e-Tender
Software As A Service

Bidder RFx User Guide
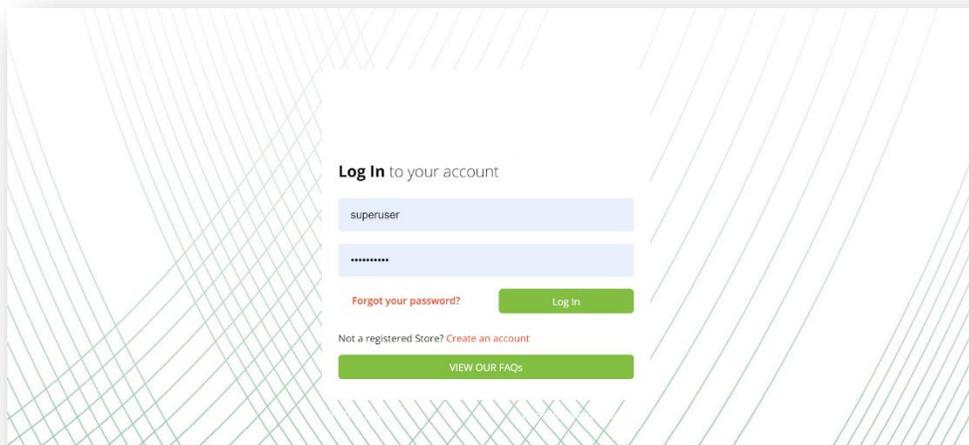# Desk Instructions

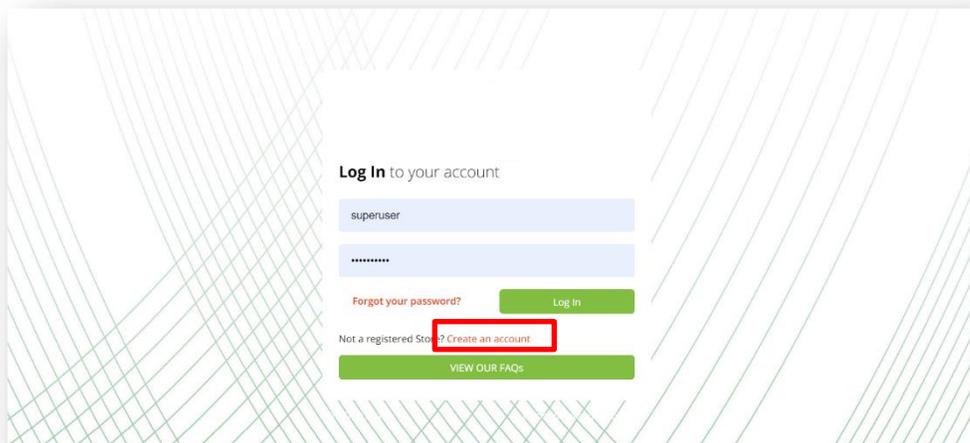# Table of Contents

1. Registering on *E-Tender*

Registering on E-Tender is quick and easy!

To begin logging on using the E-Tender portal link, type in the company's website address in your preferred browser.

The following page will appear on your screen:


Select, **'Create an account'** as shown below:

You will be directed to the **'Register your Organization'** page.

On this page, ensure that you read thoroughly the website's Terms and Conditions. Upon completion, click **'Select to Accept'**. You will not be allowed to continue registering if you do not accept the website's Terms and Conditions:
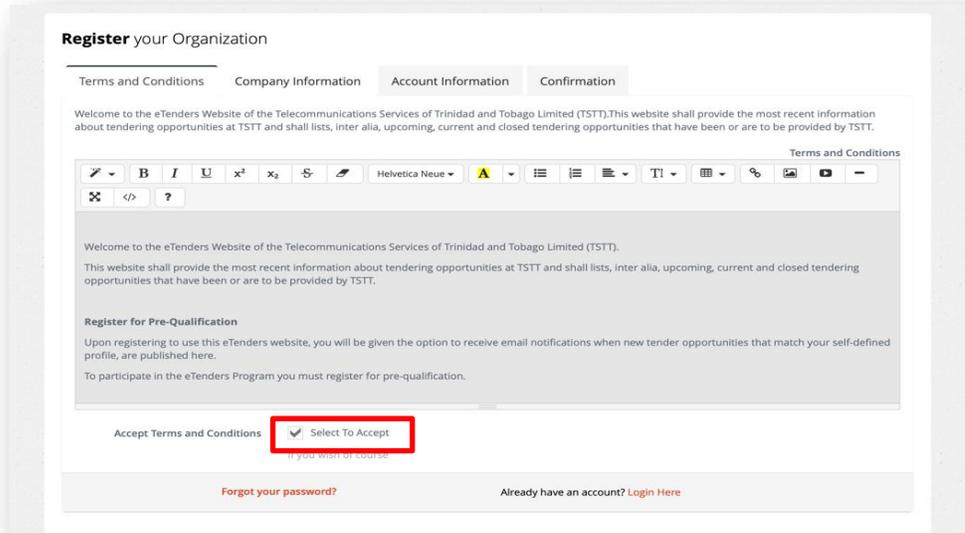
After accepting the Terms and Conditions, you will be directed to the **'Company Information'** tab on your screen.

Here, you will be required to input basic company information in the blank fields provided as shown below:
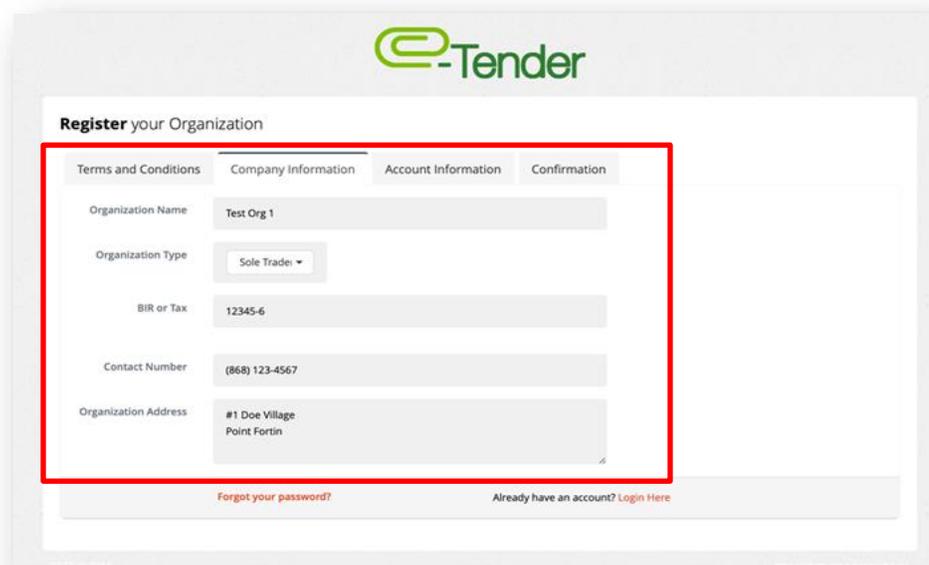
Once you have finished inputting your basic company data on this screen, select the **'Account Information'** tab, to begin entering your User account information as shown below:

Please note that the Username and Password you enter in this section is case sensitive and will be required to authenticate your account after registration for future entry into the system.

