Quick Guide to Accepting or Rejecting a Tender

Introduction

This document provides a quick guide explaining how to accept or reject a tender using the One Network system.

Note – this Quick Guide is for the NEO UI

Accepting a Tender

1. Login to the One Network system.

2. Navigate to Menus/Favs -> Transportation -> Tendered.
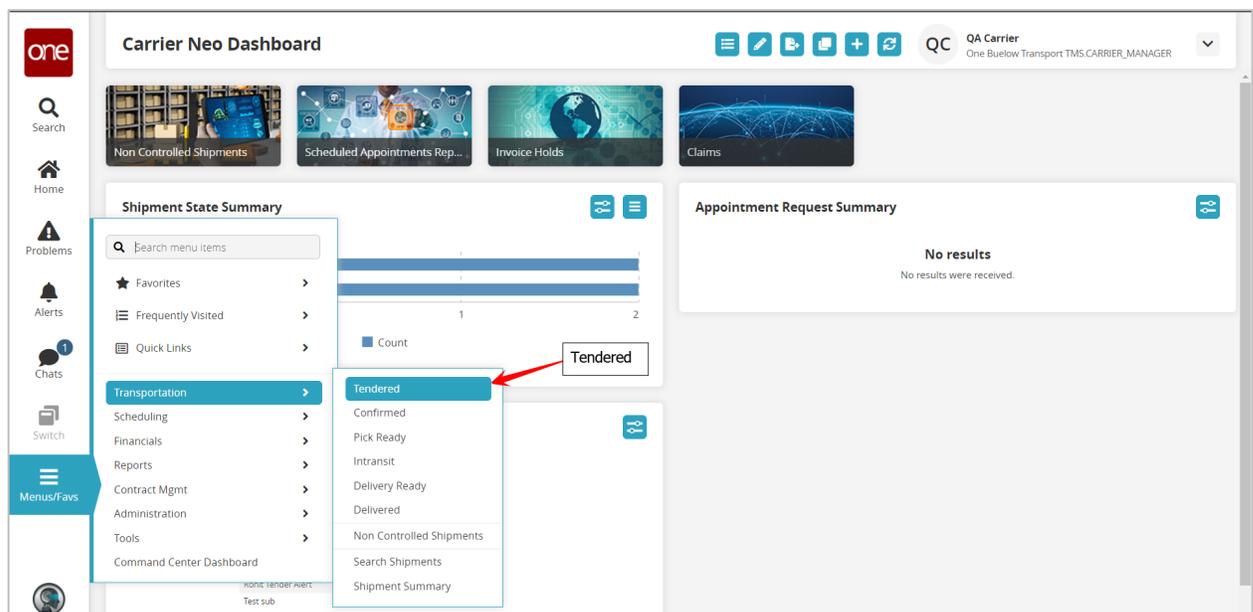
3. The **Tendered** screen displays with a list of the available tenders.

