

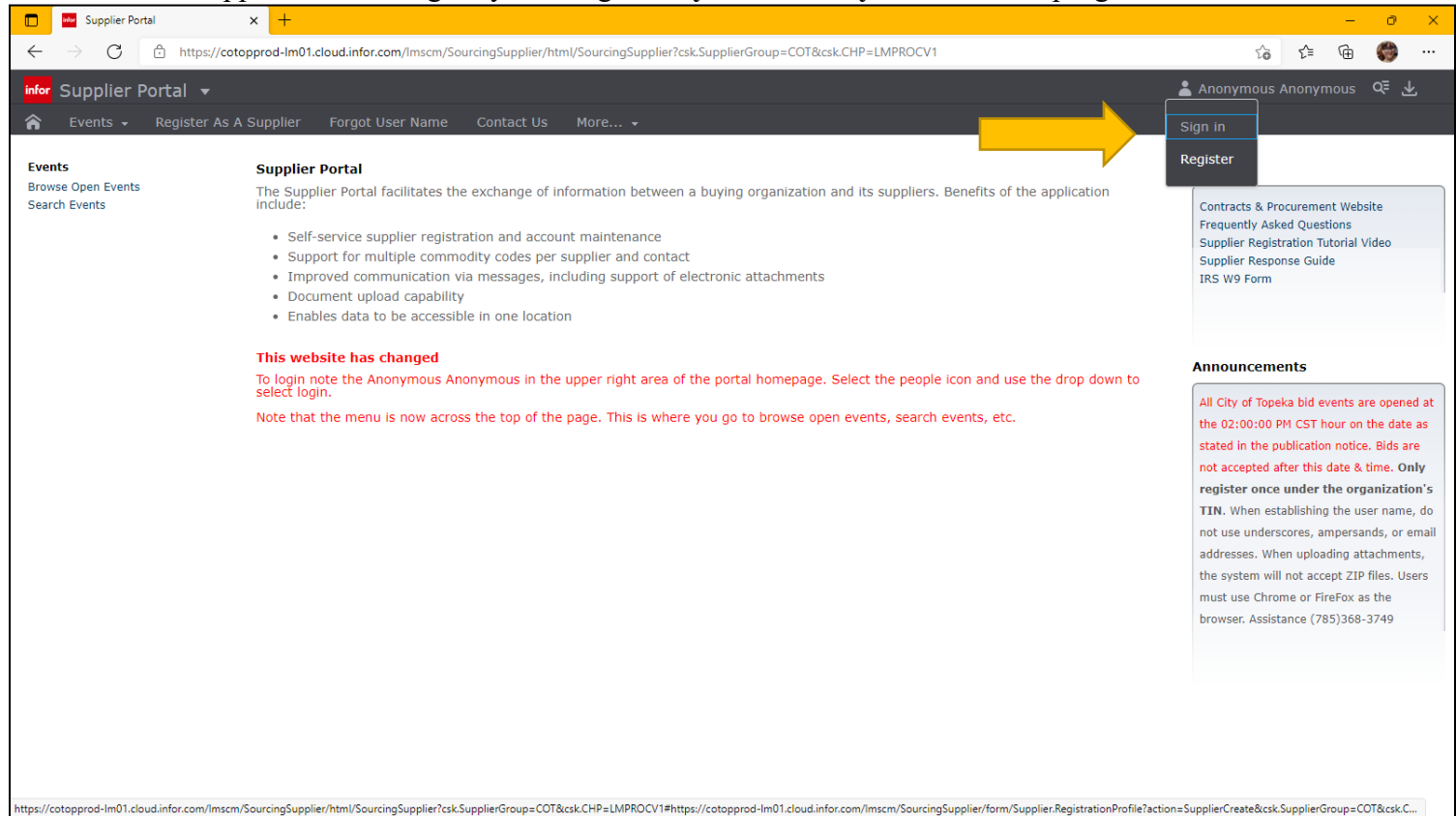
CITY OF TOPEKA
e-PROCUREMENT SYSTEM
SUPPLIER RESPONSE GUIDE
NOVEMBER 1, 2021

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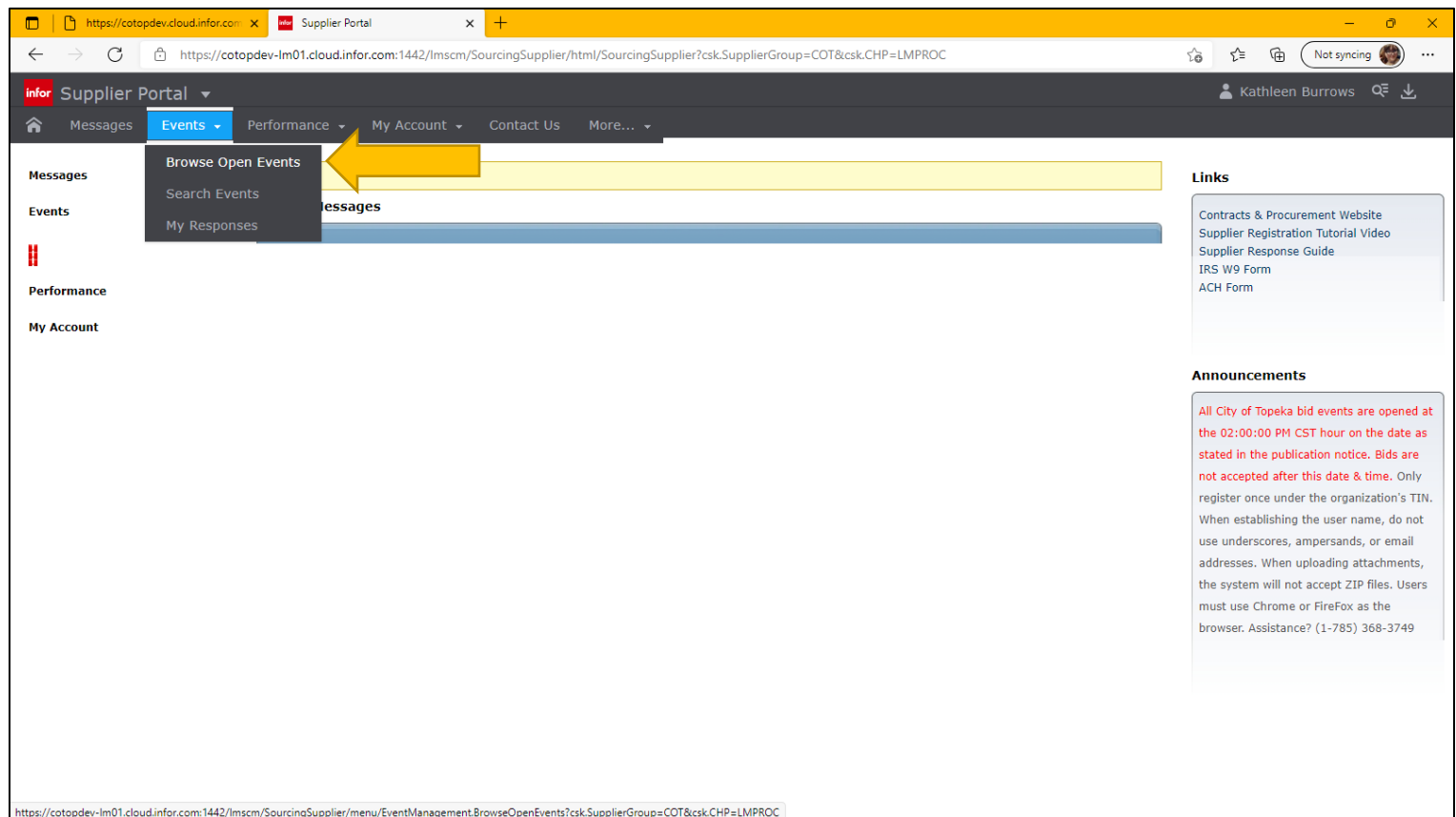
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Getting Started

