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 http://www.bistatedev.org 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.

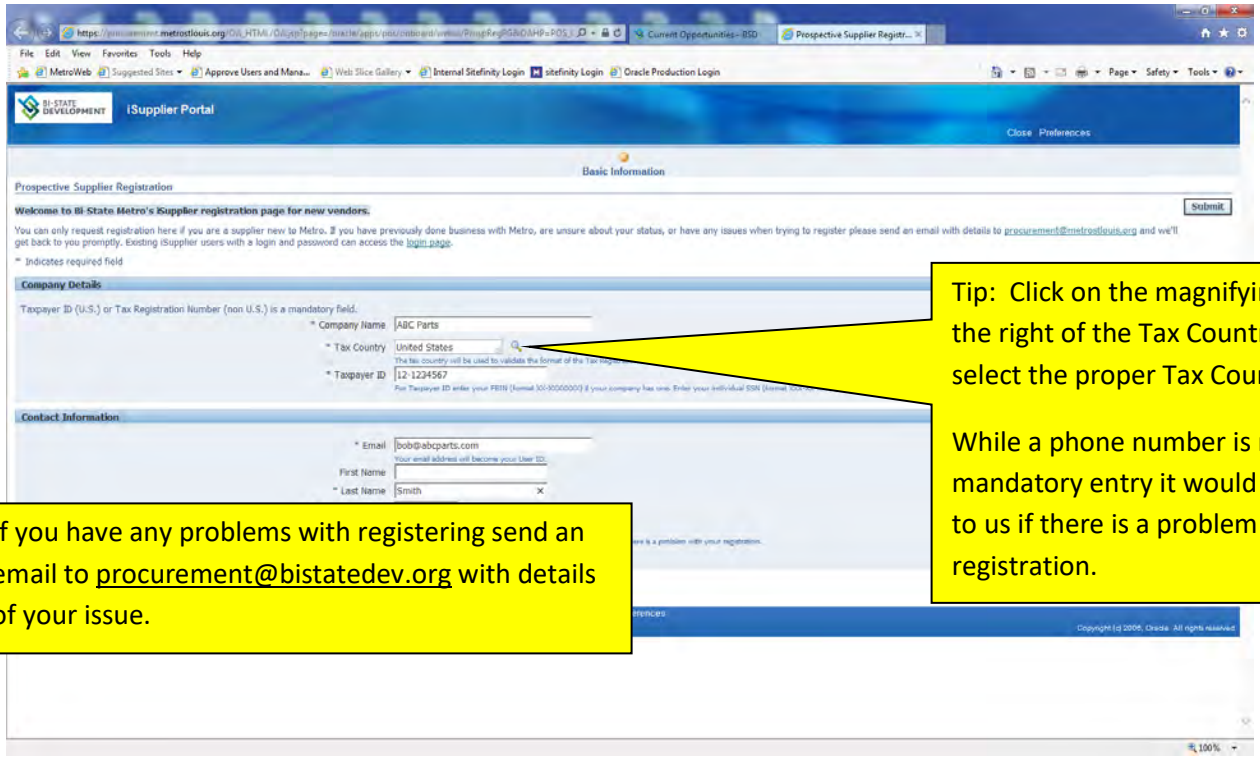
In this guide you'll learn to:

- 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

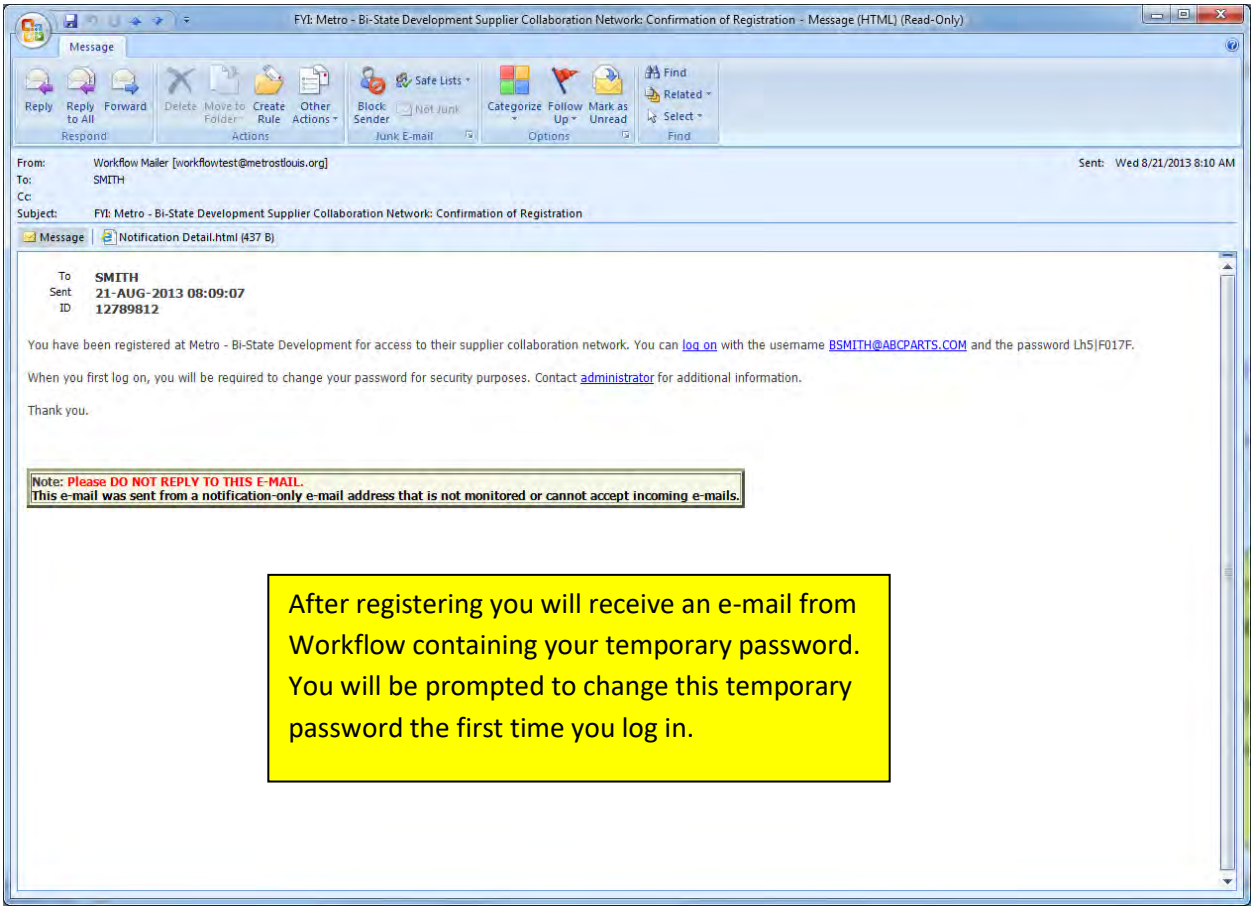
If you are a **new** supplier you may register by going to our website http://www.bistatedev.org. Choose the Vendor Resources. Then choose Procurement. Then choose Procurement Opportunities and click on the New Supplier Registration located under the iSupplier heading. When you click on the link it will 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 procurement@bistatedev.org with the email addresses of the individuals needing access.



Tip: Click on the magnifying glass to the right of the Tax Country field to select the proper Tax Country.

While a phone number is not a mandatory entry it would be useful to us if there is a problem with your registration.

If you have any problems with registering send an email to procurement@bistatedev.org with details of your issue.


FYI: Metro - Bi-State Development Supplier Collaboration Network: Confirmation of Registration - Message (HTML) (Read-Only)
Message
Reply
Reply to All
Forward
Delete
Move to Folder
Create Rule
Other Actions
Block Sender
Safe Lists
Not Junk
Categorize
Follow Up
Mark as Unread
Find
Related
Select
Respond
Actions
Junk E-mail
Options
Find
From: Workflow Mailer [workflowtest@metrostlouis.org]
Sent: Wed 8/21/2013 8:10 AM
To: SMITH
Cc:
Subject: FYI: Metro - Bi-State Development Supplier Collaboration Network: Confirmation of Registration
Message
Notification Detail.html (437 B)
To SMITH
Sent 21-AUG-2013 08:09:07
ID 12789812
You have been registered at Metro - Bi-State Development for access to their supplier collaboration network. You can log on with the username BSMITH@ABCPARTS.COM and the password Lh5|F017F.
When you first log on, you will be required to change your password for security purposes. Contact administrator for additional information.
Thank you.
Note: Please DO NOT REPLY TO THIS E-MAIL.
This e-mail was sent from a notification-only e-mail address that is not monitored or cannot accept incoming e-mails.
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.

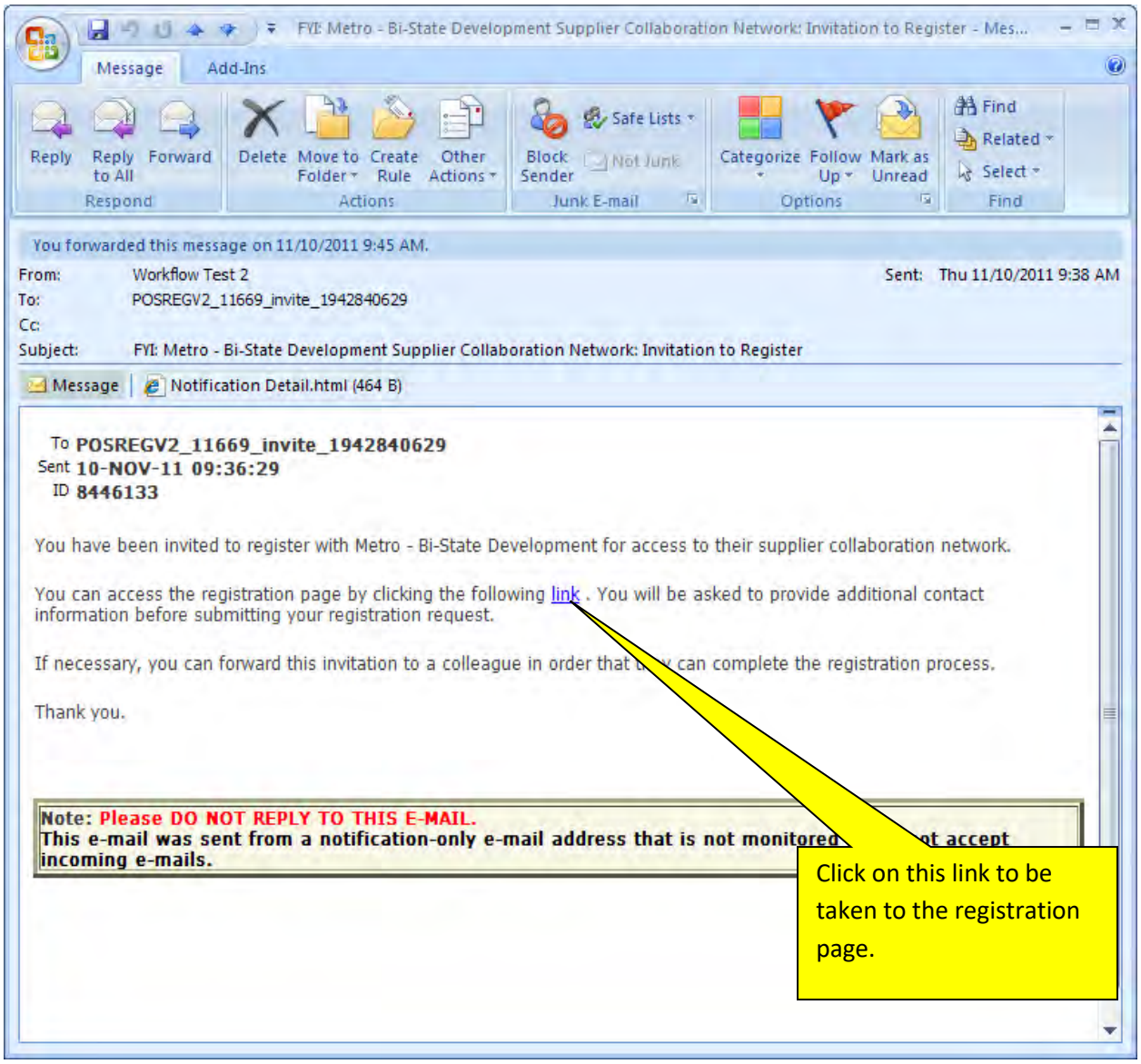
Passwords

- 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.

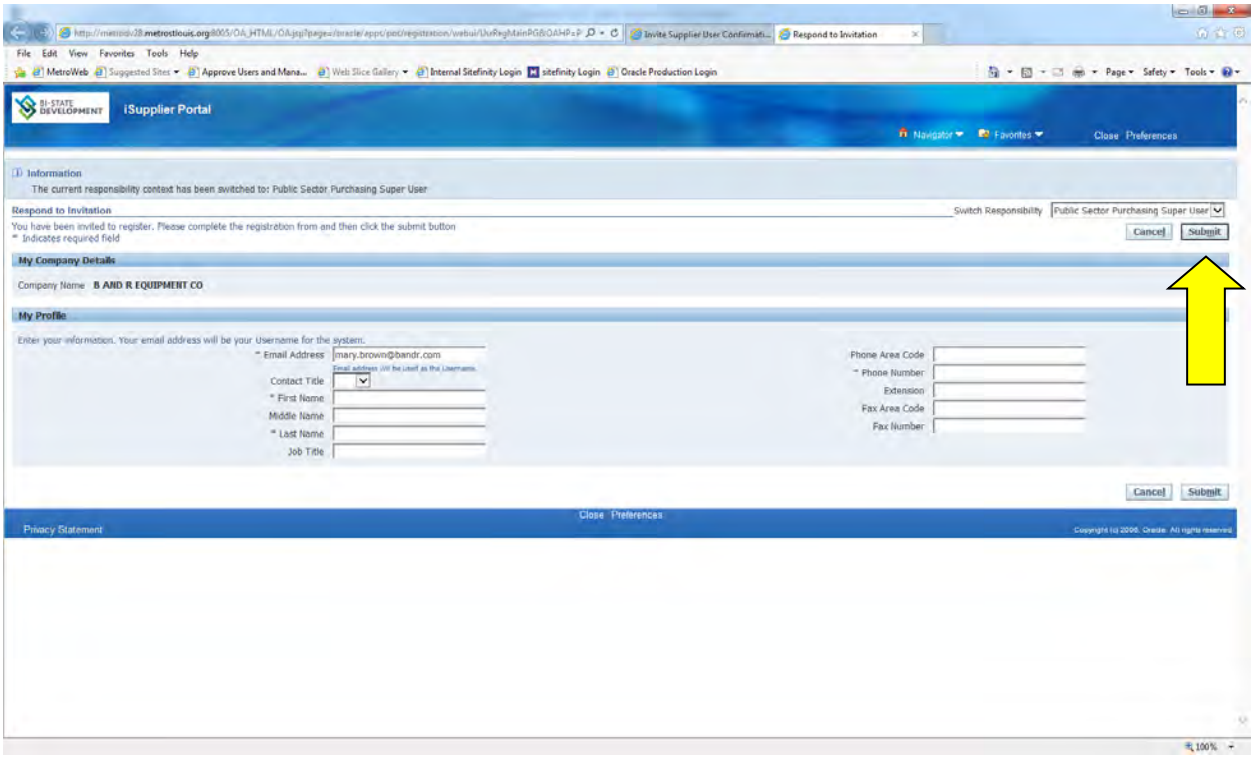
FYI your account will be locked after three unsuccessful login attempts. If this happens, it will be necessary to request a new password to reset the system. You can request a new password from the log in screen by clicking on “Forgot your user ID or Password” link just below the login button. You will 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

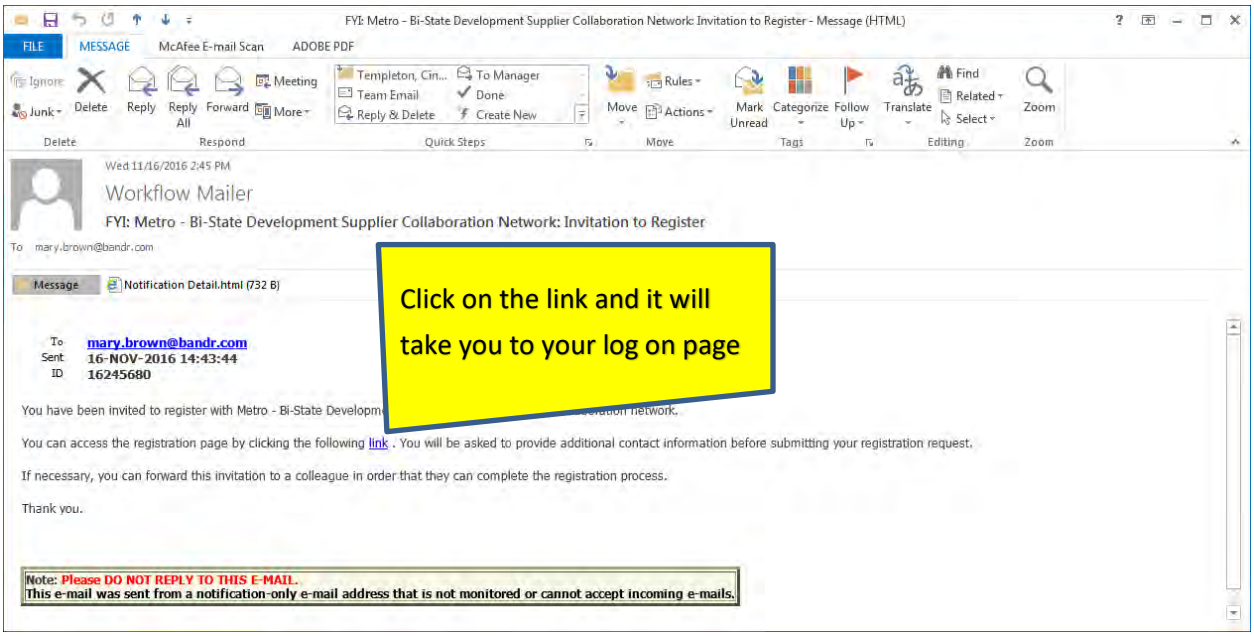
Existing suppliers can be invited by a BSD Employee. You will receive an e-mail from Workflow:



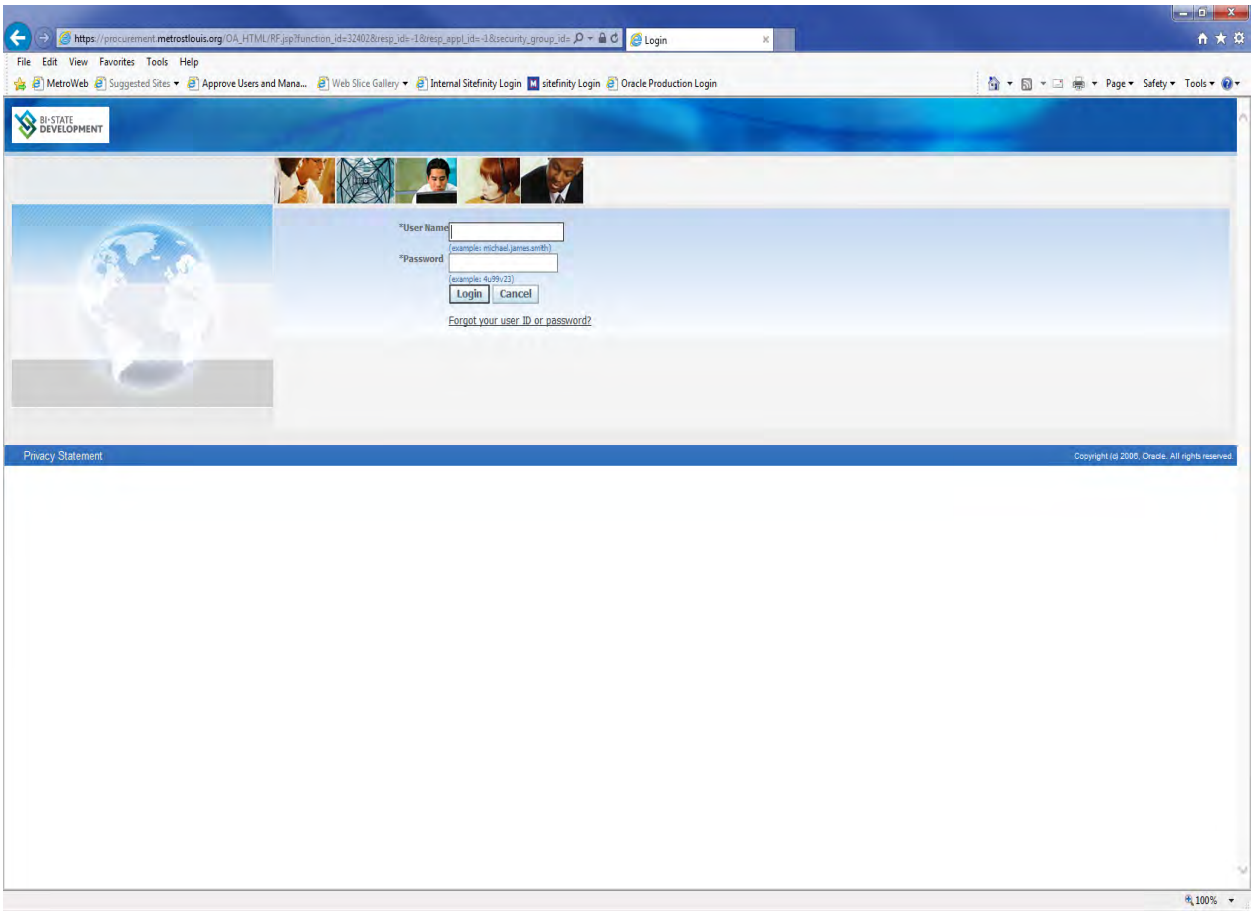
The registration page will look like this. Your e-mail address will be your user name; all fields with an asterisk are mandatory. After you have completed the form, click on the Submit button.



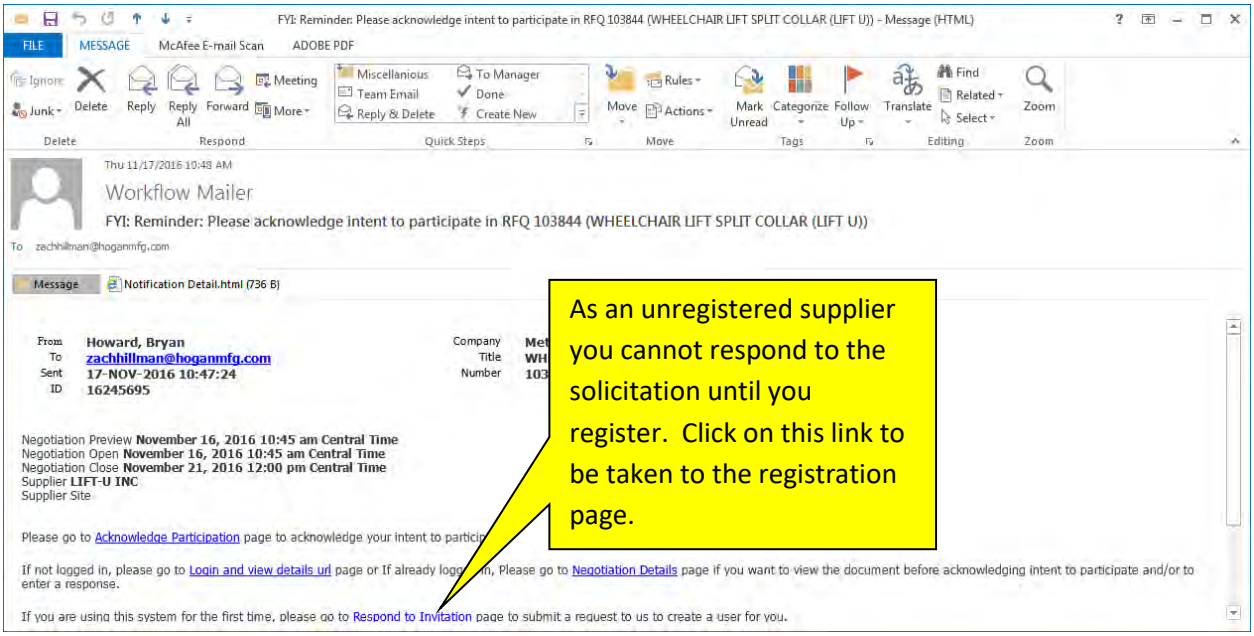
After you fill out the mandatory fields and click submit, you will receive an email from Workflow with a link to log on.

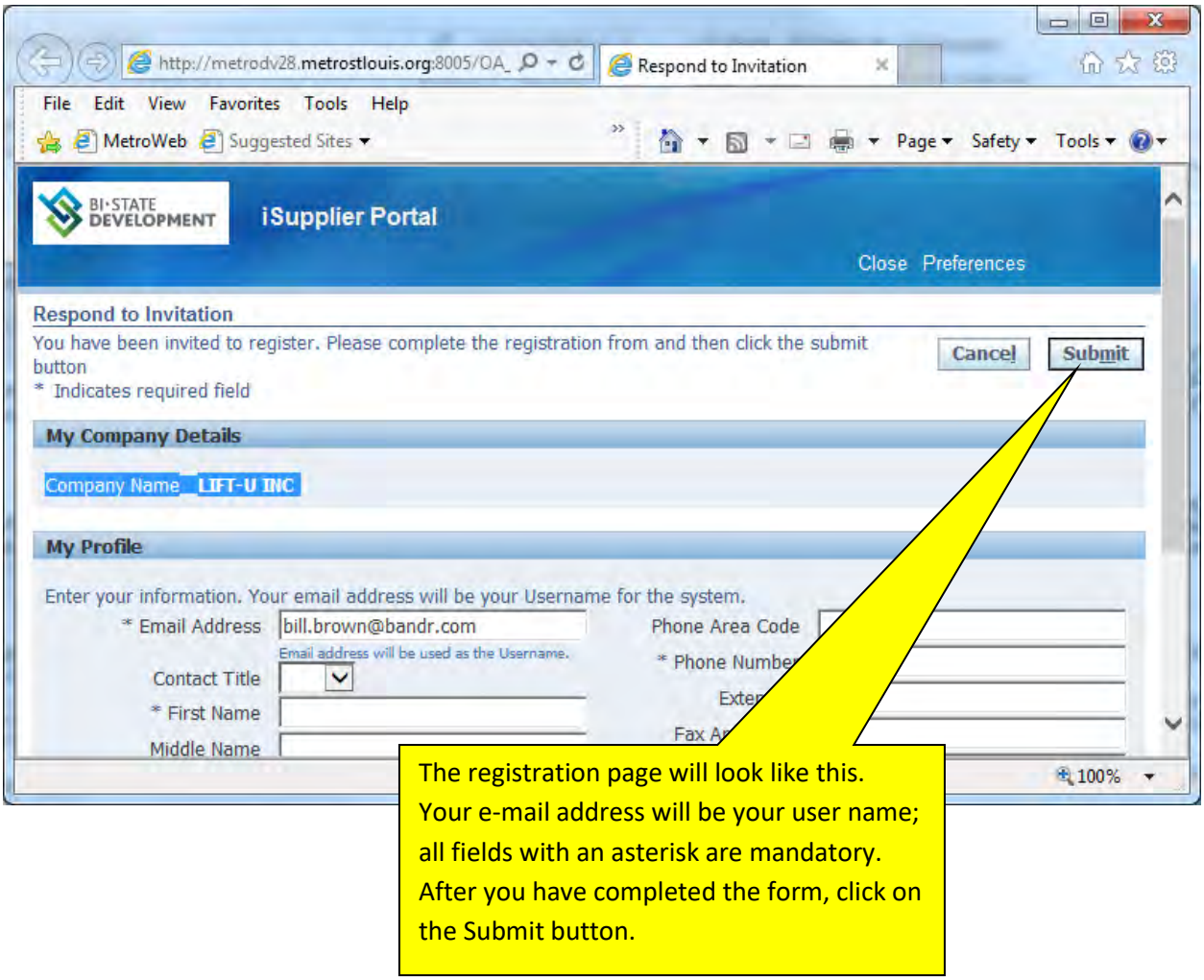


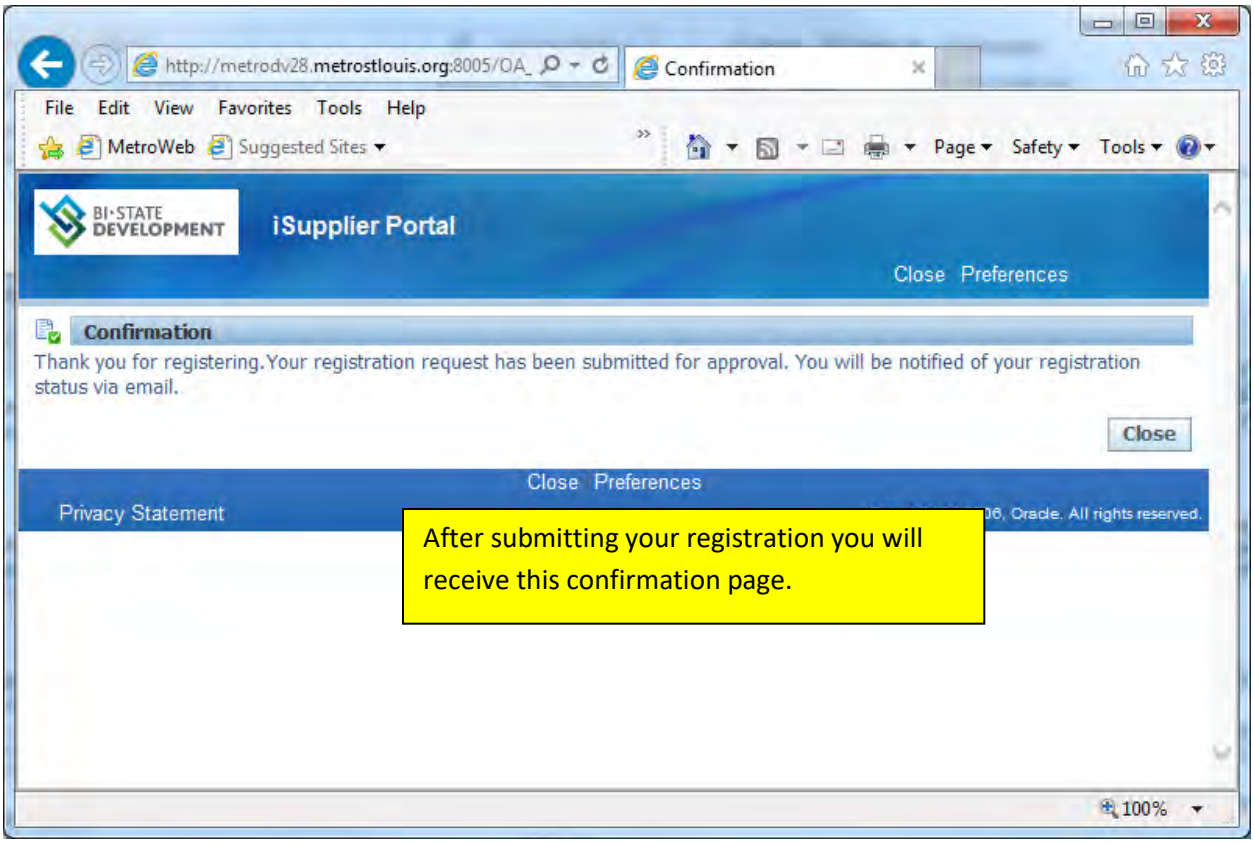
The log in page will look like this. Your user name is your full e-mail address. Enter password and click login.

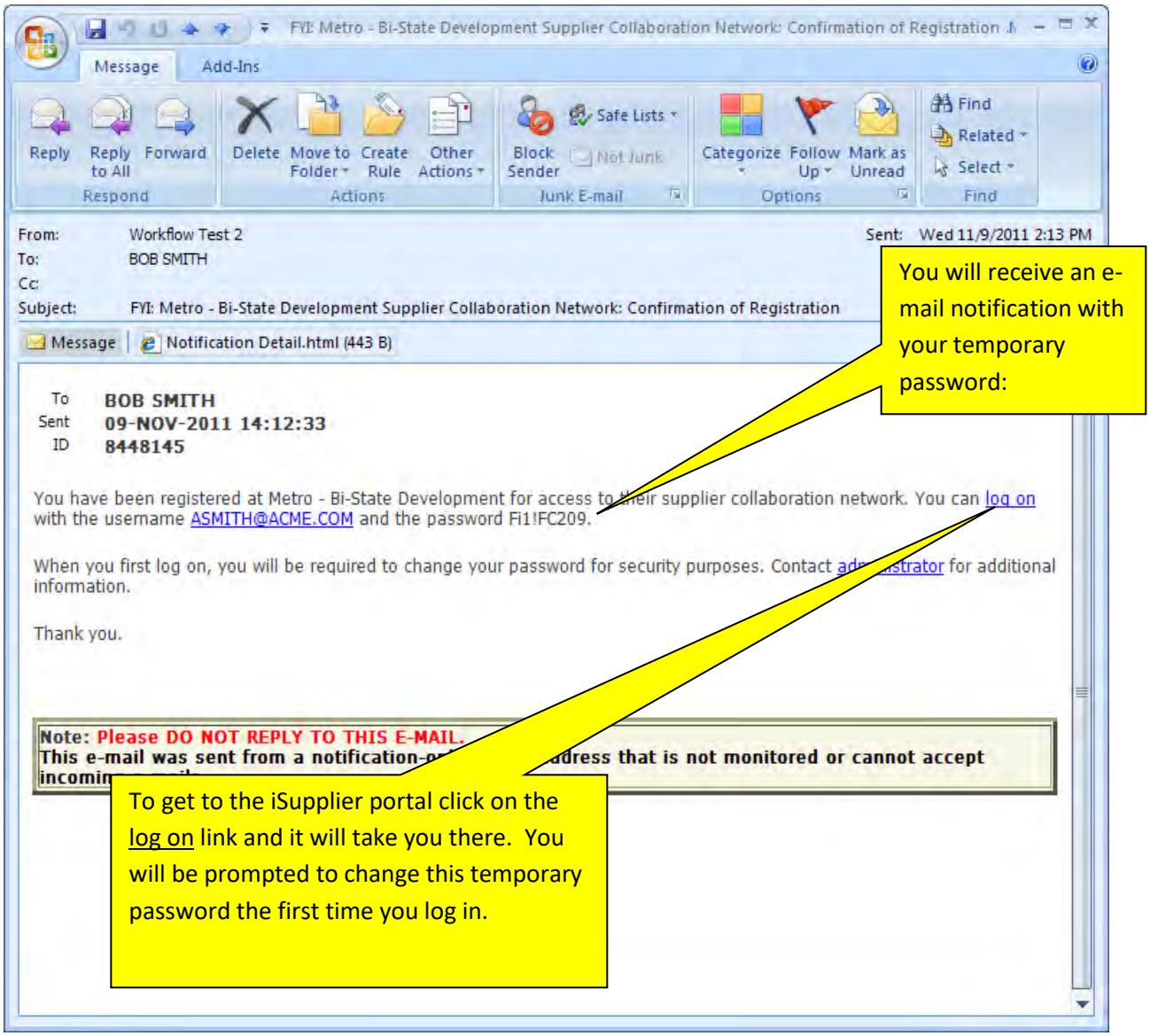

https://procurement.metrostlouis.org/OA_HTML/RF.jsp?function_id=32402&resp_id=-1&resp_appl_id=-1&security_group_id=
Login
File Edit View Favorites Tools Help
MetroWeb
Suggested Sites
Approve Users and Mana...
Web Slice Gallery
Internal Sitefinity Login
sitefinity Login
Oracle Production Login
Page
Safety
Tools
BI-STATE DEVELOPMENT
*User Name
(example: michael.james.smith)
*Password
(example: 4u99v23)
Login
Cancel
Forgot your user ID or password?
Privacy Statement
Copyright (c) 2006, Oracle. All rights reserved.
100%

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




http://metrodv28.metrostlouis.org:8005/OA_
Respond to Invitation
File Edit View Favorites Tools Help
MetroWeb Suggested Sites
Page Safety Tools
BI-STATE DEVELOPMENT
iSupplier Portal
Close Preferences
Respond to Invitation
You have been invited to register. Please complete the registration from and then click the submit button
* Indicates required field
Cancel
Submit
My Company Details
Company Name LIFT-U INC
My Profile
Enter your information. Your email address will be your Username for the system.
* Email Address
bill.brown@bandr.com
Email address will be used as the Username.
Contact Title
* First Name
Middle Name
Phone Area Code
* Phone Number
Fax
100%
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.


http://metrodv28.metrostlouis.org:8005/OA_
Confirmation
File Edit View Favorites Tools Help
MetroWeb Suggested Sites
Page Safety Tools
BI-STATE DEVELOPMENT
iSupplier Portal
Close Preferences
Confirmation
Thank you for registering. Your registration request has been submitted for approval. You will be notified of your registration status via email.
Close
Close Preferences
Privacy Statement
06, Oracle. All rights reserved.
After submitting your registration you will receive this confirmation page.
100%


FYI: Metro - Bi-State Development Supplier Collaboration Network: Confirmation of Registration
Message
Add-Ins
Reply
Reply to All
Forward
Delete
Move to Folder
Create Rule
Other Actions
Respond
Actions
Block Sender
Safe Lists
Not Junk
Junk E-mail
Categorize
Follow Up
Mark as Unread
Options
Find
Related
Select
Find
From: Workflow Test 2
Sent: Wed 11/9/2011 2:13 PM
To: BOB SMITH
Cc:
Subject: FYI: Metro - Bi-State Development Supplier Collaboration Network: Confirmation of Registration
Message
Notification Detail.html (443 B)
To BOB SMITH
Sent 09-NOV-2011 14:12:33
ID 8448145
You have been registered at Metro - Bi-State Development for access to their supplier collaboration network. You can log on with the username ASMITH@ACME.COM and the password Fi1!FC209.
When you first log on, you will be required to change your password for security purposes. Contact administrator for additional information.
Thank you.
Note: Please DO NOT REPLY TO THIS E-MAIL.
This e-mail was sent from a notification-only address that is not monitored or cannot accept incoming
You will receive an e-mail notification with your temporary password:
To get to the iSupplier portal click on the log on link and it will take you there. You will be prompted to change this temporary password the first time you log in.

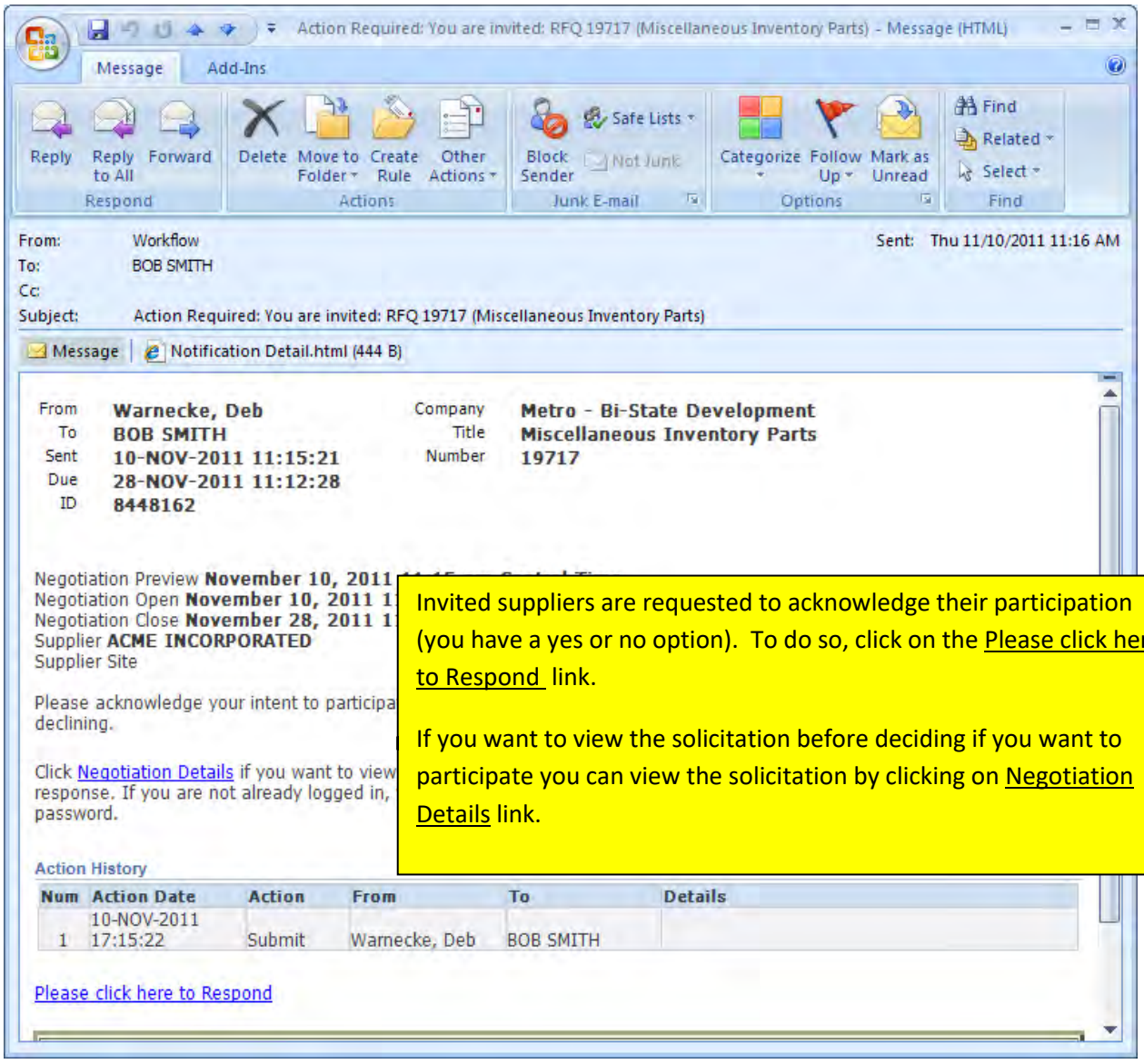
Passwords . . .

- 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.

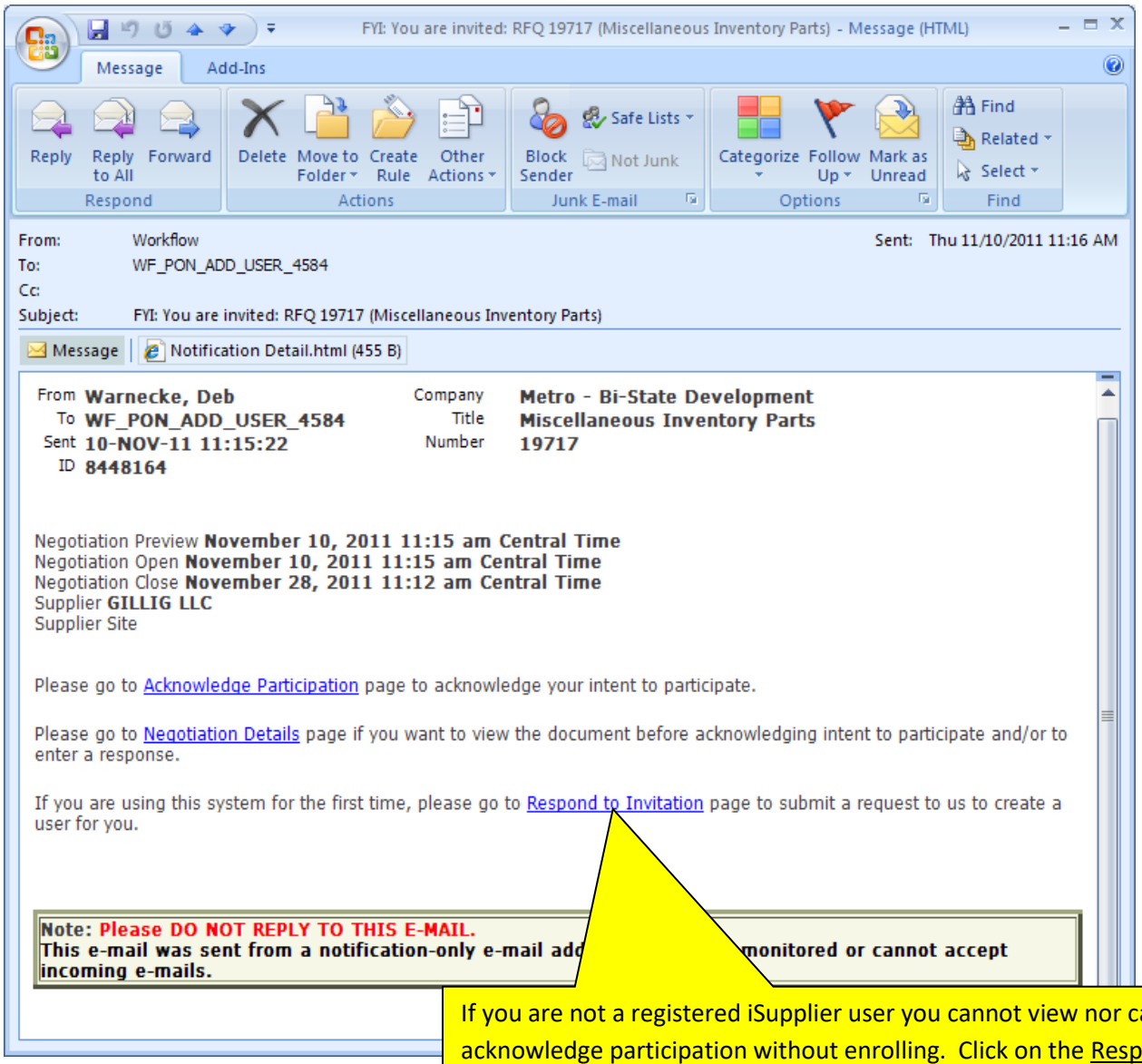
SECTION THREE: Accessing a Solicitation

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:



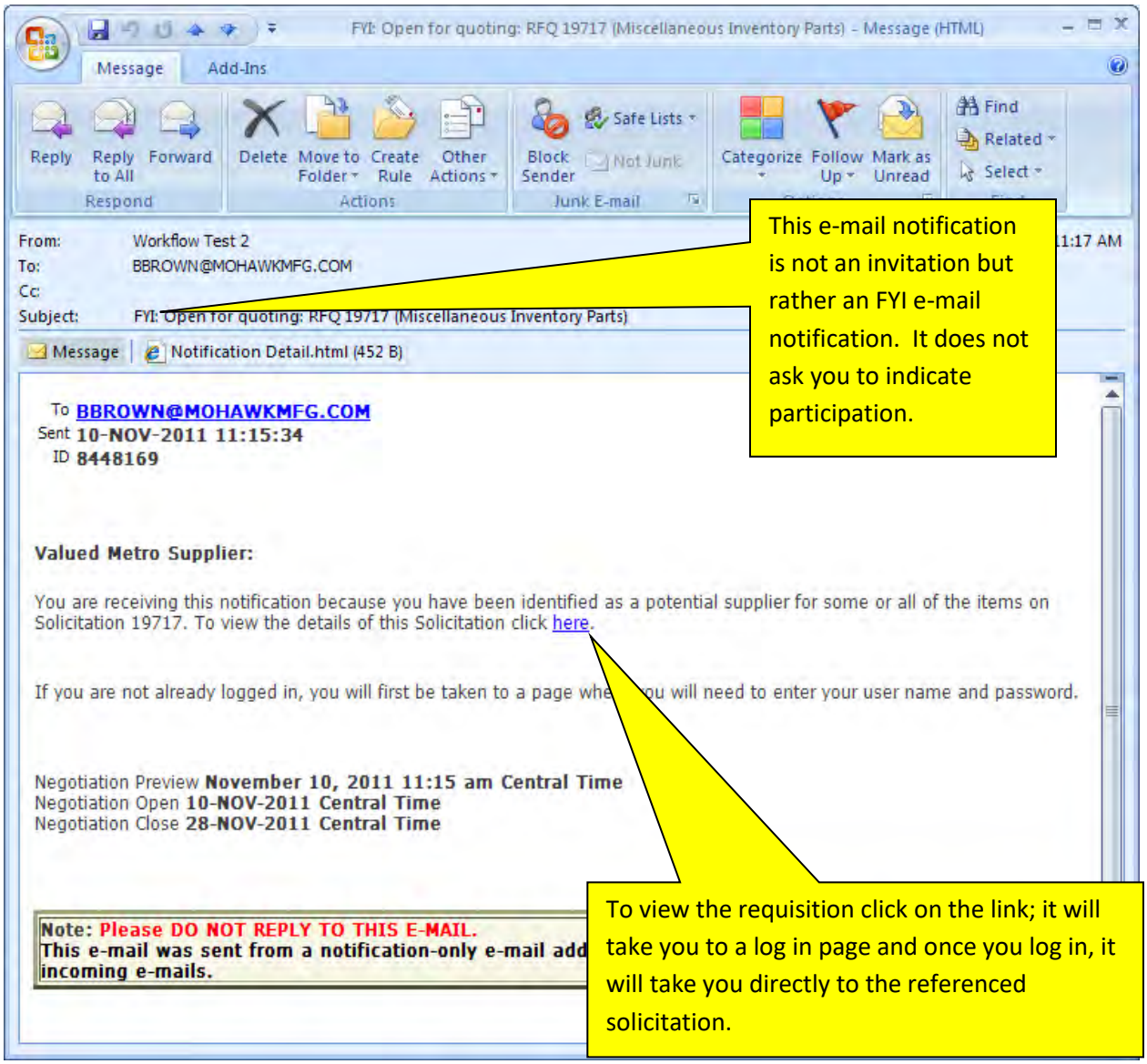
Invited suppliers are requested to acknowledge their participation (you have a yes or no option). To do so, click on the Please click here to Respond link.

If you want to view the solicitation before deciding if you want to participate you can view the solicitation by clicking on Negotiation Details link.

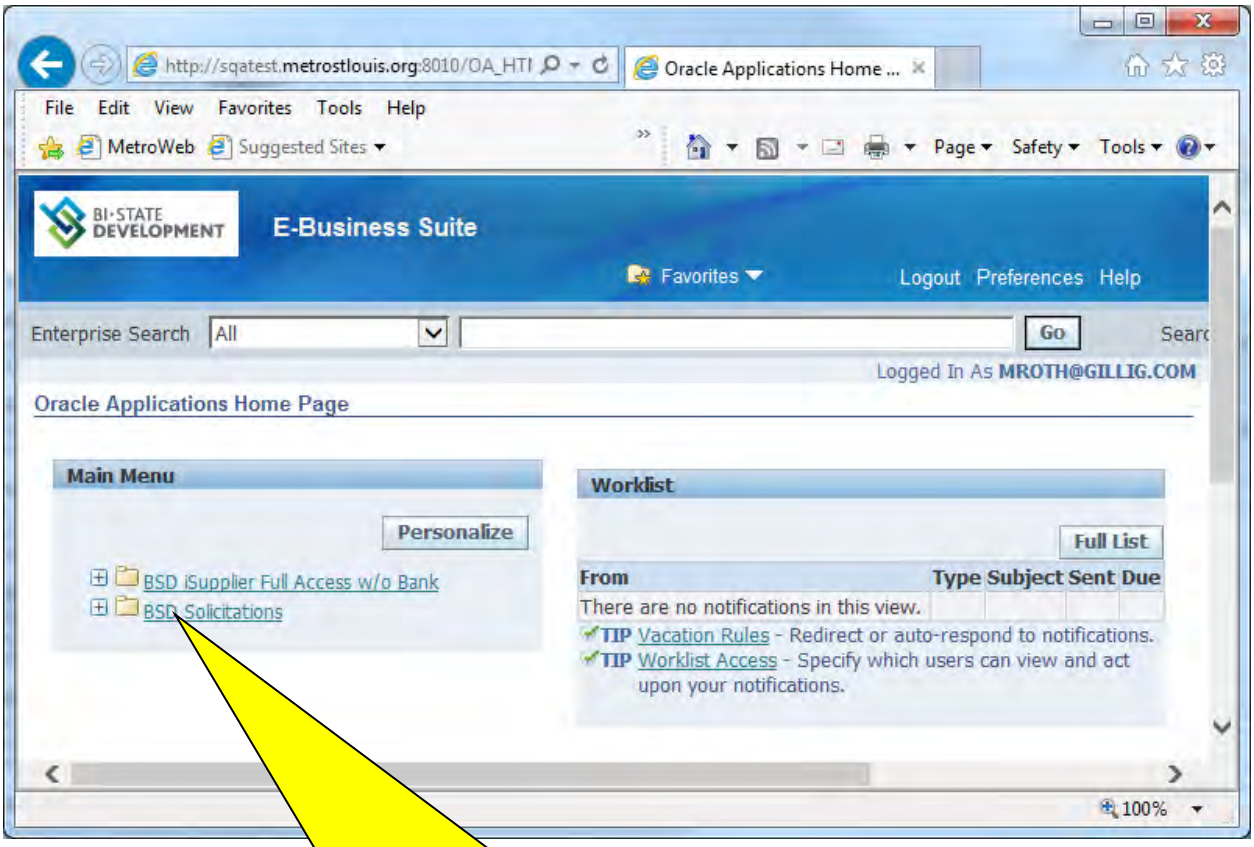


If you are not a registered iSupplier user you cannot view nor can you acknowledge participation without enrolling. Click on the Respond to Invitation link and you will be taken directly to the registration page.

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:

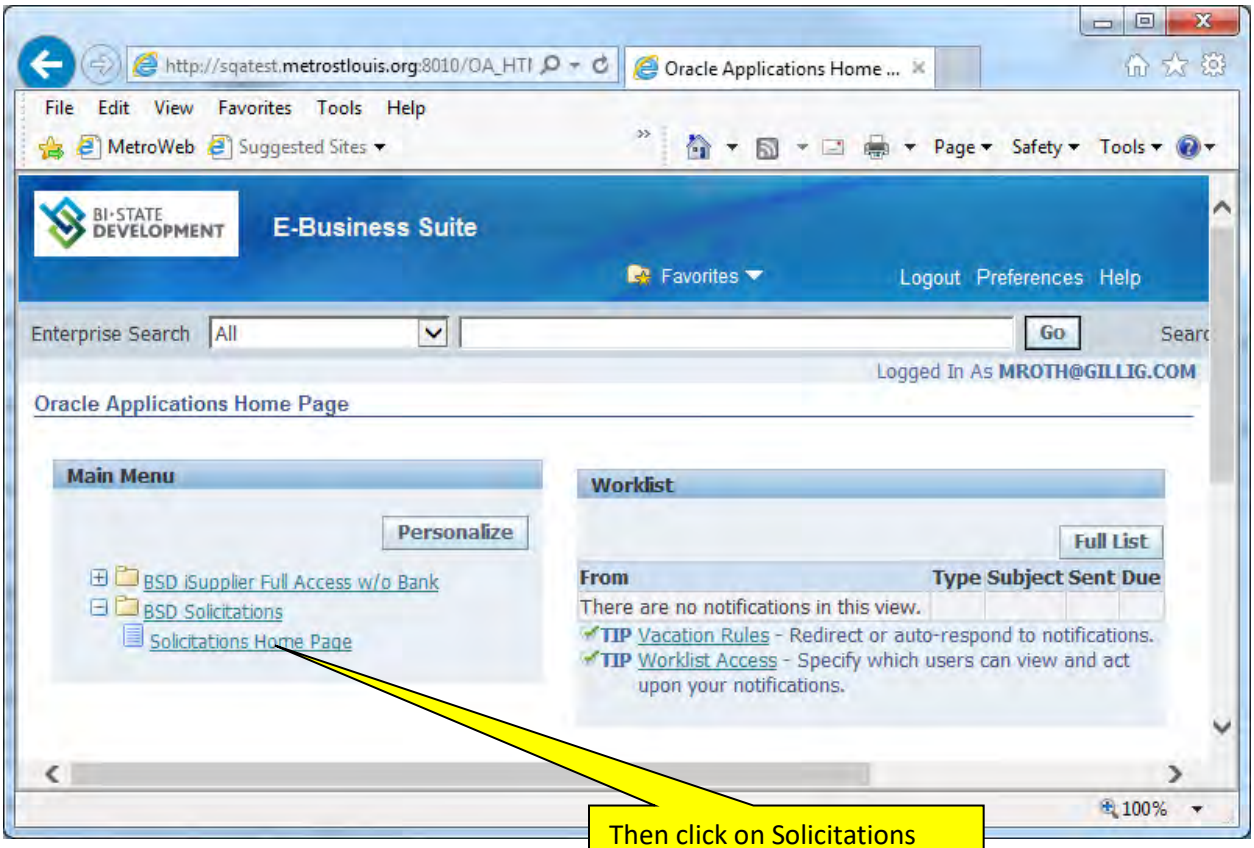

FYI: Open for quoting: RFQ 19717 (Miscellaneous Inventory Parts) - Message (HTML)
Message
Add-Ins
Reply
Reply to All
Forward
Delete
Move to Folder
Create Rule
Other Actions
Block Sender
Safe Lists
Not Junk
Categorize
Follow Up
Mark as Unread
Find
Related
Select
Respond
Actions
Junk E-mail
From: Workflow Test 2
To: BBROWN@MOHAWKMFG.COM
Cc:
Subject: FYI: Open for quoting: RFQ 19717 (Miscellaneous Inventory Parts)
Message
Notification Detail.html (452 B)
To BBROWN@MOHAWKMFG.COM
Sent 10-NOV-2011 11:15:34
ID 8448169
Valued Metro Supplier:
You are receiving this notification because you have been identified as a potential supplier for some or all of the items on Solicitation 19717. To view the details of this Solicitation click here.
If you are not already logged in, you will first be taken to a page whe ou will need to enter your user name and password.
Negotiation Preview November 10, 2011 11:15 am Central Time
Negotiation Open 10-NOV-2011 Central Time
Negotiation Close 28-NOV-2011 Central Time
Note: Please DO NOT REPLY TO THIS E-MAIL.
This e-mail was sent from a notification-only e-mail add
incoming e-mails.
This e-mail notification is not an invitation but rather an FYI e-mail notification. It does not ask you to indicate participation.
To view the requisition click on the link; it will take you to a log in page and once you log in, it will take you directly to the referenced solicitation.

