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What is iSupplier?

iSupplier is part of the Oracle E-Business Suite. The new system will allow a streamlined process between the requisitioner, supplier, Supply Chain department, and Accounts Payable.

iSupplier will be the major source of communication for all parties involved. Suppliers will be able to view purchase orders, submit invoices, and participate in sourcing events (RFQ’s).
Logging Into iSupplier

Type or copy/paste in the browser address bar the following link:

https://supplierprd.coned.com

(Oracle is most compatible using Internet Explorer browser)

Please make sure to enter “https” in the address. If you enter “http” the URL will not work.

Enter in your User Name (typically email address)

Enter Password

Click Login
Forgot Username/Reset Password

Type or copy/paste in the browser address bar the following link:
https://supplierprd.coned.com

Please make sure to enter “https” in the address. If you enter “http” the URL will not work.
Forgot Password

Login Assistance
* Indicates required field

Forgot Password

Enter your user name, instructions for how to reset your password will be emailed to you.

User Name
Forgot Password

Forgot User Name

Enter the email address associated with your account and your user name will be emailed to you.

Email
Forgot User Name

Enter in User Name and select Forgot Password. You will receive an Email with instructions on resetting your password.

Forgot User Name

Login Assistance
* Indicates required field

Forgot Password

Enter your user name, instructions for how to reset your password will be emailed to you.

User Name
Forgot Password

Forgot User Name

Enter the email address associated with your account, your user name will be emailed to you.

Email
Forgot User Name

Enter in your Email address and your User Name will be sent to you via email.
### Key Terms

<table>
<thead>
<tr>
<th><strong>Oracle EBS Suite</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle’s e-Business Suite (EBS) applications provide complete business and industry solutions, enabling organizations to significantly improve execution performance through greater efficiency and collaboration.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>iSupplier</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A module within Oracle’s e-Business Suite that allows vendors to communicate with customers in regards to the procurement of goods and services. Vendors can review order, attach invoices, respond to sourcing invitation, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Blanket Purchase Agreement (BPA)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>An agreement with a supplier for specific goods or services at a pre-negotiated price. A BPA includes contract start and end dates, prices, terms and conditions, and a total maximum dollar limit. Releases do not require buyer intervention. They are similar to current Blanket POs / Term Contracts.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Contract Purchase Agreement (CPA)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>An agreement with a supplier for unspecified goods or services. It includes contract start and end dates, terms and conditions, dollar amount, or effective dates. In addition, a CPA releases require buyer intervention. It can be used when it is hard to predict specific goods or services we will procure from the vendor such as lawyer retainer contracts or emergency vendors.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Standard Purchase Order</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Orders created from a requisition by a buyer or requisitioner for specific goods or services, formerly known as a Spot Buy.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Requisition</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A request, submitted in Oracle, for goods or services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Purchase Order/ Release</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Order release off an agreement. Sent to vendor as a confirmation of request for goods and services.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Receipt</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation that goods have been received or services have been completed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Request for Quote (RFQ)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A deliverable that formally states the requirements and conditions for purchasing a solution component from a vendor. Vendor responses to the RFQ as part of the basis for vendor selection and purchase decision.</td>
</tr>
</tbody>
</table>
# New Contract Structure

<table>
<thead>
<tr>
<th>BPA</th>
<th>CPA</th>
<th>Standard PO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Blanket Purchase Agreements</strong></td>
<td><strong>Contract Purchase Agreements</strong></td>
<td><strong>Standard Purchase Orders</strong></td>
</tr>
<tr>
<td>- Agreements with a supplier for specific goods and services at a pre-negotiated price</td>
<td>- Agreements with a supplier for unspecified goods or services</td>
<td>- Orders created from a requisition by a buyer for specific goods or services</td>
</tr>
<tr>
<td>- Can be used by anyone in the company</td>
<td>- Order releases off of a CPA require assistance from Purchasing</td>
<td>- Formerly known as a spot buy</td>
</tr>
<tr>
<td>- Order releases off of a BPA do not require assistance from Purchasing</td>
<td>- Include contract start/end dates, terms and conditions, a total maximum dollar limit, and do not contain specific line items</td>
<td>- Order releases off of a BPA For example, infrequently purchased special equipment or services.</td>
</tr>
<tr>
<td>- Include contract start/end dates, prices, terms and conditions, total maximum dollar limit and specific line items</td>
<td>- For example, complex services like retainage and milestone contracts, and punchouts.</td>
<td></td>
</tr>
<tr>
<td>- For example, flagging and parking contracts.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Process Changes

