



Standard Operating Procedure – QMS – Vendor Portal User Guide – Submitting a Vendor Bid

Purpose:

The purpose of this SOP is to provide a user guide that walks the vendor step by step through the bidding process. This will allow the vendor to submit a bid for potential new business via TSD.

Definitions:

QMS – Quote Management System


TSD – Transportation Supplier Dashboard

TRANSLOAD – To physically transfer product from one transportation vehicle to another. Example-Truck to railcar.

DRAY – To Truck deliver the material from non rail served customer to vendor or visa versa.

Procedures:

1. The vendor will receive an email from UPDS Marketing requesting their bid for services. Click on the link below the “Summary of Opportunity” information.



Rate request for your services
to: mmeier
Cc: mmeier

UPDS would like to request a quote for your services. Please click on the attached link to view the service(s) requested and populate your bid.

Please provide your response no later than **3 days from 10/09/2013** .

Summary of Opportunity:

WAREHOUSE & DISTRIBUTION
Request ID#: 25
Commodity: Food/Refrigerated - Rail Car
Origin City/ST: ABERDEEN, ID
Destination City/ST: DETROIT, MI
Volume: 20 Railcars Per Year
Estimated Start Date: 10/09/2013
Equipment Type: Refrigerated Boxcar

<http://www.upds.com/qms/secure/jas/bid?id=14>

Sincerely,
Melissa Meier

- The vendor will be taken to a UPDS login page for the Vendor Portal in TSD. At this time, the vendor will enter their user ID and password information.

UPDS
Union Pacific Distribution Services

UPDS Customer Login

Customer Login

Please Enter Your User Information

User ID:

Password:

Login Reset

- The vendor will be taken to the Vendor Portal. This web page will list the Bid ID, product information, and shipment information. Review the information in order to formulate a bid.

UPDS Bid Details Page

Home Customer Portal Vendor Portal Rate Request Search Administration Reports

Name [Melissa Meier](#)

Bid ID **14** Bid Post Date **10/09/13** Bid Expiration Date **10/19/13**

Marketing Manager [Melissa Meier](#) Status **New** Vendor Name

Commodity	Food/Refrigerated - Rail Car	STCC	Commodity Description	Special Handling	Storage
Package Type	Floor Loaded	01195	POTATOES, OTHER THAN SWEET	2500 peices per car; 60 pallets per car 833 peices per truck; 20 pallets per truck	Storage Type Refrigerated
Units per Rail Car	100				Storage Space 0.0null
Volume	20 Railcars Per Year				Avg Duration 7 Months
					Stackability 0.0

Rate Request Message(s) Document(s)

Marketing Manager Comments

TEST

Hazmat No

Destination Transload Rate Request Destination Dray Rate Request Destination Storage Rate Request

[+ Add Other Service](#)

Service Location	Rail Car	Truck Type	Trucks Per Car	Rate(USD)	UOM	Action
CHICAGO, IL, US	Refrigerated Boxcar	Refrigerated Van	3	0	Per Car	

Special Conditions

Bid Now Not Interested Close

4. On the "Rate Request" tab, there will be tabs for each service requested. In this example, the services requested are destination transload, dray, and storage. Please enter a "Rate (USD)" for each service.

Rate Request Message(s) Document(s)

Marketing Manager Comments
TEST

Hazmat No

Destination Transload Rate Request Destination Dray Rate Request Destination Storage Rate Request

[Add Other Service](#)

Service Location	Rail Car	Truck Type	Trucks Per Car	Rate(USD)	UOM	Action
CHICAGO,IL,US	Refrigerated Boxcar	Refrigerated Van	3	150	Per Car	

Special Conditions

Bid Now Not Interested Close

Rate Request Message(s) Document(s)

Marketing Manager Comments
TEST

Hazmat No

Destination Transload Rate Request Destination Dray Rate Request Destination Storage Rate Request

[Add Other Service](#)

Truck Origin	Truck Destination	Rail Car	Truck Type	Rate(USD)	UOM	FSC Amount Type	FSC Amount
	12345 Detroit Way,DETROIT,MI,US	Refrigerated Boxcar	Refrigerated Van	50	Per Trailer	FSC included in Rate	0

Special Conditions

Bid Now Not Interested Close

Rate Request Message(s) Document(s)

Marketing Manager Comments
TEST

Hazmat No

Destination Transload Rate Request Destination Dray Rate Request Destination Storage Rate Request

[Add Other Service](#)

Service Location	Service	Storage Duration	Storage	Rate(USD)	UOM	Action
CHICAGO,IL,US	STORAGE	7	Months	75	Per Car	

Special Conditions

Bid Now Not Interested Close

- If there are additional services that need to be added to the bid, select “add other service.” Select the service type, rate, unit of measurement (UOM) and then select, “submit.”

