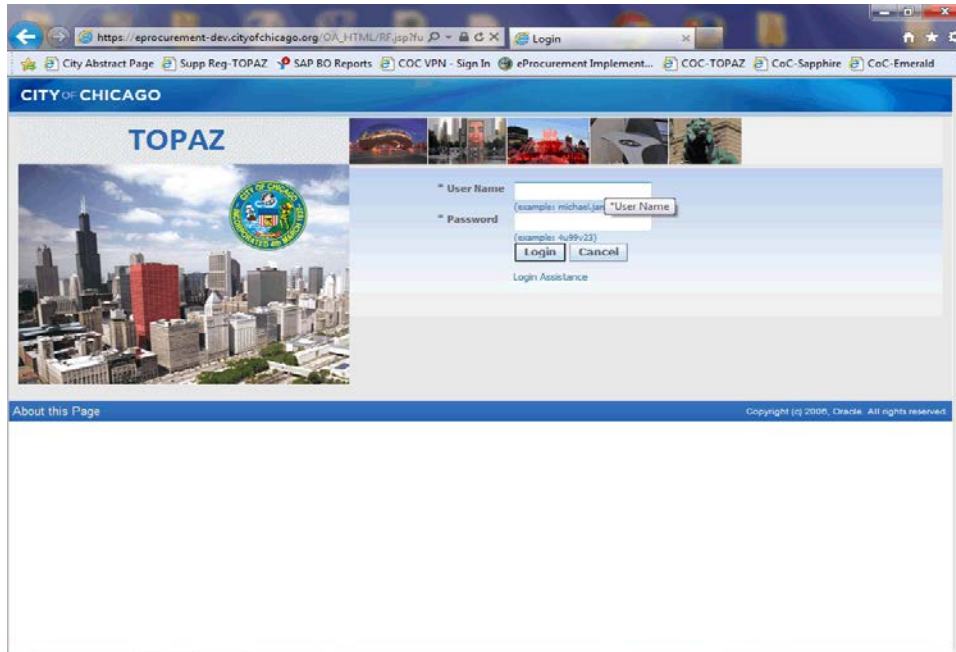
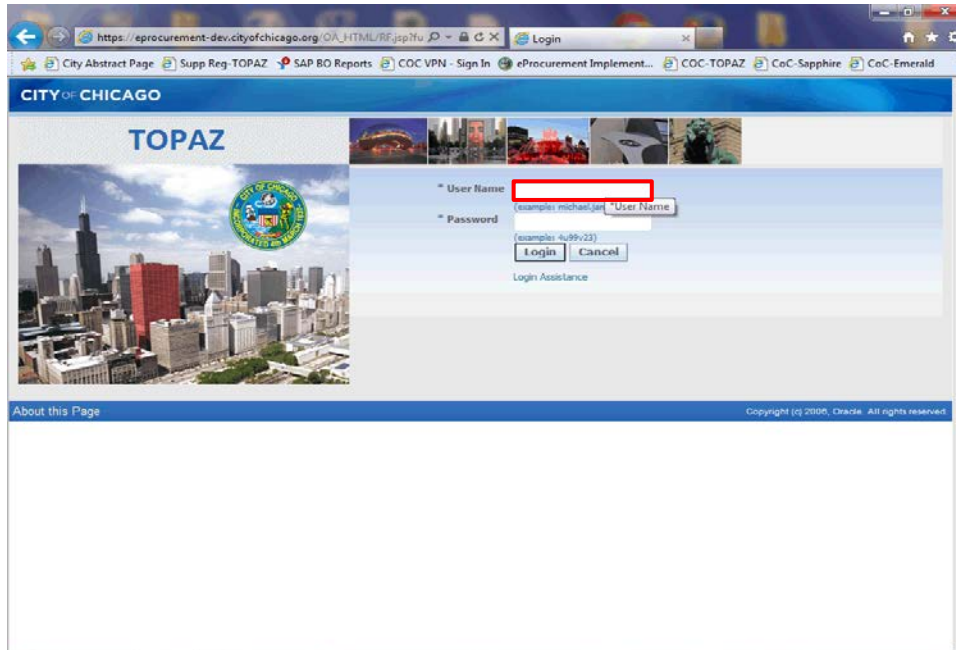


