

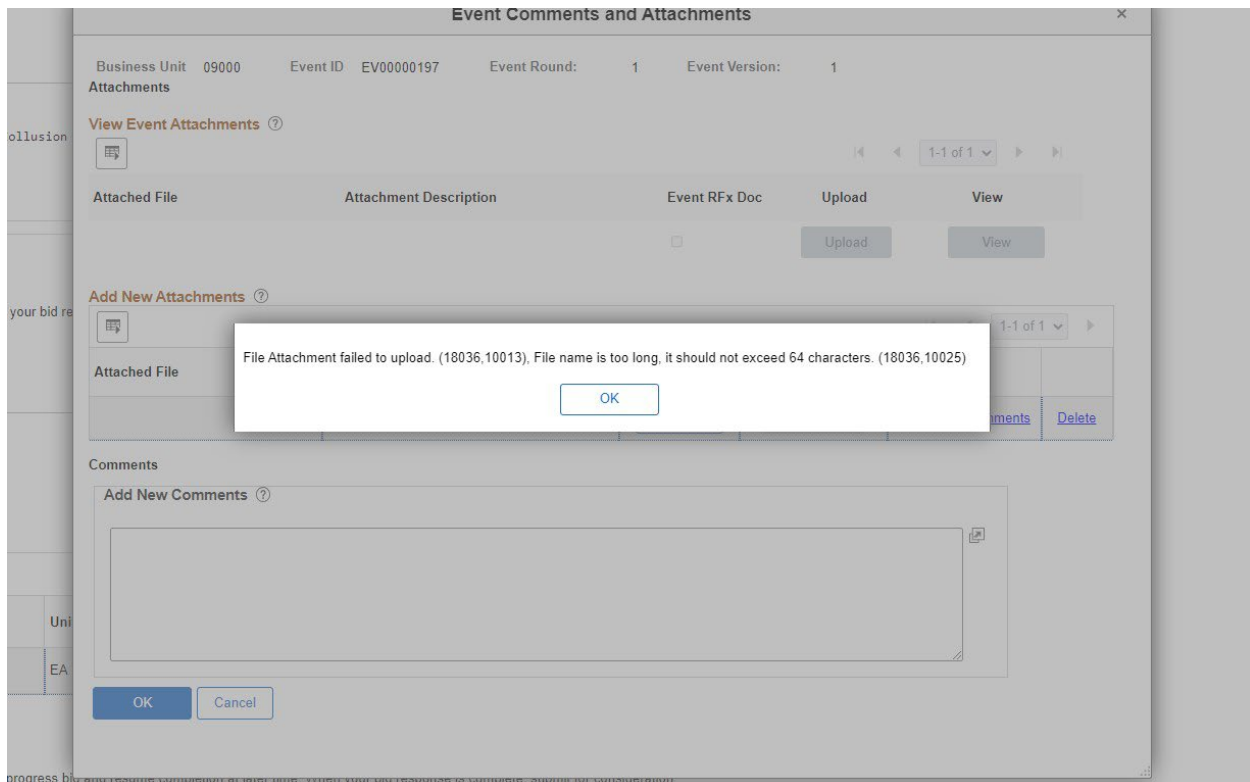


This guide is designed to assist suppliers with responding to RFPs as generated within the Oracle Event System.

**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 (64-character 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 is too long and must correct the file name to attach it:



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.~~

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, [go to www.vendors.ok.gov](http://www.vendors.ok.gov). Next, select **Oklahoma Supplier Portal Login**.

Office of Management and Enterprise Services (090) > Divisions > Central Purchasing > Suppliers & Payees > Supplier Portal

Supplier Portal

Supplier and Payee Training

FAQ

Resources

Agency Registration Resources

OKLAHOMA SUPPLIER PORTAL  
Managing your partnership with the state

If you were previously registered as a supplier in the old system, please [visit here to request your user ID](#).

