



City of Topeka, Kansas

Financial Services Department
Contracts & Procurement Division
215 SE 7th Street, Room 60
Topeka, KS 66603

City of Topeka e-Procurement Supplier User Guide

Entering Event Responses

October 10, 2011

Supplier Responses Guide

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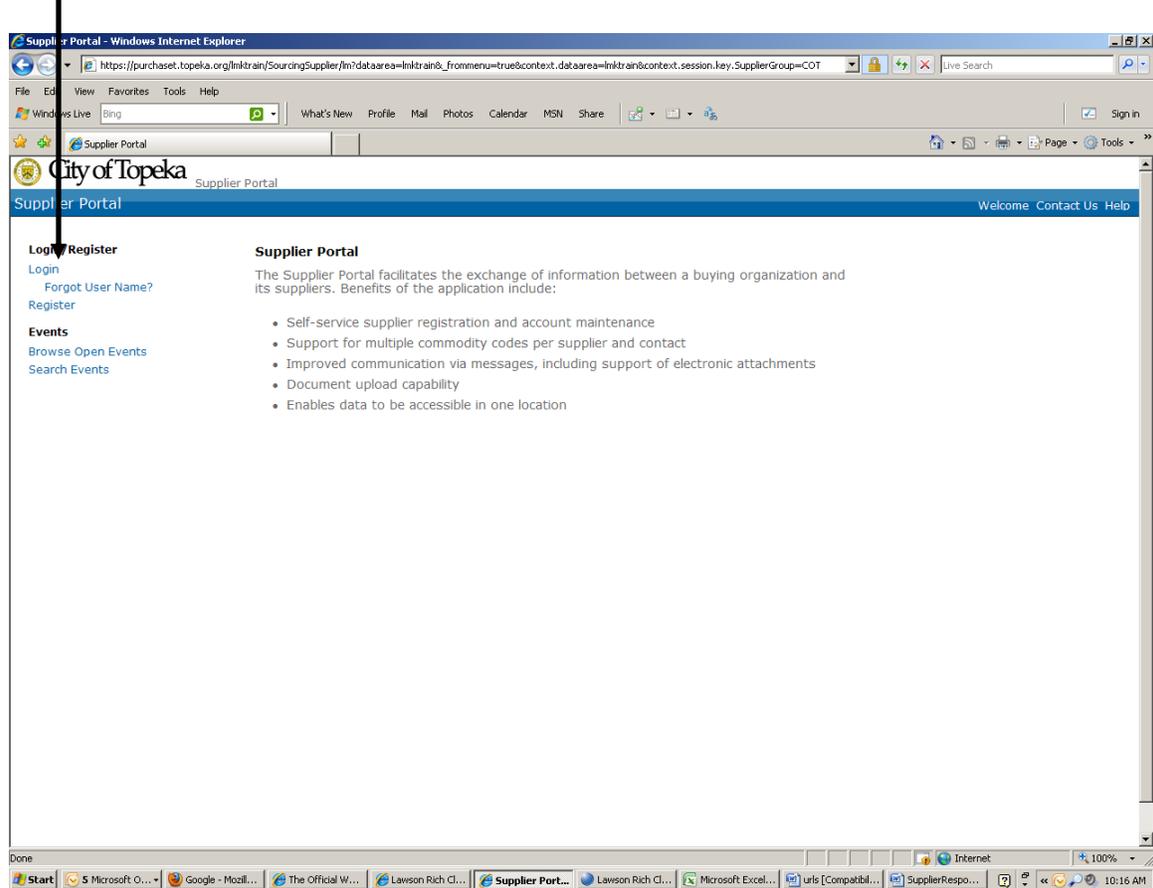
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Getting Started

From the portal:

- Click “Login”, Note all fields flagged with an asterisk (*) are required.



- Enter your username
- Enter your password
- Click Login button

A close-up screenshot of the Lawson login form. The form is titled "LAWSON" in large, bold, black letters. Below the title is a login box with two input fields: "User Name" and "Password". Below the input fields is a "Login" button. At the bottom of the form, there are two lines of text: "If you don't have an account, [click here](#) to register." and "If you forgot your password, [click here](#) to reset." The footer of the form includes "Copyright © 2000-2000 Lawson Software Inc." and "Technology version: build". An arrow from the list above points to the "Login" button.

Supplier Responses Guide

Click on Browse Open Sourcing Events to see all available events to bid.

The screenshot shows the City of Topeka Supplier Portal interface. On the left sidebar, there are navigation links for Messages, Events, Performance, and My Account. An arrow points from the 'Browse Open Events' link to the 'Unread Messages' table. The table lists five messages with their dates, titles, and priorities.

