

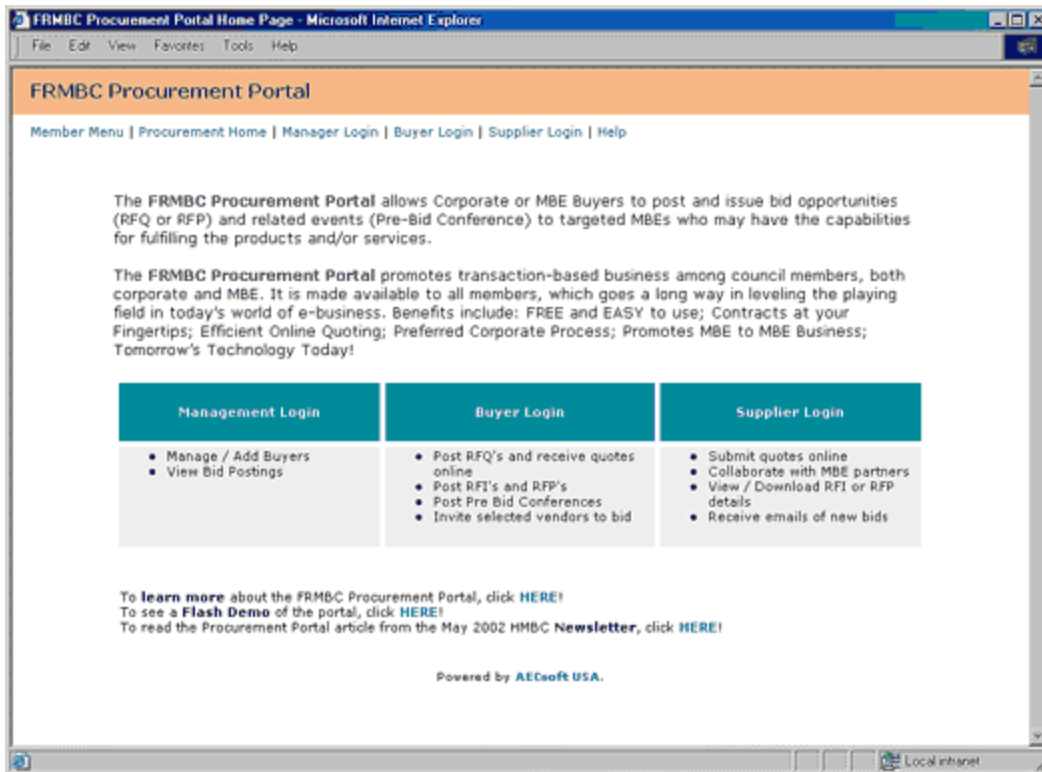


General Description

The **FRMBC Procurement Portal** allows Corporate or MBE Buyers to post and issue bid opportunities (RFQ or RFP) and related events (Pre-Bid Conference) to targeted MBEs who may have the capabilities for fulfilling the products and/or services.

When a bid is posted, the Buyer (corporate or MBE) is prompted to invite Suppliers (MBEs) to participate. The criteria are based on their business profile, references and website links provided in the HMBC database. Searches can be based on key words, company name, industry codes or capability. Once the invitees are selected, an automated email is generated and sent to all the selected suppliers.

When you as Supplier are invited to participate in a RFQ you (via your Primary Contact's email address) will receive an email notification / invitation. The email will include a hyperlink that will take you directly to the page in the website that will allow you to see the RFQ details and submit a quote on the RFQ. Some RFQs will have "Attachments" which are files that the Buyer has included to provide necessary details pertinent to the RFQ opportunity. If this is the case, there will be a link(s) on the Quote Now page that will read: "View RFQ attachment". It is very important that you take the time to look at these attachments.



BUYER (CORP or MBE)

1. Post RFQ / RFP
2. Select Participants
 - Company A
 - Company B
 - Company C
3. Submit to Post & Notify

FRMBC MEMBER

1. Receive Notification
2. Login and View RFQ
3. Bid Online or Collaborate

COLLABORATION

1. View List of other MBE's
2. Select Potential Partners
 - Company X
 - Company Y
 - Company Z
3. Submit to Notify

Step 1. From the <http://www.frmbc.org/> home page click on “Member Login” on the left hand side of the page. Enter your Username and Password. If you do not know your Username or Password click on the link that reads “Forgot your password? Click Here”.

Step 2. From the Member Menu locate and click on the “Procurement” link to go to the Procurement Menu.

