

BI-STATE DEVELOPMENT

iSupplier User Guide

Revised March 2019



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SECTION ONE: Introduction

BSD's iSupplier Portal enables web-based communication between BSD and its suppliers. Using this function will allow you to:

- View your purchase orders, both active and historical
- Submit change requests on active purchase orders
- View BSD receipts against your purchase orders
- View BSD payments to you
- View and quote on active solicitations
- Receive notices of new solicitations of interest to you
- View the winning quotes on solicitations not awarded to you
- Print and/or communicate our solicitations to others

The iSupplier Portal <u>http://www.bistatedev.org</u> is available to you 24 hours a day, 7 days a week at no cost to you. It provides a central location for storing past quotes and purchase orders with BSD and gives you access to this information. It reduces phone calls, paperwork, fax time and e-mails between you and BSD.

In this guide you'll learn to:

- Register in iSupplier and manage your user account
- Access and respond to solicitations
- View solicitation results
- Request a change in an active purchase order
- "Sign up" to receive notifications of new solicitations of interest to you
- Review payment information
- Troubleshoot problems regarding your browser settings

SECTION TWO: Registering

New Suppliers

If you are a **new** supplier you may register by going to our website <u>http://www.bistatedev.org</u>. Choose the Vendor Resources. Then choose Procurement. Then choose Procurement Opportunities and click on the New Supplier Registration located under the iSupplier heading. When you click on the link it will take you to a screen as follows. Any field with an * is mandatory. It is required to have your company's legal name, Tax Country, Federal Tax ID number (or if doing business as an individual your SSN), and a contact person with an e-mail address. Once you are a supplier multiple people at your organization can have access to the iSupplier portal. Send an email to <u>procurement@bistatedev.org</u> with the email addresses of the individuals needing access.

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| Prospective Supplier Registration Basic Information | |
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| Company Details Texpany Details Texpany ED (U.S.) or Tex Registration Number (non U.S.) is a mandatory field. * Company Name ABC Parts * Tex County United States * Tex County Tex Encoder yield to use to update the local to upd | Tip: Click on the magnifying glass to the right of the Tax Country field to select the proper Tax Country. |
| Contact Information * Email boldbackparts.com Vior end Address and ber to First Name * Last Name Smith * If you have any problems with registering send an email to procurement@bistatedev.org with details | While a phone number is not a mandatory entry it would be useful to us if there is a problem with your registration. |
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| | FVI: Metro - Bi-State Development Supplier Collaboration Network: Confirmation of Registration - Message (HTML) (Read-Only) |
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| Message 🕘 Notification Detail.html (437 B) | |
| When you first log on, you will be required to Thank you. Note: Please DO NOT REPLY TO THIS E-M | e Development for access to their supplier collaboration network. You can <u>log on</u> with the usemame <u>BSMITH@ABCPARTS.COM</u> and the password LhSJF017F. to change your password for security purposes. Contact <u>administrator</u> for additional information. |
| | After registering you will receive an e-mail from Workflow containing your temporary password. You will be prompted to change this temporary password the first time you log in. |

Passwords

- Are case sensitive (including the temporary password)
- Must be at least 12 characters long
- Must contain both upper and lower case letters
- Must contain a number , and a special character
- Expires every 60 days
- Cannot be reused for 180 days.

FYI your account will be locked after three unsuccessful login attempts. If this happens, it will be necessary to request a new password to reset the system. You can request a new password from the log in screen by clicking on "Forgot your user ID or Password" link just below the login button. You will be asked to enter your user ID (which is your e-mail address). You will receive an email with a link enabling you to reset your password.

Existing Suppliers

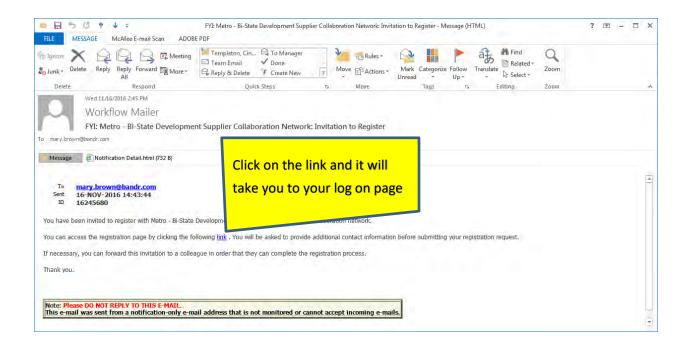
Existing suppliers can be invited by a BSD Employee. You will receive an e-mail from Workflow:

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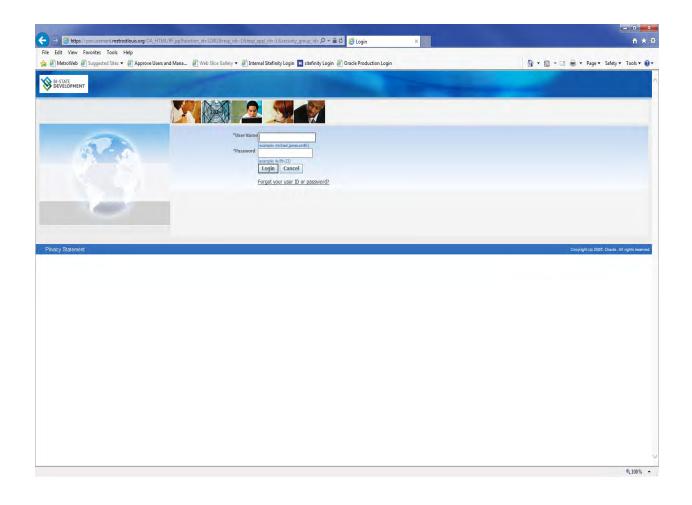
The registration page will look like this. Your e-mail address will be your user name; all fields with an asterisk are mandatory. After you have completed the form, click on the Submit button.

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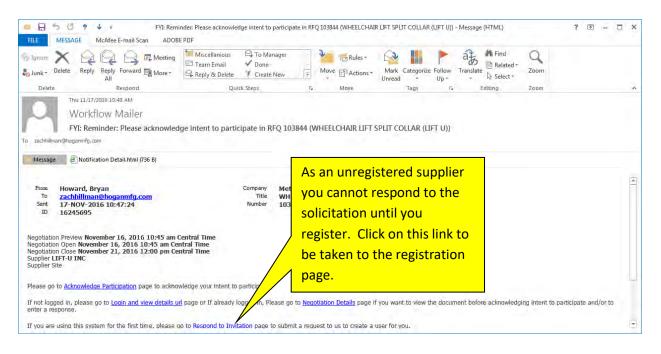
After you fill out the mandatory fields and click submit, you will receive an email from Workflow with a link to log on.



The log in page will look like this. Your user name is your full e-mail address. Enter password and click login.



You may receive an invitation to register for iSupplier through a solicitation.



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Passwords . . .

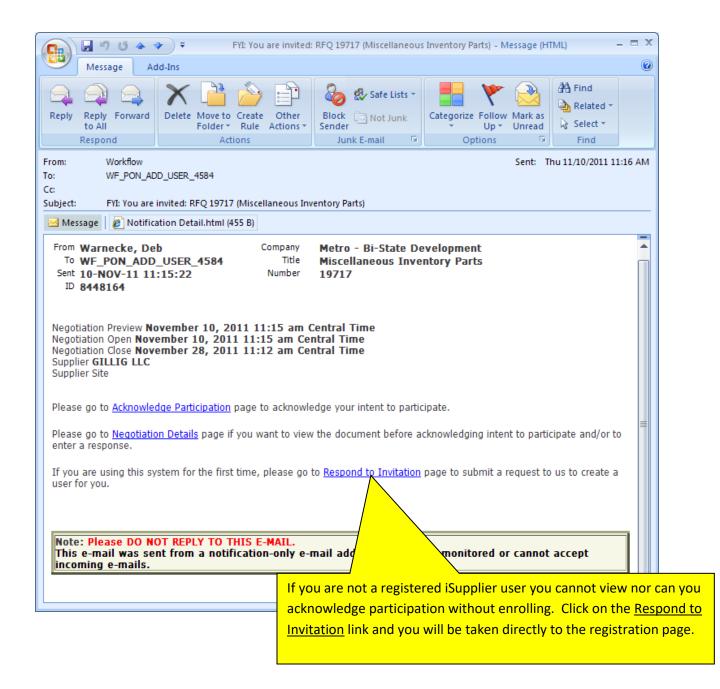
- Are case sensitive (including the temporary password)
- Must be at least 12 characters long
- Must contain both upper and lower case letters
- Must contain a number , and a special character
- Expires every 60 days
- Cannot be reused for 180 days.