4. To accept one of the tenders, select the checkbox located next to the desired tender and then select the **Actions** button on the bottom of the screen and select **Accept**.
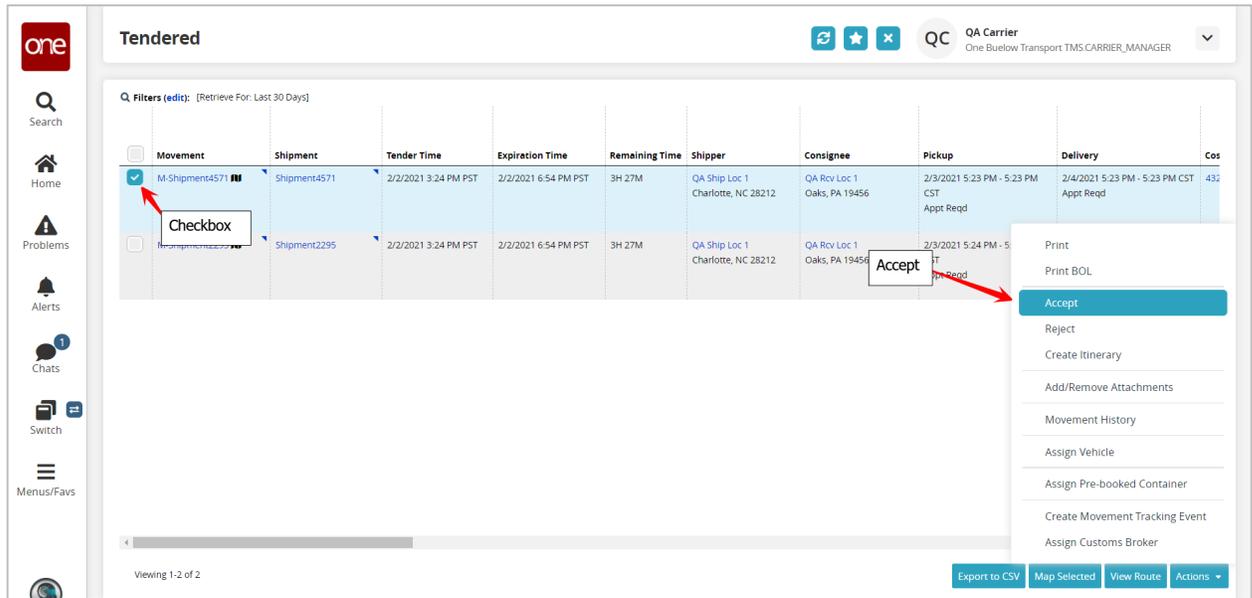
5. After selecting the **Accept** action, a popup window will appear to allow you to enter an optional **Pro Number** and/or an **Equipment Number**.
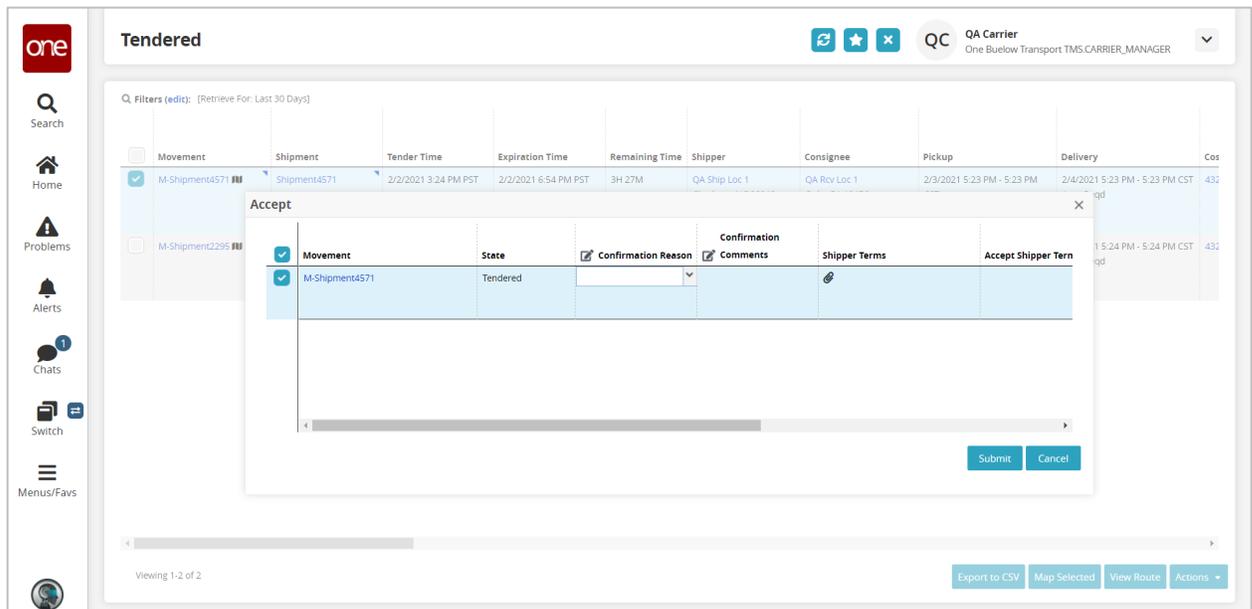
6. Enter the desired information on the popup window and then click the **Submit** button on the popup window to finish accepting the tender.

   Note: If you click the **Cancel** button on the popup window, this will cancel the acceptance of the tender that was in progress and will take you back to the **Tendered** screen. If you do not want to enter a **Pro Number** or **Equipment Number**, leave these fields blank on the popup window and then click the **Submit** button on the popup window to finish accepting the tender.

