



iSupplier Portal Quick Guide

Thank you for contacting the New York City Housing Authority to do business with us. You can register your business through New York City Housing Authority, ("NYCHA") iSupplier Portal to participate in business opportunities through the website for free. Just pick the type of login you need, either the New Registration request or Existing Vendors, choose just a login ID request. All you need is internet access an email account and a working computer to do so. Please note that we are not multi-device interactive yet.

Attached is a Quick Guide to assist you with registering and participating in bidding opportunities at NYCHA through the iSupplier Portal. **Please note it can take up to 72 hours to get fully registered after you submit your information online in the portal to register.**

1. When interacting with the program or registering... **Do not use Google Chrome; use Firefox** as a browser.
2. For New Registrants, When choosing Tax Country Code: Type "U", then choose the magnifying glass, let the list populate and then choose the United States, then choose the quick select button.
3. When typing in the Tax ID: **NO DASHES or SPACES** - just type the numbers.
4. Once you submit your form online, you should receive a confirmation. If you don't, then something could be wrong with the browser; try **again, or switch your browser to Internet Explorer of Firefox**. If you still are unable to get your registration confirmation, then contact NYCHA at the numbers below in (9) and we will assist you.
5. It can take up to 72 hours to get your temporary password sent to you; it is generated from the system. It will come from: "wffms...New York City Housing Authority"; it could end up in your SPAM box so please check there before contacting NYCHA.
6. Once you get your password code, **you should change that password to a permanent password**: minimum 8 characters, at least one capital letter and one numeric.
7. Then go to the "full portal access menu option" and go to the "Admin" tab. Under "Product and Services" you will see an "Add" button. Choose that button and click each commodity that applies to you --this will ensure you are added electronically to buyer bidders' lists-- the list will display in alphabetical order. When you get to the end of the list: hit "apply",
8. The "registration area" will give you the "Sourcing Supplier Menu Option" within 72 hours. The remainder of the guide will assist you in placing on-line bids through the "Sourcing Supplier Menu Option".
9. If you do not get the Sourcing Supplier Menu Option within 72 hours after receiving your temporary password, please email the procurement inbox at procurement@nycha.nyc.gov or please call myself or Roxanna Calinescu at 212-306-6630.

You can look up bid opportunities and obtain the negotiation number as well as the active/closed status at any time though our website by following the instructions in the Quick guides' table of contents; you do not have to be logged into the portal.

When you have time, there are additional training guides with more in-depth navigation techniques located at www.nyc.gov/nychabusiness, under the "Selling to NYCHA" tab and in the center of the page you will find "eLearning Module".

Sincerely,

Kim Young
NYC, Housing Authority
Supply Management Department -Procurement
Procurement@nycha.nyc.gov
212-306-6676

Some Notes about the iSupplier Portals Purpose.

iSupplier Portals' Sourcing Supplier menu option is designed to communicate bid status and distribute the forms and documents pertaining to the bid, to you, the Vendor, from any location you choose to sign into your account with a computer. Please note, that we are not multi-device interactive yet. Once a contract is awarded to you, The Full Access Menu Option continues to communicate information to you on your ongoing project via your assigned purchase order number. You must apply for an iSupplier account to partake in all these services. Once this guide has assisted you with basic information please see the other online tutorials listed in the website www.nyc.gov/nychabusiness, "Selling to NYCHA", Center of the page, "eLearning Module", to help you with other aspects of managing the portals functions.

What does the Portal do?

The Portal is really controlled by you, the Vendor, it responds by registering and keeping record of all your bid submissions, uploads and keeps track of all the rankings to be viewed on both NYCHA's side and by you, the Vendor. It records each bid with a quote number referable to the NYCHA representatives from the Procurement/Supply Management Department. It is important to rely on three (3) factors to stay up to date on what bids are currently available.

1. Register your commodities so buyers can query your contacts into the opportunity and notify you by email invitations.
2. Check your emails for the invitations
3. Check the NYCHA website directly for procurement opportunities weekly, independently for Active bid status for opportunities that you might have missed or were maybe not notified on.

Thank you.

Sincerely,

Kim Young,
iSupplier Support/ Trainer
Procurement@nychanyc.gov

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 pop up confirmation once you submit your registration form online and then you will receive a Login ID and Password via email between 1 hour and up to 72 hours.

You can then Update your profile and add additional contacts as you deem appropriate and register your commodities which activate the electronic bidders list.

Notes of Browser Compatibility;

We recommend not using Google Chrome because error messages will interfere with the program.

Internet Explorer

- If you have Internet Explorer, please go to the tools menu, and choose compatibility view settings, under allowable websites type. nycha.info, then choose add. Then, restart the computer to apply the settings, before proceeding.

Firefox

- If you do not have Firefox, please download it as an additional browser. You do not have to save it as a default browser, by not checking the box when it asks you this question.

You should have at least two working browsers available to use this program. Internet Explorer and Firefox.

How to get to the Registration and Login Page in the iSupplier Portal . . .

Go to the website: **nyc.gov/nychabusiness**

Then, choose the “Business Tab” on top of the page



The screenshot shows a Windows Internet Explorer browser window displaying the NYC Housing Authority website. The address bar shows the URL <http://www1.nyc.gov/site/nycha/index.page>. The website header includes the NYC Housing Authority logo, a search bar with the text "Search all NYC.gov", and a navigation menu with tabs for "About", "Eligibility", "Residents", "Section 8", and "Business". A red arrow points to the "Business" tab, which is highlighted in black. Below the navigation menu, there is a large banner image showing a group of people in hard hats and safety vests in a construction setting. The banner text reads "Safe, Clean, and Connected Communities". To the right of the banner, there is a "LEARN MORE:" section with the text: "NextGeneration NYCHA is a long-term strategic plan that details how NYCHA will create safe, clean, and connected communities for our residents and preserve NYC's public housing assets for the next generation." Below this text are links for "Learn more" and "Frequently Asked Questions". The browser's taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time (3:36 PM, 4/28/2015).

How to get to the Registration and Login Page

Choose “Selling to NYCHA”, then choose “iSupplier” in the center of the page.

The screenshot shows the NYCHA website in Internet Explorer. The browser title is "NYCHA - Selling to NYCHA - Windows Internet Explorer provided by New York City Housing Authority". The address bar shows "http://www1.nyc.gov/site/nycha/business/selling-nycha.page". The website header includes the NYCHA logo, the text "NYC Housing Authority", and a search bar. The navigation menu includes "About", "Eligibility", "Residents", "Section 8", and "Business". The "Business" menu is expanded, showing "Vendors" and "Filming & Photo". The main content area is titled "Selling to NYCHA" and contains several sections. A red arrow points to the "Selling to NYCHA" link in the left sidebar. Another red arrow points to the "iSupplier" link in the main content area.

NYCHA - Selling to NYCHA - Windows Internet Explorer provided by New York City Housing Authority

http://www1.nyc.gov/site/nycha/business/selling-nycha.page

NYC Housing Authority

311 Search all NYC.gov

Translate Text-Size

Home About Eligibility Residents Section 8 Business

Vendors Filming & Photo

iSupplier Vendor Registration

Minority & Women-Owned Small Business

Selling to NYCHA

Procurement Opportunities

Development Proposals and Sale of Property

Resident Services and Opportunities

Selling to NYCHA

NYCHA spends about a billion dollars every year on goods and services for its residents. The **Supply Management Department** oversees all procurement activities.

NYCHA hosts and participates in many vendor events to provide information about specific procurement opportunities and to encourage businesses to participate in its procurement process. Trainings are also available.

In order to participate in NYCHA's procurement opportunities, vendors, contractors and consultants must be registered with NYCHA's free, online procurement portal: **iSupplier**.

For information on vendor compliance requirements, visit our **Vendors** page.

To see notices of bid opportunities on a daily basis, vendors are encouraged to register with the **City Record**.

Paint contractors must prequalify in order to participate in bidding on contracts for maintenance painting of apartments.

NYCHA is committed to maximizing the participation of Minority- and Women-owned Small Business Enterprises (MWSBE) at all levels of its procurement process. Veterans are also encouraged to participate. Visit our **MWSBE** page for more information.

How to Register and How to Login;

Choose your options;

- 1) New Suppliers if you are newly registering with iSupplier.
- 2) Current NYCHA vendors who do business with NYCHA already, needing to add an iSupplier account.
- (3) Or; Login for existing iSupplier Vendors/Account holders.

[iSupplier Vendor Registration](#)

iSupplier Vendor Registration

In late 2009, NYCHA implemented a number of Oracle applications to better manage its procurement processes. One of these applications is iSupplier, NYCHA's free online procurement portal. Vendors seeking to sell goods and/or services to NYCHA must register on iSupplier

- **New suppliers** register in iSupplier
- **Current NYCHA suppliers and vendors** with a NYCHA Supplier Number who do not have an iSupplier log-in ID and password
- **Login for registered vendors**
- [iSupplier Portal Quick Guide for Registration](#)
- [Frequently Asked Questions](#)
- [Summary of NYCHA procurement opportunities](#)

For more complete access, including viewing attachments and creating responses, please log into iSupplier.

To see notices of bid opportunities on a daily basis, vendors are encouraged to register with the [City Record](#).

Registering for iSupplier helps the environment by saving paper both for the vendor and NYCHA, and benefits vendors by streamlining the procurement process. Registered vendors can:

- Submit their bids online
- Ask written questions during the Q&A period
- Receive notices of bid amendments
- Manage their invoices
- Track the progress of their bid(s)

Registered vendors may also obtain a paper copy of bid documents for \$25 (cash, certified check or money order) at NYCHA's procurement office located on the 6th floor at [90 Church St](#).

The Login Screen....Your username and password are typed in here. If you do not sign in over 45 days your password expires. To get login assistance click on the link beneath the password field to follow the prompts for forgot password only. An email with a password reset link is sent only to the registered email account . If you need to verify, add or change your email account login username please email the changes you want along with your tax id to the procurement inbox email address at procurement@nycha.nyc.gov. Please use **Firefox** as a browser, as we have connectivity issues with other browsers.

The screenshot shows a web browser window with the URL https://web.nycha.info/OA_HTML/RF.jsp?function_id=32980&res. The browser's address bar shows the URL and the page title "Login". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar shows "Amazon.com - Online Sh..." and "TripAdvisor".