FYI your account will be locked after three unsuccessful login attempts. If this happens, it will be necessary to request a new password to reset the system. You can request a new password from the log in screen by clicking on "Forgot your user ID or Password" link just below the login button. You will be asked to enter your user ID (which is your e-mail address). You will receive an email with a link enabling you to reset your password.

SECTION THREE: Accessing a Solicitation

You may view (and respond) to any open BSD solicitation if you are a registered user of iSupplier. When a BSD buyer creates a solicitation they have the option of inviting a supplier to participate. Suppliers who are invited receive an e-mail notification:

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If you are a registered iSupplier user you will receive an FYI notification if a solicitation is published that contains a line with an item associated with a NAICS category for which you have registered (more on how to do this later). If so you will receive an e-mail notification like this:

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| Valued Metro Supplier: You are receiving this notification because you have been identified as a Solicitation 19717. To view the details of this Solicitation click <u>here</u> . | potential supplier for some or all of the items on |
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As a registered supplier you have access to view all open solicitations.

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| Your Ac Press Full Response Number | List to view e Respons Status | all your Se Suppli Site | company's re er Negotiatic Number | Title Kit Reflector Triangle Flare 4,Switch Kneeli Bus/Door Cont | e Left | Ħ | Unread | |

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If you enter a "1" in this box and press "Go", all open solicitations will display. All solicitations are sequentially numbered and we are in the 100,000 series. After we have used all of the "1"s you will need to enter a "2" and eventually a "3". If you look at the numbers of the solicitations (Negotiation Number) in your Worklist you can see what the beginning number should be.

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Click on the radio select button and you can view the solicitation by clicking on its number.

SECTION FOUR: Solicitation Contents

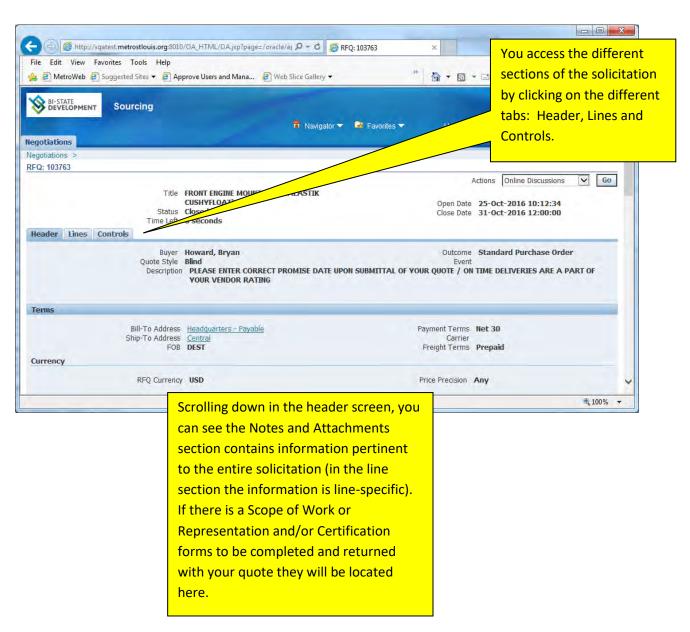
Each solicitation has three components:

- **Header:** This contains the solicitation title, open and close dates, buyer identity, any special instructions concerning the solicitation and any documents pertaining to the solicitation.
- Lines: This contains the list of BSD items included in the solicitation. It will contain quantity, need-by date, how the quotes will be ranked and drill down capability to view item. Specifications and vendor part numbers if this is a solicitation for inventory parts.
- **Controls:** This contains the response rules for the solicitation.

If you are **invited** to participate in a solicitation the e-mail you receive will request you to declare your interest in quoting. We ask you to do this because we can then monitor your response if you indicate you will respond (the buyer might even send you a reminder e-mail). If you indicate you do **not** want to participate it alerts the buyer that they need not contact you about that solicitation.

If you receive an **FYI** notification you will not be asked to declare your interest in quoting. You do not need to contact the buyer if you choose to not participate.

The solicitation Header view looks like this:



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SECTION FIVE: Creating a Quote NOTE THAT IF YOU HAVE ANY QUESTIONS OR NEED HELP IN CREATING A QUOTE CONTACT: procurement@bistatedev.org OR KELLY SCHNEIDER AT 314-982-1400 EXT 1635 or kdschneider@bistatedev.org.

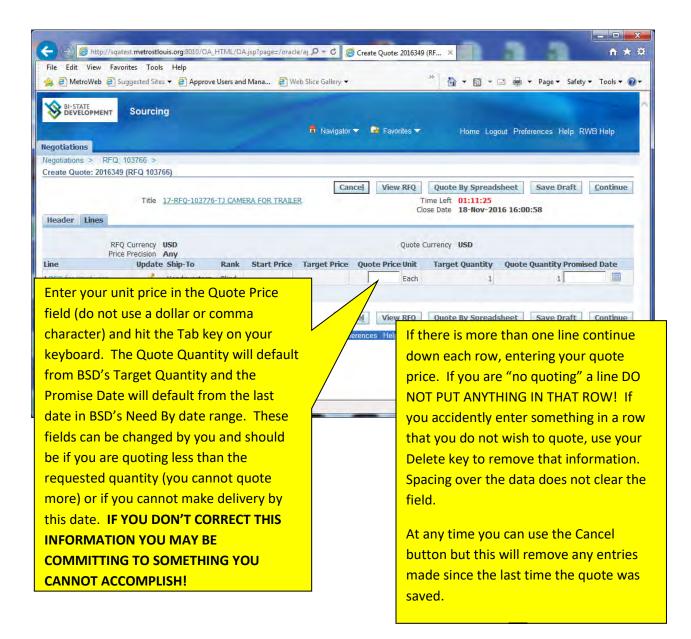
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Before you create a quote you must accept BSD's Terms and Conditions. These are the same Terms and Conditions that will appear on your purchase order should you win this solicitation. If a separate contract is issued and signed, those contract provisions take preedence over these purchase order provisions.

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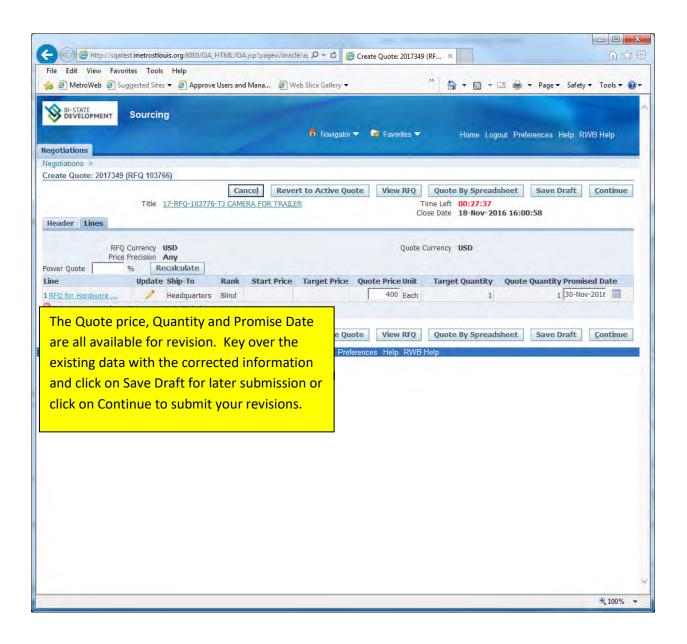
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Once a solicitation has closed, you cannot change your quote but up until that time you can either change your existing quote or enter a new quote. You enter a new quote exactly as you entered your original quote. Entering a new quote automatically replaces your existing quote but the original one is available to you in an archived status. If you opt to change your quote the quote history is not available.

