

## *Supplier Portal*



**Renegotiation**

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### 1. Introduction

Welcome to ICA's Negotiation Manual. This manual will help you with guidance and advice in how to:

- Create and conduct a renegotiation in ICA's Supplier Portal for items that are existing and active today in ICA's assortment
- Conduct a renegotiation that's been created by ICA in ICA's Supplier Portal

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.

## 2. Process for Negotiations – Overview

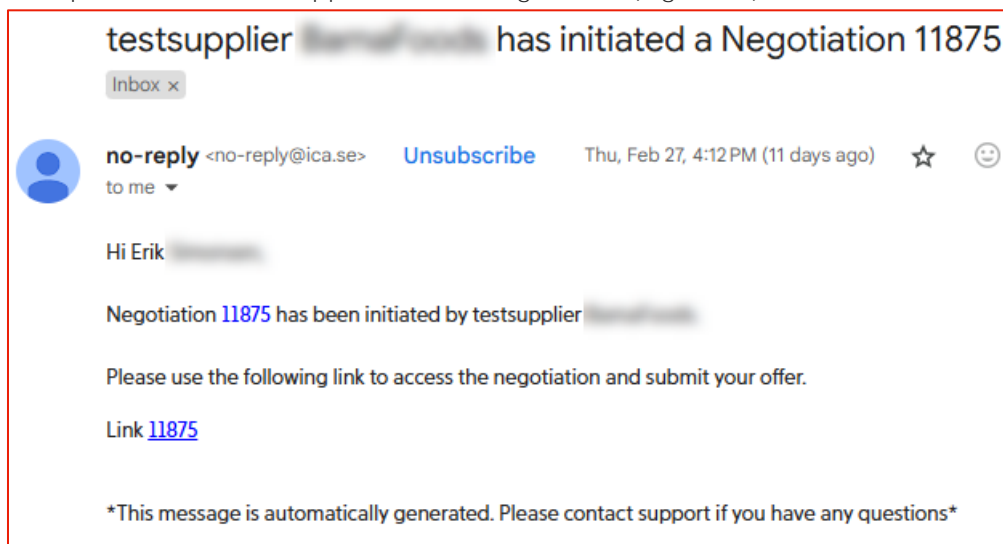
### Alternative 1 – Supplier initiates:



The supplier creates the renegotiation in the Supplier Portal based on the Price Agreement. The supplier initiates the renegotiation with ICA buyer and create a first offer. For the supplier, the process of the renegotiation consists of 4 main steps:

1. Create a Renegotiation in the Supplier Portal
2. Send in your first offer to the created renegotiation
3. Attach documents supporting your motivation for renegotiation
4. Approve new Price Agreement

Example of email when supplier initiates negotiation (e.g. 11875):



## Alternative 2 – ICA initiates:



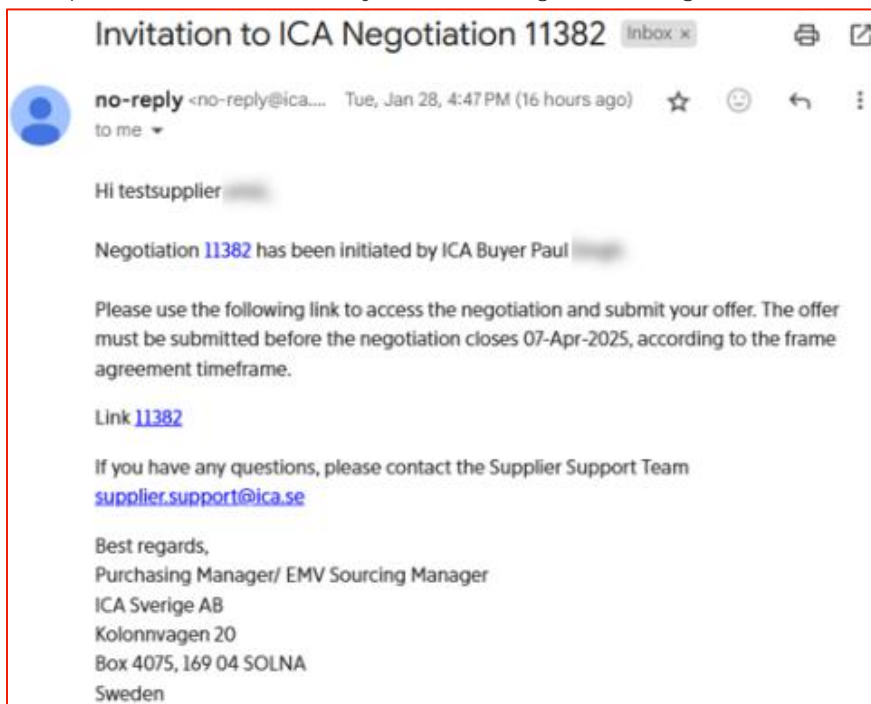
ICA creates the renegotiation based on a Price Agreement or, alternatively, based on the agreement requirements that the buyer or the supplier wish to use as a basis for negotiation. The buyer will then invite the supplier to a renegotiation which the supplier will be notified of by a generated e-mail.

After this the negotiation will take place in the system, resulting in a Price Agreement.

For the supplier, the process for this type of negotiation consists of 3 main steps:

1. Review the requirements and acknowledge participation
2. Create and submit an offer
3. Approve Price Agreement

Example of email when ICA buyer initiates negotiation (e.g. 11382):



### 3. Renegotiation Scenarios

A renegotiation can be started either by ICA or by the supplier. Suppliers can create renegotiations directly in the Supplier Portal. Here we have listed different scenarios for how a renegotiation may begin.

#### Renegotiation:

- Renegotiations of existing, active items may be initiated by the supplier directly in the Supplier Portal  
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 items may also be started by ICA through the buyer contacting the supplier and inviting them to a negotiation

#### Private Label Items

If you are a supplier of Private Label items, you negotiate these outside the Supplier Portal unless otherwise 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 new negotiations and renegotiations. Contact your purchasing manager.

#### Bargain deal items

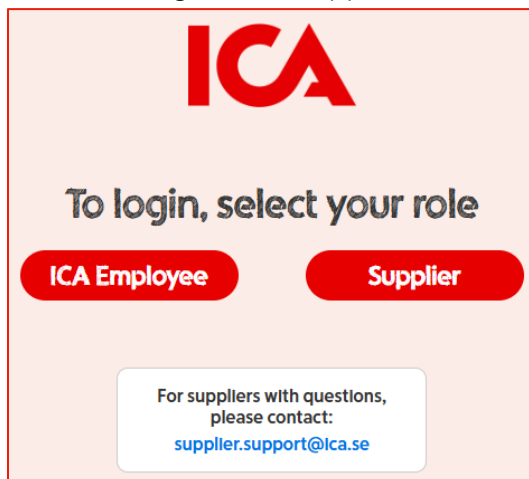
Bargain deal items will continue to be processed according to existing routines outside the Supplier Portal. Contact your Category Manager and your Buyer if you wish to negotiate over bargain deal items.

## 4. Negotiation - Start

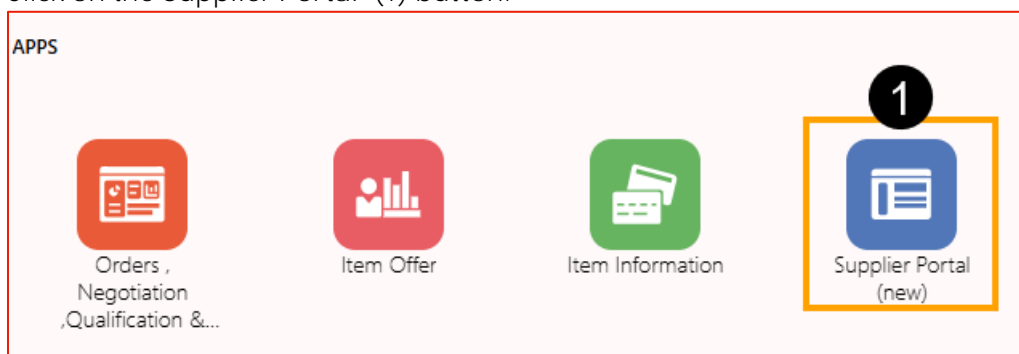
### ICA Supplier portal

Log in to the [Supplier Portal](#) and follow the steps below.

Click [here](#) to go to the Supplier Portal. Click the Supplier button:

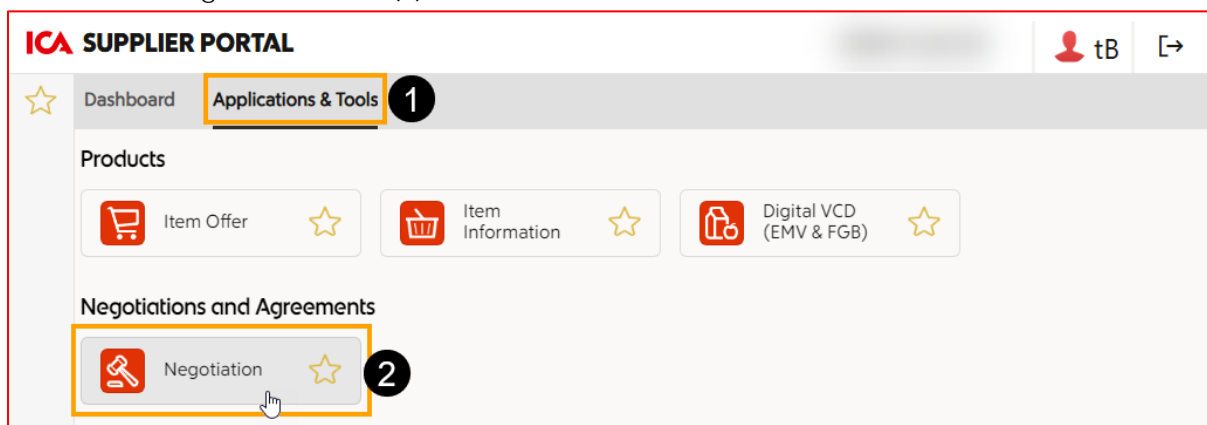


Click on the Supplier Portal\*(1) button:



Note: "Item Information" is only used by Fruit, Vegetables and Flower suppliers.  
(\*new Supplier Portal live 2025-02-27)

On the start page of the Supplier Portal, click on the Applications & Tools menu tab (1) and then on the Negotiation icon (2):



## Manage Negotiation - Overview

This negotiation guide describes the functionality where you, as a user (supplier), can get an overview of existing negotiations in different statuses. From here you can navigate to the detailed view of an individual negotiation or create a new renegotiation or new item negotiation.

