

## **Supplier Quick Reference**

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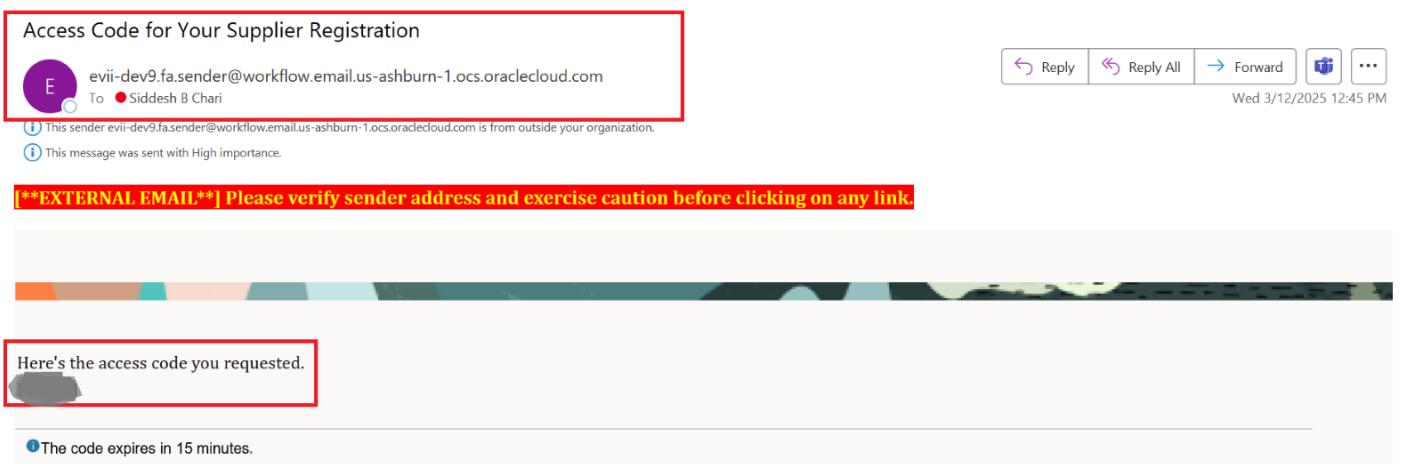
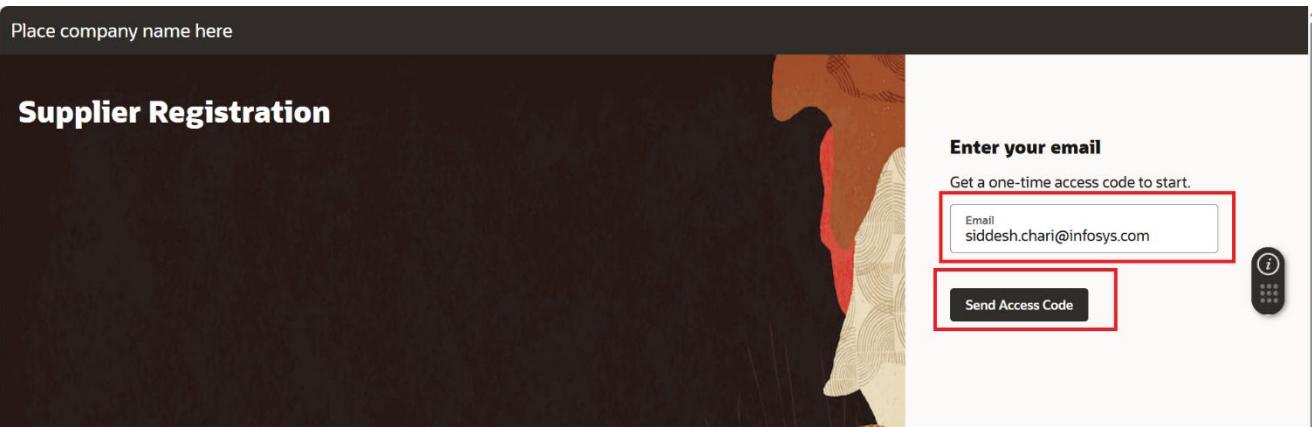
## 1. MARTA Application Access

## 2. External Supplier Registration in Redwood Page – Prospective

- Goto Supplier Setup - Prospective



- Enter Email ID & click on send access code. Email containing access code will be sent to the mentioned Email ID



- Enter the access code & click on continue

Place company name here

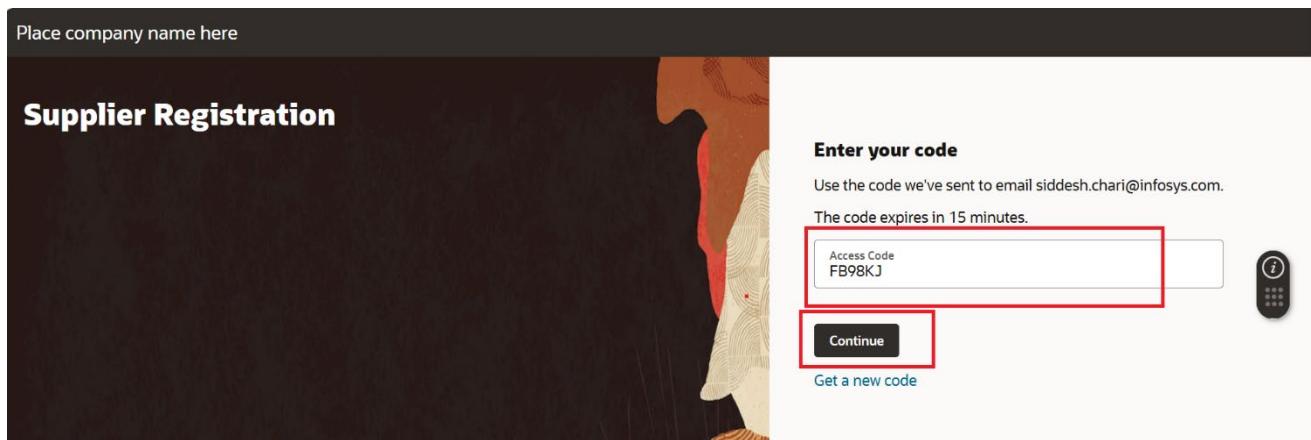
## Supplier Registration

**Enter your code**  
Use the code we've sent to email siddeesh.chari@infosys.com.  
The code expires in 15 minutes.

Access Code  
FB98KJ

Continue

Get a new code



d. Enter all the company details and click save first & then click on continue

Place company name here

## Supplier Registration

### Company Details

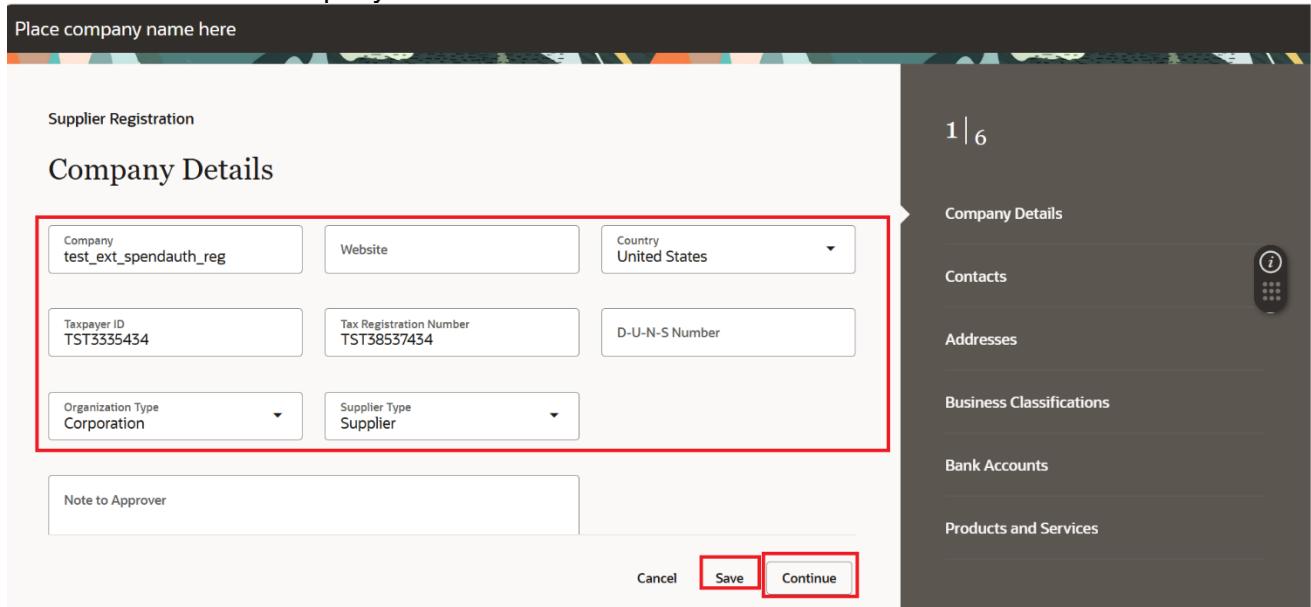
Company test_ext_spendauth_reg	Website	Country United States
Taxpayer ID TST3355434	Tax Registration Number TST38537434	D-U-N-S Number
Organization Type Corporation	Supplier Type Supplier	

Note to Approver

Cancel Save Continue

1 | 6

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services



e. Enter Contact details and enable user account if required and click save first & then click on continue

Supplier Registration

## Contacts

**Contact 1**  
Enter contact details. Registration communications will be sent to this contact.

First Name TST_First_Name	Last Name TST_Last_Name	Email siddesh.chari@infosys.com
Job Title	Country US	Mobile +1
Country US	Phone +1	Ext
Country US	Fax +1	

Is this an administrative contact?  Yes  No  
Administrative contact will receive general communications from us.

Does this contact need a user account?  Yes  No  
User accounts will provide online access to supplier transactions and self-service tasks.

Updated just now

Cancel Save Continue

2 | 6
 

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services

f. Enter the address and select the contact to assign to this address. Then click save first & then click on continue

Address 1

What's this address used for? Select at least 1 purpose.  
 Receive Purchase Orders  Receive Payments  Bid on RFQs

Address Name address1	Country/Region United States	
Address Line 1 Southeast	Address Line 2 New Yorkland	City New York
State New York	Postal Code 10005	County
Email	Country US	Phone +1
Country US	Fax +1	Ext

Which contacts are associated to this address?  
 TST\_First\_Name TST\_Last\_Name sidde...@infosys.com

+ Add Another Address

Last updated 1 minute ago

Cancel Save Continue

3 | 6
 

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services

g. Select the business classification value from the Lov list & provide other details if required. Then click save first & then click on continue

Place company name here

Supplier Registration

### Business Classifications

Business classification 1

Classification 05	Subclassification
Certifying Agency Other	Other Certifying Agency TST
Certificate Start Date	Certificate End Date
Notes	

Attach current certificates and supporting documents

Last updated 7 seconds ago

Cancel Save Continue

4 | 6

Company Details  
Contacts  
Addresses  
Business Classifications  
Bank Accounts  
Products and Services

h. Select the Product and Services categories for the Supplier. Then click save first & then click on submit

Place company name here

Supplier Registration

### Products and Services

Search by category or description

3 selected View Selected Clear Selected

Category	Description
<input type="checkbox"/> NIGP	NIGP
<input type="checkbox"/> 00500	ABRASIVES
<input checked="" type="checkbox"/> 00505	Abrasive Equipment and Tools
<input checked="" type="checkbox"/> 00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
<input checked="" type="checkbox"/> 00521	Abrasives, Sandblasting, Metal
<input type="checkbox"/> 00528	Abrasives, Sandblasting (Other than Metal)

Updated just now

Cancel Save Submit

6 | 6

Company Details  
Contacts  
Addresses  
Business Classifications  
Bank Accounts  
Products and Services

i. Confirmation screen appears once the submission is successful. It takes some time to get auto approved.

Place company name here

Success

Your registration request 4004 was submitted.

j. Supplier will receive email confirmation to the email mentioned once auto approved

## Supplier Registration Request 4004 Was Approved



evii-dev9.fa.sender@workflow.email.us-ashburn-1.ocs.oraclecloud.com

To Siddesh B Chari

(i) This sender evii-dev9.fa.sender@workflow.email.us-ashburn-1.ocs.oraclecloud.com is from outside your organization.

Wed 3/12/2025 1:02 PM

**Metropolitan Atlanta Rapid Transit Authority (MARTA)**

Your Supplier Registration Request was Approved

Request Number	4004
Request Date	12 March 2025
Requested By	<a href="mailto:siddesh.chari@infosys.com">siddesh.chari@infosys.com</a>
Company	test_ext_spendauth_reg

k. You can check the status of registration approval in path Procurement > Suppliers > task > Manage supplier registration requests

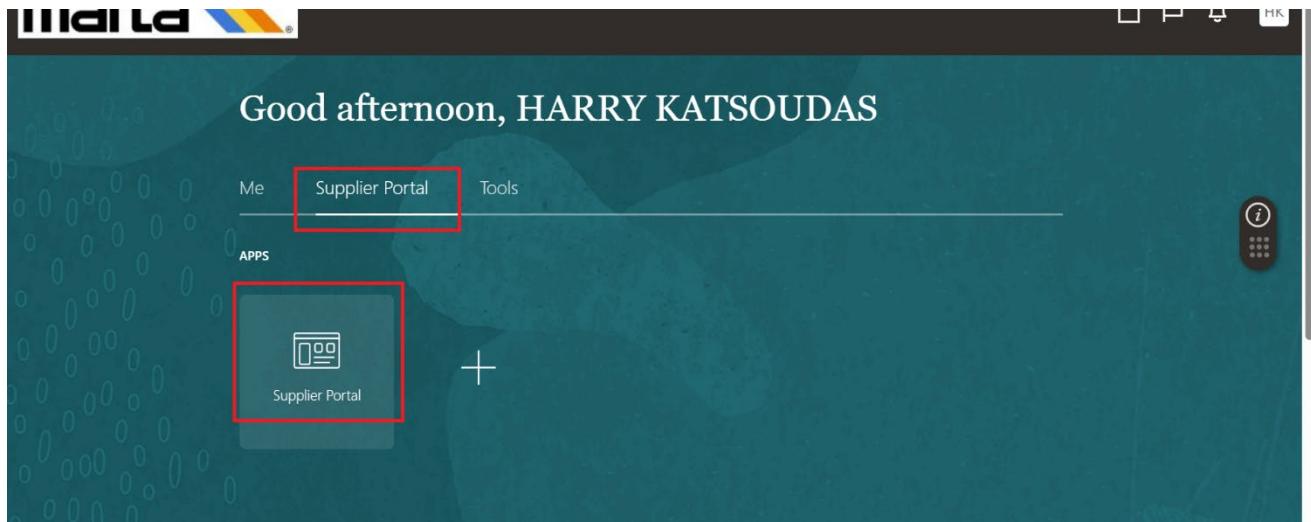


Also note that source of supplier creation is 'external' in this case

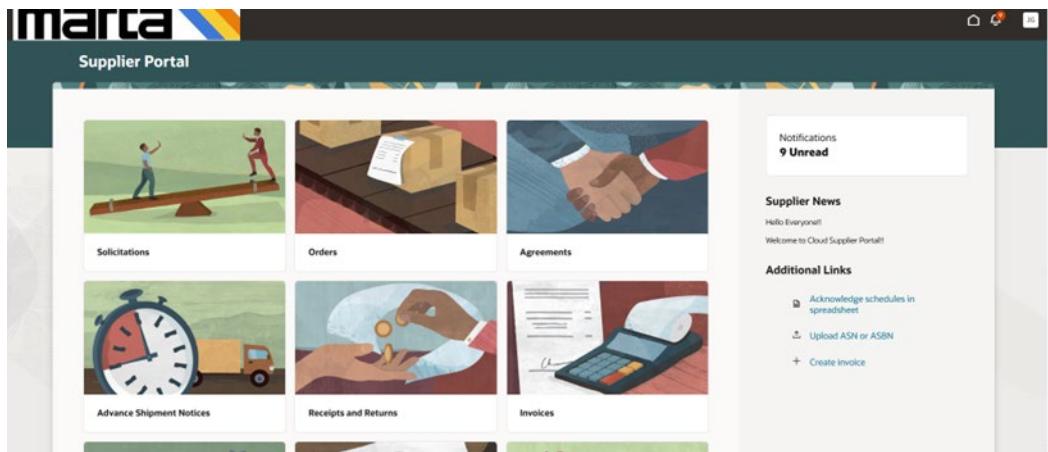
l. You can search the same supplier in the path 'manage suppliers & search the supplier'. You will see that the supplier is created after auto approval

