Bidder Registration

eBusiness Login

Searching for Sourcing Events

Accept or Decline the Invitation

View Bid Documents

Placing a Bid

Answering General Event Questions (if applicable)

Enter Line Bid Responses

Adding Comments or Attachments

Save for Later

Edit Existing Line Bid Responses

Validate Entries

Submit a Bid

Cancel a Bid

Maintaining Bidder Information

- Change Account Password
- Update Sourcing Categories

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.
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 click on the eBusiness link in the upper right hand corner.

From here you can view current solicitations and connect to the eBusiness portal.

From the eBusiness Portal click on Bidder Registration
Welcome

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

Select an activity below:
- Start a new registration form
  - What type of entity do you represent?
    - Business
    - Individual
  - What type of bidding activities you are interested in?
    - Buying goods/services
    - Selling goods/services
    - Both

* Required field

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

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.

Click Next to continue.
Addresses

Complete the Primary Address fields

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.
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.

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

Click Next to continue.
Payment Information

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

Once you have made your selections click Next to continue.
Use the submit page to review the registration information, terms and conditions, and submit registration information.

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:
jbiddor@partsandmaterials.com

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

| Joe Bidder | Sign In |

eBusiness Login
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.

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

Password reset successful.

✔ Your password has been reset and sent to your E-mail address.

Click the “OK” button to return to the homepage.

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 eBusisness 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

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.

NOTE: The Search Criteria page may look differently if you are currently listed as a “Bidder” (as shown below) in eBusisness rather than a “Supplier” (as shown above) that have held a contract with us previously.
This process may take a few minutes and should load all active solicitations.
Click on the Event ID to view the solicitation.

The Event Details page provides an overview of the event.
Accept or Decline the Invitation

To accept click on Accept Invitation

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

Click on View to view the document
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 11:08 AM EST
Event End Date: 12/19/2017 11:08 AM EST

Scroll down to Event Questions

Click on View Associated Terms.
Use the scroll bars to read the terms and conditions

**View Associated Terms**

- **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.

**Associated Terms**

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**

**Enter Line Item Bid Responses**

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

Click on Upload

Click on Choose File
Select the file that you would like to upload and click Open

**File Attachment**

Click Upload
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.
To return and complete the 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

<table>
<thead>
<tr>
<th>Event ID</th>
<th>Event Name</th>
<th>Format</th>
<th>Type</th>
<th>End Date</th>
<th>Discuss</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFB-B170651</td>
<td>Ross Garage Wind Turbine</td>
<td>Sell</td>
<td>RFx</td>
<td>10/30/2017 11:00 AM EDT</td>
<td>Discuss</td>
</tr>
<tr>
<td>RFB-B170659A</td>
<td>High Speed Gear Coupling and Assemblies</td>
<td>Sell</td>
<td>RFx</td>
<td>10/30/2017 11:00 AM EDT</td>
<td>Discuss</td>
</tr>
<tr>
<td>RFB-B170660</td>
<td>Switches - Junction</td>
<td>Sell</td>
<td>RFx</td>
<td>10/30/2017 11:00 AM EDT</td>
<td>Discuss</td>
</tr>
<tr>
<td>RFB-B170661</td>
<td>Steel Hauling Truck</td>
<td>Sell</td>
<td>RFx</td>
<td>10/30/2017 11:00 AM EDT</td>
<td>Discuss</td>
</tr>
<tr>
<td>RFB-B170662</td>
<td>Tow Tractors</td>
<td>Sell</td>
<td>RFx</td>
<td>10/30/2017 11:00 AM EDT</td>
<td>Discuss</td>
</tr>
<tr>
<td>RFB-B170663</td>
<td>LRV Suspension Springs</td>
<td>Sell</td>
<td>RFx</td>
<td>10/30/2017 11:00 AM EDT</td>
<td>Discuss</td>
</tr>
<tr>
<td>RFB-B170564A</td>
<td>Wheel Tire Kits - LRV</td>
<td>Sell</td>
<td>RFx</td>
<td>10/30/2017 11:00 AM EDT</td>
<td>Discuss</td>
</tr>
<tr>
<td>RFB-B170665A</td>
<td>Equipment Cleaner</td>
<td>Sell</td>
<td>RFx</td>
<td>10/30/2017 11:00 AM EDT</td>
<td>Discuss</td>
</tr>
<tr>
<td>RFB-B170667</td>
<td>Paint Spray Booth - Collier Garage</td>
<td>Sell</td>
<td>RFx</td>
<td>10/30/2017 11:00 AM EDT</td>
<td>Discuss</td>
</tr>
<tr>
<td>RFB-B170568</td>
<td>Overhead Maintenance Vehicle and Wire Car</td>
<td>Sell</td>
<td>RFx</td>
<td>10/30/2017 11:00 AM EDT</td>
<td>Discuss</td>
</tr>
<tr>
<td>RFB-B170669</td>
<td>Track Tamping, Lifting and Aligning Machine</td>
<td>Sell</td>
<td>RFx</td>
<td>10/30/2017 11:00 AM EDT</td>
<td>Discuss</td>
</tr>
</tbody>
</table>
Then Click on View, Edit or Copy from Saved Bids

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**

<table>
<thead>
<tr>
<th>BID ID</th>
<th>Round</th>
<th>Version</th>
<th>Bid Status</th>
<th>Event Status</th>
<th>Bid Last Saved</th>
<th>View</th>
<th>Copy</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Saved</td>
<td>Posted</td>
<td>12/07/2017 1:10PM EST</td>
<td>[View/Edit]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Complete the bid

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

Submit a Bid

Once the bid is complete click Submit Bid

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.

