NEW YORK CITY
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AUTHORITY

NYCHA

iSupplier Portal

Quick Guide

iSupplier Portal Quick Guide

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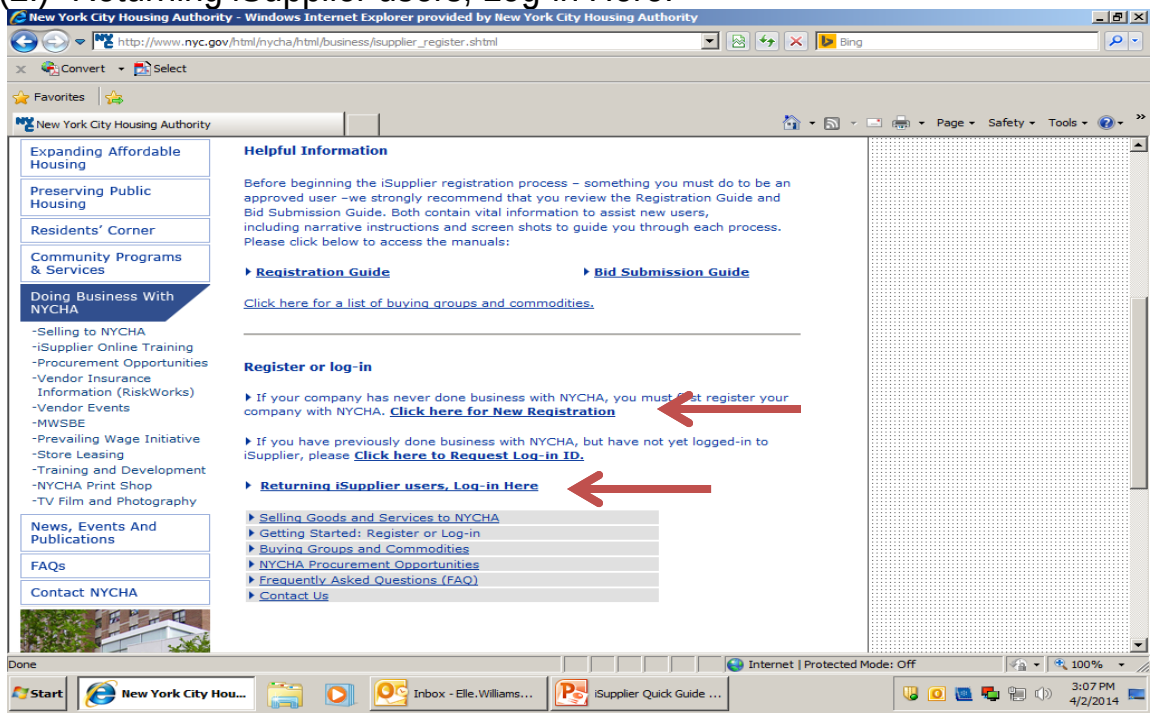
HOW TO REGISTER YOUR COMPANY or LOGIN TO YOUR EXISTING ACCOUNT IN THE iSUPPLIER PORTAL

You will receive a confirmation once you submit your registration form online and then you will receive a Login ID and Password via email.

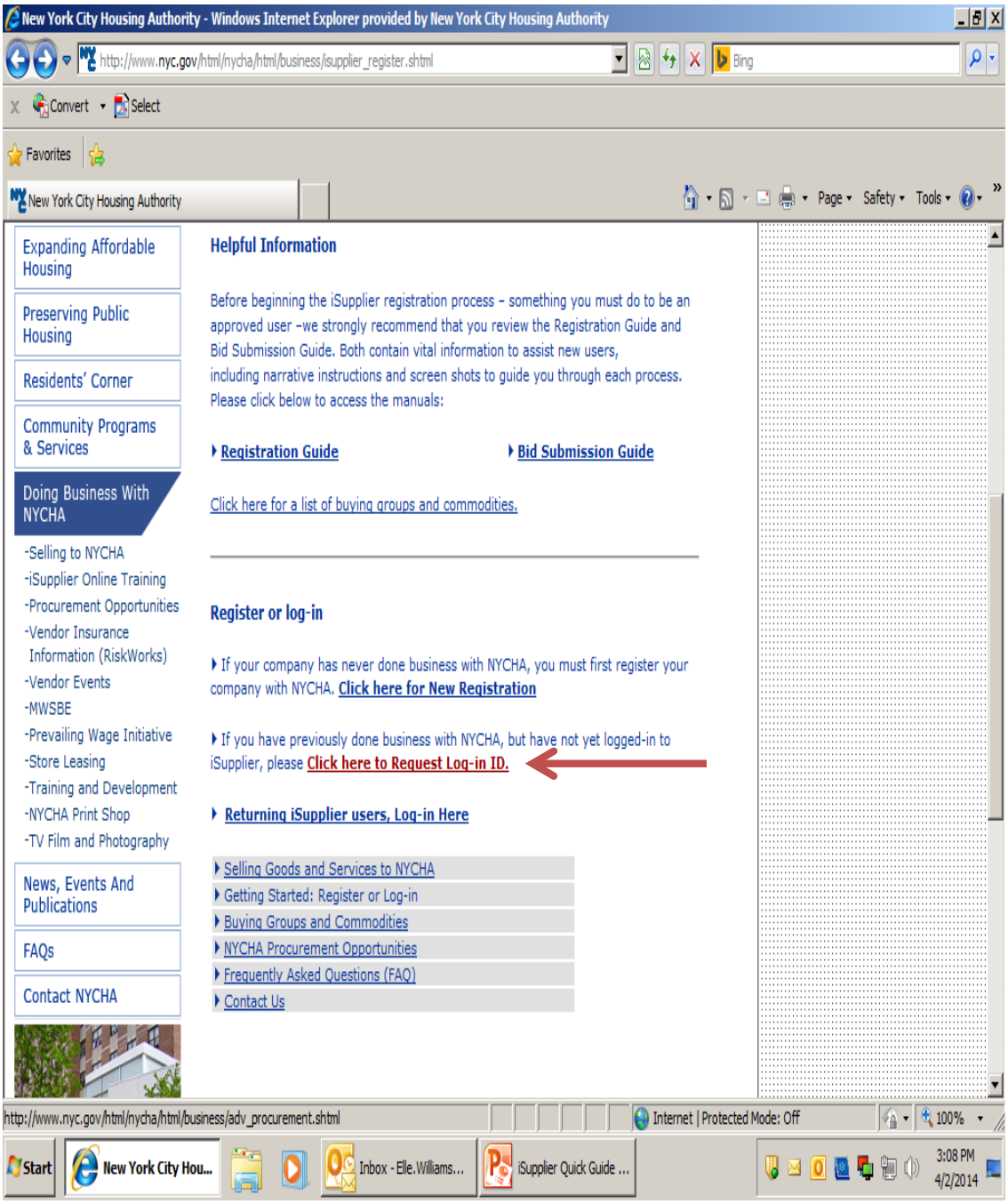
You can then Update your profile and add additional contacts as you deem appropriate and register your commodity codes.

How to register your company in the iSupplier Portal . . . . Go to the website: **nyc.gov/nychabusiness** . . .then to the tab "Doing Business with NYCHA"….then click on the link beneath "Selling to NYCHA"….

If you are a new vendor……Go to the center of the page… Click on "Getting Started: Register or Log-In"., then choose what applys to you (1.) "Click here for New Registration". If you already have an account choose (2.) "Returning iSupplier users, Log-in Here."

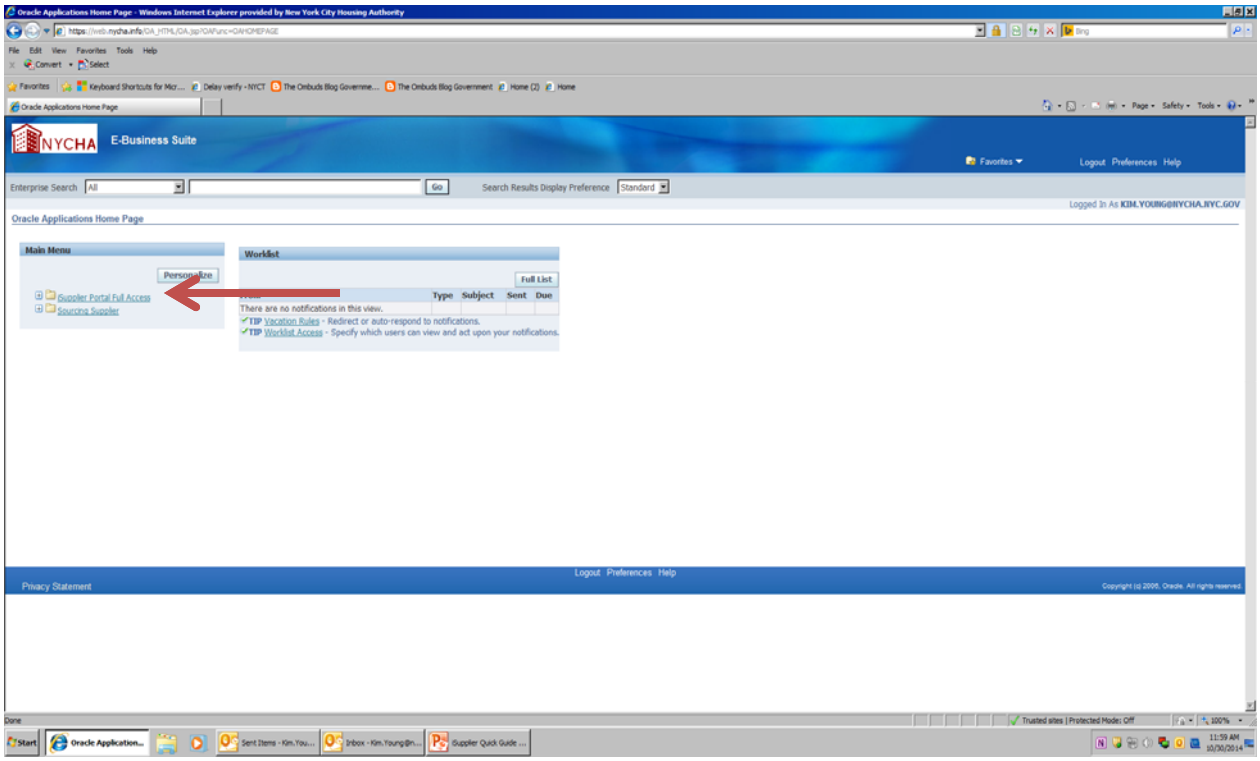


If you are an existing vendor who has previously done business with NYCHA but has never participated in bidding before.....apply for a password through the below link… *"Click here to Request Log-in ID".*

