

# eTENDERING PORTAL Respondent User Manual 7-0-7

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## 1 Document Control

## **1.1** Document Version

The full version history of this document can be found in the appendix.

## **1.2** Terms and Definitions

Glossary containing the meaning of all names, acronyms, and abbreviations used within this document.

Term/Acronym	Definition
Access Code	The unique code issued to an invited Respondent that will grant them access to the Rfx within the eTENDERING PORTAL. Access Codes are only provided when the tender is an 'Invited Only' tender.
Buyer	An internal CONTRACTS officer representing the entity that manages the eTENDERING PORTAL for the purpose of establishing contracts with suppliers.
Closing Date	The date and time at which an RFx will be closed and Submissions can no longer be uploaded via the online eTENDERING Portal.
Contract	'Contract' is the term used to represent an agreement between your organisation and another contracting Supplier or Suppliers (see below). A contract can refer to the actual agreement or to the contract record within the database, with associated data and documents attached.
Dashboard	The Dashboard is the first screen the user will be directed to once they log into Open Windows CONTRACTS. It is made up of widgets, modules and a message bar. The dashboard can always be accessed by clicking on the Open Windows logo.
eTENDERING Portal	The online portal in which RFx's are advertised and where Submissions are lodged electronically. The eTENDERING Portal supports the tendering process on the web.
Opening Date	The date and time in which an RFx is open and accessible via the eTENDERING Portal.
Pre-contract	A pre-contract is a record used to capture budgetary, sourcing, and/or procurement information prior to letting a contract.
Respondent	This is the term used to refer to an organisation that has registered on the eTENDERING PORTAL. When a submission is imported into CONTRACTS, the respondent is added as a supplier.
Revised Clarification Date	The effective and revised closing date of the clarification period as it may be amended from time to time. After this date, no further clarifications can be submitted.
Revised Closing Date	The effective and revised Closing Date as it may be amended from time to time.

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RFx	A generic term used to represent a stage in your tender process such as Request for Information (RFI), Request for Proposal (RFP), Request for Quote (RFQ), or Request for Bid (RFB).
SOURCING	An optional module for CONTRACTS which supports the tender lifecycle and allows you to record tender details and collate tender documentation each time you go out to market via 'Stages'.
Submission	A written offer submitted by the Respondent to an RFx via the eTENDERING Portal.
Supplier	A 'Supplier' is the term given to an 'other' contracting organisation. In most cases, a supplier will be associated to a Contract, Preliminary or a Project within the application.
Tenderer	Another term that is used for a respondent.
Unlocker	Internal Staff member responsible for unlocking the RFX on the eTENDERING Portal and importing RFx Submissions into Contracts.

## **1.3** Document References

All documents referenced and / or used to assist the creation of this document.

Document	Author(s)	Version
CONTRACTS User Manual	Various	7-0-7
SOURCING User Manual	Various	7-0-7
eTENDERING PORTAL User Manual	Various	7-0-7



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## 2 Introduction

This Instruction Book will assist you in using the eTENDERING Portal to view and lodge electronic Submissions to RFx's. This document covers the following functions:

- Registering and logging on as a Respondent
- Viewing RFx details
- Register/deregister your interest in an RFx
- Download RFx Documentation
- Lodge and modify a Submission to an RFx
- View RFx communications and submit queries via the eTENDERING Portal
- Contacting a Contact during the RFx period.
- Viewing RFx updates during the RFx Period.
- Managing your account details (including resetting your password)



## **3** Registering on the eTENDERING PORTAL

You are required to register on the eTENDERING Portal to lodge submissions and access invited tenders. Use the following instructions to register, you will only need to do this if you have not previously registered and/or do not have an eTENDERING Portal account.

[INSER	T LOGO HERE] eTENDERING Portal	
Q Search RFx's	Desktop	?
Advanced Search	Search Search for RFx's Search for RFx's using advanced criteria	
Proposed Current Closed Archived Awarded	My Submissions       My Subscriptions         View the details of the submissions you have made.       Manage and view the list of RFx's you have alerts	for.
My Account Home Login Create Account		

1. From the My Account widget select Create Account link.

#### Figure 3-1: Create Account

2. Complete your details on the **Respondent Registration** page. Note all fields marked with \* are mandatory.

Search RFx's	Create Respondent Account	
Search	Fields marked with * are required.	
Advanced Search	Contact Details	
	Title	
📄 View RFx's	First Name *	
Proposed	Last Name *	
Current	Email *	
Closed	Note: All emails generated from eTENDERING will be sent to this email address	
Archived	Phone *	
Awarded	Mobile	
	Fax	
🏠 My Account	Address Details	
Home	Street Address 1 *	
Login	Street Address 2	
Create Account	City *	
	State *	
	Postcode *	
	Country AUSTRALIA	





		m	0	d	u	L	а	r	р	r	0	С	u	r	е	m	е	n	t
--	--	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

3. Review the **Conditions of Use** and select the checkbox. Select **Submit** to complete the registration.

TimeZone Details					
Time zone	(UTC+10:00) Canberra, I 🗸				
$\Box$ I have read and agree to the conditions of use					
Create Account					
	-				

#### Figure 3-3: TimeZone Details

4. A message will appear indicating you have successfully registered and notify you that an email has been sent to you with instructions on how to complete the registration process.

Search RFx's	Create Respondent Account
Search	Congratulations!
Advanced Search	You have successfully created an account. An email has been sent to you which contains instructions on how to complete the account creation process.
View RFx's	
Proposed	
Current	
Closed	
Archived	
Awarded	
My Account	
Home	
Login	
Create Account	
L	

#### Figure 3-4: Create Respondent Account

5. Log into your email account, you will see an email similar to the following from the eTENDERING Portal. Click the verification hyperlink to complete the registration.

**Note:** Your email security settings may prevent this hyperlink from being active. If this is the case copy and paste the link into the address bar of your internet browser.





eTE	NDERING :: Respondent Account Creation Inbox x	ē	
•	Open Windows Training - eTENDERING noreply@openwindows.com.au via sendgrid.me 7:44 AM (1 minute ago) →	*	•
	Dear Brad Supplier,		
	Thank you for creating an account on the eTENDERING portal. Before you will be able to access the member section of the site you w to click the link below to confirm your details.	vill need	ł
	http://training.openwindows.com.au/eTendering/SupplierRegistration.aspx?reg=vBu2TsXRB7Kjxl4eUvFrKc5i%2bzjr0c% 2ftlVa1sr08bpCpSTyFlbo8hq%2bPpzxXqv0D		
	Please do not reply to this email. If you received this email in error please disregard it.		

## Figure 3-5: Respondent Account Creation

6. The link will open the eTENDERING Portal to the **Respondent Account Registration** page. Enter your password to log into your account.

