



eTenderBox User Manual

Open Windows Software Pty Ltd

ABN 22 605 191 375

635 Glenferrie Road, Hawthorn VIC 3122, Australia

Phone: +61 3 9819 5088

Email: etenderingsupport@openwindows.com.au

Web: www.openwindows.com.au

Table of Contents

1.	Introduction	3
2.	Registering on the eTenderBox	4
3.	Logging into the eTenderBox	8
4.	The eTenderBox Desktop	10
a.	How to locate an RFx	10
b.	Locating an Invited Only RFx	12
c.	Viewing an Invited Only RFx	12
d.	Viewing All Public Tenders	14
5.	Navigating within an RFx	15
a.	The Details Tab	16
b.	The Documents Tab	16
c.	Registering as a Respondent / Downloading RFx Documents	16
d.	Unregistering as a Respondent	17
e.	The Communications Tab	18
f.	Sending a Communication	18
6.	Lodging a Submission	20
7.	Modifying your Submission	24
8.	Setting up / Managing Subscriptions	29
8.1	Adding Subscription Alerts	29
8.2	Modifying Subscription Alerts	31
8.3	Deleting an Alert	33
9.	Forgotten Password	34
10.	Changing your Password	35

1. Introduction

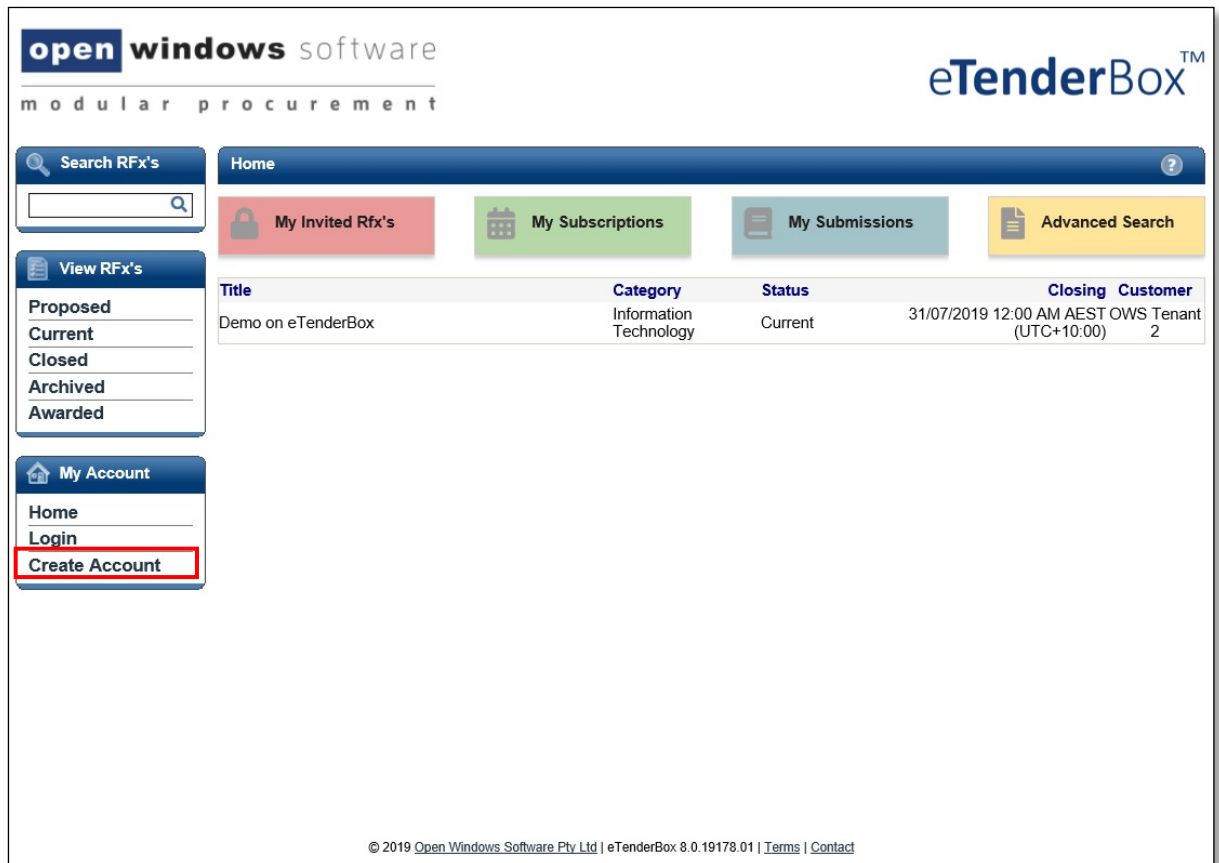
This user manual will assist you in using the eTenderBox to view and lodge electronic Submissions to RFX's. This document covers the following functions:

- Registering and logging in as a Respondent
- Viewing RFX details
- Register/deregister your interest in an RFX
- Download RFX Documentation
- Lodge and modify a Submission to an RFX
- View RFX communications and submit queries via the eTenderBox
- Viewing RFX updates during the RFX Period.
- Managing your account details (including resetting your password)

2. Registering on the eTenderBox

You are required to register on the eTenderBox to lodge submissions and access invited tenders. Use the following instructions to register, you will only need to do this if you have not previously registered and/or do not have an eTenderBox account.

1. From the **My Account** widget, select the **Create Account** link.



The screenshot displays the eTenderBox software interface. At the top, the logo 'open windows software' and 'modular procurement' are visible on the left, and 'eTenderBox™' is on the right. Below the logo, there is a search bar for 'Search RFx's' and a 'Home' button. The main navigation area includes four buttons: 'My Invited Rfx's', 'My Subscriptions', 'My Submissions', and 'Advanced Search'. A table lists RFx items with columns for Title, Category, Status, Closing, and Customer. The 'My Account' menu is open, showing options for Home, Login, and Create Account, with 'Create Account' highlighted by a red box. The footer contains copyright information: '© 2019 Open Windows Software Pty Ltd | eTenderBox 8.0.19178.01 | Terms | Contact'.

Title	Category	Status	Closing	Customer
Demo on eTenderBox	Information Technology	Current	31/07/2019 12:00 AM AEST OWS Tenant (UTC+10:00)	2

2. Complete your details on the **Respondent Registration** page. Note all fields marked with * are mandatory.

(Take care with using an email that you have access to and that has not been previously registered. This email will be used for all eTenderBox correspondence).

Take note of the password rules.

Search RFx's

Create Respondent Account

Fields marked with * are required.

Contact Details

Title

First Name *

Last Name *

Email *

Email Confirmation *

Note: All emails generated from eTenderBox will be sent to this email address

Phone *

Mobile

Fax

Address Details

Street Address 1 *

Street Address 2

City *

State *

Postcode *

Country

Account Details

Password *

Password Confirmation *

Note: Password must contain 6 characters, 1 upper case character, 1 number

Organisation Details

Organisation *

Position

Department

ABN

ACN

Legal / Other Name

TimeZone Details

Time zone

I have read and agree to the [conditions of use](#)

- Review the **Conditions of Use** and select the checkbox. Select **Submit** to complete the registration.

TimeZone Details

Time zone (UTC+10:00) Canberra, ↑ ▾

I have read and agree to the [conditions of use](#)

- A message will appear indicating you have successfully registered and notify you that an email has been sent to you with instructions on how to complete the registration process.

The screenshot shows a confirmation page titled 'Create Respondent Account'. The main heading is 'Congratulations!' followed by the message: 'You have successfully created an account. An email has been sent to you which contains instructions on how to complete the account creation process.' On the left side, there is a navigation menu with sections: 'Search RFx's' (with a search box and 'Advanced Search' link), 'View RFx's' (with a list: Proposed, Current, Closed, Archived, Awarded), and 'My Account' (with links: Home, Login, Create Account).

- Log into your email account, you will see an email like the following from the eTenderBox. Click the verification hyperlink to complete the registration.

NOTE: Your email security settings may prevent this hyperlink from being active. If this is the case copy and paste the link into the address bar of your internet browser.

The screenshot shows an email titled 'eTENDERING :: Respondent Account Creation'. The sender is 'Open Windows Training - eTENDERING' with email 'noreply@openwindows.com.au'. The email content reads: 'Dear Brad Supplier, Thank you for creating an account on the 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.' A blue hyperlink is provided: <http://training.openwindows.com.au/eTendering/SupplierRegistration.aspx?req=vBu2TsXRB7Kjxl4eUvFrKc5i%2bzjr0c%2ftlVa1sr08bpCpSTyFlbo8hq%2bPpzxXqv0D>. The email concludes with: 'Please do not reply to this email. If you received this email in error please disregard it.'

