

City of New Orleans

Search and Respond to an Event

BRASS Supplier Portal

Revised: 01/14/2022
FJD

Search and Respond to an Event

Use this process to Search and Respond to events on the BRASS Supplier Portal.

Trigger

Perform this process when you receive notification from the City about a new event or when you want to research opportunities to provide products and services to the City.

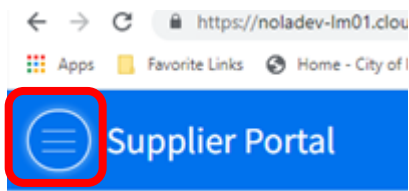
Prerequisites

- Updated browser
- Supplier Log In Credentials

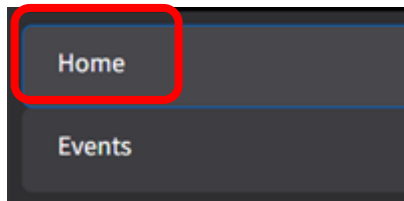
PROCEDURE

Start the process find and respond to events by logging on the BRASS Supplier Portal.

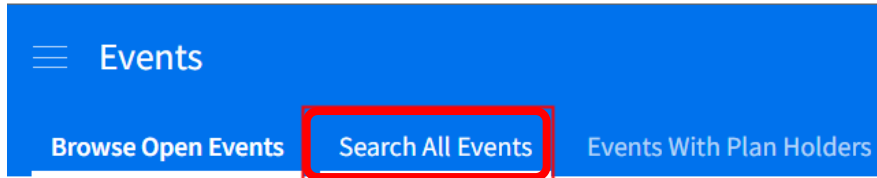
1. First, click the **Toggle Menu** button to reveal the menu options on the side bar.



2. Click **Events**.



3. Click the **Search All Events** tab.



4. Type a partial phrase or word in the **Keyword** field.

A search interface with a blue header containing 'Browse Open Events', 'Search All Events', and 'Events With Plan Holders'. Below the header is a search bar with a magnifying glass icon and the text 'Search Events'. The main area contains several search filters: 'Keyword' (highlighted with a red box), 'Event Number', 'Name', 'Type', 'Category', 'Sub Category', 'Reference', and 'Commodity S'. Each filter has a dropdown menu and a search icon.

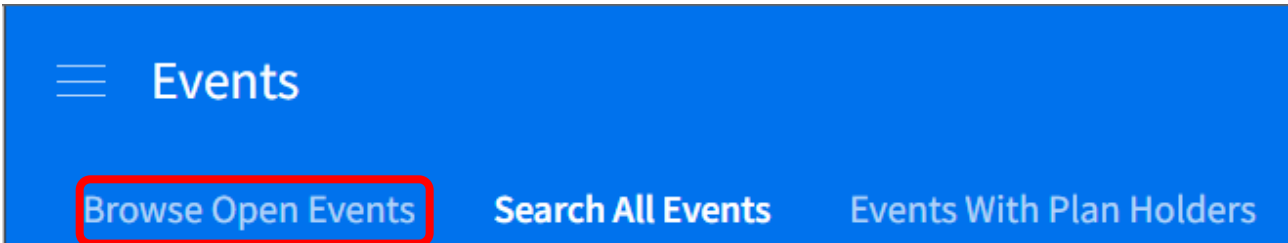
You can type information in any combination of fields. If you leave all fields blank, the portal will display all open events.

5. Click the **Search** button.

A search results page with a search bar containing the text 'Search'. Below the search bar are two buttons: 'Clear' and 'Search' (highlighted with a red box). Below the buttons is a table header with columns: 'Date', 'First ...', and 'Currency'.

6. Review the search results.

7. Click **Browse Open Events** to view open events.



8. If you are interested in an event, click the **Respond Now** button.



The system will display the Event Responsepage

9. You must accept the City's qualification requirements to respond to events. .Click **Terms and conditions** link.

Read the Terms and Conditions for this event.

