

# **BI-STATE DEVELOPMENT**

## iSupplier User Guide

Revised August 2021



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## **SECTION ONE: Introduction**

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

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

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

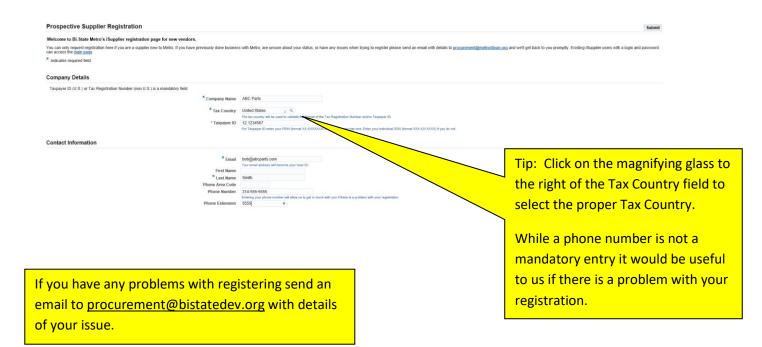
In this guide you'll learn to:

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

### **SECTION TWO: Registering**

#### **New Suppliers**

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



FYI: Metro - Bi-State Development Supplier Collaboration Network: Confirmation of Registration - Message (HTML) (Read-Only)	
Message	
🔍 🥥 🔍 🗡 💾 🍐 🕼 Safe Lists - 🚼 🚩 🚵 🗛 Related -	
Reply Reply Forward Delete Move to Create Other To All Folder Rule Actions Sender Up V Unread	
Respond Actions Junk E-mail 🕫 Options 🕫 Find	C
From:     Workflow Mailer [workflowtest@metrostlouis.org]       To:     SMITH	Sent: Wed 8/21/2013 8:10 AM
Cc Subject: FYI: Metro - Bi-State Development Supplier Collaboration Network: Confirmation of Registration	
Message 🖉 Notification Detail.html (437 B)	
To SMITH	Ā.
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 p.	assword Lb5/E017E.
When you first log on, you will be required to change your password for security purposes. Contact administrator for additional information.	
Thank you.	
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.	
	•

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#### Passwords

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

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

## **Existing Suppliers**

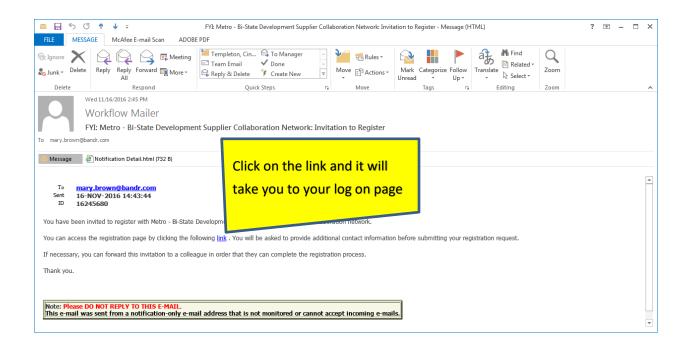
Existing suppliers can be invited by a BSD Employee. You will receive an e-mail from Workflow:

📭 🕼 🤊 🍯 🔺 🗢 🔻 FYI: Metro - Bi-State Development Supplier Collaboration Network: Invitation to Register - Mes 🚽 🗖 🗙									
Message Ac	dd-Ins			0					
Reply Reply Forward to All Respond	Delete Move to Create Other Folder * Rule Actions *	Block Not Junk Sender Junk E-mail	Categorize Follow Mark as Up + Unread	<ul> <li>A Find</li> <li>A Related ▼</li> <li>A Select ▼</li> <li>Find</li> </ul>					
	()	Junk E-mail	Options	Find					
From: Workflow Tes To: POSREGV2_1 Cc:	age on 11/10/2011 9:45 AM. st 2 11669_invite_1942840629 Bi-State Development Supplier Collab	oration Network: Invitation		Thu 11/10/2011 9:38 AM					
Message Notifica		oración necwork. Invitación							
To POSREGV2_11669_invite_1942840629 Sent 10-NOV-11 09:36:29 ID 8446133 You have been invited to register with Metro - Bi-State Development for access to their supplier collaboration network. You can access the registration page by clicking the following link . You will be asked to provide additional contact information before submitting your registration request. If necessary, you can forward this invitation to a colleague in order that the can complete the registration process. 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 to be accept incoming e-mails. Click on this link to be									
			taken to the page.	e registration					

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.

	) ☆ @ •• @• ^
🚖 🖗 MetroWeb 🖉 Suggested Sizes * 🖉 Approve Uses and Mana_ 🖉 Web Size Gallery * 🖉 Internal Stefinity Login 🖬 sitefinity Login 🖗 Oracle Production Login 🔹 👘 * Page * Safety * Tool	• @•
BUTTER ISupplier Portal	• @•
	^
Information     The current responsibility context has been switched to: Public Sector Purchasing Super User	
Respond to Invitation Switch Responsibility Public Sector Purchasing Super Use	r 🗸
You have been invited to register. Please complete the registration from and then click the submit button * Indicates required field Sut	mit
My Company Details	
Company Name B AND R EQUIPMENT CO	4
My Profile	
Enter your Information. Your email address will be your Username for the system.	
Cancel Sut	mit
Close Preferences Privacy Statement Copyright (d 2006, Oracle All rights	eserved.
	0% •

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.

ORACLE	
	User Name
	Password
	Password
	Log In Cancel
	Login Assistance Register Here
	Accessibility None
	Language English 🗸
Copyright (c) 1998, 2020, Oracle and/or its affliates. All rights reserved.	

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

FILE ME	⑦ ↑ ↓ =     FYI: Remi       ESSAGE     McAfee E-mail Scan     ADOB	inder: Please acknowledge intent to participal E PDF	ate in RFQ 1038	44 (WHEELCHAIR	LIFT SPLIT COLLA	R (LIFT U)) -	• Message	(HTML)		? 🗹	] _	×
ि Ignore So Junk ▼ Dele	ete Reply Reply Forward More~	<ul> <li>✓ Miscellanious</li> <li>◯ To Manager</li> <li>◯ Team Email</li> <li>✓ Done</li> <li>◯ Reply &amp; Delete</li> <li>✓ Create New</li> </ul>	→ → → Mov	e 🔛 Actions v	Mark Categoriz	E Follow Up →	agg Translate	H Find Related → Select →	Zoom			
Delete	Respond	Quick Steps	5	Move	Tags	5	E	diting	Zoom			~
To zachhilman@	Thu 11.77.2016 10:48 AM Workflow Mailer FYI: Reminder: Please acknowledge intent to participate in RFQ 103844 (WHEELCHAIR LIFT SPLIT COLLAR (LIFT U)) To zachhilman@hogarmfg.com											
Message	Notification Detail.html (736 B)							1				
			As an	unregis	tered su	ipplie	er					
	loward, Bryan achhillman@hoganmfg.com	Company Met Title WH	you c	annot re	espond t	o the	é					
Sent 1	17-NOV-2016 10:47:24 16245695	Number 103	solici	tation u	ntil you							
	Preview November 16, 2016 10:45 am ( Open November 16, 2016 10:45 am Ce		regist	er. Clic	<mark>k on this</mark>	i link	to					
	Close November 21, 2016 12:00 pm Ce T-U INC		be ta	ken to tl	ne regist	tratio	n					
Please go to	Acknowledge Participation page to acknow	wledge your intent to particip	page.									
If not logged enter a respo	l in, please go to <u>Login and view details u</u> onse.	<u>d</u> page or If already logo n, Please go t	to <u>Negotiatior</u>	<u>n Details</u> page if y	ou want to view	the docum	ent befor	e acknowledgi	ng intent to par	ticipate a	nd/or to	
If you are using this system for the first time, please go to Respond to Invitation page to submit a reguest to us to create a user for you.												



Supplier Portal			▶Close   🔅
Respond to Invitation			Cancel Submit
You have been invited to register. Please complete the registration from and then click the Indicates required field	submit button		1
My Company Details			
Company Name GILLIG LLC			
My Profile			/
Enter your information. Your email address will be your Username for the system.			
* Email Address	test@gillig.com Email address will be used as the Username.	Phone Area Code * Phone Number [314-555-8888]	
Contact Title	Contra accretos una de oseg as trie osername.	Extension	
* First Name	Test	Fax Area Code	
Middle Name		Fax Number	
* Last Name	Oracle		/
Job Title			/
			/
			/
		The registration page will look like this.	
		The registration page will look like this.	
		Vour o mail addross will be your user name.	
		Your e-mail address will be your user name;	
		all fields with an asterisk are mandatory.	
		After you have completed the form, click on	
		Alter you have completed the form, click on	
		the Submit button.	

State Portal	Close	1	¢
la Confirmation			
Thank you for registering. Your registration request has been submitted for approval. You will be notified of your registration status via email.			
		C	Close

After submitting your registration you will receive this confirmation page.

To TEST ORACLE

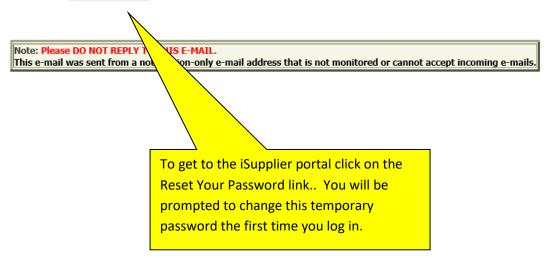
- Sent 19-AUG-2021 14:02:12
- ID 17853899

Your request to register with Metro - Bi-State Development for access to their supplier collaboration network has been approved. You can log in with the username <u>TEST@GILLIG.COM</u>.

In order to generate/reset your password, please click the below link and follow the instructions. This link is only available for 240 minutes.

Contact DDArmstrong@bistatedev.org for additional information.

Password Url: Reset your password



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:

Reply	Message Ad Reply Forward to All Respond	Delete Move Folde	to Create er * Rule A Actions	Other ctions *	~	• Safe Lists • Not Junk •mail 🕞		Follow Mark a Up + Unrea ons	Coloring and a second s	•
From:       Workflow       Sent:       Thu 11/10/2011 11:16 AM         To:       BOB SMITH       Cc:         Subject:       Action Required: You are invited: RFQ 19717 (Miscellaneous Inventory Parts)										
From To Sent Due ID	Warnecke, BOB SMITH 10-NOV-201 28-NOV-201 8448162	11 11:15:21	N	npany Title umber			evelopment ntory Parts			
Negotiation Preview November 10, 2011         Negotiation Open November 10, 2011         Negotiation Close November 28, 2011         Supplier ACME INCORPORATED         Supplier Site         Please acknowledge your intent to participation declining.         If you want to view the solicitation before deciding if you want to										
respo passv	<u>Negotiation Detail</u> nse. If you are no vord. n History		ged in,	etails l		in view th	e solicitati	ion by clic	cking on <u>Nego</u>	<u>otiation</u>
	Action Date 10-NOV-2011 17:15:22	Action Submit	From Warnecke,	Deb	<b>To</b> BOB SMITH	Detai	ls			



💽 🖬 🤊 ଓ 🔺	→  FYI: You are invite	d: RFQ 19717 (Miscellaneou	s Inventory Parts) - Message (H	ITML) – 🗖 🗙
Message A	dd-Ins			۲
Reply Reply Forward to All Respond	Delete Move to Create Other Folder * Rule Actions	Block Not Junk Sender Junk E-mail	Categorize Follow Mark as Up + Unread Options	A Find Related → Select → Find
la – –	DD_USER_4584 : invited: RFQ 19717 (Miscellaneous I	nventory Parts)	Sent: 1	Thu 11/10/2011 11:16 AM
🖂 Message 📔 🙋 Notific	cation Detail.html (455 B)			
Negotiation Open <b>Nov</b> Negotiation Close <b>Nov</b> Supplier <b>GILLIG LLC</b> Supplier Site Please go to <u>Acknowle</u> Please go to <u>Negotiati</u> enter a response.	O_USER_4584 Title 1:15:22 Number November 10, 2011 11:15 am rember 10, 2011 11:15 am rember 28, 2011 11:12 am C	entral Time entral Time vledge your intent to partic ew the document before a	cipate. cknowledging intent to part	
Note: Please DO N	IOT REPLY TO THIS E-MAIL. ent from a notification-only e	e-mail add	monitored or cannol	taccept
	acl	nowledge participa	tion without enrolling	a cannot view nor can g. Click on the <u>Respor</u> to the registration pa

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

FYI: Open for quoting: RFQ 1971	7 (Miscellaneous Inventory Parts) - Message (HTML) 🛛 🗕 🗖 🗙
Message Add-Ins	0
Reply Reply Forward to All Delete Move to Create Other Folder * Rule Actions * Sender	Safe Lists ▼ Not Junk E-mail
From: Workflow Test 2 To: BBROWN@MOHAWKMFG.COM Cc: Subject: FYI: Open for quoting: RFQ 19717 (Miscellaneous Inventory P Message @ Notification Detail.html (452 B)	This e-mail notification is not an invitation but rather an EYI e-mail
To <b>BBROWN@MOHAWKMFG.COM</b> Sent <b>10-NOV-2011 11:15:34</b> ID <b>8448169</b>	ask you to indicate participation.
Valued Metro Supplier:	
You are receiving this notification because you have been identified Solicitation 19717. To view the details of this Solicitation click <u>here</u> .	
If you are not already logged in, you will first be taken to a page w	he ou will need to enter your user name and password.
Negotiation Preview <b>November 10, 2011 11:15 am Central Ti</b> Negotiation Open <b>10-NOV-2011 Central Time</b> Negotiation Close <b>28-NOV-2011 Central Time</b>	me
Note: Please DO NOT REPLY TO THIS E-MAIL. This e-mail was sent from a notification-only e-mail add incoming e-mails.	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.

Navigator	Worklist			
Personalize				Full List
	EF 🖉 •••			
BSD iSupplier Full Access w/o Bank	From	Туре	Subject	Sent Due
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BSD Solicitat	oplier. From your lions.			
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BSD Solicitat (Note that ar are on your V the page. To	ions. ny invitations to p	articipate in a soli on the right hand	icitation d side of	



lavigator	Worklist					
Personalize				Full	List	
	🛱 🥔 •••					
BSD iSupplier Full Access w/o Bank	From	Туре	Subject	Sent	Due	
BSD Solicitations	There are no notifications in this view	-				
Solicitations Home Page	♂TIP <u>Vacation Rules</u> - Redirect or an Other states and the state of the state	uto-respond to noti	ifications.			
Solicitations Home Page						
Solicitations Home Page	©TIP <u>Vacation Rules</u> - Redirect or an Then click on S					

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Nego	tiations									
Sear	ch Open Negotiatie	ons Number 🔽 1063	61 ×	Go						
	come, Mark Roth. <b>ur Active and I</b>	Draft Responses								
Pres	s Full List to view al	your company's response	s. 🔪							Full List
•••										
Res	sponse Number	Response Status	Supplier Site		tion Number	Title	Туре	Time Left	Monitor	Unread Messages
207	5029	Active		$\backslash$		12 Month Blanket- A/C Hoses	Solicitation	0 seconds		0

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.

Negotiations									
Negotiations > Active Negotiation	s								
Search									
Note that the search is case	insensitive	Number Title Category	201974 Go Clear			c	Line Event		
Select Negotiation: Resp	ond   •••								
Sel Number 🗠	Title 🛆	Contact 🛆	Time Left 🛋	Close Date 🛆	All Responses 🛆	Your Company's Responses		Ionitor Unread Messages	
201974	AC Hose Test	Armstrong, Daniel	4 days 23 hours	24-Aug-2021 14:54:45	Blind	0		0	
				and you c	ne radio sele an view the g on its num	solicitation			

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## **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.

