

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

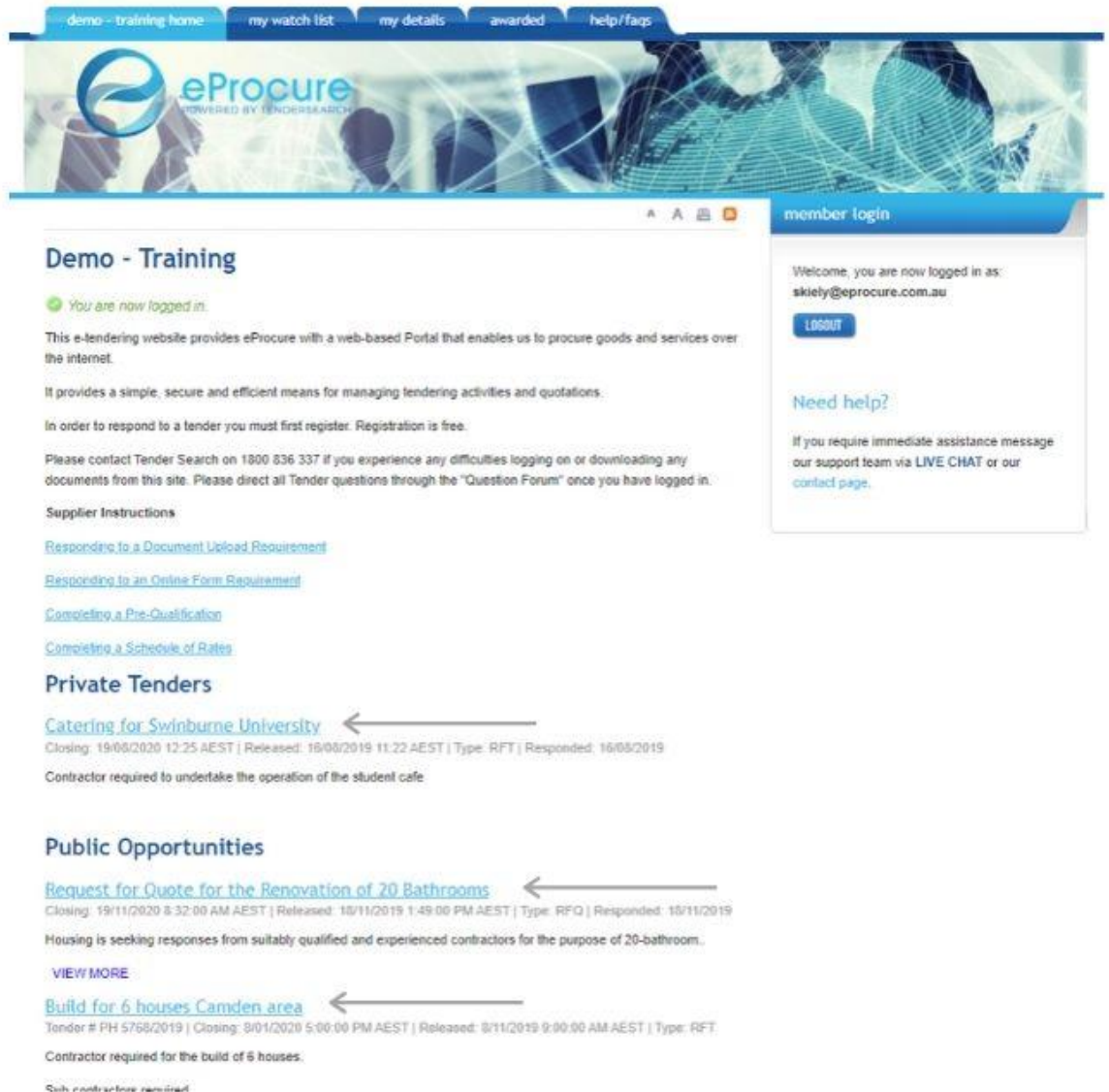
Forgotten your Password

- 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 and links for 'Supplier Instructions' and 'Public Opportunities'. On the right side, there is a 'member login' section with three sub-sections: 'Please sign in below', 'Not a member?', and 'Forgotten your Password?'. Each sub-section has a corresponding button: 'LOGIN', 'REGISTER', and 'RESEND PASSWORD'. Arrows point from the text 'Login', 'Register', and 'Password Reset' to these respective buttons. The 'Not a member?' section lists benefits of registering, such as being free to register and having access to a list of open opportunities.

