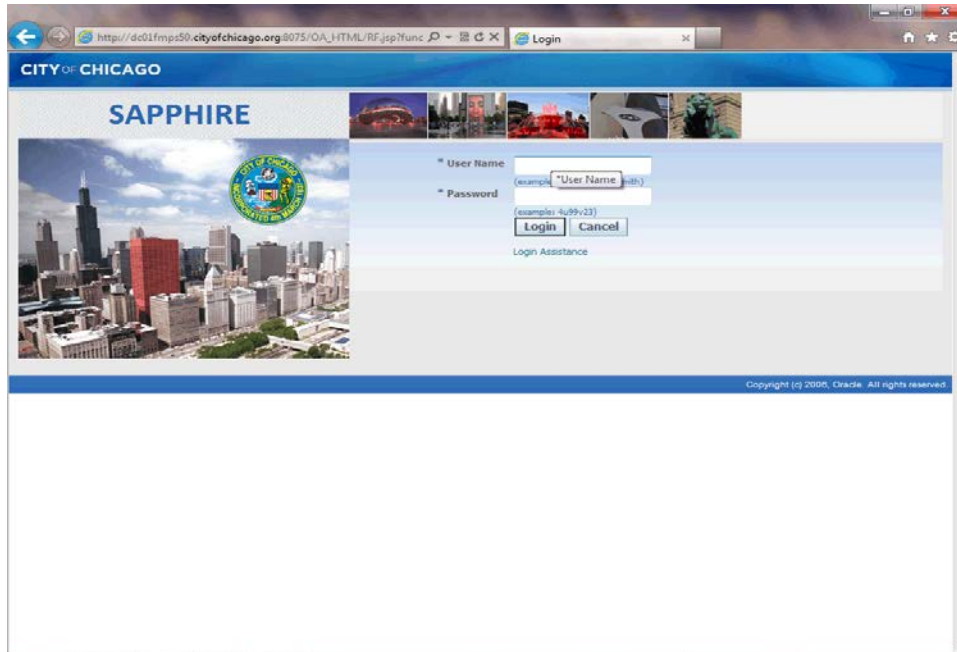
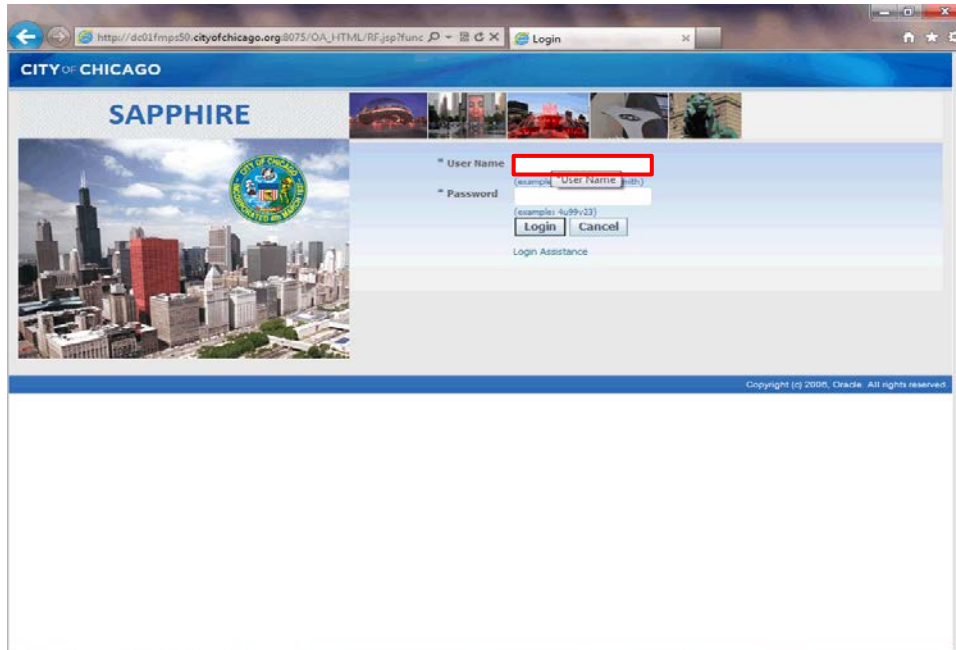


Solicitation Home Page

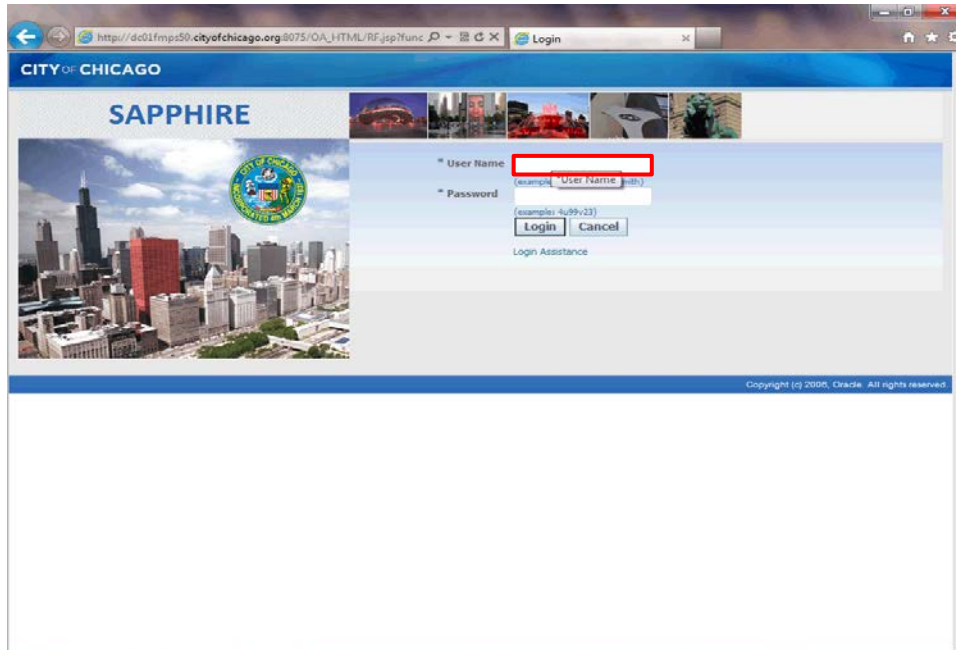


In this Course you get an overview of the solicitation home page for City of Chicago's iSupplier portal for solicitations.



