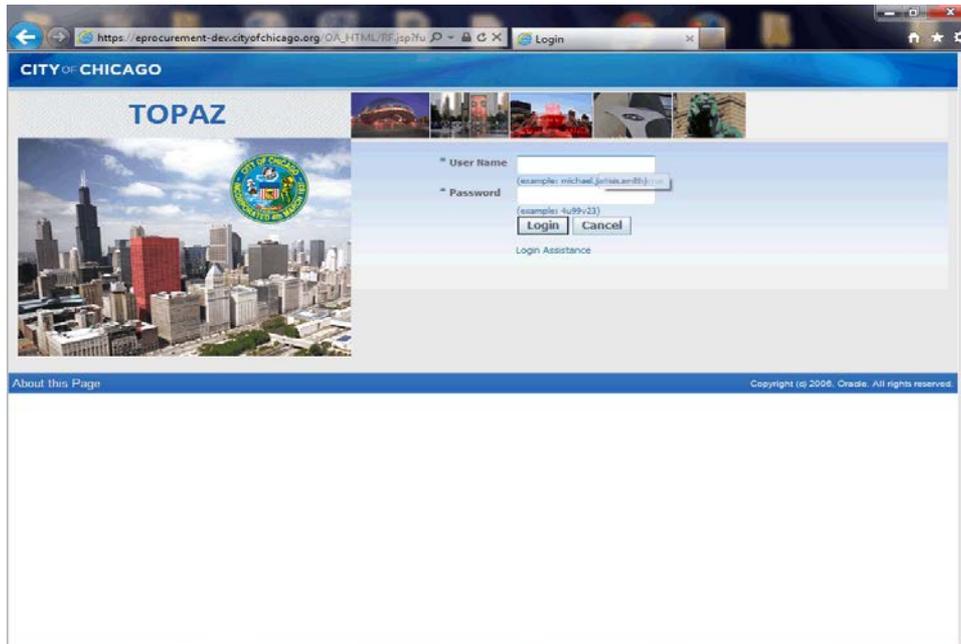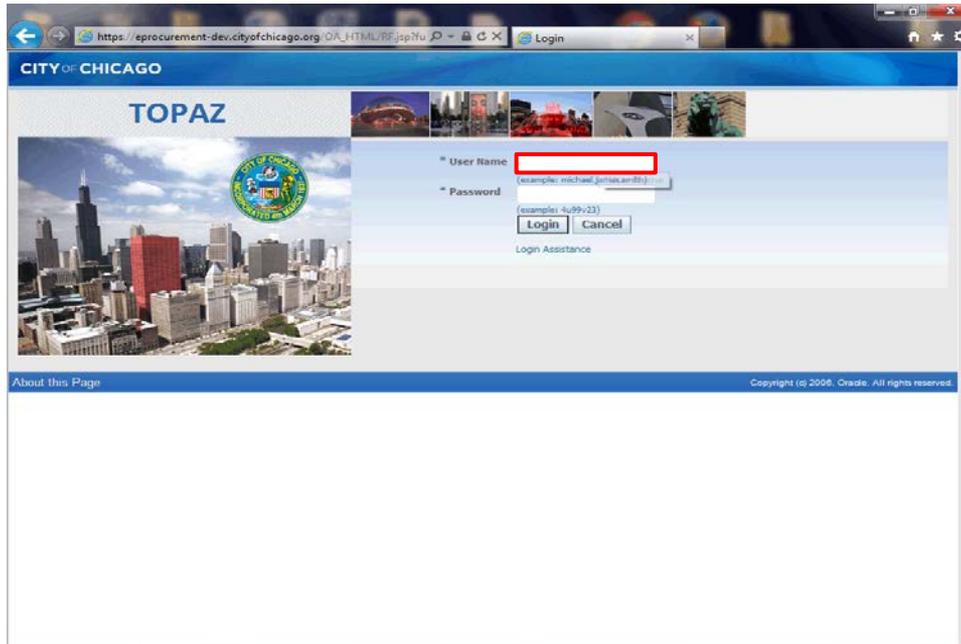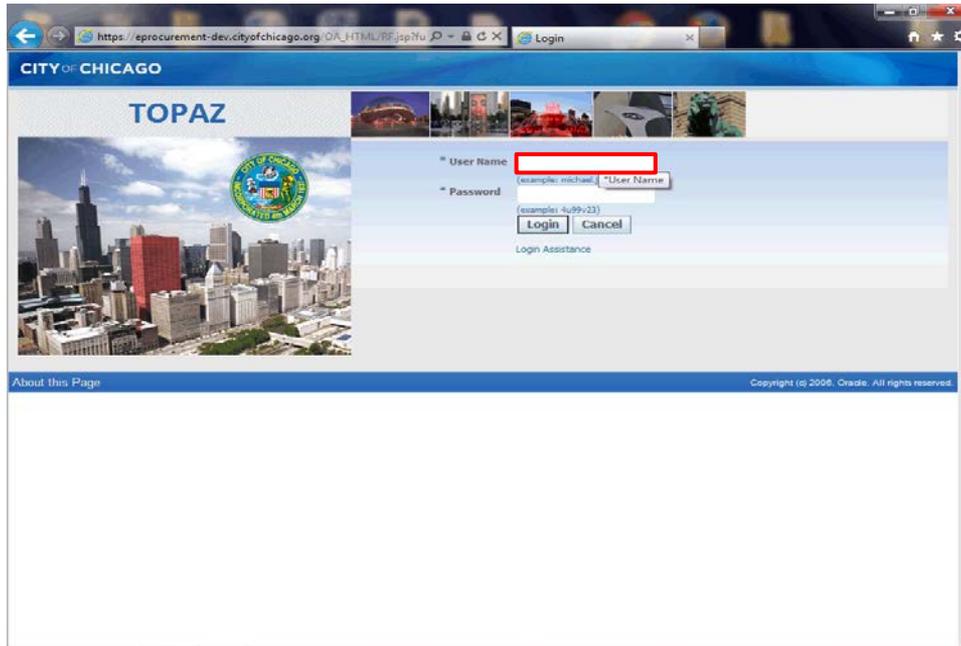# Review Solicitation Document