The main content area features the NYCHA logo on the left. Below the logo is a horizontal strip of five small images: a man in a white shirt, a power line tower, a man looking at a laptop, a woman wearing a headset, and a man in a suit. To the left of the login form is a large, semi-transparent image of a globe.

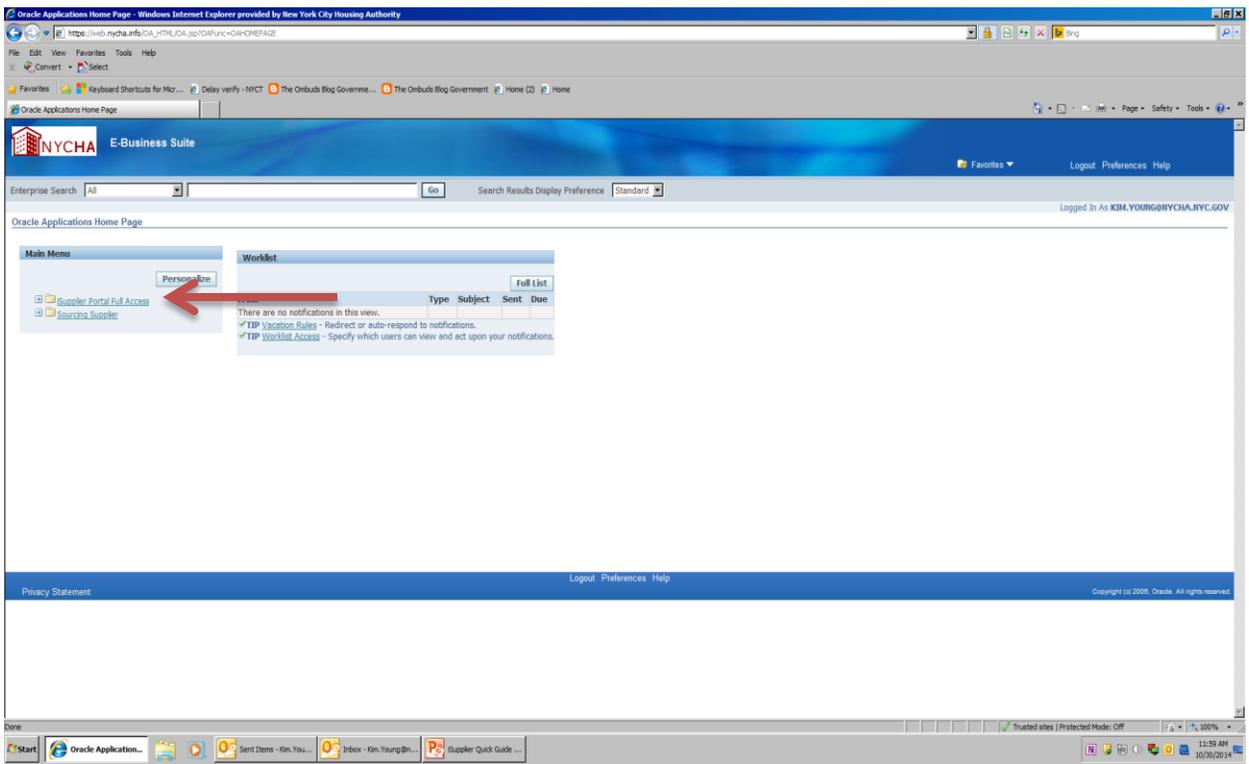
The login form contains the following elements:

- *User Name: (example: michael.james)
- *Password: (example: 4U99v23)
- Buttons: "Login" and "Cancel"
- Link: "Login Assistance" with a red arrow pointing to it from the right.
- Accessibility: A dropdown menu showing "None" with a downward arrow.
- Language selection: "Select a Language: English"

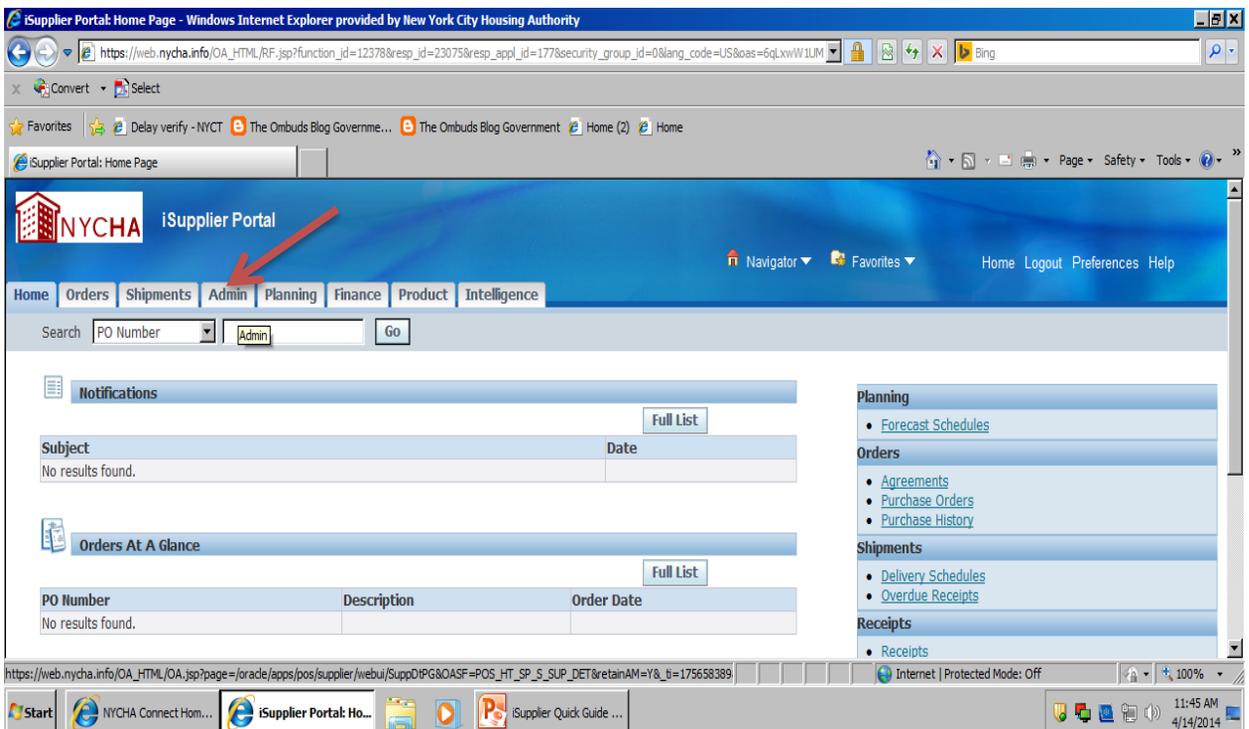
At the bottom of the page, there is a blue footer bar with "Privacy Statement" on the left and "Copyright (c) 2006, Oracle. All rights reserved." on the right.

**HOW TO REGISTER YOUR
COMMODITIES IN THE FULL PORTAL
ACCESS MENU OPTION TO ENSURE
YOUR INCLUDED IN ELECTRONIC
BIDDERS LISTS**

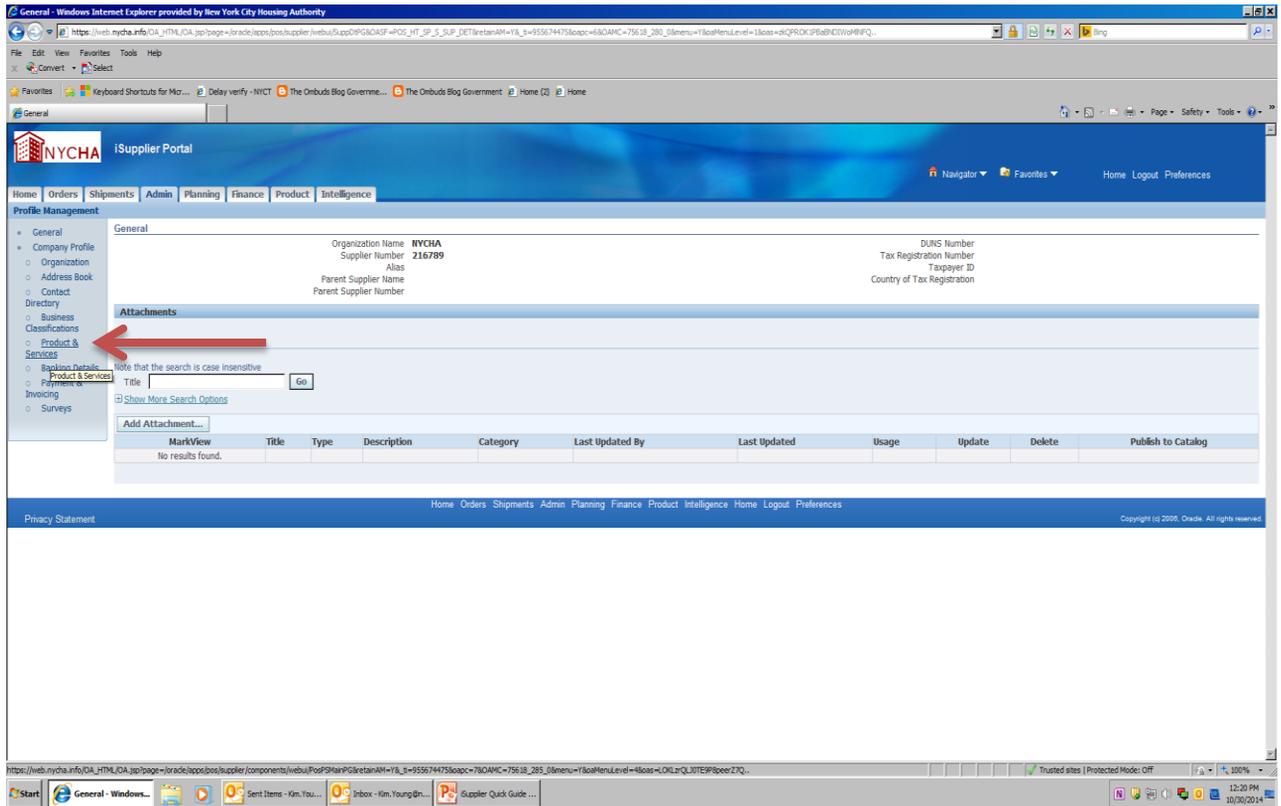
After logging into your account choose the “iSupplier Portal Full Access Menu” Option.



