

Bidding Process

Procedure

When you complete these steps, you will be able to navigate the negotiation home page and submit a Response to a Bid.

The Bidding process begins when Hillsborough County posts a request for a bid. Vendors can access that request in two ways:

1. An email notification is sent to the Supplier contact person (or people)
2. The Supplier can access iSupplier, and search for open requests on which to bid.

Wed 09/09/2015 4:33 PM
Workflow Mailer -- PROD <wfphtcfi@AtOracle.com>
Action Required: You are invited: RFI 6012 (Environmental Health, Safety, and School Readiness Training)

To: Kilbride, Gillian

Message Notification Detail.html (726 B)

Suggested Meetings + Get more apps

From	Maitlen, Michelle	Company	Hillsborough County and the City of Tampa
To	GILLIAN KILBRIDE	Title	Environmental Health, Safety, and School Readiness Training
Sent	09-SEP-2015 16:32:04	Number	6012
Due	16-SEP-2015 17:00:00		
ID	2654745		

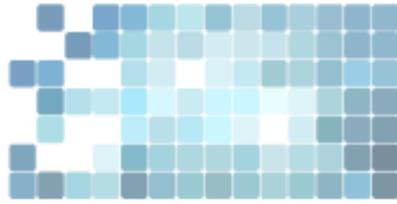
Negotiation Preview Not specified
Negotiation Open September 09, 2015 04:31 pm Eastern Time
Negotiation Close September 16, 2015 05:00 pm Eastern Time
Supplier HILLSBOROUGH EBS TEST SUPPLIER
Supplier Site

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

If not logged in, please go to [Login and view Negotiation Details](#) page or If already logged in, Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

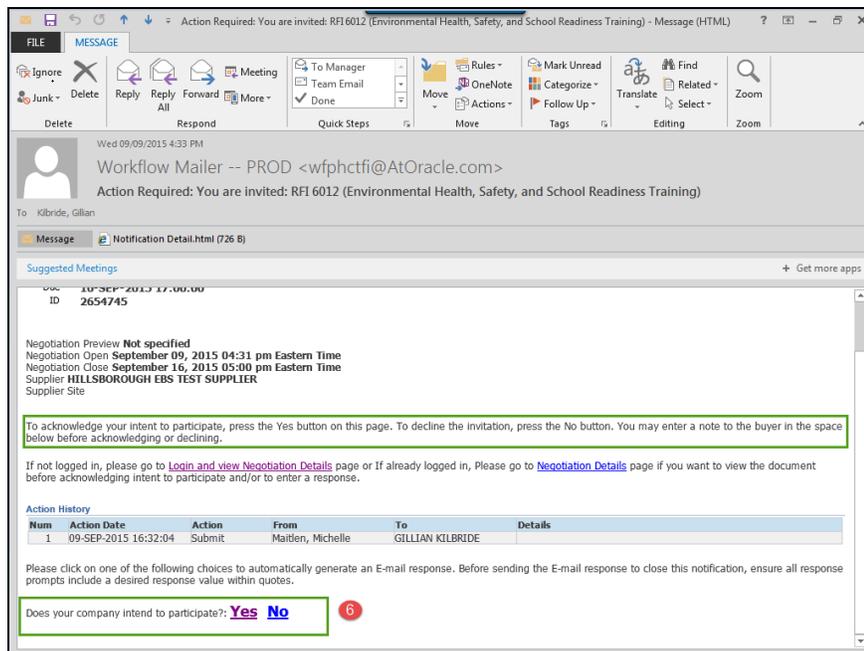
Num	Action Date	Action	From	To	Details
1	09-SEP-2015 16:32:04	Submit	Maitlen, Michelle	GILLIAN KILBRIDE	

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

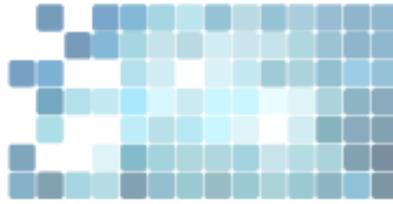


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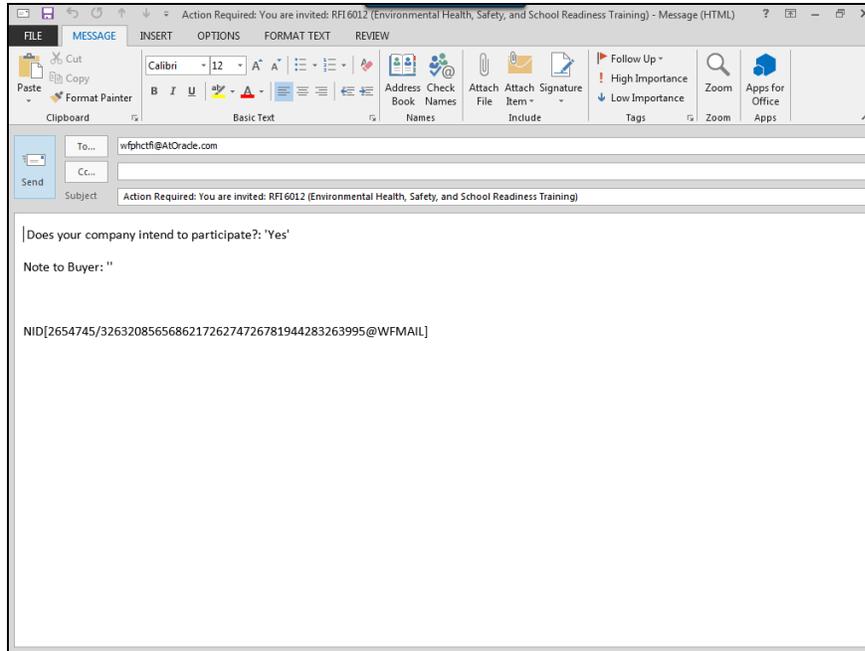
Step	Action
1.	<p>First we will cover Method 1: Email Notification. Notification emails come from Workflow Mailer -- PROD. They contain the Due date, bid number, links to the negotiation pages, and a link to acknowledge participation.</p> <ol style="list-style-type: none"> Date Sent/Date Due -- Date due is the date a response to the bid is due. ID -- Your iSupplier ID number Number -- This is the bid number Negotiation Open/Close -- The earliest date/time you may create a response, and the date the bid closes. <p>Note: Buyers cannot see your response until the Negotiation Close time has passed.</p> <ol style="list-style-type: none"> Negotiation Details -- Links to the Negotiation Details page.



