



# 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

Click on the link “**Current NPS Vendors Register Here**”

The screenshot shows the Newark Public Schools eSupplier Portal. The page has a blue header with the text "NEWARK PUBLIC SCHOOLS" and navigation links for "Home" and "Sign out". Below the header are "Favorites" and "Main Menu" links. The main content area is divided into several sections:

- Login:** A section for existing users with fields for "User ID" and "Password", and a "Sign In" button. Below this are two registration links: "Non NPS Vendors Register Here" and "Current NPS Vendors Register Here". A red arrow points to the "Current NPS Vendors Register Here" link. Below these links is a "Forgot my password" link.
- Sell Events:** A section with a table of events. The table has columns for "Event Name", "Event Type", "Start Date/Time", and "End Date/Time". One event is listed: "Talent Acquisition System" (RFx) on 10/31/2013 at 6:00AM PDT, ending on 11/20/2013 at 04:00 PM. There are also links for "Customize", "Find", "View All", "First", "1 of 1", and "Last".
- Information:** A section containing a "Vendor Help Desk (FUAT)" with contact information for Don Bowman (Phone: 973-733-7275, email: purchasing@nps.k12.nj.us) and a "District Procurement News" section with a welcome message and a "Vendor Training" link.



NEWARK PUBLIC SCHOOLS Home | Sign out

### Supplier Registration

Fill in the following information and click on the Create button to create a Supplier account. In order to self register you must have received a predefined code and know your corresponding vendor id.

Code:

\*User ID:  \*Description:

\*Email ID:

\*Confirm Email ID:

Password:  Must be at least 7 characters

Confirm:

Language:  Currency:

Vendor List		Customize	Find	View All	First	1 of 1	Last
Vendor ID	TIN Number						
<input type="text"/>	<input type="text"/>						

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		Customize	Find	View All	First	1 of 1	Last
Vendor ID	TIN Number						
<input type="text"/>	<input type="text"/>						

8. Enter the TIN number

Vendor List		Customize	Find	View All	First	1 of 1	Last
Vendor ID	TIN Number						
<input type="text"/>	<input type="text"/>						

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



### 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 SCHOOLS** Home | Add to Favorites | Sign out

[Favorites](#) | [Main Menu](#)

**Recently Dispatched RFQs**  
No Recently Dispatched RFQs

**Recently Dispatched POs**  
No Recent POs

**Sell Events**

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

[See all of my events](#)

**Quick Links**

<b>Addresses</b> View and update address information.	<b>Contacts</b> View and update contact information.	<b>My Sourcing Profile</b> My Sourcing Profile
<b>My Categorizations</b> Administer your self categorizations.	<b>Acknowledge Purchase Orders</b> Create online purchase order acknowledgments.	<b>View Order Summary</b> View PO schedules by Item and due date.
<b>Purchase Orders</b> Review and take action on customer purchase orders.	<b>Bidding Homepage</b> Strategic Sourcing Bidder Homepage	<b>Invoices</b> View invoice information.
<b>Payments</b> View payment information.		

