

*Port Authority of Allegheny County*



**eBusiness**

**Bidder Registration Instructions**

**Version 2.0**  
**8/26/10**

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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 password 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.

After logging in, the system displays customized My Sell Events, My Buy Events, and My Event Discussions pagelets for registered bidders.

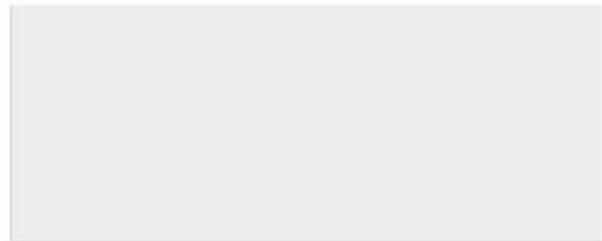
The information on the bidder registration pages is based on choices made on the Bidder Registration setup page.

### Register as a Sourcing Bidder:

Using this URL link <http://ebusiness.portauthority.org>, login to The Strategic Sourcing System (ebusiness) with the User ID of **BIDDER** and Password of **BIDDER1**. User ID and Password are both case sensitive.



User ID:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Sign In"/>	



The Bidder Login page will open:


**Login**


Login here as an existing User.


**User ID:**

**Password:**

**Sign In**

 [Register as a Sourcing Bidder](#)  
Click here to register as a bidder and to be able to bid on events.

 [Register as a Supplier](#)  
Click here to register as a supplier user and to be able to see purchasing details

 [I forgot my password](#)  
Click here to reset your password

**Bidder Login Page**

To register to bid:

1. Leave the User ID & Password fields blank.
2. Click on the [Register as a Sourcing Bidder](#) link.

The Bidder Registration page will open:

## Bidder Registration

---

### Step 1 of 8: Preliminary information.

These questions will determine the type of bidder you will become.

**\* Required Field**

**1. Please select the type of bidder which best describes you.**

- Business
- Individual

**2. What type of bidding activities are you interested in?**

- Buying goods/Services
- Selling goods/Services
- Both

Next >>

Cancel Registration

**\* Required Field**

### Bidder Registration Page – Step 1

Complete the Preliminary Information page, and click Next to follow the pages through the entire 8 steps.

Please note that required profile questions are indicated with an asterisk (\*).



## Bidder Registration

### Step 2 of 8: User Account Setup

Begin creating your user account here. Note that you may register other users for your company in addition to yourself. To create additional accounts for other users, click "Save and Add Another User" to expand the form. You may also provide instant messaging account information (for real-time communication with others using the system), as well as preferred time zone and currency.

**\* Required Field**

\*Company

URL: **http://**

#### User Information

\*First Name   [Delete](#)

\*Last Name

Title

\*Email ID

\*Telephone  Ext

Fax

\*User ID  User ID cannot contain any of the following characters: / \ : \* ? ' " < > | or spaces

\*You will need to enter your User ID exactly as it appears above to log into the system.

[Save and Add Another User](#)

#### Other Contact Info (No In Use)

Instant Messaging (IM) Information

**IM Service**

**IM User Name**

Personalization Information

**Language**

**Time Zone**

**Currency Code** USD US Dollar

[<< Back](#)

[Next >>](#)

[Cancel Registration](#)

**\* Required Field**

**Bidder Registration Page – Step 2**

Complete Company and User Information.

**Email ID:** Please enter valid email address. This address will be used to email the account password, send bidding invitations and other correspondence.

**User ID:** Create a unique User ID without spaces and invalid characters. This account will be used to log into the eBusiness system.

**Note.** All users must have a separate User ID and Password to log into the eBusiness system. When adding another user, please create a different User ID.

## Bidder Registration

### Step 7 of 8: Categorization Information

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.

**\* Required Field**

For best performance, please pause briefly after checking each selection box.