Create Responde	Create Respondent Account					
Congratulations	congratulations!					
You have successful	lly confirmed your details as a respondent.					
Login Details						
Email	Email SRMOW04@gmail.com					
Password						
	Login					
If you have forgotten	your password click <u>here.</u>					

#### Figure 3-6: Respondent Account Resigtration

7. Once logged in you will be directed to the **eTENDERING Portal Desktop.** 

Search RFx's	eTendering Desktop	
Go Advanced Search	Search Search for RFx's Advanced Search Search for RFx's	
📔 View RFx's		
Proposed Current	My Submissions My Subscriptions	
Closed	View the details of the submissions you have made. Manage and view the list of RFx's I have alerts for.	
Awarded		
My Account		
Home		
Login Register		

## Figure 3-7: eTendering Desktop



## 4 Logging into the eTENDERING PORTAL

Once you have registered an account on the eTENDERING PORTAL you may use the **'login'** link to access your account. It is important you remember the email account you used to register on the portal, to ensure probity you are the only one who can modify your account.

To log onto the eTENDERING Portal select the Login link.

Q Search RFx's	Desktop
Search Advanced Search	Search Search for RFx's Advanced Search Search Search for RFx's using advanced criteria
View RFx's	
Current Closed Archived Awarded	My Submissions       My Subscriptions         View the details of the submissions you have made.       Manage and view the list of RFx's you have alerts for.
My Account Home Login Register	

#### Figure 4-1: Login

Enter your registered email address and password on the Login screen. If you have forgotten your password, click on the <u>here</u> hyperlink. See the section **'Resetting your password'** for more information on resetting your password.

Search RFx's	Login Details
Search	Login Details
Advanced Search	Email
	Password
📄 View RFx's	Login
Proposed	You will need to register to make a submission or to access additional functionality like alerts. Click here to register
Current	If you have forgotten your password click here
Closed	
Archived	
Awarded	

#### Figure 4-2: Resetting Your Password

Once you are successfully logged in to the eTENDERING Portal, you will be presented with your desktop where you can now search for your RFx, view all your current and closed RFxs, and view your Submissions history.

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## 5 The eTENDERING PORTAL Desktop

The eTENDERING Portal supports procurement and sourcing processes by providing a secure, webbased solution in which respondents can view upcoming and current RFx's and lodge responses electronically.



Figure 5-1: Portal Desktop

## 5.1 How to locate an RFx

There are 4 methods you can use to locate an RFx within the eTENDERING Portal.

1. RFX Search:



Figure 5-2: RFx Search



Click on the **Search** widget to search across all current and expired RFX's within the system

(both public and those you have been invited to tender on). Use the following fields to perform your search:

- a. Number: Search using part or all of the RFx number.
- b. Title: Search using part or all of the RFx title.
- c. Category: Search by selecting the category of the RFx.
- d. **Preliminary Stage:** Search by using the stage the RFx is likely to be published under.

Search			0
Number Category All Categories V	Title Preliminary Stage	All Preliminary Stages V	Search Reset

#### Figure 5-3: Search

### 2. Advanced Search:



#### Figure 5-4: Advanced Search

Click on the **Advanced Search** to view and access a set of more detailed search criteria. Use the following fields to perform a stricter search;

- a. Number: Search using part or all of the RFx number.
- b. Title: Search using part or all of the RFx title.
- c. **Description:** Search using key words contained in the RFx description.
- d. **Preliminary Stage:** Search by using the stage the RFx is likely to be published under.
- e. Category: Search by selecting the category of the RFx.
- f. Location: Seach by selecting the location of the RFx.
- g. **Closing Date Range:** Search by entering the date range you belive the RFx is due to close between.
- 3. View RFx's:



View RFx's	
Proposed	
Current	
Closed	
Archived	
Awarded	
	J



Located on the left-hand menu is a widget called View RFx's. Here you will find links that will allow you to locate the following RFx's;

- a. **Proposed:** Displays an organisation proposed RFx's.
- b. Current: All current public RFxs. These RFx's are currently accepting Submissions.
- c. Closed: All closed public RFxs and all RFxs to which you were previously invited and have passed their Closing Date. These RFx's are no longer receiving Submissions. All RFx's will stay in a 'closed' state for Ninety (90) days before moving to the archived folder.
- d. **Archived:** RFX's will be visible within this folder for Thirty (30) days after which the records will be removed from the eTENDERING Portal.
- e. **Awarded:** Displays information about the awarded RFx. Please note the decision to publish this information is at the discretion of the organisation.
- 4. Search RFX's:



Figure 5-6: Advanced Search

This widget provides a shortcut to performing the following searches;

a. RFx Search: Enter the RFx number and select Go.



Search RFx's	Search						0
89515 Go							
Advanced Search	Number	89515		Title			
	Category	All Categories	~	Preliminary Stage	All Prelimina	ry Stages 🗸	
📄 View RFx's						Search	n Reset
Proposed	I I I I I I I I I I I I I I I I I I I	e 1 of 1 ト トト					
Current	Number	Title	Category		Preliminary St	tageClosing	Status
Closed	CON89515	Supply of Office Stationary	Office Equip and Supplies	ment and Accessories	Preliminary Stage 1	26/12/2014 05:00 PM (AEDT UTC+11:00)	Current
Archived					0	*	
Awarded							

#### Figure 5-7: Search

b. **Advanced Search:** Click the **Advanced Search** to be directed to the criteria screen shown at point 2 (Advanced Search).



Figure 5-8: Advanced Search

## 5.2 Locating an Invited Only RFx

An invited only RFx is not visible to the public and only be responded to by those suppliers who have been invited to respond. If you are invited to respond to an RFx you will receive an email with an Access **Code** similar to the example below. **Note:** You must log into the eTENDERING PORTAL with the email address that was sent the access code. Only this account can access the Invited Tender.



Dear Sam Supplier,

RFx Details

Request for Tender Number: RFP24 Request for Tender Title: Engineering Services Request for Tender Category: Building & Construction Request for Tender Opening Date: 23/12/2014 11:00 AM (AEDT UTC+11:00) Request for Tender Closing Date: 09/01/2015 05:00 PM (AEDT UTC+11:00) Request for Tender Location: Melbourne Request for Tender Description: Provide consulting services on council projects.

All times listed above are displayed in Canberra, Melbourne, Sydney time

Accessing the RFx

If you are a first time user of eTendering please click <u>here</u> and follow the registration process detailed below to access the Tender. Already registered users can login to the eTendering Portal and enter your Access Code, provided below, to access the RFx.

Access code "quoodi25" (without quotes).

Please do not reply to this email. Any enquiries related to this tender should be directed to the contact person shown on the information for the tender.

