

1. Responding to an Opportunity

Please allow yourself sufficient time to make your submission if you encounter any problems call 1800 836 337 well before the close time

Check the Frequently Asked Questions at the end of this document

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

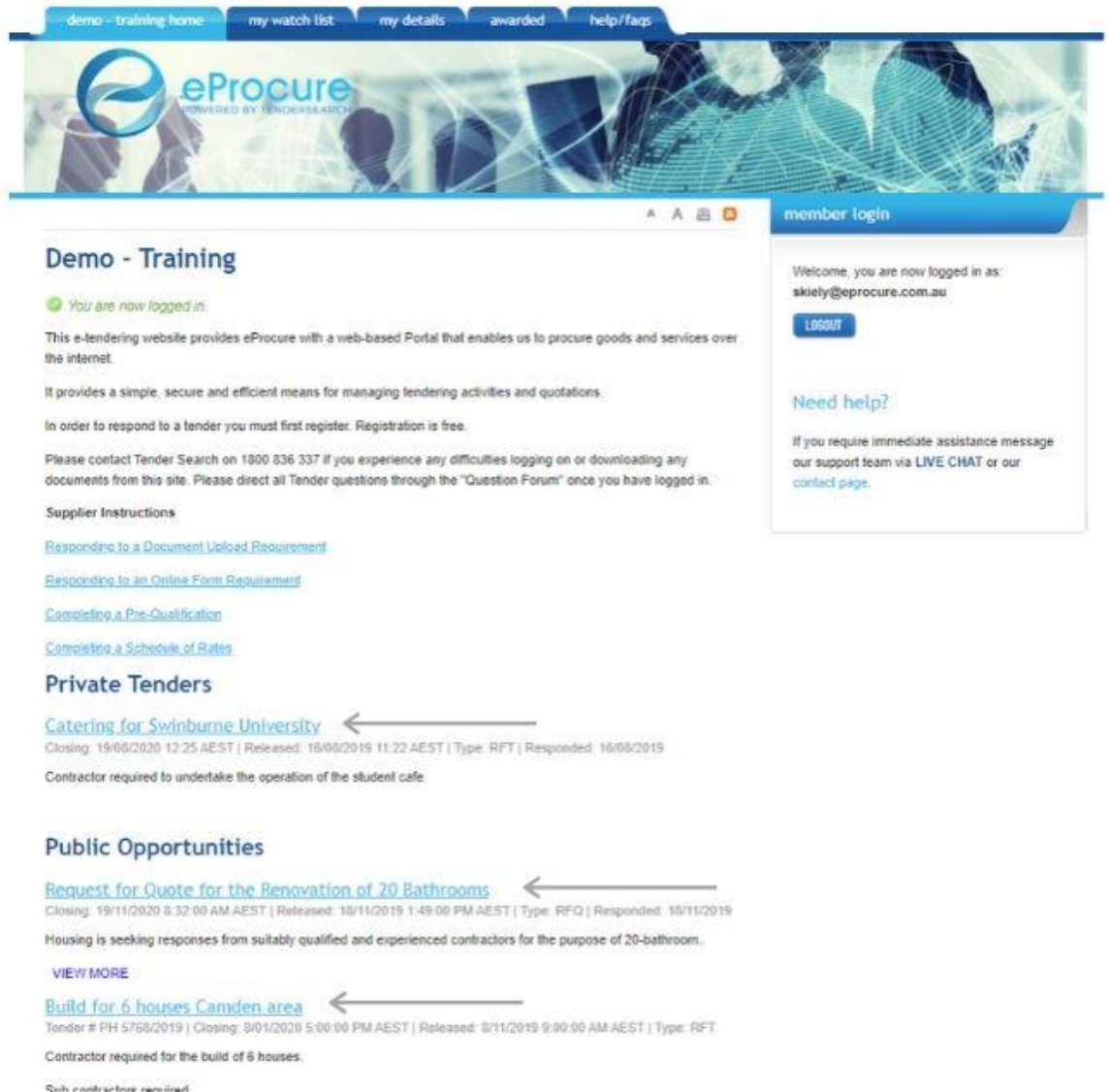
Forgotten your Password

- 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 for technical support.

