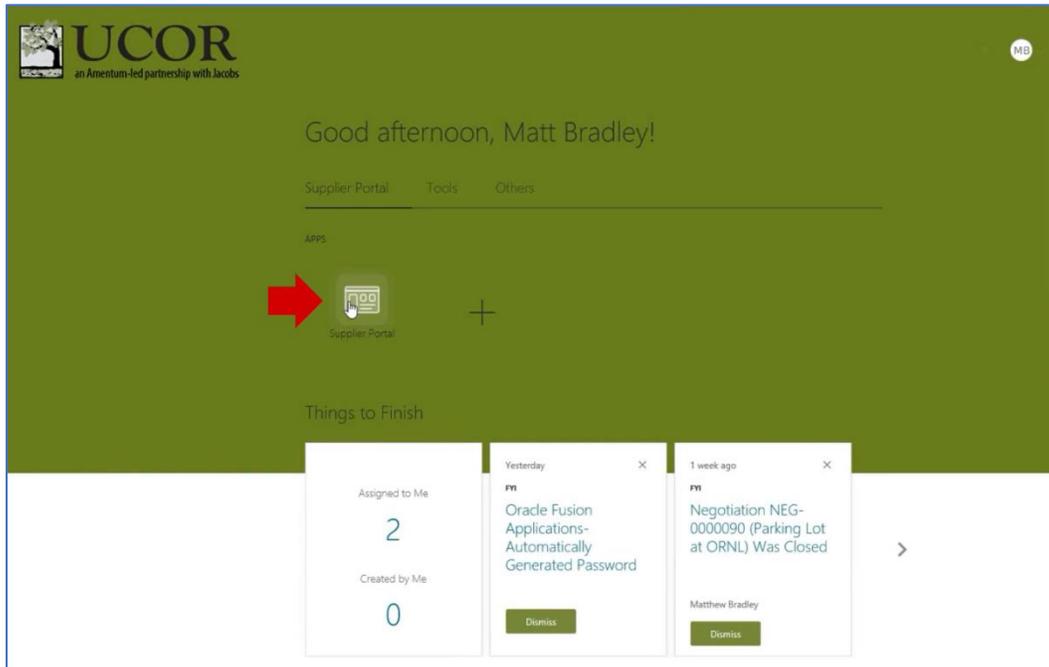
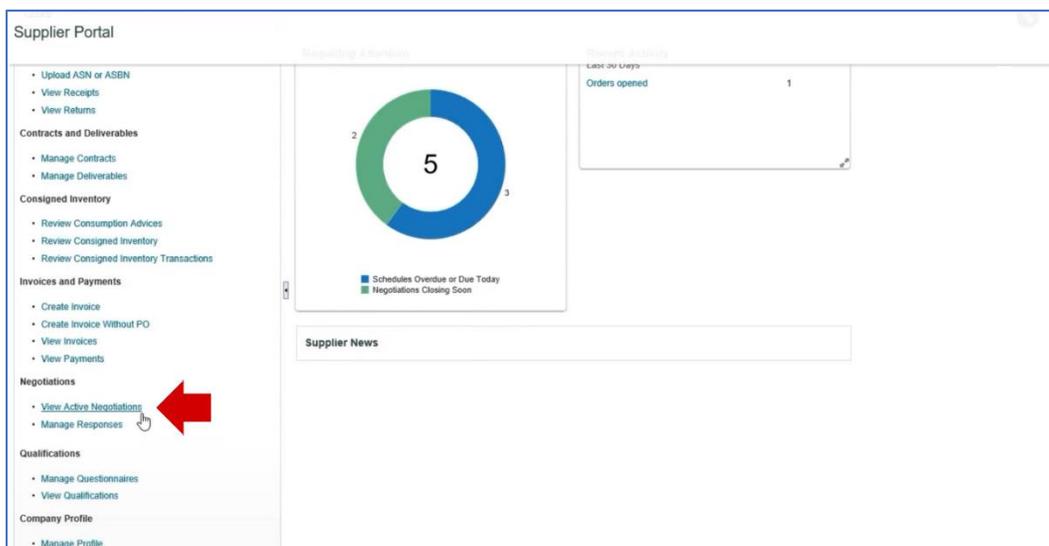


# UCOR Supplier Portal Cheat Sheet 1

1. Click to open the Supplier Portal app.



2. Scroll down and click View Active Negotiations from the left-hand Task Bar.



3. To view open negotiations, click the Invitation Received button and select No. To view negotiation invitations, click YES.

