profile->Manage Responses->Negotiation Title->Messages.

Online Messages (ICA-RFQ-R 3598)

[Printable Page](#) [Done](#)

Time Zone Central European Time

Title [redacted] myhetsforhandling_20227 Status Active

Time Remaining 10 Days 10 Hours Close Date 21-11-23 01:00

Messages

Actions View Format + [icons] Freeze Detach [icons] Wrap

Subject	Status	From	To	Date
Revidering v.7				
Revidering v.7	Read	ICA Enterprise	All participants	21-11-12 12:56

Revidering v.7: Details [Printable Page](#) [Reply](#)

From ICA Enterprise To All participants

Date 21-11-12 12:56 Attachments None

Next, click the button "Reply" or go via Actions->Reply.

Reply to Message

To ICA Enterprise

* Subject Re: Revidering v.7

Helvetica 2

B I U S₂ S² S

Hej Johanna,
Okej, jag ska göra det imorgon.
//Elin

On 21-11-12 12:56 Europe/Belgrade, ICA Enterprise wrote

* Message Hej Elin.
Vänligen skicka in nya priser på nyheterna för v.7.
//Johanna

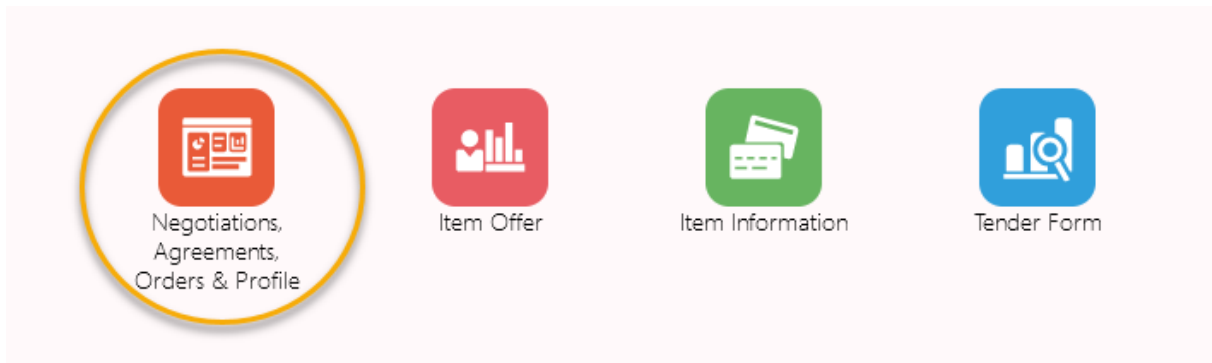
Attachments None +

Send Cancel

Write your reply above the line at the top of the original message. Use the button “Attachments” if you want to attach any documents to your reply. Click “Send”. Now you have sent your reply to the buyer.

8. Approve new agreement

If your buyer approves the prices in your response the negotiation will be closed and you will receive an e-mail naming the trade items which have been accepted. You will thereafter receive an additional e-mail notifying you of a renewed BPA for you to approve. Note down the number for the renewed BPA in the message.



Click *Negotiations, Agreements, Orders & Profile* on the Supplier Portal home page.

Supplier Portal

Search Agreement Number

Tasks

Agreements

1 [Manage Agreements](#)

Negotiations

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

Company Profile

- [Manage Profile](#)

Requiring Attention

1

■ Agreements to Acknowledge

Recent Activity

Last 30 Days

Negotiation responses awarded or rejected	5
Agreements changed or canceled	1
Agreements opened	1

You have three different options for finding the new BPA:

1. Click *Manage Agreements* (see below)
2. Write the BPA number directly into the search box and click the magnifying glass
3. Click the blue circle named *Agreement to Acknowledge* (see above)

Manage Agreements Done

Headers Lines

Search

Procurement BU Supplier Site Agreement

Advanced Manage Watchlist Saved Search All Agreements

Status Pending Supplier Acknowledgment

Include Closed and Expired Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Agreement	Description	Buyer	Status	Change Order	Start Date	End Date	Currency	Freight Terms	Payment Terms
7076	Fågel	Henriksson, ...	Pending Supplier Acknowledgment		19-08-19	19-09-10	SEK	DDP	032

Columns Hidden 30

Manage Agreement: select Pending Supplier Acknowledgment under Status, click Search and proceed to click the BPA number under the column Agreement to open the BPA.

ICA-BPA-R: 7076 Copy Attributes From RFQ BPA Line Details Supplier Actions Done

Main

General

Procurement BU ICA Supplier ATRIA Sverige AB Start Date 19-08-19

Agreement 7076 Supplier Site Lager_001_32 End Date 19-09-10

Status Pending Supplier Acknowledgment Supplier Contact Description Fågel

Buyer Hampus Henriksson

Creation Date 19-12-01


Terms Notes and Attachments

Required Acknowledgment	Document	Freight Terms	DDP	— Requires signature
Acknowledgment Due Date	19-12-05			— Confirming order
Payment Terms	032			

Once you're inside the BPA you'll be able to see the last date when you can acknowledge the agreement under *Acknowledgment Due Date*.

Click the tab *BPA Line Details Supplier* in order to review trade items and requirements.

BPA Lines Supplier V1



ICA-B

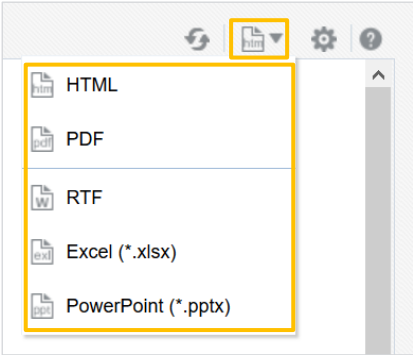
BPA Header Details

Agreement Number	Buyer	Start Date	End Date	Supplier	Freight Terms	Delivery Mode	Currency	Contract Reference
7076	Hampus Henriksson	08/19/2019	09/10/2019	ATRIA Sverige AB	DDP	Stocked	SEK	

BPA Lines Details

Line	ICA Category	Item Status	Item	Brand	Description	Seasonal Item	Quantity of base GTINs in package	Cost UoM	List Price per Trade Unit	Discount % per Trade Unit	Discount amount	Invoice Price per Trade Unit	Format Rebate 1 per Trade Unit	Format UoM - Trade Unit	Format Rebate 1 - Settlement frequency	Net Price per Trade Unit	Net Price per Base Unit	Supplier Item no
1	7230 - Fågel Bårsk	Active	273186901792 87	ICA Gott Liv	Kycklingfärs	No	6	Each	184.3200	0.00	0.0000	184.3200		MON - Monetary	Monthly	184.3200	30.7200	820109
2	7234 - Fågel butskgsfålad	Phase-Out	273186901537 75	ICA	Hel grillkyckling	No	9	Each	261.1500	0.00	0.0000	261.1500		MON - Monetary	Monthly	261.1500	29.0167	
3	7230 - Fågel Bårsk	On-Hold	173910490017 39	Lönne berga	Kycklingspett Korlander, Linnelchall	No	6	Each	242.8800	0.00	0.0000	242.8800		MON - Monetary	Monthly	242.8800	40.4800	820141
4	7230 - Fågel Bårsk	Active	273186901582 82	ICA Gott Liv	Snabbfilé	No	4	Each	160.5700	0.00	0.0000	160.5700				160.5700	40.1425	

Review the agreement. If there’s anything that doesn’t look right, contact your buyer.