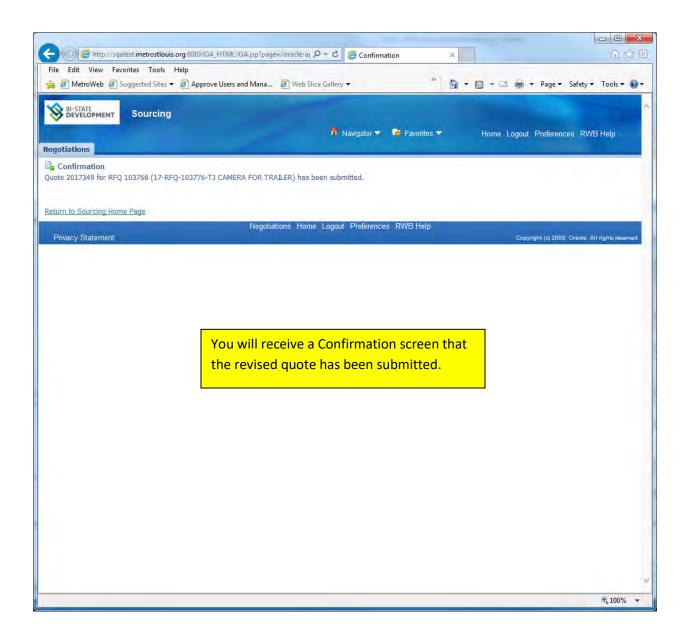
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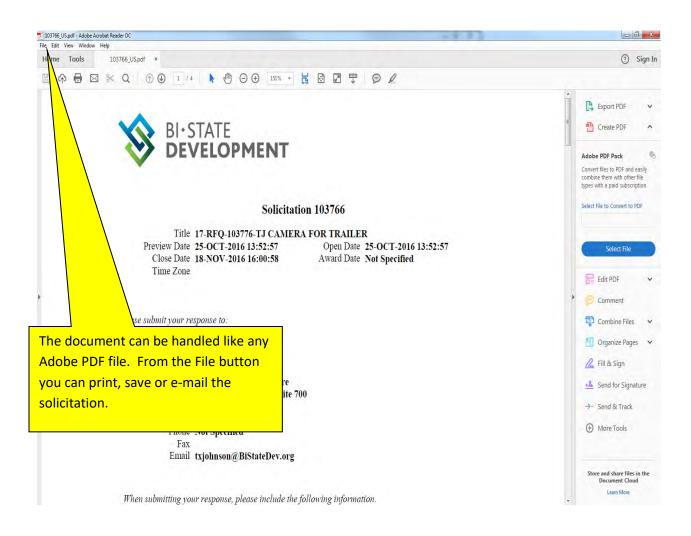
SECTION SIX: Printing and Communicating a Solicitation

You may wish to have a printed copy of the solicitation for your files or you may want to electronically send a copy of the solicitation to someone else in your organization.

When you print a solicitation the line specifications and the manufacturers part numbers print under each line identified as Additional Line Information. The Terms and Conditions print but other attachments do not.

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SECTION SEVEN: How to Display the Winning Response

If you have competed unsuccessfully on a solicitation you may review the winning bid as well as the bid you submitted. This is only viewable AFTER a purchase order has been given to another supplier.

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SECTION EIGHT: Managing Your iSupplier Account

Registering for Products

Once you've enrolled in BSD's iSupplier you can use the system to register for products and services which your company would like to furnish BSD. BSD uses an abbreviated version of the NAICS (North American Industry Classification System) codes to classify the products or services on their solicitations. You may log into the system and select those NAICS codes of interest to you to receive an e-mail notification when a solicitation is issued for item(s) associated with these codes.

For many of our inventory suppliers we have "preloaded" category codes. The categories loaded were based on the categories of items BSD issued purchase orders to you during calendar 2010. We have a program in place that will send an e-mail FYI notification to you when a solicitation is created for these products or services even though you were not specifically invited by the Buyer. We encourage you to maintain these categories to insure that you receive a notification whenever a solicitation is issued that might be of interest to you. You may add or delete categories as you prefer.

Log into the system using your user ID (your e-mail address) and your password.

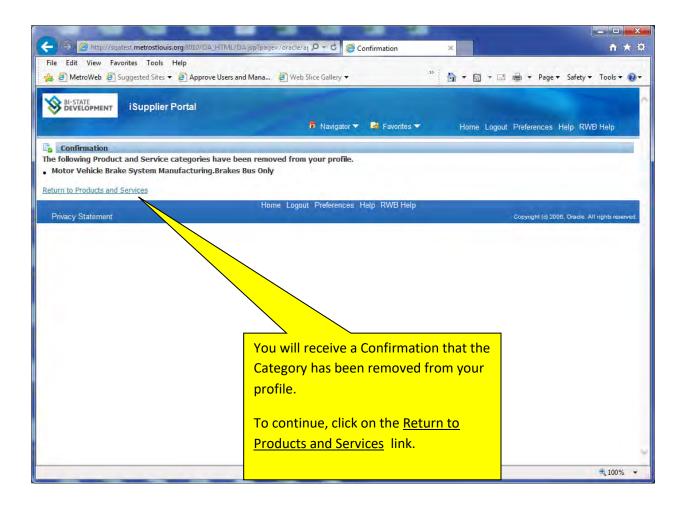
If you would prefer not to receive these FYI notifications, please notify BSD by sending an e-mail to procurement@bistatedev.org.

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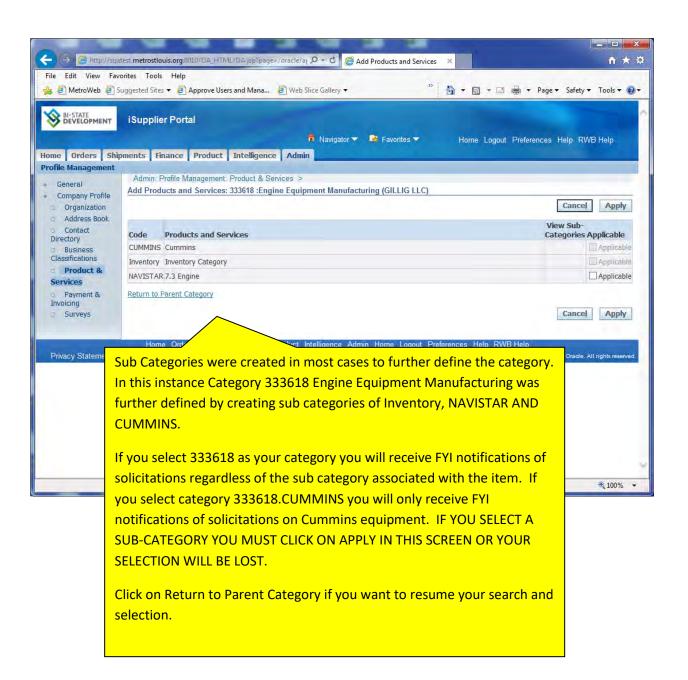
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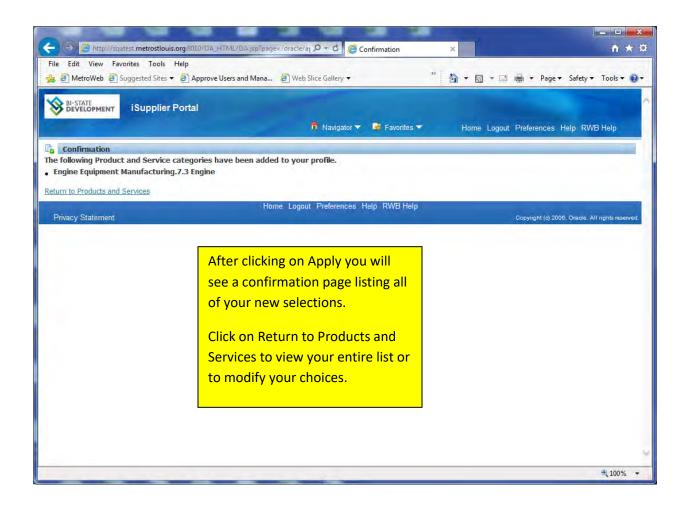