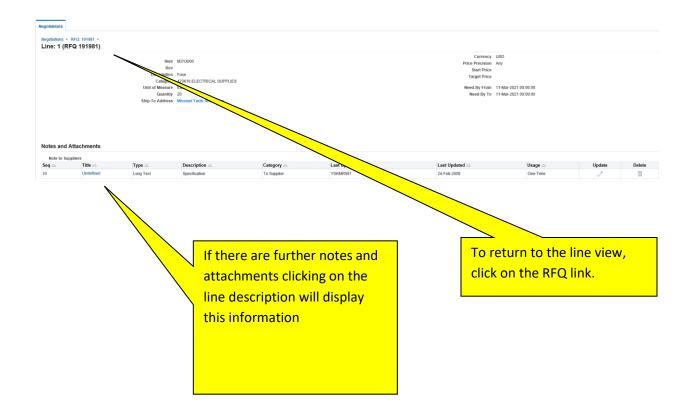
+ A ttp://sqates	metrostloui	s.org:8010/OA_HTML	/OA.jsp?page=/oracle/	(at 🔎 👻 🏉 RFQ: 103763	×	-		☆ 🕸
File Edit View Favorit	es Tools	Help						
👍 🧃 MetroWeb 🦉 Sug	gested Sites 🔹	<ul> <li>Ø Approve Users</li> </ul>	and Mana 🧧 Web	o Slice Gallery 🔻	" 🛅 🔻 🖾	- 🖃 🖶 - P	°age ▼ Safety ▼	Tools 🔻 🔞 🕶
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Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								
Return to Negotiations			Manada Kana Al			Actions Online	Discussions	GO
Privacy Statement			Negotiations Home	e Logout Preferences Hel	р Куув Неір	Copyright	(c) 2006, Oracle. A	II rights reserved.
								🔍 100% 🔻 🔡

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

	ations									
Interest and the second	ader Lines Controls	Status	us Closed	2 Hoses						
To view a specification or other attachment for an invent case of the specific attach on the Line description. NOTE: ITEM SPECIFICATIONS ARE UPDATED FREQUENTLY (MORE THAN MFG/VENDOR PART NUMBERS. WE SUGGEST YOU ALWAYS RELEASED FOR THE MORE ARE UPDATED FREQUENTLY (MORE THAN MFG/VENDOR PART NUMBERS. WE SUGGEST YOU ALWAYS REVIEW THE SPECIFICATIONS FOR THE MORE ARE UPDATED FREQUENTLY (MORE THAN MFG/VENDOR PART NUMBERS. WE SUGGEST YOU ALWAYS REVIEW THE SPECIFICATIONS FOR THE MORE ARE UPDATED FREQUENTLY (MORE THAN MFG/VENDOR PART NUMBERS. WE SUGGEST YOU ALWAYS REVIEW THE SPECIFICATIONS FOR THE MORE ARE UPDATED FREQUENTLY (MORE THAN MFG/VENDOR PART NUMBERS. WE SUGGEST YOU ALWAYS REVIEW THE SPECIFICATIONS FOR THE MORE ARE UPDATED FREQUENTLY (MORE THAN MFG/VENDOR PART NUMBERS. WE SUGGEST YOU ALWAYS REVIEW THE SPECIFICATIONS FOR THE MORE ARE UPDATED FREQUENTLY (MORE THAN MFG/VENDOR PART NUMBERS. WE SUGGEST YOU ALWAYS REVIEW THE SPECIFICATIONS FOR THE MORE ARE UPDATED FREQUENTLY (MORE THAN MFG/VENDOR PART NUMBERS. WE SUGGEST YOU ALWAYS REVIEW THE SPECIFICATIONS FOR THE MORE ARE UPDATED FREQUENTLY (MORE THAN MFG/VENDOR PART NUMBERS. WE SUGGEST YOU ALWAYS REVIEW THE SPECIFICATIONS FOR THE MORE ARE UPDATED FREQUENTLY (MORE THAN MFG/VENDOR PART NUMBERS. WE SUGGEST YOU ALWAYS REVIEW THE SPECIFICATIONS FOR THE MORE ARE UPDATED FREQUENTLY (MORE THAN MFG/VENDOR PART NUMBERS. WE SUGGEST YOU ALWAYS REVIEW THE SPECIFICATIONS FOR THE MORE ARE UPDATED FREQUENTLY (MORE THAN MFG/VENDOR PART NUMBERS. WE SUGGEST YOU ALWAYS REVIEW THE SPECIFICATIONS FOR THE MORE ARE UPDATED FREQUENTLY (MORE THAN MFG/VENDOR PART NUMBERS. WE SUGGEST YOU ALWAYS REVIEW THE SPECIFICATIONS FOR THE MORE ARE UPDATED FREQUENTLY (MORE THAN MFG/VENDOR PART NUMBERS. WE SUGGEST YOU ALWAYS REVIEW THE SPECIFICATIONS FOR THE MORE ARE UPDATED FREQUENTLY (MORE THAN MFG/VENDOR PART RUMBERS CAR PART RUMBERS	Ran									
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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. WE SUGGEST YOU ALWAYS REVIEW THE SPECIFICATIONS										
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In A CERC 1978 Proc. 91000 AC DBC 1978 Proc. 91100 AC DBC 1978 BLG 91100 AC DBC 1978	se A/C Discharge - Ar	4 Hose A/C Discharge - Ar	0913561	423730.BUS	Each		Blind	Blind		
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										
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										
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(MORE THAN MFG/VENDOR PART NUMBERS. WE SUGGEST YOU ALWAYS REVIEW THE SPECIFICATIONSALWAYS SO. BE SURE TO VIE SPECIFICATIONS FOR THE MO RECENT INFORMATION ABOU PART.								NUMBERS (	CURREN	NT THEY ARE NOT
PART NUMBERS. WE SUGGEST YOU ALWAYS REVIEW THE SPECIFICATIONS								ALWAYS SC	). BE SI	JRE TO VIEW ITEN
SUGGEST YOU ALWAYS     REVIEW THE SPECIFICATIONS			DON					SPECIFICAT	IONS F	OR THE MOST
REVIEW THE SPECIFICATIONS PART.							1	RECENT INF	ORMA	TION ABOUT THE
			TIONS					PART.		
BEFORE BIDDING!										

After you click on a line description,



Page 32

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

Header Lines Controls		Title 12 Month B Status Closed Time Left 0 seconds	Blanket- A/C Hoses	5					30-Jul-2019 14:28:34 23-Aug-2019 08:25:1;	
	splay Rank As Win/Lose Ranking Price Only							ist Factors None Price Tiers Price Breaks		
Description	Line			Category	Unit	Estimated Quantity	Best Price (USD)	Active Responses	Time Left	Mfg/Vendor Item Information
Description Hose A/C Suction (Carri	1 Hose A/C Suction (Ca	ri 091	3552 42	23730.BUS HVAC	Each	Estimated Quantity	Blind	Blind	0 seconds	Click Here
Description Hose A/C Suction (Carri Hose A/C Discharge (Tik)	1 Hose A/C Suction (Ca 2 Hose A/C Discharge (	ri 091 No 091	13552 42 13596 42	23730.BUS HVAC 23730.BUS HVAC	Each Each	Estimated Quantity	Blind	Blind Blind	0 seconds 0 seconds	Click Here Click Here
Description Hose A/C Suction (Carri Hose A/C Discharge (Tk) Hose A/C Suction - Artl	1 Hose A/C Suction (Ca 2 Hose A/C Discharge ( 3 Hose A/C Suction - Ar	ri 091 R() 091 I 091	13552 44 13596 44 13560 44	23730.BUS HVAC 23730.BUS HVAC 23730.BUS	Each Each Each	Estimated Quantity	Biind Biind Biind	Blind Blind Blind	0 seconds 0 seconds 0 seconds	Click Here Click Here Click Here
Description Hose A/C Suction (Carrl Hose A/C Discharge (Tk) Hose A/C Suction - Artl Hose A/C Discharge - Ar	1 Hose A/C Suction (Ca 2 Hose A/C Discharge ( 3 Hose A/C Suction - Ar 4 Hose A/C Discharge -	ri 091: Ng 091: i 091: Ar 091:	13552 43 13596 43 13560 43 13561 43	123730.BUS HVAC 123730.BUS HVAC 123730.BUS 123730.BUS	Each Each Each Each	Estimated Quantity	Blind Blind Blind Blind	Blind Blind Blind Blind	0 seconds 0 seconds 0 seconds 0 seconds 0 seconds	Click Here Click Here Click Here Click Here
Description Hose A/C Suction (Carri Hose A/C Discharge (Tk) Hose A/C Suction - Artl	1 Hose A/C Suction (Ca 2 Hose A/C Discharge ( 3 Hose A/C Suction - Ar	ri 091: IQ 091: I 091: Ar 091: F 091:	13552         42           13596         42           13560         42           13561         42           13564         42	23730.BUS HVAC 23730.BUS HVAC 23730.BUS	Each Each Each	Estimated Quantity	Biind Biind Biind	Blind Blind Blind	0 seconds 0 seconds 0 seconds	Click Here Click Here Click Here

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

Page 33

	🗿 Metro Manufacturer and Su × 👔 🏠 🕅 🛣
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Approve users and Mana E web slice Gallery •	The second secon
Sourcing	^
n Na	vigator 🔻 🍓 Favorites 🔻 🛛 Home Logout Preferences RWB Help
Negotiations	
Negotiations > RFQ: 103763 > Line: 1 (RFQ 103763) > Add Attachment > Metro Manufacturer and Supplier Items Detail	
The Vendor Item Numbers list, are part numbers purchased in the past. Som of these part numbers may no are be acceptable. Please go to the item	e or all
specification by clicking on under d description in the Line/Description field.	
	This displays part numbers.
Vendor Item Number	NOTE: BE SURE TO VIEW
MR-21924	SPECIFICATIONS AS WELL AS PART
53-21338-001	
	NUMBERS. SPECIFICATIONS WILL
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	n to the line view,
L click on the second s	the REO link.

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The Controls view contains the parameters of the solicitation:

Negotiations			
Negoliations > RFQ: 191981			
Statu	e Misc-Fuses/Cabletitumdy s Closed t 0 seconds	Open Date 02 Feb-2021 10 56 38 Close Date 05 Feb-2021 15 00 00	Actions Online Discussions V Go
Schedule Preview Date 02-Feb-2021 10:56:36		Open Date 02-Feb-2021 10:56:36	
Close Date 05-F92-321115:00.00		Award Date	

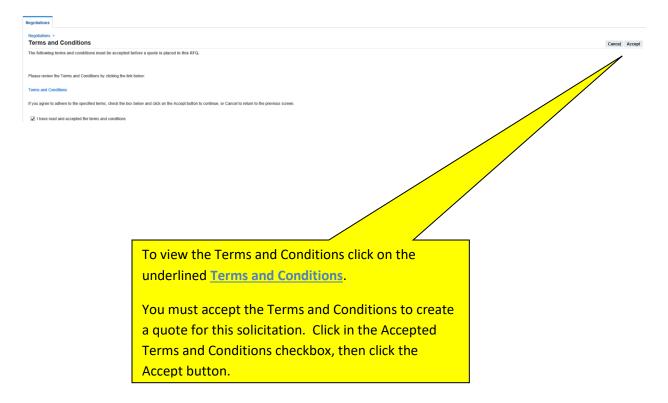
These are parameters defined by the Buyer; you cannot change them.

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

Negotiations		
Negoliations > RFQ: 202974		
Title Test-Hose 2 Status Active Time Left 8 days 4 hours	Open Date 26-Aup-2021 07:52-4 Close Date 03-Sep-2021 12:51 4	
Buyer Amstrong, Daniel Quote Style Blind Description Hose for bus 2	Outcome Standard Purchase Or Event	ter
BIII-To Address Bi-State Development / Metro Ship-To Address Contral FOB DEST	Payment Terms Net 30 Carrier Freight Terms Prepaid	
RFQ Currency USD	Price Precision Ag	
	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.	

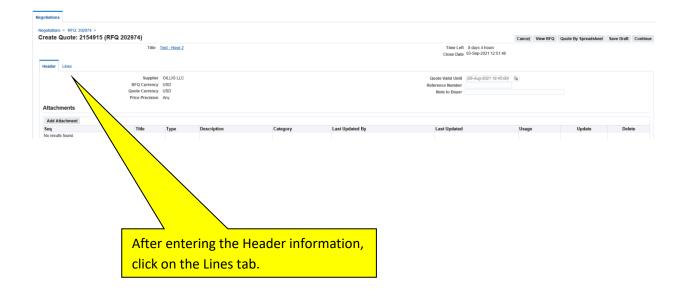
Before you create a quote you must accept BSD's Terms and Conditions. These are the same Terms and Conditions that will appear on your purchase order should you win this solicitation. If a separate contract is issued and signed, those contract provisions take preedence over these purchase order provisions.





eader level of						
relations = RFQ 202974 - relations = RFQ 202974 - relate Quote: 2154915 (RFQ 202974)				Ca	ancel View RFQ Quote By Spreadsheet	Save Draft Continue
Title Test-Hose 2			Time Left Close Date	8 days 4 hours 03-Sep-2021 12:51:48		
Header Lines Supplier OILUG LLC RFQ Carrency USD Quale Carrency USD Price Precision Any			Quote Valid Until Reference Number Note to Buyer	(26-Aug-2021 19:45.00)		
Add Attachment	-					Delete
						ill he valid
You may also enter a Reference					· · ·	
Number (perhaps your internal						· ·
quote number) and a Note to Buy	er.					
You may also add attachments he	re l					Ŭ
	C			-	field. Move the	e calendar
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documents. A little later we'll					month/year is	displayed
discuss adding attachments at the					and click on th	e
line level.					appropriate da	te.
	Products: 2154915 (RFQ 202974) The Test_Jisss 2 Product Currency USD Product Currency	eader level of bur quote.	eader level of bur quote.	eader level of pur quote.	eader level of bur quote.	eader level of bur quote.



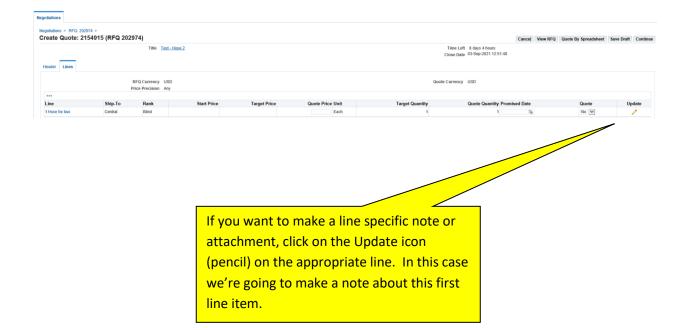


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Negotiations													
	> RFQ: 202974 > Quote: 2154915	(RFQ 202974	-)						Cancel	View RFQ	Quote By Spreadsheet	Save Draft	Continue
			Title Test -	Hose 2				Time Left 8 days 4 Close Date 03-Sep-2					
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Line		Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote G	uantity Promised Date		Quote	Up	odate
1 Hose for	r bus	Central	Blind			Each	1		1 5	ô	No 🛩		1

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.

