Title:

Supplier Submits a Quotation

Description:

Suppliers log into Sourcing from the email provided informing them that they have been invited to participate in the solicitation, or they can login via the current solicitations web page.   They can see the RFQs that are available for them to respond with quotations.   If the RFQ was defined as open to invitation only, then only those suppliers who were invited will see the RFQ and be able to respond. For RFQs that were defined as open to all, all suppliers can view and respond.

Oracle Prerequisites:

• *A supplier must be registered as an iSupplier.*

• *A minimum of one RFQ must be available for the supplier to place a quotation.*

Oracle Responsibilities:

• *MARTA Sourcing Supplier*

Menu Path
Email notification of RFQ

Note: - Email is sent to vendor contact with RFQ details

Window Name:

Action Required: Login to review and reply to RFQ

From	**Furlow, Katrina**	Company	**MARTA**
To	**SRI EDUPALLI**	Title	**DEMO**
Sent	**09-MAR-2014 12:44:53**	Number	**1103**
Due	**21-MAR-2014 12:43:58**		
ID	**16691437**		

Negotiation Preview **Not specified**
Negotiation Open **March 09, 2014 12:44 pm Eastern Time**
Negotiation Close **March 21, 2014 12:43 pm Eastern Time**
Supplier **MARTA**
Supplier Site **2424 PIEDMONT RD., NE, ATLANTA, GA 30324-3324, US**

1

To acknowledge your intent to participate, Please log into http://www.itsmarta.com and access vendor opportunities from quick links section and click Existing Vendor Login or acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to Negotiation Details page if you want to view the document before acknowledging intent to participate and/or to enter a response. (LOGIN_VIEW_DETAILS_HB=If not logged in, please go to Login and view Negotiation Details page or If already logged in,)

Action History

Num	Action Date	Action	From	To	Details
1	09-MAR-2014 16:44:53	Submit	Furlow, Katrina	SRI EDUPALLI	

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Does your company intend to participate?: **Yes No**

2

The registered supplier is sent an email informing them that they are invited for a Request for Quote. After reviewing the email the supplier begins the reply process.

*Note: - Supplier can use option **1 or 2** to respond to RFQ.*

1	**To acknowledge your intent to participate, Please log into http://www.itsmarta.com and access vendor opportunities from quick links section and click Existing Vendor Login**

2	**Click on YES to accept the RFQ invitation or on NO to decline the invitation**

Login to vendor portal to respond to RFQ.

Window Name:

MARTA Home Page

The attachment "link" (http://www.itsmarta.com) brings the Marts home page access vendor opportunities page to access existing vendor logon screen to begin their reply.

Window Name:

Login Page

The "Existing Vendor Login link" brings the registered supplier to the logon screen to begin their reply.

Field Name	Description/Action
USERNAME	Enter the appropriate USERNAME that was sent to you. This is normally your email address.
PASSWORD	Enter the password.

Click on LOGIN

Window Name:
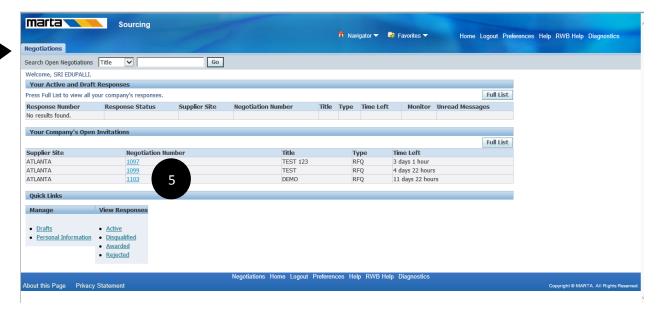
Vendor Oracle Application home page

3	**Click "MARTA Sourcing Supplier" responsibility to respond to RFQ.**

Window Name:

Vendor Oracle Application home page
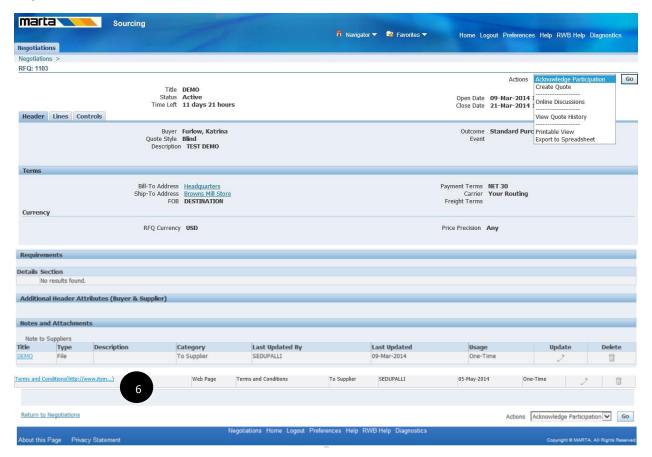

| 4 | Ckick "Surcing Home Page" |

This brings the registered supplier to the Sourcing Home tab. ▶ Negotiations tab. The open RFQ's are listed on the Negotiations tab, beneath Your Company's Open Invitations.

| 5 | Click on the appropriate NOTIFICATION NUMBER to view the RFQ. |

Click on the appropriate NOTIFICATION NUMBER to view the RFQ.

Note: if your session is interrupted for any reason, login and return to the Negotiations tab. If you began an RFQ response and saved, it will appear as a draft (top of page). If you did not save, continue at step 5.

Window Name:

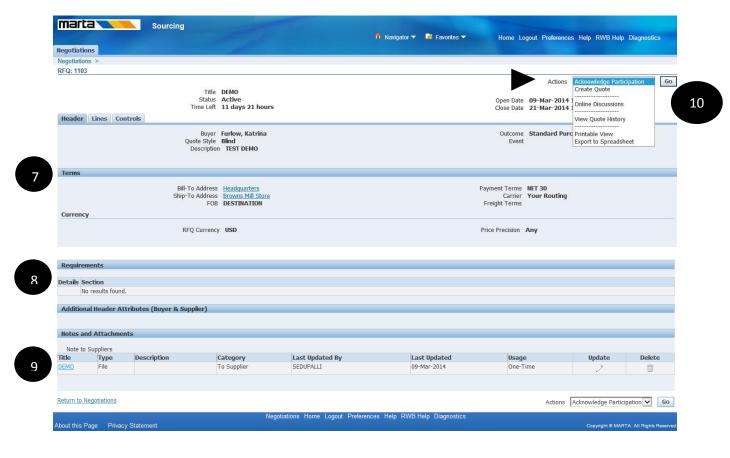*Negotiation – RFQ Terms and Conditions*

Review MARTA "Terms and Conditions" click "http://www.itsmarta.com/REQUEST-FOR-QUOTE-Ts-Cs-Rev-1.doc "

Note: To review MARTA RFQ Terms & Conditions access http://itsmarta.net/vendor-opportunities.aspx and click "Terms & Conditions for Request for Quotes"
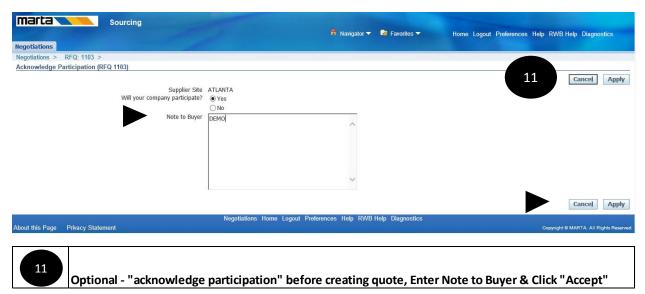
Window Name:

Negotiation – RFQ

Review the information contained under the Header, create quote, and respond to Requirements and Attachments in Header.
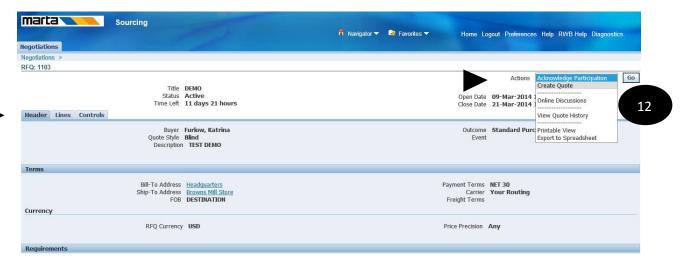

