



# New York City Housing Authority iSupplier Portal Guide

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## NYCHA iSupplier Portal Guide

### 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

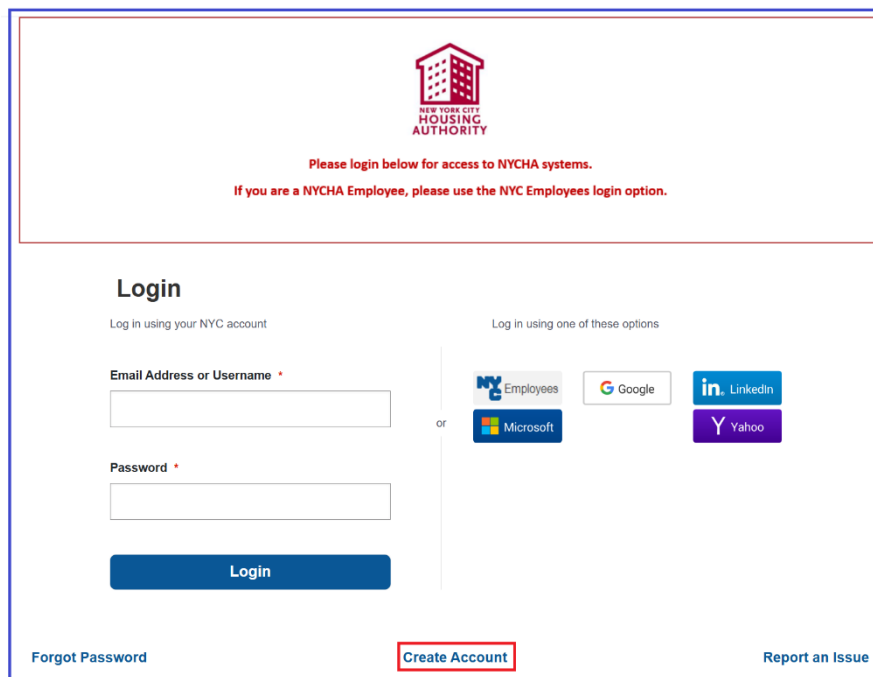
1. Vendors that have **not previously done business** with NYCHA must complete the [Prospective Supplier Registration form](#).
  - a. NYCHA strongly recommends vendors to enter a shared business email when filling out the form. If vendors register with the email address of an individual, and that individual 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.

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- Vendors will receive an email with instructions on how to create an account. You must create an account using the same email address on the NYC.ID portal. This account will be used for access to all NYCHA systems. If an email is not received by then, please contact [iSupplier@nycha.nyc.gov](mailto:iSupplier@nycha.nyc.gov).



The image shows the login page for the NYCHA iSupplier Portal. At the top, there is a red box containing the NYCHA logo and the text: "Please login below for access to NYCHA systems. If you are a NYCHA Employee, please use the NYC Employees login option." Below this, the page is divided into two main sections. The left section is titled "Login" and contains a sub-header "Log in using your NYC account". It has two input fields: "Email Address or Username" and "Password", both with red asterisks indicating they are required. Below these fields is a blue "Login" button. The right section is titled "Log in using one of these options" and contains several login options: "NYC Employees" (with a red box around it), "Google", "Microsoft", "LinkedIn", and "Yahoo". At the bottom of the page, there are three links: "Forgot Password", "Create Account" (with a red box around it), and "Report an Issue".

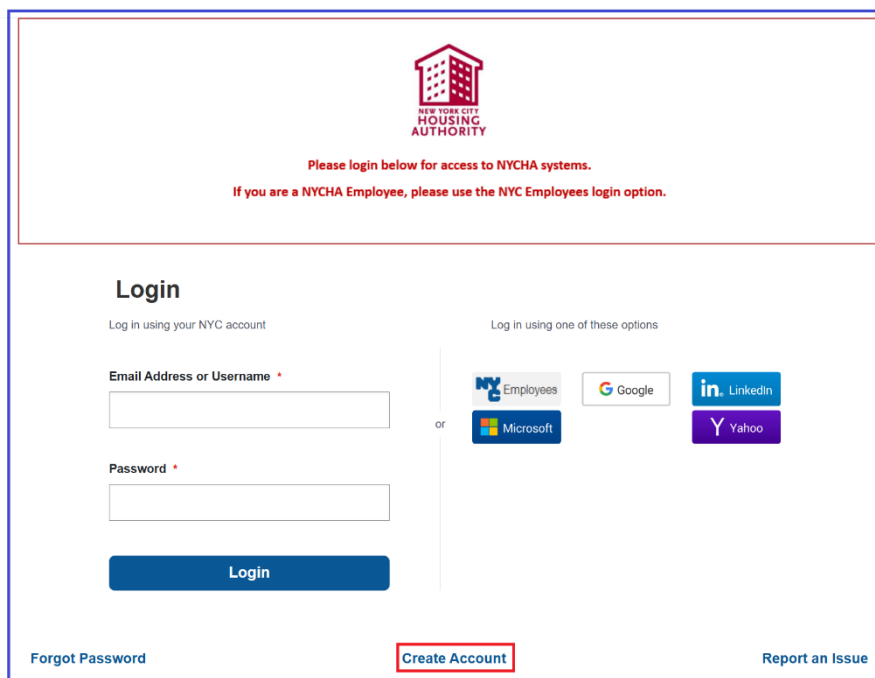
- Full access, including Sourcing Supplier (where vendors place bids), will be added a few hours after registration is approved.
- Once registration is approved, vendors can log-in to iSupplier and finish setting up their profile (see [How to Setup Vendor Profile](#))
- Accounts Payable will contact vendors once they receive an award to complete additional steps, including providing a W-9 form.

### B. Existing Vendor Registration

- Vendors that have **previously done business** with NYCHA, but **do not have an iSupplier account** must complete the [iSupplier Account Request for Existing Vendors form](#) to register.

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2. Vendors will receive an email with instructions on how to create an account. You must create an account using NYC.ID. This account will be used for access to all NYCHA systems. If an email is not received by then, please contact [iSupplier@nychanyc.gov](mailto:iSupplier@nychanyc.gov).



