

# How to Submit a Response to a Solicitation



**pace Supplier Collaboration**

Home Purchase Orders Shipments **My Bid/Proposal** Finance Company Profile

Search PO Number  Go

Home Navigator Favorites Home Logout Preferences Help Diagnostics

**Notifications** [Full List](#)

Subject	Date
<a href="#">You are invited: Solicitation 11040 (Weekly Bus Parts (RFQ Standa...</a>	01-Aug-2023 08:04:50

**Responses To Solicitations** [Full List](#)

Response	Status	Solicitation Title	Time Left
No results found.			

**Orders At A Glance** [Full List](#)

PO Number	Description	Order Date
No results found.		

**Solicitation**

- [Invitations](#)
- [Responses](#)

**Orders**

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

**Shipments**

- [Delivery Schedules](#)
- [Overdue Receipts](#)

**Receipts**

- [Receipts](#)
- [On-Time Performance](#)

**Payments**

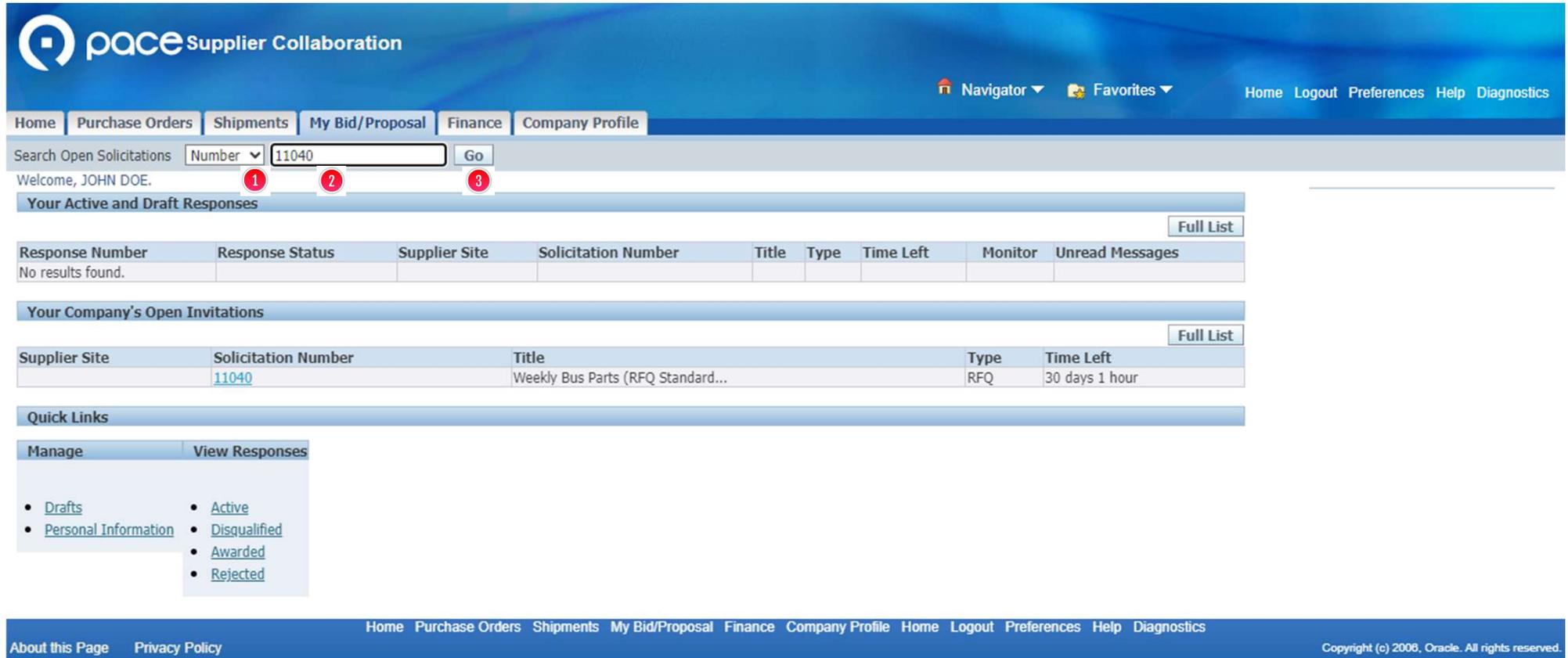
- [Payments](#)

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## Step 1

After you log in to the iSupplier Portal, the Home tab of the Supplier Collaboration page will appear. Click the My Bid/Proposal tab .



The screenshot shows the 'pace Supplier Collaboration' interface. At the top, there is a navigation bar with 'Home', 'Purchase Orders', 'Shipments', 'My Bid/Proposal', 'Finance', and 'Company Profile'. Below this is a search bar for 'Open Solicitations' with a dropdown menu set to 'Number' and the value '11040' entered. A 'Go' button is next to the input field. Below the search bar, the user is greeted with 'Welcome, JOHN DOE.' and three red circles with numbers 1, 2, and 3 are placed over the search dropdown, the input field, and the 'Go' button respectively. The main content area is divided into sections: 'Your Active and Draft Responses' (with a 'Full List' button), 'Your Company's Open Invitations' (with a 'Full List' button), and 'Quick Links'. The 'Quick Links' section has two tabs: 'Manage' and 'View Responses'. Under 'View Responses', there are links for 'Drafts', 'Personal Information', 'Active', 'Disqualified', 'Awarded', and 'Rejected'. At the bottom, there is a footer with 'About this Page', 'Privacy Policy', and 'Copyright (c) 2008, Oracle. All rights reserved.'

## Step 2

To view, save, and/or print attachments to and details for a solicitation appearing on the My Bid/Proposal tab of the Supplier Collaboration page, select Number **1** from the Search Open Solicitations drop-down menu, enter the solicitation number **2**, and click Go **3**.

pace Supplier Collaboration

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Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile

My Bid/Proposal >  
Active Solicitations

**Search**

Note that the search is case insensitive

Number  Contact

Title  Line

Category  Event

Select Negotiation:

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages
<input type="radio"/>	<a href="#">11040</a> <span style="color: red; font-weight: bold;">1</span>	Weekly Bus Parts (RFQ Standard)		30 days 1 hour	31-Aug-2023 09:23:02	Blind	0		0

[Return to My Bid/Proposal](#)

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Help Diagnostics

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## Step 3

The Active Solicitations page will appear. Click the solicitation number 1 under the Number column.

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Home | Purchase Orders | Shipments | My Bid/Proposal | Finance | Company Profile

My Bid/Proposal > Active Solicitations > RFQ: 11040

Title: Weekly Bus Parts (RFQ Standard)  
 Status: Active  
 Time Left: 30 days 1 hour

Open Date: 01-Aug-2023 08:04:46  
 Close Date: 31-Aug-2023 09:23:02

Buyer Quote Style: Blind  
 Description: [Redacted]

Outcome Event: Standard Purchase Order

Bill-To Address: Pace HQ  
 Ship-To Address: Destination  
 FOB: Destination

Payment Terms: Net 30 Days  
 Carrier: [Redacted]  
 Freight Terms: Paid

RFQ Currency: USD  
 Price Precision: Any

Requirements

Show All Details | Hide All Details

Details Section

ARTIFICIAL INTELLIGENCE (AI) CERTIFICATION

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
<a href="#">Solicitation Packet</a>	File		To Supplier		31-Jul-2023	One-Time		

Return to Active Solicitations

Actions: Acknowledge Participation | Go

Actions: Acknowledge Participation  
 Create Quote  
 Online Discussions  
 View Abstract Details  
 View Quote History  
 Printable View  
 Export to Spreadsheet

Home | Purchase Orders | Shipments | My Bid/Proposal | Finance | Company Profile | Home | Logout | Preferences | Help | Diagnostics

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## Step 4

The Header tab of the Solicitation Details page will appear. To view solicitation information such as the buyer's contact information, DBE goal, and bid deposit, select View Abstract Details **1** from the Actions drop-down menu and click Go **2** in either location.

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Home | Purchase Orders | Shipments | My Bid/Proposal | Finance | Company Profile

My Bid/Proposal > Active Solicitations > RFQ: 11040 >  
Form Details (Abstract): RFQ 11040

**Abstract**

Solicitation Number	11040	Buyer Email	BUYER@PACE.COM
Solicitation Type	RFQ	Open Date	01-AUG-2023 08:04:46
Solicitation Title	Weekly Bus Parts (RFQ Standard)	Close Date	31-AUG-2023 09:23:02
Buyer Name		Award Date	31-AUG-2023 09:23:02
Buyer Phone Number	5551223333	Amendment Description	

**Additional Information**

Bid Deposit %	10%	Questioning Period (End Date)	30-Aug-2023 09:09:06
DBE Goal %	10%		

**Pre-Bid Information**

Type of Meeting	Attendance	Date & Time	Location
No results found.			