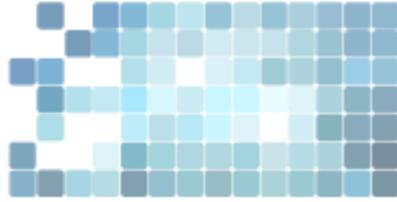
Step	Action
2.	<p>6. Acknowledge Participation -- If you intend to participate in the bidding process, click Yes.</p> <p>Yes</p>



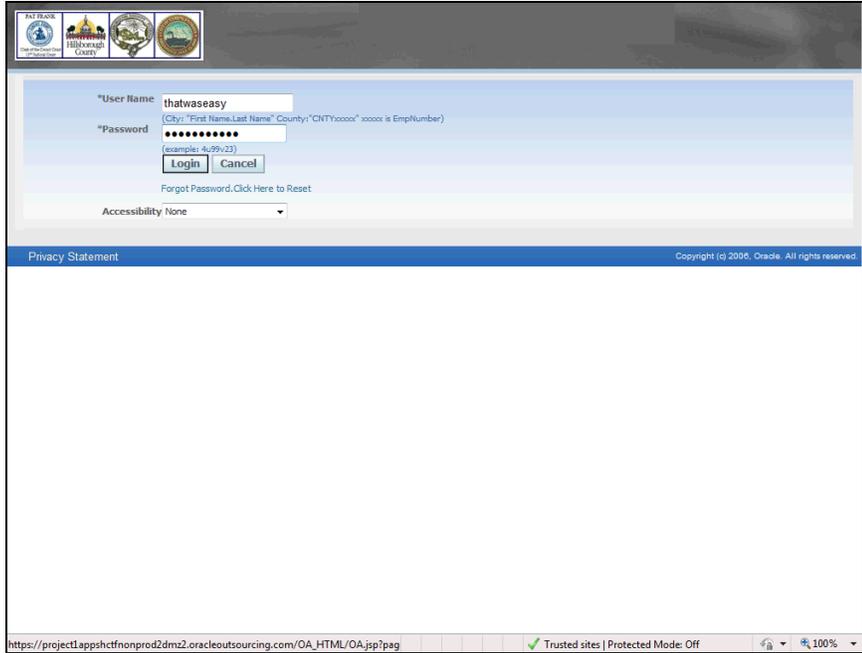
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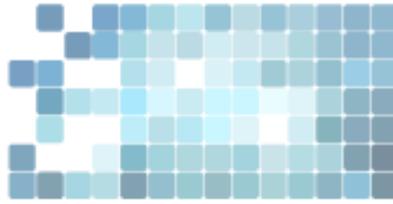
Step	Action
3.	<p>A new email opens with a simple message that you intend to participate. You may add a note to the Buyer in the body of the email.</p> <p>When finished, click Send.</p>
4.	<p>You are returned to your notification email. You may use one of the links to log into iSupplier and respond to the bid.</p> <p>Click the link Login and view Negotiation Details.</p> <p>Important: Clicking these links 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 Negotiation Details</p>



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Step	Action
5.	Log into the iSupplier Portal with your User Name and Password. 



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Oracle Applications Home Page
 Logged In As THATWASEASY

✓ TIP Number of open notifications: 3. Please use the Workflow Worklist to view and respond to your notifications.

Main Menu

- Doing Business with City of Tampa
- Doing Business with Hillsborough County**
- Supplier Profile, User and Task Manager

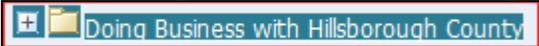
Worklist

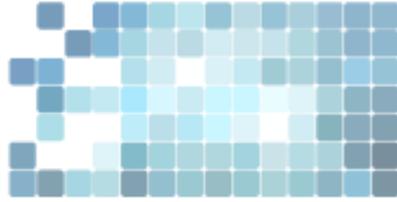
From	Type	Subject	Sent	Due
Benson, John	PO Approval	BOCCOU - Standard Purchase Order 215212850	25-Aug-2015	
	POS Supplier Registration and Profile Management	Hillsborough County and the City of Tampa Supplier Collaboration Network: Registration Approval	24-Aug-2015	
	Supplier User Registration Workflow Version 2	Hillsborough County and the City of Tampa Supplier Collaboration Network: Confirmation of Registration	24-Aug-2015	

✓ TIP Vacation Rules - Redirect or auto-respond to notifications.
 ✓ TIP Worklist Access - Specify which users can view and act upon your notifications.

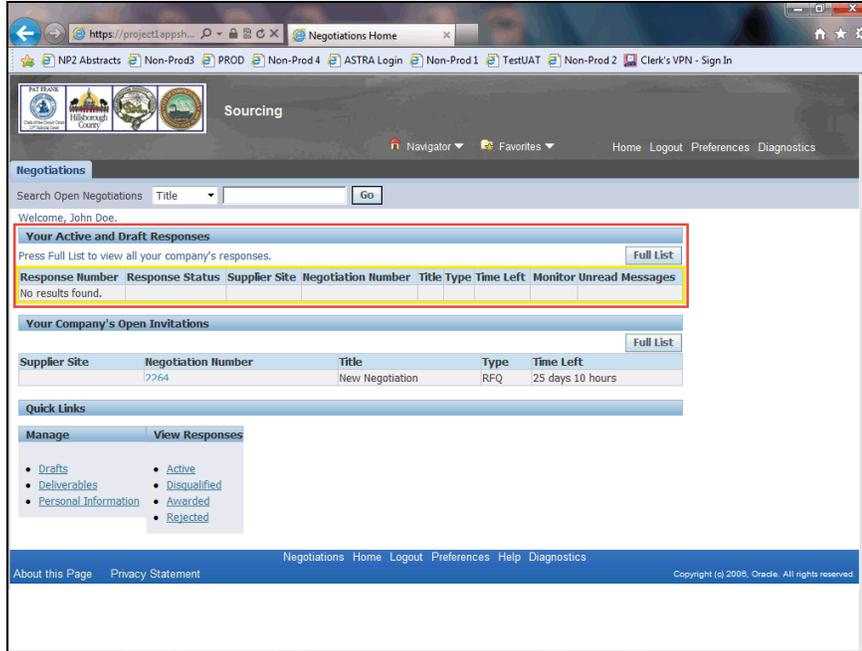
Privacy Statement | Logout Preferences Help | Copyright (c) 2008, Oracle. All rights reserved.

