Directions for Responding to a Business Opportunity via the Business Opportunities Website (BOW)

Company must be registered in iSupplier before a response can be submitted to a business opportunity via the BOW.

Types of postings:

**Sources Sought:**
- NTESS is seeking capable and qualified sources to potentially fulfil a business opportunity.

**Request for Quotation (RFQ):**
- NTESS is seeking prospective Offerors to submit a quote.

**Request for Information (RFI):**
- NTESS is seeking information from industry on possible upcoming business opportunities.
Locate Business Opportunities Website

- From the Sandia home page, click on “Partnerships”. Once there, click “Prospective Suppliers”.
- Scroll down near the middle of the page, click “Opportunities”.
- Click “View Business Opportunities”.
- Toward the top right hand side of the page, click “Login”.
- Login with your iSupplier credentials.
E-Business Suite

- Click on the Navigator tool, select “SNL iSupplier Portal for Suppliers: Select “Home”

- Select “Sandia Business Opportunities”
Select the ID number for the opportunity you wish to submit a response.

Select “Respond”.

Opportunity Details Page

This section displays details about this opportunity.

- **Id:** 851
- **Posting Type:** RFQ
- **Posting Published:** 25-Mar-2019
- **Posting Close:** 21-Apr-2019 11:52
- **Current Time (Albuquerque NM):** 09-Apr-2019 08:53
- **Estimated Award:** 05-Apr-2010
Fill in all three required contact information fields.

For both the Contact Email and Address Name fields, click the magnifying glass and a pop-up window will open. Ensure the search box at the top is blank, click “Go”.

Select the applicable point of contact or location. Click “Select”.

Click “Next” when all three required fields are populated.
Select the applicable business classification in relation to the NAICS code size business size standard.

Select “Next”.

Select “Next”.
Complete each business opportunity requirement with an appropriate response. There is a 4,000 character limit for each requirement.

- RFQ only: provide quote in this section.

- Click “Next” when each requirement has a response.
This is the final step in submitting a response. Once submitted, response cannot be edited. Review full response to the business opportunity, including response to opportunity requirements, business classification information and contact information on this page.

Click “Back to Step ___” if an update needs to be made.

Click “Submit Response” when satisfied with response.

Response has now been submitted, an email confirmation will be sent shortly.
How to ask a question

- If you have a specific question regarding any information within the business opportunity, click “Ask Question”.

- Select appropriate contact email by clicking the magnifying glass. Ensure the search box is empty, and click “Go”. Select appropriate email.
- Ask your question in the question box, click “Send Question”.

Opportunity Details Page

Back | Respond | Ask Question

This section displays details about this opportunity.

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Estimated Award: 05-Apr-2019

Back | Send Question
Click “Send Question” to send a question to the Sandia buyer. Note that submitting a question does not constitute a response to the BOW posting.

Question

Contact Email: supplier@supplier.com
Contact Name: Supplier Testing
Contact Phone: 123-456-7890

Ask Question