Step 1

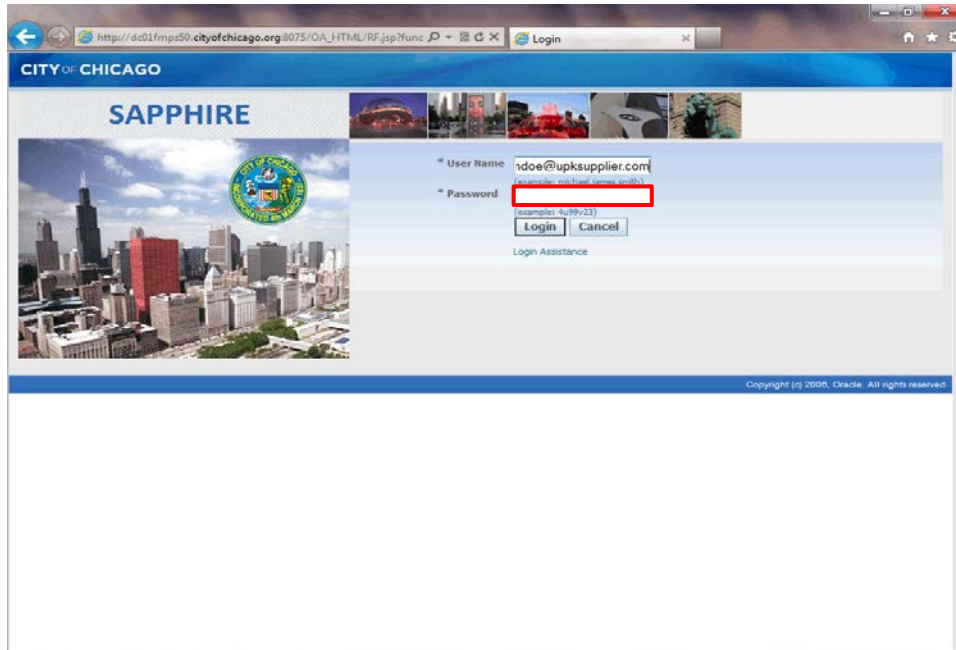
Click in the **User Name** field.
From the login page, click in the **User Name** field.



Step 2

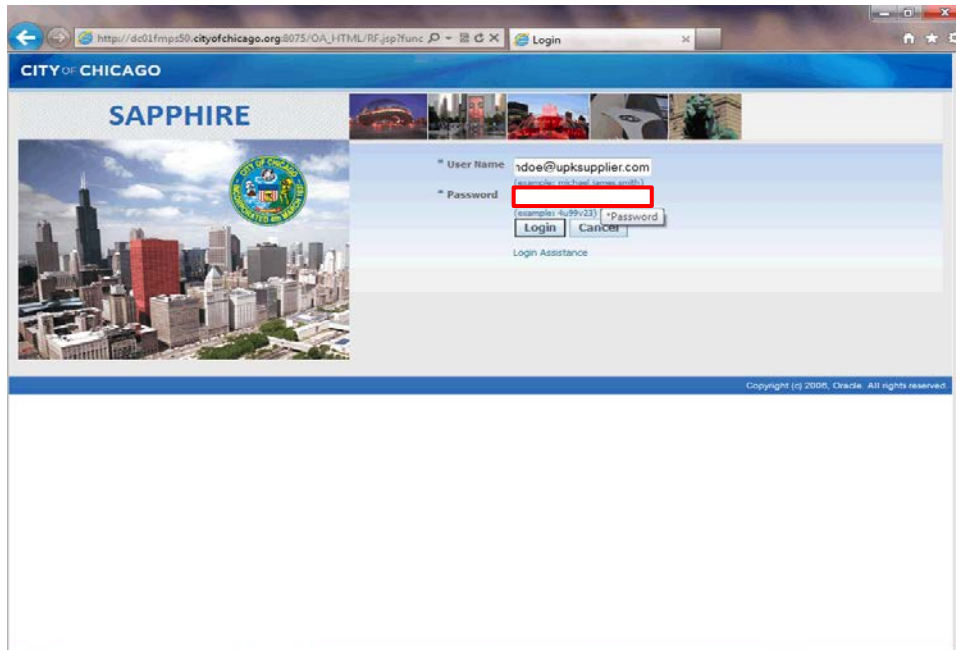
Enter the desired information into the **Username** field. In this example, enter "**john.doe@upksupplier.com**".