As a registered supplier you have access to view all open solicitations.

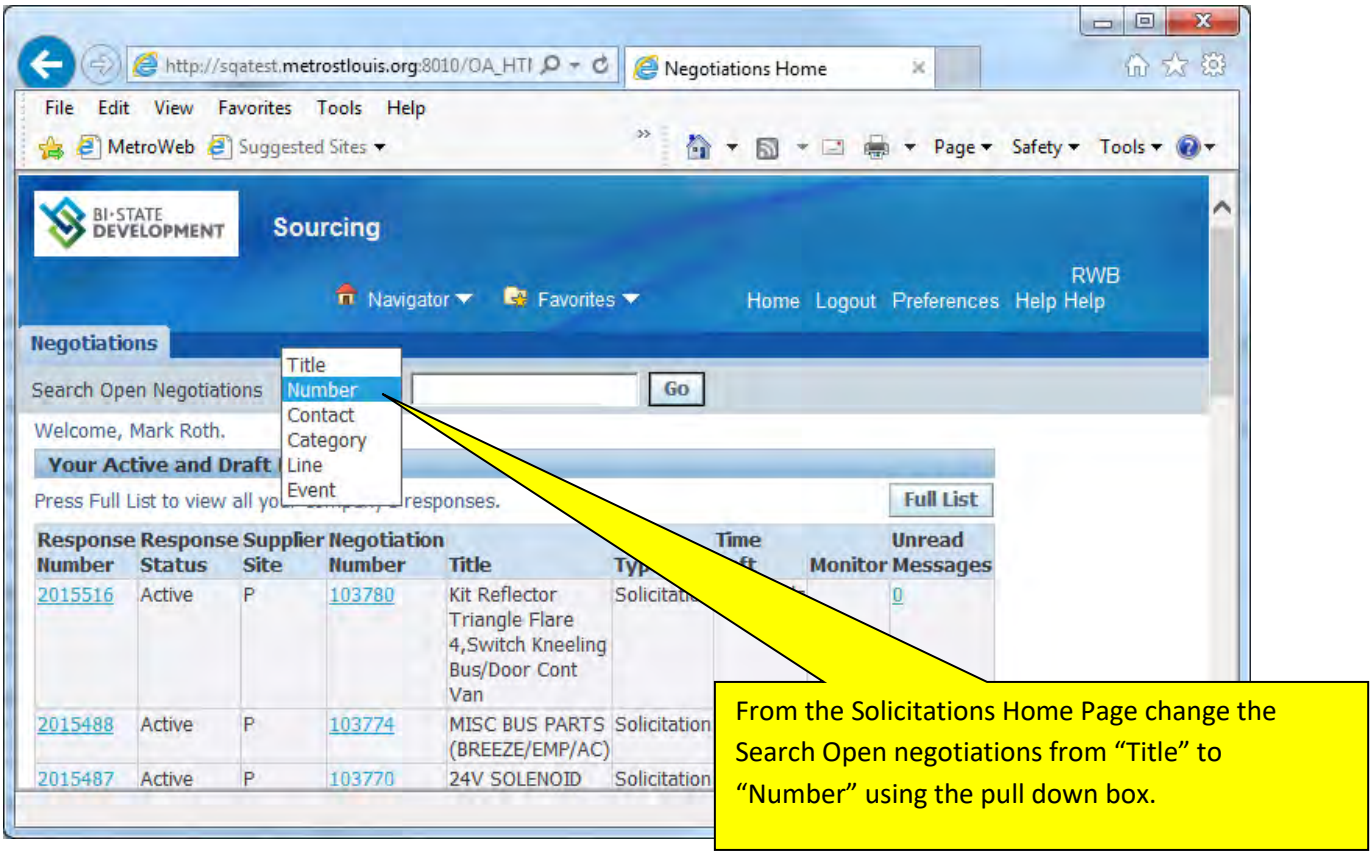


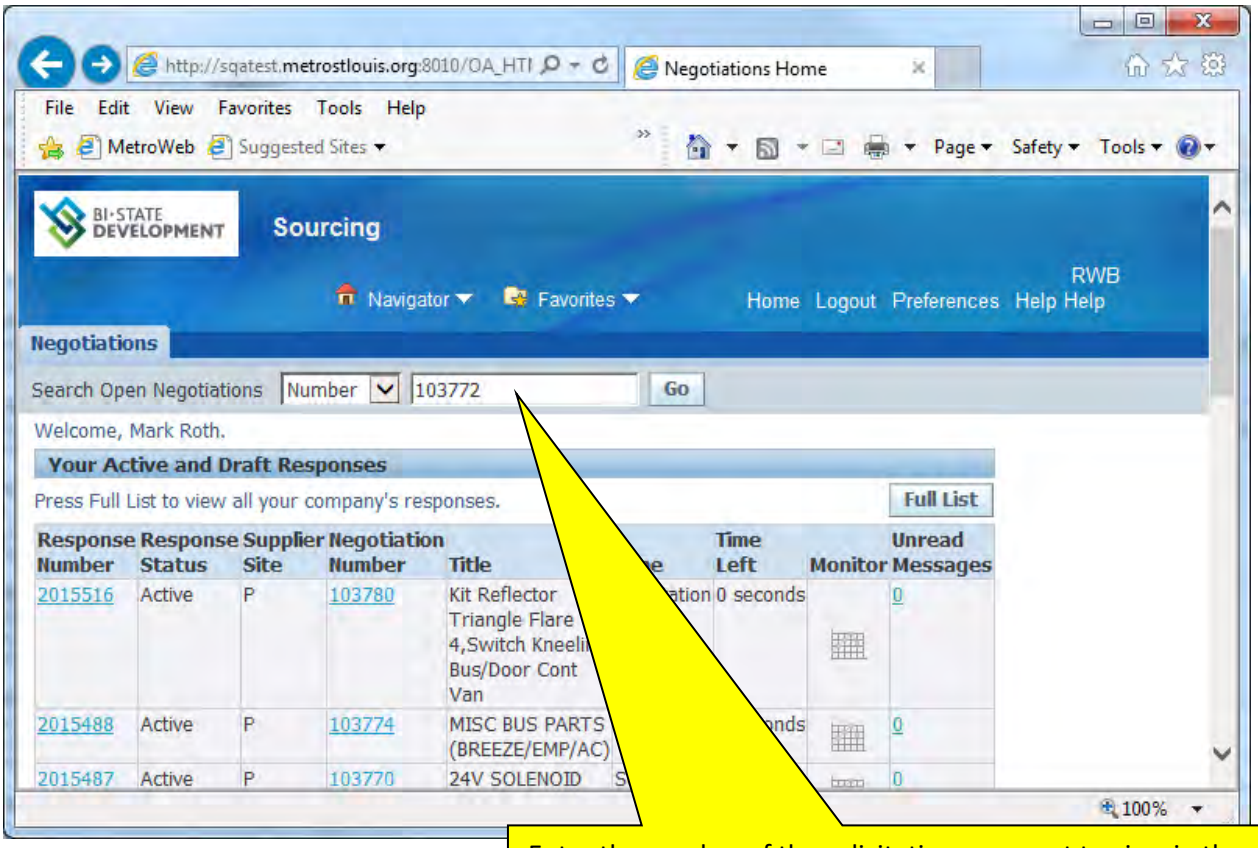
Log into iSupplier. From your Navigator page click on BSD Solicitations.

(Note that any invitations to participate in a solicitation are on your Worklist displayed on the right hand side of the page. To go directly to one of these solicitations just click on the Subject field.)



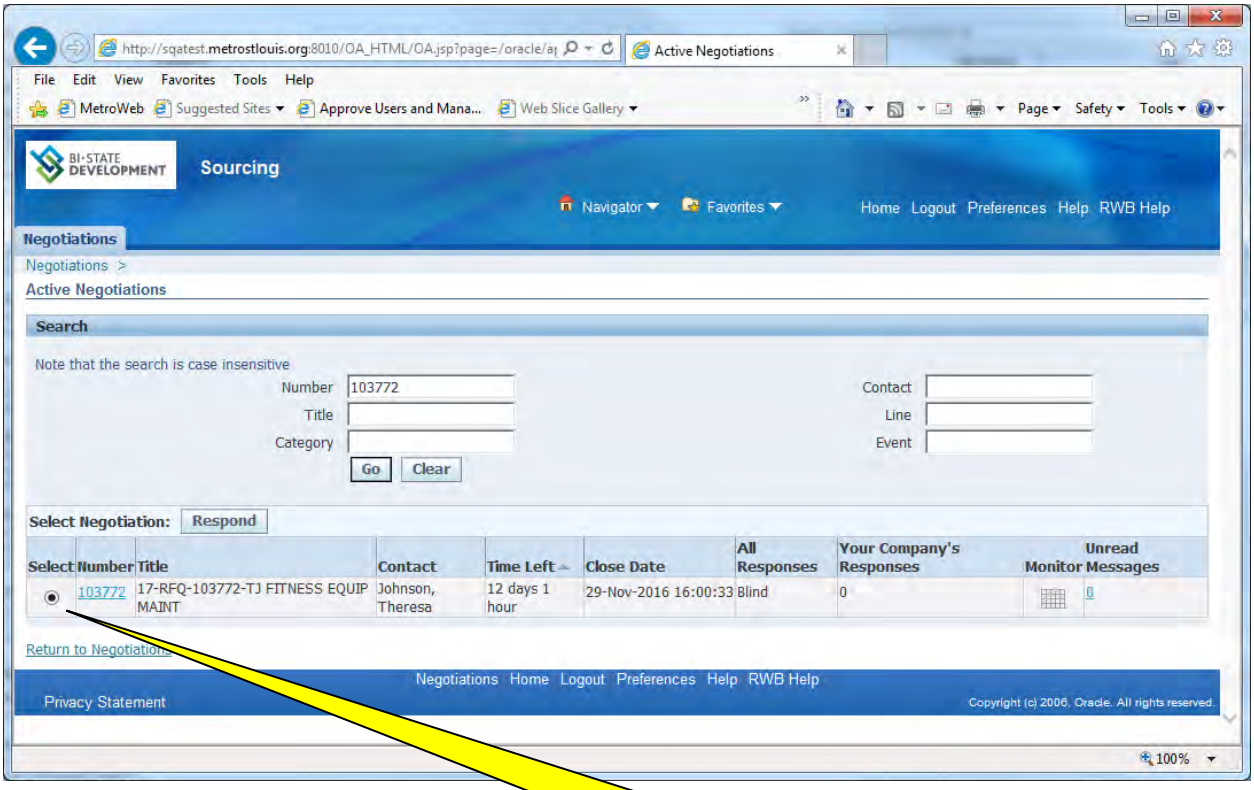
Then click on Solicitations Home Page


Negotiations Home
File Edit View Favorites Tools Help
MetroWeb Suggested Sites
Page Safety Tools
BI-STATE DEVELOPMENT
Sourcing
Navigator Favorites
Home Logout Preferences Help
RWB Help
Negotiations
Search Open Negotiations
Title
Number
Contact
Category
Line
Event
Go
Welcome, Mark Roth.
Your Active and Draft
Press Full List to view all your company's responses.
Full List
Response Number
Response Status
Supplier Site
Negotiation Number
Title
Time
Monitor
Unread Messages
2015516 Active P 103780 Kit Reflector Triangle Flare 4,Switch Kneeling Bus/Door Cont Van 0
2015488 Active P 103774 MISC BUS PARTS (BREEZE/EMP/AC) Solicitation
2015487 Active P 103770 24V SOLENOID Solicitation
From the Solicitations Home Page change the Search Open negotiations from “Title” to “Number” using the pull down box.



Enter the number of the solicitation you want to view in the box and press “Go”.

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.



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

SECTION FOUR: Solicitation Contents

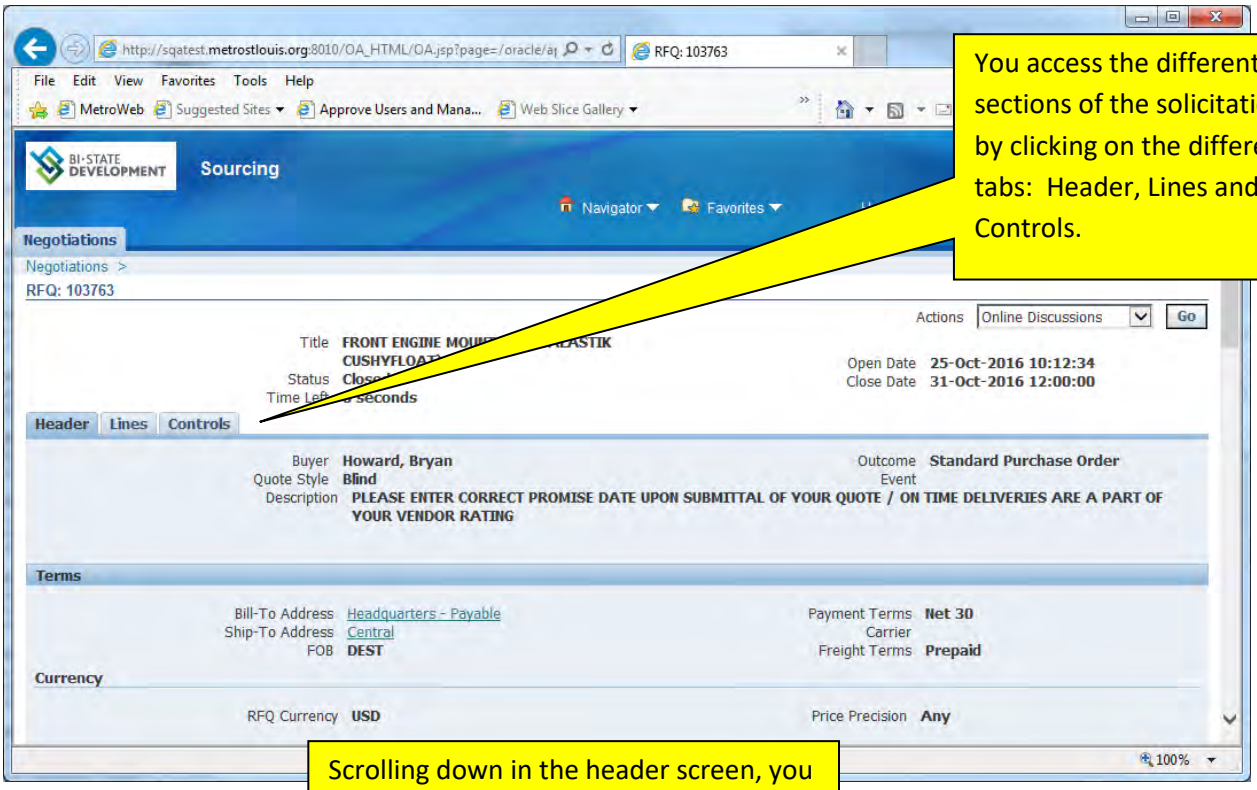
Each solicitation has three components:

- **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.

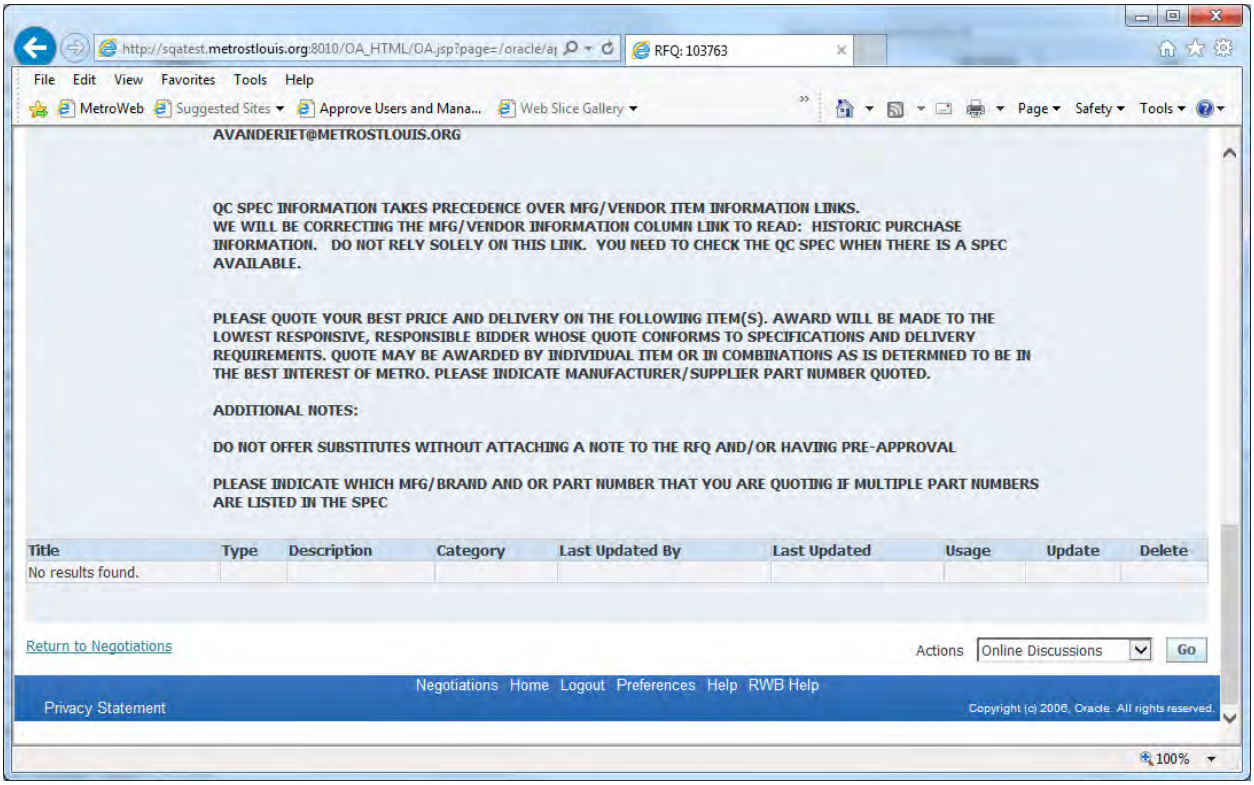
If you are **invited** to participate in a solicitation the e-mail you receive will request you to declare your interest in quoting. We ask you to do this because we can then monitor your response if you indicate you will respond (the buyer might even send you a reminder e-mail). If you indicate you 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.

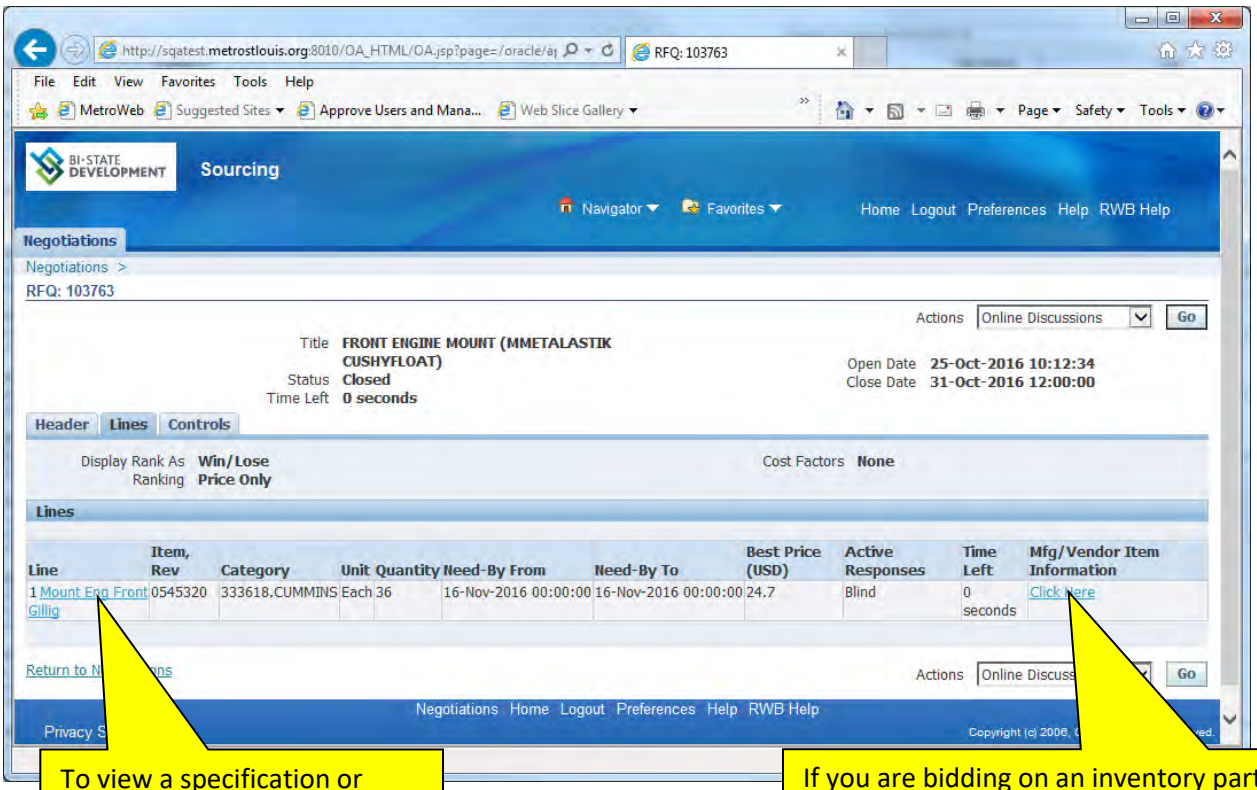
The solicitation Header view looks like this:



Scrolling down in the header screen, you can see the Notes and Attachments section contains information pertinent to the entire solicitation (in the line section the information is line-specific). If there is a Scope of Work or Representation and/or Certification forms to be completed and returned with your quote they will be located here.


http://sqatest.metrostlouis.org:8010/OA_HTML/OA.jsp?page=/oracle/ap
RFQ: 103763
File Edit View Favorites Tools Help
MetroWeb Suggested Sites Approve Users and Mana... Web Slice Gallery
Page Safety Tools
AVANDERIET@METROSTLOUIS.ORG
QC SPEC INFORMATION TAKES PRECEDENCE OVER MFG/VENDOR ITEM INFORMATION LINKS.
WE WILL BE CORRECTING THE MFG/VENDOR INFORMATION COLUMN LINK TO READ: HISTORIC PURCHASE INFORMATION. DO NOT RELY SOLELY ON THIS LINK. YOU NEED TO CHECK THE QC SPEC WHEN THERE IS A SPEC AVAILABLE.
PLEASE QUOTE YOUR BEST PRICE AND DELIVERY ON THE FOLLOWING ITEM(S). AWARD WILL BE MADE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER WHOSE QUOTE CONFORMS TO SPECIFICATIONS AND DELIVERY REQUIREMENTS. QUOTE MAY BE AWARDED BY INDIVIDUAL ITEM OR IN COMBINATIONS AS IS DETERMNED TO BE IN THE BEST INTEREST OF METRO. PLEASE INDICATE MANUFACTURER/SUPPLIER PART NUMBER QUOTED.
ADDITIONAL NOTES:
DO NOT OFFER SUBSTITUTES WITHOUT ATTACHING A NOTE TO THE RFQ AND/OR HAVING PRE-APPROVAL
PLEASE INDICATE WHICH MFG/BRAND AND OR PART NUMBER THAT YOU ARE QUOTING IF MULTIPLE PART NUMBERS ARE LISTED IN THE SPEC
Title Type Description Category Last Updated By Last Updated Usage Update Delete
No results found.
Return to Negotiations
Actions Online Discussions Go
Negotiations Home Logout Preferences Help RWB Help
Privacy Statement
Copyright (c) 2006, Oracle. All rights reserved.
100%

The solicitation Lines view contains a list of all items on the solicitation and includes the quantity and due date:

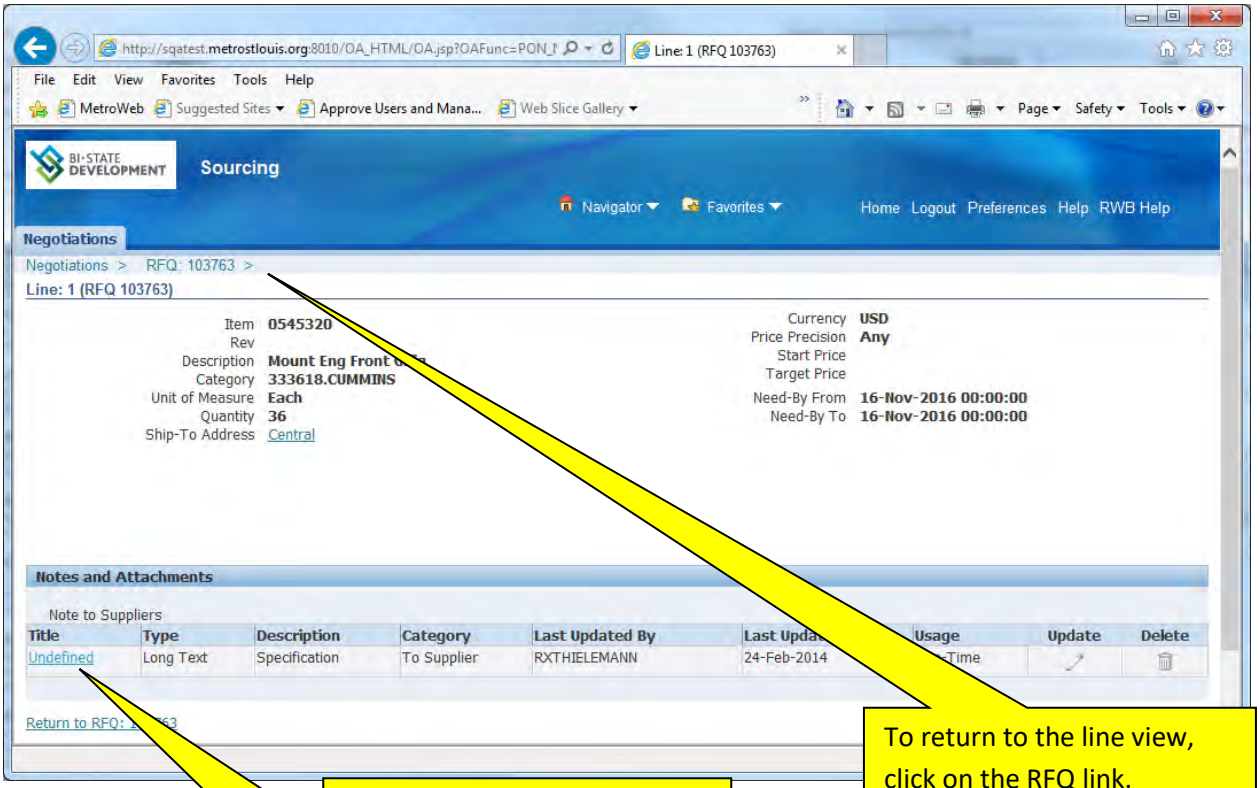


To view a specification or other attachment for an inventory item click on the Line description.

NOTE: ITEM SPECIFICATIONS ARE UPDATED FREQUENTLY (MORE THAN MFG/VENDOR PART NUMBERS. WE SUGGEST YOU ALWAYS REVIEW THE SPECIFICATIONS BEFORE BIDDING!

If you are bidding on an inventory part, the list of manufacturers' part numbers can be displayed by clicking "Click Here". NOTE: WHILE WE ATTEMPT TO KEEP THESE PART NUMBERS CURRENT THEY ARE NOT ALWAYS SO. BE SURE TO VIEW ITEM SPECIFICATIONS FOR THE MOST RECENT INFORMATION ABOUT THE PART.

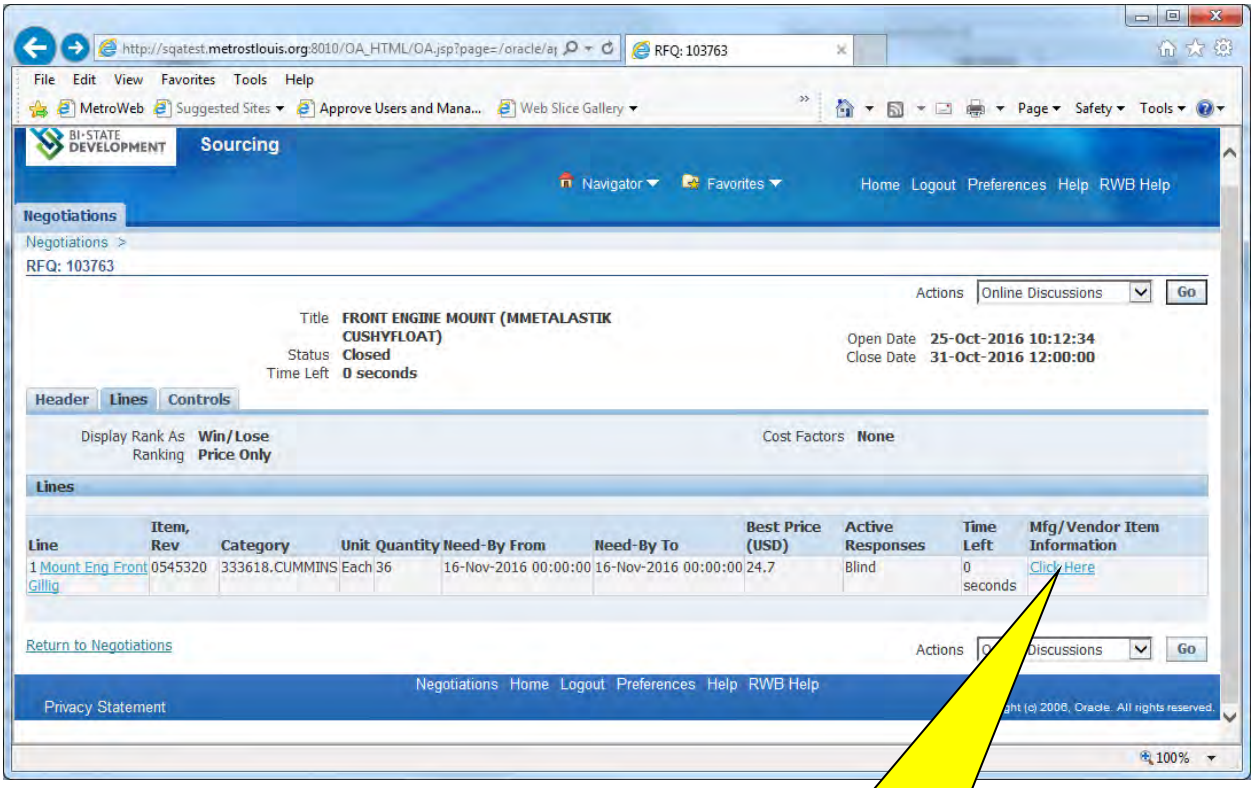
After you click on a line description,



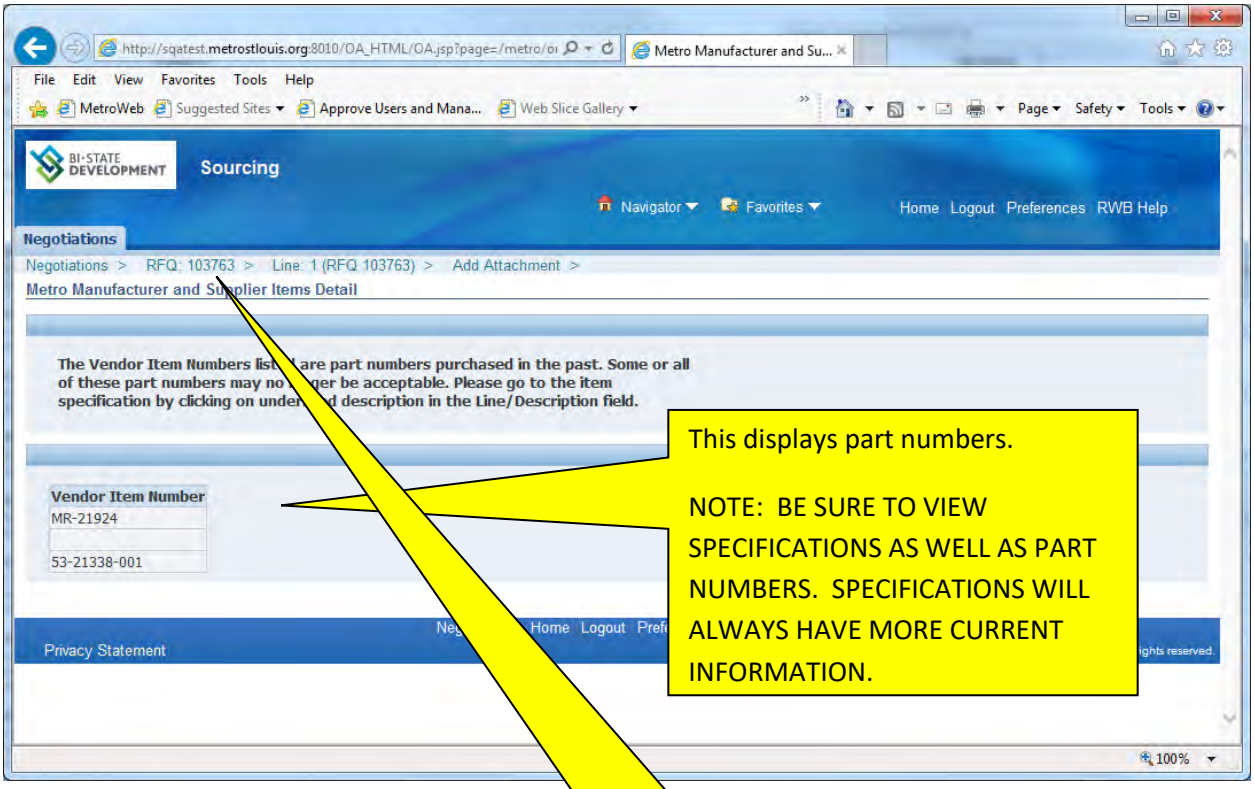
To return to the line view, click on the RFQ link.

If there are further notes and attachments clicking on the line description will display this information

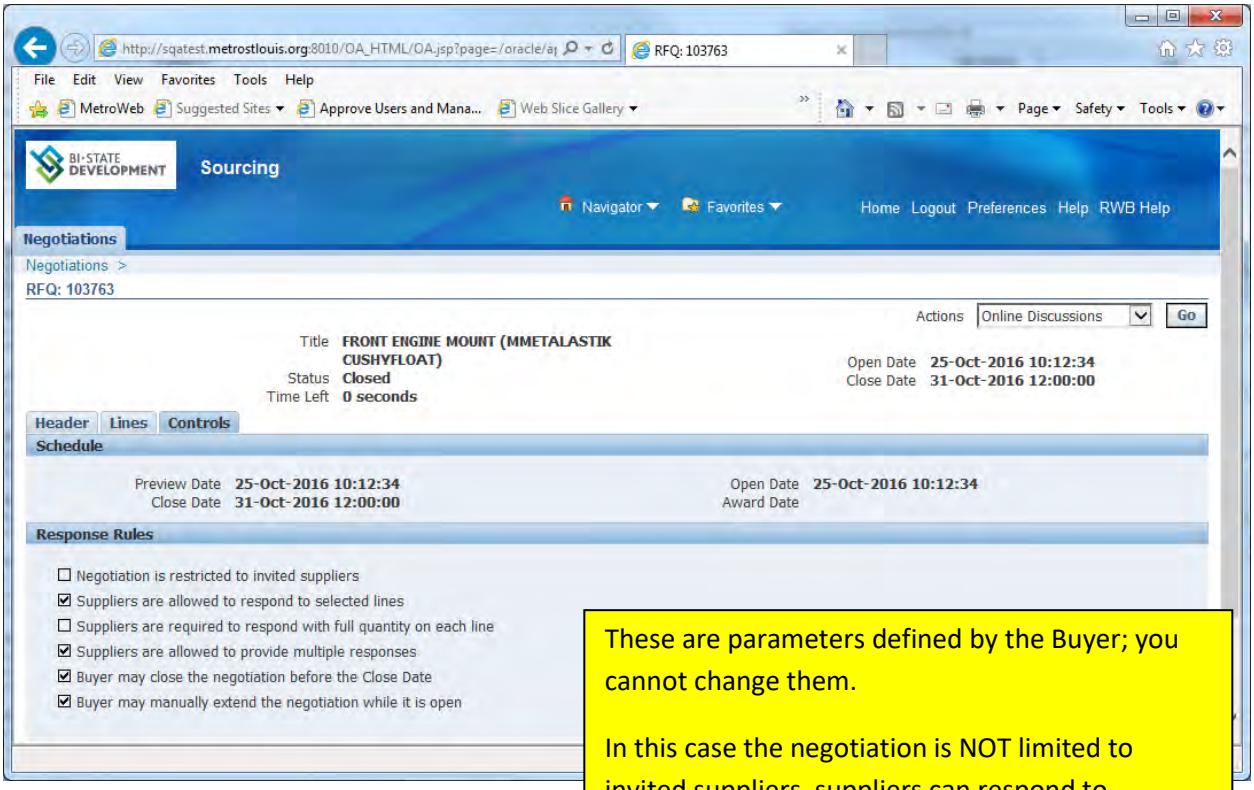
Most inventory items contain a list of acceptable part numbers from multiple manufacturers and/or distributors:



Most inventory items have manufacturers' part numbers available. Click on Click Here to display these numbers.


Sourcing
Navigator
Favorites
Home Logout Preferences RWB Help
Negotiations
Negotiations > RFQ: 103763 > Line: 1 (RFQ 103763) > Add Attachment >
Metro Manufacturer and Supplier Items Detail
Vendor Item Number
MR-21924
53-21338-001
Privacy Statement
This displays part numbers.
NOTE: BE SURE TO VIEW SPECIFICATIONS AS WELL AS PART NUMBERS. SPECIFICATIONS WILL ALWAYS HAVE MORE CURRENT INFORMATION.
To return to the line view, click on the RFQ link.

The Controls view contains the parameters of the solicitation:

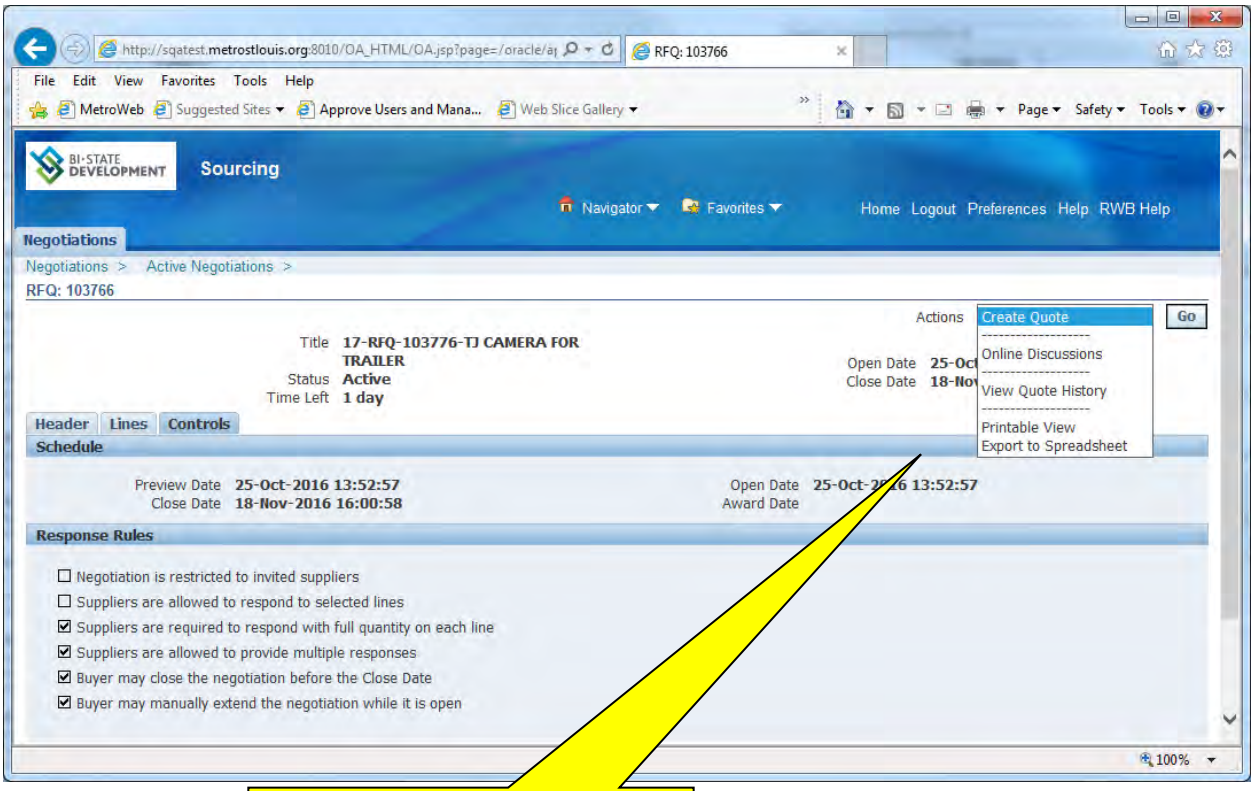


These are parameters defined by the Buyer; you cannot change them.

In this case the negotiation is NOT limited to invited suppliers, suppliers can respond to selected lines only (not required to respond to all lines), suppliers are NOT required to quote full quantities on each line and suppliers can respond multiple times (redo your quote). Additionally, this quote can be closed early or extended at the Buyer's discretion.

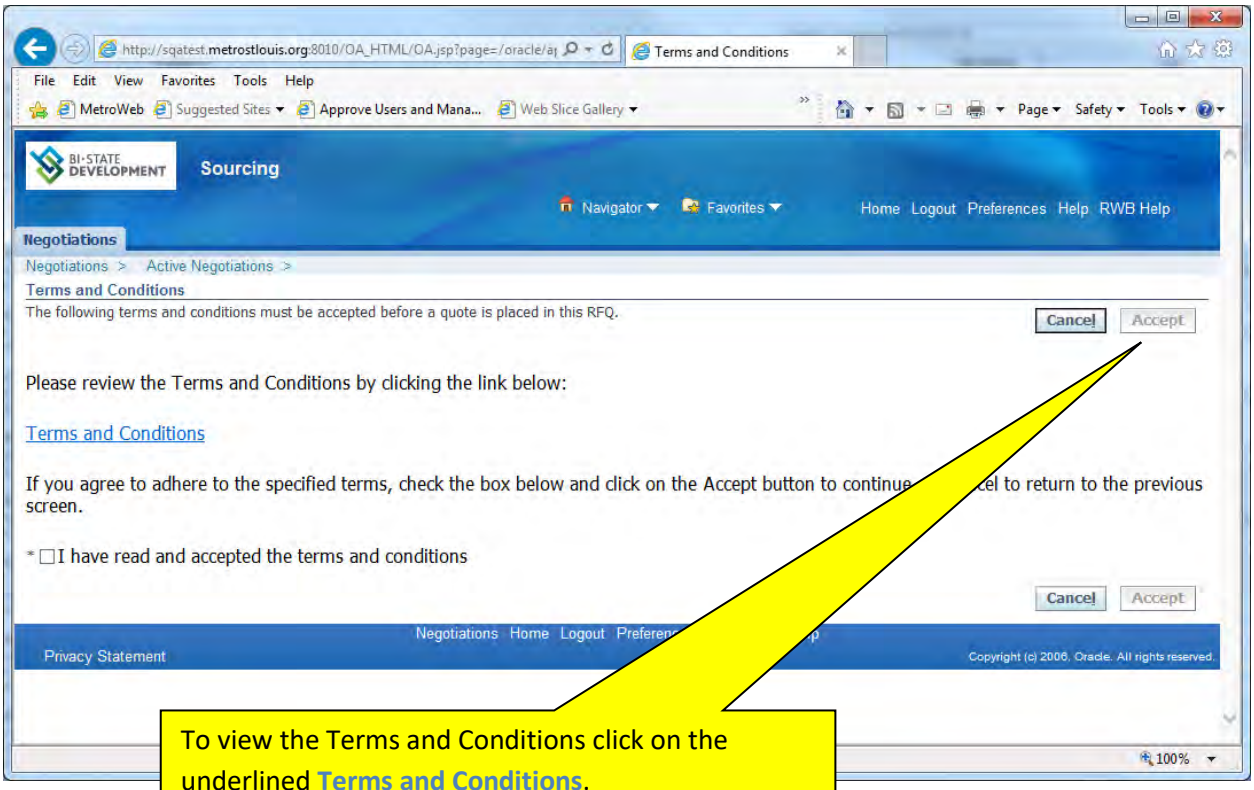
SECTION FIVE: Creating a Quote

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.



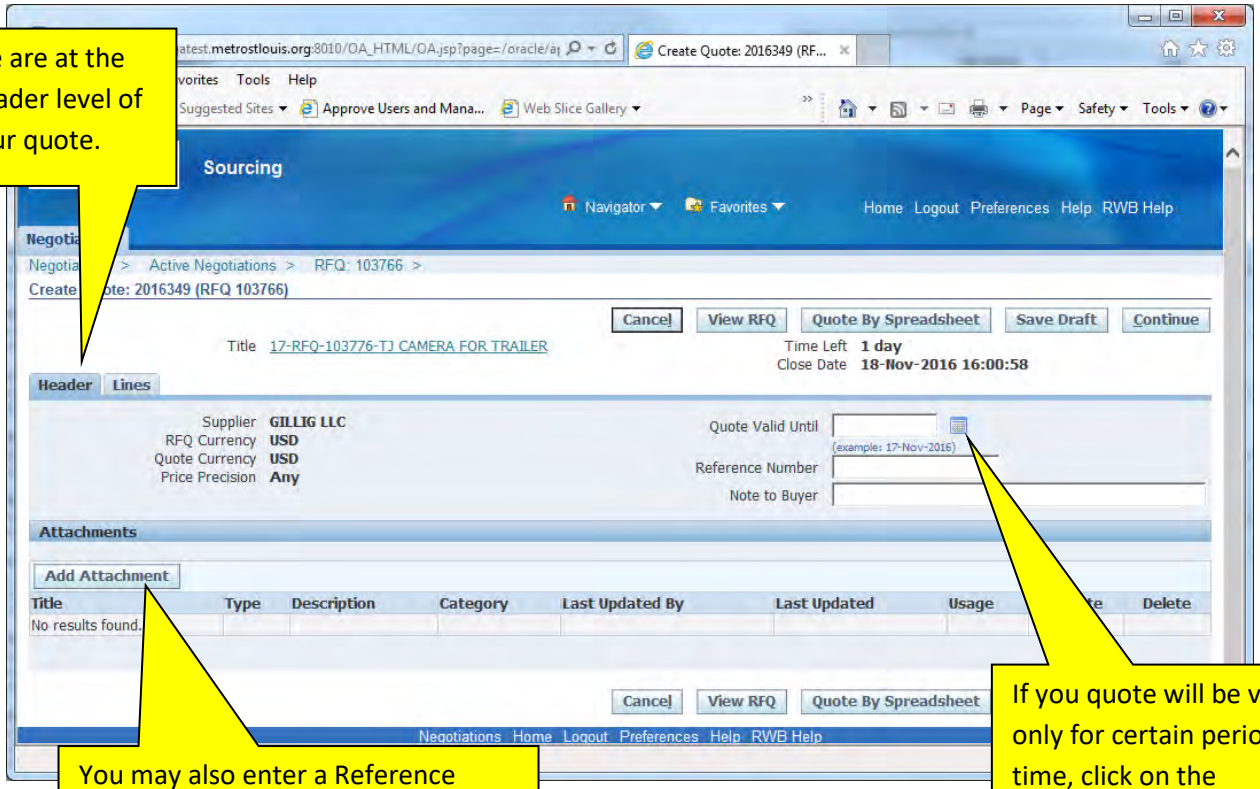
All functions you can perform on the solicitation are in the Actions field. Use the pull down window to display available actions, highlight the applicable function and then press the GO button at the right of the field. In this instance we are going to Create Quote.

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 prcedence over these purchase order provisions.



To view the Terms and Conditions click on the underlined **Terms and Conditions**.

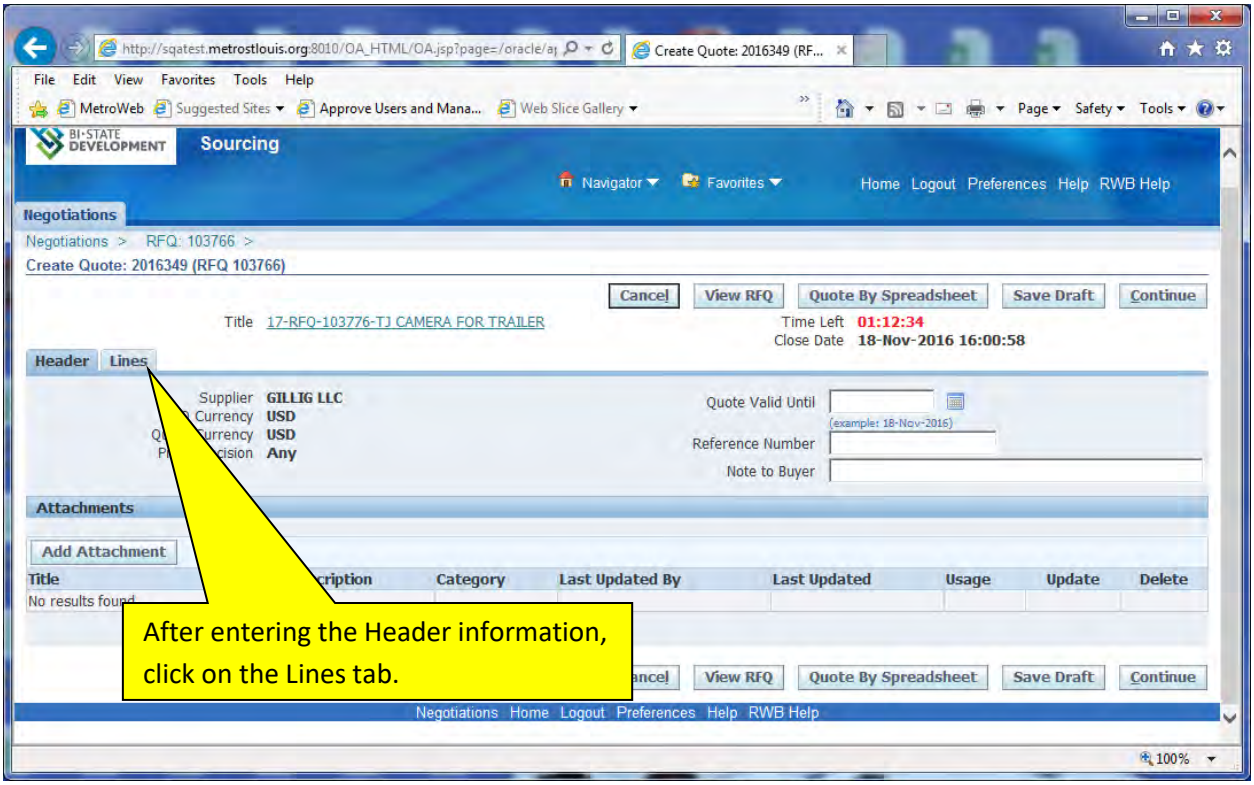
You must accept the Terms and Conditions to create a quote for this solicitation. You accept these by clicking either Accept button.

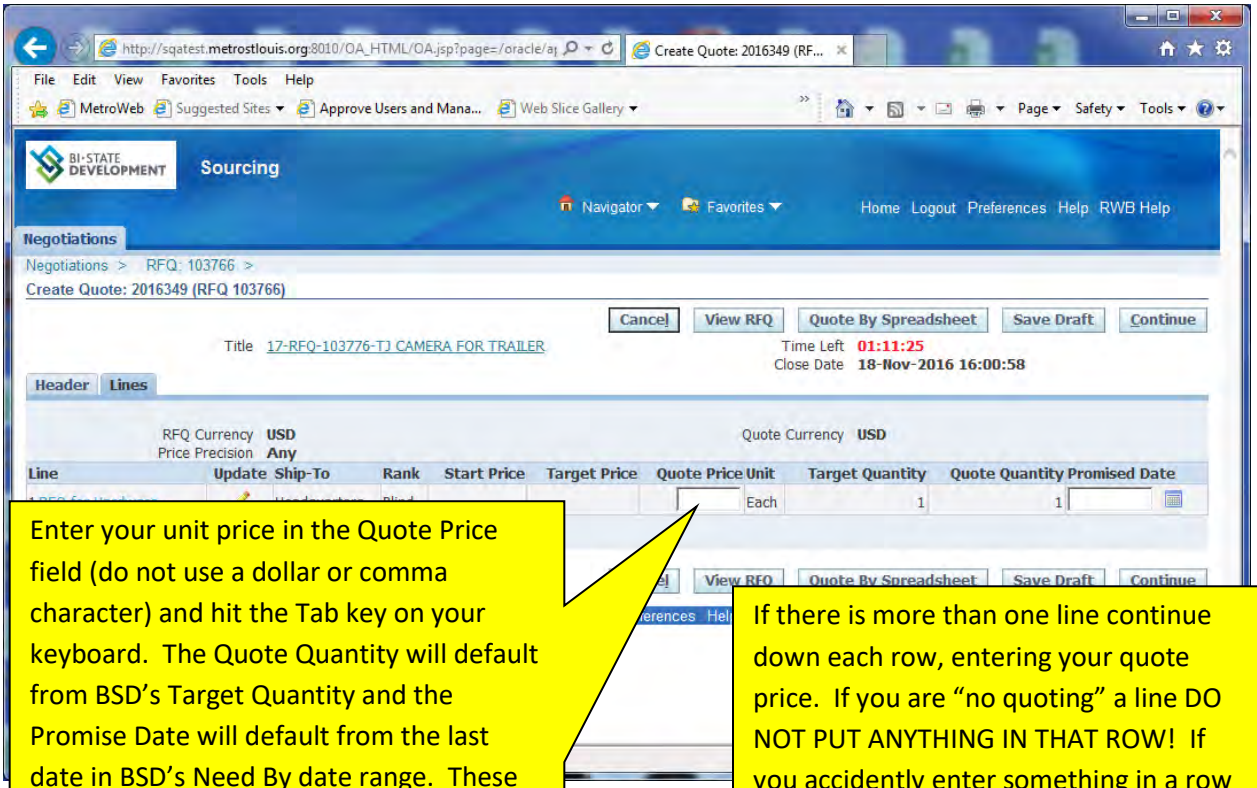


You may also enter a Reference Number (perhaps your internal quote number) and a Note to Buyer.

You may also add attachments here at the quote header level. These attachments can be text notes or documents. A little later we'll discuss adding attachments at the line level.

If you quote will be valid only for certain period of time, click on the calendar to the right of the "Quote Valid Until" field. Move the calendar until the appropriate month/year is displayed and click on the appropriate date.