[Return to RFQ: 11040](#) 1

Home | Purchase Orders | Shipments | My Bid/Proposal | Finance | Company Profile | Home | Logout | Preferences | Diagnostics

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## Step 5

The Form Details (Abstract) page will appear with the solicitation information. To return to the Header tab of the Solicitation Details page, click [Return to RFQ](#) 1 .

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Home | Purchase Orders | Shipments | My Bid/Proposal | Finance | Company Profile

My Bid/Proposal > Active Solicitations > RFQ: 11040

Actions: Acknowledge Participation **1** Go **2**

Title: Weekly Bus Parts (RFQ Standard)  
 Status: Active  
 Time Left: 30 days 1 hour

Open Date: 01-Aug-2023 08:04:46  
 Close Date: 31-Aug-2023 09:23:02

Header | Lines | Controls

Buyer: [blank]  
 Quote Style: Blind  
 Description: [blank]

Outcome: Standard Purchase Order  
 Event: [blank]

Terms

Bill-To Address: Pace HQ  
 Ship-To Address: [blank]  
 FOB: Destination

Payment Terms: Net 30 Days  
 Carrier: [blank]  
 Freight Terms: Paid

Currency

RFQ Currency: USD  
 Price Precision: Any

Requirements

Show All Details | Hide All Details

Details Section

Show ARTIFICIAL INTELLIGENCE (AI) CERTIFICATION

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Solicitation Packet	File		To Supplier		31-Jul-2023	One-Time		

Return to Active Solicitations

Actions: Acknowledge Participation **1** Go **2**

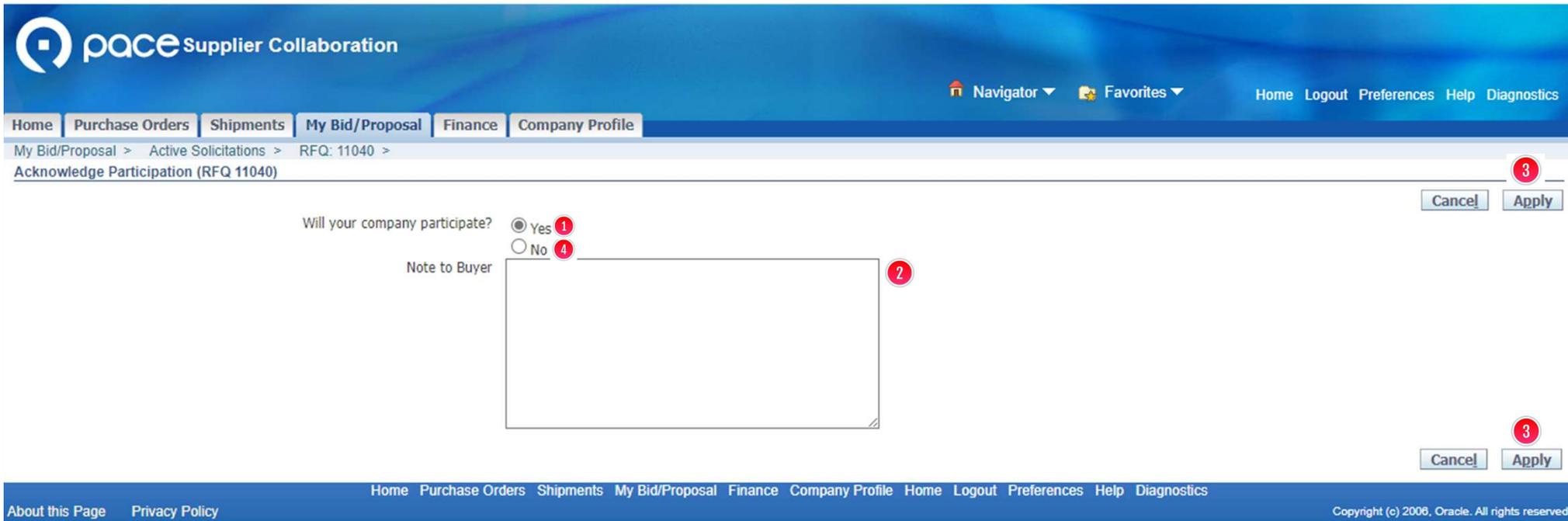
Home | Purchase Orders | Shipments | My Bid/Proposal | Finance | Company Profile | Home | Logout | Preferences | Help | Diagnostics

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## Step 6

The Header tab of the Solicitation Details page will appear. Select Acknowledge Participation **1** from the Actions drop-down menu and click Go **2** in either location.



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Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile

My Bid/Proposal > Active Solicitations > RFQ: 11040 >  
Acknowledge Participation (RFQ 11040)

Will your company participate?  Yes <sup>1</sup>  No <sup>4</sup>

Note to Buyer  <sup>2</sup>

Cancel <sup>3</sup> Apply <sup>3</sup>

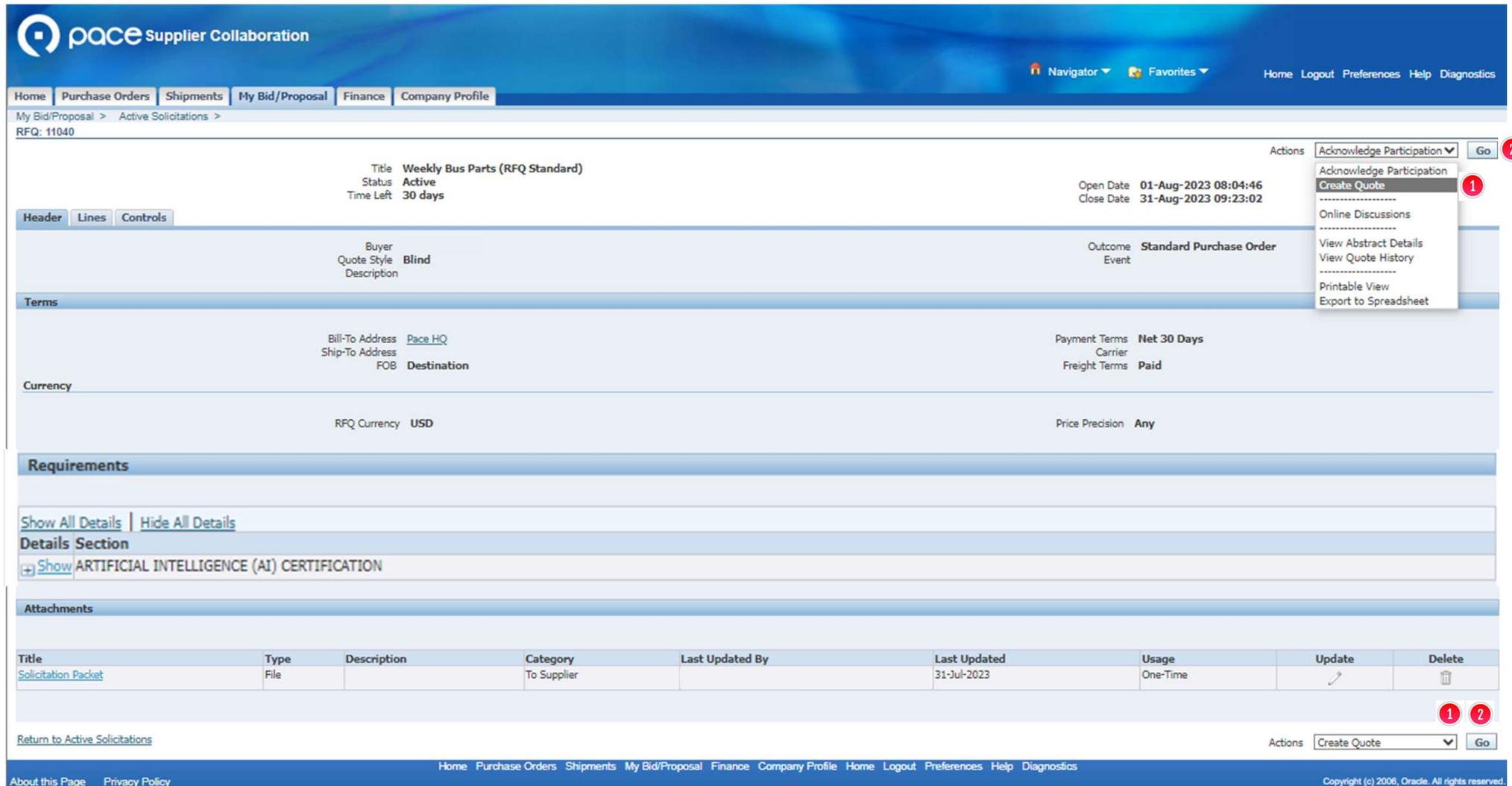
Cancel <sup>3</sup> Apply <sup>3</sup>

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Help Diagnostics

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## Step 7

The Acknowledge Participation page will appear. The Yes option <sup>1</sup> will automatically be selected, acknowledging your participation in the solicitation. You may also enter a note to the Buyer <sup>2</sup>. Click Apply <sup>3</sup> in either location. Alternatively, you may select the No option <sup>4</sup> in which event the Buyer will automatically receive notification of your non-participation in the solicitation after you click Apply <sup>3</sup> in either location.



