

# 1. Responding to an Opportunity

## Step 1

### Already Registered

- If you are already registered login with your email and password to the member login area

### Not Registered

- If you are not registered click on the register button and fill in your details

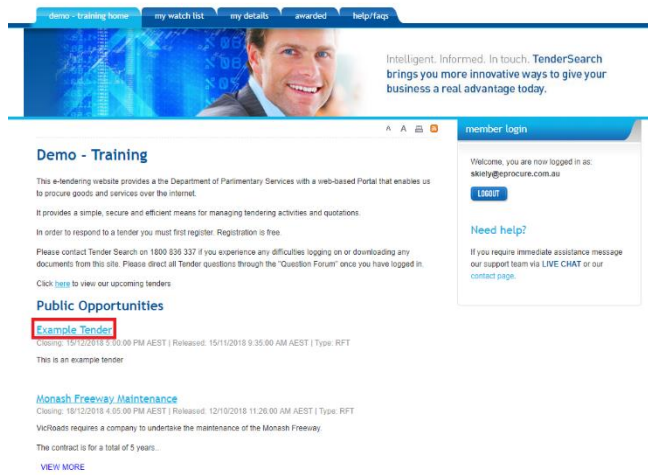
### Forgotten your Password

- If you have forgotten your password, type in your email and click on the resend password button
- If you don't receive an email password, check your junk mail, if there's nothing in your junk mail, try registering, if it says you are already registered call 1800 377 628 AU or 0800 001 592 NZ for technical support.

The screenshot displays the TenderSearch website interface. At the top, there is a navigation bar with links for 'demo - training tender', 'my watch list', 'my details', 'awarded', and 'help/faq'. Below this is a header image with the text: 'Intelligent. Informed. In touch. TenderSearch brings you more innovative ways to give your business a real advantage today.' The main content area is divided into two columns. The left column features a 'Demo - Training' section with introductory text and a 'Public Opportunities' section listing 'Example Tender' and 'Monash Freeway Maintenance'. The right column is titled 'member login' and contains a 'Please sign in below' section with fields for 'Email address' (containing 'skiley@eprocure.com.au') and 'Password', a 'LOGIN' button, and a 'Forgotten your Password?' link. Below this is a 'Not a member?' section with a list of benefits and a 'REGISTER' button. At the bottom of the right column is another 'Forgotten your Password?' section with an 'Email address' field and a 'RESEND PASSWORD' button. A 'Need help?' section is also present at the very bottom.

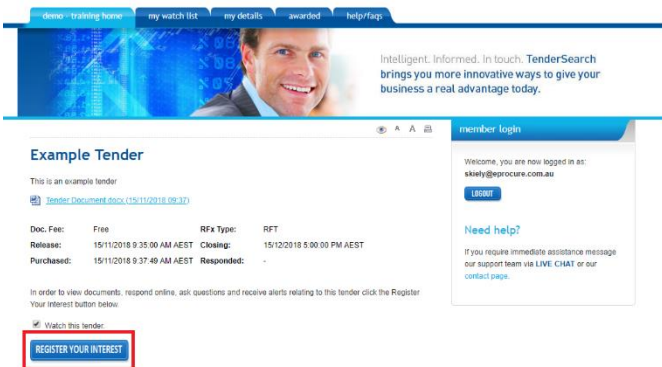
## Step 2

- Click on the link to access the tender details



## Step 3

- Click on the **REGISTER YOUR INTEREST** button to access all areas of the tender details



## Step 4

- **Tender Details** – if there are tender documents to download they will be here
- **Addenda** – if there have been any addendums issued they will be here
- **Questions** – if you have any questions relating to the tender ask them here
- **Response** – when you are ready to make a response, click here, if they are using an online form it will be here
- **WITHDRAW FROM TENDER** – if you decide you are not going to respond to the opportunity and no longer wish to receive updates ie. Addenda, questions, tender closing reminders, withdraw your interest
- **INTEND TO RESPOND** – this notifies the portal owner that you intend to respond to this opportunity, however it does not mean you have to make a response if you decide not to



Intelligent. Informed. In touch. TenderSearch brings you more innovative ways to give your business a real advantage today.

