

Supplier Quick Reference Guide

Registering your company

- Suppliers will need to obtain a **new login** to access the Queensland Government QTenders website.
- Each Supplier must nominate a Primary Contact person. The website will allow the primary contact to manage details for your organisation including providing other staff within their company access to the Queensland Government QTenders website. You can do this by clicking on the Edit My Business link on the left hand menu of the page and by selecting Add Person.



- The Queensland Government QTenders website self-registration process will not enable multiple registrations of the same supplier (duplicate company). If your organisation is already registered and you want to be a user of the Queensland Government QTenders website under that organisation, contact the Queensland Government QTenders help desk to find out who is the primary contact within your business.
- A supplier can perform an online self-registration by clicking Suppliers under Register from the home page (left hand menu bar).

- If your organisation does not have an Australian Business Number please enter 'NOABN' in the ABN field.
- When the registration is complete your username and password will be automatically emailed to you.
- After a supplier has successfully registered, contact information can be maintained via the administration menu **Edit My Details** and **Edit My Business**.

Searching

- To browse for tenders or contracts click on the links under **View Tenders** or **View Awarded Contracts** on the left hand menu bar on the homepage.
- If browsing tenders, click on the type of tender you are interested in (Current, Closed or Awarded). You can also click on **Forward Procurement Schedules** to view advance notices of possible future procurements.

Search – Advanced Searching

When a search is initiated, it will return all results that match all of the criteria you specify. In other words, if a category and agency are specified, then a tender must meet both sets of criteria, as opposed to either one of them. If you can't find a particular tender or contract, try reducing the number of criteria.

Profiles

If you are a registered Queensland Government QTenders website user and you are logged in, you can create saved tender searches. Saved searches provide an easy way to perform frequently used searches, including the option to add an alert to receive email notifications with details of the search results.

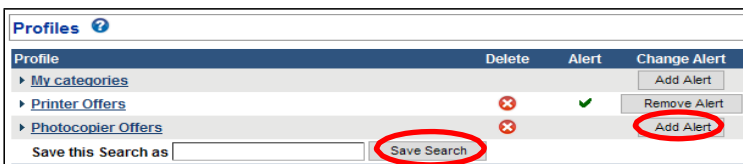
Alerts (new tender email notifications)

Alerts notify you of relevant tenders by email. To create an alert:

- Login to the Queensland Government QTenders website.
- Click on the **Advanced Search** link in the blue bar at the top of the page.
- Complete your search criteria.
- Enter a title for the search in the **Save this Search as** field.
- Click the **Save Search** button.
- Click on the **Add Alert** button next to the search profile.

For the example below, you could:

- Click the **Add Alert** button next to 'Photocopier Offers':



- The search profile will now be setup as an alert, and you will receive email notifications with results that match all of the criteria you specified.

Downloading tender documents

To download tender documents you must first be logged into the system, find the

relevant tender then go to **Section 3 Specification Documents**.

- Click the **Download Now** link underneath the Specification Documents title.
- The Download for Tender Documents page will display. For example:



- Click on the **Download Documents** button.
- A file download dialog box will appear.
- Click on the **Save** button. The Save As dialog box will open.
- Navigate to the file folder you want to save the documents to, and click on the **Save** button. When the download is complete, a download complete notification will display.
- Winzip - Navigate to the folder you want to save the files in, and click the **Extract** button. The files will be extracted.

Submitting a tender response

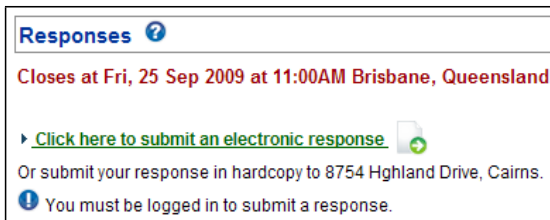
Before you respond to an electronic tender, make sure that you have fulfilled all the requirements for the particular tender, and have allowed time for the response to upload before the tender closing time.

