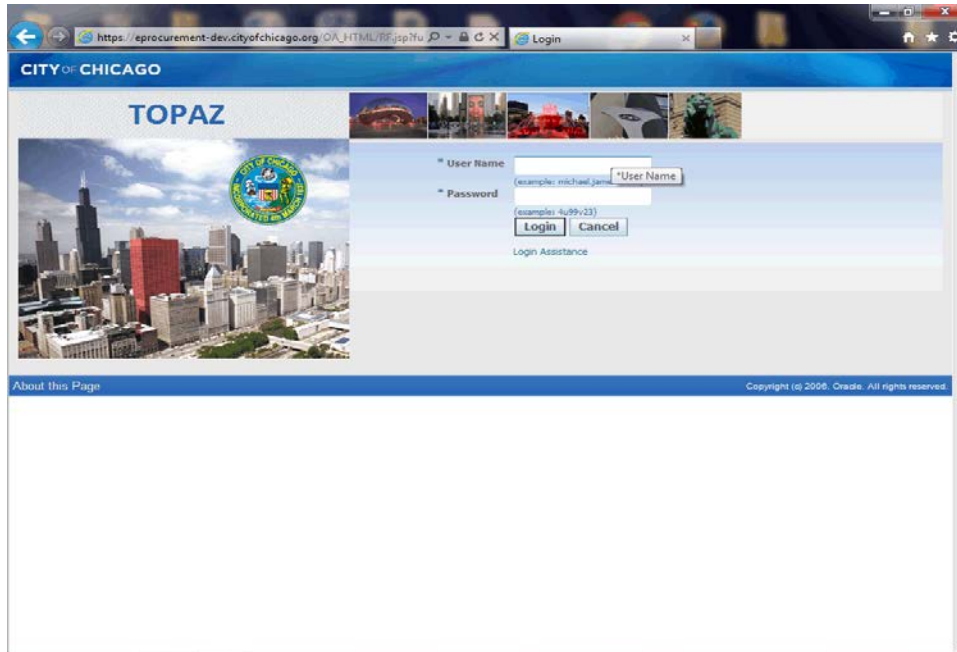
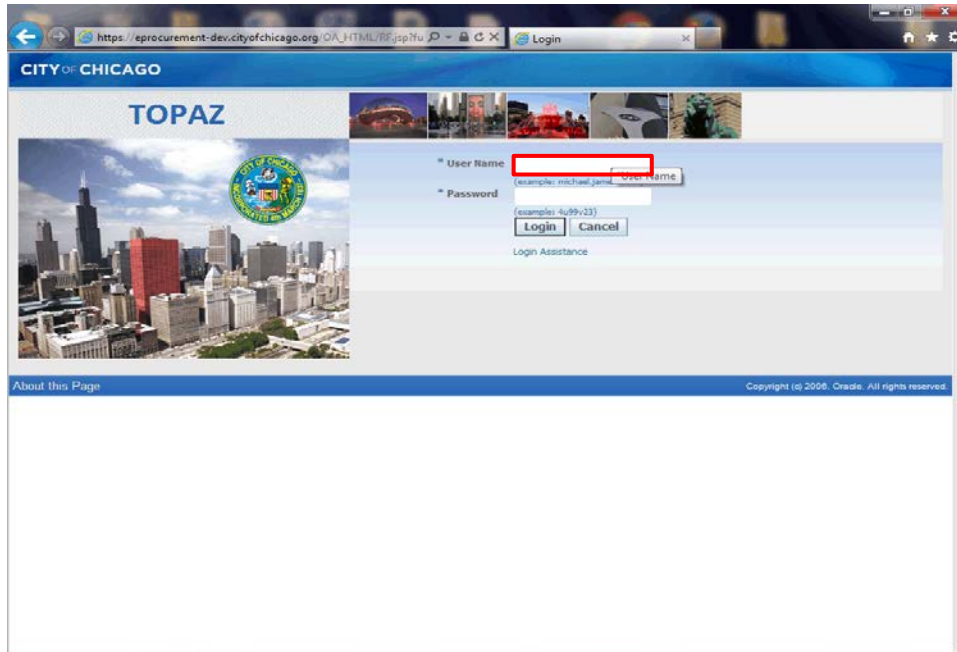


Submit a Response - Non Construction (First Time - No Addenda)



In this Course you will learn how to submit a response to a solicitation document through the iSupplier Portal for the first time. In this scenario there is no addenda created for this solicitation.



Step 1

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

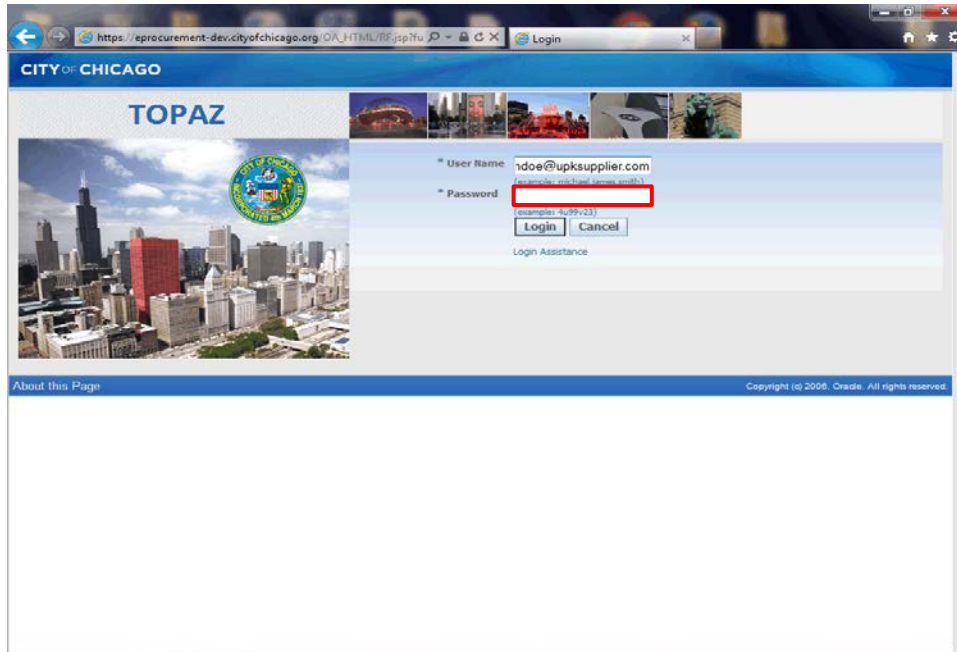
The screenshot shows a web browser window with the URL https://eprocurement-dev.cityofchicago.org/ORA_HTML/Topaz.jsp?tu. The page title is "CITY OF CHICAGO" and the main heading is "TOPAZ". The login form contains the following elements:

- User Name:** A text input field containing "johndoe@upksupplier.com", highlighted with a red box. A tooltip shows an example: "example: michael.james@cityofchicago.org".
- Password:** A text input field with a tooltip showing an example: "example: 499-123".
- Buttons:** "Login" and "Cancel" buttons.
- Footer:** "About this Page" and "Copyright (c) 2008, Oracle. All rights reserved."

Step 2

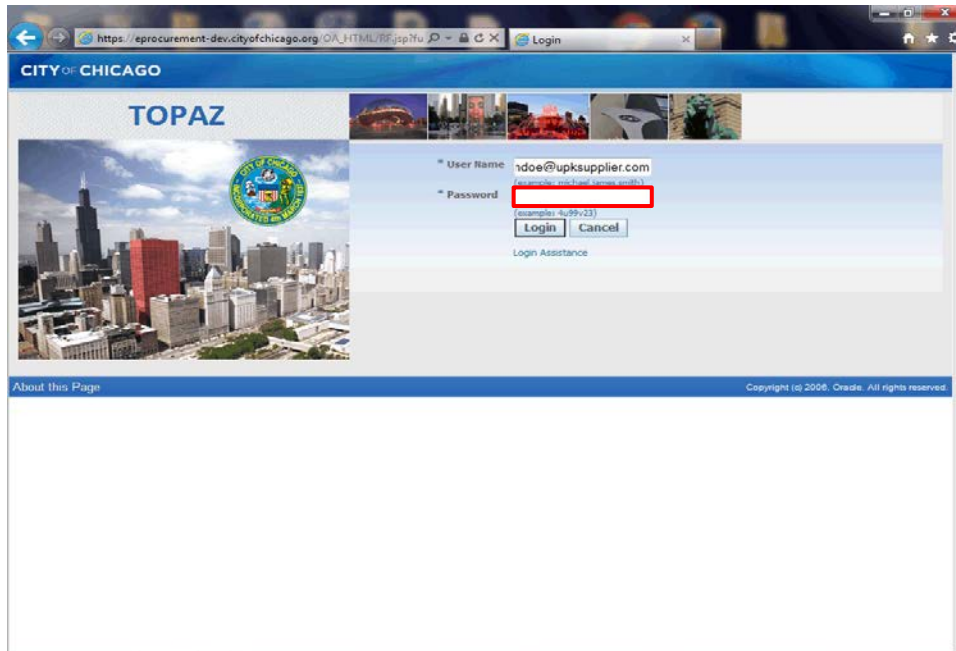
Enter the desired information into the **Username** field. In this example, enter "**johndoe@upksupplier.com**".

