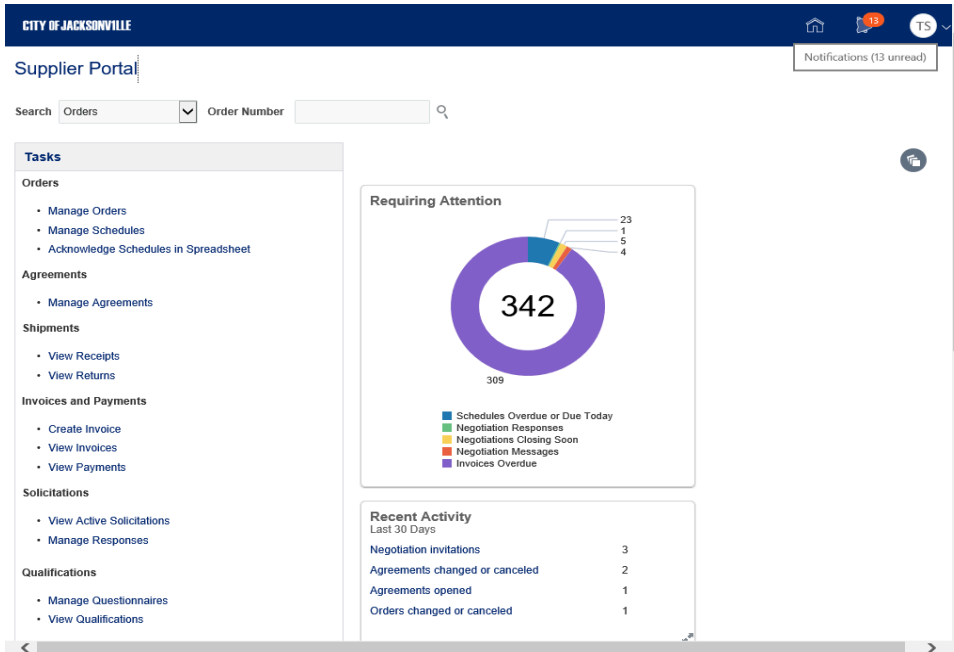




Acknowledge and Respond to Solicitation Amendment



Acknowledge and Respond to Solicitation Amendment



By completing this topic, you will be able to acknowledge and respond to solicitation amendment.



Acknowledge and Respond to Solicitation Amendment

Requiring Attention

Category	Count
Schedules Overdue or Due Today	23
Negotiation Responses	1
Negotiations Closing Soon	5
Negotiation Messages	4
Invoices Overdue	309

Recent Activity
Last 30 Days

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

Step 1

In the **Supplier Portal**, click the **Notifications** button.



Acknowledge and Respond to Solicitation Amendment

The screenshot shows the 'Supplier Portal' for the City of Jacksonville. A 'Notifications' pop-up window is displayed, listing several messages. The notification titled 'Amendment 1 for Negotiation 8087-19 (Enter Title for Solicitation Here) Requires Your Attention' is highlighted with a red box. Below the notifications, a summary table is visible.

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

Step 2

Click the **Amendment 1 for Negotiation 8087-19 (Enter Title for Solicitation Here)** link.



Acknowledge and Respond to Solicitation Amendment

Amendment 1 for Negotiation 8087-19 (Enter Title for Solicitation Here) Requires Your Attention - Internet Explorer

https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=America%2FNew_York&df=medium&dt=both&tf=short&lg=en&cy=&bpWorklistTaskId=4b047516-3edb-...

Amendment 1 for Negotiation 8087-19 (Enter Title for Solicitation Here) Requires Your Attention Dismiss

Time Zone Eastern Standard Time

Details

Assignee	Test Supplier	Supplier	UAT Supplier	Preview Date	
From	Chelsey Fleming	Company	City of Jacksonville	Open Date	10/3/19 1:51 PM
Assigned Date	10/3/19 2:53 PM	Solicitation Title	Enter Title for Solicitation Here	Close Date	10/25/19 1:07 PM
Expiration Date	10/25/19 1:07 PM	Solicitation	8087-19.1		
Task Number	219342				

Recommended Actions

- Acknowledge amendment and resubmit your response.

Amendment Details

Amendment Date 10/3/19 2:52 PM
Amendment Description Description of the changes being made.

Related Links

- [Acknowledge Amendments: 8087-19.1](#)
- [View Solicitation: 8087-19.1](#)

<https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/FndOverview?fnd=%252FWEB-INF...>

Step 3

Click the **Acknowledge Amendments: 8087-19,1** link.



