



New York City Housing Authority iSupplier Portal Guide



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1. iSupplier Introduction

iSupplier is the New York City Housing Authority's (NYCHA) online procurement portal. It is a self-service tool where vendors can see upcoming procurement opportunities, be notified of bids relevant to their offerings, submit bids and proposals, and view existing responses and purchase orders. **All vendors seeking to sell goods and/or services to NYCHA must [register on iSupplier](#).** We also strongly encourage vendors to **create an account** in NYCHA's [Procurement and Sourcing Solutions Portal](#) (PASSPort) AND to complete the enrollment package (i.e., business questions and disclosures) so that the status of their organization is 'Filed.'

2. Registering for iSupplier

A. New Vendor Registration

1. Vendors that have **not previously done business** with NYCHA must complete the [Prospective Supplier Registration form](#).
 - a. NYCHA strongly recommends vendors to enter a shared business email when filling out the form. If vendors register with the email address of an individual, and that individual later leaves their company, vendors may miss important notifications about opportunities and may have difficulty accessing their account to make changes.
 - b. On the second page of the form, under the Products and Services section, vendors must add at least one product and/or service their business can provide to NYCHA.



Under the Products and Services section vendors should **ONLY** include the products and services their business provides. This helps NYCHA better target the vendor's business for relevant opportunities and send bid notifications applicable to the vendor.

2. Vendors will receive temporary login credentials via email within 1-72 hours of submitting the registration form. If an email is not received by then, please contact iSupplier@nycha.nyc.gov.
3. Full access, including Sourcing Supplier (where vendors place bids), will be added a few hours after registration is approved.
4. Once registration is approved, vendors can log-in to iSupplier and finish setting up their profile (see [How to Setup Vendor Profile](#))
5. Accounts Payable will contact vendors once they receive an award to complete additional steps, including providing a W-9 form.

B. Existing Vendor Registration

1. Vendors that have **previously done business** with NYCHA, but **do not have an iSupplier account** must complete the [Log-in ID and Password Request form](#) to register.



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2. Vendors will receive their login credentials via email within 1-72 hours of submitting the registration form. If an email is not received by then, please contact iSupplier@nycha.nyc.gov.
3. After creating an account vendors can log-in to iSupplier and finish setting up their profile, including registering the products and services their business can provide NYCHA (see [How to Setup Vendor Profile](#)).
4. Accounts Payable will contact vendors once they receive an award to complete additional steps, including providing a W-9 form.

C. How to Log in to iSupplier

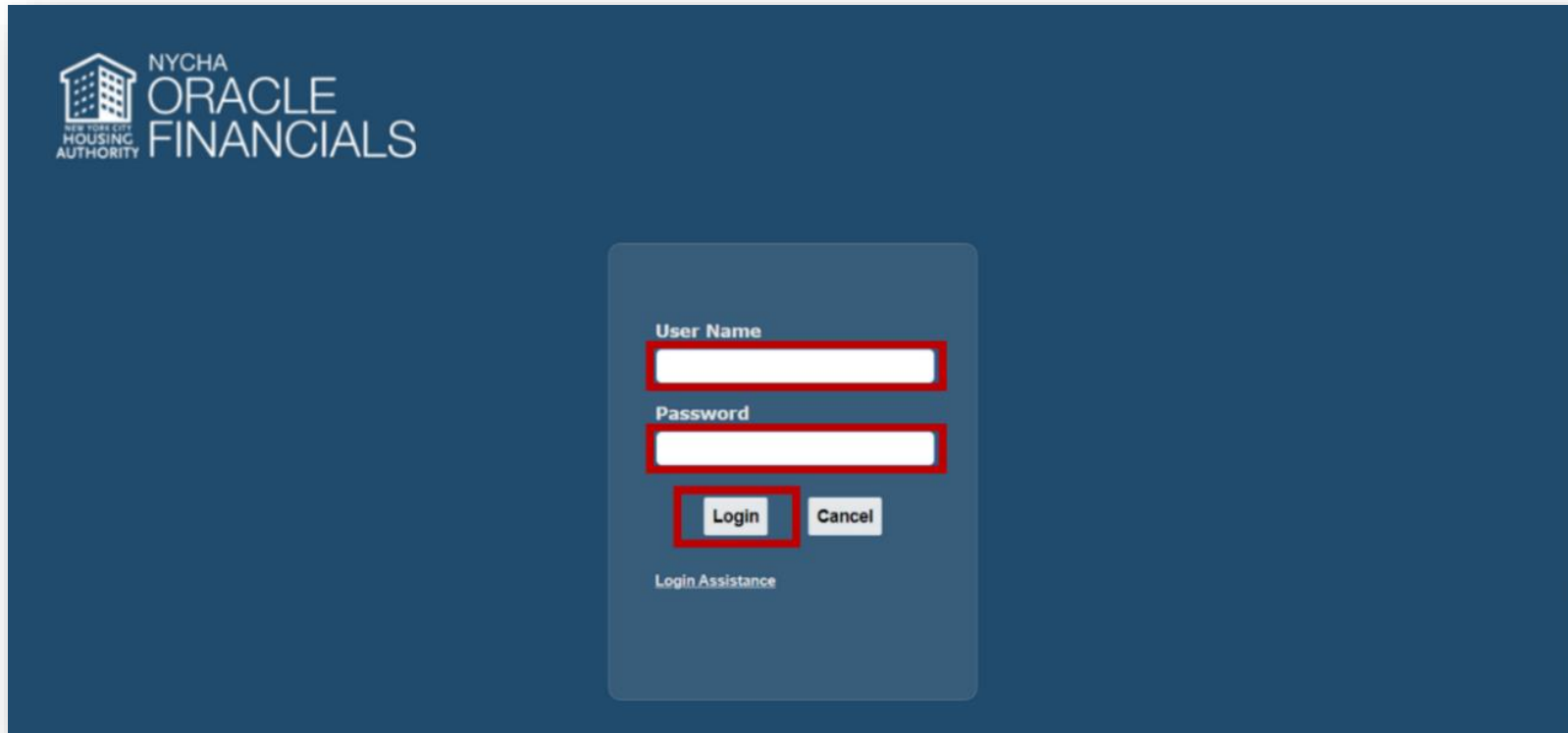
1. Log-in to the [iSupplier Portal](#) with the iSupplier User Name and Password.

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3. Quick iSupplier Tutorial

A. How to access iSupplier

1. After registering for an iSupplier account vendors can [log in to the iSupplier Portal](#) using their User Name and Password.

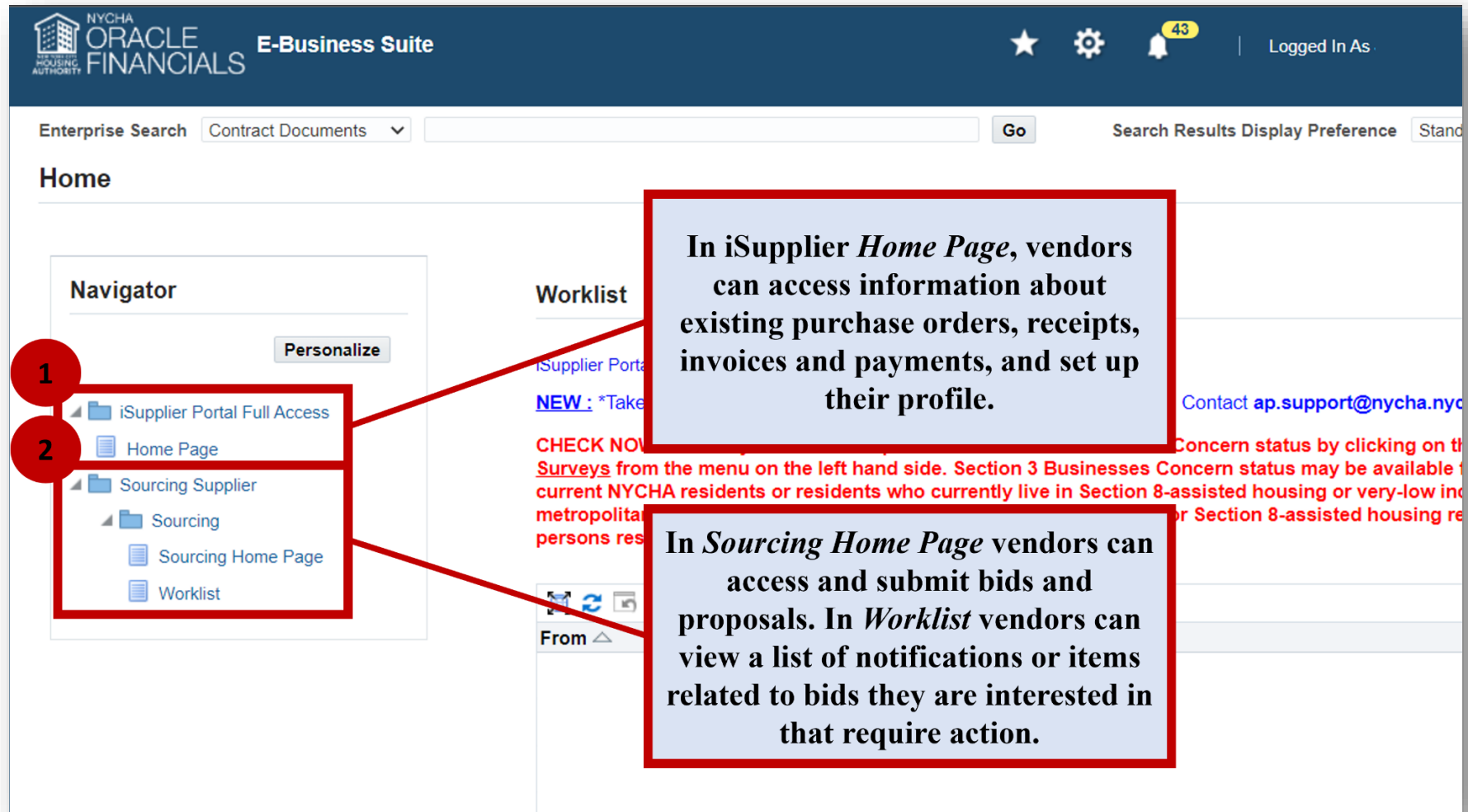


When accessing iSupplier NYCHA strongly recommends using **Firefox or Microsoft Edge**, as Google Chrome and Apple browsers are not compatible with the iSupplier portal.

