Submit Your Submission to an Electronic Tender Box

Use this manual to take you through the four simple steps of responding to an eRFx notice invitation.

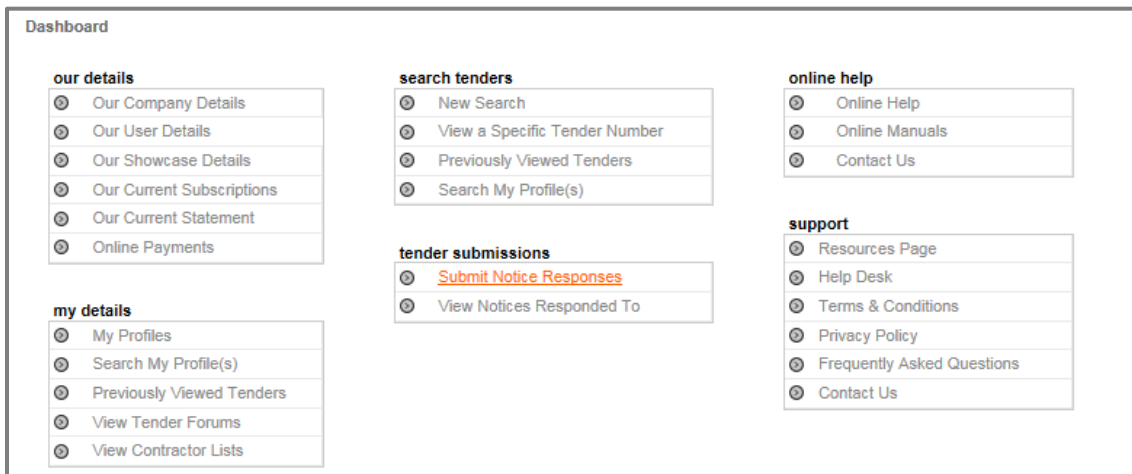1. In the **Dashboard** screen under the **Tender Submissions** heading, click on **Submit Notice Responses** (Figure 25)**.**

Figure 25: Select Make a Submission on the Dashboard.

2. Select the eRFx Notice you wish to make your submission to by clicking on the eRFx Notice ID. Alternatively, enter the eRFx Notice ID into the search field and click **Go** (Figure 26).

3. You will be taken through the four-step process, with the fourth step (uploading files to the ETBs) now called **Update Submission** (Figure 3).
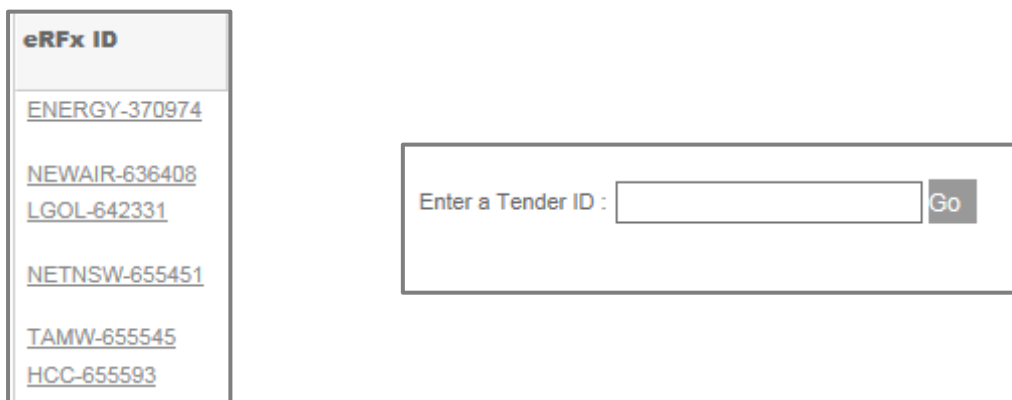

Figure 26: Select eRFx Notice to Make a Submission to.

Step 1: Information

The information screen (Figure 27) displays:

- Information about submitting files to the eRFx Notice.

