

eSUPPLIER USER GUIDE

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Registration for Current NPS Vendors



Current NPS Vendors Checklist

To Complete Supplier Setup You Will Need:

- □ Invitation to register with link to the eSupplier Portal
- □ Code supplied by NPS to enter when registering
- □ Vendor ID supplied by NPS to enter when registering
- □ Your Tax Identification Number (TIN)
- Choose the Current NPS Vendors Register Here link

Favorites Main Menu					
Login	Sell Events				
Login here as an existing User.	Events			Customize Find View All 🔡	First 🚺 1 of 1
Liser ID'	Event Name	Event Type	Start Date/Time	End Date/Time:	
	Talent Acquisition System	RFx	10/31/2013 6:00AM PDT	11/20/2013 04:00 PM	
Password:	See all of my events				
Sign In	See all of thy events				
A Non NPS Vendors Register Here					
Click here to register as a Bidder (non-vendor) to bid on REP's	Information				
You are a bidder if you are a new vendor					
Current NPS Vendors Register Here	Vendor Help Desk (El				
Click here to register as an NPS Vendor to bid on	vendor help Desk (h				
RFP's. You are a NPS vendor if you have previously received	Contact Don Bowman	1			
a Purchase Order from the district. To register, NPS needs to send you a registration kit which includes	email; purchasing@n	ps.k12.nj.us			
your vendor ID and registration code.					
Click here to reset your password					
	District Procurement I	News:			
<u></u>					
	Welcome to Newark Pu	ublic Schools online	Sourcing and vendor information ne	etwork. In order to	
	may have a record of it	in our system. You	will only be required to fill out this inf	formation once. Also,	
	please check the cated	ories you wish to re	ceive email notifications on. This will	allow you to receive	

Click on the link "Current NPS Vendors Register Here"

				-				
NEWARK PUBLIC SCHOOLS								
Supplier Rec	gistration							
Fill in the following infor order to self register yo	- rmation and click on the Cr u must have received a pre	eate button to create a S defined code and know y	Supplier account. In your corresponding					
Code:	123456789							
*User ID:		1	*Description:					
*Email ID:								
*Confirm Email ID								
Password:			Must be at leas	t 7 characters				
Confirm:								
Language:	English	*	Currency:		Q			
Vendor List		Customize Find Vie	w All 🛛 🔛 First	🚺 1 of 1 🚺 La	ast			
Vendor ID	TIN Numb	er						
				•	-			
Country								
Greate								

- 1. Enter the code supplied by NPS (Code: 2013-2014)
- 2. Create your own user ID (write this down for recordkeeping)
- 3. Create a description of the user
- 4. Enter a valid email address
- 5. Confirm the email address
- 6. Create and confirm a password (passwords must be a minimum of 7 characters, write this down for recordkeeping)
- 7. Enter the vendor ID supplied by NPS

	Vendor List	Cust	omize Find View All	First 🚺 1 of	1 🛙	Last
	Vendor ID	TIN Number				
$ \Longrightarrow $					+	-
-	Create					
	·					

8. Enter the TIN number

Vendor List	Customize Find View All	First 🚺 1 of 1	X Las
Vendor ID	TIN Number		
		•	
Create			

- 9. Click "create"
- 10. You will be taken to a new page click "sign in as new user"

NEWARK PUBLIC SCHOOLS	Home	Sign out
Register a New User		
The new user has been successfully created.		
Sign-in as New User Return to Home		

You will be taken to your personal eSupplier page

NEWARK PUBLIC SCHO	OLS			Home Add to Favorites Sign out
Favorites Main Menu	_			1 1 *
Recently Dispatched RFQs 🛛 🖄 🖉 🖃	Sell Events			0 -
	Events		Custom	iize Find View All 🛗 🛛 First 🚺 1 of 1 Ď Last
No Recently Dispatched RFQs	Event Name	Event Type	Start Date/Time	End Date/Time:
	Talent Acquisition System	RFx	10/31/2013 6:00AM PDT	11/20/2013 04:00 PM
Recently Dispatched POs 🛛 🔁 🖃	See all of my events			
No Recent POs	Quick Links			0 -
	View and update	address information.	View and update contact information.	My Sourcing Profile
	My Categoriza Adminster your s	ations self categorizations.	Create online purchase Orders acknowledgments.	View PO schedules by Item and due date.
	Purchase Orc Review and take purchase orders.	lers action on customer	Bidding Homepage Strategic Sourcing Bidder Homepage	View invoice information.
	Payments View payment in	formation.		



