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

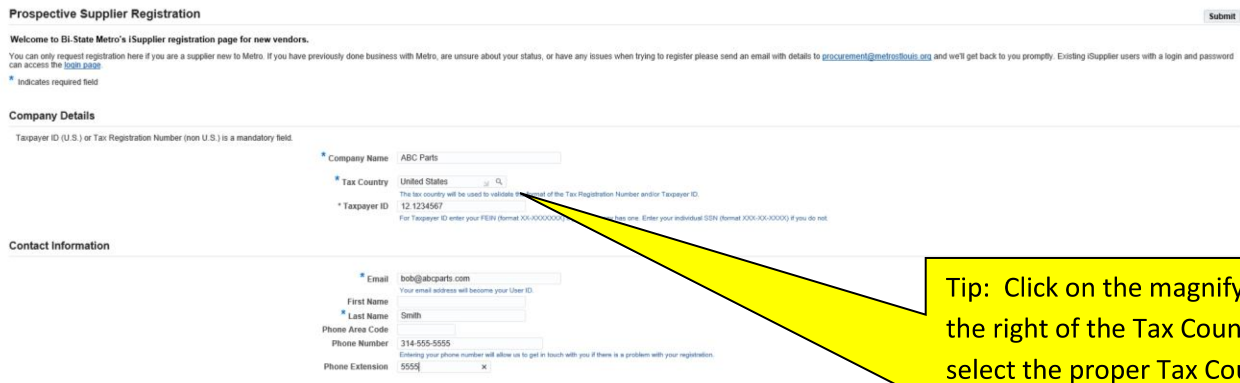
In this guide you'll learn to:

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

SECTION TWO: Registering

New Suppliers

If you are a **new** supplier you may register by going to our website http://www.bistatedev.org. Choose 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 procurement@bistatedev.org with the email addresses of the individuals needing access.



Prospective Supplier Registration Submit

Welcome to Bi-State Metro's iSupplier registration page for new vendors.

You can only request registration here if you are a supplier new to Metro. If you have previously done business with Metro, are unsure about your status, or have any issues when trying to register please send an email with details to procurement@metrostlouis.org and we'll get back to you promptly. Existing iSupplier users with a login and password can access the login page.

* Indicates required field

Company Details

Taxpayer ID (U.S.) or Tax Registration Number (non U.S.) is a mandatory field.

* Company Name: ABC Parts
* Tax Country: United States
The tax country will be used to validate th[illegible]format of the Tax Registration Number and/or Taxpayer ID.
* Taxpayer ID: 12.1234567
For Taxpayer ID enter your FEIN (format XX-XXXXXXX) [illegible] has one. Enter your individual SSN (format XXX-XX-XXXX) if you do not.

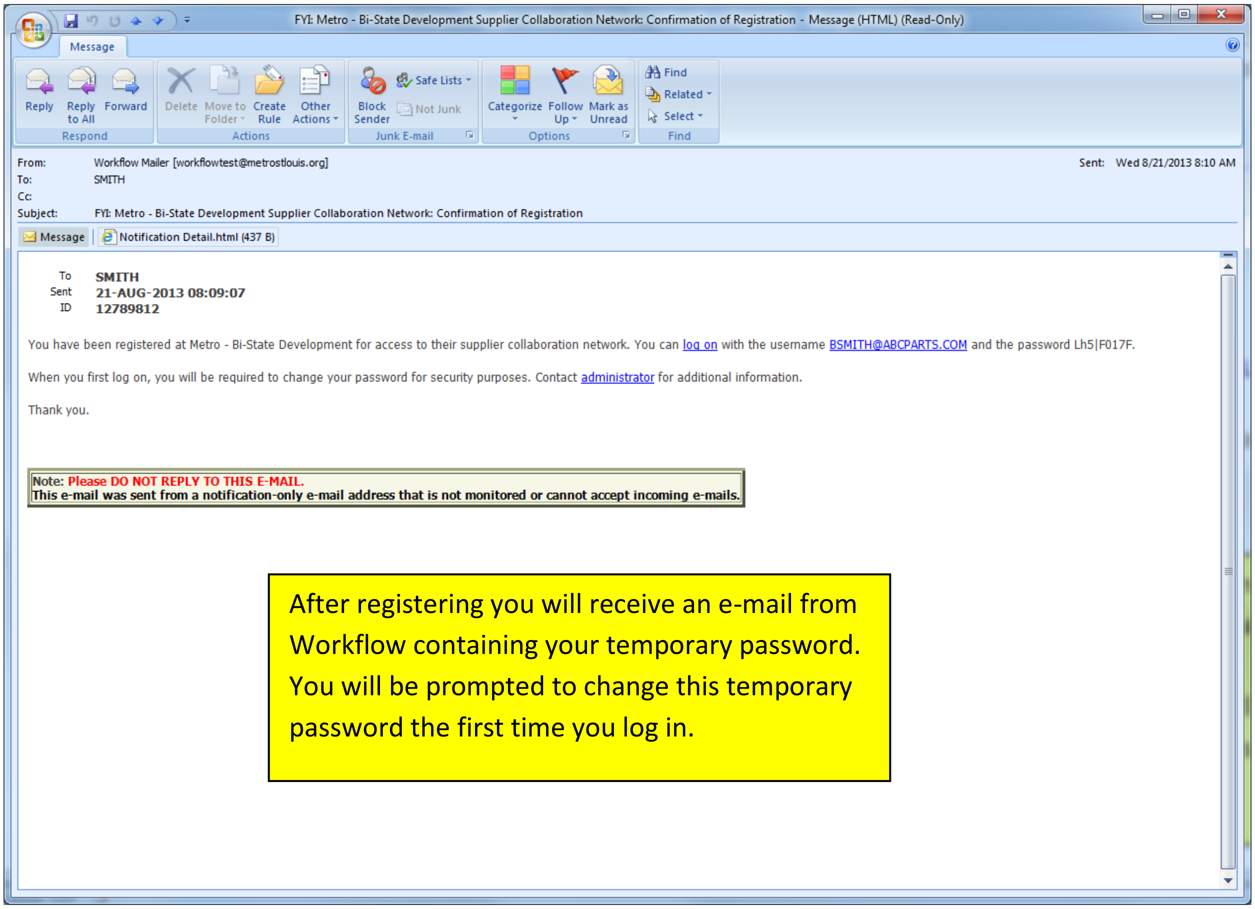
Contact Information

* Email: bob@abcparts.com
Your email address will become your User ID.
First Name:
* Last Name: Smith
Phone Area Code:
Phone Number: 314-555-5555
Entering your phone number will allow us to get in touch with you if there is a problem with your registration.
Phone Extension: 5555

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

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

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


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

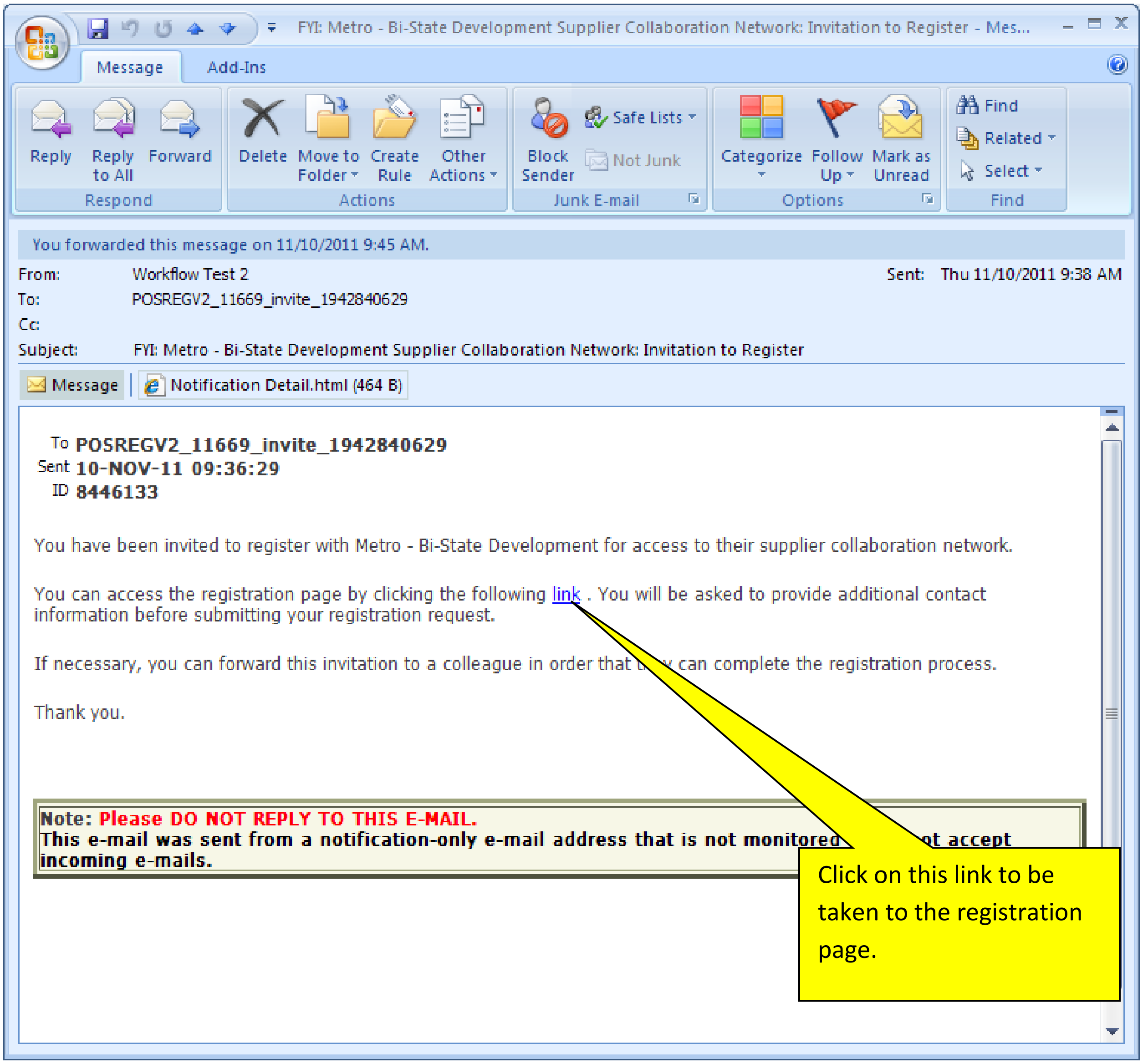
Passwords

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

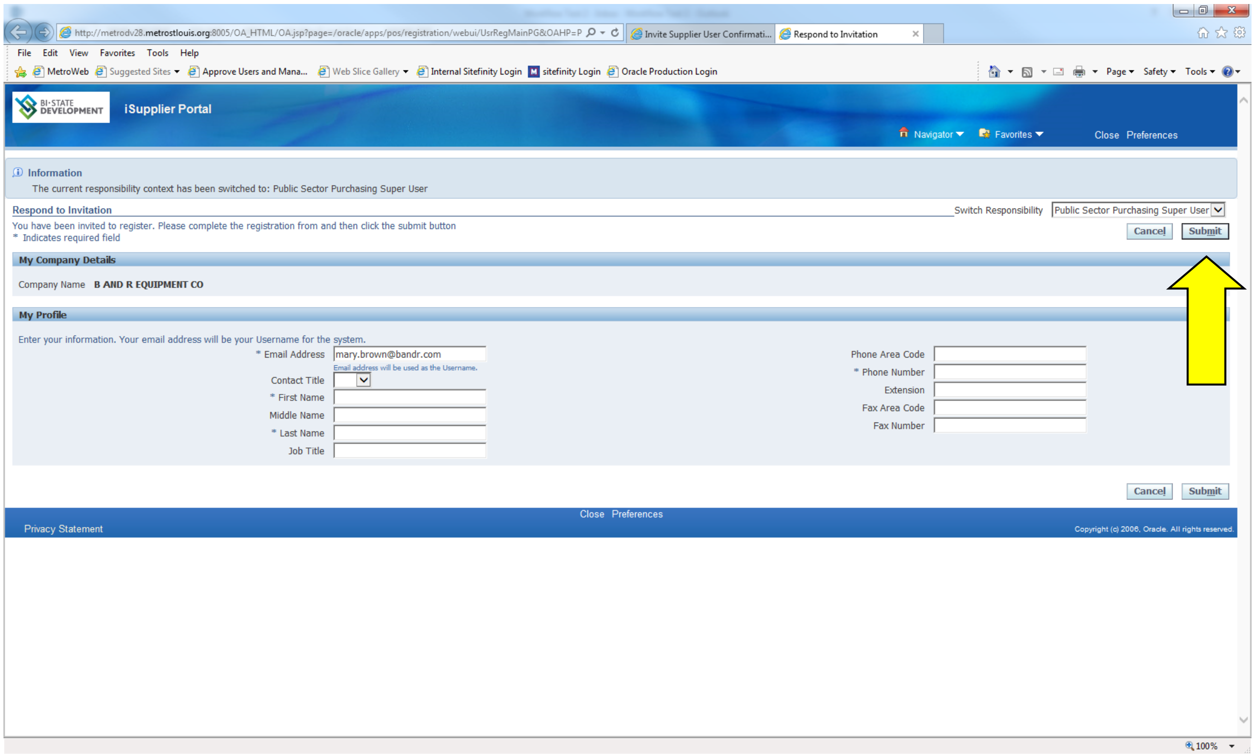
FYI your account will be locked after three unsuccessful login attempts. If this happens, it will be necessary to request a new password to reset the system. You can request a new password from the log in screen by clicking on “Forgot your user ID or Password” link just below the login button. You will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

Existing Suppliers

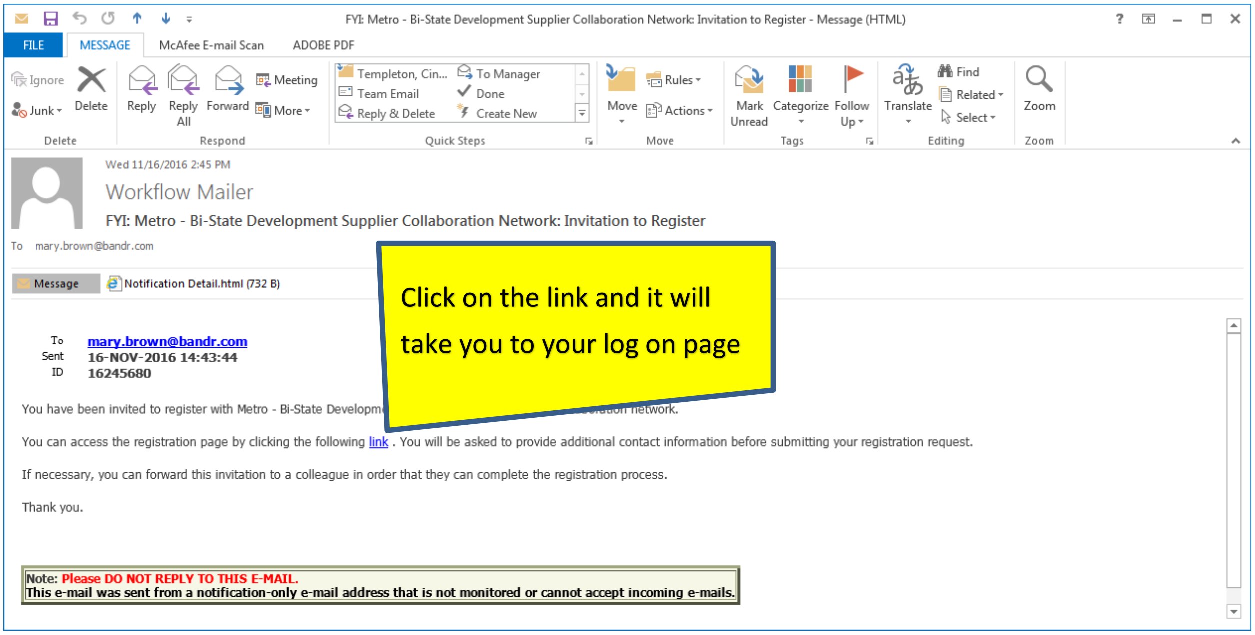
Existing suppliers can be invited by a BSD Employee. You will receive an e-mail from Workflow:



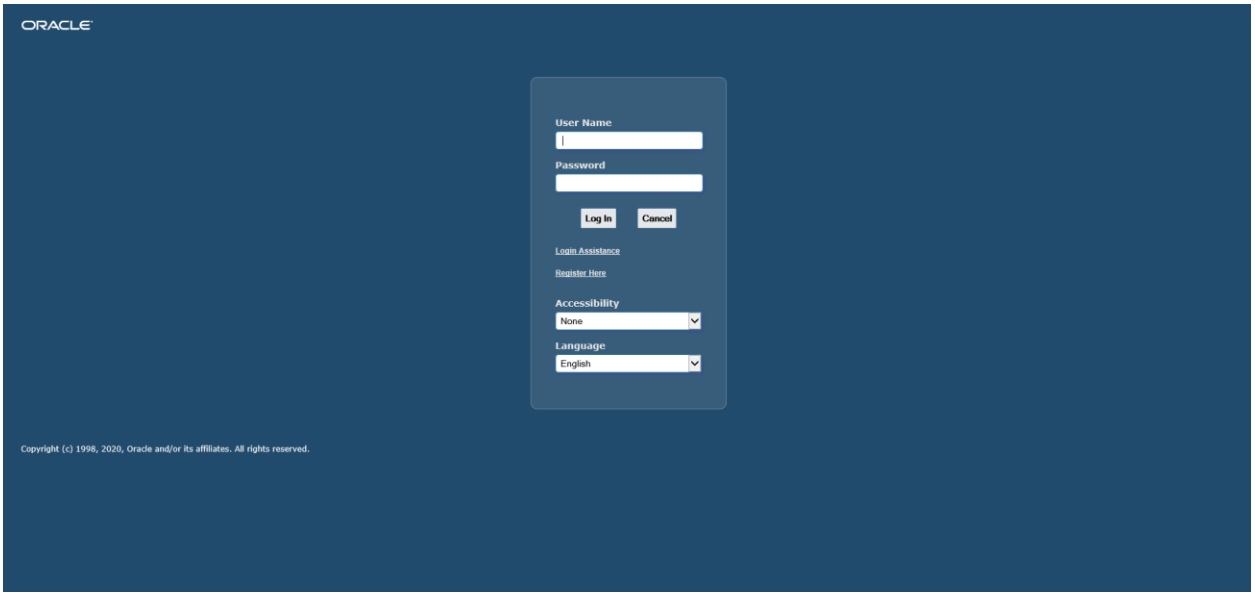
The registration page will look like this. Your e-mail address will be your user name; all fields with an asterisk are mandatory. After you have completed the form, click on the Submit button.



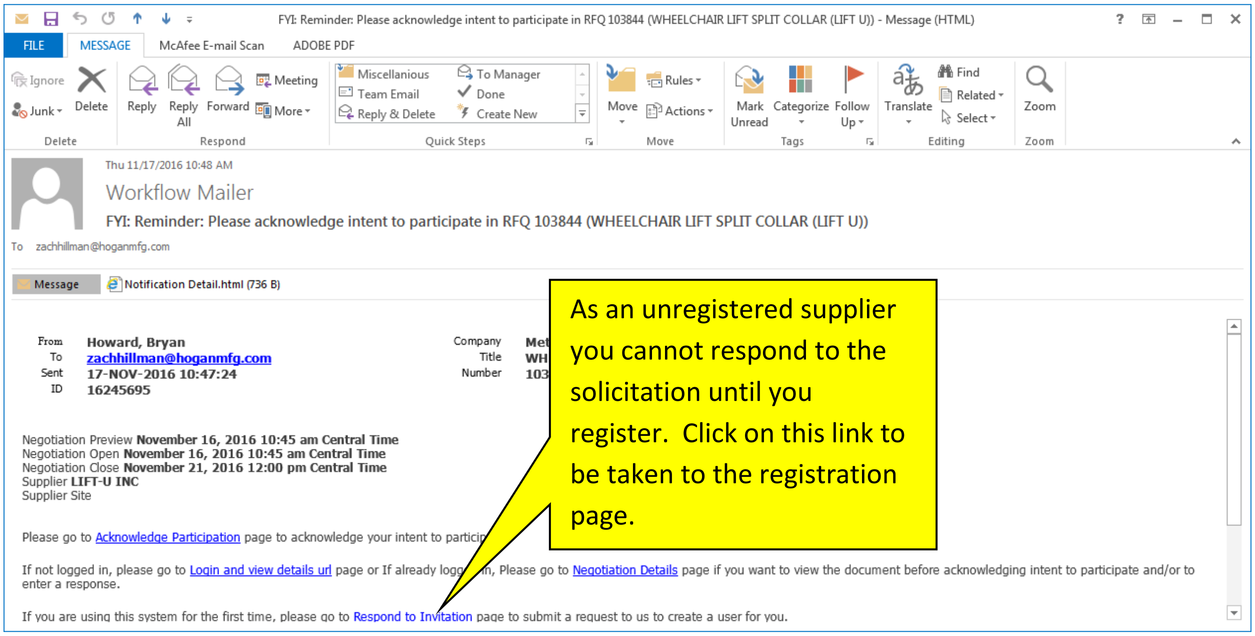
After you fill out the mandatory fields and click submit, you will receive an email from Workflow with a link to log on.



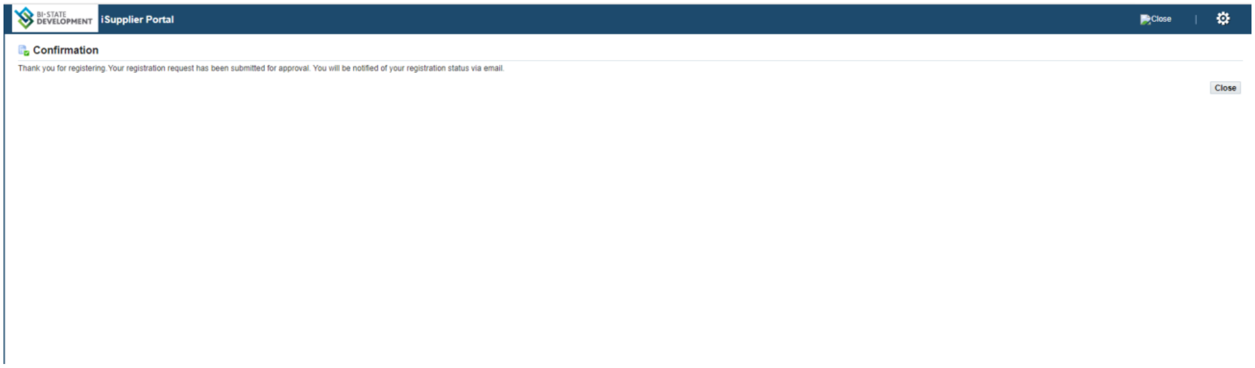
The log in page will look like this. Your user name is your full e-mail address. Enter password and click login.


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

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



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



After 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 TEST@GILLIG.COM.

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

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.

To get to the iSupplier portal click on the Reset Your Password link.. You will be prompted to change this temporary password the first time you log in.

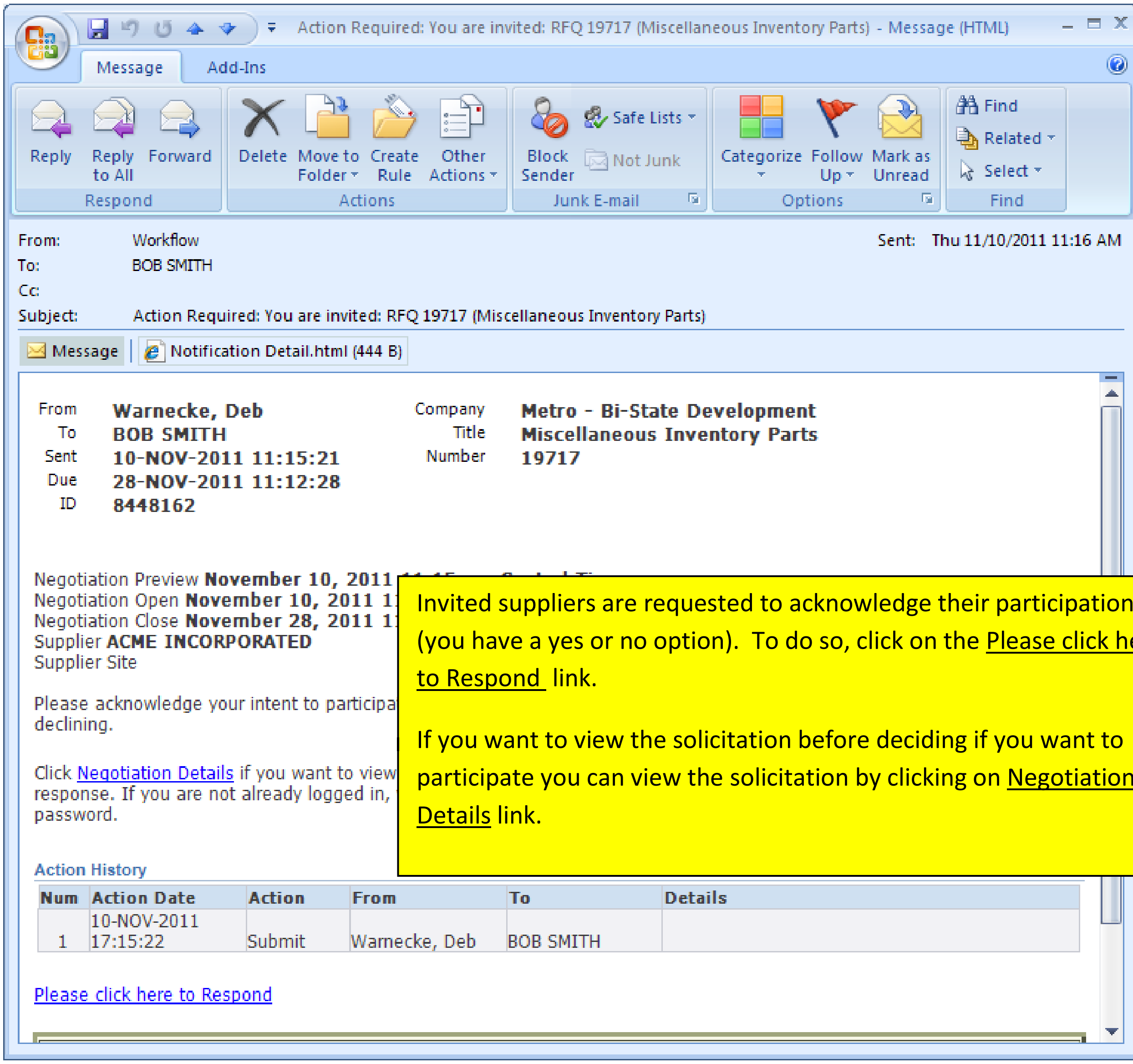
Passwords . . .