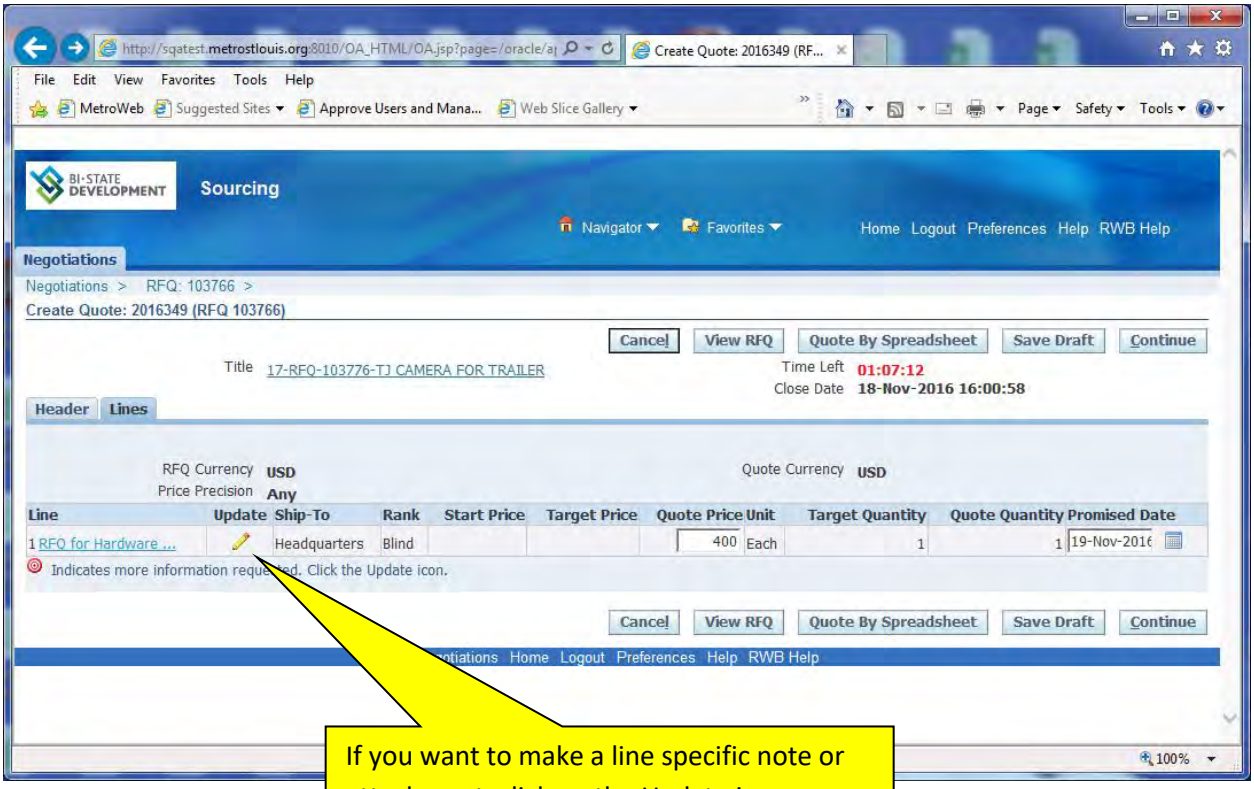

Sourcing
Navigator
Favorites
Home Logout Preferences Help RWB Help
Negotiations
Negotiations > RFQ: 103766 >
Create Quote: 2016349 (RFQ 103766)
Cancel
View RFQ
Quote By Spreadsheet
Save Draft
Continue
Title 17-RFQ-103776-TJ CAMERA FOR TRAILER
Time Left 01:12:34
Close Date 18-Nov-2016 16:00:58
Header
Lines
Supplier GILLIG LLC
Currency USD
Currency USD
Any
Quote Valid Until
(example: 18-Nov-2016)
Reference Number
Note to Buyer
Attachments
Add Attachment
Title
Category
Last Updated By
Last Updated
Usage
Update
Delete
No results found
After entering the Header information, click on the Lines tab.
Negotiations Home Logout Preferences Help RWB Help
100%

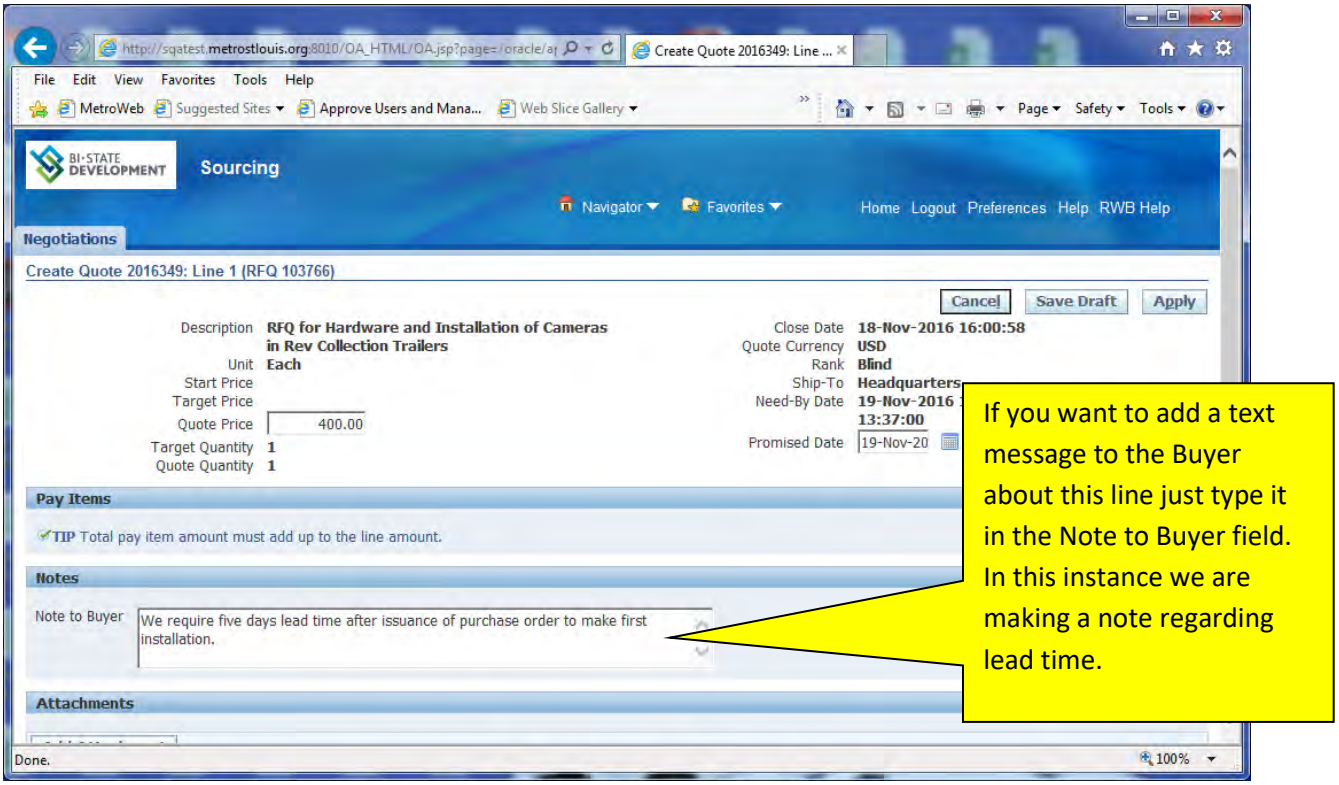


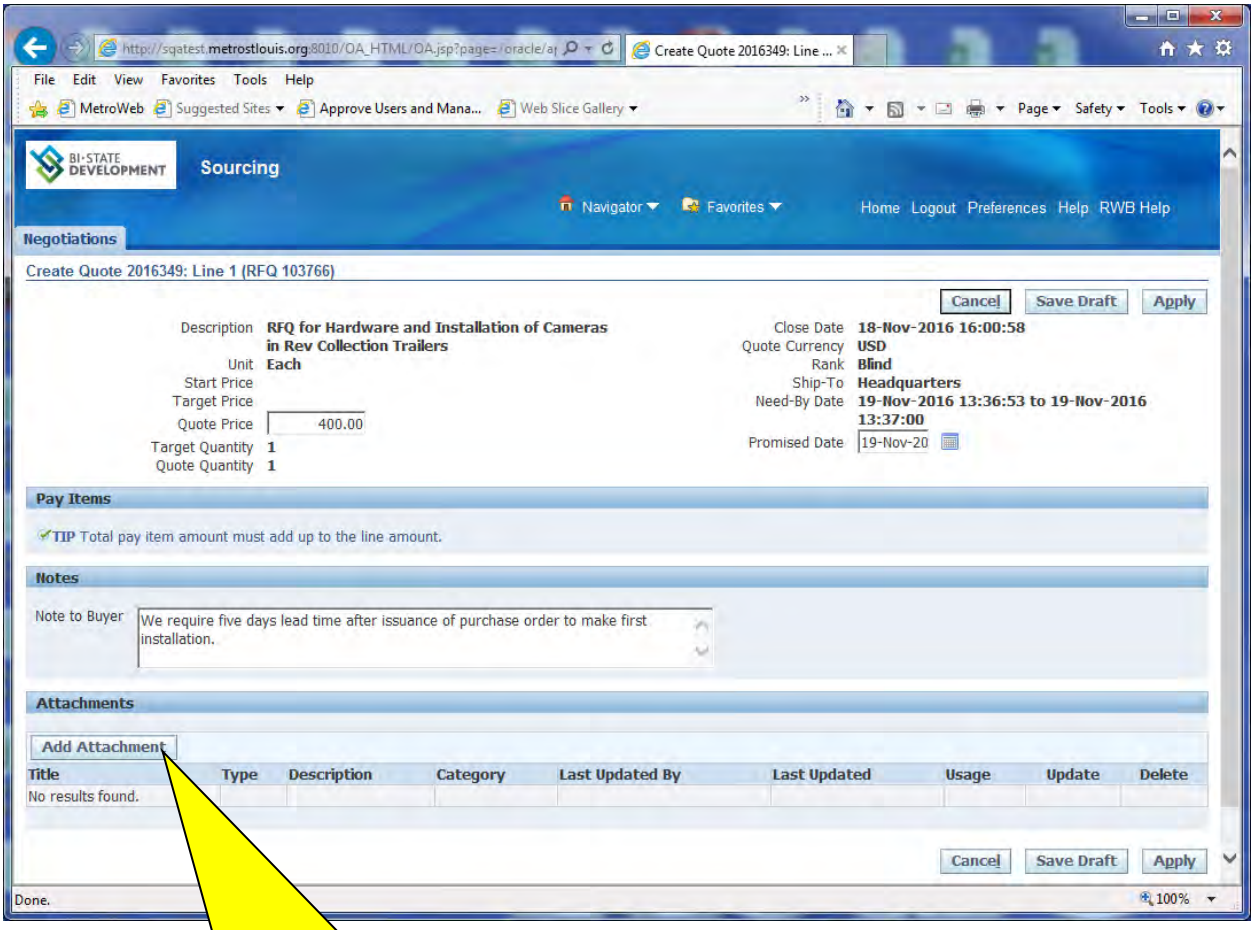
Enter your unit price in the Quote Price field (do not use a dollar or comma character) and hit the Tab key on your keyboard. The Quote Quantity will default from BSD's Target Quantity and the Promise Date will default from the last date in BSD's Need By date range. These fields can be changed by you and should be if you are quoting less than the requested quantity (you cannot quote more) or if you cannot make delivery by this date. **IF YOU DON'T CORRECT THIS INFORMATION YOU MAY BE COMMITTING TO SOMETHING YOU CANNOT ACCOMPLISH!**

If there is more than one line continue down each row, entering your quote price. If you are "no quoting" a line DO NOT PUT ANYTHING IN THAT ROW! If you accidently enter something in a row that you do not wish to quote, use your Delete key to remove that information. Spacing over the data does not clear the field.

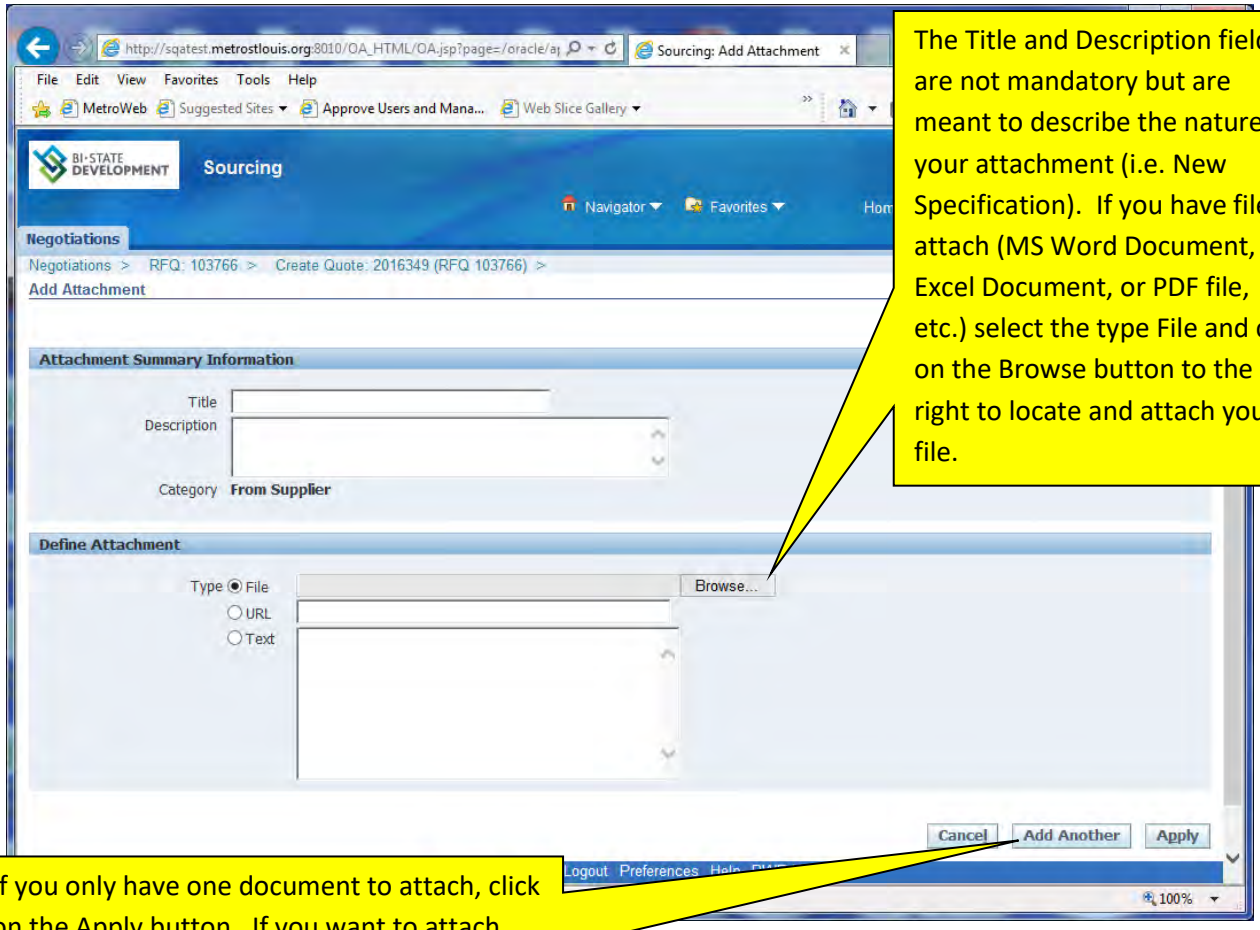
At any time you can use the Cancel button but this will remove any entries made since the last time the quote was saved.


Sourcing
Navigator
Favorites
Home Logout Preferences Help RWB Help
Negotiations
Negotiations > RFQ: 103766 >
Create Quote: 2016349 (RFQ 103766)
Cancel
View RFQ
Quote By Spreadsheet
Save Draft
Continue
Title 17-RFQ-103776-TJ CAMERA FOR TRAILER
Time Left 01:07:12
Close Date 18-Nov-2016 16:00:58
Header
Lines
RFQ Currency USD
Price Precision Any
Quote Currency USD
Line
Update
Ship-To
Rank
Start Price
Target Price
Quote Price
Unit
Target Quantity
Quote Quantity
Promised Date
1 RFQ for Hardware ...
Headquarters
Blind
400
Each
1
1
19-Nov-2016
Indicates more information requested. Click the Update icon.
If you want to make a line specific note or attachment, click on the Update icon (pencil) on the appropriate line. In this case we're going to make a note about this first line item.


Create Quote 2016349: Line ...
File Edit View Favorites Tools Help
MetroWeb Suggested Sites Approve Users and Mana... Web Slice Gallery
Page Safety Tools
BI-STATE DEVELOPMENT
Sourcing
Navigator Favorites
Home Logout Preferences Help RWB Help
Negotiations
Create Quote 2016349: Line 1 (RFQ 103766)
Cancel Save Draft Apply
Description RFQ for Hardware and Installation of Cameras in Rev Collection Trailers
Unit Each
Start Price
Target Price
Quote Price 400.00
Target Quantity 1
Quote Quantity 1
Close Date 18-Nov-2016 16:00:58
Quote Currency USD
Rank Blind
Ship-To Headquarters
Need-By Date 19-Nov-2016 13:37:00
Promised Date 19-Nov-20
Pay Items
TIP Total pay item amount must add up to the line amount.
Notes
Note to Buyer
We require five days lead time after issuance of purchase order to make first installation.
Attachments
Done.
100%
If you want to add a text message to the Buyer about this line just type it in the Note to Buyer field. In this instance we are making a note regarding lead time.

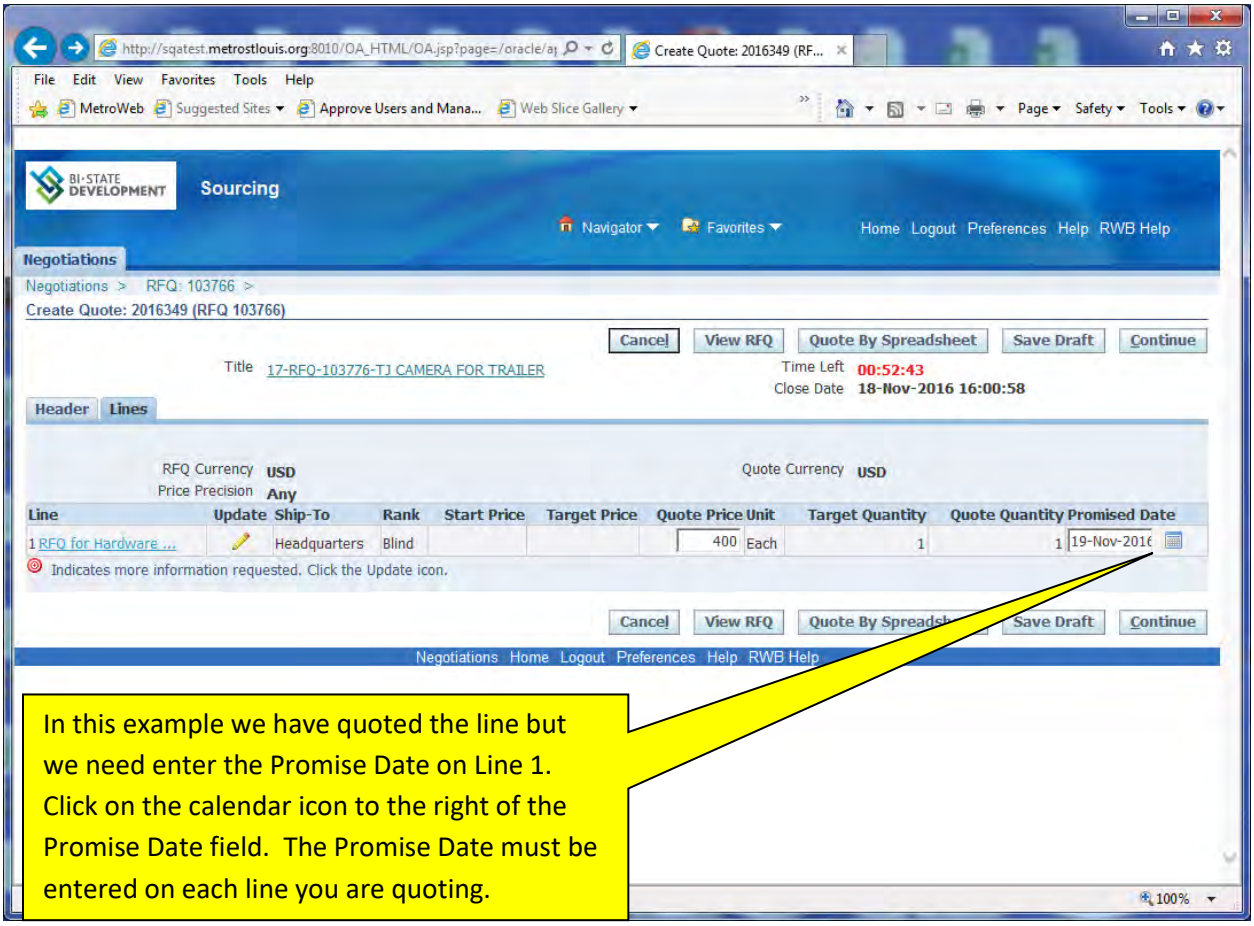


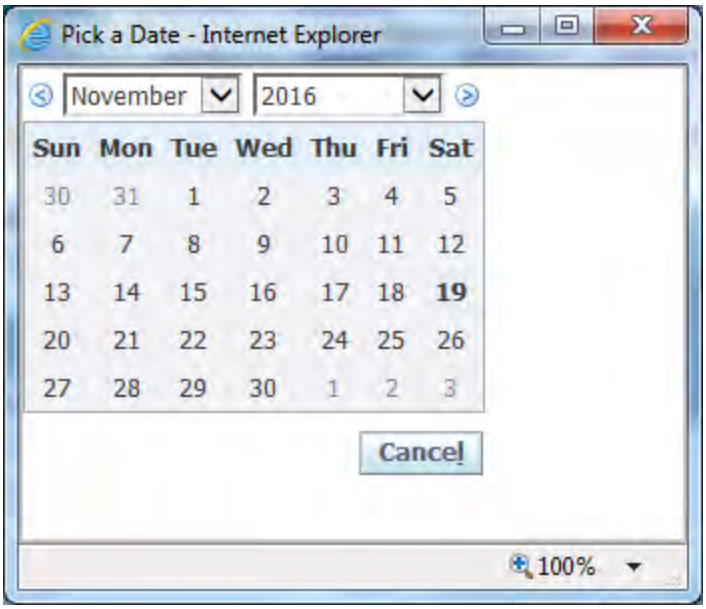
If you need to attach a document (new specification, etc.) you can do so by clicking on the Add Attachments button.



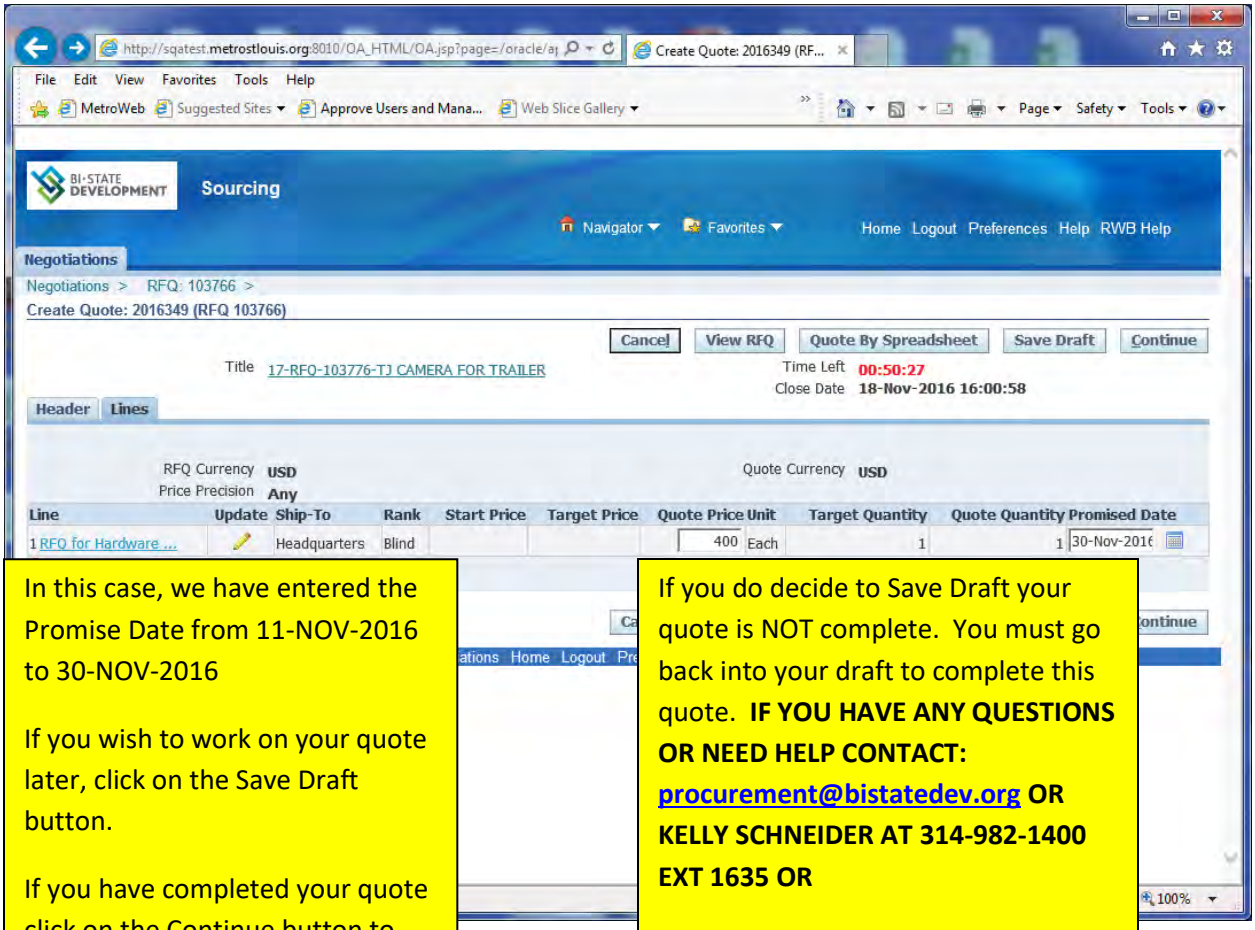
The Title and Description field are not mandatory but are meant to describe the nature of your attachment (i.e. New Specification). If you have file to attach (MS Word Document, Excel Document, or PDF file, etc.) select the type File and click on the Browse button to the right to locate and attach your file.

If you only have one document to attach, click on the Apply button. If you want to attach additional documents, click on the Add Another button. Once you click on the Apply button you will be returned to your quote.


Sourcing
Navigator
Favorites
Home Logout Preferences Help RWB Help
Negotiations
Negotiations > RFQ: 103766 >
Create Quote: 2016349 (RFQ 103766)
Cancel
View RFQ
Quote By Spreadsheet
Save Draft
Continue
Title 17-RFQ-103776-TJ CAMERA FOR TRAILER
Time Left 00:52:43
Close Date 18-Nov-2016 16:00:58
Header
Lines
RFQ Currency USD
Price Precision Any
Quote Currency USD
Line
Update
Ship-To
Rank
Start Price
Target Price
Quote Price
Unit
Target Quantity
Quote Quantity
Promised Date
1 RFQ for Hardware ...
Headquarters
Blind
400
Each
1
1
19-Nov-2016
Indicates more information requested. Click the Update icon.
Negotiations Home Logout Preferences Help RWB Help
In this example we have quoted the line but we need enter the Promise Date on Line 1. Click on the calendar icon to the right of the Promise Date field. The Promise Date must be entered on each line you are quoting.



You can change the month and the year by using the pull down boxes next to those fields. Once you display the correct month and year, click on the day you want.



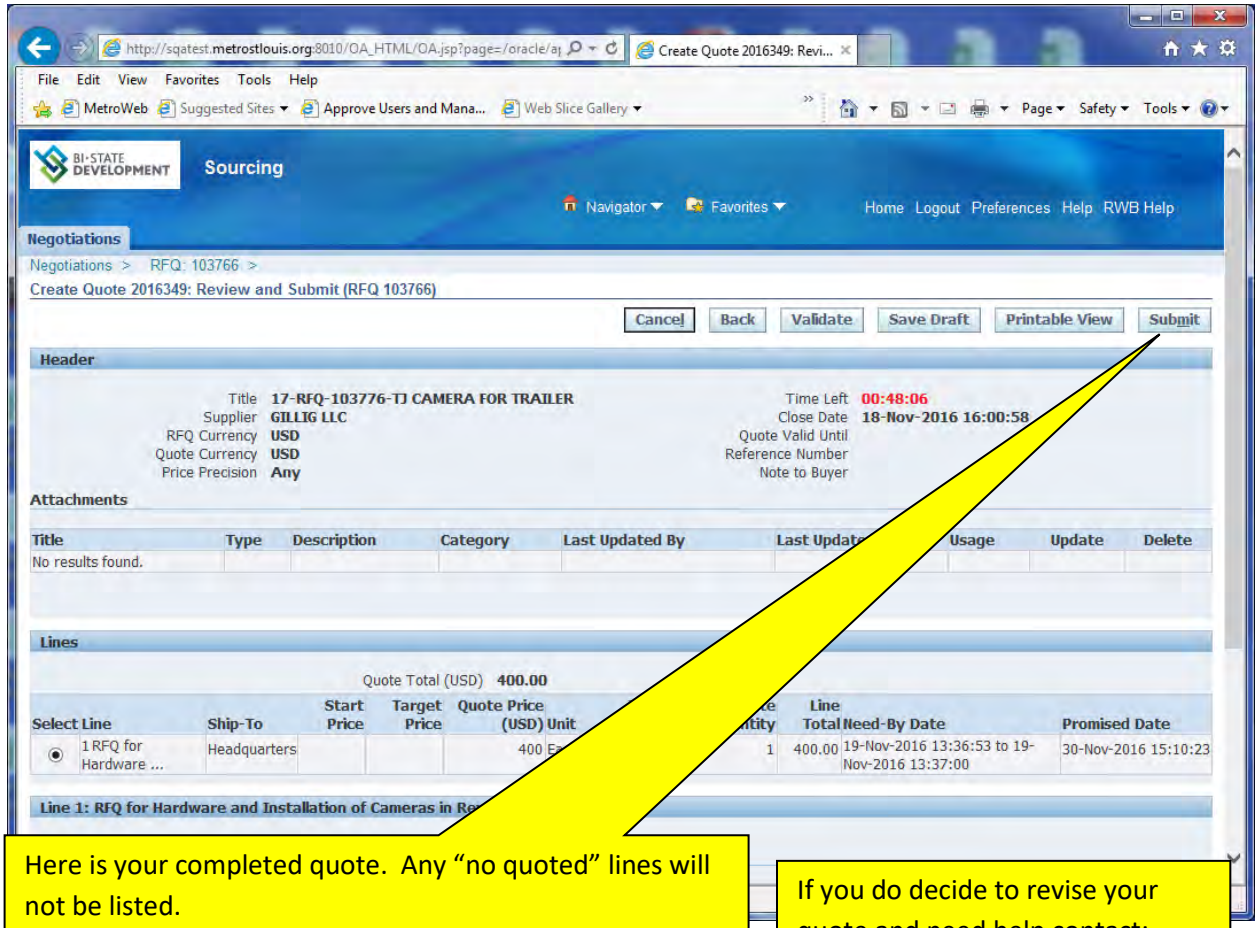
In this case, we have entered the Promise Date from 11-NOV-2016 to 30-NOV-2016

If you wish to work on your quote later, click on the Save Draft button.

If you have completed your quote click on the Continue button to submit your quote now.

If you do decide to Save Draft your quote is NOT complete. You must go back into your draft to complete this quote. **IF YOU HAVE ANY QUESTIONS OR NEED HELP CONTACT: procurement@bistatedev.org OR KELLY SCHNEIDER AT 314-982-1400 EXT 1635 OR**

kdschneider@bistatedev.org.



Here is your completed quote. Any "no quoted" lines will not be listed.

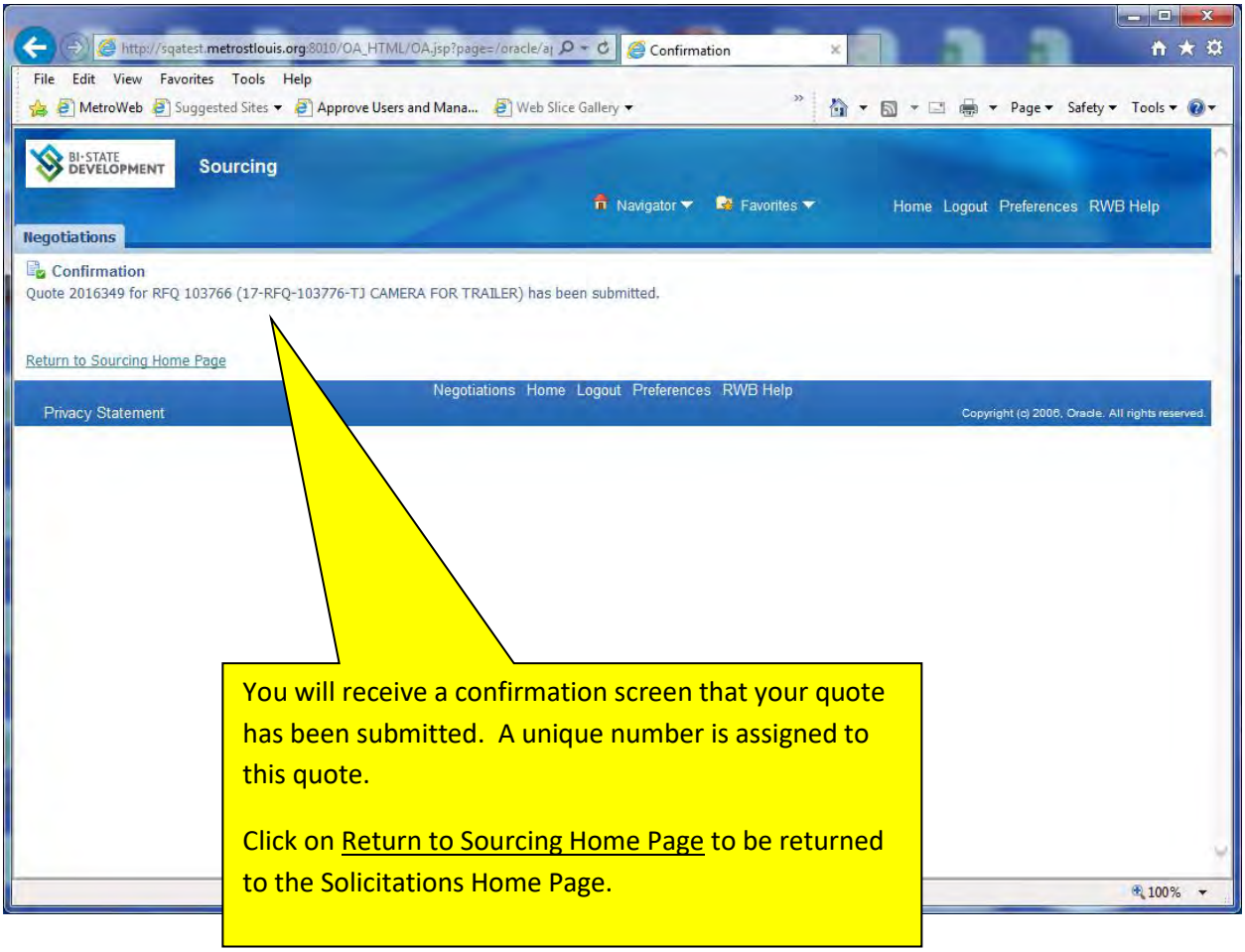
If you want to save the quote for later review click on Save Draft.

If you have finished and wish to submit your quote, click on the Submit button. Remember back on the Controls section the option "Suppliers are allowed to provide multiple responses"? This solicitation had this selected and it means even though you submit this quote you can revise it if you do so before the solicitation closes.

If you do decide to revise your quote and need help contact:

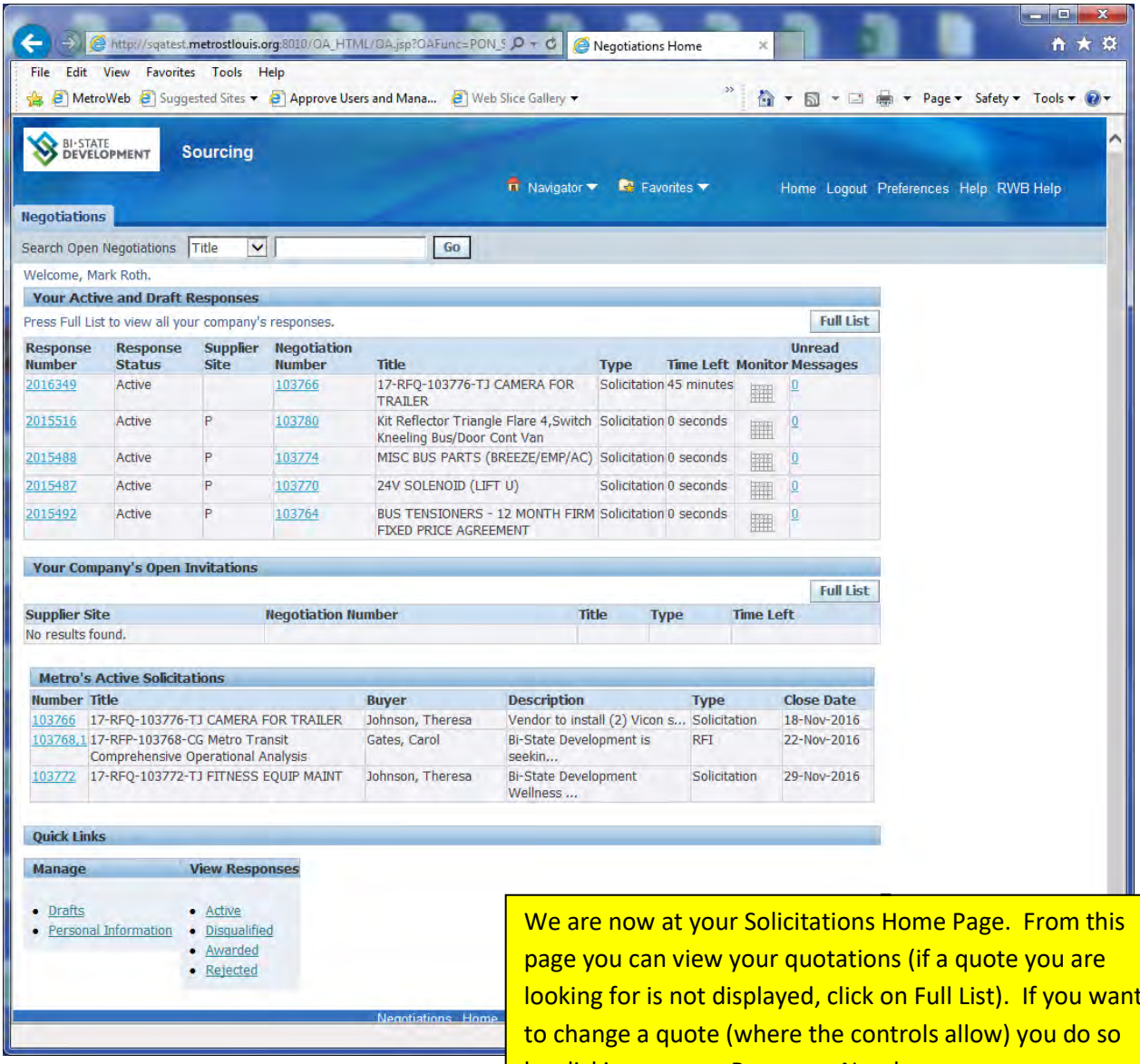
procurement@bistatedev.org OR KELLY SCHNEIDER AT 314-982-1400 EXT 1635 OR

kdschneider@bistatedev.org.



You will receive a confirmation screen that your quote has been submitted. A unique number is assigned to this quote.

Click on Return to Sourcing Home Page to be returned to the Solicitations Home Page.



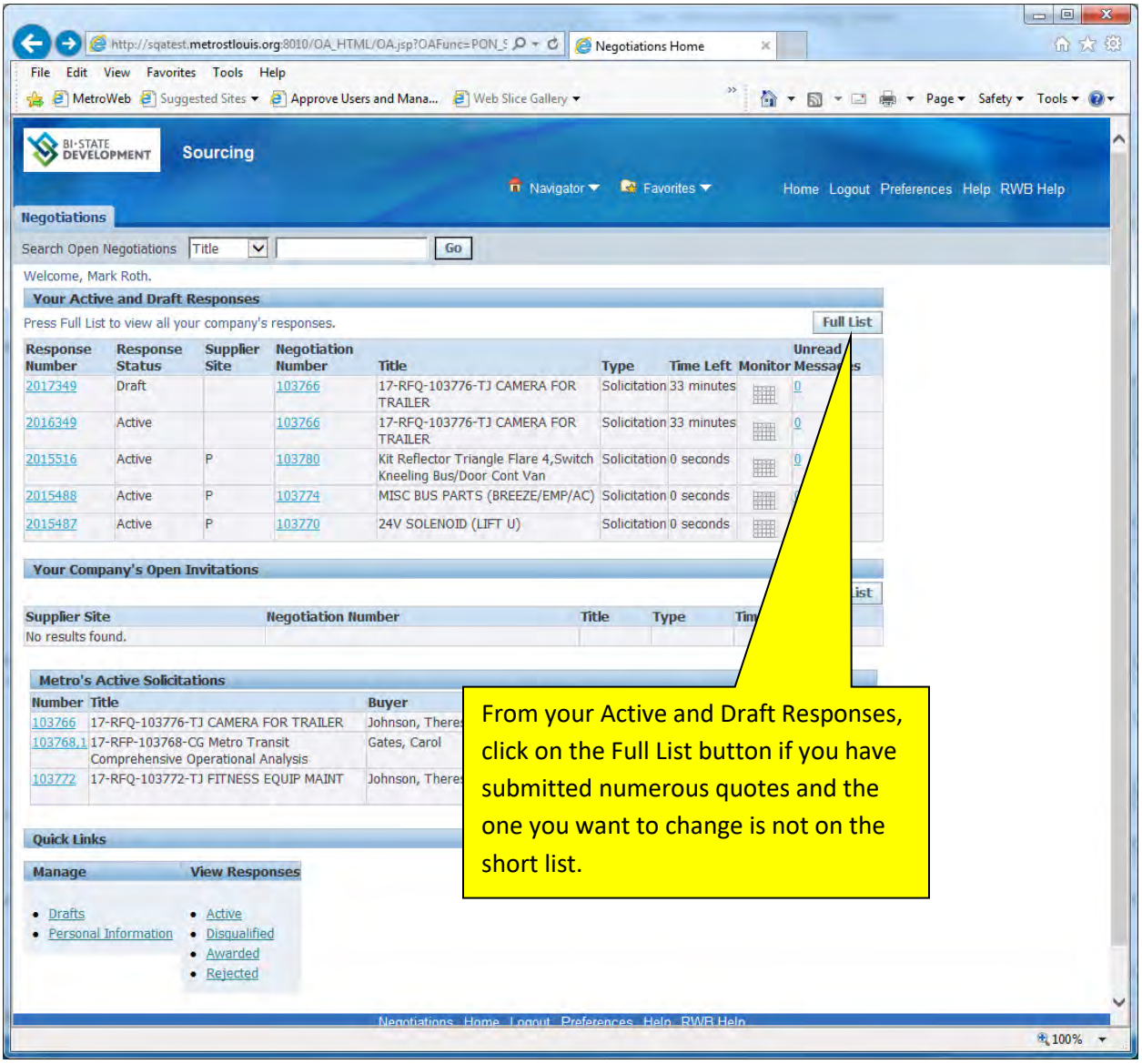
We are now at your Solicitations Home Page. From this page you can view your quotations (if a quote you are looking for is not displayed, click on Full List). If you want to change a quote (where the controls allow) you do so by clicking on your Response Number.

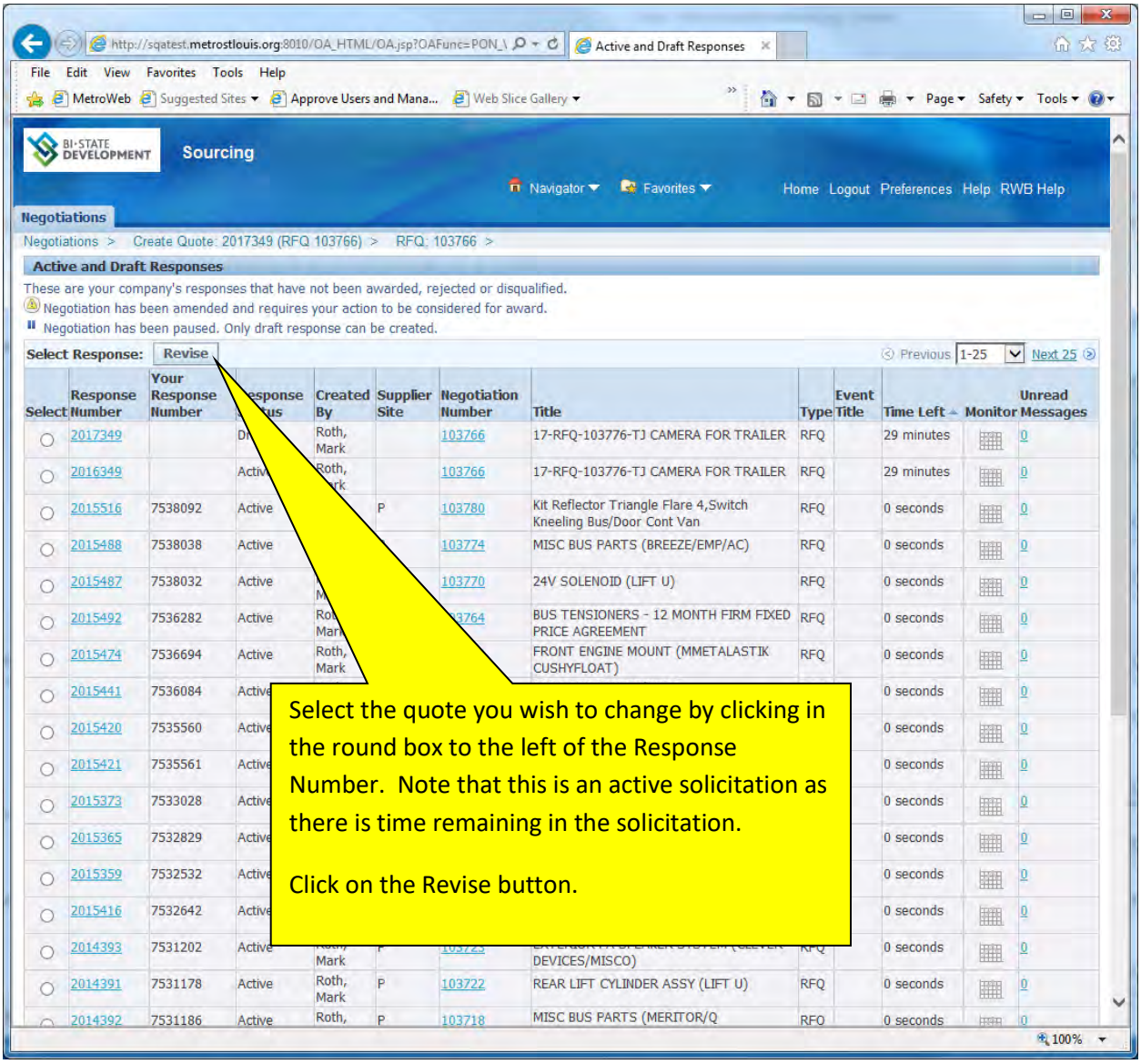
This is also where your draft responses can be accessed for completion and submission.

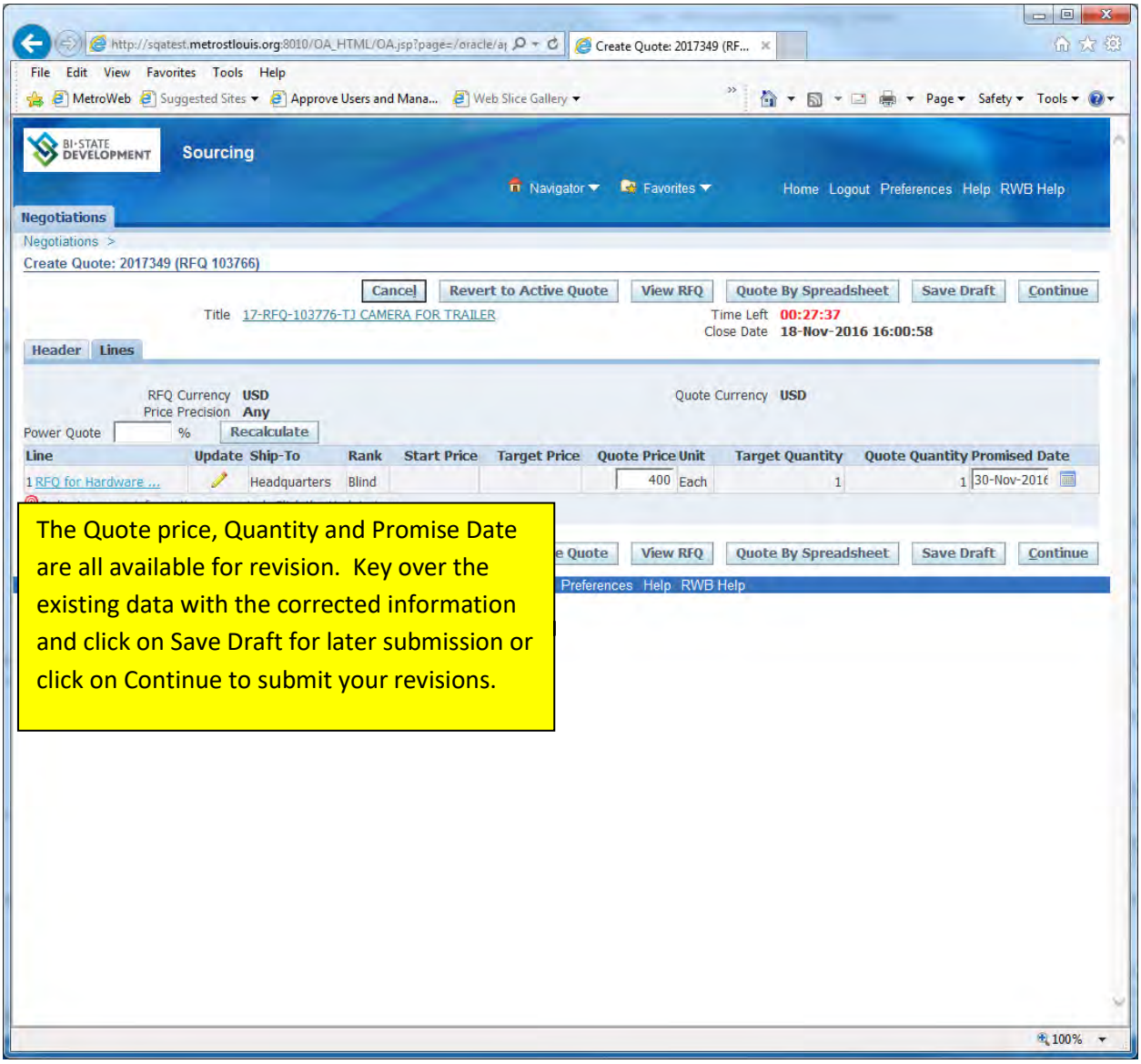
How to Change a Quote

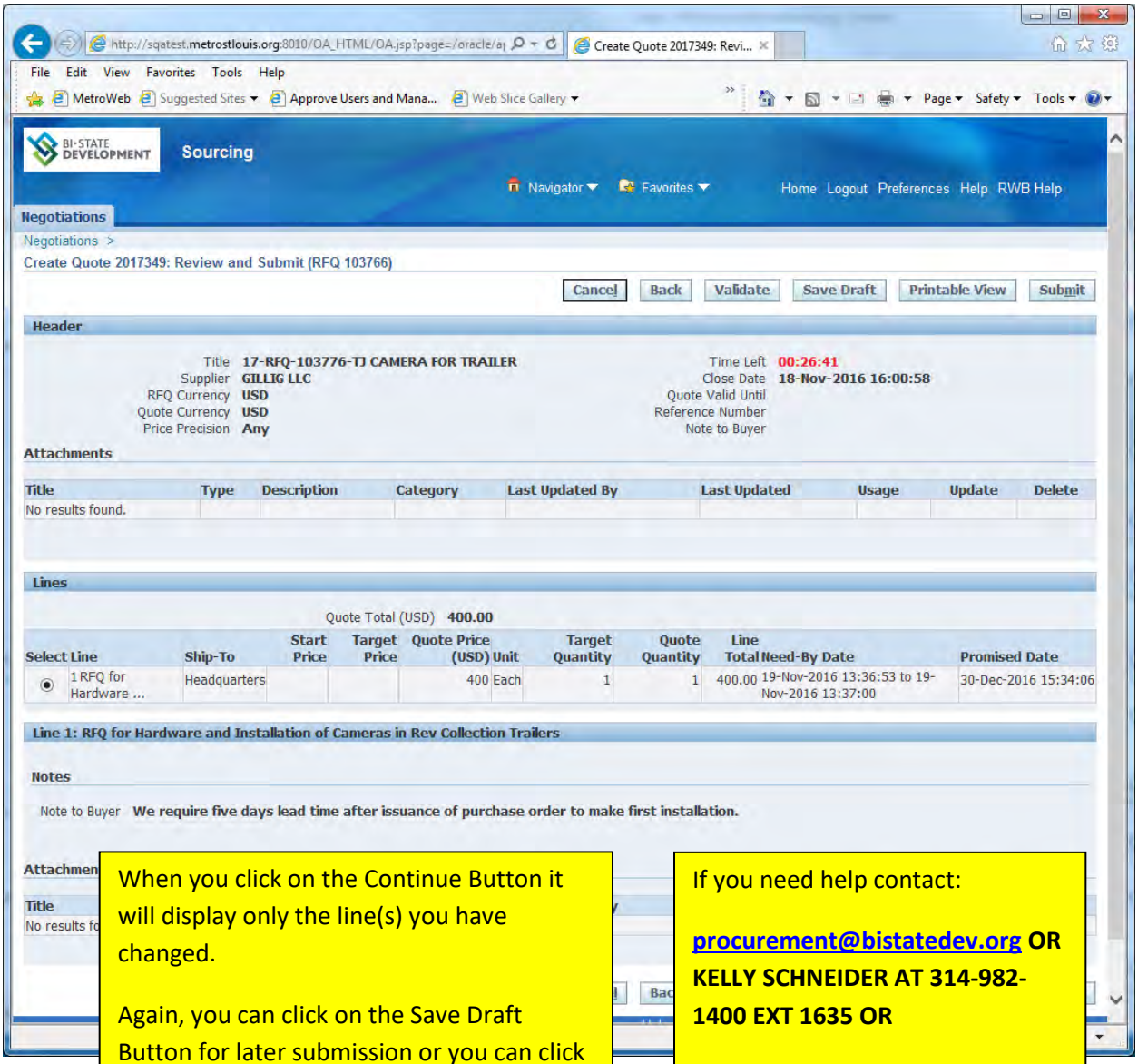
Once a solicitation has closed, you cannot change your quote but up until that time you can either change your existing quote or enter a new quote. You enter a new quote exactly as you entered your original quote. Entering a new quote automatically replaces your existing quote but the original one is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

To change a quote, go to your Solicitations Home Page.


Negotiations Home
BI-STATE DEVELOPMENT
Sourcing
Navigator
Favorites
Home Logout Preferences Help RWB Help
Negotiations
Search Open Negotiations
Title
Go
Welcome, Mark Roth.
Your Active and Draft Responses
Press Full List to view all your company's responses.
Full List
Response Number
Response Status
Supplier Site
Negotiation Number
Title
Type
Time Left
Monitor
Unread Messages
2017349 Draft 103766 17-RFQ-103776-TJ CAMERA FOR TRAILER Solicitation 33 minutes 0
2016349 Active 103766 17-RFQ-103776-TJ CAMERA FOR TRAILER Solicitation 33 minutes 0
2015516 Active P 103780 Kit Reflector Triangle Flare 4,Switch Kneeling Bus/Door Cont Van Solicitation 0 seconds 0
2015488 Active P 103774 MISC BUS PARTS (BREEZE/EMP/AC) Solicitation 0 seconds
2015487 Active P 103770 24V SOLENOID (LIFT U) Solicitation 0 seconds
Your Company's Open Invitations
Supplier Site
Negotiation Number
Title
Type
No results found.
Metro's Active Solicitations
Number
Title
Buyer
103766 17-RFQ-103776-TJ CAMERA FOR TRAILER Johnson, There
103768,1 17-RFP-103768-CG Metro Transit Comprehensive Operational Analysis Gates, Carol
103772 17-RFQ-103772-TJ FITNESS EQUIP MAINT Johnson, There
Quick Links
Manage
Drafts
Personal Information
View Responses
Active
Disqualified
Awarded
Rejected
From your Active and Draft Responses, click on the Full List button if you have submitted numerous quotes and the one you want to change is not on the short list.
Negotiations Home Logout Preferences Help RWB Help
100%


Active and Draft Responses
BI-STATE DEVELOPMENT
Sourcing
Navigator
Favorites
Home Logout Preferences Help RWB Help
Negotiations
Negotiations > Create Quote: 2017349 (RFQ 103766) > RFQ: 103766 >
Active and Draft Responses
These are your company's responses that have not been awarded, rejected or disqualified.
Negotiation has been amended and requires your action to be considered for award.
Negotiation has been paused. Only draft response can be created.
Select Response:
Revise
Previous 1-25 Next 25
Select
Response Number
Your Response Number
Response Status
Created By
Supplier Site
Negotiation Number
Title
Type
Event Title
Time Left
Monitor
Unread Messages
2017349 Roth, Mark 103766 17-RFQ-103776-TJ CAMERA FOR TRAILER RFQ 29 minutes 0
2016349 Roth, Mark 103766 17-RFQ-103776-TJ CAMERA FOR TRAILER RFQ 29 minutes 0
2015516 7538092 Active P 103780 Kit Reflector Triangle Flare 4,Switch Kneeling Bus/Door Cont Van RFQ 0 seconds 0
2015488 7538038 Active 103774 MISC BUS PARTS (BREEZE/EMP/AC) RFQ 0 seconds 0
2015487 7538032 Active 103770 24V SOLENOID (LIFT U) RFQ 0 seconds 0
2015492 7536282 Active 103764 BUS TENSIONERS - 12 MONTH FIRM FIXED PRICE AGREEMENT RFQ 0 seconds 0
2015474 7536694 Active Roth, Mark FRONT ENGINE MOUNT (MMETALASTIK CUSHYFLOAT) RFQ 0 seconds 0
2015441 7536084 Active 0 seconds 0
2015420 7535560 Active 0 seconds 0
2015421 7535561 Active 0 seconds 0
2015373 7533028 Active 0 seconds 0
2015365 7532829 Active 0 seconds 0
2015359 7532532 Active 0 seconds 0
2015416 7532642 Active 0 seconds 0
2014393 7531202 Active Mark DEVICES/MISCO) 0 seconds 0
2014391 7531178 Active Roth, Mark P 103722 REAR LIFT CYLINDER ASSY (LIFT U) RFQ 0 seconds 0
2014392 7531186 Active Roth, P 103718 MISC BUS PARTS (MERITOR/Q RFQ 0 seconds 0
Select the quote you wish to change by clicking in the round box to the left of the Response Number. Note that this is an active solicitation as there is time remaining in the solicitation.
Click on the Revise button.


