There are two ways to access the registration, login and reset your password:

1. https://wwwapps.lonestar.edu/istar/supplier.htm

2. Login to the Lone Star College Webpage. Follow this link: http://www.lonestar.edu/purchasing.htm
   Click on the iStar Vendor Portal Link located on the right-hand side of the screen.
3. From the Login screen:
   - Register as a Sourcing Bidder (never done work with LSC before)
   - Register as a Supplier (VENDOR ID# Required)
   - Forgot Password: Reset your password

   *** Log in if you are already registered as a Bidder or a Supplier using your User Id and Password.***

<table>
<thead>
<tr>
<th>Supplier Login</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
</tr>
<tr>
<td>Password</td>
</tr>
<tr>
<td><strong>Sign in</strong></td>
</tr>
<tr>
<td><strong>Forgot Password?</strong></td>
</tr>
</tbody>
</table>

- **Register as a Supplier**
  Click here to register as a supplier user and to be able to see purchasing details
- **Register as a Sourcing Bidder**
  Click here to register as a bidder and to be able to bid on events.
- **Create New User Accounts**
  Click here to Register a New User to an existing Supplier account

Please note that bidder registration is linked to the company Tax ID. Only one registration is allowed per company. The password can be changed to accommodate new users if a new person is assigned to receive bid notices. In addition, the email address to receive notices must also be updated, otherwise the bid notice will go to an “inactive” email.
SUPPLIER/BIDDER USER ID Please consider the following when creating your user ID:

- Use partial or all of your company name
- **(USER ID CANNOT BE CHANGED AT A LATER DATE)**
- Use all CAPS
- No more than 10 characters
- No spaces
- All alpha, **no numbers** or special characters

**CONTACTS**

- Pam Johnson
  Commodity Manager

- Mike Loudis
  Commodity Manager

- Brittaney Isom
  Commodity Manager
To edit categories visit Manage Events and Place Bids > My Categorizations. Please allow several seconds between each selection for the screen to refresh.

To edit/add Account Users and Addresses after completing registration go to Manage Events and Place Bids > My Bidder Profile. For registration assistance, if needed, please contact:

**Bidding Questions**
Email the Commodity Manager (Buyer) associated with the bid event.

**Supplier Registration Email:**
MC-Vendors@lonestar.edu

For sourcing event information, please contact the Commodity Manager listed on the sourcing event or refer to the list below:

**Viewing & Accepting Bids**

**DISCLAIMER**
1. You must be logged into the iStar Vendor Portal with your USER ID & PASSWORD to submit a bid.
2. If Lone Star College (LSC) does NOT receive your bid, you will have no recourse as LSC will not be able to determine if you were logged into the system and if your bid was uploaded since the system will show no record of your bid submission.

Once registered, enter the user ID and password that you created to log in.
1. Select “Manage Events and Place Bids” from the drop-down Main Menu.
2. Click on “View Events and Place Bids”

3. Click on the Event ID hyperlink to select the Event you will be bidding on (SEE EXAMPLE BELOW)

The screen below displays all the events that are open and active. Click on the one you wish to open and view.
4. Next, click on “Accept Invitation”.

The above screen gives a brief description of the event, the calendar of events, the contact name and information and the line(s) with a red star that require a response.
5. After clicking “Accept” you will be re-directed to the previous page; at this point repeat step 3.

6. Next, click on “Bid on Event” to view the entire bid details and place your bid.

7. A screen will pop up after clicking the “Bid on Event” button asking if you want to default the bid quantity on the lines.
Select “Yes” to have the bid quantity default.
8. All attachments associated with the bid, including the specs and event details, etc. are located in this section.
9. Click “View” to open. Click the “OK” button to return to the bidding page.

*NOTE: Some security settings won’t allow pop-ups & won’t let you view the attachments. To solve this, click on the CTRL key & the attachment at the same time.

Generally, the Bid Response is divided into **two** steps.

A. **You upload your PDF Copy of the Document**

B. **Answer questions** if required.

10. Indicates that a response is required.

11. Lone Star College Requires Bidders to attach a file and enter a comment for any attachment bid factor.
12. Click the link to attach any file and add comment.

13. Once on the “Question Comments and Attachments” page, click the upload button.


15. The Attached File name will appear in the “Attachments” section.
16. Enter a description of your attachment.

17. Enter any comments in the “Comments” field.

18. Click the “OK” button to return to the main bidding page.

19. Enter a response for each of the remaining Bid Factors.

20. Bid Required: Line Item Entries
   
   a. Everything with a red star 🌟 requires a response.
   
   b. When entering line item pricing follow the below instructions:
      
      i. Use whole numbers only, do not use commas and do not use $$ sign.
      
      ii. When asking for percentage – input 3 for 3% or 3.5 for 3-1/2% or .50 for 1/2.
      
      iii. When asking for dollar value – input 1500.00 for $1,500.00.
iv. **An error will occur if pricing is not entered in whole numbers and without commas or dollar sign.**

v. Pricing must be completed in the i-Star System as well as in the pricing sheet attached to the RFP (if applicable). **vi. RFP will not show in the i-Star System if Pricing is not entered in i-Star.**

21. **Enter your bid amount for the lines at the bottom of the page.**

22. **Click the “Validate Entries” button to review for errors.**

**Common Errors Include:**

Response required. You must enter a response for General Question 2 - TOTAL PURCHASE COST: (40 points) ... !

Response required. You must enter a response for General Question 3 - QUALIFICATIONS/EXPERIENCE/SERVIC ... !

Response required. You must enter a response for General Question 4 - VENDOR REPUTATION: (10 points) ... !

Response required. You must enter a response for General Question 5 - HUB PLAN: (15 points) Provide c ... !

Response required. You must enter a response for General Question 6 - Completeness and Thoroughness of ... !

Response required. You must enter a response for General Question 7 - CONFLICTOF INTERESTQUESTIONNAI
23. You may "Submit" your bid or "Save" your bid before you submit by clicking the "Save for Later" button.

24. If you save for later, you will need to login to go back into the system.

25. Once you log-in, you will need to follow the steps starting on page 3 through page 6 which will take you to the following screen:

**Click on “View, Edit or Copy from Saved Bids”**

Click “View/Edit” to open save bid.
Will re-direct you to Event Details

Once you have made all changes, and validated your entries, click on the “Submit Bid” button.
You will receive the following page if your bid was successfully submitted.

Click the “OK” button.
**You will also receive a system generated email confirmation of your submitted bid.**

SAVE THE SCREEN ABOVE AS WELL AS THE EMAIL AS PROOF OF SUBMISSION**
A WORD OF CAUTION: VIEW, EDIT OR COPY FROM SUBMITTED BIDS - This link is also available even after the bid is submitted and it will show the following screen with the bid status of posted:

Bid Status of “Posted” means it has been submitted successfully

DO NOT CLICK “View/Edit” AFTER your bid has been POSTED. It will REMOVE the BID from submission AFTER your confirmation!

Even if no changes are made to the bid, it has to be re-submitted by clicking the “submit bid” button again, followed by another confirmation email notification.

Bid Questions

If you have questions regarding the Event you are bidding on, please submit them via email to the Commodity Manager (Buyer) for that RFP. Include the name of the event and the Event ID in the subject line of the email.

Bid Responses

When questions are submitted via email to the Buyer for that RFP, the appropriate commodity manager will issue an Addendum with the responses. The addendum is added to the Event as an Attachment.

User ID or Log in Questions

Please contact MC-Vendors@lonestar.edu with any log in or user ID questions or issues.