In this Course you will learn how to review a solicitation document through the iSupplier Portal.
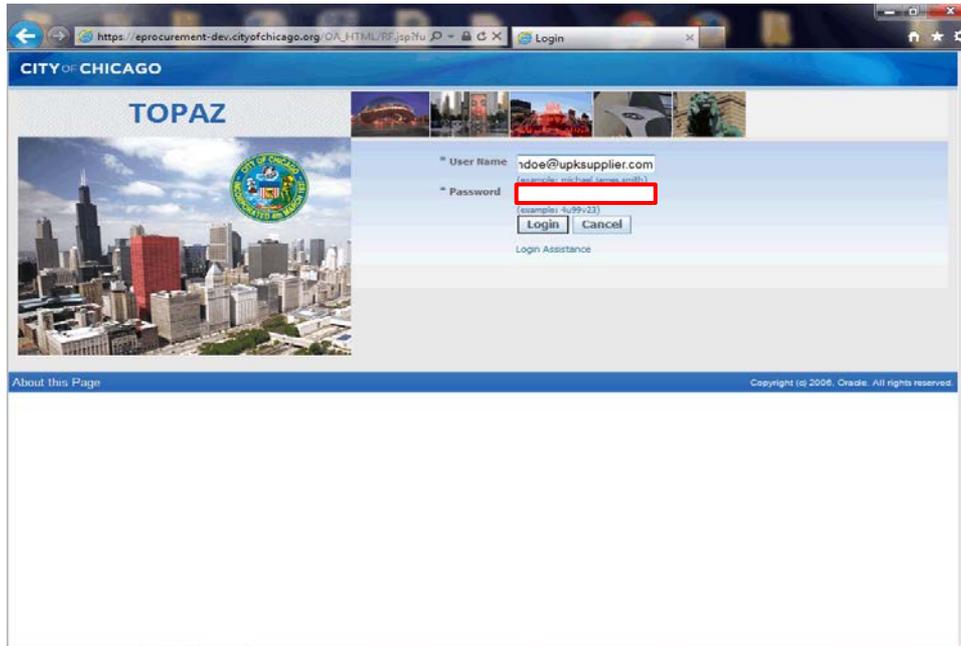
Step 1

