

# Supplier Portal Event Response Guide

## How to Respond to an Event on the LPS Supplier Portal

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Purchasing Department  
Lincoln Public Schools  
December 2019

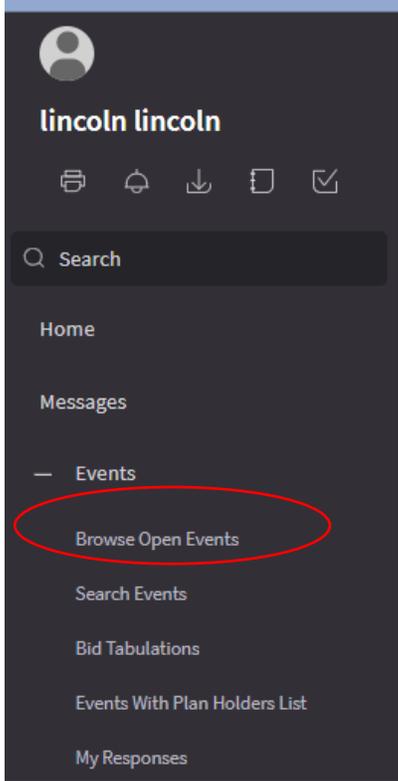
This guide is meant to be used by those individuals or businesses that wish to provide goods or services to Lincoln Public Schools (LPS). LPS is converting to an e-commerce business platform for transactions including sourcing events, contracts, and invoicing. Suppliers may view events without registration, but must be registered on the Supplier Portal in order to respond to events and contract with LPS.

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## Viewing Open Events

- Log into your account. If you have not yet registered, please do so in order to respond to the event.
- Expand the **Events** section. Select **Browse Open Events**.



- A list of the open events will display. If there are multiple events open, you can use the search feature to look for specific commodity codes.

The screenshot shows the 'Open Events' page with search filters and a results table. The search filters include Keyword, Event #, Name, Category, Sub Category, Type, and Reference. The results table has the following data:

Event #	Version	Name	Category	Sub Category	Type
3	3	11910 Test	ATHLETICS		RFQ

## LPS Supplier Portal Event Response Guide

- Double click the line with the event you wish to view.
- The event summary page will display.

Event Summary

Print

Respond Now Ask A Question

Event #: 4 Version: Event Name: Event Test

Summary

Attachments

Terms And Conditions

Lines

Q And A Forum

Description

Open: 12/16/19  
Close: 1/15/20

Rules

Type: RFQ Currency: USD  
Sealed Bid: No All Lines Required: No  
Bid Bond Required: No

- You can select the gray tabs on the side to view additional information about the event.
- Open and close dates will display on the **Summary** tab in the **Description** field.
- Any attachments can be found on the **Attachments** tab. These can be various file types. You will need to download the attachments in order to view them.
- The **Terms And Conditions** tab will have the terms of the event. You can view the full details by selecting the tab and then selecting the line under **Sourcing Event Terms And Conditions**.
- The **Lines** tab will show you the brief overview of the lines on the event. You can view these before deciding to respond.
  - Note: The number of lines per page defaults to display only ten lines. You can change this by putting a higher number in the **Records Per Page** field. The maximum is 200. Otherwise you will need to use the arrows to navigate to the next page of lines.

