

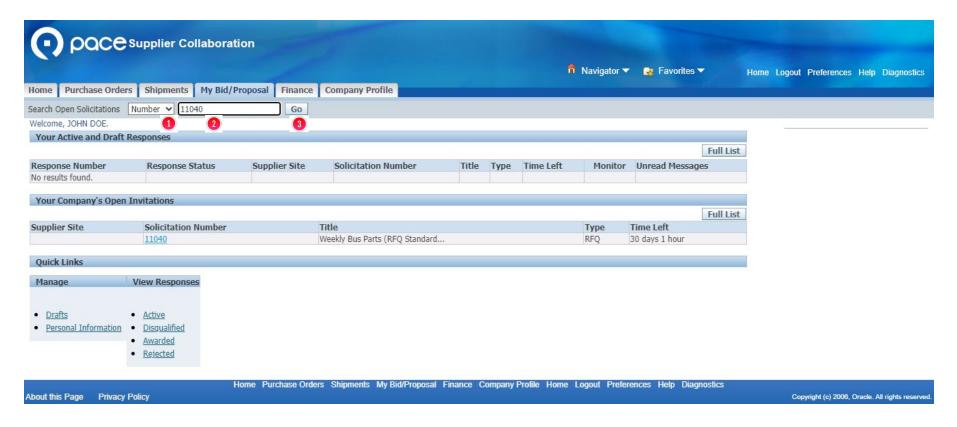
How to Submit a Response to a Solicitation





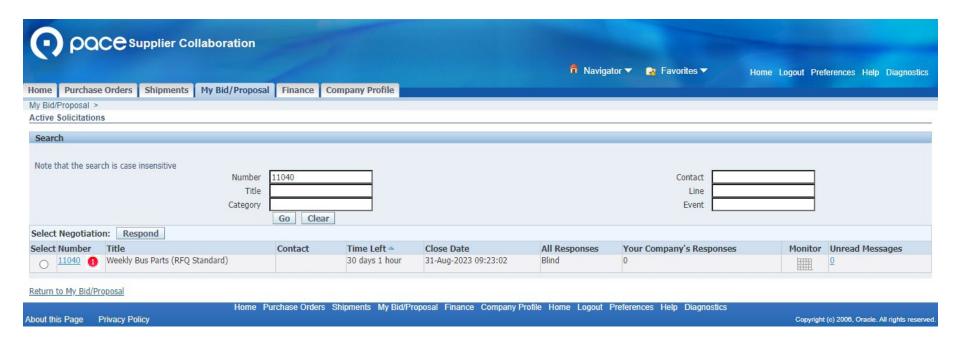
After you log in to the iSupplier Portal, the Home tab of the Supplier Collaboration page will appear. Click the My Bid/Proposal tab 10.





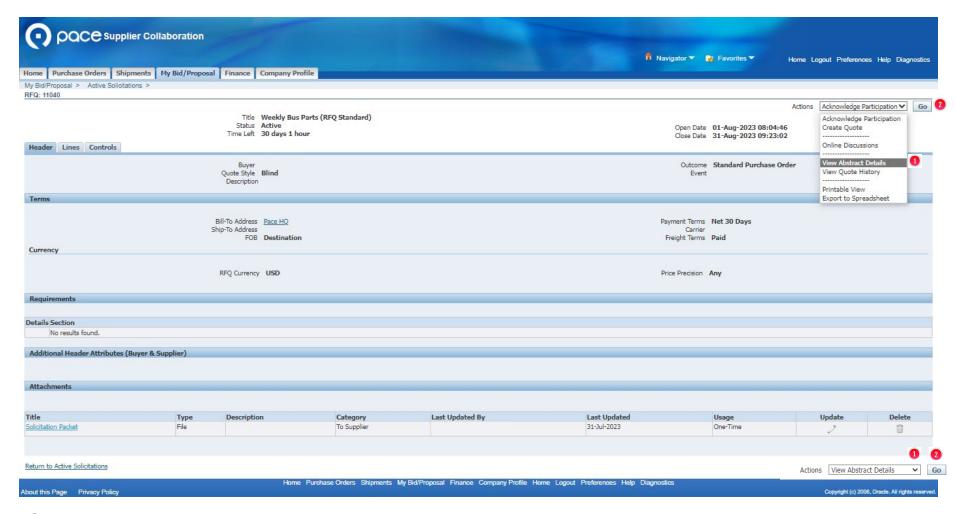
To view, save, and/or print attachments to and details for a solicitation appearing on the My Bid/Proposal tab of the Supplier Collaboration page, select Number 1 from the Search Open Solicitations drop-down menu, enter the solicitation number 2, and click Go 3.