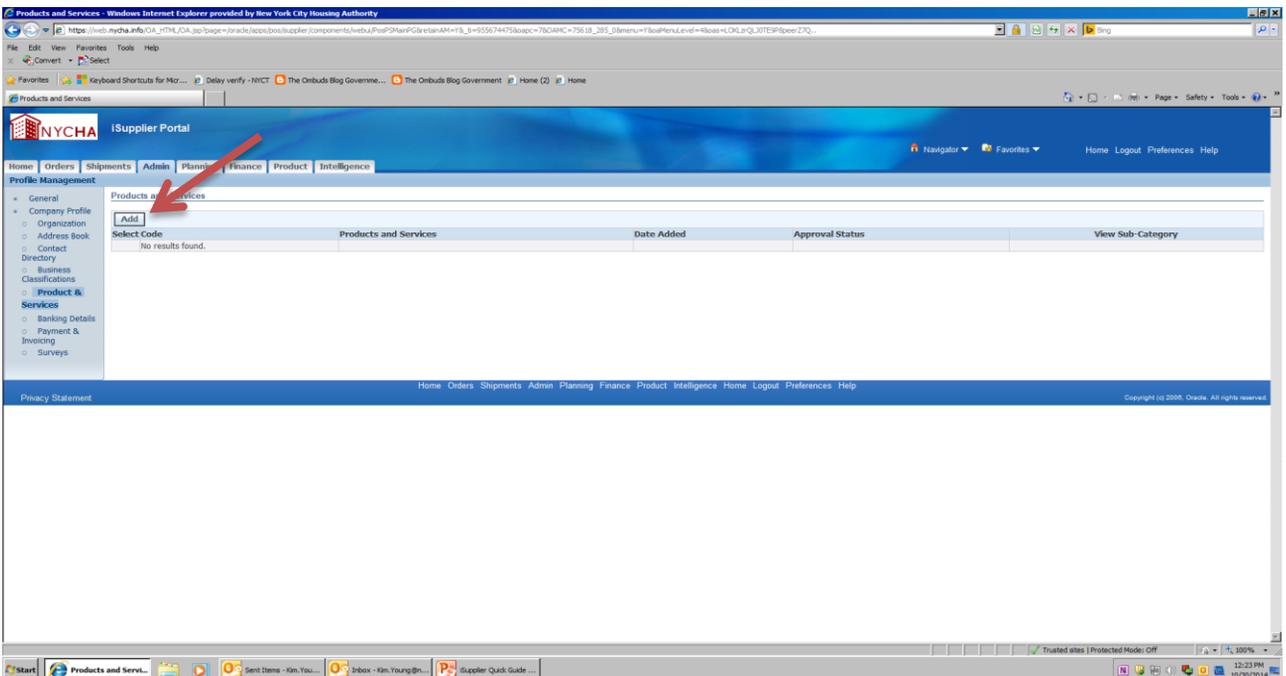
Choose the “Admin” Tab....



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.

Admin: Profile Management: Product & Services >

Add Products and Services: : (NYCHA)

Browse All Products & Services
 Search for Specific Product & Service

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories	Applicable
AE-ARCHITECT AND ENGINEER	ARCHITECTURAL and ENGINEERING CONSULTANTS		<input type="checkbox"/> Applicable
AL-APPLIANCES	APPLIANCE INSTALLATION		<input type="checkbox"/> Applicable
AL-ATHLETIC & RECREATIONAL ACTIVITIES	ATHLETIC & RECREATIONAL		<input type="checkbox"/> Applicable
APPLIANCES	APPLIANCES-GOODS AND PARTS		<input type="checkbox"/> Applicable
AS-ASBESTOS ABATEMENT	ASBESTOS ABATEMENT		<input type="checkbox"/> Applicable

Done Trusted sites | Protected Mode: Off 200%

Start Add Products and ... NAVO PRO (E:) Inbo... -Kim.Young@n... Supplier Registration ... Supplier Trade shows... Supplier Registration ... 6:12 PM 4/7/2015

HOW TO LOG INTO YOUR ACCOUNT AND OBTAIN BID DOCUMENTS

When logged in (see pages 5 thru10), Choose under the Main Menu the “Sourcing Supplier” menu option.....then “Sourcing”then “Sourcing Home Page” to get to the bidding portal.

The screenshot shows the Oracle Applications Home Page for NYCHA. The browser address bar displays https://web.nycha.info/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE#. The page header includes the NYCHA logo and "E-Business Suite". A search bar is present with the text "Enterprise Search" and a dropdown menu set to "All". The user is logged in as "KIM.YOUNG@NYCHA.NYC.GOV".

The "Main Menu" section contains a "Personalize" button and a tree view of navigation options:

- Supplier Portal Full Access
- Sourcing Supplier (highlighted with a red arrow)
- Sourcing (highlighted with a red arrow)
- Sourcing Home Page (highlighted with a red arrow)
- Worklist

The "Worklist" section features a "Full List" button and a table with the following columns: From, Type, Subject, Sent, and Due. The table content indicates there are no notifications in this view.

Below the table, there are two tips:

- ✓ TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.
- ✓ TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

The Windows taskbar at the bottom shows the Start button, Oracle Application... icon, and several open applications including "Inbox - Elle.Williams..." and "iSupplier Quick Guide ...". The system clock shows 3:20 PM on 4/2/2014.

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”...this will also ensure that if there are amendments it will post all the amendments associated with the number. If that’s the case click the latest amendment number and respond to all notices listed under your acknowledgements.

NYCHA Sourcing

Search Open Negotiations

Title [] Go

Welcome, Kim Young.

Your Active and Draft

Press Full List to view all your responses. [Full List](#)

Response Number	Response Status	Negotiation Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
5967038	Draft		60557.1	SMD_Maintenance Painting of Apt.-Howard Houses & Tilden Houses	RFQ	4 days 18 hours		0
5386002	Draft		59242	SMD_Construction Management as Agent Services	RFQ	0 seconds		2
5742004	Draft		60127	SMD_DOOR CLOSERS AND PARTS	RFQ	0 seconds		0
5701042	Draft		59976	SMD_Maintenance Painting of Apartments- Wald Houses	RFQ	0 seconds		0
5641004	Draft		59801	SMD_Job Order Contract For Plumbing Renovation Work - Various Bronx North Dev.	RFQ	0 seconds		0

Your Company's Open Invitations

[Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
No results found.				

Quick Links

Internet | Protected Mode: Off

Start | Negotiations Home... | Inbox - Ele.Williams... | Supplier Quick Guide ...

3:20 PM 4/2/2014

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.

Active Negotiations - Windows Internet Explorer provided by New York City Housing Authority

https://web.nycha.info/OA_HTML/OA.jsp?page=/oracle/apps/pon/homepages/selling/webui/ponSellIt

NYCHA Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations

Active Negotiations

Search

Note that the search is case insensitive

Number: 60681
Title:
Category:
Contact:
Line:
Event:

Go Clear

Select Negotiation: Respond

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Unread Monitor Messages
<input checked="" type="radio"/>	60681,1	CPD-HE1304411-REPLACEMENT OF HOT WATER HEATER, CONVECTOR VALVES AND RADIATOR VENTS AT	SKEETE, WHITNEY	4 days 18 hours	07-Apr-2014 10:00:00	Sealed	0	0

Return to Negotiations

Negotiations Home Logout Preferences Help

Privacy Statement Copyright (c) 2008, Oracle. All rights reserved.

https://web.nycha.info/OA_HTML/OA.jsp?OAFunc=PON_NEG_SUMMARY&ri=396&new=true&addBre

Internet | Protected Mode: Off

Start Active Negotiation... Inbox - Elle.Williams... iSupplier Quick Guide ...

3:24 PM 4/2/2014

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.....

RFQ: 60681,1 - Windows Internet Explorer provided by New York City Housing Authority

https://web.nycha.info/OA_HTML/OA.jsp?OAFunc=PON_NEG_SUMMARY&_ri=396&new=true&addBr...

Convert Select

RFQ: 60681,1

Additional Header Attributes (Buyer & Supplier)

Notes and Attachments

Note to Suppliers **Go to link in TIPS to download drawings.**

TIP In order to obtain copies of oversized Construction Documents, Drawing and/or Plans, you can visit the 11th floor of 90 Church Street, New York, New York, or click the following link, where you can download plans to a plotter or a flash drive. [NOTE: Not all bids contain oversized Construction Documents, Drawing and/or Plans. Typically, only large construction or rehabilitation bids will. Please refer to the specific documents on which you plan to bid to see if these documents need to be obtained.]: [Oversized Construction Documents, Drawing and/or Plans](#)

Previous 1-10 Next 10

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
	Attachment A	File		To Supplier	SKEETEW	28-Mar-2014	One-Time		
	Bid Proposal Face sheet	File		To Supplier	SKEETEW	28-Mar-2014	One-Time		
	HUD General Conditions	File		To Supplier	SKEETEW	28-Mar-2014	One-Time		
	NYCHA SPECIAL CONDITIONS	File		To Supplier	SKEETEW	28-Mar-2014	One-Time		
	INSTRUCTIONS TO BIDDERS	File		To Supplier	SKEETEW	28-Mar-2014	One-Time		
	FORM OF PROPOSAL	File		To Supplier	SKEETEW	28-Mar-2014	One-Time		
	SPECIFICATIONS	File		To Supplier	SKEETEW	28-Mar-2014	One-Time		
	Cover.pdf	File		To Supplier	SKEETEW	28-Mar-2014	One-Time		
	Drawing Index.pdf	File		To Supplier	SKEETEW	28-Mar-2014	One-Time		
	Bid Bond	File		To Supplier	SKEETEW	28-Mar-2014	One-Time		

Previous 1-10 Next 10

Done Internet | Protected Mode: Off 100%

Start RFQ: 60681,1 - Win... Inbox - Elle.Williams... iSupplier Quick Guide ... 3:24 PM 4/2/2014

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.