[Check all](#) [Uncheck all](#)

#### Bidder Categorization Tree

- Sourcing - Sourcing Categories
  - Buy Categories
  - Sell Categories
    - BUS PARTS - Bus Parts
      - BUS - ENGINE PARTS - Bus Engine Parts
      - BUS - FILTERS - Bus Filters
      - BRAKE - Bus Brake Components
      - GLASSB - Bus Glass
      - AXLEB - Bus Axle and Driveshaft Parts
      - BODY - Bus Body Parts
      - CHASS - Bus Chassis & Suspension
      - BRAKEP - Bus Brake Parts
      - COOL - Bus Cooling Part
      - ELECT - Bus Electrical Part
      - TRMSN - Bus Transmission Parts
      - SEATB - Bus Seating Material
      - RUBBB - Bus Rubber Components
      - RUBBB - Bus Rubber Components
      - HVAC - Bus HVAC Components
      - ACPB - Bus Air Conditioning Parts
      - PURCB - Bus Vehicle Purchase
    - LRV PARTS - LRV Parts
      - LRVAC - LRV Air Conditioning Parts
      - LRVB - LRV Bearings
      - LRVBODY - LRV Body Parts
      - LRVCOMM - LRV Communication Parts
      - LRVCP - LRV Coupler Parts
      - LRVDCOM - LRV Door Components
      - LRVET - LRV Electrical Parts
      - LRVFABX - LRV Farebox Parts
      - LRVFIL - LRV Filters
      - LRVG - LRV Glass
      - LRVHVAC - LRV HVAC
      - LRVIC - LRV Interior Components

CATEGORY

SUB-CATEGORIES

#### Bidder Registration Page – Step 7

Select categories of types of events to which you'd like to receive invitations. You can either select the sub-categories (i.e., BUS – FILTERS – Bus Filters) to choose individually or you can select the category (i.e., BUS PARTS – Bus Parts) which will select the entire list of sub-categories automatically.

The ability to see events is dependent on what event type was selected on the Bidder Registration.

Click Next to follow the pages through completing the steps.

## Bidder Registration


Bidder registration for ABC Inc was successful.

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

1 Arnold Corner	
-----------------	--

Your company has been successfully registered. An email notification will be emailed to the email address entered in Step 2 (see below).

## SIGNING INTO THE SYSTEM

At this point, you may sign into the eBusiness system by clicking on the  button.



### Bidder Registration Approved

Your application to become a sourcing bidder has been approved. Use the login information in this message to access the system at the URL provided below.

<b>User ID and Password</b>
User ID: ABC Password: ABC88
<b>URL</b>
<a href="#">Login to strategic sourcing application.</a>

**Note.** Please keep the User ID and Password for future use. It is recommended that you periodically change your password. See the **RESETTING PASSWORDS** section in this document.

You can also sign into the eBusiness system by clicking on the [Login to strategic sourcing application](#) link emailed to you or by using this URL link: <http://ebusiness.portauthority.org>.

## MAINTAINING BIDDER INFORMATION

### Introduction

Existing vendors and customers can add and/or modify registration settings. This is necessary to receive event invitations geared towards your interests.

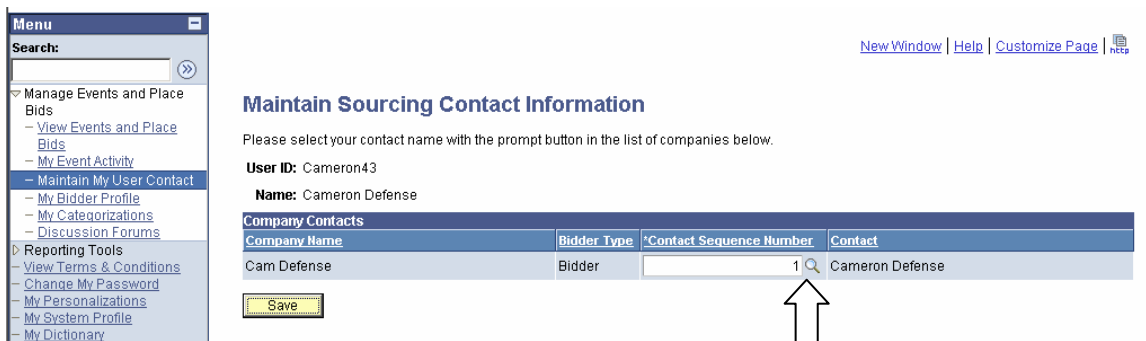
### Changing Contact Information

Bidders enter their contact information for their company, and indicate the preferred contact.

#### Maintain Sourcing Contact Information Page

To change Bidder Contact Information:


1. Log in to the Strategic Sourcing System (ebusiness) with your valid User ID & password.
2. On the Menu, click on Manage Events and Place Bids.
3. On the Submenu, click on Maintain My User Contact.