It is imperative that you secure this information so that no one else can have access to your account. Also, when creating your Username, you are **not to include special characters** and you are to be mindful of including extra spaces or creating hyphenated usernames.

Once you are comfortable with the information submitted in the **'Account Information'** section, proceed to the **'Confirmation'** tab. Here, select, **'Register E-Tender Account'** to complete the process.
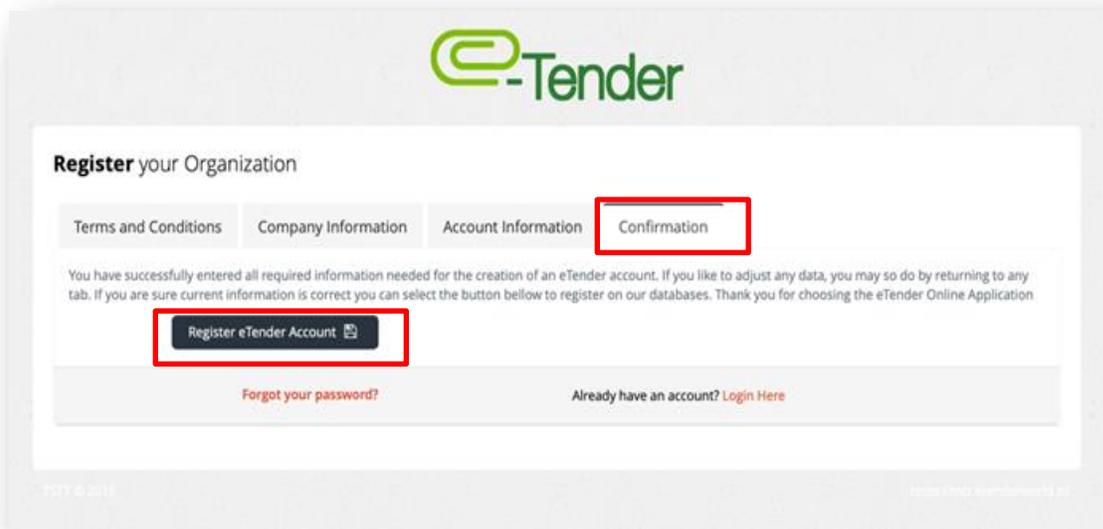

Once your registration is successful, you will receive the following confirmation:
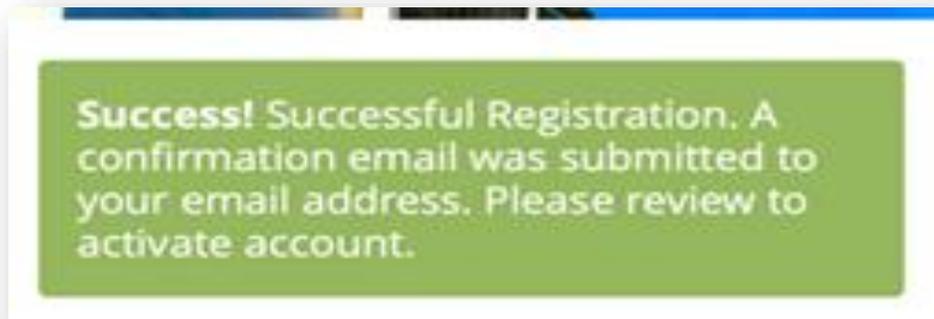

Proceed to your email account and verify that you have received the confirmation email. This step is important because if you do not activate your newly created E-Tender account, you will not be

able to access E-Tender. Be sure to check your 'Junk Mail' and 'Spam' folders if you have not received your email.

When you get the email, select, copy the activation code and select **'Activate Account'**:
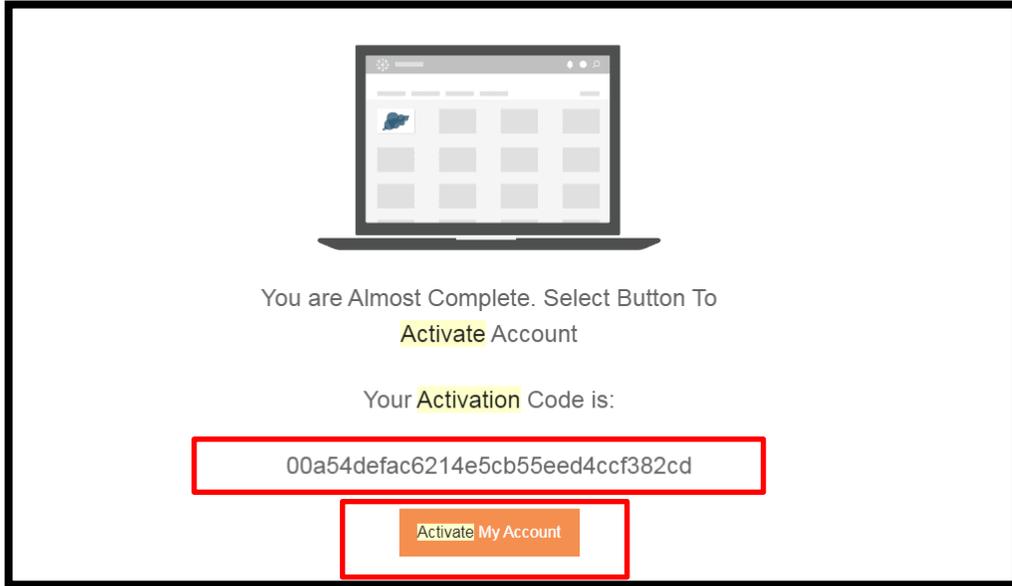
You will be directed to a screen prompting you to enter your activation code. Once it is entered correctly, you will be prompted to log in using the credentials you entered when creating the account.
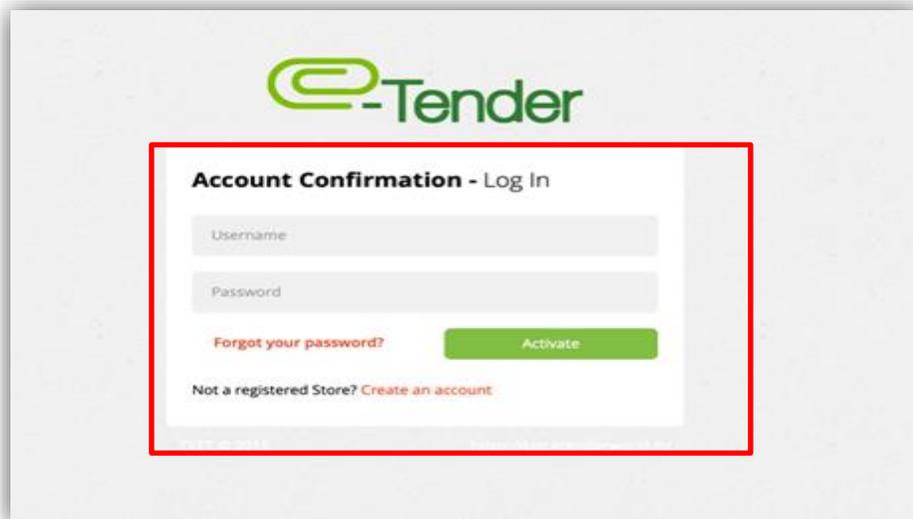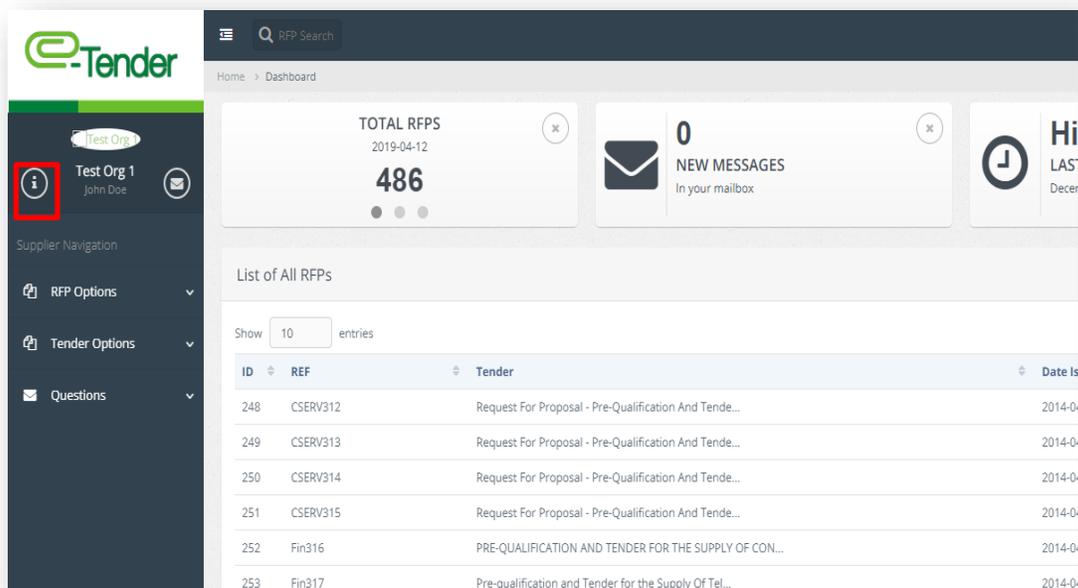

