

## Public Page: Finding Business Opportunities

Identify business opportunities with the University of California’s ten campuses from their public website.

Access the **UC Public Bid Site** via the follow link: <https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=UCOP>

Select **Supplier Log In** to log in to an existing account

If not already registered you can also **Create a New Account** from the Supplier Log In page

Select one of the **Useful Links** for additional information

Current and upcoming **Business Opportunities** are listed at the bottom of the page

**UNIVERSITY of CALIFORNIA**

Welcome to the University of California Public Bid Site. On this site, you can browse public bid opportunities with the University of California's ten campuses.

To get more information and respond to a bid opportunity, click on the "Respond Now" link next to the bid listing. You will then be prompted to log in or create a new account with the University of California.

If you have questions about the site, please contact UC Procurement Services Support at [support@ucprocure.zendesk.com](mailto:support@ucprocure.zendesk.com). For any technical issues, contact SciQuest Supplier Support at 1-800-233-1121 and select option 3.

**Useful Links:**

- [Supplier Log In](#)
- [How to Register](#)
- [How to Submit a Bid](#)

**Business Opportunities**

Open for Bid Upcoming Closed All

Search by event title, number, contact, short description, or commodity code description



# Suppliers 1

Public Page, Registration, Navigation, Searching

## Public Page: Business Opportunities Overview

Existing and upcoming business opportunities are displayed and can be searched. Until you register and are included as a potential supplier on the event you will only be able to view the event's summary information.

**DEFINITIONS**

- Open for Bid**— Lists public events currently open for bid
- Upcoming**— Lists public events released but not yet open
- Closed**— Lists closed public events. These are no longer available to be bid on.
- All**— Lists all of the above events

Navigate via the **tabs**

Search for events by keyword, type, or contact

Event listings. Default sorting order is by close date.

Select **Sort by** dropdown to change search results display order

Select **View as PDF** for a summary of the event, including dates, contacts, purpose and objectives

To see more event details and bid on an event, select **Respond Now**. You will be prompted to login and can then view the full event.



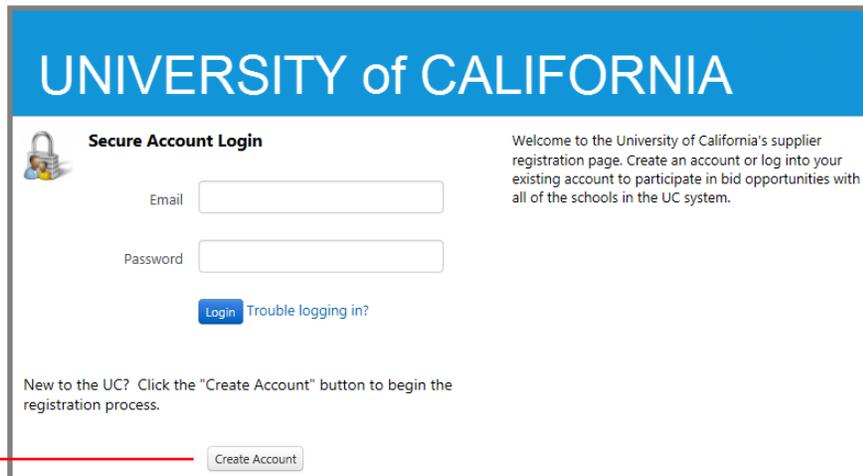
# Suppliers 1

Public Page, Registration, Navigation, Searching

## Registration: Create New Account

To be able to view the full details of an event and submit bids you first need to be registered.

- 1 The **Supplier Registration Page** can be access through the Supplier Log In link in the public page. Or access it directly via: <https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=UCOP>



UNIVERSITY of CALIFORNIA

**Secure Account Login**

Welcome to the University of California's supplier registration page. Create an account or log into your existing account to participate in bid opportunities with all of the schools in the UC system.