<table>
<thead>
<tr>
<th>Then</th>
<th>Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple systems used for all supplier processes</td>
<td>iSupplier, a centralized and integrated system, will be used to process supplier transactions</td>
</tr>
<tr>
<td>Manual communication between buyers and suppliers</td>
<td>The iSupplier portal will be used for communication between buyers and suppliers</td>
</tr>
<tr>
<td>All transactions are supplier-based</td>
<td>Supplier transactions will be categorized by line item</td>
</tr>
<tr>
<td>Manual or system submission of invoices</td>
<td>Invoices will be electronically submitted</td>
</tr>
<tr>
<td>Inquiries about the payment status are checked through Accounts Payable</td>
<td>All invoice payments can be tracked in iSupplier</td>
</tr>
<tr>
<td>Suppliers transact business using contracts, purchase orders, and agreements</td>
<td>Business transacted through BPAs, CPAs, and Standard POs</td>
</tr>
</tbody>
</table>
Requisitioner

Completes a requisition in Oracle to request for goods or services

The requisition has to be approved by the manager in Oracle.

The requisitioner acknowledges that the goods/services have been received or completed in Oracle.

Supplier

Once approved, the request goes to the vendor

The vendor acknowledges the acceptance of the request in Oracle

The order gets fulfilled and the vendor submits an invoice in iSupplier.

Payment is made on invoices based off of a 3-way match in the system. The requisition, invoice, and receipt must all match in Oracle.
The Worklist shows notifications or items that require your action:

- **From**: Shows who your notification is from
- **Type**: Shows what kind of notification it is (exp. PO Approval, Sourcing Negotiation)
- **Subject**: Referencing the subject of the notification
- **Sent**: Shows when the document was sent
- **Full List**: Allows users to see all notifications

The Main Menu lists your roles and responsibilities in Oracle such as:

- **CE Sourcing Supplier**: Grants access to registered suppliers on iSupplier to respond to sourcing events
- **CE Invoice**: Grants access to registered suppliers on supplier portal to Oracle to submit invoices and view payments
- **CE Purchasing**: Grants access to registered suppliers on iSupplier portal to Oracle Purchasing transactions such as acknowledgement of orders and purchasing agreements
iSupplier Navigation

**Notifications**: Quick view of notifications

**Orders At A Glance**: Quick view of orders

**Shipments At A Glance**: Quick view of shipments

Allows users to view and search items pertaining to **Orders**, **Shipments**, **Receipts**, **Invoices**, and **Payments**
The Orders screen allows suppliers to view orders and take action on orders.

**Acknowledge:** allows users to accept purchase orders

**View Change History:** allows suppliers to view changes that have been submitted on an Order Release

**Advanced Search:** Allows suppliers to search Purchase Orders by different criteria such as PO Number, Order Date, etc.

The Finance screen allows suppliers to create invoices and view invoices and payments.

**Create Invoices:** allows suppliers to create invoices in the Oracle System and attach it to the Purchase Order

**View Invoices:** allows suppliers to view the invoices that have been submitted

**View Payments:** allows suppliers to view payment status of orders processed
Select the appropriate responsibility that pertains to your profile.

- CE Purchasing Supplier

Viewing Orders and Agreements

View of CE Purchasing Supplier

Notifications

<table>
<thead>
<tr>
<th>Subject</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CECONY - Contract Purchase Agreem</td>
<td>19-Jun-2017 14:05:08</td>
</tr>
<tr>
<td>CECONY - Contract Purchase Agreem</td>
<td>12-Jun-2017 10:10:34</td>
</tr>
<tr>
<td>CECONY - Blanket Purchase Agreem</td>
<td>05-May-2017 07:55:16</td>
</tr>
<tr>
<td>CECONY - Contract Purchase Agreem</td>
<td>03-May-2017 12:15:02</td>
</tr>
</tbody>
</table>

Orders At A Glance

Orders
- Agreements
- Purchase Orders
- Purchase History
Viewing Orders and Agreements

Steps: Click Orders to review orders

View shows All Purchase Orders (PO)