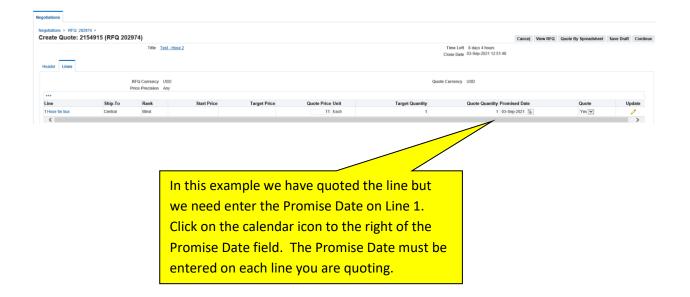


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Create Quo	ote 2154915: Line 1 (F	RFQ 202974)						Cancel	Save Draft Apply
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Note to Buyer	Part will be delivered on pime	<b>\</b>							
Attachments	3								
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Page 42

reate Quote 2154915:	Line 1 (RFQ 202974	-)						Cance	el Save Draft Ag
	Description					Close Date	03-Sep-2021 12:51:48		
	Unit Start Price	Each				Quote Currency Rank			
	Target Price					Ship-To			
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44 h									
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Add Attachment	Title	Туре	Description	Category	Last Updated By	Last Updated	Usago	Update	Dolete
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Add Attachments Add Attachment Seq Or results found.	Title	Type	lf y spe	ou need to ecification, e	attach a docun	pent (new so by	Utage	Update	Delete

Negotiations										
Create Quote 2154915: Line 1 (	(RFQ 202974)								Cancel	Save Draft Apply
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Notes Note to Buver Part will be delivered on time				Attachment Type	File					
Note to buyer Part will be delivered on unite				Title Description						
Attachments				Category	From Supplier Browse					
Add Attachment Seq No results found.	Title	Туре	Description		Cancel Add Another Arty	Last Update	d	Usage	Update	Delete
If you only have on the Apply b additional door Another butto button you wi	button cumen on. On	. If yo ts, clio ce yo	ou want ck on th u click (	t to atta ne Add on the A	ch pply	are mea you Spe atta Exce etc. on t	not mand ant to des r attachm cification ch (MS V el Docum ) select tl he Brows	datory scribe t nent (i. ). If yo Vord Do ent, or he type se butt	he nature	of e to click



Page 45

Negotiations								Pick a	Date				×				
Negotiations > RFQ: 2029 Create Quote: 215		974)									2021 VED TP		<b>\$</b> 5AT	Cancel View RFG	Quote By Spreadsheet	Save Draft	Continue
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								5	6	7	8 9	10	11	12:51.48			
Header Lines								12	13	14	15 1	6 17	18				
		RFQ Currency USD						19	20	21	22 2	3 24	25				
		rice Precision Any						26	27	28	29 3	0 1	2				
									08 🛟	: 1	4 🗘 :	56	\$				
Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	1							ntity Promised Date	Quote	U	lpdate
1 Hose for bus	Central	Blind			11	Each					Select	C	ancel	1 03-Sep-2021 %	Yes		1

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.

Negotiations									
Negotiations > RFQ: 202 Create Quote: 21		974)					Cance! View RFQ	Quote By Spreadsheet	Save Draft Continue
		Title <u>Test - Ho</u>	<u>159.2</u>			T	ime Left 8 days 4 hours ose Date 03-Sep-2021 12:51:48		
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1 Hose for bus	Central	Blind			11 Each	1	1 03-Sep-2021 📷	Yes 💙	/
<									>

In this case, we have entered the Promise Date as 03-Sep-2021.

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

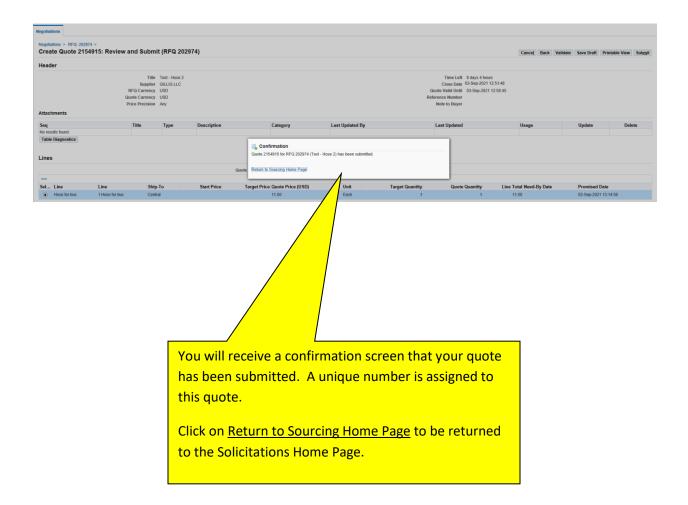
Create Quote 21	154915: Review a	and Submi	t (RFQ 202	974)				Cancel Back Val	idate Save Draft Printable View Submit
Header									
Attachments	Q		USD				Time Left 8 Close Date 03 Quote Valid Until 0: Reference Number Note to Buyer	-Sep-2021 12:51:48	
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					Quote Total (USD) 11.00				
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Hose for bus	1 Hose for bus	Centra	al		11.00	Each		1 11.00	03-Sep-2021 13:14:56
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Notes									
Note to Buyer Part	will be delivered on time								
Attachments									
Seq		Title	Туре	Description	Category		Last Updated	Usage	Update Delete
No results found.									

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



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	ir company's responses.							Full
••								
esponse Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages
154915	Active		202974	Test - Hose 2	Solicit	ation 8 days 4 hou	irs 📰	0
075029	Active		106361	12 Month Blanket- A/C Hoses	Solicit	ation 0 seconds		0
150935	Active		191981	Misc-Fuses/Cable/Burndy	Solicit	ation 0 seconds		0
150981	Active		192976	Bus- GM, Merritor, Gillig	Solicit	ation 0 seconds		0
150982	Active		191988	Bus- Alcoa Wheel Alum Drum Brake Only 3500-6900	Solicit	ation 0 seconds	III.	0
our Company's Op	en Invitations							Ful
						Туре	Time Left	
upplier Site		Neg	otiation Number		Title	The	THIS LON	
		Neg	otiation Number		Title	1300	THIC LOT	
upplier Site		Neg	otiation Number		The	1100		

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.

ss Full List to view all y	our company's responses.								
•									
sponse Number	Response Status	Supplier Site	Negotiation Number	Title		Туре	Time Left	Monitor	Unread Messages
4915	Active		202974	Test - Hose 2		Solicitation	8 days 4 hours	THE SECOND	0
5029	Active		106361	12 Month Blanket- A/C Hoses		Solicitation	0 seconds	HT.	•
0935	Active		191981	Misc-Fuses/Cable/Burndy		Solicitation	0 seconds		•
50981	Active		192976	Bus- GM, Merritor, Gillig		Solicitation	0 seconds	HTTE.	•
0982	Active		191988	Bus- Alcoa Wheel Alum Drum Bra	ke Only 3500-6900	Solicitation	0 seconds	HTTL.	•
oplier Site			otiation Number		Title	Туре	-	ime Left	
•								/	
		Neg	ouation Number		The	Type			
results found.									
ble Diagnostics	licitations								
ble Diagnostics	licitations			Buyer	Description		Туре		lose Date

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

#### Active and Draft Responses

These are your company's responses that have not been awarded, rejected or disqualified. Megoliation has been amended and requires your action to be considered for award. Hegoliation has been paused. Only draft response can be created.

I Response Number 🛆	Your Response Number 🛆	Response Status 🛆	Created By 🛆	Supplier Site 🛆	Negotiation Number 🛆	Title 🛆	Type 🛆	Event Title 🛆	Time Left 🔺	Monitor	Unread Messag
2154915		Active	Roth, Mark		202974	Test - Hose 2	RFQ		8 days 4 hours		0
2075029	7925380	Active	Roth, Mark		106361	12 Month Blanket- A/C Hoses	RFQ		0 seconds		0
2 1935	8124321	Active	Roth, Mark		191981	Misc-Fuses/Cable/Burndy	RFQ		0 seconds		0
2150	8125931	Active	Roth, Mark		192976	Bus- GM, Merritor, Gillig	RFQ		0 seconds		0
2150982	8125932	Active	Roth, Mark		191988	Bus- Alcoa Wheel Alum Drum Brake Only 3500-6900	RFQ		0 seconds	III	0
2150983	8125933	Active	Roth, Mark		193979	4 Way Connector Tower	RFQ		0 seconds		0
2150984	8125934	Active	Roth, Mark		192978	Bus- GM, AC Delco, Munci, Central States, Timken, Bower, SKF, RBC, NTN	RFQ		0 seconds		0
) 2152915		Active	Roth, Mark		198979	Test - Hose	RFQ		0 seconds		0
2153915		Active	Roth, Mark		201974	AC Hose Test	RFQ		0 seconds	III	0
) 2149920		Active	Roth, Mark	AFTERMARKET PAR	187973	Bus- Mohawk, Haldex, Gillig, Meritor, Munci, MCI,	RFQ		0 seconds		0
2149926		Active	Roth, Mark	AFTERMARKET PAR	186974	Bus- Dayco, Nabi, Cummins, Bando, Gillig, Mohawk, Neopart, Spicer, Romeo, NewFly	RFQ		0 seconds		0
2147888	8119	Active	Roth, Mark	AFTERMARKET PAR	186967,2	Electrical Supplies	RFQ		0 seconds		0
) 2147816	811844	Active	Roth, Mark		185979	Bus- Kwikee, Thermoking, Mohwak, Napa, Gates, Carquest, Motorad	RFQ		0 seconds		0
) 2147815		Active	Roth, Mark		185974	Bus- Napa, Mo Great Dane, Cardone, Cummins, Mohawk, Flexfab	RFQ		0 seconds	III	0
) 2147814	8118445	tive	Roth, Mark	AFTERMARKET PAR	185971	Bus-Meritor, Ricon	RFQ		0 seconds	III	0
) 2147813	8118444		Roth, Mark	AFTERMARKET PAR	185970	Bus- Cummins, Gillig, Haladex, Barksdale, Lift U	RFQ		0 seconds		0
) 2147812	8118443		Roth, Mark		184970	Bus- Cord Vinyl Coated Clear 30 Ca	RFQ		0 seconds		0
) 2147811	8118442		Roth, Mark		184969	Bus- Champion, Walker, Gillig, Romeo, Parker	RFQ		0 seconds	III	0
) 2147810	8118441		Roth, Mark	AFTERMARKET PAR	184968	Bus- Gillig, Fleetguard	RFQ		0 seconds	III	0
) 2147886	8118440		th, Mark	AFTERMARKET PAR	184967	Bus- Merritor, Gillig, Stemco, OReilly, King Pin, Fleetguard, Hastings,	RFQ		0 seconds		0
2147809	8118438	λ	tark	AFTERMARKET PAR	182969	Bus- Allison, Dayco, Bando, Gillig, Amseco, New Flyer, Meritor, EMP	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.

Negotiations											
Negotiations > Active and Draft Re Create Quote: 2154917							Canc	el Revert to Active Quote	View RFQ Quote By S	preadsheet Sav	e Draft Continue
		Title <u>Test - H</u>	ose 3				Time Left 8 day Close Date 03-Sep				
Header Lines											
	Price P	urrency USD recision Any					Quote Currency USD				
Power Quote %	Recalculate										
Line	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quot	e Quantity Promised Date	Q	uote	Update
1 Hose for bus 3	Central	Blind			12 Each	1	1	1 03-Sep-2021	θ Y	'es 🔽	1

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.

Negotiations											
Negotiations > Active and Draft Create Quote 215491	Responses > 17: Review and Submi	it (RFQ 2029)	75)					Cancel Back Val	idate Save Draft	Printable View S	Submit
Header								cancel back to	Jure bran		-au III
		USD					Time Left 8 days 4 hours Close Date 03-Sep-2021 13: uote Valid Until erence Number Note to Buyer	33-14			
Attachments											
Seq	Title	Туре	Description	Category	Last Updated By		Last Updated	Usage	Update	Delete	
No results found. Table Diagnostics											
Lines				Quote 2154917 for RFQ 202975 (Test - He	ose 3) has been submitted.		-				
			Que	te Return to Sourcing Home Page							
Sel Line	Line	Ship-To	Start Price	Target Price Quote Price (USD)	Unit	Target Quantity	Quote Quantity	Line Total Need-By Date	Promised	Date	
Hose for bus 3		Central		15.00	Each	1	1	15.00	03-Sep-202		

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

Negotiations										
Negotiations > Active and Draft Create Quote 215491		nit (RFQ 20297	(5)					Cancel Back Validate	Save Draft Printable View	Sub <u>m</u> it
Header										
		y USD				Tim Clos Quote Vali Reference N Note to	umber			
Attachments										
Seq No results found.	Title	Туре	Description	Category	Last Updated By	Last Up	dated	Usage	Update Dele	ote
Table Diagnostics										
			Quote Total (U	SD) 15.00						
•••										
Sel Line	Line	Ship-To	Start Price Targe	t Price Quote Price (USD)	Unit	Target Quantity		otal Need-By Date	Promised Date	
<ul> <li>Hose for bus 3</li> </ul>	1 Hose for bus 3	Central		15.00	Each	1	1 1	15.00	03-Sep-2021 13:34:45	

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.

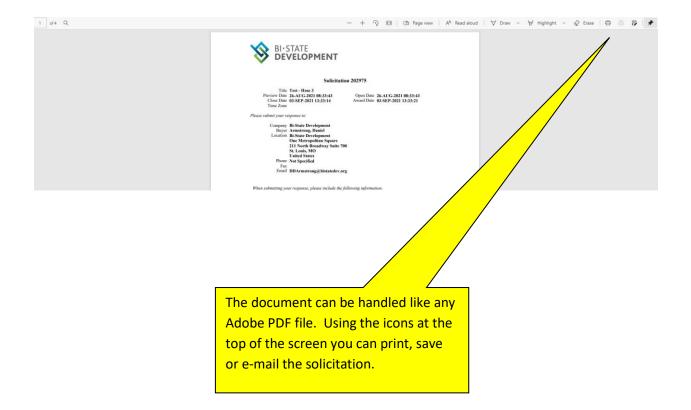
When you print a solicitation the line specifications and the manufacturers part numbers print under each line identified as Additional Line Information. The Terms and Conditions print but other attachments do not.

Negotiations				
Negoliations > RFQ: 202975				Create Quote Online Discussions View Quote History
Header Lines Controls	Title Test-Hose 3 Status Active Yame Left: 8 days 4 hours		Actions Open Date 26-Aug-2021 06:33-43 Close Date 03-Step-2021 13:33-14	Printable View Go Export to Spreadsheet
Terms	Buyer Armshong, Daniel Quole Style Blind Description Hose for bus 3		Outcome Stands erder Event	
Currency	Bill-To Address Bi-State Development / Metro Ship-To Address Central FOB DEST		30 Prepaid	
		u in the Action field colort	Anacisian Any	
	Printable View and press	u in the Action field select the Go Button.		

Page 58

Negotiations						
Negotiations > RFQ: 202975						
					Actions Printable Vi	ew 🗸 Go
Title Status	iest - Hose 3 active		Open Date 26-Au	p-2021 08:33:43		
Time Left	days 4 hours		Close Date 03-Se			
Header Lines Controls						
	Armstrong, Daniel		Outcome Standa	d Purchase Order		
Quote Style Description	Blind Hose for bus 3		Event			
Terms						
	Bi-State Development / Metro		Payment Terms Net 30			
Ship-To Addres FOI	Central DEST		Carrier Freight Terms Prepaid			
Currency						
RFQ Current	USD		Price Precision Any			
Requirements						
Details Section						
No results found.						
<     Table Diagnostics						>
Notes and Attachments						
Note to Suppliers						
Seq Title Type No results found.	Description Category	Last Updated By La	ast Updated	Usage	Update	Delete
Table Diagnostics						
Return to Necottations	vou want to open or save 202975_US.pdf from upg122.methostkook		Save • Cancel ×		Andreas Densile Over	
	You will get a v	window like this at t	the			
		screen. You can say				
			-			
	the solicitation	n to your computer	<mark>or  </mark>			
	open the colici	tation to oithor prin	<b>.</b> +			
	open the solici	tation to either prir				
	or e-mail the d	locument.				
	Click on the Op	pen button.				