Bid_Proposal_Face_Sheet[1].pdf (SECURED) - Adobe Acrobat

File Edit View Document Comments Forms Tools Advanced Window Help

Create [Icons] Sticky Note Text Edits [Icons] Show

1 / 1 102% Find

NEW YORK CITY HOUSING AUTHORITY

BID/PROPOSAL FACE SHEET

Reset

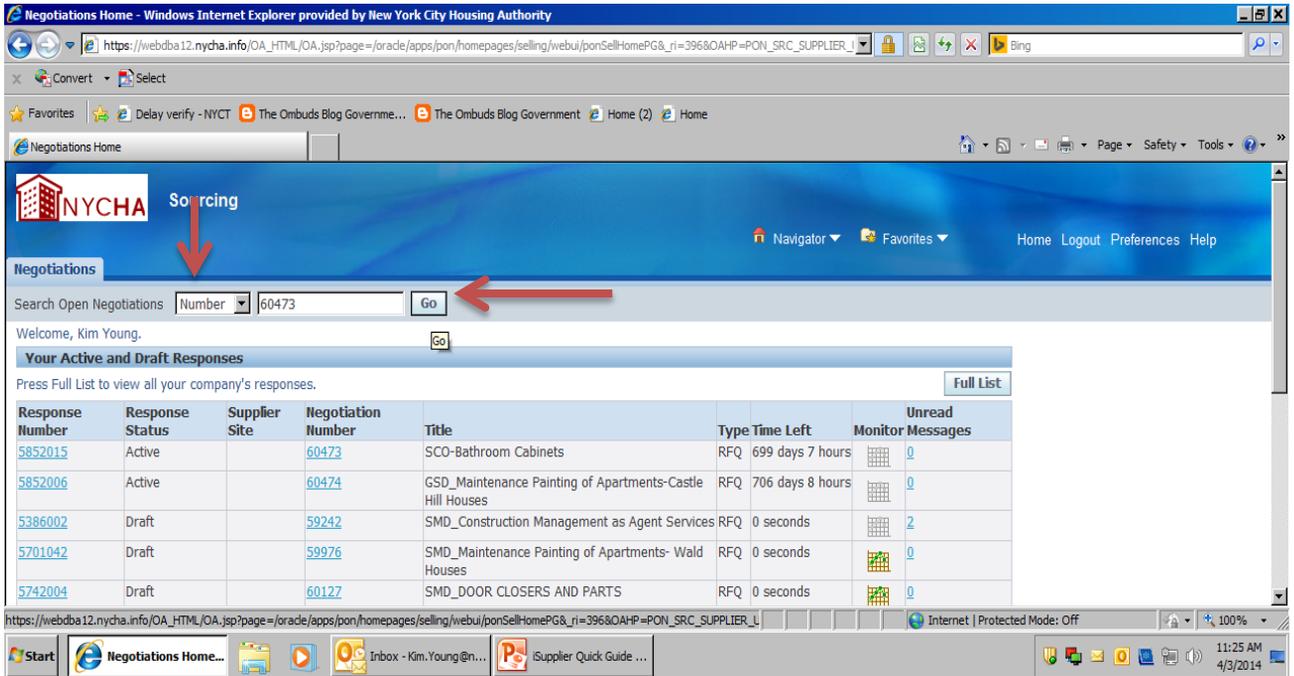
ALL VENDORS MUST COMPLETE AND SUBMIT A BID/PROPOSAL FACE SHEET FOR CONTRACT BIDS OF MORE THAN \$10,000 AS PART OF THE BID/PROPOSAL SUBMISSION.

DEPARTMENT/DEVELOPMENT	
BID/CONTRACT NUMBER	CONTRACT FOR:
BUSINESS APPLICANT NAME	TAX ID NUMBER
D/B/A OR TRADE NAME (If Any):	
BUSINESS ADDRESS:	
MAILING ADDRESS (If Different):	
REMIT TO ADDRESS (If Different):	
TELEPHONE #:	CELL PHONE #:
FAX #:	
WEBSITE:	
CONTACT PERSON:	TITLE:
E-MAIL ADDRESS:	

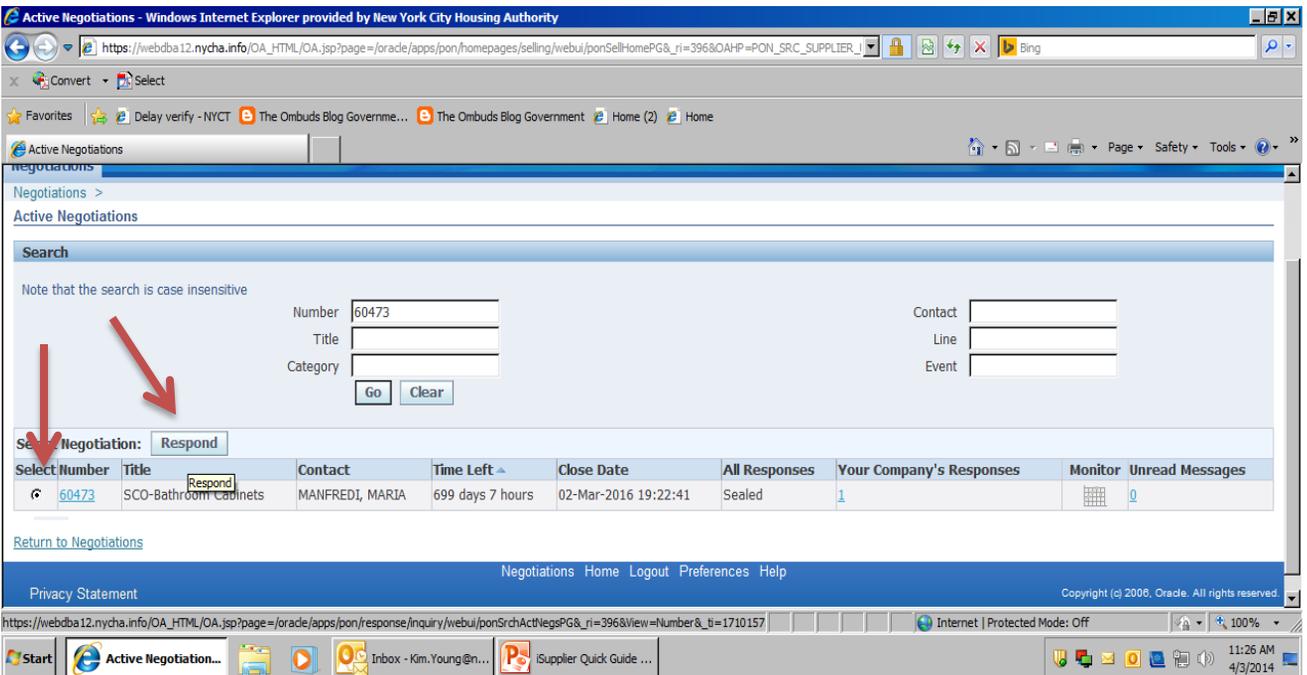
Start RFQ: 60681,1 - Wi... Inbox - Ele.William... Supplier Quick Guid... Bid_Proposal_Fa... 3:25 PM 4/2/2014

How to Respond to the Bid and Upload your Documents

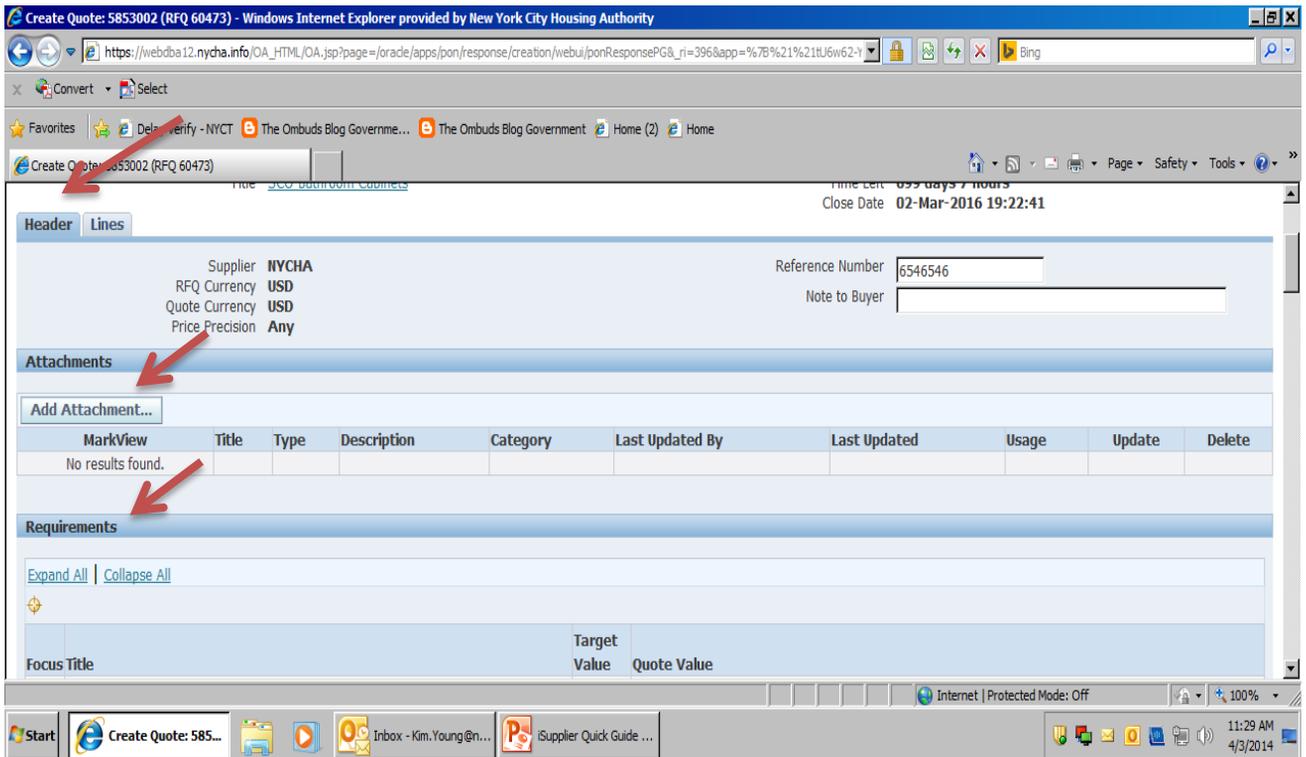
When Responding to the Bid insert the 5 digit pin number in the “Search Open Negotiation Box” remember to choose the “Number” option, then click “go”...