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

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

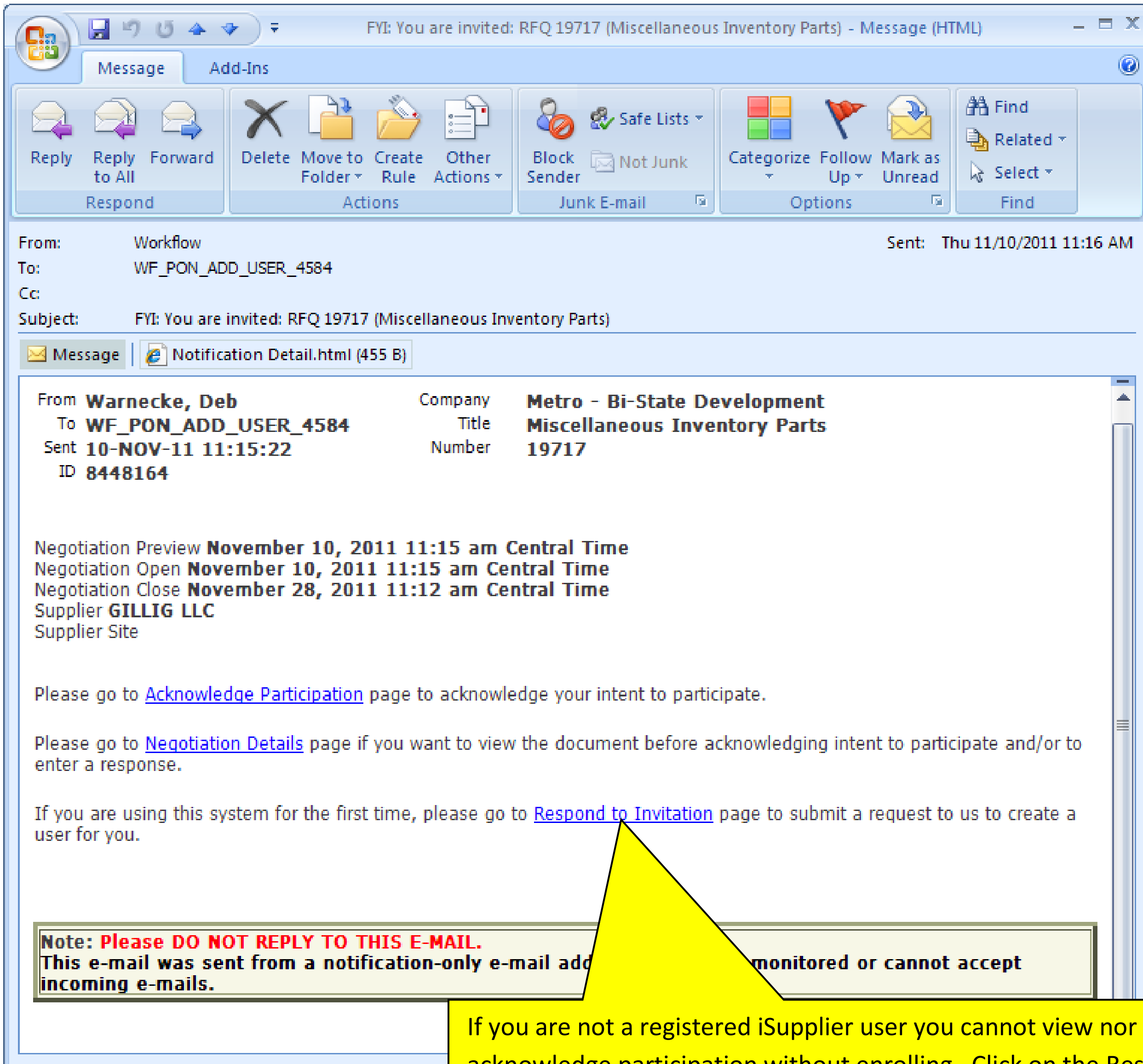
SECTION THREE: Accessing a Solicitation

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



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

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


FYI: You are invited: RFQ 19717 (Miscellaneous Inventory Parts) - Message (HTML)

Message | Add-Ins

Reply | Reply to All | Forward | Respond
Delete | Move to Folder | Create Rule | Other Actions | Actions
Block Sender | Safe Lists | Not Junk | Junk E-mail
Categorize | Follow Up | Mark as Unread | Options
Find | Related | Select | Find

From: Workflow
To: WF_PON_ADD_USER_4584
Cc:
Subject: FYI: You are invited: RFQ 19717 (Miscellaneous Inventory Parts)
Sent: Thu 11/10/2011 11:16 AM

Message | Notification Detail.html (455 B)

From **Warnecke, Deb**
To **WF_PON_ADD_USER_4584**
Sent **10-NOV-11 11:15:22**
ID **8448164**

Company **Metro - Bi-State Development**
Title **Miscellaneous Inventory Parts**
Number **19717**

Negotiation Preview **November 10, 2011 11:15 am Central Time**
Negotiation Open **November 10, 2011 11:15 am Central Time**
Negotiation Close **November 28, 2011 11:12 am Central Time**
Supplier **GILLIG LLC**
Supplier Site

Please go to Acknowledge Participation page to acknowledge your intent to participate.

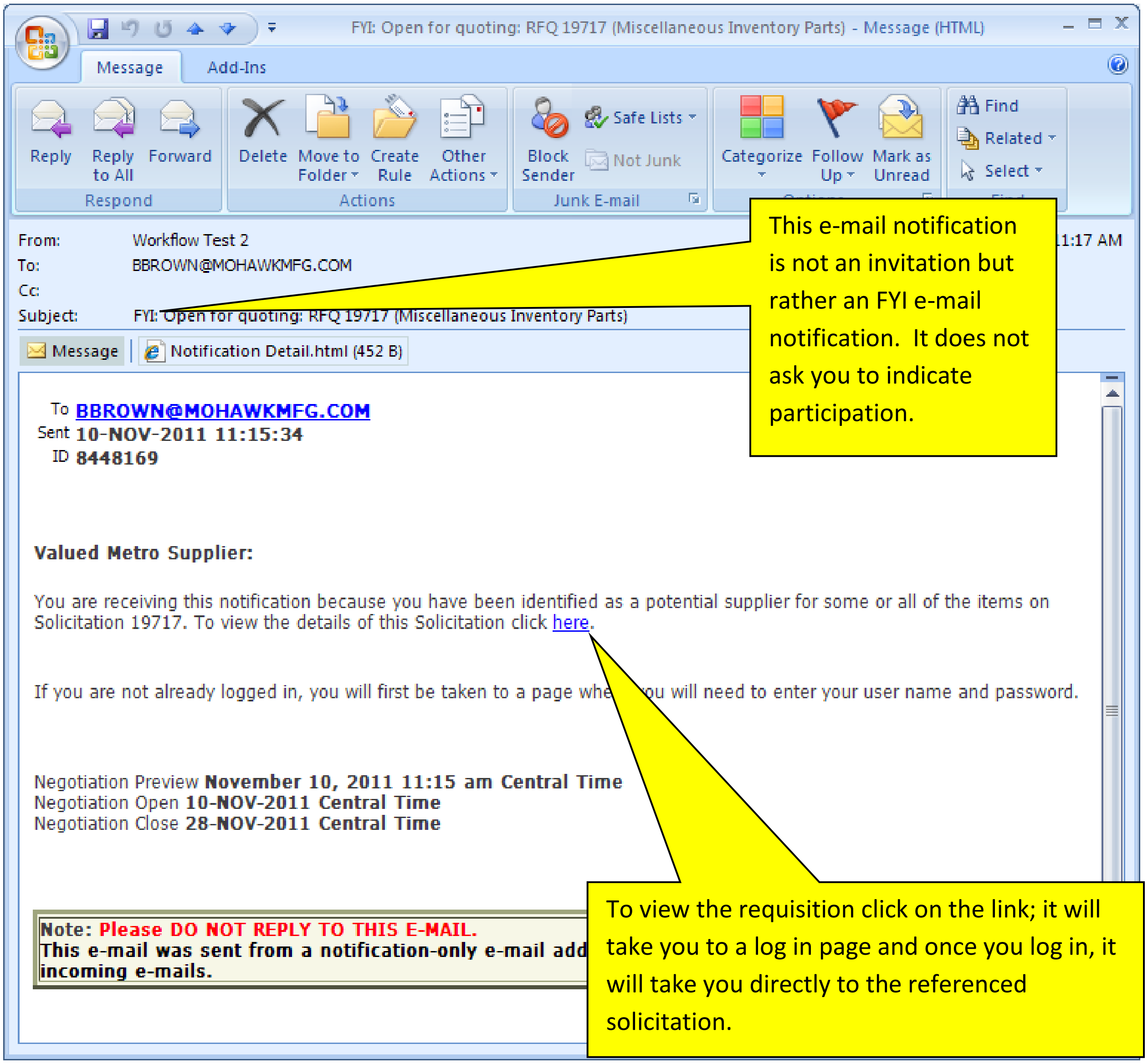
Please go to Negotiation Details page if you want to view the document before acknowledging intent to participate and/or to enter a response.

If you are using this system for the first time, please go to Respond to Invitation page to submit a request to us to create a user for you.

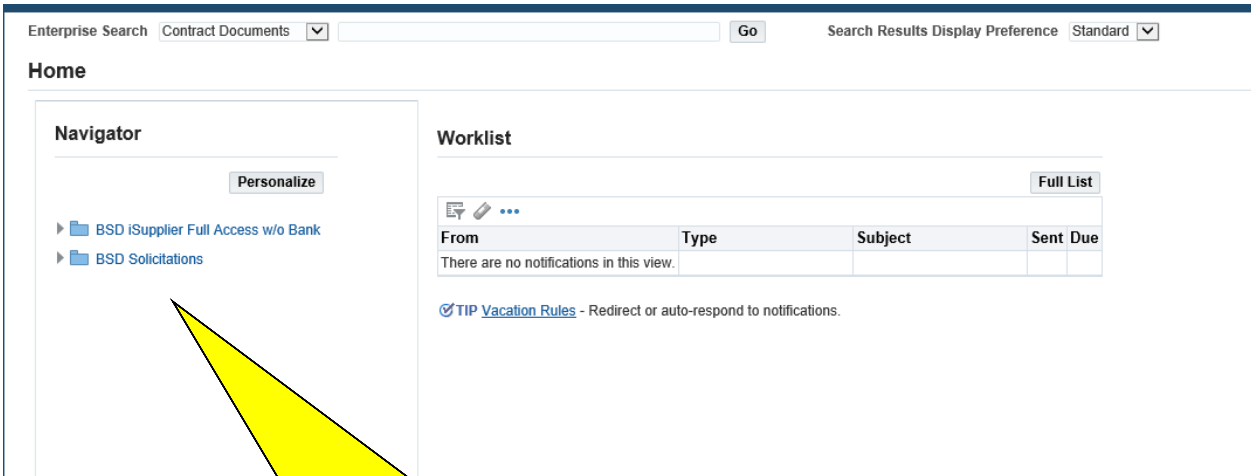
Note: Please DO NOT REPLY TO THIS E-MAIL.
This e-mail was sent from a notification-only e-mail add... **monitored or cannot accept incoming e-mails.**

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

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

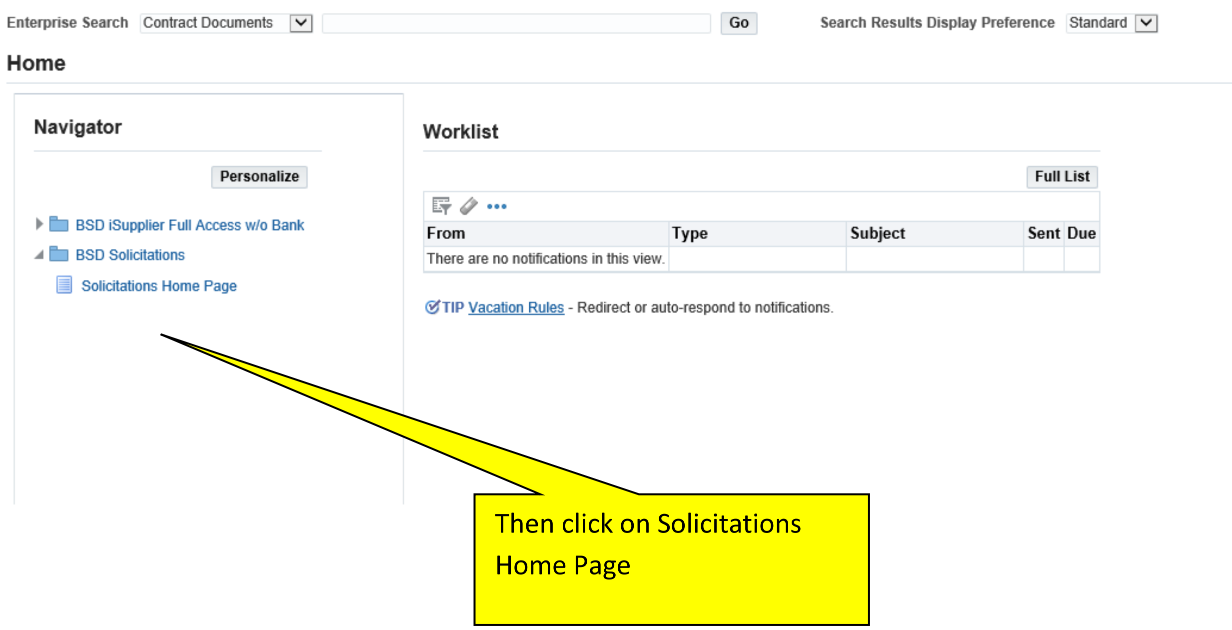

FYI: Open for quoting: RFQ 19717 (Miscellaneous Inventory Parts) - Message (HTML)
Message
Add-Ins
Reply
Reply to All
Forward
Respond
Delete
Move to Folder
Create Rule
Other Actions
Actions
Block Sender
Safe Lists
Not Junk
Junk E-mail
Categorize
Follow Up
Mark as Unread
Find
Related
Select
From: Workflow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

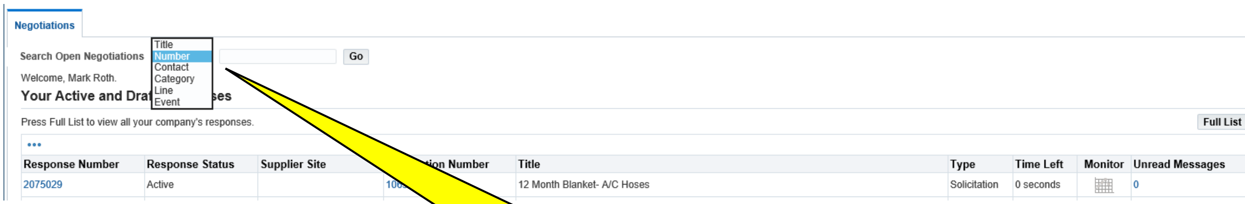
As a registered supplier you have access to view all open solicitations.



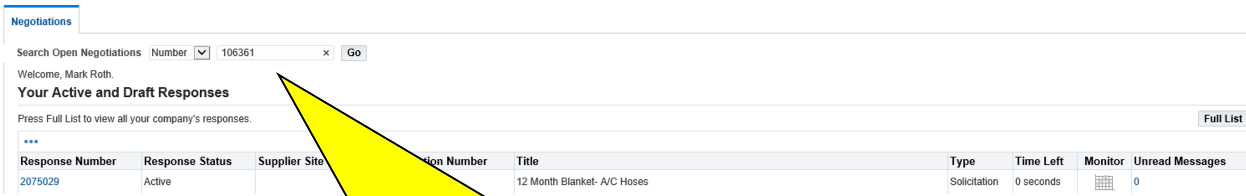
Log into iSupplier. From your Navigator page click on BSD Solicitations.

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


Enterprise Search
Contract Documents
Go
Search Results Display Preference
Standard
Home
Navigator
Personalize
BSD iSupplier Full Access w/o Bank
BSD Solicitations
Solicitations Home Page
Worklist
Full List
From
Type
Subject
Sent
Due
There are no notifications in this view.
TIP Vacation Rules - Redirect or auto-respond to notifications.
Then click on Solicitations Home Page

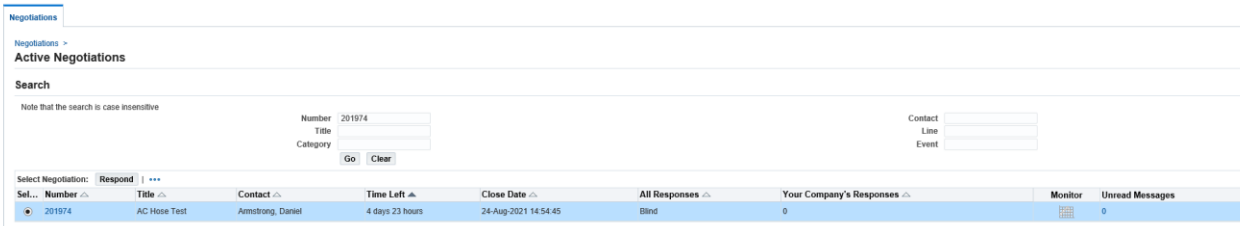


From the Solicitations Home Page change the Search Open negotiations from "Title" to "Number" using the pull down box.



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

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



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

SECTION FOUR: Solicitation Contents

Each solicitation has three components:

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

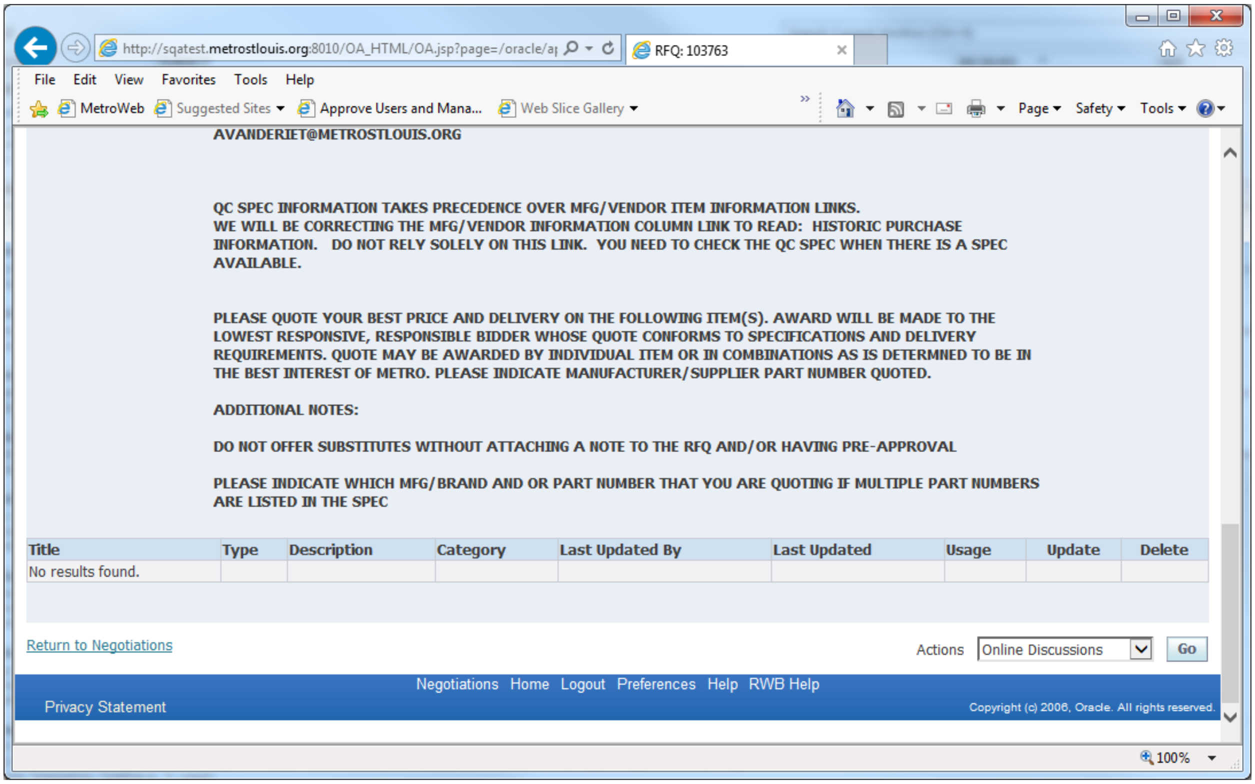
If you are **invited** to participate in a solicitation the e-mail you receive will request you to declare your interest in quoting. We ask you to do this because we can then monitor your response if you indicate you will respond (the buyer might even send you a reminder e-mail). If you indicate you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

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

The solicitation Header view looks like this:

You access the different sections of the solicitation by clicking on the different tabs: Header, Lines and Controls.

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.



AVANDERIET@METROSTLOUIS.ORG

QC SPEC INFORMATION TAKES PRECEDENCE OVER MFG/VENDOR ITEM INFORMATION LINKS. WE WILL BE CORRECTING THE MFG/VENDOR INFORMATION COLUMN LINK TO READ: HISTORIC PURCHASE INFORMATION. DO NOT RELY SOLELY ON THIS LINK. YOU NEED TO CHECK THE QC SPEC WHEN THERE IS A SPEC AVAILABLE.

PLEASE QUOTE YOUR BEST PRICE AND DELIVERY ON THE FOLLOWING ITEM(S). AWARD WILL BE MADE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER WHOSE QUOTE CONFORMS TO SPECIFICATIONS AND DELIVERY REQUIREMENTS. QUOTE MAY BE AWARDED BY INDIVIDUAL ITEM OR IN COMBINATIONS AS IS DETERMNED TO BE IN THE BEST INTEREST OF METRO. PLEASE INDICATE MANUFACTURER/SUPPLIER PART NUMBER QUOTED.

ADDITIONAL NOTES:

DO NOT OFFER SUBSTITUTES WITHOUT ATTACHING A NOTE TO THE RFQ AND/OR HAVING PRE-APPROVAL

PLEASE INDICATE WHICH MFG/BRAND AND OR PART NUMBER THAT YOU ARE QUOTING IF MULTIPLE PART NUMBERS ARE LISTED IN THE SPEC

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

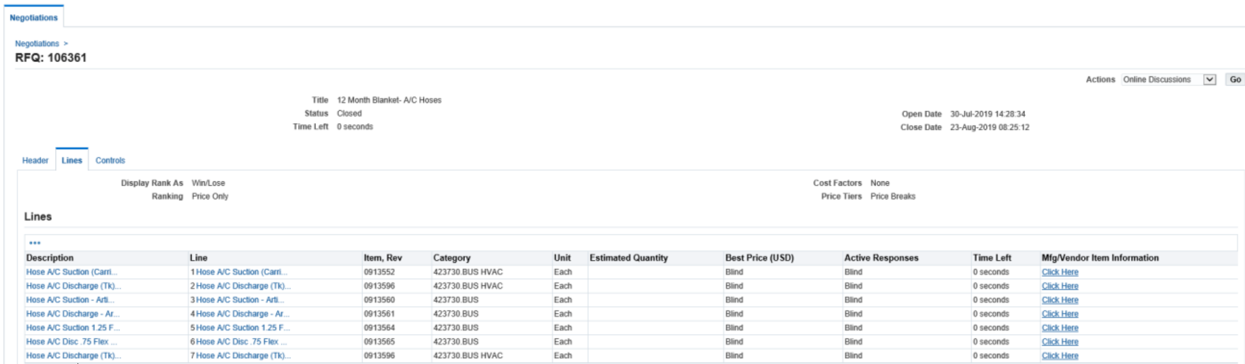
Return to Negotiations

Actions Online Discussions Go

Negotiations Home Logout Preferences Help RWB Help

Privacy Statement

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


Negotiations

Negotiations >

RFQ: 106361

Actions Online Discussions Go

Title 12 Month Blanket- A/C Hoses
Status Closed
Time Left 0 seconds

Open Date 30-Jul-2019 14:28:34
Close Date 23-Aug-2019 08:25:12

Header | Lines | Controls

Display Rank As Win/Lose
Ranking Price Only

Cost Factors None
Price Tiers Price Breaks

Lines

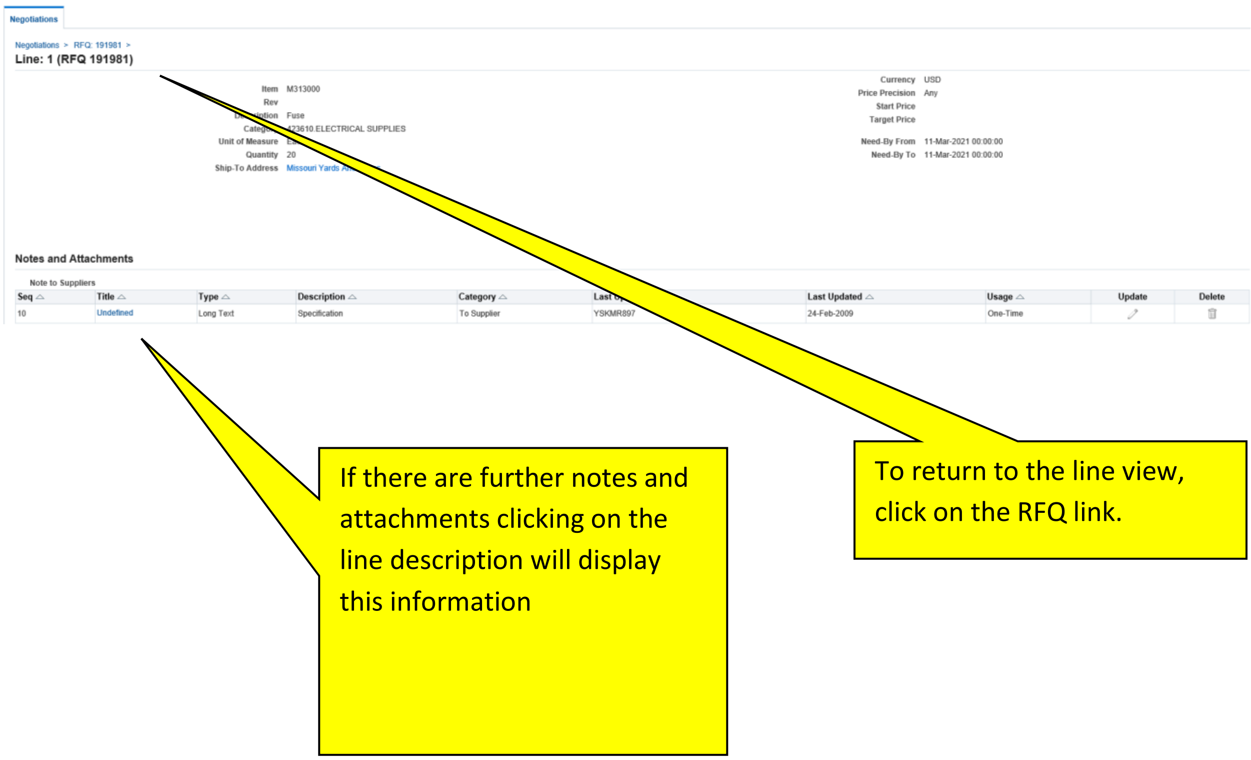
Description	Line	Item, Rev	Category	Unit	Estimated Quantity	Best Price (USD)	Active Responses	Time Left	Mfg/Vendor Item Information
Hose A/C Suction (Carri...	1 Hose A/C Suction (Carri...	0913552	423730.BUS HVAC	Each		Blind	Blind	0 seconds	Click Here
Hose A/C Discharge (Tk)...	2 Hose A/C Discharge (Tk)...	0913596	423730.BUS HVAC	Each		Blind	Blind	0 seconds	Click Here
Hose A/C Suction - Arti...	3 Hose A/C Suction - Arti...	0913560	423730.BUS	Each		Blind	Blind	0 seconds	Click Here
Hose A/C Discharge - Ar...	4 Hose A/C Discharge - Ar...	0913561	423730.BUS	Each		Blind	Blind	0 seconds	Click Here
Hose A/C Suction 1.25 F...	5 Hose A/C Suction 1.25 F...	0913564	423730.BUS	Each		Blind	Blind	0 seconds	Click Here
Hose A/C Disc .75 Flex ...	6 Hose A/C Disc .75 Flex ...	0913565	423730.BUS	Each		Blind	Blind	0 seconds	Click Here
Hose A/C Discharge (Tk)...	7 Hose A/C Discharge (Tk)...	0913596	423730.BUS HVAC	Each		Blind	Blind	0 seconds	Click Here

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

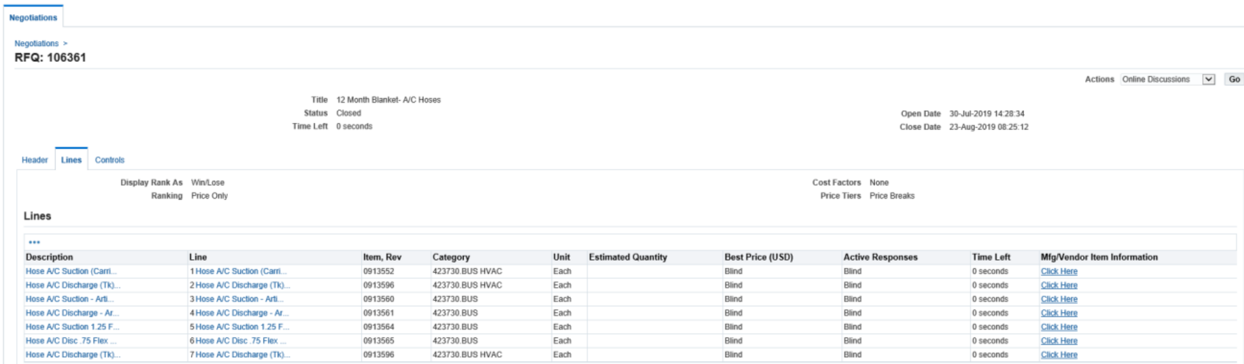
NOTE: ITEM SPECIFICATIONS ARE UPDATED FREQUENTLY (MORE THAN MFG/VENDOR PART NUMBERS. WE SUGGEST YOU ALWAYS REVIEW THE SPECIFICATIONS BEFORE BIDDING!

