Sourcing Director – Supplier Guide

rev. May 2017

Already registered? Click here to login to the MIT Lincoln Laboratory Supplier Portal.
I. How to Register as a New Supplier
   a. Account Creation
   b. Registration Profile
   c. Supplier Portal Navigation
   d. Searching Events

II. How to Bid on a Reverse Auction
   a. Submit Response
   b. Submit Bids *NOTE: Must complete “a. Submit Response” before “b. Submit Bids”
   c. Ask a Question
   d. Monitor an Auction

Additional questions regarding the registration or bidding process should be directed to sourcing@ll.mit.edu.

Event-specific questions should be directed to the Contract Specialist. See Ask a Question.

For technical or system issues, contact Jaggaer Supplier Support at 1-800-233-1121 (option 2) or submit a Jaggaer Supplier Support Request.
I. How to Register as a New Supplier

a. Account Creation

1. Click the link in your email invitation (your invitation will be similar to the examples provided here).
I. How to Register as a New Supplier

a. Account Creation

2. After reviewing the Registration Checklist, click Continue with Registration.
I. How to Register as a New Supplier

a. Account Creation

3. You will be brought to an account creation form. Make sure to complete all fields.
   - This information will be used to determine if another person in your company has already registered.

4. Click Create Account.

Note: If the system identifies an existing account with a Primary Contact that is no longer employed by your organization, please contact Jaggaer Supplier Support at 1-800-233-1121 (option 2) or submit a Jaggaer Supplier Support Request.

INDIVIDUALS/ SOLE PROPRIETORS: Do not enter a personal Social Security number in the Tax ID field. You will be asked to provide your SSN directly to MIT/LL by phone after you’ve been selected for an award. Please leave the Tax ID field blank.
I. How to Register as a New Supplier

a. Account Creation

5. You will receive a system-generated email with a link to confirm your email address. Click **Complete Registration Now**.

6. The system will validate your email address. Click **Submit** to proceed to the **Login** page.

7. The system will create your account. Enter your **password** and click **Login**.
I. How to Register as a New Supplier

8. Once logged in, click **Manage Registration Profile** to complete the registration process.
I. How to Register as a New Supplier

b. Registration Profile

9. Fill out all required fields in your Registration Profile. Click Next to advance to each step.

**Addresses**

You will be prompted to enter a contact for your order fulfillment address. You may select multiple applicable "contact types" for this contact, but note that these values cannot be changed once saved. You must provide one contact that is responsible for both order fulfillment and sales, or two contacts that individually fill each role.

★ Starred fields are required.

A green checkmark denotes a completed step.

Question marks indicate fields with help text.
I. How to Register as a New Supplier

b. Registration Profile

10. After you’ve completed all steps, **Certify & Submit** your profile.
   - You will now be available as a supplier for sourcing events.
I. How to Register as a New Supplier

c. Supplier Portal Navigation

This section provides a count, by status, of all of the events you’ve been invited to and/or awarded. You can manage your registration profile at any time. The home icon will bring you back to this page. You can use the dropdown to filter by event status. Hover over the sourcing icon to search for events. Click the arrow at the bottom of the left-hand navigation pane to see help text for each icon. This section provides a count, by status, of all of the events you’ve been invited to and/or awarded.
I. How to Register as a New Supplier

d. Searching Events

The home icon will bring you back to the home page.

Hover over the sourcing icon to search for events.

You can search based on your Intent to Bid or Response Status.

Enter search criteria and click Search.
II. How to Bid on a Reverse Auction

a. Submit Response

1. You will receive an email invitation to bid. Click the link in this email.
   - If you haven’t already registered, you will be asked to do so before viewing the event. See How to Register as a New Supplier.

2. You will be prompted to log in to the MIT/LL Supplier Portal. Enter your email and password. Click Login.
II. How to Bid on a Reverse Auction

a. Submit Response

3. You will be brought to an event summary page. You must complete some prerequisites before viewing the auction. Click Proceed to Prerequisites.