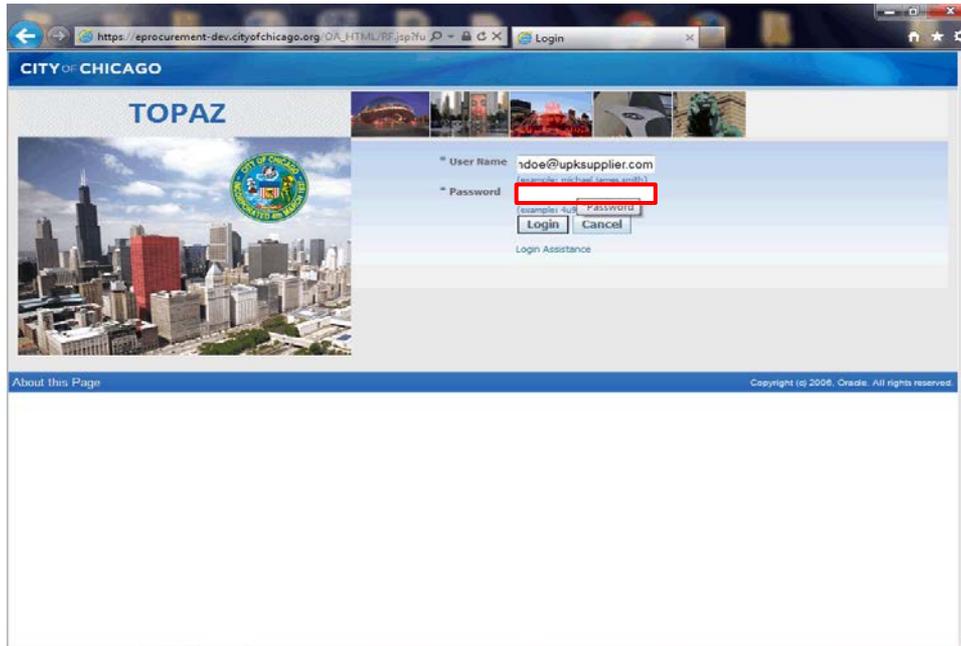From the login page, click in the **User Name** field.

Step 2

Enter the desired information into the **Username** field. In this example, enter "**johndoe@upksupplier.com**".

You will need to use your current login for the City of Chicago's iSupplier Portal.
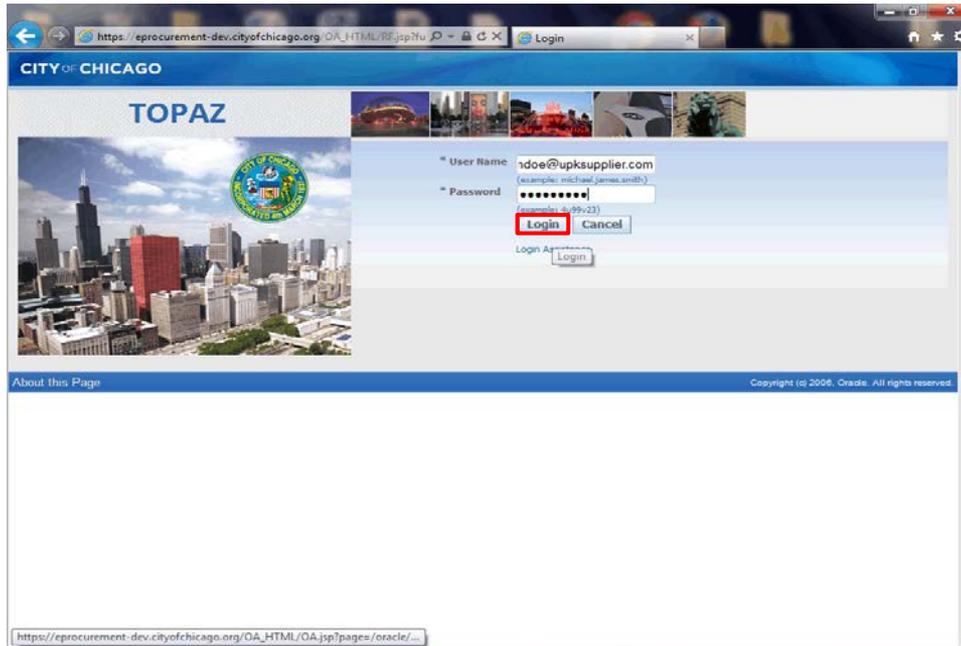
Step 3

Click in the **Password** field.

Step 4

Enter the desired information into the **Password** field. Enter "**oracle123**".

You need to enter your specific password to access your iSupplier Portal account with the City of Chicago.

Step 5

Click the **Login** button.

Step 6

The *Oracle Applications Home Page* will now appear.

To access the City of Chicago solicitation details, click the **City of Chicago Online Bidding** link.

Step 7

Click the **Sourcing** link.