Email

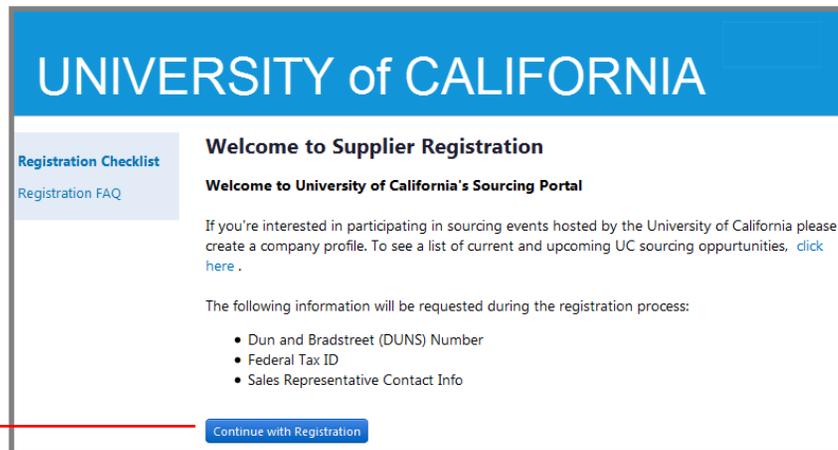
Password

[Login](#) [Trouble logging in?](#)

New to the UC? Click the "Create Account" button to begin the registration process.

[Create Account](#)

- 2 To create a new account select **Create Account**



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**Welcome to Supplier Registration**

Welcome to University of California's Sourcing Portal

If you're interested in participating in sourcing events hosted by the University of California please create a company profile. To see a list of current and upcoming UC sourcing opportunities, [click here](#).

The following information will be requested during the registration process:

- Dun and Bradstreet (DUNS) Number
- Federal Tax ID
- Sales Representative Contact Info

[Continue with Registration](#)

- 2 After reviewing the registration checklist, select **Continue with Registration**

**FYI**

**New Account Registration Steps** — The new account registration process requires several steps to complete.

- 1) Complete registration form and **submit**.
- 2) Receive email confirmation of submission. Select **Complete Registration Now** link in email to confirm email address is correct.
- 3) Web page displayed confirming valid email address.
- 4) Select **Submit** in web page to create a new account. This process should take less than 60 seconds to complete.
- 5) Supplier Registration Page is displayed. **Log in** to using the email address and password entered during registration.
- 6) You can now review events in their entirety and submit bids.

This is the minimum setup needed to be able to submit bids. Additional account setup information will be required prior to being awarded a bid.



# Suppliers 1

Public Page, Registration, Navigation, Searching

## Registration: Create New Account (cont.)

Complete the registration form and security questions to create a new account. Once the form is submitted, an email will be sent to confirm the setup.

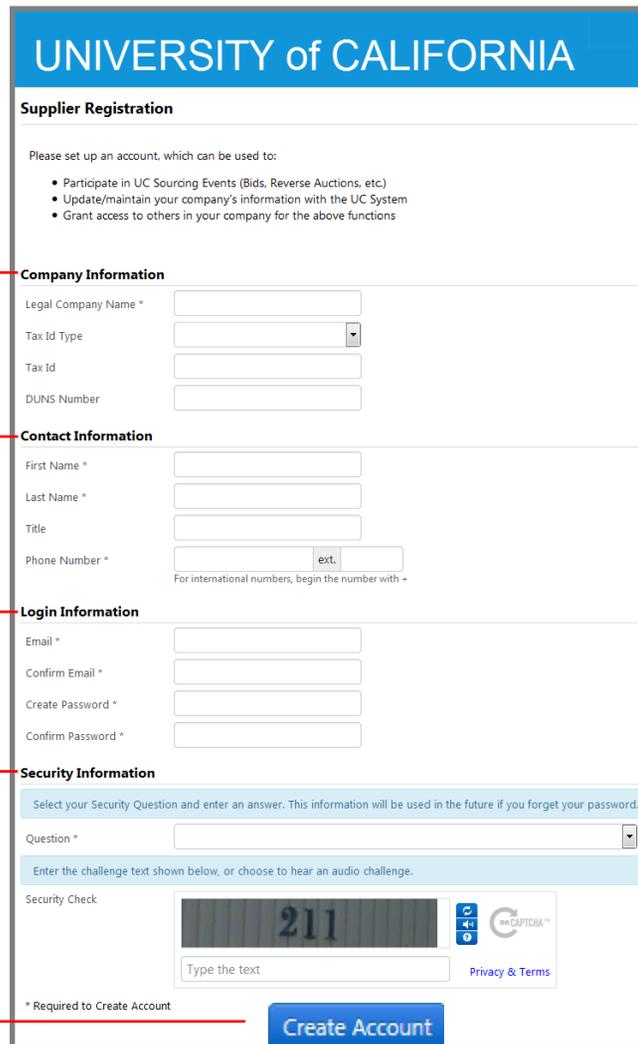
**1** Enter your **Company Information**