Click the following link to review all terms and conditions [Terms and conditions](#)

I accept the terms and conditions for this event and confirm that I am authorized to accept these terms and conditions and submit bids for my company

[View Event Details](#)

10. Check this box to accept the terms and conditions.

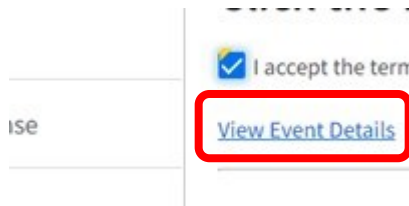
Read the Terms and Conditions for this event.

Click the following link to review all terms and conditions [Terms and conditions](#)

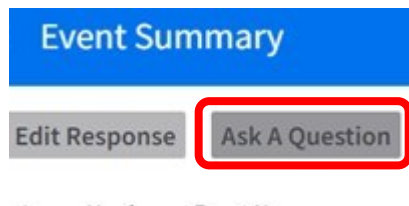
I accept the terms and conditions for this event and confirm that I am authorized to accept these terms and conditions and submit bids for my company

[View Event Details](#)

11. Click **View Event Details** to review the event.

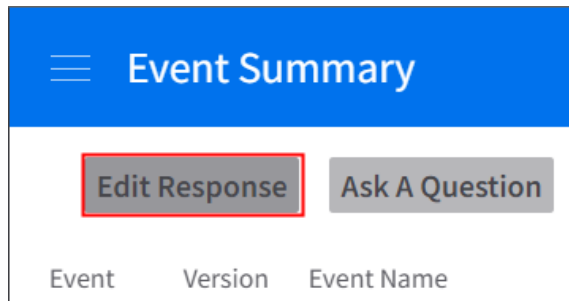


12. Click the **Ask a Question** button if you have questions for us.

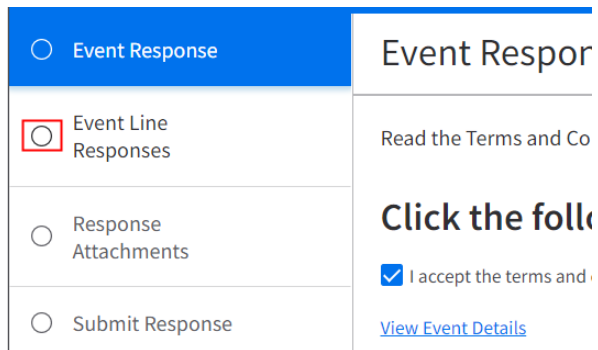


13. Type your question in the area provided, then click **Ok**.

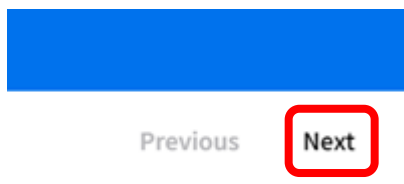
14. Click the **Edit Response** button to make changes to your event response.



15. Click the **Event Line Responses** menu item to respond to event lines.



16. Click **Next** to continue.



17. Check the box next to the line to which you want to respond.

Event Line Responses

Respond to at least one event line. An * by the line number indicates a response is required.

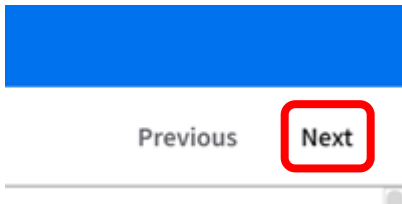
Line Responses

 Save

 Maintain Line Resp

<input type="checkbox"/>	Line #	Item	Description	Vendor It...	Line Qua...	Respons...	Unit of M...	Unit Price	Deliv
<input type="checkbox"/>	1	10001	OPSE 1		1	0	HR	0.00	

18. Click **Next** to continue.



19. Click **Maintain Line Response Details**.

 Save  **Maintain Line Response Details** ...

ons...	Unit of M...	Unit Price	Delivery ...	Extende...
0	HR	0.00		0.00

20. Click the **Vendor Item Search** button to find requested items.

Line Response

Respond to at least one event line. An * by the line number indicates a response is required.