Step 8

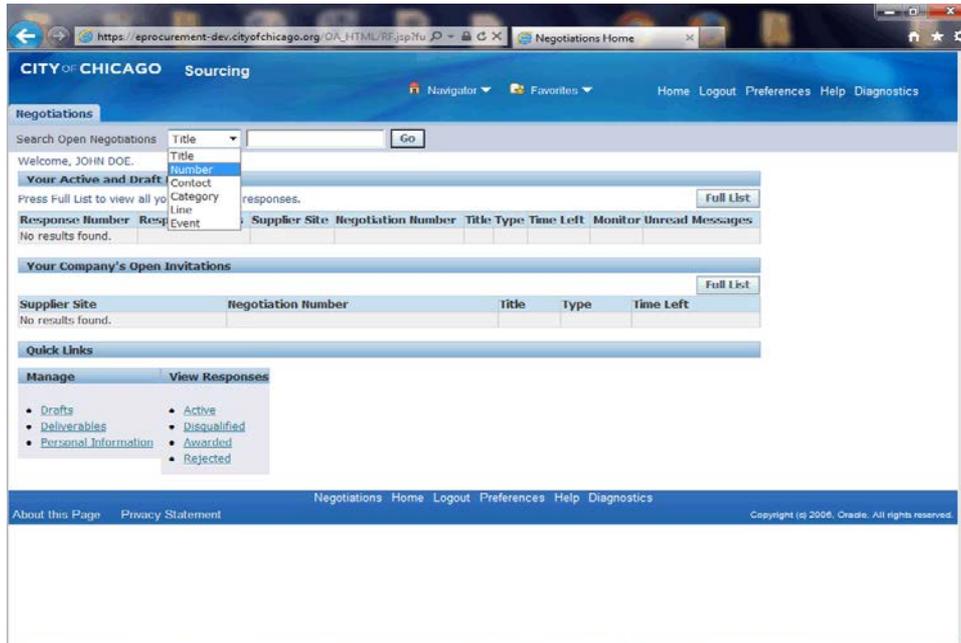Click the **Sourcing Home Page** link.

ORACLE
USER PRODUCTIVITY KIT
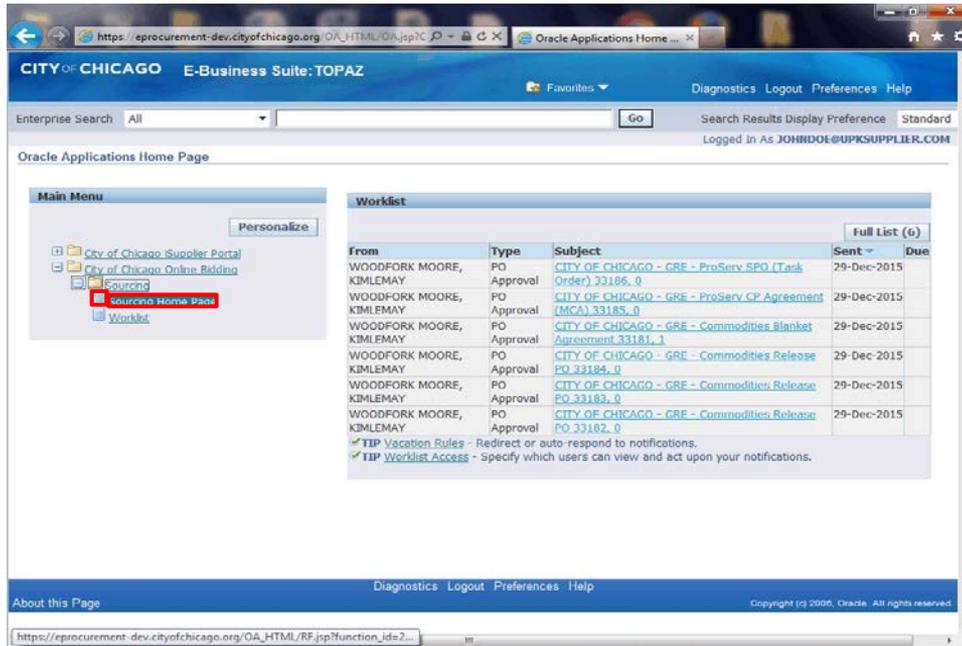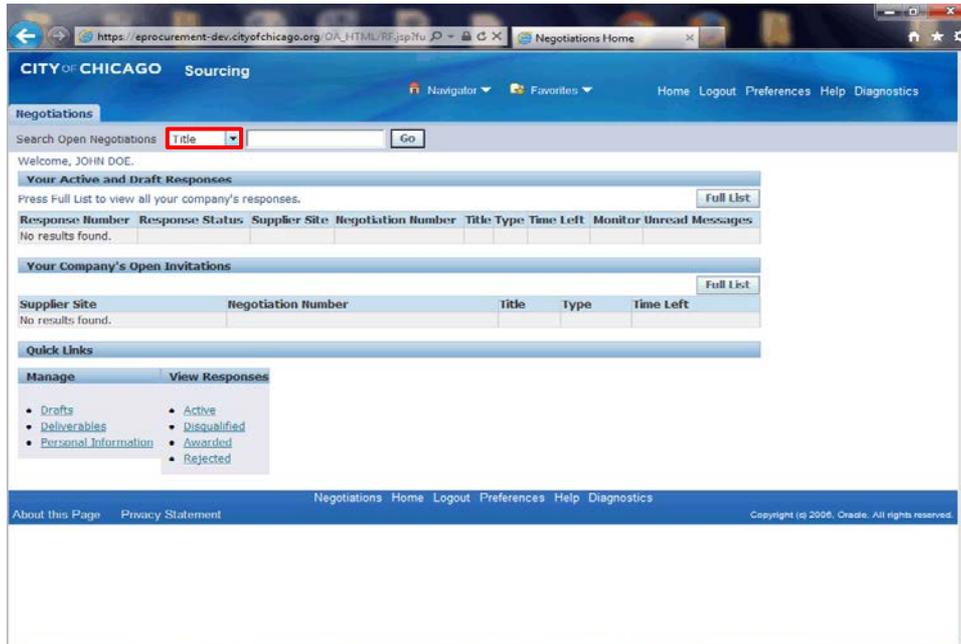
Step 9

