1. Click the **Create Response** button.

`Create Response`

| Important Information! |
| --- |
| Navigation: Oracle Home > Supplier Portal > View Active Negotiations |

NOTES:

- Example data provided for this simulation is for demonstration purposes only. Please enter your appropriate data as needed in the Production environment.
- For all Simulation Modes, all example data must be typed exactly as noted in the blue step bubble.
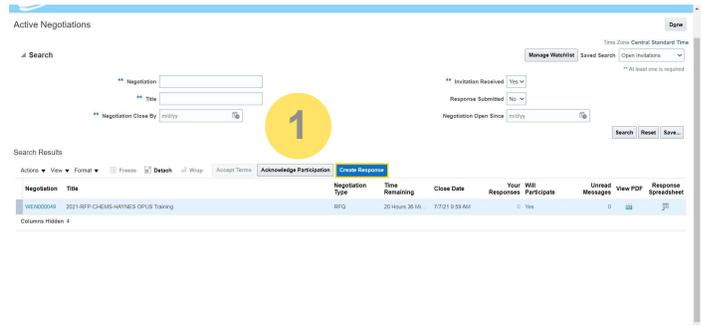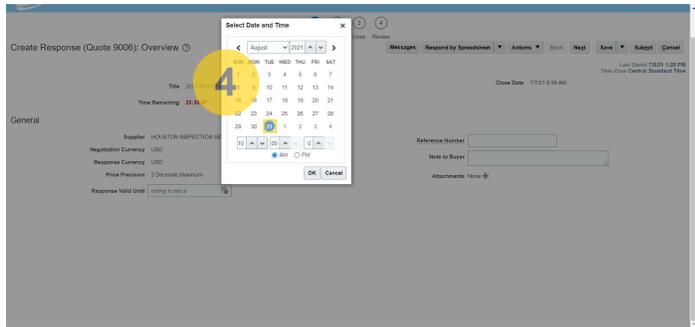
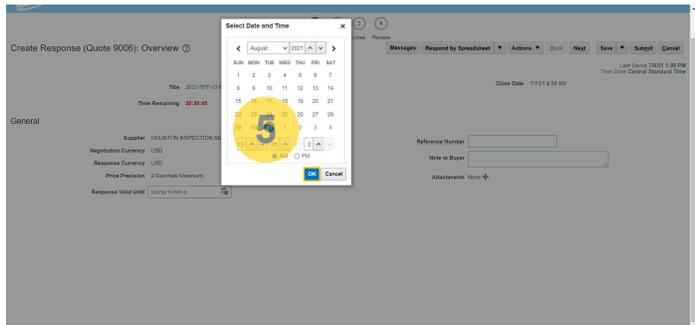**2.** Click the **Response Valid Until Select Date** icon.
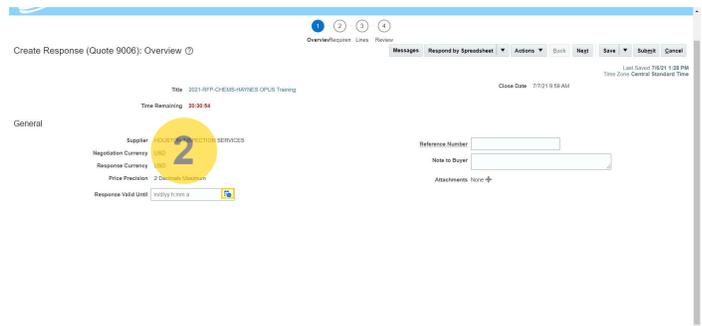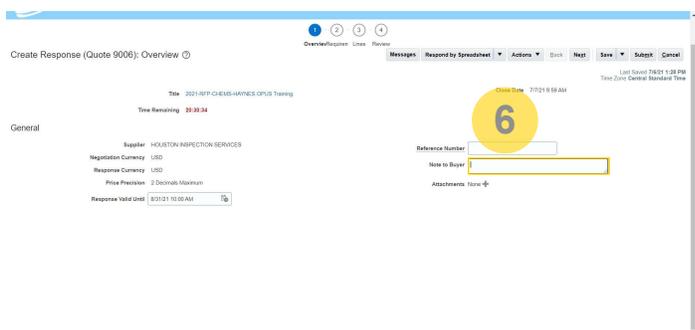
3. Click the **Next Month** icon. ➤
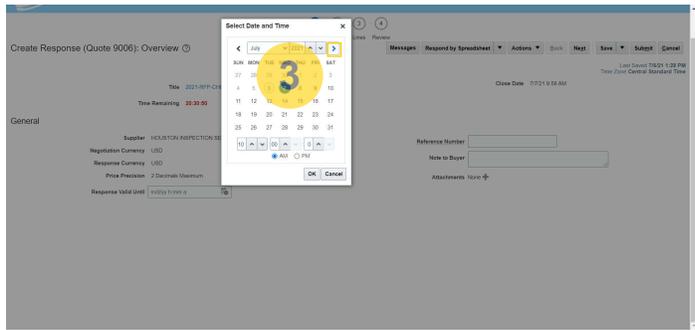
4. Click the **31** item. 🔵31

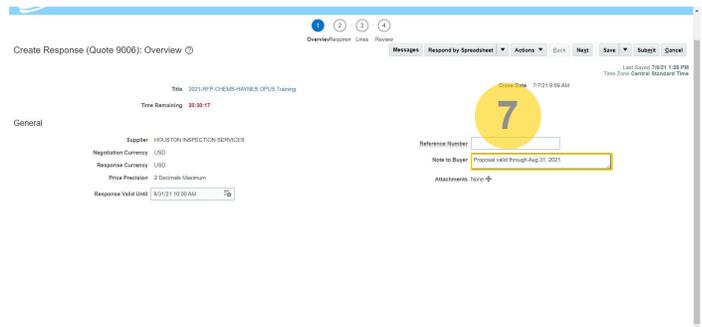**5.** Click the **OK** button. OK

6. Click the **Note to Buyer** text box.

7. Change the **Note to Buyer** text box to **Proposal valid through Aug 31, 2021**.

Proposal valid through Aug 31, 2021

8. Click the **Save** button. Save