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



Step 3

Click in the **Password** field.



https://eprocurement-dev.cityofchicago.org

CITY OF CHICAGO

TOPAZ

User Name rdoe@upksupplier.com

Password

Login Cancel

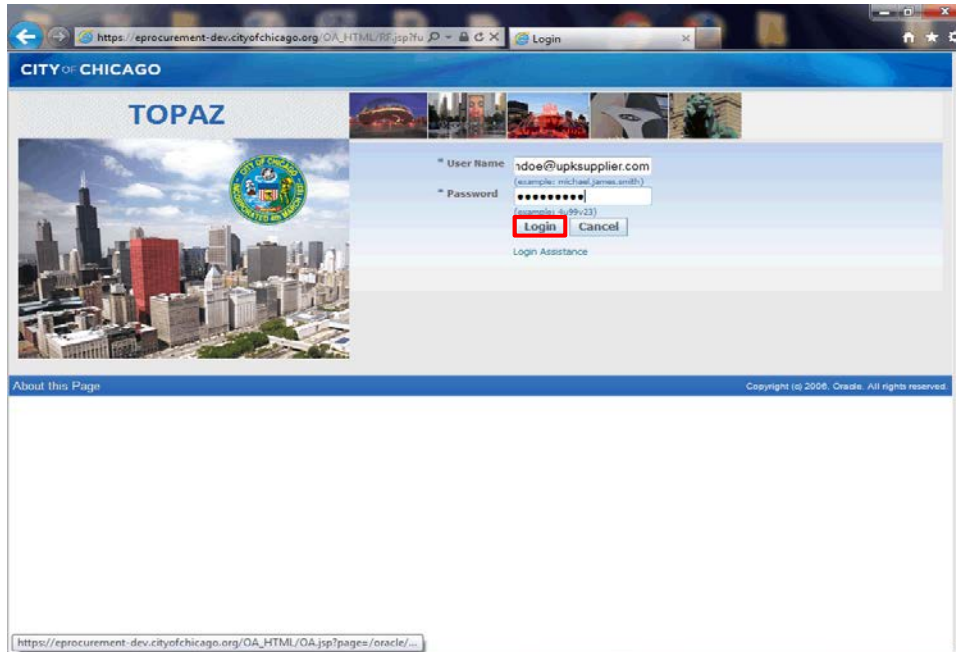
Login Assistance

About this Page Copyright (c) 2008, Oracle. All rights reserved.

Step 4

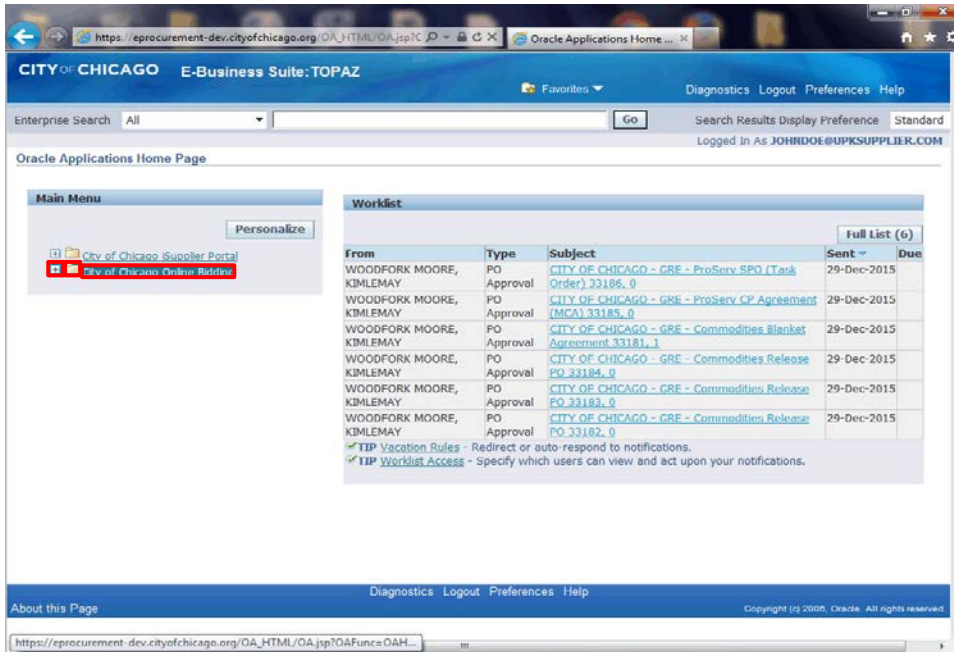
Enter the desired information into the **Password** field. Enter "**oracle123**".

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.

Step 7

Click the **Sourcing** link.

The screenshot shows the Oracle E-Business Suite TOPAZ interface. The browser address bar displays the URL: https://eprocurement-dev.cityofchicago.org/OA_HTML/OA.jsp?OAFunc=OAH.... The page header includes "CITY OF CHICAGO E-Business Suite: TOPAZ" and navigation links for "Diagnostics", "Logout", "Preferences", and "Help". Below the header is an "Enterprise Search" field with a "Go" button and a "Search Results Display Preference" dropdown set to "Standard". The user is logged in as "JOHNDOE@UPKSUPPLIER.COM".

The main content area is divided into two sections: "Main Menu" and "Worklist".

Main Menu: Contains a "Personalize" button and two links: "City of Chicago Supplier Portal" and "City of Chicago Online Bidding". A red box highlights the "Sourcing" link.

Worklist: A table with columns: "From", "Type", "Subject", "Sent", and "Due".

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	

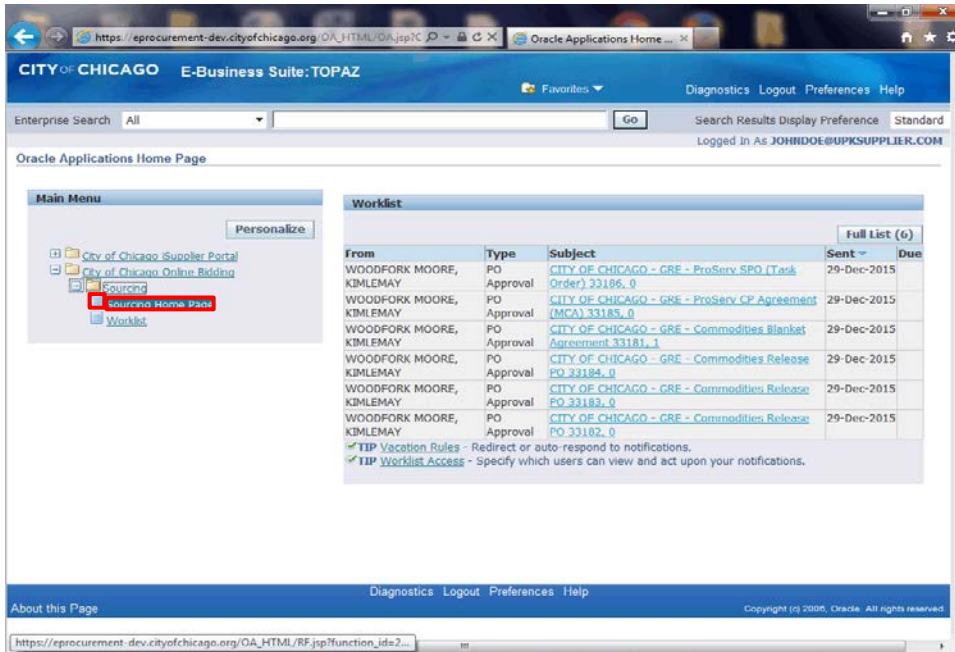
Below the table, there are two tips:

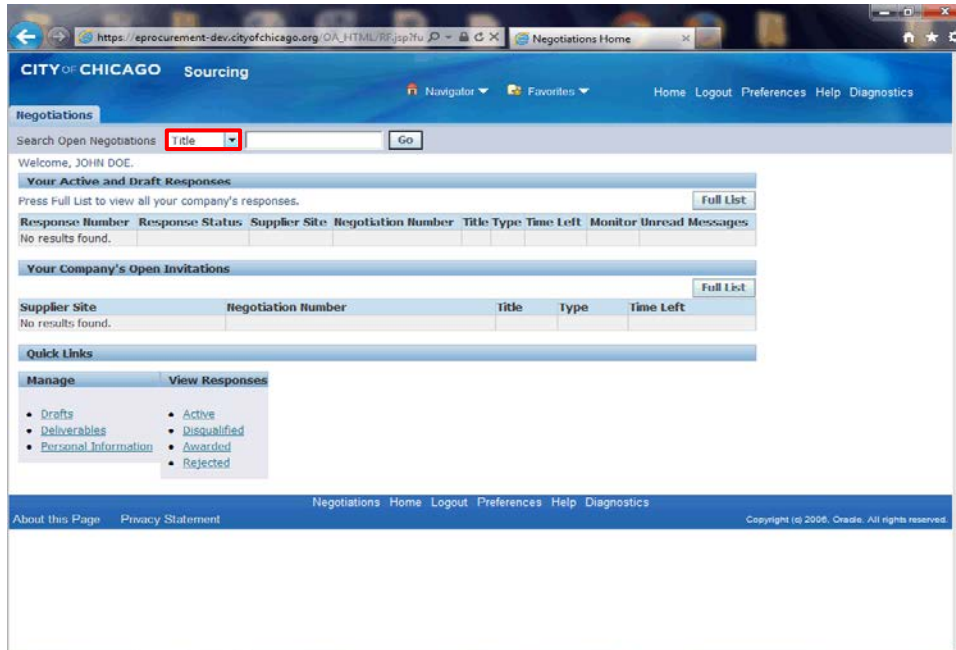
- TIP Vacation Rules - Redirect or auto-respond to notifications.
- TIP Worklist Access - Specify which users can view and act upon your notifications.

The footer of the page includes "About this Page", "Diagnostics", "Logout", "Preferences", "Help", and "Copyright (c) 2009, Oracle. All rights reserved."

Step 8

Click the **Sourcing Home Page** link.

