

HOW TO CREATE A QUOTE IN ISUPPLIER

March 2016

Unless otherwise specified ONLY QUOTES SUBMITTED USING THE FOLLOWING PROCESS ARE ACCEPTABLE TO BI-STATE METRO. Any bids sent via fax, email or hand delivered will not be accepted.

BEFORE YOU START:

- Complete the required documents for the solicitation. Scan these documents, preferably as one document for attachment in the quote.
- Allow plenty of time to create your quote. The time needed to attach documents is dependent on several factors such as the size of your attachment, your computer speed and the speed of your internet connection. Once the solicitation closes you will be locked out even if you're in the middle of creating your quote.

The screenshot shows the MetroWeb ISUPPLIER interface. At the top, there's a navigation bar with 'Sourcing' and 'Negotiations' tabs. Below this, a warning message states: 'RFI 102791 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.' The main content area displays details for '16-RFP-102791-CG On-Call GEC Services - Traction Power Engineering Services'. The status is 'Active (Locked)' and the time left is '06:21:18'. A yellow callout box with the text 'Open the solicitation. In the Actions box in the top right hand corner use the pull down menu to select Create Response. Click on Go.' points to the 'Create Response' button in the 'Actions' dropdown menu. The 'Actions' menu also includes options like 'Create Response', 'Online Discussions', 'View Response History', 'Acknowledge Amendments', 'View Amendment History', and 'Printable View'. The bottom of the page shows a table with columns for 'Title', 'Type', 'Description', 'Category', 'Last Updated By', 'Last Updated', 'Usage', 'Update', and 'Delete'.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
16-RFP-102791-CG On-Call GEC Services for Traction Power Engineering Services	File	16-RFP-102791-CG On-Call GEC Services for Traction Power Engineering Services	To Supplier	CRGATES	04-Mar-2016	One-Time		
16-RFP-102791-CG On-Call GEC Services for Traction Power Engineering Services - Amendment One (1)	File	Amendment One	To Supplier	CRGATES	04-Mar-2016	One-Time		

Warning

Negotiation 102791 has amendments that require your acknowledgement. Do you want to proceed?

Please review and acknowledge all amendments of this negotiation prior to submitting a response.

No Yes

Privacy Statement Negotiations Home Logout Preferences RWB Help Copyright 2016. All rights reserved.

If the original solicitation has been amended you will receive a warning. All amendments should be reviewed before entering a quote.

Click on Yes to proceed with your quote; click on No to be taken back to the solicitation header page where you can review the amendments.

Acknowledge Amendment

Negotiations > Acknowledge Amendment (RFI 102791,1)

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 RFI and also acknowledge the changes made to the RFI amendment document 102791,1.

Cancel Acknowledge

Label	RFI 102791	RFI 102791,1
Amendment Description		Amendment One (1)

Notes and Attachments

RFI 102791

RFI 102791,1

Click in the box beside the acceptance and then click on the Acknowledge button.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
16-RFP-102791-CG On-Cell GEC Services for Traction Power Engineering Services	File	16-RFP-102791-CG On-Cell GEC Services for Traction Power Engineering Services	To Supplier	CRGATES	04-Mar-2016	One-Time			
16-RFP-102791-CG Traction Power Engineering Services - Amendment One (1)	File	Amendment One	To Supplier	CRGATES	04-Mar-2016	One-Time			