Create Quote: 2017349 (RF...
File Edit View Favorites Tools Help
MetroWeb Suggested Sites Approve Users and Mana... Web Slice Gallery
Page Safety Tools
BI-STATE DEVELOPMENT
Sourcing
Navigator Favorites
Home Logout Preferences Help RWB Help
Negotiations
Negotiations >
Create Quote: 2017349 (RFQ 103766)
Cancel Revert to Active Quote View RFQ Quote By Spreadsheet Save Draft Continue
Title 17-RFQ-103776-TJ CAMERA FOR TRAILER
Time Left 00:27:37
Close Date 18-Nov-2016 16:00:58
Header Lines
RFQ Currency USD
Price Precision Any
Quote Currency USD
Power Quote % Recalculate
Line Update Ship-To Rank Start Price Target Price Quote Price Unit Target Quantity Quote Quantity Promised Date
1 RFQ for Hardware ... Headquarters Blind 400 Each 1 1 30-Nov-2016
The Quote price, Quantity and Promise Date are all available for revision. Key over the existing data with the corrected information and click on Save Draft for later submission or click on Continue to submit your revisions.
e Quote View RFQ Quote By Spreadsheet Save Draft Continue
Preferences Help RWB Help
100%



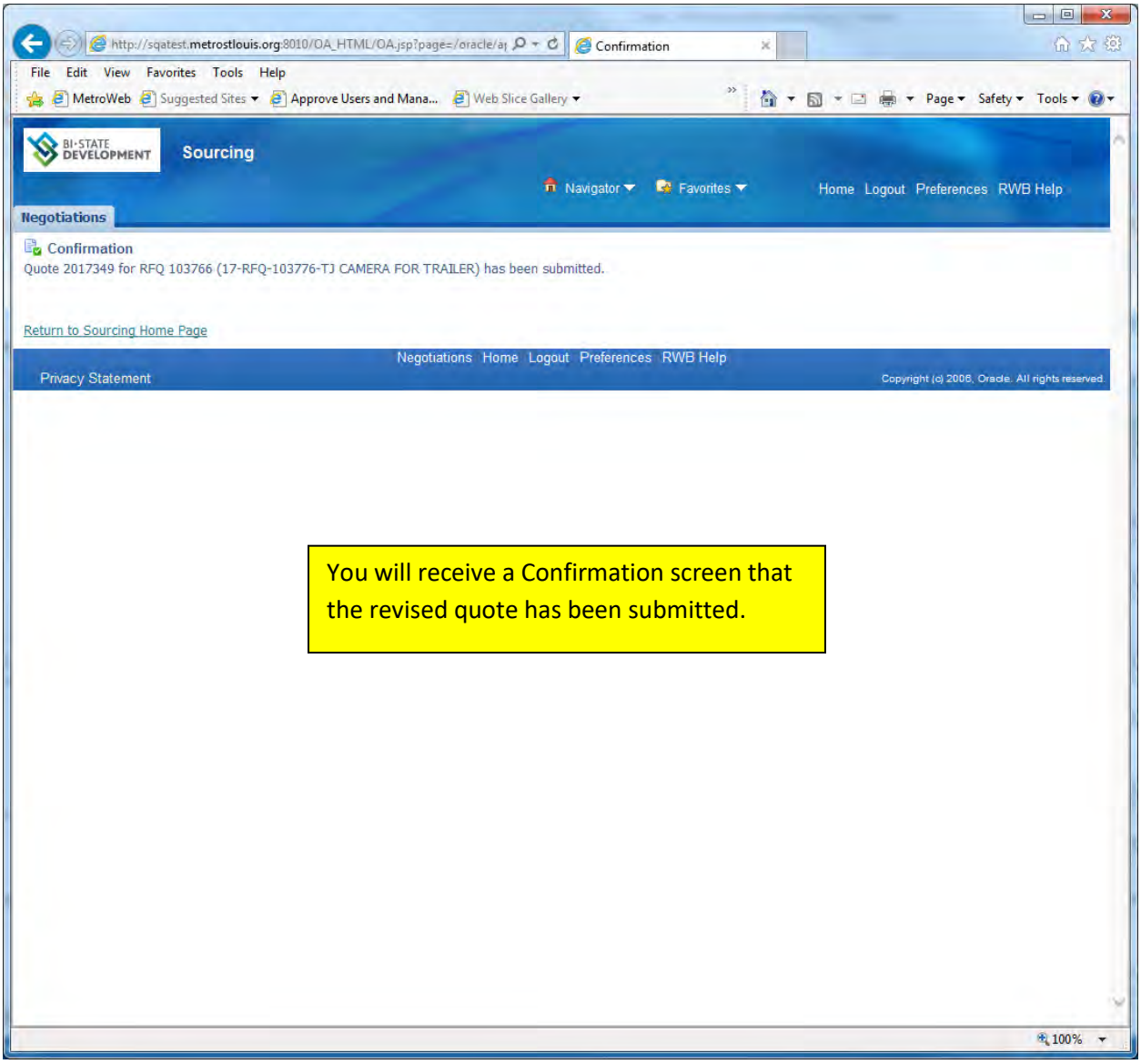
When you click on the Continue Button it will display only the line(s) you have changed.

Again, you can click on the Save Draft Button for later submission or you can click on the Submit button to finish.

If you need help contact:

procurement@bistatedev.org OR KELLY SCHNEIDER AT 314-982-1400 EXT 1635 OR

kdschneider@bistatedev.org.

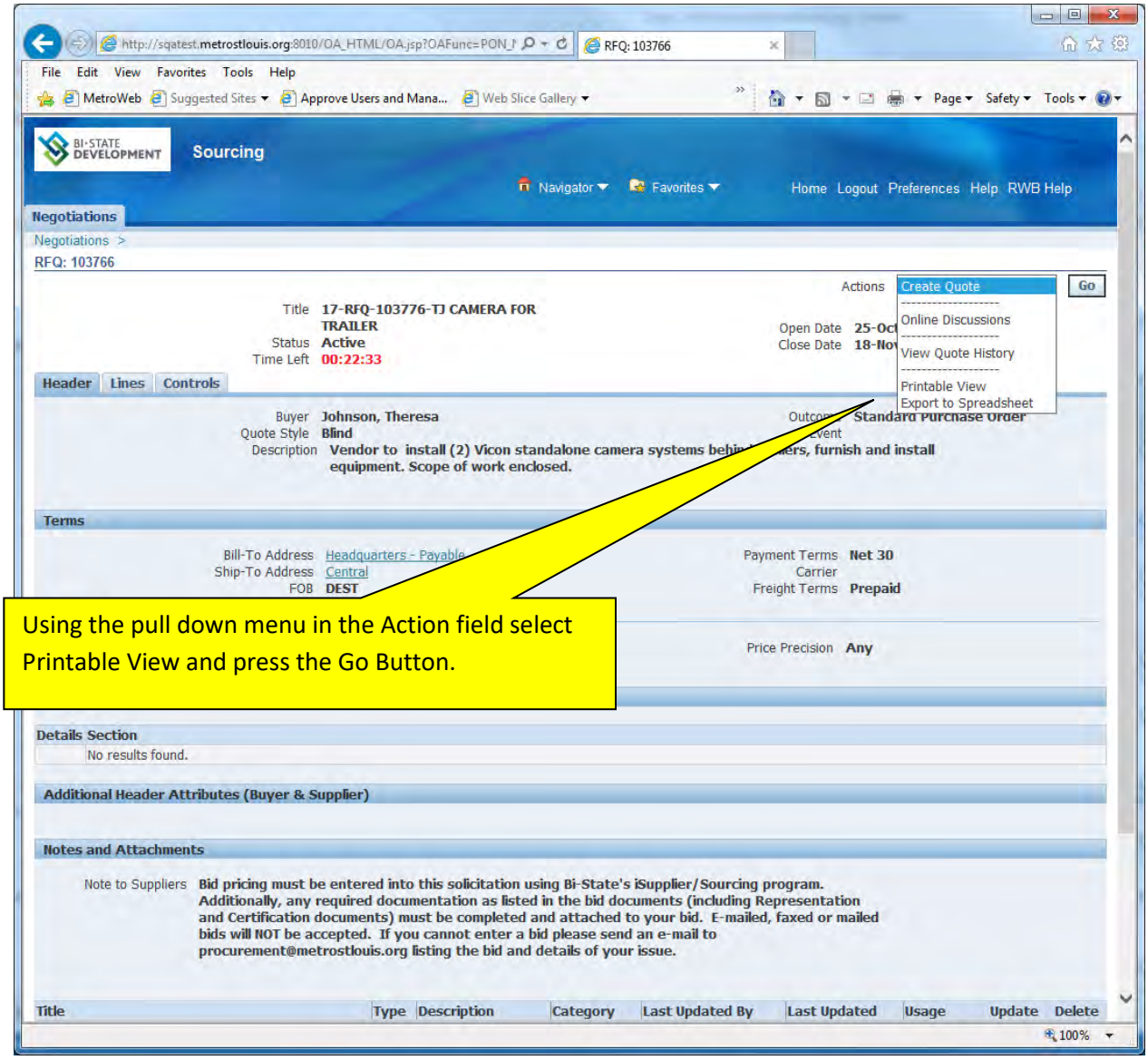


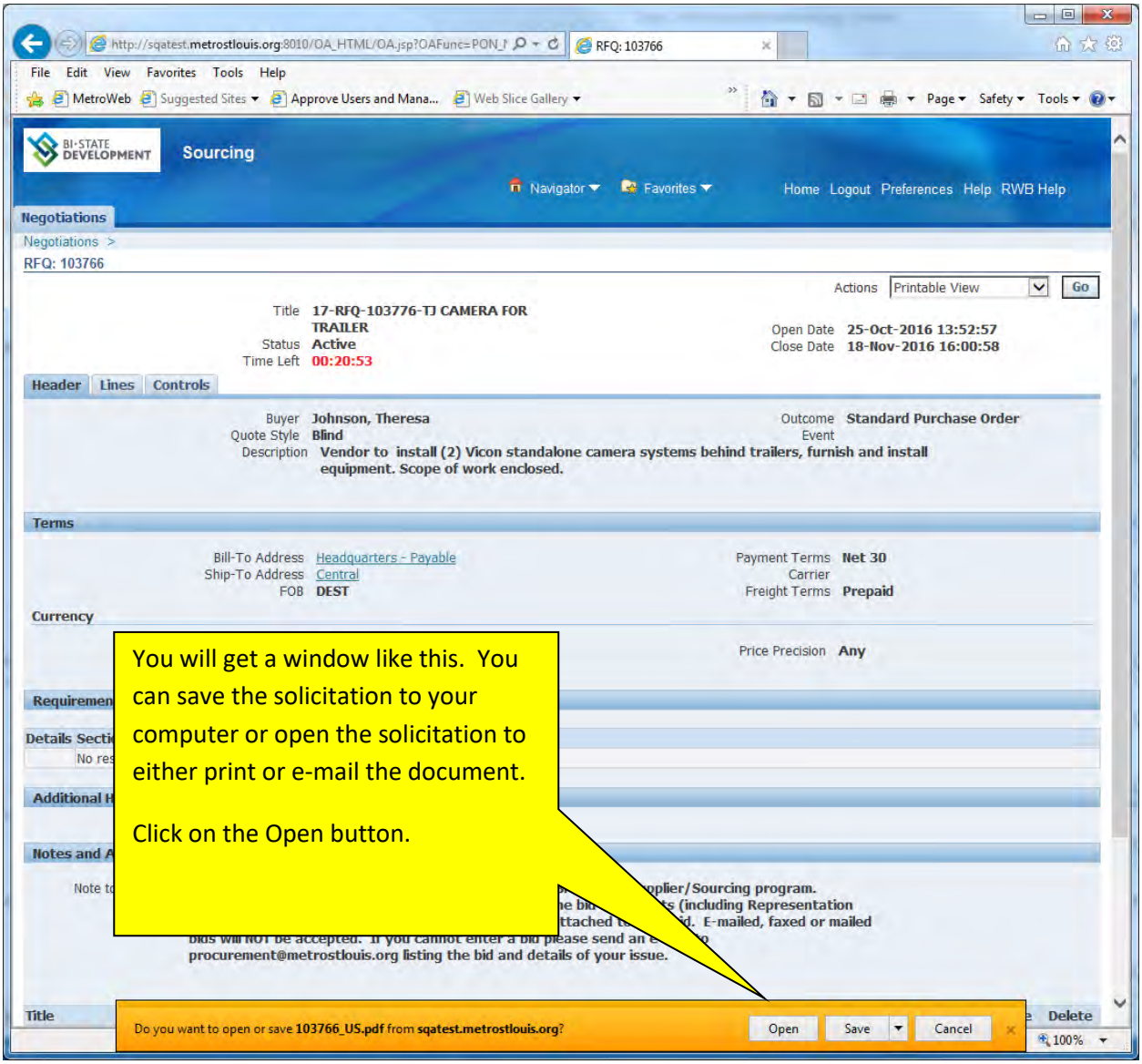
You will receive a Confirmation screen that the revised quote has been submitted.

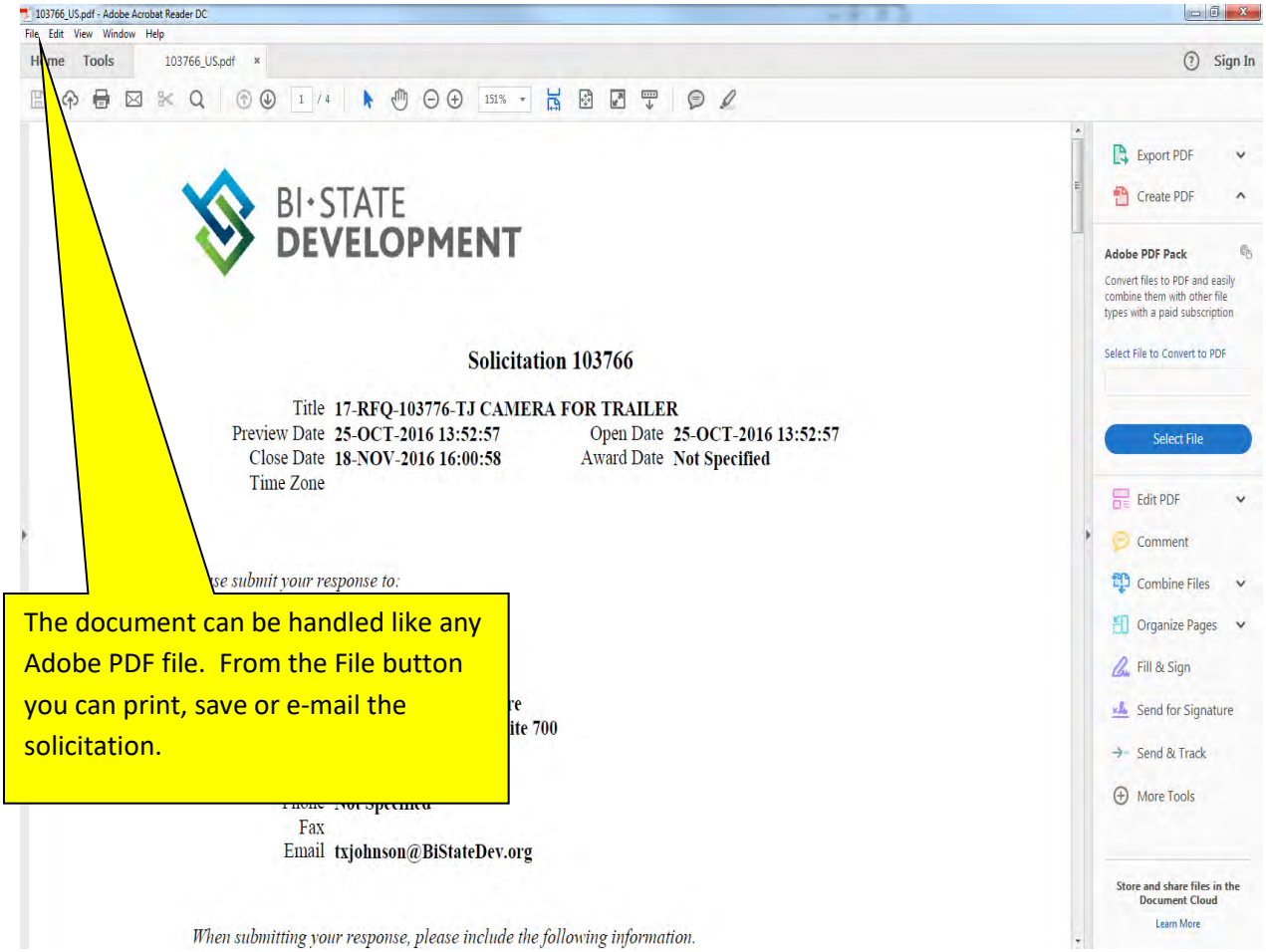
SECTION SIX: Printing and Communicating a Solicitation

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.


Sourcing
Navigator
Favorites
Home Logout Preferences Help RWB Help
Negotiations
Negotiations >
RFQ: 103766
Actions
Create Quote
Online Discussions
View Quote History
Printable View
Export to Spreadsheet
Go
Title 17-RFQ-103776-TJ CAMERA FOR TRAILER
Status Active
Time Left 00:22:33
Header
Lines
Controls
Buyer Johnson, Theresa
Quote Style Blind
Description Vendor to install (2) Vicon standalone camera systems
equipment. Scope of work enclosed.
Terms
Bill-To Address Headquarters - Payable
Ship-To Address Central
FOB DEST
Payment Terms Net 30
Carrier
Freight Terms Prepaid
Price Precision Any
Details Section
No results found.
Additional Header Attributes (Buyer & Supplier)
Notes and Attachments
Note to Suppliers Bid pricing must be entered into this solicitation using Bi-State's iSupplier/Sourcing program. Additionally, any required documentation as listed in the bid documents (including Representation and Certification documents) must be completed and attached to your bid. E-mailed, faxed or mailed bids will NOT be accepted. If you cannot enter a bid please send an e-mail to procurement@metrostlouis.org listing the bid and details of your issue.
Title
Type
Description
Category
Last Updated By
Last Updated
Usage
Update
Delete
Using the pull down menu in the Action field select Printable View and press the Go Button.

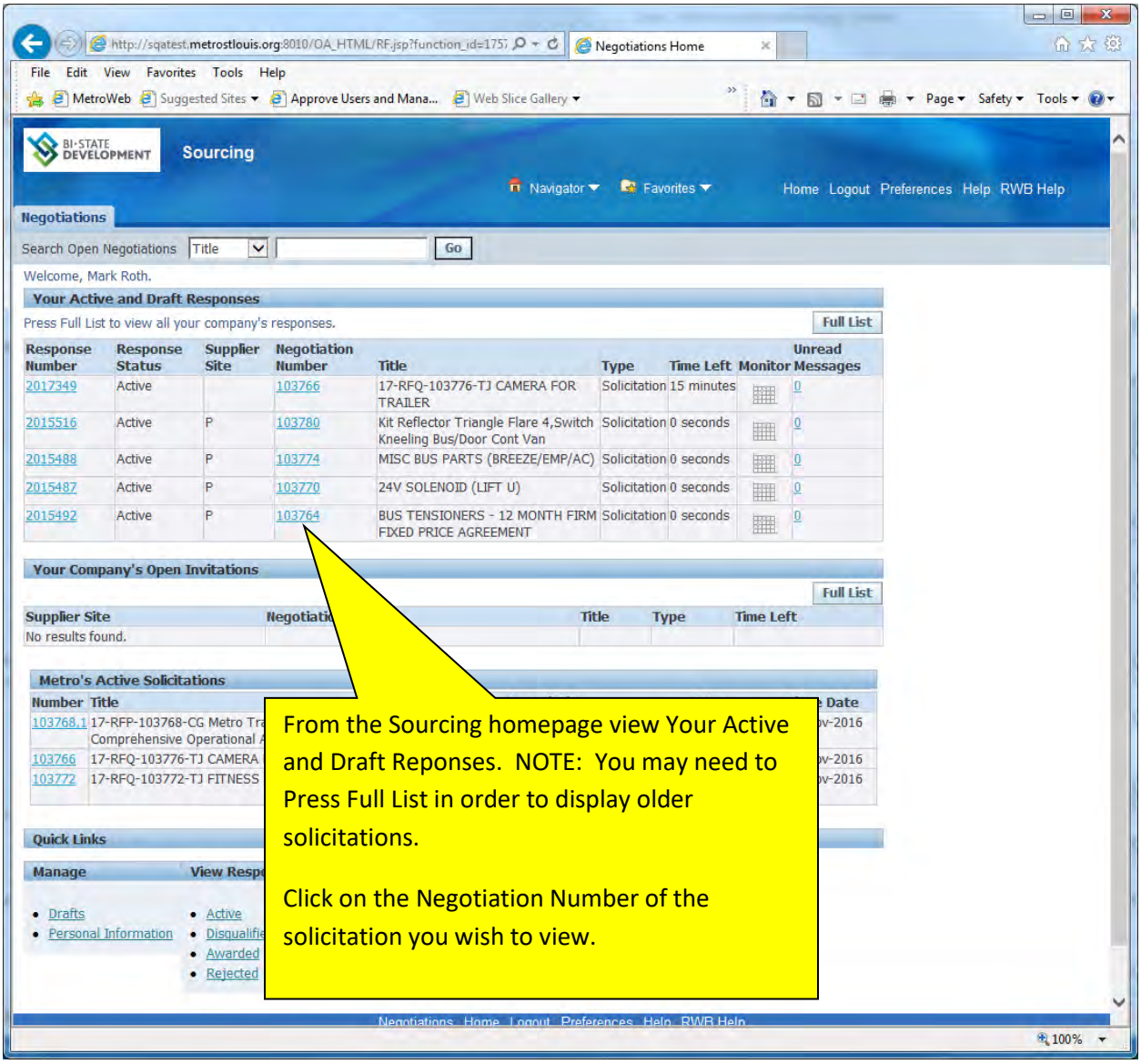

RFQ: 103766
File Edit View Favorites Tools Help
MetroWeb Suggested Sites Approve Users and Mana... Web Slice Gallery
Page Safety Tools
BI-STATE DEVELOPMENT
Sourcing
Navigator Favorites
Home Logout Preferences Help RWB Help
Negotiations
Negotiations >
RFQ: 103766
Actions Printable View Go
Title 17-RFQ-103776-TJ CAMERA FOR TRAILER
Status Active
Time Left 00:20:53
Open Date 25-Oct-2016 13:52:57
Close Date 18-Nov-2016 16:00:58
Header Lines Controls
Buyer Johnson, Theresa
Quote Style Blind
Description Vendor to install (2) Vicon standalone camera systems behind trailers, furnish and install equipment. Scope of work enclosed.
Outcome Standard Purchase Order
Event
Terms
Bill-To Address Headquarters - Payable
Ship-To Address Central
FOB DEST
Payment Terms Net 30
Carrier
Freight Terms Prepaid
Currency
Price Precision Any
You will get a window like this. You can save the solicitation to your computer or open the solicitation to either print or e-mail the document.
Click on the Open button.
procurement@metrostlouis.org listing the bid and details of your issue.
Title
Delete
Do you want to open or save 103766_US.pdf from sqatest.metrostlouis.org?
Open Save Cancel
100%

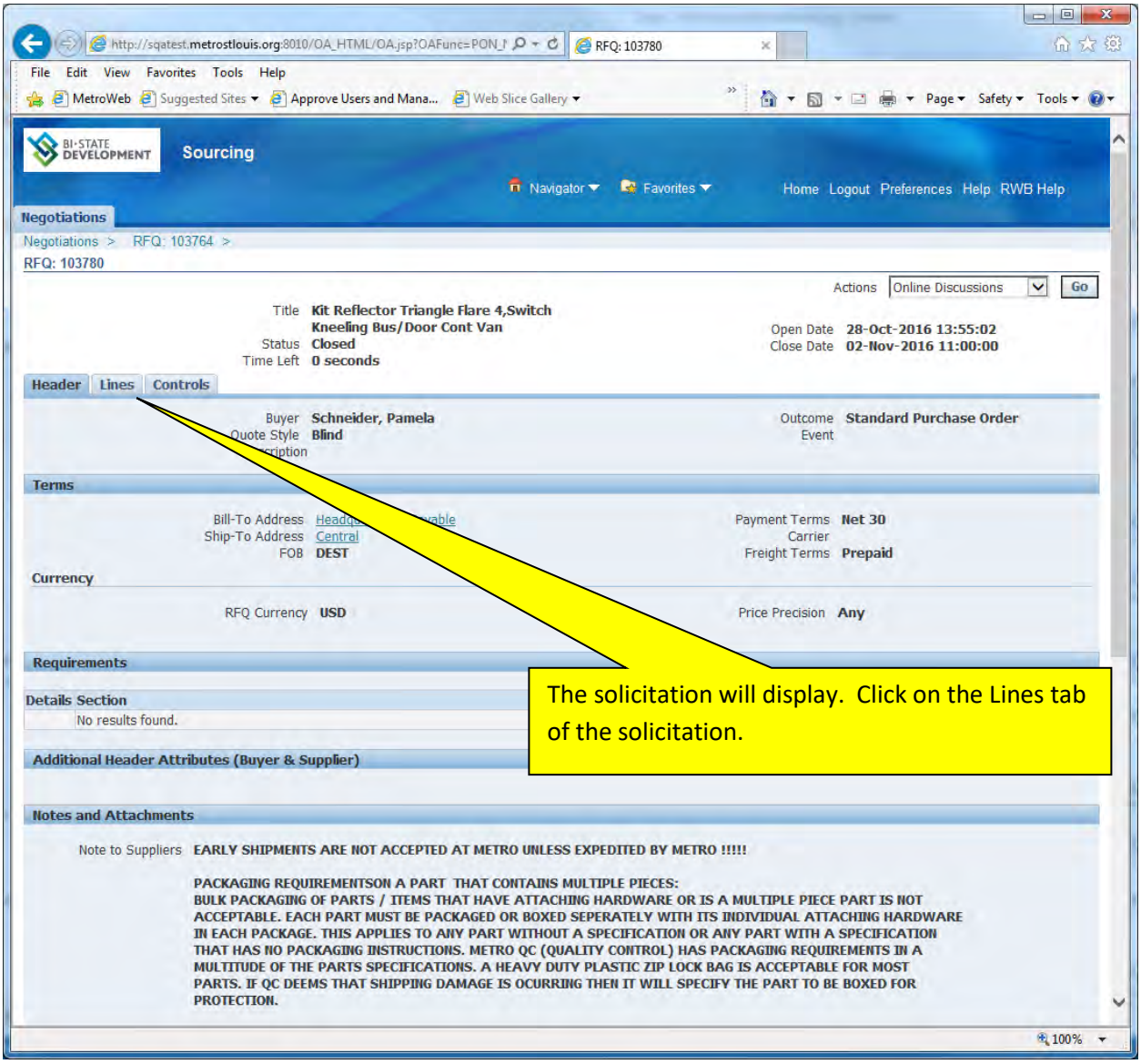


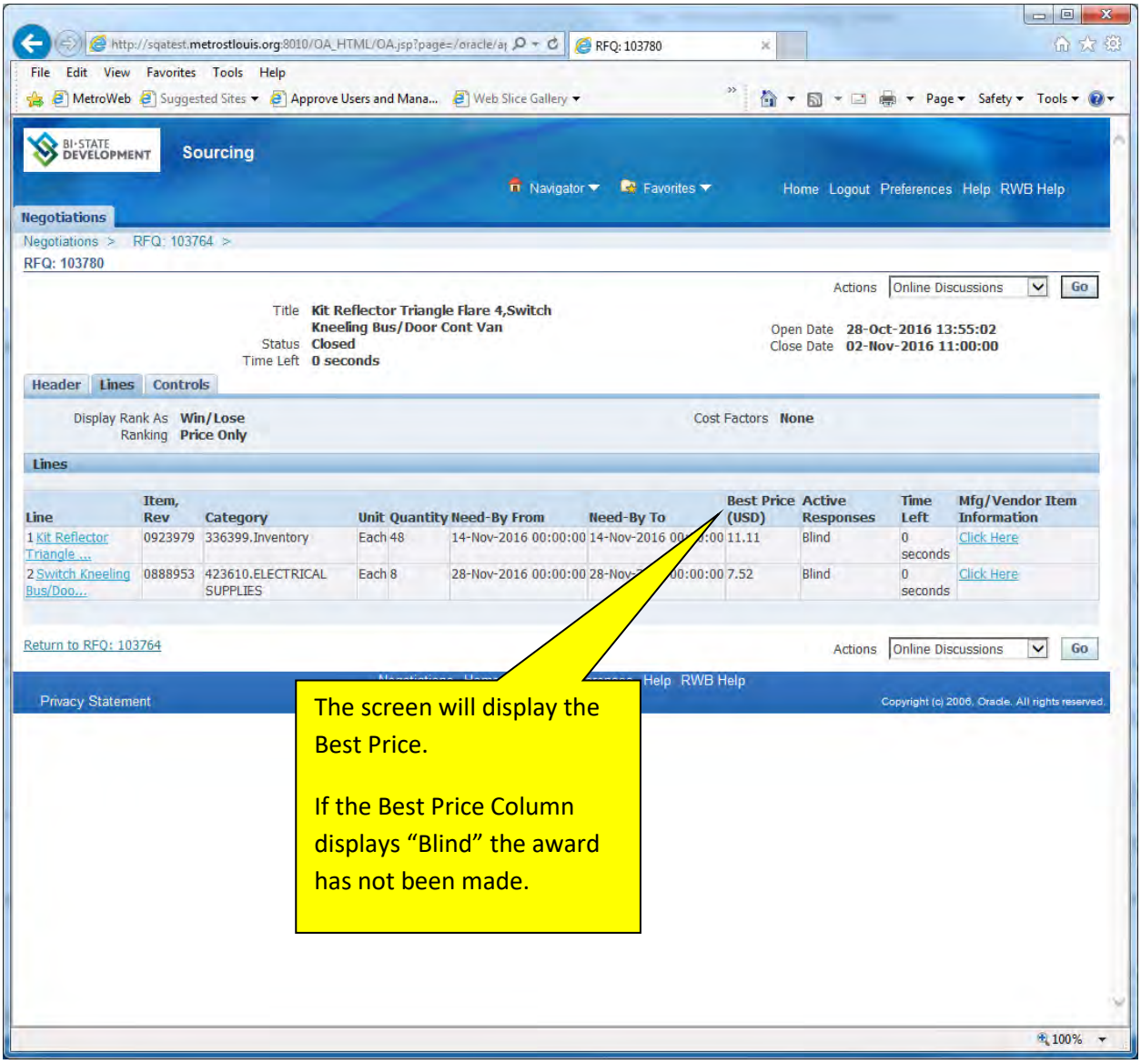
The document can be handled like any Adobe PDF file. From the File button you can print, save or e-mail the solicitation.

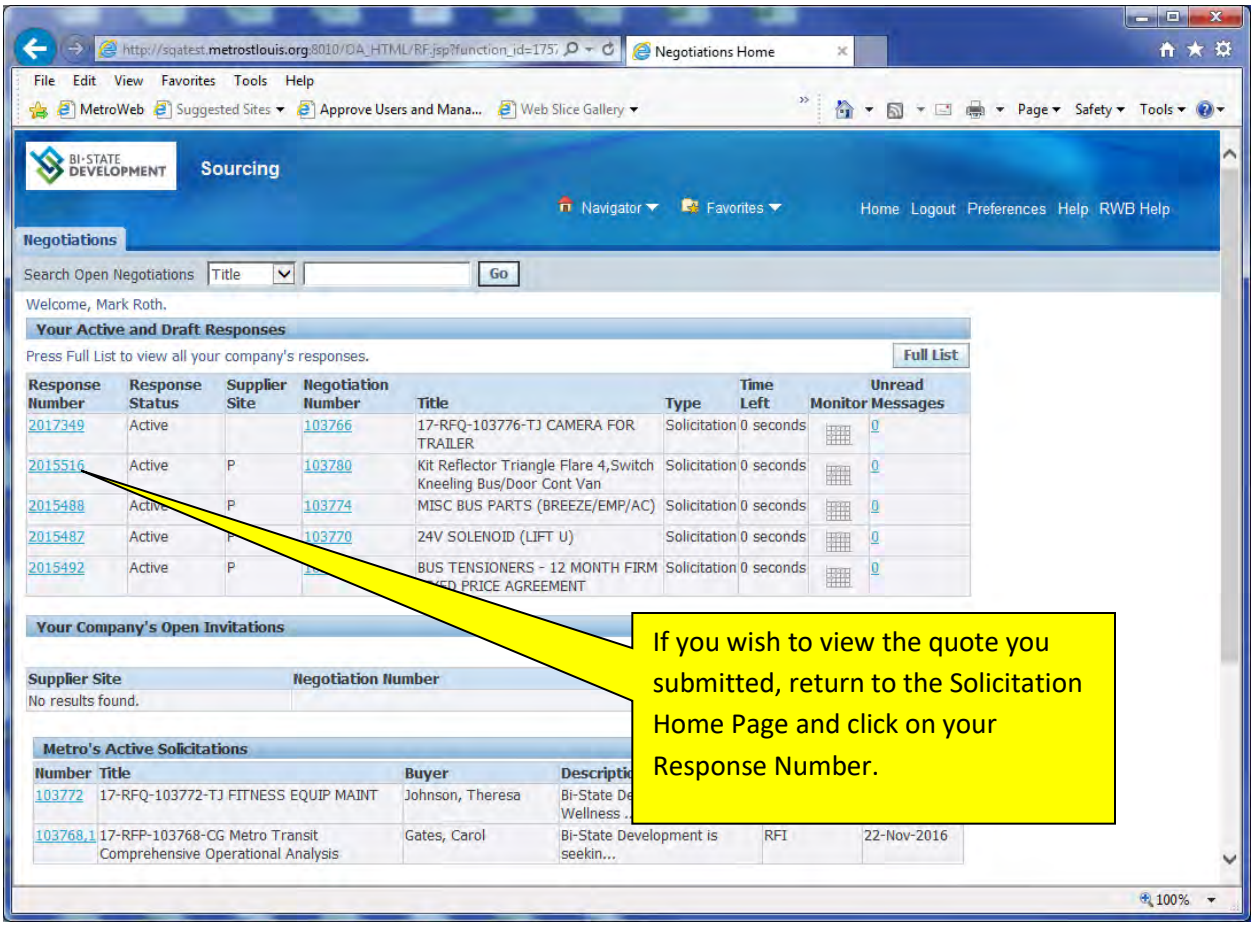
SECTION SEVEN: How to Display the Winning Response

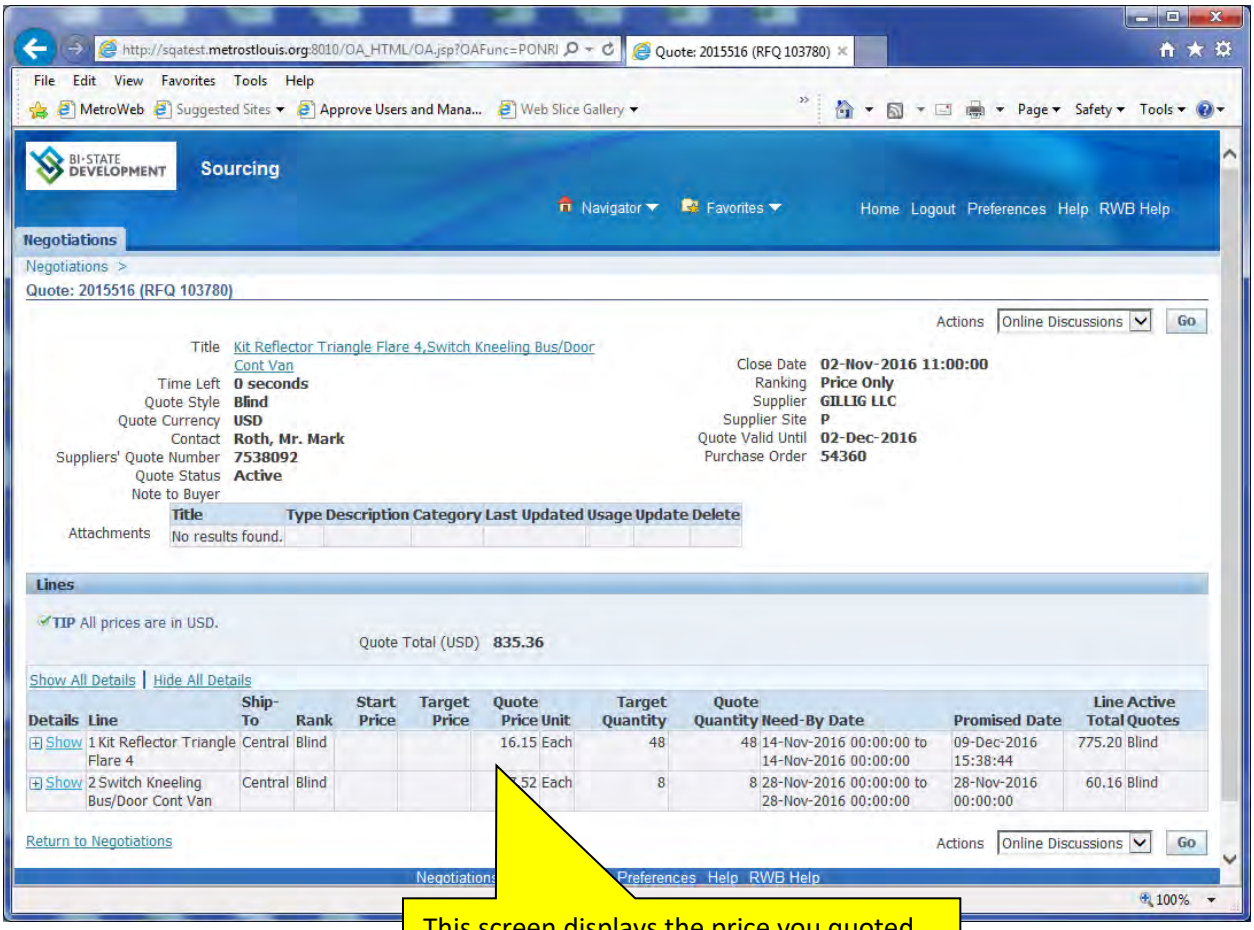
If you have competed unsuccessfully on a solicitation you may review the winning bid as well as the bid you submitted. This is only viewable AFTER a purchase order has been given to another supplier.


Sourcing
Navigator
Favorites
Home Logout Preferences Help RWB Help
Negotiations
Search Open Negotiations
Title
Go
Welcome, Mark Roth.
Your Active and Draft Responses
Press Full List to view all your company's responses.
Full List
Response Number
Response Status
Supplier Site
Negotiation Number
Title
Type
Time Left
Monitor
Unread Messages
2017349 Active 103766 17-RFQ-103776-TJ CAMERA FOR TRAILER Solicitation 15 minutes 0
2015516 Active P 103780 Kit Reflector Triangle Flare 4,Switch Kneeling Bus/Door Cont Van Solicitation 0 seconds 0
2015488 Active P 103774 MISC BUS PARTS (BREEZE/EMP/AC) Solicitation 0 seconds 0
2015487 Active P 103770 24V SOLENOID (LIFT U) Solicitation 0 seconds 0
2015492 Active P 103764 BUS TENSIONERS - 12 MONTH FIRM FIXED PRICE AGREEMENT Solicitation 0 seconds 0
Your Company's Open Invitations
Full List
Supplier Site
Title
Type
Time Left
No results found.
Metro's Active Solicitations
Number
Title
103768,1 17-RFP-103768-CG Metro Tr
Comprehensive Operational
103766 17-RFQ-103776-TJ CAMERA
103772 17-RFQ-103772-TJ FITNESS
Quick Links
Manage
Drafts
Personal Information
Active
Awarded
Rejected
From the Sourcing homepage view Your Active and Draft Reponses. NOTE: You may need to Press Full List in order to display older solicitations.
Click on the Negotiation Number of the solicitation you wish to view.
100%


RFQ: 103780
Sourcing
Navigator
Favorites
Home Logout Preferences Help RWB Help
Negotiations
Negotiations > RFQ: 103764 >
RFQ: 103780
Actions
Online Discussions
Go
Title Kit Reflector Triangle Flare 4,Switch Kneeling Bus/Door Cont Van
Status Closed
Time Left 0 seconds
Open Date 28-Oct-2016 13:55:02
Close Date 02-Nov-2016 11:00:00
Header
Lines
Controls
Buyer Schneider, Pamela
Quote Style Blind
Outcome Standard Purchase Order
Event
Terms
Bill-To Address
Ship-To Address Central
FOB DEST
Payment Terms Net 30
Carrier
Freight Terms Prepaid
Currency
RFQ Currency USD
Price Precision Any
Requirements
Details Section
No results found.
Additional Header Attributes (Buyer & Supplier)
Notes and Attachments
Note to Suppliers EARLY SHIPMENTS ARE NOT ACCEPTED AT METRO UNLESS EXPEDITED BY METRO !!!!!
PACKAGING REQUIREMENTSON A PART THAT CONTAINS MULTIPLE PIECES:
BULK PACKAGING OF PARTS / ITEMS THAT HAVE ATTACHING HARDWARE OR IS A MULTIPLE PIECE PART IS NOT ACCEPTABLE. EACH PART MUST BE PACKAGED OR BOXED SEPERATELY WITH ITS INDIVIDUAL ATTACHING HARDWARE IN EACH PACKAGE. THIS APPLIES TO ANY PART WITHOUT A SPECIFICATION OR ANY PART WITH A SPECIFICATION THAT HAS NO PACKAGING INSTRUCTIONS. METRO QC (QUALITY CONTROL) HAS PACKAGING REQUIREMENTS IN A MULTITUDE OF THE PARTS SPECIFICATIONS. A HEAVY DUTY PLASTIC ZIP LOCK BAG IS ACCEPTABLE FOR MOST PARTS. IF QC DEEMS THAT SHIPPING DAMAGE IS OCURRING THEN IT WILL SPECIFY THE PART TO BE BOXED FOR PROTECTION.
The solicitation will display. Click on the Lines tab of the solicitation.


RFQ: 103780
BI-STATE DEVELOPMENT
Sourcing
Navigator
Favorites
Home Logout Preferences Help RWB Help
Negotiations
Negotiations > RFQ: 103764 >
RFQ: 103780
Actions
Online Discussions
Go
Title Kit Reflector Triangle Flare 4,Switch Kneeling Bus/Door Cont Van
Status Closed
Time Left 0 seconds
Open Date 28-Oct-2016 13:55:02
Close Date 02-Nov-2016 11:00:00
Header
Lines
Controls
Display Rank As Win/Lose
Ranking Price Only
Cost Factors None
Lines
Line
Item, Rev
Category
Unit
Quantity
Need-By From
Need-By To
Best Price (USD)
Active Responses
Time Left
Mfg/Vendor Item Information
1 Kit Reflector Triangle ...
0923979
336399.Inventory
Each
48
14-Nov-2016 00:00:00
11.11
Blind
0 seconds
Click Here
2 Switch Kneeling Bus/Doo...
0888953
423610.ELECTRICAL SUPPLIES
Each
8
28-Nov-2016 00:00:00
7.52
Blind
0 seconds
Click Here
Return to RFQ: 103764
Privacy Statement
Copyright (c) 2006, Oracle. All rights reserved.
The screen will display the Best Price.
If the Best Price Column displays “Blind” the award has not been made.


Negotiations Home
File Edit View Favorites Tools Help
MetroWeb Suggested Sites Approve Users and Mana... Web Slice Gallery
Page Safety Tools
BI-STATE DEVELOPMENT
Sourcing
Navigator Favorites
Home Logout Preferences Help RWB Help
Negotiations
Search Open Negotiations Title Go
Welcome, Mark Roth.
Your Active and Draft Responses
Press Full List to view all your company's responses.
Full List
Response Number | Response Status | Supplier Site | Negotiation Number | Title | Type | Time Left | Monitor | Unread Messages
2017349 | Active | | 103766 | 17-RFQ-103776-TJ CAMERA FOR TRAILER | Solicitation | 0 seconds | | 0
2015516 | Active | P | 103780 | Kit Reflector Triangle Flare 4,Switch Kneeling Bus/Door Cont Van | Solicitation | 0 seconds | | 0
2015488 | Active | P | 103774 | MISC BUS PARTS (BREEZE/EMP/AC) | Solicitation | 0 seconds | | 0
2015487 | Active | P | 103770 | 24V SOLENOID (LIFT U) | Solicitation | 0 seconds | | 0
2015492 | Active | P | | BUS TENSIONERS - 12 MONTH FIRM | Solicitation | 0 seconds | | 0
Your Company's Open Invitations
Supplier Site | Negotiation Number
No results found.
Metro's Active Solicitations
Number | Title | Buyer | Descriptio
103772 | 17-RFQ-103772-TJ FITNESS EQUIP MAINT | Johnson, Theresa | Bi-State De Wellness ..
103768,1 | 17-RFP-103768-CG Metro Transit Comprehensive Operational Analysis | Gates, Carol | Bi-State Development is seekin... | RFI | 22-Nov-2016
If you wish to view the quote you submitted, return to the Solicitation Home Page and click on your Response Number.
100%


http://sqatest.metrostlouis.org:8010/OA_HTML/OA.jsp?OAFunc=PONRI
Quote: 2015516 (RFQ 103780)
File Edit View Favorites Tools Help
MetroWeb Suggested Sites Approve Users and Mana... Web Slice Gallery
Page Safety Tools
BI-STATE DEVELOPMENT
Sourcing
Navigator Favorites
Home Logout Preferences Help RWB Help
Negotiations
Negotiations >
Quote: 2015516 (RFQ 103780)
Actions Online Discussions Go
Title Kit Reflector Triangle Flare 4,Switch Kneeling Bus/Door Cont Van
Time Left 0 seconds
Quote Style Blind
Quote Currency USD
Contact Roth, Mr. Mark
Suppliers' Quote Number 7538092
Quote Status Active
Note to Buyer
Close Date 02-Nov-2016 11:00:00
Ranking Price Only
Supplier GILLIG LLC
Supplier Site P
Quote Valid Until 02-Dec-2016
Purchase Order 54360
Attachments
Title Type Description Category Last Updated Usage Update Delete
No results found.
Lines
TIP All prices are in USD.
Quote Total (USD) 835.36
Show All Details | Hide All Details
Details Line Ship-To Rank Start Price Target Price Quote Price Unit Target Quantity Quote Quantity Need-By Date Promised Date Line Total Active Quotes
Show 1 Kit Reflector Triangle Flare 4 Central Blind 16.15 Each 48 48 14-Nov-2016 00:00:00 to 14-Nov-2016 00:00:00 09-Dec-2016 15:38:44 775.20 Blind
Show 2 Switch Kneeling Bus/Door Cont Van Central Blind 7.52 Each 8 8 28-Nov-2016 00:00:00 to 28-Nov-2016 00:00:00 28-Nov-2016 00:00:00 60.16 Blind
Return to Negotiations
Actions Online Discussions Go
Negotiations Preferences Help RWB Help
100%
This screen displays the price you quoted.

SECTION EIGHT: Managing Your iSupplier Account

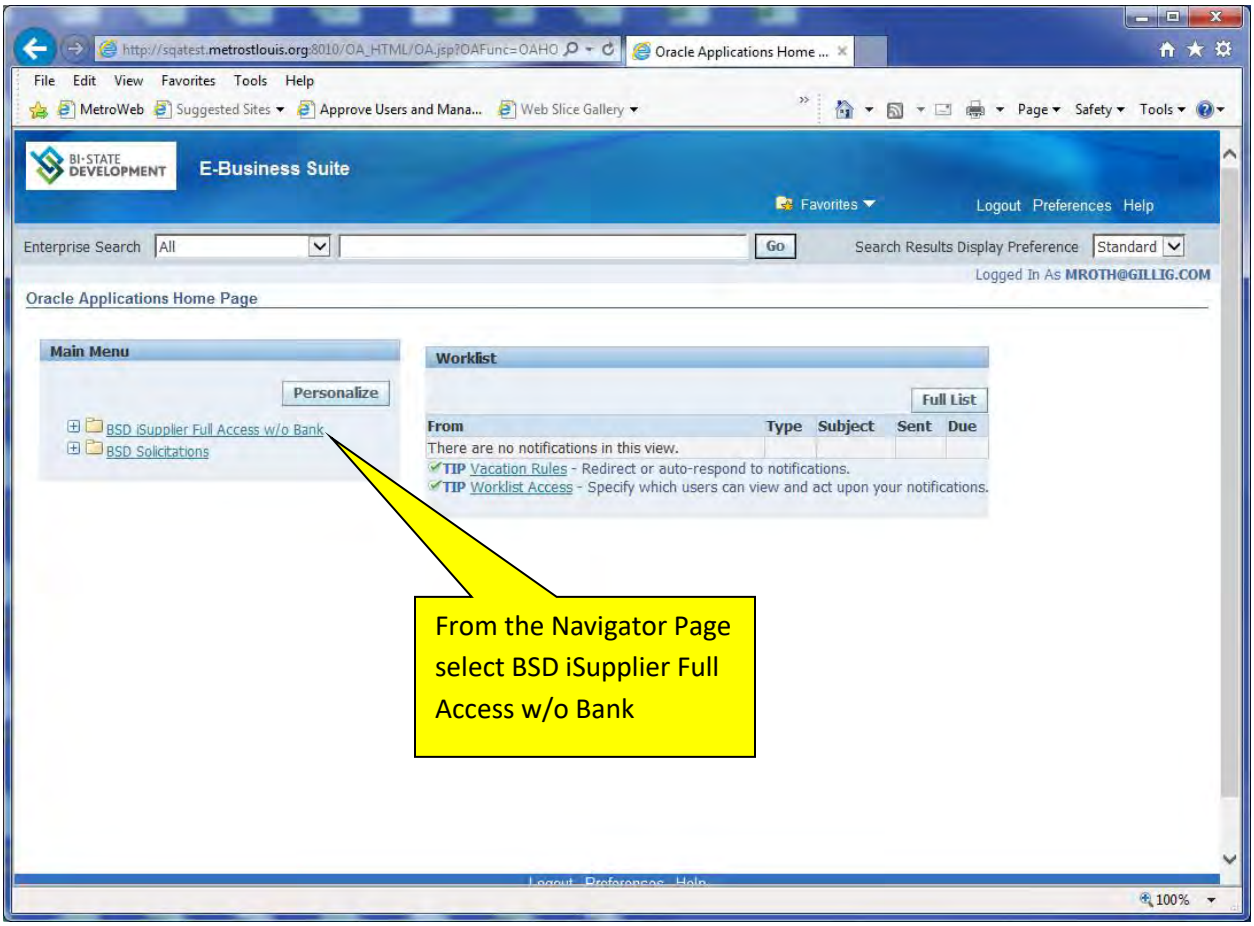
Registering for Products

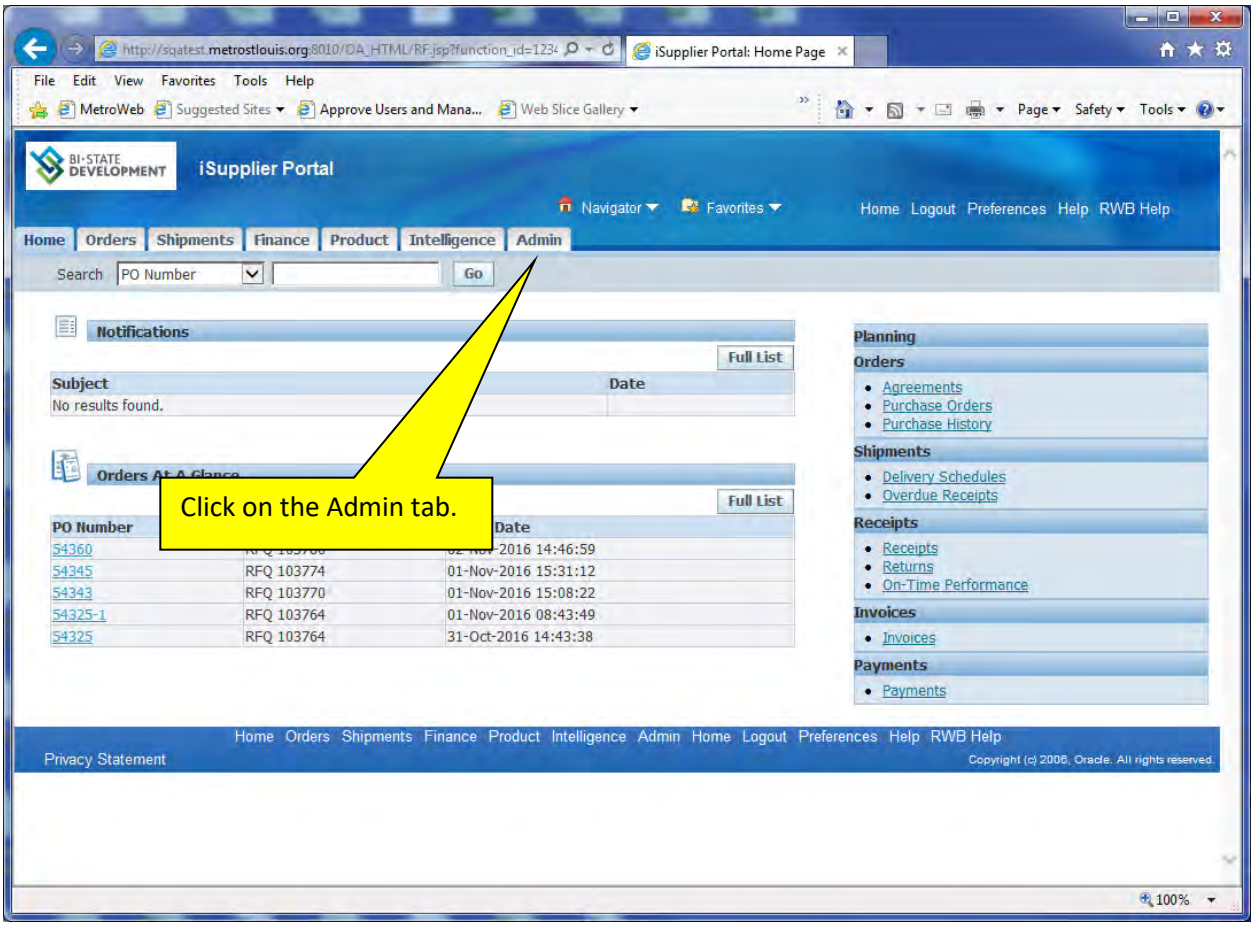
Once you've enrolled in BSD's iSupplier you can use the system to register for products and services which your company would like to furnish BSD. BSD uses an abbreviated version of the NAICS (North American Industry Classification System) codes to classify the products or services on their solicitations. 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.