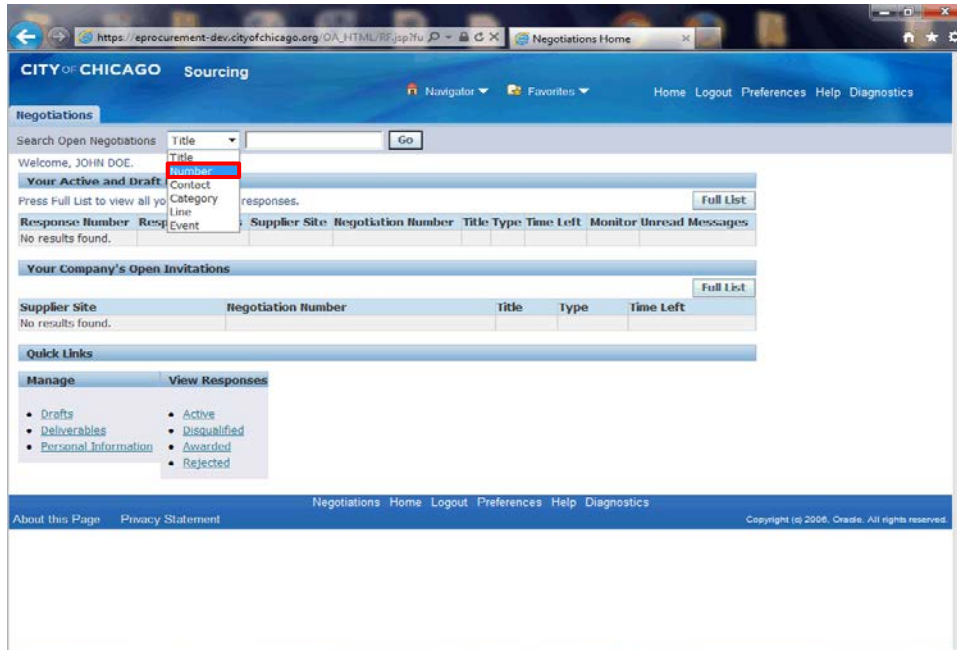




Step 9

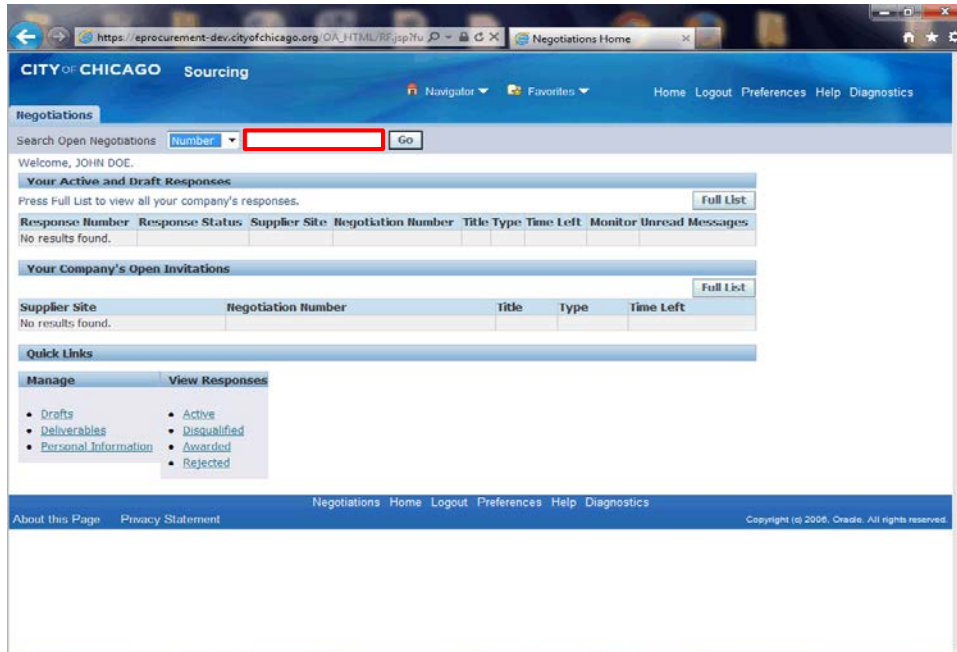
The *Solicitation Home Page* now appears.

Click the **Search Open Negotiations** list.



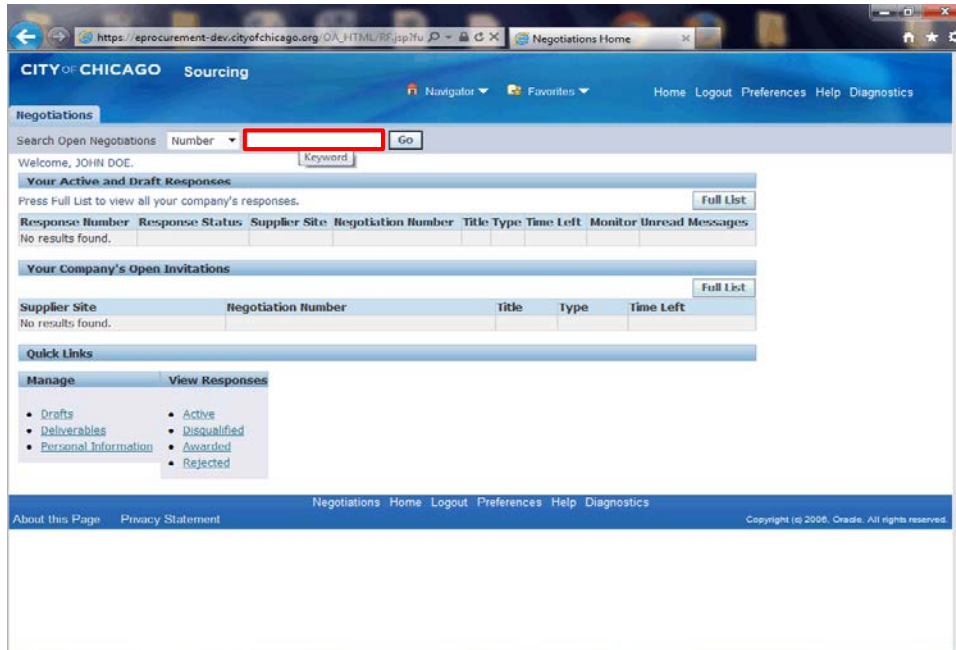
Step 10

Click the **Number** list item.



Step 11

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

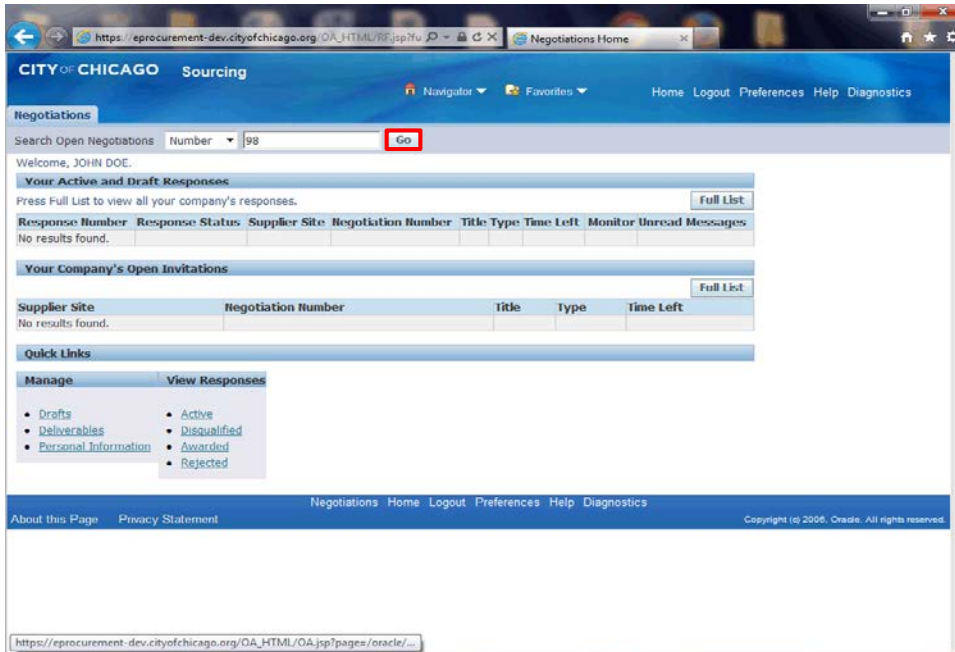


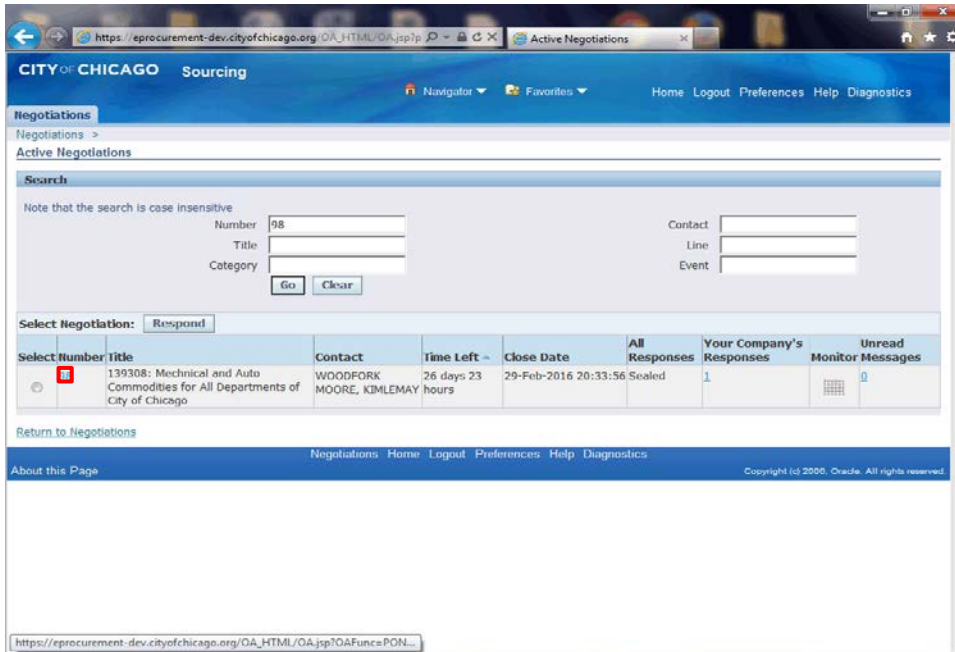
Step 12

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

Step 13

Click the **Go** button.



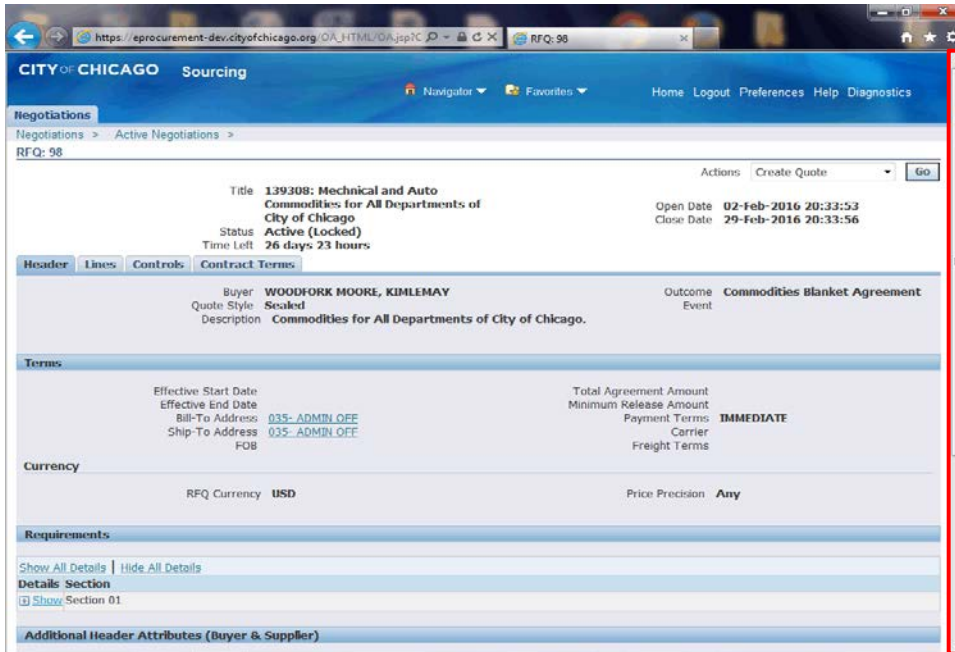


Step 14

The *Active Negotiations* window now appears.