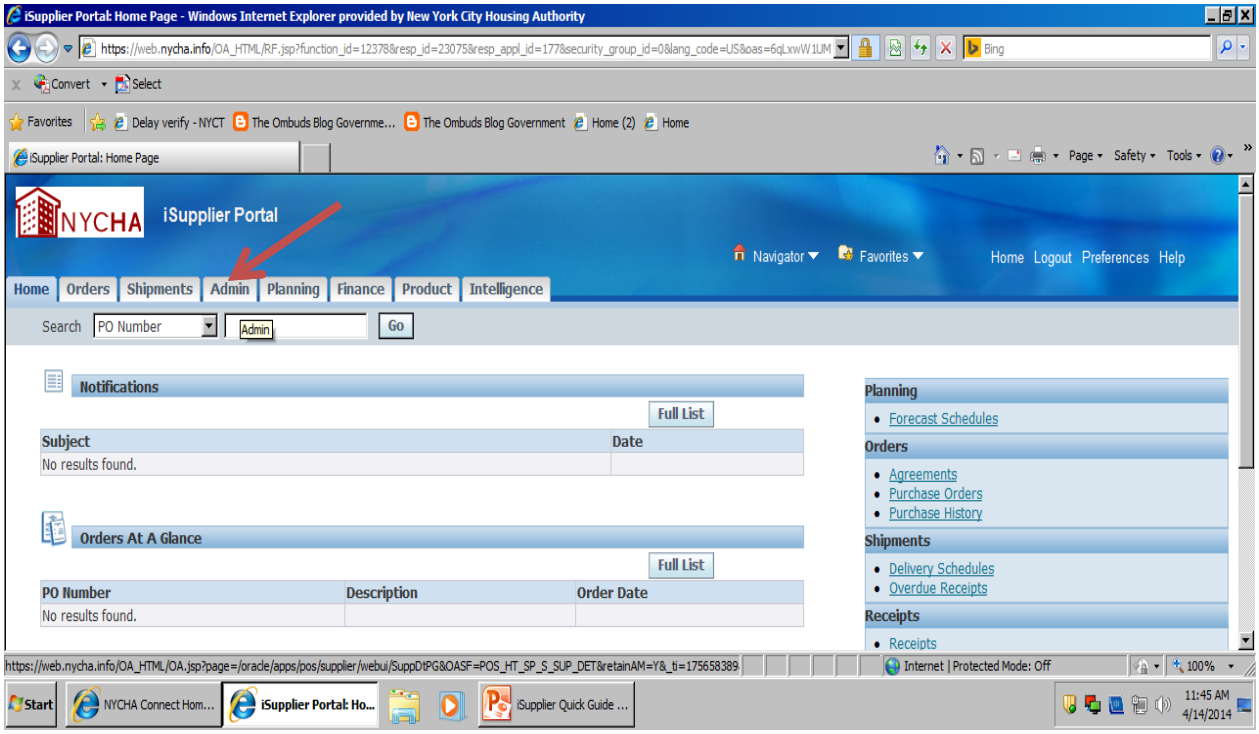


HOW TO REGISTER YOUR COMMODITY CODES TO INSURE YOUR INCLUDED IN ELECTRONIC BIDDERS LISTS

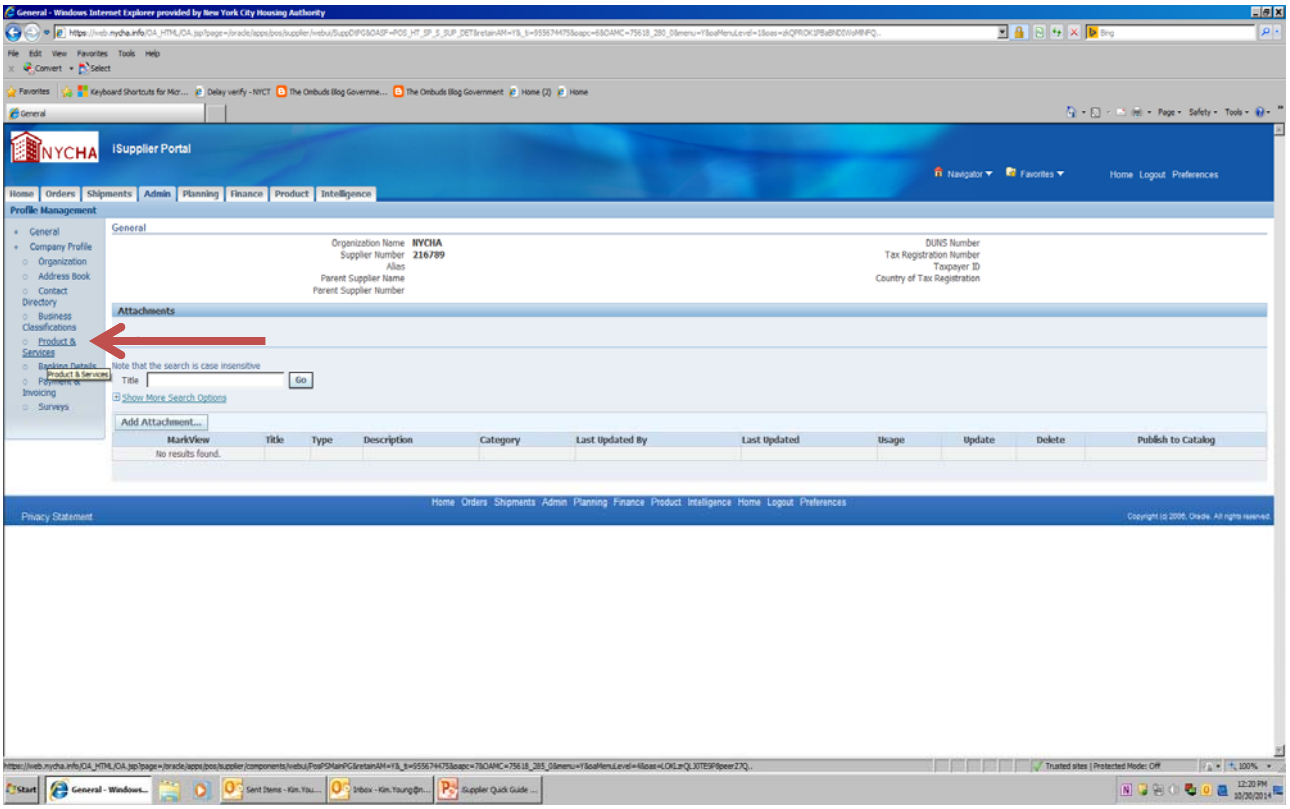
After logging into your account choose the “iSupplier Portal Full Access Menu” Option.



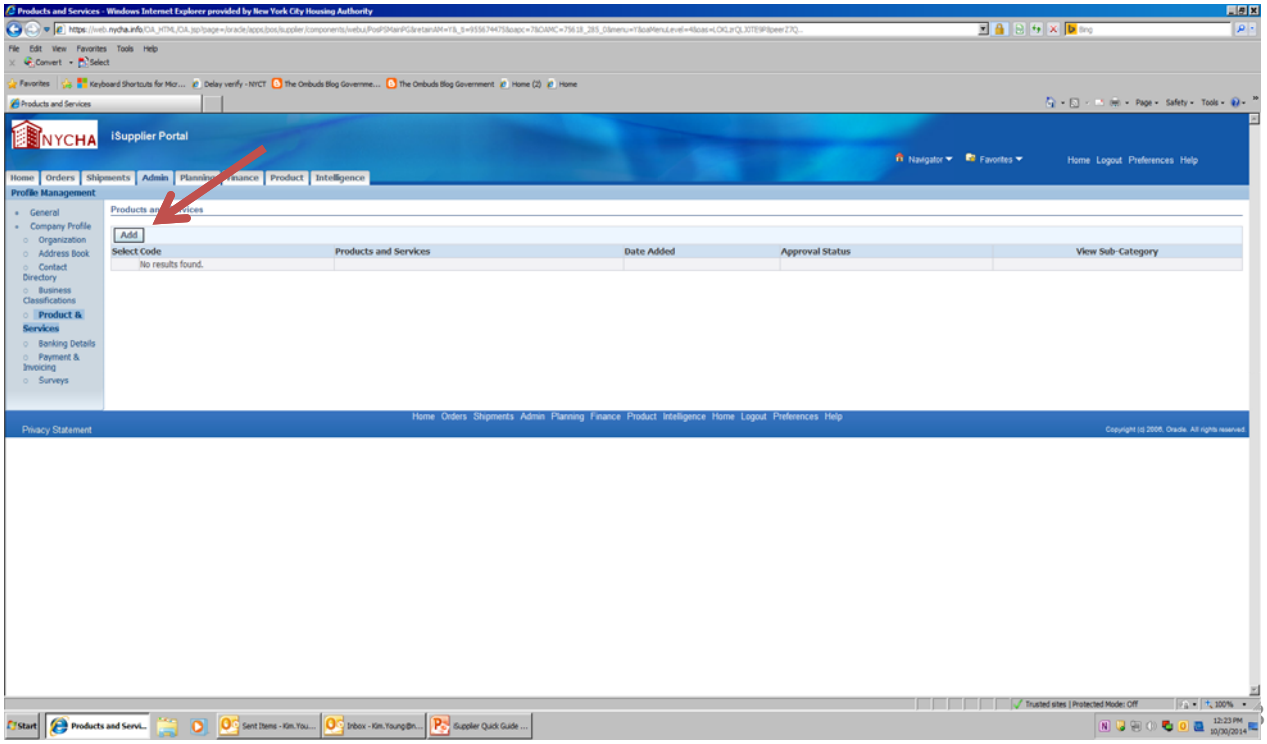
Choose the “Admin” Tab….



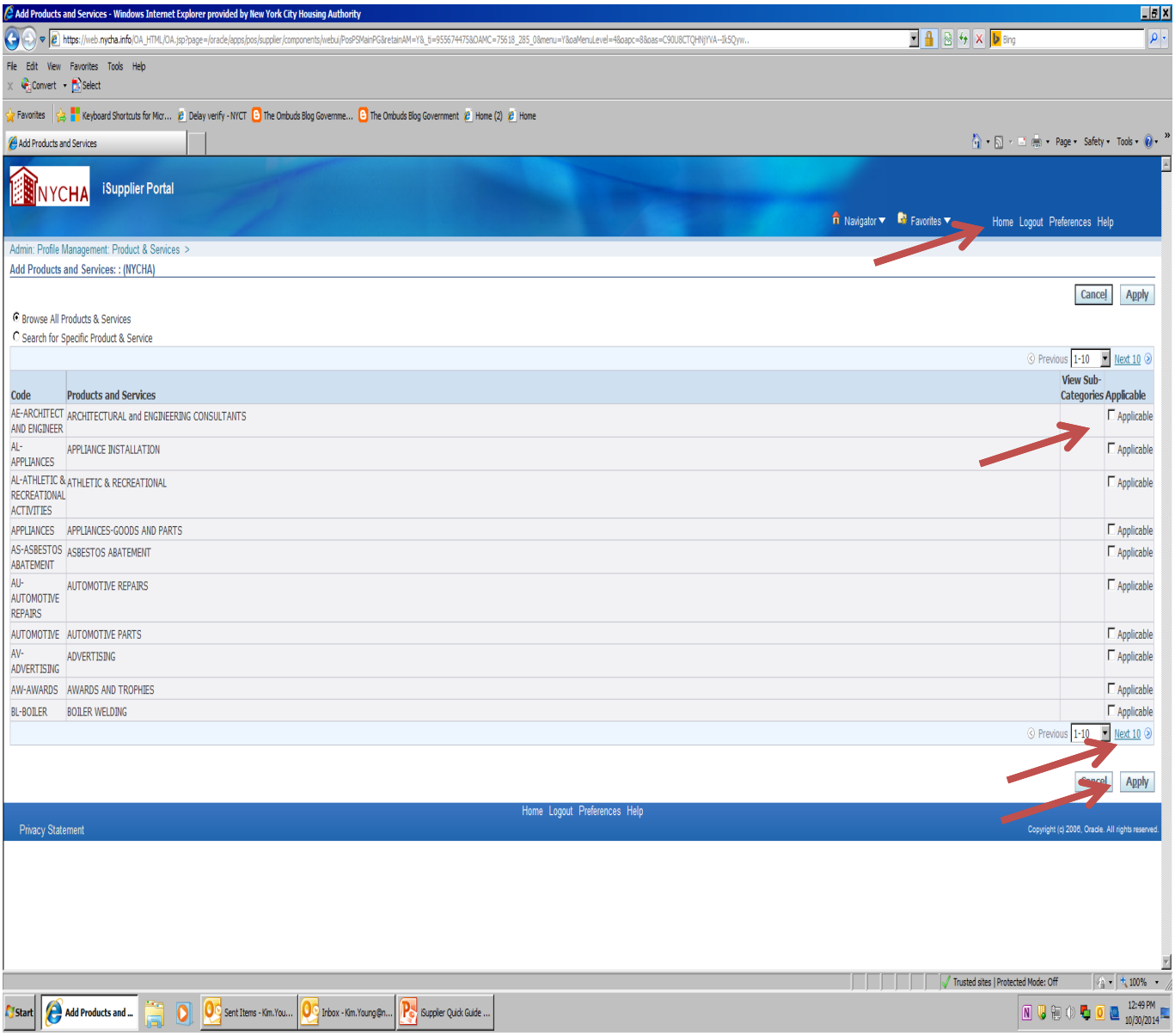
Choose the “Product & Services” option.



