



Supplier - Accept Participation in Solicitation



Supplier - Accept Participation in Solicitation

CITY OF JACKSONVILLE

Supplier Portal

Search Orders Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - View Receipts
 - View Returns
- Invoices and Payments
 - Create Invoice
 - View Invoices
 - View Payments
- Solicitations
 - View Active Solicitations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications

Requiring Attention

Category	Count
Schedules Overdue or Due Today	23
Negotiations Closing Soon	3
Negotiation Messages	3
Invoices Overdue	309

Recent Activity
Last 30 Days

Negotiation invitations	3
Agreements changed or canceled	2
Agreements opened	1
Orders changed or canceled	1

By completing this topic, you will be able to accept participation in solicitation.



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CITY OF JACKSONVILLE

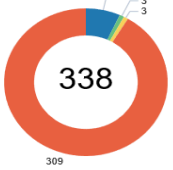
Supplier Portal

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Step 1

Click the **Notifications** icon.



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The screenshot shows the 'Supplier Portal' for the City of Jacksonville. A 'Notifications' pop-up window is open, displaying a list of notifications. The first notification is highlighted with a red box: 'ACTION REQUIRED: You are Invited to Solicitation 8087-19 Enter Title for Solicitation Here'. Below this notification is a table with the following data:

Negotiation invitations	3
Agreements changed or canceled	2
Agreements opened	1
Orders changed or canceled	1

Step 2

Click the **You are Invited to Solicitation 8087-19 Enter Title for Solicitation** link.



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Step 3

Click the **View Solicitation** link.

A screenshot of a web browser window displaying an email notification. The browser title is "You are invited to Solicitation 8087-19 Enter Title for Solicitation Here - Internet Explorer". The address bar shows a URL from oraclecloud.com. The email content includes:

- Supplier Contact: Test Supplier
- Acknowledge By: 10/6/19 1:51 PM
- Text: "You are receiving this notification from company City of Jacksonville because you are identified as a potential supplier for our organization. We are requesting proposals based on the requirements found in the attached file. Within this file you will also find detailed instructions including information such as submission procedures, time frames, and evaluation criteria. Your participation is optional, and your response will be electronically processed through our procurement application. If you do not want to receive future notifications, or would like us to redirect this message to another person in your organization, write to us at this e-mail address: CFleming@coj.net. Thank you, Chelsey Fleming"
- Activity Log:
 - Assigned to Test Supplier (10/3/19 1:51 PM)
 - Submitted by Chelsey Fleming (10/3/19 1:51 PM) with a link to 8087-19_SUPPLIER.pdf
- Links: "View Solicitation" (highlighted with a red box), "Create New Response", and "Acknowledge Participation".

The Windows taskbar at the bottom shows the time as 2:03 PM on 10/3/2019.



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Step 4

Review the **Cover Page** section.

Click the **Overview** link.

The screenshot shows a web browser window displaying a solicitation page for the City of Jacksonville. The page title is "ITQ: 8087-19". The page content includes a "Cover Page" section with the text "ONE CITY. ONE JACKSONVILLE. Bid Specifications for Enter Title for Solicitation Here". A red box highlights the "Cover Page" section in the table of contents on the left. The table of contents also includes "Overview", "Requirements", "Lines", and "Contract Terms". The page also displays "Open Date: 10/3/19 1:51 PM" and "Close Date: 10/25/19 1:07 PM". The "Time Remaining" is "21 Days 23 Hours". The "Status" is "Active (Locked)". The "Currency" is "US Dollar". The "Time Zone" is "Eastern Standard Time".



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Step 5

Review the **Overview** section.

Click the **Requirements** link.

The screenshot shows a web browser window displaying the Oracle EIMS system. The page title is "ITQ: 8087-19". The page is for the "CITY OF JACKSONVILLE". The page is in "Active (Locked)" status. The "Overview" section is highlighted with a red box. The "Requirements" link in the "Table of Contents" is also highlighted with a red box.

Table of Contents

- Cover Page
- Overview**
- Requirements
- Lines
- Contract Terms

Overview

Title	Enter Title for Solicitation Here	Buyer	Chelsey Fleming
Synopsis	Enter Synopsis for solicitation here	Outcome	Blanket Purchase Agreement
Unlocked By		Unsealed By	
Unlocked Date		Unsealed Date	
		Attachments	Protest Procedures

Expand All

- ▶ General
- ▶ Terms



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Step 6

Review the **Requirements** section.

