



# **CHA Supplier Portal Training**

## **HOW TO RESPOND TO AN EVENT**

**Department of Procurement and Contracts**

# Responding to an Event - Home Page

Side tabs allow you to navigate through the system

The screenshot shows the CHA Supplier Portal interface. At the top left is the CHA logo (Chicago Housing Authority). A blue header bar contains the text "CHA Supplier Portal" and "Welcome Cassandra Crawford Contact Us Help Logout".

The main content area is divided into several sections:

- Messages:** Includes "Inbox" and "Unread Messages". A red text overlay says "Any new portal messages will be here!".
- Events:** Includes "Browse Open Events", "Search Events", "My Responses", and "Bid Tabulations".
- Performance:** Includes "Evaluations" and "Event Metrics".
- My Account:** Includes "Update Account Information" and "Change Password".
- Links:** Includes "CHA Vendor Fair".
- Announcements:** Includes "Welcome to the CHA Supplier Portal".

Annotations with arrows point from the following text boxes to the corresponding links in the Events section:

- Search Events** (blue box) points to "Search Events".
- Maintain Responses** (green box) points to "My Responses".
- Locate Event Submittal Info** (blue box) points to "Bid Tabulations".

A red box highlights the entire left-hand navigation menu.

# Browse Open Events

**infor Supplier Portal** Welcome, Cassandra Crawford [\[Logout\]](#)

Home Messages Events Performance My Account Contact Us Help User Preferences

### Open Events

Search

Keyword

Event #  Name  Category  Sub Category

Type  Reference  Commodity Search

Event # ^	Version	Name	Category	Sub Category	Type ↕	Reference	Open Date	Close Date ↕	Status
1		Event 151	CONSTRUCTION	REPAIR	SMB				Open
11		Event 1060	CLEANING		BID TYPE A1				Open
13		Event 155	LEGAL SERVICES		SMB	portal test			Open
26		new test	CLEANING		IFB		06/11/2014 04:20:00 PM	06/11/2014 04:55:00 PM	Open

Page size: 20

Double click on the Event of your choice

# View Event from Portal...or

**infor Supplier Portal**

Home | Messages | Events | Performance | My Account | Contact Us | Help | User Preferences

## Event Summary

Back

Respond Now | No Bid | Ask A Question | Print

Event # **26-0**      Event Name **new test**

Summary | Questions | Terms And Conditions | **Lines** | Q And A Forum

### Event Summary

**Dates**

Preview:	Q And A Open: 06/11/2014 04:25:00 PM
Open: 06/11/2014 04:20:00 PM	Q And A Close: 06/11/2014 04:30:00 PM
Close: 06/11/2014 04:55:00 PM	Dispute Close:

**Description**  
5/9/14

**Rules**

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

**Meetings**

**Oral Presentation**

Location: Loft  
Address Line 1: 60 E. Van Buren  
City: Chicago State Province: Illinois Postal Code: 60603  
Country: United States of America  
Meeting Date: 06/13/2014 12:00:00 AM      Meeting Required: No

**Rules**

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

**Meetings**

**Oral Presentation**

Location: Loft  
Address Line 1: 60 E. Van Buren  
City: Chicago State Province: Illinois Postal Code: 60603  
Country: United States of America  
Meeting Date: 06/13/2014 12:00:00 AM      Meeting Required: No

**PRE-BID**

Location: LATHROP HOMES  
Address Line 1: 123 WAY  
City: CH State Province: Illinois Postal Code: 60409  
Country: United States of America  
Meeting Date: 06/13/2014 12:00:00 AM      Meeting Required: Yes

**Contacts**

Type	Name	Title	Phone Number	Email Address
MANAGEMENT	Cassandra Crawford	The Wiz	708 123-4567	<a href="mailto:cdcrawford@thecha.org">cdcrawford@thecha.org</a>
PROCUREMENT SPECIALIST	Joanne Smith	Procurement Specialist		<a href="mailto:31241234@thecha.org">31241234@thecha.org</a>

**Attachments**

Title	File
location layout	<a href="#">location layout</a>
specs	<a href="#">specs</a>
Say Hello	<a href="#">Say Hello</a>
vendor fair flyer	<a href="#">vendor fair flyer</a>
ATTACHMENT A B C	<a href="#">ATTACHMENT A B C</a>

# Print Out and Review

**Supplier Portal**

Home Messages Events Performance

Event Summary

Back

Respond Now No Bid Ask A Question

Event # **26-0** Event Name **new test**

Summary Questions Terms And Conditions

### Event Summary

**Dates**

Preview:  
Open: 06/11/2014 04:20:00 PM  
Close: 06/11/2014 04:55:00 PM

**Description**

5/9/14

**Rules**

Type: IFB  
Sealed Bid: Yes All  
Bid Bond Required: Yes

**Meetings**

**Oral Presentation**

Location: Loft  
Address Line 1: 60 E. Van Buren  
City: Chicago State P  
Country: United States of  
Meeting Date: 06/13/2014 12:00 PM

**CHA**  
CHICAGO HOUSING  
AUTHORITY

### Event # 26-0

Name: new test  
Description: 5/9/14

Buyer: CARLYN AUGUSTAVE Status: Open  
Event Type: IFB Currency: USD  
Category: CLEANING

Sealed Bid: Yes Respond To All Lines: No  
Q & A Allowed: Yes Number Of Amendments: 0

Preview Date: Q & A Open Date: 06/11/2014 04:25:00 PM  
Open Date: 06/11/2014 04:20:00 PM Q & A Close Date: 06/11/2014 04:30:00 PM  
Close Date: 06/11/2014 04:55:00 PM Dispute Close Date:

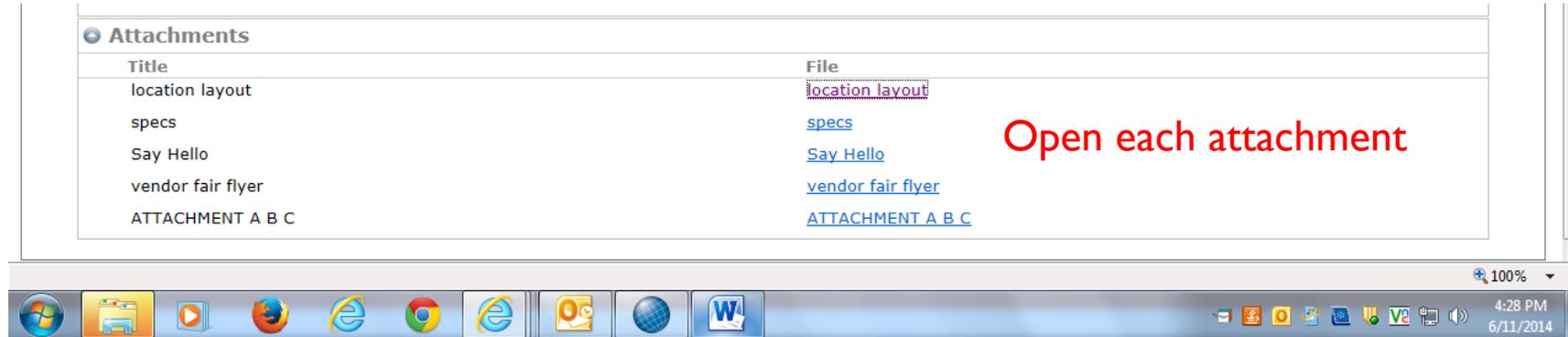
### Contacts

Type	Name	Title	Phone Number	Email Address
MANAGEMENT	Cassandra Crawford	The Wiz	708 123-4567	cdcrawford@thecha.org
PROCUREMENT SPECIALIST	Joanne Smith	Procurement Specialist		31241234@thecha.org