The Manage negotiation page is divided into three different tabs:

All, Open and Completed:

**ICA SUPPLIER PORTAL** Negotiation

Home **Manage Negotiation** Manage Agreements

All Open Completed

Draft negotiation- Requires user input

Offer status	Negotiation number	Negotiation title	Buyer	Qty of Items	Close date	Number of offers
No offer included	11674	RS_ AB_STOCKED_Draft	Erik	21	18-Apr-2025 (66 days left)	0

Search for negotiation number, title, description

Create negotiation

Ongoing negotiations

2 negotiation(s)

Offer status	Negotiation number	Negotiation title	Buyer	Qty of Items	Close date	Number of offers
Waiting for reply	11543	RI_ AB_STOCKED_20250207	Katarina	4	11-Apr-2025 (59 days left)	2
Offer received	11542	RI_ AB_STOCKED_20250207	Katarina	41	11-Apr-2025 (59 days left)	1

**ICA SUPPLIER PORTAL** Negotiation

Home **Manage Negotiation** Manage Agreements

All Open Completed

In the All tab, it is possible for the supplier user to view all negotiations statuses.

- Search functionality: (Negotiation number, title, description) (One search bar for all).

**ICA SUPPLIER PORTAL** Negotiation

Home **Manage Negotiation** Manage Agreements

All Open Completed

Search for negotiation number, title, description

All negotiations

23 negotiation(s)

Offer status	ID	Negotiation title	Buyer	Qty of Items	Close date	Number of offers
No offer included	5988	RS_ AB_DIRECT_Draft	Victor	8	13-Jan-2025 (73 days left)	0
Awarded	5808	NI_ AB_DIRECT_20241029	Paul	1	09-Feb-2026 (465 days left)	1
Awarded	5728	RI_ AB_STOCKED_20241029	David	115	13-Jan-2025 (73 days left)	2
Offer received	5636	RI_ AB_DIRECT_20241031	gustav	1	30-Nov-2024 (29 days left)	3
Awarded	5633	RI_ AB_STOCKED_20241028	gustav	4	29-Nov-2024 (28 days left)	1
Awarded	4889	RI_ AB_STOCKED_20241022	gustav	6	06-Jan-2025 (66 days left)	2
Offer received	4806	NI_ AB_DIRECT_20241022	Käre	10	12-Jan-2026 (437 days left)	1
No offer included	3990	RI_ AB_EHL DELIVERY_20241016	Swagnd	1	23-Dec-2024 (52 days left)	0
Offer received	3932	RI_ AB_EHL DELIVERY_20241003	Javed	1	16-Dec-2024 (45 days left)	1
No offer included	3921	RS_ AB_DIRECT_Draft	Victor	1	16-Dec-2024 (45 days left)	0
Waiting for reply	3915	RS_ AB_STOCKED_20241003	Paul	1	16-Dec-2024 (45 days left)	1



In the Open tab, the supplier user can view all open and draft negotiations.

Upper segment **“Draft negotiations - requires user input”** (A) - requires user action to move from Draft to Open status. Lower segment **“Ongoing negotiations”** (B) are ongoing open negotiations.

- Search functionality (Negotiation number, title, description) (One search bar for all).

Home

Manage Negotiation

Manage Agreements

All

Open

Completed

Draft negotiation- Requires user input

A

Offer status	ID	Negotiation title	Buyer	Qty of Items	Close date
No offer included	5988	RS_... AB_DIRECT_Draft	Victor	8	13-Jan-2025 (73 days left)
No offer included	3921	RS_... AB_DIRECT_Draft	Victor	1	16-Dec-2024 (45 days left)
No offer included	3902	RS_... EHL DELIVERY_Draft	Victor	1	16-Dec-2024 (45 days left)
No offer included	3901	RS_... EHL DELIVERY_Draft	Victor	6	16-Dec-2024 (45 days left)
No offer included	3900	RS_... EHL DELIVERY_Draft	Victor	1	16-Dec-2024 (45 days left)
No offer included	3899	RS_... AB_DIRECT_Draft	Victor	1	16-Dec-2024 (45 days left)
No offer included	3873	RS_... STOCKED_Draft	Victor	3	16-Dec-2024 (46 days left)

Search for negotiation number, title, description

Create new negotiation

Ongoing negotiations

B

7 negotiation(s)

Offer status	ID	Negotiation title	Buyer	Qty of Items	Close date
Offer received	5636	RI_... AB_DIRECT_20241031	gustav	1	30-Nov-2024 (29 days left)
Offer received	4806	NI_... AB_DIRECT_20241022	Kåre	10	12-Jan-2026 (437 days left)
No offer included	3990	RI_... AB_EHL DELIVERY_20241016	Swapnil	1	23-Dec-2024 (52 days left)
Offer received	3932	RI_... AB_EHL DELIVERY_20241003	Javed	1	16-Dec-2024 (45 days left)
Waiting for reply	3915	RS_... AB_STOCKED_20241003	Paul	1	16-Dec-2024 (45 days left)
Waiting for reply	3840	RI_... AB_EHL DELIVERY_20241001	Paul	1	16-Dec-2024 (45 days left)
No offer included	3760	RI_... AB_EHL DELIVERY_20240930	Paul	1	16-Dec-2024 (45 days left)

In the Completed tab, the supplier user can view negotiations with status completed.

- Search functionality (Negotiation number, title, description) (One search bar for all).

Home <b>Manage Negotiation</b> Manage Agreements						
All Open <b>Completed</b>						
<input type="text" value="Search for negotiation number, title, description"/>						
<b>Completed negotiations</b>						
8 negotiation(s)						
Offer status	ID	Negotiation title		Buyer	Qty of Items	Close date
Awarded	5808	NI_... AB_DIRECT_20241029		Paul	1	09-Feb-2026 (465 days left)
Awarded	5728	RI_... AB_STOCKED_20241029		David	115	13-Jan-2025 (73 days left)
Awarded	5633	RI_... AB_STOCKED_20241028		gustav	4	29-Nov-2024 (28 days left)
Awarded	4889	RI_... AB_STOCKED_20241022		gustav	6	06-Jan-2025 (66 days left)
Awarded	3878	RS_... AB_EHL DELIVERY_20241002		Paul	1	16-Dec-2024 (45 days left)

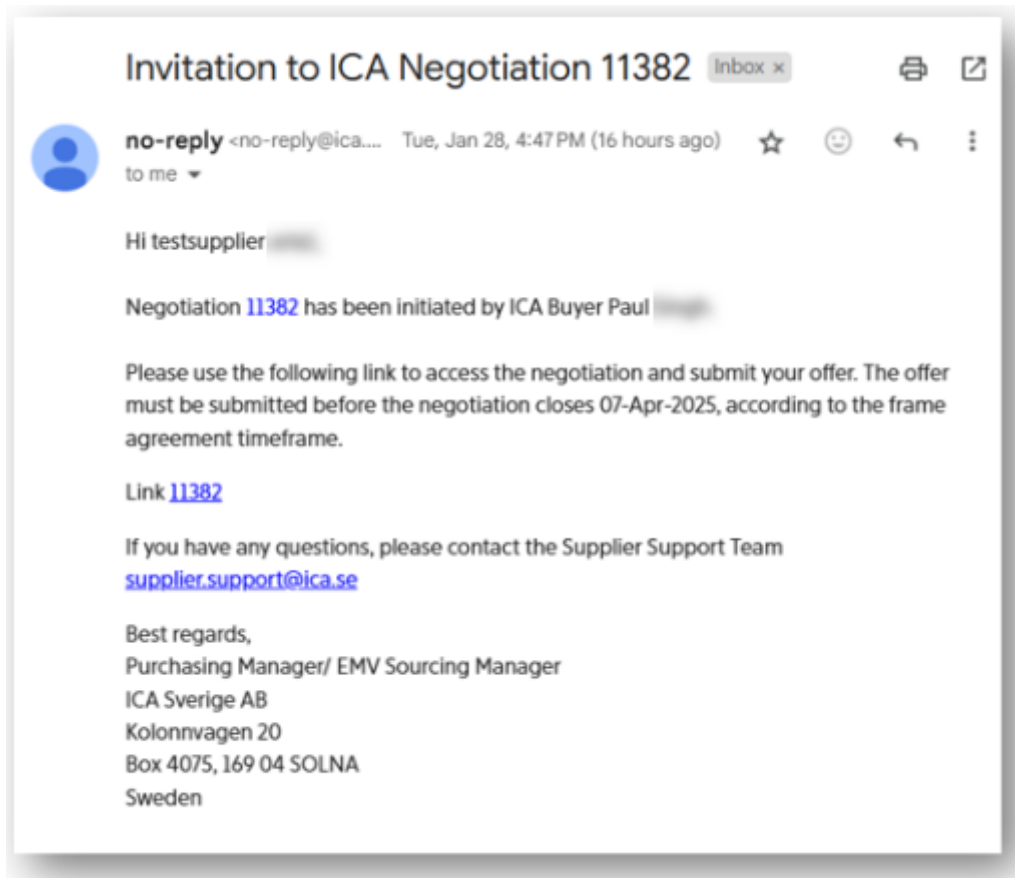
Independent on which tab the user is on:

- Clicking on a negotiation row should take the user to that specific negotiation overview page.
  - Clicking on the “Offer status badge” takes the user directly to the offer tab of that negotiation.
- The attribute latest offer status is used to visualize for the user about the current status of the negotiation and if an action needs to be performed by the supplier or the buyer:
  - Draft: Only shown if there are no other offers
  - No offer included: No offers are included in the negotiation
  - Waiting for reply: Offer is sent to counterpart (ICA)
  - Offer received: Offer is received from counterpart (ICA)
  - Awarded: Offer is awarded by the buyer, and prices are updated on an agreement. Negotiation is completed.