http://sqatest.metrostlouis.org:8010/OA_HTML/OA.jsp?OAFunc=OAHO
Oracle Applications Home ...
File Edit View Favorites Tools Help
MetroWeb Suggested Sites Approve Users and Mana... Web Slice Gallery
Page Safety Tools
BI-STATE DEVELOPMENT
E-Business Suite
Favorites
Logout Preferences Help
Enterprise Search All
Go
Search Results Display Preference Standard
Logged In As MROTH@GILLIG.COM
Oracle Applications Home Page
Main Menu
Personalize
BSD iSupplier Full Access w/o Bank
BSD Solicitations
Worklist
Full List
From Type Subject Sent Due
There are no notifications in this view.
TIP Vacation Rules - Redirect or auto-respond to notifications.
TIP Worklist Access - Specify which users can view and act upon your notifications.
From the Navigator Page select BSD iSupplier Full Access w/o Bank
100%


iSupplier Portal: Home Page
BI-STATE DEVELOPMENT
iSupplier Portal
Navigator
Favorites
Home Logout Preferences Help RWB Help
Home Orders Shipments Finance Product Intelligence Admin
Search PO Number Go
Notifications
Full List
Subject
Date
No results found.
Orders At A Glance
Full List
PO Number
Date
54360
54345 RFQ 103774 01-Nov-2016 15:31:12
54343 RFQ 103770 01-Nov-2016 15:08:22
54325-1 RFQ 103764 01-Nov-2016 08:43:49
54325 RFQ 103764 31-Oct-2016 14:43:38
Click on the Admin tab.
Planning
Orders
Agreements
Purchase Orders
Purchase History
Shipments
Delivery Schedules
Overdue Receipts
Receipts
Receipts
Returns
On-Time Performance
Invoices
Invoices
Payments
Payments
Home Orders Shipments Finance Product Intelligence Admin Home Logout Preferences Help RWB Help
Privacy Statement
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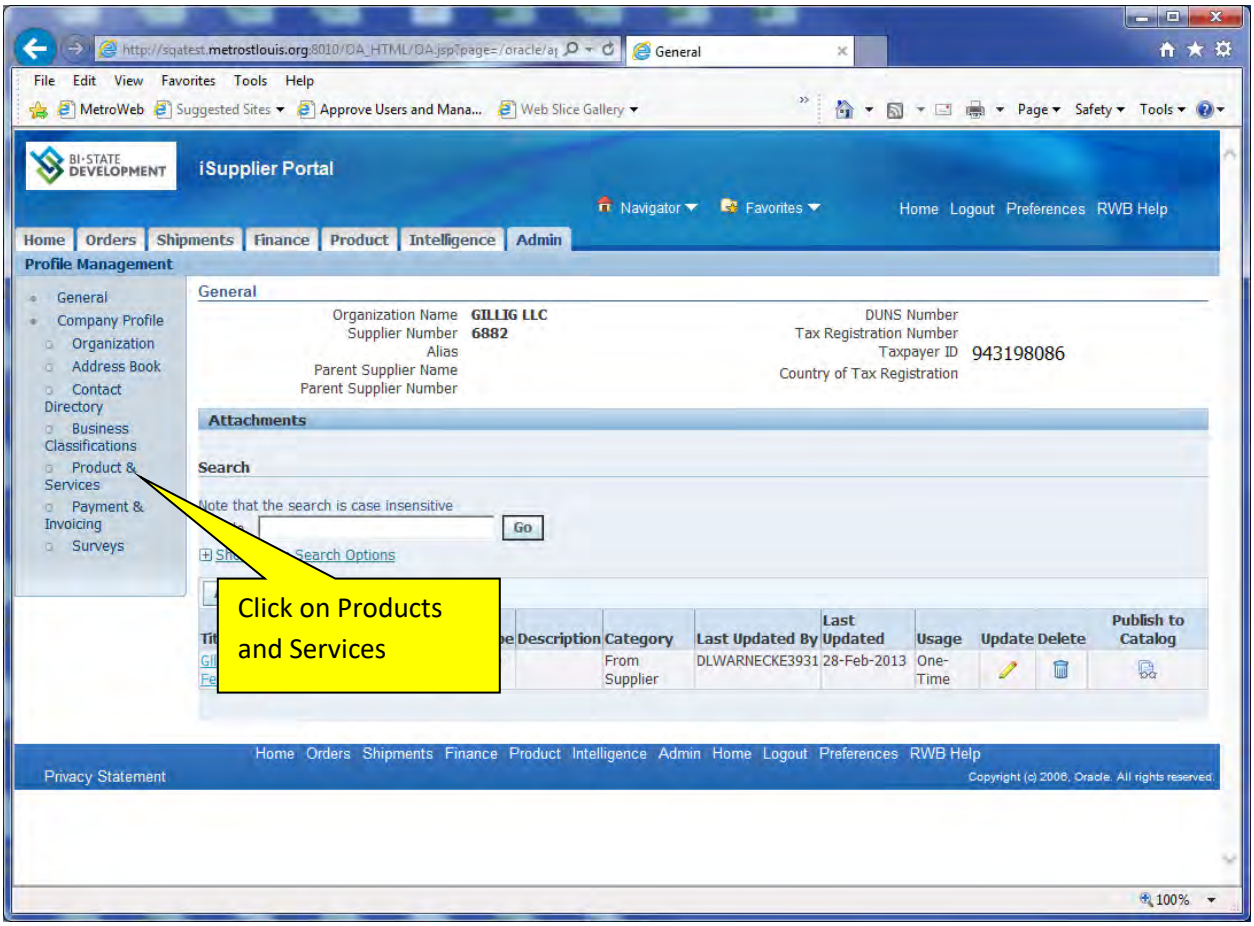
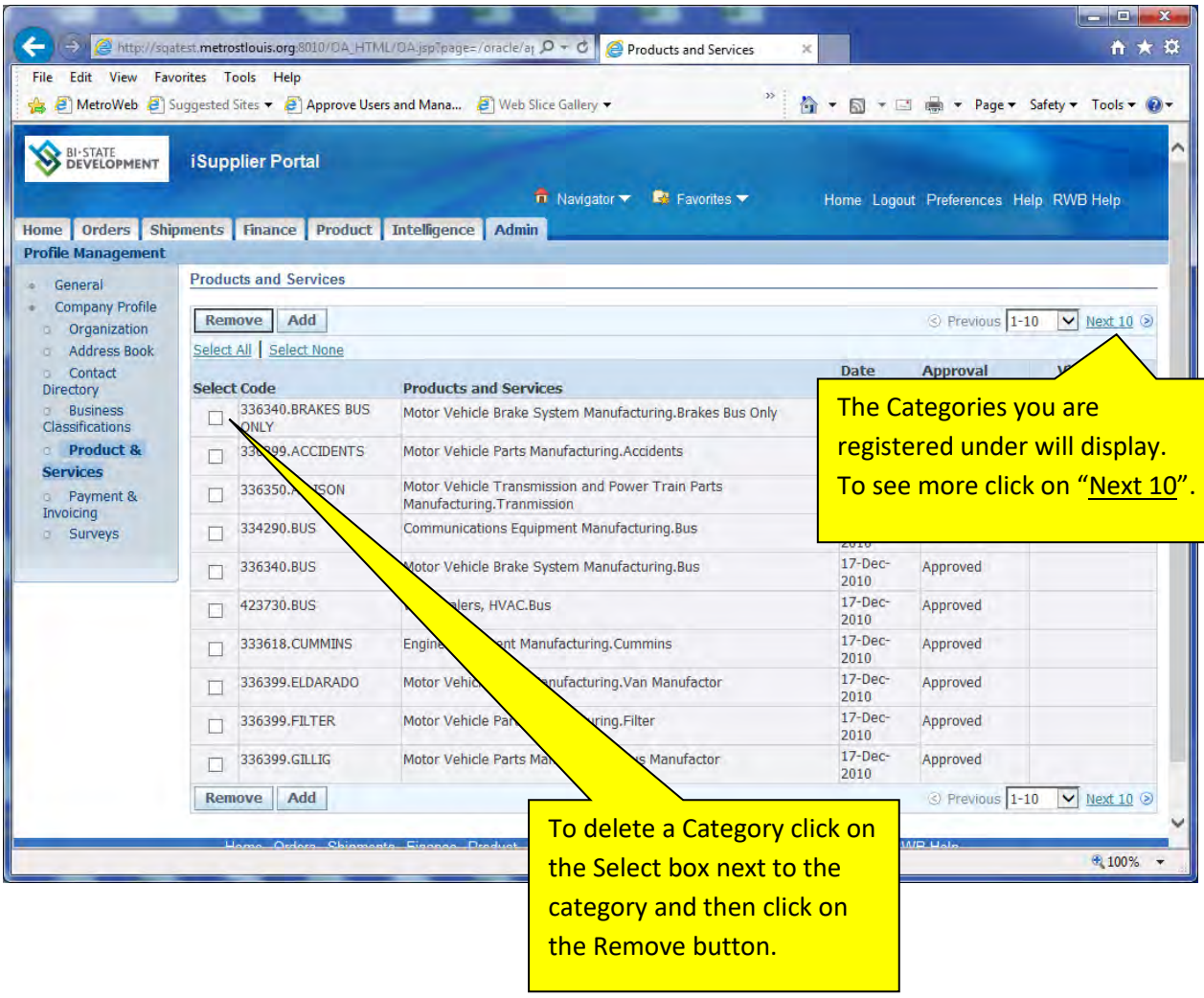
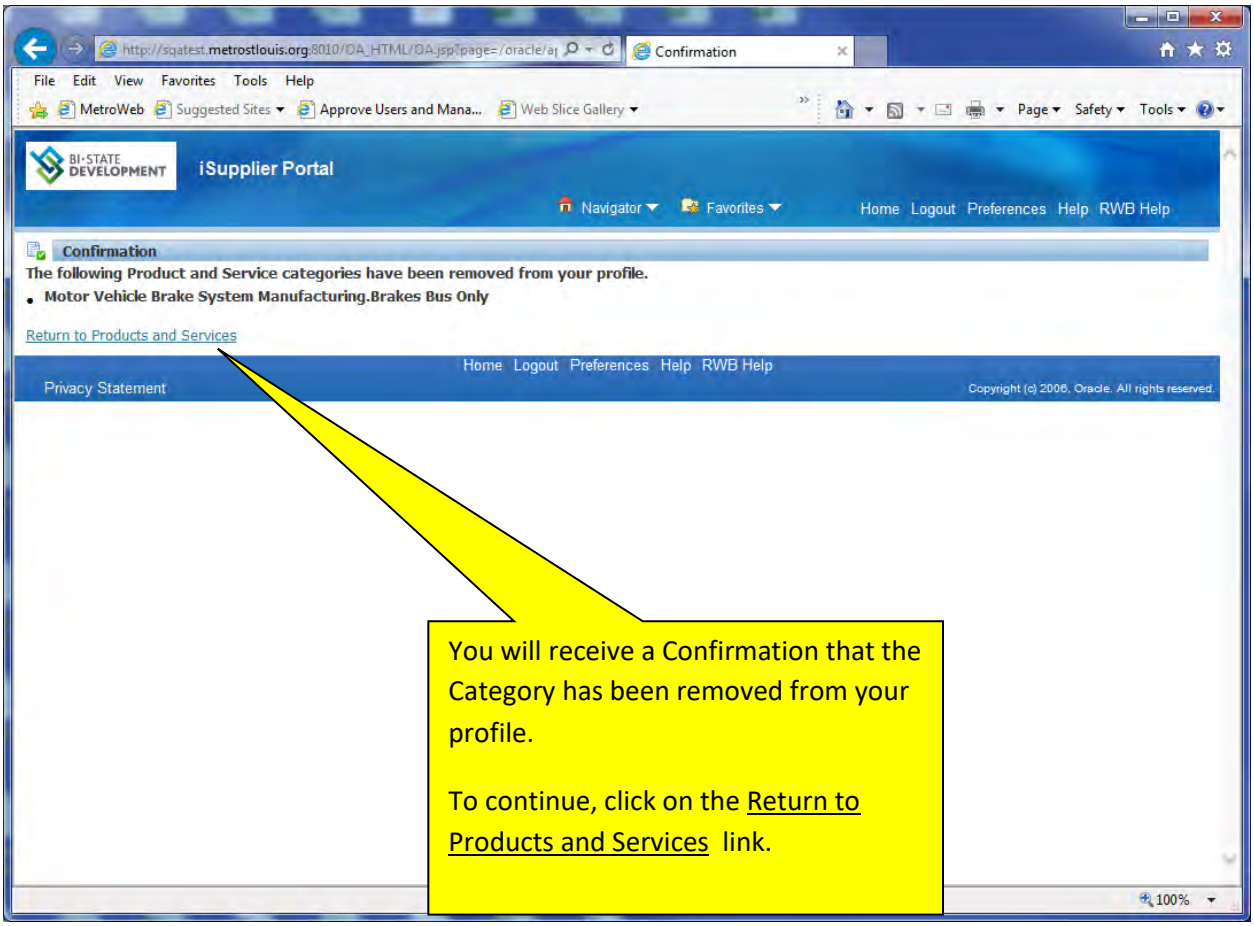
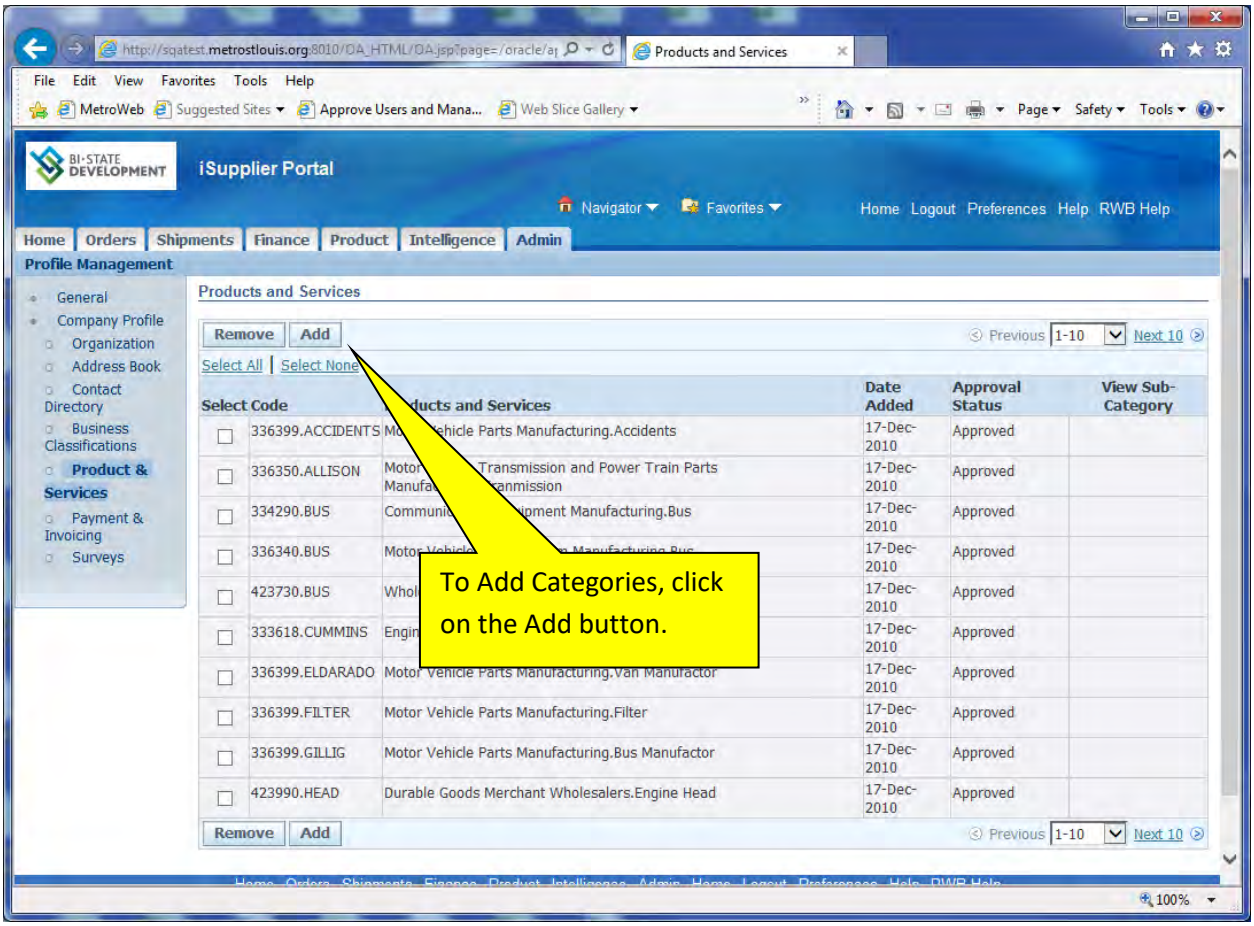
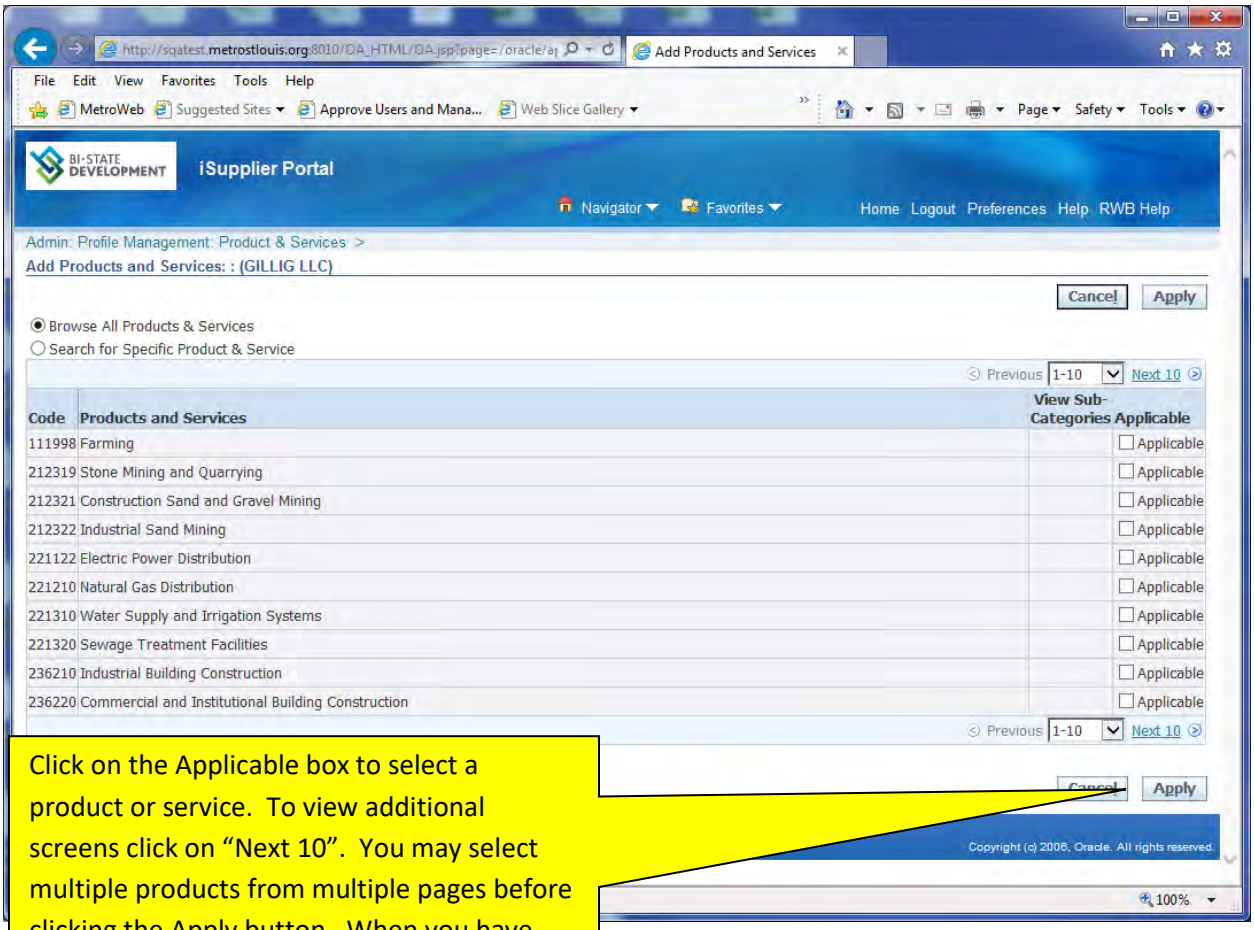
100%


iSupplier Portal
Navigator
Favorites
Home Logout Preferences RWB Help
Home Orders Shipments Finance Product Intelligence Admin
Profile Management
General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Payment & Invoicing
Surveys
Organization Name GILLIG LLC
Supplier Number 6882
Alias
Parent Supplier Name
Parent Supplier Number
DUNS Number
Tax Registration Number
Taxpayer ID 943198086
Country of Tax Registration
Attachments
Search
Note that the search is case insensitive
Go
Search Options
Click on Products and Services
Description
Category
Last Updated By
Last Updated
Usage
Update
Delete
Publish to Catalog
From Supplier
DLWARNECKE3931
28-Feb-2013
One-Time
Privacy Statement
Copyright (c) 2006, Oracle. All rights reserved.

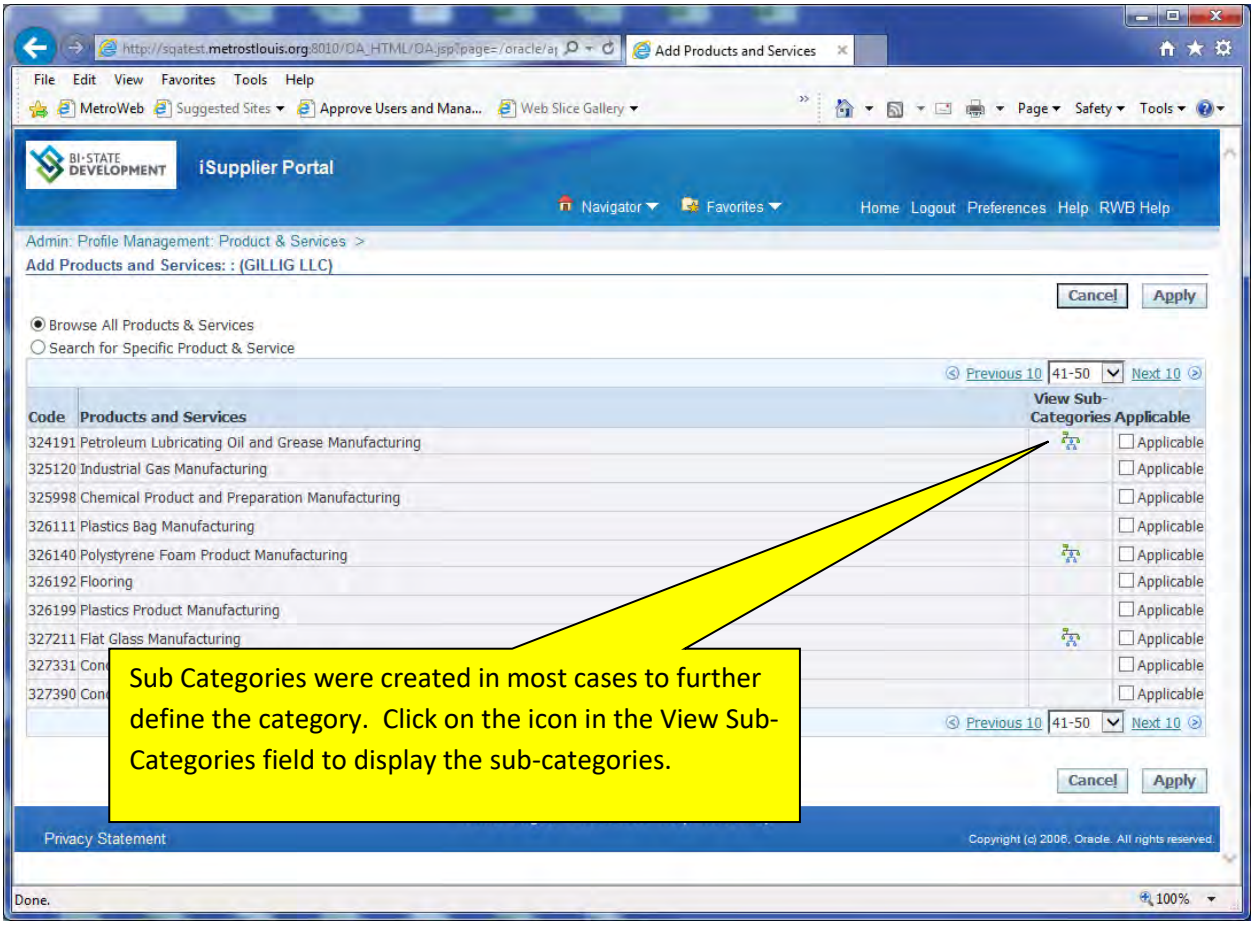

Products and Services
File Edit View Favorites Tools Help
MetroWeb Suggested Sites Approve Users and Mana... Web Slice Gallery
Page Safety Tools
BI-STATE DEVELOPMENT
iSupplier Portal
Navigator Favorites
Home Logout Preferences Help RWB Help
Home Orders Shipments Finance Product Intelligence Admin
Profile Management
General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Payment & Invoicing
Surveys
Products and Services
Remove Add
Previous 1-10 Next 10
Select All | Select None
Select Code
Products and Services
Date
Approval
336340.BRAKES BUS ONLY
Motor Vehicle Brake System Manufacturing.Brakes Bus Only
336399.ACCIDENTS
Motor Vehicle Parts Manufacturing.Accidents
336350.TRANSON
Motor Vehicle Transmission and Power Train Parts Manufacturing.Tranmission
334290.BUS
Communications Equipment Manufacturing.Bus
336340.BUS
Motor Vehicle Brake System Manufacturing.Bus
17-Dec-2010
Approved
423730.BUS
17-Dec-2010
Approved
333618.CUMMINS
17-Dec-2010
Approved
336399.ELDARADO
17-Dec-2010
Approved
336399.FILTER
17-Dec-2010
Approved
336399.GILLIG
17-Dec-2010
Approved
Remove Add
Previous 1-10 Next 10
100%
The Categories you are registered under will display. To see more click on "Next 10".
To delete a Category click on the Select box next to the category and then click on the Remove button.


Confirmation
File Edit View Favorites Tools Help
MetroWeb Suggested Sites Approve Users and Mana... Web Slice Gallery
Page Safety Tools
BI-STATE DEVELOPMENT
iSupplier Portal
Navigator Favorites
Home Logout Preferences Help RWB Help
Confirmation
The following Product and Service categories have been removed from your profile.
Motor Vehicle Brake System Manufacturing.Brakes Bus Only
Return to Products and Services
Home Logout Preferences Help RWB Help
Privacy Statement
Copyright (c) 2006, Oracle. All rights reserved.
You will receive a Confirmation that the Category has been removed from your profile.
To continue, click on the Return to Products and Services link.
100%


Products and Services
File Edit View Favorites Tools Help
MetroWeb Suggested Sites Approve Users and Mana... Web Slice Gallery
Page Safety Tools
BI-STATE DEVELOPMENT
iSupplier Portal
Navigator Favorites
Home Logout Preferences Help RWB Help
Home Orders Shipments Finance Product Intelligence Admin
Profile Management
General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Payment & Invoicing
Surveys
Products and Services
Remove Add
Previous 1-10 Next 10
Select All | Select None
Select Code
Products and Services
Date Added
Approval Status
View Sub-Category
336399.ACCIDENTS
336350.ALLISON
334290.BUS
336340.BUS
423730.BUS
333618.CUMMINS
336399.ELDARADO
336399.FILTER
336399.GILLIG
423990.HEAD
Motor Vehicle Parts Manufacturing.Filter
Motor Vehicle Parts Manufacturing.Bus Manufactor
Durable Goods Merchant Wholesalers.Engine Head
17-Dec-2010
Approved
To Add Categories, click on the Add button.
100%



Click on the Applicable box to select a product or service. To view additional screens click on "Next 10". You may select multiple products from multiple pages before clicking the Apply button. When you have added all desired products or services, click on the Apply button. Note that some categories have Sub Categories.


Add Products and Services
File Edit View Favorites Tools Help
MetroWeb Suggested Sites Approve Users and Mana... Web Slice Gallery
Page Safety Tools
BI-STATE DEVELOPMENT
iSupplier Portal
Navigator Favorites
Home Logout Preferences Help RWB Help
Admin: Profile Management: Product & Services >
Add Products and Services: : (GILLIG LLC)
Cancel Apply
Browse All Products & Services
Search for Specific Product & Service
Previous 10 41-50 Next 10
Code Products and Services View Sub-Categories Applicable
324191 Petroleum Lubricating Oil and Grease Manufacturing Applicable
325120 Industrial Gas Manufacturing Applicable
325998 Chemical Product and Preparation Manufacturing Applicable
326111 Plastics Bag Manufacturing Applicable
326140 Polystyrene Foam Product Manufacturing Applicable
326192 Flooring Applicable
326199 Plastics Product Manufacturing Applicable
327211 Flat Glass Manufacturing Applicable
327331 Applicable
327390 Applicable
Sub Categories were created in most cases to further define the category. Click on the icon in the View Sub-Categories field to display the sub-categories.
Previous 10 41-50 Next 10
Cancel Apply
Privacy Statement
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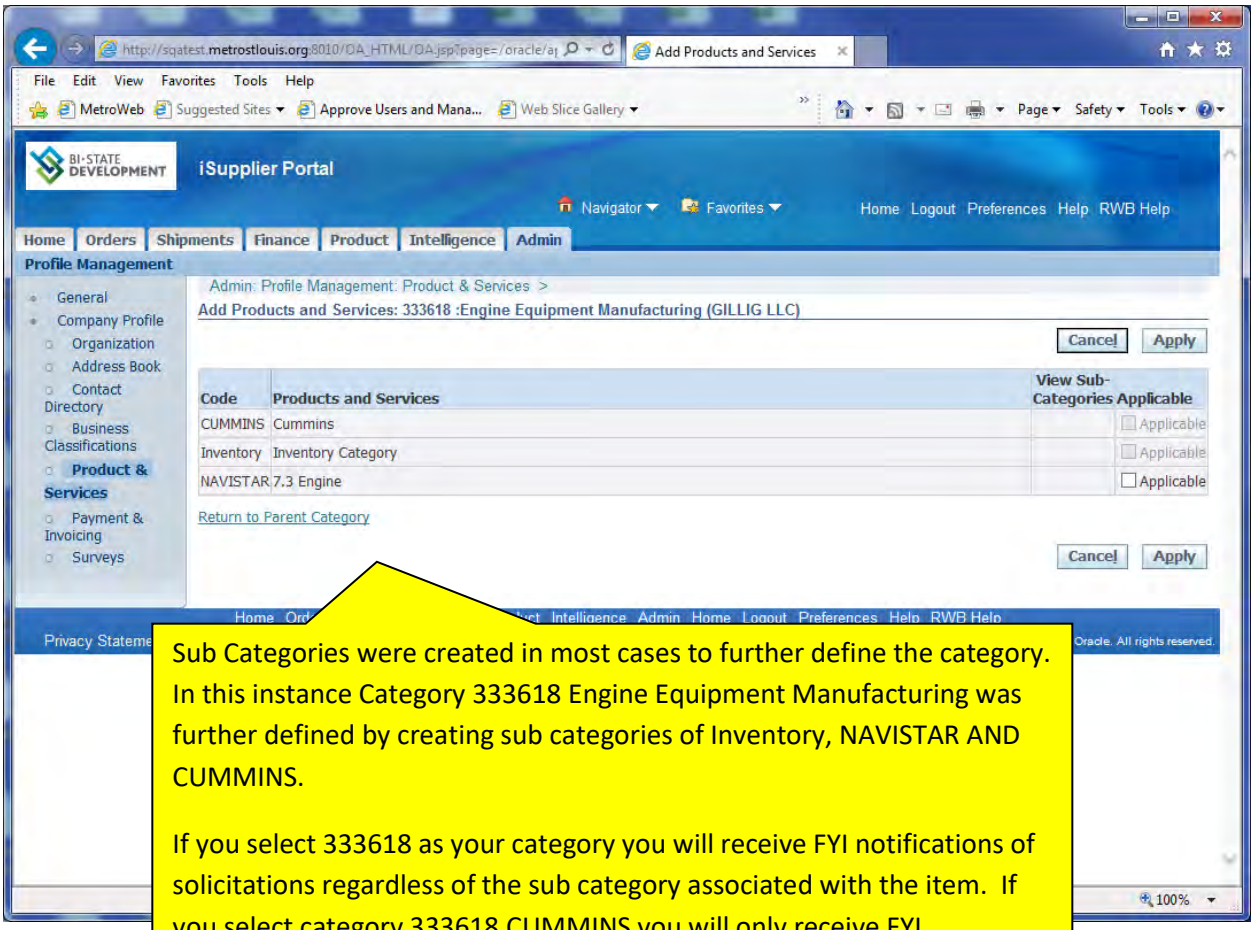
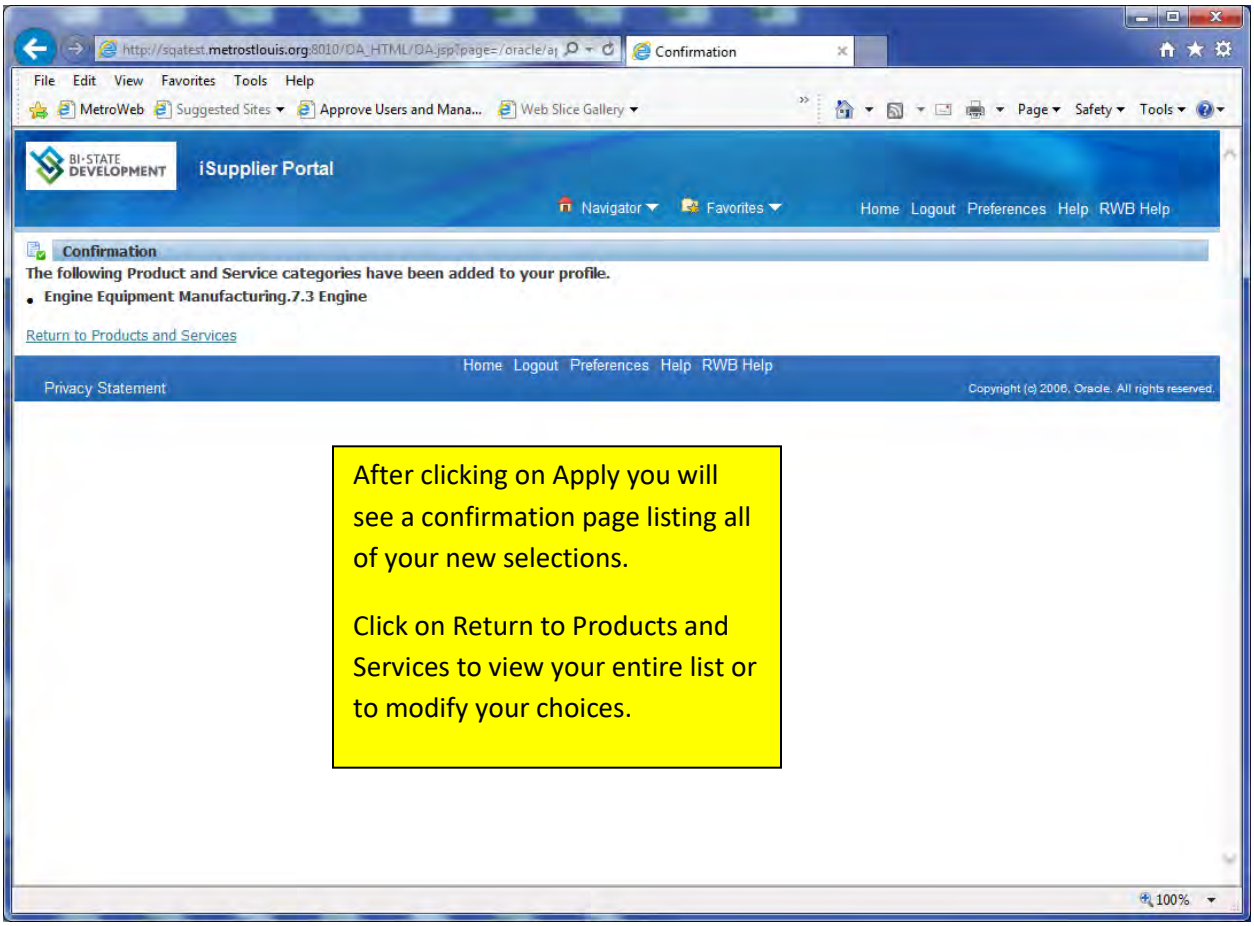
Done.
100%



Sub Categories were created in most cases to further define the category. In this instance Category 333618 Engine Equipment Manufacturing was further defined by creating sub categories of Inventory, NAVISTAR AND CUMMINS.

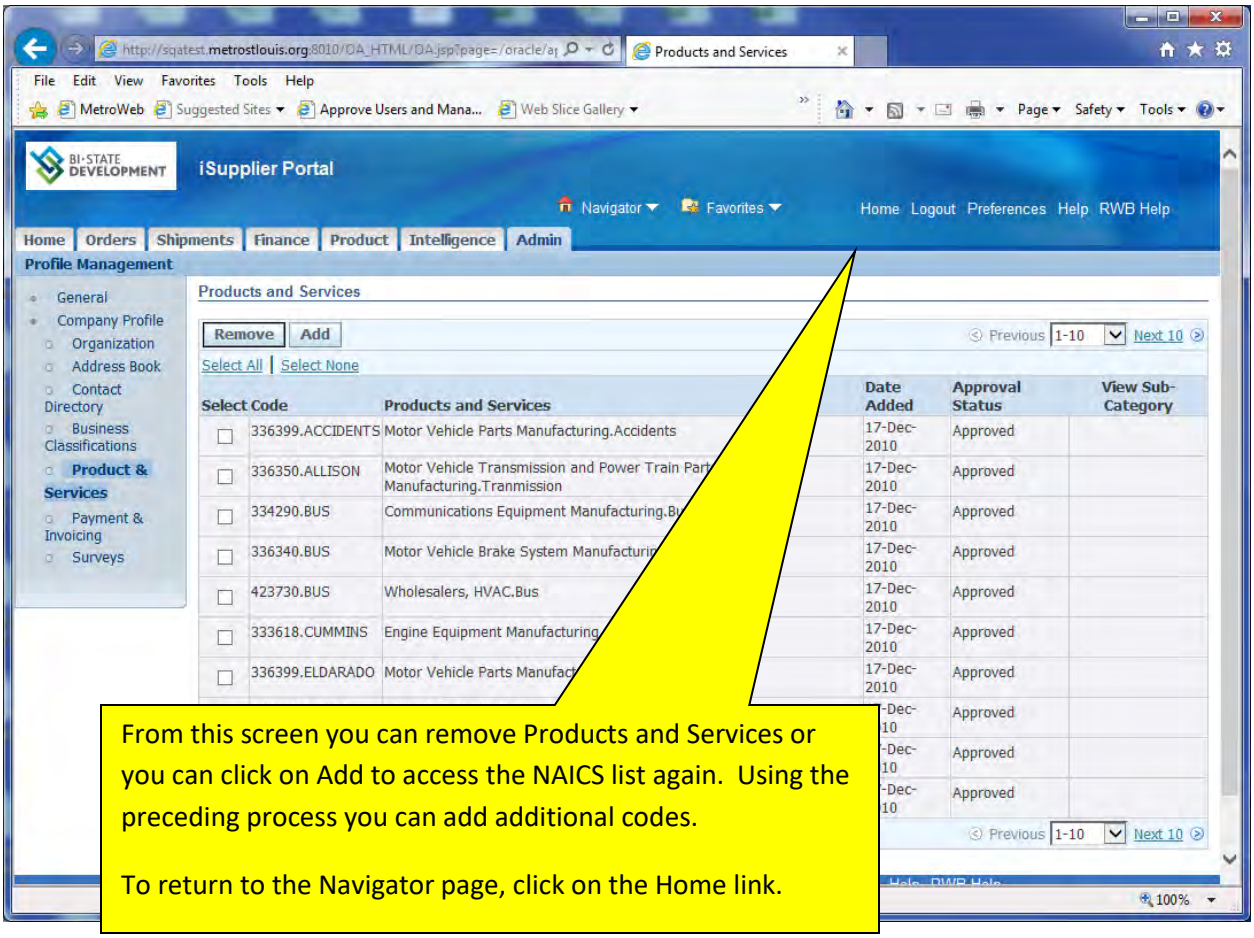
If you select 333618 as your category you will receive FYI notifications of solicitations regardless of the sub category associated with the item. If you select category 333618.CUMMINS you will only receive FYI notifications of solicitations on Cummins equipment. IF YOU SELECT A SUB-CATEGORY YOU MUST CLICK ON APPLY IN THIS SCREEN OR YOUR SELECTION WILL BE LOST.

Click on Return to Parent Category if you want to resume your search and selection.



After clicking on Apply you will see a confirmation page listing all of your new selections.

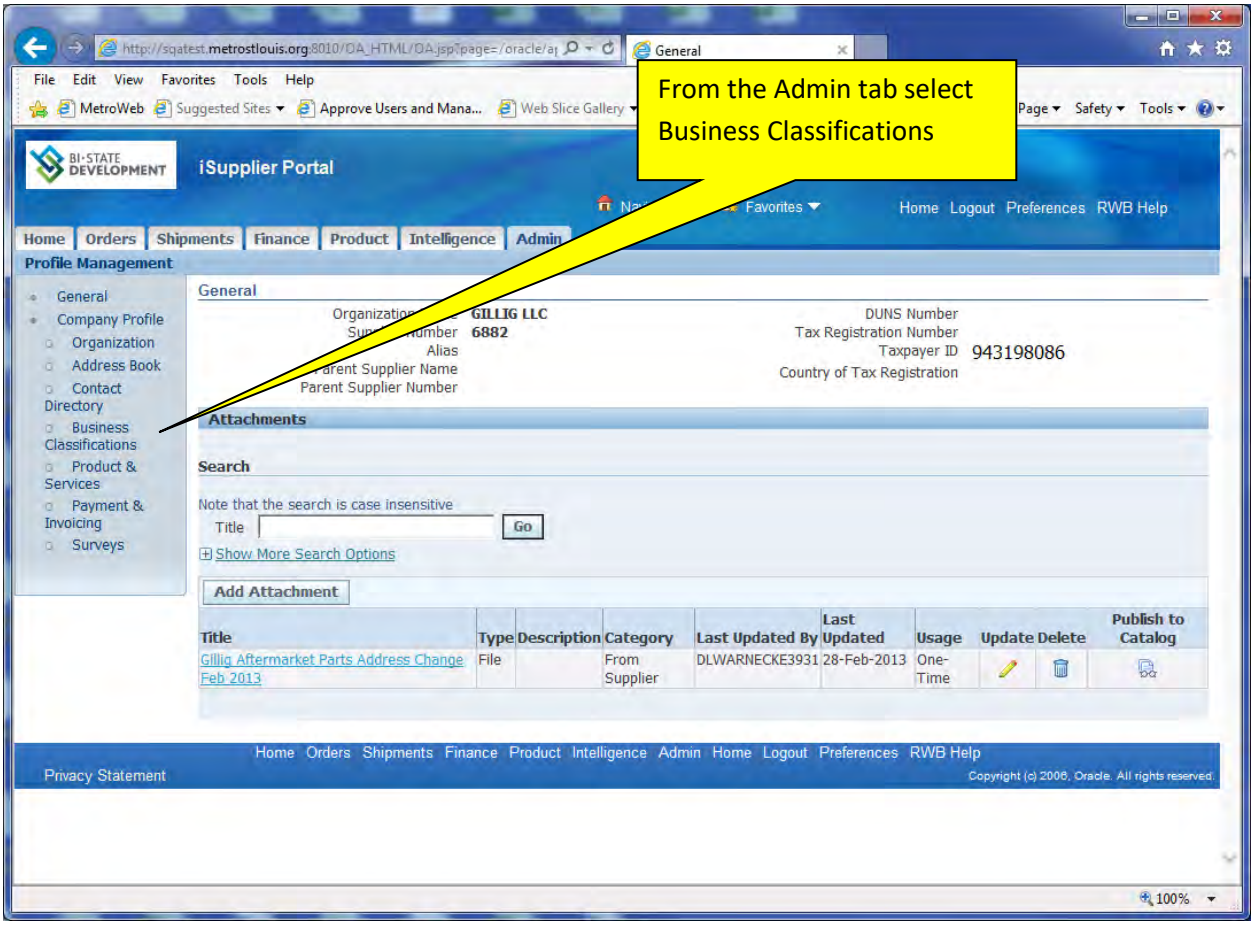
Click on Return to Products and Services to view your entire list or to modify your choices.

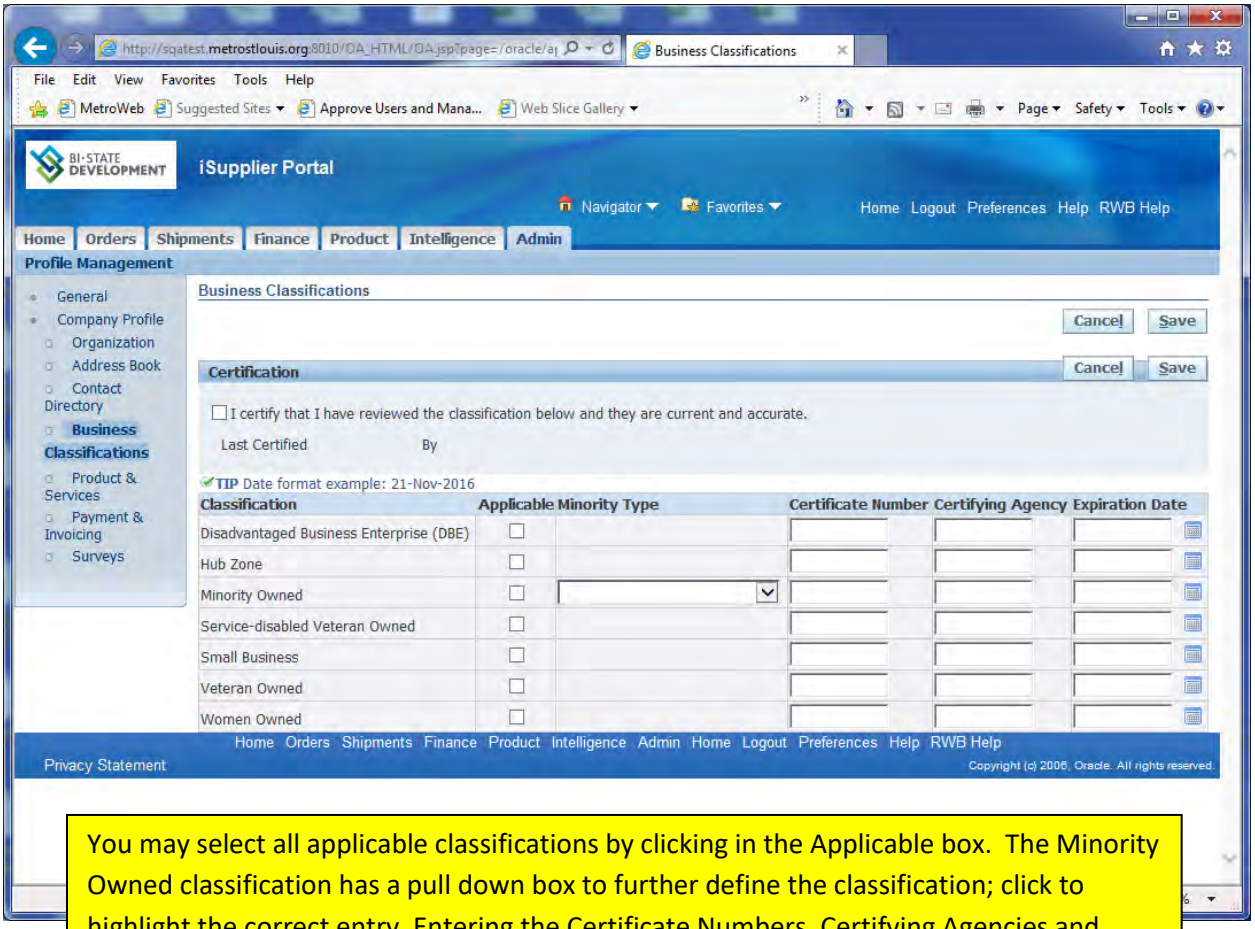


Once you have completed modifying your category codes they are submitted to the Program Administrator for review and approval.

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



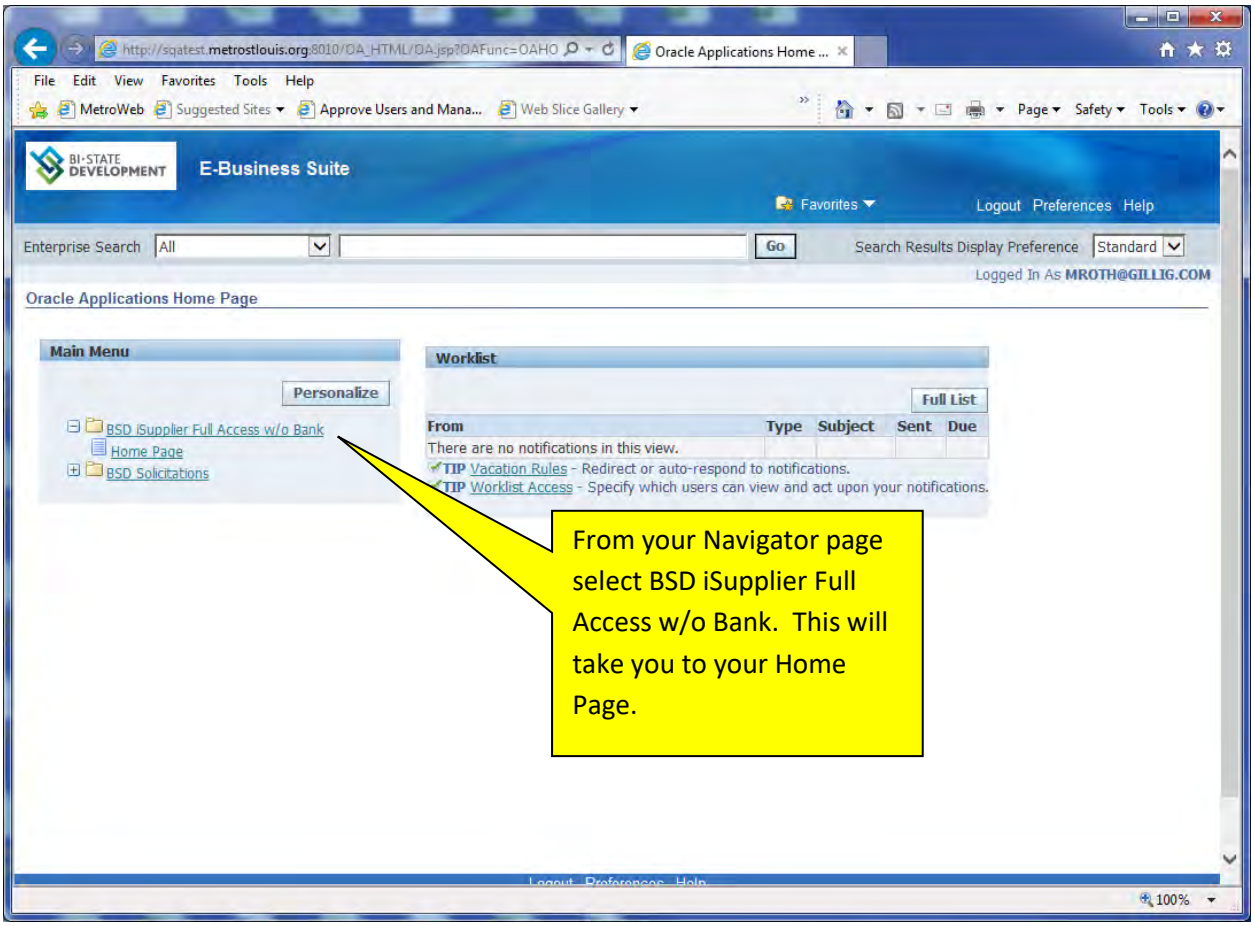


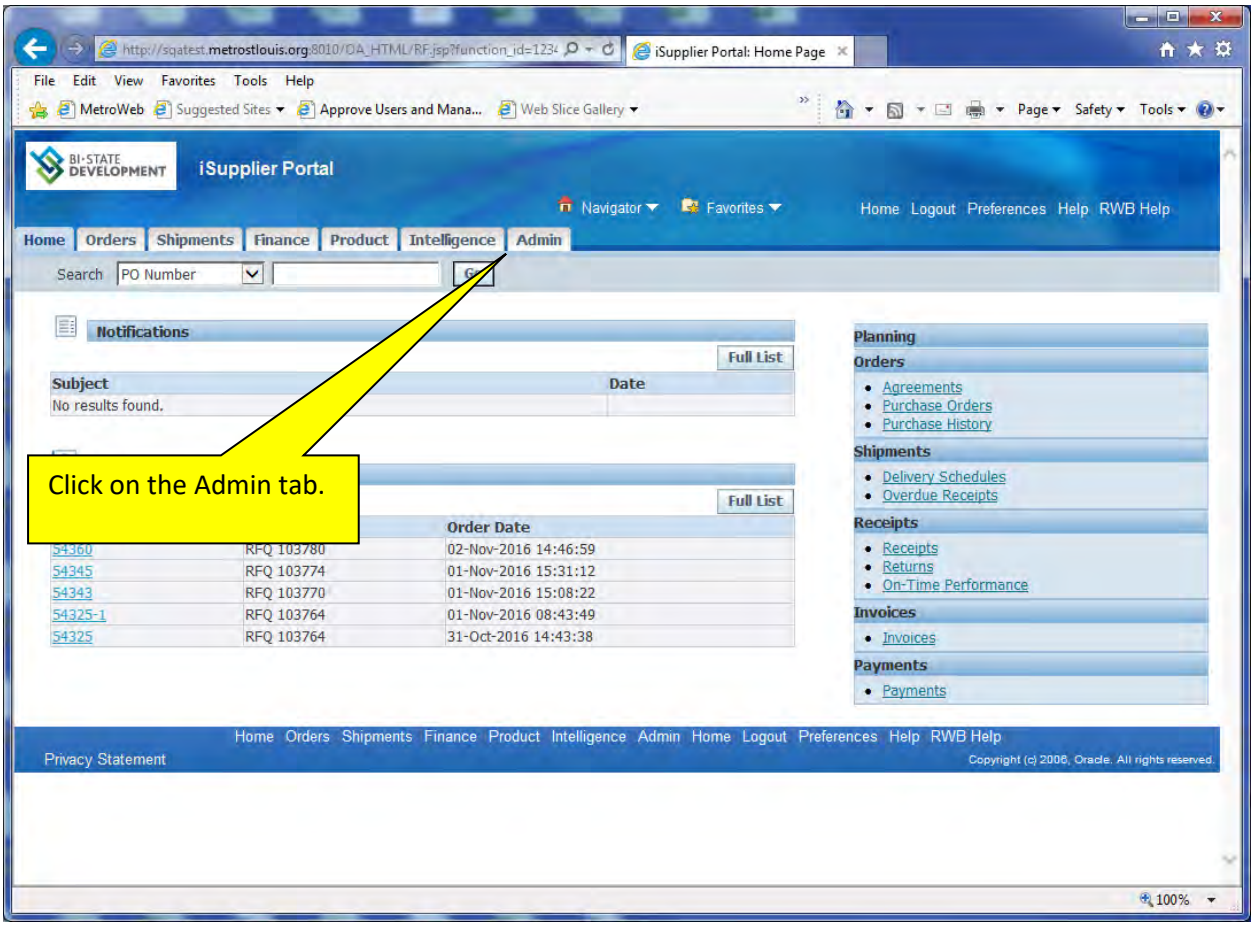
You may select all applicable classifications by clicking in the Applicable box. The Minority Owned classification has a pull down box to further define the classification; click to highlight the correct entry. Entering the Certificate Numbers, Certifying Agencies and Expiration Date when available will facilitate our confirmation.

All submissions are reviewed and approved by BSD's Supplier Diversity Department.

