

# BART PORTAL NAVIGATION

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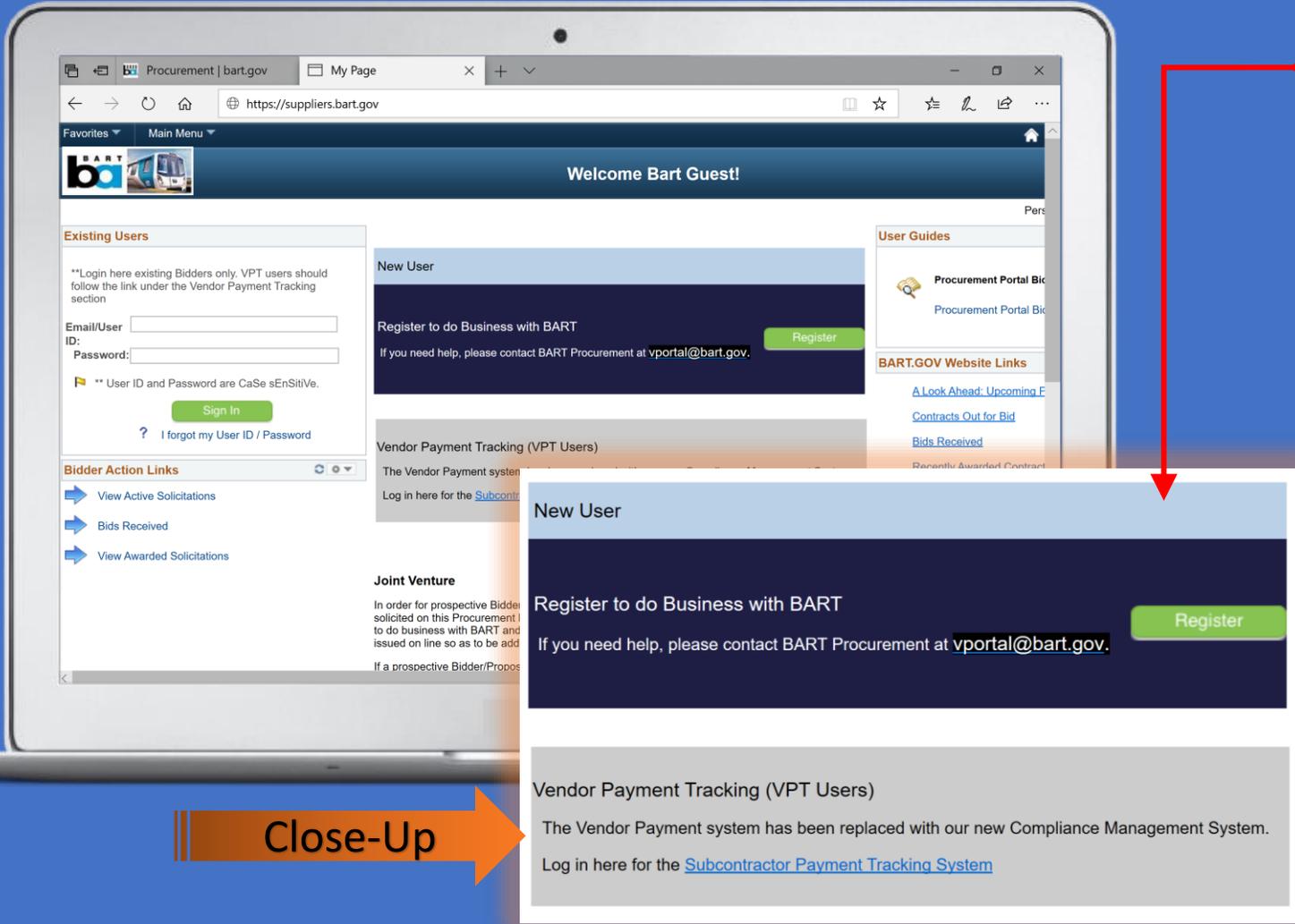
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# REGISTERING YOUR BUSINESS



