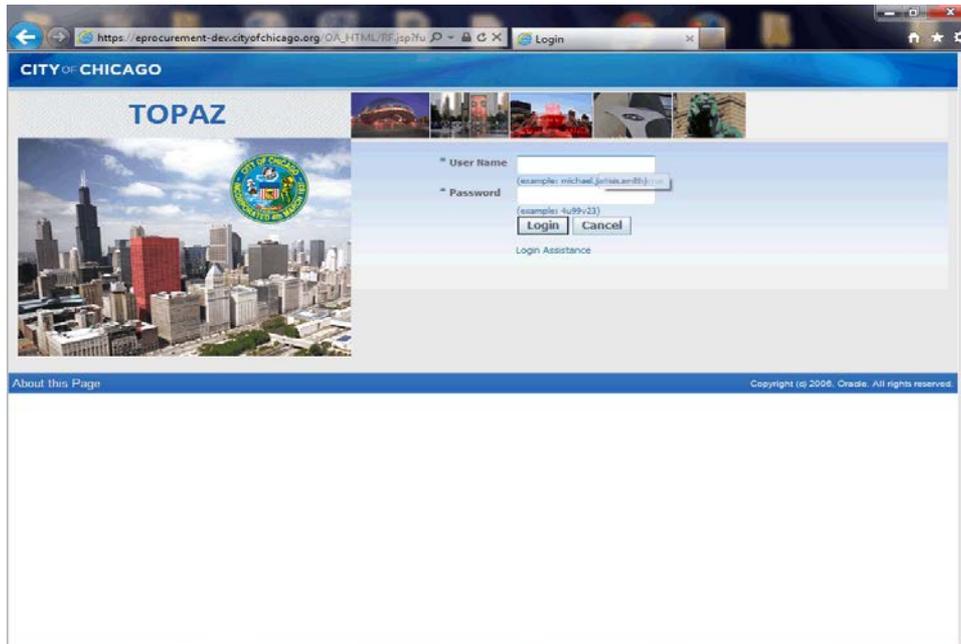
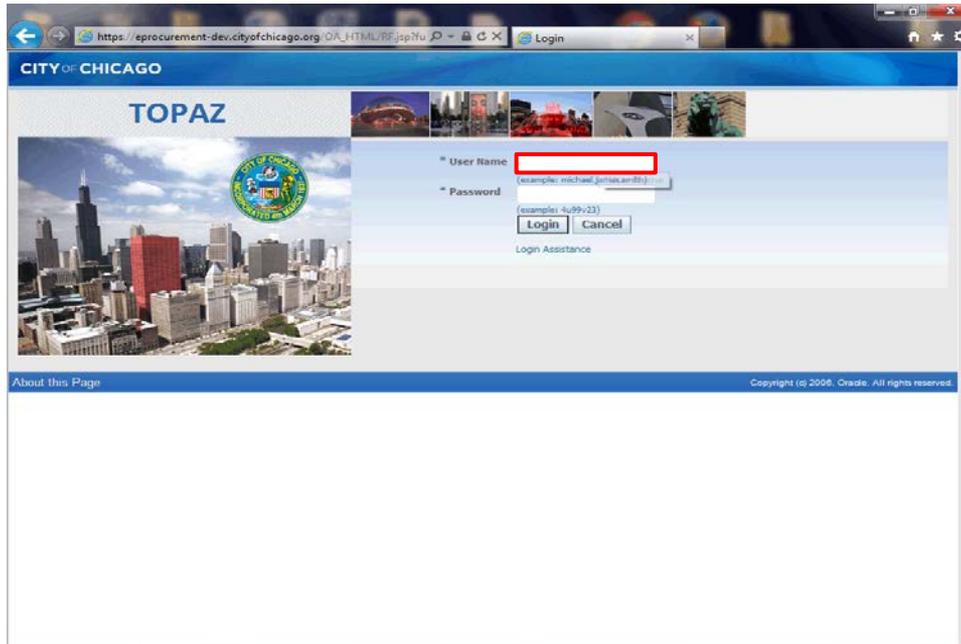


Review Solicitation Document

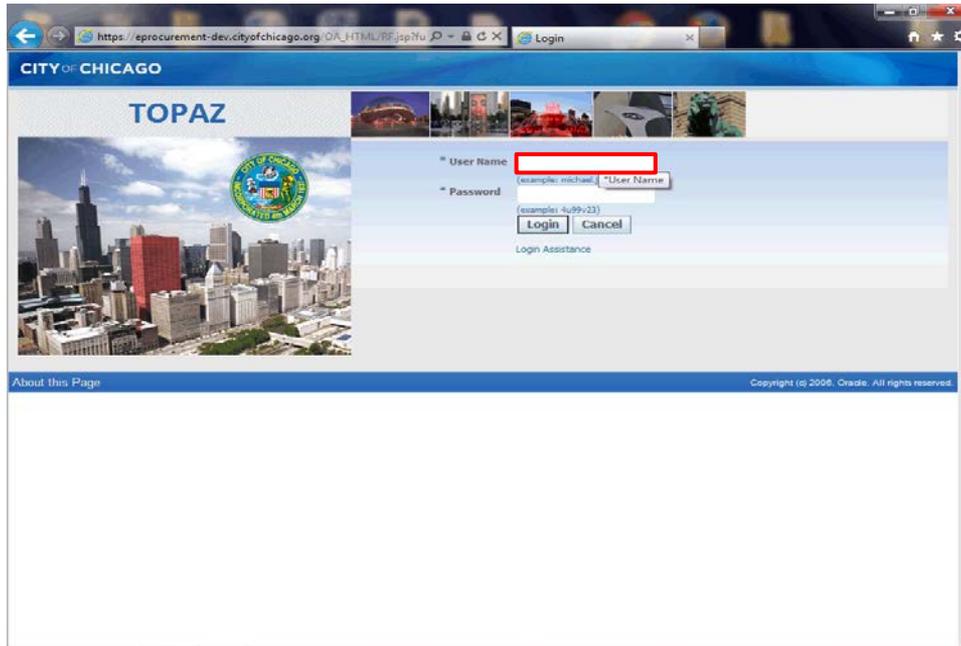


In this Course you will learn how to review a solicitation document through the iSupplier Portal.