Your search results will be displayed below.

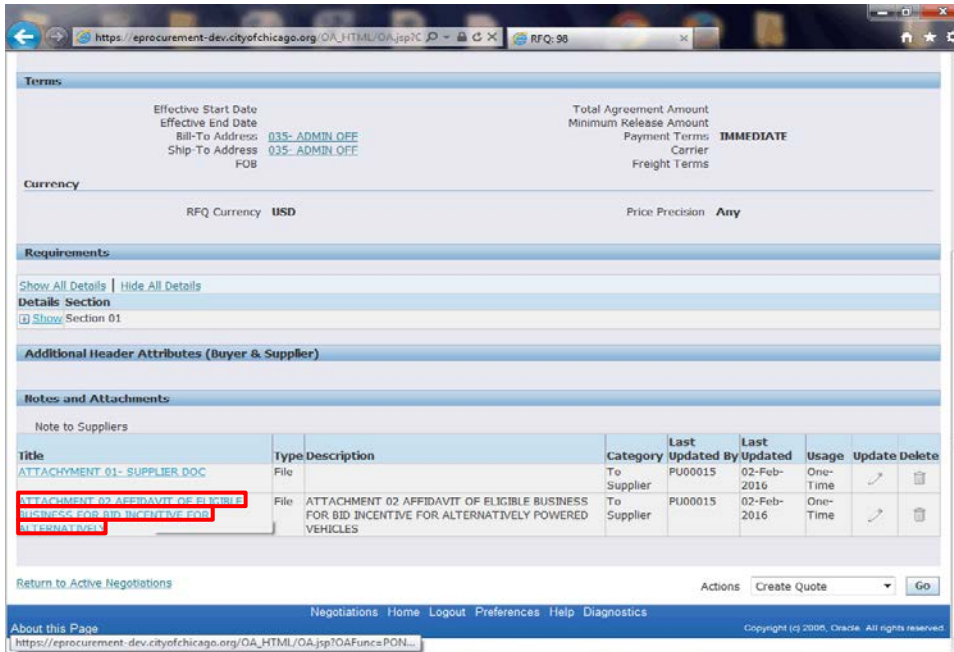
Click the **Number** link for the solicitation you would like to submit a response to.



Step 15

The *Solicitation details* window now appears.

Click the scrollbar to scroll down to the attachments section of the page.



Step 16

The first thing you should do is download all of the attachments to your computer. Some of these attachments will be required for your to fill out and upload along with your response.

Click the **ATTACHMENT 02 AFFIDAVIT OF ELIGIBLE BUSINESS FOR BID INCENTIVE FO** link in this example. Your solicitation document may have many more attachments for you to download and fill out.

Step 17

Click the **Open** button to open the document.

The screenshot shows a web browser window displaying an Oracle eProcurement interface. The URL is <https://eprocurement-dev.cityofchicago.org>. The page title is "RFQ: 98".

Terms

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

Notes and Attachments

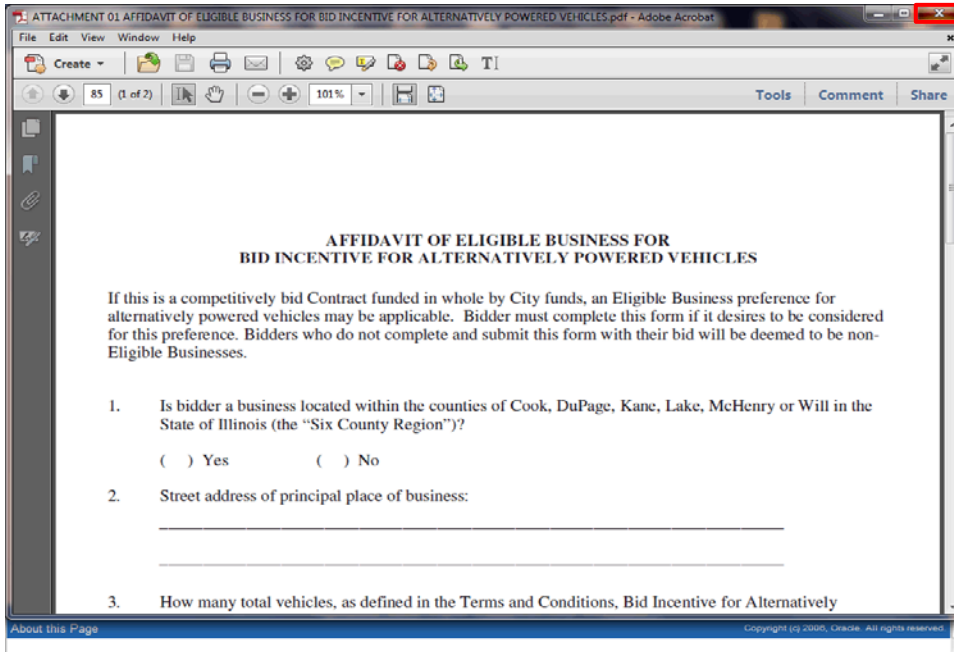
Note to Suppliers

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: Create Quote

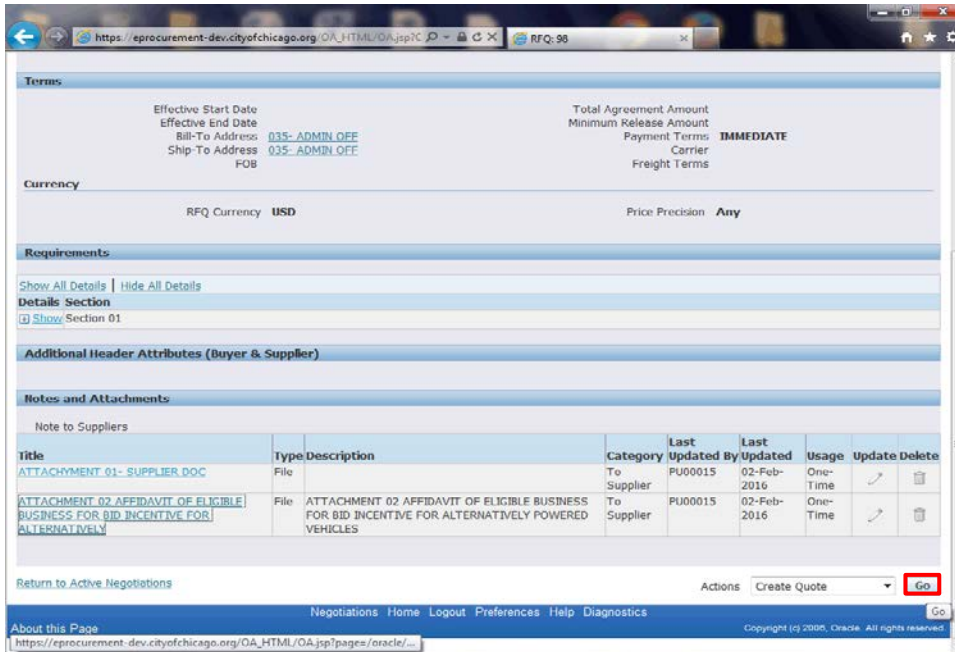
Do you want to open or save ATTACHMENT 01 AFFIDAVIT OF ELIGIBLE BUSINESS F....pdf (29.5 KB) from eprocurement-dev.cityofchicago.org?



Step 18

You can now save the PDF file to your computer. Some files may be fillable PDF documents. Others may require you to print, fill out and scan to your computer to upload.

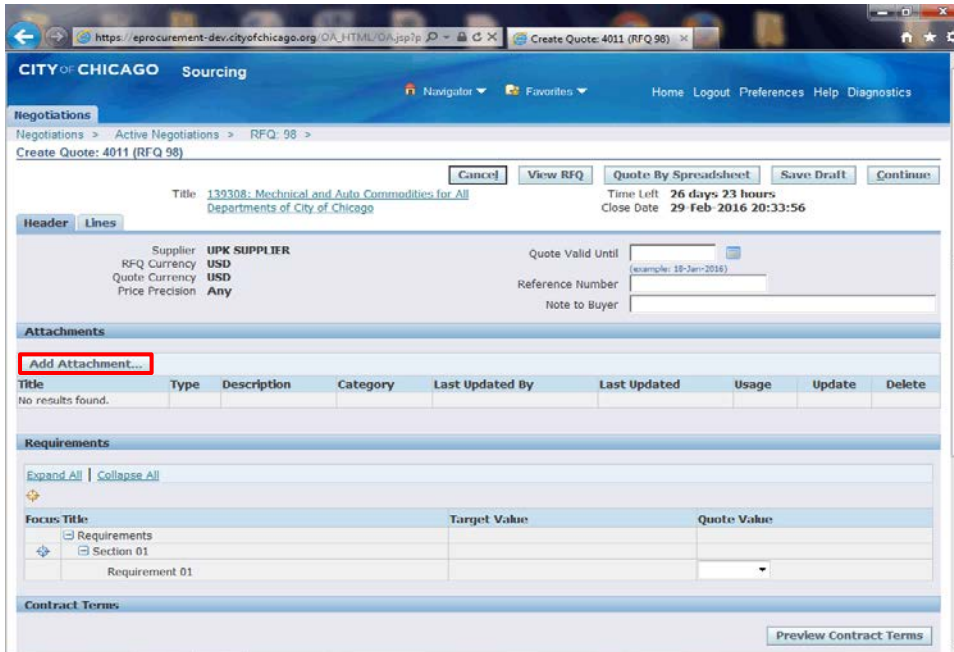
Click the **Close** button.