### 3. Create ASN in Supplier Portal

a. To create ASN in supplier portal, login as supplier. Goto supplier portal



b. Under shipments, click on 'create ASN'



c. Search for the purchase order number for which you need to create ASN. After searching select the line For which you want to create ASN & click on 'Create ASN' button

Search Results

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
FY24 - APARC ...			202300819	3	1	08/28/2023	94,367.59	DOLLAR
P40193 - MOD ...			202300819	5	1	09/14/2023	213,888.88	DOLLAR
P40193 - MOD ...			202300819	7	1	09/09/2023	274,872.5	DOLLAR
P40193 - MOD ...			202300819	8	1	09/09/2023	151,635	DOLLAR
Undefined Provi...			202300819	9	1	07/06/2024	199,440.99	DOLLAR

d. Under header details, enter the details. You can also enter other details if required

Header

* Shipment	TEST ASN1	Packing Slip	
* Shipped Date	03/17/2025 4:04 AM	Packaging Code	
* Expected Receipt Date	03/17/2025 4:04 AM	Special Handling Code	
Freight Terms		Tare Weight	
Shipping Method	Standard Air	Tare Weight UOM	
Number of Supplier Packing Units		Net Weight	
Bill of Lading		Net Weight UOM	
Waybill		Comments	

e. Under line details enter the quantity

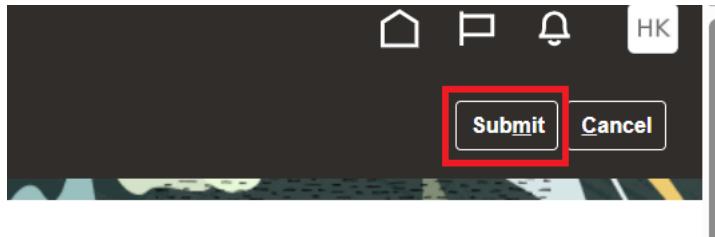
Header

* Shipment	TEST ASN1	Packing Slip	
* Shipped Date	03/17/2025 4:04 AM	Packaging Code	
* Expected Receipt Date	03/17/2025 4:04 AM	Special Handling Code	
Freight Terms		Tare Weight	
Shipping Method	Standard Air	Tare Weight UOM	
Number of Supplier Packing Units		Net Weight	
Bill of Lading		Net Weight UOM	
Waybill		Comments	

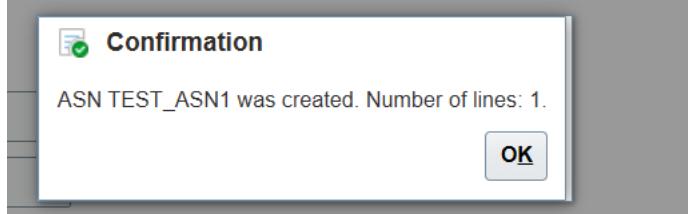
Lines

	Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
	P40193 - MOD ...			202300819	151,635	DOLLAR	Headquarters	151,635	DOLLAR	0

f. Click on submit

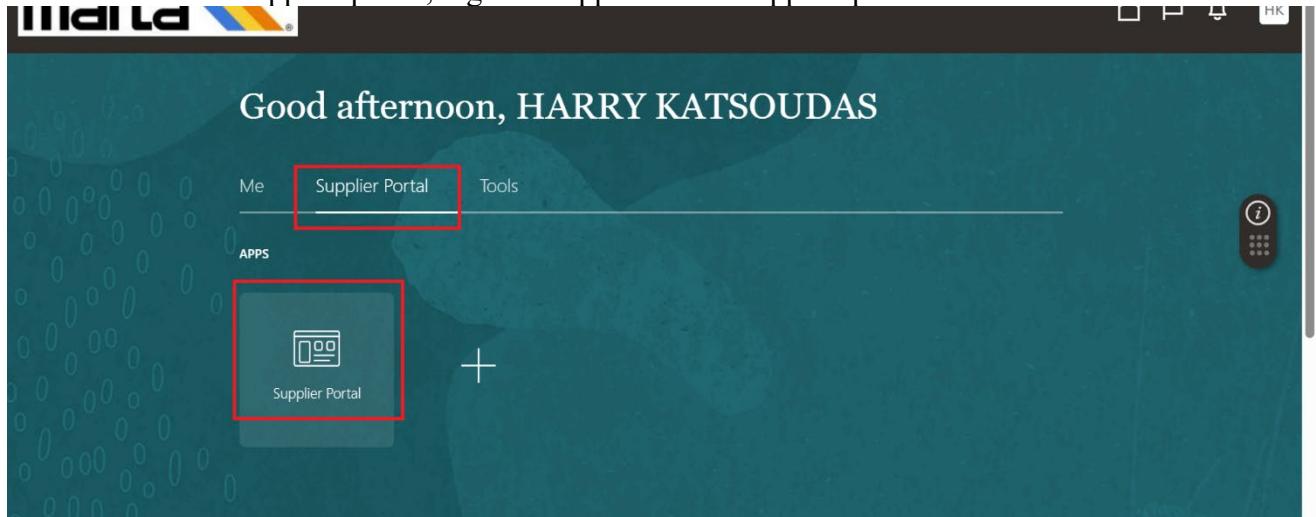


A confirmation pops up confirming the creation of ASN

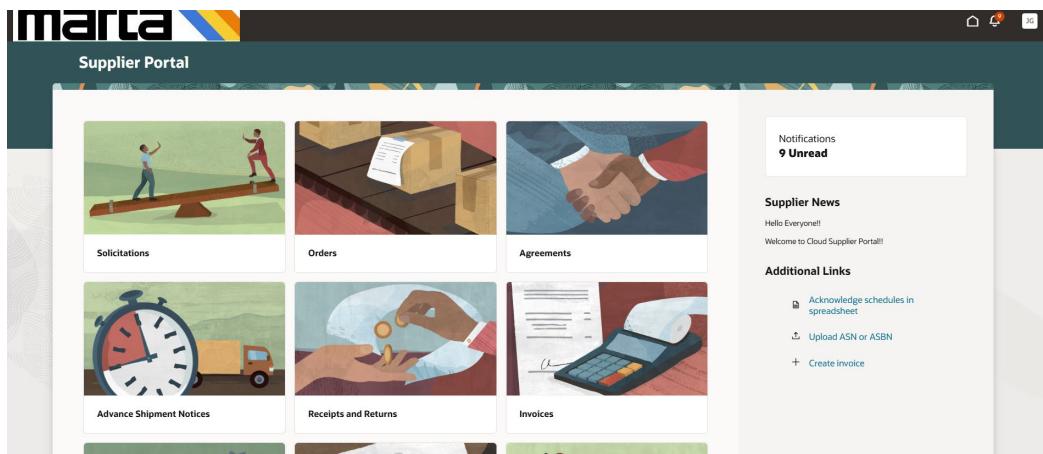


#### 4. Create Invoice from Supplier Portal

- To create ASN in supplier portal, login as supplier. Goto supplier portal



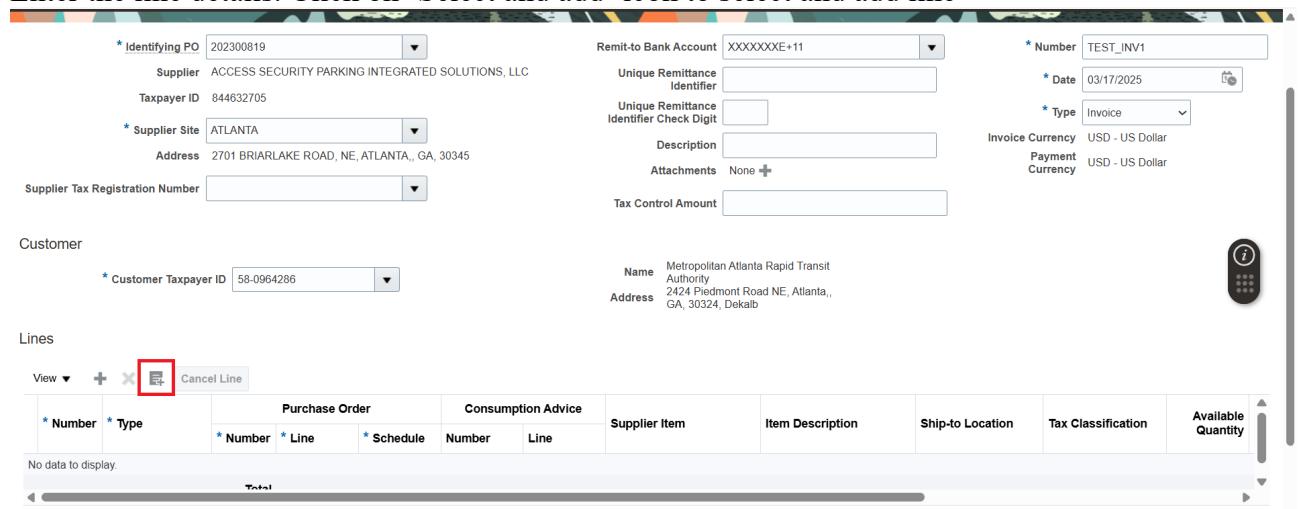
b. Click on 'Create invoice'



c. In 'Identifying PO' LOV, select the PO for which you want to create invoice

d. Select the supplier site, Remit to bank account. Enter invoice number, select date on which you are creating invoice, select type-Invoice. Under customer select the customer

e. Enter the line details. Click on 'Select and add' icon to select and add line



Customer

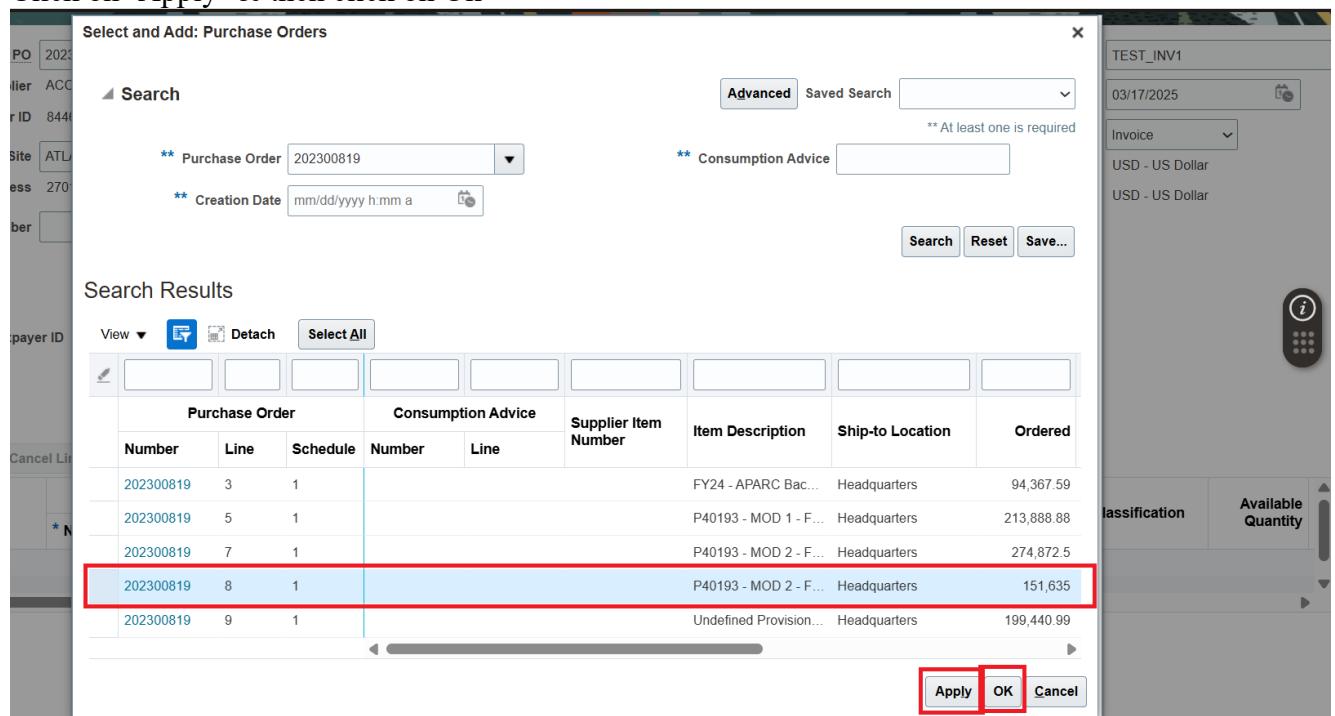
\* Customer Taxpayer ID: 58-0964286

Address: Metropolitan Atlanta Rapid Transit Authority  
2424 Piedmont Road NE, Atlanta, GA, 30324, Dekalb

Lines

Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
* Number	* Type	* Number	* Line	* Schedule	Number	Line		
No data to display.								

