

This guide is designed to assist suppliers with responding to RFPs as generated within the Oracle Event System.

**Important**: Regardless of whether you have previously submitted bids within the event system, please review this entire document for an important required update. This update will explain exactly where all submitting bid documents must be attached.

## General comments

1. **The file name is limited in size**: Event submission system naming convention limitations exist (64character limit, some special characters prohibited, etc.). It is recommended to upload files without renaming, unless you are uploading one Adobe PDF document for all documents. You will receive the following error if your file name it too long and must correct the file name to attach it:

		Event Cor	mments and A	Attachments			×
	Business Unit 09000 Attachments	U Event ID EV00000197 Event F	Round: 1	Event Version:	1		
ollusion	View Event Attachme	nts ①			14 – 4	1-1 of 1 🗸 🕨 🕨	
	Attached File	Attachment Description		Event RFx Doc	Upload	View	
	Add New Attachment	s ⑦					
your bid re	E		_	_	_	1-1 of 1 🗸 🕨	
	Attached File	File Attachment failed to upload. (18036,10013), I	File name is too lor	ng, it should not exceed	1 64 characters. (1803)	5,10025)	
_			OK			iments Delete	
	Comments	i	<u> </u>	<u></u>			
	Add New Comment	rs ⑦					
Uni							
EA							
	OK Can	icel					
progress bio	and resume completion at	nater time. When your ord response is complete, a	submit for considen	auon.			

3. **Multiple bid submissions**: The system will support multiple bid submissions before the Event end. This option allows for multiple bid options, multiple bids for different regions or locations on the same sourcing event, or multiple bids for different DBAs under one company. This will be addressed later in this document.

4. **File size limitations**: While the Event system will theoretically accept file attachments of any size, the system sometimes encounters bandwidth errors when attempting to attach large files. Recommendations to ensure this error does not occur:

- File names: Keep files as originally named, or else if naming your own files, keep them as brief as possible.
- File types: Do not convert required file types into other formats. For example, suppose you are required to populate and submit a pricing guide as .xlsx. In that case, your response should include the original file type as requested to ensure responsiveness, etc.
- File optimization: When presenting your own files, regardless of the file type, please ensure you Optimize PDF, Reduce File Size, Compress Graphics, etc., per the file type. This will significantly improve the document attachment procedure.
- Zip files are currently not an allowable file type.

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If you are familiar with how to log in to the account, skip to the bid submission section on Page 7.

# Log in and view opportunities

1. **Supplier portal**: To see the available RFPs and submit bids, <u>go to www.vendors.ok.gov</u>. Next, select **Oklahoma Supplier Portal Login**.



The Oklahoma Supplier Portal is the new online portal designed to assist suppliers, bidders and payees with self-registration and self-management of organizational and personal information.

Select the Oklahoma Supplier Portal link above to register or log in.

2. At this point, you are not logged into your supplier account and can only view **Public Bidding Events**.



Now, log in as existing user or register as a new user.



**Note**: If you need assistance to **Register as a New Entity or User**, please see the links as posted. Email POC for additional registration support: OKSuppliers@omes.ok.gov.

Supplier and Payee Training

Agency Registration Resources

FAQ

Resources

# Supplier and Payee Training

Register as a supplier or bidder to receive solicitation opportunity notifications to sell products or services to the State of Oklahoma. Registration as a supplier includes registration for EFT/direct deposit. You must be fully registered as a supplier before a contract award is received. The job aids below provide guidance to help you while registering as a supplier or bidder.

File Name	File Type
New Supplier Guide	PDF 🕁
Existing Supplier Guide	PDF 🕁
Managing payment and banking information	PDF 🕁
Buy/Sell Categories in the registration process	PDF 🕁
How to Review and Bid as a Bidder	PDF 🕁
Information needed during registration	PDF 🕁
Convert from Bidder to Supplier	PDF 🕁
Supplier Bid Submission Guide	PDF 🕁

> View FAQ

3. Select **Existing Users Sign In** and enter the login information. You must be logged in to review and submit bid submissions.