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

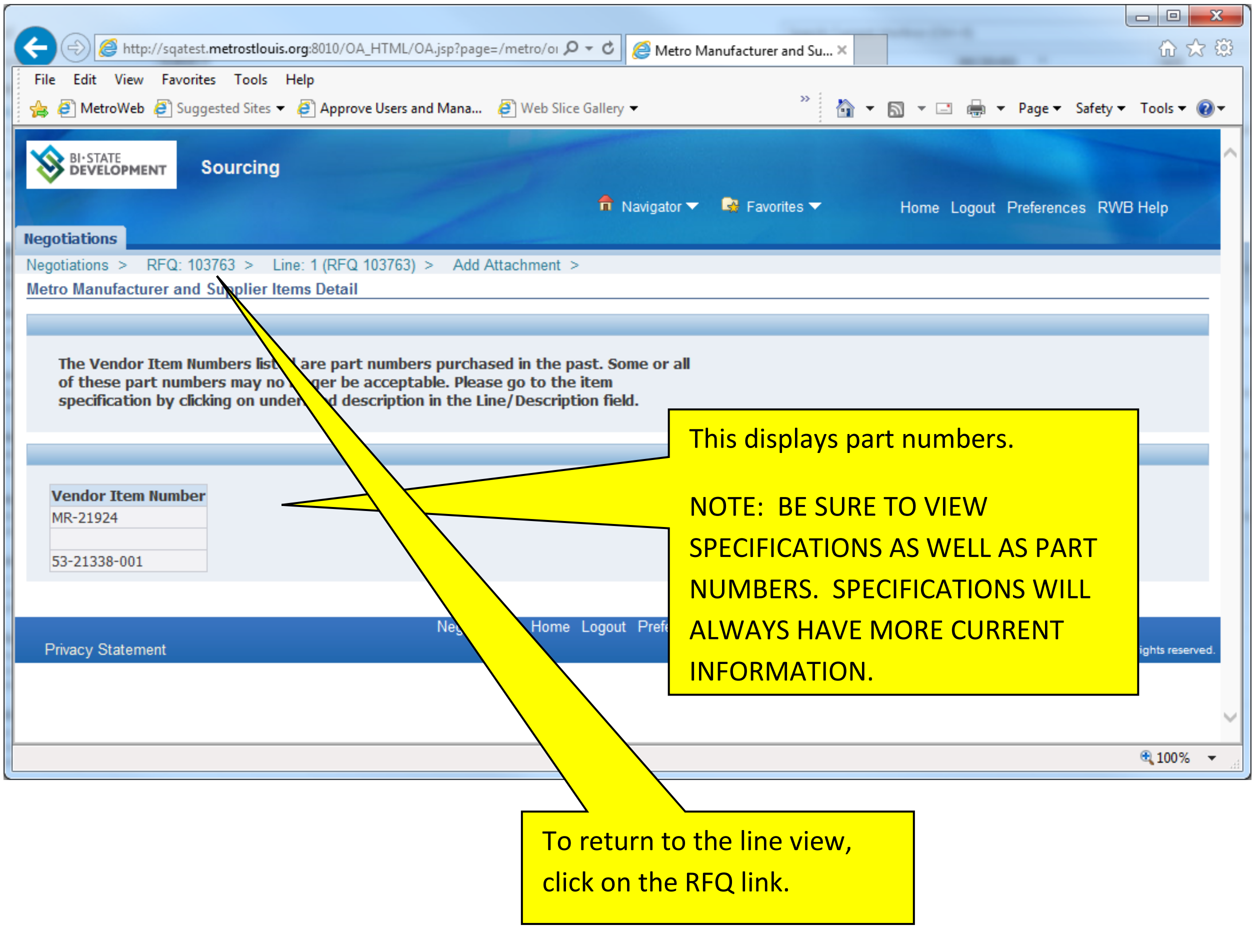
After you click on a line description,



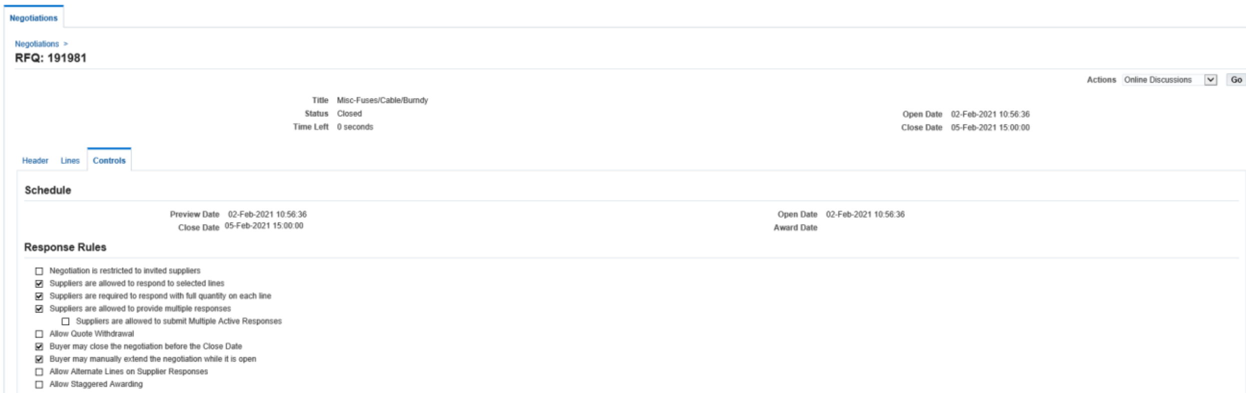
Most inventory items contain a list of acceptable part numbers from multiple manufacturers and/or distributors:



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


http://sqatest.metrostlouis.org:8010/OA_HTML/OA.jsp?page=/metro/o
Metro Manufacturer and Su...
File Edit View Favorites Tools Help
MetroWeb Suggested Sites Approve Users and Mana... Web Slice Gallery
Page Safety Tools
BI-STATE DEVELOPMENT
Sourcing
Navigator Favorites
Home Logout Preferences RWB Help
Negotiations
Negotiations > RFQ: 103763 > Line: 1 (RFQ 103763) > Add Attachment >
Metro Manufacturer and Supplier Items Detail
The Vendor Item Numbers listed are part numbers purchased in the past. Some or all of these part numbers may no longer be acceptable. Please go to the item specification by clicking on underlined description in the Line/Description field.
Vendor Item Number
MR-21924
53-21338-001
Home Logout
Privacy Statement
100%
This displays part numbers.
NOTE: BE SURE TO VIEW SPECIFICATIONS AS WELL AS PART NUMBERS. SPECIFICATIONS WILL ALWAYS HAVE MORE CURRENT INFORMATION.
To return to the line view, click on the RFQ link.

The Controls view contains the parameters of the solicitation:

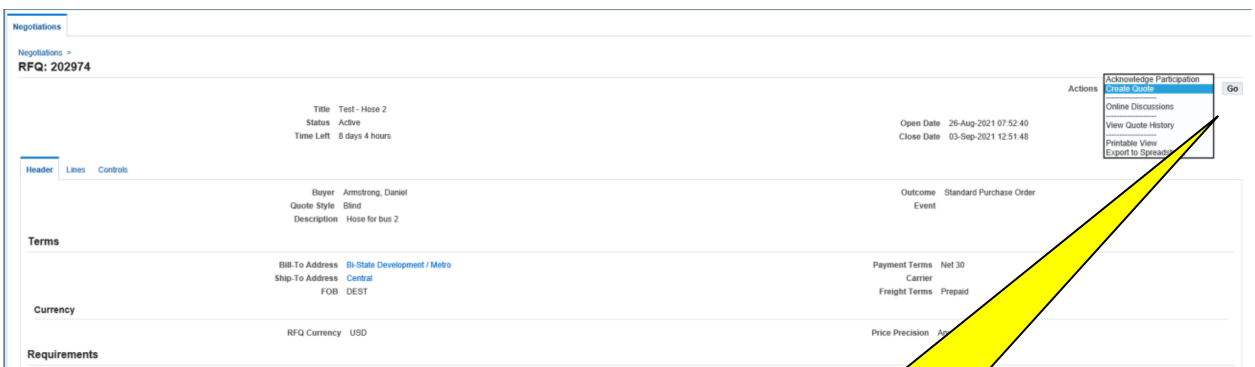


These are parameters defined by the Buyer; you cannot change them.

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

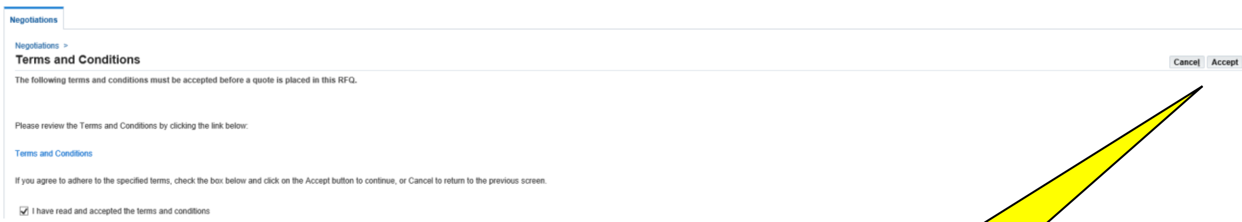
SECTION FIVE: Creating a Quote

NOTE THAT IF YOU HAVE ANY QUESTIONS OR NEED HELP IN CREATING A QUOTE CONTACT: procurement@bistatedev.org



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

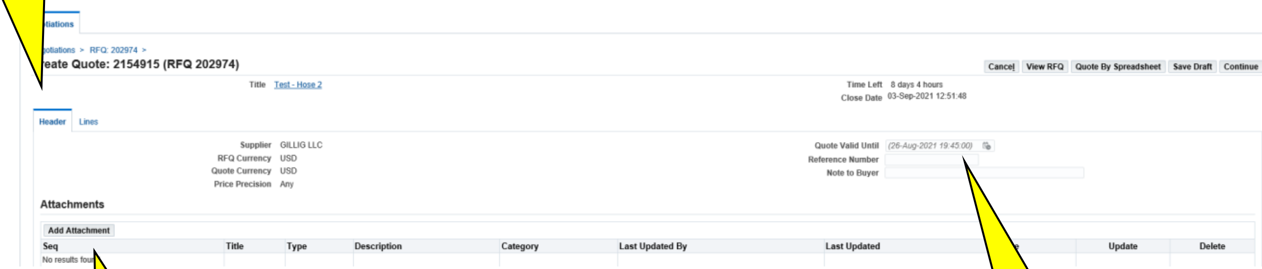
Before you create a quote you must accept BSD's Terms and Conditions. These are the same Terms and Conditions that will appear on your purchase order should you win this solicitation. If a separate contract is issued and signed, those contract provisions take prcedence over these purchase order provisions.



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

You must accept the Terms and Conditions to create a quote for this solicitation. Click in the Accepted Terms and Conditions checkbox, then click the Accept button.

We are at the Header level of your quote.

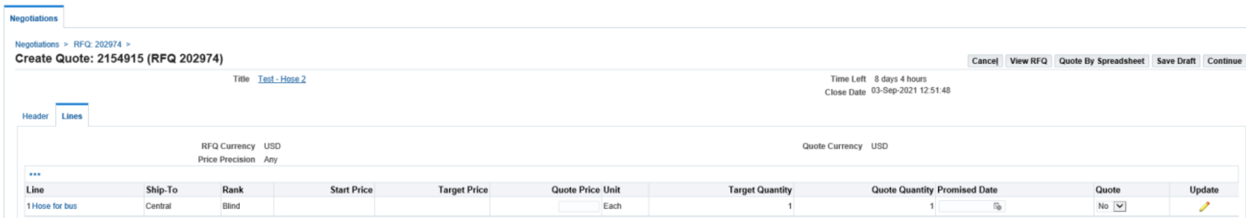


You may also enter a Reference Number (perhaps your internal quote number) and a Note to Buyer.

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

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

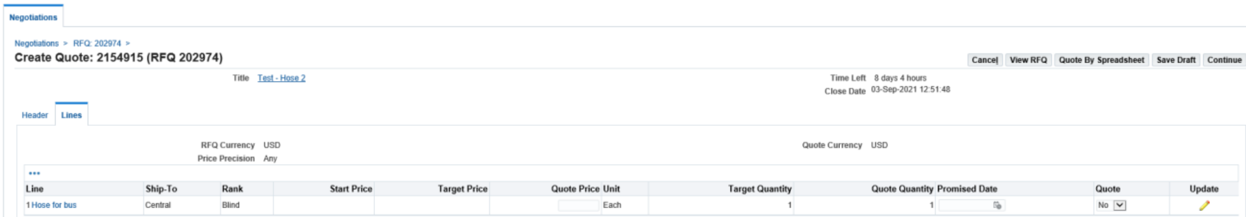
After entering the Header information, click on the Lines tab.



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.

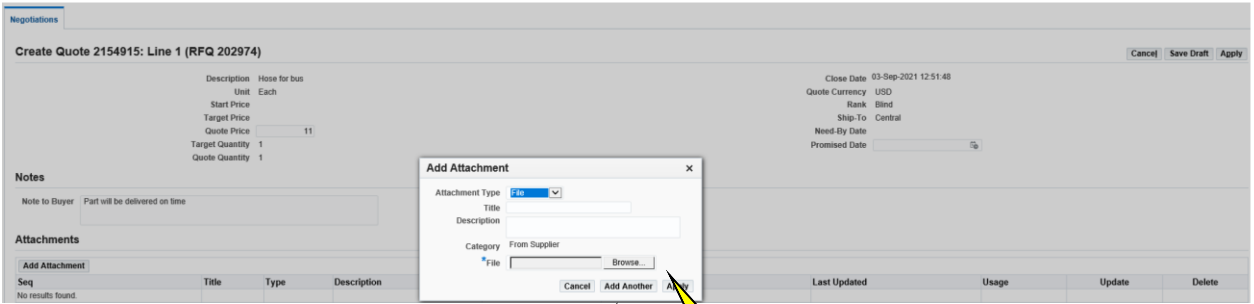
At any time you can use the Cancel button but this will remove any entries made since the last time the quote was saved.



If you want to make a line specific note or attachment, click on the Update icon (pencil) on the appropriate line. In this case we're going to make a note about this first line item.

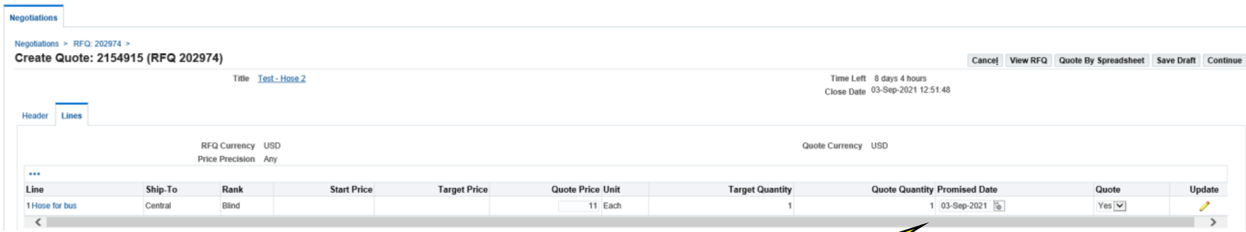
If you want to add a text message to the Buyer about this line just type it in the Note to Buyer field. In this instance we are making a note regarding lead time.

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

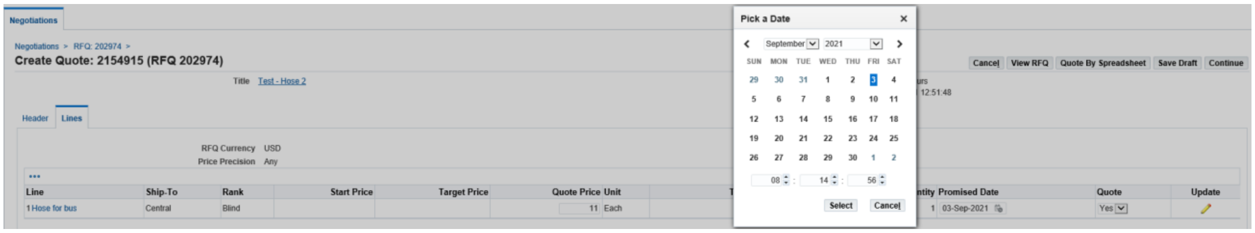


If you only have one document to attach, click on the Apply button. If you want to attach additional documents, click on the Add Another button. Once you click on the Apply button you will be returned to your quote.

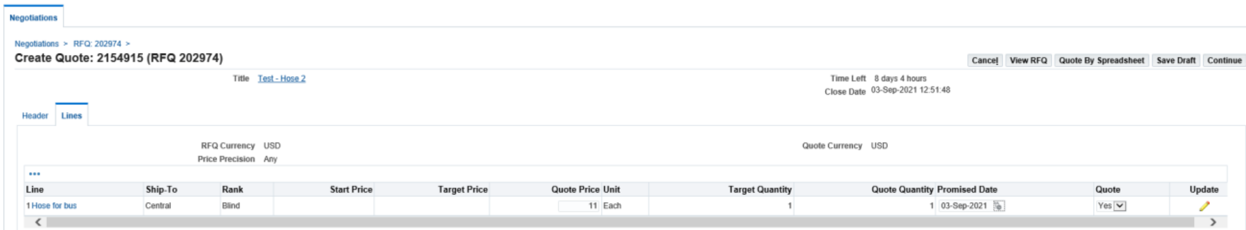
The Title and Description field are not mandatory but are meant to describe the nature of your attachment (i.e. New Specification). If you have file to attach (MS Word Document, Excel Document, or PDF file, etc.) select the type File and click on the Browse button to the right to locate and attach your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



In this example we have quoted the line but we need enter the Promise Date on Line 1. Click on the calendar icon to the right of the Promise Date field. The Promise Date must be entered on each line you are quoting.



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

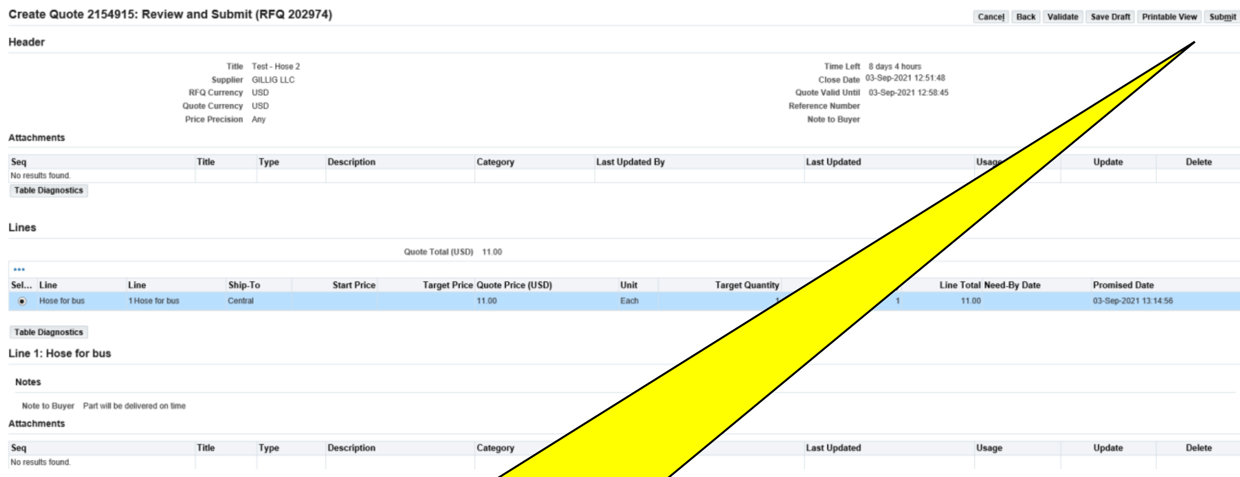


In this case, we have entered the Promise Date as 03-Sep-2021.

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**



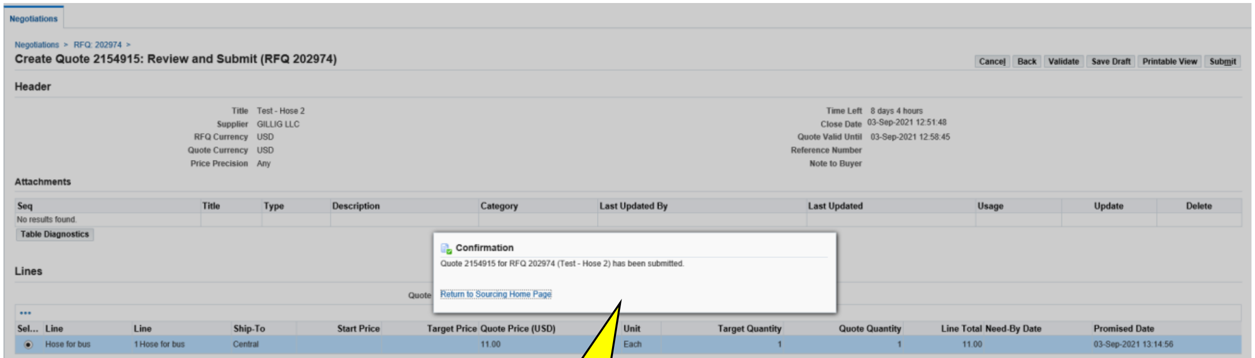
Here is your completed quote. Any "no quoted" lines will not be listed.

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.

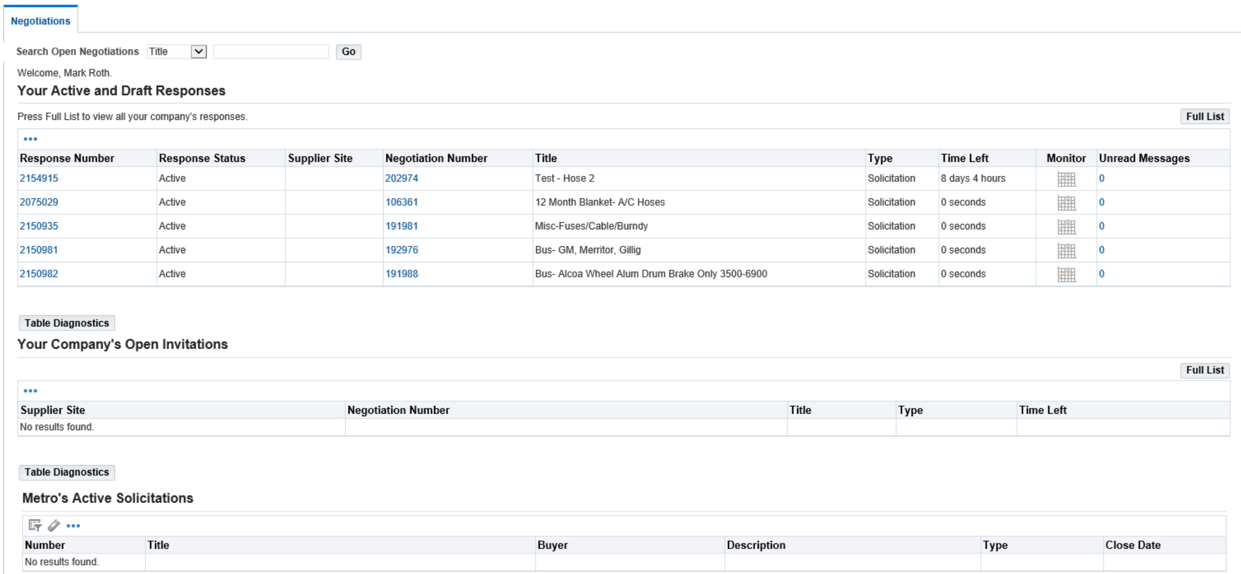
If you do decide to revise your quote and need help contact:

procurement@bistatedev.org



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

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


Negotiations

Search Open Negotiations Title Go

Welcome, Mark Roth.

Your Active and Draft Responses

Press Full List to view all your company's responses. Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
2154915	Active		202974	Test - Hose 2	Solicitation	8 days 4 hours		0
2075029	Active		106361	12 Month Blanket- A/C Hoses	Solicitation	0 seconds		0
2150935	Active		191981	Misc-Fuses/Cable/Burndy	Solicitation	0 seconds		0
2150981	Active		192976	Bus- GM, Merritor, Gillig	Solicitation	0 seconds		0
2150982	Active		191988	Bus- Alcoa Wheel Alum Drum Brake Only 3500-6900	Solicitation	0 seconds		0

Table Diagnostics

Your Company's Open Invitations

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
No results found.				

Table Diagnostics

Metro's Active Solicitations

Number	Title	Buyer	Description	Type	Close Date
No results found.					