- The link will open the eTenderBox to the **Respondent Account Registration** page. Enter your password to log into your account.

Create Respondent Account
?

Congratulations!

You have successfully confirmed your details as a respondent.

Login Details

Email

Password

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

Once logged in you will be directed to the **eTenderBox Desktop**.

open windows software

modular procurement

eTenderBox™

Search RFX's

View RFX's

- Proposed
- Current
- Closed
- Archived
- Awarded

My Account

- Home
- Login
- Create Account

Home
?

My Invited Rfx's

My Subscriptions

My Submissions

Advanced Search

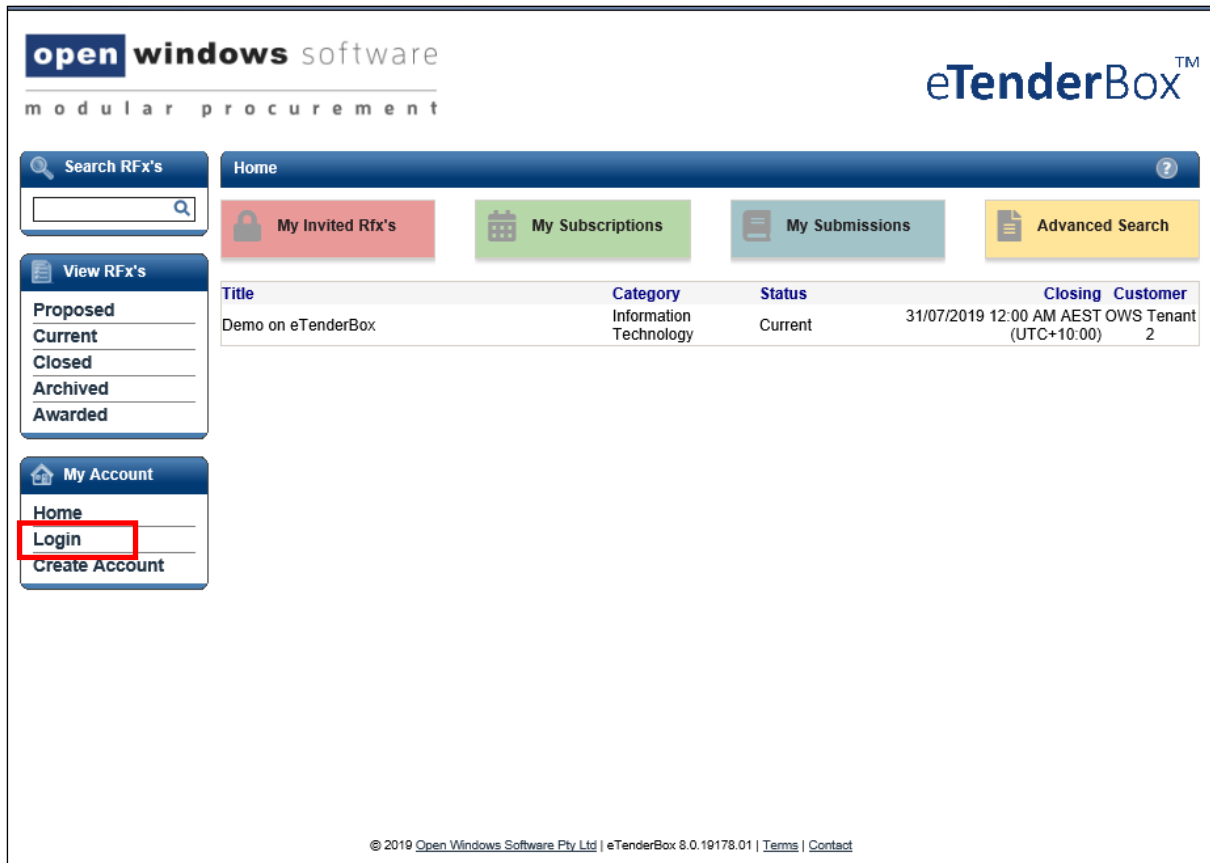
Title	Category	Status	Closing	Customer
Demo on eTenderBox	Information Technology	Current	31/07/2019 12:00 AM AEST OWS (UTC+10:00)	Tenant 2

© 2019 Open Windows Software Pty Ltd | eTenderBox 8.0.19178.01 | [Terms](#) | [Contact](#)

3. Logging into the eTenderBox

Once you have registered an account on the eTenderBox you may use the 'login' link to access your account. It is important you remember the email account you used to register on the portal, to ensure probity you are the only one who can modify your account.

To log onto the eTenderBox select the **Login** link.



The screenshot displays the eTenderBox software interface. At the top left, the logo reads "open windows software" with "modular procurement" underneath. At the top right, the text "eTenderBox™" is visible. Below the logo, there is a search bar labeled "Search RFX's" and a "Home" button. A navigation bar contains four buttons: "My Invited Rfx's", "My Subscriptions", "My Submissions", and "Advanced Search". On the left side, there is a "View RFX's" menu with options: "Proposed", "Current", "Closed", "Archived", and "Awarded". Below that is a "My Account" menu with options: "Home", "Login" (highlighted with a red box), and "Create Account". The main content area shows a table with the following data:

Title	Category	Status	Closing	Customer
Demo on eTenderBox	Information Technology	Current	31/07/2019 12:00 AM AEST OWS Tenant (UTC+10:00)	2

At the bottom of the page, there is a footer: "© 2019 Open Windows Software Pty Ltd | eTenderBox 8.0.19178.01 | Terms | Contact".

Enter your registered email address and password on the Login screen. If you have forgotten your password, click this hyperlink [Forgotten Password](#).

Search RFX's

Advanced Search

View RFX's

- Proposed
- Current
- Closed
- Archived
- Awarded

Login Details ?

Login Details

Email

Password

You will need to register to make a submission or to access additional functionality like alerts. [Click here to register](#)

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

Once you are successfully logged in to the eTenderBox, you will be presented with your desktop where you can now search for your RFX, view all your current and closed RFX's, and view your Submissions history.

4. The eTenderBox Desktop

The eTenderBox supports procurement and sourcing processes by providing a secure, web-based solution in which respondents can view upcoming and current RFX's and lodge responses electronically.

The screenshot shows the eTenderBox desktop interface. At the top, there is a navigation bar with the 'open windows software' logo and 'modular procurement' text. Below this is a 'Home' section with a 'Welcome Julie Ireland' message and several main menu items: 'My Invited Rfx's', 'My Subscriptions', 'My Submissions', and 'Advanced Search'. A search bar is located at the top left, labeled 'Search RFX's'. A table of RFXs is displayed in the center, with columns for 'Title', 'Den', 'Category', 'Status', 'Closing', and 'Customer'. A callout points to the search bar with the text 'Search for an RFX'. Another callout points to the 'View lodged submissions' link with the text 'View lodged submissions'. A third callout points to the 'View Online Help' link with the text 'View Online Help'. A fourth callout points to the 'My Invited Rfx's' link with the text 'Access Invited Only RFX's using the code provided'. A fifth callout points to the 'My Subscriptions' link with the text 'Setup and manage alerts for RFX Categories'. A sixth callout points to the 'Advanced Search' link with the text 'Advanced search for an RFX'. A seventh callout points to the 'View RFX's' menu with the text 'Use these links to quickly access tender records'. A eighth callout points to the 'My Account' menu with the text 'View and update your account details'. At the bottom of the page, there is a copyright notice: '© 2019 Open Windows Software Pty Ltd | eTenderBox 8.0.19178.01 | Terms | Contact'.

a. How to locate an RFX

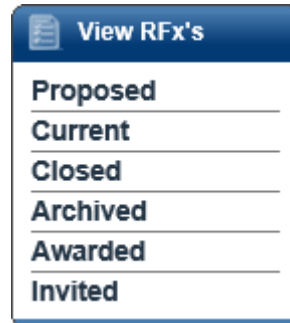
There are 2 methods you can use to locate an RFX within the eTenderBox.