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



Step 3

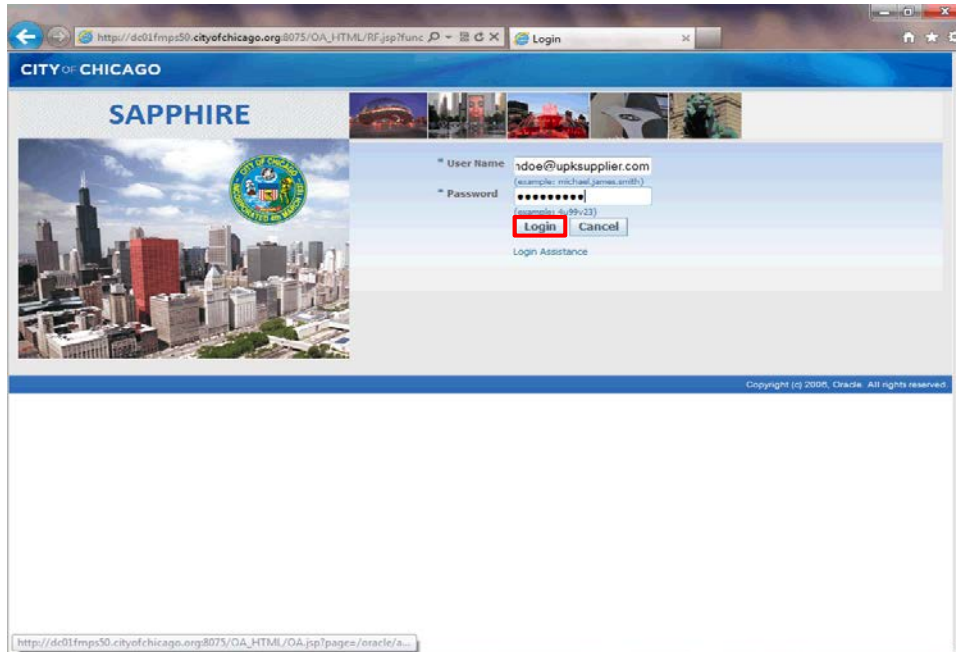
Click in the **Password** field.



Step 4

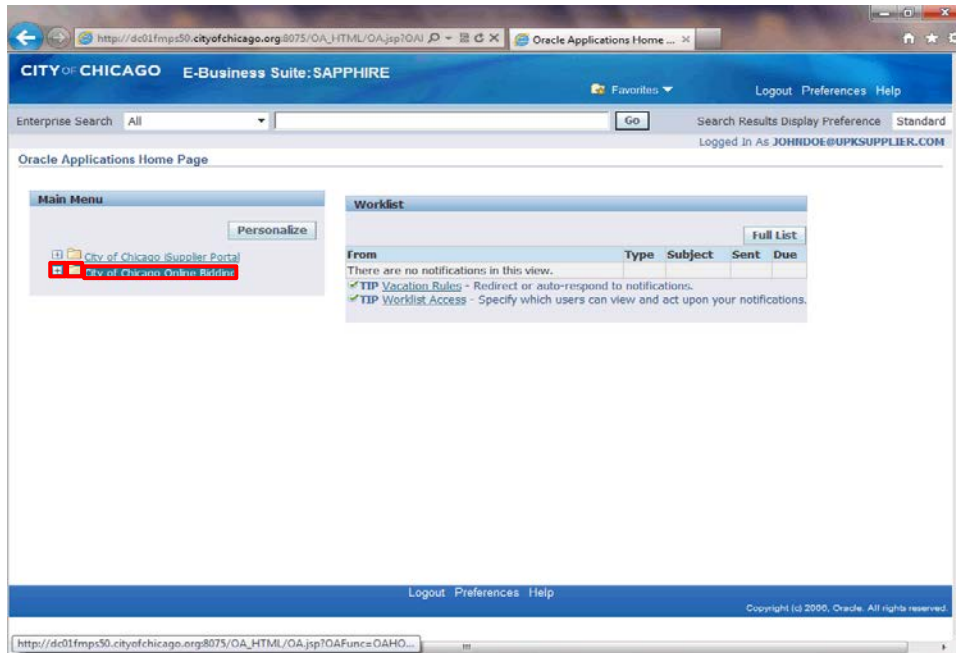
Enter the desired information into the **Password** field. Enter "**oracle123**".

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



Step 5

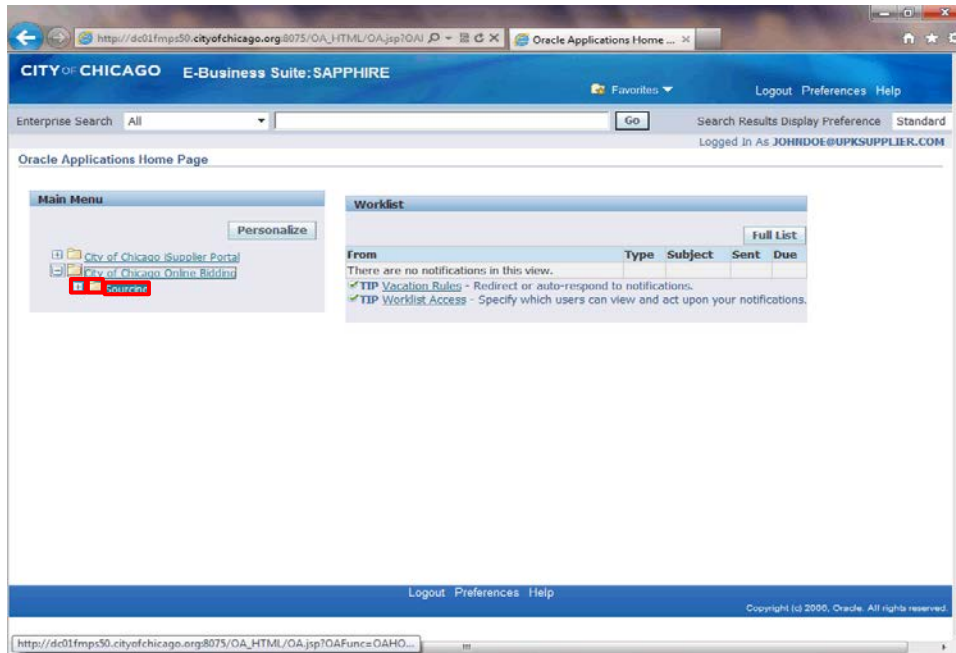
Click the **Login** button.



