# AAA PRASA DATA BID Online Information System

## **User Manual**

**Participants** 



#### **Objectives**

- Provide the potential bidder a guide to carry out the following actions:
  - Accessing the Online PRASA-DATA-BID System
    - Guest
    - Participant (has an assigned username and password)
  - Changing your password
  - Accessing a project
  - Submitting questions
  - Downloading documents
  - Technical Support for the PRASA-DATA-BID System

#### **Access Levels**

 Guest – Users without a username and password will be regarded as guests. This role has limited access to the project information. It will be able to see general information and public documents, such as public announcements or invitations, pre-bid or orientations, site-visit, and bid opening dates or submission dates.

 Participant – Users with a username and temporary password provided by the system administrator. This role has access to all project information available for the projects the participants has gain access.

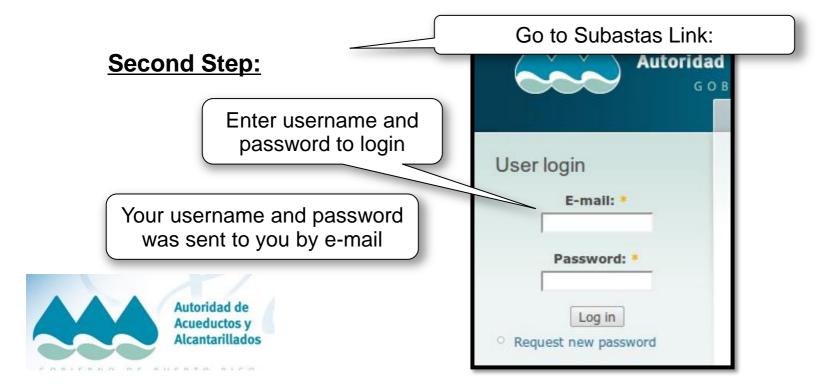
#### **User Accounts**

- There will be one (1) account per company, which will be created by the system administrator.
- The username for the account will correspond to the e-mail provided for such account. Ideally, the authorized representative should have access to such e-mail account.
- The username and password will be sent to the e-mail previously provided.
- The bidder who has interest in participating in other bid processes can use the same account. However, access to the other project will be provided after registering with the Puerto Rico Aqueduct and Sewer Authority (PRASA).

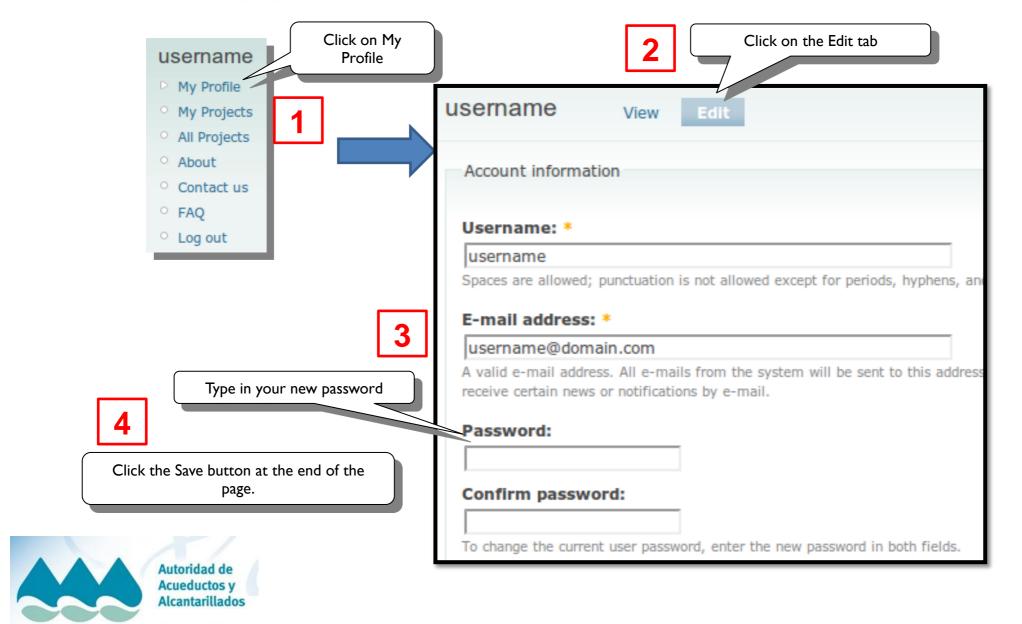
#### First Step:

In you browser, go to: <a href="http://aaasubastas.com">http://aaasubastas.com</a>