1. On the Supplier Portal, Login by clicking **Anonymous Anonymous** at the top right of the screen

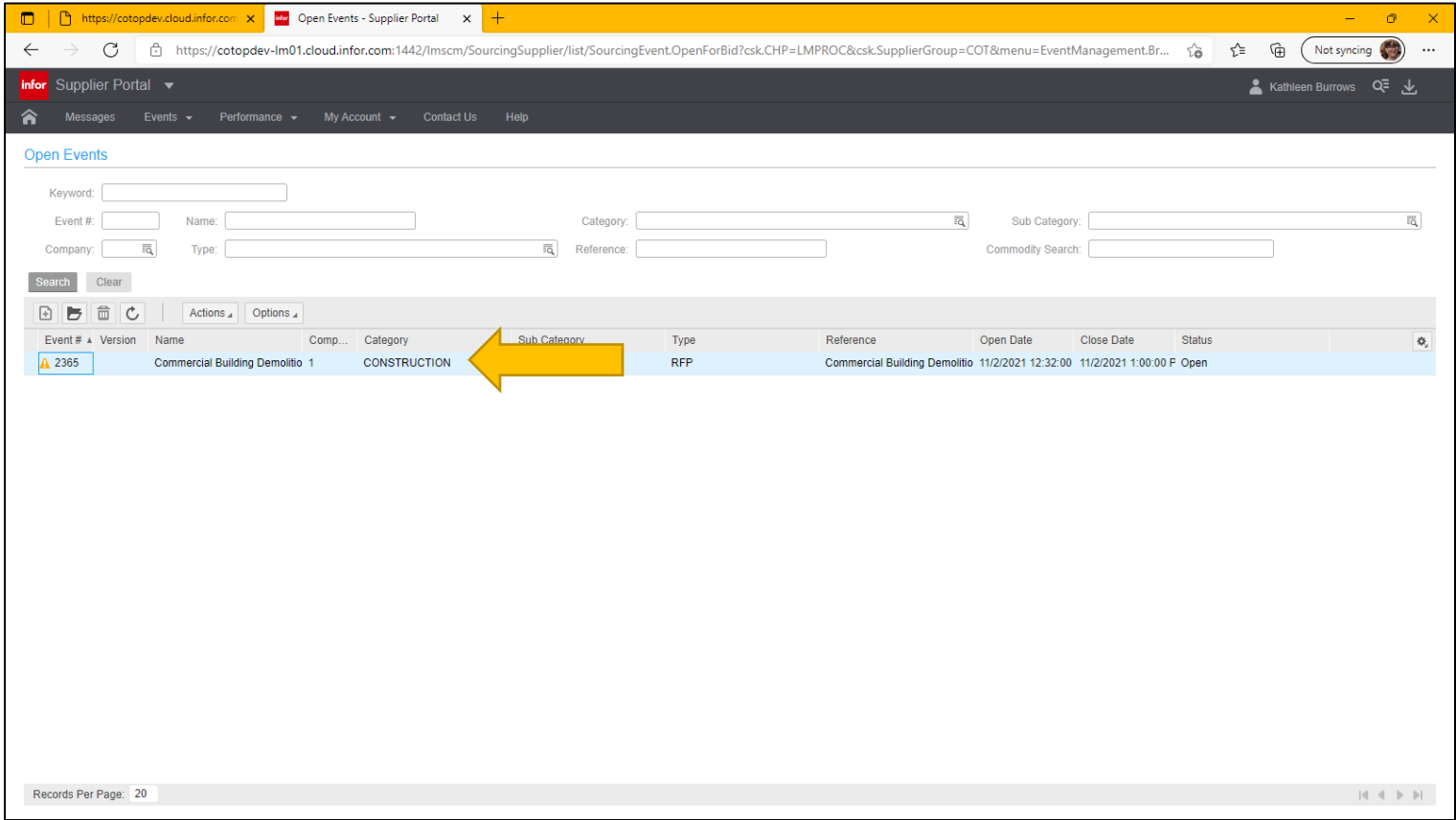


2. Once logged in, from the home screen, click on the events tab and select Browse Open to see all available events to bid.



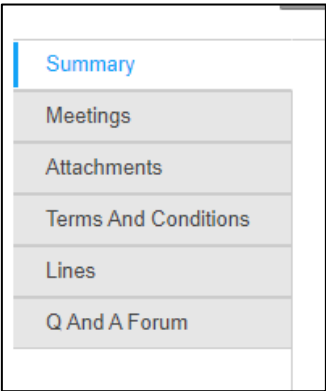
Selecting the Event

3. Double Click to open the event you would like to respond to



The system will open the Summary form for the selected event.

- 4. You may view additional information about the event by clicking on each tab:
 - A. Summary
 - B. Meetings
 - C. Terms and Conditions
 - D. Lines
 - E. Q And A Forum
- 5. You may also view all attachments to the event. Attachments will likely be detailed specifications, drawings, maps, etc.



6. When ready to respond to the bid, click on **Respond Now**

The screenshot shows the 'Event Summary' page in the Infor Supplier Portal. The page header includes the Infor logo, 'Supplier Portal', and navigation links for Messages, Events, Performance, My Account, Contact Us, and Help. The user is Kathleen Burrows. The event details are: Company: 1, Name: City of Topeka, Event #: 2365, Version: , Event Name: Commercial Building Demolition. A yellow arrow points to the 'Respond Now' button. The left sidebar contains links for Summary, Meetings, Attachments, Terms And Conditions, Lines, and Q And A Forum. The main content area has sections for Dates, Description, and Rules.

Event Summary

Print

Company: 1 Name: City of Topeka
Event #: 2365 Version: Event Name: Commercial Building Demolition

Respond Now

Summary

Dates

Open: 11/2/2021 12:32:00 PM
Close: 11/2/2021 1:00:00 PM
Q And A Open: 11/2/2021 12:33:00 PM
Q And A Close: 11/2/2021 12:45:00 PM

Description

The project consists of the complete demolition of a two-story, masonry building including the basement and foundations located at 1016 SW 17th Street, Topeka, Ks.

