



PORT NOLA
THE PORT OF NEW ORLEANS

User Guide

→ From www.portno.com, under Procurement -> Active Construction Solicitations Projects

The screenshot shows the 'Port NOLA Procurement' website. On the left is a navigation menu with the following items: **PROCUREMENT**, SMALL BUSINESS CONTRACTING PROGRAM, INFORMATIONAL DOCUMENTS, and REQUEST FOR PROPOSALS. The main content area is titled 'Port NOLA Procurement' and contains a welcome message, a description of the procurement system, and a list of navigation buttons. The buttons are: Active Construction Solicitations, Active Purchasing Solicitations, Awarded Solicitations, Central Bidding – Submit Electronically, View Upcoming Projects, and Informational Documents. An orange arrow points from the 'Active Construction Solicitations' button down to the text below the screenshot.

Port NOLA Procurement

Welcome to Port NOLA's new Procurement system. We have revamped our system to better allow you to navigate and find exactly what you are looking for. All previous bidders and newcomers will need to register to see more specifications about a project and/or wish to bid. If you are just browsing and do not wish to register, you will only be able to see limited information about open projects.

Procurement is dedicated to providing and managing for our customers the most effective and efficient procurement processes and procedures for the acquisition of quality goods and services in support of the Port of New Orleans' mission and goals.

Procurement is "**service oriented**" to support buyers and users with the best procurement, negotiation, financial and informational resources, and to provide qualified suppliers/service providers and vendors with open and fair access to contracting opportunities.

For more information, please contact procurement@portno.com.

- Active Construction Solicitations
- Active Purchasing Solicitations
- Awarded Solicitations
- Central Bidding – Submit Electronically
- View Upcoming Projects
- Informational Documents



→ From www.portno.com, under Procurement -> Active Construction Solicitations Projects

PUBLIC ACCESS

→ Clicking on the Active Construction Solicitations/Inactive Solicitations link, you will be directed to the project page.

The screenshot shows the 'Project Select' page for Port NOLA. The header includes the Port NOLA logo and the text 'THE PORT OF NEW ORLEANS'. Navigation links for 'Home Register/Login' are in the top right. A search filter is set to 'Starts With' with 'Filter' and 'Clear' buttons. The 'View' dropdown is set to 'Active'. A message states 'No matches were found.' Below this is a table header with columns for 'Date', 'Project', and 'Status'. The table body contains a red message: 'THERE ARE NO ADVERTISEMENTS POSTED TO OUR SITE AT THIS TIME.'

Home Register/Login

Project Select

PORT NOLA
THE PORT OF NEW ORLEANS

Starts With Filter Clear

View: Active Go

Refresh No matches were found.

Project Purchasing

Date Project Status

THERE ARE NO ADVERTISEMENTS POSTED TO OUR SITE AT THIS TIME.



PROJECT SELECT

- Limited info is available for public users.
- In order to have full Plan Holder functionalities enabled, you will need to Register/Login by clicking on the Register/Login link shown on the screen below.

Portno Demo Launch Home [Register/Login](#)