https://project1appshctfnonprod2dm2.oracleoutsourcing.com/OA_HTML/OA.jsp?OAF

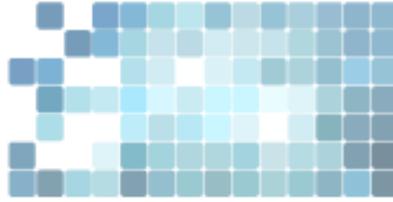
Step	Action
6.	<p>The <i>Oracle Applications Home Page</i> opens. On the Main Menu, you have three choices:</p> <p>Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Doing Business with Hillsborough County link.</p> 
7.	<p>To search for or respond to an RFP, click Bids/RFPs.</p> <p>This will open the <i>Negotiations Home Page</i>.</p> 



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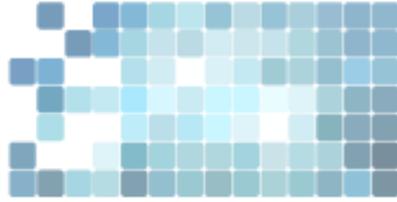


Step	Action
8.	<p>This is the <i>Negotiations Home Page</i>.</p> <p>Your screen is divided into several sections, which are blank if this is your first time logging on to bid.</p> <p>The first section is Your Active and Draft Responses. This section will remain blank until you start or save a draft response 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>

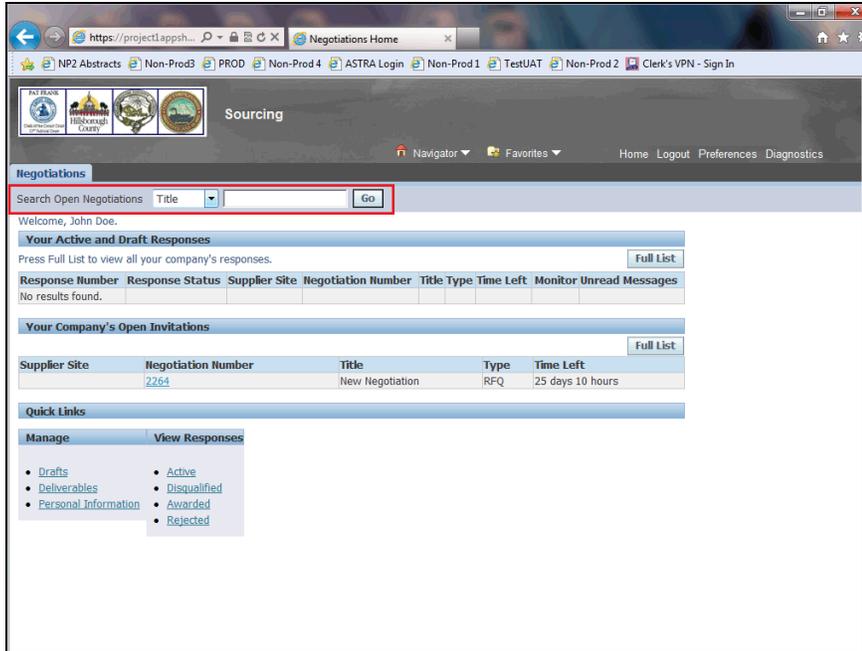


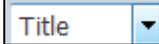
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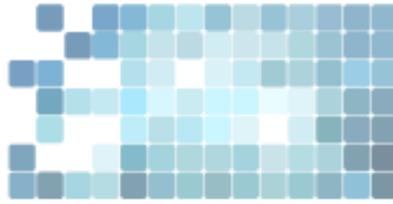
Step	Action
9.	<p>The second section is Your Company's Open Invitations. This is where your open invitations to bid will be if you are a registered iSupplier user. If no bids are showing, you may choose Full List to see all open bids, or search for a bid using Search Open Negotiations.</p> <p>To view the bid, click the Negotiation Number. Use the Review Bids document for detailed instructions on reviewing a Bid.</p>



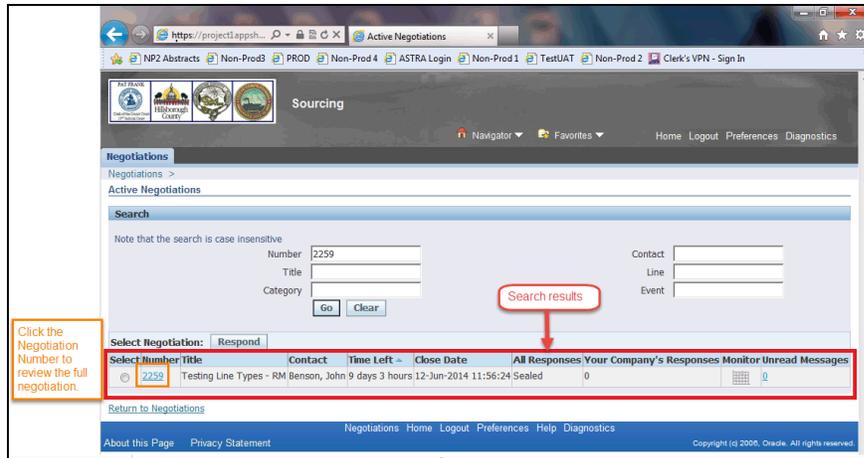
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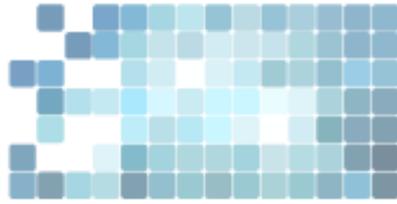
Step	Action
10.	<p>If the bid does not show up on the <i>Negotiations</i> page, or you cannot locate it on the Full List, you can search for the bid.</p> <p>To search for an open bid, click the Search Open Negotiations list.</p> 
11.	<p>You can choose to search by Title, Number, Contact, Category, Line or Event.</p> <p>Note: Search by <u>Number</u> is the preferred method.</p> <p>Select Number.</p> 
12.	Enter search criteria into the Search Open Negotiations field.
13.	<p>Click Go.</p> 