Offer status ↑↓
No offer Included
Awarded
Awarded
No offer Included
Offer received
No offer Included
Waiting for reply

## 1a. ICA initiates negotiations

If ICA initiates a negotiation, you as a user (supplier) should receive an email from the ICA buyer, inviting you to the negotiation:



To start negotiation, click on the link in the email or log in to the Supplier portal.

## 1b. Create negotiation

Follow these steps below to create a negotiation and offer which can then be published to ICA. A supplier initiates a renegotiation with ICA by going to Manage Negotiation and click Create negotiation button:

The screenshot shows the 'Manage Negotiation' page with tabs for 'All', 'Open', and 'Completed'. The 'Open' tab is selected, showing a table of draft negotiations. A search bar is present, and a 'Create new negotiation' button is highlighted with a yellow box.

Offer status	ID	Negotiation title	Buyer	Qty of Items	Close date	Number of offers
No offer included	5988	RS_... AB_DIRECT_Draft	Victor	8	13-Jan-2025 (70 days left)	0
No offer included	3921	RS_... AB_DIRECT_Draft	Victor	1	16-Dec-2024 (43 days left)	0
No offer included	3902	RS_... AB_EHL DELIVERY_Draft	Victor	1	16-Dec-2024 (42 days left)	0
No offer included	3901	RS_... AB_EHL DELIVERY_Draft	Victor	6	16-Dec-2024 (42 days left)	0
No offer included	3900	RS_... AB_EHL DELIVERY_Draft	Victor	1	16-Dec-2024 (42 days left)	0
No offer included	3899	RS_... AB_DIRECT_Draft	Victor	1	16-Dec-2024 (42 days left)	0
No offer included	3873	RS_... AB_STOCKED_Draft	Victor	3	16-Dec-2024 (43 days left)	0

Search for negotiation number, title, description

Create new negotiation

Ongoing negotiations

7 negotiation(s)

Offer status	ID	Negotiation title	Buyer	Qty of Items	Close date	Number of offers
Offer received	5636	RI_... AB_DIRECT_20241031	gustav	1	30-Nov-2024 (26 days left)	3
Offer received	4806	NI_... AB_DIRECT_20241022	Kåre	10	12-Jan-2026 (434 days left)	1
No offer included	3990	RI_... AB_EHL DELIVERY_20241016	Swagrat	1	23-Dec-2024 (49 days left)	0

In this view the user (supplier):

- Select items from one of your agreements along with one of the ICA buyers in the agreement
  - Select agreement - List all open agreements from the supplier that the user is logged in as
    - Concatenate the following values  
[Agreement number - Delivery mode - Freight terms]
  - Buyer - List of all buyers that are associated with the agreement
  - Can further filter on Category, Subcategory and brand
  - Search functionality for GTIN and Item description
- The supplier selects items and clicks Create negotiation (3).
- It is only possible for a supplier to create one negotiation at the same time (but you can have several drafts).

The screenshot shows the 'ICA SUPPLIER PORTAL' with a 'Negotiation' tab. The 'Manage Negotiation' tab is highlighted with a yellow box and a callout '1'. The 'Open' tab is selected with a callout '2'. A 'Create negotiation' button is highlighted with a yellow box and a callout '3'.

Home Manage Negotiation Manage Agreements

All Open Completed

Search for negotiation number, title, ...

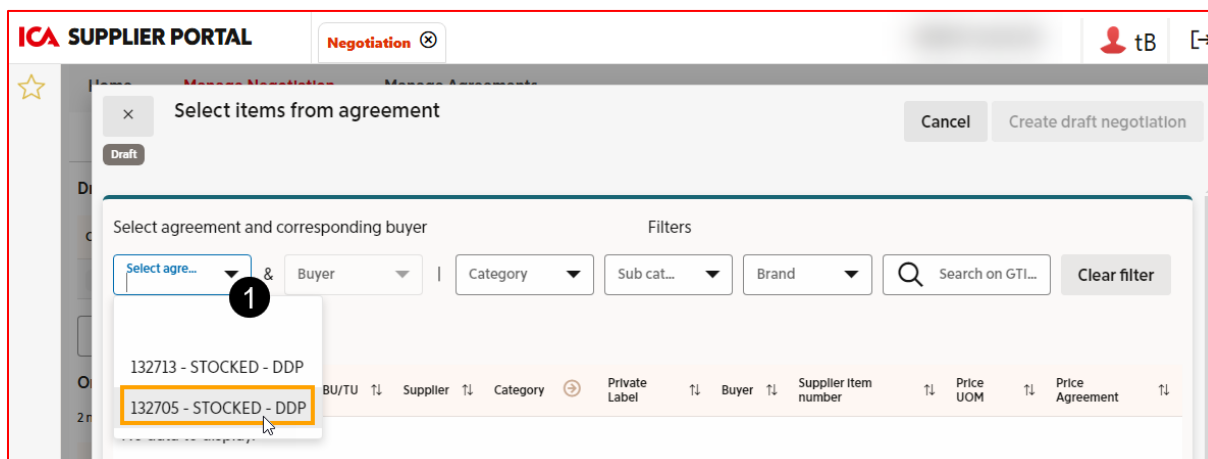
Create negotiation

Ongoing negotiations

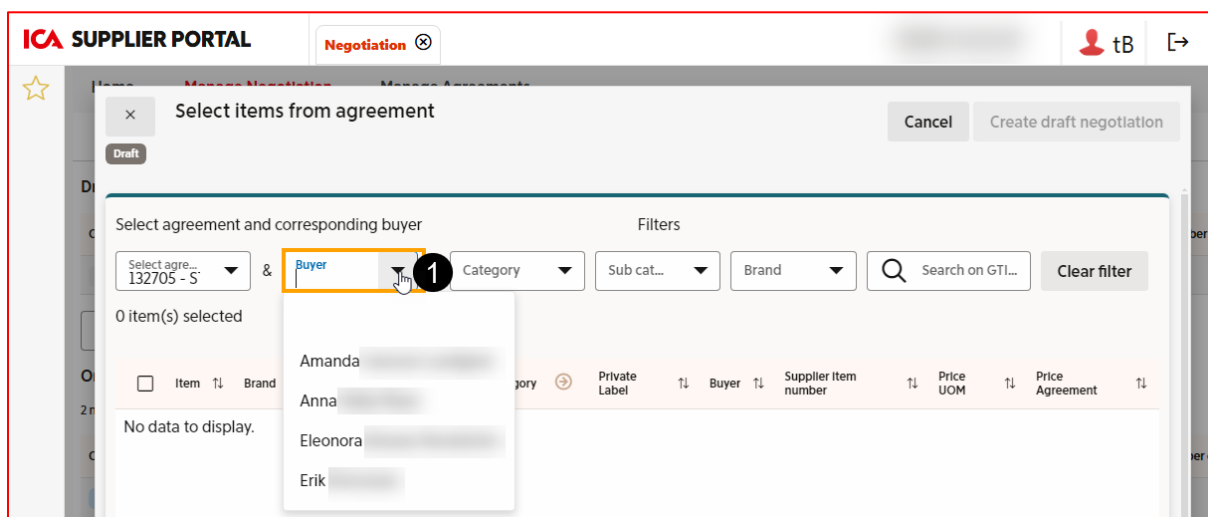
2 negotiation(s)

Offer status	Negotiation number	Negotiation title	Buyer	Qty of Items	Close date	Number of offers
Waiting for reply	11543	RI_B ...	Katarina Lil...	4	11-Apr-2025 (...)	2
Offer received	11542	RI_B ...	Katarina Lil...	41	11-Apr-2025 (...)	1

To create a renegotiation, you select an agreement with desired values for Delivery mode and Freight term (1) which appear in the drop-down list as shown in image:

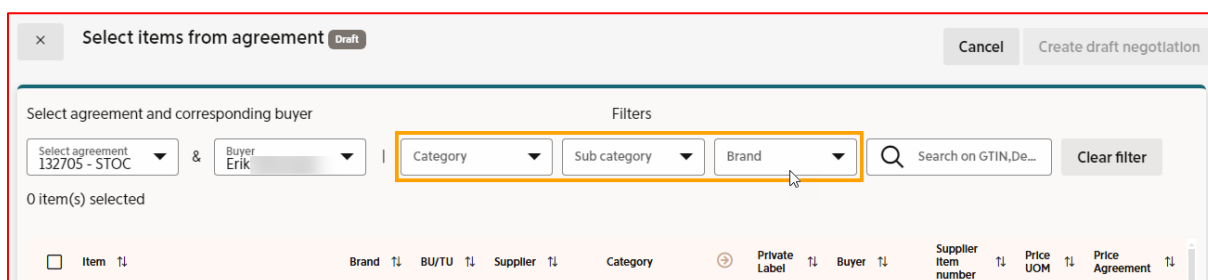


You then select the Buyer (1) in the drop-down list and click on the buyer's name:



Now suppliers existing items appear on this agreement and which buyer.