### Meetings

# Download Attachments

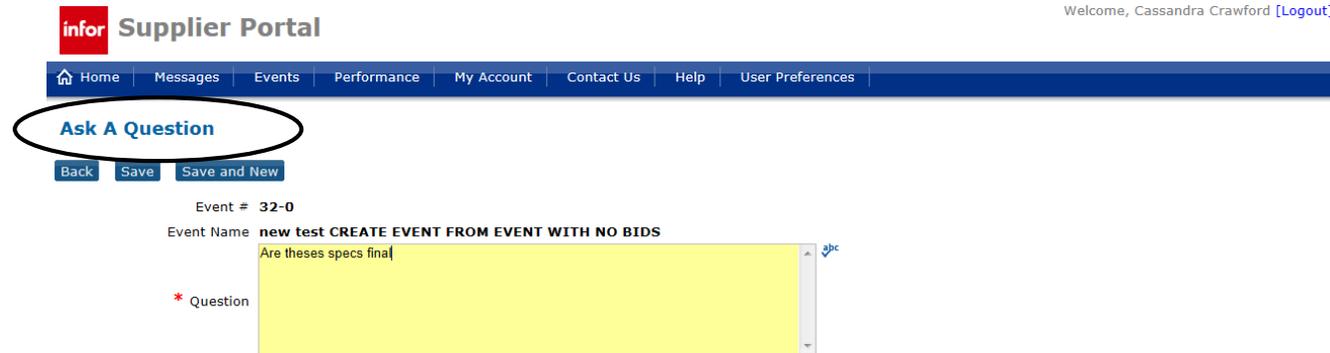
---



# Ask a Question

---

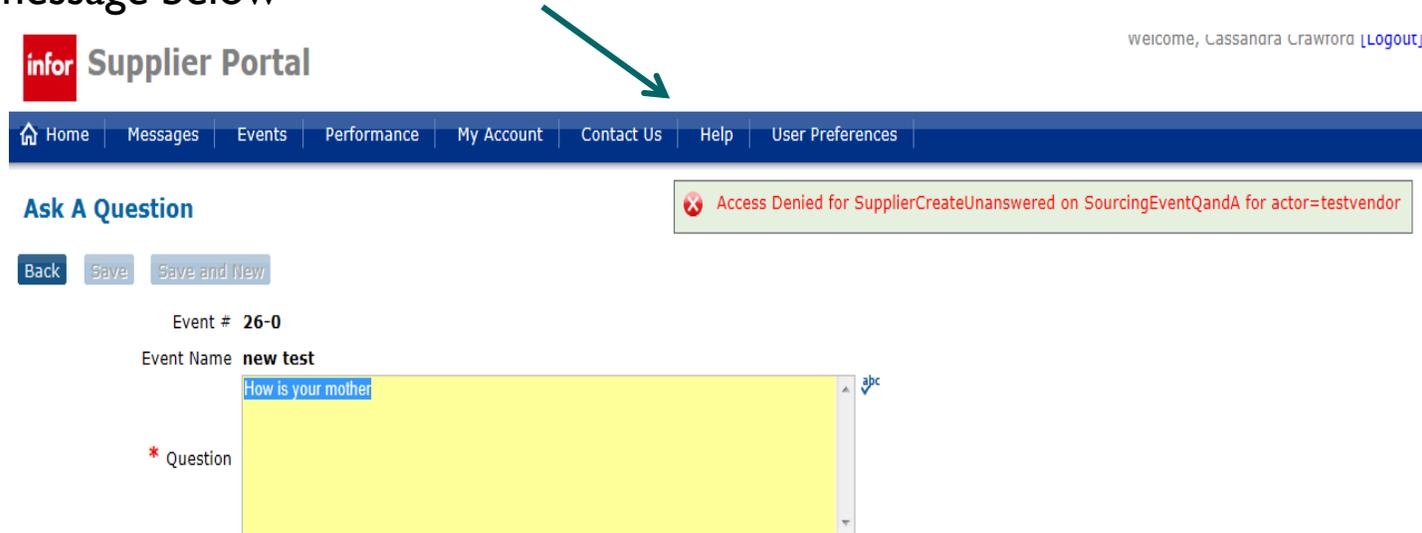
The Supplier Portal allows you to communicate with Procurement Specialist(s) directly through the portal



# Q&A Error Message

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If the question and answer deadline has passed, you will receive the error message below



The screenshot shows the Infor Supplier Portal interface. At the top right, it says "welcome, Cassandra Crawlora [Logout]". A navigation bar contains links for Home, Messages, Events, Performance, My Account, Contact Us, Help, and User Preferences. A green arrow points to the "Contact Us" link. Below the navigation bar, the "Ask A Question" section is visible. It includes buttons for "Back", "Save", and "Save and New". The event details are "Event # 26-0" and "Event Name new test". A text input field contains the text "How is your mother". To the right of the input field, there is a red error message box that reads: "Access Denied for SupplierCreateUnanswered on SourcingEventQandA for actor=testvendor".

**\*You will not be able to ask questions before or after the allotted date and time \***

Please reference the solicitation document for deadlines

# Respond Now

- ▶ Once you have reviewed the Event and are ready to submit a response select **Respond Now**

The screenshot shows the Infor Supplier Portal interface. At the top, there is a navigation bar with links for Home, Messages, Events, Performance, My Account, Contact Us, Help, and User Preferences. Below this is the 'Event Summary' section, which includes a 'Back' button and three main action buttons: 'Respond Now', 'No Bid', and 'Print'. The 'Respond Now' button is highlighted with a red circle. Below the buttons, the event details are displayed, including the event ID '32-0', the name 'new test CREATE EVENT FROM EVENT WITH NO BIDS', and several tabs: Summary, Questions, Terms And Conditions, Lines, and Q And A Forum. The 'Summary' tab is active, showing the following information:

- Dates:** Preview: Open: 06/12/2014 01:40:00 PM, Close: 06/12/2014 04:30:00 PM; Q And A Open: 06/12/2014 02:00:00 PM, Q And A Close: 06/12/2014 03:00:00 PM, Dispute Close:
- Description:** 5/9/14
- Rules:** Type: IFB, Sealed Bid: Yes, Bid Bond Required: Yes; Currency: USD, All Lines Required: No
- Meetings:** Oral Presentation, Location: Loft, Address Line 1: 60 E. Van Buren, City: Chicago, State Province: Illinois, Postal Code: 60603, Country: United States of America, Meeting Date: 06/19/2014 12:00:00 AM, Meeting Required: No

# Accept the Terms & Conditions

Accept the terms and continue

File Edit View Favorites Tools Help

**infor** Supplier Portal

Event # 26-0 - Event Response

Event Response > Line Responses > Bid Bond Information > Question Responses > Response Attachments > Submit Response

Read the Terms and Conditions for this event.

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

Continue Cancel

**\*\* Important: Please read the Terms and Conditions for bidding electronically \*\***



# Respond to line item(s)

**infor Supplier Portal**

Event # 26-0 - Line Responses Sourcing Event Response Created

Event Response > **Line Responses** > Bid Bond Information > Question Responses > Response Attachments > Submit Response

Respond to at least one event line. An \* by the line number indicates a response is required.

Line Responses

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price	
1	6' HIGH PLATFORM HEELS	6" Fuschia High Platform Heels	1.0000		EA			<a href="#">Respond</a>
2	CELLPHONE	TEST	10.0000		EA			<a href="#">Respond</a>
3	LAPTOPS TEST	100 Laptop	23.0000		EA			<a href="#">Respond</a>
4	NAVY FLIP FLOPS	All men sizes navy flip flops	30.0000		EA			<a href="#">Respond</a>
5	PANTS	Navy Pants	10.0000		EA			<a href="#">Respond</a>
6	TEST LAPTOPS	Laptops for testing	1.0000		EA			<a href="#">Respond</a>
7	THIS IS THE VTEST 04 22 2014	This Req will generate an Even	1.0000		EA			<a href="#">Respond</a>
*8	HEAD BANDS	Head Band	50.0000		EA			<a href="#">Respond</a>

Page Size: 10

Back Continue Cancel

You **MUST** respond to every line!