Step 19

Make sure that "Create Quote" is selected in the Actions dropdown list.

Click the **Go** button.



Step 20

The *Create Quote: XXXX (RFQ: XX)* window now appears. This is your draft response for this solicitation. You can always save this as a draft to come back and work on later.

Click the **Add Attachment...** button.

The screenshot shows a web browser window with the URL <https://eprocurement-dev.cityofchicago.org>. The page title is "CITY OF CHICAGO Sourcing". The breadcrumb trail is "Negotiations > Active Negotiations > RFQ: 98 > Create Quote: 4011 (RFQ 98) > Add Attachment".

The "Add Attachment" form has two main sections:

- Attachment Summary Information:** Contains a "Title" field (highlighted with a red box), a "Description" field, and a "Category" dropdown menu set to "From Supplier".
- Define Attachment:** Contains a "Type" dropdown menu set to "File" with a "Browse..." button, and radio buttons for "URL" and "Text".

Buttons for "Cancel", "Add Another", and "Apply" are present at the top and bottom of the form.

Step 21

You will now be uploading all of the required documents which you downloaded in the previous steps after you have filled them out.

Click in the **Title** field.

The screenshot shows the 'Add Attachment' form in the Oracle Sourcing application. The browser address bar shows the URL: https://eprocurement-dev.cityofchicago.org/ORA_HTML/ODA.jsp?. The page title is 'CITY OF CHICAGO Sourcing'. The breadcrumb trail is: Negotiations > Active Negotiations > RFQ: 98 > Create Quote: 4011 (RFQ 98) > Add Attachment. The form has three main sections: 'Attachment Summary Information', 'Define Attachment', and a footer. In the 'Attachment Summary Information' section, the 'Title' field is highlighted with a red rectangle. The 'Description' field is empty. The 'Category' is set to 'From Supplier'. In the 'Define Attachment' section, the 'Type' is set to 'File' (selected with a radio button). There is a 'Browse...' button next to the 'File' radio button. The 'URL' and 'Text' radio buttons are unselected. The form includes 'Cancel', 'Add Another', and 'Apply' buttons at the top and bottom.

Step 22

Enter the desired information into the **Title** field. In this example, enter "**Upload of attachment**".

The screenshot shows a web browser window with the URL <https://eprocurement-dev.cityofchicago.org>. The page title is "CITY OF CHICAGO Sourcing". The breadcrumb trail is "Negotiations > Active Negotiations > RFQ: 98 > Create Quote: 4011 (RFQ 98) > Add Attachment".

The "Add Attachment" section contains three buttons: "Cancel", "Add Another", and "Apply".

The "Attachment Summary Information" section includes:

- Title: Upload of attachment
- Description: (highlighted with a red box)
- Category: From Supplier

The "Define Attachment" section includes:

- Type: File, URL, Text
- A "Browse..." button next to the "File" radio button.
- A large empty text area below the radio buttons.

At the bottom of the form, there are three buttons: "Cancel", "Add Another", and "Apply".

The footer of the page contains "About this Page" and "Copyright (c) 2008, Oracle. All rights reserved."

Step 23

Click in the **Description** field.

The screenshot shows the 'Add Attachment' form in the Oracle eProcurement system. The form is divided into two main sections: 'Attachment Summary Information' and 'Define Attachment'. In the 'Attachment Summary Information' section, the 'Title' field is filled with 'Upload of attachment', and the 'Description' field is highlighted with a red box and contains the text 'Attachment Description'. The 'Category' is set to 'From Supplier'. In the 'Define Attachment' section, the 'Type' is set to 'File', and there is a 'Browse...' button next to it. The form also includes 'Cancel', 'Add Another', and 'Apply' buttons at the top and bottom.

Step 24

Enter the desired information into the **Description** field. Enter **"Upload of filled out attachment"**.

The screenshot shows a web browser window with the URL <https://eprocurement-dev.cityofchicago.org>. The page title is "CITY OF CHICAGO Sourcing". The breadcrumb trail is "Negotiations > Active Negotiations > RFQ: 98 > Create Quote: 4011 (RFQ 98) > Add Attachment". The form has three buttons at the top: "Cancel", "Add Another", and "Apply".

Attachment Summary Information

Title	Upload of attachment
Description	Upload of filled out attachment
Category	From Supplier

Define Attachment

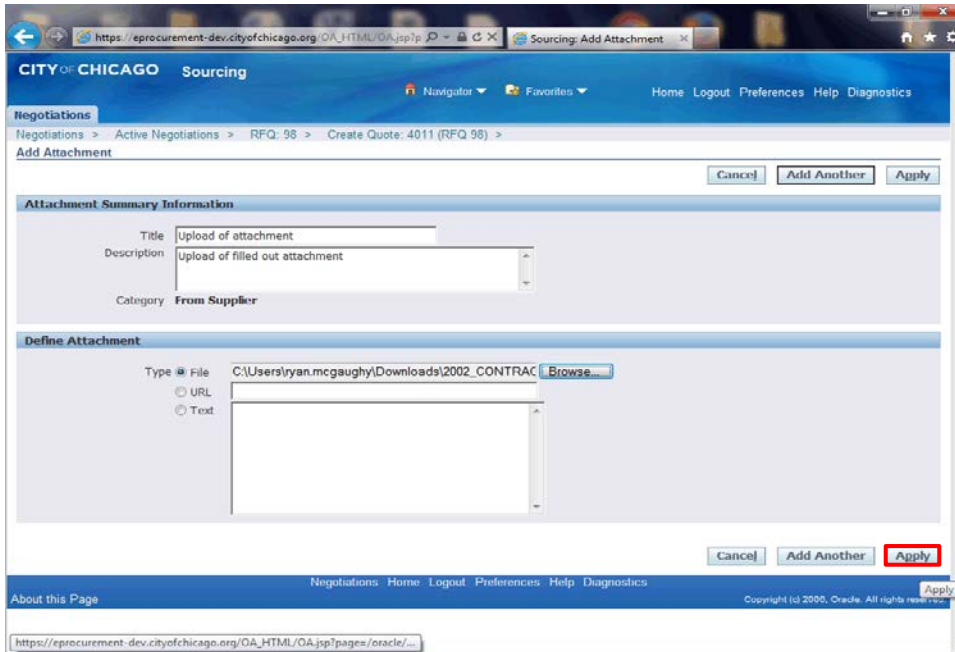
Type File URL Text

Browse...

At the bottom of the form, there are three buttons: "Cancel", "Add Another", and "Apply". The footer of the page includes "About this Page" and "Copyright (c) 2000, Oracle. All rights reserved."

Step 25

Click the **Browse...** button. Search your computer for the file you want to upload and click ok.

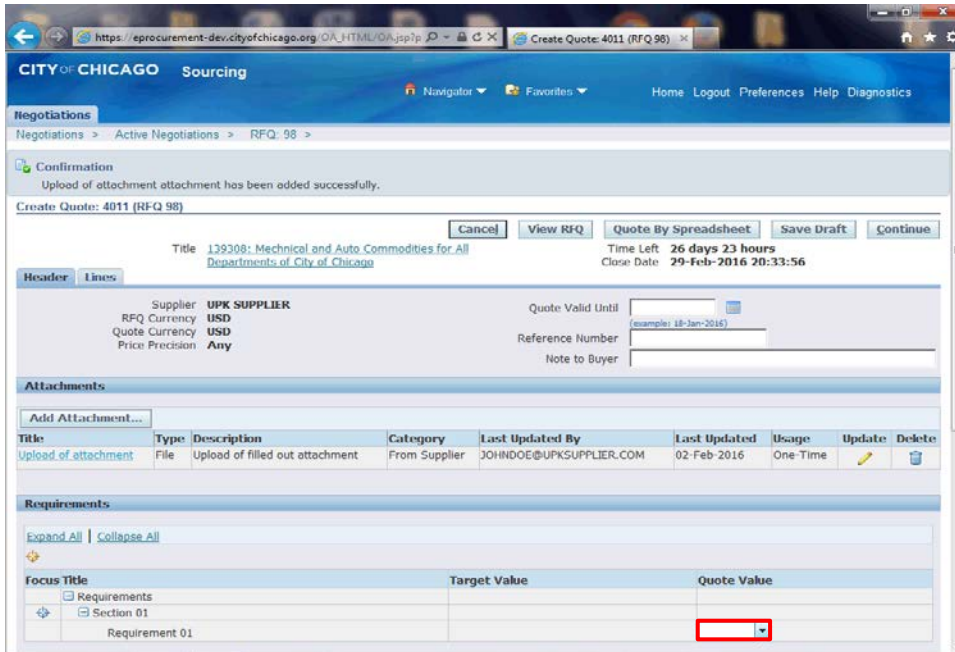


Step 26

Click the **Apply** button.

If you wish to add additional documents, click the "Add Another" button and upload the next file.

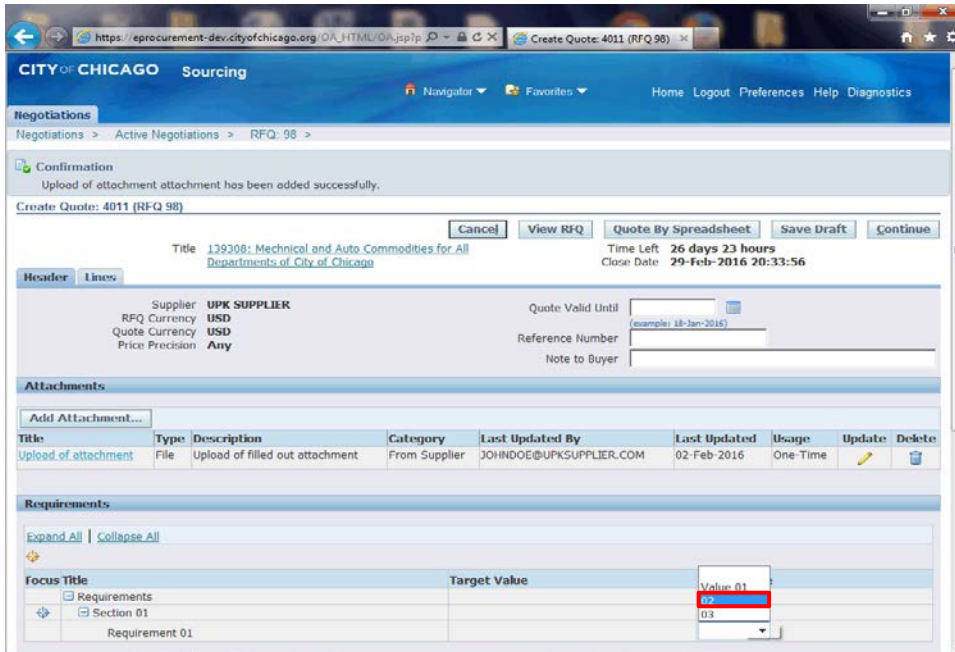
You can always come back at a later point in time and add additional attachments.



