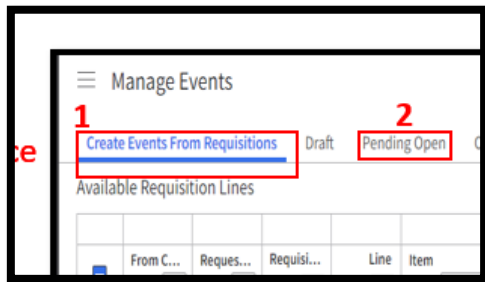


Create an Event From Agency Submitted **Request** (DOP Only)

Luma Navigation Helps

- A. Click in numerical sequence ie 1, 2, 3... to complete the page
- B. Fill in or click fields that have a around it or highlighted in yellow
- C. If you make changes to a page, ensure you save it before moving on
- D. Use the webpage back arrow to go to previous page.
- E. Refresh webpage if change/item can't be seen

A



B

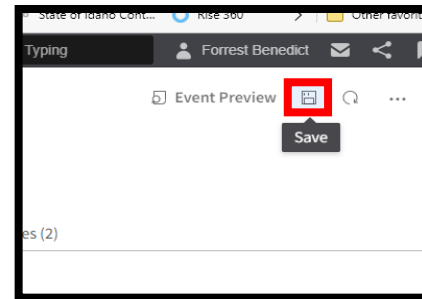
New Template Values

Company *
200 DEPARTMENT OF ADMIN

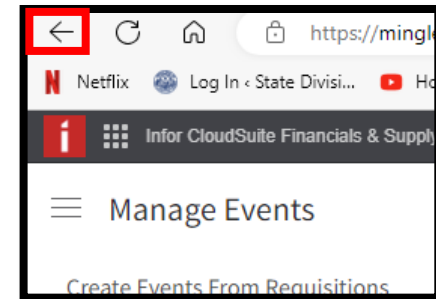
From Event Template # *
90000121 REQUEST FOR QUOTE