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| Sub Categories were created in most cases to further | | |
| define the category. Click on the icon in the View Sub- | ③ Previous 10 41-50 | Next 10 🕥 |
| Categories field to display the sub-categories. | | |
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| Address Book Contact Directory | Select All Select None Select Code | Products and Services | Date Added | Approval Status | View Sub- Category |
| Business Classifications | 336399.ACCIDENTS | 5 Motor Vehicle Parts Manufacturing.Accidents | 17-Dec- 2010 | Approved | |
| Product & | 336350.ALLISON | Motor Vehicle Transmission and Power Train Part Manufacturing.Transmission | 17-Dec- 2010 | Approved | |
| Services Payment & | 334290.BUS | Communications Equipment Manufacturing.B | 17-Dec- 2010 | Approved | |
| Invoicing Surveys | 336340.BUS | Motor Vehicle Brake System Manufacturin | 17-Dec- 2010 | Approved | |
| | 423730.BUS | Wholesalers, HVAC.Bus | 17-Dec- 2010 | Approved | |
| | 333618.CUMMINS | Engine Equipment Manufacturing | 17-Dec- 2010 | Approved | |
| | 336399.ELDARADO | Motor Vehicle Parts Manufact | 17-Dec- 2010 | Approved | |
| From | this sereen you | | -Dec- | Approved | |
| | | can remove Products and Services or to access the NAICS list again. Using | -Dec- | Approved | |
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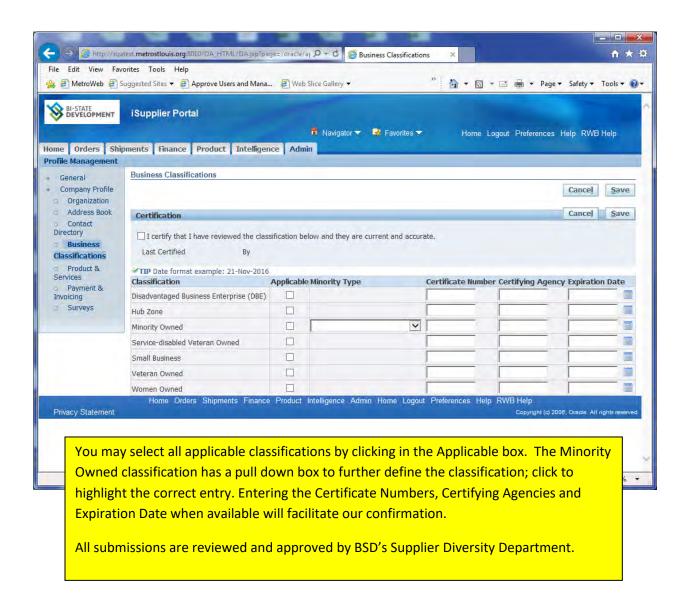
Once you have completed modifying your category codes they are submitted to the Program Administrator for review and approval.

Maintaining Business Classifications

If your business qualifies, you can register certain statuses in iSupplier. For more information about BSD's Supplier Diversity Program we urge you to go our website at

<u>http://bistatedev.org/BusinessCommunity/Procurement/SupplierDiversity/Overview.aspx</u>. BSD contact information for the Supplier Diversity Department is available on this site if you need assistance.

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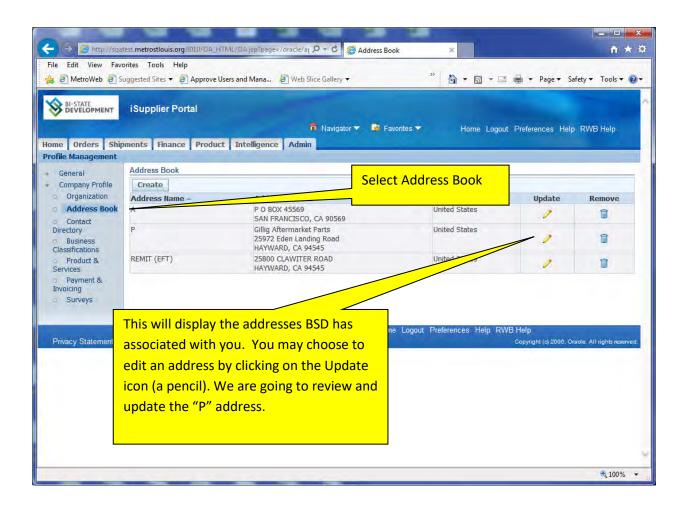


Maintaining Your Addresses

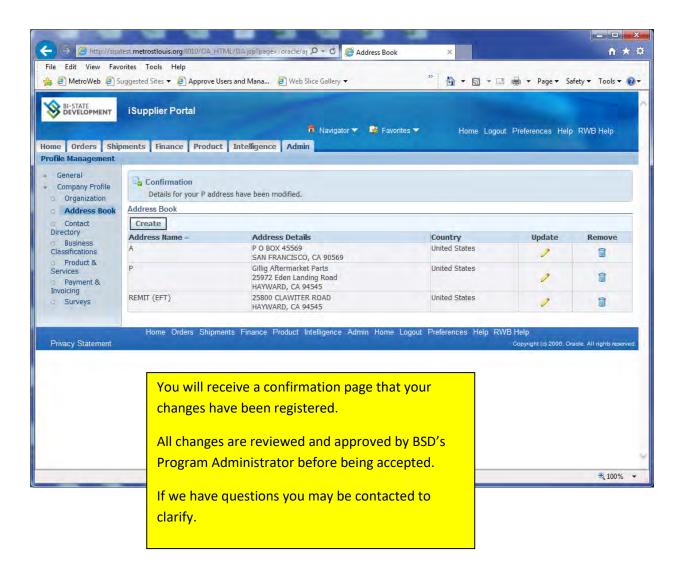
Your company may have multiple addresses, i.e. one address where purchase orders should be directed but another where payments should be sent. You have the ability to maintain these addresses. NOTE: Any changes you make in your addresses must be reviewed and approved by BSD before acceptance.

