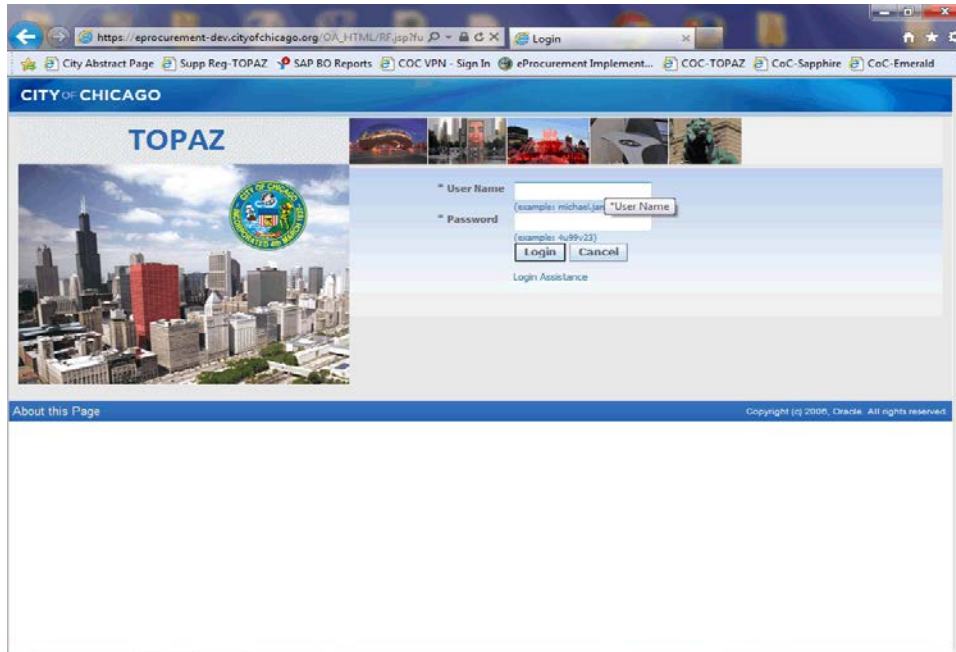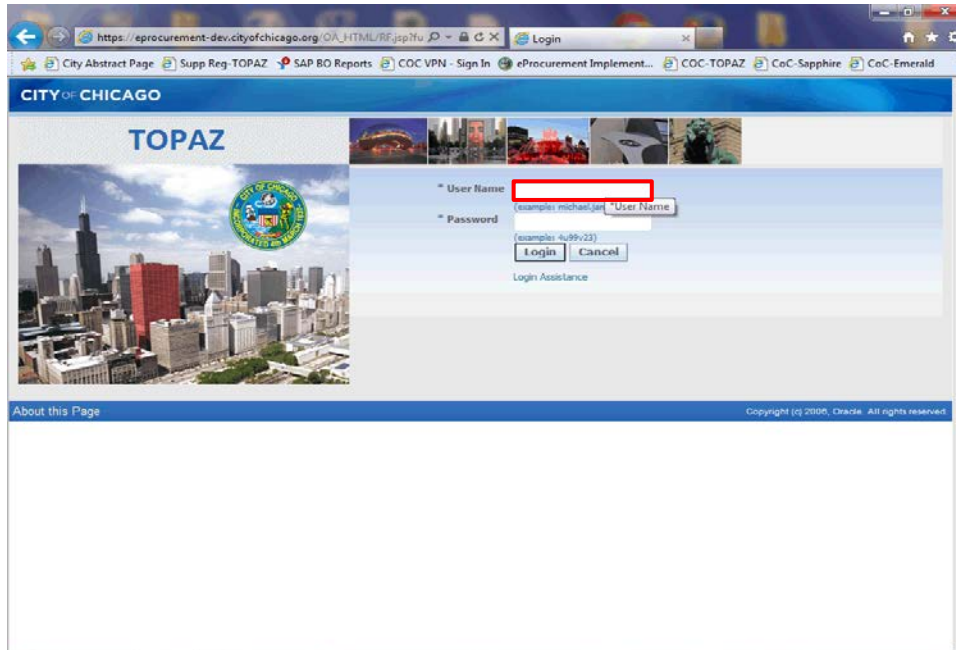# Print Solicitation Document
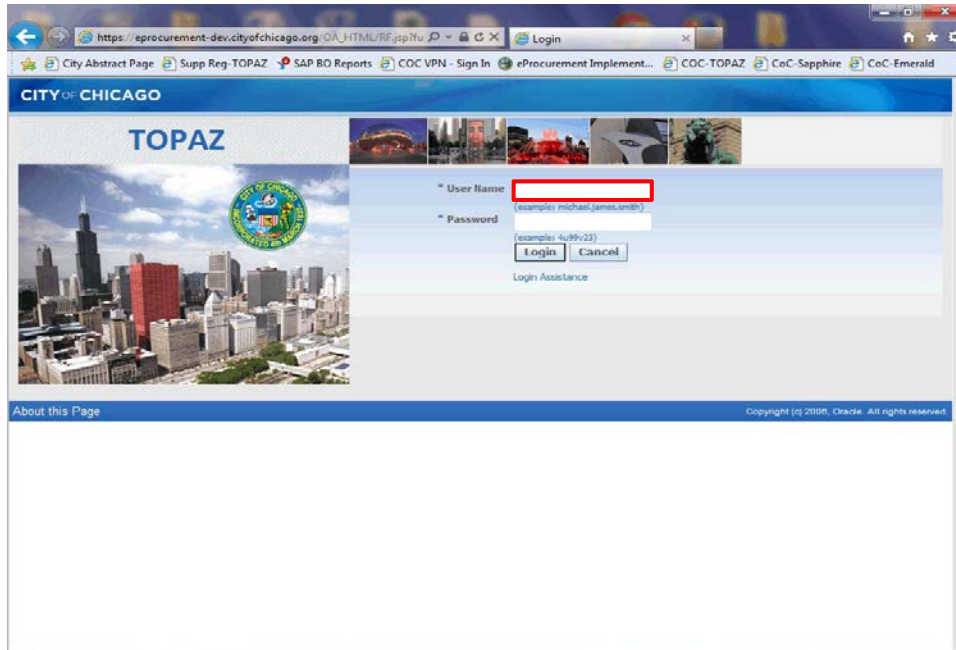
In this Course you will learn how to print a solicitation document through the iSupplier Portal.