Name
Bug Zapper

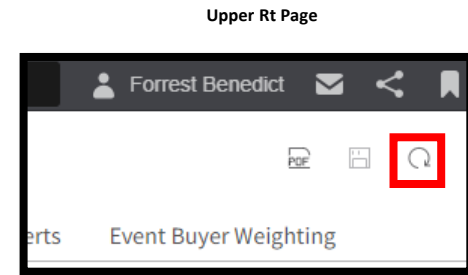
C



D

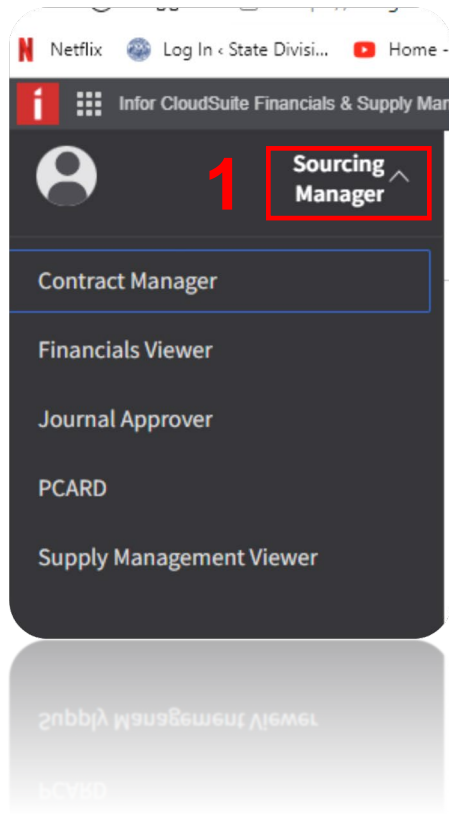


E

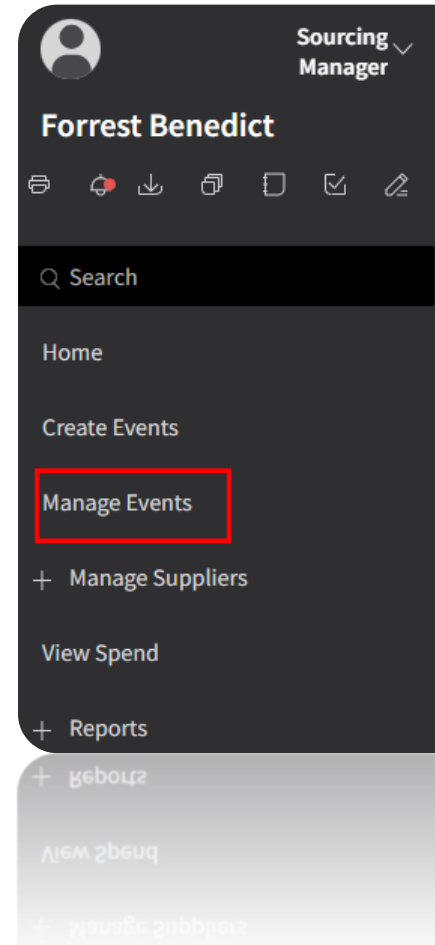


Let's get started

1. Log into Luma
2. <https://www.sco.idaho.gov/LivePages/SCOHome.aspx>



2



Purchasing Supervisor Step

- Supervisor will filter Agency Request and perform following:
 - Search on “Buyer Code” 70000
 - Change “Buyer” from 70000 to “Buyer” who is completing the Request
 - Change Category to “DOP Managed”
 - *Once Changed to “DOP Managed”, Agencies can’t view or change Event*

Manage Events

Create Events From Requisitions **Draft** Pending Open Open Pending Evaluation Recently Finalized Bid Tabulations Status Analysis Search Alerts More Alerts Ev | ▾

Draft Events

<input type="checkbox"/>	Ev... ▾ ▾	Name [A] ▾	Comp... ▾ ▾	Type [A] ▾	Refer... [A] ▾	Buyer ▾ 70000 Q=	Status	Open Date ▾	First Close Date ▾	Update Date ▾
<input type="checkbox"/>	58	Mando gloves	200	RFQ		70000	Draft			8/24/2023 9:52:32 AM
<input type="checkbox"/>	59	Cows Milk	200	RFQ		70000	Draft			8/24/2023 11:18:41 AM
<input type="checkbox"/>	63	REQUEST FOR QUOTE	200	RFQ		70000	Draft			8/25/2023 9:27:01 AM
<input type="checkbox"/>	36	UI Pamphlets	240	RFQ		70000	Draft			8/1/2023 11:32:34 AM
<input type="checkbox"/>	7	Category 4C Snow and Ice Control Chemicals	290	ITB		70000	Draft	8/16/2023 11:09:28 AM	8/31/2023 11:10:12 AM	7/25/2023 9:31:18 AM
<input type="checkbox"/>	8	Category 1 Snow and Ice Control Chemicals	290	ITB		70000	Draft	9/1/2023 1:04:12 PM	10/2/2023 1:04:19 PM	7/25/2023 9:03:18 AM
<input type="checkbox"/>	10	Micrometeorological Measurement Data processing Services	360	RFP		70000	Draft			7/19/2023 1:56:18 PM
<input type="checkbox"/>	18	Tracy Warren	523	RFP		70000	Draft	8/8/2023 12:52:57 PM	8/25/2023 12:53:15 PM	7/25/2023 2:50:28 PM

Purchasing Supervisor Step

- Supervisor Will:
 - Change “Buyer” from 70000 to “Buyer” completing the Request
 - Change Category to “DOP Managed”
 - Once Changed to “DOP Managed”, Agencies can’t view or change Event

Event 58

Get Suppliers Release Event Preview

Company: 200 Event #: 58 Name: Mando gloves Status: Draft

Event Weighting Lines Questions (5) Terms Meetings Attachments (1) Contacts Comments Notifications Event Commodity Codes

Description: Mando Gloves

Reference: Type: RFQ Buyer: 263655 PEARSON, THAYNE E.