7. Once you click the **Submit** button on the popup window, you will see a success message on the popup window.
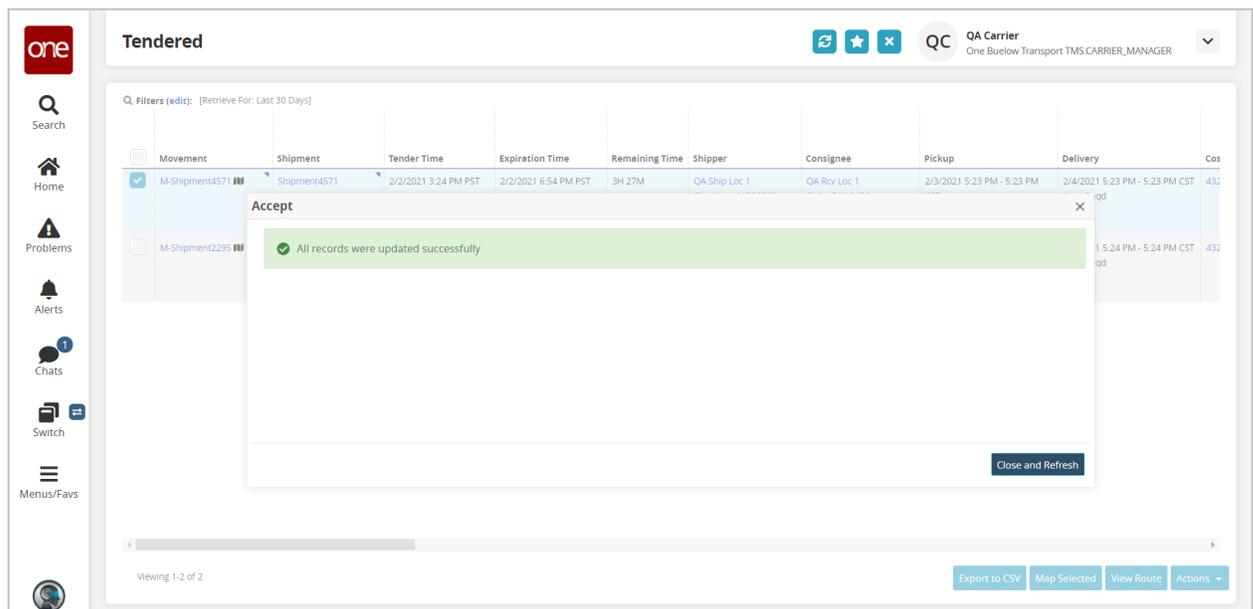
8. Click the **Close and Refresh** button on the popup window to close this popup window and return to the **Tendered** screen.

9. You will be returned to the **Tendered** screen which will now be refreshed. The tender you have accepted will no longer be displayed on the **Tendered** screen.

10. Since you have now accepted this tender, it will be displayed on the **Confirmed** screen found under the **Menu/Favs** -> **Transportation** menu.

Rejecting a Tender

1. Login to the One Network system.

2. Navigate to Menus/Favs -> Transportation -> Tendered.

3. The **Tendered** screen displays with a list of the available tenders.

4. To reject one of the tenders, select the checkbox located next to the desired tender and then select the **Actions** button on the bottom of the screen and select **Reject**.

5. After selecting the **Reject** action, a popup window will appear for you to enter the reason you are rejecting the tender.

   Note: Fields marked with an asterisk symbol (*) are required.
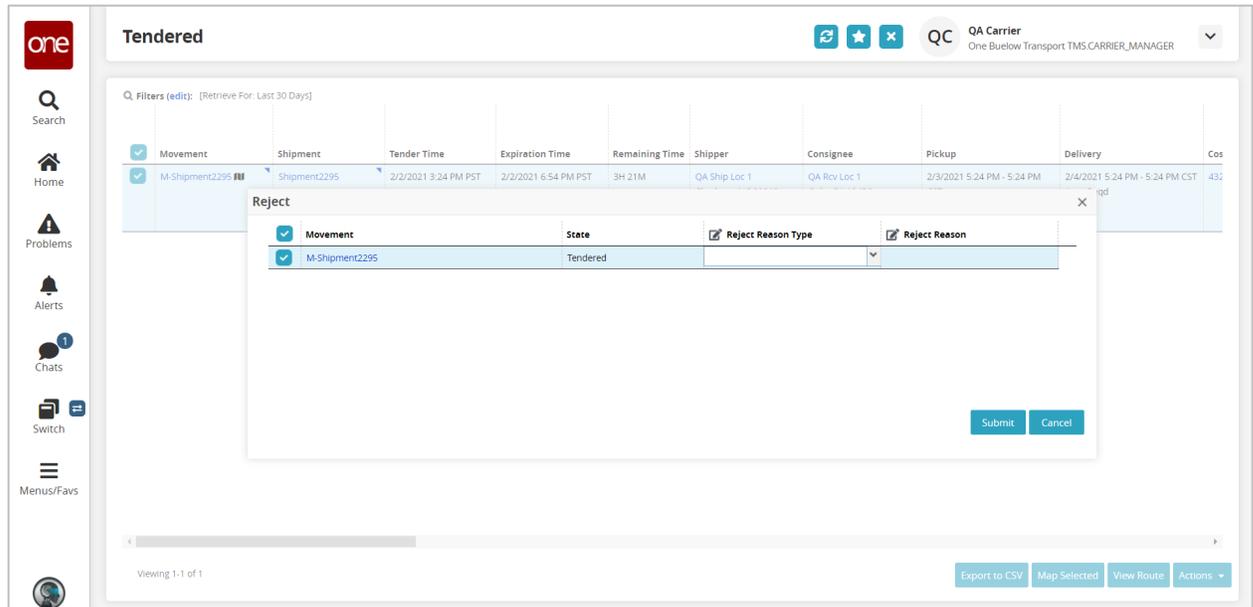
6. For the **Reject Reason Type** field, select from one of the available entries in the drop-down list. In addition, you can also enter information in the **Reject Reason** field which is a text field and is optional.