#### Changing your password

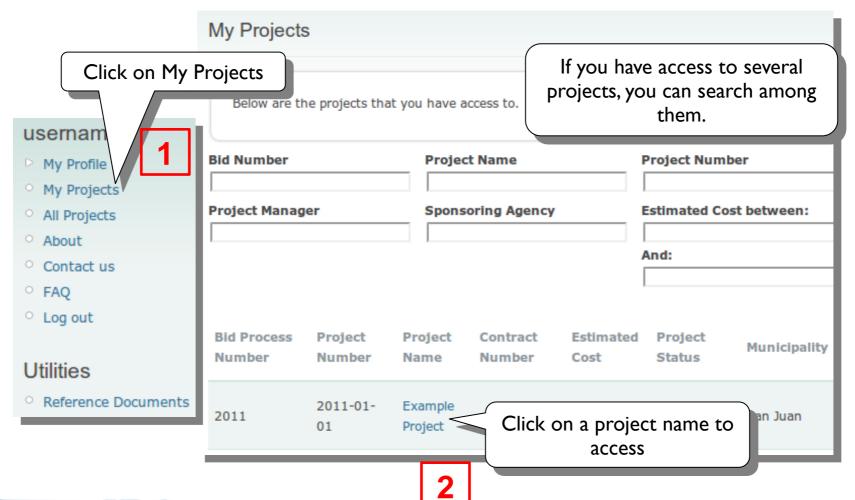


#### **Navigation Menu**

Autoridad de Acueductos y Alcantarillados

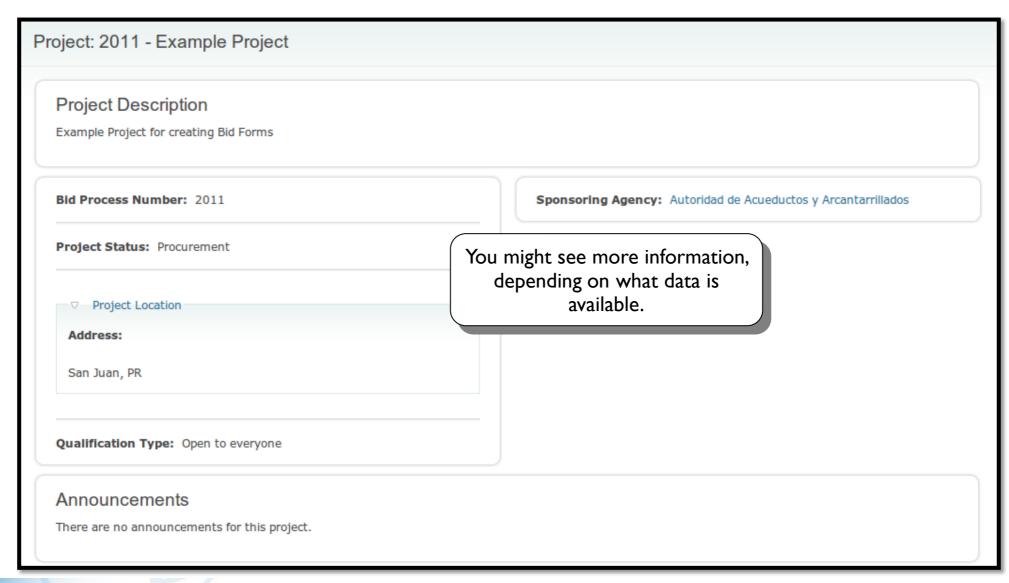
username My Profile View projects in which you are View all projects in My Projects participating the system All Projects About Contact Us for technical support or feedback Contact us View the Frequently **Asked Questions** FAQ Log out View reference documents, such as the Utilities user manual Reference Documents