Currency Code: USD Category: DOP MANAGED Sub Category:

Allow Responses in a Different Currency

Supplier Portal Posting Options: Display On Portal

Display Plan Holders List

Sourcing Events Managed By Division of Purchasing

Create Amendments Allow Supplier Q & A

Send Amendment Notifications Only to Responding Suppliers

Dates

Dates Not Required On Event

Open: Close: Dispute Close

Q & A Open: Q & A Close: Preview

Creating Event From *Agency Request*

Search for Events Assigned to you

Double Click Event to complete

Create Events From Requisitions **Draft** Pending Open Open Pending Evaluation Recently Finalized Bid Tabulations Status Analysis

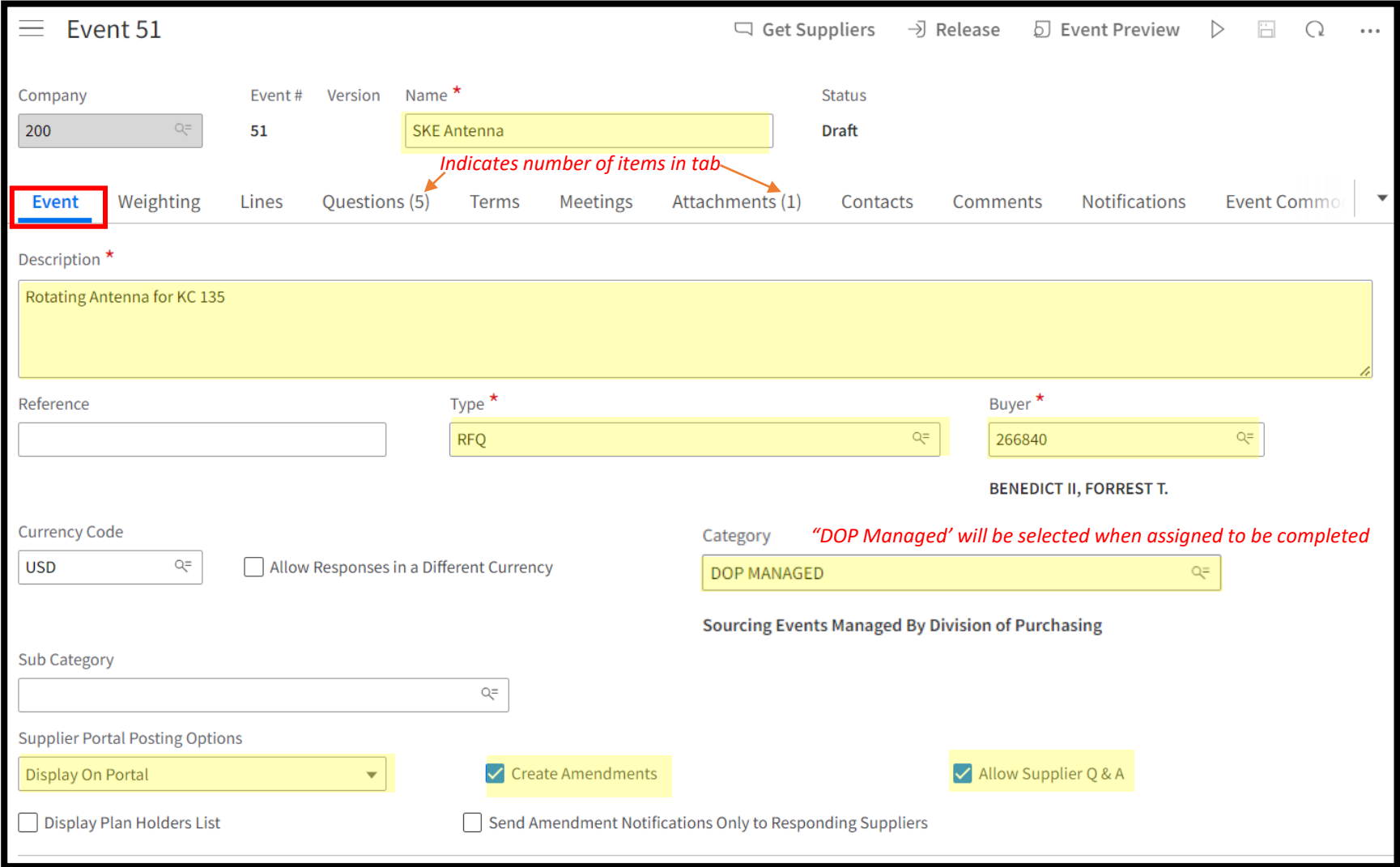
Draft Events

<input type="checkbox"/>	ID	Name	Company	Type	Refer...	Buyer	Status	Open Date	First Close Date	Update Date
<input type="checkbox"/>	43	Test for a...	200	RFQ		266840	Draft	8/4/2023 10:10:17 AM	8/25/2023 9:44:41 AM	8/4/2023 10:09:53 AM
<input type="checkbox"/>	45	REQUEST ...	200	RFQ		90000	Draft			8/4/2023 11:36:56 AM
<input type="checkbox"/>	48	REQUEST ...	200	RFQ		90000	Draft			8/7/2023 2:41:39 PM
<input type="checkbox"/>	49	Frog Legs	200	RFQ		90000	Draft			8/8/2023 9:31:36 AM
<input type="checkbox"/>	50	Interphon...	200	RFQ		266840	Draft			8/8/2023 9:49:21 AM
<input type="checkbox"/>	51	SKE Ante...	200	RFQ		266840	Draft			8/9/2023 9:15:02 AM
<input type="checkbox"/>	52	Mando	200	RFQ		266840	Draft	8/9/2023 3:00:00 PM	8/30/2023 2:11:02 PM	8/9/2023 2:31:06 PM
<input type="checkbox"/>	56	REQUEST ...	200	RFQ		90000	Draft			8/17/2023 2:28:51 PM
<input type="checkbox"/>	57	REQUEST ...	200	RFQ		90000	Draft			8/24/2023 9:08:42 AM
<input type="checkbox"/>	58	Mando gl...	200	RFQ		263655	Draft			8/25/2023 10:08:00 AM
<input type="checkbox"/>	59	Cows Milk	200	RFQ		70000	Draft			8/24/2023 11:18:41 AM
<input type="checkbox"/>	63	REQUEST	200	RFQ		70000	Draft			8/25/2023 9:27:01 AM

Event Tab

(Top of Page)

- Fill out everything in Yellow or 



Event 51

Get Suppliers Release Event Preview

Company: 200 Event #: 51 Name: SKE Antenna Status: Draft

