

Lodging a Submission

A Guide to the Electronic Tender Box

When a council, company or organisation places a tender advertisement on Tenders.Net they can choose to accept submissions electronically via a tender submission box hosted on our platform.

Getting Access to Tenders.Net

To make a submission via Tenders.Net you must have a username and password. If you do not have one, you can register for free as a Supplier on our website or contact us for assistance.

Our system requires that each individual has their own log-in details, but they can all be linked together in the one account for your organisation or company.

Levels of Access

Tenders.Net offers different levels of access for both Advertisers and Suppliers on our system. If you cannot access the areas included in this walkthrough you may be on the wrong level of access. Please contact our friendly staff to help pick the best level of access for your needs.

Suppliers registering for free on Tenders.Net get access to many opportunities without cost, including all Publicly Available tenders advertised directly onto our system by councils, companies and organisations. We also offer optional paid subscriptions for suppliers to be notified directly via email of relevant tender opportunities each day.

Restricted or Invited Tenders

Advertisers may choose to restrict their tender to our paying subscribers, or to their invited suppliers only. You will not be able to access these tenders with a standard free supplier access.

Contact Us

If you have any questions about this guide or with using our system in general, please contact us using our details as listed below:

Australia

Tel	1300 307 308
Fax	(02) 9747 4011
Email	info@tenders.net
Web	https://tenders.net.au

New Zealand

Tel	0800 447 191
Fax	+61 2 9747 4011
Email	info@tenders.net
Web	https://tenders.net.nz

International

Tel	+61 2 9747 1111
Fax	+61 2 9747 4011
Email	info@tenders.net
Web	https://tenders.net

Viewing the Tender Advertisement

Access to the Electronic Tender Box to submit your tender response is made available from the Tender Advertisement which can be found by searching on one of the following:

1. **Our main website** – <https://tenders.net/>
2. **Direct Tendering Portal** (specific to the Tendering Firm)
3. **Local Government Tender Portal** (if the advertiser is a local council)
4. **Industry Pages** (based on the works/services requested)
5. **Daily Tender Notification email** (sent to eligible subscribers)

You must be logged in and have an appropriate level of access before you can view the Tender Advertisement. Our free supplier access will give you access to many of the tenders but advertisers can choose to restrict their advertisement to paying subscribers of Tenders.Net or their own list of invited suppliers only.

Once you have opened the tender advertisement you can then access the additional features such as the tender documentation and the electronic tender box.

An Example Tender Advertisement

Tender Advertisement #1027880

 Documents	 Tender Box	 Forum	 Consortium
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Brief	This is a testing tender opportunity
Location	New South Wales
Closing	Sun 28/10/2018 - 05:00 PM Eastern Standard Time
Tendering Firm	Tenders.Net
Contact Details	These are the contact details for a testing opportunity.
Tender Details	This opportunity is for testing purposes only. It was created for making a guide to lodging an electronic submission
Tender Docs	 Download documents and further information
Tender Box	 Lodge an electronic response via Tenders.Net
Tender Forum	 View Question Forum
Amendments	 <i>No amendments have been issued</i>
Consortium	 Form a consortium with other suppliers to bid on this tender

Tender Submission Profile

When you lodge an electronic submission via Tenders.Net we will attach your contact details in case the Tendering Firm needs to contact you about your response. These details do not form part of the submission itself and can be made different for every tender.

The details you provide here will be passed on to the Tendering Firm.

The first time you go to submit to a tender box hosted on Tenders.Net you will be given a chance to specify what contact details are provided. The details will default to those in your Submission Profile which can be edited via the ACCOUNT section of the website. Any subsequent attempts to make a submission to the tender will skip this step.

An Example of the e-Submission Profile page

Electronic Submission for Tender #1027880

Make a submission to the Electronic Tender Box that is available for this opportunity.

e-Submission Profile

These contact details will be attached to your submission.

Your Details

If any of these contact details are incorrect, please change them now.

Name	<input type="text" value="INFO Support Officer"/>
Phone	<input type="text" value="(02) 9747 1111"/>
E-mail	<input type="text" value="support@tenders.net"/>

Cancel

Save & Continue

Tender Box Types

Tenders.Net provides several different types of Electronic Tender Boxes that advertisers can choose from and they all work in a slightly different manner. The most commonly used tender box will be the File Upload type.

If the advertiser chooses to accept submissions via their own website or somewhere else, we will provide a link through to the relevant location. Since this external site will be outside of the Tenders.Net system your Tenders.Net Universal Access will not work and you will need to contact the tendering firm directly for assistance with making your submission.

The tender box types provided by Tenders.Net that the advertiser can choose from are explained over the next few pages and include:

1. **Online Form** (Price + Comments)
2. **Reverse Auction Style** (Continuous Bid Display)
3. **File Upload** (multiple files accepted)

Just like physical tender boxes, submissions made to an electronic Tender Box on Tenders.Net cannot be removed. You can, however, override a previous submission with your modified version by re-submitting.

The Tendering Firm will not be able to view your submission until the tender closes when they will be given access to all the submissions made by suppliers to that tender.

The list of suppliers submitting to a tender will be visible to the Tendering Firm, but not to other suppliers. You will not be able to see the other submitters to a tender or even if there has been any other submissions made.

All of your electronic tender submissions made via Tenders.Net are secured and protected on our biometrically secured servers with an encryption key known only to authorised users in the Tendering Firm. They will only be made available to view after the tender has closed.

Tender Box Types > Online Form

This is the most basic type of tender box with only two fields: price and comments. Suppliers are asked to submit their price and can optionally provide any further information via a single text field.

You can change the details of your submission by going back in and editing the values, up until the tender closes. You can only list the one price + comments per tender.

This tender box type is more likely to be used for small tenders, such as the sale/purchase of an individual item.

