

## eBusiness

### Bidder's Quick 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.

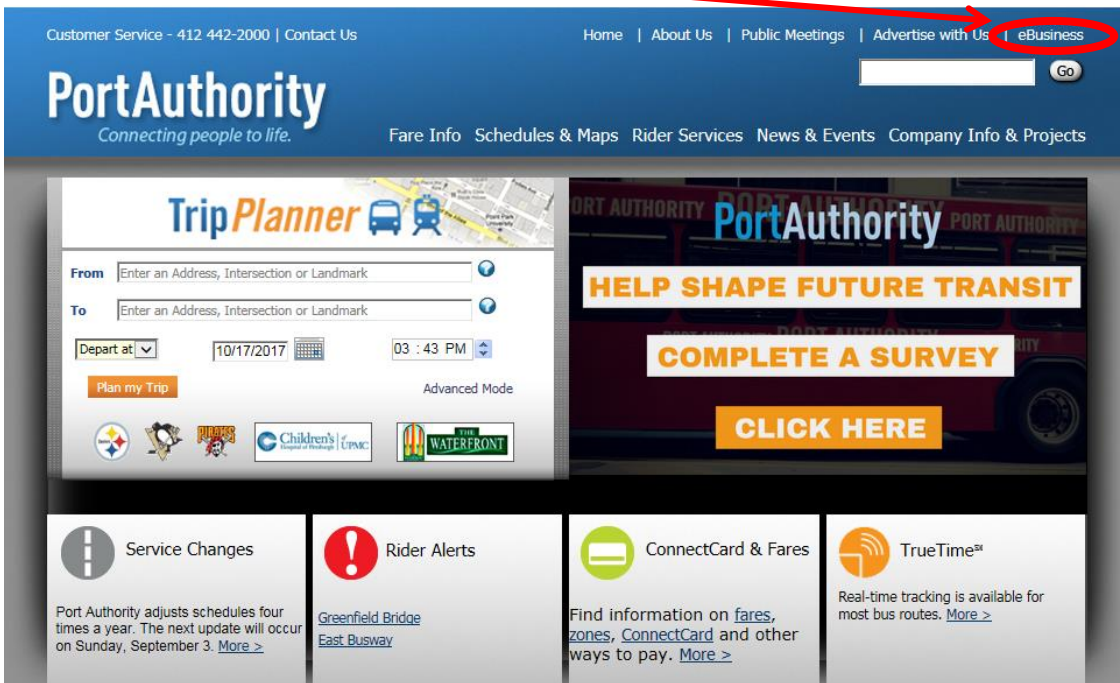
Registered bidders must log in or register to enter The Strategic Sourcing System (eBusiness) to:

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

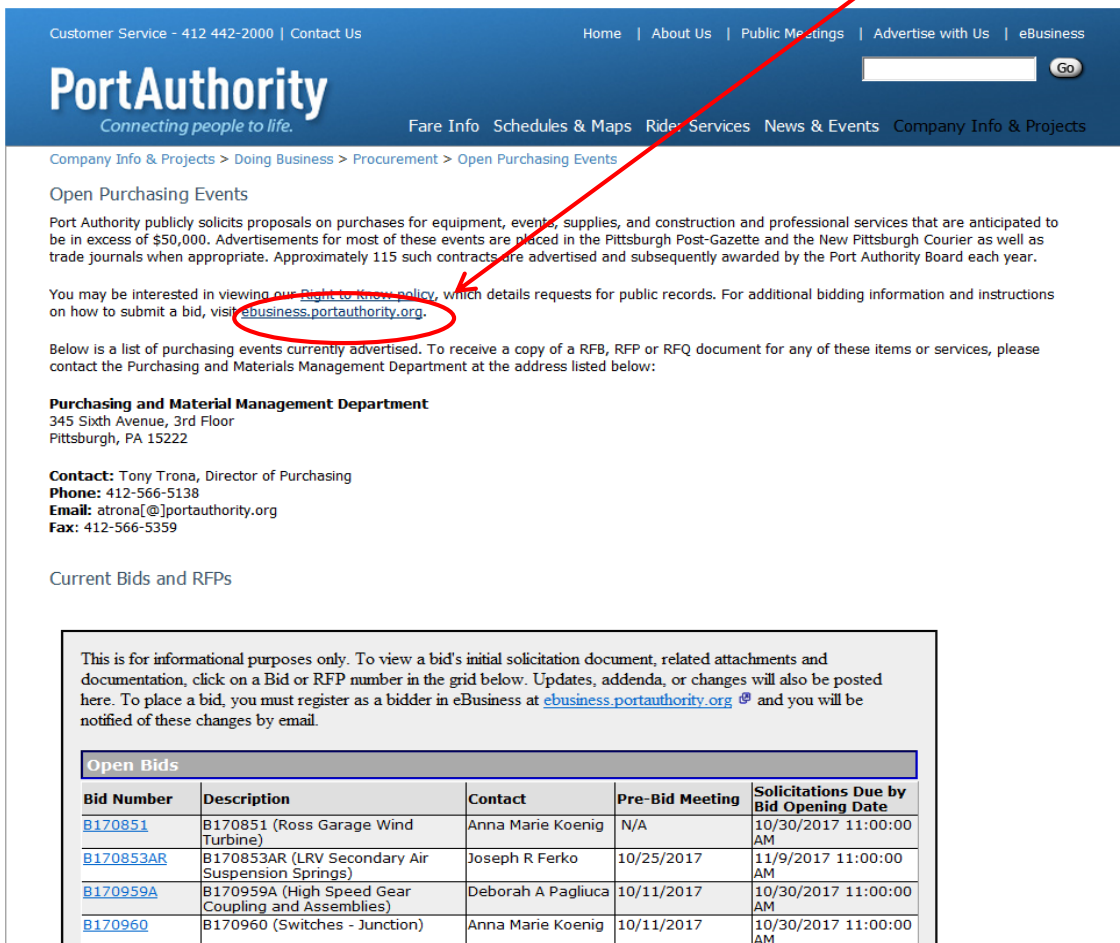
The information on the bidder registration pages is based on choices made on the Bidder Registration setup page.

## 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](http://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

User ID

Password

Select a Language

English ▼

Sign In

New Bidder Help

Bidder's Quick Guide to eBusiness (PDF)

Click the link below to register as a new Bidder:

Bidder Registration  
Change Password

If you have already registered as a Bidder, please use the User ID and Password you have received through the Registration Approval email.

- [Bidder Registration Instructions \(PDF\)](#)
- [Bidder's Guide to Managing RFP Events \(PDF\)](#)
- [Bidder's Guide to Manage Quotes, Bids \(RFB's\), and Price Agreements \(PDF\)](#)
- [Frequently Asked Questions](#)

Enable Accessibility Mode

## Welcome

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

Favorites ▾ Main Menu ▾ > Manage Events and Place Bids ▾ > Register Bidder Sign out

PortAuthority

Welcome Identifying Information Addresses Contacts Payment Information Categorization

Exit | < Previous Next >

Welcome - Step 1 of 7

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

Continue from where you left

\* Required field

Exit | < Previous Next >

## Identifying Information

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

PortAuthority

Identifying Information - Step 2 of 7

**Unique ID & Company Profile**

\* Tax Identification Number: 867530955

\* Entity Name: Parts & Materials Inc

Additional Name:

http://URL: www.partsandmaterials.com

**Profile Questions**

\* Are you a Disadvantaged Business Enterprise (DBE) certified by the PA UCP?: No

\* How long has your corporation been in your current business?:

\* What is your corporation's annual sales amount( in USD)?:

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: =

List Item: begins with

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.

[Favorites](#) | [Main Menu](#) | [Manage Events and Place Bids](#) | [Register Bidder](#) [Sign out](#)

**PortAuthority**

\* 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

\* 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

\* 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? For

\* Are any of the persons holding more than a 5% ownership interest in your business entity immediate family members of any person currently employed by the

\* Are you a Small Business Enterprise (SBE)?

**Comments** [?](#)

\* Required field

## Addresses

Complete the Primary Address fields

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

**PortAuthority**

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

**Addresses - Step 3 of 7**

**Primary Address** [?](#)

\* Country  [United States](#)

Address 1

Address 2

Address 3

City

County  Postal

State  [?](#)

Email ID

**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

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  United States

Address 1

Address 2

Address 3

City

County  Postal

State

Email ID

|

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.

Favorites ▾ Main Menu ▾ > Manage Events and Place Bids ▾ > Register Bidder

**PortAuthority**

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

|

**Contacts - Step 4 of 7**

**Company Contacts** ?

You have not added any contact information to your application. Click "Add Contact" button to add new contact information.

\* Required field

|

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.



