Port Authority
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ebusiness

eBusiness

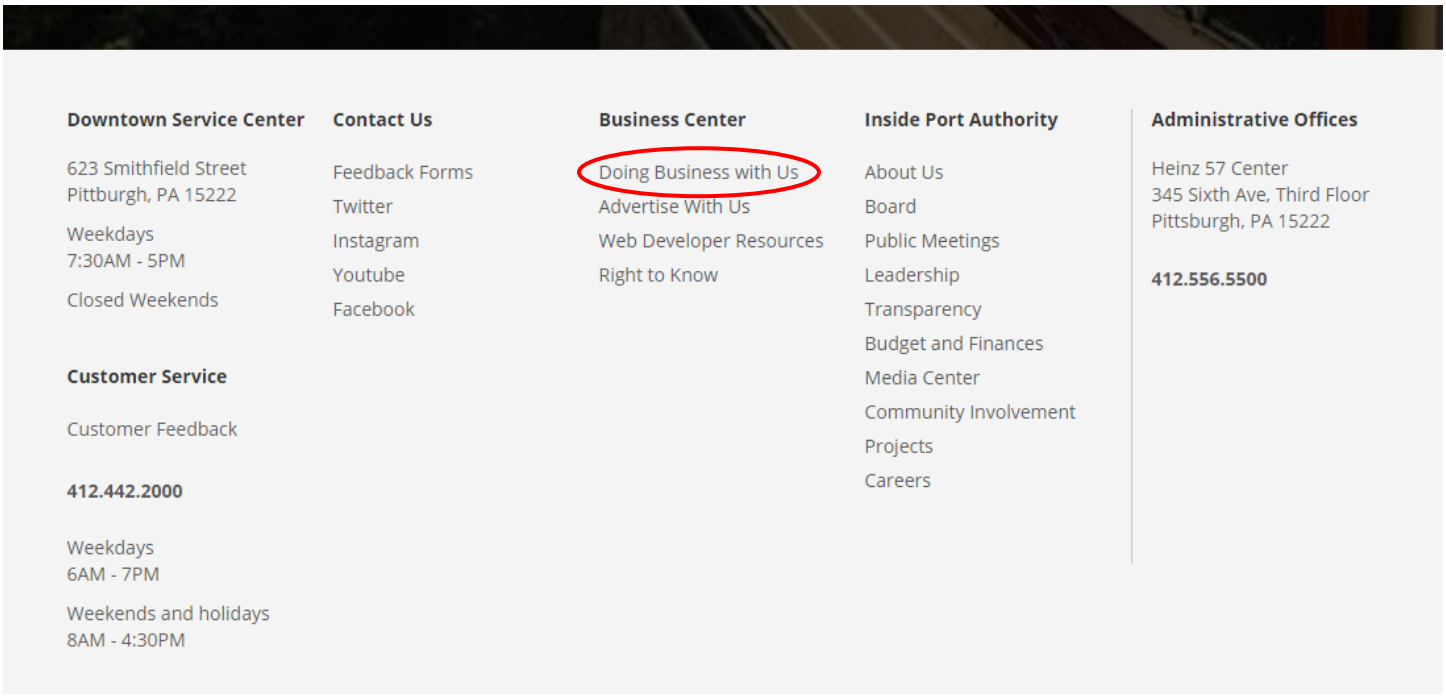
Submitting a Proposal

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eBusiness Login

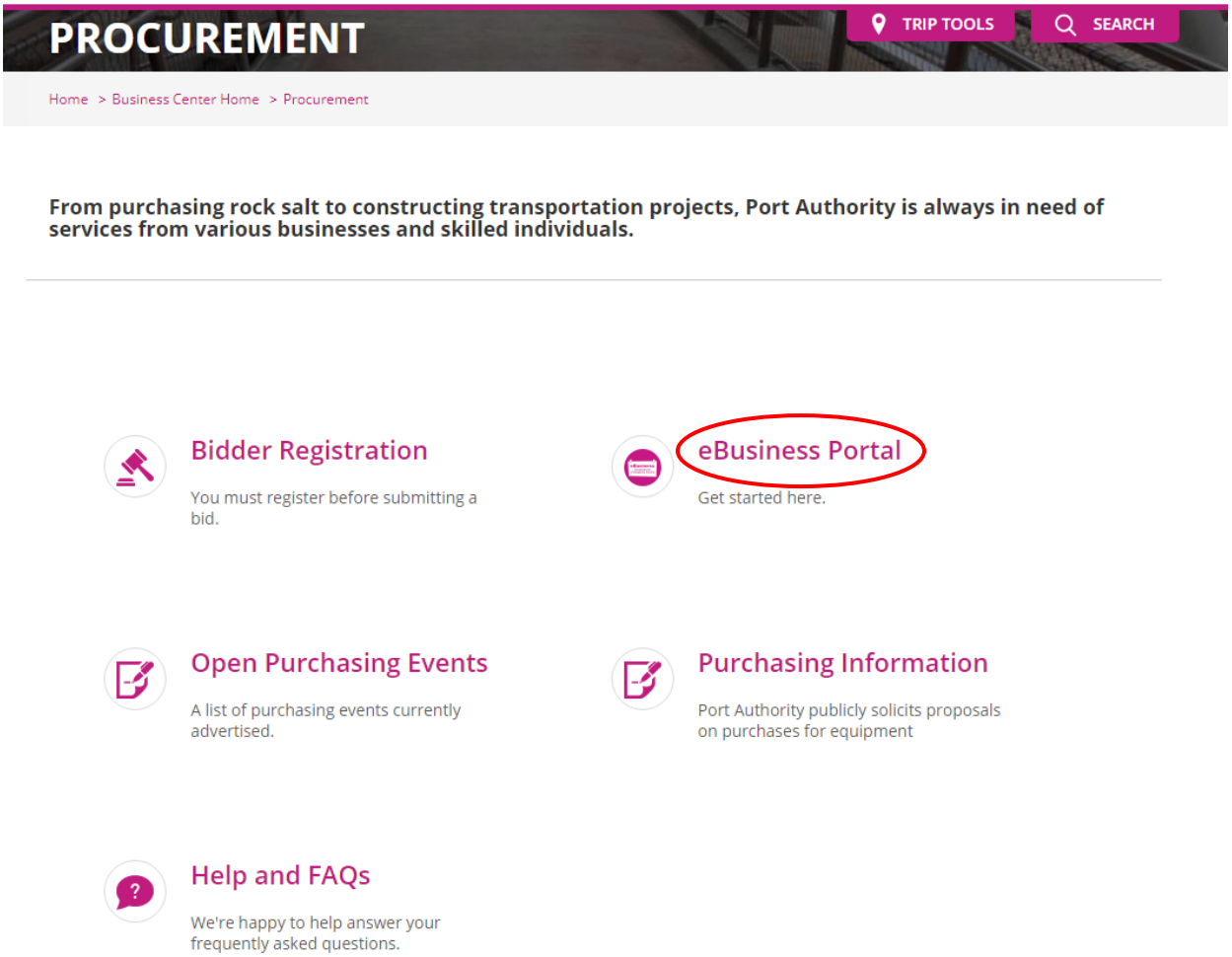
Click on this link or copy and paste the URL into the address bar of your web browser. www.portauthority.org . Scroll to the bottom of the page and click on “Doing Business with Us” under Business Center.



Next click the Procurement link.



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

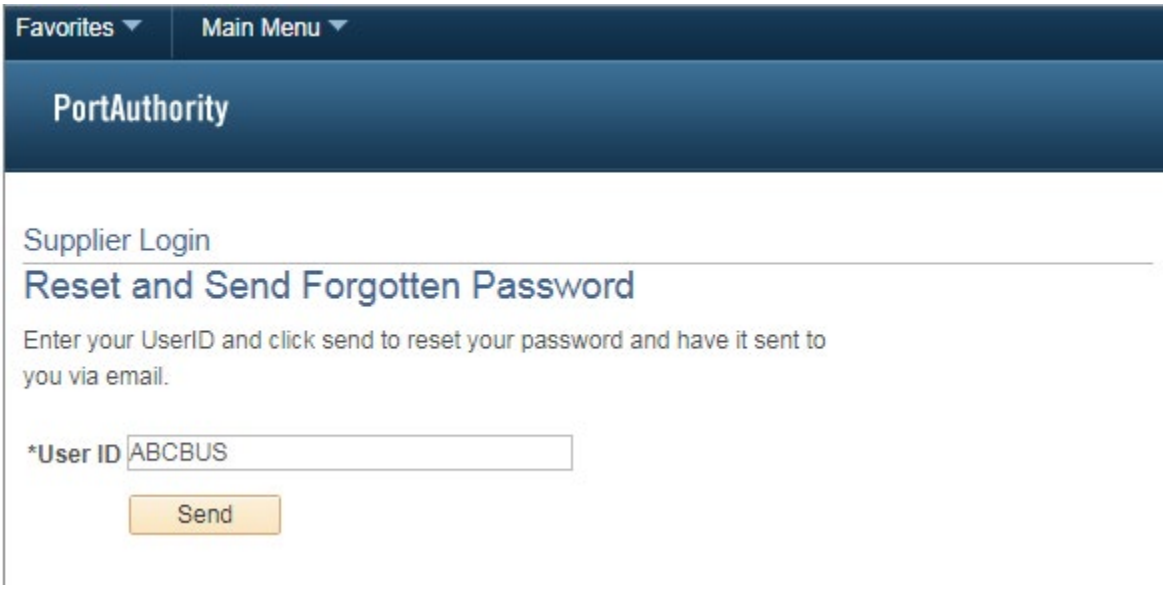


From the eBusiness homepage, enter the User ID and password that you created when you registered as a new bidder. Then click Sign In.