pace Supplier Collaboration

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile

My Bid/Proposal > Active Solicitations > RFQ: 11040

Title: Weekly Bus Parts (RFQ Standard)  
Status: Active  
Time Left: 30 days

Open Date: 01-Aug-2023 08:04:46  
Close Date: 31-Aug-2023 09:23:02

Buyer: Blind  
Quote Style: Blind  
Description:

Outcome Event: Standard Purchase Order

Bill-To Address: Pace HQ  
Ship-To Address: Destination  
FOB:

Payment Terms: Net 30 Days  
Carrier:   
Freight Terms: Paid

Currency: RFQ Currency: USD  
Price Precision: Any

Requirements

Show All Details | Hide All Details

Details Section

ARTIFICIAL INTELLIGENCE (AI) CERTIFICATION

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Solicitation Packet	File		To Supplier		31-Jul-2023	One-Time		

Return to Active Solicitations

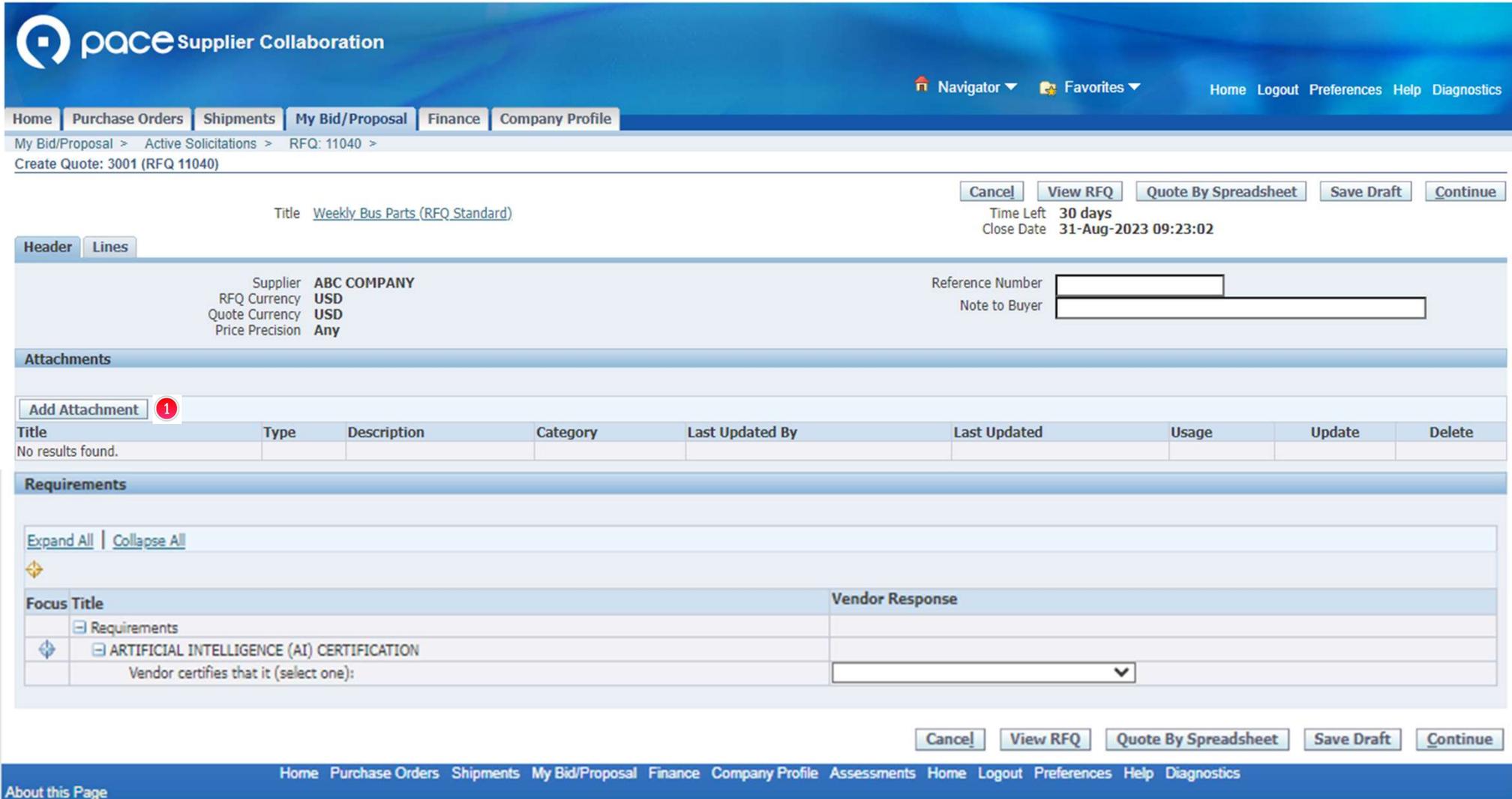
Actions: Acknowledge Participation | Create Quote | Online Discussions | View Abstract Details | View Quote History | Printable View | Export to Spreadsheet

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Help Diagnostics

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## Step 8

The Header tab of the Solicitation Details page will appear. Select Create Quote **1** from the Actions drop-down menu and click Go **2** in either location.



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Home | Purchase Orders | Shipments | My Bid/Proposal | Finance | Company Profile

My Bid/Proposal > Active Solicitations > RFQ: 11040 > Create Quote: 3001 (RFQ 11040)

Title: [Weekly Bus Parts \(RFQ Standard\)](#)

Time Left: 30 days  
Close Date: 31-Aug-2023 09:23:02

Supplier: ABC COMPANY  
RFQ Currency: USD  
Quote Currency: USD  
Price Precision: Any

Reference Number:   
Note to Buyer:

**Attachments**

[Add Attachment](#) 1

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

**Requirements**

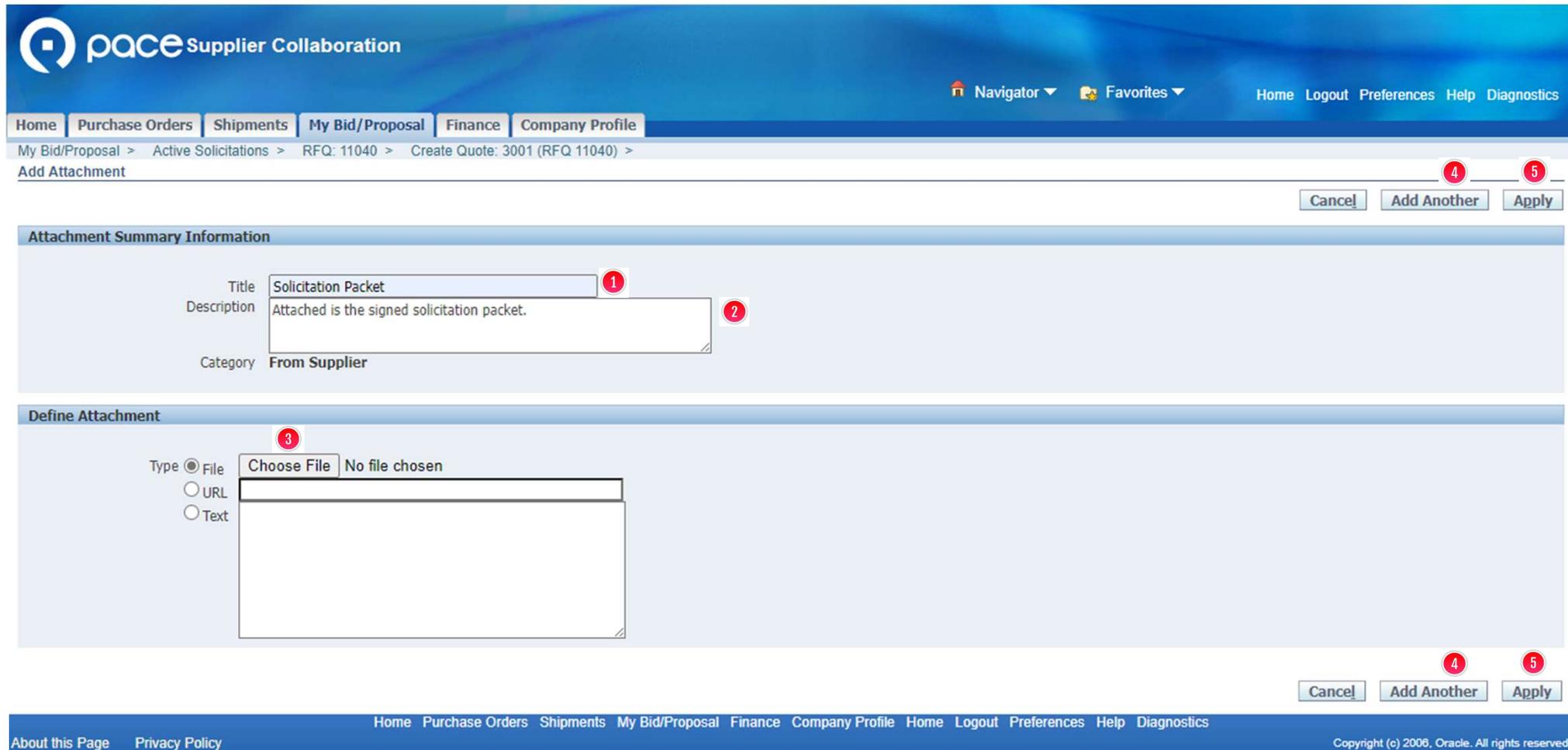
[Expand All](#) | [Collapse All](#)

