CITY OF CHICAGO DELEGATE AGENCY

iSupplier (eProcurement) Workshop

CITY•OF•CHICAGO
SUPPLIER

eProcurement Bid Opportunities

Agenda

❖Welcome and Introduction

❖Overview of iSupplier (eProc)

❖iSupplier Registration
  ❖Updating Organizational Information
  ❖Uploading Documentation

❖RFP ('Creating a Quote') and Invoice Creation - Walk Through
  ❖View Admin Portal and Uploading Attachments
  ❖View Orders and Releases
  ❖Invoice Creation/Vouchering
  ❖View Payments

What is iSupplier (eProcurement)?

- *<u>Effective: October 1, 2017</u>*

- New <u>Real-Time</u> Online Purchasing System with Data Export

- ***Replaces Existing Processes and Systems***

- **<u>Required</u>** for Doing Business with City of Chicago

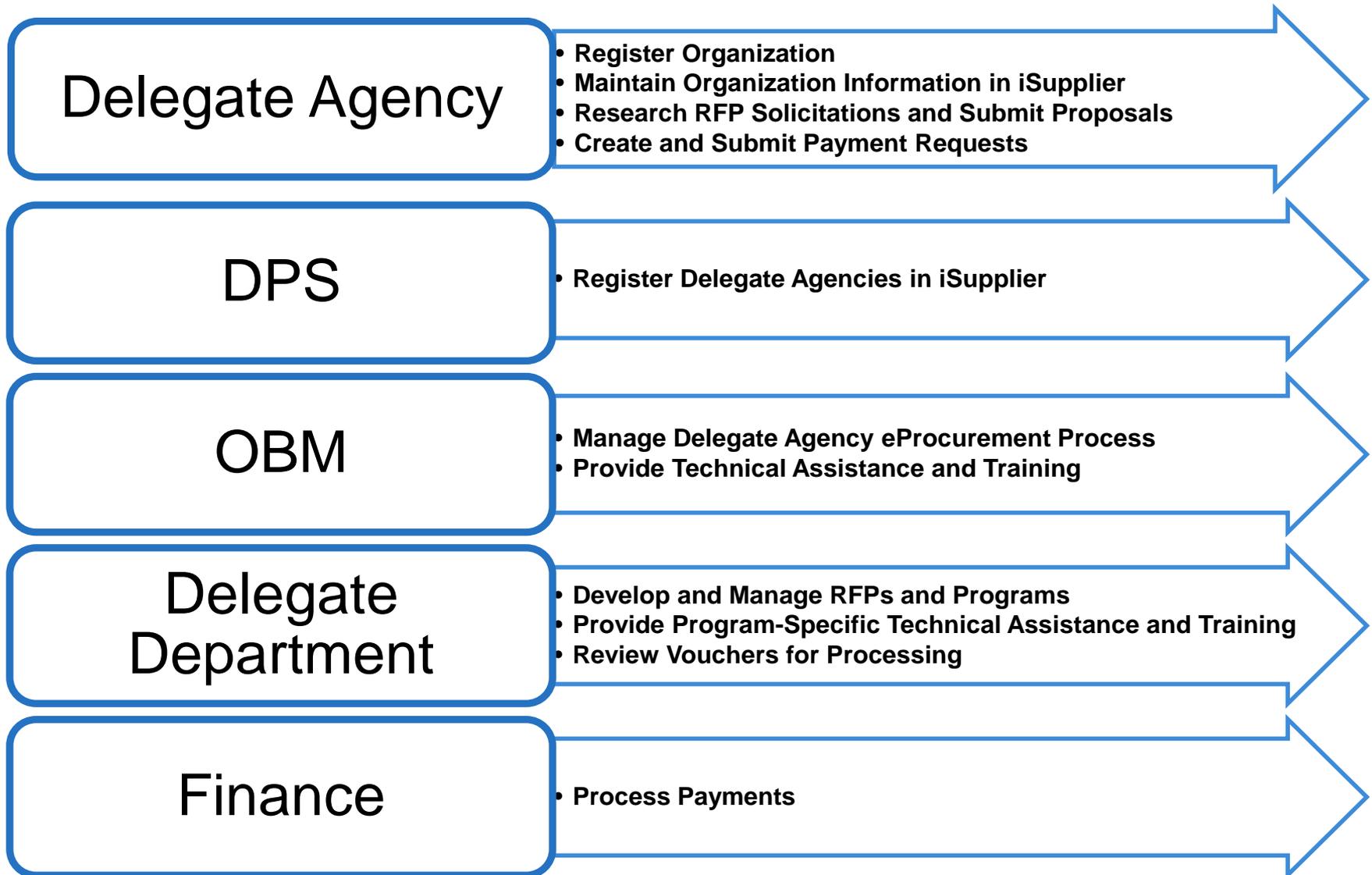- Full Service System Allows Agencies to:

| Manage Delegate Agency Info. | Review & Respond to Solicitations | Submit RFP | Submit Vouchers for Payment | Communicate with Departments |

General Functions and Roles

Delegate Agency
- **Register Organization**
- **Maintain Organization Information in iSupplier**
- **Research RFP Solicitations and Submit Proposals**
- **Create and Submit Payment Requests**

DPS
- **Register Delegate Agencies in iSupplier**

OBM
- **Manage Delegate Agency eProcrement Process**
- **Provide Technical Assistance and Training**

Delegate Department
- **Develop and Manage RFPs and Programs**
- **Provide Program-Specific Technical Assistance and Training**
- **Review Vouchers for Processing**

Finance
- **Process Payments**

Navigating the iSupplier Site

LOGIN/REGISTER

CURRENT BIDS

ONLINE TRAINING MATERIALS

SIGN UP FOR DPS ALERTS

Registration and Requirements

All vendors must have:

- Federal Employer Identification Number (FEIN)
- IRS W9 for registration and confirmation of vendor business information.
- Vendor Names MUST MATCH Articles of Incorporation

New Delegates *and* **Existing Delegate Agencies**

https://www.cityofchicago.org/city/en/depts/dps/isupplier/vendor-registration.htmli

Existing City of Chicago Vendors

If your business has previously registered with the City, had a contract (excluding sub
should follow the process directly below. The following are **NOT** included in this grou

- Vendors who have only had contracts with Sister Agencies, as opposed to with
  Agencies would not qualify for previous registration with the City of Chicago:
    - Chicago City Colleges
    - Chicago Housing Authority
    - Chicago Park District
    - Chicago Public Schools
    - Chicago Transit Authority
    - Metropolitan Pier & Exposition Authority (MPEA)
    - Public Building Commission
- Vendors who have done business only with Cook County, but not with the City

In order to register your business in the City of Chicago iSupplier Portal, you will nee
the subject **"Request an iSupplier Invitation"**, or click on the button below. Within t
the City that provides a link to the iSupplier website and instructions for filling out and

REQUEST iSUPPLIER INVITATION

How to register after receiving registration invitation

New Vendors with the City of Chicago

Vendors who have never previously registered with the City of Chicago, never receiv
contract with the City of Chicago should follow this process. Click the New Vendor Re
page in the iSupplier Portal where you can complete the process.

If during registration you receive an error message stating that a supplier with the sa
business already has a City vendor number and you should follow the above **"Regis**

NEW VENDOR REGISTRATION

How to Register

NEW USER REGISTRATION ONLY

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

FEIN

Format: XX-XXXXXXX

DUNS Number

Contact Information

At least one contact is required for your company. Additional contacts may be added on the next page.