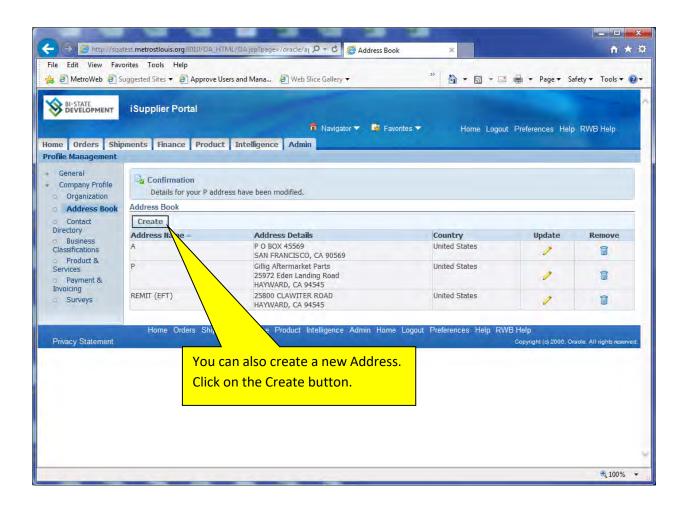
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| 54360 RFQ 103780 | 02-Nov-2016 14:46:59 | <u>Receipts</u> |
| 54345 RFQ 103774 | 01-Nov-2016 15:31:12 | <u>Returns</u> On Time Performance |
| 54343 RFQ 103770 | 01-Nov-2016 15:08:22 | On-Time Performance |
| 54325-1 RFQ 103764 | 01-Nov-2016 08:43:49 | Invoices |
| 54325 RFQ 103764 | 31-Oct-2016 14:43:38 | <u>Invoices</u> |
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| * Address Name | P | | Phone Area Code | | | |
| Country | United States | ~ | Phone Number | 785-1500 | | |
| * Address Line 1 | Gillig Aftermarket Parts | | Fax Area Code | | | |
| Address Line 2 | 25972 Eden Landing Roa | | Fax Number | | / | |
| Address Line 3 | | | Email Address | | | / |
| Address Line 4 | HAYWARD | | | Purchasing Addres | s / | / |
| * City/Town/Locality County | | | | Payment Address RFQ Only Address | | |
| State/Region | CA. | | | LINE ONLY Address | | |
| Province | | | | | | |
| * Postal Code | 94545 | | | | / | |
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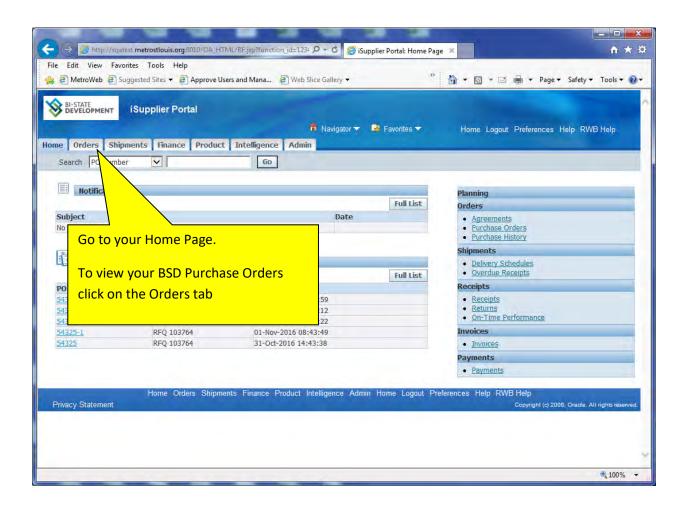


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| * Address Name | | | Phone Area Code | | | |
| Country | United States | ~ | Phone Number | | | |
| * Address Line 1 | | | Fax Area Code | | | |
| Address Line 2 | | | Fax Number | | | |
| Address Line 3 | | | Email Address | | | |
| Address Line 4 | | | | Purchasing Address | | |
| * City/Town/Locality | | | | Payment Address | | |
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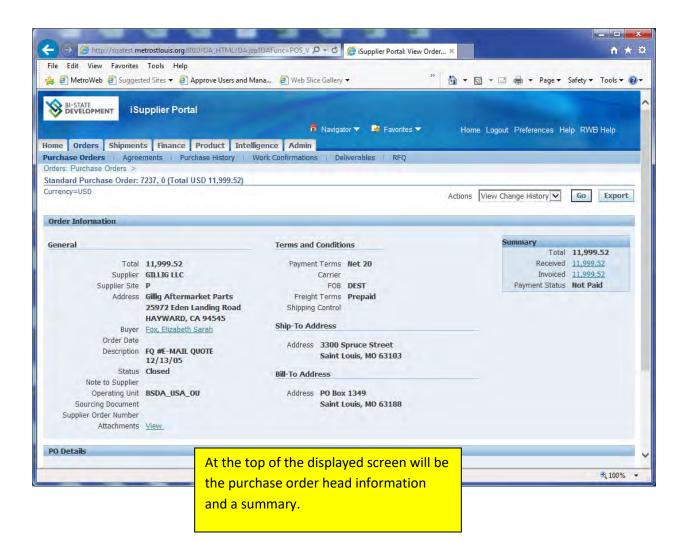
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| | Su | pplier Name GILLIG LLC | | Supplier Num | oer 6882 | | 1 |
| * Address | Name | Purchasing | | Phone Area Code | 312 | | |
| C | Country | United States | ~ | Phone Number | 555-5555 | | |
| * Address | Line 1 | 123 Maple Lane | | Fax Area Code | | | / |
| Address | Line 2 | | | Fax Number | | | / |
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SECTION NINE: Purchase Orders

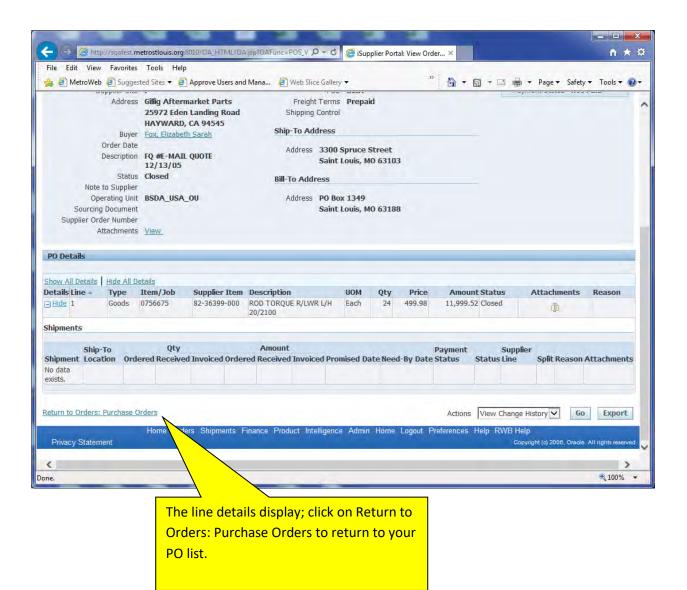
Viewing your Purchase Orders

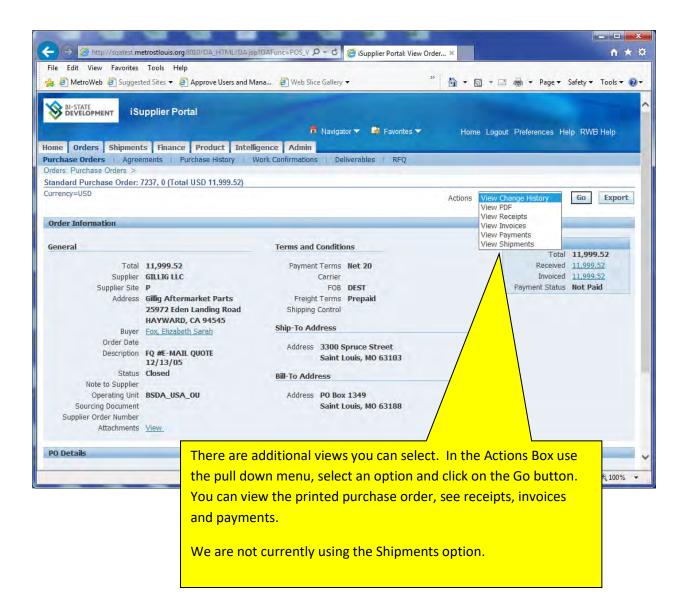


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| in the second | All POs issued to you since 2004 will display. |
| View All Purchase Orders | |
| Select Order: Request Cancellation Rec | You can sort the data by Order Date by clicking on the column |
| PO Operating Document | header. Clicking a second time on the column header will reverse |
| Select Number Rev Unit Type | the converse of the cont |
| O 7237 0 BSDA_USA_OU Standard PC | the sequence of the soft. |
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| O 5379 BSDA_USA_OU Standard PC | |
| SDA_USA_OU Standard PC | POs will have no Order Date. These will appear at the top of the |
| USA OU Standard PC | list when displaying most recent first; click on Next 25 until the |
| 0 | Order Date field populates with current purchase orders. |
| | |
| O 3858 Standard PC | By clicking on the Export button you view the list in an Excel |
| O 3250 andard PC | spreadsheet format. When you Export it transfers all pages, not |
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| orders. To display a purch | hase order click on the PO Number. |