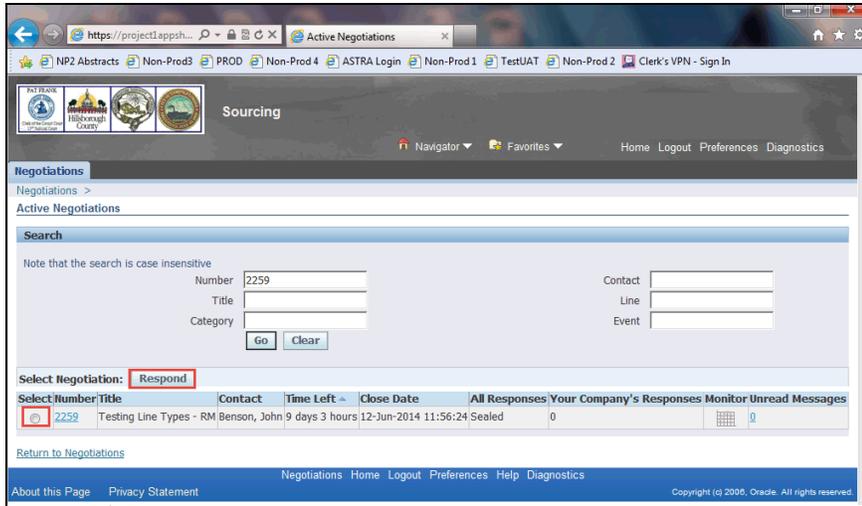
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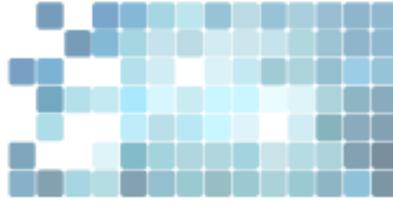
Step	Action
14.	<p>The <i>Active Negotiations</i> window opens.</p> <p>All search results are displayed below the search criteria.</p> <p>From this window, click on the Negotiation Number to see the full negotiation.</p>
15.	<p>The <i>Negotiation RFQ: #####</i> screen opens.</p> <p>If you have not responded via email, then select Acknowledge Participation from the drop down list when the Negotiations screen opens.</p> <p>Click Go.</p>
16.	<p>The <i>Acknowledge Participation</i> screen opens. The default response is Yes.</p> <p>Click Apply.</p>



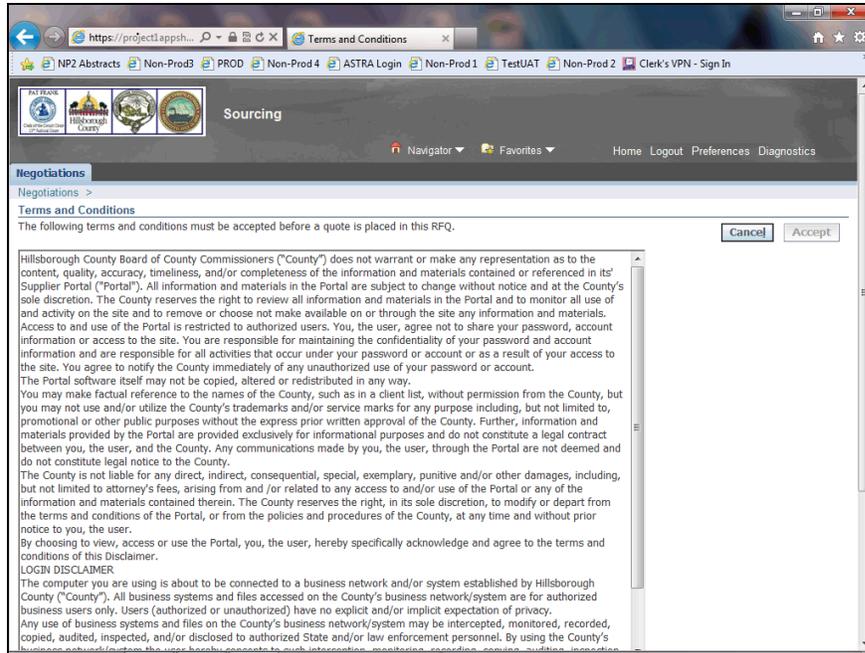
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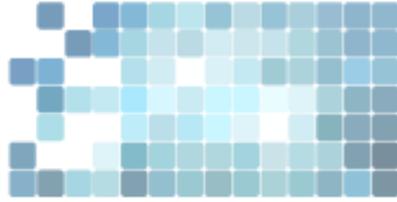
Step	Action
17.	<p>Now we will create a response.</p> <p>There are two ways to create a response:</p> <ol style="list-style-type: none">1. From the Search screen, select the negotiation and then click the Respond button.2. If you are already in the <i>Negotiation>RFQ: #####</i> screen, then go to the Actions drop down, select Create Quote. Click Go. <p>The Terms and Conditions screen will open.</p>



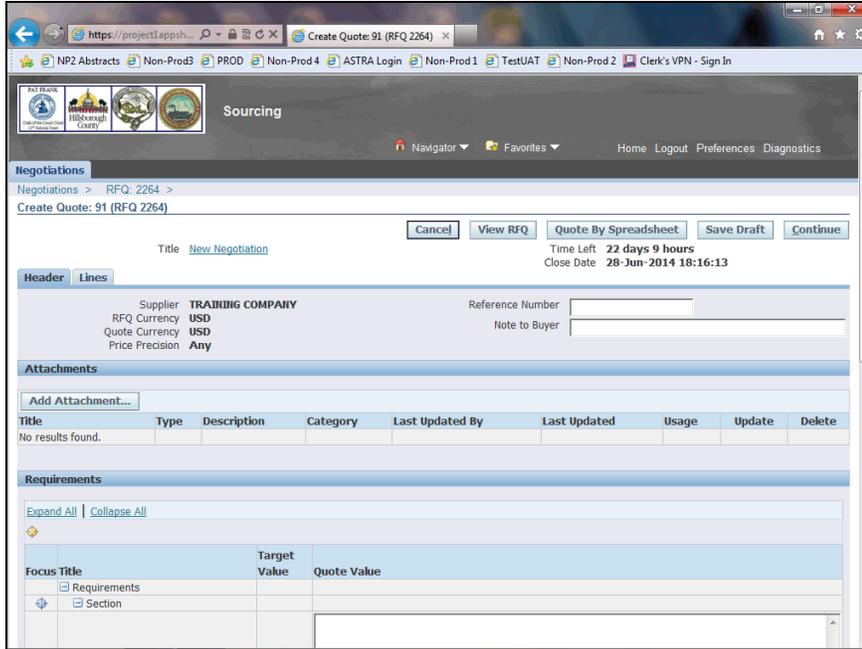
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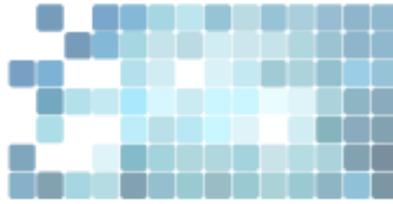
Step	Action
18.	Review the Terms and Conditions. Scroll to the bottom of the screen to accept the Terms and Conditions.
19.	Check the option I have read and accepted the terms and conditions. <input type="checkbox"/>
20.	Click Accept . Note: Accept is not available until the "I have read and accepted..." option is selected. <input type="button" value="Accept"/>



