

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).

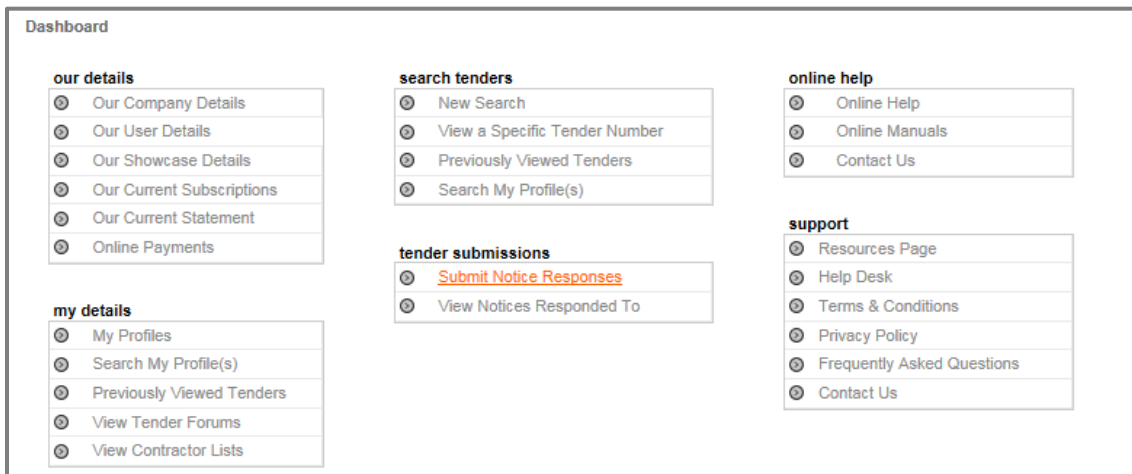


Figure 25: Select Make a Submission on the Dashboard.

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).

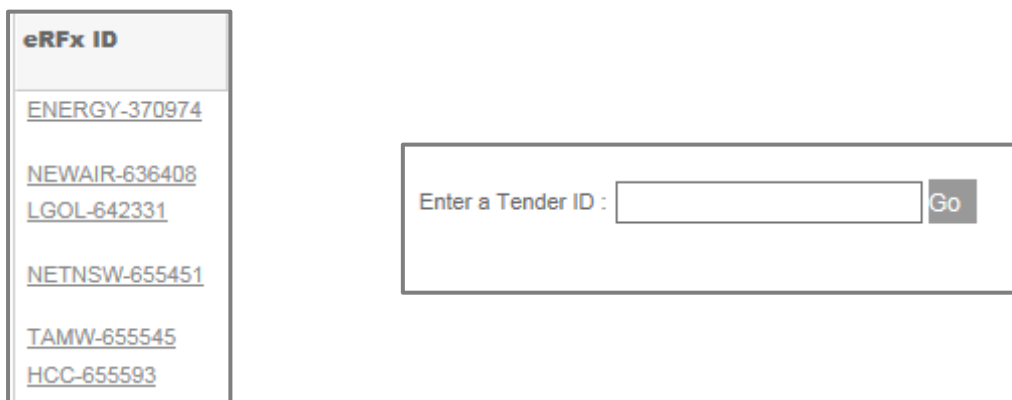


Figure 26: Select eRFx Notice to Make a Submission to.

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.

Online Submission for Tender #BDMDE-502983

Tender Closes In
51 days 8 hrs 31 mins 38 secs

IMPORTANT
Please ensure you give yourself enough time to complete your submission. To start preparing your submission click the **"Next"** button located at the bottom of this page.

The diagram below illustrates average times to upload a 10 MB file and a 100 MB file using various internet upload speeds.

SIZE			
	10 MB	100 MB	
S P E E D	56 Kb	25 minutes	4 hours and 10 minutes
	64 Kb	21 minutes	3 hours and 40 minutes
	128 Kb	10 minutes	1 hour and 43 minutes
	256 Kb	5 minutes	52 minutes
	1.5 Mbps	1 minute	10 minutes

Upload time depends on two things:

- The size of your file
- Your internet upload speed

Disclaimer: This is a guide only. It is by no means definitive. These times can vary significantly depending on your actual internet speed at the time of upload.

1. Information 2. Confirm 3. Agree to Terms 4. Make Submission Next »

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

Online Submission for Tender #BDMDE-502983

Tender Closes In
51 days 8 hrs 30 mins 2 secs

This tender has 2 electronic tender boxes.
At least one file must be uploaded to each tender boxes to complete your submission.

Please confirm this is the tender you wish to make a submission to, then click **"Next"**.

WIRING AND ELECTRICAL PLUS MAINTENANCE OF A WAREHOUSE

This tender is **CURRENT**

- TenderLink Ref : BDMDE-502983
- Type of Notice : Request for Tender
- Region : New South Wales
- Contract Value : Under 100,000

Closing Date/Time
13/07/2011
5:00 p.m. NSW

BDM Demonstration wishes to invite suppliers to submit responses for the installation of electrical components / wiring for our newly constructed storage warehouse. This will also include regular maintenance and alterations / upgrades to the wiring setup over time.

