


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

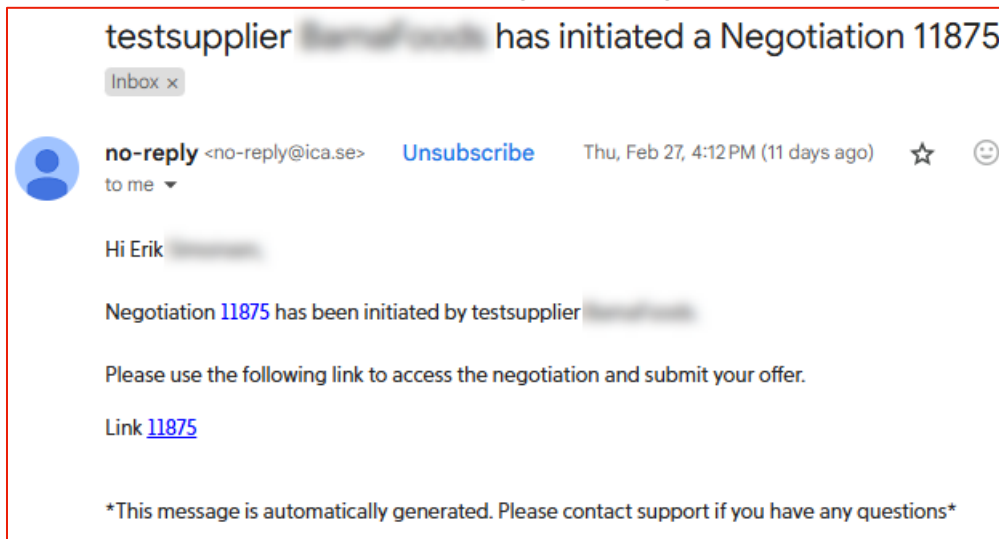
Alternative 1 – Supplier initiates:



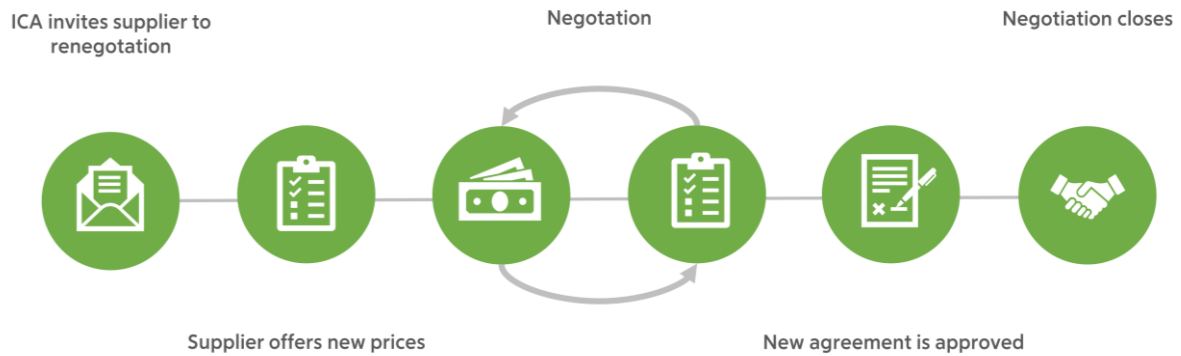
The supplier creates the renegotiation in the Supplier Portal based on the Price Agreement (in a new negotiation, there is no existing price agreement, which means the supplier cannot initiate the process). The supplier initiates the renegotiation with ICA buyer and creates a first offer. For the supplier, 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:



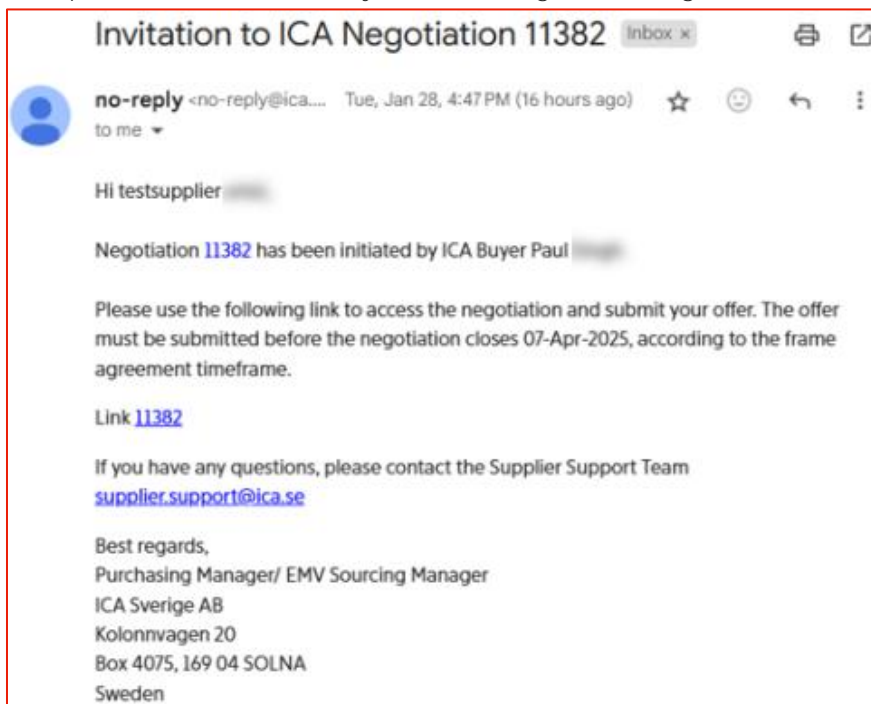
ICA creates the renegotiation based on a Price Agreement or, alternatively, based on the agreement requirements that the buyer or the supplier wish to use as a basis for negotiation. The buyer will then invite the supplier to a renegotiation which the supplier will be notified of by a generated e-mail.

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.

Supplier portal – information about the portal

Browser compatibility – Chrome

Supplier Portal is optimized for use with the Google Chrome web browser.

If you are using a different browser and experience technical issues, we recommend trying to access the portal in Google Chrome before contacting support.

Mac

If you are using a Mac and, for example with the Safari browser, we recommend switching to Google Chrome for the best functionality.

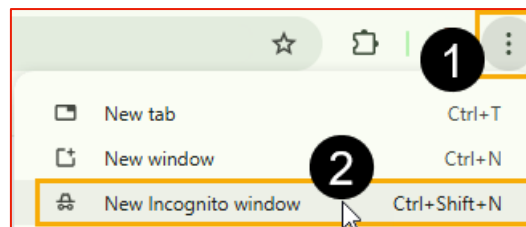
Managing multiple user accounts at login

If you, as a supplier, have more than one user account (email address) linked to Single Sign-On (SSO) for logging in to ICA, it is recommended that you use the Google Chrome browser in incognito mode when switching between accounts.

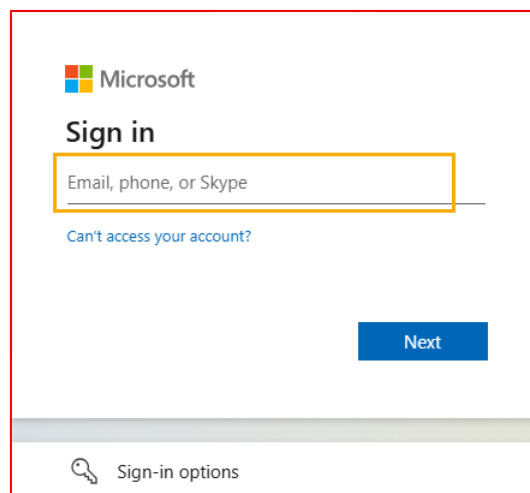
When you open a new incognito window, the browser does not retain previous login information, allowing for a smooth transition between user accounts without previous sessions affecting the login process.