# Fill in Line Item Information

## Event # 26-0 - Line Response

Line Response

Respond to at least one event line. An \* by the line number indicates a response is required.

### Line 1 Details

Item	<b>6' HIGH PLATFORM HEELS</b>	Item Description	<b>6" Fuschia High Platform Heels</b>	Output Type	<b>PO</b>
UOM	<b>EA</b>	Requested Delivery Date	<b>07/25/2014</b>		
Commodity Code	<b>005</b>	Commodity Description	<b>ABRASIVES</b>		

### Enter Line 1 Response Information

Vendor Item

Vendor Item Description

UOM **EA** UOM Detail

Unit Price  -or-  No Charge -or-  No Bid - reason

Extended Price

Delivery Date

Response Comments

Continue Cancel

# Fill in Line Item Information cont.

**infor Supplier Portal**

Event # 26-0 - Line Response

Line Response

Respond to at least one event line. An \* by the line number indicates a response is required.

**Line 1 Details**

Item	6' HIGH PLATFORM HEELS	Item Description	6" Fuschia High Platform Heels	Output Type	PO
UOM	EA	Requested Delivery Date	07/25/2014		
Commodity Code	005	Commodity Description	ABRASIVES		

**Enter Line 1 Response Information**

Vendor Item: HEELS  
Vendor Item Description: 5/12'  
UOM: EA  
Unit Price: 6.99 -or-  No Charge -or-  No Bid - reason:   
Extended Price:   
Delivery Date:

UOM Detail:

Response Comments: we only sell black

Helpful Hint:  
Be careful when selecting  
"No Bid" on a line. This may  
deem your bid/proposal  
Non-Responsive.



Once the system accepts your pricing for each line (with no errors) it will allow you to move on to the next line.

**Event # 26-0 - Line Responses**

Event Response > **Line Responses** > Bid Bond Information > Question Responses > Response Attachments > Submit Response

Respond to at least one event line. An \* by the line number indicates a response is required.

**Line Responses**

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price	
1	6' HIGH PLATFORM HEELS	6" Fuschia High Platform Heels	1.0000	1.0000	EA	6.99000	6.99	<a href="#">Edit response</a> ✓
2	CELLPHONE	TEST	10.0000		EA			<a href="#">Respond</a>
3	LAPTOPS TEST	100 Laptop	23.0000		EA			<a href="#">Respond</a>
4	NAVY FLIP FLOPS	All men sizes navy flip flops	30.0000		EA			<a href="#">Respond</a>
5	PANTS	Navy Pants	10.0000		EA			<a href="#">Respond</a>
6	TEST LAPTOPS	Laptops for testing	1.0000		EA			<a href="#">Respond</a>
7	THIS IS THE VTEST 04 22 2014	This Req will generate an Even	1.0000		EA			<a href="#">Respond</a>
*8	HEAD BANDS	Head Band	50.0000		EA			<a href="#">Respond</a>

Navigation icons: Home, Previous, Next, End

Page size: 10

Back

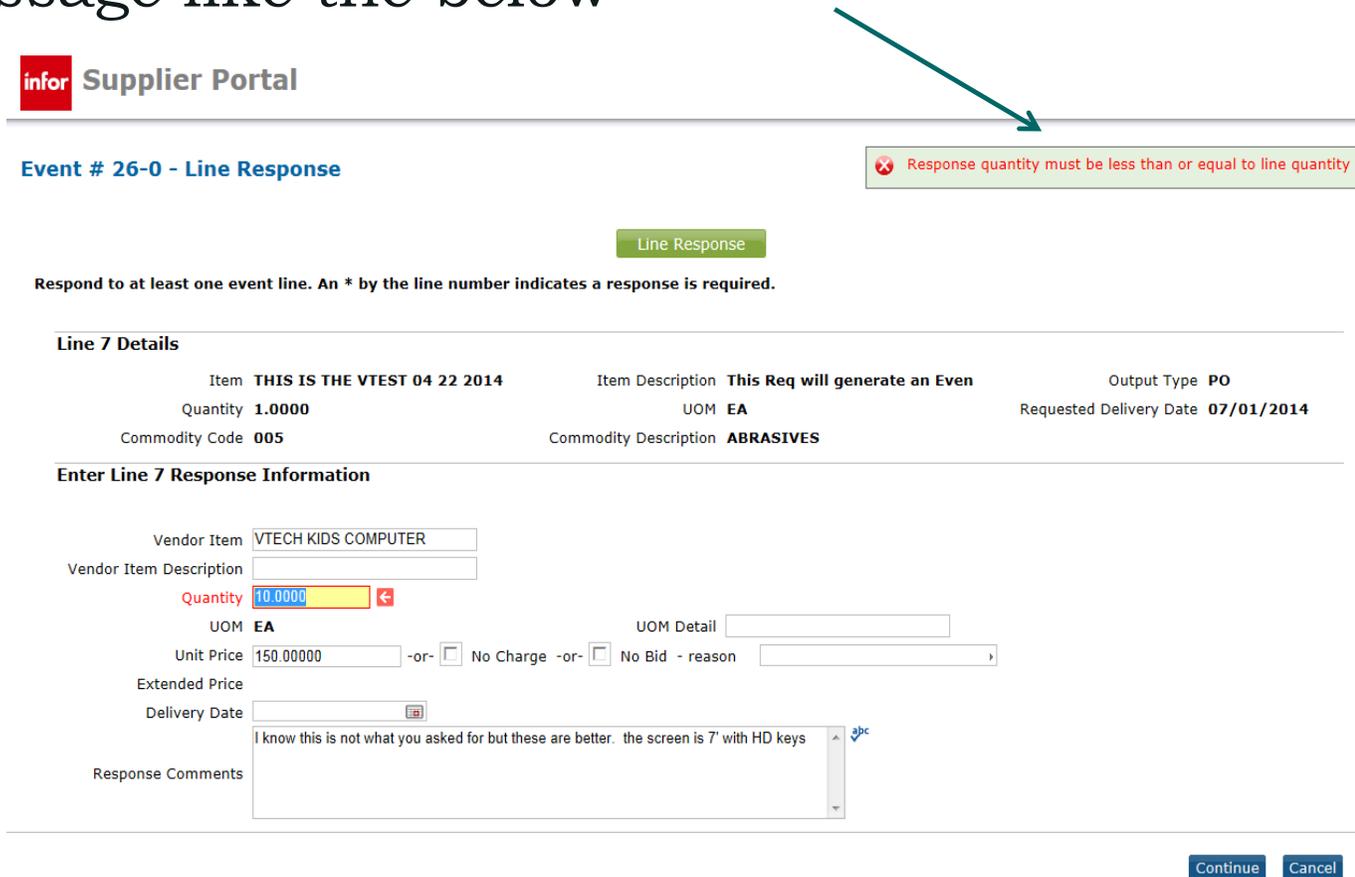
Continue

Cancel



# Line Error Message

If your line has an error, you will receive an error message like the below



**infor Supplier Portal**

**Event # 26-0 - Line Response**

**Response quantity must be less than or equal to line quantity**

**Line Response**

Respond to at least one event line. An \* by the line number indicates a response is required.