- A deposit of AUD\$120 (inc. GST if any) is required to accompany any bids submitted for this tender.

BDM Demonstration Site

1. Information 2. Confirm 3. Agree to Terms 4. Make Submission « Back Next »

Figure 28: Online Submission step 2 – Confirm.

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.

Online Submission for Tender #BDMDE-502983

Tender Closes In
51 days 8 hrs 28 mins 52 secs

Before you can make a submission to this notice, please agree to the terms of service and click "**Next**".

I understand that my company details will be made public once the tender has closed.
(Specific details of your submission will not be released, although the purchaser may choose to make public the bid amount.)

I acknowledge that I have read, understood and hereby agree to the Terms of Service of TenderLink.com - in particular Clause 8.0 (to view click [here](#)).

1. Information 2. Confirm 3. Agree to Terms 4. Make Submission

« Back Next »

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.

Online Submission for Tender #BDMDE-502983

Please ensure at least one file is submitted to each of the tender boxes shown below. If you have previously uploaded file(s) for this tender, any files with the same name as one already in the tender box will be overwritten. The maximum length of a file name should not exceed 100 characters or it will be shortened.

Tip: To upload multiple files it may be easier to zip your files first as the option below only enables you to transfer one file at a time.

ERFx Pricing ERFx Specifications

Upload files to this Electronic Tender Box [ERFx Pricing]

Browse for a file from your computer then click the "Upload File" button.

Once you have finished uploading your files you **must** click the Make Submission button below

You have transferred 0 files to the server:

Note: If you are having trouble uploading your files, we recommend adding tenderlink.com to your **Trusted Sites** zone.

1. Information 2. Confirm 3. Agree to Terms **4. Make Submission**

Figure 30: Online Submission step 4 - Make Submission.

8. Select the file to be uploaded and click on **Open**.

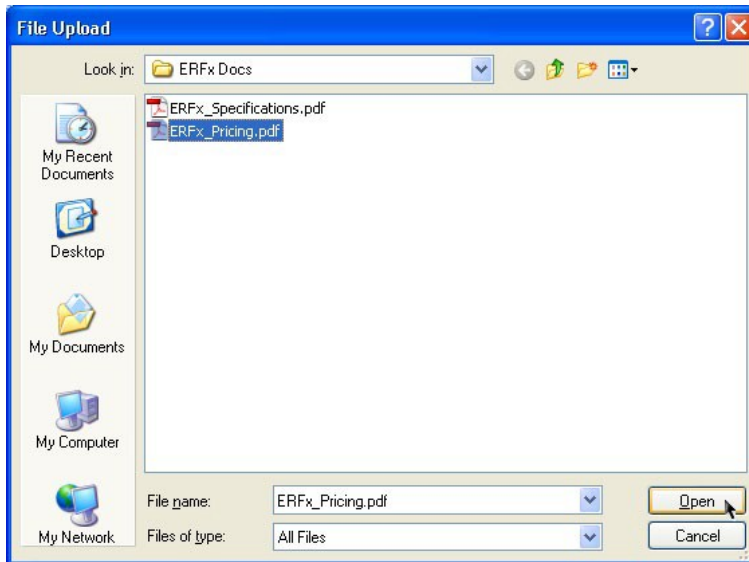


Figure 31: Select document to upload.

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

Online Submission for Tender #BDMDE-502983

Please ensure at least one file is submitted to each of the tender boxes shown below. If you have previously uploaded file(s) for this tender, any files with the same name as one already in the tender box will be overwritten. The maximum length of a file name should not exceed 100 characters or it will be shortened.

Tip : To upload multiple files it may be easier to zip your files first as the option below only enables you to transfer one file at a time.

ERFx Pricing | ERFx Specifications

Upload files to this Electronic Tender Box [ERFx Pricing]

Browse for a file from your computer then click the "Upload File" button.

C:\Documents and Settings\megan\Desktop\ERFx Docs\EF [Browse...] [Upload File]

Once you have finished uploading your files you **must** click the Make Submission button below

[Make Submission]

You have transferred 0 files to the server:

Note : If you are having trouble uploading your files, we recommend adding tenderlink.com to your **Trusted Sites** zone.

1. Information | 2. Confirm | 3. Agree to Terms | 4. Make Submission [Back]

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).

Online Submission for Tender #BDMDE-502983

Please ensure at least one file is submitted to each of the tender boxes shown below. If you have previously uploaded file(s) for this tender, any files with the same name as one already in the tender box will be overwritten. The maximum length of a file name should not exceed 100 characters or it will be shortened.

Tip : To upload multiple files it may be easier to zip your files first as the option below only enables you to transfer one file at a time.

ERFx Pricing | ERFx Specifications

Upload files to this Electronic Tender Box [ERFx Specifications]

Browse for a file from your computer then click the "Upload File" button.

[Browse...] [Upload File]

Once you have finished uploading your files you **must** click the Make Submission button below

[Make Submission]

You have transferred 1 file to the server:

1: **erfx_specifications.pdf** [Remove]

Note : If you are having trouble uploading your files, we recommend adding tenderlink.com to your **Trusted Sites** zone.

