

# RTA

www.norta.com



## How to do Business with the Regional Transit Authority

### Register your company to do business with Regional Transit Authority New Orleans Procurement

Go to: <https://norta.procurement.com/>

## RTA Electronic-Bid Portal

**Click on the tab: “Register” and input you’re Company Name and your E-mail Address.**

**An E-mail will be sent directly to you to complete your Company’s Registration**

**Make sure to put in all applicable NAICS category Code to receive future solicitation and Request for Quote.**

**Click on the “Solicitation” tab to see current solicitation or request for quote.**

## Vendor Registration Guide

**The RTA Procurement Department encourages all vendors to register with our new E-Bids System at <https://norta.procurement.com/home>**

**This portal allows vendors to view, print, and upload information regarding current purchases, request for quotes, Solicitations, etc.**

**To register as a new vendor, click on the Registration tab, enter a Company name and email address, and click the Next button.**

**Once you have register you will be sent an email message to verify your email address. Open the message and click on the specified link, create your personal password, click the Change Password button, and follow the instructions for completing your company registration.**



*You're On Your Way!*

### **Company:**

**Fill out all required fields and click on the Insert button to save your entries or Cancel to clear the form. After you have completed all steps of your registration, you will see a View Company Summary link at the top of the Company page that will provide a printable summary of your complete company profile. To edit your company profile, login and click on the Registration tab.**

### **Categories**

**Categories are used to define the products and services that your company provides. These Categories are used in matching bid opportunities with vendors that provide relevant products and services. NAICS Code: If you do not know your company's North American Industry Classification System Code you can click on the link on the E-Bid System or at <http://www.naics.com/search/>**

**Documents:** On the Documents page, you will be presented with fields for one or more optional or required documents to be submitted as part of the registration process. To upload a document, click on the Browse button, navigate to the folder that contains your document, highlight the document, click the open button on the dialog box, and click the Save button to upload your documents.

**If successful, the page will refresh and you will see an Account Information Updated message at the top of the screen. Your document filenames will appear as hyperlinks on the page, along with the date uploaded and the name of the user who uploaded the documents. You can upload a new document that will overwrite the existing document file previously uploaded (you cannot delete a document). Follow the procedure for entering a new document.**

**Approval:** You will see an Account Approval section and status near the top of the Company page. Your Account will be initially given Pending status until the site owner has reviewed and approved your request to be an active vendor in their system. You will receive an email message when your Account has been Approved which will be reflected in the Account Approval Status on the Company page. You begin receiving notification of all solicitations, request for quotes in accordance with Companies register NAICS Code