PORT NOLA
THE PORT OF NEW ORLEANS

Project Select

Starts With Filter Clear

Refresh

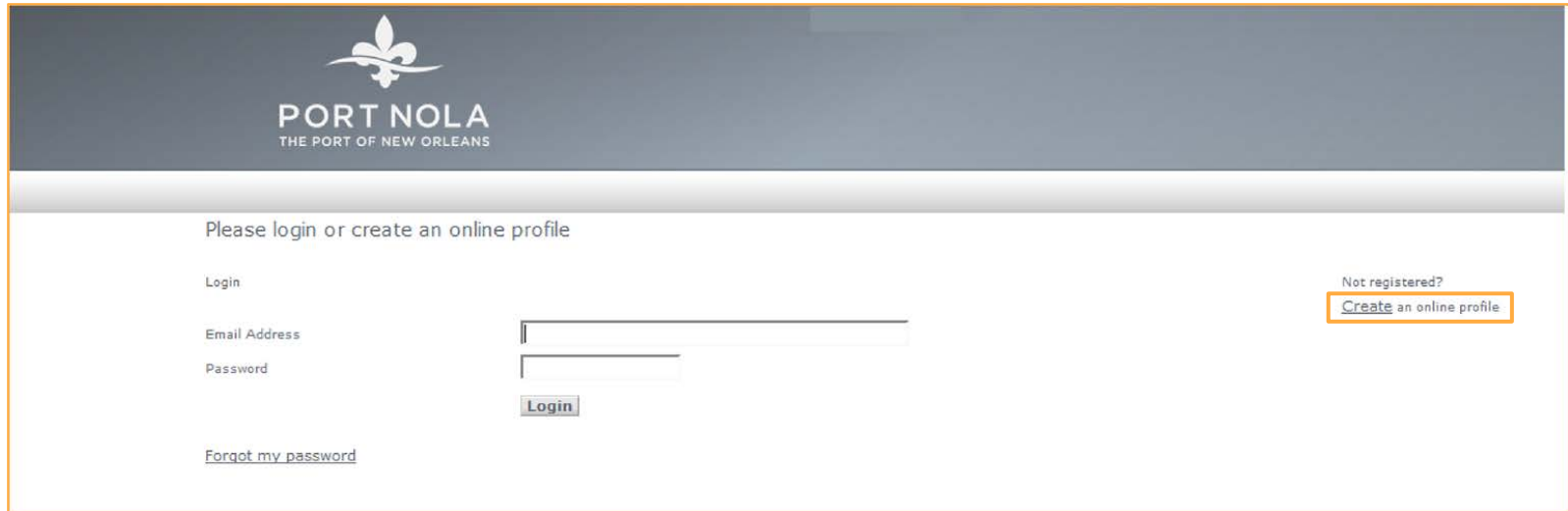
Project Purchasing

Project	Status	Date
NAPOLEON AVENUE TERMINAL COMPLEX CONTAINER CRANES NOS. 6 & 7 MACHINERY HOUSE ROOF & WALL REPAIRS	Active	02/04/2015



REGISTRATION AND LOGGING IN

→ You will need to log in or register online by clicking on Create link on the following screen to create an online profile.



The screenshot shows the Port NOLA website's login and registration interface. At the top, there is a dark grey header with the Port NOLA logo (a fleur-de-lis) and the text "PORT NOLA THE PORT OF NEW ORLEANS". Below the header, a white banner contains the text "Please login or create an online profile". The main content area is white and contains a login form with the following elements:

- A "Login" label on the left.
- Input fields for "Email Address" and "Password".
- A "Login" button below the password field.
- A link for "[Forgot my password](#)" at the bottom left.
- A link for "[Not registered? Create an online profile](#)" at the top right, where the "Create" text is highlighted with an orange box.

An orange arrow points from the "Create an online profile" link down towards the bottom of the slide.

REGISTRATION AND LOGGING IN

→ Enter the information in the required fields (*) and click Submit button.

Create an online profile!

Company	<input type="text"/>	*
Contact	<input type="text"/>	*
Country	<input type="text" value="USA"/>	*
Address Line1	<input type="text"/>	*
Address Line2	<input type="text"/>	
City	<input type="text"/>	*
State	<input type="text" value="Choose one..."/>	
Zip/Postal Code	<input type="text"/>	*
Phone#	<input type="text"/>	*
Phone# Ext.	<input type="text"/>	
Fax#	<input type="text"/>	
Email address	<input type="text"/>	*
Password	<input type="password"/>	*
Reenter Password	<input type="password"/>	*

REGISTRATION AND LOGGING IN

→ Once registered successfully, the page shown below will be displayed.

Thank you for registering online!

An email has been sent to you.

Please check your email and click the link provided to verify your email address.

→ Click on the link provided in the email to verify your email address.

Thank you for using online applications.

Please return to this [link](#) and login.

Email address - youremail@domain.com

Password - 1234

REGISTRATION AND LOGGING IN


- Once verified, you will see a popup screen shown below.
- Click OK to be routed to the login screen

The screenshot shows the Port NOLA website interface. At the top left is the Port NOLA logo with the text "PORT NOLA THE PORT OF NEW ORLEANS". At the top right, it says "Portno Demo Launch". The main content area has the heading "Please login or create an online profile". Below this are labels for "Login", "Email Address", and "Password", each followed by an input field. A "Login" button is positioned below the password field. To the right of the input fields, there is a link that says "Not registered? [Create an online profile](#)". A white popup box is centered on the screen, containing the text "Thank you for verifying your email! Your login is enabled now." and an "OK" button. The "OK" button is highlighted with an orange border.