Steps: Click on the PO Number hyperlink
Viewing Orders and Agreements

Order Information Screen: Shows the details of the purchase order

Summary shows a screen shot of the financials of the Purchase order

- **Total**: is the amount of the purchase order
- **Received**: is confirmation from the requisitioner when goods/services have been received or complete
- **Invoiced**: is confirmation of invoices that have been submitted, via iSupplier
- **Payment Status**: is confirmation of payment on an invoice

The Total, Received, and Invoiced section must all match in order for payment to be processed on an invoice.
Viewing Orders and Agreements

Steps:
1. Go to the Actions drop down menu and select “Printable View”
2. Click “Open”

Order Information

General
- Total: 40.45
- Supplier Site: [Details]
- Supplier Contact: [Details]
- Address: [Details]

Terms and Conditions
- Payment Terms: Net 30
- Carrier: [Details]
- Freight Terms: [Details]
- Shipping Control: [Details]

Ship-To Address
- [Details]

Summary
- Total: 40.45
- Received: 0.00
- Invoiced: 0.00
- Payment Status: Not Paid

Click Here
Steps: Review the details of the purchase order. You can print the purchase order as well.

Click to close the PDF

Should you have questions regarding your Purchase Order contact your “Key ConEd Contact”

Steps: Click “Agreements” to view agreements for your company

Click Here
Viewing Orders and Agreements

Steps: Select Yes, for the Global

Click Go

Supplier Home  | Orders  | Shipments  | Planning  | Finance  | Product
Purchase Orders  | Deliverables  | Work Orders  | Agreements  | View Requests  | Purchase History  | Work Confirmations  | RFQ  | Deliverables  | Timecards

Supplier Agreements

Simple Search

Note that the search is case insensitive

PO Number
Global Yes
Effective-From Date
Effective-To Date

Click Here

Steps: Click the PO Number hyperlink

Supplier Home  | Orders  | Shipments  | Planning  | Finance  | Product
Purchase Orders  | Deliverables  | Work Orders  | Agreements  | View Requests  | Purchase History  | Work Confirmations  | RFQ  | Deliverables  | Timecards

Supplier Agreements

Simple Search

Note that the search is case insensitive

PO Number
Global Yes
Effective-From Date
Effective-To Date

Click Here

Click Here

Click Here
Viewing Orders and Agreements

**Steps:** Click the PO Number under Releases

1. Go to the Actions drop down menu and select “Printable View”
2. Click Go

**Global Blanket Agreement:**
Revision: 12 (Total: USD 22,036,024.08)

- PO Number: 473
- Revision: 12
- Description: REPETITIVE [STEAM CONSTRUCTION] SUPPORT STEAM DISTRIBUTION FOR STEAM LEAKS
- Currency: USD
- Amount Released: 21,840,595.19
- Global: Yes
- Effective End Date: 12-May-2017

**Releases**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Status</th>
<th>Order Date</th>
<th>Currency</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>473</td>
<td>Approved</td>
<td>11-Oct-2016 08:58:12</td>
<td>USD</td>
<td>0.00</td>
</tr>
<tr>
<td>480</td>
<td>Approved</td>
<td>10-Oct-2016 22:07:34</td>
<td>USD</td>
<td>41,246.48</td>
</tr>
</tbody>
</table>

**Standard Purchase Order:** 0 (Total USD 40.45)

- Currency: USD

**Terms and Conditions**

- Payment Terms: Net 30
- Carrier: FOB

**Summary**

- Total: 40.45
- Received: 0.00
- Invoiced: 0.00
- Payment Status: Not Paid

Click Here
Steps: Click “Open”

Steps: Review the details of the purchase order. You can print the purchase order as well.

Click close to close the PDF
Creating an Invoice

Compass invoices will continue to be processed in Compass.

Click the appropriate responsibility that pertains to your profile.
- CE Invoicing Supplier
- CE iSupplier Portal Full Access

Only responsibilities with invoicing capabilities

After you have logged into iSupplier and selected your appropriate iSupplier Role (ex. CE Invoicing Supplier):

- Click the Finance tab

Planing
- Shipment
  - Delivery Schedules
  - Overdue Receipts
  - Advance Shipment Notices

Receipts
- Receipts
- Returns
- On-Time Performance

Invoices
- Invoices

Payments
- Payments
Creating an Invoice

Steps:
1. Select With a PO from Create Invoice
2. Click Go

Steps:
1. Enter the Purchase Order Number
2. Click Go

Note that the search is case insensitive.

