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You are invited: Solicitation 11040 ((Weekly Bus Parts (RFQ Stand	la	01-Aug-2023 08:04:50		Orders	
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Responses To Solicitati	ions				Delivery Schedu	iles
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No results found.					<u>Receipts</u>	
1					On-Time Perform	mance
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No results found.						
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Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Help Diagnostics

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<u>Step 1</u>

After you log in to the iSupplier Portal, the Home tab of the Supplier Collaboration page will appear. Click the My Bid/Proposal tab 1.



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Search Open Solicitations	Number 🗸 11040	Go							
Welcome, JOHN DOE.	1 2	3							
Your Active and Draf	ft Responses								
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About this Page Privac	cy Policy	Home Purchase Orders	Shipments My Bid/Proposal Fi	nance C	company	Profile Hom	ne Logout Prefe	rences Help Diagnostics	Copyright (c) 2008, Oracle. All rights reserved

<u>Step 2</u>

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.



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<u>Step 3</u>

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



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My Bid/Proposal > Active Solicitations >									
RFQ: 11040									
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	Statu	Weekly Bus Parts (I Active	RFQ Standard)			Onen Date	01-400-2023 08:04:46	Acknowledge Particip	ation
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	Description	n						Printable View	
Terms								Export to Spreadshee	et
	Bill-To Addre	ss <u>Pace HQ</u>				Payment Terms	Net 30 Days		
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<u>Step 4</u>

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.



Number of the second	Company Profile	î Navig	ator 🔻 😭 Favorites 🕈	Home Logout Preferences Diagnostics
Abstract				
Solicitation Number Solicitation Type Solicitation Tide Buyer Name Buyer Name Buyer Phone Number	11040 RFQ Weekly Bus Parts (RFQ Standard) 5551223333	Buyer E Open Close Award I Amendment Descrip	mail BUYER@PACE.COM Jate 01-AUG-2023 08:04:46 Jate 31-AUG-2023 09:23:02 Jate 31-AUG-2023 09:23:02 ption	
Bid Deposit % DBE Goal %	10% 10%	Questioning Period (End Da	ate) 30-Aug-2023 09:09:06	
Pre-Bid Information				
*Type of Meeting No results found.	Attendance	Date & Time	Location	
Return to RFQ: 11040				
About this Page Privacy Policy	Home Purchase Orders Shipments My Bid/Prop	osal Finance Company Profile Home Logout Preferences Diagnostics		Copyright (c) 2006, Oracle. All rights reserved

<u>Step 5</u>

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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		Time Left	30 days 1 hour				Close Date	31-Aug-2023 09:23	8:02	
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		Description								
Terms										
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		Ship-To Address FOB	Destination				Freight Terms	Paid		
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<u>Step 6</u>

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.





<u>Step 7</u>

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



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FQ: 11040									
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<u>Step 8</u>

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



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<u>Step 9</u>

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		
Solicitation Packet Description Attached is the signed solicitation packet. Category From Supplier		
Define Attachment		
Type I File Choose File No file chosen		
		Cancel Add Another Apply
Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logou About this Page Privacy Policy	it Preferences Help Diag	gnostics Copyright (c) 2008, Oracle. All rights reserve

<u>Step 10</u>

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.



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<u>Step 11</u>

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.



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Confirmation Solicitation Packet attach	ment has been added success	fully.							
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	Supplier ABC COI RFQ Currency USD Quote Currency USD Price Precision Any	MPANY			Reference Numbe Note to Buye	er 📃]
Attachments									
Add Attachment									
Title Solicitation Packet	Type Description File Attached is the	signed solicitation packs	et.	Category From Supplier	Last Updated By	Last Updated 01-Aug-2023	Usage One-Time	Update	Delete
Requirements									
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Vendor Cerdin	es that it (select one):		Cased AL to prepare part(s) of	r its response. •					
Indicate whic	h part(s) in this text box:		Starring Man				0		
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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.