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.




iSupplier Portal: Home Page
BI-STATE DEVELOPMENT
iSupplier Portal
Navigator
Favorites
Home Logout Preferences Help RWB Help
Home Orders Shipments Finance Product Intelligence Admin
Search PO Number
Notifications
Full List
Subject
Date
No results found.
Full List
Order Date
54360 RFQ 103780 02-Nov-2016 14:46:59
54345 RFQ 103774 01-Nov-2016 15:31:12
54343 RFQ 103770 01-Nov-2016 15:08:22
54325-1 RFQ 103764 01-Nov-2016 08:43:49
54325 RFQ 103764 31-Oct-2016 14:43:38
Planning
Orders
Agreements
Purchase Orders
Purchase History
Shipments
Delivery Schedules
Overdue Receipts
Receipts
Receipts
Returns
On-Time Performance
Invoices
Invoices
Payments
Payments
Click on the Admin tab.
Home Orders Shipments Finance Product Intelligence Admin Home Logout Preferences Help RWB Help
Privacy Statement
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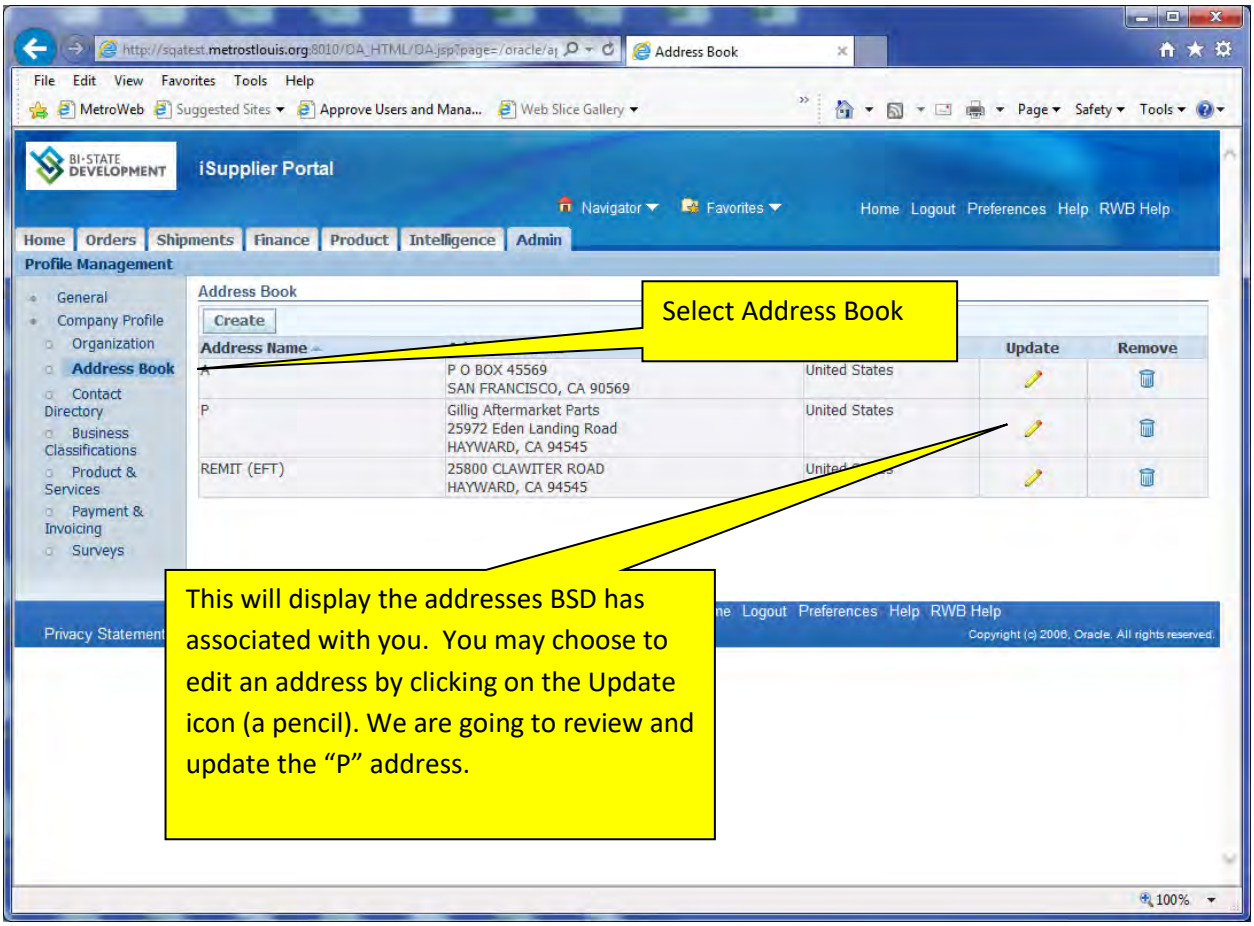
100%


Address Book
File Edit View Favorites Tools Help
MetroWeb Suggested Sites Approve Users and Mana... Web Slice Gallery
Page Safety Tools
BI-STATE DEVELOPMENT
iSupplier Portal
Navigator Favorites
Home Logout Preferences Help RWB Help
Home Orders Shipments Finance Product Intelligence Admin
Profile Management
General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Payment & Invoicing
Surveys
Address Book
Create
Address Name
Update
Remove
P O BOX 45569
SAN FRANCISCO, CA 90569
United States
Gillig Aftermarket Parts
25972 Eden Landing Road
HAYWARD, CA 94545
United States
REMIT (EFT)
25800 CLAWITER ROAD
HAYWARD, CA 94545
Select Address Book
This will display the addresses BSD has associated with you. You may choose to edit an address by clicking on the Update icon (a pencil). We are going to review and update the "P" address.
Logout Preferences Help RWB Help
Privacy Statement
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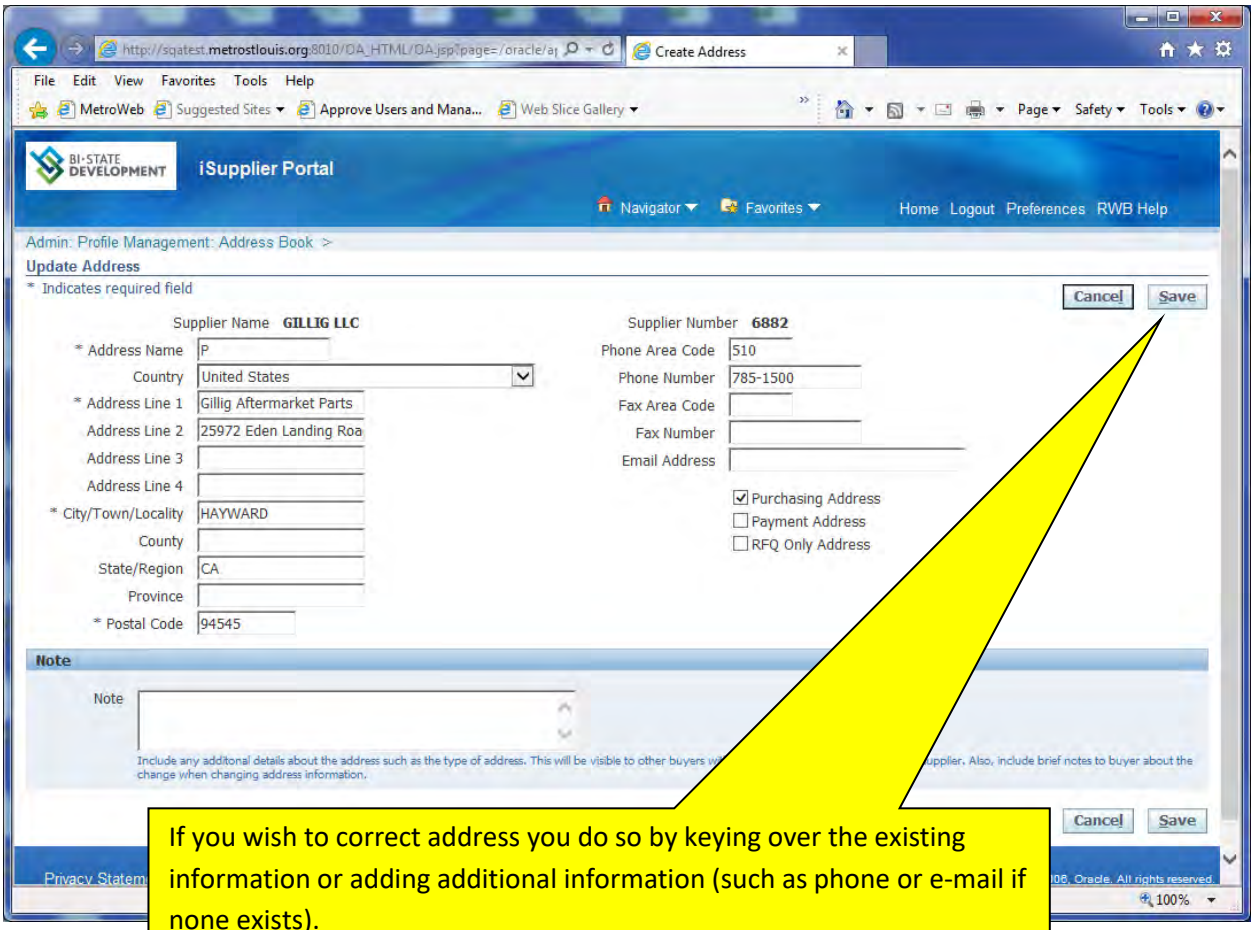
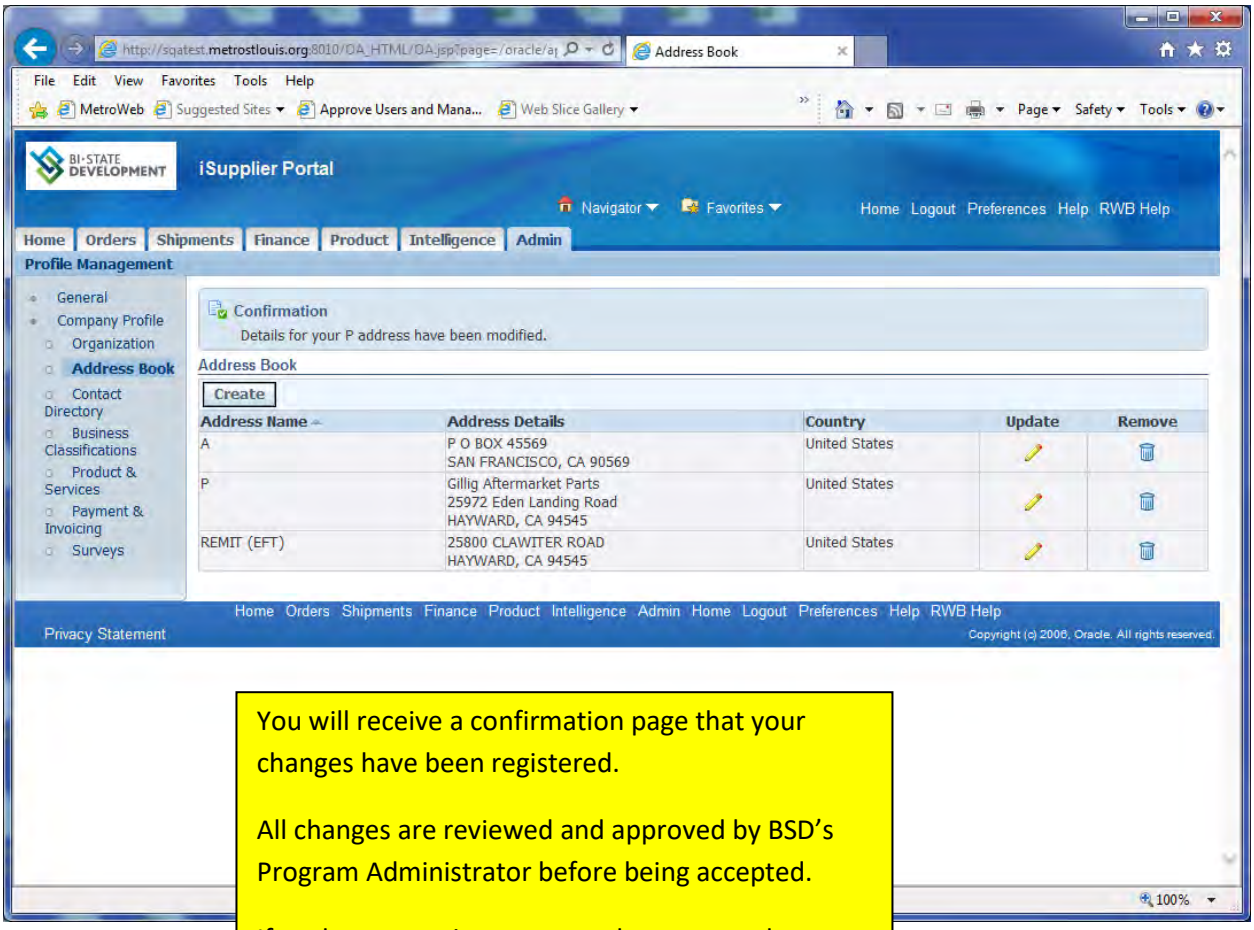
100%



If you wish to correct address you do so by keying over the existing information or adding additional information (such as phone or e-mail if none exists).

Use the Note field to add an explanation to any changes. It is helpful also to define the function of this address by selecting one or more of the selections (Purchasing Address, Payment Address and RFQ Only Address).

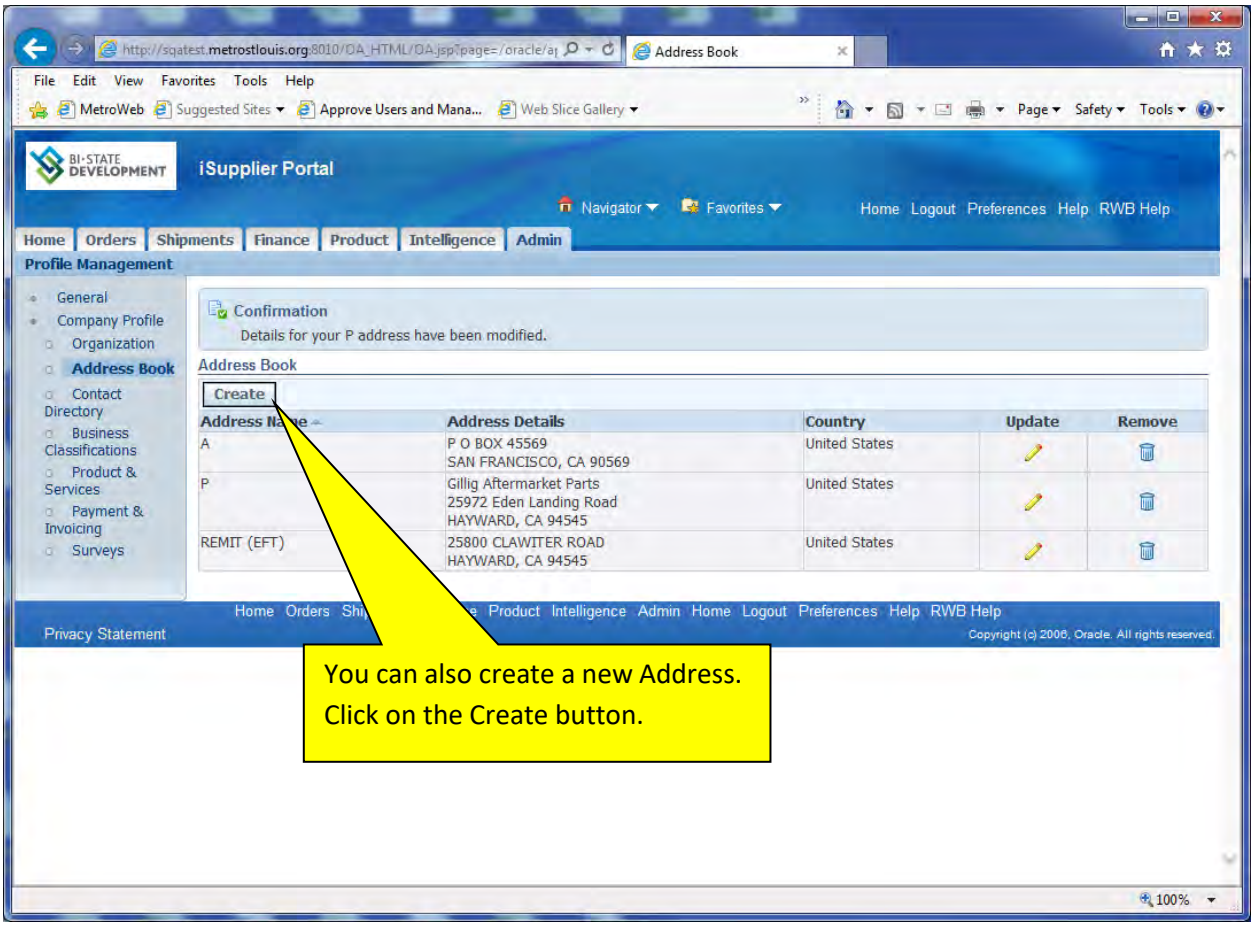
Once you have completed your changes, click on the Save button or click on the Cancel button to return to the address list.

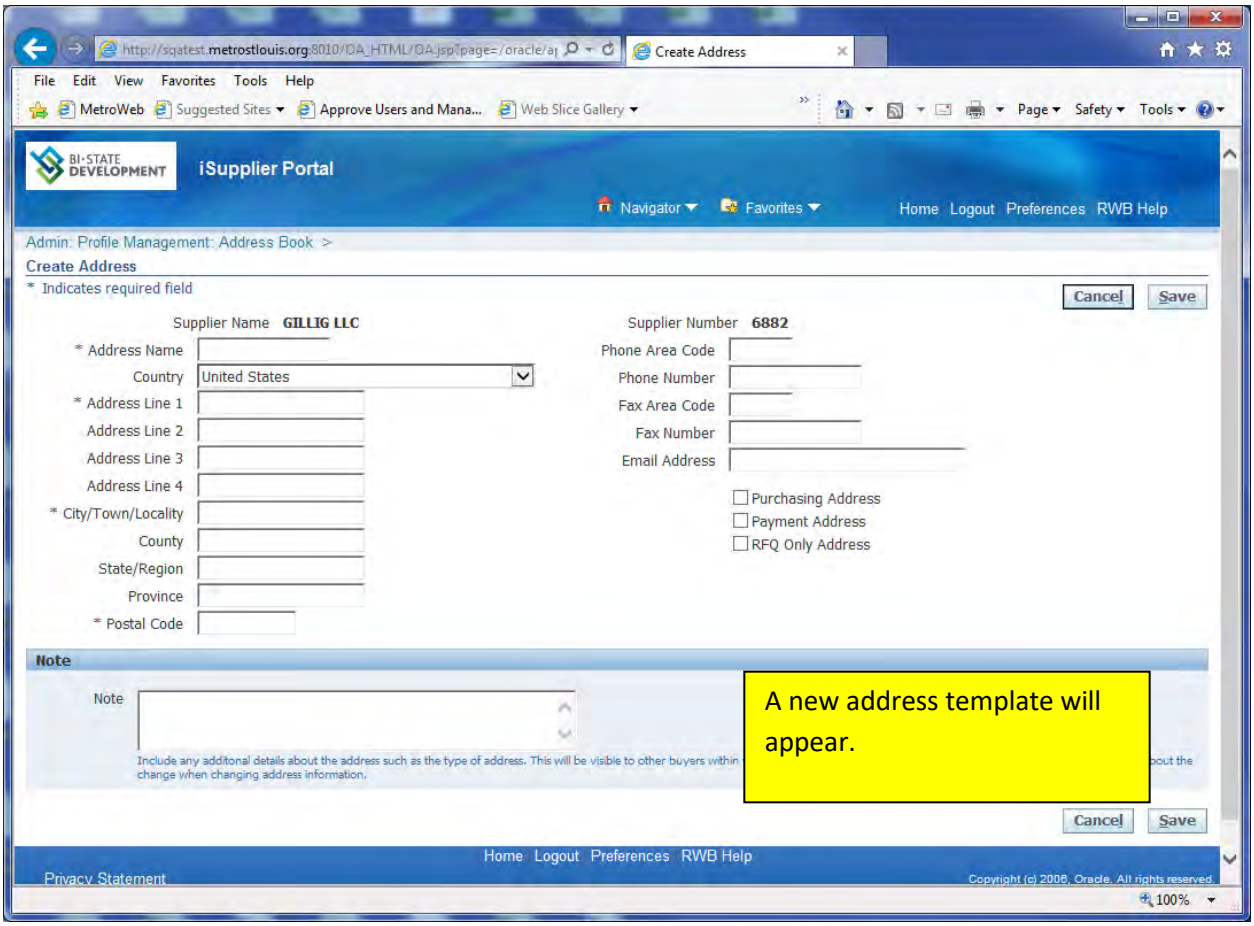


You will receive a confirmation page that your changes have been registered.

All changes are reviewed and approved by BSD's Program Administrator before being accepted.

If we have questions you may be contacted to clarify.


Address Book
File Edit View Favorites Tools Help
MetroWeb Suggested Sites Approve Users and Mana... Web Slice Gallery
Page Safety Tools
BI-STATE DEVELOPMENT
iSupplier Portal
Navigator Favorites
Home Logout Preferences Help RWB Help
Home Orders Shipments Finance Product Intelligence Admin
Profile Management
General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Payment & Invoicing
Surveys
Confirmation
Details for your P address have been modified.
Address Book
Create
Address Name
Address Details
Country
Update
Remove
A
P O BOX 45569
SAN FRANCISCO, CA 90569
United States
P
Gillig Aftermarket Parts
25972 Eden Landing Road
HAYWARD, CA 94545
United States
REMIT (EFT)
25800 CLAWITER ROAD
HAYWARD, CA 94545
United States
Home Orders Product Intelligence Admin Home Logout Preferences Help RWB Help
Privacy Statement
Copyright (c) 2006, Oracle. All rights reserved.
You can also create a new Address.
Click on the Create button.
100%


Create Address
File Edit View Favorites Tools Help
MetroWeb Suggested Sites Approve Users and Mana... Web Slice Gallery
Page Safety Tools
BI-STATE DEVELOPMENT
iSupplier Portal
Navigator Favorites Home Logout Preferences RWB Help
Admin: Profile Management: Address Book >
Create Address
* Indicates required field
Cancel Save
Supplier Name GILLIG LLC
Supplier Number 6882
* Address Name
Country United States
* Address Line 1
Address Line 2
Address Line 3
Address Line 4
* City/Town/Locality
County
State/Region
Province
* Postal Code
Phone Area Code
Phone Number
Fax Area Code
Fax Number
Email Address
Purchasing Address
Payment Address
RFQ Only Address
Note
Note
Include any additonal details about the address such as the type of address. This will be visible to other buyers within
change when changing address information.
A new address template will appear.
Cancel Save
Home Logout Preferences RWB Help
Privacy Statement
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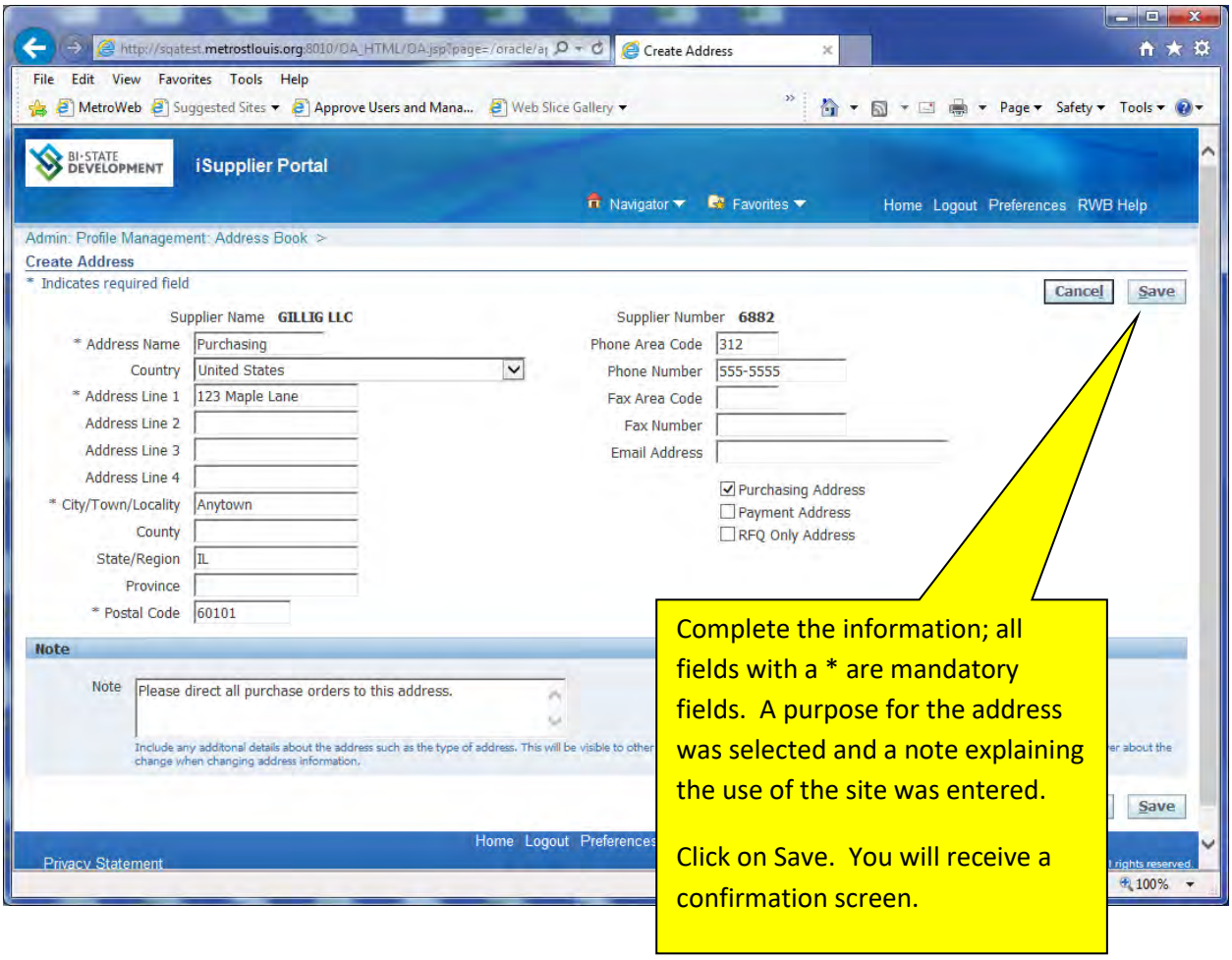
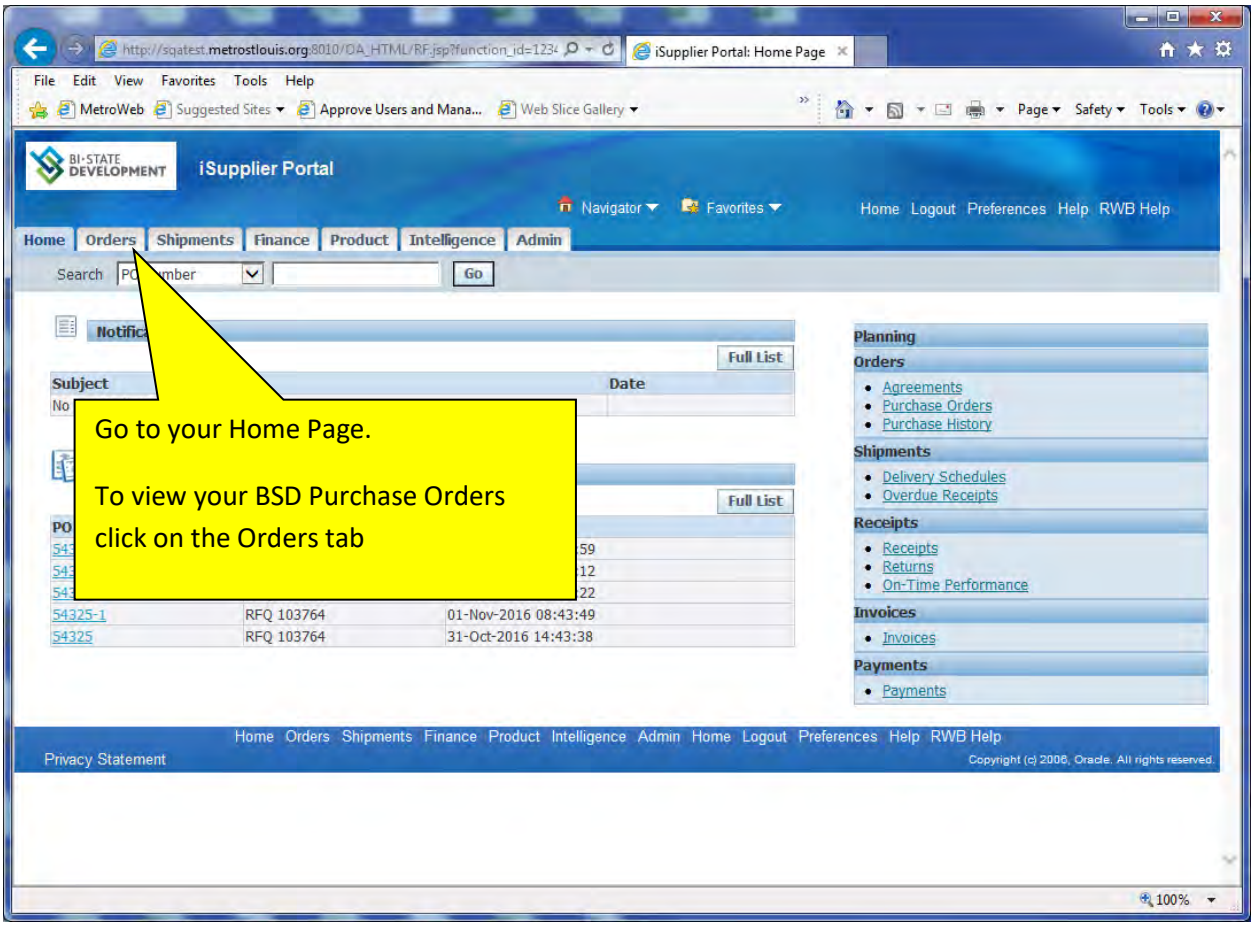
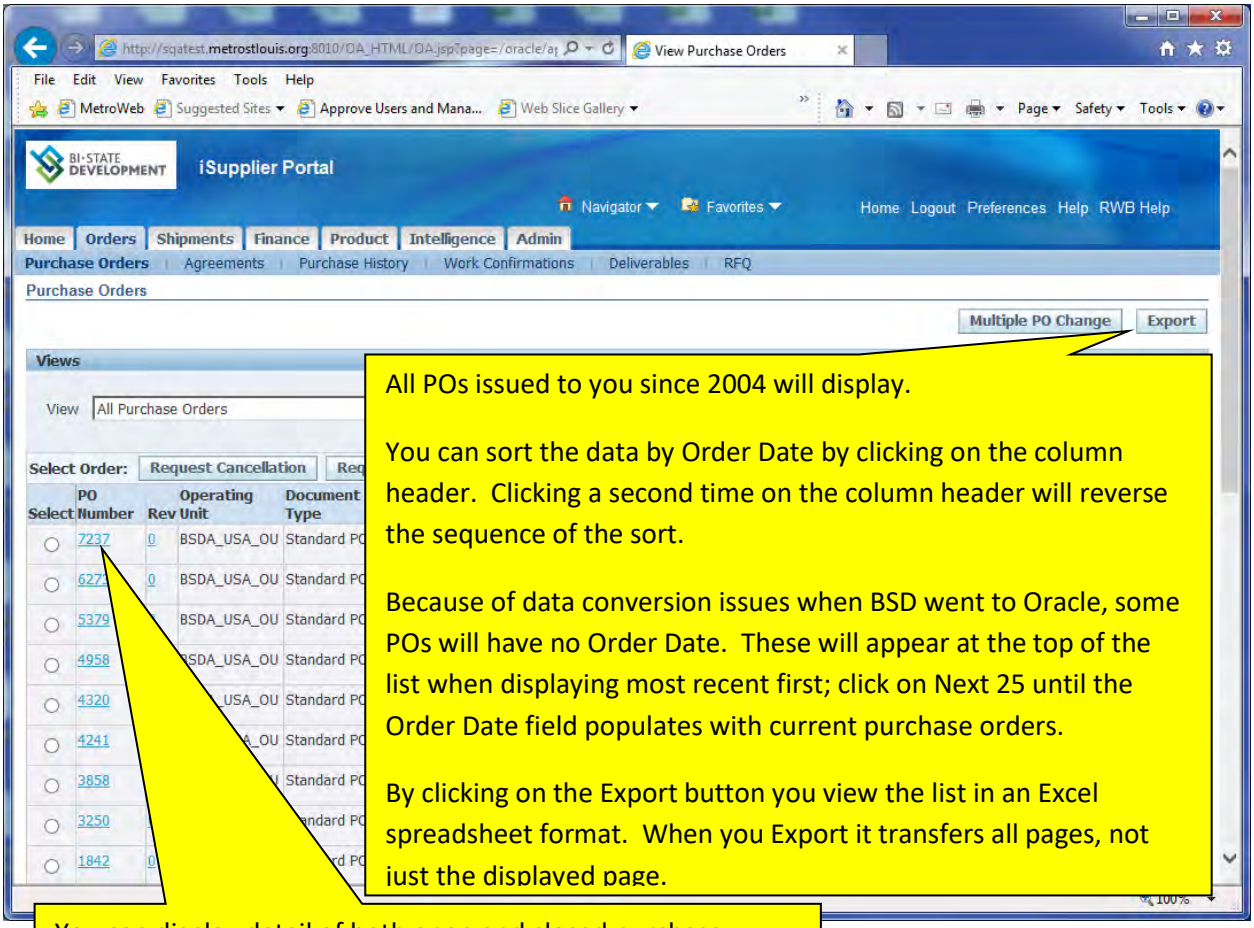
100%

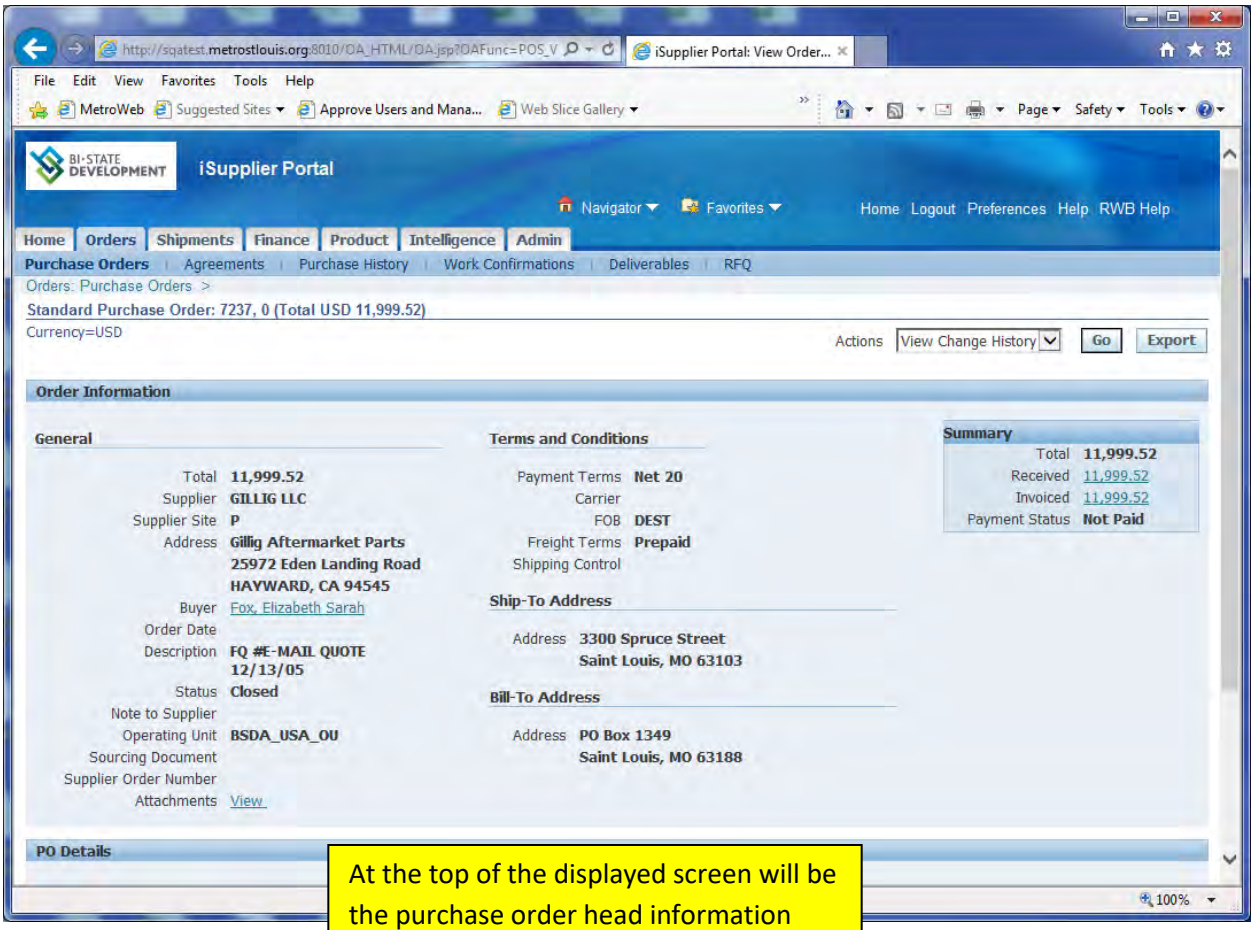

Create Address
File Edit View Favorites Tools Help
MetroWeb Suggested Sites Approve Users and Mana... Web Slice Gallery
Page Safety Tools
BI-STATE DEVELOPMENT
iSupplier Portal
Navigator Favorites Home Logout Preferences RWB Help
Admin: Profile Management: Address Book >
Create Address
* Indicates required field
Cancel Save
Supplier Name GILLIG LLC
Supplier Number 6882
* Address Name Purchasing
Country United States
* Address Line 1 123 Maple Lane
Address Line 2
Address Line 3
Address Line 4
* City/Town/Locality Anytown
County
State/Region IL
Province
* Postal Code 60101
Phone Area Code 312
Phone Number 555-5555
Fax Area Code
Fax Number
Email Address
Purchasing Address
Payment Address
RFQ Only Address
Note
Note Please direct all purchase orders to this address.
Include any additonal details about the address such as the type of address. This will be visible to other
change when changing address information.
Save
Home Logout Preferences
Privacy Statement
100%
Complete the information; all fields with a * are mandatory fields. A purpose for the address was selected and a note explaining the use of the site was entered.
Click on Save. You will receive a confirmation screen.

SECTION NINE: Purchase Orders

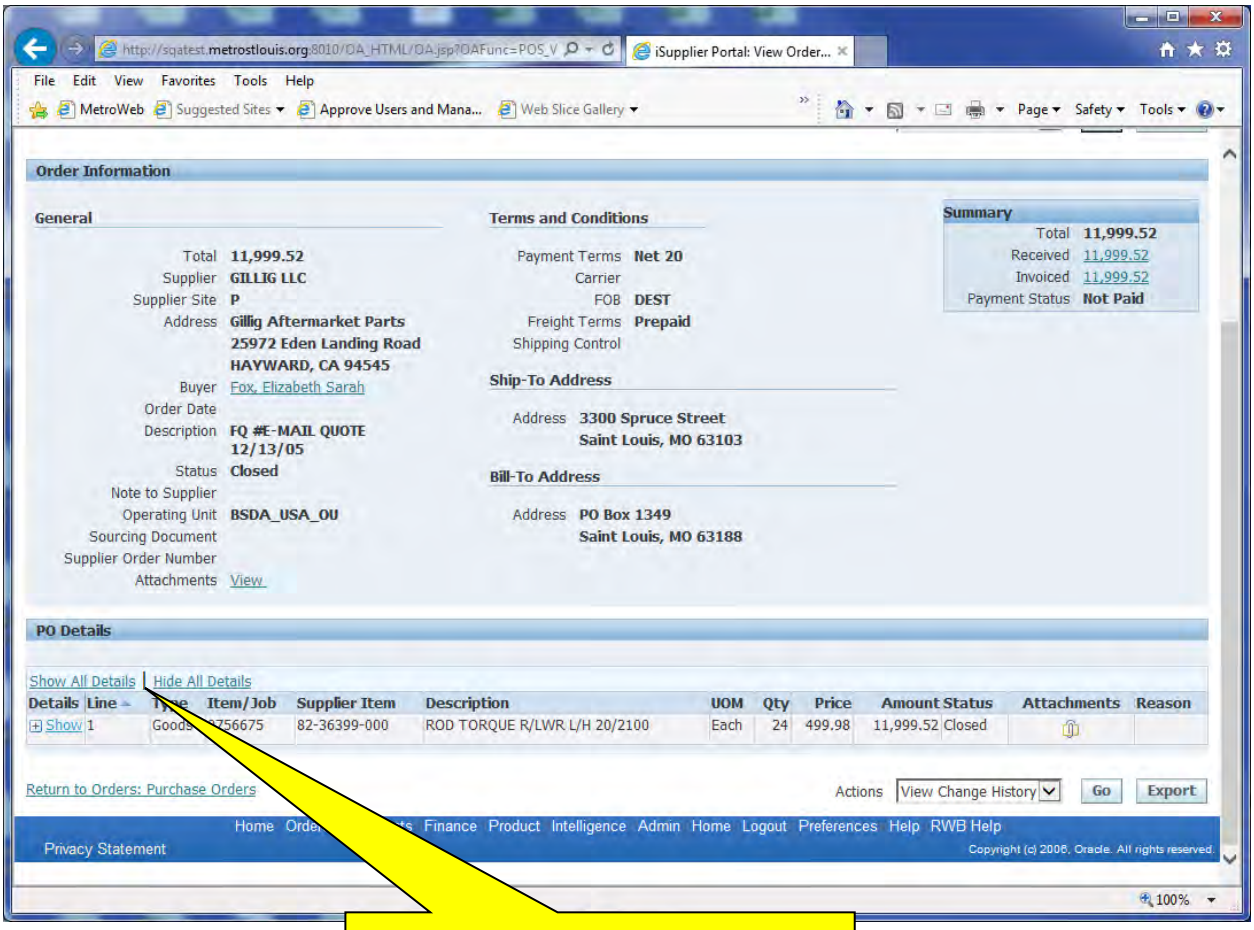
Viewing your Purchase Orders




View Purchase Orders
BI-STATE DEVELOPMENT
iSupplier Portal
Navigator
Favorites
Home Logout Preferences Help RWB Help
Home Orders Shipments Finance Product Intelligence Admin
Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables | RFQ
Purchase Orders
Multiple PO Change
Export
Views
View All Purchase Orders
Select Order:
Request Cancellation
Select
PO Number
Rev
Operating Unit
Document Type
All POs issued to you since 2004 will display.
You can sort the data by Order Date by clicking on the column header. Clicking a second time on the column header will reverse the sequence of the sort.
Because of data conversion issues when BSD went to Oracle, some POs will have no Order Date. These will appear at the top of the list when displaying most recent first; click on Next 25 until the Order Date field populates with current purchase orders.
By clicking on the Export button you view the list in an Excel spreadsheet format. When you Export it transfers all pages, not just the displayed page.
You can display detail of both open and closed purchase orders. To display a purchase order click on the PO Number.

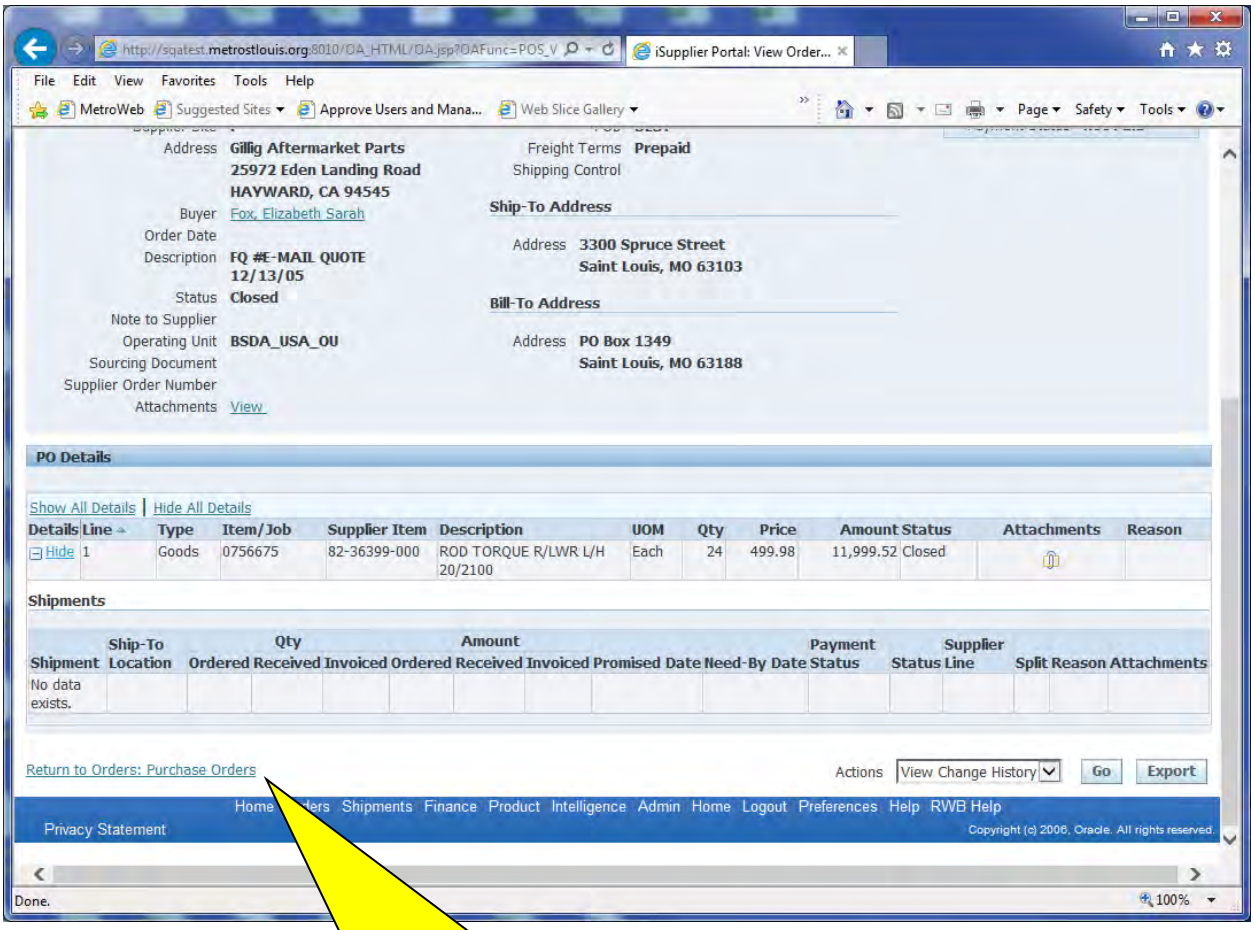


At the top of the displayed screen will be the purchase order head information and a summary.

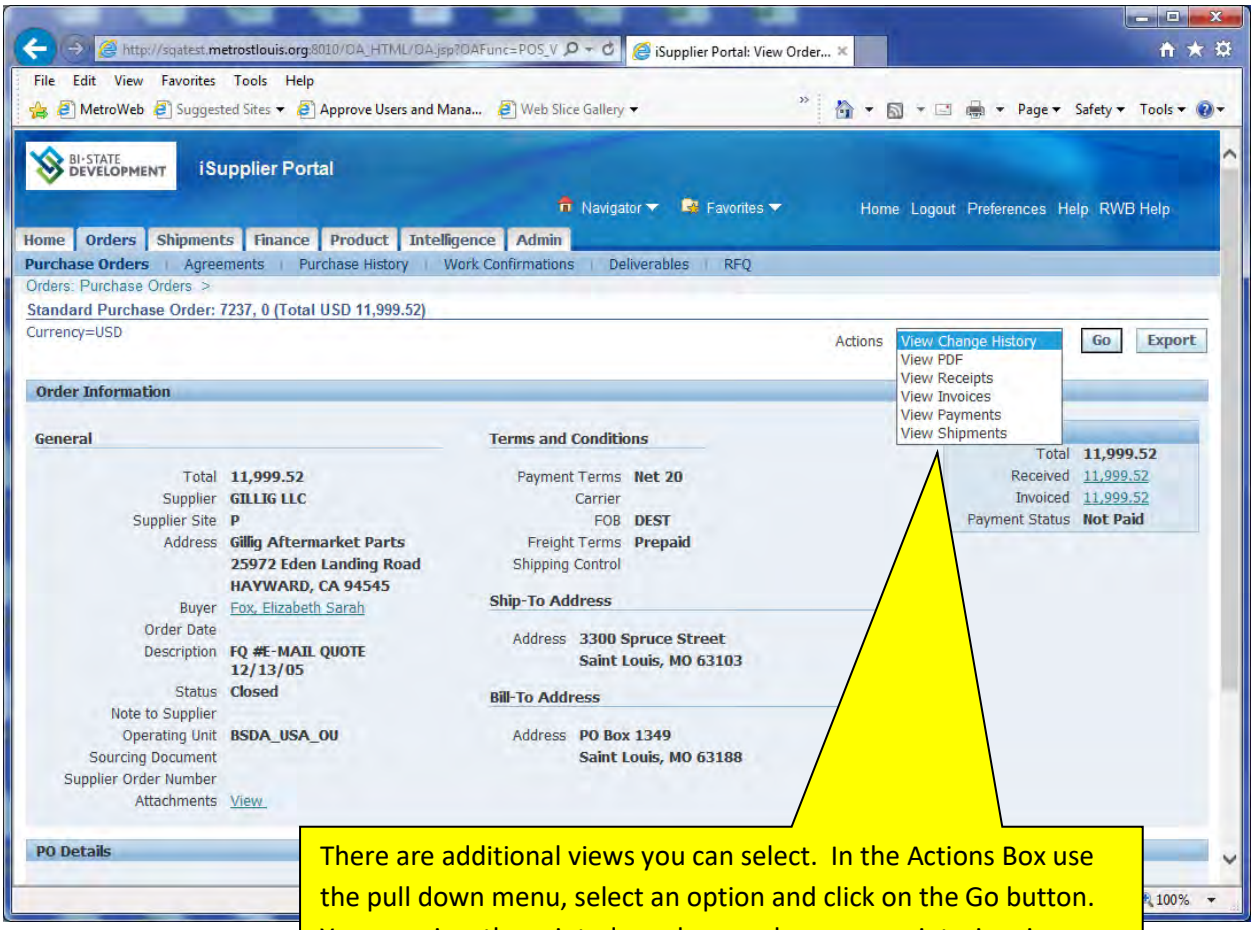


The purchase order lines display when you scroll down.

Click on Show All Details to view line information.



The line details display; click on Return to Orders: Purchase Orders to return to your PO list.

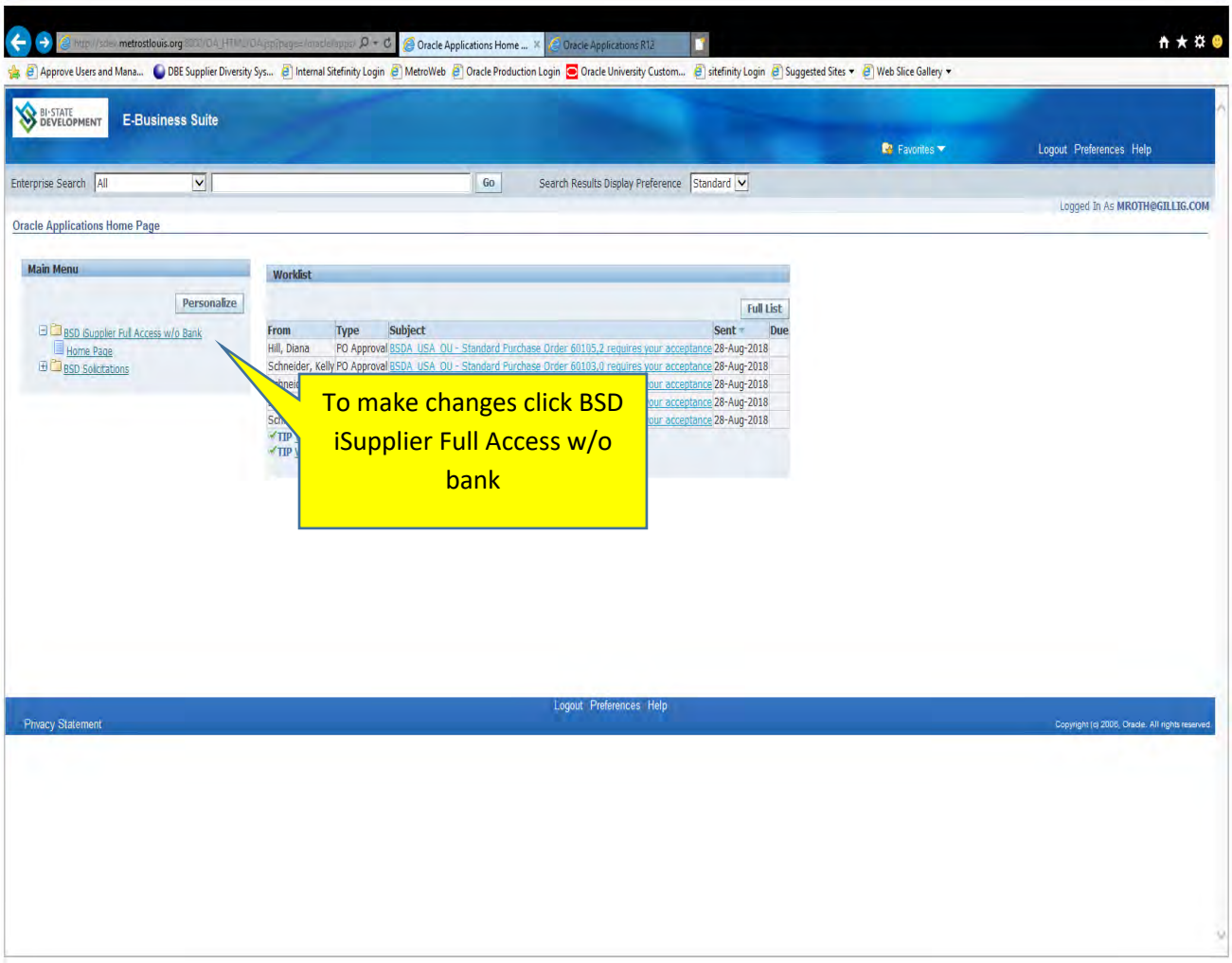


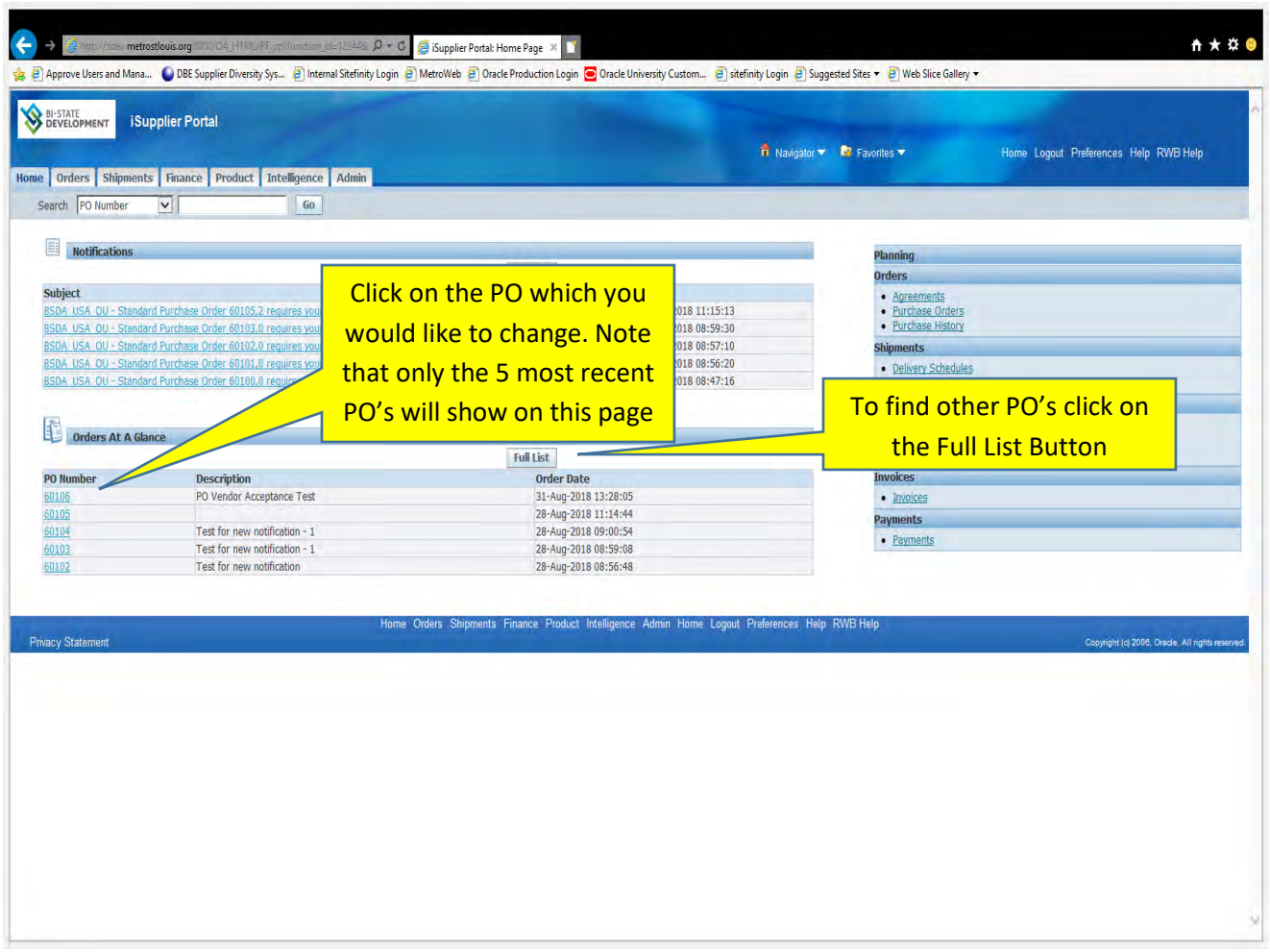
There are additional views you can select. In the Actions Box use the pull down menu, select an option and click on the Go button. You can view the printed purchase order, see receipts, invoices and payments.

We are not currently using the Shipments option.