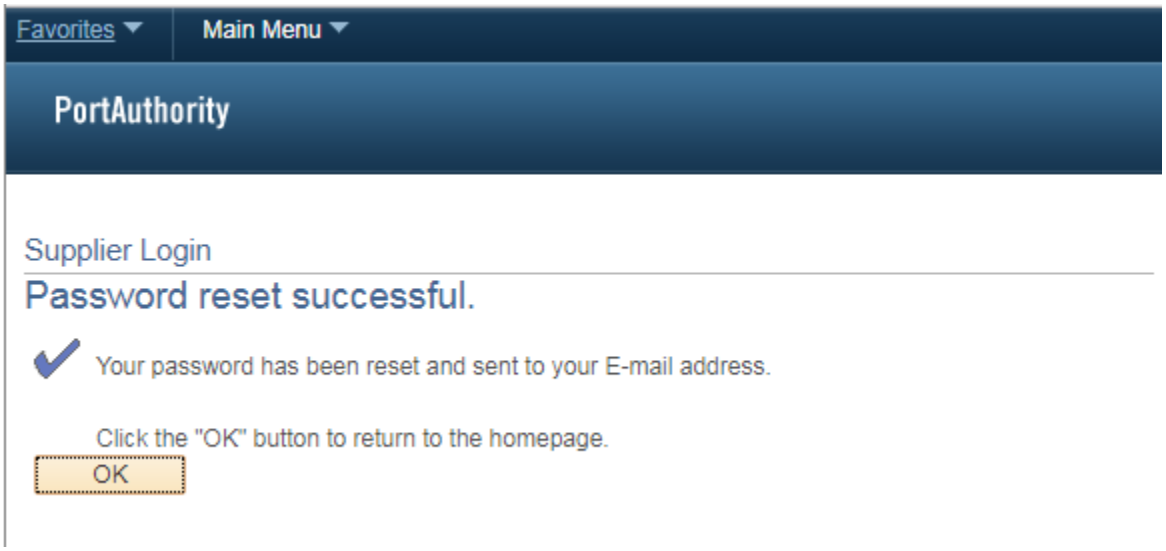


Forgotten Password

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



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



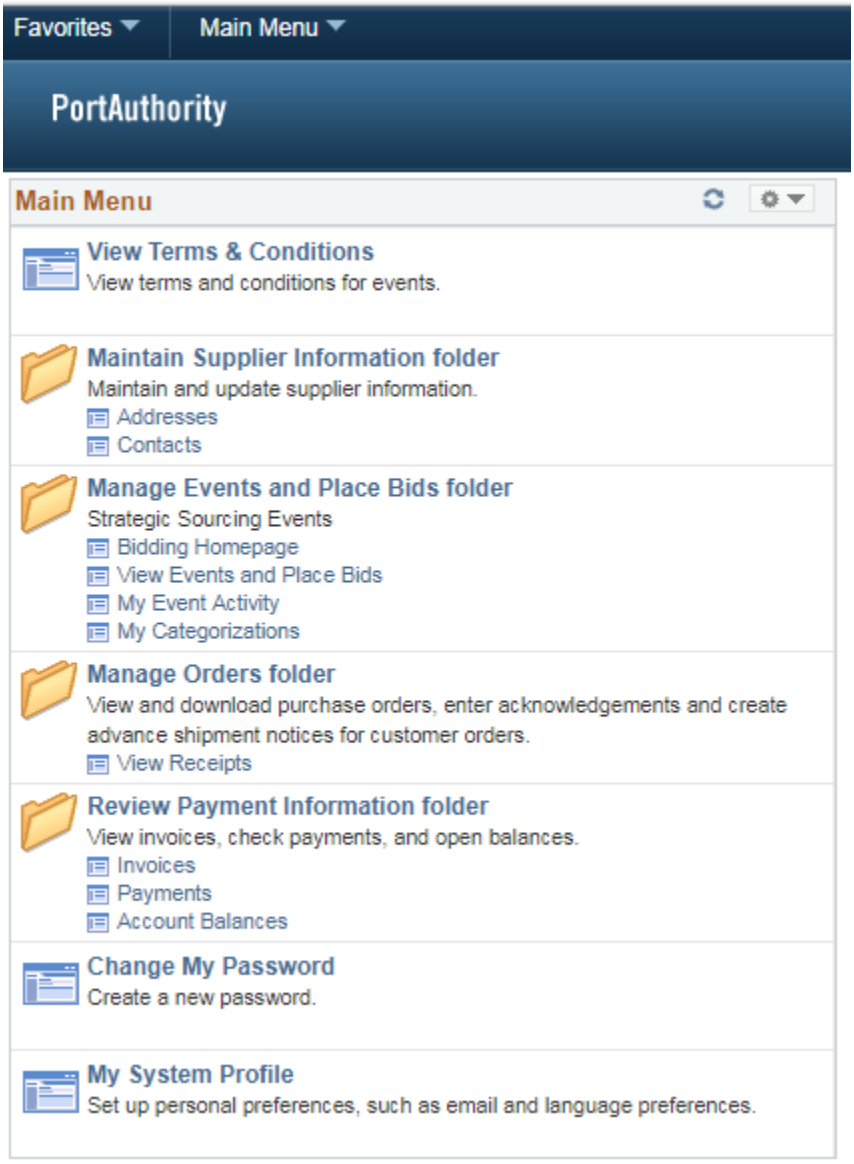
Follow the instructions in the email to finish changing the account password.

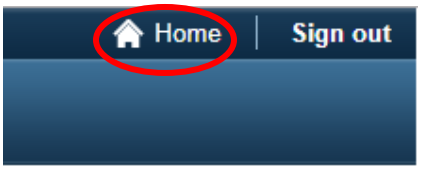
Uploading Proposal

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.

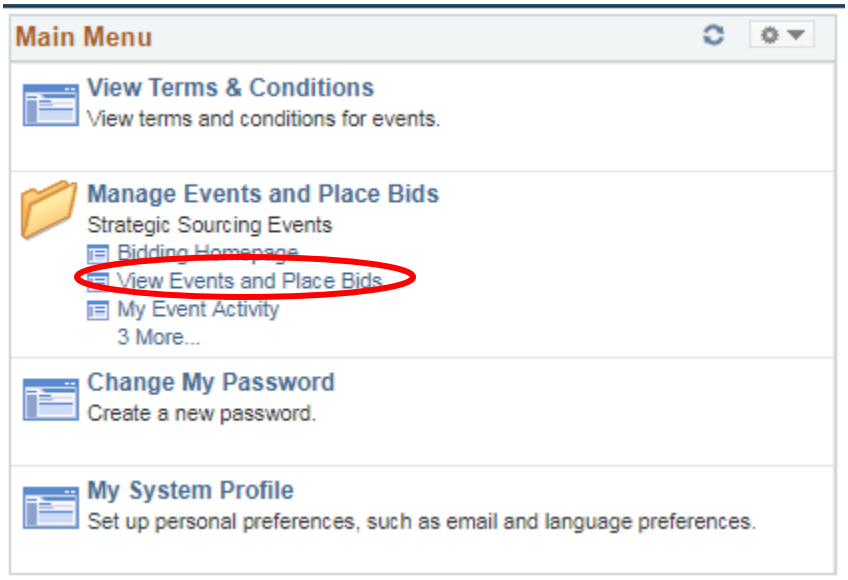
NOTE: The Main Menu screen may look differently if you are currently listed as a “Bidder” (as shown below) in eBusisness rather than a “Supplier” (as shown above) that have held a contract with us previously.

