









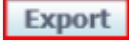
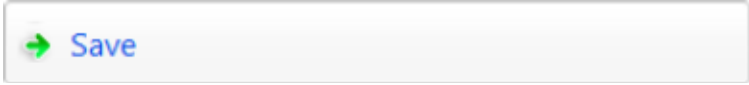




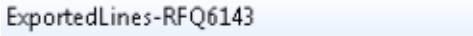

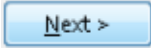
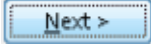
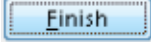


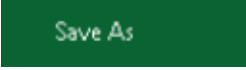





Export Quote Lines

Step	Action
1.	From the login page, click in the User Name field.. 
2.	Enter the desired information into the Username field. In this example, enter a valid value e.g. " john.doe@upksupplier.com ". You will need to use your current login for the City of Chicago's iSupplier Portal.  (example: michael.james.smith)
3.	Click in the Password field. 
4.	Enter the desired information into the Password field. Enter a valid value e.g. " oracle123 ". You need to enter your specific password to access your iSupplier Portal account with the City of Chicago. 
5.	Click the Login button. 
6.	The <i>Oracle Applications Home Page</i> will now appear. To access the City of Chicago online bidding, click the City of Chicago Online Bidding link. 
7.	Click the Sourcing link. 
8.	To access online bidding, click the Sourcing Home Page link. 
9.	The Solicitation Home Page now appears. Click the Search Open Solicitations field. 
10.	Click the Number list item. 
11.	Enter the desired information into the Search Open Solicitations field. Enter a valid value e.g. " 6143 ". 
12.	Click the Go button. 

13.	Click the Select Radio Button option for the solicitation that you would like to respond to. e.g. " 6143 ". 
14.	Click the Respond button. 
15.	The Terms and Conditions window now appears. Click the scrollbar if necessary to scroll to the bottom of the window
16.	Click the I have read and accepted the terms and conditions option. Click the Accept button. 
17.	The Create Quote window now appears. Click the View RFQ button to go and download any attachments that are part of this solicitation document.
18.	The requirements are questions the City will ask you based on the solicitation. You must provide answers to the requirements. Click the First Requirement list and enter the desired answer.
19.	Repeat that step for all the requirement. First read the requirement and then provide your answer. Click the NO list item. 
20.	Once all of the requirement questions have been answered, click the scrollbar and scroll back to the top of the page.
21.	Click the Lines link. 
22.	Click the Quote By Spreadsheet button. 
23.	Choose the Tab-Delimited (.txt) option. 
24.	Click the Lines list item in the Type list. 
25.	Click the Export button. 
26.	You will save this document to your computer and update at a later time. Click the Save button. 
27.	A message will appear stating that your document download has completed.

28.	Open Excel. 
29.	Click the File Tab button. 
30.	Click the Computer tab. 
31.	Click the Desktop button.
32.	Click the All Files list item. 
33.	Click in the Name document you exported. 
34.	Click the Open button. 
35.	Click the Next > button. 
36.	Click the Next > button. 
37.	Click the Finish button. 
38.	Enter the desired quote for each line. 
39.	Click the File Tab button. 
40.	Save your response by clicking the Save As tab. 
41.	Save document to your computer.
42.	Enter the desired File name .
43.	Save your document by clicking the Save button. 
44.	Click the Yes button to the pop-up. 
45.	Click the Return to Sourcing Home Page link. 
46.	You have just finished exporting quote lines for your company on the City of Chicago's

iSupplier Portal.

There are many other training topics that you have access to. Please refer to the training materials.

End of Procedure.