* Email

* First Name

* Last Name

* Phone Area Code

* Phone Number

Format: XXX-XXXX

Phone Extension

- Add Attachments
- Users will receive the

ISUPPLIER PORTAL OVERVIEW

Login

- Self Management – Password Resets
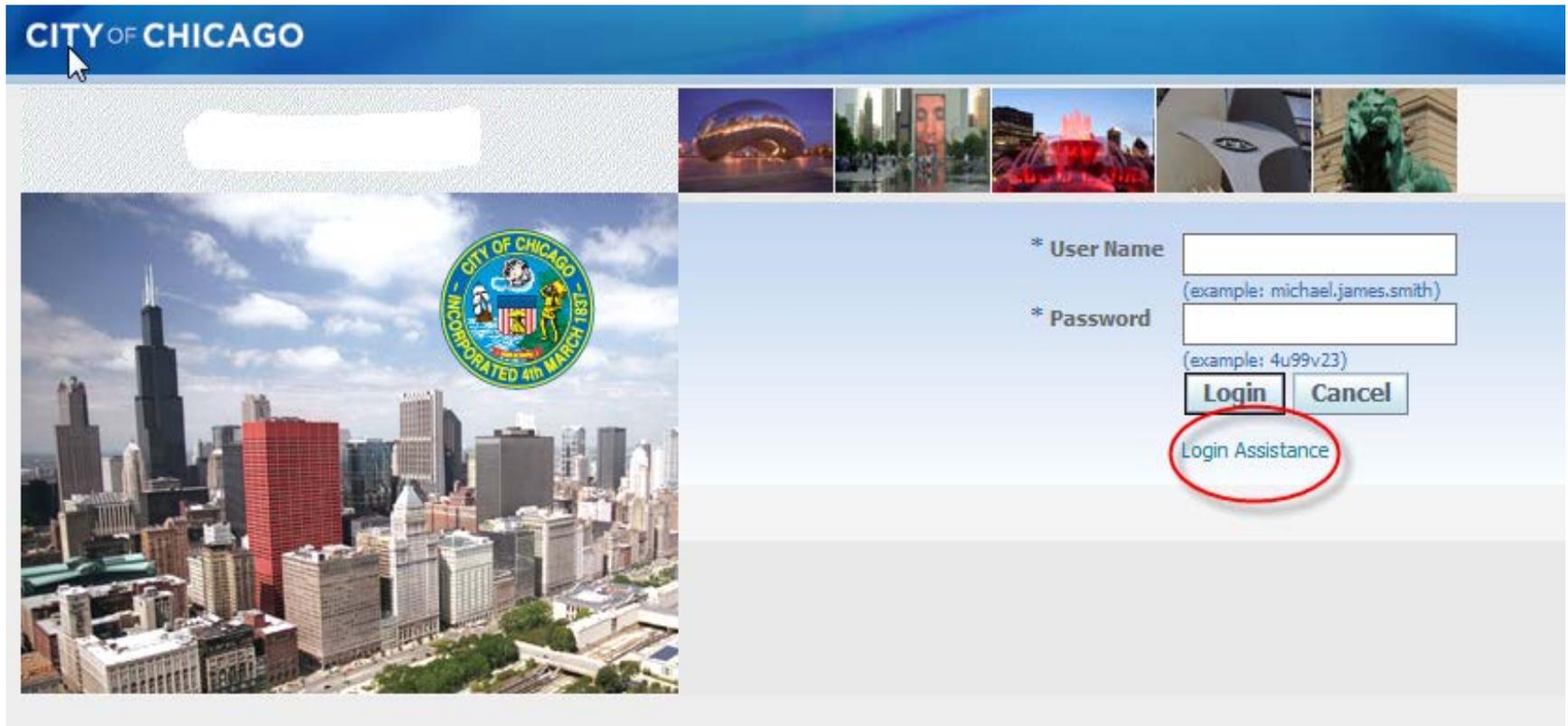
iSupplier Homepage

Main Menu:

- **1** Invoice Creation
  - Contracts
  - View Payments and Create Vouchers
- **2** Respond to RFP

Worklist:

- RFP Draft
- Online Messaging
- Addendum Updates/Notification
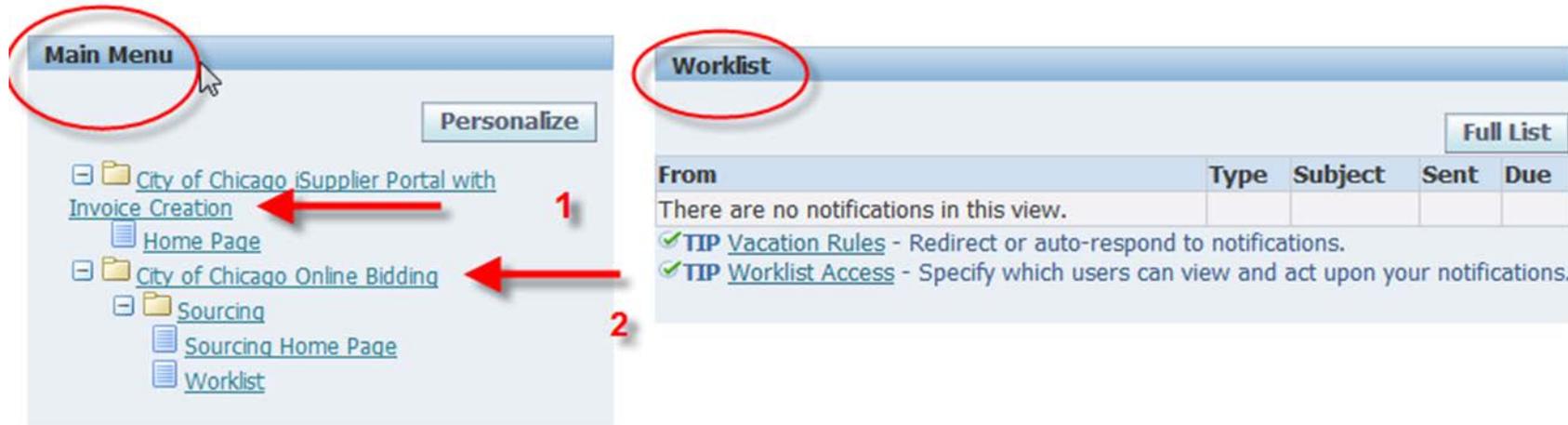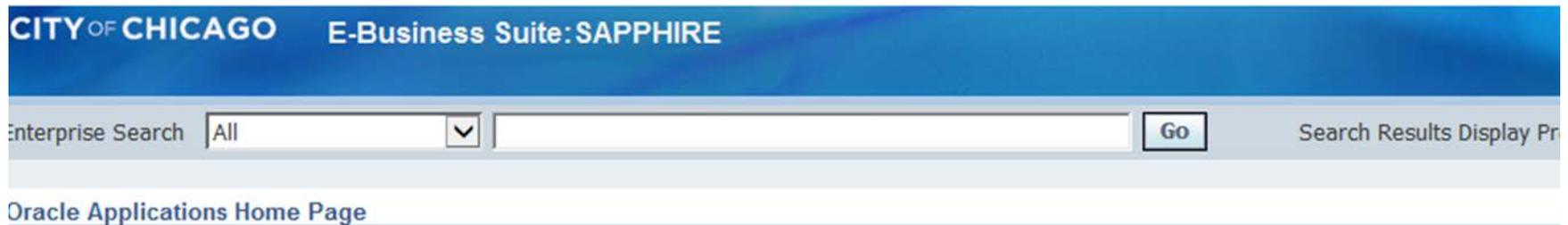
iSupplier Portal

