

eBusiness

Bidder's Guide to eBusiness

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Bidder Registration

Introduction

The Strategic Sourcing System (eBusiness) is an electronic system which enables you to receive email notifications inviting your company to bid on events. In the email, you will receive information about events. The main purpose of this document is to provide instructions on exactly how to register your company as a potential bidder at the Port Authority of Allegheny County electronically.

Understanding Bidder Registration

To register, a guest to the site completes and submits the information on the Bidder Registration page and agrees to the terms and conditions.

Once submitted, the Strategic Sourcing System (eBusiness) assigns the registrant a user ID and the appropriate bidder roles for events. The system then sends a registration confirmation email to the bidder.

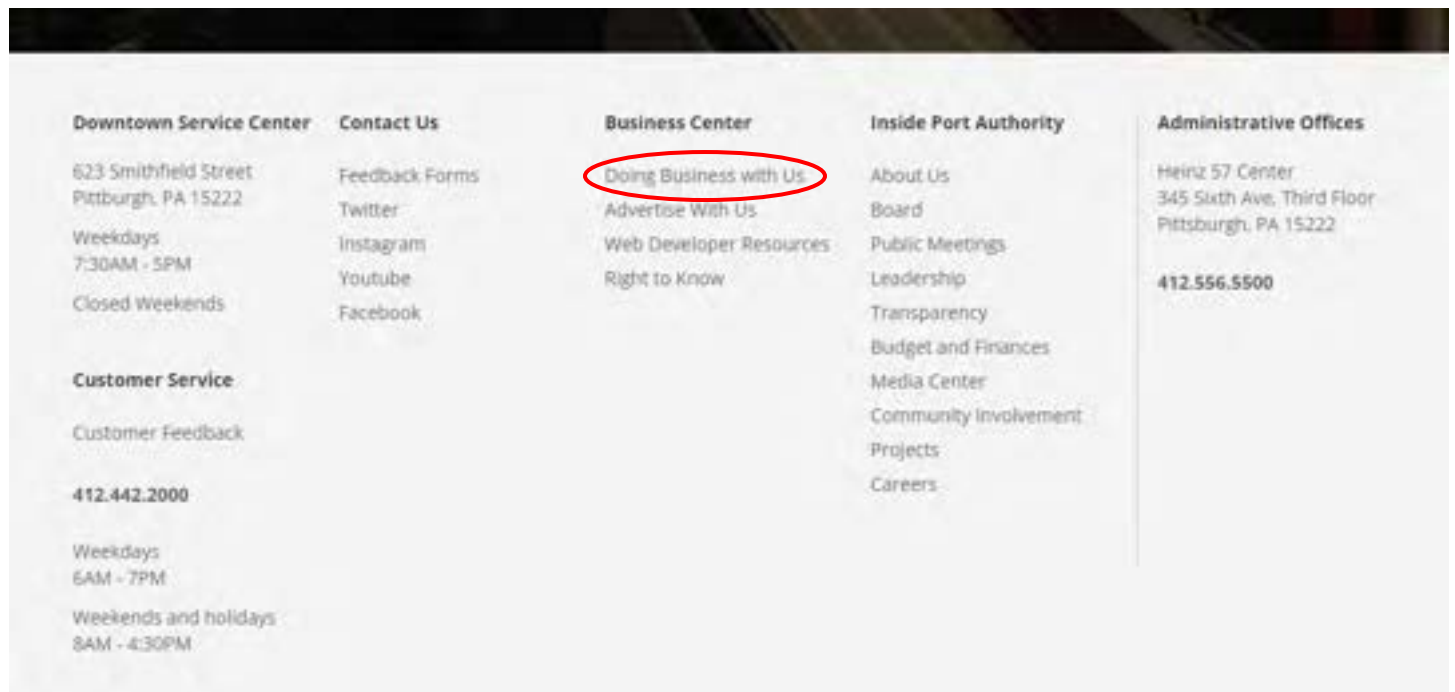
Registered bidders must log in or register to enter The Strategic Sourcing System (eBusiness) to:

- View events available for public bidding
- Bid on any event

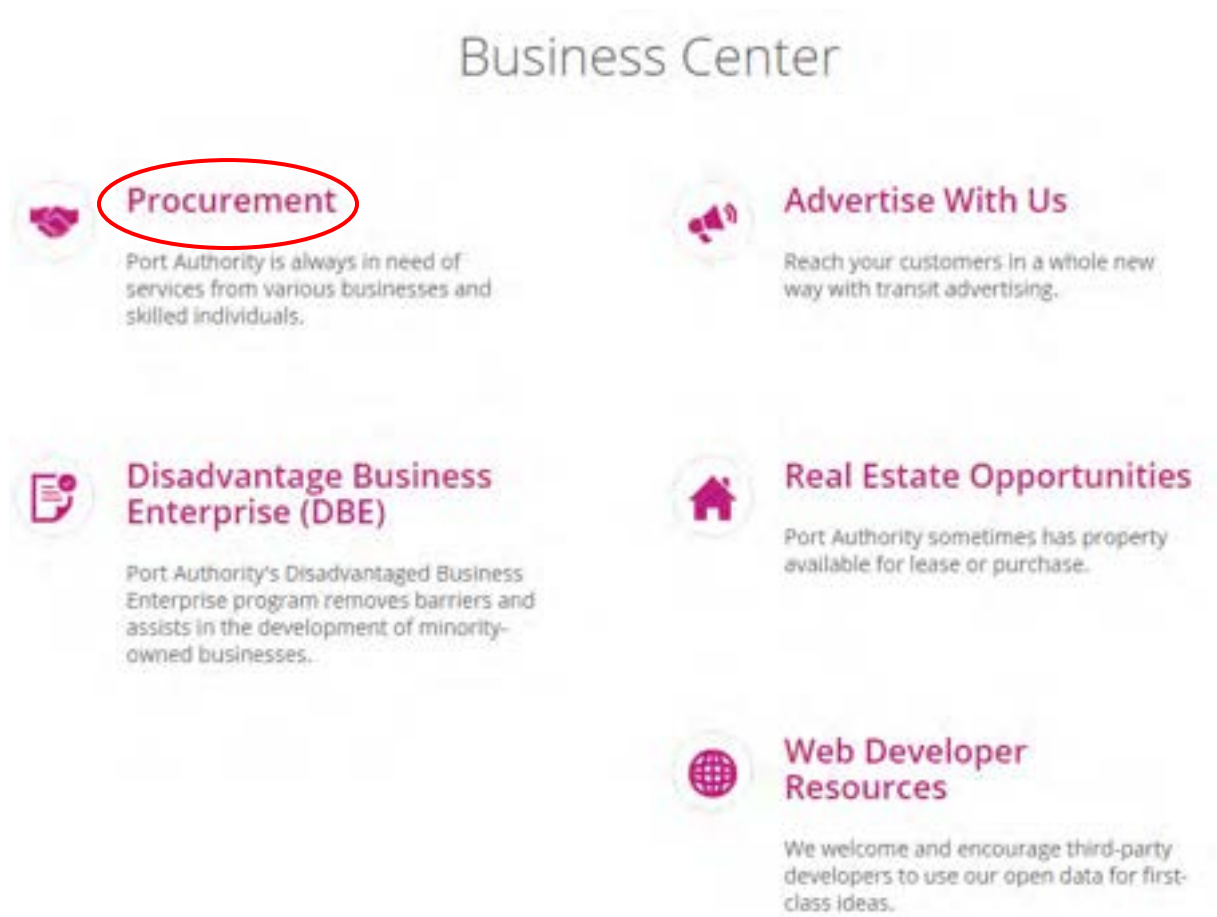
The information on the bidder registration pages is based on choices made on the Bidder Registration setup page.

Register

To begin registering as a bidder click on this link or copy and paste the URL into the address bar of your web browser. www.portauthority.org Then scroll to the bottom of the page and click on “Doing Business with Us” under Business Center.



Then click the Procurement link.



Next, click the Bidder Registration link

PROCUREMENT

Home > Business Center Home > Procurement

From purchasing rock salt to constructing transportation projects, Port Authority is always in need of services from various businesses and skilled individuals.



Bidder Registration

You must register before submitting a bid.



eBusiness Portal

Get started here.



Open Purchasing Events

A list of purchasing events currently advertised.



Purchasing Information

Port Authority publicly solicits proposals on purchases for equipment.



Help and FAQs

We're happy to help answer your frequently asked questions.

Next, click Register Here

BIDDER REGISTRATION

Home > Business Center Home > Procurement > Bidder Registration

Register with Port Authority to receive bid documents or solicitation notices for publicly advertised and awarded contracts.

You may find it helpful to review these documents before registering:

[Bidder's Quick Guide](#)
[Bid Protest Procedures](#)

To register, please [Register Here](#)

Procurement

- Bidder Registration
- Purchasing Information
- eBusiness Help
- Bids and RFPs
- Contact Procurement
- eBusiness Portal

Welcome

Select the radio buttons next to the appropriate responses below and then click Next.

The screenshot shows the 'Welcome' page of the PortAuthority registration process. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Manage Events and Place Bids', and 'Register Bidder'. The 'PartAuthority' logo is on the left, and 'Sign out' is on the right. Below the navigation bar is a progress bar with six steps: 'Welcome' (active), 'Identifying Information', 'Addresses', 'Contacts', 'Payment Information', and 'Categorization'. The 'Welcome' step is highlighted with an orange icon. Below the progress bar, the text 'Welcome - Step 1 of 7' is displayed. On the right side of the step indicator, there are 'Exit', 'Previous', and 'Next' buttons. The main content area is titled 'Select an activity below:' and contains a list of radio buttons for selection. The options are: 'Start a new registration form' (selected), 'What type of entity do you represent?' (with 'Business' selected and 'Individual' unselected), 'What type of bidding activities you are interested in?' (with 'Buying goods/Services' unselected, 'Selling goods/Services' unselected, and 'Both' selected), and 'Continue from where you left' (unselected). At the bottom left, there is a note '* Required field'. At the bottom right, there are 'Exit', 'Previous', and 'Next' buttons.

Identifying Information

Complete the Unique ID & Company Profile fields with your company information.