Step 1

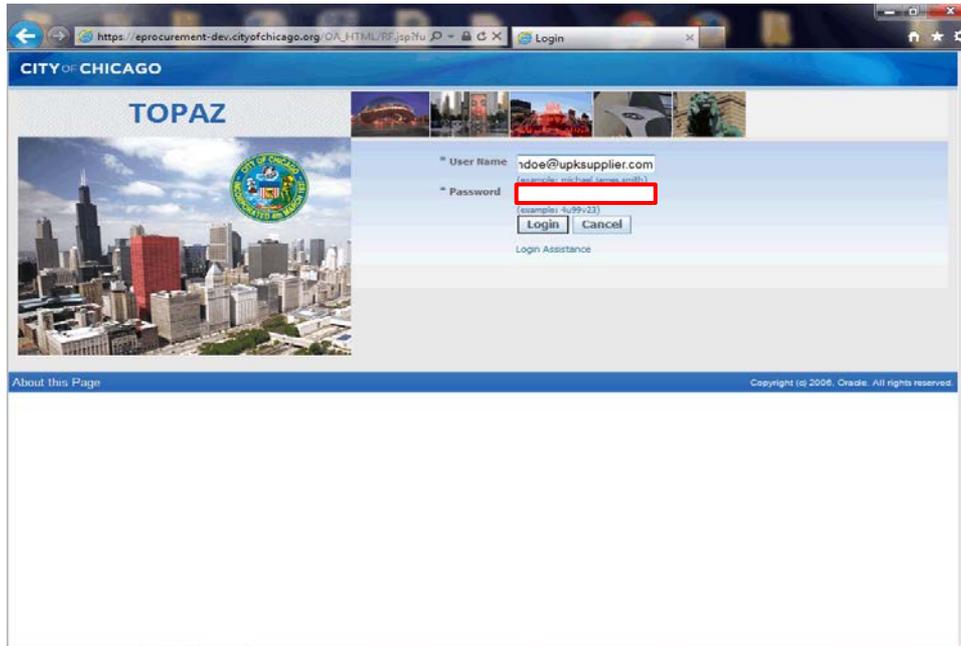
From the login page, click in the **User Name** field.



Step 2

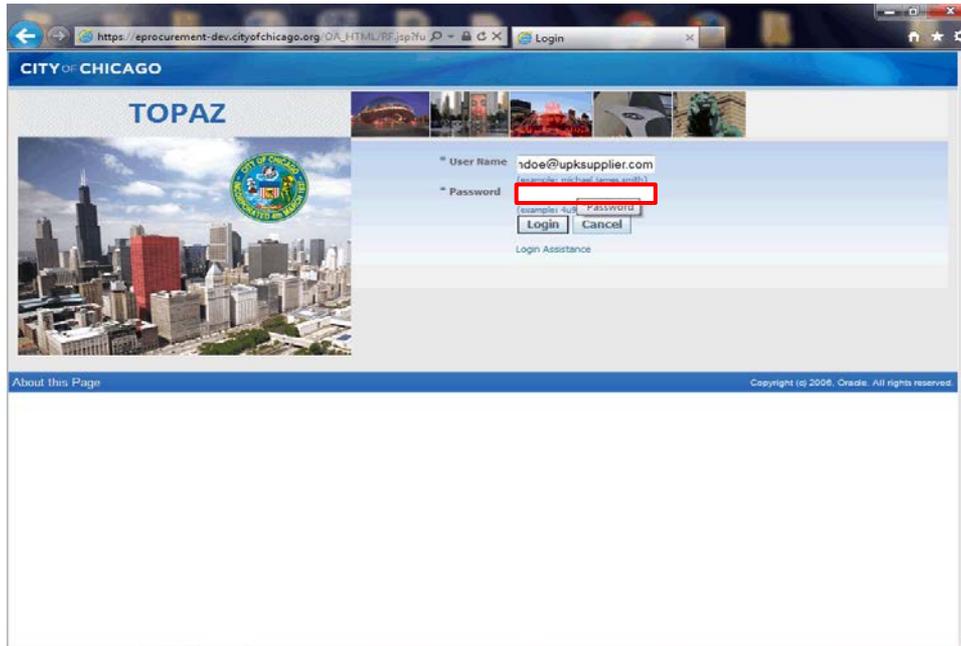
Enter the desired information into the **Username** field. In this example, enter "**john.doe@upksupplier.com**".

You will need to use your current login for the City of Chicago's iSupplier Portal.



Step 3

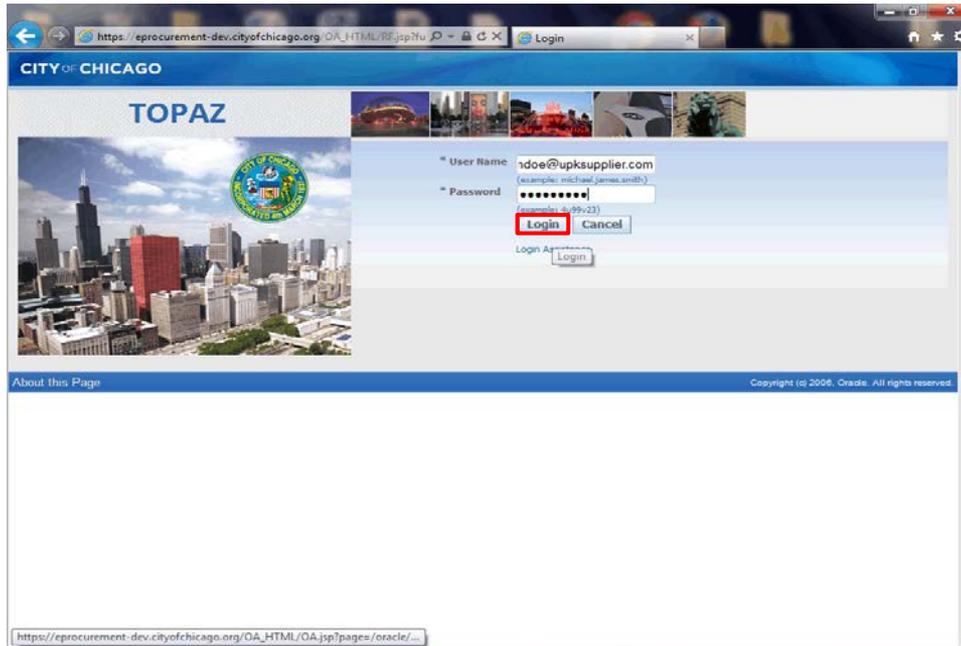
Click in the **Password** field.



Step 4

Enter the desired information into the **Password** field. Enter "**oracle123**".

You need to enter your specific password to access your iSupplier Portal account with the City of Chicago.



