

eBusiness Submitting a Proposal

Table of Contents

eBusiness Login	Pg. 3
Forgotten Password	Pg. 5
Uploading Proposal	Pg. 6
Save for Later	Pg. 11
Edit or Complete an Existing Line Bid Response	Pg. 12
Submit a Bid	Pg. 15
Canceling a Bid	Pg. 17

eBusiness Login

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

Downtown Service Center	Contact Us	Business Center	Inside Port Authority	Administrative Offices
623 Smithfield Street Pittsburgh, PA 15222 Weekdays 7:30AM - 5PM Closed Weekends	Feedback Forms Twitter Instagram Youtube Facebook	Doing Business with Us Advertise With Us Web Developer Resources Right to Know	About Us Board Public Meetings Leadership Transparency Budget and Finances Media Center Community Involvement Projects Careers	Heinz 57 Center 345 Sixth Ave, Third Floor Pittsburgh, PA 15222 412.556.5500
Customer Service Customer Feedback 412.442.2000 Weekdays 6AM - 7PM Weekends and holidays 8AM - 4:30PM				

Next click the Procurement link.

Business Center



Procurement

Port Authority is always in need of services from various businesses and skilled individuals.



Advertise With Us

Reach your customers in a whole new way with transit advertising.



Disadvantage Business Enterprise (DBE)

Port Authority's Disadvantaged Business Enterprise program removes barriers and assists in the development of minority-owned businesses.



Real Estate Opportunities

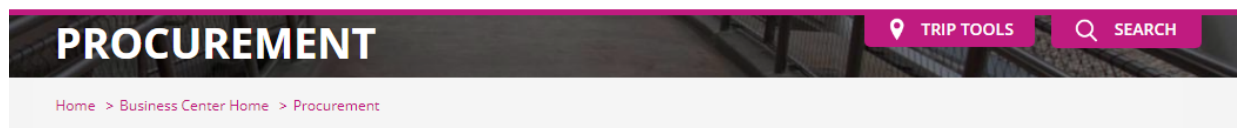
Port Authority sometimes has property available for lease or purchase.



Web Developer Resources

We welcome and encourage third-party developers to use our open data for first-class ideas.

From the Procurement page of the PRT 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.



Bidder Registration

You must register before submitting a bid.



eBusiness Portal

Get started here.



Open Purchasing Events

A list of purchasing events currently advertised.



