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Supplier Portal		
Search Orders 🗸 Order Number	्	
Tasks		(
Orders Manage Orders Manage Schedules Akrowdedge Schedules in Spreadsheet Agreements Manage Agreements Shipments View Receipts View Returns Invoices and Payments Create Invoices View Invoices View Invoices View Payments	Requiring Attention 23 33 338 309 Schedules Overdue or Due Today Negotiations Closing Soon Negotiations Messages Invoices Overdue	
Solicitations • <u>View Active Solicitations</u> • Manage Responses	Recent Activity Last 30 Days Negotiation invitations 3	
Qualifications • Manage Questionnaires • View Qualifications	Agreements changed or canceled 2 Agreements opened 1 Orders changed or canceled 1	~

By completing this topic, you will be able to respond to solicitation - itq, as a supplier.



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Supplier Portal		
Search Orders 🗸 Order Number	Q,	
Tasks		6
Orders Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet Agreements Manage Agreements Shipments View Receipts View Returns Invoices and Payments Create Invoice View Invoices View Novices	Requiring Attention	
Solicitations <u>View Active Solicitations</u> Manage Responses Qualifications Manage Questionnaires	Recent Activity Last 30 Days Negotiation invitations 3 Agreements changed or canceled 2 Agreements opened 1 Orders changed or canceled 1	
View Qualifications		,«

Step 1

From the **Supplier Portal**, click the **View Active Solicitations** link.



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Active Solicitations						Done
⊿ Search		Manage Watchi	ist Saved S		astern Sta Invitations	~
** Solicitation		** Invitation Received	Yes 🗸			
** Title		Response Submitted	No 🗸			
** Solicitation Close By	m/d/yy	Solicitation Open Since	m/d/yy	ć	ò	
				Search	Reset	Save

Step	2
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Click the **Solicitation** link.

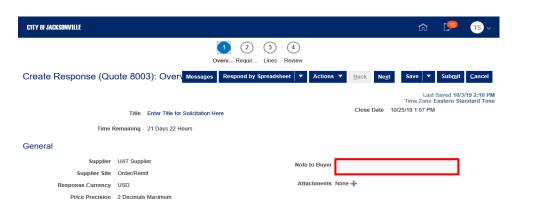
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CITY OF JACKSONVILLE	ŵ 🥲 🐨	Step 3
ITQ: 8087-19	Messages Create Response Actions V Done	
Currency = US Dollar	Title Enter Title for Solicitation Here Open Date Time Zone Eastern Standard Time Status Active (Locked) Close Date 0/2/19 1:51 PM Time Remaining 21 Days 22 Hours Close Date 0/2/5/19 1:07 PM	Click the Create Response button.
Table of Contents Cover Page Overview Requirements Lines Contract Terms	Cover Page	
	Bid Specifications for Enter Title for Solicitation Here	
	BID NO: 8087-19 OPEN DATE: 10/25/19 1:07 PM ~	





Step 4

Click in the Note to Buyer field.



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Time Remaining 21 Days 22 Hours	
General	
Supplier UAT Supplier	Note to Buyer
Supplier Site Order/Remit	
Response Currency USD	Attachments None
Price Precision 2 Decimals Maximum	

Step 5

Enter the desired information into the **Note to Buyer** field. Enter "Enter notes to buyer if applicable".



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General	
Supplier UAT Supplier	Note to Buyer Enter notes to buyer if applicable
Supplier Site Order/Remit	
Response Currency USD	Attachments None
Price Precision 2 Decimals Maximum	

Step 6

Click the Manage Attachments button.



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Step 7

Use the ***File Name or URL** field to locate attachments.



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Step 8

Enter the desired information into the **Title** field. Enter "**Supporting Documents**".

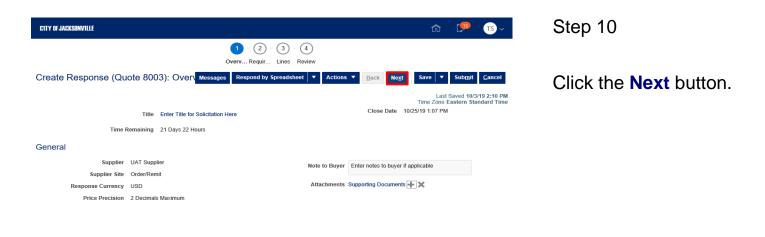


Step 9

Click the **OK** button.

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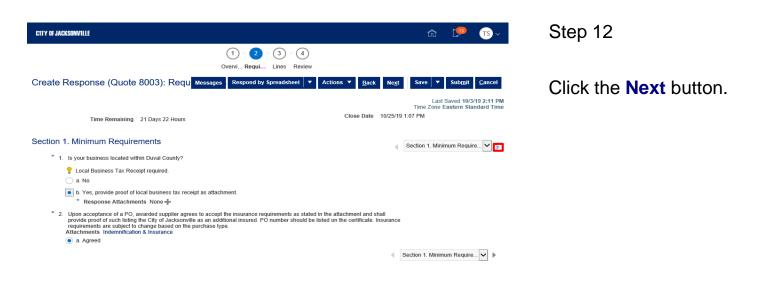