Purchase Order Number:
Invoice Amount:
Invoice Date To:
Currency:

Purchase Order Number: 402598
Purchase Order Date
Buyer:
Organization:

Select PO Number:
Line:
Shipment:
Advances or Financing:
Item Description:
Item Number:
Supplier Item Number:
Ordered:
Received:
Invoiced:
UOM:
Unit Price:
Curr:
Ship To:
Organization:
Creating an Invoice

Steps: Select the Lines to add from Purchase Order to Invoice
Click Add to Invoice

Create Invoices

Select the Lines to add from Purchase Order to Invoice

Steps:
1. Select the Lines
2. to add from Purchase Order
3. to Invoice
4. Click Add to Invoice

Purchase Orders
Details
Manage Tax
Review and Submit

Create Invoice: Purchase Orders

Search

Note that the search is case sensitive

Purchase Order Number
Purchase Order Date
Buyer
Organization

Invoices and Payments

Search

Advanced Search

Select
Add to Invoice

Select PO Number  | Line  | Shipment  | Advances  | Financing  | Item Description  | Item Number  | Supplier Item Number  | Ordered Received Involved UOM  | Unit Price  | Current Ship To  | Other Shipment Technology  | Organization  | Group  | Packaging Slip  | Waybill
|-----------------|-----|----------|-----------|------------|-------------------|-------------|-----------------------|-----------------------------|-------------|----------------|--------------------------------|--------------|--------|----------------|--------|
| 480259         | 1  | 1        |           |            | G44 X4 TO 0” - SEALING JOINTS PLUGS - ENCAPSULATION METHOD IN ASPHALT CONCRETE BASE - STRAIGHT TIME - YEAR 3 | N92019771 | 2          | 0 | 0 | EACH | 1267.01 | USD | DO NOT SHIP | CECO NY
| 480259         | 2  | 1        |           |            | G44 X4 TO 0” - SEALING JOINTS PLUGS - ENCAPSULATION METHOD IN ASPHALT CONCRETE BASE - OVERTIME - YEAR 3 | N92019772 | 1          | 0 | 0 | EACH | 1022.54 | USD | DO NOT SHIP | CECO NY
| 480259         | 3  | 1        |           |            | G44 X4 TO 0” - SEALING JOINTS PLUGS - ENCAPSULATION METHOD IN EARTH - STRAIGHT TIME - YEAR 3 | N92019795 | 1          | 0 | 0 | EACH | 920.4 | USD | DO NOT SHIP | CECO NY
| 480259         | 4  | 1        |           |            | T300T STAND-BY - OVERTIME - YEAR 3 | N92020054 | 1          | 0 | 0 | HOUR | 710.86 | USD | DO NOT SHIP | CECO NY
| 480259         | 5  | 1        |           |            | G443 ADD / EXCL-BREAK/REMOVERSTORE - OVERTIME - YEAR 3 | N92020225 | 2.96      | 0 | 0 | CUBIC YARD | 1022.98 | USD | DO NOT SHIP | CECO NY
Creating an Invoice

Steps:
1. Select the Purchase Orders, in the Purchase Order Items Added to Invoice section
2. Click Next

Create Invoice: Purchase Orders

Search

Note that the search is case-sensitive

Purchase Order Number: 43005008
Purchase Order Date: 
Buyer: 
Organization: 

Select Items: Add to invoice

Select PO Number | Line | Shipment | Advances or Financing | Item Description
--- | --- | --- | --- | ---
430258 | 1 | 1 |  | GRAVEYARD FACTORY SEARCH JOURNEY - YEAR 3
430258 | 2 | 1 |  | GRAVEYARD FACTORY SEARCH JOURNEY - OVERTIME - YEAR 3
430258 | 3 | 1 |  | GRAVEYARD FACTORY SEARCH JOURNEY - OVERTIME - YEAR 3
430258 | 4 | 1 |  | 300FT STAND-BY - OVERTIME - YEAR 3
430258 | 5 | 1 |  | GRAVEYARD FACTORY SEARCH JOURNEY - OVERTIME - YEAR 3

Checkmark the items you want to add to the invoice.