Rules

Type: RFP Currency: USD
Sealed Bid: Yes All Lines Required: No
Bid Bond Required: Yes Bid Bond Percent:

Event Response

7. Accept the Terms and Conditions, click **Next**

The screenshot shows the 'Event Response' page in the Infor Supplier Portal. The page header is the same as the previous screenshot. The event details are: Event # 2365 in Company 1. The page has a progress bar with steps: Event Response, Line Responses, Bid Bond Information, Response Attachments, and Submit Response. The 'Event Response' step is active. Below the progress bar, there is a link to 'Terms and conditions'. A checkbox is present with the text: 'I accept the terms and conditions for this event and confirm that I am authorized to accept these terms and conditions and submit bids for my company'. A yellow arrow points to the 'Next' button at the bottom right.

Event # 2365 in Company 1

Event Response Line Responses Bid Bond Information Response Attachments Submit Response

Click the following link to review all terms and conditions [Terms and conditions](#)

☐ I accept the terms and conditions for this event and confirm that I am authorized to accept these terms and conditions and submit bids for my company

Next

Entering Line Response

8. On the far right side of the line, click **Respond**

Supplier Portal

Event # 2365 in Company 1

Event Response **Line Responses** Response Attachments Submit Response

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price	
*1	TEST LINE 3	test	1.000	0.000	EA	0.0000	0.00	Respond

Records Per Page: 10

< Previous Next >

9. Enter response using the fields provided and **following the instructions at the top of the screen**. Click next

Supplier Portal

Event # 2365-0 in Company 1

Line Response Summary

Line 1 Details

Description: The project consists of the complete demolition of a two-story, masonry building including the basement and foundations located at 1016 SW 17th Street, Topeka, Ks. Please enter Lump Sum.

Item: TEST LINE 3 Item Description: test Output Type: PO

Quantity: 1.000 UOM: EA Requested Delivery Date: 12/31/2021

Commodity Code: 912 Commodity Description: CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR)

Enter Line 1 Response Information

Vendor Item: CONSTRUCTION

Vendor Item Description: Construcion

Quantity: 1.000

UOM: EA UOM Detail:

Unit Price: 12,000.0000 -or- ☐ No Charge -or- ☐ No Bid - reason

Extended Price: 0.00

Delivery Date: 12/31/2021

Response Comments:

< Previous Next >

Line Response Summary

10. Review and click the **Event Response** button to continue

Supplier Portal

Event # 2365-0 in Company 1

Line Response Summary

Summary

Click the event response button to continue responding to event # 2365-0

Event Response

Company: 1
Event #: 2365-0
Line #: 1
Quantity: 1.000
UOM: EA
Unit Price: 12,000.0000
No Charge: No
No Bid: No
Extended Price: 12,000.00
Delivery Date: 12/31/2021

< Previous Next >

11. Click Next

Supplier Portal

Event # 2365 in Company 1

Event Response **Line Responses** Response Attachments Submit Response

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price	
*1	TEST LINE 3	test	1.000	1.000	EA	12,000.0000	12,000.00	Edit response

Records Per Page: 10

< Previous **Next** >

Attachments

12. Attach Required Documentation per the instructions, click next

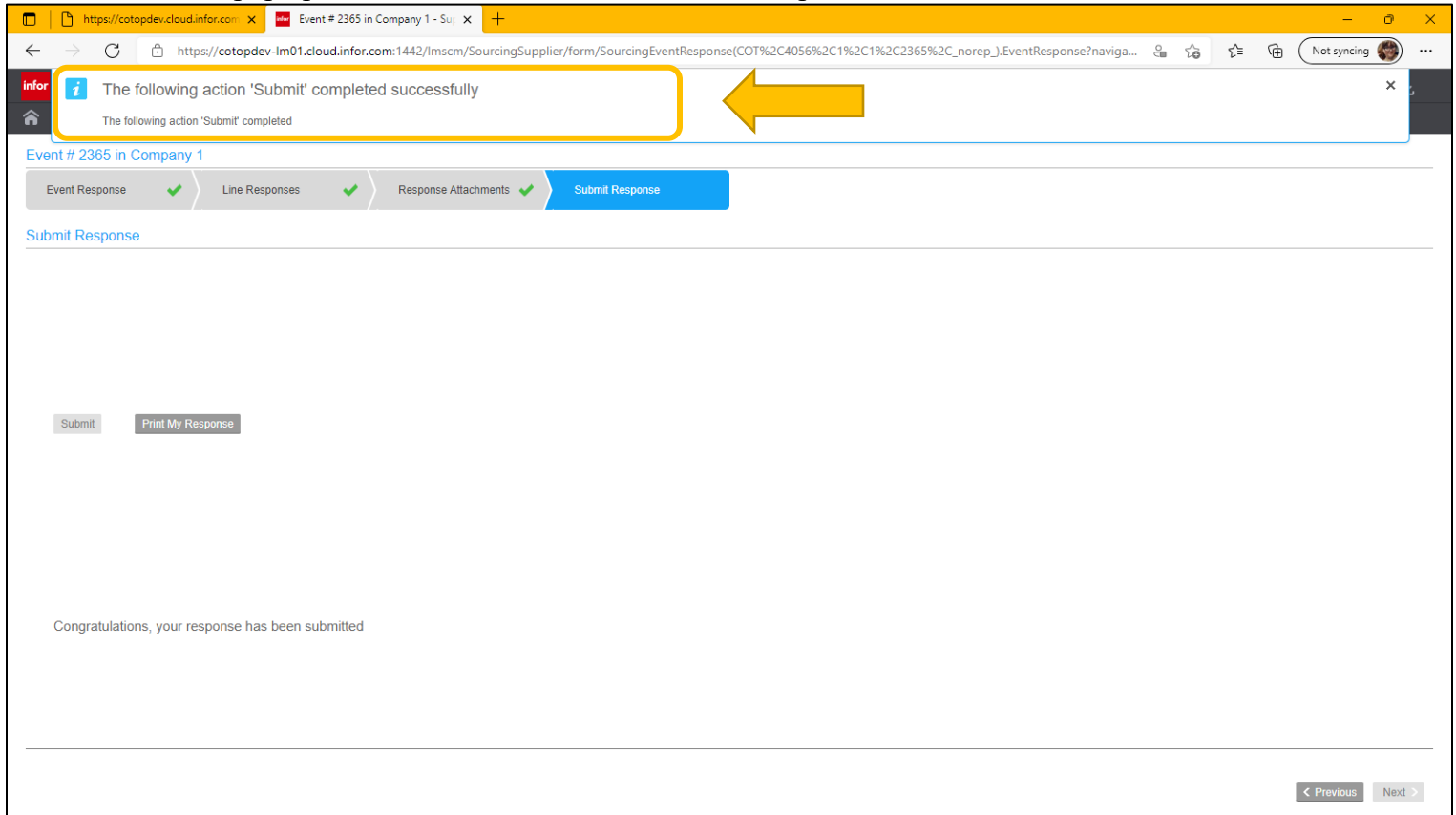
The screenshot shows the 'Supplier Portal' interface for 'Event # 2365 in Company 1'. The navigation bar includes 'Messages', 'Events', 'Performance', 'My Account', 'Contact Us', and 'Help'. The main content area has a progress bar with four steps: 'Event Response' (checked), 'Line Responses' (checked), 'Response Attachments' (active), and 'Submit Response'. Below the progress bar is a 'Create' button and a table with columns 'Attachment Title' and 'Attachment'. A yellow arrow points to the 'Create' button. At the bottom right, there are 'Previous' and 'Next' buttons, with a yellow arrow pointing to the 'Next' button. The footer shows 'Records Per Page: 10' and 'No Records Found'.