Click on 'Apply' & then click on Ok



Search

Advanced Saved Search

\*\* Purchase Order: 202300819

\*\* Consumption Advice

\*\* Creation Date: mm/dd/yyyy h:mm a

Search Results

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line	Number			
202300819	3	1			FY24 - APARC Bac...	Headquarters	94,367.59	
202300819	5	1			P40193 - MOD 1 - F...	Headquarters	213,888.88	
202300819	7	1			P40193 - MOD 2 - F...	Headquarters	274,872.5	
202300819	8	1			P40193 - MOD 2 - F...	Headquarters	151,635	
202300819	9	1			Undefined Provision...	Headquarters	199,440.99	

Classification Available Quantity

Apply OK Cancel

**Note:** If you are creating invoice for all lines select 'Select all'

Line will be added

Supplier Site: ATLANTA  
Address: 2701 BRIARLAKE ROAD, NE, ATLANTA, GA, 30345  
Supplier Tax Registration Number:

Description:   
Attachments: None  
Tax Control Amount:

Invoice Currency: USD - US Dollar  
Payment Currency: USD - US Dollar

Customer  
Customer Taxpayer ID: 58-0964286  
Name: Metropolitan Atlanta Rapid Transit Authority  
Address: 2424 Piedmont Road NE, Atlanta, GA, 30324, DeKalb

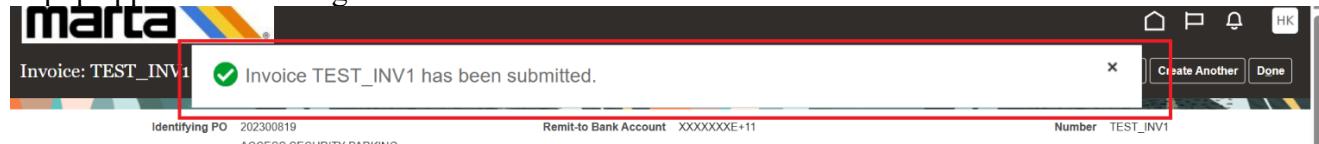
Lines  
View  +  X  Cancel Line

* Number	* Type	Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
		* Number	* Line	* Schedule	Number	Line				
1	Item	202300819	8		1		P40193 - MOD 2 - FY26 - A...	Headquarters		151,635
Total										

Summary Tax Lines  
View

f. Click on 'Save' first to save the details then click on submit

Popup appears confirming the invoice has been created

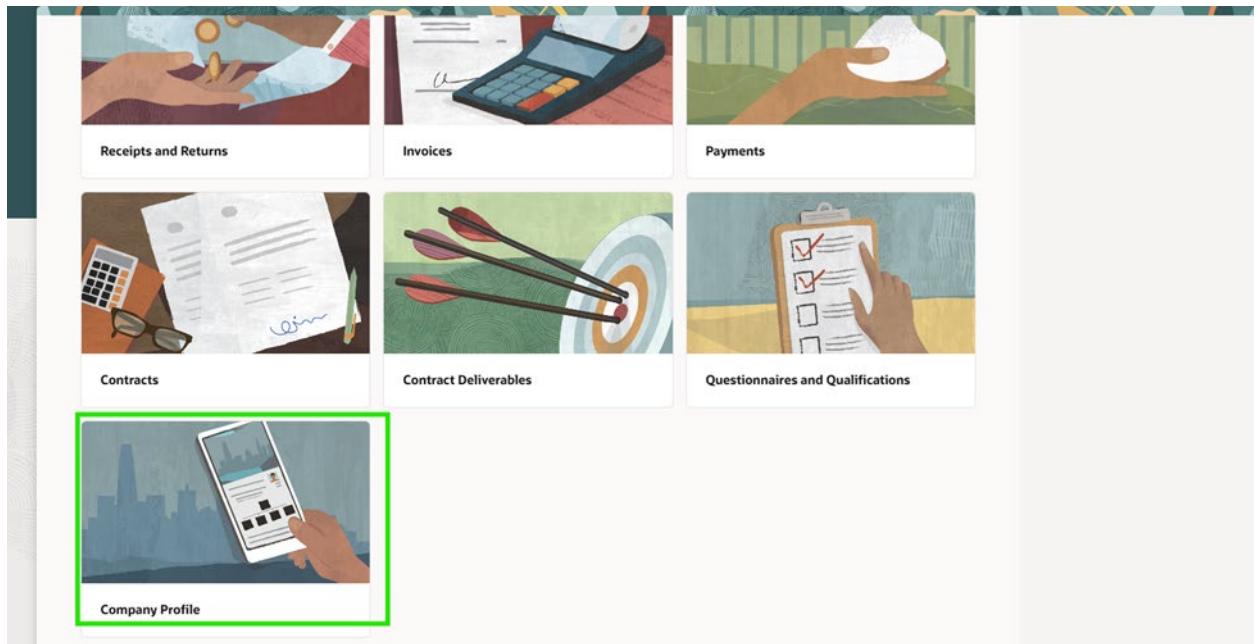


## 5. View Invoice Status from Supplier Portal

a. To view invoice in supplier portal, login as supplier. Goto supplier portal



a. Under invoices & payments click on 'Invoices'



b. Enter search criteria & click on search

View Invoices

Search

** Invoice Number	TEST_Invoice_1	** Supplier	Supplier Site	Consumption Advice	Invoice Status	Paid Status	Payment Number	Advanced	Saved Search	All Invoices
Supplier Site								At least one is required		
Purchase Order										

Search Results

Invoice Number	Inv Dat	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
TEST_Invoice_1	0...	Standard	202107165	ACCESS SECURITY PARKING INTEGRATED SOLUTIONS, LLC	ATLANTA	USD	6,571.20	USD	Incom...	

Search

c. Click on 'Invoice number hyperlink to view the invoice details

View Invoices

Search

** Invoice Number	TEST_Invoice_1	** Supplier	Supplier Site	Consumption Advice	Invoice Status	Paid Status	Payment Number	Advanced	Saved Search	All Invoices
Supplier Site								At least one is required		
Purchase Order										

Search Results

Invoice Number	Inv Dat	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
TEST_Invoice_1	0...	Standard	202107165	ACCESS SECURITY PARKING INTEGRATED SOLUTIONS, LLC	ATLANTA	USD	6,571.20	USD	Incom...	

Search

d. You will be able to see invoice details

Identifying PO: 202107165  
 Supplier: ACCESS SECURITY PARKING INTEGRATED SOLUTIONS, LLC  
 Taxpayer ID: 844632705  
 Supplier Site: ATLANTA  
 Address: 2701 BRIARLAKE ROAD, NE, ATLANTA, GA, 30345  
 Supplier Tax Registration Number:   
 Remit-to Bank Account: X00000000000  
 Unique Remittance Identifier:   
 Unique Remittance Identifier Check Digit:   
 Description:   
 Attachments: None  
 Tax Control Amount:   
 Number: TEST\_Invoice\_1  
 Date: 06/05/2025  
 Type: Invoice  
 Invoice Currency: USD - US Dollar  
 Payment Currency: USD - US Dollar

Customer  
 Customer Taxpayer ID: 55-0964286  
 Name: Metropolitan Atlanta Rapid Transit Authority  
 Address:

Lines

* Number	* Type	Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM
		* Number	* Line	* Schedule	Number								
1	Item	202107165	2	1	FY22 - Allowance for Parts ...	Headquarters A				6571.2	1	DOLLAR	
Total													

Summary Tax Lines

## 6. Redwood - Supplier Portal Redwood Experience

Login to Dev7

URL: <https://login-evii-dev7-saasfaprod1.fa.ocs.oraclecloud.com>

Enter Valid user ID and Password

Sign In  
 Oracle Applications Cloud

Company Single Sign-On

or

User ID  
 test4uat@hotmail.com

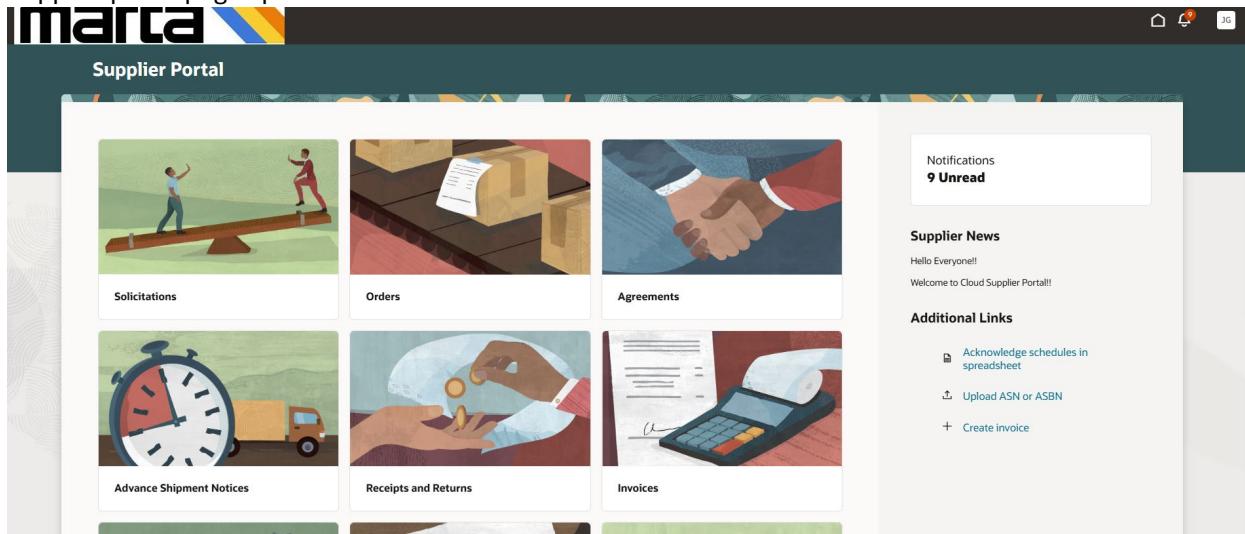
Password  
 \*\*\*\*\*

[Forgot Password](#)

From the home page, go to Supplier portal and select 'Supplier Portal'



Supplier portal page opens in Redwood



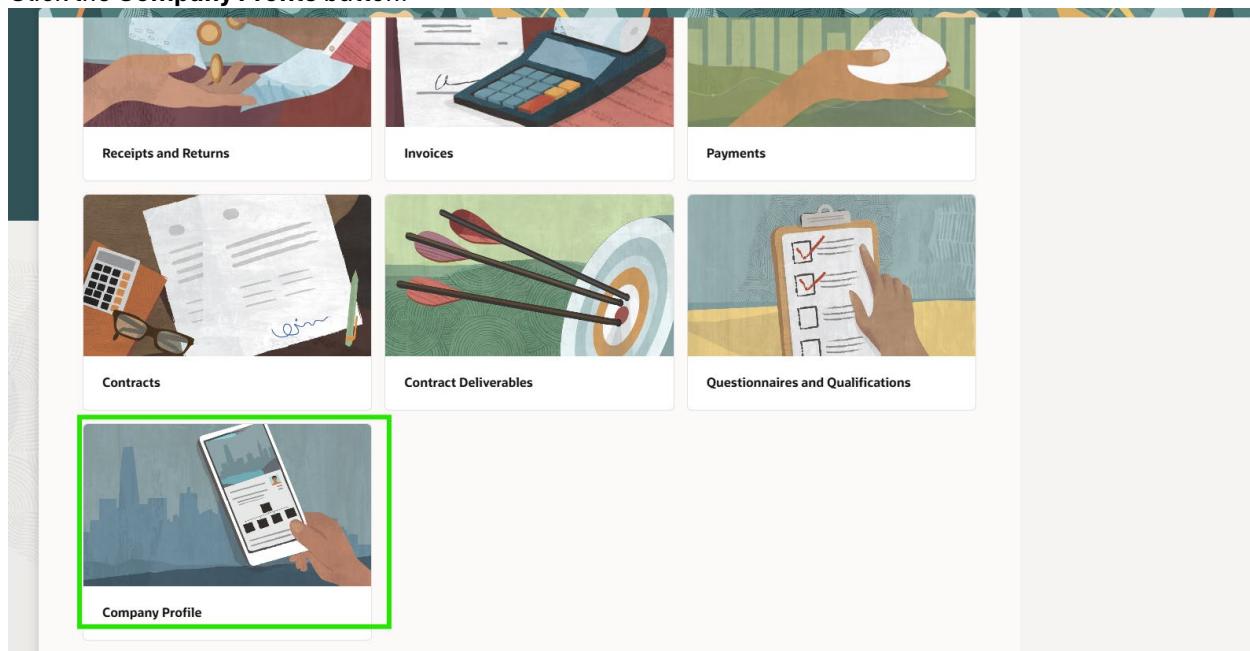
## 7. Supplier Profile Management

From the home page, go to **Supplier portal** and select 'Supplier Portal'



Supplier portal Redwood page window opens in redwood.

Click the **Company Profile** button.



View the profile details

123 Easy Solutions LLC

Company profile

View Last Change Request   Change Profile

Organization Details   Addresses   Contacts   Bank Accounts   Business Classifications   Products and Services

**General**

Supplier Number 55345	Supplier Type Vendor	Status Active	Tax Organization Type Corporation
D-U-N-S Number 876590300	Customer Number	SIC	National Insurance Number

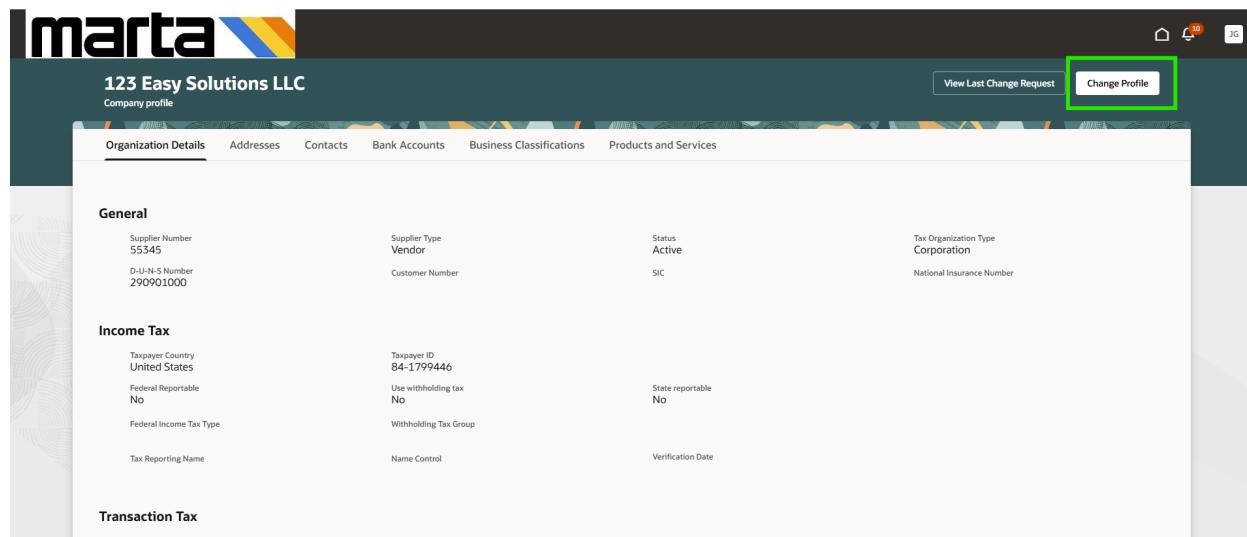
**Income Tax**

Taxpayer Country United States	Taxpayer ID 84-1799446	Use withholding tax No	State reportable No
Federal Reportable No	Federal Income Tax Type	Withholding Tax Group	
	Tax Reporting Name	Name Control	Verification Date

**Transaction Tax**

Tax Registration Country	Tax Registration Type	Tax Registration Number
--------------------------	-----------------------	-------------------------

Click on Change profile button to edit details.



