

MAKING A SUBMISSION TO AN ELECTRONIC TENDERS BOX

Step 1 – Log into the portal to access the Dashboard

TENDERLINK *BDM Demonstration Site*

Log Out All Open Tenders Our Details My Details Search Submissions Support Help Dashboard

Dashboard

- our details**
 - Our Company Details
 - Our User Details
 - Our Current Statement
 - Online Payments
- my details**
 - My Profiles
 - Search My Profile(s)
 - Previously Viewed Tenders
 - View Tender Forums
 - View Contractor Lists
- search tenders**
 - All Current Tenders
 - New Search
 - View a Specific Tender Number
 - Previously Viewed Tenders
 - Search My Profile(s)
- tender submissions**
 - Submit Notice Responses**
 - View Notices Responded To
- online help**
 - Online Help
 - Online Manuals
 - Contact Us
- support**
 - Resources Page
 - Terms Of Service
 - Privacy Policy
 - Frequently Asked Questions
 - Contact Us

From the Dashboard, select

Step 2 – Select the Notice

Tenders with an Electronic Tender Box

There is currently 1 tender with an Electronic Tender Box (ETB), to which an online submission can be made. Click on the tender below to make a submission.

eRFx ID	Summary	Closing Date - Time	Submission Made
BDMDE-660396	Supplier Instructions for making a response to an Electronic Tenders Box	22/11/2014 8:00 a.m. NSW	✘

Select the notice for which you are about to respond to. Click on the eRFx number

Or, you can enter the eRFx number here and select Go

Enter a Tender ID : Go

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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.

		SIZE	
		10 MB	100 MB
S P E E D	56 Kb	25 minutes	4 hours and 10 minutes
	64 Kb	21 minutes	3 hours and 40 minutes
	128 Kb	10 minutes	1 hour and 43 minutes
	256 Kb	5 minutes	52 minutes
	1.5 Mbps	1 minute	10 minutes

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.

1. Information 2. Confirm 3. Agree to Terms 4. Make Submission

Next »

(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

<p>This tender is CURRENT</p> <p>• TenderLink Ref : BDMDE-660396</p> <p>• Type of Notice : Request for Tender</p> <p>• Region : Australia</p> <p>• Contract Value : Not Specified</p> <hr/> <p> Closing Date/Time 22/11/2014 8:00 a.m. NSW</p>

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 300 mm DIA RCP, 7 Lm of 450 mm DIA RCP, 22 Lm of 525 mm DIA RCP, 15 Lm of 600 mm DIA RCP, 58 Lm of Twin 1350 mm DIA RCP, 14 Lm of Splay 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.

BDM Demonstration Site

1. Information 2. Confirm 3. Agree to Terms 4. Make Submission

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(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](#)).

1. Information 2. Confirm 3. Agree to Terms 4. Make Submission

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(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.

Purchaser Maintenance.pdf **STEP 1**

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

STEP 2

You have transferred 2 files to the server:

- 1: posting_a_multi-trade_erfx_notice.pdf [remove]
- 2: ccc-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.

1. Information 2. Confirm 3. Agree to Terms 4. Make Submission

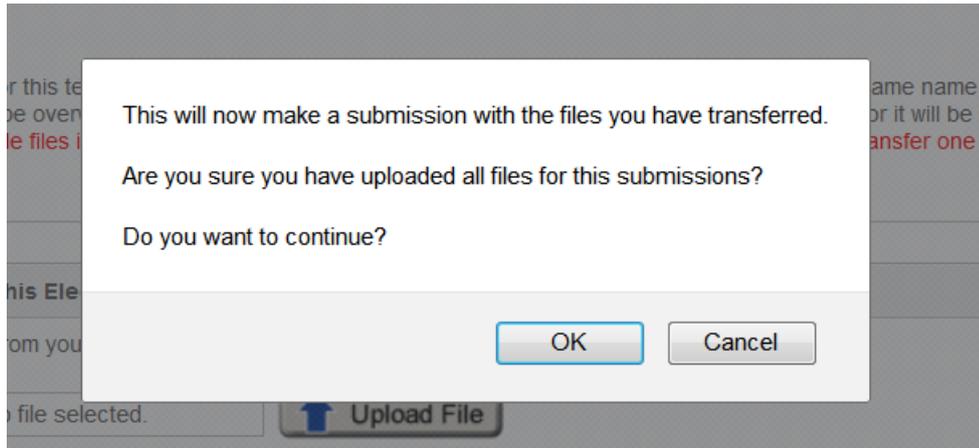
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(e) Make your submission by clicking on the 'Make Submission' button. **This is a critical step as it transfers your files from the TenderLink temp directory into the electronic tenders box**

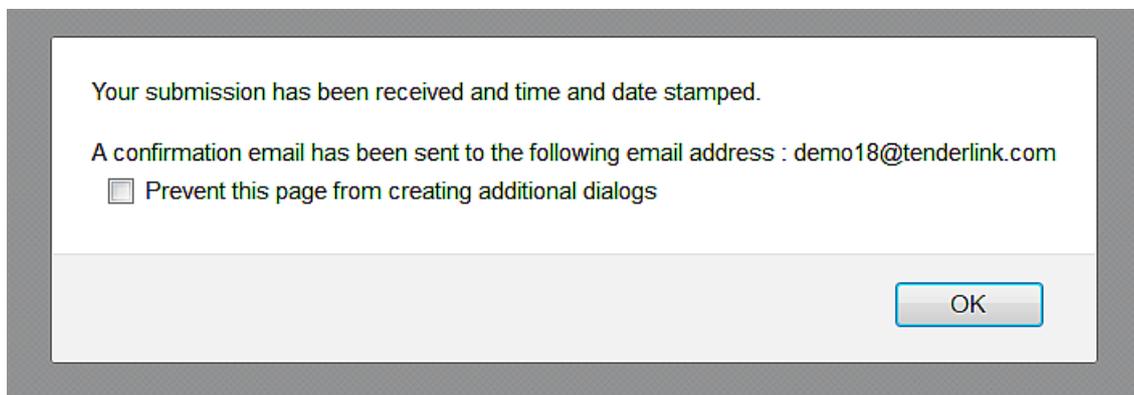
Once you have finished uploading your files you **must** click the Make Submission button below



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



Screen submission confirmation



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

Receipt of Submission for TENDER[BDMDE-660396]

Wednesday, 22 October 2014

XACOM
1/20 Kirkham St
Beecroft
SYDNEY NSW 2119
AUSTRALIA

Attention Duncan Cole

Hello Duncan,

This is an automated message from TenderLink.com

Notice Type : Request for Tender
TenderLink Ref Number : BDMDE-660396
Closing Date/Time : 22/11/2014 - 8:00 a.m. NSW
Summary : Supplier Instructions for making a response to an Electronic Tenders Box
For : BDM Demonstration Site

SUBMISSION DETAILS:

The following submission was made to the tender box My Responses :

Submission Made : 22/10/2014 - 11:16 a.m. (NSW)
Files Submitted : posting_a_multi-trade_erfc_notice.pdf
coc-posting_an_fx_notice.pdf
purchaser_maintenance.pdf
Status : 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 retrieve your submission file.

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

Sincerely
Customer Services
TenderLink.com.
www.tenderlink.com/notification