Add Contacts x

[Help](#)

**Contact Information** ?

\* First Name   Primary Contact

\* Last Name

Title

\* Email ID

\* Telephone  Ext

Fax Number

Contact Type

**User Profile Information** ?

\* Requested User ID

Password

Confirm Password

Description

Language Code

Time Zone

Currency Code

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

Click Next to continue.

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	
<input checked="" type="radio"/>	Joe Bidder	412/555-3456	Primary Address ▾	
<input type="radio"/>	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.

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

Remit Address

Withholding Required

Supplier Banking Information ?

Country

Bank Name

Branch Name

Bank ID Qualifier

Account Type

Bank ID

Branch ID

Bank Account Number

Check Digit

DFI Qualifier

DFI ID

IBAN

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.

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

---

**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.

Favorites ▾ Main Menu ▾ > Manage Events and Place Bids ▾ > Register Bidder

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.

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](mailto:jbidder@partsandmaterials.com)**

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

Joe Bidder	<a href="#">Sign In</a>
------------	-------------------------

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

The screenshot shows the eBusiness Portal login interface. At the top, the logo for Port Authority of Allegheny County and the text 'eBusiness Portal' are displayed. The main content area is divided into two columns. The left column contains the login form with fields for 'User ID' (containing 'ABCBUS'), 'Password' (masked with dots), and a 'Select a Language' dropdown menu (set to 'English'). A green 'Sign In' button is positioned below these fields. The right column is titled 'New Bidder Help' and includes a link for 'Bidder's Quick Guide to eBusiness (PDF)'. Below this, it instructs users to click a link to register as a new Bidder. Further down, there is a 'Bidder Registration Change Password' section with instructions for existing bidders. A list of links for various guides and frequently asked questions is provided at the bottom of the right column. At the very bottom of the page, there is a small checkbox for 'Enable Accessibility Mode' and a copyright notice: 'Copyright © 2000, 2015, Oracle and/or its affiliates. All rights reserved.'

## 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 'Supplier Login' section of the eBusiness Portal. At the top, there are navigation links for 'Favorites' and 'Main Menu'. Below this is the 'PortAuthority' logo. The main heading is 'Supplier Login', followed by a sub-heading 'Reset and Send Forgotten Password'. The instructions state: 'Enter your UserID and click send to reset your password and have it sent to you via email.' Below the instructions is a text input field labeled '\*User ID' containing the text 'ABCBUS'. A yellow 'Send' button is located directly below the input field.

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

## PortAuthority

Supplier Login

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**Password reset successful.**



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

Click the "OK" button to return to the homepage.

OK

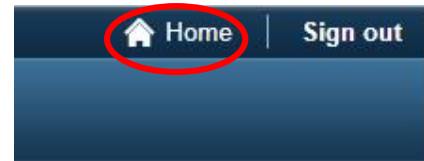
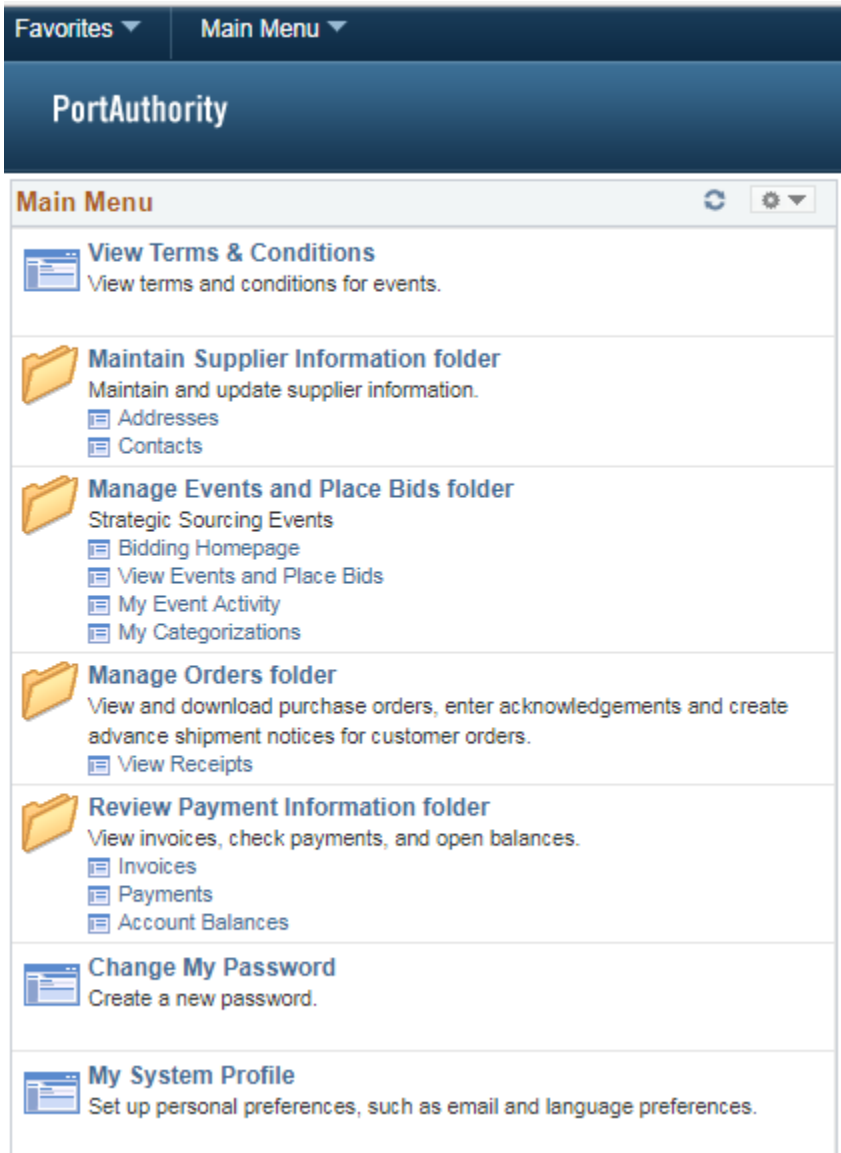
Follow the instructions in the email to finish changing the account password.