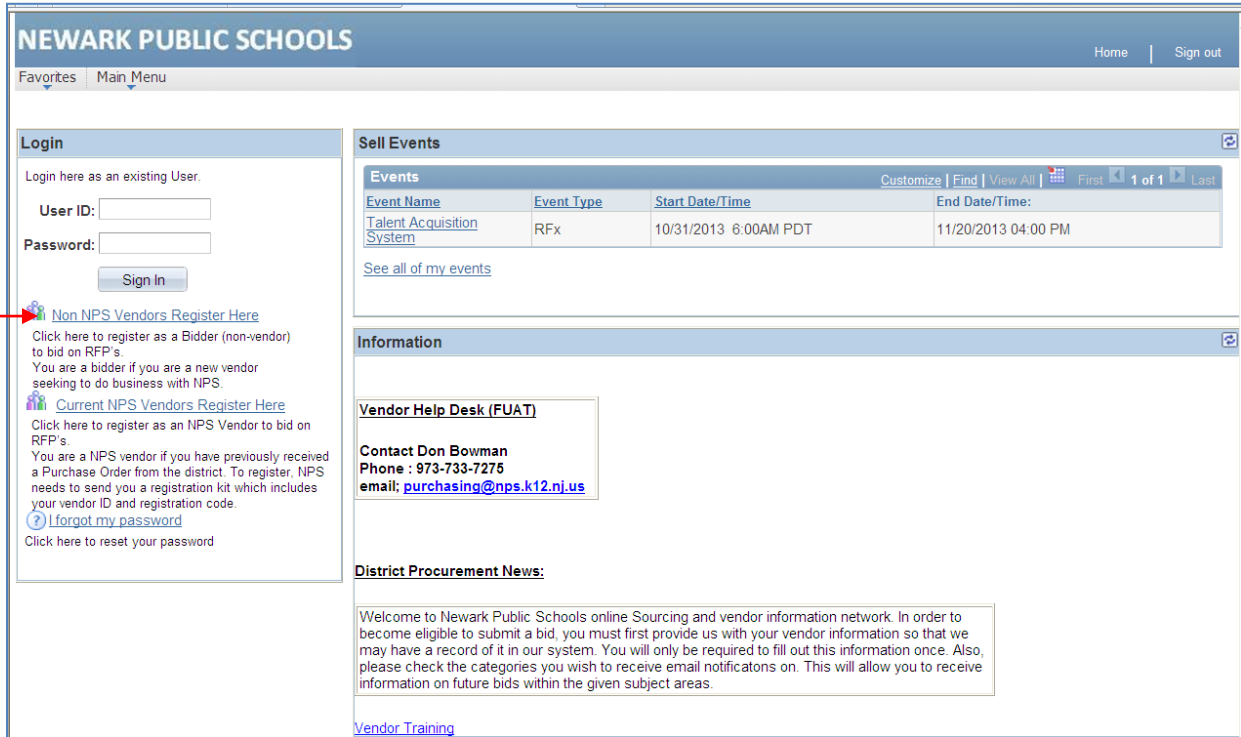


# Registration for Non NPS Vendors



## Instructions: Non NPS Vendors

Click on the link “Non NPS Vendors Register Here”



The screenshot shows the Newark Public Schools vendor portal. The header includes the school name, navigation links (Home, Sign out), and menu options (Favorites, Main Menu). The main content area is divided into three sections: Login, Sell Events, and Information. The Login section contains fields for User ID and Password, a Sign In button, and a link to register as a Bidder (non-vendor). The Sell Events section displays a table of events with columns for Event Name, Event Type, Start Date/Time, and End Date/Time. The Information section includes a Vendor Help Desk (FUAT) contact box and a District Procurement News section.

**NEWARK PUBLIC SCHOOLS** Home | Sign out

Favorites | Main Menu

**Login**

Login here as an existing User.

User ID:

Password:

[Non NPS Vendors Register Here](#)

Click here to register as a Bidder (non-vendor) to bid on RFP's. 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 received a Purchase Order from the district. To register, NPS needs to send you a registration kit which includes your vendor ID and registration code.

[I forgot my password](#)

Click here to reset your password

**Sell Events**

Events

Event Name	Event Type	Start Date/Time	End Date/Time
<a href="#">Talent Acquisition System</a>	RFX	10/31/2013 6:00AM PDT	11/20/2013 04:00 PM

[See all of my events](#)

**Information**

**Vendor Help Desk (FUAT)**

Contact Don Bowman  
Phone : 973-733-7275  
email: [purchasing@nps.k12.nj.us](mailto:purchasing@nps.k12.nj.us)

**District Procurement News:**

Welcome to Newark Public Schools online Sourcing and vendor information network. In order to become eligible to submit a bid, you must first provide us with your vendor information so that we may have a record of it in our system. You will only be required to fill out this information once. Also, please check the categories you wish to receive email notificatons on. This will allow you to receive information on future bids within the given subject areas.

[Vendor Training](#)

Complete steps 1 – 8 and click “Finish”





### Bidder Registration

#### Step 1 of 8: Preliminary information.

These questions will determine the type of bidder you will become.

\* Required Field

1. Please select the type of bidder which best describes you.

- Business
- Individual

2. What type of bidding activities are you interested in?

- Buying goods/Services
- Selling goods/Services
- Both

Next >>

Cancel Registration

\* Required Field

### Bidder Registration

#### Step 2 of 8: User Account Setup

Begin creating your user account here. Note that you may register other users for your company in addition to yourself. To create additional accounts for other users, click "Save and Add Another User" to expand the form. You may also provide instant messaging account information (for real-time communication with others using the system), as well as preferred time zone and currency.

\* Required Field

\*Company Name:

URL:  http://

##### User Information

\*First Name:  [Delete](#)

\*Last Name:

Title:

\*Email ID:

\*Confirm Email ID:

\*Telephone:  Ext:

Fax:

\*User ID:  (User's account login name.)