Welcome to	Oklahoma Supplier Port	tal t Registration System,		Announcements	
FAQs Get helpfu Public f	U Information here Bidding Events	Sign In User ID Password Enable Screen Reader Mode Sign In	* *	0 Announcements	

After you are logged into your supplier account, you will see this screen:



To view a list of the available solicitations against which a supplier may submit a bit, select **Bidding Opportunities**. See the following example:

Supplier Secure Home Page	•		Biddi	ing Opportunities				ଜ :
"View By Bid Status	✓ 7 rows ↑↓	Time Zone Central Time (US)	Date Format MMDDYY 🗸	Apply				
All	1	Bidding Event Information Invited Events Public Events						1 row
New	0	T	Busine Organization (Event ID	Former / Toma	Parat Data / End Data	Ends In	Bid Status	î↓ Event
Accepted		Greco - Bid Test	Mgmt and Enterprise Services EV00000195	Sell RFx	07/13/2023 03:00 PM CDT 07/14/2023 12:00 PM CDT	A Ending Soon 2 hours, 20 mins	Accepted	Details
Winning	0							
Outbid	•							
Declined	۰							
Withdrew	0							

4. After selecting a desired **Event**, a screen will appear with additional information. See the following example:

ing Opportunities			Event Details		
Invitation Accepted	rmation			In Bid on Event	O Decline Invitati
S View	Event Name Grees-1 Business Unit: Maret an Event ID EV0000 Event Status Posted Buyer Name Styler G Saaled Event Yes Payment Terms Due in 4 Contact Information Description TESTT NOT AT	de Enterprise Services de Enterprise Services 1955 5 Days SES TEST TEST TEST EEAL BID	Event End Sa, 1974, 1974, 274ect Event Sant Lane 07/13/2023 03 09 PM CDT O& A End Date 07/13/2023 03 09 PM CDT Event End Date 07/13/2023 12 09 PM CDT Event Round 1 Event Version 1 Event Version 1 Event Format Sell Event Type RFX Billing Location OMES-ADMINISTRATION Event Currency US Dollar Multiple Bids Alowed Edits to Submitted Bids Yes		
Lines					3 rows
Line Number	Bid Mandatory	Item Description	Requested Quantity/UOM	Comments and Attachments	T4
1	No	SERVICE: Monthly Wireless Cellular Telephone	1.0000 EACH		
	No	EQUIPMENT: Telecommunications Equipment	1.0000 EACH		
2	140				

Please note the following:

- You must be logged in to see the Bid on Event, Accept Invitation, Decline Invitation, Or View Event Q&A Forum and participate.
- To submit a bid, select **Bid on Event**.
- After you are logged into your supplier account and have reviewed the available event opportunities, you will be prompted to select either **Accept Invitation** or **Decline Invitation**. Based on your choice, you will receive an Invitation Accepted or Invitation Declined response.

🖉 Invitation Accepted	
	Io: Bid on Event
Bidding Event Information	
Event Name Greco - Bid Test	Event Ends In 2hrs,19mins,27secs

- To view all RFP documents, bid requirements, etc., select View Bid Package.
- To submit questions online prior to the posted Q&A end date, select **View Event Q&A Forum**.

### **Bid Submission**

Log in to view opportunities.

1. Select **Bid on Event** and you will see screens as shown below:

vent Details	Event Deta	ls
vent Details	We Use	come, SUPPLIER BID TEST - GRECO r. Test
Submit Bid Save for Later Cancel		Validate Entries
Event Name Greco - Bid Test Event 10 9900-EV0000195 Event Formal/Type Sell Event RFx Event Renal 1 Event Varaion 1 Event Start Date 07/13/2023 3 00PM CDT Event End Date 2Nrs.18mins.2eecs	Bidding Instructions Bid ID New Bid Date Bid Currency USD US Dollar	
Description: TEST TEST TEST TEST NOT A REAL BID Testing functionality of Bidder responses in attempt to replicate errors for Oracle technicians. Contact Skyler Graco Phone Email: skyler graco@omes.ok.gov Online Discussion: Event Q& Forum	Payment Terms 45 Days Billing Location OMES-ADMINISTRATION Event Currency Dollar Conversion Rate 10000000 Edits to Submitted Bilds Allowed	<i>•</i>
Step 1: Answer General Event Questions           The event administrator requests your response to questions not specific to any specific item. General Event Questions         7           Required Questions         7           Questions Responsed to 0         0	mumpie bios kiowed	

Note: It is not necessary to attach documents separately at attachment links for individual documents (SOS registration, insurance, etc.) under Event Questions; however, make sure they are uploaded with Bid Submission. All Event Questions must be answered.