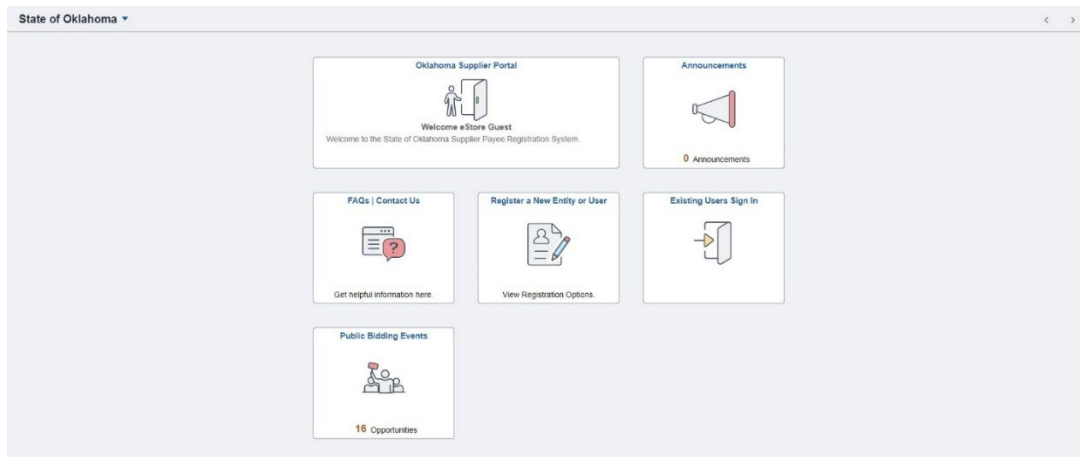
Oklahoma Supplier Portal Login

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.

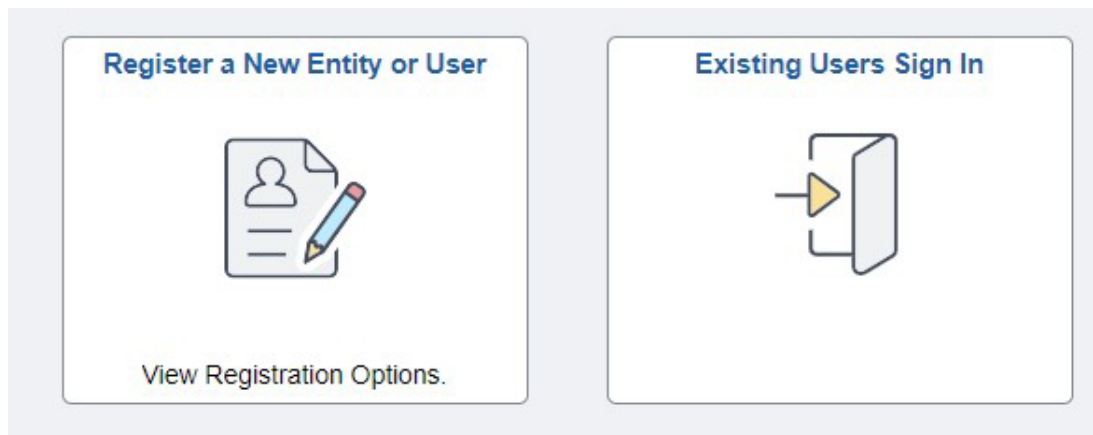
Select the Oklahoma Supplier Portal link above to register or log in.

[Back to](#)

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: [servicenow@omes.ok.gov](mailto:servicenow@omes.ok.gov).