##### Other Contact Info (Optional)

###### Instant Messaging (IM) Information

IM Service:

IM User Name:

###### Personalization Information

Language:

Time Zone:

Currency Code:

Save and Add Another User

<< Back

Next >>

Cancel Registration

\* Required Field



**NEWARK PUBLIC SCHOOLS**

### Bidder Registration

#### Step 3 of 8: Primary Address

Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

\* Required Field

**Primary Address**

Country:  United States

\*Address 1:

Address 2:

Address 3:

\*City:

County:  \*Postal:

\*State:

<< Back    Next >>    Cancel Registration

\* Required Field

**NEWARK PUBLIC SCHOOLS**

### Bidder Registration

#### Step 4 of 8: Other Account Addresses

\* Required Field

The Primary Address you have entered for mml is:  
**10 ffff  
 ssss, New Jersey 07106, United States**

If you need to make corrections, click the Back button and edit your fields.

**Other Account Addresses**

Because you will be bidding on events as both purchaser and seller of goods/services, you must provide Bill To, Ship To, and Invoice addresses.

Check boxes below to indicate addresses that are different from your Primary Address:

**Bill To Address** your company's accounts payable department (for when you purchase goods/services).

**Ship To Address** default location for where we ship your order (for when you purchase goods/services).

**Invoice Address** your company's accounts receivable department (for when you sell goods/services).

<< Back    Next >>    Cancel Registration

\* Required Field



### 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

**Ship To (For Purchasing):**

Country:  United States

Address 1:

Address 2:

Address 3:

City:

County:  Postal:

State:

**Company Contacts** Customize | Find | First 1 of 1 Last

User Name	Designate as Contact for
dkkqk yjdsrrr	(Invalid Value)

<< Back    Next >>    Cancel Registration

\* Required Field

### Bidder Registration

#### Step 6 of 8: Additional Classification Information

Please fill out the following information. This information allows us to more accurately tailor the Sourcing process with your business.

\* Required Field

**Standard ID Numbers** Customize | Find

Identification Type	ID Number
*1 Tax Identification Number	<input type="text"/>

**SIC Codes - US SIC Codes** Customize | Find | First 1 of 1 Last

Standard Industry Code	Description	Delete
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

\*1. Date this business was formed

\*2. Are you Classified as a Minority Vendor?

\*3. What is your minority vendor / non-minority vendor classification?

\*4. Does the submitting vendor have a New Jersey Business Registration Certification?

\*5. If you answered yes to question #4, please enter BRC number

\*6. Business Category - check all that apply

\*7. Country Business was formed

\*8. Are there any individuals now serving in a managerial or consulting capacity to the submitting vendor, whether or not as a principal owner or officer, who now serve, or within the past five (5) years served as:

\*9. At any time during the past five (5) years, whether pending or completed, has the submitting vendor and any of its affiliates received an overall unsatisfactory performance rating from any government agency on any contract?

\*10. At any time during the past five (5) years, whether pending or completed, has the submitting vendor and any of its affiliates been debarred from entering into any government contract?

\*11. At any time during the past five (5) years, whether pending or completed, has the submitting vendor and any of its affiliates found non-responsible on any government contract?

\*12. At any time during the past five (5) years, whether pending or completed, has the submitting vendor and any of its affiliates declared in default and/or terminated for cause?

\*13. At any time during the next 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

Buy Categories

Sell Categories

- PROF - PROFESSIONAL SERVICES
  - 8021 - LEGAL SERVICES
    - 802100 - LEGAL JUDGEMENTS AND SETTLEMEN
  - 8413 - INSURANCE AND BENEFITS
    - 8413WC - WORKERS COMP
    - 8413EP - EAP
    - 841316 - HEALTH INSURANCE
    - 8413VS - VISION
  - 9314 - COMMUNITY & SOCIAL SERVICE
  - 801315 - LEASE OF PROPERTY
  - 8512 - MEDICAL SERVICES
    - 8512 - MEDICAL SERVICES
      - 8512TP - OCCUPATIONAL/PHYSICAL THERAPY
      - 8512AS - AMBULANCE SERVICES
      - 8512DS - DENTAL SERVICES
      - 8512FC - MEDICAL FACILITY SERVICES

## NEWARK PUBLIC SCHOOLS

Favorites Main Menu

### Bidder Registration

#### Step 8 of 8: Terms and Conditions

Make sure you read the terms and conditions fully before continuing.

**\* Required Field**

I agree to be bound by the following Terms and Conditions:

1. 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 entity that is the bidder or supplier.

<< Back

Finish

Cancel Registration

**\* Required Field**



## NEWARK PUBLIC SCHOOLS

[Favorites](#) | [Main Menu](#)

### Bidder Registration

Thank you for registering with Newark Public School. 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.

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.

**NEWARK PUBLIC SCHOOLS**

Favorites Main Menu

**Login**

Login here as an existing User.

User ID:

Password:

**Sign In**

[Non NPS Vendors Register Here](#)  
Click here to register as a Bidder (non-vendor) to bid on RFP's.  
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 received a Purchase Order from the district. To register, NPS needs to send you a registration kit which includes your vendor ID and registration code.