123 Easy Solutions LLC  
Company profile

View Last Change Request Change Profile

Organization Details Addresses Contacts Bank Accounts Business Classifications Products and Services

**General**

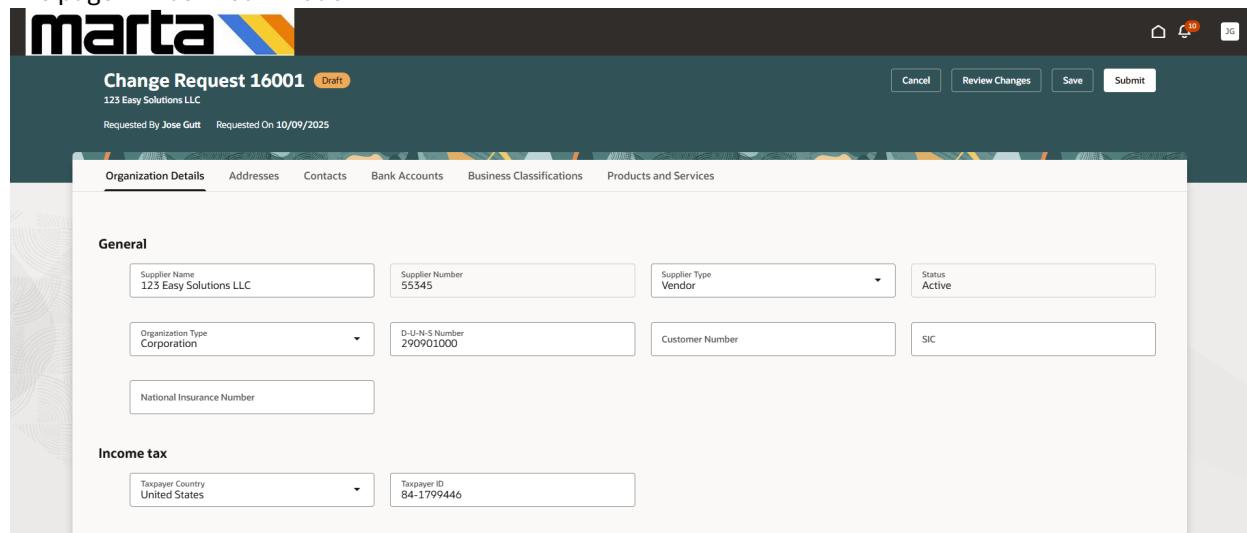
Supplier Number 55345	Supplier Type Vendor	Status Active	Tax Organization Type Corporation
D-U-N-S Number 290901000	Customer Number	SIC	National Insurance Number

**Income Tax**

Taxpayer Country United States	Taxpayer ID 84-1799446	Use withholding tax No	State reportable No
Federal Reportable No	Federal Income Tax Type	Withholding Tax Group	
Tax Reporting Name	Name Control	Verification Date	

**Transaction Tax**

The page will be in edit mode.



Change Request 16001 Draft

123 Easy Solutions LLC

Requested By Jose Gutt Requested On 10/09/2025

Cancel Review Changes Save Submit

Organization Details Addresses Contacts Bank Accounts Business Classifications Products and Services

**General**

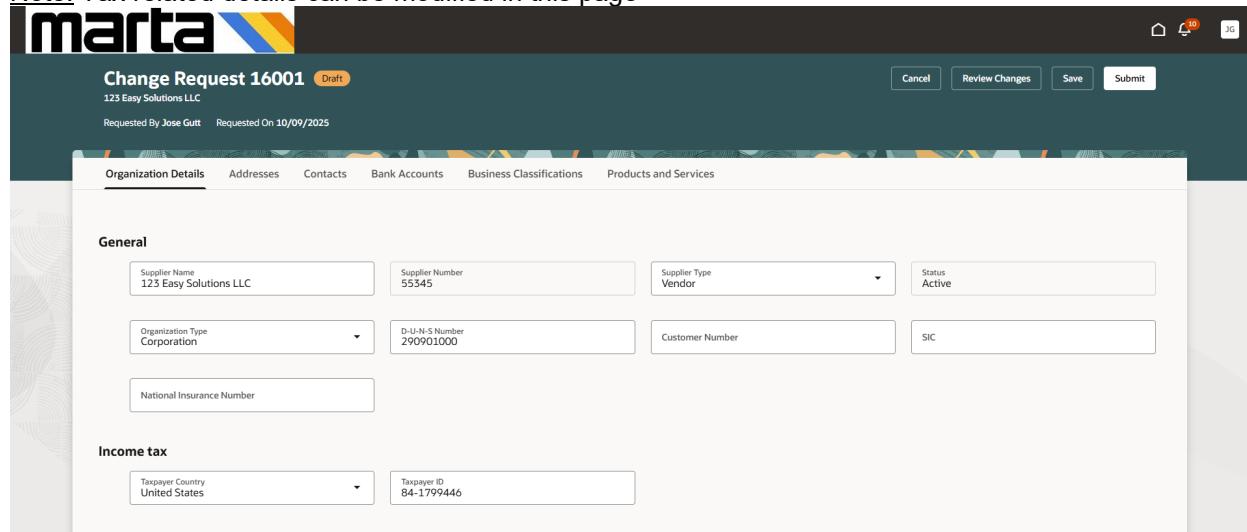
Supplier Name 123 Easy Solutions LLC	Supplier Number 55345	Supplier Type Vendor	Status Active
Organization Type Corporation	D-U-N-S Number 290901000	Customer Number	SIC
National Insurance Number			

**Income tax**

Taxpayer Country United States	Taxpayer ID 84-1799446
-----------------------------------	---------------------------

Make changes to **profile** details as required. Click on save

Note: Tax related details can be modified in this page



Change Request 16001 Draft

123 Easy Solutions LLC

Requested By Jose Gutt Requested On 10/09/2025

Cancel Review Changes Save Submit

Organization Details Addresses Contacts Bank Accounts Business Classifications Products and Services

**General**

Supplier Name 123 Easy Solutions LLC	Supplier Number 55345	Supplier Type Vendor	Status Active
Organization Type Corporation	D-U-N-S Number 290901000	Customer Number	SIC
National Insurance Number			

**Income tax**

Taxpayer Country United States	Taxpayer ID 84-1799446
-----------------------------------	---------------------------

To make changes to Address, click on **Addresses** tab, enter details & save

Note: If there are multiple addresses then click on edit icon against which changes to be done & then make changes and click update

Change Request 16001 Draft

123 Easy Solutions LLC

Requested By Jose Gutt Requested On 10/09/2025

Organization Details Addresses Contacts Bank Accounts Business Classifications Products and Services

3 items + Add Address

**Buford**

Purpose: Receive Purchase Orders, Receive Payments

Address: 2368 Stone Willow Way, Berkeley Lake, GA, Gwinnett

Phone: +1 646 271 4163

**Mark**

Purpose: Receive Purchase Orders, Receive Payments

Address:

Phone:

**Warner**

Purpose:  Receive Purchase Orders  Receive Payments  Bid on RFQs

Address:

Phone:

Active Edit

Click on update to save changes

Change Request 16001 Draft

123 Easy Solutions LLC

Requested By Jose Gutt Requested On 10/09/2025

Organization Details Addresses Contacts Bank Accounts Business Classifications Products and Services

3 items + Add Address

**Buford**

Purpose: Receive Purchase Orders, Receive Payments

Address: 2368 Stone Willow Way, Berkeley Lake, GA, Gwinnett

**Mark**

Purpose: Receive Purchase Orders, Receive Payments

Address:

**Warner**

Purpose: Receive Purchase Orders, Receive Payments

Address: Abbeville, Wilcox

**Mark**

Address Name: Mark

Purpose:  Receive Purchase Orders  Receive Payments  Bid on RFQs

Country/Region: United States

Address Line 1:

Address Line 2:

City: Abbeville

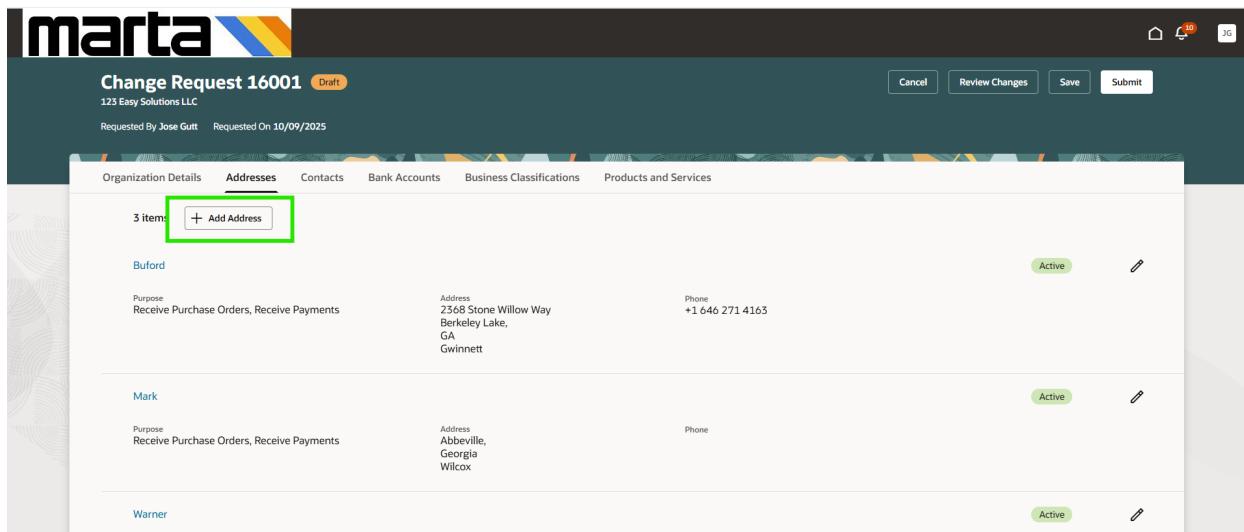
State: Georgia

Postal Code:

County: Wilcox

Cancel Update

To add new address click on +Add address icon, enter details and click on create



Change Request 16001 Draft

123 Easy Solutions LLC

Requested By Jose Gutt Requested On 10/09/2025

Organization Details Addresses Contacts Bank Accounts Business Classifications Products and Services

3 items + Add Address

**Buford**

Purpose: Receive Purchase Orders, Receive Payments

Address: 2568 Stone Willow Way, Berkeley Lake, GA, Gwinnett

Phone: +1 646 271 4163

**Mark**

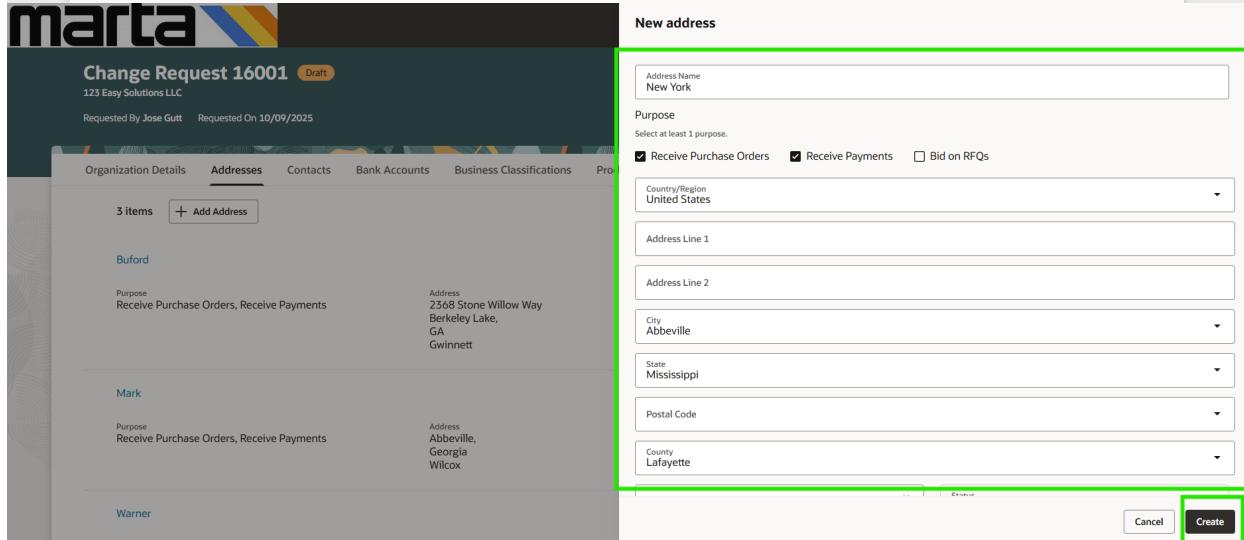
Purpose: Receive Purchase Orders, Receive Payments

Address: Abberville, Georgia, Wilcox

Phone: (Active) Edit

**Warner**

Active Edit



New address

Address Name: New York

Purpose: Select at least 1 purpose.

Receive Purchase Orders  Receive Payments  Bid on RFQs

Country/Region: United States

Address Line 1

Address Line 2

City: Abberville

State: Mississippi

Postal Code

County: Lafayette

Cancel Create

To make changes to Contacts, click on **Contact** tab, click on edit, enter details & save

**Note:** If there are multiple Contacts then click on edit icon against which changes to be done & then make changes and click update

Change Request 16001 Draft

123 Easy Solutions LLC

Requested By Jose Gutt Requested On 10/09/2025

Organization Details Addresses Contacts Bank Accounts Business Classifications Products and Services

3 items + Add Contact

**Jose Gutt**

Phone +1 646 271 4164 Email 123EASYSOLUTIONSLLC@GMAIL.DC3.COM Addresses Buford

**Mark M**

Phone Email mark290903@email.com Addresses Mark

**Vikram Naraboina**

Phone Email test\_vikramaditya.n@infosys.com Addresses

Active

Active

Active

Change Request 16001 Draft

123 Easy Solutions LLC

Requested By Jose Gutt Requested On 10/09/2025

Organization Details Addresses Contacts Bank Accounts Business Classifications Products and Services

3 items + Add Contact

**Mark M**

First Name Mark Last Name G

Middle Name Job Title

Status Active

Administrative Contact

Email mark290903@email.com

Country US Phone Ext

Country US Mobile

Country Ext

Cancel Update

**Jose Gutt**

Phone +1 646 271 4164 Email 123EASYSOLUTIONSLLC@GMAIL.DC3.COM

**Mark M**

Phone Email mark290903@email.com

**Vikram Naraboina**

Phone Email test\_vikramaditya.n@infosys.com

Make changes to **Bank Account** details & save

**Note:** If there are multiple **Bank accounts** then click on edit icon against which changes to be done. Also you can create new **Bank account** in this page.

