



How to Complete an RFQ Sourcing Event Request

As a Supplier for Indiana University, you may be asked to bid on a sourcing event. This document will take you through the steps to complete a Request for Quote (RFQ).

1. You will receive an email invitation such as the example below. Click '***Please click the link to view the sourcing event***'.

Event Request for Quote Christy - RFQ is now open for all participants.

Dear Supplier,

The following Request for Quote is now open.

Work Group : Purchasing

Event Number: RFQ-PUR-235-2019

Event Title: Christy - RFQ

Event Open Date: 3/25/2019 at 12:00 AM EDT

Event Close Date: 3/26/2019 at 3/26/2019 12:00 AM EDT

Issuing Company: Indiana University

[Please click the link to view the sourcing event](#)

Thank You,

Indiana University

3/25/2019



- 2. This will directed to your IU portal where you will enter your email and password and then click **'login'**.

INDIANA UNIVERSITY
FULFILLING *the* PROMISE

ENGLISH ▾

Welcome to the Indiana University supplier portal!

Thank you for doing business with us. Indiana University has made an investment in redesigning our process for procuring goods and services. Our improvements will touch each step from quote, purchase order, delivery, and payment. Our implementation of JAGGAER, IU's electronic procurement system, will allow IU to easily source and purchase products and services. Our goal is to make it easier to do business with Indiana University.

If you already have an account or are a registered supplier that has been invited to do business with Indiana University, please log in with your username and email address.

Registered suppliers with active log in information will be able to:

- Upload and maintain valid contact, account and insurance documentation
- Receive real time electronic delivery of purchase orders
- Opportunity to participate in electronic quote submission
- Quick and easy submission your invoices for payment from internet or mobile device
- Review the status of payments
- Upload and update catalogs with current pricing

Important Registration Information

Please ensure that your legal name matches the legal name of the entity as listed on the attached W-9.

✔ **Please login to view the sourcing event.**

Email
towester@iu.edu

Password

LOGIN [TROUBLE LOGGING IN?](#)

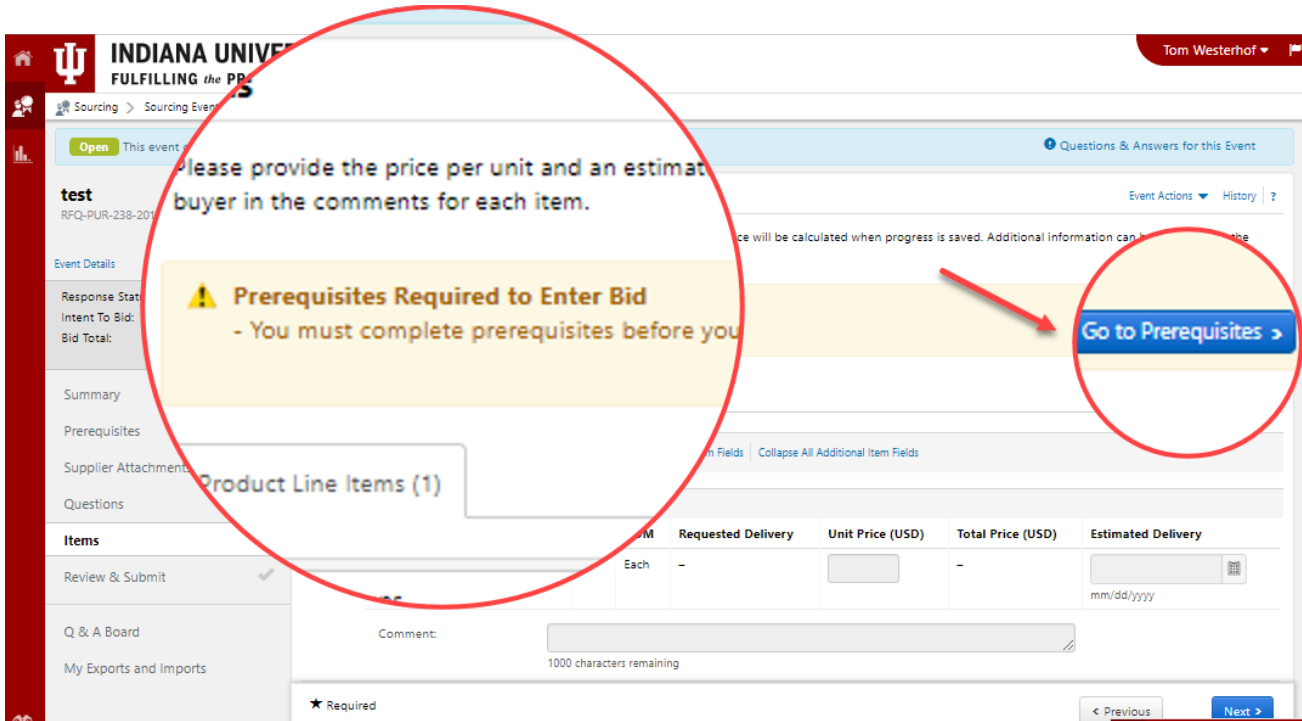


- As a supplier, you will now start filling out the Sourcing Event. You will want to click **'Yes, I Intend to Bid'** in the upper right hand corner before you start entering information. If you do not want to bid, just select **'No Bid'** and you are finished.