[I forgot my password](#)  
Click here to reset your password

Type your user ID:

**NEWARK PUBLIC SCHOOLS**

Favorites Main Menu Home Sign out

**Supplier Login**

**Reset and Send Forgotten Password**

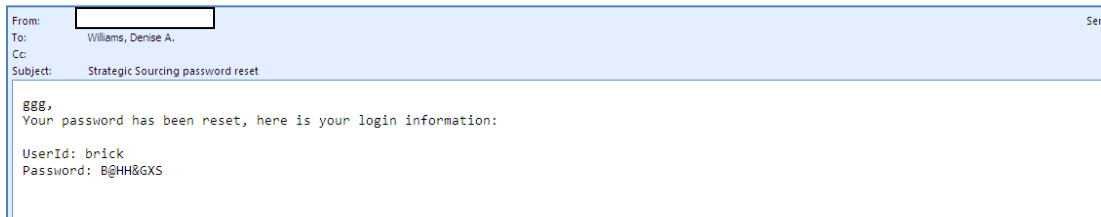
Enter your UserID and click send to reset your password and have it sent to you via email.

\*User ID:

**Send**



**The system will email you a password.**







# Profile Maintenance

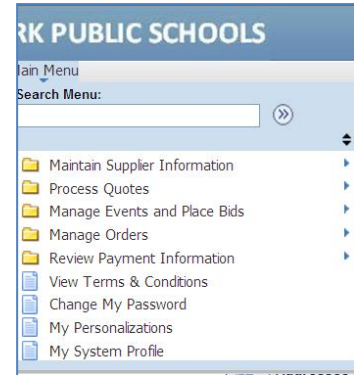


## Profile Maintenance

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





## 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”

The screenshot shows the Newark Public Schools dashboard. The 'My Categorization' section is highlighted with a red box. It contains a table with columns for PO ID, Dispatched Date/Time, Status, and Acknowledge Status. The first row shows PO ID 13-0002720, Dispatched Date/Time 08/29/2012 7:15:11AM, Status Dispatched, and Acknowledge Status Billed. The second row shows PO ID 12-0014563, Dispatched Date/Time 08/18/2012 7:15:08AM, Status Dispatched, and Acknowledge Status New. Below the table are links for 'Show all/Enhanced...' and 'Show All Acknowledgements'.

PO ID	Dispatched Date/Time	Status	Acknowledge Status
13-0002720	08/29/2012 7:15:11AM	Dispatched	Billed
12-0014563	08/18/2012 7:15:08AM	Dispatched	New

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**.

The screenshot shows the 'My Categorization' page in the Newark Public Schools system. It displays a tree view of categories under 'Buy Categories' and 'Sell Categories'. The 'Buy Categories' section is expanded, showing a list of categories with checkboxes next to them. The categories include: PROF - PROFESSIONAL SERVICES, LEGAL SERVICES, LEGAL JUDGEMENTS AND SETTLEMENT, INSURANCE AND BENEFITS, WORKERS COMP, EAP, HEALTH INSURANCE, VISION, COMMUNITY & SOCIAL SERVICE, LEASE OF PROPERTY, MEDICAL SERVICES, OCCUPATIONAL/PHYSICAL THERAPY, AMBULANCE SERVICES, DENTAL SERVICES, MEDICAL FACILITY SERVICES, EDUCATIONAL SER- STUDENT, MEDICAL FACILITY SERVICES, MEDICAL FACILITY SERVICES, MEDICAL FACILITY SERVICES, TUTORING/MENTORING SERVICE, REPAIR - REPAIRS VARIOUS EQUIP, MUSICAL INSTRUMENT REPAIR, and VEHICLE MAINTENANCE AND REPAIR. A 'Save' button is visible at the bottom of the list.



## 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.

**NEWARK PUBLIC SCHOOLS**  
Favorites | Main Menu > View Terms & Conditions

### Terms and Conditions

1. 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 entity the individual is representing. "System" shall mean NPSPD eSource system and the eSource system, including but not limited to the PeopleSoft® Supplier Relationship Management, Purchasing and other Financial modules. "NPSPD", "we", "us" and "our" refer to the Newark Public Schools Purchasing Department.
3. Acceptance of These Terms. By accessing or using the System, you agree that (1) you have read and understood these Terms & Conditions and (2) you are bound by the Terms & Conditions during your access to and/or use of the System.
4. Registration. By registering and establishing certain account and password information, you will gain access to certain information, services and/or materials maintained on this

Done

## Change My Password

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

Navigate to **Main Menu** → **Change My Password**

**NEWARK PUBLIC SCHOOLS**  
Favorites | Main Menu > Change My Password

### Change Password

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

**NEWARK PUBLIC SCHOOLS**  
Favorites | Main Menu | My System Profile

### General Profile Information

000

**Personalizations**

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English

Currency Code: [ ]