**Line 7 Details**

Item	THIS IS THE VTEST 04 22 2014	Item Description	This Req will generate an Even	Output Type	PO
Quantity	1.0000	UOM	EA	Requested Delivery Date	07/01/2014
Commodity Code	005	Commodity Description	ABRASIVES		

**Enter Line 7 Response Information**

Vendor Item: VTECH KIDS COMPUTER  
Vendor Item Description:   
Quantity: 10.0000    
UOM: EA  
UOM Detail:   
Unit Price: 150.00000 -or-  No Charge -or-  No Bid - reason:   
Extended Price:   
Delivery Date:    
Response Comments: I know this is not what you asked for but these are better. the screen is 7' with HD keys 

**Continue** **Cancel**

# Complete Each Line!

**Helpful Tip:**  
 If there is **ONLY** one (1) line item, your full lump sum total must be submitted on that line. Please reference the solicitation Fee Form for additional instructions.

**Event # 26-0 - Line Responses**

- Event Response
- Line Responses
- Bid Bond Information
- Question Responses
- Response Attachments
- Submit Response

Respond to at least one event line. An \* by the line number indicates a response is required.

**Line Responses**

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price	
1	6' HIGH PLATFORM HEELS	6" Fuschia High Platform Heels	1.0000	1.0000	EA	6.99000	6.99	<a href="#">Edit response</a>
2	CELLPHONE	TEST	10.0000	6.0000	EA	399.00000	2,394.00	<a href="#">Edit response</a>
3	LAPTOPS TEST	100 Laptop	23.0000	23.0000	EA	100.00000	2,300.00	<a href="#">Edit response</a>
4	NAVY FLIP FLOPS	All men sizes navy flip flops	30.0000	30.0000	EA	6.00000	180.00	<a href="#">Edit response</a>
5	PANTS	Navy Pants	10.0000	10.0000	EA	23.99000	239.90	<a href="#">Edit response</a>
6	TEST LAPTOPS	Laptops for testing	1.0000	1.0000	EA	1,083.69000	1,083.69	<a href="#">Edit response</a>
7	THIS IS THE VTEST 04 22 2014	This Req will generate an Even	1.0000	1.0000	EA	150.00000	150.00	<a href="#">Edit response</a>
*8	HEAD BANDS	Head Band	50.0000		EA			<a href="#">Respond</a>

Navigation icons: Home, Previous, Next, Refresh

Page size: 10

[Back](#)

[Continue](#)

[Cancel](#)

# Documents Required

If a document is required at the time of electronic submission, the system will prompt you to provide it.

The screenshot shows the 'Supplier Portal' interface for 'Event # 26-0 - Bid Bond Information'. A progress bar at the top indicates the current step: 'Event Response' (blue), 'Line Responses' (blue), 'Bid Bond Information' (green), 'Question Responses' (blue), 'Response Attachments' (blue), and 'Submit Response' (blue). Below the progress bar, the text reads: 'Enter a Bid Bond ID if you have received one. Otherwise, a paper bid bond is required. You may attach a paper bid bond here, but a hard copy will also be required'. There are two input options: 'Enter Bid Bond Id' with a text box, and 'Or Attach Paper Bid Bond' with a text box and a 'Browse...' button. Below the first input box, there is a link: 'Click link to go to Surety 2000 and get a bid bond id to enter' followed by the text '[Surety 2000](#)'. At the bottom of the form, there are three buttons: 'Back', 'Continue', and 'Cancel'.

FYI - You **will not** be able to move forward with submitting your bid until all required documents are attached.



# Question Response

If there is specific question(s) related to an Event, it will be located in the Question Response section of the Event. If the question is marked with an asterisk (\*) it is required before continuing with your submission.



Event # 26-0 - Question Responses

Sourcing Event Response Updated

Event Response > Line Responses > Bid Bond Information > Question Responses > Response Attachments > Submit Response

Respond to the questions for this event. An \* indicates a required field.

1. are you bonded  
\* Answer

Attach document  Browse...

2. Do you have other colors?  
\* Answer

Back

Continue

Cancel



# Question Attachments

Add an attachment if needed for questions

**infor** Supplier Portal

Event # 26-0 - Question Responses Sourcing Event Response Updated

Event Response > Line Responses > Bid Bond Information > **Question Responses** > Response Attachments > Submit Response

Respond to the questions for this event. An \* indicates a required field.

1. are you bonded

\* Answer

Attach document  se...

2. Do you have other colors?

\* Answer



# Event Response Attachments

Add all Event Response Attachments here i.e. BF pages, Bid/Proposal, Specs, Drawings, Schedules, etc...

**infor Supplier Portal**

**Event # 26-0 - Response Attachments**

Event Response > Line Responses > Bid Bond Information > Question Responses > **Response Attachments** > Submit Response

XXXXXXXXXX Attach any documents, specifications, and pictures you have for this event.

**Attachments**

Add

Attachment Title	File
No data available	

Back Continue Cancel



# Attaching a Document to the Portal

**infor** Supplier Portal

## Event Response - Attachments

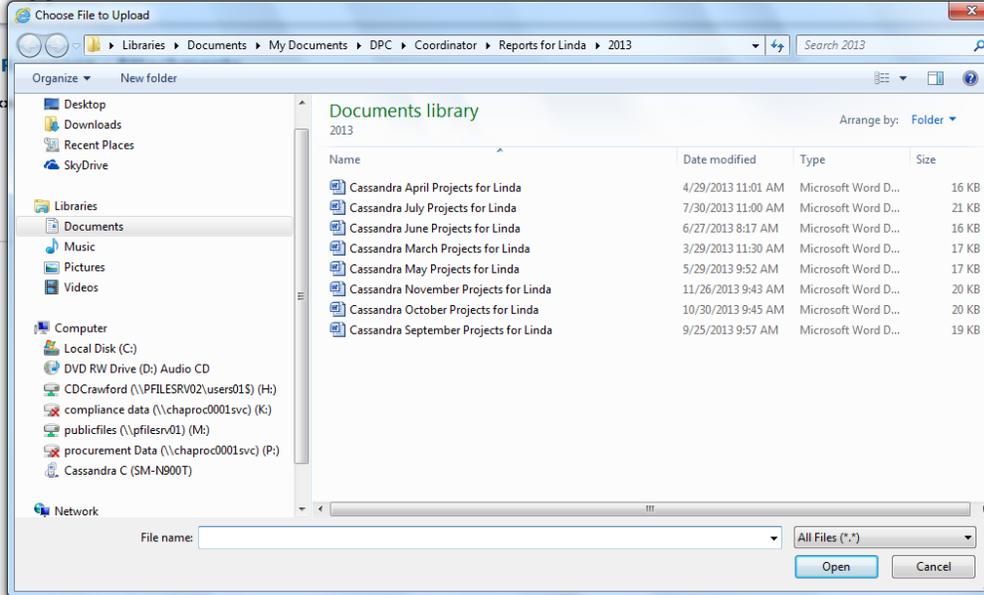
xxxxxxxxxxxxAttach any documents, specifications, and pictures you have for this event.

\* Title   
\* File

\* = Required

*Select Browse*

**infor** Supplier Portal



*Locate File on Computer*

*Select Open*



# Attaching a Document to the Portal

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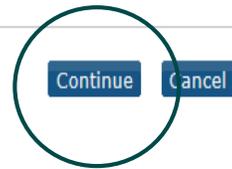


## Event Response - Attachments

xxxxxxxxxxxxAttach any documents, specifications, and pictures you have for this event.