- Supplier and Payee Training
- FAQ
- Resources
- Agency Registration Resources

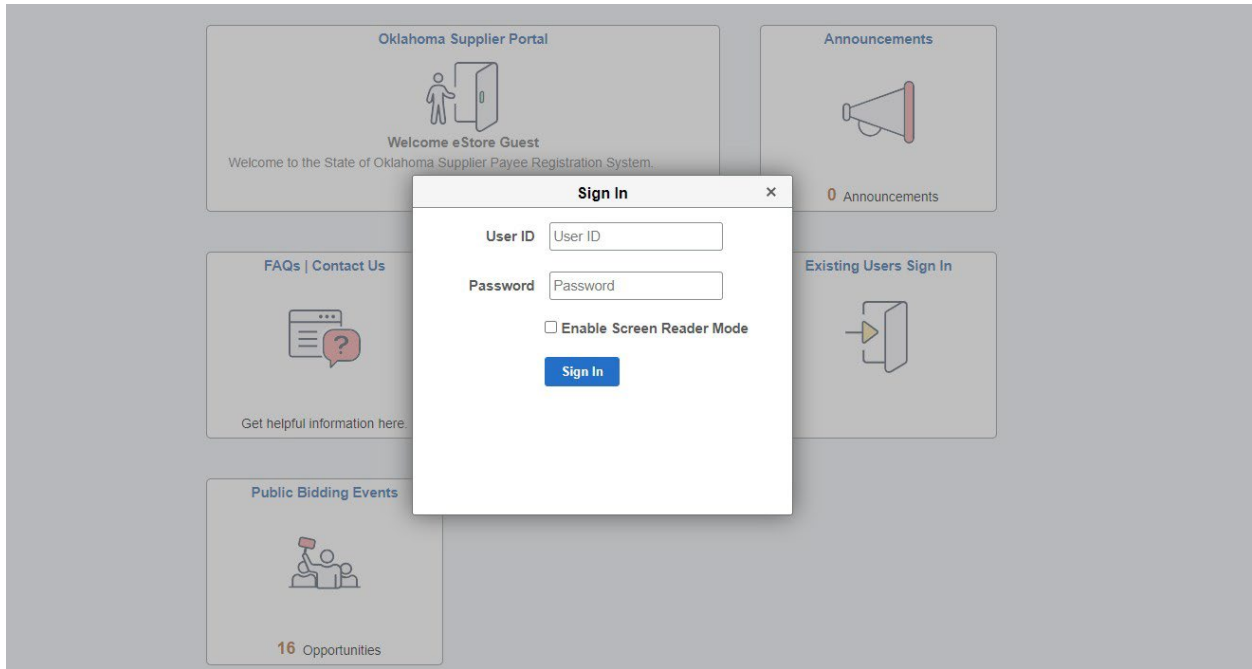
## Supplier and Payee Training

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.

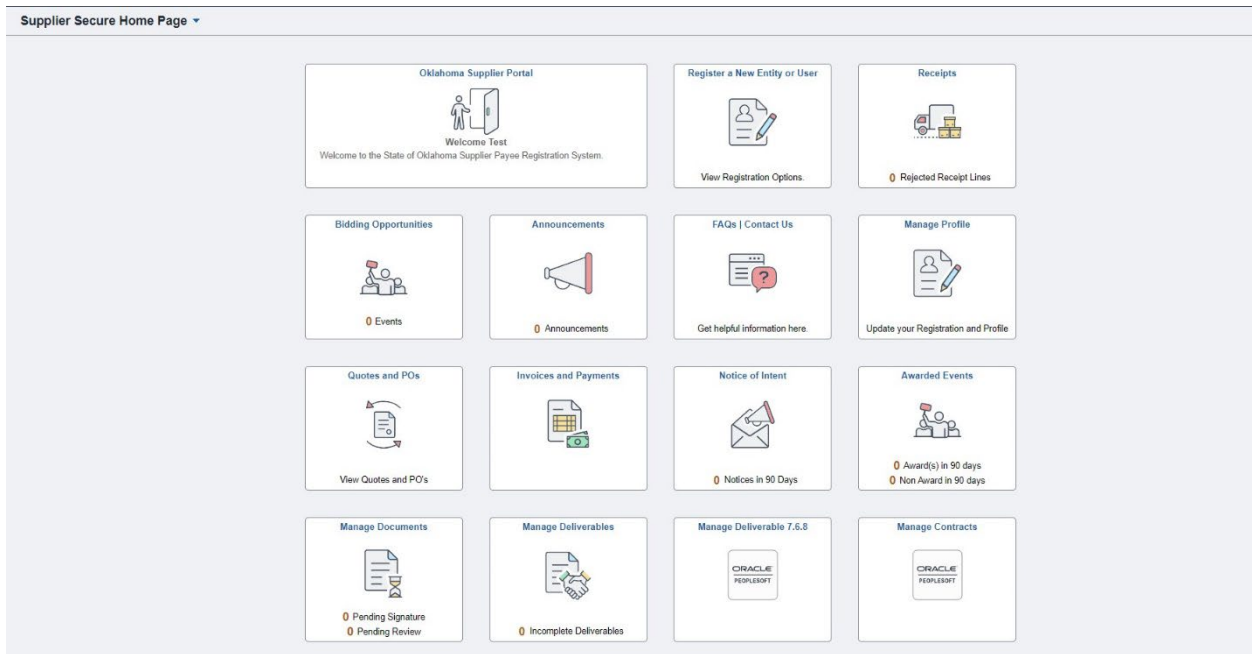
File Name	File Type
New Supplier Guide	<a href="#">PDF</a>
Existing Supplier Guide	<a href="#">PDF</a>
Managing payment and banking information	<a href="#">PDF</a>
Buy/Sell Categories in the registration process	<a href="#">PDF</a>
How to Review and Bid as a Bidder	<a href="#">PDF</a>
Information needed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

[View FAQ](#)

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



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 bid, select **Bidding Opportunities**. See the following example:

The screenshot shows the 'Bidding Opportunities' page. On the left, there is a sidebar with filters for 'View By Bid Status' (7 rows) and a list of status categories: All (1), New (8), Accepted (1), Winning (0), Outbid (0), Declined (0), and Withdrew (0). The main area displays 'Bidding Event Information' with tabs for 'Invited Events' and 'Public Events'. A table shows one event: 'Greco - Bid Test' by 'Mgmt and Enterprise Services' (EV00000195) in 'Sell RFX' format, starting on 07/13/2023 and ending on 07/14/2023. The event status is 'Accepted' and it ends in '2 hours, 20 mins'.

