



**University of  
South Australia**

# **TenderLink User Guide**

**TENDERLINK**

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## Introduction

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TenderLink is an electronic procurement tool that is the preferred method for University staff to seek Expressions of Interest (EOI), or to issue Requests for Information (RFI), Quotations (RFQ), Proposals (RFP) or Tenders (RFT). The term 'eRFx' is used when referring to the family of electronic 'Request For' documents in this User Guide. The tool is designed to improve the efficiency of tendering, reducing the time and costs of tendering for both the University and its suppliers. TenderLink offers:

- security;
- increased transparency;
- embedded probity;
- reduced costs in advertising, printing, distribution, administration; and
- improved supplier equity.

This User Guide provides an overview to assist users on how to establish an eRFx. It is not intended to cover every aspect of TenderLink. For technical assistance, please contact the TenderLink support help desk on 1800 233 533 or email: [support@tenderlink.com](mailto:support@tenderlink.com).

## Requesting User Access to TenderLink

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### 1. Requesting Access

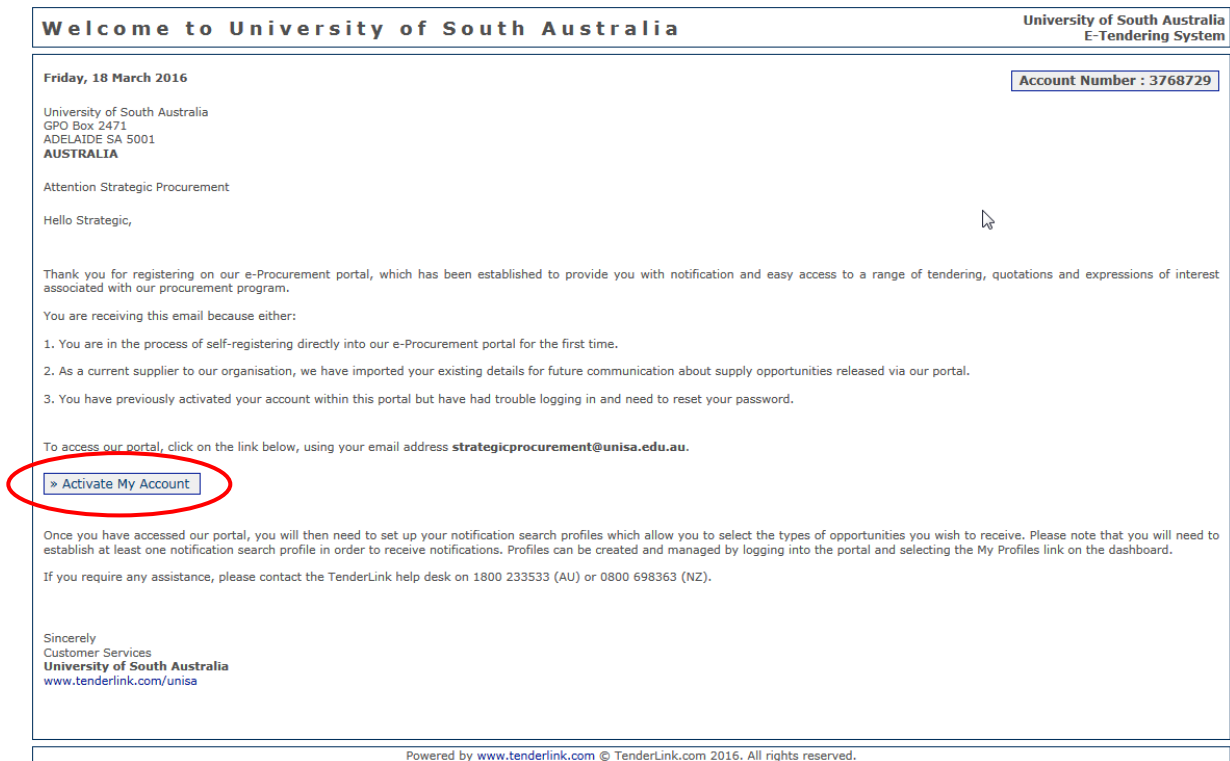
To request access to TenderLink, you are required to submit a request to the Strategic Procurement email address: [stategicprocurement@unisa.edu.au](mailto:stategicprocurement@unisa.edu.au). Please provide the following details:

<b>Title:</b>	Mr / Mrs / Ms / Dr / Other
<b>First Name:</b>	
<b>Family Name:</b>	
<b>Email Address:</b>	
<b>Job Title:</b>	
<b>User Security Level:</b>	Basic / View Only

**Please Note:** The Strategic Procurement team will process your request as soon as practicably possible. If your request requires immediate attention, please telephone (08) 8302 1797 or ext. 21797.