If you wish to, you may export the BPA to Excel, RTF or Powerpoint by clicking the file icon and choosing file format.

ICA-BPA-R: 7076

Copy Attributes From RFQ

BPA Line Details Supplier **Actions** Done

Acknowledge

- View Document History
- View Change History
- View Revision History

Main

General

Procurement BU ICA Supplier ATRIA Sverige AB Start Date 19-08-19

Agreement 7076 Supplier Site Lager_001_32 End Date 19-09-10

Status Pending Supplier Acknowledgment Supplier Contact Description Fågel

Buyer Hampus Henriksson

Creation Date 19-12-01

Select *Actions* and then *Acknowledge* to see your decision options.

Acknowledge Document (ICA-BPA-R): ... View PDF Accept Reject Close

Main

General

Procurement BU	ICA	Supplier	██████████	Start Date	19-09-30
Agreement	8543	Supplier Site	Lager_996_42.	End Date	
Status	Pending Supplier Acknowledgment	Supplier Contact		Agreement Amount	
Buyer	Muhrad, Jessica	Communication Method	None	Minimum Release Amount	
Creation Date	19-12-01			Description	Färdigmat Renewed from BPA 7553 (RFQ: 598)
Supplier Agreement	<input type="text"/>				

Terms Notes and Attachments

Required Acknowledgment	Document	Payment Terms	042	___ Pay on receipt
Acknowledgment Due Date	19-12-02	Shipping Method		___ Confirming order
Acknowledgment Note	<input type="text"/>	Freight Terms	DDP	
		FOB		

Click *Accept* if you approve the BPA.

Click *Reject* if you don't approve the BPA. In this case you need to leave a message in *Acknowledge Note* explaining why.

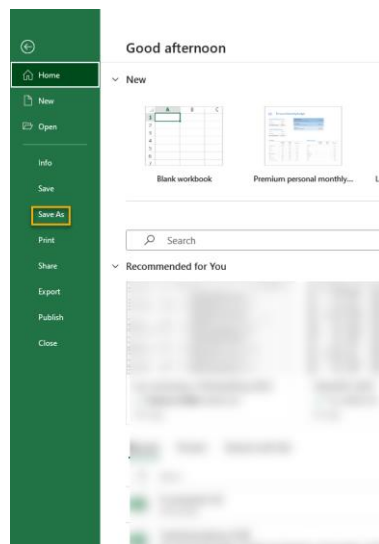
9. Adjust your response

If in the negotiation you need to send in an adjusted response - either because the buyer has asked about it or because you want to change some information yourself - there are two methods you can use.

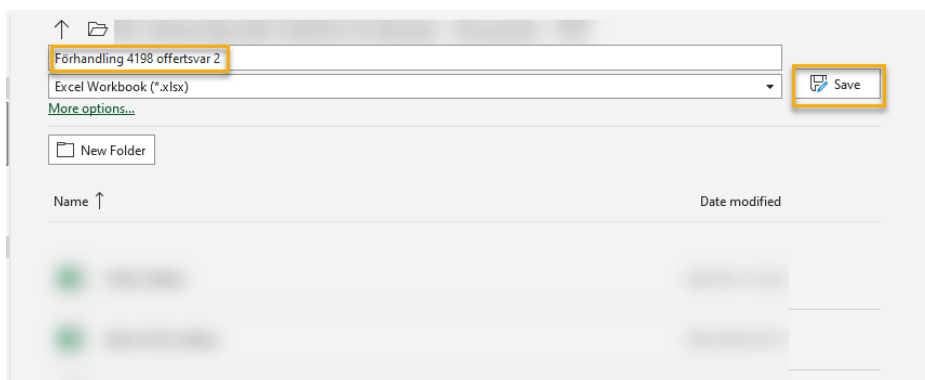
We recommend the first method as it means less work for you. However, you can only use this method if you used Excel to edit the items in the first response. If you edited directly in the web interface before, you can use [method two](#).

Method 1

First, go to your submitted response file that you should have saved on your computer.



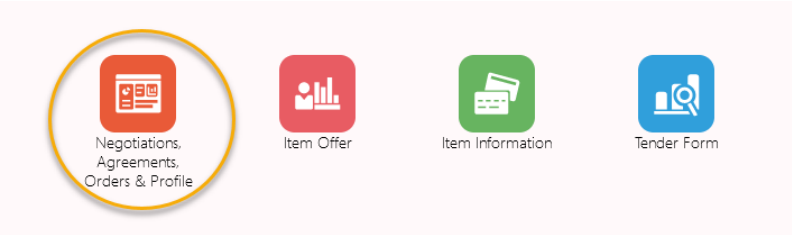
Open Excel and choose Save As.



Save the file with a new name. For example you can add a number in the end ResponseName2.

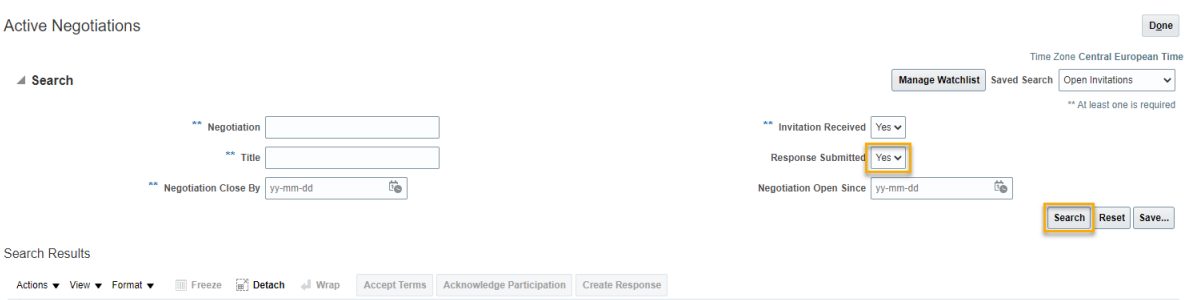
		M	C	M	C
	Cost UO	List Price per Trade Unit	List Price per Base Unit	Discount % per Trade Unit	Disco Amo
	Each	207,0000	14,7857	11,9600	24,7
	Each	1 097,2200	23,3451	36,0000	394,5
	Each	1 755,0000	22,5000	32,0000	561,6

Adjust information in your response according to what you and the buyer has agreed upon.
Save the file again.