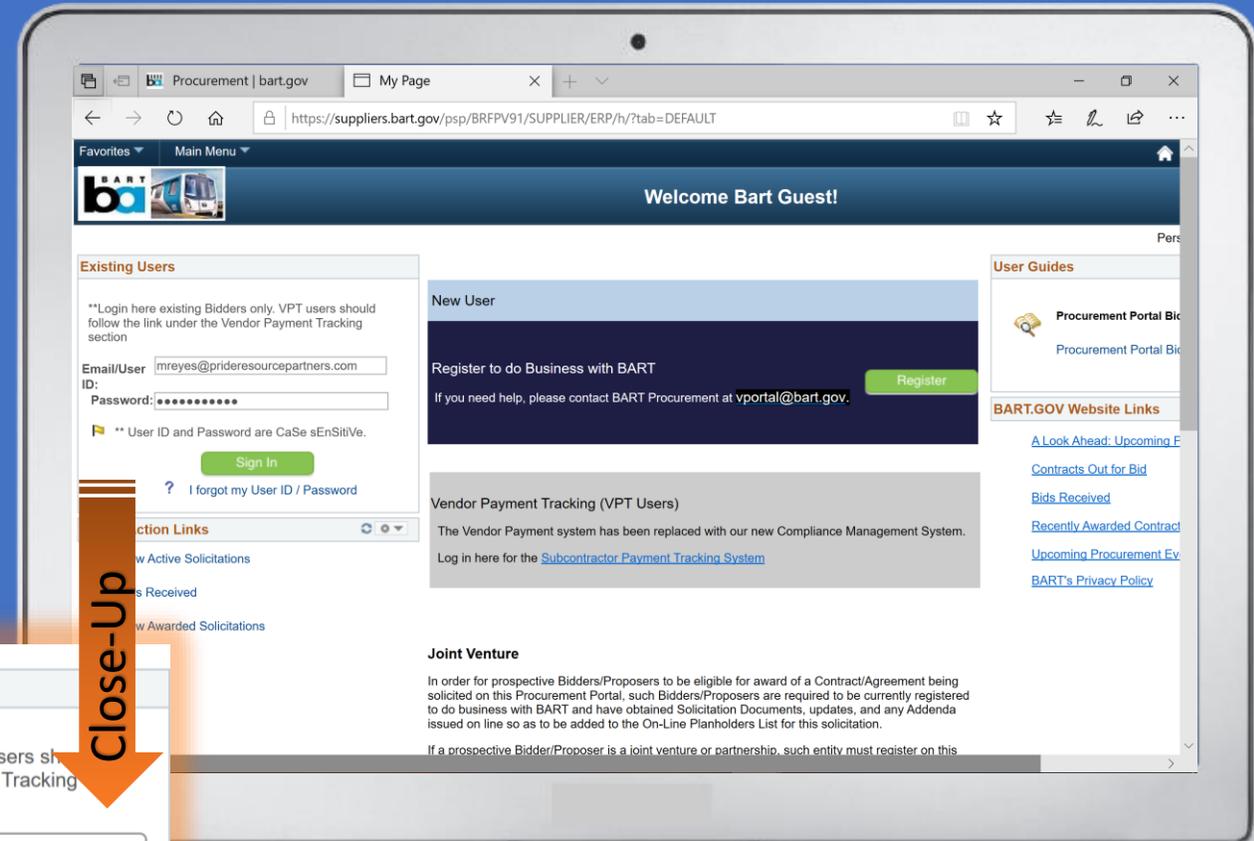
## STEPS:

1. Go to the Procurement Portal home page at <https://suppliers.bart.gov/> to register for business with BART
2. Click the “Register to do Business with BART” button to begin the registration process
3. Select the type of business: Business or Individual
4. Enter the registration ID
5. Enter the email ID you registered with
6. Enter company name/contact info/tax ID number/NAICS code
7. Enter certification codes (if applicable)
8. Enter license code
9. Enter company contact info
10. Receive registration ID
11. Confirm registration ID via email