## 2. Activating Your Account

Once your details are added by the Strategic Procurement team, you will be sent an email from TenderLink requesting that you activate your account (see example email below). Please follow instructions when prompted.



## 3. Choosing a Password

When activating your account, you will be prompted to enter a password. This service is provided by a third party. **Do not** use your UniSA password.

## Using TenderLink - General

### 1. Accessing TenderLink

You can access TenderLink by either:

- going to the [Tendering](#) page of the Strategic Procurement webpages; or
- entering <https://www.tenderlink.com/unisa/> into your web browser.

### 2. Overview – University's TenderLink Homepage

The homepage (prior to logging into the system) is a generic view to both University Staff (Buyers) and Suppliers. The instructions and guidance provided on the homepage are directed towards a Supplier's perspective of using this system. Key areas to be aware of are listed below:

- (a) the login section;
- (b) resetting your password;
- (c) the number of Open and Closed Tenders (current and completed Tender Notices) undertaken by the University via TenderLink;
- (d) Supplier access and registration instructions;
- (e) Supplier instructions on how to submit electronic responses in the system; and
- (f) TenderLink Helpdesk contact details for both Buyers and Suppliers.

The screenshot shows the University of South Australia e-Tendering Website homepage. The header includes the University logo and navigation links: Home, All Current Tenders, Search Tenders, Industry Categories, Registration, Support, and Help. The main content area is titled 'Welcome to the University of South Australia e-Tendering Website' and contains several sections of text and a login form. Annotations a-f point to specific elements: (a) points to the Email field in the login form; (b) points to the Password field; (c) points to the 'Forgot your Password?' link; (d) points to the 'To register as a Supplier, click on the registration link above.' text; (e) points to the 'here' link in the 'For instructions on how to make an electronic response, please click here.' text; and (f) points to the 'For TECHNICAL ASSISTANCE, please contact the support help desk on tel: 1800 233 533 or email: support@tenderlink.com.' text. The right sidebar shows 'Tender Statistics' with 'Open Tenders: 1' and 'Closed Tenders: 2'. The footer includes the TenderLink logo and contact information.

University of South Australia

Tenders, Quotes & EOI

Home All Current Tenders Search Tenders Industry Categories Registration Support Help

Welcome to the University of South Australia e-Tendering Website

Thank you for visiting the University of South Australia e-Tendering Website. This website has been established to advertise Request for Tenders (RFQ), Expressions of Interests (EOI) and Request for Quotations (RFQ), and is designed to improve the efficiency of tendering, reducing the time and costs for both the University of South Australia and our suppliers.

To use this system and to access the tenders/quotes being called, you must first be a registered supplier.

To register as a Supplier, click on the [registration link](#) above.

University of South Australia wishes to invite organisations to bid for the supply of goods, works and/or services contained within this system. As a registered supplier, you can receive email notification of any new tenders we publish in your category, download and view the documentation electronically, and participate in forums to seek clarification or to ask questions. Where available, submission of your bids can be completed through the e-tender box facility.

University of South Australia has also developed a set of Supplier Guidelines which outline our expectations of the suppliers we engage. University of South Australia eRFx notice submissions are generally made via an electronic tender box attached to each notice.

For instructions on how to make an electronic response, please click [here](#).

To ensure your tender is received before the closing deadline, we strongly recommend that you allow sufficient time to upload your tender submission file(s). You will receive a receipt of submission via email when you have successfully submitted your application. If you do not receive a receipt, we recommend you retry the upload or call tel: 1800 233 533.