1. Information | 2. Confirm | 3. Agree to Terms | 4. Make Submission [Back]

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).

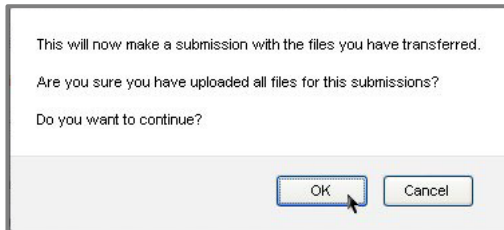


Figure 34: Confirm submission.

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
---- TEST SERVER ----		
Monday, 23 May 2011	Account Number : 1987363	
Demo Electrical Pty Ltd 111 Gloucester Street SYDNEY NSW 2000 AUSTRALIA	Looking for more Tenders? CLICK HERE	
Attention D Emo	Send me my Login Details	
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 <ul style="list-style-type: none"> Our Company Details Our User Details Our Current Statement Online Payments 	search tenders <ul style="list-style-type: none"> All Current Tenders New Search View a Specific Tender Number Previously Viewed Tenders Search My Profile(s) 	online help <ul style="list-style-type: none"> Online Help Online Manuals Contact Us
my details <ul style="list-style-type: none"> My Profiles Search My Profile(s) Previously Viewed Tenders View Tender Forums View Contractor Lists 	tender submissions <ul style="list-style-type: none"> Submit Notice Responses View Notices Responded To 	support <ul style="list-style-type: none"> Resources Page Help Desk Terms Of Service Privacy Policy Frequently Asked Questions Contact Us

Figure 36: The Dashboard Screen.

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.

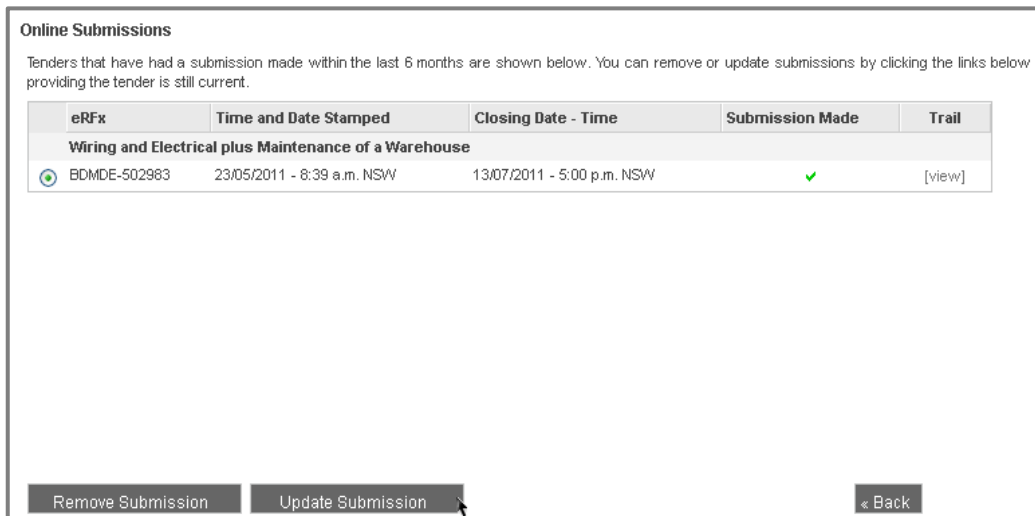


Figure 37: Online Submissions screen.

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).

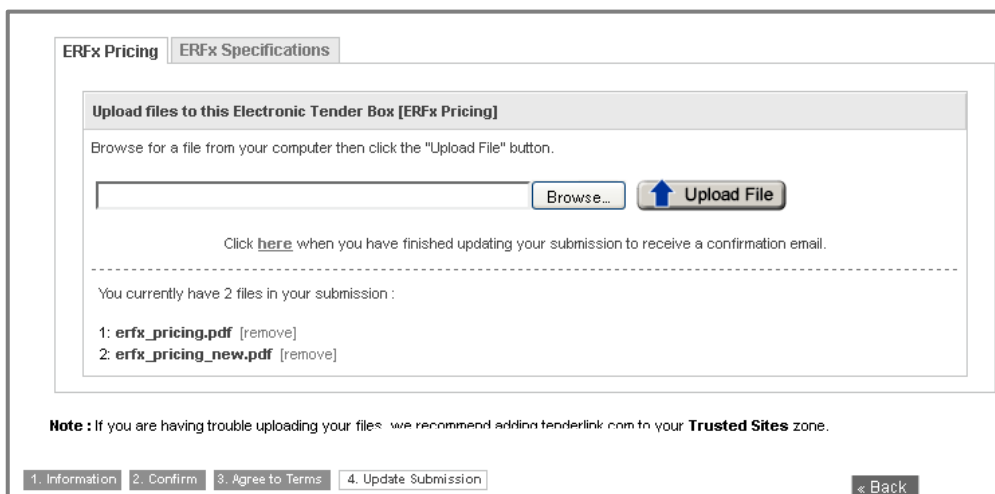


Figure 38: Update Submission screen.

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.