LOGGING IN

- Log in by entering your email address and password.
- If you have forgotten your password, click the [Forgot my password](#) link shown on screen below.

Portno Demo Launch


PORT NOLA
THE PORT OF NEW ORLEANS

Please login or create an online profile

Login

Not registered? [Create](#) an online profile

Email Address

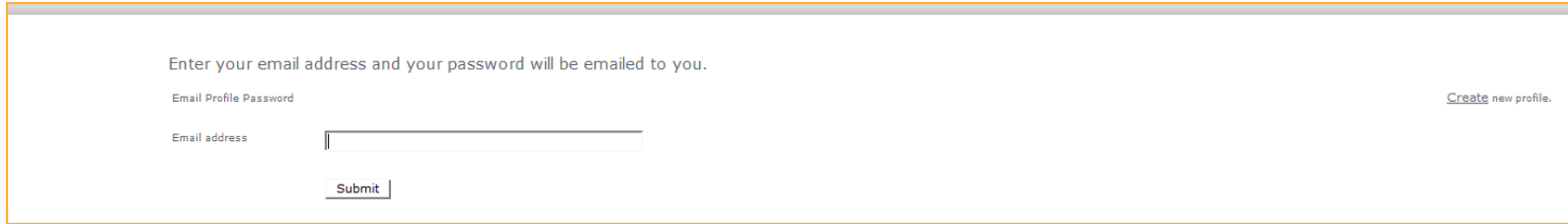
Password

[Forgot my password](#)



FORGOT PASSWORD

- The application will send a temporary password to the email address that was used during registration.



Enter your email address and your password will be emailed to you.

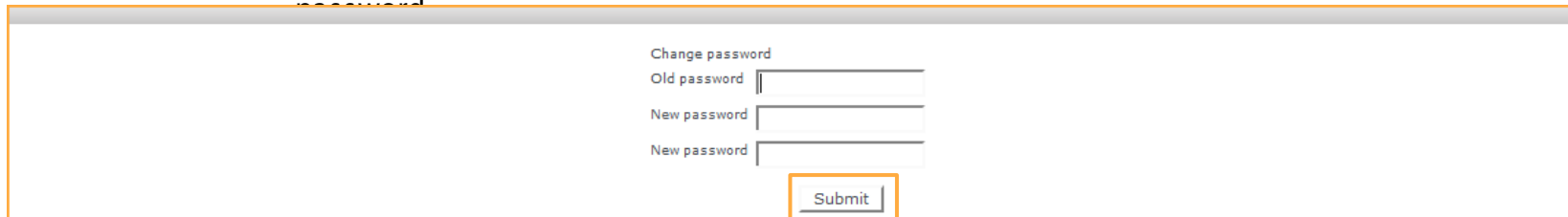
Email Profile Password [Create new profile.](#)

Email address

- The user can change his/her password after logging in by clicking on My Password link on the screen shown below.



- Enter your old and new password then click Submit button to change the password.



Change password

Old password

New password

New password

PROJECT SELECT

→ After logging in, you will see a list of projects displayed along with the status and date info.

Refresh		
Date ↕	Project	Status
01/22/2016	NAPOLEON AVENUE TERMINAL COMPLEX CONTAINER CRANES NOS. 6 & 7 MACHINERY HOUSE ROOF & WALL REPAIRS	Active

→ Clicking on a project will show you the project's information.

Return	
Project	
Project Description	NAPOLEON AVENUE TERMINAL COMPLEX CONTAINER CRANES NOS. 6 & 7 MACHINERY HOUSE ROOF & W
Date	01/22/2016
Status	Active
Winning Bidder	Beverly Construction Co., LLC
Bid Opening Date	02/06/2016
Bid Opening Time (HH:MM:SS)	02 : 00 : 00 (Central Time)
Awarded Amount (\$)	

PROJECT SELECT (Attachment Tab)

- Attachment tab is located to the right of the Ad tab.
- Clicking on the Attachment tab will show you a list of attachments.
- Login required (Yes/No) indicates whether a login is needed to download the attachment.
- You can download the file by clicking on Download.