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| eneral | | Terms and Conditions | | Summar | |
| Tabl | 11 000 53 | Designed Transa Mat 20 | | | Total 11,999.52 Received <u>11,999.52</u> |
| | 11,999.52 GILLIG LLC | Payment Terms Net 20 Carrier | | | Invoiced 11,999.52 |
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| | Gillig Aftermarket Parts | Freight Terms Prepaid | | rayin | ent Status NOL Palu |
| Audress | 25972 Eden Landing Road | Shipping Control | | | |
| | HAYWARD, CA 94545 | Shipping control | | | |
| Buver | Fox, Elizabeth Sarah | Ship-To Address | | | |
| Order Date | rong encould our an | and the second second second second | | | |
| | FQ #E-MAIL QUOTE | Address 3300 Spruce Street | | | |
| priori | 12/13/05 | Saint Louis, MO 63103 | | | |
| Status | Closed | Bill-To Address | | | |
| Note to Supplier | | | | | |
| Operating Unit | BSDA_USA_OU | Address PO Box 1349 | | | |
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Requesting a Change on a Purchase Order

You can request a change in a purchase order issued to you. You can only request changes on open purchase orders and open lines within that purchase order.

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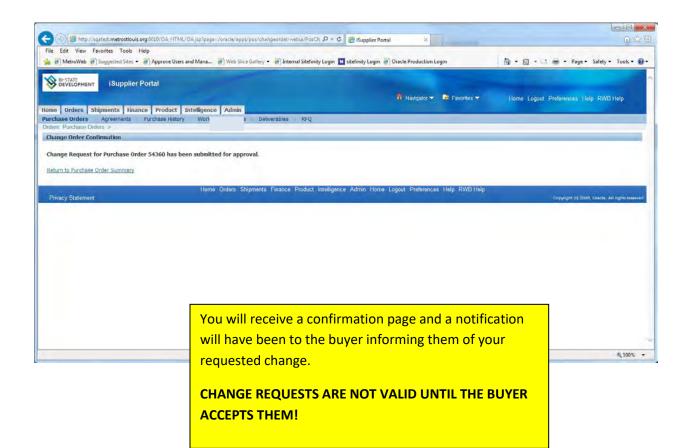
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SECTION TEN: How to View Payment Information

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| 4343 | RFQ 103770 | 01-Nov-2016 15:08:22 | | <u>On-Time Performance</u> |
| 4325-1 | RFQ 103764 | 01-Nov-2016 08:43:49 | | Invoices |
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SECTION ELEVEN: View BSD Receiving Information

Before BSD can process a payment to you a receipt must be performed by the requesting person. You can view receipts against your purchase orders.

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| 54343 | RFQ 103770 | 01-Nov-2016 15:08:22 | | On-Time Performance |
| 54325-1 | RFQ 103764 | 01-Nov-2016 08:43:49 | | Invoices |
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If you enter through the Shipments tab, make sure you select the Receipts section. You can then enter the purchase order number in the search field and click on Go.

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To query additional records clear your purchase order entry and enter another search.

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This is the receipt detail for receipt 123682. Notes by the receiver (if any) would be visible here as would return information. You can click on the Defects or Returns icon to view their content (if any).

SECTION TWELVE: BROWSER SETTINGS FOR BSD'S ISUPPLIER PORTAL

If you are not receiving your e-mail notifications or if you are unable to view screens as illustrated in this manual it may be due to some settings on your Internet Browser. We suggest you try the following steps before contacting BSD.

Internet Explorer

iSupplier can be run on Mozilla Firefox and Internet Explorer (versions 9 and below). iSupplier will not run in Internet Explorer 10 unless you are in the Compatibility Mode. If you use Internet Explorer you can determine what version you are running by clicking on the Microsoft link below:

http://windows.microsoft.com/en-us/internet-explorer/which-version-am-i-using

If you are using Internet Explorer 10 you can learn how to turn on the Compatibility Mode by clicking on the Microsoft link below:

http://windows.microsoft.com/en-US/internet-explorer/use-compatibility-view#ie=ie-10

Key Browser Settings

Trusted Site: It is recommended that the procurement.BSDstlouis.org site be designated as a Trusted Site. The Trusted Sites" zone should have a Medium Security setting. The following steps can be performed to designate procurement.BSDstlouis.org as a Trusted Site:

| CRespond to Invitation - Pow | vered by Charter Communi | ications | | | | | | | | _ 2 × | |
|---|---|--------------------------------|----------------------|-----------|----------------------------------|-------|---------------|-------------------------------|--------------------------------|----------------|--|
| COO 🗢 🙋 https://procuren | nent.metrostlouis.org/OA_HTML/0 | DA.jsp?page=/oracl | e/apps/pos/regis 💌 🔒 | 🔒 METRO | (Bi-State Development Agency 🗟 🛃 | × ¥ | Yahoo! Search | | | P - | |
| <u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> oo | ols <u>H</u> elp | | | | | | | | | | |
| Respond t | Delete Browsing History InPrivate Browsing Reopen Last Browsing Session | Ctrl+Shift+Del Ctrl+Shift+P | | | <u>à</u> | • 🔊 | - 🖃 🌐 - | • <u>P</u> age • <u>S</u> afe | ty + T <u>o</u> ols | • @• » | |
| | InPrivate Filtering InPrivate Filtering Settings | Ctrl+Shift+F | | | | | | | | Close | |
| You have been invited to re | Pop-up Blocker SmartScreen Filter Manage Add-ons | ۲ ۲ | I then click the sub | bmit butt | on | | | Can | cel Sul | b <u>m</u> it | |
| | Compatibility View Compatibility View Settings | | | | | | | | | | |
| My Profile | Subscribe to this Feed Feed Discovery Windows Update | Þ | e system. | | | | | | | | |
| [| Developer Tools | F12 | ras.com | | Job | Title | | | | | |
| | Windows Messenger Yahoo! Messenger Diagnose Connection Problems Create Mobile Favorite Blog This in Windows Live Writer | | d as the Username. | | Exter | Fax | 1 | | | | |
| | Internet Options | <u> </u> | | (| On your tool bar go | | | | | | |
| | | | | | to the Tools menu | | | Can | | b <u>m</u> it | |
| Copyright (c) 2006, Oracle. All rights | reserved. | | | i | tem and select | | | | Privacy St | <u>atement</u> | |
| | | | | | nternet Options. | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | ~ | |
| Enables you to change settings. | | | | | | | | 4 | 🍙 👻 🔍 10 | 00% • | |