# 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.

Favorites > Main Menu > Manage Events and Place Bids > View Events and Place Bids

PortAuthority

**View Events and Place Bids** Welcome, MUNCIE RECLAMATION & SUPPLY CO. User: LORI 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

Include Declined Invitations?

**Results Should Include:**

- Sell Event
- Purchase Event
- Request For Information

[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.

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

**PortAuthority**

**View Events and Place Bids** Welcome, MUNCIE RECLAMATION & SUPPLY CO.

User: LORI 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?

[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	<a href="#">Discuss</a>
RFB-B170959A	High Speed Gear Coupling and Assemblies	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170960	Switches - Junction	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170961	Steel Hauling Truck	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170962	Tow Tractors	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170963	LRV Suspension Springs	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170964A	Wheel Tire Kits - LRV	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170965A	Equipment Cleaner	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170967	Paint Spray Booth - Collier Garage	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170968	Overhead Maintenance Vehicle and Wire Car	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170969	Track Tamping, Lifting and Aligning Machine	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>

Click on the Event ID to view the solicitation.

Navigation: 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

---

Event Description:  
Furnish and deliver wind turbine as specified. Please visit the Port Authority's website ([www.portauthority.org](http://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](http://ebusiness.portauthority.org).

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 ④ 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	Manuf
1	670469	COVERALL DISPOSABLE TYVEX MEDIUM 25/CASE	KAPPLER	CTL412 MED	CS	100.0000			0.0000 USD		
2	670470	COVERALL DISP TYVEX LARGE 25/CASE	KAPPLER	CTL412 LGE	CS	250.0000			0.0000 USD		
3	670472	COVERALL DISP TYVEX XLGE 25/CASE	LAKELAND	CTL412 XLGE	CS	1700.0000			0.0000 USD		
4	670471	COVERALL DISP TYVEX 2XL 25/CS	LAKELAND	CTL412 2XL	CS	1500.0000			0.0000 USD		
5	670474	COVERALL DISPOSABLE TYVEX 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.

[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 ④ 1-4 of 4 Last

Attached File	Attachment Description	View
Bid-Documents_-_Q17-10-73A.pdf		<input type="button" value="View"/>
CIB_-_STATE_-_Q17-10-73A.pdf		<input type="button" value="View"/>
Bidder_Information_Sheet.pdf		<input type="button" value="View"/>
AMKTEST04.pdf	Event Details	<input type="button" value="View"/>

[Add New Attachments ?](#)

Personalize First ④ 1 of 1

Attached File	Attachment Description	Upload	View	Add row	Delete row
		<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="button" value="Add New Attachments"/>	<input type="button" value="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    🏆 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  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  Ideal Yes Add Comments or Attachments