# Print Solicitation Document

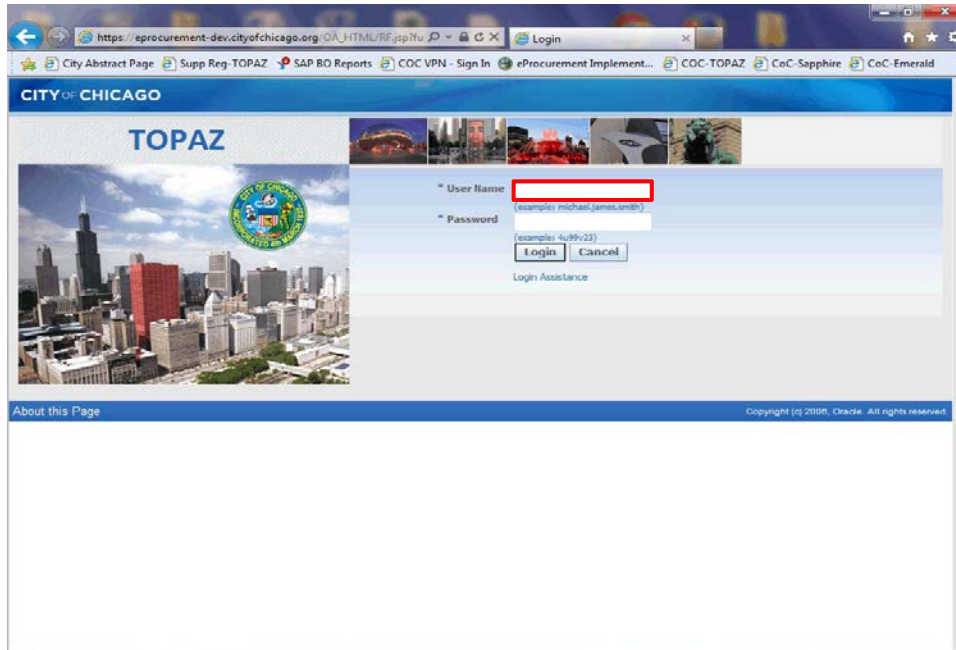


In this Course you will learn how to print a solicitation document through the iSupplier Portal.



## Step 1

From the login page, click in the **User Name** field.



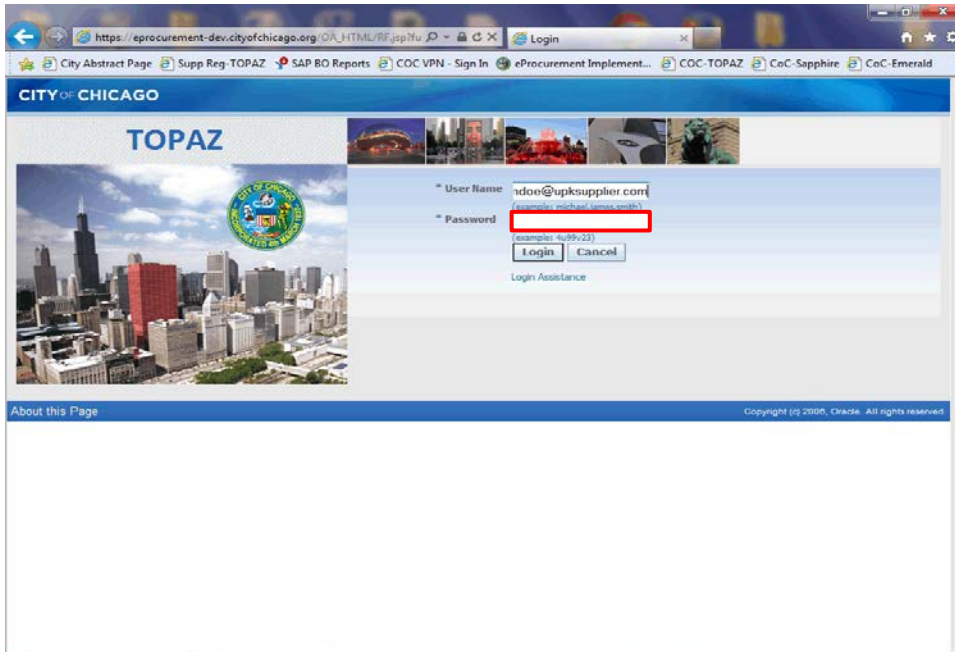
## Step 2

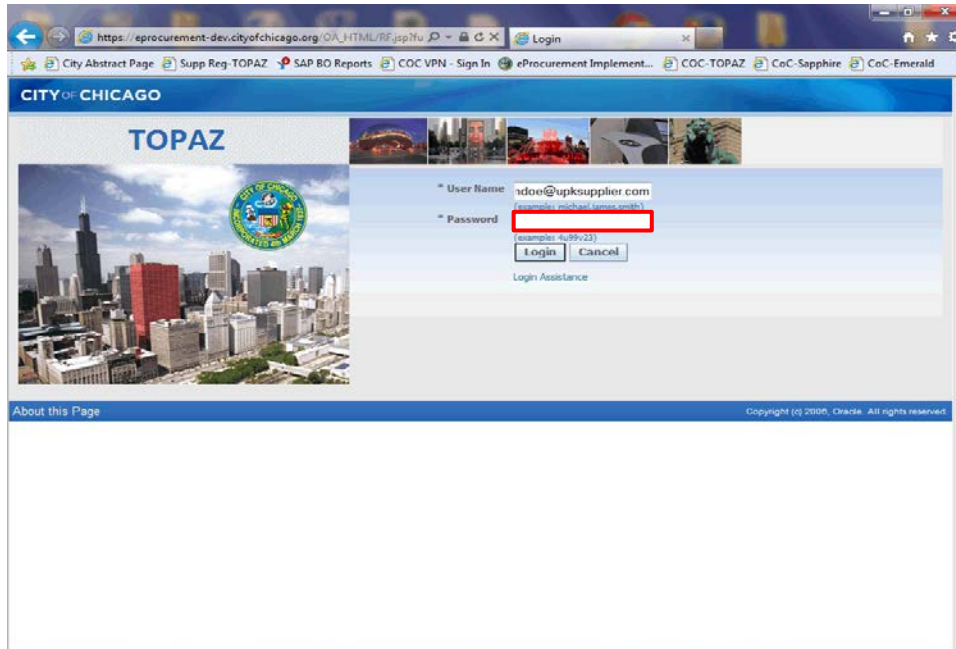
Enter the desired information into the **Username** field. In this example, enter "**john.doe@upksupplier.com**".