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Time Remaining 21 Days 22 Hours Close Date 10/25/19	Time Zone I	Saved 10/3/19 3 Eastern Standa	
Section 1. Minimum Requirements	Section 1. Mini	mum Require	▶
* 1. Is your business located within Duval County?			
💡 Local Business Tax Receipt required.			
a. No			
b. Yes, provide proof of local business tax receipt as attachment.			
2. Upon acceptance of a PO, awarded supplier agrees to accept the insurance requirements as stated in the attachment and shall provide proof of such listing the City of Jacksonville as an additional insured. PO number should be listed on the certificate. Insurance requirements are subject to change based on the purchase type. Attachments Indemnification & Insurance			
 a. Agreed 			
4	Section 1. Minim	um Require 🔨	• •
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Step 11

Click the **b. Yes, provide proof of local business tax receipt as attachment** option.







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Section 2. Required Forms	Section 2. Req	uired Forms	~
1. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company. Attachments Conflict of Interest Certificate			
a. Yes, Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described financial interest in the Contractor's company. (Complete Section I of the attached Conflict of Interest)	I in the specificat	ions has a r	naterial
Response Attachments CONFLICT OF INTEREST CERTIFICATE			
b. No, Contractor cannot certify that no official or employee of the City or independent agency requiring the goods or services desc	ribed in the spec	ifications ha	s a
material financial interest in the Contractor's company. (Complete Section II of the attached Conflict of Interest Certificate)			
	Section 2. Requ	ired Forms	✓ ►

Step 13

Click the a. Yes, Contractor certifies that no Conflict of Interest exists option.



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a. Yes, Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in	n the specifical	tions has a r	naterial
financial interest in the Contractor's company. (Complete Section I of the attached Conflict of Interest) * Response Attachments None			
b. No, Contractor cannot certify that no official or employee of the City or independent agency requiring the goods or services describ	ed in the spec	ifications ha	is a
material financial interest in the Contractor's company. (Complete Section II of the attached Conflict of Interest Certificate)			
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Step 14

Click the Manage Attachments button.



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Step 15

Click the Add button.



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Step 16

Use the ***File Name or URL** field to locate attachments.



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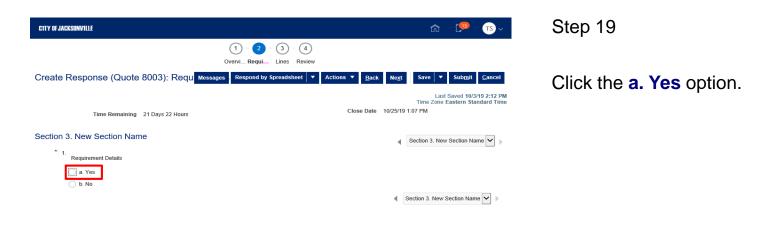
Step 17

Click the **OK** button.

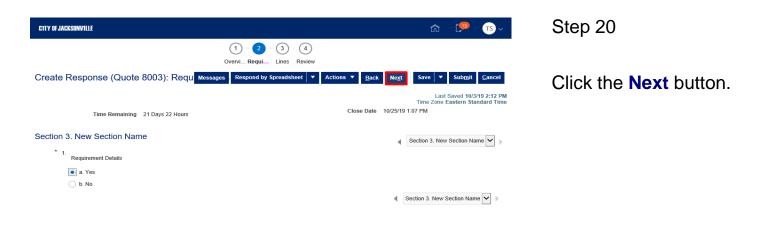


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 a. Yes, Contractor certifies that no official or employee of the City or independent agency requiring the goods or servi imancial interest in the Contractor's company. (Complete Section i of the attached Conflict of Interest) 	ces described in the specifications has a material	
* Response Attachments CONFLICT OF INTEREST CERTIFICA		
b. No, Contractor cannot certify that no official or employee of the City or independent agency requiring the goods or		
material financial interest in the Contractor's company. (Complete Section II of the attached Conflict of Interest Certificate)	
	 Section 2. Required Forms 	









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Step 21

Click in the **Response Price** field.



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Line Description Require	d Category Name Item Revision	Rank Start Drice Response Price
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Grand Totals		
All response lines are included. Response Amount 0.00		

Enter the desired information into the **Response Price** field. Enter "5".



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Rows Selected 1								>
Grand Totals								
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Step 23

Click the **Save** button.



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Step 25

Click the **Overview** link.



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	Response Currency USD	Attachments Supporting	Documents	
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	Response Valid Until			

Step 26

Review and revise the information in the **Overview** tab, as needed.



Step 27

Review and revise the information in the

Requirements tab, as needed.

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requirements are subject to change based on the purchase type. Attachments Indemnification & Insurance a Agreed 	tion 1. Minimu	ım Require.	. 🗸 🕨



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Step 28

Review and revise the information in the Lines tab, as needed.

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Step 29

Click the Actions button.



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Step 32

Click the **Submit** button.



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Currency = US Dollar	Title Enter Title Confirmation X Status Active (Lc Time Remaining 21 Days 2	Click the OK button.
Table of Contents Cover Page Overview Requirements Lines Contract Terms	Cover Page	
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1 Day 20 Hours

10/9/19 11:39 AM

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Step 35

Click the **Done** button.



