



The Metropolitan District

The MDC's new **ProcureWare** online sourcing system opens for business on September 9, 2020.

What is ProcureWare?

ProcureWare is an online tool designed for the procurement needs of public entities to source a broad spectrum of procurement requirements for materials, services, and construction. It streamlines supplier registration and management, simplifies the RFx process, and helps procurement teams manage supplier contracts. ProcureWare is a direct replacement for our existing eBid system. ProcureWare is provided by Bentley Systems. Hosted by **Bentley**

The MDC's ProcureWare site will go live at 8:00AM on Wednesday September 9, 2020 with all of the data, documentation, records, and history that were previously held in eBid. Your user accounts will be migrated from eBid to ProcureWare and all of our vendor records and accounts will be there too.

How do I access ProcureWare?

Your name and email address have already been entered in to ProcureWare. However, you will need to set up a new password.

Reset Password

Enter your email address to reset your password.



Enter Email Address

Submit


- After 8:00 AM (EDT) on September 9, 2020 when ProcureWare goes live, please follow this link to the new procurement system site: <https://mdc.procureware.com/login> (*The site will not be available until that time.*)
- Enter your email address in the “Reset Password” text area and click “Submit.”
- Once you receive the link, click it to set up your password and log in.

How do I use the new ProcureWare system?

Once you have **logged in** to ProcureWare:

- Experienced eBid users will notice that the system functions very similarly to eBid. The primary difference in user feel is that the horizontal tabs have been removed and replaced with a vertical menu bar on the left side of the screen. Navigation to your projects out for bid will work the same, either through the bid list or the bid calendar, both accessible from the menu bar.
- Click on the Help icon  in upper right corner of any page and click this video link "[General User Training Session](#)" to see the software in action.
- Use Bentley's Online Help to access resources on everything from viewing bids and documents to looking up vendors by clicking the Help icon  in upper right corner of any page.

Where should I go with questions about ProcureWare?

- If you have any trouble with access, have any questions, or need a walk-through, please contact Ted Sweeney at tsweeney@themdc.com or at ext.3361.
- Also, when you're logged in to the system, you may access Bentley's 24/7 Online Help by clicking the Help icon  in upper right corner of any page.
- If you have any concerns or experience any issues with the site, please contact ProcureWare Support at support@procureware-client.zendesk.com or create a ticket using the link in the Online Help.