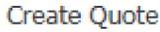


Bidding Process

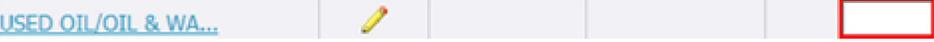
Step	Action
1.	<p>First we will cover Method 1: Email Notification.</p> <p>Notification emails come from Workflow Mailer -- PROD. They contain the due date, bid number, links to the negotiation pages, and a link to acknowledge participation.</p> <ol style="list-style-type: none"> 1. Date Sent/Date Due -- Date due is the date a response to the bid is due. 2. ID -- Your iSupplier ID Number 3. Number -- This is the bid number 4. Negotiation Open/Close -- The earliest date/time you may create a response, and the date the bid closes. 5. Negotiation Details -- Links to the Negotiation Details page.
2.	<p>6. Acknowledge Participation -- If you intend to participate in the bidding process, click Yes.</p> <p><u>Yes</u></p>
3.	<p>A new email opens with a simple message that you intend to participate. You may add a note to the Buyer in the body of the email; however, it must be between the quotes (as shown here) or an error will be generated when the email is sent.</p> <p>When finished, click Send.</p> 
4.	<p>You are returned to your notification email. You may use the Login and view details url link to log into iSupplier and respond to the bid.</p> <p>Click the link Login and view Negotiation Details.</p> <p>Important! Clicking this link will launch the iSupplier login screen. Once you log in, you are taken directly to the RFQ Negotiation page. We are going to pause here, and look at Method 2: Searching for an Open Negotiation.</p> <p>Login and view details url</p>
5.	<p>Log into the iSupplier Portal with your User Name and Password.</p>

Step	Action
6.	<p>The <i>Oracle Applications Home Page</i> opens. On the Main Menu, you have three choices:</p> <p>Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Doing Business with Hillsborough County link.</p> 
7.	<p>To search for or respond to an RFP, click Bids/RFPs.</p> <p>This will open the <i>Negotiations Home Page</i>.</p> 
8.	<p>This is the <i>Negotiations Home Page</i>.</p> <p>This page is divided into several sections, which are blank if this is your first time logging in to bid.</p> <p>The first section is Your Active and Draft Responses. This section will remain blank until you start or save a draft response to a bid. Once you have a response, it will show here.</p> <p>When a response is displayed, you can click on your response number to view it in its entirety.</p>
9.	<p>The second section is Your Company's Open Invitations. This is where your open invitations to bid will be if you are a registered iSupplier user. If no bids are showing, you may choose Full List to see all open bids, or search for a bid using Search Open Negotiations.</p> <p>To view the bid, click the Negotiation Number. Use the Review Bids document for detailed instructions on reviewing a Bid.</p>
10.	<p>If the bid does not show up on the <i>Negotiations</i> page, you can search for the bid.</p> <p>To search for an open bid, click the Search Open Negotiations list.</p> 
11.	<p>You may search by Title, Number, Contact, Category, Line, or Event.</p> <p>In this example, select Number.</p> 
12.	<p>Enter a search term into the Search Open Negotiations field.</p> <p>For example, enter "7783".</p> 
13.	<p>Click Go.</p> 

Step	Action
14.	<p>The <i>Active Negotiations</i> window is displayed.</p> <p>All search results are displayed below the search criteria. From this window, click on the Negotiation Number to see the full negotiation.</p> <p>For example, click 7783.</p> 
15.	<p>The <i>Active Negotiations RFQ: #####</i> page is displayed.</p> <p>To Acknowledge Participation, click the Actions drop down list.</p> <p>Note: If you have acknowledged participation via email, you do not have to acknowledge participation again.</p> <p>Actions </p>
16.	<p>Select Acknowledge Participation.</p> 
17.	<p>Click Go.</p> 
18.	<p>Select Yes to the question "Will your company participate?"</p> <p>If necessary, enter a note into the Note to Buyer field.</p> <p>For example, enter "Test. I will participate in the bidding process.".</p> <p>Note to Buyer </p>
19.	<p>Click Apply to send the acknowledgement.</p> 
20.	<p>You are returned to the <i>Active Negotiations RFQ: #####</i> page.</p> <p>To create a quote, click the Actions drop down list. Select Create Quote.</p> 
21.	<p>Click Go.</p> 
22.	<p>The <i>Terms and Conditions</i> page is displayed. Use the inner scrollbar to review the Terms and Conditions.</p> <p>Note: The option to accept remains grayed out until you read and accept the terms and conditions.</p>

