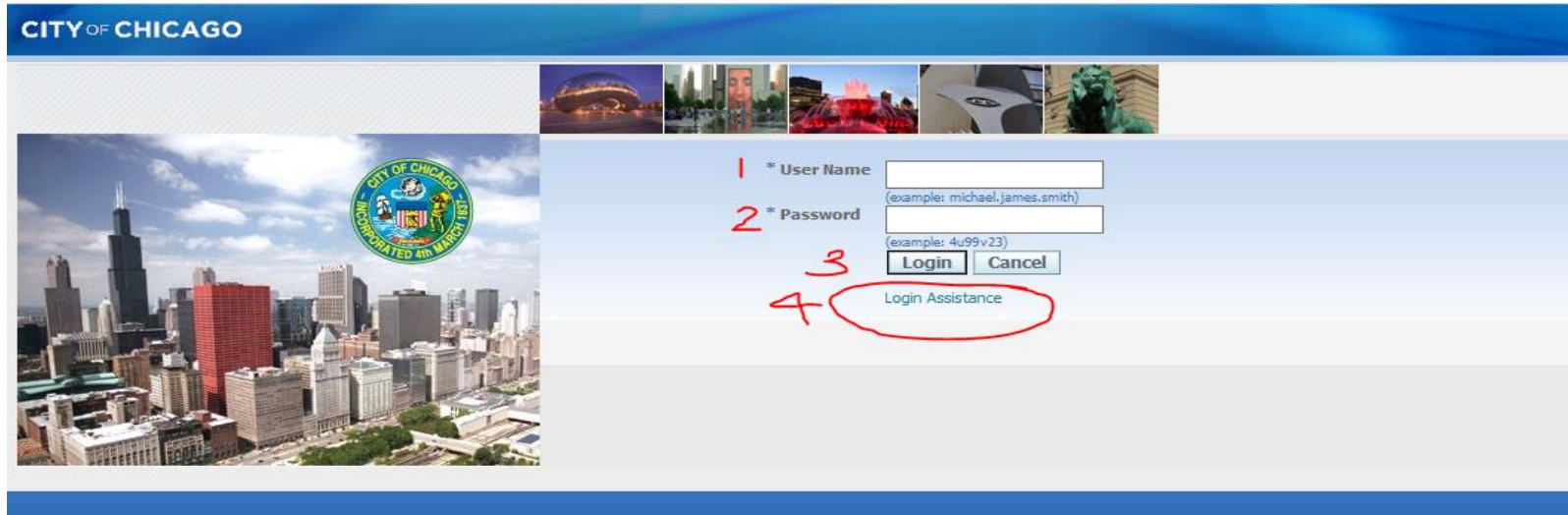


How to check that your application has been submitted into the eProcurement system.



To login into the eProcurement System

1. Type in your user name.
2. Type in your password
3. Click on the Login button
4. If you have forgotten your user name or password, click “login assistance”

If you have forgotten your User Name or Password, clicking on “Login Assistance” from the previous screen shot will bring you to this screen where these two things can be reset.

**CITY OF CHICAGO**

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**Login Assistance**

\* Indicates required field

**Forgot Password**

Enter your user name, instructions for how to reset your password will be emailed to you.

User Name

**Forgot User Name**

Enter the email address associated with your account, your user name will be emailed to you.

Email

(Example: first.last@domain.com)

Once you login, open the drop down menu titled “City of Chicago Online Bidding” to reveal “Sourcing” which you will need to open to get to the “Sourcing Home Page”. Click on “Sourcing Home Page to see your applications both submitted and unsubmitted.

**CITY OF CHICAGO E-Business Suite: JADE** Favorites ▾

Enterprise Search   Search Results Display Preference  ▾

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Oracle Applications Home Page

**Main Menu** Personalize

- City of Chicago iSupplier Portal with Invoice Creation
- Home Page
- City of Chicago Online Bidding
  - Sourcing
  - Sourcing Home Page
  - Worklist

**Worklist** Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP	Vacation Rules	Redirect or auto-respond to notifications.		
✓ TIP	Worklist Access	Specify which users can view and act upon your notifications.		

Logout Preferences Help

Clicking the “Sourcing Home Page” will bring you to this screen. The Response number is the application number. The Response Status indicates the status of your response. Submitted applications will have “Active” response status. Unsubmitted applications will have a “Draft” response status. To double check that your application has indeed been submitted, click on the blue response number of the application in question.

**Negotiations**

Search Open Solicitations

Welcome, Kathy Booton-Wilson.

**Your Active and Draft Responses**

Press [Full List](#) to view all your company's responses.

Response Number	Response Status	Supplier Site	Solicitation Number	Title
<a href="#">235157</a>	Draft		<a href="#">6900</a>	Emergency Walk-In Crisis Psychiatric Care
<a href="#">235160</a>	Active		<a href="#">6952</a>	DFSS Youth Services Enrichment Programs - STEM (Science,
<a href="#">235154</a>	Draft		<a href="#">6964</a>	DFSS Youth Services Enrichment Programs - OST Academic
<a href="#">234155</a>	Active		<a href="#">6897,1</a>	Domestic Violence Interim Shelter RFP

**Your Company's Open Invitations**

Supplier Site	Solicitation Number
No results found.	

**Quick Links**

[Manage](#) [View Responses](#)

Clicking on the Response Number, will open the application (whether it has been submitted or not). Note that the quote status is “Active”. For a submitted application, if you open the Requirements sections, the Quote Value section will contain your submitted answers and no longer be fillable.

[Quote: 235160 \(RFQ 6952\)](#)

Title [DFSS Youth Services Enrichment Programs - STEM \(Science, Tech, Engin. & Math\)](#)  
 Time Left **26 days 1 hour**  
 Quote Style **Blind**  
 Quote Currency **USD**  
 Contact **Booton-Wilson, Kathy**  
 Suppliers' Quote Number  
 Quote Status **Active**  
 Note to Buyer

Bid Opening Date/Supplier Response Due Date **16-Jul-21**  
 Ranking **Price Onl**  
 Supplier **DEBORAH**  
 Supplier Site  
 Quote Valid Until

Attachments

Title	Type	Description	Category	Last Updated	Usage	Update	Delete
No results found.							

**Requirements**

[Show All Details](#) | [Hide All Details](#)

**Details Section**

[Hide](#) Contact Information

**Requirements**

	Target Value	Quote Value
First Name		All of my information
Last Name		t
Telephone		t
E-mail Address		t
Contact Type		t