#### **Access a Project**



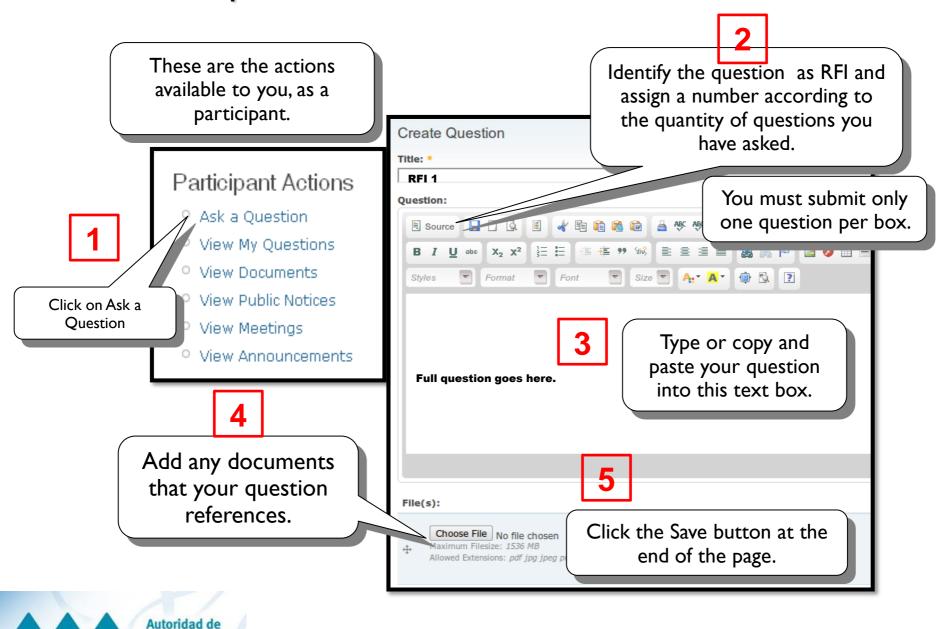


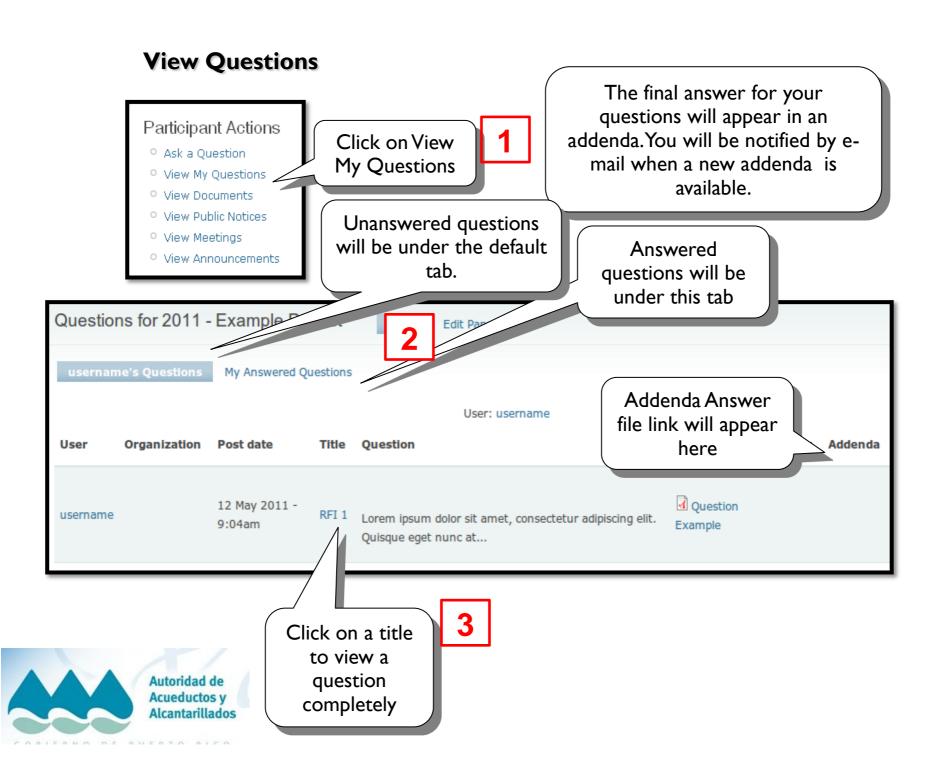
#### **View Project Information**



#### **Participant Actions**

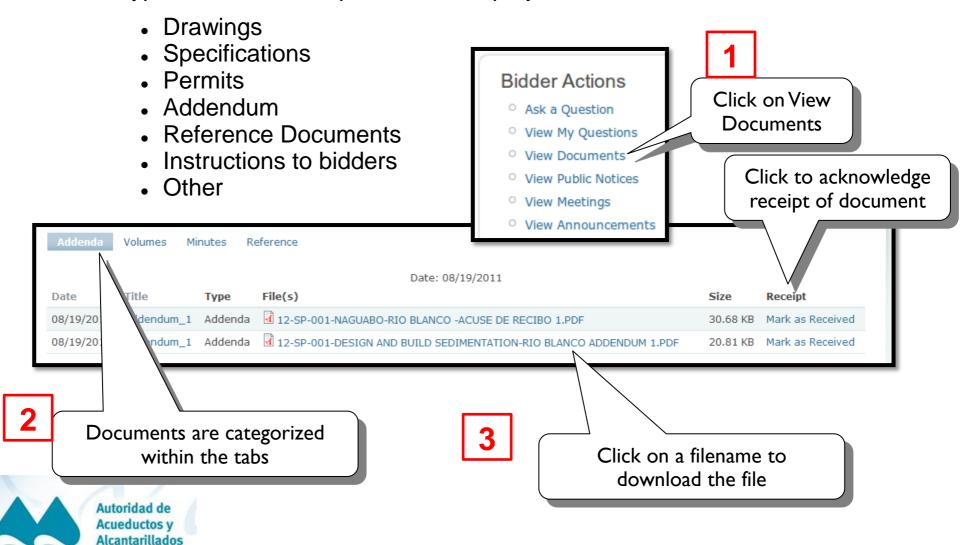
Acueductos y Alcantarillados





#### **View Documents**

Types of documents provided for a project:

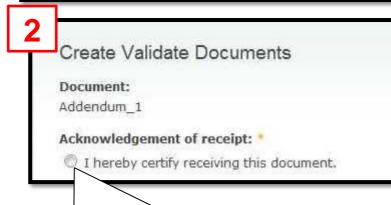