Supplier Portal Main Menu Screen

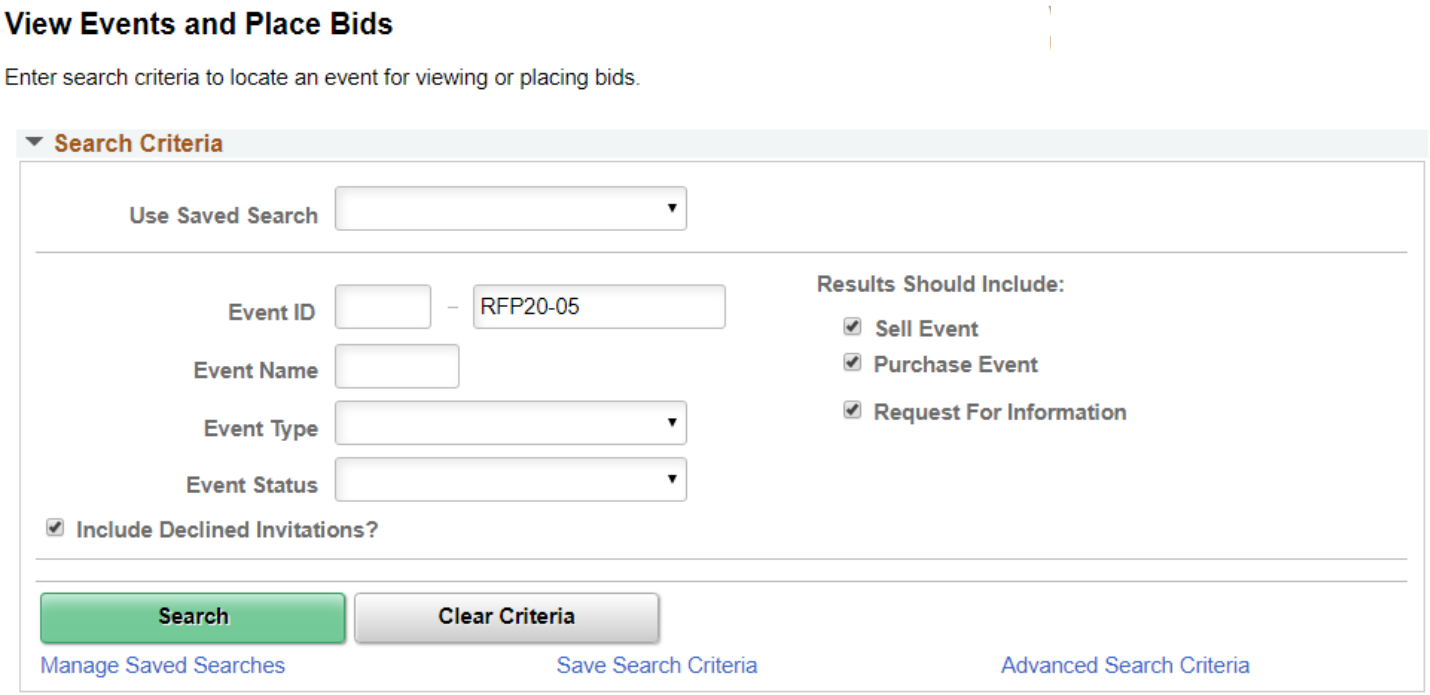




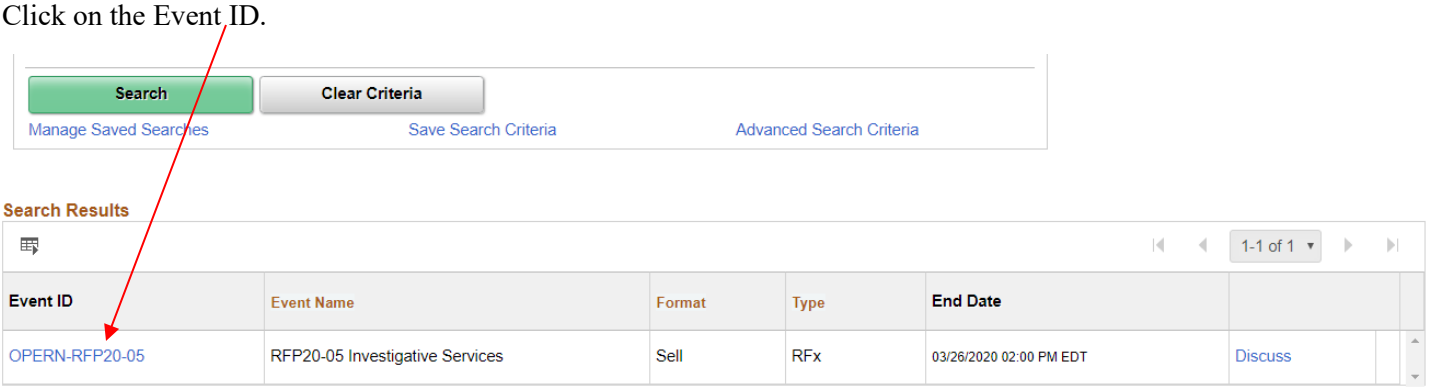
Bidder Portal Main Menu Screen



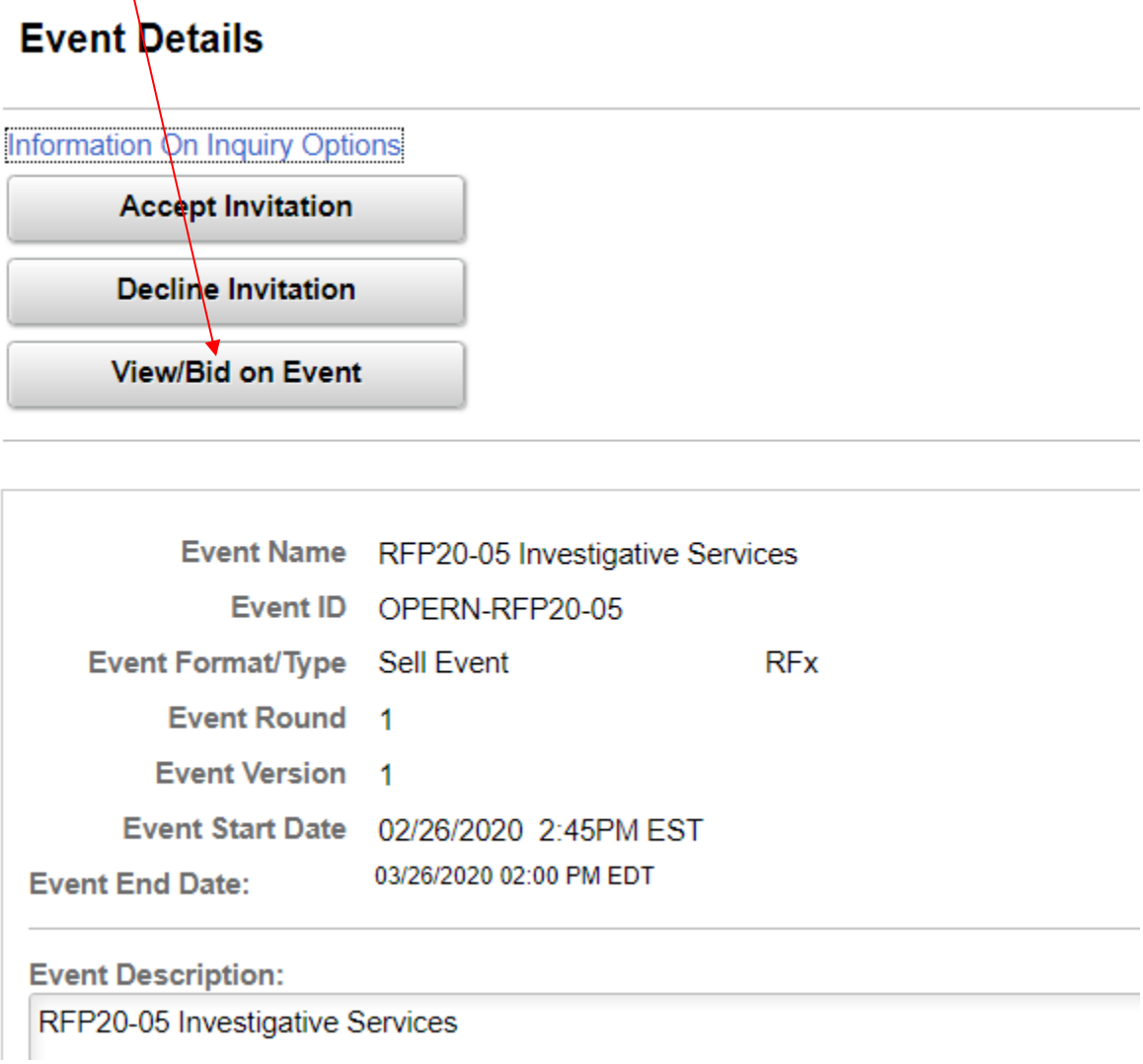
To view Sourcing Events click on View Events and Place Bids. This will list all of the events for which the Bidder/Supplier was invited. If there are no events listed, enter the Event ID, and click Search.



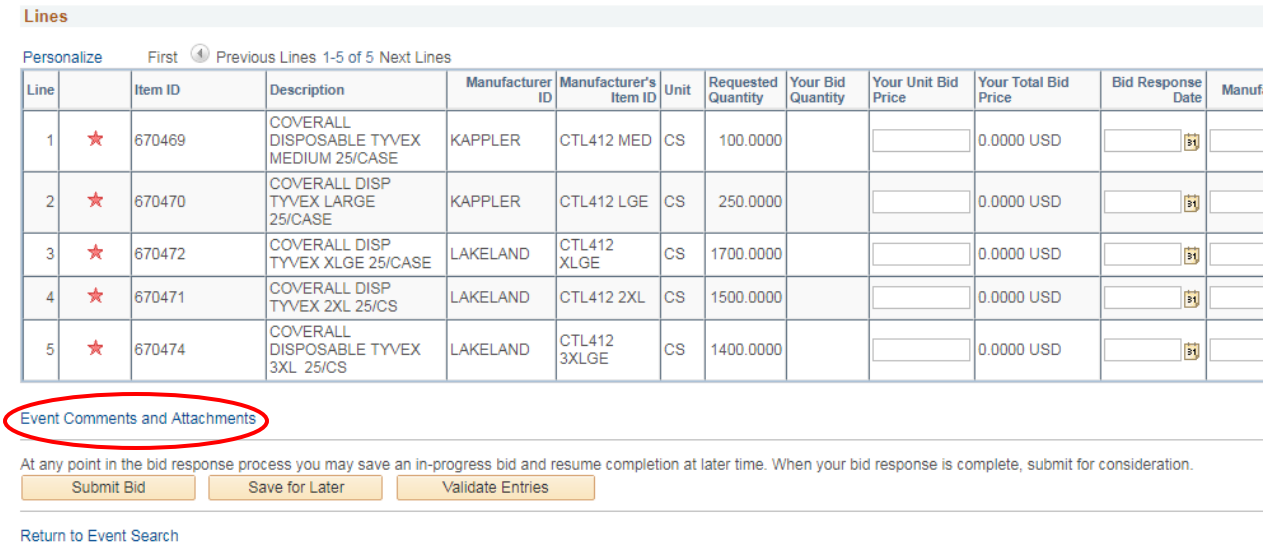
Click on the Event ID.