Step 6

The *Oracle Applications Home Page* will now appear.

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

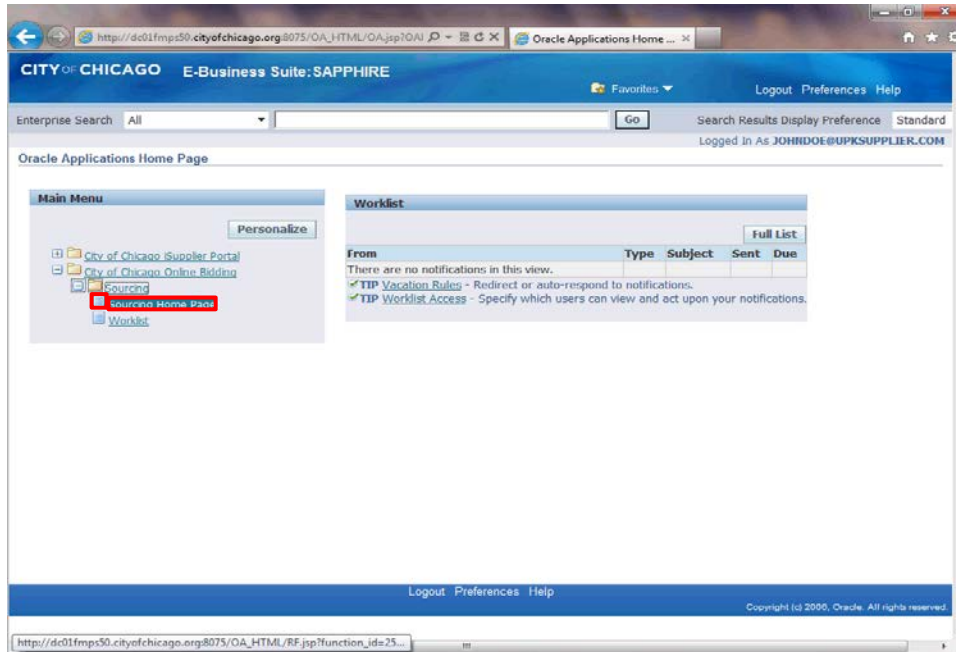


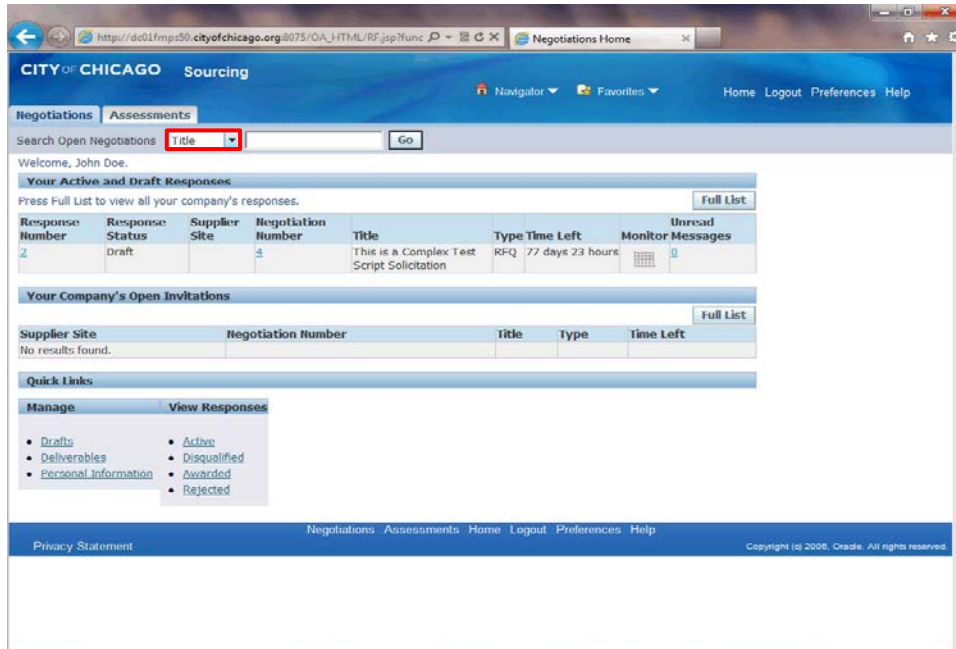
Step 7

Click the **Sourcing** link.

Step 8

Click the **Sourcing Home Page** link.



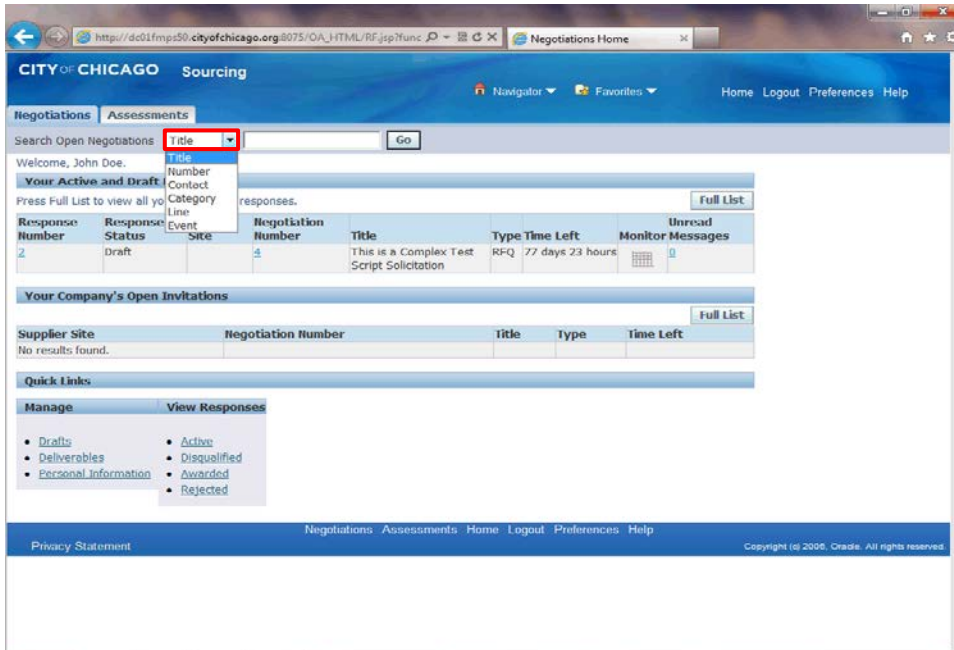


Step 9

The Solicitation Home page window now appears.

