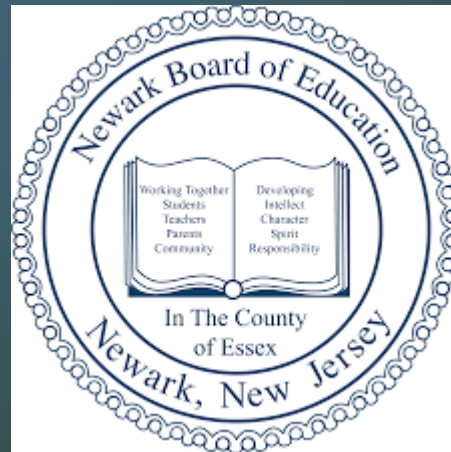


Newark Public Schools eSupplier

FOR SUPPLIERS & BIDDERS

PRESENTED OCTOBER 28, 2021

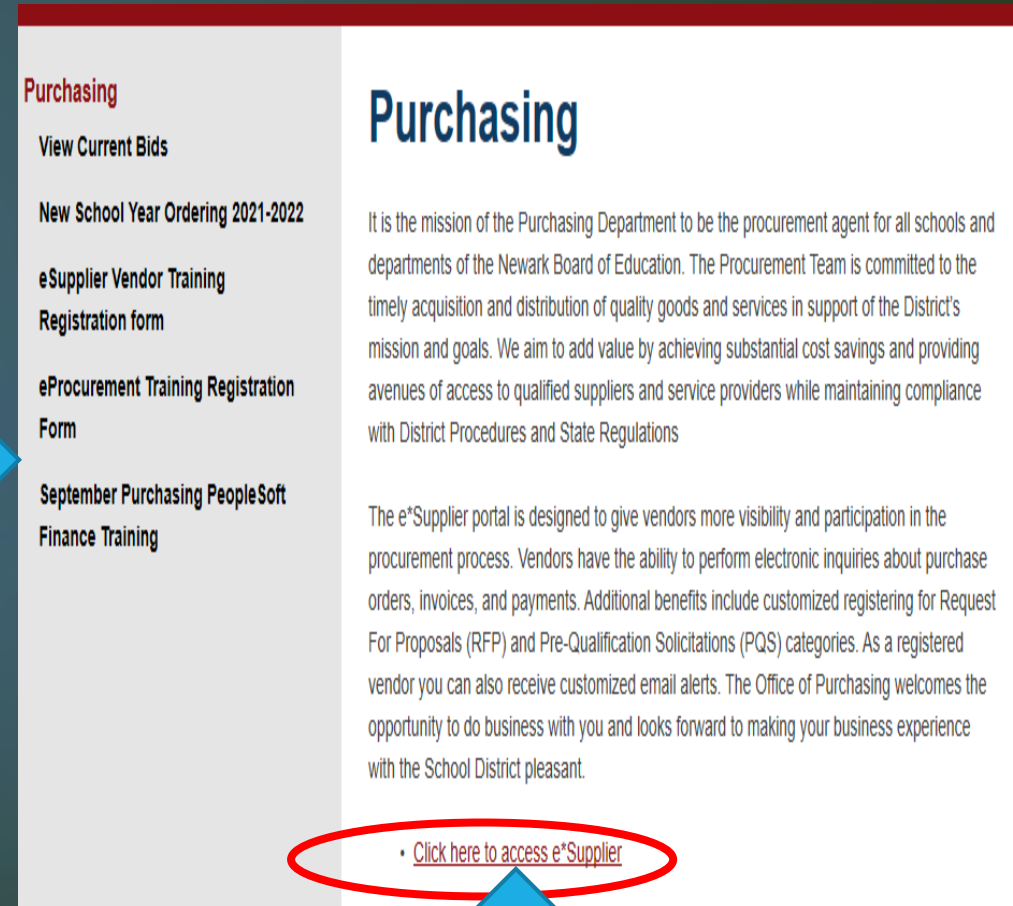
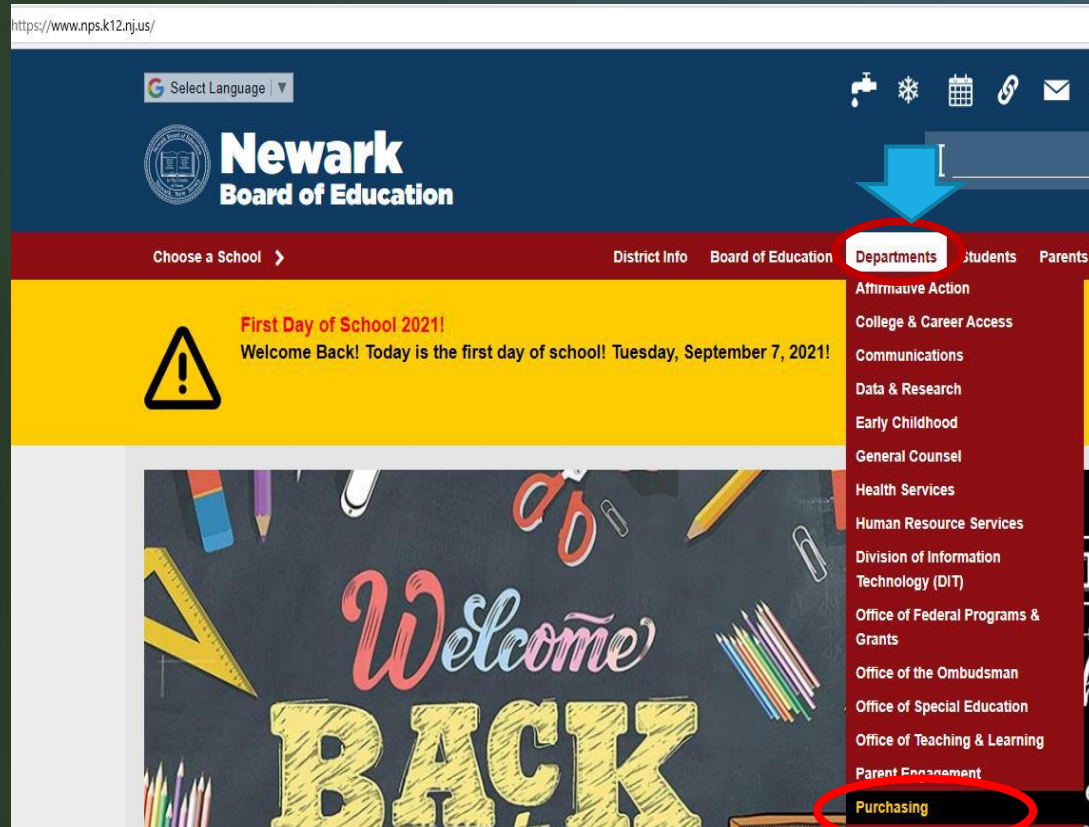