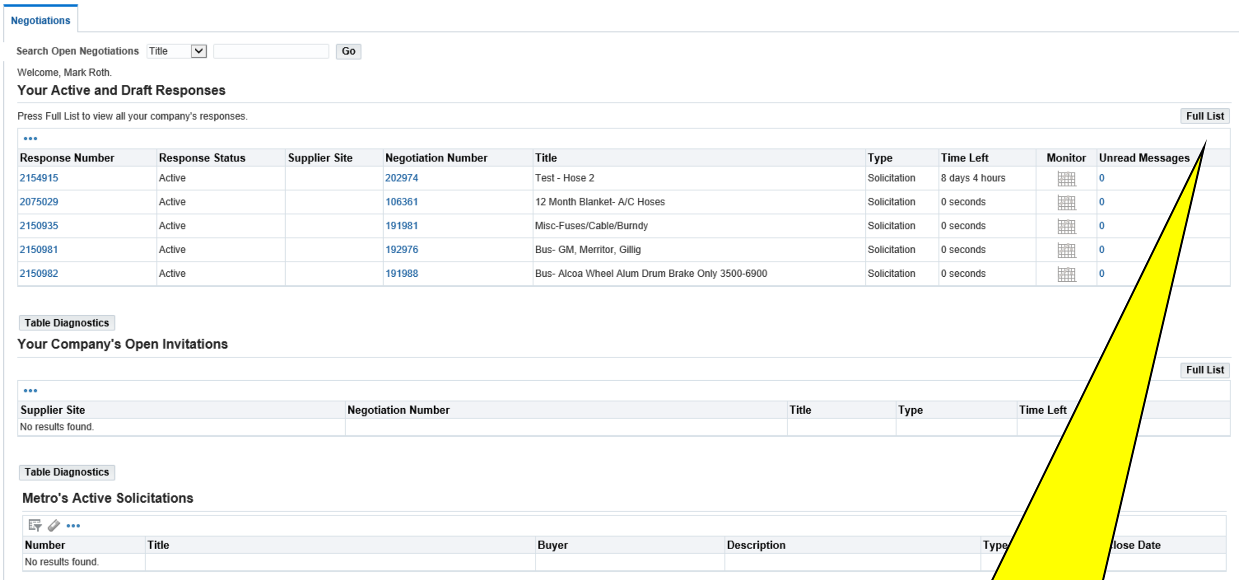
We are now at your Solicitations Home Page. From this page you can view your quotations (if a quote you are looking for is not displayed, click on Full List). If you want to change a quote (where the controls allow) you do so by clicking on your Response Number.

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

How to Change a Quote

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

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



Negotiations

Search Open Negotiations Title Go

Welcome, Mark Roth.

Your Active and Draft Responses

Press Full List to view all your company's responses. Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
2154915	Active		202974	Test - Hose 2	Solicitation	8 days 4 hours		0
2075029	Active		106361	12 Month Blanket- A/C Hoses	Solicitation	0 seconds		0
2150935	Active		191981	Misc-Fuses/Cable/Burndy	Solicitation	0 seconds		0
2150981	Active		192976	Bus- GM, Merritor, Gillig	Solicitation	0 seconds		0
2150982	Active		191988	Bus- Alcoa Wheel Alum Drum Brake Only 3500-6900	Solicitation	0 seconds		0

Table Diagnostics

Your Company's Open Invitations

Full List

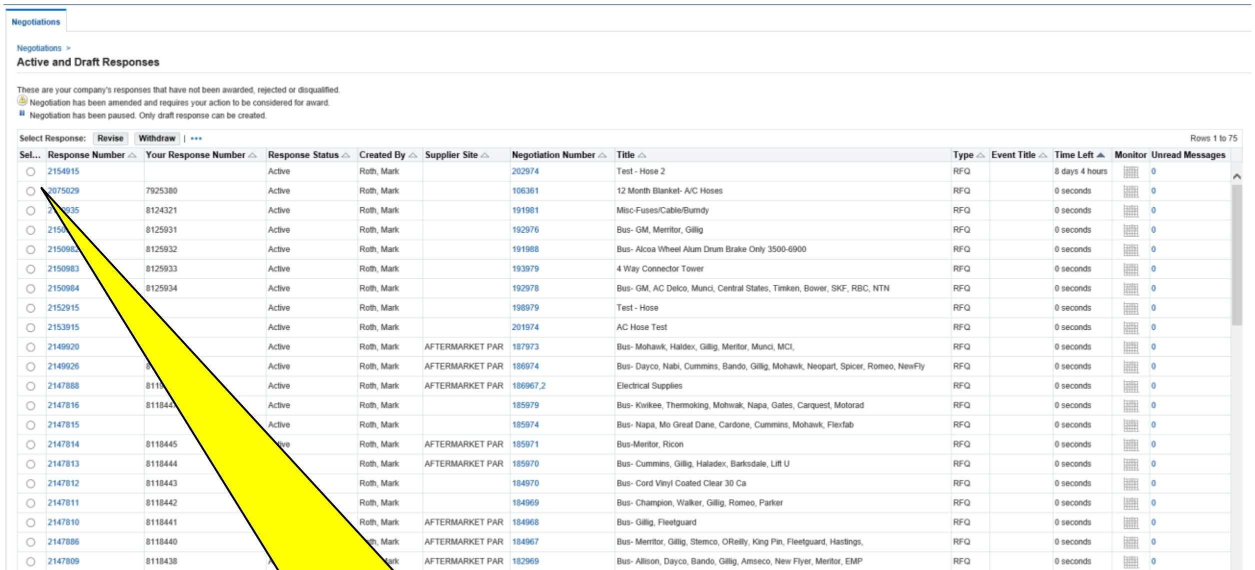
Supplier Site	Negotiation Number	Title	Type	Time Left
No results found.				

Table Diagnostics

Metro's Active Solicitations

Number	Title	Buyer	Description	Type	Close Date
No results found.					

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

Negotiations >

Active and Draft Responses

These are your company's responses that have not been awarded, rejected or disqualified.

Negotiation has been amended and requires your action to be considered for award.

Negotiation has been paused. Only draft response can be created.

Select Response: Revise Withdraw | •••

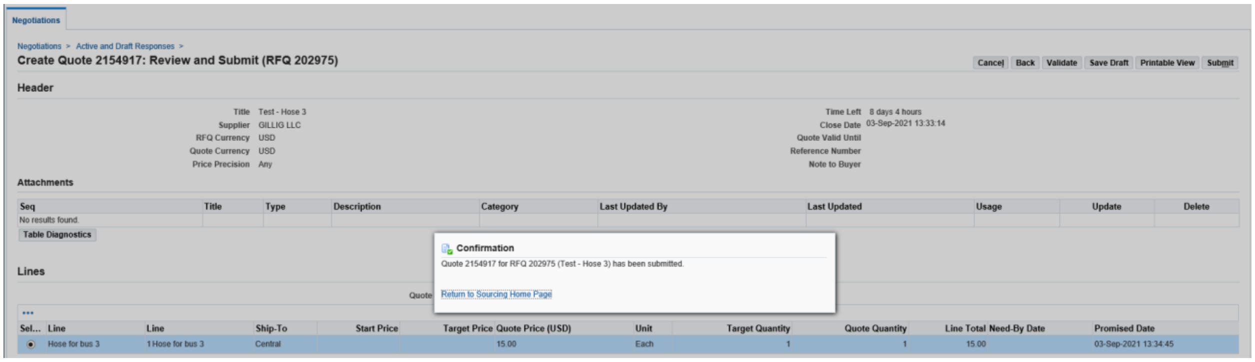
Rows 1 to 75

Sel...	Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Monitor	Unread Messages
	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[illegible]935	8124321	Active	Roth, Mark		191981	Misc-Fuses/Cable/Burndy	RFQ		0 seconds		0
	2150[illegible]	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		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		0
	2149920	[illegible]	Active	Roth, Mark	AFTERMARKET PAR	187973	Bus- Mohawk, Haldex, Gillig, Meritor, Munci, MCI,	RFQ		0 seconds		0
	2149926	8[illegible]	Active	Roth, Mark	AFTERMARKET PAR	186974	Bus- Dayco, Nabi, Cummins, Bando, Gillig, Mohawk, Neopart, Spicer, Romeo, NewFly	RFQ		0 seconds		0
	2147888	811[illegible]	Active	Roth, Mark	AFTERMARKET PAR	186967,2	Electrical Supplies	RFQ		0 seconds		0
	2147816	811844[illegible]	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		0
	2147814	8118445	[illegible]ive	Roth, Mark	AFTERMARKET PAR	185971	Bus-Meritor, Ricon	RFQ		0 seconds		0
	2147813	8118444	[illegible]	Roth, Mark	AFTERMARKET PAR	185970	Bus- Cummins, Gillig, Haladex, Barksdale, Lift U	RFQ		0 seconds		0
	2147812	8118443	[illegible]	Roth, Mark		184970	Bus- Cord Vinyl Coated Clear 30 Ca	RFQ		0 seconds		0
	2147811	8118442	[illegible]	Roth, Mark		184969	Bus- Champion, Walker, Gillig, Romeo, Parker	RFQ		0 seconds		0
	2147810	8118441	[illegible]	Roth, Mark	AFTERMARKET PAR	184968	Bus- Gillig, Fleetguard	RFQ		0 seconds		0
	2147886	8118440	[illegible]	[illegible]th, Mark	AFTERMARKET PAR	184967	Bus- Merritor, Gillig, Stemco, OReilly, King Pin, Fleetguard, Hastings,	RFQ		0 seconds		0
	2147809	8118438	A[illegible]	[illegible]ark	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.

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.

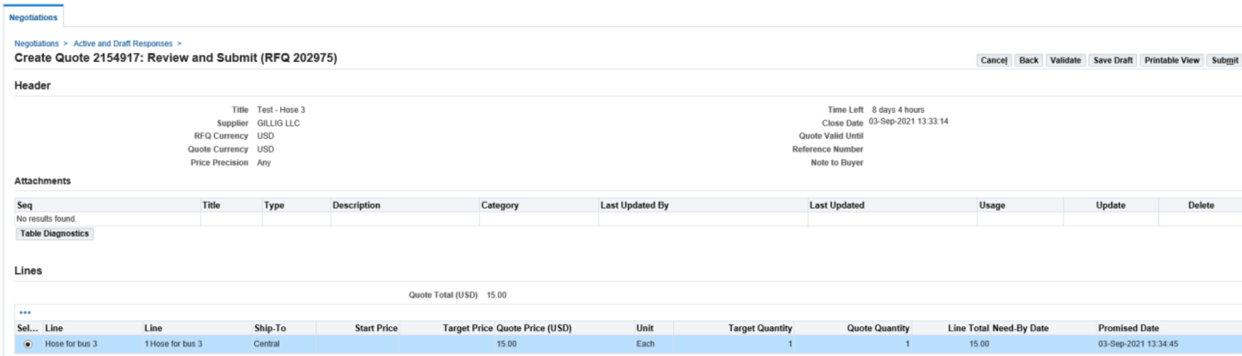


When you click on the Continue Button it will display only the line(s) you have changed.

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



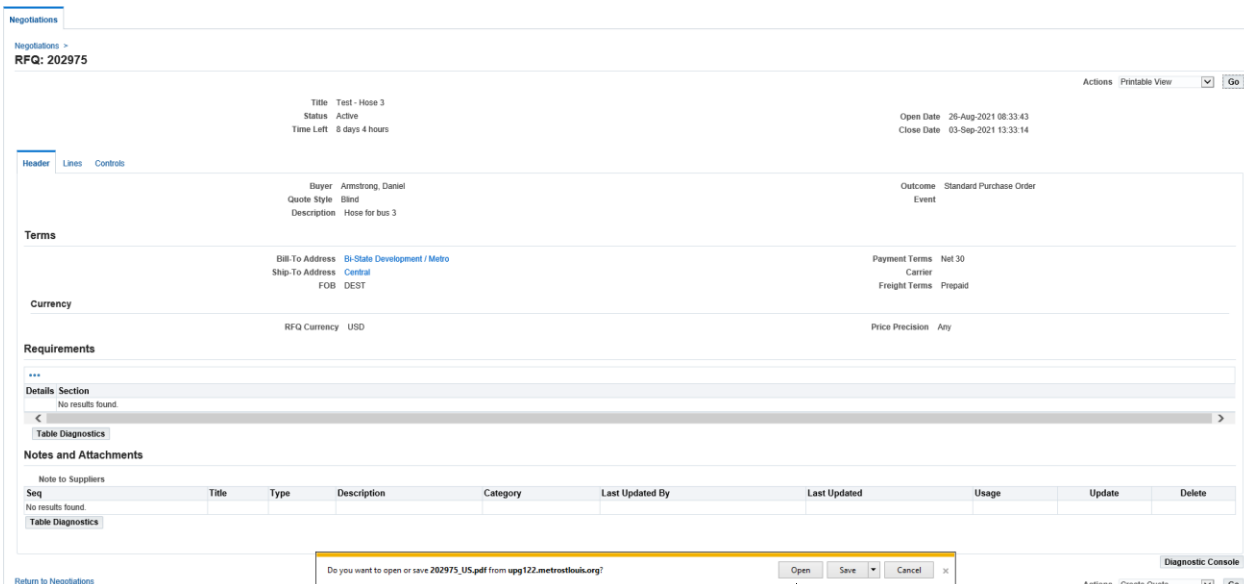
You will receive a Confirmation screen that the revised quote has been submitted.

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.

Using the pull down menu in the Action field select Printable View and press the Go Button.



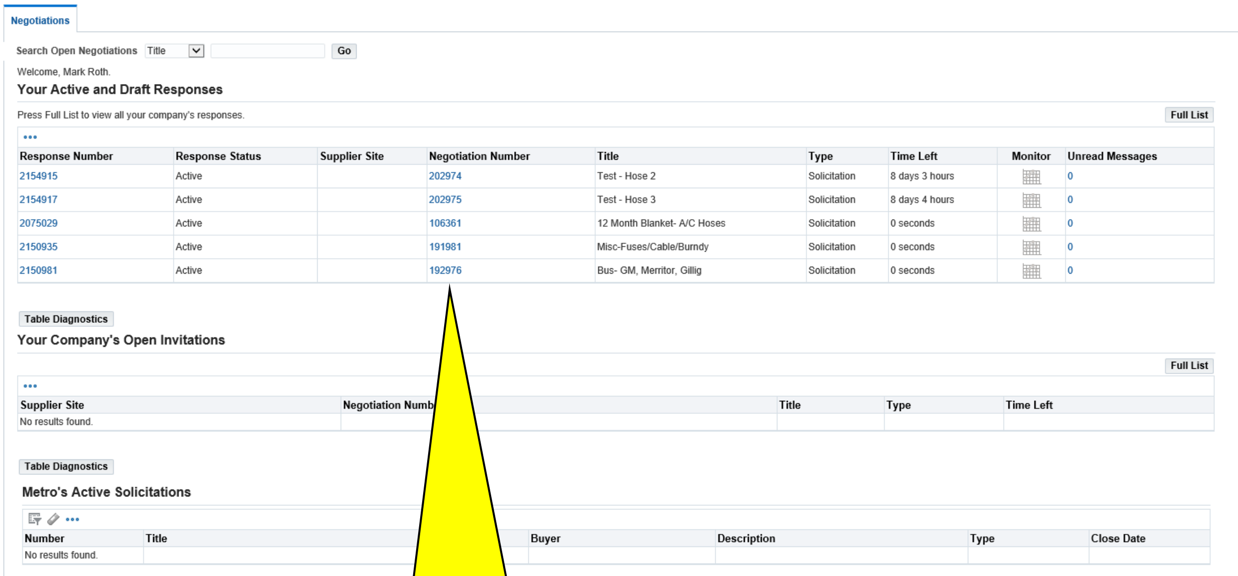
You will get a window like this at the bottom of the screen. You can save the solicitation to your computer or open the solicitation to either print or e-mail the document.

Click on the Open button.

The document can be handled like any Adobe PDF file. Using the icons at the top of the screen you can print, save or e-mail the solicitation.

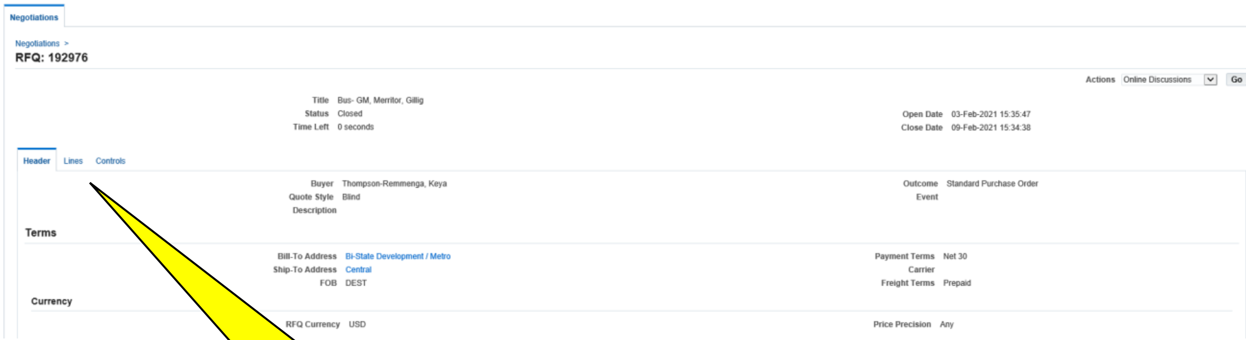
SECTION SEVEN: How to Display the Winning Response

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

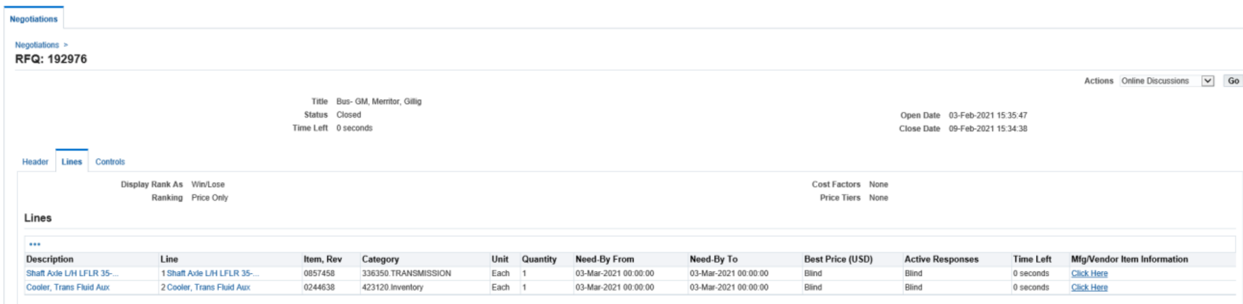


From the Sourcing homepage view Your Active and Draft Reponses. NOTE: You may need to Press Full List in order to display older solicitations.

Click on the Negotiation Number of the solicitation you wish to view.

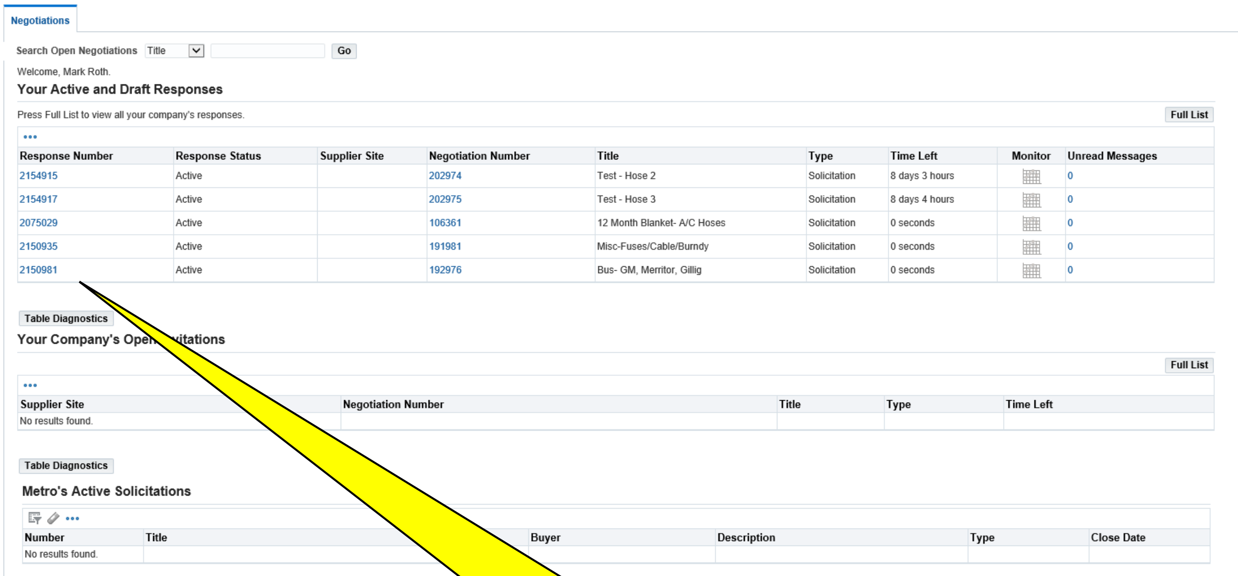


The solicitation will display. Click on the Lines tab of the solicitation.



The screen will display the Best Price.

If the Best Price Column displays “Blind” the award has not been made.



Negotiations

Search Open Negotiations Title Go

Welcome, Mark Roth.

Your Active and Draft Responses

Press Full List to view all your company's responses. Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
2154915	Active		202974	Test - Hose 2	Solicitation	8 days 3 hours		0
2154917	Active		202975	Test - Hose 3	Solicitation	8 days 4 hours		0
2075029	Active		106361	12 Month Blanket- A/C Hoses	Solicitation	0 seconds		0
2150935	Active		191981	Misc-Fuses/Cable/Burndy	Solicitation	0 seconds		0
2150981	Active		192976	Bus- GM, Merritor, Gillig	Solicitation	0 seconds		0

Table Diagnostics

Your Company's Open ...itations

Full List

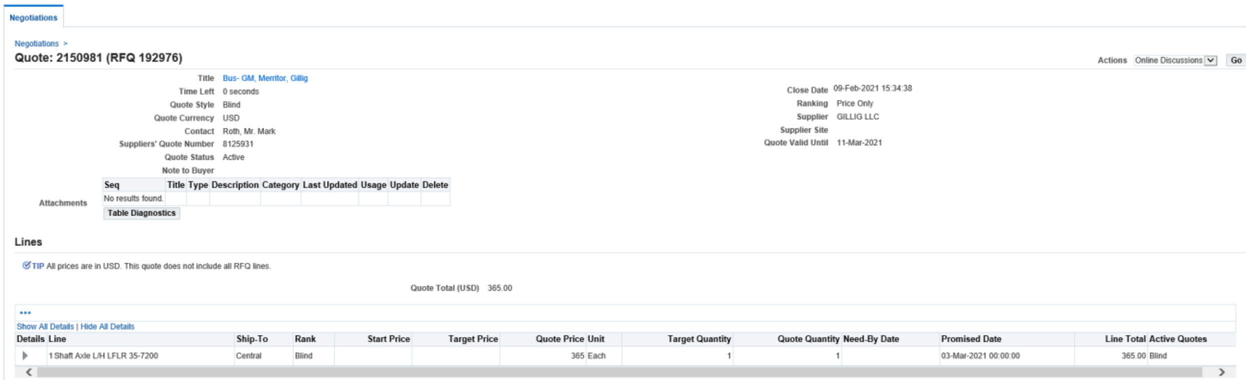
Supplier Site	Negotiation Number	Title	Type	Time Left
No results found.				

Table Diagnostics

Metro's Active Solicitations

Number	Title	Buyer	Description	Type	Close Date
No results found.					

If you wish to view the quote you submitted, return to the Solicitation Home Page and click on your Response Number.



This screen displays the price you quoted.

SECTION EIGHT: Managing Your iSupplier Account

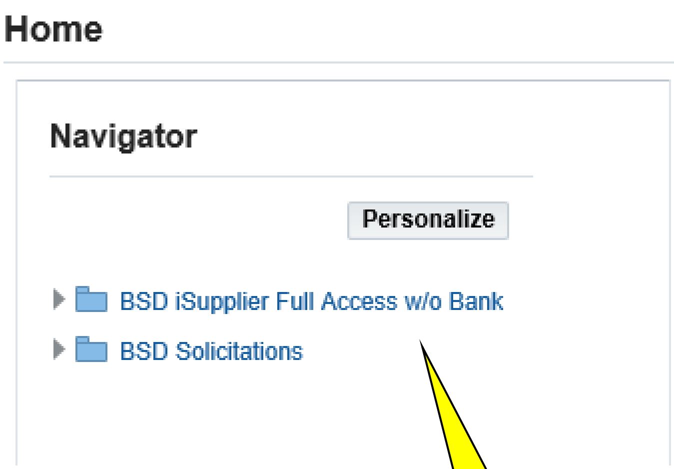
Registering for Products

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

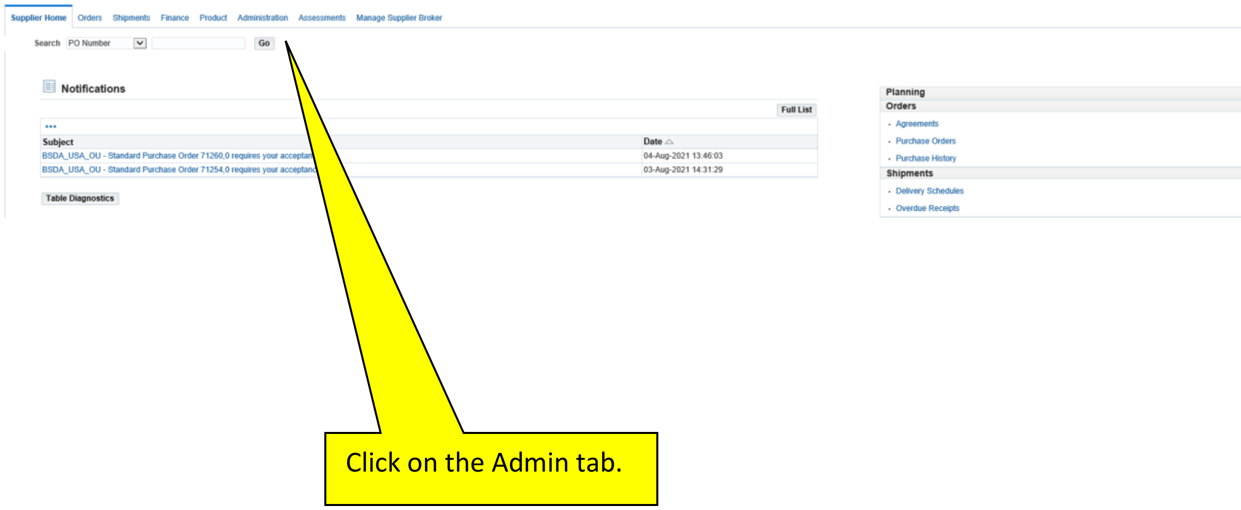
For many of our inventory suppliers we have "preloaded" category codes. The categories loaded were based on the categories of items BSD issued purchase orders to you during calendar 2010. We have a program in place that will send an e-mail FYI notification to you when a solicitation is created for these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

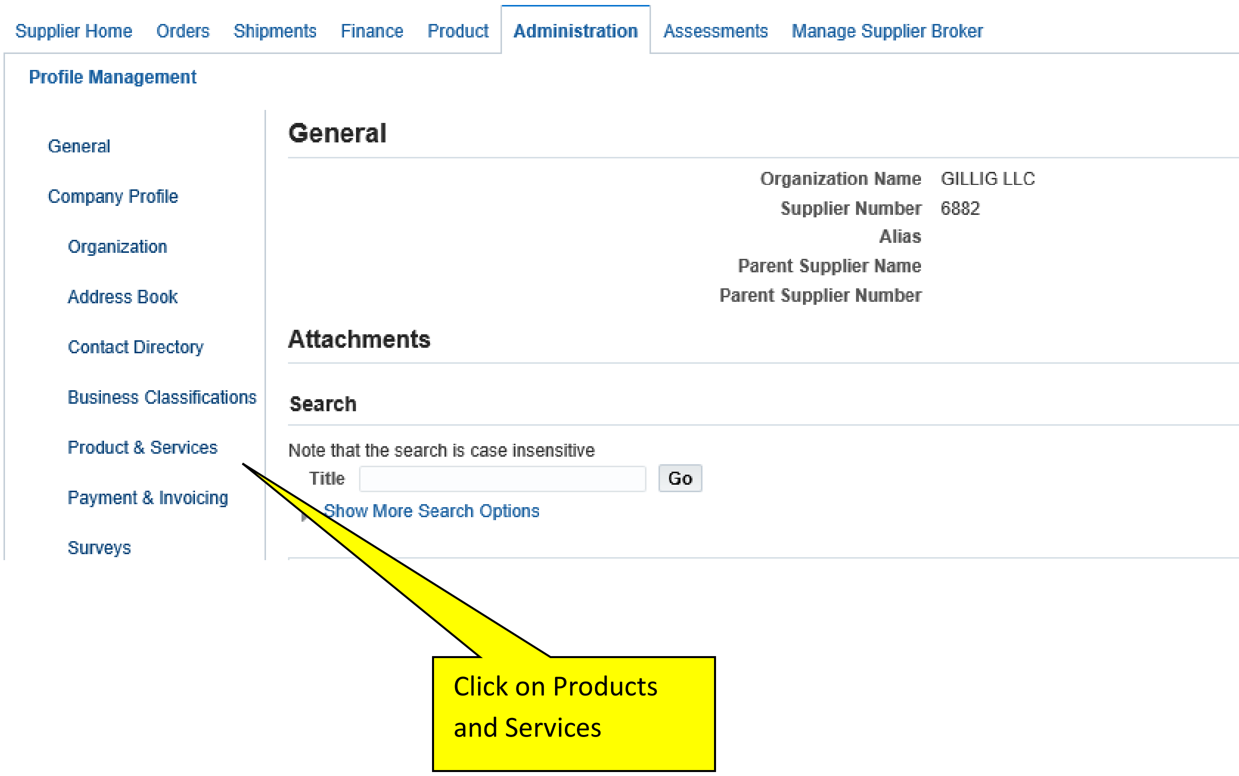
Log into the system using your user ID (your e-mail address) and your password.

