# UTSA' Sourcing Event Supplier Guide

Background:

UTSA Purchasing Department has implemented the use of Jaggaer's Sourcing Module as a platform to invite vendors to participate in purchasing events to include request for quotes, request for proposal, invitation for bid, etc.

Through the Sourcing module, Suppliers will receive information on the goods and services requested, important dates, item descriptions, and other prerequisites for organizations to gain understanding on the solicitation and submit their responses to events for which vendors want to participate and compete.

This document will provide a quick description of the supplier's experience, as they start to receive invitations to participate in sourcing events.

You will receive an invitation to participate in a procurement event.

The email will provide generic information on the event type and some important dates.

For first time users, the system will prompt to complete a registration process.

Always ensure to provide correct and current contact information for your organization.

Refer to the Supplier Sourcing Guide for Buyers on Jaggaer's Sourcing Module for detailed processes and guidance.

Reply   Reply All   Forward

The Rowdy Exchange - TEST <noreply@jaggaer.com>   Antonio Monserrate

[EXTERNAL] You've been invited to participate in UTSA "Quote - Group Purchase Organization - Quote GPO"

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

EXTERNAL EMAIL
This email originated outside of The University of Texas at San Antonio.
Please exercise caution when clicking on links or opening attachments.

You've been invited to participate in UTSA "Quote - Group Purchase Organization - Quote GPO"

Dear Antonio Monserrate,

You have been invited to participate in the following Quote - Group Purchase Organization.

Event Number: 743-2020-GPO-QT-266
Event Title: Quote GPO
Event Open Date: 4/30/2020 at 11:00 AM CDT
Event Close Date: 5/1/2020 at 5/1/2020 8:00 PM CDT
Issuing Company: The University of Texas at San Antonio

Please click the link to view the sourcing event

For first time users, when you click the link above you will be taken through a registration process. This is a process that will allow you to create an account and then gain access to view the event.
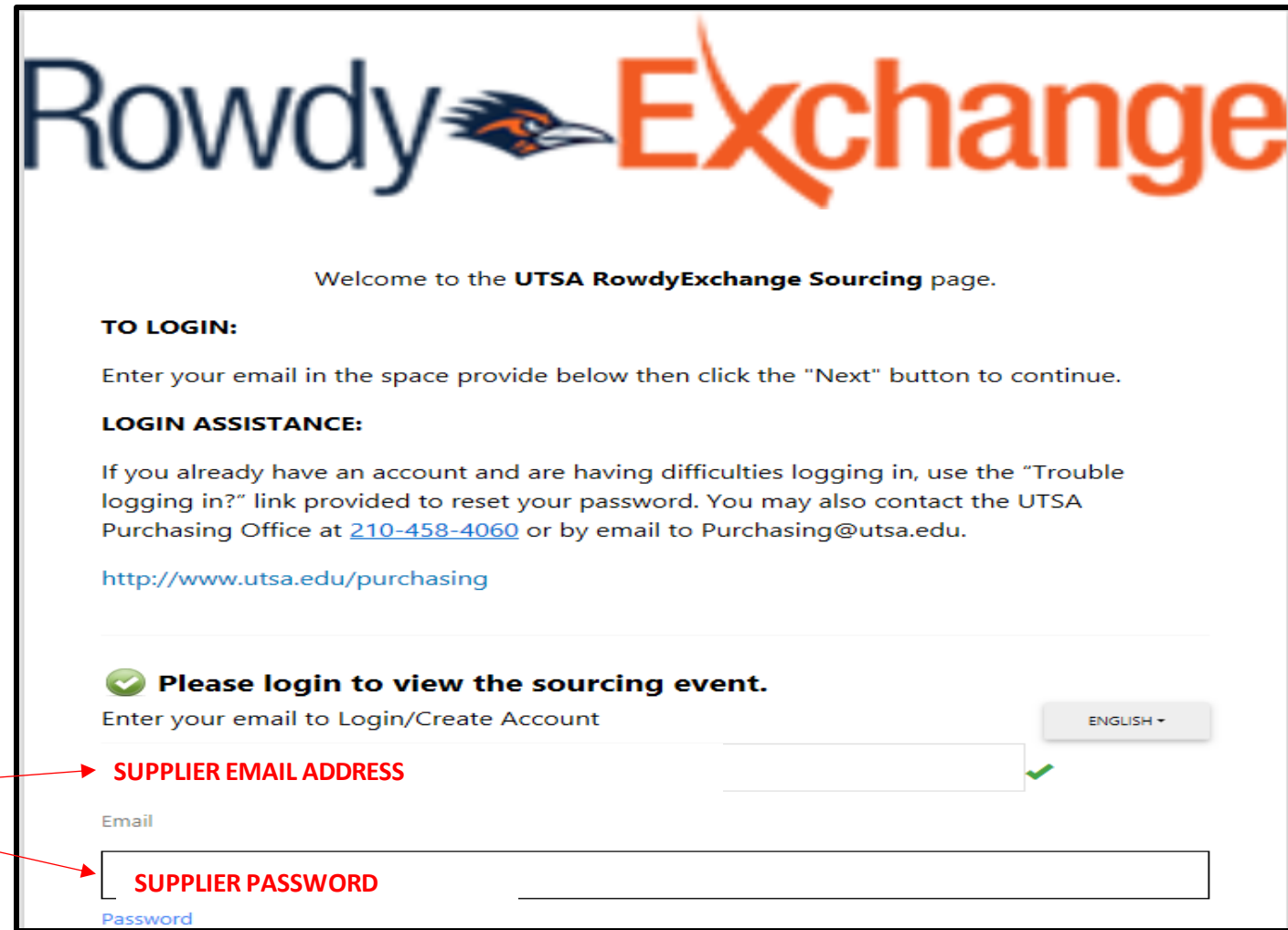
Thank You,