# LOG INTO THE “PROCUREMENT PORTAL”

## STEPS:

1. Go to BART’s Procurement Portal home page at <https://suppliers.bart.gov/> to log into the Procurement Portal
2. Enter the email ID which you used for Bidder registration
3. Enter the password you received in the Bidder Registration confirmation email. Note that you can change the password which is part of Update My Bidder Profile
4. Click the “Sign In” button



**Existing Users**

\*\*Login here existing Bidders only. VPT users should follow the link under the Vendor Payment Tracking section

Email/User

ID:

Password:

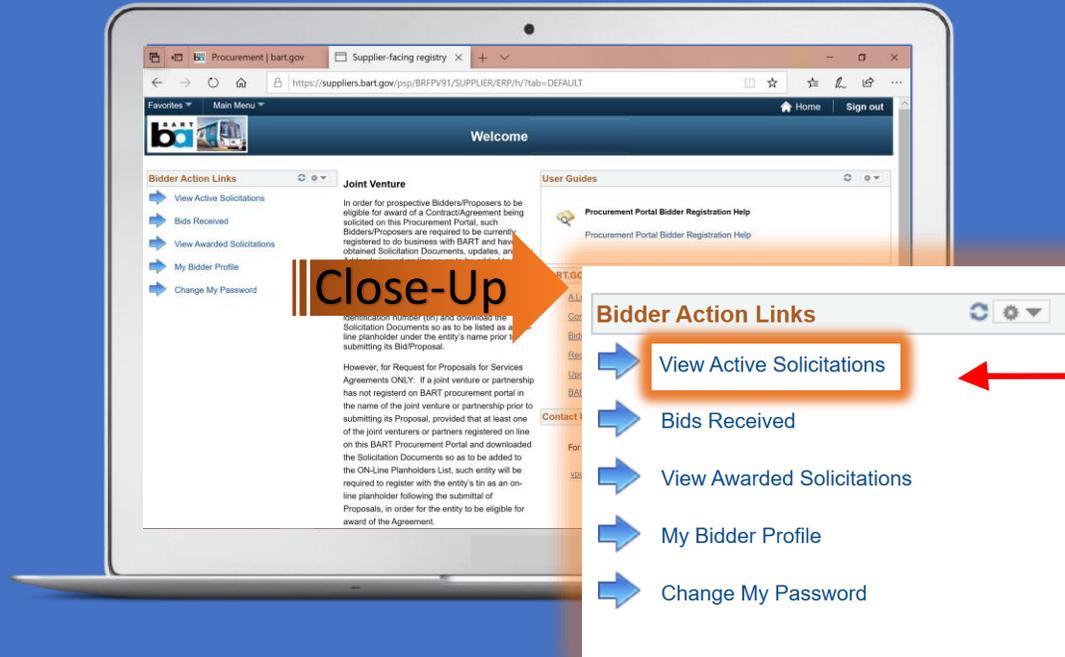
**\*\* User ID and Password are CaSe sEnSiTiVe.**

? [I forgot my User ID / Password](#)

