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Additional questions regarding the registration or bidding process should be directed to sourcing@ll.mit.edu.

Event-specific questions should be directed to the Contract Specialist. See Ask a Question.

For technical or system issues, contact Jaggaer Supplier Support at 1-800-233-1121 (option 3) or submit a Jaggaer Supplier Support Request.
I. How to Register as a New Supplier

a. Account Creation

You've been invited to participate in "Registration Event"

Dear Sales Rep,

You have been invited to participate in the following Auction.

**Event Number:** 10857015  
**Event Title:** Registration Event  
**Event Open Date:** 3/27/2017 at 12:00:00 AM EDT  
**Event Close Date:** 3/27/2017 at 12:00:00 PM EDT  
**Issuing Company:** MIT Lincoln Laboratory

1. Please click the link to view the sourcing event

For first time users, when you click the link above you will be taken through a registration process. This is a process that will allow you to create an account and then gain access to view the event.

Thank You,

MIT Lincoln Laboratory  
3/27/2017
I. How to Register as a New Supplier

a. Account Creation

2. After reviewing the Registration Checklist, click Continue with Registration.
I. How to Register as a New Supplier

a. Account Creation

3. You will be brought to an account creation form. Make sure to complete all fields.
   - This information will be used to determine if another person in your company has already registered.

4. Click Create Account.

Note: If the system identifies an existing account with a Primary Contact that is no longer employed by your organization, please contact Jaggaer Supplier Support at 1-800-233-1121 (option 3) or submit a Jaggaer Supplier Support Request.

INDIVIDUALS/SOLE PROPRIETORS:
Do not enter a personal Social Security number in the Tax ID field. You will be asked to provide your SSN directly to MIT/LL by phone after you’ve been selected for an award. Please leave the Tax ID field blank.
I. How to Register as a New Supplier

a. Account Creation

5. You will receive a system-generated email with a link to confirm your email address. Click **Complete Registration Now**.

6. The system will validate your email address. Click **Submit** to proceed to the **Login** page.

7. The system will create your account. Enter your **password** and click **Login**.
I. How to Register as a New Supplier

b. Registration Profile

8. Once logged in, click Manage Registration Profile to complete the registration process.
I. How to Register as a New Supplier

b. Registration Profile

9. Fill out all required fields in your Registration Profile. Click Next to advance to each step.

A green checkmark denotes a completed step.

Question marks indicate fields with help text.

**ADDRESSES**

You will be prompted to enter a contact for your order fulfillment address. You may select multiple applicable "contact types" for this contact, but note that these values **cannot be changed** once saved. You must provide one contact that is responsible for both order fulfillment and sales, or two contacts that individually fill each role.
I. How to Register as a New Supplier

b. Registration Profile

10. After you’ve completed all steps, **Certify & Submit** your profile.
   - You will now be available as a supplier for sourcing events.
I. How to Register as a New Supplier

c. Supplier Portal Navigation

- The home icon will bring you back to this page.
- You can manage your registration profile at any time.
- Hover over the sourcing icon to search for events.
- Click the arrow at the bottom of the left-hand navigation pane to see help text for each icon.
- You can use the dropdown to filter by event status.
- This section provides a count, by status, of all of the events you’ve been invited to and/or awarded.
I. How to Register as a New Supplier

d. Searching Events

The home icon will bring you back to the home page.

Hover over the sourcing icon to search for events.

You can search based on your Intent to Bid or Response Status.

Enter search criteria and click Search.
II. How to Bid on a Reverse Auction

a. Response and Bidding Process

1. You will receive an email invitation to bid. Click the link in this email.
   - If you haven't already registered, you will be asked to do so before viewing the event. See How to Register as a New Supplier.

2. You will be prompted to log in to the MIT/LL Supplier Portal. Enter your email and password. Click Login.
II. How to Bid on a Reverse Auction

a. Response and Bidding Process

3. You will be brought to an event summary page. You must complete some prerequisites before viewing the auction. Click Proceed to Prerequisites.