Step 5

Click the **Login** button.

Step 6

The *Oracle Applications Home Page* will now appear.

To access the City of Chicago solicitation details, click the **City of Chicago Online Bidding** link.

The screenshot displays the Oracle Applications Home Page for the City of Chicago E-Business Suite: TOPAZ. The page includes a navigation menu, a search bar, and a worklist table. The worklist table contains the following data:

From	Type	Subject	Sent	Due
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - ProServ SPO (Task Order) 33185_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - ProServ CP Agreement (MCA) 33185_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Blanket Agreement 33181_1	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33184_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33183_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33182_0	29-Dec-2015	

Additional information on the page includes a Main Menu with links to 'City of Chicago Supplier Portal' and 'City of Chicago Online Bidding', and a Worklist Access section with a 'Full List (6)' link. The page footer contains 'About this Page', 'Diagnostics Logout Preferences Help', and 'Copyright (c) 2009, Oracle. All rights reserved.'

Step 7

Click the **Sourcing** link.

The screenshot shows the Oracle Applications Home Page for the City of Chicago E-Business Suite (TOPAZ). The page includes a navigation menu with links for 'City of Chicago Supplier Portal' and 'City of Chicago Online Bidding'. A 'Sourcing' link is highlighted in red. The main content area features a 'Worklist' table with the following data:

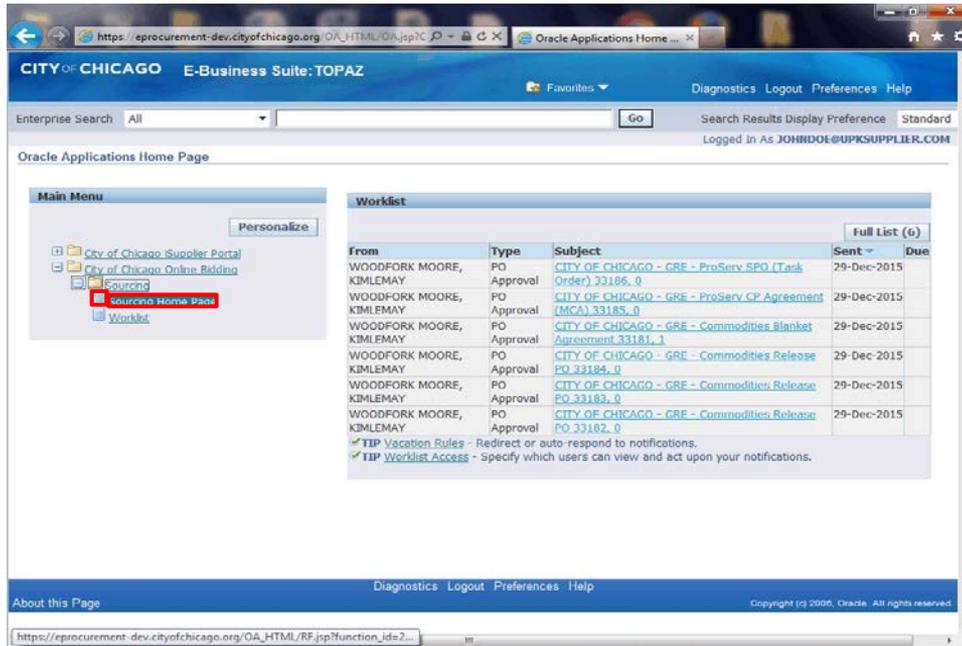
From	Type	Subject	Sent	Due
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - ProServ SPO (Task Order) 33185_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - ProServ CP Agreement (MCA) 33185_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Blanket Agreement 33181_1	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33184_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33183_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33182_0	29-Dec-2015	

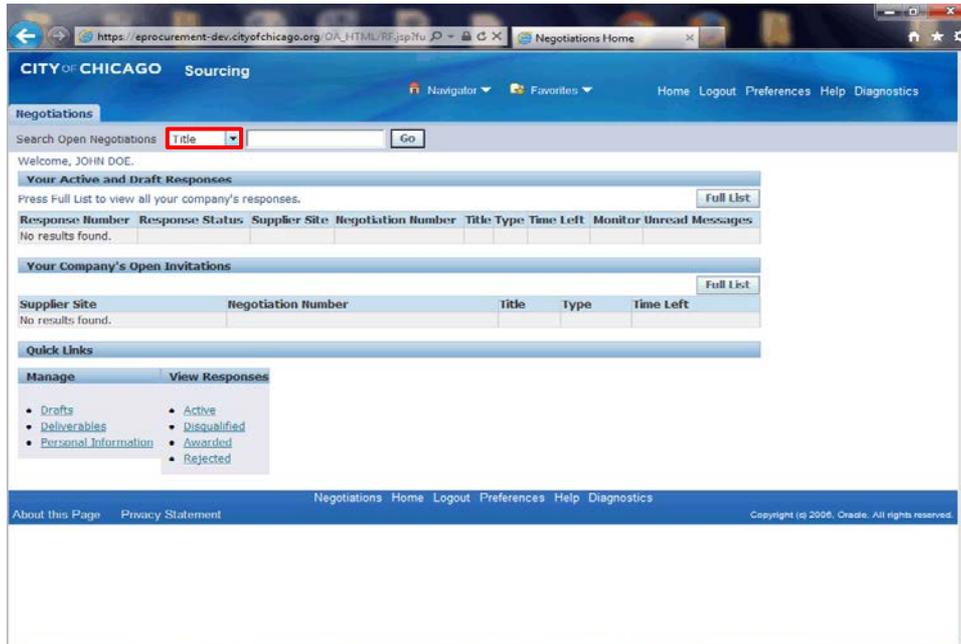
Additional information at the bottom of the worklist section:

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

Step 8

Click the **Sourcing Home Page** link.