Registration for Non NPS Vendors



Instructions: Non NPS Vendors

NEWARK PUBLIC SCHOO	DLS	(<u> </u>			Homo	
Favorites Main Menu					Home	
Login	Sell Events					
Login here as an existing User.	Events			Customize Find View All	First 🚺 1 of	1
User ID:	Event Name Talent Acquisition	Event Type RFx	Start Date/Time 10/31/2013 6:00AM PDT	End Date/Time: 11/20/2013 04:00 P	M	
Sign In	See all of my events					
to bid on RFPs. You are a bidder if you are a new vendor seeking to do business with NPS. Current NPS Vendors Register Here Click here to register as an NPS Vendor to bid on RFP's. You are a NPS vendor if you have previously receiv a Purchase Order from the district. To register, NP needs to send you a registration kit which includes your vendor ID and registration code. (2) Iforgot my password Click here to reset your password	Vendor Help Desk (F Contact Don Bowmar Phone : 973-733-7275 email: purchasing@n	UAT) ps.k12.nj.us News:				
	Welcome to Newark P become eligible to subi may have a record of it please check the categ information on future bi	ublic Schools online mit a bid, you must fi in our system. You ories you wish to re ds within the given s	Sourcing and vendor information n rst provide us with your vendor infr will only be required to fill out this in ceive email notificatons on. This wi ubject areas.	etwork. In order to prmation so that we formation once. Also, il allow you to receive		

Complete steps 1-8 and click "Finish"

NEWARK PUBLIC SCHOO	LS	
Bidder Reg	jistration	
These questions v	will determine the type of bidder you will become) .
* Required Field		
1. Please select t	the type of bidder which best describes you	
 Business Individual 		
2. What type of bi	idding activities are you interested in?	
 Buying goods Selling goods Both 	s/Services s/Services	
Next >>		Cancel Registration
* Required Field	1	
NEWARK PUBLIC SCHOOLS		
Bidder Regist Step 2 of 8: Us Begin creating your use addition to yourself. To User' to expand the fon time communication with	ration ser Account Setup er account here. Note that you may register other users for o create additional accounts for other users, click" "Save an rm. You may also provide instant messaging account infor thit others using the system", as well as preferred time zon	r your company in id Add Another mation (for real- e and currency.
* Required Field *Company Name:		
URL: http://		
User Information	🗢 Dalata	
*First Name:		
Title		
*Email ID:		
*Confirm Email ID		
*Telephone:	Ext	
Fax:		
^User ID:	(User's account login name.))
outer contact mo (c	Instant Messaging (IM) Information	
IM Service:	~	
IM User Name:		
	Personalization Information	
Language:	×	
Time Zone:		
Currency Code:		
	Save and Add Another U	lser
<< Back Ne	ext >> Cancel Registra	ation
* Required Field		

-	_
	URCHASING

NEWARK PUBLIC SCHOOLS

Bidder Regi	stration
Step 3 of 8:	Primary Address
Please provide a Pr Primary Address wo	imary Address for your company. If your company has multiple site locations, the ould be the main headquarters.
* Required Field	
Primary Address	
Country:	USA 🔍 United States
*Address 1:	
Address 2:	
Address 3:	
*City:	
County:	*Postal:
*State:	
<< Back	Next >> Cancel Registration
* Required Field	



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1	
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	Difference

NEWARK PUBLIC SCHOOLS

Bidder Registration

Step 5 of 8: Address Contacts

Please enter additional addresses as necessary. (This is required only if your Primary Address is not used for all address types.) Next, please designate each of your registered users to an appropriate address category. If you're not sure which address category is the best match, choose "Primary Address". * Required Field

Country:	USA 🔍 United States	3	
Address 1:			
Address 2:			
Address 3:			
City:			
County:		Postal:	
State:	Q		
Company Contacts			- 1
Company Contacts	Designate as Contact fo	<u>Customize Find </u> 🇮	First 🗹 1 of 1 🗅 Last
Company Contacts Jser Name dkkqk yjdsrrr	Designate as Contact fo ((Invalid Value)	<u>Customize Find </u> ^{###} r	First 🖸 1 of 1 🖻 Lass
Company Contacts Iser Name Jkkqk yjdsrrr << Back N	Designate as Contact fo (Invalid Value) ext >>	Customize Find ## r Car	First C 1 of 1 D Last

NEWARK PUBLIC SCHOOLS				
Bidder Registration	1			_
Step 6 of 8: Additio	nal Classificat	ion Information		
Please fill out the following info Sourcing process with your busi	rmation. This informati iness.	ion allows us to more accu	rately tailor the	
* Required Field				
Standard ID Numbers			Customize First	
Identification Type	ID Number			
1 *Tax Identification Number	r I			
SIC Codes - US SIC Codes		Customize Find	First I 1 of 1 D Last	
Standard Industry Code	Description			
٩			Delete	
			Add Row	
*1. Date this business was	formed		E	
*2. Are you Classified as a	a Minority Vendor?	~		
*3. What is your minority vendor classification?	vendor / non-minority		(2)	
 Does the submitting ve Jersey Business Registrat 	endor have a New ion Certification?	~		
If you answered yes to enter BRC number	question #4, please			
*8. Business Category - cl	neck all that apply		(3)	
*7. Country Business was	formed		(7	
*8. Are there any individual managerial or consulting or submitting vendor, whether owner or officer, who now : past five (5) years served	Is now serving in a apacity to the r or not as a principal serve, or within the as:		(A) III	
*9. At any time during the whether pending or comple vendor and any of its affil overall unsatisfactory perf any government agency o	past five (5) years, ted, has the submitting iates received an formance rating from n any contract?			
*10. At any time during the whether pending or comple vendor and any of its affil entering into any government	e past five (5) years, ted, has the submitting iates debarred from ent contract?			
*11. At any time during the whether pending or comple vendor and any of its affil responsible on any govern	e past five (5) years, ted, has the submitting iates found non- ment contract?			
*12. At any time during the whether pending or comple vendor and any of its affil default and/or terminated f	e past five (5) years, ted, has the submitting iates declared in for cause?	¥		
*13. At any time during the	nast five (5) years			