You will need to use your current login for the City of Chicago's iSupplier Portal.

Step 3

Click in the **Password** field.





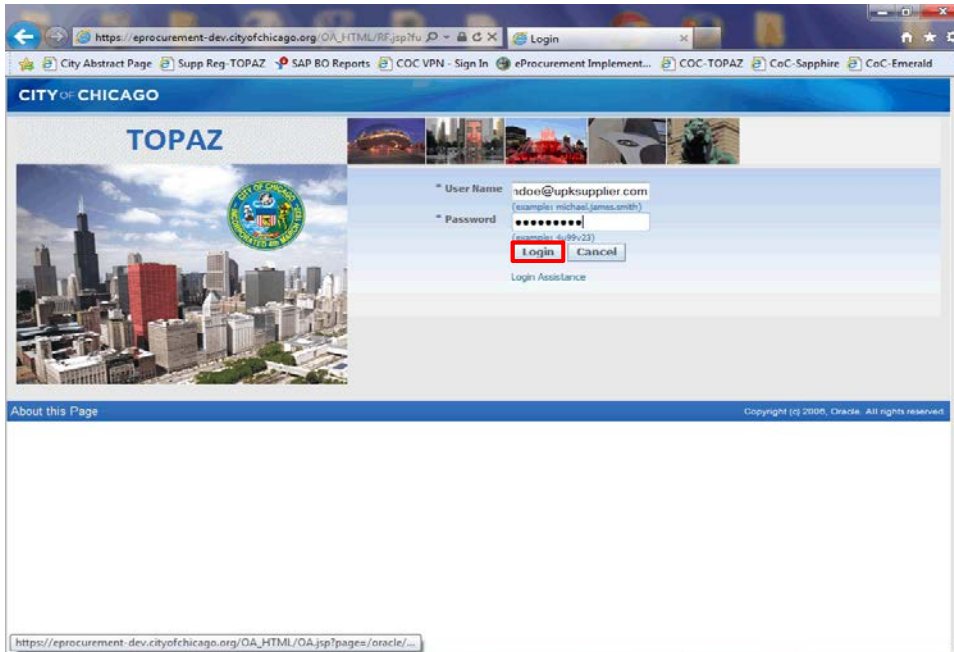
## Step 4

Enter the desired information into the **Password** field. Enter "**oracle123**".

You need to enter your specific password to access your iSupplier Portal account with the City of Chicago.

Step 5

Click the **Login** button.



Oracle Applications Home Page

Enterprise Search: All [Go] Search Results Display Preference: Standard Logged in As JOHNDOE@UPKSUPPLIER.COM

**Main Menu** Personalize

- City of Chicago Supplier Portal
- City of Chicago Online Bidding**

**Worklist** Full List (7)

From	Type	Subject	Sent	Due
WOODFORK MOORE, KIMLEMAY	Sourcing Publish	<a href="#">Acknowledgement Required: Amendment 1 to RFO 98 (139308; Mechanical and Auto Commodities for All Departments of City of Chicago)</a>	02-Feb-2016	
WOODFORK MOORE, KIMLEMAY	PO Approval	<a href="#">CITY OF CHICAGO - GRE - ProServ SPO (Task Order) 33186_0</a>	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	<a href="#">CITY OF CHICAGO - GRE - ProServ CP Agreement (MCA) 33185_0</a>	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	<a href="#">CITY OF CHICAGO - GRE - Commodities Blanket Agreement 33181_1</a>	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	<a href="#">CITY OF CHICAGO - GRE - Commodities Release PO 33184_0</a>	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	<a href="#">CITY OF CHICAGO - GRE - Commodities Release PO 33183_0</a>	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	<a href="#">CITY OF CHICAGO - GRE - Commodities Release PO 33182_0</a>	29-Dec-2015	

TIP Vacation Rules - Redirect or auto-respond to notifications.  
 TIP Worklist Access - Specify which users can view and act upon your notifications.

## Step 6

The *Oracle Applications Home Page* will now appear.

To access the City of Chicago solicitation details, click the **City of Chicago Online Bidding** link.



Step 7

Click the **Sourcing** link.

The screenshot displays the Oracle Applications Home Page for the City of Chicago E-Business Suite: TOPAZ. The page includes a navigation menu on the left with a 'Sourcing' link highlighted. The main content area features a 'Worklist' table with the following data:

From	Type	Subject	Sent	Due
WOODFORK MOORE, KIMLEMAY	Sourcing Publish	<a href="#">Acknowledgement Required: Amendment 1 to RFO 98 (139308; Mechanical and Auto Commodities for All Departments of City of Chicago)</a>	02-Feb-2016	
WOODFORK MOORE, KIMLEMAY	PO Approval	<a href="#">CITY OF CHICAGO - GRE - ProServ SPO (Task Order) 33186_0</a>	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	<a href="#">CITY OF CHICAGO - GRE - ProServ CP Agreement (MCA) 33185_0</a>	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	<a href="#">CITY OF CHICAGO - GRE - Commodities Blanket Agreement 33181_1</a>	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	<a href="#">CITY OF CHICAGO - GRE - Commodities Release PO 33184_0</a>	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	<a href="#">CITY OF CHICAGO - GRE - Commodities Release PO 33183_0</a>	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	<a href="#">CITY OF CHICAGO - GRE - Commodities Release PO 33182_0</a>	29-Dec-2015	

At the bottom of the Worklist section, there are two tips:

- TIP **Vacation Rules** - Redirect or auto-respond to notifications.
- TIP **Worklist Access** - Specify which users can view and act upon your notifications.