Congratulations! You are now registered to conduct business on *E-Tender*!

2. Updating Company Details

At some point, you may need to update your company's business details on *E-Tender*. These details may include:

- Full Name
- Company Name
- Contact Information
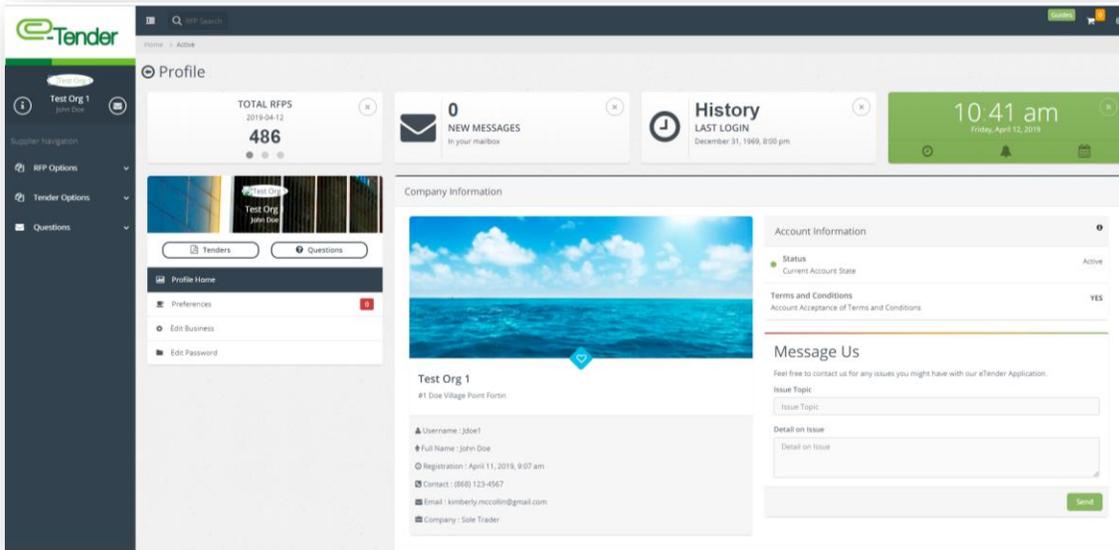- Company Address
- Company Logo

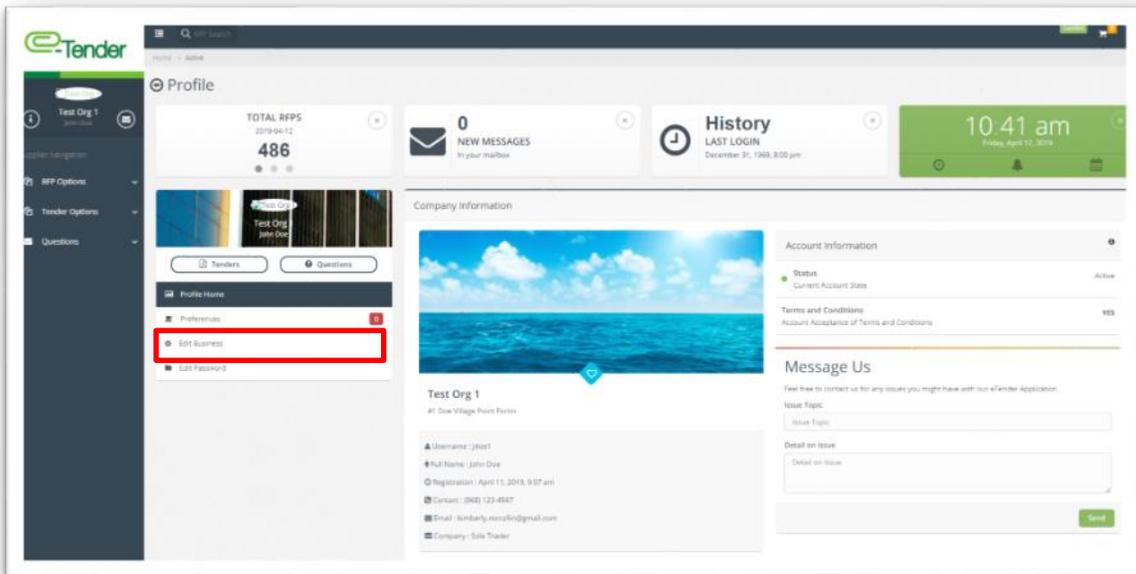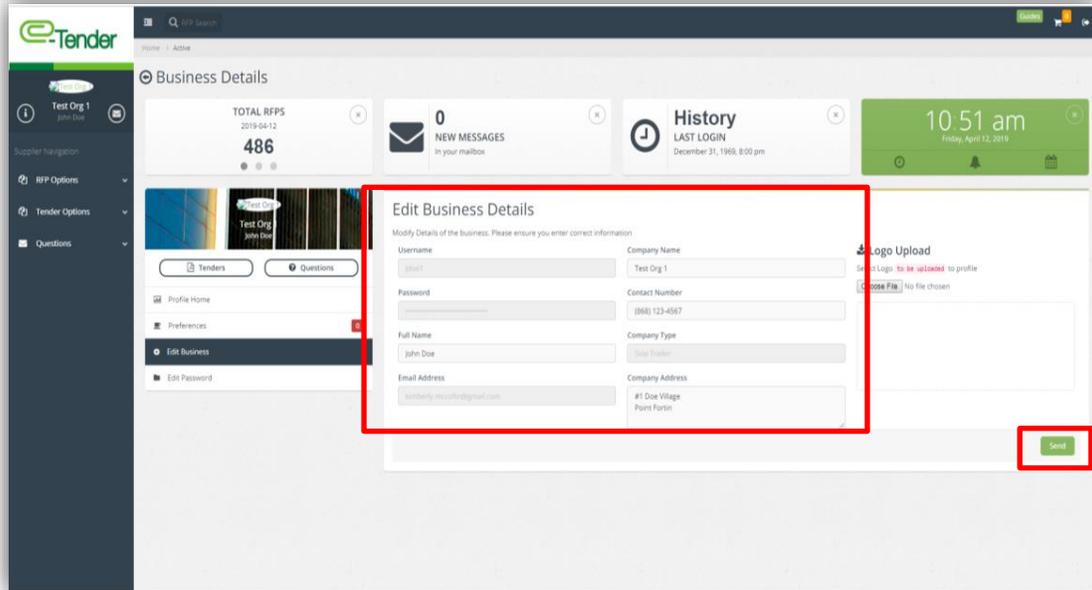To begin editing/updating these details, select ⓘ as shown below:

You will be directed to the following screen:

Select, **'Edit Business'** to begin the process of editing your company details:
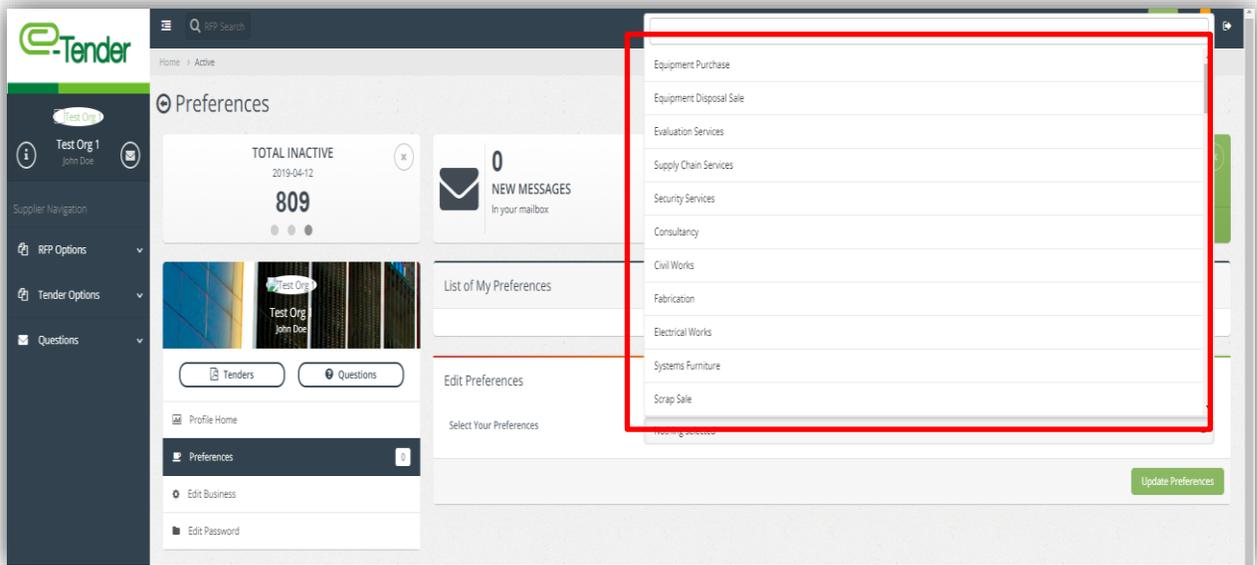
You will be directed to the page shown below. Proceed to enter your updated company details. When you are finished, select **'Send'**:
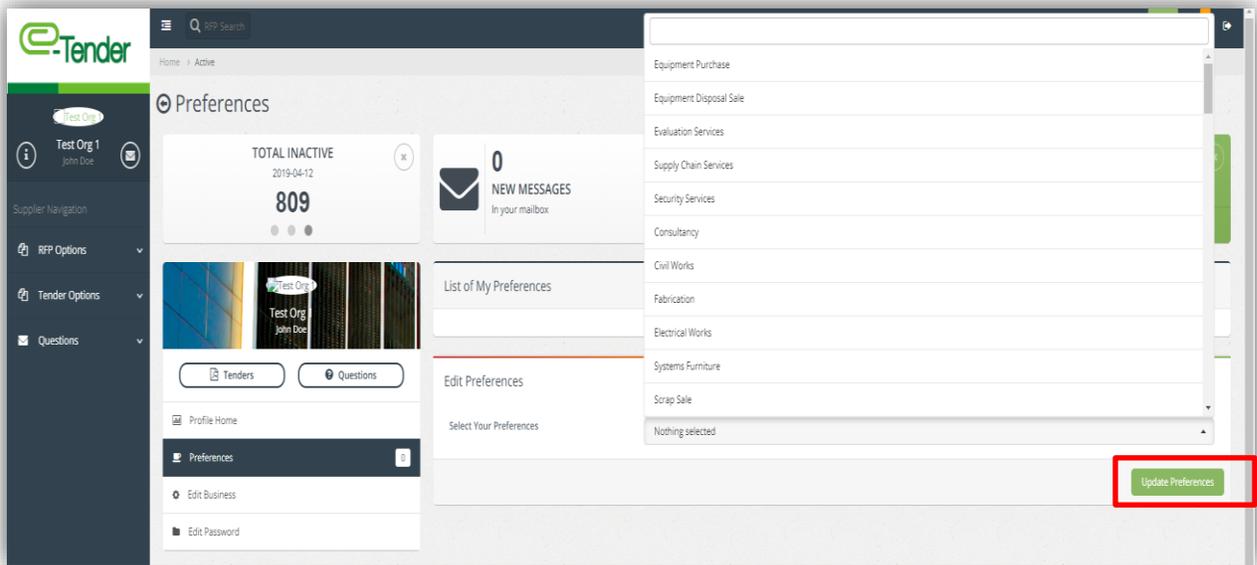