Click View/Bid on Event



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



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	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		

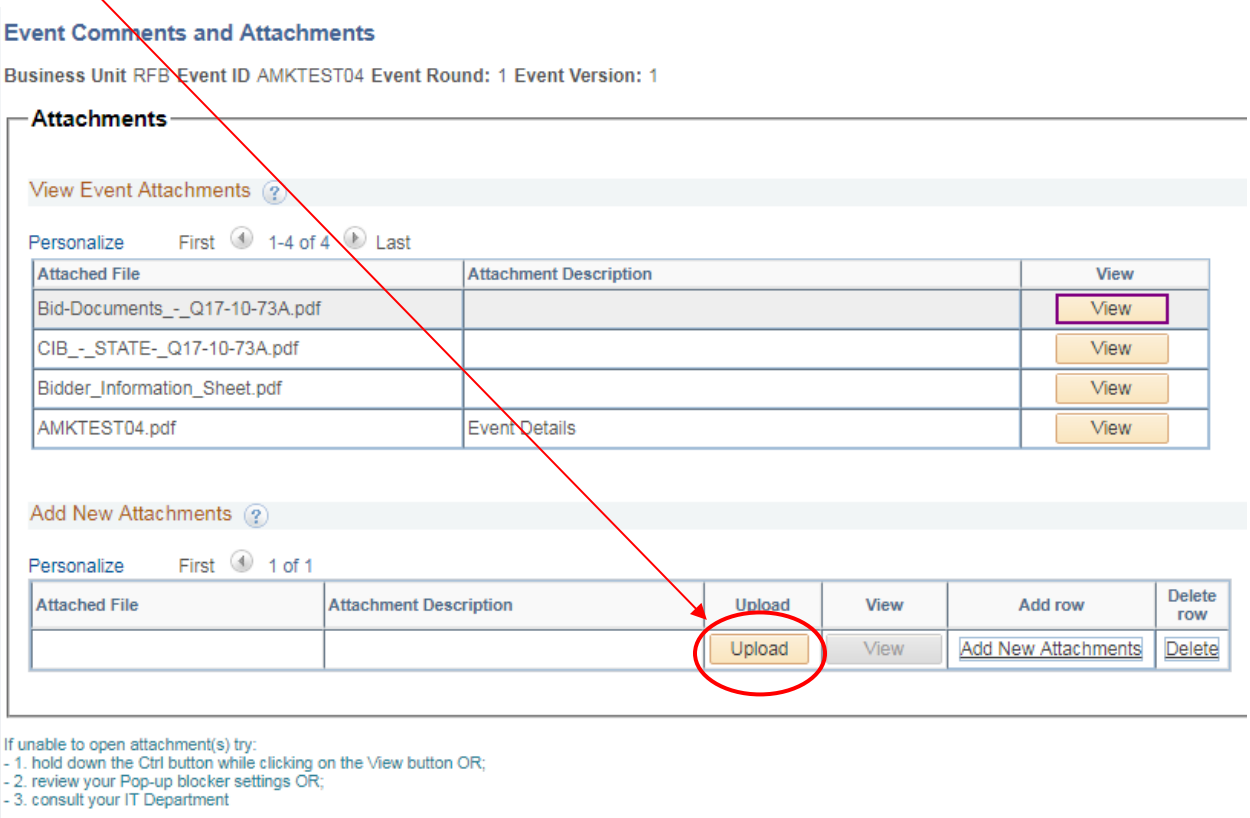
Event Comments and Attachments

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.