- **Home**: Main Menu
- **Orders**: All History of Approved Contracts and Releases **(Real-time)**
- **Admin:** Agency Contact Information, Addresses, and Document Uploads
- **Finance:** View Vouchers, View Payments, and Create Invoices **(Real-time)**
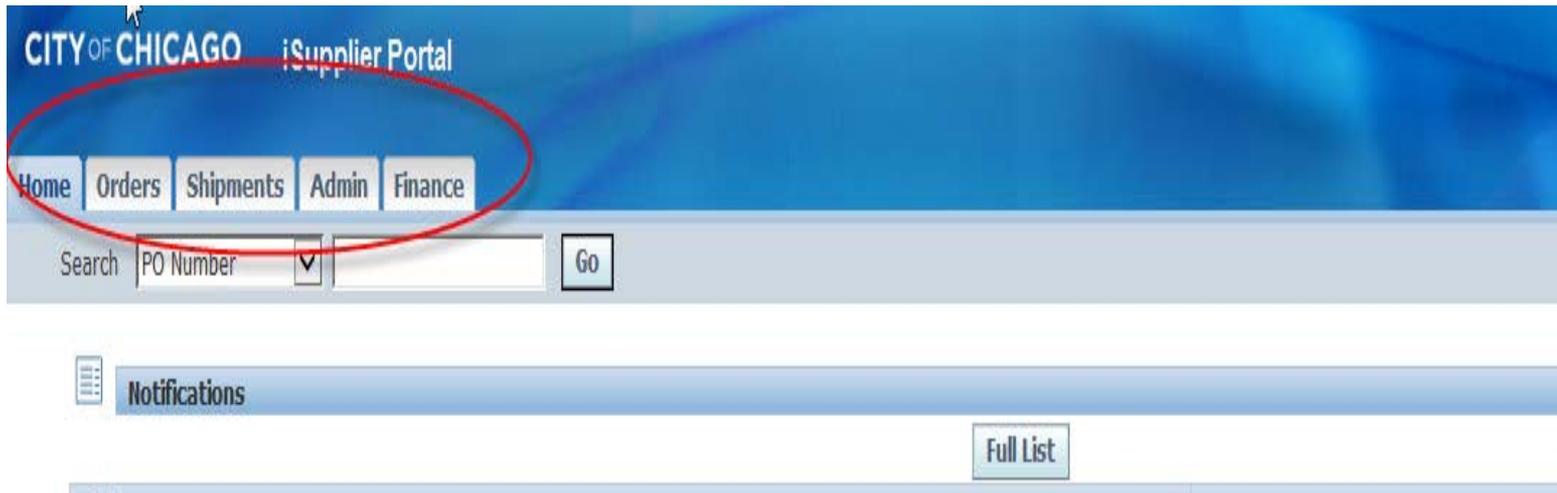
*Actual Copies of Contract and Payment Information are Only Available for Items Initiated in iSupplier (eProcurement)

Admin Portal

General Requirements

All Delegate Agencies are required to upload and maintain an active status for the following documents in the iSupplier portal:

❖ Articles of Incorporation

❖ Insurance

❖ SAM Registration Status

❖ State Good Standing Letter

❖ Board of Directors

❖ Financial Statements (updated annually)

❖ Most Recent Audit Information

❖ Signature Authorizations

❖ Cost Allocation Plan *(if indirect cost is included)*

Orders - Contract and Release History

| Home | Orders | Shipments | Admin | Finance |

Purchase Orders | Agreements | Purchase History | Work Confirmations

Purchase Orders

Views

View [All Purchase Orders ▼] [Go]

Data Export Available

Select Order: [Acknowledge] [View Change History]

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Currency	Amount	Status
○	58759	0	CITY OF CHICAGO - GRE	Global Blanket Agreement	Benefits Assistance Services for Seniors	13-Jun-2017 15:10:57	USD	250,000.00	Open
○	58755	0	CITY OF CHICAGO - GRE	Global Blanket Agreement	Benefits Assistance Services for Seniors	13-Jun-2017 14:59:24	USD	250,000.00	Open
○	55403	0	CITY OF CHICAGO - GRE	Standard PO		20-Mar-2017 16:59:13	USD	2,000.00	Closed
○	43982-1	0	CITY OF CHICAGO - GRE	Blanket Release	CORP - YOUTH SERVICES - OUT OF SCHOOL TIME PROGRAMMING - YEAR ROUND	28-Feb-2017 17:28:56	USD	39,000.00	Open

Finance - View Payments

Create Invoices | View Invoices | ▷**View Payments**

View Payments

Data Export Available

Simple Search

Note that the search is case insensitive

Payment Number		Status		🔍
Invoice Number		Payment Amount From		To
PO Number		Payment Date From		To
(example : 1234)		(example: 25-Jul-2017)		
Release Number				
(example : 1234-2)				

Go   Clear

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date ▼	Currency	Amount	Method	Status
10881587		B	01-May-2017	USD	6,265.00	Electronic	Reconciled
10878446		B	27-Mar-2017	USD	8,134.29	Electronic	Reconciled
10878321		A	24-Mar-2017	USD	2,000.00	Electronic	Reconciled
10876636		A	07-Mar-2017	USD	2,000.00	Electronic	Reconciled
10876271		B	01-Mar-2017	USD	2,659.00	Electronic	Reconciled
10874266		B	07-Feb-2017	USD	3,381.71	Electronic	Reconciled