This block is referred to as the “Wizard”. The Wizard will guide you through the process. Open each category and enter the required information. If the category is green, this indicates that you have completed it or there is no required information and you can move on to the next category by clicking **'next'** or by clicking on the next category in the Wizard. You can also go directly to a category by clicking on it in the Wizard.



4. Assume that you clicked **'Yes, I Intend to Bid'**. This next screen shot will appear.



5. Check the boxes certifying that you agree to the terms. You have now completed the Prerequisites and can click **'Save Progress'** to save to complete later or click **'Next'** to proceed to the next Wizard item. Notice that the green arrow has appeared indicating that you have completed Prerequisites.
6. The next category is Supplier Attachments. This is not required, but if you have an attachment supplier quote forms, warranty documents, etc., you can click the box and add it. Notice the green mark beside Supplier Attachment indicating that this is optional.
7. Questions is also optional (indicated by the green checkmark). However if you have the information, you are encouraged to complete it.



test
RFQ-PUR-238-2019

[Event Details](#)

Response Status: **Not Started**

Intent To Bid: **Yes**

Bid Total: **0.00 USD**

Summary

Prerequisites

Supplier Attachments

Questions

Items

Review & Submit

Q & A Board

My Exports and Imports

Questions

Please review and respond to the questions below. You may save progress at any time.

[Import Options](#) [Export Questions](#)

On This Page

Group 1 (2)

2: Complete this section if material will ship via Common Carrier (3)

Group 1

1.1
FOB

1.2
If you chose "Freight Prepaid & Added Amount", enter Amount here

2: Complete this section if material will ship via Common Carrier

2.1
Point of origin and zip code

2.2
Weight

2.3
Class

★ Required



- Next, you will move on to Items. This is where you will enter your bid information such as price, expected delivery date, comments, etc. You can also click on the “Respond to item” button to provide your bid information. Note that any item with a “star” next to it requires a response.

test
RFQ-PUR-238-2019

Event Details

Response Status: **Not Started**

Intent To Bid: **Yes**

Bid Total: **0.00 USD**

Summary

Prerequisites ✔

Supplier Attachments ✔

Questions ✔

Items ✔

Review & Submit ⚠

Q & A Board

My Exports and Imports

Event Actions | History ?

Items

Please provide the price per unit and an estimated delivery date. The total price will be calculated when progress is saved. Additional information can be expressed to the buyer in the comments for each item.

Import Options | Export Items

Product Line Items (1)

Go To: All Groups | Expand All Additional Item Fields | Collapse All Additional Item Fields

▼ Group P1 (1 - 1 of 1 items)

#	Item Name, Description, Etc	Qty	UOM	Requested Delivery	Unit Price (USD)	Total Price (USD)	Estimated Delivery	
P1.1	widget maker	1	Each	-	<input type="text"/>	-	<input type="text"/> <small>mm/dd/yyyy</small>	Respond to Item

Comment:

1000 characters remaining

Total Price (USD) 0.00

Total for Product Items **0.00 USD**

Total for Service Items **0.00 USD**

Grand Total for Bid **0.00 USD**

★ Required

[< Previous](#)
Save Progress
[Next >](#)



- The last field in the Wizard is to Review and Submit. Click the Certification box. You will notice that the Wizard categories are all green so you have completed the Sourcing Request. You can now click **'Submit Response'**.

test
RFQ-PUR-238-2019

Event Details

Response Status: **Draft**
Intent To Bid: **Yes**
Bid Total: **0.00 USD**

Summary
Prerequisites ✓
Supplier Attachments ✓
Questions ✓
Items ✓

Review & Submit

Q & A Board
My Exports and Imports

Review & Submit

Please review and submit your response after all errors have been cleared. You will still be able to come back to the event and edit your response until the event is closed.

All sections are now complete, and you may submit your bid below.

Progress

Section	Status
Summary	✓ No Required fields
Prerequisites	✓ Required fields complete
Supplier Attachments	✓ No Required fields
Questions	✓ Required fields complete
Certification	✓ Required fields complete

I certify that the statements and information in this response are true and... I understand the consequences of my actions and believe...

< Previous Submit Response