VENDOR LOGIN / QUOTING – KEY AREAS

- If the vendor is quoting on an item that is an alternative to the item requested, the alternative item checkbox must be selected. Information regarding the alternative item MUST be entered in the Exceptions Box.

- After all fields on the Quotes Submittal Form are completed, the vendor must agree to the SEPTA Terms and Conditions which can be accessed by clicking on the link provided.

- Vendors must click Submit after completing all of the required fields on the Quote Submittal Form. This will result in the Quote Submittal Form Confirmation. Vendors must then click the Submit button again to complete their submission.

- The opening and closing of all requisitions will be controlled by the system clock which appears in the header area of each screen. This establishes the official system time by which all quotes must be submitted.

- Vendors will receive email confirmation of all quotes submitted. The Confirmation Number included in the email is necessary to Amend Quotes.

- Delivery Date Input - Refer to the REQUIRED DATE field. The system will allow vendors to enter any valid Delivery Date as part of their quote. IMPORTANT: Entering a Delivery Date that exceeds the required date will cause the vendor’s quote to be non-responsive and therefore not eligible for award.

VENDOR LOGIN

This area is for registered Vendors utilizing the in-house developed eProcurement System to view open requisitions and submit quotes.

For access to this area, visit SEPTA online at www.septa.org and go to Doing Business with SEPTA Under $25,000 Quote Opportunities.
After logging in, Vendors are presented with the following four (4) options:

- Change Vendor Registration Information
- View Open Requisitions by Category and Submit Quote(s)
- Amend Requisition Quote (Requires Confirmation #)
- RFQ Quote Confirmation List

CHANGE VENDOR REGISTRATION INFORMATION

This area allows vendors to change any information on the Vendor Registration Form. The system responds with the following Change Vendor Registration Form.

From this screen, the Vendor can make changes to any field or Reset the entire Form.
Once the desired changes are made and the Vendor clicks Submit, the system will respond with the following Change Registration Form Confirmation screen.

Vendors **MUST** click Submit again to complete the change and the following Vendor Update screen will appear.
VIEW OPEN REQUISITIONS BY CATEGORY AND SUBMIT QUOTE(S)

After logging in, Vendors may also choose to View Open Requisitions by Category and Submit Quote(s).

This area allows Vendors to view open requisitions and submit quotes.

The system responds with the following search screen.

From this screen, the Vendor can view only the requisitions matching their search criteria or view a listing of all requisitions.
If the Vendor enters a **Keyword/Requisition #**, all requisitions containing the keyword will be listed or the individual requisition will be provided based on the Requisition# entered. In the following example, the keyword ‘adapter’ is used. The system provides all requisitions containing the keyword.

If the Vendor enters a specific **Requisition#**, the system will provide the following result.
Vendors may also use the **NAICS Code** as their search criteria. This will result in a listing of only requisitions including the matching codes.

In the search below, the NAICS code ‘4236’ was entered as the search criteria and resulted in the following screen.

If the Vendor chooses to use the **Open Date** or **Close Date** as their search criteria, only requisitions opened or closed between the specified dates will be listed.

In the preceding screen, the **Open Date** is used as criteria for the search. The system will respond as follows by providing a listing of all requisitions scheduled to open on or between the dates entered.
Requisitions can also be searched according to the Close Date.
Upon selecting the View All box, the Vendor will be able to see a listing of all open requisitions. The following screen shows an example listing.

The requisitions that appear in Dark Blue are the requisitions that the vendor has not yet submitted a quote or no quote for. The requisitions that appear in Red are the requisitions that the Vendor has submitted a No Quote for. The requisitions that appear in Light Blue are the requisitions that the Vendor has already quoted on.

Clicking on the Requisition Number will provide the following detailed-information on the individual requisition selected.

From the Details screen, the Vendor can submit a quote.

Vendors may submit multiple quotes to the same requisition. Each quote will have its own unique Confirmation #.
Clicking **Submit Quote** will result in the following Quote Submittal Form.

If the Buyer has attached files to the requisition, an **ALERT** will appear as seen in the previous screen.

Clicking on the **Line Item #** will allow the Vendor to view any attachments associated with the requisition.

Attached files can be viewed by selecting the file name from the following pop-up window.

In the example above, the Vendor would select ‘**Test Attachment**’. Selected files will appear in a new screen as seen in the following example.
After viewing the attachment, the Vendor can close the file and the pop-up window to return to the Quote Submittal Form.

The Vendor **MUST** complete the appropriate fields on the following screen in order to submit a Quote.

Vendors should refer to the Required Date when entering a date in the Delivery Date field.

