

eTendering Portal User Guide

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Tips:

- Combine all your documents into a zip file first then upload only 1 file.
- Keep the total size of all files under the maximum size limit of 20Mb.
- Make time allowances for computer glitches & technical issues.
- Allow yourself plenty of time to upload your submission.
- If you need **technical assistance** call Open Windows eTendering support team on (03) 9994 5482.
- If you have **tender specific enquires** call City of Whittlesea Procurement Team on (03) 9217 2316

Section 1 – Registration

The screenshot shows the eTendering Portal interface. At the top, there is a blue header with the text "eTendering Portal" and the City of Whittlesea logo. Below the header, there are several navigation and search options:

- Advanced Search:** A search bar with a "Search" button.
- View RFX's:** A menu with options: Proposed, Current, Closed, Archived, and Awarded.
- My Account:** A menu with options: Home, Login, and Create Account (highlighted with a red box).
- Search:** A section with a magnifying glass icon and the text "Search for RFX's".
- Advanced Search:** A section with a magnifying glass icon and the text "Search for RFX's using advanced criteria".
- My Submissions:** A section with a document icon and the text "View the details of the submissions you have made".
- My Subscriptions:** A section with a calendar icon and the text "Manage and view the list of RFX's you have alerts for".

The screenshot shows the "Respondent Registration" form. It is divided into several sections:

- Contact Details:** Fields for Title, First Name *, Last Name *, Email *, Phone *, Mobile, and Fax. A note states: "Note: All emails generated from eTendering will be sent to this email address".
- Address Details:** Fields for Street Address 1 *, Street Address 2, City *, State *, Postcode *, and Country (set to AUSTRALIA).
- Account Details:** Fields for Password * and Password Confirmation*.
- Organisation Details:** Fields for Organisation *, Position, Department, ABN, ACN, and Legal / Other Name.

At the bottom of the form, there is a checkbox for "I have read and agree to the [conditions of use](#)" and a "Submit" button.

Required fields are marked with an asterisk "*"

IMPORTANT

The email address & password entered here will be required to log in when you want to upload your submission.

Search RFX's Create Respondent Account

Advanced Search Search

Congratulations!
You have successfully created an account. An email has been sent to you which contains instructions on how to complete the account creation process.

You will receive an email to verify your details. Click on this link.



Dear

Thank you for registering on the City of Whittlesea eTendering portal. Before you will be able to access the member section of the site you will need to click the link below to confirm your details.

<http://etendering.whittlesea.vic.gov.au/Website/SupplierRegistration.aspx?reg=sOTNfrAFnlSn3qKzgb8QUu0lnRS0Pgdb%2fvfXZvHiQt8YJhNUZnO6LsvTVMw9%2fKRohschmhVs7C3PkKJZIRVIH59xI56qvqE6%2fHcSS4rxjM%3d>

Please do not reply to this email. If you received this email in error please disregard it.

Respondent Registration

Congratulations!
You have successfully confirmed your details as a respondent.

Login Details

Email

Password

If you have forgotten your password click [here](#).

The eTENDERING PORTAL Desktop

eTendering Portal City of Whittlesea

Welcome Jane Supplier

Search for an RFX (Callout pointing to the search bar)

View lodged submissions (Callout pointing to the My Submissions section)

Search RFX's (Callout pointing to the search bar)

Advanced Search

View RFX's

- Proposed
- Current
- Closed
- Archived
- Awarded
- Invited

My Account

- Home
- Respondent's Details
- Account Details
- Logout

Use these links to quickly access tender (Callout pointing to the View RFX's and My Account sections)

View and update your account details (Callout pointing to the Respondent's Details and Account Details links)

Setup and manage alerts for RFX Categories (Callout pointing to the My RFX Subscriptions section)

Access Invited Only RFX's using the code provided (Callout pointing to the Access Invited RFX's section)

View additional links, Contact Information and the Disclaimer (Callout pointing to the footer links)

View Online Help (Callout pointing to the help icon)

All times listed above are displayed in AUS Eastern Standard Time.

Links | Contact Us | Disclaimer

open windows

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Navigating within an RFX

Document Tab: Download RFX documents here. Note: You must register first.

Contacts Tab: View Contact details for the RFX.

Communications Tab: View and send communications to the RFX contact.

Details Tab: Provides a summary of the RFX details.

Search RFX's

Advanced Search

View RFX's

- Proposed
- Current
- Closed
- Archived
- Awarded
- Invited

My Account

- Home
- Respondent's Details
- Account Details
- Logout

Details (Callout pointing to the Details tab)

RFX Number: CON95

RFX Title: Catering Services

Details | Documents | Contacts | Communications

Number	CON95
Title	Catering Services
Description	An interview and demonstration will be required.
Preliminary Stage	RFT
Category	Building and Construction
Location	Melbourne
Opening Date	20/05/2016 09:00 AM AEST (UTC+10:00)
Closing Date	27/05/2016 05:00 PM AEST (UTC+10:00)
Last Updated	20/05/2016 02:51 PM AEST (UTC+10:00)
Status	Current

Register As a Respondent | My Submission | Close

Section 2 - Invited Tenderers

Invited tenders only will receive an email containing an access code.

eTendering :: Request for Quotation Invitation
svc_openwindows
Sent:
To:

Dear

The City of Whittlesea invites you to register for the following tender:

Important Note:

The email address & password that you set up in the registration process will be the **only login details to have access to this tender**. To submit your tender you will need to **login with the same email address & password**. We suggest you store the login details where they can be accessed by other staff at your office if necessary.