		Review Terms and Conditions
7		**Review Terms and Conditions**
8		**Review requirements**
9		**Review attachments**
10		**Actions "acknowledge" or "create quote"**

Window Name:

Negotiation – Acknowledge Participation

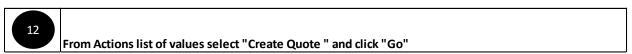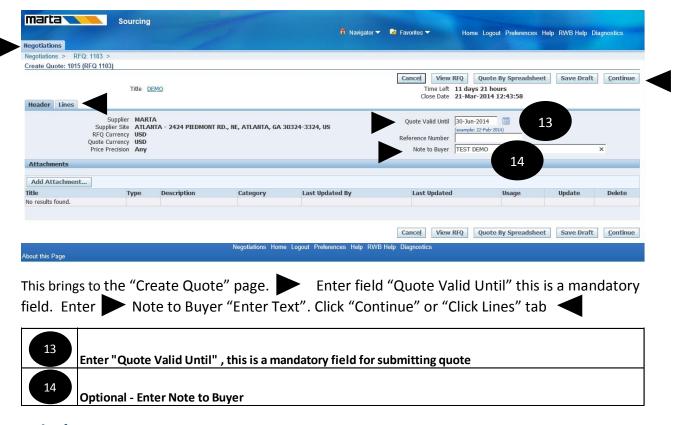| 11	**Optional - "acknowledge participation" before creating quote, Enter Note to Buyer & Click "Accept"**

Window Name:

Negotiation - Negotiation

This brings to the Negotiation "Header" tab.   Negotiations tab. The open RFQ's are listed on the Negotiations tab, beneath Your Company's Open Invitations.
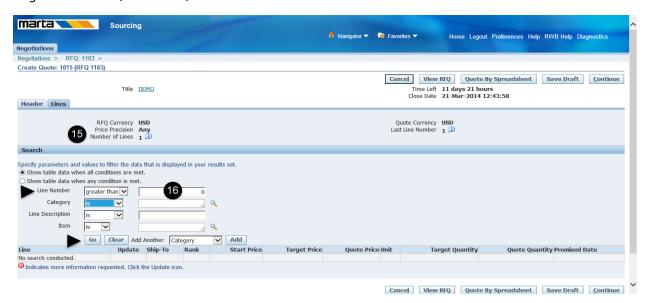
12	**From Actions list of values select "Create Quote " and click "Go"**

Window Name:

Negotiation – RFQ – Create Quote

This brings to the "Create Quote" page. ▶ Enter field "Quote Valid Until" this is a mandatory field. Enter ▶ Note to Buyer "Enter Text". Click "Continue" or "Click Lines" tab ◀

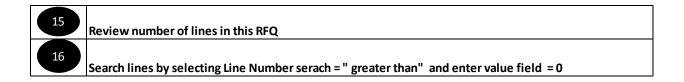|	
13	**Enter "Quote Valid Until" , this is a mandatory field for submitting quote**
14	**Optional - Enter Note to Buyer**

Window Name:

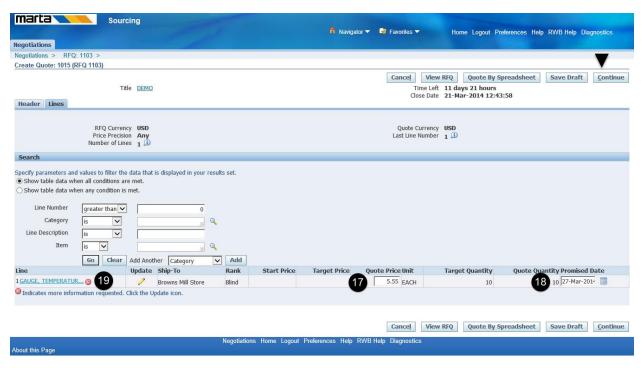*Negotiation – RFQ – Create Quote – Search Lines*