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Title Weekly Bus Pa	arts (RFC) Standar	<u>d)</u>							Cancel Time L Close D	View RFQ eft 30 days ate 31-Aug-20	Quote	By Spreadsheet	Save Draf	<u>C</u> ontinue
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Line	Item	Update	Ship-To	Quote Style	Start Price	Target Price	Quote Price	Unit	Target Quantity	Qu Quar	iote Promised itity Date	Note to	Supplier		
1 HARNESS:SENSOR 35FT GENERATION-3 E-STROKE	041293	1	Pace Fox Valley	Blind				Assembly	2			MGM BR/	AKES 8290265 ;; E	LDORADO NATI	ONAL 20012331
2 PLATE AY: ADJUSTABLE THROTTLE & BRAKE PEDAL FLOOR	. 041294	1	Pace Fox Valley	Blind				Assembly	2			ELDORAL AUTOMO 2001115	DO NATIONAL 103 TIVE 317880-002 D ;;	71096 ;; KONGS ;; ELDORADO N	BERG ATIONAL
3 DRUM:REAR BRAKE	041332	1	Pace Fox Valley	Blind				Piece	4			MERITOR	85123791002 ;;		
Additional information required. **FOR BUS PARTS ONLY: The second sec	ne approv	ved OEM	part numb	pers are list	ted under th	ne Note to	Supplier col	umn. For ea	ach bus part, y	ou must (provide an approv	ved OEM pa	art number or an o	or equal OEM par	t number.**
										Cancel	View RFQ	Quote I	By Spreadsheet	Save Draft	<u>C</u> ontinue
About this Page	Purcha	ase Order	's Shipm	ents My E	Bid/Proposa	I Finance	Company	Profile Ho	me Logout	Preferenc	es Help Diagn	ostics	1		

<u>Step 12</u>

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 ①. 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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Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile	
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	
Step 2:Import Spreadsheet	
File To Import Choose File No file chosen Import	
Return to Create Quote:3001 (RFQ 11040)	
Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Help Diagnostics About this Page Privacy Policy	Copyright (c) 2008, Oracle. All rights reserved

<u>Step 13</u>

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**.



Name



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<u>Step 14</u>

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 (1), which contains the instructions for creating and importing your response using an XML spreadsheet, and (2) RFQ#####-Response (2), which is the XML spreadsheet you will use to complete your response. Open RFQ#####-Response (2) using Microsoft Excel.



Weekly Bus Parts (RFQ Standard)



<u>Step 15</u>

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)

	Rf	FQ 11040			Com	pany Pace	, the Suburb	an Bus Divis	on of the Regio	onal Transportat	tion Authority					
	Close Da	ate 8/31/2023 9:23				Suyer F										
	RFQ Curren	CY USD			۲	none .										
	Quote Curren	cy USD					COMPANY									
	Price Precisi	on Any			Su	pplier ABC	COMPANY									
					Supplie	er Site										
lines																
Linco						1	2 Quote	Total (USD)	7,190.00							3
Line		Item,Rev	Start Price	Unit	Quantity	Quote Price	Quote Quantity	Promi	sed Date Note t	o Buyer	Need-By Date	Target Price	Category	Ship-To	Address	Note to Suppliers
1 HARNESS	SENSOR 35FT GENERATION	041293		Assembly	2	\$105	2	7/30/2	023 11:00		30-Jul-2023 10:21:42 to 3		004	Pace Sout	thwest	MGM BRAKES 8290265 ;;
													•			
	Attributes															
	Title		Target Valu	lle	Vendor Res	nonse										
	General		rurget run		T Chiadrine a	ponoc										
	Enter Or Equal OEM part r	number			MGM BRAKE	S 8290265										
	Core Price for the Item						(Numeric Val	e only)								
	Availability "Ex. "xx/xx/20	xx", "Stock", "2 weeks"			IN STOCK											
	Warranty period in month	S														
	Warranty Start															
	.															
2 PLATE A)	: ADJUSTABLE THROTTLE	E 041294		Assembly	2	2290	2	7/30/2	023 11:00		30-Jul-2023 10:22:03 to 3	1	557-20-00	Pace Sout	thwest	ELDORADO NATIONAL 10
	Attributes															
	Title		Target Valu	ue	Vendor Res	sponse										
	General															
	Enter Or Equal OEM part i	number			10371096											
	Core Price for the Item						(Numeric Valu	ie only)								
	Availability "Ex. "xx/xx/20	0xx", "Stock", "2 weeks""			IN STOCK											
	Warranty period in month	\$														
	Warranty Start															
3 DRUM:RE	AR BRAKE	041332		Piece	4	600	4	7/30/2	023 11:00	1	30-Jul-2023 10:22:24 to 3	1	557-20-00	Pace Sout	thwest	MERITOR 85123791002 ;;
	Attributes							2271						2		
	Title		Target Valu	ue	Vendor Res	sponse										
	General															
	Enter Or Equal OEM part i	number			8512391002											
	Core Price for the Item						(Numeric Val	ie only)								
	Availability "Ex. "xx/xx/20	0xx", "Stock", "2 weeks""			IN STOCK											
	Warranty period in month	S														
	Warranty Start															

<u>Step 16</u>

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.