The screenshot shows the 'Active Negotiations' search page. At the top, there is a search bar with a magnifying glass icon and a 'Search' button. Below the search bar, there are several filter fields: 'Negotiation', 'Title', 'Negotiation Close By' (with a date picker), 'Invitation Received' (dropdown menu), 'Response Submitted' (dropdown menu), and 'Negotiation Open Since' (with a date picker). A red arrow points to the 'Invitation Received' dropdown menu, which is currently set to 'No'. To the right of the search filters, there are buttons for 'Manage Watchlist', 'Saved Search', and 'Open Invitations'. Below the search filters, there are buttons for 'Search', 'Reset', and 'Save...'. The search results section shows a table with columns: 'Negotiation', 'Title', 'Negotiation Type', 'Time Remaining', 'Close Date', 'Your Will Responses', 'Will Participate', 'Unread Messages', 'View PDF', and 'Response Spreadsheet'. The table currently shows 'No results found.' and 'Columns Hidden 4'.

4. Click Search.

This screenshot is identical to the one above, showing the 'Active Negotiations' search page. A red arrow points to the 'Search' button located at the bottom right of the search filters section. The rest of the interface, including the search filters and the search results table, is the same as in the previous screenshot.

5. Click the left edge of the desired negotiation to highlight it.

The screenshot shows the UCOR Active Negotiations interface. At the top, there is a header with the UCOR logo and the text 'an Amentum-led partnership with Jacobs'. Below the header, there is a search bar and a 'Done' button. The main content area is titled 'Active Negotiations' and contains a table of negotiations. The table has columns for Negotiation, Title, Negotiation Type, Time Remaining, Close Date, Your Responses, Will Participate, Unread Messages, View PDF, and Response Spreadsheet. The row for 'NEG-000024 Generator' is highlighted in blue, and a red arrow points to its left edge. Below the table, there is a 'Columns Hidden 4' label.

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
NEG-0000129	T3 Paving Improvements	RFP	17 Days 19 Hours	11/30/21 3:17 PM	0		0		
NEG-0000080.2	New Pens Sourcing	RFP	1 Day 2 Hours	11/13/21 9:42 PM	0		0		
NEG-0000024	Generator	RFP	6 Days 23 Hours	11/19/21 6:48 PM	0		0		

6. Click Create Response.

The screenshot shows the UCOR Active Negotiations interface, similar to the previous one. In this view, a red arrow points to the 'Create Response' button in the top navigation bar. The table below shows the same three negotiations, with the 'NEG-000024 Generator' row highlighted in blue.

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
NEG-0000129	T3 Paving Improvements	RFP	17 Days 19 Hours	11/30/21 3:17 PM	0		0		
NEG-0000080.2	New Pens Sourcing	RFP	1 Day 2 Hours	11/13/21 9:42 PM	0		0		
NEG-0000024	Generator	RFP	6 Days 23 Hours	11/19/21 6:48 PM	0		0		

## 7. Click the Requirements step button.

The screenshot shows the 'Create Response (Quote 7010): Overview' screen. At the top, there is a progress bar with four steps: 1. Overview, 2. Requirements, 3. Lines, and 4. Review. A red arrow points to the 'Requirements' step button. Below the progress bar, there are navigation buttons: Messages, Respond by Spreadsheet, Actions, Back, Next, Save, Submit, and Cancel. The main content area displays 'Title Generator', 'Close Date 11/19/21 6:48 PM', and 'Time Remaining 6 Days 23 Hours'. On the right, it says 'Two stage evaluation' and 'Last Saved 11/12/21 7:37 PM'. The 'General' section includes fields for Supplier (MHF), Negotiation Currency (USD), Response Currency (USD), Price Precision (2 Decimals Maximum), and Response Valid Until (m/d/yy h:mm a). On the right side, there are radio buttons for Response Type (Primary selected, Alternate), Reference Number, Note to Buyer, and Attachments (None).

## 8. Complete the response requirements (multiple screens and required attachments). Click the drop-down list on the right for all Sections.