NEWARK PUBLIC SCHOOLS
Favorites Main Menu
Bidder Registration
Step 7 of 8: Categorization Information
You have the option to select one or more categories that best describe your organization's bidding interests. Selecting specific categories may qualify you to receive notifications for future events that match your interests. There is no obligation to check any boxes, but doing so could result in more invitations to bid on events. By selecting no categories, you remain eligible to participate in all public events posted on this website.
* Required Field
For best performance, please pause briefly after checking each selection box.
Check all Uncheck all
Services and Goods
Sourcing - Sourcing Categories
9 Buy Categories
Sell Categories
C C C C C C C C C C C C C C C C C C C
E BO21 - LEGAL SERVICES
🖙 🗆 😼 802100 - LEGAL JUDGEMENTS AND SETTLEMEN
- C 🔁 8413 - INSURANCE AND BENEFITS
- 🗆 💁 8413WC - WORKERS COMP
🗆 🗽 8413EP - EAP
L. 🗆 😼 8413VS - VISION
- D 💅 9314 - COMMUNITY & SOCIAL SERVICE
- D 💱 801315 - LEASE OF PROPERTY
- D 38812 - MEDICAL SERVICES

- D
 S12AS AMBULANCE SERVICES
 D
 S8512DS DENTAL SERVICES
 D
 S8512EC MEDICAL EACILITY SERVICES

Vorites Main Menu Bidder Registration
Bidder Registration
tep 8 of 8: Terms and Conditions
ake sure you read the terms and conditions fully before continuing.
Required Field I agree to be bound by the following Terms and Conditions: 1. I.Introduction. The eSource system is provided by the Newark Public Schools Purchasing Department ("NPSPD") and serves as an electronic tool to support various state purchasing functions, such as registration of bidders and suppliers, advertisement of contract opportunities, electronic bidding, and contracts management. Access to and/or use of the eSource system is governed by these Terms & Conditions. NPSPD reserves the right to change the Terms &
Conditions at any time with or without notice by posting revisions. You are responsible for reviewing these Terms & Conditions as well as any subsequent changes to the Terms & Conditions. Unless otherwise specified, any changes will be effective when posted. YOUR ACCESS TO OR USE OF THE ESOURCE SYSTEM MARKETPLACE CONSTITUTES YOUR AGREEMENT TO BE BOUND BY THESE TERMS & CONDITIONS, INCLUDING ANY CHANGES THAT EXIST WHEN YOU RE-ACCESS THE ESOURCE SYSTEM. IF YOU DO NOT AGREE WITH THESE TERMS & CONDITIONS, DO NOT USE THE ESOURCE SYSTEM MARKETPLACE.
2. Definitions. "You" and "your" refer to the individual accessing this System as well as the legal
<< Back Finish Cancel Registration
* Deguined Field





- 1. You will be taken to the confirmation page which states that registration as a bidder was successful; to proceed to the home page to view bidding opportunities, click "Sign In"
- 2. Your request has been sent for review. You will receive a password within 48 hours. We look forward to doing, business with you in the future.



Password Retrieval



If you forgot your password click on the link "I forgot my password" and it will send you a new one.

ogin	
Login he	re as an existing User.
User	
Passwo	ord:
	Sign In
Nor A	NPS Vendors Register Here
Click he	re to register as a Bidder (non-
Vendor Vou are) to bid on RFP's
seeking	to do business with NPS.
n Cu	rrent NPS Vendors Register Here
Click he	re to register as an NPS Vendor to bid on
RFP's.	
You are	a NPS vendor if you have previously
register	NPS needs to send you a registration kit
which i	ncludes your vendor ID and registration
code.	
I for	oot my password
Click her	e to reset your password

Type your user ID:

NEWARK PUBLIC SCHOOLS	Home	5	sign out
Favorites Main Menu			
Supplier Login Reset and Send Forgotten Password			
Enter your UserID and click send to reset your password and have it sent to you via email.			
*User ID: Send			



The system will email you a password.





Profile Maintenance

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Profile Maintenance

Upon logging into the system you have the ability to maintain/update your information as needed (Navigate to **Main Menu)**

You can:

- Explore the Manage Events and Place Bids folder
- View Terms & Conditions
- Change your password
- View your System Profile
- Respond to Events
- Review payment status
- Manage POs

ear	ch Menu:	
	(W)	:
	Maintain Supplier Information	
	Process Quotes	
	Manage Events and Place Bids	
	Manage Orders	
	Review Payment Information	
E	View Terms & Conditions	
	Change My Password	
Ē	My Personalizations	
	My System Profile	



Materials / Services

Upon registering, log in and make sure to indicate the material and/or service categories you provide – for future bidding opportunities

Click on "My Categorization"

NEWARK PUBLIC SCHOOLS			Home Add to Favorities Sign out
Favorites Main Menu			
Recently Dispatched RFQs	Sell Events		Ø -
No Recently Dispatched RFQs	There are no events to view.		
Recently Dispatched POs	Quick Links		8 8
PD-ID Destimate 1 or Destination 1 of De	detresses detresses	Contacts View and update contact information.	By Sources Politie By Sources Politie Sources Politie Ver Policies by term and our care. Involce to themation.