To access the University of South Australia main website, please click University of South Australia's logo in the banner or visit <http://www.unisa.edu.au/>.

For TECHNICAL ASSISTANCE, please contact the support help desk on tel: 1800 233 533 or email: [support@tenderlink.com](mailto:support@tenderlink.com).

For any enquiries regarding tender documentation or clarifications, please use either the tender forum provided or contact University of South Australia directly.

Powered by [www.tenderlink.com](http://www.tenderlink.com) © TenderLink.com 2016 All rights reserved.

Email : karen.smith@unisa.edu.au

Password :

Log In

Forgot your Password?

Tender Statistics

\* Open Tenders : 1

\* Closed Tenders : 2

The Procurement portal is powered by

**TENDERLINK**

a Fairfax Media business

### 3. Overview - Dashboard

Once you have logged into TenderLink the default page is called the 'Dashboard'. The different areas of the Dashboard are listed below:

- (a) **'our details' section** – Enables users to see the University's TenderLink account details.
- (b) **'eRFx notice options' section** – Enables users to view / create / edit electronic Tender Notice and associated tender boxes.
- (c) **'evaluation options' section** – Enables users to view / amend online tender response forms and evaluate responses online (if this option is selected within the tender box).
- (d) **'online help' section** – Enables users to access online help provided by TenderLink.
- (e) **'support' section** – Enables users to access further support in using the system (**Please Note:** This section is also viewable by Suppliers).

The screenshot shows the University of South Australia TenderLink Dashboard. The header includes the University of South Australia logo and name, and the text 'Tenders, Quotes & EOI'. Below the header is a navigation bar with links: Log Out, All Current Tenders, Our Details, My Details, eRFx Notice Options, Search, Support, Help, and Dashboard. The main content area is titled 'Welcome Back University of South Australia' and 'Dashboard'. It features five main sections, each with a list of links:

- our details** (callout a):
  - Our Company Details
  - Our User Details
  - Our Suppliers
  - Supplier Panels
  - Our Current Statement
  - Online Payments
- erfx notice options** (callout b):
  - View / Amend Notices
  - Post a Public eRFx Notice
  - Post a Private eRFx Notice
  - View eRFx Notice Responses
  - Reporting
  - Current eRFx Notice Summary
- evaluation options** (callout c):
  - View / Amend Forms
  - Evaluate Responses
- online help** (callout d):
  - Online Help
  - Online Manuals
  - Contact Us
- support** (callout e):
  - Resources Page
  - Help Desk
  - Terms of Service
  - Change Requests
  - Privacy Policy
  - Frequently Asked Questions
  - Contact Us

The footer of the dashboard states: 'Powered by www.tenderlink.com © TenderLink.com 2016 All rights reserved.'

## 4. Overview - Banner Menu

The Banner Menu heading contain links to the various functions within TenderLink. This menu is visible on all pages throughout the system.

The different tab headings are listed below:

- (a) **'Log Out' tab** – Enables users to exit the system.
- (b) **'All Current Tenders' tab** – Enables users to view and access the current open electronic Tenders and their associated tender boxes.
- (c) **'Our Details' tab** – Enables users a shortcut to the 'our details' pages accessible from the Dashboard.
- (d) **'My Details' tab** – Enables users to access the current online forums (clarification questions and answers).
- (e) **'eRFx Notice Options' tab** – Enables users a shortcut to the 'eRFx notice options' pages accessible from the Dashboard.
- (f) **'Search' tab** – Enables Suppliers with a subscription to search the whole of TenderLink for current and past tenders (**Please Note:** This tab is not available to Buyers).
- (g) **'Support' tab** – Enables users a shortcut to the 'support' pages accessible from the Dashboard.
- (h) **'Help' tab** – Enables users a shortcut to the 'online help' pages accessible from the Dashboard.
- (i) **'Dashboard' tab** – Enables users to return to the Dashboard page at any stage.