Default Mobile Page: [ ]

**Alternate User**

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID: [ ]

From Date: [ ] (example: 12/31/2000)

To Date: [ ] (example: 12/31/2000)

**Workflow Attributes**

Email User  Worklist User

[Miscellaneous User Links](#)

**Email**

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	c2williams@nps.k12.nj.us

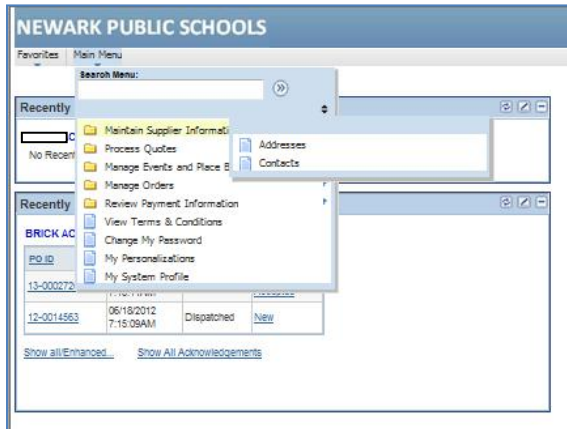
**Instant Messaging Information**

Protocol	XMPP Domain	UserID	Password
[ ]	[ ]	[ ]	[ ]



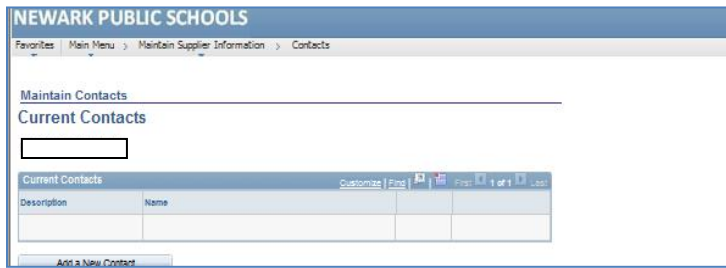
## Contact Information

Log in to eSupplier and navigate to Contacts (**Main Menu** → **Maintain Supplier Information** → **Contacts**).



From there you can:

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



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](mailto: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.

**NEWARK PUBLIC SCHOOLS**

Home | Add to Favorites | Sign out

Favorites | Main Menu

**Recently Dispatched RFQs**

No Recently Dispatched RFQs

**Recently Dispatched POs**

**BRICK ACADEMY**

PO ID	Dispatched Date/Time	Status	Acknowledge Status
13-0002720	08/28/2012 7:15:11AM	Dispatched	Buyer Accepted
12-0014563	06/18/2012 7:15:09AM	Dispatched	New

Show all/Enhanced... Show All Acknowledgements

**Sell Events**

Event Name	Event Type	Start Date/Time	End Date/Time
<a href="#">Talent Acquisition System</a>	RFx	10/31/2013 6:00AM PDT	12/30/2013 04:00 PM

[Event Name](#)  
[See all of my events](#)

**Quick Links**

- Addresses**: View and update address information.
- Contacts**: View and update contact information.
- My Sourcing Profile**: My Sourcing Profile
- My Categorizations**: Administer your self categorizations.
- Acknowledge Purchase Orders**: Create online purchase order acknowledgments.
- View Order Summary**: View PO schedules by...
- Purchase Orders**: Review and take action on customer purchase orders.
- Bidding Homepage**: Strategic Sourcing Bidder Homepage
- Invoices**: View invoice information
- Payments**: View payment information.

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

**NEWARK PUBLIC SCHOOLS**

Favorites | Main Menu

Welcome [User ID] User: 999

**Event Details**

Information On Inquiry Options: [Accept Invitation](#) [Bid on Event](#)

Bidding Shortcuts: [View Event Activity](#) [View Event Package](#)

Event Name: Talent Acquisition System  
Event ID: NP501-0322  
Event Format/Type: Sell Event RFx  
Event Round: 1  
Event Version: 1  
Event Start Date: 10/31/2013 8:00AM EDT  
Event End Date: 12/30/2013 04:00 PM EST

**Event Description:**  
The ideal vendor will:  
1. Have evidence of success developing and supporting talent acquisition systems for school districts of similar size and scope.  
2. Offer custom customization to meet the unique business needs of NPR.