The next couple of slides will give you an overview of this page.

Click the **Search Open Negotiations** drop down list.

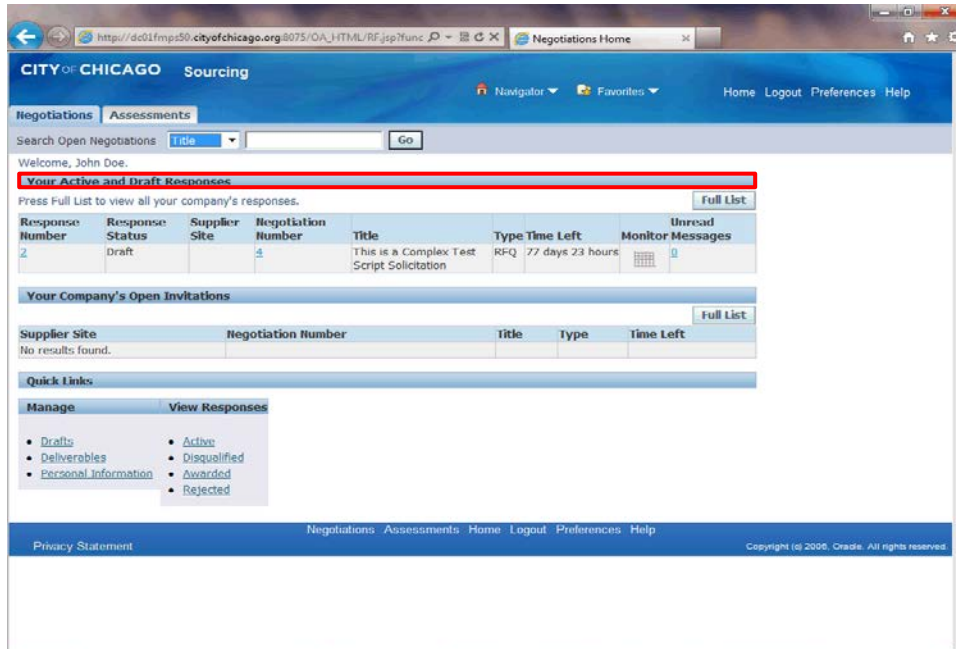


Step 10

Here you can search for the City of Chicago solicitations. You can search by the following criteria:

- Title of the Solicitation
- Number of the Solicitation
- Contact that is on the solicitation
- Event of the solicitation (Example: Commodities, Construction, etc.)

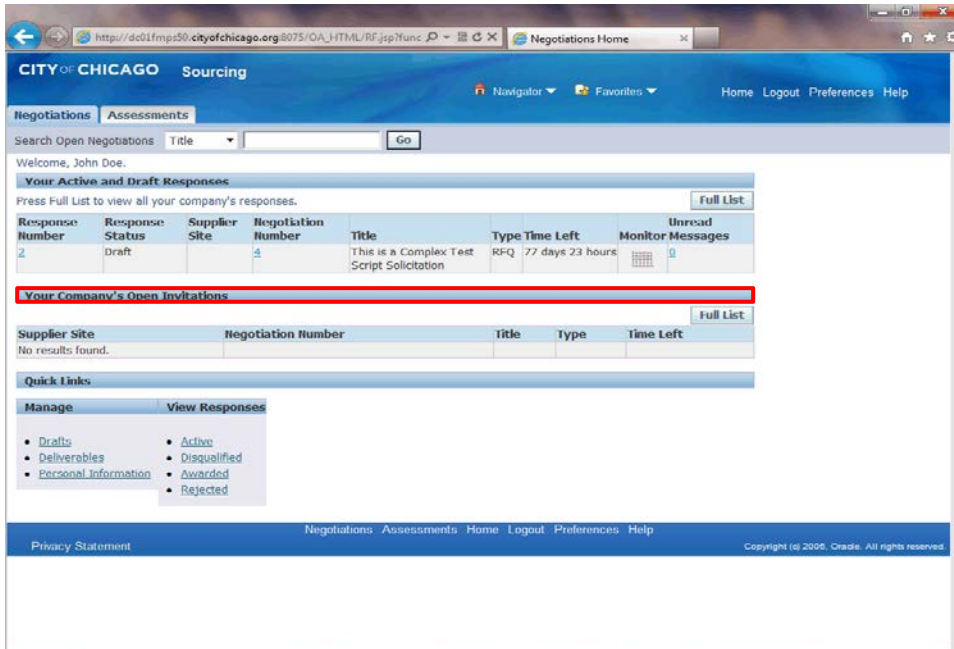
Click the **Search Open Negotiations** drop down list to close the list.



Step 11

Next you will notice the section of the page labeled "Your Active and Draft Responses". Here you will be able to find all of your company's responses to City of Chicago solicitations.

Click the **Your Active and Draft Responses** object to continue.