Submit Bid | Save for Later | Validate Entries

Return to Event Search

Click Upload



Event Comments and Attachments

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

Attachments

View Event Attachments

Personalize First 1-4 of 4 Last

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

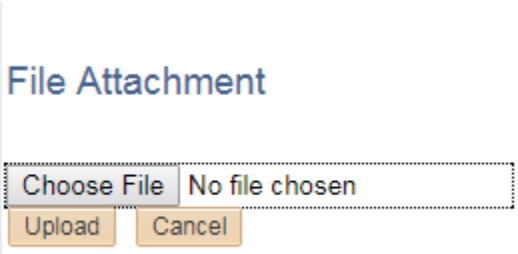
Add New Attachments

Personalize First 1 of 1

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

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

Click Choose File

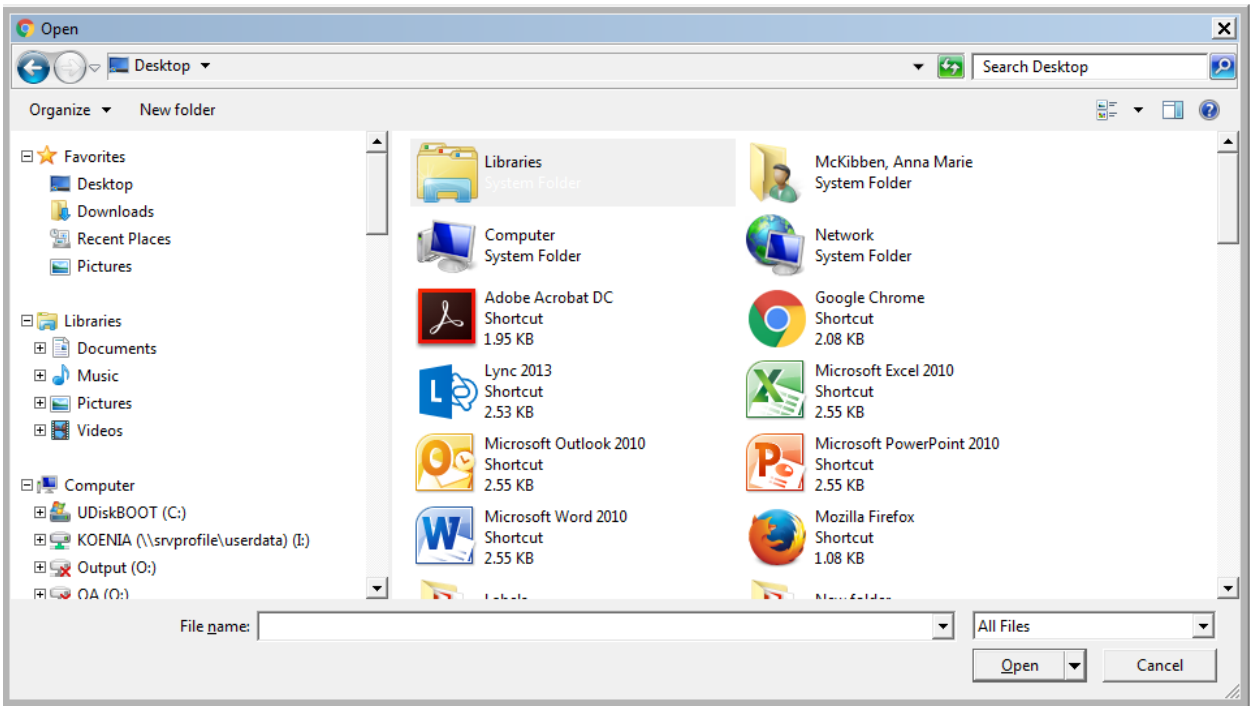


File Attachment

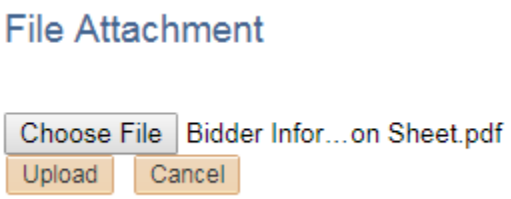
Choose File No file chosen

Upload Cancel

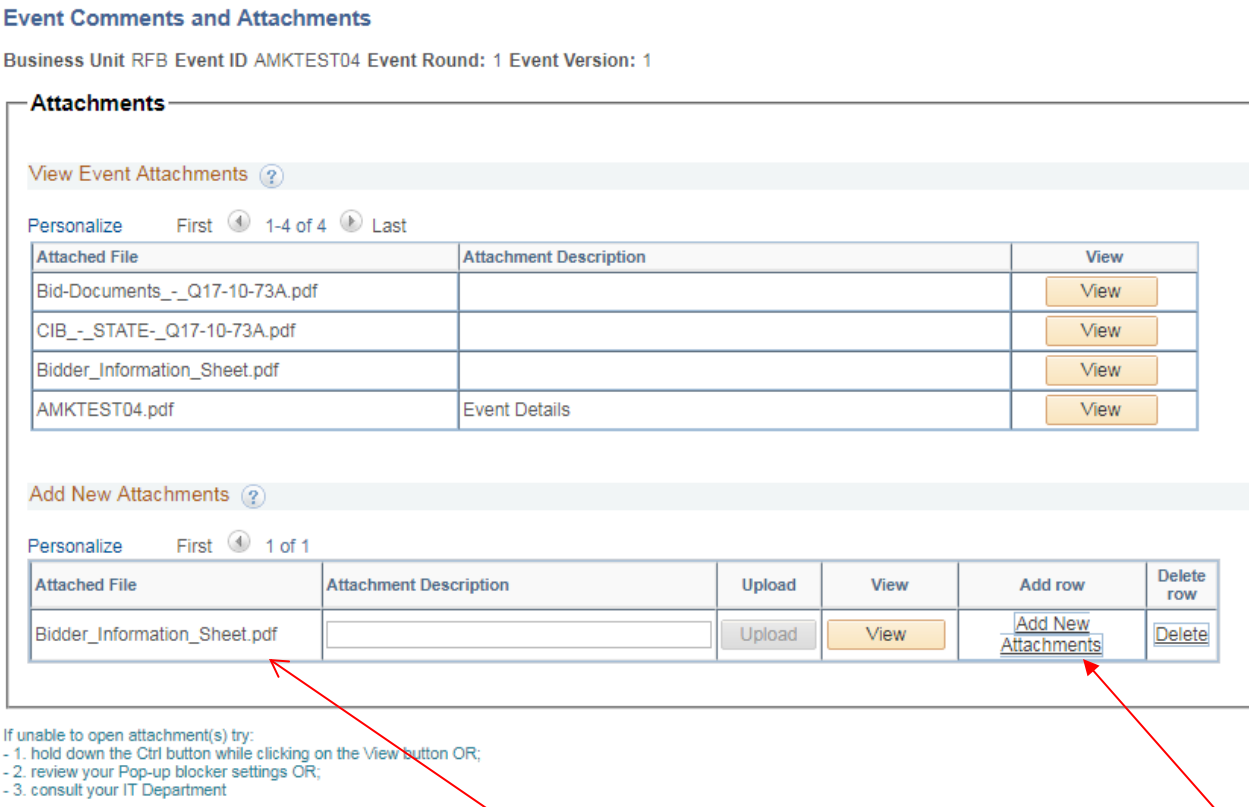
Navigate to the file.



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



Click Upload

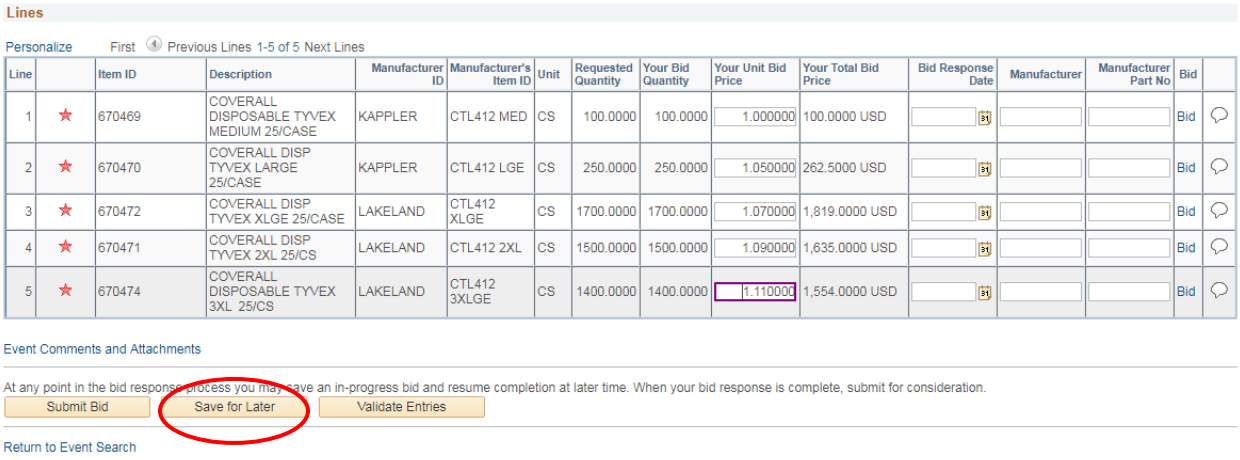


The document will now be listed under Add New Attachments. To upload another document, click on Add New Attachment and repeat the steps above.

Click OK when finished. At this point you can either submit the bid or save for later.

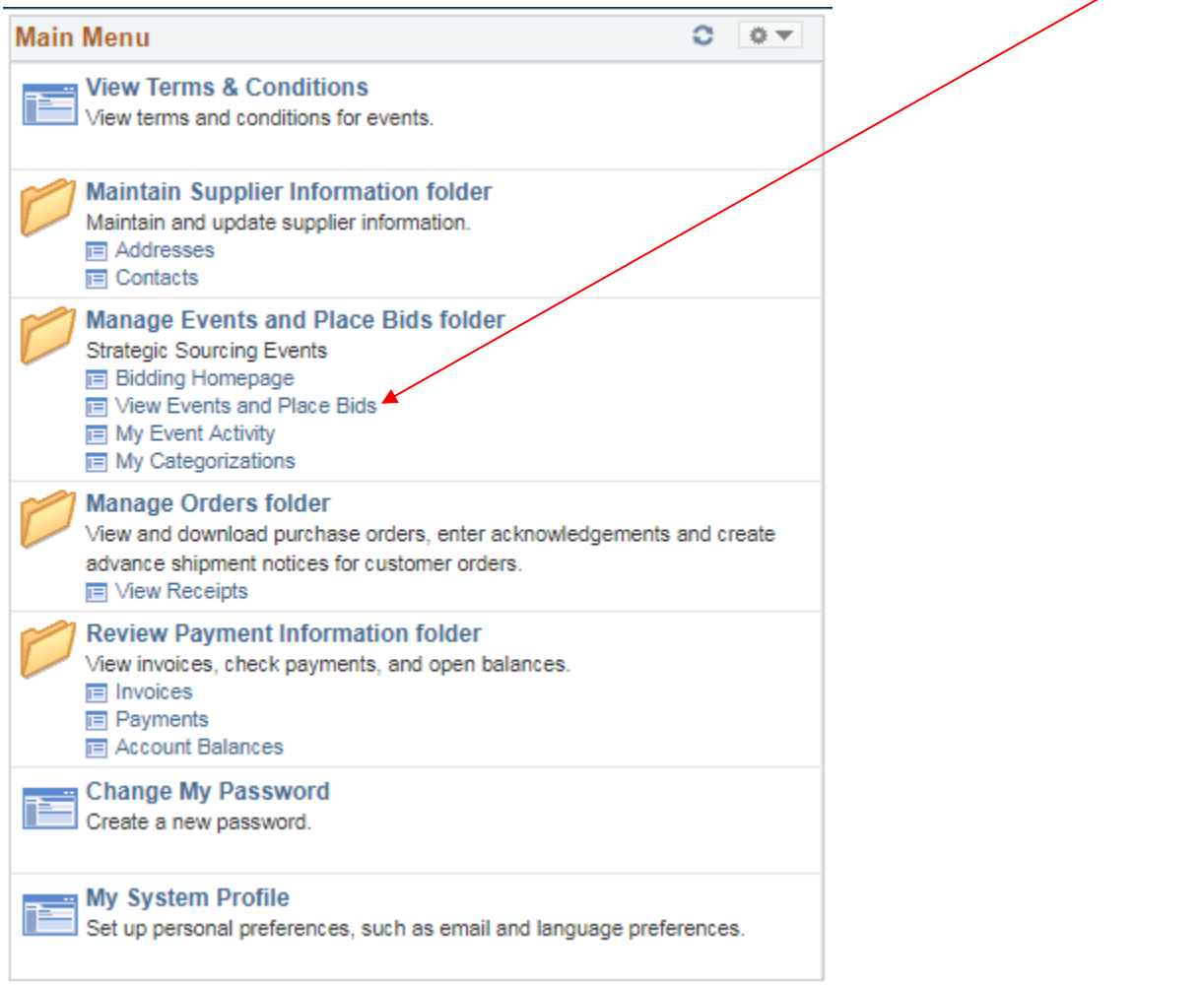
Save for Later

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. Note that this will not submit the bid. If the bid is saved but not submitted before the bid opens, the bid will be lost.