UTSA' Sourcing Event Supplier Guide

Snapshot of the Login Page

Supplier will create an account that will be utilized for all current and future solicitations the Supplier would like to participate in.

It is strongly encouraged to create an account with an email that will be monitored frequently because all communication will be sent and obtained through the email utilized to setup the Supplier's account.

Enter email & create password

Rowdy Exchange

Welcome to the **UTSA RowdyExchange Sourcing** page.

TO LOGIN:

Enter your email in the space provide below then click the "Next" button to continue.

LOGIN ASSISTANCE:

If you already have an account and are having difficulties logging in, use the "Trouble logging in?" link provided to reset your password. You may also contact the UTSA Purchasing Office at 210-458-4060 or by email to Purchasing@utsa.edu.

http://www.utsa.edu/purchasing

✅ **Please login to view the sourcing event.**

Enter your email to Login/Create Account   ENGLISH ▼

SUPPLIER EMAIL ADDRESS ✔

Email

SUPPLIER PASSWORD

Password

UTSA' Sourcing Event Supplier Guide

Menu Bar to navigate through solicitation

**Check Mark:
Green – Complete
Gray - Incomplete**

Solicitation General Information and Key Events

Navy Blue buttons and symbols indicate required information, navigate to next section, and upload files:

UTSA' Sourcing Event Supplier Guide

Items that need Suppliers attention are indicated in Yellow boxes with ⚠️

UTSA' Sourcing Event Supplier Guide

Open This event closes in **less than 1 hour(s)** on 5/5/2020 at 5/5/2020 2:30 PM CDT. 📖 Event Schedule

❓ Questions & Answers for this Event

Quote GPO
743-2020-GPO-QT-266

Event Details

Response Status:	**Not Started**
Intent To Bid:	**Yes** ✏️
Bid Total:	**0.00 USD**

Summary

Prerequisites ✔

Supplier Attachments ✔

Items ✔

Review & Submit ✔

Q & A Board

My Exports and Imports

Prerequisites

Event Actions ▾ | History | ?

Please review and agree to the prerequisites listed below.

> ⚠️ **Prerequisites Required to Enter Bid**
> - You must complete prerequisites before you may enter your bid.

★ Required to Enter Bid

Please read and acknowledge the UTSA Bid Terms and Conditions located at http://www.utsa.edu/purchasing1/vendor-resources/terms-bid.html

Bid Terms and Conditions

☑ I certify that I have read and agree to the terms above.

Please read and acknowledge. ★

VENDOR DIRECT DEPOSIT

☑ I certify that I have read and agree to the terms above.
⚠️ You must complete this prerequisite to bid on this event.

Please read and acknowledge. ★

QUANTITIES

☑ I certify that I have read and agree to the terms above.
⚠️ You must complete this prerequisite to bid on this event.

Please read and acknowledge. ★

WARRANTY AND MATERIAL DEFECTS PRODUCTS

☑ I certify that I have read and agree to the terms above.
⚠️ You must complete this prerequisite to bid on this event.

< Previous | Save Progress | Next >

Prerequisites will vary depending on the type of goods and services requested, or type of procurement.

Read each prerequisites and check the box to confirm acknowledgement.

UTSA' Sourcing Event Supplier Guide

Buyers Attachments Section

Buyer will attach supporting documentation required for the solicitation.

Supplier must review all attachments contained in Buyer Attachments Section
Upload narrative responses or completed forms to the Supplier Attachment area.

Responses should coincide with the order of the specification as presented and be numbered exactly as given. Misinterpretation of specifications by the Supplier shall not relieve the Supplier of responsibility to accurately address the requirements of the solicitation.

Failure to provide additional support will be consider unresponsive and disqualified.