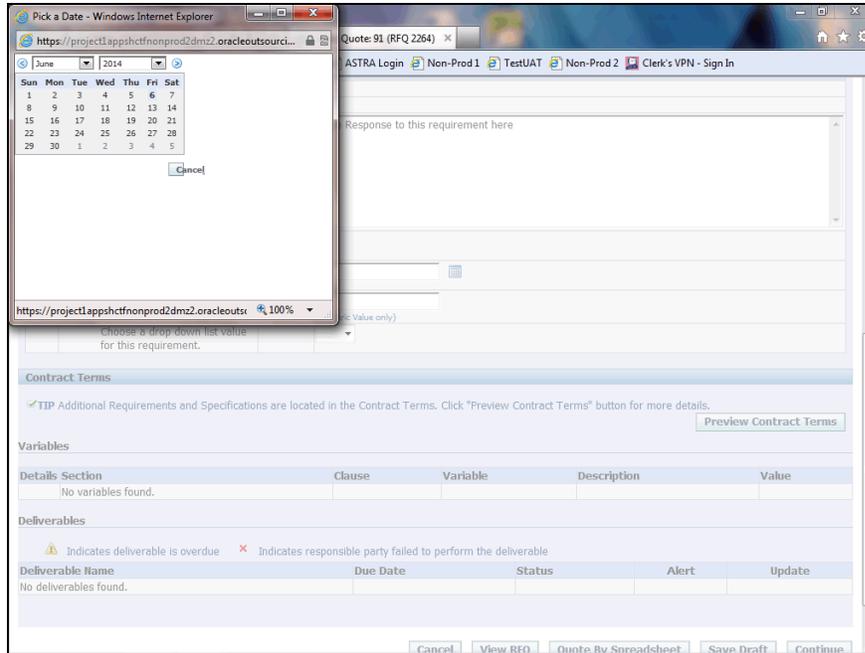
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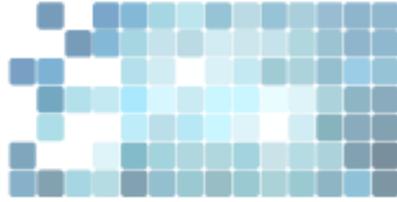
Step	Action
21.	The <i>Create Quote: (Response Number)</i> window opens. Scroll down to the Requirements section of the window.
22.	Complete all blank fields in the Requirements section. This will vary with each RFP or RFQ.
23.	When a date field is required, you can click the Calendar icon to enter the date. 



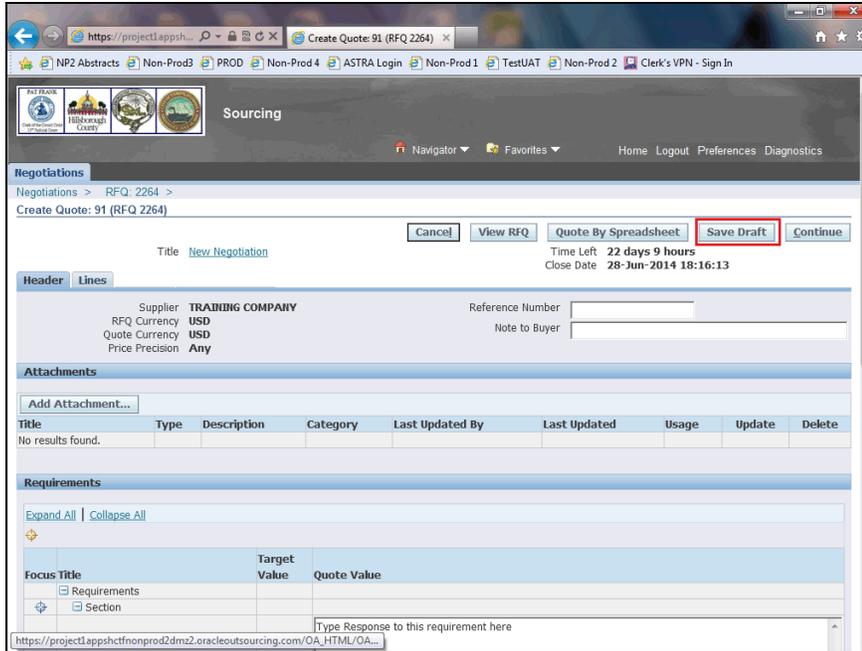
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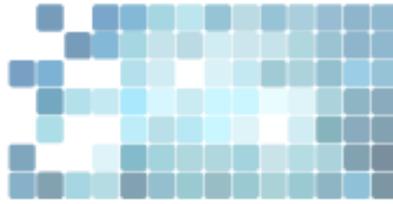
Step	Action
24.	<p>The <i>Pick a Date</i> window opens. Pick the appropriate Date to respond to the requirement.</p> <p>13</p>



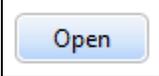
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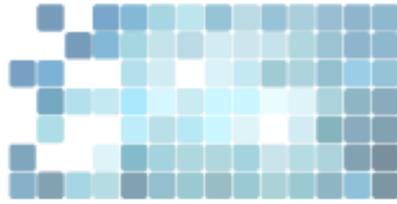


Step	Action
25.	<p>You are returned to the <i>Create a Quote</i> page. The field will contain the date.</p> <p>Click the Save Draft button.</p> <p>Note: It is very important to save your response while working on it.</p> <p>You can also save the Response as a draft at any time so you can leave the page and work on it at a later time.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Save Draft</p> </div>