Purchase Order Items Added to Invoice

Select Items: Remove from invoice

Select PO Number | Line | Shipment | Item Description
--- | --- | --- | ---
430258 | 1 | 1 | GRAVEYARD FACTORY SEARCH JOURNEY - YEAR 3
430258 | 2 | 1 | GRAVEYARD FACTORY SEARCH JOURNEY - OVERTIME - YEAR 3
430258 | 3 | 1 | GRAVEYARD FACTORY SEARCH JOURNEY - OVERTIME - YEAR 3
430258 | 4 | 1 | 300FT STAND-BY - OVERTIME - YEAR 3
430258 | 5 | 1 | GRAVEYARD FACTORY SEARCH JOURNEY - OVERTIME - YEAR 3
Steps:

- Enter your company’s invoice number and Invoice date in the appropriate fields.
- Click on the magnifying glass and select your remit to address or enter the remit to address in the appropriate field.

* When submitting a partial invoice, be sure to use a different invoice number for subsequent invoices pertaining to that purchase order.

* Suppliers should submit all invoices through iSupplier, even if invoices have been sent to the requestor.
Creating an Invoice

Steps: Click Add if you would like to add an attachment (Optional)

Steps: Click Browse

Add Attachment

Attachment Summary Information

Define Attachment

Type
- File
- URL
- Short Text
- Long Text
Creating an Invoice

Steps: Double Click on the file to upload

Steps: Click Apply and you will receive confirmation that the attachment was uploaded successfully.
Creating an Invoice

Steps:

1. **Click** if you need to add cost for freight

2. **Enter the Freight Amount**

3. **Enter the Description** (ex. Freight)

4. **Click Next**
Steps:

- Review tax information, this section is already pre-populated and would not typically require changes.
- Click **Next** (Skip to Slide 32)

---

**Create Invoices**

**Manage Tax**

**Customer**

*Customer Tax ID: 1*

Customer Name: Consolidated Edison Company of New York, Inc.

**Summary Tax Lines**

<table>
<thead>
<tr>
<th>Summary Tax Line Number</th>
<th>Tax Regime Code</th>
<th>Tax Status Code</th>
<th>Tax Jurisdiction Code</th>
<th>Tax Rate Code</th>
<th>Tax Rate</th>
<th>Tax Amount</th>
<th>Line Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OCH</td>
<td>COUNTY</td>
<td>EXEMPT-COUNTY</td>
<td>DC500000000</td>
<td>0</td>
<td>8</td>
<td>Active</td>
</tr>
<tr>
<td>2</td>
<td>OCH</td>
<td>STATE</td>
<td>EXEMPT-STATE</td>
<td>D750000000</td>
<td>0</td>
<td>8</td>
<td>Active</td>
</tr>
</tbody>
</table>
Note: For Taxed items only, verify the Tax Rate and Amount are correct. These fields can be modified.

Steps:
1. If the Tax Rate or Tax Amount are not correct, input the correct value in the Tax Amount or Tax Rate fields.
2. Click Calculate.
3. Click Recalculate Total – Verify that the total amount has been updated.
4. Click Next.
Creating an Invoice

Steps: You will receive a confirmation, informing you that your invoice has been submitted.

Confirmation

Invoice 5678 was submitted to our Accounts Payable department on 01/09/2017. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: 5678

Supplier

Invoice
Once logged into Oracle, select the appropriate responsibility that pertains to your profile (menu on left).

- Click on **CE Sourcing Supplier**
- Click on **Sourcing Home Page**

**“Your Active and Draft Responses”** - shows your draft and active RFQ’s.

**“Your Company’s Open Invitations”** - shows you invitations that you have received that have not yet been saved as a draft or submitted.

Note: Please use Internet Explorer since Oracle works best with this browser. The Oracle iSupplier link is [https://supplierprd.coned.com](https://supplierprd.coned.com).
Creating a Quote for a RFQ

Steps: Click on the Negotiation Number to view the RFQ.

The supplier MUST acknowledge their participation in the RFQ.

Steps: Go to the Actions drop down menu and select “Acknowledge Participation”

Click Go
Creating a Quote for a RFQ

Steps:
- **Select “Yes”** if you would like to participate in the RFQ
- Include Note to Buyer if applicable
- **Click Apply**

After acknowledgement, you will be redirected back to the RFQ screen. Buyers will use this screen to attach specifications and documentation pertaining to the RFQ so they can be reviewed by the supplier.