How to Open Incognito Mode in Google Chrome:

- Open Google Chrome.
- Click the three vertical dots in the upper-right corner of the browser window (1).
- Select "New Incognito window" from the menu (2).
- A new window will open with a dark background—this indicates that you are now in incognito mode.

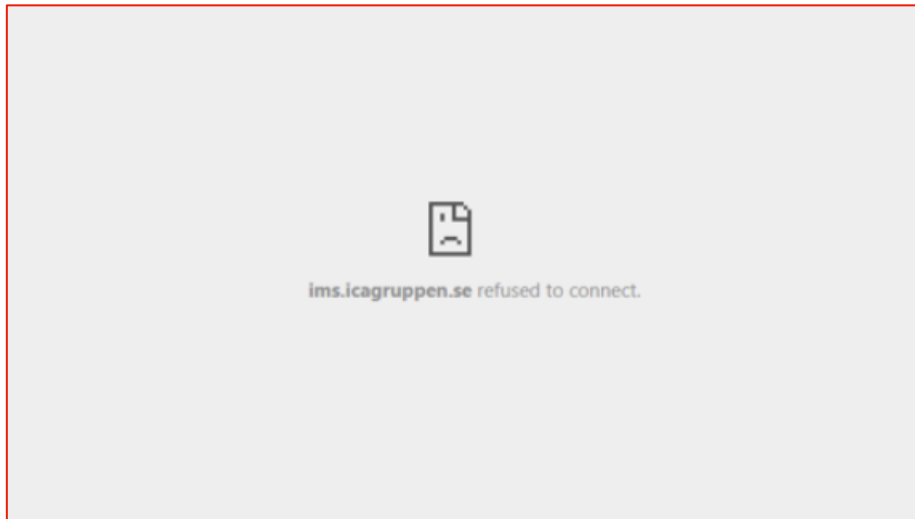


You can now enter your email address (for your user account) on Microsoft's login page:



Refused to connect – Cookies

If you log in to the Supplier Portal and the webpage appears “greyed out” or receive a message stating that ICA has “rejected the connection,” this may be due to the site not being allowed in your browser settings. To resolve this, you need to add <https://coreportal.ica.se/> as an allowed site in Google Chrome. This issue is especially common when using an incognito window to access the Supplier Portal:



If you want to use the portal in Google Chrome incognito mode, follow the steps below:

- Go to Google Chrome Settings by clicking the three dots in the upper right corner, then click on Settings
- Go to Privacy and Security > Third-party cookies
- Under “Sites allowed to use third-party cookies”, click Add-button
- Enter coreportal.ica.se, then click Add
- Refresh the portal
- Done!

Information about Google Chrome

If you want to use the portal in Google Chrome incognito follow the steps below:

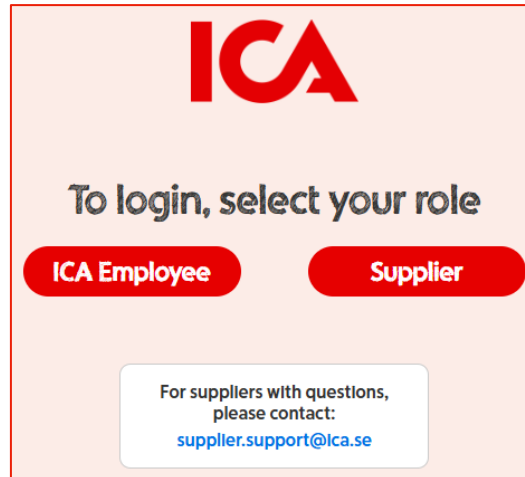
- Go to Google Chrome Settings by clicking the three dots in the upper right corner, then click on Settings
- Go to Privacy and security > Third-party cookies.
- Under 'Sites allowed to use third-party cookies', click Add-button.
- Enter coreportal.ica.se, then click Add.
- Refresh the portal.
- Done!

OK Do not show this again

4. Negotiation - Start

ICA Supplier portal login

Log in to the Supplier Portal and follow the steps below. The URL to the Supplier Portal is: <https://coreportal.ica.se>. Go to the portal and click the "Supplier" button:

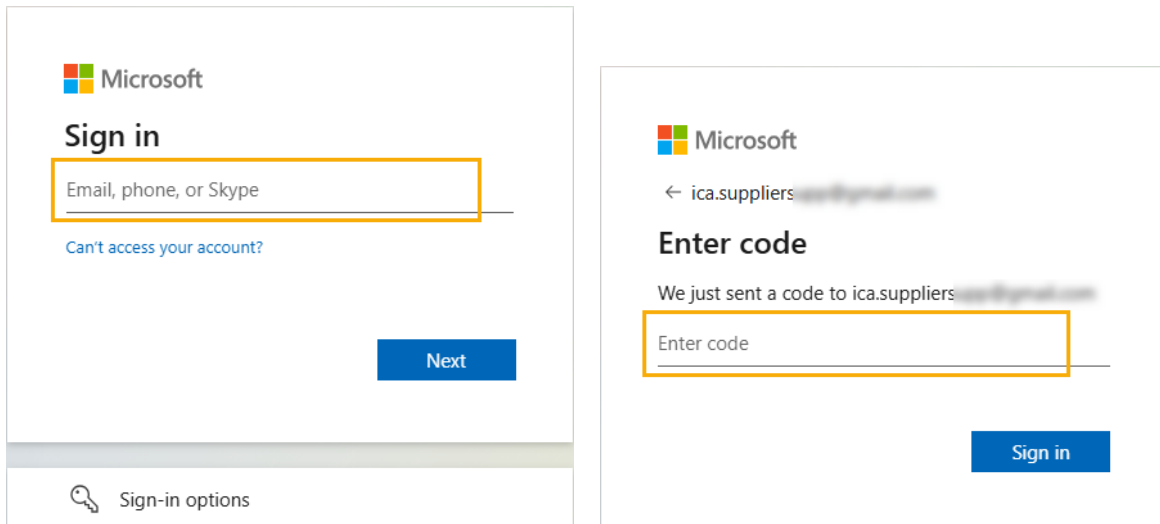


After clicking the "Supplier" button, you will either be logged in automatically or redirected to Microsoft's login page. There, you will need to enter your login credentials to proceed via Single Sign-On (SSO). After entering your details, you may be prompted to verify your identity. If so, open your Authenticator app and enter the number displayed on the screen to complete the login process:

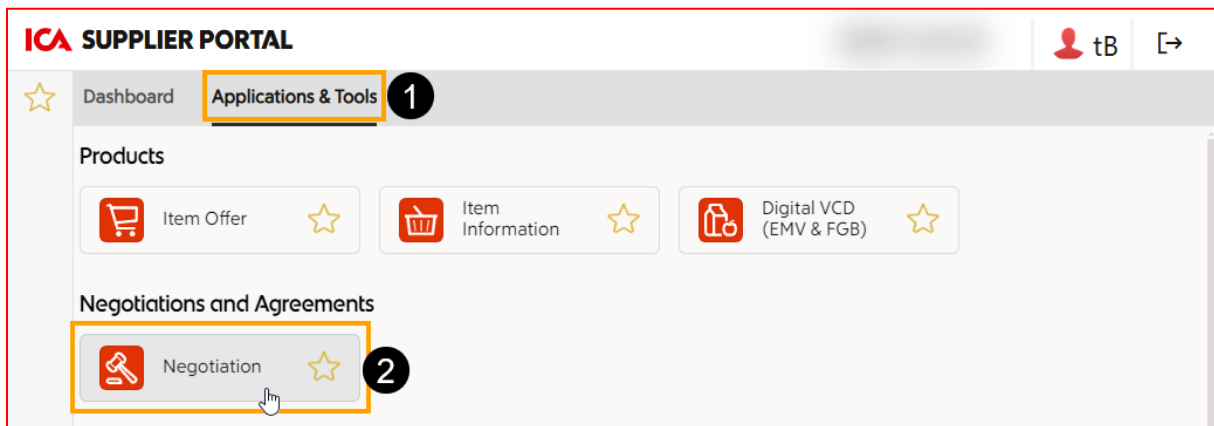


Alternatively, you may need to manually enter your credentials (see [Managing multiple user accounts at login](#))

1. Enter your email address and click Next.
2. A verification code will be sent to your email address.
3. Copy the code and paste it into the Enter code field.
4. Click Sign in to complete the login process.



