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CONTACTS

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(832) 813-6862

Visit [http://lonestar.edu/public-records.htm](http://lonestar.edu/public-records.htm) for more information.
1.0 OVERVIEW

Businesses and individuals interested in doing business with Lone Star College System (LSCS) are now required to register in the iStar portal in order to participate in sourcing events. After registering in iStar, the provided contacts will be notified via email when a sourcing event relating to their chosen categories (more on that later) is posted in iStar.

Only register once in iStar. Duplicate registration can cause workflow issues and information errors between the two accounts.

There are two different types of registration – a sourcing bidder and a supplier.

A Sourcing Bidder is a company or individual that has not done business with LSCS.
A Supplier is a company or individual who is currently doing business with LSCS and has a Vendor ID.

iStar Bidders are able to:

- View Events and Place Bids – search for events to bid on and place a bid.
- Manage your categories – You must mark the categories that represent the products and services that your company provides. The system automatically submits a bid invitation to those vendors whose profile categories match the category within the bid invitation. IF you do not have any categories identified, you will not receive bid invitations.
- Participate in Discussion Forums – submit questions and receive answers related to a specific sourcing event.
- View recent bid activity.
- Maintain company contact information.

iStar Suppliers are able to:

- Utilize all the iStar Bidder functionality.
- Respond to Request for Quotes (By Invitation Only).
- Manage orders - view orders, acknowledge orders, view customer receipts.
- View payment information.

iStar has been active since January 4th, 2010. If you were registered in the old system prior to that date, your information was not carried over into iStar. You will need to register again in iStar.

Sourcing events are available to view without a registration by accessing the iStar login and registration page and navigating to Main Menu > Manage Events and Place Bids > View Events and Place Bids; however, you will be unable to bid on any events until registration is complete.

Online tutorials on how to use the new iStar system are available. Login to iStar, click on “Help” in the top right hand corner of the page, and select “iStar Learning Network”.


To register in the LSCS iStar system, open a browser to http://wwwappsdstc.lonestar.edu/istar-supplier.htm. This link can also be found on the Purchasing website http://www.lonestar.edu/purchasing. This will take you to the iStar bidder login and registration page.

Only register once in iStar. Duplicate registration can cause workflow issues and information errors between the two accounts.

If you are registering as a Supplier, proceed to 2.1 Registering as a Supplier.
If you are registering as a Sourcing Bidder, proceed 2.2 Registering as a Sourcing Bidder.

2.1 REGISTERING AS A SUPPLIER

Suppliers only have a single step to complete registration. You will need the supplier registration code (LONESTAR) and your Vendor ID from LSCS. Registration can be cancelled at any time by navigating away from the registration page.

Your 10-digit Vendor ID can be found on any of the POs you have received from LSCS. It will be located just above your company name and address. If your Vendor ID is from the old system and is 7-digits long, just add 3 zeros to the beginning to get your new 10-digit Vendor ID.
Example: Vendor ID is 1234567. iStar Vendor ID will be 0001234567.

If you cannot locate your Vendor ID, please contact the Bidder & Vendor Administrator at 832.813.6835 for assistance.

- Code: enter LONESTAR in all caps
- User ID: this will be used to login to iStar. This field is case sensitive and will not allow spaces. We recommend the following when creating your User ID: use ALL CAPS, use part of your company name, no email address, no special characters. Keep a record of your User ID in case you need to call concerning your account or need to reset your password.
- Description: enter your full company name. This will make is easier for LSCS to locate your account in the event you need assistance.
- Email ID: enter the email address where you would like to receive notifications.
- Password/Confirm: enter your desired password. This is case sensitive. We recommend not using symbols, special characters, or both small and capitalized letters. This is typically good for security reasons.
- Currency: USD.
- Vendor ID: this will be the 10-digit number assigned by LSCS.

Click Create. Your registration has been completed when you reach the Sign In page.

A confirmation email will be sent to the registered email address.

Do not register again as a Sourcing Bidder. Supplier accounts have the same bidding functionality as the Sourcing Bidder.

For further assistance with the registration process, contact the Bidder & Vendor Administrator at 832.813.6835.
2.2 REGISTER AS A SOURCING BIDDER

Registration can be cancelled at anytime using the Cancel Registration button at the bottom of each of the steps; however, keep in mind that any information you entered will be lost. Modifications can be made during registration by clicking on the Back button at the bottom of the pages.

An asterisk (*) means that a question or field requires a response. You’ll be unable to continue until you give a response. A red error will appear at the top of the registration page to tell you what is missing.

It is essential to thoroughly complete the registration as this information will be used to create your company’s vendor record if awarded a purchase.

• Step 1 of 8: Preliminary Information
  
  1. Select Business or Individual. The remainder of the registration will differ slightly depending on which you select. (A field that doesn’t appear on the Individual registration will be marked with “Business Only”.)
  2. Select which bidding activities you are interested in. LSCS will only be posting sourcing events for goods and services we are purchasing; at minimum your selection should be Selling goods/Services.

  ![Bidder Registration](image)

• Step 2 of 8: User Account Setup
  
  - Company Name (Business only): enter your complete business name as it appears on your Federal W-9.
  - URL: enter your web address
  - First Name/Last Name: complete in the manner you would like to be addressed
  - Title (Business only): enter your title within the company
  - Email ID: enter the email address where you would like to receive notifications
  - Telephone/Ext: enter your contact number with area code and extension, if you have one.
  - Fax: enter the fax number with area code
  - User ID: this will be used to login to iStar. This field is case sensitive and will not allow spaces. We recommend the following when creating your User ID: use ALL CAPS, use part of your company name, no email address, no special characters. Keep a record of your User ID in case you need to call concerning your account or need to reset your password.
  - Other Contact Info (Optional) is not required and Instant Messaging will not be utilized.

To allow another user access to your company’s registration account, click on Save and Add Another User, and complete the fields. Each user will have their own login User ID and receive notifications via the email address provided.
More than one additional user can be added to an account.  

**Do not complete separate registrations for each user.**

### Bidder Registration

**Step 2 of 8: User Account Setup**

Begin creating your user account here. Note that you may register other users for your company in addition to yourself. To create additional accounts for other users, click “Save and Add Another User” to expand the form. You may also provide instant messaging account information (for real-time communication with others using the system), as well as preferred time zone and currency.

* Required Field

- **Company Name**
- **URL:**
- **First Name:**
- **Last Name:**
- **Title:**
- **Email ID:**
- **Telephone:**
- **Fax:**
- **User ID:**

**User Information**

- **Address 1/2/3:** enter your company address using the 3 available fields
- **City:** enter the city for the address provided
- **County (optional):** enter your county where the office is located
- **State:** enter 2-letter state code or search for it using the magnifying glass
- **Postal:** enter the full postal code for the address

**Other Contact Info (Optional):**

- **Instant Messaging (IM) Information**
  - **IM Service:**
  - **IM User Name:**

**Personalization Information**

- **Language:**
- **Time Zone:**
- **Currency Code:**

* Save and Add Another User

**Step 3 of 8: Primary Address**

- Address 1/2/3: enter your company address using the 3 available fields
- City: enter the city for the address provided
- County (optional): enter your county where the office is located
- State: enter 2-letter state code or search for it using the magnifying glass
- Postal: enter the full postal code for the address
• Step 4 of 8: Other Account Addresses

If your primary address is used for invoicing as well, continue to the next step.