You can also upload and update your Company logo on this page as well. On the same page entitled **'Business Details',** upload and update your logo by selecting **'Choose File'**. When you are finished, select, **'Send'**:
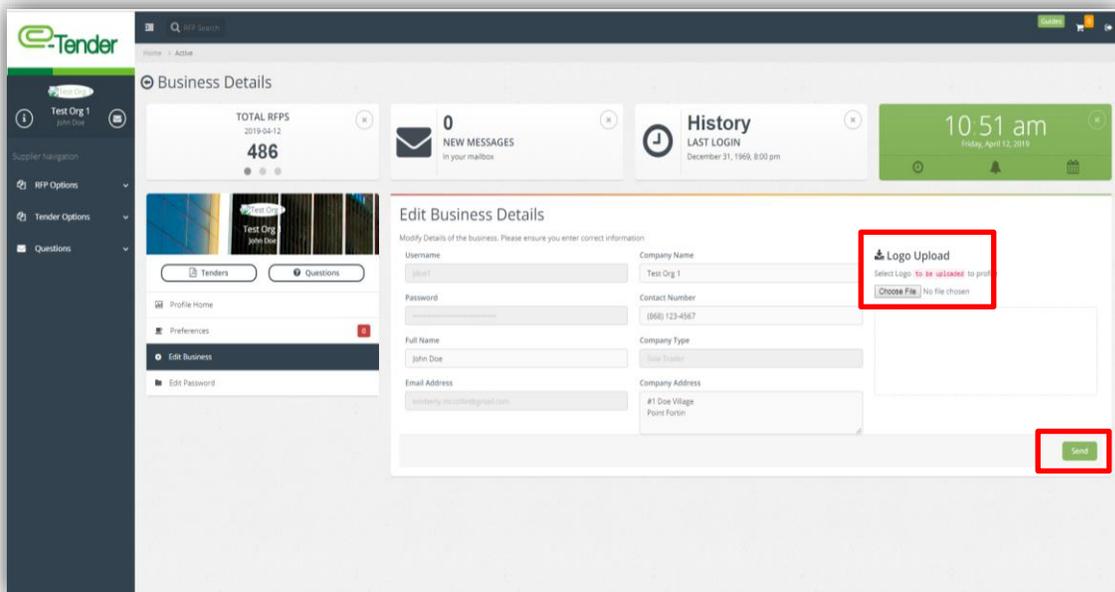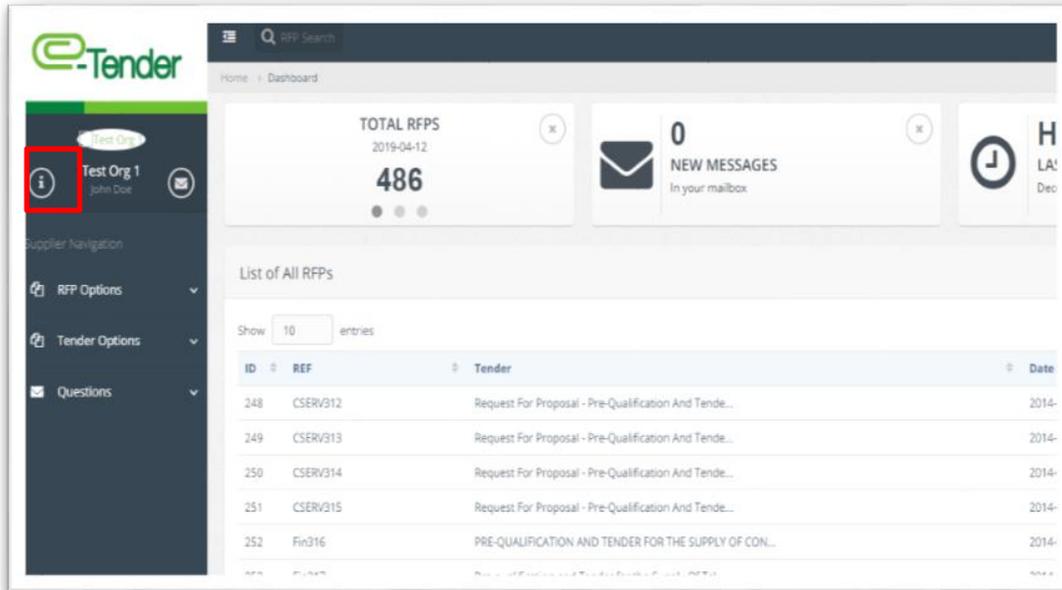
When you are finished selecting your preferences, select, **'Update Preferences'** as shown below:
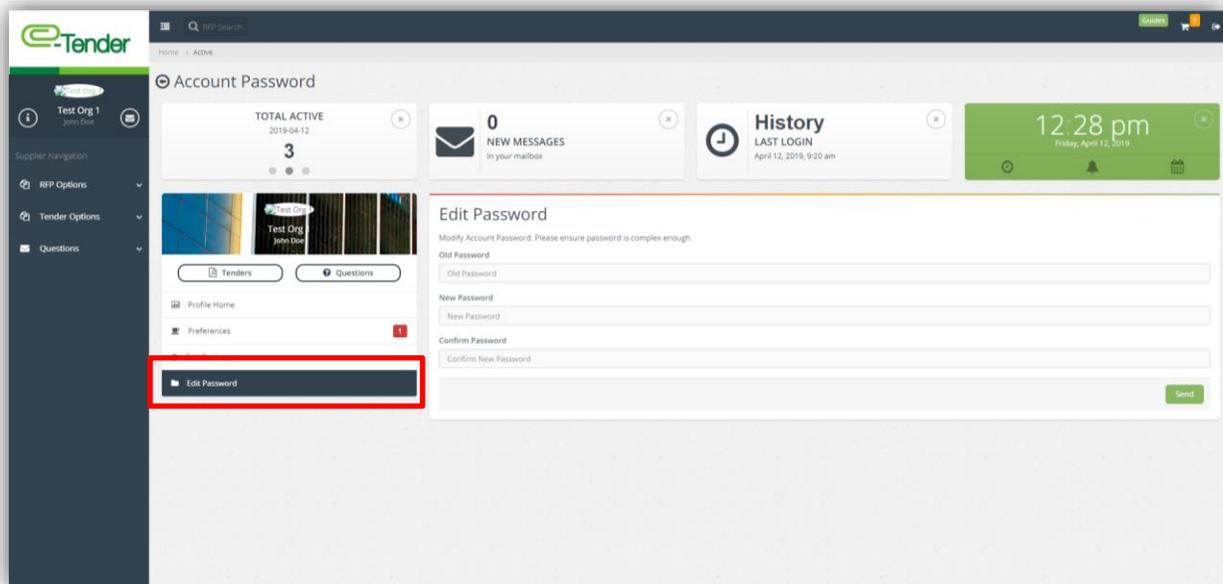
4. Changing your Password

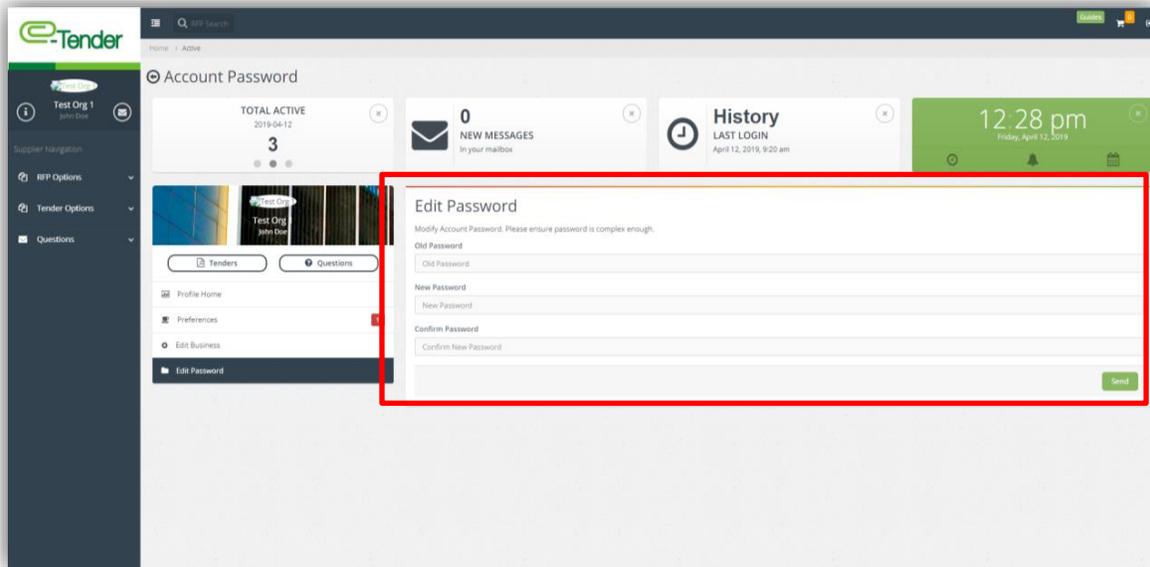At some point, you may need to update your password details on E-Tender. To do this, select
ⓘ as shown below:

Select, **'Edit Password'**:

Enter your old password and your updated password details in the fields as shown below. Upon completion, select **'Send'**.