The screenshot shows the 'Identifying Information' page of the PortAuthority registration process. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Manage Events and Place Bids', and 'Register Bidder'. The 'PartAuthority' logo is on the left, and 'Sign out' is on the right. Below the navigation bar is a progress bar with six steps: 'Welcome', 'Identifying Information' (active), 'Addresses', 'Contacts', 'Payment Information', and 'Categorization'. The 'Identifying Information' step is highlighted with an orange icon. Below the progress bar, the text 'Identifying Information - Step 2 of 7' is displayed. On the right side of the step indicator, there are 'Exit', 'Save for Later', 'Previous', and 'Next' buttons. The main content area is titled 'Unique ID & Company Profile' and contains several input fields. The first field is 'Tax Identification Number' with the value '987530655'. The second field is 'Entity Name' with the value 'Parts & Materials Inc'. The third field is 'Additional Name'. The fourth field is 'http://URL' with the value 'www.partsandmaterials.com'. To the right of the 'Entity Name' field is an 'Add Attachment' button. Below the 'Unique ID & Company Profile' section is a 'Profile Questions' section. The first question is 'Are you a Disadvantaged Business Enterprise (DBE) certified by the PA UCP?' with a dropdown menu showing 'No'. The second question is 'How long has your corporation been in your current business?' with a text input field. The third question is 'What is your corporation's annual sales amount in USD?' with a text input field. At the bottom right, there is a 'Help' link.

Complete the Profile Questions using the drop down menus and search fields where required. Clicking on the magnifying glass will give you options to select from in the searchable fields.



Look Up List

Question ID: 2

List Line Number: [dropdown]

List Item: begins with [dropdown]

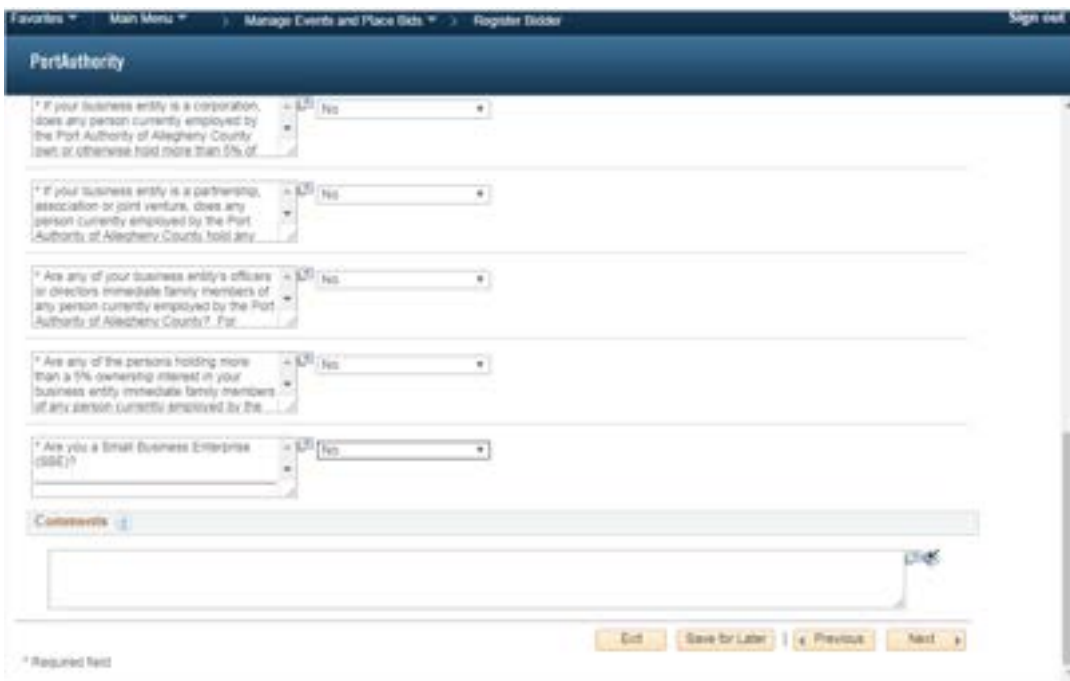
Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

View 100 First 1-5 of 5 Last

List Line Number	List Item
1	0 to 3 years
2	3 to 5 years
3	5 to 10 years
4	10 to 15 years
5	over 15 years

Click Next to continue.



PartAuthority

* If your business entity is a corporation, does any person currently employed by the Port Authority of Allegheny County own or otherwise hold more than 5% of [dropdown] No

* If your business entity is a partnership, association or joint venture, does any person currently employed by the Port Authority of Allegheny County hold any [dropdown] No

* Are any of your business entity's officers or directors immediate family members of any person currently employed by the Port Authority of Allegheny County? If so [dropdown] No

* Are any of the persons holding more than a 1% ownership interest in your business entity immediate family members of any person currently employed by the [dropdown] No

* Are you a Small Business Enterprise (SBE)? [dropdown] No

Comments [text area]

Buttons: Exit, Save for Later, Previous, Next

* Required field

Addresses

Complete the Primary Address fields

PortAuthority

Welcome Identifying Information **Addresses** Contacts Payment Information Categorization

Exit Save for Later Previous Next

Addresses - Step 3 of 7

Primary Address

* Country USA United States

Address 1 1234 Sunny Slopes Lane

Address 2

Address 3

City Somewhere

County Postal 15555

State PA

Email ID salesandservice@portandmaterials.com

Other Addresses

Check boxes below to indicate addresses that are different from your Primary Address above:

☐ Bill To Address
Address for remitting payment

☐ Ship To Customer
Address for shipping goods/service

☐ Invoice Address
Address from which you send invoice

Exit Save for Later Previous Next

If your primary address is different from one or more of the Other Addresses listed below check the box next to that address and complete the fields for that address.

Other Addresses

Check boxes below to indicate addresses that are different from your Primary Address above:

☐ Bill To Address
Address for remitting payment

☐ Ship To Customer
Address for shipping goods/service

☒ Invoice Address
Address from which you send invoice

* Country USA United States

Address 1

Address 2

Address 3

City

County Postal

State

Email ID

Exit Save for Later Previous Next

Click Next to continue or Save for Later and eBusiness will send you a confirmation email with unique ID and a link to come back and finish registration.

Contacts

The Contacts page allows you to add company contacts. Click Add Contact.

The screenshot shows the PortAuthority registration interface. At the top, there's a navigation bar with links: Favorites, Main Menu, Manage Events and Place Bids, and Register Bidder. Below this is a progress bar with steps: Welcome, Identifying Information, Addresses, Contacts (highlighted), Payment Information, and Categorization. The main heading is "Contacts - Step 4 of 7". Below the heading, there's a section titled "Company Contacts" with a message: "You have not added any contact information to your application. Click 'Add Contact' button to add new contact information." and an "Add Contact" button. At the bottom, there are navigation buttons: Exit, Save for Later, Previous, and Next.

It is recommended that you add more than one contact. The more contacts you create the more people within your organization that will receive the invitation to bid when an event posts to the website.

The screenshot shows the "Add Contacts" form. It has two main sections: "Contact Information" and "User Profile Information". The "Contact Information" section includes fields for: First Name (Joe), Last Name (Bidder), Title (Director of Sales), Email ID (jbidder@partsandmaterials.com), Telephone (4125553456), Ext (), Fax Number (4125553457), and Contact Type (Sales Contact). There is a checkbox for "Primary Contact". The "User Profile Information" section includes fields for: Requested User ID (partsandmaterialssales), Password, Confirm Password, Description, Language Code (English), Time Zone, and Currency Code (US Dollar). At the bottom, there are "OK" and "Cancel" buttons.

When finished click OK. Click Add Contact and complete the Contact Information for each additional user. Click Next to continue.

[Favorites](#) > [Main Menu](#) > [Manage Events and Place Bids](#) > [Register Bidder](#)

PertAuthority

[Welcome](#) | [Identifying Information](#) | [Addresses](#) | **[Contacts](#)** | [Payment Information](#) | [Categorization](#)

[Exit](#) | [Save for Later](#) | [Previous](#) | [Next](#)

Contacts - Step 4 of 7

Company Contacts

Primary	Name	Phone	Designate Address
☒	Joe Bidder	412/555-3456	Primary Address
☐	Betty Bidder	412/555-3458	Primary Address

[Add Contact](#)

[Exit](#) | [Save for Later](#) | [Previous](#) | [Next](#)

* Required field

Payment Information

Use the payment information page to enter payment preferences, and supplier banking information. Click Next to continue.

[Favorites](#) > [Main Menu](#) > [Manage Events and Place Bids](#) > [Register Bidder](#)

PertAuthority

[Welcome](#) | [Identifying Information](#) | [Addresses](#) | [Contacts](#) | **[Payment Information](#)** | [Categorization](#)

[Exit](#) | [Save for Later](#) | [Previous](#) | [Next](#)

Payment Information - Step 5 of 7

Payment Preferences

Requested Payment Terms:
 Invoice Address:
 Billing Address:
☐ Withholding Required

Supplier Banking Information

Country:
 Bank Name:
 Branch Name:
 Bank ID Qualifier:
 Bank ID:
 Branch ID:
 Bank Account Number:
 DFI Qualifier:
 SWIFT:
 Account Type:
 Check Digit:
 DFI ID:

Bank Address

* Country:
 Address 1:
 Address 2:
 Address 3:
 City:
 County: Postal:
 State:

Categorization

You have the option to select one or more categories that best describe your organization's bidding interests. Selecting specific categories may qualify you to receive notifications for future events that match your interests. There is no obligation to check any boxes, but doing so could result in more invitations to bid on events. By selecting no categories, you remain eligible to participate in all public events posted on this website, but you will not receive invitation notifications.

PortAuthority

Identifying Information | Addresses | Contacts | Payment Information | **Categorization** | Submit

Exit | Save for Later | Previous | Next

Categorization - Step 6 of 7

Select to add or de-select to remove categories applicable to your business

Bidder Categorization Tree

- Buy Categories
- Sell Categories
 - ☒ BUS PARTS -
 - ☒ BUS - ENGINE PARTS -
 - ☒ BUS - FILTERS -
 - ☒ BRAKE -
 - ☒ GLASSB -
 - ☒ AXLEB -
 - ☒ CHASS -
 - ☒ CHASS -
 - ☒ HVAC -
 - ☒ ACPB -
 - ☒ PURCB -
 - ☒ SEATB -
 - ☒ BUS MAINT EQUIP -
 - ☒ DRIVER VISION SAFE -
 - ☒ ELECT -
 - ☒ TRMSNB -
 - ☒ COOL -

My Categories

Category	Description
BUS PARTS	
BUS - ENGINE PARTS	ENGINE PARTS -
BUS - FILTERS	FILTERS -
BRAKE	
GLASSB	
AXLEB	
CHASS	
CHASS	
HVAC	
ACPB	
PURCB	
SEATB	
BUS MAINT EQUIP	
DRIVER VISION SAFE	
ELECT	
TRMSNB	
COOL	

Once you have made your selections click Next to continue.

Submit

Use the submit page to review the registration information, terms and conditions, and submit registration information.

PortAuthority

Identifying Information Addresses Contacts Payment Information Categorization **Submit**

Exit Save for Later Previous Next

Submit - Step 7 of 7

Click the "Review" button to review the registration information.
Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement.