**2** Enter your **Contact Information**

**3** Enter your account **Login Information**

**4** Enter the **Security Information**

**5** Select **Create Account**



**UNIVERSITY of CALIFORNIA**

**Supplier Registration**

Please set up an account, which can be used to:

- Participate in UC Sourcing Events (Bids, Reverse Auctions, etc)
- Update/maintain your company's information with the UC System
- Grant access to others in your company for the above functions

**Company Information**

Legal Company Name \*

Tax ID Type

Tax ID

DUNS Number

**Contact Information**

First Name \*

Last Name \*

Title

Phone Number \*  ext.

For international numbers, begin the number with +

**Login Information**

Email \*

Confirm Email \*

Create Password \*

Confirm Password \*

**Security Information**

Select your Security Question and enter an answer. This information will be used in the future if you forget your password.

Question \*

Enter the challenge text shown below, or choose to hear an audio challenge.

Security Check: 

Type the text  [Privacy & Terms](#)

\* Required to Create Account **Create Account**

### DEFINITIONS

\* fields marked with an asterisk are required to create an account

**Legal Company Name\*** — Enter your company's legal name. This will help make sure multiple accounts are not setup for your company.

**Tax ID Type** — Select either **Federal** or **SSN** from the dropdown list

**Tax ID** — Enter either your Federal Tax ID or personal social security number, depending on Tax ID Type selected

**DUNS Number** — Enter your Dun & Bradstreet DUNS number if your company has one

**First/Last Name\*** — Enter your sales representative's name as the primary contact

**Title** — Enter your contact's title

**Phone Number\*** — Enter your contact's phone number

**Email\*** — Enter your contact's email address and confirm by entering it a second time

**Create Password\*** — Enter a password for this account and confirm by entering it a second time

**Question\*** — Select a security question from the dropdown list. The system will prompt you for an **Answer**. Confirm by entering it a second time.

**Security Check** — A CAPTCHA number is displayed. Enter the number in the text box below the display.

### FYI

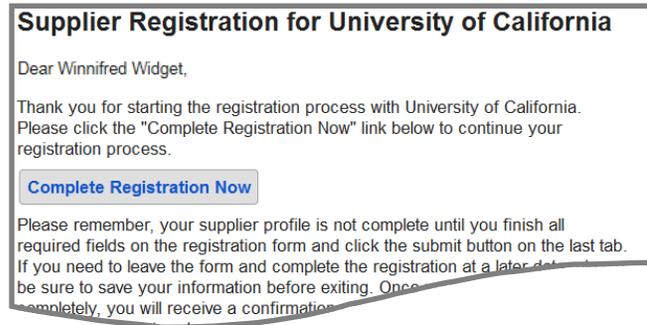
**Existing Company** — If you have not been previously registered, but others in your company have, you will be linked to the existing company profile.



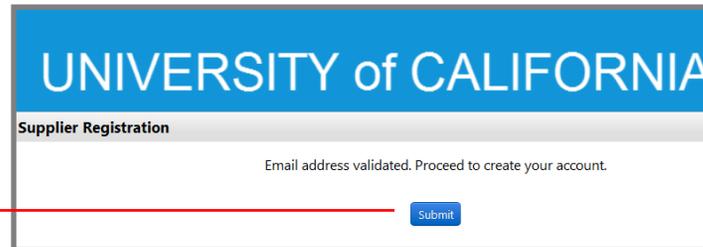
## Registration: Create New Account (cont.)