On the portal's home page, click the “Applications & Tools” menu tab (1), then click the “Negotiation” icon (2):

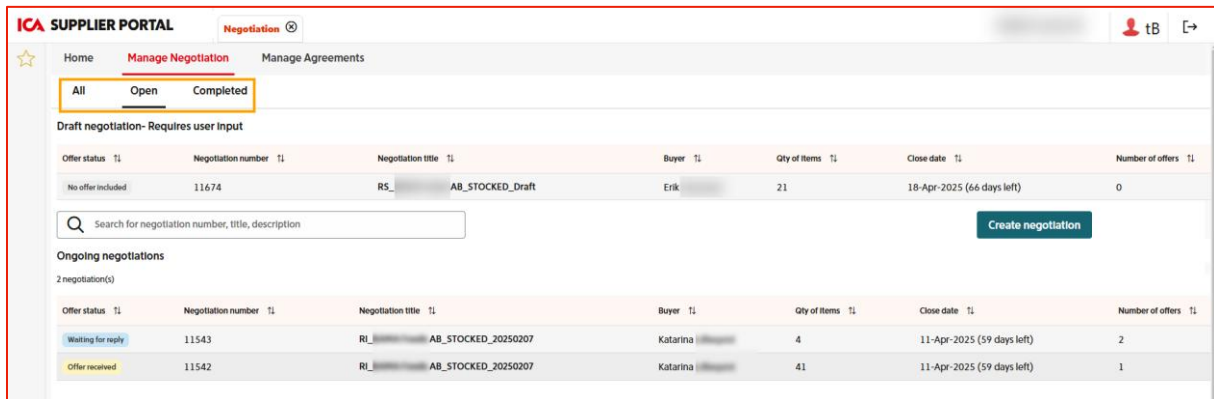


Overview - Manage Negotiation

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:

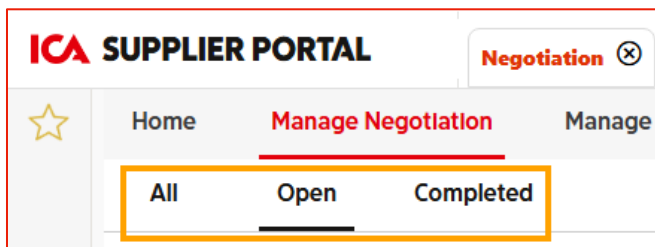


The screenshot shows the 'Manage Negotiation' page in the ICA Supplier Portal. The 'All' tab is selected. Below the navigation tabs, there is a search bar and a 'Create negotiation' button. The main content area displays a table of negotiations under the heading 'Draft negotiation- Requires user input'.

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

Below this table, there is a search bar and a 'Create negotiation' button. The 'Ongoing negotiations' section shows 2 negotiations:

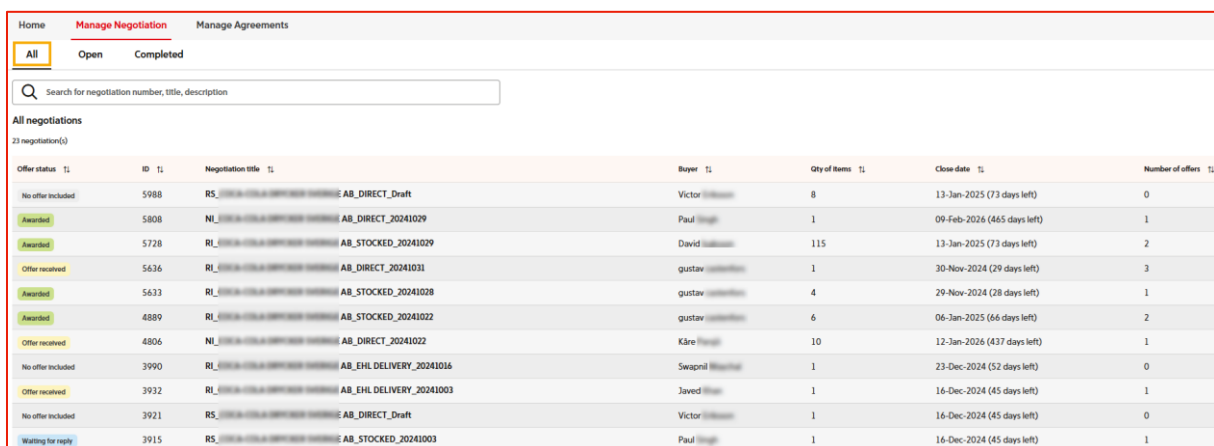
Offer status	Negotiation number	Negotiation title	Buyer	Qty of Items	Close date	Number of offers
Waiting for reply	11543	RI_ AB_STOCKED_20250207	Katarina	4	11-Apr-2025 (59 days left)	2
Offer received	11542	RI_ AB_STOCKED_20250207	Katarina	41	11-Apr-2025 (59 days left)	1



This close-up screenshot shows the navigation tabs: 'Home', 'Manage Negotiation', and 'Manage Agreements'. The 'Manage Negotiation' tab is active. Below the tabs, there are three sub-tabs: 'All', 'Open', and 'Completed'. The 'All' tab is currently selected.

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).



The screenshot shows the 'All negotiations' page in the ICA Supplier Portal. The 'All' tab is selected. Below the navigation tabs, there is a search bar. The main content area displays a table of 23 negotiations.

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	Kåre	10	12-Jan-2026 (437 days left)	1
No offer included	3990	RI_ AB_EHL DELIVERY_20241016	Swapnil	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_... AB_EHL DELIVERY_Draft	Victor	1	16-Dec-2024 (45 days left)
No offer included	3901	RS_... AB_EHL DELIVERY_Draft	Victor	6	16-Dec-2024 (45 days left)
No offer included	3900	RS_... AB_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_... AB_STOCKED_Draft	Victor	3	16-Dec-2024 (46 days left)

Search for negotiation number, title, description

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)

Create new negotiation

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 **Manage Negotiation** Manage Agreements

All Open **Completed**

Search for negotiation number, title, description

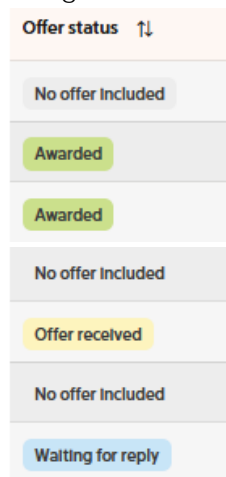
Completed negotiations

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.