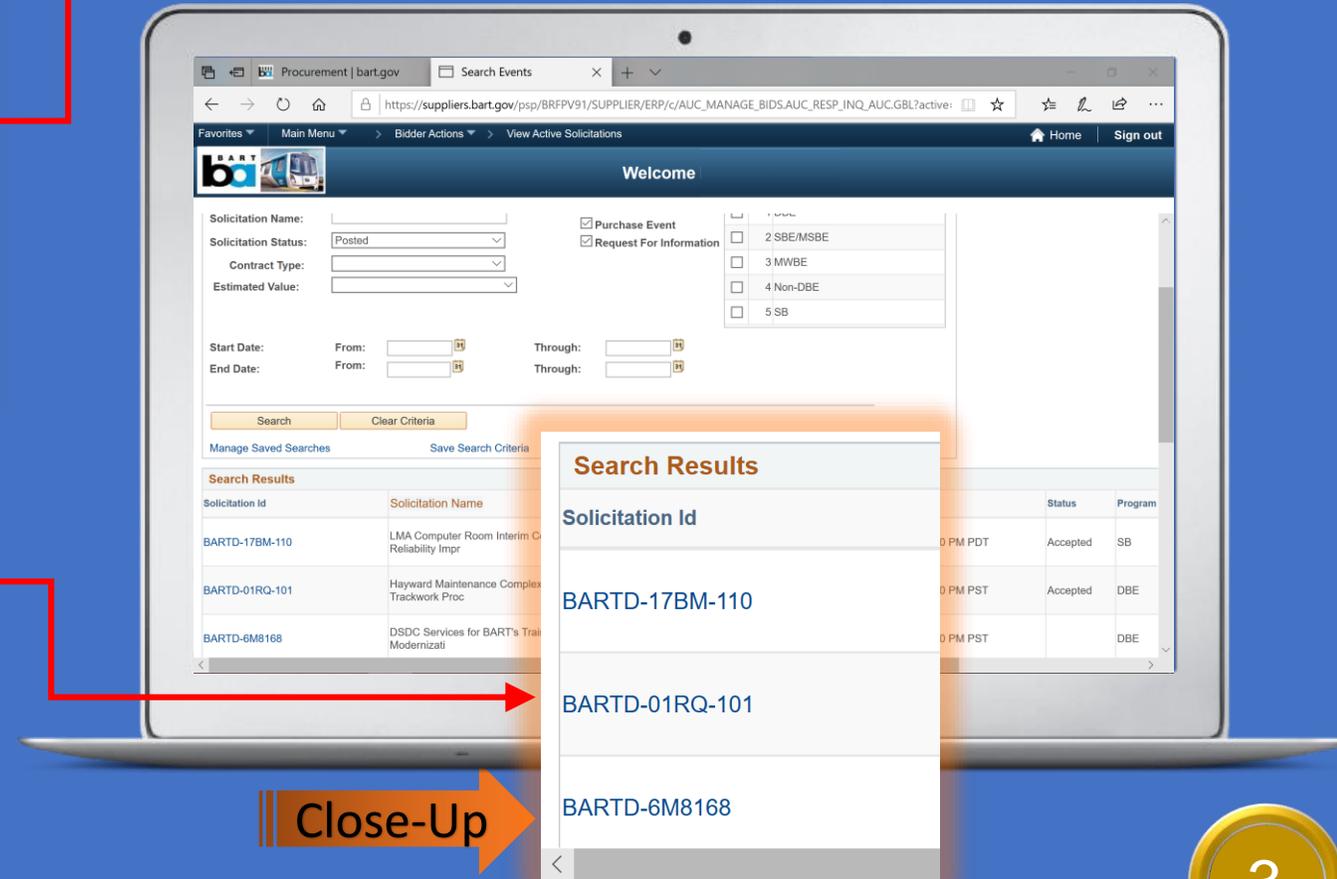
# VIEWING ACTIVE SOLICITATIONS

## STEPS:

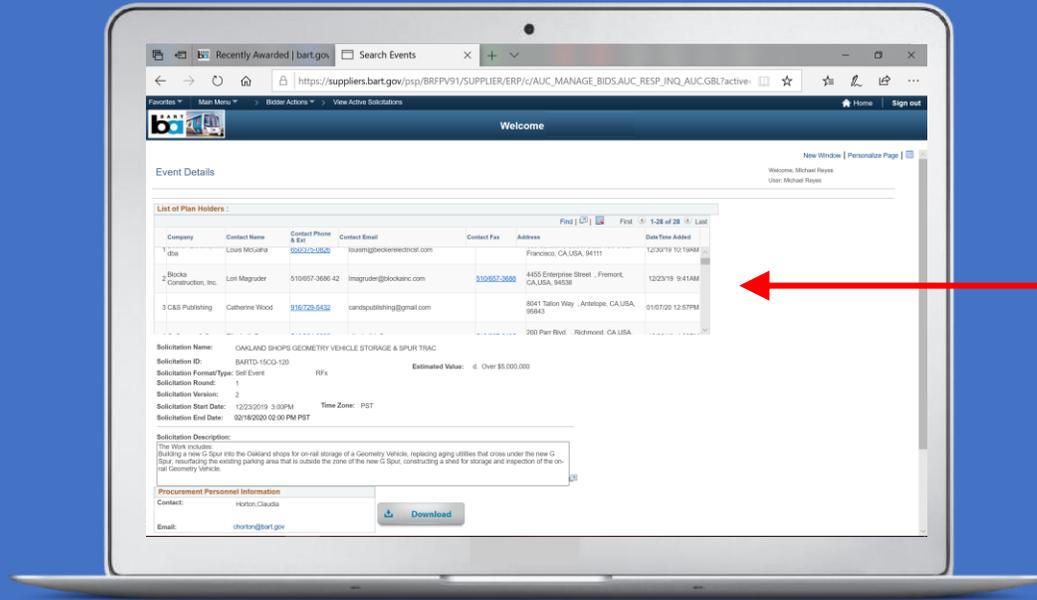
1. To view solicitations, click on the “View Active Solicitations” Link