Event Summary

Print

Respond Now Ask A Question

Event #: 4 Version: Event Name: Event Test

Summary

Attachments

Terms And Conditions

Lines

Q And A Forum

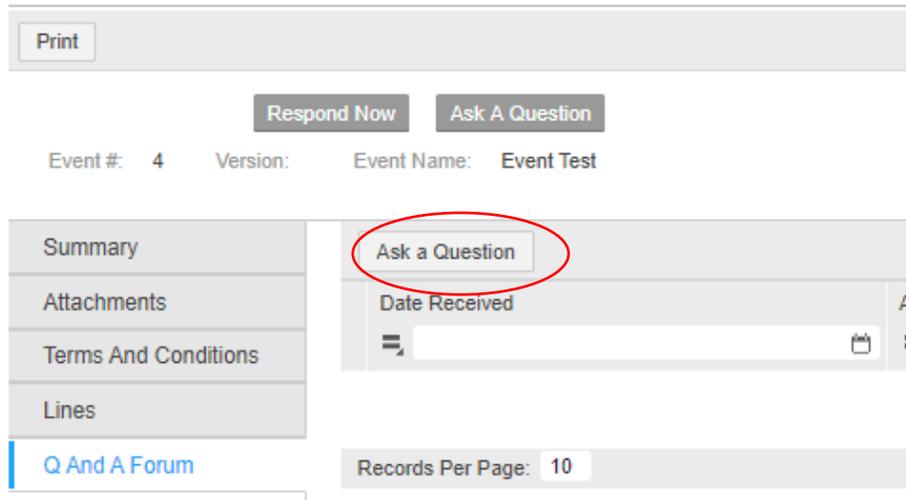
View Line Details

Line #	Name	Commodity Code	Commodity I
1	VEHICLES-WOODEN BLOCK PLAY-SET/1	78500	SCHOOL EC
2	BLOCKS-ARCHITECTURAL UNIT-40/SET-	96100	MISCELLAN
3	TRAFFIC SIGNS-BLOCK PLAY-SET/11 WC	78500	SCHOOL EC

Records Per Page: 10

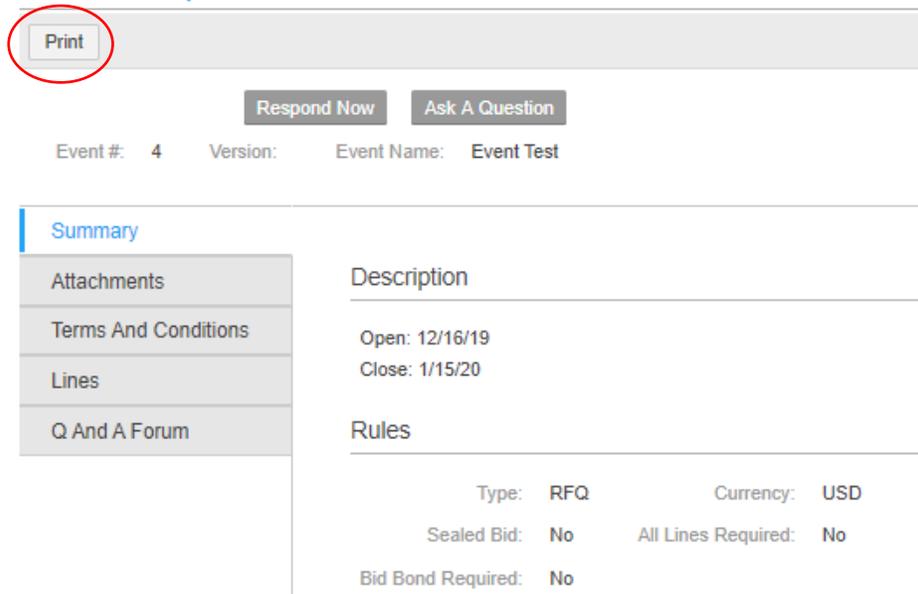
- You can submit questions about the event in the **Q And A Forum**. Your question will post for all other suppliers to see, as will the answer.
- Select the **Ask a Question** button.

### Event Summary



- This will bring you to a new page. Type your question in the box. You only have 250 characters.
- Select **Save**.
- Use the **Back Arrow** on your browser to return to the Event Summary page.
- You will see your question listed. You will receive an email when your question has been answered. The answer will display on the Portal.
- You can also select **Ask A Question** from the top of the Event Summary Page.
- You can generate a PDF of the entire event by selecting **Print** at the top of the Event Summary page.