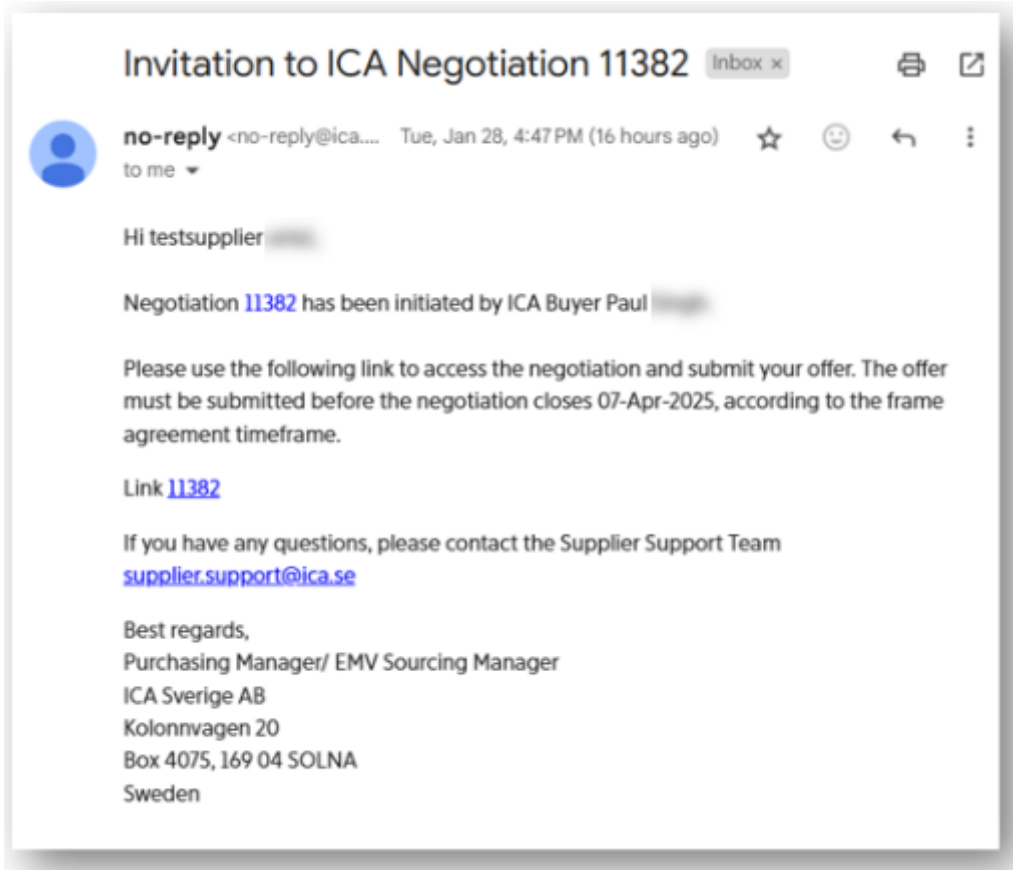


New Negotiation – important info

In a new negotiation, there is no existing price agreement, which means the supplier cannot initiate a new negotiation. ICA is responsible for initiating a new negotiation. If you have any questions regarding new negotiation, please contact your ICA buyer.

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 renegotiation

Follow these steps below to create a renegotiation 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' interface. At the top, there are tabs for 'All', 'Open', and 'Completed'. Below this is a table titled 'Draft negotiation- Requires user input'. The table has columns for Offer status, ID, Negotiation title, Buyer, Qty of Items, Close date, and Number of offers. A search bar is located below the table. A 'Create new negotiation' button is highlighted with a red box. Below the search bar, there is a section for 'Ongoing negotiations' with a table showing 7 negotiations.

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

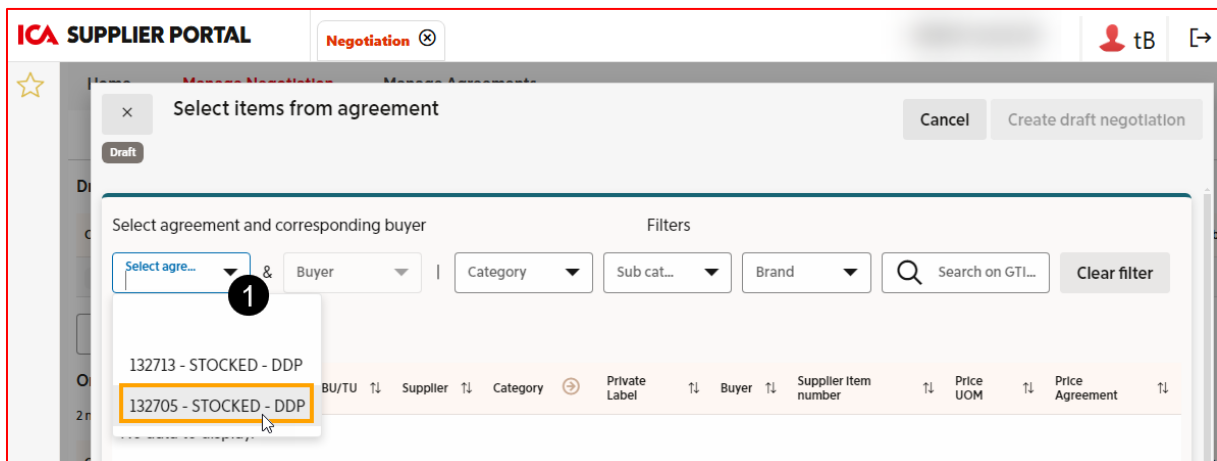
In this view the user (supplier):

- 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).

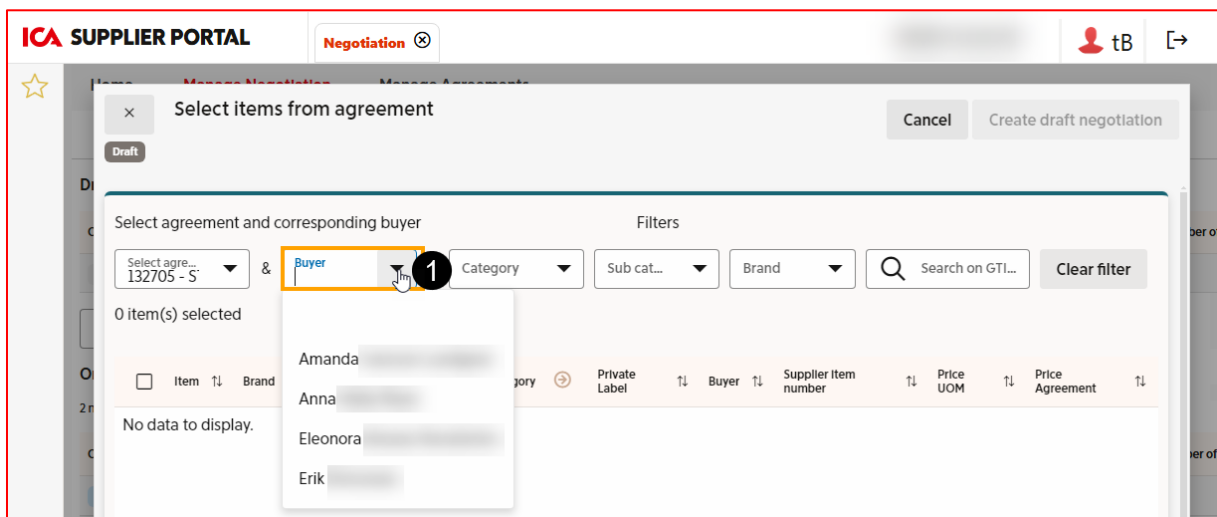
The screenshot shows the 'ICA SUPPLIER PORTAL' interface. At the top, there is a 'Negotiation' tab. Below this are tabs for 'Home', 'Manage Negotiation', and 'Manage Agreements'. The 'Manage Negotiation' tab is highlighted with a red box and a callout '1'. Below this are tabs for 'All', 'Open', and 'Completed'. The 'Open' tab is highlighted with a red box and a callout '2'. Below this is a search bar and a 'Create negotiation' button highlighted with a red box and a callout '3'. Below the search bar, there is a section for 'Ongoing negotiations' with a table showing 2 negotiations.