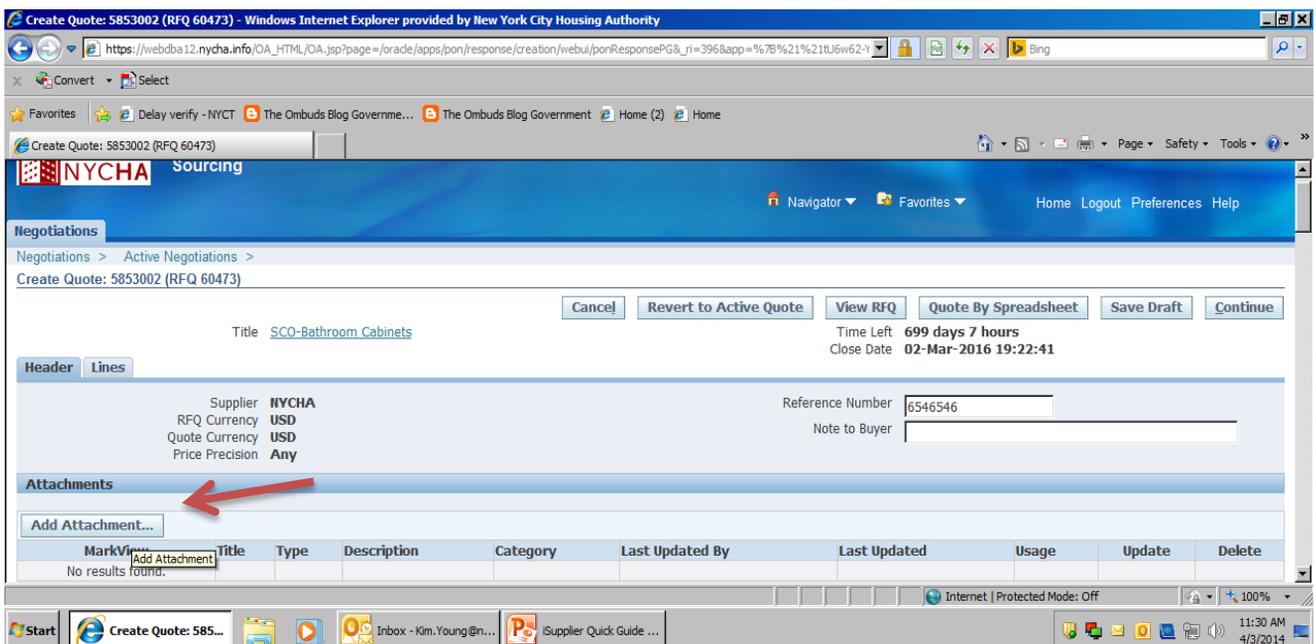
Choose the “Select” button also known as the “Radio Button” on the left side and choose “Respond” above. This will allow you to begin to respond to the bid.



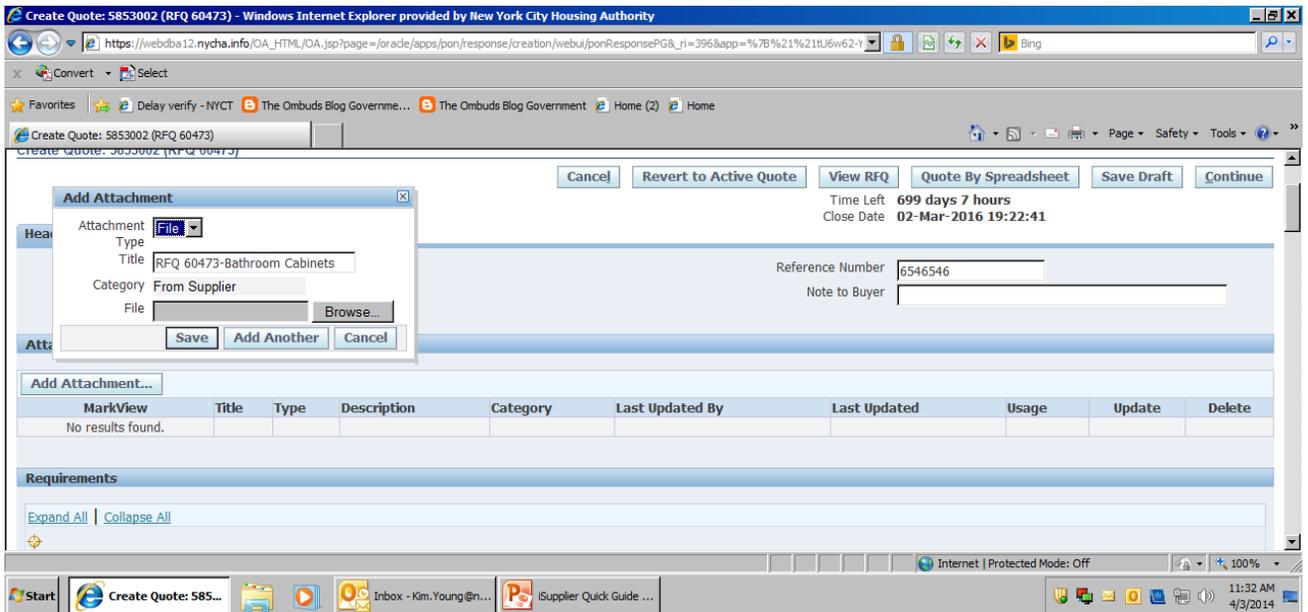
The “Header” page will load. First answer ALL of the requirement questions. This is also where you will add your attachments and upload your response bid documents/proposal.



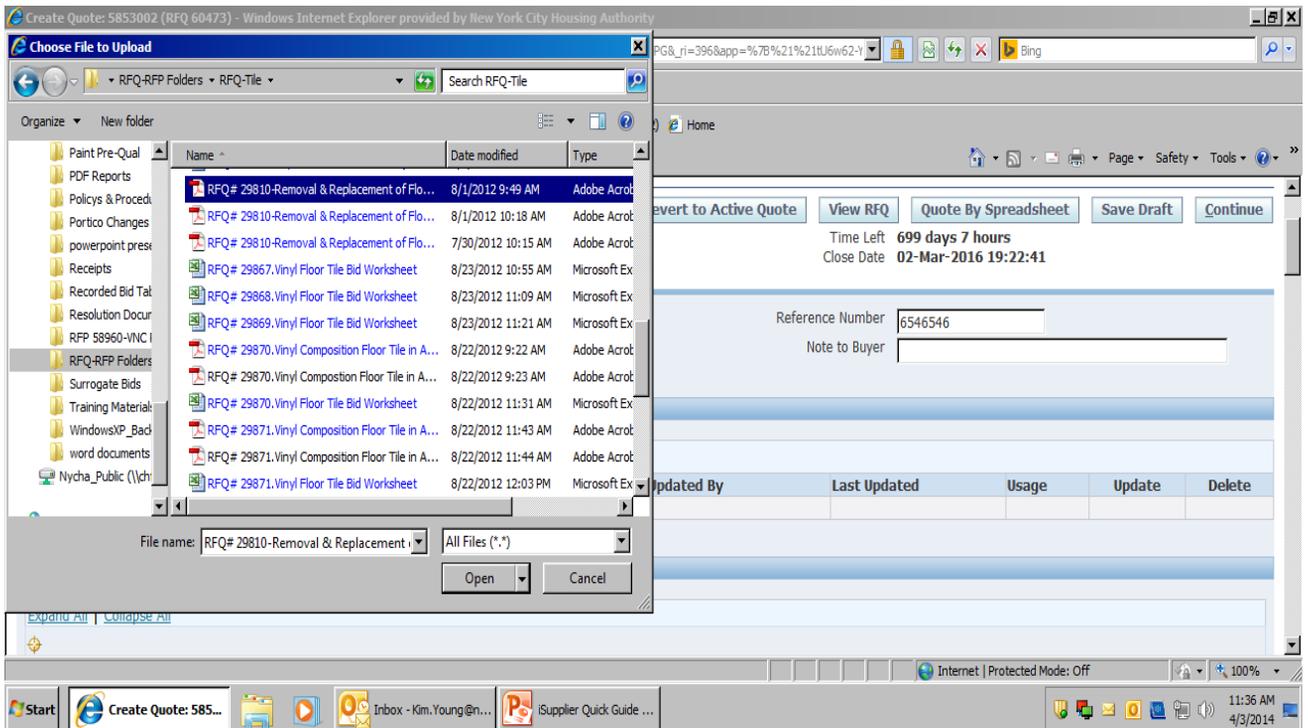
After you have answered your requirement questions, click the “Add Attachment” box.



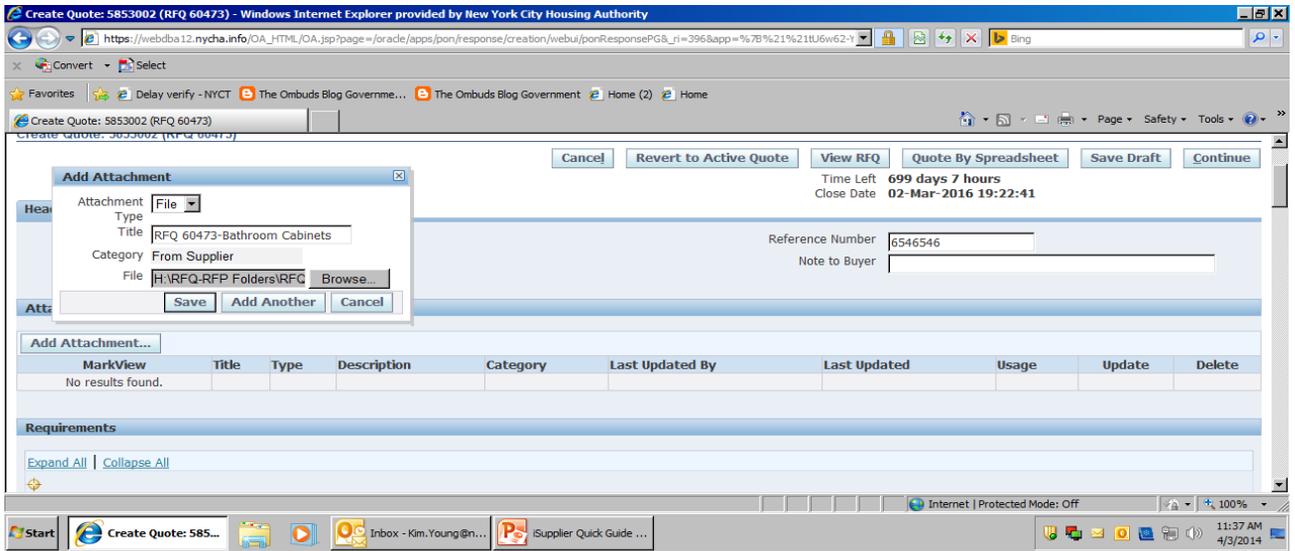
Attachment type, choose “File”, then under “Title”, name your file. Click the “Browse Box” to search on your computer for your uploaded and scanned Adobe PDF files that are required in order to respond to the bid.