Agenda

- Registration Process
 - Bidder
 - Supplier
- Supplier Dashboard
 - Navigation
 - PO Acknowledgements
 - Self-Categorization

Navigation – From District Home Page

<https://www.nps.k12.nj.us/>



eSupplier Home Page

ORACLE

Supplier Login

User ID

Password

[Forgot Password ?](#)



Register as a Sourcing Bidder

Click here to register as a bidder and to be able to bid on events.



Create New User Accounts

Click here to Register a New User to an existing Supplier account

Active Bids

Events Personalize | Find | First 1-3 of 3 Last

Event Name	
BULK WASTE PICKUP AND DISPOSAL	
SERVICE REPAIR INSTALL GYM EQUIPMENT	
REPAIR OF DAMAGED EXTERIOR WALL AT LINCOLN SCHOOL	

[See all of my events](#)

Welcome



Welcome to the Newark Board of Education Vendor Portal

Announcements

COVID Rules

Due to the Coronavirus Disease 2019 (COVID-19) access to District locations is limited and by appointment only. All Request For Bids and Request For Proposals are submitted electronically.

Upcoming Events

7 Upcoming Events

October 28, 2021 Vendor Workshop 11 a.m. – 2 p.m.

Please review our active bids via <https://www.nps.k12.nj.us/departments/purchasing/view-current-bids/>

Contact Us

For any Issues Please contact the Division of Purchasing at [973-733-6549](tel:973-733-6549).

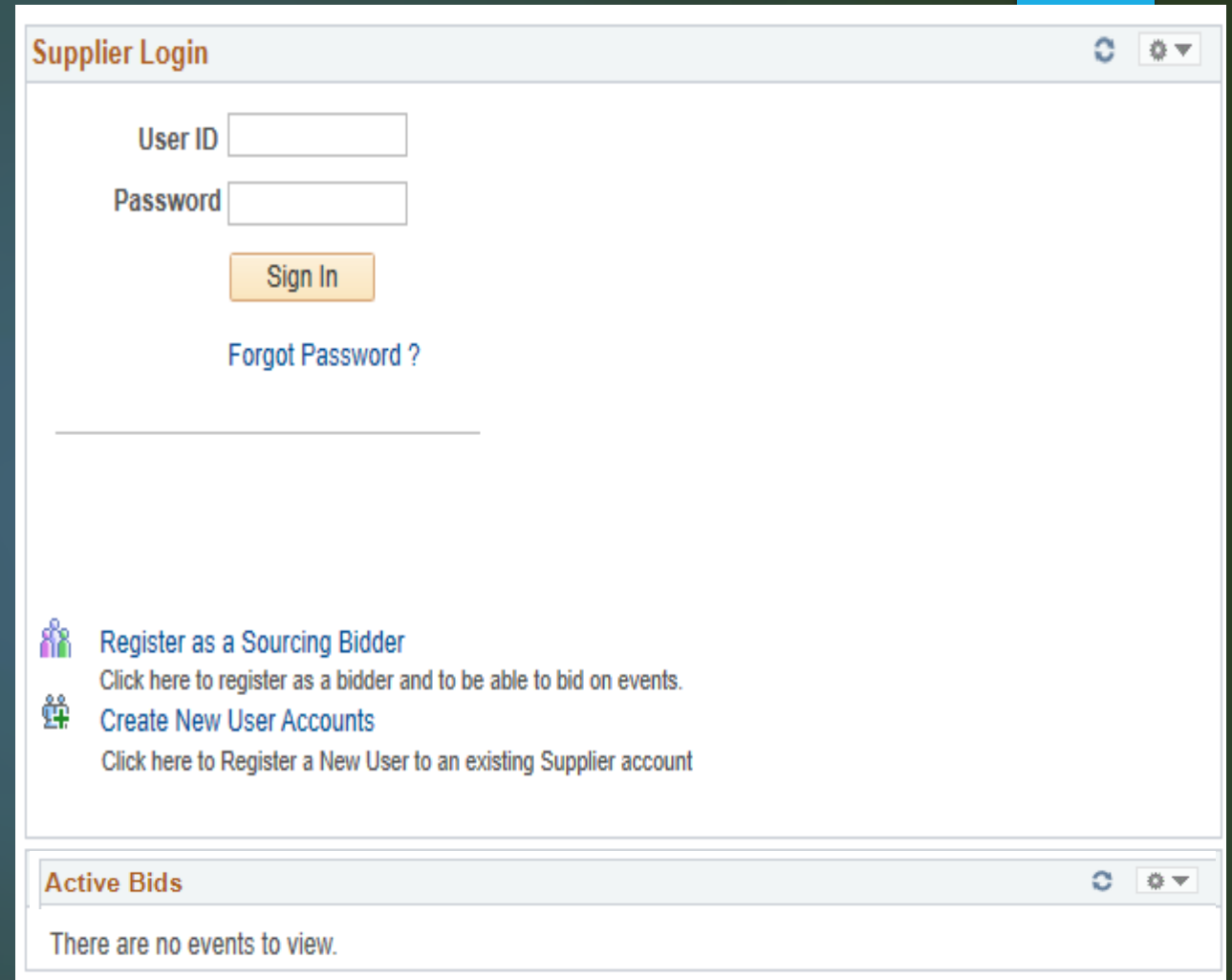
Registration - Bidder or Supplier ?