The screenshot shows the NYCHA iSupplier Portal Login page. At the top, there is a red box containing the NYCHA logo and the text: "Please login below for access to NYCHA systems. If you are a NYCHA Employee, please use the NYC Employees login option." Below this, the page is divided into two main sections. On the left, under the heading "Login", there is a sub-heading "Log in using your NYC account". This section contains two input fields: "Email Address or Username" and "Password", both marked with a red asterisk. Below these fields is a blue "Login" button. On the right, under the heading "Log in using one of these options", there are five social login buttons: "NYC Employees", "Google", "in. LinkedIn", "Microsoft", and "Yahoo". A vertical line with the word "or" separates the two login sections. At the bottom of the page, there are three links: "Forgot Password", "Create Account" (which is highlighted with a red box), and "Report an Issue".

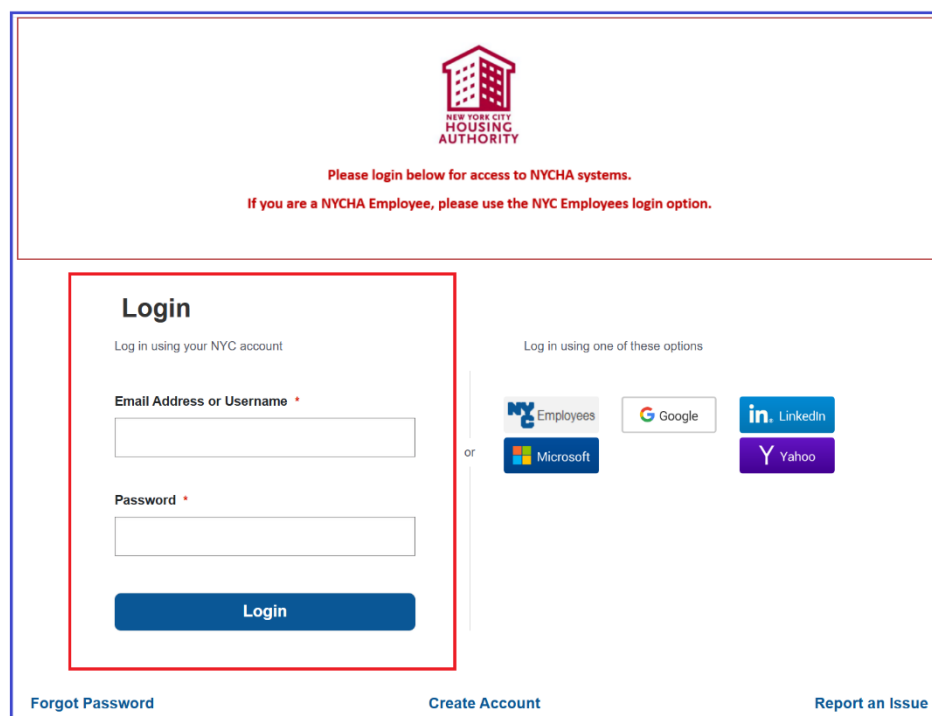
3. After creating an account vendors can log-in to iSupplier and finish setting up their profile, including registering the products and services their business can provide NYCHA (see [How to Setup Vendor Profile](#)).
4. Accounts Payable will contact vendors once they receive an award to complete additional steps, including providing a W-9 form.

## NYCHA iSupplier Portal Guide

### 3. Quick iSupplier Tutorial

#### A. How to access iSupplier

1. After creating a NYC.ID account for iSupplier/NYCHA systems, vendors can [log in to the iSupplier Portal](#) using their created NYC.ID User Name and Password. The same NYC.ID account email address must be used across NYCHA systems.



The screenshot shows the NYCHA iSupplier Portal login interface. At the top, the NYCHA logo is displayed. Below it, a message states: "Please login below for access to NYCHA systems. If you are a NYCHA Employee, please use the NYC Employees login option." The main login section is titled "Login" and includes the instruction "Log in using your NYC account". It features two input fields: "Email Address or Username" and "Password", both marked with an asterisk. A blue "Login" button is positioned below these fields. To the right of the main login section, there is a section titled "Log in using one of these options" with buttons for "NYC Employees", "Google", "Microsoft", "LinkedIn", and "Yahoo". At the bottom of the page, there are three links: "Forgot Password", "Create Account", and "Report an Issue".