[Tender Details](#)[Addenda 0](#)[Questions 0](#)[Response](#)

## Example Tender

This is an example tender

[Tender Document.docx \(15/11/2018 09:37\)](#)

Doc. Fee:	Free	RFx Type:	RFT
Release:	15/11/2018 9:35:00 AM AEST	Closing:	15/12/2018 5:00:00 PM AEST
Purchased:	26/11/2018 10:25:25 AM AEST	Responded:	-

[WITHDRAW FROM TENDER](#)[INTEND TO RESPOND](#)[member login](#)

Welcome, you are now logged in as:  
skiety@eprocure.com.au

[LOGOUT](#)[Need help?](#)

If you require immediate assistance message our support team via [LIVE CHAT](#) or our [contact page](#).

## 2. Responding to a Schedule of Rates

If the opportunity you are responding to has a Schedule of Rates form

### Step 1

- Once you have clicked on the **Register Your Interest** tab a text box will inform you that the tender has a Schedule of Rates that can be accessed via the **Response** tab



This Tender has a SCHEDULE OF RATES to be completed. This can be located under the RESPONSE TAB. You will not be able to access anything under the RESPONSE tab until your pre-qualification has been evaluated, and you are Qualified.

Tender Details

Addenda 0

Questions 0

Response

### Step 2

- Click on the **Schedule of Rates Form** button

### Schedule of Rates Form

To access the Schedule of Rates, please click the "Schedule of Rates Form" button below.

Schedule of Rates Form

e-Form Submission

1 Event Showcase

2 Release Date: 3/09/2019 1:23:00 PM Closing Date: 12/11/2019 2:36:00 PM

3 This form contains 1 pages.  
You can visit the pages directly by clicking the below links

4 Click here to view all the requirements in one page. [Visit All](#)

5 Visit : [Supply and Delivery](#)

6 Click here to see the completed requirements. [Show Draft](#)

Download as Documents

7 Download Schedule of Rates as form : [Download\(.xls\)](#)

8 Download completed document : [Download \(.xls\)](#)

Instructions 9 10 11

[Exit](#) [Start](#)

1. Name of Tender
2. Release and Closing Date and Time
3. Amount of **Pages** for this SOR
4. **Visit All** to preview the SOR
5. Click on a specific page to visit
6. To view a draft of completed requirements
7. Download the form in Excel for you to view

- 8. Download the completed form in Excel for your records
- 9. Any instructions on completing the form
- 10. Exit the form
- 11. Start the form to complete

### Step 3

- Click on the **Start** button (11)
- Work through the requirements and click on **Save and Next**

e-Form - Tender with SOR					
Item No	Description of work	Quantity	Unit	Rate	Amount
Trades					
1	Mechanical	1	Hourly Rate		
2	Concrete	1	Hourly Rate		
3	Bricklaying	1	Hourly Rate		

- After clicking on **Save and Next** you can exit the form and come back at anytime and your information entered will be saved

### Step 4

- Once you have completed all the pages of the form you will be taken to a draft page

Submission Draft					
Trades					
Item No	Description of work	Quantity	Unit	Rate	Amount
1	Mechanical	1	Hourly Rate	123	123
2	Concrete	1	Hourly Rate	100	100
3	Bricklaying	1	Hourly Rate	500	500
Building Standards					
Item No	Description of work	Quantity	Unit	Rate	Amount
1	Fire Protection	1	Hourly Rate	200	200
2	Plumbing	1	Hourly Rate	100	100

1. Front page to go back to the starting page
2. Go To the page you wish to visit
3. Go back a page
4. Go to the starting page
5. Download a copy of your SOR for your records
6. Exit out of the SOR

## Step 5

- Click on the Submit button to make your submission
- You can go back and make changes anytime up until the close time and resubmit

### Schedule of Rates Form

To access the Schedule of Rates, please click the "Schedule of Rates Form" button below.

[Schedule of Rates Form](#)

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## Comments

If you wish to include comments or a cover letter, please use the box below.

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 Submit