**Menu**

Search:

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact**
  - My Bidder Profile
  - My Categorizations
  - Discussion Forums
- Reporting Tools
  - View Terms & Conditions
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary

[New Window](#) | [Help](#) | [Customize Page](#) | 

### Maintain Sourcing Contact Information

Please select your contact name with the prompt button in the list of companies below.

**User ID:** Cameron43

**Name:** Cameron Defense

Company Name	Bidder Type	Contact Sequence Number	Contact
Cam Defense	Bidder	1	Cameron Defense

4. The Maintain Sourcing Contact Information page will open, displaying the contact person your company has chosen.
5. Click on the hour glass to select a different contact person. If only 1 contact person has been setup, please see Changing Bidder Profile (below).
6. Click on the Save button to save your changes.

## Changing Bidder Profile

Bidders enter their general bidder information, including bidder type, status, and minority business information, address information and contact information for their company.

### Main Bidder Profile Page

To change Main Bidder Profile Information:

1. On the Menu, click on Manage Events and Place Bids.
2. On the Submenu, click on Maintain Bidder Profile.

The screenshot shows the 'Main Bidder Profile' page. On the left is a 'Menu' sidebar with a search box and a tree view containing options like 'Manage Events and Place Bids', 'My Bidder Profile', and 'Reporting Tools'. The 'My Bidder Profile' option is highlighted. The main content area has a breadcrumb trail: 'Main | Addresses | Contacts | Identifications'. Below this are tabs for 'Main', 'Addresses', 'Contacts', and 'Identifications', with 'Main' selected. The page displays the following information:

- Company:** Cam Defense
- Company URL:** [Text Input Field]
- Bidder Status:** Radio buttons for  Active and  Inactive.
- Bidder Type:** Radio buttons for  Business and  Individual.
- Additional Information:**
  - HUBZone Program: [Dropdown Menu]
  - Sm Disadvantaged Business Prog: [Dropdown Menu]
  - Size of Small Business: [Dropdown Menu]
  - Other Preference Programs: [Dropdown Menu]
  - Veteran-Owned Small Business: [Dropdown Menu]
  - Emerging Small Business
  - Women-Owned Business
  - Non-Profit/Government Agency
- Save:** [Yellow Button]

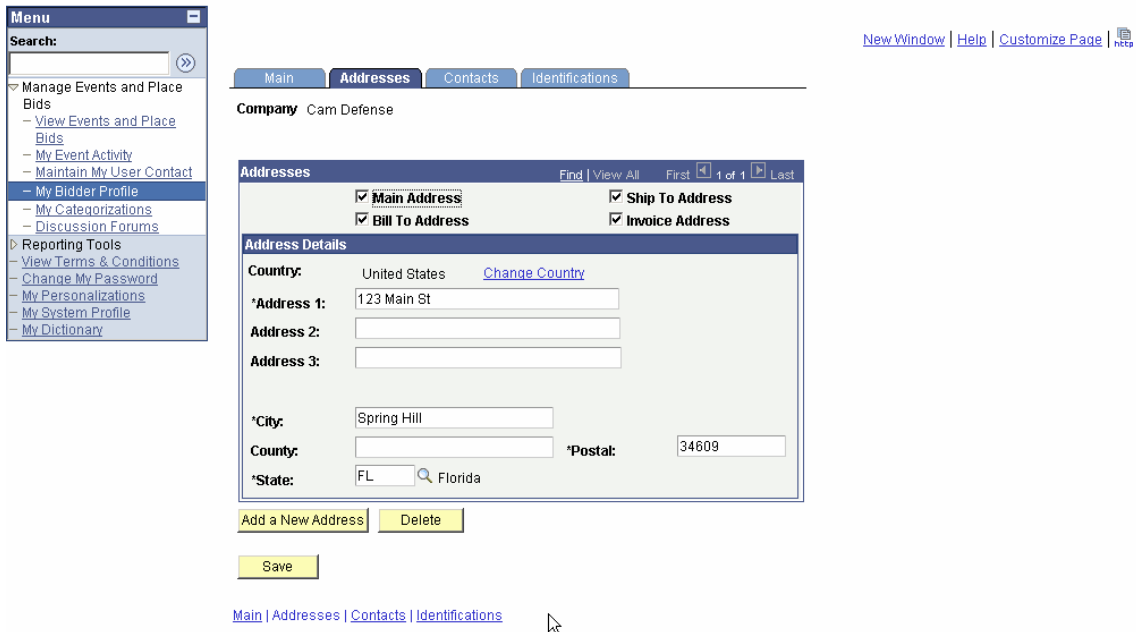
At the bottom of the page, there is a breadcrumb trail: 'Main | [Addresses](#) | [Contacts](#) | [Identifications](#)'.