Line 1 Details

[Use back on browser to return to event line responses](#)

Item 10001	Item Description OPSE 1	Requested Delivery Date	Outp: PO
Quantity 1	Unit of Measure HR	Commodity Code 961-96 - Non-Professional Services (Not Otherwise Classified)	
Ship To Address			
USA	1300 Perdido Street	New Orleans LA	70112

Enter Line 1 Response Information

Vendor Item	<input type="text"/>	Vendor Item Description	<input type="text"/>
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21. Click a row to select an item, then click the **Ok** button.

Select 'Vendor Item'

Vendor Items

Procurement Group	Item	Vendor	Vendor Item	D	CLEANING SERVICES, STEAM AND PRESSURE	Cod
100	10009	5353	ROOF CLEANING SERVICES		CLEANING SERVICES, STEAM AND PRESSURE	
100	10279	1021	CONVERSION		CONVERSIO	
100	10279	1125	FISCAL AGENCY		ADMINISTRATIVE SERVICES, ALL KINDS	ANY
100	10414	1679	SHARED USE PASSENGER PROCESSING		SOFTWARE MAINTENANCE/SUPPORT	
100	10427	1647	ENVIRONMENTAL ENGINEERING		ENVIRONMENTAL	

22. Click the **Calendar** button to select an estimated delivery date.

Enter Line 1 Response Information

Vendor Item

ROOF CLEANING SERVICES

Delivery Date

Unit Price

Or No Charge Or

- 23.** Enter a unit price for your item. **DO NOT** change the number in the **Quantity** field. This is the number of items that the City is requesting. **DO NOT** edit the *Unit of Measure* or the *UOM Detail* fields. These fields are determined by the City.

Vendor Item: ROOF CLEANING SERVICES

Vendor Item Description:

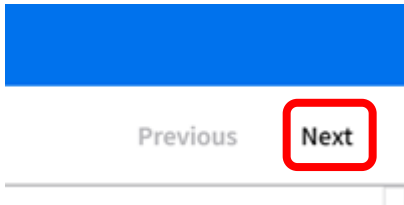
Delivery Date: 12/31/2021

Unit Price: 5,000 Or No Charge Or No Bid

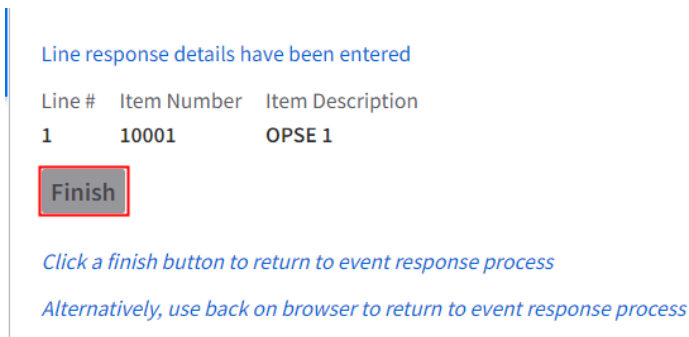
Quantity: Unit of Measure: HR UOM Detail:

- 24.** Type a detailed description of the item in the **Additional Description** box. Be sure to submit a picture of your item.

- 25.** Click **Next** to continue.



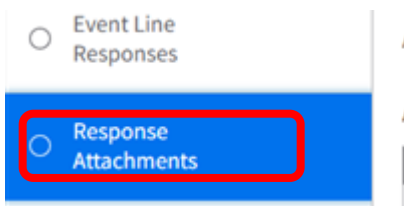
26. Click **Finish**.



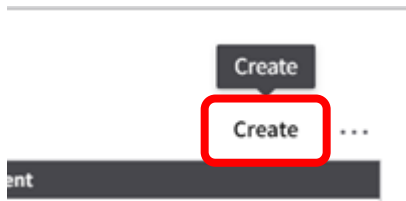
27. Click **Next** to continue.



28. Click the **Response Attachments** tab to add your supporting documents for your event response.



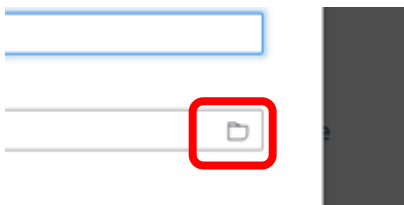
29. Click **Create**.