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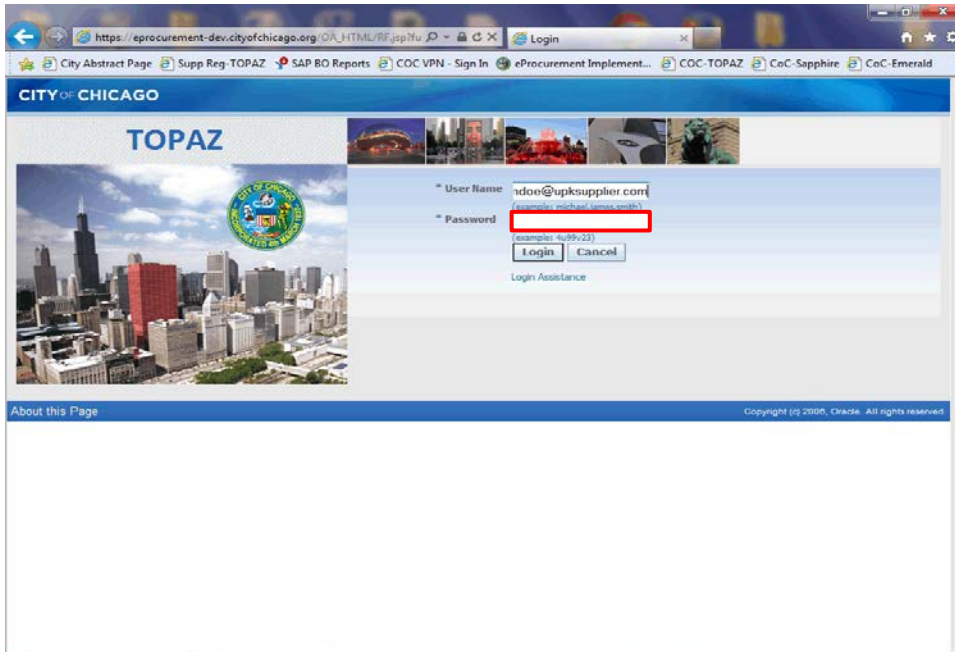Step 1