\* Title   
\* File

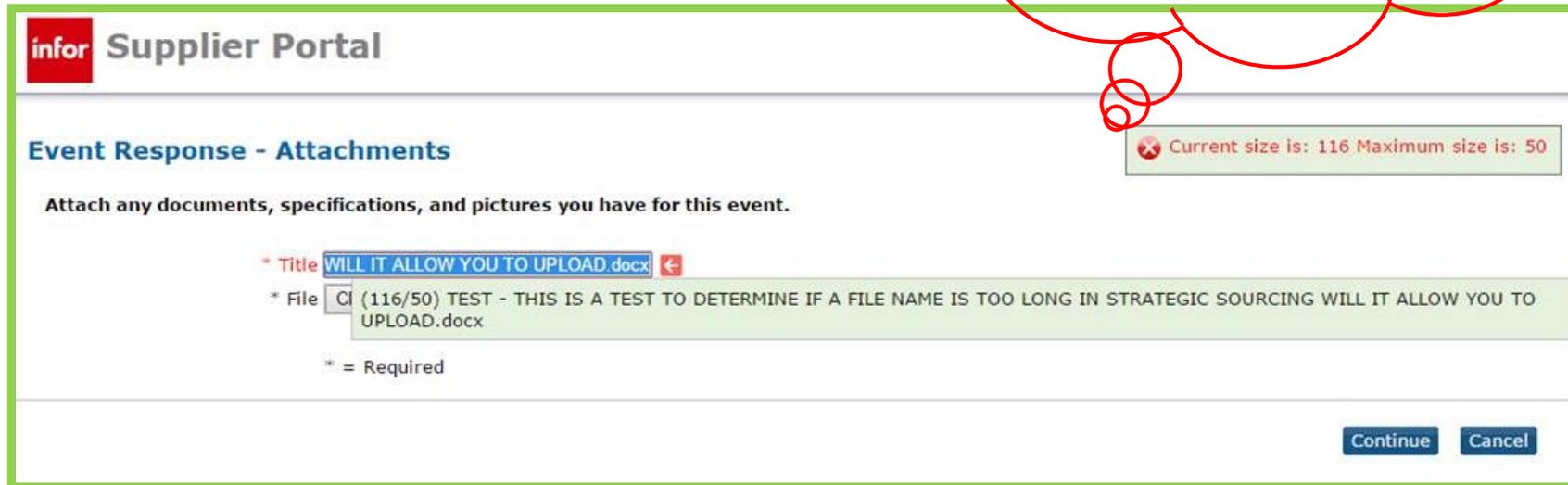
\* = Required



# PLEASE NOTE!

There is NO maximum file capacity size when uploading a document

If you receive the below size error message. Please note, this is the size of your file NAME not the file size.



The screenshot shows the 'infor Supplier Portal' interface. The main heading is 'Event Response - Attachments'. Below it, there is a prompt: 'Attach any documents, specifications, and pictures you have for this event.' A red error message box at the top right states: 'Current size is: 116 Maximum size is: 50'. The form contains two fields: 'Title' with the value 'WILL IT ALLOW YOU TO UPLOAD.docx' and 'File' with the value 'CI (116/50) TEST - THIS IS A TEST TO DETERMINE IF A FILE NAME IS TOO LONG IN STRATEGIC SOURCING WILL IT ALLOW YOU TO UPLOAD.docx'. A legend indicates '\* = Required'. At the bottom right, there are 'Continue' and 'Cancel' buttons.

**\*\* Please make sure your file name is less than 50 characters \*\***

DPC will not accept any late bids due to this error message.

This message now appears!

The screenshot shows the Infor Supplier Portal interface. At the top left is the Infor logo and the text "Supplier Portal". Below this is the header "Event # 446-0 - Response Attachments". A breadcrumb navigation bar contains four items: "Event Response", "Line Responses", "Response Attachments", and "Submit Response". The "Submit Response" item is highlighted with a red oval, and a green arrow points from the text "This message now appears!" above to this item. Below the breadcrumb is a message: "Attach any documents, specifications, and pictures you have for this event. **NOTE: File names must not be more than 50 characters or you will receive this Error Message 'CURRENT SIZE IS: XXX MAXIMUM SIZE IS: 50'.**" Below this is a section titled "Attachments" with an "Add" button. A table header is visible with columns "Attachment Title" and "File". The table content area displays "No data available". At the bottom of the page are "Back", "Continue", and "Cancel" buttons. The footer contains "Copyright (c) 2016 Infor. All Rights Reserved." and a zoom level of "100%".

# Continue It will appear in section. Add more if needed.

## Event # 26-0 - Response Attachments

Event Response > Line Responses > Bid Bond Information > Question Responses > **Response Attachments** > Submit Response

xxxxxxxxxxxxAttach any documents, specifications, and pictures you have for this event.

### Attachments

Actions Delete Update List **Add**

<input checked="" type="checkbox"/>	Attachment Title	File
<input type="checkbox"/>	Cassandra April Projects for Linda.docx	<a href="#">Cassandra April Projects for Linda.docx</a>

« | < | > | »

Page size: 10 ▾

Back

Continue

Cancel

# Change Attachment Title (if needed)

## Select Update List



### Event # 26-0 - Response Attachments

Event Response > Line Responses > Bid Bond Information > Question Responses > **Response Attachments** > Submit Response

xxxxxxxxxxxxAttach any documents, specifications, and pictures you have for this event.

#### Attachments

Actions Delete Update List Add

<input checked="" type="checkbox"/>	Attachment Title	File
<input type="checkbox"/>	specs	<a href="#">Cassandra April Projects for Linda.docx</a>
<input type="checkbox"/>	Schedules	<a href="#">Cassandra May Projects for Linda.docx</a>

Navigation icons: Home, Previous, Next, End

Page size: 10

Back

Continue Cancel

# If everything is ok with your response you will get the following message

Continue

**infor Supplier Portal**

Event # 26-0 - Response Attachments

Sourcing Event Response Attachment Updated

Event Response > Line Responses > Bid Bond Information > Question Responses > Response Attachments > Submit Response

xxxxxxxxxxxxxxxxAttach any documents, specifications, and pictures you have for this event.

**Attachments**

Actions Delete Update List Add

<input checked="" type="checkbox"/>	Attachment Title	File
<input type="checkbox"/>	specs	<a href="#">specs</a>
<input type="checkbox"/>	Schedules	<a href="#">Schedules</a>

Page size: 10

Back Continue Cancel

# Submit Response

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**\*\*Please Note\*\*** Until you hit **Submit** and get a message stating your response has been accepted, you have not submitted a response to the Event.

 Supplier Portal

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Event # 32-0 - Submit Response

## Submit Response

Your response is ready to be submitted. Your bid amount is 9,226.99. Click the Submit button to complete your response

[Submit](#)

[Print My Response](#)

You have not entered a bid bond id or attached a paper bid bond; an id must be entered or a paper bid bond must be attached

To be eligible for award, your response must be submitted by June 12, 2014 4:30:00 PM CDT June 12, 2014 4:30:00 PM CDT

**IMPORTANT-** clicking the \* Done \* Button will not submit the response. If you intend to submit the response, please click the submit button

[Back](#)

[Done](#)



# \*RECOMMENDATION\*

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- ▶ Always print a copy of your Event Response for your records and proof of submittal.... prior to submission

## Submit Response

Your response is ready to be submitted. Your bid amount is 9,226.99. Click the Submit button to complete your response

Submit

Print My Response

You have not entered a bid bond id or attached a paper bid bond; an id must be entered or a paper bid bond must be attached

*To be eligible for award, your response must be submitted by June 12, 2014 4:30:00 PM CDT June 12, 2014 4:30:00 PM CDT*

**IMPORTANT-** clicking the \* Done \* Button will not submit the response. If you intend to submit the response, please click the submit button



# Printing Response



## Response For Supplier: The Last Test Vendor

Event # : 32-0

Name: new test CREATE EVENT FROM EVENT WITH NO BIDS

Reference: EVENT 26-0 and 30-0

Description: 5/9/14

Preview Date:

Q & A Open Date: 06/12/2014 02:00:00 PM

Open Date: 06/12/2014 01:40:00 PM

Q & A Close Date: 06/12/2014 03:00:00 PM

Close Date: 06/12/2014 04:30:00 PM

Dispute Close Date:

Responded To: 3 Out of 3 Lines

Total Bid Amount: 9,226.99 USD

## Question Responses

Question	Answer
are you bonded	No
are you black	What does this have to do with anything...I am an offended bidder!