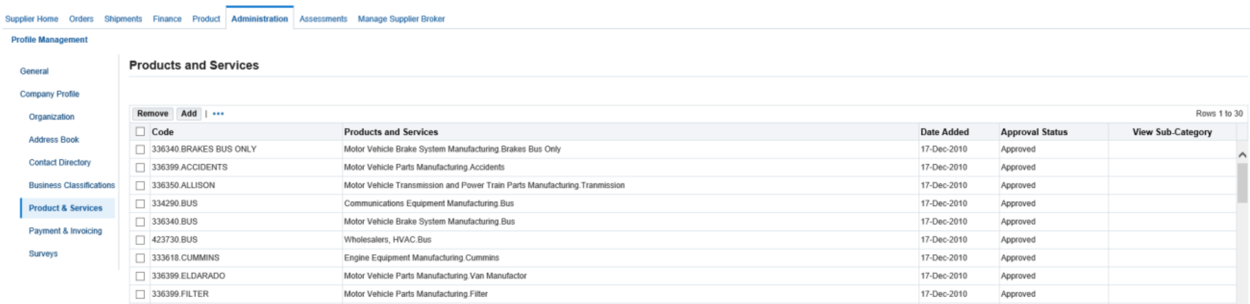
If you would prefer not to receive these FYI notifications, please notify BSD by sending an e-mail to procurement@bistatedev.org.



From the Navigator Page select BSD iSupplier Full Access w/o Bank


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


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



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

Confirmation

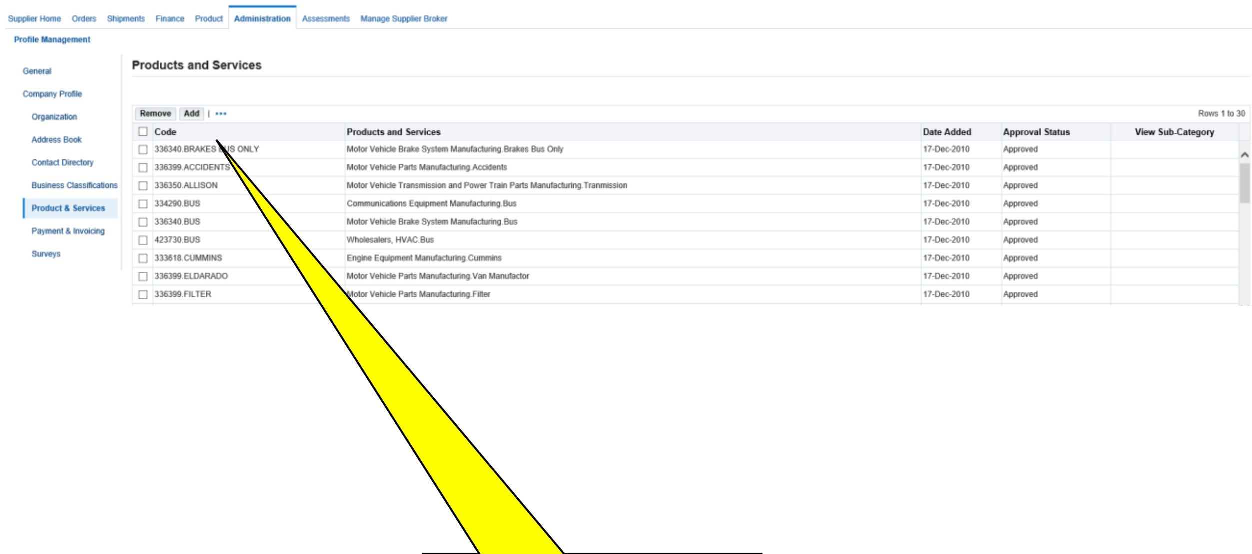
The following Product and Service categories have been removed from your profile.

- Motor Vehicle Transmission and Power Train Parts Manufacturing.Tranmission

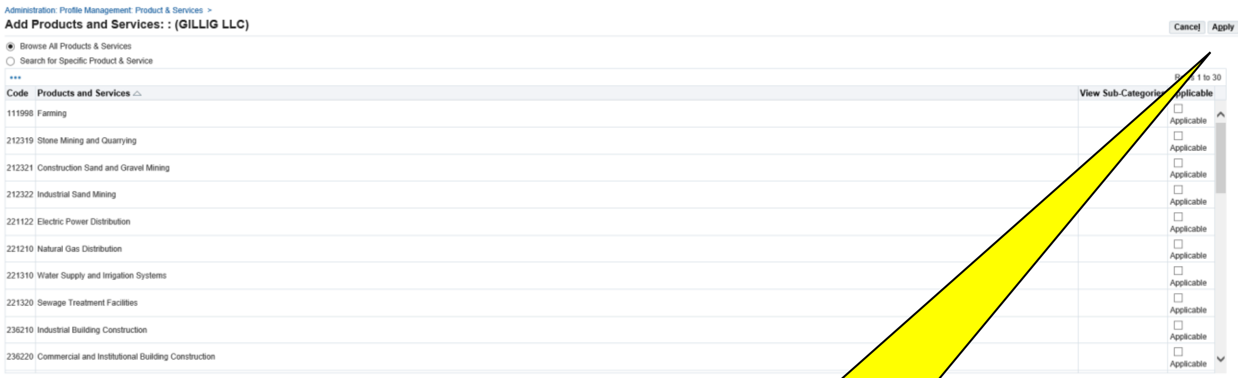
Return to Products and Services

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

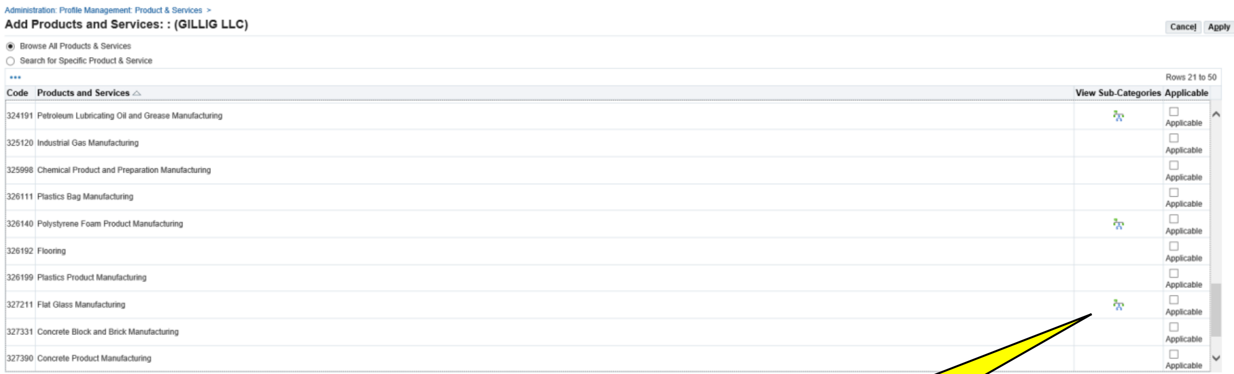
To continue, click on the Return to Products and Services link.



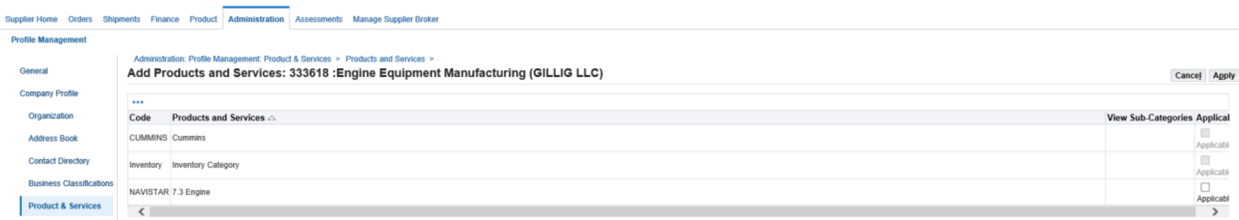
To Add Categories, click on the Add button.



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.



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.



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

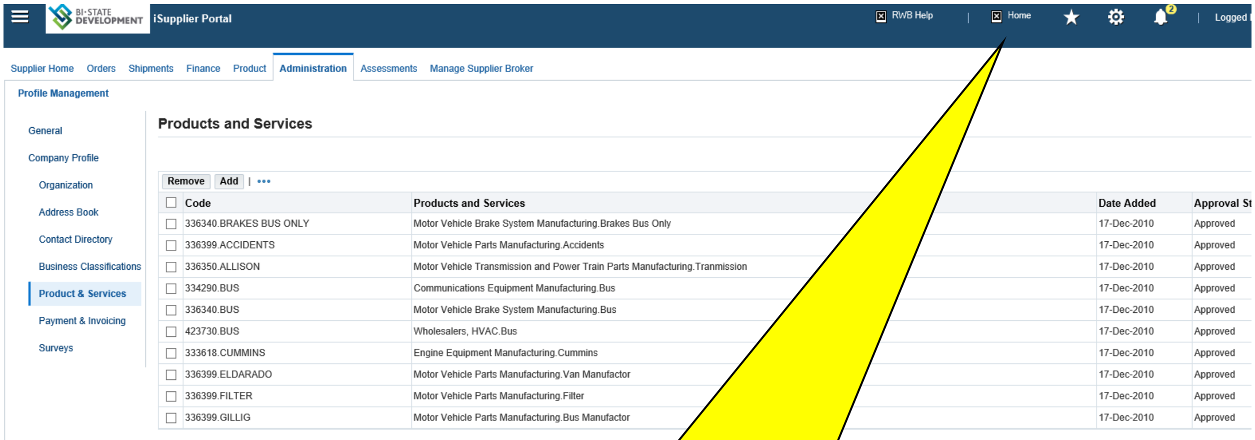
The following Product and Service categories have been added to your profile.

- 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.



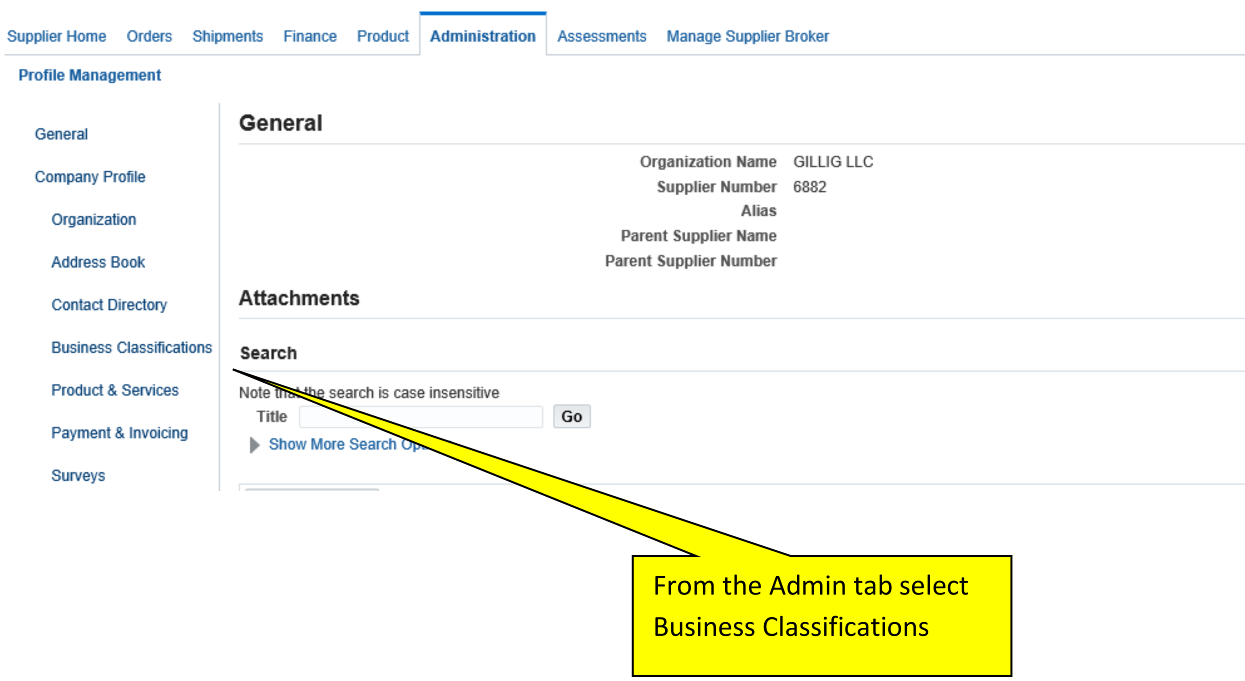
From this screen you can remove Products and Services or you can click on Add to access the NAICS list again. Using the preceding process you can add additional codes.

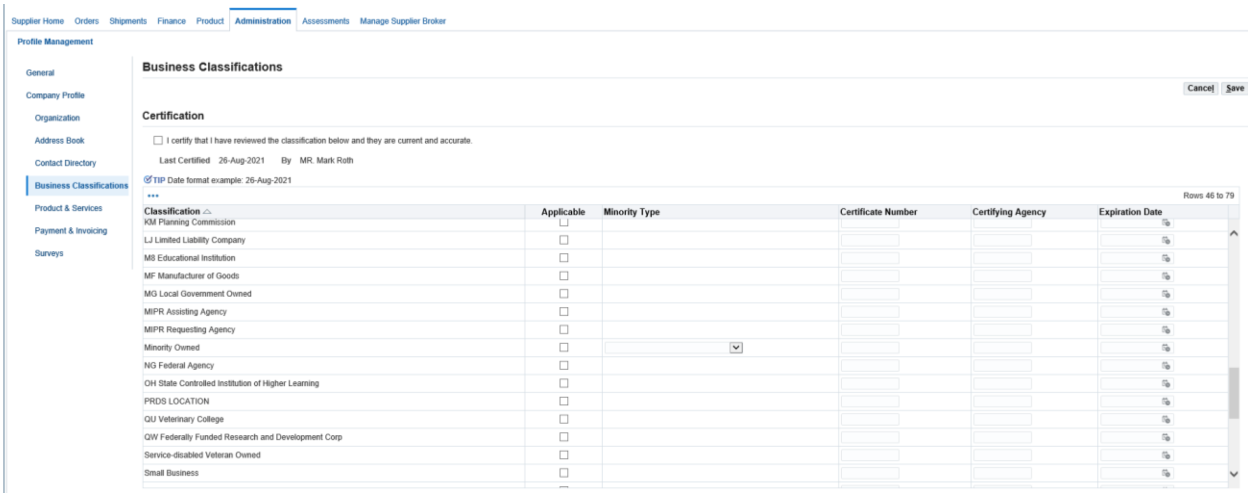
To return to the Navigator page, click on the Home link.

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



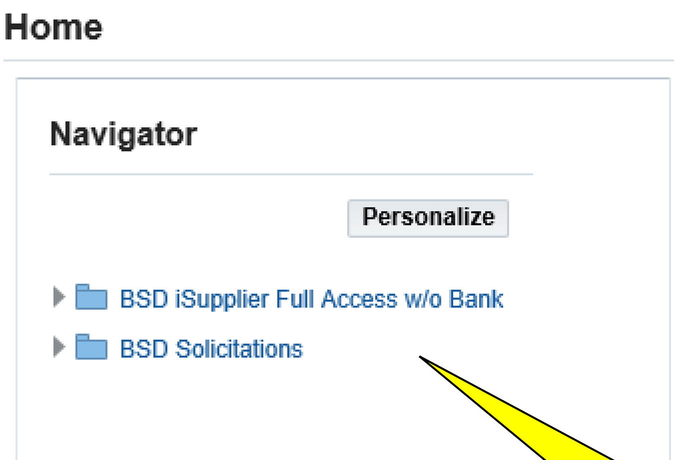


You may select all applicable classifications by clicking in the Applicable box. The Minority Owned classification has a pull down box to further define the classification; click to highlight the correct entry. Entering the Certificate Numbers, Certifying Agencies and Expiration Date when available will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

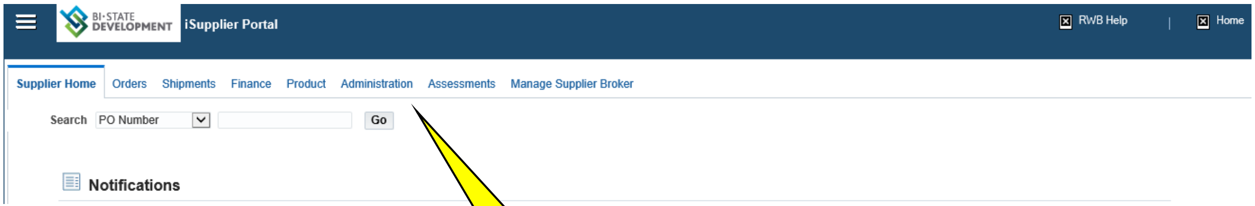
All submissions are reviewed and approved by BSD's Supplier Diversity Department.

Maintaining Your Addresses

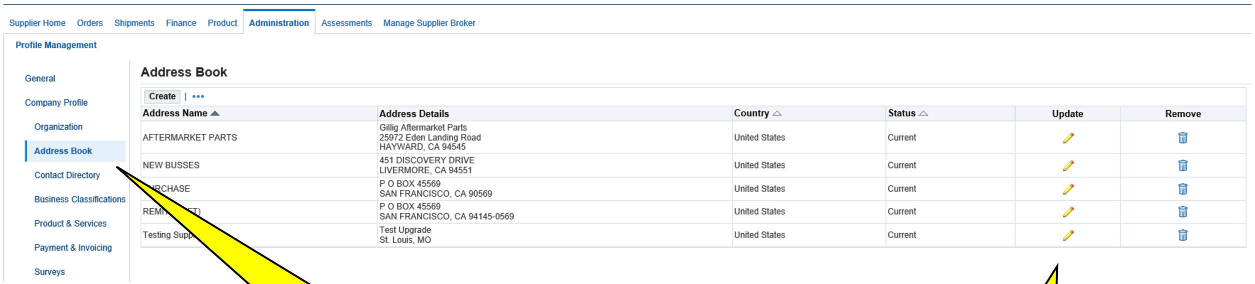
Your company may have multiple addresses, i.e. one address where purchase orders should be directed but another where payments should be sent. You have the ability to maintain these addresses. NOTE: Any changes you make in your addresses must be reviewed and approved by BSD before acceptance.



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

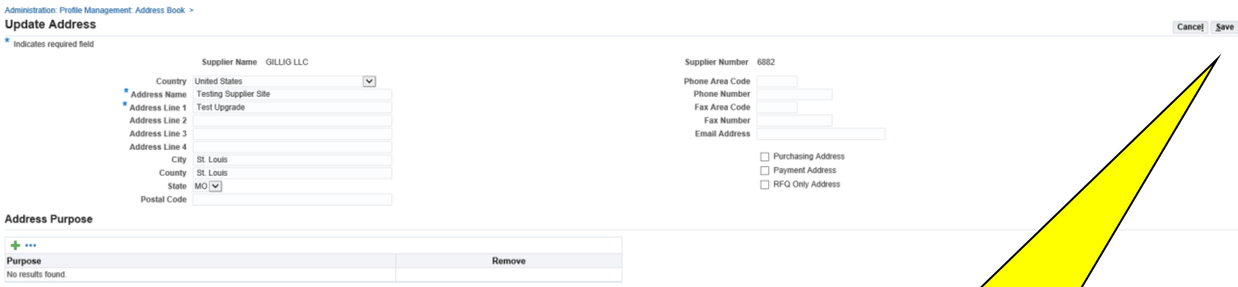


Click on the Admin tab.



Select Address Book

This will display the addresses BSD has associated with you. You may choose to edit an address by clicking on the Update icon (a pencil). We are going to review and update the “Test Upgrade” address.



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

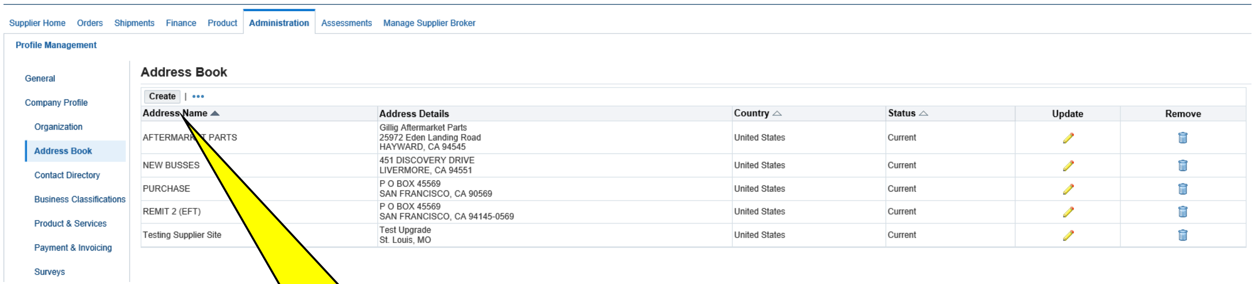
Use the Note field to add an explanation to any changes. It is helpful also to define the function of this address by selecting one or more of the selections (Purchasing Address, Payment Address and RFQ Only Address).

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

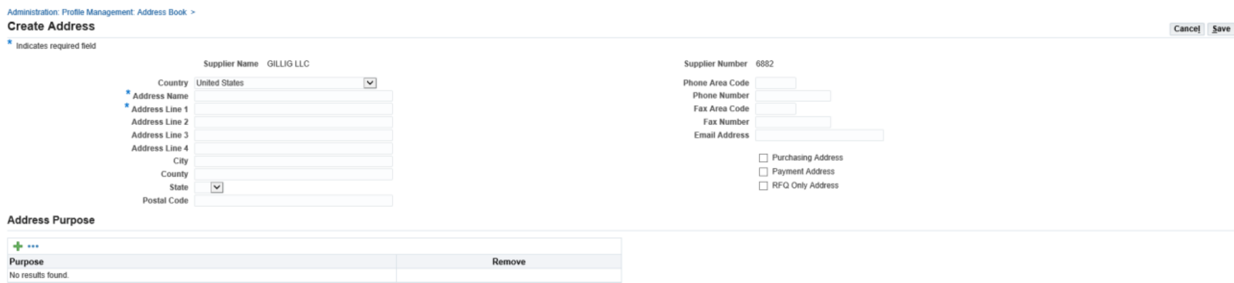
You will receive a confirmation page that your changes have been registered.

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

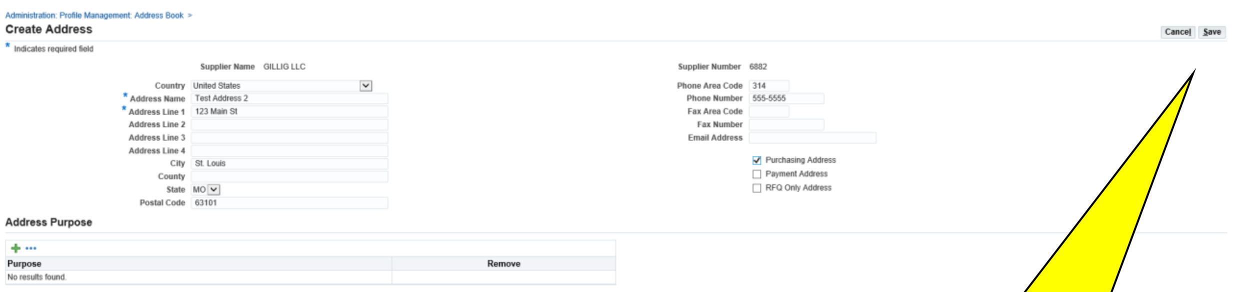
If we have questions you may be contacted to clarify.



You can also create a new Address. Click on the Create button.



A new address template will appear.

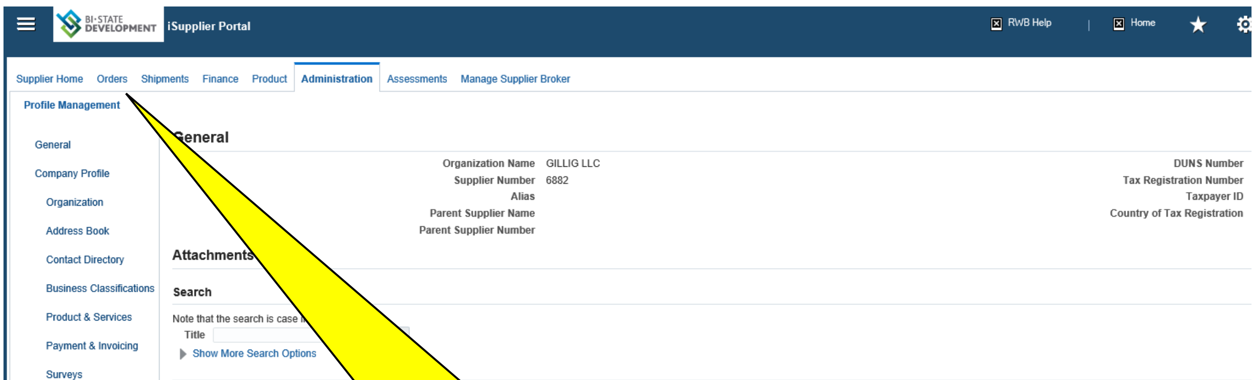


Complete the information; all fields with a * are mandatory fields. A purpose for the address was selected and a note explaining the use of the site was entered.

Click on Save. You will receive a confirmation screen.