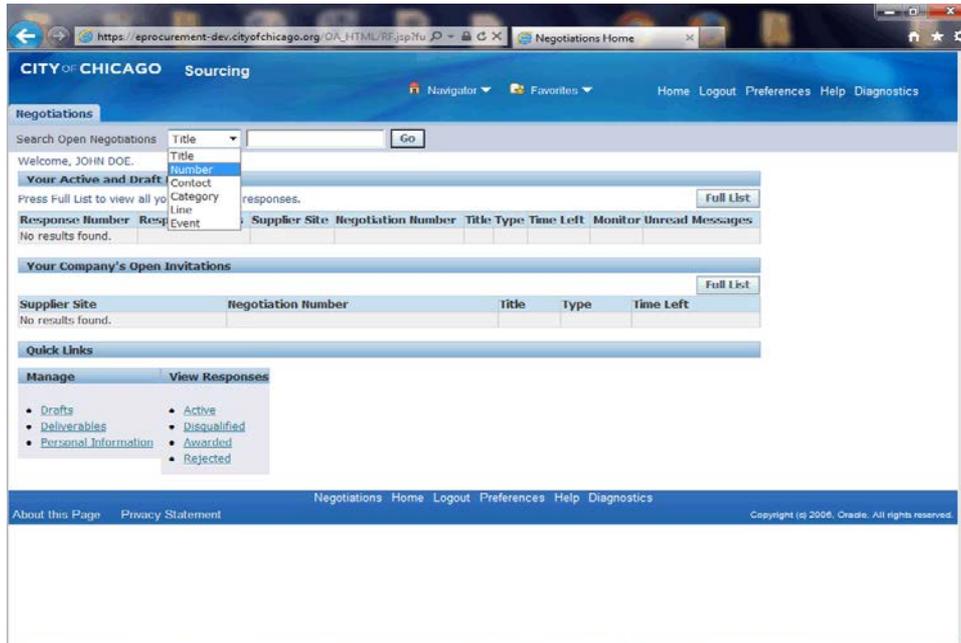




Step 9

The *Solicitation Home Page* now appears.

Click the **Search Open Negotiations** list.



Step 10

From the drop down list you can search by using different criteria. The following criteria can be used to search the open solicitations with the City of Chicago. All of this information can be found on the City of Chicago online bidding abstract page.

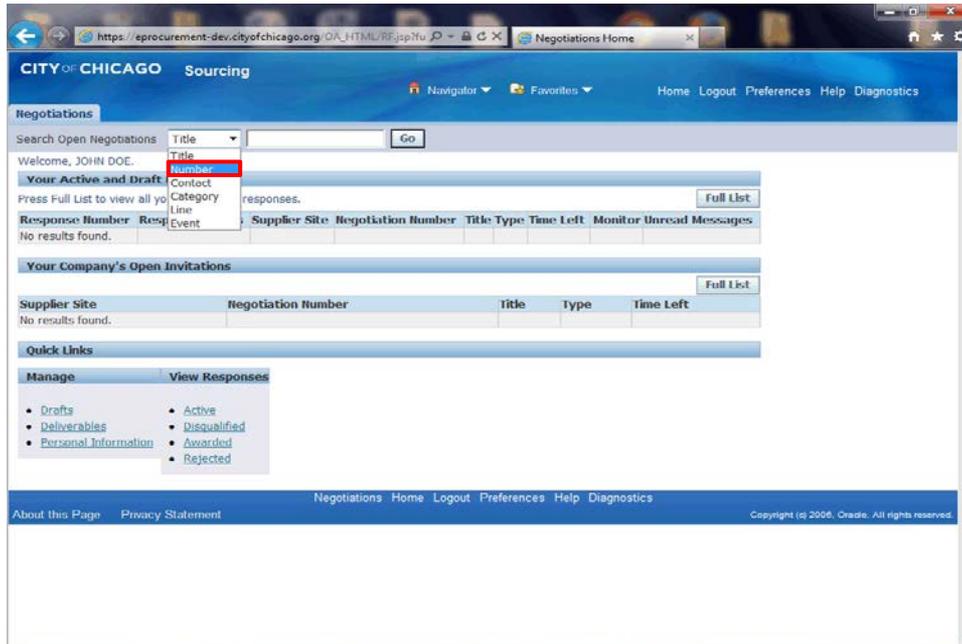
Title: You can search by the title of the solicitation document.

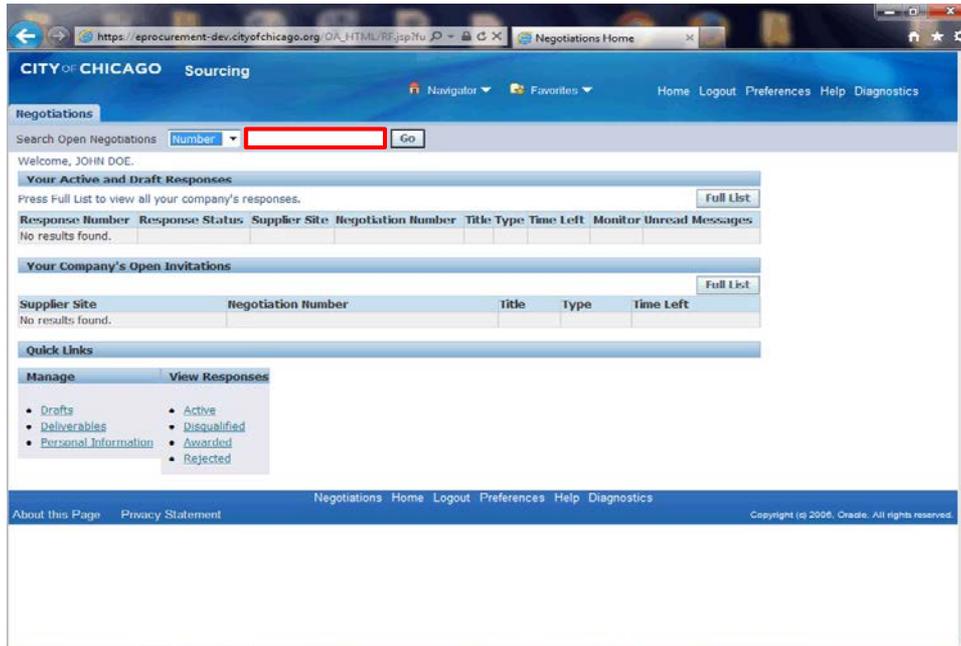
Number: You can search by the solicitation number.

Contact: You can search by the City of Chicago contact for that solicitation document.