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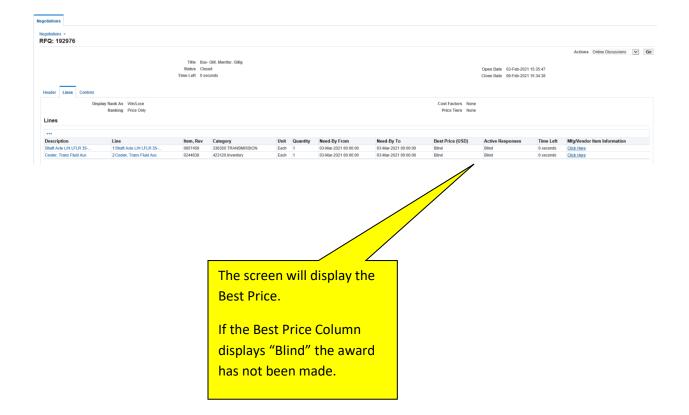
# **SECTION SEVEN:** How to Display the Winning Response

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

tle 🗸								
	Go							
_								
Responses								Full Lis
mpany s responses.								Full Lis
Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages	
Active		202974	Test - Hose 2	Solicitation	8 days 3 hours	翻題	0	
Active		202975	Test - Hose 3	Solicitation	8 days 4 hours		0	
Active		106361	12 Month Blanket- A/C Hoses	Solicitation	0 seconds	1	0	
Active		191981	Misc-Fuses/Cable/Burndy	Solicitation	0 seconds	翻題	0	
Active		192976	Bus- GM, Merritor, Gillig	Solicitation	0 seconds	III	0	
Invitations	Negotiation Num			Title	Туре	Time Left		Full Li
					· · ·			
ue		Buyer	Descri	ption	Ty	i)e	Close Date	
	solicitatio	ns.						
		ne Negotiation						
	mpany's responses.	Invitations  Invitations  From the state  From	Active 202974 Active 202974 Active 106351 Active 191981 Active 192976 Invitations Invitati	Active 202975 Test-Hose 3 Active 202975 Test-Hose 3 Active 106361 12 Month Blanket-AC Hosee Active 109191 Misc-Fuses/CableBumdy Active 192975 Bus- CM, Merritor, Gillg Invitations In	Response Status Supplier Site Regolation Number Title Type Active 202974 Tel - Hose 3 Solicitation Active 202975 Tel - Hose 3 Solicitation Active 19531 Active Solicitation Active 19591 Misc-Fues/CableBurney Solicitation Active 192976 Bus- GM, Merritor, Gilig Solicitation Invitations Negolistion Number Title Negolistion Number Title From the Sourcing homepage view Your Active and Draft Reponses. NOTE: You may need to Press Full List in order to display older	Response Status Response Status Response Status Adve 202075 Tet-Hose 3 Solicitation 4 days 4 hours Adve 105351 12 Month Blanket-AC Hoses Solicitation 0 seconds Adve 195991 Mic-Fuses/CabloBumdy Solicitation 0 seconds Adve 19207 Bu- CM, Mertior, Gill Solicitation 1	Response Status           Response Status         Supplier Site         Regotistion Number         Title         Type         Time Left         Monitor           Active         202074         Test-Hose 2         Solicitation         8 days 3 hours         Immediate           Active         202075         Test-Hose 2         Solicitation         8 days 4 hours         Immediate           Active         100536         12 Mont Banket-AC Hoses         Solicitation         8 days 4 hours         Immediate           Active         100536         12 Mont Banket-AC Hoses         Solicitation         0 seconds         Immediate           Active         100536         12 Mont Banket-AC Hoses         Solicitation         0 seconds         Immediate           Active         119591         Macroscoles         Solicitation         0 seconds         Immediate           Active         1192076         Bar-OM, Mentor, Gilig         Solicitation         0 seconds         Immediate           Invitations         Invitations         Invitations         Immediate         Title         Type         Time Left           Into         Negotiation Number         Buyer         Description         Type           Internet         Buyer         Description         Type         Time Left <td>Response States Supplier Site Regolation Number Title Type Time Left Monitor Unread Messages Active 202975 Tett-Hoar Site Solicitation &amp; dray 4 hours IIII 0 Active 202975 Tett-Hoar Site Solicitation &amp; dray 4 hours IIII 0 Active 202975 Tett-Hoar Site Solicitation 0 seconds IIII 0 Active 202975 Bit- CAL Member ACK Hoare Solicitation 0 seconds IIII 0 Active 202975 Bit- CAL Member Solicitation 0 seconds IIII 0 Invitations IIII 0 Buyer Description Type Close Date From the Sourcing homepage view Your Active and Draft Reponses. NOTE: You may need to Press Full List in order to display older</td>	Response States Supplier Site Regolation Number Title Type Time Left Monitor Unread Messages Active 202975 Tett-Hoar Site Solicitation & dray 4 hours IIII 0 Active 202975 Tett-Hoar Site Solicitation & dray 4 hours IIII 0 Active 202975 Tett-Hoar Site Solicitation 0 seconds IIII 0 Active 202975 Bit- CAL Member ACK Hoare Solicitation 0 seconds IIII 0 Active 202975 Bit- CAL Member Solicitation 0 seconds IIII 0 Invitations IIII 0 Buyer Description Type Close Date From the Sourcing homepage view Your Active and Draft Reponses. NOTE: You may need to Press Full List in order to display older



Page 63



1154915 1154917 1150935	-	Supplier Site	Negotiation Number 202974 202975	Title Test - Hose 2	Туре	Time Left		Full L
Response Number 1154915 1154917 1155029 1150935	Response Status Active Active Active	Supplier Site	202974		Туре	Time Left		
1154915 1154917 1150935	Active Active Active Active	Supplier Site	202974		Type	Time Left		
154917 1075029 150935	Active Active Active			Test - Hose 2			Monitor	Unread Messages
1075029 1150935	Active Active		202075	1631-11036 2	Solicitation	8 days 3 hours	III	0
150935	Active		2025/5	Test - Hose 3	Solicitation	8 days 4 hours		0
			106361	12 Month Blanket- A/C Hoses	Solicitation	0 seconds	III	0
2150981	Anthun		191981	Misc-Fuses/Cable/Burndy	Solicitation	0 seconds	H	0
			192976	Bus- GM, Merritor, Gillig	Solicitation	0 seconds	III	0
Table Diagnostics Metro's Active Solicitatio	ons							
	ons		Buyer	Descripti	on	Ту	pe	Close Date

egotiations											
Negotiations > Quote: 215098	1 (RFQ 192976)									Actions Online Discussio	ns V (
	. ,	Bus- GM, Merrito	r. Gillia								
	Time Left		.,					Close Date 09-Feb-2021 15:34:38			
	Quote Style	Blind						Ranking Price Only			
	Quote Currency							Supplier GILLIG LLC			
		Roth, Mr. Mark						Supplier Site			
	Suppliers' Quote Number							Quote Valid Until 11-Mar-2021			
	Quote Status Note to Buyer	Active									
		enclotion Cate	aonu Laet He	dated Usage Update	Dalata						
	No results found.	scription cate	gory Last Op	uateu osage opuate	Delete						
Attachments	Table Diagnostics										
ines											
TIP All prices are in	in USD. This quote does not include	all RFQ lines.									
				Qu	ote Total (USD) 365.00						
how All Details   Hide etails Line	All Details	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity Need-By Date	Promised Date	Line Total Active Quo	tor
	ALL ELD DE 7000		Blind	Start Price	rargerrice	365 Each		Quote Quantity need by Date		365.00 Blind	100
	/H LFLR 35-7200	Central	Blind			365 Each	1	1	03-Mar-2021 00:00:00	365.00 Blind	
<											>
				This	screen o	lisplays th	e price yo	<mark>u quoted.</mark>			

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# SECTION EIGHT: Managing Your iSupplier Account

### **Registering for Products**

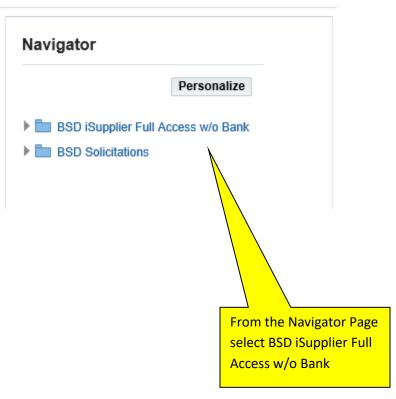
Once you've enrolled in BSD's iSupplier you can use the system to register for products and services which your company would like to furnish BSD. BSD uses an abbreviated version of the NAICS (North American Industry Classification System) codes to classify the products or services on their solicitations.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

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

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

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

## Home



Supplier Home Orders Shipments Finance Product Administration Assessments Manage Supplier Broker		
Search PO Number 💌 Go		
Notifications		Planning
	Full List	Orders
		- Agreements
Subject	Date 🛆	Purchase Orders
BSDA_USA_OU - Standard Purchase Order 71260,0 requires your acceptan	04-Aug-2021 13:46:03	Purchase History
BSDA_USA_OU - Standard Purchase Order 71254,0 requires your acceptance	03-Aug-2021 14:31:29	Shipments
Table Diagnostics		Delivery Schedules
The Diagnostics		Overdue Receipts
Click on the Admin tab.		

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Supplier Home Orders Shipr	Finance         Product         Administration         Assessments         Manage Supplier Broker
Profile Management	
General	General
Company Profile	Organization Name GILLIG LLC Supplier Number 6882
Organization	Alias Parent Supplier Name
Address Book	Parent Supplier Number
Contact Directory	Attachments
Business Classifications	Search
Product & Services	Note that the search is case insensitive
Payment & Invoicing	Title Go Show More Search Options
Surveys	
	Click on Products
	and Services

Page 70

neral	Products and Services				
mpany Profile					
	Remove Add   ····				Rows
Organization	Code	Products and Services	Date Added	Approval Status	View Sub-Category
Address Book	336340.BRAKES BUS ONLY	Motor Vehicle Brake System Manufacturing Brakes Bus Only	17-Dec-2010	Approved	nen sus-category
Contact Directory	336399.ACCIDENTS	Motor Vehicle Parts Manufacturing Accidents	17-Dec-2010	Approved	
usiness Classifications	336350.ALLISON	Motor Vehicle Transmission and Power Train Parts Manufacturing Tranmission	17-Dec-2010	Approved	
roduct & Services	334290.BUS	Communications Equipment Manufacturing Bus	17-Dec-2010	Approved	
	336340.BUS	Motor Vehicle Brake System Manufacturing.Bus	17-Dec-2010	Approved	
ayment & Invoicing	423730.BUS	Wholesalers, HVAC.Bus	17-Dec-2010	Approved	
urveys	333618.CUMMINS	Engine Equipment Manufacturing, Cummins	17-Dec-2010	Approved	
	336399.ELDARADO	Motor Vehicle Parts Manufacturing.Van Manufactor	17-Dec-2010	Approved	
	336399.FILTER	Motor Vehicle Parts Manufacturing.Filter	17-Dec-2010	Approved	

To delete a Category click on the Select box next to the category and then click on the Remove button.

#### Confirmation

The following Product and Service categories have been removed from your profile.

Motor Vehicle Transmission and Power Train Parts Manufacturing. Tranmission

Return to Products and Services

You will receive a Confirmation that the Category has been removed from your profile.

To continue, click on the <u>Return to</u> <u>Products and Services</u> link.

ile Management					
eneral	Products and Services				
ompany Profile					
Organization	Remove Add   ····				Rows 1
Address Book	Code	Products and Services	Date Added	Approval Status	View Sub-Category
	336340.BRAKES INIS ONLY	Motor Vehicle Brake System Manufacturing Brakes Bus Only	17-Dec-2010	Approved	
Contact Directory	336399.ACCIDENTS	Motor Vehicle Parts Manufacturing Accidents	17-Dec-2010	Approved	
Business Classifications	336350.ALLISON	Motor Vehicle Transmission and Power Train Parts Manufacturing. Tranmission	17-Dec-2010	Approved	
Product & Services	□ 334290.BUS	Communications Equipment Manufacturing.Bus	17-Dec-2010	Approved	
Payment & Invoicing	336340.BUS	Motor Vehicle Brake System Manufacturing.Bus	17-Dec-2010	Approved	
	423730.BUS	Wholesalers, HVAC.Bus	17-Dec-2010	Approved	
Surveys	333618.CUMMINS	Engine Equipment Manufacturing. Cummins	17-Dec-2010	Approved	
	336399.ELDARADO	Motor Vehicle Parts Manufacturing. Van Manufactor	17-Dec-2010	Approved	
	336399.FILTER	Motor Vehicle Parts Manufacturing.Filter	17-Dec-2010	Approved	
			Polecolo		
		To Add Categories, click on the Add button.			

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Administration: Profile Management: Product & Sarvices > Add Products and Services: : (GILLIG LLC)	Cancel Apply
Browse All Products & Services	
O Search for Specific Product & Service	
	B 1 to 30
Code Products and Services	View Sub-Categories pplicable
11990 Farming	Applicable
212319 Store Mining and Quarrying	Applicable
212321 Construction Sand and Oravel Mining	Applicable
21232 Induited Sand Mining	Applicable
221122 Electic Power Distribution	Applicable
221210 Natural Gas Distribution	Applicable
221310 Walter Supply and Infigation Systems	Applicable
221320 Sevaga Trachment Facilities	Applicable
236210 Induiting Construction	Applicable
296220 Commercial and Institutional Building Construction	Applicable 🗸

Click on the Applicable box to select a product or service. 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.

	tration: Profile Management: Product & Services > Products and Services: : (GILLIG LLC)		Cancel	Apply
-	wase A& Products & Services			
O Sea	inch for Specific Product & Service		Rows 21 to	o 50
	Products and Services A	View Sub-Categories		
324191	Petrolerum Labricating OI and Grease Manufacturing	ζη.	Applicable	^
325120	Industrial Gas Manufacturing		Applicable	
325998	Chemical Product and Proparation Manufacturing		Applicable	
326111	Plastics Bag Manufacturing		Applicable	
326140	Polytynen Faan Product Manufacturing	<del>ي</del> ة	Applicable	
326192	Floong		Applicable	
326199	Plastics Product Manufacturing		Applicable	
327211	Flat Glass Manufacturing	*	Applicable	
327331	Concrete Block and Binck Manufacturing	「	Applicable	
327390	I Concrete Product Manufacturing		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.			

Supplier Home Orders Ship	ments Finan	ce Product Administration	Assessments Manage Suppler Broker	
Profile Management				
General			1 & Services > Products and Services > 333618 :Engine Equipment Manufacturing (GILLIG LLC)	Cancej Apply
Company Profile				
Organization	Code	Products and Services $ riangle$		View Sub-Categories Applical
Address Book	CUMMINS	Cummins		Applicabl
Contact Directory	Inventory	Inventory Category		Applicabl
Business Classifications	NAVISTAR	7.3 Engine		Applicabl
Product & Services	<			>

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.

### Confirmation

The following Product and Service categories have been added to your profile.

Engine Equipment Manufacturing.7.3 Engine

Return to Products and Services

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

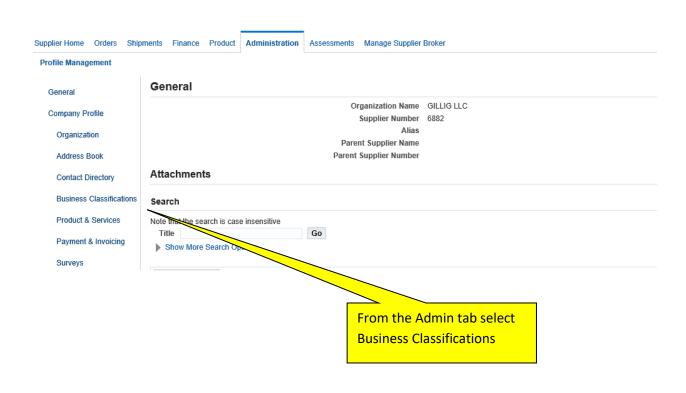
Click on Return to Products and Services to view your entire list or to modify your choices.