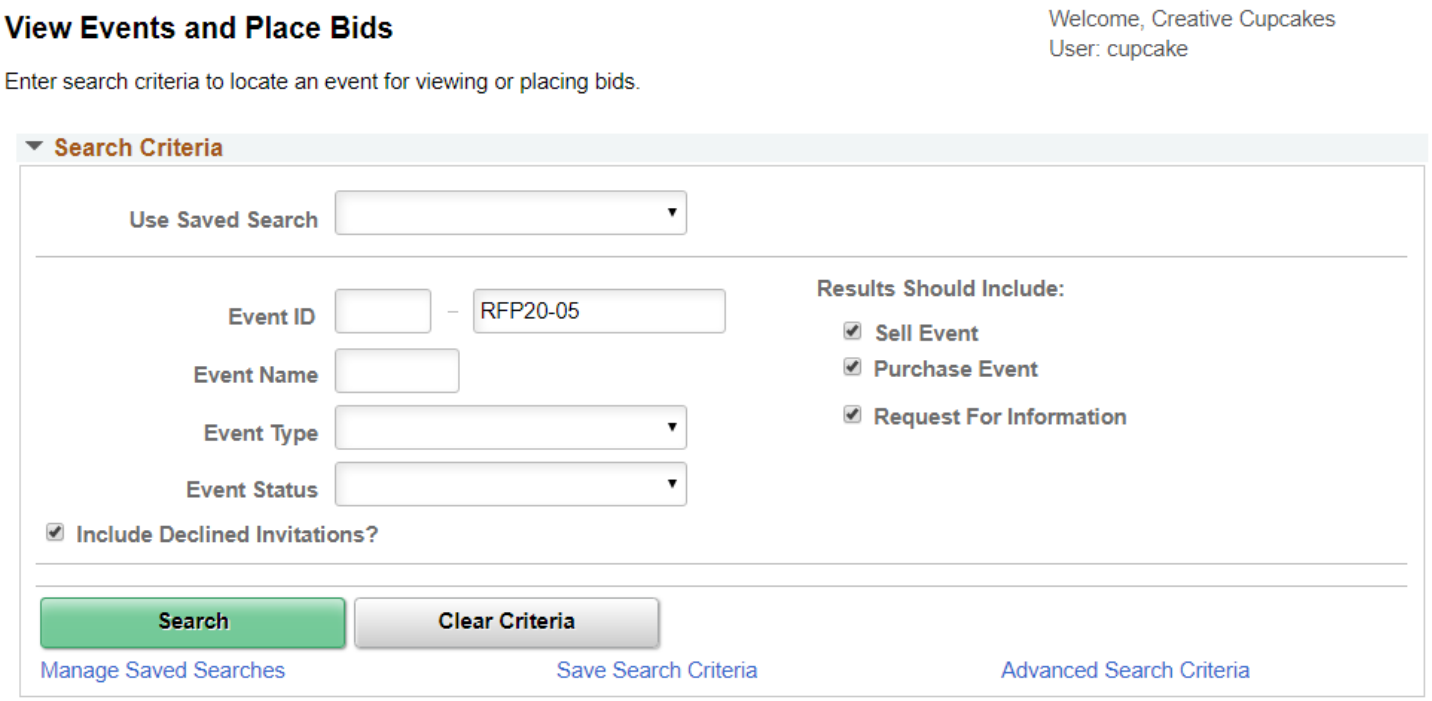


Edit or Complete an Existing Response

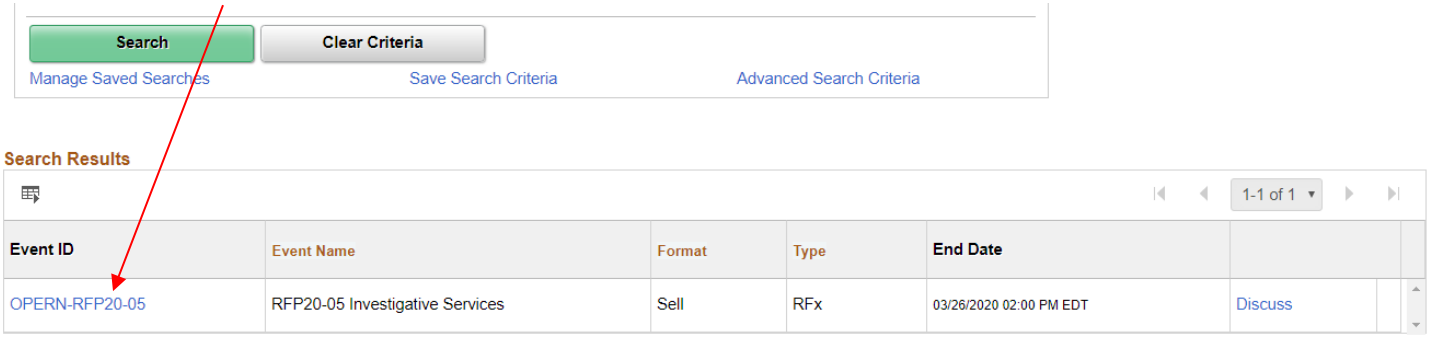
To return and complete the bid that was saved for later, or to edit an existing bid, click on View Events and Place Bid under Manage Events and Place Bids on the Main Menu



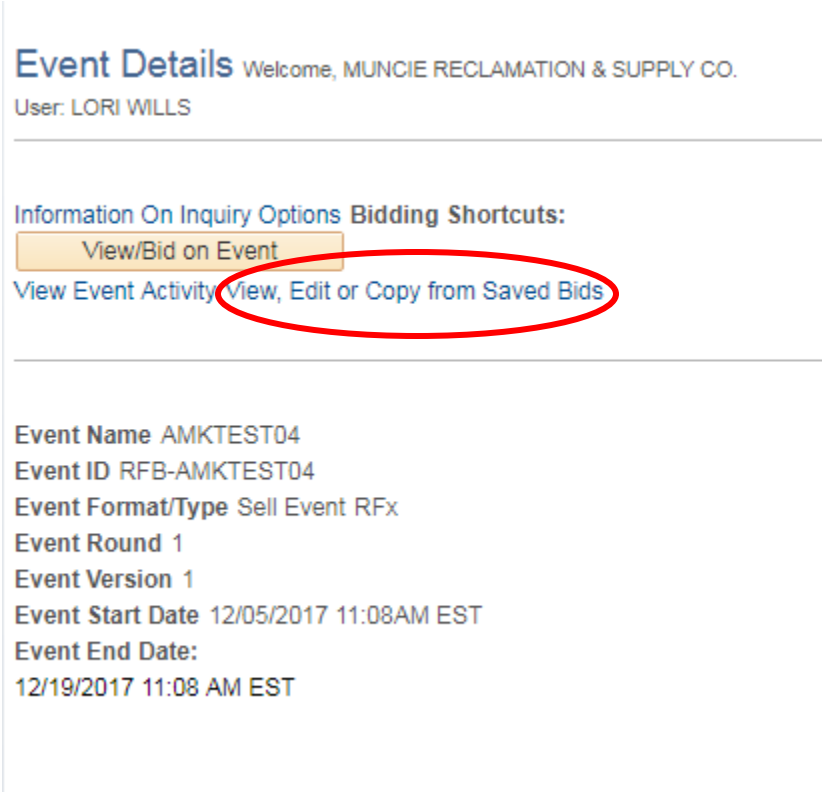
Enter the Event ID for which the bid placed



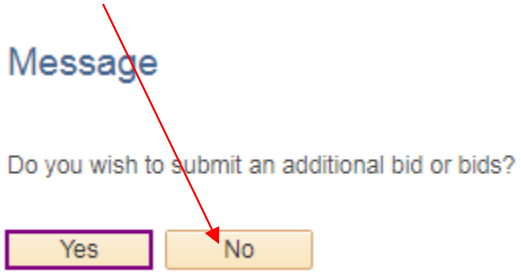
Click on the Event ID.



Then Click on View, Edit or Copy from Saved Bids



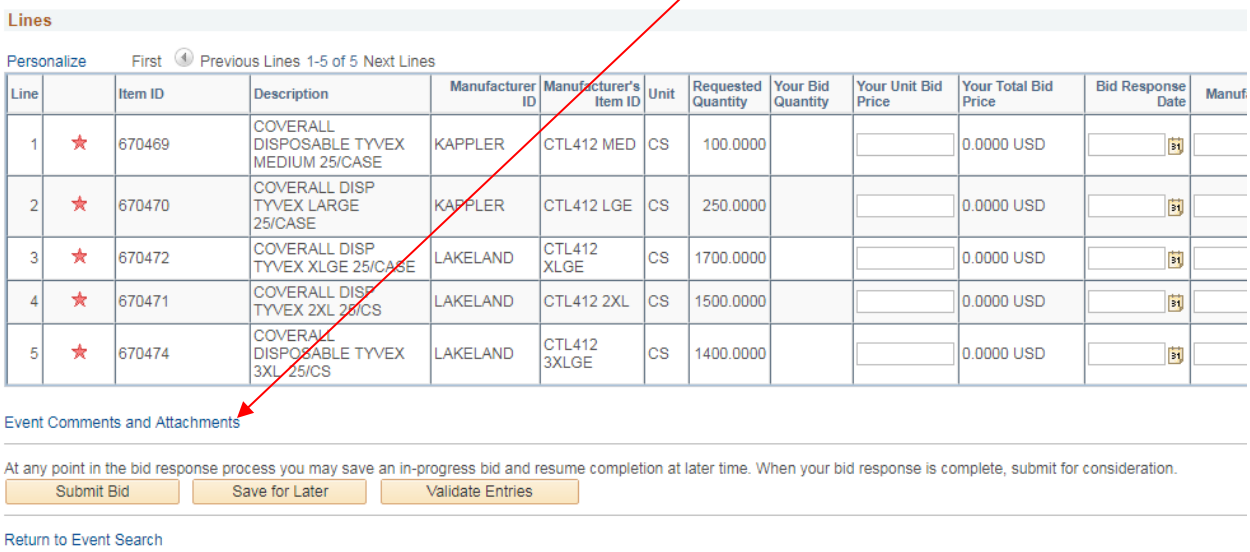
Click on No



Click on View/Edit



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



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	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		

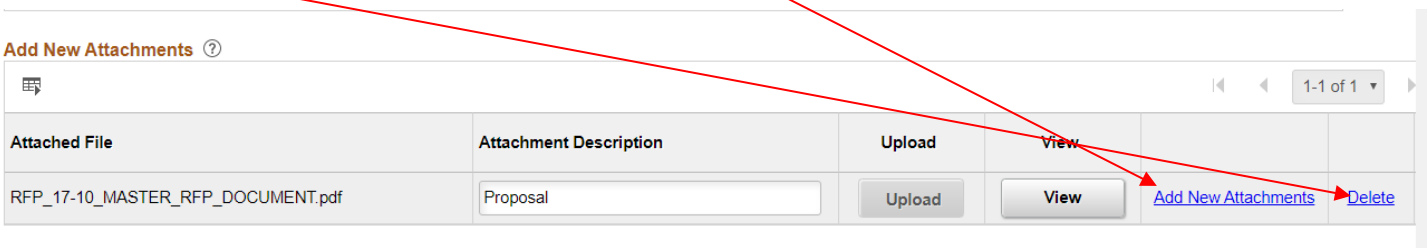
Event Comments and Attachments

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.