Step 8

Click the **Sourcing Home Page** link.

Oracle Applications Home Page

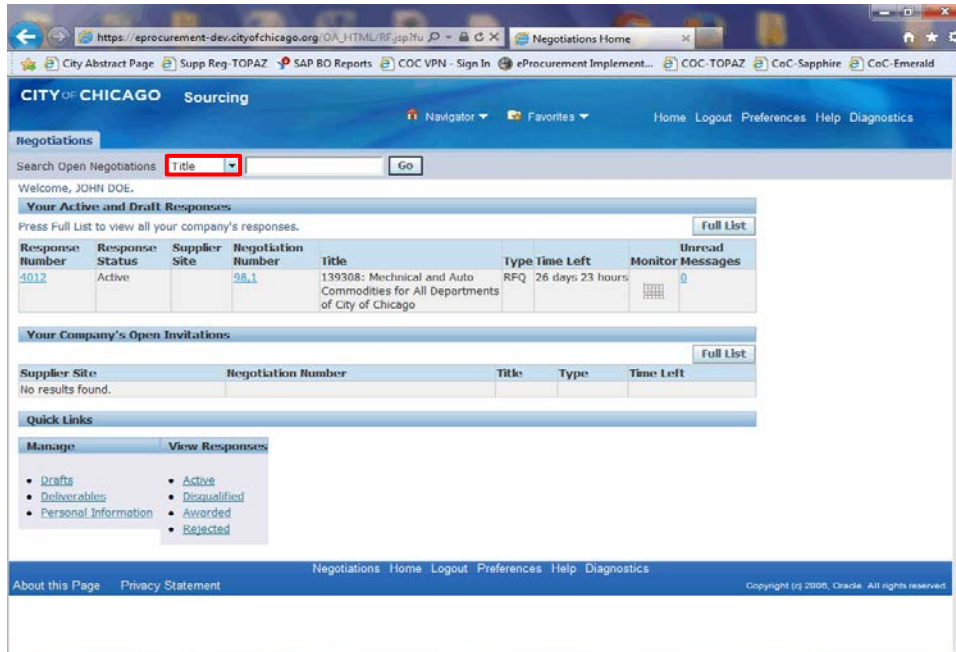
Main Menu

- City of Chicago Supplier Portal
- City of Chicago Online Bidding
- Sourcing**
  - Sourcing Home Page**
  - Worklist

Worklist

From	Type	Subject	Sent	Due
WOODFORK MOORE, KIMLEMAY	Sourcing Publish	Acknowledgement Required: Amendment 1 to RFO 98 (138308; Mechanical and Auto Commodities for All Departments of City of Chicago)	02-Feb-2016	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - ProServ SPO (Task Order) 33186_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - ProServ CP Agreement (MCA) 33185_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Blanket Agreement 33181_1	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33184_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33183_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33182_0	29-Dec-2015	

TIP Vacation Rules - Redirect or auto-respond to notifications.  
 TIP Worklist Access - Specify which users can view and act upon your notifications.



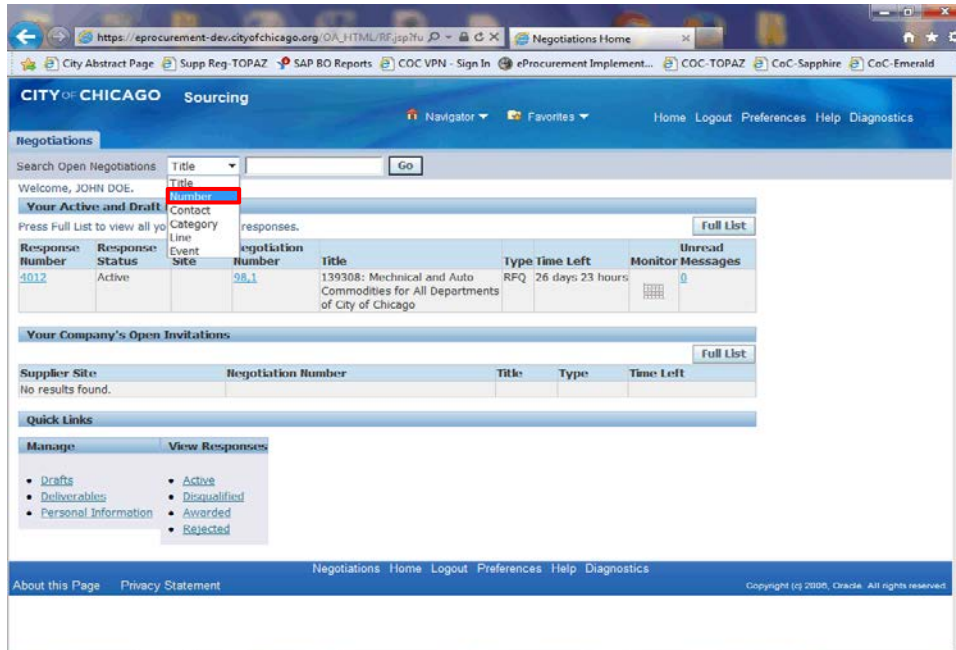
## Step 9

The *Solicitation Home Page* now appears.