Date	Title	Priority
09/19/2011	Event #53 Has Been Amended	Normal
09/14/2011	Bidding Opportunity: Event #53 Will Be Available For Response	Normal
09/14/2011	Bidding Opportunity: Event #52 Will Be Available For Response	Normal
09/09/2011	Bidding Opportunity: Event #51 Will Be Available For Response	Normal
08/24/2011	Bidding Opportunity: Event #45 Will Be Available For Response	Normal

Supplier Responses Guide

Open Events - Windows Internet Explorer

https://purchase.topeka.org/fin/train/SourcingSupplier/controller.service?service=lst3webappname=SourcingSupplier&name=OpenForBids&to=com.lawson.apps.ss.Sourc...

Lawson Supplier Portal

Welcome, Earl Adams [Logout]

Home Messages Events Performance Report A Recall My Account Contact Us Help User Preferences

Open Events

Search
Keyword

Event # Name Category Sub Category

Type Reference Commodity Search

Search Reset Save Search

Options...

Event #	Version	Name	Category	Sub Category	Type	Reference	Open Date	Close Date	Status	
2		Hummer	AUTOMOTIVE	SEDANS, LAW ENFORCEMENT	INFORMAL BID				Open	View Resp
3		compound bow	EQUIPMENT	LAW ENFORCEMENT EQUIPMENT	INFORMAL BID				Open	View Resp
29	3	Traffic Signal Project T-14108.04	CONSTRUCTION	ROAD & TRAFFICWAY NEW	FORMAL	14108.04			Open	View Resp
31	4	Traffic Signal Project T-14108.04	CONSTRUCTION	ROAD & TRAFFICWAY NEW	FORMAL	14108.04			Open	View Resp
33		Sidewalk Construction Project 123564	CONSTRUCTION	CONCRETE CONSTRUCTION	INFORMAL BID				Open	View Resp
38		Mini Bikes	AUTOMOTIVE	MOTORCYCLES	FORMAL				Open	
43		testing dates and times	EQUIPMENT	LAWN EQUIPMENT	RFP		09/11/2011 03:13:45 PM	10/02/2011 03:14:29 PM	Open	
48		Mini Bikes line questions	AUTOMOTIVE	MOTORCYCLES	FORMAL				Open	
53	1	Hymax 2000 Coupling	EQUIPMENT		INFORMAL BID		09/14/2011 03:36:32 PM	09/21/2011 02:36:43 PM	Open	
54		C900 PVC Pipe	EQUIPMENT		INFORMAL BID		09/19/2011 03:38:02 PM	09/22/2011 02:38:28 PM	Open	

Page size: 20

System will display all Events that are Open for Bidding.

Selecting the Event

Supplier Responses Guide

The screenshot shows the 'Open Events' page in the Lawson Supplier Portal. The page includes a search bar with fields for Keyword, Event #, Name, Category, Sub Category, Type, Reference, and Commodity Search. Below the search bar is a table of open events. An arrow points to the event 'testing dates and times'.

Event #	Version	Name	Category	Sub Category	Type	Reference	Open Date	Close Date	Status	Options...
2		Hummer	AUTOMOTIVE	SEDANS, LAW ENFORCEMENT	INFORMAL BID				Open	View Resp
3		compound bow	EQUIPMENT	LAW ENFORCEMENT EQUIPMENT	INFORMAL BID				Open	View Resp
29	3	Traffic Signal Project T-14108.04	CONSTRUCTION	ROAD & TRAFFICWAY NEW	FORMAL	14108.04			Open	View Resp
31	4	Traffic Signal Project T-14108.04	CONSTRUCTION	ROAD & TRAFFICWAY NEW	FORMAL	14108.04			Open	View Resp
33		Sidewalk Construction Project 123564	CONSTRUCTION	CONCRETE CONSTRUCTION	INFORMAL BID				Open	View Resp
38		Mini Bikes	AUTOMOTIVE	MOTORCYCLES	FORMAL				Open	
43		testing dates and times	EQUIPMENT	LAWN EQUIPMENT	RFP		09/11/2011 03:13:45 PM	10/02/2011 03:14:29 PM	Open	
48		Mini Bikes line questions	AUTOMOTIVE	MOTORCYCLES	FORMAL				Open	
53	1	Hymax 2000 Coupling	EQUIPMENT		INFORMAL BID		09/14/2011 03:36:32 PM	09/21/2011 02:36:43 PM	Open	
54		C900 PVC Pipe	EQUIPMENT		INFORMAL BID		09/19/2011 03:38:02 PM	09/22/2011 02:38:28 PM	Open	

The system will display the list of events **Open Events**.

- Select the event you want to bid on by double clicking on it.

The system will open the Summary form for the selected event.