Step 11

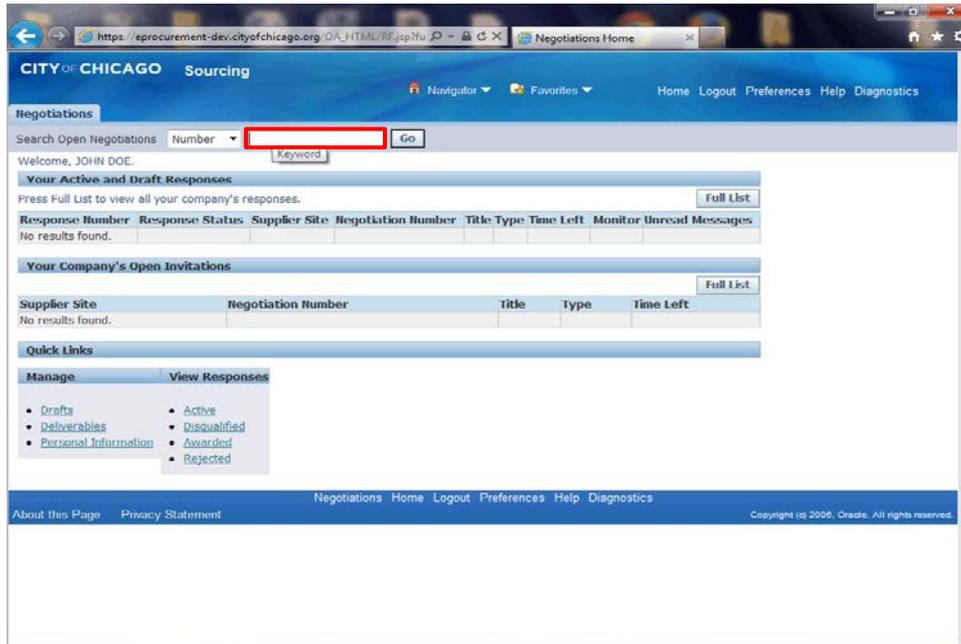
Click the **Number** list item.





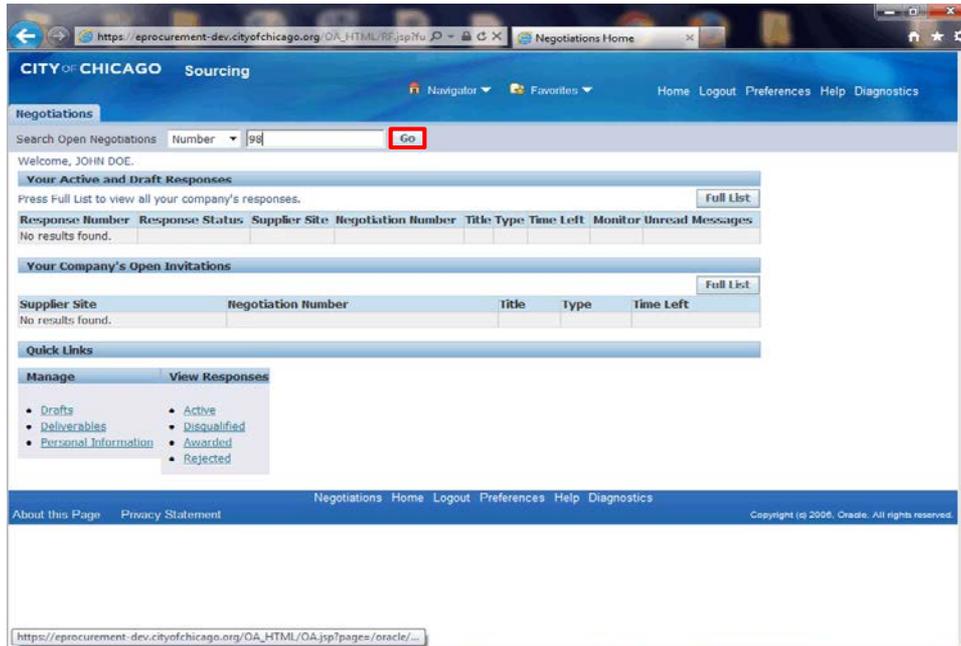
Step 12

Click in the **Search Open Negotiations** field.



Step 13

Enter the desired information into the **Search Open Negotiations** field. In this example, enter "98".



Step 14

Click the **Go** button to execute your search.

The screenshot shows a web browser window with the URL https://eprocurement-dev.cityofchicago.org/OA_HTML/OA.jsp?. The page title is "CITY OF CHICAGO Sourcing" and the active window is "Active Negotiations". The page content includes a "Negotiations" header, a search form, and a table of active negotiations.

Search Form:

Note that the search is case insensitive

Number:
Title:
Category:

Contact:
Line:
Event:

Buttons:

Select Negotiation:

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Unread Messages
<input type="checkbox"/>	139308	Mechanical and Auto Commodities for All Departments of City of Chicago	WOODFORK MOORE, KIMLEMAY	26 days 23 hours	29-Feb-2016 20:33:56	Scaled	0	0

Return to Negotiations

About this Page

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Step 15

The *Active Negotiations* window now appears.

Your search results will be displayed below.

Click the **Number** link for the solicitation you would like to review.

Step 16

The *Solicitation details* window now appears.

Click the scrollbar to scroll through the solicitation document.

The screenshot shows a web browser window with the URL <https://eprocurement-dev.cityofchicago.org>. The page title is "CITY OF CHICAGO Sourcing". The main content area is titled "Negotiations" and shows "Active Negotiations" for "RFQ: 98".

Title: 139308: Mechanical and Auto Commodities for All Departments of City of Chicago
Status: Active (Locked)
Time Left: 26 days 23 hours

Open Date: 02-Feb-2016 20:33:53
Close Date: 29-Feb-2016 20:33:56

Header: Buyer: WOODFORK MOORE, KIMLEMAY; Quote Style: Sealed; Description: Commodities for All Departments of City of Chicago. Outcome Event: Commodities Blanket Agreement.

Terms: Effective Start Date, Effective End Date, Bill-To Address: 035-ADMIN OFF, Ship-To Address: 035-ADMIN OFF, FOB, Total Agreement Amount, Minimum Release Amount, Payment Terms: IMMEDIATE, Carrier, Freight Terms.

Currency: RFQ Currency: USD; Price Precision: Any.

Requirements: Show All Details | Hide All Details. Details Section: Show Section 01. Additional Header Attributes (Buyer & Supplier).

Step 17

Click the **Show** link under the requirements to see all the requirements for this solicitation.