Click the **Search Open Negotiations** list.

Step 10

Click the **Number** list item.

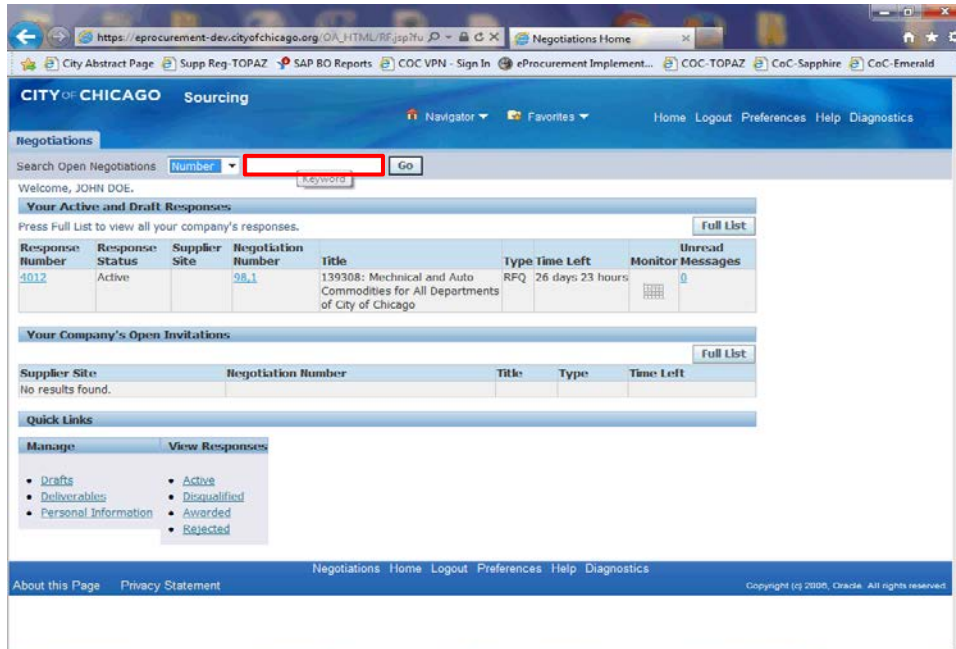


The screenshot shows the Oracle eProcurement interface for the City of Chicago. The page title is "CITY OF CHICAGO Sourcing". The main content area is titled "Negotiations" and includes a search bar for "Search Open Negotiations". Below the search bar, there is a "Your Active and Draft" section with a table of negotiations. The table has columns for "Response Number", "Response Status", "Response Site", "Negotiation Number", "Title", "Type", "Time Left", "Monitor", and "Unread Messages". A dropdown menu is open over the "Number" column, showing a list of items: "Title", "Number", "Contact", "Category", "Line", "Event", and "Site". The "Number" item is highlighted in red. Below the table, there is a "Your Company's Open Invitations" section with a "Full List" button. At the bottom, there are "Quick Links" for "Manage" and "View Responses", and a footer with "About this Page", "Privacy Statement", and "Copyright (c) 2008, Oracle. All rights reserved."

Response Number	Response Status	Response Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1012	Active		98.1	139308: Mechanical and Auto Commodities for All Departments of City of Chicago	RFQ	26 days 23 hours		0

Step 11

Click in the **Search Open Negotiations** field.



## Step 12

Enter the desired information into the **Search Open Negotiations** field. In this example, enter "98".

The screenshot shows the Oracle eProcurement interface for the City of Chicago. The browser address bar displays the URL: [https://eprocurement-dev.cityofchicago.org/ORA\\_HTML/RFQ.jsp?u](https://eprocurement-dev.cityofchicago.org/ORA_HTML/RFQ.jsp?u). The page title is "CITY OF CHICAGO Sourcing". The "Negotiations" section is active, and the "Search Open Negotiations" field contains the text "98". Below the search field, the user is greeted with "Welcome, JOHN DOE." and is shown a table of "Your Active and Draft Responses".

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1012	Active		98.1	139308: Mechanical and Auto Commodities for All Departments of City of Chicago	RFQ	26 days 23 hours		0

Below the table, there is a section for "Your Company's Open Invitations" which shows "No results found." and a "Quick Links" menu with options like "Drafts", "Deliverables", "Personal Information", "Active", "Disqualified", "Awarded", and "Rejected".

Step 13

Click the **Go** button.