- You may view additional information about the event by clicking on each tab: Questions, Terms and Conditions, Lines, Q And A Forum, etc.
- You may also view all attachments to the event. Attachments will likely be detailed specifications, drawings, maps, etc.
- When ready to respond to the bid, click on **Respond Now**

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The screenshot shows the Lawson Supplier Portal interface. At the top, there is a navigation bar with links for Home, Messages, Events, Performance, Report A Recall, Account, Contact Us, Help, and User Preferences. The main content area is titled 'Event Summary' and includes a 'Back' button. Below this, there are buttons for 'Respond Now', 'No Bid', 'Ask A Question', and 'Print'. An arrow points to the 'Respond Now' button. The event details are displayed in a table-like format with sections for Dates, Description, Rules, and Attachments. The 'Dates' section shows the event is open from 09/14/2011 03:36:32 PM to 09/21/2011 02:36:43 PM, with Q and A open from 09/14/2011 04:37:00 PM to 09/21/2011 12:37:09 PM. The 'Description' section shows '12" Hymax 2000 Coupling'. The 'Rules' section shows 'Type: INFORMAL BID', 'Currency: USD', 'Sealed Bid: No', and 'All Lines Required: Yes'. The 'Attachments' section shows a file named 'Hymax2000-Large-Diameter5.pdf' with a link to the file.

- Check the box beside “I Accept the Terms and Conditions for This Event.”
- CLICK Continue →

Supplier Responses Guide

Event # 53-1 - Event Response - Windows Internet Explorer

https://purchaset.topka.org/lnktrain/SourcingSupplier/?m?SourcingEvent=53&service=Form&dataarea=lnktrain&webappName=SourcingSupplier&invoke=CreateDraftSour...

File Edit View Favorites Tools Help

Windows Live Bing What's New Profile Mail Photos Calendar MSN Share Sign in

Event # 53-1 - Event Response

LAWSON Supplier Portal

Event # 53-1 - Event Response

Event Response > Line Responses > Question Responses > Response Attachments > Submit Response

Read the Terms and Conditions for this event.

Click the following link to review all Terms and Conditions: [Terms and Conditions](#).

I accept the Terms and Conditions for this event and confirm that I am authorized to accept these Terms and Conditions and submit bids for my company

Continue Cancel

Done

Start Microsoft Office Google - Mozilla The Official W... Lawson Rich Cl... Event # 53-1... Lawson Rich Cl... Microsoft Excel... urls [Compatibl... SupplierRespo... 10:43 AM

Supplier Responses Guide

Entering Line Responses

Event # 53-1 - Line Responses

Sourcing Event Response Created

Event Response > Line Responses > Question Responses > Response Attachments > Submit Response

Respond to at least one event line. An * by the line number indicates a response is required. Please populate the vendor item field.

Line Responses

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price	Alternate Responses	Options...
*1	PART# 2000-1441-260	12" Hymax 2000 Coupling	12.0000		EA			Respond	

Page size: 10

Back Continue Cancel

The system will display all the lines associated with this event. To respond:

- Click the **Respond** hyperlink to the right of the line.

The system will open the line details form.

Supplier Responses Guide

Event # 53-1 - Line Response

Line Response

Respond to at least one event line. An * by the line number indicates a response is required. Please populate the vendor item field.

Line 1 Details

Description: 12" Hymax 2000 Coupling

Item: PART# 2000-1441-260 Item Description: 12" Hymax 2000 Coupling Output Type: PO

Quantity: 12.0000 UOM: EA Requested Delivery Date: 09/29/2011

Manufacturer Code: Division: Manufacturer Number: Commodity Code: 659-33 Commodity Description: Couplings

Enter Line 1 Response Information

Alternate responses are allowed for this event line. Respond to line or choose alternate responses only and hit Continue. Alternate responses can be added on Supplier Line Responses list with Add link

Vendor Item: [Yellow Highlighted]

Vendor Item Description: [Empty]

Quantity: [Empty]

UOM: EA UOM Detail: [Empty]

Unit Price: [Empty] -or- No Charge -or- Alternate Responses Only -or- No Bid - reason: [Empty]

Extended Price: [Empty]

Delivery Date: [Empty]

Response Comments: [Empty]

Continue **Cancel**

- Enter item information: Vendor Item Number, Description, Bid Quantity, UOM Detail for clarification, Unit Price or No Charge or No Bid. You may also include any comments that assist the buyer in consideration of your bid.
- When finished, click **Continue** →

The system will return to the summary form and you will see the line status updated to **Edit Response**.

- Continue to update other lines as needed.

Supplier Responses Guide

Event # 53-1 - Line Responses

Sourcing Event Response Updated

Event Response > Line Responses > Question Responses > Response Attachments > Submit Response

Respond to at least one event line. An * by the line number indicates a response is required. Please populate the vendor item field.