### Event Summary

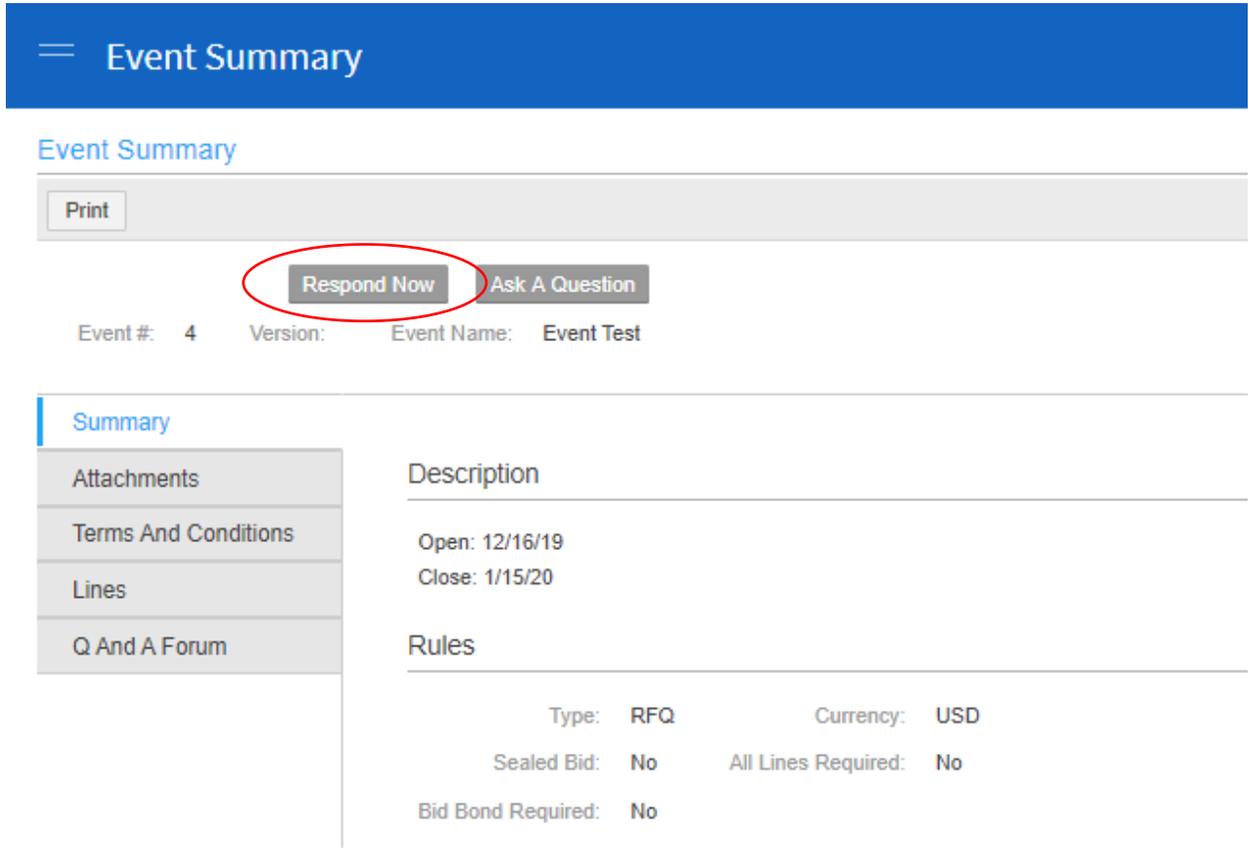


## LPS Supplier Portal Event Response Guide

- The PDF will include:
  - The Event Name
  - Description
  - Dates
  - Buyer Name
  - Category
  - Event Type
  - Terms And Conditions
  - Names of any Attachments
  - Lines With Full Detail
    - Item Description And Long Description
    - Commodity Code
    - Quantity Requested
    - UOM
    - Delivery Date
    - Alternates Allowable

## Submitting an Event Response

- To submit a quote select **Respond Now** at the top of the page.