The screenshot shows a web browser window with the URL [https://eprocurement-dev.cityofchicago.org/OA\\_HTML/RF.jsp?w...](https://eprocurement-dev.cityofchicago.org/OA_HTML/RF.jsp?w...). The page title is "CITY OF CHICAGO Sourcing" and the page content is under the "Negotiations" tab. A search bar at the top left contains the text "Search Open Negotiations" and a dropdown menu set to "Number". A text input field contains the number "98" and a red-bordered "Go" button is positioned to its right. Below the search bar, the user is greeted with "Welcome, JOHN DOE." and a section titled "Your Active and Draft Responses" with a "Full List" button. A table displays one active response:

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1012	Active		98.1	139308: Mechanical and Auto Commodities for All Departments of City of Chicago	RFQ	26 days 23 hours		0

Below the table is a section for "Your Company's Open Invitations" with a "Full List" button and a table with columns for "Supplier Site", "Negotiation Number", "Title", "Type", and "Time Left". The text "No results found." is displayed below the table. A "Quick Links" section contains two columns of links: "Manage" (Drafts, Deliverables, Personal Information) and "View Responses" (Active, Disqualified, Awarded, Rejected). The footer includes "About this Page", "Privacy Statement", "Negotiations Home Logout Preferences Help Diagnostics", and "Copyright (c) 2008, Oracle. All rights reserved."

## Step 14

The *Active Negotiations* window now appears.

Your search results will be displayed below.

Click the **Number** link for the solicitation you would like to print.  
Click the **98,1** link.

The screenshot shows the Oracle eProcurement interface for the City of Chicago. The page title is "CITY OF CHICAGO Sourcing". The main content area is titled "Active Negotiations". There is a search section with a note that the search is case insensitive. The search criteria are: Number: 98, Title: (empty), Category: (empty), Contact: (empty), Line: (empty), Event: (empty). Below the search section is a table of active negotiations. The table has columns: Select, Number, Title, Contact, Time Left, Close Date, All Responses, Your Company's Responses, Monitor, and Unread Messages. The first row is highlighted and contains the following data: Select: (radio button), Number: 98,1, Title: 139308: Mechanical and Auto Commodities for All Departments of City of Chicago, Contact: WOODFORK MOORE, KIMLEMAY, Time Left: 26 days 23 hours, Close Date: 29-Feb-2016 20:33:56 Sealed, All Responses: 1, Your Company's Responses: 0, Monitor: (calendar icon), Unread Messages: 0. Below the table is a "Return to Negotiations" link. The footer contains "About this Page" and "Copyright (c) 2004, Oracle. All rights reserved."

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages
<input type="radio"/>	<a href="#">98,1</a>	139308: Mechanical and Auto Commodities for All Departments of City of Chicago	WOODFORK MOORE, KIMLEMAY	26 days 23 hours	29-Feb-2016 20:33:56 Sealed	1	0		0



The screenshot shows the Oracle eProcurement interface for RFQ 98,1. The page title is 'CITY OF CHICAGO Sourcing'. The main content area displays the following information:

- Title:** 139308: Mechanical and Auto Commodities for All Departments of City of Chicago
- Status:** Active (Locked)
- Time Left:** 26 days 23 hours
- Open Date:** 02-Feb-2016 20:33:53
- Close Date:** 29-Feb-2016 20:33:56

The **Actions** list is located at the top right and includes a button labeled 'Create Quote', which is highlighted with a red box. Below the actions, the **Contract Terms** section shows:

- Buyer:** WOODFORK MOORE, KIMLEMAY
- Quote Style:** Sealed
- Outcome:** Commodities Blanket Agreement
- Description:** Commodities for All Departments of City of Chicago.

The **Terms** section displays:

- Effective Start Date:** 035- ADMIN\_OFF
- Effective End Date:** 035- ADMIN\_OFF
- Bill-To Address:** 035- ADMIN\_OFF
- Ship-To Address:** 035- ADMIN\_OFF
- FOB:** FOB
- Total Agreement Amount:** Total Agreement Amount
- Minimum Release Amount:** Minimum Release Amount
- Payment Terms:** IMMEDIATE
- Carrier:** Carrier
- Freight Terms:** Freight Terms

The **Currency** section shows:

- RFQ Currency:** USD
- Price Precision:** Any

The **Requirements** section is currently empty. At the bottom, there are links for 'Show All Details', 'Hide All Details', and 'Details Section'.

Step 15

The *Solicitation details* window now appears.

Click the **Actions** list.

Step 16

Click the **Printable View** list item.

The screenshot displays the Oracle eProcurement interface for a City of Chicago RFQ. The browser address bar shows the URL: <https://eprocurement-dev.cityofchicago.org/QUHTML/QUA.jsp?C>. The page title is "CITY OF CHICAGO Sourcing". The main content area shows details for RFQ 98.1, including the title "139308: Mechanical and Auto Commodities for All Departments of City of Chicago", status "Active (Locked)", and time left "26 days 23 hours". A navigation menu includes "Header", "Lines", "Contracts", and "Contract Terms". The "Contract Terms" section is active, showing fields for Buyer ("WOODFORK MOORE, KIMLEMAY"), Quote Style ("Sealed"), Outcome ("Commodities Blanket Agreement"), and Description ("Commodities for All Departments of City of Chicago"). An "Actions" dropdown menu is open, listing options: "Create Quote", "Online Discussions", "View Quote History", "View Amendment History", "Printable View" (highlighted in red), and "Export to Spreadsheet". Below the contract terms, there are sections for "Terms" (including Effective Start/End Dates, Bill-To/Ship-To addresses, and Payment Terms "IMMEDIATE") and "Currency" (RFQ Currency "USD", Price Precision "Any"). At the bottom, there are links for "Show All Details", "Hide All Details", and "Details Section".

