

# Making a submission to an electronic tenders box

## Log in to access the Dashboard

The screenshot shows the TENDERLINK.COM dashboard for The University of the South Pacific (USP). The header features the USP logo and the tagline "Towards Excellence in Learning and Knowledge Creation". Below the header is a navigation menu with options: Log Out, All Open Tenders, Our Details, My Details, Search, Submissions, Support, Help, and Dashboard. The main content area is titled "Dashboard" and is divided into several sections:

- our details**:
  - Our Company Details
  - Our User Details
  - Our Current Statement
  - Online Payments
- search tenders**:
  - All Open Tenders
  - New Search
  - View a Specific Tender Number
  - Previously Viewed Tenders
  - Search My Profile(s)
- online help**:
  - Online Help
  - Online Manuals
  - Contact Us
- my details**:
  - My Profiles
  - Search My Profile(s)
  - Previously Viewed Tenders
  - View Tender Forums
  - View Contractor Lists
- tender submissions**:
  - Submit Tender Responses (highlighted with a red box and a red arrow pointing to it)
  - View Tenders Responded To
- support**:
  - Resources Page
  - Help Desk
  - Terms & Conditions
  - Privacy Policy
  - Contact Us

Text above the "tender submissions" section: **From the Dashboard select**

# Select your notice



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[Latest tenders \(click to view\)](#)

[Log Out](#) | 
 [All Open Tenders](#) | 
 [Our Details](#) | 
 [My Details](#) | 
 [Search](#) | 
 [Submissions](#) | 
 [Support](#) | 
 [Help](#) | 
 [Dashboard](#)

### Tenders with an Electronic Tender Box

There are currently 2 tenders 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
<a href="#">COS-263930</a>	St James park & John street reserve Glebe - Design Consultant	08/11/2012 8:00 a.m. EST NSW	✘

Select the notice for which you are about to make a response to. Click on the eRFx number

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

Enter a Tender ID :

# Submission wizard introductory screen



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**Online Submission for Tender #COS-263930**

 **Tender Closes In**  
30 days 19 hrs 2 mins 37 secs

**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.

Select 

1. Information

2. Confirm

3. Agree to Terms

4. Make Submission

Next »

# Confirm that this is the correct eRFx notice



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[Log Out](#) | [All Open Tenders](#) | [Our Details](#) | [My Details](#) | [Search](#) | [Submissions](#) | [Support](#) | [Help](#) | [Dashboard](#)

⌚ **Tender Closes In**  
30 days 18 hrs 57 mins 38 secs

**Online Submission for Tender #COS-263930**

**This tender has 1 electronic tender box.**

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

**ST JAMES PARK & JOHN STREET RESERVE GLEBE - DESIGN CONSULTANT**

<div style="background-color: #f0f0f0; padding: 5px; text-align: center; margin-bottom: 10px;">                     This tender is <b>CURRENT</b> </div> <ul style="list-style-type: none"> <li>· <b>TenderLink Ref :</b> COS-263930</li> <li>· <b>Type of Notice :</b> Request for Tender</li> <li>· <b>Region :</b> New South Wales</li> <li>· <b>Contract Value :</b> Not Specified</li> </ul> <hr style="border: 0.5px solid gray;"/> <div style="display: flex; align-items: center;"> <div style="font-size: small;"> <b>Closing Date/Time</b> 08/11/2012 8:00 a.m. EST NSW                 </div> </div>	<p>The Council of the City of Sydney ("Council") invites quotes for the carrying out of Consultancy Services for the St James Park &amp; John Street Reserve, Glebe upgrade in accordance with this request for quotation.</p> <p>The City is seeking to engage a suitably qualified consultant team to provide services for the design development, Development Application approval, documentation and construction stage services for the renewal of St James Park &amp; John Reserve and adjacent streets.</p> <p>Bidders must submit quotations in the manner required by this request for quotation and consistent with the Tender 1130, Registration as a Preferred Design Consultancy Panel for Public Domain Projects (The Panel).</p>
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City of Sydney

**Click Next if correct**

1. Information

2. Confirm

3. Agree to Terms

4. Make Submission

« Back
Next »

# Confirm terms of service



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[Log Out](#) [All Open Tenders](#) [Our Details](#) [My Details](#) [Search](#) [Submissions](#) [Support](#) [Help](#) [Dashboard](#)

Online Submission for Tender #COS-263930

 **Tender Closes In**  
30 days 18 hrs 53 mins 31 secs

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

**Click to confirm**

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

Select

« Back Next »

# Upload submission files, then submit



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

**Online Submission for Tender #COS-263930**

⌚ **Tender Closes In**  
30 days 18 hrs 47 mins 3 secs

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.