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 website and lists "Supplier Instructions" with links to various requirements. Below this, there are sections for "Private Tenders" and "Public Opportunities". In the "Private Tenders" section, a link for "Catering for Swinburne University" is highlighted with a left-pointing arrow. In the "Public Opportunities" section, a link for "Request for Quote for the Renovation of 20 Bathrooms" is highlighted with a left-pointing arrow, and another link for "Build for 6 houses Camden area" is also highlighted with a left-pointing arrow. On the right side of the page, there is a "member login" box with a welcome message, the user's email address "skielty@eprocure.com.au", a "LOGOUT" button, and a "Need help?" section with a link to a support 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: **skiel@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: **skiel@eprocure.com.au**

LOGOUT

Need help?

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

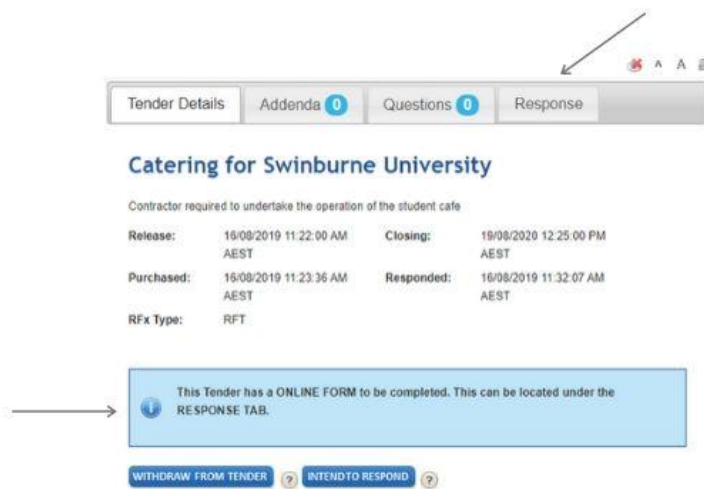
- **Tender Details** – if there are tender documents to download they will be here
- **Addenda** – if there have been any addendums issued they will be here
- **Questions** – if you have any questions relating to the tender ask them here
- **Response** – when you are ready to make a response, click here, 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. Responding with an Online Form

If the opportunity you are responding to has an online form

Step 1

- Once you have clicked on the **Register Your Interest** tab a text box will inform you that the Online form can be accessed via the **Response** tab
- Click on the **Response** tab



Step 2

- Click on the **Online Form** button



Start Form Overview

1. Shows the total number of pages of the online form (pages can vary in size dependant on the amount of questions that relate to that requirement)
2. Click on **Visit All** to view all the requirements before you start
3. Click on individual pages to view a requirement
4. Show a draft of your completed form
 - Any question shaded pink is a mandatory field that requires a response
5. Download the form as a CSV, Excel or Word file
 - **Note** You still need to populate the form online you cannot download fill out and upload the form
6. Download your completed form for your records in Word or Excel
 - **Note** Any files you have uploaded to questions will not download with the form
7. Exit the form

Step 3

8. Click on the **Start** button to commence your online submission
 - **Note** you can save your submission and come back to it anytime, if you leave the form for an extended time ensure you log out and log back in, as there is a session time out period of around 30 minutes and anything you do on a timed out session will not save

Online Form Page Overview

The screenshot shows a web-based form interface. At the top, there are three buttons: 'Front page', 'Go To -', and 'Draft page'. Below these is a progress bar. The main content area is a table with columns: ID, Requirement, Priority, Response, Comments, and Documents. The table is titled 'SCHEDULE 1 - Company Details'. The first section is '1. Company Details', which includes a question '1.1 Company Name' with a mandatory priority and a text box response. The second section is '2. Work Cover', which includes a question '2.1 Registration No or Personal Accident Insurance Policy No' with a mandatory priority and a response area for comments and documents. The third section is '3. Insurance Policies', which includes a question '3.1 Do you have \$20 million Public Liability - Please upload cover note' with a mandatory priority and a dropdown response and document upload area. The fourth section is '4. Quality System', which includes a question '4.1 Does your company comply with the Victorian Standards' with a mandatory priority and a dropdown response and document upload area.