[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 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	★ 670469	COVERALL DISPOSABLE TYVEX MEDIUM 25/CASE	KAPPLER	CTL412 MED	CS	100.0000	100.0000	1.000000	100.0000 USD	<input type="text"/>			Bid
2	★ 670470	COVERALL DISP TYVEX LARGE 25/CASE	KAPPLER	CTL412 LGE	CS	250.0000	250.0000	1.050000	262.5000 USD	<input type="text"/>			Bid
3	★ 670472	COVERALL DISP TYVEX XLGE 25/CASE	LAKELAND	CTL412 XLGE	CS	1700.0000	1700.0000	1.070000	1819.0000 USD	<input type="text"/>			Bid
4	★ 670471	COVERALL DISP TYVEX 2XL 25/CS	LAKELAND	CTL412 2XL	CS	1500.0000	1500.0000	1.090000	1635.0000 USD	<input type="text"/>			Bid
5	★ 670474	COVERALL DISPOSABLE TYVEX 3XL 25/CS	LAKELAND	CTL412 3XLGE	CS	1400.0000	1400.0000	1.110000	1554.0000 USD	<input type="text"/>			Bid

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

**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		<a href="#">View</a>
CIB_-_STATE_-_Q17-10-73A.pdf		<a href="#">View</a>
Bidder_Information_Sheet.pdf		<a href="#">View</a>
AMKTEST04.pdf	Event Details	<a href="#">View</a>

[Add New Attachments](#) ?

Personalize First 1 of 1

Attached File	Attachment Description	Upload	View	Add row	Delete row
		<a href="#">Upload</a>	<a href="#">View</a>	<a href="#">Add New Attachments</a>	<a href="#">Delete</a>

If unable to open attachment(s) try:

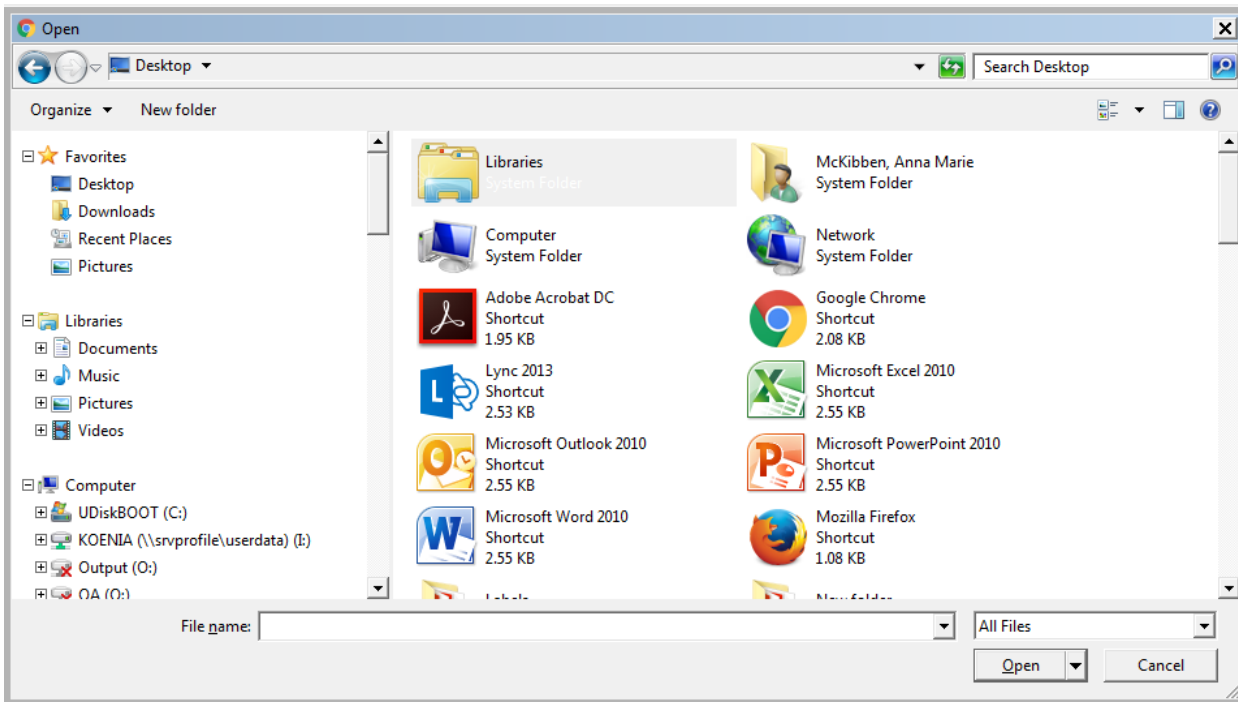
- 1. hold down the Ctrl button while clicking on the View button OR;
- 2. review your Pop-up blocker settings OR;
- 3. consult your IT Department

