

# How to Set Up Advanced Tender Notice Notification Profiles

This guide will explain the process involved in establishing personalised alert profiles for Advanced Tender Notices (ATNs) using Tenders ACT.

## To Search for ATNs

Log in to Tenders ACT ([tenders.act.gov.au](http://tenders.act.gov.au))

The screenshot shows the Tenders ACT website interface. At the top left is the ACT Government logo and 'Tenders ACT' text. At the top right, there are links for 'Accessibility', 'Contact Us', and 'ACT Procurement', along with a search bar and a user status bar that reads 'Not Logged In | Login | Register | Reset Password'. The main content area is titled 'Welcome to Tenders ACT' and includes a 'What is Tenders ACT?' section with a list of features: a central point for business opportunities, automatic notifications for registered users, an online forum, and secure electronic lodgement. It also provides contact information for the Tenders ACT Team and a link to become a registered user. A 'Latest News' section highlights the launch of the electronic tendering system and suppliers to government.

Once logged in, select the **Search** function

The screenshot shows the Tenders ACT website interface. At the top right, there is a search bar and a user greeting 'Hello, John Citizen'. The left sidebar contains a navigation menu with the following items: Current Time (Fri, 10 Jul 2015 2:14:49 PM), Home, Tenders, Open Tenders, Closed Tenders, Standard Conditions of Contract and Tender, **Search** (highlighted with a red box), Electronic Submission, Help, FAQs, Request Support, Document Library, Terms of Use, News, Administration, Administration, Edit My Details, and Edit My Business. The main content area is titled 'Welcome to Tenders ACT' and includes sections for 'What is Tenders ACT?', 'Tenders ACT Team' (with contact information), 'Registered User', 'Administration' (with 'Email Log' link), and 'Latest News' (with a link to 'Electronic Tendering System launched in the ACT' dated 2 Jul, 2015 8:39:29 AM).

Scroll down the page to the **Search Criteria** section, and change the **Status** from **Current** to **Future**, you can then enter further criteria by which you wish to refine the selection of ATNs that will be included (this can include UNSPSC codes, keywords, procurement categories, and/or request types).

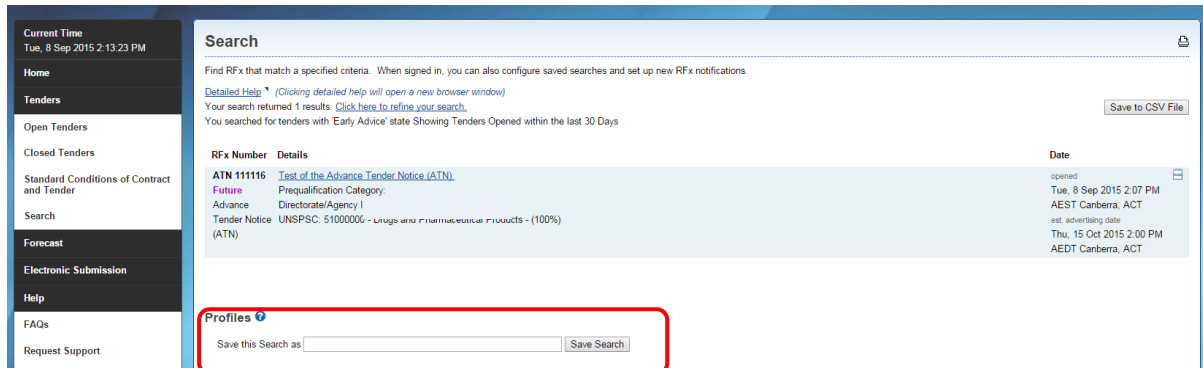
Once you have selected the search criteria press the **Search** button.

The screenshot shows the 'Search Criteria' form. The 'Status' dropdown menu is set to 'Current' and is highlighted with a red box. The form includes fields for Keywords, No., Title, Procurement Category, Type, Prequalification Category, UNSPSC/Category 1, 2, and 3, Directorate/Agency, Release date, Closing date, and Awarded date. There are also radio buttons for 'This Week (Monday - Sunday)' and a 'Showing less than' field set to 30 days. The 'Grouping' section has radio buttons for 'Ungrouped', 'by Agency', 'by UNSPSC', and 'by Status'. The 'Order By' dropdown is set to 'Close Date'. The 'Search' button at the bottom is highlighted with a red box.

Once you select **Search**, all ATNs that match the selected criteria will be displayed.

## To Save a Search Profile and Set Up Notifications

Once you have completed a search, give the search profile a name and press the **Save Search** button under the **Profiles** heading to save this search profile

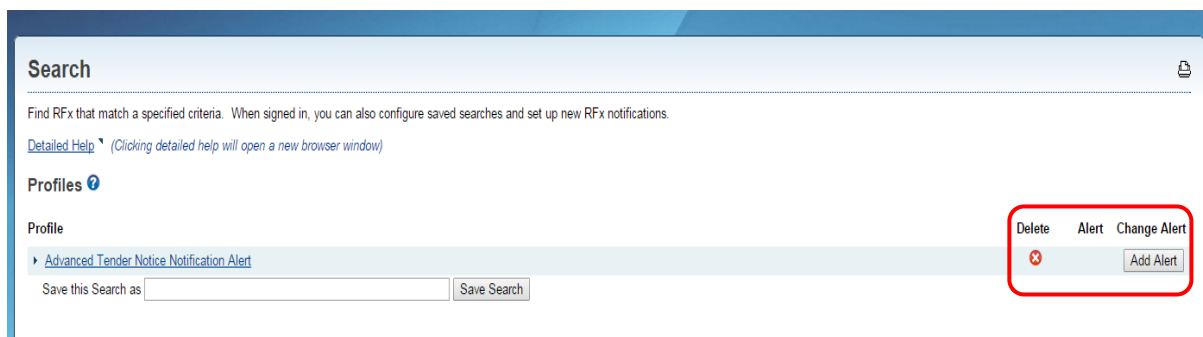


The screenshot shows the 'Search' results page. A search profile is being saved in the 'Profiles' section. The profile name is 'Advanced Tender Notice Notification Alert'. The 'Save Search' button is highlighted with a red box.

RFx Number	Details	Date
ATN 111116	<a href="#">Test of the Advance Tender Notice (ATN)</a>	opened Tue, 8 Sep 2015 2:07 PM AEST Canberra, ACT
Future	Prequalification Category:	est. advertising date
Advance	Directorate/Agency I	Thu, 15 Oct 2015 2:00 PM
Tender Notice (ATN)	UNSPSC: 51000000 - Drugs and Pharmaceutical Products - (100%)	AEDT Canberra, ACT


Once you press **Save Search** the profile will be listed under the **Profiles** heading.

Press the **Add Alert** button to enable email alerts for this search profile.



The screenshot shows the 'Search' results page with the 'Profiles' section expanded. The profile 'Advanced Tender Notice Notification Alert' is listed. The 'Add Alert' button is highlighted with a red box.

Profile	Delete	Alert	Change Alert
<a href="#">Advanced Tender Notice Notification Alert</a>			

Repeat the above steps as necessary to cover all criteria that you wish to be alerted to, you can set up multiple notification profiles under each user and profiles can also be deleted if you no longer wish to receive notifications by clicking the  next to the notification profile.

If you have any difficulty with the above steps, contact the Tenders ACT team by phone at 02 6207 7377 or via email at [TendersACT@act.gov.au](mailto:TendersACT@act.gov.au).