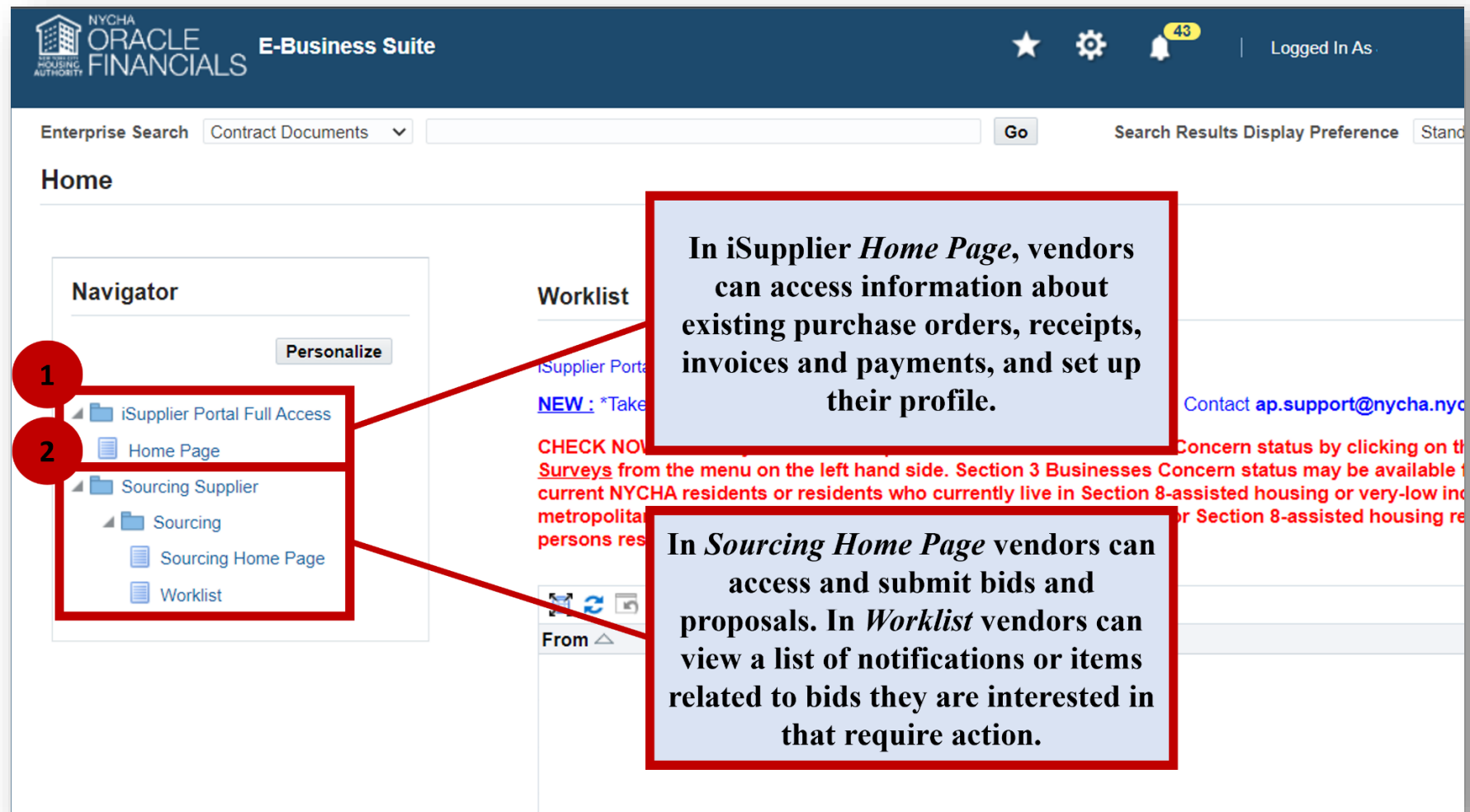


When accessing iSupplier NYCHA strongly recommends using **Firefox or Microsoft Edge**, as Google Chrome and Apple browsers are not compatible with the iSupplier portal.

## NYCHA iSupplier Portal Guide

### 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 iSupplier Main Portal interface. The top navigation bar includes the NYCHA Oracle Financials logo, the text "E-Business Suite", and user information like "Logged In As". Below the navigation bar is a search bar with "Enterprise Search" and "Contract Documents" dropdowns, a "Go" button, and a "Search Results Display Preference" dropdown. 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 has a "Personalize" button and a list of links: "iSupplier Portal Full Access", "Home Page", "Sourcing Supplier", "Sourcing", "Sourcing Home Page", and "Worklist". Two red callout boxes provide additional information: the first callout, labeled with a red circle containing the number "1", points to the "iSupplier Portal Full Access" link and states: "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" link and states: "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."

## NYCHA iSupplier Portal Guide

### 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: a Home icon (house), a Navigator icon (circular arrow), a Settings icon (gear), a Notifications icon (bell with 43), a Help icon (question mark), and a Logout icon (door with arrow). Red boxes highlight these icons, and red lines connect them to callout boxes with instructions.

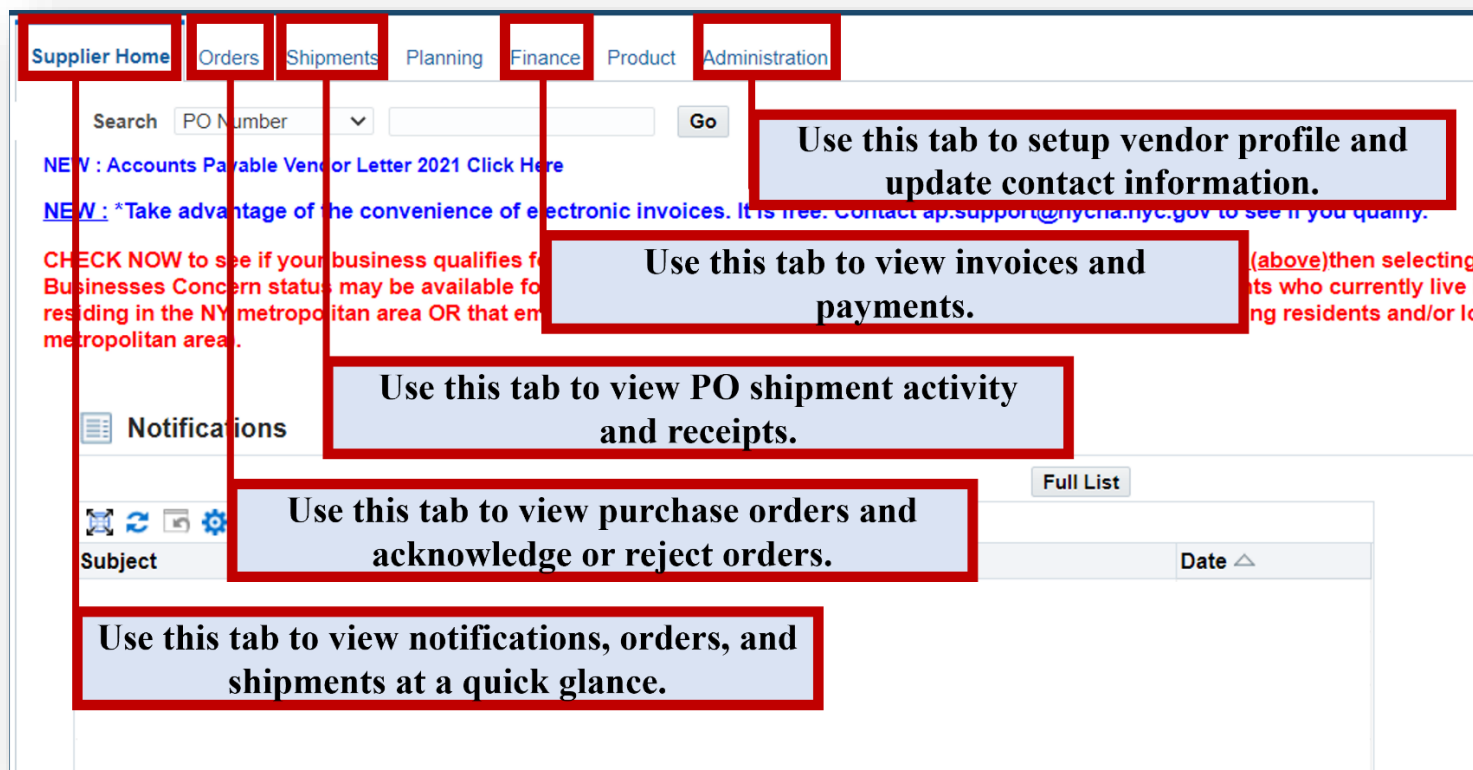
- Home icon:** Click the *Home* icon to return to the main portal.
- Navigator icon:** Click the *Navigator* icon to select another application or link without going back to the main portal.
- Settings icon:** Click the *Settings* icon to set user preferences such as time zone, currency, and proxies.
- 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 main content area includes a search bar, a "Supplier Home" tab, and a list of notifications. The right sidebar contains a "Planning" section with links to "Forecast Schedules", "Orders", "Agreements", "Purchase Orders", "Purchase History", "Shipments", and "Delivery Schedules".