Submit

13. Submit Response

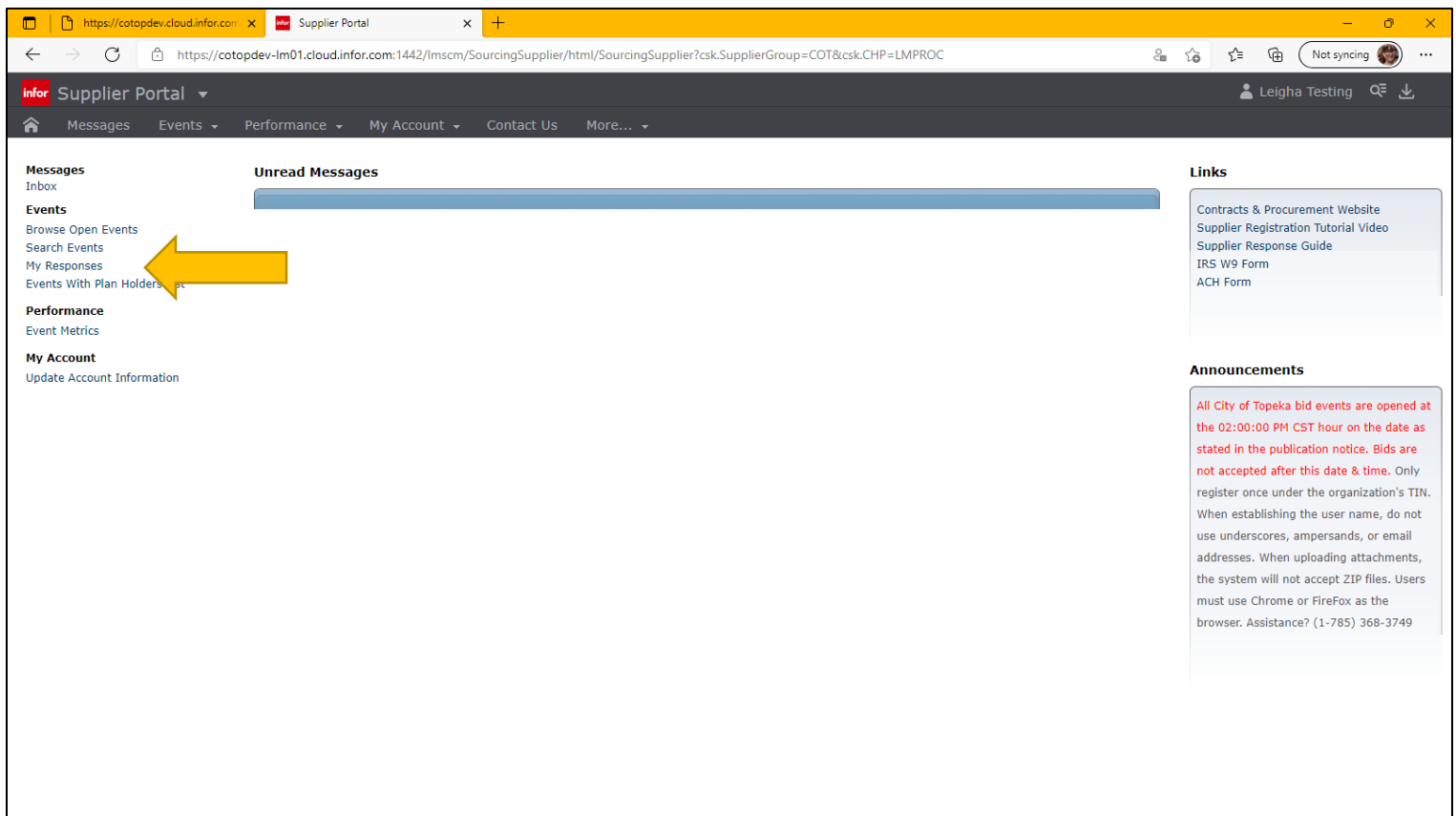
The screenshot shows the 'Supplier Portal' interface for 'Event # 2365 in Company 1'. The navigation bar is the same as in the previous screenshot. The progress bar now shows 'Event Response' (checked), 'Line Responses' (checked), 'Response Attachments' (checked), and 'Submit Response' (active). Below the progress bar is a 'Submit Response' button. The main content area has a message: 'Your response is ready to be submitted. Your bid amount is 12,000.00. Click the Submit button to complete your response'. Below this message are two buttons: 'Submit' and 'Print My Response'. A yellow arrow points to the 'Submit' button. At the bottom, there is a deadline notice: 'To be eligible for award, your response must be submitted by November 2, 2021 2:00:00 PM CDT' and an important note: 'IMPORTANT- if you intend to submit the response, please click the submit button'. At the bottom right, there are 'Previous' and 'Next' buttons.

14. A box will pop up once **Submit** is selected to confirm response was submitted



Navigate to Responses

15. To see all responses submitted by your company, click home at the top left and select **My Responses** on the menu



16. Under the Responses Open for Award, Click View Response

Supplier Portal

Unsubmitted Initial Responses Unsubmitted Best And Final Unsubmitted Pricing **Responses Open For Award** Historical Responses

Responses Open For Award

Event #: Sub Category: Response Status: Commodity Search: Company: Name: Category: Type: Reference:

Search Clear

Actions Options

Event #	Version	Name	Company	Open Date	Current Close Date	Event Status	Response Status	
2365		Commercial Building Demolition	1	11/2/2021 12:32:00 PM	11/2/2021 2:00:00 PM	Open	Submitted	Print View Respo...

Modifying Responses

17. If changes are necessary, click **Modify Response** or if you no longer wish to be considered, click **Withdraw Bid**