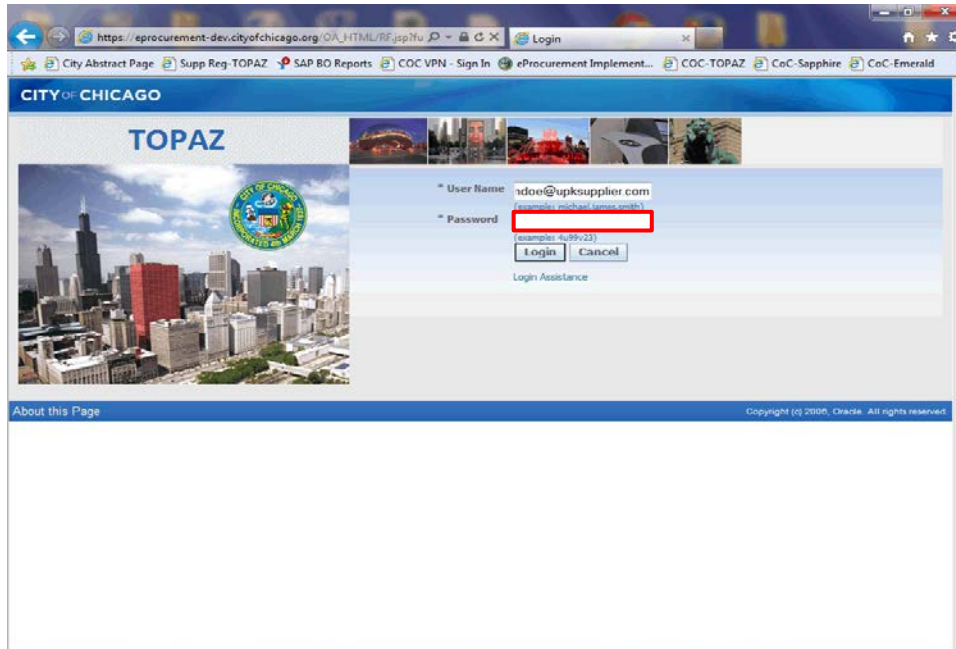From the login page, click in the **User Name** field.

Step 2

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

You will need to use your current login for the City of Chicago's iSupplier Portal.
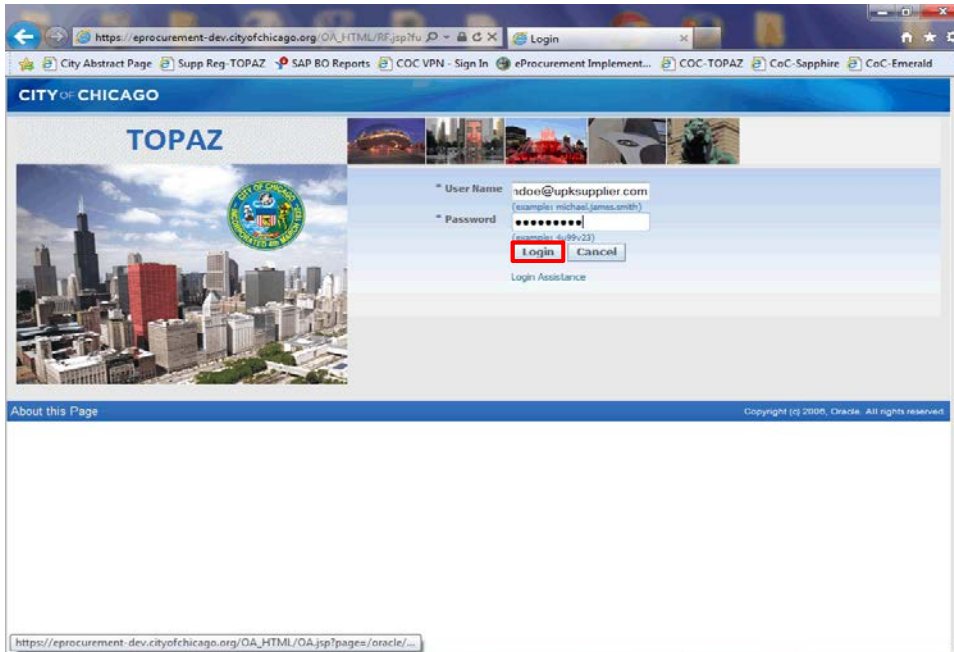
Step 3

Click in the **Password** field.

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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.