RFx Details

Request for Quotation Number:
Request for Quotation Title:
Request for Quotation Category:
Request for Quotation Opening Date:
Request for Quotation Revised Closing Date:
Request for Quotation Location:
Request for Quotation Description:

All times listed above are displayed in AUS Eastern Standard Time

Accessing the RFx

Please click [here](#) to login and be directly taken to the RFx. Alternatively, login to the eTendering Portal and enter your Access Code, provided below, to access the RFx.

Access code "cemill98" (without quotes).

Tips:

- To download the documents go to the Documents Tab click on the **'Register As a Respondent'** button first then click on the **'Download all documents'** button.
- To upload a submission, log back in with the **same email & password** used for the initial registration. On the Tender Details Tab, click on the **'Upload or Lodge a New Submission'** button.

Please do not reply to this email. Any enquiries related to this tender should be directed to:

Note the unique access code from your email to enable access to the tender.

Log into the eTendering Portal using the same email address as the invitation, select the Invited View. Enter the Access Code in the RFx Invited Code field. Select Get RFx.

Search RFx's
Go
Advanced Search

View RFx's

Proposed
Current
Closed
Archived
Awarded
Invited

Invited
Current Closed Archived

Access Invited RFx

RFx Invited Code

Get RFx

<< < Page 1 of 1 > >>

Number	Title	Category	Preliminary Stage	Opening	Closing	Status
No records found						

Section 3 - Downloading the documents

Log into eTendering Portal, the Desktop will be displayed on screen. Proceed to the 'Current' tab to view and download publicly advertised tenders. Alternatively if you were invited to tender, you will have received an email and have the option to select the 'Invited' tab. In order to access the 'Click here to download all documents' link you will first need to click 'Register as a Respondent'.

Details ?

RFX Number: **CON95**
RFX Title: Catering Services

Details **Documents** Contacts Communications

Filename	Last Updated
Sample_document.docx	20/05/2016 11:10 AM AEST (UTC+10:00)

* You must register your interest for this RFX before you are able to download documents or make a submission

[Register As a Respondent](#) [Close](#)

Details ?

RFX Number: **CON95**
RFX Title: Catering Services

Details **Documents** Contacts Communications

Filename	Last Updated
Sample_document.docx	20/05/2016 11:10 AM AEST (UTC+10:00)

[Click here to download all documents](#)

* You must register your interest for this RFX before you are able to download documents or make a submission

[Unregister As a Respondent](#) [Update or Lodge A New Submission](#) [Close](#)

Section 4 - Uploading a submission.

Log into the eTendering Portal with the same email address & password used in the initial registration/downloading process. The eTendering Desktop will be displayed. Select the 'Current' tab to upload a submission for publicly advertised tenders. Alternatively if the tender was invited, you will have the option to select the 'Invited' tab. Locate the RFX you wish to respond to, click on the RFX to open the RFX details. Click on the 'Update or Lodge a New Submission' button.

Details ?

RFX Number: **CON95**
RFX Title: Catering Services

Details Documents Contacts Communications

Number	CON95
Title	Catering Services
Description	Provision of catering services.
Preliminary Stage	RFT
Category	Building and Construction
Location	Melbourne
Opening Date	20/05/2016 09:00 AM AEST (UTC+10:00)
Closing Date	27/05/2016 05:00 PM AEST (UTC+10:00)
Last Updated	20/05/2016 11:10 AM AEST (UTC+10:00)
Status	Current

* You must register your interest for this RFX before you are able to download documents or make a submission

Unregister As a Respondent **Update or Lodge A New Submission** Close

Click on the Continue button to agree with the terms and conditions of the RFX process.

Lodge a New Submission ?

The lodgement of submissions using this site is subject to the RFX conditions as specified.

Return Continue

To upload a Submission document, click on 'Browse' to locate your document. To upload additional documents, click on the 'Add More' button. Repeat this process for all remaining documents, remembering there is a limit of 5 documents per Submission. We suggest combing all your documents into a zip file first then upload only 1 file. Click 'Update or Lodge a New Submission' button to lodge your submission. You may see an Upload in progress screen which indicates the Submission is being uploaded.



Update or Lodge A New Submission ?

PTD26 - Purchase of a Water Filter

NOTE:
The system will not accept submissions that exceed the total file size limit of: 2GB

Click the "Browse" button and select the file on your computer that contains your submission. To add more files, click the "Add File" button. To submit, click "Update or Lodge A New Submission" and the selected file(s) will be transmitted.

Your submission will be recorded as being received after the transmission of all the files has been successfully completed. An online receipt will be displayed upon completion.

Lodge a New Submission

C:\Users\melisa.perkins\Desktop\Tender Document.docx	Browse...	
C:\Users\melisa.perkins\Desktop\Tender Document 2.docx	Browse...	Remove
C:\Users\melisa.perkins\Desktop\Tender Document 3 3.docx	Browse...	Remove

Note: Clicking on the 'Update or Lodge A New Submission' button will finalise the submission and provide you with a receipt number.

Submission Receipt ?

Your submission has been successful

A submission with the following details has been received

RFx No: CON95
Title: Catering Services

Your submission receipt number is: **wWw2Dm1Lun**
Please take note of this for your records

The following files have been received

- Sample document.docx

The submission was received at 20/05/2016 12:05 PM AEST (UTC+10:00)

[Click here to go back to the RFx.](#)

You will also receive an eTENDERING: RFx Submission Lodged Notification email which is a copy of your Submission Receipt.