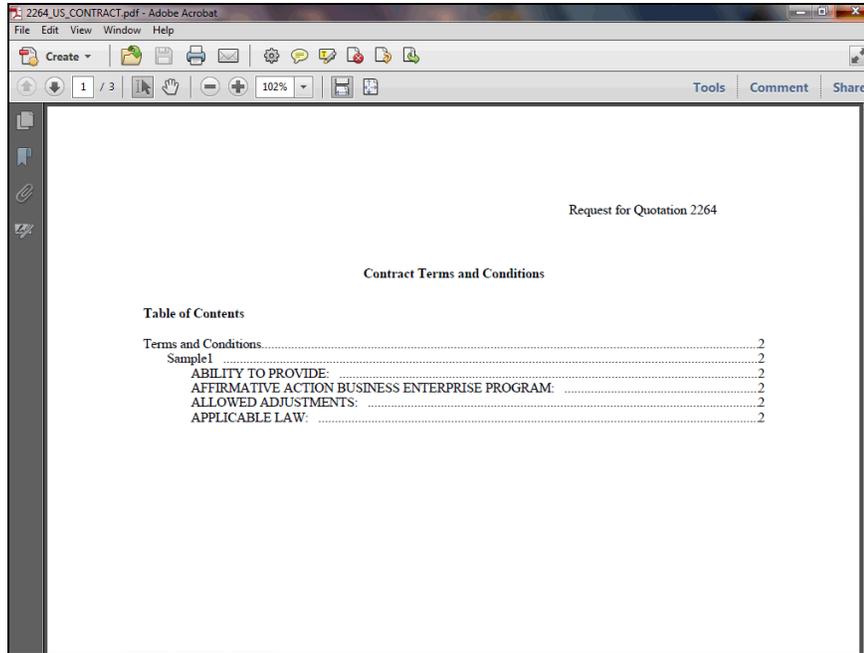


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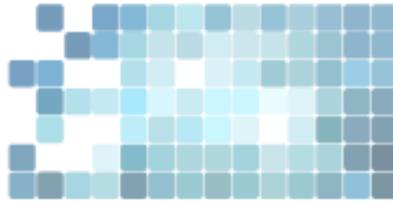
Step	Action
26.	You may review the contract by selecting Preview Contract Terms . 
27.	At the prompt, click the Open button to open the PDF document. 



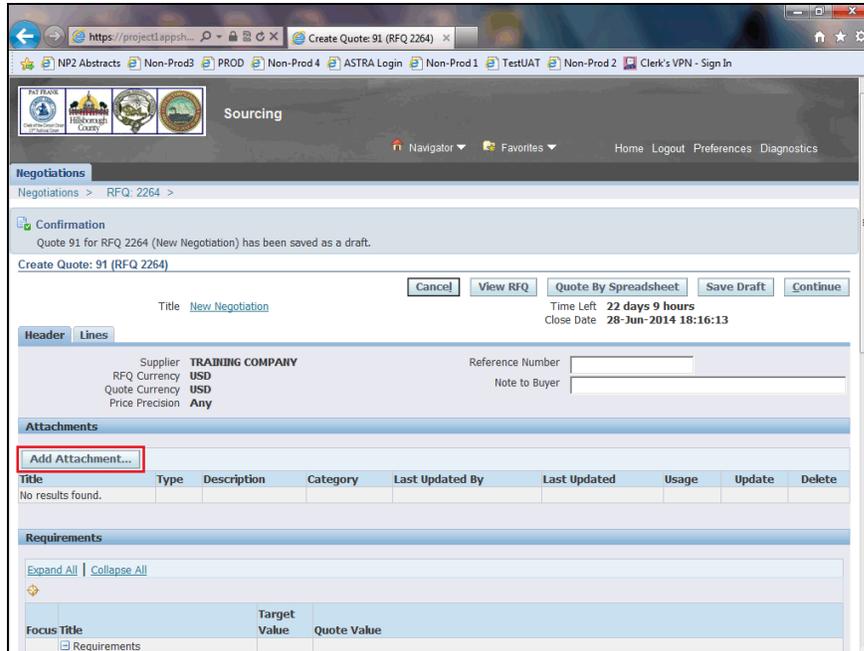
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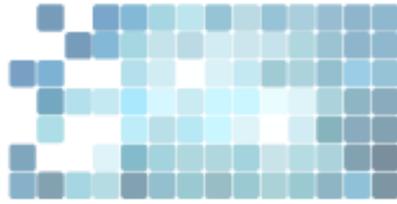
Step	Action
28.	<p>The PDF document will open. This document holds the detailed terms and conditions for this negotiation.</p> <p>Click the Close button when you are finished reviewing the document.</p> 



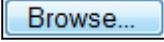
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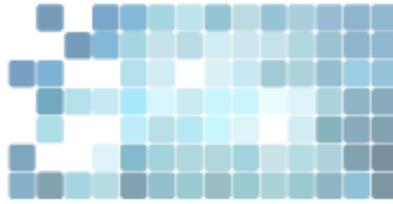


Step	Action
29.	If attachments are required, click Add Attachment . <div style="border: 1px solid black; padding: 5px; display: inline-block;">Add Attachment...</div>

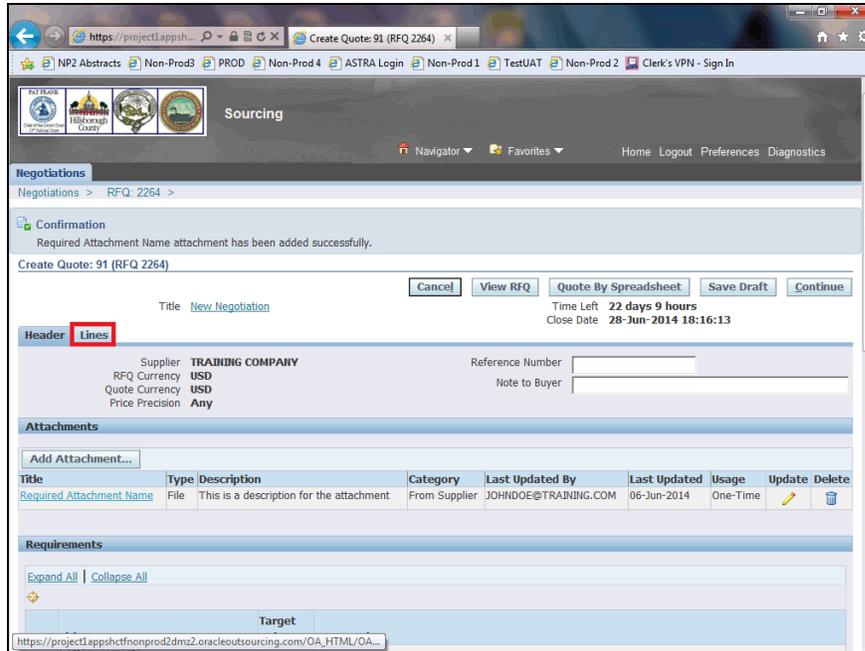


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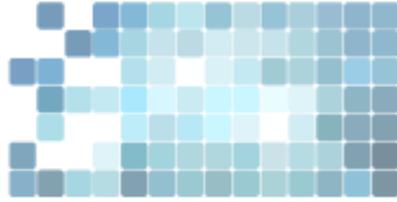
Step	Action
30.	Name the attachment by entering data in the Title field, i.e., Insurance, EEO, etc.
31.	Enter information into the Description field (optional).
32.	Click Browse and search your computer for the required document to attach. 
33.	Click Apply . 



