



Oracle Sourcing RFQ Procedure

Title:

Supplier Submits a Quotation

Description:

Suppliers log into Sourcing from the email provided informing them that they have been invited to participate in the solicitation, or they can login via the current solicitations web page. They can see the RFQs that are available for them to respond with quotations. If the RFQ was defined as open to invitation only, then only those suppliers who were invited will see the RFQ and be able to respond. For RFQs that were defined as open to all, all suppliers can view and respond.

Oracle Prerequisites:

- *A supplier must be registered as an iSupplier.*
- *A minimum of one RFQ must be available for the supplier to place a quotation.*

Oracle Responsibilities:

- *MARTA Sourcing Supplier*

Menu Path

Email notification of RFQ

Note: - Email is sent to vendor contact with RFQ details

Window Name:

Action Required: Login to review and reply to RFQ

From	Furlow, Katrina	Company	MARTA
To	SRI EDUPALLI	Title	DEMO
Sent	09-MAR-2014 12:44:53	Number	1103
Due	21-MAR-2014 12:43:58		
ID	16691437		

Negotiation Preview **Not specified**

Negotiation Open **March 09, 2014 12:44 pm Eastern Time**

Negotiation Close **March 21, 2014 12:43 pm Eastern Time**

Supplier **MARTA**

Supplier Site **2424 PIEDMONT RD., NE, ATLANTA, GA 30324-3324, US**

1

To acknowledge your intent to participate, Please log into <http://www.itsmarta.com> and access vendor opportunities from quick links section and click Existing Vendor Login or acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response. (LOGIN_VIEW_DETAILS_HB=If not logged in, please go to [Login and view Negotiation Details](#) page or If already logged in,)

Action History

Num	Action Date	Action	From	To	Details
1	09-MAR-2014 16:44:53	Submit	Furlow, Katrina	SRI EDUPALLI	

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Does your company intend to participate?: [Yes](#) [No](#)

2

The registered supplier is sent an email informing them that they are invited for a Request for Quote. After reviewing the email the supplier begins the reply process.

Note: - Supplier can use option **1 or 2** to respond to RFQ.

1	To acknowledge your intent to participate, Please log into http://www.itsmarta.com and access vendor opportunities from quick links section and click Existing Vendor Login
2	Click on YES to accept the RFQ invitation or on NO to decline the invitation

Login to vendor portal to respond to RFQ.

Window Name:

MARTA Home Page

The attachment “link” (<http://www.itsmarta.com>) brings the Marts home page access vendor opportunities page to access existing vendor logon screen to begin their reply.

The screenshot shows the MARTA website's Vendor Opportunities page. The header includes the MARTA logo and navigation links like 'Search', 'Mobile Site', 'Text Only Site', 'Contact Us', and 'Site Map'. A secondary navigation bar contains 'Using MARTA', 'Schedules & Maps', 'Fares & Discounts', 'News & Events', and 'About MARTA'. The main content area is titled 'ABOUT MARTA' and features a 'MARTA Vendor Opportunities' banner. Below the banner, there is text about conducting business with MARTA and a section for the 'MARTA iSupplier Portal Procurement System'. A sidebar on the left lists various links such as 'MARTA's Past & Future', 'MARTA's Vision', and 'Vendor Opportunities'. A 'QuickLinks' section on the right provides links for 'System Updates', 'Accessibility', and 'Calendar of Events'. At the bottom, there is a 'CUSTOMER IMPACTS' banner for 'Buckhead Bridge' and a 'W9 IRS Tax Form' link.

Window Name:

Login Page

*User Name
(example: michael.james.smith)

*Password
(example: 4u99v23)

[Forgot Password](#)
[Forgot Username](#)

Accessibility: None

Select a Language:
English

The “Existing Vendor Login link” brings the registered supplier to the logon screen to begin their reply.

Field Name	Description/Action
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USERNAME	Enter the appropriate USERNAME that was sent to you. This is normally your email address.
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PASSWORD	Enter the password.
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Click on LOGIN

Window Name:

Vendor Oracle Application home page

3

3

Click “MARTA Sourcing Supplier” responsibility to respond to RFQ.