The *Solicitation Home Page* now appears.

Click the **Search Open Negotiations** list.

Step 10

From the drop down list you can search by using different criteria. The following criteria can be used to search the open solicitations with the City of Chicago. All of this information can be found on the City of Chicago online bidding abstract page.
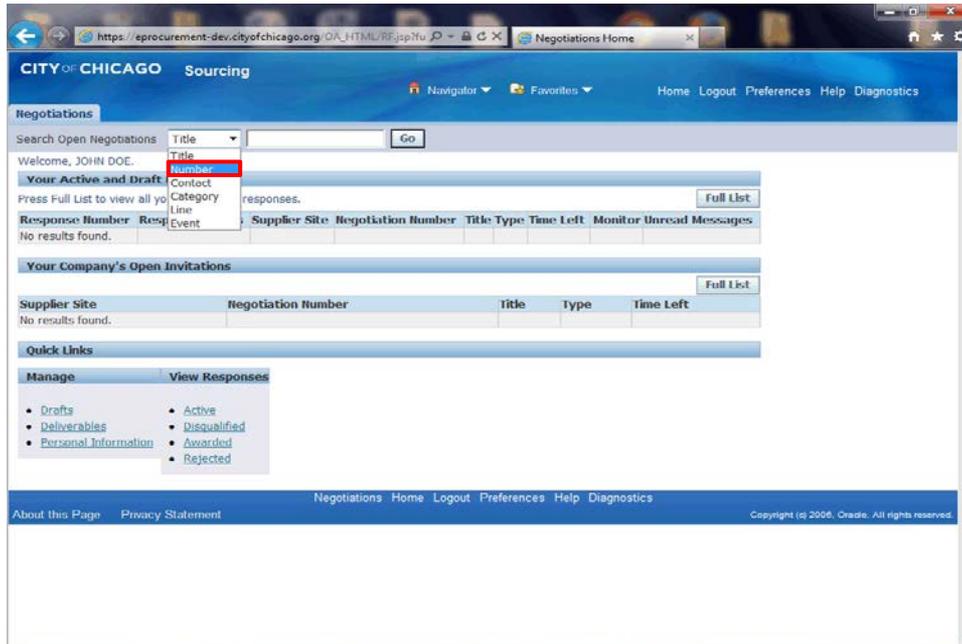
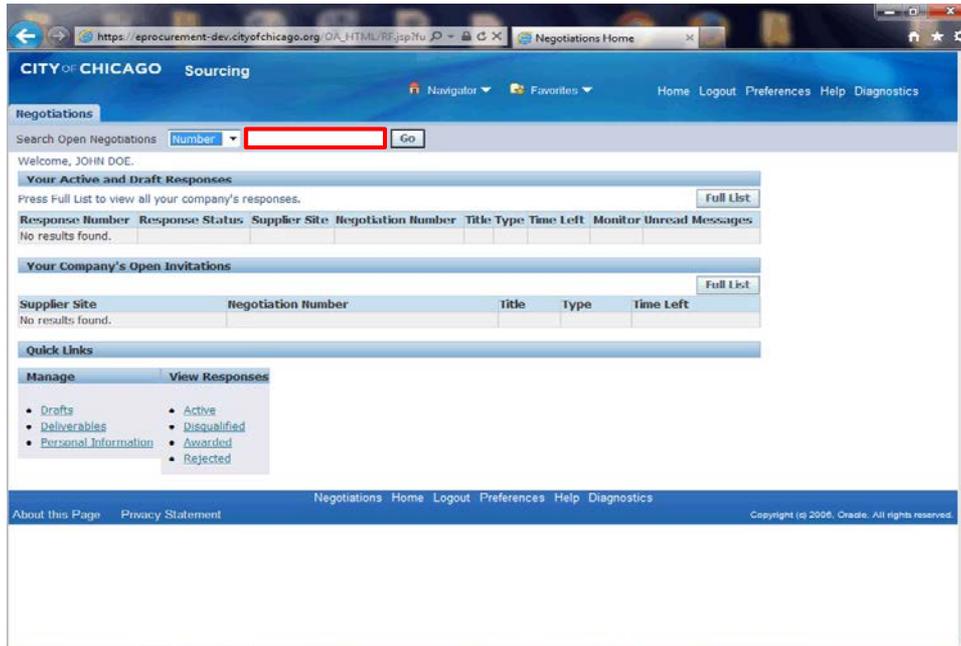**Title:** You can search by the title of the solicitation document.