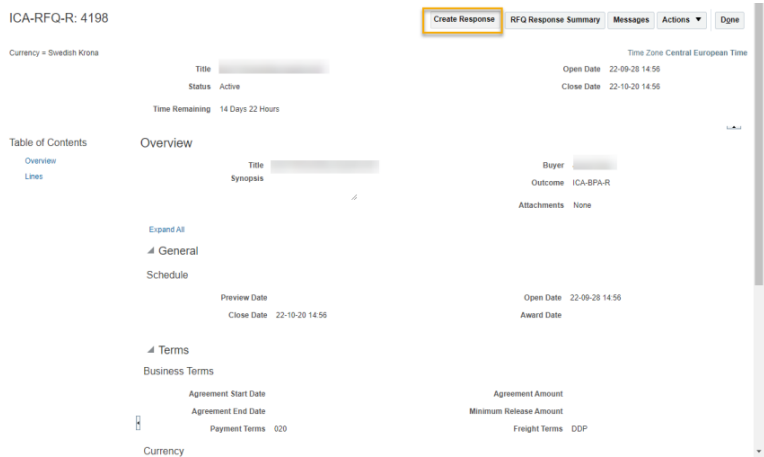


Log in to Supplier Portal and from the home page click *Negotiations, Agreements, Orders & Profile*.

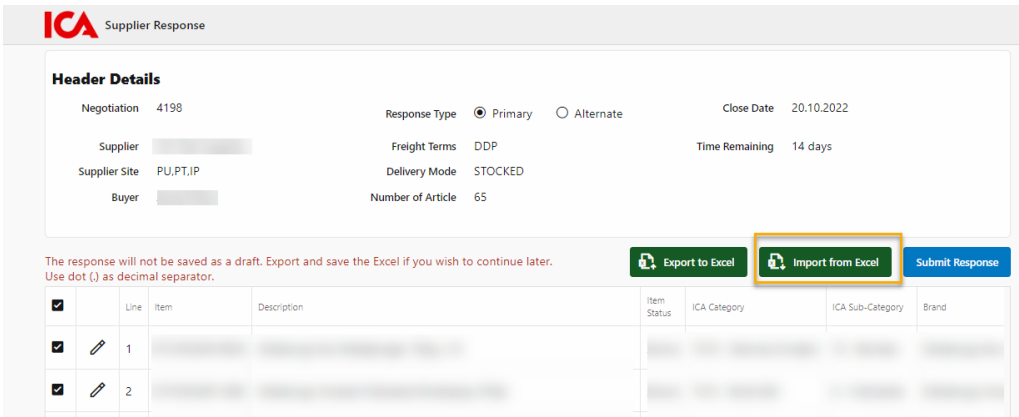
Go to *View Active Negotiations*.



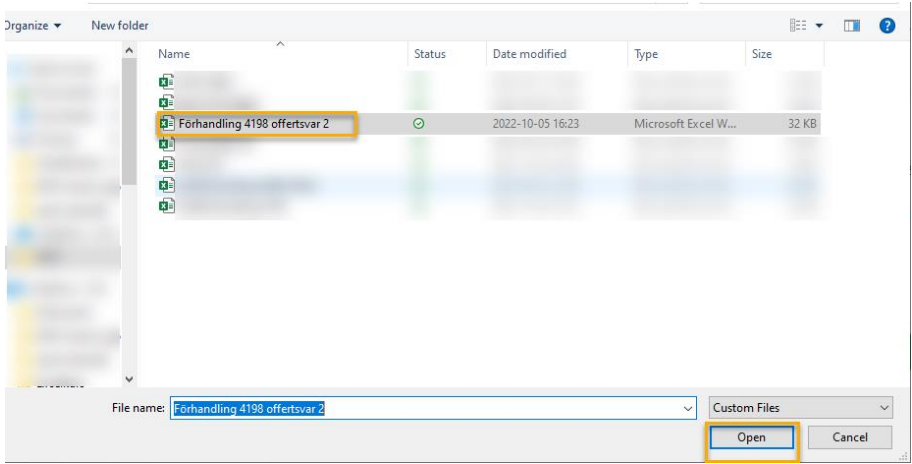
Change the search field from default "No" in Response submitted to "Yes". Then press the Search button to find the negotiation. Click on the negotiation number to enter the negotiation.



Click Create Response to create a response.



Click on *Import from Excel*.



Choose the new adjusted response file you just worked in. Click Open to upload the new file.

ICA Supplier Response

Header Details

Negotiation 4198 Response Type Primary Alternate Close Date 20.10.2022

Supplier [redacted] Freight Terms DDP Time Remaining 14 days

Supplier Site [redacted] Delivery Mode STOCKED

Buyer [redacted] Number of Article 65

The response will not be saved as a draft. Export and save the Excel if you wish to continue later. Use dot (.) as decimal separator.

[Export to Excel](#) [Import from Excel](#) [Submit Response](#)

<input checked="" type="checkbox"/>	Line	Item	Description	Cost UOM	List Price per Trade Unit	List Price per Base Unit
<input checked="" type="checkbox"/>	1			Each	207.0000	14.7857
<input checked="" type="checkbox"/>	2			Each	1,097.2200	23.3451
<input checked="" type="checkbox"/>	3			Each	1,755.0000	22.5000
<input checked="" type="checkbox"/>	4			Each	160.3200	20.0400
<input checked="" type="checkbox"/>	5			Each	292.5000	22.5000
<input checked="" type="checkbox"/>	6			Each	292.5000	22.5000
<input checked="" type="checkbox"/>	7			Each	1,476.0000	20.5000

Check that the item lines are updated in the web interface

Header Details

Negotiation 4198 Response Type Primary Alternate Close Date 20.10.2022

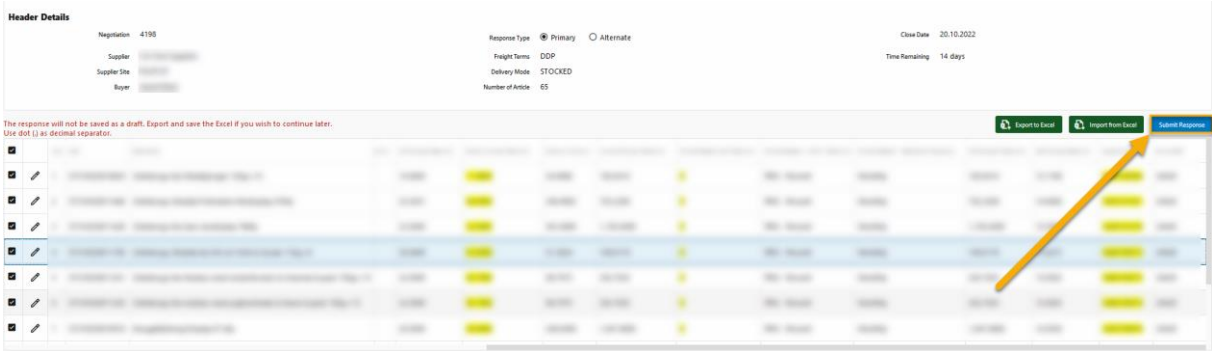
Supplier [redacted] Freight Terms DDP Time Remaining 14 days

Supplier Site [redacted] Delivery Mode STOCKED

Buyer [redacted] Number of Article 65

The response will not be saved as a draft. Export and save the Excel if you wish to continue later. Use dot (.) as decimal separator.

