



Informative Guide to Register for Auction, Download Specifications, Addenda, Auction Documents and Submit Proposal

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Auctions					
Bid Number	Bid Name	Documents will be available from	Proposal / Offer / Qualifications Due Date	Status	Information
AVP-RFQ-123125	Aution Test	12/31/2025	01/31/2026	Active	View
Summary Description Test			Action Procurement Process Registration Package and Addenda Documents Upload Proposal Documents		

3. To register for the auction, press the **Procurement Process Registration** button:

Auctions					
Bid Number	Bid Name	Documents will be available from	Proposal / Offer / Qualifications Due Date	Status	Information
AVP-RFQ-123125	Aution Test	12/31/2025	01/31/2026	Active	View
Summary Description Test			Action Procurement Process Registration Package and Addenda Documents Upload Proposal Documents		

4. After pressing the button, a screen will open to enter your email and password, fill in both fields and then press the **Login button**. Continue to step 5.
If you do not have an account created, please click on the **Register Here** link at the bottom of the screen, see instructions on page 15.

Note: It is important to accept the *Cookie Policy* before entering the credentials.



Enter your email and password to register in the process, download the package and addendums and to submit your proposal documents electronically. If you do not have an account, [Register Here](#)

 **LOG IN**

Email Address

Password

To continue, please review and accept our Cookie Policy.

Cancel

[Forgot Password?](#)

[Read Our Cookie Policy](#)



Enter your email and password to register in the process, download the package and addendums and to submit your proposal documents electronically. If you do not have an account, [Register Here](#)

 **LOG IN**

Email Address

Password

Log In

Cancel

[Forgot Password?](#)





5. After entering, you will have access to the registration that you must complete to participate in the auction. The register consists of two parts (see screens below):
6. **Individual Entity Information:** In this section you must complete all the required fields, these fields are identified with a red asterisk (*):

Individual Entity Information

You have until January 31, 2026 at 9:30 AM to register for this Procurement Process and submit your Proposal / Offer / Qualifications.

Bid Number	Bid Name
AVP-RFQ-123125	Aution Test

Legal Name of the Entity or Individual*

Online Services LLR

Registro de Comerciante

Physical Address (Line 1)*

abc1233

Physical Address (Line 2)

test123

City*

Caguas

State*

Puerto Rico

Postal Code*

00725

☒ **Physical Address and Postal are the same**

Postal Address (Line 1)*

abctest

Postal Address (Line 2)

test

City*

Caguas

State*

Puerto Rico

Postal Code*

00725

7. **Authorized Representative Information:** In this section you must complete all the required fields, these fields are identified with a red asterisk (*). **It is important that the email to be entered is that of the person who will oversee the bidding process. Notices and communications of the auction will be sent to this email, including confirmation of registration and confirmation when the proposal is submitted.**



Authorized Representative's information

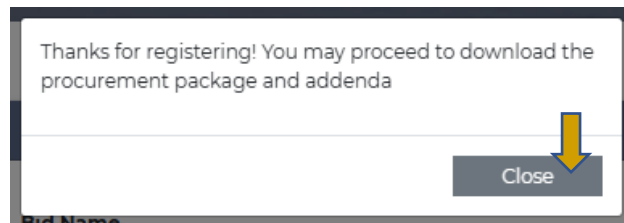
Printed Name* Leslian	Position within the Entity* manager
Mobile Phone* (939) 293-1164	Contact Phone* (939) 293-1164
E-mail* leslian.lopez@itdgpr.com	Additional E-mails
*All communications of this procurement process will be sent to this e-mail	
Signature* LLR	Date* 12/31/2025

Register
Cancel

- To complete the registration, you need to press the **Register button** at the bottom of the page. If you press the **Cancel button**, the registration will not be completed:



- Upon registration a confirmation message will be presented, press the **Close** button to continue the process:



- You will be redirected to the screen where the "Package" and "Addenda" sections are located. To download, press the **Download button** next to the document:



Procurement Process

Bid Number

AVP-RFQ-123125

Bid Name

Aution Test

Availability of Package Documents From

12/31/2025

Proposal / Offer/Qualifications Due Date

01/31/2026

Package

Package	Announcement Date	Download
PLIEGO Prueba @	12/31/2025	 

Addenda

Addenda	Announcement Date	Download
Documento Subasta	12/31/2025	

Return

11. You will receive an email confirming that registration is complete

Thank you for registering for the auction AVP-RFQ-123125 - Aution Test



AVP Subastas (UAT) <AVPSubastas-DoNotReply@alertas-uat.itdgpr.com>
To  Leslie López Rivera

Dear Online Services LLR,

You have successfully registered for the procurement process **AVP-RFQ-123125 - Aution Test**.