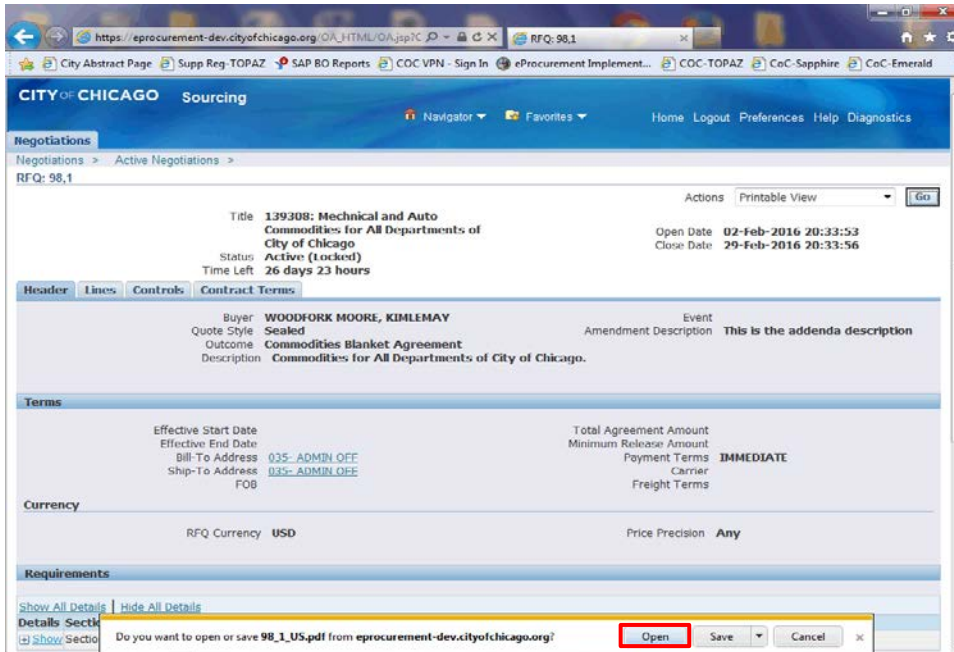
Step 17

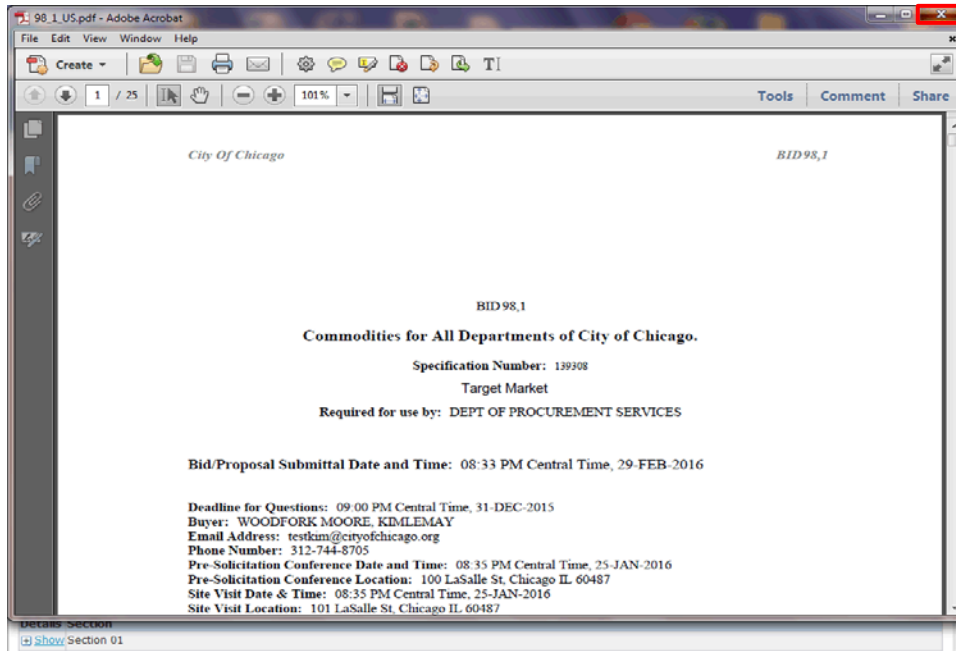
Click the **Go** button.

The screenshot displays the Oracle eProcurement interface for RFQ 98.1. The browser address bar shows the URL: https://eprocurement-dev.cityofchicago.org/OA\_HTML/OA.jsp?c=RFQ:98.1. The page header includes 'CITY OF CHICAGO Sourcing' and navigation links like 'Home', 'Logout', 'Preferences', and 'Help'. The main content area shows the RFQ title '139308: Mechanical and Auto Commodities for All Departments of City of Chicago' and its status as 'Active (Locked)'. Key dates include an open date of 02-Feb-2016 20:33:53 and a close date of 29-Feb-2016 20:33:56. A 'Printable View' dropdown menu is visible, with a red box highlighting the 'Go' button next to it. Below the header, the 'Contract Terms' section is expanded, showing details such as 'Buyer: WOODFORK MOORE, KIMLEMAY', 'Quote Style: Sealed', and 'Outcome: Commodities Blanket Agreement'. The 'Terms' section lists 'Effective Start Date', 'Effective End Date', 'Bill-To Address', and 'Ship-To Address'. The 'Currency' section shows 'RFQ Currency: USD' and 'Price Precision: Any'. At the bottom, there are links for 'Show All Details' and 'Hide All Details', and a 'Details Section' header.