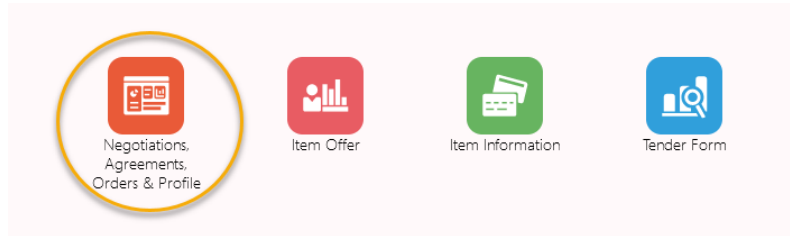
[Export to Excel](#) [Import from Excel](#) [Submit Response](#)



Click on *Submit*.
Now the adjust response is submitted.

Method 2

If you edited directly in the interface when you made the first quote, you do not have a previous quote file to start from as with Method 1.

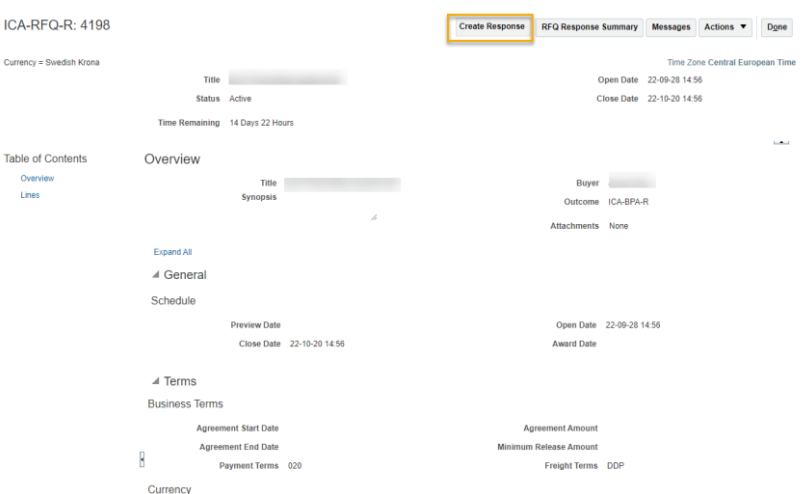


Log in to Supplier Portal. Från startsidan klicka på *Negotiations, Agreements, Orders & Profile*.

Go to *View Active Negotiations*.



Change the search field from default "No" in Response submitted to "Yes". Then press the Search button to find the negotiation. Click on the negotiation number to enter the negotiation.



Click on *Create Response*.

ICA Supplier Response

Header Details

Negotiation 4191 Response Type Primary Alternate Close Date 30.11.2022

Supplier ICA Test Supplier. Freight Terms DDP Time Remaining 61 days

Supplier Site PU,PT,JP Delivery Mode STOCKED

Buyer [redacted] Number of Article 65

The response will not be saved as a draft. Export and save the Excel if you wish to continue later.
Use dot (.) as decimal separator.

[Export to Excel](#) [Import from Excel](#) [Submit Response](#)

Line	Item	Description	ICA Sub-Category	Brand	Net Content	Net Content UOM	Seasonal item	Quantity of base GTNs in package	Pack type
1	07310	[redacted]	[redacted]	[redacted]	120	Gram	No	14	CASE
2	07310	[redacted]	[redacted]	[redacted]			No	47	CASE
3	07310	[redacted]	[redacted]	[redacted]			No	78	CASE
4	07310	[redacted]	[redacted]	[redacted]	110	Gram	No	8	CASE

Now you can enter all price information from the beginning. Prices and discounts are now the same as they were when the negotiation started, the details of the first quote are no longer there. You can use Excel file or edit directly in the interface. See detailed descriptions in [chapter 6. News Items negotiation - Reponse.](#)

10. BPA – Blanket Purchase Agreements

Here you will find general information about Blanket Purchase Agreements plus instructions for how to navigate in *Manage Agreements* in order to find your BPAs in the Supplier Portal. We also inform you how to approve a change in an existing BPA that's been submitted by the Buyer.

BPA Supplier BPA Lines Supplier BPA Lines Supplier 1 V1

ICA BPA-R

Header Details

Procurement BU	Agreement Number	Buyer	Start Date	End Date	Supplier	Freight Terms	Delivery Mode	Currency	Contract Reference
ICA	5284	David Råbgerger	2019/03/26		ICA leverantör filtv	DDP	Direct Delivery	SEK	

Line Details

Line Number	Category	GTIN	Brand	Description	Seasonal item (yes/no)	Quantity of base GTNs in package	Cost UOM	List price per Trade Unit	Discount % per Trade Unit	Discount amount per Trade Unit	Invoice Price per Trade Unit	Format Rebate 1 per Trade Unit	Format Rebate 2 UOM - Trade Unit	Format Rebate Settlement frequency	Expiration date (YYYY/MM/DD)	Supplier Item no
1	7266 - Påläggsgost	9739372019423 5	-	Präst 35% mellan	No	10	Each	80.0000	0.00	0.0000	80.0000	19.00	PRO - Percent	Monthly		
2	7266 - Påläggsgost	9739372015411 2	-	Gräddost mild 38%	No	8	Each	80.0000	0.00	0.0000	80.0000	19.00	PRO - Percent	Monthly		
3	7259 - Matlagning mejeri	1734013132207 8	-	Gräddfil	No	8	Each	250.0000	12.00	30.0000	220.0000		PRO - Percent	Monthly		
4	7256 - Mjolk	3735004614190 3	-	Mjolk	No	120	Each	200.0000	12.00	24.0000	176.0000		PRO - Percent	Monthly		

A BPA (Blanket Purchase Agreement) consists of a header followed by lines.