Event Summary

Print

Respond Now Ask A Question

Event #: 4 Version: Event Name: Event Test

Summary

Attachments

Terms And Conditions

Lines

Q And A Forum

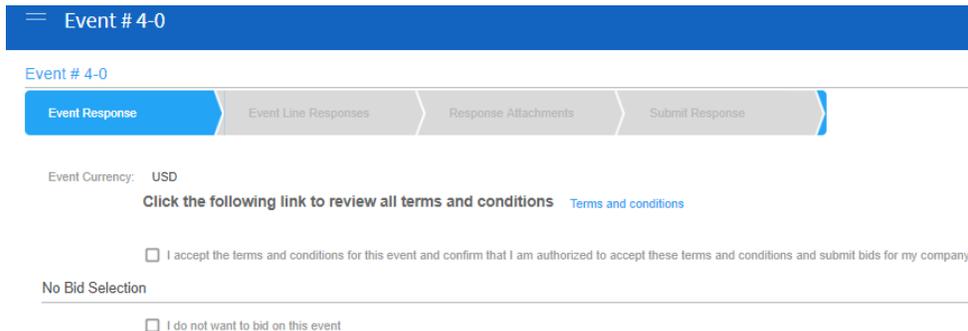
Description

Open: 12/16/19  
Close: 1/15/20

Rules

Type: RFQ Currency: USD  
Sealed Bid: No All Lines Required: No  
Bid Bond Required: No

- The Event Response page will open.
  - Check box your acceptance of the terms and conditions. The link will download a PDF of the terms if you would like to review or save them.
  - If you do not wish to submit a response, but want to indicate you are interested in future events, you can select **I do not want to bid on this event**. This will open a reason code box, select your reason. *LPS reserves the right to inactivate a supplier record due to inactivity/nonresponsive.*



Event # 4-0

Event Response Event Line Responses Response Attachments Submit Response

Event Currency: USD

Click the following link to review all terms and conditions [Terms and conditions](#)

I accept the terms and conditions for this event and confirm that I am authorized to accept these terms and conditions and submit bids for my company

No Bid Selection

I do not want to bid on this event

- Select **Next**.
- A notification will display in the top right corner that your information has been saved.
- Select **Next** again.

## Submitting a Response to a Line

- The Event Line Responses page displays.

Event # 4-0

Line #	Item	Description	Vendor Item	Vendor Item Description	Manufacturer Item Detail	Line Quantity	Response Qu...	Unit Of Me...	Unit Price	Delivery ...	Extended Amount	No ...	No Bid Reason
1	3780	VEHICLES-WOODEN BLOCK				6	0	SET	0.0000		0.00	No	
2	4723	BLOCKS-ARCHITECTURAL L				4	0	SET	0.0000		0.00	No	
3	6284	TRAFFIC SIGNS-BLOCK PLA				8	0	SET	0.0000		0.00	No	

- The number of lines per page defaults to display only ten lines. You can change this by putting a higher number in the **Records Per Page** field. The maximum is 200. Otherwise you will need to use the arrows to navigate to the next page of lines.
  - Note: While you are able to type in pricing and quantity on this page, it will not save.
- **Double Click** the first line to open it.
- The Line Response box will pop up.

Event # 4-0

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Event # 4-0

Line Response
Line Response Summary

Line 1 Details

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**Click the back button for your browser to return to the event.**

Description: VEHICLES-WOODEN BLOCK PLAY-SET/10 COMMUNITY VEHICLES

Item: 3780                      Output Type: PO

Item Description: VEHICLES-WOODEN BLOCK PLAY-SET/10 COMMUNITY VEHICLES. CONSTRUCTIVE PLAYTHINGS KI

Quantity: 6    Unit Of Measure: SET    Requested Delivery Date: 5/1/2020

Commodity Code: 78500    Commodity Description: SCHOOL EQ/SUPPLIES

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Enter Line 1 Response Information

- The top portion will show you the information about the item.
- The bottom portion is for your response.
- The following fields are required:
  - Vendor Item – this is the item number that will appear on the PO should you be awarded the item.

## LPS Supplier Portal Event Response Guide

- Vendor Item Description - this is the item description that will appear on the PO should you be awarded the item.
- Quantity
- Unit Price
- Manufacturer Item Detail – this is the manufacturer name and product number. This is needed in order for LPS to verify the item you are offering matches the item specified.
  - Note: When offering an alternate item this field is used for a detailed item description.
- The following fields are optional:
  - UOM Detail – this is for a breakdown of items sold in multiples. Such as Set/6.
- Fill in the information for all necessary fields and select **Next**.

### Enter Line 2 Response Information

**Alternate responses are allowed for this event line.**

Vendor Item:

Vendor Item Description:

Quantity:

Unit Of Measure: **SET** UOM Detail:

Unit Price:  Or  No Charge Or  No Bid

Extended Amount: 0.00

Delivery Date:

Manufacturer Item Detail: \*

- The Line Response Summary will display. Select **Finish**.
- Your submitted information will display on the line.