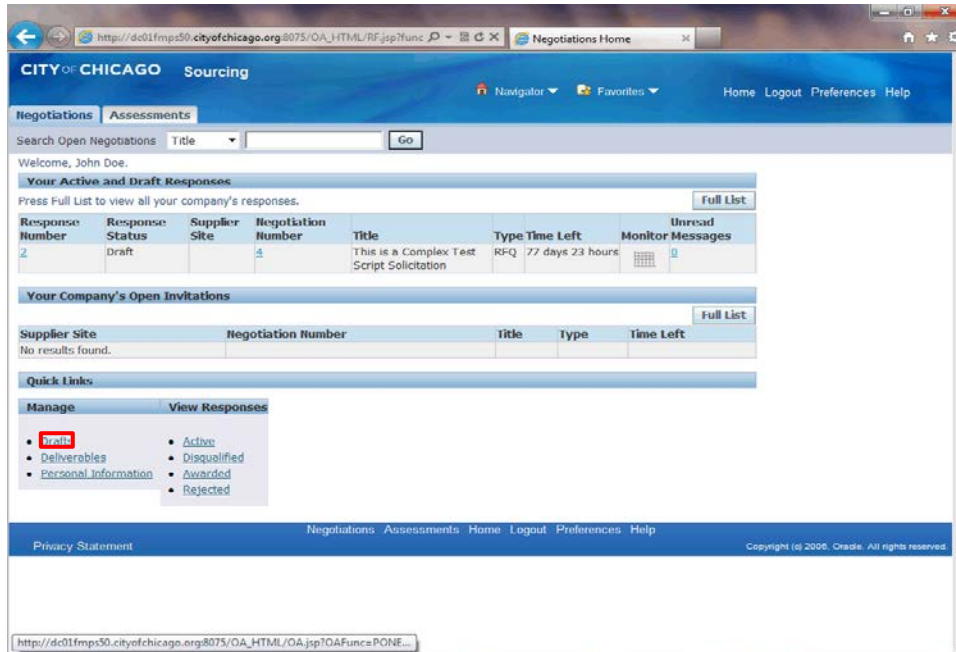


Step 12

Next you will notice the section of the page labeled "Your Company's Open Invitations". Here you will be able to see any solicitations in which you have been invited. The City uses this feature to create task orders and only invites suppliers who have Master Consulting Agreements for the categories they are searching for.

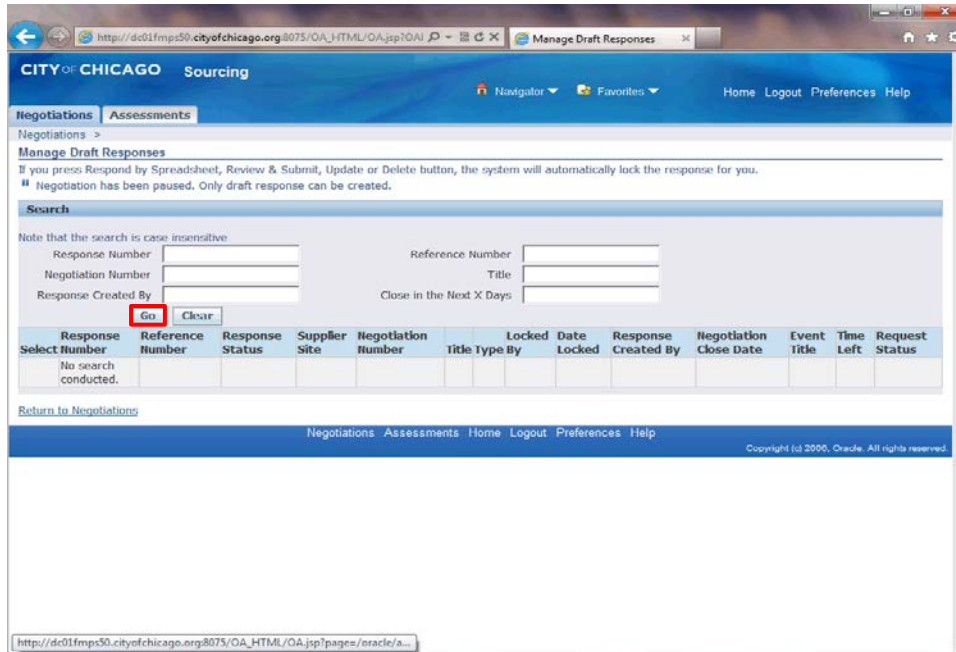
All other solicitations are open to the entire public and can be found on the City of Chicago Current Bid Opportunities.

Click the **Your Company's Open Invitations** object to continue.



Step 13

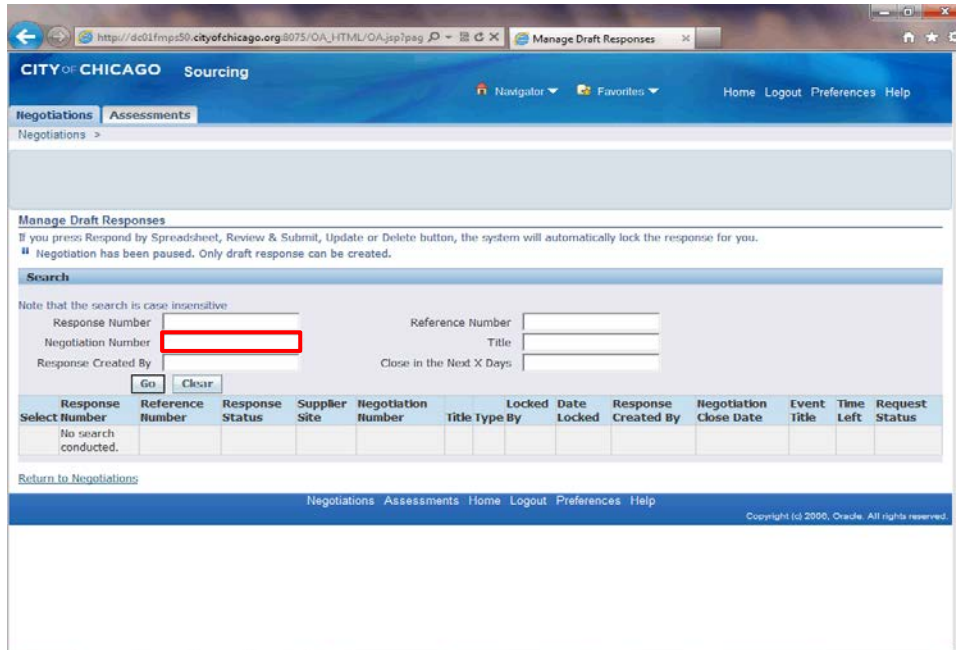
To see all of your company's draft responses, click the **Drafts** link under the "Manage" section of the page.