Choose the “Add” Button to add commodity codes.



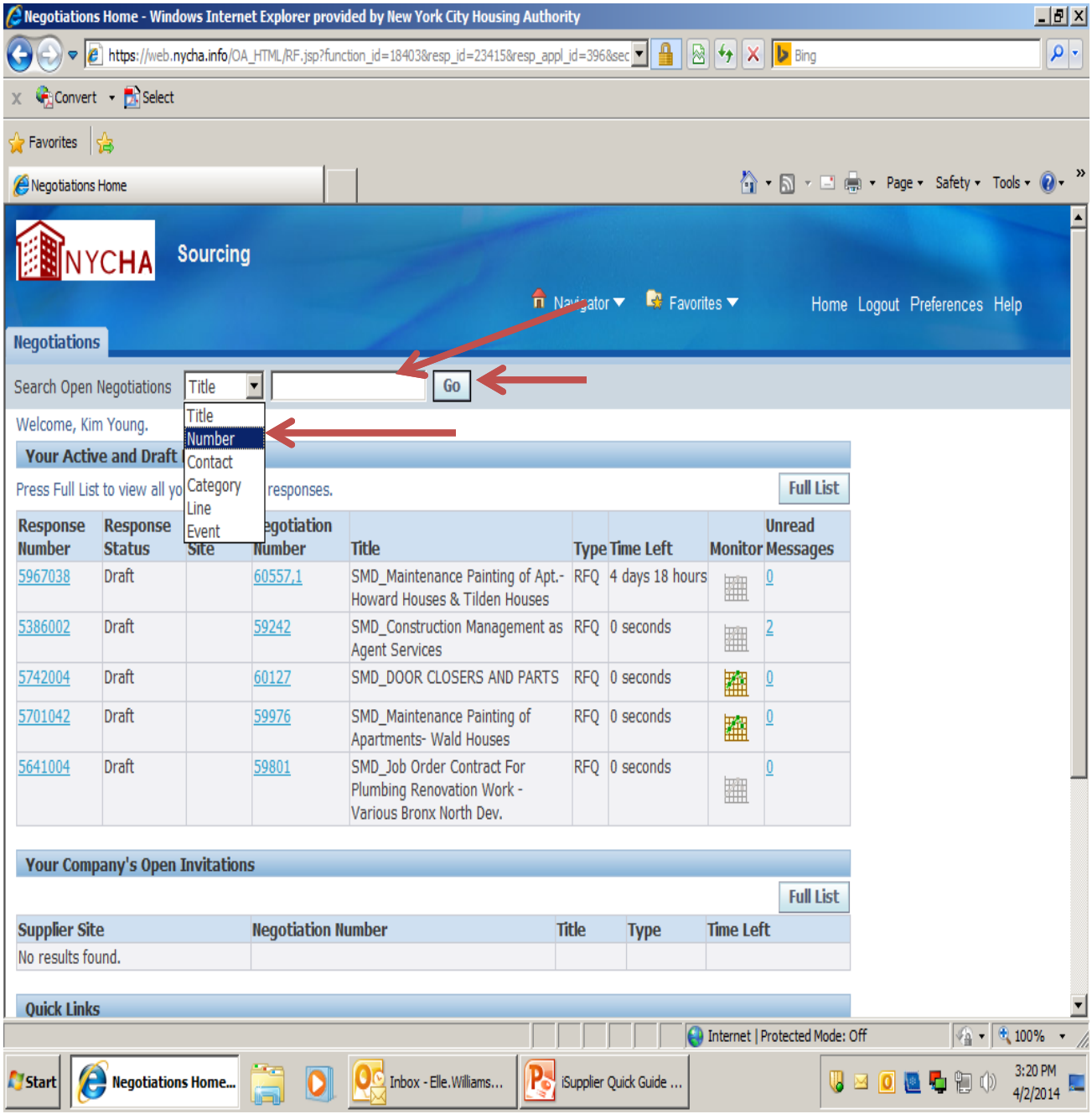
Click the boxes that apply to your business. To cycle through the whole list, choose the “next” button until you come to the end of the list then hit “apply” when you are finished adding all the appropriate commodity codes. That’s it your finished you can hit home to get back to the home screen.



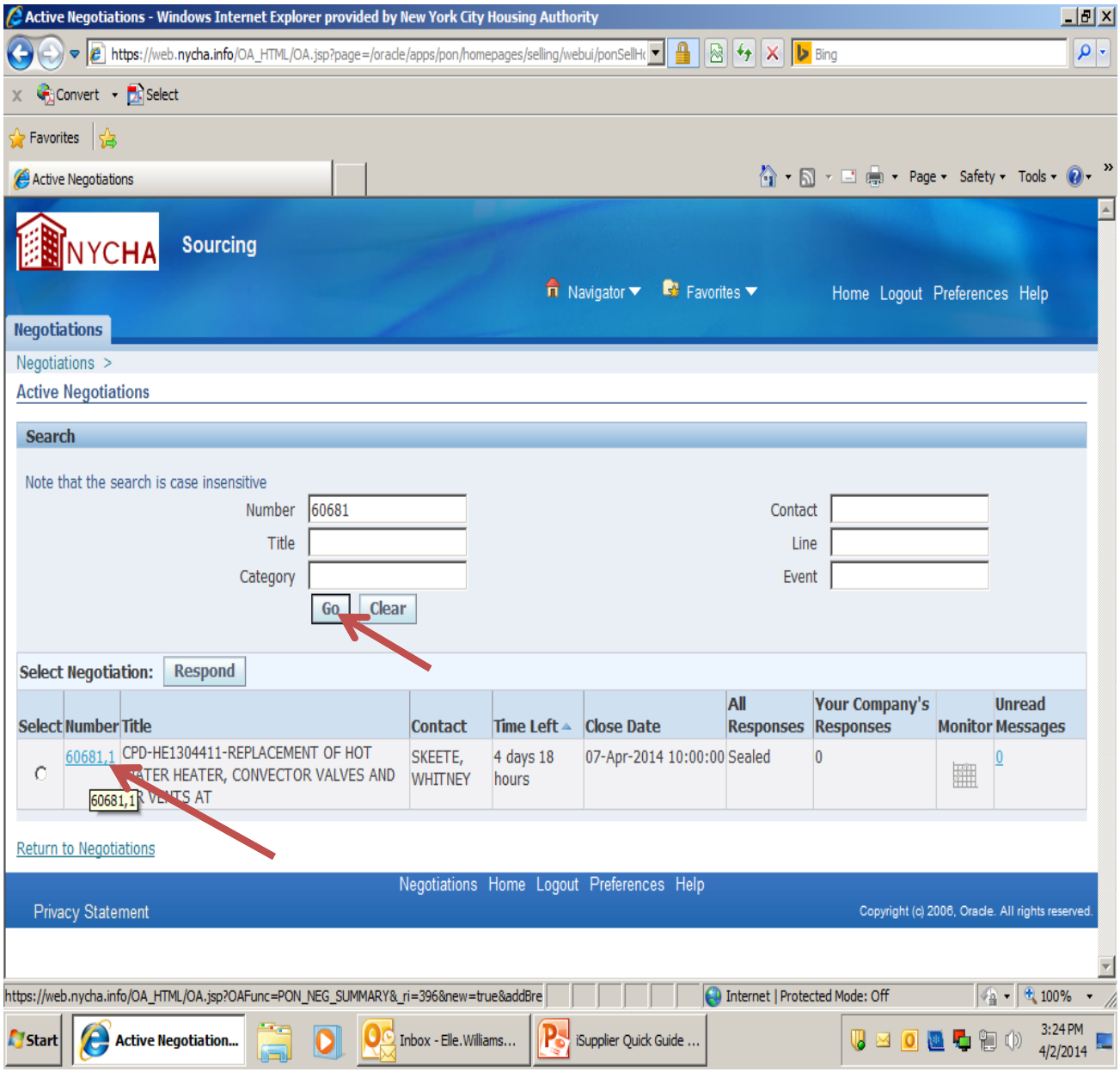
HOW TO LOG INTO YOUR ACCOUNT AND OBTAIN BID DOCUMENTS

You have two menu options you want to choose the “Sourcing Supplier” option. Choose “Sourcing Supplier”…….then “Sourcing”……then “Sourcing Home Page”.

Under the “Search Open Negotiations Box, we want to choose “number” . . . Then enter the 5 digit pin/negotiation/RFP/RFQ number in the box and then click “Go”…

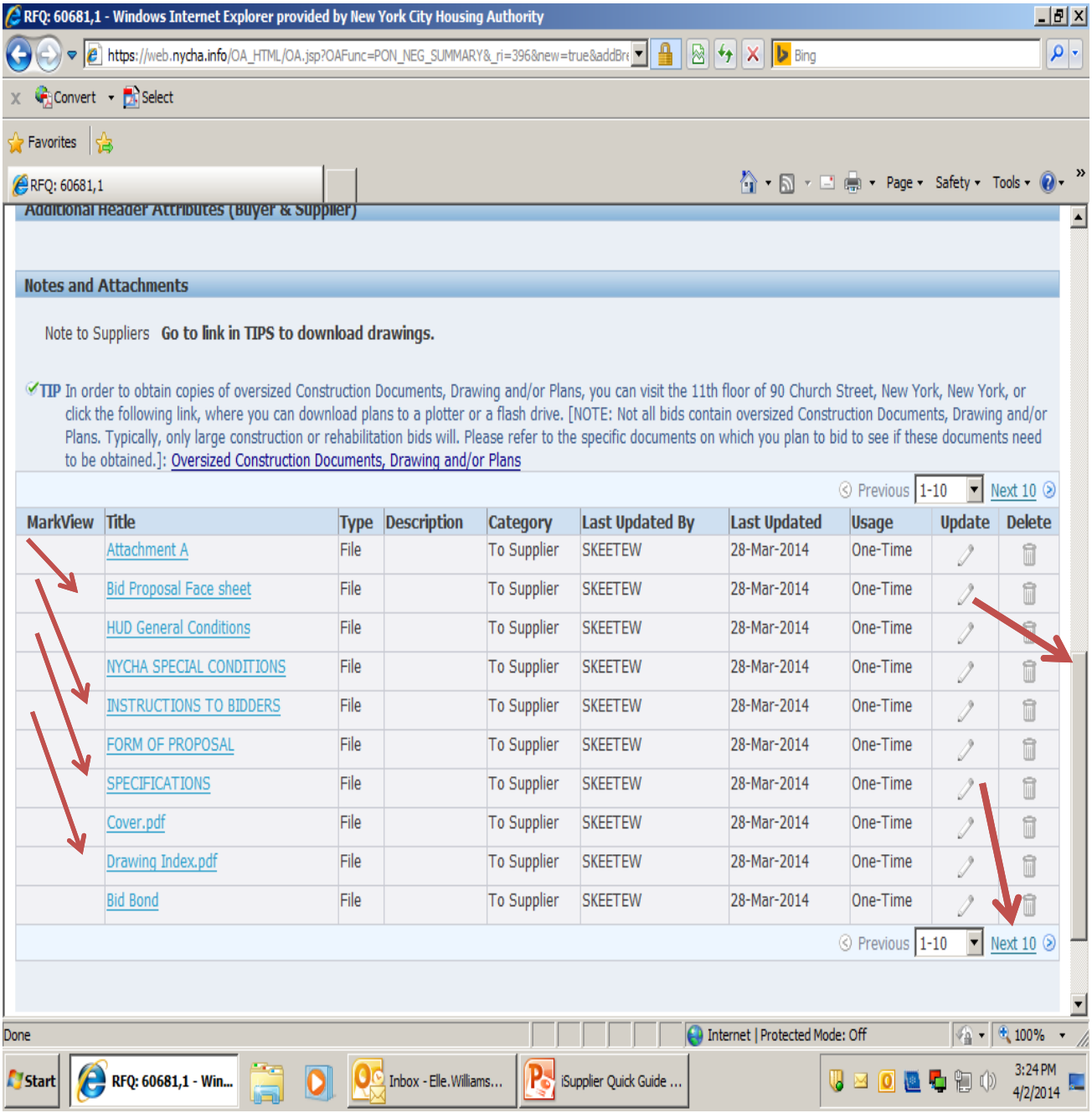


Click on the number and then click “go”. This will take you to the informational portion of the RFQ. We are not ready to respond to the bid yet. We first want to read all the information and obtain the documents.