Focus Title	Vendor Response
<ul style="list-style-type: none"> <li>[-] Requirements</li> <li>[-] ARTIFICIAL INTELLIGENCE (AI) CERTIFICATION</li> </ul>	
Vendor certifies that it (select one):	<input type="text"/>

Home | Purchase Orders | Shipments | My Bid/Proposal | Finance | Company Profile | Assessments | Home | Logout | Preferences | Help | Diagnostics

## Step 9

The Header tab of the Create Quote page will appear. You must upload the required documents identified in the solicitation packet. (See How to View, Save, and/or Print Solicitation Attachments and Details for instructions on how to view, save, and/or print the solicitation packet.) Click Add Attachment 1.



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Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile

My Bid/Proposal > Active Solicitations > RFQ: 11040 > Create Quote: 3001 (RFQ 11040) > Add Attachment

Cancel Add Another Apply

**Attachment Summary Information**

Title Solicitation Packet 1

Description Attached is the signed solicitation packet. 2

Category From Supplier

**Define Attachment**

Type  File  URL  Text

Choose File No file chosen 3

Cancel Add Another Apply 4 5

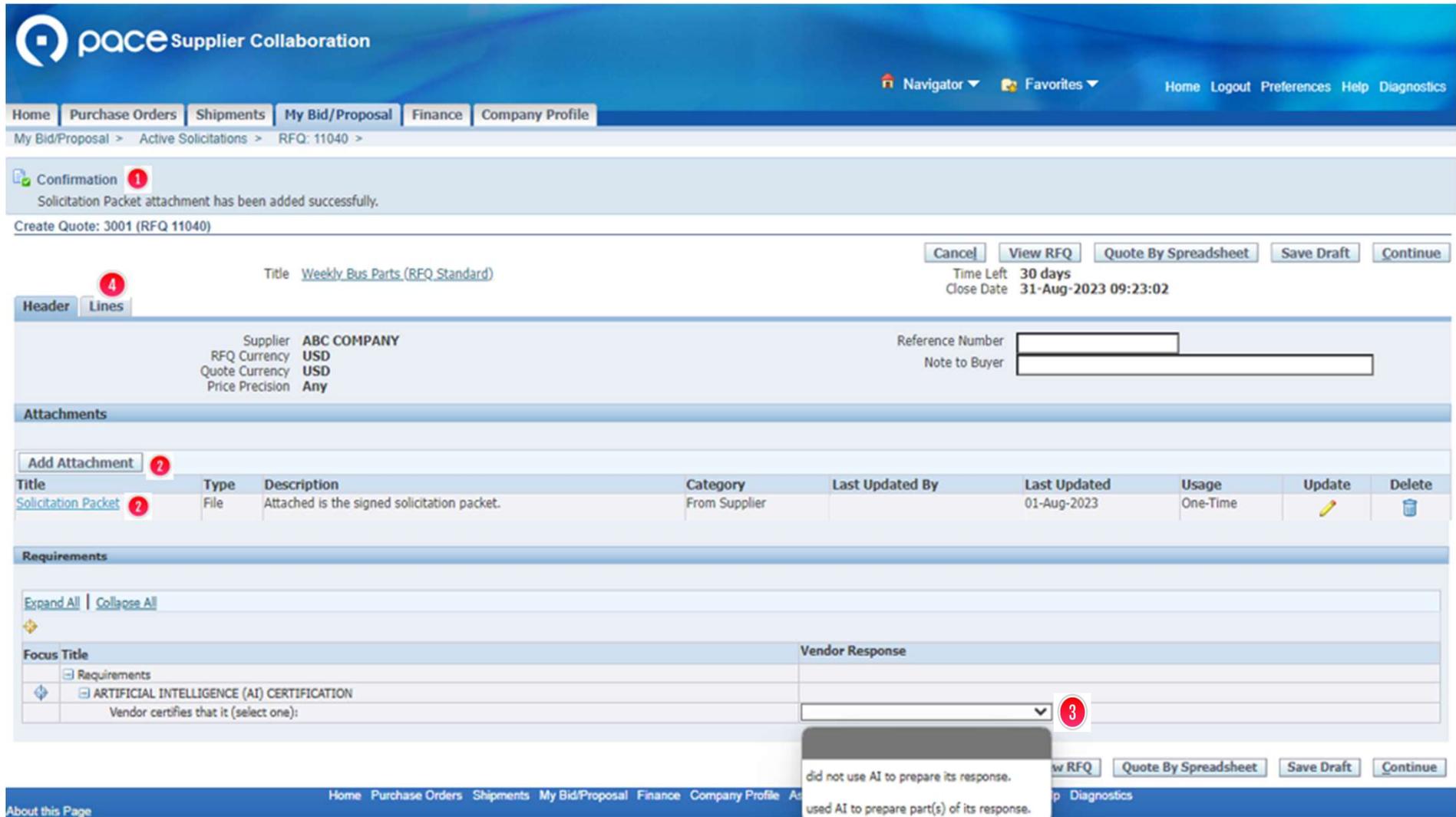
Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Help Diagnostics

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## Step 10

The Add Attachment page will appear. You may enter a Title 1 and/or Description 2 for a document but are not required to do so. Click Choose File 3. A pop-up window of your computer's directory will appear. Select the document saved to your computer that you want to include with your response and click Open. For each additional document that you want to include, click Add Another 4 in either location. When you have finished uploading all of the required documents, click Apply 5 in either location.



pace Supplier Collaboration

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile

My Bid/Proposal > Active Solicitations > RFQ: 11040 >

Confirmation **1**  
Solicitation Packet attachment has been added successfully.

Create Quote: 3001 (RFQ 11040)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Time Left 30 days  
Close Date 31-Aug-2023 09:23:02

Header **4** Lines

Title Weekly Bus Parts (RFQ Standard)

Supplier ABC COMPANY  
RFQ Currency USD  
Quote Currency USD  
Price Precision Any

Reference Number   
Note to Buyer

Attachments

Add Attachment **2**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Solicitation Packet <b>2</b>	File	Attached is the signed solicitation packet.	From Supplier		01-Aug-2023	One-Time		

Requirements

Expand All | Collapse All

Focus Title Vendor Response

Requirements

ARTIFICIAL INTELLIGENCE (AI) CERTIFICATION

Vendor certifies that it (select one):

**3**

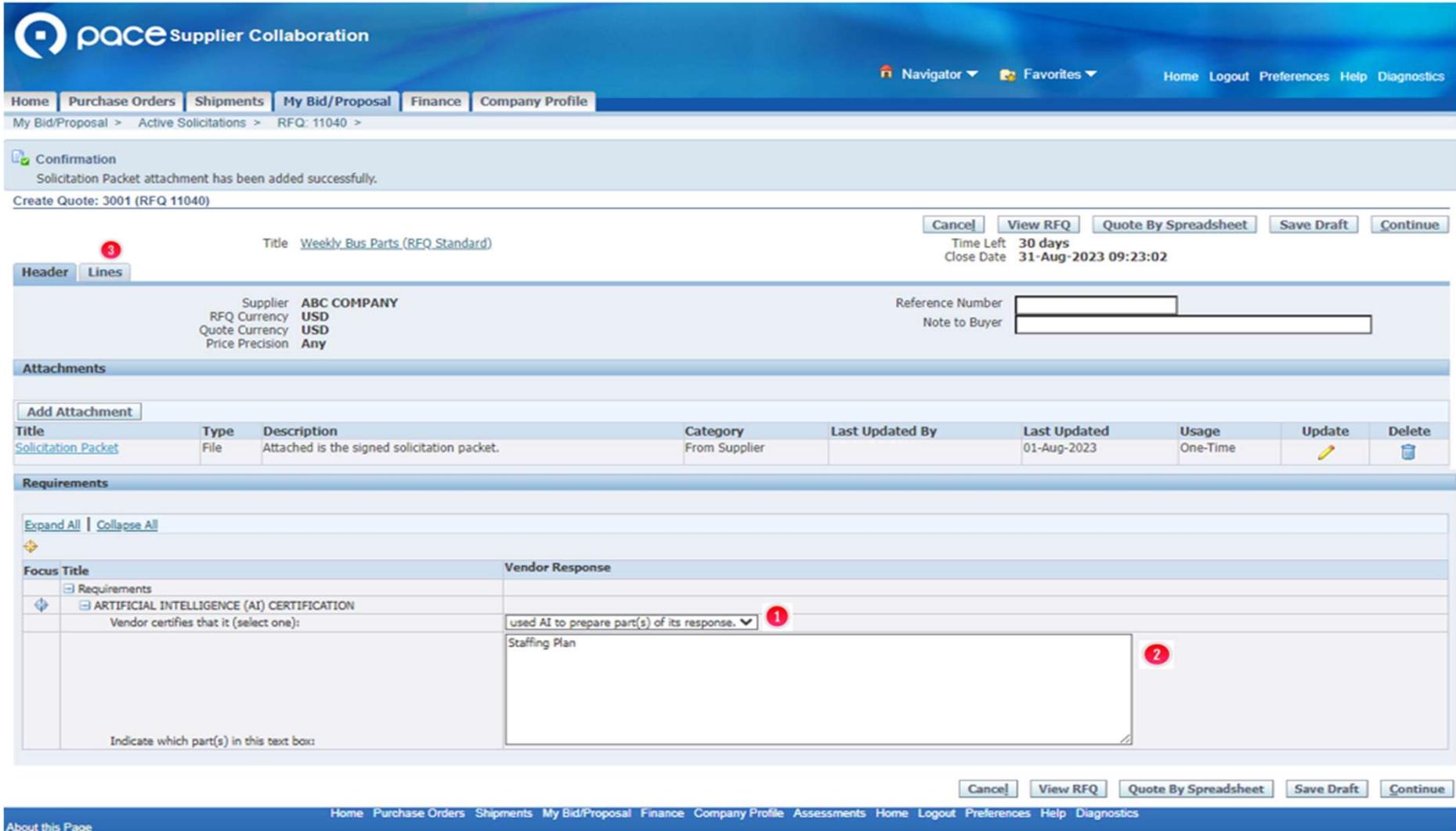
did not use AI to prepare its response.  
used AI to prepare part(s) of its response.