Starts With <input type="text"/> Filter Clear			
Refresh			
Project	Attachment	Plan Holder	
Date	Description	Login Required	Download
02/04/2015	Bid Invitation	No	Download
03/18/2015	Summary Bid Document	No	Download
09/30/2015	Specifications	Yes	Download
09/30/2015	Drawings	Yes	Download
05/17/2016	Additional Project Info	Yes	Download

PROJECT SELECT (Plan Holder Tab)

- Plan Holder tab is located to the right of the Attachment tab.
- The Plan Holder tab will show you a list of the companies/plan holders for that project.

Starts With <input type="text"/> <input type="button" value="Filter"/> <input type="button" value="Clear"/>									
Refresh									
Project Attachment Plan Holder									
Company	Contact	Role	Register Status	Address	Email Address	Phone#	Fax#	Selected	
APC Construction, LLC	Robert Massa	Contractor	Active	1215 Prytania St Ste 405 New Orleans LA. 70130	robert.massa@enable-systems.com	(504) 539-4260			
Beverly Construction Co., LLC	Lanny	Contractor	Active	1215 River Road Bridge City LA. 70094	Lanny@enable-systems.com	(504) 436-2924			✓
Construction Market Data	Russ Johnson	Consultant	Active	30 Technology Parkway South #100 Norcross GA. 30092	russ.johnson@enable-systems.com	(770) 209-3668	(678) 680-0807		
Jim Bob	PORTNO	Port Employee	Active	1234 Main St Broomfield CO. 80020	jimbob@enable-systems.com	(303) 555-1212			
Test Company 1	Contact 1	Contractor	Active	1234 Main St Broomfield CO. 80021	test0930@enable-systems.com	(303) 555-8743			
Time News LLC	Tom	Consultant	Active	1889 Bee Line Clermont FL. 34711	ymurr@towncloud.com	(352) 000-2323			

PURCHASING TAB

- Click on the Home link to navigate back to the Project page.
- The Purchasing tab is located to the right of the Project tab.
- Click on the Purchasing tab will take you to the Purchasing page which shows a list of Purchasing items.

Home My Password Logout

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Purchasing Select

Starts With Filter Clear

Refresh

Project	Purchasing	Contact Info	Date	Status
	Purchasing		02/15/2015	Active

- Clicking on a Purchasing item will show you the it's information.

Return

Purchasing Attachment

Purchasing

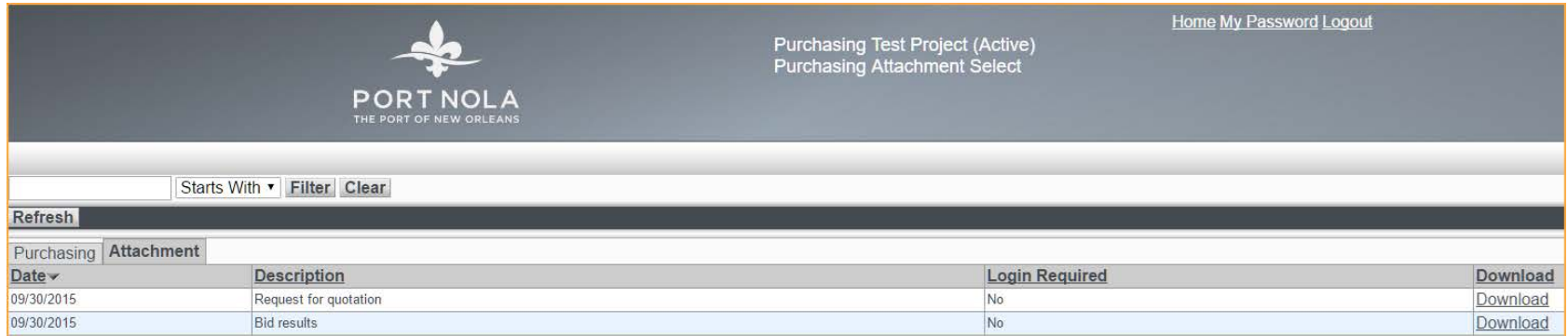
Purchasing Description Purchasing Test Project (Active)

Date 02/15/2015

Status Active

PURCHASING (Attachment Tab)

- The Attachment tab is located to the right of the Purchasing input tab.
- Clicking on the Attachment tab will show you a list of attachments.
- Login required (Yes/No) indicates whether a login is needed to download the attachment.
- You can download the file by clicking on Download.