If your company uses a different address for invoicing, click on the Invoice Address check box. You’ll be prompted to add the correct invoice address on the “Next” step.

• Step 5 of 8: Address Contacts

The Invoice (for Selling) address box will only appear for completion when the Invoice Address check box is selected on Step 4. If it doesn’t appear, simply assign as address to each user by selecting an address in the Designate as Contact for dropdown.
• Step 6 of 8: Additional Classification Information

- Tax Identification Number (Business only): enter the 9-digit federal TIN only. Do not use spaces, dashes, or special characters.
- Profile Questions: answer the questions by typing in the boxes, selecting the dropdown, or clicking on the additional information tag to the right.
  - Question 1: click on the information tag to select either Yes, No, or Unsure. This field is required.
  - Question 2: click on the information tag to select one of the options for HUB.
  - Question 3: use the dropdown to select Yes or No.
  - Question 4: use the dropdown to select Yes or No. If yes, please complete Question 5. This field is required.
  - Question 5: enter the full name of the LSCS employee who works for your company.
  - Question 6: use the dropdown to select Yes or No. This field is required.
- VAT Information (Business only): SKIP. This information is not required.
- More Information About Your Organization: select any information that pertains to your company.
• Step 7 of 8: Categorization Information

This page will take several seconds to load due to the amount of category options available.

Categories are used to describe the type of goods and service that LSCS purchases. Choose as many categories as you feel your company can provide. Some of the categories may have amounts associated with them (for example: >1K<5K). These are for internal reporting reasons and don’t pertain to certain prices for your goods or services. Select all amounts for these particular categories.

The event notifications you receive will be based upon which categories you select in this section. Categories can be edited by the user later in the iStar portal after registration is complete. All public sourcing events will be available to view in the iStar portal regardless of category selection, but a notification will not be received if a category is not selected.

Please wait about 5 seconds between each selection to allow the system refresh. Save your categories to move to the next step.

• Step 8 of 8: Terms and Conditions

Agreement to the Terms and Conditions is required to complete the registration. Please read them thoroughly. These terms will apply to all sourcing events. Should your company be awarded a sourcing event, the contract Terms and Conditions can be negotiated, if applicable. However, the Terms and Conditions are based on state requirements for an educational government organization and LSCS business requirements.

Bidder Registration
Step 7 of 8: Categorization Information
You have the option to select one or more categories that best describe your organization’s bidding interests. Selecting specific categories may qualify you to receive invitations to bid on events. By selecting no categories, you remain eligible to participate in all public events posted on this website.

* Required Field

For best performance, please pause briefly after checking each selection box.

Bidder Registration
Step 8 of 8: Terms and Conditions
Make sure you read the terms and conditions fully before continuing.

* Required Field

I agree to be bound by the following Terms and Conditions:

1. BACKGROUND INFORMATION:
The Lone Star College System (LSCS or the System) is among the largest and fastest growing community college districts in Texas. The System is a comprehensive, fully accredited college system offering academic transfer programs, associate degree programs, certificates, community education and corporate training.

The System is composed of Lone Star College (LSC)-North Harris, LSC-Kingwood, LSC-Tomball, LSC-Montgomery, LSC-Cy-Fair, Systems Office, seven satellite centers, and LSC-University Center in a service area covering over 1,400 square miles in North Harris and Montgomery counties. System-wide,
Your registration is complete when you reach the **Sign In** page.

All the users listed for this account will receive a confirmation email with their User ID and password. If you did not receive a confirmation email with your password – take the first 6 characters of your User ID and add an 88 to make your password. Passwords are case sensitive.

**Example:** User ID is EXAMPLE. Password will be EXAMPL88.

**Do not register again for your company!** Another user can be added or removed in the Bidder Profile.

For further assistance with the registration process or to find your User ID, contact the **Bidder & Vendor Administrator** at 832.813.6835.

### 2.3 COMMON ISSUES

**Forgotten Passwords**
If you forget your password, a new password can be emailed to you. Navigate to the iStar bidder login page and click on “Forgot My Password”. Password resets require your User ID, so remember to write it down.

**Did not receive Confirmation Email**
Please work with your IT department to ensure emails are not blocked by spam filters, etc. If you do not receive this email there is a high probability that you will not receive bid notifications in the future.

**Duplication Error**
At the end of your registration, you may be notified that a duplicate was found in our system and be redirected to a list of possible duplicates in iStar. This may be because you are registering incorrectly as a Sourcing Bidder, and iStar has found your information is already added in our business portal as a vendor.

To correct the issue, take note of the Company Name that iStar is showing as a duplicate and contact the Purchasing department to verify your possible status as a Vendor.

**Incorrect User ID**
Make sure that your User ID does not contain any special characters or spaces. The specified User ID may already be in use, so change the User ID to make it more unique.

**Incorrect TIN**
The TIN should only be 9 digits long and contain no dashes or spaces.

For more common issues see the **FAQs** section at the end of the packet.
3.0 NAVIGATING YOUR iSTAR ACCOUNT

The information available in the iStar portal differs between a Sourcing Bidder and a Supplier. The Sourcing Bidder is only able to view sourcing event information, and they are responsible for updating all of their company and login information in the iStar portal. Suppliers are able to view purchase orders, invoices, receipts, and RFQs within the iStar portal.

If you are registered as a supplier and need to make an edit to your information but don’t have access, please notify the Bidder Registration & Vendor Administrator at 832.813.6835.

3.1 NAVIGATING A SUPPLIER ACCOUNT (VENDORS ONLY)

A Supplier is a vendor that is currently doing business with LSCS. If you registered as a Supplier, this section will run you through the pages of your Supplier account in the iStar portal. Refer to the section 3.2 Navigating a Sourcing Bidder Account if your company is not currently doing business with LSCS.

3.1.1 Maintain Supplier Information

Navigation: Menu > Maintain Supplier Information

The Maintain Supplier Information page gives you access to view and edit the addresses and contacts currently on file for your company within iStar. Please be cautious and thoroughly read the below instructions when editing this information, as this will affect the addresses used to create purchase orders for your company.

- **Addresses** (used for POs)

Navigation: Menu > Maintain Supplier Information > Addresses
All addresses associated with your company’s Vendor profile will be available for maintenance. The tab *Address Use* will display how the addresses are used within iStar. Maintaining your addresses gives you the ability to edit current addresses, replace an address, or add a new address. Certain factors will restrict you from being able to perform certain maintenance functions.

We ask that you **not** delete an address, as we like to keep all addresses (active or inactive) within our system for reference reasons. Instead, use the Replace instructions to update our system with a replacement address, or notify the Bidder Registration & Vendor Administrator at 832.813.6835 for assistance.

**Delete** and **Edit** will be non-functional should the address be in use in the procurement process. Both will be non-functional out if the address is the only one in the system.

To view the address information without editing, click on the Address Description hyperlink.

Update **an Address** should only be completed if there is a type-o, updating Telephone Information, or you are adding an Email ID for purchase orders. See next instructions for replacing an old address.
Click on Edit beside the address to update. Please consider the following when editing:

- **Description**: **DO NOT EDIT.** This is for our internal reference only.
- **Email ID**: for Descriptions BusRemit, Business, or PO this field will determine where any purchase orders get emailed to for fulfillment by your company. LSCS only sends POs by email, so make sure the Email ID is valid and entered correctly. Make sure your spam filters allow emails from the following LSCS email: Finance@lonestar.edu.
- **Telephone Information**: choose a Type. The Prefix will always be 001. Phone is the full 10 digit number and an Extension, if applicable. Use the Add/Delete buttons to remove or add a telephone number.