You may download the procurement documents and/or upload proposal documents at this link:

<http://subastas-uat.itdgpr.com>

The following are your Registration details:

- **Date and time of registry:** 12/31/2025 12:46 PM - UTC

Thank you.

Procurement Office



Download Specifications and Addenda or Documents of an auction

1. To download the auction documents and addenda, you must first complete the auction registration process (see instructions on pages 2-6). Press the **Package and Addenda** button:

Auctions					
Bid Number	Bid Name	Documents will be available from	Proposal / Offer / Qualifications Due Date	Status	Information
AVP-RFQ-123125	Aution Test	12/31/2025	01/31/2026	Active	View

Summary
Description Test

Action

- [Procurement Process Registration](#)
- [Package and Addenda](#)
- [Documents](#)
- [Upload Proposal Documents](#)

2. After pressing the button, a screen will open to enter your email and password, fill in both fields and then press the **Login** button:

Enter your email and password to register in the process, download the package and addendums and to submit your proposal documents electronically. If you do not have an account, [Register Here](#)

LOG IN

Email Address

Password

[Forgot Password?](#)



- The auction specifications and addenda (if any have been published) will be displayed. To download the document, press the **Download button** next to the document:

Procurement Process

Bid Number

AVP-RFQ-123125

Bid Name

Aution Test

Availability of Package Documents From

12/31/2025

Proposal / Offer/Qualifications Due Date

01/31/2026

Package

Package	Announcement Date	Download
PLIEGO Prueba @	12/31/2025	 

Addenda

Addenda	Announcement Date	Download
Documento Subasta	12/31/2025	

Return

- To return to the auction search, press the **Return button**:

Addenda

Addenda	Announcement Date	Download
Documento Subasta	12/31/2025	

Return



- To download auction documents, you do not need to be registered with the auction. Just press the **Documents button** and you will be directed to the screen:

Auctions					
Bid Number	Bid Name	Documents will be available from	Proposal / Offer / Qualifications Due Date	Status	Information
AVP-RFQ-123125	Aution Test	12/31/2025	01/31/2026	Active	View
Summary Description Test			Action Procurement Process Registration Package and Addenda Documents  Upload Proposal Documents		

- A screen will be displayed with all documents published in the auction. Press the **Download button** next to the document you want to get and the Return button **to return to the Auctions list**:

Procurement Process		
Bid Number AVP-RFQ-123125	Bid Name Aution Test	
Deadline of Availability of Package Documents 12/31/2025	Proposal / Offer/Qualifications Due Date 01/31/2026	

Document		
Document	Announcement Date	Download
Documento Subasta	12/31/2025	Download 


[Return](#)



Submit Proposal

1. To submit a proposal, you must be registered in the auction, and the **Upload Proposal Documents** button must be present when the View button is pressed. Press the button and continue to step 2.

If the button is not displayed, it means that no proposals/offers are being received for that process, you can advance the process of registering and downloading the specifications and addenda (See instructions on pages 2-9).

Auctions					
Bid Number	Bid Name	Documents will be available from	Proposal / Offer / Qualifications Due Date	Status	Information
AVP-RFQ-123125	Aution Test	12/31/2025	01/31/2026	Active	View

Summary
Description Test

Action

- [Procurement Process Registration](#)
- [Package and Addenda](#)
- [Documents](#)
- [Upload Proposal Documents](#)

2. After pressing the button, a screen will open to enter your email address and password, fill in both fields and then press the **Login button**.

Enter your email and password to register in the process, download the package and addendums and to submit your proposal documents electronically. If you do not have an account, [Register Here](#)

LOG IN

Email Address

Password

[Forgot Password?](#)



3. You will be directed to a page where you can upload the documents related to the proposal in their respective section, at the top of the page are the instructions/formats allowed:

PROCUREMENT

Important Information:

*Select all the documents you want to submit in each section and then press the Upload button

*Allowed format documents: PDF and Zip.

*Maximum capacity of documents allowed: up to 500MB per section.

*Maximum number of documents allowed: Up to 30 files per section in PDF and Zip format

*The file name must not exceed 100 characters in length.