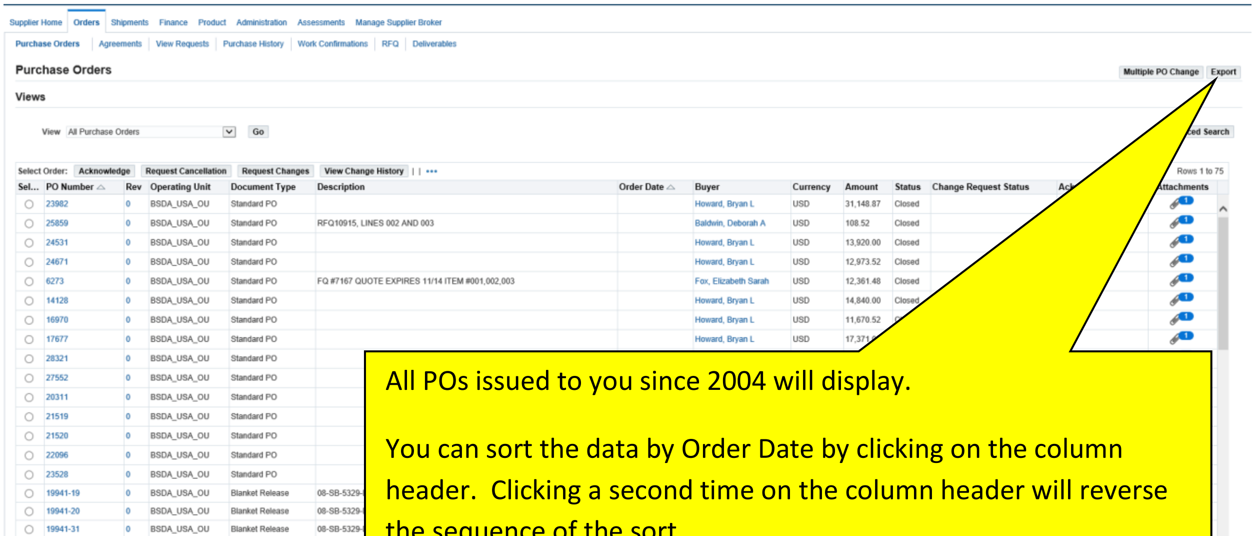
SECTION NINE: Purchase Orders

Viewing your Purchase Orders



Go to your Home Page.

To view your BSD Purchase Orders click on the Orders tab



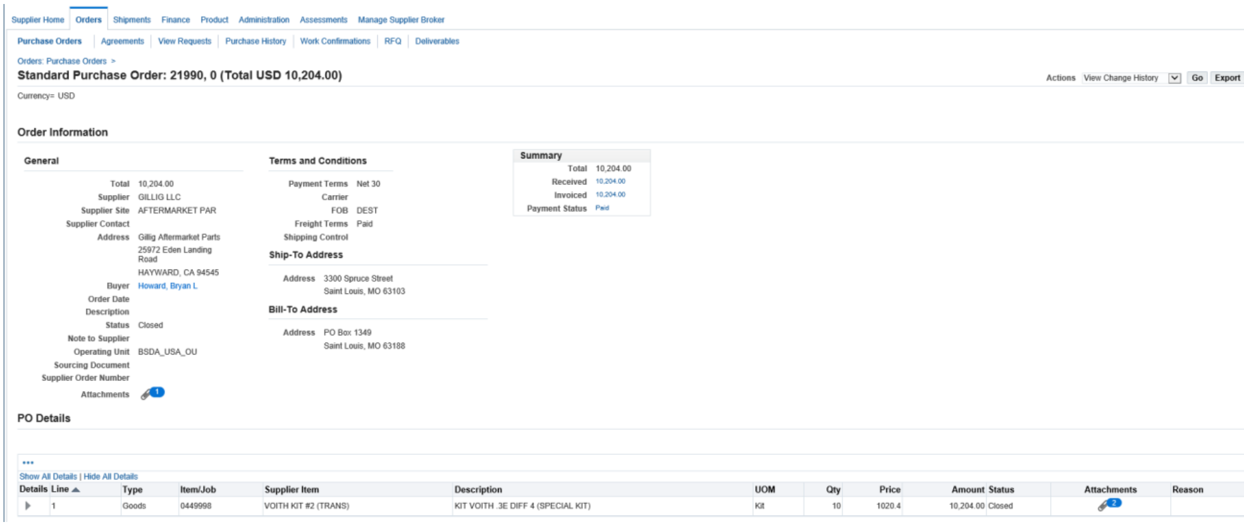
All POs issued to you since 2004 will display.

You can sort the data by Order Date by clicking on the column header. Clicking a second time on the column header will reverse the sequence of the sort.

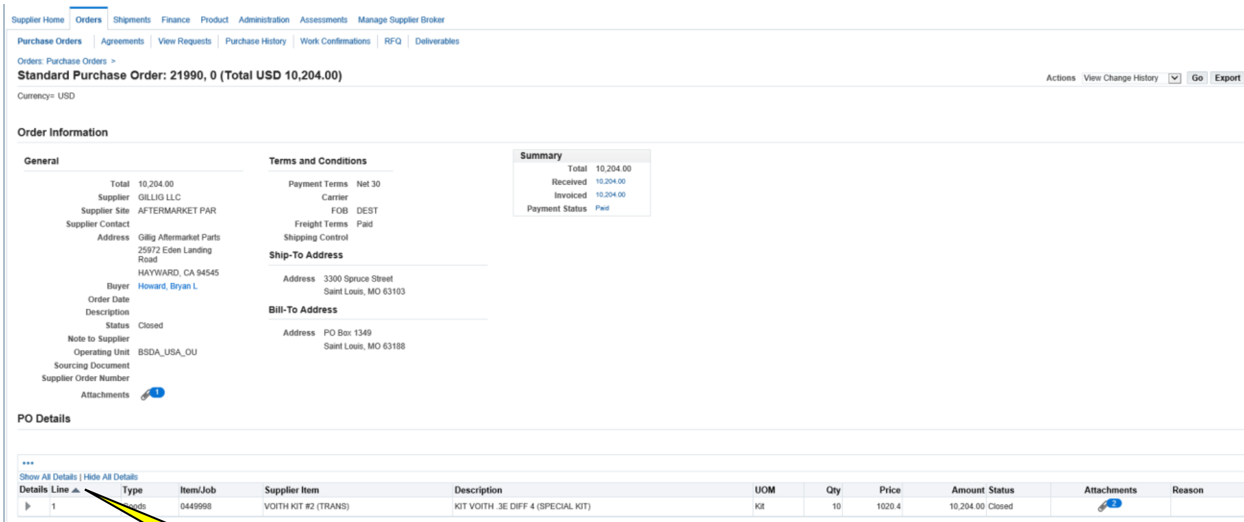
Because of data conversion issues when BSD went to Oracle, some POs will have no Order Date. These will appear at the top of the list when displaying most recent first. Scroll down until the Order Date field populates with current purchase orders.

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.

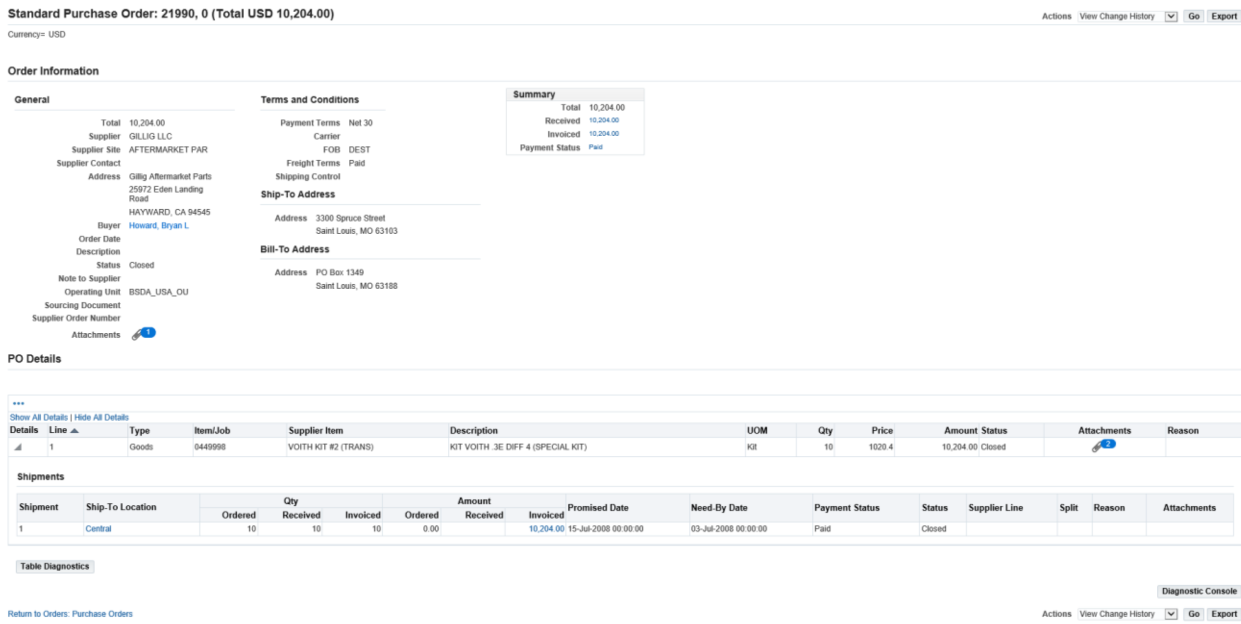


At the top of the displayed screen will be the purchase order head information and a summary.

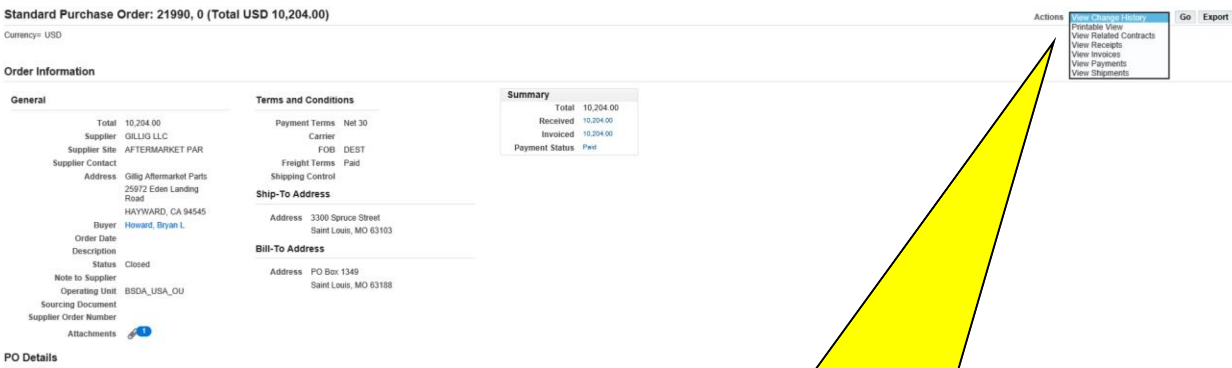


The purchase order lines display when you scroll down.

Click on Show All Details to view line information.



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

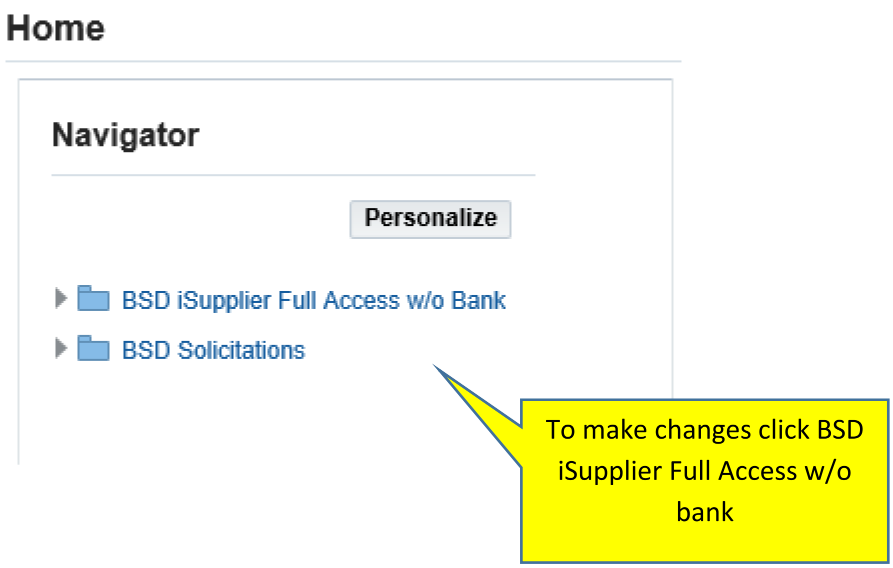


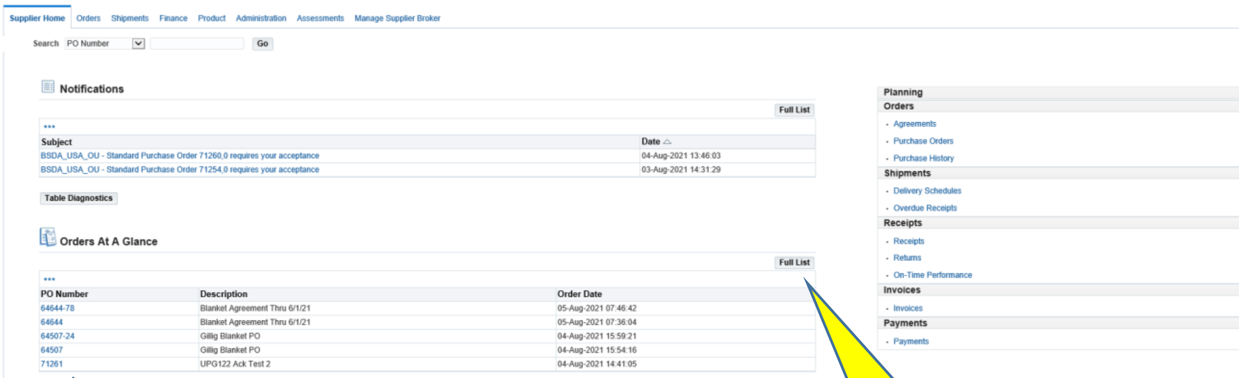
There are additional views you can select. In the Actions Box use the pull down menu, select an option and click on the Go button. You can view the printed purchase order, see receipts, invoices and payments.

We are not currently using the Shipments option.

Requesting a Change on a Purchase Order

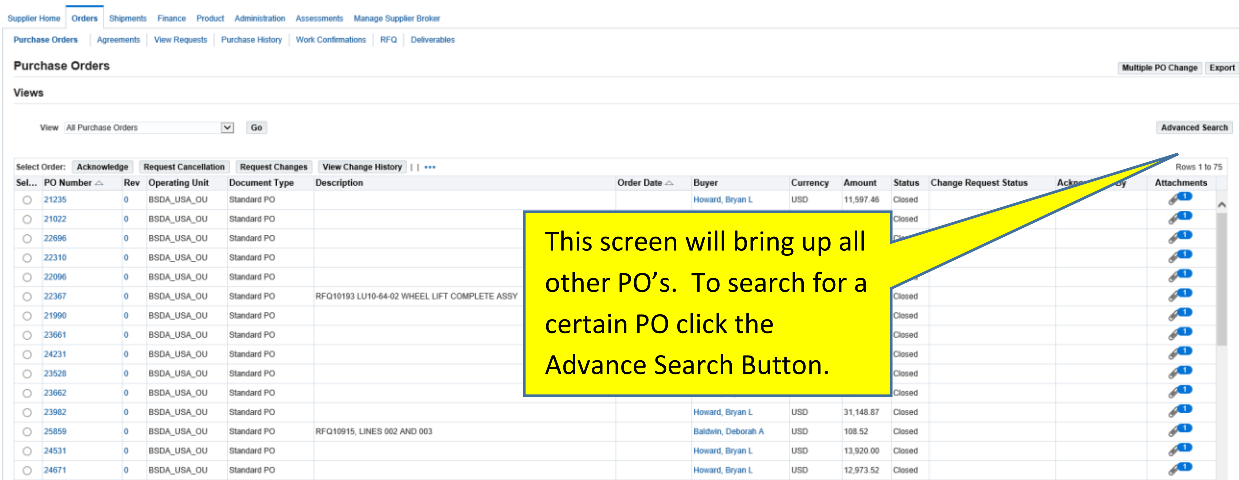
You can request a change in a purchase order issued to you. You can only request changes on open purchase orders and open lines within that purchase order.

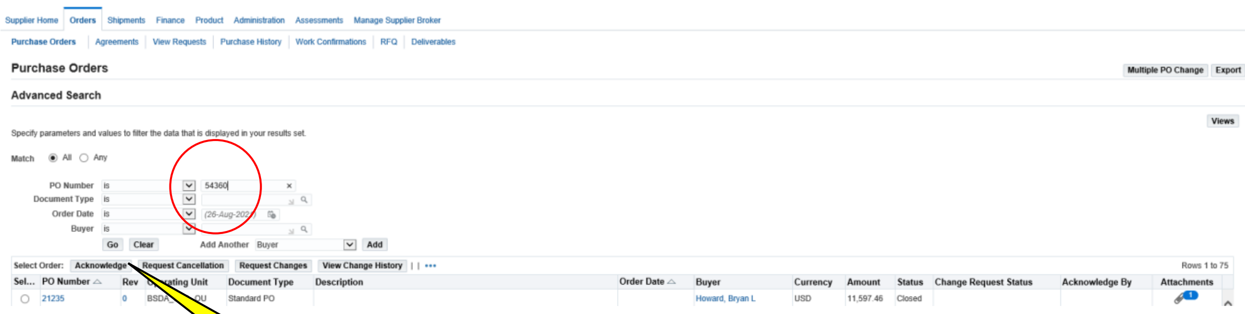




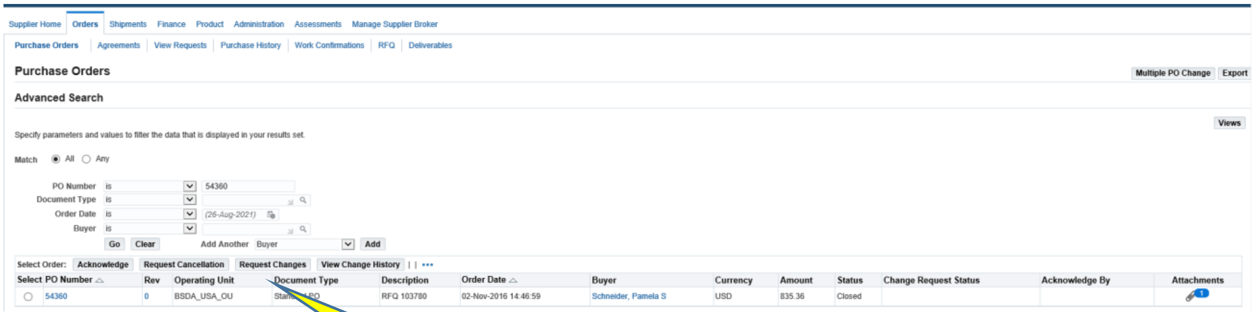
Click on the PO which you would like to change. Note that only the 5 most recent PO's will show on this page

To find other PO's click on the Full List Button

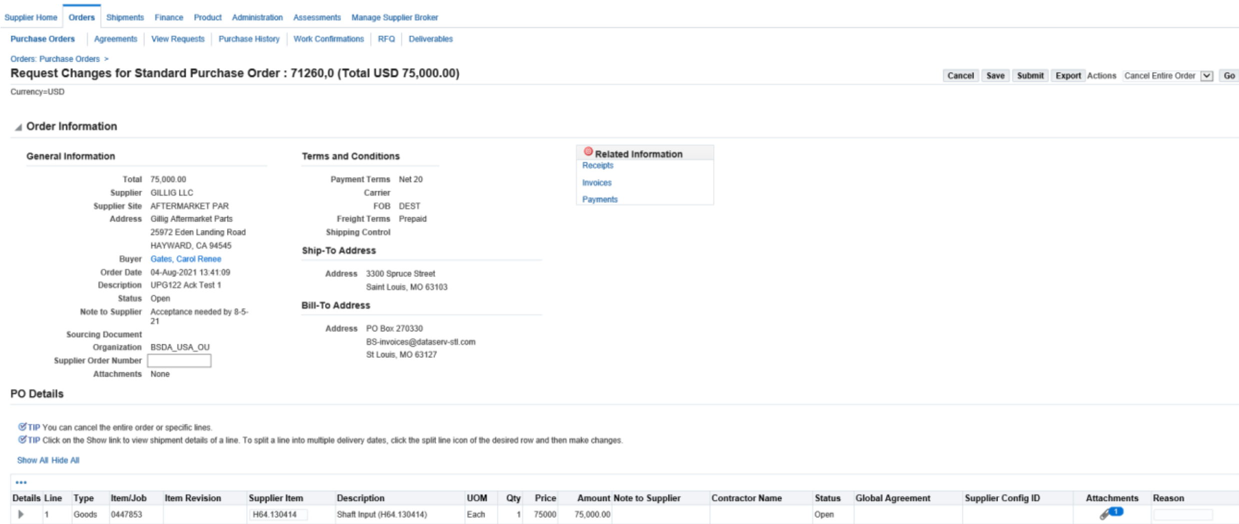

Supplier Home
Orders
Shipments
Finance
Product
Administration
Assessments
Manage Supplier Broker
Purchase Orders
Agreements
View Requests
Purchase History
Work Confirmations
RFQ
Deliverables
Purchase Orders
Multiple PO Change
Export
Views
View All Purchase Orders
Go
Advanced Search
Select Order: Acknowledge
Request Cancellation
Request Changes
View Change History
This screen will bring up all other PO's. To search for a certain PO click the Advance Search Button.



Enter the PO number in the search field and click on Go.



Click into the Select circle and then click the Request Changes button.


Supplier Home | Orders | Shipments | Finance | Product | Administration | Assessments | Manage Supplier Broker

Purchase Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables

Orders: Purchase Orders >

Request Changes for Standard Purchase Order : 71260,0 (Total USD 75,000.00)

Cancel | Save | Submit | Export | Actions: Cancel Entire Order | Go

Currency=USD

Order Information

General Information

Total: 75,000.00
Supplier: GILLIG LLC
Supplier Site: AFTERMARKET PAR
Address: Gillig Aftermarket Parts
25972 Eden Landing Road
HAYWARD, CA 94545
Buyer: Gates, Carol Renee
Order Date: 04-Aug-2021 13:41:09
Description: UPG122 Ack Test 1
Status: Open
Note to Supplier: Acceptance needed by 8-5-21
Sourcing Document:
Organization: BSDA_USA_OU
Supplier Order Number:
Attachments: None

Terms and Conditions

Payment Terms: Net 20
Carrier:
FOB: DEST
Freight Terms: Prepaid
Shipping Control:

Ship-To Address

Address: 3300 Spruce Street
Saint Louis, MO 63103

Bill-To Address

Address: PO Box 270330
BS-invoices@dataserv-stl.com
St Louis, MO 63127

Related Information

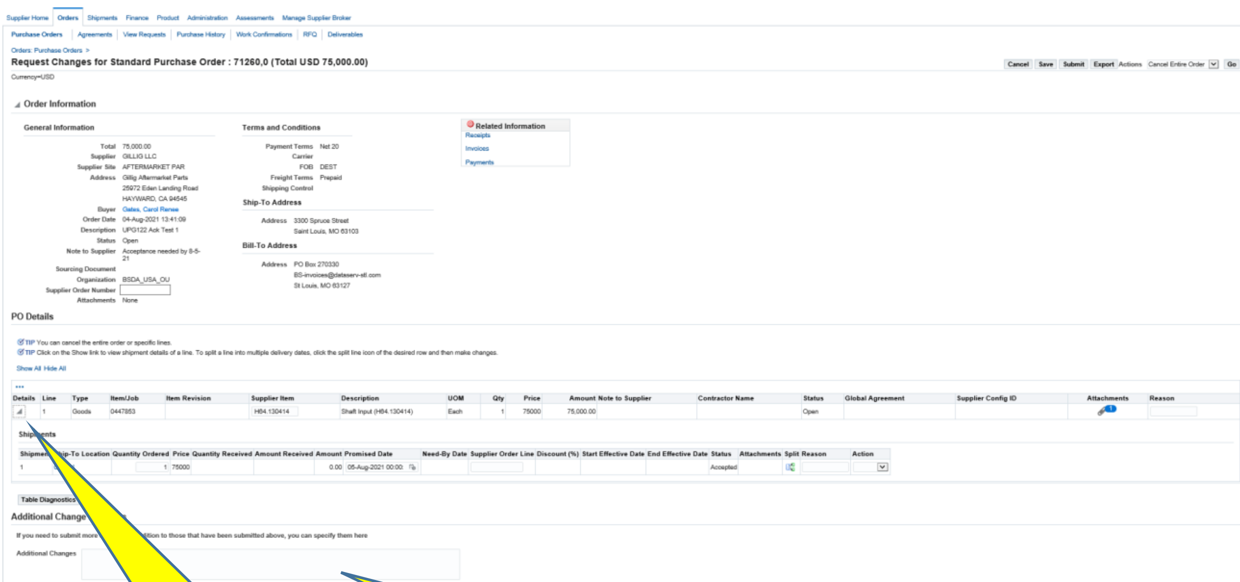
Receipts
Invoices
Payments

PO Details

TIP You can cancel the entire order or specific lines.
TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

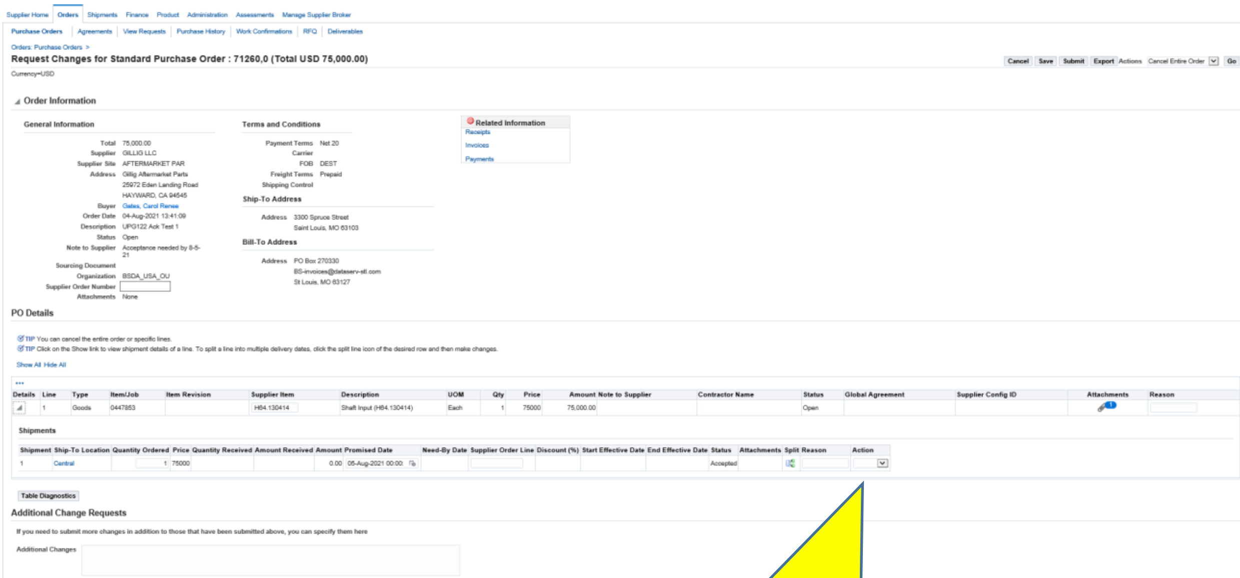
Show All Hide All

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		H64.130414	Shaft Input (H64.130414)	Each	1	75000	75,000.00			Open			1	



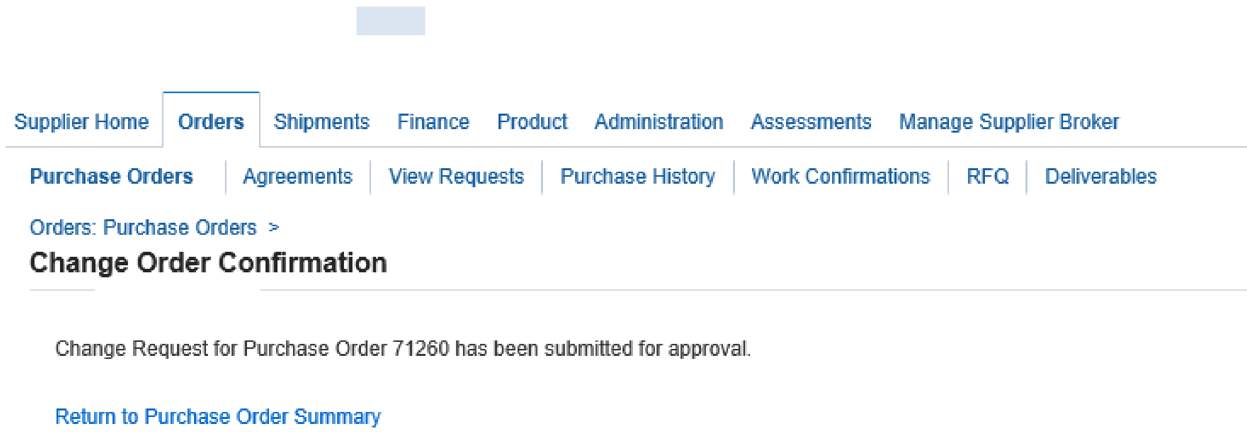
On this screen you can input your Supplier Order Number. You can also make changes to Supplier Item, Price and give a reason. There is also an Additional Change Request box for any comments you would like to make

If you would like to request shipment changes click the arrow under Details



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.