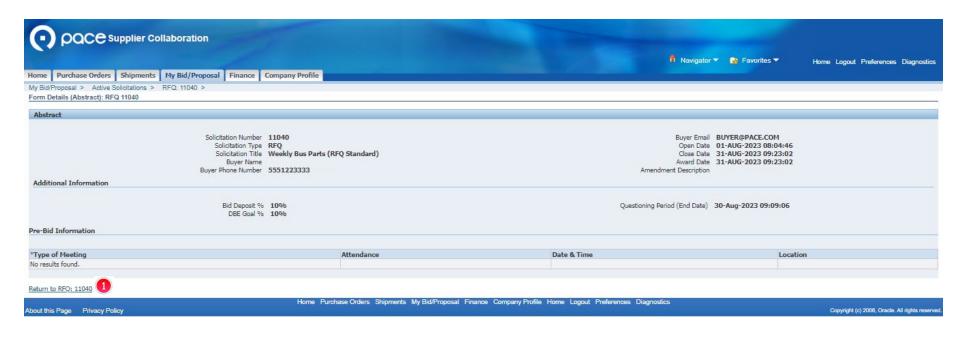
The Active Solicitations page will appear. Click the solicitation number 10 under the Number column.





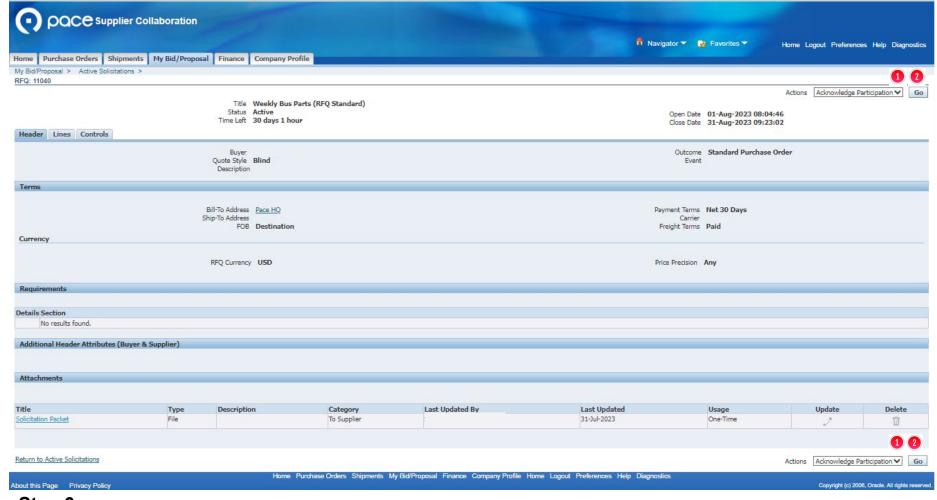
The Header tab of the Solicitation Details page will appear. To view solicitation information such as the buyer's contact information, DBE goal, and bid deposit, select View Abstract Details ① from the Actions drop-down menu and click Go ② in either location.