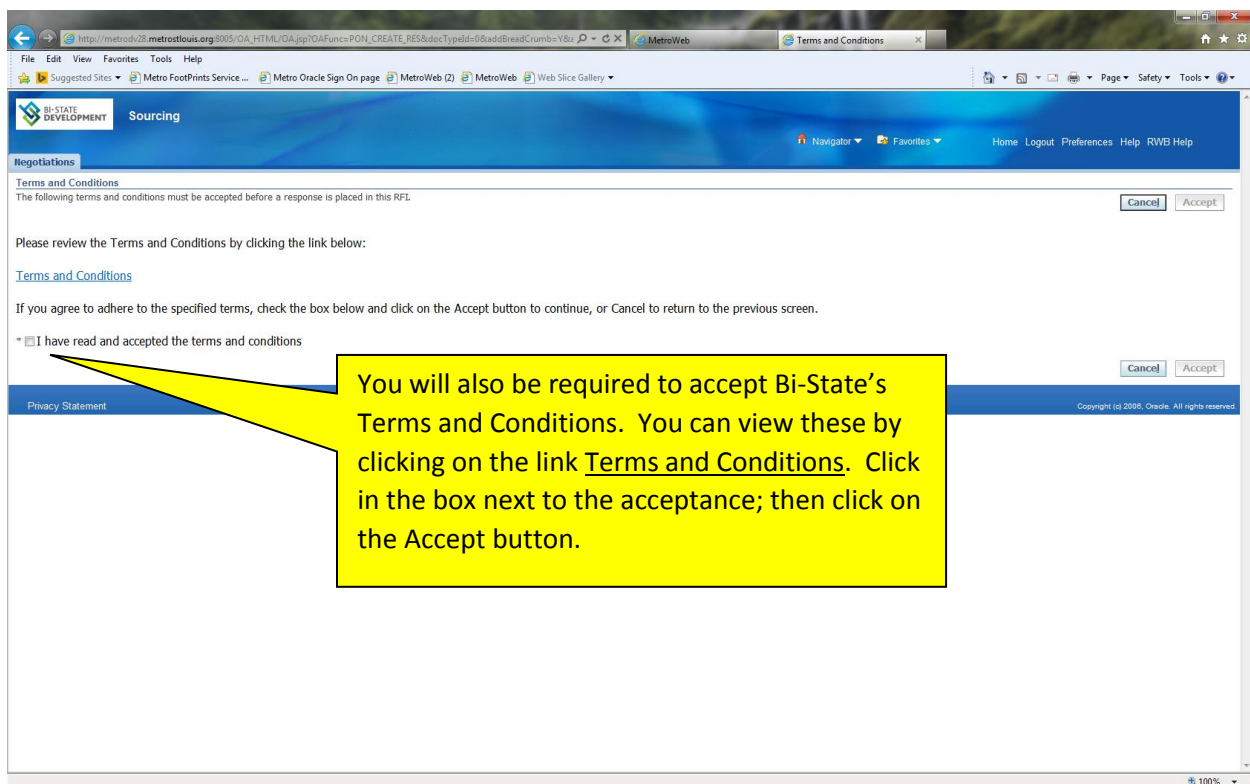
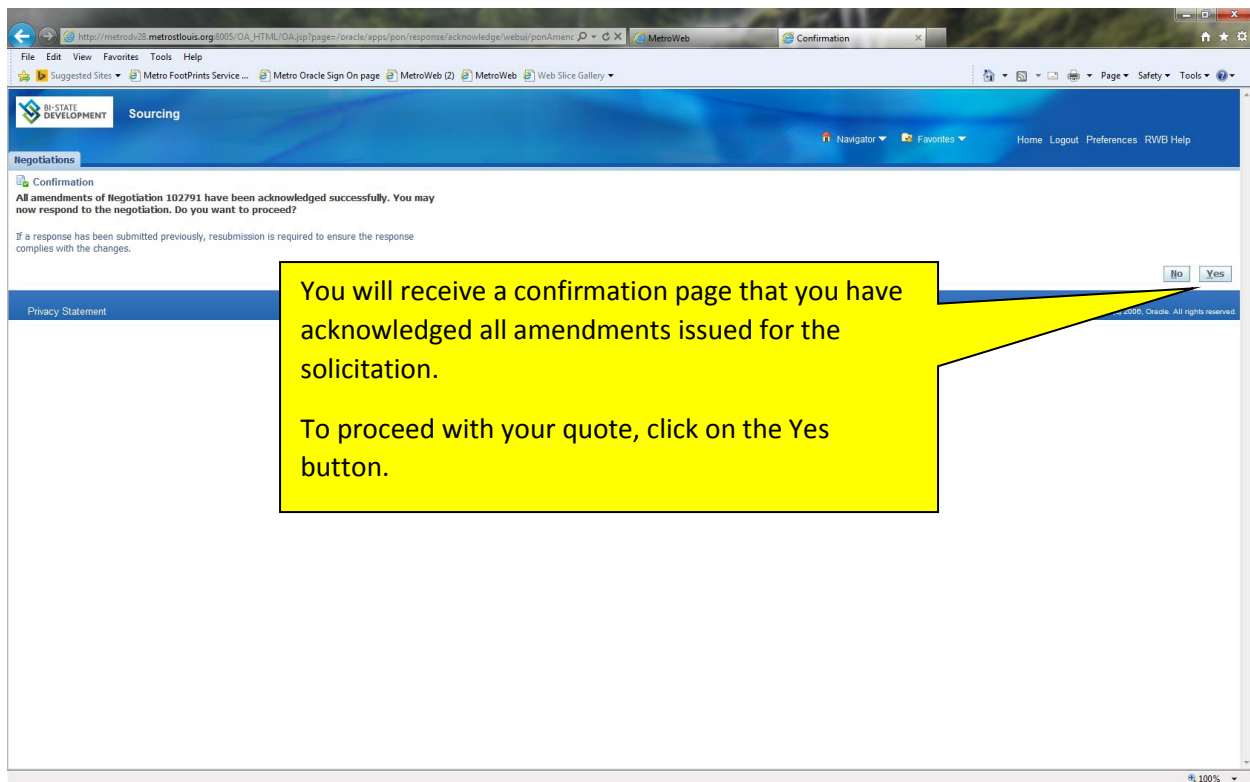
Lines

No changes exist.

Controls

No changes exist.

Cancel Acknowledge



Your quote generally has two parts: Header and Lines. Notice the tabs.

The Header is where you attach the representations, certifications and any other documents as specified in the solicitation.

The Lines is where you enter a Response Price and a Promised Date.