Once the registration form is submitted, the system sends an email to confirm the email address. Selecting the link in the email confirms a correct address and the new supplier account is created.

- 1 Receive email and select **Complete Registration Now** link to confirm a valid email address and complete the account setup process

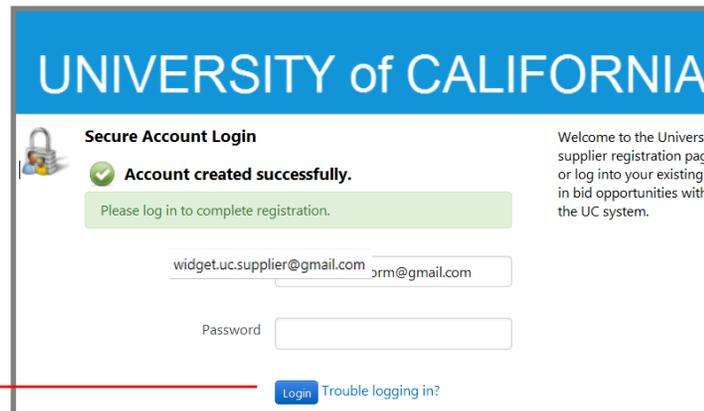


- 2 Email address is validated. Select **Submit** to create your account.



- 3 After account is created, system displays the **Account Login** page

Enter your login information and select **Login**



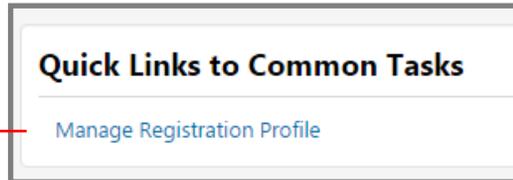
# Suppliers 1

Public Page, Registration, Navigation, Searching

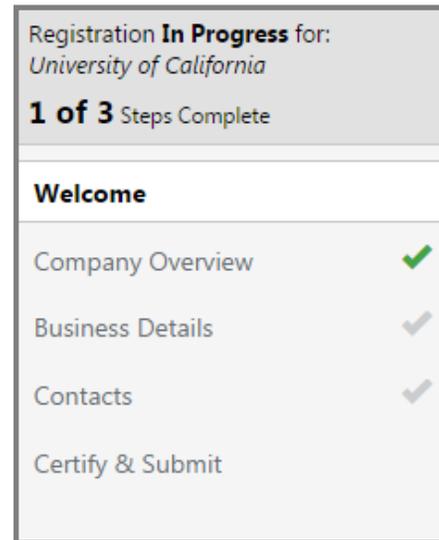
## Registration: Create New Account (cont.)

Follow these steps to complete your supplier profile in order to participate in sourcing events.

- Once logged into the site, select **Manage Registration Profile** to finish the registration



- Navigate through each section of the registration and insert the requested information, all information can be altered in the future as needed



A green checkbox denotes that the section has been completed

### DEFINITIONS

**Company Overview** — Enter your company’s basic legal information including Tax Id and Website.

**Business Details** — It is important to select the appropriate or best suited commodity codes, procurement professionals may use commodity codes to notify suppliers of potential events.

**Contacts** — Enter contacts for your company. **A procurement professional cannot add someone to an event unless they are registered as a contact.**

**Certify and Submit** — Once the information is completed, finalize the registration by certifying and submitting the registration.

- When the information is complete, **Certify and Submit** the registration to make your supplier available for sourcing events



# Suppliers 1

Public Page, Registration, Navigation, Searching

## uBuy Home Page: Navigation

After logging in the University of California’s **uBuy** eProcurement website is displayed. uBuy is the gateway for finding and managing events you are connected with.