Email communication regarding this registration will be sent to:

Please provide password for re-access in case we should need more information from you to complete the registration process.
*Password

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.
☒ Click to accept the Terms of Agreement below.
[Terms of Agreement](#)

Review Submit

Exit Save for Later Previous Next

To review the information you have entered during the registration process click the Review button.

The Review Page will also allow you to edit the information if something was entered incorrectly.

Once you are satisfied with the information you have entered. Check the box next to “Click to accept the Terms of Agreement below” and click Submit.

The Registration Submit Details page confirms successful registration.

PortAuthority

Registration Submit Details

Submitted

You have successfully submitted your registration

Your registration ID:
0000000001

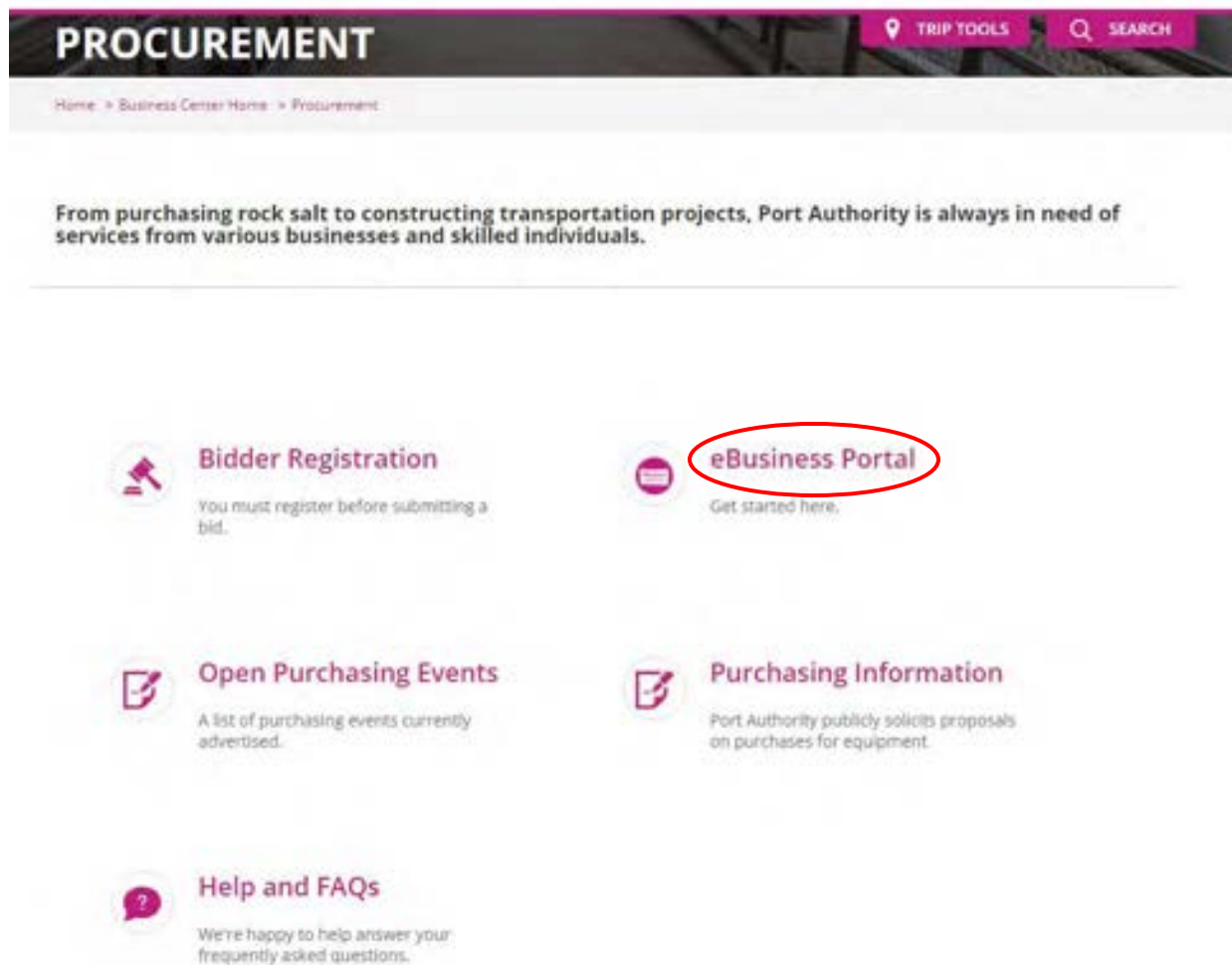
Any email regarding the registration status will be sent to:
jbidder@partsandmaterials.com

Choose the desired user from the grid below and sign in to Strategic Sourcing.

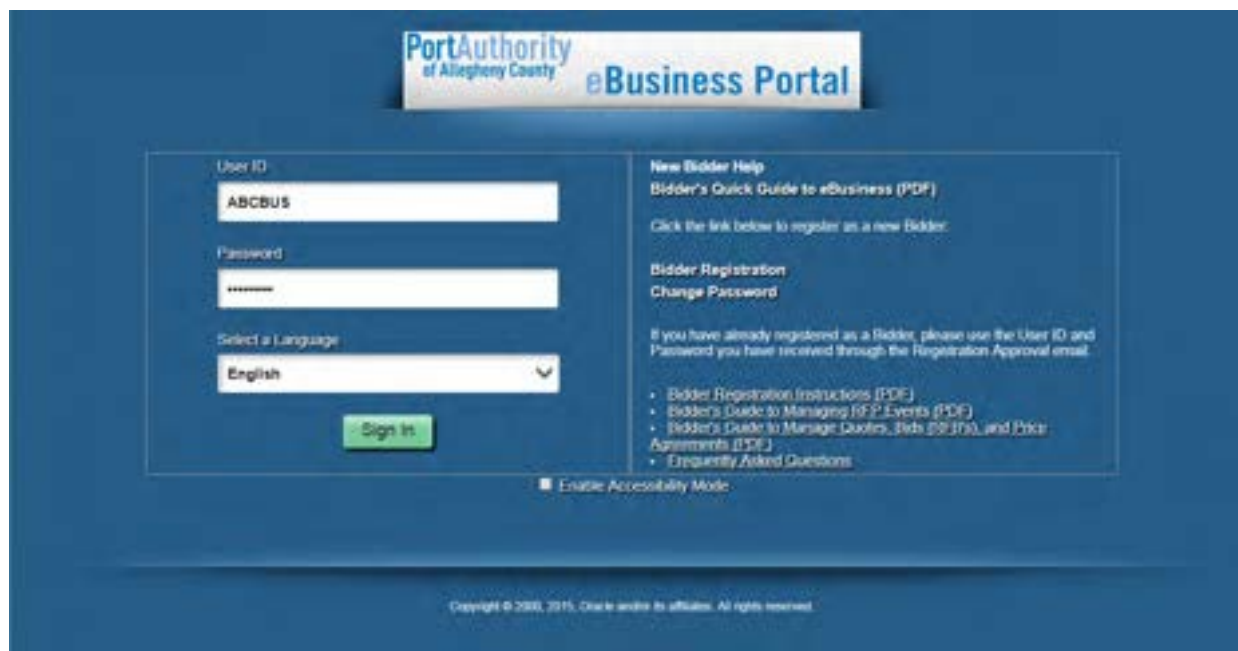
Joe Bidder	Sign In
------------	-------------------------

eBusiness Login

From the Procurement page of the Port Authority website, click the link for the eBusiness Portal

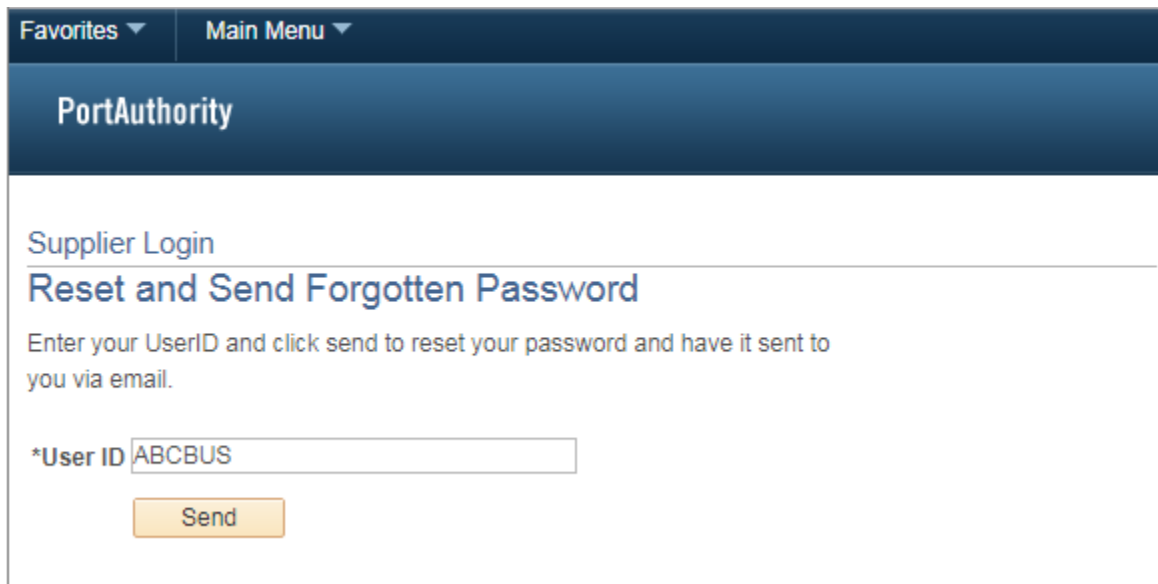


From the eBusiness homepage, enter the User ID and password that you created when you registered as a new bidder. Then click Sign In.