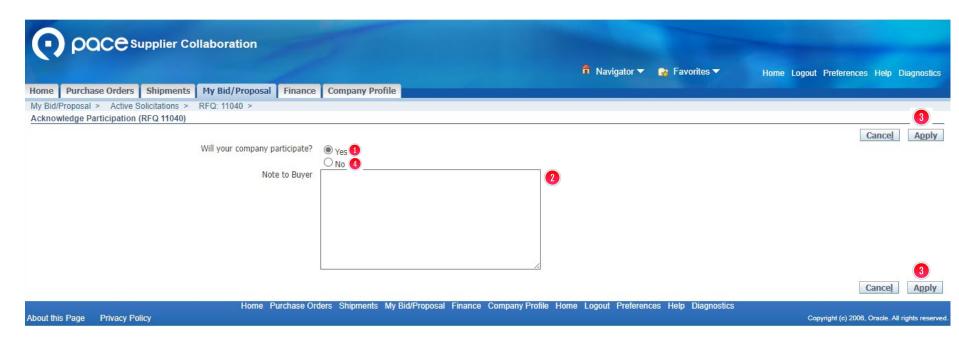
The Form Details (Abstract) page will appear with the solicitation information. To return to the Header tab of the Solicitation Details page, click Return to RFQ • .





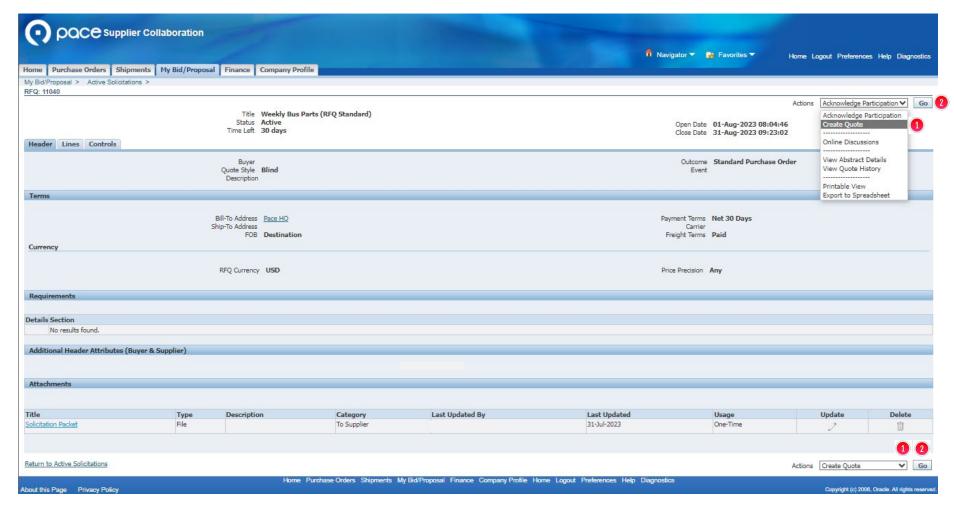
The Header tab of the Solicitation Details page will appear. Select Acknowledge Participation 1 from the Actions drop-down menu and click Go 1 in either location.





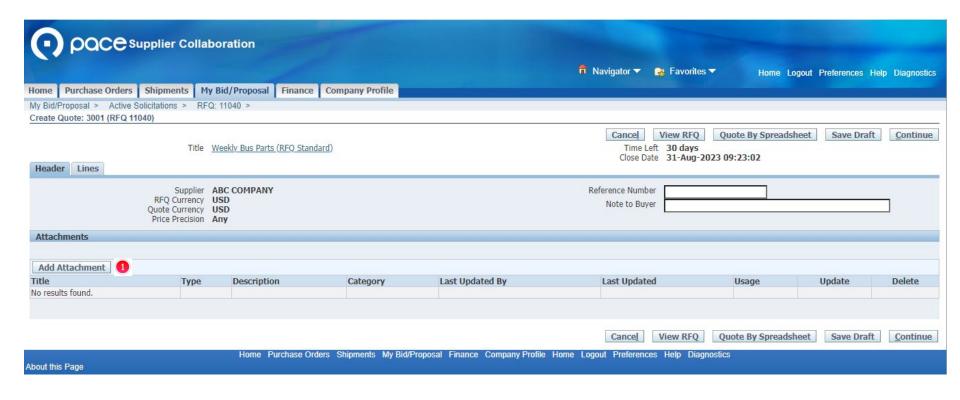
The Acknowledge Participation page will appear. The Yes option ① will automatically be selected, acknowledging your participation in the solicitation. You may also enter a note to the Buyer ②. Click Apply ③ in either location. Alternatively, you may select the No option ④ in which event the Buyer will automatically receive notification of your non-participation in the solicitation after you click Apply ③ in either location.





