



## IMPORTANT NOTICE

### THE URA WILL NO LONGER USE PUBLIC PURCHASE EFFECTIVE JANUARY 6, 2021

#### Register for the URA's new bidding service!

The Urban Redevelopment Authority of Pittsburgh (URA) is proud to announce the transition from the use of Public Purchase to Ion Wave Technology (IWT), a cloud-based bidding platform.

Effective January 6, 2021, all interested parties can submit Requests for Proposals, Requests for Qualifications, and bidding opportunities through the following link, which is located on the [URA Proposals & Bids page](#): <https://ura.ionwave.net/Login.aspx>.

To be notified of all opportunities, please complete the registration process via the detailed instructions below.

#### INSTRUCTIONS

The registration process with the IWT cloud-based eProcurement service requires completion of the following steps:

1. Visit this link to begin the registration process: <https://ura.ionwave.net/Login.aspx>
2. Begin registration by clicking on the **Supplier Registration** box to the right of the Login box.
3. Complete all required fields marked with a red asterisk (\*) within each section to advance to the next step. Please click Return to return to any previous section and edit any information. Complete all required info in this section and click **Save**.
4. Verify your email address to proceed with Supplier Registration after completing the Company Information section.
5. Complete the remaining Supplier Registration sections:
  - a. Changes to auto-populated fields will require you to edit the identified previous section used to populate the field.
  - b. IWT will send notifications for future bid opportunities related to any of the IWT Commodity Codes selected from the "Commodity Codes" section.
6. Review the registration information and click "**Register Now**" to successfully conclude the registration.
7. Access the URA Supplier portal using your login information to view bid events and opportunities available to your organization.

All registered parties are responsible for keeping information up to date, particularly contact information and email addresses.

**NEED ASSISTANCE?**

If you need any assistance with this process, or encounter an issue setting up the registration, please contact Ivy Alexander at [ialexander@ura.org](mailto:ialexander@ura.org).