Submit Bid | Save for Later | Validate Entries

Return to Event Search

Here you can remove the existing proposal and/or add additional documents



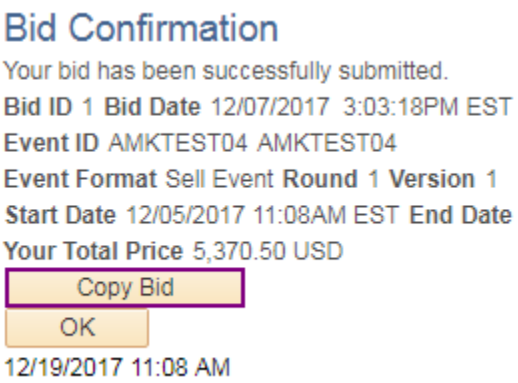
Add New Attachments

1-1 of 1

Attached File	Attachment Description	Upload	View		
RFP_17-10_MASTER_RFP_DOCUMENT.pdf	Proposal	Upload	View	Add New Attachments	Delete

Submit a Bid

Once the bid is complete click Submit Bid



Bid Confirmation

Your bid has been successfully submitted.

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

Event ID AMKTEST04 AMKTEST04

Event Format Sell Event **Round** 1 **Version** 1

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

Your Total Price 5,370.50 USD

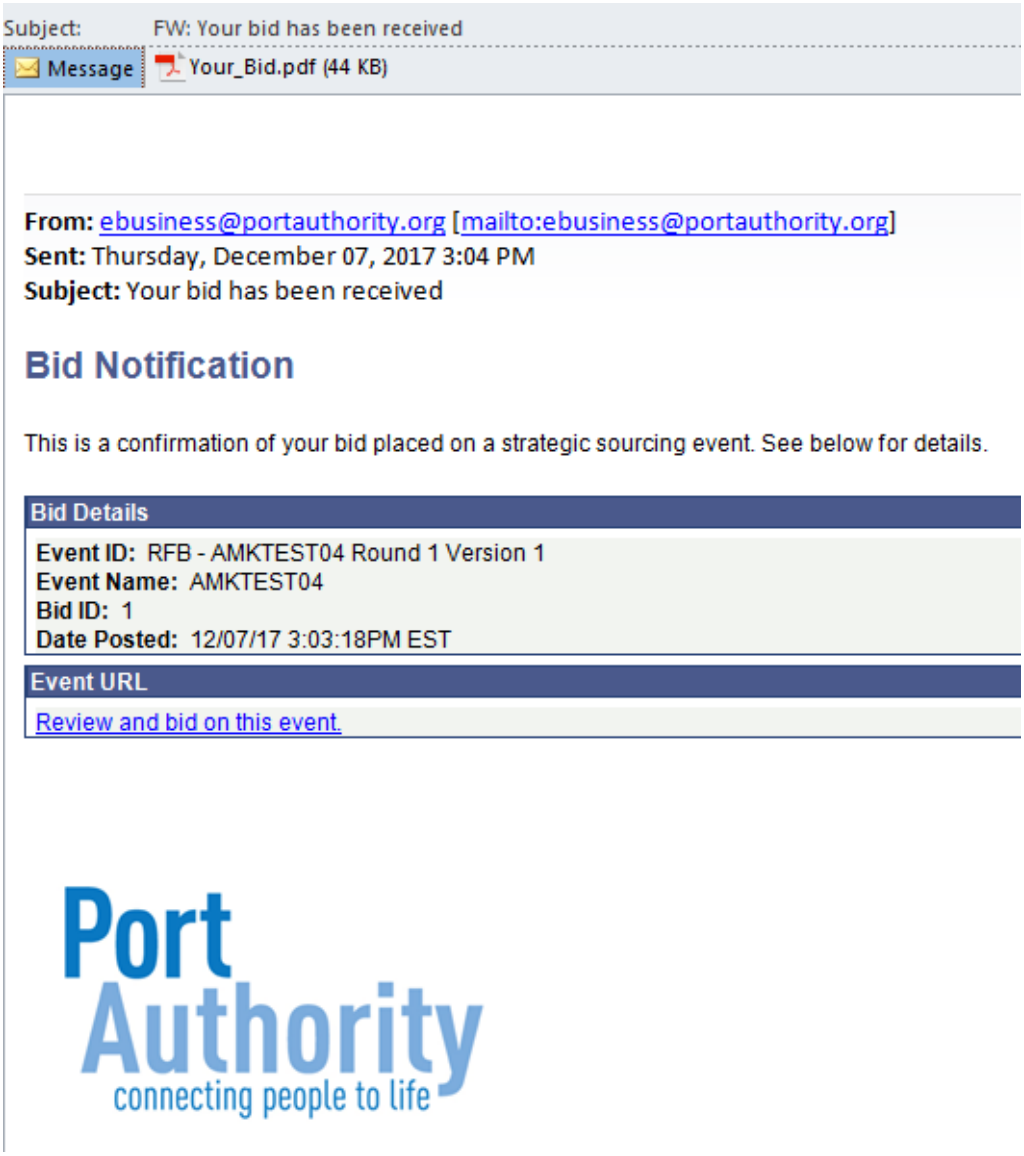
Copy Bid

OK

12/19/2017 11:08 AM

Click OK on the Bid Confirmation

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



Subject: FW: Your bid has been received

Message | Your_Bid.pdf (44 KB)

From: ebusiness@portauthority.org [mailto:ebusiness@portauthority.org]
Sent: Thursday, December 07, 2017 3:04 PM
Subject: Your bid has been received

Bid Notification

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

Bid Details

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

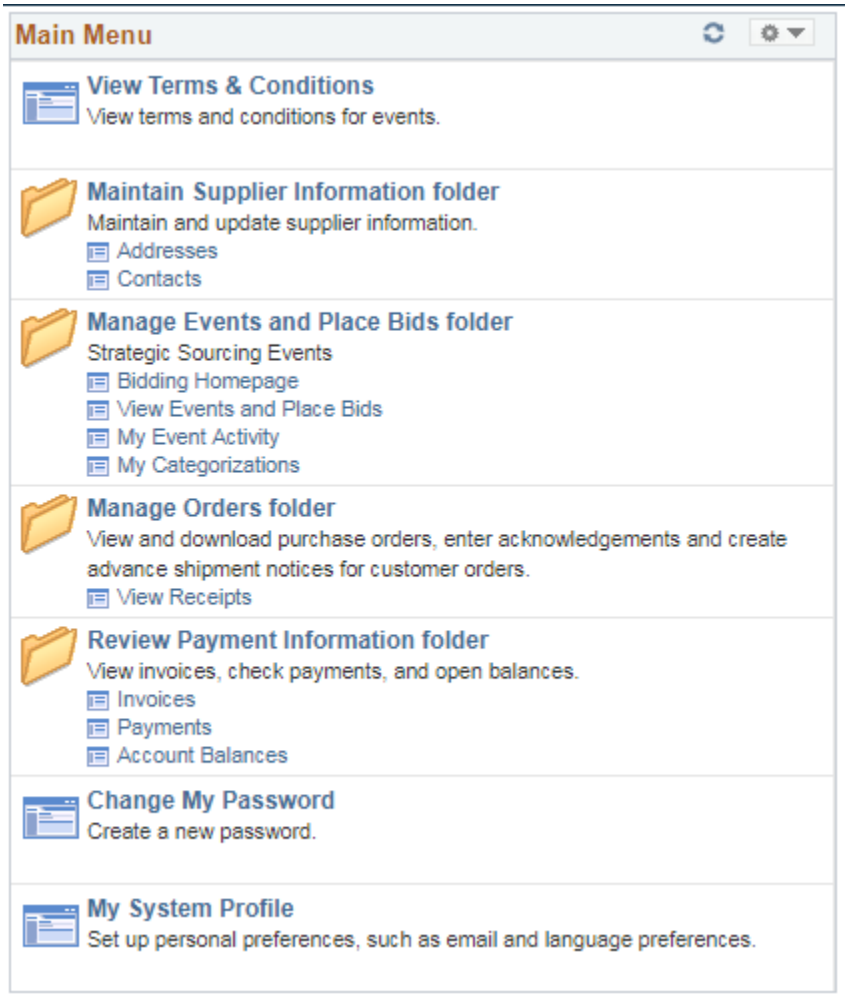
Event URL

Review and bid on this event.