## NYCHA iSupplier Portal Guide

- 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. The navigation tabs at the top are: **Supplier Home**, **Orders**, **Shipments**, **Planning**, **Finance**, **Product**, and **Administration**. Below the tabs is a search bar with a dropdown menu for "PO Number" and a "Go" button. There are several informational links and a "CHECK NOW" button. On the left side, there is a "Notifications" section. On the right side, there is a "Full List" button and a table with columns for "Subject" and "Date".

**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.

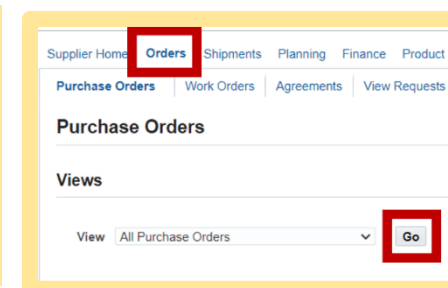
**Shipments**: Use this tab to view PO shipment activity and receipts.

**Finance**: Use this tab to view invoices and payments.

**Administration**: Use this tab to setup vendor profile and update contact information.



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 navigation tabs at the top are: **Supplier Home**, **Orders**, **Shipments**, **Planning**, **Finance**, **Product**, and **Administration**. Below the tabs, there are sub-tabs: **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 for "View" and a "Go" button.

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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
Open Notifications
Go

Select Notifications:
Open
Reassign
Close

Select All | Select None

Select Subject

|                          |   |                      |             |                |
|--------------------------|---|----------------------|-------------|----------------|
| <input type="checkbox"/> | Acknowledgement Required: Amendment 1 to RFQ 3448   | MENT TRANSFORMATION) | Sent        | Due - Fn Level |
| <input type="checkbox"/> | Acknowledgement Required: Amendment 3 to RFQ 344879 (SMD_IT_RFP_344879_HUMAN CAPITAL MANAGEMENT TRANSFORMATION)         |                      | 05-Oct-2021 |                |
| <input type="checkbox"/> | Acknowledgement Required: Amendment 1 to RFQ 269843 (RFP_ The Development & Implementation of a RRP Training Course)    |                      | 19-Oct-2021 |                |
| <input type="checkbox"/> | Acknowledgement Required: Amendment 2 to RFQ 269843 (RFP_ The Development & Implementation of a RRP Training Course)    |                      | 18-May-2021 |                |
| <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

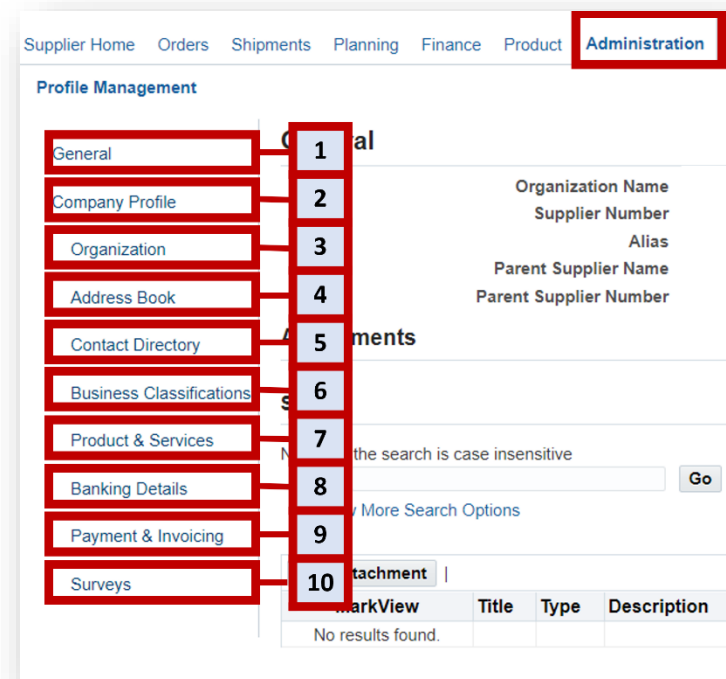
Vendor profile management enables vendors to manage key profile details used to maintain a business relationship with NYCHA. This profile information includes address information, names of main contacts, business classifications, banking details, and category information about the goods and services 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"/> |               |                    |                   |                 |
| NA             | <input type="checkbox"/> |               |                    |                   |                 |
| Resident Owned | <input type="checkbox"/> |               |                    |                   |                 |
| Small Business | <input type="checkbox"/> |               |                    |                   |                 |
| Veteran Owned  | <input type="checkbox"/> |               |                    |                   |                 |
| Women Owned    | <input type="checkbox"/> |               |                    |                   |                 |