Note the Auction Start and End Dates.
II. How to Bid on a Reverse Auction

a. Response and Bidding Process

4. Download and review any prerequisites highlighted in yellow. After reviewing, click the checkbox next to I certify…

5. Click Save Progress.

6. Click Items in the left-hand navigation pane to view the details of the auction.

Note: You'll need to review and agree to any other prerequisites prior to entering a bid, but only if you intend to bid (next step).
II. How to Bid on a Reverse Auction

a. Response and Bidding Process

7. Click **View Details** to view the item details for the auction. Also note the **Requested Delivery** and any other applicable requirements.

8. Set your bid response by clicking either **Yes I Intend to Bid** or **No Bid**.
   - If **Yes I Intend to Bid**, proceed to step 9.
   - If **No Bid**, no further action is required on your part. You may exit the portal.
II. How to Bid on a Reverse Auction

9. After clicking Yes I Intend to Bid, you will be prompted to complete any remaining prerequisites before proceeding. Click Go to Prerequisites >.
II. How to Bid on a Reverse Auction

a. Response and Bidding Process

10. Complete the remaining prerequisites highlighted in yellow.

11. Click Next >.
II. How to Bid on a Reverse Auction

a. Response and Bidding Process

12. If you need to add an attachment to your response, click **Add New Attachment** and complete required prompts.

13. Click **Next >**.
II. How to Bid on a Reverse Auction

a. Response and Bidding Process

14. Answer all questions.

15. Click Next >.

NOTE: The Questions page will only appear if the Contract Specialist has set up questions for you to answer.
II. How to Bid on a Reverse Auction

a. Response and Bidding Process

16. Enter an **Estimated Delivery** before proceeding.

17. Click **Next >**.
II. How to Bid on a Reverse Auction

a. Response and Bidding Process

18. Click the checkbox to certify your response.

19. Click Submit Response.

Note that you haven’t entered a bid price yet—this is OK. You must review and submit the response portion first before you can start bidding in the Auction Console.

If you do not complete this step, your bid will not count.
II. How to Bid on a Reverse Auction

a. Response and Bidding Process

Note that the Response Submitted page will say that you have just submitted a bid of “0.00 USD”—this is OK. Again, you must review and submit the response portion first before you can start bidding in the Auction Console.

All of the bidding will take place in the Auction Console.

20. To access the Auction Console and enter your first bid, click Event Summary.
II. How to Bid on a Reverse Auction

a. Response and Bidding Process

21. On the left-hand side of your screen, click Launch Auction Console.

   - This will open up in a new tab and should keep the Event Summary page accessible as a separate tab.
II. How to Bid on a Reverse Auction

a. Response and Bidding Process

22. Enter your bid unit price in the Unit Price box and click Submit Bids.

23. To Rebid, simply reenter your bid unit price in the Unit Price box and click Submit Bids again.

Once you have submitted a bid, your ranking will appear here.

The Bid Decrement will be the last column in the items list. Use the scroll bar at the bottom of the list to scroll all the way to the right.

The chat box in the Auction Console is not monitored—questions posted in the chat box will not be answered. TO ASK A QUESTION, see next slide.

To access a bid list or any of the prerequisites, return to the Event Summary tab in your browser (this should still be open as the Auction Console launched in a new tab).
II. How to Bid on a Reverse Auction

b. Ask a Question

1. To ask a question, return to the Event Summary tab in your browser.

2. Click Q & A Board on the left-hand side of your screen.
II. How to Bid on a Reverse Auction

b. Ask a Question

3. Click Ask a Question.

Any questions made public by the Buyer will appear on the Public Q&A page.

Your questions will appear on the My Questions page.
II. How to Bid on a Reverse Auction

c. Monitor an Auction

1. To monitor an open reverse auction, return to the Event Summary page for the event (see Supplier Portal Navigation and Searching Events).

2. Click Launch Auction Console.
II. How to Bid on a Reverse Auction

c. Monitor an Auction

3. You will be brought back to the Auction Console. To Rebid, simply reenter your bid unit price in the Unit Price box and click Submit Bids.