Responding to a Request for Quote

Table of Contents
1. Disclaimer about the Images in this Document ................................................................. 2
2. Before Accessing Your iSupplier Account for the First Time ........................................ 2
3. Accessing Your iSupplier Account for the First Time ..................................................... 2
   3.1 Changing Your One-Time Password .............................................................................. 3
4. Viewing Open Requests for Quotes .................................................................................. 4
5. Downloading an RFQ’s Attachment .................................................................................. 6
6. Responding to an RFQ ...................................................................................................... 6
   6.1 Acknowledging Participation ......................................................................................... 6
   6.2 Creating a Bid/Quote .................................................................................................... 7
7. Revising a Previously Submitted Quote ........................................................................... 10
8. Acknowledging an Amended RFQ .................................................................................... 12
   8.1 Revising Your Quote After an RFQ is Amended .......................................................... 14
9. Operating the Online-Discussion Feature .................................................................... 15
   9.1 Responding to a Message in Oracle ............................................................................. 15
   9.2 Creating a New Message ............................................................................................. 16
10. For Further Assistance .................................................................................................... 17
11. Change-History Table .................................................................................................... 17
1. Disclaimer about the Images in this Document

All photos in this document depict mock request-for-quote (RFQ) numbers, quote numbers, and response numbers. The images were generated in a test environment (not in the live instance of iSupplier) and are only intended to be instructional. They do not depict any current iSupplier transactional data or information.

2. Before Accessing Your iSupplier Account for the First Time

If You Already Have a Registered iSupplier Account

If you have any questions before you access your account for the first time, contact Sandia National Laboratories’ (Sandia’s) Supply Chain Help Desk at supreg@sandia.gov. Provide your first and last name, job title, company name, federal tax identification number, email address, phone number, and fax number.

If You Do Not Have a Registered iSupplier Account

Email supreg@sandia.gov and request an iSupplier user account. Provide your first and last name, job title, company name, federal tax identification number, email address, phone number, and fax number. A Sandia administrator will review your information and either approve or deny your request.

3. Accessing Your iSupplier Account for the First Time

If the Sandia administrator approves your account request, you will receive an email (figure 1) with the following: a link to the iSupplier portal, your username, and a one-time password.

![Email Example](image)

*Figure 1: example of registered-user email*

In the email, click the **log on** hyperlink.

**NOTE:** You will be directed to a new page (figure 2) that will require you to enter your username and one-time password. You will then be redirected to a page that will require you to change your one-time password. You cannot access your account until you initially log in and change your one-time password.
3.1 Changing Your One-Time Password

- Enter your one-time password in the Current Password field (figure 2).
- Enter a new password in the New Password field.
- Confirm your new password by reentering it into the Reenter New Password field.
- Click the Submit button.

**NOTE:** After you log into your account, you will be redirected to the main Oracle screen.

![Change Password screen](image)

**Figure 2: Change Password screen**

- From the Oracle screen, click the iSupplier Home icon to launch the iSupplier homepage.

![Oracle screen](image)

**Figure 3: Oracle screen**
4. Viewing Open Requests for Quotes

1. To view open requests for quotes (RFQs), navigate to the iSupplier homepage, and click the Negotiations tab.

   ![Negotiations Tab Image]
   
   **Figure 4:** click the Negotiations tab

2. The “Your Company’s Open Invitations” subsection contains all open RFQs that you have been invited to respond to.

   **NOTE:** The “Your Active and Draft Responses” subsection contains all quotes that you have submitted previously for other RFQs.

   ![Active and Draft Responses Image]
   
   **Figure 5:** manage RFQs on the Negotiations page
3. To view an RFQ in the “Your Company’s Open Invitations” subsection, click the hyperlinked negotiation number.

Figure 6: click the hyperlinked negotiation number

4. On the RFQ page, the following four tabs contain the RFQ’s details: Header, Lines, Controls, Contract Terms.
   - To view the entire RFQ, click each of the four tabs.
   - Check the “Notes and Attachments” subsection in the Header tab to review any attachments and/or additional information.