**St James Carpark**

Upload files to this Electronic Tender Box [St James Carpark]

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

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

**Step Two - After files upload click on the Make Submission button**

➤

 **Make Submission**

← This is a critical step

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You have transferred 2 files to the server:

- 1: [making\\_a\\_submission\\_to\\_an\\_electronic\\_tenders\\_box.ppt](#) [remove]
- 2: [editing\\_your\\_profile.ppt](#) [remove]

Note : If you are having trouble uploading your files, we recommend adding tenderlink.com to your Trusted Sites zone. Please click [here](#) for

1. Information

2. Confirm

3. Agree to Terms

4. Make Submission

⏪ Back



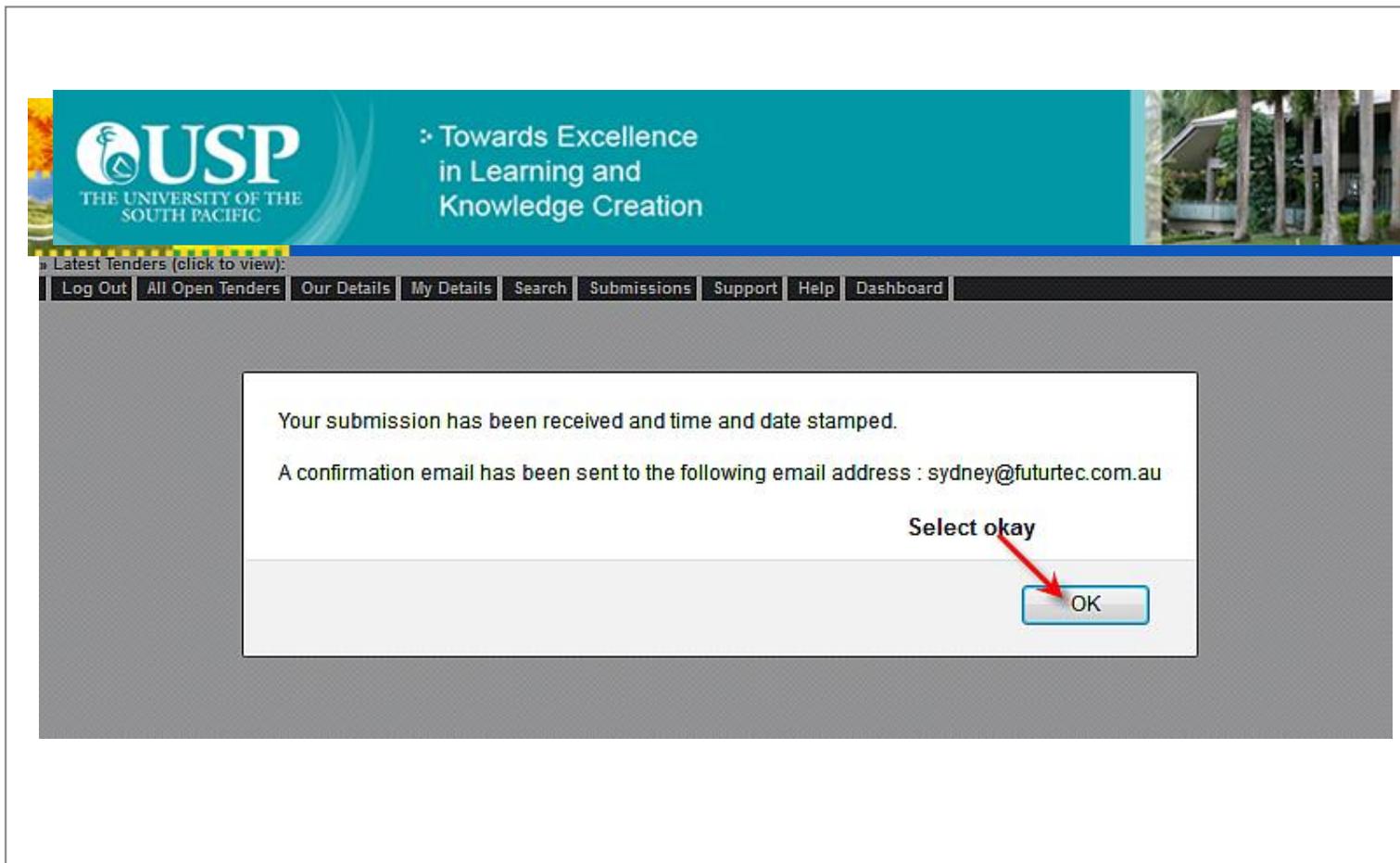
# A successful submission

## Screen prompt to continue

The screenshot displays the TenderLINK web interface for the University of the South Pacific (USP). The header features the USP logo and the tagline "Towards Excellence in Learning and Knowledge Creation". The navigation menu includes "Log Out", "All Open Tenders", "Our Details", "My Details", "Search", "Submissions", "Support", "Help", and "Dashboard". The main content area is titled "Online Submission for Tender #COS-263930" and includes a "Tender Closes In" timer showing 30 days 18 hrs 35 mins 49 secs. A confirmation dialog box is overlaid on the page, asking: "This will now make a submission with the files you have transferred. Are you sure you have uploaded all files for this submissions? Do you want to continue?" The dialog box has "OK" and "Cancel" buttons, with a red arrow pointing to the "OK" button. The background shows a file upload area with a "Browse..." button and an "Upload File" button. A note at the bottom states: "Once you have finished uploading your files you **must** click the Make Submission button below".

# A successful submission

## Screen prompt to confirm



The screenshot displays a web interface for The University of the South Pacific (USP). At the top left is the USP logo with the tagline "Towards Excellence in Learning and Knowledge Creation". Below the logo is a navigation menu with links: "Log Out", "All Open Tenders", "Our Details", "My Details", "Search", "Submissions", "Support", "Help", and "Dashboard". The main content area features a white confirmation box with the following text:

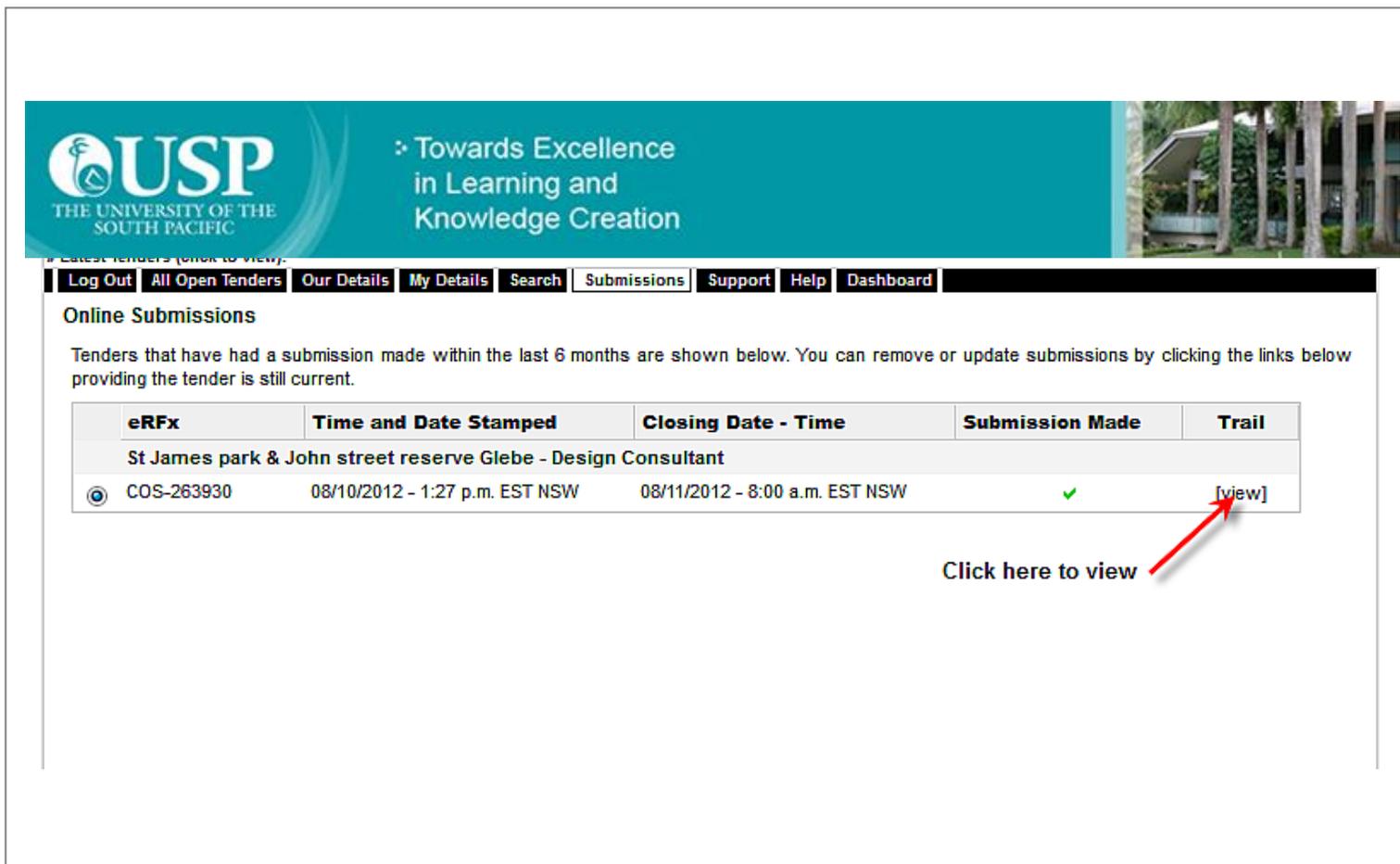
Your submission has been received and time and date stamped.

A confirmation email has been sent to the following email address : `sydney@furthertec.com.au`

Select okay

Below the text is a blue "OK" button, which is highlighted by a red arrow.

# Your submission audit trail



The screenshot displays the TenderLink interface for The University of the South Pacific (USP). The header includes the USP logo and the tagline "Towards Excellence in Learning and Knowledge Creation". A navigation menu contains links for Log Out, All Open Tenders, Our Details, My Details, Search, Submissions, Support, Help, and Dashboard. The "Submissions" section is active, showing "Online Submissions". A text block explains that tenders with submissions in the last 6 months are listed, and users can remove or update submissions. A table lists the tender details, including the eRFx number, time and date stamped, closing date and time, submission status, and a link to view the audit trail. A red arrow points to the "[view]" link, with the text "Click here to view" below it.

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

### Online Submissions

Tenders that have had a submission made within the last 6 months are shown below. You can remove or update submissions by clicking the links below providing the tender is still current.

eRFx	Time and Date Stamped	Closing Date - Time	Submission Made	Trail
St James park & John street reserve Glebe - Design Consultant				
 COS-263930	08/10/2012 - 1:27 p.m. EST NSW	08/11/2012 - 8:00 a.m. EST NSW	✓	<a href="#">[view]</a>

Click here to view 

# Your submission audit trail (cont'd)

## Submission Trail - St James park & John street reserve Glebe - Design Consultant (COS-263930)

### Files transferred to tenders box :

St James Carpark		Total Files : 3
	making_a_submission_to_an_electronic_tenders_box.ppt	
	editing_your_profile.ppt	
	audio__acoustics.pdf	

When the Make Submission button was clicked these files were transferred from the TenderLink servers into the tenders box

These are the actions performed when you uploaded your documents in the submissions screen