Purchasing Information

Port Authority publicly solicits proposals on purchases for equipment



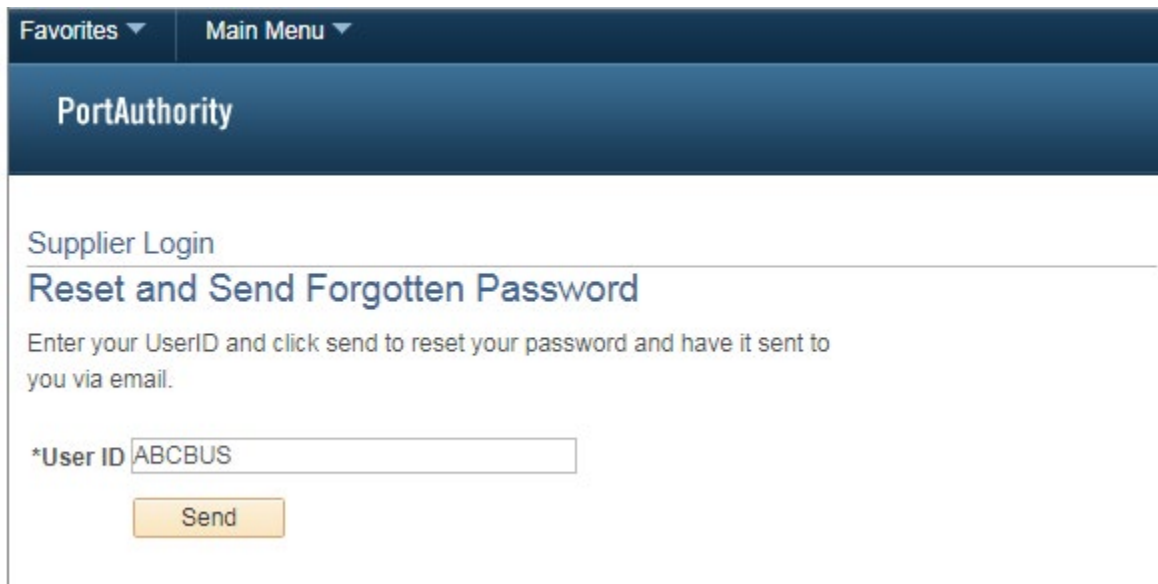
Help and FAQs

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

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

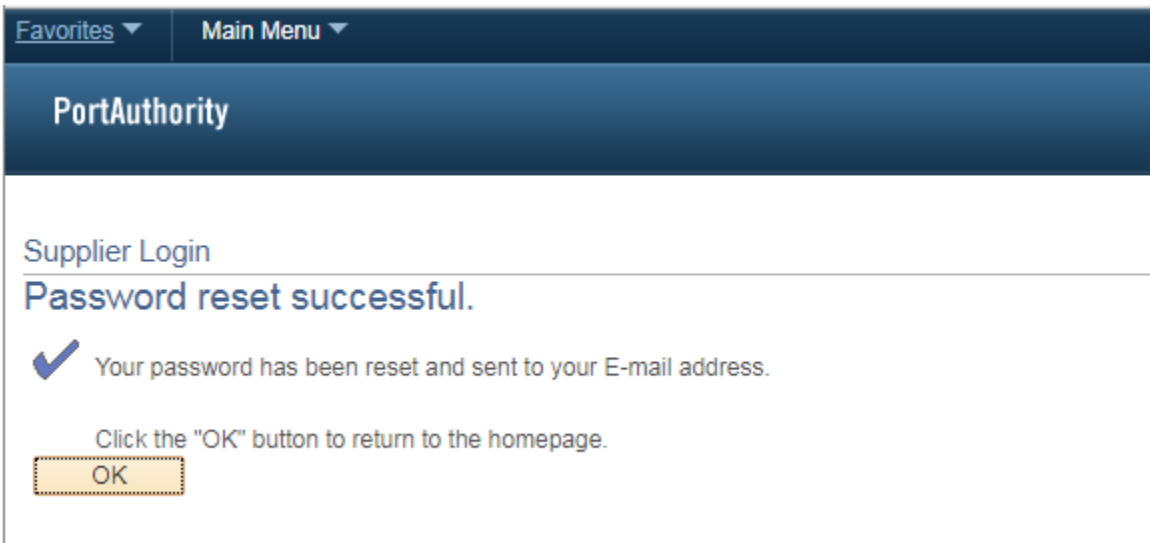
Forgotten Password

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



The screenshot shows the PortAuthority website interface. At the top, there is a dark blue header with 'Favorites' and 'Main Menu' dropdown menus. Below the header is a dark blue banner with the 'PortAuthority' logo. The main content area is white and contains the 'Supplier Login' section. Under 'Supplier Login', there is a heading 'Reset and Send Forgotten Password'. Below the heading, a message states: 'Enter your UserID and click send to reset your password and have it sent to you via email.' There is a text input field labeled '*User ID' containing the text 'ABCBUS'. Below the input field is a yellow 'Send' button.

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



The screenshot shows the PortAuthority website interface after a successful password reset. The header and banner are the same as in the previous screenshot. The main content area is white and contains the 'Supplier Login' section. Under 'Supplier Login', there is a heading 'Password reset successful.' Below the heading, there is a confirmation message with a blue checkmark icon: 'Your password has been reset and sent to your E-mail address.' Below the message, there is a text instruction: 'Click the "OK" button to return to the homepage.' At the bottom of the message area is a yellow 'OK' button.