Step 18

Click the **Open** button to open the PDF file. This will show you the entire solicitation document in PDF format.





## Step 19

This will open the printable PDF document for this specific solicitation. This document will include all of the details for the entire solicitation.

You can save this document to your computer to access at a later point of time.

Once you have finished using the document, click the **Close** button.

Step 20

Click the **Home** link.

The screenshot shows a web browser window displaying the Oracle eProcurement system interface. The browser's address bar shows the URL: [https://eprocurement-dev.cityofchicago.org/OA\\_HTML/OA.jsp?\\_rc=FNDPOR...](https://eprocurement-dev.cityofchicago.org/OA_HTML/OA.jsp?_rc=FNDPOR...). The page title is "CITY OF CHICAGO Sourcing". In the top navigation bar, the "Home" link is highlighted with a red rectangular box. Other navigation links include "Navigator", "Favorites", "Logout", "Preferences", "Help", and "Diagnostics".

The main content area displays details for a negotiation with RFQ number 98.1. The title is "139308: Mechanical and Auto Commodities for All Departments of City of Chicago". The status is "Active (Locked)" and the time left is "26 days 23 hours". The open date is "02-Feb-2016 20:33:53" and the close date is "29-Feb-2016 20:33:56".

Below the header, there are tabs for "Header", "Lines", "Contracts", and "Contract Terms". The "Contract Terms" tab is selected, showing the following information:

Buyer	WOODFORK MOORE, KIMLEMAY	Event	
Quote Style	Sealed	Amendment Description	This is the addenda description
Outcome	Commodities Blanket Agreement		
Description	Commodities for All Departments of City of Chicago.		

Below the contract terms, there are sections for "Terms", "Currency", and "Requirements".

**Terms:**

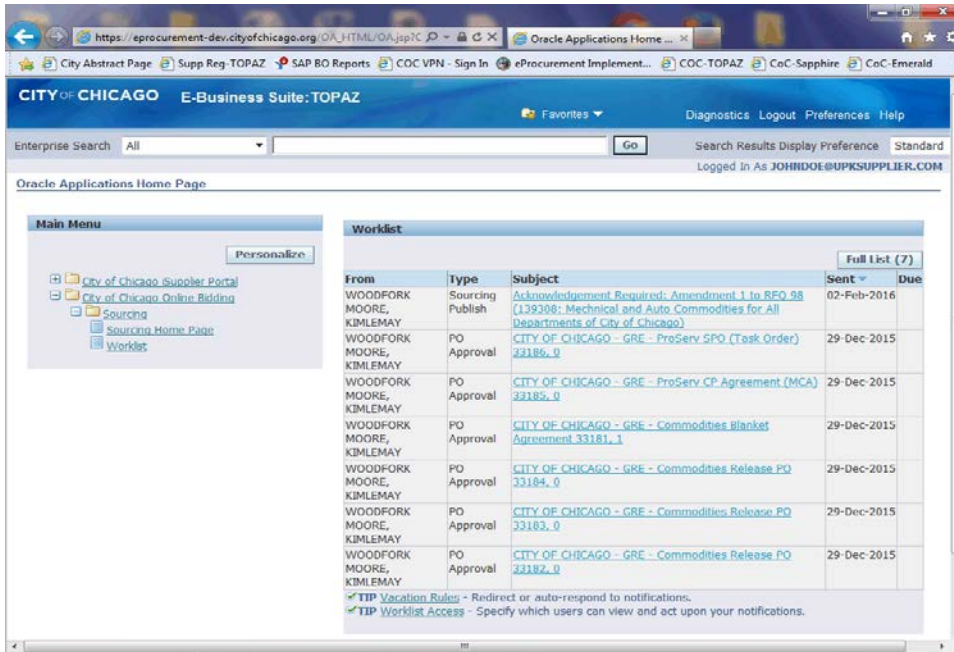
Effective Start Date		Total Agreement Amount	
Effective End Date		Minimum Release Amount	
Bill-To Address	035- ADMIN OFF	Payment Terms	IMMEDIATE
Ship-To Address	035- ADMIN OFF	Carrier	
FOB		Freight Terms	

**Currency:**

RFQ Currency	USD	Price Precision	Any
--------------	-----	-----------------	-----

**Requirements:**

At the bottom of the page, there are links for "Show All Details" and "Hide All Details", and a "Details Section" header. The browser's status bar at the bottom shows the URL: [https://eprocurement-dev.cityofchicago.org/OA\\_HTML/OA.jsp?\\_rc=FNDPOR...](https://eprocurement-dev.cityofchicago.org/OA_HTML/OA.jsp?_rc=FNDPOR...)



## Step 21

You have just finished printing a solicitation document from the City of Chicago's iSupplier Portal.

To submit a response to a solicitation or view other organizational details, please use the provided training materials for the action you wish to complete.

**End of Procedure.**