The screenshot displays the eProcure website interface. At the top, there is a navigation bar with links: 'demo - training home', 'my watch list', 'my details', 'awarded', and 'help/faq:'. Below this is a banner for 'eProcure POWERED BY TENDERSearch'. The main content area is titled 'Demo - Training' and contains introductory text about the e-tendering website. On the right side, there is a 'member login' section with three distinct boxes: 1. 'Please sign in below' with fields for 'Email address' and 'Password', and a 'LOGIN' button. 2. 'Not a member?' with a list of 'Benefits of registering' and a 'REGISTER' button. 3. 'Forgotten your Password?' with a field for 'Email address' and a 'RESEND PASSWORD' button. Arrows point from the text 'Login', 'Register', and 'Password Reset' to their respective buttons. At the bottom right, there is a 'Need help?' section with a link to 'LIVE CHAT'.

Step 2

- Click on the hyperlink to access the tender details
- Private tenders you have been invited to will be visible after you have logged in (only accessible with the email address that was invited)



The screenshot displays the eProcure website interface. At the top, there is a navigation bar with links: "demo - training home", "my watch list", "my details", "awarded", and "help/faqs". Below this is a banner for "eProcure" with the tagline "POWERED BY TENDERSearch". The main content area is titled "Demo - Training" and includes a message: "You are now logged in." It provides information about the e-tendering portal and lists "Supplier Instructions" with links for document uploads, online forms, pre-qualification, and schedules of rates. Under "Private Tenders", there is a highlighted tender: "Catering for Swinburne University" with a left-pointing arrow. Below this, under "Public Opportunities", there are two more highlighted tenders: "Request for Quote for the Renovation of 20 Bathrooms" and "Build for 6 houses Camden area", both with left-pointing arrows. A "member login" sidebar on the right shows a welcome message for "skielty@eprocure.com.au" and a "LOGOUT" button. A "Need help?" section offers support via live chat or a contact page.

Step 3

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

Request for Quote Supply of 4 Vehicles

We require 4x 4x4 Vehicles to join our fleet, please see specifications in the tender document and supply your quote with on road costs and extra features listed.

Release: 10/12/2019 9:20:00 AM AEST **Closing:** 10/01/2020 5:00:00 PM AEST

RFX Type: RFQ

In order to view documents, respond online, ask questions and receive alerts relating to this tender click the Register Your Interest button below.

Watch this tender.

REGISTER YOUR INTEREST ← Click Register Your Interest to access the RFX

member login

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

LOGOUT

Need help?

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

Tender Page Overview

Tender Details **Addenda 0** **Questions 0** **Response**

Request for Quote Supply of 4 Vehicles

We require 4x 4x4 Vehicles to join our fleet, please see specifications in the tender document and supply your quote with on road costs and extra features listed.

[Tender Document.docx \(10/12/2019 09:24\)](#)

Release: 10/12/2019 9:20:00 AM AEST **Closing:** 10/01/2020 5:00:00 PM AEST

Purchased: 10/12/2019 9:58:05 AM **Responded:** -

RFX Type: RFQ

WITHDRAW FROM TENDER **INTEND TO RESPOND**

member login

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

LOGOUT

Need help?