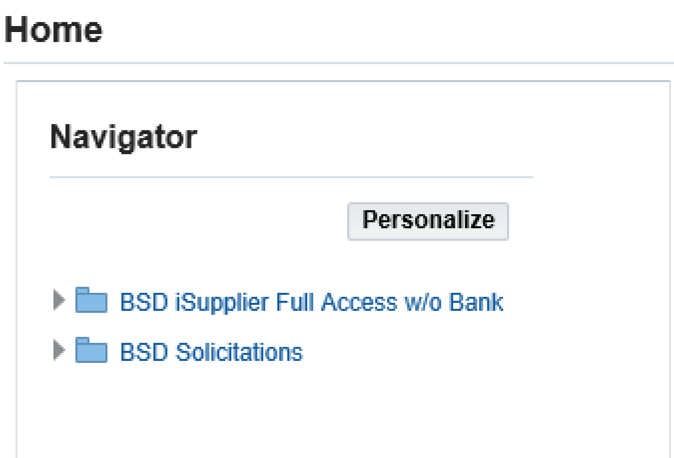
The Buyer will be automatically notified of your requested changes.



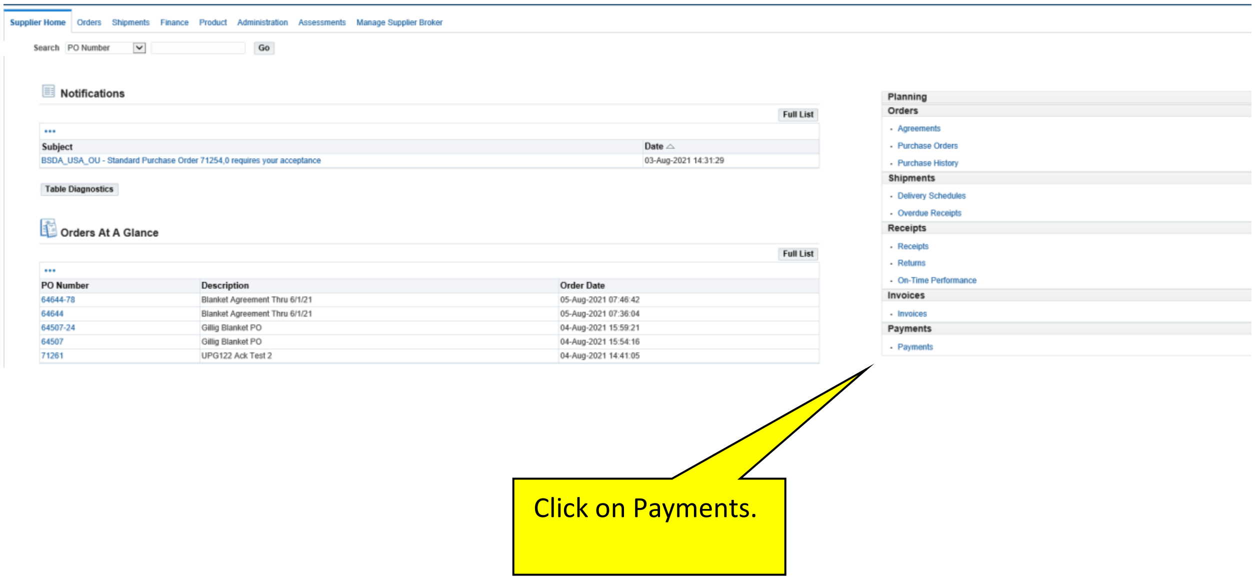
You will receive a confirmation page and a notification will have been to the buyer informing them of your requested change.

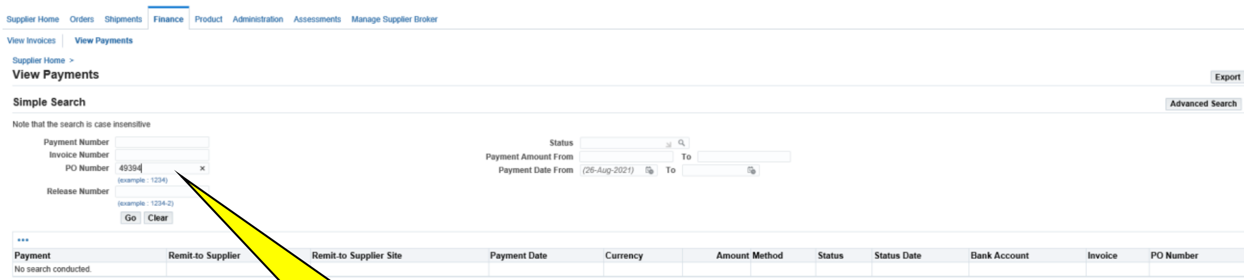
CHANGE REQUESTS ARE NOT VALID UNTIL THE BUYER ACCEPTS THEM!

SECTION TEN: How to View Payment Information

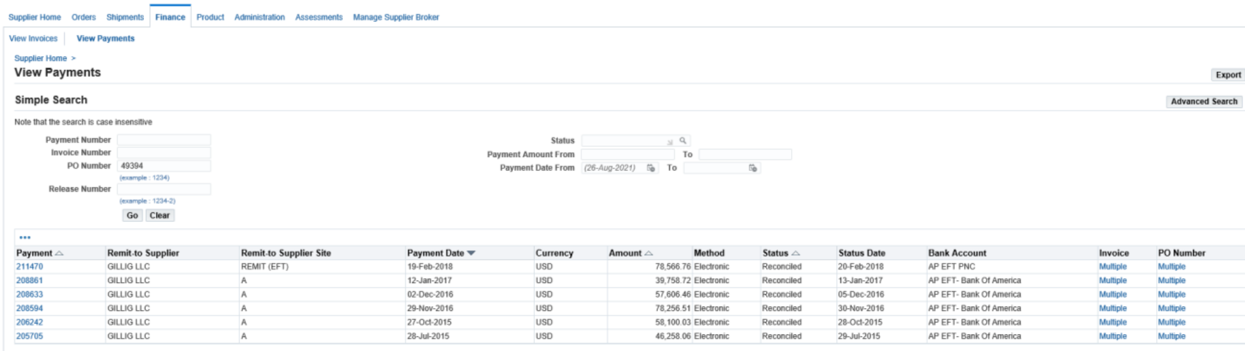


To inquire about payment information choose BSD iSupplier Full Access w/o Bank. This will take you to the iSupplier Portal Home page.


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



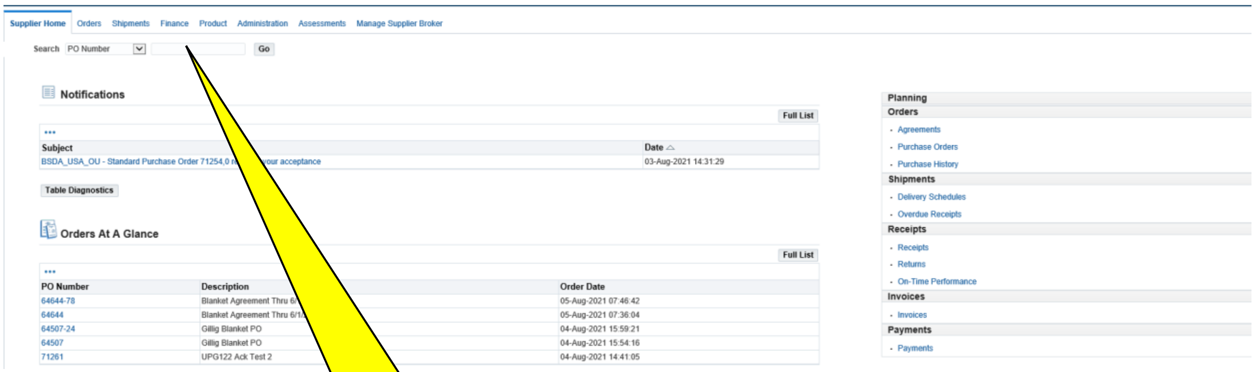
There are several ways to search for a payment. We are going to search for a payment using a purchase order number. Enter the BSD purchase order number in the appropriate field.



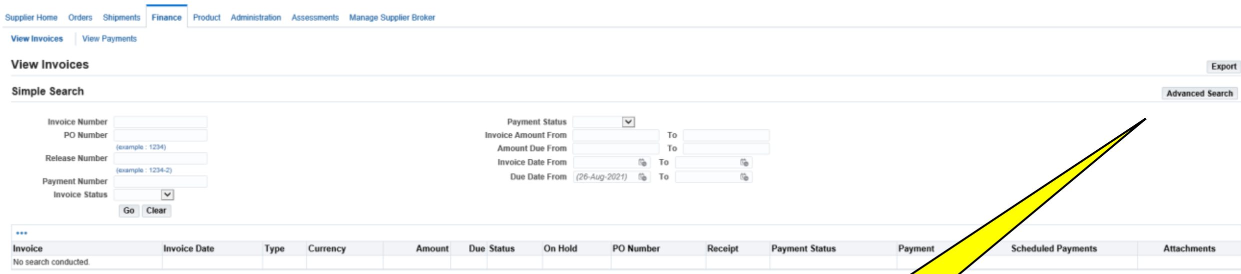
Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
211470	GILLIG LLC	REMIT (EFT)	19-Feb-2018	USD	78,566.76	Electronic	Reconciled	20-Feb-2018	AP EFT PNC	Multiple	Multiple
208861	GILLIG LLC	A	12-Jan-2017	USD	39,758.72	Electronic	Reconciled	13-Jan-2017	AP EFT- Bank Of America	Multiple	Multiple
208633	GILLIG LLC	A	02-Dec-2016	USD	57,606.46	Electronic	Reconciled	05-Dec-2016	AP EFT- Bank Of America	Multiple	Multiple
208594	GILLIG LLC	A	29-Nov-2016	USD	78,256.51	Electronic	Reconciled	30-Nov-2016	AP EFT- Bank Of America	Multiple	Multiple
206242	GILLIG LLC	A	27-Oct-2015	USD	58,100.03	Electronic	Reconciled	28-Oct-2015	AP EFT- Bank Of America	Multiple	Multiple
205705	GILLIG LLC	A	28-Jul-2015	USD	46,258.06	Electronic	Reconciled	29-Jul-2015	AP EFT- Bank Of America	Multiple	Multiple

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.

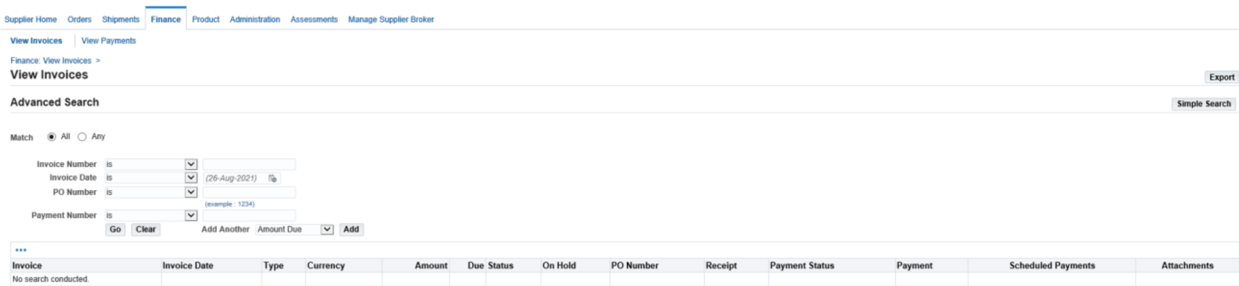
To query additional records clear your purchase order entry and enter another search.



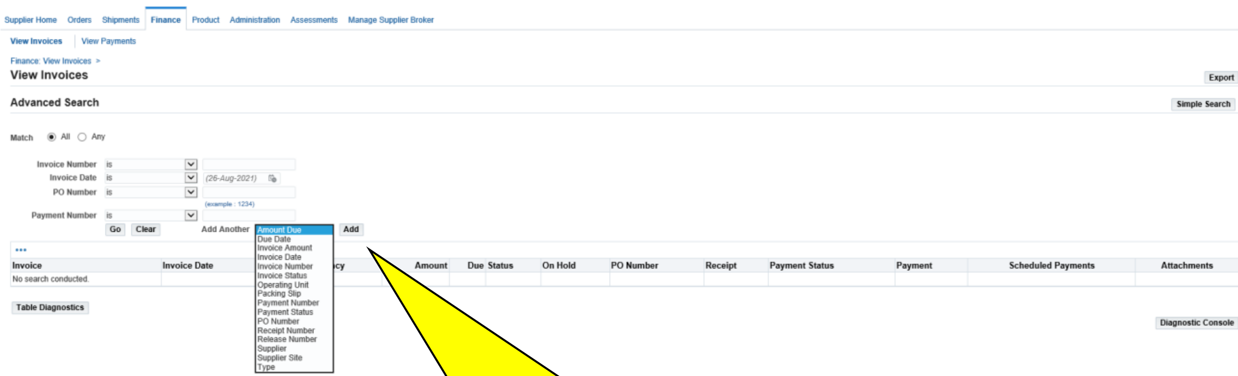
You can also get to the same search screen by clicking on the Finance tab at the top of the screen.



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



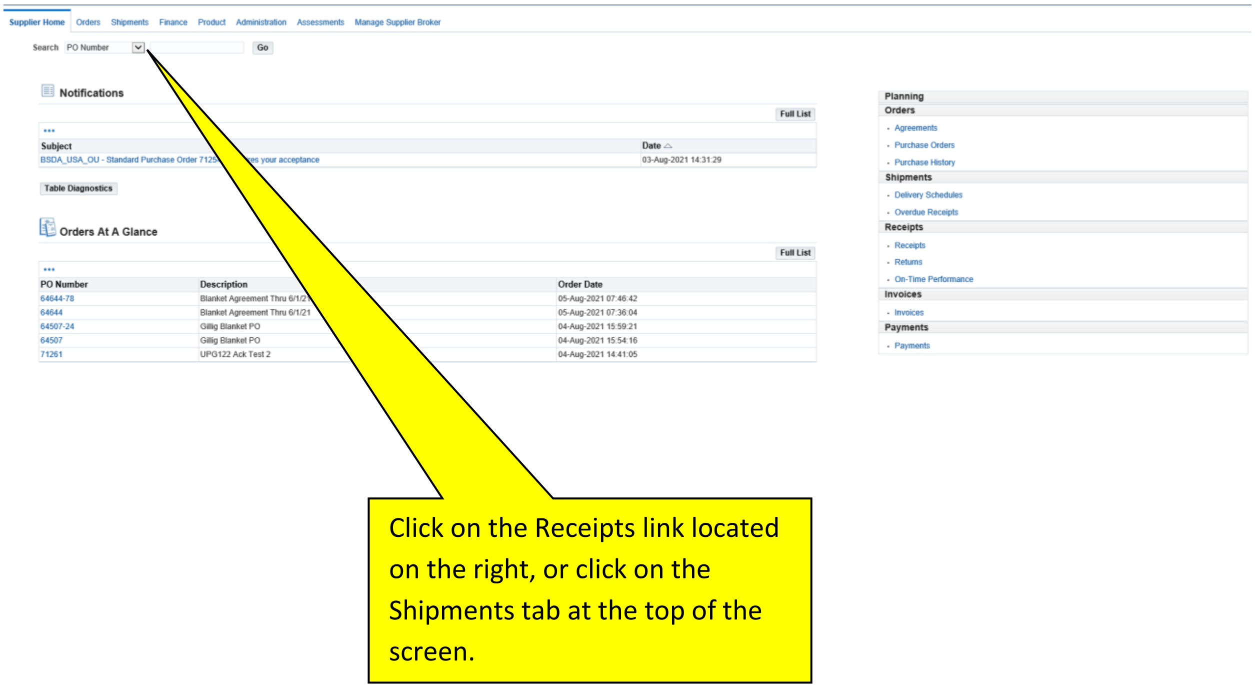
The Advance Search allows you to set search criteria when you are not certain of the exact data. You have the ability to enter partial invoice numbers, partial purchase order numbers, etc. to assist your search. It is not mandatory that you enter something in each field, however the more you narrow your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

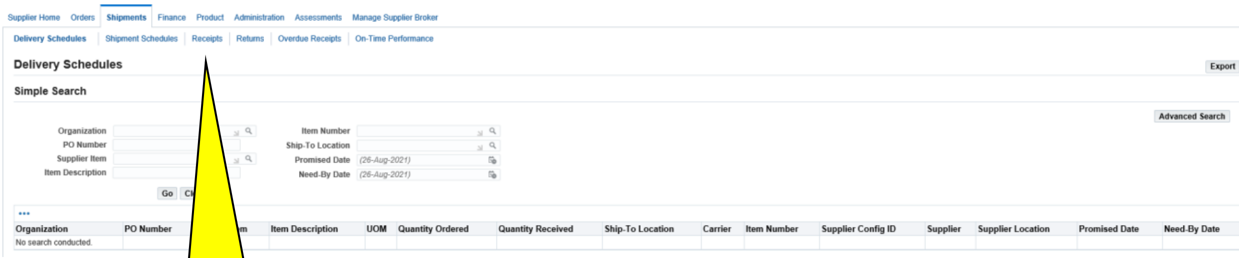


You can further customize you search options by adding additional criteria. Select your criteria and click on the Add button to use this in your search. You may add as many fields as you wish.

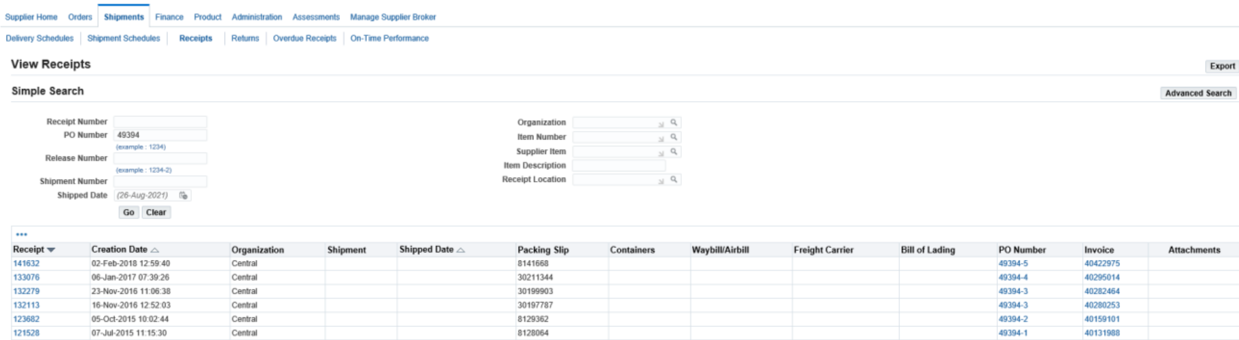
SECTION ELEVEN: View BSD Receiving Information

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


Supplier Home
Orders
Shipments
Finance
Product
Administration
Assessments
Manage Supplier Broker
Notifications
Orders At A Glance
Planning
Orders
Agreements
Purchase Orders
Purchase History
Shipments
Delivery Schedules
Overdue Receipts
Receipts
Receipts
Returns
On-Time Performance
Invoices
Invoices
Payments
Payments
Click on the Receipts link located on the right, or click on the Shipments tab at the top of the screen.



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



Supplier Home | Orders | Shipments | Finance | Product | Administration | Assessments | Manage Supplier Broker

Delivery Schedules | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance

View Receipts

Export

Simple Search

Advanced Search

Receipt Number
PO Number 49394
(example : 1234)
Release Number
(example : 1234-2)
Shipment Number
Shipped Date (26-Aug-2021)
Go Clear

Organization
Item Number
Supplier Item
Item Description
Receipt Location

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.

Supplier Home | Orders | **Shipments** | Finance | Product | Administration | Assessments | Manage Supplier Broker

Delivery Schedules | Shipment Schedules | **Receipts** | Returns | Overdue Receipts | On-Time Performance

Shipments: Receipts >

Receipt: 141632

Export

Creation Date	02-Feb-2018 12:59:40
Organization	Central
Supplier	GILLIG LLC
Supplier Site	PURCHASE
Shipment Number	
Shipment Date	
Packing Slip	8141668
Containers	
Waybill/Airbill	
Freight Carrier	
Bill of Lading	
Attachments	None

Receipt Transactions

Receipt Date	Promised Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Net Received	Accepted	Defects	Location	Attachments	LPN/Lot/Serial	Invoice
02-Feb-2018 12:59:04	19-Jan-2018 00:00:00	19-Jan-2018 00:00:00	Late	49394-5	1	2	0880180	ALTERNATOR EMP POWER 450 (USE R880180)	Each	2		2	2.0		Central			40422975
02-Feb-2018 12:59:04	19-Jan-2018 00:00:00	19-Jan-2018 00:00:00	Late	49394-5	1	1	0880180	ALTERNATOR EMP POWER 450 (USE R880180)	Each	10		10	10.0		Central			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:

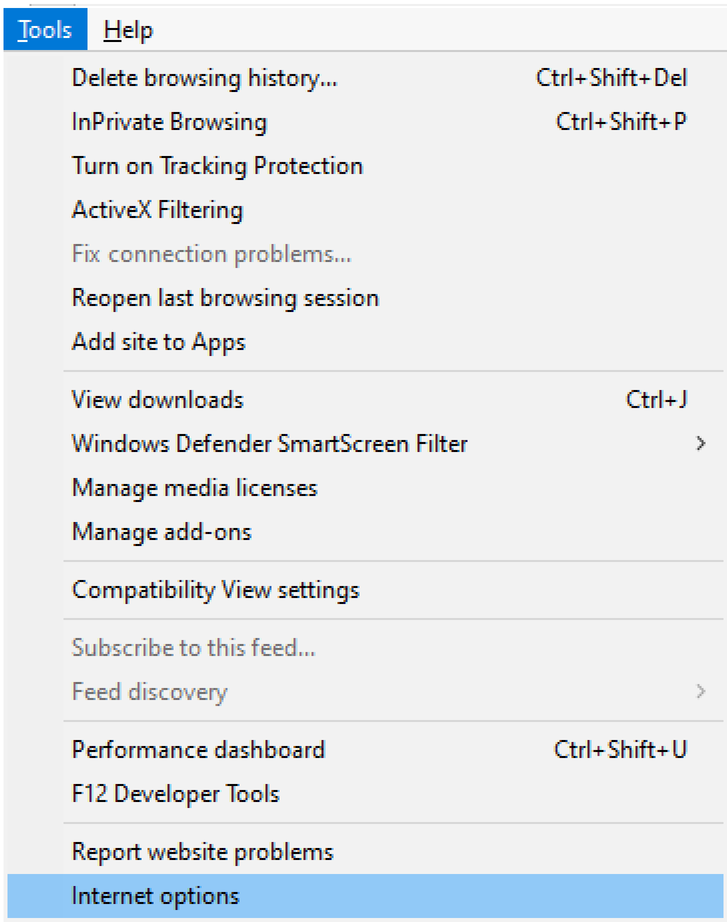
http://windows.microsoft.com/en-us/internet-explorer/which-version-am-i-using

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

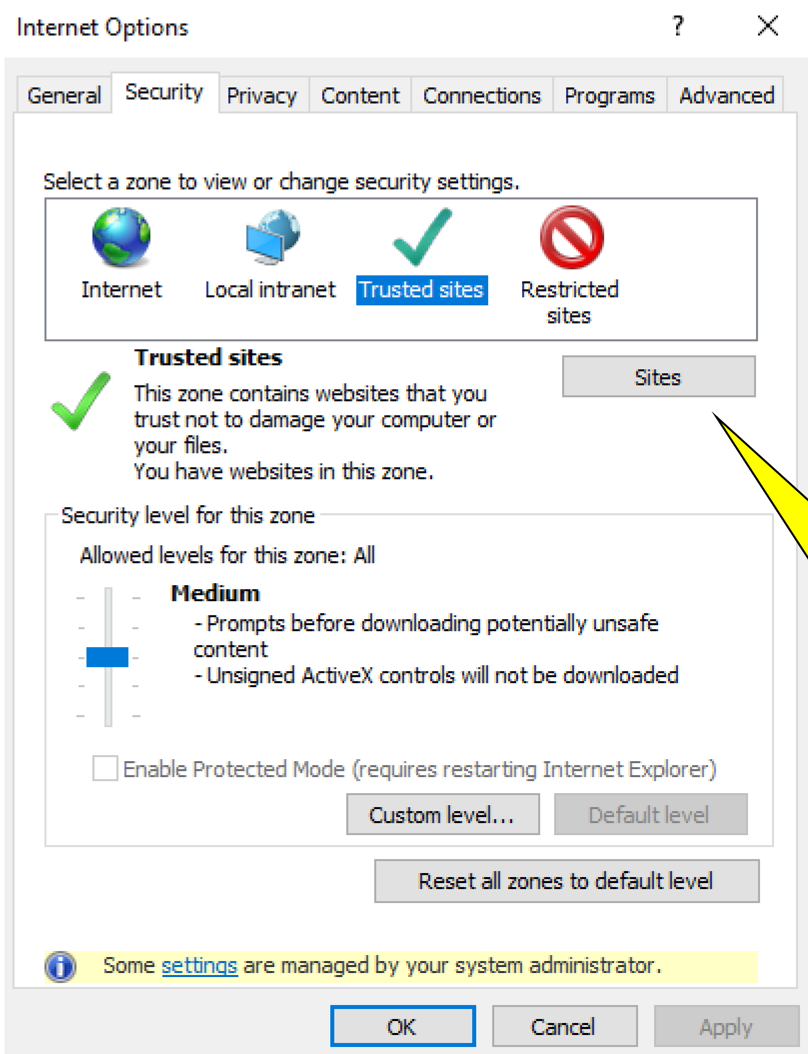
http://windows.microsoft.com/en-US/internet-explorer/use-compatibility-view#ie=ie-10