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B. iSupplier Main Portal

1. Once logged in, vendors will be in the iSupplier Main Portal. The Portal contains two main applications that vendors will use:
1) iSupplier Portal Full Access and **2) Sourcing Supplier**.

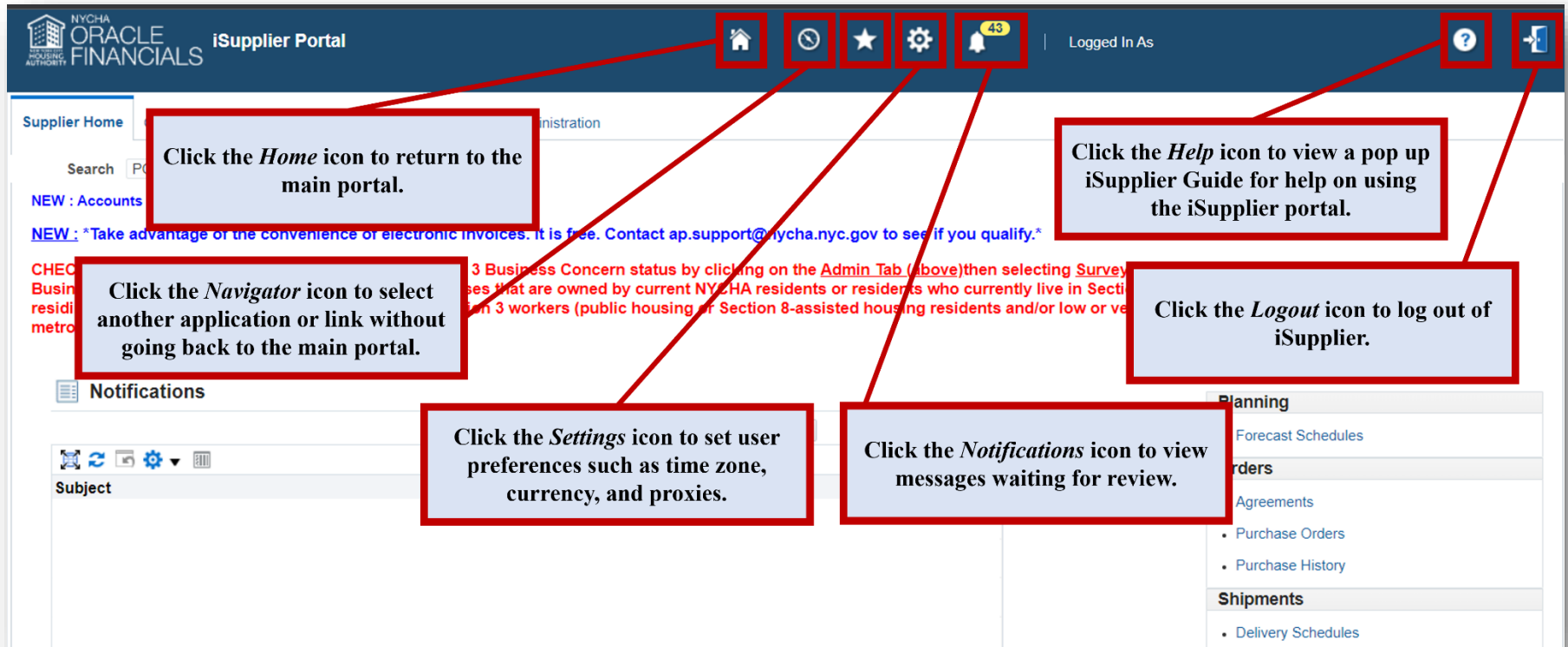


The screenshot shows the NYCHA Oracle Financials E-Business Suite interface. The top navigation bar includes the NYCHA logo, 'ORACLE FINANCIALS E-Business Suite', and user information like 'Logged In As'. Below the navigation bar is an 'Enterprise Search' section with a dropdown menu set to 'Contract Documents' and a 'Go' button. The main content area is titled 'Home' and features a 'Navigator' sidebar on the left and a 'Worklist' section on the right. The Navigator sidebar contains a 'Personalize' button and a list of menu items: 'iSupplier Portal Full Access', 'Home Page', 'Sourcing Supplier', 'Sourcing', 'Sourcing Home Page', and 'Worklist'. Two red callout boxes are overlaid on the image. The first callout, labeled with a red circle containing the number '1', points to the 'iSupplier Portal Full Access' menu item and contains the text: 'In iSupplier Home Page, vendors can access information about existing purchase orders, receipts, invoices and payments, and set up their profile.' The second callout, labeled with a red circle containing the number '2', points to the 'Sourcing Supplier' menu item and contains the text: 'In Sourcing Home Page vendors can access and submit bids and proposals. In Worklist vendors can view a list of notifications or items related to bids they are interested in that require action.'

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C. iSupplier Home Page

1. The iSupplier homepage contains several icons including *Home*, *Navigator*, *Settings*, *Notifications*, *Help*, and *Logout*.



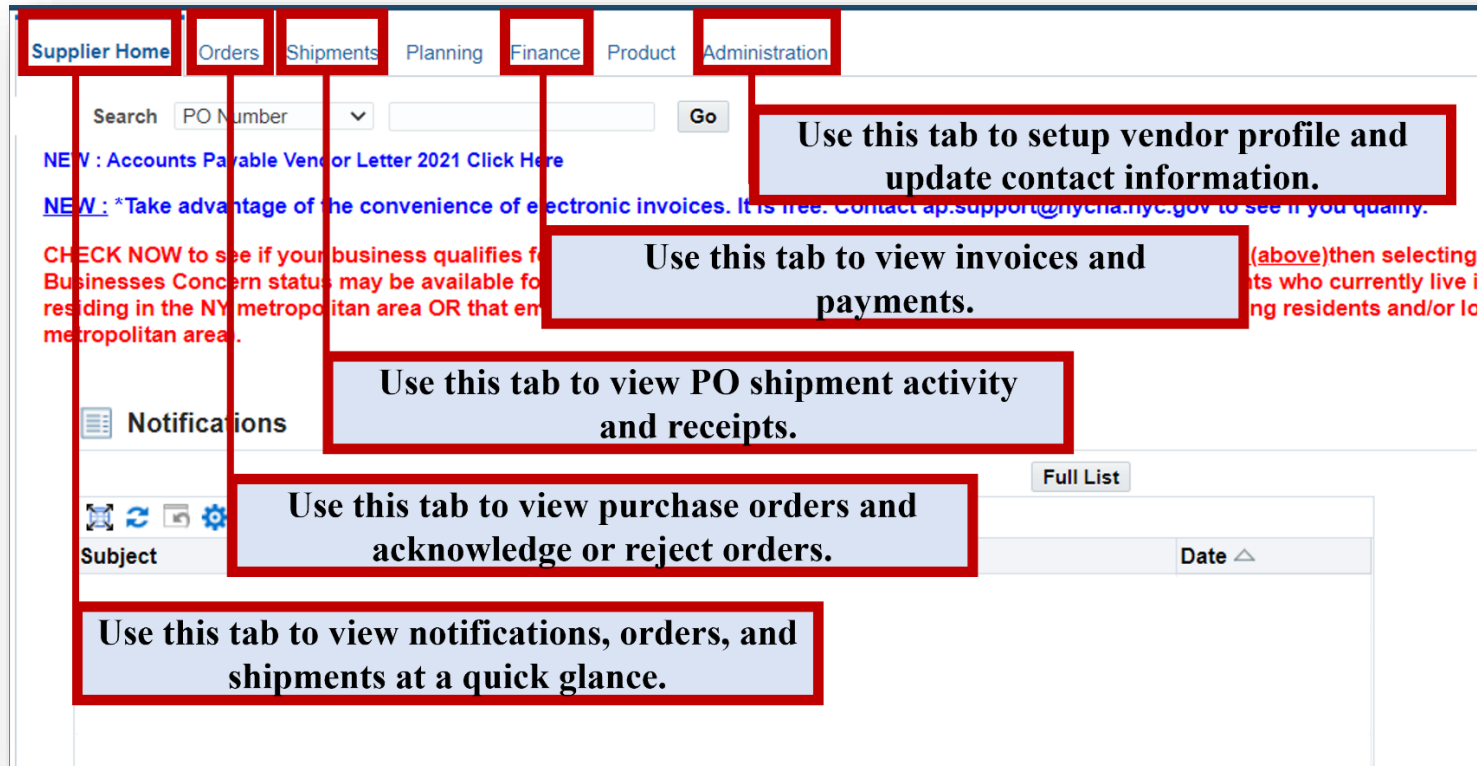
The screenshot shows the NYCHA iSupplier Portal interface. The top navigation bar contains several icons: Home (house icon), Navigator (clock icon), Settings (gear icon), Notifications (bell icon with '43'), Help (question mark icon), and Logout (door icon). Red callout boxes with white text provide instructions for each icon:

- Home icon:** Click the *Home* icon to return to the main portal.
- Navigator icon:** Click the *Navigator* icon to select another application or link without going back to the main portal.
- Settings icon:** Click the *Settings* icon to set user preferences such as time zone, currency, and proxies.
- Notifications icon:** Click the *Notifications* icon to view messages waiting for review.
- Help icon:** Click the *Help* icon to view a pop up iSupplier Guide for help on using the iSupplier portal.
- Logout icon:** Click the *Logout* icon to log out of iSupplier.