The user can use the filter function on Category, Sub-category and Brand to more easily find the items to negotiate the price of:



Click on the items you want to negotiate ✓ by checking boxes on the left.

By clicking the checkbox Item at the top (1), you select all items:

Select items from agreement **Draft** Cancel Create draft negotiation

Select agreement and corresponding buyer: Select agreement 132705 - STOC & Buyer Erik | Filters: Category, Sub category, Brand, Search on GTIN, De..., Clear filter

21 item(s) selected

<input checked="" type="checkbox"/> Item	Brand	BU/TU	Supplier	Category	Private Label	Buyer	Supplier Item number	Price UOM	Price Agreement
<input checked="" type="checkbox"/> KEBAB 173302	GC	4		AB 7276 - Färdigmat por...	No	Erik	550304	Each	132705
<input checked="" type="checkbox"/> CHICKEN 173302	GC	4		AB 7276 - Färdigmat por...	No	Erik	550308	Each	132705
<input checked="" type="checkbox"/> EGG & 173302	GC	4		AB 7276 - Färdigmat por...	No	Erik	550323	Each	132705
<input checked="" type="checkbox"/> CREAM 173302	GC	4		AB 7276 - Färdigmat por...	No	Erik	550320	Each	132705
<input checked="" type="checkbox"/> Baguet 173302	GC	4		AB 7276 - Färdigmat por...	No	Erik	551005	Each	132705
<input checked="" type="checkbox"/> Kycklin 173302	GC	4		AB 7276 - Färdigmat por...	No	Erik	553025	Each	132705

When the user has selected the items to negotiate, click on "Create draft negotiation".

A popup window appears that you have created a new negotiation as draft:

Find items to negotiate

1 new negotiations were created as draft.

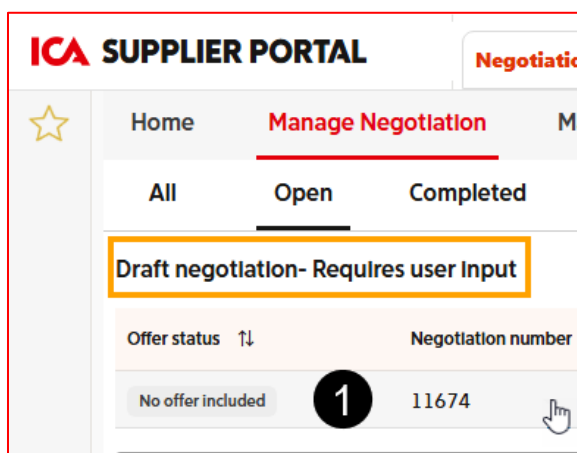
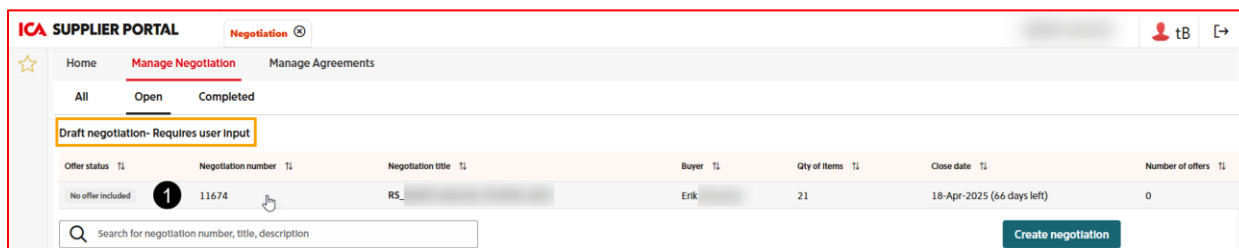
[View Negotiation 11674](#)

Close

## 2. Draft Negotiation - Requires user input

The user can see all started negotiations without an offer (No offer included) under “Draft negotiation - Requires user input”.

Click on negotiation row (1) as shown in image to enter negotiation:



### 3. Create Renegotiation – Negotiation details

In Negotiation details tab the user will find all header details connected to the negotiation. Such as terms, dates and contact information. Here the user can add an attachment or reject the negotiation.

The supplier then enters the negotiation details (1) and populates the mandatory fields, currently the below:

- Negotiation reason (2)
- Description (3)
- Contact (4)
- Start & End date of the price agreement (5, 6)
- Attachment (7) *(It is a requirement that the supplier submits an attachment as a basis for why they should renegotiate.)*

Negotiation reason **2**

|

- New Item
- Re-Negotiation
- Currency + Raw Material
- Raw Material
- Currency
- Terms or Conditions
- Sourcing + Comprehensive
- Consolidation

**SUPPLIER PORTAL** Negotiation tB [→]

RS\_ AB\_STOCKED\_Draft Draft 8 Delete Negotiation Publish Save Last saved on: 11-Feb-2025

ID : 11674

**Negotiation details** **1** Items (21) Offers (0)

**General**

Type  
Re-Negotiation

Initiated by  
Supplier

Buyer  
Erik

**Negotiation reason** **2**

Description **3**

**Negotiation history**

Created by  
testsupplier@gmail.com

Created date  
2025-Feb-11 16:02

Last updated by  
testsupplier@gmail.com

Updated date  
2025-Feb-11 16:02

**Supplier info**

Supplier name  
AB

Site  
Lager\_000\_UTP

**Contact** **4**

testsupplier

Email  
testsupplier@gmail.com

**Negotiation Period**

Open date  
11-Feb-2025

Close date  
18-Apr-2025

**Purchasing terms**

Payment terms  
029

Freight terms  
DDP

Delivery mode  
STOCKED

Currency  
SEK

**Price Agreement**

Start Date **5**  
19-May-2025

End Date **6**  
Open End

**Attachment** **7**

Select a file or drop one here

Maximum file size is 10MB.  
Supported formats: PNG, PDF, and Excel

No attachment added



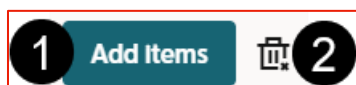
#### 4. Create Renegotiation – Items (#)

In the Items tab the user can see which items are included in the draft negotiation.

In this example, the negotiation has 21 items that are characterized by the numbers in brackets (21).

<div> <div>RS_ <small>BAKPA Foods</small> AB_STOCKED_Draft <small>Draft</small></div> <div> Delete Negotiation Publish Save </div> </div> <div>ID : 11875</div> <div>Last saved on: 26-Feb-2025</div>										
<div> Negotiation details <div>Items (21)</div> Offers (0) <div>Add Items</div> <div></div> </div>										
<input type="checkbox"/>	Item	Brand	BU/TU	Category	Supplier item number	Price UOM	List Price	Discount(%)	Invoice Price	Commitment Rebate
<input type="checkbox"/>	Baguette ägg - 205 17330	GO	4	7276 - Färdigmat portio...	110305	Each	115,89	0,00	115,89	0,00
<input type="checkbox"/>	KEBAB BAGUETTE 205 17330	GO	4	7276 - Färdigmat portio...	110304	Each	115,89	0,00	115,89	0,00
<input type="checkbox"/>	EGG & BACON SANDWICH 169 17330	GO	4	7276 - Färdigmat portio...	110303	Each	87,51	0,00	87,51	0,00
<input type="checkbox"/>	Falafel 169 17330	GO	4	7276 - Färdigmat portio...	110302	Each	117,48	0,00	117,48	0,00
<input type="checkbox"/>	Minisallad Pasta kyckling maccaroni 230 27314	ICA	6	7276 - Färdigmat portio...	140304	Each	114,00	0,00	114,00	0,00
<input type="checkbox"/>	Baguette Chicken/Pastrami 37330	Go	4	7276 - Färdigmat portio...	110307	Each	115,89	0,00	115,89	0,00
<input type="checkbox"/>	CREAMY DRAGON SANDWICH 177 17330	GO	4	7276 - Färdigmat portio...	110306	Each	87,51	0,00	87,51	0,00

The user can Add Items (1) or Remove items (2) in this view by marking the item checkbox on the left:



If clicking on Add Items button, a new window will open where you can select which items to add to negotiation\*. If there are many items in this view, you can use filters or search by GTIN, Description, Brand (1). Click checkbox (2) for items and then click Add Items (3) button:

\* If you don't get a search result for any item in Add items view, it may be because you already selected all items on the agreement.

Add items to negotiation Draft

Cancel

Add Items

Select agreement and corresponding buyer

Agreement number  
134666
Buyer  
Erik

1

Search on GTIN,Description,Brand

Clear filter

Filters

Category

Sub category

Item status

Private label

1 item(s) selected

<input type="checkbox"/>	Item	Brand	BU/TU	Supplier	Category	Private Label	Buyer	Supplier item number	Price UOM	Price Agreement
<input checked="" type="checkbox"/>	Baguette ägg - 205 17330	GO	4	BAKPA Foods	AB 7276 - Färdigmat por...	No	Erik	110305	Each	134666

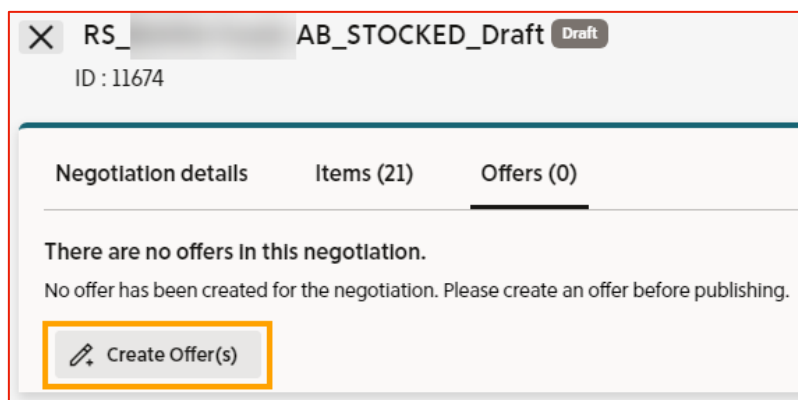
2

After clicking Add Items button, the user is back in the Items tab.