Click on Upload

### File Attachment

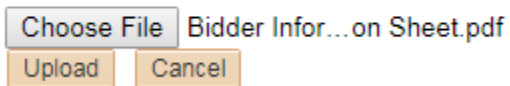
No file chosen

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		<a href="#">View</a>
CIB_-_STATE_-_Q17-10-73A.pdf		<a href="#">View</a>
Bidder_Information_Sheet.pdf		<a href="#">View</a>
AMKTEST04.pdf	Event Details	<a href="#">View</a>

Add New Attachments ?

Personalize First 1 of 1

Attached File	Attachment Description	Upload	View	Add row	Delete row
Bidder_Information_Sheet.pdf		<a href="#">Upload</a>	<a href="#">View</a>	<a href="#">Add New Attachments</a>	<a href="#">Delete</a>

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	670469	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	1.050000	262.5000 USD				Bid
3	670472	COVERALL DISP TYVEX XLGE 25/CASE	LAKELAND	CTL412 XLGE	CS	1700.0000	1700.0000	1.070000	1,819.0000 USD				Bid
4	670471	COVERALL DISP TYVEX 2XL 25/CS	LAKELAND	CTL412 2XL	CS	1500.0000	1500.0000	1.090000	1,635.0000 USD				Bid
5	670474	COVERALL DISPOSABLE TYVEX 3XL 25/CS	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](#)




To return and complete the 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

**View Events and Place Bids** Welcome, MUNCIE RECLAMATION & SUPPLY CO.

User: LORI 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?

---

[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	<a href="#">Discuss</a>
RFB-B170959A	High Speed Gear Coupling and Assemblies	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170960	Switches - Junction	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170961	Steel Hauling Truck	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170962	Tow Tractors	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170963	LRV Suspension Springs	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170964A	Wheel Tire Kits - LRV	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170965A	Equipment Cleaner	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170967	Paint Spray Booth - Collier Garage	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170968	Overhead Maintenance Vehicle and Wire Car	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170969	Track Tamping, Lifting and Aligning Machine	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>

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	<a href="#">View/Edit</a>	<a href="#">Copy</a>	<a href="#">Cancel</a>

## 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	★ 670469	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	1.050000	262.5000 USD				Bid
3	★ 670472	COVERALL DISP TYVEX XLGE 25/CASE	LAKELAND	CTL412 XLGE	CS	1700.0000	1700.0000	1.070000	1,819.0000 USD				Bid
4	★ 670471	COVERALL DISP TYVEX 2XL 25/CS	LAKELAND	CTL412 2XL	CS	1500.0000	1500.0000	1.090000	1,635.0000 USD				Bid
5	★ 670474	COVERALL DISPOSABLE TYVEX 3XL 25/CS	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 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
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2	★ 670470	COVERALL DISP TYVEX LARGE 25/CASE	KAPPLER	CTL412 LGE	CS	250.0000	250.0000	1.050000	262.5000 USD				Bid
3	★ 670472	COVERALL DISP TYVEX XLGE 25/CASE	LAKELAND	CTL412 XLGE	CS	1700.0000	1700.0000	1.070000	1,819.0000 USD				Bid
4	★ 670471	COVERALL DISP TYVEX 2XL 25/CS	LAKELAND	CTL412 2XL	CS	1500.0000	1500.0000	1.090000	1,635.0000 USD				Bid
5	★ 670474	COVERALL DISPOSABLE TYVEX 3XL 25/CS	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 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) [<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