Bidder *(Register as Sourcing Bidder)*

- A Bidder has never done business with district.
- You do not have a District Supplier ID
- You want to register to bid on Public Contracts.

Supplier *(Create new User Account)*

- Has done Business with the District.
- Registered as a “Supplier” with the District. “Supplier ID”
- Must have TIN and District Supplier ID to register



The screenshot displays a web interface with two main sections. The top section is titled "Supplier Login" and contains a form with two input fields: "User ID" and "Password". Below these fields is a yellow "Sign In" button and a blue link for "Forgot Password?". The bottom section is titled "Active Bids" and contains the text "There are no events to view.".


Supplier Login


User ID

Password

[Sign In](#)

[Forgot Password ?](#)

 [Register as a Sourcing Bidder](#)
Click here to register as a bidder and to be able to bid on events.

 [Create New User Accounts](#)
Click here to Register a New User to an existing Supplier account

Active Bids

There are no events to view.

What can a Bidder Do?

- ▶ Bid on Sourcing Events
- ▶ Identify Bid Categories
- ▶ Maintain Contact Information
- ▶ A Bidder Company can have multiple Users
- ▶ Bidder is Not a Supplier

What can Supplier Do....?

- ▶ View Purchase Orders
- ▶ View Invoices and Payments
- ▶ Bid on RFQ's
- ▶ Bid on Sourcing Event
- ▶ PO Acknowledgement
- ▶ Enter ASN (Advanced Shipping Notice)
- ▶ Update Bid Category
- ▶ A supplier can register multiple Users

Bidder Registration

Six Sections


1. Welcome
2. Identifying Information
3. Address
4. Contacts
5. Categories
6. Submit


Supplier Login

User ID

Password

[Forgot Password ?](#)

 [Register as a Sourcing Bidder](#)
Click here to register as a bidder and to be able to bid on events.

 [Create New User Accounts](#)
Click here to Register a New User to an existing Supplier account

Bidder Registration

Step 1 – Welcome

- Business or Individual ?
- Buying or Selling?
 - ✓ As a Bidder, select selling good

Welcome - Step 1 of 6

Select an activity below: ?

Start a new registration form

What type of entity do you represent?

Business
 Individual

What type of bidding activities you are interested in?

Buying goods/Services
 Selling goods/Services
 Both

Continue from where you left

* Required field

Bidder Registration

Step 2 – Identifying Information

- TIN - Required
- Company Name - Required
- URL
- Qualifying Questions – User Defined
- SIC - Optional

The screenshot displays a web-based registration form for a bidder. At the top, a progress bar shows six steps: Welcome, Identifying Information (highlighted), Addresses, Contacts, Categorization, and Submit. Below the progress bar, navigation buttons for 'Exit', 'Previous', and 'Next' are visible. The main section is titled 'Identifying Information - Step 2 of 6'. It is divided into two main sections: 'Unique ID & Company Profile' and 'Profile Questions'. The 'Unique ID & Company Profile' section includes fields for 'Tax Identification Number' (384756478), 'Entity Name' (Demo-Construction), and 'http://URL' (Open URL). The 'Profile Questions' section contains several questions with corresponding input fields: 'Date this business was formed' (09/09/1988), 'Does the submitting vendor have a New Jersey Business Registration Certification?' (Yes), 'If you answered yes to question #4, please enter BRC number' (64688778444), 'Business Category - check all that apply' (Professional services; Constr), 'Country Business was formed' (USA), and two identical questions about 'overall unsatisfactory' ratings (both answered No).

Bidder Registration

Step 3 – Address

- Primary
- Bill To
- Ship To
- Invoice

Welcome Identifying Information **Addresses** Contacts Categorization Submit

Exit | Previous Next

Addresses - Step 3 of 6

Primary Address ?

* Country USA United States

Address 1 1234 Main Street

Address 2 Suite 19

Address 3

City Wayne

County Postal 07470

State NJ New Jersey

Email ID Steve@demoinc.com

Other Addresses ?

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

Bill To Address
Address for remitting payment

Ship To Customer
Address for shipping goods/service

Invoice Address
Address from which you send invoice

Bidder Registration

Step 4 – Contact

- Bidder enters contact information
- Assign your own user ID and password

Welcome Identifying Information

Contacts - Step 4 of 6

Company Contacts ?

You have not added any contact information to

Add Contact

* Required field

Add Contacts

Contact Information ?

* First Name Peter Primary Contact

* Last Name Demo

Title Sales Rep

* Email ID peter@demo.com

* Telephone 201-777-0909 Ext

Fax Number

Contact Type

User Profile Information ?

* Requested User ID demoinc

Password ****

Confirm Password ****

Description Sales Rep

Language Code

Time Zone

Currency Code US Dollar

OK Cancel

Bidder Registration

Step 5 – Select Bid Categories

- Bidder selects categories they wish to Bid on.
- You will receive email alert/notifications if any bid for categories selected are up for bid.