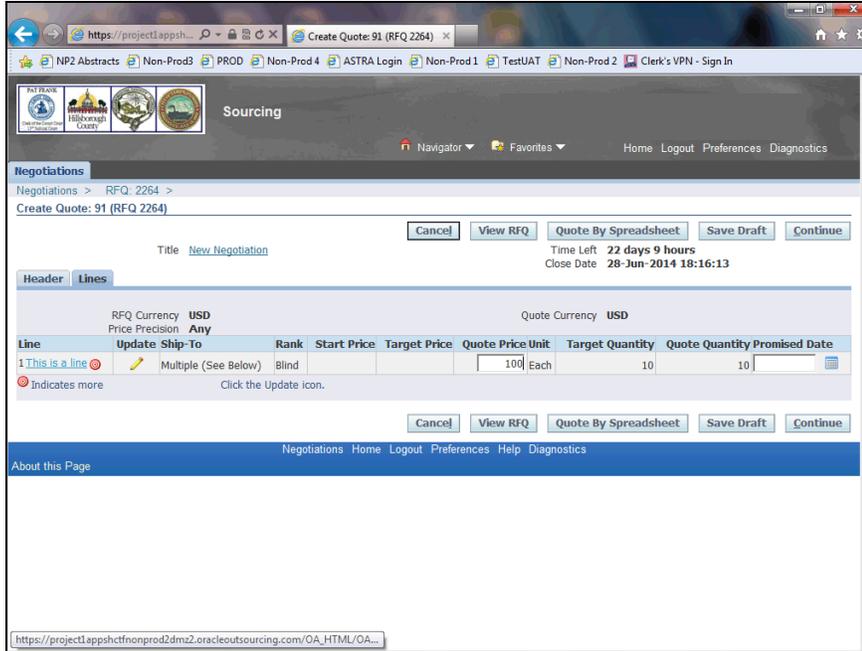
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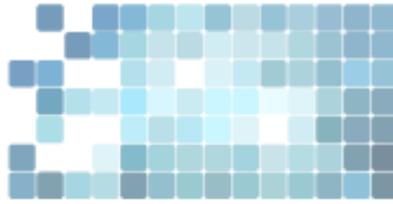
Step	Action
34.	<p>You are now back in the <i>Create Quote: (Response Number)</i> window.</p> <p>Click the Lines tab.</p> 
35.	<p>Here you will see all of the lines for this negotiation.</p> <p>Fill in the pricing for each line on this screen in the Quote Price fields.</p>



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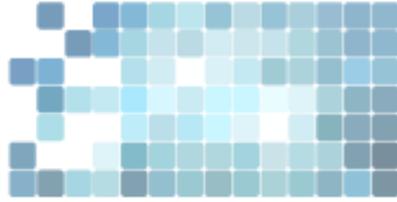


Step	Action
36.	<p>*Important* Any line that has a red target symbol requires additional information.</p> <p>Click Update for the line with the target.</p> 