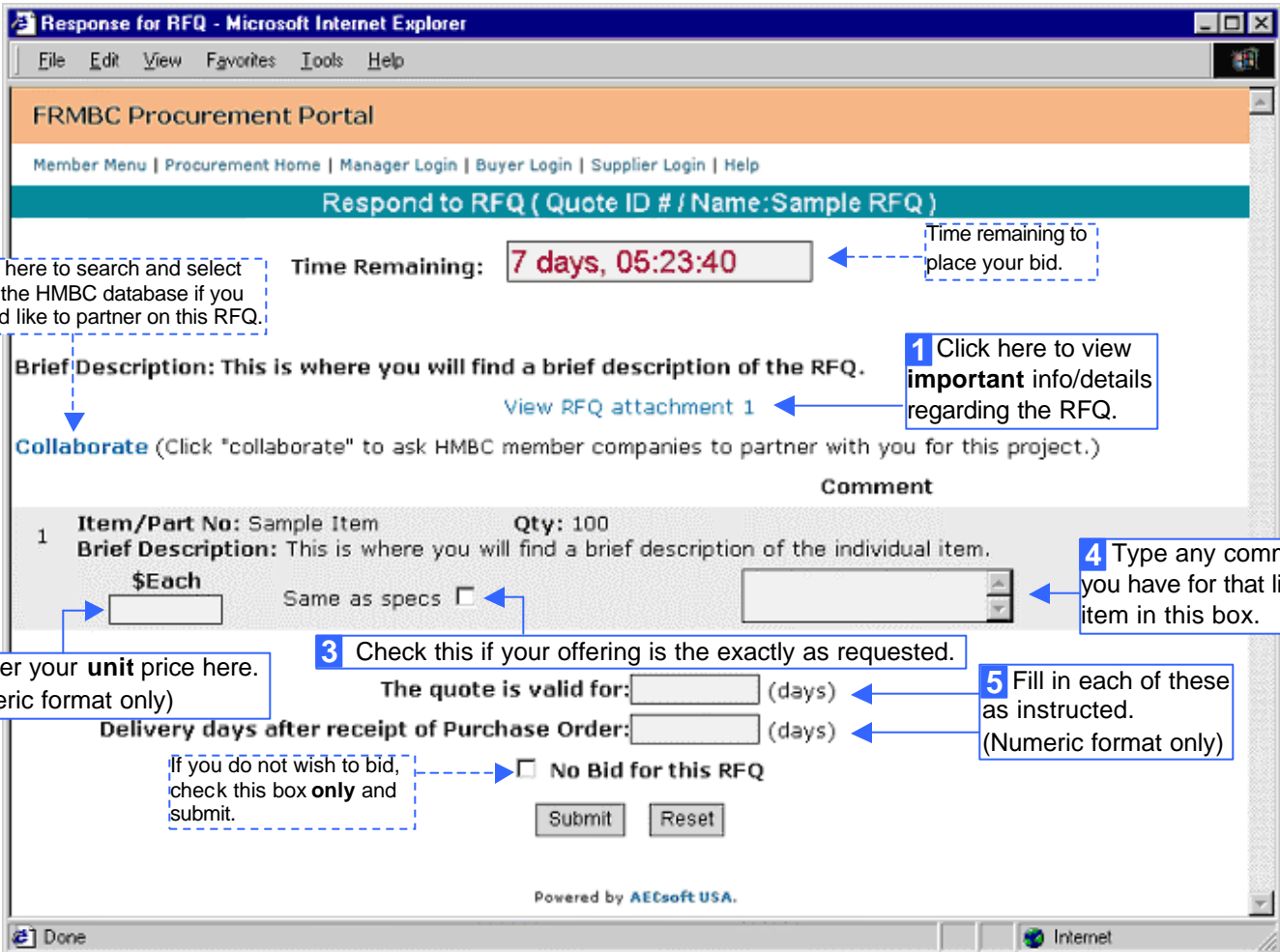
Step 3. The Procurement Menu is divided into two sections:
“Post Opportunities” – Information for posting and issuing RFQ, RFP, and Pre Bid Conferences.

“View Opportunities” – Listing of all the opportunities you have been invited to participate in. You can only view the information if your company has been invited; this is not a general listing.

If you have been invited to participate in a RFQ then click on the “View RFQ” link in the “View Opportunity” section of the menu. This will allow you to see a list of RFQs that you have been invited to participate in.

Step 4. You should be at a page titled “RFQ Listing”. This page will show all open RFQs that you have been invited to participate in. (If no RFQs are showing then remember to check back regularly). Next to each RFQ you will see a “Quote Now” link; click on this link to see the rest of the details and to enter your bid.

Step 5. See the screenshot below for instructions on entering your bid.



1 Click here to view important info/details regarding the RFQ.

2 Enter your unit price here. (Numeric format only)

3 Check this if your offering is the exactly as requested.

4 Type any comments you have for that line item in this box.

5 Fill in each of these as instructed. (Numeric format only)

Click here to search and select from the HMBC database if you would like to partner on this RFQ.

Time remaining to place your bid.

If you do not wish to bid, check this box only and submit.

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Step 4. Select “**Post RFQ**”, “**Post RFP**” or “**Post Conferences**”. For example: select Post RFQ to Post “Request For Quote”. See following to complete a RFQ. You can View and Edit your RFQs later (after any Suppliers submit quotes online, you will not be allowed to revise the RFQs).

The screenshot shows a web browser window titled "Request For Quote - Microsoft Internet Explorer" with the address <http://www.frmbc.org/procurement/RFQ/issue.asp>. The page header includes "FRMBC Procurement Portal" and navigation links: "Member Menu | Procurement Home | Manager Login | Buyer Login | Supplier Login | Help".

The main heading is "Request For Quote". A note states: "NOTE: Fields in bold are required." The form contains the following fields:

- Contact:** Buyer Name
- Company:** Company Name
- Department: [text box]
- Address:** 123 Company Address
- Email:** Buyer@company.com
- Quote ID # / Name:** Sample RFQ
- Close Date:** 2/20/02 3:00 PM CST (format: mm/dd/yy hh:mm AM/PM)
- Phone:** 713-439-0744
- Fax:** 281-754-4103
- Brief Description:** This is where you enter a brief description of the RFQ.

Below these fields are three "Upload attachment" sections, each with a "Browse..." button. Callout 2 points to these buttons: "Upload supporting documents or specs for the RFQ."

The form then features a table with the following columns: "Item Name/Part No.", "Quantity", and "Brief Description".

	Item Name/Part No.	Quantity	Brief Description
1	Sample Item	100	This is where you enter a brief description of the individual item.
2	[text box]	[text box]	[text box]

At the bottom of the table are "Submit" and "Reset" buttons. Callout 3 points to the first row: "Enter Part number or item name for each line". Callout 4 points to the table area: "Enter brief description for the RFQ." Callout 5 points to the description column: "Enter description and requirements for each line".

Any questions, suggestions or training needs? Please contact:

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