### **Document Receipt**

Click on link to acknowledge receipt of document

Bidder must acknowledge receipt and viewing of documents





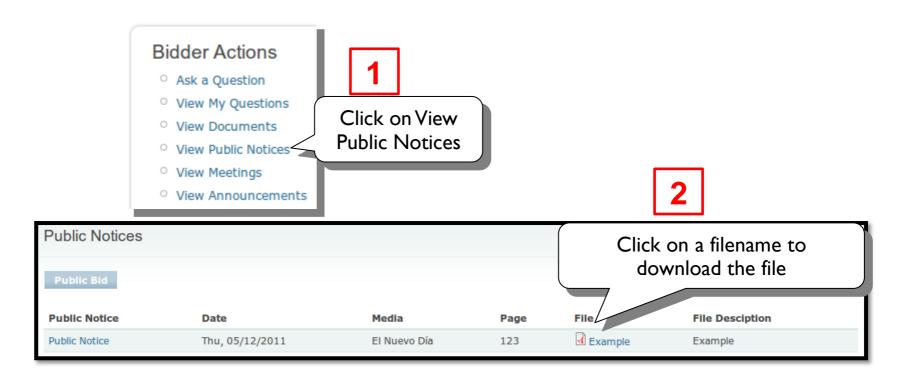
Select acknowledgement of receipt and click "SAVE"



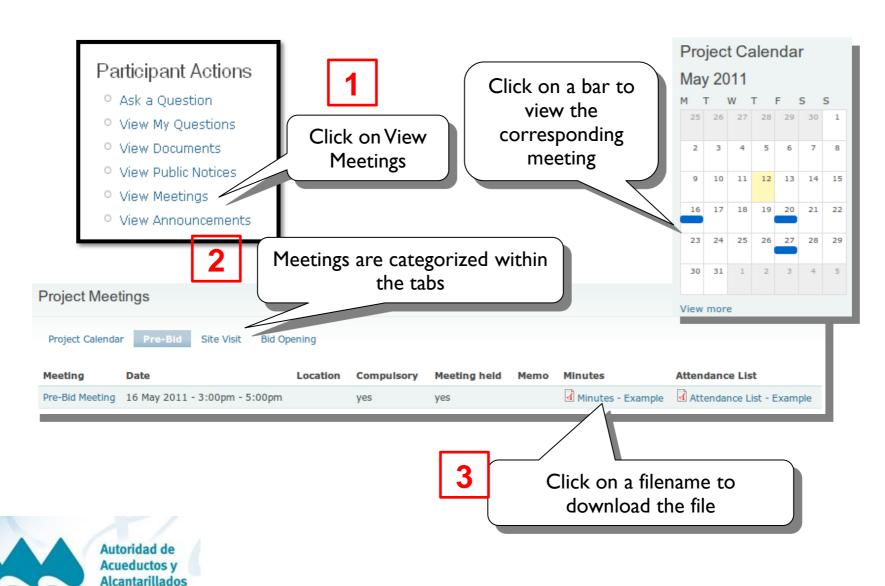
Confirmation of acknowledgment of document will be saved in the system.



#### **View Public Notices**



#### **View Meetings**



#### **Technical Support**