Line Responses

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price	Alternate Responses
*1	PART# 2000-1441-260	12" Hymax 2000 Coupling	12.0000	12.0000	EA	125.00000	1,500.00	Edit Response Add

Page size: 10

Back Continue Cancel

- Some events have been set by the buyers to allow alternate bids. Alternate bids can be entered using the **Add** hyperlink next to the **Edit Response** hyperlink.

Supplier Responses Guide

Event # 70-1 - Line Responses

Event Response > **Line Responses** > Question Responses > Response Attachments > Submit Response

Respond to at least one event line. An * by the line number indicates a response is required.

Line Responses

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price	Alternate Responses
1	BEACH TOWLES	100% Cotton	100.0000	100.0000	EA	7.50000	750.00	Edit Response Add
2	BEACH TOYS BALLS AND SAND ITEMS	Balls Bucketts and shovels	1.0000		LS			Respond
3	PLASTIC LOUNGE CHAIRS ADJUSTABLE	Lounge Chairs Various colors	100.0000		EA			Respond
4	FLOATING DEVICES	Floatation Devices	1.0000		LS			Respond

First Page | Previous Page | Next Page | Last Page

Page size: 10

Back Continue Cancel

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Alternate Line Responses

Back Add

Line #	Item Description	Vendor Item	Vendor Item Desc	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price
No data available								

First Page | Previous Page | Next Page | Last Page

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Supplier Responses Guide

- Click the **Add** button, and add your alternate response.

The screenshot shows a web browser window displaying the Lawson Supplier Portal. The page title is "Create Event # 70-1 - Line Response". A green button labeled "Line Response" is visible. Below it, a message states: "Respond to at least one event line. An * by the line number indicates a response is required." The form is divided into two main sections: "Line 1 Details" and "Enter Line 1 Response Information".

Line 1 Details

Description: 7' towels 100% cotton various in color and designs

Item Description: 100% Cotton

Quantity: 100.0000

Manufacturer Code: [empty]

Commodity Code: 005

Commodity Description: ABRASIVES

Output Type: PO

UOM: EA

Requested Delivery Date: [empty]

Division: [empty]

Manufacturer Number: [empty]

Enter Line 1 Response Information

Vendor Item: [empty]

Vendor Item Description: [empty]

Quantity: [empty]

UOM: EA

UOM Detail: [empty]

Unit Price: [empty] -or- No Charge

Extended Price: [empty]

Delivery Date: [empty]

Response Comments: [empty text area]

Buttons: Continue, Cancel

Footer: Powered by Landmark (Patent Pending). Copyright: (c) 2005-2010 Lawson Software. All Rights Reserved.

- Complete your alternate response by entering your vendor item and description, quantity and unit price. Alternately you can add the delivery date and comments.
- When you have finished entering responses, click Continue →

Supplier Responses Guide

Alternate Line Responses - Windows Internet Explorer

http://chlvimwb214.topoka.org:82/Imdev/SourcingSupplier/Im?service=go&stack=80

File Edit View Favorites Tools Help

Windows Live minnesota partridge hunting What's New Profile Mail Photos Calendar MSN Share

Alternate Line Responses

Sign in

Welcome, Bob Dillweed [Logout]

LAWSON Supplier Portal

Home Events My Account Contact Us Help Saved Search

Alternate Line Responses

Sourcing Event Line Alternate Response Created

Back Actions Delete Add Options...

Line #	Item Description	Vendor Item	Vendor Item Desc	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price
1	100% Cotton	BEACH TOWELS	Microfiber	100.0000	100.0000	EA	5.00000	500.00

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Start Inbox - Microsoft Outl... Lawson portal - Purch... Alternate Line Res... The Official Web Site ... Microsoft Excel URLS access [Compat... SupplierResponseGuid... 11:03 AM

- You can continue to add as many alternative responses as you would like for the specific event line item.
- Once finished click the **Back** button.

Supplier Responses Guide

Event # 70-1 - Line Responses

Event Response > **Line Responses** > Question Responses > Response Attachments > Submit Response

Respond to at least one event line. An * by the line number indicates a response is required.

Line Responses

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price	Alternate Responses
1	BEACH TOWLES	100% Cotton	100.0000	100.0000	EA	7.50000	750.00	Edit Response View (1)
2	BEACH TOYS BALLS AND SAND ITEMS	Balls Bucketts and shovels	1.0000		LS			Respond
3	PLASTIC LOUNGE CHAIRS ADJUSTABLE	Lounge Chairs Various colors	100.0000		EA			Respond
4	FLOATING DEVICES	Floation Devices	1.0000		LS			Respond

First Page | Previous Page | Next Page | Last Page

Page size: 10

[Back](#) [Continue](#) [Cancel](#)

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Taskbar: Start, Inbox - Microsoft Outl..., Lawson portal - Purch..., Event # 70-1 - Line..., The Official Web Site..., Microsoft Excel, URLs access [Compat..., SupplierResponseGuid..., 11:04 AM