It is important that you remember your new password and that it is case sensitive. Failure to remember your new password will result in your inability to successfully access to *E-Tender*.

5. Using the Message Portal

If there are any queries or concerns regarding the use of *E-Tender*, there is a message portal available for your use.

To send a message via the message portal, select [info icon] as shown below:
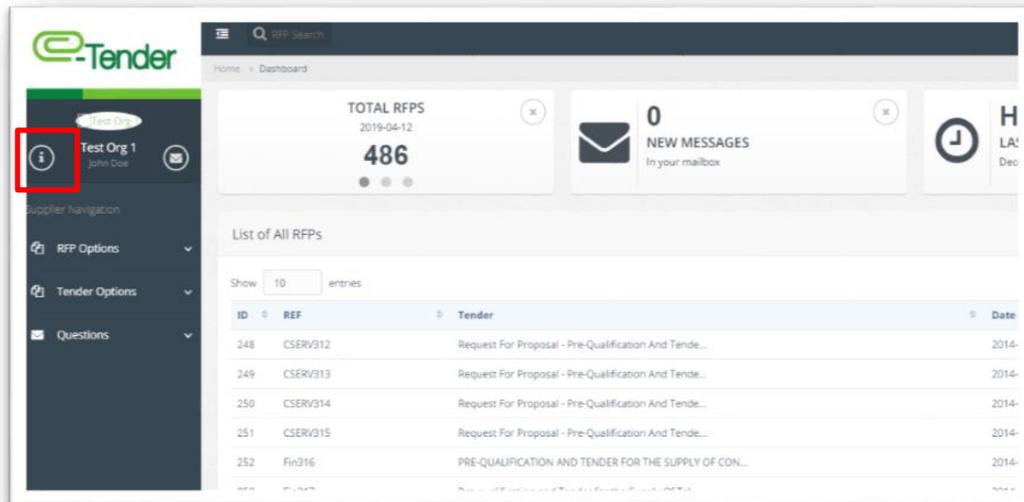
You will be directed to the **'Profile'** page as shown below. Use the available fields under **'Message Us'** to write and submit your message. When you are finished entering your query/question, select **'Send':**
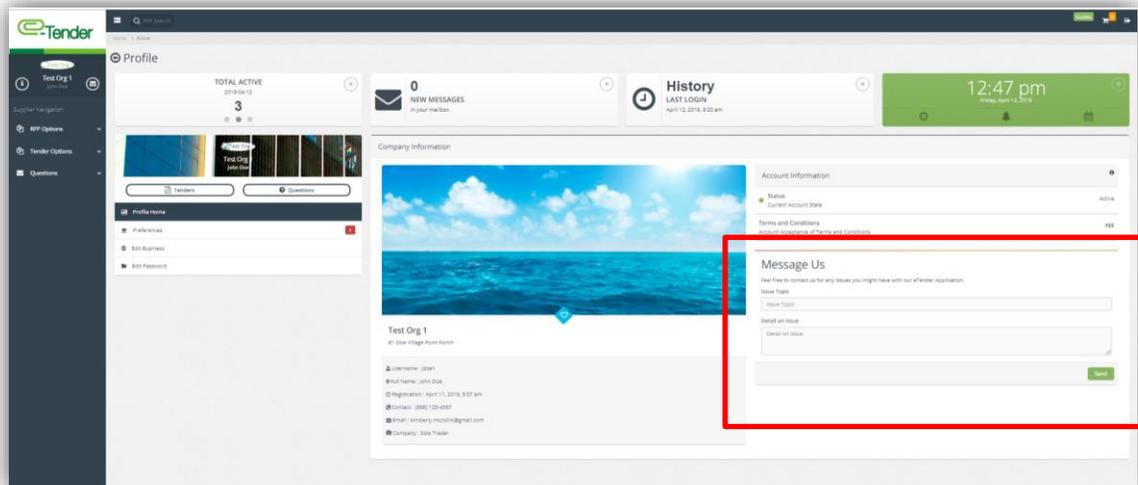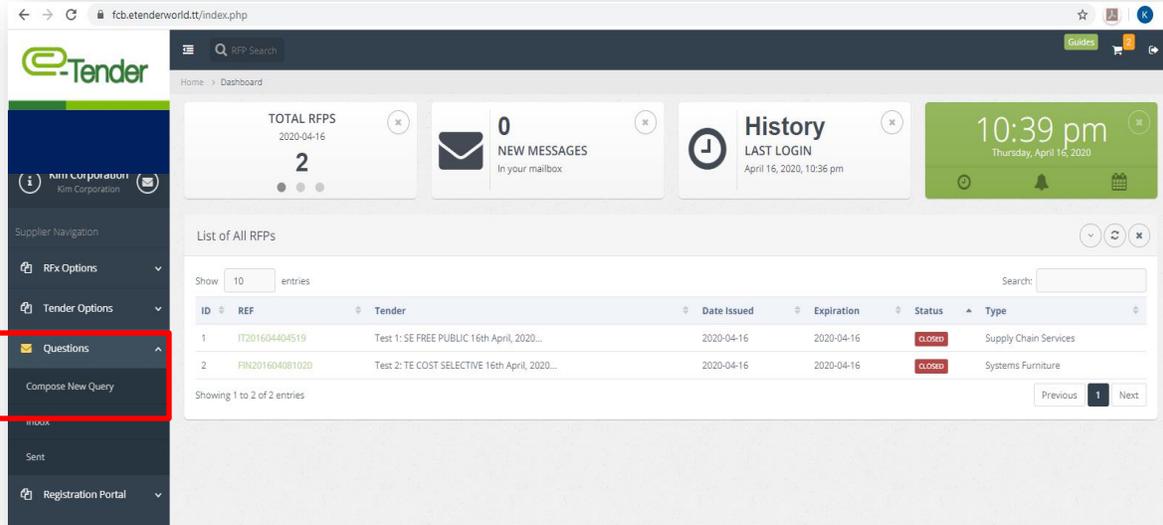
6. **Submitting Queries regarding Live Tenders**