Number: You can search by the solicitation number.

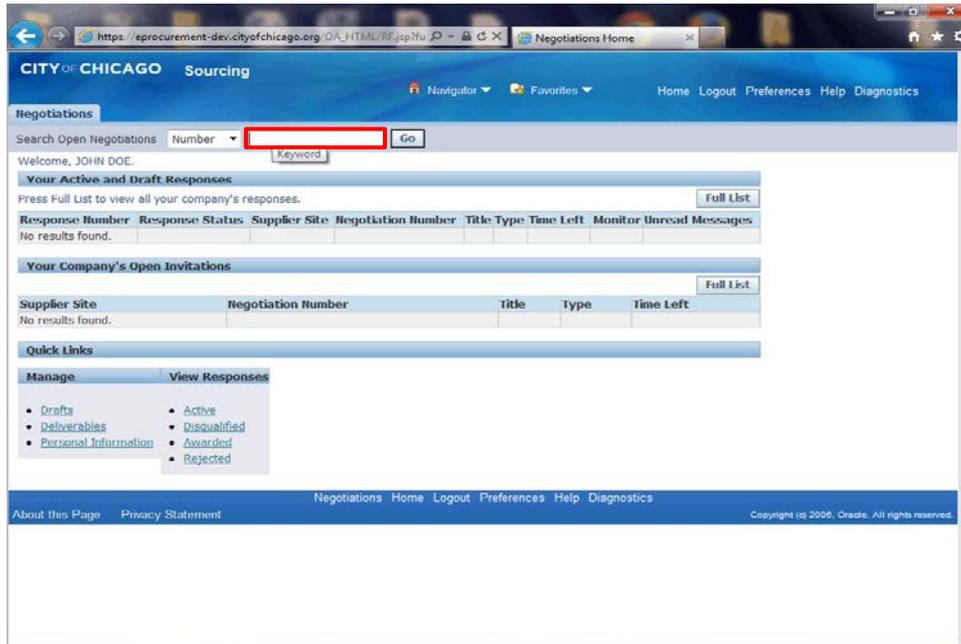**Contact:** You can search by the City of Chicago contact for that solicitation document.

Step 11

Click the **Number** list item.

Step 12

Click in the **Search Open Negotiations** field.