Contact: Denise Williams  
Phone: [Redacted]  
Email: [d2williams@nps.k12.nj.us](mailto:d2williams@nps.k12.nj.us)  
Online Discussion: [Redacted]  
Live Chat Help: [Redacted]

Payment Terms:  
My Bids: 0  
Edits to Submitted Bids: Not Allowed  
Multiple Bids: Not Allowed



**NEWARK PUBLIC SCHOOLS**

Favorites | Main Menu

Welcome [User Name]  
User: 000

**Event Details**

Information On Inquiry Options: [Accept Invitation](#) [Bid on Event](#) Bidding Shortcuts: [View Event Activity](#) [View Event Package](#)

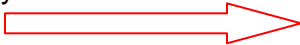
Event Name: Talent Acquisition System  
Event ID: NPS01-8332  
Event Format/Type: Sell Event RFX  
Event Round: 1  
Event Version: 1  
Event Start Date: 10/31/2013 9:00AM EDT  
Event End Date: 12/30/2013 04:00 PM EST

Event Description:  
NPS is soliciting proposals from qualified bidders for the design, development, launch, and support of a Talent Acquisition System. The ideal vendor will:  
1. Have evidence of success developing and supporting talent acquisition systems for school districts of similar size and scope.

Contact: Denise Williams  
Phone:   
Email: [d2williams@nps.k12.nj.us](mailto:d2williams@nps.k12.nj.us)  
Online Discussion:   
Live Chat Help:   
Payment Terms:   
My Bids: 0  
Edits to Submitted Bids: Not Allowed  
Multiple Bids: Not Allowed

★ Bid Required [Line Comments/Files](#)

View the Buyer contact information



**NEWARK PUBLIC SCHOOLS**

Favorites | Main Menu

Event Start Date: 10/31/2013 9:00AM EDT  
Event End Date: 12/30/2013 04:00 PM EST

Event Description:  
NPS is soliciting proposals from qualified bidders for the design, development, launch, and support of a Talent Acquisition System. The ideal vendor will:  
1. Have evidence of success developing and supporting talent acquisition systems for school districts of similar size and scope.

Contact: Denise Williams  
Phone:   
Email: [d2williams@nps.k12.nj.us](mailto:d2williams@nps.k12.nj.us)  
Online Discussion:   
Live Chat Help:   
Payment Terms:   
My Bids: 0  
Edits to Submitted Bids: Not Allowed  
Multiple Bids: Not Allowed

★ Bid Required [Line Comments/Files](#)

Line	Description	Unit	Requested Quantity	Status
1	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	

[Return to Event Search](#)

View all line items in the event





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.

NEWARK PUBLIC SCHOOLS

Favorites | Main Menu

Event Details

Welcome [ ]  
User: ggg

Information On Inquiry Options: Accept Invitation, Bid on Event

Bidding Shortcuts: View Event Activity, View Event Package

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

NEWARK PUBLIC SCHOOLS

Favorites | Main Menu

View Events and Place Bids

Welcome [ ]  
User: ggg

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search: [ ]

Event ID: [ ] - [ ]

Event Name: [ ]

Event Type: [ ]

Event Status: [ ]

Include Declined Invitations?

Results Should Include:

Sell Event

Purchase Event


Request For Information

Search Clear Criteria

Manage Saved Searches Save Search Criteria Advanced Search Criteria

Search Results

Event ID	Event Name	Format	Type	End Date	Status
NPS01-8332	Talent Acquisition System	Sell	RFx	12/30/2013 04:00 PM EST	Accepted

- ✓ 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.



**NEWARK PUBLIC SCHOOLS**

Favorites | Main Menu

**Event Details** Welcome:   
User: ggg

[Information On Inquiry Options](#) Bidding Shortcuts: [View Event Activity](#)  
[View Event Package](#)

[Decline Invitation](#)  
[Bid on Event](#)

---

Event Name: Talent Acquisition System  
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  
Event End Date: 12/30/2013 04:00 PM EST

Click "Submit Bid"

**NEWARK PUBLIC SCHOOLS**

Favorites | Main Menu

**Event Details** Welcome:   
User: ggg

[Submit Bid](#) [Save for Later](#) [Validate Entries](#)

---

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:  US Dollar  
Event Version: 1  
Event Start Date: 10/31/2013 9:00AM EDT  
Event End Date: 12/30/2013 04:00 PM EST

[View/Add General Comments and Attachments](#)  
[Hide Additional Event Info](#)

**Description:**

1. NPS is soliciting proposals from qualified bidders for the design, development, launch, and support of a Talent Acquisition System. The ideal vendor will:

1. Have evidence of success developing and supporting talent acquisition systems for school districts of similar size and scope.
2. Offer system customization to meet the unique business needs of NPS.
3. Have the capability to exchange information with the district's human resource system of record, PeopleSoft, and have demonstrated prior experience accomplishing seamless, real-time data integration with PeopleSoft.
4. Provide sufficient time and support for a user testing period during which the business will test for system bugs or inconsistencies with their business rules, and request fixes, as needed.