**IMPORTANT:** Entering a Delivery Date that exceeds the Required Date will cause the Vendor’s quote to be non-responsive and therefore not eligible for award.
Vendors may choose to quote on items that are **alternatives to the requested items**. If the Vendor chooses to do so, they **MUST** select the appropriate box to inform the Buyer that the item proposed is an alternative as seen in the following screen.

The Quote Submittal Form includes an **Exceptions** text box where the Vendor **MUST** enter information on the exception that they might be offering instead of the requested item. (See the following screen)

The **Exceptions** box is a **required** field for Quotes submitted with the alternative item checkbox selected. If the requisition includes multiple line items and the Vendor has selected to submit multiple line item alternatives/exceptions, they **MUST include details of the exception for each line item**. If the Vendor does not provide the necessary information the following completion message will appear.
After the fields are completed, the Vendor must “agree to the SEPTA Terms and Conditions” which can be accessed by clicking on the link provided.

If any fields are left blank or the SEPTA Terms and Conditions agreement is not selected, the system will respond with a completion message applicable to the appropriate field. (See the following screen)

After all fields are completed and the agreement box is selected, the Vendor MUST click Submit. The system will respond with the following Quote Submittal Form Confirmation.

If the alternative box is selected, a message will appear on the confirmation screen indicating to the Buyer that the Item proposed is an alternative to requested item.
After reviewing the Quote Details, the Vendor **MUST** again click **Submit** to confirm the Quote.

**Note:** The opening and closing of all requisitions will be controlled by the system clock which establishes the **official system time**. This time will be reflective of Eastern Time. The clock will show on ALL screens within the header area and will update in real-time.

All Quotes, therefore, **MUST** be submitted by the close time in accordance with the system clock only.

See the system clock on the following screen.

After the Vendor clicks **Submit**, the system will respond with the following confirmation message.
After the Quote is submitted, the system automatically sends the following email message to the Vendor containing a unique confirmation number for tracking.

When the Vendor returns to the View Requisitions screen, all quoted requisitions will appear in **Light Blue** as seen in the following.
The Vendor also has the option to submit a “No Quote.” The Vendor should do so once they have come to the decision that they do not want to quote on a particular requisition.

The No Quote button will appear on the Quote Submittal Form. Once selected, the following Confirmation pop-up screen will appear.

Once the No Quote is submitted, the Vendor will receive the following email confirmation message.

The Vendor MUST select the OK button to complete the No Quote submittal.
After a No Quote is submitted, the Requisition# will appear in Red on the View Requisitions screen as seen below.

The only way to amend your option to No Quote a requisition is to select RFQ Quote Confirmation List from the main menu.

This will allow the Vendor to view their Confirmation Number and then go back to the main menu and select Amend Requisition Quote.

RFQ QUOTE CONFIRMATION LIST

The Vendor should select RFQ Quote Confirmation List to view a list of RFQs that they have already quoted on and the confirmation numbers associated with them.

The system will provide the following screen.
Clicking on the **Requisition#** will provide the following requisition details screen. The vendor will **not** be able to submit a quote from this screen.

![Requisition Details Screen](image1)

Clicking on the **Confirmation#** will provide the Vendor’s quote/no quote details as seen in the following screen. The vendor will **not** be able to modify their quote from this screen.

![Confirmation Details Screen](image2)

If the Vendor decides that modifications are necessary, they must copy the Confirmation#, return to the Main Menu and select **Amend Requisition Quote(s)**.
AMEND REQUISITION QUOTE(S)

Vendors are also able to Amend Requisition Quotes.

The system will respond with the following screen.

In order to amend their quote, the Vendor MUST enter the Confirmation Number received in the quote submittal email.
After entering the Confirmation Number and clicking Submit, the following screen is provided.

In the following example, a price change was submitted and the system responded with the Requisition Change Quote Confirmation screen.

This Change Quote Submittal Form allows the Vendor to change applicable quote details at any time until the requisition close time.
The Vendor **MUST** click **Submit** again to complete the change and the following confirmation screen will appear.

After the Quote Change is submitted, the system automatically sends the following email message to the Vendor containing a unique vendor ID and confirmation number.
WITHDRAW QUOTE(S)

The Vendor can also choose to Withdraw their quote from the Change Quote Submittal Form.

The system will respond as follows.

Quotes can be withdrawn by selecting the Withdraw Quote button at the top of the screen.
The Vendor **MUST** click OK to withdraw the quote. The system will provide the following message.

![Image of SEPTA eProcurement interface with message: Your quote has been withdrawn. Click here to submit another quote.]