Window Name:

Vendor Oracle Application home page

The screenshot shows the Oracle Applications Home Page. The top navigation bar includes the MARTA logo, 'E-Business Suite', and links for 'Diagnostics', 'Logout', 'Preferences', and 'Help'. The user is logged in as 'SEDUPALLI@ITSMARTA.COM'. The 'Main Menu' on the left has 'Sourcing Home Page' highlighted with a black circle containing the number '4'. The 'Worklist' section shows a table of notifications:

From	Type	Subject	Sent	Due
Furlow, Katrina Sourcing Publish	You are invited:	RFQ 1103 (DEMO)	09-Mar-2014	21-Mar-2014
Furlow, Katrina Sourcing Publish	Reminder:	Please acknowledge intent to participate in RFQ 1099 (TEST)	09-Mar-2014	14-Mar-2014

4 Click "Sourcing Home Page"

The screenshot shows the 'Sourcing Negotiations' page. The 'Your Company's Open Invitations' section contains a table with the following data:

Supplier Site	Negotiation Number	Title	Type	Time Left
ATLANTA	1097	TEST 123	RFQ	3 days 1 hour
ATLANTA	1099	TEST	RFQ	4 days 22 hours
ATLANTA	1103	DEMO	RFQ	11 days 22 hours

A black circle with the number '5' is placed over the '1103' notification number in the table.

This brings the registered supplier to the Sourcing Home tab. Negotiations tab. The open RFQ's are listed on the Negotiations tab, beneath Your Company's Open Invitations.

5 Click on the appropriate NOTIFICATION NUMBER to view the RFQ.

Click on the appropriate NOTIFICATION NUMBER to view the RFQ.

Note: if your session is interrupted for any reason, login and return to the Negotiations tab. If you began an RFQ response and saved, it will appear as a draft (top of page). If you did not save, continue at step 5.

Window Name:

Negotiation – RFQ Terms and Conditions

The screenshot displays the MARTA Sourcing interface for RFQ 1103. The page is titled "Negotiations" and shows details for a negotiation with Title "DEMO", Status "Active", and Time Left "11 days 21 hours". The Buyer is "Furlow, Katrina" and the Description is "TEST DEMO". The Outcome Event is "Standard Purchase".

Key details include:

- Open Date: 09-Mar-2014, Close Date: 21-Mar-2014
- Payment Terms: NET 30, Carrier: Your Routing
- RFQ Currency: USD, Price Precision: Any

The "Requirements" section shows "No results found." The "Notes and Attachments" section contains a table of notes:

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete		
DEMO	File		To Supplier	SEDUPALLI	09-Mar-2014	One-Time				
Terms and Conditions(http://www.itsm...			Web Page	Terms and Conditions	To Supplier	SEDUPALLI	05-May-2014	One-Time		

A black arrow points to the "Terms and Conditions" link in the table, which is circled with a "6".

6 Review MARTA "Terms and Conditions" click "http://www.itsmarta.com/REQUEST-FOR-QUOTE-Ts-Cs-Rev-1.doc "

Note: To review MARTA RFQ Terms & Conditions access <http://itsmarta.net/vendor-opportunities.aspx> and click “[Terms & Conditions for Request for Quotes](#)”



Home > [About Marta](#) > Vendor Opportunities

● ABOUT MARTA

MARTA's Past & Future
MARTA's Vision
Careers@MARTA
MARTA Leadership
MARTA Police
MARTA in Your Community
Diversity & Equal Opportunity
Architectural/Engineering
Planning & Projects

▶ [Vendor Opportunities](#)

▶ [Terms & Conditions for Request for Quotes](#)

Existing Vendor Login
- Forgotten Password

New Vendor Registration
Current Opportunities
- Code of Ethics

Anticipated Procurement
Surplus Materials for Sale
Green Purchasing Program
Reports

Advertising on MARTA
MARTA Partners
Title VI Notice to the Public
Pension Information
Developer Resources
Employee Portal

[MARTA Home](#)

Conducting business with Metropolitan Atlanta Rapid Transit Authority (MARTA) may be a rewarding experience considering the contracting opportunities projected for the next decade. We invite your company to become an integral part of our ongoing expansion of public transit throughout the metropolitan Atlanta area.

MARTA iSupplier Portal Procurement System

MARTA has upgraded its procurement system by implementing new software called ORACLE iSupplier. The iSupplier Portal is a completely electronic, internet interface by which suppliers may view their purchase orders, deliveries, invoices and payment status.

Existing vendors will be transitioned to the iSupplier Portal in phases. An automated email notification will be sent to existing MARTA Suppliers with your iSupplier login information.
Please do not login the iSupplier Portal until a username and password has been issued to you.
If you have questions you may contact the system administrator.