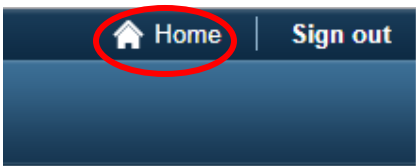
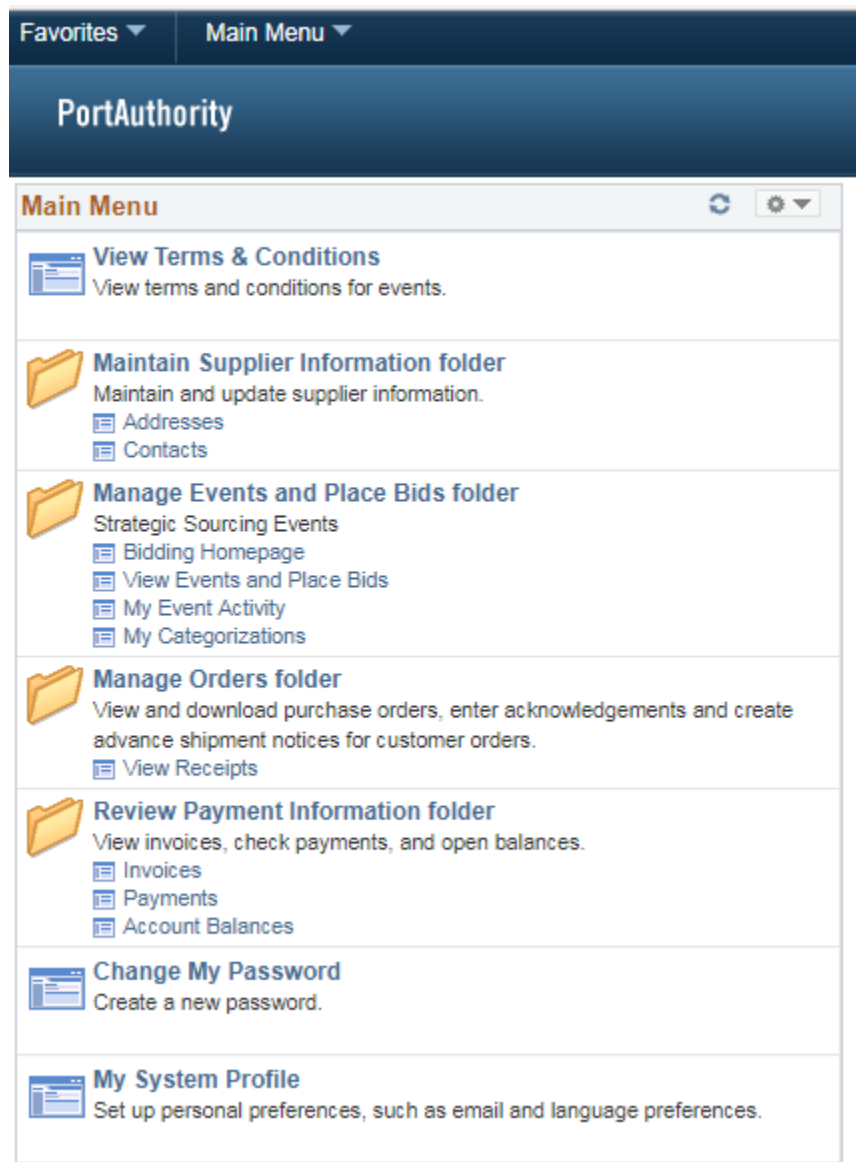
Follow the instructions in the email to finish changing the account password.

Uploading Proposal

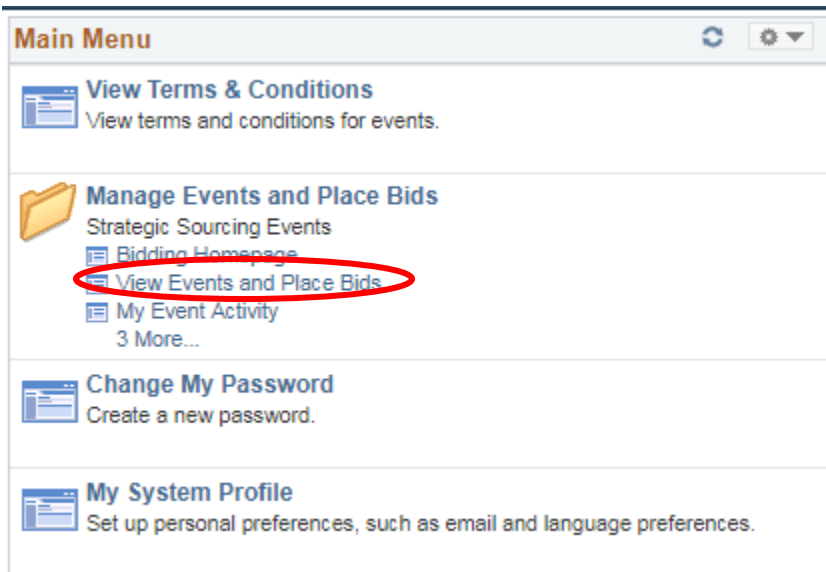
After successfully logging in, the Main Menu will be on the left hand side of the screen. To navigate back to this screen click the Home icon in the top right hand corner of the screen.