The page also displays the NYCHA Oracle Financials logo, a search bar, and various menu items like 'Supplier Home', 'Accounts', 'Notifications', 'Planning', 'Orders', and 'Shipments'.

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2. The iSupplier homepage also contains several important tabs. Vendors most commonly use the *Supplier Home*, *Orders*, *Shipments*, *Finance*, and *Administration* tabs.



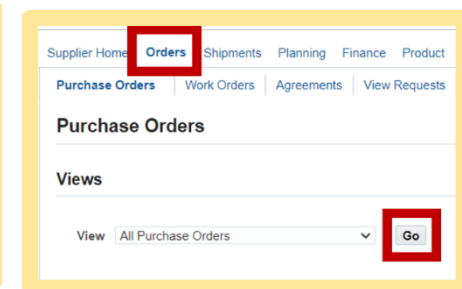
The screenshot shows the NYCHA iSupplier Portal homepage with several tabs highlighted in red boxes. Callout boxes provide instructions for each tab:

- Supplier Home:** Use this tab to view notifications, orders, and shipments at a quick glance.
- Orders:** Use this tab to view purchase orders and acknowledge or reject orders.
- Shipments:** Use this tab to view PO shipment activity and receipts.
- Finance:** Use this tab to view invoices and payments.
- Administration:** Use this tab to setup vendor profile and update contact information.

Additional text on the page includes a search bar for PO Number, a "Go" button, and several news items and notifications.



Make sure to click the *Go* button when searching for purchase orders in the *Order* tab and invoices in the *Finance* tab. These lists may look empty at a first glance but clicking *Go* will automatically populate the table with all items.



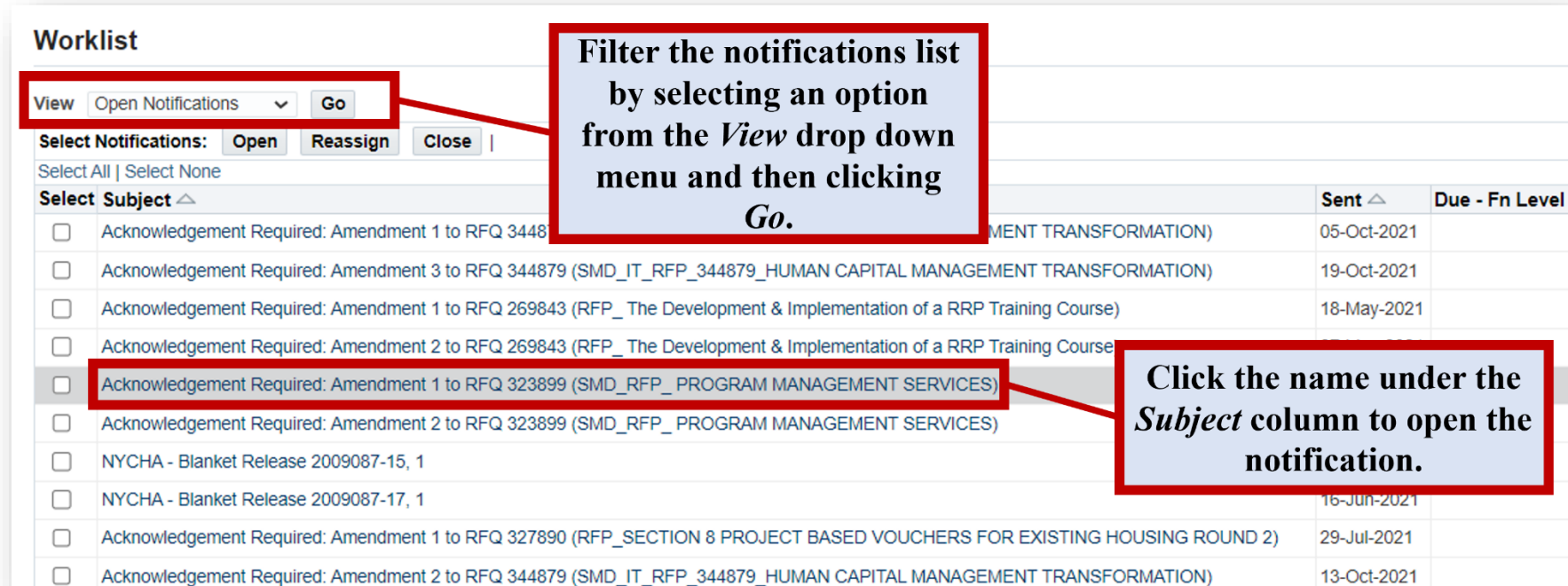
The screenshot shows the NYCHA iSupplier Portal *Orders* tab. The *Orders* tab is highlighted in red. Below the navigation bar, there are sub-tabs for *Purchase Orders*, *Work Orders*, *Agreements*, and *View Requests*. The *Purchase Orders* sub-tab is selected. Below the sub-tabs, there is a "Views" section with a dropdown menu set to "All Purchase Orders" and a "Go" button highlighted in red.

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D. Sourcing Supplier Worklist

It is important to stay up to date on notifications from NYCHA, which include bid invitations, amendments to bids/proposals, blanket releases, and more.

1. From *Worklist* (see the iSupplier Main Portal section under [iSupplier Quick Tutorial](#)) vendors can view a list of notifications or items related to bids they are interested in that require action.



Worklist

View

Select Notifications: |

Select All | Select None

Select Subject

		Sent <input type="button" value="^"/>	Due - Fn Level
<input type="checkbox"/>	Acknowledgement Required: Amendment 1 to RFQ 344879 (SMD_IT_RFP_344879_HUMAN CAPITAL MANAGEMENT TRANSFORMATION)	05-Oct-2021	
<input type="checkbox"/>	Acknowledgement Required: Amendment 3 to RFQ 344879 (SMD_IT_RFP_344879_HUMAN CAPITAL MANAGEMENT TRANSFORMATION)	19-Oct-2021	
<input type="checkbox"/>	Acknowledgement Required: Amendment 1 to RFQ 269843 (RFP_ The Development & Implementation of a RRP Training Course)	18-May-2021	
<input type="checkbox"/>	Acknowledgement Required: Amendment 2 to RFQ 269843 (RFP_ The Development & Implementation of a RRP Training Course)		
<input type="checkbox"/>	Acknowledgement Required: Amendment 1 to RFQ 323899 (SMD_RFP_ PROGRAM MANAGEMENT SERVICES)		
<input type="checkbox"/>	Acknowledgement Required: Amendment 2 to RFQ 323899 (SMD_RFP_ PROGRAM MANAGEMENT SERVICES)		
<input type="checkbox"/>	NYCHA - Blanket Release 2009087-15, 1		
<input type="checkbox"/>	NYCHA - Blanket Release 2009087-17, 1	16-Jun-2021	
<input type="checkbox"/>	Acknowledgement Required: Amendment 1 to RFQ 327890 (RFP_SECTION 8 PROJECT BASED VOUCHERS FOR EXISTING HOUSING ROUND 2)	29-Jul-2021	
<input type="checkbox"/>	Acknowledgement Required: Amendment 2 to RFQ 344879 (SMD_IT_RFP_344879_HUMAN CAPITAL MANAGEMENT TRANSFORMATION)	13-Oct-2021	

Filter the notifications list by selecting an option from the *View* drop down menu and then clicking *Go*.

Click the name under the *Subject* column to open the notification.



While vendors should regularly check their email for important messages, **NYCHA strongly recommends using *Worklist* as the primary place to view notifications**; do not rely on email as messages can end up in the spam folder or may be sent to another associated email on file with the business.

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4. Setting-up Vendor Profile

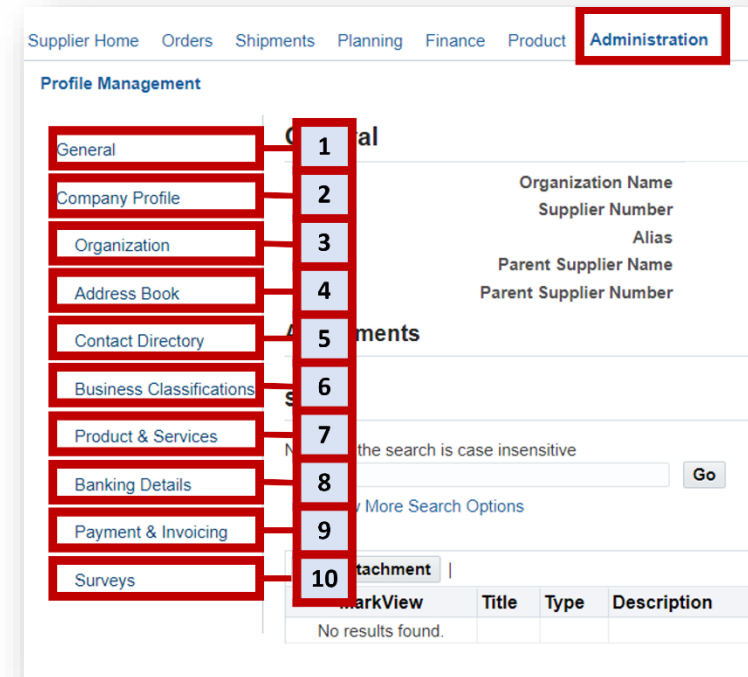
Vendor profile management enables vendors to manage key profile details used to maintain a business relationship with NYCHA. This profile information includes address information, names of main contacts, business classifications, banking details, and category information about the goods and services vendors provide. Vendors benefit from managing their profile by effectively representing themselves to NYCHA and updating their profile details as necessary, making important information accurate.