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| Internet Options ? 🔀 | |
|--|--|
| General Security Privacy Content Connections Programs Advanced | |
| Select a zone to view or change security settings. | |
| Internet Local intranet Trusted sites Restricted sites | |
| Trusted sites Sites | |
| This zone contains websites that you trust not to damage your computer or your files. You have websites in this zone. Security level for this zone | Click on the Security tab, then click on Trusted sites. With Trusted sites |
| Custom Custom settings. - To change the settings, click Custom level. - To use the recommended settings, click Default level. | highlighted, click on the Sites button. |
| Custom level Default level | |
| Reset all zones to default level OK Cancel | |

| X | |
|--------------------|---|
| e. All websites in | |
| Add | |
| Remov | Enter <u>https://procurement.bistatedev.org</u> . |
| | Click on the "Add" button. Verify that correct e-mail address is entered ther click close |
| _ | |
| | e. All websites in Add |

HTTP 1.1/Keep Alive

Users should have the HTTP 1.1/Keep Alive option enabled. To set this option, perform the following:

| | Powered by Charter Commun | | o / anno / noo / noo in | |) (Bi-State Development Agency, 🔊 |) X ¥ | Yahoo! Search | | _ 0 | |
|--|---|--------------------------------|-------------------------|-----------|-------------------------------------|----------------------------|---------------|---------------------------------|--------------------|--------|
| | Tools Help | | otoppstpostrogis 🛄 📒 | - METRO | o (bi blace bevelopilieric ingericy | | | | | |
| 🚖 Favorites 🏾 🏉 Respond t | Delete Browsing History InPrivate Browsing Reopen Last Browsing Session | Ctrl+Shift+Del Ctrl+Shift+P | | | | <u>6</u> • 5 | - 📑 🖶 - | <u>P</u> age → <u>S</u> afety → | T <u>o</u> ols + 🔞 | , » |
| | InPrivate Filtering InPrivate Filtering Settings | Ctrl+Shift+F | | | | | | | <u>Close</u> | 1 |
| Respond to Invitation You have been invited to re * Indicates required field | Pop-up Blocker SmartScreen Filter Manage Add-ons |) | I then click the sub | ubmit but | ton | | | Cancel | (Sub <u>m</u> it) | |
| My Company Detail Company Name WES | Compatibility View Compatibility View Settings | | | | | | | | | |
| My Profile Enter your information. | Subscribe to this Feed Feed Discovery Windows Update | Þ | e system. | | | | | | | |
| - | Developer Tools | F12 | ras.com | | | Job Title | | | | |
| | Windows Messenger Yahoo! Messenger Diagnose Connection Problems Create Mobile Favorite Blog This in Windows Live Writer | | d as the Username. | F | | * Phone xtension Fax | | | | |
| | Internet Options | <u> </u> | | | On your tool bar | go | | | | |
| | | | | Close | to the Tools mer | - | | Cancel | Sub <u>m</u> it | |
| Copyright (c) 2006, Oracle. All rig | ghts reserved. | | | | item and select | | | Prive | acy Statement | |
| | | | | | Internet Options | i. | | | | |
| | | | | - | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Enables you to change settings. | | | | | | | | - G - | a 100% | - - |

| Internet Options | × |
|---|---|
| General Security Privacy Content Connections Programs Advanced | 1 |
| General Security Privacy Content Connections Programs Advanced Settings Use inline AutoComplete (outside of Internet Explorer) Use most recent order when switching tabs with Ctrl+Tab Use Passive FTP (for firewall and DSL modem compatibility) Use smooth scrolling HTTP 1.1 settings Use HTTP 1.1 Use HTTP 1.1 through proxy connections International* Always show encoded addresses Send IDN server names Send IDN server names for Intranet addresses Send UTF-8 URLs Show Information Bar for encoded addresses | Click on the Advanced tab, then scroll through the list of options until the HTTP 1.1 settings section is reached. Verify that there is a check mark in the box (☑) next to both the Use HTTP 1.1 and Use HTTP 1.1 |
| *Takes effect after you restart Internet Explorer | through proxy connections settings. |
| Reset Internet Explorer settings | If not, click on the box next to the setting, and then click on the Apply |
| Resets Internet Explorer's settings to their default | button. |
| You should only use this if your browser is in an unusable state. | |
| OK Cancel Apply | |

Page Versions

To ensure that the most current data is being viewed, you should configure the browser to check for newer versions of stored pages every time the webpage is visited.

| 🥖 Respond to Invitation - I | Powered by Charter Commur | lications | | $\mathbf{\times}$ |
|--|---|--------------------------------|--|-------------------|
| COC V 🙋 https://proc | urement.metrostlouis.org/OA_HTML/ | 'OA.jsp?page=/oracl | cle/apps/pos/regis 🔽 🔒 METRO (Bi-State Development Agency, 🖄 🐓 🗙 🐄 Yahool Search | • |
| <u>File E</u> dit <u>V</u> iew F <u>a</u> vorites | Tools Help | | | |
| 🚖 Favorites 🛛 🄏 Respond t | InPrivate Browsing | Ctrl+Shift+Del Ctrl+Shift+P | 👌 🗙 🔂 🚽 Eage × Safety × Tgols × 🚷 × | » |
| | Reopen Last Browsing Session InPrivate Filtering InPrivate Filtering Settings | Ctrl+Shift+F | Close | |
| Respond to Invitation You have been invited to re * Indicates required field | Pop-up Blocker SmartScreen Filter Manage Add-ons |) } | . then click the submit button (Cancel) (Submit) | |
| My Company Detail Company Name WES | | | | |
| My Profile Enter your information. | Subscribe to this Feed Feed Discovery Windows Update | Þ | a system. | |
| | Developer Tools | F12 | ras.com Job Title | |
| | Windows Messenger Yahoo! Messenger Diagnose Connection Problems Create Mobile Favorite Blog This in Windows Live Writer | | b as the Username. * Phone Extension Fax | |
| | Internet Options | ~ | | |
| Copyright (c) 2006, Oracle. All ri | ights reserved. | | On your tool bar go to the Tools menu item and select Internet Options. | |
| Enables you to change settings. | | | € • € 100% • | • |

| nternet Options | |
|---|---------------------------|
| General Security Privacy Content Connections Programs Advanced | |
| Home page | |
| To create home page tabs, type each address on its own line. | |
| https://procurement.bistatedev.org | |
| | |
| · | |
| Use current Use default Use new tab | |
| | |
| Startup | |
| Start with tabs from the last session | |
| Start with home page | |
| Tabs | |
| Change how webpages are displayed in tabs. Tabs | |
| Browsing history | On the General tab, click |
| | on the Settings button in |
| Delete temporary files, history, cookies, saved passwords, and web form information. | the Browsing history |
| Delete browsing history on exit | section |
| | |
| Delete Settings | |
| Appearance | |
| Colors Languages Fonts Accessibility | |
| Colors Languages Forts Accessionry | |
| Some <u>settings</u> are managed by your system administrator. | |
| OK Cancel Apply | |
| On Cancel Apply | |

| ebsite Data Settings | - | | 2 X | |
|---|------------------|------------------------|-----|-----------------------------------|
| Temporary Internet Files | History Cach | es and databases | | |
| Internet Explorer stores of for faster viewing later. | copies of webpa | ges, images, and media | | |
| Check for newer versions | of stored pages | | | |
| • Every time I visit th | he webpage | | | Select the Every time I visit the |
| Every time I start I | Internet Explore | | | webpage radio button, and |
| Automatically | | | | then click on the OK button. |
| Never | | | | |
| Disk space to use (8-1024 (Recommended: 50-250 | | 250 | | |
| Current location: | | | | |
| C:\Users\kdschneider\App Temporary Internet Files\ | | osoft\Windows\ | | |
| Move folder, | View objects | View files | | |