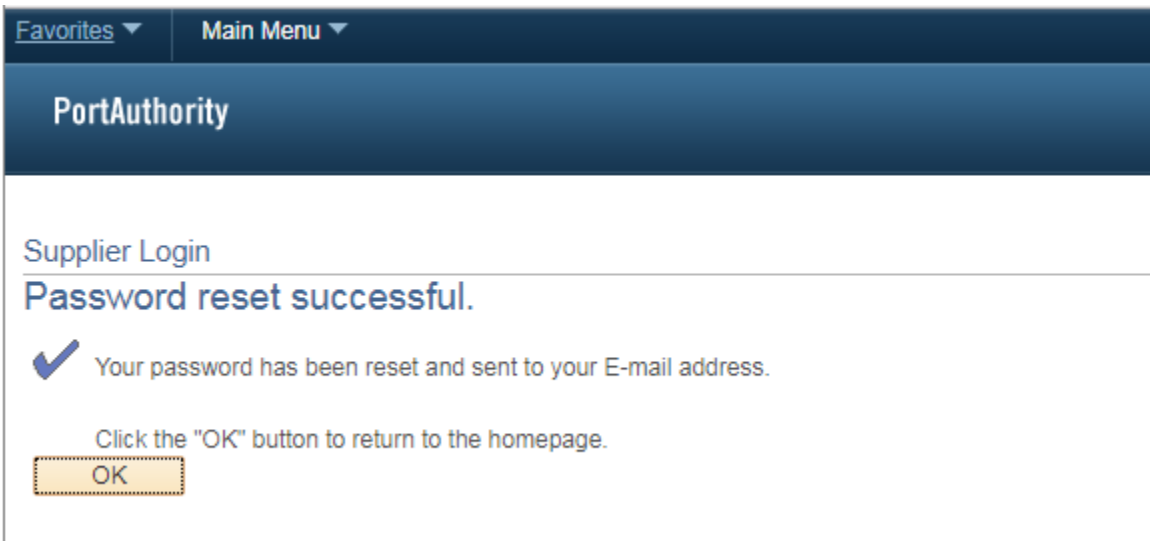
Forgotten Password

To change the account password, click on Change Password. Then enter the User ID in the open field and click Send.



The screenshot shows the PortAuthority website interface. At the top, there is a dark blue header with 'Favorites' and 'Main Menu' dropdown menus. Below the header is a dark blue banner with the 'PortAuthority' logo. The main content area is white and contains the 'Supplier Login' section. Under 'Supplier Login', there is a heading 'Reset and Send Forgotten Password'. Below this heading, a message states: 'Enter your UserID and click send to reset your password and have it sent to you via email.' There is a text input field labeled '*User ID' containing the text 'ABCBUS'. Below the input field is an orange 'Send' button.

This will send an email to the address associated with the account.



The screenshot shows the PortAuthority website interface after a successful password reset. The header and banner are the same as in the previous screenshot. The main content area is white and contains the 'Supplier Login' section. Under 'Supplier Login', there is a heading 'Password reset successful.' Below this heading, there is a blue checkmark icon followed by the text: 'Your password has been reset and sent to your E-mail address.' Below this message, there is a text input field labeled 'Click the "OK" button to return to the homepage.' Below the input field is an orange 'OK' button.

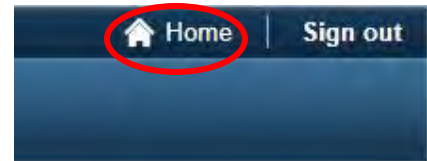
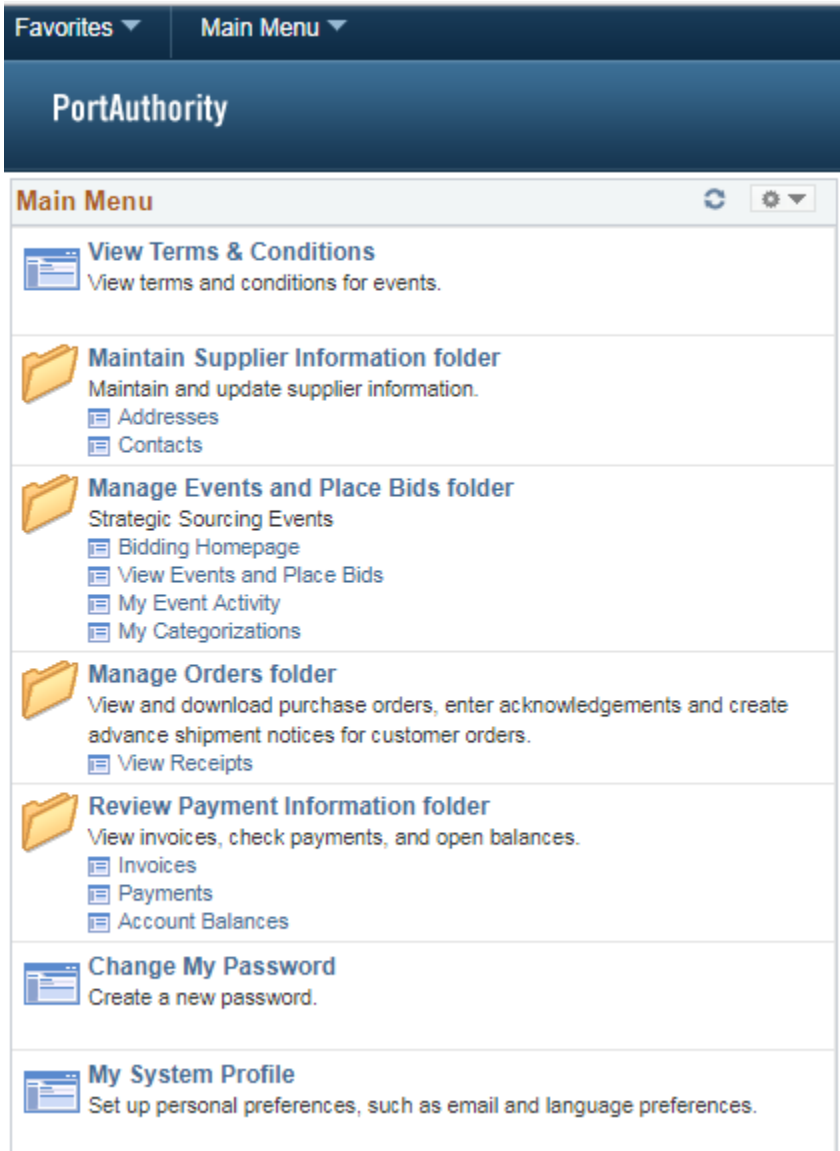
Follow the instructions in the email to finish changing the account password.

Searching for Sourcing Events

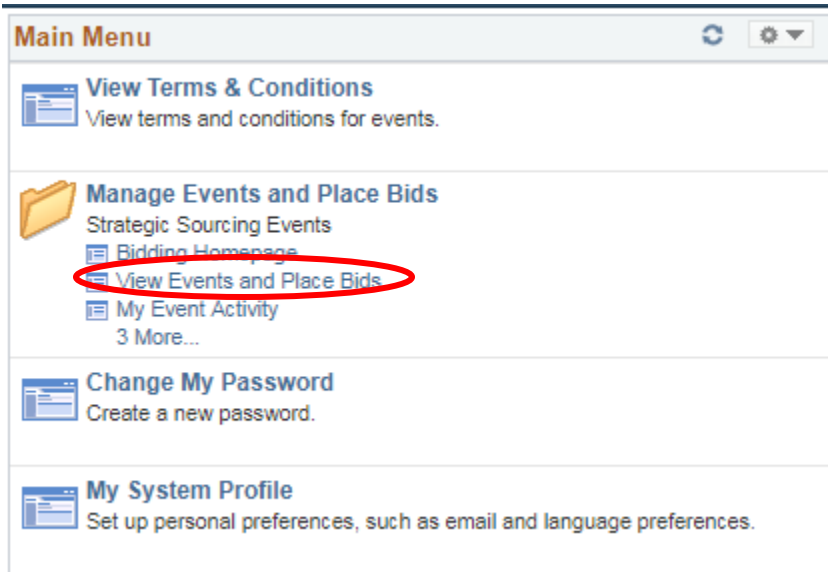
After successfully logging in, the Main Menu will be on the left hand side of the screen. To navigate back to this screen click the Home icon in the top right hand corner of the screen.

NOTE: The Main Menu screen may look differently if you are currently listed as a “Bidder” (as shown below) in eBusiness rather than a “Supplier” (as shown above) that have held a contract with us previously.

Supplier Portal Main Menu Screen



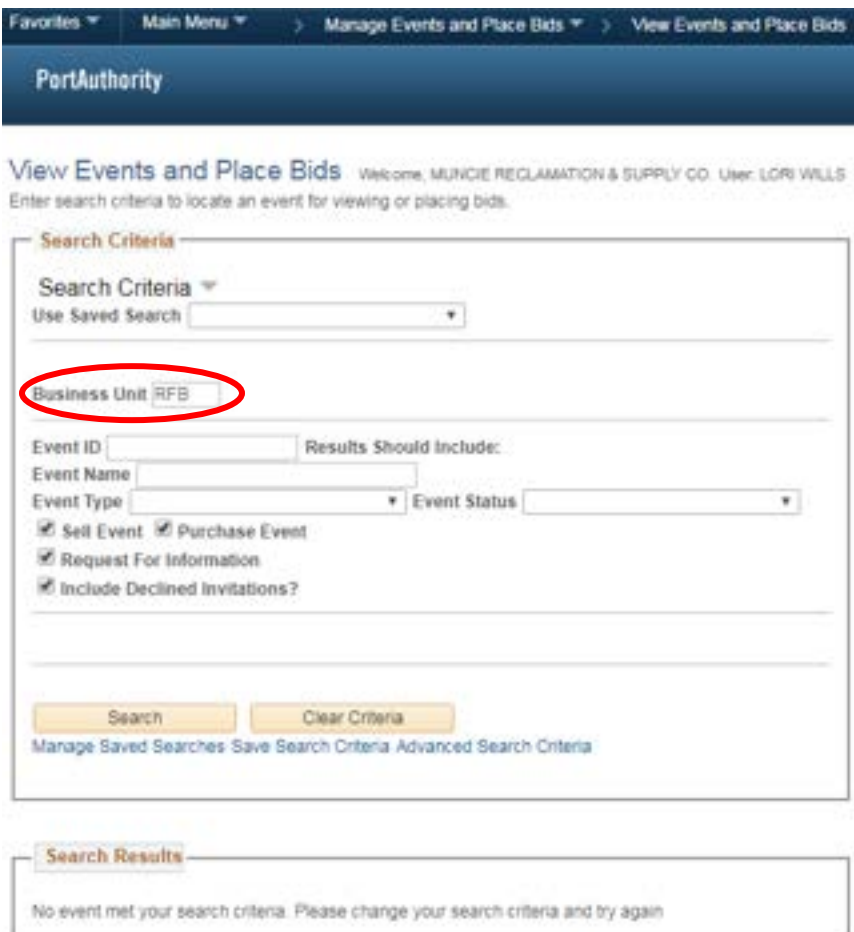
Bidder Portal Main Menu Screen



Main Menu

- View Terms & Conditions**
View terms and conditions for events.
- Manage Events and Place Bids**
Strategic Sourcing Events
 - Bidding Homepage
 - View Events and Place Bids**
 - My Event Activity
 - 3 More...
- Change My Password**
Create a new password.
- My System Profile**
Set up personal preferences, such as email and language preferences.

To view Sourcing Events click on View Events and Place Bids. This will list all of the events for which the Bidder/Supplier was invited. If there are no events listed type RFB in the Business Unit field, clear the Event ID field, and click Search.