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Supplier Attachments Section

If supporting documents are required Supplier needs to upload non-modifiable pdf files to this section

(not all solicitations will require supporting documentation)

UTSA' Sourcing Event Supplier Guide

Items Section

If line item pricing is required by Supplier, Buyer will include descriptions of the goods and services requested in the items section.

Click the "Respond to Item" to provide Suppliers price and estimated delivery date.

Click on "View Details" for additional item specifications.

(Please keep in mind if Supplier does not provide pricing in the format displayed by Buyer Supplier may be disqualified)

ⓘ JAGGAER revised its **Service Privacy Policy** effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.

Open This event closes in **less than 1 hour(s)** on 5/5/2020 at 5/5/2020 2:30 PM CDT. 📅 Event Schedule   ⓘ Questions & Answers for this Event

Quote GPO
743-2020-GPO-QT-266

Event Details

Response Status:	**Not Started**
Intent To Bid:	**Yes** ✏
Bid Total:	**0.00 USD**

Summary

Prerequisites ✔

Supplier Attachments ✔

Items ✔

Review & Submit ✔

Q & A Board

My Exports and Imports

Items

Event Actions ▼   History ❘ ❓

Please provide the price per unit and an estimated delivery date. The total price will be calculated when progress is saved. Additional information can be expressed to the buyer in the comments for each item.

[Import Options ▼] [Export Items]

★ Response is Required
⊘ Estimated Delivery Date is Required

Product Line Items (1)

Go To [All Groups ▼]   Expand All Fields ❘ Collapse All Fields

▽ Group P1   (1 - 1 of 1 items)

#	Item Name, Description, Etc	Qty	UOM	Requested Delivery	Unit Price (USD)	Total Price (USD)	Estimated Delivery
P1.1	F5 VPN Lincense (1,000 Concurrent Users per License) ★ ⊘ View Details	30	Each	7/1/2020	35	–	07/01/2020 📅 mm/dd/yyyy [Respond to Item]

Comment: [Per DIR-TSO-XXXX]

984 characters remaining

Total Price (USD)   0.00

Total for Product Items	**0.00** USD
Total for Service Items	**0.00** USD
Grand Total for Bid	**0.00** USD

★ Required   [< Previous] [Save Progress] [Next >]

UTSA' Sourcing Event Supplier Guide

Rowdy Exchange

Sourcing ▸ Sourcing Events ▸ Search Events

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Open This event closes in **less than 1 hour(s)** on 5/5/2020 at 5/5/2020 2:30 PM CDT. 📅 Event Schedule   ⓘ Questions & Answers for this Event

Quote GPO
743-2020-GPO-QT-266

Event Details

Response Status:	**Draft**
Intent To Bid:	**Yes** ✎
Bid Total:	**1,050.00 USD**

Summary

Prerequisites ✔

Supplier Attachments ✔

Items ✔

Review & Submit ⚠

Q & A Board

My Exports and Imports

Review & Submit   Event Actions ▾ | History | ?

Please review and submit your response after all errors have been cleared. You will still be able to come back to the event and edit your response until the event is closed.

> All sections are now complete, and you may submit your bid below.

Section	Progress
Summary	✅ No Required fields
Prerequisites	✅ Required fields complete
Supplier Attachments	✅ No Required fields
Items	✅ Required fields complete

Certification

☑ I certify that the statements and information in this response are true and correct to the best of my knowledge and belief.

Certification needs to be a Duly Authorized Representative

Once all areas have been reviewed and completed, submit your response.

UTSA will not be able to see Supplier's Response until event closes.

Be mindful of **Buyer Attachments**, IF the solicitation required supporting documentation (i.e. HUB Subcontracting Plan, Execution of Offer, Proposer's General Questionnaire, sample agreement) Supplier **must** provide the supporting documents in the Supplier Attachments area for response to be valid.

< Previous   Submit Response

UTSA' Sourcing Event Supplier Guide

✅ **Response Submitted**

Next Steps

You have submitted a bid of **1,050.00 USD**. You have until **5/5/2020 2:30 PM CDT** to withdraw or change your bid.

- Return to Home Page
- Event Summary

Upon submission of response, Suppliers may modify or withdraw response while event remains open by logging back into the Suppliers account.

Event Summary

Event Title	Quote GPO	Time Zone	CDT/CST - Central Standard Time (US/Central)
Event Type	Quote - Group Purchase Organization	Event Open Date	4/30/2020 11:00 AM CDT
Event Number	743-2020-GPO-QT-266	Event Close Date	5/5/2020 2:30 PM CDT
Currency	USD	Sealed Bid Open Date	5/5/2020 2:30 PM CDT
Payment Terms	–	Question Submission Close Date	5/5/2020 2:30 PM CDT
Sealed Bid	Yes		