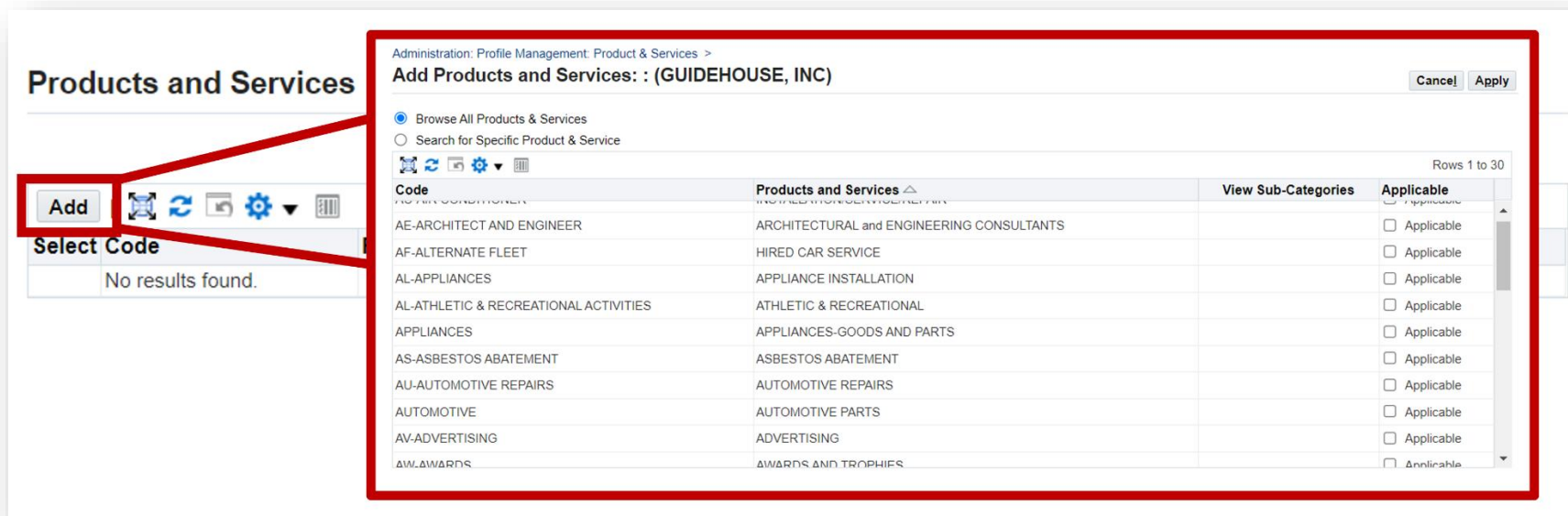
For businesses that are certified by a Government Agency, Authority, or Private Organization as Minority-owned, Women-owned and/or Small Business Enterprise, enter the *Certificate Number*, *Certifying Agency*, and *Expiration Date* next to the appropriate Classification.

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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](mailto:procurement@nycha.nyc.gov).



**Products and Services**






**Add**     

**Select Code**

No results found.

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.

## NYCHA iSupplier Portal Guide

### 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

<



### 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 detailed steps on how to register as a S3BC, please view the *Section 3 Business Concern Registration Guide*.



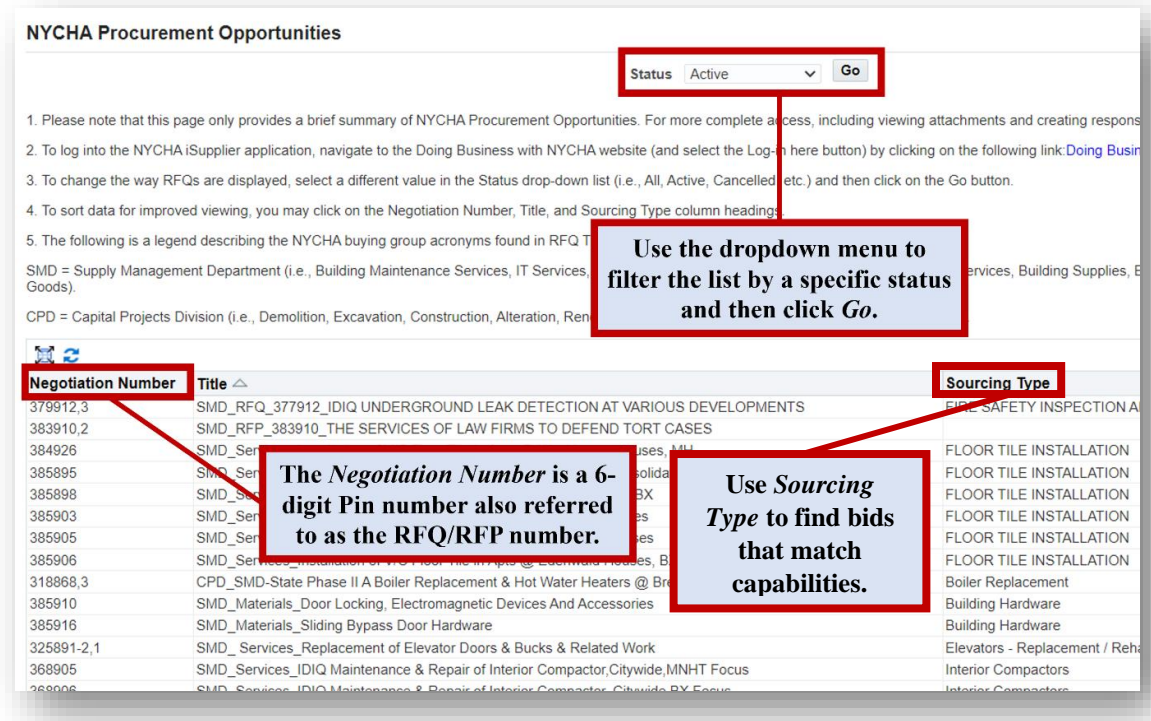
## NYCHA iSupplier Portal Guide

### 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 Go

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

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 following link: [Doing Business with NYCHA](#)

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.)

CPD = Capital Projects Division (i.e., Demolition, Excavation, Construction, Alteration, Renovation, etc.)

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

| Negotiation Number | Title  | Sourcing Type                      |
|--------------------|--|------------------------------------|
| 379912,3           | SMD_RFQ_377912_IDIQ UNDERGROUND LEAK DETECTION AT VARIOUS DEVELOPMENTS             | FIRE SAFETY INSPECTION AND TESTING |
| 383910,2           | SMD_RFP_383910_THE SERVICES OF LAW FIRMS TO DEFEND TORT CASES                      | Legal Services                     |
| 384926             | SMD_Ser... Solida... uses, MU...   | FLOOR TILE INSTALLATION            |
| 385895             | SMD_Ser...   | FLOOR TILE INSTALLATION            |
| 385898             | SMD_Ser...   | FLOOR TILE INSTALLATION            |
| 385903             | SMD_Ser...   | FLOOR TILE INSTALLATION            |
| 385905             | SMD_Ser...   | FLOOR TILE INSTALLATION            |
| 385906             | SMD_Ser...   | FLOOR TILE INSTALLATION            |
| 318868,3           | CPD_SMD-State Phase II A Boiler Replacement & Hot Water Heaters @ Br...            | Boiler Replacement                 |
| 385910             | SMD_Materials_Door Locking, Electromagnetic Devices And Accessories                | Building Hardware                  |
| 385916             | SMD_Materials_Sliding Bypass Door Hardware   | Building Hardware                  |
| 325891-2,1         | SMD_Services_Replacement of Elevator Doors & Bucks & Related Work                  | Elevators - Replacement / Repair   |
| 368905             | SMD_Services_IDIQ Maintenance & Repair of Interior Compactor, Citywide, MNHT Focus | Interior Compactors                |
| 368906             | SMD_Services_IDIQ Maintenance & Repair of Interior Compactor, Citywide, BX Focus   | Interior Compactors                |

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

**Use Sourcing Type to find bids that match capabilities.**



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](#)). Vendors should also check **Sourcing Type** for bids that might match their capabilities.