Products and Services					
			/		
Demous Add Loss		/	/		
	Products and Convises			Data Added	Approv
					Approved
-		_/ _/			Approved
-	-				Approved
	Communications Equipment Manufacturing Bus	/		17-Dec-2010	Approved
336340.BUS	Motor Vehicle Brake System Manufacturing Bus	/		17-Dec-2010	Approved
423730.BUS	Wholesalers, HVAC.Bus			17-Dec-2010	Approved
333618.CUMMINS	Engine Equipment Manufacturing.Cummins	/		17-Dec-2010	Approved
336399.ELDARADO	Motor Vehicle Parts Manufacturing.Van Manufactor			17-Dec-2010	Approved
336399.FILTER	Motor Vehicle Parts Manufacturing.Filter			17-Dec-2010	Approved
336399.GILLIG	Motor Vehicle Parts Manufacturing.Bus Manufactor			17-Dec-2010	Approved
you can click on P	ad to access the NAICS list again. Us	ing the			
proceeding process	s you can add additional cados				
preceding proces	s you can add additional codes.				
	<ul> <li>42730 BUS</li> <li>333618 CUMMINS</li> <li>336399 ELDARADO</li> <li>336399 FILTER</li> <li>336399 GILUG</li> </ul> From this screen y you can click on A preceding process	Code       Products and Services         335340 BRAKES BUS ONLY       Motor Vehicle Brake System Manufacturing Brakes Bus Only         335399 ACCIDENTS       Motor Vehicle Parks Manufacturing Brakes Bus Only         335399 ALISON       Motor Vehicle Transmission and Power Train Parts Manufacturing Transmission         34490 BUS       Communications Equipment Manufacturing Bus         423730 BUS       Motor Vehicle Brake System Manufacturing Bus         423730 BUS       Wholesafers, HVAC Bus         335399 EILTER       Motor Vehicle Parts Manufacturing Transmission         335399 GILLIG       Motor Vehicle Parts Manufacturing Bus Manufactor         335399 GILLIG       Motor Vehicle Parts Manufacturing Bus Manufactor         Statige System Kanufacturing Bus Manufactor       Statige System Manufactor         335399 GILLIG       Motor Vehicle Parts Manufacturing Bus Manufactor         Statige System Kanufacturing Bus Manufactor       Statige System Manufactor         Statige System Kanufacturing Bus Manufactor       Statige System Kanufacturing Bus Manufactor         Statige System Kanufacturing Bus Manufactor       Statige System Kanufacturing Bus Manufactor         Statige System Kanufacturing Bus Manufactor       Statige System Kanufacturing Bus Manufactor         Statige System Kanufacturing Bus Manufactor       Statige System Kanufacturing Bus Manufactor         Statige System Kanufacturing Bus M	Code     Products and Services     Isis Store BUS ONLY     Motor Vehicle Brake System Manufacturing Brakes Bus Only     Isis Store ALISON     Motor Vehicle Transmission and Power Train Parts Manufacturing Tranmission     Sission ALISON     Motor Vehicle Brake System Manufacturing Bus     Sission ALISON     Motor Vehicle Brake System Manufacturing Cummins     Sission ALISON     Motor Vehicle Parts Manufacturing Cummins     Sission ALISON     Motor Vehicle Parts Manufacturing Van Manufactor     Sission ALIG     Motor Vehicle Parts Manufacturing Sus     Motor Vehicle Parts Manufacturing Sus     Sission ALIG     Motor Vehicle Parts Manufacturing Sus     Motor Vehicle Parts Manufacturing Sus     Sission ALIG     Motor Vehicle Parts Manufacturing Sus     Motor Vehicle Parts Manufacturing Sus     Motor Vehicle Parts Manufacturing Sus     Sission ALIG     Motor Vehicle Parts Manufacturing Sus     Motor Vehicle Parts Manufacturing Sus     Sission ALIG     Motor Vehicle Parts Manufacturing Sus     Sission ALIG     Motor Vehicle Parts Manufacturing Sus     Sission ALIG     Motor Vehicle Parts Manufacturing Sus     Motor Vehicle Parts Manufacturing Sus     Motor Vehicle Parts Manuf	Code     Products and Services     Si3540 BRAKES BUS ONLY     Motor Vehicle Brake System Manufacturing Brakes Bus Only     Si359 ALLISON     Motor Vehicle Brake System Manufacturing Tranmission     Si359 ALLISON     Motor Vehicle Brake System Manufacturing Bus     Communications Equipment Manufacturing Bus     Si359 ALLISON     Motor Vehicle Brake System Manufacturing Bus     Si359 ALLISON     Motor Vehicle Brake System Manufacturing Bus     Si359 ALLISON     Motor Vehicle Brake System Manufacturing Bus     Communications Equipment Manufacturing Bus     Si359 ALLISON     Motor Vehicle Brake System Manufacturing Bus     Communications Equipment Manufacturing Bus     Si359 ALLISON     Motor Vehicle Brake System Manufacturing Bus     Si359 ALLISON     Motor Vehicle Brake Manufacturing Bus     Si359 ALLISON     Motor Vehicle Parts Manufacturing Bus     Si359 ALLISON     Motor Vehicle Parts Manufacturing Bus     Manufactor     Si3599 ALLISON     Motor Vehicle Parts Manufacturing Bus     Motor Vehicle Parts Manufacturing Bus     Si399 ALLISON     Si399 ALLISON     Si399 ALLISON     Si399 ALLISON     Si399 ALLISON     Si399 ALLISON     Si	Code       Products and Services       Date Added         335340 BRAKES BUS ONLY       Motor Vehicle Brake System Manufacturing Brakes Bus Only       17-Dec-2010         335399 ACCIDENTS       Motor Vehicle Brake System Manufacturing Accidents       17-Dec-2010         335390 ALLISON       Motor Vehicle Transmission and Power Train Parts Manufacturing Tranmission       17-Dec-2010         33530 ALLISON       Motor Vehicle Transmission and Power Train Parts Manufacturing Tranmission       17-Dec-2010         336340 BUS       Communication Equipment Manufacturing Bus       17-Dec-2010         335390 ALLISON       Wotor Vehicle Brake System Manufacturing Bus       17-Dec-2010         335318 CUMMINS       Engine Equipment Manufacturing Cummins       17-Dec-2010         335399 EILLARADO       Motor Vehicle Parts Manufacturing Cummins       17-Dec-2010         335399 EILLER       Motor Vehicle Parts Manufacturing Cummins       17-Dec-2010         335399 EILLER       Motor Vehicle Parts Manufacturing Cummins       17-Dec-2010         335399 EILLER       Motor Vehicle Parts Manufacturing Bus Manufactor       17-Dec-2010         336399 GILLIG       Motor Vehicle Parts Manufacturing Bus Manufactor       17-Dec-2010         36399 GILLIG       Motor Vehicle Parts Manufacturing Bus Manufactor       17-Dec-2010         Strong Comparisin Commonis       Topoce-2010       17-

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 <a href="https://www.bistatedev.org/vendor-resources">https://www.bistatedev.org/vendor-resources</a>. BSD contact information for the Supplier Diversity Department is available on this site if you need assistance.





ral	Business Classifications							
any Profile								
ganization	Certification							
dress Book	I certify that I have reviewed the classification below and they are current and a	accurate.						
ntact Directory	Last Certified 26-Aug-2021 By MR. Mark Roth							
siness Classifications	STIP Date format example: 26-Aug-2021							
duct & Services							vs 46 to 3	
	Classification KM Planning Commission	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date		
yment & Invoicing	LJ Limited Liability Company					5		
veys	M8 Educational Institution					56		
	MF Manufacturer of Goods					6		
	MG Local Government Owned					56		
	MIPR Assisting Agency					lie -		
	MIPR Requesting Agency					50		
	Minority Owned		v			50		
	NG Federal Agency					1%		
	OH State Controlled Institution of Higher Learning					50		
	PRDS LOCATION					5a		
	QU Veterinary College					li l		
	QW Federally Funded Research and Development Corp					50		
	Service-disabled Veteran Owned					1%a		
	Small Business					5		

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.

# Home Navigator Personalize BSD iSupplier Full Access w/o Bank BSD Solicitations From your Navigator page select BSD iSupplier Full Access w/o Bank. This will take you to your Home Page.

Supplier Portal	🛛 RWB Help	I	X Home
Supplier Home Orders Shipments Finance Product Administration Assessments Manage Supplier Broker			
Search PO Number 🔽 Go			
Notifications			
Click on the Admin tab.			

ddress Book Create   ···· ddress Name ▲					
ldress Name 🔺					
	Address Details	Country 🛆	Status 🛆	Update	Remove
TERMARKET PARTS	Gillig Aftermarket Parts 25972 Eden Landing Road HAYWARD, CA 94545	United States	Current	1	1
EW BUSSES	451 DISCOVERY DRIVE LIVERMORE, CA 94551	United States	Current	1	ũ
RCHASE	P O BOX 45569 SAN FRANCISCO, CA 90569	United States	Current	1	â
-MN	P O BOX 45569 SAN FRANCISCO, CA 94145-0569	United States	Current	1	ũ
sting Supp	Test Upgrade St. Louis. MO	United States	Current	/	1
					_
		This will display the	e addresses B	SD has	]
		This will display the associated with you			
		associated with you	u. You may c	hoose to	
		associated with you edit an address by	u. You may c clicking on th	hoose to e Update	
		associated with you	u. You may c clicking on th	hoose to e Update	
1	thing Sup	20HA9E P 0 000/45569 SNN FRANCISCO, CA 90509 P 0 00/4 45569 SNN FRANCISCO, CA 94145-0569 SNN FRANCISCO, CA 94145-0569 Test Upgrade	CHASE     P O B004 45500     United States       CHASE     SAN FRANSISOL (A 09599     United States       P O B0X 45509     United States       Ing Stop     Tert Upgrade     United States	CHASE DIVERSING (See See See See See See See See See Se	D10 (B00) (556)     United States     Current       CMASE     SM (FANGSD), CA 9659     United States     Current       SM (FANGSD), CA 94165-0569     United States     Current       Ing Stop     Test Upgrade     United States     Current

Administration: Profile Manage	ement: Address Book	>			Cance! Save
Indicates required field					
		Supplier Name GILLIG LLC		Supplier Number 6882	
	Country	United States		Phone Area Code	
		Testing Supplier Site		Phone Number	
	* Address Line 1	Test Upgrade		Fax Area Code	
	Address Line 2			Fax Number	
	Address Line 3			Email Address	
	Address Line 4			Purchasing Address	
		St. Louis		Purchasing Address Payment Address	
		St. Louis		Payment Address     RFQ Only Address	
		MO 🗸		Rea Only Address	
	Postal Code				
Address Purpose					
+					
Purpose			Remove		
No results found.			Relitove		
NO TESUES IOUNG.					

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.

Supplier Home Orders Ship	ments Finance Product Administration	Assessments Manage Supplier Broker				
Profile Management						
General	🕒 Confirmation					
General	Details for your Testing Supplier Site ad	dress have been modified.				
Company Profile	Address Book					
Organization	Create					
Address Book	Address Name 🔺	Address Details	Country 🛆	Status 🛆	Update	Remove
Contact Directory	AFTERMARKET PARTS	Gillig Aftermarket Parts 25972 Eden Landing Road HAYWARD, CA 94545	United States	Current	1	Û
Business Classifications	NEW BUSSES	451 DISCOVERY DRIVE LIVERMORE, CA 94551	United States	Current	1	Û
Product & Services	PURCHASE	P O BOX 45569 SAN FRANCISCO, CA 90569	United States	Current	1	Û
Payment & Invoicing	REMIT 2 (EFT)	P O BOX 45569 SAN FRANCISCO, CA 94145-0569	United States	Current	1	Û
Surveys	Testing Supplier Site	Test Upgrade St. Louis, MO	United States	Change Pending	1	Û

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.

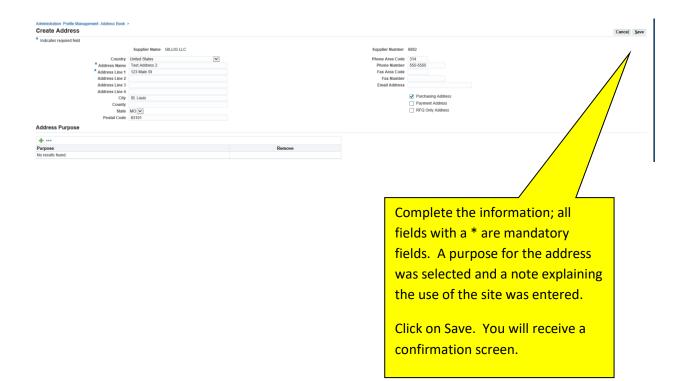
If we have questions you may be contacted to clarify.

al	Address Book							
inv Profile	Create   ····							
	Address Name 📥	Address Details	Country 🛆	Status 🛆	Update	Remove		
nization ess Book	AFTERMARK T PARTS	Gillig Aftermarket Parts 25972 Eden Landing Road HAYWARD, CA 94545	United States	Current	1	1		
act Directory	NEW BUSSES	451 DISCOVERY DRIVE LIVERMORE, CA 94551	United States	Current	1	Û		
ess Classifications	PURCHASE	P 0 BOX 45569 SAN FRANCISCO, CA 90569	United States	Current	/	1		
	REMIT 2 (EFT)	P O BOX 45569 SAN FRANCISCO, CA 94145-0569	United States	Current	1	1		
uct & Services ient & Invoicing	Testing Supplier Site	Test Upgrade St. Louis, MO	United States	Current	1	1		

Click on the Create button.

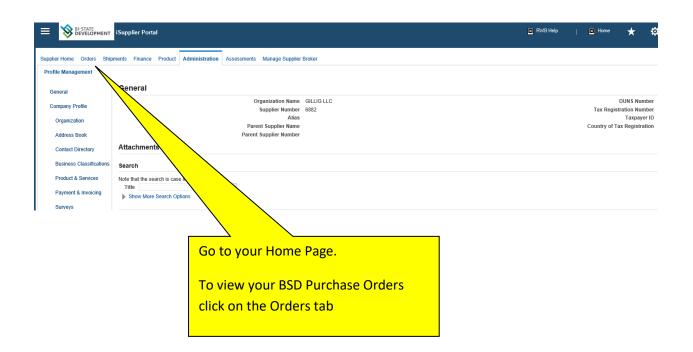
Administration: Profile Management: Address Book Create Address	>		Canc	eļ <u>S</u> ave
Indicates required field				
	Supplier Name GILLIG LLC		Supplier Number 6882	
	United States		Phone Area Code	
* Address Name			Phone Number	
* Address Line 1			Fax Area Code	
Address Line 2			Fax Number	
Address Line 3			Email Address	
Address Line 4				
City			Purchasing Address	
County			Payment Address	
State	×		RFQ Only Address	
Postal Code				
Address Purpose				
+				
Purpose		Remove		
No results found.				

A new address template will appear.



### **SECTION NINE: Purchase Orders**

## **Viewing your Purchase Orders**



Supplier H	Home Orders St	ipment	s Finance Product	Administration Asse	ssments Manage Supplier Broker		
Purcha	se Orders Agree	ments	View Requests P	urchase History Work	Confirmations RFQ Deliverables		
Purc	hase Orders						
Views	3						
	View All Purchase C	Irders		Go			
Select	Order: Acknowled	lge	Request Cancellation	Request Changes	View Change History		
Sel	PO Number 🛆	Rev	Operating Unit	Document Type	Description	Order Date 🛆	Buyer
0	23982	0	BSDA_USA_OU	Standard PO			Howard, Bryan L
0	25859	0	BSDA_USA_OU	Standard PO	RFQ10915, LINES 002 AND 003		Baldwin, Deborah A

		Standard PO	BSDA_USA_OU	0	24531	0
		Standard PO	BSDA_USA_OU	0	24671	0
DTE EXPIRES 11/14 ITEM #001,002,003	FQ #7167 QU	Standard PO	BSDA_USA_OU	0	6273	0
		Standard PO	BSDA_USA_OU	0	14128	0
		Standard PO	BSDA_USA_OU	0	16970	0
		Standard PO	BSDA_USA_OU	0	17677	0
		Standard PO	BSDA_USA_OU	0	28321	0
All POs issu		Standard PO	BSDA_USA_OU	0	27552	0
/		Standard PO	BSDA_USA_OU	0	20311	0
		Standard PO	BSDA_USA_OU	0	21519	0
Max and an		Standard PO	BSDA_USA_OU	0	21520	0
You can so		Standard PO	BSDA_USA_OU	0	22096	0
		Standard PO	BSDA_USA_OU	0	23528	0
header. Cli	08-SB-5329-0	Blanket Release	BSDA_USA_OU	0	19941-19	0
	08-SB-5329-0	Blanket Release	BSDA_USA_OU	0	19941-20	0
the sequen	08-SB-5329-0	Blanket Release	BSDA_USA_OU	0	19941-31	0

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.