t Questions							
Bid Required	🕫 Ideal Response Required						
eneral Questions							1 of 7 👻 🕨
lo you have an Okl	ahoma Sales Tax Permit?						
Response	~				Add Comm	ents or Attact	nments
ire you registered	with the Oklahoma Secretary of	of State?					
Response	•				Add Comm	ents or Attac	oments
Response 🗌	~				Add Comm	ents or Attacl	nments
Response 🗌	v				Add Comm	ents or Attact	oments
Response an you provide a Response	v current financial statement?				Add Comm	ents or Attack	nments
Response tan you provide a Response tan	v current financial statement?				Add Comm	ents or Attacl	nments
Response an you provide a Response tave you read and	v current financial statement? v agreed to the attached Non-Col	lusion Certificatis	in statement (DC		Add Comm Add Comm	ents or Attacl	nments
Response Can you provide a Response tave you read and Response [	v current financial statement? v agreed to the attached Non-Col	lusion Certificatio	in statement (DC	CS-FORH-CP-08	Add Comm Add Comm 4)? Add Comm	ents or Attack	nments
Response tan you provide a Response tave you read and Response K	v current financial statement? v agreed to the attached Non-Co2 v	lusion Certificatio	in statement (DC		Add Comm Add Comm 4)? Add Comm	ents or Attack	ments
Response Response	v current financial statement? v agreed to the attached Non-Col v r sales tax permit number or s	lusion Certificatio	n statement (DC	-5-F08H-CP-00	Add Comm Add Comm 4)? Add Comm	ents or Attack	ments ments

*			
What is your Oklahoma Secre	tary of State Filing N	lumber?	
<pre> *  what is your Oklahoma Secretary of State Filing Number? . Note: if not registered, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming, prior to the contract award.  Response Add Comments or Attachments  *  Do you carry Workers Compensation Insurance Coverage?  Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers Compensation Act.  YES - Include a certificate of insurance with bid NO - attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers Compensation Act. Response Add Comments or Attachments Add Comments or Attachments Add Comments or Attachments Bidder is required to provide with the bid Add Comments or Attachments Bidder is required to provide specific details supporting the exemption you are claiming from Add Comments or Attachments Bidder is required to provide with the bid a certificate of insurance with bid Bidder is required to provide statement that provides specific details supporting the exemption you are claiming from Bidder is provide bidder Bidder</pre>			
Note: if not registered, must attach a signed statem claiming, prior to the cont	the successful bidder i ient that provides spec tract award.	will be required to register wi ific details supporting the exe	th the Secretary of State or mption the supplier is
	200-10-0403441943		Add Comments or Attachments
Response			
*			
Do you carry Workers Comper	sation Insurance Cover	age?	
Bidder is required to provi Oklahoma Workers Compensati	ide with the bid a cert ion Act.	ificate of insurance showing pr	oof of compliance with the
YES - Include a certificate	e of insurance with bid	i	
NO - attach a signed statem the Workers Compensation Ac	ment that provides spec t.	ific details supporting the exe	mption you are claiming from
NO - attach a signed statem the Workers Compensation Ac Response	nent that provides spec :t.	ific details supporting the exe	mption you are claiming from Add Comments or Attachments
ND - attach a signed staten the Workers Compensation Ac Response	ment that provides spec	ific details supporting the exe	mption you are claining from Add Comments or Attachments
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NO - attach a signed staten the Workers Compensation Ac Response D 2: Enter Line Bid Response his event contains one or more in dministrator. Lines in This Even	nent that provides spec tt. s s idividual lines that await you t 3	ific details supporting the exe ur bid response. Some or all lines may r	mption you are claiming from Add Comments or Attachments require your bid in order for consideration by the Event

**Note:** Evaluations are not done on line items. In the Unit Bid Price box, you should enter either 1.00 or .001. This allows you to proceed with the proceess.