- Approximate upload times for files of 10 MB/100 MB in size, dependent on your upload speed. This enables you to ensure you will have enough time to get your documents uploaded to the Electronic Tender Box(es) (ETBs) before the closing time.

- Click **Next** to go to step two - the **Confirm** step.

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Figure 27: Online Submission step 1 – Information

Step 2: Confirm

Review the information about the eRFx Notice in the **Confirm** screen (Figure 286) to ensure that this is the notice you wish to make a submission to. This screen displays:

- The tender ID
- The number of ETBs
- The region
- Closing date and time
- Contract value (if available)
- Purchaser's description of the goods/services required

Figure 28: Online Submission step 2 – Confirm.

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1. Click **Next** to go to **Step 3**, the **Agree to Terms** step.

Step 3: Agree to Terms

2. If the tender is a public tender, tick the box in the **Agree to Terms** screen (Figure 29), to agree to your company details being made public once the tender has closed.

3. Tick the box to agree to the TenderLink **Terms of Service.** The **Terms of Service** can be viewed by clicking on the word **here** in the last sentence (or under Support in the Dashboard menu).

4. Click **Next** to go **Step 4**, the **Make Submission** step.

Figure 29: Online Submission step 3 - Agree to Terms.

Step 4: Make Submission

Uploading Files to the Electronic Tender Box

5. There may be one or more ETBs for a tender.

6. The example below shows that each has a separate tab within this screen the **eRFx Pricing** & **eRFx Specification** tabs (Figure 30).

7. Click on the tab to select the desired ETB, and then click on **Browse** to locate the file to be uploaded from your computer.

Figure 30: Online Submission step 4 - Make Submission.

8.   Select the file to be uploaded and click on **Open**.
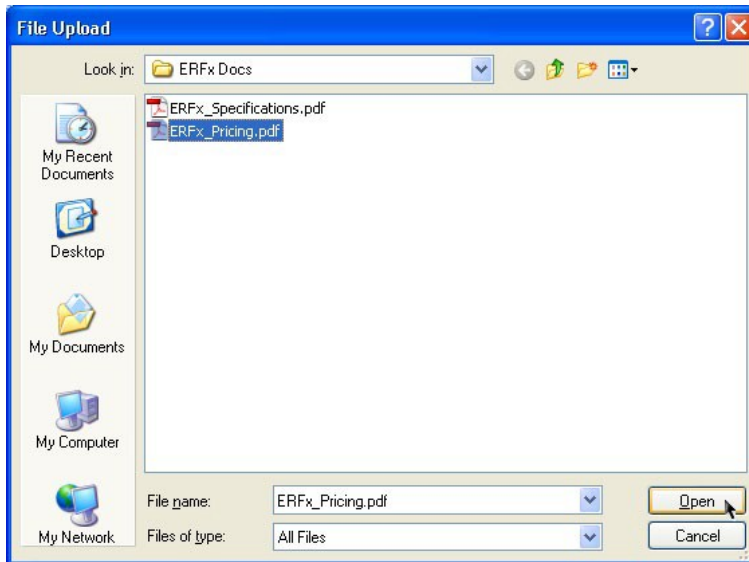
Figure 31: Select document to upload.

9.   Click on **Upload File** (Figure 30). You can upload more than one file per ETB, just repeat this process.

Figure 32: Upload file.

10. Files will be listed under the '**You have Transferred X Files to the Server'** heading, once upload is complete (figure 33).

Figure 33: File uploaded ready to make submission.

11. You can click on **[remove]** (next to the transferred files' names) if you wish to delete any of your uploaded files (also see the **Updating Your Submission** section).

! NOTE:

When updating, the **[remove]** button will only appear next to files if you have at least two files uploaded, as a current submission must always have at least one file in each ETB.

12. When you have uploaded at least one file to each ETB click on the **Make Submission** button (you cannot make a submission without at least one file uploaded to each ETB).