Welcome Identifying Information Addresses Contacts **Categorization** Submit

Exit | Previous Next

Categorization - Step 5 of 6

Select to add or de-select to remove categories applicable to your business

Select All Un Select 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
 - 8512FC - MEDICAL FACILITY SERVICES
 - 861300 - EDUCATIONAL SERV-STUDENT
 - 8512FC - MEDICAL FACILITY SERVICES
 - 8512FC - MEDICAL FACILITY SERVICES
 - 8512FC - MEDICAL FACILITY SERVICES
 - 8512FC - MEDICAL FACILITY SERVICES
 - 9314TS - TUTORING/MENTORING SERVICE
 - REPR - REPAIRS VARIOUS EQUIP
 - RPE60MR - MUSICAL INSTRUMENT REPAIR
 - RPE78VM - VEHICLE MAINTENANCE AND REPAIR
 - RPE44 - REPAIRS - OFFICE EQUIPMENT
 - RPS92MD - REPAIR MAGNETIC DOOR LOCKS

My Categories

Category	Description
----------	-------------

Bidder Registration

Step 6 – Submit Registration

- Accept Terms & Conditions
- Validate email Address
- Click Submit generates workflow approval to Buyer

Welcome Identifying Information Addresses Contacts Categorization **Submit**

Exit | Previous Next

Submit - Step 6 of 6

Click the "Review" button to review the registration information.

Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:

Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

Click to accept the Terms of Agreement below.

[Terms of Agreement](#)

Review Submit

Exit | Previous Next

Bidder Registration

Confirmation Page

- Registration ID is Bidder ID.
- **NOTE; Bidder ID is not a Supplier ID.**
- You will receive a Supplier ID once you are a registered supplier.
- You are a Registered Supplier when you are awarded a contract and/or receive a Purchase order.

Registration Submit Details

Submitted



You have successfully submitted your registration.

Your registration ID:

0000000290

Any email regarding the registration status will be sent to:

Steve@demoinc.com

Supplier Registration

- Supplier must have an NBOE Supplier ID and TIN.
- One Page Registration
- Supplier Information Already exists on Supplier Table
- Must Have their TIN and NBOE Supplier ID to Register


Supplier Login


User ID

Password

[Sign In](#)

[Forgot Password ?](#)

 [Register as a Sourcing Bidder](#)
Click here to register as a bidder and to be able to bid on events.

 [Create New User Accounts](#)
Click here to Register a New User to an existing Supplier account


Supplier Registration


- One Page Registration
- Supplier must enter their Supplier ID and TIN

Register New User Accounts

Authentication

Supplier List

*Supplier ID	Tax Identification Number	
0000000093	600000860	

User Account Information 

* Requested User ID

*Password

* Confirm Password

Description

* Email ID

Language Code

Time Zone

Currency Code

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

Click to accept the Terms of Agreement below.

[Terms of Agreement](#)

Supplier Registration

Confirmation Page

Routed for Buyer Approval

Register New User Accounts

Authentication

Supplier List

*Supplier ID	Tax Identification Number	
0000000093	600000860	

User Account Information [?](#)

* Requested User ID

* Password

* Confirm Password

Description

* Email ID

Language Code

Time Zone

Currency Code

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

Click to accept the Terms of Agreement below.

Terms of Agreement

Message

New User Profile has been submitted for Approval

Supplier Login

Supplier or Bidder, same login process


Forget password functionality


Supplier Login

User ID

Password

[Forgot Password ?](#)

 [Register as a Sourcing Bidder](#)
Click here to register as a bidder and to be able to bid on events.

 [Create New User Accounts](#)
Click here to Register a New User to an existing Supplier account

**Contact Us****My Alerts**

My Alerts

Unacknowledged POs (6)

Links

Profile Information

- Maintain My User Contact
- My Categorizations
- View Terms & Conditions
- Supplier Dashboard
- Supplier Homepage
- Change My Password

Bidding Information

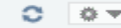
- Supplier Dashboard
- Bidding Homepage
- View Events and Place Bids
- Discussion Forums
- Respond to Quote

MY Quick Links

- Purchase Orders
- Acknowledge Purchase Orders
- Payments
- Respond to Quote
- Bidding Homepage

demouser

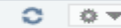
Welcome demouser

Recently Dispatched POs

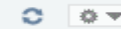
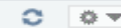
PO ID	Dispatched Date/Time	Status	Acknowledge Status
20-0008528	03/06/2020 11:58:56AM	Dispatched	New
20-0008525	02/27/2020 9:35:25AM	Change Order -1	New
20-0008526	02/14/2020 3:34:16PM	Dispatched	New
20-0003064	10/08/2019 11:46:22AM	Dispatched	New
19-0016224	07/02/2019 7:15:14AM	Dispatched	New

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

There are no events to view.

Recently Dispatched RFQs

No Recently Dispatched RFQs

Welcome**Upcoming Events**

7

Upcoming Events



eSupplier Dashboard

NAVIGATION AND FEATURES

Supplier Dashboard Home Page

The screenshot displays the Supplier Dashboard Home Page for user 'demouser'. The page is divided into several sections:

- Supplier Homepage:** A red circle highlights the 'Supplier Homepage' link in the top left navigation bar.
- Contact Us:** A button with a refresh icon and a settings dropdown.
- My Alerts:** A section with a refresh icon and a settings dropdown, containing a sub-section for 'Unacknowledged POs (6)'.
- Links:** A section with a refresh icon and a settings dropdown, containing several navigation links:
 - Profile Information:** Maintain My User Contact, My Categorizations, View Terms & Conditions, Supplier Dashboard, Supplier Homepage, Change My Password.
 - Bidding Information:** Supplier Dashboard, Bidding Homepage, View Events and Place Bids, Discussion Forums, Respond to Quote.
 - MY Quick Links:** Purchase Orders, Acknowledge Purchase Orders, Payments, Respond to Quote, Bidding Homepage.
- Supplier Dashboard:** The main content area, titled 'demouser Welcome demouser'. It contains:
 - Recently Dispatched POs:** A table with columns: PO ID, Dispatched Date/Time, Status, Acknowledge Status.