1. RFX Search:



Click on the **Search** menu option to search across all current and expired RFX's within the System

2. View RFX's:



Located on the left-hand menu is a widget called View RFX's. Here you will find links that will allow you to locate the following RFX's:

- a. **Proposed:** Displays an organisations proposed RFX's.
- b. **Current:** All current public RFX's. These RFX's are currently accepting Submissions.
- c. **Closed:** All closed public RFX's and all RFX's to which you were previously invited and have passed their Closing Date. These RFX's are no longer receiving Submissions. All RFX's will stay in a '**closed**' state for Ninety (90) days before moving to the archived folder.
- d. **Archived:** RFX's will be visible within this folder for thirty (30) days after which the records will be removed from the eTenderBox.
- e. **Awarded:** Displays information about the awarded RFX. Please note the decision to publish this information is at the discretion of the organisation.
- f. **Invited:** Displays a list of all RFX's that you have been invited to submit a response against.

b. Locating an Invited Only RFX

An invited only RFX is not visible to the public and can only be responded to by those suppliers who have been invited to respond. If you are invited to respond to an RFX you will receive an email with an **Access Code** like the example below.

NOTE: You must log into the eTenderBox with the email address that was sent the access code. Only this account can access the Invited Tender.

Dear Sam Supplier,

RFX Details

Request for Tender Number: RFP24
Request for Tender Title: Engineering Services
Request for Tender Category: Building & Construction
Request for Tender Opening Date: 23/12/2014 11:00 AM (AEDT UTC+11:00)
Request for Tender Closing Date: 09/01/2015 05:00 PM (AEDT UTC+11:00)
Request for Tender Location: Melbourne
Request for Tender Description: Provide consulting services on council projects.

All times listed above are displayed in Canberra, Melbourne, Sydney time

Accessing the RFX

If you are a first time user of eTendering please click [here](#) and follow the registration process detailed below to access the Tender. Already registered users can login to the eTendering Portal and enter your Access Code, provided below, to access the RFX.

Access code "quoodi25" (without quotes).

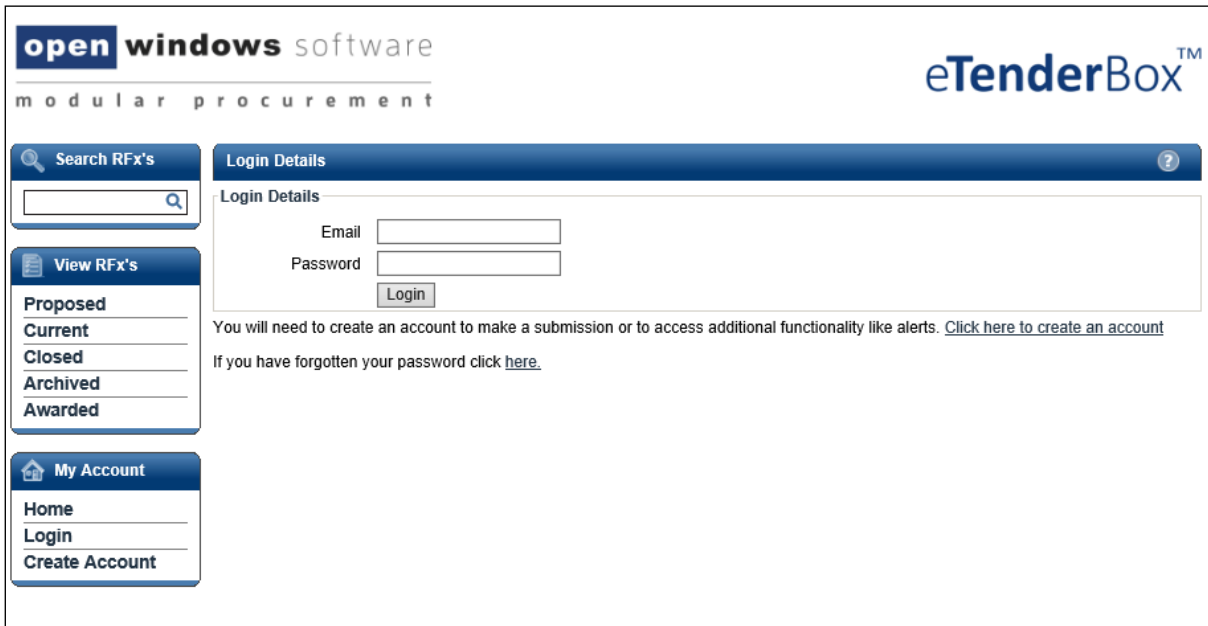
Please do not reply to this email. Any enquiries related to this tender should be directed to the contact person shown on the information for the tender.

Buyer, Bob
Ph: 00 9999 9999
Email: bob.buyer@supplier.com.au

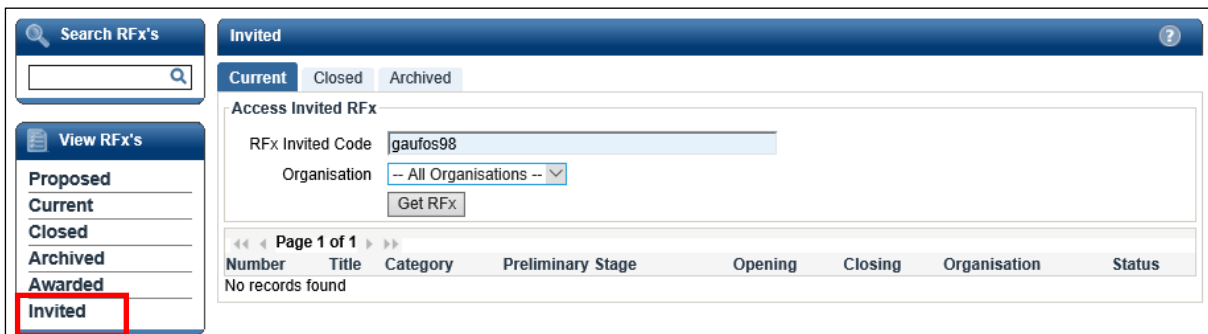
c. Viewing an Invited Only RFX

To view the RFX use the following instructions

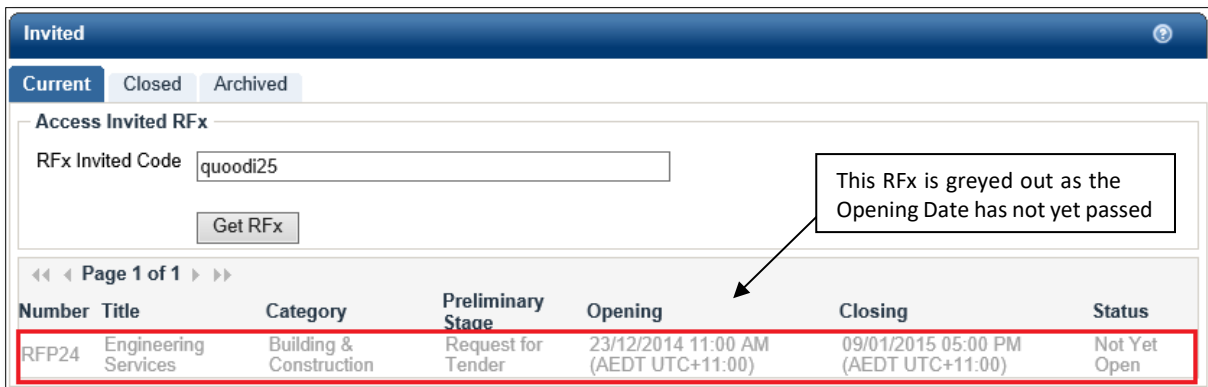
- i. Log into the eTenderBox.



- ii. Select the **Invited** View. Enter the **Access Code** in the **RFX Invited Code** field and the relevant organisation, then select the **Get RFX** button.



- iii. The **RFX** will now display in the list.



d. Viewing All Public Tenders

You can view tenders for other organisations who use this platform, i.e., other local councils. Locate and select 'All Public Tenders' under the 'View RFX's' left hand menu.

The screenshot shows the eTenderBox interface for the City of Monash in a TEST ENVIRONMENT. The left-hand navigation menu includes 'Search RFX's', 'View RFX's', and 'My Account'. Under 'View RFX's', the 'All Public Tenders' option is highlighted with a red box. The main content area shows a table with columns for Title, Category, Status, Closing, and Customer.

The screenshot shows the 'Current' view of tenders in the eTenderBox interface. The 'All Public Tenders' menu item is still highlighted in red. The main content area displays a table of current tenders with the following data:

Title	Category	Closing	Customer
Town Hall Upgrade	Architectural Design Services	27/07/2021 05:00 PM AEST (UTC+10:00)	OWS Demo
The Boulevard - Road Extension	Road & Civil Constr	30/07/2021 05:00 PM AEST (UTC+10:00)	Liverpool City Council
Design and Construct	Construction	30/09/2021 02:00 PM AEST (UTC+10:00)	OWS Demo
Landscaping Services	Landscaping	30/11/2021 10:25 AM AEDT (UTC+11:00)	OWS Demo
ICT Consulting Services	Information Technology	31/12/2021 02:00 PM AEDT (UTC+11:00)	OWS Demo

5. Navigating within an RFX

Once you have located an RFX you are interested in, select the **Current** option on the side menu, then click on RFX to view more details.