Step 13

Enter the desired information into the **Search Open Negotiations** field. In this example, enter "**98**".
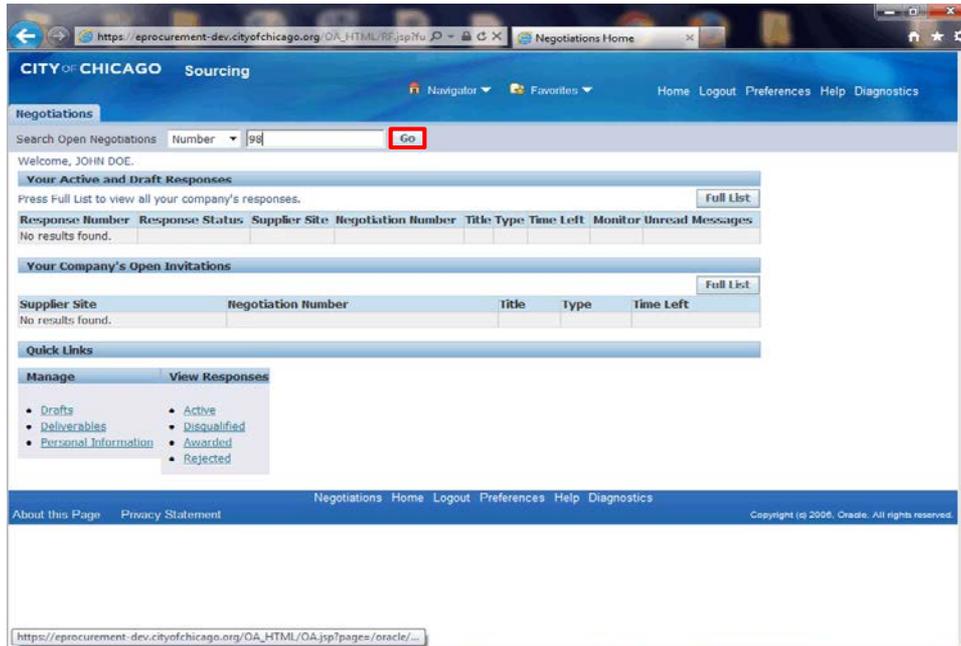
Step 14

Click the **Go** button to execute your search.

Step 15

The *Active Negotiations* window now appears.

Your search results will be displayed below.

Click the **Number** link for the solicitation you would like to review.

Step 16

The *Solicitation details* window now appears.

Click the scrollbar to scroll through the solicitation document.

Step 17

Click the **Show** link under the requirements to see all the requirements for this solicitation.

Step 18

Click the scrollbar.

Step 19

Click the **Actions** list.

Step 20

Click the **Printable View** list item.

Step 21

Click the **Go** button.

Step 22

Click the **Open** button to open the PDF file. This will show you the entire solicitation document in PDF format.
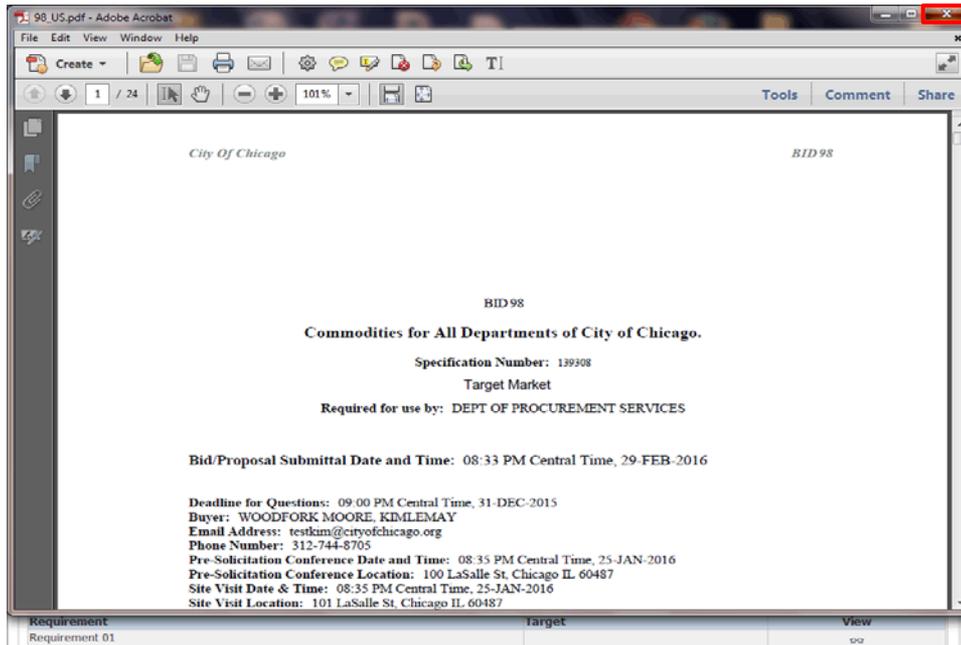
Step 23

You can review the PDF document for this solicitation. You can even save the PDF file to your computer to come back and review later.

Click the **Close** button when you are finished reviewing the document.

Step 24

Click the **Lines** object.

Step 25

Here you will see all the lines that are on this solicitation. You can review the lines here.

Click the **Controls** link.

Step 26

Here you will see the supplier response due date and bid opening date.

Click the **Contract Terms** link.

Step 27

Click the **Preview Contract Terms** button.