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



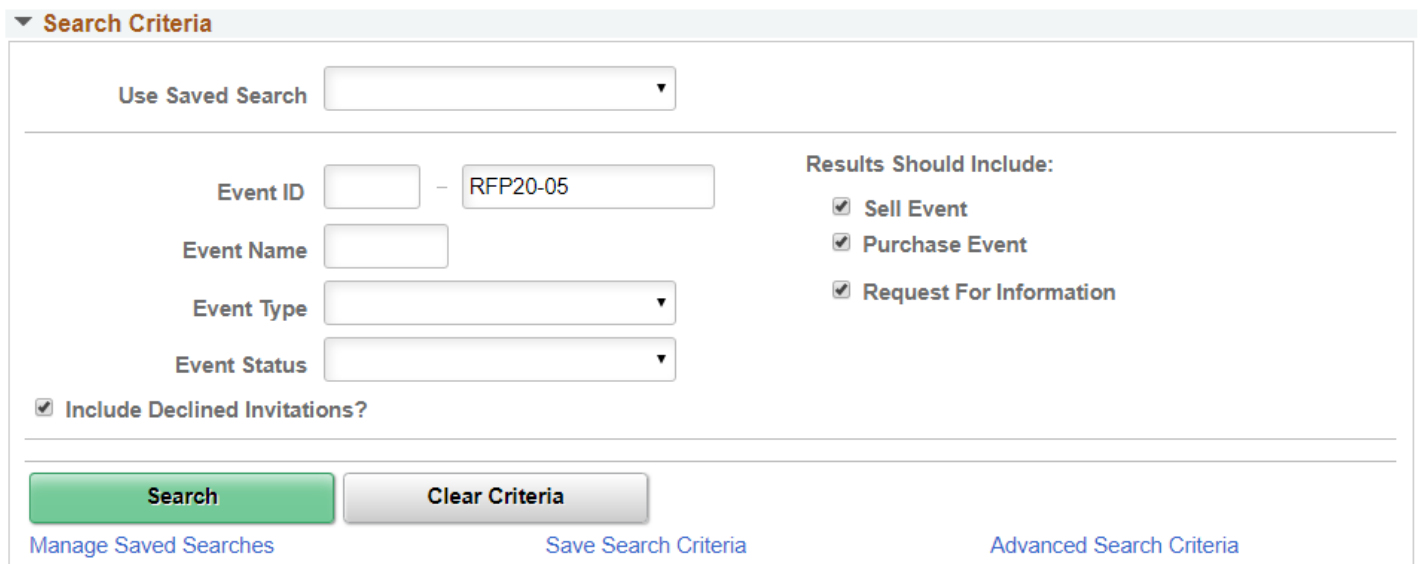
Main Menu

- 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, enter the Event ID, and click Search.

View Events and Place Bids

Enter search criteria to locate an event for viewing or placing bids.



Search Criteria

Use Saved Search

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](#)

Click on the Event ID.

Search

Clear Criteria

[Manage Saved Searches](#)[Save Search Criteria](#)[Advanced Search Criteria](#)

Search Results

1-1 of 1						
Event ID	Event Name	Format	Type	End Date		
OPERN-RFP20-05	RFP20-05 Investigative Services	Sell	RFx	03/26/2020 02:00 PM EDT	Discuss	

Click View/Bid on Event

Event Details

Information On Inquiry Options

Accept Invitation

Decline Invitation

View/Bid on Event

Event Name RFP20-05 Investigative Services

Event ID OPERN-RFP20-05

Event Format/Type Sell Event RFx

Event Round 1

Event Version 1

Event Start Date 02/26/2020 2:45PM EST

Event End Date: 03/26/2020 02:00 PM EDT

Event Description:

RFP20-05 Investigative Services

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.