PO ID	Dispatched Date/Time	Status	Acknowledge Status
20-0008528	03/06/2020 11:58:56AM	Dispatched	New
20-0008525	02/27/2020 9:35:25AM	Change Order -1	New
20-0008526	02/14/2020 3:34:16PM	Dispatched	New
20-0003064	10/08/2019 11:46:22AM	Dispatched	New
19-0016224	07/02/2019 7:15:14AM	Dispatched	New
 - Active Bids:** A section with a refresh icon and a settings dropdown, containing a table of active bids:

Event Name
BULK WASTE PICKUP AND DISPOSAL
SERVICE REPAIR INSTALL GYM EQUIPMENT
REPAIR OF DAMAGED EXTERIOR WALL AT LINCOLN SCHOOL
 - Upcoming Events:** A section with a refresh icon and a settings dropdown, featuring a calendar icon and the text 'Upcoming Events'.

Bidder Dashboard Home Page

ORACLE

Supplier Homepage ⚙️ ⏪ Supplier Dashboard

[Contact Us](#) 🔄 ⚙️

[My Alerts](#) 🔄 ⚙️

My Alerts

- Unacknowledged POs

Links 🔄 ⚙️

- Profile Information**
 - Maintain My User Contact
 - My Bidder Profile
 - My Categorizations
 - View Terms & Conditions
 - Supplier Dashboard
 - Supplier Homepage
- Bidding Information**
 - Supplier Dashboard
 - Bidding Homepage
 - View Events and Place Bids
 - Discussion Forums
- MY Quick Links**
 - Bidding Homepage

Welcome Bidder

Active Bids

[Events](#) [Personalize](#) | [Find](#) | [📄](#) | [📅](#) First ⏪ 1-3 of 3 ⏩ Last

Event Name	
BULK WASTE PICKUP AND DISPOSAL	
SERVICE REPAIR INSTALL GYM EQUIPMENT	
REPAIR OF DAMAGED EXTERIOR WALL AT LINCOLN SCHOOL	

[See all of my events](#)

Welcome

Upcoming Events

7 [Upcoming Events](#)

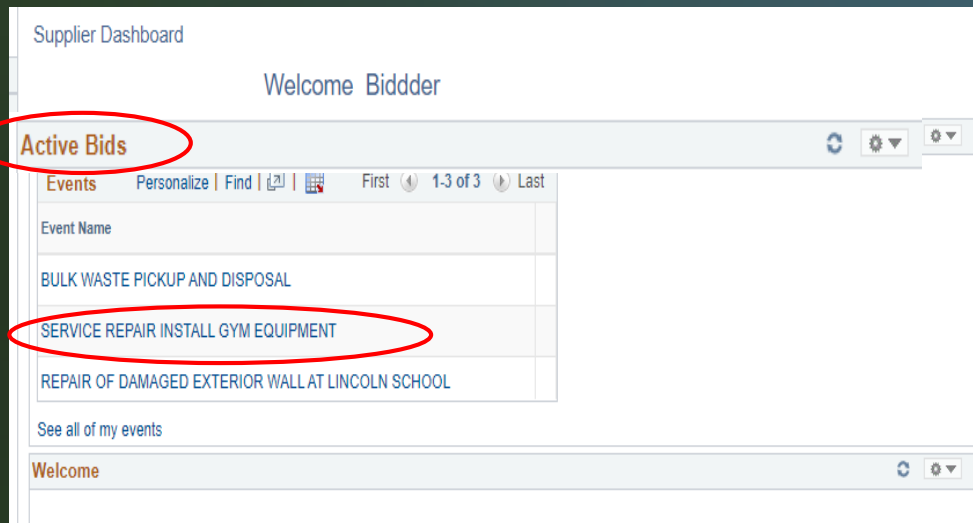
Active Bids

- ▶ Solicitations for Bids
- ▶ Use eSupplier
 1. to view Bids
 2. To download Bid
 3. Accepting Invitation is optional
- ▶ Following Bid Instructions to mail in Bid. Do Not Bid online.
- ▶ If A Bidder is awarded a Contract, They will be converted from a Bidder to a Supplier. You can use the same ID & PW

View & Download Bid

Under the “Active Bids”
Section, Click on the Bid to
review.