Click **Save** when you are finished updating the address.

**To Replace an Old Address**, contact the **Bidder & Vendor Administrator** at 832.813.6835. Future Address should not be used as this will delete the address being replaced from our system, and we use address history for reference.

**Add a New Address** when all the addresses listed are still valid for use and the new address is an addition to those already listed. Please consider the following when editing:

- **Description**: this section is for our reference. We use the following descriptions: Business, Remit, PO, and BusRemit (for addresses that are both the businesses and remit).
- **Business Type**: will not be available for editing.
- **Country**: USA or click on the magnifying glass for a list of country codes.
- **Address 1/2/3**: enter your street address using the three address fields
- **City**: enter the city for the address provided
- **County (optional)**: enter the county where company is located
- **Postal**: enter the entire postal code for the address
- **State**: enter 2-letter state code or click on the magnifying glass for a list of state codes
- **Email ID**: if the address is where POs will be received, enter in an email address where your company’s POs should be received. LSCS only sends POs by email, so make sure the Email ID is valid and entered correctly.
- **Telephone Information**: choose a Type. The Prefix will always be 001. Phone is the full 10 digit number and an Extension, if applicable. Use the Add/Delete buttons to remove or add a telephone number.
- **Date Change Will Take Effect**: enter in the date that the new address should replace the old address.

Click **Save** when you are finished creating the new address. Please notify the **Bidder & Vendor Administrator** at 832.813.6835 when the addition is complete, so the entry can be checked for consistency with the formatting in our system and your vendor profile is updated completely.

**Contacts**

**Navigation**: Menu > Maintain Supplier Information > Contacts

The Contacts page will list all of the contacts we have in your Vendor profile. Always keep your contact information up to date. The primary function of the contacts is for sourcing event notifications. However, we do reference these contacts should an issue arise during any part of the procurement/payment process and we need to speak with someone.

The Description is for our internal reference. We use Main for the first point of contact within your company and get more descriptive as new contacts are added. To view more information on a specific contact, click on the Description hyperlink.
Editing, replacing, and adding a contact works much the same as an Address.

**Updating a Contact** should only be completed if there is a type-o, updating Telephone Information, or you are adding information to that contact. See next instructions for replacing an old contact.

Click on Edit next to the contact you want to update. Please consider the following when editing:

- **Description:** **DO NOT EDIT.** This is for our internal reference only.
- Email ID: this is the contact’s direct email in the company
- URL: this is the company’s website
- Location: assign the contact to an address within iStar. The addresses will be listed by the Descriptions we have given them. Look at the **Addresses** page to find the correct address to assign the contact to.
- Role: General is the standard role we assign to a contact; however, please feel free to select a role that best describes the contact.
- Status: Active or Inactive. These will let LSCS know if the contact is still valid.
- Telephone Information: choose a Type. The Prefix will always be 001. Phone is the full 10 digit number and an Extension, if applicable. Use the Add/Delete buttons to remove or add a telephone number.

Click Save when you are finished updating the contact.

**To Replace a Contact** contact the Bidder Registration & Vendor Administrator at 832.813.6835. Future Contact should **not** be used as this will delete the contact being replaced from our system, and we use that history for reference.
Add a New Contact when all the contacts listed are still valid for use and the new contact is in addition to those already listed.

- Description: give a short description to let us know this person’s function in your company
- Name: enter the contact’s full name as they want to be addressed
- Email ID: this is the contact’s direct email in the company
- URL: this is the company’s website
- Location: assign the contact to an address within iStar. The addresses will be listed by the Descriptions we have given them. Look at the Addresses page to find the correct address to assign the contact to.
- Role: General is the standard role we assign to a contact; however, please feel free to select a role that best describes the contact.
- Status: Active or Inactive. These will let us know if the contact is still valid.
- Telephone Information: choose a Type. The Prefix will always be 001. Phone is the full 10 digit number and an Extension, if applicable. Use the Add/Delete buttons to remove or add a telephone number.

Click Save when you are finished creating the new contact.

### 3.1.2 Process Quotes

Navigation: Menu > Process Quotes

See 5.0 Responding to a Request for Quote for information on this page.

### 3.1.3 Manage Events and Place Bids

Navigation: Menu > Manage Events and Place Bids

The pages within this section will give you access to the sourcing event bidding process (see 4.0 Bidding on a Sourcing Event for bidding information), and also, provide the ability to maintain your sourcing event preferences. For example, you can see the contact that will receive bid notifications, change which category you want to receive an event notifications for, etc.

- View Events and Place Bids

Navigation: Menu > Manage Events and Place Bids > View Events and Place Bids
See [4.1 Viewing Events](#) thru [4.4 Entering Multiple Bids](#) for a Sourcing Event for information on this page.

- **My Event Activity**

**Navigation: Menu > Manage Events and Place Bids > My Event Activity**

See [4.5 Viewing and Editing Bids](#) and [4.7 Sourcing Event Award](#) for information on this page.

- **Maintain My User Contact**

**Navigation: Menu > Manage Events and Place Bids > Maintain My User Contact**

This page is used to designate the sourcing event contact. This person will receive the notifications concerning sourcing events that are open for participation. Since only one User ID can be created for a Supplier account, the User ID and Password for the account will need to be shared with the sourcing event contact for them to participate in the sourcing event.

**Maintain Sourcing Contact Information**

![Maintain Sourcing Contact Information](image)

Select the magnifying glass by the Contact Sequence Number field to view all the contacts available to assign as the sourcing event contact. **Save** when you are finished.

- **My Bidder Profile**

**Navigation: Menu > Manage Events and Place Bids > My Bidder Profile**

This page will not contain any information for a Supplier. A Supplier’s profile is maintained under the **Contacts** page.

- **My Categorizations**

**Navigation: Menu > Manage Events and Place Bids > My Categorizations**

Maintain the categories which best describe the goods and/or services that your company provides. These categories represent the sourcing events you would like to participate in. Each sourcing event is assigned at least one category. When the sourcing event is posted to the iStar portal, an email notification will be sent to all bidders who have selected one of the categories assigned to the sourcing event. Your selection does not restrict the sourcing events that will show in the **View Events and Place Bids** page, only the email notifications you will receive.

The page will take several seconds to load. Click on the box next to the category description to select it. Please allow about 5 seconds between each selection for the page to refresh. Select as many or as little categories as you want. You
will not be penalized for selecting a category that doesn’t fit your company’s description, so do not hesitate to select a category when you are unsure of its description.

Click **Save** at the very bottom of the list.

- **Discussion Forums**

  Navigation: **Menu > Manage Events and Place Bids > Discussion Forums**

  See [4.6 Discussion Forums](#) for information on this page.

---

### 3.1.4 Manage Orders

Navigation: **Menu > Manage Orders**

*Manage Orders* is used to view order information for your company from the purchase order to the receipt of the item by LSCS.

Each page will allow the ability to narrow the search with selected criteria. By clicking **Search** without filling in any of the fields will retrieve “all” information. Search Criteria with a From Date and To Date range, should be changed to valid dates that the information would fall between. Otherwise no information will display.