The Header tab of the Solicitation Details page will appear. Select Create Quote 1 from the Actions drop-down menu and click Go 2 in either location.





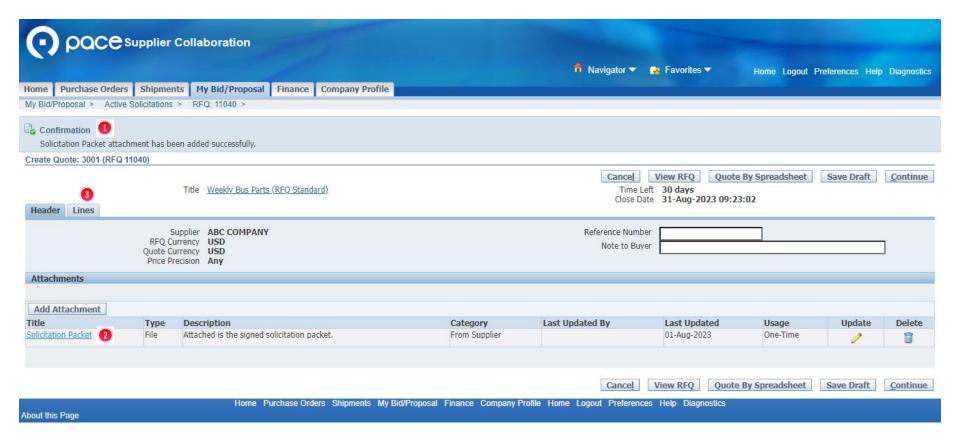
The Header tab of the Create Quote page will appear. You must upload the required documents identified in the solicitation packet. (See How to View, Save, and/or Print Solicitation Attachments and Details for instructions on how to view, save, and/or print the solicitation packet.) Click Add Attachment 1.



POCE Supplier Collaboration	
n Navigator ▼ 🏩 Favorites ▼	Home Logout Preferences Help Diagnostics
Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile	
My Bid/Proposal > Active Solicitations > RFQ: 11040 > Create Quote: 3001 (RFQ 11040) > Add Attachment	4_6
	Cancel Add Another Apply
Attachment Summary Information	
Title Solicitation Packet	
Description Attached is the signed solicitation packet.	
Category From Supplier	
Category 110m Supplies	
Define Attachment	
Type Choose File No file chosen	
Ourl	
O Text	
	4 5
	Cancel Add Another Apply
Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Help Diagnostics	
About this Page Privacy Policy	Copyright (c) 2006, Oracle. All rights reserved.

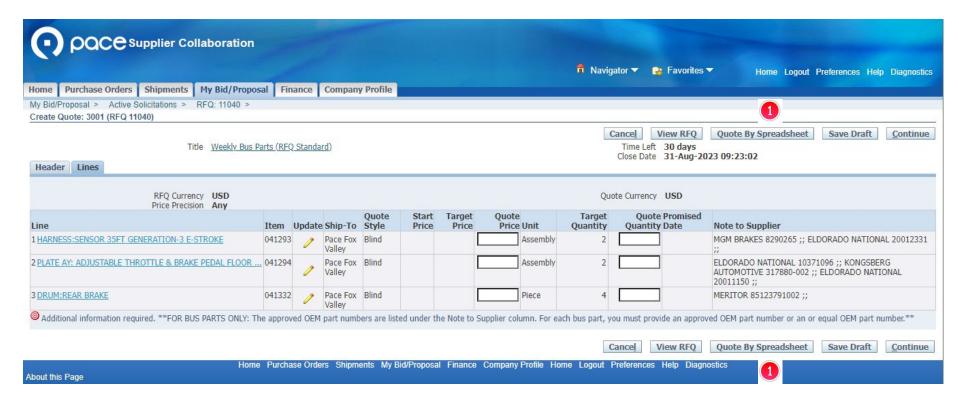
The Add Attachment page will appear. You may enter a Title ① and/or Description ② for a document but are not required to do so. Click Choose File ③ . A pop-up window of your computer's directory will appear. Select the document saved to your computer that you want to include with your response and click Open. For each additional document that you want to include, click Add Another ④ in either location. When you have finished uploading all of the required documents, click Apply ⑤ in either location.