**Contact:** Denise Williams **Payment Terms:**  
**Phone:** **Billing Location:** PURCHASING DIVISION  
**Email:** [d2williams@nps.k12.nj.us](mailto:d2williams@nps.k12.nj.us) **Event Currency:** Dollar  
**Online Discussion:** **Conversion Rate:** 1.00000000  
**Edits to Submitted Bids:** Not Allowed  
**Multiple Bids:** Not Allowed

**Step 1: Enter Line Bid Responses**

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

**Lines in This Event:** 1  
**Lines Responded To:** 0  
**Your Total Line Pricing:** 1.0000 USD

**NEWARK PUBLIC SCHOOLS**

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 9:00AM EDT

Event End Date: 12/30/2013 04:00 PM EST

[View/Add General Comments and Attachments](#)

[Hide Additional Event Info](#)

**Description:**

NPS is soliciting proposals from qualified bidders for the design, development and implementation of a Talent Acquisition System. The system will be used to manage the recruitment process from job requisition to offer letter. The system will be used to manage the recruitment process from job requisition to offer letter. The system will be used to manage the recruitment process from job requisition to offer letter.

1. Have evidence of success developing and supporting talent acquisition systems.

2. Offer system customization to meet the unique business needs of the district.

3. Have the capability to exchange information with the district's existing HR systems.

4. Provide sufficient time and support for a user testing period of 30 days. Business rules and request files are needed.

**Contact:** Denise Williams

Phone:

Email: [d2williams@nps.k12.nj.us](mailto:d2williams@nps.k12.nj.us)

Online Discussion:

**Message**

Submit bid error

This capability is currently unavailable. 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.

OK

Multiple Bids: Not Allowed

**Step 1: Enter Line Bid Responses**

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 1

Lines Responded To: 0

Your Total Line Pricing: 1.0000 USD

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** → **Manage Events and Place Bids** → **View Events and Place Bids**

At the Event Details page you can:

- View Bidding Instructions
- View/Add General Comments and Attachments
- Read the Event Description
- Submit Bid
- Save for Later

**NEWARK PUBLIC SCHOOLS**

Event Details

Event Name: Talent Acquisition System [Bidding Instructions](#)

Event ID: NPS01-8332

Event Format/Type: Sell Event RFX Bid ID: New

Event Round: 1 Bid Date:

Event Version: 1 Bid Currency: USD US Dollar

Event Start Date: 10/31/2013 9:00AM EDT

Event End Date: 12/30/2013 04:00 PM EST

[View/Add General Comments and Attachments](#)

[Hide Additional Event Info](#)

**Description:**

NPS is soliciting proposals from qualified bidders for the design, development, launch, and support of a Talent Acquisition System. The ideal vendor will:

1. Have evidence of success developing and supporting talent acquisition systems for school districts of similar size and scope.
2. Offer system customization to meet the unique business needs of NPS.
3. Have the capability to exchange information with the district's human resource system of record, PeopleSoft, and have demonstrated prior experience accomplishing seamless, real-time data integration with PeopleSoft.
4. Provide sufficient time and support for a user testing period during which the business will test for system bugs or inconsistencies with their business rules, and request fixes, as needed.

Contact: Denise Williams

Phone:

Email: [d2williams@nps.k12.nj.us](mailto:d2williams@nps.k12.nj.us)

Online Discussion:

Payment Terms:

Billing Location: PURCHASING DIVISION

Event Currency: Dollar

Conversion Rate: 1.00000000

Edits to Submitted Bids: Not Allowed

Multiple Bids: Not Allowed

**Step 1: Enter Line Bid Responses**

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order 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**.

Line	Description	Unit	Requested Quantity	Status
1	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.



**NEWARK PUBLIC SCHOOLS** Home Add

Favorites Main Menu

**Event Start Date:** 10/31/2013 9:00AM EDT  
**Event End Date:** 12/30/2013 04:00 PM EST

**Event Description:**

1. Have evidence of success developing and supporting talent acquisition systems for school districts of similar size and scope.
2. Offer system customization to meet the unique business needs of NPS.
3. Have the capability to exchange information with the district's human resource system of record, PeopleSoft, and have demonstrated prior experience accomplishing seamless, real-time data integration with PeopleSoft.
4. Provide sufficient time and support for a user testing period during which the business will test for system bugs or inconsistencies with their business rules, and request fixes, as needed.