## Response Attachments

Attachment  
Schedules  
Bid Bond  
Project Timeline

Question	Answer
are you bonded	No
are you black	What does this have to do with anything...I am an offended bidder!

## Response Attachments

Attachment  
Schedules  
Bid Bond  
Project Timeline

## Line Responses

June 12, 2014  
2:15:53 PM

Page 1

Event # 32-0: new test CREATE EVENT FROM EVENT WITH NO BIDS

## Line 1: 6" Fuschia High Platform Heels

Item: 6 HIGH PLATFORM HEELS 6" Fuschia High Platform Heels  
Commodity Code: 005 ABRASIVES  
Quantity: 1.0000 UOM: EA

Bid Quantity: 1.0000 Unit Price: 32.99000 Extended Price: 32.99

No Charge: No No Bid: No

Vendor Item: HEELS 5 1/2 Heels

Comments: We only have these in black



# If everything looks good select **Submit!**

**infor** Supplier Portal

Event # 32-0 - Submit Response

Submit Response

Your response is ready to be submitted. Your bid amount is 9,226.99. Click the Submit button to complete your response

**Submit** Print My Response

You have not entered a bid bond id or attached a paper bid bond; an id must be entered or a paper bid bond must be attached

To be eligible for award, your response must be submitted by June 12, 2014 4:30:00 PM CDT June 12, 2014 4:30:00 PM CDT

**IMPORTANT**- clicking the \* Done \* Button will not submit the response. If you intend to submit the response, please click the submit button

Back Done

Please Note:  
If your Final Lump Sum Bid/Proposal amount does not match here. The lines were not completed correctly.

The bid amount will total from all of the entered lines (whether one (1) line or 100 lines)

i.e. if the above amount should total \$10,000 but the final amount is \$9,226.99, you need to revise the line(s) (see slides 28-33). Each line should reflect the total price for that specific line item. Each line is a cumulative amount towards your final bid amount.

# If you receive the following message, your bid has been submitted **SUCCESSFULLY!**

**infor** Supplier Portal

Event # 32-0 - Submit Response

Submit Response

Submit Completed

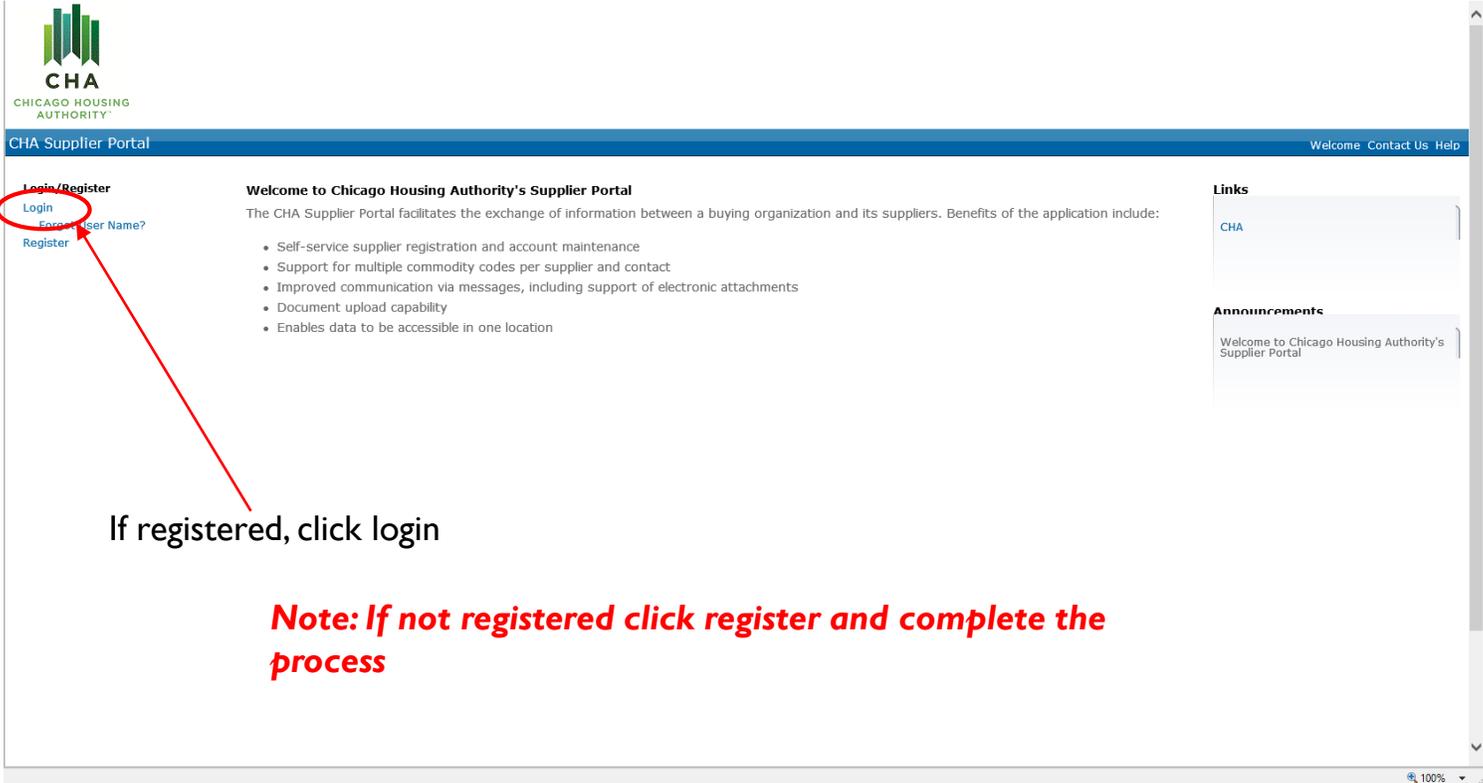
Submit Print My Response

*Congratulations, your response has been submitted. Click the Done button to return to where you started*

Back Done

**Helpful Hint:**  
Although your response has been submitted, you may withdraw your bid/proposal as many times as you like until the bid due date and time to edit your submittal.

# Viewing The Awardee for an Event



The screenshot shows the CHA Supplier Portal homepage. The CHA logo is in the top left. The page title is "CHA Supplier Portal". A blue navigation bar contains "Welcome", "Contact Us", and "Help". On the left, there is a "Login/Register" section with links for "Login", "Forgot User Name?", and "Register". The "Login" link is circled in red, and a red arrow points from it to the text "If registered, click login". The main content area has a heading "Welcome to Chicago Housing Authority's Supplier Portal" and a list of benefits. On the right, there are sections for "Links" (with a "CHA" link) and "Announcements" (with a "Welcome to Chicago Housing Authority's Supplier Portal" announcement). A red note at the bottom of the screenshot reads: "Note: If not registered click register and complete the process".