The screenshot shows the 'Create Response (Quote 7010): Requirements' screen. The progress bar at the top now has 'Requirements' as the active step. The navigation buttons are the same. The main content area displays 'Section 1. Pricing' and 'Close Date 11/19/21 6:48 PM'. A red arrow points to a drop-down menu on the right side of the 'Section 1. Pricing' section, which is currently set to 'Section 1. Pricing' and 'Commercial'. Below this, there are several questions and input fields:

- 1. In the event of changes in design or for other reasons it becomes necessary for the BUYER to return any materials supplied by this BPO, the terms and conditions for the return of such surplus material to Offeror and the net allowance (percent of unit price) to the BUYER are as follows:
  - a. Select to Continue
    - 1.a.1. Item Type: Stock Items (S) Enter % of Unit Price: 80
    - 1.a.2. Item Type: Non-Stock Items (N) Enter % of Unit Price: 80
- 2. Please attach the included document Attachments Allowances and Palletization.d
  - a. Please attach completed form
    - Response Attachments Invoice attachment A.pdf
- 3. Does Offeror have adequate facilities to conduct Performance Tests? If not, please attach explanation.
  - a. Yes
  - b. No
- 4. Identify any recommended test equipment: NA
- 5. Cost for recommended startup spare parts for proposed equipment? NA
- 6. Is cost included in Total Proposed Price?
  - a. Yes
  - b. No

## 9. Click the Next action button.

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1 2 3 4  
Overv... Requi... Lines Review

Create Response (Quote 7010): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 11/12/21 7:37 PM  
Time Zone Coordinated Universal Time

Time Remaining 6 Days 23 Hours Close Date 11/19/21 6:48 PM

Section 1. Pricing

Section 1. Pricing

Evaluation Stage Commercial

1. In the event of changes in design or for other reasons it becomes necessary for the BUYER to return any materials supplied by this BPO, the terms and conditions for the return of such surplus material to Offeror and the net allowance (percent of unit price) to the BUYER are as follows:

- a. Select to Continue
  - 1.a.1. Item Type: Stock Items (S) Enter % of Unit Price  
80
  - 1.a.2. Item Type: Non-Stock Items (N) Enter % of Unit Price  
80
- 2. Please attach the included document Attachments Allowances and Palietization.d
  - a. Please attach completed form  
Response Attachments Invoice attachment A.pdf
- 3. Does Offeror have adequate facilities to conduct Performance Tests? If not, please attach explanation.
  - a. Yes
  - b. No
- 4. Identify any recommended test equipment  
NA
- 5. Cost for recommended startup spare parts for proposed equipment?  
NA
- 6. Is cost included in Total Proposed Price?
  - a. Yes
  - b. No

## 10. Enter the response price.

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1 2 3 4  
Overv... Requi... Lines Review

Create Response (Quote 7010): Lines

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 11/12/21 7:38 PM  
Time Zone Coordinated Universal Time

Currency = US Dollar Time Remaining 6 Days 23 Hours Close Date 11/19/21 6:48 PM

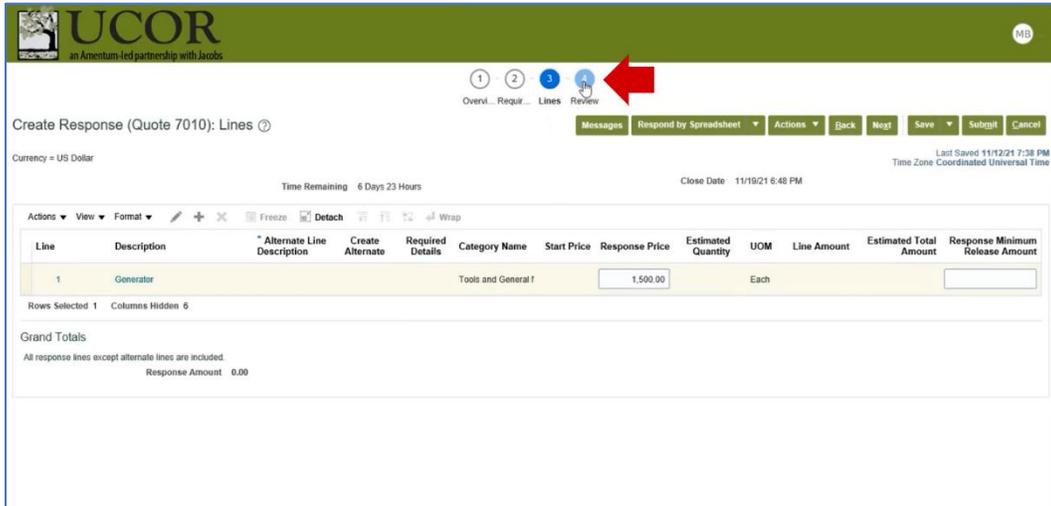
Line	Description	Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Estimated	Line Amount	Estimated Total Amount	Response Minimum Release Amount
1	Generator				Tools and General f		1500	Example format: #,###.###			