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

The screenshot shows the 'Event Details' page for 'Greco - Bid Test'. It features a green 'Invitation Accepted' status and buttons for 'Bid on Event' and 'Decline Invitation'. The 'Bidding Event Information' section includes: Event Name (Greco - Bid Test), Business Unit (Mgmt and Enterprise Services), Event ID (EV00000195), Event Status (Posted), Buyer Name (Skyler Greco), Sealed Event (Yes), Payment Terms (Due in 45 Days), and Contact Information (Skyler Greco). The event ends in 2hrs, 19mins, 27secs. Below this are links for 'View Bid Package' and 'View Event Q&A Forum'. The 'Lines' table has 3 rows:

Line Number	Bid Mandatory	Item Description	Requested Quantity/UOM	Comments and Attachments
1	No	SERVICE: Monthly Wireless Cellular Telephone	1,0000 EACH	
2	No	EQUIPMENT: Telecommunications Equipment	1,0000 EACH	
3	No	TURNKEY: Turnkey Solutions	1,0000 MONTHLY RA	

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.

This is a partial screenshot of the Event Details page, showing the 'Invitation Accepted' status and the beginning of the 'Bidding Event Information' section.

- 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:

The screenshot shows the 'Event Details' page for 'Greco - Bid Test'. At the top, there are navigation buttons: 'Submit Bid', 'Save for Later', 'Cancel', and 'Validate Entries'. The page is divided into several sections:

- Event Information:** Event Name: Greco - Bid Test; Event ID: 09000-EV00000195; Event Format/Type: Sell Event; Event Round: 1; Event Version: 1; Event Start Date: 07/13/2023 3:00PM CDT; Event End Date: 2hrs.18mins.2secs.
- Bidding Instructions:** Bid ID: New; Bid Date: (empty); Bid Currency: USD (selected), US Dollar.
- Description:** TEST TEST TEST TEST TEST; NOT A REAL BID; Testing functionality of Bidder responses in attempt to replicate errors for Oracle technicians.
- Contact Information:** Contact: Skyler Greco; Phone: (empty); Email: skyler.greco@omes.ok.gov; Online Discussion: Event Q&A Forum.
- Payment Terms:** 45 Days; Billing Location: OMES-ADMINISTRATION; Event Currency: Dollar; Conversion Rate: 1.00000000; Edits to Submitted Bids: Allowed; Multiple Bids: Allowed.

Below the description, there is a section for 'Step 1: Answer General Event Questions'. It states: 'The event administrator requests your response to questions not specific to any specific item.' A summary table shows: General Event Questions: 7; Required Questions: 7; Questions Responded To: 0.

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.

The screenshot shows the 'Event Questions' page. At the top, there are options for 'Bid Required' and 'Ideal Response Required'. Below this is a section for 'General Questions' with a '1 of 7' indicator. There are five questions, each with a 'Response' dropdown menu and an 'Add Comments or Attachments' link:

- Do you have an Oklahoma Sales Tax Permit?
- Are you registered with the Oklahoma Secretary of State?
- Can you provide a current financial statement?
- Have you read and agreed to the attached Non-Collusion Certification statement (DCS-FORR-CP-004)?
- Please provide your sales tax permit number or statutory exemption.

★

What is your Oklahoma Secretary of State Filing Number?

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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](#)

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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](#)

### Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 3  
 Lines Responded To 0  
 Your Total Line Pricing 0.0000 USD

**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 process.

★ Bid Required [Line Comments/Files](#)

Lines

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1	1000008906	SERVICE: Monthly Wireless Cellular Telephone	EA	1,000	1,000	<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid	<input type="text"/>
2	1000009548	EQUIPMENT: Telecommunications Equipment	EA	1,000	1,000	<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid	<input type="text"/>
3	1000002972	TURNKEY: Turnkey Solutions	MOR	1,000	1,000	<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid	<input type="text"/>

Event Comments and Attachments

At any point 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.

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.

Event Comments and Attachments

Business Unit: 05000 Event ID: EV00000195 Event Round: 1 Event Version: 1

Attachments

View Event Attachments

Attached File	Attachment Description	Event Rfx Doc	Upload	View
			<input type="button" value="Upload"/>	<input type="button" value="View"/>

Add New Attachments

Attached File	Attachment Description	Upload	View	Add New Attachments	Delete
		<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="button" value="Add New Attachments"/>	<input type="button" value="Delete"/>

Comments

Add New Comments

## 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.

## Event Details



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



Additionally, you will receive the following email:



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.