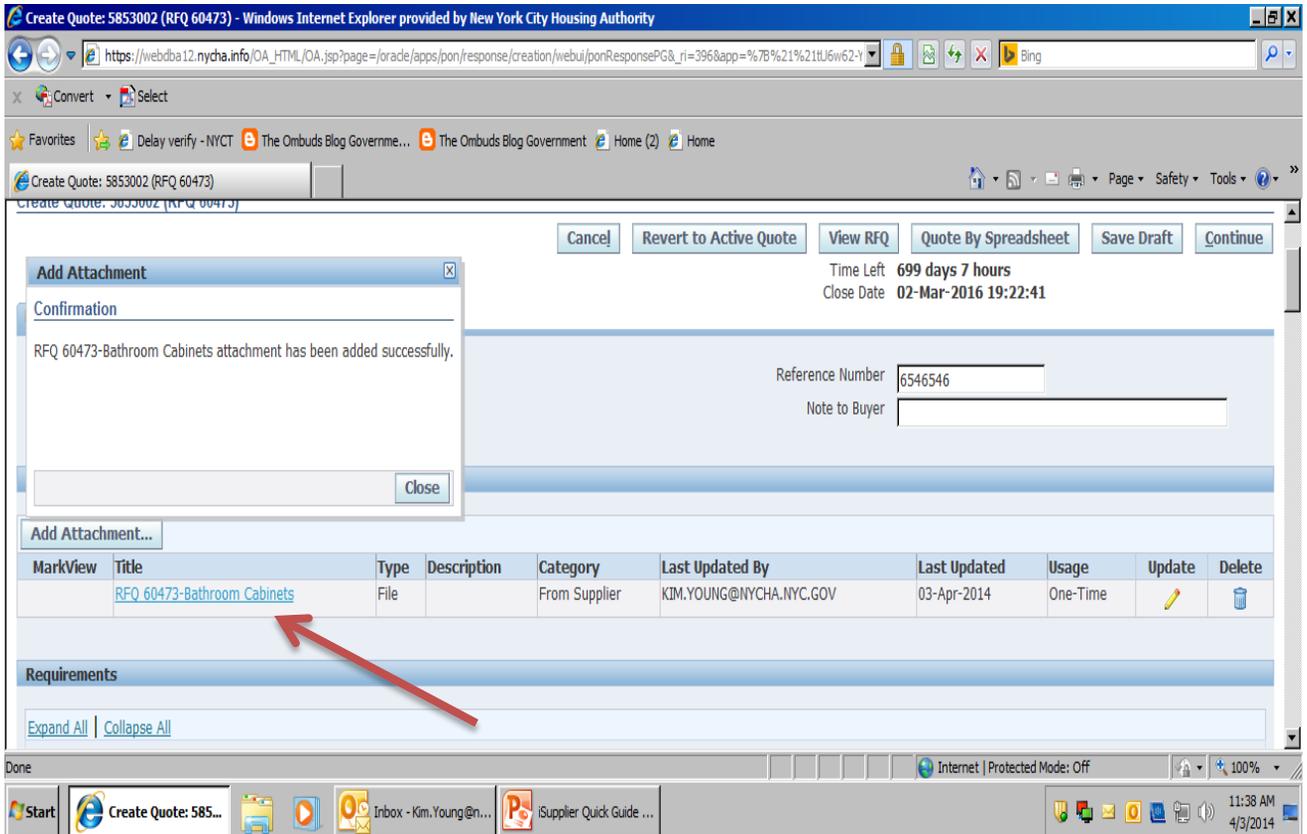
Click on your “PDF” scanned bid documents file attachment to attach as an uploaded document



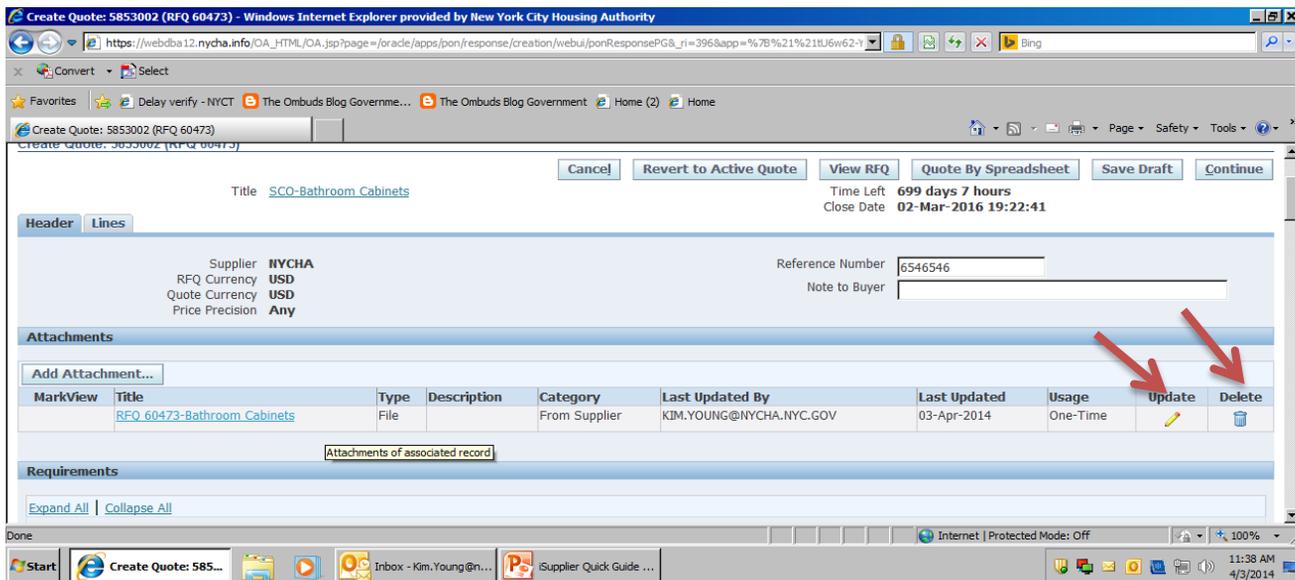
Your file will upload, then click "Save".



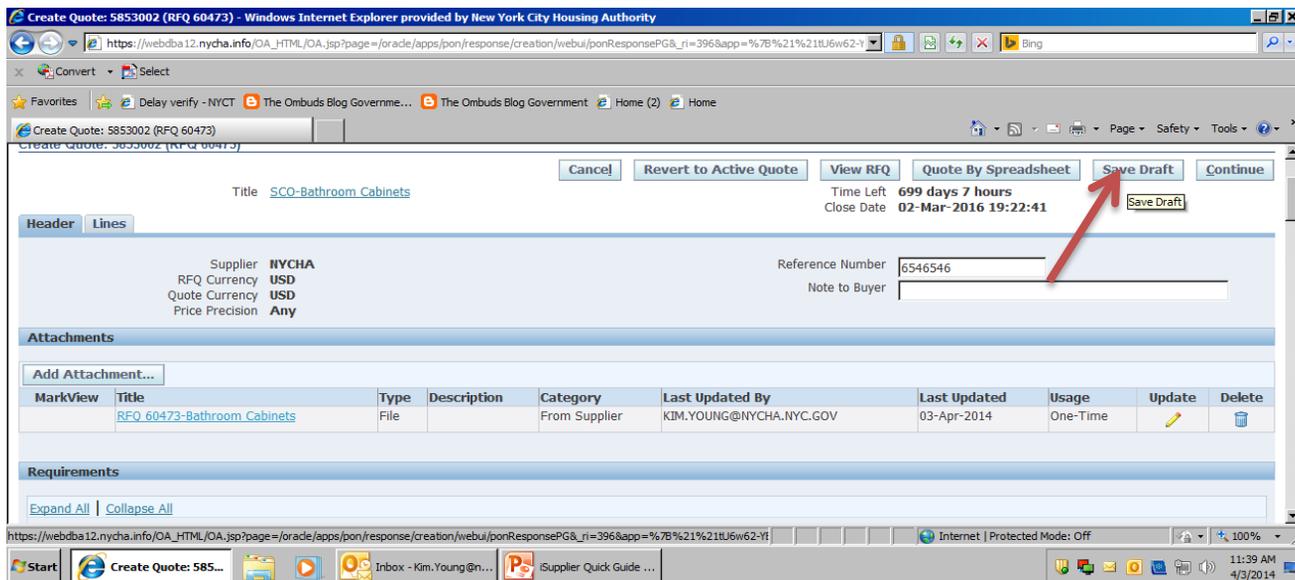
You will receive a confirmation that the file is uploaded and you will see it loaded online.



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 Draft” 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.

Cancel Revert to Active Quote View RFQ Quote By Spreadsheet Save Draft Continue

Title [SCO-Bathroom Cabinets](#) Time Left 699 days 7 hours
Close Date 02-Mar-2016 19:22:41

Header **Lines**

Supplier NYCHA
RFQ Currency USD
Quote Currency USD
Price Precision Any

Reference Number 6546546
Note to Buyer

Attachments

Add Attachment...

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
	RFQ 60473-Bathroom Cabinets	File		From Supplier	KIM.YOUNG@NYCHA.NYC.GOV	03-Apr-2014	One-Time		

Requirements

Expand All Collapse All

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).