Currency Amount

USD

uso

USD

USD USD

USD

Fox Elizabet

Howard, Bryan I

31,148.87

108.52

13,920.00

12.973.52

12,361.48

14,840.00

11,670.52

17,371

Close

Multiple PO Change

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. Scroll down until the Order Date field populates with current purchase orders.

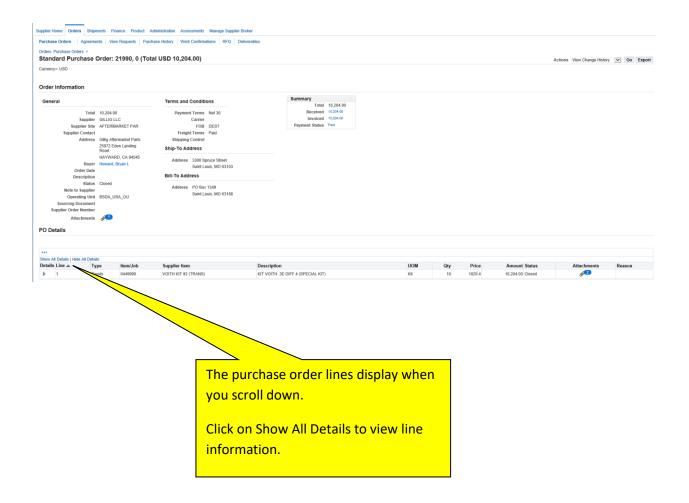
By clicking on the Export button you can view the list in an Excel spreadsheet format. When you Export it transfers all pages, not just the displayed page.

You can display detail of both open and closed purchase orders. To display a purchase order click on the PO Number.

Supplier Home Orders	s Shipm	ents Finance Product A	dministration Assessments Manage Supplier Broker							
Orders: Purchase Orde	HS >	view Requests   Purch	al USD 10,204.00)	15					Actions View Change Histor	y 💙 Go Export
Currency= USD	on									
Supp Supplier	Supplier olier Site Contact Address	10,204.00 GILLIG LLC AFTERMARKET PAR Gillig Aftermarket Parts 25972 Eden Landing Road	Terms and Conditions Payment Terms Net 30 Carrier Freight Terms Paid Shipping Control Ship-To Address	Summary           Total         10,204.00           Received         10,204.00           Invoiced         10,204.00           Payment Status         Ped						
		HAYWARD, CA 94545 Howard, Bryan L	Address 3300 Spruce Street Saint Louis, MO 63103 Bill-To Address							
Sourcing Do Supplier Order	ting Unit	BSDA_USA_OU	Address PO Box 1349 Saint Louis, MO 63188							
Show All Details   Hide										
Details Line  1	Typ Goo			Description KIT VOITH .3E DIFF 4 (SPECIAL KIT)	UOM	Qty 10	Price 1020.4	Amount Status 10,204.00 Closed	Attachments	Reason

At the top of the displayed screen will be the purchase order head information

and a summary.



Page 92

### Standard Purchase Order: 21990, 0 (Total USD 10,204.00)

Currency= USD

VID Cattor         VID M         Qay         Price         Attachments         Reason           Lise a         Type         NemJob         Supplier Item         Description         UOM         Qay         Price         Attachments         Reason           Intervalue         OUTH KIT #2 (TRANIS)         KIT VOTH 3E DIFF 4 (SPECIAL KIT)         KIT         Materia         Attachments         Reason         Attachments         Reason           Nipment         Ship-To Location         Ordered         Reason         Attachments         Reason         Attachments           Ship-To Location         Ordered         Reason         Attachments         Reason         Attachments           Catter         Ordered         Reason         Attachments         Reason           Ordered         Ordered         Received         Nip.Cot Cot Cot         Order         Order <th col<="" th=""><th>Supple       Supple       Supple</th><th>Image: Signed Signed</th><th>Supp Supplier</th><th>Supplier C plier Site A r Contact</th><th>10,204.00 GILLIG LLC AFTERMARKET PAR</th><th></th><th>Freight Terms</th><th>Net 30 DEST Paid</th><th></th><th></th><th>Summary Total 10,204.00 Received 10,204.00 Invoiced 10,204.00 Payment Status Paid</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></th>	<th>Supple       Supple       Supple</th> <th>Image: Signed Signed</th> <th>Supp Supplier</th> <th>Supplier C plier Site A r Contact</th> <th>10,204.00 GILLIG LLC AFTERMARKET PAR</th> <th></th> <th>Freight Terms</th> <th>Net 30 DEST Paid</th> <th></th> <th></th> <th>Summary Total 10,204.00 Received 10,204.00 Invoiced 10,204.00 Payment Status Paid</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	Supple	Image: Signed	Supp Supplier	Supplier C plier Site A r Contact	10,204.00 GILLIG LLC AFTERMARKET PAR		Freight Terms	Net 30 DEST Paid			Summary Total 10,204.00 Received 10,204.00 Invoiced 10,204.00 Payment Status Paid								
Burger House Boysel, Description Description Bescription Subtraction, MO S3198       Address Subtraction, MO S3198         Bill-To Address Description Subtraction, MO S3198       Solution, MO S3198         Subtraction, MO S3198	Burger House Libracy Li	Normal Part Part Part Part Part Part Part Part	,	2 F	25972 Eden Landing Road															
Address       Police 1300 Best Lose, NO 63138         Operating the 505, USA, OU Sequence of the 100 best 10	Addres       Operating to Supple       Addres       Supple	Raters       Sale Loss, MO 25138         Operating Document       Sale Loss, MO 25138         Suppler Ode Numer       Sale Loss, MO 25138         Suppler Ode Numer       Sale Loss, MO 25138		Buyer F der Date			Saint Lo		13											
State         Option         Option </th <th>No calible         Notest         Not</th> <th>No certain         Non-         Supplier Item         Description         OD         Or         Amount Satus         Amount Satus&lt;</th> <th>Operat Sourcing Do Supplier Order</th> <th>Supplier ting Unit E ocument Number</th> <th>BSDA_USA_OU</th> <th>A</th> <th></th> <th></th> <th>38</th> <th></th>	No calible         Notest         Not	No certain         Non-         Supplier Item         Description         OD         Or         Amount Satus         Amount Satus<	Operat Sourcing Do Supplier Order	Supplier ting Unit E ocument Number	BSDA_USA_OU	A			38											
Order dig 1466 Ad Details       VIDebits   Heb Ad Details       VIDEbits   VIDEBIT   Heb Ad Details       VIDEBIT   V	Ship         Ship         Ordered 1         Option 0         Option 0         O	Ship To Location     Option     Supplier Item     Description     Option     Option     Option     Attachments     Attachments     Resonance       Ship To Location     Context     Ordered     Received     Invoiced     Provided     Status     Status     Supplier Line     Split     Reason       Ship To Location     Ordered     Received     Invoiced     Provided     Need By Date     Payment Status     Status     Supplier Line     Split     Reason     Attachments       Table Diagnostice		connents	~															
4     1     6x8     048999     VOTH KT #2 (TRANS)     KT VOTH AS DIFF 4 (SPECIAL KIT)     KI     10     102.04     10.204.00     10.204.00     Center     Feason     Attachment       Ship-To Location     Ship-To Location     Ordered     Need By Date     Payment Status     Status     Split     Attachment       Table Diagnostics	4         1         Coods         0.49999         VOTH VIT # 2T (FAANS)         NOT VOTH 3 ED (FF 4 (SPECIAL NIT))         NOT         10         10.24         10.24.00         10.204.00         1	1         Coude         0449998         VOTH VT #2 (TRANS)         NOT VOTH 3 EDIFF 4 (SPECIAL NT)         NO         10         1020.4         10,204.00         Clouded         PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	ow All Details   Hide	e All Details																
Shipments Shipment Shipment Shipment Shipment Shipment Shipment Status Shipment Status Supplier Line Split Reason Attachment to Central 10 10 10 10 00 10,0000000 00,0000 Paid Close Shipment Status Supplier Line Split Reason Attachment Table Diagnostice	Shipments Shipments	Shipments         Ship-To Location         Ordered         Received         Invoiced         Received         Received         Invoiced         Received         Received         Invoiced         Received															A		Reason	
Ship To Location         Oty         Amount         Promised Date         Need By Date         Payment Status         Status         Supplier Line         Split         Reason         Attachment           Ship To Location         Ordered         Received         Imvolced         Received         Imvolced         Need By Date         Payment Status         Status         Supplier Line         Split         Reason         Attachment           Central         10         10         000         000         000-000000000000000000000000000000000	Ship To Location         Ordered Ordered (entral         Ordered 10         Received 10         Invoiced 10         Promised Date 10,20400 15-Jul 2000 00:000         Pagement Status 00-Jul 2000 00:000         Split         Reason         Attachment Pagement Status           Table Disgnostice         Status         Supplier Line         Split         Reason         Attachment	Ship-To Location         Ordered Ordered tental         Ordered 10         Received 10         Involced 00         Pormised Date 10,204,00         Need.By Date 10,204,00         Payment Status         Status         Supplier Line         Split         Reason         Attachments			G0005 0449998		VOTH KIT #2 (	(TRANS)		KIT VOTH .3E D	IFF 4 (SPECIAL KIT)	NI	10	1020.4	10,2	04.00 Cibsed				
Single O Usedition         Ordered         Received         Invoiced         Transles Date         Need by Date         Payment Status         Status         Support Line         Spit         Attachment           Central         10         10         10         0.00         10,204.00 (5-Jul 2000 00:00:0)         0.3-Jul 2000 00:00:0         Paid         Closed         Invoiced         Attachment           able Diagnostics	Jamps 10         Ordered         Received         Invoiced         Ordered         Received         Invoiced         Partment Status         Status         Support Line         Spin         Reason         Attachment           Central         10         10         10         10         0.00         1546208 00.00.00         036208 00.00.00         Paid         Closed         Invoiced         Figure Status         Status         Support Line         Status         Status         Support Line         Status	Jamps 10 Useries         Ordered         Received         Involced         Ordered         Received         Involced         Formation         regression         regression         Sature         Sature <ths< td=""><td>hipments</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></ths<>	hipments																	
rable Diagnostics	Table Diagnostics	Table Diagnostics																		
	Diagnostic C	Diagnostic Cor		Ship-To Lo	ocation			Invoiced	Ordered		Promised Date	Need-By Date	Paymen	Status	Status	Supplier Line	Split	Reason	Attachments	
tum to Orders: Purchase Orders			Shipment S		ocation	)rdered	Received				Invoiced			Status		Supplier Line	Split	Reason	Attachments	
			Shipment S	Central s	C	)rdered	Received				Invoiced			Status		Supplier Line			Diagnostic Cor	
The line details display; click on Return to	The line details display; click on Return to	The line details display; click on Return to	Shipment S 1 C Table Diagnostics	Central s	C	)rdered	10	10	0.00	Received	INVOCED	03-54-2008 00 00 00	Paid	Status		Supplier Line			Diagnostic Cor	
The line details display; click on Return to Orders: Purchase Orders to return to your			Shipment S 1 C Table Diagnostics	Central s	C	)rdered	10	10 ne lir	ne de	Received	10.204.00 15-Jul-2008 00 00 00	on Return 1	Paid	Status		Supplier Line			Diagnostic Cor	

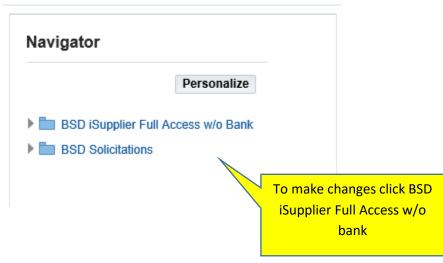
Actions View Change History 🔽 Go Export

Standard Purchase	Order: 21990, 0 (*	Total USD 10,204.00)			Actions View Change History Go Export
Currency= USD Order Information					Printable View View Related Contracts View Receipts View Invoices View Payments View Stipments
General		Terms and Conditions	Summary		
Supplier Supplier Site Supplier Contact	10,204 00 GILLIG LLC AFTERMARKET PAR Gilig Aftermarket Parts 25972 Eden Landing Road HAYWARD, CA 94545	Payment Terms Net 30 Carrier FOB DEST Freight Terms Paid Shipping Control Ship-To Address	Total 10,204.00 Received 122,34.00 Involced 10,234.00 Payment Status Pad		/
	Howard, Bryan L	Address 3300 Spruce Street Saint Louis, MO 63103			
Order Date Description		Bill-To Address			
Status Note to Supplier Operating Unit Sourcing Document Supplier Order Number Attachments	BSDA_USA_OU	Address PO Box 1349 Saint Louis, MO 63188			
PO Details					
		There are additional	views you can sele	ct. In the Actions Box use	
		the pull down menu	select an option a	nd click on the Go button.	
		· · · · · · · · · · · · · · · · · · ·			
		You can view the pri	nted purchase orde	er, see receipts, invoices	
		and payments.			
		We are not currently	vusing the Shipmer	its 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.

Home



Page 95

Notifications			Planning
			Full List Orders
			Agreements
Subject		Date 🛆	Purchase Orders
BSDA_USA_OU - Standard	Purchase Order 71260,0 requires your acceptance	04-Aug-2021 13:46:03	Purchase History
BSDA_USA_OU - Standard	Purchase Order 71254,0 requires your acceptance	03-Aug-2021 14:31:29	Shipments
			Delivery Schedules
Table Diagnostics			Overdue Receipts
_			Receipts
🚺 Orders At A Gla	nce		Receipts
			Full List - Returns
			On-Time Performance
PO Number	Description	Order Date	Invoices
64644-78	Blanket Agreement Thru 6/1/21	05-Aug-2021 07:46:42	- Invoices
64644	Blanket Agreement Thru 6/1/21	05-Aug-2021 07:36:04	Payments
64507-24	Gilig Blanket PO	04-Aug-2021 15:59:21	Payments
64507 71261	Gillig Blanket PO UPG122 Ack Test 2	04-Aug-2021 15:54:16 04-Aug-2021 14:41:05	
	Click on the	PO which you	To find other PO's click on
		PO which you o change. Note	To find other PO's click on the Full List Button
	would like t		

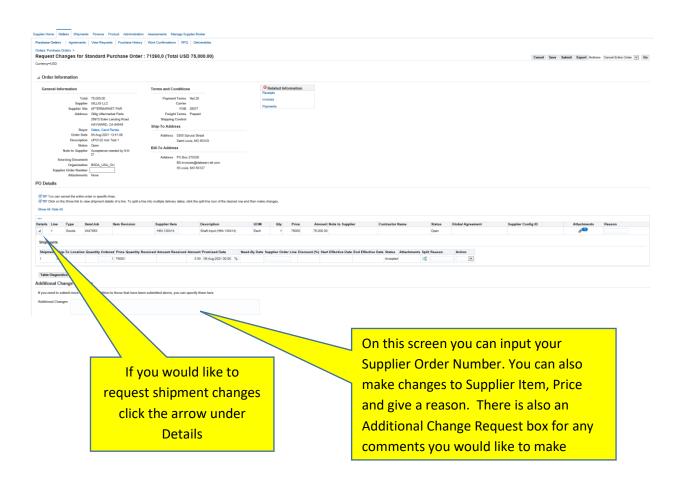
Page 96

Purcl	hase Orders												Multip	ble PO Change E
liews	1													
,	View All Purchase	Orders	2	∀ Go										Advanced Sea
elect	Order: Acknowle	dge	Request Cancellation	Request Changes	View Change History									Rows 1 to 7
	PO Number 🛆	Rev		Document Type	Description		Order Date 🗠	Buyer	Currency	Amount	Status	Change Request Status	Acknow by	Attachments
-	21235	0	BSDA_USA_OU	Standard PO				Howard, Bryan L	USD	11,597.46	Closed			6
~	21022	0	BSDA_USA_OU	Standard PO							Closed			6
0	22696	0	BSDA_USA_OU	Standard PO		This s	creen	will brin	g up	all	-			6
0	22310	0	BSDA_USA_OU	Standard PO					- ·					6
0	22096	0	BSDA_USA_OU	Standard PO		other	PO's	To sear	ch fo	r a	/			6F1
0	22367	0	BSDA_USA_OU	Standard PO	RFQ10193 LU10-64-02 WHEEL LIFT COMPLETE ASSY	other	. 0 5.	i o seai	01110		Closed			6/1
0	21990	0	BSDA_USA_OU	Standard PO		certai	n PO d	lick the			Closed			6/1
0	23661	0	BSDA_USA_OU	Standard PO		certai		anex the			Closed			671
0	24231	0	BSDA_USA_OU	Standard PO		Advar		arch But	ton		Closed			671
0	23528	0	BSDA_USA_OU	Standard PO		Auvai	ice se				Closed			6
0	23662	0	BSDA_USA_OU	Standard PO	I						Closed			6/1
0	23982	0	BSDA_USA_OU	Standard PO				Howard, Bryan L	USD	31,148.87	Closed			6
0	25859	0	BSDA_USA_OU	Standard PO	RFQ10915, LINES 002 AND 003			Baldwin, Deborah A	USD	108.52	Closed			
0	24531	0	BSDA_USA_OU	Standard PO				Howard, Bryan L	USD	13,920.00	Closed			6/1
0	24671	0	BSDA_USA_OU	Standard PO				Howard, Bryan L	USD	12.973.52	Closed			<i>6</i> 1

Supplier Home Orders Shipments Finance Product Administration Assess	sments Manage Supplier Broker									
Purchase Orders Agreements View Requests Purchase History Work O	Confirmations RFQ Deliverables									
Purchase Orders								Mult	tiple PO Change	Export
Advanced Search										
										Views
Specify parameters and values to filter the data that is displayed in your results set.										
Match      All      Any										
PO Number is S4360 × Document Type is V										
Order Date is (26-Aug-202)										
Buyer is										
Go Clear Add Another Buyer Select Order: Acknowledge Request Cancellation Request Changes	View Change History								Rows 1	to 75
	Description	Order Date 🛆	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments	
21235 0 BSDX 20 Standard PO		. the	Howard, Bryan L	USD	11,597.46	Closed			6	^
	Enter the PO number i	n the								
	search field and click o	n Go.								