If there are any queries or concerns regarding a live/open tender on *e-Tender*, there is a message portal available for this purpose.
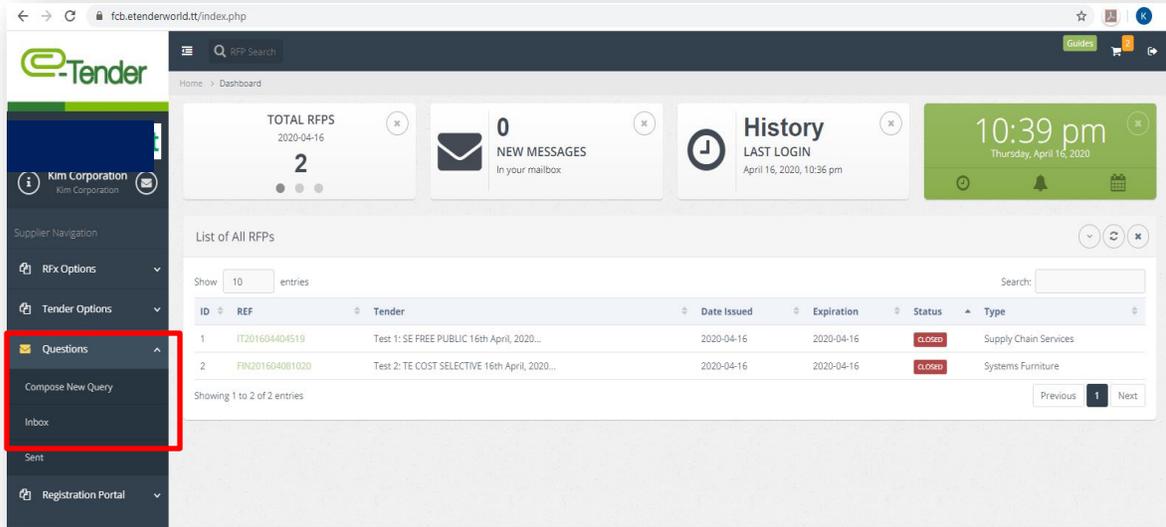
To submit a query regarding a live tender, select **'Questions'** and select **'Compose New Query'** as shown below:
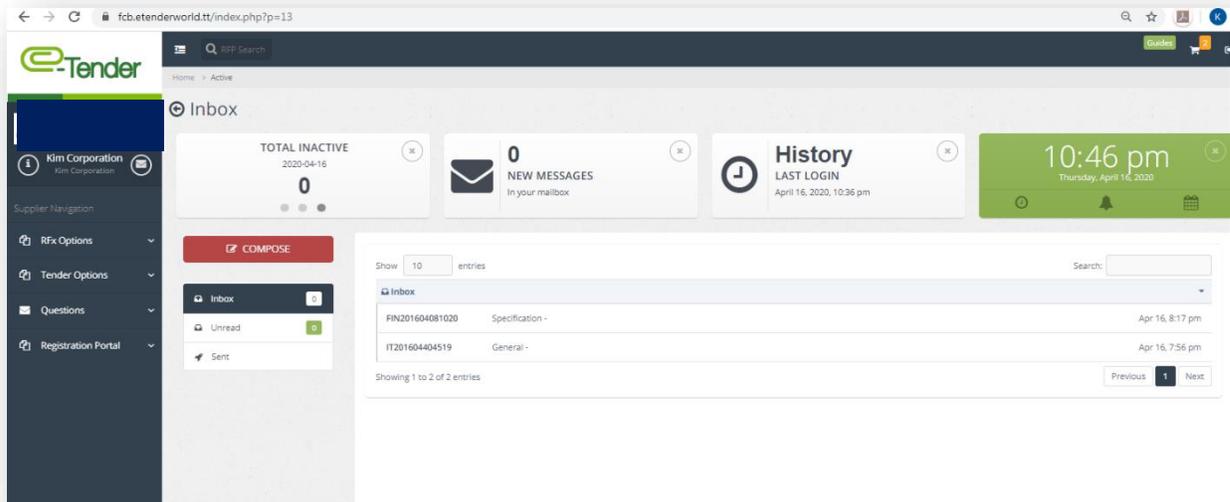

The following page will appear. Proceed to fill out the respective fields and once complete, select **'Send Message'** as shown below:
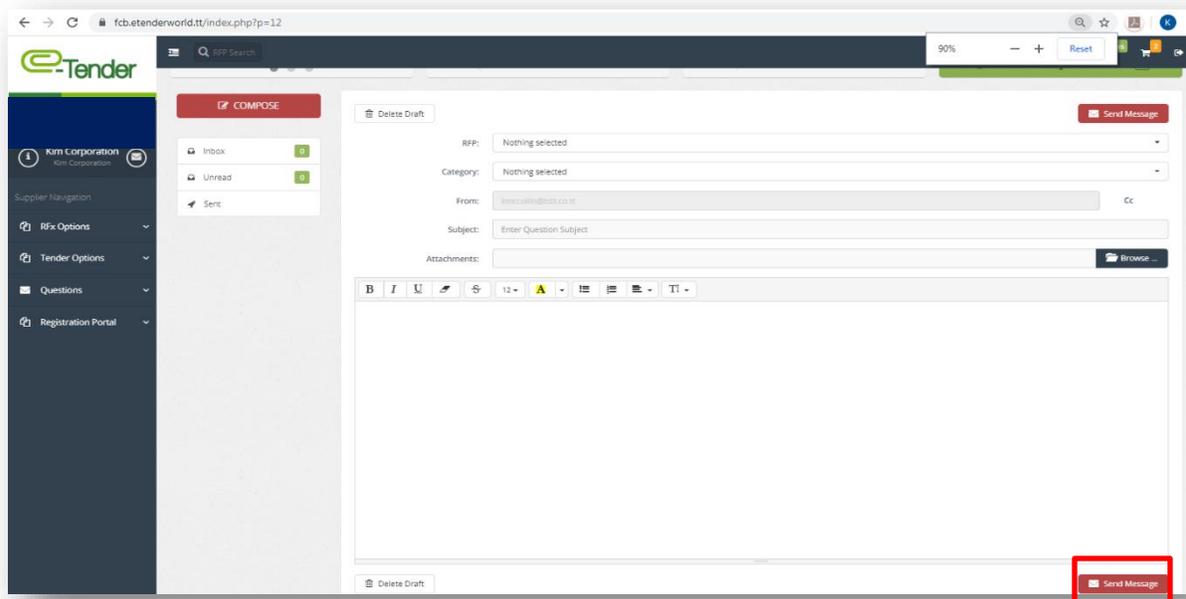
To view responses to queries submitted after being notified via email, select **'Questions'** and select **'Inbox'** as shown below:
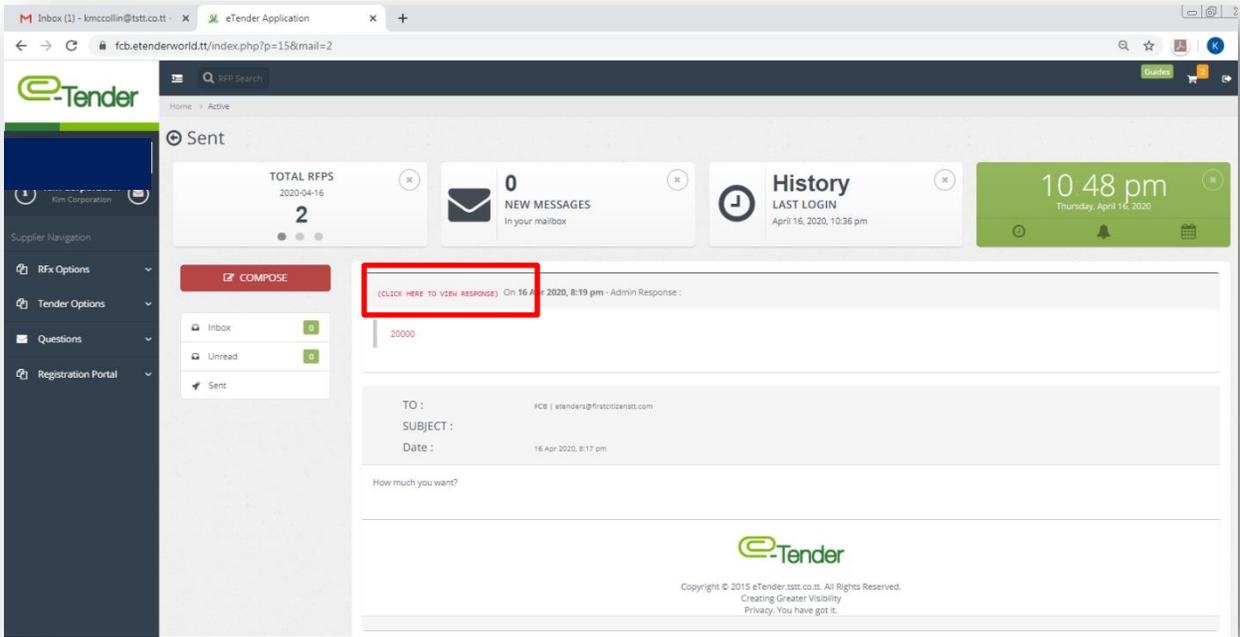