3. Click on either the Main tab or the [Main](#) hyperlink (bottom).
4. The Main Bidder Profile page will open, displaying the information your company has chosen.
5. Make appropriate changes.
6. Click on the Save button to save your changes.

### Address Bidder Profile Page

To change Address Bidder Profile Information:

1. On the Menu, click on Manage Events and Place Bids.
2. On the Submenu, click on Maintain Bidder Profile.

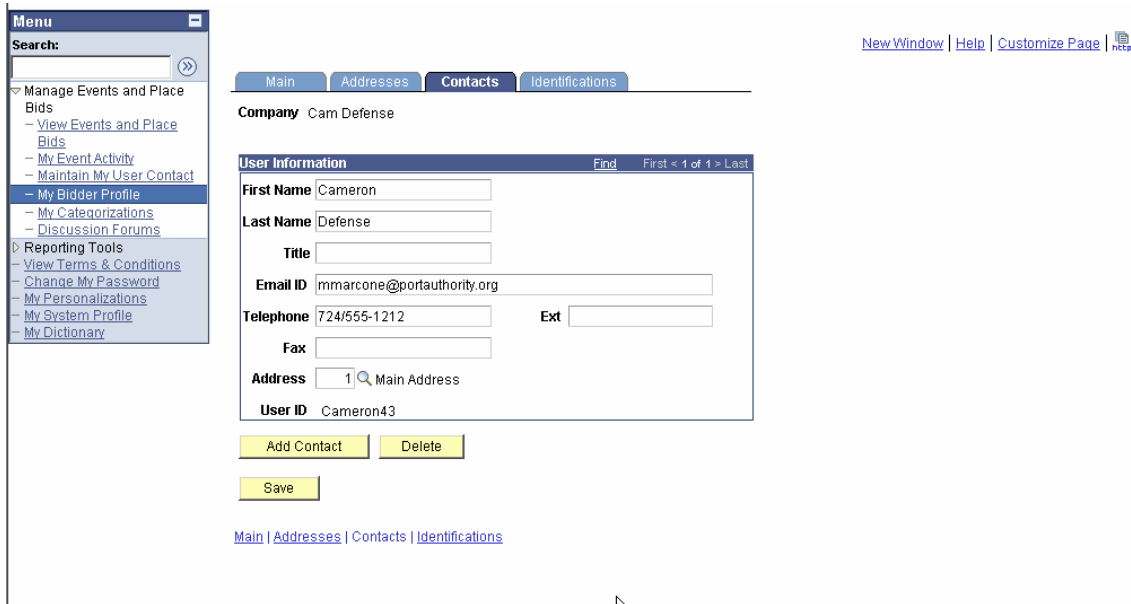


3. Click on either the Addresses tab or the [Addresses](#) hyperlink (bottom).
4. The Address Bidder Profile page will open, displaying the information your company has chosen.
5. Make appropriate changes.
6. Click on the Save button to save your changes.

### Contacts Bidder Profile Page

To change Address Bidder Profile Information:


1. On the Menu, click on Manage Events and Place Bids.
2. On the Submenu, click on Maintain Bidder Profile.



Menu

Search:

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
  - My Categorizations
  - Discussion Forums
- Reporting Tools
  - View Terms & Conditions
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary

New Window | Help | Customize Page | 

Main | Addresses | **Contacts** | Identifications

Company Cam Defense

User Information Find First < 1 of 1 > Last

First Name Cameron

Last Name Defense

Title

Email ID mmarccone@portauthority.org

Telephone 724/555-1212 Ext

Fax

Address 1 Main Address

User ID Cameron43

Add Contact Delete

Save

Main | Addresses | Contacts | Identifications

3. Click on either the Contacts tab or the [Contacts](#) hyperlink (bottom).
4. The Contacts Bidder Profile page will open, displaying the information your company has chosen.
5. Make appropriate changes.
6. Click on the Save button to save your changes.