Event Weighting Lines Questions (5) Terms Meetings Attachments (1) Contacts Comments Notifications Event Commo

Description: Rotating Antenna for KC 135

Reference: Type: RFQ Buyer: 266840

BENEDICT II, FORREST T.

Currency Code: USD Allow Responses in a Different Currency: Category: DOP MANAGED

Sub Category:

Sourcing Events Managed By Division of Purchasing

Supplier Portal Posting Options: Display On Portal Create Amendments Allow Supplier Q & A

Display Plan Holders List Send Amendment Notifications Only to Responding Suppliers

Event Tab

(Bottom of Page)

Dates

Dates Not Required On Event

Open * Close *

Q & A Open * Q & A Close *

Open Date must be in the future

Response Options

Sealed Bid Two Step Bidding Require Bid Bond

Best and Final Offer Require Full Quantity On Lines Lowest Bid Option Allow Terms To Be Negotiated

Require Response For All Lines Display Lowest Bid Amount To Supplier Allow Add On Charge Allow Alternate Responses

Vendor Item Processing Require Supplier to Enter Delivery Date When Responding to Lines with PO Output

Line Defaults

Output Type Select Output type for this event

Default Account

Asset Asset Template

Response Alerts

Yellow Alert Days before event close date Days before event close date Red Alert

Email Reminder

Lines Tab

- Enter Line items according to your Event
- Remember, with Luma all items will need to be added, either here or in the contract
- For multiple line items you can have the Luma team upload them for you

Event 51

Get Suppliers Release Event Preview

Company: 200 Event #: 51 Name: SKE Antenna Status: Draft

Event Weighting **Lines** Questions (5) Terms Meetings Attachments (1) Contacts Comments Notifications Event Commodity Codes

Sourcing Event Lines

Line #	Name	Item	Commodity Code	Commodity Des...	Quantity	Unit of Measure	Output Type	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

There are currently no lines on this event

Lines are required to release the event

2 [Create Line](#)

Lines Tab (Cont.)

Event Lines Save Save And Close ...

