HOW TO FIND NEGOTIATIONS, VIEW NEGOTIATION DETAILS, AND CREATE A QUOTE

Go to https://www.nashville.gov/Finance/Procurement/Purchasing-and-Contracts-Office/How-To-Do-Business-With-Metro/Registration.aspx
Click link above or copy and paste to your browser

PLEASE ALLOW ENOUGH TIME TO CREATE AND SUBMIT A QUOTE TO PREVENT EXPERIENCING ANY DELAYS

Click on iSupplier Login
Type in your username and password and click log-in
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If you do not remember your password or need to reset your password you can do so by going to login assistance

You will be prompted to enter your user name which is the email address of the user account. Click Forgot Password
You will receive a confirmation message stating that your password reset has went through and you should receive an email with instructions on how to reset within 10-15 minutes.
Please make sure you check your junk and/or spam folder if you do not receive the email in your inbox.
Also, some email security settings will not allow emails with certain subjects or email address to come through the company firewall. The email account these messages are being sent from is actually eml-ebswfprod@nashville.gov. Any suggestion to whitelist an address should use that one.
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HOW TO RESET YOUR

Your password reset email should look like the following:

From: Workflow Mailer [mailto:eml-ebswfprod@nashville.gov]
Sent: DATE AND TIME
To: USER NAME
Subject: FYI: Password Reset

To USER NAME
Sent DATE AND TIME

Reset your password and follow the on-screen instructions. This email can be ignored in case you didn't request a password reset, the link is only available for a short time.

This is the only time the link in email notifications work. Click the hyperlink and you will be prompted to enter a new password.

Your password must meet the following qualifications:

- Must be nine characters
- Must contain at least one number or special character
- Cannot contain back to back letters, number or characters (for example you cannot use “progress”).
- Password is Case Sensitive

Remember that you can only use Internet Explorer 9 (or earlier versions) or Firefox.

If you need additional assistance or have other questions, please email isupplier@nashville.gov.

Now you should be able to login to the iSupplier system using the password you set.
Click Metro iSupplier Portal to expand

Click here
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Click “Sourcing Home Page” Tab to view Draft Active Drafts and Open Invitations
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Under Sourcing Home Page you can view your drafts, find solicitations or create bids. From here, you can click “Full List” from the Open Invitations to view all the current invitations you have been invited to.

**Note:** If you have not been invited to participate in a specific negotiation but you have the negotiation number from the Bidding Opportunities list within Nashville.gov (https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=PON_ABSTRACT_PAGE), then you can search by **Number** in the “Search Open Negotiations” bar at the top of the screen shown below. Select **Number** from the drop-down menu, enter the Negotiation Number of the one you are interested in viewing and then click **Go**.

![ORACLE Metro iSupplier Portal Access](image_url)

**Click here Draft started or submitted**

**Click here Invited no draft started**
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Once you see the project you are interested in, click on the specific Negotiation Number link for it. For this example, we will use Negotiation Number **469572** for “Regulated Material Survey in 3 Homes.”

Note:

Negotiation Numbers that have a comma in them like the number “461569, 3” in the picture below, mean that there have been amendments made to the original negotiation. As a supplier, you will be required to acknowledge any and all amendments to these negotiations before being able to enter your quote.
Note: If a negotiation has a "-"dash like "588802-2,2" in the picture below it means there is an amendment 2 and a round 2 solicitation.
You will now be taken to the screen where you can view all the details of the solicitation. To view the details, make sure you are on the "Required" tab and then click "Show All Details" underneath the Requirements section. You should now see the body of the solicitation. Please read ALL REQUIREMENTS prior to submitting your bid.

Click on Requirements to show the requirements. Click Next 10 to see more details.
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Note: Some solicitations have attachments added to them which can be found at the bottom of the page under Notes and attachments.

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Description</th>
<th>Category</th>
<th>Last Updated By</th>
<th>Last Updated</th>
<th>Usage</th>
<th>Update</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specifications</td>
<td>File</td>
<td>To Supplier</td>
<td><a href="mailto:TRGROUP@NASHVILLE.ORG">TRGROUP@NASHVILLE.ORG</a></td>
<td>24-Aug-2018</td>
<td>One-Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bid Form</td>
<td>File</td>
<td>To Supplier</td>
<td><a href="mailto:TRGROUP@NASHVILLE.ORG">TRGROUP@NASHVILLE.ORG</a></td>
<td>24-Aug-2018</td>
<td>One-Time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on to view

Click on each tab to view information

Header | Lines | Controls | Contract Terms

Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Item, Rev / Job</th>
<th>Category</th>
<th>Unit</th>
<th>Estimated Quantity</th>
<th>Base Price (USD)</th>
<th>Active Responses</th>
<th>Time Left</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>72000000</td>
<td>Dollars</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>5 hours 14 minutes</td>
</tr>
</tbody>
</table>