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.




iSupplier Portal: Home Page
Approve Users and Mana...
DBE Supplier Diversity Sys...
Internal Sitefinity Login
MetroWeb
Oracle Production Login
Oracle University Custom...
sitefinity Login
Suggested Sites
Web Slice Gallery
BI-STATE DEVELOPMENT
iSupplier Portal
Navigator
Favorites
Home Logout Preferences Help RWB Help
Home Orders Shipments Finance Product Intelligence Admin
Search PO Number Go
Notifications
Subject
BSDA_USA_OU - Standard Purchase Order 60105,2 requires you
BSDA_USA_OU - Standard Purchase Order 60103,0 requires you
BSDA_USA_OU - Standard Purchase Order 60102,0 requires you
BSDA_USA_OU - Standard Purchase Order 60101,0 requires you
BSDA_USA_OU - Standard Purchase Order 60100,0 requires
018 11:15:13
018 08:59:30
018 08:57:10
018 08:56:20
018 08:47:16
Click on the PO which you would like to change. Note that only the 5 most recent PO's will show on this page
To find other PO's click on the Full List Button
Orders At A Glance
Full List
PO Number
Description
Order Date
60106
PO Vendor Acceptance Test
31-Aug-2018 13:28:05
60105
28-Aug-2018 11:14:44
60104
Test for new notification - 1
28-Aug-2018 09:00:54
60103
Test for new notification - 1
28-Aug-2018 08:59:08
60102
Test for new notification
28-Aug-2018 08:56:48
Planning
Orders
Agreements
Purchase Orders
Purchase History
Shipments
Delivery Schedules
Invoices
Invoices
Payments
Payments
Home Orders Shipments Finance Product Intelligence Admin Home Logout Preferences Help RWB Help
Privacy Statement
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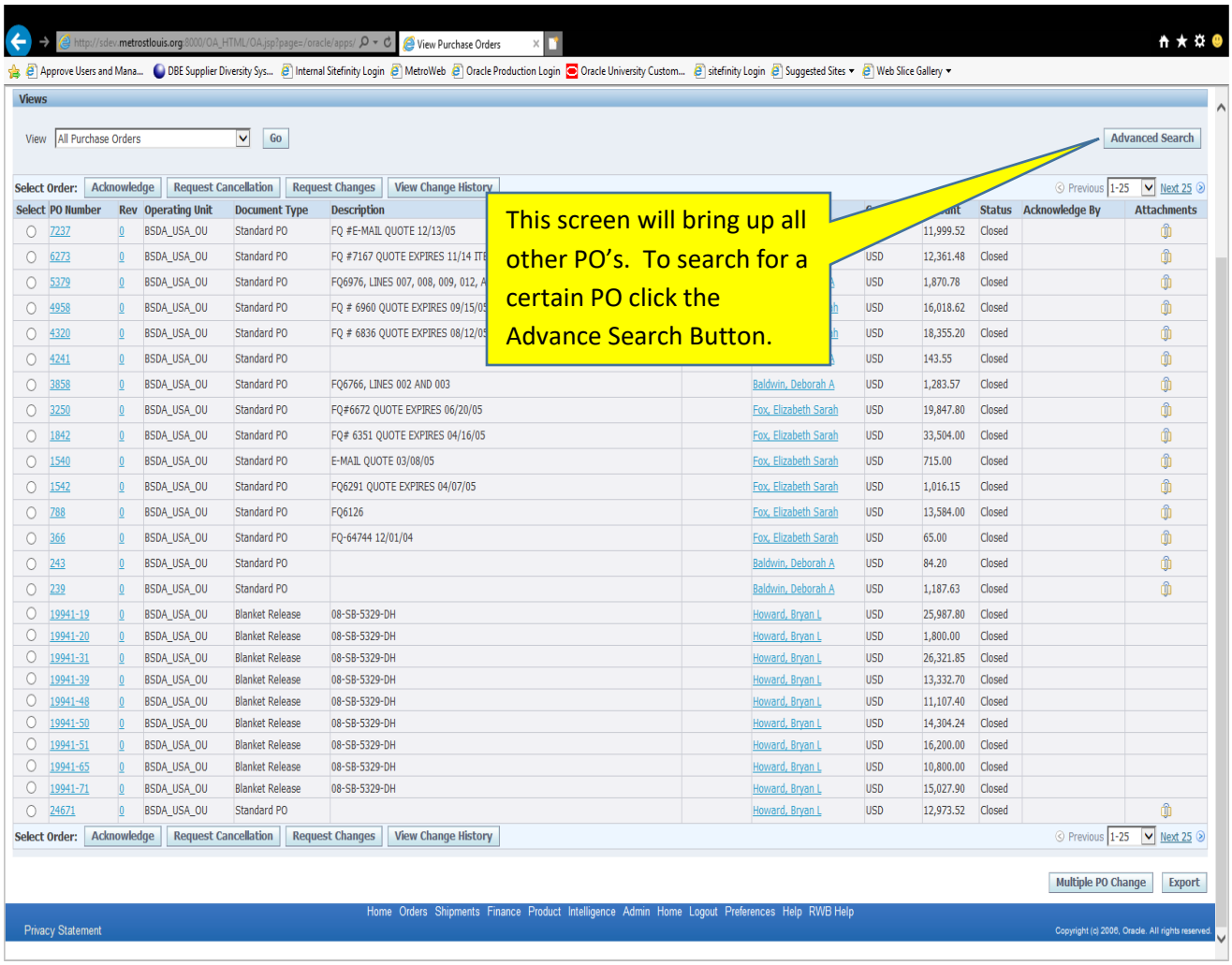
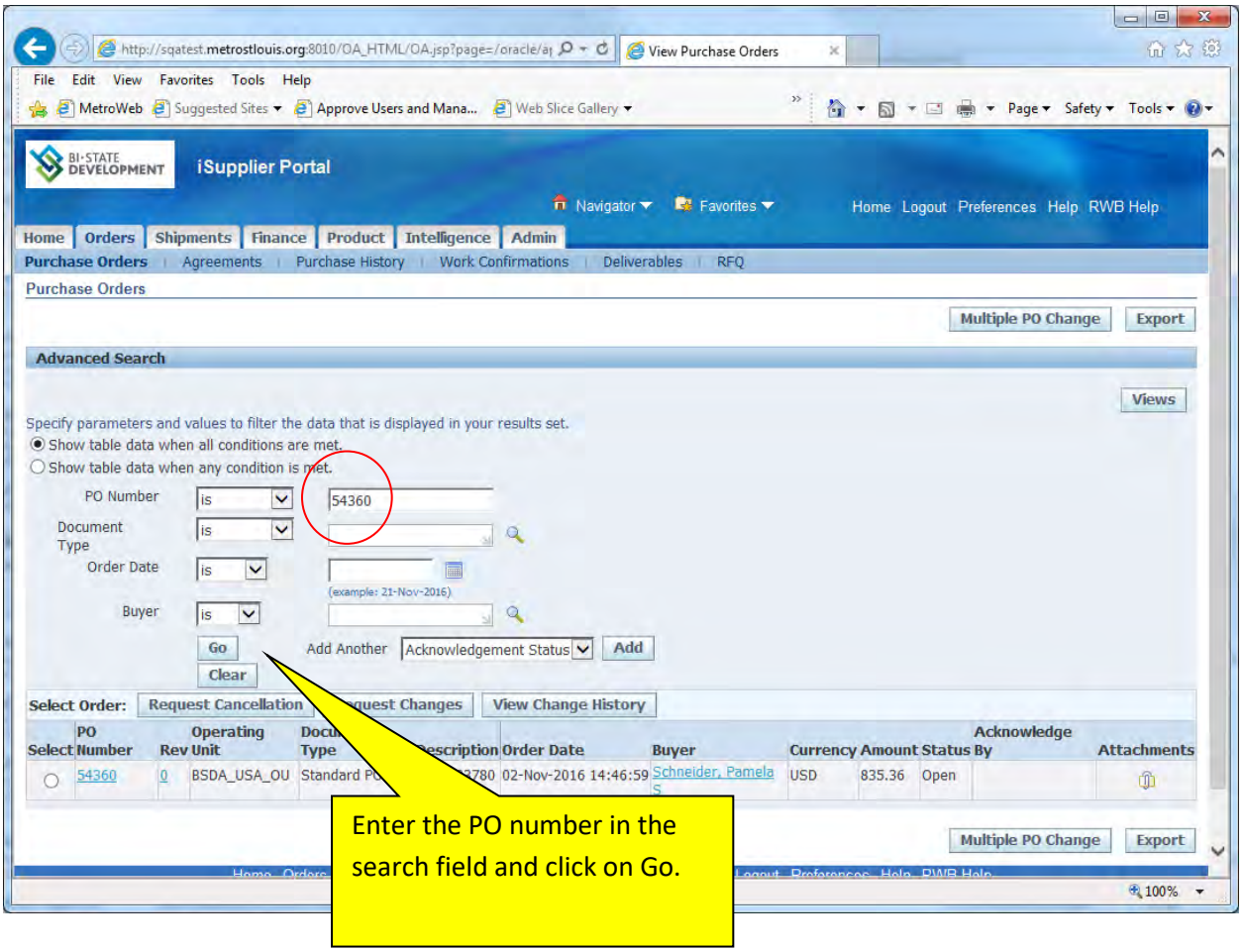
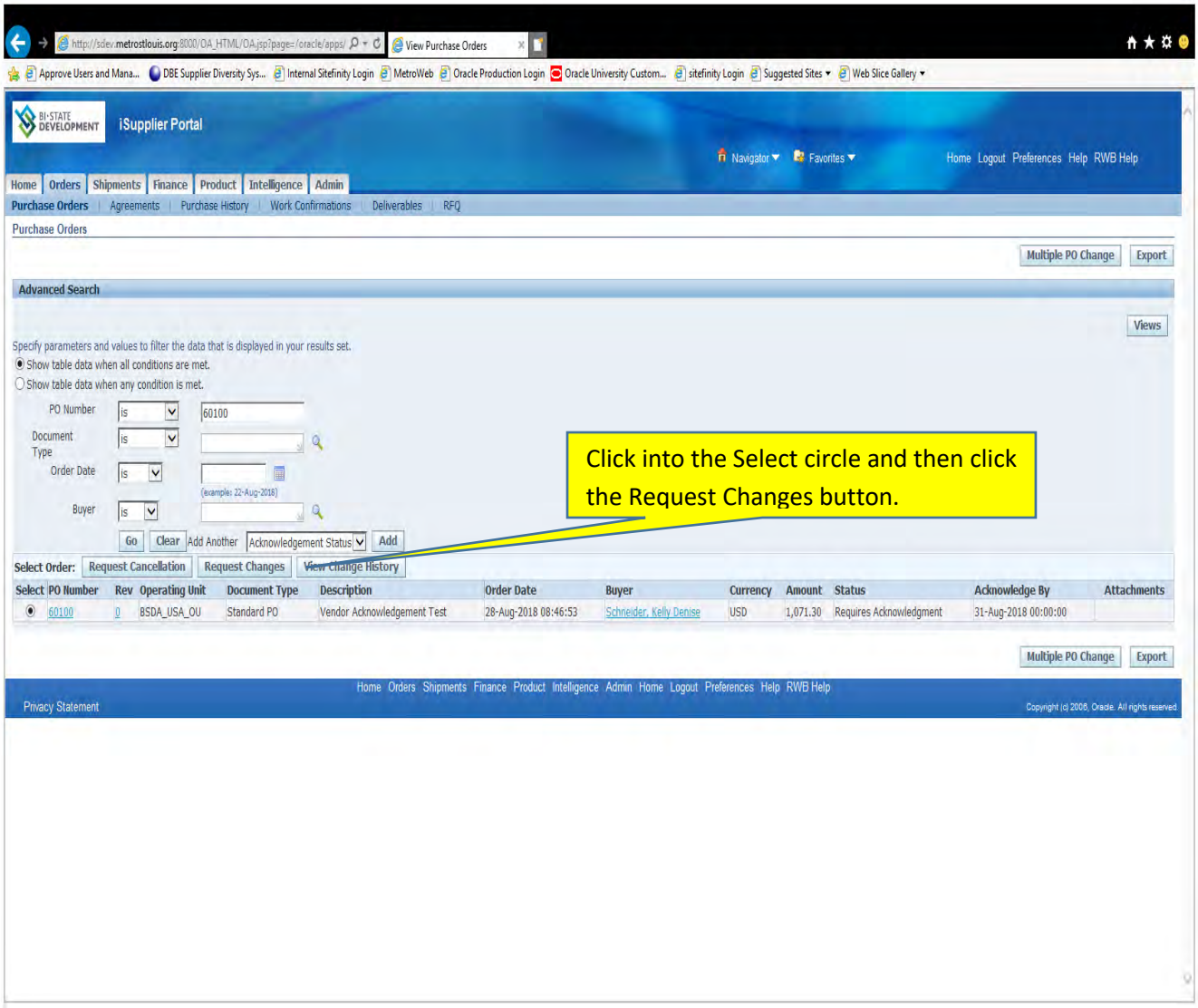
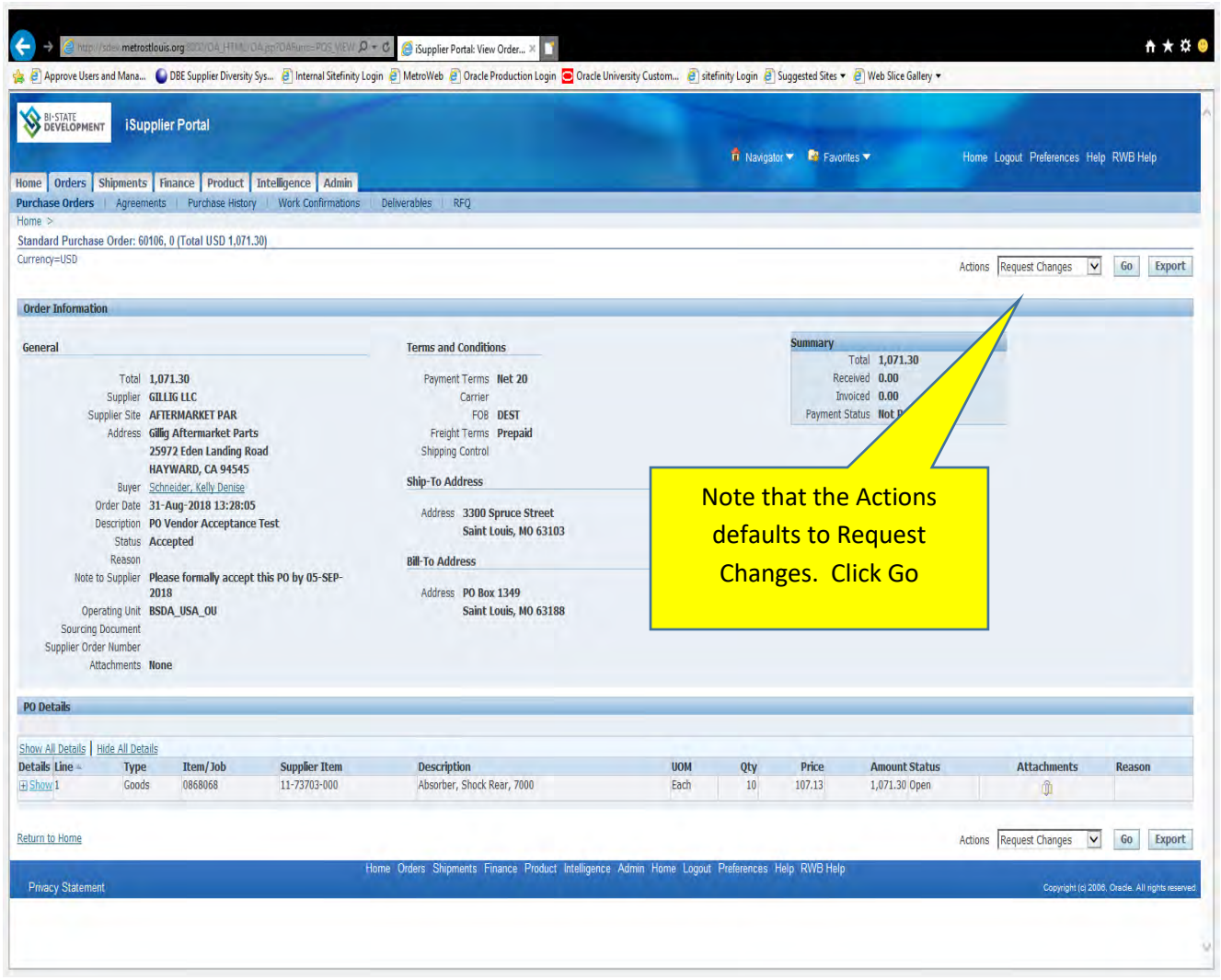
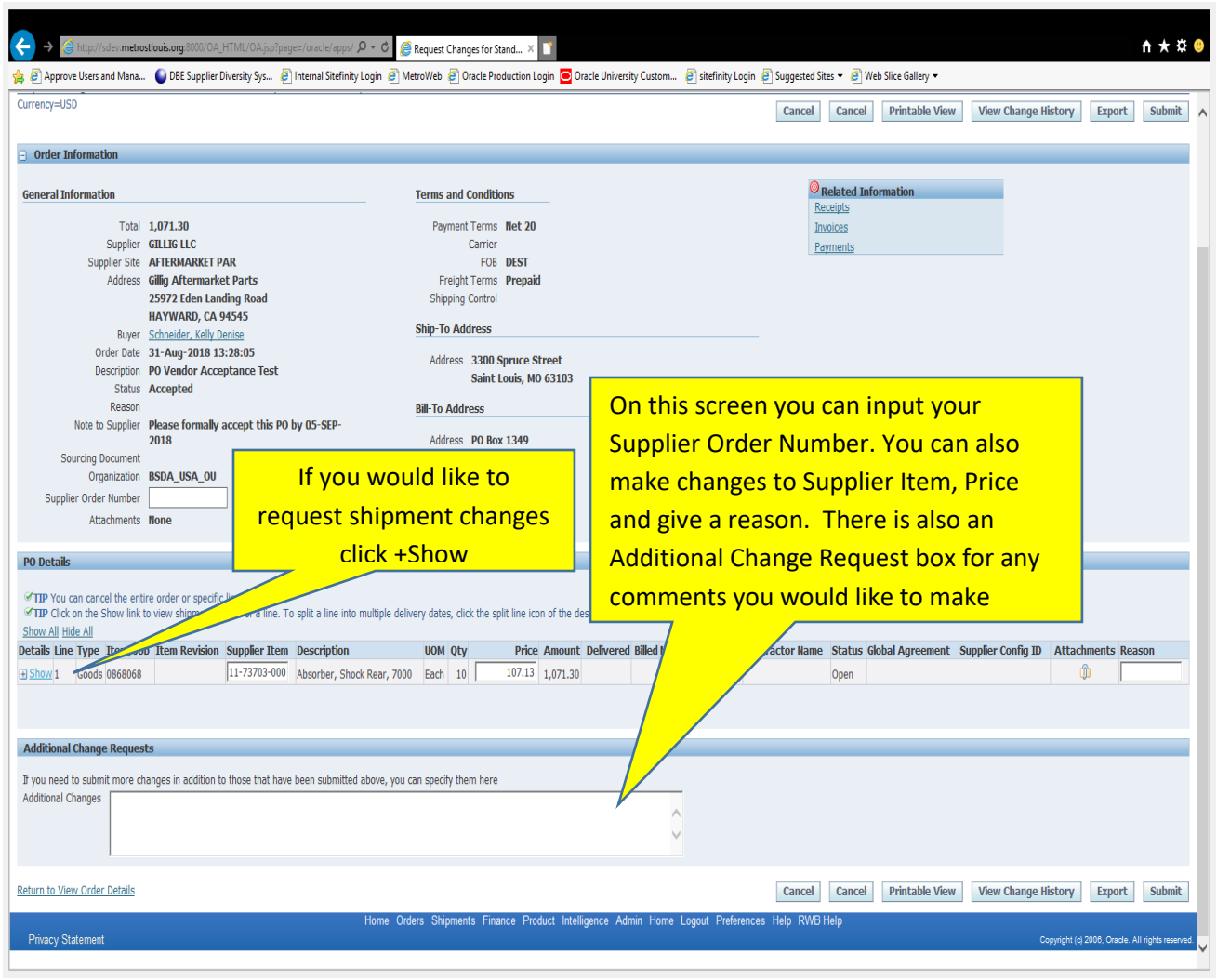
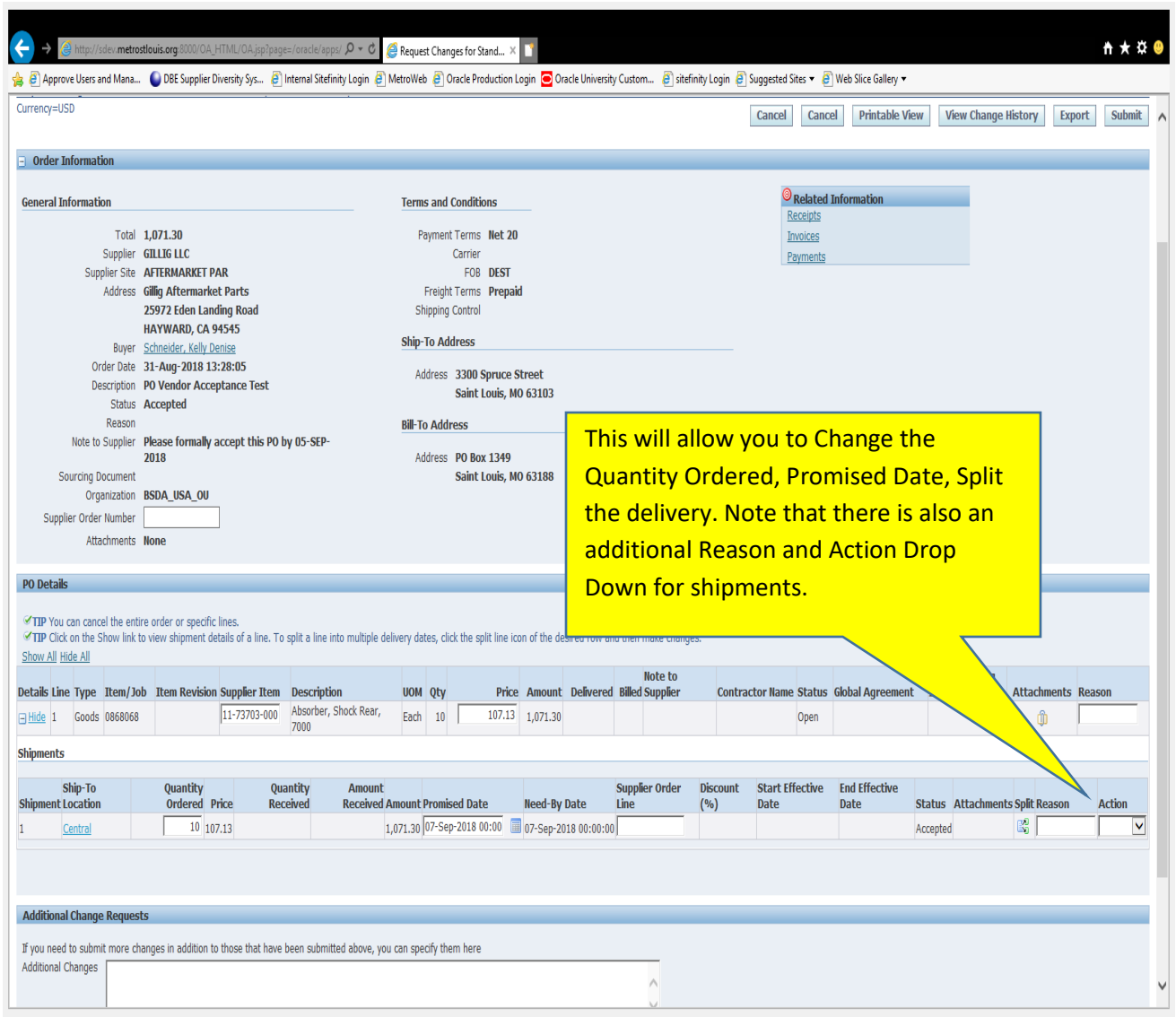

View Purchase Orders
Views
View All Purchase Orders
Go
Advanced Search
Select Order: Acknowledge Request Cancellation Request Changes View Change History
Previous 1-25 Next 25
Select PO Number Rev Operating Unit Document Type Description Status Acknowledge By Attachments
7237 0 BSDA_USA_OU Standard PO FQ #E-MAIL QUOTE 12/13/05 11,999.52 Closed
6273 0 BSDA_USA_OU Standard PO FQ #7167 QUOTE EXPIRES 11/14 IT USD 12,361.48 Closed
5379 0 BSDA_USA_OU Standard PO FQ6976, LINES 007, 008, 009, 012, A USD 1,870.78 Closed
4958 0 BSDA_USA_OU Standard PO FQ # 6960 QUOTE EXPIRES 09/15/05 USD 16,018.62 Closed
4320 0 BSDA_USA_OU Standard PO FQ # 6836 QUOTE EXPIRES 08/12/05 USD 18,355.20 Closed
4241 0 BSDA_USA_OU Standard PO USD 143.55 Closed
3858 0 BSDA_USA_OU Standard PO FQ6766, LINES 002 AND 003 Baldwin, Deborah A USD 1,283.57 Closed
3250 0 BSDA_USA_OU Standard PO FQ#6672 QUOTE EXPIRES 06/20/05 Fox, Elizabeth Sarah USD 19,847.80 Closed
1842 0 BSDA_USA_OU Standard PO FQ# 6351 QUOTE EXPIRES 04/16/05 Fox, Elizabeth Sarah USD 33,504.00 Closed
1540 0 BSDA_USA_OU Standard PO E-MAIL QUOTE 03/08/05 Fox, Elizabeth Sarah USD 715.00 Closed
1542 0 BSDA_USA_OU Standard PO FQ6291 QUOTE EXPIRES 04/07/05 Fox, Elizabeth Sarah USD 1,016.15 Closed
788 0 BSDA_USA_OU Standard PO FQ6126 Fox, Elizabeth Sarah USD 13,584.00 Closed
366 0 BSDA_USA_OU Standard PO FQ-64744 12/01/04 Fox, Elizabeth Sarah USD 65.00 Closed
243 0 BSDA_USA_OU Standard PO Baldwin, Deborah A USD 84.20 Closed
239 0 BSDA_USA_OU Standard PO Baldwin, Deborah A USD 1,187.63 Closed
19941-19 0 BSDA_USA_OU Blanket Release 08-SB-5329-DH Howard, Bryan L USD 25,987.80 Closed
19941-20 0 BSDA_USA_OU Blanket Release 08-SB-5329-DH Howard, Bryan L USD 1,800.00 Closed
19941-31 0 BSDA_USA_OU Blanket Release 08-SB-5329-DH Howard, Bryan L USD 26,321.85 Closed
19941-39 0 BSDA_USA_OU Blanket Release 08-SB-5329-DH Howard, Bryan L USD 13,332.70 Closed
19941-48 0 BSDA_USA_OU Blanket Release 08-SB-5329-DH Howard, Bryan L USD 11,107.40 Closed
19941-50 0 BSDA_USA_OU Blanket Release 08-SB-5329-DH Howard, Bryan L USD 14,304.24 Closed
19941-51 0 BSDA_USA_OU Blanket Release 08-SB-5329-DH Howard, Bryan L USD 16,200.00 Closed
19941-65 0 BSDA_USA_OU Blanket Release 08-SB-5329-DH Howard, Bryan L USD 10,800.00 Closed
19941-71 0 BSDA_USA_OU Blanket Release 08-SB-5329-DH Howard, Bryan L USD 15,027.90 Closed
24671 0 BSDA_USA_OU Standard PO Howard, Bryan L USD 12,973.52 Closed
Select Order: Acknowledge Request Cancellation Request Changes View Change History
Previous 1-25 Next 25
Multiple PO Change
Export
Home Orders Shipments Finance Product Intelligence Admin Home Logout Preferences Help RWB Help
Privacy Statement
Copyright (c) 2006, Oracle. All rights reserved.
This screen will bring up all other PO's. To search for a certain PO click the Advance Search Button.

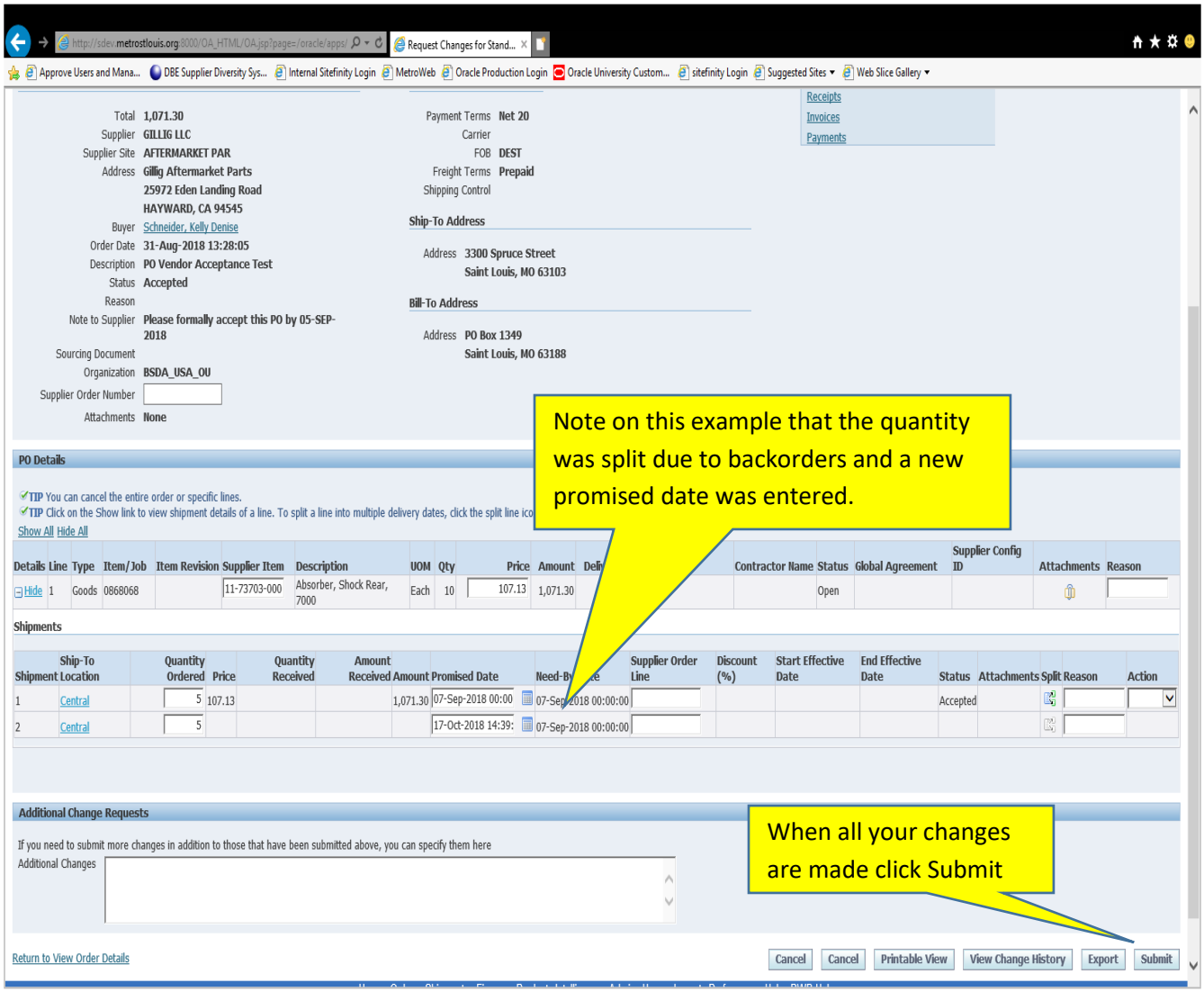

View Purchase Orders
File Edit View Favorites Tools Help
MetroWeb Suggested Sites Approve Users and Mana... Web Slice Gallery
Page Safety Tools
BI-STATE DEVELOPMENT
iSupplier Portal
Navigator Favorites
Home Logout Preferences Help RWB Help
Home Orders Shipments Finance Product Intelligence Admin
Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables | RFQ
Purchase Orders
Multiple PO Change Export
Advanced Search
Views
Specify parameters and values to filter the data that is displayed in your results set.
Show table data when all conditions are met.
Show table data when any condition is met.
PO Number is 54360
Document Type is
Order Date is
(example: 21-Nov-2016)
Buyer is
Go
Add Another Acknowledgement Status Add
Clear
Select Order: Request Cancellation Request Changes View Change History
Select PO Number Rev Operating Unit Document Type Description Order Date Buyer Currency Amount Status Acknowledge By Attachments
54360 0 BSDA_USA_OU Standard PO 3780 02-Nov-2016 14:46:59 Schneider, Pamela S USD 835.36 Open
Multiple PO Change Export
100%
Enter the PO number in the search field and click on Go.


iSupplier Portal
Home Logout Preferences Help RWB Help
Home Orders Shipments Finance Product Intelligence Admin
Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables | RFQ
Purchase Orders
Multiple PO Change
Export
Advanced Search
Views
Specify parameters and values to filter the data that is displayed in your results set.
Show table data when all conditions are met.
Show table data when any condition is met.
PO Number
Document Type
Order Date
Buyer
60100
Go
Clear
Add Another
Acknowledgement Status
Add
Select Order:
Request Cancellation
Request Changes
View Change History
Click into the Select circle and then click the Request Changes button.
Select
PO Number
Rev
Operating Unit
Document Type
Description
Order Date
Buyer
Currency
Amount
Status
Acknowledge By
Attachments
60100
0
BSDA_USA_OU
Standard PO
Vendor Acknowledgement Test
28-Aug-2018 08:46:53
Schneider, Kelly Denise
USD
1,071.30
Requires Acknowledgment
31-Aug-2018 00:00:00
Privacy Statement

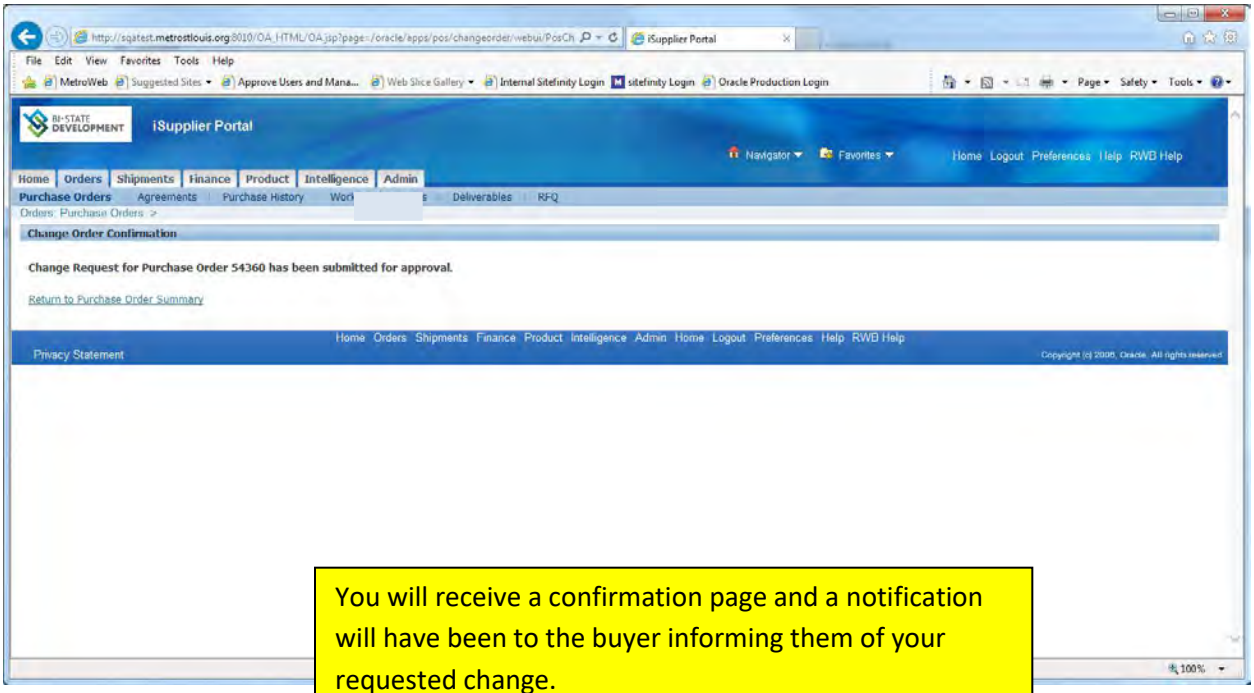

iSupplier Portal: View Order...
Approve Users and Mana...
DBE Supplier Diversity Sys...
Internal Sitefinity Login
MetroWeb
Oracle Production Login
Oracle University Custom...
sitefinity Login
Suggested Sites
Web Slice Gallery
BI-STATE DEVELOPMENT
iSupplier Portal
Navigator
Favorites
Home Logout Preferences Help RWB Help
Home Orders Shipments Finance Product Intelligence Admin
Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables | RFQ
Home >
Standard Purchase Order: 60106, 0 (Total USD 1,071.30)
Currency=USD
Actions Request Changes Go Export
Order Information
General
Total 1,071.30
Supplier GILLIG LLC
Supplier Site AFTERMARKET PAR
Address Gillig Aftermarket Parts
25972 Eden Landing Road
HAYWARD, CA 94545
Buyer Schneider, Kelly Denise
Order Date 31-Aug-2018 13:28:05
Description PO Vendor Acceptance Test
Status Accepted
Reason
Note to Supplier Please formally accept this PO by 05-SEP-2018
Operating Unit BSDA_USA_OU
Sourcing Document
Supplier Order Number
Attachments None
Terms and Conditions
Payment Terms Net 20
Carrier
FOB DEST
Freight Terms Prepaid
Shipping Control
Ship-To Address
Address 3300 Spruce Street
Saint Louis, MO 63103
Bill-To Address
Address PO Box 1349
Saint Louis, MO 63188
Summary
Total 1,071.30
Received 0.00
Invoiced 0.00
Payment Status Not
Note that the Actions defaults to Request Changes. Click Go
PO Details
Show All Details | Hide All Details
Details Line Type Item/Job Supplier Item Description UOM Qty Price Amount Status Attachments Reason
Show 1 Goods 0868068 11-73703-000 Absorber, Shock Rear, 7000 Each 10 107.13 1,071.30 Open
Return to Home
Actions Request Changes Go Export
Home Orders Shipments Finance Product Intelligence Admin Home Logout Preferences Help RWB Help
Privacy Statement
Copyright (c) 2006, Oracle. All rights reserved.


Currency=USD
Cancel
Cancel
Printable View
View Change History
Export
Submit
Order Information
General Information
Total 1,071.30
Supplier GILLIG LLC
Supplier Site AFTERMARKET PAR
Address Gillig Aftermarket Parts
25972 Eden Landing Road
HAYWARD, CA 94545
Buyer Schneider, Kelly Denise
Order Date 31-Aug-2018 13:28:05
Description PO Vendor Acceptance Test
Status Accepted
Reason
Note to Supplier Please formally accept this PO by 05-SEP-2018
Sourcing Document
Organization BSDA_USA_OU
Supplier Order Number
Attachments None
Terms and Conditions
Payment Terms Net 20
Carrier
FOB DEST
Freight Terms Prepaid
Shipping Control
Ship-To Address
Address 3300 Spruce Street
Saint Louis, MO 63103
Bill-To Address
Address PO Box 1349
Related Information
Receipts
Invoices
Payments
If you would like to request shipment changes click +Show
On this screen you can input your Supplier Order Number. You can also make changes to Supplier Item, Price and give a reason. There is also an Additional Change Request box for any comments you would like to make
PO Details
Show All Hide All
Details Line Type Item Item Revision Supplier Item Description UOM Qty Price Amount Delivered Billed Factor Name Status Global Agreement Supplier Config ID Attachments Reason
Show 1 Goods 0868068 11-73703-000 Absorber, Shock Rear, 7000 Each 10 107.13 1,071.30 Open
Additional Change Requests
If you need to submit more changes in addition to those that have been submitted above, you can specify them here
Additional Changes
Return to View Order Details
Cancel
Cancel
Printable View
View Change History
Export
Submit
Home Orders Shipments Finance Product Intelligence Admin Home Logout Preferences Help RWB Help
Privacy Statement
Copyright (c) 2006, Oracle. All rights reserved.


Request Changes for Stand...
Approve Users and Mana...
DBE Supplier Diversity Sys...
Internal Sitefinity Login
MetroWeb
Oracle Production Login
Oracle University Custom...
sitefinity Login
Suggested Sites
Web Slice Gallery
Currency=USD
Cancel
Cancel
Printable View
View Change History
Export
Submit
Order Information
General Information
Total 1,071.30
Supplier GILLIG LLC
Supplier Site AFTERMARKET PAR
Address Gillig Aftermarket Parts
25972 Eden Landing Road
HAYWARD, CA 94545
Buyer Schneider, Kelly Denise
Order Date 31-Aug-2018 13:28:05
Description PO Vendor Acceptance Test
Status Accepted
Reason
Note to Supplier Please formally accept this PO by 05-SEP-2018
Sourcing Document
Organization BSDA_USA_OU
Supplier Order Number
Attachments None
Terms and Conditions
Payment Terms Net 20
Carrier
FOB DEST
Freight Terms Prepaid
Shipping Control
Ship-To Address
Address 3300 Spruce Street
Saint Louis, MO 63103
Bill-To Address
Address PO Box 1349
Saint Louis, MO 63188
Related Information
Receipts
Invoices
Payments
This will allow you to Change the Quantity Ordered, Promised Date, Split the delivery. Note that there is also an additional Reason and Action Drop Down for shipments.
PO Details
TIP You can cancel the entire order or specific lines.
TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the
Show All Hide All
Details Line Type Item/Job Item Revision Supplier Item Description UOM Qty Price Amount Delivered Billed Note to Supplier Contractor Name Status Global Agreement Attachments Reason
Hide 1 Goods 0868068 11-73703-000 Absorber, Shock Rear, 7000 Each 10 107.13 1,071.30 Open
Shipments
Shipment Ship-To Location Quantity Ordered Price Quantity Received Amount Received Amount Promised Date Need-By Date Supplier Order Line Discount (%) Start Effective Date End Effective Date Status Attachments Split Reason Action
1 Central 10 107.13 1,071.30 07-Sep-2018 00:00 07-Sep-2018 00:00:00 Accepted
Additional Change Requests
If you need to submit more changes in addition to those that have been submitted above, you can specify them here
Additional Changes



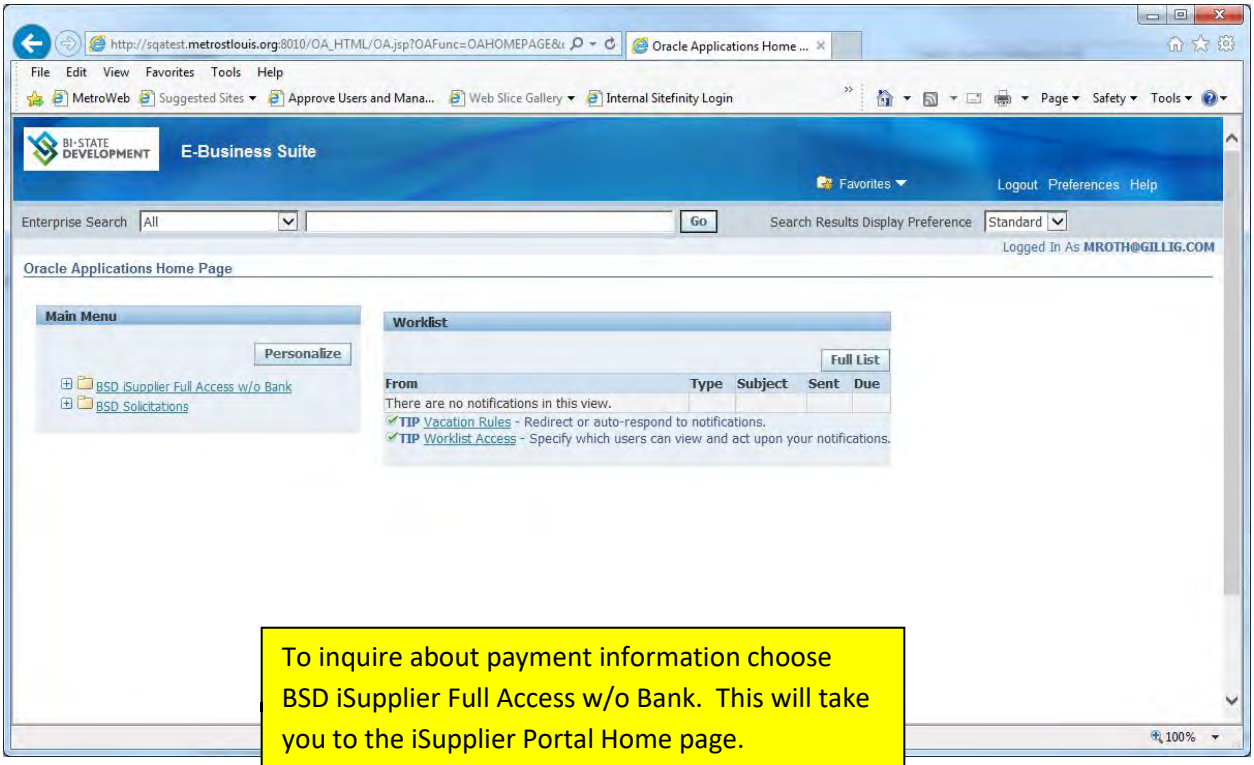
The Buyer will be automatically notified of your requested changes.



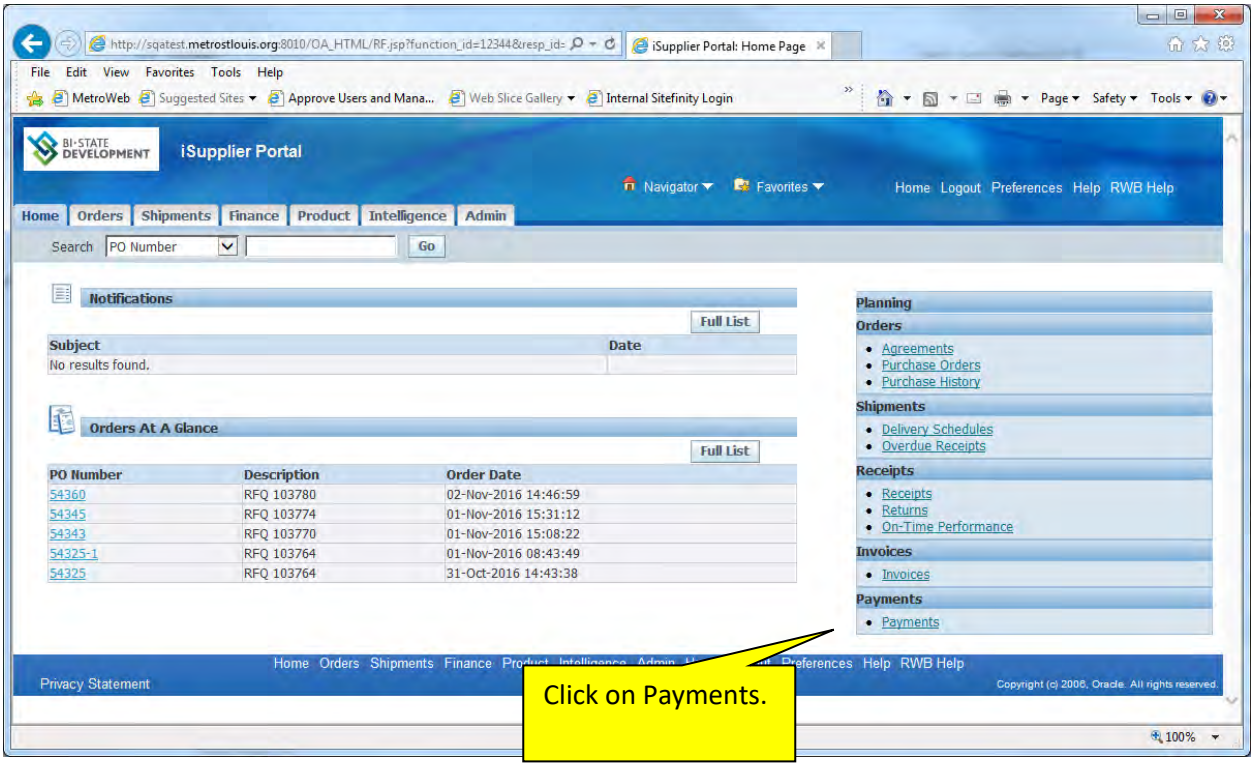
You will receive a confirmation page and a notification will have been to the buyer informing them of your requested change.

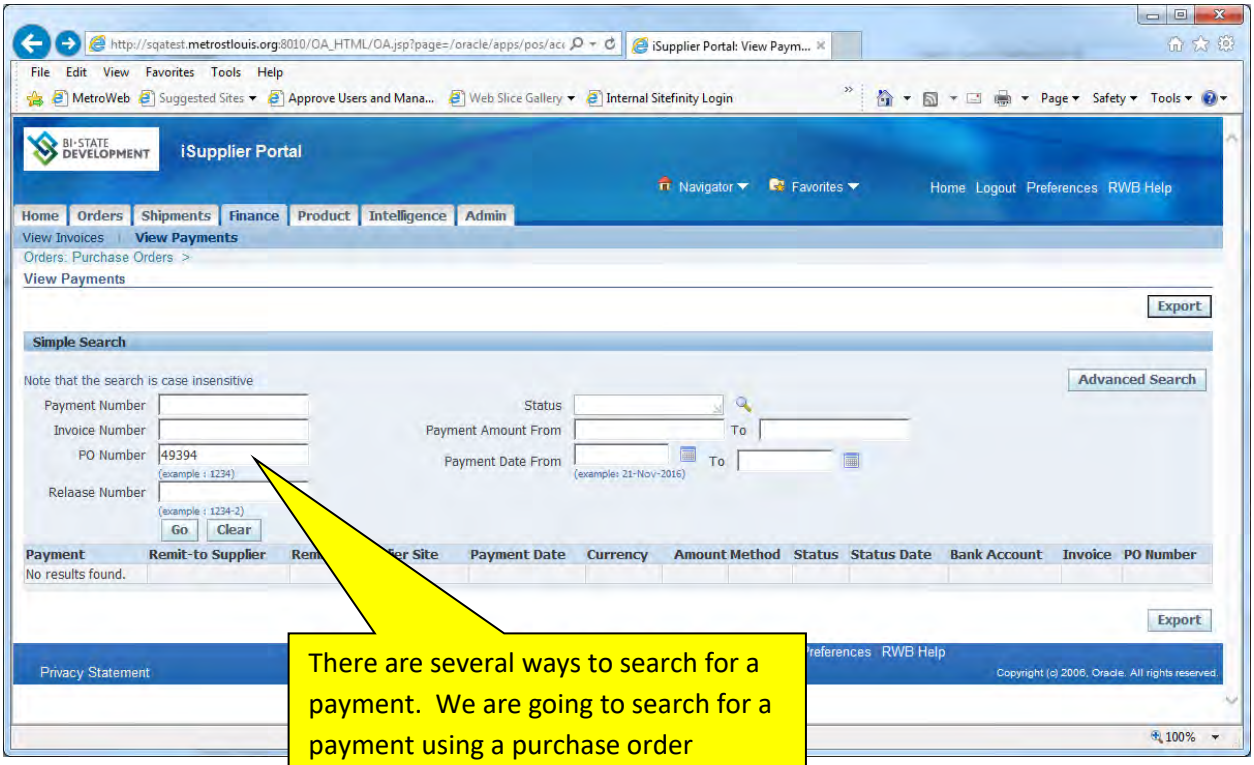
CHANGE REQUESTS ARE NOT VALID UNTIL THE BUYER ACCEPTS THEM!

SECTION TEN: How to View Payment Information

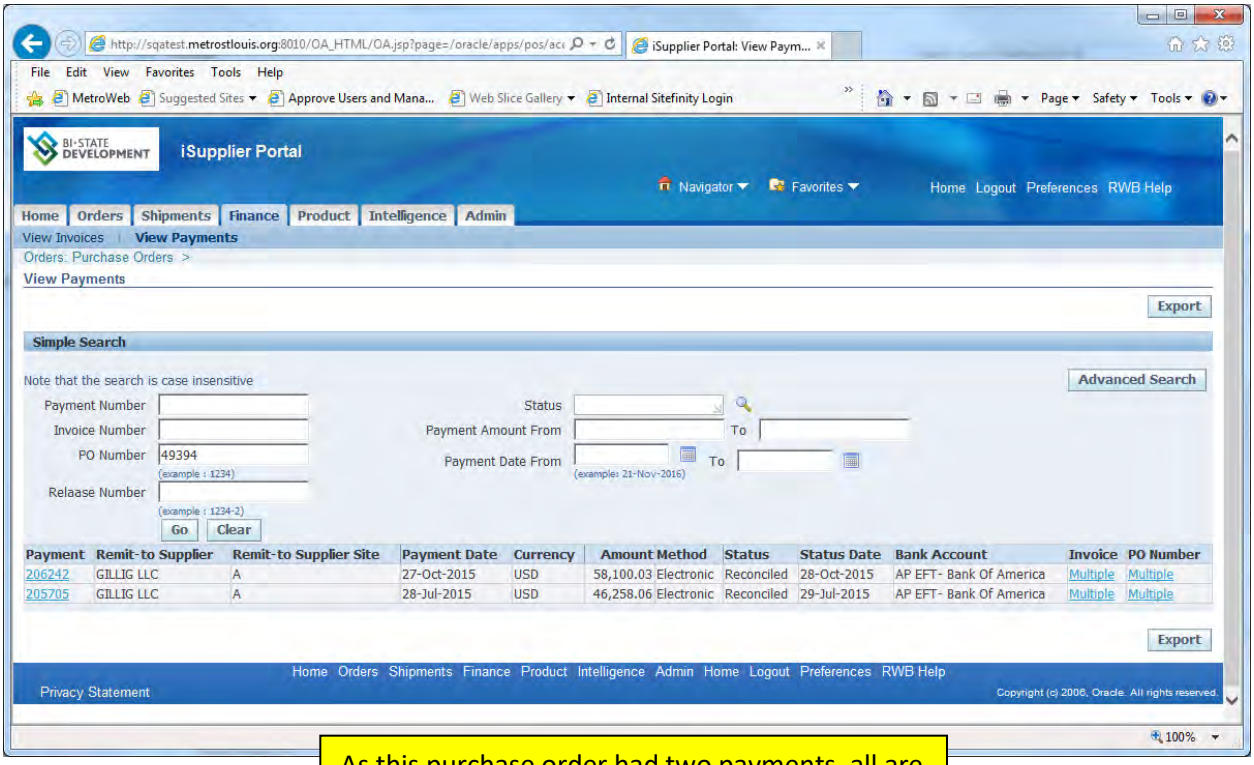


To inquire about payment information choose BSD iSupplier Full Access w/o Bank. This will take you to the iSupplier Portal Home page.


iSupplier Portal
Home
Orders
Shipments
Finance
Product
Intelligence
Admin
Notifications
Full List
Subject
Date
No results found.
Orders At A Glance
Full List
PO Number
Description
Order Date
54360
RFQ 103780
02-Nov-2016 14:46:59
54345
RFQ 103774
01-Nov-2016 15:31:12
54343
RFQ 103770
01-Nov-2016 15:08:22
54325-1
RFQ 103764
01-Nov-2016 08:43:49
54325
RFQ 103764
31-Oct-2016 14:43:38
Planning
Orders
Agreements
Purchase Orders
Purchase History
Shipments
Delivery Schedules
Overdue Receipts
Receipts
Receipts
Returns
On-Time Performance
Invoices
Invoices
Payments
Payments
Privacy Statement
Click on Payments.

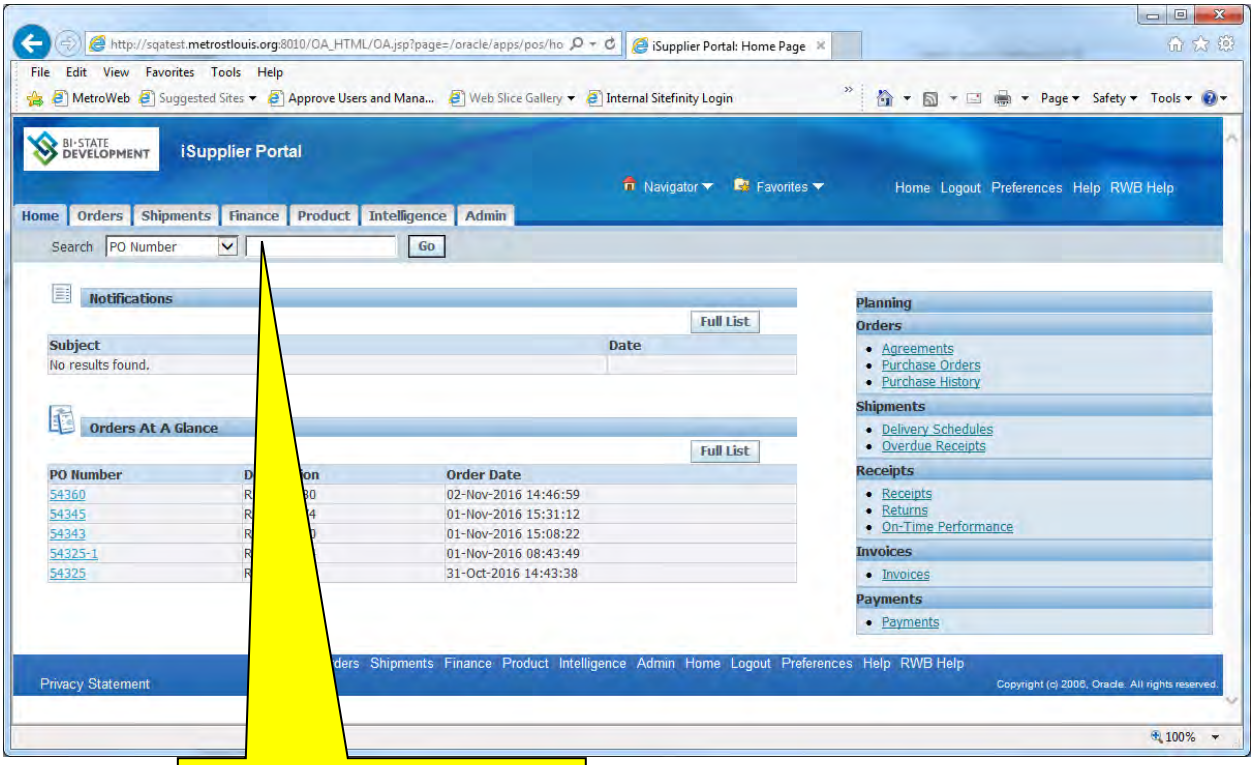


There are several ways to search for a payment. We are going to search for a payment using a purchase order number. Enter the BSD purchase order number in the appropriate field.

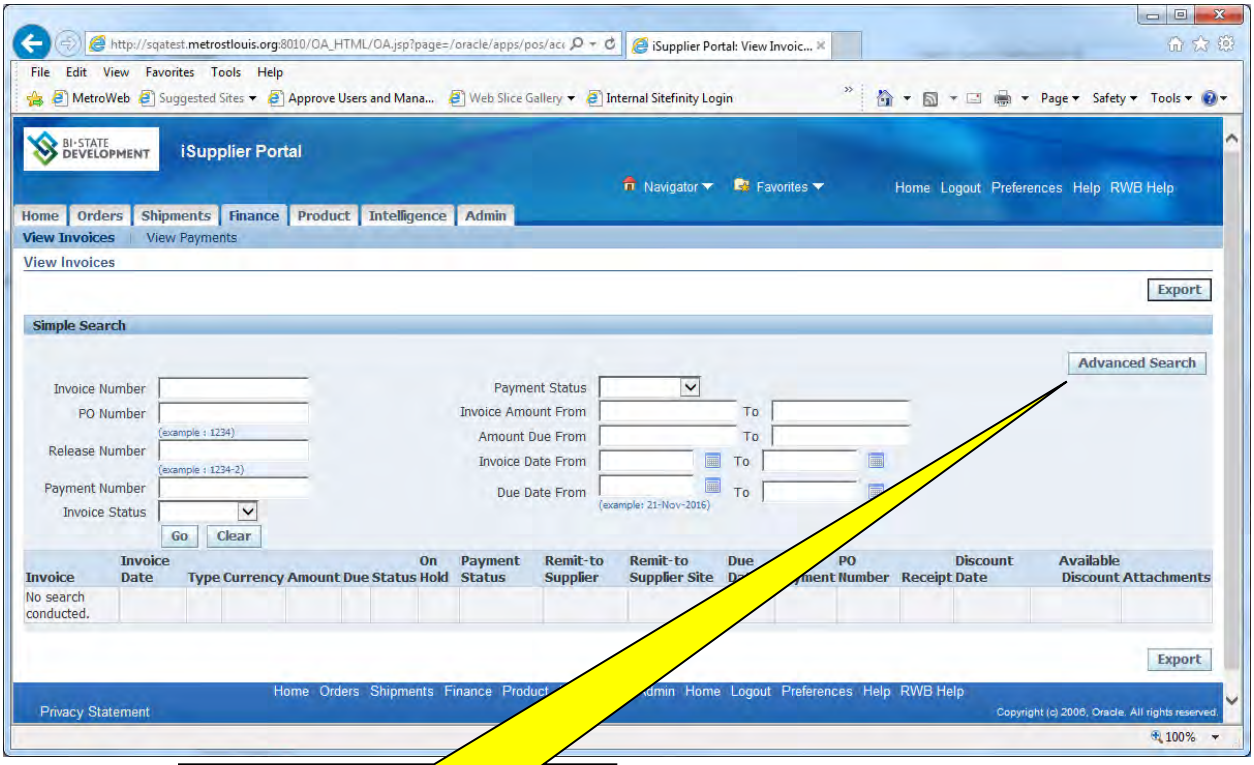


As this purchase order had two payments, all are displayed. Any data displayed in blue type with an underline contains a link to view additional information. Click on the link to display this information.