Note: Only one bank account can be primary

Change Request 16001 Draft

123 Easy Solutions LLC

Requested By Jose Gutt Requested On 10/09/2025

Organization Details Addresses Contacts **Bank Accounts** Business Classifications Products and Services

2 items [+ Add Bank Account](#)

XXXXXX0987 United States	Branch BANK OF AMERICA	Currency USD
From Date 09/30/2025	Inactive Date	
XXXXX1022 United States	Branch Wells Fargo - Atlanta	Currency USD
Bank Wells Fargo Bank, N.A. - 2023	From Date 09/16/2025	Inactive Date

Change Request 16001 Draft

123 Easy Solutions LLC

Requested By Jose Gutt Requested On 10/09/2025

Organization Details Addresses Contacts **Bank Accounts** Business Classifications Products and Services

2 items [+ Add Bank Account](#)

XXXXXX0987 United States	Branch BANK OF AMERICA	Inactive Date
From Date 09/30/2025		
XXXXX1022 United States	Branch Wells Fargo - Atlanta	Inactive Date
Bank Wells Fargo Bank, N.A. - 2023	From Date 09/16/2025	Inactive Date

**XXXXX1022**

Country  
United States

Account Number  
XXXXX1022

Currency  
USD

Routing Number  
061209756

Bank  
Wells Fargo Bank, N.A. - 2023

Bank Branch  
Wells Fargo - Atlanta

Account Type  
Checking

Account Holder

Allow international payments  Primary

From Date  
9/16/2025

Inactive Date

[Cancel](#) **Update**

Make changes to **Business Classification** details & save

**Note:** If there are multiple **Business Classification** then click on edit icon against which changes to be done. Also you can create new **Business Classification** in this page.

Change Request 16001 Draft

Requested By Jose Gutt Requested On 10/09/2025

Organization Details Addresses Contacts Bank Accounts Business Classifications Products and Services

None of the classifications are applicable

2 items + Add Business Classification

27	Certifying Agency GDOT	Certificate Start Date 11/17/2023	Certificate End Date 12/01/2025	Current	
8B	Other Certifying Agency TST	Certificate Start Date 09/01/2025	Certificate End Date 09/01/2025	Expired	

Change Request 16001 Draft

Requested By Jose Gutt Requested On 10/09/2025

Organization Details Addresses Contacts Bank Accounts Business Classifications Products and Services

None of the classifications are applicable

2 items + Add Business Classification

27

Certifying Agency  
GDOT

Certificate Start Date  
11/17/2023

Certificate End Date  
12/30/2025

Status  
Current

Certificate Number  
17231

Provided By  
Jose Gutt

Notes

Attachments

Cancel

Select additional **Products and services** or uncheck existing products and services

Category	Description
<input type="checkbox"/> 00500	ABRASIVES
<input checked="" type="checkbox"/> 00505	Abrasive Equipment and Tools
<input type="checkbox"/> 00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
<input checked="" type="checkbox"/> 00521	Abrasives, Sandblasting, Metal
<input checked="" type="checkbox"/> 00528	Abrasives, Sandblasting (Other than Metal)
<input type="checkbox"/> 00542	Abrasives, Solid: Wheels, Stones, etc.
<input type="checkbox"/> 00556	Abrasives, Tumbling (Wheel)

Click on 'Review Changes' button

Category	Description
<input type="checkbox"/> 00500	ABRASIVES
<input checked="" type="checkbox"/> 00505	Abrasive Equipment and Tools
<input type="checkbox"/> 00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
<input type="checkbox"/> 00521	Abrasives, Sandblasting, Metal
<input checked="" type="checkbox"/> 00528	Abrasives, Sandblasting (Other than Metal)

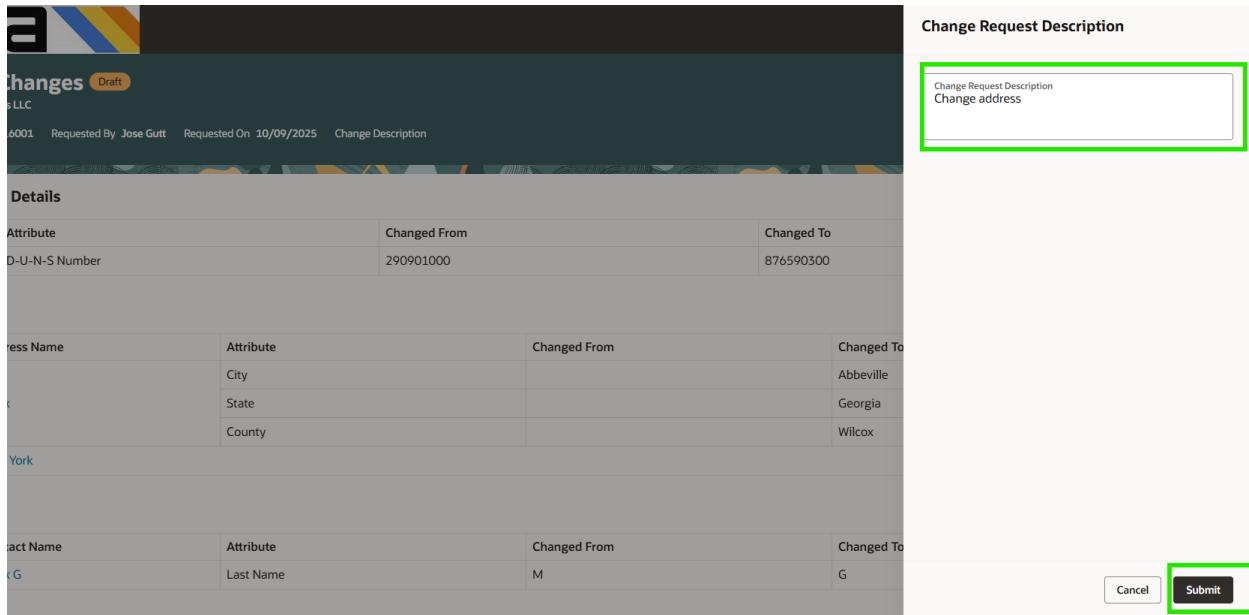
Click on 'Submit' button

Attribute	Changed From	Changed To
D-U-N-S Number	290901000	876590300

Address Name	Attribute	Changed From	Changed To
Mark	City		Abbeville
	State		Georgia
New York	County		Wilcox

Contact Name	Attribute	Changed From	Changed To
Mark G	Last Name	M	G

Enter change request description and click on “Submit”



Changes Draft

6001 Requested By Jose Gutt Requested On 10/09/2025 Change Description

**Details**

Attribute	Changed From	Changed To
D-U-N-S Number	290901000	876590300

Address Name	Attribute	Changed From	Changed To
	City		Abbeville
	State		Georgia
	County		Wilcox

Contact Name	Attribute	Changed From	Changed To
Joe G	Last Name	M	G

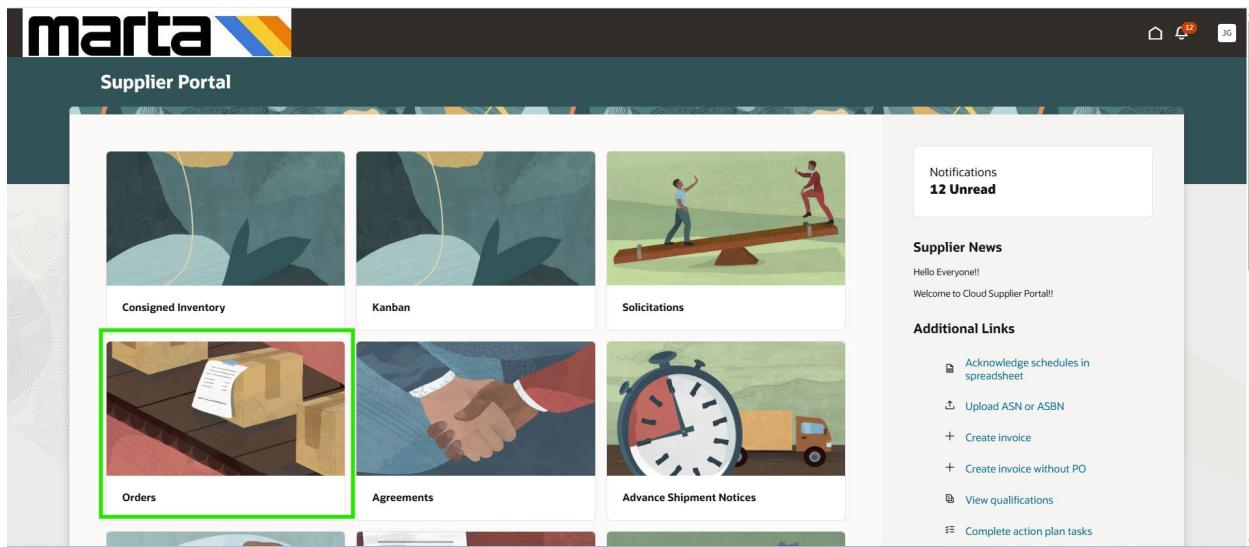
Cancel **Submit**

## 8. Manage Purchase Order

From the home page, go to Supplier portal and select 'Supplier Portal'



In the window that opens up, select the **Orders** tile to see the Purchase Orders area and find various filters to view the Purchase Orders received from MARTA



In the window that opens up, find the Search area and type any specific Purchase Order to view the details of that particular Order. Click **Search**

Order	Line - Schedule	Status	Description	Buyer	Supplier Item	Quantity	Price	Ordered	Due Date
202510347	1-1	Canceled	Cancel PO line backed by requisition having multiple lines and check fund reservation goes back to requisition-02	Vikramaditya Naraboina		10 EACH	60.00 USD	360.00 USD	10/12/2025
202510347	2-1	Open	Cancel po line backed by requisition having multiple lines and check fund reservation goes back to requisition-01	Vikramaditya Naraboina		8 EACH	70.00 USD	560.00 USD	10/12/2025

Click on the Order number hyperlink to expand the Order and view all the details such as Schedules, Order Lifecycle, Additional Details and Order History

Order	Line - Schedule	Status	Description	Buyer	Supplier Item	Quantity	Price	Ordered	Due Date
202510347	1-1	Canceled	Cancel PO line backed by requisition having multiple lines and check fund reservation goes back to requisition-02	Vikramaditya Naraboina		10 EACH	60.00 USD	360.00 USD	10/12/2025
202510347	2-1	Open	Cancel po line backed by requisition having multiple lines and check fund reservation goes back to requisition-01	Vikramaditya Naraboina		8 EACH	70.00 USD	560.00 USD	10/12/2025

Click on the Line-Schedule hyperlink to see Line details and Schedule details expanded view

**Purchase Order 202510347** Open

Sold-to Legal Entity: Metropolitan Atlanta Rapid Transit Authority | Creation Date: 10/07/2025 | Order Date: 10/07/2025

Supplier: 123 Easy Solutions LLC | Supplier Site: Buford | Buyer: Vikramaditya Naraboina | Ordered: 920.00 USD

Ship-to Location: Perry Bus Maintenance | Requester: Vikramaditya Naraboina

**Schedules** Order Life Cycle Additional Order Details Order History

[Cancel Schedule](#)

Line - Schedule	Description	Item	Status	Supplier Item	Quantity	Price (USD)	Ordered (USD)	Due Date
1-1	Cancel PO line backed by requisition having multiple lines and check fund reservation goes back to requisition-02		Canceled		10 EACH	60.00	360.00	10/12/2025
2-1	Cancel po line backed by requisition having multiple lines and check fund reservation goes back to requisition-01		Open		8 EACH	70.00	560.00	10/12/2025

**Line 2 - Schedule 1: Cancel po line backed by requisition having multiple lines and check fund reservation goes back to requisition-01**

[Open](#)

**Overview** Notes and Attachments

Line Type: Goods | Quantity: 8 EACH | Price: 70.00 USD | Ordered: 560.00 USD

Category: MISC

**Product details**

**Shipping and delivery**

Ship-to Organization: MARTA EXPENSE ORG | Ship-to Location: Perry Bus Maintenance | Requested Delivery Date: 10/13/2025

Click on the Order Lifecycle tab to view all related documents(Receipts/Invoices) and detailed status of the order

**Purchase Order 202510347** Open

Sold-to Legal Entity: Metropolitan Atlanta Rapid Transit Authority | Creation Date: 10/07/2025 | Order Date: 10/07/2025

Supplier: 123 Easy Solutions LLC | Supplier Site: Buford | Buyer: Vikramaditya Naraboina | Ordered: 920.00 USD

Ship-to Location: Perry Bus Maintenance | Requester: Vikramaditya Naraboina

**Schedules** **Order Life Cycle** Additional Order Details Order History

Order Status	Amount
Ordered	920.00
Fulfilled	360.00
Invoiced	360.00

**Order Status Legend:**

- Ordered
- Delivered
- In Receiving
- In Transit
- Paid
- Partially Paid
- Unpaid

Sold-to Legal Entity: Metropolitan Atlanta Rapid Transit Authority Creation Date: 10/07/2025 Order Date: 10/07/2025

### Schedules

Line - Schedule	Description	Ordered Quantity	Ordered Amount	Shipped	Received	Delivered	Invoiced Quantity	Invoiced Amount
1-1	Cancel PO line backed by requisition having multiple lines and check fund reservation goes back to requisition-02	10 EACH	360.00 USD	6 EACH	6 EACH	6 EACH	6 EACH	360.00 USD
2-1	Cancel po line backed by requisition having multiple lines and check fund reservation goes back to requisition-01	8 EACH	560.00 USD					

### Shipments

Line - Schedule	Description	Shipment	Shipped Date	Receipt Date	Carrier	Tracking	Expected Receipt Date	Quantity
No data to display.								

### Receipts

Line - Schedule	Description	Receipt	Date	Received By	Received	Delivered	Returned	Invoiced	Open to Invoice	Shipment
1-1	Cancel PO line backed by requisition having multiple lines and check fund reservation goes back to requisition-02	16167	10/07/2025	Vikramaditya Naraboina	6 EACH	6 EACH	6 EACH	6 EACH		

Sold-to Legal Entity: Metropolitan Atlanta Rapid Transit Authority Creation Date: 10/07/2025 Order Date: 10/07/2025

### Shipments

Line - Schedule	Description	Shipment	Shipped Date	Receipt Date	Carrier	Tracking	Expected Receipt Date	Quantity
No data to display.								

### Receipts

Line - Schedule	Description	Receipt	Date	Received By	Received	Delivered	Returned	Invoiced	Open to Invoice	Shipment
1-1	Cancel PO line backed by requisition having multiple lines and check fund reservation goes back to requisition-02	16167	10/07/2025	Vikramaditya Naraboina	6 EACH	6 EACH	6 EACH	6 EACH		

### Invoices

Line - Schedule	Description	Invoice	Type	Date	Status	Matched Quantity	Matched Amount	Receipt	Total Invoiced Amount
1-1	Cancel PO line backed by requisition having multiple lines and check fund reservation goes back to requisition-02	Inv_202510347	Standard	10/07/2025	Unpaid	6 EACH	360.00 USD	16167	360.00 USD

Click on Additional Order Details to view any additional details added by the Buyer

**Purchase Order 202510347** Open

Sold-to Legal Entity: Metropolitan Atlanta Rapid Transit Authority Creation Date: 10/07/2025 Order Date: 10/07/2025

...