This will now make a submission with the files you have transferred.

Are you sure you have uploaded all files for this submissions?

Do you want to continue?

OK   Cancel

Figure 34: Confirm submission.
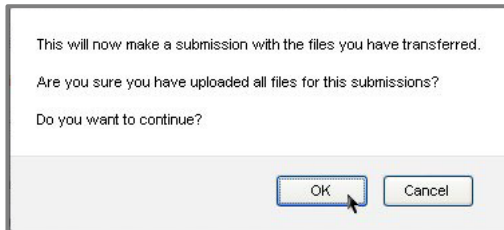
13. Click on **OK** to confirm your submission.

14. You must click on **Make Submission** before the close time of the eRFx Notice. If you have uploaded your files, but have not clicked the **Make Submission** button before the closing time, your eRFx response will not be accepted.

15. You will then be sent a **Receipt of Submission** (Figure 35) in an email, listing the submission details.

Receipt of Submission for TENDER
[BDMDE-502983]

BDM Demonstration Site
E-Tendering System

---- T E S T   S E R V E R ----

Monday, 23 May 2011

Account Number : 1987363

Demo Electrical Pty Ltd
111 Gloucester Street
SYDNEY NSW 2000
AUSTRALIA

Looking for more Tenders?
CLICK HERE

Send me my Login Details

Attention D Emo

Hello D,
This is an automated message from BDM Demonstration Site

Notice Type :	Request for Tender
TenderLink Ref Number :	BDMDE-502983
Closing Date/Time :	13/07/2011 - 5:00 p.m. NSW
Summary :	Wiring and Electrical plus Maintenance of a Warehouse
For :	BDM Demonstration Site

SUBMISSION DETAILS :

The following submission was made to the tender box **ERFx Pricing** :

Submission Made :	23/05/2011 - 8:37 a.m. (NSW)
Files Submitted :	erfx_pricing.pdf
Status :	Lodged in Tender Box

The following submission was made to the tender box **ERFx Specifications** :

Submission Made :	23/05/2011 - 8:36 a.m. (NSW)
Files Submitted :	erfx_specifications.pdf
Status :	Lodged in Tender Box

Submission of your tender has been time and date stamped as above. Once the tender has closed, the procuring party (Purchaser) will access the Electronic Tender Box to retrieve your submission file.

Have a nice day!

Sincerely
Customer Services
BDM Demonstration Site
test.tenderlink.com/bdm

Powered by www.tenderlink.com   © TenderLink.com 2011. All rights reserved.

Figure 35: Receipt of Submission email.

Updating Your Submission

1. In the **Dashboard** screen under the **Tender Submissions** heading, click on **View Tenders Responded To.**

our details
- ◎ Our Company Details
- ◎ Our User Details
- ◎ Our Current Statement
- ◎ Online Payments

my details
- ◎ My Profiles
- ◎ Search My Profile(s)
- ◎ Previously Viewed Tenders
- ◎ View Tender Forums
- ◎ View Contractor Lists

search tenders
- ◎ All Current Tenders
- ◎ New Search
- ◎ View a Specific Tender Number
- ◎ Previously Viewed Tenders
- ◎ Search My Profile(s)

tender submissions
- ◎ Submit Notice Responses
- ◎ View Notices Responded To

online help
- ◎ Online Help
- ◎ Online Manuals
- ◎ Contact Us

support
- ◎ Resources Page
- ◎ Help Desk
- ◎ Terms Of Service
- ◎ Privacy Policy
- ◎ Frequently Asked Questions
- ◎ Contact Us

Figure 36: The Dashboard Screen.