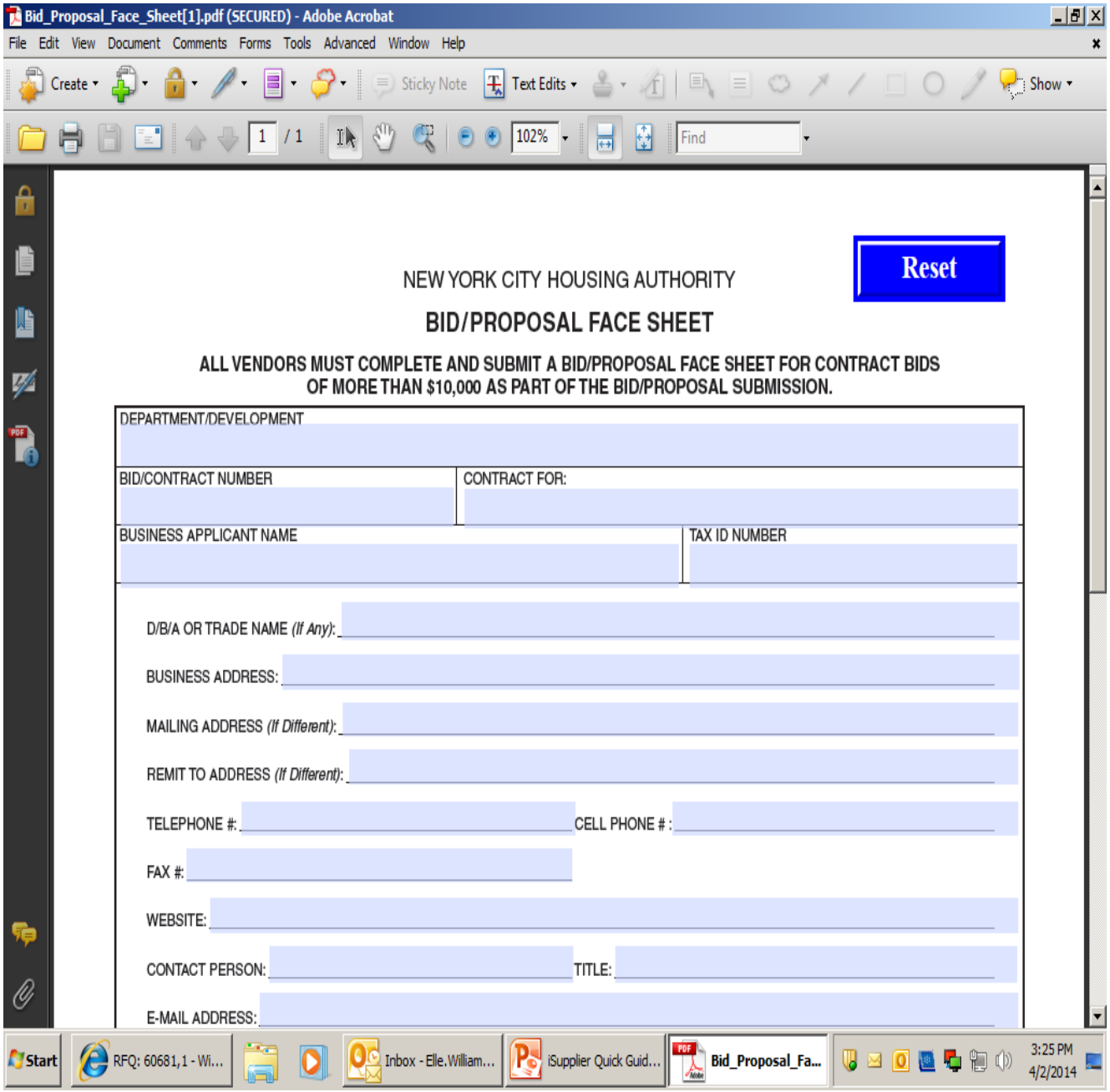


When you move your task bar down located on the right hand side of your screen you will see all the documents listed on the bottom left portion of the screen.

If you see a “Next” button on the bottom right side of the screen this means there are more documents to load. Just click “Next” to load any additional documents…..

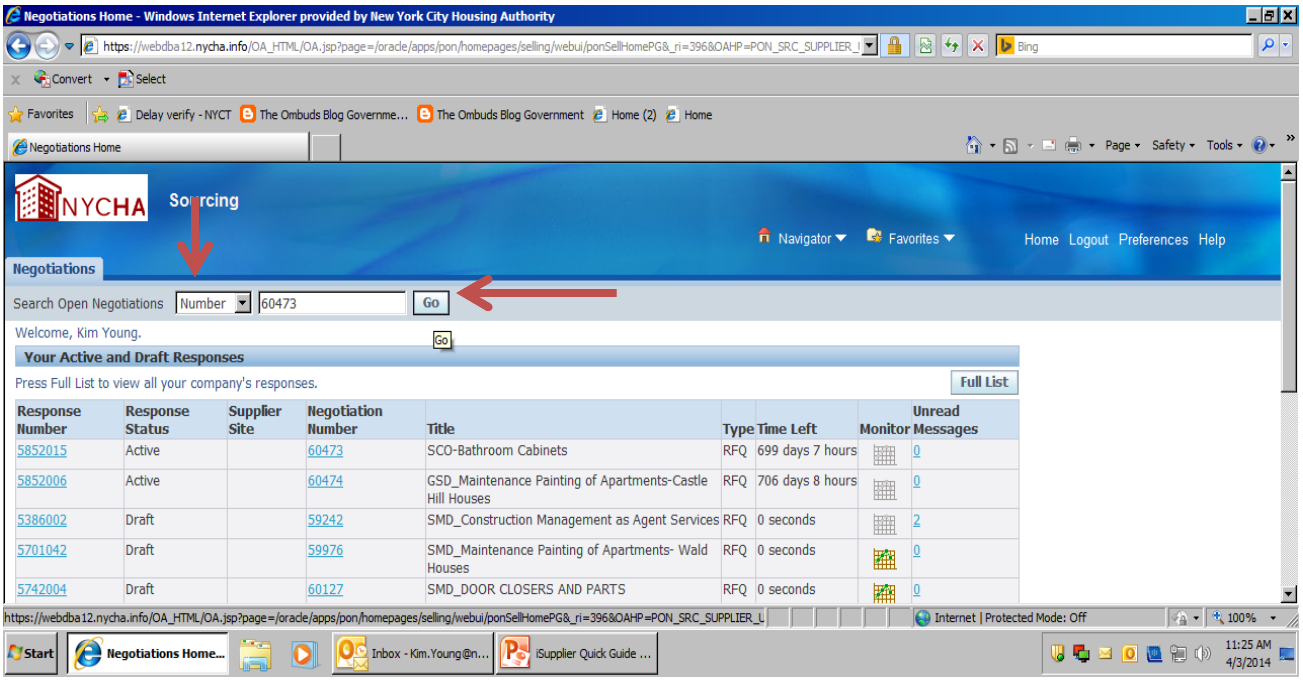


Your document is open. Now save each document that you open to your hard drive or flash drive and work with them offline. Once you have all your documents you can log out of the portal. Prepare your documents, then scan them into your computer as one PDF document and title the document….to begin posting your bid in the next step.