Line Tab "Displays Number of Lines", Search for a line or lines and ▶ Click "Go"

15	Review number of lines in this RFQ
16	Search lines by selecting Line Number serach = " greater than" and enter value field = 0

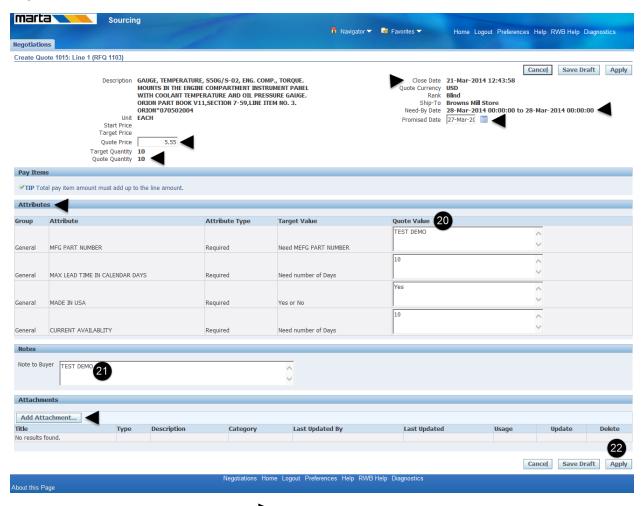# Window Name:

Negotiation – RFQ – Create Quote – Search Lines - Lines

This brings Line information page with line details. The "Red indicator" on the line has buyer requested mandatory information.
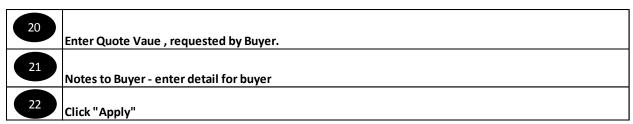
17	Enter "Quote Price" this is Mandatory field
18	Enter Promise Date
19	Line Requirements manadatory information requested by Buyer, Click 'Update' link to review and update line requirements

Note:- This page will display all line pertaining to the RFQ.

Window Name:

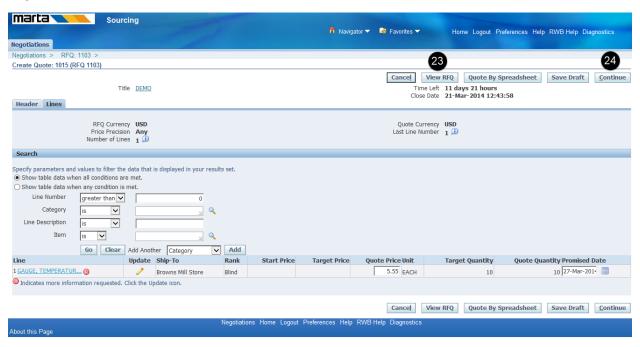*Negotiation – RFQ – Create Quote – Line Details*

This brings to the Line detail page review ▶ "Quote Price, Promise Date, Need by Date, Quantity and Close Date". Attributes section display buyer requested information for submitting quote. Attributes section of the page displays Attribute Details, Requested information is required or Optional, Target value (brief description of the requested value) and Quote Value for the accepted value.
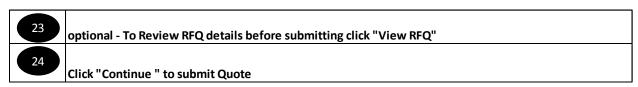
Review ▶ "Attachments" for the line

20	**Enter Quote Vaue , requested by Buyer.**
21	**Notes to Buyer - enter detail for buyer**
22	**Click "Apply"**

Note:- Vendor need to update this information for all lines in the RFQ before submitting the quote.