A. Navigate to Profile Management

1. Log in to the [iSupplier Portal](#).
2. In the Navigator box click on the *iSupplier Full Portal Access* application and then click on the *iSupplier Home Page* link (see the iSupplier Main Portal section under [iSupplier Quick Tutorial](#)).
3. On the iSupplier homepage, click the *Administration* tab.

B. Profile Management Pages

1. **General:** View business information, including Supplier Number and Taxpayer ID.
2. **Company Profile:** Edit and update business information.
3. **Organization:** Update organization, employee, and tax information.
4. **Address Book:** Add or update business address and any sites associated with the business.
5. **Contact Directory:** Add additional contacts authorized to access NYCHA systems and serve as points of contact.
6. **Business Classifications:** Claim classifications that are appropriate to the business and add required certification details (see [How to Register Business Classifications](#)).
7. **Products & Services:** Browse a list of Goods and Services and select all those that apply to the business. NYCHA uses this information to generate bid invitations to vendors (see [How to Register Products & Services](#)).
8. **Banking Details:** Create and maintain bank account details for payment.
9. **Payment & Invoicing:** View payments and invoices.
10. **Surveys:** Register the business as a Section 3 Business Concern (see [How to Register as a Section 3 Business Concern](#)).



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C. How to Register Business Classifications

In the *Business Classifications* page vendors can select various classifications that apply to their business including, Minority-owned, Woman-owned, Resident-owned, Veteran-owned, and Small Business.

1. In the table under the Certification section, select the box or boxes next to each type of Classification that is applicable to the business.
2. Under the Certification section vendors must make sure to check the box signifying they certify and have reviewed the classification below and that they are current and accurate.
3. Click *Save* to save the certifications.


Business Classifications





Cancel Save








Certification

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified 18-Sep-2012 By

 TIP Date format example: 22-Aug-2022

Classification 	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Minority Owned	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/> 
NA	<input type="checkbox"/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/> 
Resident Owned	<input type="checkbox"/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/> 
Small Business	<input type="checkbox"/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/> 
Veteran Owned	<input type="checkbox"/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/> 
Women Owned	<input type="checkbox"/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/> 



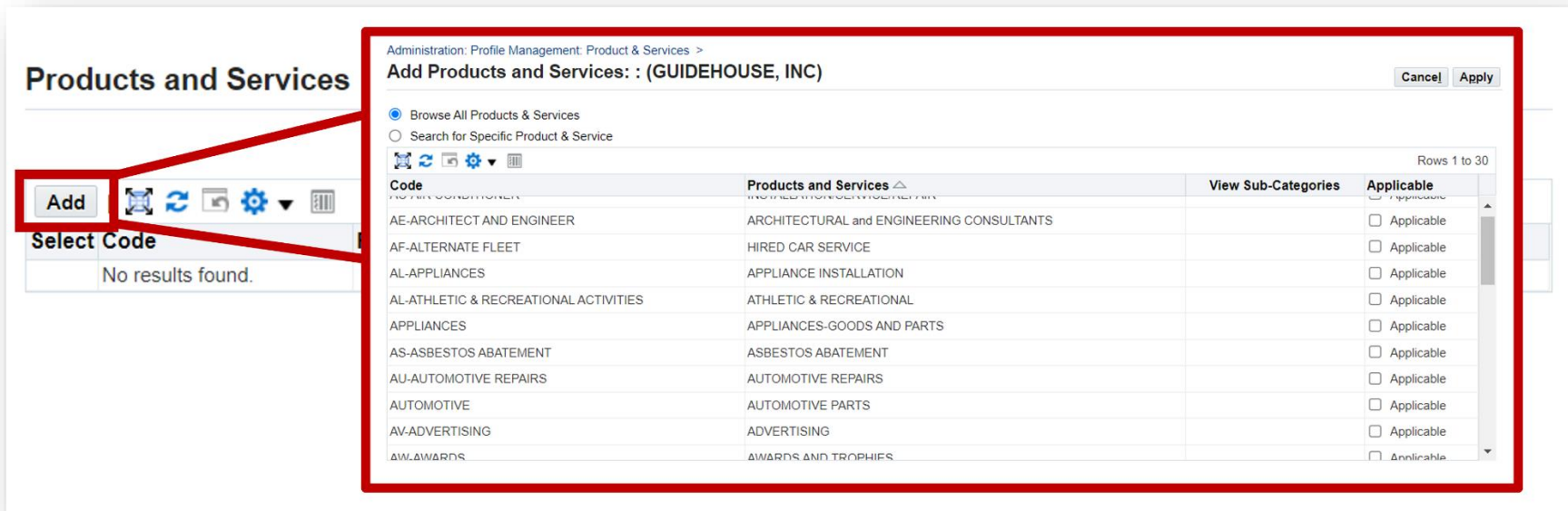
For businesses that are certified by a Government Agency, Authority, or Private Organization as Minority-owned, Women-owned and/or Small Business Enterprise, enter the *Certificate Number*, *Certifying Agency*, and *Expiration Date* next to the appropriate Classification.

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D. How to Register Products & Services

In the *Products & Services* page vendors can select various Products and Services that their business provides.

1. Click *Add* to browse or search for all products and services applicable to the business.
2. Carefully review the list of products and services and make sure to select only those products and services that are applicable to the business.
3. Select the products and services the business provides by checking the *Applicable* box on the appropriate line.
4. Click *Apply* at the top right of the page to save all selections.
5. For additional help on registering products and services, please contact procurement@nycha.nyc.gov.



Administration: Profile Management: Product & Services >
Add Products and Services: : (GUIDEHOUSE, INC) Cancel Apply

Browse All Products & Services
 Search for Specific Product & Service

Rows 1 to 30

Code	Products and Services	View Sub-Categories	Applicable
AE-ARCHITECT AND ENGINEER	ARCHITECTURAL and ENGINEERING CONSULTANTS		<input type="checkbox"/> Applicable
AF-ALTERNATE FLEET	HIRED CAR SERVICE		<input type="checkbox"/> Applicable
AL-APPLIANCES	APPLIANCE INSTALLATION		<input type="checkbox"/> Applicable
AL-ATHLETIC & RECREATIONAL ACTIVITIES	ATHLETIC & RECREATIONAL		<input type="checkbox"/> Applicable
APPLIANCES	APPLIANCES-GOODS AND PARTS		<input type="checkbox"/> Applicable
AS-ASBESTOS ABATEMENT	ASBESTOS ABATEMENT		<input type="checkbox"/> Applicable
AU-AUTOMOTIVE REPAIRS	AUTOMOTIVE REPAIRS		<input type="checkbox"/> Applicable
AUTOMOTIVE	AUTOMOTIVE PARTS		<input type="checkbox"/> Applicable
AV-ADVERTISING	ADVERTISING		<input type="checkbox"/> Applicable
AW-AWARDS	AWARDS AND TROPHIES		<input type="checkbox"/> Applicable




Vendors should **ONLY** include the products and services the business provides. This helps NYCHA better target the vendor's business for relevant opportunities and send bid notifications applicable to the vendor.

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E. How to Register as a Section 3 Business Concern

In the *Surveys* page vendors can self-register as a Section 3 Business Concern (S3BC).

1. Locate the *Section 3 Self Registration* survey in the table.
2. Click the pencil icon under *Update* to open the S3BC survey.
3. Fill out and submit the survey.

Update		Surveys	
Subject	Last Update By	Last Update Date	Update
Section 3 Self Registration			



What is a Section 3 Business Concern (S3BC)?

A S3BC is a business concern meeting at least one of the following criteria, documented within the last six-month period:

1. It is at least 51 percent owned and controlled by low- or very low-income persons;
2. Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers (see criteria for Section 3 Workers below); or
3. It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

For more information about Section 3 and how to register as a S3BC, please visit NYCHA's S3BC webpage: [Section3 Business Concern Information - NYCHA](#)

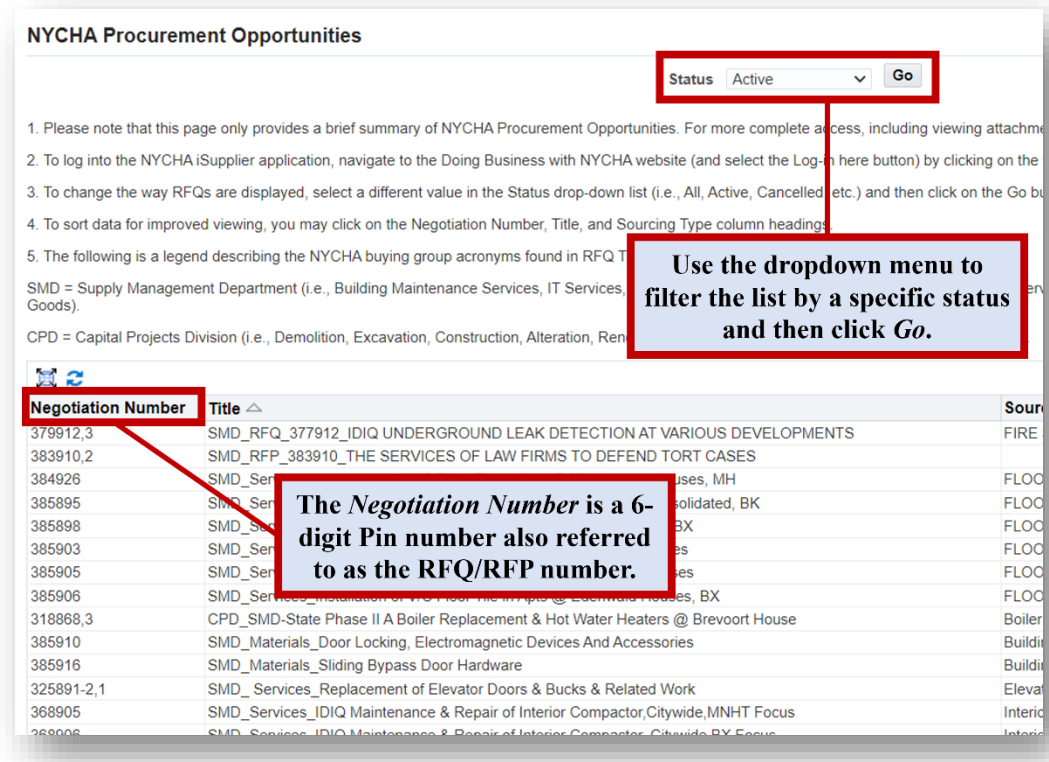
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5. Bid Opportunities