W9 IRS Tax Form

[Click here](#)

MARTA iSupplier Portal Reference Materials

iSupplier Portal Training Video Click here	iSupplier New Supplier Registration Click here	iSupplier Frequently Asked Questions Click here
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QuickLinks

- System Updates
- Accessibility
- Calendar of Events
- MARTA Mobility
- Press Releases
- Interactive System Map
- Regional Transit
- MARTA Highlights
- Office of Diversity & Equal Opportunity (DEO)



Window Name:

Negotiation – RFQ

Review the information contained under the Header, create quote, and respond to Requirements and Attachments in Header.

Header

Title: DEMO
 Status: Active
 Time Left: 11 days 21 hours

Buyer: Furlow, Katrina
 Quote Style: Blind
 Description: TEST DEMO

Open Date: 09-Mar-2014
 Close Date: 21-Mar-2014

Outcome: Standard Purchase
 Event

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

Terms

Bill-To Address: Headquarters
 Ship-To Address: Browns Mill Store
 FOB: DESTINATION

Payment Terms: NET 30
 Carrier: Your Routing
 Freight Terms

Currency: RFQ Currency: USD
 Price Precision: Any

Requirements

Details Section: No results found.

Additional Header Attributes (Buyer & Supplier)

Notes and Attachments

Note to Suppliers

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
DEMO	File		To Supplier	SEDUPALLI	09-Mar-2014	One-Time		

Return to Negotiations

Actions: Acknowledge Participation [Go]

7	Review Terms and Conditions
8	Review requirements
9	Review attachments
10	Actions "acknowledge" or "create quote"

Window Name:

Negotiation – Acknowledge Participation

Supplier Site: ATLANTA

Will your company participate?
 Yes
 No

Note to Buyer: DEMO

Buttons: Cancel, Apply

11 Optional - "acknowledge participation" before creating quote, Enter Note to Buyer & Click "Accept"

Window Name:

Negotiation - Negotiation

Title: DEMO
Status: Active
Time Left: 11 days 21 hours

Buyer: Furlow, Katrina
Quote Style: Blind
Description: TEST DEMO

Open Date: 09-Mar-2014
Close Date: 21-Mar-2014

Outcome Event: Standard Purc

Payment Terms: NET 30
Carrier: Your Routing
Freight Terms:

RFQ Currency: USD
Price Precision: Any

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

Go

This brings to the Negotiation "Header" tab. Negotiations tab. The open RFQ's are listed on the Negotiations tab, beneath Your Company's Open Invitations.

12 From Actions list of values select "Create Quote " and click "Go"

Window Name:

Negotiation – RFQ – Create Quote

This brings to the “Create Quote” page. Enter field “Quote Valid Until” this is a mandatory field. Enter Note to Buyer “Enter Text”. Click “Continue” or “Click Lines” tab

13	Enter "Quote Valid Until" , this is a mandatory field for submitting quote
14	Optional - Enter Note to Buyer

Window Name:

Negotiation – RFQ – Create Quote – Search Lines

Line Tab “Displays Number of Lines”, Search for a line or lines and Click “Go”

15	Review number of lines in this RFQ
16	Search lines by selecting Line Number serach = " greater than" and enter value field = 0

Window Name:

Negotiation – RFQ – Create Quote – Search Lines - Lines

The screenshot shows the 'marta Sourcing' interface. At the top, there's a navigation bar with 'marta Sourcing' and links for 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', 'Help', 'RWB Help', and 'Diagnostics'. Below this, the 'Negotiations' section is active, showing 'RFQ: 1103' and 'Create Quote: 1015 (RFQ 1103)'. There are buttons for 'Cancel', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue'. The main area is titled 'Title DEMO' and shows 'Time Left: 11 days 21 hours' and 'Close Date: 21-Mar-2014 12:43:58'. The 'Search' section has a 'Search' button and a 'Specify parameters and values to filter the data that is displayed in your results set.' section. Below this, there are radio buttons for 'Show table data when all conditions are met.' (selected) and 'Show table data when any condition is met.'. The search criteria are: Line Number: greater than 0; Category: is; Line Description: is; Item: is. Below the search criteria, there are buttons for 'Go', 'Clear', 'Add Another', and 'Add'. The search results table has columns: Line, Update, Ship-To, Rank, Start Price, Target Price, Quote Price Unit, Target Quantity, and Quote Quantity Promised Date. The first row shows Line 1, Update (with a red indicator), Ship-To: Browns Mill Store, Rank: Blind, Start Price: (empty), Target Price: (empty), Quote Price Unit: 5.55 EACH, Target Quantity: 10, and Quote Quantity Promised Date: 10 | 27-Mar-2014 (with a red indicator). A red indicator is also present on the 'Update' link. At the bottom, there are buttons for 'Cancel', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue'. The footer says 'About this Page' and 'Negotiations Home Logout Preferences Help RWB Help Diagnostics'.