Cancel Revert to Active Quote View RFQ Quote By Spreadsheet Save Draft Continue

Title [SCO-Bathroom Cabinets](#) Time Left 699 days 7 hours
Close Date 02-Mar-2016 19:22:41

Header **Lines**

RFQ Currency USD
Price Precision Any
Quote Currency USD

Power Quote % Recalculate

Line	Update	Rank	Start Price	Target Price	Quote Price Unit	Estimated Quantity	Target Minimum Release Amount
1 Class Award 1		Sealed					
1.1 CABINET L/H, BATH...		Sealed			275 EACH	1,500	
1.2 CABINET R/H, BATH...		Sealed			Quote Price EACH	1,500	

Indicates more information requested. Click the Update icon.

Cancel Revert to Active Quote View RFQ Quote By Spreadsheet Save Draft Continue

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

Create Quote: 5853002 (RFQ 60473)

Negotiations > Active Negotiations > Create Quote: 5853002 (RFQ 60473)

Title: [SCO-Bathroom Cabinets](#)

Time Left: 699 days 7 hours
Close Date: 02-Mar-2016 19:22:41

Buttons: [Cancel](#) [Revert to Active Quote](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

RFQ Currency: USD
Price Precision: Any
Quote Currency: USD

Power Quote: % [Recalculate](#)

Line	Update	Rank	Start Price	Target Price	Quote Price Unit	Estimated Quantity	Target Minimum Release Amount
1 Class Award 1		Sealed					
1.1 CABINET L/H, BATH...		Sealed			275 EACH	1,500	
1.2 CABINET R/H, BATH...		Sealed			275 EACH	1,500	

Indicates more information requested. Click the Update icon.

Buttons: [Cancel](#) [Revert to Active Quote](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

You may want to review everything before you submit it, so click on Validate, review all items, then 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.

Create Quote 5969023: Review and Submit (RFQ 60681,1)

NYCHA Sourcing

Warning
Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.

Create Quote 5969023: Review and Submit (RFQ 60681,1)

Buttons: [Cancel](#) [Back](#) [Validate](#) [Save Draft](#) [Printable View](#) [Submit](#)

Header

Title: CPD-HE1304411-REPLACEMENT OF HOT WATER HEATER, CONVECTOR VALVES AND AIR VENTS AT
Supplier: NYCHA
RFQ Currency: USD
Quote Currency: USD
Price Precision: Any

Time Left: 3 days 22 hours
Close Date: 07-Apr-2014 10:00:00
Quote Valid Until
Reference Number
Note to Buyer

Attachments

Buttons: [Printable View](#)

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.

The screenshot shows a Windows Internet Explorer browser window titled "Create Quote 5969023: Review and Submit (RFQ 60681,1) - Windows Internet Explorer provided by New York City Housing Authority". The address bar shows the URL: https://web.nycha.info/OA_HTML/OA.jsp?page=/oracle/apps/pon/response/creation/webui/ponResponsePG&ri=396&draft_id=%7B%21%621mull%7D&ay. The page content includes a warning message: "Warning: Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed." Below the warning, the page title is "Create Quote 5969023: Review and Submit (RFQ 60681,1)". A row of buttons is visible: "Cancel", "Back", "Validate", "Save Draft", "Printable View", and "Submit". A red arrow points to the "Submit" button. Below the buttons is a "Header" section with a "Submit" button. The header information includes: Title: CPD-HE1304411-REPLACEMENT OF HOT WATER HEATER, CONVECTOR VALVES AND AIR VENTS AT; Supplier: NYCHA; RFQ Currency: USD; Quote Currency: USD; Price Precision: Any; Time Left: 3 days 22 hours; Close Date: 07-Apr-2014 10:00:00; Quote Valid Until; Reference Number; Note to Buyer. Below the header is an "Attachments" table with columns: MarkView, Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete. The table contains one row: "No results found." Below the attachments is a "Requirements" section. The browser's taskbar shows the Start button, several open windows including "Home - Windows Inte...", "Create Quote 5969...", "Inbox - Km.Young@n...", and "Supplier Quick Guide ...". The system tray shows the time as 11:56 AM on 4/3/2014.

How to check the NYCHA website for open bids

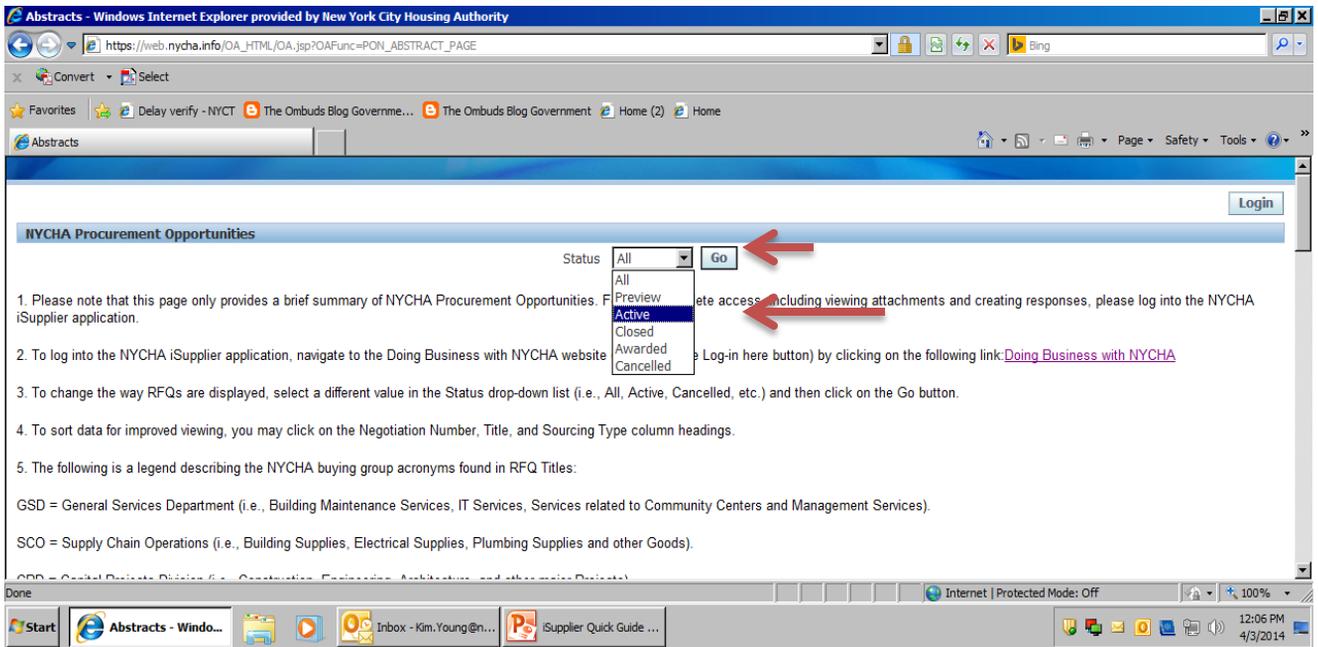
How to check the NYCHA Website for Bid Opportunities without being logged into your account

This is an independent step not requiring you to be logged in.

Go to the website: www.nyc.gov/nychabusiness, then choose the Business Tab on top, then on the left hand side choose “Procurement Opportunities”, then in the center of the page, choose “View Procurement Opportunities”.

The screenshot shows the NYCHA Procurement Opportunities page. On the left sidebar, there are several navigation links: iSupplier Vendor Registration, Minority & Women-Owned Small Business, Selling to NYCHA, **Procurement Opportunities** (highlighted with a red arrow), Development Proposals and Sale of Property, Resident Services and Opportunities, Prevailing Wage Initiative, Vendor Insurance Information (RiskWorks), and Store Leasing. The main content area is titled 'Procurement Opportunities' and contains the following text: 'To learn more about current procurement opportunities with the New York City Housing Authority, click on a category below. You may also access our procurement notices on [The City Record website](#).' Below this is a red arrow pointing to a link that says 'View procurement opportunities'. Further down, there are two 'Invitation for Bids' sections, each with details like Issue Date, Due Date, Type of Solicitation, and Description.

Go to the "Status" box and choose the status you want "Active", (e.i. "Closed", Awarded). 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.

Negotiation Number	Title	Sourcing Type	Negotiation Type	Open Date	Close Date	Details
60496	SMD_Maintenance Painting of Apt. - Polo Grounds Towers - Manhattan	APT PAINTING CONTRACTORS	RFQ	06-MAR-2014 00:00:00	07-APR-2014 10:00:00	Ⓞ
60497,1	SMD_Maintenance Painting of Apt.- Drew-Hamilton Houses & P.S. 139 Conversion	APT PAINTING CONTRACTORS	RFQ	28-FEB-2014 00:00:00	07-APR-2014 10:00:00	Ⓞ
60681,1	CPD-HE1304411-REPLACEMENT OF HOT WATER HEATER, CONVECTOR VALVES AND AIR VENTS AT	Roof Replacement	RFQ	14-MAR-2014 09:00:00	07-APR-2014 10:00:00	Ⓞ
60725,1	SMD_Work Plan Implementation - Polo Grounds Towers - Manhattan	ENVIRONMENTAL TESTING AND SERVICES	RFQ	17-MAR-2014 09:48:52	07-APR-2014 10:00:00	Ⓞ
60557,1	SMD_Maintenance Painting of Apt.-Howard Houses & Tilden Houses	APT PAINTING CONTRACTORS	RFQ	06-MAR-2014 00:00:00	07-APR-2014 10:05:00	Ⓞ
60726	SMD_Work Plan Implementation - Rutland Towers - Brooklyn	ENVIRONMENTAL TESTING AND SERVICES	RFQ	21-MAR-2014 10:15:40	07-APR-2014 10:05:00	Ⓞ
60727,1	SMD_Work Plan Implementation - Arverne Houses, Queens	ENVIRONMENTAL TESTING AND SERVICES	RFQ	24-MAR-2014 00:00:00	07-APR-2014 10:10:00	Ⓞ
60559	SMD_Maintenance Painting of Apt., Morris I Houses & Morris II Houses - Bronx	APT PAINTING CONTRACTORS	RFQ	06-MAR-2014 00:00:00	07-APR-2014 10:15:00	Ⓞ
60560,1	SMD_Maintenance Painting of Apt.-Pelham Parkway & Boston Road Plaza - Bronx	APT PAINTING CONTRACTORS	RFQ	06-MAR-2014 00:00:00	07-APR-2014 10:20:00	Ⓞ
60561,1	SMD_Maintenance Painting of Apt.-Sheepshead Bay Houses & Nostrand Houses - BK	APT PAINTING CONTRACTORS	RFQ	06-MAR-2014 00:00:00	07-APR-2014 10:25:00	Ⓞ
60562	SMD_Maintenance Painting of Various Developments, Bronx	APT PAINTING CONTRACTORS	RFQ	06-MAR-2014 00:00:00	07-APR-2014 10:30:00	Ⓞ
60634	SCO_Furnish Delta Repair Kit	Plumbing and Heating Parts	RFQ	04-MAR-2014 09:35:04	07-APR-2014 10:30:00	Ⓞ
60666	SMD-Furnish Mepco Heating Parts	Plumbing and Heating Parts	RFQ	06-MAR-2014 15:52:29	07-APR-2014 10:30:00	Ⓞ

