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.sciquest.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

Continue with Public Page
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.

Navigate via the tabs:
- **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

Search for events by keyword, type, or contact.

Event listings. Default sorting order is by close date.

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.

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.

Continue to Registration
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 accessed through the Supplier Log In link in the public page. Or access it directly via: https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=UCOP

After reviewing the registration checklist, select Continue with Registration

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.
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**
   - **Company Information**
     - **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.

2. **Enter your Contact Information**
   - **Contact Information**
     - **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.

3. **Enter your account Login Information**
   - **Login Information**

4. **Enter the Security Information**
   - **Security Information**

5. **Select Create Account**
   - **Create Account**

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**DEFINITIONS**

**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.

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

**FYI**

Select **Create Account** to continue with registration.

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*S fields marked with an asterisk are required to create an account.
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.
Registration: Create New Account (cont.)

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

1. Once logged into the site, select Manage Registration Profile to finish the registration.

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

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

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.

A green checkbox denotes that the section has been completed.
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

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**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

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

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

**Continue to 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

4. Select Go to search

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 range 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.

Continued in QRG: Suppliers 2—Bidding Guide