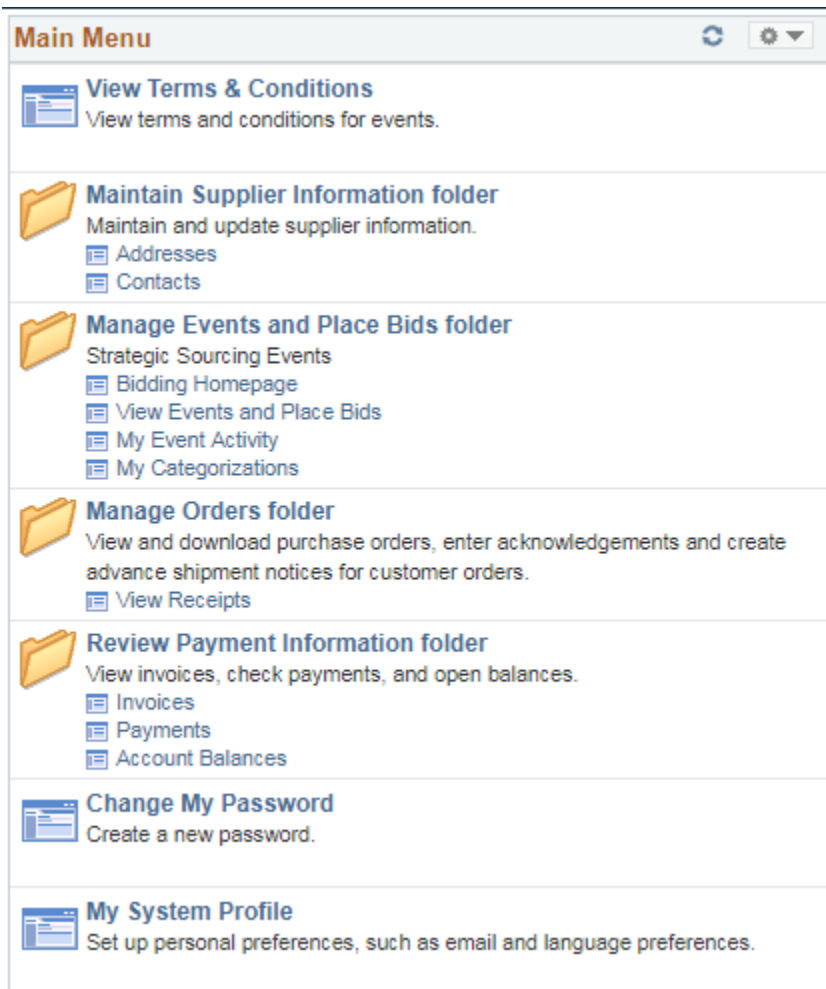
### Event URL

[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



The screenshot displays a 'Main Menu' window with a title bar containing a refresh icon and a settings icon. The menu is organized into several sections, each with a folder icon and a list of sub-items:

- 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

**View Events and Place Bids** Welcome, MUNCIE RECLAMATION & SUPPLY CO.

User: LORI 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?

---

[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	<a href="#">Discuss</a>
RFB-B170959A	High Speed Gear Coupling and Assemblies	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170960	Switches - Junction	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170961	Steel Hauling Truck	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170962	Tow Tractors	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170963	LRV Suspension Springs	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170964A	Wheel Tire Kits - LRV	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170965A	Equipment Cleaner	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170967	Paint Spray Booth - Collier Garage	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170968	Overhead Maintenance Vehicle and Wire Car	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>
RFB-B170969	Track Tamping, Lifting and Aligning Machine	Sell	RFx	10/30/2017 11:00 AM EDT	<a href="#">Discuss</a>

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	<a href="#">View/Edit</a>	<a href="#">Copy</a>	<a href="#">Cancel</a>

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	<a href="#">View</a>	<a href="#">Copy</a>

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) [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