Buyer, Bob Ph: 00 9999 9999 Email: bob.buyer@supplier.com.au

#### Figure 5-9:Invited Tender

## 5.3 Viewing an Invited Only RFx

To view the RFx use the following instructions

1. Log into the eTENDERING Portal.



[INSER	T LOGO HERE] eTENDERING Portal
Search RFx's Search Advanced Search View RFx's Proposed Current Closed	Login Details       Image: Constraint of the second s
Archived Awarded My Account Home Login Create Account	

### Figure 5-10: Login Details

2. Select the Invited View. Enter the Access Code in the RFx Invited Code field. Select Get RFx.

Search RFx's	Invited	•
Go	Current Closed Archived	
Advanced Search	Access Invited RFx	
View RFx's	RFx Invited Code quoodi25 × Get RFx	
Current	44 4 Page 1 of 1 ▶ ▶▶	
Closed	Number Title Category Preliminary Stage Opening Closing Status	
Archived	No records found	
Awarded Invited		

#### Figure 5-11: Access Invited RFx

3. The **RFx** will now display in the list.

Invited						•	
Current	Current Closed Archived						
Acces	s Invited RFx						
RFx In	RFx Invited Code       quoodi25         Get RFx       Get RFx						
	<< < Page 1 of 1 → →→						
Number	Title	Category	Preliminary Stage	Opening	Closing	Status	
RFP24	Engineering Services	Building & Construction	Request for Tender	23/12/2014 11:00 AM (AEDT UTC+11:00)	09/01/2015 05:00 PM (AEDT UTC+11:00)	Not Yet Open	

#### Figure 5-12: Invited



## 6 Navigating within an RFx

Once you have located an RFx you are interested in, select the RFx to view more details.

Search RFx's	Current	2
Go Advanced Search	Search Title	
View RFx's	Category – All Categories – V Preliminary Stage – All Preliminary Stages – V	et
Proposed	<i 1="" <="" category="" closing<="" number="" of="" page="" preliminary="" stage="" th="" title="" ▷="" ▷▷=""><th></th></i>	
Closed Archived	RFP23 Supply of Office Stationary Building & Construction Request for Tender 09/01/2015 05:00 PM (AEDT UTC+11:00)	
Awarded Invited		

Figure 6-1: Current RFx

Click anywhere on the RFx record to be directed to the RFx Details screen, where you can navigate through the different tabs of information relating to the RFx. These tabs are further explained in the next sections.





## 6.1 The Details Tab

The Details tab shows all the key details about the RFx.

Details	2
RFx Number:	CON95
RFx Title:	Catering Services
Details Documents	Contacts Communications
Number	CON95
Title	Catering Services
Description	Catering Services
Preliminary Stage	Tender Development
Category	Building and Construction
Location	Melbourne
Opening Date	25/05/2016 09:00 AM AEST (UTC+10:00)
Closing Date	27/05/2016 05:00 PM AEST (UTC+10:00)
Revised Closing Date	27/05/2016 05:00 PM AEST (UTC+10:00)
Revised Clarification Period Close	31/05/2016 05:00 PM AEST (UTC+10:00)
Last Updated	25/05/2016 02:39 PM AEST (UTC+10:00)
Status	Proposed
	Register As a Respondent Close

#### Figure 6-3 : Details

#### What do the fields mean?

- 1. Number: RFx reference number.
- 2. **Title:** Title of the RFx.
- 3. Description: A summary description of the RFx.
- 4. **Preliminary Stage:** The market approach used for your RFx, e.g. Expression of Interest, Request for Proposal, Request for Services etc.
- 5. **Category:** The category or classification for the project/good/service.
- 6. Location: The RFx Location or Site for which the project works/good/service is required.
- 7. **Opening Date:** The date and time at which an RFx is open, accessible and available for Submissions.
- 8. **Closing Date:** The date and time at which an RFx will be closed and electronic lodgement of Submissions thereafter is strictly unavailable.
- 9. **Revised Closing Date:** If the Closing Date of the RFx is amended at any time during the RFx Period, the Revised Closing Date field will appear under the Closing Date field in this Details tab. The new Closing Date will be communicated to all Respondents via email Notice.
- 10. **Revised Clarification Period Close Date:** If the Clarification Date of the RFx is amended at any time during the RFx Period, the Revised Clarification Date field will appear on Details tab. The new Clarification Period Close Date will be communicated to all Respondents via email Notice.
- 11. Last Updated: The last time a change was made to the RFx.



12. Status: The current status of the RFx: Current or Closed.

## 6.2 The Documents Tab

The Documents tab lists all RFx Documents issued with the RFx. In order to access the **Download all documents** button you will first need to **Register as a Respondent.** 

Details						
RFx Number:	CON95					
RFx Title:	Catering Services					
Details Documents	Contacts Communications					
Filename	Filename Last Updated					
Sample document.docx	Sample document.docx         20/05/2016 11:10 AM AEST (UTC+10:00)					
You must register your interest for this RFx before you are able to download documents or make a submission           Register As a Respondent         Close						

Figure 6-4: Register as a Respondent

## 6.2.1 Registering as a Respondent / Downloading RFx Documents

In order to view RFx documents you will be required to login using your eTENDERING account and register for the RFx, if you do not have an eTENDERING Portal account please see section 3. Registering on the eTENDERING Portal. To register for an RFx and download the RFx documents;

- 1. Ensure that you are on the **Documents** tab of the RFx.
- 2. Click on the **Register as a Respondent** button.

Details		2			
RFx Number:	CON95 Catering Services				
Details Documents	Contacts Communications				
Filename	Last Updated				
Sample document.docx	20/05/2016 11:10 AM AEST (UTC+10:00)				
You must register your interest for this RFx before you are able to download documents or make a submission Register As a Respondent Close					

## Figure 6-5: Register as a Respondent

- 3. If you are not logged into the eTENDERING Portal you will be required to enter your account details at this point.
- 4. Select the **Click here to download all documents** button, this will only be available once you have registered as a respondent to the RFx.



Details		٤ (			
RFx Number:	CON95				
RFx Title:	Catering Services				
Details Documents	Contacts Communications				
Filename		Last Updated			
Sample document.docx		20/05/2016 11:10 AM AEST (UTC+10:00)			
Click here to download all	documents				
* You must register your interest for this RFx before you are able to download documents or make a submission					
	Unregister As a Respondent Updat	e or Lodge A New Submission Close			

#### Figure 6-6: Download Documents

## 6.2.2 Unregistering as a Respondent

At any time during the RFx Period you are able to unregister your intent to participate in the RFx.

1. Navigate to the Documents tab of the RFx and click on the Unregister as a Respondent button.

Details					
RFx Number:	CON95				
RFx Title:	Catering Services				
Details Documents	Contacts Communications				
Filename Last Updated					
Sample document.docx		20/05/2016 11:10 AM AEST (UTC+10:00)			
Click here to download all	<u>documents</u>				
* You must register your interest for this RFx before you are able to download documents or make a submission					
	Unregister As a Respondent Updat	e or Lodge A New Submission Close			

### Figure 6-7: Documents

2. Click **Confirm** to acknowledge that you no longer wish to receive communications regarding the RFx.



Details (2)						
RFx Number:	CON95					
RFx Title:	Catering Services					
Details Documents	Contacts Communications					
Filename		Last Updated				
Sample document.docx	Sample document.docx         20/05/2016 11:10 AM AEST (UTC+10:00)					
Click here to download all documents						
By unregistering you will no longer receive any communications regarding this RFx						
	Unregister As a Respondent Upda	e or Lodge A New Submission Close				

#### Figure 6-8: Confirm

3. Once you have unregistered you will notice that your access to the RFx has reverted back to Read Only as it was prior to your registration. This means you are no longer able to download RFx Documents (including any addendums), send communications or lodge a Submission.