Event: 51-0 - SKE Antenna Line Name Status

1 Line Weighting Questions Comments Line Source Attachments

Item Item Type **a** Service Code **a** Special = Commodity Service = Service

Item Description * Item Description 2 Name

Long Item Description

Commodity Code

Description

Manufacturer Code Quantity Per Unit Estimate

Manufacturer Number Unit of Measure

Response Options

Output Type

Require Response Allow Price Breaks Allow Alternate Responses Require Full Quantity

Allow Add On Charge Lowest Bid Option Display Lowest Bid Amount To Supplier

UNSPSC GTIN Distribution Type Distribution Code

Questions Tab

- These are the Default number of questions for an RFQ
- Double Click on question to Edit or Add files per your Event

Event 51 Get Suppliers Release Event Preview 📄 🔄 ...

Company: 200 Event #: 51 Version: Name: SKE Antenna Status: Draft

Event Weighting Lines Questions (5) Terms Meetings Attachments (1) Contacts Comments Notifications Event Commodity Codes

Questions Add from Scratch
 ↓
 List of questions you can add
 ↓

Display ...	New Displa...	Question	Question Text	Response Type	Question We...	Attachm...
1		2	Confirm that you have read and understand the Solicitation Instructions for Ve	List	0.000 %	
2		3	The Contract(s) resulting from this RFQ will include the terms and conditions l	Yes No Text	0.000 %	
3		4	Does the Property you are offering meet all specifications/scope of work requi	Yes No	0.000 %	
4		1	Complete and submit the attached Cover and Signature Page. Confirm that th	List	0.000 %	
5		5	The Insurance Requirements for this solicitation are detailed in Appendix B of	List	0.000 %	
Total					0.000 %	

⏪ ⏩

11 20 ▼

Terms Tab

Event 51 Get Suppliers Release Event Preview

Company: 200 | Event #: 51 | Version: | Name: SKE Antenna | Status: Draft

Event | Weighting | Lines | Questions (5) | **Terms** | Meetings | Attachments (1) | Contacts | Comments | Notifications | Event Commodity Codes

Articles **2** Create From Repository Print Terms and Conditions View Terms and Conditions

Display Order: [] | New Display Order: [] | Title: [A] [] | Header Text: [A] []

Select

Articles Folder Trash Menu More

<input type="checkbox"/>	Article Title [A] []	Header Text [A] []	Terms Exists []
<input checked="" type="checkbox"/>	TERMS, CONDITIONS, AND OTHER REQUIREMENTS	TERMS, CONDITIONS, AND OTHER REQUIREMENTS	Yes


Navigation: < << >> > | 20

5 Close **4** Attach With Terms Attach Without Terms

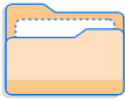
Event 51 Get Suppliers Release Event Preview

Company: 200 | Event #: 51 | Name: SKE Antenna | Status: Draft

Event Weighting Lines Questions (5) Terms **Meetings** Attachments (1) Contacts Comments Notifications Event Commodity Codes

Sourcing Event Meetings 2 

Meeting [A] Location Name [A] Required Meeting Date


No Data Available

- Add Meeting(s) associated with Event

- Fill out information related to the type of meeting

Sourcing Event Meeting Save Save/New

Meeting * Event: 51-0 - SKE Antenna

Description *

Meeting Date Location Name Meeting URL

Call In Number Meeting ID Meeting Password

Required

Meeting Address

Country/Jurisdiction

- Once Saved, Click the back arrow in Browser

Attachments Tab

Event 51 Get Suppliers Release Event Preview Q ...

Company: 200 Event #: 51 Version: Name *: SKE Antenna Status: Draft

Event Weighting Lines Questions (5) Terms Meetings **Attachments (1)** Contacts Comments Notifications Event Commodity Codes

Sourcing Event Attachments

Attachment... Name Attachment Title Attachment

Attachment...	Name	Attachment Title	Attachment
1	Insurance Requirements	Insurance Requirements 2023.docx	Insurance Requirements 2023.docx

Navigation: < << >> >

Description: Insurance Requirements

20

2

Sourcing Event Attachment

Save Save And Close ...