To Add a new contact:

1. Click on the Add Contact button
2. Enter the contact's name, title, email address, phone numbers, address type
3. Enter a new User ID for the new contact.
4. Click on the Save button to save your changes.

**Note.** All contacts must have a separate User ID and Password to log into the eBusiness system.

### Identifications Bidder Profile Page

To change Address Bidder Profile Information:

1. On the Menu, click on Manage Events and Place Bids.
2. On the Submenu, click on Maintain Bidder Profile.

**Menu**

Search:

- Manage Events and Place Bids
  - View Events and Place Bids
  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
  - My Categorizations
  - Discussion Forums
- Reporting Tools
  - View Terms & Conditions
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary

[New Window](#) | [Help](#) | [Customize Page](#) | [help](#)

Main | Addresses | Contacts | **Identifications**

**Company** Cam Defense

**Standard ID Numbers**

ID Type	ID Number
1	<input type="text"/>

**Standard Industry Codes**

SIC Code Type	SIC Code	Description
1	<input type="text"/>	<input type="text"/>

**Add SIC Code**

**VAT Information**

Country	Description	Country	VAT ID	Home Country
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**Add VAT Registration**

**Profile Questions**

Question	Response
Are you PAUCP certified?	
Any firm seeking to be certified as a disadvantaged business may request an application. Contact Edward J Greene at (412) 566-5257.	
1	
2 How many years have you been in your present business?	10 to 15 years
3 Annual Sales Amount?	100000
4 Under law of which state is your company legally incorporated?	FL

**Save**

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

3. Click on either the Identifications tab or the [Identifications](#) hyperlink (bottom).
4. The Identifications Bidder Profile page will open, displaying the information your company has chosen.
5. Make appropriate changes.
6. Click on the Save button to save your changes.

## Changing Bidder Categories

Registered bidders can select bidding categories when they register to personalize the events in which they want to participate. Event creators can use these categories to target event invitations to the group of bidders that is most interested in those events.

You can also maintain this list of categories after you are registered and after becoming a vendor or customer.

### My Categorizations Page

To change Bidder Sourcing Categories:

1. Log in to the Strategic Sourcing System (ebusiness) with your valid User ID & password.
2. On the Menu, click on Manage Events and Place Bids.
3. On the Submenu, click on My Categorizations.

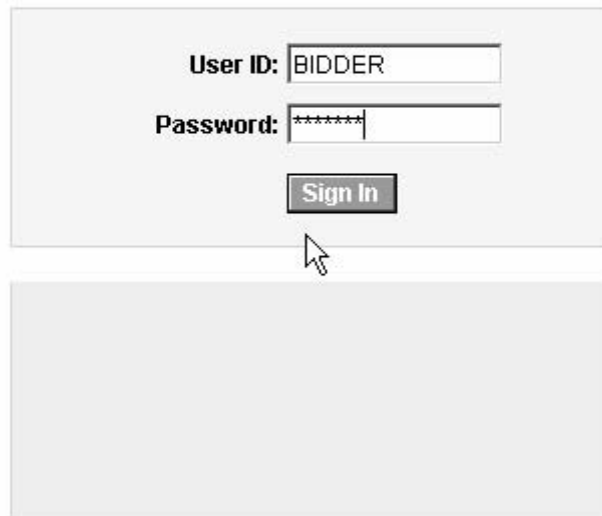


4. The Bidder Categorization Tree will open, displaying the categories your company has chosen.
5. Click on box to the left category to add additional category(ies). A check mark should appear.
6. Click on any checked boxes to the left category to remove any category(ies). The check mark should then be removed.
7. Scroll down to the bottom of this page and click on the Save button to save your changes.


## RESETTING PASSWORDS

This section discusses how to reset passwords.

Using this URL link <http://ebusiness.portauthority.org>, login to the Strategic Sourcing System (ebusiness) with the User ID of **BIDDER** and Password of **BIDDER1**. User ID and Password are both case sensitive.