## 6.3 The Contacts Tab

The Contacts tab details the contact information of the Organisation's Contacts that have been nominated for the RFx. Please note that the Contacts may differ for each RFx.

RFx Title: Supply of Office Stationary   Details Documents   Contacts Communications    Description   Tender Queries   Name Buyer, Bob   Phone 00 9999 4444   Extension   Extension   Email bob.buyer@ges.com.au   Website   Fax   Address Australia			NI A NUILDEL.
Details       Documents       Communications         Description       Tender Queries         Name       Buyer, Bob         Phone       00 9999 4444         Extension       Extension         Email       bob.buyer@ges.com.au         Website       Fax         Address       Australia		Supply of Office Stationary	RFx Title:
Description     Tender Queries       Name     Buyer, Bob       Phone     00 9999 4444       Extension     Extension       Email     bob.buyer@ges.com.au       Website     Fax       Fax     Australia		Contacts Communications	Details Documents
Name     Buyer, Bob       Phone     00 9999 4444       Extension        Email     bob.buyer@ges.com.au       Website        Fax        Address     Australia		Tender Queries	Description
Phone     00 9999 4444       Extension       Email     bob.buyer@ges.com.au       Website       Fax       Address     Australia		Buyer, Bob	Name
Extension Email bob.buyer@ges.com.au Website Fax Address Australia		00 9999 4444	Phone
Email     bob.buyer@ges.com.au       Website       Fax       Address     Australia			Extension
Website Fax Address Australia	<u>u</u>	bob.buyer@ges.com.au	Email
Fax Address Australia			Website
Address Australia			Fax
		Australia	Address
		<u>bob.buyer@ges.com.au</u> Australia	Email Website Fax Address

#### Figure 6-9: Contacts Tab

## 6.4 The Communications Tab

The Communications tab acts as a repository for all RFx communications and queries that have been submitted to the RFx Contact since the RFx Opening Date.



**Note:** Your use of the Communications tab will be restricted until you have registered as a respondent for the RFx. Communications may close at a different date to the actual RFx, please note the Clarification Closing Date listed on the RFx details tab.

Details				?	
RFx Num	ıber:	CON95			
RFx Title	:	Catering	Services		
Details	Documents	Contacts	Communications		
Click here	to add a new F	RFx Commur	nication.		
No Comr	No Communications have been recorded for this RFx				
		Unregis	ter As a Respondent Update or Lodge A New Submission Close		

Figure 6-10: Communications

## 6.4.1 Sending a Communication

You may submit a query or clarification for RFx's at any time while the RFx is open and also once it has been closed. The RFx contact will receive an alert to notify them of the query once it has been submitted. Follow the steps below to send a query to the RFx Contact:

1. Click the link Click here to add a new RFx Communication.

Details			?		
RFx Number:	CON95				
RFx Title:	Catering	Services			
Details Docu	iments Contacts	Communications			
Click here to add	d a new RFx Commur	vication.			
No Communica	No Communications have been recorded for this RFx				
	Unregis	ter As a Respondent Update or Lodge A New Submission Close			

## Figure 6-11: Communications

2. Enter a **Subject** for the communication and populate the detail of your query in the text box.



Details		2				
RFx Number:	CON95					
RFx Title:	Catering Services					
Details Documents	Contacts Communications					
Compose new Comr	unication					
Subject	RFx Interview					
X       1       1       1       1         ∞       ∞       ↓       1       2         Please confirm if an	$\mathbf{A}$ $\mathbf{B}$ $\mathbf{U}$ $\mathbf{AB}$ $\mathbf{E}$					
	interview is required as part of the selection process.					
Path: p						
Attachment(s)	Browse Remove					
Send Close						
	Unregister As a Respondent Update or Lodge A New Subm	ission Close				

#### Figure 6-12: Communications

3. Attach any relevant documentation using the **Browse** button to locate the document.

**Note:** If you would like to attach more than 1 document, these can be uploaded as a Zip File. To remove an attachment simply click on the **Remove** button.

4. Click **Send** to lodge the communication.

Details				?			
RFx Number:	CON95	Clic	ck on the icon to download				
RFx Title:	Catering Services an Excel spreadsheet of all						
Details Documents Contacts Communications							
Click here to add a new Date	RFx Communication.	From	Message	Public			
20/05/2016 11:44 AM AEST (UTC+10:00)	RFx Interview (1 messages)	Brad Supplier	Please confirm if an interview is required as part of the selection process.	<sup>f</sup> No			
	Unregister As a Respondent     Update or Lodge A New Submission     Close						

#### Figure 6-13: Communications

5. The Communications screen lists all public communications for the RFx including any you have submitted. Upon successfully submitting a communication your communication item will appear in this log.



6. Once the RFx contact has responded to your communication you will receive an email with the details of their response. You will also be able to view the details of the response within the Communications tab.



## 7 Responding to an RFx

In order to respond to an RFx and lodge a submission you must first ensure that you;

- A. Register as a Respondent to the RFx
- B. Download all RFx documentation

The following instructions assume you have already completed these steps.

## 7.1 Lodging a Submission

The following steps will guide you through lodging a Submission.

**NOTE:** There are limits on the acceptable file types, file size and number of documents per Submission, as explained below.

- 1. Locate the RFx you wish to respond to using one of the methods indicated earlier.
- 2. Click on the RFx to open the RFx details.

Current					(?)
Search					
Number		Title			
Category	/ All Categories	<ul> <li>Preliminary Sta</li> </ul>	ige All Preliminar	y Stages 🗸	
				Search	
				Reset	
Pa	age 1 of 1 ▸ ▶▶				
Number	Title	Category	Preliminary Stage	Closing	
RFP23	Supply of Office Stationary	Building & Construction	Request for Tender	09/01/2015 05:00 PM (AEDT UTC+11	:00)
RFP26	Supply of Training Services	Building & Construction	Request for Tender	12/01/2015 04:00 PM (AEDT UTC+11	:00)
PTD26	Purchase of a Water Filter	Building & Construction	Request for Tender	16/01/2015 05:00 PM (AEDT UTC+11	:00)

### Figure 7-1: Current

- 3. Firstly, you will need to Register as a Respondent by clicking the button (if you have already done this move on the next step).
- 4. Click on the Update or Lodge a New Submission button.



