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](http://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

Next, click Register Here

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
Welcome

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

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

<table>
<thead>
<tr>
<th>Primary Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country: United States</td>
</tr>
<tr>
<td>Address 1: 1234 Sunny Slopes Lane</td>
</tr>
<tr>
<td>Address 2:</td>
</tr>
<tr>
<td>Address 3:</td>
</tr>
<tr>
<td>City: Somewhere</td>
</tr>
<tr>
<td>County:</td>
</tr>
<tr>
<td>State: PA</td>
</tr>
<tr>
<td>Postal: 15565</td>
</tr>
<tr>
<td>Email ID: <a href="mailto:salesandservice@portandmaterials.com">salesandservice@portandmaterials.com</a></td>
</tr>
</tbody>
</table>

**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.
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.
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.

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.

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.
eBusiness Login

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

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

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

From Bidder Registration:

- You must register before submitting a bid.

From Open Purchasing Events:

- A list of purchasing events currently advertised.

From Help and FAQs:

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

From the eBusiness Portal:

- Get started here.

From the eBusiness homepage:

- Port Authority publicly solicits proposals on purchases for equipment.

Bidder Registration Instructions:

- Bidder's Quick Guide to eBusiness (PDF)
- Help and FAQs
- Frequently Asked Questions
- 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.

- Bidding Registration Instructions (PDF)
- Bidding Guide to Managed RFP Events (PDF)
- Bidder's Guide to Managing RFQs (RFQs) and Price Agreements (PDF)

Enable Accessibility Mode

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.

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

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 had 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

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: ________________________________
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

Event Comments and Attachments

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

Attachments

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 11:08 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

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.

[Image of Event Comments and Attachments]

Click on Upload

[Image of File Attachment]

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

File Attachment

Choose File  Bidder Information Sheet.pdf
Upload  Cancel

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
# 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

<table>
<thead>
<tr>
<th>Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Terms &amp; Conditions</td>
<td>View terms and conditions for events.</td>
</tr>
<tr>
<td>Maintain Supplier Information folder</td>
<td>Maintain and update supplier information.</td>
</tr>
<tr>
<td></td>
<td>Addresses</td>
</tr>
<tr>
<td></td>
<td>Contacts</td>
</tr>
<tr>
<td>Manage Events and Place Bids folder</td>
<td>Strategic Sourcing Events</td>
</tr>
<tr>
<td></td>
<td>Bidding Homepage</td>
</tr>
<tr>
<td></td>
<td>View Events and Place Bids</td>
</tr>
<tr>
<td></td>
<td>My Event Activity</td>
</tr>
<tr>
<td></td>
<td>My Categorizations</td>
</tr>
<tr>
<td>Manage Orders folder</td>
<td>View and download purchase orders, enter acknowledgements and create advance shipment notices for customer orders.</td>
</tr>
<tr>
<td></td>
<td>View Receipts</td>
</tr>
<tr>
<td>Review Payment Information folder</td>
<td>View invoices, check payments, and open balances.</td>
</tr>
<tr>
<td></td>
<td>Invoices</td>
</tr>
<tr>
<td></td>
<td>Payments</td>
</tr>
<tr>
<td></td>
<td>Account Balances</td>
</tr>
<tr>
<td>Change My Password</td>
<td>Create a new password.</td>
</tr>
<tr>
<td>My System Profile</td>
<td>Set up personal preferences, such as email and language preferences.</td>
</tr>
</tbody>
</table>
Click on the Event ID for which the bid placed

View Events and Place Bids  Welcome, MUNICIPAL 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?

Search
Clear Criteria
Manage Saved Searches Save Search Criteria Advanced Search Criteria

Search Results

Personalize
First
Last
Event ID
Event Name
Format
Type
End Date
Discuss

RFB-B170651
Ross Garage Wind Turbine
Sell
RFX
10/30/2017 11:00 AM EDT
Discuss

RFB-B170659A
High Speed Gear Coupling and Assemblies
Sell
RFX
10/30/2017 11:00 AM EDT
Discuss

RFB-B170660
Switches - Junction
Sell
RFX
10/30/2017 11:00 AM EDT
Discuss

RFB-B170661
Steel Hauling Truck
Sell
RFX
10/30/2017 11:00 AM EDT
Discuss

RFB-B170662
Tow Tractors
Sell
RFX
10/30/2017 11:00 AM EDT
Discuss

RFB-B170663
LRV Suspension Springs
Sell
RFX
10/30/2017 11:00 AM EDT
Discuss

RFB-B170664A
Wheel Tire Kits - LRV
Sell
RFX
10/30/2017 11:00 AM EDT
Discuss

RFB-B170665A
Equipment Cleaner
Sell
RFX
10/30/2017 11:00 AM EDT
Discuss

RFB-B170667
Paint Spray Booth - Collier Garage
Sell
RFX
10/30/2017 11:00 AM EDT
Discuss

RFB-B170668
Overhead Maintenance Vehicle and Wire Car
Sell
RFX
10/30/2017 11:00 AM EDT
Discuss

RFB-B170669
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 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 View/Edit

**View, Edit or copy from Saved Bids**

- **Event Name** AMKTEST04
- **Event ID** RFB-AMKTEST04
- **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
- **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><img src="View/Edit" alt="View/Edit" /></td>
<td>Copy</td>
<td>Cancel</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.

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.

Port Authority
connecting people to life
Canceling a Bid

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

<table>
<thead>
<tr>
<th>Main Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View Terms &amp; Conditions</strong></td>
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<tr>
<td><strong>My System Profile</strong></td>
</tr>
<tr>
<td>Set up personal preferences, such as email and language preferences.</td>
</tr>
</tbody>
</table>
Click on the Event ID for which the bid placed
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 11:08 AM 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 11:08 AM EST
Event End Date: 12/19/2017 11:08 AM EST
Currency: US Dollar

Return to Event Search

**Bids**

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<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  

**Return to Bid Search**

Click yes to continue

**Message**
Are you sure you would like to cancel this bid? (18058325) 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/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**

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<th>Round</th>
<th>Version</th>
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<td>1</td>
<td>1</td>
<td>Cancelled</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 [mailto: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

![Main Menu](image)

Complete the required fields

**Change Password**

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
</table>

![Password Fields](image)

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
- 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  
* PSES0  
* EMPLOYMENT TESTING  
* PSIVR  
* PSMWOS

Save

**Edit Existing or Add Additional Contacts**

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

| 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. |

Click My Bidder Profile
Click the Contacts tab

| Main | Addresses | Contacts | Identifications |

**Company URL**

<table>
<thead>
<tr>
<th>Bidder Status</th>
<th>Bidder Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Business</td>
</tr>
<tr>
<td>Inactive</td>
<td>Individual</td>
</tr>
</tbody>
</table>

**Additional Information**

- **HUBZone Program**: Not Applicable
- **Sm Disadvantaged Business Program**: 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

Click Add Contact to add additional and click Save when finished