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:

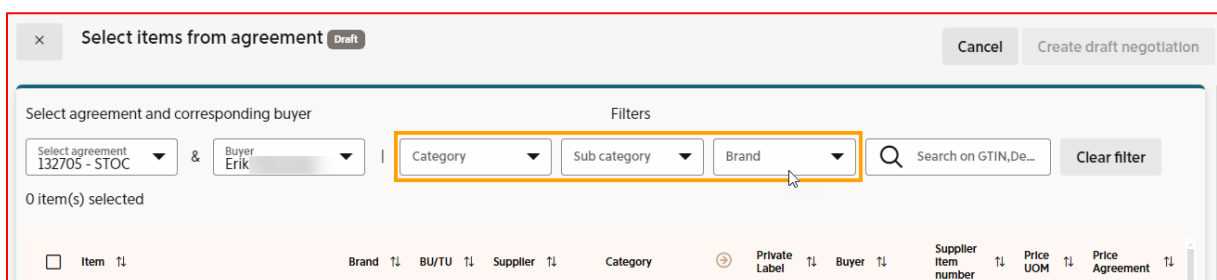


You then select the Buyer (1) in the drop-down list and click on the buyer's name:



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 windows 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:

ICA SUPPLIER PORTAL

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_	Erik	21	18-Apr-2025 (66 days left)	0

Search for negotiation number, title, description

Create negotiation

ICA SUPPLIER PORTAL

Home Manage Negotiation

All Open Completed

Draft negotiation- Requires user input

Offer status	Negotiation number
No offer included	11674

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**
 Required

Description **3**
 Required

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
Open End **6**

Attachment

Select a file or drop one here **7**

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

No attachment added

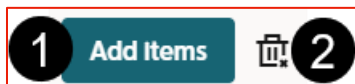
4. Create Renegotiation – Items (#)

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).

<input type="checkbox"/>	Item	Brand	BU/TU	Category	Supplier Item number	Price UOM	List Price	Discount(%)	Invoice Price	Commitment Rebate
<input type="checkbox"/>	Baguett ägg 18er 205 1733	GO	4	7276 - Färdigmat portio...	110305	Each	115,89	0,00	115,89	0,00
<input type="checkbox"/>	KEBAB BAGUETTE 205 1733	GO	4	7276 - Färdigmat portio...	110304	Each	115,89	0,00	115,89	0,00
<input type="checkbox"/>	EGG & BACON SANDWICH 18er 1733C	GO	4	7276 - Färdigmat portio...	110303	Each	87,51	0,00	87,51	0,00
<input type="checkbox"/>	Falafel 1733C	GO	4	7276 - Färdigmat portio...	110302	Each	117,48	0,00	117,48	0,00
<input type="checkbox"/>	Minisall Pasta kryddning 230 2731L	ICA	6	7276 - Färdigmat portio...	140004	Each	114,00	0,00	114,00	0,00
<input type="checkbox"/>	Baguette Chikilisa/Pastaramis 3733C	Go	4	7276 - Färdigmat portio...	110307	Each	115,89	0,00	115,89	0,00
<input type="checkbox"/>	CREAM DRAGON SANDWICH 177 173302	GO	4	7276 - Färdigmat portio...	110300	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.

Select agreement and corresponding buyer

Agreement number 134666 & Buyer Erik

Filters: Category, Sub category, Item status, Private label

Search on GTIN, Description, Brand

1 item(s) selected

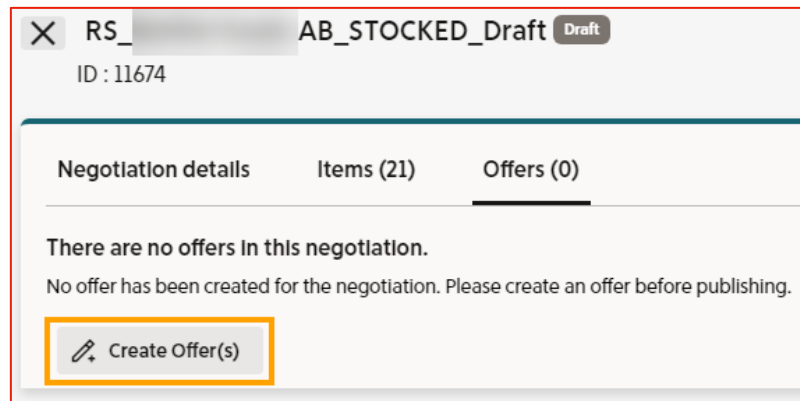
<input type="checkbox"/>	Item	Brand	BU/TU	Supplier	Category	Private Label	Buyer	Supplier Item number	Price UOM	Price Agreement
<input checked="" type="checkbox"/>	Baguette ägg 1733	GO	4	BAMA Foods AB	7276 - Färdigmat por...	No	Erik	110305	Each	134666

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:



The window opens to the Offers tab, where 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:

Item	TI	Brand	TI	BU/TU	TI	Category	Supplier item number	TI	Price UOM	TI	Net Price	TI	Net Price BU	TI	Offer List Price	TI	Offer Discount(%)	TI	Offer Invoice Price	TI	Offer Commitment Rebate	TI	Offer Commitment Rebate UOM	TI	Offer Net Price	TI	Offer Net Price
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			

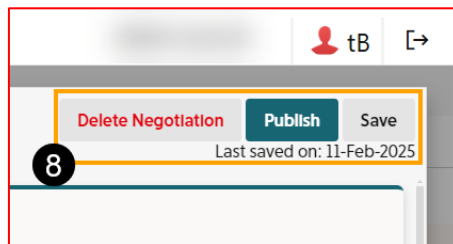
Item	TI
KEBAB BAGUETTE	1733
CHICKEN CURRY BAGUETTE	1733
EGG & BACON SANDWICH	1733
CREAMY SKAGEN SANDWICH	1733

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

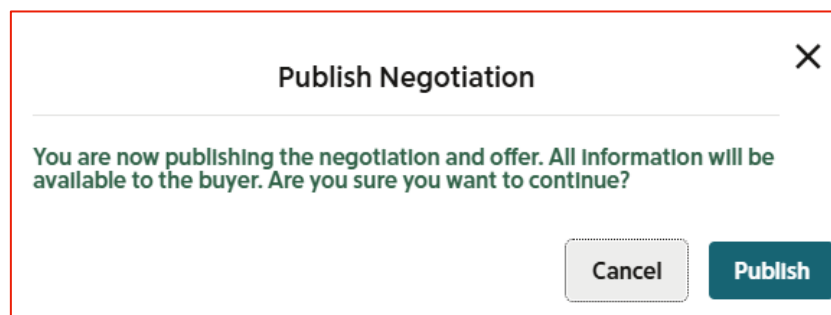
User can update in the User Interface (UI) or export the offer to Excel, do necessary updates there and then import it again. Changes will be applied in the User Interface:



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

i 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		Manage Negotiation	Manage Agreements			
All	Open	Completed				
<input type="text" value="Search for negotiation number, title, description"/>						<input type="button" value="Create negotiation"/>
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

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		Manage Negotiation	Manage Agreements			
All	Open	Completed				
<input type="text" value="Search for negotiation number, title, description"/>						<input type="button" value="Create negotiation"/>
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			
All	Open	Completed				
All opened > 11875 RS_BAMA Foods AB_STOCKED_20250227						<input type="button" value="Open"/>
Negotiation details		Items (21)	Offers (1)			
<input type="button" value="1"/>						<input type="button" value="+ Create offer"/>
21/21 Items		Offer ID 11032 Offer1 - BAMA Foods AB	Offer publish Date 27-Feb-2025	Waiting for reply		

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:

> 21/21 items	Offer ID 11032 Offer1 - BAMA Foods AB	Offer publish Date 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)							
+ Create offer											
21/21 Items		Offer ID 11032 Offer1 - BAKMA Foods AB		Offer publish Date 27-Feb-2025							
Waiting for reply											
Item	Brand	BU/TU	Category	Catch weight Item	Supplier item number	Price UOM	Net Price	Net Price BU	Offer List Price	Offer Discount(%)	Offer Invoce Price
KEB... 1733	GO... 1733	4	7276 - Färdigmat portionsrätter	550304	Each	115,89	28,97	115,89	0,00	115,8	
CHIK... 1733	GO... 1733	4	7276 - Färdigmat portionsrätter	550308	Each	115,89	28,97	115,89	0,00	115,8	
EGG... 1733	GO... 1733	4	7276 - Färdigmat portionsrätter	550323	Each	87,51	21,88	87,51	0,00	87,51	
CRE... 1733	GO... 1733	4	7276 - Färdigmat portionsrätter	550320	Each	87,51	21,88	87,51	0,00	87,51	
Bag... 1733	GO... 1733	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:

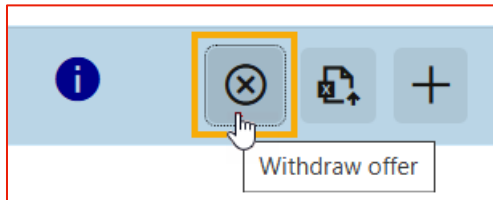
Home	Manage Negotiation	Manage Agreements				
All	Open	Completed				
<input type="text" value="Search for negotiation number, title, description"/>		Create negotiation				
Ongoing negotiations						
1 negotiation(s)						
Offer status	Negotiation number	Negotiation title	Buyer	Qty of Items	Close date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

Home	Manage Negotiation	Manage Agreements	
All	Open	Completed	
All	>	11875 RS_... AB_STOCKED_20250227	Open
Negotiation details	Items (21)	Offers (1)	
General Type Re-Negotiation Initiated by Supplier Buyer Erik	Supplier Info Supplier name BAKMA Foods AB Site Lager_000_UTP Contact testsupplier	Purchasing terms Payment terms 029 Freight terms DDP Delivery mode STOCKED	

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 - [REDACTED] 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 TI	Brand TI	BU/TU TI	Category	Supplier Item number TI	Price UOM TI	Net Price TI	Net Price BU TI	Offer List Price TI	Offer Discount(%) TI	Offer Invoice Price TI	Offer Commitment Rebate TI	Offer Commitment Rebate UOM TI	Offer Net Price TI	Offer Net Price TI
KEBAB BAGUETTE 1733	GO	4	7276 - Färdigmat portionsrätter	550	Each	115,89	28,97	115,89	0,00	115,89	0,00	PRO - Perc	115,89	28,97
CHICKEN CURRY BAGUETTE 1733	GO	4	7276 - Färdigmat portionsrätter	550	Each	115,89	28,97	115,89	0,00	115,89	0,00	PRO - Percent	115,89	28,97
EGG & BACON SANDWICH 1733	GO	4	7276 - Färdigmat portionsrätter	550	Each	87,51	21,88	87,51	0,00	87,51	0,00	PRO - Perc	87,51	21,88
CREAMY SKAGEN SANDWICH 1733	GO	4	7276 - Färdigmat portionsrätter	550	Each	87,51	21,88	87,51	0,00	87,51	0,00	PRO - Perc	87,51	21,88

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
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:

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

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



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.






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** Publish Save
Last saved on: 11-Feb-2025

Negotiation details Items (21) Offers (1) Export excel sheet Import Excel Sheet

Offer name: Offer1 - AB Included Items: 20/21

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 Pri...
 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		

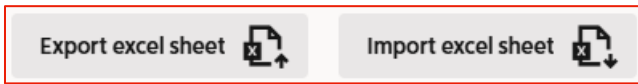
Item ↓

	KEBAB BAGUETTE 1733
	CHICKEN CURRY BAGUETTE 1733
 	EGG & BACON SANDWICH 1733
	CREAMY SKAGEN SANDWICH 1733

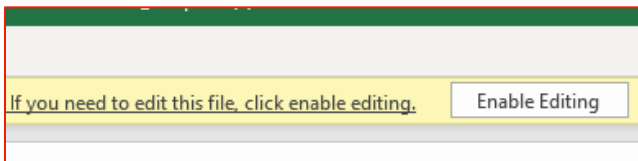
Edit Offer in Excel sheet

In the Excel sheet the user can perform the same operations as in the User Interface (UI). Include/Exclude item rows, change value in editable cells.

For editing in Excel (recommended for negotiations with many items), start by exporting the offer by clicking “Export Excel sheet” button to download an Excel file with items.

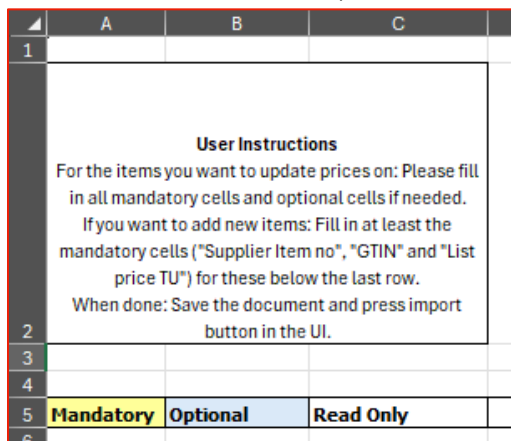


Open the downloaded Excel file (if warning popup message, click Enable Editing).



At the top of the file are user instructions how to update price on items in the Excel. The columns with information are colour coded:

1. Yellow marked fields (Mandatory): fields are mandatory to have a value on, even if the value is “0”
2. White marked fields (Read Only): fields are only for your information, where you cannot change anything
3. Blue marked fields (Optional): fields are optional to have a value



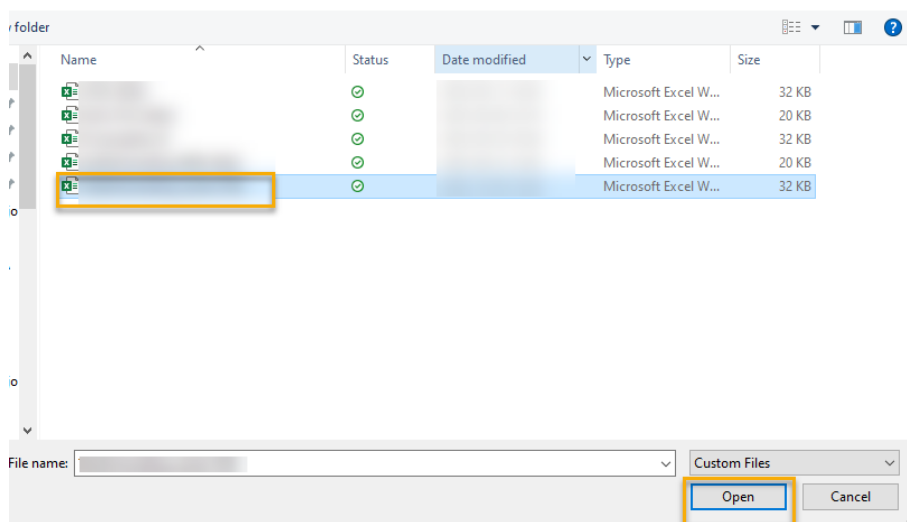
Mandatory	Optional	Read Only																		
Negotiation	Buyer	Supplier	Supplier Site	Freight Terms	Delivery Mode	Currency														
114	Viktorias		Extern_007_UTP	DDP	DIRECT	SEK														
Action	Categories	BUYTU	Brand	Descriptor	Seasonal item (yes/no)	Net Content	Price UoM	Supplier Item no	GTIN	List price TU	Discoun	Invoice price TU	Commitment Reb.	Commitment Rebate UoM	Net price TU	Net price BU				
Include	7256-Mj6k	12		Mj6k 3% ESL	No	250	Each	50		00298	7	90.50	6	0.00	PRD-Percent	6	5			
Include	7256-Mj6k	12		Mellarmj6k	No	250	Each	50		01754	13	0.00	13	10.00	PRD-Percent	11	3			
Include	7256-Mj6k	12		Mellarmj6k ESL	No	250	Each	50		01789	7	90.50	6	0.00	PRD-Percent	6	5			
Include	7256-Mj6k	6		Chokladmj6k	No	1500	Each	50		02303	14	90.50	13	0.00	PRD-Percent	13	22			
Include	7256-Mj6k	12		Kaffebr6de	No	250	Each	52		24350	14	90.50	13	0.00	PRD-Percent	13	11			

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!