Details	•		
RFx Number:	CON95		
RFx Title:	Catering Services		
Details Documents	Contacts Communications		
Number	CON95		
Title	Catering Services		
Description	Provision of catering services.		
Preliminary Stage	RFT		
Category	Building and Construction		
Location	Melbourne		
Opening Date	20/05/2016 09:00 AM AEST (UTC+10:00)		
Closing Date	27/05/2016 05:00 PM AEST (UTC+10:00)		
Last Updated	20/05/2016 11:10 AM AEST (UTC+10:00)		
Status	Current		
* You must register your	interest for this RFx before you are able to download documents or make a submission Unregister As a Respondent Update or Lodge A New Submission Close		

#### Figure 7-2: Update or Lodge a New Submission

5. You will be directed to the **Update or Lodge a New Submission conditions page**. Click on the **Continue** button to agree with the terms and conditions of the RFx process

Lodge a New Submission	•
The lodgement of submissions using this site is subject to the RFx conditions as specified.	
Return Continue	

### Figure 7-3: Lodge a New Submission

6. You will be navigated to the screen where you are able to upload your Submission. Before you start uploading documents and lodging your Submission, please locate the RFx name and check that you are lodging your Submission against the correct RFx.



Update or Lodge A New Submission (9)			
PTD26 - Purchase of a Water Filter			
NOTE: The system will not accept submissions that exceed the total file size limit of: 2GB			
Click the "Browse" button and select the file on your computer that contains your submission. To add more files, click the "Add File" button To submit, click "Update or Lodge A New Submission" and the selected file(s) will be transmitted.	n.		
Your submission will be recorded as being received after the transmission of all the files has been successfully completed. An online receipt will be displayed upon completion.			
Lodge a New Submission			
Browse			
Add more			
Note: Clicking on the 'Update or Lodge A New Submission' button will finalise the submission and provide you with a receipt number.			
Update or Lodge A New Submission Back			

#### Figure 7-4: Update or Lodge a New Submission

- 7. To upload a Submission document, click on the Browse button to locate your document.
- 8. To upload additional documents, click on the **Add More** button. Repeat this process for all remaining documents, remembering there is a limit of 5 documents per Submission. You can make multiple submission against the RFx if you have more than 5 documents to upload.

D26 - Purchase of a Water Filter				
)TE: o ovetem will not eccent cubmissio	no that avagad the total file size limit of 3	CP		
e system will not accept submission	ns that exceed the total life size limit of. 2	GD		
ck the "Browse" button and select t submit, click "Update or Lodge A N	he file on your computer that contains yo New Submission" and the selected file(s)	ur submission. To add mo will be transmitted.	ore files, click the	"Add File" butt
ur submission will be recorded as t ceipt will be displayed upon comple	peing received after the transmission of a tion.	ll the files has been succe	essfully completed	I. An online
odge a New Submission				
odge a New Submission				
odge a New Submission	Fender Document.docx	Browse	1	1
odge a New Submission C:\Users\melisa.perkins\Desktop\]	Fender Document.docx	Browse		1
odge a New Submission C:\Users\melisa.perkins\Desktop\1 C:\Users\melisa.perkins\Desktop\1	Fender Document.docx Fender Document 2.docx	Browse Browse	Remove	
odge a New Submission C:\Users\melisa.perkins\Desktop\7 C:\Users\melisa.perkins\Desktop\7 C:\Users\melisa.perkins\Desktop\7	Fender Document.docx Fender Document 2.docx Fender Document 3.3.docx	Browse Browse Browse	Remove	
odge a New Submission C:\Users\melisa.perkins\Desktop\1 C:\Users\melisa.perkins\Desktop\1 C:\Users\melisa.perkins\Desktop\1	Fender Document.docx Fender Document 2.docx Fender Document 3 3.docx	Browse Browse Browse	Remove Remove	
odge a New Submission C:\Users\melisa.perkins\Desktop\1 C:\Users\melisa.perkins\Desktop\1 C:\Users\melisa.perkins\Desktop\1	Fender Document.docx Fender Document 2.docx Fender Document 3 3.docx	Browse Browse Browse	Remove Remove Add more	
odge a New Submission C:\Users\melisa.perkins\Desktop\7 C:\Users\melisa.perkins\Desktop\7 C:\Users\melisa.perkins\Desktop\7	Fender Document.docx Fender Document 2.docx Fender Document 3 3.docx	Browse Browse Browse	Remove Remove Add more	
odge a New Submission C:\Users\melisa.perkins\Desktop\7 C:\Users\melisa.perkins\Desktop\7 C:\Users\melisa.perkins\Desktop\7 Note: Clicking on the 'Update or Lo	Fender Document.docx Fender Document 2.docx Fender Document 3 3.docx Idge A New Submission' button will finalis	Browse Browse Browse Browse	Remove Remove Add more	eceipt number.

#### Figure 7-5: Lodge a New Submission

9. If you make a mistake and need to remove a document from your Submission, click on the '**Remove'** button next to the file you wish to remove.

- 10. Click on the '**Update or Lodge a New Submission'** button to lodge your Submission. You may see an '**Upload in progress'** screen which indicates the Submission is being uploaded.
- 11. Once your Submission has been successfully lodged, you will be navigated to the Submission Receipt screen. On this screen, please:
  - a. Locate and note your Submission receipt number for future reference; and
  - b. Check that all your Submission documents have been successfully lodged.
  - c. You will receive a reference number for each lodged Submission

Submission Receipt	?
Your submission has been successful	
A submission with the following details has been received	
RFx No: CON95 Title: Catering Services	
Your submission receipt number is: <b>wWw2Dm1Lun</b> Please take note of this for your records	
The following files have been received	
Sample document.docx	
The submission was received at 20/05/2016 12:05 PM AEST (UTC+10:00)	
Click here to go back to the RFx.	

#### Figure 7-6: Submission Receipt

You will also receive an **eTENDERING: RFx Submission Lodged Notification** email which is a copy of your Submission Receipt.

To retrieve your Submission history against an RFx, return to the **Details** screen of the RFx and click on the **My Submission** button.



Details	3
RFx Number:	CON95
RFx Title:	Catering Services
Details Documents	Contacts Communications
Number	CON95
Title	Catering Services
Description	Provision of catering services.
Preliminary Stage	RFT
Category	Building and Construction
Location	Melbourne
Opening Date	20/05/2016 09:00 AM AEST (UTC+10:00)
Closing Date	27/05/2016 05:00 PM AEST (UTC+10:00)
Last Updated	20/05/2016 11:10 AM AEST (UTC+10:00)
Status	Current
Unre	gister As a Respondent My Submission Update or Lodge A New Submission Close

Figure 7-7: My Submission

## 7.2 Modifying your Submission

At any time before the Closing Time, you are able to modify your previously lodged Submission(s).

- 1. Log in to the eTENDERING Portal and navigate to the RFx.
- 2. On the Details screen of the RFx, click on the Update or Lodge A New Submission button.