The *BPA Header Details* features agreement terms:

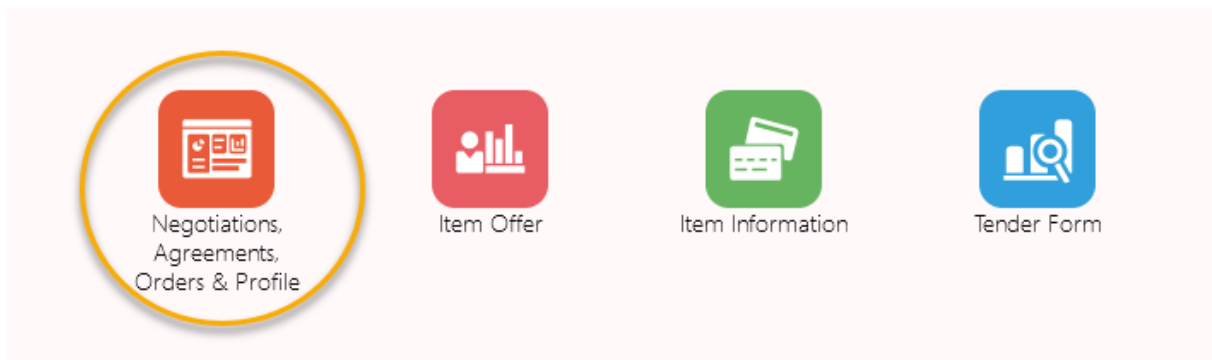
- **Agreement Number:** Generated number for the agreement. Renewed after every concluded negotiation
- **Buyer**
- **Start Date:** Start date for the agreement

- *End Date*: End date for the agreement (often not entered)
- *Supplier*
- *Freight Terms*
- *Delivery Mode*
- *Currency*

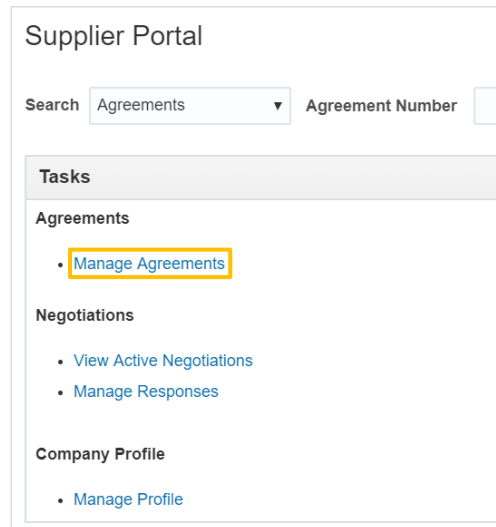
Next is the section *BPA Line Details* which shows the information at trade item level. Note: this section is also available inside each negotiation response through pressing the button BPA Validate.

- *Cost UoM*: The unit of measurement for the listed price, either kilo or piece
- *List price per Trade Unit*
- *Discount %*
- *Invoice Price Per Trade Unit*
- *Format Rebate 1 & UoM*
- *Format Rebate 1 Settlement Frequency*
- *Supplier Item no*

Finding BPAs



Click *Negotiations, Agreements, Orders & Profile* on the Supplier Portal home page.



Click *Manage Agreements* in the menu to the left.

Search Results

Agreement	Description	Buyer	Status	Change Order	Start Date	End Date	Currency	Freight Terms	Payment Terms
15188	Orderline FICA	Andersson, ...	Open		20-08-10		SEK	FCA	030
15187	Orderline Transport from 2016-10-01 to 2016-10-01	Andersson, ...	Open	1	20-08-10		SEK	DDP	070
15185	Orderline	Andersson, ...	Open		20-04-27	20-08-09	SEK	DDP	070
15172	Orderline	Gustafsson, ...	Open		20-04-21		SEK	FCA	035

Click the button *Search* in order to search all your BPAs. Scroll down to see the result. Next, click the serial number in the column *Agreement* in order to open the BPA.

ICA-BPA-RV: 15188

BPA Line Details Supplier Actions Done

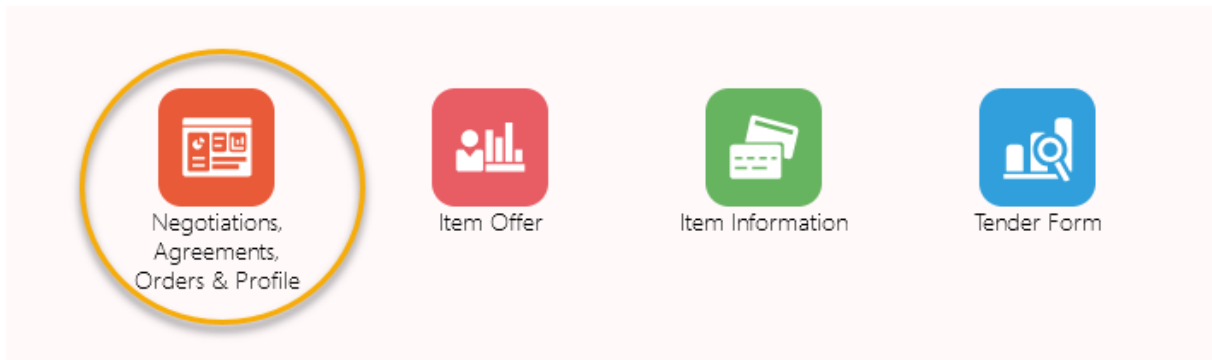
Main

General

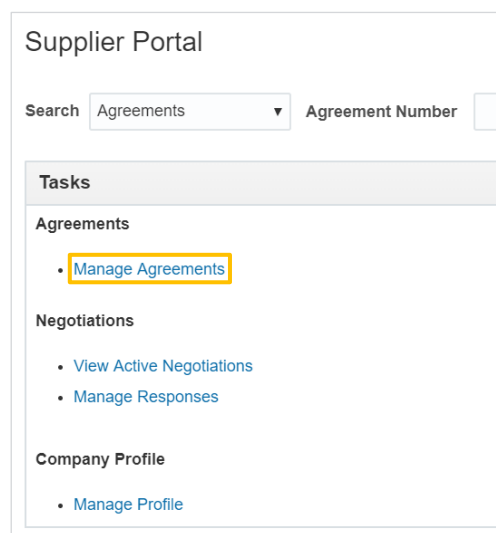
Procurement BU	SEK	Supplier	SEK	Start Date	2016-10
Agreement	15188	Supplier Site	SEK	End Date	
Status	Open	Supplier Contact	SEK	Description	Orderline FICA
Buyer	Andersson, ...				
Creation Date	2016-10				

Click the button *BPA Line Details Supplier* in order to look over the purchase agreement in its entirety.

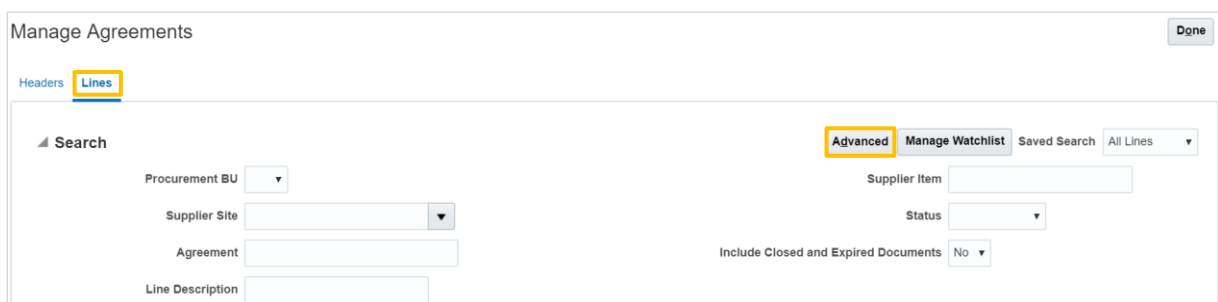
Find the BPA on the level of individual items



Click *Negotiations, Agreements, Orders & Profile* on the Supplier Portal home page.