Figure 7: details of the RFQ are contained within these four tabs
5. Downloading an RFQ’s Attachment

Under the RFQ’s Header tab in the “Notes and Attachments” subsection, click a file name to open an attached file.

![Image of Notes and Attachments subsection of the RFQ's Header tab](image)

Figure 8: Notes and Attachments subsection of the RFQ's Header tab

6. Responding to an RFQ

**NOTE:** When viewing an RFQ, you can perform several actions by selecting the different options in the Actions dropdown menu (figure 9).

6.1 Acknowledging Participation

1. To notify Sandia that you intend to bid, select “Acknowledge Participation” in the Actions dropdown menu, and then click the Go button.

![Image of Acknowledge Participation page](image)

Figure 9: Actions dropdown menu on the Negotiations tab

2. If your company wishes to participate, select the Yes radio button on the Acknowledge Participation page. You may also include a comment to the subcontracting professional (i.e., buyer) in the optional Note to Buyer field. Click the Apply button.

![Image of Acknowledge Participation page](image)

Figure 10: Acknowledge Participation page
6.2 Creating a Bid/Quote

1. Select “Create Quote” in the Actions dropdown menu, and then click the Go button.

2. On the Header tab of your quote (figure 12), populate the following fields:
   - **Quote Valid Until** – Your quote will remain valid until this date. You can select a date by clicking the calendar icon to the right of the box.
   - **Reference Number** – Add your own internal tracking number.
   - **(Optional) Note to Buyer** – Add any additional information that you want the subcontracting professional to know.

3. You may add attachments that you want the subcontracting professional to view. Click the Add Attachments button under the “Attachments” subsection. Follow the ensuing instructions to add a file or a URL.
4. After you populate the fields in the Header tab, click the Lines tab.

Figure 13: click the Lines tab on the Negotiations page

5. On the Lines tab, populate the following fields:
   - **Quote Price** – include the per-unit price of the goods and/or services that you will deliver/provide.
     
     *NOTE:* to determine the quote total, multiply the quote price by the quote quantity (e.g., quote price $100 x quote quantity 10 = $1000 quote total).
   - **Promised Date** – select the date that you promise to deliver/provide your goods and/or services. To specify a date, click the calendar icon to the right of the field.

Figure 14: fill in the quote price and promised date

6. After you populate the fields in the Header and Lines tabs, click the **Continue** button.

Figure 15: click Continue on the Lines tab to continue creating your quote
7. You will be directed to a page titled Create Quote #####; Review and Submit (RFQ #####). Ensure that your quote is accurate. Choose one of the following options depending on your preferred action:

- **Cancel button**: Takes you back to the Negotiations tab
- **Back button**: Takes you back to the Lines tab
- **Validate button**: Notifies you if any errors were found
- **Save Draft button**: Saves your draft to a Manage Draft Responses page
- **Printable View button**: Opens a pdf of your draft
- **Submit button**: Sends your quote to the subcontracting professional

Figure 16: Choose one of these six options

8. When you are satisfied that your quote is both accurate and complete, click the **Submit button**.

Figure 17: click Submit when the quote is accurate and complete
9. After you successfully submit your quote, a confirmation screen will appear.

![Figure 18: confirmation screen](image)

**7. Revising a Previously Submitted Quote**

1. If an RFQ’s status is still active (see Status column in figure 19), you may revise a quote you previously submitted.
   - Navigate to the home screen.
   - Under the “Responses to Negotiations” subsection, click the response number for the quote/response that you want to revise.

![Figure 19: click the response number to access and revise a quote/response](image)
2. From the Actions dropdown menu, select “Create Quote,” and click the Go button.

![Figure 20: select Create Quote from the Actions dropdown menu](image)

3. Edit your quote, and then click the Continue button.

**NOTE:** You can edit any open fields (e.g., quote price, promised date, quote).

![Figure 21: click Continue when you finish editing the quote](image)

4. Review your newly updated quote to ensure that all information is accurate and complete, and click the Submit button.

![Figure 22: submit the revised quote](image)

5. After you successfully submit your revised quote, a confirmation screen will appear.

**NOTE:** Sandia will only consider the most recently submitted quote for contract award.

![Figure 23: confirmation screen after submitting a revised quote](image)
8. Acknowledging an Amended RFQ

Occasionally, a Sandia subcontracting professional may need to amend an RFQ for which you have already submitted a quote. When these revisions occur, you will receive an email notification requiring you to acknowledge the amendment. You must log into the system, acknowledge the amendment, and resubmit your quote.