Step 27

Next you will scroll down to the Requirements and answer all of the questions. If you miss any questions you will receive an error when trying to submit and will need to come back and update your answers.

Click the **Requirement 01** list.



Step 28

Click the **02** list item.

City of CHICAGO Sourcing

Home Logout Preferences Help Diagnostics

Confirmations

Upload of attachment has been added successfully.

Create Quote: 4011 (RFQ 98)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

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

Time Left 26 days 23 hours
Close Date 29-Feb-2016 20:33:56

Supplier: **UPK SUPPLIER**
RFQ Currency: **USD**
Quote Currency: **USD**
Price Precision: **Any**

Quote Valid Until:
Reference Number:
Note to Buyer:

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Upload of attachment	File	Upload of filled out attachment	From Supplier	JOHNDOE@UPKSUPPLIER.COM	02-Feb-2016	One-Time		

Requirements

Expand All | Collapse All

Focus Title	Target Value	Quote Value
<input type="checkbox"/> Requirements		
<input checked="" type="checkbox"/> Section 01		
Requirement 01		02

Step 29

Click the scrollbar.

The screenshot shows a web browser window with the URL https://eprocurement-dev.cityofchicago.org/ORA_HTML/UDA.jsp? and a tab titled "Create Quote: 4011 (RFQ 98)".

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Upload of attachment	File	Upload of filled out attachment	From Supplier	JOHNDOE@UPKSUPPLIER.COM	02-Feb-2016	One-Time		

Requirements

[Expand All](#) | [Collapse All](#)

Focus Title	Target Value	Quote Value
Requirements		
Section 01		
Requirement 01		02

Contract Terms

[Preview Contract Terms](#)

Variables

Details	Section	Clause	Variable	Description	Value
No variables found.					

Deliverables

Indicates deliverable is overdue Indicates responsible party failed to perform the deliverable

Deliverable Name	Due Date	Status	Alert	Update
No Deliverables found.				

[Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

About this Page [Negotiations](#) [Home](#) [Logout](#) [Preferences](#) [Help](#) [Diagnostics](#)

Step 30

Click the scrollbar.

Step 31

Click the **Lines** link.

The screenshot shows the Oracle eProcurement interface for 'Create Quote: 4011 (RFQ 98)'. The page title is 'CITY OF CHICAGO Sourcing'. A confirmation message states: 'Upload of attachment has been added successfully.' The header section includes a 'Lines' link highlighted in red. Below the header, there are fields for 'Supplier' (UPK SUPPLIER), 'RFQ Currency' (USD), 'Quote Currency' (USD), and 'Price Precision' (Any). A table of attachments is visible, with one entry: 'Upload of attachment' (File type, Description: Upload of filled out attachment, Category: From Supplier, Last Updated By: JOHNDOE@UPKSUPPLIER.COM, Last Updated: 02-Feb-2016, Usage: One-Time). The 'Requirements' section is partially visible at the bottom.

The screenshot shows the Oracle eProcurement interface for creating a quote. The browser address bar indicates the URL: https://eprocurement-dev.cityofchicago.org. The page title is 'CITY OF CHICAGO Sourcing'. The current view is 'Create Quote: 4011 (RFQ 98)'. The title of the RFQ is '139308: Mechanical and Auto Commodities for All Departments of City of Chicago'. The time left is 26 days 23 hours, and the close date is 29 Feb 2016 20:33:56.

Line	RFQ Currency	USD	Price Precision	Any	Update	Quote Price Unit	Estimated Quantity	Estimated Total Amount
1						<input type="text"/> Each	123,456	
2						<input type="text"/> Each	123,456	
3						<input type="text"/> Each	123,456	
4						<input type="text"/> Each	123,456	
5						<input type="text"/> Each	123,456	
6						<input type="text"/> Set	123,456	

Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable.

Step 32

Here you will provide pricing for the lines in this solicitation document.

Click in the **AMBULANCES, SINGL...** field.

Step 33

Enter the desired information into the **AMBULANCES, SINGL...** field. In this example, enter "24".

The screenshot shows the Oracle eProcurement interface for creating a quote. The browser address bar indicates the URL is <https://eprocurement-dev.cityofchicago.org>. The page title is "CITY OF CHICAGO Sourcing". The current view is "Create Quote: 4011 (RFQ 98)".

The main content area displays a table with the following columns: Line, RFQ Currency, Price Precision, Quote Price Unit, Estimated Quantity, and Estimated Total Amount. The table contains six rows of data, all with an estimated quantity of 123,456. The first row is highlighted and has a red box around the "Quote Price Unit" field, which is currently empty. The other rows have their "Quote Price Unit" fields filled with "Each" or "Set".

Line	RFQ Currency	Price Precision	Quote Price Unit	Estimated Quantity	Estimated Total Amount
1	USD	Any		123,456	
2	USD	Any	Each	123,456	
3	USD	Any	Each	123,456	
4	USD	Any	Each	123,456	
5	USD	Any	Each	123,456	
6	USD	Any	Set	123,456	

Below the table, there is a note: "Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable." There are also buttons for "Cancel", "View RFQ", "Quote By Spreadsheet", "Save Draft", and "Continue".

Step 34

Click in the **AMBULANCES, SINGL...** field.

The screenshot shows the Oracle Sourcing interface for creating a quote. The browser address bar shows the URL: https://eprocurement-dev.cityofchicago.org. The page title is 'CITY OF CHICAGO Sourcing'. The navigation bar includes 'Home', 'Logout', 'Preferences', and 'Help Diagnostics'. The main content area is titled 'Negotiations' and shows 'Active Negotiations > RFQ: 98 > Create Quote: 4011 (RFQ 98)'. The title of the quote is '139308: Mechanical and Auto Commodities for All Departments of City of Chicago'. The time left is '26 days 23 hours' and the close date is '29 Feb 2016 20:33:56'. The 'Lines' tab is active, showing a table with columns: Line, RFQ Currency, USD Price Precision, Any, Update, Quote Price Unit, Estimated Quantity, and Estimated Total Amount. The table contains six rows of items, all with an estimated quantity of 123,456. The first row is '1 AMBULANCES, SINGL...' with a price unit of '24' and 'Each'. The second row is '2 AMBULANCES, SINGL...' with a red box highlighting the 'Quote Price Unit' field. The third row is '3 AMBULANCES, DUAL...', the fourth is '4 AMBULANCES, DUAL...', the fifth is '5 UNMARKED MID-SIZE...', and the sixth is '6 UNMARKED MID-SIZE...' with a price unit of 'Set'. A note at the bottom of the table states: 'Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable.' The bottom of the page has a blue bar with the text 'About this Page' and navigation links: 'Negotiations Home Logout Preferences Help Diagnostics'.

Line	RFQ Currency	USD Price Precision	Any	Update	Quote Price Unit	Estimated Quantity	Estimated Total Amount
1					24	Each	123,456
2						Each	123,456
3						Each	123,456
4						Each	123,456
5						Each	123,456
6						Set	123,456

City of CHICAGO Sourcing

Active Negotiations > RFQ: 98 >

Create Quote: 4011 (RFQ 98)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

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

Time Left: 26 days 23 hours
Close Date: 29 Feb 2016 20:33:56

Line	RFQ Currency	Price Precision	Update	Quote Price Unit	Estimated Quantity	Estimated Total Amount
1	USD	Any		24 Each	123,456	
2	USD	Any		<input type="text"/> Each	123,456	
3	USD	Any		<input type="text"/> Quote Price	123,456	
4	USD	Any		<input type="text"/> Each	123,456	
5	USD	Any		<input type="text"/> Each	123,456	
6	USD	Any		<input type="text"/> Set	123,456	

Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable.

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Step 35

Enter the desired information into the **AMBULANCES, SINGL...** field. In this example, enter "2".

Step 36

Click in the **AMBULANCES, DUAL ...** field.

The screenshot shows the Oracle Sourcing interface for creating a quote. The browser address bar shows the URL: https://eprocurement-dev.cityofchicago.org. The page title is 'CITY OF CHICAGO Sourcing'. The navigation bar includes 'Home', 'Logout', 'Preferences', and 'Help Diagnostics'. The main content area is titled 'Negotiations' and shows 'Active Negotiations > RFQ: 98 > Create Quote: 4011 (RFQ 98)'. The title of the quote is '139308: Mechanical and Auto Commodities for All Departments of City of Chicago'. The time left is '26 days 23 hours' and the close date is '29 Feb 2016 20:33:56'. The interface has tabs for 'Header' and 'Lines'. The 'Lines' tab is active, showing a table with columns: 'Line', 'RFQ Currency', 'USD Price Precision', 'Any', 'Update', 'Quote Price Unit', 'Estimated Quantity', and 'Estimated Total Amount'. The table contains six rows of items, with the third row, '3 AMBULANCES, DUAL...', highlighted in red. Below the table, there is a note: 'Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable.' At the bottom of the interface, there are buttons for 'Cancel', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue'. The footer of the page includes 'About this Page' and 'Negotiations Home Logout Preferences Help Diagnostics'.

Line	RFQ Currency	USD Price Precision	Any	Update	Quote Price Unit	Estimated Quantity	Estimated Total Amount
1					24 Each	123,456	
2					2 Each	123,456	
3					Each	123,456	
4					Each	123,456	
5					Each	123,456	
6					Set	123,456	

The screenshot displays the 'Create Quote' interface for RFQ 98. The title is '139308: Mechanical and Auto Commodities for All Departments of City of Chicago'. The time left is 26 days 23 hours, and the close date is 29 Feb 2016 20:33:56. The table below shows the line items:

Line	RFQ Currency	USD	Quote Price Unit	Estimated Quantity	Estimated Total Amount
1	Price Precision	Any	24 Each	123,456	
2			2 Each	123,456	
3			1 Each	123,456	
4			Each	123,456	
5			Each	123,456	
6			Set	123,456	

Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable.