Click on the box next to the category you would like to receive notifications for future bidding opportunities. This action will place a check mark in the box. Repeat this step for all the categories you are interested in and click **Save**.





View Terms & Conditions

Navigate to Main Menu → View Terms & Conditions

In this section you can review the Newark Public Schools eSupplier Terms & Conditions as presented in the Bidder Registration process.



Change My Password

You can change your password in this section, should you need to do so.

Navigate to Main Menu → Change My Password

avorites Main Menu	Change My Password		
Change Pass	word		
User ID: brick			
Description: ggg			
*Current Password:			
*New Password:			
*Confirm Password:			



My System Profile

Navigate to Main Menu → My System Profile

You can also set up an Alternate User, should you be out of the office, and define the timeframe they will have access to events.

You can also update the email address associated with your account

EWARK PUBLIC SCHOOLS		
ronites - Main Menu 👔 My System Profile		
General Profile Information		
999 Arconalizations		
Wy preferred language for PIA web pages is:	English	
Wy preferred language for reports and email is:	-	
Currency Code:	English	1
Default Mobile Page:	0	
Jternaté User		
f you will be temporarily unavailable, you can select an alter	nate user to receive your routings.	
Alternate User ID:	a.	
From Date:	(ample:12/31/2000)	
Fo Date: 🛛 🗒 🤫	(ample:12/31/2000)	
Vorkflow Attributes		
Email User 🛛 Worklist User		
Email User 🖾 Worklist User		
2 Email User 2 Worklist User		
Email User Worklist User Wiscellaneous User Links		
Email User Montilet User Miscellaneous User Liks		
Email User Montist User Misoritaneous User Liks	Gaussian (Pa) # see Trat Due	
Constituter CO Wonkist User fiscelamose User Lines not not Constitute Enail Tase Enail Tase Enail Tase	Castones (FOS) P (To Jon D 1 of D Las	
Identities Id Wonkitst User Iteoritariosa User Lines Iteoritariosa User Lines Iteoritariosa User Lines Email Tote Identities Email Tote Identities Constitution@group Identities Constitution@group	<u>Castornas (Face)</u> (¹²) (¹²	
22 Email User 22 Wonktat User Itonitanout User L'Ha Transforment Email Tota Account 20 Business V d2villane@pp	<u>Quatornan Pao ^{Ba} ^{San} ^{Ca} 1 of t D − an</u> Kitajas (•	
Email User Eff Worklat User Rightmann Stranger, Dieser Linke Email Transmission Effektiver Email Email Transmission	Casonar (200) P F (201) T (21)	
Idit Email User Edit Vitronitist User Itioattineous User Lines Email Time Account Email Time Edit Email Time Edit Email Time Edit Email Time Edit Email Time	ossenge [200] ²⁰ [²⁰ /m ¹ 1 st 1 □ int st2gis	
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Imail User If Workits User Attentive User Units Imail User Attentive User Units Imail User Attentive User Units Imail User Base Imail User		



Contact Information

Log in to eSupplier and navigate to Contacts (Main Menu \rightarrow Maintain Supplier Information \rightarrow Contacts).

avontes	Main Menu				
	Search Menu:		»		
Recently				•	0 Z -
No Recently BRICK AC	Maintain Suppl Process Quote Process Quote Manage Event Manage Order Review Payme View Terms 8 Change My Pa My Personaliz.	ier Informations s and Place B s ent Information t Conditions ssword stions	Addresses Contacts	-	© Z ©
13.000270	My System Pr	ofile			
10 000212	1.19.10.00	1			
12-001456	3 05/18/2012 7:15:09AM	Dispatched	New		
Show all/En	ihanced Show A	II Acknowledgem	ents		

From there you can:

- ✓ Edit (an existing user)
- ✓ Add a new Contact

ravontes Main Me	nu 🕥 Maintain Supplier Informati	ion > Contacts
	2	
inamain Cont	acts	
Current Co	ntacts	
Current Contacte		Customize Find 🗳 📲 Find 🖬 t at t 🖬 Los
Ourrent Contexts Description	Name	Customize Fins P T Fins D t of t D Las
Current Contacts Description	Name	Customize Find ¹⁰⁰ ¹⁰⁰ ¹⁰⁰ 101 101 10 Los

If there will be multiple users from the same supplier bidding on events, you can work with your Buyer, or Don Bowman directly (Purchasing@nps.k12.nj.us), to request additional User IDs



Sell Events



My Sell Events

Vendors are not allowed to submit proposals electronically. Please mail a hard copy of your Program Proposal and Cost Proposal to the Newark Public Schools Purchasing Department. Only mailed in proposals will be accepted. Sealed proposals will be accepted if directly delivered to the conference room 818. Proposals are not to be delivered to any other location.

Mail to:

Newark Public Schools Attn Purchasing Department, 8th Floor Room 818 2 Cedar Street Newark, NJ 07102

ALL PRICING MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE.