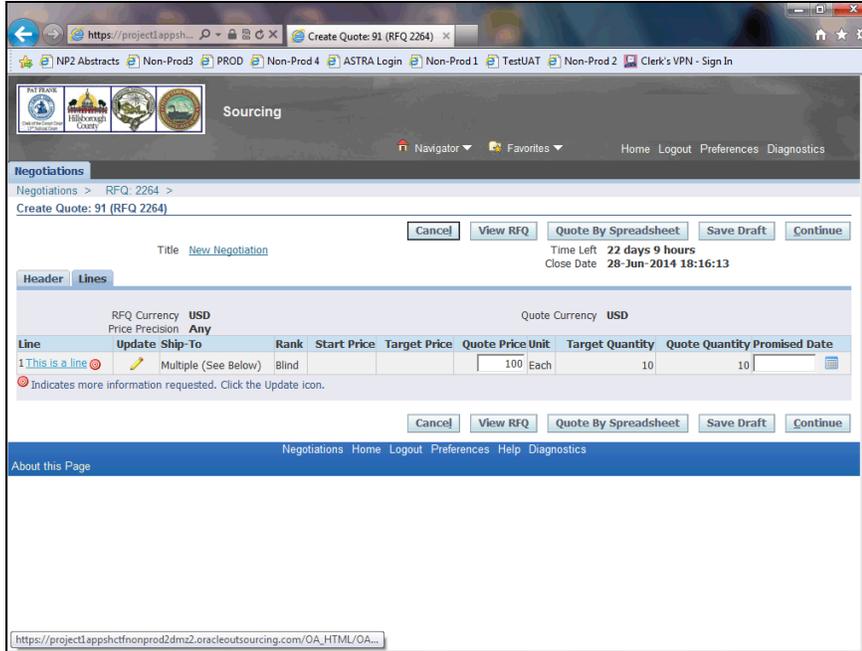


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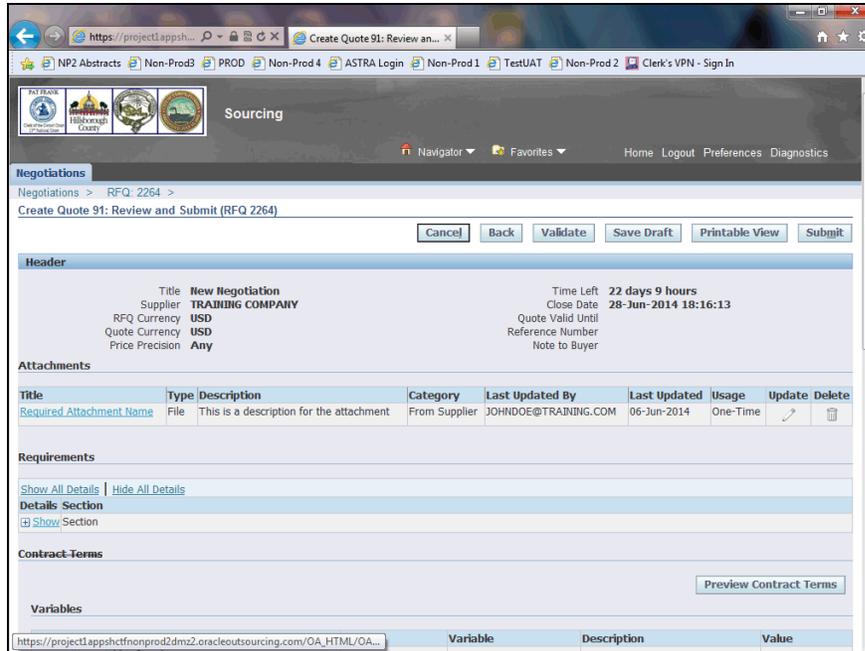
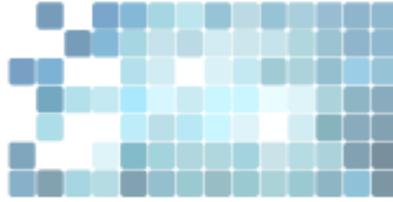
Step	Action
37.	<p>Here you can see the entire line. You will notice that this line has an attribute. This attribute is a further description for this line and may require your response.</p> <p>Enter the appropriate information into the Quote Value field.</p>
38.	<p>If you have additional information for the Buyer, enter the information into the Note to Buyer field.</p>
39.	<p>Click Apply.</p> 



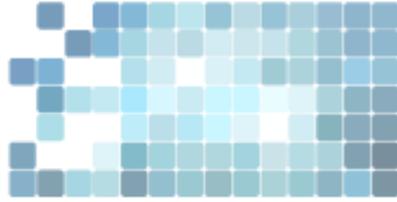
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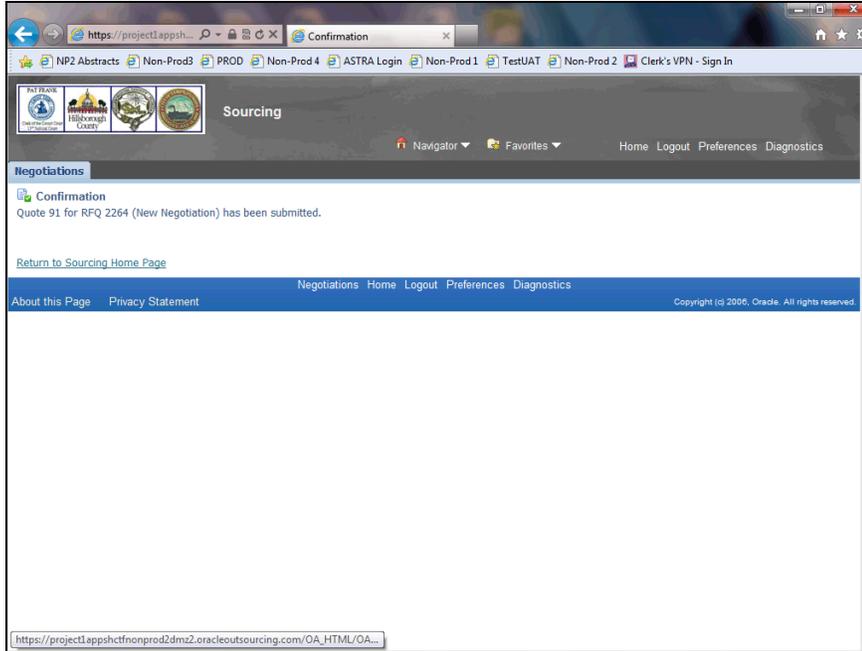
Step	Action
40.	Click Save Draft .
41.	Click Continue to access your Response in review mode.



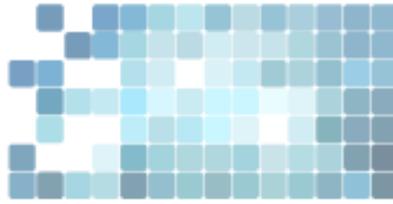
Step	Action
42.	<p>The <i>Create Quote (Response Number): Review and Submit</i> window opens.</p> <p>Click the Select to show information button to see all of your requirements.</p> 
43.	<p>Scroll through your response to confirm that your information is correct and accurate.</p>
44.	<p>When all review is complete, click the Submit button to send your response to the buyer.</p> <p>Note: Buyers will not be able to see your response until the Bid Close Date and Time arrives.</p> 



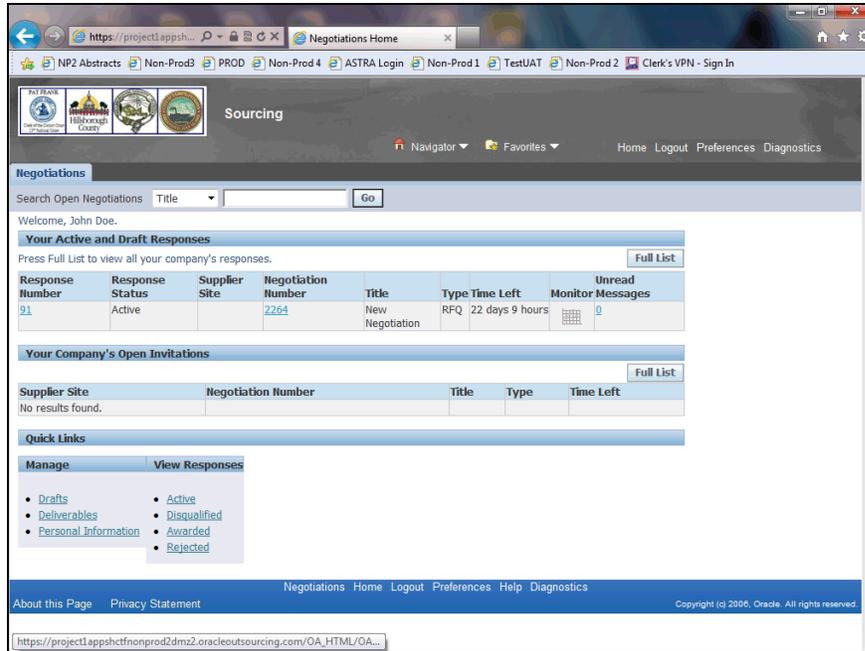
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Step	Action
45.	You will receive confirmation that your quote has been submitted. Click the Return to Sourcing Home Page link. Return to Sourcing Home Page



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Step	Action
46.	<p>Notice that your response is now under Your Active and Draft Responses section of the window.</p> <p>Click the Home link.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #cccccc;">Home</div>
47.	<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 Process.</p>