Save/New Line

Event: 51-0 - SKE Antenna Attachment Number

Name

Description

Attachment *

Allow Supplier to View in Portal

Contacts Tab

Event 51 Get Suppliers Release Event Preview

Company: 200 | Event #: 51 | Version: | Name: SKE Antenna | Status: Draft

Event | Weighting | Lines | Questions (5) | Terms | Meetings | Attachments (1) | **Contacts** | Comments | Notifications | Event Commodity Codes

Sourcing Event Contacts

Employee	Name	Contact Type	Phone Number	Email Address	Primary Contact	Actions
		[A]				Create Ad Hoc Contact Create Contact From Employee

No Data Available

Sourcing Event Contact

Event: 51-0 - SKE Antenna

Employee: [Search]

Contact Details

Contact Type: [Search] Primary Contact

Allow Supplier to View in Portal

Country/Jurisdiction: [Search]

Type: [Dropdown]

Latitude: [Text]

Longitude: [Text]

Altitude: [Text]

Cancel **3** Submit

Comments Tab

Event 51 Get Suppliers Release Event Preview

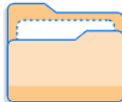
Company: 200 Event #: 51 Name: SKE Antenna Status: Draft

Event Weighting Lines Questions (5) Terms Meetings Attachments (1) **Comments** Notifications Event Commodity Codes

Sourcing Event Comments

Title	Type	CM Comment	Allow Supplier to View in Portal	Attachment
[A]				

After the event is awarded, the comment flows to a purchase order or to the vendor contract output. Each comment type does not flow to each output type. Comments that are displayed on an output depend on attachments to event headers or lines and the selected output type. Comments from Requisitions can be viewed using Drill Around.



Sourcing Event Comment

Event # 51-0 Event Name SKE Antenna
Buyer 266840 Buyer Name BENEDICT II, FORREST T.

Title *

Type

- Print On Internal Documents
- Print On Purchase Order
- Print On Purchase Order Trailer
- Print On Delivery Ticket
- Print On Receiving Document
- Invoice Comments
- Display Only
- Event

Attachment **Optional**

Save Save/New

- Once Saved, Click the back arrow in Browser

Add Event Commodity Codes Tab

Event 51 Get Suppliers Release Event Preview

Company: 200 | Event #: 51 | Name: SKE Antenna | Status: Draft

Event | Weighting | Lines | Questions (5) | Terms | Meetings | Attachments (1) | Contacts | Comments | Notifications | **Event Commodity Codes**

Commodity Codes

Commodity Code: [A] | Description: [A]

Select

Multiple codes can be selected

Commodity Codes

Commodity Search: [A] computer

Clear Search

<input type="checkbox"/>	Commodity Code	Commodity Description
<input type="checkbox"/>	+ 14-11-15-06	Computer printout paper
<input type="checkbox"/>	+ 25-17-33-03	Automotive computer systems
<input type="checkbox"/>	+ 25-20-18-01	Flight computer systems
<input type="checkbox"/>	+ 27-11-32-03	Computer tool kits
<input type="checkbox"/>	+ 41-11-25-12	Flow computers or totalizers
<input type="checkbox"/>	+ 42-19-19-09	Computerized medication dispensing cabinets
<input type="checkbox"/>	+ 42-20-36-03	Medical picture archiving computer systems PACS
<input type="checkbox"/>	+ 42-20-36-07	Computer aided detection software
<input type="checkbox"/>	+ 42-27-17-22	Oxygen uptake computers
<input type="checkbox"/>	+ 42-29-64-10	Endoscopic computer controlled surgical instrument systems
<input type="checkbox"/>	+ 43-20-15-54	Personal computer television PC TV tuners
<input type="checkbox"/>	+ 43-20-15-56	Small computer system interconnect SCSI adapters
<input type="checkbox"/>	+ 43-20-16-01	Computer chassis
<input type="checkbox"/>	+ 43-20-16-11	Computer cradles

Close **3** | **Attach To Event** **2**

Add Suppliers to Event

- Leave Options Blank
- Leave all options blank and click Submit
 - Suppliers will be added per commodity Code(s) used for the Event