	Description	Unit	Quantity	Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
000008906	SERVICE: Monthly Wireless Cellular Telephone	EA	1.0000	1.0000			0.0000 USD	Bid	Q
1000009548	EQUIPMENT: Telecommunications Equipment	EA	1.0000	1.0000		0	0.0000 USD	Bid	0
1000002972	TURNKEY:Turnkey Solutions	MOR	1.0000	1.0000		0	0.0000 USD	Bid	0
	000008906 000009548 000002972	000000906         SEEVICE: Monthly Weekss           Caluur: Tokyshone         EQUIPMENT: Telecommunications           000005912         TURNKEY.Tumkey Solutions	SERVICE: Monthly Wireless         EA           Cellul: Tolephone         EOU/PMDNT           Cellul: Tolecommunications         EA           D000009548         Telecommunications         EA           D00002972         TURNKEY.Tumkey Solutions         MOR	D00000906         SERVICE Monthly Wireless         EA         1.0000           000009548         EQUIPMENT: Equipment         EA         1.0000           000005527         TURNKEYTumkey Solutions         MCR         1.0000	D00000906         SERVICE: Monthly Wireless         EA         1.0000         1.0000           000009548         EQUIPMENT Equipment         EA         1.0000         1.0000           000009548         Equipment         EA         1.0000         1.0000           000009572         TURNEY Solutions         MOR         1.0000         1.0000	D00000906         SERVICE: Monthly Wireless         EA         1.000         1.000           000009548         EQUIPMENT: Equipment         EA         1.000         1.000           0000055472         TURNKEY:Tumkey Solutions         NCR         1.000         1.000	D00000906         SERVICE: Monthly Wreless         EA         1.0000             000009568         EQUIPMENT: Equipment Equipment         EA         1.0000              000005548         Telecommunications Equipment         EA         1.0000              000005722         TURINKEY/Tumkey Solutions         MOR         1.0000	D00000966         SERVICE: Monthly Wireless         EA         1.000         1.000         0         0.000 USD           000009548         EQUIPMENT Equipment         EA         1.000         1.000         0         0.000 USD           000005972         URNKEY: Turkey Solutions         MOR         1.000         1.000         0         0.000 USD	D00000966         SERVICE: Monthly Wireless         EA         1.000         1.000         Image: Constraint of the constrai

Your Total Line Pricing 0.0000 USD

In the above image, bottom left corner of computer screen, click on the blue line that says "Event Comments and Attachments" The following graphic depicts what you will see.

No - attach a signed statement that provides specific   Bespinese   Weinder   Bespinese   Weinder   Business Unit   Business	Bid Line	]			Event Details							
Respons Yes   sp: Enter Line Bid Response   Baseness Unit: 6900   For Enter Line Bid Response   The sector database the area to yood   The sector database the more individualises that area to yoo   The sector database the more indications to yoo   The sector database the providua	NO - at the Wor	tach a signed st kers Compensatio	atement that provides specific in Act.	Event Comments and Attachments								
ap 2: Enter Line Bid Response   The set contains one one mode foldwall less that averity with the formation of the set of the	1	Response Yes	•	Business Unit 09000 Attachments	Event ID EV00000195 Event Round:	1 Event Versi	ion: 1					
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Administration: In It is Event: 3 Lines Responded To 1 Your Total Line Picking: 0.2020 USD total Line Data total Line Dat	op 2: Ent	ter Line Bid Resp	onses ore individual lines that await your bid re	Attached File	Attachment Description	Event RFx Doc	: Upload	View				
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CK Cancel	3	1000002972	TURNKEY Turnkey Solutions									
Zonground 1 Marchine, no my port in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.	7Comm any point i	ents and Attachmen	ns process you may save an in-progress b	OK Cance	ter time. When your bid response is complete, submit fi	r consideration.						

Upload Steps:

- 1. Click the Upload button. Browse and select your document.
- 2. If attaching each document separately, click on the blue Add New Attachment in the fifth column.
- 3. When you are done uploading all documents, click OK.

Once all RFP requirements are met and the documents are attached, select **Submit Bid** in the top left corner.

2. Once your bid is submitted, you will receive the following bid notification message:

- 00
Personalize Page

Additionally, you will receive the following email:

[EXTERNAL] Your bid has been received				
noreply@omes.ok.gov	S Reply	Keply All	→ Forward	
No To			Fri 7/14/2023 1	0:00 AM
() If there are problems with how this message is displayed, click here to view it in a web browser.				
Bid Notification				
This is confirmation your bid has been received. See below for details.				
Bid Details				
Event ID: 09000 - EV00000195 Round 1 Version 1 Event Name: Greco - Bid Test				
Bid ID: 1 Date Posted: 07/14/23 9:59:56AM CDT				
Bidder ID: 0000566930				
Review and bid on this event.				

To submit multiple bids, when you submit your first bid, click on copy bid from the Bid Confirmation screen. This will return you to the Bid Submission page. Click on Bid Comments and Attachments again. You will see your first bid. Click on Add New Attachment, Upload the next bid, Submit Bid. Continue this process until all bids have been uploaded for submission.

#### Notes:

- 1. We recommend, when submitting multiple bids, upload all documents as one Adobe PDF file.
- 2. In the description, list if the bid is for a specific region, county, company or alternate bids.
- 3. Keep all confirmations for you bid submissions.
- 4. If it any time you have an issue submitting your bid, please call or email the buyer listed for the bid or create a Help Desk ticket by emailing servicedesk@omes.ok.gov.