The Header tab of the Create Quote page will appear with confirmation that your attachment has been added successfully ①. Your attachment will also appear under Attachments ②. Click the Lines tab ③.





The Lines tab of the Create Quote page will appear. If you want to submit your response using Microsoft Excel, click Quote By Spreadsheet in either location 1. You must have an unzipping program on your computer to submit your response using Microsoft Excel. If you do not have an unzipping program on your computer or want to submit your response using the Create Quote page, proceed to Step 19.





The Quote By Spreadsheet page will appear. To export the lines under the Lines tab of the Create Quote page to a Microsoft Excel spreadsheet, click Export ①.





A zip folder named RFQ####-Response will be downloaded to your computer. Locate the zip folder in your computer's directory and extract all files within that folder using the unzipping program on your computer. Once all files have been extracted, two files will appear in your computer's directory: (1) RFQ-Quote-Help (1), which contains the instructions for creating and importing your response using an XML spreadsheet, and (2) RFQ####-Response (2), which is the XML spreadsheet you will use to complete your response. Open RFQ#####-Response (2) using Microsoft Excel.

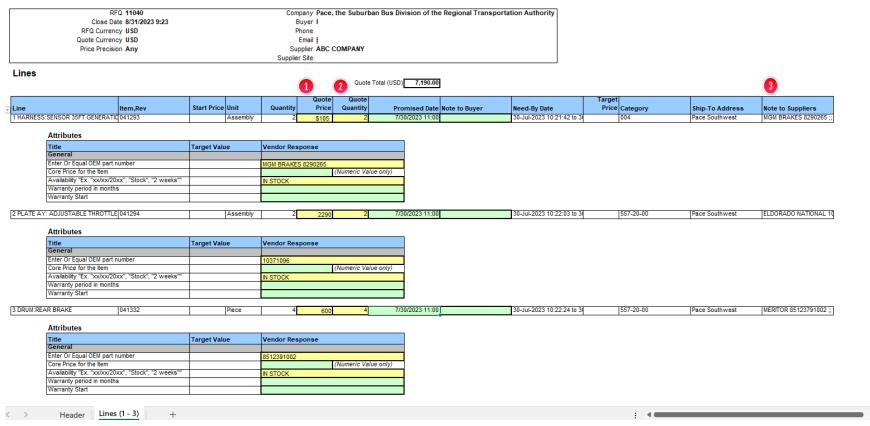


Weekly Bus Fa	arts (RFQ Standard) RFQ 11040	Company Pace, the Suburban Bus Division of the Regional Transportation Authority	
(Close Date 8/31/2023 9:23	Buyer	
RFC	Q Currency USD	Phone	
	te Currency USD	Email _	
Price	e Precision Any	Supplier ABC COMPANY	
		Supplier Site	
Header Quote	e Valid Until example: 8/1/2023	Reference Number	
Note to Suppliers			
Note to Buyer			
File Download Time 8	8/1/2023 9:49		
> Header	Lines (1 - 3) +	: -	

The Header worksheet of the RFQ####-Response file will appear. Green fields are optional. The Note to Suppliers field will display notes from the Buyer to all vendors ①. To start creating your response, select the Lines worksheet ②.