Click *Manage Agreements* in the menu to the left.



Click the tab *Lines* in order to find agreements on the level of individual items. Next, click *Advanced*.

Click *Add fields* and select *Item*.

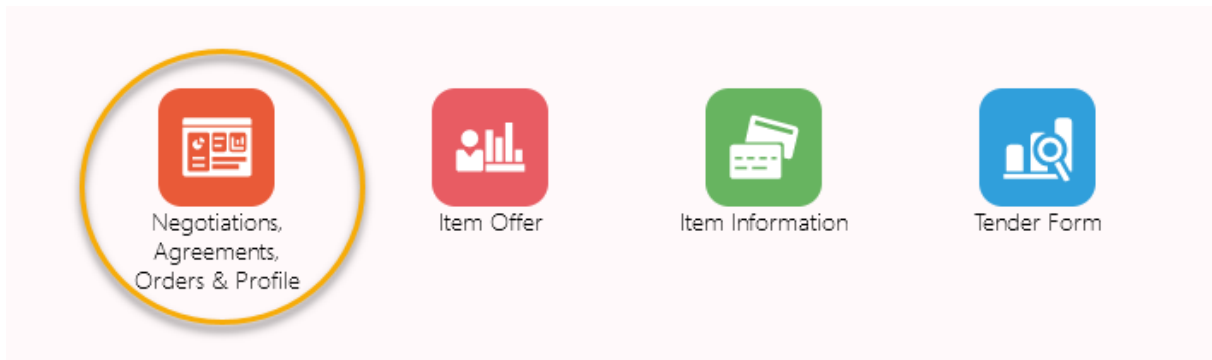
Agreement	Supplier Site	Line	Line Description	Supplier Item	UOM	Price	Released Amount	Currency	Expiration Date	Status	Creation Date
15188	Lager_013_35	1	Kategori_200421_Makeup_10		Each	9.48	0.00	SEK		Open	20-04-23

In the search field *Item*, enter the GTIN for the trade item you wish to use for your search. Use the GTIN which belongs to the item's orderable unit. Click *Search*.

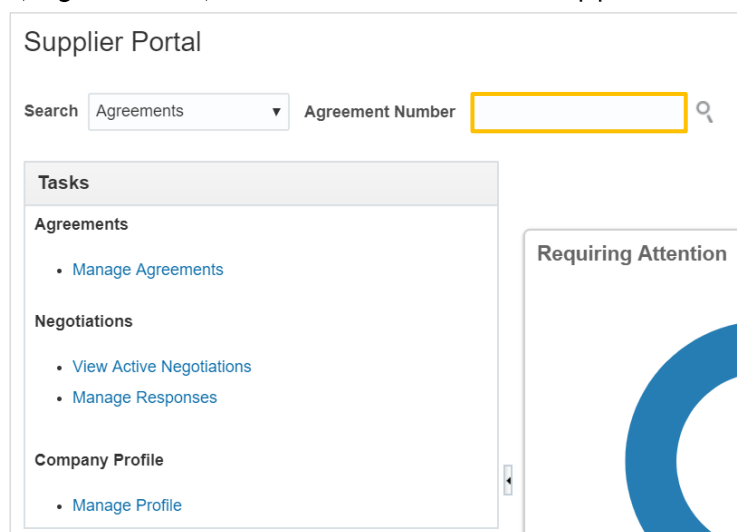
Next, click the number in the column *Agreement*. You will now reach the purchase agreement which the trade item belongs to.

Finally, click the tab *BPA Line Details Supplier* in order to look over the purchase agreement in its entirety.

Quick search on BPA numbers



Click *Negotiations, Agreements, Orders & Profile* on the Supplier Portal home page.



Enter the BPA serial number in the field *Agreement Number*. Next, click the magnifying glass.

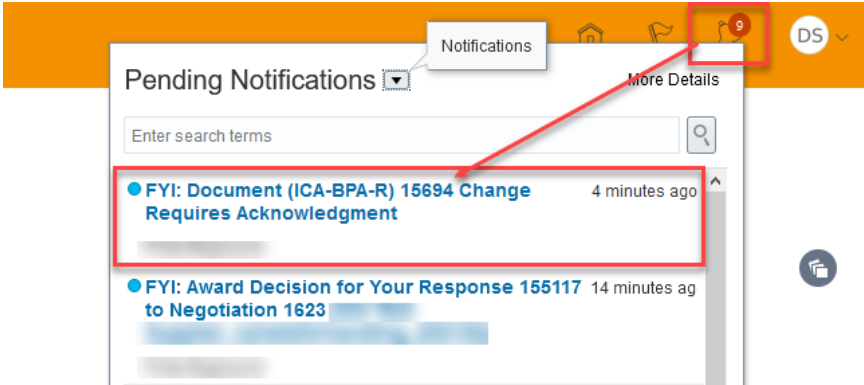
Now you've reached the agreement.

11. Approving a change in BPA

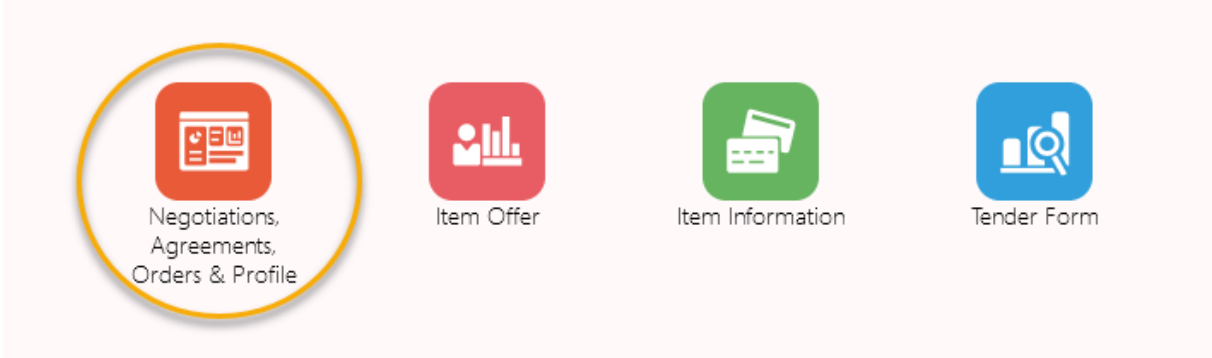
Sometimes a buyer will make a change to an existing BPA in accordance with the supplier. Here we will tell you how you as a supplier can approve this change.