*The following characters are not allowed in the filename: # % * / ? : | < > {}

Qualifications (RFQ/QBS)

File Name	Size	Preview	Delete	Progress	Date	Retry
	0.0KB			0.00%		

Cancel

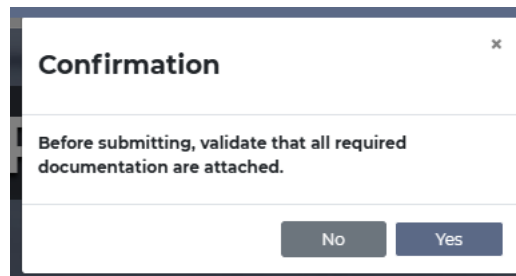
Submit

4. Depending on the type of proposal, it will be the fields shown on the screen:

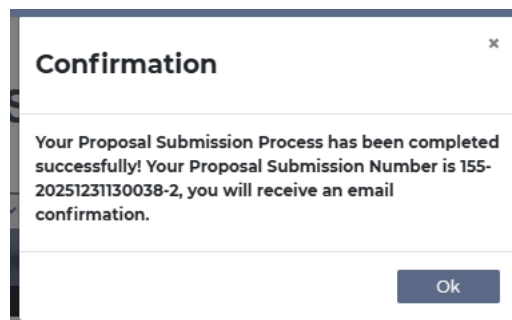
- a. *Invitation For Bid*
 - i. Bid Offer (IFB)
- b. *Qualification Based Selection*
 - i. Qualifications (RFQ/QBS) / *Qualifications (RFQ/QBS)*
- c. *Request For Proposal*
 - i. Technical Proposal (*RFP*)
 - ii. Cost Proposal Requirements (*RFP*)
- d. *Request For Qualification*
 - i. Qualification Requirements (RFQ/QBS) / *Qualifications (RFQ/QBS)*
- e. *Informal Procurement Process*
 - i. Quotations



5. Once you have uploaded the documents for each section, click the **Submit button** at the bottom of the page:



6. A message will be displayed with the confirmation number for submitting the proposal:



7. You will receive an email with confirmation of the date and time the proposal was submitted and the data you filled in at registration:



Bid received for auction AVP-RFQ-123125 - Auction Test



AVP Subastas (UAT) <AVPSubastas-DoNotReply@alertas-uat.itdgpr.com>

To  Leslie López Rivera

Dear Online Services LLR,

Thank you for your interest in participating of the procurement process **123125** for **Auction Test**. Your Proposal Submission has been completed.

The following are your Registration details:

- **Procurement Process ID:** 123125
- **Procurement Process Name:** Auction Test
- **Legal Name:** Online Services LLR
- **Physical Address:** abc1233 test123, Caguas, 42, 00725
- **Postal Address:** abctest test Caguas, 42, 00725
- **Authorized Representative:** Leslie
- **Position within the Entity:** manager
- **Mobile Phones:** (939) 293-1164
- **Work Phones:** (939) 293-1164
- **Email Address:** leslie.lopez@itdgpr.com
- **Adicional Email Addresses:**
- **Proposal Submission Number:** 155-20251231130038-2
- **Proposal Submission Date and Time:** UTC - 12/31/2025 13:02:32

Thank you.

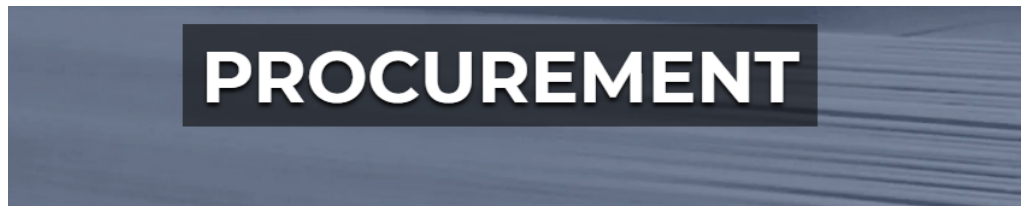
Procurement Office



Create user account

This process only needs to be done once, after you have your account created you can register for all the auctions you want to participate in.