Supplier Portal

Event Response For Event # 2365-0 in Company 1

Modify Response Withdraw Response Refresh

Company: 1 Event # 2365 Commercial Building Demolition

Supplier Group: COT Supplier ID: 4056 Ficorego

Supplier Contact: 1 Testing Phone Number: 785 368-0974

Event Response Status: Submitted

Line Responses

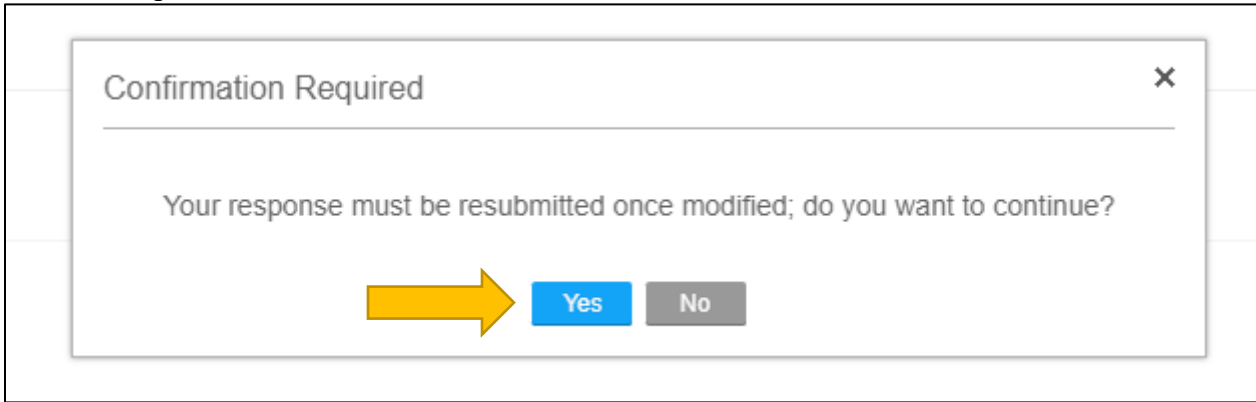
Attachments

Response Totals

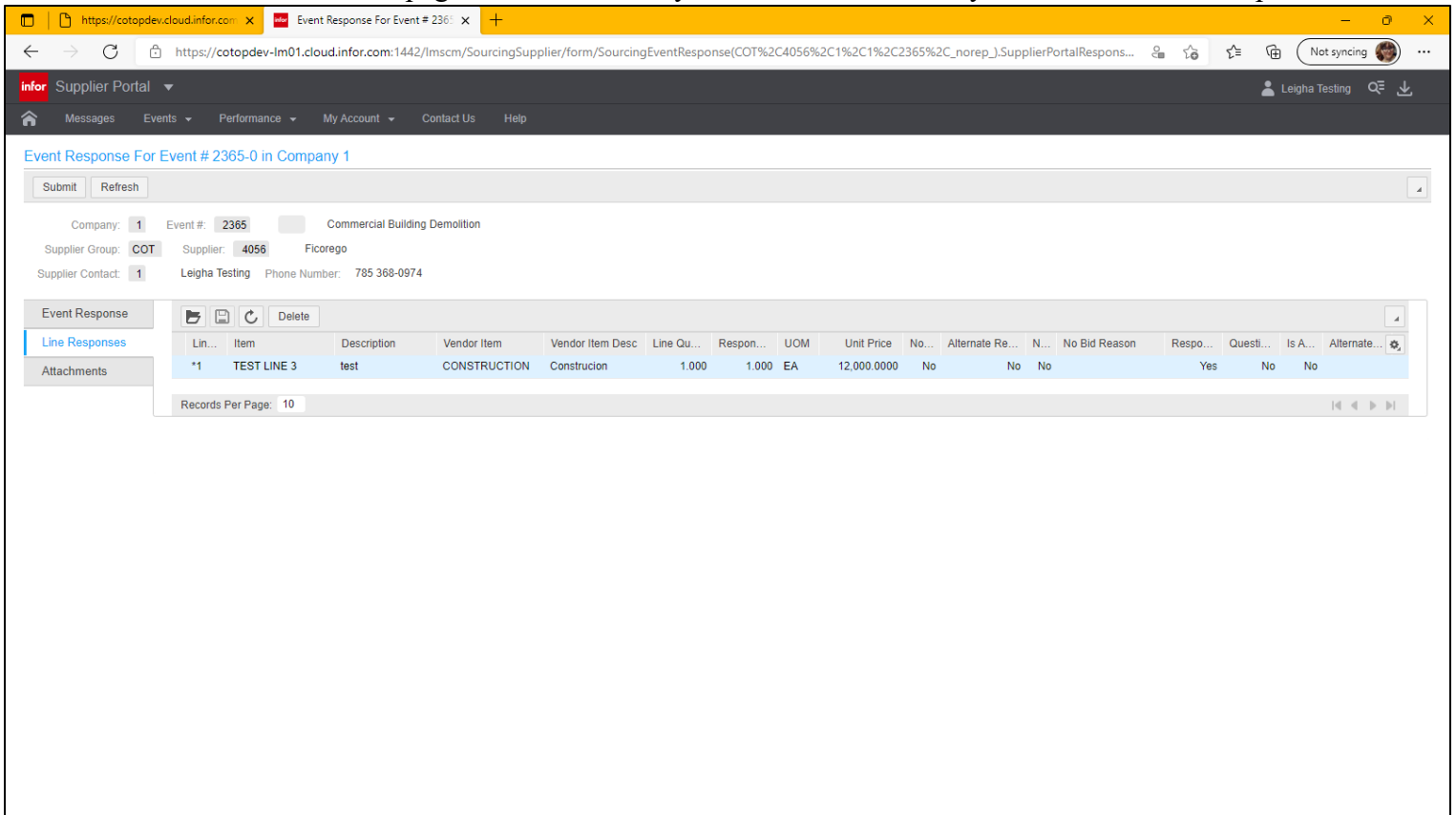
Lines Responded To By Supplier: 1

Supplier Total Bid Amount: 12,000.00

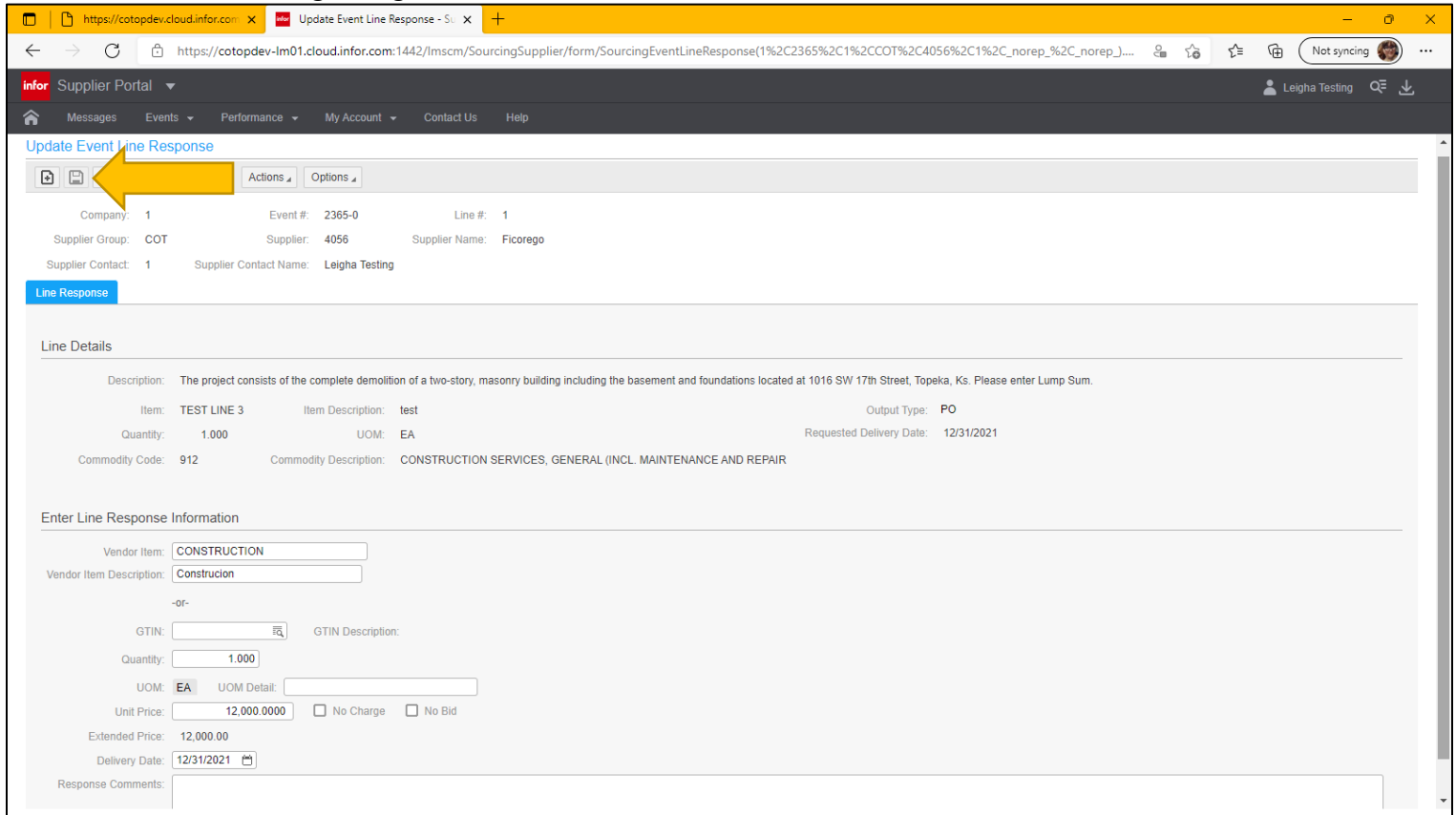
18. When Modify is selected, a confirmation will pop up stating that the response must be resubmitted. If acceptable, click **Yes**.