Next step in the process is to create an offer.

## 5. Create Offer

The Offers tab will show information regarding the created offers in the negotiation. In this tab offers will be listed, and it is possible to expand the offer to see detailed line information. To create an offer to a negotiation, the user clicks the Offers tab on negotiation and then click “Create Offer(s)” which will create an offer in draft status:



In the pop-up screen the user can include (+) or exclude (-) items from the offer by clicking the marked (-)(+) buttons below. The user can update prices etc. on columns which have a yellow label background:

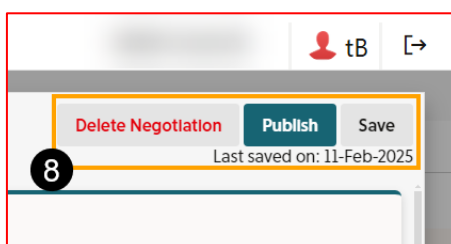
The screenshot shows the 'AB\_STOCKED\_Draft' negotiation interface with the 'Offers (1)' tab selected. The top bar includes 'Publish' and 'Save' buttons, and a note 'Last saved on: 11-Feb-2025'. Below the navigation tabs, there are buttons for 'Export excel sheet' and 'Import Excel Sheet'. The main area displays a table of items with columns for Item, Brand, BU/TU, Category, Supplier, Price, Net Price, Offer List Price, Offer Discount(%), Offer Invoice Price, Offer Commitment Rebate, Offer Commitment Rebate UOM, Offer Net Price, and Offer Net Price. The table lists four items: KEBAB BAGUETTE 1733, CHICKEN CURRY BAGUETTE 1733, EGG & BACON SANDWICH 1733, and CREAMY SKAGEN SANDWICH 1733. A pop-up window is shown below the table, listing the same items with plus (+) and minus (-) buttons for inclusion and exclusion. The 'Exclude Item' button for 'EGG & BACON SANDWICH 1733' is highlighted with a yellow box.

*Please see chapter [Edit prices & discounts](#) for more details about how to edit offer in the User Interface (UI) and Excel.*

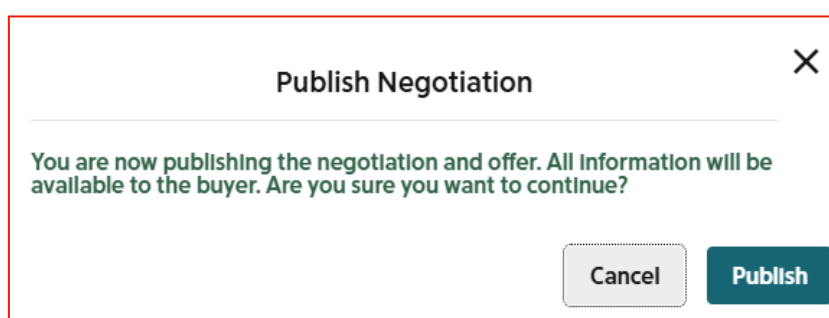
User can update in the User Interface (UI) or export the offer to Excel, do necessary updates there and then import it again. Changes will be applied in the User Interface:



The user can Save a draft offer if user want to continue later or Publish it to the buyer. If the offer is saved in draft status, the user can either edit, delete or choose to publish it from the Offer tab (8):



When all mandatory information is filled in, and an offer is created the supplier can publish the negotiation by clicking Publish button in top right corner:



After Publish, an email is sent to ICA buyer.

You will find the negotiation in the Open (or All) tab with offer status “Waiting for reply”:

Ongoing negotiations	
1 negotiation(s)	
Offer status ↑↓	Negotiation number ↑↓
Waiting for reply	12814

**Note:** Should you receive an error message (e.g. attachment) at this stage that you do not understand, please see chapter [Error messages](#) or take a screenshot of the error message and contact Supplier Support.

## 6. Ongoing negotiations

The newly created negotiation ends up in tab Open and Ongoing negotiations with status "Waiting for reply", which indicates that negotiation has been sent to the buyer (ICA).

Column "Number of offers" (1) indicates how many offers there are for the negotiation.

Home <b>Manage Negotiation</b> Manage Agreements						
All <b>Open</b> Completed						
<input type="text"/> Search for negotiation number, title, description						Create negotiation
<b>Ongoing negotiations</b>						
1 negotiation(s)						
Offer status	Negotiation number	Negotiation title	Buyer	Qty of Items	Close date	Number of offers
Waiting for reply	11875	RS_BAMA Foods AB_STOCKED_20250227	Erik	21	02-May-2025 (64 days left)	1

By clicking on offer status icon (e.g. Waiting for reply) (1) the negotiation opens the Offers tab view.

In this view the user can:

- Export the offer to Excel
- Create a new offer
- Create a counteroffer
- Accept an offer which will make it possible for the buyer to add the offered prices to an agreement

Home <b>Manage Negotiation</b> Manage Agreements						
All <b>Open</b> Completed						
<input type="text"/> Search for negotiation number, title, description						Create negotiation
<b>Ongoing negotiations</b>						
1 negotiation(s)						
Offer status	Negotiation number	Negotiation title	Buyer	Qty of Items	Close date	Number of offers
Waiting for reply	11875	RS_BAMA Foods AB_STOCKED_20250227	Erik	21	02-May-2025 (64 days left)	1

Home <b>Manage Negotiation</b> Manage Agreements						
All <b>Open</b> Completed						
All opened > 11875 RS_BAMA Foods AB_STOCKED_20250227 <b>Open</b>						
<b>Negotiation details</b> <b>Items (21)</b> <b>Offers (1)</b>						
						+ Create offer
> 21/21 items    Offer ID 11032    Offer1 - BAMA Foods AB    Offer publish Date 27-Feb-2025    Waiting for reply    i    x    ↺    +						

Please note the specific Offer ID number (e.g. 11032) and Offer1, followed by supplier name. Offer1 means this is the first offer, created by the supplier:

Offer ID 11032		Offer publish Date	
Offer1 - BAMA Foods AB		27-Feb-2025	
Waiting for reply			

The user can expand the offer to get more details.

Click on arrow icon (>) to view (v)(1) all items (2) in the Offer:

Negotiation details

Items (21)

Offers (1)

21/21 Items

Offer ID 11032  
Offer1 - BAMA Foods AB

Offer publish Date  
27-Feb-2025

Waiting for reply

+

Create offer

Item	Brand	BU/TU	Category	Catch weight item	Supplier item number	Price UOM	Net Price	Net Price BU	Offer List Price	Offer Discount(%)	Offer Invoiced Price
KEBAB BAGUETTE 245 1733 (247503047)	GOOD	4	7276 - Färdigmat portionsrätter		550304	Each	115,89	28,97	115,89	0,00	115,8
CHICKEN CURRY BAGUETTE 245 1733 (247503085)	GOOD	4	7276 - Färdigmat portionsrätter		550308	Each	115,89	28,97	115,89	0,00	115,8
EGG & BACON SANDWICH 169 1733 (247503256)	GOOD	4	7276 - Färdigmat portionsrätter		550323	Each	87,51	21,88	87,51	0,00	87,51
CREAMY SKAGEN SANDWICH 177 1733 (247503294)	GOOD	4	7276 - Färdigmat portionsrätter		550320	Each	87,51	21,88	87,51	0,00	87,51
Baguette egg røkor 285 1733 (247503063)	GOOD	4	7276 - Färdigmat portionsrätter		550305	Each	115,89	28,97	115,89	0,00	115,8

By clicking on the negotiation row (2) (except status icon e.g. “Waiting for reply”), the negotiation opens the Negotiation details tab view:

Home    Manage Negotiation    Manage Agreements							
<div> <div>All</div> <div>Open</div> <div>Completed</div> </div> <div> <div>Search for negotiation number, title, description</div> <div>Create negotiation</div> </div>							
Ongoing negotiations							
1 negotiation(s)							
Offer status	Negotiation number	Negotiation title	Buyer	Qty of Items	Close date	Number of offers	
Waiting for reply	11875	RS_ BAMA Foods AB_STOCKED_20250227	Erik	21	02-May-2025 (64 days left)	1	

Home    Manage Negotiation    Manage Agreements		
<div> <div>All</div> <div>Open</div> <div>Completed</div> </div> <div> <div>All &gt; 11875 RS_ BAMA Foods AB_STOCKED_20250227</div> <div>Open</div> </div>		
Negotiation details    Items (21)    Offers (1)		
<div> <div>General</div> <div>Supplier Info</div> <div>Purchasing terms</div> </div> <div> <div>Type</div> <div>Supplier name</div> <div>Payment terms</div> </div> <div> <div>Re-Negotiation</div> <div>Site</div> <div>Freight terms</div> </div> <div> <div>Initiated by</div> <div>Lager_000_UTP</div> <div>DDP</div> </div> <div> <div>Supplier</div> <div>Contact</div> <div>Delivery mode</div> </div> <div> <div>Buyer</div> <div>testsupplier</div> <div>STOCKED</div> </div> <div> <div>Erik</div> <div></div> <div></div> </div>		

### 7a. Withdraw Offer

Go into offers **tab** → **Select offer** → **Withdraw** (X button) → This will trigger a mail to counterpart of negotiation that offer has been withdrawn.

Offer will get status = “Withdrawn” and cannot be awarded by the buyer.



### Withdraw offer

**You are about to withdraw "Offer1 - AB"**

This means that the offer will no longer be available and an email will be sent to the buyer that the offer has been withdrawn.

**Are you sure you want to proceed?**

No, keep the offer
Yes, withdraw it!

Withdrawn

### 7b. Accept Offer

The User (supplier) can accept an offer sent in by an ICA buyer.