**CHA**  
CHICAGO HOUSING  
AUTHORITY

CHA Supplier Portal

Welcome Contact Us Help

**Login/Register**  
[Login](#)  
[Forgot User Name?](#)  
[Register](#)

**Welcome to Chicago Housing Authority's Supplier Portal**

The CHA Supplier Portal facilitates the exchange of information between a buying organization and its suppliers. Benefits of the application include:

- Self-service supplier registration and account maintenance
- Support for multiple commodity codes per supplier and contact
- Improved communication via messages, including support of electronic attachments
- Document upload capability
- Enables data to be accessible in one location

**Links**

[CHA](#)

**Announcements**

Welcome to Chicago Housing Authority's Supplier Portal

If registered, click login

**Note: If not registered click register and complete the process**



# Search Events

The screenshot displays the CHA Supplier Portal interface. The top navigation bar includes the CHA logo and the text 'CHICAGO HOUSING AUTHORITY'. Below this, the page title is 'CHA Supplier Portal' and the user is logged in as 'Welcome DPC Account'. The main content area is divided into three sections: 'Messages', 'Unread Messages', and 'Links'. The 'Messages' section on the left has a sub-section 'Events' where 'Search Events' is highlighted with a red circle. A red arrow points from this circle to the text 'Click on Search Events' located below the screenshot. The 'Unread Messages' section contains a table with the following data:

Date	Title	Priority
11/05/2015	Event: 243 has been awarded	Normal
10/29/2015	One or more lines on event: 223 have been cancelled	Normal
10/21/2015	Bidding opportunity: Event #256 is or will be available for response	Normal
09/21/2015	Event: 210 has been awarded	Normal
09/14/2015	One or more lines on event: 176 have been cancelled	Normal

The 'Links' section on the right contains a 'CHA' link and an 'Announcements' section with the text 'Welcome to Chicago Housing Authority's Supplier Portal'.

# Find the Event Number

Keyword

Event #  Name  Category  Sub Category

Type  Reference  Commodity Search

Event #	Version	Name	Category	Sub Category	Type	Reference	Open Date	First Close Date	Status	
230		Security Uniforms	SUPPLY & DELIVERY		SOB		09/14/2015 01:00:00 PM	09/17/2015 10:00:00 AM	Awarded	<input type="button" value="Bid Tabulation"/>
231	2	Financial Advisory and Consulting Services	PROFESSIONAL SERVICES		RFP		09/22/2015 09:00:00 PM	10/26/2015 10:00:00 AM	Pending award	
233		BlueWolf Annual Maintenance Renewal	PROFESSIONAL SERVICES		NON-COMPETE - SOLE SOURCE		09/29/2015 09:55:00 AM	09/29/2015 10:00:00 AM	Awarded	<input type="button" value="Bid Tabulation"/>
234	2	Tires and Tire Shop Services	PROFESSIONAL SERVICES		SOB		09/16/2015 06:00:00 PM	09/28/2015 12:00:00 PM	Pending award	
235	1	Infor Contract Management Consulting Services	PROFESSIONAL SERVICES		RFP	Req 23592	11/09/2015 09:30:00 PM	12/18/2015 12:00:00 PM	Open	
241		Water Coolers	SUPPLY & DELIVERY		SOB		09/25/2015 01:00:00 PM	10/01/2015 12:00:00 PM	Awarded	<input type="button" value="Bid Tabulation"/>
243		PhonEx One Maintenance	SUPPLY & DELIVERY		SOB	23625	09/30/2015 06:30:00 PM	10/13/2015 12:00:00 PM	Awarded	<input type="button" value="Bid Tabulation"/>
246	6	Diversity Marketing, Outreach Services and Solution	PROFESSIONAL SERVICES		RFP		10/09/2015 07:20:00 PM	11/30/2015 12:00:00 PM	Open	
247		HP Printers	SUPPLY & DELIVERY		SOB	23714	10/14/2015 09:00:00 AM	10/26/2015 12:00:00 PM	Cancelled	
248	2	IBM End Point Manager	SUPPLY & DELIVERY		SOB	23780	10/27/2015 11:45:00 AM	11/09/2015 03:00:00 PM	Awarded	<input type="button" value="Bid Tabulation"/>
249		HP Printers	SUPPLY & DELIVERY		SOB	23714	10/16/2015 06:00:00 PM	10/28/2015 12:00:00 PM	Pending award	
252		Strategic Marketing, Outreach and PR Services	PROFESSIONAL SERVICES		RFP	23725	10/29/2015 08:00:00 PM	10/26/2015 12:00:00 PM	Cancelled	
253		HP Servers	SUPPLY & DELIVERY		SOB		10/20/2015 09:30:00 PM	10/30/2015 10:00:00 AM	Pending award	
254		Annual Financial Audit & Tax Preparation Services			RFP		11/06/2015 06:00:00 PM	11/24/2015 12:00:00 PM	Open	
256		How To Do Business with the CHA			VENDOR OUTREACH		10/21/2015 12:00:00 PM	10/23/2015 12:00:00 PM	Pending award	
261	2	Cisco Communications Products	SUPPLY & DELIVERY		SOB	23742	10/27/2015 03:15:00 PM	11/05/2015 03:00:00 PM	Awarded	<input type="button" value="Bid Tabulation"/>
262		Chicago Housing Authority 2015 Open House			VENDOR OUTREACH		10/23/2015 09:00:00 PM	10/29/2015 05:00:00 PM	Pending award	
277		Internal Audit Services	PROFESSIONAL SERVICES		RFP	22953 (orig. Event 211)	11/03/2015 09:15:00 AM	11/03/2015 09:16:00 AM	Pending award	
280		HOPE VI Grant Audits	PROFESSIONAL SERVICES		SOB		11/11/2015 04:00:00 PM	11/18/2015 03:00:00 PM	Pending award	
281		Strategic Marketing, Communications...	PROFESSIONAL SERVICES		RFP	23917	11/16/2015 09:00:00 PM	12/04/2015 12:00:00 PM	Open	

Page size: 20

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Browser address bar: [https://supplier.thecha.org/sscmprod/SourcingSupplier/Im?\\_In=AllEv](https://supplier.thecha.org/sscmprod/SourcingSupplier/Im?_In=AllEv) Event Summary

infor Supplier Portal Welcome, DPC Account [Logout]

Home Messages Events Performance My Account Contact Us Help User Preferences

### Event Summary

Back

Print

Event # 248-2 Event Name IBM End Point Manager

Summary Terms And Conditions Lines Q And A Forum Amendments Plan Holders List **Award Summary**

#### Event Summary — Collapse All

**Dates**

Preview:	Q And A Open: 10/27/2015 11:45:00 AM
Open: 10/27/2015 11:45:00 AM	Q And A Close: 11/04/2015 03:00:00 PM
Close: 11/09/2015 03:00:00 PM	Dispute Close:

**Description**

The Chicago Housing Authority (CHA) Information Technology Department is soliciting bids from companies to renew their IBM Endpoint Manager.

**Rules**

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

**Contacts**

Type	Name	Title	Phone Number	Email Address
PROCUREMENT SPECIALIST	Roslynn Ward	Procurement Specialist	312 913-7372	<a href="mailto:ROward@thecha.org">ROward@thecha.org</a>

**Attachments**

Title	File
Workshop Flier	<a href="#">Workshop Flier</a>
Supplier Portal Registration Instructions.pdf	<a href="#">Supplier Portal Registration Instructions.pdf</a>

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https://supplier.thecha.org/sscmprod/SourcingSupplier/Im?ln=AllEv... Event Summary

File Edit View Favorites Tools Help

adding formulas in word -...