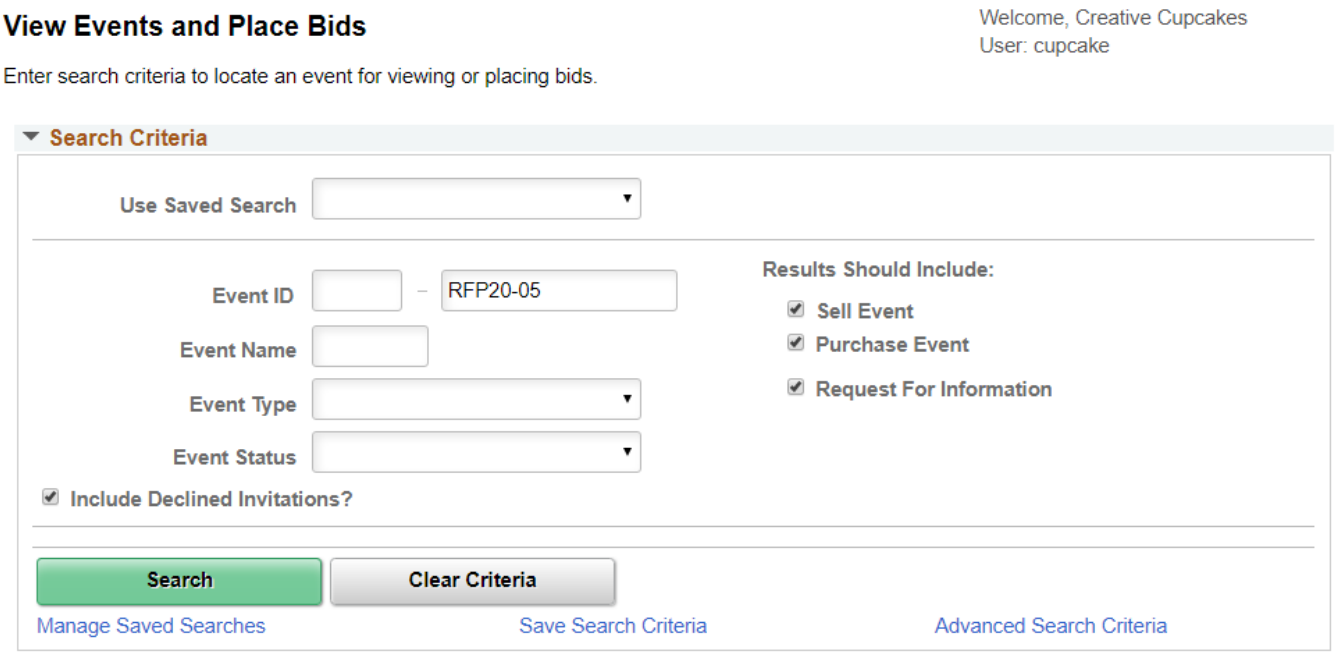
Port Authority
connecting people to life

Canceling a Bid

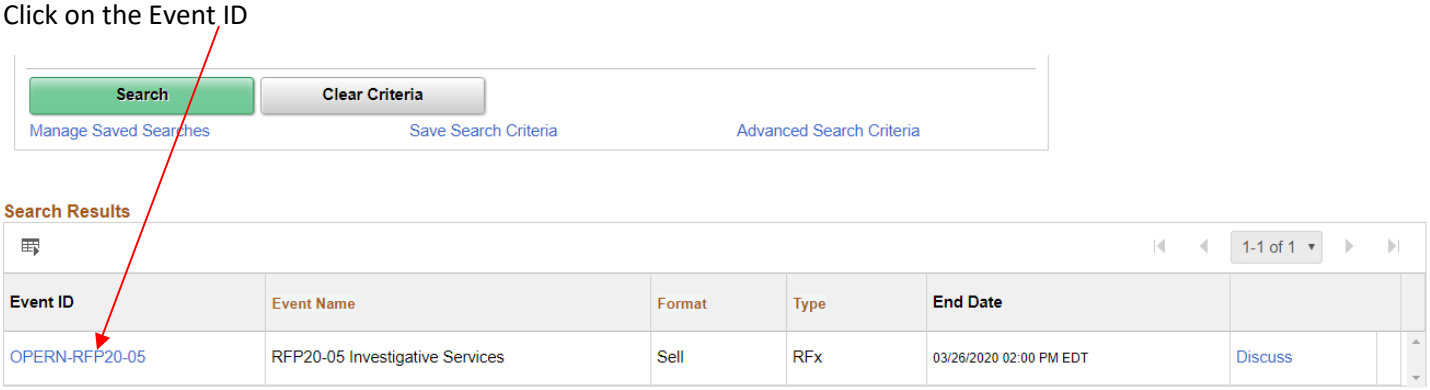
Click on View Events and Place Bid under Manage Events and Place Bids on the Main Menu



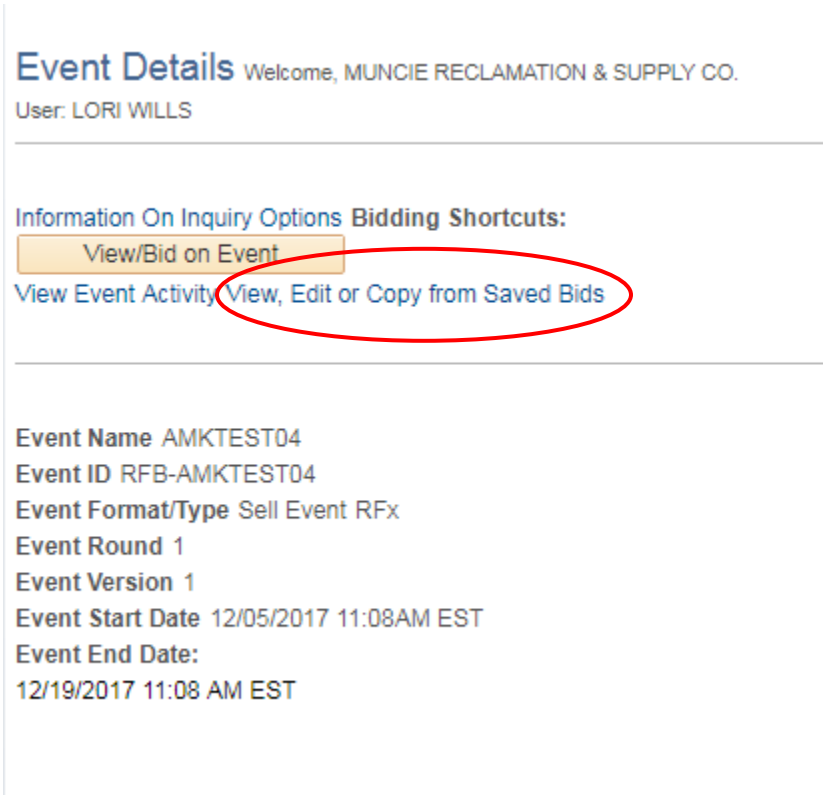
Enter the Event ID for which the bid placed



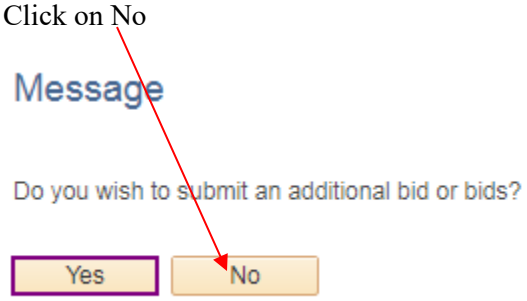
Click on the Event ID



Click on View, Edit or Copy from Saved Bids



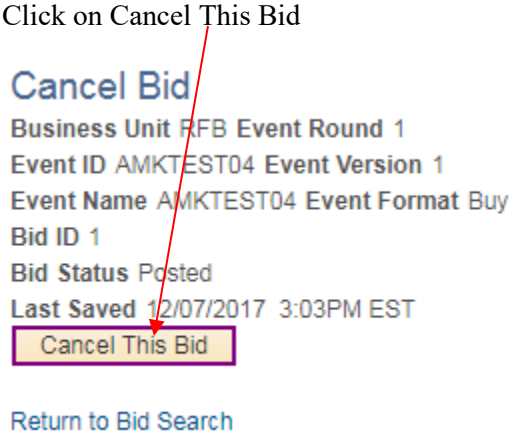
Click on No



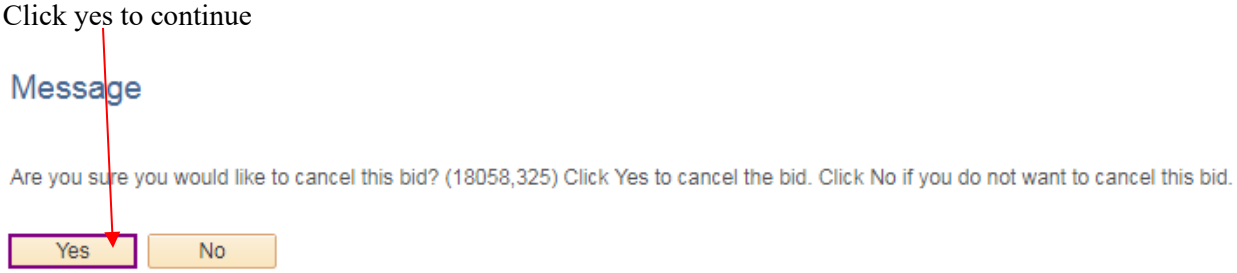
Click on Cancel



Click on Cancel This Bid



Click yes to continue



Bid Status will now show as Cancelled



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



From: AKoenig@PortAuthority.org [mailto:AKoenig@PortAuthority.org]
Sent: Thursday, December 07, 2017 3:09 PM
Subject: Bid Cancellation Confirmation

Bid Cancellation

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

Event Details

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

Event URL

Review and bid on this event.