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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 selected in the iSupplier portal. The page includes a search bar for 'Search Open Negotiations' with a dropdown menu set to 'Number' and a 'Go' button. Below the search bar, there are three main sections: 'Your Active and Draft Responses', 'Your Company's Open Invitations', and 'Quick Links'. Callouts provide additional context:

- Your Active and Draft Responses:** A table with columns: Response Number, Response Status, Supplier Site, Negotiation Number, Title, and Type. It lists two active responses: 8516256 and 8548304.
- Your Company's Open Invitations:** A table with columns: Supplier Site and Negotiation Number. It lists two open invitations: 379906, 11 and 368905.
- Search Open Negotiations:** A callout stating: 'Vendors can search and respond to other bids they were not invited to.'
- Active and Draft Responses:** A callout 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.'
- Open Invitations:** A callout stating: 'Vendors can view a list of new bids that they have been invited to participate in.'



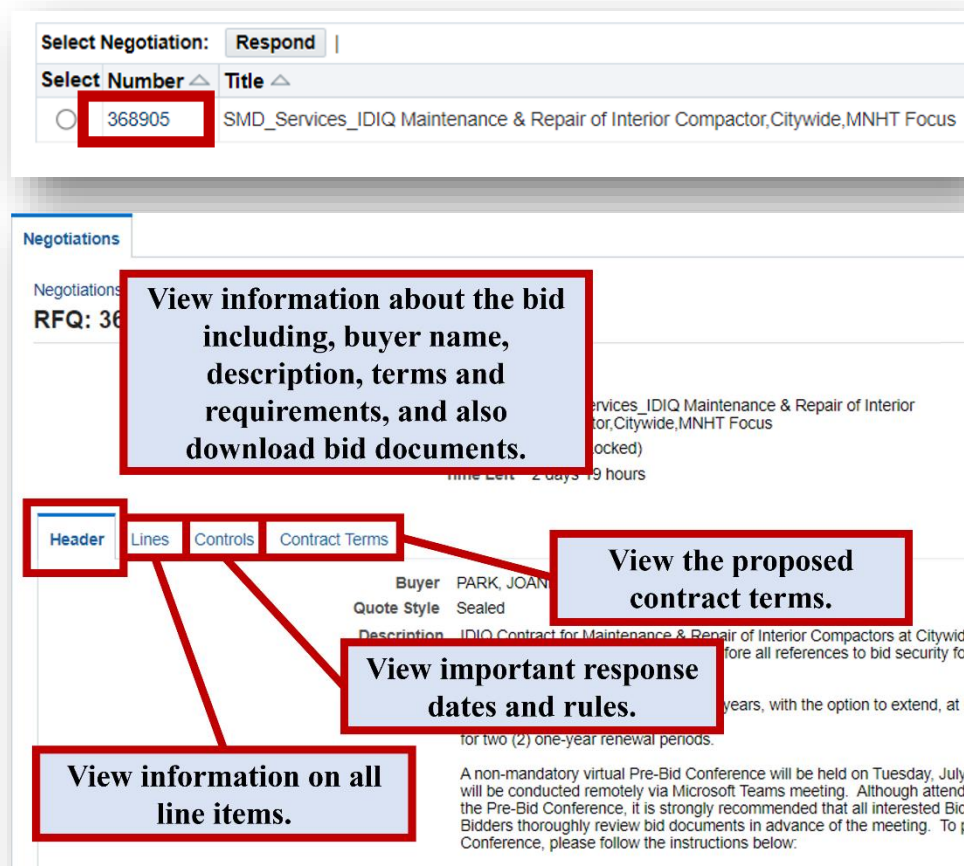
For accurate and up-to-date bid opportunities vendors should view NYCHA's [Procurement Opportunities](#) list on the main NYCHA website. This list contains negotiation numbers associated with bids that vendors can use when searching for bids in iSupplier (see [How to View Open Bids](#) for detailed instructions).



## NYCHA iSupplier Portal Guide

### 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 shows the NYCHA iSupplier Portal interface. At the top, there is a 'Select Negotiation:' dropdown menu set to 'Respond'. Below it is a table with columns 'Select Number' and 'Title'. The first row shows the number '368905' (highlighted with a red box) and the title 'SMD\_Services\_IDIQ Maintenance & Repair of Interior Compactor, Citywide, MNHT Focus'. Below the table, there are four tabs: 'Header', 'Lines', 'Controls', and 'Contract Terms'. The 'Header' tab is selected. To the right of the tabs, there are four callout boxes with red borders and blue backgrounds, each pointing to a specific part of the interface:

- View information about the bid including, buyer name, description, terms and requirements, and also download bid documents.** (Points to the 'Title' column of the table)
- 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)

The main content area displays details for the selected bid, including the buyer name 'PARK, JOAN', quote style 'Sealed', and a description of the IDIQ contract. It also mentions a virtual Pre-Bid Conference on Tuesday, July 1st.



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.

## NYCHA iSupplier Portal Guide

### 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.
  - a. Accept the Terms and Conditions of the Sourcing tool before proceeding. 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.

Actions Acknowledge Participation ▾ Go

Actions Create Quote ▾ Go

Negotiations >

**Terms and Conditions**

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.

Cancel Accept

**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

## NYCHA iSupplier Portal Guide

5. 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.

RFQ Currency  Enter an optional internal tracking number.

Quote Currency USD

Price Precision Any

Quote Valid Until  (example: 27-Jul-2022)

Reference Number

Note to Buyer  Write an optional note to the buyer.

**Attachments**

[Add Attachment](#)

**Requirements**

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

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

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

Expand All | Collapse All

| Focus   | Title  | Quote Value |
|---------|--|-------------|
| Require |  |             |
| General |  |             |
|         | Are you a MWSBE/ Minority Women Small Business Enterprise? |             |



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

## NYCHA iSupplier Portal Guide

6. 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.

b. For **RFP responders** enter “0.01” in the *Price Quote* field since specific pricing information will be obtained from the Cost Proposal.