How To Register Your Business Classification in the Portal



IF THIS IS A BUSINESS AT LEAST FIFTY-ONE PERCENT (51%) OWNED, CONTROLLED AND OPERATED BY (OR IN THE CASE OF A PUBLICLY OWNED BUSINESS AT LEAST FIFTY ONE PERCENT (51%) OF THE STOCK IS OWNED BY) CITIZENS OR PERMANENT RESIDENT ALIENS WHO ARE (PLEASE CHECK ALL THAT APPLY)

ASIAN= ASIAN AND PACIFIC ISLANDER AMERICAN PERSONS HAVING ORIGINS IN ANY OF THE FAR EAST COUNTRIES, SOUTH EAST ASIA, THE INDIAN SUBCONTINENT OR THE PACIFIC ISLANDS

BLACK= BLACK PERSONS HAVING ORIGINS IN ANY OF THE BLACK AFRICAN RACIAL GROUPS

HASIDIC JEW

HISPANIC= HISPANIC PERSONS OF MEXICAN, PUERTO RICAN, DOMINICAN, CUBAN, CENTRAL OR SOUTH AMERICAN DESCENT OF EITHER INDIAN OR HISPANIC ORIGIN, REGARDLESS OF RACE

NATIVE AMERICAN= NATIVE AMERICAN OR ALASKAN NATIVE PERSONS HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF NORTH AMERICA

WOMEN

If this business is certified by a Government Agency, Authority or Private Organization as Minority-owned, Women-owned and/or Small Business Enterprise, please attach a copy of all certifications.

VETERAN-OWNED BUSINESS = Refers to a business that is at least 51% owned by one or more Veterans, or in the case of any publicly owned business, not less than 51% of the stock **MUST BE** owned by one or more Veterans; the management and daily business operations **ALSO MUST BE** controlled by one or more Veterans. *If Certified by a Government Agency, please attach a copy of a copy of all such certification(s). If you have a Department of Defense Form 214 (DD 214), please attach.*

See the next page . . .

After you log in, Choose under the Main Menu the “iSupplier Portal Full Access” menu option...to get to the Administration functions of the portal.

The screenshot displays the Oracle Applications Home Page for the NYCHA E-Business Suite. The browser window title is "Oracle Applications Home Page - Windows Internet Explorer provided by New York City Housing Authority". The address bar shows the URL: https://web.nycha.info/OA_HTML/OA.jsp?OAFunc=OA-HOMEPAGE. The page header includes the NYCHA logo and the text "E-Business Suite". A navigation bar contains "Favorites", "Logout", "Preferences", and "Help". Below this is an "Enterprise Search" section with a dropdown menu set to "All", a search input field, and a "Go" button. The user is logged in as "KIM.YOUNG@NYCHA.NYC.GOV".

The main content area is divided into two sections:

- Main Menu:** A sidebar with a "Personalize" button and two menu items: "iSupplier Portal Full Access" (highlighted with a red arrow) and "Sourcing Supplier".
- Worklist:** A section with a "Full List" button and a table header with columns: "From", "Type", "Subject", "Sent", and "Due". Below the header, it states "There are no notifications in this view." and includes two tips:
 - TIP Vacation Rules** - Redirect or auto-respond to notifications.
 - TIP Worklist Access** - Specify which users can view and act upon your notifications.

The Windows taskbar at the bottom shows several open applications, including "Oracle Application...", "Sent Items - Kim.You...", "FW: Pre-bid Confere...", "DRAFT - Powerpoi...", and "Supplier Trade shows...". The system clock shows 4:01 PM on 4/8/2015.

Choose the "Admin" tab

The screenshot shows the iSupplier Portal interface. At the top left is the NYCHA logo. The main navigation bar contains the following tabs: Home, Orders, Shipments, Admin, Planning, Finance, Product, and Intelligence. A red arrow points to the 'Admin' tab. To the right of the navigation bar are links for 'Home', 'Logout', 'Preferences', and 'Help'. Below the navigation bar is a search field with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections:

- Notifications:** A section with a 'Full List' button and a table with columns 'Subject' and 'Date'. The table contains the text 'No results found.'
- Orders At A Glance:** A section with a 'Full List' button and a table with columns 'PO Number', 'Description', and 'Order Date'. The table contains the text 'No results found.'
- Planning:** A section with a link to 'Forecast Schedules'.
- Orders:** A section with links to 'Agreements', 'Purchase Orders', and 'Purchase History'.
- Shipments:** A section with links to 'Delivery Schedules' and 'Overdue Receipts'.
- Receipts:** A section with links to 'Receipts', 'Returns', and 'On-Time Performance'.

The Windows taskbar at the bottom shows the Start button, several open applications (iSupplier Portal, NANO PRO, Outlook, Password Reset, Supplier Trade), and the system tray with the date and time (6:22 PM, 4/6/2015).

Choose Business Classification Link – once you are in the business classification section, click the classification that applies to your company and “Save

The screenshot shows a web browser window with the URL: https://web.mycha.info/OA_HTML/OA.jsp?page=oracle/apps/pos/supplier/webui/SuppBusClassPG&retainAM=10_0_0=2299234801&ocpx=1580AMC=75618_284_00menu=Y10aMenuLevel=40cas=KUthCoZPpGJstsmQew...

The navigation menu includes: Home, Orders, Shipments, Admin, Planning, Finance, Product, Intelligence.

The left sidebar menu includes: Profile Management, General, Company Profile, Organization, Address Book, Contact, Directory, **Business Classifications** (highlighted with a red arrow), Product & Services, Banking Details, Payment & Invoicing, Surveys.

The main content area has a 'Business Classifications' section with 'Cancel' and 'Save' buttons. A red arrow points to the 'Save' button.

Below this is a 'Certification' section with a checkbox and the text: "I certify that I have reviewed the classification below and they are current and accurate." Below the checkbox are labels for 'Last Certified' and 'By'.

A table lists various business classifications:

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Minority Owned	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NA	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Resident Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Section 3	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Business	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

A red arrow points to the 'Business Classifications' link in the sidebar.

How to get your bid results and view your ranking order in the bid you participated in

After you log in to your iSupplier Account, Go to the menu option under "Sourcing Supplier, Sourcing, Sourcing Home page" -- on the right hand side, click the box that says "Full list" . . . choose the number of the bid from the list - - -

a (5 digit number), then choose on the right to that number, correlating to the bid under "Monitor" by clicking the square box displaying like a grid, if the bid was unsealed it will display in yellow. This should list your ranking order number that you are in this particular bid.

If the Bid Clerk has unsealed the bid you will find the number associated with your bid on the list as active. If it is not displaying as active under your list the bid representative might not have unsealed it yet. Please wait and check back. In two weeks after the bid closes, If the monitor is still not displayed in yellow, please email the bid representative to unseal the bid. if it has been past two weeks since close of bid. Mark.allen@nycha.nyc.gov copying your request to the Procurement inbox at procurement@nycha.nyc.gov

Proceed to next 3 pages for screen shots steps.

Log in to your profile by following pages 5-10 for assistance. Then follow below steps for how to get to the Active and Draft Responses

Oracle Applications Home Page - Windows Internet Explorer provided by New York City Housing Authority

https://web.nycha.info/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE#

File Edit View Favorites Tools Help

Meeting Schedule - NYCHA INFORMATION NIGERIA N... IT Training Courses & Certifi... Keyboard Shortcuts for Micr... Delay verify - NYCT The Ombuds Blog Govern... The Ombuds Blog Government Home (2) Home

Oracle Applications Home Page

NYCHA E-Business Suite

Favorites Logout Preferences Help

Enterprise Search All Go Search Results Display Preference

Logged In As **KIM.YOUNG@NYCHA.NYC.GOV**

Oracle Applications Home Page

Main Menu

Personalize

- + iSupplier Portal Full Access
- Sourcing Supplier ←
- Sourcing ←
- Sourcing Home Page ←
- Worklist

Worklist

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

Start Oracle Application... powerpoint.presentat... NYCHA Procurement... Supplier Trade shows...

Trusted sites | Protected Mode: Off | 200% | 5:13 PM 4/15/2015

Your Active and Draft Responses Page

NYCHA Sourcing

Home Logout Preferences Help

Negotiations

Search Open Negotiations

Welcome, Kim Young.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Time Type Left	Unread Monitor Messages
5386002	Draft		59242	SMD_Construction Management as Agent Services	RFQ 0 seconds	2
6467034	Draft		60793-2	SMD_Maintenance Painting of Apt. - Queensbridge South Houses - Queens	RFQ 0 seconds	0
6777031	Resubmission Required		61368-3	SMD_Inspection of Range Hood Fire Suppression Systems-Var. Manhattan North Devlp	RFQ 0 seconds	0
6533031	Draft		61716	SMD_V/C Floor Tile In Apartments - Morris I Houses & Morris II Houses - Bronx	RFQ 0 seconds	0

Windows Taskbar: Negotiations Home, powerpoint presentat..., NYCHA Procurement..., Supplier Trade shows...

System Tray: 5:15 PM 4/15/2015

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

Prepared by: Kim Young