30. Type a descriptive title for your document in the Title field of the form that displays.

A screenshot of a form titled 'Attachments'. It contains two required fields: '* Title' and '* File'. The '* Title' field is a text input box with a red border around it. The '* File' field is a file selection box with a folder icon on the right. Below the fields is a legend '* = Required'. At the bottom of the form are two buttons: 'Cancel' and 'Submit'.

31. Click the **File Upload** button to search and attach your document.



32. Find your file, then click the file to select it.

33. Click the **Open** button to insert the file. The system will return to the Attachments form.

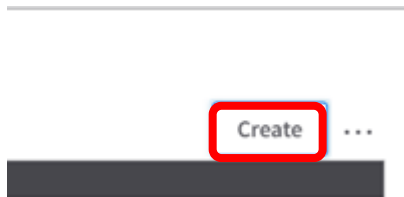
34. Click the **Submit** button.

Required



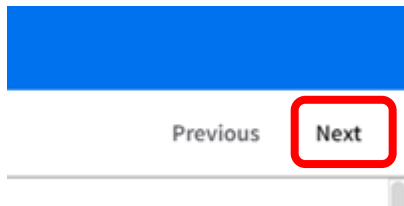
A screenshot of a form with two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red rectangular box.

35. If you need to add more documents, click **Create** again.



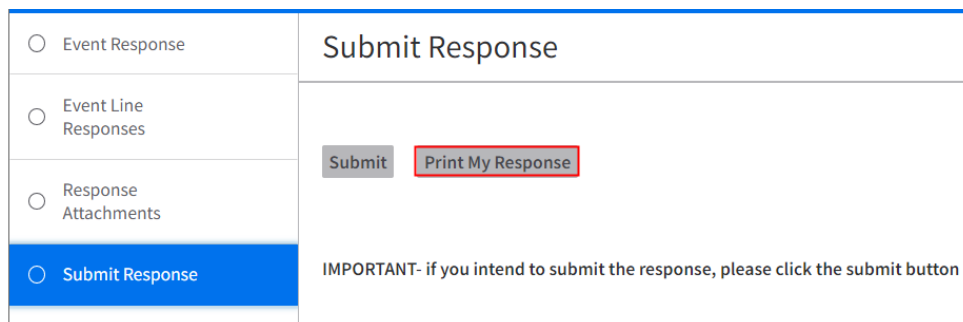
A screenshot of a form with a 'Create' button and three dots to its right. The 'Create' button is highlighted with a red rectangular box.

36. Click **Next** when you are done inserting documents.



A screenshot of a form with two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red rectangular box.

37. If you want to print your event response, click **Print My Response**. Keep in mind that you can return to the Supplier Portal and view your event responses as often as you wish.



A screenshot of a 'Submit Response' form. On the left, there is a list of options: 'Event Response', 'Event Line Responses', 'Response Attachments', and 'Submit Response'. The 'Submit Response' option is selected and highlighted in blue. On the right, there are two buttons: 'Submit' and 'Print My Response'. The 'Print My Response' button is highlighted with a red rectangular box. Below the buttons, there is a note: 'IMPORTANT- if you intend to submit the response, please click the submit button'.

38. If you are ready to send your response to us, click **Submit**.

- Event Response
- Event Line Responses
- Response Attachments
- Submit Response

Submit Response

[Submit](#)

[Print My Response](#)

IMPORTANT- if you intend to submit the response, please click the submit button

Side Menu

Profile

Update Bank Information

Quick Links

Links and Attachments

Open Events

Search and Respond to Events

My Responses

Item Proposals [*Coming Soon*]

Message Dialog Needing a Response

Contracts

My Contracts

My Terms Negotiation

Create a Proposed Contract

My Proposed Contracts

Create a Change Order

My change Orders

All Contracts for My Supplier

Subcontractors

Order Management

Alerts

Create Invoices

Invoicing on a PO

Invoicing on a Contract/Service

Manage Self-Created Invoices

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