Event # 4-0

Event Response	Event Line Responses	Response Attachments	Submit Response
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Line #	Item	Description	Vendor Item	Vendor Item Description	Manufacturer Item Detail	Line Quantity	Response Ou...	Unit Of Me...	Unit Price	Delivery ...	Extended Amount	No ...	No Bid Reason
1	3780	VEHICLES-WOODEN BLOCK	ABC123	Vehicles	Lakeshore	6	6	SET	12.5000	5/1/2020	75.00	No	

## Submitting an Alternate Response to a Line

- **Double Click** the first line to open it.
- The Line Response box will pop up.
- If an alternate is allowed the text “Alternate responses are allowed for this event line” will display above the Response Information.

Enter Line 2 Response Information

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**Alternate responses are allowed for this event line.**

Vendor Item:

Vendor Item Description:

Quantity:

Unit Of Measure: **SET** UOM Detail:

Unit Price:  Or  No Charge Or  No Bid

Extended Amount: 0.00

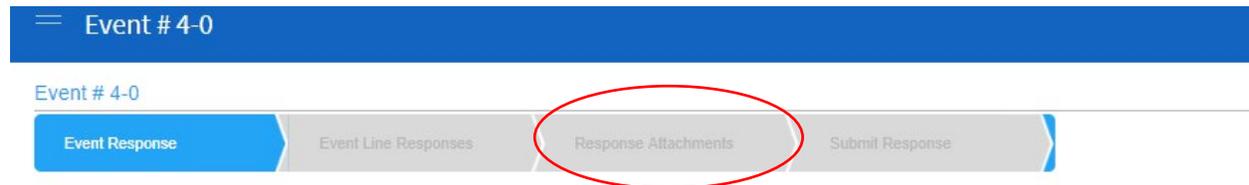
Delivery Date:

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Manufacturer Item Detail: \*

- The following fields are required:
  - Vendor Item – this is the item number that will appear on the PO should you be awarded the item.
  - Vendor Item Description - this is the item description that will appear on the PO should you be awarded the item.
  - Quantity
  - Unit Price
  - Manufacturer Item Detail – this is the manufacturer name and product number. This is needed in order for LPS to verify the item you are offering matches the item specified.
    - Note: When offering an alternate item this field is used for a detailed item description.
- The following fields are optional:
  - UOM Detail – this is for a breakdown of items sold in multiples. Such as Set/6.
- If submitting two responses for one item; such as the exact requested item and a similar item:
  - Fill in the LPS requested item information in the Response Information fields.
  - Fill in the alternate in the Alternate Responses fields.
- When filling out the Alternate Responses fields the following fields are required:
  - Vendor Item – this is the item number that will appear on the PO should you be awarded the item.
  - Description - this is the item description that will appear on the PO should you be awarded the item.
  - Quantity
  - Unit of Measure
  - Unit Price

- Comments – this is the manufacturer name and product number. This is needed in order for LPS to verify the item you are offering is an acceptable alternate. LPS will use this information to research the item.
- Note: If you submit an alternate only for a line, the information will not display in the Event Line Responses.
- Note: Attachments are required for alternate items. Attachments are done on the **Response Attachments** screen. This screen is available after the Event Line Response screen.



- Fill in the information for all necessary fields and select **Next**.
- The Line Response Summary will display. Select **Finish**.

## Submitting a No Bid to a Line

- **Double Click** the first line to open it.
- The Line Response box will pop up.
- In the Response Information section select the check box **No Bid**.
- In the Vendor Item Description type **No Bid**.
- In the Manufacturer Item Detail type **No Bid**.
- A reason will appear next to the No Bid check box. Select the magnifying glass at the end of the field and select the most accurate reason.

### Response Information

Vendor Item:

Description:

Quantity:

Of Measure:  UOM Detail:

Unit Price:  Or  No Charge Or  No Bid - reason

Ordered Amount: 0.00

Delivery Date:  

Item Detail:

- Select **Next**.
- The Line Response Summary will display. Select **Finish**.
- Your no bid information will display on the line.