Step 37

Enter the desired information into the **AMBULANCES, DUAL ...** field. In this example, enter "1".

Step 38

Click in the **AMBULANCES, DUAL ...** field.

The screenshot shows the Oracle eProcurement interface for 'CITY OF CHICAGO Sourcing'. The main window is titled 'Create Quote: 4011 (RFQ 98)'. The title bar indicates the URL is 'https://eprocurement-dev.cityofchicago.org'. The page header includes 'Negotiations' and 'Active Negotiations > RFQ: 98 >'. Below the header, there are buttons for 'Cancel', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue'. The main content area shows a table with columns for 'Line', 'RFQ Currency', 'USD Price Precision', 'Any', 'Update', 'Quote Price Unit', 'Estimated Quantity', and 'Estimated Total Amount'. The table contains six rows of items, with the fourth row, '4 AMBULANCES, DUAL', highlighted with a red box. The estimated quantity for this item is 1, and the estimated total amount is 123,456. A note at the bottom of the table states: 'Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable.' At the bottom of the window, there are buttons for 'Cancel', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue'. The footer includes 'About this Page' and navigation links: 'Negotiations Home Logout Preferences Help Diagnostics'.

Line	RFQ Currency	USD Price Precision	Any	Update	Quote Price Unit	Estimated Quantity	Estimated Total Amount
1					24 Each	123,456	
2					2 Each	123,456	
3					1 Each	123,456	
4					Each	123,456	
5					Each	123,456	
6					Set	123,456	

City of CHICAGO Sourcing

Active Negotiations > RFQ: 98 >

Create Quote: 4011 (RFQ 98)

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

Time Left: 26 days 23 hours
Close Date: 29 Feb 2016 20:33:56

Line	RFQ Currency	Price Precision	Update	Quote Price Unit	Estimated Quantity	Estimated Total Amount
1	USD	Any		24 Each	123,456	
2	USD	Any		2 Each	123,456	
3	USD	Any		1 Each	123,456	
4	USD	Any		2 Each	123,456	
5	USD	Any		Each	123,456	
6	USD	Any		Set	123,456	

Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable.

Step 39

Enter the desired information into the **AMBULANCES, DUAL ...** field. In this example, enter "2".

The screenshot shows the Oracle Sourcing interface for a 'Create Quote' window. The browser address bar shows the URL: https://eprocurement-dev.cityofchicago.org. The page title is 'CITY OF CHICAGO Sourcing'. The navigation bar includes 'Home', 'Logout', 'Preferences', and 'Help Diagnostics'. The main content area is titled 'Negotiations' and shows 'Active Negotiations > RFQ: 98 > Create Quote: 4011 (RFQ 98)'. There are buttons for 'Cancel', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue'. The title of the quote is '139308: Mechanical and Auto Commodities for All Departments of City of Chicago'. The time left is '26 days 23 hours' and the close date is '29 Feb 2016 20:33:56'. Below this is a table with columns: 'Line', 'RFQ Currency', 'USD Price Precision', 'Any', 'Update', 'Quote Price Unit', 'Estimated Quantity', and 'Estimated Total Amount'. The table contains six rows of items. Row 5, 'UNMARKED MID-SIZE...', has a red box around its 'Quote Price Unit' field. Below the table is a note: 'Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable.' At the bottom of the table area are buttons for 'Cancel', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue'. The footer of the page says 'About this Page' and 'Negotiations Home Logout Preferences Help Diagnostics'.

Line	RFQ Currency	USD Price Precision	Any	Update	Quote Price Unit	Estimated Quantity	Estimated Total Amount
1					24 Each	123,456	
2					2 Each	123,456	
3					1 Each	123,456	
4					2 Each	123,456	
5					Each	123,456	
6					Set	123,456	

Step 40

Click in the **UNMARKED MID-SIZE...** field.

The screenshot displays the 'Create Quote' page for RFQ 98. The title is '139308: Mechanical and Auto Commodities for All Departments of City of Chicago'. The time left is 26 days 23 hours, and the close date is 29 Feb 2016 20:33:56. The table below lists six line items:

Line	RFQ Currency	USD Price Precision	Update	Quote Price Unit	Estimated Quantity	Estimated Total Amount
1	AMBUANCES, SINGL...			24 Each	123,456	
2	AMBUANCES, SINGL...			2 Each	123,456	
3	AMBUANCES, DUAL...			1 Each	123,456	
4	AMBUANCES, DUAL...			2 Each	123,456	
5	UNMARKED MID-SIZE...			1 Each	123,456	
6	UNMARKED MID-SIZE...			Set	123,456	

A red box highlights the 'Quote Price Unit' field for line 5, which contains the value '1'. A note at the bottom left states: 'Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable.'

Step 41

Enter the desired information into the **UNMARKED MID-SIZE...** field. In this example, enter "1".

The screenshot shows the Oracle Sourcing 'Create Quote' interface for RFQ 98. The title is '139308: Mechanical and Auto Commodities for All Departments of City of Chicago'. The time left is 26 days 23 hours, and the close date is 29 Feb 2016 20:33:56. The interface displays a table of line items with columns for Line, RFQ Currency, USD Price Precision, Any, Update, Quote Price Unit, Estimated Quantity, Quote Currency, USD, and Estimated Total Amount. Line 5, 'UNMARKED MID-SIZE...', has a red box around its 'Set' unit type. The interface includes navigation buttons like 'Cancel', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue'.

Line	RFQ Currency	USD Price Precision	Any	Update	Quote Price Unit	Estimated Quantity	Quote Currency	USD	Estimated Total Amount
1					24 Each			123,456	
2					2 Each			123,456	
3					1 Each			123,456	
4					2 Each			123,456	
5					1 Each			123,456	
6					Set			123,456	

Step 42

Click in the **UNMARKED MID-SIZE...** field.

City of Chicago Sourcing

Active Negotiations > RFQ: 98 >

Create Quote: 4011 (RFQ 98)

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

Time Left: 26 days 23 hours
Close Date: 29 Feb 2016 20:33:56

Line	RFQ Currency	USD	Update	Quote Price Unit	Estimated Quantity	Estimated Total Amount
1	Price Precision	Any		24 Each	123,456	
2				2 Each	123,456	
3				1 Each	123,456	
4				2 Each	123,456	
5				1 Each	123,456	
6				Set	123,456	

Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable.

Step 43

Enter the desired information into the **UNMARKED MID-SIZE...** field. In this example, enter "2".

The screenshot shows the Oracle Sourcing interface for 'Create Quote: 4011 (RFQ 98)'. The title is '139308: Mechanical and Auto Commodities for All Departments of City of Chicago'. The time left is 26 days 23 hours, and the close date is 29 Feb 2016 20:33:56. The interface displays a table of RFQ lines with columns for Line, RFQ Currency, Price Precision, Update, Quote Price Unit, Estimated Quantity, Quote Currency, and Estimated Total Amount. Line 1 is highlighted with a red box around the 'Update' button (pencil icon).

Line	RFQ Currency	Price Precision	Update	Quote Price Unit	Estimated Quantity	Quote Currency	Estimated Total Amount
1	USD	Any		24 Each		USD	123,456
2	USD	Any		2 Each		USD	123,456
3	USD	Any		1 Each		USD	123,456
4	USD	Any		2 Each		USD	123,456
5	USD	Any		1 Each		USD	123,456
6	USD	Any		2 Set		USD	123,456

Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable.

Step 44

Wherever you see a "target" on a line, there are additional details you have to provide.

Click the **Update** button (Pencil icon) for all lines in which you see a target icon.

The screenshot shows the Oracle eProcurement interface for creating a quote. The main heading is 'CITY OF CHICAGO Sourcing'. The page is titled 'Create Quote 4011: Line 1 (RFQ 98)'. The description is 'AMBULANCES, SINGLE REAR WHEEL, MEETING THE CITY OF CHICAGO FIRE - TYPE III, CLASS 1, CONFIGURATION A'. The unit is 'Each', the quote price is 24, and the estimated quantity is 123,456. The close date is 29-Feb-2016 20:33:56 and the quote currency is USD. Below this is a 'Pay Items' section with a note about TIP. The 'Attributes' section is a table with columns for Group, Attribute, Attribute Type, Target Value, and Quote Value. The first attribute is 'Do you have alternate for this Item (Enter Yes/No)' with a 'Required' type. The 'Quote Value' field for this attribute is highlighted with a red box.

Group	Attribute	Attribute Type	Target Value	Quote Value
General	Do you have alternate for this Item (Enter Yes/No)	Required		<input type="text"/>
General	Alternate Item Description (Specify, if above is mentioned as 'Yes')	Optional		<input type="text"/>
General	Alternate Item Price/Unit	Optional		<input type="text"/>
General	Alternate Total Item Value (Price/Unit*Quantity)	Optional		<input type="text"/>
General	Alternate Additional Information	Optional		<input type="text"/>
General	Alias	Optional		<input type="text"/>

Step 45

Scroll down to the Attributes and provide your answers. You are only required to answer the "Required" attributes but may also answer the "Optional" attributes.

Click in the **Required** field.

Note: Attributes are the areas where you will be able to enter alternate items for a solicitation if the City is accepting them for the solicitation.

City of CHICAGO Sourcing

Navigator Favorites Home Logout Preferences Help Diagnostics

Negotiations

Create Quote 4011: Line 1 (RFQ 98) Line 2: AMBULANCES, SINGLE REAR ... Go

Cancel Save Draft Apply

Description: AMBULANCES, SINGLE REAR WHEEL, MEETING THE CITY OF CHICAGO FIRE - TYPE III, CLASS 1, CONFIGURATION A

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

Quote Currency: USD

Unit: Each

Estimated Total Amount

Quote Price: 24

Target Minimum Release Amount

Quote Minimum Release Amount

Estimated Quantity: 123,456

Pay Items

TIP Total pay item amount must add up to the line amount.