2. Scroll through “Search Results” section, then click desired project’s “Solicitation Id” number to access the project’s “EVENT DETAILS” page



# VIEWING SOLICITATION DETAILS



## STEPS:

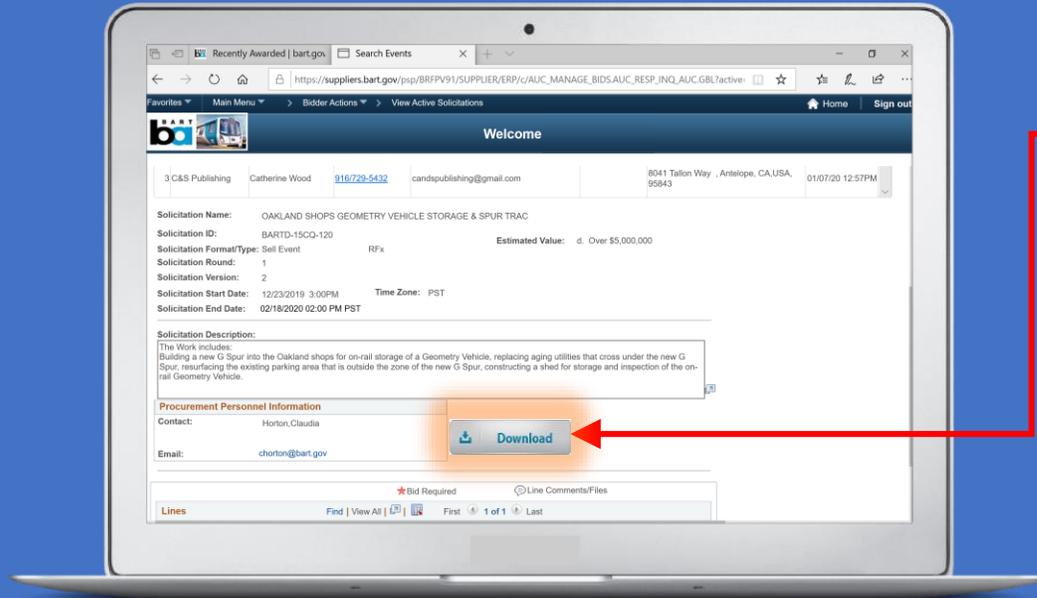
1. To view the list of registered plan holders, scroll to top of web page (see close-up below)
2. The list of plan holders can be downloaded as an Excel spreadsheet by clicking the spreadsheet icon



Close-Up

List of Plan Holders :							Find   [Print]   [Excel]	First	1-28 of 28	Last
Company	Contact Name	Contact Phone & Ext	Contact Email	Contact Fax	Address	DateTime Added				
1 dba	Louis McGaha	<a href="tel:6503750826">650/375-0826</a>	louism@beckerelectricst.com		Francisco, CA,USA, 94111	12/30/19 10:19AM				
2 Blocka Construction, Inc.	Lori Magruder	510/657-3686 42	lmagruder@blockainc.com	<a href="tel:5106573688">510/657-3688</a>	4455 Enterprise Street , Fremont, CA,USA, 94538	12/23/19 9:41AM				
3 C&S Publishing	Catherine Wood	<a href="tel:9167295432">916/729-5432</a>	candspublishing@gmail.com		8041 Tallon Way , Antelope, CA,USA, 95843	01/07/20 12:57PM				
					200 Parr Blvd. . Richmond. CA.USA.					