Header | Lines | Controls | Contract Terms

Schedule

Response Rules:
- Negotiation is restricted to invited suppliers
- Suppliers are allowed to view other suppliers’ contract terms, notes and attachments
- Suppliers are allowed to respond to selected lines
- Suppliers are allowed to provide multiple responses
- Buyer may close the negotiation before the Close Date
- Buyer may manually extend the negotiation while it is open

Close Date: 24-Aug-2018 14:00:00

Open Date: 24-Aug-2018 08:23:13
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You can review the contract terms by clicking on Contract Terms (a pdf will be generated as a pop-up that can be saved to your computer)

Questions can be submitted through Online Discussions

Click on Actions drop down arrow select Online Discussions and click Go

View Quote history is used to find out submission information after the solicitation is closed

Printable view will download a pdf of the solicitation
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If you would like to create a quote after viewing the solicitation details, click the drop-down arrow next to Actions, select “Create Quote,” and then click Go.

Review and fill in all information in Header and Lines tab as shown in next slides.
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You can now enter the required information needed in submitting your bid through the iSupplier system. It is highly recommended to click Save Draft ever so often in order to save your information in case you get logged out of the system and/or want to continue at a later time. Be aware that you may have to enter information on more than one tab, like in the given example below where you have a Header tab and a Lines tab.

Note: Some solicitations require you to upload an attachment to your quote. This is where you would click to add that attachment. (DO NOT USE THE QUOTE BY SPREADSHEET)
To add an attachment to the bid click attachment; if a spreadsheet is required make sure to save the spreadsheet to your computer, complete it, save it, and then attach it to the bid.
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To continue click on the **Header tab** after you have started your quote and added your attachments.

Make sure all white boxes have a value/input even if it is N/A. The input should be N/A, yes, no...etc. see example below.
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<table>
<thead>
<tr>
<th>Question</th>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>We have made efforts to include WBIDs. Are these efforts being documented?</td>
<td>Yes, we have.</td>
<td>No.</td>
</tr>
<tr>
<td>We have provided written notice to all available WBIDs. Are these efforts being documented?</td>
<td>Yes, we have.</td>
<td>No.</td>
</tr>
<tr>
<td>We have provided all potential subcontractors or vendors with all information necessary to the purpose and specifications of the project. Are these efforts being documented?</td>
<td>Yes, we have.</td>
<td>No.</td>
</tr>
</tbody>
</table>

Additionally, we have made the following Good Faith Efforts to include WBIDs as subcontractors or joint ventures on this project:

- We have attended a special meeting to inform businesses and individuals of subcontracting opportunities.
- We have been in accordance with all industry practices and have subcontracted with certified businesses.
- We have provided a written explanation for rejection of any potential subcontractor or vendor to the DC.

**Note:** There is no need to click the Go icons. DO NOT CLICK.
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Some solicitations require that you include your Small (SBE) and/or Service Disabled Veteran-owned (SDV) Business incentives. Regardless of whether you intend use an SBE and/or SDV business, you may be required to complete this section before being able to submit your bid. To add this information, you would go to the tab and click on the “Pencil” underneath the Update column. This will pull up the Attributes section where you will be able to list the SBE and/or SDV participation dollars and as a percentage as shown below. Click Apply once completed.

To continue click on the **Lines tab** after you have completed all boxes on the Header tab.

Click the pencil to fill in any information needed on the Lines tab. **Make sure all white boxes have a value/input.** See example below.  Icon will remain even after update has been made.
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Click Apply when finished input on white boxes
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Once you’ve entered in all of your bid information, click Save Draft and then hit Continue. If everything has been entered, you will be on another screen that has the button to Submit. Click Submit and you will receive a notification that your bid has been submitted successfully.

Note: Your bid is not considered complete until after you have clicked Submit and you have received confirmation that your bid was submitted successfully. If you are unsure if your bid was submitted successfully, please contact the buyer on the solicitation prior to the close date deadline. Bids that are incomplete and not successfully submitted before the close date will NOT be considered in the evaluation to award. You can submit multiple times before the close date and the most recent version submitted will be the one taken into account for the evaluation.

You **MUST Click Submit** to submit your bid.
You will now be taken to the screen where you can view all the details of the solicitation. To go to the online discussions, click the drop-down arrow next to **Actions**, select **“Online Discussions,”** and then click **Go.**
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Here is the Online Discussion feature that can be used for submitting any formal question that may require a response from Metro. Be sure to submit any of your questions before the online inquiry deadline (this date is separate from the solicitation close date). To write a question, click the button that says “New Message” and it will pull up a screen like the one below. Once you have written out your question, hit “Send” and your question will be submitted.

If at any time you have difficulty with creating or submitting your quote, please email iSupplier@nashville.gov and copy the Procurement Officer assigned to this solicitation. Make sure to provide the negotiation number you are attempting to submit a quote/response to. PLEASE ALLOW ENOUGH TIME TO CREATE AND SUBMIT A QUOTE TO PREVENT EXPERIENCING ANY DELAYS