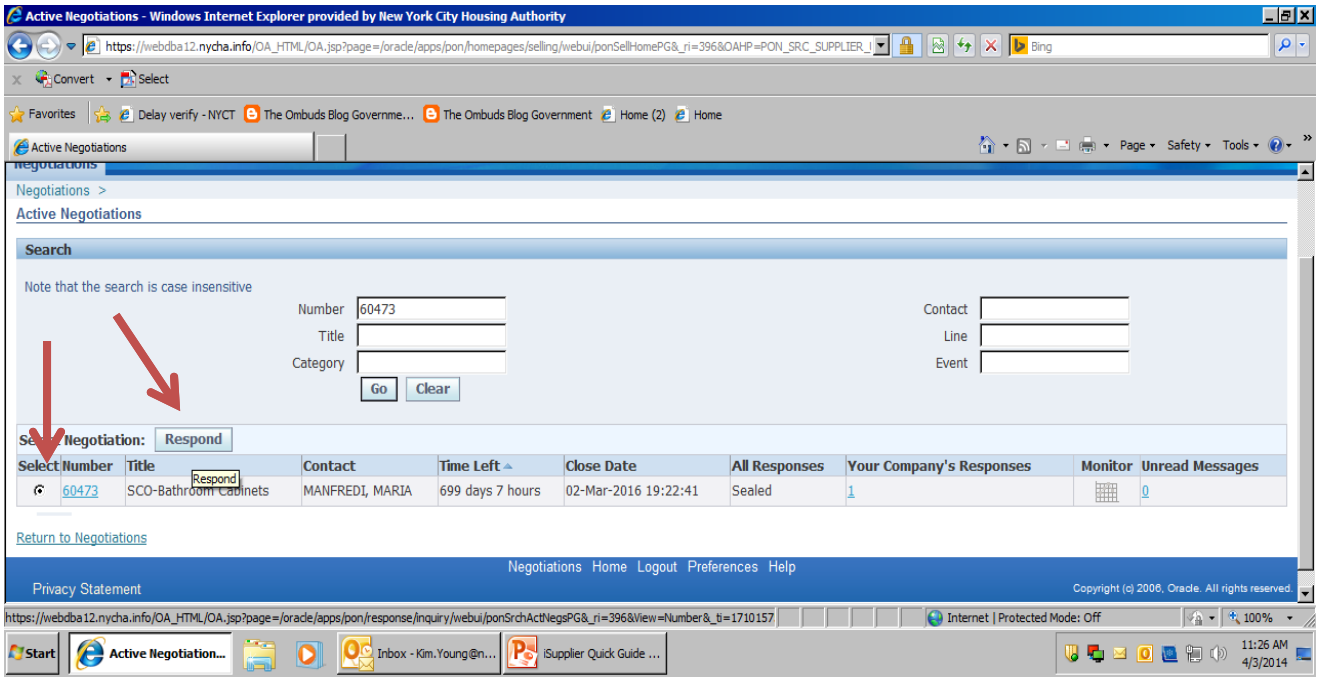


How to Respond to the Bid
and
Upload your Documents

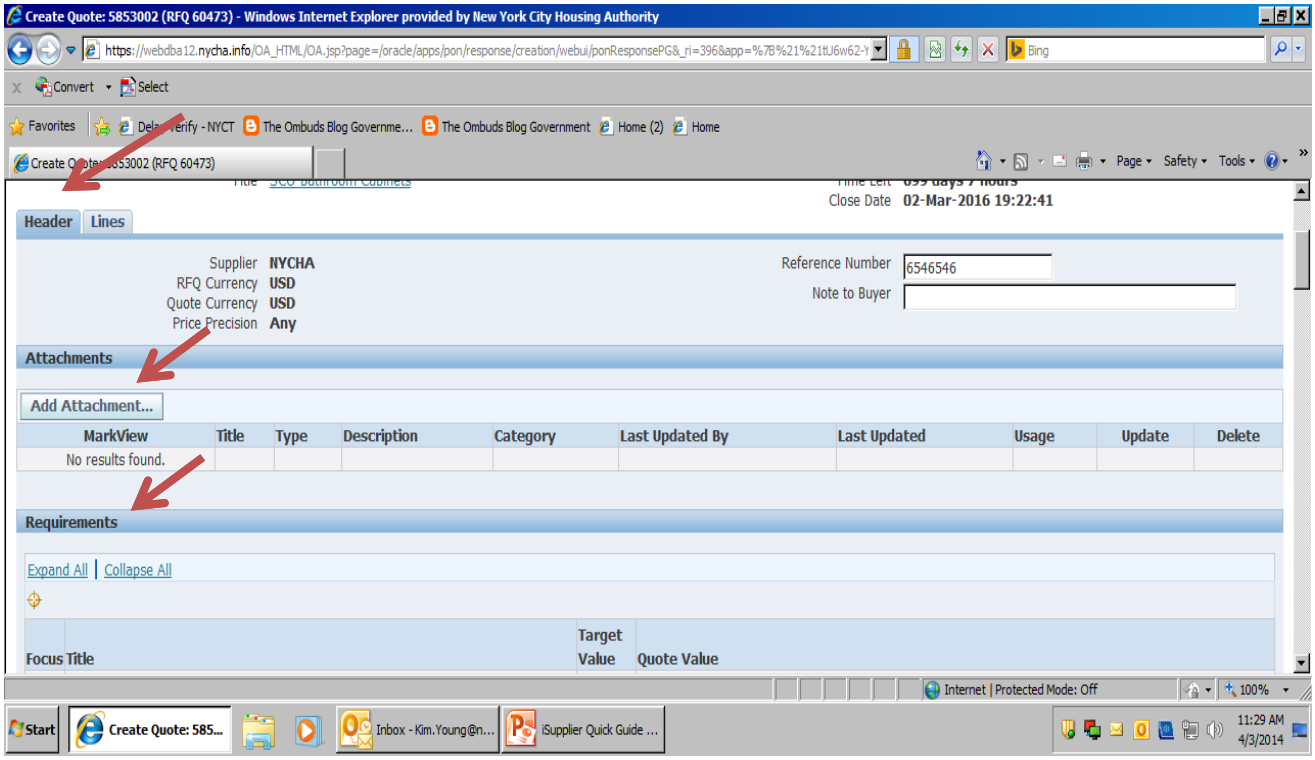
When Responding to the Bid insert the 5 digit pin number in the “Search Open Negotiation Box” remember to choose the “Number” option, then click “go”…



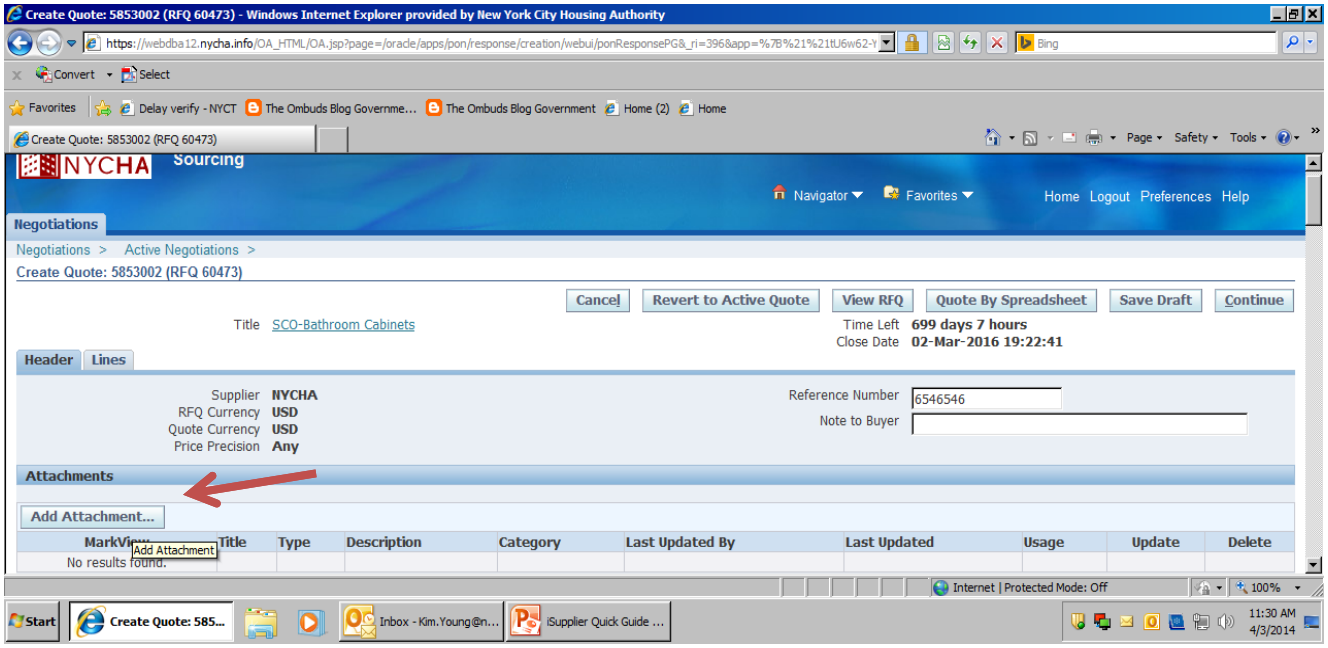
Choose the “Select” button also known as the “Radio Button” on the left side and choose “Respond” above. This will allow you to begin to respond to the bid.



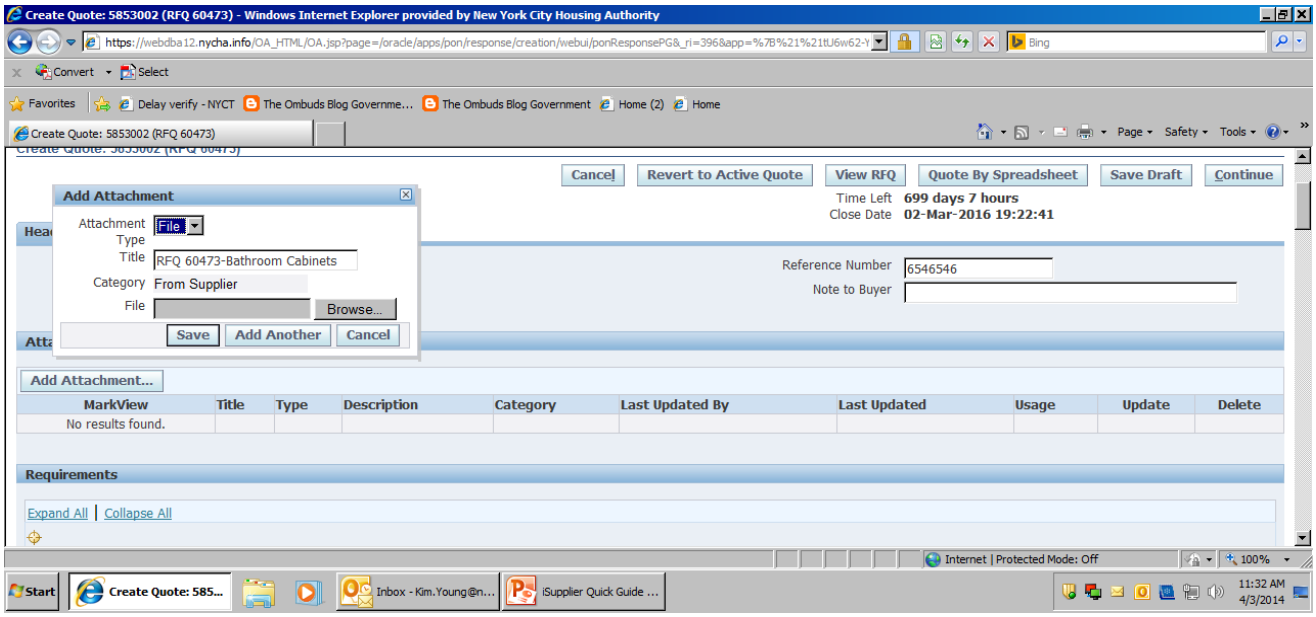
The “Header” page will load. First answer ALL of the requirement questions. This is also where you will add your attachments and upload your response bid documents/proposal.



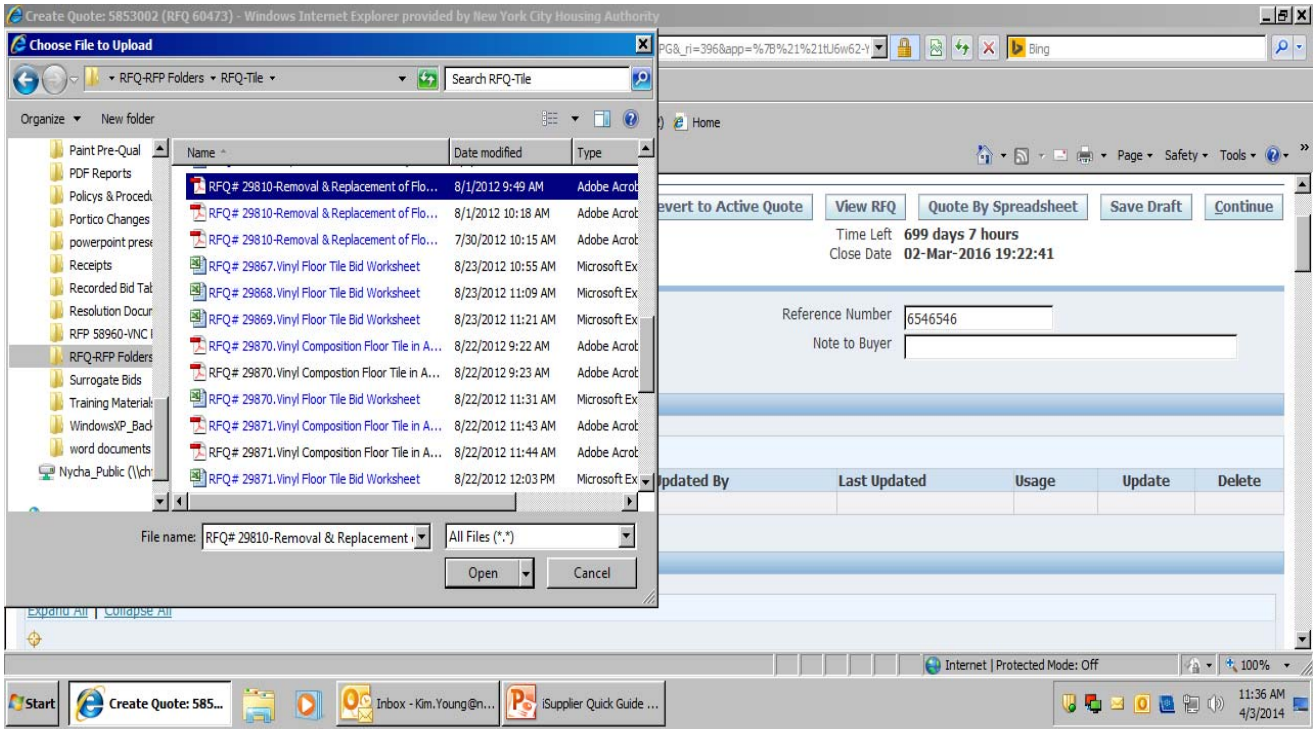
After you have answered your requirement questions, click the “Add Attachment” box.