View Events and Place Bids Welcome, MUNICI RECLAMATION & SUPPLY CO. User: LGRI WILLS
Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Search Criteria ▾
Use Saved Search ▾

Business Unit RFB

Event ID Results Should Include:
Event Name
Event Type ▾ Event Status ▾
☒ Sell Event ☒ Purchase Event
☒ Request For Information
☒ Include Declined Invitations?

[Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

Search Results

No event met your search criteria. Please change your search criteria and try again

NOTE: The Search Criteria page may look differently if you are currently listed as a “Bidder” (as shown below) in eBusiness rather than a “Supplier” (as shown above) that have held a contract with us previously.

▼ Search Criteria

Use Saved Search

RFB

Event ID

Event Name

Event Type

Event Status

☒ Results Should Include:

☒ Sell Event

☒ Purchase Event

☒ Request For Information

☒ Include Declined Invitations?

Search

Clear Criteria

Manage Saved Searches

Save Search Criteria

Advanced Search Criteria

Search Results

No event met your search criteria. Please change your search criteria and try again

This process may take a few minutes and should load all active solicitations.

View Events and Place Bids

Welcome, MURDIE RECLAMATION & SUPPLY CO.

User: LDR WILLIS

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Search Criteria

Use Saved Search

Business Unit

Event ID Results Should Include:

Event Name

Event Type Event Status

☒ Sell Event ☒ Purchase Event

☒ Request For Information

☒ Include Declined Invitations?

Search

Clear Criteria

[Manage Saved Searches](#)
[Save Search Criteria](#)
[Advanced Search Criteria](#)

Search Results

Personalize First 1-11 of 11 Last

Event ID	Event Name	Format	Type	End Date	Discuss
RFB-B170851	Ross Garage Wind Turbine	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170959A	High Speed Gear Coupling and Assemblies	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170960	Switches - Junction	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170961	Steel Hauling Truck	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170962	Tow Tractors	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170963	LRV Suspension Springs	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170964A	Wheel Tire Kits - LRV	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170965A	Equipment Cleaner	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170967	Paint Spray Booth - Collier Garage	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170968	Overhead Maintenance Vehicle and Wire Car	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170969	Track Tamping, Lifting and Aligning Machine	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss

Click on the Event ID to view the solicitation.

[Favorites](#)
[Main Menu](#)
[Manage Events and Place Bids](#)
[View Events and Place Bids](#)

PortAuthority

[Information On Inquiry Options](#)
[Bidding Shortcuts:](#)

[Accept Invitation](#)
[View/Bid on Event](#)

[View Event Activity](#)

Event Name: Ross Garage Wind Turbine
Event ID: RFB-B170851
Event Format/Type: Sell Event RFX
Event Round: 1
Event Version: 1
Event Start Date: 09/27/2017 10:13AM EDT
Event End Date: 10/30/2017 11:00 AM EDT

Furnish and deliver wind turbine as specified. Please visit the Port Authority's website (www.portauthority.org), click on the ebusiness tab (located in the upper right hand corner of the home page), and click on the Bid Number to view the solicitation bid documents and the complete specifications, or log on to your e-business account at ebusiness.portauthority.org.

Event Description:

Contact Anna Marie Koenig
Phone:
Email:
Online Discussion: Discuss Event in Forum

Live Chat Help: Payment Terms: 30 DAYS
My Bids: 0 Edits to Submitted Bids Allowed
Multiple Bids Allowed

★ Bid Required

Line Comments/Files

Lines

Personalize | Find | View All |

First
1 of 1
Last

Line		Description	Unit	Requested Quantity	Status
1	★	Provide required submittals. Specified in Section 3.0; furnish, deliver, install, and test high vertical wind turbines with electronic controls for a one centralized microgrid system, as specified in PAT-6862	LOT	1.0000	

[Return to Event Search](#)

The Event Details page provides an overview of the event.

Accept or Decline the Invitation

To accept click on Accept Invitation

[Information On Inquiry Options](#) **Bidding Shortcuts:**

Accept Invitation

View/Bid on Event

[View Event Activity](#)

Event Name AMKTEST04

Event ID RFB-AMKTEST04

Event Format/Type Sell Event RFx

Event Round 1

Event Version 1

Event Start Date 12/05/2017 11:08AM EST

Event End Date:

12/19/2017 11:08 AM EST

To decline click Accept Invitation and then Decline Invitation on the following page

[Information On Inquiry Options](#) **Bidding Shortcuts:**

Decline Invitation

View/Bid on Event

[View Event Activity](#)

Event Name AMKTEST04

Event ID RFB-AMKTEST04

Event Format/Type Sell Event RFx

Event Round 1

Event Version 1

Event Start Date 12/05/2017 11:08AM EST

Event End Date:

12/19/2017 11:08 AM EST

Please fill out the appropriate information regarding the declined information and click Submit at the bottom of the page.

Decline Event Invitation

Event ID: AMKTEST04 Name: AMKTEST04

Please select a reason for declining this event invitation:

- ☐ We are not seeking new orders at this time.
- ☐ We could not quote competitively.
- ☐ We could not meet the delivery requirements.
- ☐ We could not meet the specification.
- ☐ We did not receive the bid in time.
- ☐ We do not offer the type of service or material.

Please enter any additional comments:

You may remove our name from the bidders list for:

- ☐ All Bids
- ☐ This Type of Service/Product

Please enter the following contact information:

Company Name:
Company Address:
Company City: State: Zip:
Contact Person:
Contact Phone:
Contact Fax:

How did you hear about this bid solicitation?

Submit

[Return to Event Search](#)

View Bid Documents

This includes the Specification, Conditions and Instructions to Bidders, and the Bidder Information Sheet that will need completed and uploaded with the bid

Click on View/Bid on Event

[Information On Inquiry Options](#) **Bidding Shortcuts:**

Accept Invitation

View/Bid on Event

[View Event Activity](#)

Event Name AMKTEST04

Event ID RFB-AMKTEST04

Event Format/Type Sell Event RFx

Event Round 1

Event Version 1

Event Start Date 12/05/2017 11:08AM EST

Event End Date:

12/19/2017 11:08 AM EST

Scroll to the bottom of the page and click on Event Comments and Attachments

Lines

Personalize First 1-5 of 5 Next Lines

Line	Item ID	Description	Manufacturer ID	Manufacturer's Item ID	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price	Bid Response Date	Manual
1	670469	COVERALL DISPOSABLE TYVEK MEDIUM 25/CASE	KAPPLER	CTL412 MED	CS	100.0000			0.0000 USD		
2	670470	COVERALL DISP TYVEK LARGE 25/CASE	KAPPLER	CTL412 LGE	CS	250.0000			0.0000 USD		
3	670472	COVERALL DISP TYVEK XLGE 25/CASE	LAKELAND	CTL412 XLGE	CS	1700.0000			0.0000 USD		
4	670471	COVERALL DISP TYVEK 2XL 25/CS	LAKELAND	CTL412 2XL	CS	1500.0000			0.0000 USD		
5	670474	COVERALL DISPOSABLE TYVEK 3XL 25/CS	LAKELAND	CTL412 3XLGE	CS	1400.0000			0.0000 USD		

Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid Save for Later Validate Entries

[Return to Event Search](#)

Click on View to view the document

Event Comments and Attachments

Business Unit: RFB Event ID: AMKTEST04 Event Round: 1 Event Version: 1

Attachments

[View Event Attachments](#)

Personalize First 1-4 of 4 Last

Attached File	Attachment Description	View
Bid-Documents_-_Q17-10-73A.pdf		View
CIB_-_STATE_-_Q17-10-73A.pdf		View
Bidder_Information_Sheet.pdf		View
AMKTEST04.pdf	Event Details	View

[Add New Attachments](#)

Personalize First 1 of 1

Attached File	Attachment Description	Upload	View	Add row	Delete row
		Upload	View	Add New Attachments	Delete

If unable to open attachment(s) try:

- 1. hold down the Ctrl button while clicking on the View button OR,
- 2. review your Pop-up blocker settings OR,
- 3. consult your IT Department

Placing a Bid

Answering General Event Questions (if applicable)

To place a bid the bidder must first answer the General Event Questions. Click on View/Bid on Event

[Information On Inquiry Options](#) **Bidding Shortcuts:**

[Accept Invitation](#)

[View/Bid on Event](#)

[View Event Activity](#)

Event Name AMKTEST04

Event ID RFB-AMKTEST04

Event Format/Type Sell Event RFX

Event Round 1

Event Version 1

Event Start Date 12/05/2017 11:08AM EST

Event End Date:

12/19/2017 11:08 AM EST

Scroll down to Event Questions

Event Questions

★ Bid Required 📄 Initial Response Required

General Questions

Previous Questions: 1 of 1 Next Questions

★ 📄 Acknowledgement, by indicating YES in the designated field below, in accordance with the instructions set forth below constitutes the Contractor's Electronic Signature, pursuant to the Electronic Signatures in Global and National Commerce Act (E-SIGN Act), 15 U.S.C. sections 7001-7006

Response: Ideal Yes Add Comments or Attachments

[View Associated Terms](#)

Click on View Associated Terms.

Use the scroll bars to read the terms and conditions

View Associated Terms

★ Acknowledgement, by indicating YES in the designated field below, in accordance with the instructions set forth below constitutes the Contractor's Electronic Signature, pursuant to the Electronic Signatures in Global and National Commerce Act E-SIGN Act, 15 U.S.C. sections 7001-7006

Associated Terms

First 1 of 1 Last

Certification of Bidder Regarding Debarment, Suspension and other Responsibility Matters
(for Proposals totaling over \$25,000 only)

The electronic Bidder certifies by providing the electronic signature below, to the best of its knowledge and belief, that it and its principals:

Full Text 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily

Return

Click on Return to return to the Event Question. Use the drop down menu to select the appropriate response.

Event Questions

★ Bid Required ☐ Ideal Response Required ☐

General Questions

Previous Questions: 1 of 1 Next Questions

★ Acknowledgement, by indicating YES in the designated field below, in accordance with the instructions set forth below constitutes the Contractor's Electronic Signature, pursuant to the Electronic Signatures in Global and National Commerce Act E-SIGN Act, 15 U.S.C. sections 7001-7006

Response

[View Associated Terms](#)

Enter Line Item Bid Responses

After completing the General Event Responses scroll down to the bottom of the page to find the line items.