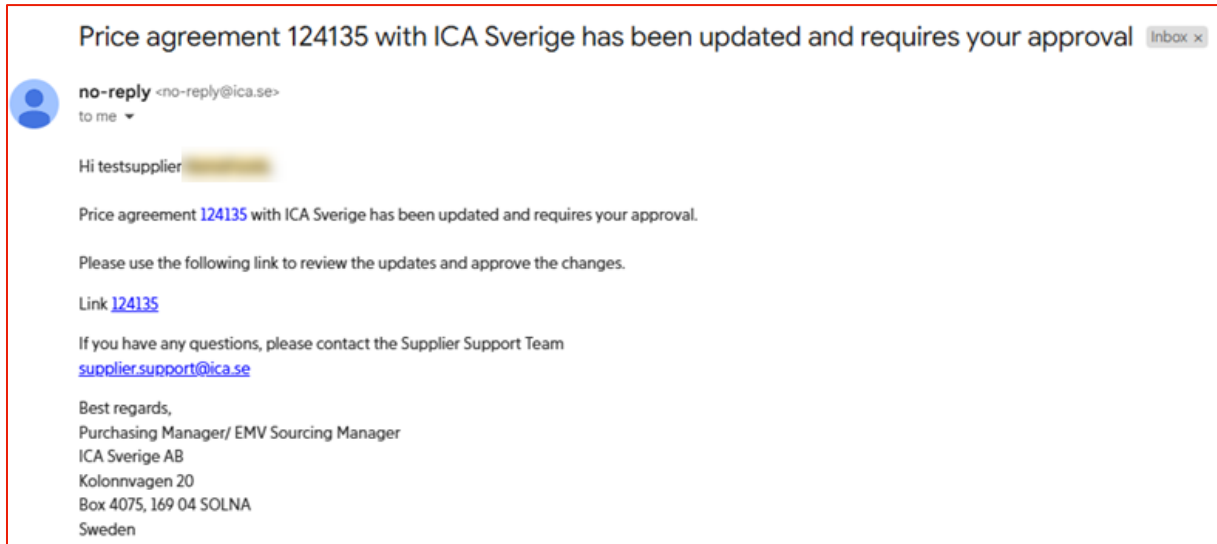
Now the new values you entered in the Excel file should be updated in the user interface. Validation on the Excel import will be performed to ensure data is correct.

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.

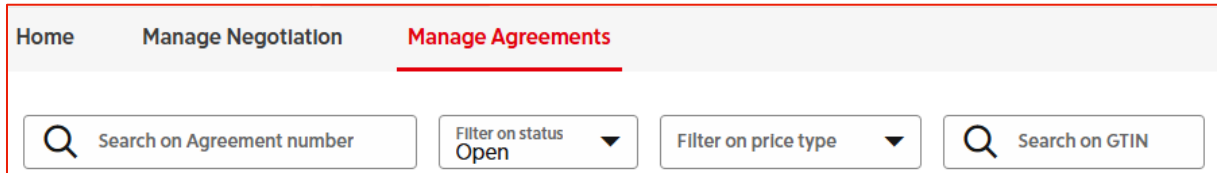
6. Approve/Reject a changed Price agreement - Price revision

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:

The screenshot shows the ICA Supplier Portal interface. At the top, there's a navigation bar with 'ICA SUPPLIER PORTAL VER' and 'Negotiation'. Below that, a sidebar contains icons for Home, Messages, Negotiation, and Agreements. The main content area is titled 'Agreement number : 124135' and has three tabs: 'Agreement details', 'Items (36)', and 'Price revision (1)'. The 'Price revision (1)' tab is active, showing a table of items. The table has columns: Item, Brand, Item status, BU/TU, Category, Buyer, Private label, Start date, End date, Expiry date, Is item catch weight, and Supplier item number. Below the table, there are 'Reject' and 'Approve' buttons. A red box highlights the 'Reject' and 'Approve' buttons.

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



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

✕

Reject Price Revision

State your reason for rejecting:

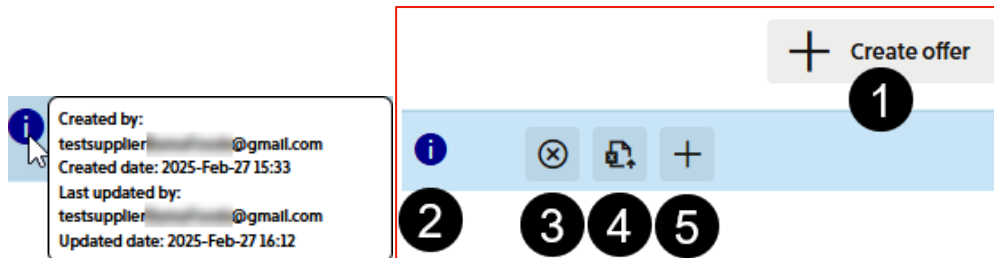
Required

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:

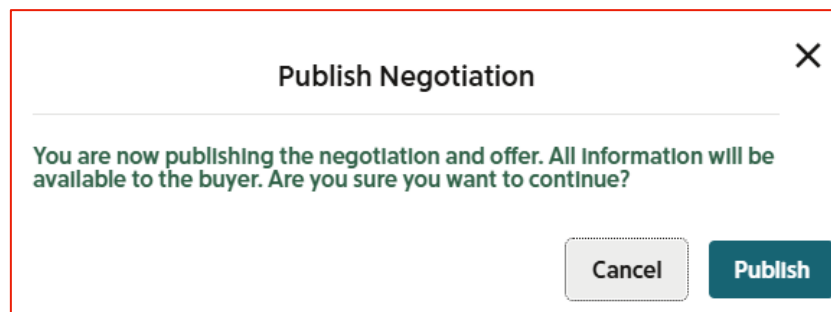


Publish & Save:

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 - Läsk	12	Each	73,21
24	7132 - Läsk	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 - Läsk	12	Each	79,00	1,00	78,21	5,00	MON - Monetary	73,21
24	7132 - Läsk	23	Each	79,00	1,00	78,21	5,00	MON - Monetary	73,21

Offer vs Counteroffer

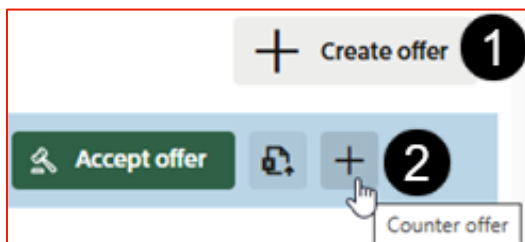
- Offer (1): Based on current prices. That is, the starting prices of the negotiation.
- Counteroffer (2): Based on the bid that the counteroffer is made from.

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' interface. At the top, there are navigation tabs: 'Home', 'Manage Negotiation', and 'Manage Agreements' (highlighted). Below the tabs are search and filter options: 'Search on Agreement number', 'Filter on status' (set to 'Open'), 'Filter on price type', 'Search on GTIN', and 'Filter with keyword'. A summary bar indicates '2 agreement(s)'. Below this is a table with columns: Agreement Number, Description, Status, Amount of Items, Buyer, Price type, Supplier, Supplier Site, Delivery Mode, Payment Terms, Freight Terms, and Currency.

Agreement Number	Description	Status	Amount of Items	Buyer	Price type	Supplier	Supplier Site	Delivery Mode	Payment Terms	Freight Terms	Currency
134673		Open	4	Anna	Standard	PAAS	AB PU_017_UTP	STOCKED	029	DDP	SEK
134666		Open	37	Amanda	Standard	PAAS	AB Lager_000_UTP	STOCKED	029	DDP	SEK

Click on the Agreement number to open agreement details:

The screenshot shows a table with columns: Agreement Number, Description, Status, and Amount of Items. The number '134666' is highlighted with a yellow box and a hand cursor is pointing to it.