Step 14

The *Manage Draft Responses* window now appears.

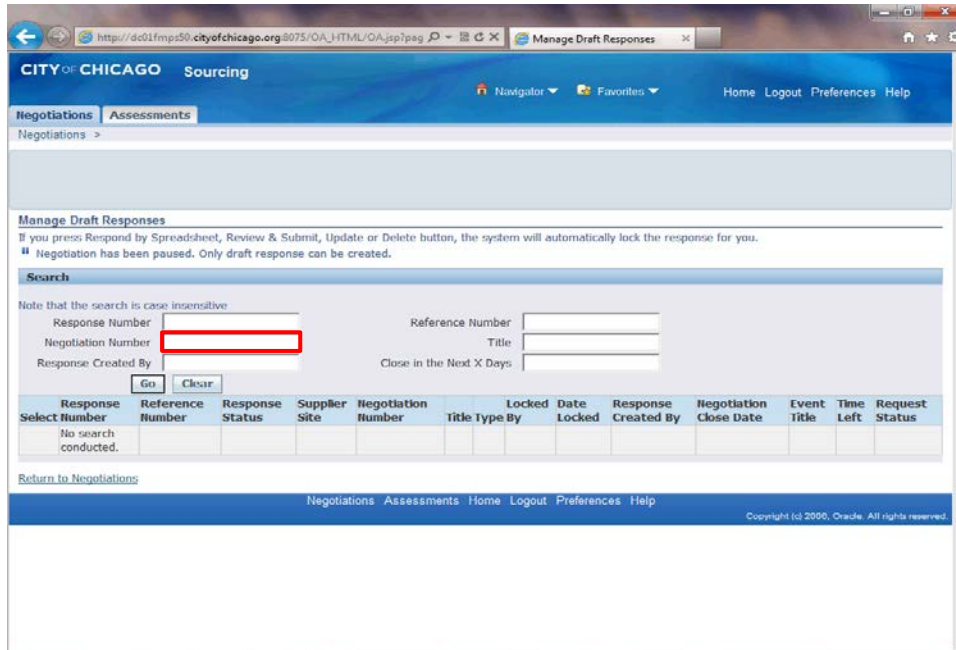
Click the **Go** button to see all of your company's draft negotiations.



Step 15

You can also search using the criteria listed under "Search".

Click in the **Negotiation Number** field to search for solicitations by the number.



Step 16

Enter the desired information into the **Negotiation Number** field. In this example, enter "4".

Step 17

Click the **Go** button.

CITY OF CHICAGO Sourcing

Manage Draft Responses

Search

Note that the search is case insensitive

Response Number Reference Number
Negotiation Number Title
Response Created By Close in the Next X Days

Go

Response Select Number	Reference Number	Response Status	Supplier Site	Negotiation Number	Title Type By	Locked	Date Locked	Response Created By	Negotiation Close Date	Event Title	Time Left	Request Status
No search conducted.												

[Return to Negotiations](#)

Negotiations Assessments Home Logout Preferences Help

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Step 18

Here you will then see all of your search results listed below.

Click the **Return to Negotiations** link to continue back to the solicitation overview page.

CITY OF CHICAGO Sourcing

Manage Draft Responses

Note that the search is case insensitive

Response Number: Reference Number:
 Negotiation Number: Title:
 Response Created By: Close in the Next X Days:

Go Clear

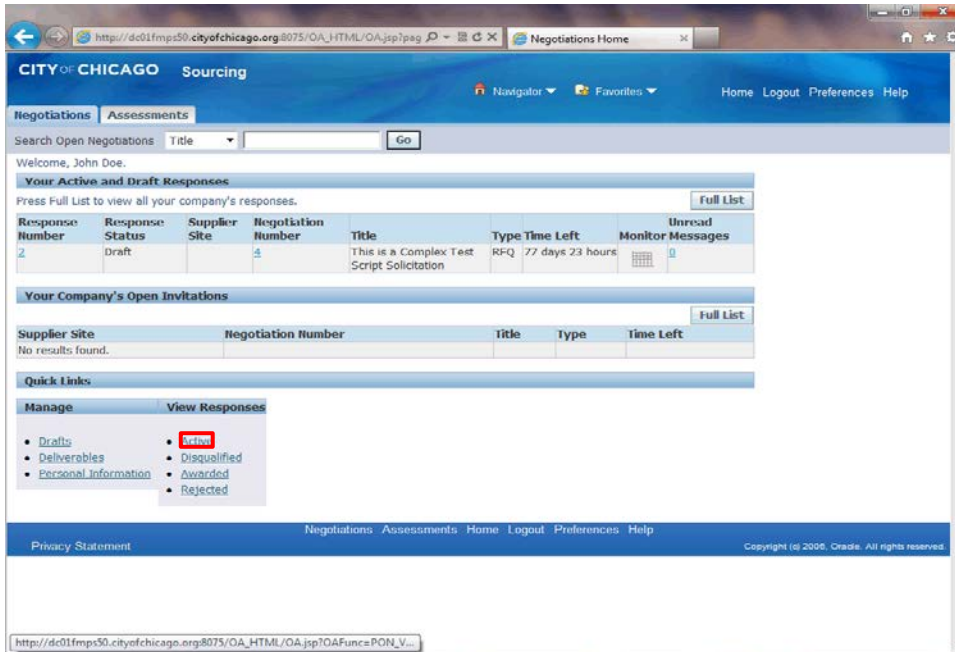
Select a Draft Response: Respond By Spreadsheet Delete Unlock Review and Submit Update Cancel Request