In some solicitations you do not enter a price in the Line segment; the price(s) are entered in a quote page and attached with the documentation. You must, however, enter a Promised Date if there is a Line segment available.

If you wish you can enter a date for the "Response Valid Until" field, notes in the "Reference Number" and notes in the "Note to Buyer" fields. THESE ARE OPTIONAL AND ONLY FOR YOUR INFORMATION.

To add your attachments click on the Add Attachment button.

BI-STATE DEVELOPMENT Sourcing

Negotiations > Create Response: 2001324 (RFI 102633.1) > Add Attachment

Cancel Add Another Apply

Attachment Summary Information

Title

Description

Category From Supplier

Define Attachment

Type ☒ File Browse...
☐ URL
☐ Text

Cancel Add Another Apply

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100%

To add your scanned attachments, click on the Browse button, select your document to be attached and click on Apply button or the Add Another button if you have more documents to attach.

BI-STATE DEVELOPMENT Sourcing

Negotiations > Confirmation

Purchase Orders Actions for AME.xls attachment has been added successfully.

Create Response: 2001324 (RFI 102633.1)

Cancel View RFI Respond by Spreadsheet Save Draft Continue

Title 16-RFP-102633-CB_Track Maintenance Services

Time Left 7 days 6 hours
Close Date 31-Mar-2016 14:00:00

Supplier GILLIG LLC
RFI Currency USD
Response Currency USD
Price Precision Any

Response Valid Until
(example: 24-Mar-2016)
Reference Number
Note to Buyer

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Purchase Orders Actions for AME	File		From Supplier	MROTH@GILLIG.COM	24-Mar-2016	One-Time		

Cancel View RFI Respond by Spreadsheet Save Draft Continue

WB Help

100%

You will be returned to the Header page; note that your document is listed in the Attachments. Click on the Lines tab.

http://metro28.metrostlouis.org/8005/OA_HTML/OA.jsp?pages/oracle/apps/pon/response/creation/webui/ponResponsePC

File Edit View Favorites Tools Help

Suggested Sites Metro FootPrints Service ... Metro Oracle Sign On page MetroWeb (2) MetroWeb Web Slice Gallery

BI-STATE DEVELOPMENT Sourcing

Negotiations

Negotiations >

Create Response: 2001324 (RFI 102633,1)

Title 16-RFP-102633-CB, Track Maintenance Services

Time Left 7 days 6 hours

Close Date 31-Mar-2016 14:00:00

Cancel View RFI Respond by Spreadsheet Save Draft Continue

Line	RFI Currency	Price Precision	Any	Ship-To	Target Price	Response Price Unit	Target Quantity	Response Quantity	Promised Date
1 5-Year Contract T...	USD	Any	Update	Central		Lot	1		

Indicates more information requested. Click the Update icon.

Cancel View RFI Respond by Spreadsheet Save Draft Continue

Negotiations Home Logout Preferences Help RWD Help

This solicitation only has one line. If the line description is truncated it is indicated by three dots; click on the description to view the entire text.

Enter your price in the Response Price field (no \$ sign, no commas); you can enter any date after today in the Promised Date field. In these types of solicitations, the Promised Date is a mandatory field but isn't used in the evaluation of your bid.

Click on the Continue button.

http://metro28.metrostlouis.org/8005/OA_HTML/OA.jsp?pages/oracle/apps/pon/response/creation/webui/ponResponsePC

File Edit View Favorites Tools Help

Suggested Sites Metro FootPrints Service ... Metro Oracle Sign On page MetroWeb (2) MetroWeb Web Slice Gallery

BI-STATE DEVELOPMENT Sourcing

Negotiations

Negotiations >

Warning

Buyer has requested for you to submit a single, best response. Multiple responses for this RFI are not allowed.

Create Response 2001324: Review and Submit (RFI 102633,1)

Cancel Back Validate Save Draft Printable View Submit

Header	
Title 16-RFP-102633-CB, Track Maintenance Services	Time Left 7 days 5 hours
Supplier GILLIG LLC	Close Date 31-Mar-2016 14:00:00
RFI Currency USD	Response Valid Until
Response Currency USD	Reference Number
Price Precision Any	Note to Buyer

Attachments	
Title Purchase Orders Actions for AME.xls	Type File
Description	Category From Supplier
Last Updated By MROTH@GILLIG.COM	Last Updated 24-Mar-2016
Update	Delete

Lines	
Select Line	Ship-To
Target Price	Response Price (USD) Unit
Target Quantity	By Date
Promised Date	

Response Total (USD) 10,000.00

1 5-Year Contract T...	Central		10000 Lot	1	25-Mar-2016 08:29:58
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Line 1: 5-Year Contract Total

Notes

Note to Buyer

Attachments

Title No results found.

Update Delete

Cancel Back Validate Save Draft Printable View Submit

Negotiations Home Logout Preferences Help RWD Help

Privacy Statement

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You are moved to a screen where you can review what you have entered. If something needs to be changed use the Back button; if you wish to finish your quote, click on the Submit button.

