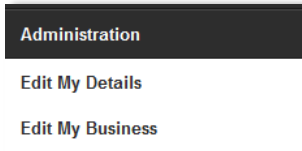




REGISTERING YOUR COMPANY

Suppliers must obtain a new login to access Tenders ACT.

- Each supplier must nominate a **Primary Contact** person. Tenders ACT will allow the Primary Contact to manage details for that organisation, including giving others in the organisation access to Tenders ACT.
- Tenders ACT will not enable multiple registration of the same business (duplicate company). If your business is already registered and you want to be a user of Tenders ACT under that business, contact the Tenders ACT Team to find out who the Primary Contact is within your business.
- An organisation can register by clicking on the [Register](#) link from the home page at the upper right side.
- If your organisation does not have an Australian Business Number, please enter **NOABN** in the ABN field.
- When the registration is complete, your username and system-generated password will automatically be emailed to you.
- Business contact and profile information can be maintained via the **Administration** menu [Edit My Details](#) and [Edit My Business](#).



SEARCHING/BROWSING FOR RFX

- To browse for RFX click on the **Tenders** tab on the menu at the left hand side. Click on the type of tender you are interested in (Open/ Closed).
- Advanced searching can be done from both the **Tenders** menu [Search](#) and within the last frame of the *Open Tenders* page.

- When search is initiated, it will return all results that match all of the criteria you specify. In other words, if a category and directorate/agency are specified, then an RFX must meet both criteria. If you can't find a particular RFX, try reducing the number of criteria.

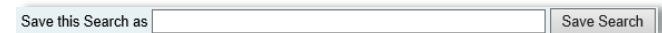
Profiles – If you are a registered Tenders ACT user and signed in, you can create *Saved Tender Searches*. Saved searches provide an easy way to perform frequently used searches.

Alerts – it notifies you of relevant RFX by email.

- Create a search profile
- Click on the [Add Alert](#) button next to the search profile

To create a profile

- Enter a suitable criteria in **Search Criteria**
- Click Search
- Type any suitable name in [Save this Search as](#) textbox and click [Save Search](#)



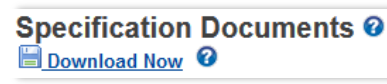
- You will see you save search in **Profile** with [Add Alert](#) button

- Clicking [Add Alert](#) will setup your profile



DOWNLOADING RFX DOCUMENTS

- A MOCK RFT is available on the Open Tenders page to provide an opportunity for users to practice downloading documents and uploading responses.
- Go to the **Specification Documents** section on the relevant *Tender Details* page





- Click the [Download Now](#) link underneath the Specification Document title
- The **Download for Tender Documents** page will display
- Click on the button
- A file download dialog box will display.
- Click on the [Save](#) button.
- Files will usually be saved under [SYSTEM DIRECTORY]/Users/<YourComputerUsername>/Downloads

SUBMITTING A RESPONSE

- A MOCK RFT is available on the Open Tenders page to provide an opportunity for users to practice downloading documents and uploading responses.
- To submit an RFX response click on the **Open Tenders** link.
- A condensed view of all open/current RFX will be displayed in date order.
- Click on the RFX you wish to respond to and find the following link which is usually midway in the page.

[Click here to submit an electronic response](#) 

- The **Submit Electronic Response** page will display. It provides 15 entry fields that allow you to use [Browse](#) buttons to select the files you wish to submit.
- Use [Browse](#) buttons to select the files you wish to submit. When the files have been selected, click button at the bottom of the page.
- During transfer of files, a popup dialog box will display to advise you that lodgement is in progress.
- When the upload has successfully completed a confirmation page will display showing a receipt number and the list of files you submitted.

- You should print this as proof of your submission. The confirmation page will also be emailed to you. You should check this email to ensure the files you have uploaded have been received. Please retain a copy of this email.

IMPORTANT HINTS FOR UPLOADING

- You should start the uploading process at least 2 hours before the RFX closes. You must not leave uploading lodgement to the last minute.
- Please be advised that there is a 30 minute session time out period. If you are inactive on the submit electronic response page for more than 30 minutes then please refresh the page, login and start again.
- Documents and spreadsheets should be submitted in Microsoft Office readable formats or PDF formats. Before submitting in proprietary or other formats, ensure that these will be acceptable (check the conditions of the tender).
- Filenames should not contain special characters e.g. plus (+) or minus (-) symbols. It should only contain a . z, A .. Z, 0....9.
- Suppliers are able to upload electronic responses to the same tender more than once. For example an alternative response may be uploaded as well as a compliant response, or a replacement document may be uploaded to supersede a previously uploaded document.
- Uploaded responses are stored on the server in encrypted format and cannot be accessed by the Tenders ACT Team until after the RFX closing time.
- To minimise up-load problems, it is recommended that your response documents not exceed 100 megabytes. We recommend that the response be broken into parts to facilitate lodgement (if larger than 100 MB).
- File names should not exceed 80 characters in length.



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- Files should be uploaded from a high level directory (we recommend the desktop) to ensure that the total of the file name and file path does not exceed 100 characters.
- If you do not get receipt, then submit your response again.

TECHNICAL QUERIES

Any technical support queries should be addressed to the Tenders ACT Team by

- Clicking on the Help link on the menu on the left of the web page
- Clicking the Request Support link.
- Filling out a request for support.

Tenders ACT Team

Telephone: +61 2 6207 7377

Email: tendersACT@act.gov.au

The Tenders ACT Team is available between 9 am and 5pm ACT Local Time, Monday to Friday (excluding ACT and National public holidays).