



Informal Sourcing Home Page



Informal Sourcing Home Page

CITY OF JACKSONVILLE

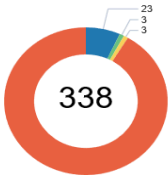
Supplier Portal

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	2
Agreements changed or canceled	2
Agreements opened	1
Orders changed or canceled	1

By completing this topic you will be able to view the sourcing home page.



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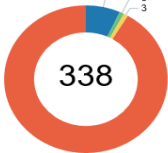
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Requiring Attention



Category	Count
Schedules Overdue or Due Today	23
Negotiations Closing Soon	3
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Recent Activity
Last 30 Days

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

Step 1

Click the **Notifications (12 unread)** icon.



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Supplier Portal

Search Orders

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Notifications

Search

ACTION REQUIRED 2 hours ago

You are Invited to Solicitation 8085-19 ITQ Solicitation 14

Chelsey Fleming

Actions

ACTION REQUIRED Yesterday

You are Invited to Solicitation 8085-19 ITQ Solicitation 14

Chelsey Fleming

Actions

ACTION REQUIRED 2 days ago

You are Invited to Solicitation 8083-19 ITQ Solicitation 10

Chelsey Fleming

Actions

ACTION REQUIRED 3 days ago

You are Invited to Solicitation 8083-19 ITQ Solicitation 10

Chelsey Fleming

Actions

Supplier Profile Change Request 14001 was Approved by City of Jacksonville

Dismiss

Load More Items 1-5 of 50 Items

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

Step 2

Click the **Requiring Attention Schedules Overdue or Due T** object.



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Step 3

Click the **View Active Solicitations** link.

Supplier Portal

Search Orders Order Number

Tasks

- Orders
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Requiring Attention

338

309

- Schedules Overdue or Due Today: 23
- Negotiations Closing Soon: 3
- Negotiation Messages: 3
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Recent Activity
Last 30 Days

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



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Step 4

Click the **Done** button.

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Active Solicitations **Done**

Search Time Zone Eastern Standard Time

Manage Watchlist Saved Search Open Invitations

** At least one is required

** Solicitation

** Invitation Received Yes

** Title

Response Submitted No

** Solicitation Close By m/d/yy

Solicitation Open Since m/d/yy

Search **Reset** **Save...**

Search Results

Actions View Format Freeze Detach Wrap **Acknowledge Participation** **Create Response**

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PI
8085-19	ITQ Solicitation 14	ITQ	5 Days 21 Hours	10/9/19 11:39 AM	0		0	
8083-19	ITQ Solicitation 10	ITQ	1 Day 20 Hours	10/5/19 10:27 AM	0		0	

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Columns Hidden 4



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Step 5

Click the **Manage Responses** link.

Supplier Portal

Search **Orders** Order Number

Tasks

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Requiring Attention

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Step 6

Click the **Response Status** list.

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Manage Responses Done

Search

Advanced Manage Watchlist Saved Search Active or Draft Responses

Time Zone Eastern Standard Time

** Solicitation Title

** Solicitation

** Response

** Response Status **Active or draft**

Line Description

Search Reset Save...

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Revise

Response	Response Status	Solicitation	Solicitation Title	Solicitation Type	Time Remaining	Unread Messages	Monitor
No results found.							

Columns Hidden 8



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Step 7

Click the **Pending award** list item.

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Manage Responses Done

Search Advanced Manage Watchlist Saved Search Active or Draft Responses Time Zone Eastern Standard Time

** Solicitation Title

** Solicitation

** Response

** Response Status

Line Description

Pending award

Active
Active or draft
Awarded
Disqualified
Draft
Pending award
Rejected
Resubmission required

** At least one is required

Search Reset Save...

Search Results
Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Revise

Response	Response Status	Solicitation	Solicitation Title	Solicitation Type	Time Remaining	Unread Messages	Monitor
No results found.							

Columns Hidden 8



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Step 8

Click the **Search** button.

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Manage Responses Done

Advanced **Manage Watchlist** Saved Search Active or Draft Responses Time Zone Eastern Standard Time

Search ** At least one is required

** Solicitation Title

** Solicitation

** Response

** Response Status Pending award

Line Description

Search Reset Save...

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Revise

Response	Response Status	Solicitation	Solicitation Title	Solicitation Type	Time Remaining	Unread Messages	Monitor
No results found.							

Columns Hidden 8



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Step 9

Click the **Done** button.

CITY OF JACKSONVILLE

Manage Responses Done

Search Advanced Manage Watchlist Saved Search Active or Draft Responses Time Zone Eastern Standard Time

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Revise

Response	Response Status	Solicitation	Solicitation Title	Solicitation Type	Time Remaining	Unread Messages	Monitor
1001	Pending award	8042-19	CIP Test-Duplicate	CIP	0 Seconds	1	
1007	Pending award	8040-19	Test ITQ	ITQ	0 Seconds	0	
1008	Pending award	8033-19	Test-RFQ	RFQ	0 Seconds	0	
1006	Pending award	8029-19,1	Test RFP	RFP	0 Seconds	0	
1009	Pending award	8047-19	ITB TEST 2	ITB	0 Seconds	0	
1010	Pending award	8048-19	TEST PDF	RFQ	0 Seconds	0	
1011	Pending award	8049-19	ITB Scoring Test	ITB	0 Seconds	0	
5003	Pending award	8057-19,1	JACKSONVILLE BEACH PIE...	CIP	0 Seconds	1	
7003	Pending award	8070-19	Single Source Report Test	SS	0 Seconds	0	



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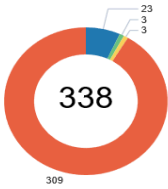
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Step 10

End of Procedure.