



Agent Manual for TenderSystem 0.8

[TenderSystem](#) is an Internet based system to source, award and manage the total procurement process.

This tried and tested technology leverages the age-old principle of supply and demand, through reverse auction, ensuring that products are purchased at the best possible price, at a lower administration and management cost, than any other method.

Handy Terminology

- **Tender** - A written offer made by one party to another to supply goods at a set price.
- **Request for Quotation (RFQ)** - Invitation requesting suppliers to quote for required items.
- **Open Tenders** - Tenders that have not reached their closing time and date and therefore suppliers are still able to submit Tenders.
- **Closed Tenders** - Tenders that have reached their closing time and date or all suppliers have responded.
- **Completed Tenders** - Tenders that have been awarded to a supplier, cash settlement, invalidated or replaced at a non-tender supplier.
- **Validity Period** - Period for which supplier is willing to provide the product at the quoted price.
- **Subscriber** - User who requests a Tender.
- **Supplier** - An approved organisation invited to submit a quote.
- **Agent** - A User of a Supplier that submits quote on Tenders.
- **Panel** - Group of approved suppliers.

Functionality

The diagram below illustrates [TenderSystem](#)'s functionality:

Benefits by quoting through [TenderSystem](#)

- Quick, easy and convenient tender process.
- Suitable substitution products can be submitted if required.
- Efficient reporting and completely transparent process.
- Mobile notifications to ensure that opportunities are not lost.
- Slow moving products can be sold quickly.
- Electronic purchase orders to eliminate any possible confusion.
- Fraudulent activities are removed from the process so that the correct suppliers benefit.

Information required when submitting quotes

- **Brand** - change the Brand to a suitable substitution product if required. Please note that people are brand conscious so the brand should only be changed as a last resort.
- **Model** - change the Model number to a suitable substitution product if required.
- **Description** - insert anything in the Description field that must be displayed to the **User**.
- **Validity** - change the number of days that you are willing to provide the specific product at the quoted price.
- **Stock** - change the number of days that it will take you to get hold of the required product.
- **Price** - insert the Price at which you are willing to provide the quoted product.
- **No quote** - if you can not provide the requested product insert nq net to the price e.g. 0.00nq which stands for **No Quote**
This is so that the tender can be closed once all **Suppliers** have quoted

Login

To complete any of the following functions you must be logged into [TenderSystem](#) as a **Supplier**.

Submitting a Quote

There are 2 methods of submitting a quote, either by replying to the RFQ email or by submitting it online:

Submitting a Quote by email

- Highlight the RFQ email and click **Reply**
- Complete the required fields
- Example of a correctly submitted email:
- After completing the fields send the email to [TenderSystem](#) by clicking
Send and then **Send and Receive** and make sure that the email has been sent by looking for it under your sent box

Submitting a Quote online

- After you have logged in click **Submit Quote**
- Insert the required information
- Click the **Submit** button and wait for confirmation that the claim was submitted successfully

View / Edit Valid Items

- Move your mouse over **Valid Items** and select the **View valid items** from the opened sub-menu
- To **Invalidate** a **Valid Item** check the **Invalidate** box and click the **Invalidate** button
- A confirmation screen will be displayed when the selected **Valid Items** have been successfully invalidated

Upload Valid Items

- Select **Upload valid items** in the sub menu
- **Single Item**
 - Insert the following fields
 - Insert the **Brand**
 - Select the **Category**
 - Select the **Sub-Category**
 - Insert the **Model**
 - Insert the **Description**
 - Select the **Stock** availability (i.e. how long to get hold of stock)
 - Insert until when the item should remain valid in the **Valid Until** field
 - Insert the price in the **Price** field
 - Click the **Add an Item** button
- **Multiple Valid Items** are generated from an excel spreadsheet
 - Download the excel template by clicking on the **Click here to download the template** link on the right
 - Follow the instructions in the spreadsheet how to upload multiple Items (worksheet => Instruction)
 - Click the **Browse** button and upload the spreadsheet
 - Click the **Submit** button

Changing your password

- Click the **Password** link in the top menu
- Insert your current password
- Insert and confirm your new password
- Click the **Change Password** button

Viewing and editing your Profile

- Click the **Profile** link in the top menu
- Make any required changes
- Click the **Submit** button
 - Note that you can not delete yourself

Control Panel

- To view the **Control Panel** click the **Control Panel** link in the top menu
- The Control panel will display the current open tenders

Logout

- To view the **Logout** click the **Logout** link in the top menu