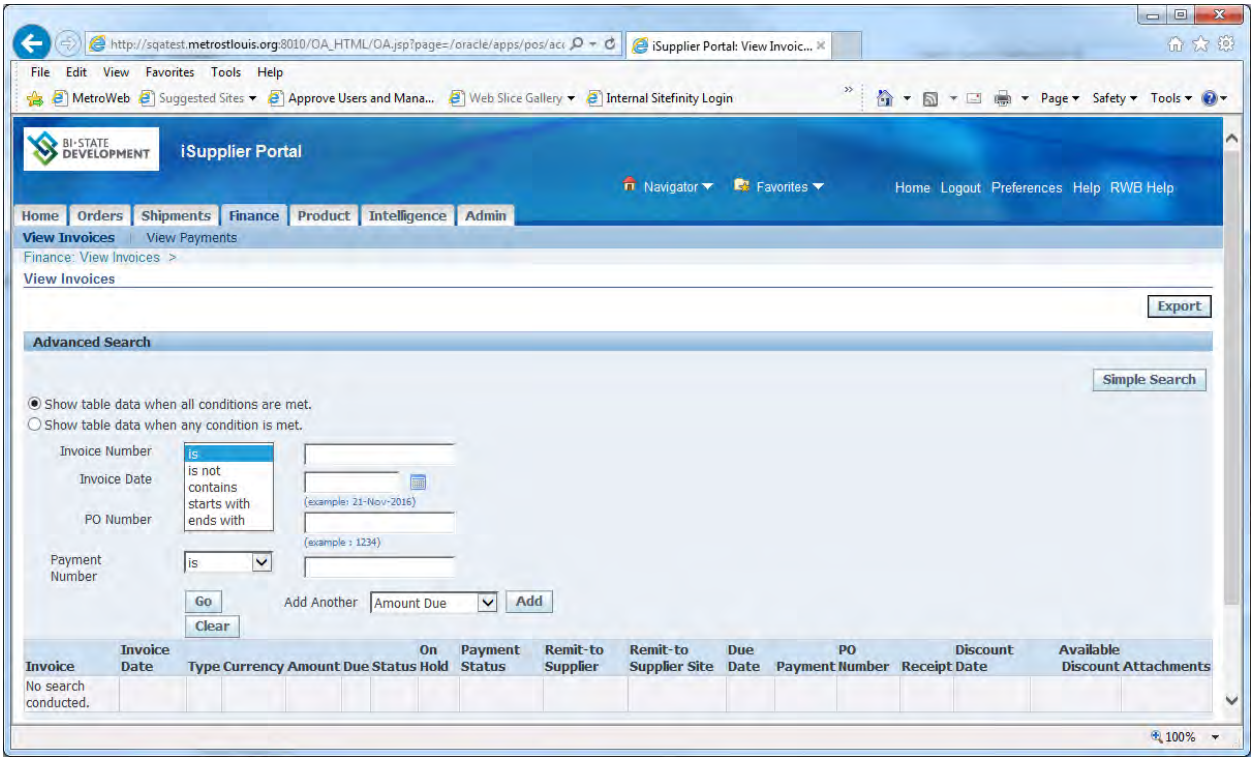
To query additional records clear your purchase order entry and enter another search.



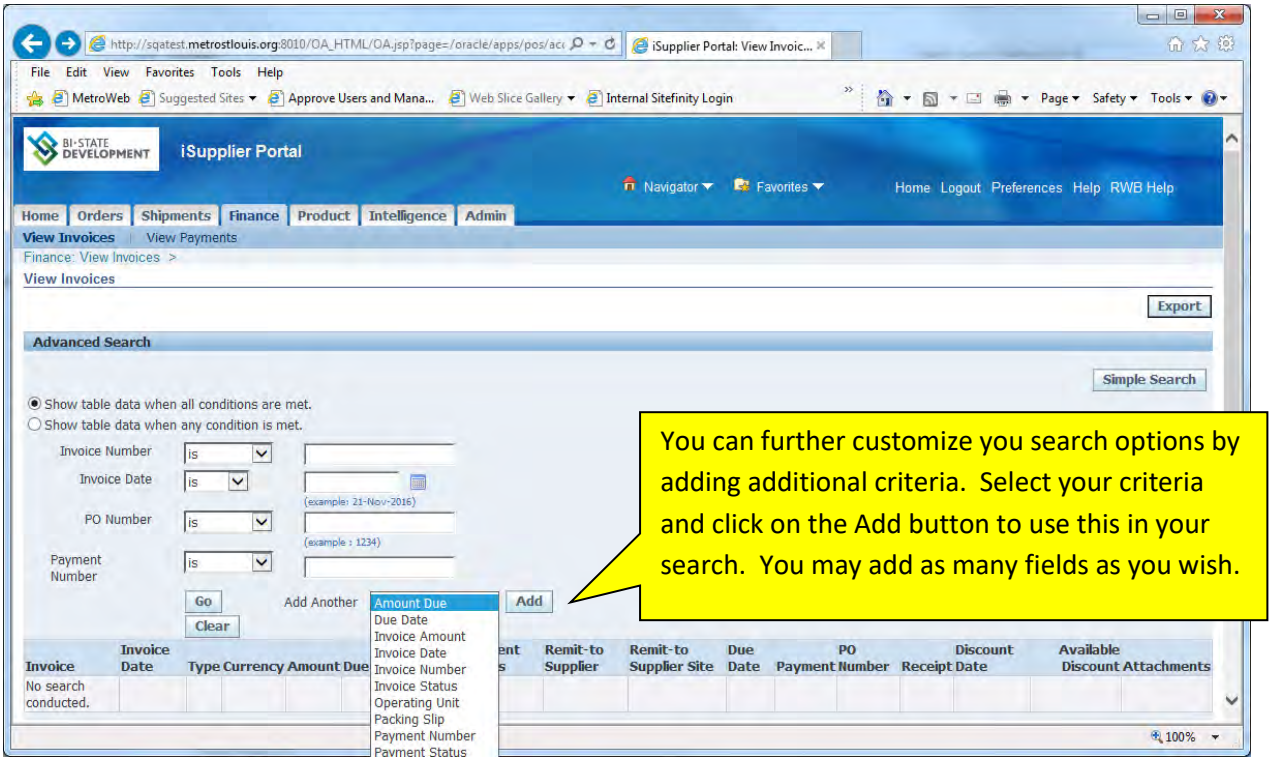
You can also get to the same search screen by clicking on the Finance tab at the top of the screen.



This screen gives you additional search criteria as well as the option of Advance Search.

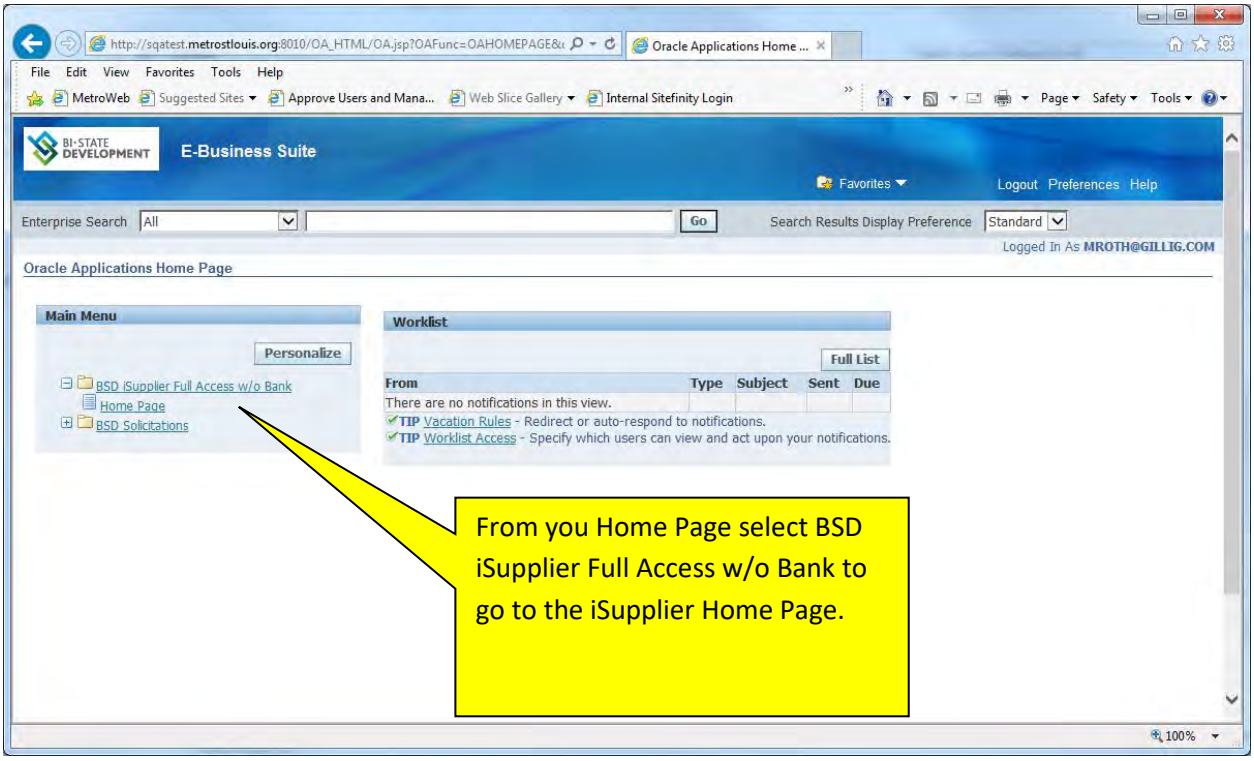


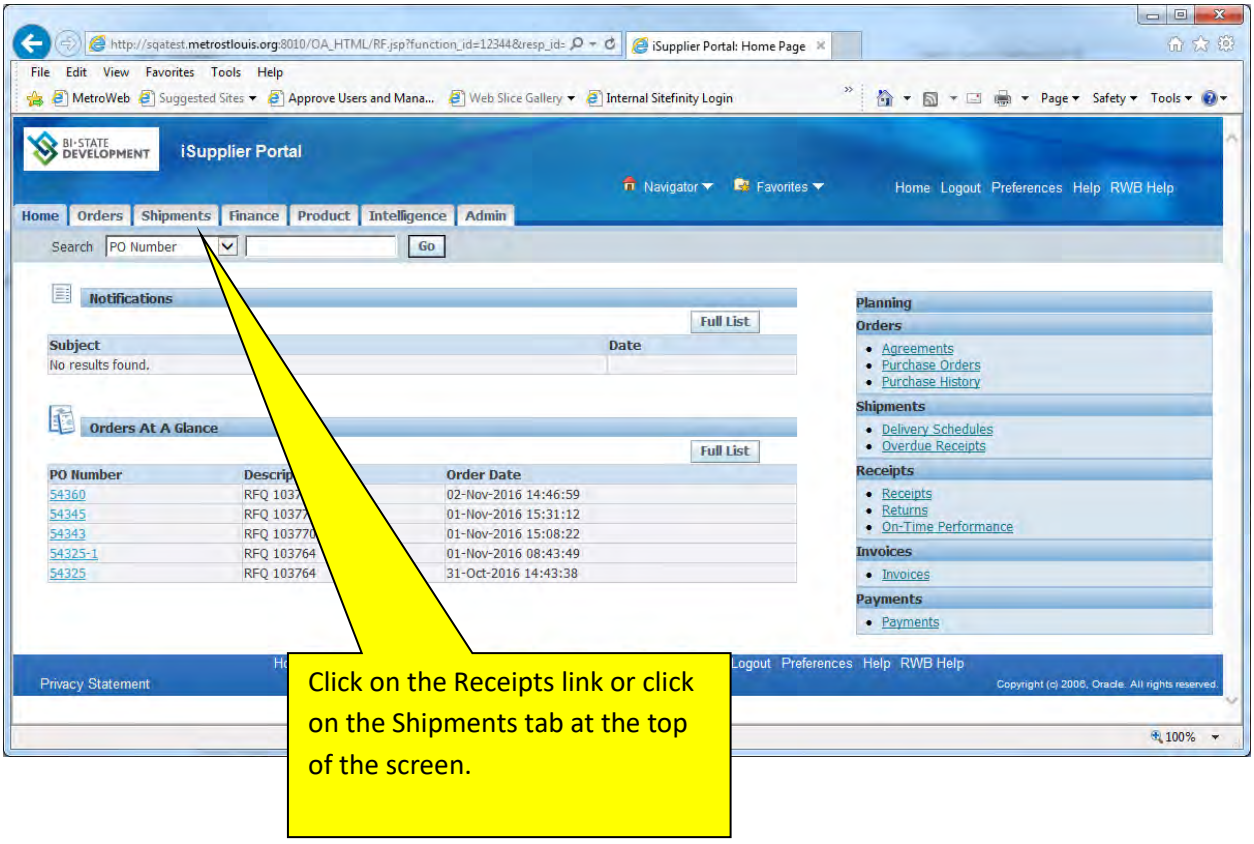
The Advance Search allows you to set search criteria when you are not certain of the exact data. You have the ability to enter partial invoice numbers, partial purchase order numbers, etc. to assist your search. It is not mandatory that you enter something in each field, however the more you narrow your search the faster the results will display.

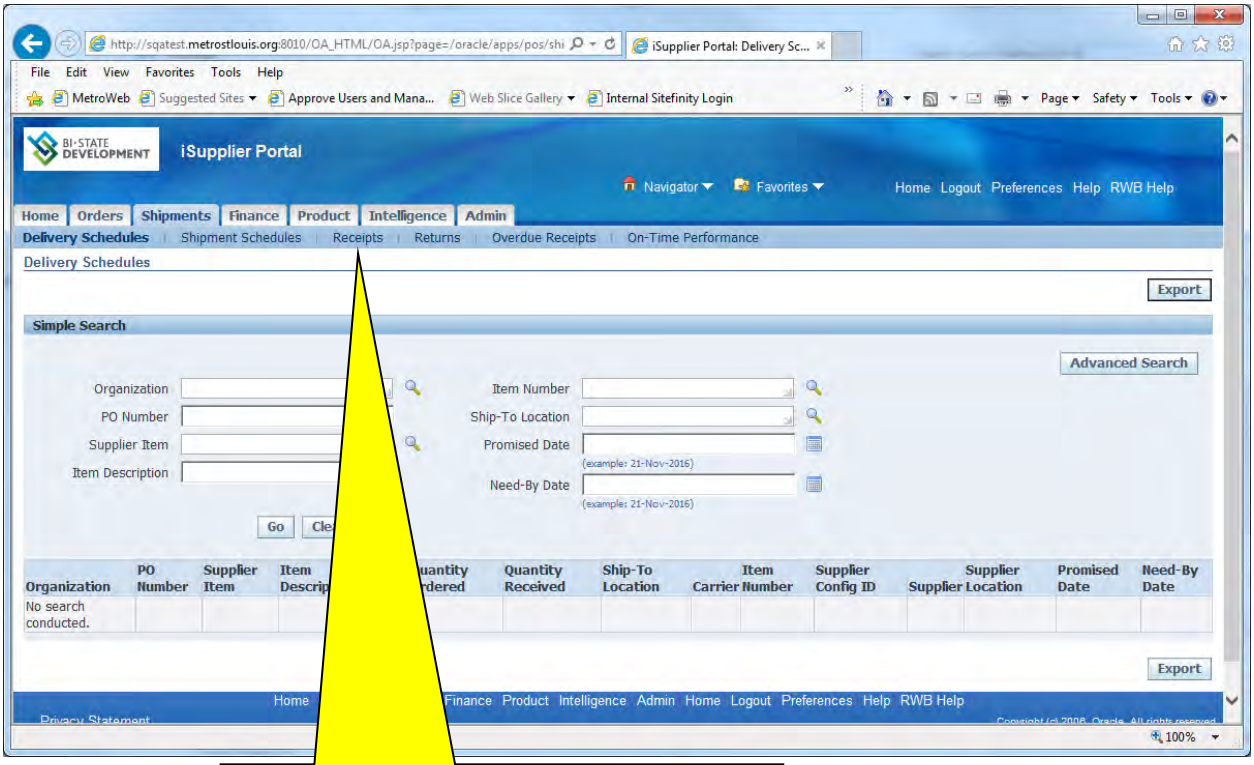

iSupplier Portal
Navigator
Favorites
Home Logout Preferences Help RWB Help
Home Orders Shipments Finance Product Intelligence Admin
View Invoices | View Payments
Finance: View Invoices >
View Invoices
Export
Advanced Search
Simple Search
Show table data when all conditions are met.
Show table data when any condition is met.
Invoice Number
Invoice Date
PO Number
Payment Number
(example: 21-Nov-2016)
(example : 1234)
Go
Clear
Add Another
Add
Amount Due
Due Date
Invoice Amount
Invoice Date
Invoice Number
Invoice Status
Operating Unit
Packing Slip
Payment Number
Payment Status
Invoice
Invoice Date
Type
Currency
Amount Due
Remit-to Supplier
Remit-to Supplier Site
Due Date
PO Payment Number
Discount Receipt Date
Available Discount
Attachments
No search conducted.
100%
You can further customize you search options by adding additional criteria. Select your criteria and click on the Add button to use this in your search. You may add as many fields as you wish.

SECTION ELEVEN: View BSD Receiving Information

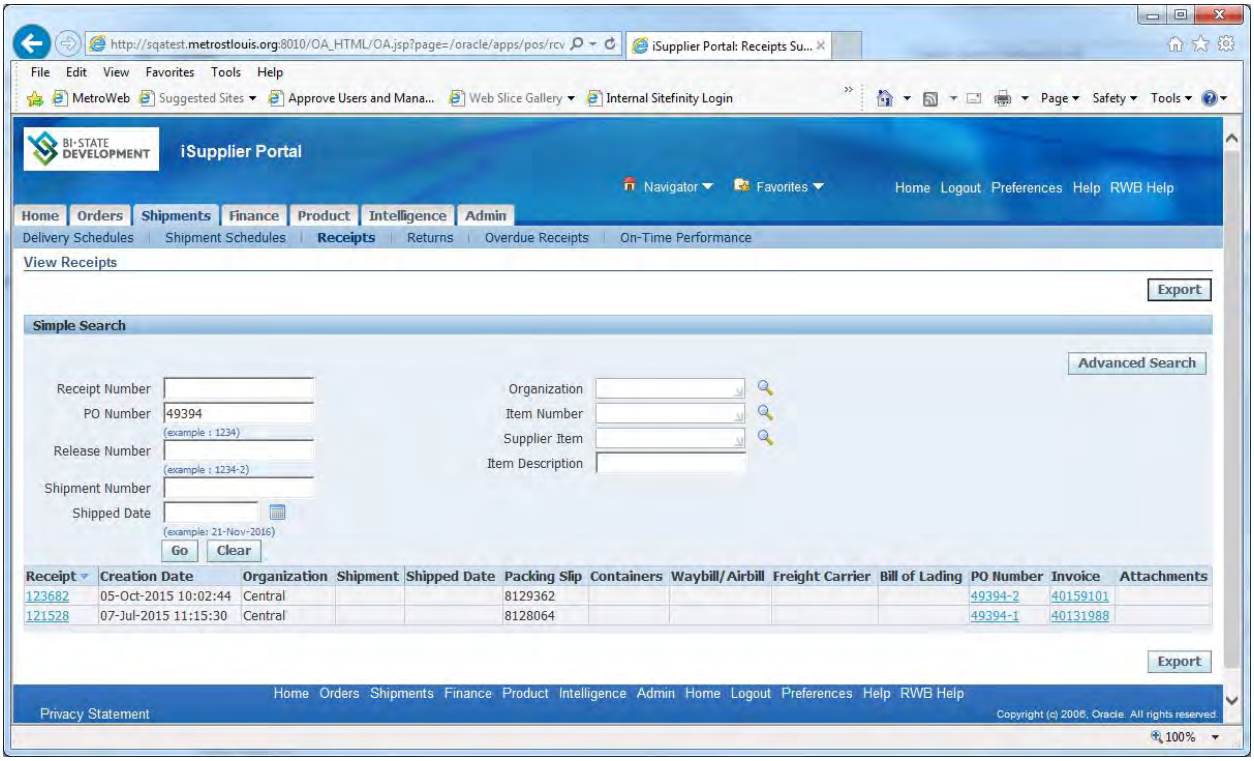
Before BSD can process a payment to you a receipt must be performed by the requesting person. You can view receipts against your purchase orders.




iSupplier Portal
Home
Orders
Shipments
Finance
Product
Intelligence
Admin
Notifications
Orders At A Glance
Planning
Orders
Agreements
Purchase Orders
Purchase History
Shipments
Delivery Schedules
Overdue Receipts
Receipts
Receipts
Returns
On-Time Performance
Invoices
Invoices
Payments
Payments
Click on the Receipts link or click on the Shipments tab at the top of the screen.

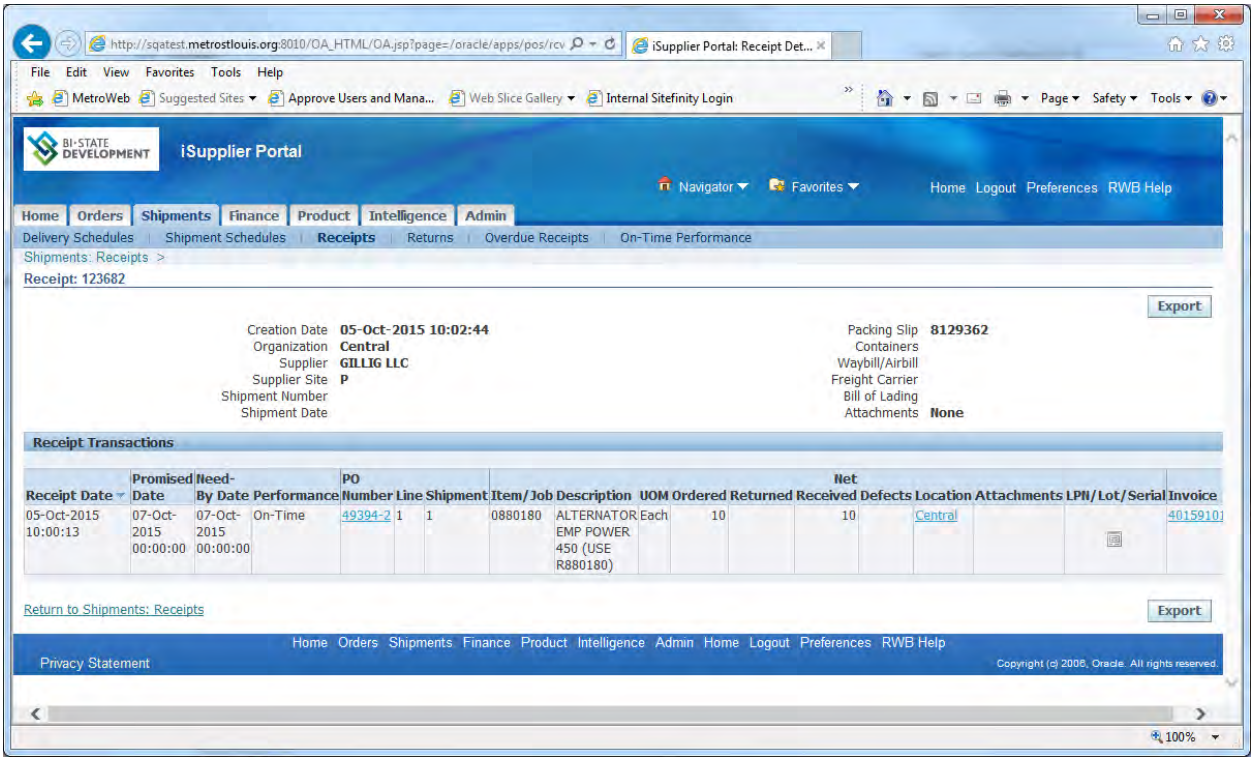


If you enter through the Shipments tab, make sure you select the Receipts section. You can then enter the purchase order number in the search field and click on Go.



This purchase order has two receipts, both are displayed. Any data displayed in blue type with an underline contains a link to view additional information. Click on the link to display this information.

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



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:

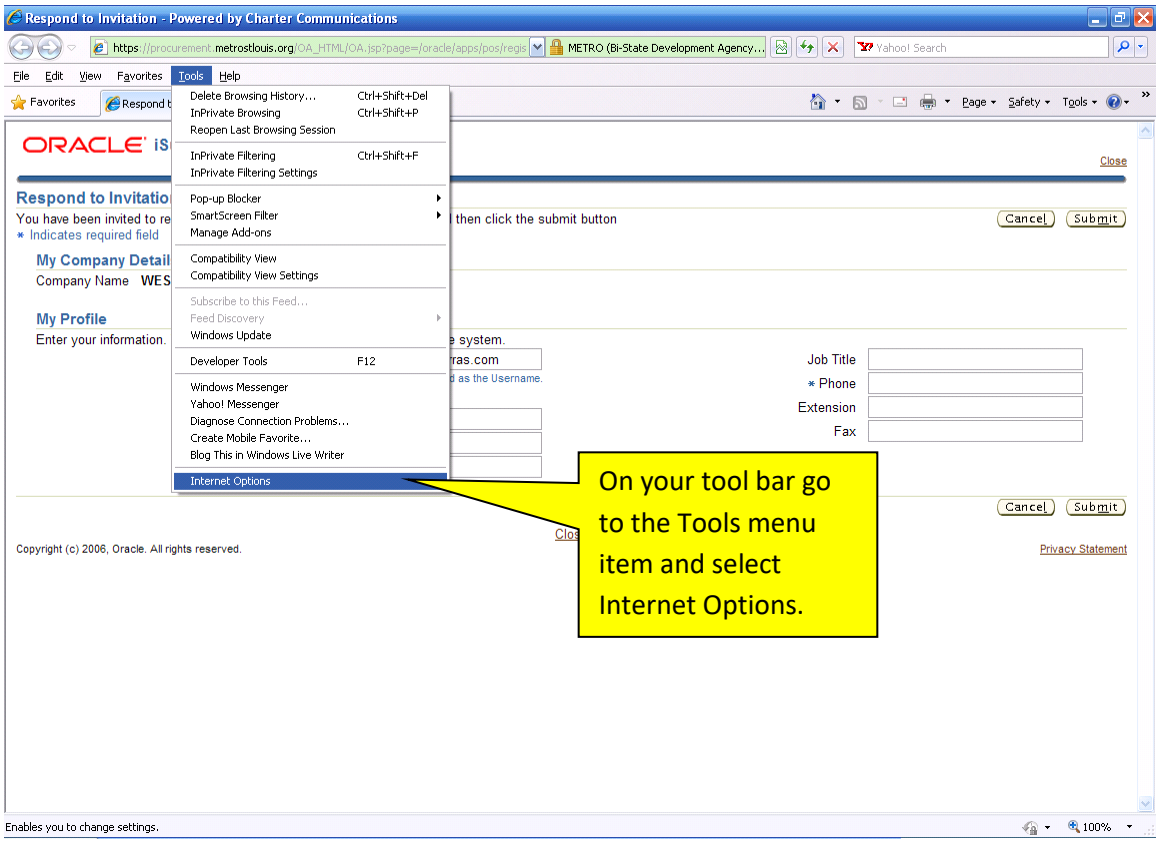
http://windows.microsoft.com/en-us/internet-explorer/which-version-am-i-using

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

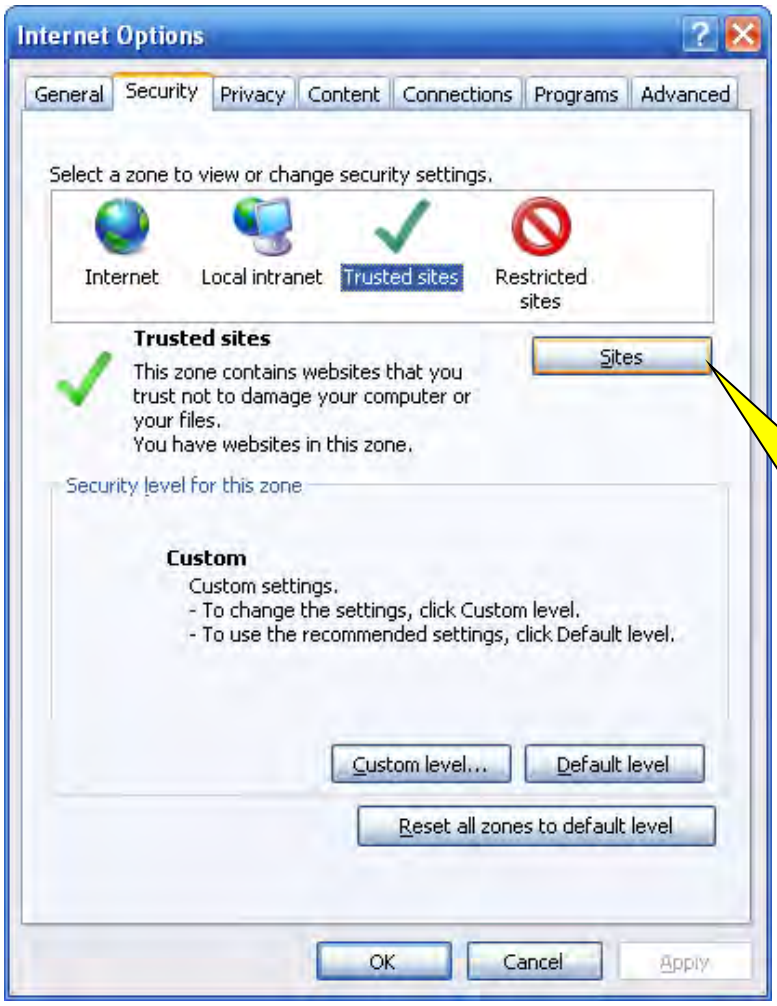
http://windows.microsoft.com/en-US/internet-explorer/use-compatibility-view#ie=ie-10

Key Browser Settings

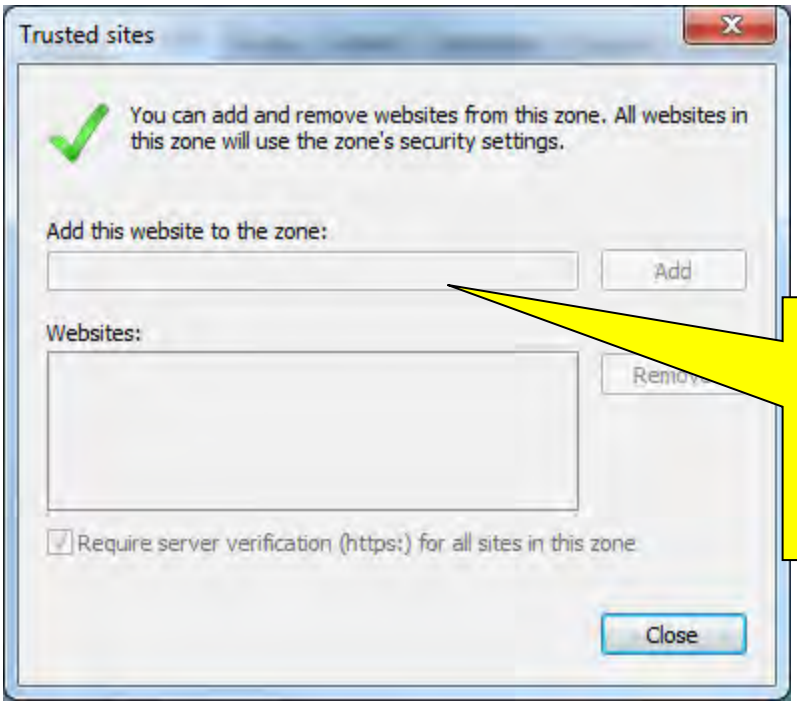
Trusted Site: It is recommended that the procurement.BSDstlouis.org site be designated as a Trusted Site. The Trusted Sites" zone should have a Medium Security setting. The following steps can be performed to designate procurement.BSDstlouis.org as a Trusted Site:


Respond to Invitation - Powered by Charter Communications
Tools
Delete Browsing History... Ctrl+Shift+Del
InPrivate Browsing Ctrl+Shift+P
Reopen Last Browsing Session
InPrivate Filtering Ctrl+Shift+F
InPrivate Filtering Settings
Pop-up Blocker
SmartScreen Filter
Manage Add-ons
Compatibility View
Compatibility View Settings
Subscribe to this Feed...
Feed Discovery
Windows Update
Developer Tools F12
Windows Messenger
Yahoo! Messenger
Diagnose Connection Problems...
Create Mobile Favorite...
Blog This in Windows Live Writer
Internet Options
On your tool bar go to the Tools menu item and select Internet Options.
Respond to Invitation
Cancel
Submit
Job Title
* Phone
Extension
Fax
Copyright (c) 2006, Oracle. All rights reserved.
Privacy Statement
Enables you to change settings.

.



Click on the Security tab, then click on Trusted sites. With Trusted sites highlighted, click on the Sites button.

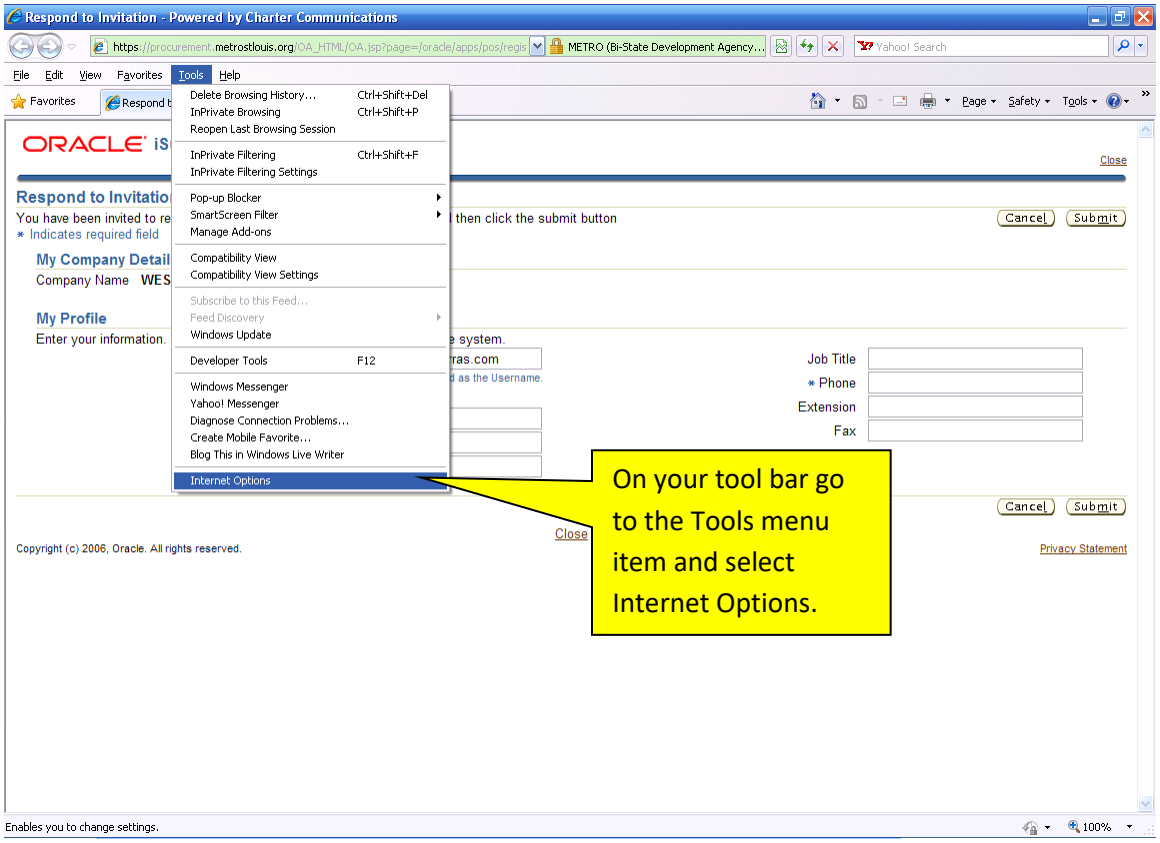


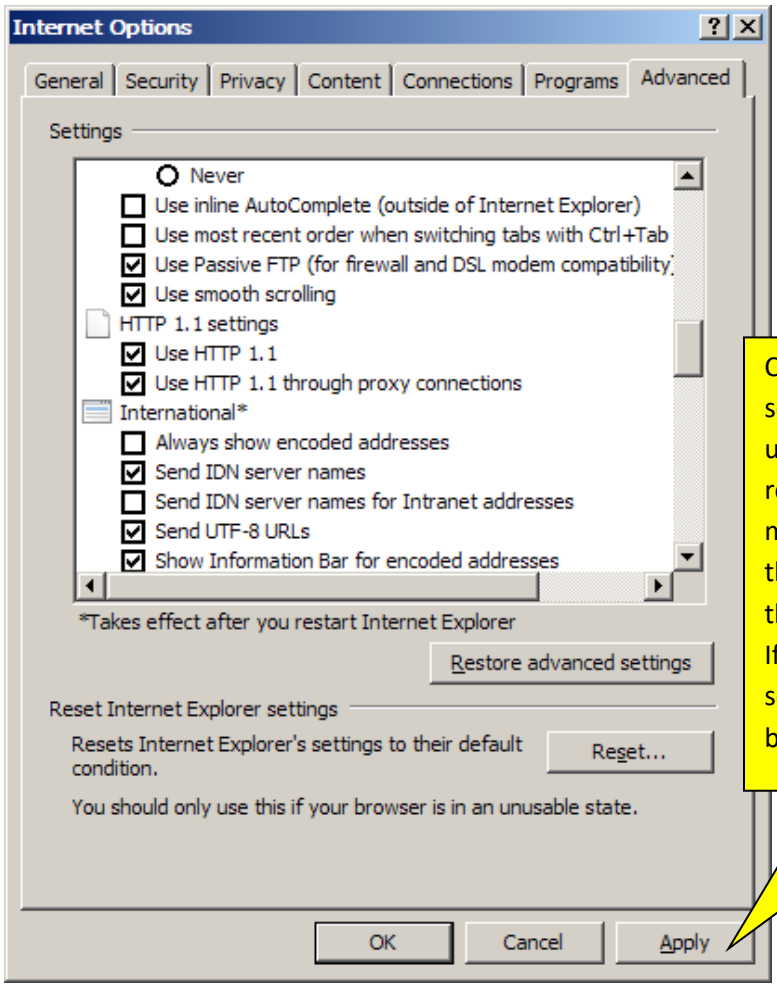
Enter https://procurement.bistatedev.org.

Click on the "Add" button. Verify that correct e-mail address is entered then click close

HTTP 1.1/Keep Alive

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

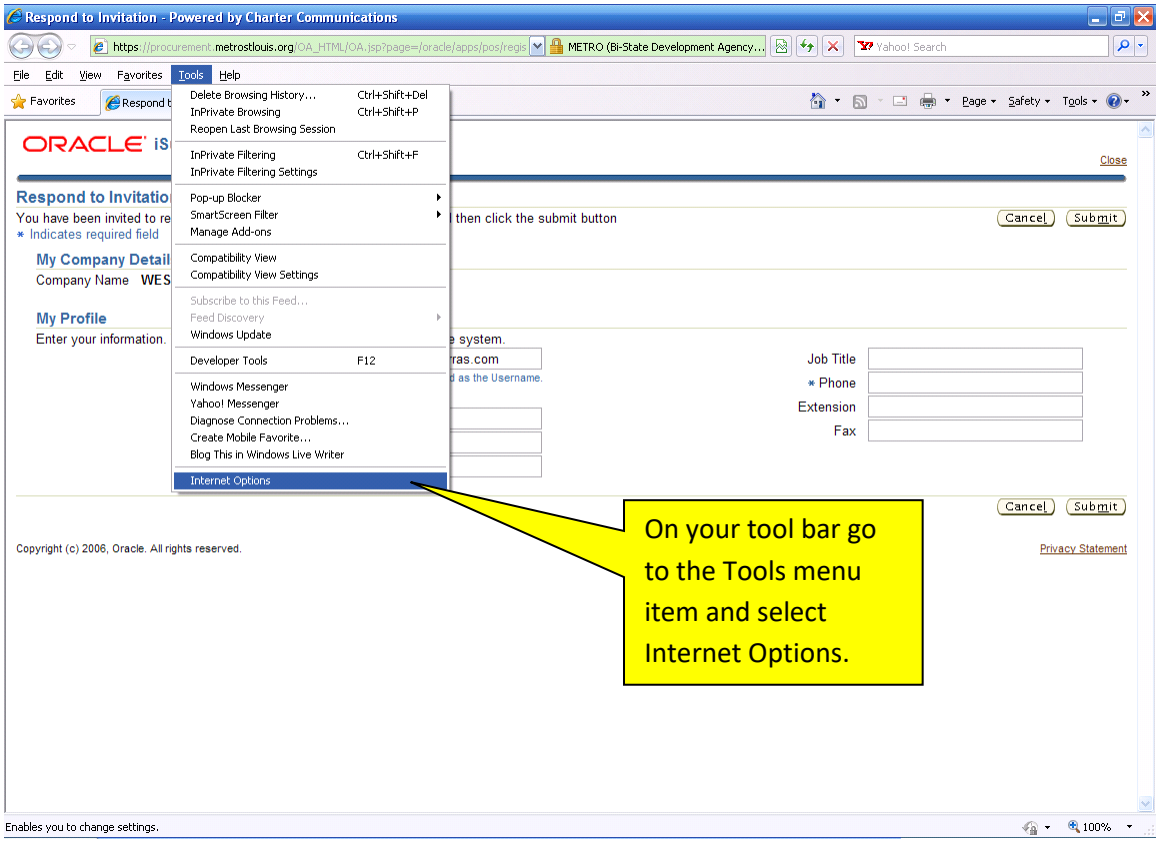


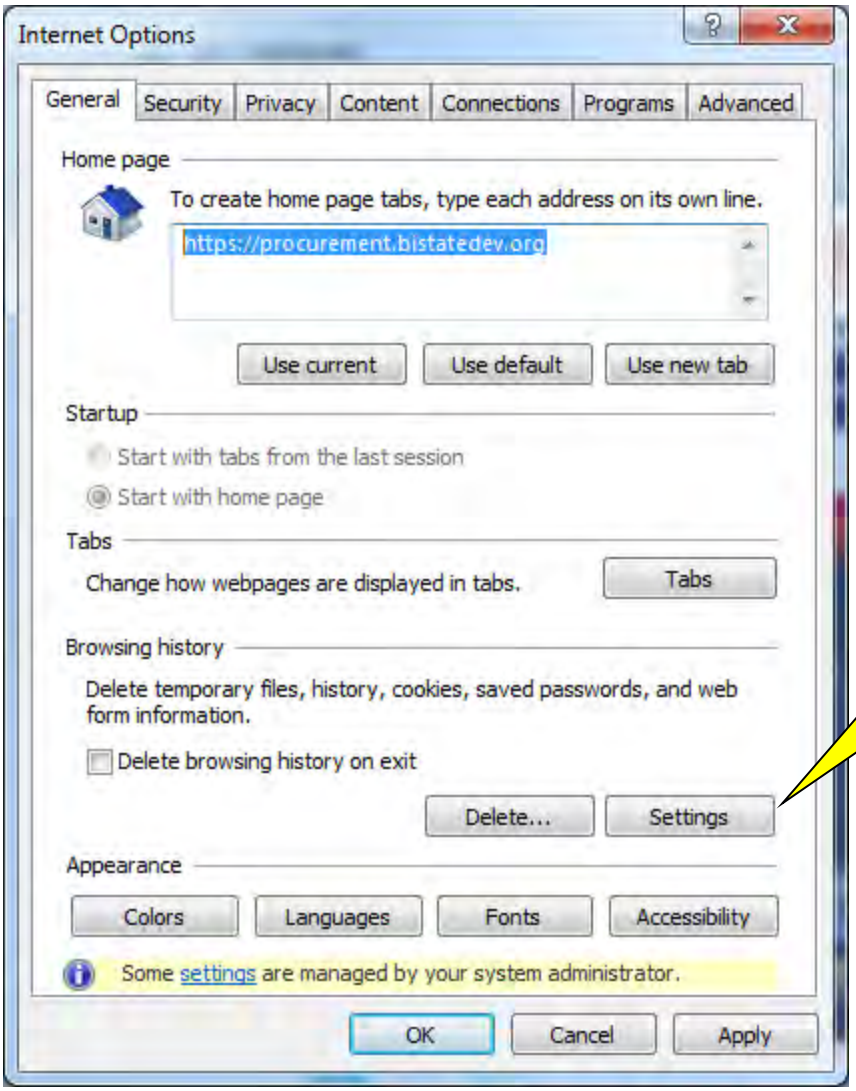


Click on the Advanced tab, then scroll through the list of options until the HTTP 1.1 settings section is reached. Verify that there is a check mark in the box (☑) next to both the Use HTTP 1.1 and Use HTTP 1.1 through proxy connections settings. If not, click on the box next to the setting, and then click on the Apply button.

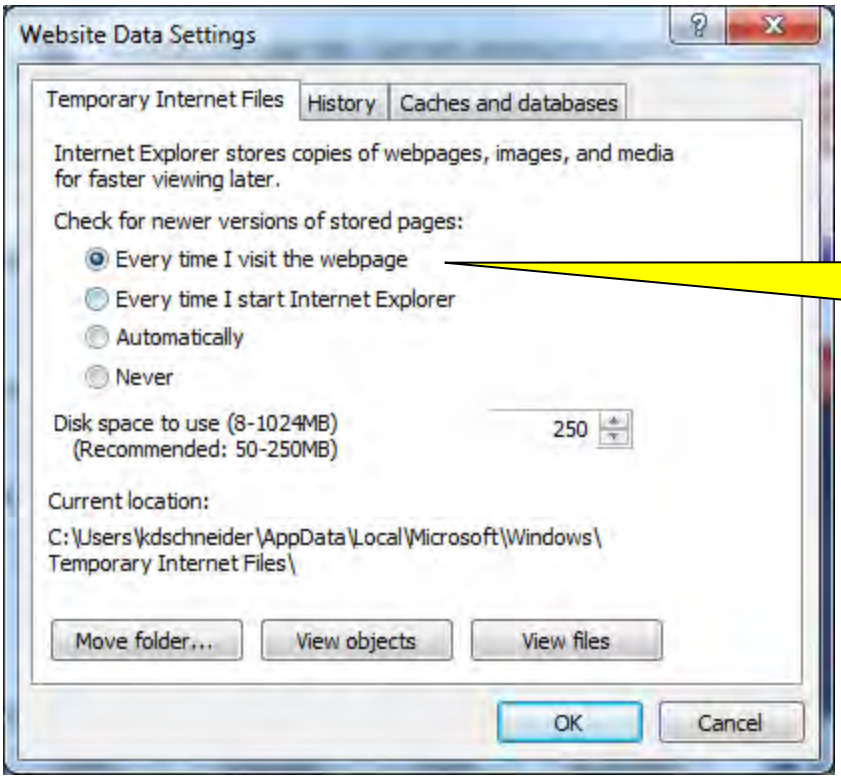
Page Versions

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.





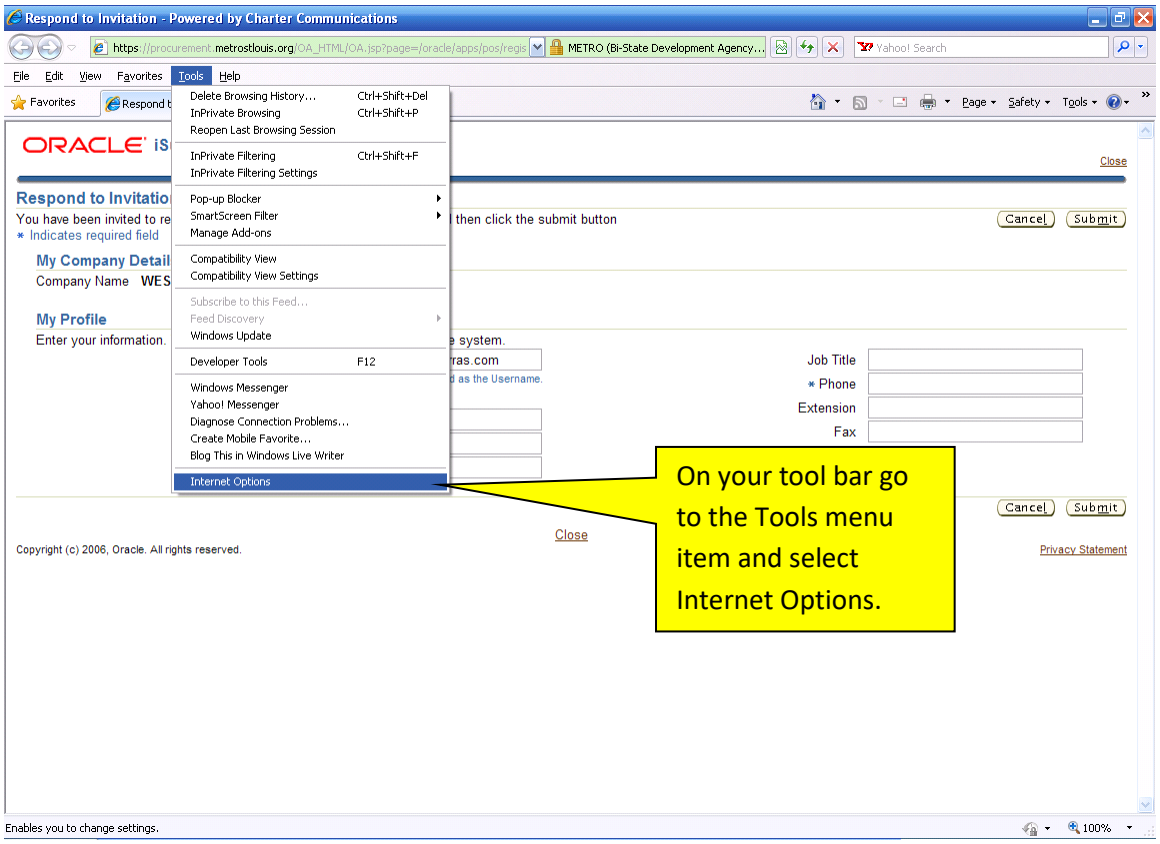
On the General tab, click on the Settings button in the Browsing history section

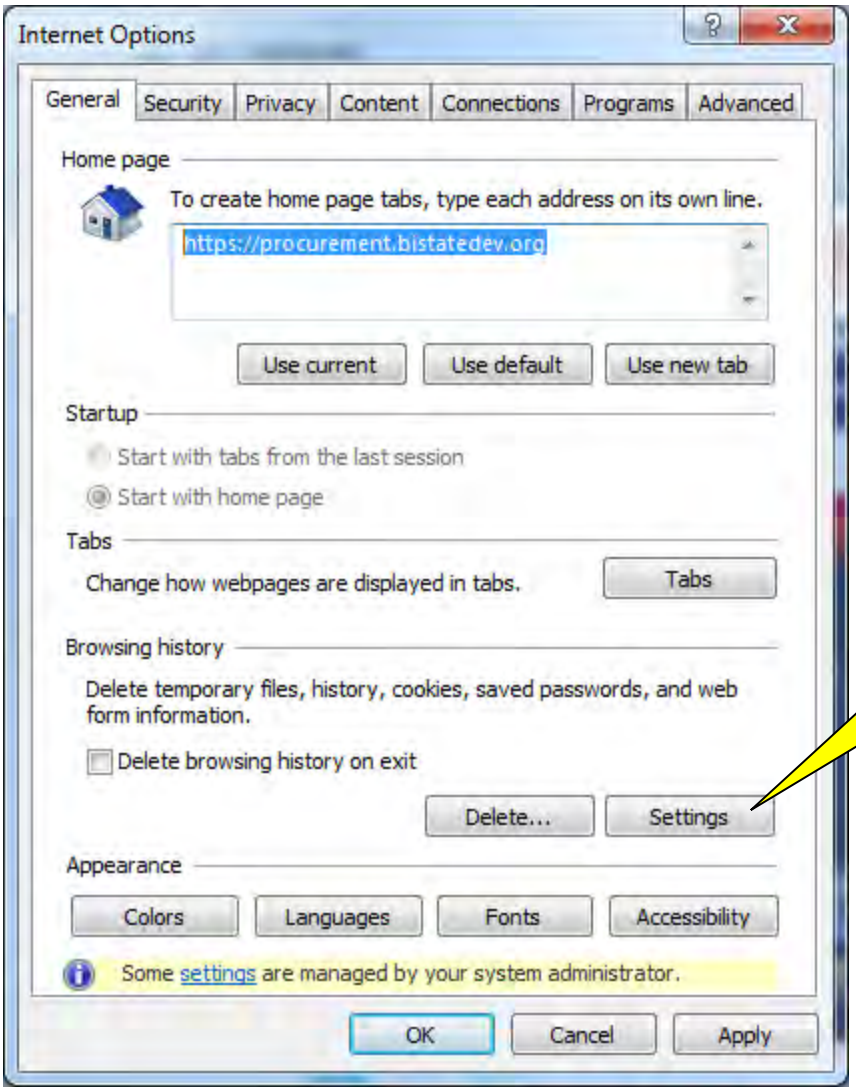


Select the Every time I visit the webpage radio button, and then click on the OK button.

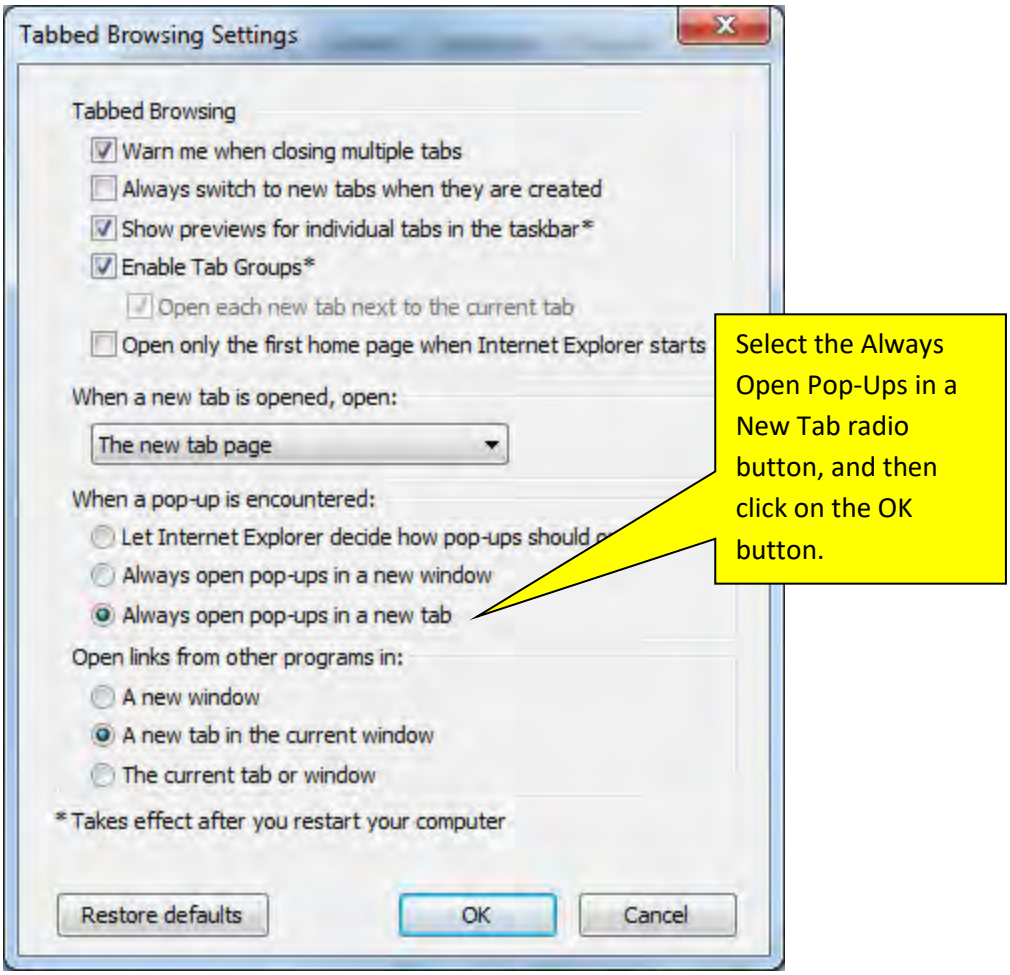
Optional Browser Settings

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:





On the General tab, click on the Settings button in the Tabs section.


Tabbed 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
When a new tab is opened, open:
The new tab page
When a pop-up is encountered:
Let Internet Explorer decide how pop-ups should
Always open pop-ups in a new window
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
Select the Always Open Pop-Ups in a New Tab radio button, and then click on the OK button.

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

1. If you have a notification e-mail you can access the solicitation by clicking on the link in the e-mail. If not, log in to procurement.bistatedev.org. 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.