Click on Review Event Package



Supplier Dashboard

Welcome Bidder

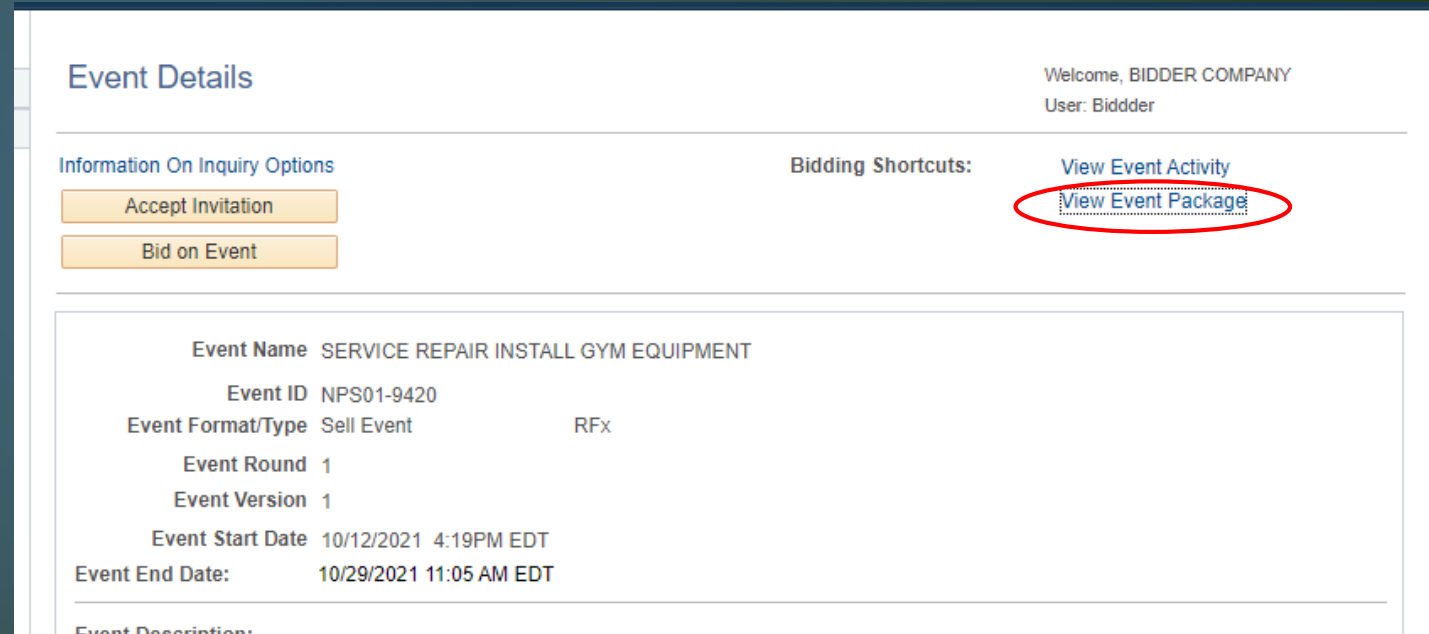
Active Bids

Events Personalize Find First 1-3 of 3 Last

Event Name
BULK WASTE PICKUP AND DISPOSAL
SERVICE REPAIR INSTALL GYM EQUIPMENT
REPAIR OF DAMAGED EXTERIOR WALL AT LINCOLN SCHOOL

See all of my events

Welcome



Event Details

Welcome, BIDDER COMPANY
User: Bidder

Information On Inquiry Options

Accept Invitation

Bid on Event

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

Event Name SERVICE REPAIR INSTALL GYM EQUIPMENT

Event ID NPS01-9420

Event Format/Type Sell Event RFX

Event Round 1

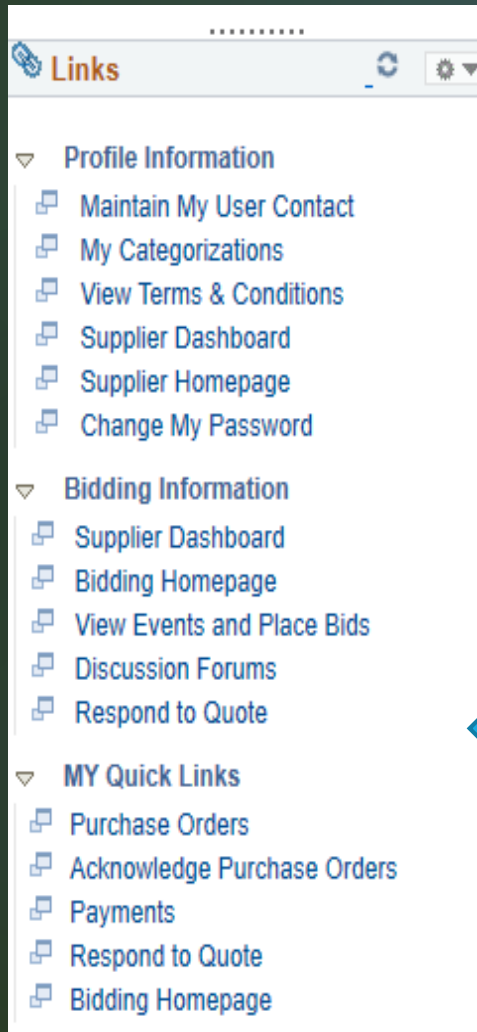
Event Version 1

Event Start Date 10/12/2021 4:19PM EDT

Event End Date: 10/29/2021 11:05 AM EDT

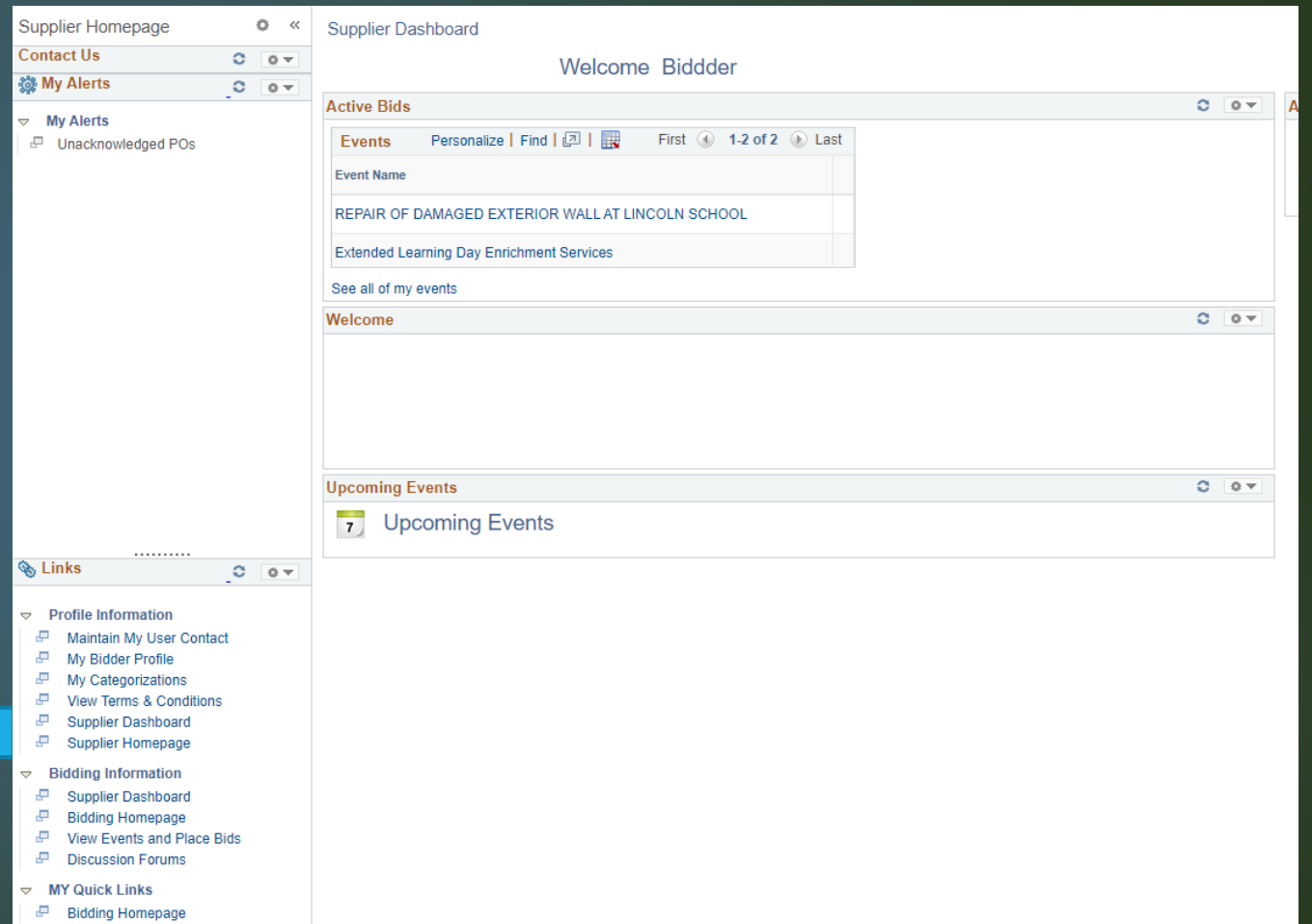
Event Description:

Quick Links for Quick Navigation



The 'Links' sidebar menu is organized into three main sections:

- Profile Information**
 - Maintain My User Contact
 - My Categorizations
 - View Terms & Conditions
 - Supplier Dashboard
 - Supplier Homepage
 - Change My Password
- Bidding Information**
 - Supplier Dashboard
 - Bidding Homepage
 - View Events and Place Bids
 - Discussion Forums
 - Respond to Quote
- MY Quick Links**
 - Purchase Orders
 - Acknowledge Purchase Orders
 - Payments
 - Respond to Quote
 - Bidding Homepage



The 'Supplier Dashboard' interface is titled 'Welcome Bidder' and contains several key sections:

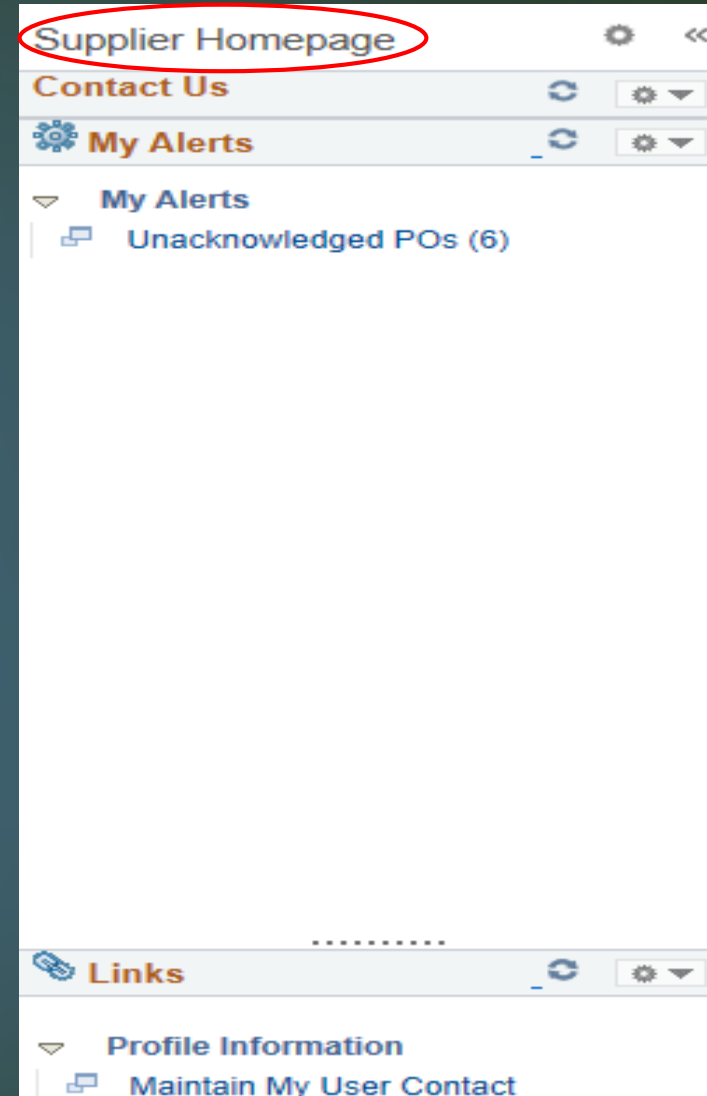
- My Alerts**: A section for managing alerts, currently showing 'Unacknowledged POs'.
- Active Bids**: A table listing active bids with columns for 'Event Name', 'Personalize', 'Find', and pagination controls. The first bid is 'REPAIR OF DAMAGED EXTERIOR WALL AT LINCOLN SCHOOL' with 'Extended Learning Day Enrichment Services' as a sub-item.
- Welcome**: A section for personalized welcome messages.
- Upcoming Events**: A section showing upcoming events, with a calendar icon and the text 'Upcoming Events'.

At the bottom of the dashboard, there is a 'Links' sidebar menu that mirrors the structure shown in the first screenshot, providing quick access to various system functions.

Home Page

You can always return to the Supplier page by clicking on "Supplier Homepage" in the top left corner.

My Alerts will show any waiting action items or notifications.