7. Once you completed selecting the **Reject Reason Type** and entering any desired information in the **Reject Reason** field, click the **Submit** button on the popup window to finish rejecting the tender.

   Note: If you click the **Cancel** button on the popup window, this will cancel the rejection of the tender that was in progress and will take you back to the **Tendered** screen.

8. Once you click the **Submit** button on the popup window, you will see a success message on the popup window.
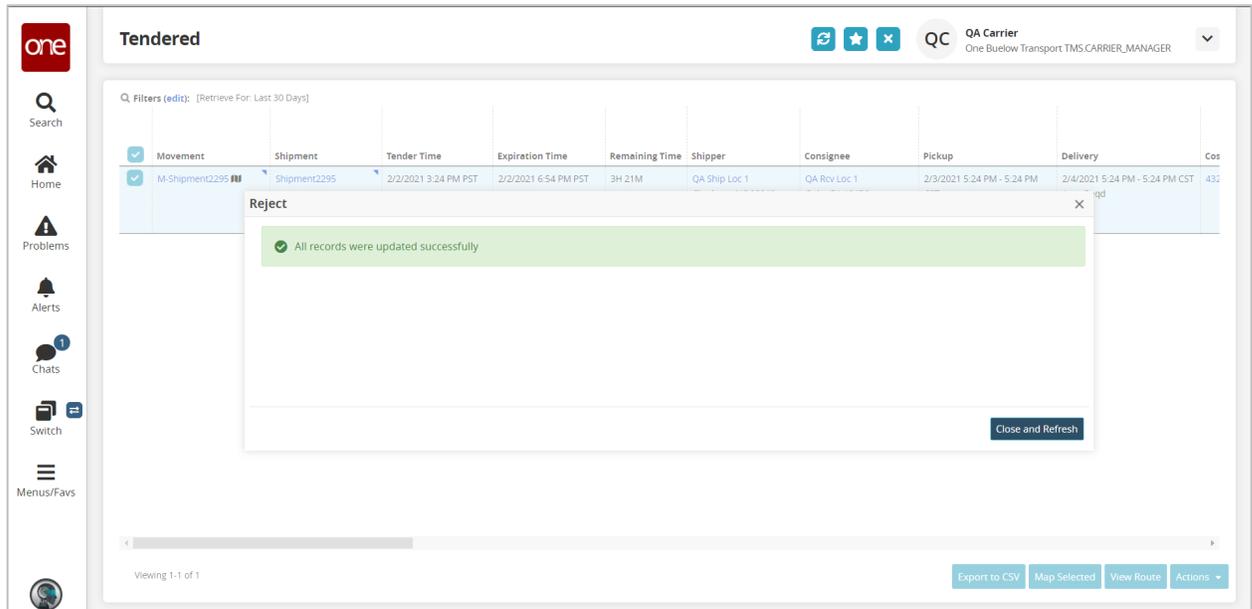
9. Click the **Close and Refresh** button on the popup window to close this popup window and return to the **Tendered** screen.

10. You will be returned to the **Tendered** screen which will now be refreshed. The tender you have rejected will no longer be displayed on the **Tendered** screen.