Supplier Responses Guide

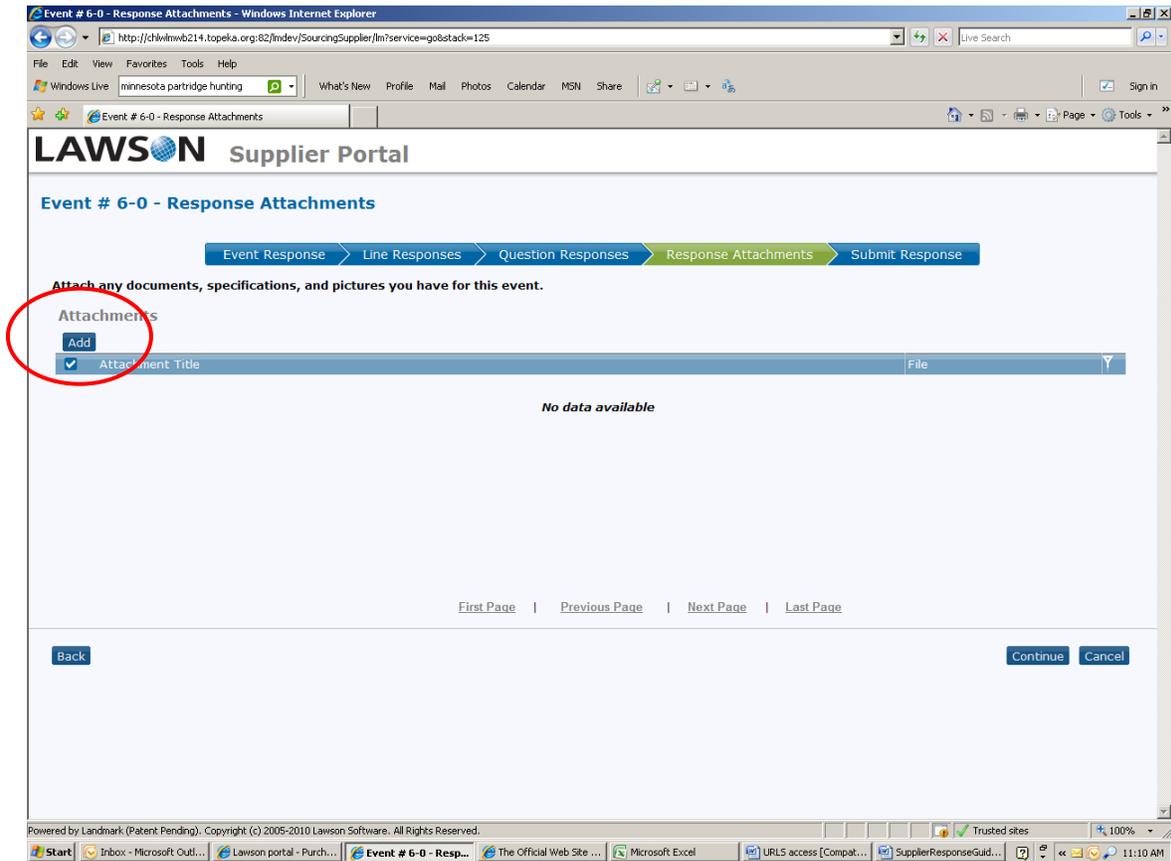
Entering responses to Event Questions

The screenshot shows a web browser window displaying the Lawson Supplier Portal. The page title is "Event # 6- Question Responses". The navigation menu includes "Home", "Events", "My Account", "Contact Us", "Help", and "Saved Search". The main content area has tabs for "Event Responses", "Line Responses", "Question Responses", "Response Attachments", and "Submit Response". The "Save Question Responses" button is circled in red. Below the tabs, there is a question: "1. List your truck make. Model & Year. Bed Make and Model." The answer field contains the text: "1957 Studebaker, 64,000 original miles. Haul Mor bed with utility cabinets." There is also an "Attach Document" field with a "Browse..." button.

- Enter responses to any questions listed.
- If response allows a document to be uploaded you can upload a document.
- When finished, click **Continue** →

Supplier Responses Guide

Adding an Attachment to your Response



- Click the **Add** button
The system will open the Attachments form.

Supplier Responses Guide

Event Response - Attachments - Windows Internet Explorer

http://chlwmb214.topoka.org:82/ln/dev/SourcingSupplier/ln?_ln=Attachments&SourcingEvent=68&NotifiedSupplier.SupplierGroup=COT&name=AttachmentComposite&NotifiedSu...

File Edit View Favorites Tools Help

Windows Live minnesota partridge hunting What's New Profile Mail Photos Calendar MSN Share Sign in

Event Response - Attachments

LAWSON Supplier Portal

Event Response - Attachments

Attach any documents, specifications, and pictures you have for this event.