This should change offer status = “Waiting for Award” and trigger a mail to the ICA Buyer that the offer is accepted and ready to be awarded.

- Disable all other offers  
When an offer is accepted, all other offers are no longer acceptable and their accept button disabled.
- The “Create offer”-button is disabled too.
- If there is an unpublished draft in the offer list, the edit and publish-buttons are disabled.

- Undo accept

After accepting an offer, the user should have the option to undo accept before the offer has been awarded, i.e. as long as the offer status is **“Waiting for Award”**.)



When clicking the undo-button the offer reverts to former state:

- If it is the most recent offer, the offer status changes back to the former offer status (i.e. **“Offer received”**).
- If there is a more recent offer, that offer displays its former offer status again. All buttons get enabled again.

Accept an offer which will make it possible for the ICA buyer to add the offered prices to an agreement.

## 5. Edit prices & discounts more in detail

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

The user can choose between 2 different ways to edit the offer:

1. work directly in the user interface (UI) or
2. work in a downloaded Excel file.

We recommend downloading an Excel file if there are many items that needs to be updated. Here we will now go through both methods.

### Edit Offer in User Interface (UI)

Item	Brand	BU/TU	Category	Supplier Item number	Price UOM	Net Price	Net Price BU	Offer List Price	Offer Discount(%)	Offer Invoice Price	Offer Commitment Rebate	Offer Commitment Rebate UOM	Offer Net Price	Offer Net Price BU
KEBAB BAGUETTE 1733	GO	4	7276 - Färdigmat portionsrätter		Each							PRO - Perc		
CHICKEN CURRY BAGUETTE 1733	GO	4	7276 - Färdigmat portionsrätter		Each							PRO - Percent		
EGG & BACON SANDWICH 1733	GO	4	7276 - Färdigmat portionsrätter		Each							PRO - Perc		
CREAMY SKAGEN SANDWICH 1733	GO	4	7276 - Färdigmat portionsrätter		Each							PRO - Perc		

The user can update prices etc. in columns which have a yellow label background which are editable fields:

- Supplier Item number: The supplier's item number. Adds to price agreement.
- Offer List price: Enter price per orderable unit.
- Offer Discount %: Enter item discount in % percentage per orderable unit. If no discount, enter 0 (0,00).
- Offer Commitment Rebate: Commitment Rebate per orderable unit. If no rebate, enter 0 (0,00).
- Offer Commitment Rebate UoM: Unit of measure for commitment discount. PRO for % percentage, MON for currency.

Supplier Item number	Price UOM	Net Price	Net Price BU	Offer List Price	Offer Discount(%)	Offer Invoice Price	Offer Commitment Rebate	Offer Commitment Rebate UOM	Offer Net Price	Offer Net Price BU
550	Each	115,89	28,97	115,89	0,00	115,89	0,00	PRO - Perc	115,89	28,97
550	Each	115,89	28,97	115,89	0,00	115,89	0,00	PRO - Percent	115,89	28,97
550	Each	87,51	21,88	87,51	0,00	87,51	0,00	PRO - Perc	87,51	21,88
550	Each	87,51	21,88	87,51	0,00	87,51	0,00	PRO - Perc	87,51	21,88



When editing, start by clicking into the cell with the value you want to change (double-click in the cell will highlight the entire value).

Note: User interface (UI) uses commas (,). If you type a period (.) it will automatically change to a comma (,)!

79,95      0,00

Click arrow button to expand (A →) or collapse (B ←) information in columns marked with blue colour:

**A**

BU/TU ↑↓	Category	*Supplier item number ↑↓	Price UOM	Net Price ↑↓
24	7132 - Lask	12	Each	73,21
24	7132 - Lask	23	Each	73,21

**B**

BU/TU ↑↓	Category	*Supplier item number ↑↓	Price UOM	List Price ↑↓	Discount(%) ↑↓	Invoice Price ↑↓	Commitment Rebate ↑↓	Commitment Rebate UOM ↑↓	Net Price ↑↓
24	7132 - Lask	12	Each	79,00	1,00	78,21	5,00	MON - Monetary	73,21
24	7132 - Lask	23	Each	79,00	1,00	78,21	5,00	MON - Monetary	73,21

Continue filling in values for columns that you want to change.

If you are not ready or missing information to fill in, save the Offer.

Click on the Save button to save your offer in case you need to edit something later.

Publish

Save

Once you have edited all the values, take a final look and make sure that all the values are correct according to you as the supplier.

Then click on the Publish button.

Publish

Save

Exclude Item from Offer in user interface (UI)

Click on the negotiation row to open the negotiation to be adjusted, go to the Offers tab. In the Offers tab the user can include (+) or exclude (-) items from the offer by clicking the marked (-)(+) buttons below:

RS\_

AB\_STOCKED\_Draft

Draft

ID : 11674

Publish

Save

Last saved on: 11-Feb-2025

Negotiation details

Items (21)

Offers (1)

Export excel sheet

Import Excel Sheet

Offer name

Included Items

Offer1 - AB

20/21

Item	Brand	BU/TU	Category	Supplier	Price	Net	Net	Offer	Offer	Offer	Offer	Offer	Offer	Offer
TI	TI	TI	TI	Item	UOM	Price	Price	List	Discount	Invoice	Commitment	Commitment	Net	Net
				number			BU	Price	(%)	Price	Rebate	Rebate	Price	Price
⊖	KEBAB BAGUETTE	GO	4	7276 - Färdigmat portionsrätter	Each	22,00	20,00	22,00	0,00	22,00	0,00	PRO - Perc	22,00	20,00
⊕	CHICKEN CURRY BAGUETTE	GO	4	7276 - Färdigmat portionsrätter	Each	22,00	20,00	22,00	0,00	22,00	0,00	PRO - Perc	22,00	20,00
⊖	EGG & BACON SANDWICH	GO	4	7276 - Färdigmat portionsrätter	Each	22,00	20,00	22,00	0,00	22,00	0,00	PRO - Perc	22,00	20,00
⊖	CREAMY SKAGEN SANDWICH	GO	4	7276 - Färdigmat portionsrätter	Each	22,00	20,00	22,00	0,00	22,00	0,00	PRO - Perc	22,00	20,00

Item

⌵

⊖

KEBAB BAGUETTE

1733

⊕

CHICKEN CURRY BAGUETTE

1733

⊖

EGG & BACON SANDWICH

1733

⊖

CREAMY SKAGEN SANDWICH

1733



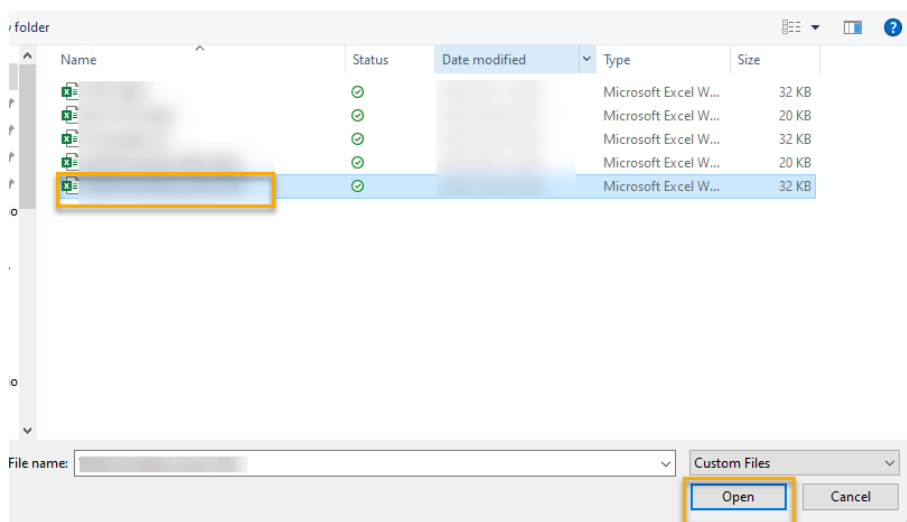


Click on Import Excel sheet.



Select your saved file. Click Open.

**Note: don't forget to save the Excel file with all updates before importing the file!**



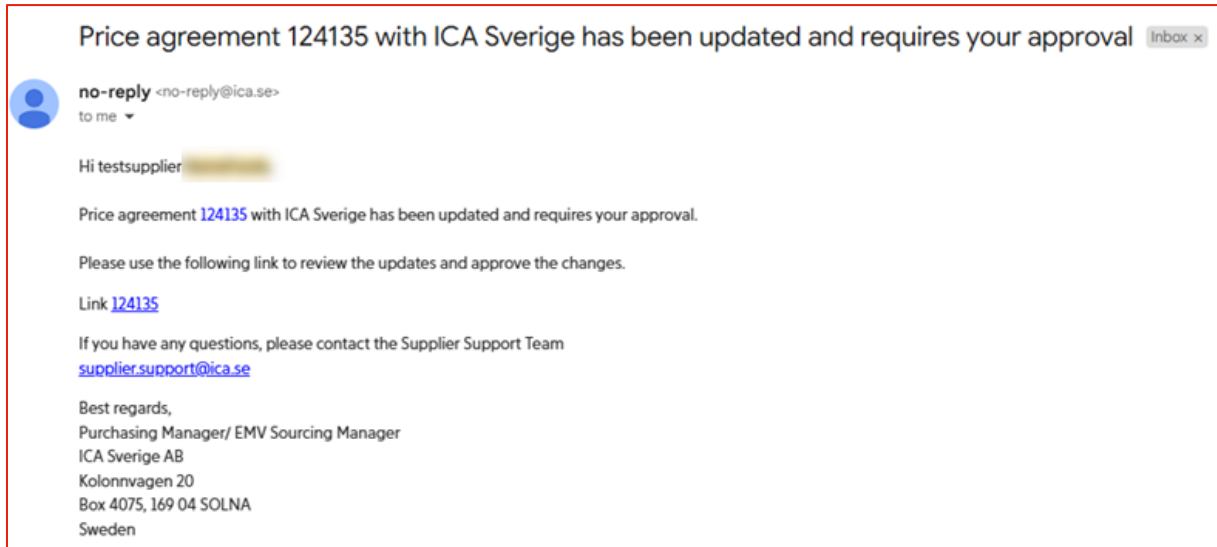
Now the new values you entered in the Excel file should be updated in the user interface. Validation on the Excel import will be performed to ensure data is correct.