The screenshot displays the Oracle eProcurement interface for RFQ: 98. The browser address bar shows the URL: https://eprocurement-dev.cityofchicago.org/OA_HTML/OA.jsp?C... RFQ: 98. The page is divided into several sections:

- Terms:** Includes Effective Start Date, Effective End Date, Bill-To Address (035-ADMIN OFF), Ship-To Address (035-ADMIN OFF), FOB, Total Agreement Amount, Minimum Release Amount, Payment Terms (IMMEDIATE), Carrier, and Freight Terms.
- Currency:** RFQ Currency is USD, and Price Precision is Any.
- Requirements:** Shows 'Section 01' with a red box highlighting a 'Show' link.
- Additional Header Attributes (Buyer & Supplier):** This section is currently empty.
- Notes and Attachments:** Contains a table of attachments:

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
ATTACHMENT 01- SUPPLIER DOC	File		To Supplier	PU00015	02-Feb-2016	One-Time		
ATTACHMENT 02 AFFIDAVIT OF ELIGIBLE BUSINESS FOR BID INCENTIVE FOR ALTERNATIVELY POWERED VEHICLES	File	ATTACHMENT 02 AFFIDAVIT OF ELIGIBLE BUSINESS FOR BID INCENTIVE FOR ALTERNATIVELY POWERED VEHICLES	To Supplier	PU00015	02-Feb-2016	One-Time		

At the bottom, there is a 'Return to Active Negotiations' link, an 'Actions' dropdown menu set to 'Create Quote', and a 'Go' button. The footer includes 'About this Page', navigation links (Negotiations Home, Logout, Preferences, Help, Diagnostics), and a copyright notice: Copyright (c) 2006, Oracle. All rights reserved.

Step 18

Click the scrollbar.

The screenshot shows a web browser window with the URL <https://eprocurement-dev.cityofchicago.org>. The page displays details for a solicitation document (RFQ: 98). The content is organized into several sections: Terms, Currency, Requirements, Details Section, Additional Header Attributes (Buyer & Supplier), and Notes and Attachments. The Notes and Attachments section contains a table with two rows of attachments. A vertical scrollbar is visible on the right side of the page, and a red box highlights it.

Requirement	Target	View
Requirement 01		002

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
ATTACHMENT 01- SUPPLIER DOC	File		To Supplier	PU00015	02-Feb-2016	One-Time		
ATTACHMENT 02 AFFIDAVIT OF ELIGIBLE BUSINESS FOR BID INCENTIVE FOR ALTERNATIVELY POWERED VEHICLES	File	ATTACHMENT 02 AFFIDAVIT OF ELIGIBLE BUSINESS FOR BID INCENTIVE FOR ALTERNATIVELY POWERED VEHICLES	To Supplier	PU00015	02-Feb-2016	One-Time		

Return to Active Negotiations

Actions:

The screenshot displays the Oracle eProcurement interface for RFQ 98. The browser address bar shows the URL: https://eprocurement-dev.cityofchicago.org. The page header includes 'CITY OF CHICAGO Sourcing' and navigation links like 'Home', 'Logout', 'Preferences', and 'Help'. The main content area shows the RFQ details for '139308: Mechanical and Auto Commodities for All Departments of City of Chicago'. The status is 'Active (Locked)' with 26 days and 23 hours left. An 'Actions' dropdown menu is highlighted with a red box, showing 'Create Quote' as the selected option. Below the details, there are sections for 'Contract Terms', 'Terms', 'Currency', and 'Requirements'. The 'Requirements' section is partially visible, showing a table with columns for 'Requirement', 'Target', and 'View'.

Step 19

Click the **Actions** list.

The screenshot displays the Oracle eProcurement interface for a negotiation document. The document title is "139308: Mechanical and Auto Commodities for All Departments of City of Chicago". The status is "Active (Locked)" with 26 days and 23 hours remaining. The buyer is "WOODFORK MOORE, KIMLEMAY". The outcome event is "Continuation of Blanket Agreement". The "Printable View" option in the actions menu is highlighted with a red box.

Requirement	Target	View
Requirement 01		00

Step 20

Click the **Printable View** list item.

Step 21

Click the **Go** button.

The screenshot shows the Oracle eProcurement interface for RFQ 98. The page title is "CITY OF CHICAGO Sourcing". The RFQ details include:

- Title: 139308: Mechanical and Auto Commodities for All Departments of City of Chicago
- Status: Active (Locked)
- Time Left: 26 days 23 hours
- Open Date: 02-Feb-2016 20:33:53
- Close Date: 29-Feb-2016 20:33:56

The "Actions" menu is open, showing "Printable View" and a "Go" button highlighted with a red box. Below the details, there are sections for "Contract Terms", "Terms", "Currency", and "Requirements".

Requirement	Target	View
		00

The screenshot displays the Oracle eProcurement interface for RFQ 98. The main content area shows the following details:

- Title:** 139308: Mechanical and Auto Commodities for All Departments of City of Chicago
- Status:** Active (Locked)
- Time Left:** 26 days 23 hours
- Open Date:** 02-Feb-2016 20:33:53
- Close Date:** 29-Feb-2016 20:33:56

The **Contract Terms** section is expanded, showing:

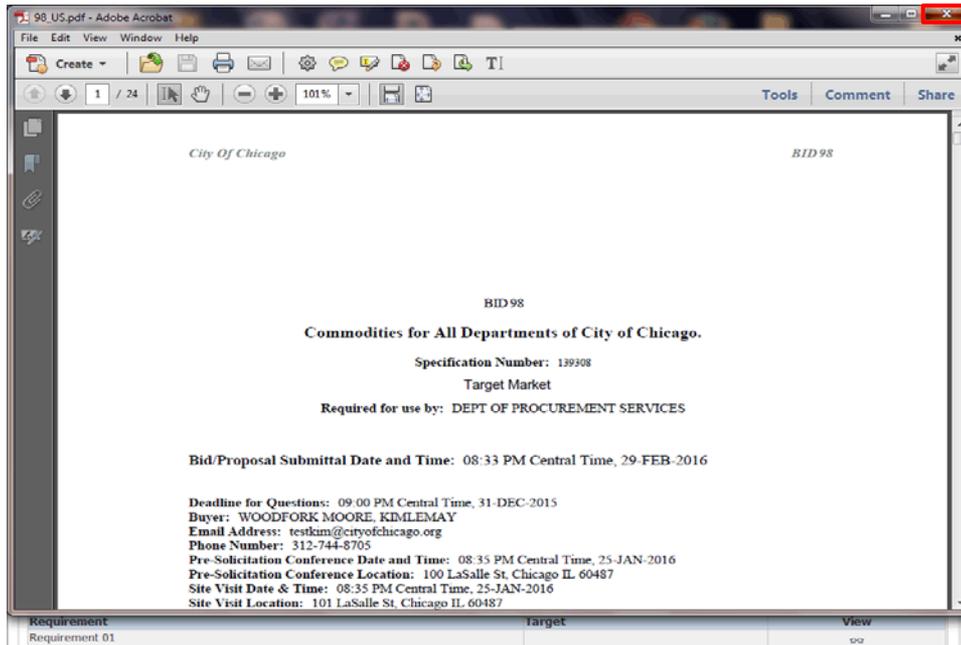
- Buyer:** WOODFORK MOORE, KIMLEMAY
- Quote Style:** Sealed
- Description:** Commodities for All Departments of City of Chicago.
- Outcome Event:** Commodities Blanket Agreement

Other sections visible include **Terms** (Effective Start/End Dates, Bill-To/Ship-To Addresses, Total Agreement Amount, Minimum Release Amount, Payment Terms: IMMEDIATE, Carrier, Freight Terms) and **Currency** (RFQ Currency: USD, Price Precision: Any).