Lines

Personalize First 1 of 5 Previous Lines: 1-5 of 5 Next Lines

Line	Item ID	Description	Manufacturer	Manufacturer's Item ID	Unit	Requested Quantity	Your Bid Quantity	Base Unit Bid Price	Your Total Bid Price	Bid Response Date	Manufacturer	Manufacturer Part No	Bid
1	★ 670466	COVERALL DISPOSABLE TYVEX MEDIUM 25/CASE	KAPPLER	CTL412 MED	CS	100.0000	100.0000	1.000000	100.0000 USD				Bid
2	★ 670470	COVERALL DISP TYVEX LARGE 25/CASE	KAPPLER	CTL412 LGE	CS	250.0000	250.0000	1.000000	250.0000 USD				Bid
3	★ 670472	COVERALL DISP TYVEX XLGE 25/CASE	LAKELAND	CTL412 XLGE	CS	1700.0000	1700.0000	1.070000	1819.0000 USD				Bid
4	★ 670471	COVERALL DISP TYVEX 2XL 25CS	LAKELAND	CTL412 2XL	CS	1500.0000	1500.0000	1.000000	1500.0000 USD				Bid
5	★ 670474	COVERALL DISPOSABLE TYVEX 3XL 25CS	LAKELAND	CTL412 3XLGE	CS	1400.0000	1400.0000	2.150000	3010.0000 USD				Bid

Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at a later time. When your bid response is complete, submit for consideration.

[Return to Event Search](#)

The only information required is Your Unit Bid Price. Enter your price in the associated field for each line item. All other fields can remain blank.

Note: Submitting a comment that is contrary to the bid documents will result in the disqualification of your proposal.

Adding Comments and Attachments

Once you have completed entering your bid pricing click on Event Comments and Attachments to upload your completed bidder information sheet.

Event Comments and Attachments

Business Unit RFB Event ID AMKTEST04 Event Round: 1 Event Version: 1

Attachments

View Event Attachments ?

Personalize First 1-4 of 4 Last

Attached File	Attachment Description	View
Bid-Documents_-_Q17-10-73A.pdf		View
CIB_-_STATE_-_Q17-10-73A.pdf		View
Bidder_Information_Sheet.pdf		View
AMKTEST04.pdf	Event Details	View

Add New Attachments ?

Personalize First 1 of 1

Attached File	Attachment Description	Upload	View	Add row	Delete row
		Upload	View	Add New Attachments	Delete

If unable to open attachment(s) try:
- 1. hold down the Ctrl button while clicking on the View button OR;
- 2. review your Pop-up blocker settings OR;
- 3. consult your IT Department

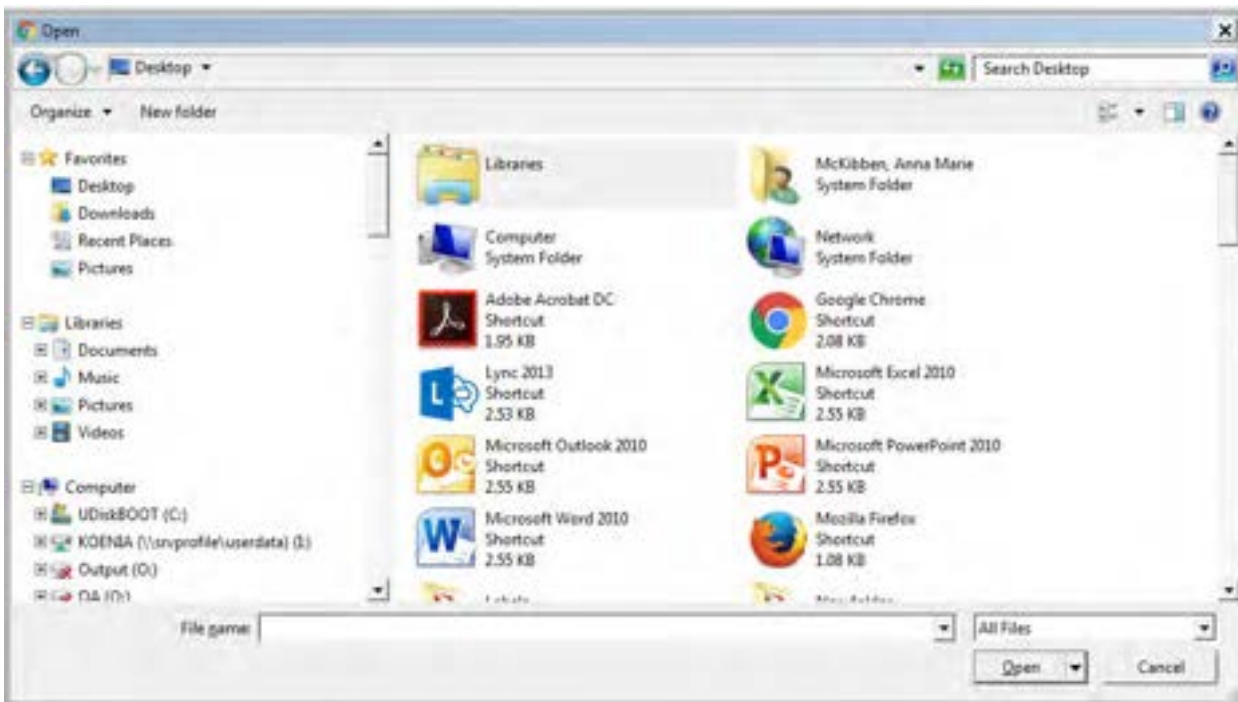
Click on Upload

File Attachment

Choose File No file chosen

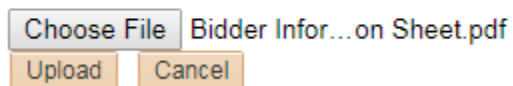
[Upload](#) [Cancel](#)

Click on Choose File



Select the file that you would like to upload and click Open

File Attachment



Click Upload

Event Comments and Attachments

Business Unit RFB Event ID AMKTEST04 Event Round: 1 Event Version: 1

Attachments

View Event Attachments ?

Personalize First 1-4 of 4 Last

Attached File	Attachment Description	View
Bid-Documents_-_Q17-10-73A.pdf		View
CIB_-_STATE_-_Q17-10-73A.pdf		View
Bidder_information_Sheet.pdf		View
AMKTEST04.pdf	Event Details	View

Add New Attachments ?

Personalize First 1 of 1

Attached File	Attachment Description	Upload	View	Add row	Delete row
Bidder_information_Sheet.pdf		Upload	View	Add New Attachments	Delete

If unable to open attachment(s) try:
 - 1. hold down the Ctrl button while clicking on the View button OR
 - 2. review your Pop-up blocker settings OR
 - 3. consult your IT Department

The document will now be listed under Add New Attachments. To upload another document, click on Add New Attachment and repeat the steps above.

Click OK when finished

Save for Later

At any point during the bid completion process the bid can be saved and completed at a later time. Scroll to the bottom of the page and click Save for Later

Lines

Personalize First Previous Lines 1-5 of 5 Next Lines

Line	Item ID	Description	Manufacturer ID	Manufacturer's Item ID	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price	Bid Response Date	Manufacturer	Manufacturer Part No.	Bid
1	★ 870466	COVERALL DISPOSABLE TYVEK MEDIUM 25/CASE	KAPPLER	CTL412 MED	CS	100.0000	100.0000	1.000000	100.0000 USD				Bid
2	★ 870470	COVERALL DISP TYVEK LARGE 25/CASE	KAPPLER	CTL412 LGE	CS	250.0000	250.0000	1.000000	250.0000 USD				Bid
3	★ 870472	COVERALL DISP TYVEK XLGE 25/CASE	LAKELAND	CTL412 XLGE	CS	1700.0000	1700.0000	1.070000	1,819.0000 USD				Bid
4	★ 870471	COVERALL DISP TYVEK 2XL 25CS	LAKELAND	CTL412 2XL	CS	1500.0000	1500.0000	1.000000	1,500.0000 USD				Bid
5	★ 870474	COVERALL DISPOSABLE TYVEK 3XL 25CS	LAKELAND	CTL412 3XLGE	CS	1400.0000	1400.0000	1.110000	1,554.0000 USD				Bid

Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at a later time. When your bid response is complete, submit for consideration.

[Submit Bid](#) [Save for Later](#) [Validate Entries](#)

[Return to Event Search](#)

Edit or Complete an Existing Line Bid Response

To return and complete the bid that was saved for later, or to edit an existing bid, click on View Events and Place Bid under Manage Events and Place Bids on the Main Menu

Main Menu  

 **View Terms & Conditions**
View terms and conditions for events.

 **Maintain Supplier Information folder**
Maintain and update supplier information.

-  [Addresses](#)
-  [Contacts](#)

 **Manage Events and Place Bids folder**
Strategic Sourcing Events

-  [Bidding Homepage](#)
-  [View Events and Place Bids](#)
-  [My Event Activity](#)
-  [My Categorizations](#)

 **Manage Orders folder**
View and download purchase orders, enter acknowledgements and create advance shipment notices for customer orders.

-  [View Receipts](#)

 **Review Payment Information folder**
View invoices, check payments, and open balances.

-  [Invoices](#)
-  [Payments](#)
-  [Account Balances](#)

 **Change My Password**
Create a new password.

 **My System Profile**
Set up personal preferences, such as email and language preferences.

Click on the Event ID for which the bid placed

FavoriteMain MenuManage Events and Place BidsView Events and Place Bids

PortAuthority

View Events and Place Bids

Welcome, MUNIC RECLAMATION & SUPPLY CO.

User: LGR WILLIS

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Search Criteria

Use Saved Search

Business UnitRFB

Event IDResults Should Include:

Event Name

Event TypeEvent Status

☒ Sell Event☒ Purchase Event

☒ Request For Information

☒ Include Declined Invitations?

SearchClear Criteria

Manage Saved SearchesSave Search CriteriaAdvanced Search Criteria

Search Results

PersonalizeFirst1-11 of 11Last

Event ID	Event Name	Format	Type	End Date	Discuss
RFB-B170851	Ross Garage Wind Turbine	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170959A	High Speed Gear Coupling and Assemblies	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170960	Switches - Junction	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170961	Steel Hauling Truck	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170962	Tow Tractors	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170963	LRV Suspension Springs	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170964A	Wheel Tire Kits - LRV	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170965A	Equipment Cleaner	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170967	Paint Spray Booth - Collier Garage	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170968	Overhead Maintenance Vehicle and Wire Car	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170969	Track Tamping, Lifting and Aligning Machine	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss

Then Click on View, Edit or Copy from Saved Bids

Event Details

Welcome, MUNCIE RECLAMATION & SUPPLY CO.

User: LORI WILLIS

Information On Inquiry Options Bidding Shortcuts:

View/Bid on Event

View Event Activity View, Edit or Copy from Saved Bids

Event Name AMKTEST04

Event ID RFB-AMKTEST04

Event Format/Type Sell Event RFX

Event Round 1

Event Version 1

Event Start Date 12/05/2017 11:08AM EST

Event End Date:

12/19/2017 11:08 AM EST

Click on No

Message

Do you wish to submit an additional bid or bids?