Steps:
- Click the hyperlink of the attachment to view the document
- **Click “Open”** to open the document

---

Click Here

Click Here

Click Here

---

Click Here
Creating a Quote for a RFQ

Steps: After reviewing the document click “Close” to return to the RFQ screen

Steps: Click the “Lines” tab to review the lines on the RFQ

Negotiations > Create Quote 1156305 (RFQ 1384335) >

RFQ: 1384335

Title: 13_FQ_076 - Sourcing Event for BPA allow Staggered Awards
Status: Active (Locked)
Time Left: 73 days 8 hours

Lines

<table>
<thead>
<tr>
<th>Description</th>
<th>Line</th>
<th>Item, Rev / Job</th>
<th>Category</th>
<th>Unit</th>
<th>Estimated Quantity</th>
<th>Best Price (USD)</th>
<th>Active Responses</th>
<th>Time Left</th>
</tr>
</thead>
<tbody>
<tr>
<td>REMEDIAL INVESTIGATIONS...</td>
<td>1</td>
<td>NS01109020</td>
<td>70.13.00.00</td>
<td>Daily</td>
<td>1.000</td>
<td>Sealed</td>
<td>Sealed</td>
<td>73 days 8 hours</td>
</tr>
<tr>
<td>SERVICES: INSPECTION...</td>
<td>2</td>
<td>NS039006</td>
<td>72.15.00.00</td>
<td>EACH</td>
<td>1000</td>
<td>Sealed</td>
<td>Sealed</td>
<td>73 days 8 hours</td>
</tr>
</tbody>
</table>
Creating a Quote for a RFQ

Steps: After reviewing the “Lines” Click on the “Controls” tab to view the RFQ controls

Steps: After reviewing the “Controls” Click on the “Contract Terms” tab to view the RFQ contract terms (optional)

This negotiation includes Contract Terms. View the terms by clicking on the Preview Contract Terms button.
Creating a Quote for a RFQ

Steps:
1. After reviewing the “Contract Terms” click on “Create Quote” in the actions tab.
2. Click Go.

Steps:
- Click Add Attachment to add additional details pertaining to the RFQ.
- Click Here to add an attachment.
Creating a Quote for a RFQ

Steps:
- After reviewing the "Contract Terms" click on "Create Quote" in the actions tab
  - Click Go

Click Here

Steps:
- Click Add Attachment to add additional details pertaining to the RFQ
  - Click Here
Creating a Quote for a RFQ

Steps:  
1. Click Browse to view files that you would like to attach
2. Select the file that you would like to attach, then click “Open”

Steps:  
1. Enter in the “Title” and “Description” field
2. Click “Apply” to attach the document to the RFQ and a confirmation will appear
Creating a Quote for a RFQ

Steps: You will receive a confirmation that your attachment has been added successfully.

Steps: In the Requirements section, read the Terms and Conditions and acknowledge whether you will accept them or not by entering a “Yes” or “No” in the quote value field. This is a required field.

Please acknowledge any other requirements such as Insurance, etc. by stating “Yes” or “No” in the quote value field. This is a required field.
Creating a Quote for a RFQ

Steps:  
1. Click the “Lines” tab to enter in your quote information.
2. Enter in the “Unit Price”. Do not use the dollar sign symbol ($). You can enter a 1 as a placeholder but this field cannot be left blank.
3. Change the Quote field from “No” to “Yes”.
4. Click “Save Draft” to save the quote information that has been entered.

---

**Negotiations > Create Quote: 1156308 (RFQ 1384335)**

**Title**: TS_PQ_076 - Sourcing Event for BPA allow Staggered Awards

**Status**: Active (Locked)

**Time Left**: 77 days 23 hours

---

**Lines**

<table>
<thead>
<tr>
<th>Description</th>
<th>Line</th>
<th>Item, Rev / Job</th>
<th>Category</th>
<th>Unit</th>
<th>Estimated Quantity</th>
<th>Best Price (USD)</th>
<th>Active Responses</th>
<th>Time Left</th>
</tr>
</thead>
<tbody>
<tr>
<td>REMEDIAL INVESTIGATIONS</td>
<td>1 REMEDIAL INVESTIGATIONS</td>
<td>NS9118503</td>
<td>Daily</td>
<td>1,000</td>
<td>Sealed</td>
<td>Sealed</td>
<td>77 days 23 hours</td>
<td></td>
</tr>
<tr>
<td>SERVICES: INSPECTION</td>
<td>2 SERVICES: INSPECTION</td>
<td>NS1938903</td>
<td>EACH</td>
<td>800</td>
<td>Sealed</td>
<td>Sealed</td>
<td>77 days 23 hours</td>
<td></td>
</tr>
</tbody>
</table>