In the **My Sell Events** section, you can see information related to events you have bid on by clicking the **Event Name** hyperlink

Favorites Main Menu						Add to Favorites Sign out
					· · · · · · · · · · · · · · · · · · ·	
Recently Dispatched RF	Qs	eze	Sell Events			
			Events		Customi	ze Find View All 🛗 🛛 First 🚺 1
No Recently Dispatched F	RFQs		Event Name	Event Type	Start Date/Time	End Date/Time:
22 82			Talent Acquisition System	RFx	10/31/2013 6:00AM PDT	12/30/2013 04:00 PM
Recently Dispatched PC	Ds	¢ 🛛 –	See all of my events			
BRICK ACADEMY						
PO ID Dispatche Date/Time	e <u>Status</u>	Acknowledge Status	Quick Links			
13-0002720 08/28/201 7:15:11AI	Dispatched	Buyer Accepted	Addresses View and update a	ddress information.	Contacts View and update contact information.	My Sourcing Profile
12-0014563 06/18/201 7:15:09AI	12 Dispatched	New	My Categorizat	ions	Acknowledge Burchase Orders	View Order Summa
Show all/Enhanced Sho	ow All Acknowledge	ments	Adminster your sel	f categorizations.	Create online purchase order acknowledgments.	View PO schedules by
			Purchase Orde Review and take ad purchase orders.	rs ction on customer	Bidding Homepage Strategic Sourcing Bidder Homepage	View invoice information
			Payments View payment info	mation.		

The hyperlink will direct you to the bidding event main page.

This page will allow you to:

- Accept Invitation
- Decline Invitation
- Bid on the Event

*							
Event Details			Wekome User ggg				
formation On Inquiry Op	tions		Bidding Shortcuts:	View Event Activity			
Accept Invitation				View Event Package			
Bid on Event							
Event Name:	Talent Acquisition S	ystem					
Event ID:	NPS01-8332						
Event Format/Type:	Sell Event	RFx					
Event Round:	1						
Event Version:	1						
Event Start Date:	10/31/2013 9:00AM	EDT					
	12/30/2013 04:00 PL	JEST					
Event End Date:							
Event End Date:							
Event End Date: Event Description: The ideal vendor will 1 Have evide	nce of success develop	ing and supporting tale	nt acquisition systems for school dir	stricts of similar size and	^		
Event End Date: Event Description: The ideal vendor will 1. Have evide scope.	nce of success develop	ing and supporting tale	nt acquisition systems for school did	stricts of similar size and	< 1 >		
Event End Date: The ideal vendor will 1. Have evide scope 2. Offer evelow 4.	nce of success develop	ing and supporting tale	nt acquisition systems for school dis seeds of NPR	stricts of similar size and	< 0 >		
Event End Date: Event Description: The ideal vendor will. 1. Have evide scope. 2. Offer evenue 4. Contact:	nce of success develop in customization to meer Denise Williams	ing and supporting take the unique business i	nt acquisition systems for school di useds of NPR Payment Terms:	stricts of similar size and	< 0 >		
Event End Date: Event Description: The ideal vendor will 1 Have evide scope 2 Onter eveter Contact: Phone:	nce of success develop movisionization to meet Denise Williams	ing and supporting tale	nt acquisition systems for school dis leads of NPS Payment Terms: My Bids:	stricts of similar size and	< 1 >		
Event End Date: Event Description: The ideal vendor will scope: Contact: Phone: Email:	nce of success develop n customization to meer Denise Williams d2williams@nos k12	ing and supporting tak the uninue bueloese it	nt acquisition systems for achool dis leads of NPB Payment Terms: My Bids: Edits to Submitted Bids:	atricts of similar size and 0 Not Allowed	< 1 >		
Event End Date: Event Description: The ideal vendor will: 1 Have evide scope 2 Differ events Contact: Phone: Email: Online Discussion:	nce of success develop n customization to mee Denise Wilkams d2wiiliams@nos.k12	ing and supporting tale the inferie bisiness the inferie bisiness the inferiest the inferies	nt soquisition systems for school di assarts of JUPR Payment Terms: My Bids: Edits to Submitted Bids: Multiple Bids:	tritts of similar size and 0 Not Allowed Not Allowed	< 0 >		

	NEWARK PUBL	IC SCHOOLS		
	Favorites : Main Menu			
	Event Details			Velcome,
	Information On Inquiry Opt Accept Invitation Bid on Event	lona	Bidding Shortcuts:	View Event Activity View Event Package
	Event Name: Event ID: Event Format/Type: Event Round: Event Version: Event Start Date: Event End Date:	Talent Acquisition System NFS01-8332 Sell Event RFx 1 1 10/S1/2013 9:00AM EDT 12000013 0.4 00 ET		
w the Buyer contact	Event Description: NPS is soliciting prop The ideal vendor will: 1. Have exident scope.	osals from qualified bidders for the design, develo ce of success developing and supporting talent acc iii	pment, launch, and support of a utisition systems for school dis	Talent Acquisition System.
ormation	Contact: Phone: Email: Online Discussion: Live Chat Help:	Denise Williams d2xilliams@nos.kt2.ni.us	Payment Terms: My Bids: Edits to Submitted Bids: Multiple Bids:	0 Not Allowed Not Allowed
		🛨 Bid Requir	ed 💮 Line Comm	ients/Files
	NEWARK PUB Favgrtes: Nan Menu Event Start Date: Event Teach To Date: Event Description: NPS is soliciting pro-	UC SCHOOLS 10/31/2013 9:00AM EDT 12/30/2013 04:00 PM EST posals from qualified bidders for the design, de	velopment, launch, and suppo	rt of a Talent Acquisition System.
	NEWARK PUB Favgrtes Man Menu Event Start Date: Event End Date: Vent Description: NPS is soliciting pro The ideal vendor will: 1. Have eviden score. Contact:	UC SCHOOLS 10/31/2013 9:00AM EDT 12/30/2013 04:00 PM EST possis from qualified bidders for the design, de nee of success developing and supporting talen ref	velopment, launch, and suppr acquisition systems for scho Payment Terms:	It of a Talent Acquisition System.