The screenshot shows the 'Current' RFX search results page. On the left, a navigation menu has 'Current' selected. The main area contains a search bar and a table of results. The table has the following data:

Number	Title	Category	Preliminary Stage	Closing
RFP23	Supply of Office Stationary	Building & Construction	Request for Tender	09/01/2015 05:00 PM (AEDT UTC+11:00)

You will be directed to the RFX Details screen, where you can navigate through the different tabs of information relating to the RFX. These tabs are further explained in the next sections.

The screenshot shows the 'Details' page for RFX CON95. Callout boxes provide the following information:

- 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.

The 'Details Tab' content is as follows:

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

a. The Details Tab

The **Details** tab shows all the key details about the RFx.

Details	
RFx Number:	CON98
RFx Title:	Demo on eTenderBox
<div style="display: flex; border-bottom: 1px solid #ccc;"> <div style="border-right: 1px solid #ccc; padding: 2px 5px;">Details</div> <div style="padding: 2px 5px;">Documents</div> <div style="padding: 2px 5px;">Contacts</div> <div style="padding: 2px 5px;">Communications</div> </div>	
Number	CON98
Title	Demo on eTenderBox
Description	dsfsdgd
Preliminary Stage	EOI
Category	Information Technology
Location	Starthfield
Opening Date	16/07/2019 01:00 AM AEST (UTC+10:00)
Closing Date	31/07/2019 12:00 AM AEST (UTC+10:00)
Communications Closing Date	31/07/2019 12:00 AM AEST (UTC+10:00)
Last Updated	16/07/2019 09:58 AM AEST (UTC+10:00)
Status	Current
<input type="button" value="Close"/>	

b. The Documents Tab

The Documents tab lists all RFx Documents issued with the RFx. In order to access the **Download all documents** button you will first need to **Register as a Respondent**.

Details	
RFx Number:	CON95
RFx Title:	Catering Services
<div style="display: flex; border-bottom: 1px solid #ccc;"> <div style="border-right: 1px solid #ccc; padding: 2px 5px;">Details</div> <div style="border-right: 1px solid #ccc; padding: 2px 5px; background-color: #e0e0e0;">Documents</div> <div style="padding: 2px 5px;">Contacts</div> <div style="padding: 2px 5px;">Communications</div> </div>	
Filename	Last Updated
Sample document.docx	20/05/2016 11:10 AM AEST (UTC+10:00)
<p>* You must register your interest for this RFx before you are able to download documents or make a submission</p> <div style="text-align: center;"> <input type="button" value="Register As a Respondent"/> <input type="button" value="Close"/> </div>	

c. Registering as a Respondent / Downloading RFx Documents

In order to view RFx documents you will be required to login using your eTenderBox account and register for the RFx, if you do not have an eTenderBox account please see section 3. Registering on the eTenderBox. To register for an RFx and download the RFx documents:

1. Ensure that you are on the **Documents** tab of the RFx.
2. Click on the **Register as a Respondent** button.

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](#)

3. If you are not logged into the eTenderBox you will be required to enter your account details at this point.
4. Select the **Click here to download all documents** button, this will only be available once you have registered as a respondent to the RFX.

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](#)

d. Unregistering as a Respondent

At any time during the RFX Period you can unregister your intent to participate in the RFX.

1. Navigate to the Documents tab of the RFX and click on the **Unregister as a Respondent button**.

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](#)

- Click **Confirm** to acknowledge that you no longer wish to receive communications regarding the RFX.

The screenshot shows the 'Details' page for RFX CON95, titled 'Catering Services'. The 'Documents' tab is active, displaying a table with columns 'Filename' and 'Last Updated'. A single document 'Sample document.docx' is listed with a last updated date of '20/05/2016 11:10 AM AEST (UTC+10:00)'. Below the table is a link to download all documents. A confirmation dialog is displayed with the message: 'By unregistering you will no longer receive any communications regarding this RFX'. The 'Confirm' button is highlighted with a red box. At the bottom, there are buttons for 'Unregister As a Respondent', 'Update or Lodge A New Submission', and 'Close'.

- Once you have unregistered you will notice that your access to the RFX has reverted to **“ReadOnly”** as it was prior to your registration. This means you are no longer able to download RFX Documents (including any addendums), send communications or lodge a Submission.

e. The Communications Tab

The Communications tab acts as a repository for all RFX communications and queries that have been submitted to the RFX Contact since the RFX Opening Date.

NOTE: *Your use of the Communications tab will be restricted until you have registered as a respondent for the RFX. Communications may close at a different date to the actual RFX, please note the Clarification Closing Date listed on the RFX details tab.*

The screenshot shows the 'Details' page for RFX CON95, titled 'Catering Services'. The 'Communications' tab is active, displaying a message: 'Click here to add a new RFX Communication.' Below this, a light blue box contains the text: 'No Communications have been recorded for this RFX'. At the bottom, there are buttons for 'Unregister As a Respondent', 'Update or Lodge A New Submission', and 'Close'.

f. Sending a Communication

You may submit a query or clarification for RFX's at any time while the RFX is open and once it has been closed. The RFX contact will receive an alert to notify them of the query once it has been submitted. Follow the steps below to send a query to the RFX Contact:

1. Click the link **Click here to add a new RFX Communication**.

Details

RFX Number: CON95
RFX Title: Catering Services

Details Documents Contacts **Communications**

[Click here to add a new RFX Communication.](#)

No Communications have been recorded for this RFX

Unregister As a Respondent Update or Lodge A New Submission Close

2. Enter a **Subject** for the communication and populate the detail of your query in the text box.

Details

RFX Number: CON95
RFX Title: Catering Services

Details Documents Contacts **Communications**

Compose new Communication

Subject RFX Interview

Please confirm if an interview is required as part of the selection process.

Path: p

Attachment(s) Browse... Remove

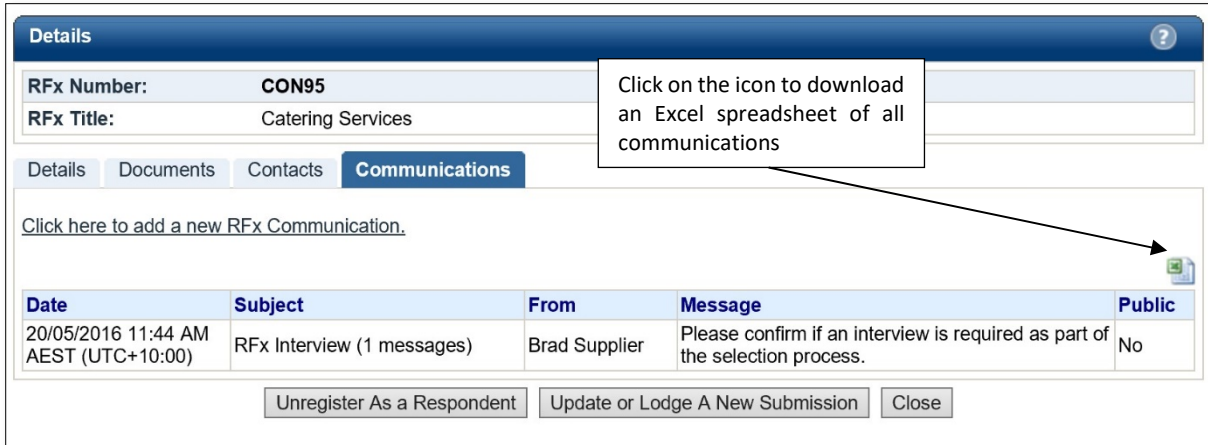
Send Close

Unregister As a Respondent Update or Lodge A New Submission Close

3. Attach any relevant documentation using the **Browse** button to locate the document.

NOTE: If you would like to attach more than 1 document, these can be uploaded as a Zip File. To remove an attachment simply click on the **Remove** button.