Select	Response Number	Reference Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Locked By	Date Locked	Response Created By	Negotiation Close Date	Event Title	Time Left	Rt	St
<input type="radio"/>	2		Draft			This is a Complex Test Script Solicitation	RFQ	Doc, John	29-Dec-2015 12:33:40	Doc, John	16-Mar-2016 12:27:21	Construction	77 days 23 hours		

[Return to Negotiations](#)

Negotiations Assessments Home Logout Preferences Help

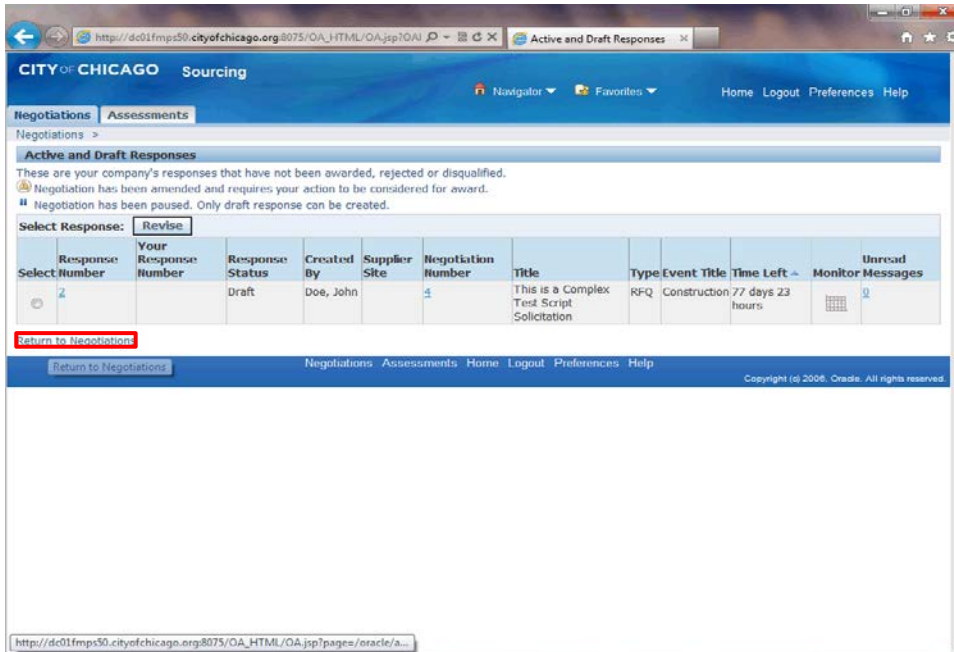
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Step 19

To see all of your company's active responses, click the **Active** link under the "View Responses" section of the page.

Active Responses are responses that your company has submitted and the solicitation has not yet been awarded.

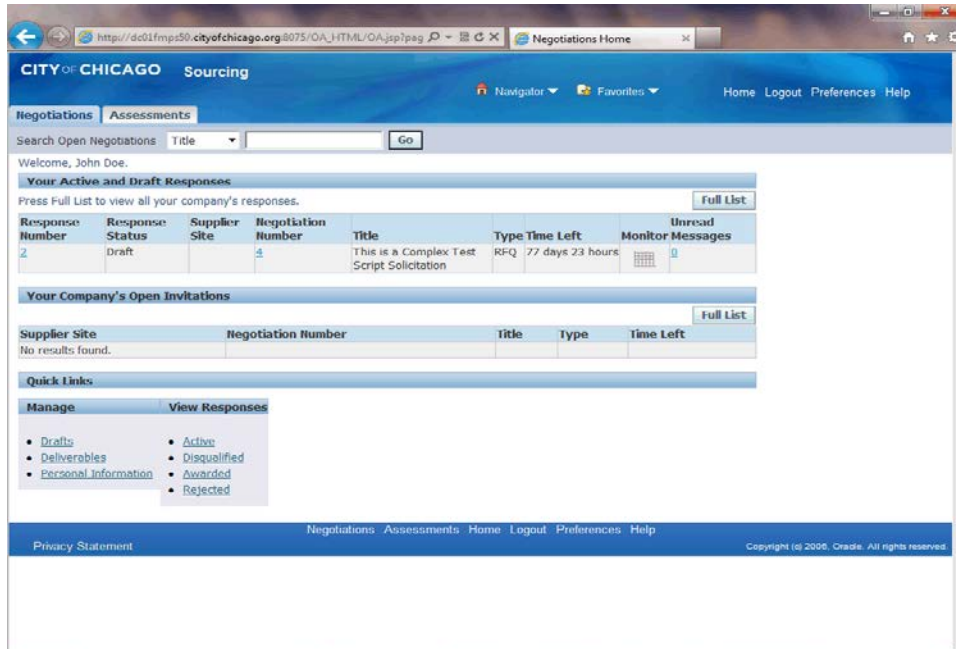


Step 20

The *Active and Draft Responses* window now appears.

Here you will see all of your company's responses. This includes both submitted and draft responses. You will be able to see the status of your response in the "Response Status" column.

Click the **Return to Negotiations** link to continue.



Step 21

You have just finished viewing the solicitation home page in the City's iSupplier Portal.

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

End of Procedure.