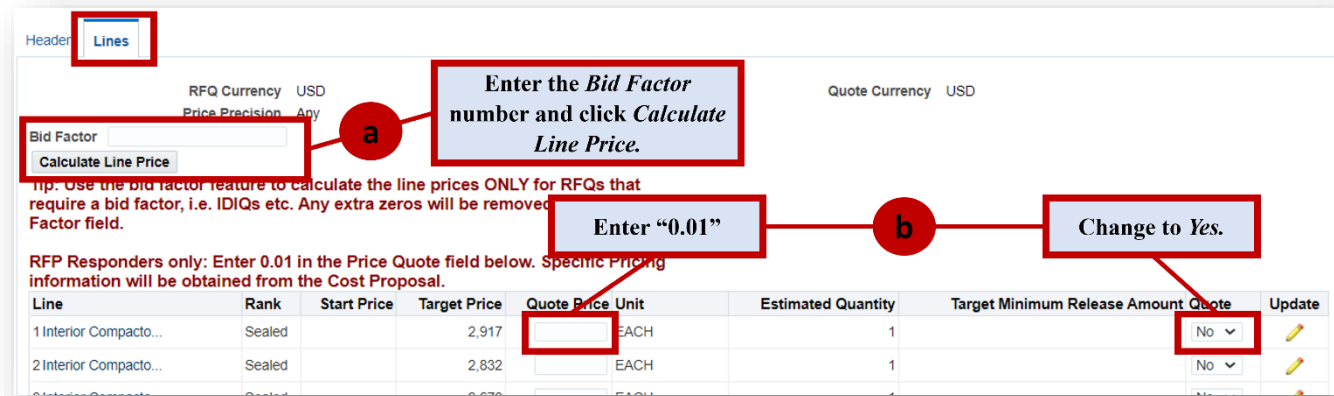
Confirm the *Target Minimum Release Amount Quote* is set to *Yes*.

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.

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

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

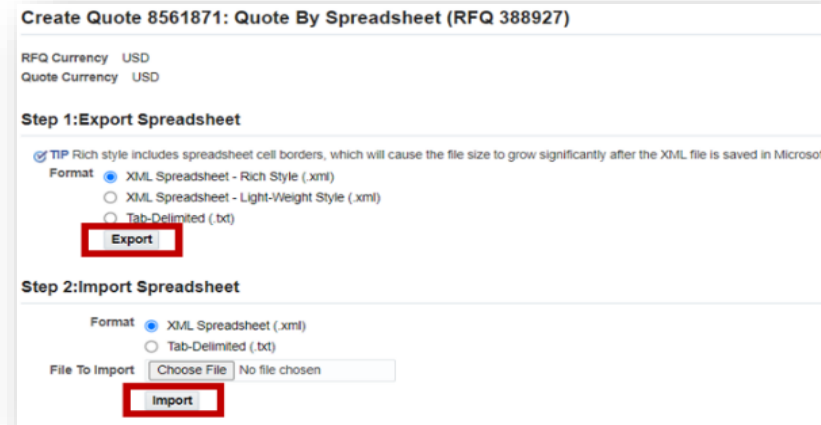


The screenshot shows the 'Lines' page in the NYCHA iSupplier Portal. Annotations include:

- A red box around the 'Lines' tab in the header.
- A red box around the 'Bid Factor' field and the 'Calculate Line Price' button, with a callout box stating: "Enter the *Bid Factor* number and click *Calculate Line Price*."
- A red box around the 'Price Quote' field, with a callout box stating: "Enter '0.01'".
- A red box around the 'Target Minimum Release Amount Quote' dropdown menu, with a callout box stating: "Change to *Yes*."

The table below shows the line items:

| Line                   | Rank   | Start Price | Target Price | Quote Price | Unit | Estimated Quantity | Target Minimum Release Amount | Quote | Update |
|------------------------|--------|-------------|--------------|-------------|------|--------------------|-------------------------------|-------|--------|
| 1 Interior Compacto... | Sealed |             | 2,917        |             | EACH | 1                  |                               | No    |        |
| 2 Interior Compacto... | Sealed |             | 2,832        |             | EACH | 1                  |                               | No    |        |
| 3 Interior Compacto... | Sealed |             | 2,832        |             | EACH | 1                  |                               | No    |        |



The screenshot shows the 'Create Quote 8561871: Quote By Spreadsheet (RFQ 388927)' page. It includes the following sections:

- 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** button
- Step 2: Import Spreadsheet**
  - Format:
    - ☒ XML Spreadsheet (.xml)
    - ☐ Tab-Delimited (.txt)
  - File To Import:  No file chosen
  - Import** button

## NYCHA iSupplier Portal Guide

# 7. Maintaining iSupplier Account

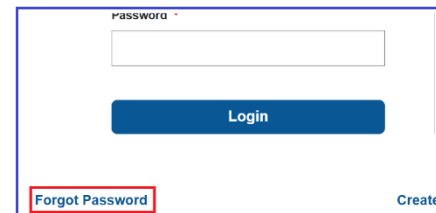
## A. Request New Login Username/Email

1. To request a new login email, the vendor must email the desired changes along with their tax ID to [procurement@nychanyc.gov](mailto:procurement@nychanyc.gov) and [isupplier@nychanyc.gov](mailto:isupplier@nychanyc.gov).
2. An email with instructions will be sent to the registered email account.

## B. Forgot Password

If a vendor forgets their password, they must reset their password.

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




Passwords do not expire

Passwords must be at least eight characters and must contain at least one letter (a to z or A to Z).

Passwords must contain at least one number or special character.

Passwords cannot contain spaces or the word password.