**Home Icon**—select the house icon to display the UC bidding portal home page

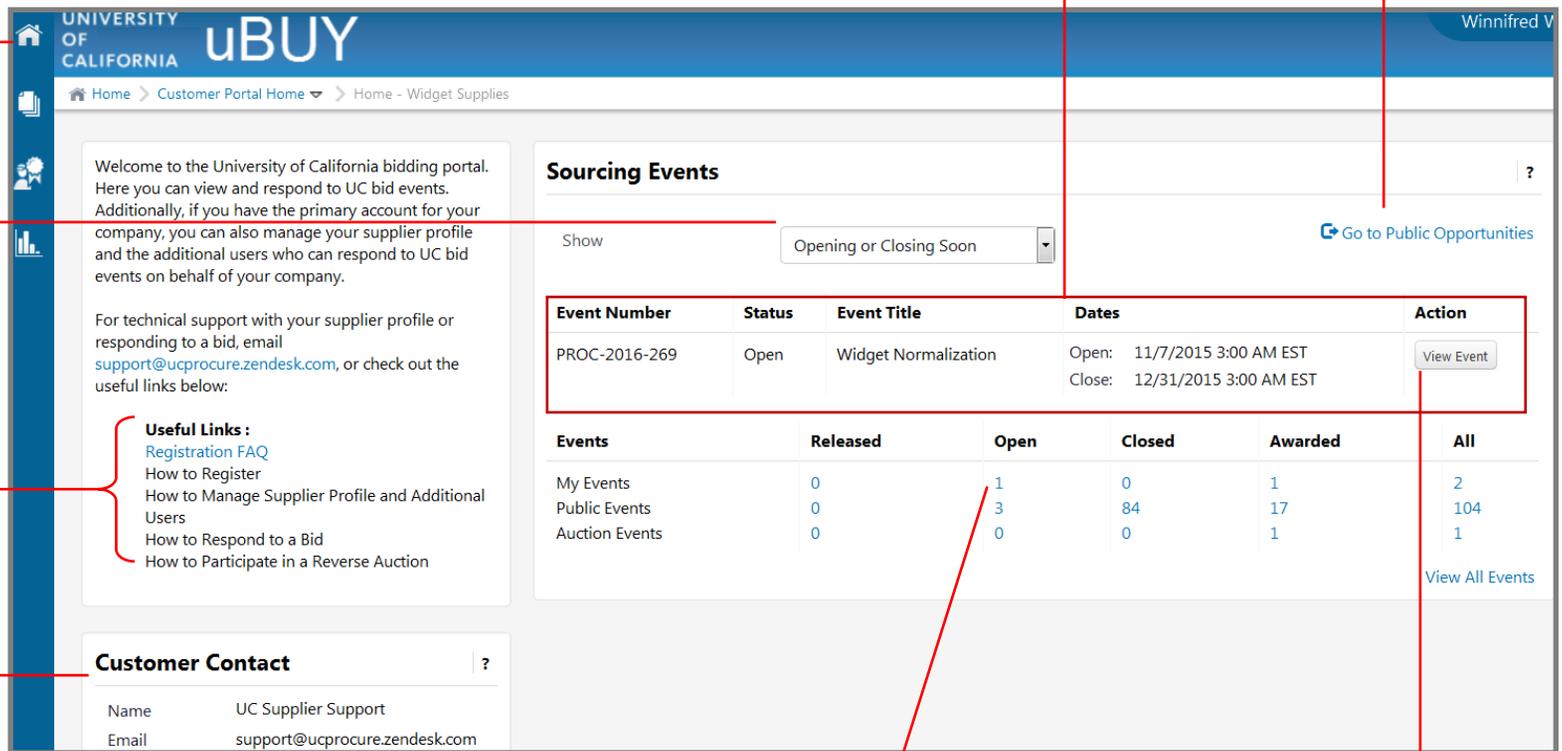
**Show**—select from dropdown list to change event display filter

**Useful Links**—Links to basic setup and account management instructions

**Customer Contact**—UC supplier support information

**Sourcing Events**—view events you’ve been invited to, as well as public events you’ve responded to

**Public Opportunities**—link to the UC Public Bid website



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UNIVERSITY OF CALIFORNIA **uBUY**

Home > Customer Portal Home > Home - Widget Supplies

Welcome to the University of California bidding portal. Here you can view and respond to UC bid events. Additionally, if you have the primary account for your company, you can also manage your supplier profile and the additional users who can respond to UC bid events on behalf of your company.