4. Click **Send** to lodge the communication.



5. The Communications screen lists all public communications for the RFX including any you have submitted. Upon successfully submitting a communication your communication item will appear in this log.
6. Once the RFX contact has responded to your communication you will receive an email with the details of their response. You will also be able to view the details of the response within the Communications tab. [Responding to an RFX](#)

In order to respond to an RFX and lodge a submission you must first ensure that you:

- A. Register as a Respondent to the RFX
- B. Download all RFX documentation

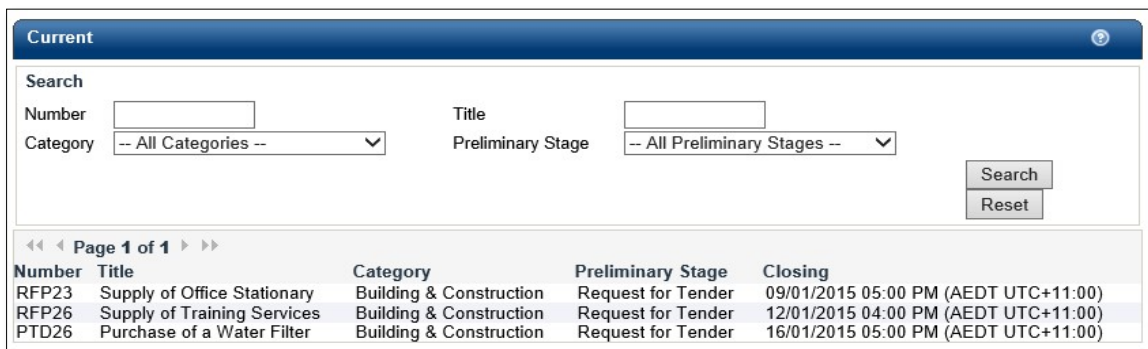
The following instructions assume you have already completed these steps.

6. Lodging a Submission

The following steps will guide you through lodging a Submission.

NOTE: *There are limits on the acceptable file types, file size and number of documents per Submission, as explained below.*

- i. Locate the RFX you wish to respond to using one of the methods indicated earlier.
- ii. Click on the RFX to open the RFX details.



6.1 Firstly, you will need to Register as a Respondent by clicking the button (if you have already done this move on the next step).

6.2 Click on the **Update or Lodge a New Submission** button.

Details	
RFX Number:	CON95
RFX Title:	Catering Services

Details	
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

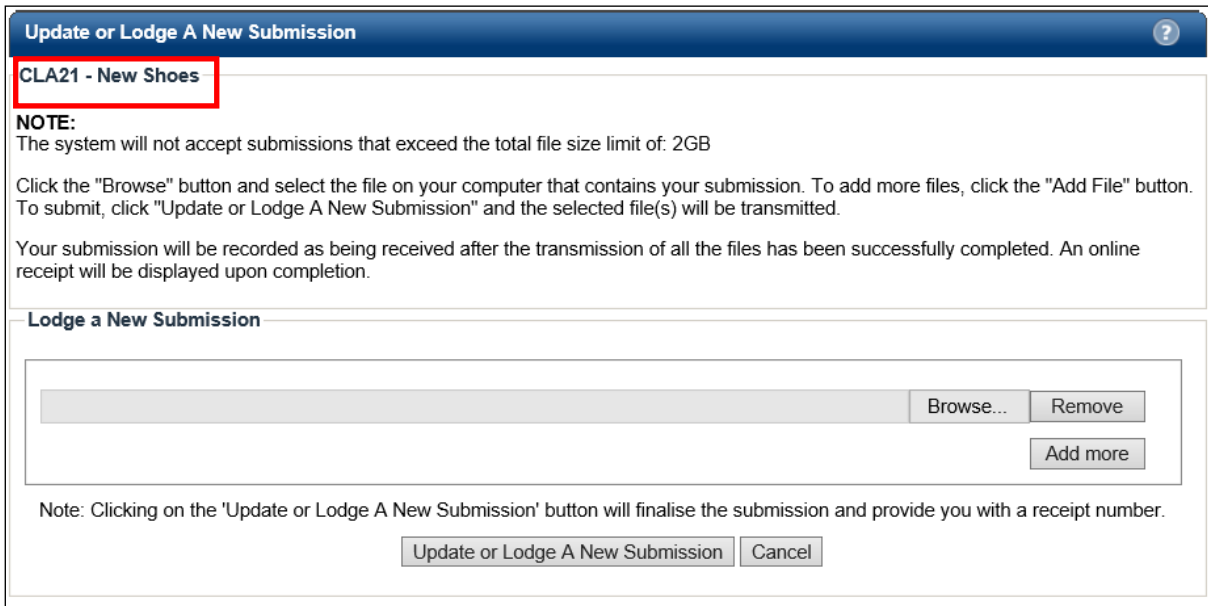
* You must register your interest for this RFX before you are able to download documents or make a submission

6.3 You will be directed to the **Update or Lodge a New Submission conditions page**. Click on the **Continue** button to agree with the terms and conditions of the RFX process

Lodge a New Submission

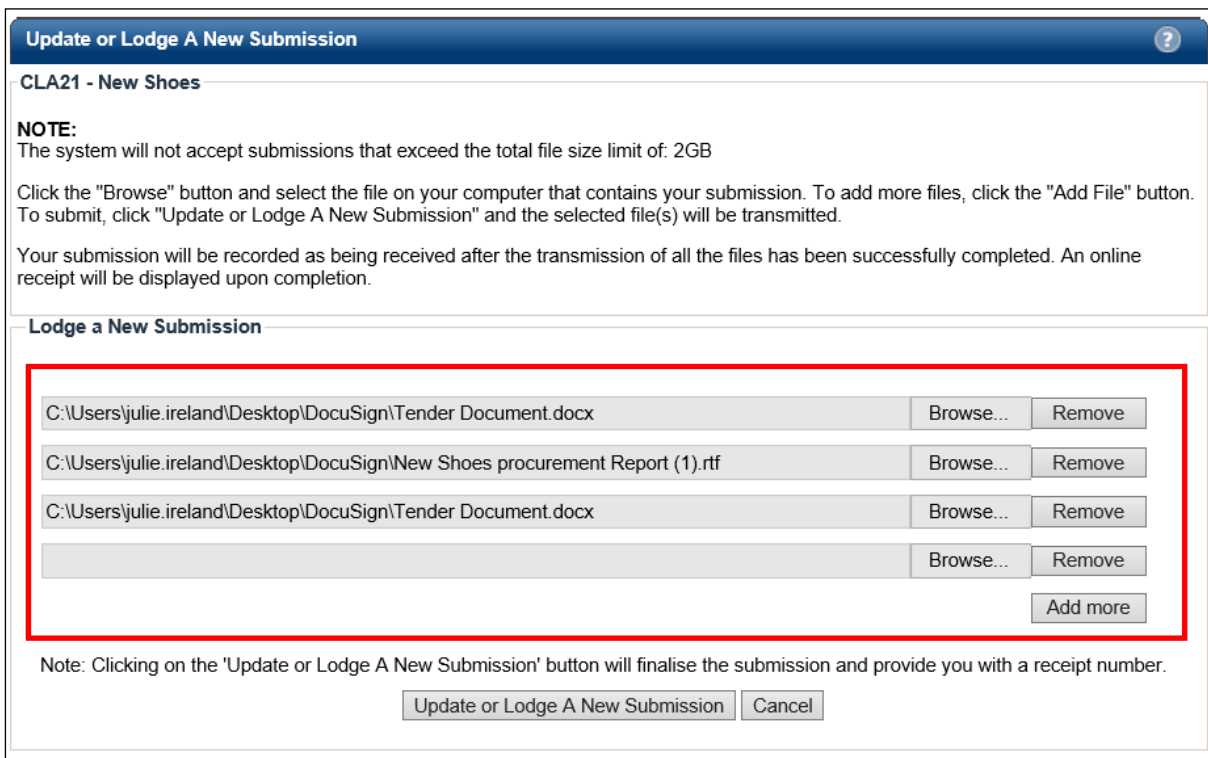
The lodgement of submissions using this site is subject to the RFX conditions as specified.

6.4 You will be navigated to the screen where you are able to upload your Submission. Before you start uploading documents and lodging your Submission, please locate the RFX name and check that you are lodging your Submission against the correct RFX.



6.5 To upload a Submission document, click on the **Browse** button to locate your document.

6.6 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. You can make multiple submission against the RFX if you have more than 5 documents to upload.



6.7 If you make a mistake and need to remove a document from your Submission, click on the **'Remove'** button next to the file you wish to remove.