BIDDING – RFP REVIEW

iSupplier Online Bids

Delegate Agency

View and Respond to RFP

View All Attachments

Solicitation Number

Respond to RFP

Respond to RFP

Respond to RFP

Title   SMOKING CESSATION SERVICES FOR ADULTS

Header | **Lines**

RFQ Currency **USD**
Price Precision **Any**

Line	Update	Quote Price	Unit	
1 0005 - Personnel	✏	11200	USD	
2 0044 - Fringe Ben...	✏	1200	USD	
3 0100 - Operating/...	✏		USD	
4 0140 - Profession...	✏		USD	
5 0200 - Travel	✏		USD	
6 0300 - Materials ...	✏		USD	
7 0400 - Equipment	✏		USD	
8 0801 - Indirect	✏		USD	
9 0999 - Other	✏		USD	

◎ Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable.

Electronic Signature

Electronic Signature

By submitting a bid/proposal/application and inputting his/her name and title, the person signing below certifies that he/she is authorized to submit this bid/proposal/application on behalf of the submitting party and warrants that all certifications and statements contained in the bid/proposal/application are true, accurate and complete as of the date furnished to the City. The person signing below understands that this submission will be binding on the submitting party.

* Name:

* Title:

* Indicates required fields. Before submitting the response please enter Name and Title and accept the disclaimer by checking the box above.

Cancel   Back   Validate   Save Draft   Printable View   Submit

Addendums and Notifications

- Addendum - Solicitation Number will be amended with a (zzzz,**1**)

INVOICE CREATION

Create Invoice Details

City of Chicago iSupplier Portal with Invoice Creation

1. The first step is to login to your account of iSupplier Portal.

Once logged in successfully, there will be a Main Menu on the left-hand side of the screen. Select "City of Chicago iSupplier Portal with Invoice Creation."

Create Invoice Details (Cont.)

2. Once you have the PO/Release information, click on the "**Finance**" tab at the top of the screen. In the upper (and lower) right hand side of the Finance tab click the "**Go"** button to create an invoice with a PO/Release

Create Invoice Details (Cont.)

3. Enter the PO/Release information, click the "**Go"** button to create an invoice with a PO/Release

Create Invoice Details (Cont.)

4. The next screen will show all of the available lines on this agreement (PO/Release). Based on what you are vouchering for, **check the box** next to all the lines that apply. 0005 Personnel; 0044 Fringe Benefits; 0100 Operating Expenses, etc. Once the appropriate boxes have been checked, click on the **"Next"** button.

Create Invoice Details (Cont.)

4. Enter Required Invoice Information (See Next Page for Details):

Create Invoice Details (Cont.)

Remit To: Verify that the remit-to address and bank account detail for your institution is correct. It can be changed by selecting a different "remit to" site.

Invoice Number: This field is identified as a unique number assigned for tracking and billing purposes and applied in the system to avoid duplication of invoices.

     a. **Conventional invoice** number consists of four elements: PO number-Release number-Expenditures covered year (2 digits)-Sequential number (2 digits), e.g., 33328-1-17-01.

     b. **eProcurement invoice** number omits the PO number, and consists of three elements: Release Number-Expenditures covered year-Sequential number, e.g., 45672-17-01.

Invoice Description: Enter the period covered followed by the two letter program code. For example: **08/01/2017 – 08/31/2017 PH**. PH stands for "Public Health" program; RW stands for "Ryan White" program; SH stands for "Shelter" program; CC stands for "Childcare Program" YN stands for "Youth Net" program. If you do not know the program code, you may just enter the period covered with no program code.

Date Goods/Services Received: This will be the end date of the expenditure covered period in the format DD-MMM-YYYY. We recommend choosing the day from the calendar selector. Example:

Date Good/Services Received   31-Aug-2017

Department Number: You can select the magnifying glass to see a list of department numbers, but common departments are: 41 Department of Health; 48 Mayor's Office for People with Disabilities; 50 Family and Support Services; 54 Planning and Development; 57 Chicago Police Department; 70 Business Affairs and Consumer Protection.