Once a tender file has been uploaded it cannot be modified. This is the same process, as when a paper tender has been

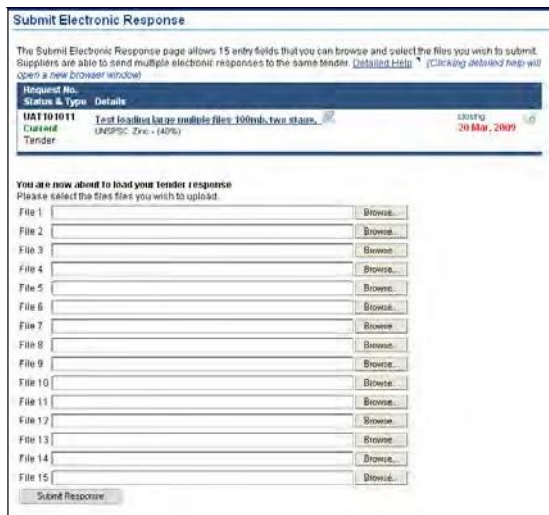
physically loaded into a tender box.
Additional replacement files can be uploaded where appropriate.

To submit a tender response:

- First ensure you are logged into the system
- For the tender you want to respond to, click on **Submit Electronic Response** located at the right hand side of Section 4 of the tender details page.
- Note: Tenders with an **Invited status** are only open for electronic response to those businesses specifically invited by the agency.
- If you **are not invited**, no electronic response icon will appear:

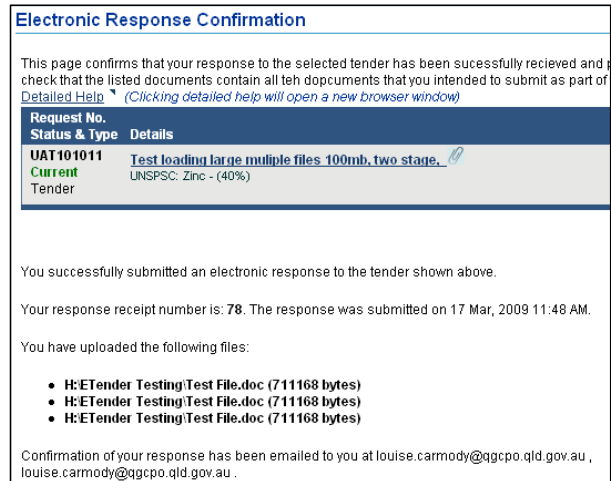


- The **Submit Electronic Response** page will display. It provides 15 entry fields that allow you to use **Browse** buttons to select the files you wish to submit.










- Use the **Browse** buttons to select the files you wish to submit. When the files have been selected, click the **Submit Response** button at the bottom of the page.

- During the transfer of the files, a pop-up window will provide you with an indicative guide to the length of time taken to transfer the documents.
- When the upload has successfully completed, a confirmation page will display showing a receipt number and the list of the files you submitted.



You should print this as proof of your submission. The confirmation page will also be emailed to you. You should also retain this email

Some common icons

Icon	Meaning
	You can click on this icon to edit the object it is next to.
	You can click on this icon to delete the object it is next to.
	You can click on this icon to go to the download page for the documents for this tender.
	You can click on this icon to launch the date/time chooser, and select a date and time which will be entered into the text box it is next to.
	If you click on this icon, it will clear the date/time previously entered in this field by the date/time chooser. (This option is not available for date fields that are mandatory).
	You can click on this icon to download the documents for this tender.
	You can click on this icon to submit an electronic response to this tender.

System Enquiries

Any system support enquiries should be addressed to the

Queensland Government QTenders System Support Helpdesk by:

- Clicking on the System Enquiries link on the menu on the left of the page under Contact Us.

If the Queensland Government QTenders website is not available, you can send an email to the QTenders Support Helpdesk at bsu@hpw.qld.gov.au or contact us on (07) 3215 3699.