---

- **Purchase Orders**

  Navigation: **Menu > Manage Orders > Purchase Orders**

  Purchase orders that are available on the iStar portal have been approved for fulfillment by LSCS and dispatched to the designated email address provided by your company, as well. Keep in mind that a PO PDF downloaded from the iStar portal will have “Unauthorized” in the authorized signature box. **This does not mean that the PO is unauthorized rather that the PO is a “copy” of the original PDF that was emailed. The original, emailed PO PDF will have the Purchasing Director’s authorized signature.**
If you require the authorized signature on your PO and did not receive an emailed PDF, please contact the Purchase Order Administrator for assistance obtaining a PO with an authorized signature.

To discuss a Purchase order with the Purchasing department, locate the PO buyer’s name and phone number in the Purchase Order Details.

- The View PDF button will open the purchase order in a new browser window. Once it opens, the file can be saved to your computer. If the browser window doesn’t pop-up, check to make sure that your pop-up blocker is disabled. The first time you click on View PDF a notice box may pop-up saying that the process is taking longer than expected. Click on OK, wait a few seconds, and click on View PDF again. You can also hold down Control (Ctrl) key when you open a document.

- The 10-digit hyperlink below the Purchase order column opens up to the Purchase Order Details. Clicking on the Line number hyperlink will show the shipping information for that particular line item and clicking on the Due Date in the shipping information will show information entered by LSCS when the item was received.

- View Selected POs in Downloadable Format button makes the selected PO’s information available for download into an Excel spreadsheet. The Download Purchase Orders page will preview the information that will be downloaded. Each tab (Date/Qty Details, Header Details, Header Comments, etc.) has different information that can be downloaded and only the information on the active tab will be downloaded.
To get the information on all the tabs to download, click on the Show All Columns button next to the tabs.

Download the information using the blue chart with red arrow button.

**Purchase Orders**

**Download Purchase Orders**

Customize the grid to show the desired columns, then click on the download to grid icon in the grid header to load the data into an excel spreadsheet.

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Line</th>
<th>Schedule Item ID</th>
<th>Description</th>
<th>Revision Due Date</th>
<th>PO Qty</th>
<th>Unit Price</th>
<th>Merchandise Amt</th>
<th>Freight/Tax/Misc.</th>
<th>Cu</th>
</tr>
</thead>
<tbody>
<tr>
<td>00600002846</td>
<td>1</td>
<td>1</td>
<td>garbage bags, clear</td>
<td>07/28/2010</td>
<td>15.0000</td>
<td>1.0000</td>
<td>15.00</td>
<td>0.0000</td>
<td>U</td>
</tr>
<tr>
<td>00600002845</td>
<td>1</td>
<td>1</td>
<td>Erasers</td>
<td>07/28/2010</td>
<td>5.0000</td>
<td>0.10000</td>
<td>0.50</td>
<td>0.0000</td>
<td>U</td>
</tr>
<tr>
<td>00600002845</td>
<td>2</td>
<td>1</td>
<td>Mechanical Erasers</td>
<td>07/28/2010</td>
<td>25.0000</td>
<td>1.0000</td>
<td>25.00</td>
<td>0.0000</td>
<td>U</td>
</tr>
</tbody>
</table>

- **The Acknowledge Status** hyperlink takes you to acknowledge the PO (see [3.1.4 Manage Orders](#)).
- **New** status is when a PO has not been acknowledged by the Vendor.
- **Supplier Review** means that the acknowledgement has been completed but notification has not been sent through iStar to the buyer for their review.
- **Buyer Accepted** means the acknowledgement has been completed and a notification has been sent to the buyer.

**Acknowledge Purchase Orders**

Navigation: *Menu > Manage Orders > Acknowledge Purchase Orders*

A Purchase Order Acknowledgement (POA) notifies us that the PO has been received and will be filled by your company. This can remove time-consuming back and forth between your company and LSCS about the certainty of PO fulfillment. Acknowledgement of a purchase order is not required; however it is highly encouraged.

Click on the hyperlink below the Purchase Order column to open the POA. Review the general information for the PO. The below buttons are used to complete the POA:

- **Reset to PO Values** will reset the POA to its original PO values, should any changes have been entered.
- **Reject All** is a notification to LSCS that you don’t accept the PO and don’t intend to fulfill the order. *You cannot reject a PO that has items which have already been received by LSCS.*
- **Save** will save the POA information. Changes have not been sent into the PO buyer for review.
- **Save & Send Acknowledgement** saves your POA information and will send the PO buyer a notification of acknowledgment to review any changes.
Review the information for each line item by clicking on the Line number hyperlink in the POA Lines section.

- **Reset Item to PO Values** will reset the POA to its original PO values, should any changes have been entered.
- **Reject item** is a notification to LSCS that you do not accept and will not fulfill that particular item on the PO. You cannot reject an item that has already been received by LSCS.
- **Acknowledge Due Date** is where you can enter a different due date for the item, if you don’t believe the given due date is acceptable.
- **Acknowledge Quantity** is where you can enter a different quantity if the quantity requested is, for example, not fully in stock.

Click on **Return** to go back to the POA main page. Use the buttons on the main page to complete the POA.

The POA will be available for updates until the acknowledgment is sent to the buyer by clicking on **Save & Send Acknowledgement**. Any desired PO changes entered into the POA will not be review by LSCS until Save & Send Acknowledgments is clicked.
The buyer will review your desired PO changes entered into the POA. They will either reject your changes, send them back to you to review again, or accept the POA changes and update the PO. POs with accepted POA changes will be updated and emailed to you again for acknowledgement and fulfillment.

• View Order Summary

**Navigation:** Menu > Manage Orders > View Order Summary

Basic information for each Purchase order line item will be listed in this page. The Search Criteria should be completed as follows:

- Include PO Data: check this box.
- PO Status: choose Dispatched (represents orders dispatched via email to Vendor)
- From Date: this will automatically be 30 days prior to the current date. Change it to the 01/01/2010 to view all your POs schedule information, or enter a different date if you have a set range to search.
- To Date: this will automatically populate with the current date. Change it to the last date with your search range.

The Ship To hyperlink will display the address information for the location the item should be shipped to.

![View Order Summary](image)

**View Order Summary**

**Order Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Item ID</th>
<th>Description</th>
<th>Quantity</th>
<th>Business Unit</th>
<th>PO Number</th>
<th>Status</th>
<th>Ship To</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/22/2010</td>
<td>LED Cinema Display</td>
<td></td>
<td>1.0000 EA</td>
<td>Lone Star College System</td>
<td>0000002265 PO</td>
<td>Dispatched</td>
<td>LSC-01234</td>
</tr>
</tbody>
</table>

• View Receipts

**Navigation:** Menu > Manage Orders > View Receipts

The receipts are our documentation that LSCS has physically received the items ordered or the services requested have been completed. Since items and services on a PO may be received at different times, there may be multiple receipts per Purchase order. Receipt information will be listed for each PO line item as they are received.