Yes

No

Click on View/Edit

View, Edit or copy from Saved Bids

Event Name AMKTEST04

Event ID RFB-AMKTEST04 Event Round 1

Event Format/Type Sell Event RFX Event Version 1

Event Start Date 12/05/2017 11:08AM EST Multiple Bids Allowed

Event End Date:

12/19/2017 11:08 AM EST

Currency: US Dollar

[Return to Event Search](#)

Bids

Personalize First 1 of 1 Last

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved	View	Copy	Cancel
1	1	1	Saved	Posted	12/07/2017 1:10PM EST	View/Edit	Copy	Cancel

Complete the bid

Lines

Personalize First Previous Lines 1-5 of 5 Next Lines

Line	Item ID	Description	Manufacturer ID	Manufacturer's Item ID	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price	Bid Response Date	Manufacturer	Manufacturer Part No	Bid
1	★	STAR469	COVERALL DISPOSABLE TYVEK MEDIUM 25/CASE	KAPPLER	CTL412 MED	CS	100.0000	100.0000	1.000000	100.0000 USD			Bid
2	★	STAR470	COVERALL DISP TYVEK LARGE 25/CASE	KAPPLER	CTL412 LGE	CS	250.0000	250.0000	1.000000	250.0000 USD			Bid
3	★	STAR472	COVERALL DISP TYVEK XLGE 25/CASE	LAKELAND	CTL412 XLGE	CS	1700.0000	1700.0000	1.070000	1,819.0000 USD			Bid
4	★	STAR471	COVERALL DISP TYVEK 2XL 25/CB	LAKELAND	CTL412 2XL	CS	1500.0000	1500.0000	1.000000	1,500.0000 USD			Bid
5	★	STAR474	COVERALL DISPOSABLE TYVEK 3XL 25/CB	LAKELAND	CTL412 3XLGE	CS	1400.0000	1400.0000	1.110000	1,554.0000 USD			Bid

Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at a later time. When your bid response is complete, submit for consideration.

[Submit Bid](#) [Save for Later](#) [Validate Entries](#)

[Return to Event Search](#)

Update the Unit Price and/or finish entering Your Unit Bid Price

Validate Entries

To check for errors such as missed line items click Validate Entries at the bottom of the page

Lines

Personalize First Previous Lines 1-5 of 5 Next Lines

Line	Item ID	Description	Manufacturer ID	Manufacturer's Item ID	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price	Bid Response Date	Manufacturer	Manufacturer Part No	Bid
1	★	STAR469	COVERALL DISPOSABLE TYVEK MEDIUM 25/CASE	KAPPLER	CTL412 MED	CS	100.0000	100.0000	1.000000	100.0000 USD			Bid
2	★	STAR470	COVERALL DISP TYVEK LARGE 25/CASE	KAPPLER	CTL412 LGE	CS	250.0000	250.0000	1.000000	250.0000 USD			Bid
3	★	STAR472	COVERALL DISP TYVEK XLGE 25/CASE	LAKELAND	CTL412 XLGE	CS	1700.0000	1700.0000	1.070000	1,819.0000 USD			Bid
4	★	STAR471	COVERALL DISP TYVEK 2XL 25/CB	LAKELAND	CTL412 2XL	CS	1500.0000	1500.0000	1.000000	1,500.0000 USD			Bid
5	★	STAR474	COVERALL DISPOSABLE TYVEK 3XL 25/CB	LAKELAND	CTL412 3XLGE	CS	1400.0000	1400.0000	1.110000	1,554.0000 USD			Bid

Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at a later time. When your bid response is complete, submit for consideration.

[Submit Bid](#) [Save for Later](#) [Validate Entries](#)

[Return to Event Search](#)

Submit a Bid

Once the bid is complete click Submit Bid

Bid Confirmation

Your bid has been successfully submitted.

Bid ID 1 Bid Date 12/07/2017 3:03:18PM EST

Event ID AMKTEST04 AMKTEST04

Event Format Sell Event Round 1 Version 1

Start Date 12/05/2017 11:08AM EST End Date

Your Total Price 5,370.50 USD

[Copy Bid](#)

[OK](#)

12/19/2017 11:08 AM

Click OK on the Bid Confirmation

An email confirmation will be sent to the primary user on the account and will contain a PDF summarizing the bid that was submitted

Subject: FW: Your bid has been received

Message

Your_Bid.pdf (44 KB)

From: ebusiness@portauthority.org [<mailto:ebusiness@portauthority.org>]

Sent: Thursday, December 07, 2017 3:04 PM

Subject: Your bid has been received

Bid Notification

This is a confirmation of your bid placed on a strategic sourcing event. See below for details.

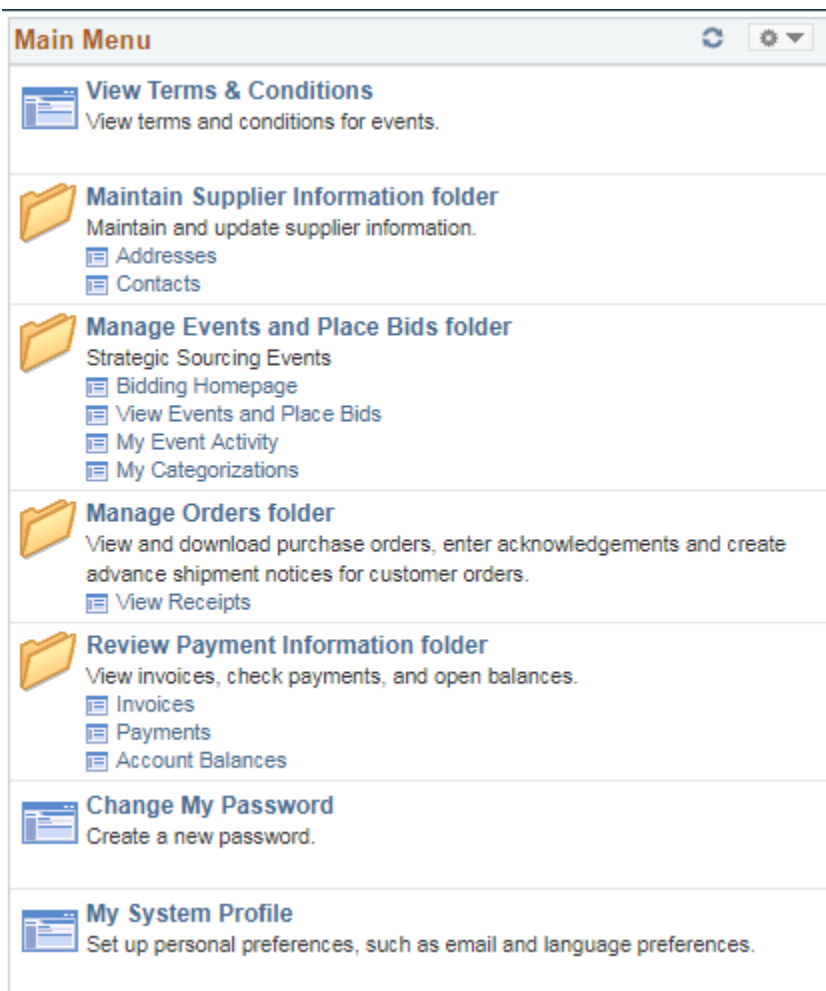
Bid Details
Event ID: RFB - AMKTEST04 Round 1 Version 1
Event Name: AMKTEST04
Bid ID: 1
Date Posted: 12/07/17 3:03:18PM EST

Event URL
Review and bid on this event.



Canceling a Bid

Click on View Events and Place Bid under Manage Events and Place Bids on the Main Menu



Click on the Event ID for which the bid placed

FavoriteMain MenuManage Events and Place BidsView Events and Place Bids

PortAuthority

View Events and Place Bids

Welcome, MUNIC RECLAMATION & SUPPLY CO.

User: LGR WILLIS

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Search Criteria

Use Saved Search

Business UnitRFB

Event IDResults Should Include:

Event Name

Event TypeEvent Status

☒ Sell Event

☒ Purchase Event

☒ Request For Information

☒ Include Declined Invitations?

Search

Clear Criteria

Manage Saved SearchesSave Search CriteriaAdvanced Search Criteria

Search Results

PersonalizeFirst1-11 of 11Last

Event ID	Event Name	Format	Type	End Date	Discuss
RFB-B170851	Ross Garage Wind Turbine	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170959A	High Speed Gear Coupling and Assemblies	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170960	Switches - Junction	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170961	Steel Hauling Truck	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170962	Tow Tractors	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170963	LRV Suspension Springs	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170964A	Wheel Tire Kits - LRV	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170965A	Equipment Cleaner	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170967	Paint Spray Booth - Collier Garage	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170968	Overhead Maintenance Vehicle and Wire Car	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss
RFB-B170969	Track Tamping, Lifting and Aligning Machine	Sell	RFx	10/30/2017 11:00 AM EDT	Discuss

Click on View, Edit or Copy from Saved Bids

Event Details

Welcome, MUNCIE RECLAMATION & SUPPLY CO.

User: LORI WILLIS

Information On Inquiry Options Bidding Shortcuts:

View/Bid on Event

View Event Activity View, Edit or Copy from Saved Bids

Event Name AMKTEST04

Event ID RFB-AMKTEST04

Event Format/Type Sell Event RFx

Event Round 1

Event Version 1

Event Start Date 12/05/2017 11:08AM EST

Event End Date:

12/19/2017 11:08 AM EST

Click on No

Message

Do you wish to submit an additional bid or bids?

Yes

No

Click on Cancel

View, Edit or copy from Saved Bids

Event Name AMKTEST04

Event ID RFB-AMKTEST04 Event Round 1

Event Format/Type Sell Event RFx Event Version 1

Event Start Date 12/05/2017 11:08AM EST Multiple Bids Allowed

Event End Date:

12/19/2017 11:08 AM EST

Currency: US Dollar

[Return to Event Search](#)

Bids

Personalize First 1 of 1 Last

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved	View	Copy	Cancel
1	1	1	Saved	Posted	12/07/2017 1:10PM EST	View/Edit	Copy	Cancel

Click on Cancel This Bid

Cancel Bid

Business Unit RFB Event Round 1

Event ID AMKTEST04 Event Version 1

Event Name AMKTEST04 Event Format Buy

Bid ID 1

Bid Status Posted

Last Saved 12/07/2017 3:03PM EST

[Cancel This Bid](#)

[Return to Bid Search](#)

Click yes to continue

Message

Are you sure you would like to cancel this bid? (18058,325) Click Yes to cancel the bid. Click No if you do not want to cancel this bid.

