MAKING A SUBMISSION TO AN ELECTRONIC TENDERS BOX

Step 1 – Log into the portal to access the Dashboard

Step 2 – Select the Notice

Select the notice for which you are about to respond to. Click on the eRFx number.
Step 3 – The upload wizard

(a) General upload information – this is a guide only

Online Submission for Tender #BDMDE-660396

IMPORTANT
Please ensure you give yourself enough time to complete your submission. To start preparing your submission click the “Next” button located at the bottom of this page.

The diagram below illustrates average times to upload a 10 MB file and a 100 MB file using various internet upload speeds.

<table>
<thead>
<tr>
<th>SPEED</th>
<th>10 MB</th>
<th>100 MB</th>
</tr>
</thead>
<tbody>
<tr>
<td>56 Kb</td>
<td>25 minutes</td>
<td>4 hours and 10 minutes</td>
</tr>
<tr>
<td>64 Kb</td>
<td>21 minutes</td>
<td>3 hours and 40 minutes</td>
</tr>
<tr>
<td>128 Kb</td>
<td>10 minutes</td>
<td>1 hour and 43 minutes</td>
</tr>
<tr>
<td>256 Kb</td>
<td>5 minutes</td>
<td>52 minutes</td>
</tr>
<tr>
<td>1.5 Mbps</td>
<td>1 minute</td>
<td>10 minutes</td>
</tr>
</tbody>
</table>

Upload time depends on two things:
- The size of your file
- Your internet upload speed

Disclaimer: This is a guide only. It is by no means definitive. These times can vary significantly depending on your actual internet speed at the time of upload.

(b) Confirmation screen – Is this the correct notice?

Online Submission for Tender #BDMDE-660396

This tender has 1 electronic tender box.

Please confirm this is the tender you wish to make a submission to, then click “Next”.

SUPPLIER INSTRUCTIONS FOR MAKING A RESPONSE TO AN ELECTRONIC TENDERS BOX

JASMINE STREET STAGE 2 DRAINAGE WORKS
Requirement: 10 Lm of Concrete Kerb & Channel, 27 Lm of Concrete Paving, 115 Tonnes of New Asphalt, 7 Lm of 200 mm DIA RCP. 7 Lm of 450 mm DIA RCP, 22 Lm of 525 mm DIA RCP, 15 Lm of 600 mm DIA RCP, 50 Lm of Twin, 1350 mm DIA RCP, 14 Lm of Spray, 1350 mm DIA RCP, 140 Lm of 1500 mm DIA RCP inclusive of Drainage Excavation, 14 in No. Drainage Pits of various sizes & associated works. Jasmine St, Caulfield South.
(c) Agree to Terms of Service

Online Submission for Tender #BDMDE-660396

Before you can make a submission to this notice, please agree to the terms of service and click "Next".

I acknowledge that I have read, understood and hereby agree to the Terms of Service of TenderLink.com in particular Clause 8.0 (to view click here).

(d) Browse and Upload your files

Online Submission for Tender #BDMDE-660396

Please upload your files for this tender. If you have previously uploaded file(s) for this tender, any files with the same name as one already in the tender box will be overwritten. The maximum length of a file name should not exceed 100 characters or it will be shortened.

Tip: To upload multiple files it may be easier to zip your files first as the option below only enables you to transfer one file at a time.

My Responses

Upload files to this Electronic Tender Box [My Responses]

Browse for a file from your computer then click the "Upload File" button.

Browse: Purchaser Maintenance.pdf Upload File

STEP 1

Once you have finished uploading your files you must click the Make Submission button below.

Make Submission

STEP 2

You have transferred 2 files to the server:

1. posting_a_multi-trace_eRFX_notice.pdf (remove)
2. ece-posting_an_rfx_notice.pdf (remove)

Uploaded files

Note: If you are having trouble uploading your files, we recommend adding tenderlink.com to your Trusted Sites zone. Please click here for further information on how to do this.
(e) Make your submission by clicking on the ‘Make Submission’ button. This is a critical step as it transfers your files from the TenderLink temp directory into the electronic tenders box.

Once you have finished uploading your files you must click the Make Submission button below.

Screen prompt after submission button checked – Are you sure? – select OK

Screen submission confirmation

Your submission has been received and time and date stamped.

A confirmation email has been sent to the following email address: demo10@tenderlink.com

Prevent this page from creating additional dialogs

OK
Sample Submission Receipt Email

Important

If you have **not** received a confirmation email, your submission **has not been completed**.

Contact TenderLink Customer Support immediately:

Telephone: 1800 233 533 (Sydney NSW)

Email: support@tenderlink.com

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Receipt of Submission for TENDER|BDMDE-660398|

Wednesday, 22 October 2014

XACOM
1/22 Volcanic St
Revesby
2193 NSW

Attention: Duncan Clarke

This is an automated message from TenderLink.com

**Recipient:** Duncan Clarke (XACOM)
**TenderRef:** BDMDE-660398
**Closing Date/Time:** 22/10/2014 - 11:15 a.m. (NSW)

**Summary:** Supplier instructions for making a response to an Electronic Tenders Box

**For:**

**S3d Demonstration Site**

The following submission was made to the tender box My Proposals:
Submission No.: 22/10/2014 - 11:15 a.m. (NSW)
Files Submitted:
- proposal_x_wsr-check.pdf
- comms cleaners.pdf
- purchase_30terras.pdf
- proposal_x_wsr-check.pdf
- Lodged in Tender Box

Your submission has been time and date stamped as noted above. After the tender has closed, the procuring party (Purchaser) will access their Electronic Tender Box to review your submission.

We wish you every success with this opportunity.

If you regularly submit bids and are looking for some fresh inspiration, or are new to the tendering process, TenderLink offers a series of training seminars designed to teach you proven techniques to improve the quality of yo