19. Once in the modification page, click on the tab you would like to modify and **double click** to open



20. Once done making changes, click the save icon



Supplier Portal

Update Event Line Response

Company: 1 Event #: 2365-0 Line #: 1
Supplier Group: COT Supplier: 4056 Supplier Name: Ficorego
Supplier Contact: 1 Supplier Contact Name: Leigha Testing

Line Response

Line Details

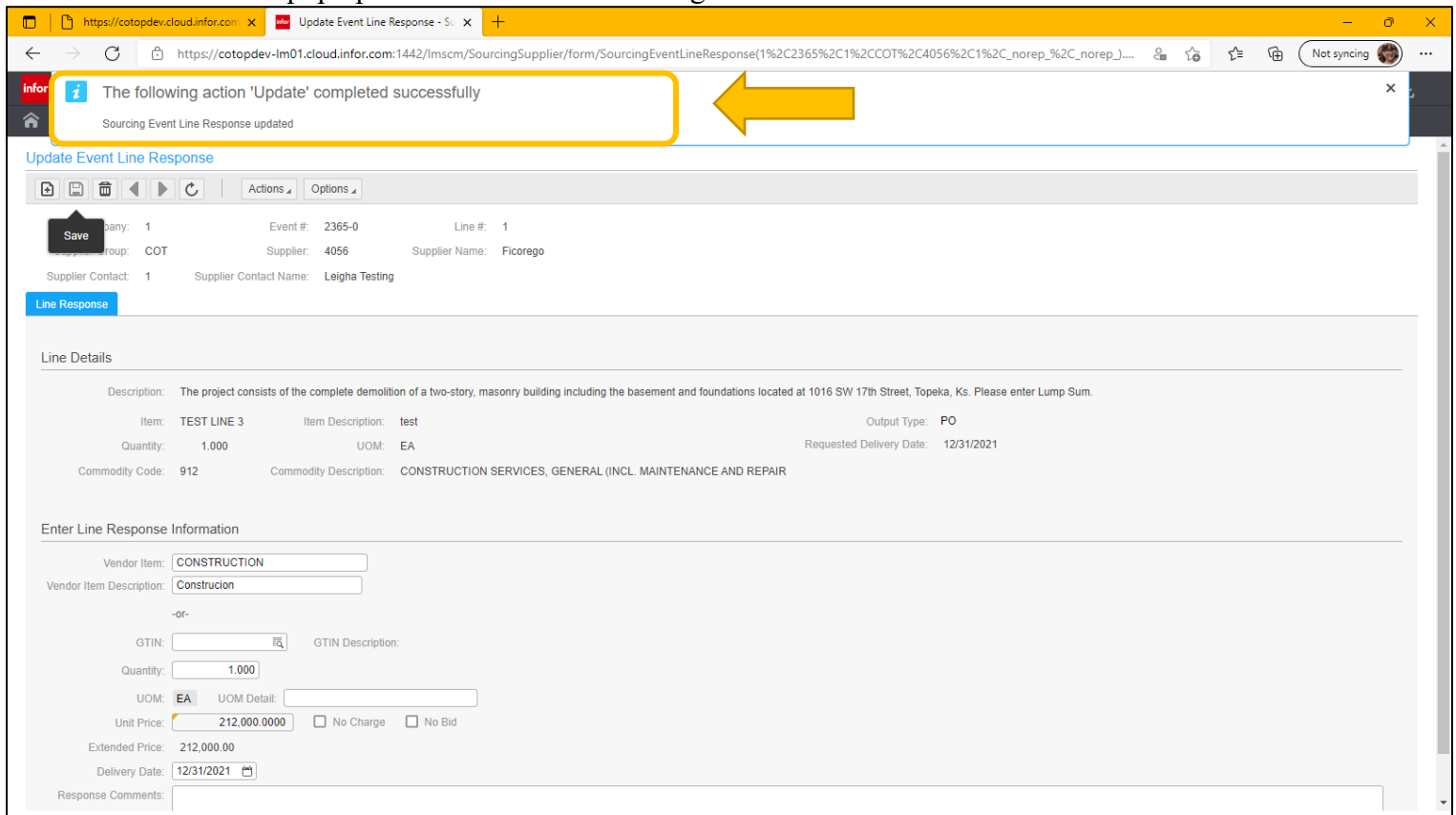
Description: The project consists of the complete demolition of a two-story, masonry building including the basement and foundations located at 1016 SW 17th Street, Topeka, Ks. Please enter Lump Sum.

Item: TEST LINE 3 Item Description: test Output Type: PO
Quantity: 1.000 UOM: EA Requested Delivery Date: 12/31/2021
Commodity Code: 912 Commodity Description: CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR)

Enter Line Response Information

Vendor Item: CONSTRUCTION
Vendor Item Description: Construction
-or-
GTIN: GTIN Description:
Quantity: 1.000
UOM: EA UOM Detail:
Unit Price: 12,000.0000 ☐ No Charge ☐ No Bid
Extended Price: 12,000.00
Delivery Date: 12/31/2021
Response Comments:

21. There will be a pop up for confirmation the change has been saved



The following action 'Update' completed successfully
Sourcing Event Line Response updated

Update Event Line Response

Company: 1 Event #: 2365-0 Line #: 1
Supplier Group: COT Supplier: 4056 Supplier Name: Ficorego
Supplier Contact: 1 Supplier Contact Name: Leigha Testing

Line Response

Line Details

Description: The project consists of the complete demolition of a two-story, masonry building including the basement and foundations located at 1016 SW 17th Street, Topeka, Ks. Please enter Lump Sum.