**i** Note: Should you receive an error message at this stage that you do not understand, please see chapter [Error messages](#) or take a screenshot of the error message and contact Supplier Support.

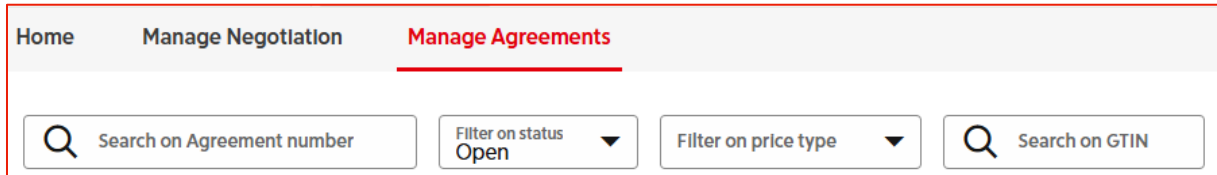
## 6. Approve/Reject a changed Price agreement - Price revision

If negotiated prices need to be adjusted by the buyer afterwards, based on an agreement with the supplier, the buyer will make a change to an existing price agreement.

The supplier will receive email notification that there is a change that requires approval:



To approve or reject the change, go to tab Manage Agreement and search the agreement number:



Open the agreement by clicking on it. Go to tab Price revision.  
(There should be a number next to it on the right “Price revision (1)”):

Click on arrow icon (>) to view items (v)(2).

View the changes and then either Approve or Reject (3) by clicking on buttons:

ICA SUPPLIER PORTAL VER Negotiation

Agreement number : 124135 Open

Agreement details Items (36) Price revision (1)

Revision ID: 124135.3 Status: Pending Approval Start date: 09-Jun-2025 Buyer: Amanda

Item Brand Item status BU/TU Category Buyer Private label Start date End date Expiry date Is item catch weight Supplier item number Price

Burga 17330		On-Hold	4	7237 - Vegetari...	Amanda	No	09-Jun-2025				601	E
Vegai 17330		On-Hold	6	7237 - Vegetari...	Amanda	No	09-Jun-2025				601	E
Vegol 17330		On-Hold	4	7237 - Vegetari...	Amanda	No	09-Jun-2025				601	E
Tikka 17330		On-Hold	4	7276 - Färdigm...	Erik	No	09-Jun-2025				610	E
Thaig 17330		On-Hold	4	7276 - Färdigm...	Erik	No	09-Jun-2025				610	E
Vegol 17330		On-Hold	4	7276 - Färdigm...	Erik	No	09-Jun-2025				610	E

Reject Approve

If supplier reject the price revision, you must state your reason for rejecting:

### Reject Price Revision

State your reason for rejecting:

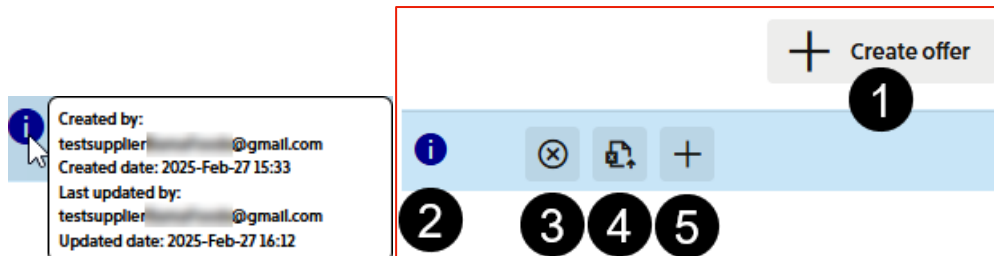
Required

Are you sure you want to proceed?

No, cancel
Yes, continue

## 7. User Interface (UI) – buttons

1. Create offer: Create a new offer
2. Information: Information about create and update
3. Withdraw offer: Withdraw offer, the offer will no longer be available to ICA buyer
4. Export Excel sheet: Export and save file to your local computer for necessary updates
5. Counteroffer: Counteroffer (see section [Offer vs Counteroffer](#))



Accept offer:

The user (supplier) accepts an offer sent by ICA buyer:

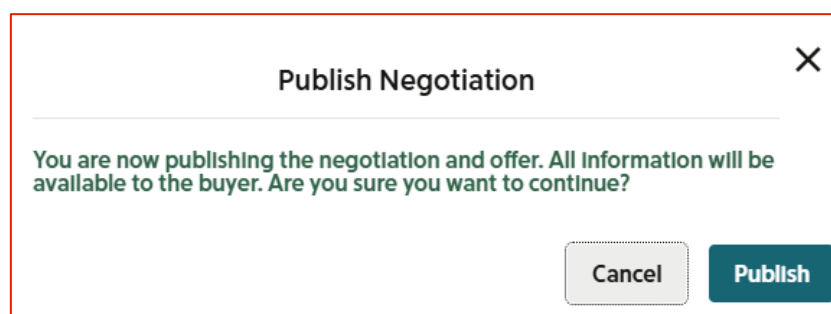


Publish & Save:

Click on the Save button to save your changes. Tip: use this if you go between tabs:



When you are ready, and all values are correct. Then click on the Publish button. After Publish, an email is sent to ICA buyer, and all information will be available to the buyer:





Arrow buttons → ← info:

Click arrow button to expand (A →) or collapse (B ←) information in columns marked with blue colour:

**A**

BU/TU ↑↓	Category	*Supplier item number	Price UOM	Net Price
24	7132 - Låsk	12	Each	73,21
24	7132 - Låsk	23	Each	73,21

**B**

BU/TU ↑↓	Category	*Supplier item number	Price UOM	List Price	Discount(%)	Invoice Price	Commitment Rebate	Commitment Rebate UOM	Net Price
24	7132 - Låsk	12	Each	79,00	1,00	78,21	5,00	MON - Monetary	73,21
24	7132 - Låsk	23	Each	79,00	1,00	78,21	5,00	MON - Monetary	73,21

### Offer vs Counteroffer

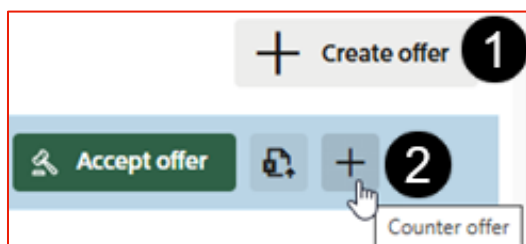
- Offer (1): Based on current prices. That is, the starting prices of the negotiation.
- Counteroffer (2): Based on the bid that the counteroffer is made from.

Example:

If the negotiation has an item with a price of 10 SEK. And an offer where the item has 15 SEK.

If an offer (1) is opened: Then the pre-filled prices will be 10 SEK.

If a counteroffer (2) is opened: Then the pre-filled price will be 15 SEK.



## 8. Price Agreement

Here you will find general information about Agreements and instructions how to navigate in Manage Agreements to find your Agreements in the Supplier Portal.

Agreements are found under the Manage Agreements tab.

If there are many agreements in this view, you can use filters or search by agreement number or GTIN, filter on status, price type or keyword:

The screenshot shows the 'Manage Agreements' tab selected. It includes search filters for Agreement number, status (set to 'Open'), price type, and GTIN. A keyword filter is also present. Below the filters, a table lists two agreements:

Agreement Number	Description	Status	Amount of Items	Buyer	Price type	Supplier	Supplier Site	Delivery Mode	Payment Terms	Freight Terms	Currency
<a href="#">134673</a>		Open	4	Anna	Standard	AB	PU_017_UTP	STOCKED	029	DDP	SEK
<a href="#">134666</a>		Open	37	Amanda	Standard	AB	Lager_000_UTP	STOCKED	029	DDP	SEK

Click on the Agreement number to open agreement details:

Agreement Number	Description	Status	Amount of Items
<a href="#">134673</a>		Open	4
<a href="#">134666</a>		Open	37

Agreement view contains of 3 different tabs - Agreement details, Items and Price revision.

In the Agreement details tab the user will find details, such as general info, purchasing terms, agreement history and buyer and supplier contact information:

The screenshot shows the 'Agreement details' view for agreement number 134666. It includes tabs for Agreement details, Items (37), and Price revision (0). The details are organized into several sections:

- General:** OpCo (ICA Sverige AB), Price type (Standard), Agreement type (Open End), Pickup address.
- Purchasing terms:** Supplier name (AB), Supplier site (Lager\_000\_UTP), Delivery mode (STOCKED), Pricing method (Order Date), Currency (SEK), Freight terms (DDP), Payment terms (029).
- Agreement history:** Created by (PAAS\_PROCUREMENT), Created date (2025-Feb-13 18:04), Last updated by (PAAS\_PROCUREMENT), Updated Date (2025-Feb-13 18:04), Last published (2025-Feb-17 12:53), Publication status (Published).
- Not for price list:** Does not require price list (checkbox), External approval (Requires external approval checkbox), EHL agreement (Is EHL agreement checkbox).
- Attachment:** No attachment added.
- Buyer and Supplier Contact:** A table listing contacts for the buyer and supplier.