[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 ④ 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 ④ 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

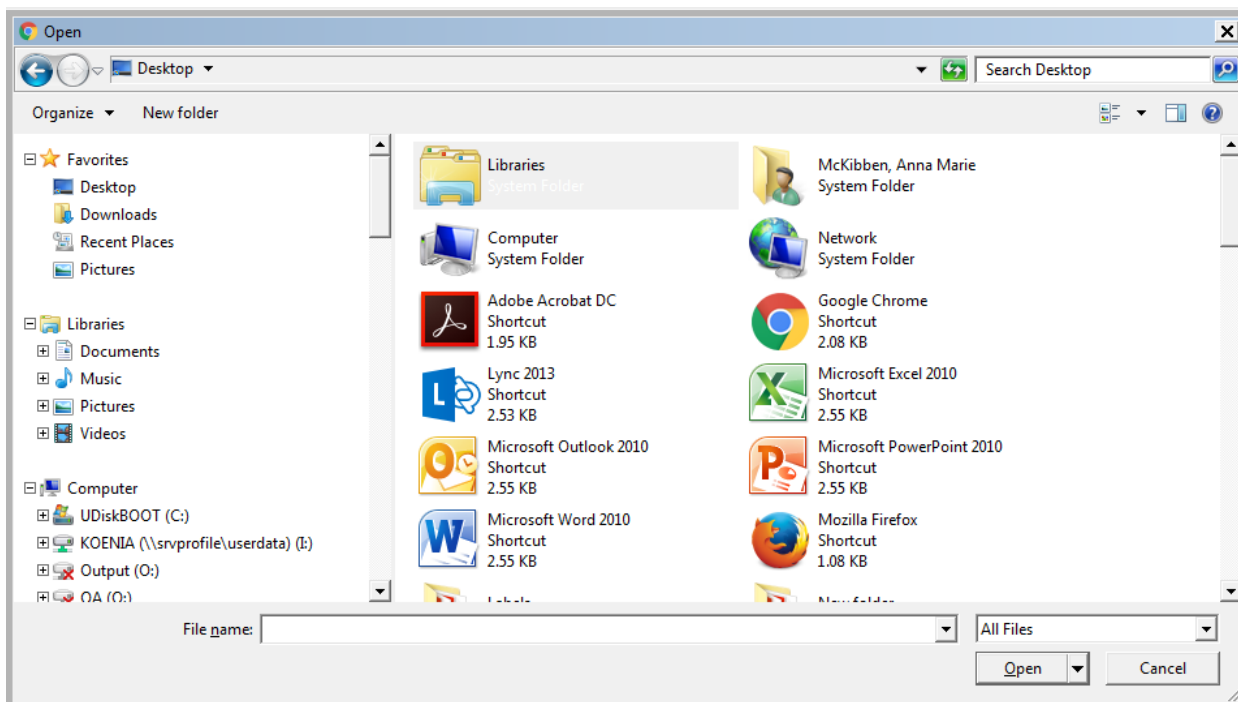
Click Choose File

File Attachment

[Choose File](#) No file chosen

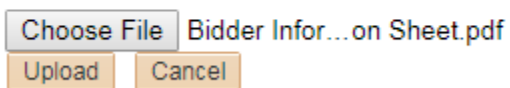
[Upload](#) [Cancel](#)

Navigate to the file.



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

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		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
Bidder_Information_Sheet.pdf		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

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.