Details	0
RFx Number:	CON95
RFx Title:	Catering Services
Details Documer	ts Contacts Communications
Number	CON95
Title	Catering Services
Description	Provision of catering services.
Preliminary Stage	RFT
Category	Building and Construction
Location	Melbourne
Opening Date	20/05/2016 09:00 AM AEST (UTC+10:00)
Closing Date	27/05/2016 05:00 PM AEST (UTC+10:00)
Last Updated	20/05/2016 11:10 AM AEST (UTC+10:00)
Status	Current
l	Inregister As a Respondent My Submission Update or Lodge A New Submission Close

#### Figure 7-8: Modify Submission

- 3. Click on the **Continue** button to accept the terms and conditions of the RFx process.
- 4. You will be navigated to the Update or Lodge a New Submission screen. Since you have previously lodged a Submission, the screen will now display Lodged Documents and an area to Lodge a New Submission as shown below:



Update or Lodge A New Submission
CON95 - Catering Services Option 1 Option 2
NOTE: The system will not accept submissions that exceed the total file size limit of: 2GB
Click the "Browse" button and select the file on your computer that contains your submission. To add more files, click the "Add File" button. To submit, click "Update or Lodge A New Submission" and the selected file(s) will be transmitted.
Your submission will be recorded as being received after the transmission of all the files has been successfully completed. An online receipt will be displayed upon completion.
Lodged Documents
Sample document.docx Original 20/05/2016 12:05 PM AEST (UTC+10:00) Update
Lodge a New Submission
Browse Remove
Add more
Note: Clicking on the 'Update or Lodge A New Submission' button will finalise the submission and provide you with a receipt number. Update or Lodge A New Submission Cancel

## Figure 7-9: Modify Submission

5. You are now ready to make amendments to your Submission(s). There are two (2) options for updating your previously lodged Submission:

#### **Option 1 – Update a previously lodged Submission document**

This option allows you to update specific documents that you have lodged as part of a previously lodged Submission.

1. Locate the **Lodged Documents** area on the top half of the **Update or Lodge a New Submission** screen; all your submitted documents will be listed in this area.



2. Click on the **Update** button next to the document that you wish to update.

Update or Lodge A New Subm	ission		2
CON95 - Catering Services			
NOTE: The system will not accept submi Click the "Browse" button and sel To submit, click "Update or Lodge Your submission will be recorded receipt will be displayed upon cor	ssions that exceed lect the file on you e A New Submissi as being received npletion.	d the total file size limit of: 2GB r computer that contains your submission. To a on" and the selected file(s) will be transmitted. d after the transmission of all the files has been	dd more files, click the "Add File" buttor successfully completed. An online
Lodged Documents			
Sample document.docx	Original	20/05/2016 12:05 PM AEST (UTC+10:00)	Update
Lodge a New Submission			
			Browse Remove
Note: Clicking on the 'Update of	or Lodge A New S	ubmission' button will finalise the submission ar ate or Lodge A New Submission Cancel	nd provide you with a receipt number.

## Figure 7-10: Update or Lodge a new submission

### 3. A browse documents pop up will appear under the document record that you are modifying.

Update or Lodge A New Submission	
CON95 - Catering Services	
NOTE: The system will not accept submissions that exceed the total file size limit of: 2GB Click the "Browse" button and select the file on your computer that contains your submission. To add more files, click the "Add File" butto To submit, click "Update or Lodge A New Submission" and the selected file(s) will be transmitted. Your submission will be recorded as being received after the transmission of all the files has been successfully completed. An online	on.
receipt will be displayed upon completion.	_
Lodged Documents	_
Sample document.docx Original 20/05/2016 12:05 PM AEST (UTC+10:00)	
Browse Remove	
Lodge a New Submission	
Browse Remove Add more	
Note: Clicking on the 'Update or Lodge A New Submission' button will finalise the submission and provide you with a receipt number.	_

#### Figure 7-11: Lodged Documents

4. Click on the' Browse' button and locate your revised/modified document. If you have selected the incorrect document, click on the Remove button and repeat this step. Click on the 'Update or Lodge a New Submission' button at the bottom of the screen to finalize your modification.

Update or Lodge A New Submission	?
CON95 - Catering Services	
NOTE: The system will not accept submissions that exceed the total file size limit of: 2GB Click the "Browse" button and select the file on your computer that contains your submission. To add more files, click the "Add File" but To submit, click "Update or Lodge A New Submission" and the selected file(s) will be transmitted.	tton.
Your submission will be recorded as being received after the transmission of all the files has been successfully completed. An online receipt will be displayed upon completion.	
Lodged Documents	
Sample document.docx Original 20/05/2016 12:05 PM AEST (UTC+10:00)	
C:\Users\melisa.perkins\Desktop\Sample document.docx Browse Remove	
Lodge a New Submission	
Browse Remove Add more	
Note: Clicking on the 'Update or Lodge A New Submission' button will finalise the submission and provide you with a receipt number	

#### Figure 7-12: Documents

5. You will receive another **Submission Receipt**. Please note your Submission receipt number for future reference and check your modified document(s) has been successfully uploaded. Your Submission Receipt will also be emailed to you.

#### **Option 2 – Submit additional Submission documents:**

This option allows you add more documents to your Submission.

1. Locate the **Lodge a New Submission** area at the bottom half of the Update or Lodge a New Submission screen.

 Click on the Browse button and locate the document you wish to lodge. If you have selected the incorrect document, click on the Remove button and repeat this step. Click on the Update or Lodge a New Submission button at the bottom of the screen to finalise your submission.

Update or Lodge A New Submission	
CON95 - Catering Services	
<b>NOTE:</b> The system will not accept submissions that exceed the total file size limit of: 2GB Click the "Browse" button and select the file on your computer that contains your submission. To add more files, click the "Add File" butto To submit, click "Update or Lodge A New Submission" and the selected file(s) will be transmitted.	on.
Your submission will be recorded as being received after the transmission of all the files has been successfully completed. An online receipt will be displayed upon completion.	
Lodged Documents	
Sample document.docx Original 20/05/2016 12:05 PM AEST (UTC+10:00)	
Browse Remove	
Lodge a New Submission	7
Browse Remove Add more	
Note: Clicking on the 'Update or Lodge A New Submission' button will finalise the submission and provide you with a receipt number.	

#### Figure 7-13: Update or Lodge a New Submission

3. You will receive another Submission Receipt. Please note your Submission receipt number for future reference and check your modified document(s) has been successfully uploaded. Your Submission Receipt will also be emailed to you.

## 7.3 Viewing your Submission History

There are 2 methods of viewing your Submission history depending on whether the RFx is still open or has closed.

#### Submission History - RFx Open

When the RFx is still open, your Submission history will appear on your **Update or Lodge a New Submission** screen.

- 1. Log in to the eTENDERING Portal and navigate to the RFx.
- 2. On the **Details** screen of the RFx click on the **My Submission** button to view a summary of the submission details.