Step	Action
23.	<p>At the bottom of the page, acknowledge that you have read the terms and conditions by clicking the checkbox.</p> <p><input type="checkbox"/> I have read and accepted the terms and conditions</p>
24.	<p>The Accept option is now available.</p> <p>Click Accept.</p> <p>Accept</p>
25.	<p>The <i>Create Quote: #####</i> page is displayed. Enter the RFQ number into the Reference Number field.</p> <p>For example, enter "7783".</p> <p>Reference Number <input type="text"/></p>
26.	<p>Expand the Requirements section, and complete the questions and acknowledgements.</p> <p>Enter your name into the Name of person submitting the Bid field.</p> <p>For example, enter "Joe Domino".</p> <p><input type="text"/></p> <p><small>Name of person submitting the Bid.</small></p>
27.	<p>Enter your title into the Title of person submitting the Bid field.</p> <p>For example, enter "Senior Vice President".</p> <p><input type="text"/></p> <p><small>Title of person submitting the Bid.</small></p>
28.	<p>Certify that you are at least eighteen (18) years of age.</p> <p>Select Yes.</p> <p>Yes</p>
29.	<p>Acknowledge the electronic submission has the same effect as submitting a manual bid with a signature.</p> <p>Select Yes.</p> <p>Yes</p>
30.	<p>Acknowledge you are authorized to bind the bidder.</p> <p>Select Yes.</p> <p>Yes</p>

Step	Action
31.	Acknowledge that the information submitted on the bid is accurate. Select Yes . <input type="radio"/> Yes
32.	Acknowledge all requirements are understood. Select Yes . <input type="radio"/> Yes
33.	In the General Requirements section respond to each item. Enter any appropriate into the Deviation(s) field. For example, " Test information here. " <div data-bbox="345 695 1279 898" style="border: 1px solid #ccc; height: 97px; width: 575px; margin-top: 10px;"></div>
34.	Indicate your preference for receiving an agreement. For example, select Send electronic version . <input type="radio"/> Send electronic version
35.	Indicate if you are set up with a merchant account. For example, select Yes . <input type="radio"/> Yes
36.	Indicate whether or not you will accept payment from the County by direct deposit through the ACH electronic payment solution. Select Yes . <input type="radio"/> Yes
37.	Acknowledge whether or not you agree to make this pricing available to all government agencies, departments, and municipalities. Select Yes . <input type="radio"/> Yes
38.	You may preview the Contract Terms by clicking Preview Contract Terms . <input type="button" value="Preview Contract Terms"/>
39.	At the prompt, click Open . <input type="button" value="Open"/>

Step	Action
40.	If this warning appears, select Start . 
41.	The Contract Terms open as an Adobe file. Scroll down to review the document. You may also print or save the document from here.
42.	When finished reviewing the Terms and Conditions, click Close . 
43.	You are returned to the <i>Create Quote</i> page. Now you need to respond to the lines on the RFQ. Note: If you click continue here, you will generate an error. For example, click Continue . 
44.	As you can see, an error is generated. Click the Lines tab . 
45.	On the Line tab, Enter a quote price into each line. For example, enter " 3.59 " into the Line 1 field. 
46.	Enter the quote price into the Line 2 . For example, enter " 5.00 ". 
47.	Enter the quote price into the Line 3 . For example, enter " 7 ". 
48.	Enter the quote price into the Line 4 . For example, enter " 25 ". 
49.	Enter the quote price into Line 5 . For example, enter " 25 ". 
50.	When all lines have a quote price, click Continue . 
51.	The <i>Review and Submit</i> page is displayed. Here you can review your answers to the Affirmation and General requirements section, as well as your quotes for each line.

Step	Action
52.	<p>Scroll down and review the quotes for the lines.</p> <p>Prior to submitting, you may click Validate to verify that your RFQ is valid and complete. You will receive either a confirmation message, or an error indicating what must be fixed prior to submission.</p>
53.	<p>When you have finished reviewing the RFQ, click Submit.</p> <p></p>
54.	<p>A confirmation message is displayed. To return to the Sourcing Home page, click the Return to Sourcing Home Page link.</p> <p></p>
55.	<p>You will notice that your response is assigned a number, and is now listed under Your Active and Draft Responses.</p> <p>To return to your Oracle Home page, click Home.</p> <p></p>
56.	<p>This concludes the topic Bidding Process.</p> <p>Next Steps: Any communications about the bid will be emailed to you. For example, the Buyer may request additional information, or create an amendment to the bid.</p> <p>Use the Online Communications document for detailed instructions on how to respond to Online Communications.</p> <p>Use the Respond to Amendments document for detailed instructions on how to respond to Amendments.</p> <p>End of Procedure.</p>