Acknowledge and Respond to Solicitation Amendment

Step 4

Review the changes. Scroll down to continue reviewing.

Amendment 1 for Negotiation 8087-19 (Enter Title for Solicitation Here) Requires Your Attention - Internet Explorer

https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=America%2FNew_York&df=medium&dt=both&tf=en&cv=&bbpmWorklistTaskId=4b047516-3edb...

CITY OF JACKSONVILLE

Acknowledge Amendments (ITQ 8087-19)

View Original Solicitation Submit Cancel

Currency = US Dollar
Select each amendment to review and acknowledge the changes. Time Zone Eastern Standard Tim

View Format Freeze Detach Wrap

Amendment	Title	Published Date	Status	Acknowledged	Acknowledgment Date	Acknowledged By
Amendment 1	Enter Title for Solicitation Here	10/3/19 2:52 PM	Active (Locked)			

Columns Hidden: 3

Amendment 1: Details

Acknowledgment I have reviewed the changes and I acknowledge amendment 1 for solicitation 8087-19.

Amendment Description Description of the changes being made.

Cover Page
No data to display.

Overview
No data to display.



Acknowledge and Respond to Solicitation Amendment

Amendment 1 for Negotiation 8087-19 (Enter Title for Solicitation Here) Requires Your Attention - Internet Explorer

https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=America%2FNew_York&df=medium&dt=both&tf=en&cv=&bbpmWorklistTaskId=4b047516-3edb...

CITY OF JACKSONVILLE

Acknowledge Amendments (ITQ 8087-19)

View Original Solicitation Submit Cancel

Currency = US Dollar
Select each amendment to review and acknowledge the changes. Time Zone Eastern Standard Time

View Format Freeze Detach Wrap

Amendment	Title	Published Date	Status	Acknowledged	Acknowledgment Date	Acknowledged By
Amendment 1	Enter Title for Solicitation Here	10/3/19 2:52 PM	Active (Locked)			

Columns Hidden: 3

Amendment 1: Details

Acknowledgment I have reviewed the changes and I acknowledge amendment 1 for solicitation 8087-19.

Amendment Description Description of the changes being made.

Cover Page
No data to display.

Overview
No data to display.

Step 5

When you've finished reviewing the changes, click the **I have reviewed the changes and I acknowledge amendment** option.



Acknowledge and Respond to Solicitation Amendment

Step 6

Click the **Submit** button.

The screenshot shows a web browser window displaying the 'Acknowledge Amendments (ITQ 8087-19)' page. The page header includes the City of Jacksonville logo and navigation links. The main content area features a table with columns for Amendment, Title, Published Date, Status, Acknowledged, Acknowledgment Date, and Acknowledged By. A single amendment is listed with the title 'Enter Title for Solicitation Here' and a status of 'Active (Locked)'. Below the table, there is a section for 'Amendment 1: Details' with an 'Acknowledgment' checkbox checked and a description field. The 'Submit' button is highlighted in red in the top right corner of the page.

Amendment	Title	Published Date	Status	Acknowledged	Acknowledgment Date	Acknowledged By
Amendment 1	Enter Title for Solicitation Here	10/3/19 2:52 PM	Active (Locked)			



Acknowledge and Respond to Solicitation Amendment

Step 7

Click the **Yes** button.

A screenshot of a web browser window displaying a City of Jacksonville portal. The page title is "Acknowledge Amendments (ITQ 8087-19)". A warning dialog box is open in the center, with the text: "Warning: The amendments to solicitation 8087-19 were acknowledged. You can now create a response. Do you want to continue? (PON-2085336)". The dialog box has a "Yes" button highlighted with a red square and a "No" button. The background shows a table with columns for Amendment, Title, Published Date, Status, Acknowledged, Acknowledgment Date, and Acknowledged By. The "Yes" button is highlighted with a red square.

Amendment 1 for Negotiation 8087-19 (Enter Title for Solicitation Here) Requires Your Attention - Internet Explorer

https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/adf.task-flow?_af=America%2FNew_York&df=medium&dt=both&tf=short&lq=en&cv=&bpmWorklistTaskId=4b047516-3edb...