1. Fill in all the fields shown on the screen and press the **Create Account** button:



[Home](#) > Create Account

Create Account

First Name

e.g. John

Last Name

e.g. Doe

Email Address

e.g. example@outlook.com

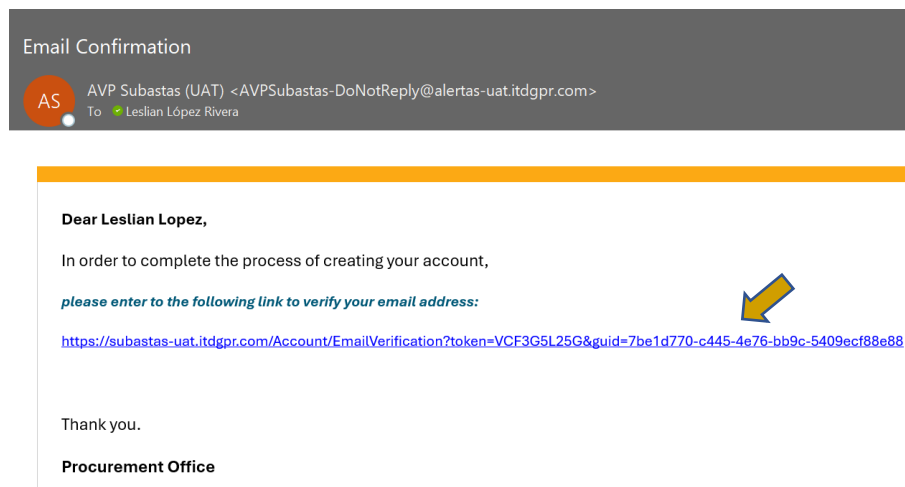
Password

Confirm Password

Create Account

Cancel

2. You will receive an email, press the link to validate your account:





3. Once your account is validated, you will be able to complete the registration process. If you do not validate the account, you will not be able to register.

PROCUREMENT

[Home](#) » Email Verification

Email Verification

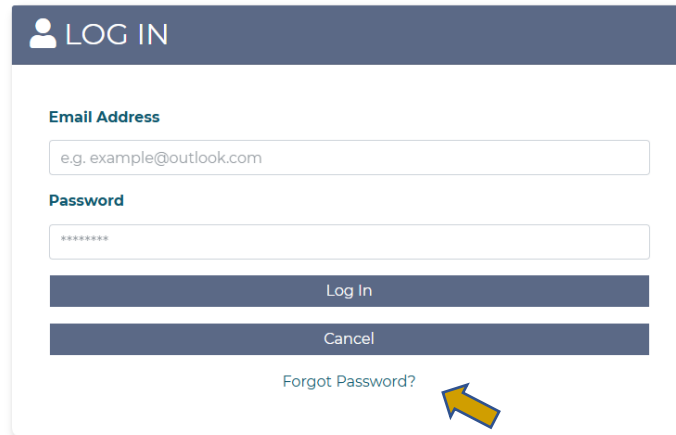
Your account has been verified!

[Home](#)

Recover password

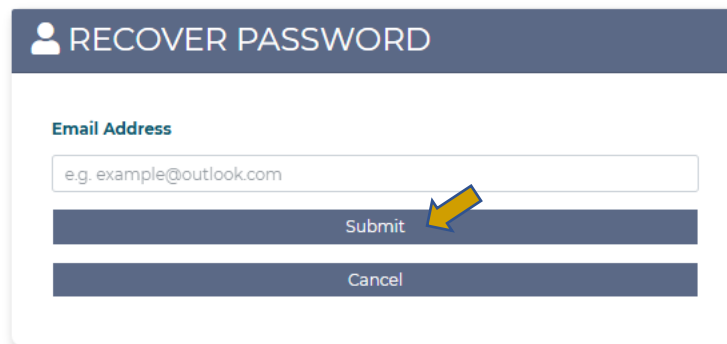
1. Click the **Forgot Password** link on the **Login screen**:

Enter your email and password to register in the process, download the package and addendums and to submit your proposal documents electronically. If you do not have an account, [Register Here](#)



The screenshot shows a 'LOG IN' form with a dark blue header. Below the header, there are two input fields: 'Email Address' with the placeholder 'e.g. example@outlook.com' and 'Password' with a masked password '*****'. Below these fields are two buttons: 'Log In' and 'Cancel'. At the bottom of the form, there is a link 'Forgot Password?' with a yellow arrow pointing to it.

2. Enter the email with which you created the account and press the Submit button:



The screenshot shows a 'RECOVER PASSWORD' form with a dark blue header. Below the header, there is an 'Email Address' input field with the placeholder 'e.g. example@outlook.com'. Below this field are two buttons: 'Submit' and 'Cancel'. A yellow arrow points to the 'Submit' button.

3. You will receive an email with the temporary password:



Contraseña temporera



AVP Subastas (UAT) <AVPSubastas-DoNotReply@alertas-uat.itdgpr.com>
To: ✓ Leslie López Rivera

Estimado/Estimada Leslie Lopez,

Favor de copiar la contraseña e inicie sesión, luego de esto se le solicitará que asigne una contraseña nueva.

Su contraseña temporera para leslian.lopez@itdgpr.com es:

X4JK42RJIO

Gracias.

Adquisiciones y Contratación

4. By entering the password on the **Login screen**, you will be able to update it:

 **CHANGE PASSWORD**

Current Password

New Password

Confirm Password