NYCHA publishes a publicly available list of bid opportunities on their website. As such, **an iSupplier account is not required to view bid opportunities**; however, detailed bid documents can only be accessed with an iSupplier account (see [How to View and Download Bid Documents](#)).

A. How to View Bid Opportunities at NYCHA

1. Navigate to [NYCHA Procurement Opportunities](#). The list is automatically filtered by active solicitations open for vendors to submit proposals to.
2. To filter the list by a different status, click on the *Status* drop-down menu
3. Status Definitions:
 - a. **Preview:** Bid/proposal is currently in the drafting process and not yet open for bidding.
 - b. **Active:** Bid/proposal is open for bidding.
 - c. **Closed:** Bid has been awarded.
 - d. **Partially Awarded:** Vendor has been chosen and award is in process.
 - e. **Awarded:** Award has been completed.
 - f. **Canceled:** Bid/proposal has been canceled and will not be awarded.



NYCHA Procurement Opportunities

Status: Active

1. Please note that this page only provides a brief summary of NYCHA Procurement Opportunities. For more complete access, including viewing attachments...

2. To log into the NYCHA iSupplier application, navigate to the Doing Business with NYCHA website (and select the Log In here button) by clicking on the...

3. To change the way RFQs are displayed, select a different value in the Status drop-down list (i.e., All, Active, Cancelled, etc.) and then click on the Go button...

4. To sort data for improved viewing, you may click on the Negotiation Number, Title, and Sourcing Type column headings...

5. The following is a legend describing the NYCHA buying group acronyms found in RFQ Titles:

SMD = Supply Management Department (i.e., Building Maintenance Services, IT Services, etc.)
 Goods).
 CPD = Capital Projects Division (i.e., Demolition, Excavation, Construction, Alteration, Renovation, etc.)

Negotiation Number	Title	Sourcing Type
379912,3	SMD_RFQ_377912_IDIQ UNDERGROUND LEAK DETECTION AT VARIOUS DEVELOPMENTS	FIRE
383910,2	SMD_RFP_383910_THE SERVICES OF LAW FIRMS TO DEFEND TORT CASES	
384926	SMD_Ser...	uses, MH
385895	SMD_Ser...	olidated, BK
385898	SMD_Ser...	BX
385903	SMD_Ser...	es
385905	SMD_Ser...	es
385906	SMD_Ser...	es, BX
318868,3	CPD_SMD-State Phase II A Boiler Replacement & Hot Water Heaters @ Brevort House	Boiler
385910	SMD_Materials_Door Locking, Electromagnetic Devices And Accessories	Buildin
385916	SMD_Materials_Sliding Bypass Door Hardware	Buildin
325891-2,1	SMD_Services_Replacement of Elevator Doors & Bucks & Related Work	Elevat
368905	SMD_Services_IDIQ Maintenance & Repair of Interior Compactor, Citywide, MNHT Focus	Interic
368906	SMD_Services_IDIQ Maintenance & Repair of Interior Compactor, Citywide, BX Focus	Interic

Use the dropdown menu to filter the list by a specific status and then click Go.

The Negotiation Number is a 6-digit Pin number also referred to as the RFQ/RFP number.



Use the Negotiation Number associated with the solicitation to search for and submit a bid to the solicitation in iSupplier (see [How to Access and Search for Bids](#))

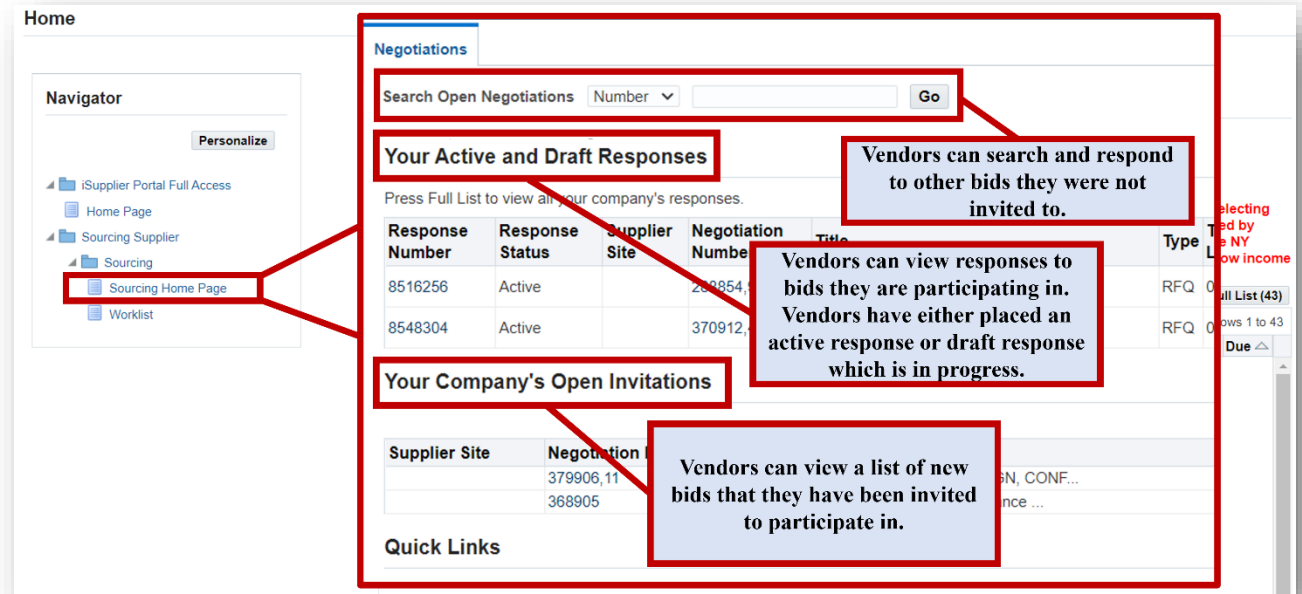
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6. Viewing and Submitting Bids

The *Sourcing Supplier* homepage (see the iSupplier Main Portal section under [iSupplier Quick Tutorial](#)) contains a list of solicitations vendors have been invited to as well as active and draft responses. This is also where vendors can view bid details, download bid documents, and submit bids.

A. How to Access and Search for Solicitations

1. Log in to the [iSupplier portal](#).
2. Click on the *Sourcing Supplier* application and then the *Sourcing Home Page* link (see the iSupplier Main Portal section under [iSupplier Quick Tutorial](#)).
3. Click on the *Negotiations* tab.
4. In the *Search Open Negotiations* box choose *Number* from the drop-down menu.
5. Enter the 5 to 7 digit negotiation number also known as an RFQ/RFP number in the box.
6. Click *Go*.



The screenshot shows the 'Negotiations' tab in the iSupplier portal. A red box highlights the 'Search Open Negotiations' section, which includes a search box with a 'Number' dropdown and a 'Go' button. Below this is a section titled 'Your Active and Draft Responses' with a table of responses. A callout box points to this section, stating: 'Vendors can view responses to bids they are participating in. Vendors have either placed an active response or draft response which is in progress.' Another callout box points to the 'Search Open Negotiations' box, stating: 'Vendors can search and respond to other bids they were not invited to.' Below the table is a section titled 'Your Company's Open Invitations' with a table of invitations. A callout box points to this section, stating: 'Vendors can view a list of new bids that they have been invited to participate in.' The table of responses has the following data:

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type
8516256	Active		289854		RFQ
8548304	Active		370912		RFQ