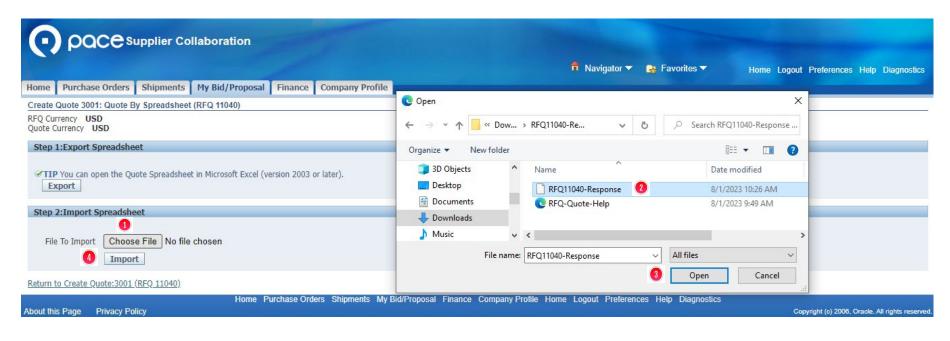
Weekly Bus Parts (RFQ Standard)



Step 16

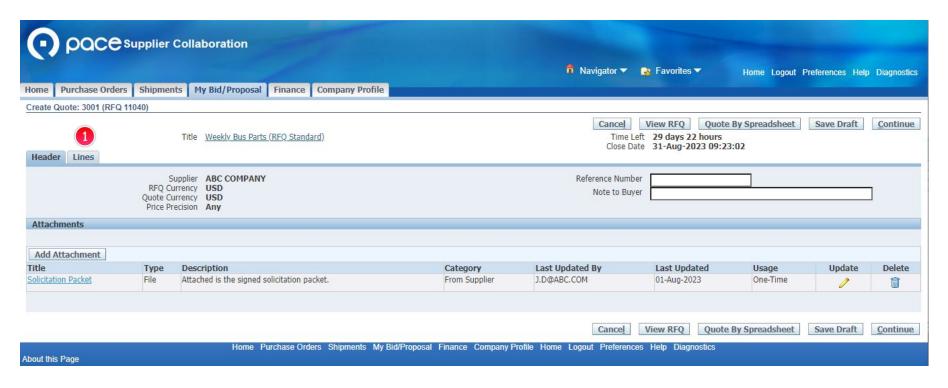
The Lines worksheet will appear. Yellow fields are required, and green fields are optional. Enter the proposed dollar amount without using a dollar sign under the Quote Price column 1 and the proposed quantity under the Quote Quantity column 2. If providing a Promised Date, you must use a DD-MON-YYYY format (e.g., 01-JAN-2023). Approved OEM part numbers are listed under the Note to Suppliers column 3. When you have finished providing the information required, save your spreadsheet to your computer's directory, close your spreadsheet, and return to the Quote by Spreadsheet page.





To import your response from the Quote by Spreadsheet page, click Choose File ①. Locate your spreadsheet in your computer's directory ② and click Open ③. Click Import ④.





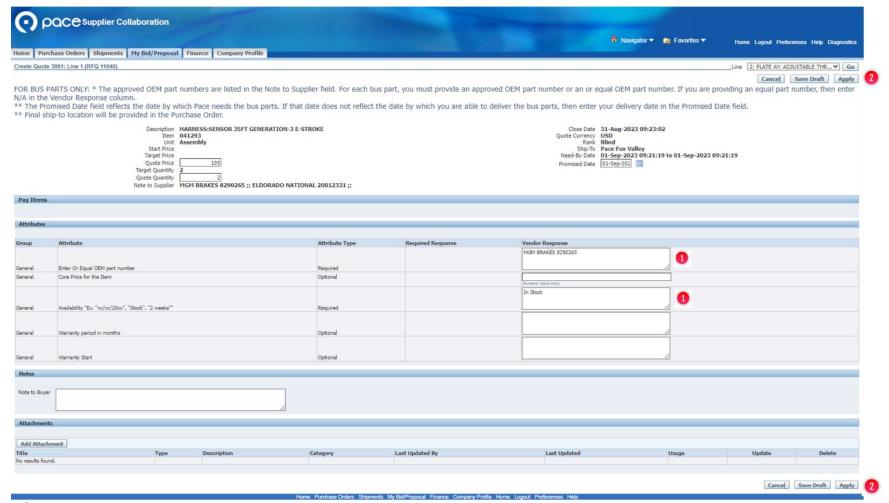
The Create Quote page will appear. Click the Lines tab **(1)** and proceed to Step 21.