**Email Notification**

From: 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.

<table>
<thead>
<tr>
<th>Bid Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Event ID:</strong> RFB - AMKTEST04 Round 1 Version 1</td>
</tr>
<tr>
<td><strong>Event Name:</strong> AMKTEST04</td>
</tr>
<tr>
<td><strong>Bid ID:</strong> 1</td>
</tr>
<tr>
<td><strong>Date Posted:</strong> 12/07/17 3:03:18PM EST</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Event ID</th>
<th>Event Name</th>
<th>Type</th>
<th>End Date</th>
<th>Discuss</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFB-8170851</td>
<td>Ross Garage Wind Turbine</td>
<td>Sell</td>
<td>10/03/2017 11:00 AM EDT</td>
<td></td>
</tr>
<tr>
<td>RFB-8170859A</td>
<td>High Speed Gear Coupling and Assemblies</td>
<td>Sell</td>
<td>10/03/2017 11:00 AM EDT</td>
<td></td>
</tr>
<tr>
<td>RFB-8170860</td>
<td>Switches - Junction</td>
<td>Sell</td>
<td>10/03/2017 11:00 AM EDT</td>
<td></td>
</tr>
<tr>
<td>RFB-8170861</td>
<td>Steel Hauling Truck</td>
<td>Sell</td>
<td>10/03/2017 11:00 AM EDT</td>
<td></td>
</tr>
<tr>
<td>RFB-8170852</td>
<td>Tow Tractors</td>
<td>Sell</td>
<td>10/03/2017 11:00 AM EDT</td>
<td></td>
</tr>
<tr>
<td>RFB-8170863</td>
<td>LRV Suspension Springs</td>
<td>Sell</td>
<td>10/03/2017 11:00 AM EDT</td>
<td></td>
</tr>
<tr>
<td>RFB-8170564A</td>
<td>Wheel Tire Kits - LRV</td>
<td>Sell</td>
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<td></td>
</tr>
<tr>
<td>RFB-8170865A</td>
<td>Equipment Cleaner</td>
<td>Sell</td>
<td>10/03/2017 11:00 AM EDT</td>
<td></td>
</tr>
<tr>
<td>RFB-8170867</td>
<td>Paint Spray Booth - Collier Garage</td>
<td>Sell</td>
<td>10/03/2017 11:00 AM EDT</td>
<td></td>
</tr>
<tr>
<td>RFB-8170568</td>
<td>Overhead Maintenance Vehicle and Wire Car</td>
<td>Sell</td>
<td>10/03/2017 11:00 AM EDT</td>
<td></td>
</tr>
<tr>
<td>RFB-8170869</td>
<td>Track Tampering, Lifting and Aligning Machine</td>
<td>Sell</td>
<td>10/03/2017 11:00 AM EDT</td>
<td></td>
</tr>
</tbody>
</table>
Click on View, Edit or Copy from Saved Bids

Event Details

Welcome, MUNCIE RECLAMATION & SUPPLY CO.
User: LORI WILLS

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
Event End Date: 12/19/2017 11:08 AM EST
Currency: US Dollar

Return to Event Search

Bids

<table>
<thead>
<tr>
<th>Bid ID</th>
<th>Round</th>
<th>Version</th>
<th>Bid Status</th>
<th>Event Status</th>
<th>Bid Last Saved</th>
<th>View</th>
<th>Copy</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Saved</td>
<td>Posted</td>
<td>12/07/2017 1:10PM EST</td>
<td>View/Edit</td>
<td>Copy</td>
<td>Cancel</td>
</tr>
</tbody>
</table>
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? (13058,325) 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**

<table>
<thead>
<tr>
<th>Bid ID</th>
<th>Round</th>
<th>Version</th>
<th><strong>Bid Status</strong></th>
<th>Event States</th>
<th>Bid Last Saved</th>
<th>View</th>
<th>Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>1</td>
<td><strong>Cancelled</strong></td>
<td>Posted</td>
<td>12/07/2017 3:03PM EST</td>
<td>View</td>
<td>Copy</td>
</tr>
</tbody>
</table>

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

From: AKoenig@PortAuthority.org  
Sent: Thursday, December 07, 2017 5:09 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**

<table>
<thead>
<tr>
<th>User ID</th>
<th>allenportauthority</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Allen Meier</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Current Password</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>*New Password</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>*Confirm Password</th>
<th></th>
</tr>
</thead>
</table>

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

- Buy Categories
  - BUS PARTS -
    - BUS - ENGINE PARTS -
    - BUS - FILTERS -
    - BRAKE -
    - GLASSB -
    - AXLEB -
    - CHASS -
    - CHASS -
    - HVAC -
    - ACPB -
    - PURC8 -
    - SEATB -
    - BUS MAINT EQUIP -
    - DRIVER VISION SAFE -
    - ELECT -
    - TRMSN8 -
    - COOL -
  - LRV PARTS -
    - LRVAC -
    - LRVB -
    - LRVBODY -
    - LRVCOMM -
    - LRVCP -
    - LRVDCOM -
    - LRVET -
    - LRVFABX -
    - LRVFIL -
Troubleshooting

Scroll to the bottom of the page and click Save