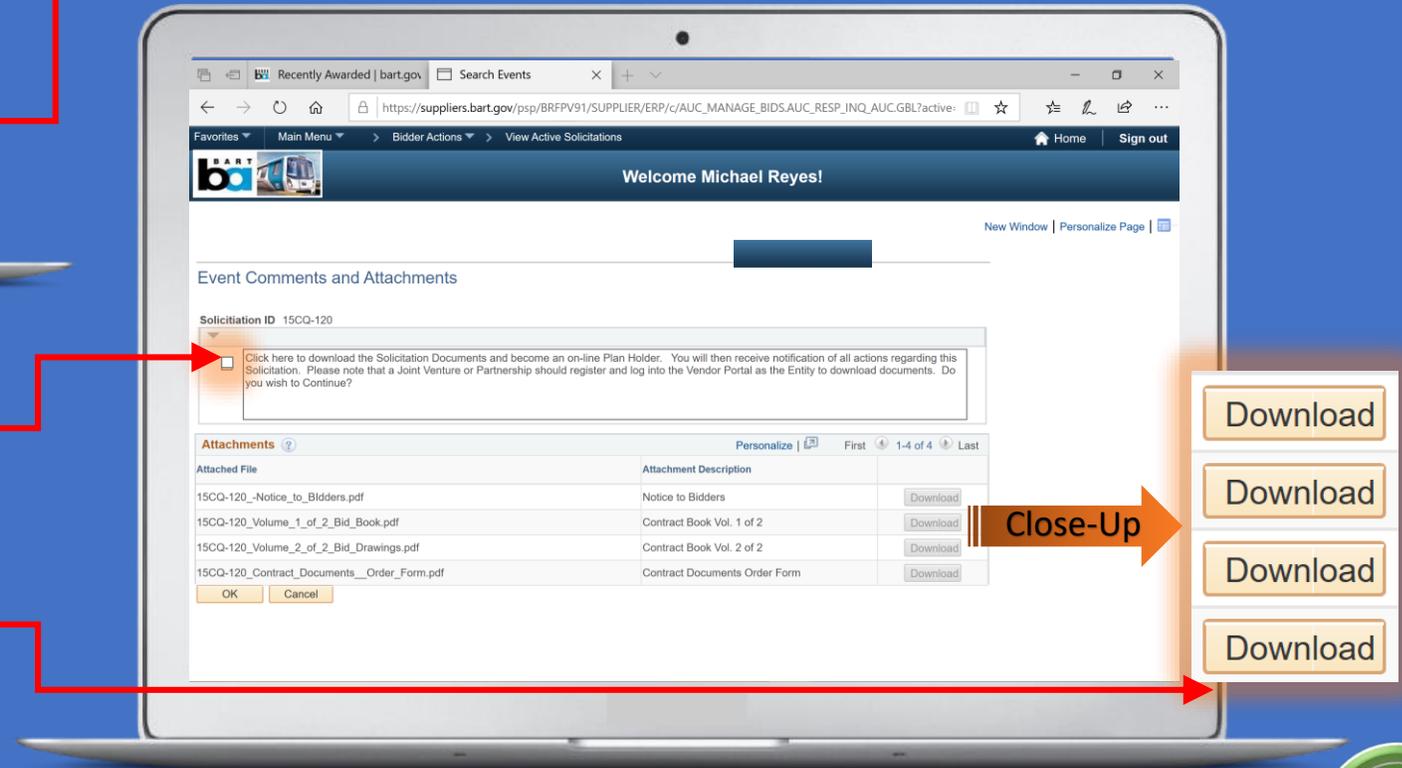
# ACCESSING THE CONTRACT DOCUMENTS



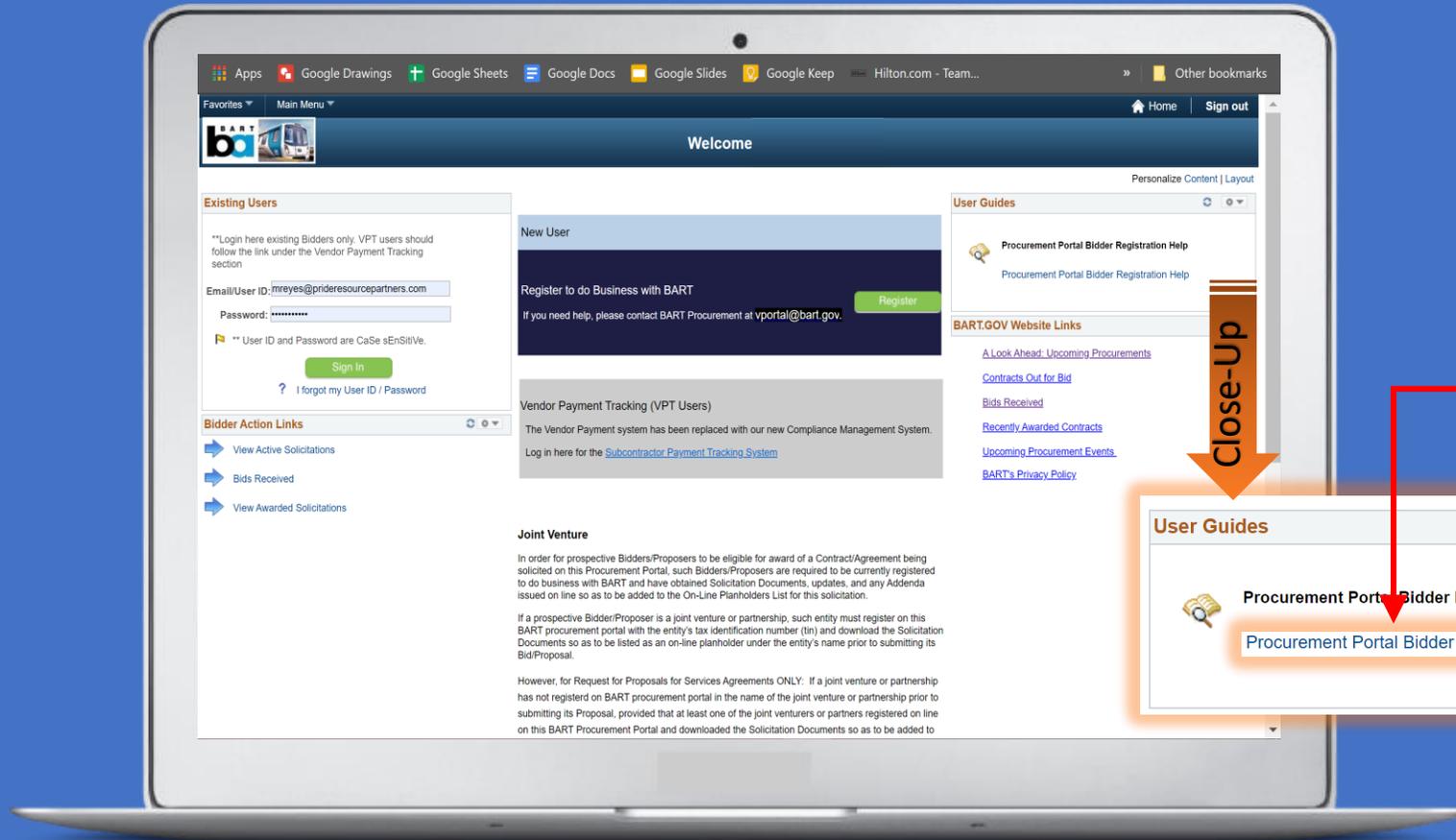
## STEPS:

1. To view and access the contract documents, click on "Download"

2. Click the checkbox to become a plan holder and to access the contract documents.
3. After clicking the checkbox, the download buttons will highlight from grey to orange, allowing the ability to click and download the pdf document.
4. Note: Turn off any pop-up blockers as this may prevent the pdf download



# PROCUREMENT PORTAL USER GUIDE



## STEPS:

1. For further detailed assistance, users can access the “Procurement Portal Bidder Registration Help” Guide by clicking the link, as shown.