CITY OF JACKSONVILLE

Acknowledge Amendments (ITQ 8087-19) View Original Solicitation Submit Cancel

Currency = US Dollar
Select each amendment to review and acknowledge the changes. Time Zone Eastern Standard Time

View Format Freeze Detach Wrap

Amendment	Title	Published Date	Status	Acknowledged	Acknowledgment Date	Acknowledged By
Amendment 1						

Warning

The amendments to solicitation 8087-19 were acknowledged. You can now create a response. Do you want to continue? (PON-2085336)

Yes No

Acknowledgment I have reviewed the changes and I acknowledge amendment 1 for solicitation 8087-19.

Amendment Description Description of the changes being made.

Cover Page
No data to display.

Overview
No data to display.

View Communications

Type here to search

2:56 PM 10/3/2019



Acknowledge and Respond to Solicitation Amendment

Amendment 1 for Negotiation 8007-19 (Enter Title for Solicitation Here) Requires Your Attention - Internet Explorer

https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=America%2FNew_York&df=medium&dt=both&tf=en&cv=&bpmWorklistTaskId=4b047516-3ed...

CITY OF JACKSONVILLE

1 2 3 4
Overv... Requir... Lines Review

Create Response (Quote 8007): Messages (1) Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/3/19 2:56 PM
Time Zone Eastern Standard Time

Title Enter Title for Solicitation Here
Close Date 10/25/19 1:07 PM

Time Remaining 21 Days 22 Hours

General

Supplier UAT Supplier
Supplier Site Order/Remit
Response Currency USD
Price Precision 2 Decimals Maximum

Note to Buyer Enter notes to buyer if applicable

Attachments Supporting Documents + X

https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/FndOverview?_adf.ctrl-state=ztufnb...

Step 8

Review your response and make any changes necessary, based on the amendment.

If no changes are required, you can click the **Submit** button at any time.

Click the **Next** button.



Acknowledge and Respond to Solicitation Amendment

Step 9

Review and revise the information in the **Requirements** section.

Click the **Next** button.

The screenshot shows a web browser window with 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=&bbpmWorklistTaskId=4b047516-3edb.... The page title is "Amendment 1 for Negotiation 8007-19 (Enter Title for Solicitation Here) Requires Your Attention - Internet Explorer". The browser address bar shows <https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/FndOvr...> and the page title is "Acknowledge Amendmen...".

The page header includes the "CITY OF JACKSONVILLE" logo and a navigation menu with "Overview", "Requirements", "Lines", and "Review". Below the header is a "Create Response (Quote 8007):" section with buttons for "Messages (1)", "Respond by Spreadsheet", "Actions", "Back", "Next", "Save", "Submit", and "Cancel". The "Next" button is highlighted with a red box.

The main content area is titled "Section 1. Minimum Requirements" and contains a list of requirements. The first requirement is "1. Is your business located within Duval County?". It has a sub-section "Local Business Tax Receipt required." with two options: "a. No" and "b. Yes, provide proof of local business tax receipt as attachment." The "b. Yes" option is selected. Below this is a sub-section "Response Attachments" with a button "Enter Clause Title Here.xml". The second requirement is "2. Upon acceptance of a PO, awarded supplier agrees to accept the insurance requirements as stated in the attachment and shall provide proof of such listing the City of Jacksonville as an additional insured. PO number should be listed on the certificate. Insurance requirements are subject to change based on the purchase type." It has a sub-section "Attachments: Indemnification & Insurance" with an option "a. Agreed" selected.

The page also shows "Time Remaining: 21 Days 22 Hours" and "Close Date: 10/25/19 1:07 PM". The "Last Saved" information is "10/3/19 2:56 PM Time Zone Eastern Standard Time".

The browser taskbar at the bottom shows the Windows search bar, taskbar icons for Edge, Word, and other applications, and the system tray with the date and time "2:56 PM 10/3/2019".



Acknowledge and Respond to Solicitation Amendment

Step 10

Review and revise the information in the **Lines** section.

Click in the **Response Price** field.

The screenshot shows the Oracle Cloud software interface for a solicitation amendment. The browser address bar shows the URL: https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/adf.task-flow?_af=America%2FNew_York&df=medium&dt=both&tf=short&lq=en&cv=&bpmWorklistTaskId=4b047516-3edb.... The page title is "Amendment 1 for Negotiation 8087-19 (Enter Title for Solicitation Here) Requires Your Attention - Internet Explorer". The breadcrumb trail is "Overview... Requirements... Lines... Review". The "Lines" section is active, showing a table with the following data:

Description	Required Details	Category Name	Item	Revision	Rank	Start Price	Response Price	Estimat Quant
TEST-DW-04		000 00 Default			Sealed			

The "Response Price" field in the table is highlighted with a red box. Below the table, the "Grand Totals" section shows "All response lines are included." and "Response Amount 0.00". The Windows taskbar at the bottom shows the time as 2:56 PM on 10/3/2019.