View RFQ Quote By Spreadsheet Save Draft Continue

About this Page Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Active Solicitations RFQ: 11040 Home Logout Preferences Help Diagnostics

## Step 11

The Header tab of the Create Quote page will appear with confirmation that your attachment has been added successfully **1**. Your attachment will also appear under Attachments **2**. Select whether you did not use artificial intelligence (AI) to complete your response or used AI to complete part(s) of your response from the drop-down menu **3**. If you did not use AI to prepare your response, click the Line tab **4**.



pace Supplier Collaboration

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile

My Bid/Proposal > Active Solicitations > RFQ: 11040 >

Confirmation  
Solicitation Packet attachment has been added successfully.

Create Quote: 3001 (RFQ 11040)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Time Left 30 days  
Close Date 31-Aug-2023 09:23:02

3 Header Lines

Title Weekly Bus Parts (RFQ Standard)

Supplier ABC COMPANY  
RFQ Currency USD  
Quote Currency USD  
Price Precision Any

Reference Number  
Note to Buyer

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Solicitation Packet	File	Attached is the signed solicitation packet.	From Supplier		01-Aug-2023	One-Time		

Requirements

Expand All | Collapse All

Focus Title Vendor Response

Requirements

ARTIFICIAL INTELLIGENCE (AI) CERTIFICATION

Vendor certifies that it (select one):

used AI to prepare part(s) of its response. 1

Staffing Plan 2

Indicate which part(s) in this text box:

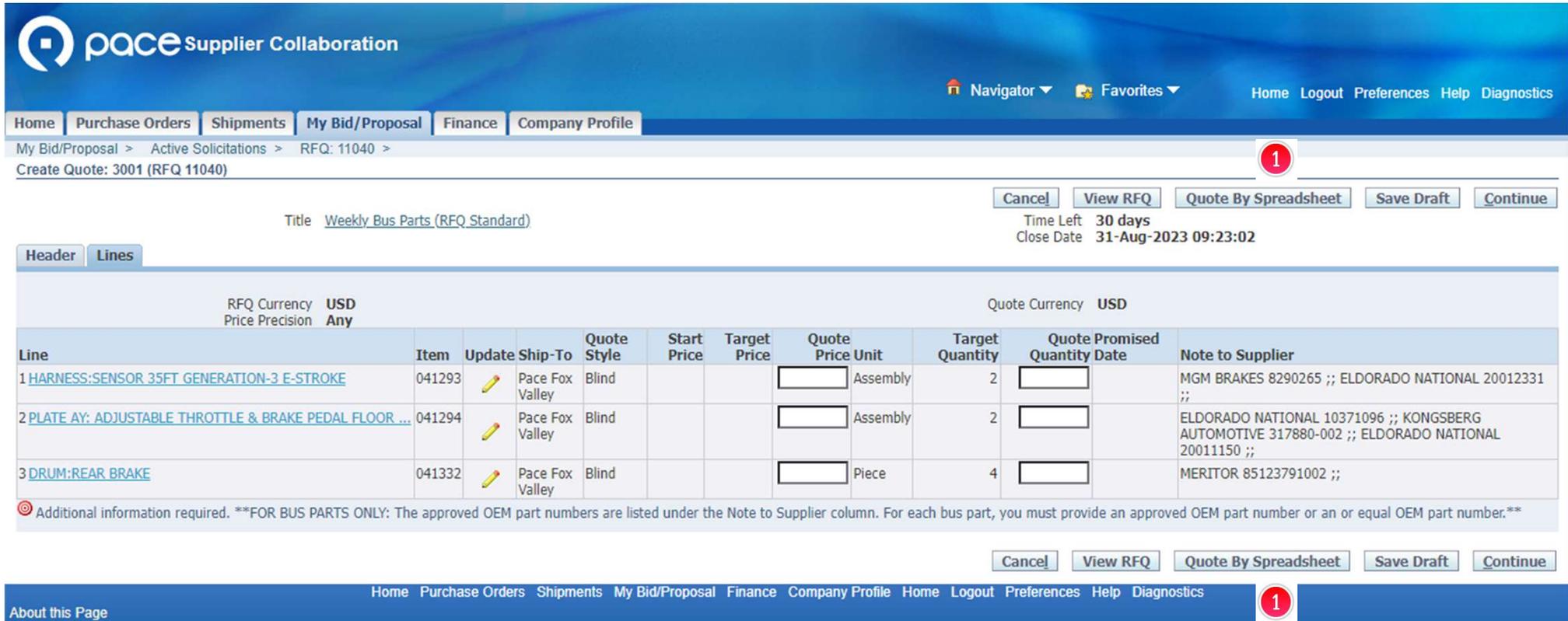
Cancel View RFQ Quote By Spreadsheet Save Draft Continue

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About this Page

## Step 11 (continued)

If you selected that you used AI to complete part(s) of your response 1 indicate which part(s) 2. Click the Lines tab 3.



My Bid/Proposal > Active Solicitations > RFQ: 11040 >

Create Quote: 3001 (RFQ 11040)

Title: [Weekly Bus Parts \(RFQ Standard\)](#)

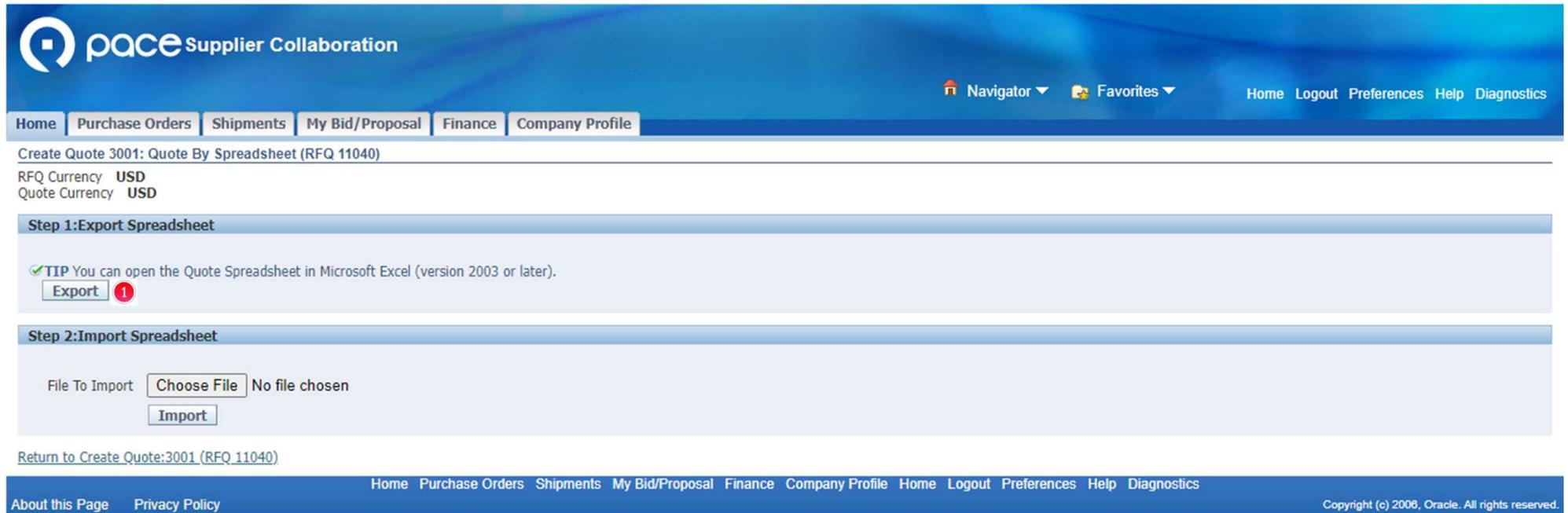
Time Left: 30 days  
Close Date: 31-Aug-2023 09:23:02