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

- **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

2. Document Upload Response

If the opportunity you are responding to does not have an online form and requires a document upload response only

Step 1

- Download the tender documentation
- Follow the requirements outlined in the tender documentation to either populate supplied file(s) or create your own file



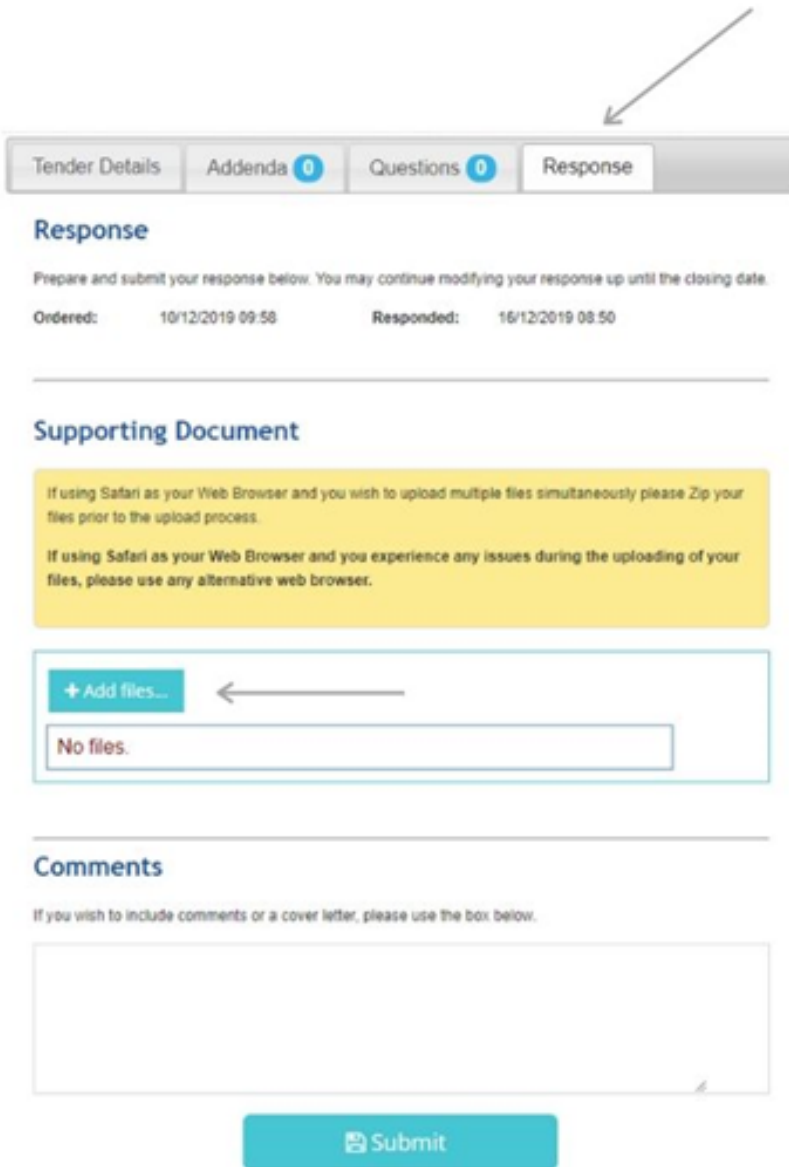
The screenshot displays a navigation bar with four tabs: "Tender Details", "Addenda 0", "Questions 0", and "Response". Below the navigation bar, the title "Request for Quote Supply of 4 Vehicles" is shown. A descriptive paragraph states: "We require 4x 4x4 Vehicles to join our fleet, please see specifications in the tender document and supply your quote with on road costs and extra features listed." A file icon and the text "Tender Document.docx (10/12/2019 09:24)" are visible, with a large arrow pointing to it from the text "Tender Documents" on the right. Below this, a table of dates and times is provided:

Release:	10/12/2019 9:20:00 AM AEST	Closing:	10/01/2020 5:00:00 PM AEST
Purchased:	10/12/2019 9:58:05 AM AEST	Responded:	16/12/2019 8:50:31 AM AEST
Rfx Type:	RFQ		

At the bottom, there are two buttons: "WITHDRAW FROM TENDER" and "INTEND TO RESPOND", both with question mark icons.

Step 2

- Click on the **Response** tab
- Click on **+ Add files...**
- Select your file(s) from where you have them saved



Tender Details Addenda 0 Questions 0 **Response**

Response

Prepare and submit your response below. You may continue modifying your response up until the closing date.