Key Browser Settings

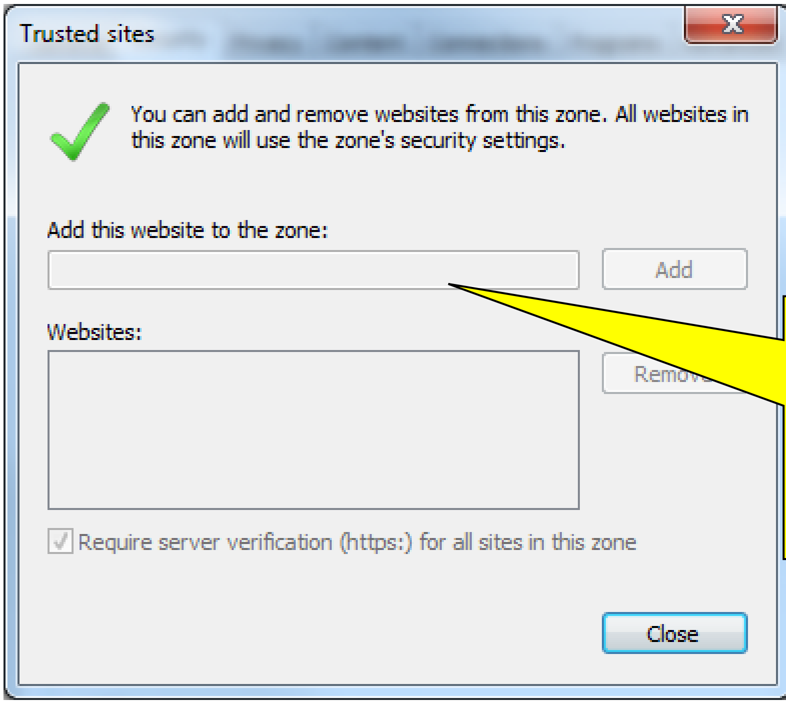
Trusted Site: It is recommended that the procurement.BSDstlouis.org site be designated as a Trusted Site. The Trusted Sites" zone should have a Medium Security setting. The following steps can be performed to designate procurement.BSDstlouis.org as a Trusted Site:



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



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

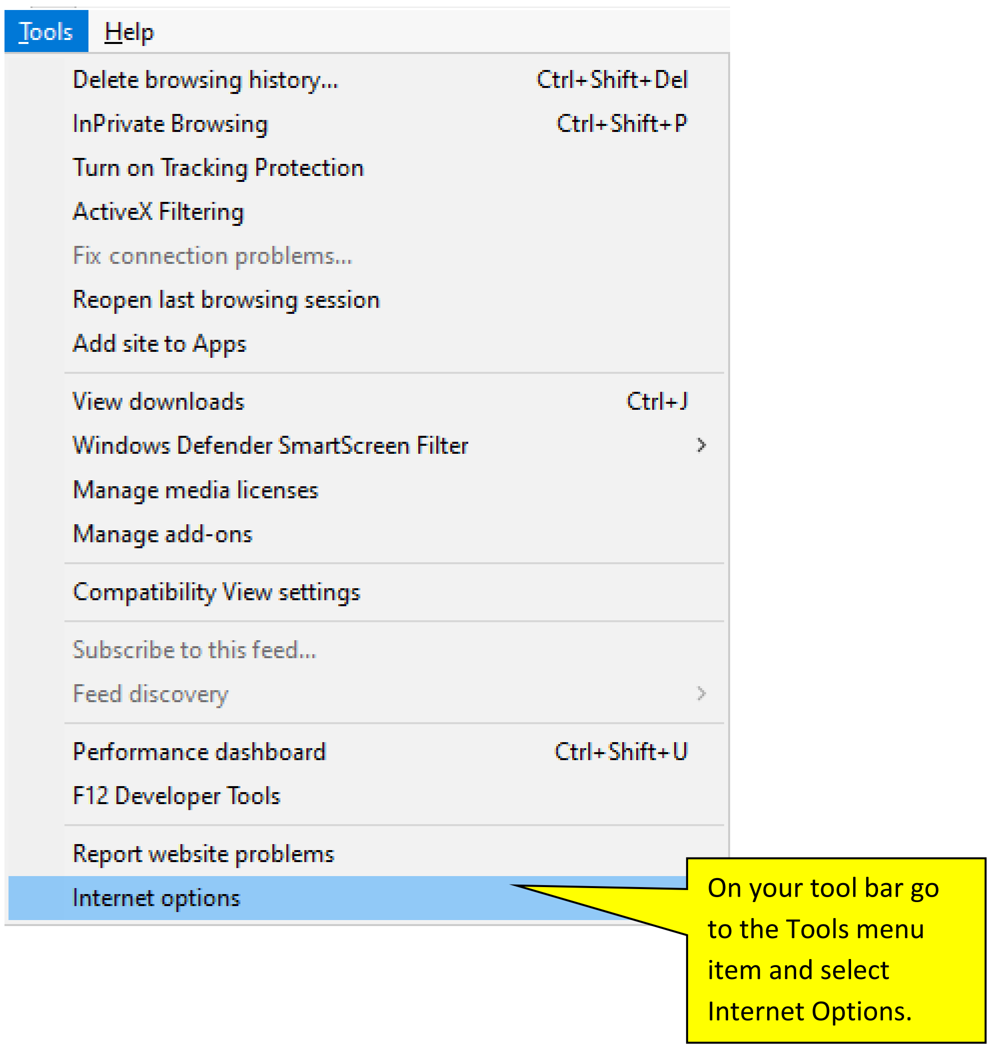


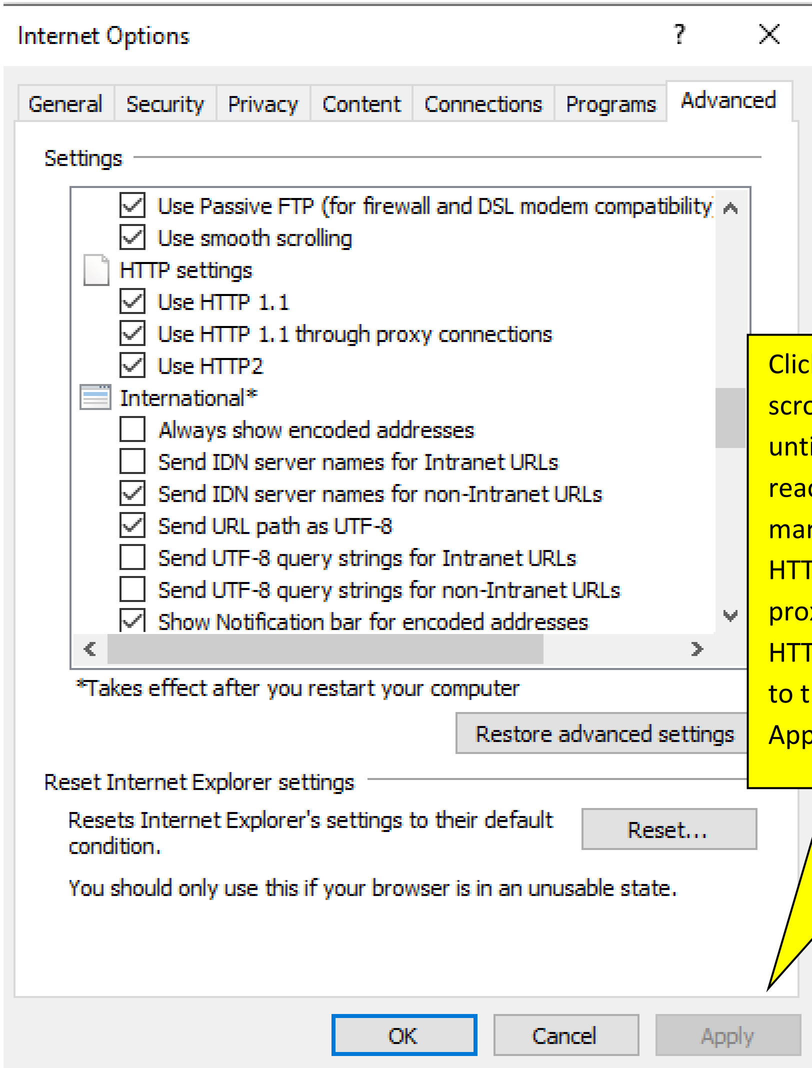
Enter https://procurement.bistatedev.org.

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

HTTP 1.1/Keep Alive

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

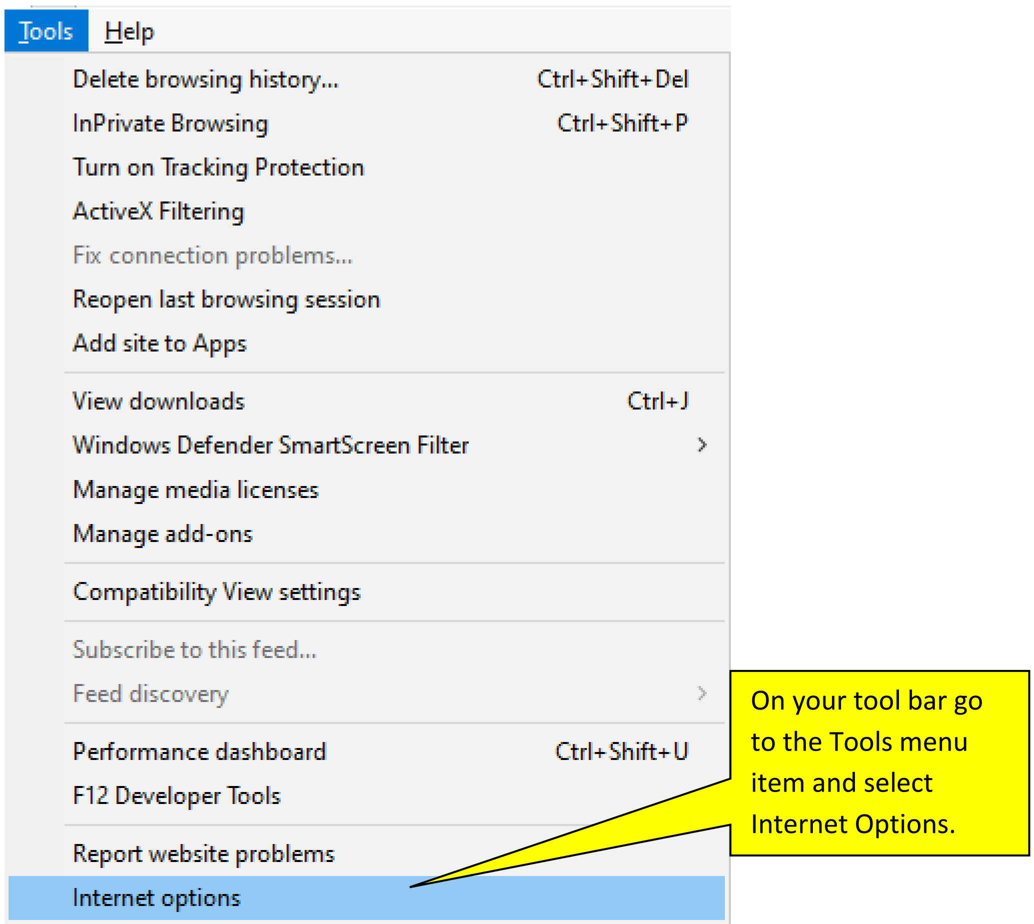


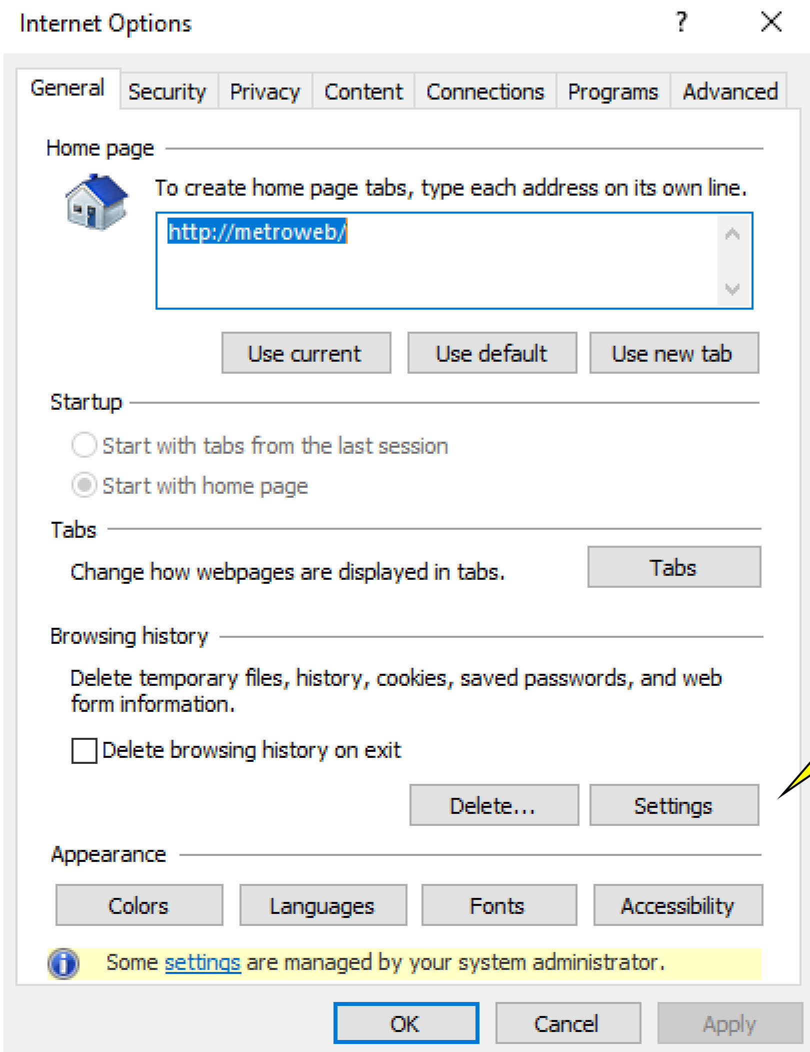


Click on the Advanced tab, then scroll through the list of options until the HTTP 1.1 settings section is reached. Verify that there is a check mark in the box (☑) next to Use HTTP 1.1, Use HTTP 1.1 through proxy connections settings, and Use HTTP2. If not, click on the box next to the setting, and then click on the Apply button.

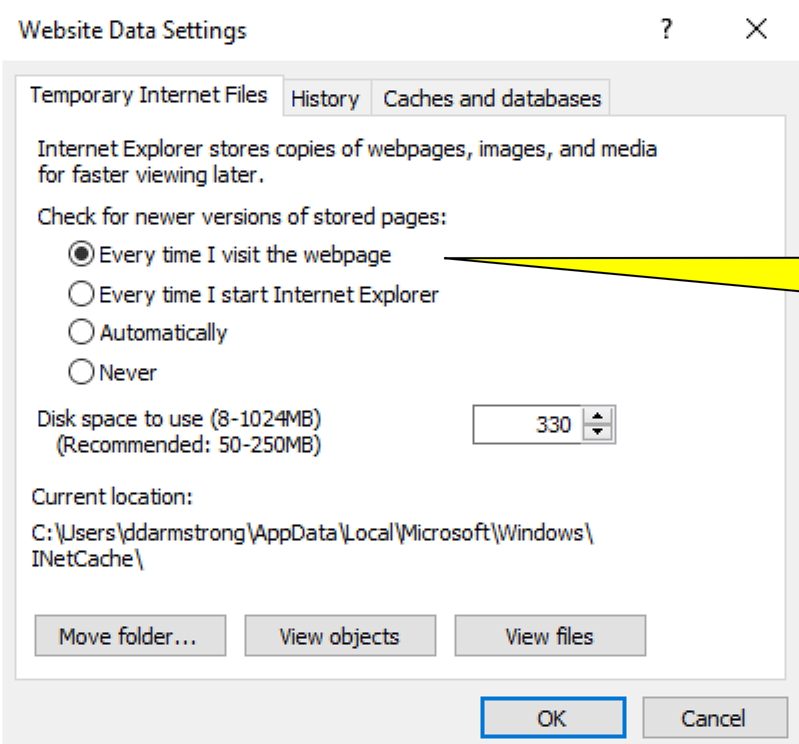
Page Versions

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





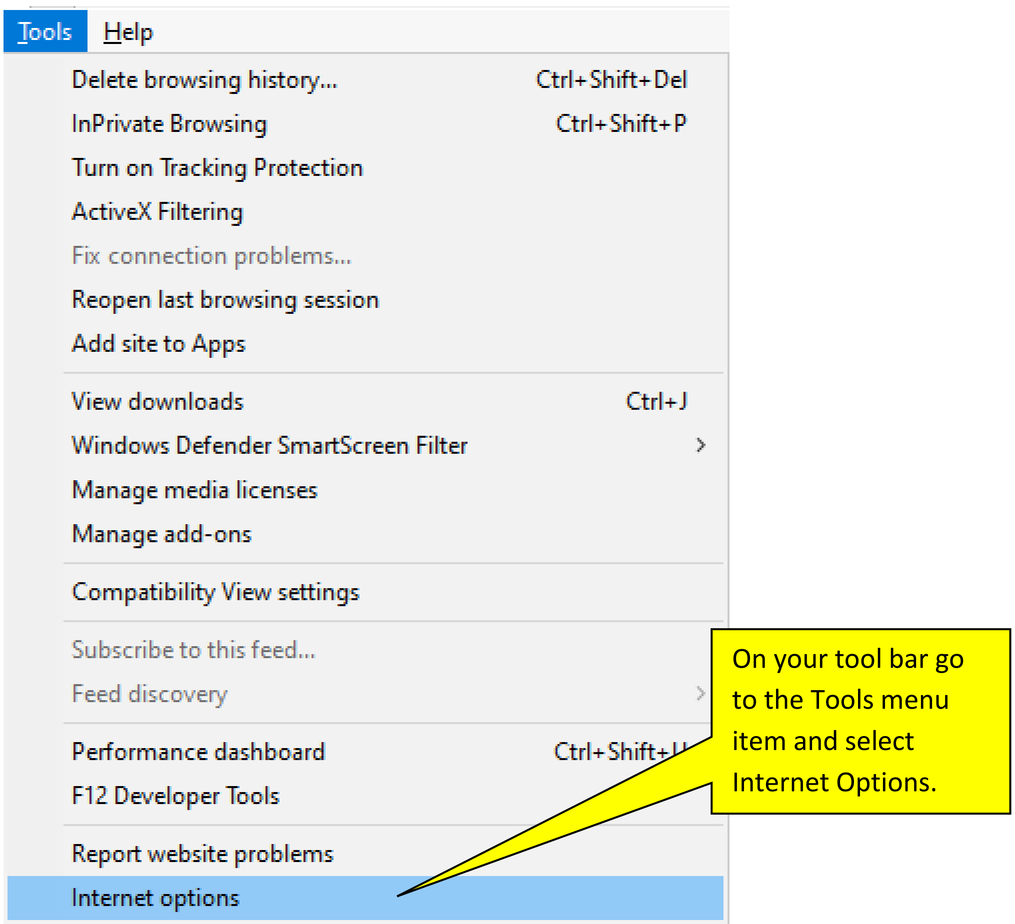
On the General tab, click on the Settings button in the Browsing history section

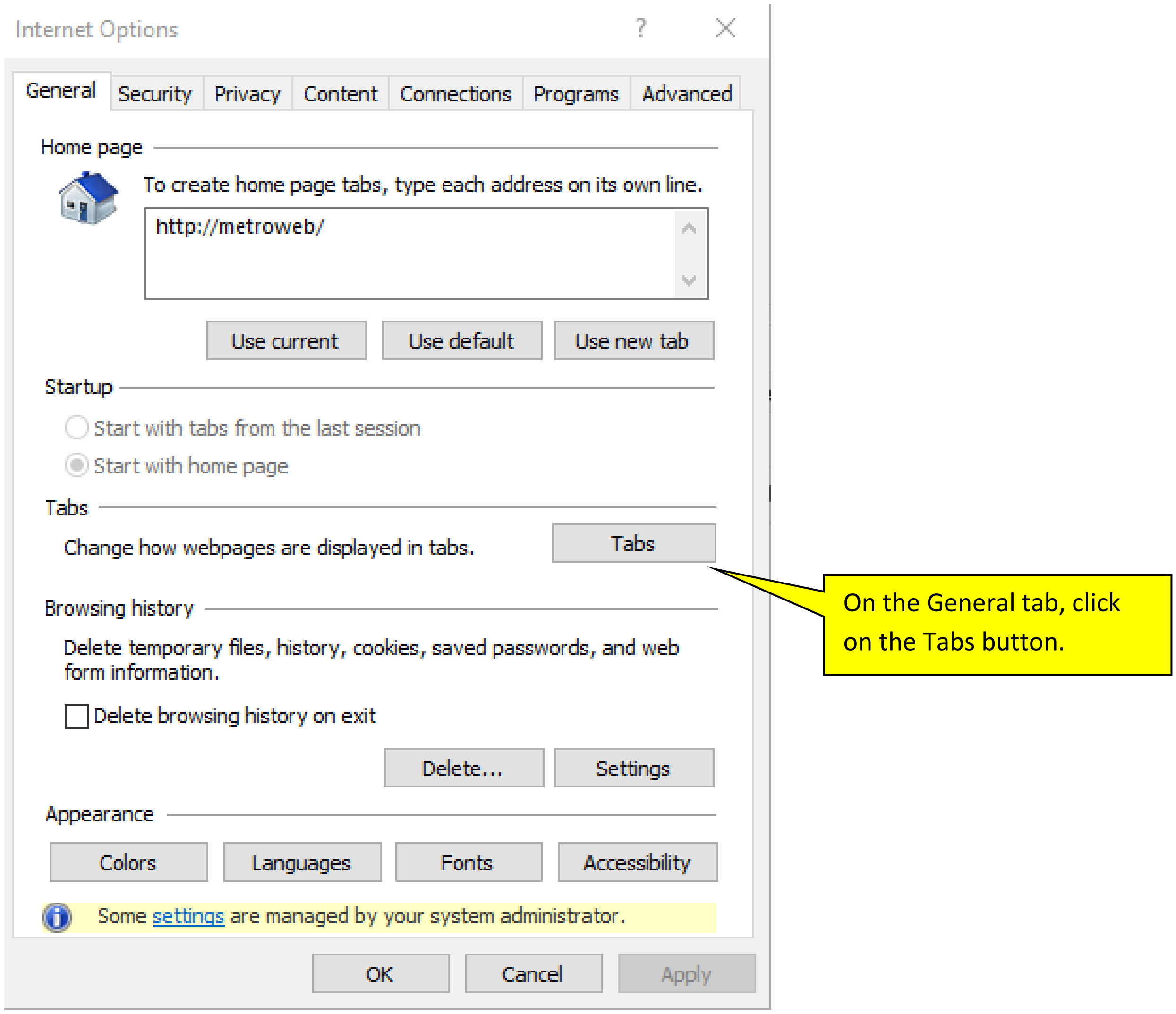


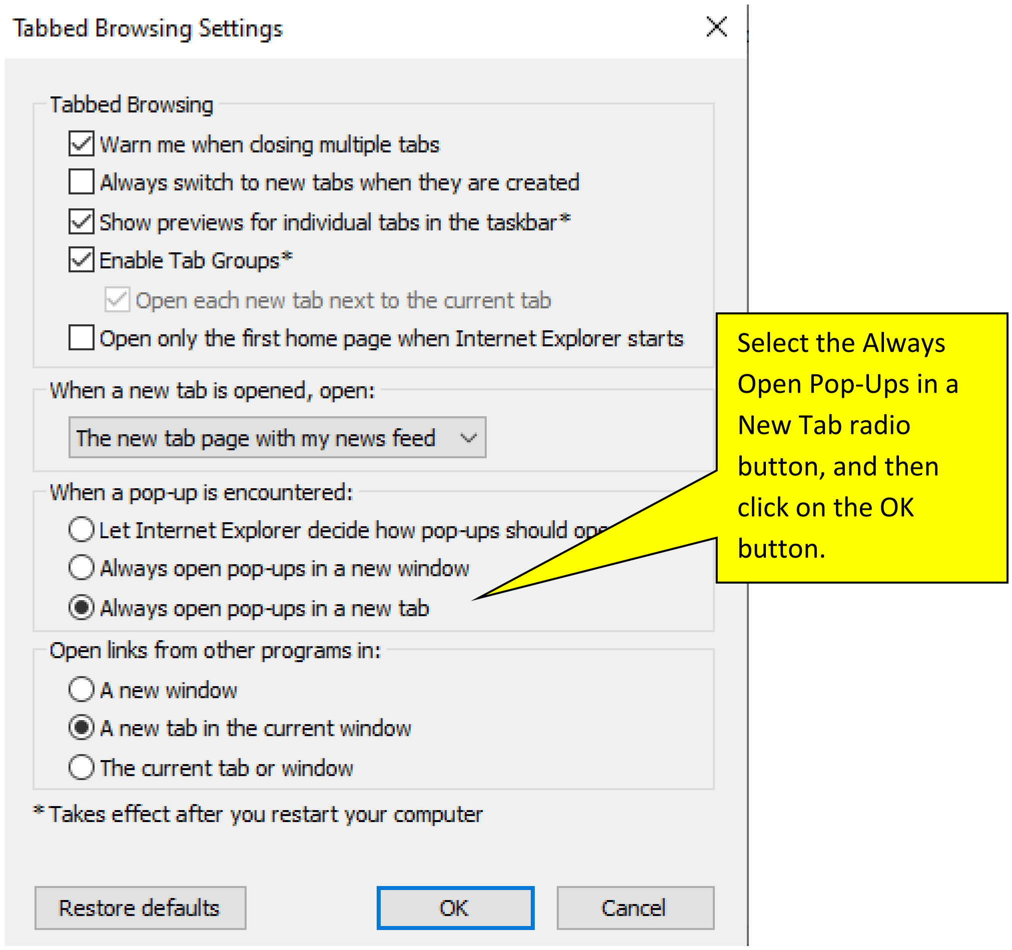
Select the Every time I visit the webpage radio button, and then click on the OK button.

Optional Browser Settings

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




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
Start with tabs from the last session
Start with home page
Tabs
Change how webpages are displayed in tabs.
Tabs
Browsing history
Delete temporary files, history, cookies, saved passwords, and web form information.
Delete browsing history on exit
Delete...
Settings
Appearance
Colors
Languages
Fonts
Accessibility
Some settings are managed by your system administrator.
OK
Cancel
Apply
On the General tab, click on the Tabs button.


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

FREQUENTLY ASKED QUESTIONS

Why am I unable to log in?

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

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

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

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

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

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

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

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

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

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

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

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

- We are limited when we invite a supplier to participate in a quote to invite only one person from a supplier. You can, however, have as many users as you require at your company. It would be prudent to have at least two people in your organization registered as users. You can request that an invitation be sent by e-mailing a request to procurement@bistatedev.org. Please give the e-mail address of the person to be invited as well as the name of your company.

- That person will have access to view any open solicitation. If you notify our buyers of your absence they can invite that person instead of you during your absence.

- If you put an extended absence greeting on your e-mail with substitute contact information, we receive that and notify the applicable buyer. They can notify your substitute of the pending solicitation and if they have access they can create a quote.

QUICK GUIDE TO CREATING A QUOTE

1. If you have a notification e-mail you can access the solicitation by clicking on the link in the e-mail. If not, log in to https://procurement.metrostlouis.org/OA_HTML/AppsLocalLogin.jsp. 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.