Buyer	Supplier Contact
Eleonora	
Erik	
Amanda	

In the Items tab the user can see which items are included in the agreement.  
In this example the agreement contains of 37 items:

✕ Agreement number : 134666 Open

Agreement details **Items (37)** Price revision (0)

Export to excel

Item	Brand	BU/TU	Category	Buyer	Private label	Start date	End date	Expiry date	Is item catch weight	Supplier item number	Price UOM
KE... 173	LUCKE	4	7276 - Färdigm...	Erik	No	24-Feb-2025				550304	Each
CH... 173	LUCKE	4	7276 - Färdigm...	Erik	No	24-Feb-2025				550308	Each
Ve... 173	LUCKE	8	7283 - Såser & ...	Eleonora	No	24-Feb-2025				41103-M	Each
EG... 173	LUCKE	4	7276 - Färdigm...	Erik	No	24-Feb-2025				550323	Each
CR... 173	LUCKE	4	7276 - Färdigm...	Erik	No	24-Feb-2025				550320	Each

Price revision tab:

For a supplier, this tab is only used if there is a change to an price agreement to approve. If negotiated prices need to be adjusted by the buyer afterwards, based on agreement with the supplier, the buyer will make a change to an existing price agreement.

If there are changes to the agreement, it will be displayed here.

If there are no changes to the agreement, the tab is empty: "No price revision found":

✕ Agreement number : 134666 Open

Agreement details **Items (37)** **Price revision (0)**

No price revision found

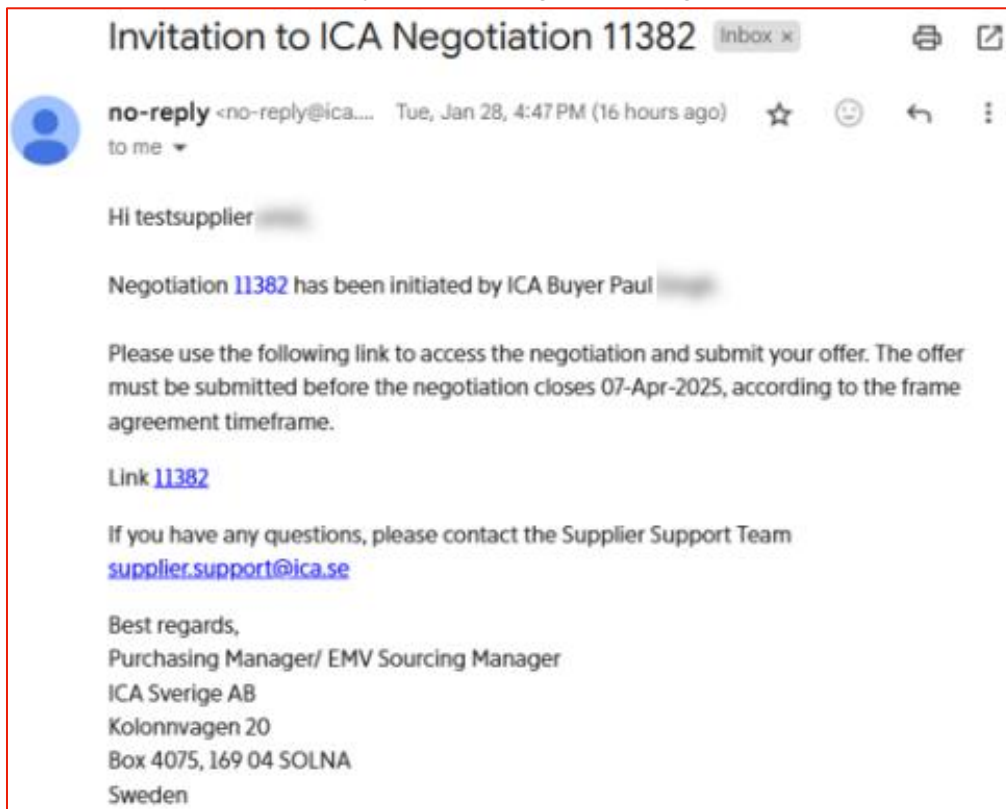
Please see [Approve/Reject a changed Price agreement](#).

## 9. Automatic email - communication Negotiation & Agreement

For each action taken by an involved party, such as a supplier or ICA buyer, an automatic email is sent along with its negotiation number. This applies, for example to:

- Initiation and publication of negotiation,
- Submit/accept/withdraw an offer
- Negotiation has been rejected
- Agreement published
- Price revision rejected
- Supplier accept price revision
- Extend time on negotiation
- Negotiation period extended
- Reminder when the negotiation is about to expire

Example of email when ICA buyer initiates negotiation (e.g. 11382):

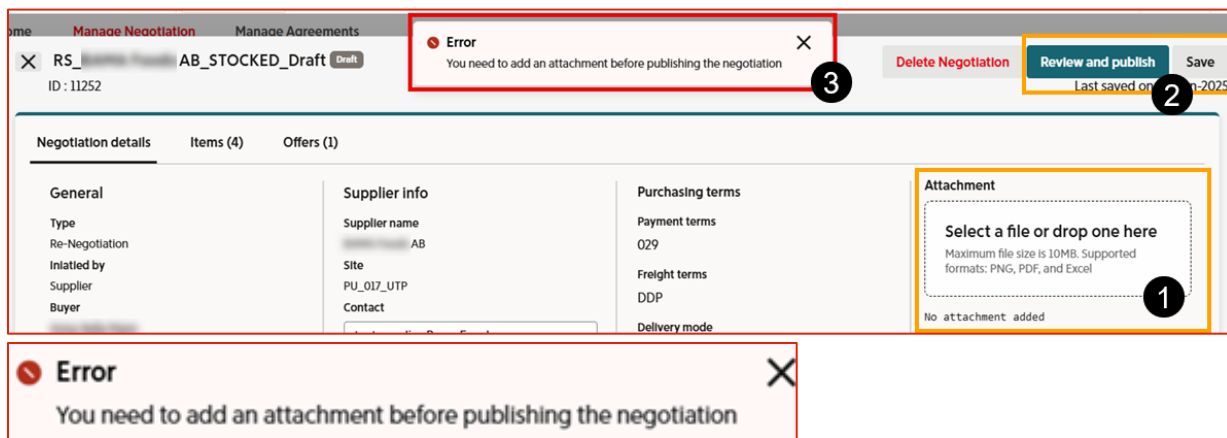


## 10. Error messages

### (UI) Attachment

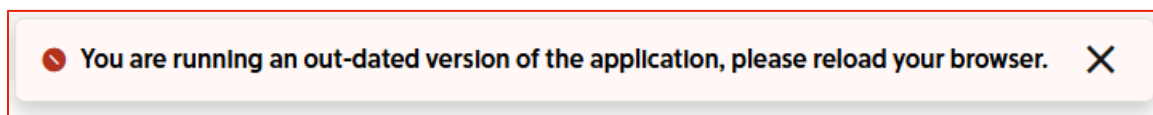
It is a requirement that the supplier submits an explanatory attachment that forms the basis for the announced price adjustment. This is regulated in the basic agreement.

Attachment is missing, add attachment (1):



### (UI) Out-dated version of the application

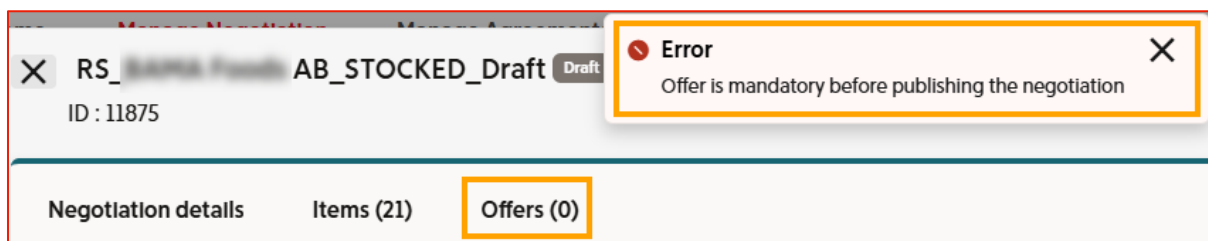
Please reload your web browser:



### (UI) Offer mandatory


No offer has been created for the negotiation: Offers (0).

Please create an offer before publishing the negotiation:



## (UI) Mandatory fields

Information is missing, e.g. in “Negotiations details”. Please fill in information:

 **Mandatory fields are missing** 

## Validation errors – Commitment Rebate

There are missing values in Commitment Rebate for the GTIN(s) specified in the validation error message. Please fill in information in the Commitment Rebate column:

Validation Errors	
Gtin ↑↓	Error Message ↑↓
273 0490003670	Commitment Rebate is required

## Validation errors – Supplier item number

There are missing values in Supplier item number for the GTIN(s) specified in the validation error message. Please fill in information in the Supplier item number column:

Validation Errors	
Gtin ↑↓	Error Message ↑↓
03040941008045	Supplier item number is missing

## Validation errors – Agreement start date is overlapping

This error message means that there is already a price that starts on the same date for the same items, same supplier, same conditions.

You cannot have two different prices on an item at the same time and therefore it warns you:

Validation Errors	
Gtin ↑↓	Error Message ↑↓
030 0490003670	Agreement start date is overlapping with existing agreement revision 135590.3 . Please edit the agreement start date of the negotiation or change the agreement start date on revision 135590.3.

### 11. Contact Information

If you have general questions, you will find manuals on ICA Levnet:

[https://levnet.ica.se/leverantorsportalen2.0\\_1](https://levnet.ica.se/leverantorsportalen2.0_1)

or in the Supplier Portal under the Manuals tab.

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

When contacting us, please send a description and screenshot of your problem and attach relevant files and preferably GTIN codes of items (copy friendly format) that are in question, so that we can provide you with the best and fastest possible support.

You can reach us via e-mail: [supplier.support@ica.se](mailto:supplier.support@ica.se)

If you are a Food A-brand supplier please subscribe to our newsletter to receive the latest information: [Click here](#).