Attributes

Group	Attribute	Attribute Type	Target Value	Quote Value
General	Do you have alternate for this Item (Enter Yes/No)	Required		<input type="text"/>
General	Alternate Item Description (Specify, if above is mentioned as 'Yes')	Optional		<input type="text"/>
General	Alternate Item Price/Unit	Optional		<input type="text"/>
General	Alternate Total Item Value (Price/Unit*Quantity)	Optional		<input type="text"/>
General	Alternate Additional Information	Optional		<input type="text"/>
General	Alias	Optional		<input type="text"/>

Step 46

Enter the desired information into the **Required** field. In this example, enter **"No"**.

City of CHICAGO Sourcing

Navigator Favorites Home Logout Preferences Help Diagnostics

Negotiations

Create Quote 4011: Line 1 (RFQ 98) Line 2: AMBULANCES, SINGLE REAR ... Go

Cancel Save Draft **Apply**

Description: AMBULANCES, SINGLE REAR WHEEL, MEETING THE CITY OF CHICAGO FIRE - TYPE III, CLASS 1, CONFIGURATION A

Unit: Each

Quote Price: 24

Estimated Quantity: 123,456

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

Quote Currency: USD

Estimated Total Amount

Target Minimum Release Amount

Quote Minimum Release Amount

Pay Items

TIP Total pay item amount must add up to the line amount.

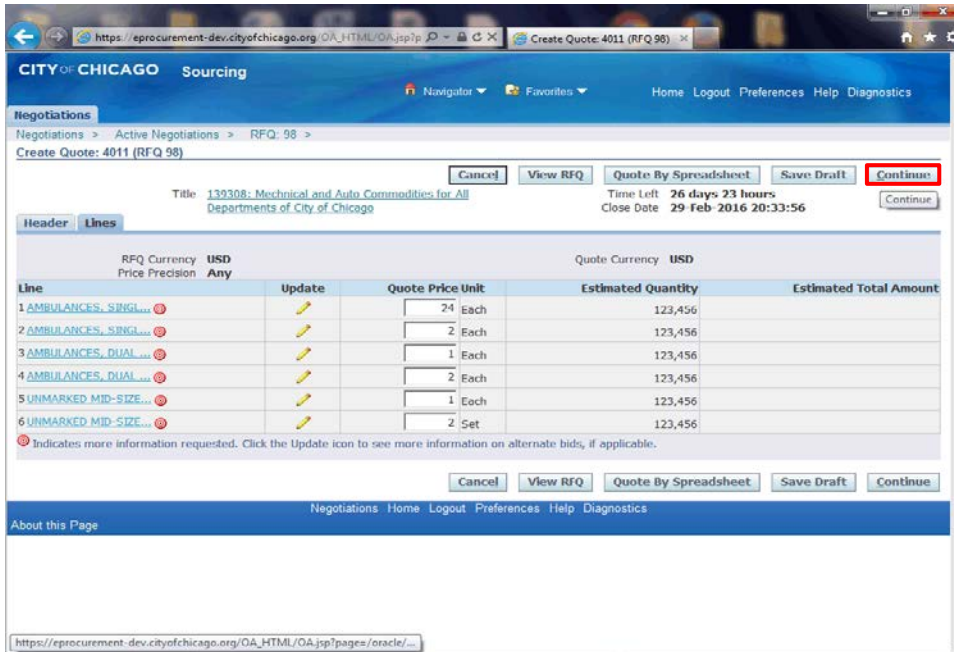
Attributes

Group	Attribute	Attribute Type	Target Value	Quote Value
General	Do you have alternate for this Item (Enter Yes/No)	Required		No
General	Alternate Item Description (Specify, if above is mentioned as 'Yes')	Optional		
General	Alternate Item Price/Unit	Optional		(Numeric Value only)
General	Alternate Total Item Value (Price/Unit*Quantity)	Optional		(Numeric Value only)
General	Alternate Additional Information	Optional		
		Optional		

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

Step 47

Click the **Apply** button.

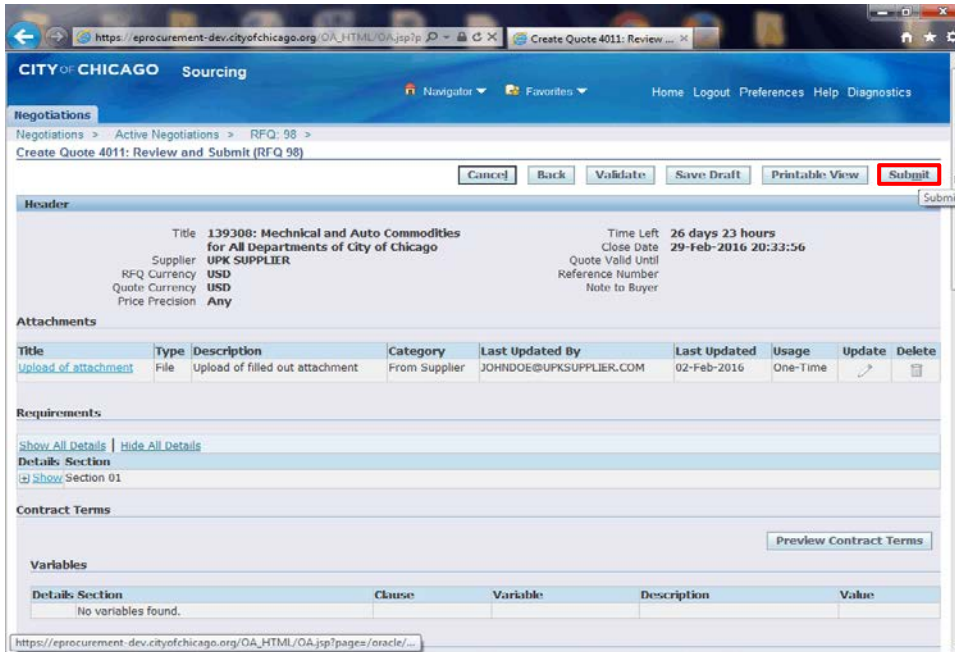


Step 48

You will need to complete those steps for all lines where the target line is visible.

If you miss a line, you will receive an error when trying to submit your response and need to update the lines that were missed.

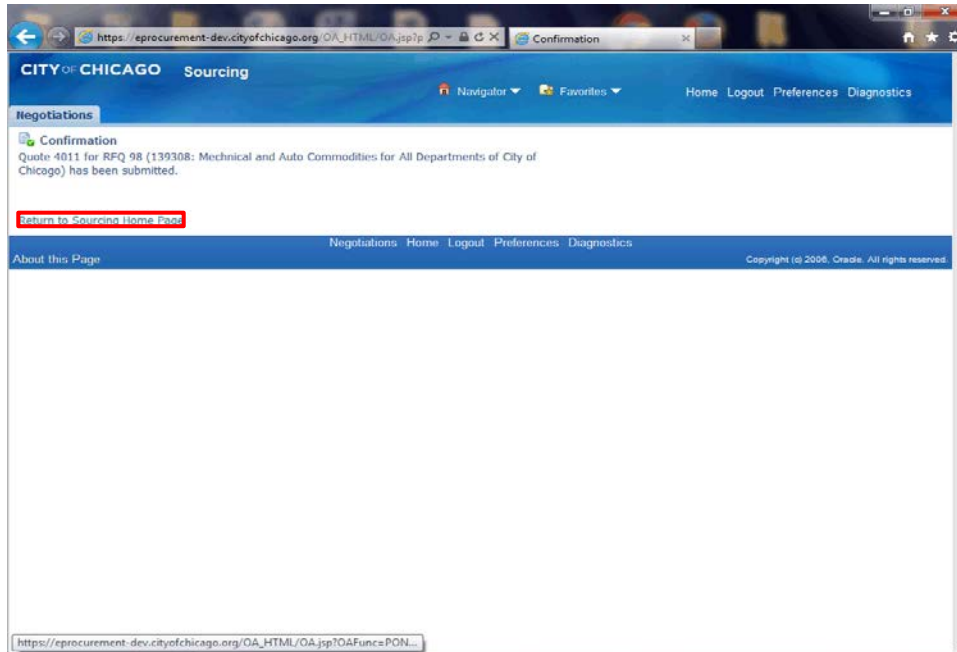
Click the **Continue** button.



Step 49

You can now review your submission. Once you are satisfied you can submit the response to the City of Chicago.

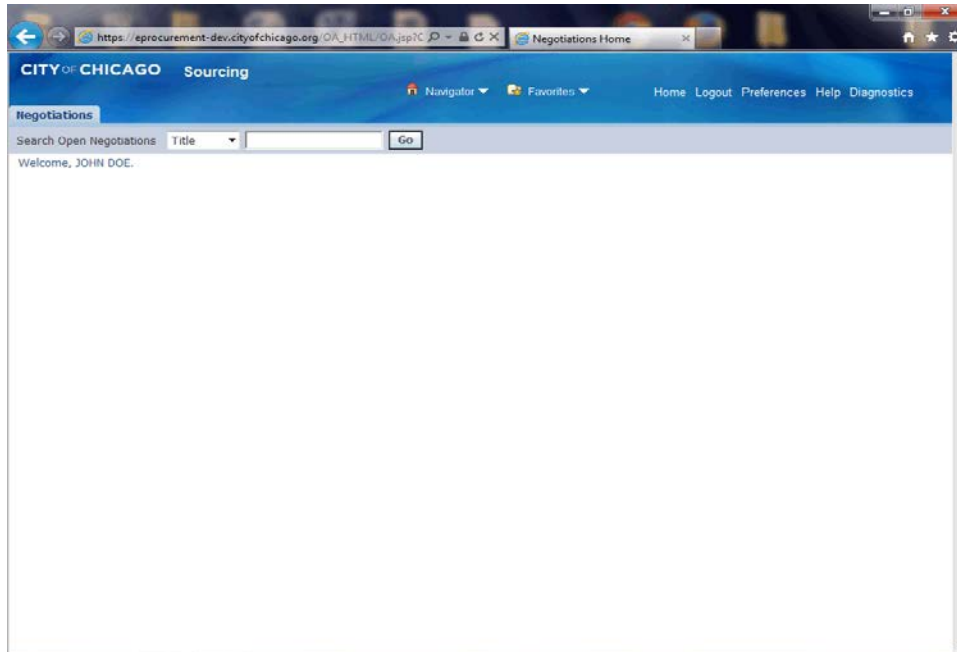
Click the **Submit** button.



Step 50

You will receive confirmation that your response has been submitted.

Click the **Return to Sourcing Home Page** link.



Step 51

You have just finished submitting a response for a solicitation document 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.