Window Name:

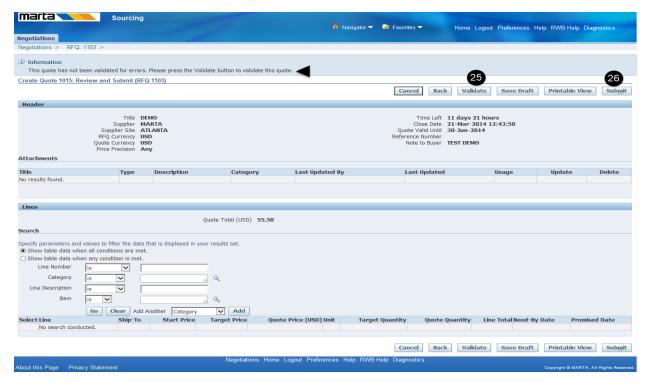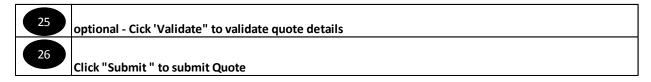*Negotiation – RFQ – Create Quote – Line*

This displays Line details page. To review RFQ click "View RFQ" button or click "continue" optional

23	**optional - To Review RFQ details before submitting click "View RFQ"**
24	**Click "Continue " to submit Quote**

Window Name:

Negotiation – RFQ – information

This brings to the line information page with message "This quote has not been validated for errors. Please press the Validate button to validate this quote." Optional click "Validate" button to validate line details or click "Submit" button to submit quote.
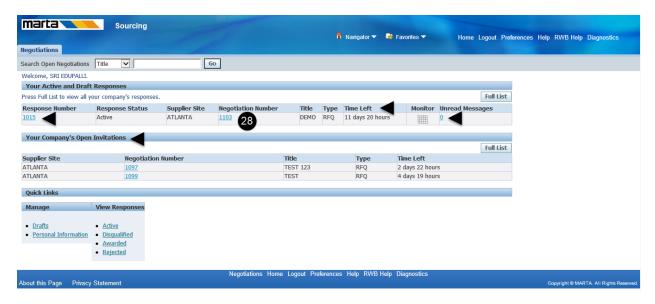
25	**optional - Cick 'Validate" to validate quote details**
26	**Click "Submit " to submit Quote**

Window Name:

Negotiation – Confirmation

This brings Quote submission confirmation page.

27	**Click "Return to sourcing Home Page"**

Window Name:

Negotiation – Home Page to review RFQ after submitting

This page brings to the Negotiation home page, this page displays quote submitted, Open RFQ's, unread online messages form buyer, Time left on a RFQ.

| 28 | optional - Click Negotiation number to review RFQ. |

Process ends for submitting a Quote.

Submitting Quote

1	Optional To acknowledge your intent to participate, Please log into http://www.itsmarta.com and access vendor opportunities from quick links section and click Existing Vendor Login
2	Click on YES to accept the RFQ invitation or on NO to decline the invitation
3	Click "MARTA Sourcing Supplier" responsibility to respond to RFQ.
4	Ckick "Surcing Home Page"
5	Click on the appropriate NOTIFICATION NUMBER to view the RFQ.
6	Review MARTA "Terms and Conditions" click "http://www.itsmarta.com/REQUEST-FOR-QUOTE-Ts-Cs-Rev-1.doc "
7	Review RFQ Header and Terms
8	Review requirements (optional data - Buyers will post this information if required)
9	Review attachments (optional data - Buyers will post this information if required)
10	Actions "acknowledge" or "create quote" (Vendors can choose to acknowledge or create Quote)
11	Optional - "acknowledge participation" before creating Quote, Enter Note to Buyer & click "Accept"
12	From Actions list of values select "Create Quote " and click "Go"
13	Enter "Quote Valid Until" , this is a mandatory field for submitting quote
14	Optional - Enter Note to Buyer
15	Review number of lines in this RFQ
16	Search lines by selecting Line Number serach = " greater than" and enter value field = 0
17	Enter "Quote Price" this is Mandatory field
18	Enter Promise Date
19	Line Requirements manadatory information requested by Buyer, Click 'Update' link to review and update line requirements
20	Enter Quote Vaue , requested by Buyer.
21	Notes to Buyer - enter detail for buyer
22	Click "Apply"
23	optional - To Review RFQ details before submitting click "View RFQ"
24	Click "Continue " to submit Quote
25	optional - Cick 'Validate" to validate quote details
26	Click "Submit " to submit Quote
27	Click "Return to sourcing Home Page"
28	optional - Click Negotiation number to review RFQ.