Get Suppliers For Event Commodity Codes

Only Retrieve Suppliers With Approved Commodity Codes

Only Retrieve Validated Suppliers

Cancel **Submit**

Event 592

Company: 260 Event #: 592 Version: Name: CleaningServices_BJD Status: Draft

Event Weighting Lines * Questions (5) Terms * Meetings (1) Attachments (2) Contacts (1) Comments Notifications **Event Commodity Codes (1)**

Commodity Code	Description
76-11-15-01	Building cleaning services

Get Suppliers 1 Release Event Preview 20

- **Added suppliers show up here**
 - It may take several minutes for suppliers to show up
 - You can still release the event, as suppliers will continue to be added after being released

Event 51 Get Suppliers → Release → Event Preview

Company: 200 | Event #: 51 | Version: | Name: SKE Antenna | Status: Draft

Event | Weighting | Lines | Questions (5) | Terms | Meetings | Attachments (1) | Contacts | Comments | **Notifications** | Event Commodity Codes

Notifications

<input type="checkbox"/>	Supplier	Supplier Na...	Supplier Co...	Code	Location	First Name	Last Name	Status	Email Ad...	Receive Email
<input type="checkbox"/>	1869 Great West Engineering, Inc.		1		Daniel	Robles		Validated	drobles@greatwesteng.com	Yes
<input type="checkbox"/>	3328 BOATMAN AND SONS CLEANING INC		1		LUMA	SUPPLIER3328		Needs Validation	SUPPLIERPORTAL@SCO.IDAHO.GOV	Yes
<input type="checkbox"/>	30008 SECURITY PATROL SERVICES INC		1		LUMA	SUPPLIER30008		Validated	SUPPLIERPORTAL@SCO.IDAHO.GOV	Yes
<input type="checkbox"/>	33054 UNIVERSITY OF IDAHO		1	270-00K	DO NOT DELETE	USED FOR DHW PAYMENT PROCESSING		Validated	SUPPLIERPORTAL@SCO.IDAHO.GOV	Yes
<input type="checkbox"/>	15411 American Planning Service		1		Bill	Schm...		Validated	bill@americanplanning.com	Yes

No Data Available

Manually Add Additional Suppliers to Event

Optional

Event 51 Get Suppliers Release Event Preview

Company: 200 | Event #: 51 | Name: SKE Antenna | Status: Draft

Event | Weighting | Lines | Questions (5) | Terms | Meetings | Attachments (1) | Contacts | Comments | **Notifications** | Event Commodity Codes

Notifications

<input type="checkbox"/>	Supplier	Supplier Na...	Supplier Co...	Code	Location	First Name	Last Name	Status	Email Ad...	Receive Email
<input type="checkbox"/>	1869	Great West Engineering, Inc.	1		Daniel	Robles		Validated	drobles@greatwesteng.com	Yes
<input type="checkbox"/>	3328	BOATMAN AND SONS CLEANING INC	1		LUMA	SUPPLIER3328		Needs Validation	SUPPLIERPORTAL@SCO.IDAHO.GOV	Yes
<input type="checkbox"/>	30008	SECURITY PATROL SERVICES INC	1		LUMA	SUPPLIER30008		Validated	SUPPLIERPORTAL@SCO.IDAHO.GOV	Yes
<input type="checkbox"/>	2054	UNIVERSITY OF IDAHO	1	270-00K	DO NOT DELETE	USED FOR DHW PAYMENT PROCESSING		Validated	SUPPLIERPORTAL@SCO.IDAHO.GOV	Yes
<input type="checkbox"/>	1541	American Planning Service	1		Bill	Schm...		Validated	bill@americanplanning.com	Yes

1 (around Notifications tab) **2** (around add icon)

- Click to add supplier

No Data Available

Submit Request

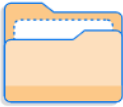
- **Once you have completed the template:**
 - *Click on Release (1)*
 - *Event will route for approval*

Event 51 Get Suppliers **→ Release** Event Preview

Company: 200 Event #: 51 Name: SKE Antenna Status: Draft

Event Weighting Lines Questions (5) Terms Meetings Attachments (1) Contacts Comments **Notifications** Event Commodity Codes

Notifications

Supplier	Supplier Na...	Supplier Co...	Code	Location	First Name	Last Name	Status	Email Ad...	Receive Email
 No Data Available									