1. Responding to an Opportunity

Please allow yourself sufficient time to make your submission if you encounter any problems call 1800 377 628 AU or 0800 001 592 NZ 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 AU or 0800 001 592 NZ for technical support.

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)

eProcure
POWERED BY TENDERSEARCH

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Demo - Training

✔ *You are now logged in.*

This e-tendering website provides eProcure with a web-based Portal that enables us to procure goods and services over the internet.

It provides a simple, secure and efficient means for managing tendering activities and quotations.

In order to respond to a tender you must first register. Registration is free.

Please contact Tender Search on 1800 836 337 if you experience any difficulties logging on or downloading any documents from this site. Please direct all Tender questions through the "Question Forum" once you have logged in.

Supplier Instructions

Responding to a Document Upload Requirement

Responding to an Online Form Requirement

Completing a Pre-Qualification

Completing a Schedule of Rates

Private Tenders

Catering for Swinburne University ⟵
Closing: 19/08/2020 12:25 AEST | Released: 16/08/2019 11:22 AEST | Type: RFT | Responded: 16/08/2019

Contractor required to undertake the operation of the student cafe

Public Opportunities

Request for Quote for the Renovation of 20 Bathrooms ⟵
Closing: 19/11/2020 8:32:00 AM AEST | Released: 18/11/2019 1:49:00 PM AEST | Type: RFQ | Responded: 18/11/2019

Housing is seeking responses from suitably qualified and experienced contractors for the purpose of 20-bathroom...

VIEW MORE

Build for 6 houses Camden area ⟵
Tender # PH 5768/2019 | Closing: 8/01/2020 5:00:00 PM AEST | Released: 8/11/2019 9:00:00 AM AEST | Type: RFT

Contractor required for the build of 6 houses.

Sub contractors required

eProcure

Step 3

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

Tender Page Overview

- **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
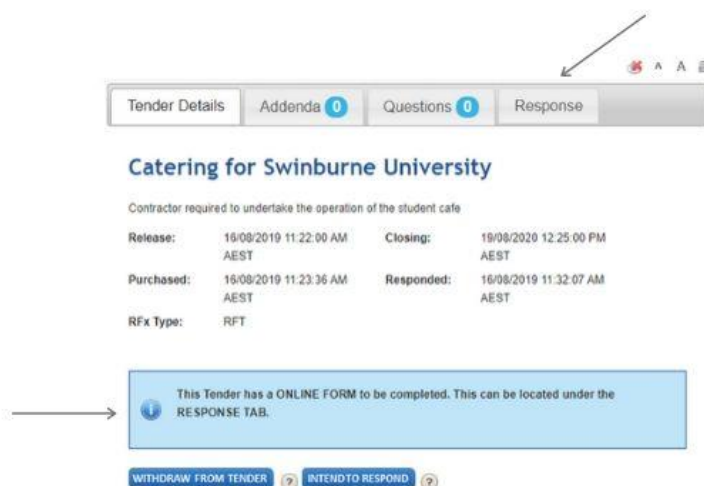
Step 2

- Click on the **Online Form** button

Start Form Overview

1. To view the form in its entirety to assess what is required
2. Visit the individual pages to view and or complete by requirements
3. Start working through the online form
4. Progress bar showing percentage complete
5. View a draft of your completed or partially completed form, any incomplete questions will be highlighted in pink
6. Download the form for review
   - Note this form is not to be filled out offline the download is designed to pass onto colleagues that may need to complete areas of the form and still needs to be transposed into the online form
7. Download a copy of your completed form in Word or Excel
8. Exit the form
9. Exit the form
   - Note you can exit and come back to work on your form at any time, ensure you click on save and next to save your responses

Step 3

10. 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

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
11. 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"

12. 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
13. 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
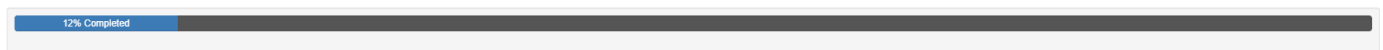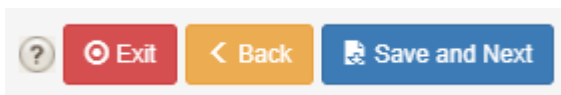
12% Completed

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

ID	Requirement	Priority	Response	Comments
Submission Draft				
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'.

OK

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

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.

> ℹ️ 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

eProcure

SUBMISSION RECEIVED - Demo - Training

TENDER :   This is a tender that has an Online form

SUPPORTING DOCUMENTS: No files submitted

COMMENTS: . .

Frequently Asked Questions

I cant 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 AU or 0800 001 592 NZ 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 AU or 0800 001 592 NZ