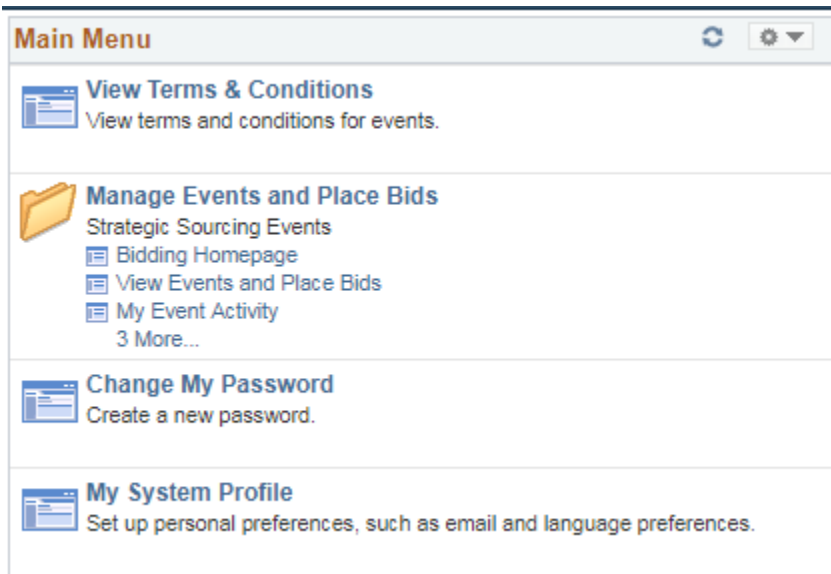
### Event URL

[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

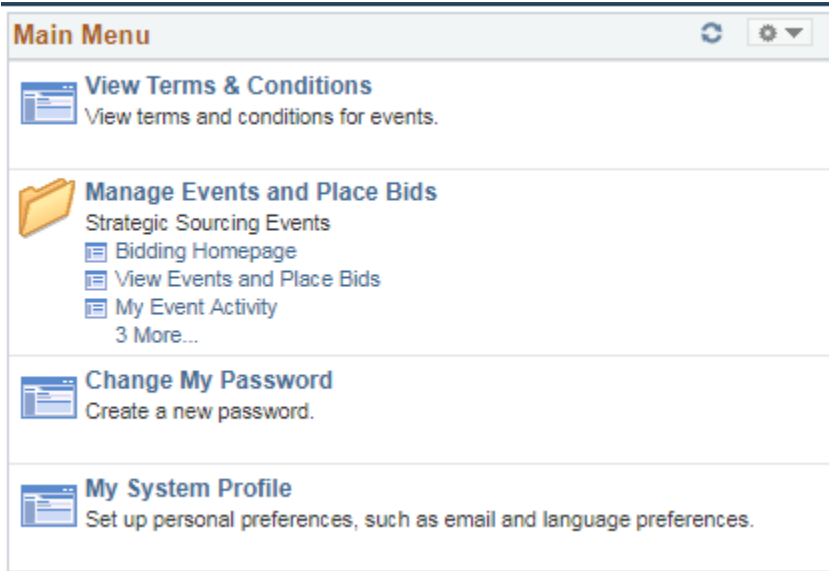
\*New Password

\*Confirm Password

Click Change Password

# Update Sourcing Categories

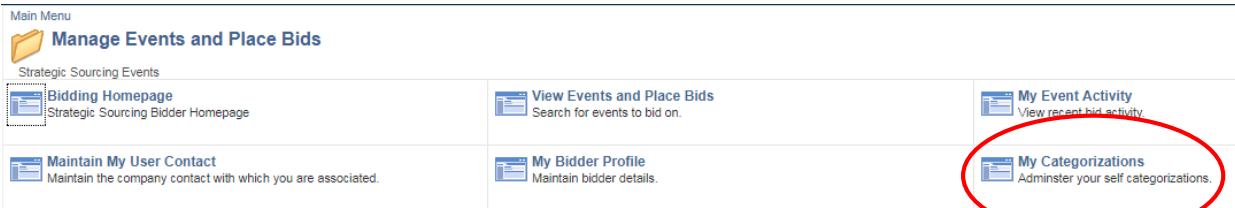
From the Main Menu Screen click on Manage Events and Place Bids



The screenshot shows the 'Main Menu' interface with the following sections:

- 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.

Click My Categorizations
































The screenshot shows the 'Manage Events and Place Bids' sub-menu with the following items:

- Bidding Homepage**: Strategic Sourcing Bidder Homepage
- View Events and Place Bids**: Search for events to bid on.
- My Event Activity**: View recent bid activity.
- Maintain My User Contact**: Maintain the company contact with which you are associated.
- My Bidder Profile**: Maintain bidder details.
- My Categorizations**: Administer your self categorizations. (This item is circled in red in the original image.)

Check new categories or uncheck current no relevant categories












## My Categorizations

### 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 -
  -  LRV PARTS -
    -  LRVAC -
    -  LRVB -
    -  LRVBODY -
    -  LRVCOMM -
    -  LRVCP -
    -  LRVDCOM -
    -  LRVET -
    -  LRVFABX -
    -  LRVFIL -



Scroll to the bottom of the page and click Save

-  PSPT -
-  PSRE -
-  PSSC -
-  PSTPD -
-  PSTTC -
-  PSUC -
-  PSWCI -
-  PSESO -
-  EMPLOYMENT TESTING -
-  PSIVR -
-  PSMWOS -

Save

Troubleshooting