












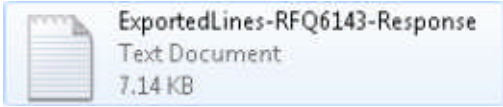





Import Quote Lines

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. " johndoe@upksupplier.com ". You will need to use your current login for the City of Chicago's iSupplier Portal.  <small>(example: michael.james.smith)</small>
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.	Select the matching response number for the draft solicitation. e.g. 81027 
10.	Click the Lines link. 
11.	Click the Quote By Spreadsheet button. 
12.	Click the Tab-Delimited (.txt) option. 
13.	Click Browse button in the File To Import field. 
14.	Find your completed quote spreadsheet and select file to open.

	<p>e.g. ExportedLines-RFQ6143-Response</p> 
15.	<p>Click the Open object.</p> 
16.	<p>Click the Import button.</p> 
17.	<p>Click the Save Draft button to finish your quote at a later time or, click Continue to proceed with submitting your bid.</p> 
18.	<p>You have just finished importing quote lines for your company on the City of Chicago's iSupplier Portal.</p> <p>There are many other training topics that you have access to. Please refer to the training materials.</p> <p>End of Procedure.</p>