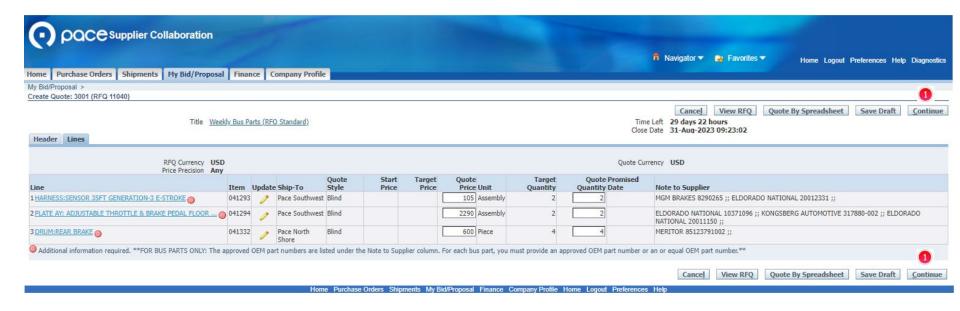
Enter the proposed dollar amount under the Quote Price column 1 and, if required, the proposed quantity under the Quote Quantity column 2. If appears next to a description under the Line column 3, click the corresponding under the Update column to provide the required additional information.





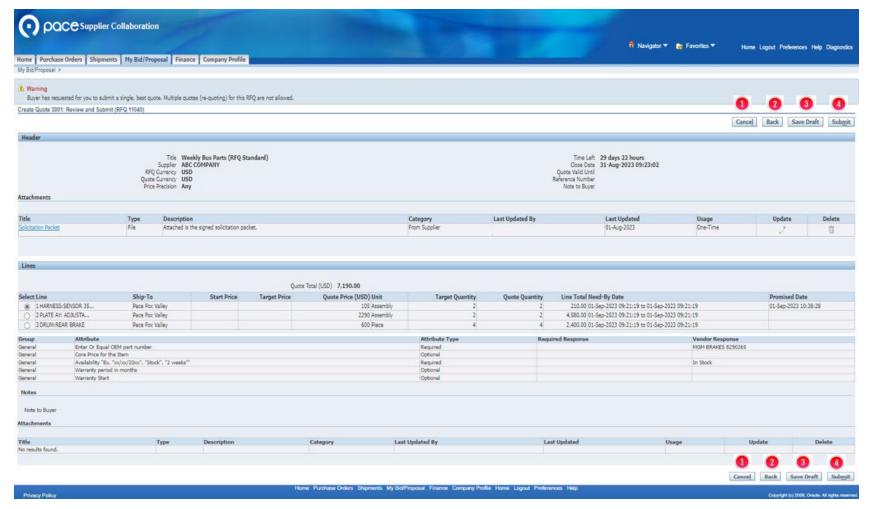
Enter the required additional information in the field(s) under the Vendor Response column 1 and click Apply 2 in either location.





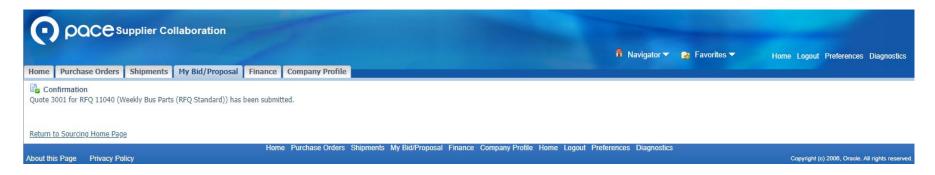
The Lines tab of the Create Quote page will appear. When you have finished providing all of the additional information required, click Continue 1 in either location.





The Review and Submit page will appear. You may cancel your submission by clicking Cancel 1 in either location (all information entered and documents uploaded will be discarded), return to the previous page by clicking Back 2 in either location, or save your information and documents by clicking Save Draft 3 in either location. Click Submit 4 in either location to submit your response to the solicitation.





The Confirmation page will appear.