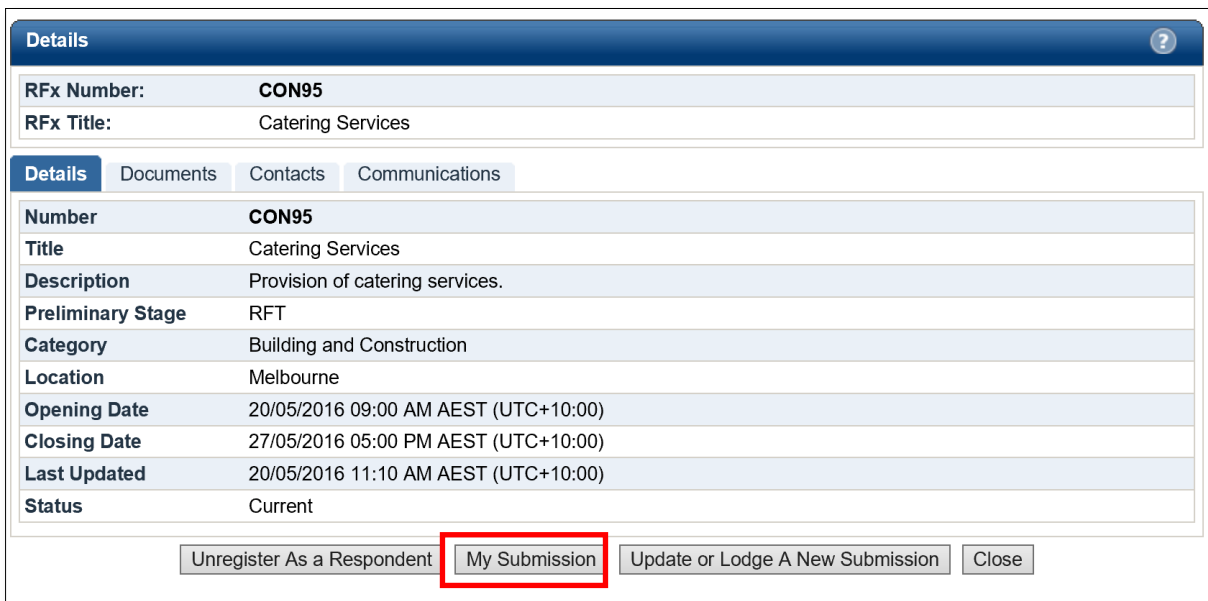
- 6.8 Click on the **'Update or Lodge a New Submission'** button to lodge your Submission. You may see an **'Upload in progress'** screen which indicates the Submission is being uploaded.
- 6.9 Once your Submission has been successfully lodged, you will be navigated to the SubmissionReceipt screen. On this screen, please:
- 6.9.1 Locate and note your Submission receipt number for future reference; and
 - 6.9.2 Check that all your Submission documents have been successfully lodged.

You will receive a reference number for each lodged Submission



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

To retrieve your Submission history against an RFx, return to the **Details** screen of the RFx and click on the **My Submission** button.



You can click on the view submission files to see the filename, the size of the doc and the time and date that you uploaded them.

My Submissions							?
Page 1 of 1							
Number	Title	Closing Date/Time	Organisation	Status	Time of Submission	Receipt Number	View Submission Files
CLA21	New Shoes	31/07/2019 05:00 PM AEST (UTC+10:00)	Vocus Group Ltd	Current	24/07/2019 11:46 AM AEST (UTC+10:00)	YPQ1QoPslf	

My Submissions							?
Page 1 of 1							
Number	Title	Closing Date/Time	Organisation	Status	Time of Submission	Receipt Number	View Submission Files
CLA21	New Shoes	31/07/2019 05:00 PM AEST (UTC+10:00)	Vocus Group Ltd	Current	24/07/2019 11:46 AM AEST (UTC+10:00)	YPQ1QoPslf	

Filename	Length	Uploaded
Tender Document.docx	11884 (0.01 MB)	24/07/2019 11:46 AM AEST (UTC+10:00)
New Shoes procurement Report (1).rtf	266563 (0.25 MB)	24/07/2019 11:46 AM AEST (UTC+10:00)
Tender Document.docx	11884 (0.01 MB)	24/07/2019 11:46 AM AEST (UTC+10:00)

7. Modifying your Submission

At any time before the Closing Time, you can modify your previously lodged Submission(s).

7.1 Log into the eTenderBox and navigate to the RFX.

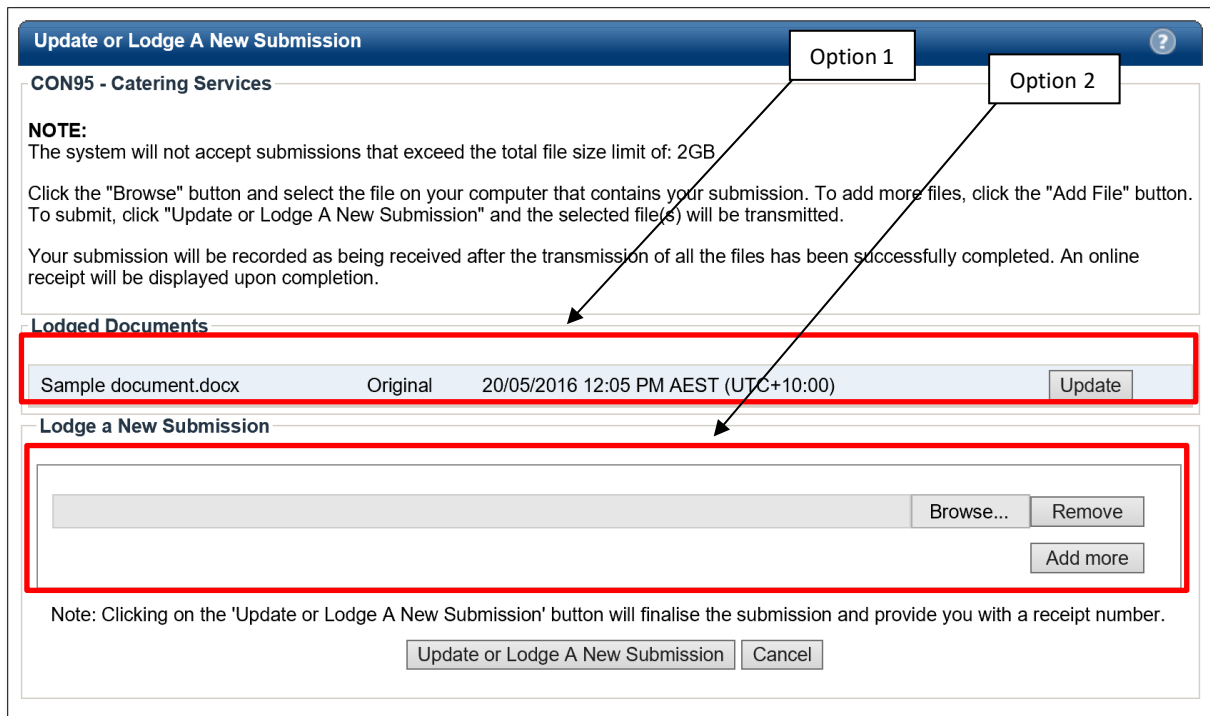
7.2 On the **Details** screen of the RFX, click on the **Update or Lodge A New Submission** button

Details		?
RFX Number:	CON95	
RFX Title:	Catering Services	
Details	Documents	Contacts
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	
<input type="button" value="Unregister As a Respondent"/> <input type="button" value="My Submission"/> <input type="button" value="Update or Lodge A New Submission"/> <input type="button" value="Close"/>		

7.3 Click on the **Continue** button to accept the terms and conditions of the RFX process.

7.4 You will be navigated to the **Update or Lodge a New Submission** screen. Since you have previously

lodged a Submission, the screen will now display **Lodged Documents** and an area to **Lodge a New Submission** as shown below:



You are now ready to make amendments to your Submission(s). There are two (2) options for updating your previously lodged Submission:

Option 1 – Update a previously lodged Submission document

This option allows you to update specific documents that you have lodged as part of a previously lodged Submission.

1. Locate the **Lodged Documents** area on the top half of the **Update or Lodge a New Submission** screen; all your submitted documents will be listed in this area.
2. Click on the **Update** button next to the document that you wish to update.

Update or Lodge A New Submission ?

CON95 - Catering Services

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.

Lodged Documents

Sample document.docx	Original	20/05/2016 12:05 PM AEST (UTC+10:00)	Update
----------------------	----------	--------------------------------------	------------------------------------------------------------------

Lodge a New Submission

Browse...
Remove

Add more

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

Update or Lodge A New Submission
Cancel

3. A browse documents pop up will appear under the document record that you are modifying.

Update or Lodge A New Submission ?