View all line items in the event

Contact:	Denise Williams	Pa	yment Terms:		
Phone:		My	Bids:	0	
Email:	d2williams@nps.k12.nj.us		its to Submitted Bids:	Not Allowed	
Online Discussion:			ultiple Bids:	Not Allowed	
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To participate in the bidding process, click on **Accept Invitation**; this will inform Newark Public Schools Purchasing Department of your intention to participate in the bidding event.

avorites Main Menu		
Event Details		Welcome, User: ggg
Information On Inquiry Options Accept Invitation	Bidding Shortcuts:	View Event Activity View Event Package
Bid on Event		

You can accept one or many events, depending on how many you are eligible to participate in. To continue the bidding event, click on your **Accepted** event

avorites Main Menu	TA						
/iew Events	and Place Bids		Welcome,				
inter search criteria t	o locate an event for viewing or placing bids.		User: ggg				
 Search Criteria 							
Use Saved Search:	×						
Event ID:	-	Results Shou	ld Include:		-		
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Event Name:		Purcha	se Event				
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Event Status:	~						
Include Declined	I Invitations?						
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Search	Clear Criteria						
Manage Saved Sear	ches Save Search Criteria		Advanced S	earch Criteria			
Search Results				Custom	ze Z First	K 1 of 1	Last
Event ID	Event Name	Format	Туре	End Date		Status	
							1.4

- ✓ Click on "Home"
- Click on the event name you accepted, in this example click on "Talent Acquisition System"

At this point, you can **Decline** or **Bid on Event**. By clicking on **Bid on Event** you will be directed to a page that provides further detail about the event. To ensure that you are aware of and can comply with all requirements, it is **important** you read all information presented.

vorites Main Menu				
Event Details				Welcome, User: ggg
Iformation On Inquiry O	ptions		Bidding Shortcuts:	View Event Activity View Event Package
Rid on Fugat				
Event Name:	Talent Acquisition St	/etem		
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Click "Submit Bid"

UNCHASING

Event Details				Welcome, User: ggg
Submit Bid	Save for Later			Validate Entrie
Event Name:	Talent Acquisition	System		Bidding Instructions
Event ID:	NPS01-8332		Bid ID:	New
Event Format/Type:	Sell Event	RFx	Bid Date:	
Event Round:	1		Bid Currency:	USD US Dollar
Event Version:	1			
Event Start Date:	10/31/2013 9:00A	MEDT		
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Once you have bid on the event – click **Ok**. By clicking **Ok**, your quantities default in the system and it makes it easier for you to respond to certain questions. At this time vendors are unable to enter their price and quality in the system.



Navigate to Main Menu \rightarrow Manage Events and Place Bids \rightarrow View Events and Place Bids

At the Event Details page you can:

View Bidding	NEWARK PUBLIC	SCHOOLS		
Instructions	Favorites Main Menu			
 View/Add General 	Event Details			Welcome, I User: ggg
Comments and	Submit Bid Si	ave for Later		Validate Entries
Attachments	Event Name:	Talent Acquisition System		Bidding Instructions
Deed the Event	Event ID:	NPS01-8332	Bid ID: Bid Date:	New
 Read the Event 	Event Format/Type:	Sell Event RFx	Did Gumanaur	
Description	Event Version:	1	Bid currency:	US Dollar
Becchption	Event Start Date:	10/31/2013 9:00AM EDT		
Submit Bid	Event End Date:	12/30/2013 04:00 PM EST		
Course for Later	View/Add General Comments a	and Attachments		
Save for Later	Hide Additional Event Info			
	Description:			
	NPS is soliciting proposals 1. Have evidence of su 2. Offer system custor 3. Have the capability experience accomplishing sea 4. Provide sufficient tir	from qualified bidders for the design, develop uccess developing and supporting talent acquin mization to meet the unique business needs : to exchange information with the district's hum mess, real-time data integration with People me and support for a user testing period durin	ment, launch, and support of a Talent Acquis uisition systems for school districts of simila of NPS. man resource system of record, PeopleSoft, i Soft. go which the business will test for system bu	ition System. The ideal vendor will:
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	Email: Online Discussion:	dzwinams <u>(onps.k.iz.nj.us</u>	Conversion Rate:	1 0000000
			Edits to Submitted Bids:	Not Allowed
			Multiple Bids:	Not Allowed
	Step 1: Enter Line Bid Respons	ies		
	This event contains one or mo	re individual lines that await your bid respons	e. Some or all lines may require your bid in c	rder for consideration by the
	Event Administrator. Lines in This Event:	1		
	Lines Responded To:	0		
	Your Total Line Pricing:	1.0000 USD		
Description: This area				

provides a summary of all information related to the event.