The screenshot shows the 'Rate Request' interface with tabs for 'Message(s)' and 'Document(s)'. Under 'Marketing Manager Comments', there is a red 'Hazmat' label and 'No'. Below are tabs for 'Destination Transload Rate Request', 'Destination Dray Rate Request', and 'Destination Storage Rate Request'. A table lists service details:

Truck Origin	Truck Destination	Rail Car	Truck Type	Rate(USD)	UOM	FSC Amount Type	FSC Amount
	12345 Detroit Way,DETROIT,MI,US	Refrigerated Boxcar	Refrigerated Van	50	Per Trailer	FSC included in Rate	0

Below the table is a 'Special Conditions' text area and buttons for 'Bid Now', 'Not Interested', and 'Close'. A red box highlights the '+ Add Other Service' button in the top right corner.

The screenshot shows the 'Add Service' dialog box. It contains the following fields:

- Service Type:** Dunnage Costs (dropdown menu)
- Rate:** 20 (text input)
- UOM:** Carload (dropdown menu)

At the bottom of the dialog are 'Submit' and 'Close' buttons, which are highlighted with a red box. The background shows the 'Rate Request' interface with the 'Destination Storage Rate Request' tab selected and the '+ Add Other Service' button visible at the bottom right.

- If the vendor would like to send a message to the UPDS Marketing Representative, select the “Message(s)” tab, enter your message in the comments field and then select, “Compose Message.”

The screenshot shows the 'Rate Request' interface with the 'Message(s)' tab selected and highlighted with a red box. Below the tab is a large text area for entering a message. In the bottom right corner, the 'Compose Message' button is highlighted with a red box.

7. If the vendor would like to upload a document, select the “Document(s)” tab. Browse for the document and select, “Upload.”

Rate Request Message(s) **Document(s)**

Upload Document

Browse... Document Name

Upload

Submit Date	File Name	Document Name	Uploaded User	View
No Records Found				

8. Once the vendor is ready to send the bid to UPDS Marketing, select, “Bid Now.”

Rate Request Message(s) Document(s)

Marketing Manager Comments
TEST
Hazmat No

Destination Transload Rate Request Destination Dray Rate Request **Destination Storage Rate Request**

Service Location	Service	Storage Duration	Storage	Rate(USD)	UOM	Action
CHICAGO,IL,US	STORAGE	7	Months	75	Per Car	

Special Conditions

Bid Now Not Interested Close

9. Enter the vendor contact name, title, date and check the box agreeing to UPDS’s vendor terms and conditions. Then select, “Submit.”

Proposal of Rate

Rate Proposal was created by

Name: Melissa Vendor
Typing Name and Submission constitutes a bid

Title: Marketing

Date: 10/09/2013

By submitting this rate to UPDS, your organization agrees to the General Transload Vendor Terms and Conditions found at [web link](#) or the terms and conditions that are included in a private contract you may have with UPDS.

Submit Close

10. The vendor bid has been sent to UPDS Marketing. Please refer to the QMS Vendor Portal User Guide for how to review sent bids and if the bid was accepted or rejected by the customer.

The screenshot shows the 'UPDS Bid Details Page' with a navigation bar containing 'Home', 'Customer Portal', 'Vendor Portal', 'Rate Request Search', 'Administration', and 'Reports'. A green success message box at the top right states 'Success Bid submitted successfully'. Below this, the bid details are listed: Name: Melissa Meier, Bid ID: 14, Bid Post Date: 10/09/13, Bid Expiration Date: 10/19/13, Marketing Manager: Melissa Meier, Status: Submitted, and Vendor Name. A table below provides detailed specifications for the commodity.

Commodity	Food/Refrigerated - Rail Car	STCC	Commodity Description	Special Handling	Storage	
Package Type	Floor Loaded	01195	POTATOES, OTHER THAN SWEET	2500 peices per car; 60 pallets per car 833 peices per truck; 20 pallets per truck	Storage Type	Refrigerated
Units per Rail Car	100				Storage Space	0.0null
Volume	20 Railcars Per Year				Avg Duration	7 Months
					Stackability	0.0

Record Management:

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