This brings Line information page with line details. The “Red indicator” on the line has buyer requested mandatory information.

17	Enter "Quote Price" this is Mandatory field
18	Enter Promise Date
19	Line Requirements mandatory information requested by Buyer, Click 'Update' link to review and update line requirements

Note:- This page will display all line pertaining to the RFQ.

Window Name:

Negotiation – RFQ – Create Quote – Line Details

marta Sourcing | Home | Logout | Preferences | Help | RWB Help | Diagnostics

Negotiations | Create Quote 1015: Line 1 (RFQ 1103)

Cancel | Save Draft | Apply

Description: GAUGE, TEMPERATURE, S50G/S-02, ENG. COMP., TORQUE. MOUNTS IN THE ENGINE COMPARTMENT INSTRUMENT PANEL WITH COOLANT TEMPERATURE AND OIL PRESSURE GAUGE. ORION PART BOOK V11,SECTION 7-59,LINE ITEM NO. 3. ORION#070502004
 Unit: EACH
 Start Price: []
 Target Price: []
 Quote Price: 5.55
 Target Quantity: 10
 Quote Quantity: 10

Close Date: 21-Mar-2014 12:43:58
 Quote Currency: USD
 Rank: Blind
 Ship-To: Browns Mill Store
 Need-By Date: 28-Mar-2014 00:00:00 to 28-Mar-2014 00:00:00
 Promised Date: 27-Mar-20

Pay Items
 TIP Total pay item amount must add up to the line amount.

Attributes

Group	Attribute	Attribute Type	Target Value	Quote Value
General	MFG PART NUMBER	Required	Need MEFG PART NUMBER	TEST DEMO
General	MAX LEAD TIME IN CALENDAR DAYS	Required	Need number of Days	10
General	MADE IN USA	Required	Yes or No	Yes
General	CURRENT AVAILABILITY	Required	Need number of Days	10

Notes
 Note to Buyer: TEST DEMO

Attachments
 Add Attachment...

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

Cancel | Save Draft | Apply

About this Page | Negotiations | Home | Logout | Preferences | Help | RWB Help | Diagnostics

This brings to the Line detail page review “Quote Price, Promise Date, Need by Date, Quantity and Close Date”. Attributes section display buyer requested information for submitting quote. Attributes section of the page displays Attribute Details, Requested information is required or Optional, Target value (brief description of the requested value) and Quote Value for the accepted value.

Review “Attachments” for the line

20	Enter Quote Vaue , requested by Buyer.
21	Notes to Buyer - enter detail for buyer
22	Click "Apply"

Note:- Vendor need to update this information for all lines in the RFQ before submitting the quote.

Window Name:

Negotiation – RFQ – Create Quote – Line

The screenshot displays the 'Create Quote' line details page. At the top, there is a navigation bar with 'marta Sourcing' and various utility links. Below this, the page title is 'Negotiations > RFQ: 1103 > Create Quote: 1015 (RFQ 1103)'. A search section allows filtering by Line Number, Category, Line Description, and Item. A table lists the line items with columns for Line, Update, Ship-To, Rank, Start Price, Target Price, Quote Price Unit, Target Quantity, and Quote Quantity Promised Date. Callout box 23 points to the 'View RFQ' button, and callout box 24 points to the 'Continue' button.

This displays Line details page. To review RFQ click “View RFQ” button or click “continue” optional

23	optional - To Review RFQ details before submitting click "View RFQ"
24	Click "Continue " to submit Quote

Window Name:

Negotiation – RFQ – information

marta Sourcing | Home | Logout | Preferences | Help | RWB Help | Diagnostics

Negotiations > RFQ: 1103 >

Information
This quote has not been validated for errors. Please press the Validate button to validate this quote.