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2. Select the eRFx Notice you wish to update your submission for by checking the adjacent radio button and then click on the **Update Submission** button (Figure 37). This will allow you to add, overwrite and/or delete files from your submission.
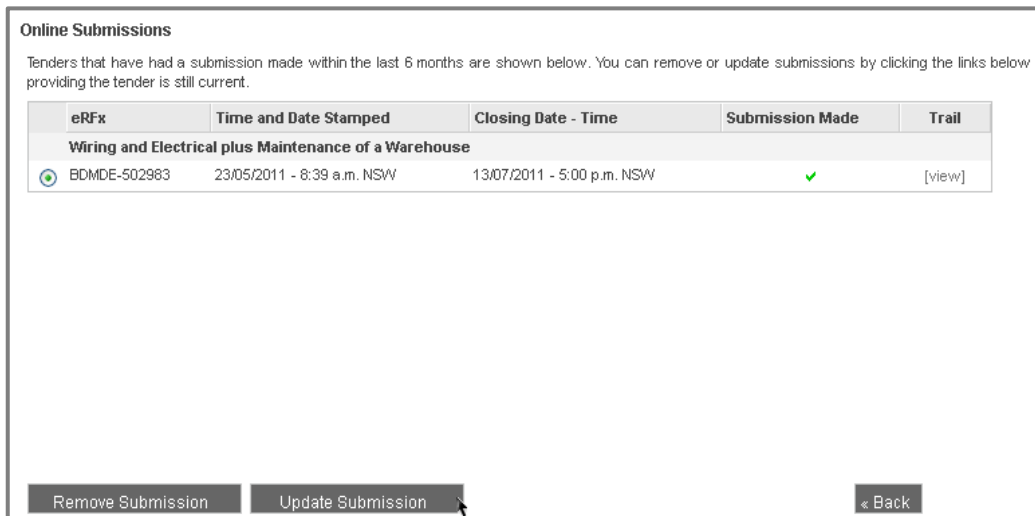

Figure 37: Online Submissions screen.

3. You will be taken through the four-step process again, with the fourth step (uploading files to the ETBs) now called **Update Submission** (Figure 38).
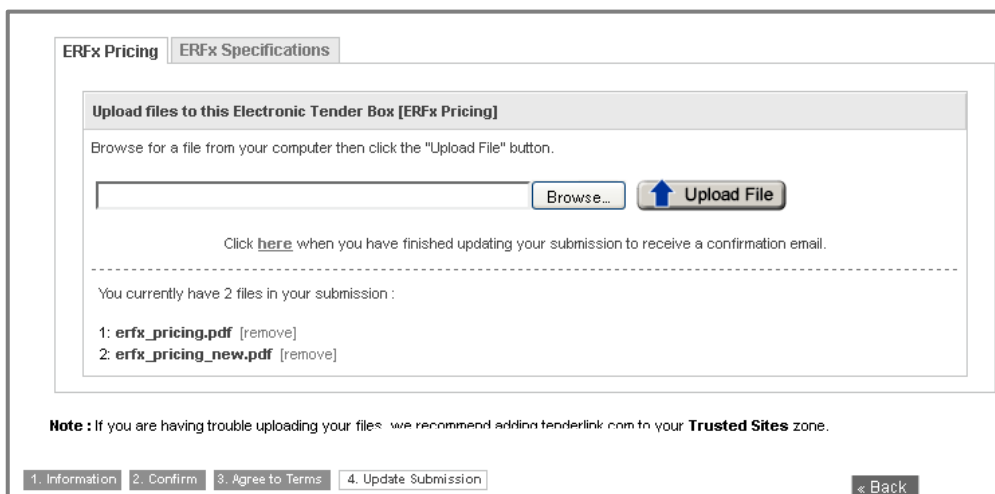

Figure 38: Update Submission screen.

Removing Your Submission

You may decide that you wish to withdraw your submission to an eRFx Notice.

1. To remove your submission, check the radio button to the left of that eRFx Notice in the **Online Submissions** screen (Figure 37).

2. Click on **Remove Submission**. You will be taken to the **Withdraw Tender Submission** screen (Figure 39).

3. Check that the Tender ID number is correct and then click on the **Remove My Submission** button.

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