CON95 - Catering Services

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.

Lodged Documents

Sample document.docx	Original	20/05/2016 12:05 PM AEST (UTC+10:00)
----------------------	----------	--------------------------------------

Browse...
Remove

Lodge a New Submission

Browse...
Remove

Add more

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

Update or Lodge A New Submission
Cancel

- Click on the **'Browse'** button and locate your revised/modified document. If you have selected the incorrect document, click on the **'Remove'** button and repeat this step. Click on the **'Update or Lodge a New Submission'** button at the bottom of the screen to finalize your modification.

Update or Lodge A New Submission

CON95 - Catering Services

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.

Lodged Documents

Sample document.docx	Original	20/05/2016 12:05 PM AEST (UTC+10:00)
----------------------	----------	--------------------------------------

C:\Users\melisa.perkins\Desktop\Sample document.docx

Lodge a New Submission

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

- You will receive another **Submission Receipt**. Please note your Submission receipt number for future reference and check your modified document(s) has been successfully uploaded. Your Submission Receipt will also be emailed to you.

Option 2 – Submit additional Submission documents:

This option allows you to add more documents to your Submission.

- Locate the **Lodge a New Submission** area at the bottom half of the **'Update or Lodge a New Submission'** screen.
- Click on the **'Browse'** button and locate the document you wish to lodge. If you have selected the incorrect document, click on the **'Remove'** button and repeat this step. Click on the **'Update or Lodge a New Submission'** button at the bottom of the screen to finalise your submission.

Update or Lodge A New Submission ?

CON95 - Catering Services

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.

Lodged Documents

Sample document.docx	Original	20/05/2016 12:05 PM AEST (UTC+10:00)
----------------------	----------	--------------------------------------

Lodge a New Submission

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

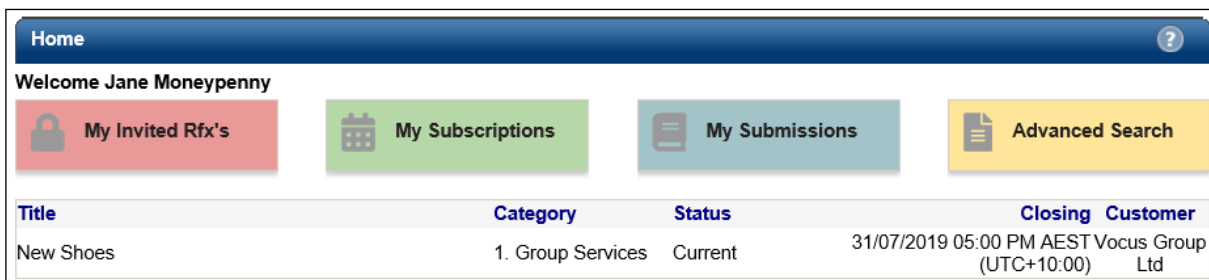
3. You will receive another Submission Receipt. Please note your Submission receipt number for future reference and check your modified document(s) has been successfully uploaded. Your Submission Receipt will also be emailed to you.

8. Setting up / Managing Subscriptions

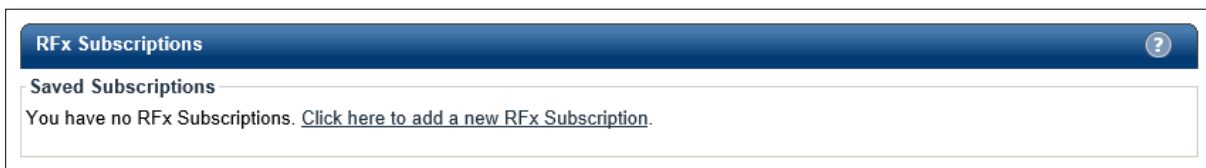
You may wish to setup subscriptions alerts to ensure you are notified by email when an advertised tender matches a category you have subscribed to.

8.1 Adding Subscription Alerts

1. Click the **'My Subscriptions'** button on the dashboard.



2. Select the link **'Click here to add a new RFX Subscription'**.



3. The following screen will appear:

RFx Subscriptions

Fields marked with * are required.

My RFx Subscriptions

Create New Alert

Key Words

Key word searches RFx Title, Category and Region. Separate multiple word searches using a comma.

States

Subscribe to all OWS Tenant 2 RFx's

Search Category (UNSPSC):

Category (UNSPSC)

- 10000000 - Live Plant and Animal Material and Accessories and Supplies
- 11000000 - Mineral and Textile and Inedible Plant and Animal Materials
- 12000000 - Chemicals including Bio Chemicals and Gas Materials
- 13000000 - Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials
- 14000000 - Paper Materials and Products
- 15000000 - Fuels and Fuel Additives and Lubricants and Anti corrosive Materials
- 20000000 - Mining and Well Drilling Machinery and

Select All

Selected Category (UNSPSC)

Add >>

<< Remove

Select All

Alert Expiry Date *

Alert Frequency

As Added

Daily Summary

Weekly Summary

Search Add Alert

Saved Subscriptions

Below is a list of RFx Subscriptions. You have the ability here to [add a new RFx Subscription](#), or you can select an Item from the list below to modify an existing RFx Subscription.

4. Enter the combination of search criteria required for the subscription:
 - Key Words – enter key words to perform a word search. i.e. **'After Hours'**, this will search for all tenders with RFx titles that match the title of **'After Hours'** and any relevant States.
 - The Key Words subscription option includes the 'Region' field in key word match. The 'Region' field is populated each time you publish a RFx to eTenderBox and is meant as a narrowed down location beneath the 'State' drop-down.
 - As above, 'State' is also a subscription option either on its own, or in conjunction with a 'Region' key word match.
 - Select the **'Category'** using the UNSPSC categories.
 - Add an **'Alert Expiry Date'** sometime into the future.
 - Choose from either **'As Added'**, **'Daily Summary'** or **'Weekly Summary'** for the frequency of the alert to be provided.
5. Select **'Add Alert'**. If you select **'Test Alert'** you will receive an email as a test for that alert.
6. Your alert will be listed in the RFx Subscriptions screen, at any time you can come back and adjust the alert.

NOTE: A hyper link directly to the Current Tenders List screen has been added to the bottom of the subscription email.

- Customer column has been added to the matching subscription tenders table.

RFx Subscriptions				
Saved Subscriptions				
Below is a list of RFx Subscriptions. You have the ability here to add a new RFx Subscription , or you can select an Item from the list below to modify an existing RFx Subscription.				
Alert Frequency	RFx Title	Category	Preliminary Stage	Alert Expiry Date
AsAdded	After Hours Tenders	After Hours		29/06/2017
				<input type="button" value="Edit"/> <input type="button" value="Delete"/>

8.1.1.1 Subscription to all RFX's published by a specific customer

If you have navigated to the <https://etenderbox.com.au> site to view all current RFX's from the Home screen and then selected a current RFX to view the details, you are taken to the sub-site of that Open Windows customer – <https://customername.etenderbox.com.au> where clicking on the 'Current' screen in the left-side menu will then only display Current RFX's for that customer. Similarly, if you are invited to a RFX, the links provided in the eTenderBox emails are to the customer sub-site. This has allowed us to add a 'Subscribe to all *customer* RFX's option in the My Subscriptions.

- From within a customer sub-site (accessed by the supplier via the abovementioned methods, or via a specific link our customers may have published to their website) an additional subscription option will be available:

When creating a subscription and selecting this checkbox you will receive a notification of ALL RFX's published by that customer, or you can use it in conjunction with the other options to customise the notifications within that customer's published RFX's

8.2 Modifying Subscription Alerts

1. Click the 'My Subscriptions' button on the dashboard.

Title	Category	Status	Closing	Customer
New Shoes	1. Group Services	Current	31/07/2019 05:00 PM AEST (UTC+10:00)	Vocus Group Ltd

1. To modify information on an Alert, simply click on the **'Edit'** button next to the alert:

Alert Frequency	RFX Title	Category	Preliminary Stage	Alert Expiry Date	Edit	Delete
AsAdded	After Hours Tenders	After Hours		29/06/2017		

2. Modify the required details and click **'Update Alert'** to save the changes:

Fields marked with * are required.