You will receive a notification that there's a change that requires acknowledgment.

Scenario 1:



When the buyer makes a change in an existing BPA you will receive a notification in the Supplier Portal that there is a change that requires acknowledgment.



Click *Negotiations, Agreements, Orders & Profile* on the Supplier Portal home page.

Supplier Portal

Search Agreement Number

Tasks

Agreements

- **Manage Agreements**

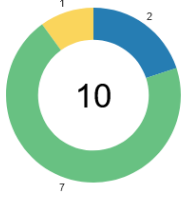
Negotiations

- View Active Negotiations
- Manage Responses

Company Profile

- Manage Profile

Requiring Attention



10

- Agreements to Acknowledge: 2
- Negotiations Closing Soon: 7
- Negotiation Responses: 1

Recent Activity
Last 30 Days

- Negotiation invitations: 2
- Negotiation responses awarded or rejected: 8
- Agreements changed or canceled: 2
- Agreements opened: 9

Supplier News

1. Click on Manage Agreements.

Manage Agreements Done

Headers Lines

Search

Procurement BU

Supplier Site

Agreement

Advanced Manage Watchlist Saved Search All Agreements

Status

Include Closed and Expired Documents No

Search Results

Actions View Format Freeze Detach Wrap

Agreement	Description	Buyer	Status	Change Order	Start Date	End Date	Currency	Freight Terms	Payment Terms
No search conducted.									
Columns Hidden 29									

2. In Manage Agreements click on the button *Search*.

Manage Agreements Done

Headers Lines

Search

Advanced Manage Watchlist Saved Search All Agreements

Search Results

Actions View Format Freeze Detach Wrap

Agreement	Description	Buyer	Status	Change Order	Start Date	End Date	Currency	Freight Terms	Payment Terms
15695	Renewed from BPA 15610 (RFQ: 1605)	Magnuson, ...	Open		21-04-19		SEK	DDP	020
15694	Renewed from BPA 15625 (RFQ: 1523)	Magnuson, ...	Open	1	21-08-09		SEK	DDP	020
15682		Totangu, Omar	Open		21-04-09	21-06-18	SEK	DDP	020
15670		Totangu, Omar	Open	1	21-04-07		SEK	DDP	020

3. You will now see a list with different BPAs. In the tab *Change Order* you will see a digit – click on that one. (If this is the first time the BPA is changed, the digit will be 1. The number will increase for each change.)

Lines

Line	Item	Description	Category Name	UOM	Price	Expiration Date	Change Reason	Details
1	22103041109847	News	7132 - Lask	Each	4.9000			
+	20000054138005	Vanilj Fruktivarjoghurt Vanilla 180g 5	7264 - Smámiál kjóða	Each	5.0000			

Columns Hidden: 13

- In this sample change, we have added an item to an approved BPA. In such cases, the new item will appear at the bottom of the present view. The plus sign (+) signifies an addition.


Initiating Party Buyer
 Initiator Frida

- Click *Acknowledge* in order to either approve or reject the change.

Acknowledge Change Order: null

Change Order	Creation Date	Initiating Party
Description	Status	Initiator
Procurement BU ICA Agreement 15594 Status Open Buyer Frida Creation Date 21-04-12 Supplier Agreement	Supplier ICA Test Supplier Supplier Site PUJPTJP Supplier Contact Demo1 Supplier1 Communication Method None	Start Date 21-09-09 End Date Agreement Amount Minimum Release Amount Released Amount 0.0000 GEK Description Renewed from BPA:15025 (RFQ: 1623)

- If the change is correct, click *Accept*. Otherwise, click *Reject* and inform the buyer that something is wrong.

 **Warning** ✕

The change order will be accepted. Do you want to continue? (PO-2055009)

- Once you approve a warning will appear as a last verification. If you are sure about approving the change, click *OK*.

- The change has now been acknowledged and approved.

Scenario 2

In this scenario, you and the buyer have agreed on one more change to the BPA. Follow the steps 1 & 2 just like in the previous scenario.

Manage Agreements Done

Readers Lines

Search Advanced Manage Watchlist Saved Search All Agreements

Search Results

Actions View Format Freeze Detach Wrap

Agreement	Description	Buyer	Status	Change Order	Start Date	End Date	Currency	Freight Terms	Payment Terms
15695	Renewed from BPA 15610 (RFQ: 1605)	Magnuson, ...	Open		21-04-19		SEK	DDP	020
15694	Renewed from BPA 15625 (RFQ: 1623)	Magnuson, ...	Open	2	21-08-09		SEK	DDP	020
15682			Open		21-04-09	21-06-18	SEK	DDP	020

The digit 1 has now become the digit 2 since it's the second time a change happens to the BPA. Click the digit 2.

Change Order: 2 Acknowledge View PDF Actions Done

Procurement BU ICA Agreement 15694 Status Open Start Date 21-08-16 End Date Buyer Frida Magnuson Creation Date 21-04-12

Supplier ICA Test Supplier Supplier Site PU,PT,JP Supplier Contact Supplier1, Demo1 Supplier Agreement Communication Method

Agreement Amount Minimum Release Amount Released Amount 0.0000 SEK Description Renewed from BPA 15625 (RFQ: 1623)

Terms Notes and Attachments

Acknowledgment Due Date 21-04-16 Payment Terms 020 Shipping Method Freight Terms DDP

Additional Information

Contract Reference Delivery Mode Stocked Pickap Address Brand Owner Wholesaler Brandowner / Wholesaler BPA Not For Price List False

Bulk Import Program Run Details RFQ Attributes Copied Vendor Bonus Settlement Frequency Vendor bonus UOM Vendor bonus Vendor Bonus Limit UOM Vendor Bonus Upper Limit

Vendor Bonus 1 Vendor Bonus Upper Limit 1 Vendor Bonus 2 Vendor Bonus Upper Limit 2 Vendor Bonus 3

Lines

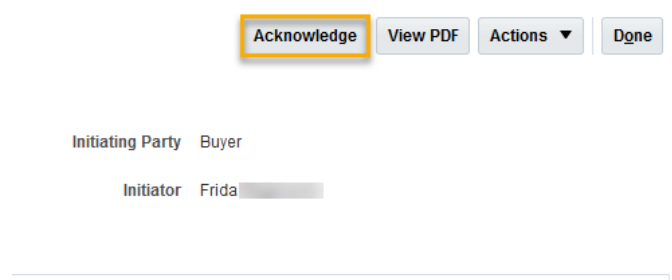
Line	Item	Description	Category Name	UOM	Price	Expiration Date	Change Reason	Details
1	22103041109847	News flag test 1	7132 - Lask	Each	4.9000			
2	20000054138005	Danio Vanilj Fruktkarglyoghurt Vanilla 180g 6	7264 - Småmjli kyda	Each	5.0000			
3	30011210002501	Buffalo Style Hot Sauce	7196 - Småsaattn...	Each	10.0000			

Main

General

Procurement BU ICA Agreement 15694 Status Open Start Date 21-08-16 End Date Buyer Frida Magnuson Creation Date 21-04-12

This time two things have changed in the agreement: there is a new start date, and one more item has been added.