Line	Item	Update	Ship-To	Quote Style	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Promised Quantity	Quote Promised Date	Note to Supplier
1	<a href="#">HARNESSES:SENSOR 35FT GENERATION-3 E-STROKE</a>		Pace Fox Valley	Blind			<input type="text"/> Assembly	2	<input type="text"/>		MGM BRAKES 8290265 ;; ELDORADO NATIONAL 20012331 ;;
2	<a href="#">PLATE AY: ADJUSTABLE THROTTLE &amp; BRAKE PEDAL FLOOR...</a>		Pace Fox Valley	Blind			<input type="text"/> Assembly	2	<input type="text"/>		ELDORADO NATIONAL 10371096 ;; KONGSBERG AUTOMOTIVE 317880-002 ;; ELDORADO NATIONAL 20011150 ;;
3	<a href="#">DRUM:REAR BRAKE</a>		Pace Fox Valley	Blind			<input type="text"/> Piece	4	<input type="text"/>		MERITOR 85123791002 ;;

Additional information required. \*\*FOR BUS PARTS ONLY: The approved OEM part numbers are listed under the Note to Supplier column. For each bus part, you must provide an approved OEM part number or an or equal OEM part number.\*\*

## Step 12

The Lines tab of the Create Quote page will appear. If you want to submit your response using Microsoft Excel, click Quote By Spreadsheet in either location . You must have an unzipping program on your computer to submit your response using Microsoft Excel. If you do not have an unzipping program on your computer or want to submit your response using the Create Quote page, proceed to Step 19.



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Create Quote 3001: Quote By Spreadsheet (RFQ 11040)

RFQ Currency USD  
Quote Currency USD

**Step 1: Export Spreadsheet**

✓ TIP You can open the Quote Spreadsheet in Microsoft Excel (version 2003 or later).

Export 1

**Step 2: Import Spreadsheet**

File To Import Choose File No file chosen

Import

[Return to Create Quote:3001 \(RFQ 11040\)](#)

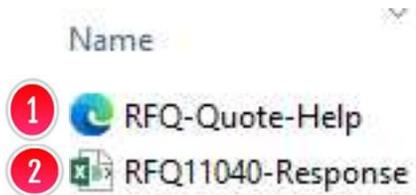
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## **Step 13**

The Quote By Spreadsheet page will appear. To export the lines under the Lines tab of the Create Quote page to a Microsoft Excel spreadsheet, click Export **1**.



### **Step 14**

A zip folder named RFQ#####-Response will be downloaded to your computer. Locate the zip folder in your computer's directory and extract all files within that folder using the unzipping program on your computer. Once all files have been extracted, two files will appear in your computer's directory: (1) RFQ-Quote-Help , which contains the instructions for creating and importing your response using an XML spreadsheet, and (2) RFQ#####-Response , which is the XML spreadsheet you will use to complete your response. Open RFQ#####-Response  using Microsoft Excel.

## Weekly Bus Parts (RFQ Standard)

RFQ 11040	Company Pace, the Suburban Bus Division of the Regional Transportation Authority
Close Date 8/31/2023 9:23	Buyer
RFQ Currency USD	Phone
Quote Currency USD	Email
Price Precision Any	Supplier ABC COMPANY
	Supplier Site

### Header

Quote Valid Until   
*example: 8/1/2023*

Reference Number

Note to Suppliers 1

Note to Buyer

File Download Time 8/1/2023 9:49

2

< > Header | Lines (1 - 3) | + | :: < >

## Step 15

The Header worksheet of the RFQ#####-Response file will appear. Green fields are optional. The Note to Suppliers field will display notes from the Buyer to all vendors 1. To start creating your response, select the Lines worksheet 2.

## Weekly Bus Parts (RFQ Standard)

RFQ 11040	Company Pace, the Suburban Bus Division of the Regional Transportation Authority
Close Date 8/31/2023 9:23	Buyer F
RFQ Currency USD	Phone
Quote Currency USD	Email
Price Precision Any	Supplier ABC COMPANY
	Supplier Site

### Lines

Quote Total (USD) **7,190.00**

Line	Item,Rev	Start Price	Unit	Quantity	Quote Price	Quote Quantity	Promised Date	Note to Buyer	Need-By Date	Target Price	Category	Ship-To Address	Note to Suppliers
1	HARNES:SENSOR 35FT GENERATI041293		Assembly	2	\$105	2	7/30/2023 11:00		30-Jul-2023 10:21:42 to 3		004	Pace Southwest	MGM BRAKES 8290265 ;;

#### Attributes

Title	Target Value	Vendor Response
<b>General</b>		
Enter Or Equal OEM part number		MGM BRAKES 8290265
Core Price for the Item		(Numeric Value only)
Availability "Ex. "xxxxx/20xx", "Stock", "2 weeks"		IN STOCK
Warranty period in months		
Warranty Start		

2	PLATE AY: ADJUSTABLE THROTTLE041294		Assembly	2	2290	2	7/30/2023 11:00		30-Jul-2023 10:22:03 to 3		557-20-00	Pace Southwest	ELDORADO NATIONAL 10
---	-------------------------------------	--	----------	---	------	---	-----------------	--	---------------------------	--	-----------	----------------	----------------------

#### Attributes

Title	Target Value	Vendor Response
<b>General</b>		
Enter Or Equal OEM part number		10371096
Core Price for the Item		(Numeric Value only)
Availability "Ex. "xxxxx/20xx", "Stock", "2 weeks"		IN STOCK
Warranty period in months		
Warranty Start		

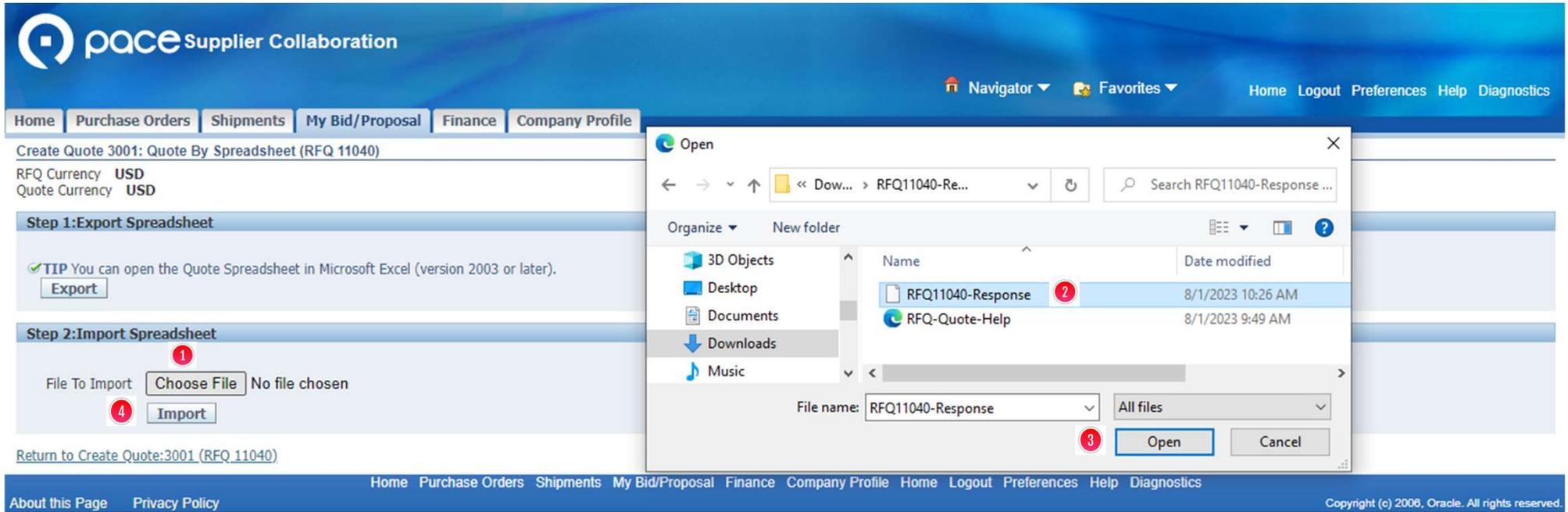
3	DRUM:REAR BRAKE	041332	Piece	4	600	4	7/30/2023 11:00		30-Jul-2023 10:22:24 to 3		557-20-00	Pace Southwest	MERITOR 85123791002 ;;
---	-----------------	--------	-------	---	-----	---	-----------------	--	---------------------------	--	-----------	----------------	------------------------

#### Attributes

Title	Target Value	Vendor Response
<b>General</b>		
Enter Or Equal OEM part number		8512391002
Core Price for the Item		(Numeric Value only)
Availability "Ex. "xxxxx/20xx", "Stock", "2 weeks"		IN STOCK
Warranty period in months		
Warranty Start		

## Step 16

The Lines worksheet will appear. Yellow fields are required, and green fields are optional. Enter the proposed dollar amount without using a dollar sign under the Quote Price column **1** and the proposed quantity under the Quote Quantity column **2**. If providing a Promised Date, you must use a DD-MON-YYYY format (e.g., 01-JAN-2023). Approved OEM part numbers are listed under the Note to Suppliers column **3**. When you have finished providing the information required, save your spreadsheet to your computer's directory, close your spreadsheet, and return to the Quote by Spreadsheet page.