My RFX Subscriptions

Create New Alert

Key Words: Key word searches RFX Title and Category. Separate multiple word searches using a

Search Category (UNSPSC):

Category (UNSPSC)	Selected Category (UNSPSC)
<input checked="" type="checkbox"/> 10000000 - Live Plant and Animal Material and Accessories and Supplies	<input checked="" type="checkbox"/> 10000000 - Live Plant and Animal Material and Accessories and Supplies
<input type="checkbox"/> 11000000 - Mineral and Textile and Inedible Plant and Animal Materials	
<input type="checkbox"/> 12000000 - Chemicals including Bio Chemicals and Gas Materials	
<input type="checkbox"/> 13000000 - Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials	
<input type="checkbox"/> 14000000 - Paper Materials and Products	
<input type="checkbox"/> 15000000 - Fuels and Fuel Additives and Lubricants and Anti corrosive Materials	
<input type="checkbox"/> 20000000 - Mining and Well Drilling Machinery and	

Select All Select All

Alert Expiry Date *

Alert Frequency

As Added

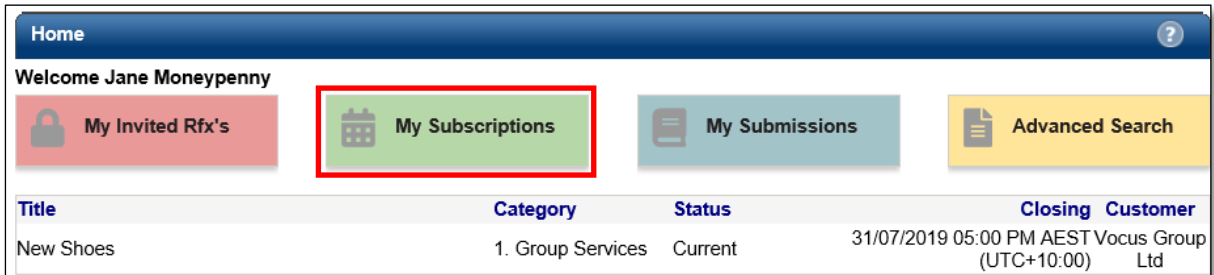
Daily Summary

Weekly Summary

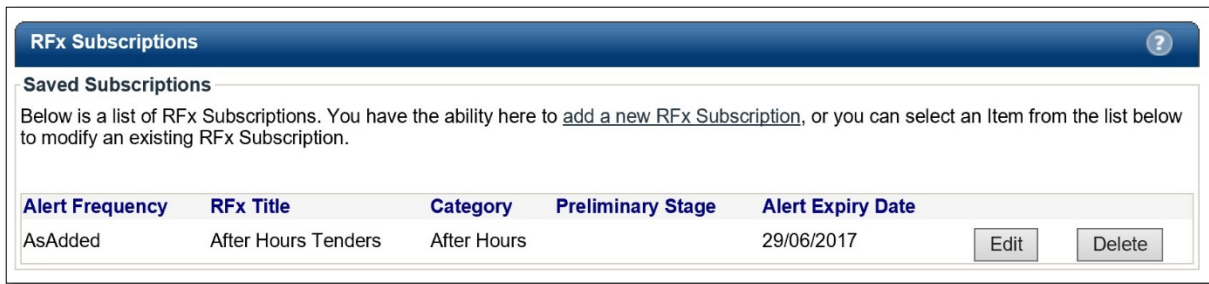
- 3.

8.3 Deleting an Alert

1. Click the **'My Subscriptions'** button on the dashboard.



2. To delete an Alert, simply click on the **'Delete'** button next to the alert:



9. Forgotten Password

The organisations that you are submitting tenders for do not have access to your account on the eTenderBox, therefore they cannot change or reset your password on your behalf. If you have forgotten, or wish to change, your password please refer to the guidelines below.

If you have forgotten your password to the eTenderBox, you are able to obtain a new password using the Forgot Password function.

- i. Locate and select '**Login**' under the '**My Account**' left hand menu.

The screenshot shows the 'Login Details' page. On the left, under 'My Account', the 'Login' option is highlighted with a red box. The main content area contains a 'Login Details' form with 'Email' and 'Password' input fields and a 'Login' button. Below the form, a message states: 'You will need to create an account to make a submission or to access additional functionality like alerts. [Click here to create an account](#). If you have forgotten your password click [here](#)'.

- ii. Locate the '**If you have forgotten your password click here**' information below the **LoginDetails** area. Click on the [here](#) hyperlink.
- iii. You will be navigated to the **Forgot your password** screen where you are required to enter your email address for confirmation purposes. Click '**Send password information**'.

NOTE: Your email address must match the one you used to initially register on the eTenderBox.

The screenshot shows the 'Forgot your password' page. On the left, under 'My Account', the 'Login' option is highlighted with a red box. The main content area contains a 'Forgot your password' form with the instruction: 'Enter your username below to have a new password sent to your registered email address.' Below this, it says 'Fields marked with * are required.' The 'Login Details' section has an 'Email *' field containing 'owsupplier34@gmail.com' and a 'Send password information' button.

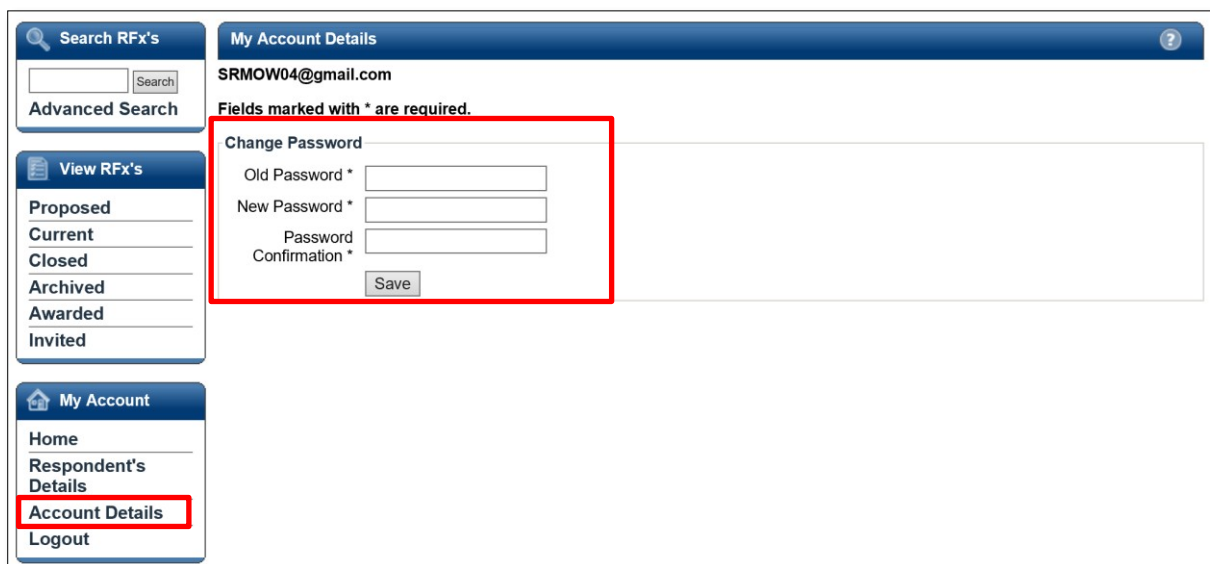
- iv. You will receive an on-screen notification, notifying you that your new password request has been successful. Your new password will be contained in an **eTenderBox: New Password Notification email**.

10. Changing your Password

You may change your password at any time by following the steps outlined below:

Log into the eTenderBox. If you do not remember your password, please refer to Section 8.4, **'Forgotten Password'** to receive a temporary password.

1. Navigate to **the My Account** left hand menu and click on **Account Details**.



The screenshot shows the 'My Account Details' page for user SRMOW04@gmail.com. The page has a left-hand navigation menu with options: Search RFx's, View RFx's, Proposed, Current, Closed, Archived, Awarded, Invited, My Account, Home, Respondent's Details, Account Details (highlighted with a red box), and Logout. The main content area is titled 'My Account Details' and shows the email address SRMOW04@gmail.com. Below this, a red box highlights the 'Change Password' form, which includes the following fields: 'Old Password *', 'New Password *', 'Password Confirmation *', and a 'Save' button. A note above the form states 'Fields marked with * are required.'

2. On this screen you will be required to enter in your old password into the Old Password* field.
3. Enter a new password and confirm this password in the New Password* and Password Confirmation* fields. Your new password must be at least seven (7) characters long and contain letters and numbers. The password is case sensitive, and cannot have a spacebetween letters and numbers.
4. Click the 'Save' button to reset your password. Your password has been reset when you receive a successful on-screen message