* Title

* File Browse...

* = Required

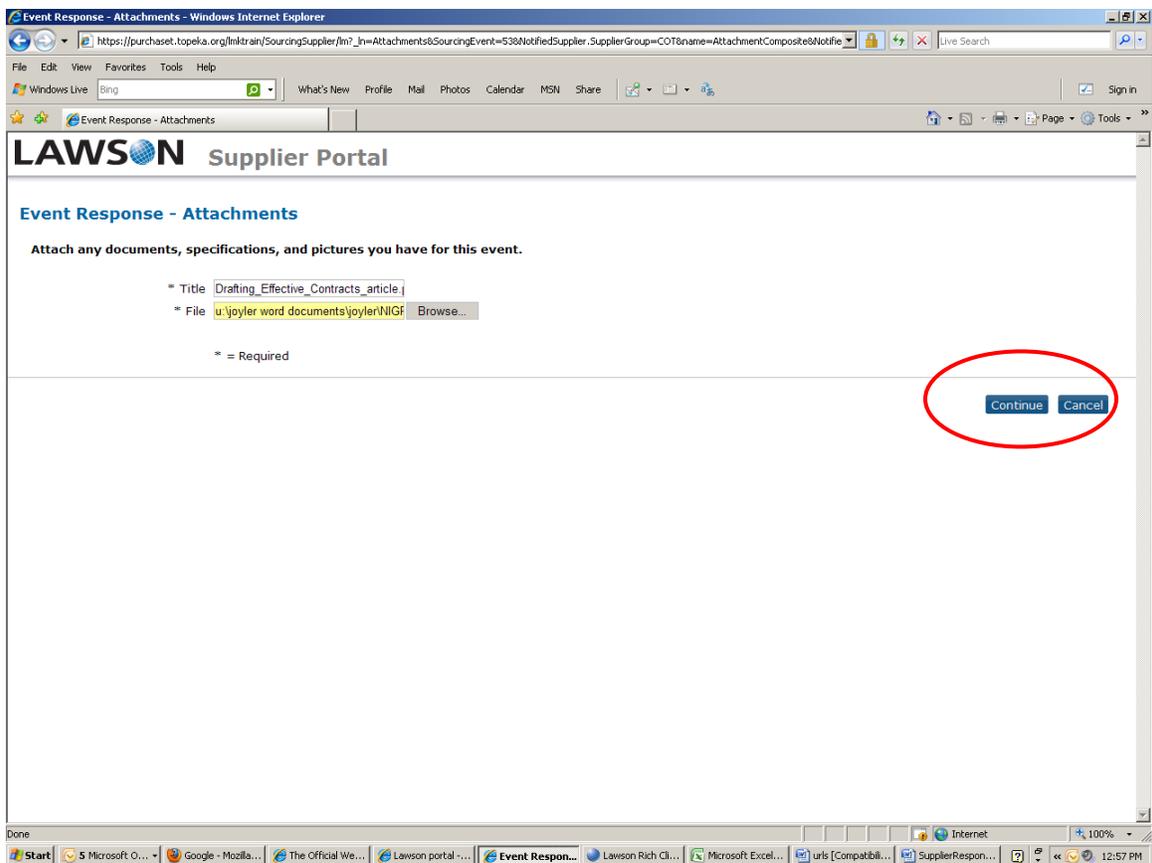
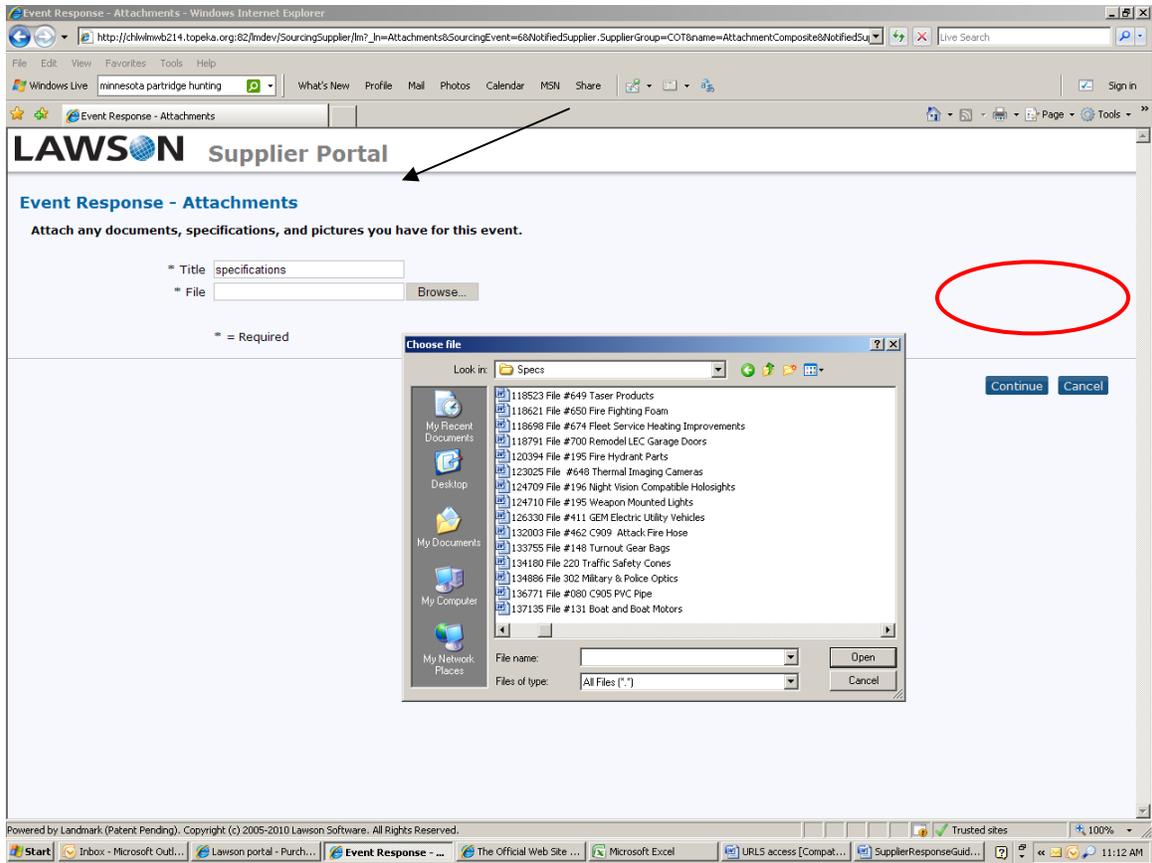
Continue Cancel