Close

Supplier: 125 Easy Solutions LLC	Supplier Site: Buford	Buyer: Vikramaditya Naraboina	Ordered: 920.00 USD
Ship-to Location: Perry Bus Maintenance	Requester: Vikramaditya Naraboina		

Schedules	Order Life Cycle	Additional Order Details	Order History
Bill-to BU: MARTA	Bill-to Location: Headquarters		

### Supplier communication

Supplier Contact: Jose Gutt	Communication Method: None
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### Terms

Required Acknowledgment: None	Payment Terms: Net 30
-------------------------------	-----------------------

**Purchase Order 202510347** [Open](#)

Sold-to Legal Entity: Metropolitan Atlanta Rapid Transit Authority | Creation Date: 10/07/2025 | Order Date: 10/07/2025

Supplier: 123 Easy Solutions LLC | Supplier Site: Buford | Buyer: Vikramaditya Naraboina | Ordered: 920.00 USD

Ship-to Location: Perry Bus Maintenance | Requester: Vikramaditya Naraboina

Schedules | Order Life Cycle | Additional Order Details | **Order History**

Activity	Performed By	Date	Time	Additional information
Original Document	Vikramaditya Naraboina	10/07/2025	1:39 AM	
Original Document	Vikramaditya Naraboina	10/07/2025	1:39 AM	
Implement Revision 0		10/07/2025	2:08 AM	
Change Order 1	Vikramaditya Naraboina	10/07/2025	3:07 AM	Cancel PO line backed by a requisition having multiple lines and partially invoiced."
Change Order	Vikramaditya Naraboina	10/07/2025	3:07 AM	
Implement Revision 1		10/07/2025	3:08 AM	Cancel PO line backed by a requisition having multiple lines and partially invoiced."

Click on View PDF button to download a copy of the Purchase Order.PDF will be downloaded in your local machine & can be viewed from there.

View PDF | Close

Creation Date: 10/08/2025 | Order Date: 10/08/2025

## 9. Manage receipts and returns as supplier (View only)

From the home page, go to **Supplier Portal** and select 'Receipts and Returns'

**Supplier Portal**

Consigned Inventory | Kanban | Solicitations

Orders | Agreements | Advance Shipment Notices

**Receipts and Returns** (highlighted with a green box)

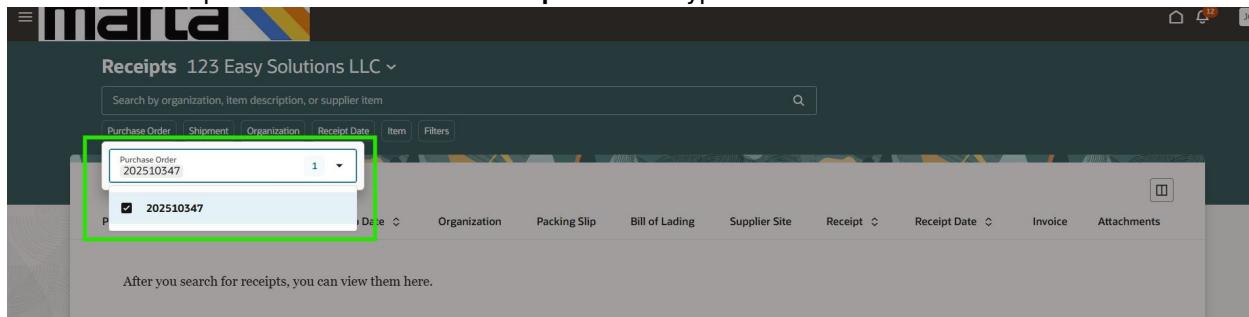
Invoices | Payments

Hello Everyone!!  
Welcome to Cloud Supplier Portal!!

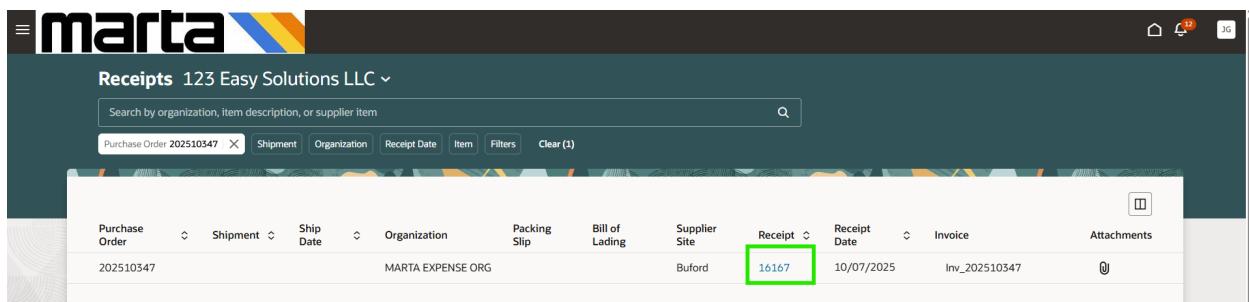
**Additional Links**

- [Acknowledge schedules in spreadsheet](#)
- [Upload ASN or ASN](#)
- [Create invoice](#)
- [Create invoice without PO](#)
- [View qualifications](#)
- [Complete action plan tasks](#)

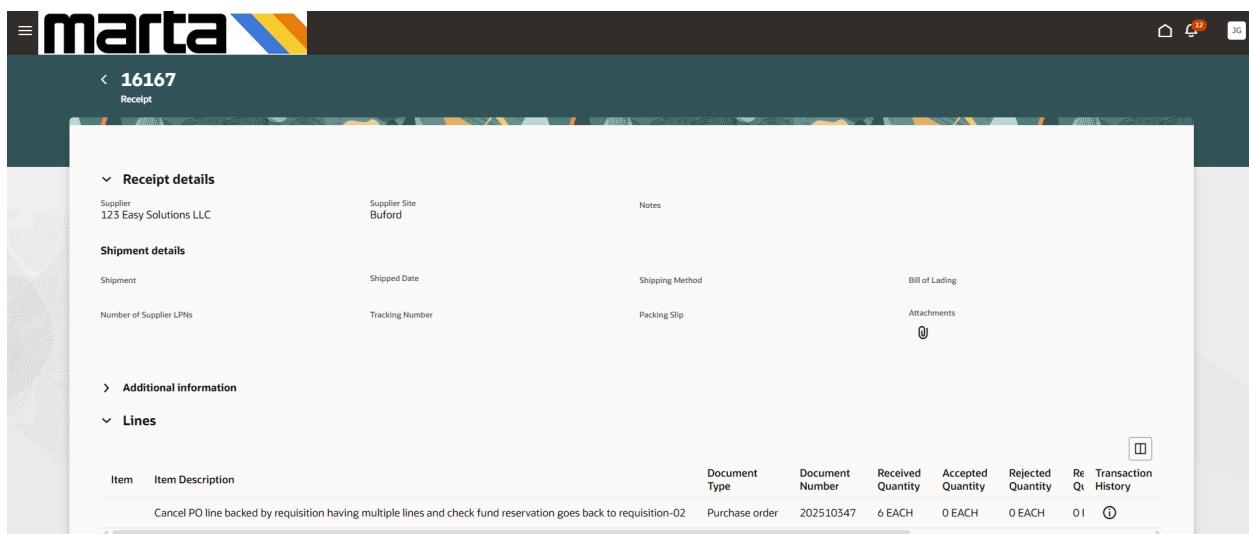
Enter the search parameters. Select the **Receipt number** hyperlink



After you search for receipts, you can view them here.



View the Receipt details



Click 'i' (Transaction history) icon- to view transaction history

**Receipt details**

Supplier: 123 Easy Solutions LLC      Supplier Site: Buford      Notes:

**Shipment details**

Shipment:      Shipped Date:      Shipping Method:      Bill of Lading:

Number of Supplier LPNs:      Tracking Number:      Packing Slip:      Attachments:

**Additional information**

**Lines**

Item	Item Description	Document Type	Document Number	Received Quantity	Accepted Quantity	Rejected Quantity	Re Qi	Transaction History
Cancel PO line backed by requisition having multiple lines and check fund reservation goes back to requisition-02								
		Purchase order	202510347	6 EACH	0 EACH	0 EACH	01	

**Cancel PO line backed by requisition having multiple lines and check fund reservation goes back to requisition-02**

**Receipt 16167**

**Transaction History**

Transaction ID	Transaction Type	Parent Transaction ID	Transaction Date	Transacted By	Subinventory	Locator	Quantity	Amount
55001	Receive		10/07/2025 2:10 AM	Naraboina, Vikramaditya			6 EACH	
55002	Deliver	55001	10/07/2025 2:10 AM	Naraboina, Vikramaditya			6 EACH	

## 10. Solicitation View & Respond

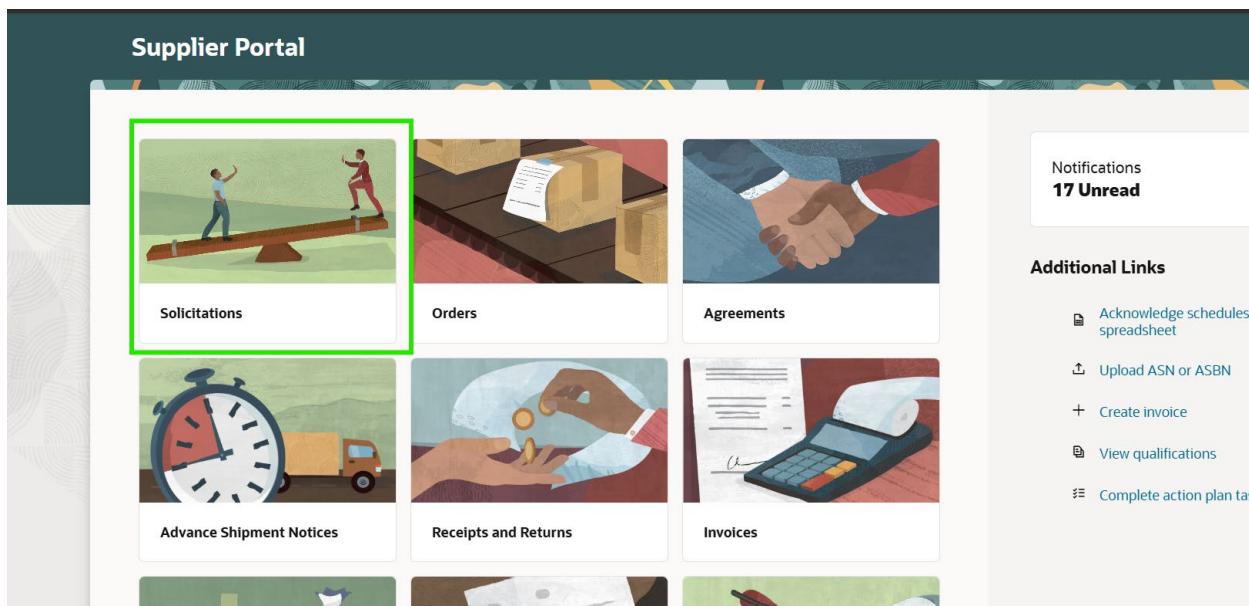
From the home page, go to **Supplier Portal** and select 'Solicitations'

Good afternoon, Jose Gutt

Supplier Portal      Tools

APPS

Supplier Portal



In the window that opens up, select the filter or type the solicitation number

Click **Search**



#### Solicitations

NEG10068

Needs Attention Open Closed Unread Messages Filters

1 item Expand All Collapse All Sort By Published Recently

🕒 Closing within 7 days.  
RFQ NEG10068: RFQ 2201\_RedWood

Time Remaining 1 Day 23 Hours

Latest Response You haven't responded yet

Unread Messages 0

Active

Select & view the **Solicitation** by clicking the **Solicitation number** hyperlink



#### Solicitations

NEG10068

Needs Attention Open Closed Unread Messages Filters

1 item Expand All Collapse All Sort By Published Recently

🕒 Closing within 7 days.  
RFQ NEG10068: RFQ 2201\_RedWood

Time Remaining 1 Day 23 Hours

Latest Response You haven't responded yet

Unread Messages 0

Active

View **Solicitation** details. To Acknowledge participation, click on **More Actions** & select **Acknowledge Participation**

The screenshot shows the MARTA Suppliers RFQ interface. At the top, the MARTA logo is visible. Below it, the RFQ details are shown: RFQ NEG10068 (Active), RFQ 2201\_RedWood, and Supplier Site Buford. A message indicates that the user hasn't acknowledged their intent to participate. The interface includes a timer (01 : 23 : 54), Open Date (10/14/2025 4:52 AM), Close Date (10/16/2025 4:50 AM), Buyer (chari, siddesh), and Outcome (Purchase Order). The 'Details' section is expanded, showing the 'Overview' tab selected. The main content area is titled 'Acknowledge Participation' for RFQ NEG10068: RFQ 2201\_RedWood. It shows the supplier (123 Easy Solutions LLC) and supplier site (Buford). A question asks if the user intends to participate, with two radio button options: 'Yes, we will participate' (selected) and 'No, we won't participate'. A note to the buyer states 'Items available to deliver'. At the bottom, there are 'Cancel' and 'Update' buttons, with 'Update' highlighted with a green box.

RFQ NEG10068 (Active)  
RFQ 2201\_RedWood  
Supplier Site Buford

You haven't acknowledged your intent to participate.  
Acknowledge Participation

Time Remaining  
01 : 23 : 54  
Days Hrs Mins

Open Date  
10/14/2025 4:52 AM  
Close Date  
10/16/2025 4:50 AM  
Responses  
You haven't responded yet

Buyer  
chari, siddesh  
Outcome  
Purchase Order

Details

Overview

Acknowledge Participation

Instructions to Buyer

RFQ NEG10068: RFQ 2201\_RedWood

Supplier  
123 Easy Solutions LLC

Supplier Site  
Buford

Do you intend to participate?