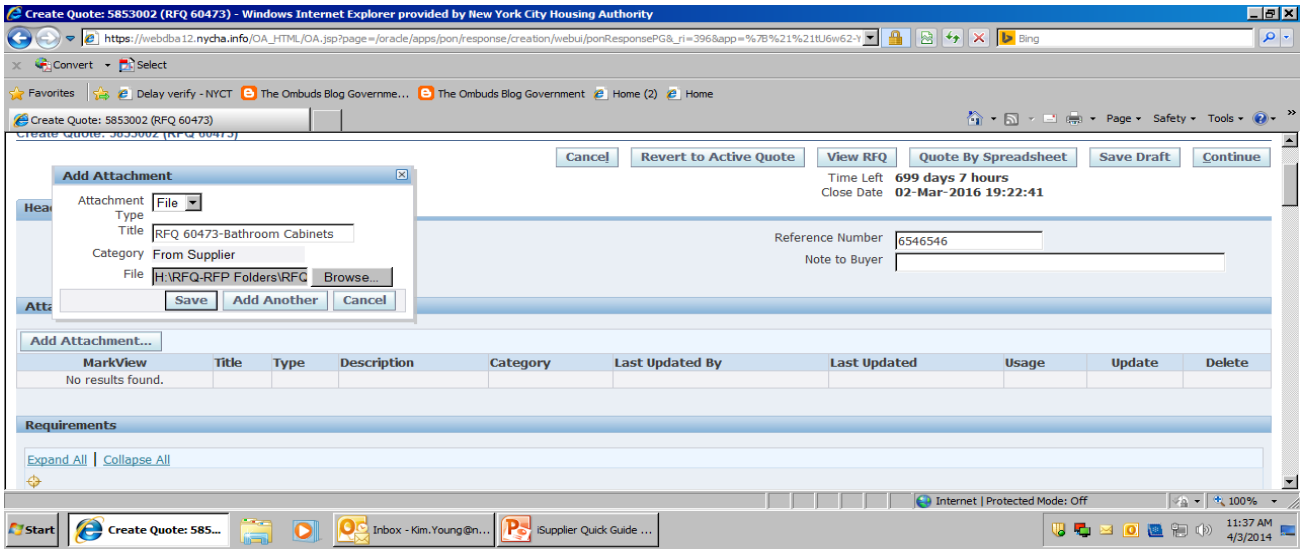
Attachment type, choose “File”, then under “Title”, name your file. Click the “Browse Box” to search on your computer for your uploaded and scanned Adobe PDF files that are required in order to respond to the bid.



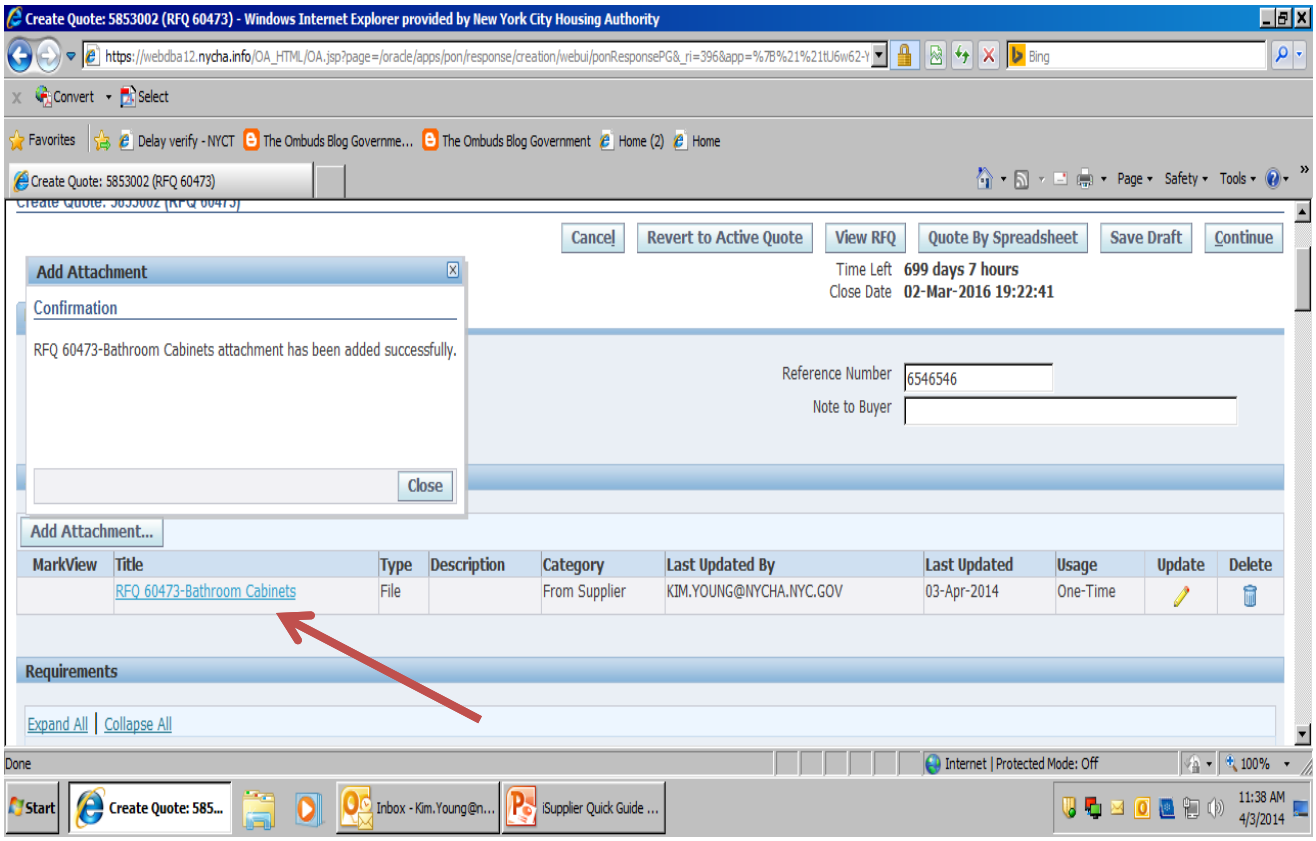
Click on your “PDF” scanned bid documents file attachment to attach as an uploaded document



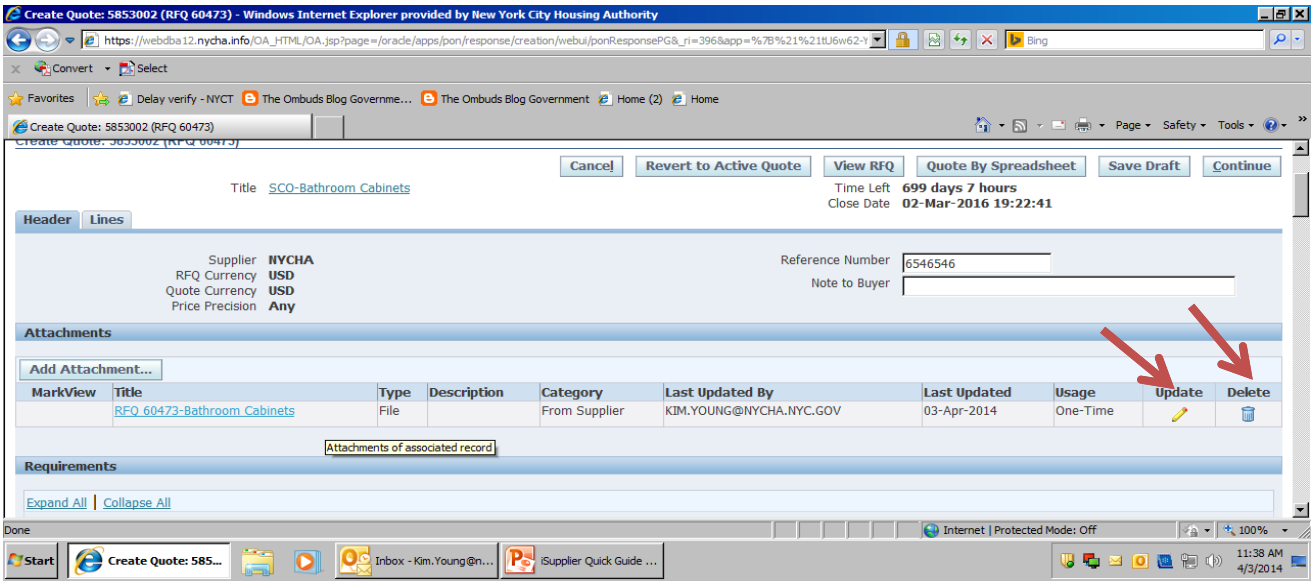
Your file will upload, then click “Save”.



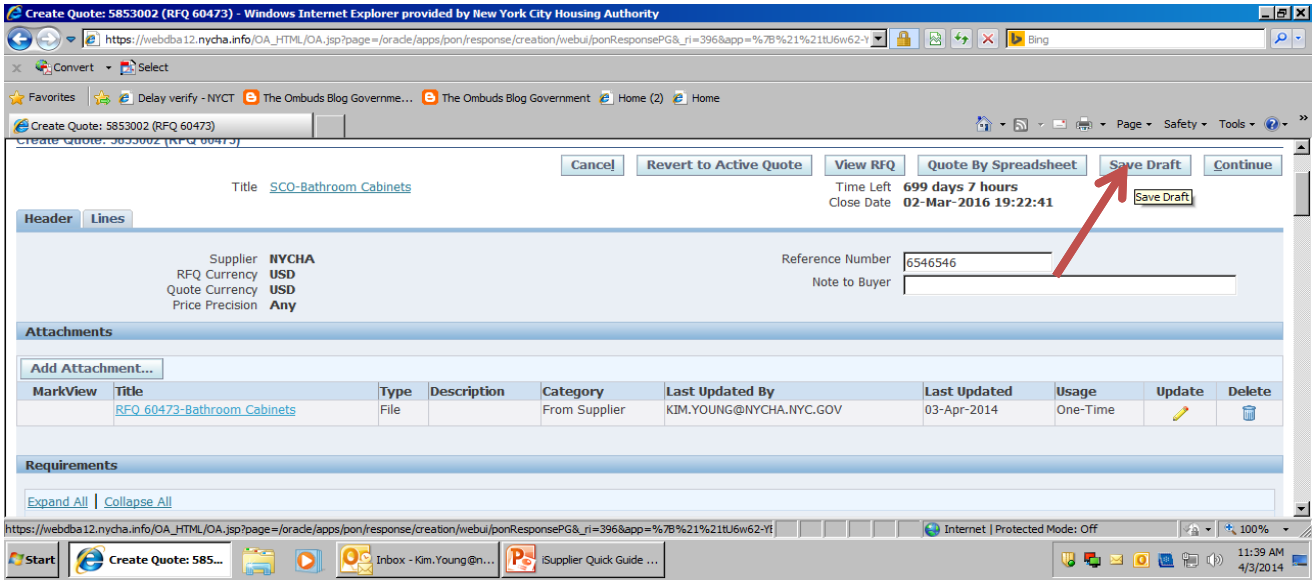
You will receive a confirmation that the file is uploaded and you will see it loaded online.



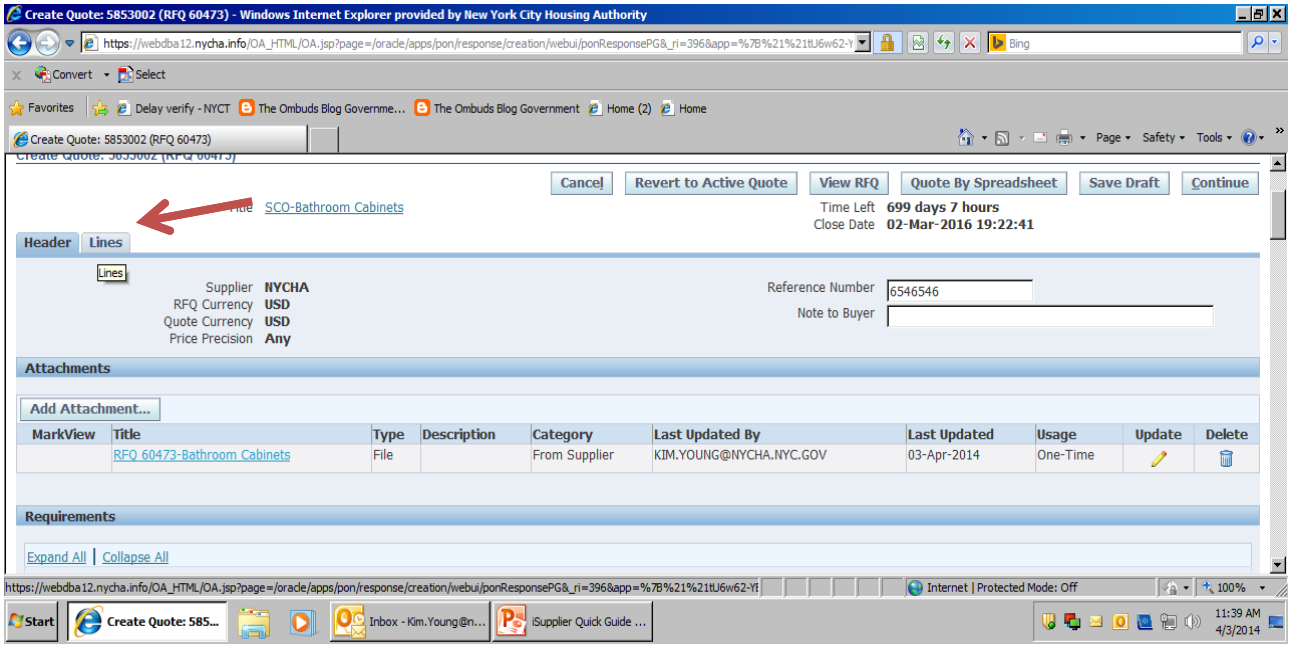
The document you uploaded is attached. You can click on the title and open it to view and you have the option to update it if there was a problem with your attachment by clicking the “update” pencil or you have the option to “delete “the document and re-attach another document in its place.