You will be directed to the following page:

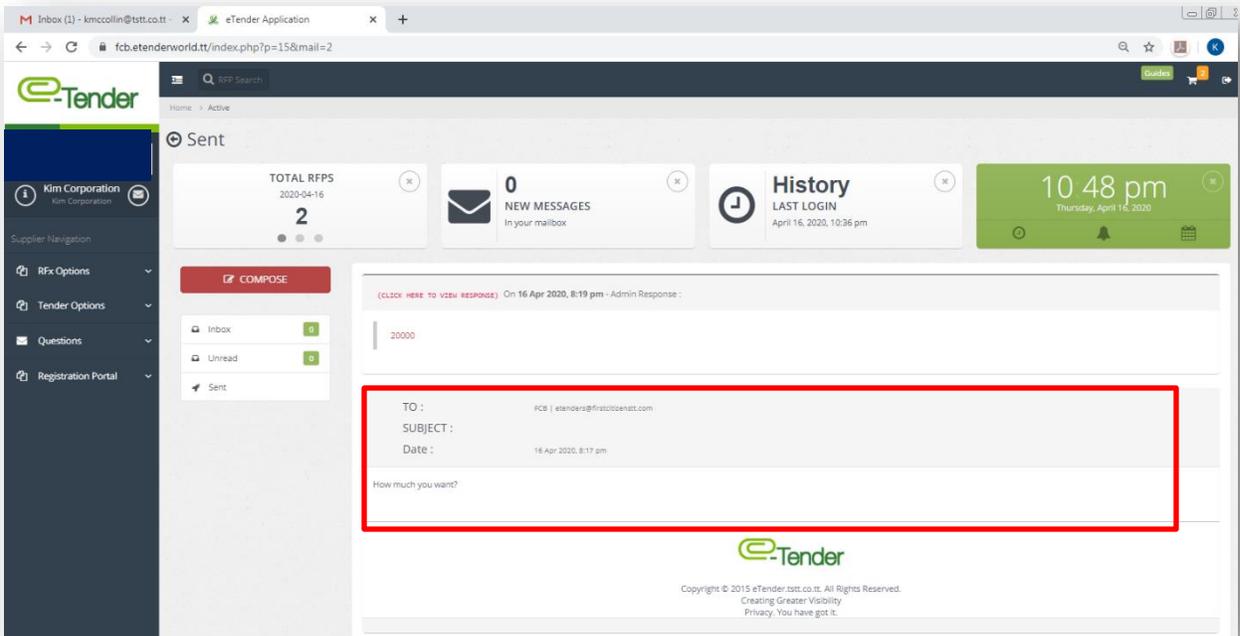

Select the response to the respective tender you would like to view and then select **'Click Here To View Admin Response'** as shown blow:

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Please not that below you will be able to see the original query posted:

3. Selecting Company Preferences

Selecting Preferences are an important step in completing your Company profile.

Preferences are general categories of work of interest to your Company. In order to receive email notifications of public tenders on these preferences, select, **'Preferences'** on the **'Business Details'** screen as shown below:
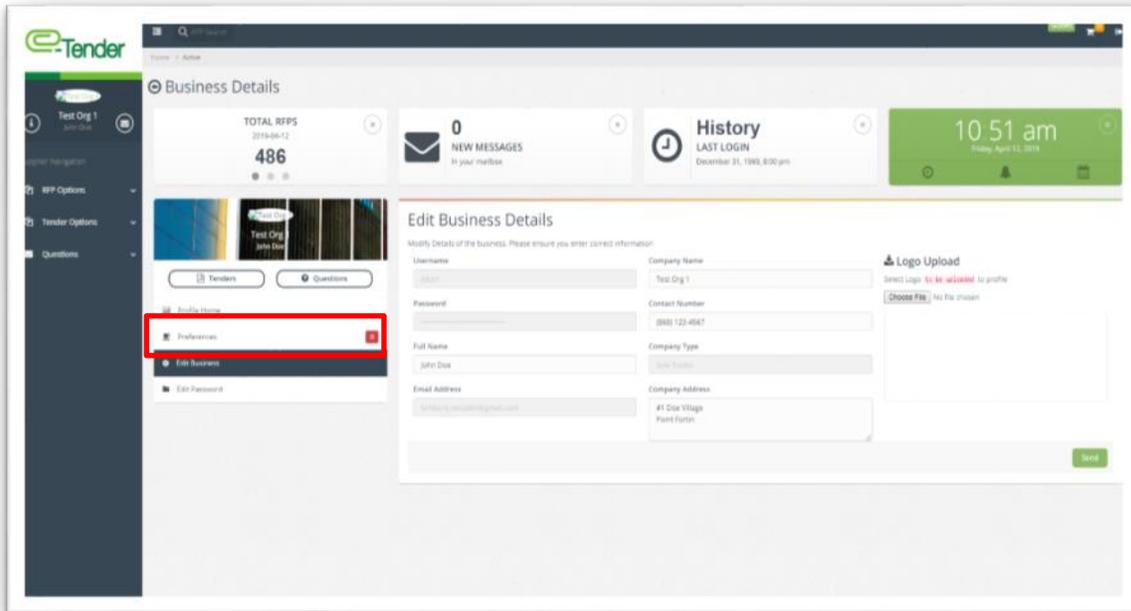
You will be directed to the screen shown below. Select the drop down arrow and all available preferences will appear. Feel free to select multiple preferences of goods and/or services that your Company may be interested in and would like to receive notifications for.