A dialog box at the bottom of the screen asks: "Do you want to open or save 98_US.pdf from eprocurement-dev.cityofchicago.org?". The **Open** button is highlighted with a red rectangle.

Step 22

Click the **Open** button to open the PDF file. This will show you the entire solicitation document in PDF format.



Step 23

You can review the PDF document for this solicitation. You can even save the PDF file to your computer to come back and review later.

Click the **Close** button when you are finished reviewing the document.

Step 24

Click the **Lines** object.

The screenshot shows the Oracle eProcurement interface for RFQ 98. The browser address bar shows the URL: https://eprocurement-dev.cityofchicago.org/OA_HTML/OA.jsp?OC. The page title is "CITY OF CHICAGO Sourcing". The main content area displays the following information:

- Title:** 139308: Mechanical and Auto Commodities for All Departments of City of Chicago
- Status:** Active (Locked)
- Time Left:** 26 days 23 hours
- Open Date:** 02-Feb-2016 20:33:53
- Close Date:** 29-Feb-2016 20:33:56

Below this information, there are several tabs: "Header", "Lines" (highlighted with a red box), "Controls", and "Contract Terms". The "Header" tab is currently active, showing:

- Buyer:** WOODFORK MOORE, KIMLEMAY
- Quote Style:** Sealed
- Description:** Commodities for All Departments of City of Chicago.
- Outcome Event:** Commodities Blanket Agreement

Below the header, there are sections for "Terms", "Currency", and "Requirements". The "Requirements" section is partially visible, showing a table with columns for "Requirement", "Target", and "View".

The screenshot shows the Oracle eProcurement interface for a negotiation. The browser address bar shows the URL: https://eprocurement-dev.cityofchicago.org/OA_HTML/OA.jsp?RFQ:98. The page title is "CITY OF CHICAGO Sourcing". The navigation menu includes "Home", "Logout", "Preferences", "Help", and "Diagnostics". The main content area displays the negotiation details for RFQ: 98. The title is "139308: Mechanical and Auto Commodities for All Departments of City of Chicago". The status is "Active (Locked)" and the time left is "26 days 23 hours". The open date is "02-Feb-2016 20:33:53" and the close date is "29-Feb-2016 20:33:56". The "Controls" link is highlighted in red. Below the negotiation details, there is a table of lines. The table has columns: Line, Item, Rev / Job, Category, Unit, Estimated Quantity, Best Price (USD), Active Responses, and Time Left. The table contains six rows of ambulance-related items.

Line	Item, Rev / Job	Category	Unit	Estimated Quantity	Best Price (USD)	Active Responses	Time Left
1	AMBULANCES, SINGLE REAR...	0700312150	07003..	Each	123,456	Sealed	26 days 23 hours
2	AMBULANCES, SINGLE REAR...	0700312151	07003..	Each	123,456	Sealed	26 days 23 hours
3	AMBULANCES, DUAL REAR W...	0700315010	07003..	Each	123,456	Sealed	26 days 23 hours
4	AMBULANCES, DUAL REAR W...	0700315020	07003..	Each	123,456	Sealed	26 days 23 hours
5	UNMARKED MID-SIZE VEHIC...	0700639025	07006..	Each	123,456	Sealed	26 days 23 hours
6	UNMARKED MID-SIZE VEHIC...	0700639050	07006..	Set	123,456	Sealed	26 days 23 hours

Step 25

Here you will see all the lines that are on this solicitation. You can review the lines here.

Click the **Controls** link.

https://eprocurement-dev.cityofchicago.org/OA_HTML/OA.jsp? RFQ: 98

CITY OF CHICAGO Sourcing

Home Logout Preferences Help Diagnostics

Negotiations

Negotiations > Active Negotiations >

RFQ: 98

Title **139308: Mechanical and Auto Commodities for All Departments of City of Chicago**

Status **Active (Locked)**

Time Left **26 days 23 hours**

Open Date **02-Feb-2016 20:33:53**

Close Date **29-Feb-2016 20:33:56**

Header Lines Controls **Contract Terms**

Schedule

Preview Date

Close Date **29-Feb-2016 20:33:56**

Open Date **02-Feb-2016 20:33:53**

Award Date

Response Rules

- Negotiation is restricted to invited suppliers
- Suppliers are allowed to view other suppliers' contract terms, notes and attachments
- Suppliers are allowed to respond to selected lines
- Suppliers are allowed to provide multiple responses
- Buyer may close the negotiation before the Close Date
- Buyer may manually extend the negotiation while it is open

[Return to Active Negotiations](#)

Actions Create Quote Go

About this Page

Negotiations Home Logout Preferences Help Diagnostics

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https://eprocurement-dev.cityofchicago.org/OA_HTML/OA.jsp?pages/oracle/...

Step 26

Here you will see the supplier response due date and bid opening date.

Click the **Contract Terms** link.

Step 27

Click the **Preview Contract Terms** button.

The screenshot shows a web browser window displaying the Oracle eProcurement system. The URL is https://eprocurement-dev.cityofchicago.org/OA_HTML/OA.jsp?RFQ:98. The page title is "CITY OF CHICAGO Sourcing". The main content area displays negotiation details for RFQ 98, including the title "139308: Mechanical and Auto Commodities for All Departments of City of Chicago", status "Active (Locked)", and time left "26 days 23 hours". A "Preview Contract Terms" button is highlighted with a red box. Below the button, there is a table for "Deliverables" with columns for Deliverable Name, Deliverable Type, Responsible Party, Party Name, and Contact. The table is currently empty, showing "No Deliverables exist.".