Ordered: 10/12/2019 09:58 Responded: 16/12/2019 08:50

Supporting Document

If using Safari as your Web Browser and you wish to upload multiple files simultaneously please Zip your files prior to the upload process.

If using Safari as your Web Browser and you experience any issues during the uploading of your files, please use any alternative web browser.

+ Add files... ←

No files.

Comments

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

Submit

Step 3

- After adding your file(s) it will show **ready to submit**
- You can type in comments in the box if you wish, this is not mandatory and not evaluated with your submission
- Click on the **Submit** button



Time	FileName	Size	Status	
16/12/2019 13:37 AEDT	Tender Document.docx	13.4 KB	Ready to Submit	Delete

Comments

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

 Submit ←

- Once you have made your submission you will receive confirmation from the portal as well as an email notification

Thankyou for your submission

Your response has been saved and will be eligible for consideration.

You may update your submission as often as you like until the closing date from the tender page.



If you have not received a 'Submission Received' confirmation email then please call TenderSearch on 1800 TENDER

Release: 11/04/2019 10:45 AEST **Closing:** 11/09/2019 17:00 AEST
Ordered: 11/04/2019 10:48 AEST **Responded:** 9/07/2019 13:06 AEST

Responded Documents

Name	Size	Date
Tender Document.docx	13.4 KB	9/07/2019 13:03

Comments

No comments.

[BACK TO LIST](#)

[BACK TO TENDER](#)

Email Confirmation



SUBMISSION RECEIVED - Demo - Training

TENDER : Demo Tender

SUPPORTING DOCUMENTS: Tender Document.docx - 13.4 KB

COMMENTS: Thank you for considering my submission, please contact me if you need clarification on anything.

Regards
Joe Schmoe

Frequently Asked Questions

I am waiting for a document from my colleague and the tender is closing, how will I be able to make my submission after the tender has closed

- There is no way of making a submission once the tender has closed, make your submission and go back and add the document if you get time, your submission will either be evaluated based on the information you have provided or they may ask you to provide the missing information via the portal after the tender has closed

The tender closed before I made my submission, can I email my responses

- Once the tender has closed you can no longer make a submission, due to probity reasons email responses cannot be accepted
- If you feel that there were circumstances preventing you from making your submission on time you can email your case to info@eprocure.com.au and we will pass on the details to the portal owner for their decision

Note if you haven't allowed yourself sufficient time to make your submission it is unlikely they will accept, and in some cases no late submissions are accepted

I need clarification on a question but the forum has closed

- Once the forum is closed the portal owner is not obliged to answer questions, so it's always a good idea to start your submission early allowing for any questions may arise relating to the tender content
- You can email your question to info@eprocure.com.au and we will pass on to the portal owner to answer at their discretion

I can't seem to download the files for the tender

- Try using a different browser if you are using Internet Explorer you may encounter issues due to it being phased out, we recommend Chrome for optimum performance
- Still not downloading or getting a 404 error, contact us on 1800 377 628 or email info@eprocure.com.au

I've been invited to a tender but I can't see it on the portal

- "Invitation Only/Private/Closed Tenders" can only be accessed by logging in with the email address that was invited
- If the person that was invited is no longer employed or does not make the tender responses email info@eprocure.com.au the details of the tender and the email address you want to request to be invited and we will pass onto the portal owner
- Check the email, what is the release date of the tender

What type of files can I upload with my submission

- Document files with the following extensions

`.txt,.doc,.docx,.ppt,.pptx,.pdf,.zip,.rar,.avi,.mpg,.mpeg,.htm,.gif,.jpg,.jpeg,.xls,.xlsx`

- Graphic files

`.jpg,.jpeg,.gif,.png`

- Media files

`.avi,.mpg,.mpeg,.mp3`

Note if you have a file that is not listed you can zip it and upload it

What size file can I upload

- It is advisable not to upload any one file over 100mb, if you have larger files you can zip them and upload

I made my submission but didn't receive an email confirmation

- Check your junk folder
- Call 1800 836 337