In order to approve or reject the change, click *Acknowledge* and then either *Accept* or *Reject* – just like in the first scenario.

12. Manage negotiations and responses

Here you will find instructions for how to manage negotiations and responses in the Supplier Portal.

Negotiations

Click *Negotiations*, *Agreements*, *Orders & Profile* on the Supplier Portal home page, then go to *View Active Negotiations* for an overview over your currently active negotiations.

Active Negotiations Done

Time Zone: Central European Time

Search Manage Watchlist Saved Search Open Invitations

** At least one is required

** Negotiation

** Title

** Negotiation Close By yy-mm-dd

** Invitation Received Yes

Response Submitted No

Negotiation Open Since yy-mm-dd

Search Reset Save...

Search Results

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

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages
602		ICA-RFQ-RV	83 Days 11 Hours	20-07-15 02:00	0		0
601		ICA-RFQ-R	83 Days 11 Hours	20-07-15 02:00	0		0

Columns Hidden 6

Here you can:

- Look over active negotiations which you have been invited to
- Acknowledge participation
- Create responses

Note the columns:

- *Negotiation*: Serial number for the negotiation. Click this number in order to open the negotiation.
- *Title*: The name of the negotiation
- *Time Remaining*: The time that’s left until the negotiation closes.
- *Unread Messages*: Messages not yet read in the negotiation

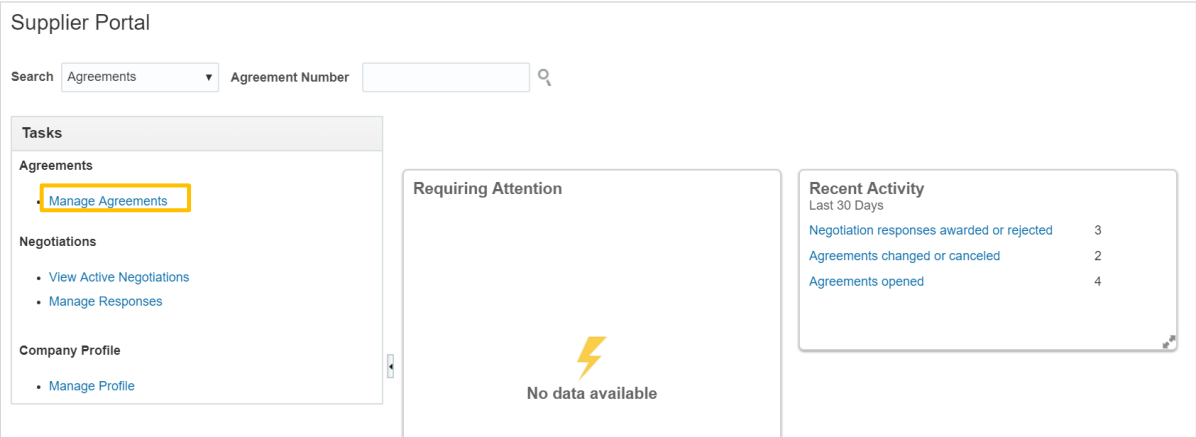
NOTE! If you have sent in your response you have to change in the search field.



Change from preinstalled ”No” in the response submitted to ”Yes”. Click on ”Search” to find the negotiation.

Responses

When you create a quote, it is not actually saved in the system until after you submit it by clicking Submit. The offer then gets the status Active and becomes visible in Manage Responses.



Manage Responses

Search

** Negotiation Title
** Negotiation
** Response

** Response Status
Line Description

Advanced Manage Watchlist Saved Search Active or Draft Responses

Time Zone Central European Time

Search Reset Save...

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
	Active			ICA-RFO-R	9 Days 9 Hours	0	
	Active			ICA-RFO-RV	9 Days 9 Hours	0	
	Active			ICA-RFO-R	15 Days 22 Hours	0	
	Active			ICA-RFO-R	15 Days 22 Hours	0	
	Active			ICA-RFO-R	19 Days 9 Hours	0	
	Draft			ICA-RFO-RV	22 Days 9 Hours	0	
	Active			ICA-RFO-RV	22 Days 9 Hours	0	
	Active			ICA-RFO-RV	22 Days 9 Hours	0	
	Active			ICA-RFO-RV	22 Days 18 Hours	0	
	Active			ICA-RFO-R	23 Days 9 Hours	0	
	Active			ICA-RFO-R	23 Days 9 Hours	0	
	Active			ICA-RFO-R	23 Days 9 Hours	0	
	Active			ICA-RFO-R	23 Days 9 Hours	0	

Here you see your submitted quotes and can see which quote numbers they have and which negotiation they belong to.

13. Terms and abbreviations

Blanket Purchase Agreement (BPA)	Purchase Agreement, replacing “Bilaga 3a” and “Exhibit 3”.
Freight Terms	Terms for freight (included in listprice or not)
Delivery Mode	Direct to stores or via warehouse
Requirements	Terms for an agreement
Lines	Trade items and associated information
Negotiation Type	Defines types of negotiation such as those needing discount information (Company Labels) and/or volume information (Private Labels)
Negotiation Template	RFQ-mall (Request for Quotation) som utgör ICA-anpassade förhandlingsunderlag
Open Date	Date for when ICA opens the negotiation; after this date the supplier can send in responses
Close Date	Date for closing the negotiation; after this date no more responses will be received
Open Invitations	Invitations to negotiations that haven't started yet
Expiring Agreements	Agreements whose end dates are approaching
Response type	Two values, Primary and Alternate response type
Award decision	The decision that concludes the negotiation
Supplier Site	Attribute defining the terms of requirements that have been negotiated, such as PU GLN, flow of logistics and payment terms.
Item	GTIN
Description	Product Description
Start Price/Current Price	The price that has been offered in (for new/reoffered items) or the currently active price (for active items in renegotiation)
Start Discount(%)/Current Discount(%):	The discount that has been offered in (for new/reoffered items) or the currently active discount (for active items in renegotiation)
Cost UOM	The unit of measurement for the offered or currently active pris (kilo or each)

14. Contact

If you have further questions about the Supplier Portal, you are welcome to contact us at supplier support.

When you contact us, please send a description and screenshot of your problem and attach relevant files. This is so that we can give you as good and fast support as possible.

If you have general questions, you will find them in our FAQ document on Levnet.
https://levnet.ica.se/leverantorsportalen2.0_1

You can reach us via e-mail: supplier.support@ica.se

If you are an Food A-brand supplier please subscribe to our newsletter to receive the latest information:

[Click here.](#)