[Yes](#)

[No](#)

Bid Status will now show as Cancelled

View, Edit or copy from Saved Bids

Event Name AMKTEST04

Event ID RFB-AMKTEST04 Event Round 1

Event Format/Type Sell Event RFX Event Version 1

Event Start Date 12/05/2017 11:08AM EST Multiple Bids Allowed

Event End Date:

12/19/2017 11:08 AM EST

Currency: US Dollar

[Return to Event Search](#)

Bids

Personalize

First 1 of 1 Last

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved	View	Copy
1	1	1	Cancelled	Posted	12/07/2017 3:09PM EST	View	Copy

An email confirmation that the bid was cancelled will be sent to the primary user on the account

From: AKoenig@PortAuthority.org [mailto:AKoenig@PortAuthority.org]

Sent: Thursday, December 07, 2017 3:09 PM

Subject: Bid Cancellation Confirmation

Bid Cancellation

This message is confirming your bid cancellation for the following sourcing event. See details below.

Event Details

Event ID: RFB - AMKTEST04 Round 1 Version 1
Bid Number: 1

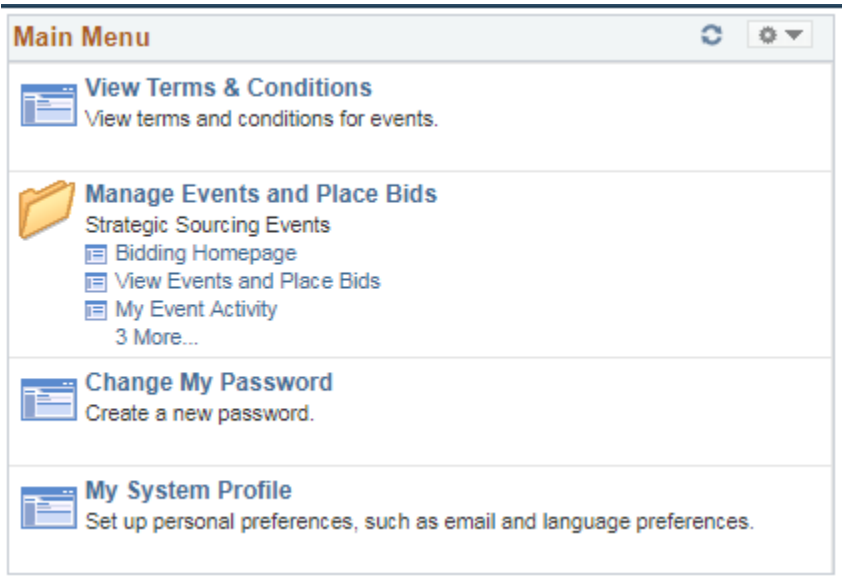
Event URL

[Review and bid on this event.](#)

Maintaining Bidder Information

Change Account Password

From the Main Menu Screen click on Change My Password



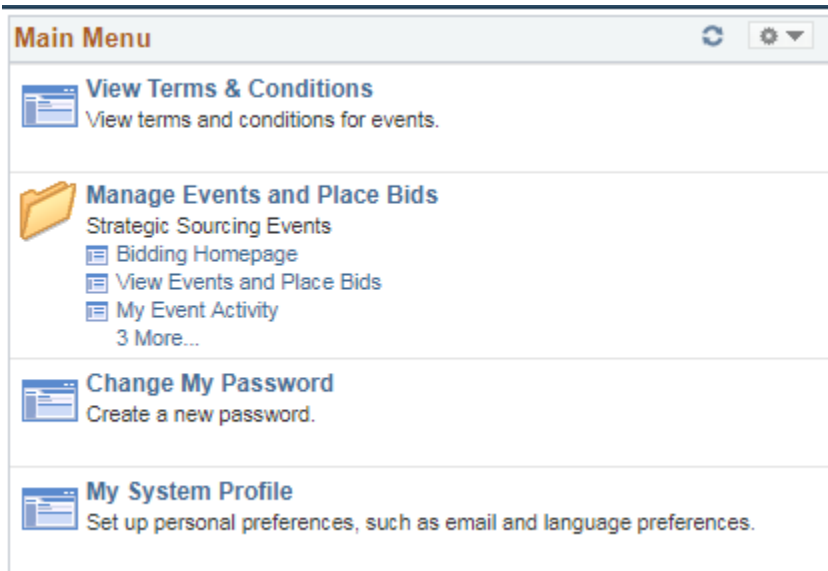
Complete the required fields

Change Password	Description
User ID	allenportauthority
	Allen Meier
*Current Password	
*New Password	
*Confirm Password	
Change Password	

Click Change Password

Update Sourcing Categories

From the Main Menu Screen click on Manage Events and Place Bids



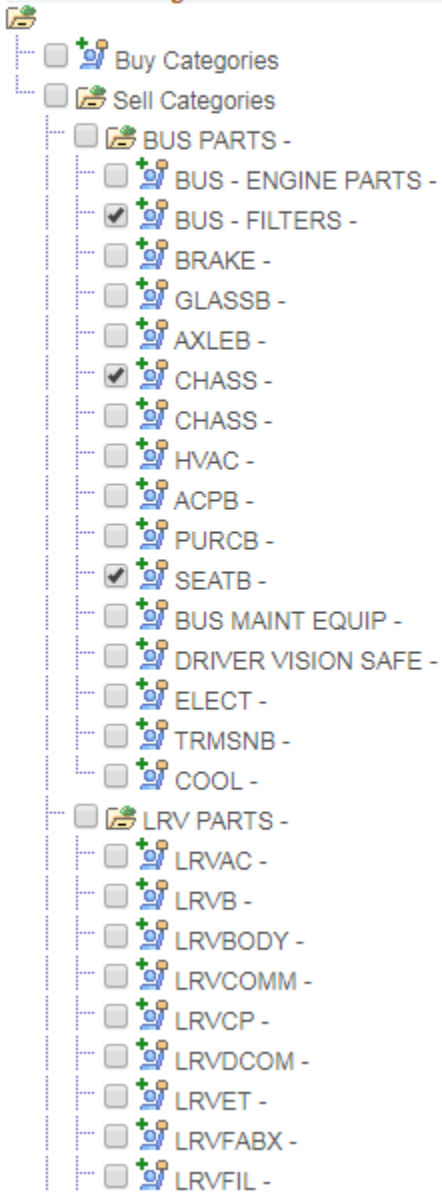
Click My Categorizations



Check new categories or uncheck current no relevant categories

My Categorizations

Bidder Categorization Tree



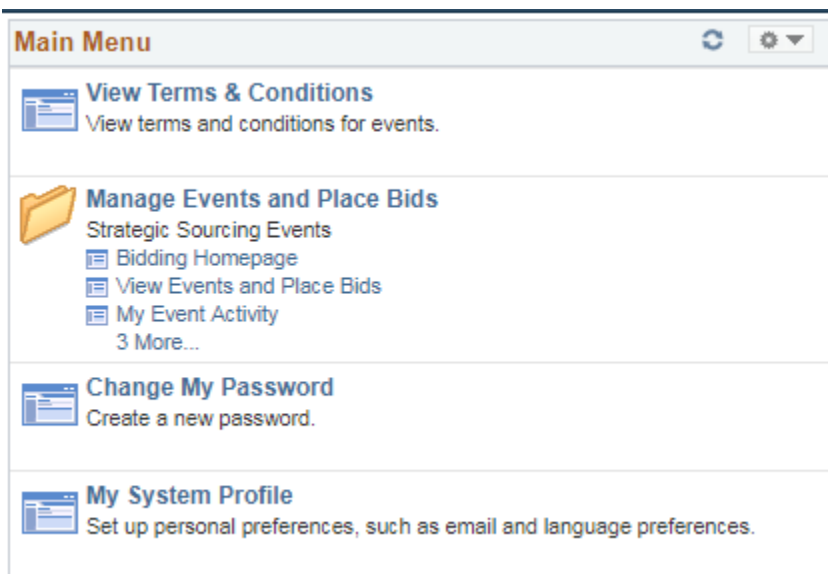
Scroll to the bottom of the page and click Save

- ☐ PSPT -
- ☒ PSRE -
- ☐ PSSC -
- ☐ PSTPD -
- ☐ PSTTC -
- ☐ PSUC -
- ☐ PSWCI -
- ☐ PSES0 -
- ☐ EMPLOYMENT TESTING -
- ☐ PSIVR -
- ☐ PSMWOS -

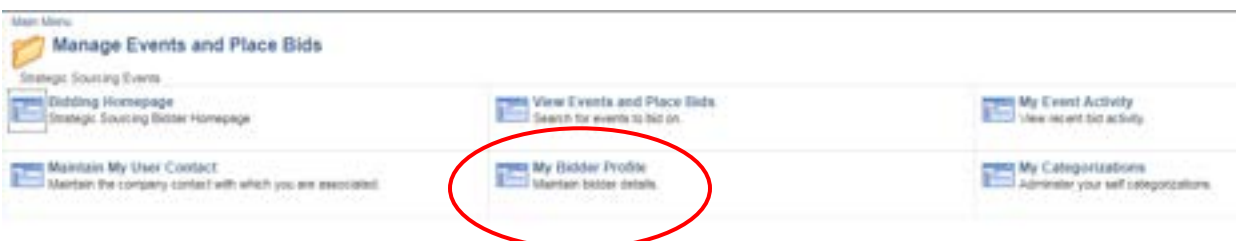
Save

Edit Existing or Add Additional Contacts

From the Main Menu Screen click on Manage Events and Place Bids



Click My Bidder Profile



Click the Contacts tab

Main	Addresses	Contacts	Identifications
------	-----------	----------	-----------------

Company URL

Bidder Status

- ☒ Active
☐ Inactive

Bidder Type

- ☒ Business
☐ Individual

Additional Information

HUBZone Program	Not Applicable
Sm Disadvantaged Business Prog	Not Applicable
Size of Business-number of employees	
Other Preference Programs	No Preference/Not listed
Veteran-Owned Small Business	Not Veteran Owned Sm Business
	☐ Emerging Small Business
	☐ Women-Owned Business
	☐ Veteran
	☐ Disabled
	☐ Non-Profit/Government Agency

Save

[Main](#) | [Addresses](#) | [Contacts](#) | [Identifications](#)

Edit the existing contact and click Save when finished

MainAddressesContactsIdentifications

User InformationFindFirst< 1 of 1 >Last

First NameJane

Last NameSmith

TitleOwner

Email IDemail@gmail.com

Telephone412/867-5309xExt

Fax

*Address1Main Address

User IDcupcake

Add ContactDelete

Save

Main | Addresses | Contacts | Identifications

Click Add Contact to add additional and click Save when finished