## Editing your Line Response

- If you need to edit your response PRIOR to submitting your full quote:
  - Double click on the line you wish to edit.
  - Select the Line Response at the top.

Event # 4-0

Event # 4-0

Line Response



Line Response Summary

### Line Response Summary

Line response details have been entered; click finish to return to list of event lines to respond to

Event #: 4-0

Line #: 1

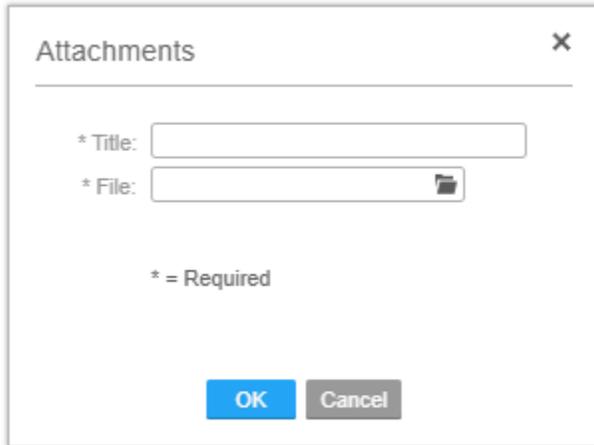
Item Number: 3780

Item Description: VEHICLES WOODEN BLOCK PLAY SET/10 COMMUNITY VEHICLES

- Make any changes.
- Select **Next**.

## Adding Attachments

- On the Event Line Responses page select **Next**.
- Select **Create**.
- If attaching a copy of your organization's quote, title the document with the quote number as it would need to appear on the purchase order should you be awarded any items.
- If attaching documentation for an alternate item, put the line number and the item number in the title.



Attachments

\* Title:

\* File:

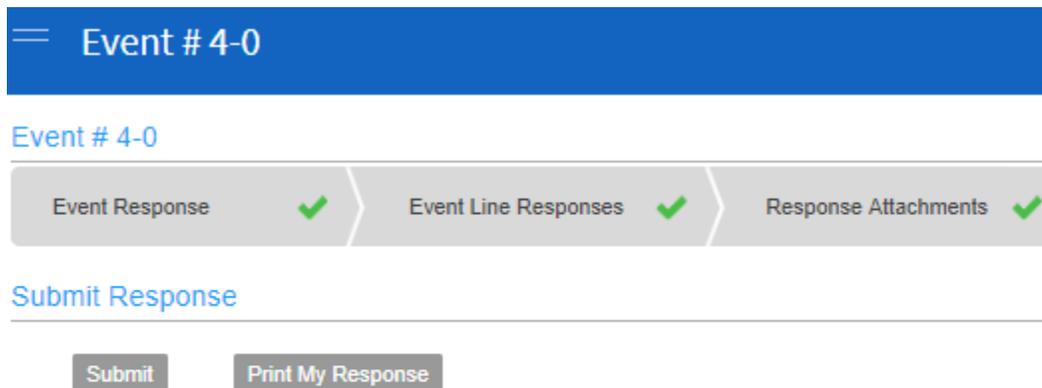
\* = Required

OK Cancel

- Select **OK**.

## Submitting Your Response

- To generate a PDF of you submitted responses, select **Print My Response**.
- To submit your response to LPS, select **Submit**.