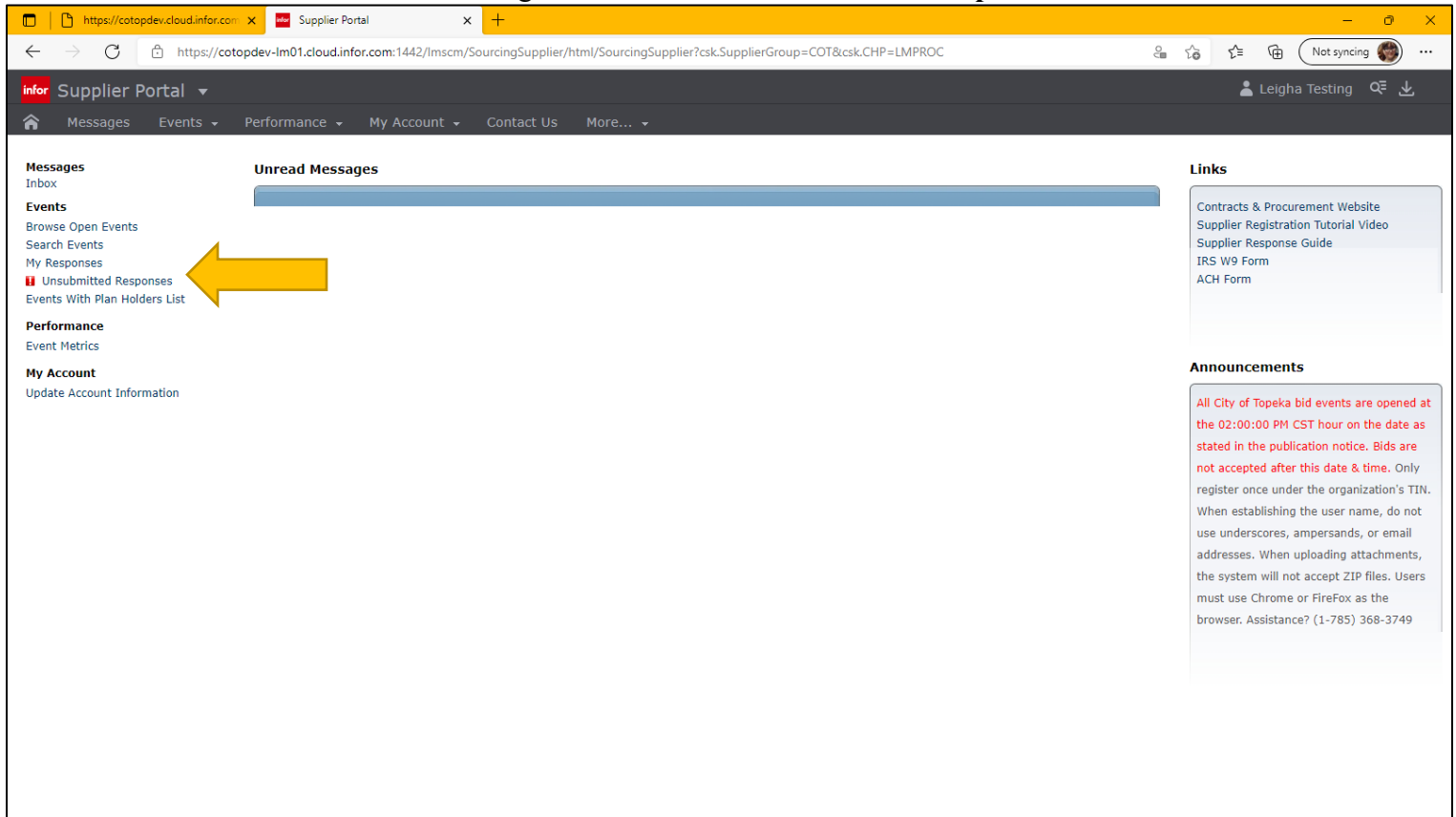
Item: TEST LINE 3 Item Description: test Output Type: PO
Quantity: 1.000 UOM: EA Requested Delivery Date: 12/31/2021
Commodity Code: 912 Commodity Description: CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR)

Enter Line Response Information

Vendor Item: CONSTRUCTION
Vendor Item Description: Construction
-or-
GTIN: GTIN Description:
Quantity: 1.000
UOM: EA UOM Detail:
Unit Price: 212,000.0000 ☐ No Charge ☐ No Bid
Extended Price: 212,000.00
Delivery Date: 12/31/2021
Response Comments:

Submit Modified Response

22. Click the home button to exit change view and select **Unsubmitted Responses**

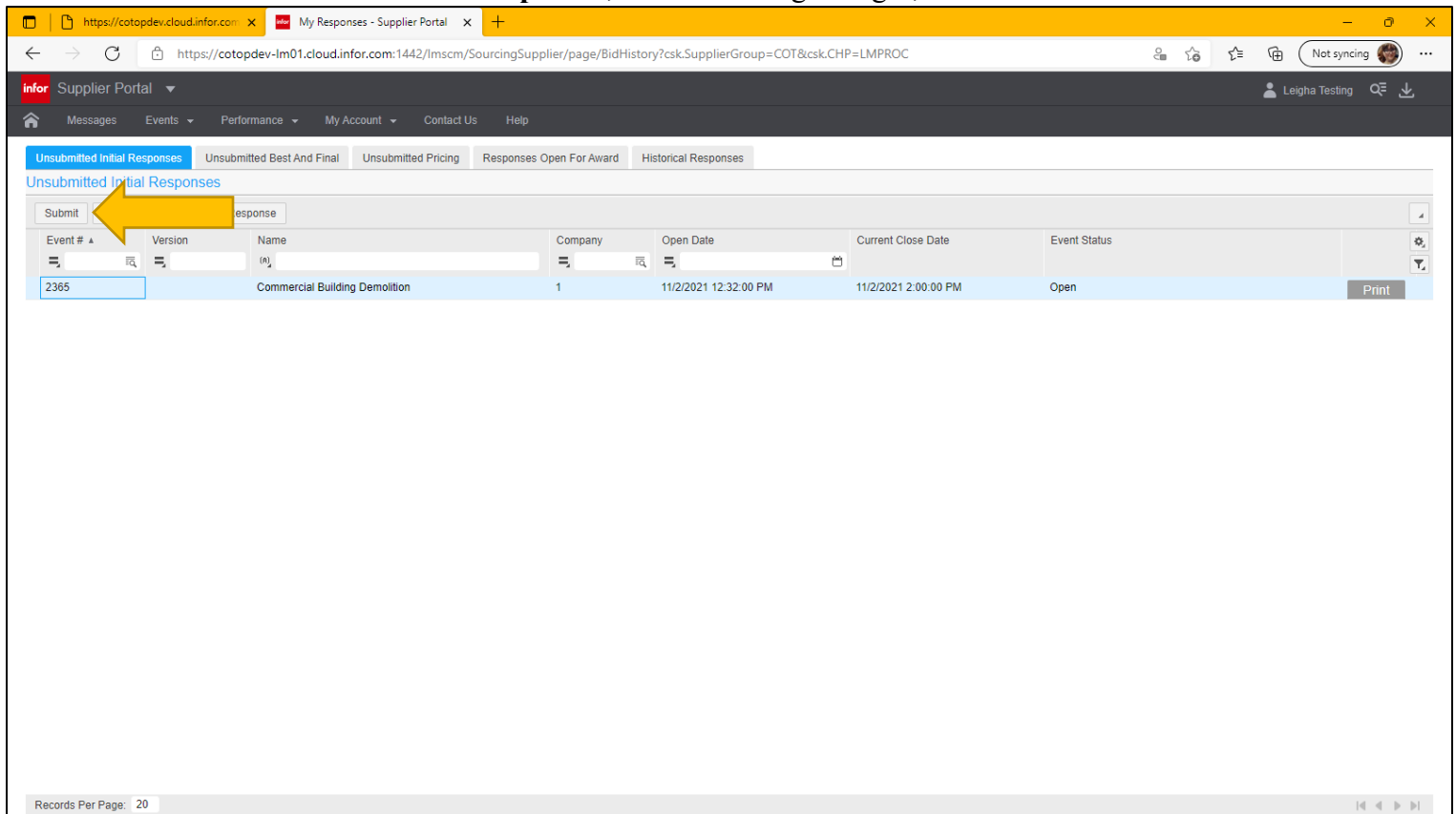


The screenshot shows the Infor Supplier Portal interface. The left sidebar contains the following sections:

- Messages**
 - Inbox
- Events**
 - Browse Open Events
 - Search Events
 - My Responses
 - Unsubmitted Responses** (indicated by a yellow arrow)
 - Events With Plan Holders List
- Performance**
 - Event Metrics
- My Account**
 - Update Account Information

The top navigation bar includes: Messages, Events, Performance, My Account, Contact Us, and More... The right sidebar contains: Links (Contracts & Procurement Website, Supplier Registration Tutorial Video, Supplier Response Guide, IRS W9 Form, ACH Form) and Announcements (All City of Topeka bid events are opened at the 02:00:00 PM CST hour on the date as stated in the publication notice. Bids are not accepted after this date & time. Only register once under the organization's TIN. When establishing the user name, do not use underscores, ampersands, or email addresses. When uploading attachments, the system will not accept ZIP files. Users must use Chrome or FireFox as the browser. Assistance? (1-785) 368-3749).

23. Click on **Unsubmitted Initial Responses**, if done making changes, select the bid event and click **Submit**

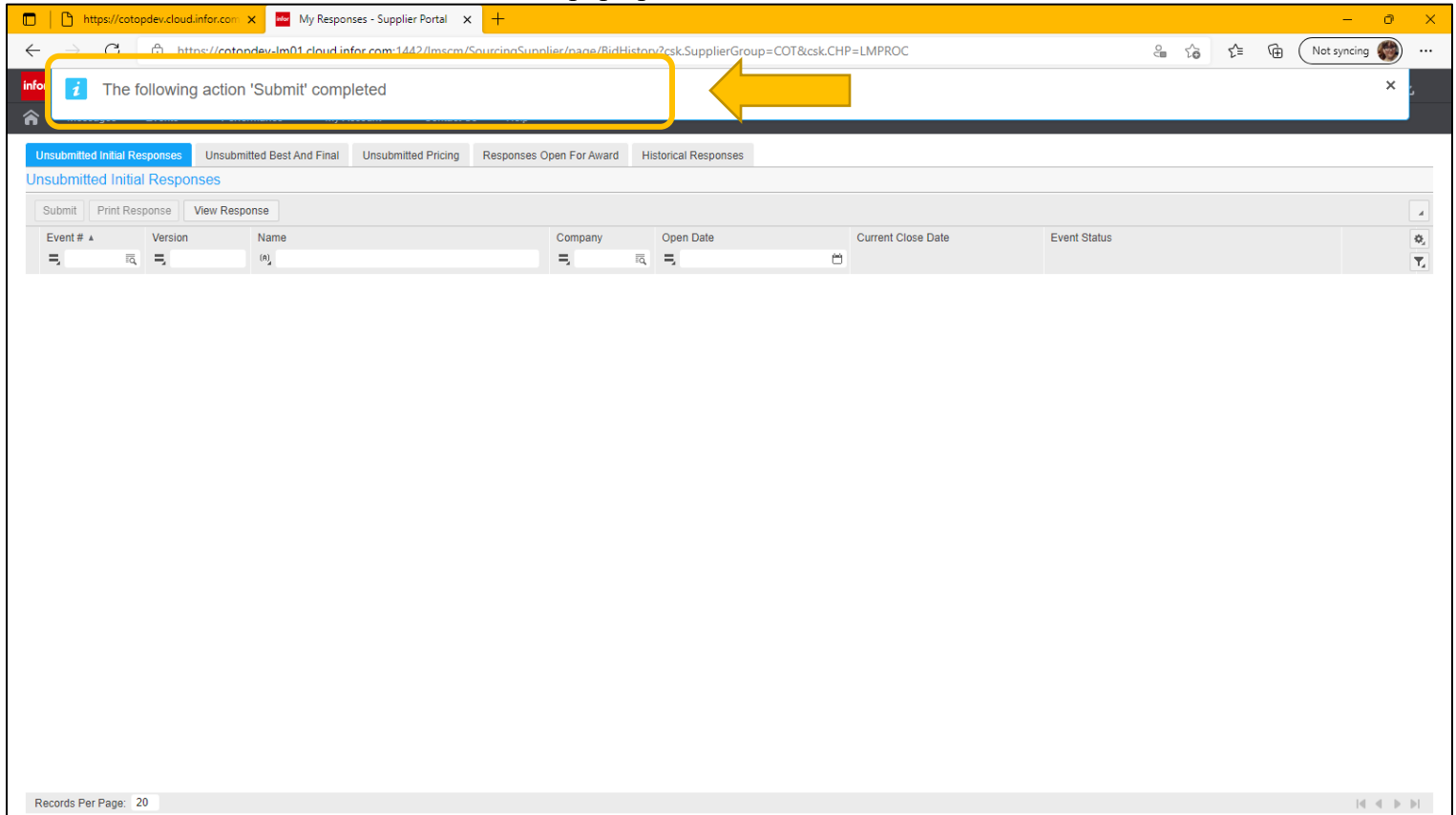


The screenshot shows the 'Unsubmitted Initial Responses' page in the Infor Supplier Portal. The page has a tabbed interface with the following tabs: Unsubmitted Initial Responses (selected), Unsubmitted Best And Final, Unsubmitted Pricing, Responses Open For Award, and Historical Responses. Below the tabs, there is a 'Submit' button (indicated by a yellow arrow) and a table of responses.

Event #	Version	Name	Company	Open Date	Current Close Date	Event Status
2365		Commercial Building Demolition	1	11/2/2021 12:32:00 PM	11/2/2021 2:00:00 PM	Open

At the bottom of the page, there is a 'Records Per Page: 20' dropdown and a pagination control.

24. A confirmation of the submission will pop up



25. To check the status, click on **Responses Open For Award** and see the **Response Status** on the right hand side.