The screenshot displays the 'pace Supplier Collaboration' web interface. The main navigation bar includes 'Home', 'Purchase Orders', 'Shipments', 'My Bid/Proposal', 'Finance', and 'Company Profile'. The current page is titled 'Create Quote 3001: Quote By Spreadsheet (RFQ 11040)'. Below the title, there are fields for 'RFQ Currency USD' and 'Quote Currency USD'. The interface is divided into two main sections: 'Step 1: Export Spreadsheet' and 'Step 2: Import Spreadsheet'. In Step 1, there is a tip and an 'Export' button. In Step 2, there is a 'File To Import' field with a 'Choose File' button (marked with a red circle 1) and an 'Import' button (marked with a red circle 4). A file selection dialog box is open over the 'Import' button, showing the 'Downloads' folder. The dialog box contains a table of files:

Name	Date modified
RFQ11040-Response	8/1/2023 10:26 AM
RFQ-Quote-Help	8/1/2023 9:49 AM

The 'RFQ11040-Response' file is selected (marked with a red circle 2). The 'File name' field at the bottom of the dialog box contains 'RFQ11040-Response', and the 'Open' button is highlighted (marked with a red circle 3).

## Step 17

To import your response from the Quote by Spreadsheet page, click Choose File **1**. Locate your spreadsheet in your computer's directory **2** and click Open **3**. Click Import **4**.

**pace Supplier Collaboration**

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Navigator | Favorites

Create Quote: 3001 (RFQ 11040)

Cancel | View RFQ | Quote By Spreadsheet | Save Draft | Continue

Time Left: 29 days 22 hours  
Close Date: 31-Aug-2023 09:23:02

**1** Title: Weekly Bus Parts (RFQ Standard)

Header | **Lines**

Supplier: ABC COMPANY  
RFQ Currency: USD  
Quote Currency: USD  
Price Precision: Any

Reference Number:   
Note to Buyer:

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
<a href="#">Solicitation Packet</a>	File	Attached is the signed solicitation packet.	From Supplier	J.D@ABC.COM	01-Aug-2023	One-Time		

Requirements

Expand All | Collapse All

Focus Title	Vendor Response
<ul style="list-style-type: none"> <li>Requirements</li> <li>ARTIFICIAL INTELLIGENCE (AI) CERTIFICATION</li> </ul>	<p>Vendor certifies that it (select one):</p> <p>used AI to prepare part(s) of its response. ▼</p> <p>Staffing Plan</p> <p>Indicate which part(s) in this text box:</p>

Cancel | View RFQ | Quote By Spreadsheet | Save Draft | Continue

Home | Purchase Orders | Shipments | My Bid/Proposal | Finance | Company Profile | Assessments | Home | Logout | Preferences | Help | Diagnostics

About this Page

## Step 18

The Create Quote page will appear. Click the Lines tab **1** and proceed to Step 21.

pace Supplier Collaboration

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile

Create Quote: 3001 (RFQ 11040)

Title Weekly Bus Parts (RFQ Standard)

Time Left 29 days 22 hours  
Close Date 31-Aug-2023 09:23:02

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Header Lines

Line	Item	Update	Ship-To	Quote Style	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Promised Quantity	Quote Promised Date	Note to Supplier
1	<a href="#">HARNNESS:SENSOR 35FT GENERATION-3 E-STROKE</a>		Pace Southwest	Blind			105	Assembly	2	2		MGM BRAKES 8290265 ;; ELDORADO NATIONAL 20012331 ;;
2	<a href="#">PLATE AY: ADJUSTABLE THROTTLE &amp; BRAKE PEDAL FLOOR...</a>		Pace Southwest	Blind			2290	Assembly	2	2		ELDORADO NATIONAL 10371096 ;; KONGSBERG AUTOMOTIVE 317880-002 ;; ELDORADO NATIONAL 20011150 ;;
3	<a href="#">DRUM:REAR BRAKE</a>		Pace North Shore	Blind			600	Piece	4	4		MERITOR 85123791002 ;;

Additional information required. \*\*FOR BUS PARTS ONLY: The approved OEM part numbers are listed under the Note to Supplier column. For each bus part, you must provide an approved OEM part number or an equal OEM part number.\*\*

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Help

## Step 19

Enter the proposed dollar amount under the Quote Price column ① and, if required, the proposed quantity under the Quote Quantity column ②. If ③ appears next to a description under the Line column ③, click the corresponding  under the Update column ④ to provide the required additional information.

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Create Quote 3001: Line 1 (RFQ 11040) Line 2: PLATE AY: ADJUSTABLE THR...

2

FOR BUS PARTS ONLY: \* The approved OEM part numbers are listed in the Note to Supplier field. For each bus part, you must provide an approved OEM part number or an or equal OEM part number. If you are providing an equal part number, then enter N/A in the Vendor Response column.

\*\* The Promised Date field reflects the date by which Pace needs the bus parts. If that date does not reflect the date by which you are able to deliver the bus parts, then enter your delivery date in the Promised Date field.

\*\*\* Final ship-to location will be provided in the Purchase Order.

Description	HARNES:SENSOR 35FT GENERATION-3 E-STROKE	Close Date	31-Aug-2023 09:23:02
Item	041293	Quote Currency	USD
Unit	Assembly	Rank	Blind
Start Price		Ship-To	Pace Fox Valley
Target Price		Need-By Date	01-Sep-2023 09:21:19 to 01-Sep-2023 09:21:19
Quote Price	<input type="text" value="105"/>	Promised Date	<input type="text" value="01-Sep-2023"/>
Target Quantity	<input type="text" value="2"/>		
Quote Quantity	<input type="text" value="2"/>		
Note to Supplier	MGM BRAKES 8290265 ;; ELDORADO NATIONAL 20012331 ;;		

**Pay Items**

**Attributes**

Group	Attribute	Attribute Type	Required Response	Vendor Response
General	Enter Or Equal OEM part number	Required		<input type="text" value="MGM BRAKES 8290265"/> <span style="float: right;">1</span>
General	Core Price for the Item	Optional		<input type="text" value="(Numeric value only)"/>
General	Availability "Ex: "/>	Required		<input type="text" value="In Stock"/> <span style="float: right;">1</span>
General	Warranty period in months	Optional		<input type="text"/>
General	Warranty Start	Optional		<input type="text"/>

**Notes**

Note to Buyer

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

2

## Step 20

Enter the required additional information in the field(s) under the Vendor Response column 1 and click 2 in either location.

pace Supplier Collaboration

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile

My Bid/Proposal >  
Create Quote: 3001 (RFQ 11040)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title: [Weekly Bus Parts \(RFQ Standard\)](#) Time Left: 29 days 22 hours  
Close Date: 31-Aug-2023 09:23:02

Header Lines

Line	Item	Update	Ship-To	Quote Style	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Promised Quantity	Quote Promised Date	Note to Supplier
1	<a href="#">HARNNESS:SENSOR 35FT GENERATION-3 E-STROKE</a>		Pace Southwest	Blind			105	Assembly	2	2		MGM BRAKES 8290265 ;; ELDORADO NATIONAL 20012331 ;;
2	<a href="#">PLATE AY: ADJUSTABLE THROTTLE &amp; BRAKE PEDAL FLOOR ...</a>		Pace Southwest	Blind			2290	Assembly	2	2		ELDORADO NATIONAL 10371096 ;; KONGSBERG AUTOMOTIVE 317880-002 ;; ELDORADO NATIONAL 20011150 ;;
3	<a href="#">DRUM:REAR BRAKE</a>		Pace North Shore	Blind			600	Piece	4	4		MERITOR 85123791002 ;;