For technical support with your supplier profile or responding to a bid, email [support@ucprocure.zendesk.com](mailto:support@ucprocure.zendesk.com), or check out the useful links below:

**Useful Links :**  
[Registration FAQ](#)  
[How to Register](#)  
[How to Manage Supplier Profile and Additional Users](#)  
[How to Respond to a Bid](#)  
[How to Participate in a Reverse Auction](#)

**Customer Contact**

Name	UC Supplier Support
Email	support@ucprocure.zendesk.com

**Sourcing Events**

Show:

[Go to Public Opportunities](#)

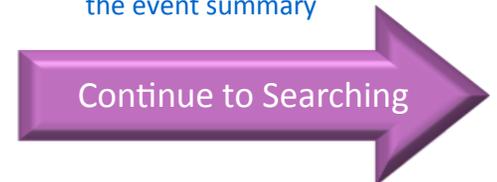
Event Number	Status	Event Title	Dates	Action
PROC-2016-269	Open	Widget Normalization	Open: 11/7/2015 3:00 AM EST Close: 12/31/2015 3:00 AM EST	<a href="#">View Event</a>

Events	Released	Open	Closed	Awarded	All
My Events	0	1	0	1	2
Public Events	0	3	84	17	104
Auction Events	0	0	0	1	1

[View All Events](#)

**Events**—shows event counts by status. Select the count number to display all associated events.

Select **View Event** to display the event summary



# Suppliers 1

Public Page, Registration, Navigation, Searching

## Searching Events

Searching tools are provided to assist with finding events you are connected to.

1 Select the **Sourcing Director Icon**



2 Select **Search Events**



3 Enter search criteria as needed

Go to: simple search

Search simple search

**Sourcing Event Identification**

Event Number

**Sourcing Event Information**

Sourcing Event Type

Date

Supplier

**Sourcing Event Status**

Released  Open  
 Closed  Canceled

**Intent To Bid**

Not Set  Yes  
 No

**Response Status**

Not Started  Draft  
 Submitted

**Bid Strategy**

Applied Bid Strategy

**Auctions**

Auction Events

4 Select **Go** to search

### DEFINITIONS

All search fields are optional. Only enter what's relevant to the event you are searching for.

**Event Number** — Enter the full event ID if known.

**Sourcing Event Type** — Select the Looking Glass icon to display the options. Check the checkbox next to each option you want included and select **Add**.

**Date** — There are two dropdown options to select from. The first dropdown has options of **Release Date, Open Date, Closed Date**. The second dropdown option defaults to **All Dates** but lets you select a more focused ranged of dates to filter on.

**Supplier**— Use this to find events where you are included as one of the suppliers. Your name will be the only one that shows up when using the Lookup Glass icon to search suppliers.

**Sourcing Event Status** — Check the status of the event you are searching for. Multiple statuses can be checked.

**Intent to Bid** — Check the option related to your Intent to Bid status on events. Multiple statuses can be checked. Example: if **Not Set** is selected, all events that you have not specified your intent to bid are returned.

**Response Status** — Check the option related to your status in completing and submitting a bid. Multiple statuses can be checked. Example: If **Draft** is checked, all bids that you have started but have not yet submitted are returned.

**Bid Strategy** — Select option from dropdown list. Options are **Sealed Bid** or **Non-sealed Bid**. If left blank, both types are returned.

**Auctions** — Select the type of Reverse Action you are searching for. Options are **All Auctions, Live Auctions, Mock Auctions**.

**FYI**

**Searching** — When searching for events in Sourcing Director, it only returns events you are connected to. To search for additional public events, go to the **UC Public Bid Site**.

Continued in QRG:  
**Suppliers 2—  
Bidding Guide**