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**Quote**

<table>
<thead>
<tr>
<th>Line</th>
<th>Quote Price</th>
<th>Estimated Quantity</th>
<th>Estimated Total Amount</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 REMEDIAL INVESTIGATIONS</td>
<td>Yes</td>
<td>1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 SERVICES: INSPECTION</td>
<td>Yes</td>
<td>800</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Indicates more information requested. Click the Update icon.**
Creating a Quote for a RFQ

Steps:
- You will receive a confirmation that your RFQ has been saved.
- Click the “Continue” to continue the submission of the RFQ.

Steps:
- Review Quote Information
- Click “Validate” to make sure all the information entered in the RFQ will be submitted without errors.
Creating a Quote for a RFQ

Steps:
- You will receive a confirmation that your RFQ has been validated without any errors
- Click the “Printable View” to print your RFQ (optional)
- Click “Open” to open the RFQ

Negotiations > RFQ 1384335 >

Confirmation
Quote 1156309 for RFQ 1384335 (TS_PO_076 - Sourcing Event for BPA allow Staggered Awards) has been validated without any errors.

Create Quote 1156309: Review and Submit (RFQ 1384335)

Header
Title: TS_PO_076 - Sourcing Event for BPA allow Staggered Awards
Supplier: 1000 MNG GEORGE
RFQ Currency: USD
Quote Currency: USD
Price Precision: Any

Attachments
Title | Type | Description | Category | Last Updated By | Last Updated | Update | Delete
---|---|---|---|---|---|---|---

Do you want to open or save 1384335_1156309_RESPONSE_US.pdf from ebsdes03.conedison.net?

Open | Save | Cancel

Steps:
- Print RFQ, and Close the document to return to the RFQ in iSupplier (optional)
Steps:
1. Click “Submit” to submit the RFQ
2. You will receive a confirmation that your RFQ has been submitted
3. Click “Return to Sourcing Home Page”

When you return to the Sourcing Home Page, notice that RFQ has moved to “Your Active and Draft Responses” section. Notice that the Response Status section states “Active”, a saved draft would state “Draft” in the Response Status.
You will receive a notification in your **Worklist**, in the Oracle E-Business Suite Home Page, to inform you when a Sourcing Invitation is closed.

**Steps:**
1. Click on the subject of the notification

---

**Worklist**

There are no notifications in this view.

---

**Closed Early: RFQ 56001 (RFQ EXAMPLE FOR TRAINING)**

---

Return to **Worklist**
When you return to the Sourcing Home Page, notice that the “Time Left” section shows the time left on the RFQ.
## Additional Resources

### iSupplier References Link:

- [iSupplier References](#)

## Key Contacts

<table>
<thead>
<tr>
<th>Issues</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>iSupplier Technical Issues</strong> (Purchasing and Payment)</td>
<td>Supplier Enablement <strong><a href="mailto:supplierenablement@coned.com">supplierenablement@coned.com</a></strong></td>
</tr>
<tr>
<td><strong>Purchasing Issues</strong> (Agreements (CPA/BPA), terms and conditions, supplier record, etc.)</td>
<td>Buyer/ Supply Chain Dept.</td>
</tr>
<tr>
<td><strong>Invoicing/Payment</strong> (Non-Technical Payment / Invoice Issue)</td>
<td>Accounts Payable <strong><a href="mailto:accountspayable@coned.com">accountspayable@coned.com</a></strong></td>
</tr>
<tr>
<td><em>This email address is not for invoice submittal</em></td>
<td></td>
</tr>
<tr>
<td><strong>Purchase Order Questions</strong> (i.e. what is the order for? When should I provide service?, Quantity billed/received etc.)</td>
<td>Requisitioner/ Key Contact</td>
</tr>
</tbody>
</table>