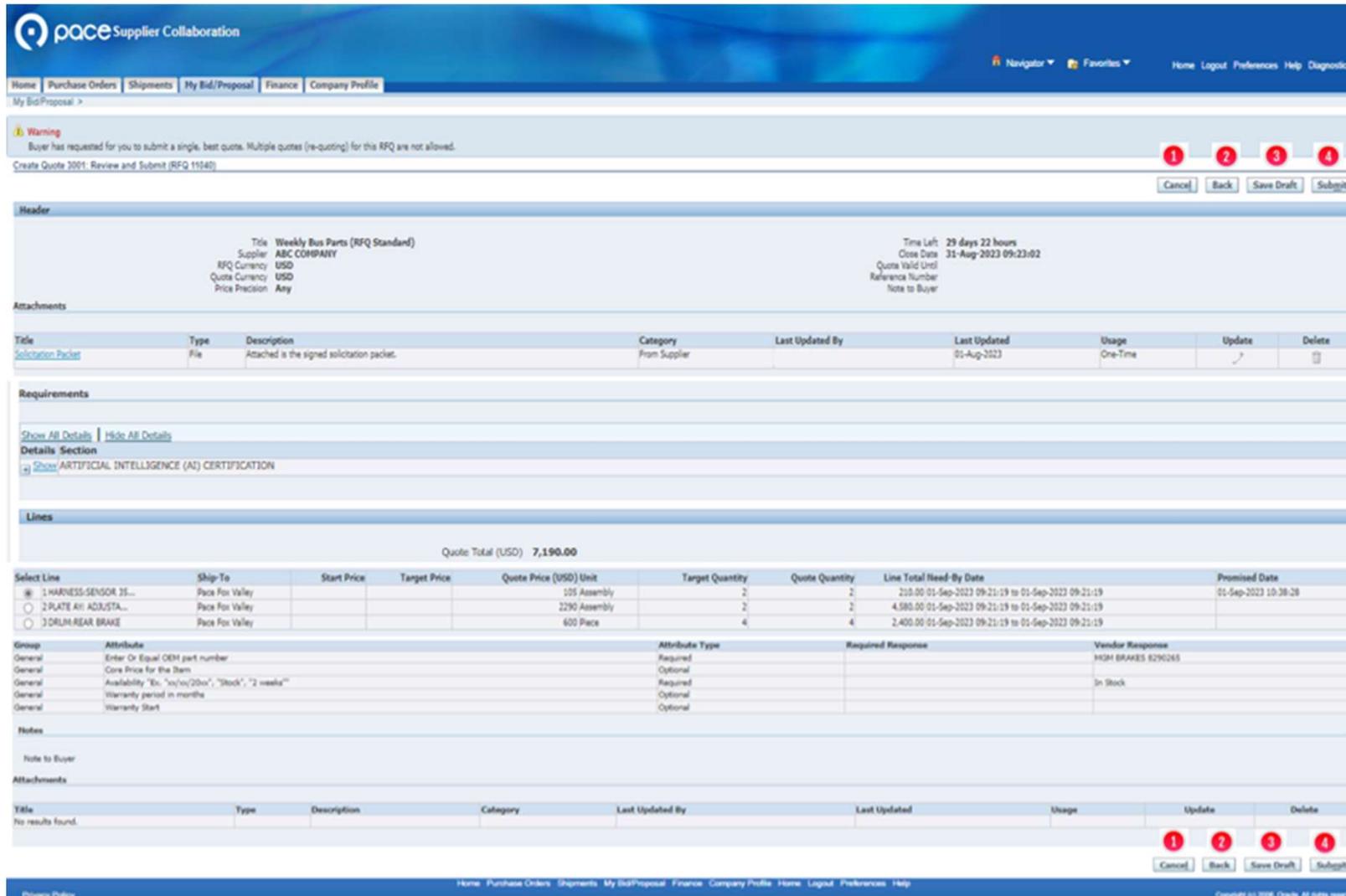
Additional information required. \*\*FOR BUS PARTS ONLY: The approved OEM part numbers are listed under the Note to Supplier column. For each bus part, you must provide an approved OEM part number or an or equal OEM part number.\*\*

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Help

## Step 21

The Lines tab of the Create Quote page will appear. When you have finished providing all of the additional information required, click Continue **1** in either location.



**Warning**  
Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.  
Create Quote 2001. Review and Submit (RFQ 11040)

Buttons: **1** Cancel, **2** Back, **3** Save Draft, **4** Submit

**Header**  
Title: Weekly Bus Parts (RFQ Standard)  
Supplier: ABC COMPANY  
RFQ Currency: USD  
Quote Currency: USD  
Price Precision: Any  
Time Left: 29 days 22 hours  
Close Date: 31-Aug-2023 09:23:02  
Quote Valid Until: Reference Number: Note to Buyer

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Solicitation Packet	File	Attached is the signed solicitation packet.	From Supplier		01-Aug-2023	One-Time		

**Requirements**  
[Show All Details](#) | [Hide All Details](#)  
**Details Section**  
[Show](#) ARTIFICIAL INTELLIGENCE (AI) CERTIFICATION

**Lines**  
Quote Total (USD) **7,190.00**

Select Line	Ship-To	Start Price	Target Price	Quote Price (USD)	Unit	Target Quantity	Quote Quantity	Line Total	Lead-By Date	Promised Date
<input checked="" type="radio"/> 1 HARNESS-SENSOR 35...	Pace Fox Valley				105 Assembly	2	2	210.00	01-Sep-2023 09:21:19 to 01-Sep-2023 09:21:19	01-Sep-2023 10:38:28
<input type="radio"/> 2 PLATE AIR ADJUSTA...	Pace Fox Valley				2290 Assembly	2	2	4,580.00	01-Sep-2023 09:21:19 to 01-Sep-2023 09:21:19	
<input type="radio"/> 3 DRUM-REAR BRAKE	Pace Fox Valley				600 Piece	4	4	2,400.00	01-Sep-2023 09:21:19 to 01-Sep-2023 09:21:19	

Group	Attribute	Attribute Type	Required Response	Vendor Response
General	Enter Or Equal OEH part number	Required		HGM BRAKES 8290265
General	Core Price for the Item	Optional		
General	Availability "In, "on"/"on", "Stock", "2 weeks"	Required		In Stock
General	Warranty period in months	Optional		
General	Warranty Start	Optional		

**Notes**  
Note to Buyer

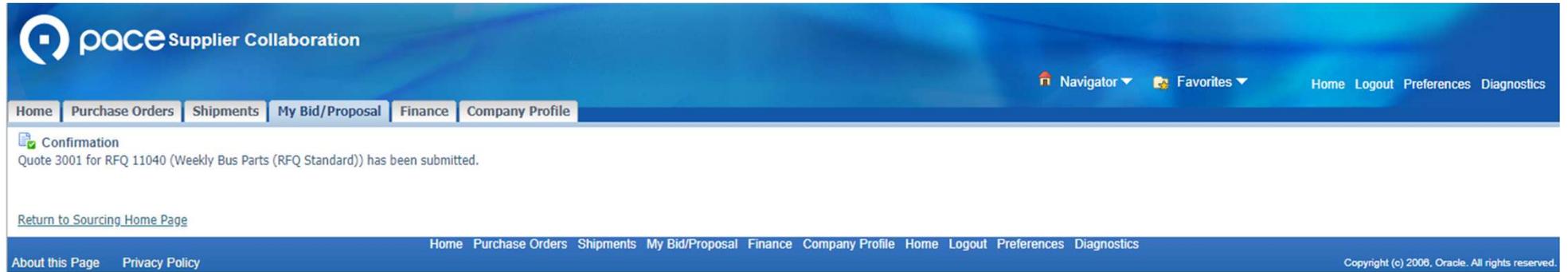
**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Buttons: **1** Cancel, **2** Back, **3** Save Draft, **4** Submit

## Step 22

The Review and Submit page will appear. You may cancel your submission by clicking Cancel **1** in either location (all information entered and documents uploaded will be discarded), return to the previous page by clicking Back **2** in either location, or save your information and documents by clicking Save Draft **3** in either location. Click Submit **4** in either location to submit your response to the solicitation.



The screenshot shows the 'pace Supplier Collaboration' interface. At the top left is the 'pace' logo with the tagline 'Connecting Communities'. The main header area is blue and contains the text 'pace Supplier Collaboration'. On the right side of the header, there are navigation links: 'Navigator' with a dropdown arrow, 'Favorites' with a dropdown arrow, and 'Home Logout Preferences Diagnostics'. Below the header is a secondary navigation bar with tabs for 'Home', 'Purchase Orders', 'Shipments', 'My Bid/Proposal', 'Finance', and 'Company Profile'. The main content area displays a green checkmark icon followed by the text 'Confirmation' and 'Quote 3001 for RFQ 11040 (Weekly Bus Parts (RFQ Standard)) has been submitted.' Below this, there is a link 'Return to Sourcing Home Page'. At the bottom of the page, there is a footer with 'About this Page' and 'Privacy Policy' on the left, and 'Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Diagnostics' in the center, and 'Copyright (c) 2006, Oracle. All rights reserved.' on the right.

## **Step 23**

The Confirmation page will appear.