Acknowledge and Respond to Solicitation Amendment

Step 11

Enter the desired information into the **Response Price** field. Enter "400".

The screenshot shows a web browser window displaying the Oracle EIMs system interface. The page title is "Amendment 1 for Negotiation 8087-19 (Enter Title for Solicitation Here) Requires Your Attention - Internet Explorer". The URL is "https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/adf.task.flow?tz=America%2FNew_York&df=medium&dt=both&tf=en&cv=&bpmWorklistTaskId=4b047516-3edb...". The page header includes "CITY OF JACKSONVILLE" and navigation tabs: "Overview", "Required Details", "Lines", and "Review". The "Lines" tab is active, and the page is titled "Create Response (Quote 8007):".

Key information on the page includes:

- Currency = US Dollar
- Last Saved 10/3/19 2:56 PM
- Time Zone Eastern Standard Time
- Time Remaining 21 Days 22 Hours
- Close Date 10/25/19 1:07 PM

The main data table has the following columns: Description, Required Details, Category Name, Item, Revision, Rank, Start Price, Response Price, and Estimat Quant. The first row is highlighted in blue and contains the following data:

Description	Required Details	Category Name	Item	Revision	Rank	Start Price	Response Price	Estimat Quant
TEST-DW-04		000 00 Default			Sealed		<input type="text"/>	

A tooltip with the text "Example format: #,###.###" is visible over the "Response Price" field. The field is currently empty and highlighted with a red box. Below the table, it says "Rows Selected 1".

At the bottom of the page, there is a "Grand Totals" section with the text "All response lines are included." and "Response Amount 0.00".



Acknowledge and Respond to Solicitation Amendment

Step 12

Click the **Next** button.

The screenshot shows a web browser window displaying the Oracle EIMs system interface. The browser title is "Amendment 1 for Negotiation 8087-19 (Enter Title for Solicitation Here) Requires Your Attention - Internet Explorer". The URL is https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/adf.task.flow?tz=America%2FNew_York&df=medium&dt=both&tf=en&cv=&bpmWorklistTaskId=4b047516-3edb.... The page header includes "CITY OF JACKSONVILLE" and navigation tabs for "Overview", "Requirements", "Lines", and "Review". The "Lines" tab is active, and the "Next" button is highlighted in red. The main content area shows a table with columns: Description, Required Details, Category Name, Item, Revision, Rank, Start Price, Response Price, and Estimat Quant. A tooltip for "Example format: #,###.###" is visible over the "Response Price" column. The table contains one row with the following data: Description: TEST-DW-04, Category Name: 000 00 Default, Rank: Sealed, Response Price: 400 x. Below the table, it shows "Grand Totals" with "Response Amount 0.00". The Windows taskbar at the bottom shows the time as 2:56 PM on 10/3/2019.

Description	Required Details	Category Name	Item	Revision	Rank	Start Price	Response Price	Estimat Quant
TEST-DW-04		000 00 Default			Sealed		400 x	



Acknowledge and Respond to Solicitation Amendment

Step 13

Review the information in the **Review** section.

Click the **Submit** button.

The screenshot shows a web browser window displaying the Oracle EIMS application. The page title is "Amendment 1 for Negotiation 8087-19 (Enter Title for Solicitation Here) Requires Your Attention - Internet Explorer". The URL is "https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=America%2FNew_York&df=medium&dt=both&tf=en&cv=&bpmWorklistTaskId=4b047516-3edb...". The page header includes "CITY OF JACKSONVILLE" and a navigation bar with tabs for "Overview", "Requirements", "Lines", and "Review". The "Review" tab is active, and a progress indicator shows steps 1, 2, 3, and 4, with 4 being the current step. Below the navigation bar, there are buttons for "Messages (1)", "Respond by Spreadsheet", "Actions", "Back", "Next", "Save", "Submit", and "Cancel". The "Submit" button is highlighted with a red box. The main content area displays "Review Response: Quote 8007" and "Currency = US Dollar". It also shows "Title: Enter Title for Solicitation Here", "Close Date: 10/25/19 1:07 PM", and "Time Remaining: 21 Days 22 Hours". Below this, there are tabs for "Overview", "Requirements", and "Lines". The "Lines" tab is active, and a table is displayed with the following data:

Line	Description	Details	Category Name	Item	Revision	Projected Rank	Response Price	Estimated Quantity
1	TEST-DW-04		000.00	Default		Sealed	400.00	2

Below the table, there is a "Grand Totals" section and a "View Communications" link. The Windows taskbar at the bottom shows the time as 2:57 PM on 10/3/2019.