Details	()
RFx Number:	CON95
RFx Title:	Catering Services
Details Document	s Contacts Communications
Number	CON95
Title	Catering Services
Description	Provision of catering services.
Preliminary Stage	RFT
Category	Building and Construction
Location	Melbourne
Opening Date	20/05/2016 09:00 AM AEST (UTC+10:00)
Closing Date	27/05/2016 05:00 PM AEST (UTC+10:00)
Last Updated	20/05/2016 11:10 AM AEST (UTC+10:00)
Status	Current
U	nregister As a Respondent My Submission Update or Lodge A New Submission Close

#### Figure 7-14: My Submissions

4. A history of your submissions will display. Click the **View Submission Files** to see a list of the documents you submitted. (Note this is only a list – you will not be able to open or view the content of the files)

My Sul	omissions					()
∢∢ ∢ p Number	age 1 of 1 ▶ ▶▶ Title	Closing Date/Time	Status	Time of Submission	Receipt Number	View Submission
PTD26	Purchase of a Water Filter	16/01/2015 05:00 PM (AEDT UTC+11:00)	Current	08/01/2015 05:23 PM (AEDT UTC+11:00)	7	ĥ
Back						

### Figure 7-15: View Submission Files

## **Submission History - RFx Closed**

When the RFx has closed, follow the below steps to view your Submission history.

- 1. Log in to the eTENDERING Portal using your account details.
- 2. On the eTENDERING Desktop locate and click on the 'My Submissions' widget.



eTendering Desktop	•
Welcome Jenny Jones	
RFx Search Search for RFx's	Access Invited RFx's Manage and view the list of RFx's you have been invited to participate in.
My Submissions View the details of the submissions you have made.	My RFx Subscriptions Manage and view the list of RFx's you have alerts for.

#### Figure 7-16: eTendering Desktop

3. You will be navigated to the **My Submissions** screen which displays your entire submission history.

My Sub	missions					?
Search						
Number		Title	•			
Category	All Categor	ies V Prel	iminary Sta	ge All Preliminary Stages	~	
					S	Search Reset
I Pa	age 1 of 1 ▶ ▶▶					
Number	Title	Closing Date/Time	Status	Time of Submission	Receipt Number	View Submission Files
CON95	Catering Services	27/05/2016 05:00 PM AEST (UTC+10:00)	Current	20/05/2016 12:05 PM AEST (UTC+10:00)	wWw2Dm1Lun	ſ
		(01011000)				

Figure 7-17: My Submissions

**Note:** There will be a Submission record for each Submission receipt. Therefore, if you have lodged more than one Submission for a particular RFx or you have modified a Submission, you will have a Submission record for each Submission Receipt.

4. Click on the **View Submission Files** icon next to the RFx record for which you wish to view the Submission document log.





My Sub	missions					0
Search Number Category	All Categories	Title ✔ Prelimin	nary Stage	All Preliminary Stages	<b>&gt;</b>	Search Reset
-∢ + Pa	age 1 of 1 ▹ ▶▶					
Number	Title	Closing Date/Time	Status	Time of Submission	Receipt Number	View Submission Files
PTD25	Purchase of a CMS	06/01/2015 01:00 PM (AEDT UTC+11:00)	Closed	06/01/2015 02:14 PM (AEDT UTC+11:00)	1	ſ
PTD25	Purchase of a CMS	06/01/2015 01:00 PM (AEDT UTC+11:00)	Closed	06/01/2015 02:14 PM (AEDT UTC+11:00)	2	ſ
PTD26	Purchase of a water filter	06/01/2015 01:00 PM (AEDT UTC+11:00)	Closed	06/01/2015 02:30 PM (AEDT UTC+11:00)	3	ſ
PTD26	Purchase of a Water Filter EOI	06/01/2015 01:00 PM (AEDT UTC+11:00)	Closed	06/01/2015 03:42 PM (AEDT UTC+11:00)	4	ſ
PTD26	Purchase of a Water Filter EOI	06/01/2015 01:00 PM (AEDT UTC+11:00)	Closed	06/01/2015 03:43 PM (AEDT UTC+11:00)	5	ദ്
PTD26	Purchase of a Water Filter EOI	06/01/2015 01:00 PM (AEDT UTC+11:00)	Closed	06/01/2015 03:43 PM (AEDT UTC+11:00)	6	ſ
PTD26	Purchase of a Water Filter	16/01/2015 05:00 PM (AEDT UTC+11:00)	Current	08/01/2015 05:23 PM (AEDT UTC+11:00)	7	ſ

#### Figure 7-18: My Submissions

5. The **Submission Document** log will be presented below the Submission History List as highlighted in the following screenshot.

My Sut	omissions					0
Search Number Categor	y All Categories	Title ✓ Prelimina	ıry Stage	All Preliminary Stages	~	Search Reset
- ≪ P	age 1 of 1 ▹ ▶▶				Dessint	View Cubminsion
Number	Title	Closing Date/Time	Status	Time of Submission	Number	Files
PTD25	Purchase of a CMS	06/01/2015 01:00 PM (AEDT UTC+11:00)	Closed	06/01/2015 02:14 PM (AEDT UTC+11:00)	1	ſ
PTD25	Purchase of a CMS	06/01/2015 01:00 PM (AEDT UTC+11:00)	Closed	06/01/2015 02:14 PM (AEDT UTC+11:00)	2	ſ
PTD26	Purchase of a water filter	06/01/2015 01:00 PM (AEDT UTC+11:00)	Closed	06/01/2015 02:30 PM (AEDT UTC+11:00)	3	ß
PTD26	Purchase of a Water Filter EOI	06/01/2015 01:00 PM (AEDT UTC+11:00)	Closed	06/01/2015 03:42 PM (AEDT UTC+11:00)	4	Ľ.
PTD26	Purchase of a Water Filter EOI	06/01/2015 01:00 PM (AEDT UTC+11:00)	Closed	06/01/2015 03:43 PM (AEDT UTC+11:00)	5	б
PTD26	Purchase of a Water Filter EOI	06/01/2015 01:00 PM (AEDT UTC+11:00)	Closed	06/01/2015 03:43 PM (AEDT UTC+11:00)	6	Ľ.
PTD26	Purchase of a Water Filter	16/01/2015 05:00 PM (AEDT UTC+11:00)	Current	08/01/2015 05:23 PM (AEDT UTC+11:00)	7	ſ

Figure 7-19: Submission Document







## 8 Setting up / Managing Subscriptions

You may wish to setup subscriptions alerts to ensure you are notified by email when an advertised tender matches a category you have subscribed to.

- 8.1 Adding Subscription Alerts
- 1. Click the **'Home'** button on the My Account tab.