Summary Terms And Conditions Lines Q And A Forum Amendments Plan Holders List Award Summary

### Award - Collapse All

**Event Line: 5**

Item: BIG FIX PATCH RESOURCE VALUE UNI Description: Big Fix Patch Resource Value U  
Commodity Code: Computer Hardware and Software Manufacturing Services  
Description: Computer Hardware and Software Manufacturing Services  
Quantity: 655.0000 UOM: EA

**Awarded To: PreferredPartner**

Vendor Item: BIGFIX PATCH Description: BigFix Patch RVU  
Delivery Date: 12/31/2015 Quantity: 655.0000  
Unit Price: 1.27000 No Charge: No Extended Price: 831.85

**Event Line: 6**

Item: BIGFIX STARTER KIT FOR LIFE CYCL Description: Bigfix Starter Kit for Life Cy  
Commodity Code: Computer Hardware and Software Manufacturing Services  
Description: Computer Hardware and Software Manufacturing Services  
Quantity: 926.0000 UOM: EA

**Awarded To: PreferredPartner**

Vendor Item: IBM BIGFIX STARTER KIT Description: Starter Kit Client Device Lic  
Delivery Date: 12/31/2015 Quantity: 926.0000  
Unit Price: 6.92000 No Charge: No Extended Price: 6,407.92

**Event Line: 7**

Item: ENDPOINT MANAGER FOR POWER MANAG Description: Endpoint Manager for Power Man  
Commodity Code: Computer Hardware and Software Manufacturing Services  
Description: Computer Hardware and Software Manufacturing Services

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Now you can view by line who the Awardee is



Under **Events>My Responses** you can monitor all bid history and pending actions.

Home | Messages | **Events** | Performance | My Account | Contact Us | Help | User Preferences

### My Responses

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

Search

Event #  Name  Category  Sub Category

Response Status  Type  Reference  Commodity Search

<input checked="" type="checkbox"/>	Event #	Version	Name	Open Date	Current Close Date	Event Status	Response Status		
<input type="checkbox"/>	32		new test CREATE EVENT FROM EVENT WITH NO BIDS	06/12/2014 01:40:00 PM	06/12/2014 04:30:00 PM	Open	Submitted	<input type="button" value="Print"/>	<input type="button" value="View Response"/>

# Messages Tab

- ▶ Any message from the system providing information or a required action

The screenshot displays a web application interface with a top navigation bar containing links for Home, Messages, Events, Performance, My Account, Contact Us, Help, and User Preferences. The 'Messages' link is highlighted with a green circle. Below the navigation bar, the 'Messages' section is active, showing an 'Inbox' tab. The inbox contains a table with columns for Creation Date/ Time, Priority, Status, Title, and Attachment. A single message is listed with a checkmark in the first column, indicating it is selected. The message details panel below shows the following information:

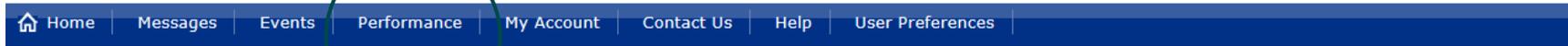
Creation Date/ Time	Priority	Status	Title	Attachment
06/10/2014 01:06:42 PM	Normal	Read	You have been selected to make a Best And Final Offer	

**Message Details**

**Title:** You have been selected to make a Best And Final Offer  
**Message:** You have been selected to make a Best And Final Offer on Event: 29 - RFP 14-00010 Cassandra Test; Respond via Supplier Portal - My Responses - Unsubmitted Best And Final Responses  
**Priority:** Normal      **Status:** Read  
**Creation Date/ Time:** 06/10/2014 01:06:42 PM

# Performance – Event Metrics

## ► Overview



### Event Metrics

– Collapse All  View as pdf

 **Cassandra Crawford**

Event Invitations:  
Event Responses:

Lines Bid:	Lines Awarded:	Success Rate:
Amount Bid:	Amount Awarded:	Success Rate:
Alternate Lines Bid:	Alternate Lines Awarded:	
Alternate Amount Bid:	Alternate Amount Awarded:	
Events No Bid:		
Lines No Bid:		

# My Account: Update All Account Information

## ► -Reset Password

Home Messages Events Performance **My Account** Contact Us Help User Preferences

### Account Information

Supplier: The Last Test Vendor – Collapse All [View as pdf](#)

**Registration Status**  
**Registration status: Not complete**  
*Your account has been set up, however your registration is not complete due to the following reasons:*

- you have not answered all required questions as part of the registration process.
- you have not entered an attachment for all questions requiring attachments as part of the registration process.

**Supplier Information**  
[Edit](#)

**General Information**  
Supplier Number: 31  
Business Type: Corporation  
Tax ID Type: Federal Tax Id  
Tax ID: 12-1212121

**Address Information**  
Address: 123 DPC Way  
City: Chicago  
State: Illinois  
Postal Code: 60409  
Country: United States of America

**My Contact Information**  
[Edit](#)

**infor Supplier Portal**

### Change My Password - Enter New Password

Please verify your current password:  
Current Password

Enter new password and confirm:  
New Password   
Confirm New Password

# System Administrator

---

Anna Epps – [aepps@thecha.org](mailto:aepps@thecha.org)

<a href="#">Home</a>	<a href="#">Messages</a>	<a href="#">Events</a>	<a href="#">Performance</a>	<a href="#">My Account</a>	<a href="#">Contact Us</a>	<a href="#">Help</a>	<a href="#">User Preferences</a>
<b>Contacts</b>							
<a href="#">Options...</a>							
Type	Name	Phone	Email Address				
ADMINISTRATOR	Joanne Smith		<a href="mailto:31241234@thecha.org">31241234@thecha.org</a>	<a href="#">Details</a>			



# HELP

---

## ▶ FAQ'S

### Frequently Asked Questions

#### My Account

- [Q. How do I register as a supplier on your website?](#)
- [Q. What is a primary contact, and how does my company change our primary contact?](#)
- [Q. How will I know when my registration is complete?](#)
- [Q. How do I update my contact information?](#)
- [Q. Why is it important to set up commodity codes on my profile?](#)
- [Q. What is a proxy?](#)
- [Q. Why do I get an error message when trying to access your web page?](#)

#### Messages and the inbox

- [Q. What are messages?](#)
- [Q. How can I manage messages?](#)

#### Alerts

- [Q. What are alerts?](#)

#### Finding Events

- [Q. What is an event?](#)
- [Q. How can I find events to respond to?](#)
- [Q. How can I get more information about an event?](#)

#### Responding to an Event

- [Q. How do I submit a response?](#)
- [Q. How do I retrieve and submit a response I drafted earlier?](#)
- [Q. How can I see my past responses?](#)
- [Q. How do I add to or change a response I already submitted?](#)
- [Q. Who will see my response?](#)
- [Q. How will I know if my response was successful?](#)
- [Q. What are event metrics?](#)

#### General Questions

- [Q. What if I have trouble logging in to the website?](#)
- [Q. What if I forget my user name?](#)
- [Q. How do I change my password?](#)
- [Q. What if I forget my password?](#)
- [Q. Where can I get information about what you require of suppliers?](#)
- [Q. If I exit in the middle of a task, will my work be saved?](#)
- [Q. Why do I get the Warning: Page has Expired error message in my browser?](#)

#### My Account

# User Preferences

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- ▶ Any saved searches, etc.

The screenshot shows the Infor Supplier Portal interface. At the top right, it says "Welcome, Cassandra Crawford [Logout]". The navigation bar includes links for Home, Messages, Events, Performance, My Account, Contact Us, Help, and User Preferences. The "User Preferences" menu is open, showing "Saved Search" as a sub-option. Below the navigation, the heading "Web Saved Search List" is displayed. A table with the following columns is shown: TimeStamp (checked), Name, Actor, Business Class, Search, Type, Target Name, and As Of Date. The table is currently empty, with the text "No data available" centered below it. At the bottom of the table area, there are navigation icons: a double left arrow, a single left arrow, a single right arrow, and a double right arrow.

# CONGRATULATIONS

▶ YOU ARE NOW AN ADVANCED SUPPLIER USER!!!