Create Invoice - Attachments

Add Required Supporting Documentation

1. **_Invoice Forms_**: include Invoice Summary, Invoice Salary Expenditure Only, and Invoice Non-Personnel Expenditure Form (**_Excel version only_**).
        a. Enter "Invoice" in the Title section
        b. Attach Invoice copies

2. **_Supporting Documentation "Support"_**: e.g., Payroll Register Form, Invoice copy for non-personnel cost, etc.
        a. Enter "Support" in the Title section
        b. Attach supporting documentation copies

3. **_Certifications:_** e.g., Voucher Certification Form, Tax Payment Certification Form, etc.
        a. Enter "Certificate" in the Title section
        b. Attach certification copies

Create Invoice Details (Cont.)

5. Review and Submit Invoice

The next two screens are a chance for you to review and revise your invoice (if needed) before submitting it.

Remove Lines from Invoice

Remove Lines from Invoice

Cancel Invoice

- Search for All Invoices, Under **Finance** tab, Select **"GO"**

- Cancelling an Invoice will release the funds reserved in the voucher

Cancel or Edit Invoice (Cont.)

- Invoice History will appear; Select the Invoice to Edit or Cancel

Cancel or Edit Invoice (Cont.)

Cancel Icon

Post Invoice Submission

Delegate Agencies have an obligation to regularly check the invoice status and take an appropriate action accordingly.

Post Invoice Submission (cont'd)

A. Rejection

1. Under the following circumstances, an Invoice may be Rejected:

      a. Incorrect Payment Site selected

      b. Incorrect Date Goods/Services Received

      c. Incorrect Release matched

      d. the expenditures covered in the two-year period

      e. Other

2. Delegate Agencies have an obligation to follow up with the Rejection Notification and take an appropriate action to fix the root cause for Rejection accordingly.

3. When delegate agency resubmits the rejected invoice, the original invoice number should be used and followed by a suffix **"R".** For example, **45672-17-01R.**

Contract Amendment & Budget Revision Submission

- **Pre eProcurement**

- Submit via Hard Copy or Email to User Department

- **Post eProcurement**

- Submit via Online Discussions in iSupplier Portal

Major Changes for Current vs. New Contracts

<u>Pre-eProcurement</u>

1. Budget Revisions and Amendments **<u>Must be Sent</u>** via Email to User Department

2. Invoice Number Requirements **<u>Must Have</u>** (PO#, Release#, Year, Voucher#)

3. Invoice Description **<u>Must Have</u>** Program Suffix (i.e. "CR" for Community Receiver)

<u>Post-eProcurement</u>

1. Budget Revisions and Amendments **<u>Must be Sent</u>** via Online Discussion

2. Invoice Number Requirements **<u>Must Have</u>** (New Release#, Year, Voucher#)

3. Invoice Description **<u>Must Have</u>** Program Suffix (i.e. "CR" for Community Receiver)

Helpful Tips and Lessons Learned

1. Use Internet Explorer Browser

2. Enable Pop-Ups and Check Internet Security Settings

3. Check Email Spam/Junk Mail box for City of Chicago Mailer notifications

4. Check Attachment Submissions Prior to Submitting

5. Administration of Organizational Information – Maintain Updated and Accurate Information

6. Avoid clicking the Back/Forth browser buttons – Navigate within iSupplier portal

7. Save Often

8. Invoice Number Must be Unique

Who to Contact for Assistance

- **Questions on Registration:**
  eprocsupport@cityofchicago.org

- **eProcurement for Delegate Agencies:**
  OBMGMU@cityofchicago.org

- **Training Materials (Documents and Videos):**
  https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html

- **Vendor/Delegate Agency Registration:**
  https://www.cityofchicago.org/city/en/depts/dps/isupplier/vendor-registration.html

Useful Links

City of Chicago Search Online:

http://webapps.cityofchicago.org/VCSearchWeb/org/cityofchicago/vcsearch/controller/agencySelection/begin.do

Funding Opportunities:

https://www.cityofchicago.org/city/en/depts/dps/isupplier/current-bids.html

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