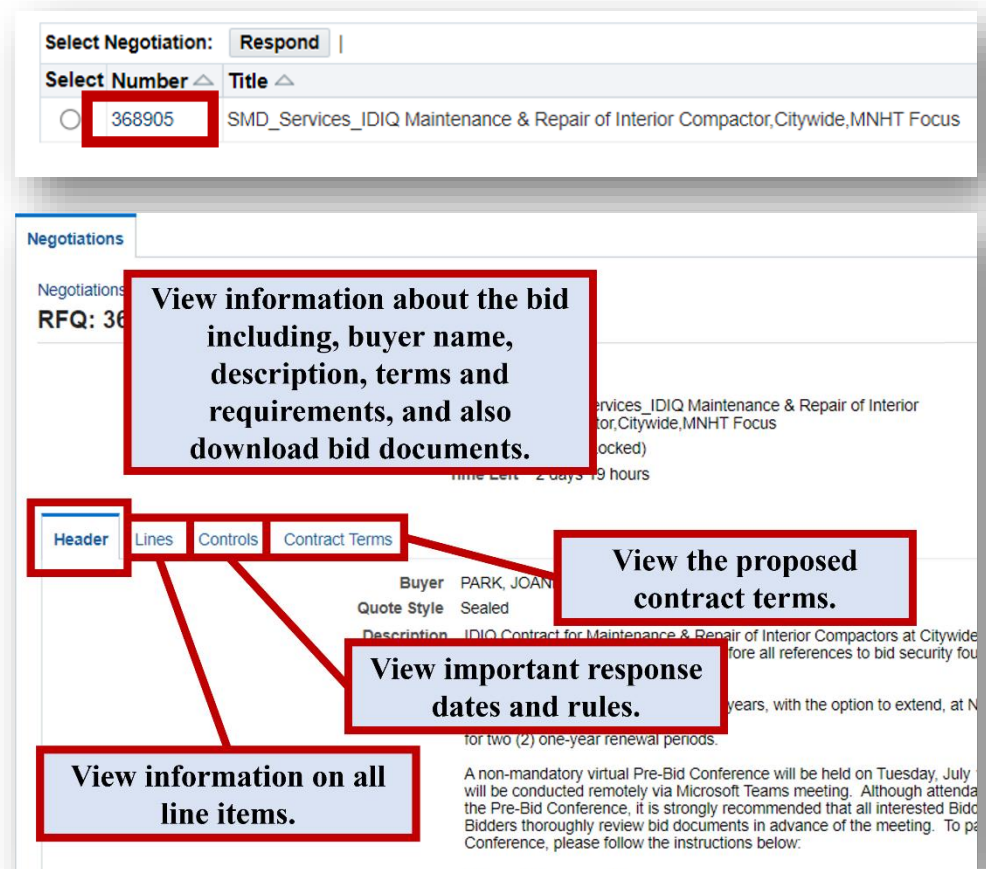


For accurate and up-to-date bid opportunities vendors should view NYCHA's [Procurement Opportunities](#) list on the main NYCHA website. This list contains negotiation numbers associated with bids that vendors can use when searching for bids in iSupplier (see [How to View Open Bids](#) for detailed instructions).

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B. How to View and Download Bid Documents

1. Select a bid by following steps 1-6 of [How to Access and Search for Bids](#).
2. Click on the number under the *Number* column of the desired bid.
3. Click on the *Header* page and scroll down to the *Notes and Attachments* section.
4. Under *Notes and Attachments* vendors can download each document by clicking on the name under the *Title* column of the document.
5. Save the documents on a computer to view offline.
Note: Some documents will have to be filled out and uploaded when submitting the bid/proposal.



The screenshot displays the 'Select Negotiation' interface. At the top, there is a 'Select Negotiation:' dropdown set to 'Respond'. Below this is a table with columns 'Select Number' and 'Title'. The first row shows a radio button next to the number '368905' and the title 'SMD_Services_IDIQ Maintenance & Repair of Interior Compactor, Citywide, MNHT Focus'. A red box highlights the number '368905'.

Below the table, the 'Negotiations' section is visible, showing 'RFQ: 368905'. A large callout box points to this section with the text: 'View information about the bid including, buyer name, description, terms and requirements, and also download bid documents.'

At the bottom of the screenshot, there are four tabs: 'Header', 'Lines', 'Controls', and 'Contract Terms'. The 'Header' tab is selected. Three callout boxes point to these tabs:

- 'View the proposed contract terms.' points to the 'Contract Terms' tab.
- 'View important response dates and rules.' points to the 'Controls' tab.
- 'View information on all line items.' points to the 'Lines' tab.



Optionally, vendors can inquire or get clarification about the bid/documents from the buyer using *Online Discussion*. From the *Actions* drop-down menu on the top right of the page, select *Online Discussions* and click *Go*. Click *New Message*. Fill in the *Subject* and *Message* fields and optionally add any attachments. Click *Send*. This replaces any email communication.

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C. How to Submit a Bid

1. Select a bid by following steps 1-6 of [How to Access and Search for Bids](#).
2. The system will let vendors know if the bid has a new addendum, which they must acknowledge before proceeding to respond.

Warning
RFQ 379906 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.
[View Amendment History](#)

3. Acknowledge participation in the bid by selecting *Acknowledge Participation* from the *Actions* drop-down menu and *clicking Go* on the top right of the top right of the page. To confirm participation, click *Yes* and then click *Apply*.
4. Create a quote by selecting *Create Quote* from the *Actions* drop-down menu and *clicking Go* on the top right of the page.
5. Accept the Terms and Conditions of the Sourcing tool before proceeding.

Actions Acknowledge Participation

Actions Create Quote

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- a. After reading the Terms and Conditions, click on the checkbox at the bottom left of the page.
- b. Next, click *Accept* on the top right of the page.

Negotiations >

Terms and Conditions Cancel Accept

The following terms and conditions must be accepted before a quote is placed in this RFQ.

By responding to this solicitation, the supplier acknowledges and agrees to be bound by the terms and conditions of the solicitation and certifies that the person submitting the response is authorized to sign and bind the supplier. The supplier agrees that the resulting contract is the complete and exclusive statement of the agreement between the parties, which supersedes all prior agreements, oral or written, and all other communications between the parties relating to the subject matter of the solicitation. The supplier certifies that any and all information contained in the submittal is true, and further certifies that the submittal is made without prior understanding, agreement or connections with any person, firm or corporation submitting a response for this same solicitation and is in all respects fair and without collusion or fraud.

The person submitting this response hereby individually certifies to the above information by the use of their username and/or password, which constitutes their signature.

Attachments

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.										

I have read and accepted the terms and conditions

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6. Fill out information in the *Header* page.

Negotiations > Active Negotiations > RFQ: 368905 >
Create Quote: 8560826 (RFQ 368905) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title SMD_Services_IDIQ Maintenance & Repair of Interior Compactor Citywide MNHT Focus Time Left 6 days 21 hours
 Close Date 18-Aug-2022 10:00:00

Header Lines

Supplier **Enter the date when the quote will expire.** Quote Valid Until (example: 27-Jul-2022)
 RFQ Currency **Enter an optional internal tracking number.** Reference Number
 Quote Currency USD Price Precision Any **Write an optional note to the buyer.** Note to Buyer

Attachments **Vendors must upload all required and completed bid documents.**

Last Updated By	Last Updated	Usage	Update	Delete
No results found.				

Requirements **Vendors must enter an answer in the box under the *Quote Value* column next to each question.**

Focus	Title	Quote Value
General	Are you a MWSBE/ Minority Women Small Business Enterprise?	<input type="text"/>



Make sure that all required documents are signed, initialed, dated, and notarized where applicable. Do not upload blank documents.

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7. Fill out information in the *Lines* page

a. For **RFQs requiring a Bid Factor** enter the bid factor number in the *Bid Factor* field and click *Calculate Line Price* to automatically populate the quote price for each line item. This feature eliminates the need to fill out a Bid Worksheet and manually enter quote prices.

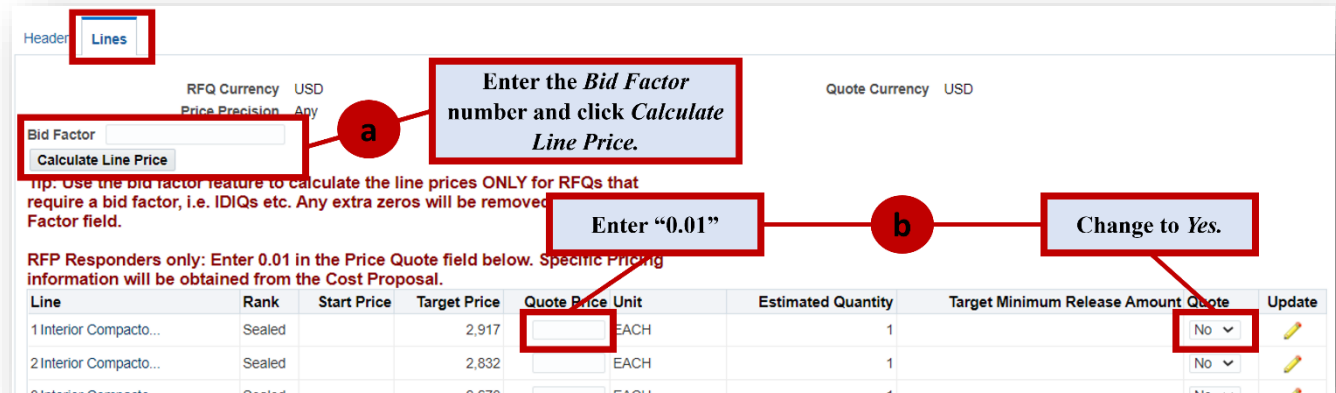
b. For **RFP responders** enter “0.01” in the *Price Quote* field since specific pricing information will be obtained from the Cost Proposal. Confirm the *Target Minimum Release Amount Quote* is set to *Yes*.

c. For **all other bids** enter a dollar amount under the *Quote Price* column next to each line item.

- Vendors can also complete this section offline by clicking on the *Quote by Spreadsheet* button on the top right of the page.
- Under *Step 1: Export Spreadsheet*, choose a format and click *Export* to download the spreadsheet.
- After completing the spreadsheet, under *Step 2: Import Spreadsheet*, click *Import* to upload the spreadsheet to the portal.

8. When finished click *Continue* on the top right of the page and then click *Validate* to verify the response.

9. Finally, click *Submit* on the top right of the page. Vendors will receive a confirmation that their bid response has been submitted.