Click on the “Save Daft” box. This will insure that if you get any interruptions during your work process or have to log out your draft will be saved up to this point.

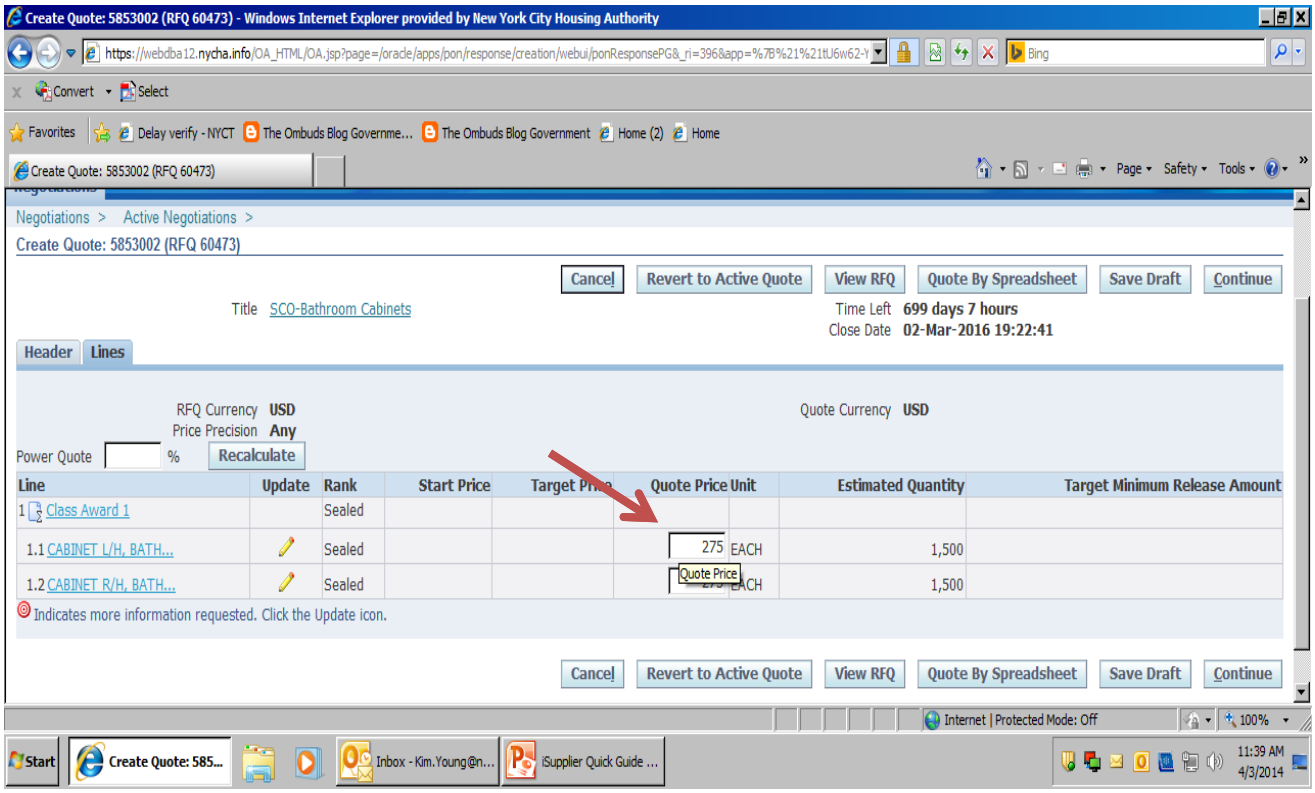


Click the tab labeled “Lines” to quote the monetary value of your proposal.

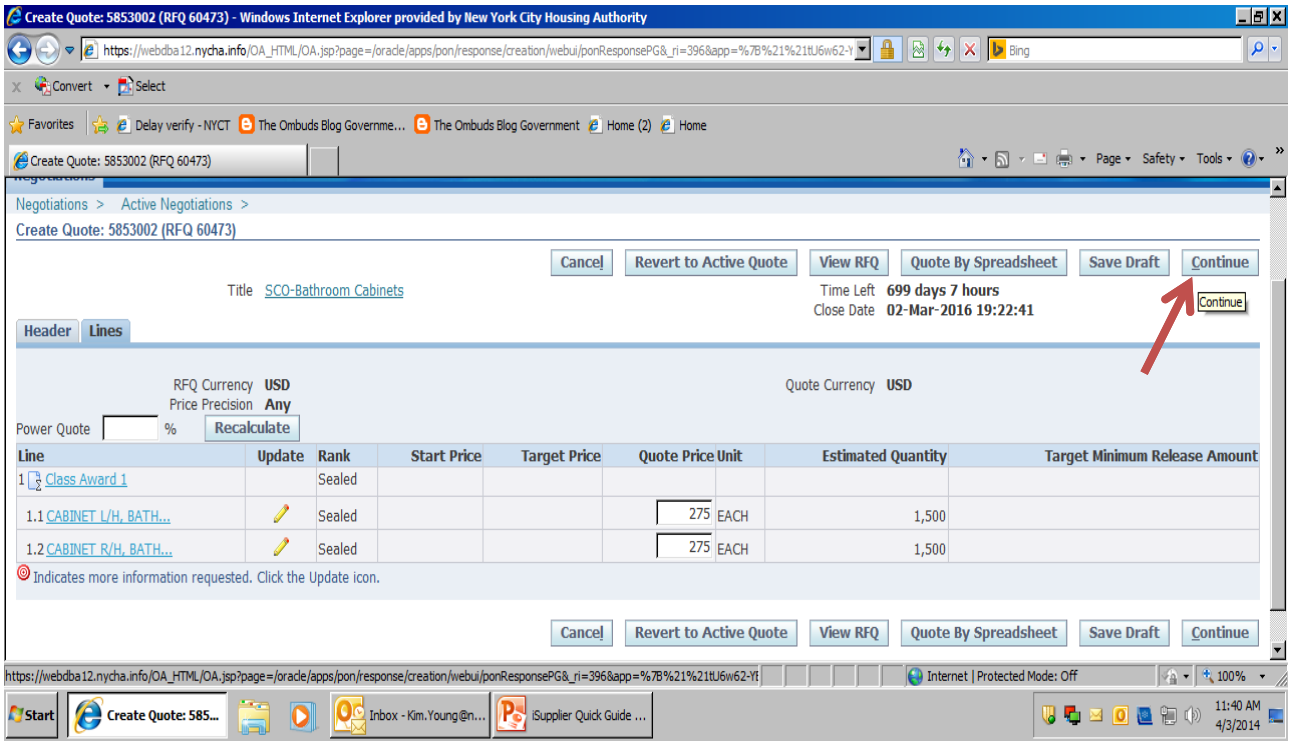


Quote your dollar amount here. Numeric values only. Use only a decimal point to differentiate between dollars and cents.

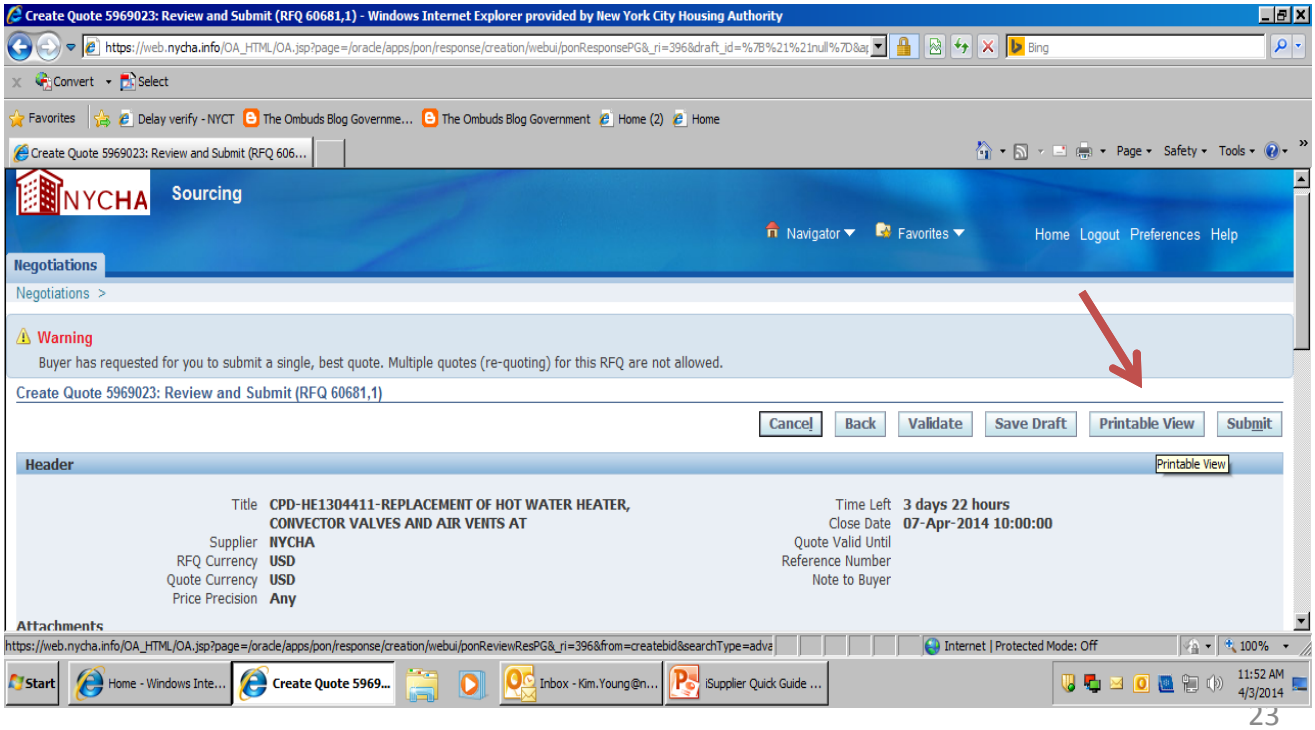
No symbols ($) or commas (,) accepted. (i.e. 275.50).



Now we are at the finishing stages of the bid submission. After you enter your quote amount, click “continue”.