Supplier Home Orders Shipm	ents Fi	nance Product Admin	istration Assessments N	lanage Supplier Broker								
Purchase Orders Agreemen	nts Vie	w Requests Purchase	History   Work Confirmatio	ns RFQ Deliverabl	es							
Purchase Orders												Multiple PO Change Export
Advanced Search												
Specify parameters and values to Match   All  Any	filter the	data that is displayed in ye	our results set.									Views
PO Number is Document Type is		✓ 54360	N Q									
Order Date is		(26-Aug-2021)										
Buyer is		~	⊐ Q,									
Go	Clear	Add Another	Buyer 🗸	Add								
Select Order: Acknowledge			uest Changes View Cha									
Select PO Number	Rev		Document Type	Description	Order Date 🛆	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
O 54360	0	BSDA_USA_OU	Stark, LPO	RFQ 103780	02-Nov-2016 14:46:59	Schneider, Pamela S	USD	835.36	Closed			67
						Select circ		ther	ı clic	k		

Currency=USD													
General Information		Terr	ms and Conditions				Related Information Receipts						
Supplier Supplier Site	75,000.00 GILLIG LLC AFTERMARKET PAR Gilig Aftermarket Parts 25972 Eden Landing Road HAYWARD, CA 94545		Payment Terms Net 20 Carrier FOB DEST Freight Terms Prepaid Shipping Control				Invoices Payments						
Order Date Description Status	Gates, Carol Renee 04-Aug-2021 13:41:09 UPG122 Ack Test 1 Open Acceptance needed by 8-5	Pill	Address 3300 Spruce Street Saint Louis, MO 6310	03									
Sourcing Document	21 BSDA_USA_OU		Address PO Box 270330 BS-invoices@datase St Louis, MO 63127	erv-stl.com									
PO Details													
TIP You can cancel the entire on TIP Click on the Show link to view Show All Hide All		o split a line into mu	Hiple delivery dates, click the split I	line icon of the	desired ro	w and ther	make changes.						
Details Line Type Item/Jol	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
		H64.130414	Shaft Input (H64.130414)	Each	1	75000	75,000.00		Open			61	



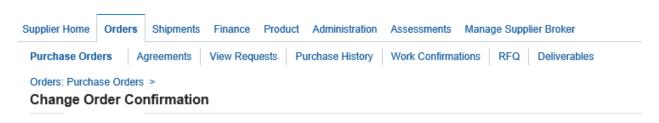
Page 101

Supplier Home Orders Shipments Fina	ince Product Administration	Assessments Manage Supp	lier Broker										
Purchase Orders Agreements View	Requests Purchase History	Work Confirmations RFQ	Deliverables										
Orders: Furchase Orders >													
Request Changes for Stand	ard Purchase Order :	71260,0 (Total USD	75,000.00)								Cancel Save	Submit Export Action	is Cancel Entire Order 🔽 Go
Currency=USD													
⊿ Order Information													
General Information		Terms and Conditions			Related Info	ormation							
Total 75,00 Supplier GILL		Payment Terms 1 Carrier	let 20	Inv	oices								
Supplier Site AFTE	RMARKET PAR	FOB 0	XEST	Pa	yments								
	Aftermarket Parts	Freight Terms	repaid										
	2 Eden Landing Road WARD, CA 94545	Shipping Control Ship-To Address											
	s, Carol Rense												
Order Date 04-A Description UPG		Address 3300 Spru	ce Street s, MO 63103										
Status Open		Bill-To Address											
Note to Supplier Accep 21	plance needed by 8-5-	Address PO Box 2	22220										
Sourcing Document Organization BSD/			es@dataserv-stl.com										
Supplier Order Number		St Louis, I	AO 63127										
Attachments None													
PO Details													
STIP You can cancel the entire order or s TIP Click on the Show link to view shipm Show Al Hide All		e into multiple delivery dates, olic	k the split line icon of the desired row ar	nd then make o	thanges.								
Details Line Type Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1 Goods 0447853		H84.130414	Shaft Input (H84.130414)	Each	1	75000	75,000.00		Open			61	
Shipments													
Shipment Ship-To Location Quantity	v Ordered Price Quantity Re	araived Amount Received A	nount Promised Date Nee	ed-Ry Date S	unnlier Orde	r Line Disc	ount (%) Start Effective Date End Effe	ctive Date Status Attachment	ts Solit Reason	Action			
1 Central	1 75000		0.00 05-Aug-2021 00:00: 1%					Accepted	02	¥			
Table Diagnostics													
Additional Change Requests													
If you need to submit more changes in a	iddition to those that have been	n submitted above, you can sp	cily them here										
Additional Changes													
			_								_		
				TT 1. 1		• • • •	11						

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 Det	ails																		
	lick on th	e Show I	entire order o ink to view shi		To split a line into multip	ie delivery dates, cli	ick the spli	it line icon of t	he desired	row and	then make changes.								
•••																			
Details	Line	Туре	Item/Job	Item Revision	Supplier Item	Description		UOM	Qty	Price	Amount Note to Supplier	Cont	ractor Name	Status	Global Agreement	Supp	olier Config ID	Attachments	Reason
4	1	Goods	0447853		H64.130414	Shaft Input (He	54.130414	4) Each	1	75000	75,000.00			Open				67-1	
Shipm	ents																		
Shipm	ent Ship	p-To Lo	cation Quan	ity Ordered Price 0	Quantity Received An	ount Received A	mount F	Promised Da	ite	Need	By Date Supplier Order Line	Discount (%	) Start Effective Da	te End Et	fective Date Status	Attachments	Split Reason	Action	
1	Cent	tral		1 75000			0.00	05-Aug-2021	00:00: 🚱						Accepted	1	83	V	
2	Cent	tral		0				27-Aug-2021	15:13: 😘								83		
Addition			Orders				_									Cancel	Save Submit	Export Actions Ca	Diagnostic Consol
					was		ue	to b	ack	or	hat the qua ders and a ered.							change Submi	

The Buyer will be automatically notified of your requested changes.



Change Request for Purchase Order 71260 has been submitted for approval.

Return to Purchase Order Summary

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**

Home

Personalize
Access w/o Bank

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

applier Home Orders Shipme	ents Finance Product Administration Assessments Manage Supplier	Broker	
Search PO Number	Go		
Notifications			Bioscien
- Houncadons			Planning Orders
		Full List	
•••			Agreements
Subject		Date 🛆	Purchase Orders
BSDA_USA_OU - Standar	d Purchase Order 71254,0 requires your acceptance	03-Aug-2021 14:31:29	Purchase History
			Shipments
Table Diagnostics			- Delivery Schedules
			Overdue Receipts
🚺 Orders At A Gla			Receipts
Corders At A Gla	ance		
		Full List	Receipts
			Returns
PO Number	Description	Order Date	On-Time Performance
64644-78	Blanket Agreement Thru 6/1/21	05-Aug-2021 07:46:42	Invoices
64644	Blanket Agreement Thru 6/1/21	05-Aug-2021 07:36:04	- Invoices
64507-24	Gillig Blanket PO	04-Aug-2021 15:59:21	Payments
64507	Gillig Blanket PO	04-Aug-2021 15:54:16	- Payments
71261	UPG122 Ack Test 2	04-Aug-2021 14:41:05	
		Click on Payments.	

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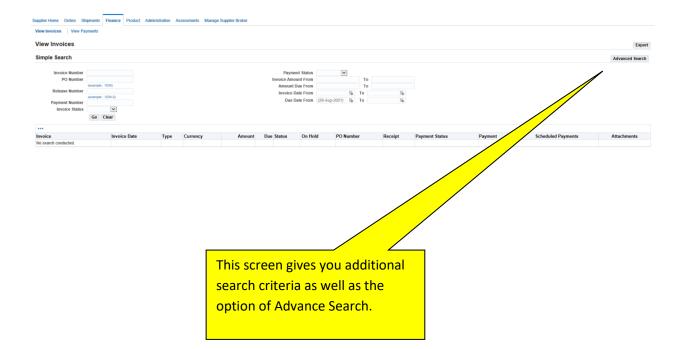
Supplier Home Orders Shipe	ments Finance Product Administratio	on Assessments Manage Supplier Broker								
View Invoices View Paymer	its									
Supplier Home > View Payments										Export
Simple Search										Advanced Search
Note that the search is case ins	ensitive									
Payment Number Invoice Number	- here		Status Payment Amount From		То					
Release Number (e	9394 × comple : 1234) comple : 1234-2) Go Clear		Payment Date From	(26-Aug-2021) 👸 To	6					
				6		<b>6</b> 1	6 -			<b>DO 11</b>
Payment No search conducted.	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
		payme payme numbe	are several nt. We are nt using a p r. Enter th or in the app	going to ourchase e BSD pu	search fo order Irchase ord	ra				

Yeve Payment Display         Status Payment Annound From D Number Wind Payment Annound Fr		oduct Administration Assessments Manage Supplier Broker	s Shipments Finance Product /	Supplier Home Orders
View Payments			v Payments	View Invoices View Pag
Note but the search is case insensible Payment Amount From (26 Aug-2027) B <sub>0</sub> To Payment Amount From (26 Aug			ts	
Payment Number Poyment Assumer Poyment 4034 Release Number Status       Status       Status       Bank Account       Number Poyment Assumer (Ge-Liop-2027)       No         **       **         Payment Assumer Status       Remit to Supplier State (Ge-Liop-2027)       Number (Ge-Liop-2027)       Status       Status Date (Second)       Bank Account       Number (Monitorial (Second)       Number (Second)       N				Simple Search
Payment Anonat from Payment Anonat from Relieses Number 4034 Relieses Number 4034			s case insensitive	Note that the search is cas
PO Number (monyse: 1254) Go         Payment Date From         (265-40p-2021)         To         To           Relasse Number (monyse: 1254) Go         Centre         Payment Date From         (265-40p-2021)         To         To           For         For         For         For         For         For         For           For         For         For         For         For         For         For         For           For         Fo	Status 📃 🖂	Status		
Release Number 1:540 Toron 1:524:2) Toron 1:524:2) Toron 1:524:2) Terrency 1:524:2)				
Relates Rumber Internet: 154-01           Go Clear           Control         Status Control         Status Control         Provide Control           Payment Control         Status Control         Status Control         Back Account         Provide Control           211010         OILLOLLC         Remit to Supplier Site         Payment Control         Amount Control         Status Control         Back Account         Provide Control         Amount Control         PA           200813         OILLOLLC         A         12-Jan-2017         USD         37,93,73,72 Electronic         Recordind         15-Jan-2017         AM Electronic         Recordind         15-Jan-2017         AM Electronic         Recordind         15-Jan-2017         AM Electronic         Recordind         15-Jan-2017         AM Electronic         Status Control         AM Electronic         Recordind         15-Jan-2017         AM Electronic         Status Control         AM Electronic         Mathingto         Multiple         Multiple <td< th=""><th>Payment Date From (26-Aug-2021) 🖓 To</th><th>Payment Date From</th><th></th><th>PO Numbe</th></td<>	Payment Date From (26-Aug-2021) 🖓 To	Payment Date From		PO Numbe
Go         Clear           Payment				Release Numbe
Payment         Remik to Supplier Stee         Payment Date ▼         Currency         Amount △         Method         Status △         Status △         Bank Account         Invoice         Payment           11470         0LUD LUC         REMIT (EFT)         1974b>2018         USD         78,566.76 (Externice         Recorcided         2074b>2018         AF EST PMC         Multiple				
Payment			(example : 1234-2)	
OILLO LLC         REMIT (EFT)         19 E-b2:018         U/D         78,969 76 Exervise         Reconcided         29 E-b2:018         AP EFT FNC         Multiple         Multiple           208881         OILLO LLC         A         12-Jae-2017         USD         39,758 72 Exervise         Reconcided         13-Jae-2017         AP EFT FNack Of America         Multiple				
2008/1         GILLIG LLC         A         12-Jan-2017         USD         39,758.72         Electronic         Reconciled         13-Jan-2017         AP EFT- Bank Of America         Multiple         Multiple           2008/33         GILLIG LLC         A         02-Dec 2016         USD         57,608.46         Electronic         Reconciled         05-Dec 2016         AP EFT- Bank Of America         Multiple         Multiple <td< th=""><th></th><th></th><th></th><th></th></td<>				
206633 GILLIG LLC A 02-Dec-2016 USD 57,668.46 Electronic Reconciled 05-Dec-2016 AP EFT- Bank Of America Multiple Mu	nte ▼ Currency Amount △ Method Status △ Status Date Bank /	Remit to Supplier Site Payment Date  Currency	Go Clear	
			Go Clear Remit-to Supplier	Payment
	B USD 78,566.76 Electronic Reconciled 20-Feb-2018 AP EFT	REMIT (EFT) 19-Feb-2018 USD	Go Clear Remit-to Supplier GILLIG LLC	Payment
208594 GILLIG LLC A 29-Nov-2016 USD 78,256.51 Electronic Reconciled 30-Nov-2016 AP EFT- Bank Of America Multiple Mod	USD         78,566.76 Electronic         Reconciled         20 Feb-2018         AP EFT           USD         39,758.72 Electronic         Reconciled         13-Jan-2017         AP EFT	REMIT (EFT) 19-Feb-2018 USD A 12-Jan-2017 USD	Go Clear Remit-to Supplior GitLIG LLC GILLIG LLC	Payment  211470 208861
206242 GILLIG LLC A 27-Oct-2015 USD 58,100.03 Electronic Reconciled 28-Oct-2015 AP EFT- Bank Of America Multiple Mu	USD         78,566 76 Exercise         Reconcide         29-Feb-2018         AP EFT           USD         39,756 72 Exercise:         Reconcide         13-Jan-2017         AP EFT           USD         57,056 46 Exercise:         Reconcide         0.50e-2016         AP EFT	REMIT (EFT)         19-Feb-2018         USD           A         12-Jan-2017         USD           A         02-Dec-2016         USD	Go Clear Remit-to Supplier GILLIG LLC GILLIG LLC GILLIG LLC GILLIG LLC	Payment  211470 208861 208633
205705 GILLIG LLC A 28-Jul-2015 USD 46,258.06 Electronic Reconciled 29-Jul-2015 AP EFT- Bank Of America Multiple Mu	USD         78,568,76 Electronic         Reconciled         20-Feb-2018         AP EFT           USD         39,758,72 Electronic         Reconciled         13-Jan-2017         AP EFT           5         USD         57,606,46 Electronic         Reconciled         05-Poi-2016         AP EFT           5         USD         78,054,65 Electronic         Reconciled         05-Poi-2016         AP EFT           5         USD         78,256,51 Electronic         Reconciled         30-Nov-2016         AP EFT	REMIT (EFT)         19-Feb-2018         USD           A         12-Jam-2017         USD           A         62-Dere-2016         USD           A         29-Non-2016         USD	Go Clear  Remit-to Supplier  GILIG GLC  GILIG GLC  GILIG GLC	Payment △ 211470 208861 208633 208594

As this purchase order has several 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.