Header **Lines**

RFQ Currency USD Price Precision Any Bid Factor Calculate Line Price

Quote Currency USD

Enter the Bid Factor number and click Calculate Line Price.

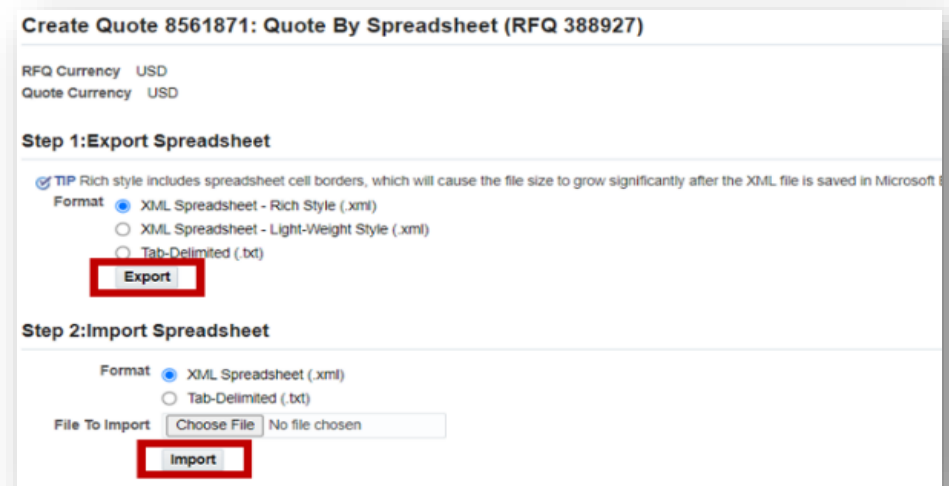
Enter “0.01”

Change to Yes.

Tip: Use the bid factor feature to calculate the line prices ONLY for RFQs that require a bid factor, i.e. IDIQs etc. Any extra zeros will be removed from the Factor field.

RFP Responders only: Enter 0.01 in the Price Quote field below. Specific Pricing information will be obtained from the Cost Proposal.

Line	Rank	Start Price	Target Price	Quote Price	Unit	Estimated Quantity	Target Minimum Release Amount	Quote	Update
1 Interior Compacto...	Sealed		2,917	<input type="text"/>	EACH	1		No	
2 Interior Compacto...	Sealed		2,832	<input type="text"/>	EACH	1		No	
3 Interior Compacto...	Sealed		2,832	<input type="text"/>	EACH	1		No	



Create Quote 8561871: Quote By Spreadsheet (RFQ 388927)

RFQ Currency USD Quote Currency USD

Step 1: Export Spreadsheet

TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel

Format XML Spreadsheet - Rich Style (.xml) XML Spreadsheet - Light-Weight Style (.xml) Tab-Delimited (.txt)

Export

Step 2: Import Spreadsheet

Format XML Spreadsheet (.xml) Tab-Delimited (.txt)

File To Import No file chosen

Import

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7. Maintaining iSupplier Account

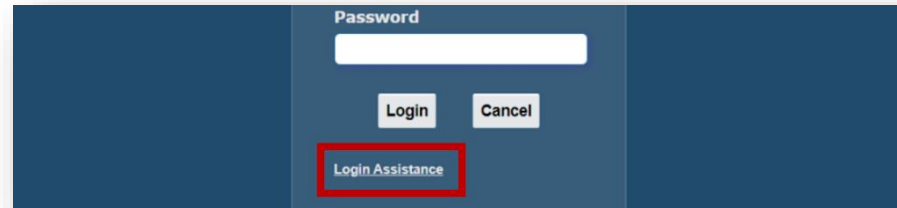
A. Request New Login Username/Email

1. To request a new login email, the vendor must email the desired changes along with their tax ID to procurement@nycha.nyc.gov and isupplier@nycha.nyc.gov.
2. An email with a username reset link will be sent to the registered email account.

B. Forgot Password

If a vendor forgets their password, they must request a new password.

3. Navigate to the [iSupplier Portal Login](#).
4. Click on *Login Assistance* and fill out the prompts.
5. An email with a password reset link will be sent to the registered email account.



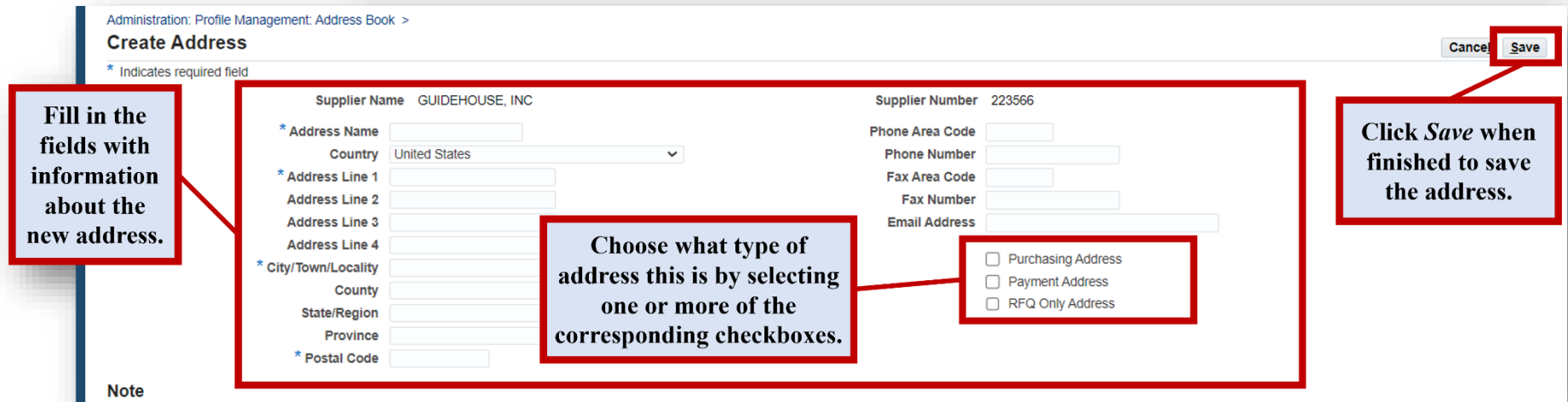
If a vendor does not sign in to iSupplier at least once every 45 days, their password will expire, and they will have to follow the above steps to reset their password.

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C. Update Address

It is important to maintain a current address so purchase orders and payments can be issued correctly. In [Address Book](#) vendors can add, update, or remove addresses. **Vendors can add multiple addresses to be used for different purposes such as purchasing or payment.**

1. Log in to the [iSupplier Portal](#).
2. In the Navigator box click on the *iSupplier Full Portal Access* application and then click on the *iSupplier Home Page* link (see the iSupplier Main Portal section under [iSupplier Quick Tutorial](#)).
3. On the iSupplier homepage, click the *Administration* tab and then click on the *Address Book* page.
4. To create a new address click *Create* and fill in the fields.

Fill in the fields with information about the new address.

Choose what type of address this is by selecting one or more of the corresponding checkboxes.

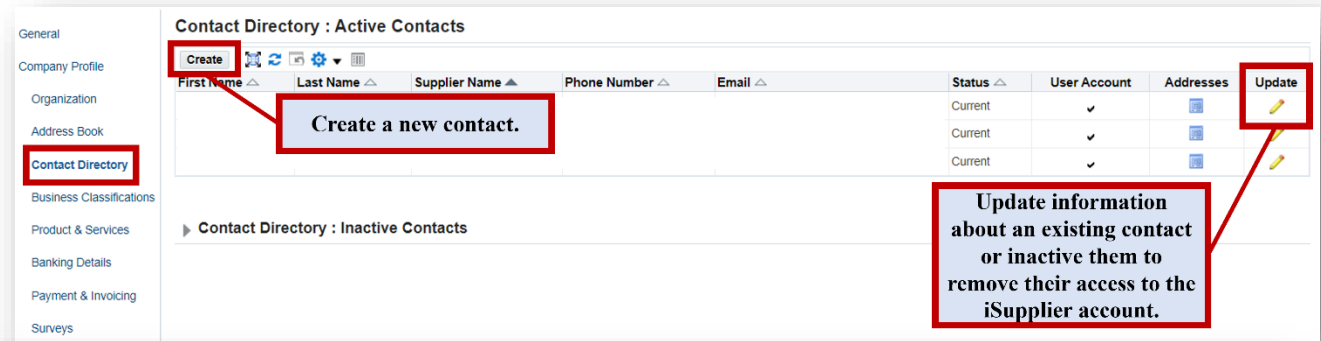
Click Save when finished to save the address.

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D. Add Additional User Accounts

In [Contact Directory](#), vendors can add or update information about additional users authorized to access NYCHA systems and serve as points of contact. **Vendors are responsible for inactivating contacts that no longer represent their company.**

1. Log in to the [iSupplier Portal](#).
2. In the Navigator box click on the *iSupplier Full Portal Access* application and then click on the *iSupplier Home Page* link (see the iSupplier Main Portal section under [iSupplier Quick Tutorial](#)).
3. On the iSupplier homepage, click the *Administration* tab and then click on the *Contact Directory* page.
4. To create a new contact click *Create* and fill in the fields.