Figure 8-1: Home

2. Select 'My RFx Subscriptions':

Search RFx's	Desktop
Search	Welcome John Doe
Advanced Search	RFx Search         Access Invited RFx's           Search for RFx's         Manage and view the list of RFx's you have been invited to participate in.
Proposed	
Closed	My Submissions My RFx Subscriptions
Archived	View the details of the submissions you have made. Manage and view the list of RFx's you have alerts for.
Invited	
My Account	
Home	
Respondent's Details	
Account Details	
Logout	

Figure 8-2: My RFX Subscriptions

3. Select the link 'Click here to add a new RFx Subscription'.



RFx Subscriptions	?
Saved Subscriptions	
You have no RFx Subscriptions. Click here to add a new RFx Subscription.	

#### Figure 8-3: Add a new RFX Subscription

### 4. The following screen will appear:

RFx Subscription	is ②
Fields marked with	* are required.
My RFx Subscript	ions
Create New Alert	
RFx Title	
Category	All Categories 🗸
Preliminary Stages	All Preliminary Stages 🗸
Alert Expiry Date *	
Alert Frequency	
As Added	۲
Daily Summary	0
Weekly Summary	0
	Test Alert Add Alert
Saved Subscription	ons
You have no RFx S	ubscriptions. Click here to add a new RFx Subscription.

#### Figure 8-4: RFx Subscriptions

- 5. Enter the combination of search criteria required for the subscription:
  - RFX Title enter criteria to perform a title word search. i.e. 'After Hours', this will search for all tenders with RFx titles that match the title of 'After Hours'.
  - Select the **'category'** using the drop-down box.
  - In most cases you can leave the 'Preliminary Stages' dropdown box set to 'ALL PRELIMINARY STAGES'. You would use this filter if you wished to only be informed of a particular type of tender i.e. Request for Tender or Expression of Interest.
  - Add an 'Alert Expiry Date' sometime into the future.
  - Choose from either 'As Added', 'Daily Summary' or 'Weekly Summary' for the frequency of the alert to be provided.
- 6. Select 'Add Alert'.
- 7. Your alert will be listed in the RFx Subscriptions screen, at any time you can come back and make adjustments to the alert.

 RFx Subscriptions

 Saved Subscriptions

 Below is a list of RFx Subscriptions. You have the ability here to add a new RFx Subscription, or you can select an Item from the list below to modify an existing RFx Subscription.

 Alert Frequency
 RFx Title
 Category
 Preliminary Stage
 Alert Expiry Date

 AsAdded
 After Hours Tenders
 After Hours
 29/06/2017
 Edit
 Delete

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modular procurement



- 8.2 Modifying Subscription Alerts
- 1. Click the **'Home'** button on the My Account tab:

My Account					
Home					
Respondent's Details					
Account Details					
Logout					

Figure 8-6: Home

2. Select 'My RFx Subscriptions'.



## Figure 8-7: My RFx Subscriptions

3. To modify information on an Alert, simply click on the 'Edit' button next to the alert:



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#### Figure 8-8: RFx Subscriptions

4. Modify the required details and click 'Update Alert' to save the changes.

### 8.3 Deleting an Alert

1. Click the 'Home' button on the My Account tab:

My Account					
Home					
Respondent's Details					
Account Details					
Logout					

Figure 8-9: Home

2. Select 'My RFx Subscriptions'.



Figure 8-10: My RFx Subscriptions

3. To delete an Alert, simply click on the 'Delete' button next to the alert:

RFx Subscription	S					?
Saved Subscriptio	ns					
Below is a list of RF to modify an existing	x Subscriptions. You have g RFx Subscription.	the ability here	to <u>add a new RFx Subs</u>	<u>scription,</u> or you can sele	ct an Item fror	n the list below
Alert Frequency	RFx Title	Category	Preliminary Stage	Alert Expiry Date		
AsAdded	After Hours Tenders	After Hours		29/06/2017	Edit	Delete

open windows software

Figure 8-11: Delete Subscription

The organisation does not have access to your account on the eTENDERING Portal, therefore we cannot change or reset your password on your behalf. If you have forgotten, or wish to change, your password please refer to the guidelines below.

If you have forgotten your password to the eTENDERING Portal, you are able to obtain a new password using the Forgot Password function.

1. Locate and select 'Login' under the 'My Account' left hand menu.

Search RFx's	Login Details
Search Advanced Search	Login Details Email Password
View RFx's	Login
Proposed Current Closed Archived Awarded	You will need to create an account to make a submission or to access additional functionality like alerts. <u>Click here to create an account</u> If you have forgotten your password click here.
My Account Home Login Create Account	

### Figure 8-12: Login Details

- 2. Locate the **'If you have forgotten your password click here'** information below the **Login Details** area. Click on the <u>here</u> hyperlink.
- 3. You will be navigated to the **Forgot your password** screen where you are required to enter your name and email address for confirmation purposes. Click **'Send password information'**.

**Note:** Your name and email address must be the same as you used to initially register on the eTENDERING Portal.





Search RFx's	Forgot your password				
Search Advanced Search	Enter your username below to have a new password sent to your registered email address. Fields marked with * are required.				
View RFx's	Login Details First Name *				
Proposed Current Closed Archived Awarded	Last Name * Email * Send password information				
My Account Home Login Create Account					

## Figure 8-13: Forgot Your Password

4. You will receive an on-screen notification, notifying you that your new password request has been successful. Your new password will be contained in an **eTENDERING: New Password Notification email**.



## 9 Changing your Password

You may change your password at any time by following the steps outlined below.

- 1. Log into the eTENDERING Portal. If you do not remember your password, please refer to Section 8, **'Resetting your Password'** to receive a temporary password.
- 2. Navigate to the My Account left hand menu and click on Account Details.

Q Search RFx's	My Account Details				
Search	SRMOW04@gmail.com				
Advanced Search	Fields marked with * are required.				
	Change Password				
View RFx's	Old Password *				
Proposed	New Password *				
Current	Password				
Closed	Contirmation *				
Archived	Save				
Awarded					
Invited					
\land My Account					
Home					
Respondent's					
Details					
Account Details					
Logout					

#### Figure 9-1: Changing your Password

- 3. On this screen you will be required to enter in your old password into the Old Password\* field.
- 4. Enter a new password and confirm this password in the New Password\* and Password Confirmation\* fields. Your new password must be at least seven (7) characters long and contain letters and numbers. The password is not case sensitive nor do you require a space between letters and numbers.
- 5. Click the '**Submit'** button to reset your password. Your password has been reset when you receive a successful on-screen message.



## **10** Appendix: Document Revision History

Version	Date	Updates / Changes	Author / Reviewer
0.1	21/08/2017	Update to Version 7.0.5	Melisa Perkins
1.0	21/08/2017	Final QA	Melisa Perkins
1.2	15/06/2018	Update to Version 7.0.6	Julie Ireland
2.0	16/06/2018	Final QA Approval	Ryan Newstead
3.0	27/08/2018	Update to Version 7.0.7 & Final QA	Melisa Perkins

The purpose of this section is to capture all changes made to the content of document.