![View Receipts](image)

**Review Receipts**

**Receipt Lines**

<table>
<thead>
<tr>
<th>Receiver ID</th>
<th>Received Date</th>
<th>PO Number</th>
<th>Item ID</th>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000009419</td>
<td>07/19/2010</td>
<td>0800002645</td>
<td>0000002645</td>
<td>Mechanical Erasers</td>
<td>5.0000 EA</td>
<td>Received</td>
<td></td>
</tr>
<tr>
<td>0000009420</td>
<td>07/19/2010</td>
<td>0800002645</td>
<td>0000002645</td>
<td>Mechanical Pencils</td>
<td>25.0000 EA</td>
<td>Received</td>
<td></td>
</tr>
<tr>
<td>0000009418</td>
<td>07/19/2010</td>
<td>0800002644</td>
<td>0000002644</td>
<td>No. 2 Pencils</td>
<td>10.0000 EA</td>
<td>Received</td>
<td></td>
</tr>
<tr>
<td>0000009418</td>
<td>07/19/2010</td>
<td>0800002644</td>
<td>0000002644</td>
<td>Mechanical Pencils</td>
<td>25.0000 EA</td>
<td>Received</td>
<td></td>
</tr>
</tbody>
</table>

- Receiver ID is the receipt number for the items received.
- Received Date is when the receipt was entered into iStar.
- PO Number is the PO that the item ordered.
- Description is the item description.
- Received is the quantity received.
- UOM is the unit of Measure of the item.
- Status will reflect whether the item has been received by LSCS or not. Open means items have not been received. Partial represents a partial receipt; full quantity has not been received by LSCS. Received means all items have been received.

Click on the Receiver ID hyperlink to view the item’s Receipt Details.

### 3.1.5 Review Payment Information

**Navigation:** Menu > Review Payment Information

These pages gives you access to view the payment transaction information between LSCS and your company.

The Invoices page and Payments page will allow the ability to narrow the search with selected criteria. By clicking **Search** without filling in any of the fields will retrieve “all” information. Search Criteria with a From Date and To Date range, should be changed to valid dates that the information would fall between. Otherwise no information will display.

- **Invoices**

**Navigation:** Menu > Review Payment Information > Invoices

Whenever LSCS Accounts Payable department receives an invoice from a Vendor, it is entered into iStar and assigned to the Vendor’s account. You can review the invoices that we have received from your company and ensure that the information we entered matches the information you sent.
### Invoice Invoices

#### Invoice List

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Gross Amt</th>
<th>Approval Status</th>
<th>Due Date</th>
<th>Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td>27029904</td>
<td>04/23/2010</td>
<td>$548.00 USD</td>
<td>Approved</td>
<td>05/23/2010</td>
<td>06902106</td>
</tr>
<tr>
<td>20170102</td>
<td>04/07/2010</td>
<td>$28,684.00 USD</td>
<td>Approved</td>
<td>04/07/2010</td>
<td>00903345</td>
</tr>
</tbody>
</table>

- Invoice Number is the number assigned to the invoice received from your company.
- Invoice Date is the date of the invoice.
- Gross Amt is the total amount on the invoice.
- Approval Status states whether or not the invoice has been approved for payment by the A/P department.
- Due Date is the date the amount is due for payment by LSCS.
- Voucher is an internal reference number for the payment of the invoice.

Click on the Invoice Number hyperlink to view detailed information on the invoice that was entered into iStar.

### Payments

**Navigation:** Menu > Review Payment Information > Payments

View the list of payment transactions that have been made to your company.

#### Payments Made

<table>
<thead>
<tr>
<th>Reference</th>
<th>Invoice Number</th>
<th>Payment Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>481220</td>
<td>23218</td>
<td>01/27/2010</td>
<td>$3,728.00 USD</td>
</tr>
<tr>
<td>478230</td>
<td>79122</td>
<td>03/17/2010</td>
<td>$278.96 USD</td>
</tr>
</tbody>
</table>

- Reference is the check number for the payment.
- Invoice Number is the invoice number from your company the check is paying.
- Payment Date is the date the check was printed.
- Amount is the check amount for the referenced invoice number.

Clicking on the Reference hyperlink will take you to detailed information about the payment including the remit address which the check will be sent to.

### Account Balances

**Navigation:** Menu > Review Payment Information > Account Balances

The Account Balance will have all the invoices which have been entered into iStar by A/P but have not been issued a payment. Clicking on the Invoice Number hyperlink will show the Invoice Details.
3.1.6 Change My Password

Navigation: Menu > Change My Password

It is recommended that you change your password every so often to prevent your account from being compromised. Just type in your current password, then enter your new password, and confirm the new password. Click Change Password to finish.

The delivered password should be changed to a unique password to protect the integrity of your record.

![Change Password Form]

3.1.7 My System Profile

Navigation: Menu > My System Profile

Maintain your iStar account using this page. Please consider the following when maintaining this information:

- Alternate User: you will not be able to assign an alternate User ID. Supplier accounts in the iStar portal are only allowed one User ID for the company.
- Email: this is the email address for your account administrator.
3.1.8 My Dictionary

Navigation: Menu > My Dictionary

Here you can store words that you are continually misspelling. Select the language of the word and type in the correct spelling of the word to reference later. Use the + or – buttons to the right of the line to add or remove a word.
This section will run you through the pages used to maintain your Sourcing Bidder account in the iStar portal. Sourcing bidders are companies who have not done business with LSCS.

During registration, sourcing bidders could register as a Business or an Individual. Navigation of an Individual’s account is the same as a Business unless otherwise noted.

If multiple people within your company have registered independently of each other, please choose one registration account to login and notify LSCS with the other account’s User IDs. The duplicate accounts will need to be inactivated to remove the possibility of workflow errors and lost information that comes from having multiple bidder accounts. Below is information on giving multiple people their own unique User ID within the main bidder account.

### 3.2.1 Manage Events and Place Bids

**Navigation:** *Menu > Manage Events and Place Bids*

The pages within this section will give you access to the sourcing event bidding process (see 4.0 Bidding on a Sourcing Event for bidding information), and also, provide the ability to maintain your sourcing event preferences. For example, you can see the contact that will receive bid notifications, change categories you want to receive an event notification for, etc.

- **View Events and Place Bids**

  **Navigation:** *Menu > Manage Events and Place Bids > View Events and Place Bids*

  See 4.1 Viewing Events thru 4.4 Entering Multiple Bids on a Sourcing Event for information on this page.

- **My Event Activity**

  **Navigation:** *Menu > Manage Events and Place Bids > My Event Activity*
See 4.5 Viewing and Editing Bids and 4.7 Sourcing Event Award for information on this page.

- **Maintain My User Contact**

  Navigation: **Menu > Manage Events and Place Bids > Maintain My User Contact**

  This page is used to designate the sourcing event contact. This person will receive the notifications concerning sourcing events that are open for participation.

  Select the magnifying glass by the Contact Sequence Number field to view all the contacts available to assign as the sourcing event contact. **Save** when you are finished.

- **My Bidder Profile**

  Navigation: **Menu > Manage Events and Place Bids > My Bidder Profile**

  The Bidder Profile contains all the information about your company that was entered during registration. You’ll be able to maintain your company information, as well as, the users who have access to the account.

  - **Main** tab will allow you to change general information about your company. **Additional Information** is additional reporting elements. If any of the details of your company have changed, check these dropdowns to see if they will now match your company profile. **Save** when you are done.
    - Accounts registered as an Individual will only have the ability to update their Company URL.
  - **Addresses** tab will show you the addresses entered for your company and their designated function. Use the Add a New Address button and Delete button to update this information. **Save** when done.
### Contacts tab

The Contacts tab is where you edit the contacts for your company and user access for the iStar account. Keep in mind, you are not able to control what the users may or may not do within the account. The Address field will assign the contact to the addresses where they are located. Use the **Add Contact** button to add another contact with their unique login User ID to the account. The new contact will receive an email with their login password. Use the **Delete** button to remove a contact and their login access from the account. **Save** when you are done.