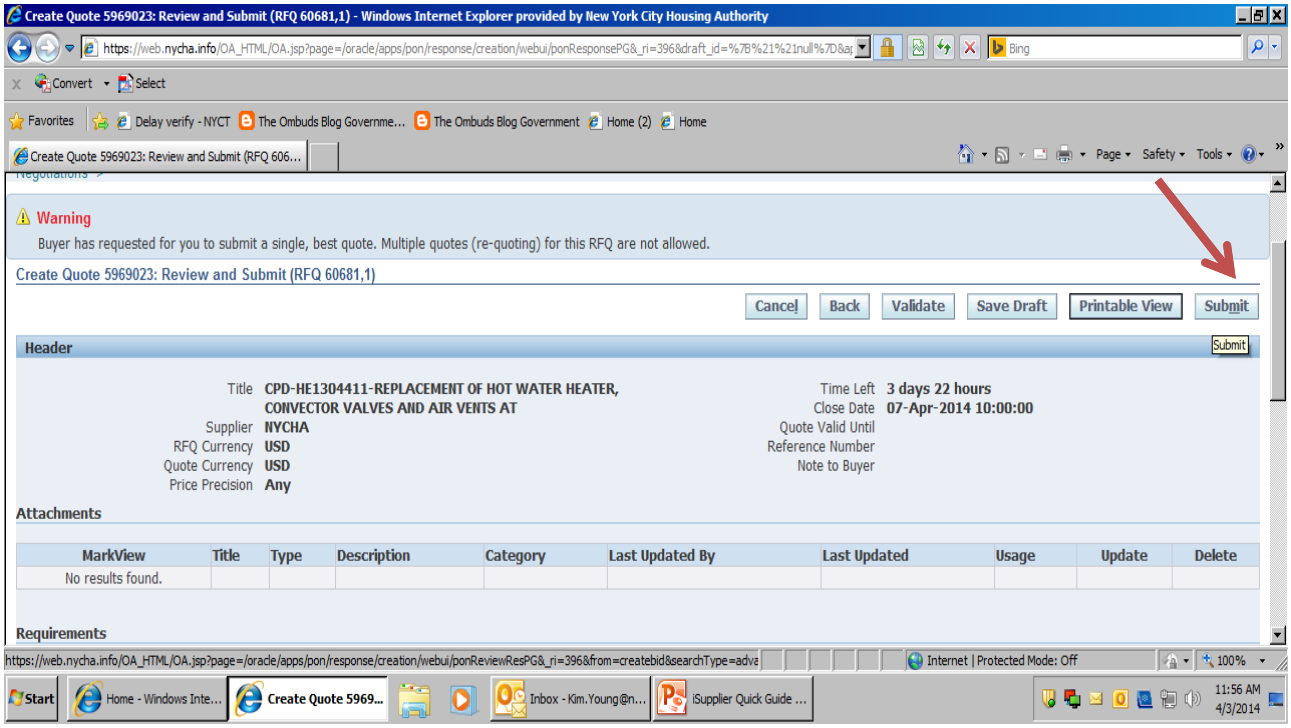


You may want to review everything before you submit it, so click on “Printable View”. This will translate everything you input into a contract document and will be your binding document and a record of your submission document for this particular bid. Click “Printable View” this will take a few moments to load into a PDF document. Save it.



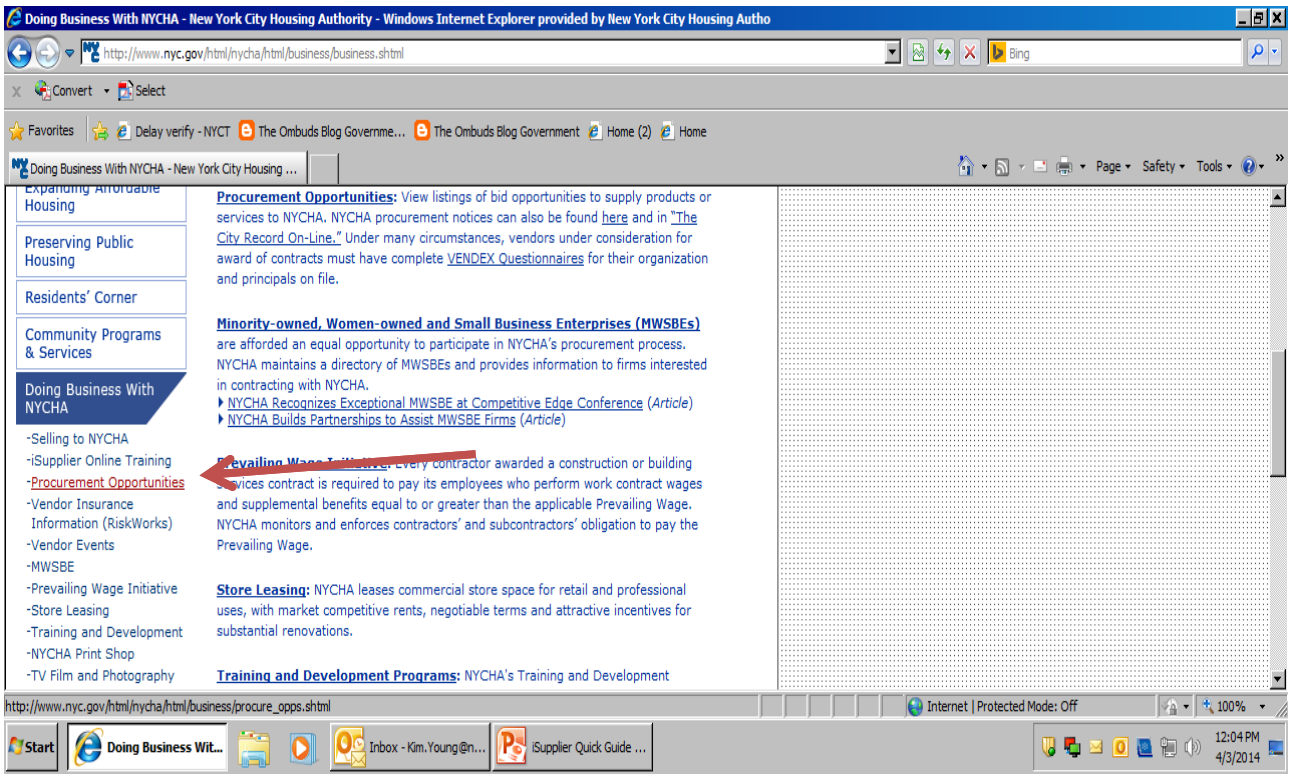
The final step in submitting your bid.

Click the “Submit” button. That is it …you are finished! Once you get a confirmation, you have successfully submitted your bid. Print the confirmation page.

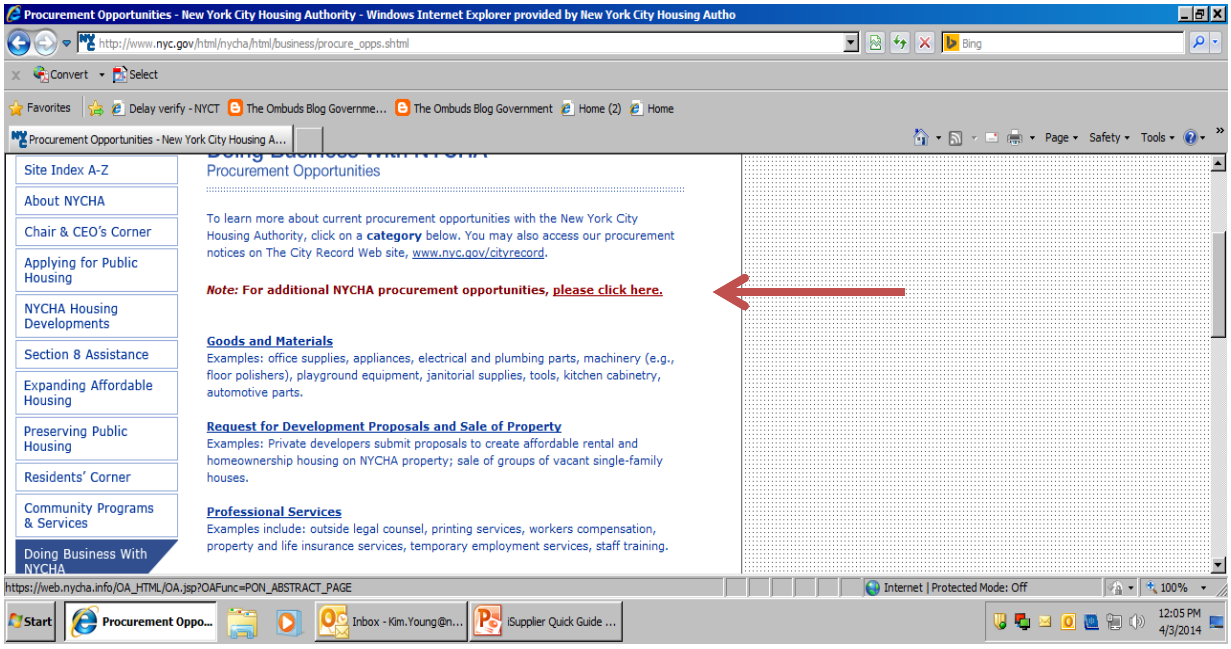


How to check the NYCHA website for open bids

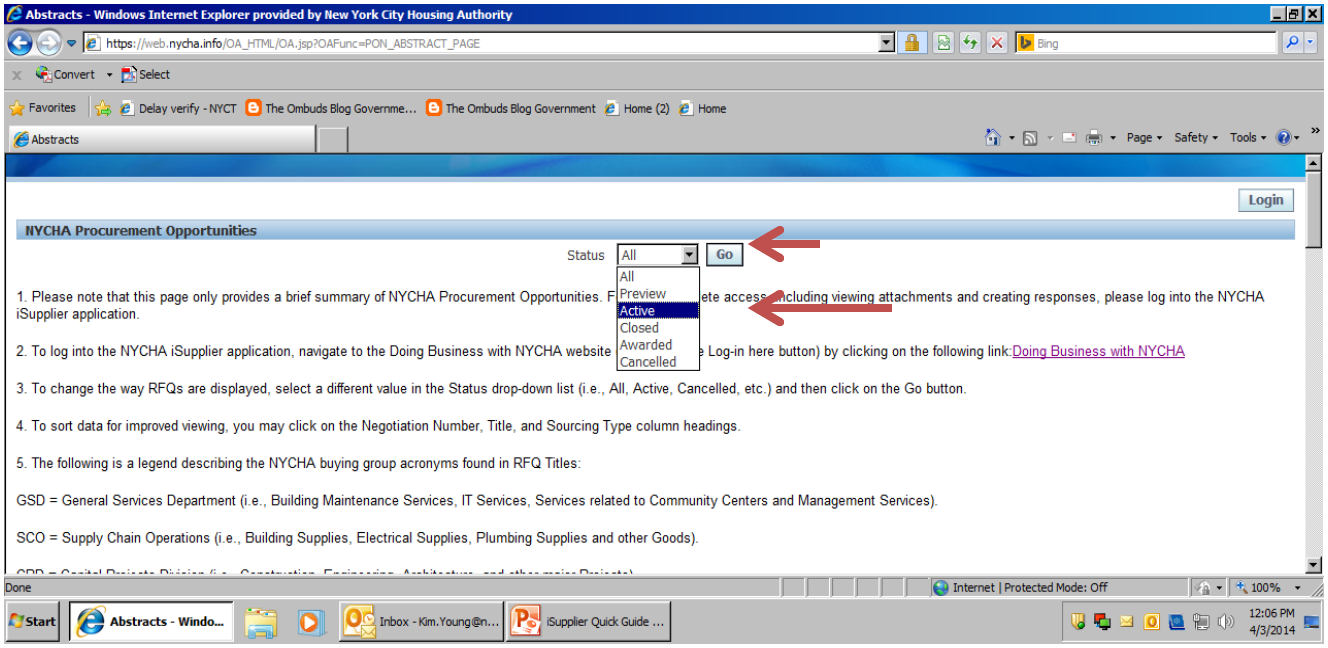
Go to the NYCHA website: www. nyc.gov/nychabusiness, then click on "Procurement Opportunities".



Go to "Note: for additional NYCHA Procurement opportunities, please click here."



Go to the “Status” box and choose “Active”. Then click “Go”.



The Negotiation number on your left is your 5 digit Pin number also referred to as your RFQ/RFP number. The Eyeglasses on your right allows you to view the PDF version of the information of what you would see if you were logged into the iSupplier Portal. This will only give you information to see if you are interested in this bidding opportunity.

To contact the
Procurement Department
for iSupplier support
please email us at
procurement@nycha.nyc.gov

Prepared by: Kim Young