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](#)

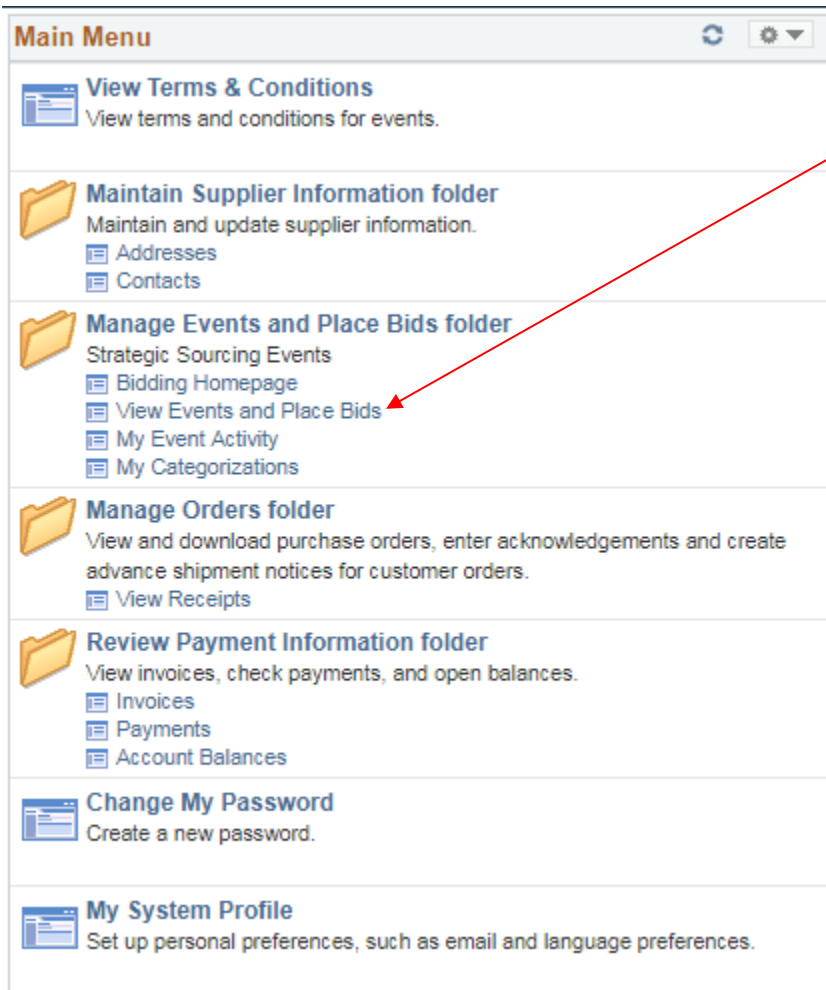
[Save for Later](#)

[Validate Entries](#)

[Return to Event Search](#)

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

View Events and Place Bids

Welcome, Creative Cupcakes
User: cupcake

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search

Event ID - RFP20-05

Event Name

Event Type

Event Status

☒ Include Declined Invitations?

Results Should Include:

☒ Sell Event

☒ Purchase Event

☒ Request For Information

Search

Clear Criteria

Manage Saved Searches

Save Search Criteria

Advanced Search Criteria

Click on the Event ID.

Search

Clear Criteria

Manage Saved Searches

Save Search Criteria

Advanced Search Criteria

Search Results							
1-1 of 1							
Event ID	Event Name	Format	Type	End Date			
OPERN-RFP20-05	RFP20-05 Investigative Services	Sell	RFx	03/26/2020 02:00 PM 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 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	View/Edit	Copy	Cancel

Scroll to the bottom of the page and click 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.

[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 ②

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.](#)



Canceling a 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.

Enter the Event ID for which the bid placed

View Events and Place Bids

Welcome, Creative Cupcakes
User: cupcake

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search

Event ID

-

RFP20-05

Event Name

Event Type

Event Status

Results Should Include:

☒ Sell Event

☒ Purchase Event

☒ Request For Information

☒ Include Declined Invitations?

Search

Clear Criteria

Manage Saved Searches

Save Search Criteria

Advanced Search Criteria

Click on the Event ID

[Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

Search Results

1-1 of 1						
Event ID	Event Name	Format	Type	End Date		
OPERN-RFP20-05	RFP20-05 Investigative Services	Sell	RFx	03/26/2020 02:00 PM EDT	Discuss	

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 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?

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	View/Edit	Copy	Cancel

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	View	Copy

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.](#)