- Accounts registered as an Individual will only have the ability to update their user information. No additional contacts can be added and no additional users will be able to be given access.

### Identifications tab

The Identifications tab will only have one field which can be updated. Standard ID Numbers: Tax Identification Number will have been entered during registration. To update it, enter only the 9-digit TIN without spaces or dashes. LSCS has not setup the SIC or VAT information within the system. **Save** when you are done.

- Accounts registered as an Individual will not have ability to edit any information on this tab. For security, the TIN field is not available to complete, as this would be the individual’s SSN. The information in an Individual account’s identification tab will only be the registration profile questions.

### My Categorizations

**Navigation:** *Menu > Manage Events and Place Bids > My Categorizations*

Maintain the categories which best describe the goods and/or services that your company provides. These categories represent the sourcing events you would like to participate in. Each sourcing event is assigned at least one category. When the sourcing event is posted to the iStar portal, an email notification will be sent to all bidders who have selected one of the categories assigned to the sourcing event. Your selection does not restrict the sourcing events that will show in the *View Events and Place Bids* page, only the email notifications you will receive.

The page will take several seconds to load. Click on the box next to the category description to select it. Please allow about 5 seconds between each selection for the page to refresh. Select as many or as little categories as you want. You will not be penalized for selecting a category that doesn’t fit your company’s description, so do not hesitate to select a category when you are unsure of its description.

Click **Save** at the very bottom of the list.
• **Discussion Forums**

Navigation: *Menu > Manage Events and Place Bids > Discussion Forums*

See [4.6 Discussion Forums](#) for information on this page.

**3.2.2 Change My Password**

Navigation: *Menu > Change My Password*

It is recommended that you change your password every so often to prevent your account from being compromised. Just type in your current password, then enter your new password, and confirm the new password. Click **Change Password** to finish.

The delivered password should be changed to a unique password to protect the integrity of your record.

**Change Password**

(User ID: ABCCO)

*Current Password:  
*New Password:  
*Confirm Password:  

[Change Password]

**3.2.3 My Dictionary**

Navigation: *Menu > My Dictionary*

Here you can store words that you are continually misspelling. Select the language of the word and type in the correct spelling of the word to reference later. Use the + or – buttons to the right of the line to add or remove a word.

**Spell Check Personal Dictionary**

(Select Language: Spell Check Word:  )

[Spell Check Personal Dictionary]
3.3 ADDITIONAL NAVIGATION TOOLS

There are five links at the top of the iStar portal homepage:
- **Home** will navigate back to the main page.
- **Sign Out** which will log you out of iStar.
- **Help** will open up documentation with further iStar usage information. The iStar Learning Network provides hands on tutorials for using the iStar. PeopleBooks is the given PeopleSoft documentation on the system.

The Navigation bar to the left of the screen on the sourcing bidder or supplier home page can be used to navigate in between the sections and pages.

A page’s returned information is displayed in rows and columns. The tools in the returned information’s dark blue header can be used to scroll between information rows or add columns to display more fields for the row.

- **First** and **Last** links with the two arrow buttons are used to scroll through additional rows of information.
- **View All** will show all the rows of information so you don’t have to use the **First** and **Last** links.
- **Find** will look for the entered text within the rows of information and return it at the top of the list.
- **Customize** gives the option to add certain columns to the information table. If the information table contains multiple tabs, the fields added may show up on any one of them and not the main tab. The default columns cannot be removed.
4.0 BIDDING ON A SOURCING EVENT

Lone Star College System only accepts electronic bids submitted through iStar, unless otherwise noted on the sourcing event. Written, hard copy bid proposals will not be accepted. LSCS reserves the right to disqualify the hard copy bid.

Public events will be open for participation from every registered bidder. Only bidders with selected categories matching those assigned to the sourcing event will receive a notification email. An invitation-only event will be only allow those invited to participate and will not be viewable by every registered bidder. A company does not need to be registered in iStar to be invited to participate in an event; they will, however, need to register before they can bid.

Event notification emails will include a detailed sourcing event PDF, event summary, and any related documents attached to the sourcing event.

When questions concerning a specific sourcing event are submitted via email to the appropriate Buyer, an Addendum will be issued with the responses. The addendum is generally placed in two places: It will be added to the Sourcing Event as an attachment and it will be added to the Discussion Forum.

4.1 VIEWING EVENTS

Navigation: Menu > Manage Events and Place Bids > View Events and Place Bids

Enter search criteria, if you are looking for a specific event and have either the Event ID or Event Name. It is not necessary to fill in any Search Criteria to view sourcing events open for bids. Sourcing events will be listed in the Search Results. The Search Results will show the Event ID, Event Name, and the End Date/Time for each sourcing event.

- The Discuss link to the right of the sourcing event will take you to the discussion forum for that event. You can discuss this sourcing event here with the LSCS buyer and other participating bidders.
- Clicking on the Event ID hyperlink will take you to the Event Details where you can bid on the event.

Sourcing events which have reached their deadline (End Date/Time) will no longer be visible or open for participation. The End Date will turn into a red timer during the last 24 hours of participation. You will have up until the last second to submit your bid, but please give yourself enough time to review because bid submissions are final after the sourcing event closes. Also, allow a few seconds for the system to process your bid submission. After the sourcing event has closed, you cannot submit a response.

If you don’t receive an email confirmation, your bid was not received.
4.2 REVIEWING AN EVENT DETAIL

Navigation: Menu > Manage Events and Place Bids > View Events and Place Bids

The Event Details allow you to review the information on the sourcing event. The contact information in the middle of the Event Details is your main contact for any questions you may have regarding this sourcing event. They may be reached by the email provided or by using the Discuss Event in Forum link (see 4.6 Discussion Forums).

Next to the contact information is the permissions for the sourcing event. Multiple Bids and Edits to Submitted Bids may be allowed or not allowed depending on the buyer’s choice. My Bids will list the number of bids you have submitted for the sourcing event.

- **Accept Invitation** will notify the buyer that you intend to bid on this sourcing event.
- **Decline Invitation** will notify the buyer that you do not wish to bid on this sourcing event.
- **Bid on Event** will take you to the online bid submittal section of the sourcing event.

4.3 COMPLETING THE BID SUBMITTAL FORM

Navigation: Menu > Manage Events and Place Bids > View Events and Place Bids
The online form used to submit your bid proposal looks exactly like the Event Details page, except that now you will have the ability to view the additional sourcing event attachments, enter your bid amounts and quantities, enter responses for information requests, and upload attachments into the system to support your bid.

This section goes over the sections of the bid submittal form and how to fill them out.
• **View/Add General Comments and Attachments** link contains a list of documents attached to the sourcing event for your review. Use the View button to see the attachments. A copy of the electronic sourcing event is available as a PDF attachment.