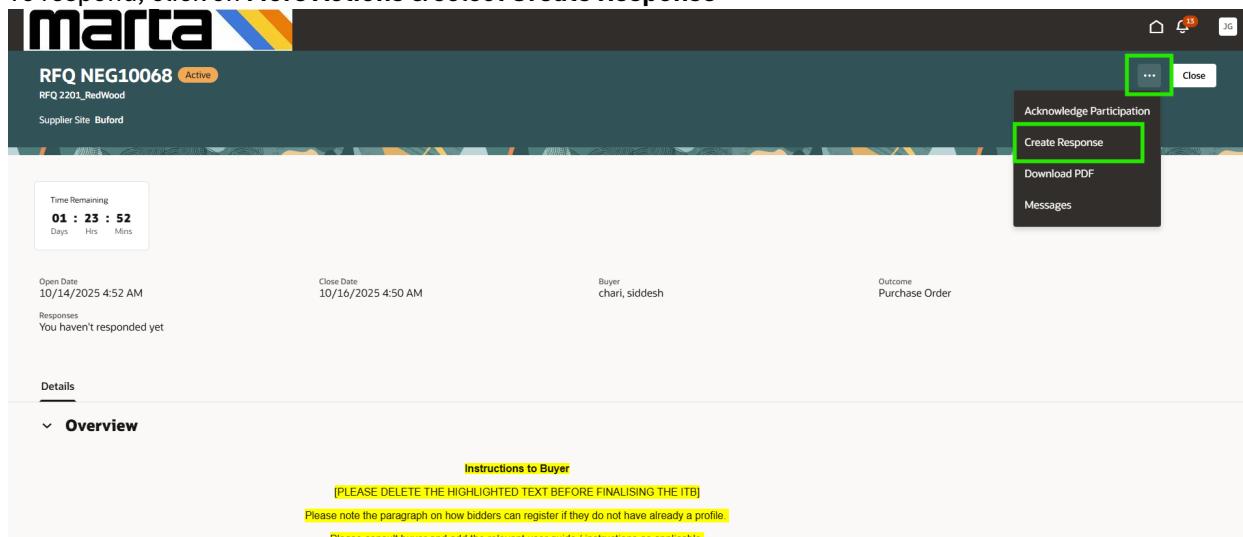
Yes, we will participate

No, we won't participate

Note to Buyer  
Items available to deliver

Cancel **Update**

To respond, click on **More Actions** & select **Create Response**



The screenshot shows the MARTA Suppliers RFQ interface. At the top, the MARTA logo is displayed. Below it, the RFQ number is shown as 'RFQ NEG10068 Active' and the supplier site is 'Buford'. A 'More Actions' menu is open, with the 'Create Response' option highlighted with a green box. Other options in the menu include 'Acknowledge Participation', 'Download PDF', and 'Messages'. The main page displays time remaining (01 : 23 : 52), open date (10/14/2025 4:52 AM), close date (10/16/2025 4:50 AM), buyer (chari, siddesh), and outcome (Purchase Order). The responses section indicates 'You haven't responded yet'. A 'Details' section is expanded, showing an 'Overview' tab. Under 'Instructions to Buyer', there is a note: 'Please note the paragraph on how bidders can register if they do not have already a profile.' and 'Please consult buyer and add the relevant user guide / instructions as applicable.'

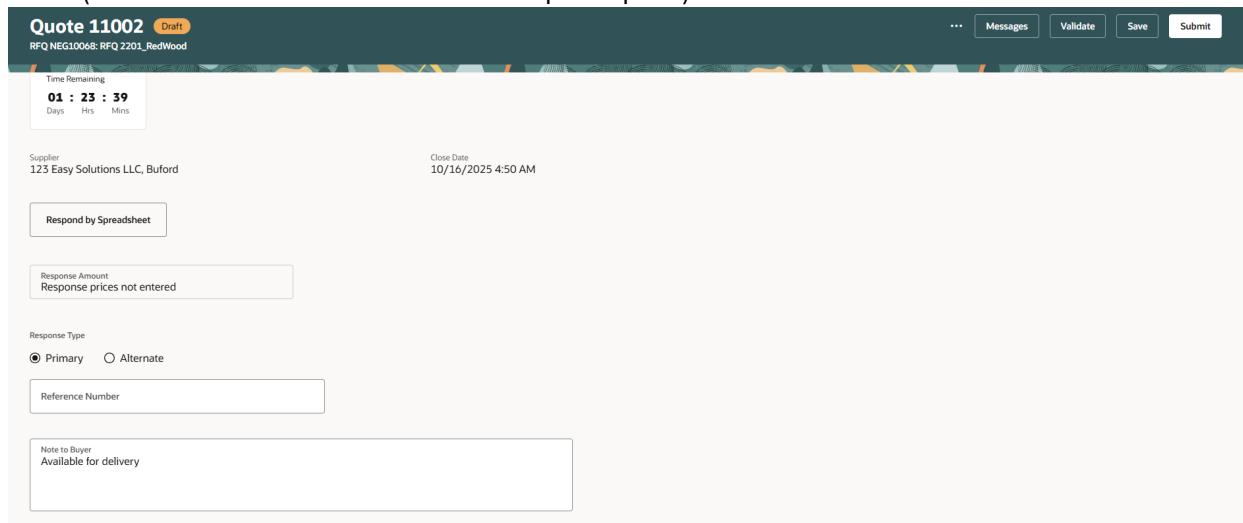
Enter below details

**Note to buyer**(Optional) -

**Attachments** -

**Requirements**-

**Lines**-(Under actions click on Edit to enter Response price)



The screenshot shows the MARTA Suppliers Quote interface. At the top, the quote number is 'Quote 11002 Draft' and the supplier is 'RFQ NEG10068: RFQ 2201\_RedWood'. A 'More Actions' menu is open, with the 'Create Response' option highlighted with a green box. Other options in the menu include 'Messages', 'Validate', 'Save', and 'Submit'. The main page displays time remaining (01 : 23 : 39), supplier (123 Easy Solutions LLC, Buford), and close date (10/16/2025 4:50 AM). A 'Respond by Spreadsheet' button is present. Below it, a 'Response Amount' field contains 'Response prices not entered'. A 'Response Type' section shows 'Primary' selected. A 'Reference Number' field is empty. A 'Note to Buyer' field contains 'Available for delivery'.

**Quote 11002** Draft  
RFQ NEG10068: RFQ 2201\_RedWood

URL  Add URL ... Messages Validate Save Submit

**Requirements**  
View Instructions

**1. PART 1: INFORMATION AND INSTRUCTIONS TO BIDDERS**

1. The Metropolitan Atlanta Rapid Transit Authority ("MARTA") operates the ninth largest transit system in North America, providing bus, rail and paratransit services in the greater metropolitan Atlanta area. MARTA transports over 500,000 people in the City of Atlanta and counties of Clayton, DeKalb and Fulton daily. MARTA has approximately 4,540 employees.

**INSERT ANY OTHER GENERAL OR BACKGROUND INFORMATION RELATED TO THE SOLICITATION HERE:**

2. Please provide your total years of experience  
 @ Add Attachments

**2. Part-2:General Information**

1. Please enter annual turnover  
 @ Add Attachments

**Quote 11002** Draft  
RFQ NEG10068: RFQ 2201\_RedWood

Search by item, description, or category  From Line To Line

3 items

<input type="checkbox"/>	Line	Description	Category Name	Start Price (USD)	Response Quantity	Response Price (USD)	UOM	Line Amount (USD)	Promised Delivery Date	R S	Action
<input type="checkbox"/>	1	CPU	MISC			15,000.00		15,000.00			<span style="border: 1px solid #ccc; padding: 2px;">Edit</span>
<input type="checkbox"/>	2	UPS	MISC			5,690.00		5,690.00			<span style="border: 1px solid #ccc; padding: 2px;">Edit</span>
<input checked="" type="checkbox"/>	3	Computer appliances_Mouse	MISC			560.00		560.00			<span style="border: 1px solid #ccc; padding: 2px;">Edit</span>

Response Amount  
\$21,250.00 Changes saved

Click on 'Validate' & save. If any errors will show at the top if the page

**Quote 11002** Draft  
RFQ NEG10068: RFQ 2201\_RedWood

... Messages Validate Save Submit

Time Remaining  
**01 : 23 : 34**  
Days Hrs Mins

Supplier  
123 Easy Solutions LLC, Buford

Close Date  
10/16/2025 4:50 AM

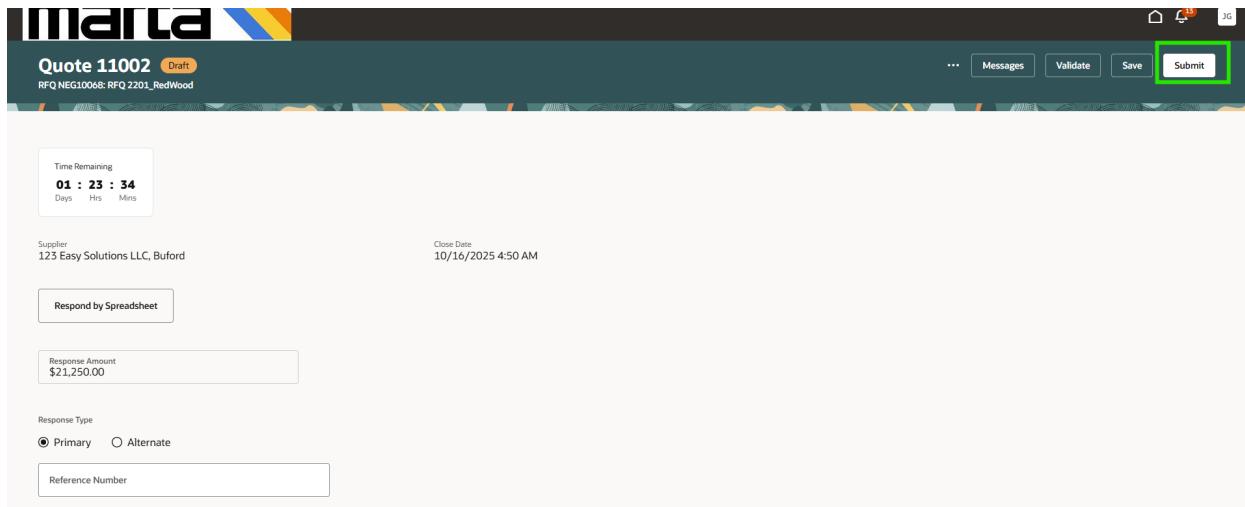
Respond by Spreadsheet

Response Amount  
\$21,250.00

Response Type  
 Primary  Alternate

Reference Number

Click on 'Submit' to submit the response



Quote 11002 Draft  
RFQ NEG10068: RFQ 2201\_RedWood

Time Remaining  
**01 : 23 : 34**  
Days Hrs Mins

Supplier  
123 Easy Solutions LLC, Buford

Close Date  
10/16/2025 4:50 AM

Respond by Spreadsheet

Response Amount  
\$21,250.00

Response Type  
 Primary  Alternate

Reference Number

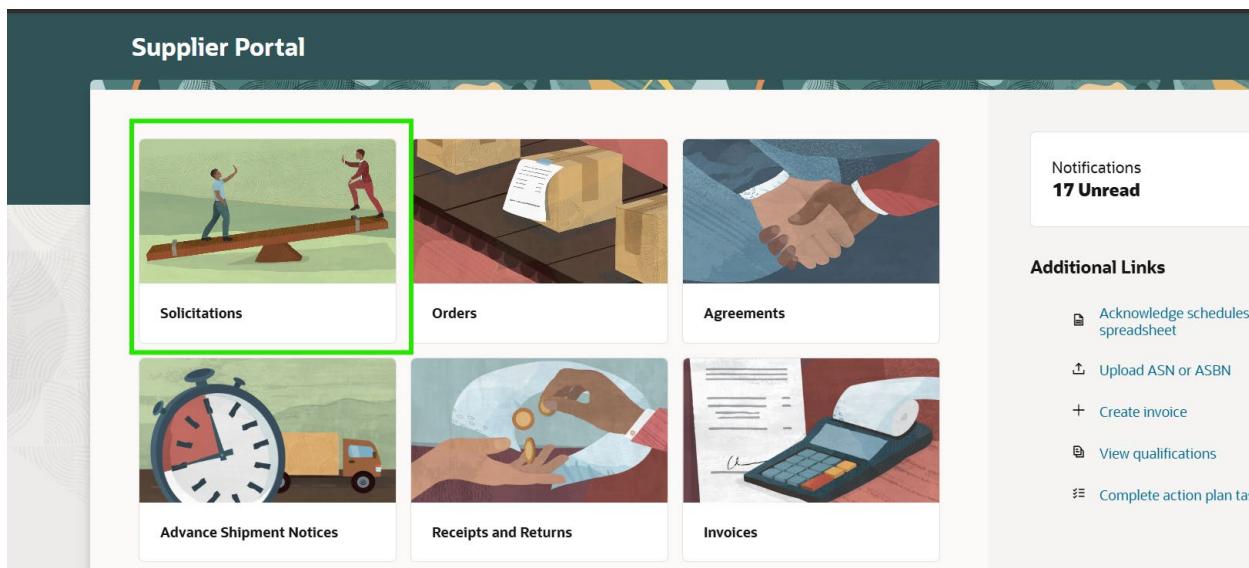
## 11. Solicitation Manage Response

Login to the Supplier Portal.

From the home page, go to **Supplier portal** and select 'Supplier Portal'



Open **Solicitations** to find Responses created and submitted against **Solicitations**



Click on Responses tab. Search for any specific Solicitation and click on the Solicitation number hyperlink to see the expanded view. Click on Quote hyperlink to view full details

The 'Responses' tab view shows a list of 15 items. The first item, 'Quote 9008', is highlighted with a green box. It details a solicitation for 'RFQ NEG10062: RFQ 222' with a response amount of '\$100.00' and a status of 'Active'. The second item, 'Quote 9005', is for 'RFQ NEG10064: RFQ 220\_RedWood' with a response amount of '\$95.00' and a status of 'Resubmission required'. The third item, 'Quote 9009', is for 'RFQ NEG10064: RFQ 220\_RedWood' with a response amount of '\$95.00' and a status of 'Draft'. At the bottom, there are buttons for 'Solicitations' and 'Responses', with 'Responses' highlighted by a green box.

Time Remaining  
**16 : 03 : 21**  
Days Hrs Mins

Supplier: 123 Easy Solutions LLC, Buford  
Close Date: 10/30/2025 5:06 AM  
Response Amount: \$100.00

## Requirements

**1. PART 1: INFORMATION AND INSTRUCTIONS TO BIDDERS**

**1. General and Background Information:**

The Metropolitan Atlanta Rapid Transit Authority ("MARTA") operates the ninth largest transit system in North America, providing bus, rail and paratransit services in the greater metropolitan Atlanta area. MARTA transports over 500,000 people in the City of Atlanta and counties of Clayton, DeKalb and Fulton daily. MARTA has approximately 4,540 employees.

**INSERT ANY OTHER GENERAL OR BACKGROUND INFORMATION RELATED TO THE SOLICITATION HERE.**

## Requirements

**1. PART 1: INFORMATION AND INSTRUCTIONS TO BIDDERS**

**1. General and Background Information:**

The Metropolitan Atlanta Rapid Transit Authority ("MARTA") operates the ninth largest transit system in North America, providing bus, rail and paratransit services in the greater metropolitan Atlanta area. MARTA transports over 500,000 people in the City of Atlanta and counties of Clayton, DeKalb and Fulton daily. MARTA has approximately 4,540 employees.

**INSERT ANY OTHER GENERAL OR BACKGROUND INFORMATION RELATED TO THE SOLICITATION HERE.**

## Lines

Line	Description	Category Name	Supplier Item	Manufacturer	Manufacturer Part Number	Rank	Start Price (USD)	Best Response Price (USD)	Response Price (USD)
1	Test	MISC				Sealed			

Response Amount  
\$100.00

## 12. Manage Solicitation Amendment-View and Respond

Login to the Supplier Portal From the home page, go to **Supplier portal** and select 'Supplier Portal'

The screenshot shows the 'Supplier Portal' home page. At the top, there is a navigation bar with the text 'Supplier Portal'. Below the navigation bar is a grid of six cards, each representing a different module: 'Solicitations' (illustration of two people on a seesaw), 'Orders' (illustration of a box on a conveyor belt), 'Agreements' (illustration of two hands shaking), 'Advance Shipment Notices' (illustration of a clock and a truck), 'Receipts and Returns' (illustration of hands exchanging a coin), and 'Invoices' (illustration of a calculator and a document). To the right of the grid is a 'Notifications' box showing '17 Unread' notifications. Below the notifications box is a 'Additional Links' section with several hyperlinks: 'Acknowledge schedules in spreadsheet', 'Upload ASN or ASBN', 'Create invoice', 'View qualifications', and 'Complete action plan tasks'.