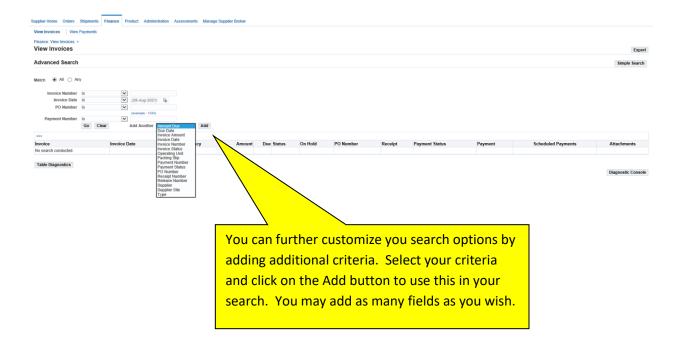
To query additional records clear your purchase order entry and enter another search.

ch PO Number 🔍 Go		
N		
Notifications		Planning
		Full List Orders
		- Agreements
ject	Date 🛆	Purchase Orders
A_USA_OU - Standard Purchase Order 71254,0 m	03-Aug-2021 14:31:29	Purchase History
ble Diagnostics		Shipments
		Delivery Schedules     Overdue Receipts
Orders At A Glance		Receipts
Orders At A Glance		- December -
		Full List - Returns
Number Description	Order Date	- On-Time Performance
14-78 Blanket Agreement Thru 6	05-Aug-2021 07:46:42	Invoices
44 Blanket Agreement Thru 6/1/	05-Aug-2021 07:36:04	- Invoices
07-24 Gillig Blanket PO 07 Gillig Blanket PO	04-Aug-2021 15:59:21	Payments
07 Gillig Blanket PO 161 UPG122 Ack Test 2	04-Aug-2021 15:54:16 04-Aug-2021 14:41:05	Payments
	You can also get to the same	
	search screen by clicking on	



Supplier Home Orders Ship	ments Fi	nance Product Adminis	tration Ass	sessments Manage	Supplier Broker								
View Invoices View Pays	ments												
Finance: View Invoices >													
View Invoices													Export
Advanced Search													Simple Search
Match   All  Any													
Invoice Number is		✓ (26-Aug-2021)											
Invoice Date is		<ul> <li>(26-Aug-2021)</li> </ul>	6										
PO Number is		×											
		(example : 1234)											
Payment Number is		~											
G	o Clear	Add Another	Amount Due	✓ Add									
•••													
Invoice		Invoice Date	Туре	Currency	Amount	Due Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments
No search conducted.													

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.

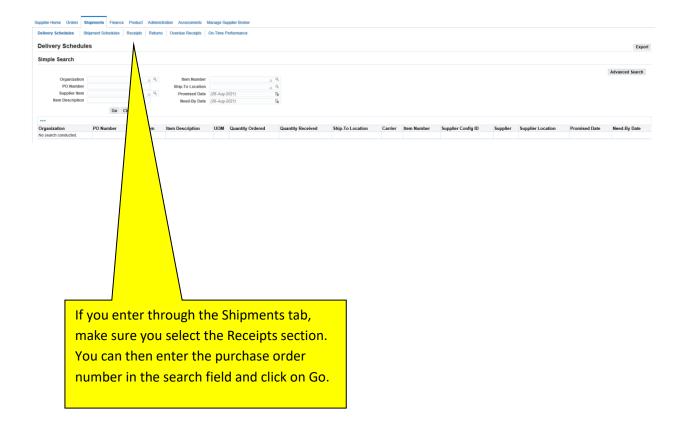


# **SECTION ELEVEN: View BSD Receiving Information**

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.



Supplier Home Orders	Shipments Finance Product Administration Assessments M	anage Supplier Broker	
Search PO Number	Go		
_			
Notification	ons		Planning
		Full List	Orders
			Agreements
Subject		Date 🛆	Purchase Orders
BSDA_USA_OU -	Standard Purchase Order 7125 Kes your acceptance	03-Aug-2021 14:31:29	Purchase History
Table Diagnostic			Shipments
Table Diagnostic			Delivery Schedules
			- Overdue Receipts
Crders At	t A Glance		Receipts
		Full List	Receipts
		T ON LIVE	Returns
PO Number	Description	Order Date	On-Time Performance
64644-78	Blanket Agreement Thru 6/1/21	05-Aug-2021 07:46:42	Invoices
64644	Blanket Agreement Thru 6/1/21	05-Aug-2021 07:36:04	- Invoices
64507-24	Gillig Blanket PO	04-Aug-2021 15:59:21	Payments
64507 71261	Gillig Blanket PO UPG122 Ack Test 2	04-Aug-2021 15:54:16 04-Aug-2021 14:41:05	Payments
		Click on the Receipts link located	
		on the right, or click on the	
		Shipments tab at the top of the	
		screen.	



upplier Home O	rders Shipments Finance Pr	oduct Administration As:	sessments Manage	Supplier Broker								
elivery Schedules	Shipment Schedules Receip	ots Returns Overdue	Receipts On-Time	Performance								
View Recei	pts											Export
Simple Searc	ch											Advanced Search
Receipt	t Number				Organization	≥ q						
PO	Number 49394				Item Number	Q						
Delease	(example : 1234) Number				Supplier Item	N R						
Release	(example : 1234-2)				Item Description							
Shipment	t Number				Receipt Location	N 9						
Ship	ped Date (26-Aug-2021) 1%											
	Go Clear											
Receipt 🔻	Creation Date 🛆	Organization	Shipment	Shipped Date 🛆	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
141632	02-Feb-2018 12:59:40	Central			8141668					49394-5	40422975	
133076	06-Jan-2017 07:39:26	Central			30211344					49394-4	40295014	
132279	23-Nov-2016 11:06:38	Central			30199903					49394-3	40282464	
132113	16-Nov-2016 12:52:03	Central			30197787					49394-3	40280253	
123682	05-Oct-2015 10:02:44	Central			8129362					49394-2	40159101	
121528	07-Jul-2015 11:15:30	Central			8128064					49394-1	40131988	

This purchase order has several receipts, all of which 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.

Weekey School (k)         Receipt (k)	Supplier Home Order	s Shipments Final	nce Product Admin	istration Asses	ssments Mana	age Sup	plier Broker										
Receipt: 141632 Creation Date: 02.Feb-2018 12.5940 Creation Centual Companitation Centual Supplier Sile Supplier Sile FURCHABE Shipment Number Shipment Date	Delivery Schedules	Shipment Schedules	Receipts Return	overdue R	eceipts On-T	Time Per	rformance										
Organization     Central     Containers       Suppler     GLUGLUC     WayeBIAtArbit       Suppler Sile // DRCNASE     FreightCarrier       Shipment Number     Bill of Lading       Shipment Date     Attachments																	
	Dessist Terres	aliana		Organizat Supp Supplier S Shipment Num	ion Central lier GILLIG LL šite PURCHAS ber	.c	59:40							Cont Waybill Freight ( Bill of I	ainers (Airbill Carrier Lading		
											ordered			Delects			
Receipt Date × Promised Date ∧ Rec4By Date ∧ Performance PD Number ∧ Lines Stayment Tetral/Do ∧ Description UOM Ordered Returned Mc Received Accepted Defects Location Attachments LPNL075erial Invoice ∧ December 2 + 2 + 2 + 2 + 2 + 2 + 2 + 2 + 2 + 2						1	2	0880180	ALTERNATOR EMP POWER 450 (USE R880180)	Each	2	2	2.0		Central	12	40422975

This is the receipt detail for receipt 141632. 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:

<u>T</u> ools <u>H</u> elp	
Delete browsing history	Ctrl+Shift+Del
InPrivate Browsing	Ctrl+Shift+P
Turn on Tracking Protection	
ActiveX Filtering	
Fix connection problems	
Reopen last browsing session	
Add site to Apps	
View downloads	Ctrl+J
Windows Defender SmartScreen Filter	>
Manage media licenses	
Manage add-ons	
Compatibility View settings	
Subscribe to this feed	
Feed discovery	>
Performance dashboard	Ctrl+Shift+U
F12 Developer Tools	
Report website problems	
Internet options	

On your tool bar go to the Tools menu item and select Internet Options.

.

Internet Options	?	×	
General Security Privacy Content Connections Progra	ms Advar	nced	
Select a zone to view or change security settings.		_	
Internet Local intranet Trusted sites Restricted sites			
Trusted sites	Sites		
This zone contains websites that you trust not to damage your computer or your files.		<u> </u>	
You have websites in this zone.			the Security tab,
Allowed levels for this zone: All			ck on Trusted Vith Trusted sites
Medium     Prompts before downloading potentially uns     content     Unsigned ActiveX controls will not be downloading		0.0001	ited, click on the
Enable Protected Mode (requires restarting Internet Custom level Defa	ault level		
Reset all zones to def	ault level		
Some <u>settings</u> are managed by your system administra	tor.		
OK Cancel	Арр	lγ	

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Trusted sites	×	
You can add and remove websites from this zo this zone will use the zone's security settings.	ne. All websites in	
Add this website to the zone:	Add	
Websites:		Enter
	Remov	https://procurement.bistatedev.org.
Require server verification (https:) for all sites in this	s zone	Click on the "Add" button. Verify that correct e-mail address is entered then click close
	Close	

# HTTP 1.1/Keep Alive

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

ols <u>H</u> elp		
Delete browsing history	Ctrl+Shift+Del	
InPrivate Browsing	Ctrl+Shift+P	
Turn on Tracking Protection		
ActiveX Filtering		
Fix connection problems		
Reopen last browsing session		
Add site to Apps		
View downloads	Ctrl+J	
Windows Defender SmartScreen Filter		>
Manage media licenses		
Manage add-ons		
Compatibility View settings		
Subscribe to this feed		
Feed discovery		>
Performance dashboard	Ctrl+Shift+U	
F12 Developer Tools		
Report website problems		
Internet options		0
		to
		ite
		In

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Internet Options	?	×	
General Security Privacy Content Connections Programs	Advan	ced	
Settings		- 1	
<ul> <li>Use Passive FTP (for firewall and DSL modem compa</li> <li>Use smooth scrolling</li> <li>HTTP settings</li> <li>Use HTTP 1.1</li> <li>Use HTTP 1.1 through proxy connections</li> </ul>	tibility 🛧		
Use HTTP2		Clic	k on the Advanced tab, then
International* Always show encoded addresses Send IDN server names for Intranet URLs Send IDN server names for non-Intranet URLs Send URL path as UTF-8 Send UTF-8 query strings for Intranet URLs Send UTF-8 query strings for non-Intranet URLs Reset Internet Explorer settings	> ×	unti read mar HTT pro: HTT to t	oll through the list of options I the HTTP 1.1 settings section is ched. Verify that there is a check is in the box (☑) next to Use iP 1.1, Use HTTP 1.1 through ky connections settings, and Use iP2. If not, click on the box next the setting, and then click on the oly button.
Resets Internet Explorer's settings to their default	set		
condition. You should only use this if your browser is in an unusable sta	te.		
OK Cancel	Appl	у	

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# 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.

Delete browsing history	Ctrl+Shift+Del	
InPrivate Browsing	Ctrl+Shift+P	
Turn on Tracking Protection		
ActiveX Filtering		
Fix connection problems		
Reopen last browsing session		
Add site to Apps		
View downloads	Ctrl+J	
Windows Defender SmartScreen Filter	>	
Manage media licenses		
Manage add-ons		
Compatibility View settings		
Subscribe to this feed		
Feed discovery	>	On your tool bar go
Performance dashboard	Ctrl+Shift+U	to the Tools menu
F12 Developer Tools		item and select
Report website problems		Internet Options.

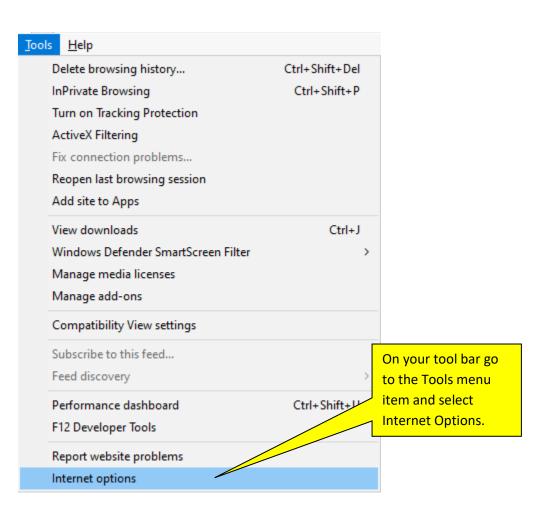
Internet Options	? ×
General Security Privacy Content Connections Programs	Advanced
Home page To create home page tabs, type each address on its	own line.
http://metroweb/	
Use current Use default Use	new tab
Startup	
<ul> <li>Start with tabs from the last session</li> <li>Start with home page</li> </ul>	
Tabs	
Change how webpages are displayed in tabs.	Tabs On the General tab, click
Browsing history	on the Settings button in
Delete temporary files, history, cookies, saved passwords, ar form information.	nd web the Browsing history
Delete browsing history on exit	section
Delete Se	ttings
Appearance	
Colors Languages Fonts Acc	essibility
Some <u>settings</u> are managed by your system administrator	
OK Cancel	Apply

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Website Data Settings	?	$\times$	
Temporary Internet Files History Caches and databases			
Internet Explorer stores copies of webpages, images, and med for faster viewing later.	ia		
Check for newer versions of stored pages:			
Every time I visit the webpage			Select the Every time I visit the
O Every time I start Internet Explorer		_	webpage radio button, and
○ Automatically			then click on the OK button.
○ Never			
Disk space to use (8-1024MB) (Recommended: 50-250MB)			
Current location:			
C: \Users \ddarmstrong \AppData \Local \Microsoft \Windows \ INetCache \			
Move folder View objects View files			
OK	Cano	cel	

### **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:





Internet (	Options					?	×						
General	Security	Privacy	Content	Connections	Programs	Advance	ed						
Home p	-						-						
	To cre	ate home	page tabs,	type each add	ress on its o	own line.							
40	http:	//metrow	eb/			< >							
		Use cu	rrent	Use default	Use n	ew tab							
Startup	) ——												
Os	tart with ta	bs from t	he last ses	sion									
() S	tart with h	ome page											
Tabs -							- 1						
Chan	ige how we	ebpages a	re displaye	d in tabs.	Ta	abs							
<u> </u>						`		-	On	tho G	onoral	tab, clic	k
	ng history						-				abs but		
	te tempora informatio		story, cool	vies, saved pas	sswords, an	d web			011	the ra		1011.	
	elete brow	sing histor	ry on exit										
			[	Delete	Set	tings							
			l	Deletern		unga							
Appear	ance												
C	Colors	Lang	juages	Fonts	Acce	ssibility							
) S	ome <u>settin</u>	<u>qs</u> are ma	naged by y	our system ad	lministrator.								
			OK	( Ca	ancel	Apply							

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

# FREQUENTLY ASKED QUESTIONS

#### Why am I unable to log in?

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

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

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

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

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

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

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

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

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

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

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

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

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

# **QUICK GUIDE TO CREATING A QUOTE**

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