  - As part of your bid response, attachments can be added. Click **Add New Attachments** and then **Upload** to upload an attachment from your computer. Use **Delete** to remove it from the attachments. This is the same for attaching documents throughout the bid form.

```
<table>
<thead>
<tr>
<th>General Comments and Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit: LSCG1 Event ID: 0000053</td>
</tr>
</tbody>
</table>

Attachments

<table>
<thead>
<tr>
<th>Attached File</th>
<th>Attachment Description</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example_Event.pdf</td>
<td>Event Details</td>
<td>View</td>
</tr>
</tbody>
</table>

Add New Attachments

<table>
<thead>
<tr>
<th>Attached File</th>
<th>Attachment Description</th>
<th>Upload</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments

Add New Comments

```

• **Step 1: Answer General Event Questions** section has all the sourcing event questions and requests for additional information that will be necessary in analyzing the bids. These will be completed either by typing in a response, selecting the dropdown, choosing a check box, or attaching a document using the Add Comments or Attachments link to the right of the question.

A ★ marks the question or bid as being required and the bid cannot be submitted until it is completed. If your response is an attachment, you must include a comment. Indicate “See Attached” or equivalent. The system will give you an error if a comment is not included even though a document has been attached.

A ★ signals that there is an ideal response for the sourcing event. The ideal response will be listed below the Event Question. If the ideal response is not selected, the bidder/vendor is not authorized to submit a bid.

• **Step 2: Enter Line Bid Responses** section will list all the goods or services requested through the sourcing event. Enter your Bid Quantity and Unit Bid Price; bidder may click on the comment bubble to add an attachment or comment, if necessary.

A ★ marks the bid as being required and the bid cannot be submitted until it is completed. If it is required, bidder must submit a bid line item. If a bid is not required on all lines, then the blue **Bid** link to the right of the **Bid Price** will submit your bid on only that item.

The three buttons at the top of the page can be utilized to complete your bid.

  - **Validate Entries** will check your bid for any errors or missing information. Any errors that it finds will be listed in red at the top of the page.
  - **Save for Later** will save the information, including attachments that have been uploaded. The saved bid can be found in **My Event Activity** (see 4.5 Viewing and Editing Bids). A saved bid is NOT submitted for LSCS’s
consideration until **Submit Bid** is selected.

- **Submit Bid** submits your bid to the system for sourcing event analysis. Until participation ends, submitted bids can be viewed and edited under **My Event Activity** (see 4.5 Viewing and Editing Bids).

An email will be sent to the contact specified in **Maintain My User Contact** (see 3.1.3 Manage Events and Place Bids for suppliers or 3.2.1 Manage Events and Place Bids for sourcing bidders) confirming that your bid has been received into iStar. The email will contain a PDF with your detailed bid submittal. Keep this for your records should you need to refer back to it.

If an email is not received, contact Purchasing immediately.

### 4.4 ENTERING MULTIPLE BIDS FOR A SOURCING EVENT

**Navigation:** **Menu > Manage Events and Place Bids > View Events and Place Bids**

To enter another bid for the same sourcing event, navigate to the sourcing event’s details, click on **Bid on Event**, and complete the **Complete the Bid Submittal Form** section again.

You are allowed an infinite number of bids should the sourcing event **allow** multiple bid proposals.

### 4.5 VIEWING AND EDITING BIDS

**Navigation:** **Menu > Manage Events and Place Bids > My Event Activity**

Bid information for a sourcing event, whether it’s been saved or submitted, can be found by navigating to **Menu > Manage Events and Place Bids > My Event Activity**. At the top of My Event Activity are three links which act as bid filters and will show the sourcing events where your company’s bids fit the description:

- **Events Invited To** are the sourcing events you were specifically invited to participate by the event’s buyer.
- **Events Bid On** are the sourcing events which have a bid created by your company.
- **Events Awarded** are the sourcing events which your company was awarded.

To view the sourcing event detail, click on the Event ID hyperlink.
Find the Event ID for the sourcing event and click on the chevron \( \uparrow \) to the left. Summaries for all your bids on that sourcing event, both saved and submitted, will be viewable.

- **Bid ID** is the number assigned to the bid for your company. If you submit multiple bids that Bid’s ID will be “2” and so on.
- **Round and Event Version** represent the times the sourcing event has been re-opened for rebid by the bidders (round) or has been edited by LSCS (version).
- **Status** will show whether a bid was submitted for the sourcing event or if it was saved for later editing. Posted status is a submitted bid. Saved status is saved bid. Saved bids are not valid bids and will be available to LSCS for analysis.
- **Date Time Posted** is your record of when the bid was submitted. This Date Time stamp will remain even if you remove the bid from the event, but will updated if the bid is submitted again later. This Date Time stamp will also be visible on the Event Details when reviewing the particular bid.
- **Total Bid Amount** is the total amount bid on all of the lines of the sourcing event.

Some sourcing events will allow a submitted bid to be edited. Click on the speech bubble with the magnifying glass \( \mathcal{V} \) to the right of the bid summary line to edit the bid. You’ll be taken to the bid submittal form to complete your edits. Hit **Submit Bid** to submit the saved bid or the changes. If you don’t hit **Submit Bid** again after editing, it will not be received by LSCS. This includes the original bid previously submitted.

You can review your bids by navigating to *Menu > Manage Events and Place Bids > View Events and Place Bids* and go into the sourcing event’s details. Under Bidding Shortcuts will be **View, Edit or Copy from Saved Bids** or **View Event Activity** links. The **My Bids** field will also show the number of bids you have for this event.

You can also review a bid in exactly the same way as editing. Though, **do not** hit **Save for Later** if you are prompted to save any changes\(^1\). **Save for Later** will take a submitted bid out of the sourcing event and hold it in **My Event Activity** for future editing. Either hit Cancel on the prompt and navigate away from the page, or hit OK and click on **Submit Bid** on the submittal form.

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\(^1\) Once the sourcing event has closed for participation, your submitted bids will no longer be editable and your saved bids will not be available for further editing.
bids will no longer be eligible for submission. Bids will be available for review only.

4.6 DISCUSSION FORUMS

Navigation: Menu > Manage Events and Place Bids > Discussion Forums

Discussion Forums allows you to communicate with the event buyer and other participants in the sourcing event. When questions are submitted via email to the appropriate buyer, an Addendum will be issued with the responses. The addendum is generally placed in two places: It will be added to the Event as an Attachment and it will be added to the Discussion Forum.

In View Events and Place Bids page, each sourcing event has the Discuss link and in the sourcing event’s details is a link to Discuss Event in Forum. These links will take you directly to that particular sourcing events discussion thread.

Click on Event Question & Answer Forum will direct you to a list of all the discussion threads for each sourcing event.

The subject for the discussion threads will be the Event ID, Round No., and Version No. Click on the sourcing event you are looking to discuss or view discussions by others related to that event. The first message will be an explanation of the intent of the discussion thread. Click the Reply button to open up a message form.
Author: all contacts for your bidder account will populate in this field. Choose your name from the list.
Datetime: this is automatically created with the date and time of your response.
Email: enter your email address.
Subject: Do Not Edit Event ID, Round No., and Version No.
Message: enter the message you want to send concerning that particular sourcing event.
Add Attachment: add an attachment to your message. This attachment will not carry over to any of your bids or to the sourcing event.
Private Message: this will mark the message as visible to only you and the person you are replying to.

The discussion threads will be open once the sourcing event has posted for participation, if you need to ask any questions of the event buyer.