From the notifications, click on the hyperlink to open the Amended Solicitation

The screenshot shows the 'Quote 9008' page, which is active for RFQ NEG10062: RFQ 222. The page displays the following information: 'Time Remaining' (16 : 03 : 14 Days, Hrs, Mins), 'Supplier' (123 Easy Solutions LLC, Buford), 'Close Date' (10/30/2025 5:06 AM), and 'Response Amount' (\$100.00). Below this, there is a section titled 'Requirements' with a sub-section '1. PART 1: INFORMATION AND INSTRUCTIONS TO BIDDERS' and a '1. General and Background Information:' section. The text in this section describes MARTA as the ninth largest transit system in North America, providing bus, rail and paratransit services in the greater metropolitan Atlanta area. MARTA transports over 500,000 people in the City of Atlanta and counties of Clayton, DeKalb and Fulton daily. MARTA has approximately 4,540 employees. To the right of the quote page is a 'Notifications' sidebar. The sidebar shows three notifications: 1) 'FYI: Amendment 1 for Negotiation NEG10064 (RFQ 220\_RedWood) Requires Your Attention' (4 days ago, Dismiss button). 2) 'FYI: Supplier Contact User Account for Metropolitan Atlanta Rapid Transit Authority Was Updated' (5 days ago, Dismiss button). 3) 'FYI: Online Message for Negotiation Invitation for Bids (IFB) NEG10065 (Preparing Training Content-IFB) Was Received' (1 week ago, Dismiss button).

Click on the solicitation number hyperlink. Solicitation will be opened in redwood page.

Amendment 1 for Negotiation NEG10064 (RFQ 220\_RedWood) Requires Your Attention

[Dismiss](#)

Time Zone: Eastern Standard Time

[Details](#)

Assignee	Jose Gutt	Supplier	123 Easy Solutions LLC	Preview Date	
From	siddesh.chari	Company	Metropolitan Atlanta Rapid Transit Authority	Open Date	10/10/2025 4:16 AM
Assigned Date	10/10/2025 4:18 AM	Solicitation Title	RFQ 220_RedWood	Close Date	10/30/2025 11:39 PM
Expiration Date	10/30/2025 11:41 PM	Solicitation	NEG10064,1		
Task Number	1738690				

[Recommended Actions](#)

- Acknowledge amendment and resubmit your response.

[Amendment Details](#)

Amendment Date: 10/10/2025 4:16 AM  
Amendment Description: test

[Related Links](#)

- Acknowledge Amendments: NEG10064,1
- View Solicitation: NEG10064,1

[Attachments](#)

NEG10064,1\_SUPPLIER.pdf

[Details](#)

[Overview](#)

**Instructions to Buyer**

**[PLEASE DELETE THE HIGHLIGHTED TEXT BEFORE FINALISING THE ITB]**  
Please note the paragraph on how bidders can register if they do not have already a profile.  
Please consult buyer and add the relevant user guide / instructions as applicable.

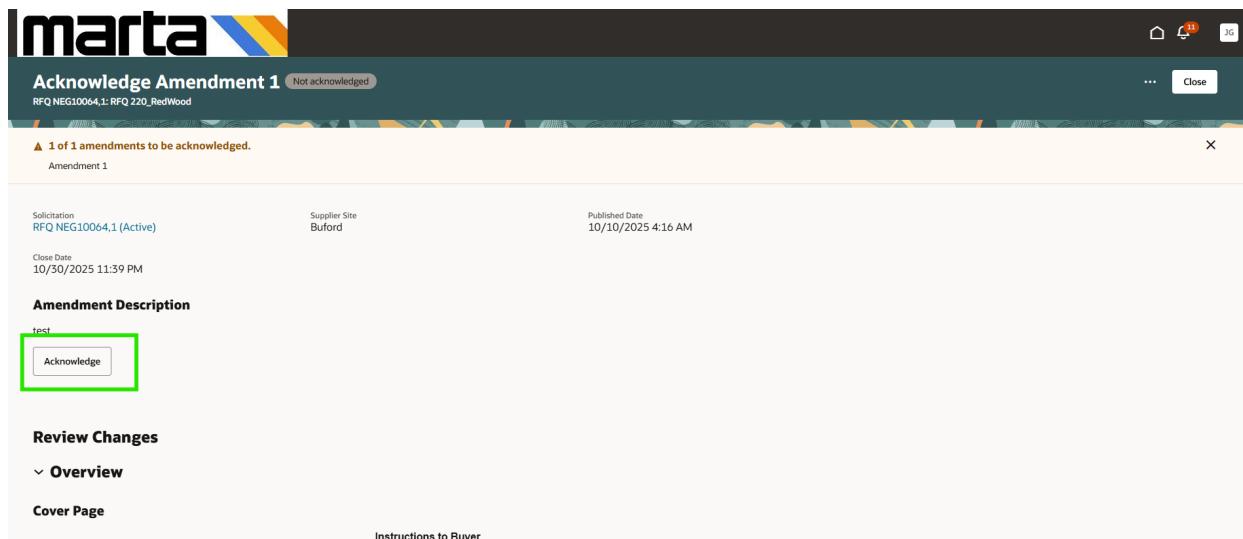
Acknowledge Amendment to be able to Create a Response

[Details](#)

[Overview](#)

**Instructions to Buyer**

**[PLEASE DELETE THE HIGHLIGHTED TEXT BEFORE FINALISING THE ITB]**  
Please note the paragraph on how bidders can register if they do not have already a profile.  
Please consult buyer and add the relevant user guide / instructions as applicable.



Acknowledge Amendment 1 Not acknowledged

RFQ NEG10064.1: RFQ 220\_RedWood

1 of 1 amendments to be acknowledged.

Amendment 1

Solicitation RFQ NEG10064.1 (Active)

Supplier Site Buford

Published Date 10/10/2025 4:16 AM

Close Date 10/30/2025 11:39 PM

**Amendment Description**

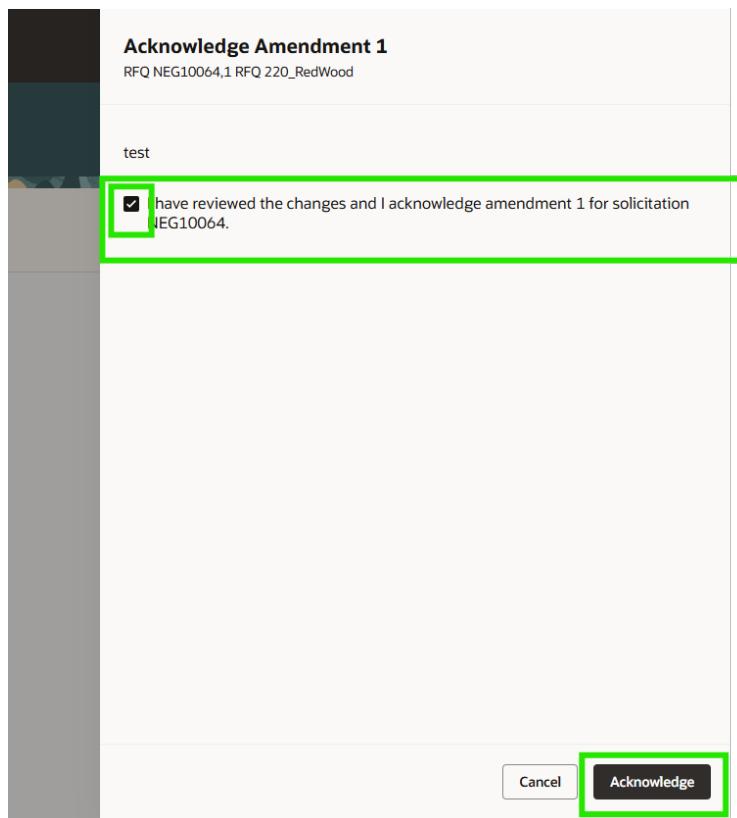
test

**Review Changes**

Overview

Cover Page

Instructions to Buyer



Acknowledge Amendment 1

RFQ NEG10064.1 RFQ 220\_RedWood

test

I have reviewed the changes and I acknowledge amendment 1 for solicitation NEG10064.

**Amendment 1** Acknowledged

RFQ NEG10064.1: RFQ 220\_RedWood

All amendments are acknowledged  
You can now submit a response.  
Create Response

Amendment 1 acknowledged  Amendment 1 not acknowledged

**Review Changes**

✓ **Overview**

**Cover Page**

**Instructions to Buyer**

[PLEASE DELETE THE HIGHLIGHTED TEXT BEFORE FINALISING THE ITB]  
Please note the paragraph on how bidders can register if they do not have already a profile.  
Please consult buyer and add the relevant user guide / instructions as applicable

**TO ALL PROSPECTIVE BIDDERS**

## Create Response and submit

**marta**

**Amendment 1** Acknowledged

RFQ NEG10064.1: RFQ 220\_RedWood

All amendments are acknowledged  
You can now submit a response.  
Create Response

**Solicitation**  
RFQ NEG10064.1 (Active)

**Supplier Site**  
Buford

**Published Date**  
10/10/2025 4:16 AM

**Close Date**  
10/30/2025 11:39 PM

**Acknowledgment Date**  
10/14/2025 2:44 AM

**Acknowledged By**  
Jose Gutt

**Amendment Description**

test

✓ Acknowledged

**Review Changes**

✓ **Overview**

**Cover Page**

**Instructions to Buyer**

**Create Response**

## Click on submit.

**marta**

**Quote 11001** Draft

RFQ NEG10064.1: RFQ 220\_RedWood

**Time Remaining**  
**16 : 20 : 48**  
Days Hrs Mins

**Supplier**  
123 Easy Solutions LLC, Buford

**Close Date**  
10/30/2025 11:39 PM

**Respond by Spreadsheet**

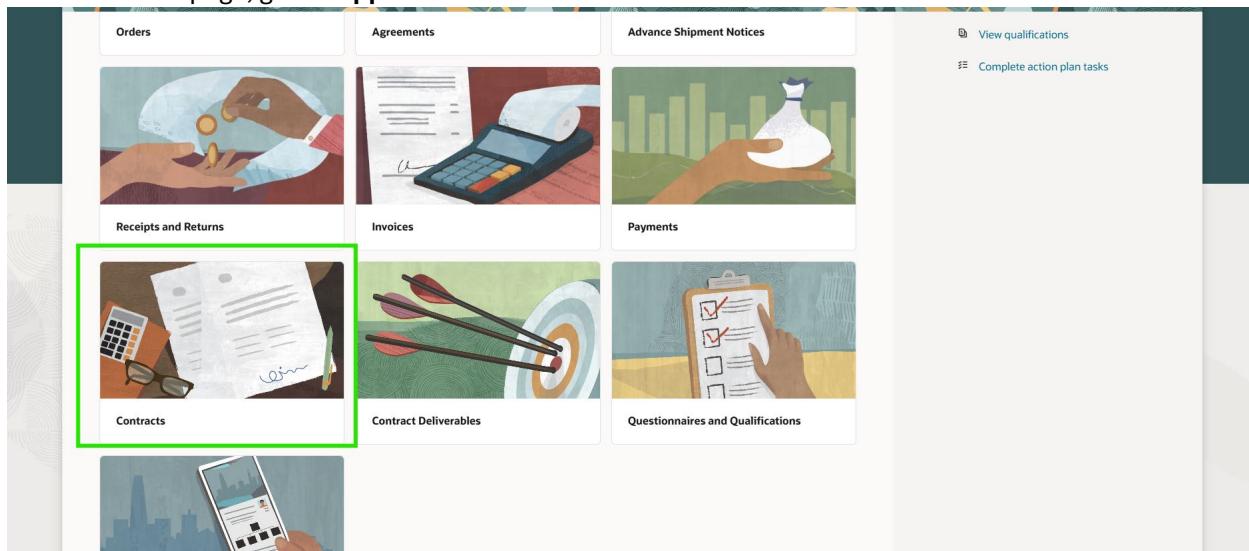
**Response Amount** \$92.00 **Reference Number**

**Note to Buyer**

**Messages** **Validate** **Save** **Submit**

## 13. Manage Contracts as Supplier

From the home page, go to **Supplier Portal** and select 'Contracts'



Search for the Contracts by Contract name/ number/Source document number

Contract	Status	Name	Type	Start Date	End Date
11008	Active	RFP Over 200K, outcome PO or Contract	Purchase Contract	05/31/2025	

To download Contract PDF, select the contract and then click on 'Download Contract PDF' button

Contract	Status	Name	Type	Start Date	End Date
11008	Active	RFP Over 200K, outcome PO or Contract	Purchase Contract	05/31/2025	

To review Contract documents, select the contract and then click on 'Review Contract Documents' button

**Contracts**

All 6	Drafts 0	Expiring in 30 days 0
----------	-------------	--------------------------

11008

Status Type Amount Agreed Amount Filters

Contract  Status  Name  Type  Start Date  End Date

<input checked="" type="checkbox"/> 11008	Active	RFP Over 200K, outcome PO or Contract	Purchase Contract	05/31/2025
---	--------	---------------------------------------	-------------------	------------

In the Contracts overview page, you can also click on quick search –

- View all contracts
- Draft contracts
- Expiring in 30 days

**Contracts**

All 6	Drafts 0	Expiring in 30 days 0
----------	-------------	--------------------------

Search contracts by name, number, or source document number

Status Type Amount Agreed Amount Filters

<input type="checkbox"/> Contract	<input type="checkbox"/> Status	<input type="checkbox"/> Name	<input type="checkbox"/> Type	<input type="checkbox"/> Start Date	<input type="checkbox"/> End Date
<input type="checkbox"/> 9001	Active	Test Contract	Purchase Contract	05/22/2025	
<input type="checkbox"/> 12001	Active	Test Contract	Purchase Contract	06/02/2025	
<input type="checkbox"/> 11008	Active	RFP Over 200K, outcome PO or Contract	Purchase Contract	05/31/2025	
<input type="checkbox"/> 600013_16001	Active	Preparing Training Content-IFB	MARTA CONSTRUCTIONS	07/21/2025	
<input type="checkbox"/> 600005_15005	Active	RFP Over 200K, outcome PO or Contract	MARTA CONSTRUCTIONS	07/16/2025	

### Contracts

All 6	Drafts 0	Expiring in 30 days 0
----------	-------------	--------------------------

Search contracts by name, number, or source document number

Status Type Amount Agreed Amount Filters

There are no draft contracts.

**Contracts**

All 6	Drafts 0	Expiring in 30 days 0
----------	-------------	--------------------------

Search contracts by name, number, or source document number

Status Type Amount Agreed Amount Filters

There are no contracts expiring in 30 days.