Rows Selected 1 Columns Hidden 6

Grand Totals

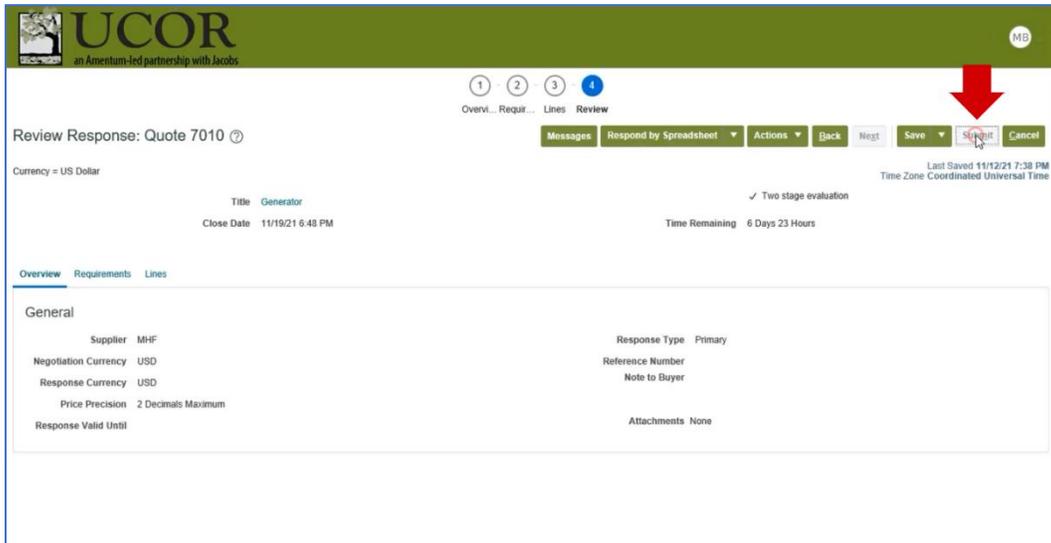
All response lines except alternate lines are included.  
Response Amount 0.00

## 11. Click the Review step button.



The screenshot shows the UCOR portal interface. At the top, there is a navigation bar with the UCOR logo and the text "an Amentum-led partnership with Jacobs". Below the logo, there are four numbered steps: 1, 2, 3, and 4. Step 4, labeled "Review", is highlighted with a red arrow. The main content area is titled "Create Response (Quote 7010): Lines". It includes a table with columns for Line, Description, Alternate Line Description, Create Alternate, Required Details, Category Name, Start Price, Response Price, Estimated Quantity, UOM, Line Amount, Estimated Total Amount, and Response Minimum Release Amount. The table contains one row with Line 1, Description Generator, and Response Price 1,500.00. Below the table, there are "Grand Totals" and a "Submit" button highlighted with a red arrow.

## 12. Click the Submit action button.



The screenshot shows the UCOR portal interface. At the top, there is a navigation bar with the UCOR logo and the text "an Amentum-led partnership with Jacobs". Below the logo, there are four numbered steps: 1, 2, 3, and 4. Step 4, labeled "Review", is highlighted with a red arrow. The main content area is titled "Review Response: Quote 7010". It includes a table with columns for Title, Description, Close Date, and Time Remaining. The table contains one row with Title Generator, Close Date 11/19/21 6:48 PM, and Time Remaining 6 Days 23 Hours. Below the table, there are "General" details and a "Submit" button highlighted with a red arrow.

### That's it!

- A confirmation popup will open; click **OK** to close it.
- If UCOR requires additional information, you'll be contacted through the Portal or by email.