**Contact:** Denise Williams  
**Phone:**  
**Email:** [d2williams@nps.k12.nj.us](mailto:d2williams@nps.k12.nj.us)  
**Online Discussion:**  
**Live Chat Help:**

**Payment Terms:**  
**My Bids:** [1 In-Process](#)  
**Edits to Submitted Bids:** Not Allowed  
**Multiple Bids:** Not Allowed

★ Bid Required Line Comments/Files

Line▲	Description	Unit	Requested Quantity	Status
1	. 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	

[Return to Event Search](#)

## Line Details Section

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

Line▲	Description	Unit	Requested Quantity	Status
1	. 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	

[Return to Event Search](#)



# Recently Dispatched Purchase Orders





## Recently Dispatched Purchase Orders

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

PO ID	Dispatched Date/Time	Status	Acknowledge Status
<a href="#">13-0002720</a>	08/28/2012 7:15:11AM	Dispatched	<a href="#">New</a>
<a href="#">12-0014563</a>	06/18/2012 7:15:09AM	Dispatched	<a href="#">New</a>

[Show all/Enhanced...](#) [Show All Acknowledgements](#)

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 Details

PO Number: 13-0002720      Purchase Order Date: 08/24/2012  
 PO Status: Dispatched      Last Dispatch: 08/28/12 7:15:11AM  
 Buyer:   
 Billing Location: NPS01  
 Payment Terms:

Purchase Order Total	
Merchandise Amount:	550.00
Freight/Tax/Misc.:	0.00
<b>Total Amount:</b>	<b>550.00 USD</b>

---

#### Purchase Order Lines

Customize | Find | View All | First 1 of 1 Last

Line	Status	Item ID	Description	Quantity	Merchandise Amt	Comments
1	Active		The Power of Leadership Coaching	1.0000 EA	550.00 USD	

---

#### Invoice List

Customize | Find | View All | First 1 of 1 Last

Invoice	Invoice Date	Amount	Due Date	Appr stat	Voucher
#2	09/03/2012	550.00 USD	10/03/2012	Approved	00233324

[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

Navigate to **Main Menu** → **Manage Orders** → **View Receipts**

View Receipts:

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



**NEWARK PUBLIC SCHOOLS**  
Favorites | Main Menu > Manage Orders > View Receipts

Review Receipts

Receipt Lines

Set filter options

Receipt Number	Received Date	PO Number	Ship No	Item ID	Description	Received	UOM	Status
0000145617	08/28/2012	13-0002720			The Power of Leadership Coaching	1,0000	EA	Received
0000147332	07/03/2012	12-0014563			Curriculum Alignment Planning	2,0000	EA	Received
0000140103	03/05/2012	12-0010633			External Lead Turnaround Partner	1,0000	EA	Received

**NEWARK PUBLIC SCHOOLS**  
Favorites | Main Menu > Manage Orders > View Receipts

Review Receipts

Filter Options

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

From Receipt Date:  (example: 12/31/2000)

To Receipt Date:  (example: 12/31/2000)

From PO ID:

To PO ID:

Shipment Number:

Item ID:

Vendor Item ID:

Receipt Status:

Search

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** → **Review Payment Information** → **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

Invoice Number	Invoice Date	Gross Amt	Approval Status	Due Date	Voucher
#2	09/03/2012	\$550.00 USD	Approved	10/03/2012	00233324
15	09/30/2012	\$1,000.00 USD	Approved	07/30/2012	00226153
14	03/03/2012	\$20,000.00 USD	Approved	04/02/2012	00214709

Navigate to **Main Menu** → **Review Payment Information** → **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

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Invoice Number:

Payment Reference:

From Payment Date:  (example: 12/31/2000)

To Payment Date:  (example: 12/31/2000)

Reference	Invoice Number	Payment Date	Amount
520542	14	03/30/2012	\$20,000.00 USD
528392	15	07/27/2012	\$1,000.00 USD
528453	#2	09/28/2012	\$550.00 USD

**Payment Details**

BIREK ACADEMY

528392

Invoice Number: 15      Payment Date: 07/27/2012

Method: Check      Pay Status: Paid

Amount: \$1,000.00      Currency: USD

Pay To:

Country: USA - United States

Address 1:

Address 2:

Address 3:

City: NEWARK      Postal: 07102

County:

State: NJ - New Jersey

From: Sovereign Bank

Invoice	Gross amount	Discount	Discount Taxes	Net amount
15	1,000.00 USD	0.00 USD	0.00 USD	1,000.00 USD

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## Key Terms

<b>Key Terms</b>	<b>Definition</b>
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 at the last minute. Extensions are used to keep bidding fair by allowing bidders time to respond to the last minute bid.
Preview Date	The time available before an event's start date.
Sell Event	<p>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:</p> <ul style="list-style-type: none"><li>•Auction: All bids and scores are visible to all bidders. Bidders can enter multiple bids, to beat the current highest-scoring bid.</li><li>•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.</li></ul>
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