Acknowledge and Respond to Solicitation Amendment

Step 14

Click the **OK** button.

The screenshot shows a web application interface for the City of Jacksonville. A confirmation dialog box is displayed in the center, with the text: "Confirmation", "The response 8007 to solicitation 8087-19,1 was submitted.", and an "OK" button highlighted with a red box. Below the dialog, there is a search form with fields for Solicitation, Title, and Solicitation Close By, along with dropdown menus for Received and Response Submitted. Below the search form is a table of search results. The table has columns for Solicitation, Title, Solicitation Type, Time Remaining, Close Date, Your Responses, Will Participate, and Unread Messages. The table contains two rows of data.

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View
8090-19	ITQ Solicitation 18	ITQ	5 Days 23 Hours	10/9/19 2:53 PM	0		0	
8083-19	ITQ Solicitation 10	ITQ	1 Day 19 Hours	10/5/19 10:27 AM	0		0	



Acknowledge and Respond to Solicitation Amendment

Step 15

Click the **Done** button.

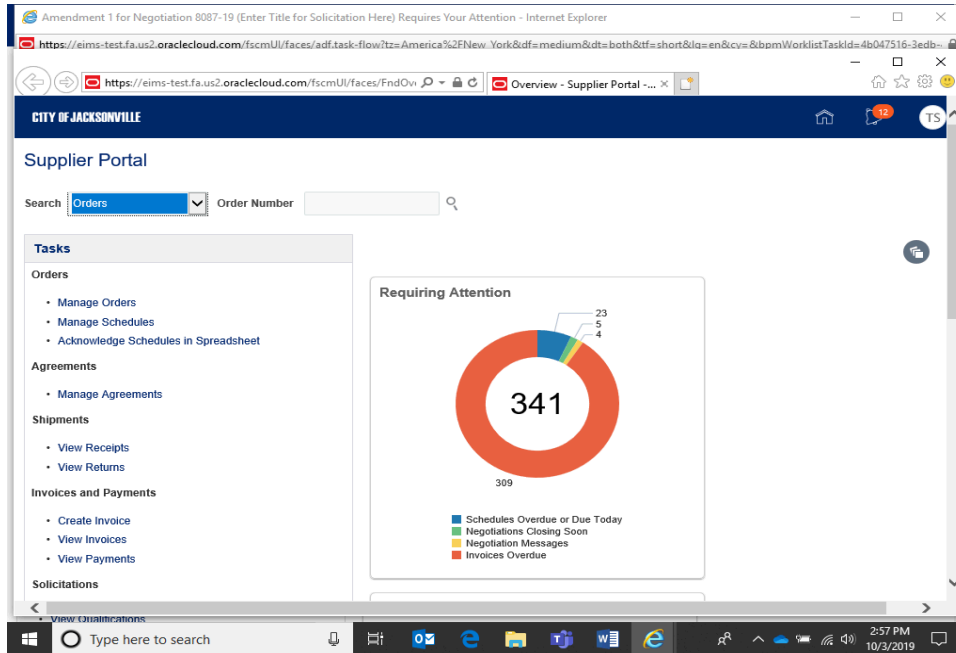
The screenshot shows the 'Active Solicitations' page in the City of Jacksonville eSims portal. The page has a search section with filters for Solicitation, Title, Solicitation Close By, Invitation Received, Response Submitted, and Solicitation Open Since. Below the search filters is a table of search results. The table has columns for Solicitation, Title, Solicitation Type, Time Remaining, Close Date, Your Responses, Will Participate, and Unread Messages. The first row is highlighted in blue.

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View
8090-19	ITQ Solicitation 18	ITQ	5 Days 23 Hours	10/9/19 2:53 PM	0	0	0	
8083-19	ITQ Solicitation 10	ITQ	1 Day 19 Hours	10/5/19 10:27 AM	0	0	0	

At the top right of the search filters, there is a red 'Done' button.



Acknowledge and Respond to Solicitation Amendment



Step 16

End of Procedure.