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Start | Inbox - Microsoft Outl... | Lawson portal - Purch... | Event Response - ... | The Official Web Site ... | Microsoft Excel | URLs access [Compat... | SupplierResponseGuid... | 11:10 AM

- Enter a title for the Attachment
- Click the **Browse** button to display files
- Highlight file and click **Open** (this will attach the file)
- Click **Continue** →

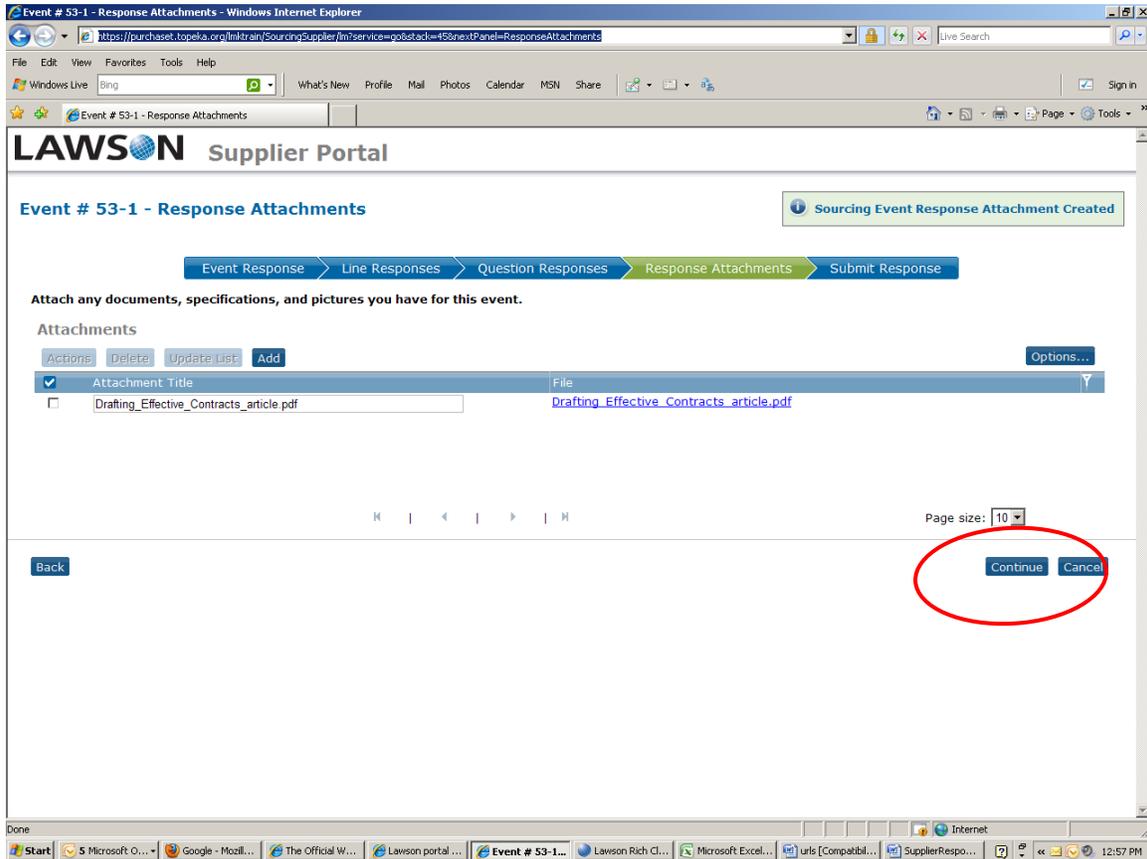
Supplier Responses Guide



Supplier Responses Guide

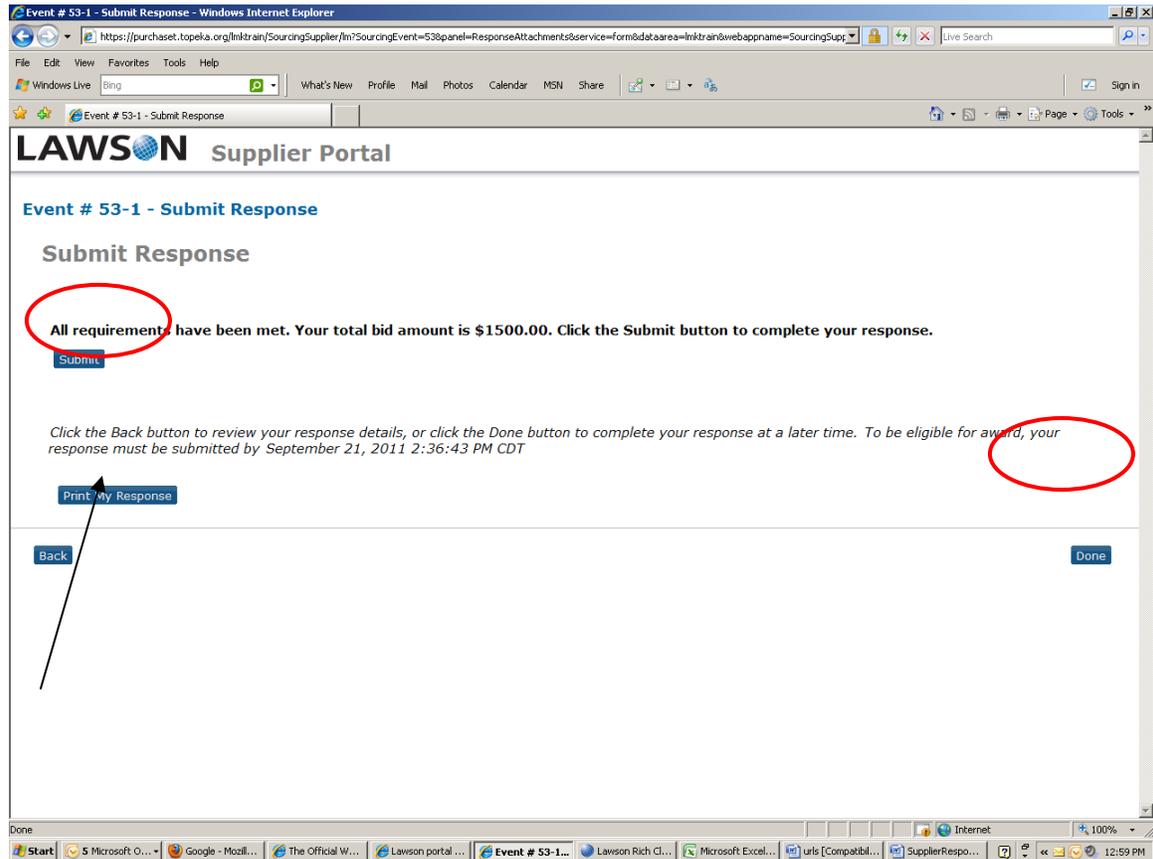
The system will display your attachment.

- Click **Continue** →



Supplier Responses Guide

Submit and Print Your Response



- Click **Submit** to complete the event and send responses to the City of Topeka.
- Use the **Print My Response** button to obtain a hard copy of your responses.
- Click **Done** to return to Open Events form.

Supplier Responses Guide

Registration Incomplete

If you do not register for Commodity Codes at the time of registration, the system will display a message when you sign into the site.

When attempting to enter an Event response a message will also display, and stop you from entering the response. Registering for Commodity Codes also ensures that you are notified of event opportunities related to your line of business. Please review the manual, [Supplier Registration Guide](#), to complete the Commodity Code registration.