



PlanetBids Registration / Bidder Instructions



Initial PlanetBids Vendor Registration

If you do not have an account with PlanetBids, complete these steps first:

- Go to the RTA's PlanetBids Portal at <https://www.slorta.org/about-rta/request-for-proposals/>
- Click **Vendor Registration**.
- Fill out company details, legal name, address, and tax ID.
- Set up your username, password, and notification emails. (Note: this email address will receive all future bid notifications)
- Submit the form to activate your basic vendor profile instantly.

Becoming a Prospective Bidder on an RTA Project

Once registered and logged into the RTA's PlanetBids portal at <https://www.slorta.org/about-rta/request-for-proposals/>, take these project-specific steps:

- Select **Bid Opportunities** and find your target project/RFP.
- Click on the project/RFP to open its details and download documents.
- Navigate to the **Prospective Bidders** tab.
- Click the **Become a Prospective Bidder** icon or button (often located at the top right or triggered when selecting **Place eBid**). (Note: you must be logged in to become a prospective bidder).
- Confirm your status to ensure you receive addenda, questions & answers and project updates

To submit an electronic bid on PlanetBids

Log into the RTA's PlanetBids portal at <https://www.slorta.org/about-rta/request-for-proposals/>, take these project-specific steps:

- Select **Bid Opportunities** and find your target project/RFP. Click on the RFP to open
- **Review Documents:** Download all project files, specs, and check the **Addenda/Emails** tab to acknowledge any changes.
- Select **Place eBid** and accept the terms.
- **Detail Tab:** Verify your company data and contact details.
- **Attachments Tab:** Upload all required compliance documents, forms, and signatures well before the deadline. (Note: all required documents must be combined as one overall pdf package for upload)
- **Save/Submit:** Save your progress as a draft if needed, then finalize.
- **Enter PIN:** Input your secure electronic bidding PIN to sign and lock the submission. Look for an on-screen confirmation and a confirmation email