General

Contact Directory : Active Contacts

Company Profile

Organization

Address Book

Business Classifications

Product & Services

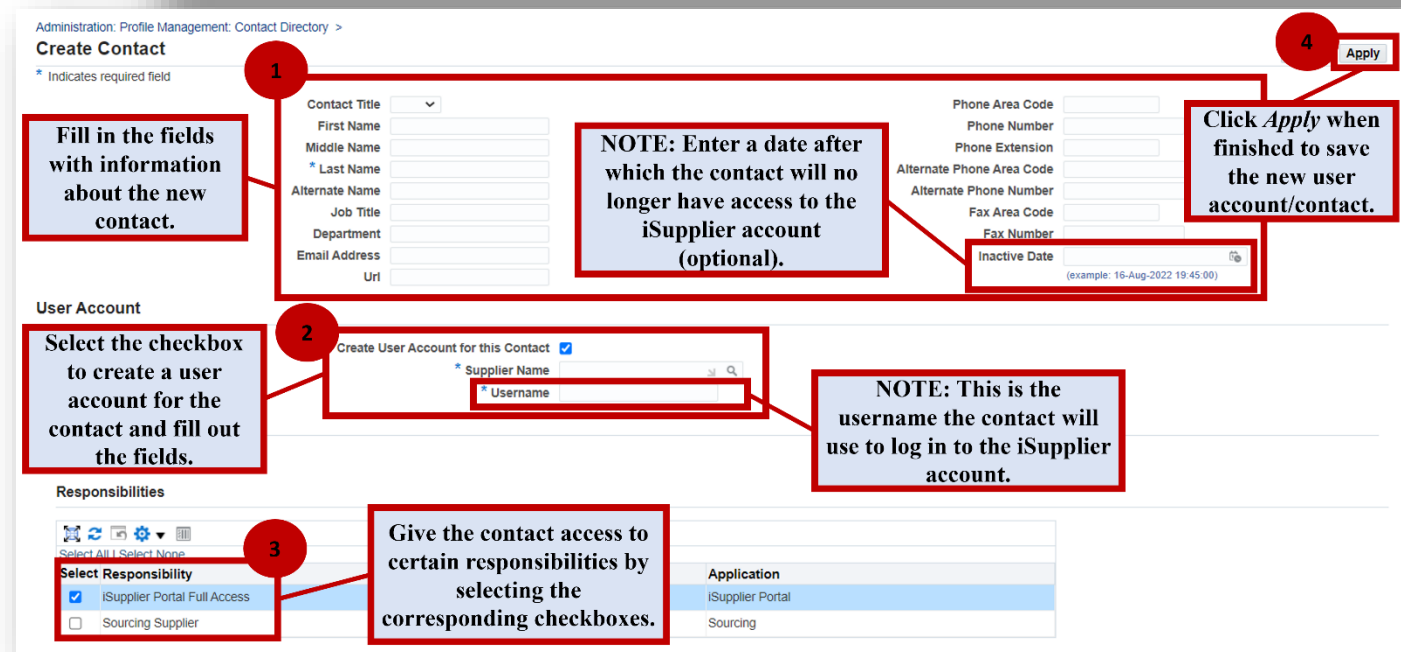
Banking Details

Payment & Invoicing

Surveys

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
					Current	✓		
					Current	✓		
					Current	✓		

► Contact Directory : Inactive Contacts



Administration: Profile Management: Contact Directory >

Create Contact

* Indicates required field

1

Fill in the fields with information about the new contact.

NOTE: Enter a date after which the contact will no longer have access to the iSupplier account (optional).

NOTE: This is the username the contact will use to log in to the iSupplier account.

2

Select the checkbox to create a user account for the contact and fill out the fields.

3

Give the contact access to certain responsibilities by selecting the corresponding checkboxes.

4

Click Apply when finished to save the new user account/contact.

Contact Title

First Name

Middle Name

* Last Name

Alternate Name

Job Title

Department

Email Address

Url

Phone Area Code

Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Inactive Date (example: 16-Aug-2022 19:45:00)

User Account

Create User Account for this Contact

* Supplier Name

* Username

Responsibilities

Select All | Select None

Select Responsibility

iSupplier Portal Full Access

Sourcing Supplier

Application

iSupplier Portal

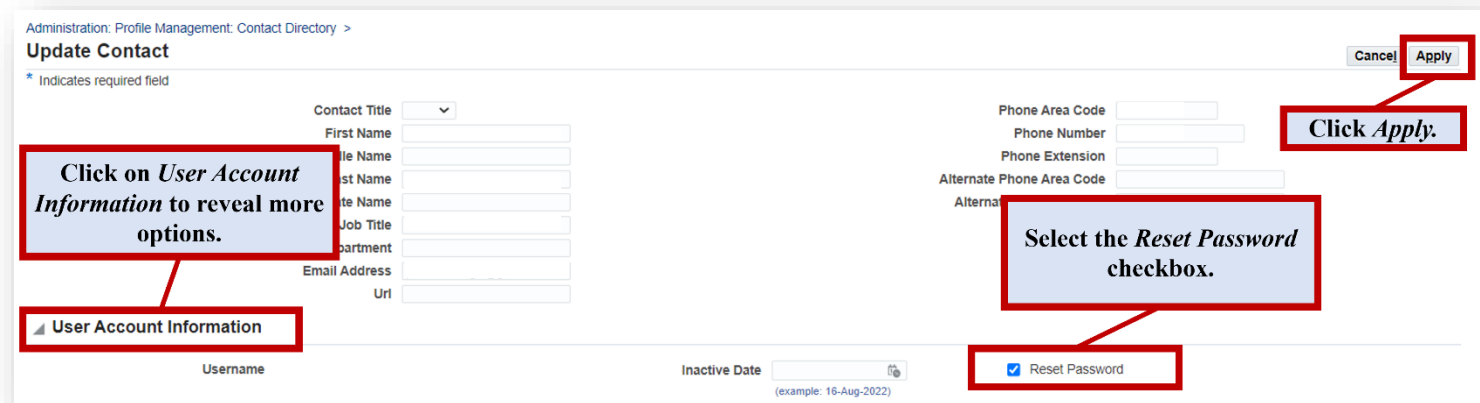
Sourcing

Apply

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E. Update Password

1. Log in to the [iSupplier Portal](#).
2. In the Navigator box click on the *iSupplier Full Portal Access* application and then click on the *iSupplier Home Page* link (see the iSupplier Main Portal section under [iSupplier Quick Tutorial](#)).
3. On the iSupplier homepage, click the *Administration* tab and then click on the *Contact Directory* page.
4. Click on the pencil icon under the *Update* column next to the contact whose password needs to be reset.
5. Click on the *User Account Information* section and then select the *Reset Password* checkbox.
6. Click *Apply* and an email with a password reset link will be sent to the registered email account.



Administration: Profile Management: Contact Directory >
Update Contact Cancel **Apply**

* Indicates required field

Contact Title

First Name

Middle Name

Last Name

Suffix Name

Job Title

Department

Email Address

Url

Phone Area Code

Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

User Account Information

Username

Inactive Date (example: 16-Aug-2022)

Reset Password

Click on User Account Information to reveal more options.

Select the Reset Password checkbox.

Click Apply.

8. Submitting a Bid Quick Reference

1. Login to the iSupplier Portal

- Click on *Sourcing Supplier* and then click on the *Sourcing Home Page*.
- Next, click on the *Negotiations* tab.

2. Search for the bid

- Obtain the negotiaion number from NYCHA's [Procurement Opportunities](#) list and enter it in the *Search Open Negotiations* box.
- Click on the number under the *Negotiation Number* column to view and respond to the bid.

3. Review the bid details

- Review the *Header*, *Lines*, *Controls*, and *Contract Term* pages.
- As needed, select *Online Discussions* from the *Actions* dropdown menu to request additional information or clarify issues related to the bid. This replaces email communication.

4. Download the bid documents

- Click on the *Header* page.
- Under *Notes and Attachments* click on the name under the *Title* column of the document to download it.

5. Acknowledge Participation

- Select *Acknowledge Participation* from the *Actions* dropdown menu and then click on the *Go* button.
- Click on the *Yes* button to confirm participation in the bid and then click on the *Apply* button.

6. Create a quote

- Next, select *Create Quote* from the *Actions* dropdown menu and then click on the *Go* button.
- Accept the Terms & Conditions.
- In the *Header* section, enter the date when the quote expires and click on the *Add Attachment* button to attach required documents.
- In the *Lines* section, enter a dollar amount under the *Quote Price* column for each line item and click the *Apply* button when done.
- **RFQs requiring a bid factor only:** enter the bid factor number in the *Bid Factor* field and click *Calculate Line Price*.
- **RFP responders only:** enter "0.01" in the *Price Quote* field.

7. Validate and Submit the Bid

- Click on the *Save Draft* button to save a draft response or click on the *Continue* button to proceed to the next step.
- Click *Validate* to verify the quote before submitting. Then, click on the *Submit* button.

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9. FAQ Matrix

1. What is iSupplier?
Section 1
2. I have not previously done business with NYCHA. How do I register for iSupplier?
Section 2A
3. I have previously done business with NYCHA but do not have an iSupplier account. How do I register for iSupplier?
Section 2B
4. I am registered for iSupplier. How do I log in to my account?
Section 2C
5. How can I receive automatic bid invitations?
Section 4D
6. Where can I see all my notifications regarding bids/proposals I am interested in?
Section 3D
7. How do I register my business as a Minority-owned, Woman-owned, Resident-owned, Veteran-owned, and/or Small Business?
Section 4C
8. How can I register the products and services my business can provide to NYCHA?
Section 4D
9. How can I register my business as a Section 3 Business Concern?
Section 4E
10. How can I view current bid opportunities?
Section 5A
11. How can I find a bid opportunity in iSupplier?
Section 6A
12. How can I view and download bid documents?
Section 6B
13. How do I submit a bid?
Section 6C
14. How can I change my login username?
Section 7A
15. I forgot my password. How do I reset it?
Section 7B
16. How can I update my business address?
Section 7C
17. How can I add additional users to my iSupplier account?
Section 7D
18. I want to update my password. How can I update it?
Section 7E