1. Log into Oracle.
2. On the homepage under the “Responses to Negotiations” subsection, click the response number of the quote that you must resubmit.
   
   **NOTE:** the status column will say “Resubmission Required.”

3. In the Warning box that appears, click the View Amendment History link.

4. You will be redirected to the Amendment History page. To review the RFQ’s changes, click the sunglasses icon under the Review Changes column.

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4. You will be redirected to the Amendment History page. To review the RFQ’s changes, click the sunglasses icon under the Review Changes column.
5. Once you have reviewed the RFQ’s changes on the Review Changes page, click the Amendment History (RFQ #######) hyperlink to return to the previous Amendment History page.

![Figure 27: return to the previous screen](image)

6. Click the **Acknowledge Amendments** button.

![Figure 28: acknowledge the amendments](image)

7. Review the RFQ’s changes one last time (figure 29).

8. Acknowledge the amendment(s) by clicking the checkbox at the top left of the screen. Click the **Acknowledge** button.

![Figure 29: checkmark the checkbox and click the Acknowledge button](image)
9. From the confirmation screen, click the **Yes** button.

![Confirmation dialog](image)

**Figure 30:** click Yes in the confirmation screen

### 8.1 Revising Your Quote After an RFQ is Amended

1. Revise your quote as appropriate in response to any RFQ changes. Click the **Continue** button when you are finished.

   **NOTE:** Once you agree to the amendment, you will be redirected to the Create Quote page. Click the Lines tab, change any open fields in the quote, and then click the **Submit** button.

![Quote creation screen](image)

**Figure 31:** click Continue after revising the quote

2. Review the new quote to ensure that it is complete and accurate, and then click the **Submit** button.

![Quote review and submission](image)

**Figure 32:** submit the new quote
3. After you successfully submit your revised quote, a confirmation screen will appear.

![Confirmation](image)

**Figure 33:** confirmation screen after successfully submitting a new quote

9. **Operating the Online-Discussion Feature**

Many times, subcontracting professionals require that all communications take place in Oracle. To send a message, ask a question, or view communications from the subcontracting professional regarding an RFQ, you must access the online-discussion features available to you in Oracle.

9.1 **Responding to a Message in Oracle**

1. To monitor an online RFQ discussion, navigate to the applicable RFQ/response.

   **NOTE:** Navigate to the Home screen. Under the “Responses to Negotiations” subsection, click the response number for the quote/response that you want to revise.

2. From the Actions dropdown menu, select “Online Discussions,” and click the Go button.

   **NOTE:** You can also click the Unread Messages hyperlink (figure 34) to directly open any new messages.

![Online Discussions from the Actions dropdown menu](image)

**Figure 34:** select Online Discussions from the Actions dropdown menu

3. On the Online Discussions page under the “Messages” subsection, click the text (figure 35) in the Message column to open the message.

![click the message](image)

**Figure 35:** click the message text
4. After reading the message, click the **Reply** button if you want to respond to the message.

![Figure 36: select Reply](image)

5. Enter a message in the Message field, and click the **Send** button.

![Figure 37: send the reply](image)

### 9.2 Creating a New Message

1. From the Online Discussions page, click the **New Message** button.

![Figure 38: click New Message](image)

2. Enter a subject in the Subject field and a message in the Message field. Click the **Send** button.

![Figure 39: send the new message](image)
10. For Further Assistance

You now have the tools and knowledge to effectively respond to Sandia’s electronic RFQs. If you have any questions or problems, email the Supply Chain Help Desk at supreg@sandia.gov.

11. Change-History Table

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<td>Updated figures, updated steps, applied corporate template, formatted, added figure captions, edited for clarity</td>
</tr>
<tr>
<td>1</td>
<td>unknown</td>
<td>Initial release</td>
</tr>
</tbody>
</table>