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.
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.
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.
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.