Step 28

Click the **Open** button.
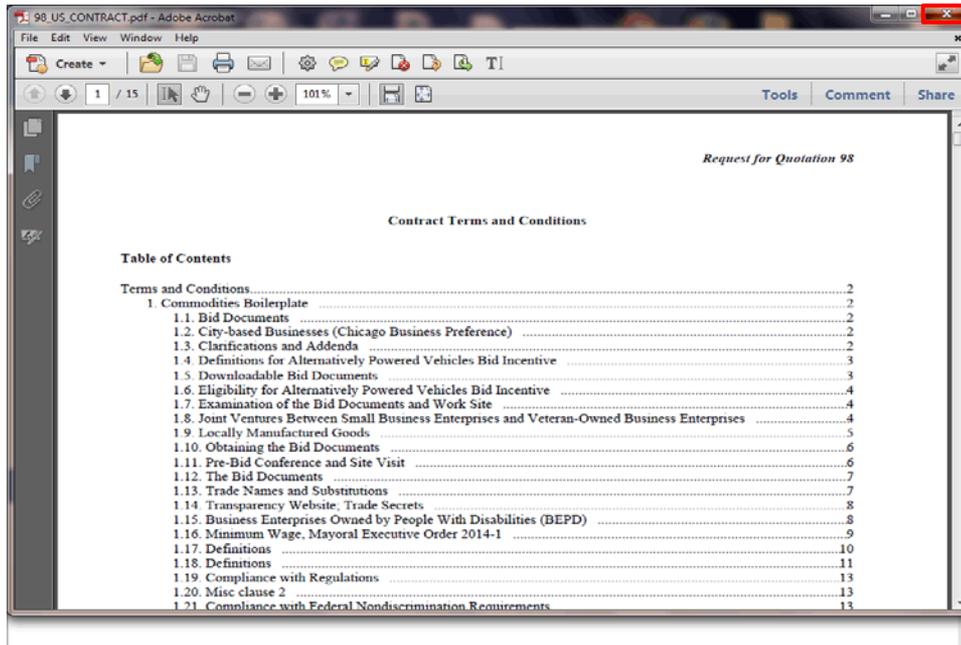
Step 29

Here you can review the contract terms for this solicitation. If you printed out the previous document, these contract terms are already included in that document.

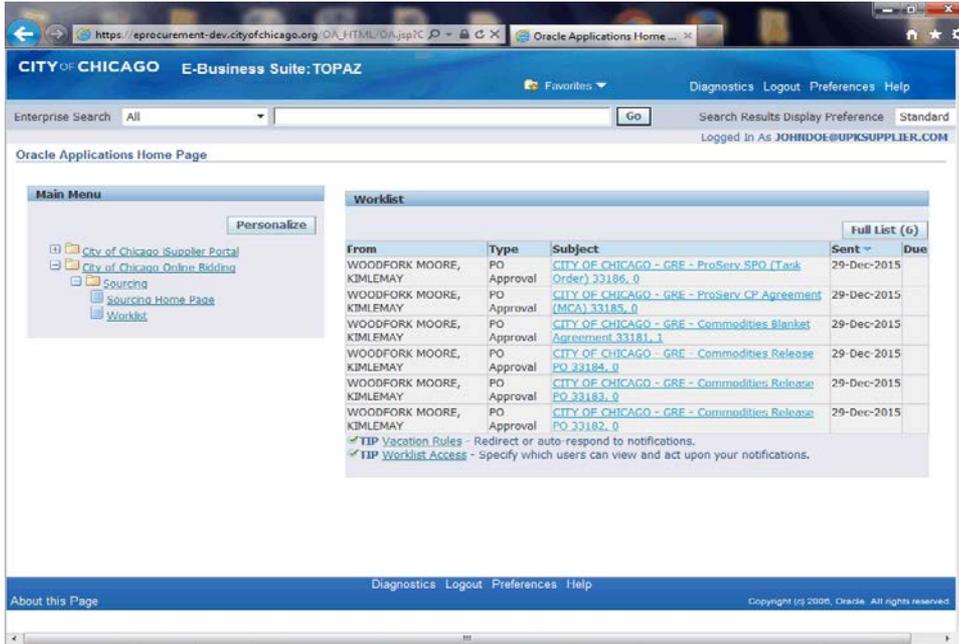Click the **Close** button when you are finished reviewing the document.

Step 30

Click the **Home** link.

Step 31

You have just finished viewing an open solicitation on the City of Chicago's iSupplier Portal.

To submit a response to a solicitation or view other organizational details, please use the provided training materials for the action you wish to complete.

End of Procedure.