Step 28

Click the **Open** button.

https://eprocurement-dev.cityofchicago.org/ORA_HTML/ODA.jsp? RFQ: 98

CITY OF CHICAGO Sourcing

Home Logout Preferences Help Diagnostics

Negotiations

Negotiations > Active Negotiations > RFQ: 98

Title **139308: Mechanical and Auto Commodities for All Departments of City of Chicago** Open Date **02-Feb-2016 20:33:53**
Status **Active (Locked)** Close Date **29-Feb-2016 20:33:56**
Time Left **26 days 23 hours**

Header Lines Controls **Contract Terms**

Preview Contract Terms

This negotiation includes Contract Terms. View the terms by clicking on the Preview Contract Terms button.

Deliverables

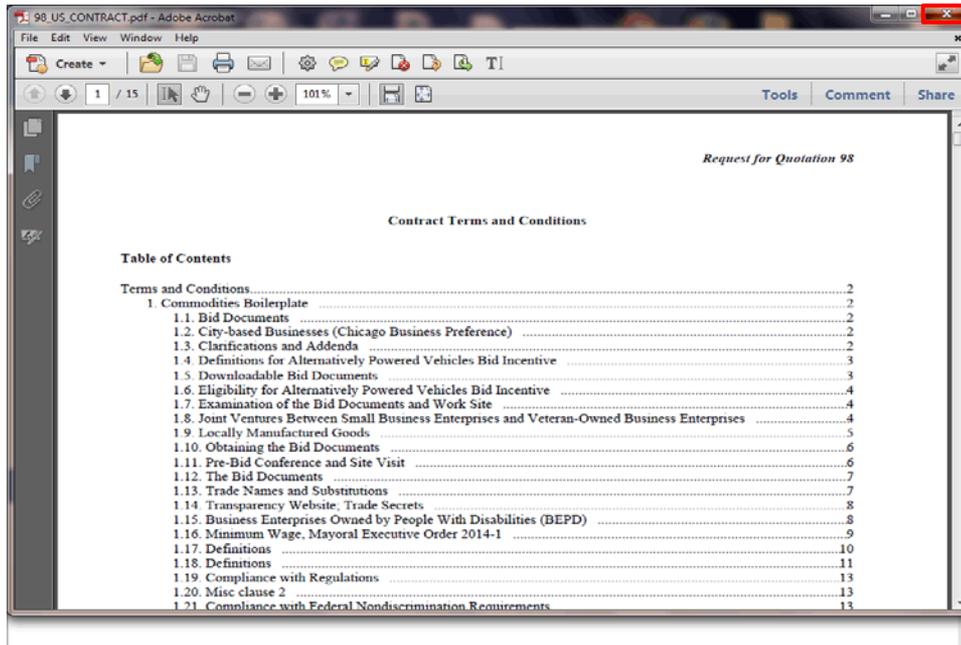
Deliverable Name	Deliverable Type	Responsible Party	Party Name	Contact
No Deliverables exist.				

Return to Active Negotiations

Actions Create Quote Go

About this Page Negotiations Home Logout Preferences Help Diagnostics Copyright (c) 2006, Oracle. All rights reserved.

Do you want to open or save 98_US_CONTRACT.pdf from ...rourement-dev.cityofchicago.org? **Open** Save Cancel



Step 29

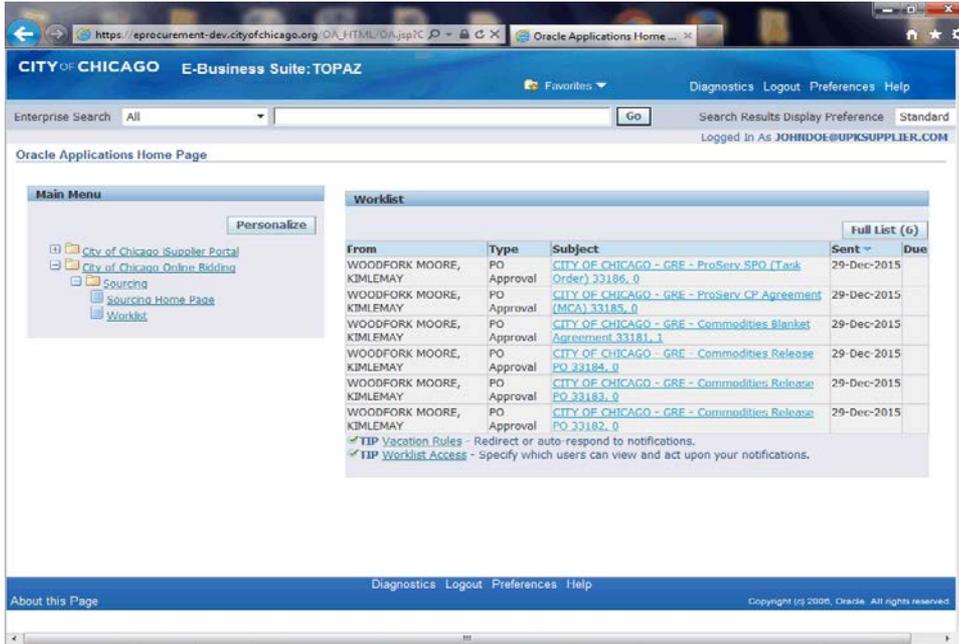
Here you can review the contract terms for this solicitation. If you printed out the previous document, these contract terms are already included in that document.

Click the **Close** button when you are finished reviewing the document.

Step 30

Click the **Home** link.

The screenshot shows a web browser window with the URL https://eprocurement-dev.cityofchicago.org/OA_HTML/OA.jsp?_rc=FNDPOR.... The page title is "CITY OF CHICAGO Sourcing". The navigation bar includes "Home", "Logout", "Preferences", "Help", and "Diagnostics". The "Home" link is highlighted with a red box. The main content area displays details for RFQ 98, including the title "139308: Mechanical and Auto Commodities for All Departments of City of Chicago", status "Active (Locked)", and time left "26 days 23 hours". There are tabs for "Header", "Lines", "Controls", and "Contract Terms". A "Preview Contract Terms" button is visible. Below this is a "Deliverables" section with a table header: "Deliverable Name", "Deliverable Type", "Responsible Party", "Party Name", and "Contact". The table content shows "No Deliverables exist.". At the bottom, there is a "Return to Active Negotiations" link and an "Actions" menu with "Create Quote" and "Go" options. The footer contains "About this Page" and "Copyright (c) 2004, Oracle. All rights reserved."



Step 31

You have just finished viewing an open solicitation on the City of Chicago's iSupplier Portal.

To submit a response to a solicitation or view other organizational details, please use the provided training materials for the action you wish to complete.

End of Procedure.