Event # 4-0

Event # 4-0

Event Response ✓ Event Line Responses ✓ Response Attachments ✓

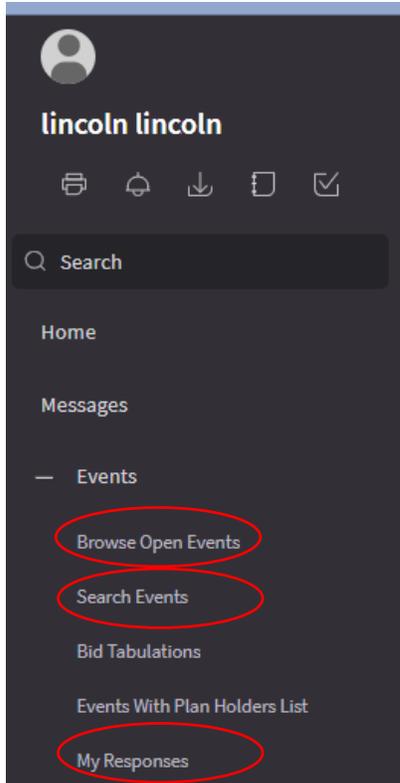
Submit Response

Submit Print My Response

**IMPORTANT-** if you intend to submit the response, please click the submit bu

## Modifying Your Submitted Response

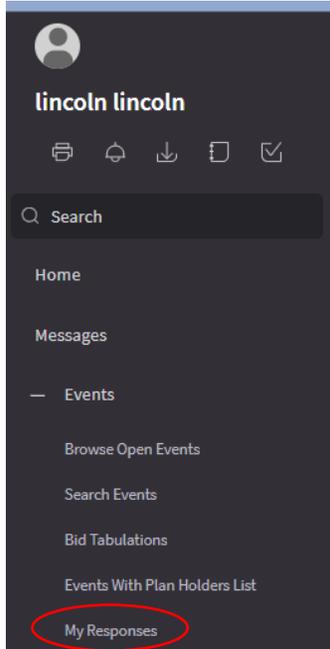
- Find the event under the **Events** area by using the **Browse Open Events** or **Search Events** or **My Responses** options.



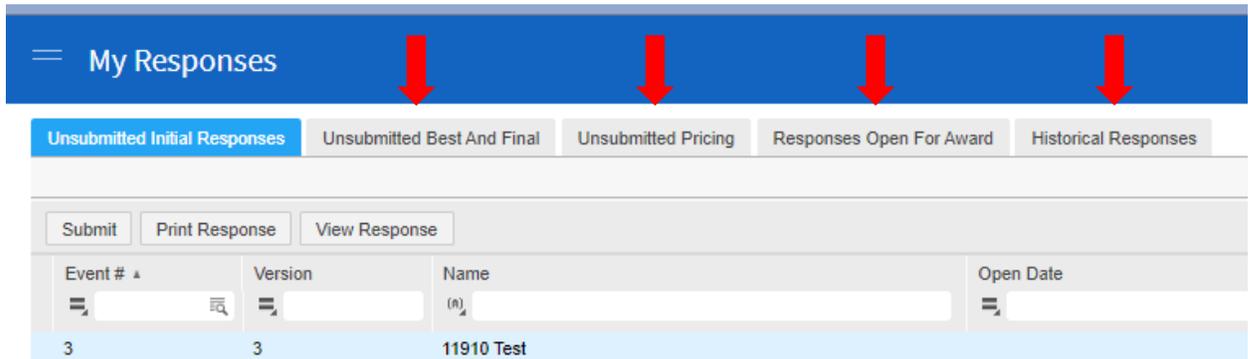
- If using the **My Responses** option submitted responses can be found under the **Responses Open For Award** tab at the top of the screen.
- **Double Click** the event you wish to modify.
- **Double Click** the line of the event you wish to modify.
- The Line Response box will pop up.
- Make your changes.
- Select **Next**.
- Select **Finish**.
- Repeat the steps for any other lines for modification.

## Viewing Your Responses

- Log into your account.
- Select **Events**.
- Select **My Responses**



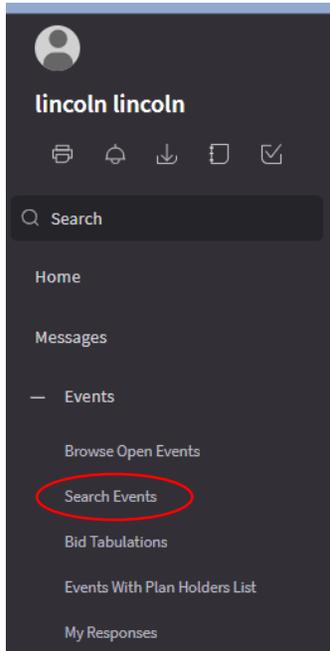
- Both unsubmitted and submitted responses are available.
- Use the tabs across the top of the screen to find your responses.