Click the **Lines** link.

The screenshot shows a web browser window displaying the Oracle EIMS portal for the City of Jacksonville. The page title is "ITQ: 8087-19". The main content area is titled "Requirements" and contains the following information:

- Instructions:** Contractors must satisfy the following mandatory minimum requirements. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. Failure to meet any of the requirements may result in the Response being rejected as non-responsive. Contractors must respond to each Section through the drop-down selection or arrows at the top right.
- Summary:** A section with a "Preview Requirement Questionnaire" button.
- Table:** A table with three columns: "Requirement", "Requirement Text", and "Attachments". The first row is "1. Minimum Requirements".

The "Requirements" link in the left-hand navigation menu is highlighted with a red box. The "Lines" link is also visible in the navigation menu.



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Step 7

Review the **Lines** section.

Click the **Contract Terms** link.

The screenshot shows a web browser window displaying the Oracle EIMs interface for a solicitation. The page title is "ITQ: 8087-19". The interface includes a navigation menu on the left with "Requirements" and "Lines" highlighted. The main content area shows a "Lines" section with a "Summary" table. The table has the following data:

Line	Item	Description	Category Name	Estimated Quantity	UOM	Estimated Total Amount	Start Price	Allow Lines
1		TEST-DW-04	000.00 Default	1	EA			No

Below the table, it indicates "Columns Hidden 4".



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Step 8

Review the **Contract Terms** section.

The screenshot shows a web browser window displaying a solicitation page for 'ITQ: 8087-19' on the 'CITY OF JACKSONVILLE' portal. The page header includes navigation buttons for 'Messages', 'Create Response', 'Actions', and 'Done'. Below the header, the solicitation details are displayed, including the title 'Enter Title for Solicitation Here', status 'Active (Locked)', and time remaining '21 Days 23 Hours'. A 'Table of Contents' is visible on the left side, with 'Contract Terms' highlighted in a red box. The main content area is a large empty box labeled 'Contract Terms', also outlined in red. The browser's address bar shows the URL 'https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/EndOv...'. The Windows taskbar at the bottom shows the time as 2:03 PM on 10/3/2019.



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Step 9

Click the **Actions** button.

A screenshot of a web browser window displaying the Oracle EIMS Supplier Portal. The browser title is "You are Invited to Solicitation 8087-19 Enter Title for Solicitation Here - Internet Explorer". The address bar shows the URL: "https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=America%2FNew_York&df=medium&dt=both&tf=en&cv=&bpmWorklistTaskId=41f7d693-2e9f-4...". The page header includes the "CITY OF JACKSONVILLE" logo and a notification bell with "13" alerts. The main content area shows "ITQ: 8087-19" and a navigation bar with buttons for "Messages", "Create Response", "Actions" (highlighted in red), and "Done". Below this, there are fields for "Currency = US Dollar", "Title Enter Title for Solicitation Here", "Status Active (Locked)", "Time Remaining 21 Days 23 Hours", "Open Date 10/3/19 1:51 PM", and "Close Date 10/25/19 1:07 PM". A "Table of Contents" is visible on the left, with "Contract Terms" selected. The Windows taskbar at the bottom shows the date and time as "2:03 PM 10/3/2019".



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Step 10

Click the **View** link.

A screenshot of a web browser displaying the Oracle EIMS portal for the City of Jacksonville. The page title is "ITQ: 8087-19". The main content area shows a table with columns for "Title", "Open Date", and "Close Date". The "Title" column contains "Enter Title for Solicitation Here". The "Open Date" is "10/3/19 1:11" and the "Close Date" is "10/25/19 1:11". The "Status" is "Active (Locked)". The "Time Remaining" is "21 Days 23 Hours". The "Actions" column has a dropdown menu with options: "Respond", "Analyze", and "View". The "View" option is highlighted with a red box. On the left side, there is a "Table of Contents" section with links for "Cover Page", "Overview", "Requirements", "Lines", and "Contract Terms". The "Contract Terms" link is selected. The browser address bar shows the URL: "https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=America%2FNew_York&df=medium&dt=both&tf=en&cv=&bpmWorklistTaskId=41f7d693-2e9f-4...". The Windows taskbar at the bottom shows the time as 2:03 PM on 10/3/2019.