### Actions performed :

#### St James Carpark

Description	User	Date
Confirmation Email Sent (sydney@futurtec.com.au)	Duncan Cole	08/10/2012 - 1:27 p.m.
Transferred file (audio__acoustics.pdf)	Duncan Cole	08/10/2012 - 1:24 p.m.
Transferred file (editing_your_profile.ppt)	Duncan Cole	08/10/2012 - 1:12 p.m.
Transferred existing file (making_a_submission_to_an_electronic_tenders_box.ppt)	Duncan Cole	08/10/2012 - 1:11 p.m.
Transferred file (making_a_submission_to_an_electronic_tenders_box.ppt)	Duncan Cole	08/10/2012 - 1:11 p.m.

Close Window

# Submission receipt email

Will be received with every successful submission

**Monday, 8 October 2012**

XACOM  
1/20 Kirkham St  
Beecroft  
SYDNEY  
NEW SOUTH WALES 2119  
AUSTRALIA

Attention Duncan Cole

Hello Duncan,

This is an automated message from City of Sydney

<b>Notice Type :</b>	Request for Tender
<b>TenderLink Ref Number :</b>	COS-263930
<b>Closing Date/Time :</b>	08/11/2012 - 8:00 a.m. EST NSW
<b>Summary :</b>	St James park & John street reserve Glebe - Design Consultant
<b>For :</b>	City of Sydney

## SUBMISSION DETAILS :

The following submission was made to the tender box **St James Carpark** :

<b>Submission Made :</b>	08/10/2012 - 1:24 p.m. (EST NSW)
<b>Files Submitted :</b>	making_a_submission_to_an_electronic_tenders_box.ppt editing_your_profile.ppt audio__acoustics.pdf
<b>Status :</b>	Lodged in Tender Box

Submission of your tender has been time and date stamped as above. Once the tender has closed, the procuring party (Purchaser) will access the Electronic Tender Box to retrieve your submission file.

Account Number : 351997

Looking for more Tenders?  
[CLICK HERE](#)

[Send me my Login Details](#)

# Common Problems

Problem	Possible Reason	Suggested Fix
During the document upload my web browser timed out	The internet time-out setting on your browser is too short	Increase your internet time-out setting. Contact either your internal IT helpdesk or your Internet provider for assistance
My files do not seem to be uploading. It all seems to have stalled.	1. Your file name length may be too long.	Some earlier Windows versions (ME, 98) do limit the length of allowable file names. Try renaming the file to a shorter file name, 25 characters and try uploading again
	2. There may be "illegal" characters in the file name such as &, \, ?, % ' etc.	Remove these illegal characters from the file name, resave and try again. If you need to split your file name we suggest that the safest character to use is an underscore. e.g. <b>mysubmission_bridgejob_jan.pdf</b>

# Common Problems

	3. No file extension	All files must have a legal file extension. i.e. .doc,.pdf, .xls etc. This indicates the file format that the uploaded file is. To fix it rename with the correct file extension and resubmit
	4. Firewall issues with your server	This is quite a common problem. Firewalls, particularly corporate ones, are updated on a very regular basis. In some cases some changes may prevent your files leaving your server. This is generally a quick fix from your end. Talk to your internal IT people or service provider. Ensure that <a href="http://www.tenderlink.com">www.tenderlink.com</a> is on the firewall “white list”

# Common Problems

I have uploaded my files fine but when I click on the Make submission button I receive the following message:  
This notice has been set up by the Purchaser using 2 tender boxes, in this case Attributes and Pricing. A response file must be uploaded to each of the tender boxes before the "Make Submission" button is selected

Please ensure at least one file is submitted for this tender, any files with the same name should not exceed 100 characters or it will be rejected.  
Tip : To upload multiple files it may be easier to use the "Add Files" button.

Message from webpage

You have not uploaded any documents to one or more of the tender boxes. Please upload a file to ensure that your submission is accepted.

OK

Attributes Pricing

Upload files to this Electronic Tender Box [Attributes]

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

Browse... Upload File

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

Make Submission

You have transferred 1 file to the server:

1: 2012\_customer\_support\_operations\_plan.doc [remove]

file(s) should