Purchasing Test Project (Active)
Purchasing Attachment Select

[Home](#) [My Password](#) [Logout](#)

Starts With

Purchasing **Attachment**

<u>Date</u>	<u>Description</u>	<u>Login Required</u>	<u>Download</u>
09/30/2015	Request for quotation	No	Download
09/30/2015	Bid results	No	Download

CONTACT INFO TAB

- Click on the [Home](#) link to navigate back to the Project selector.
- Contact Info tab is located to the right of the Purchasing tab.
- Clicking on the Contact Info tab will show you your contact details.



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Contact Select

[Home](#) [My Password](#) [Logout](#)

Starts With ▾ Filter Clear

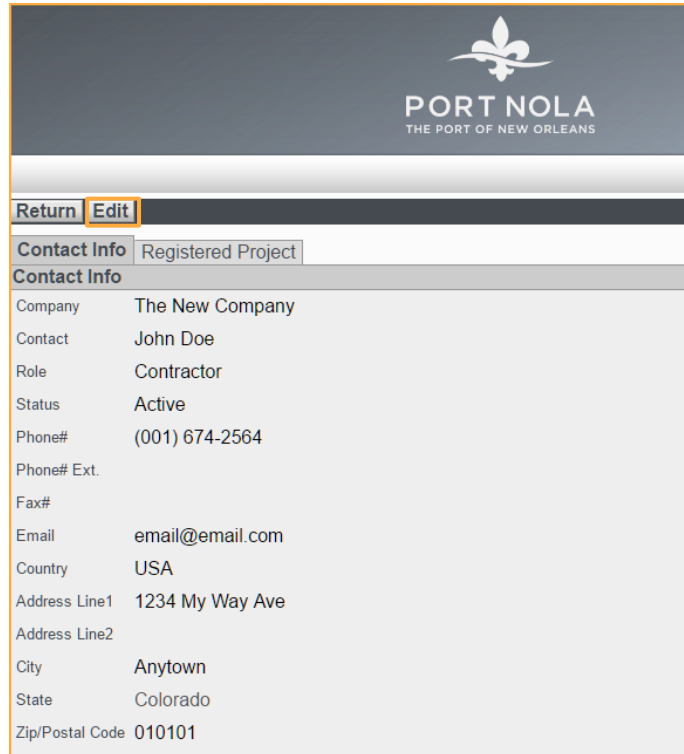
Refresh

Project Purchasing **Contact Info**

Company ▾	Contact	Role	Status	Address	Email Address	Phone#
The New Company	John Doe	Contractor	Active	1234 My Way Ave Anytown CO. 010101	user@someaddress.com	(001) 674-2564

CONTACT INFO TAB (Company Info)

- Clicking on the Company name will show you more detail.
- Clicking on Edit will allow you to change the Company's info.



The screenshot displays the PORT NOLA logo at the top, followed by a navigation bar with 'Return' and 'Edit' buttons. Below this is a tabbed interface with 'Contact Info' selected. The main content area shows a list of fields for a company, including name, contact person, role, status, phone numbers, email, country, and address.

Contact Info	
Company	The New Company
Contact	John Doe
Role	Contractor
Status	Active
Phone#	(001) 674-2564
Phone# Ext.	
Fax#	
Email	email@email.com
Country	USA
Address Line1	1234 My Way Ave
Address Line2	
City	Anytown
State	Colorado
Zip/Postal Code	010101

CONTACT INFO (Registered Project Tab)

- The Registered Project tab is located to the right of the Contact Info tab.
- Clicking on the Registered Project tab will show you a list of the Projects that the company is registered for.

Home [My Password](#) [Logout](#)


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The New Company
Registered Projects

Starts With ▾ **Filter** **Clear**

Refresh

Contact Info **Registered Project**

Project ▾	Status	Post Date
Demo Project 1.5	Active	01/31/2017



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