Create Quote 1015: Review and Submit (RFQ 1103)

Buttons: Cancel | Back | **Validate** | Save Draft | Printable View | Submit

Header

Title	DEMO	Time Left	11 days 21 hours
Supplier	MARTA	Close Date	21-Mar-2014 12:43:58
Supplier Site	ATLANTA	Quote Valid Until	30-Jun-2014
RFQ Currency	USD	Reference Number	
Quote Currency	USD	Note to Buyer	TEST DEMO
Price Precision	Any		

Attachments

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

Lines

Quote Total (USD) 55.50

Search

Specify parameters and values to filter the data that is displayed in your results set.
 Show table data when all conditions are met.
 Show table data when any condition is met.

Line Number is []
Category is []
Line Description is []
Item is []

Select Line | Ship-To | Start Price | Target Price | Quote Price (USD) | Unit | Target Quantity | Quote Quantity | Line Total | Need-By Date | Promised Date

No search conducted.

Buttons: Cancel | Back | **Validate** | Save Draft | Printable View | Submit

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This brings to the line information page with message “This quote has not been validated for errors. Please press the Validate button to validate this quote.” Optional click “Validate” button to validate line details or click “Submit” button to submit quote.

25	optional - Click 'Validate' to validate quote details
26	Click "Submit" to submit Quote

Window Name:

Negotiation – Confirmation

marta Sourcing | Home | Logout | Preferences | RWB Help | Diagnostics

Negotiations

Confirmation
Quote 1015 for RFQ 1103 (DEMO) has been submitted.

[Return to Sourcing Home Page](#)

Buttons: Cancel | Back | **Validate** | Save Draft | Printable View | Submit

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This brings Quote submission confirmation page.

27	Click "Return to sourcing Home Page"
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Window Name:

Negotiation – Home Page to review RFQ after submitting

marta Sourcing

Search Open Negotiations Title Go

Welcome, SRI EDUPALLI.

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1015	Active	ATLANTA	1103	DEMO	RFQ	11 days 20 hours		0

Your Company's Open Invitations [Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
ATLANTA	1097	TEST 123	RFQ	2 days 22 hours
ATLANTA	1099	TEST	RFQ	4 days 19 hours

Quick Links

Manage **View Responses**

- [Drafts](#)
- [Personal Information](#)
- [Active](#)
- [Disqualified](#)
- [Awarded](#)
- [Rejected](#)

About this Page Privacy Statement Negotiations Home Logout Preferences Help RWB Help Diagnostics Copyright © MARTA. All Rights Reserved.

This page brings to the Negotiation home page, this page displays quote submitted, Open RFQ's, unread online messages form buyer, Time left on a RFQ.

28	optional - Click Negotiation number to review RFQ.
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Process ends for submitting a Quote.

Submitting Quote

1	Optional To acknowledge your intent to participate, Please log into http://www.itsmarta.com and access vendor opportunities from quick links section and click Existing Vendor Login
2	Click on YES to accept the RFQ invitation or on NO to decline the invitation
3	Click "MARTA Sourcing Supplier" responsibility to respond to RFQ.
4	Click "Sourcing Home Page"
5	Click on the appropriate NOTIFICATION NUMBER to view the RFQ.
6	Review MARTA "Terms and Conditions" click " http://www.itsmarta.com/REQUEST-FOR-QUOTE-Ts-Cs-Rev-1.doc "
7	Review RFQ Header and Terms
8	Review requirements (optional data - Buyers will post this information if required)
9	Review attachments (optional data - Buyers will post this information if required)
10	Actions "acknowledge" or "create quote" (Vendors can choose to acknowledge or create Quote)
11	Optional - "acknowledge participation" before creating Quote, Enter Note to Buyer & click "Accept"
12	From Actions list of values select "Create Quote " and click "Go"
13	Enter "Quote Valid Until" , this is a mandatory field for submitting quote
14	Optional - Enter Note to Buyer
15	Review number of lines in this RFQ
16	Search lines by selecting Line Number search = " greater than" and enter value field = 0
17	Enter "Quote Price" this is Mandatory field
18	Enter Promise Date
19	Line Requirements mandatory information requested by Buyer, Click 'Update' link to review and update line requirements
20	Enter Quote Value , requested by Buyer.
21	Notes to Buyer - enter detail for buyer
22	Click "Apply"
23	optional - To Review RFQ details before submitting click "View RFQ"
24	Click "Continue " to submit Quote
25	optional - Click 'Validate" to validate quote details
26	Click "Submit " to submit Quote
27	Click "Return to sourcing Home Page"
28	optional - Click Negotiation number to review RFQ.