- If an event is still open, you can edit your response.
- Double click the line to open the response and follow the instructions for the Editing your Responses section.
- You can generate a PDF of your response by selecting **Print** at the end of the line.
- Closed events are show in the **Historical Responses** tab.

## View Event Results

- Log into your account.
- Select **Events**.
- Select **Search Events**.



- Find the event you wish to view.
- Status of events with awards:
  - Closed
  - Cancelled – this will display for an event that has been fully cancelled as well as for an event with any cancelled lines.
- Double click the event.
- The **Summary** tab will show the information from the original event posting.
- The **Lines** tab will show the lines from the event.
- The **Award Summary** tab will show all of the lines

Event Summary

Print

Event #: 2    Version:    Event Name: Test2

Summary	Refresh									
Lines	<table border="1"> <thead> <tr> <th>Line #</th> <th>Name</th> <th>Item</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>VEHICLES-WOODEN BLOCK PLAY-SET/10 COMMUNITY</td> <td>3780</td> </tr> <tr> <td>3</td> <td>BLOCKS-ARCHITECTURAL UNIT-40/SET-HARDWOOD</td> <td>4723</td> </tr> </tbody> </table>	Line #	Name	Item	2	VEHICLES-WOODEN BLOCK PLAY-SET/10 COMMUNITY	3780	3	BLOCKS-ARCHITECTURAL UNIT-40/SET-HARDWOOD	4723
Line #	Name	Item								
2	VEHICLES-WOODEN BLOCK PLAY-SET/10 COMMUNITY	3780								
3	BLOCKS-ARCHITECTURAL UNIT-40/SET-HARDWOOD	4723								
Award Summary	<p>Records Per Page: 10</p> <p><b>Awarded Suppliers</b></p> <table border="1"> <thead> <tr> <th>Supplier</th> <th>Supplier Name</th> <th>Supplier Contact</th> <th>Contact</th> </tr> </thead> <tbody> <tr> <td>778</td> <td>Me</td> <td>1</td> <td>lincoln lincoln</td> </tr> </tbody> </table>	Supplier	Supplier Name	Supplier Contact	Contact	778	Me	1	lincoln lincoln	
Supplier	Supplier Name	Supplier Contact	Contact							
778	Me	1	lincoln lincoln							

## LPS Supplier Portal Event Response Guide

- The top part of the page will show all of the lines and the total awarded amount of the line.
- Select the line you wish to view.
- The bottom part of the page will show you details about the awarded item.
- Details visible from the awarded line:
  - Item Information
  - Awarded Supplier Name
  - Awarded Quantity
  - Unit of Measure
  - Unit Price
  - Extended Amount
- Double clicking the awarded line will show you the original item description as well as the item that the supplier submitted.
- Closed events will stay on the portal for viewing for 90 days.

## Helpful Tips

- The Lincoln Public Schools Supplier Portal functions best in Google Chrome.
- Use the **Back Arrow** on your browser to move back to the previous page. This is helpful if you find yourself stuck.
- Due to the amount of information on the screen, viewing is easiest on a monitor and not a laptop. To get more room on the screen, close the black bar on the side by selecting the two white lines at the top of the left side of the screen in the blue bar.



- You can export any grid view into an Excel Spreadsheet for easier viewing.
  - NOTE: Exporting may not have all of the information provided by LPS.
  - To export to Excel, select the All Actions button from the gray bar. 
  - Hover over Options and select **Export to CSV**.
  - Change the format from CSV to Excel.

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Export To CSV

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Format: **Excel** 

Headers: Field ID 

Name: Line Responses

Record Limit 5000   All Records

**Export** **Cancel**

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- Go to your **Print Files**. Print Files can be found in the black bar on the far left. At the top of the screen under your name, select the printer icon. 
- Your print files can be downloaded by selecting the **View** button on the far right.
- Your document will move to your downloads.

## Contact Information

Contact the LPS Purchasing Department for assistance.

Hours of Operation: Monday – Friday 8:00-4:30. LPS is closed on major holidays.

Email: [purchasing@lps.org](mailto:purchasing@lps.org)

Phone: 402.436.1756

Address: 5905 O St, Lincoln, NE 68510