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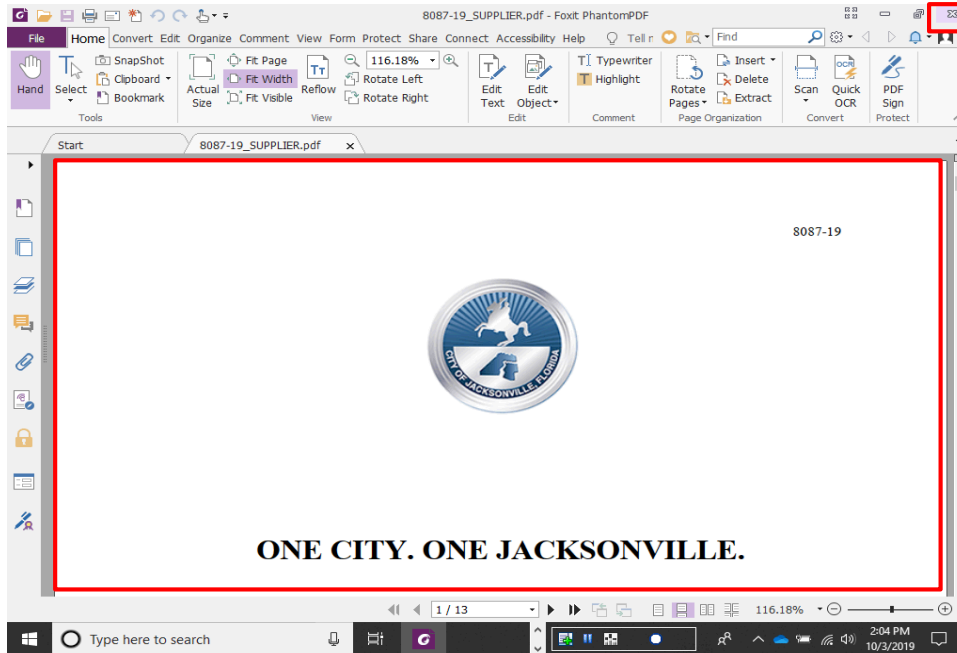
Step 11

Click the **View PDF** link.

A screenshot of a web browser displaying a solicitation page for the City of Jacksonville. The page title is "ITQ: 8087-19". The interface includes a navigation bar with "Messages", "Create Response", "Actions", and "Done" buttons. A dropdown menu is open under "Actions", showing options: "Respond", "Analyze", "View", "View PDF", and "View Attachments". The "View PDF" option is highlighted with a red rectangle. The page content includes a "Table of Contents" with links for "Cover Page", "Overview", "Requirements", "Lines", and "Contract Terms". The "Contract Terms" link is selected. The page also displays "Currency = US Dollar", "Status Active (Locked)", and "Time Remaining 21 Days 23 Hours". The browser's address bar shows the URL: "https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/adf.taskflow?tz=America%2FNew_York&df=medium&dt=both&tf=en&cv=&bbpmWorklistTaskId=41f7d693-2e9f-4...". The Windows taskbar at the bottom shows the time as 2:03 PM on 10/3/2019.



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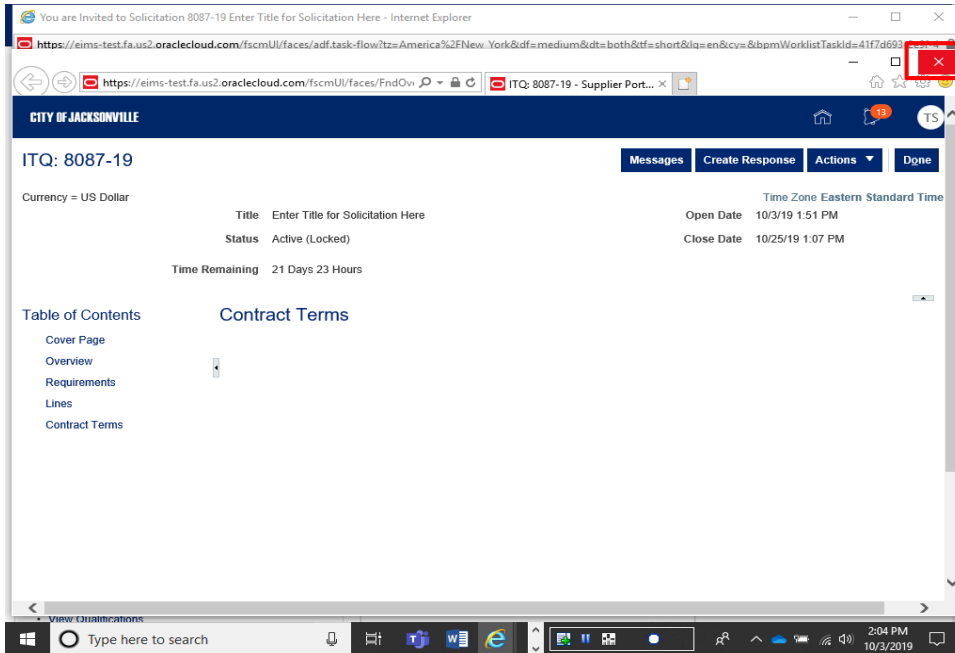
Step 12

Review the **PDF** document.