After five consecutive failed login attempts, a user is shown a CAPTCHA challenge

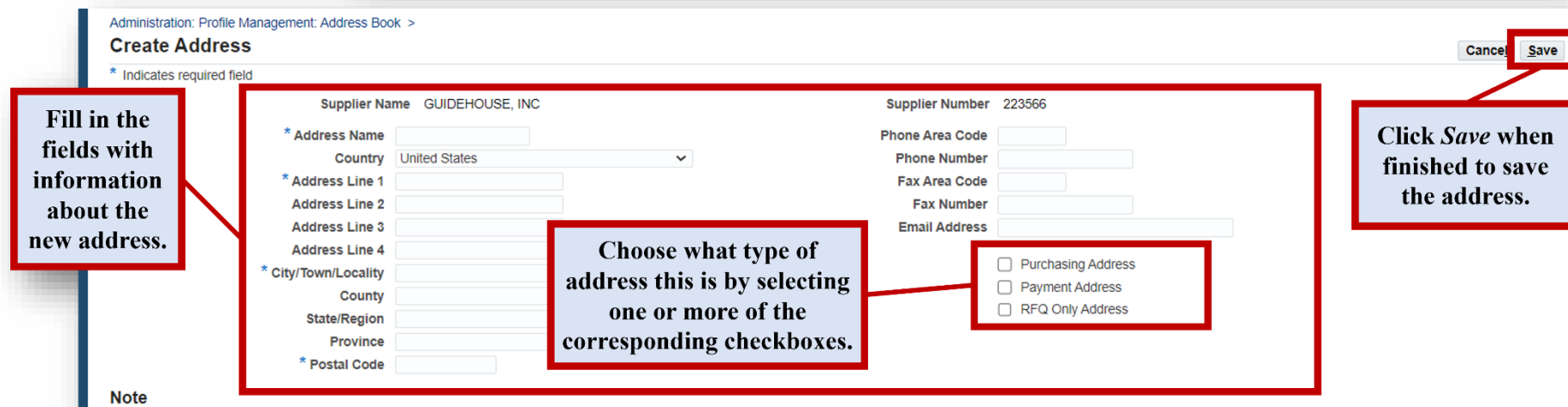
After eight consecutive failed login attempts, the user's account is permanently locked, until the user resets their password.

## NYCHA iSupplier Portal Guide

### 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.**

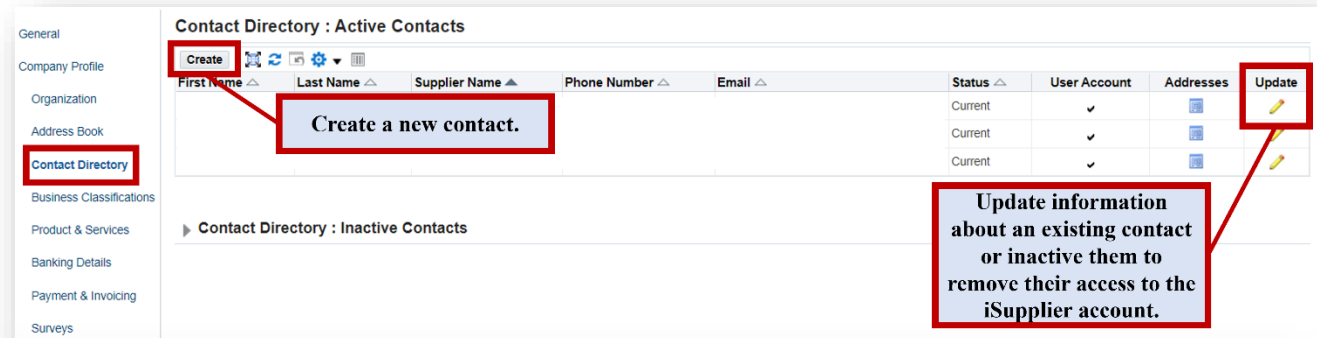
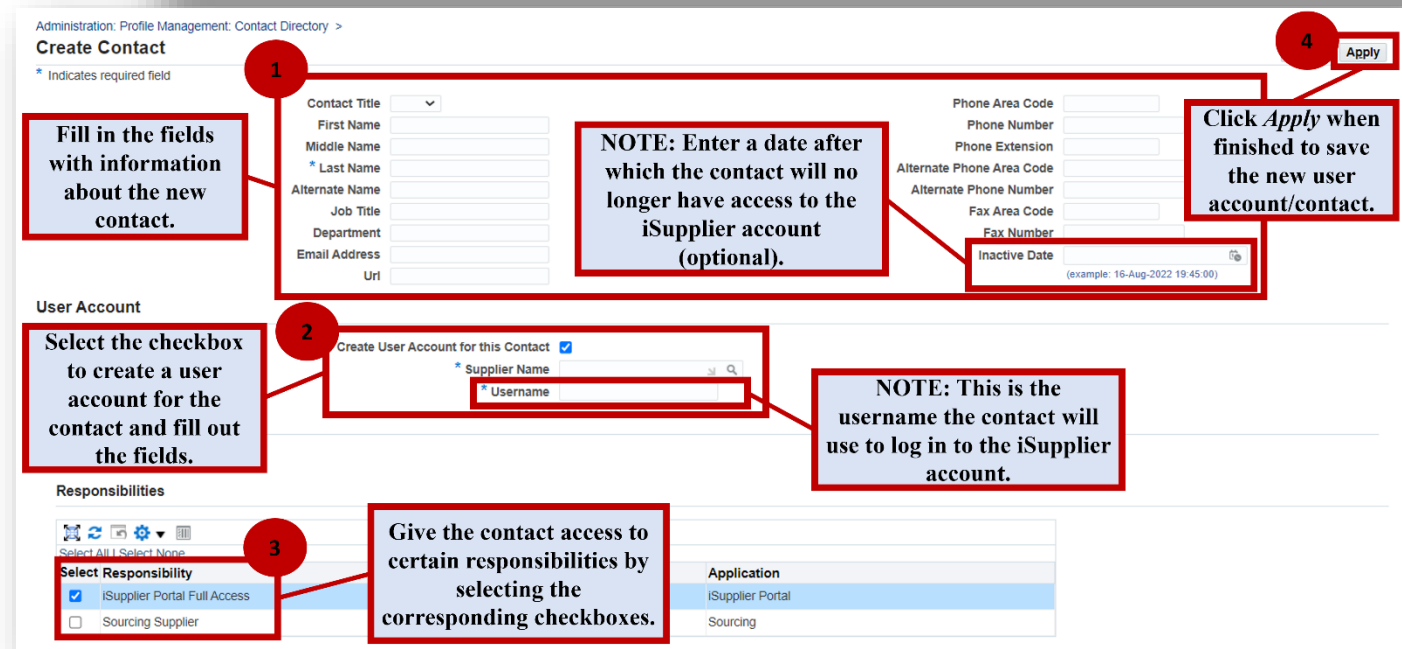
Note: \* Indicates required field

## NYCHA iSupplier Portal Guide

### 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.



## 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.



## NYCHA iSupplier Portal Guide

### 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**