■ An Example Basic Price + Comments Form

Electronic Submission for Tender #1027880

Make a submission to the Electronic Tender Box that is available for this opportunity

Enter Your Submission

Specify Your Price

Please record any relevant information in the Comments.

Price	<input type="text" value="Enter your Price. e.g., \$0,000.00"/>
Comments (Optional)	<p>Insert any comments about your submission, including any further information requested by the Tendering Firm. If you are bidding on part of the opportunity only, make sure that you specify which part.</p>

Cancel

Save & Continue

Tender Box Types > Reverse Auction Style

Whilst the form is similar to the Basic Price + Comments tender box, only asking for price and optionally comments, the Reverse Auction style works quite differently. When you make your submission you see the price of the highest, lowest and latest bids only. You will not be shown any other information on the other submissions.

This will let you customise your bid, auction-style, in an attempt to make a more competitive submission. You can return to the form to keep track of the latest bid prices and make changes to your submission up until the tender closes.

Having the highest or lowest price does not necessarily mean you will win the contract.

Part of an Example Reverse Auction Style Form

Specify Your Price

Please record any relevant information in the Comments.

Price	<input type="text" value="\$187.42"/>
Comments (Optional)	<input type="text" value="This is a testing response. Please ignore."/>

Continuous Bid Display

These are the critical bids that have been submitted so far.

Most Recent	\$156.23
Highest	\$283.34
Lowest	\$115.00

Cancel

Save & Continue

Tender Box Types > File Upload

This is the most popular electronic tender box chosen by advertisers for their tenders hosted on Tenders.Net and it requires that suppliers upload their submission as one or more files. Some times the files to be submitted will be provided by the Tendering Firm as part of the Tender Documentation.

Once uploaded a file cannot be removed and cannot be opened until the tender closes. You can, however, replace an existing file by re-uploading a new file of the same name.

Files must be uploaded one at a time but can be grouped together into a single compressed (zipped) folder to speed up the process. The Tendering Firm will be provided all of your files together as your submission after the tender has closed.

Each of your individual files must be less than 100MB to be uploaded, but the combined size of all of your files may be larger. The larger the file the longer it will take to upload. A file must be fully submitted to the tender box before the tender closes.

An Example File Upload Form

Electronic Submission for Tender #1027880

Make a submission to the Electronic Tender Box that is available for this opportunity

Upload Your Submission

Select Your File

If you have multiple files, you will need to upload them one at a time.

File	<input type="button" value="Browse..."/> No file selected.
Comments (Optional)	<input type="text" value="Enter here any comments about this specific file you would like the Tendering Firm to see."/>

Cancel

Save & Continue

Tender Box Types > File Upload (continued)

The files that you have uploaded to an Electronic Tender Box will be listed below the file upload form for reference. You cannot view the contents of the files themselves.

Every file that you upload will have a Receipt Number and a File Hash generated which can be used to verify your submission. The Receipt Number can be used as confirmation that we received your submission file and your File Hash can be used to verify the integrity and authenticity of the file contents.

The File Hash is a unique fingerprint on the contents of the file and can be used to confirm whether two separate files are 100% identical. Changing even a single character will cause the hash to be completely different. We use the **SHA-1** algorithm to generate our hashes.

Part of an Example File Upload Form

Uploaded Files

These are the files you have already uploaded for this opportunity.

Uploaded	File Name	Receipt #	Hash
01:25 PM	Test_Tender_Response_Document.pdf	L1027880-12660-26132508-601	
01:23 PM	Testing_Medium_File.zip <div style="border: 1px solid gray; padding: 2px; display: inline-block;">There are 5 files in this archive</div>	L1027880-12660-26132317-082	
01:22 PM	TestSubmission.pdf	L1027880-12660-26132238-541	

Tender Box Receipts

After making your submission we will show you a receipt page that you can print and keep as confirmation that you have made your submission. The receipt pages for the various tender box types are similar and confirm the details of the tender submission.

An Example Submission Receipt (File Upload)

Submission Received

Your Submission Receipt - support@tenders.net

Your submission has been successfully recorded with the details listed below.

Company Name	Tenders.Net
Contact Name	INFO Support Officer
Phone	(02) 9747 1111
Email	support@tenders.net
Submission Date	26/10/2018 13:35:06 AEST [GMT +10:00]

Uploaded Files

These are the files you have uploaded for this opportunity. All dates and times are in AEST [GMT +10:00].

Uploaded	File Name	Receipt #	Hash
01:25 PM	Test_Tender_Response_Document.pdf	L1027880-12660-2613...	#
01:23 PM	Testing_Medium_File.zip	L1027880-12660-2613...	#
	There are 5 files in this archive		
01:22 PM	TestSubmission.pdf	L1027880-12660-2613...	#

Make a Copy (Optional)

You have been emailed a receipt for this submission but you can print this page as well.

Print Receipt

Further Assistance

This document was provided as a guide and a resource to introduce to you the basics of lodging an electronic tender submission via Tenders.Net.

Should you have any enquiry not answered by this guide, or would like assistance with anything mentioned in this document please contact our friendly help desk for help.

Tenders.Net Help Desk

Australia

Tel	1300 307 308
Fax	(02) 9747 4011
Email	info@tenders.net
Web	https://tenders.com.au

New Zealand

Tel	0800 447 191
Fax	+61 2 9747 4011
Email	info@tenders.net
Web	https://tenders.net.nz

International

Tel	+61 2 9747 1111
Fax	+61 2 9747 4011
Email	info@tenders.net
Web	https://tenders.net

Additional Resources

Tenders.Net also have guides to take you through other aspects of using our platform, such as our *Searching For Tenders* which takes you through how to find tenders relevant to you.

Please feel free to contact our help desk for this, or any other additional resources.