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

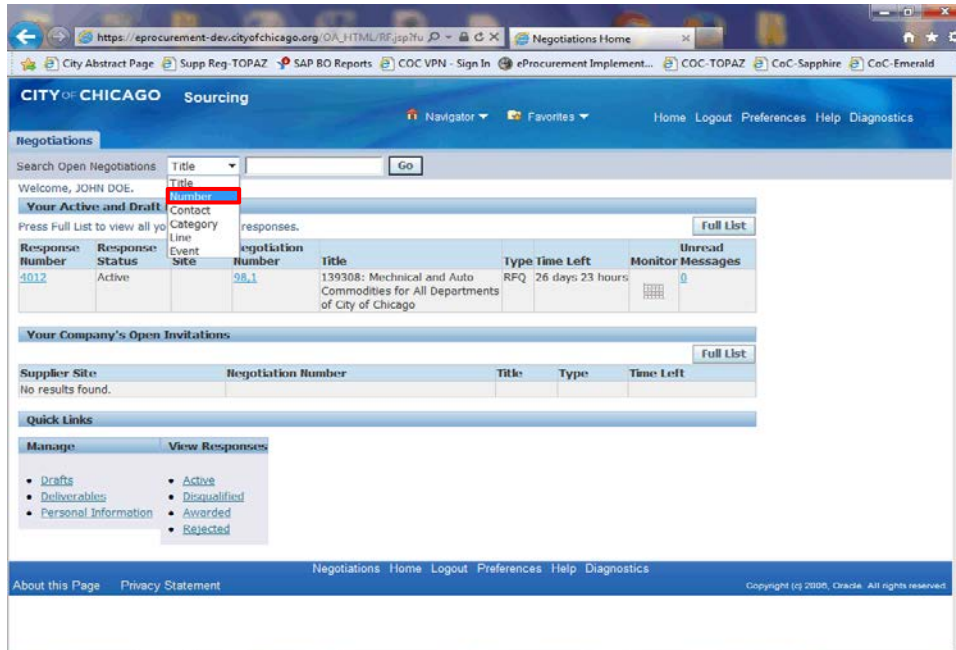Click the **Sourcing** link.

Step 8

Click the **Sourcing Home Page** link.

Step 9

The *Solicitation Home Page* now appears.

Click the **Search Open Negotiations** list.
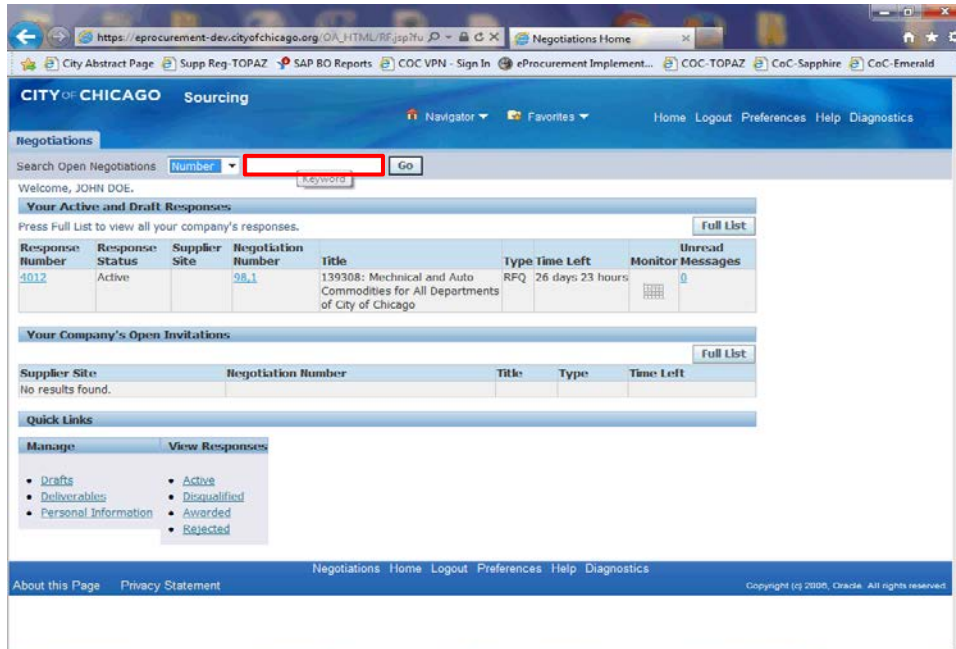
Step 10

Click the **Number** list item.

Step 11

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

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Step 12

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

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Step 13

Click the **Go** button.

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.

Step 15

The *Solicitation details* window now appears.

Click the **Actions** list.

Step 16

Click the **Printable View** list item.