Update and Maintain your self-categorization Bid Categories

Click on My Categorizations to identify which bid categories you wish to be notified on.

The screenshot displays the 'Supplier Homepage' interface. On the left, the 'My Alerts' section shows 'Unacknowledged POs (6)'. Below it, the 'Links' section contains several categories: 'Profile Information' (with 'Maintain My User Contact' and 'My Categorizations' circled in red), 'Bidding Information', and 'MY Quick Links'. The main area on the right is titled 'My Categorizations' and shows a tree view under 'Services and Goods'. It includes 'Sourcing - Sourcing Categories' (with 'Buy Categories' unchecked and 'Sell Categories' checked), and a list of various bid categories such as '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', '8512FC - MEDICAL FACILITY SERVICES', '861300 - EDUCATIONAL SERV-STUDENT', '8512FC - MEDICAL FACILITY SERVICES', '8512FC - MEDICAL FACILITY SERVICES', '8512FC - MEDICAL FACILITY SERVICES', '9314TS - TUTORING/MENTORING SERVICE', 'REPR - REPAIRS VARIOUS EQUIP', 'RPE60MR - MUSICAL INSTRUMENT REPAIR', 'RPE78VM - VEHICLE MAINTENANCE AND REPAIR', 'RPE44 - REPAIRS - OFFICE EQUIPMENT', 'RPS92MD - REPAIR MAGNETIC DOOR LOCKS', 'FOOD - FOOD AND NUTRITIONAL SERVICE', '481000 - CAFE EQUIPMENT REPAIR', '501900 - PACKAGE SCHOOL LUNCH', '501800 - BREAD AND ROLLS', '4811MK - VENDING MACHINE - MILK', '4811BV - BEVERAGE SERVICE VENDING', and '4811SK - VENDING MACHINE - SNACKS'. Each category has a checkbox and a plus icon.

PO Acknowledgement

ESUPPLIER

PO Acknowledgement – For Suppliers Only

- ▶ Supplier Confirms PO receipt, price & Qty
- ▶ Supplier can propose changes on price, quantity or item
- ▶ Buyer reviews and accepts changes
- ▶ System processes a change order.

Accept PO

Login as CherryRoad
Supplier

6 POs
unacknowledged

To Acknowledge PO
Click on "New"
hyperlink

Supplier Homepage

Contact Us

My Alerts

My Alerts

Unacknowledged POs (6)

Supplier Dashboard

demouser Welcome demouser

Recently Dispatched POs

PO ID	Dispatched Date/Time	Status	Acknowledge Status
20-0008528	03/06/2020 11:58:56AM	Dispatched	New
20-0008525	02/27/2020 9:35:25AM	Change Order -1	New
20-0008526	02/14/2020 3:34:16PM	Dispatched	New
20-0003064	10/08/2019 11:46:22AM	Dispatched	New
19-0016224	07/02/2019 7:15:14AM	Dispatched	New

PO Accepted

System Defaults
"Accepted"

Click Save & Send to
Accept PO as sent.

Acknowledge Purchase Orders

Acknowledgement Summary

demouser

PO Number 20-0008528 PO Date 03/06/2020
Acknowledgement Status New Acknowledge Date
POA Response Accepted Reset to PO Values Reject All

PO Header Detail

PO Header Comments Find | View All First 1 of 2 Last

As per contract 9058
View

Click on the purchase order line number to see more details and to make any modifications.

POA Lines Personalize | Find | View All | Print | Grid First 1 of 1 Last

Line Details Extension ...

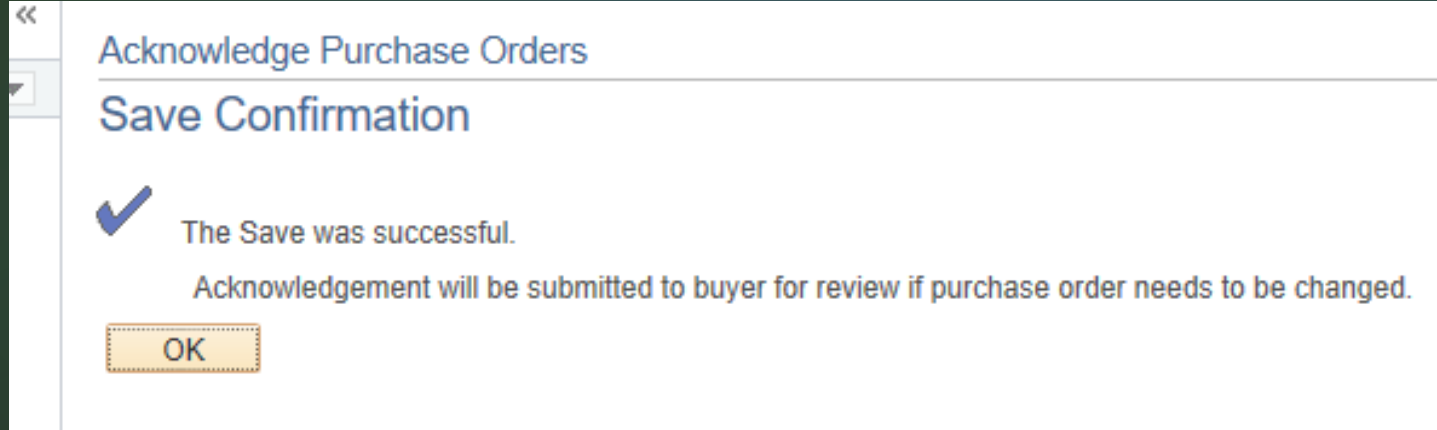
Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
1		Test Copy Comments	2.0000	2.0000	EA	Accepted

Comments

Save Save & Send Acknowledgement

[Return to Search Acknowledgement](#) [Send E-mail](#)

PO Acknowledged





NOTE;

User ID's will be inactivated if you do not log in after 12 months.

You need to log in once a year to keep your profile active