Click the **Close** button.



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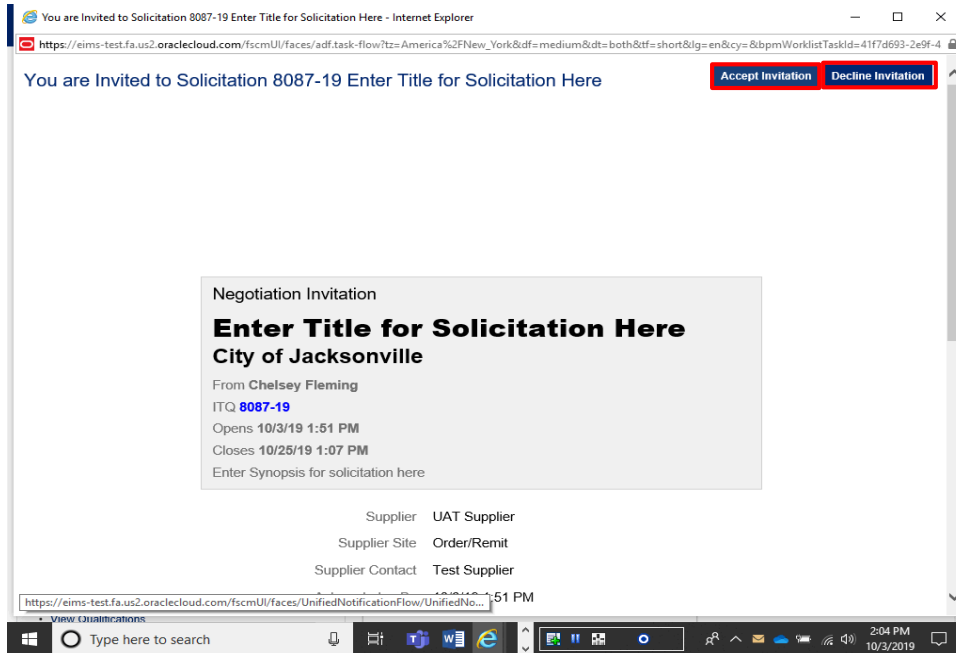


Step 13

When you're finished reviewing the Solicitation, close the window. Click the **Internet Explorer Main Window** window.



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Step 14

Click the **Accept Invitation** or **Decline Invitation** button.



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A screenshot of a web browser window displaying a solicitation invitation. The browser's address bar shows a URL from Oracle Cloud. The page title is "You are Invited to Solicitation 8087-19 Enter Title for Solicitation Here". The main content area shows a "Negotiation Invitation" from the "City of Jacksonville" for "ITQ 8087-19". A modal dialog box is overlaid on the page, titled "Accept Invitation". It contains a "Submit" button (highlighted with a red box) and a "Comment" text area (also outlined in red). The background page includes details like "Supplier Site: Order/Remit", "Supplier Contact: Test Supplier", and "Acknowledge By: 10/6/19 1:51 PM".

Step 15

Enter a **Comment**, if desired.

Click the **Submit** button.



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Step 16

End of Procedure.

The screenshot shows the 'Supplier Portal' for the City of Jacksonville. A 'Notifications' pop-up window is open, displaying a list of action items. The left sidebar contains navigation menus for 'Tasks', 'Orders', 'Agreements', 'Shipments', 'Invoices and Payments', 'Solicitations', and 'Qualifications'. The notification pop-up includes a search bar and a list of five 'ACTION REQUIRED' items, each with a timestamp and an 'Actions' button. At the bottom of the pop-up, there is a 'Load More Items' link and a count of '1-5 of 54 items'. Below the pop-up, a summary table is visible.

Negotiation invitations	3
Agreements changed or canceled	2
Agreements opened	1
Orders changed or canceled	1