Note the Auction Start and End Dates.
II. How to Bid on a Reverse Auction

a. Submit Response

4. Download and review any prerequisites highlighted in yellow. After reviewing, click the checkbox next to "I certify..."

5. Click Save Progress.

6. Click Items in the left-hand navigation pane to view the details of the auction.

Note: You may need to review and agree to some additional prerequisites prior to entering a bid, but only if you intend to bid (next step).
II. How to Bid on a Reverse Auction

a. Submit Response

7. Click View Details to view the item details for the auction. Also note the Requested Delivery and any other applicable requirements.

8. Set your bid response by clicking either Yes I Intend to Bid or No Bid.
   - If Yes I Intend to Bid, proceed to step 9.
   - If No Bid, no further action is required on your part. You may exit the portal.
II. How to Bid on a Reverse Auction

a. Submit Response

9. After clicking **Yes I Intend to Bid**, you may be prompted to complete some additional prerequisites before proceeding. Click **Go to Prerequisites >**.
   
   - If you are not prompted to complete additional prerequisites, click **Supplier Attachments** and proceed to step 12.
II. How to Bid on a Reverse Auction

a. Submit Response

10. Complete the remaining prerequisites highlighted in yellow.

11. Click Next >.
II. How to Bid on a Reverse Auction

a. Submit Response

12. If you need to add an attachment to your response, click Add New Attachment and complete required prompts.

13. Click Next. 

NOTE: Maximum file size is 50 MB.
II. How to Bid on a Reverse Auction

a. Submit Response

14. Answer all questions.

15. Click Next >.
II. How to Bid on a Reverse Auction

a. Submit Response

16. Enter an Estimated Delivery before proceeding.

17. Click Next >.
II. How to Bid on a Reverse Auction

a. Submit Response

18. Click the checkbox to certify your response.

19. Click Submit Response.

Note that you haven’t entered a bid price yet—this is OK.

You must Certify & Submit your response before launching the Auction Console. Keep in mind that you can edit your response at any time up until the event closes.

If you do not complete this step, your bidding in the Auction Console will not count.
II. How to Bid on a Reverse Auction

a. Submit Response

20. Your response has been submitted. Now, to access the Auction Console and enter your first bid, click Event Summary.
II. How to Bid on a Reverse Auction

b. Submit Bids

21. On the left-hand side of your screen, click Launch Auction Console.

- This will open up in a new tab and should keep the Event Summary page accessible as a separate tab.
II. How to Bid on a Reverse Auction

b. Submit Bids

22. Enter your bid unit price in the Unit Price box and click Submit Bids.

23. To Rebid, simply reenter your bid unit price in the Unit Price box and click Submit Bids again.

The Bid Decrement will be the last column in the items list. Use the scroll bar at the bottom of the list to scroll all the way to the right.

The chat box in the Auction Console is not monitored—questions posted in the chat box will not be answered. TO ASK A QUESTION, see next slide.
II. How to Bid on a Reverse Auction

c. Ask a Question

1. To ask a question, return to the Event Summary tab in your browser.

2. Click Q & A Board on the left-hand side of your screen.
II. How to Bid on a Reverse Auction

c. Ask a Question

3. Click **Ask a Question**.

Any questions made public by the Buyer will appear on the Public Q&A page.

Your questions will appear on the My Questions page.
II. How to Bid on a Reverse Auction

d. Monitor an Auction

1. To monitor an open reverse auction, return to the Event Summary page for the event (see Supplier Portal Navigation and Searching Events).

2. Click Launch Auction Console.
II. How to Bid on a Reverse Auction

*d. Monitor an Auction*

3. You will be brought back to the **Auction Console**. To **Rebid**, simply reenter your bid unit price in the **Unit Price** box and click **Submit Bids**.

The Bid Decrement will be the last column in the items list. Use the scroll bar at the bottom of the list to scroll all the way to the right.

Your ranking appears here.