Open RFQ/Sourcing Reference Guide

1. iSupplier Portal Home Page

This page shows the responsibility assigned to your business click on one of the links to go to the working page. iSupplier Portal Full Access includes the Administration tab required to setup your company profile the other link is for Sourcing only.

- 1. Worklist is the list of open notifications/invitation
- 2. By clicking on the link in the "Subject" field will open that notice/invitation.
- **3.** This link will take you to the working page.

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TIP Vacation Rules - Redirect or auto-respond to notifications

2. This page is the invitation "Acknowledge Participation" page. Here you may click on "Yes" if you intend to participate or "No" if you do want to participate for this RFQ/P or click on "Negotiation Details" to view the RFQ/P.

Note: This process will repeat for all "Addendums/Amendments", the system requires all changes to be acknowledge.

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То	DM		Title F	RFP for GOLDEN STATE WORKS EMPLO	OYMENT PROGRAM
Sent	03-Mar-2017 08:50:27		Number 2	8375	
Due	05-Apr-2017 15:00:00				
ID	203078				
Supplie Supplie	er MACCAM er Site				
To ack	nowledge your intent to participa	te, press the Yes button o	n this page. 1	To decline the invitation, press the No but	utton. You may enter a note to the buyer in the space below before acknowledging or declining.
Please	go to Negotiation Details page i	f you want to view the do	cument before	e acknowledging intent to participate and	id/or to enter a response.
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3. This is the Acknowledge Participation confirmation page.

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Acknowledge Amendment (RFQ 19382,3)						Canc	Bac	Step 3	of 3 Acknowledge
To be considered for award you must acknowledge each amendment	and submit	(or resubmit) your response to ensure your response complies with the changes.							
I accept the terms and conditions of the RFQ and also acl	inowledge t	he changes made to the RFQ amendment document 19382,3.							
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- **4.** This page is the open Negotiation Details also known as the RFQ page; here you will have full access to your RFQ.
 - 1) This the RFQ number
 - 2) This is the RFQ Title
 - 3) This is the Header Section that contains the RFQ attachments at the bottom of the page.
 - 4) This is the action you will take i.e. "Acknowledge Participation"
 - 5) This is a drop down menu for other actions.
 - 6) This is the button to initiate the action.
 - 7) This is the Notes and Attachment section.
 - 8) This is the RFQ specifications as attachments.

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To Search for RFQs or Non-invited RFQs

1. Negotiations Page

1. Click on "Negotiations" link

2. "Search Open Negotiations" use the drop down to search for RFQ Number or Title. You can use this if you have not been invited to an RFQ that you wish to review or to bid.

3. This is "Your Active and Draft Responses" if you have any responses to any open RFQs.

4. This is to see your full list of RFQ responses.

5. This is "Your Company's Open Invitations" this show only current active RFQs that you have been invited to.

6. This is the full list of invited RFQs.

7. This is the RFQ numbers link to open the RFQ negotiation.

8. This shows how long the RFQ is open for negotiation\bid.

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