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RFQ Currency USD Quote Currency USD	\leftarrow \rightarrow \checkmark \uparrow \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet Search \checkmark \bullet \bullet Search \checkmark	n RFQ11040-Response
Step 1:Export Spreadsheet	Organize 🔻 New folder	E → II ()
✓TIP You can open the Quote Spreadsheet in Microsoft Excel (version 2003 or later).	3D Objects Name	Date modified
Export	RFQ11040-Response	3/1/2023 10:26 AM
Sten 2:Import Spreadsheet	Documents C RFQ-Quote-Help	3/1/2023 9:49 AM
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Return to Create Quote:3001 (RFQ 11040)	3 Open	Cancel
About this Page Privacy Policy Home Purchase Orders Shipments My E	d/Proposal Finance Company Profile Home Logout Preferences Help Diagnost	CS Copyright (c) 2006, Oracle. All rights reserved.

<u>Step 17</u>

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.



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Header Lines	;					-			
	5	Supplier ABC COMPANY			Reference Num	ber			
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	-								
Title	Type	Description		Category	Last Updated By	Last Updated	Usage	Update	Delete
Solicitation Packet	File	Attached is the signed solicitation	n packet.	From Supplier	J.D@ABC.COM	01-Aug-2023	One-Time	2	Â
Requirements									
Constant Loop									
Expand All Colla	pse All								
Facus Title			Vendor Response						
Requirer	ments								
🗘 🗄 ARTI	FICIAL INTELLIGENCE ((AI) CERTIFICATION							
Ve	endor certifies that it (se	elect one):	used AI to prepare part	(s) of its response. V					
			Staffing Plan						
In	dicate which part(s) in t	this text box:							
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		Home Purchase Ord	ers Shipments My Bid/Proposal	Finance Company Profile	Assessments Home Logout Pref	erences Help Diagnostics			
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<u>Step 18</u>

The Create Quote page will appear. Click the Lines tab 10 and proceed to Step 21.



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Create Quote: 3001 (RFQ 11040)											
Title Weekly Bus Parts (RFQ Standard) Continue Title Weekly Bus Parts (RFQ Standard) Time Left 29 days 22 hours Header Lines Conse Date 31-Aug-2023 09:23:02											
RFQ Currency USD Price Precision Any	RFQ Currency USD Price Precision Any Quote Currency USD										
Line Item	Update	ship-To	Quote Style	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Promised Quantity Date	Note to Supplier		
1 HARNESS:SENSOR 35FT GENERATION-3 E-STROKE 00 041293	1	Pace Southwest	Blind		(105 Assembly	2	2	MGM BRAKES 8290265 ;; ELDORADO NATIONAL 20012331 ;;		
2 PLATE AY: ADJUSTABLE THROTTLE & BRAKE PEDAL FLOOR 😑 041294	1	Pace Southwest	Blind		(2290 Assembly	2	2	ELDORADO NATIONAL 10371096 ;; KONGSBERG AUTOMOTIVE 317880-002 ;; ELDORADO NATIONAL 20011150 ;;		
3 DRUM:REAR BRAKE	1	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.**											
3	3 (A Cancel View RFQ Quote By Spreadsheet Save Draft Continue										

<u>Step 19</u>

Enter the proposed dollar amount under the Quote Price column 1 and, if required, the proposed quantity under the Quote Quantity column 2. If 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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Control Notice	Create Quote	e 3001: Line 1 (RFQ 11040)							Line 2: PLATE AY: AD	JUSTABLE THR V Go				
	FOR BUS F N/A in the ** The Pro ** Final sh	PARTS ONLY: * The approved Vendor Response column. omised Date field reflects the hip-to location will be provided	OEM part no date by which d in the Purc Description HV	mbers are listed in the No ch Pace needs the bus par hase Order.	ote to Supplier field. For each bus ts. If that date does not reflect th	part, you must provide an appro- ne date by which you are able to	oved OEM part number or an or equal OE! deliver the bus parts, then enter your del Close Date 31-Aug-2	M part number. If you are p ivery date in the Promised I 2023 09:23:02	Cancel providing an equal part Date field.	Save Draft Apply number, then enter				
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<u>Step 20</u>

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



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2 PLATE AY: ADJUSTABLE THROTTLE & BRAKE PEDAL FLOOR @	041294	Pace Southwest	Blind		2290 Assembly	2	2	ELDORADO NATIONAL 10371096 ;; KONGSBERG AUTOMOTIVE 317880-002 ;; ELDORADO NATIONAL 20011150 ;;				
3 DRUM:REAR BRAKE 👩	041332	Pace North Shore	Blind		600 Piece	4	4	MERITOR 85123791002 ;;				
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<u>Step 21</u>

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.



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<u>Step 22</u>

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.



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Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile		
Confirmation Quote 3001 for RFQ 11040 (Weekly Bus Parts (RFQ Standard)) has been submitted.		
Return to Sourcing Home Page		
Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Log About this Page Privacy Policy	gout Preferences Diagnostics	Copyright (c) 2006, Oracle, All rights reserved.

<u>Step 23</u>

The Confirmation page will appear.