4.7 SOURCING EVENT AWARD

Navigation: Menu > Manage Events and Place Bids > My Event Activity

Once the sourcing event has closed, the buyer will review the bid information submitted by you and other participants. The information that the buyer collects from the bids will be sent in for review and awarded to the most qualified bidder. An awarded bid will be updated with an Award Summary in My Event Activity.

<table>
<thead>
<tr>
<th>Event ID</th>
<th>Event Name</th>
<th>Event Status</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSC01-0000020</td>
<td>event testing</td>
<td>Awarded</td>
<td>03/24/2010 4:40 PM CDT</td>
<td>03/24/2010 4:45 PM CDT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bid ID</th>
<th>Round</th>
<th>Event Version</th>
<th>Status</th>
<th>Date Time Posted</th>
<th>Currency Code</th>
<th>Total Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>1 Posted</td>
<td></td>
<td>03/24/2010 4:42:53 PM CDT</td>
<td>USD</td>
<td>1.00000</td>
</tr>
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<th>Round</th>
<th>Award Type</th>
<th>Award Date</th>
<th>Currency Code</th>
<th>Total Award Amount</th>
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<th>PO ID</th>
</tr>
</thead>
<tbody>
<tr>
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<td>1</td>
<td>Purchase</td>
<td>03/24/2010</td>
<td>USD</td>
<td>1.00000</td>
<td>LSC01</td>
<td>00000000838</td>
</tr>
</tbody>
</table>

After the sourcing event has been awarded, the Event Status in My Event Activity will change to Awarded. The buyer may choose to post the Award Details (or bid tabulation) online for the participants to view. The buyers are able to choose whether or not to post this information and what information will be visible, so not all Award Details will look the same.

Navigate to My Event Activity then click on the Event ID hyperlink. This will take you to the Event Details and if the Award Details were made available, there will be a View Award Details button at the top of the page.

If the award details are not available in iStar, please refer all requests for bid tabulations to the event buyer or open records requests to the Public Records department.
5.0 RESPONDING TO A REQUEST FOR QUOTE (RFQ) (VENDORS ONLY)

Navigation: Menu > Process Quotes > Respond to Quotes

A Request for Quote (RFQ) may be utilized for small dollar purchases that are not required by LSCS business practices to go through a formal sourcing event. An RFQ is only open for participation from specifically invited Vendors. Sourcing Bidders and uninvited Vendors will be unable to view the RFQ.

Once an RFQ has been posted in iStar, an email notification will be sent to the invited Vendors. The RFQ can be viewed by logging into iStar and navigating to Respond to Quotes. The page will open to Search Criteria; simply click on Search to view all your available RFQs.

RFQs are listed out by each line item requesting a quote. You can choose to respond, or not respond, to whichever lines you want. View Details on the RFQ line item by clicking on the RFQ ID hyperlink.

The yellow button to the right of the RFQ line item will take you to the quote form and will change from New to
Responded when the quote is submitted.

Complete the RFQ form with your response. Either type in your response or use the magnifying glass next to a field for a list of valid responses. If no response is available, the field can be left blank. Attachments cannot be added to a RFQ, but a detailed comment can be added at the bottom.

Quotes cannot be edited once they are submitted. Any RFQ lines that have been responded to will be removed from the RFQ list once the screen is refreshed.

The buyer will analyze the RFQ responses and award the items accordingly. Upon awarding the RFQ a Purchase Order will be created and emailed to the awarded Vendor and be viewable in the Purchase Orders page.
6.0 FREQUENTLY ASKED QUESTIONS (FAQS)

Why do I have to register in iStar to participate in a sourcing event?
LSCS moved over to a new business system which allows our organization to keep all of our purchasing information in an electronic format instead of on paper, effectively “greening” our purchasing practices and reducing both waste and supply costs.

We wanted to extend the efficiency of our system to our bidding companies by giving you the ability to submit all your bid proposal information online. Using the digital system will ensure that your bid proposals are received on time, lowers your postage and shipping costs, and reduces the cost of materials used to create a bid proposal.

What is the charge to register in the LSCS iStar system?
There is absolutely no charge for registering and using the iStar portal. This part of our business system was implemented to give companies easier access, more information, and better notification to participate in requests for purchase of goods and services.

I'm getting an error message during registration that is not mentioned in this manual.
Take a screenshot of the error or type down the complete error message and email the Bidder & Vendor Administrator at 832.813.6835 for assistance.

Why do I have to enter my company’s Taxpayer Identification Number (TIN)?
The TIN is only required when completing a Business registration. It is a completely unique identifier for your company. We use it to ensure we have no duplicate vendor records in our system, for completing our 1099/Withholding filing for taxes, and for additional reporting reasons.

I forgot my password and/or User ID.
To get a new password, go to the iStar login page and click on “Forgot My Password” below the registration links. Enter your User ID into the prompted field and click Send. A temporary password will be sent to the email associated with that User ID. See below, if you don’t remember your User ID.

(For Sourcing Bidders) To get your User ID where there are other users accessing the account, have one of the other account users login to iStar and navigate to My Bidder Profile and click on the Contacts tab. Your User ID will be listed below your contact information or contact the Bidder & Vendor Administrator. To get your User ID when you are the only user accessing the account, contact the Bidder & Vendor Administrator at 832.813.6835 and provide the email address and company name used to register the account.

(For Suppliers) To get your User ID, contact the Bidder & Vendor Administrator at 832.813.6835 and provide your company name and Vendor number.

How do I inactivate (delete) my account?
To inactivate your company’s iStar bidder account, contact the Bidder & Vendor Administrator at 832.813.6835 and provide your company name and all User IDs associated with that account.

To remove your user access to your company’s iStar bidder account but leave the account open to other users, see My Bidder Profile in section 3.2.1 Manage Events and Place Bids for information on removing user access. This option is only available to sourcing bidders.
My account was inactivated a while ago, but now I want to use it again. What do I do?
Contact the Bidder & Vendor Administrator at 832.813.6835 and provide your User ID, company name, and email address associated with the account. They will assist you with getting your account active again.

I’m not getting any email notifications for sourcing events!
First, login to iStar and check your My Categorizations page and make sure you have all the categories selected that relate to your company (see 3.1.3 Manage Events and Place Bids for suppliers or 3.2.1 Manage Events and Place Bids for sourcing bidders).

Second, there may not have been any sourcing events posted that relate to your specified categories. You can view any sourcing events that are open to participation, whether or not they relate to your categories, by navigating to View Events and Place Bids.

Third, check that your email address was entered correctly in the My Bidder Profile section of 3.2.1 Manage Events and Place Bids for sourcing bidders or the Contacts section of 3.1.1 Maintain Supplier Information for suppliers.

Who do I contact about sourcing event questions? Like getting more information on what materials to provide?
That will be the buyer who is hosting the event. Their information is listed on the Event Details (see 4.0 Bidding on a Sourcing Event).

How do I make sure that my bid was received?
An email confirming your bid’s receipt will be sent to you with a PDF detailing the bid submitted.

You can also view the date and time LSCS received your bid in the My Event Activity page (see 4.5 Viewing and Editing Bids). View the bid and print screen to keep it for your records. The bid will have the last date and time it was submitted in the heading, as well as the bid information you submitted.

I want information on a past bid event. Who do I talk to?
You can talk to the buyer for the event. Their information is listed on the Event Details.

What is iStar?
iStar is LSCS’s pet name for our business system. The actual system is an Oracle PeopleSoft business solution.