You can bid on one or all of the lines associated with an event. To do so, click on Bid.

Lines	Customize Find View All	Z First	1 of 1 🖸 Last	
Line	Description	Unit	Requested Quantity	Status
	. In order to attract and hire top talent, NPS requires a comprehensive system to manage the recruitment, identification, selection, placement, onboarding, and transitions of new and current talent.	EA	1.0000	

You will default to the item you selected to bid on.

Pidil Pid	i i					
vent Start Date	: 10/31/2013 9:00AM EDT					
vent End Date:	12/30/2013 04:00 PM EST					
Sevent Description 1. Have 2. Offer 3. Have demonstrated privation Have 4. Provide with their business Provide	on: revidence or success developing and supporting tail system customization to meet the unique business the capability to exchange information with the distr or experience accomplishing seamless, real-time dr de sufficient time and support for a user testing peri s rules, and request fixes, as needed.	encacquisition sys needs of NPS. ict's human resou ata integration with od during which th	stems for school districts or s irce system of record, Peopl I PeopleSoft. ne business will test for syste	aminar size and scope. eSoft, and have m bugs or inconsistencies	 	
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mail:	d2williams@nps.k12.nj.us	E	dits to Submitted Bids:	Not Allowed		
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ines.	Customize Find View A	ll 🚺 📔 🛙 First	1 of 1 🖸 Last			
ne • De	scription	Unit	Requested Quantity	Status		
. Ir co ide tra	order to attract and hire top talent, NPS requires a mprehensive system to manage the recruitment, ntification, selection, placement, onboarding, and nsitions of new and current talent.	EA	1.000		^	

Line Details Section

- Provides description of the item
- Allows you to mark the item as **No Bid**
- View the item's Unit of Measure

			2	~
In order to attract and hire top talent, NPS requires a comprehensive system to manage the recruitment, identification, selection, placement, onboarding, and transitions of new and current talent.	EA	1.0000		
				4

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Recently Dispatched Purchase Orders



Recently Dispatched Purchase Orders

From the Home Page you have access to monitor and view the status of your POs.

Recently Dispa	atched POs			Ø Z -
L]			
PO ID	Dispatched Date/Time	<u>Status</u>	Acknowledge Status	
<u>13-0002720</u>	08/28/2012 7:15:11AM	Dispatched	<u>New</u>	
12-0014563	06/18/2012 7:15:09AM	Dispatched	<u>New</u>	
Show all/Enhan	ced Show All	Acknowledge	ements	

Your pagelet will show the most recent activity, including:

• PO ID

•

- Dispatched Date/Time
- Status
- Acknowledge Status

By clicking on the PO ID you can view additional details related to the PO.

Purchase Orders									
Purchase Order Deta	Is								
PO Number: 13-00027	20 Purchase Order Da	te: 08/24/2	2012						
PO Status: Dispatche	d Last Dispatch:	08/28/1	08/28/12 7:15:11AM						
Buyer:	/er:				Purchase Order Total				
Billing Location: NPS01				550.00					
Payment Terms:				Freight/Ta	«/Misc.:		0.00		
				Total Amou	int:		550.00 USD		
Purchase Order Lines					Customize Elect Ma		First K Loff D Lost		
Line Information Extension Line	Details Contract Info				Customize Find Vie	w Air [
Line Status Item ID	Description		Quant	ity	Merchandise Amt		Comments		
1 Active	The Power of Leadershi	p Coaching	1.00	000 EA	550.00	USD	\bigcirc		
Invoice List					Customize Find Vie	w All 📘 🐂	First 🚺 1 of 1 🖸 Last		
Invoice Date	Amount		Due Date		Appr Stat	Vol	Icher		
<u>#2</u> 09/03/2012	550.00	USD	10/03/201	2	Approved	002	233324		
Return to Purchase Order List									



Manage Orders



Manage Orders

Navigate to Main Menu → Manage Orders → Purchase Orders

Purchase Orders:

- You can search for existing purchase orders based on a variety of search criteria
- Results will allow you to view information related to:
 - ✓ PO #
 - ✓ Status
 - ✓ Last Dispatched Date and Time
 - ✓ PO Lines
 - ✓ Amount

NEWARK PUE	BLIC SCHOOLS	
Favorites Main Menu	> Manage Orders > Purchase Orders	
Burahana Ordora		
Filter Ontions		
Filter Options		
Enter search criteria and	d oliok on Search. Leave blank for all values.	
Search Criteria		
From PO ID:	PO's Waiting Acknowledgement	
To PO ID:		
Item ID:		
Vendor Item ID:	2	
From Date:	10/30/2013 🛞 (example: 01/31/2000)	
To Date:	11/30/2013 (example: 01/31/2000)	
Buver	A.	
Contract ID:	Q.	
Contract ID.		
Contract version:		
Release:		
Search		

Navigate to Main Menu → Manage Orders→ View Receipts

View Receipts:

• Allows you to search for receipts within a given time range

	Lanary, Automa	
Purchase Orders Filter Options	Purchase Orders Achrowledge Purchase Orders Wew Order Summary Coasta ASNs	
Enter search criteria and	d clit S View Receipts	
Search Criteria		
From PO ID:	PO's Waiting Acknowledgement	
To PO ID:		
Item ID:		
Vendor Item ID:	A	
From Date:	10/30/2013 (example: 01/31/2000)	
To Date:	11/30/2013 (example: 01/31/2000)	
	2	
Buyer:	2	
Buyer: Contract ID:		
Buyer: Contract ID: Contract Version:		



IEWARK P	UBLIC SCH	OOLS					NEWARK PUBLIC	SCHOOLS
Favorites Main M	1enu > Manage O	ders > View Re	ceipts				Favorites Main Menu > M	anage Orders -> View Receipts
Review Receip	pts							
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Number Date 0000149517 08/2	8/2012 13-000272		Non IL	The Power of Leadership Coaching	1.0000 EA	Received	Search Criteria	
0000147332 07/0	13/2012 12-001458	E.		Curriculum Alignment Planning	2.0000 EA	Received	From Receipt Date:	11/16/2013 (example: 12/31/2000
0000140103 03/0	05/2012 12-001063			External Lead Turnaround Partner	1.0000 EA	Received	To Receipt Date:	11/30/2013 (example: 12/31/2000
							From PO ID:	
							Tront o ib.	
							To PO ID:	136
							Shipment Number:	

Item ID: Vendor Item ID:

Receipt Status: Search Q

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Click on a receipt number and you will be able to view quantity received, inspected, accepted and returned



Review Payment Information



Review Payment Information: All purchase orders are Net 30

Navigate to Main Menu \rightarrow Review Payment Information \rightarrow Invoices

Invoices:

- Search functionality is very similar to View Receipts
- After completing your search on a Receipt Number or date range you will see information related to the receipt of goods and payment information

		ment Information >	Invoice	5			
Review Invoi	ces						
Invoice Li	st						
	-						
Set filter options							
Set filter options Invoice List				Customize	Find 10 11	First 1-S of 3	List
Set filter options Invoice List Invoice Number	Invoice Date	Gross Amt		Customize Approval Status	Find 🖪 籠 Due Date	First 13 1-3 of 3	Les .
Set filter options Invoice List Invoice Number #2	Invoice Date 09/03/2012	Gross Amt \$550.00	USD	Customize Approval Status Approved	Due Date	Find C 1-3 of 3 C Voucher 00233324	i _{Lest}
Set filter options Invoice List nvoice Number #2 15	Invoice Date 09/03/2012 06/30/2012	Gross Amt \$550.00 \$1,000.00	USD USD	Approval Status Approved Approved	Find Fi	Voucher 00233324 00226153	Les

Navigate to Main Menu \rightarrow Review Payment Information \rightarrow Payments

Payments:

- You can search payment information based on Invoice Number or Payment Reference, or within a given date range
- Clicking on the Reference will provide you with more detailed payment information

HUULS	Payments	Made		Customize Find 🚇 🏪 First 🕅 1-3	sors 🖸 test
ayment Information > Payments	Reference	Invoice Number	Payment Date	Amount	
	520542	14	03/30/2012	\$20,000.00 USE	SD
	526392	15	07/27/2012	\$1,000.00 USD	SD
	528453	#2	09/28/2012	\$550.00 USD	5D
Leave blank for all values.					
	Ma	in Content			
11/18/2012 ID					
(example: 12/31/2000)					
11/30/2013 (example: 12/31/2000)			I INCOMENTATION OF THE OWNER OF T		
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Key Terms

Key Terms	Definition
Bid	A submission of an offer on an event.
Bidder	Anyone registered to place a bid on an event. The term bidder applies whether it is a sell event
	or a buy event.
End Date	The date and time the event closes meaning that bids are no longer accepted.
Event Creator	The originator of the event.
Extension Period	The length of time an auction event is extended. Events can be extended if a bidder posts a bid
	to the last minute bid.
Preview Date	The time available before an event's start date.
Sell Event	Most familiarly known as an auction. In a sell event, the event creator offers a good or service for
	sale. In addition to price, the creator may specify other bid factors which helps determine the
	award decision. Bidders must submit their bids, including responses to the bid factors, by a
	specified end date at which time the bids are evaluated and the winners are declared. There are two types of sell events:
	•Auction: All bids and scores are visible to all bidders. Bidders can enter multiple bids, to beat the current highest-scoring bid.
	•RFx (Request for quote): Each bidder submits one bid by the specified end date, at which time
	the event creators evaluates bids and awards the event. Bidders never see others' bids but the
	event creator can see all bids throughout the event.
Accept Invitation and	Informs Newark Public School that you intend to mail a proposal.
Decline Invitation	Informs Newark Public School that you do not intend to mail a proposal.
Bid on the Event	Informs Newark Public School that you intend to mail a proposal.
Start Date	The date and time at which the event becomes open for bidding.
User ID	The system identifier for the individual who generates a transaction.



Support

If you have any questions or require assistance navigating the system.

Please contact:

Don Bowman 973-733-6549 Purchasing@NPS.k12.nj.us