1. Front Page
 - To return to the start (previous pic)
2. Go To
 - To go to a specific section of the form
3. Draft Page
 - To see a draft of what you have completed
4. %
 - Percentage bar showing the status of completion
5. ID
 - The identifying number for the question
6. Requirement
 - The question you need to supply a response for
7. Priority
 - Mandatory
 - This question requires a response
 - Optional
 - This question is optional in requiring a response
9. Response

This is where you make your response, a response can be required in the following format

- Text box
 - Type your response in short text form
- Yes/No
 - Choose Yes or No from the dropdown box
- Fully Comply, Not Comply, Partially Comply
 - Choose from the options according to whether you comply to the question being asked
- Response in Comments Section
 - Type your response in the comments area, this area allows for larger text responses
- Document Only
 - Where the requirement is to only upload a document

Note: when the priority is set to mandatory, if you haven't put anything in the response field, the form will **not** show as 100% complete ie. Requirement is a text box response and there is not enough character space, therefore you put your response into the comments area, it will show as incomplete unless you put something into the response area eg. "see comments"

10. Comments

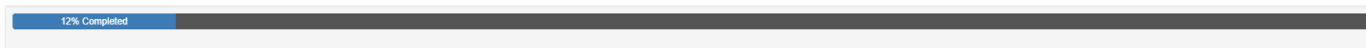
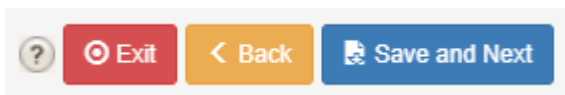
- When you want to put back up comments to your response, or the text field area isn't enough space, or if they have asked for the response in the comments section

11. Documents

- Upload supporting documents when required

Step 4

- Work through the form by clicking on **Save and Next** do **not** click on the Back button until you have saved the page you are working on, the progress bar will show percentage complete



Once you have reached the end of the form a **Submission Draft** page will show

Any incomplete mandatory areas will be highlighted in pink and you can go back and complete

Submission Draft				
ID	Requirement	Priority	Response	Comments
Section 2 - Corporate Profile and Corporate Compliance				
Conflict of Interest				
1	Are you aware of any matter, interest, or relationship that may or does create or have the effect of creating a conflict of interest in the carrying out of the proposed duties, obligations or functions? If YES then provide further explanation.	Mandatory	Yes	
2	Should a conflict of interest arise during the tender or the project, please confirm that you will advise SUT as soon as practicable.	Mandatory	Select	
Working with Children				
1	If the Tenderer is successful, while working on site, the Tenderer's employees and approved sub-contractors must have a valid Working with Children Check. Please confirm that you will comply with this requirement.	Mandatory	Select	
Financials				
1	Shortlisted Tenderers will be required to provide their financial statements and any other information reasonably requested to a third party financial assessment provider in order for SUT to satisfy itself of the financial viability of the Tenderer. If required Tenderers must provide all requested information promptly so as not to delay request for tender timelines. Please indicate your compliance with this requirement.	Mandatory	Fully Comply	
2	Please provide your annual turnover for the last financial year (2018/19)	Mandatory		\$100,000
3	Are there any proceedings (including bankruptcy, deregistration, insolvency, etc), either actual or threatened against the Tenderer, its parent company, Directors, or associated entities? Have there been any such proceedings in the last five years? If so, please explain including what remedial action has been taken in respect of proceedings?	Mandatory	No	

Draft Page Overview



- Back
 - Will take you to the last page
- Starting page
 - Back to the start page
- Download
 - Download your form with completed responses in Excel format for your records
- Save
 - Takes you to the front page where you can submit your form

Step 5

- Click on the **Save** button

The following popup box will appear

demo.eprocure.com.au says

When you have completed the online form, to finalise your submission scroll down and click 'Save & Submit'.

A blue rectangular button with the text 'OK' in white.

- Click ok on the popup
- Click on the **Submit** button if you are ready to submit

A teal rounded rectangular button with a document icon and the text 'Submit' in white.

Note You can go back into your online form once you have submitted, make changes and resubmit up until the closing time

- 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: 3/12/2019 13:20 AEST **Closing:** 5/01/2020 09:43 AEST
Ordered: 13/12/2019 10:03 AEST **Responded:** 13/12/2019 14:54 AEST

Responded Documents

Name	Size	Date
No files added.		

Online Form Documents

Name	Size	Date
No files added.		

Comments

..

[BACK TO LIST](#)

[BACK TO TENDER](#)



SUBMISSION RECEIVED - Demo - Training

TENDER : This is a tender that has an Online form

SUPPORTING No files submitted

DOCUMENTS:

COMMENTS: ..

Frequently Asked Questions

I can't seem to copy and paste my answer from word, excel

- 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

My submission is showing 87% and I have answered all the questions

- You may have entered your information in the comments section when the question has a response field requirement, if you have done this due to requiring more space enter in the response section "see comments" or if you are confident you have answered all the questions you can make your submission at 87%
- There may be **optional** requirements on the form that aren't calculating, you can still make your submission

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 started my submission and when I came back to it later it didn't save the rest of my responses

- If you leave the portal for an extended time you will be session timed out, anything you add will not be saved, you should always log back in if no activity is made for 30 mins or more

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