Step 17

Click the **Go** button.

Step 18

Click the **Open** button to open the PDF file. This will show you the entire solicitation document in PDF format.
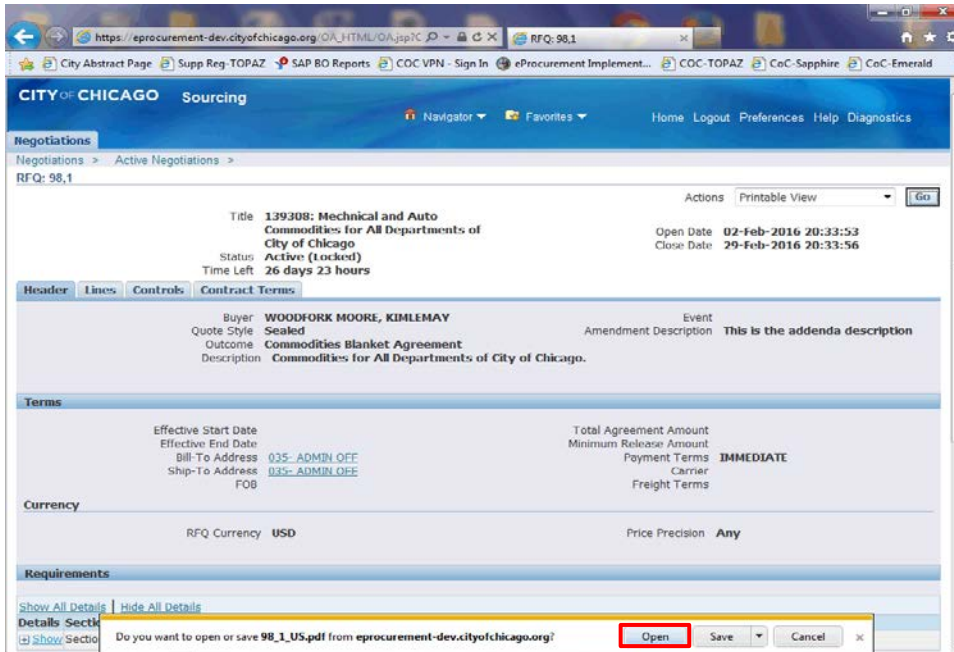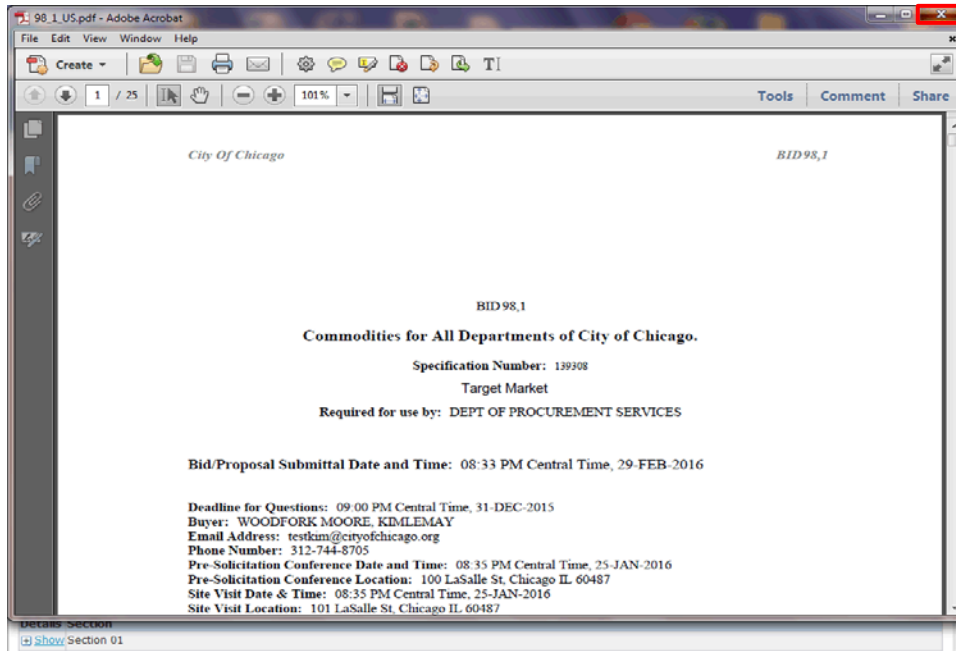
Step 19

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.

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.