Optional Browser Settings

Pop-up Windows: When using Internet Explorer 7 or higher, Web based list of values can lose focus. To regain focus within the pop-up window, the user may have to press "Ctrl & Tab". To control how the popup windows are handled, perform the following:

| CRespond to Invitation - I | Powered by Charter Commun | ications | | _ 2 🔀 |
|--|---|--------------------------------|---|--|
| 🔄 🔄 🗢 🙋 https://proc | urement.metrostlouis.org/OA_HTML/ | OA.jsp?page=/oracl | s/apps/pos/regis 💌 🔒 METRO (Bi-State Development Agency 🗟 🐓 🗙 🏋 Yahoo! Search | n P • |
| <u>File E</u> dit <u>V</u> iew F <u>a</u> vorites | Tools Help | | | |
| 🚖 Favorites 🛛 🏈 Respond t | Delete Browsing History InPrivate Browsing Reopen Last Browsing Session | Ctrl+Shift+Del Ctrl+Shift+P | <u>b</u> r ⊡ ⊕. | ▼ Page ▼ Safety ▼ Tools ▼ @ ▼ [≫] |
| | InPrivate Filtering InPrivate Filtering Settings | Ctrl+Shift+F | | Close |
| Respond to Invitation You have been invited to re * Indicates required field | Pop-up Blocker SmartScreen Filter Manage Add-ons | • | then click the submit button | Cancel Submit |
| My Company Detail Company Name WES | Compatibility View Compatibility View Settings | | | |
| My Profile Enter your information. | Subscribe to this Feed Feed Discovery Windows Update | Þ | e system. | |
| | Developer Tools | F12 | ras.com Job Title | |
| | Windows Messenger Yahoo! Messenger Diagnose Connection Problems Create Mobile Favorite Blog This in Windows Live Writer | | d as the Username. * Phone Extension Fax | |
| | Internet Options | - | On your tool bar go | |
| | | | to the Tools menu | Cancel Submit |
| Copyright (c) 2006, Oracle. All ri | ghts reserved. | | item and select | Privacy Statement |
| | | | Internet Options. | |
| | | | | - |
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| Enables you to change settings. | | | | 🔛 🗸 🖓 100% 🔻 |

| ternet O | ptions ? X | |
|----------|--|---------------------------|
| General | Security Privacy Content Connections Programs Advanced | |
| Home p | Dage | |
| 1 | To create home page tabs, type each address on its own line. | |
| - | https://procurement.bistatedev.org | |
| | - | |
| | | |
| | Use current Use default Use new tab | |
| Startup | p | |
| S | tart with tabs from the last session | |
| @ S | tart with home page | |
| Tabs - | | |
| Char | nge how webpages are displayed in tabs. Tabs | |
| Browsin | ng history | On the General tab, click |
| | te temporary files, history, cookies, saved passwords, and web | on the Settings button in |
| form | information. | the Tabs section. |
| D | elete browsing history on exit | |
| | Delete Settings | |
| Section | | |
| Appear | rance | |
| 0 | Colors Languages Fonts Accessibility | |
| 0 s | Some <u>settings</u> are managed by your system administrator. | |
| | | |

| obed Browsing Settings | × |
|---|-------------------------------------|
| Tabbed Browsing | |
| Warn me when closing multiple tabs | |
| Always switch to new tabs when they are created | |
| Show previews for individual tabs in the taskbar* | |
| Enable Tab Groups* | |
| Open each new tab next to the current tab | |
| Open only the first home page when Internet Explorer starts | Select the Always |
| When a new tab is opened, open: | Open Pop-Ups in a |
| The new tab page 🔹 | New Tab radio |
| When a pop-up is encountered: | button, and then click on the OK |
| 💿 Let Internet Explorer decide how pop-ups should | button. |
| O Always open pop-ups in a new window | button. |
| Always open pop-ups in a new tab | |
| Open links from other programs in: | |
| 🔿 A new window | |
| A new tab in the current window | |
| The current tab or window | |
| * Takes effect after you restart your computer | |
| Restore defaults OK Cancel | |

FREQUENTLY ASKED QUESTIONS

Why am I unable to log in?

- You must be a registered user. Go to Section Two to review how to become a registered user.
- Passwords are case sensitive (user names are not). Additionally, if you try unsuccessfully to log in for 3 times you are locked out and must request a new temporary password.
- Your user name is always your e-mail address. Make sure when you attempt to log in that you have correctly entered your user name and if you are requesting a password reset your user name must be correct. If you have multiple e-mail addresses, check a past notification from BSD Workflow to see what e-mail address was used when you registered.

When I log in I sometimes can't find the solicitation referenced in the e-mail; it's not listed in my Open Notifications.

- You will receive e-mail notifications for either of two reasons. (1) The Buyer specifically invited you, or (2) At least one item on the solicitation has a NAICS category which you are registered for.
- If you are invited it is stated so in the subject line of the e-mail and the e-mail will ask you to respond as to whether or not you are going to participate in the solicitation. This solicitation will appear in your Open Notifications.
- If the e-mail was sent because of its category the subject says "FYI" instead of "Invited". You are not asked to respond about participating and it will not be in your Open Notifications. You can access it, however, by the link in the e-mail or by searching for it. See Section Three for how to use the search function.
- If you are receiving FYI notifications for items you do not sell, we suggest you modify your Products and Services. See Section Eight for how to do this.

Menu items don't appear on my screen as they do in the manual? There's a lot of "undefined".

• Our bidding system is not compatible with Internet Explorer 10 (unless you use the Compatibility Mode). Any version of Internet Explorer 9 and lower and Mozilla Firefox are compatible. See Page 115 to see how to determine what version of Internet Explorer you are using and how to turn on the Compatibility Mode if you are using IE 10.

I entered a price in a line I didn't want to quote. I took the price out but I still get an error message when I want to move to another screen.

• If you inadvertently entered a price on a line you don't want to quote and but used your backspace or space key to delete the price, you will get an error message. You must delete the price using your delete key and you must also delete the Quote Quantity and the Promise Date (using your delete key). (These fields populate when you enter anything into the price field.)

Why does the screen sometimes not display when I use the back browser button?

• In some screens you may use the back browser button but in others it does not work. A better way to move backwards is to use the links at the top of the window to "back up". Anything underlined is a link.

What can I do if I'm not receiving the e-mail notifications sent to me by BSD?

• Everyone's e-mail system is different. Many times it's the spam filter preventing e-mail notifications from being delivered. If you've tried the steps in Section 12 but are still having problems we recommend that you check with your IT department.

If I'm not in the office how co-workers can receive my notifications and create quotes on my behalf?

- We are limited when we invite a supplier to participate in a quote to invite only one person from a supplier. You can, however, have as many users as you require at your company. It would be prudent to have at least two people in your organization registered as users. You can request that an invitation be sent by e-mailing a request to procurement@bistatedev.org. Please give the e-mail address of the person to be invited as well as the name of your company.
- That person will have access to view any open solicitation. If you notify our buyers of your absence they can invite that person instead of you during your absence.
- If you put an extended absence greeting on your e-mail with substitute contact information, we receive that and notify the applicable buyer. They can notify your substitute of the pending solicitation and if they have access they can create a quote.

QUICK GUIDE TO CREATING A QUOTE

- If you have a notification e-mail you can access the solicitation by clicking on the link in the email. If not, log in to <u>procurement.bistatedev.org</u>. From the Navigator page select BSD Solicitations and then Solicitations Home Page. Use the Search Open Negotiations (by "Number") to locate the solicitation.
- 2. Click on the number of the solicitation you wish to quote.
- 3. Go to the Actions box in the upper right corner of the window and using the pull down box select "Create Quote".
- 4. Accept the Terms and Conditions.
- 5. Enter a quote price in each line you are quoting; enter nothing in lines you are not quoting.
- 6. The Quote Quantity will default from the Target Quantity but is changeable to a lower number.
- 7. The Promise Date defaults from the Requested Date but should be changed if applicable.
- 8. You may add notes and/or attachments at the line or header level.
- 9. When done, click on the Continue button at the bottom right side of the window.
- 10. Click on the Submit button to finish your quote. You will receive a confirmation page with a unique quote number.