Agreement Number	Description	Status	Amount of Items
134673		Open	4
134666		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. The view is divided into several sections: General, Purchasing terms, Agreement history, Not for price list, External approval, EHL agreement, and Attachment. The 'General' section includes OpCo (ICA Sverige AB), Price type (Standard), Agreement type (Open End), and Pickup address. The 'Purchasing terms' section includes Supplier name (PAAS AB), Supplier site (Lager_000_UTP), Delivery mode (STOCKED), Pricing method (Order Date), Currency (SEK), Freight terms (DDP), and Payment terms (029). The 'Agreement history' section includes 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), and Publication status (Published). The 'Not for price list' section has a checkbox 'Does not require price list'. The 'External approval' section has a checkbox 'Requires external approval'. The 'EHL agreement' section has a checkbox 'Is EHL agreement'. The 'Attachment' section shows 'No attachment added'. At the bottom, there is a table for Buyer and Supplier Contact information.

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)

Filter on revis... ▼ Filter on buyer: ▼ Filter on category: ▼ 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 ↻
KEI 173		4	7276 - Färdigm...	Erik	No	24-Feb-2025				550304	Each
CHI 173		4	7276 - Färdigm...	Erik	No	24-Feb-2025				550308	Each
Ve 173		8	7283 - Såser & ...	Eleonora	No	24-Feb-2025				41103-M	Each
EG 173		4	7276 - Färdigm...	Erik	No	24-Feb-2025				550323	Each
CRI 173		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

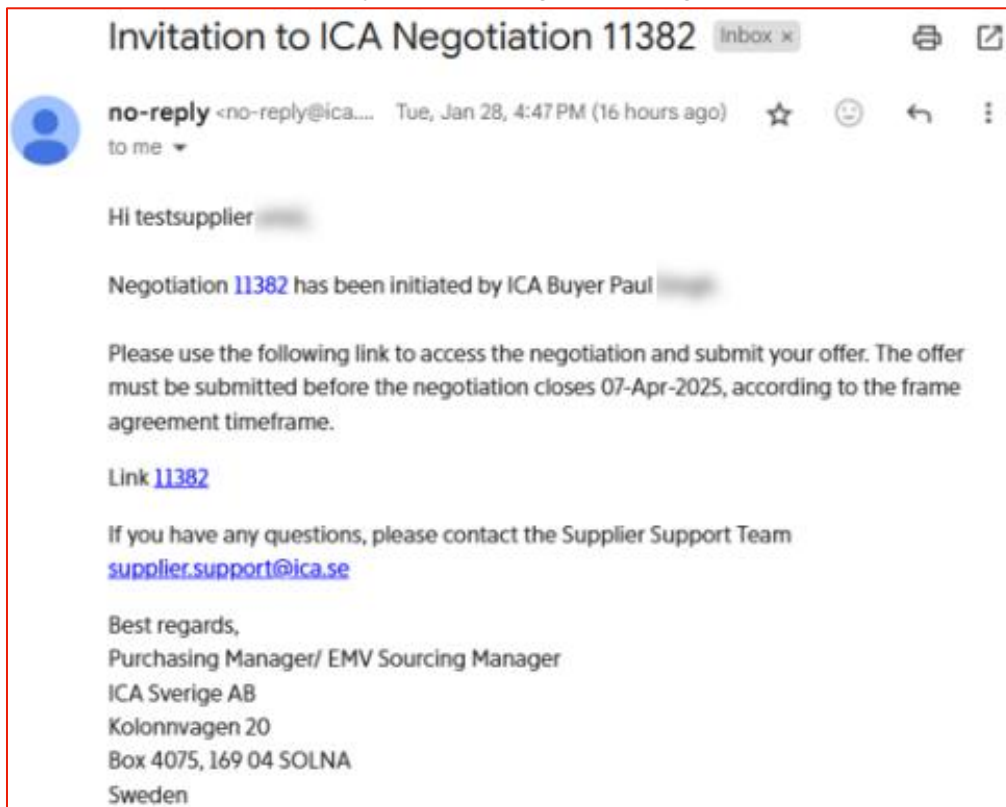
Please see [Approve/Reject a changed Price agreement](#).

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):

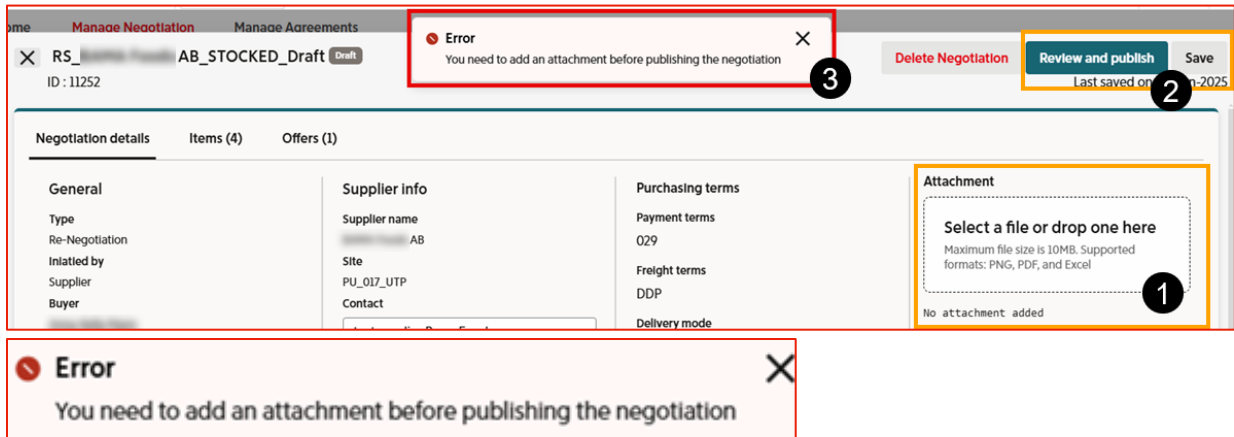


10. Error messages

(UI) Attachment

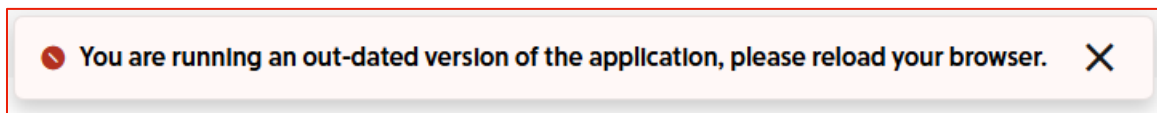
It is a requirement that the supplier submits an explanatory attachment that forms the basis for the announced price adjustment. This is regulated in the basic agreement.

Attachment is missing, add attachment (1):



(UI) Out-dated version of the application

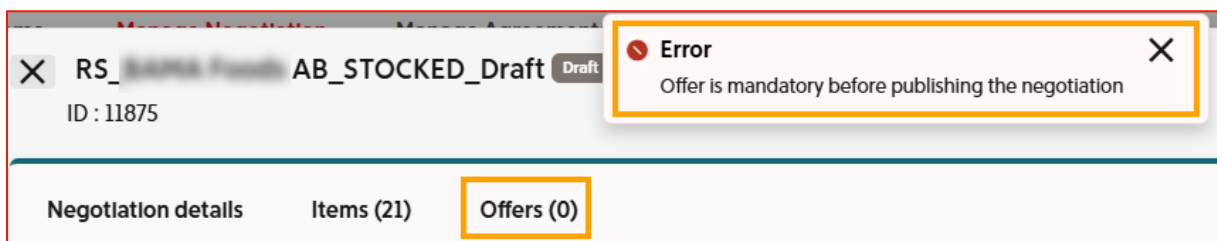
Please reload your web browser:



(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 04900001670	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 04900001670	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

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

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