A screenshot of a login form. It contains two input fields: "User ID:" with the text "BIDDER" entered, and "Password:" with several asterisks. Below the fields is a "Sign In" button. A mouse cursor is pointing at the button. Below the form is a large, empty grey rectangular area.

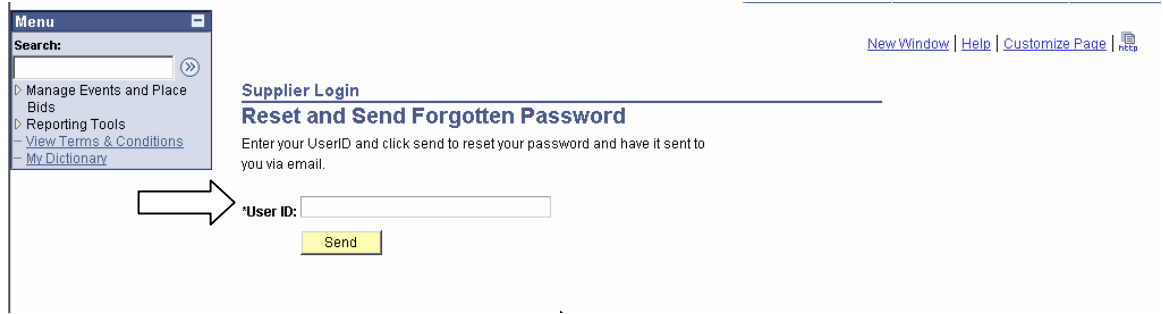


The screenshot shows a 'Login' window with a blue title bar. The text 'Login here as an existing User.' is at the top. Below it are two input fields: 'User ID:' and 'Password:'. A yellow 'Sign In' button is positioned below the password field. Three hyperlinks are listed below the button, each preceded by a small icon of three people. The first is 'Register as a Sourcing Bidder' with the instruction 'Click here to register as a bidder and to be able to bid on events.'. The second is 'Register as a Supplier' with the instruction 'Click here to register as a supplier user and to be able to see purchasing details'. The third is '? I forgot my password' with the instruction 'Click here to reset your password'. A white arrow points from the left towards the 'I forgot my password' link.

**I forgot my password hyperlink**

For bidders that remember their user ID but can't remember their password, click on the [I forgot my password](#) hyperlink.

The Reset and Send Forgotten Password page will open:



### Reset and Send Forgotten Password Page

Enter the user ID on the Reset and Send Forgotten Password page then click on the Send button. The system resets the password and emails the new password to the user.

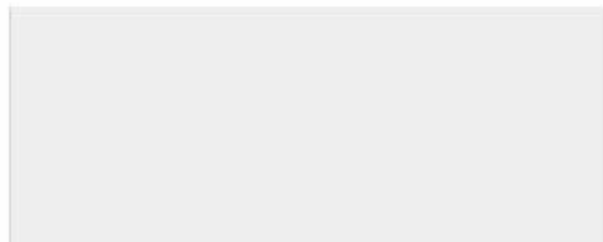
This section discusses how to reset passwords which were generated by the system to a password you choose.

Using this URL link <http://ebusiness.portauthority.org>, login to the Strategic Sourcing System (ebusiness) with **your User ID and password**. User ID and Password are both case sensitive.



User ID:

Password:



**Change My Password hyperlink**

To change the system generated password, click on the [Change My Password](#) hyperlink.

The Change Password page will open:

The screenshot shows a web application interface. On the left is a 'Menu' sidebar with a search box and several options: 'Manage Events and Place Bids', 'Reporting Tools', 'View Terms & Conditions', 'Change My Password' (highlighted), 'My Personalizations', 'My System Profile', and 'My Dictionary'. At the top right, there are links for 'New Window', 'Help', 'Customize Page', and a printer icon. The main content area is titled 'Change Password' and displays the following information:

User ID: BIDDER  
Description: Registration process user

\*Current Password:   
\*New Password:   
\*Confirm Password:

At the bottom of the form is a yellow 'Change Password' button.

### Change Password Page

To change the password:

1. On the Change Password page, enter the current password (system generated password) in the Current Password edit box.
2. In the New Password edit box, enter the new password.
3. Confirm the new password by entering it again in the Confirm Password edit box.
4. Click Change Password.

The message, "Your password has successfully been changed" will be displayed.