## 5. Overview - All Current Tenders Page

To access the 'All Current Tenders' page, select the corresponding tab in the Banner Menu. This page shows all the current Tender Notices (processes) being conducted via the system by the University and their associated tender boxes. The Tender details are listed below:

- (a) **'RFX No.'** column – Details the associated number allocated to the Tender.
- (b) **'Summary'** column – Details the title given to the Tender Notice.
- (c) **'Forum Close Date'** column – Details the date on which the clarification period closes.
- (d) **'Notice Type'** column – Details the type of process (e.g. open or closed, Quotation or Tender, etc.).
- (e) **'# ETBs'** column – Details the number of tender boxes being used associated to the Tender.
- (f) **'Using Evaluation'** column – Details whether the online scoring and evaluation element is being used within the system.
- (g) **'Closing'** column – Details the date and time when the tender box closes.

RFX No.	Summary	Forum Close Date	Notice Type	# ETBs	Using Evaluation	Closing
UNISA-742292	Dual Energy X-Ray Absorptiometer	22/10/2016	Private - Request for Quotation	1	No	25/10/2016 2:30 p.m. SA

## 6. Overview - My Details Page

To access the 'My Details' page, select the corresponding tab in the Banner Menu. This page shows all the current forums open via the system. There are two methods to search for forums:

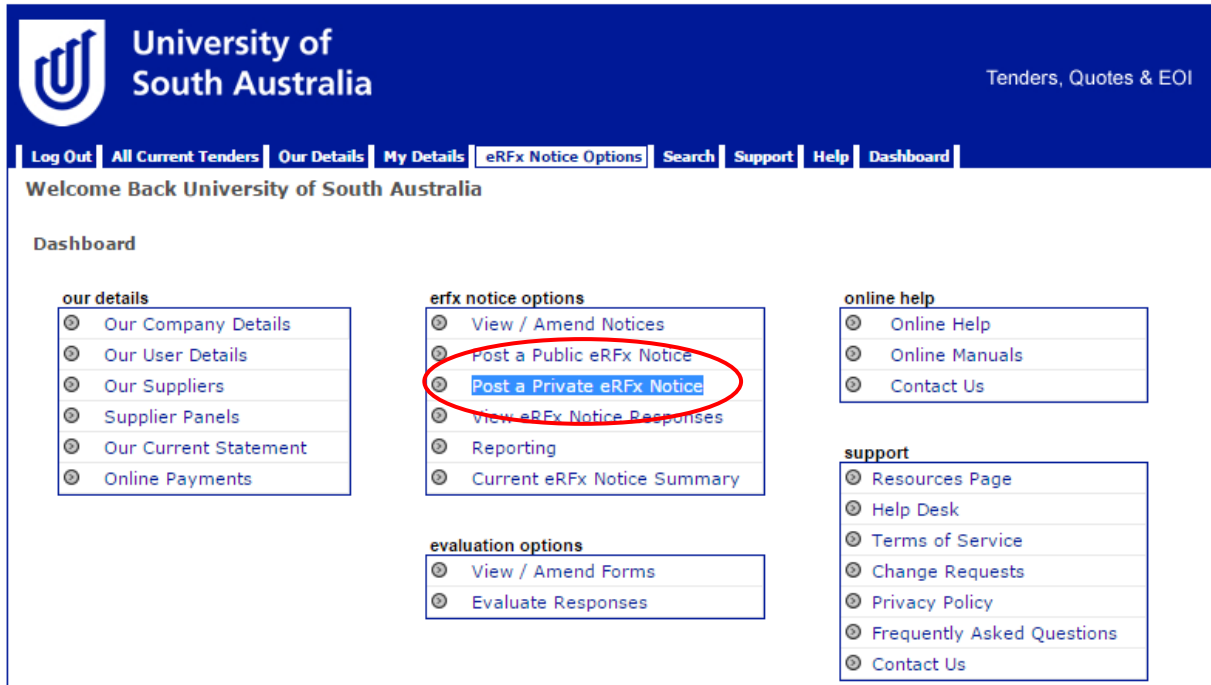
- (a) **by entering the RFX Number of the Tender Notice; or**
- (b) **by searching the list of all open forums.**

RFX Number:

## Creating a Closed (Private) Tender Notice

### 1. Selecting the Correct Tender Notice

Go to the Dashboard page and select 'Post a Private eRFx Notice'.

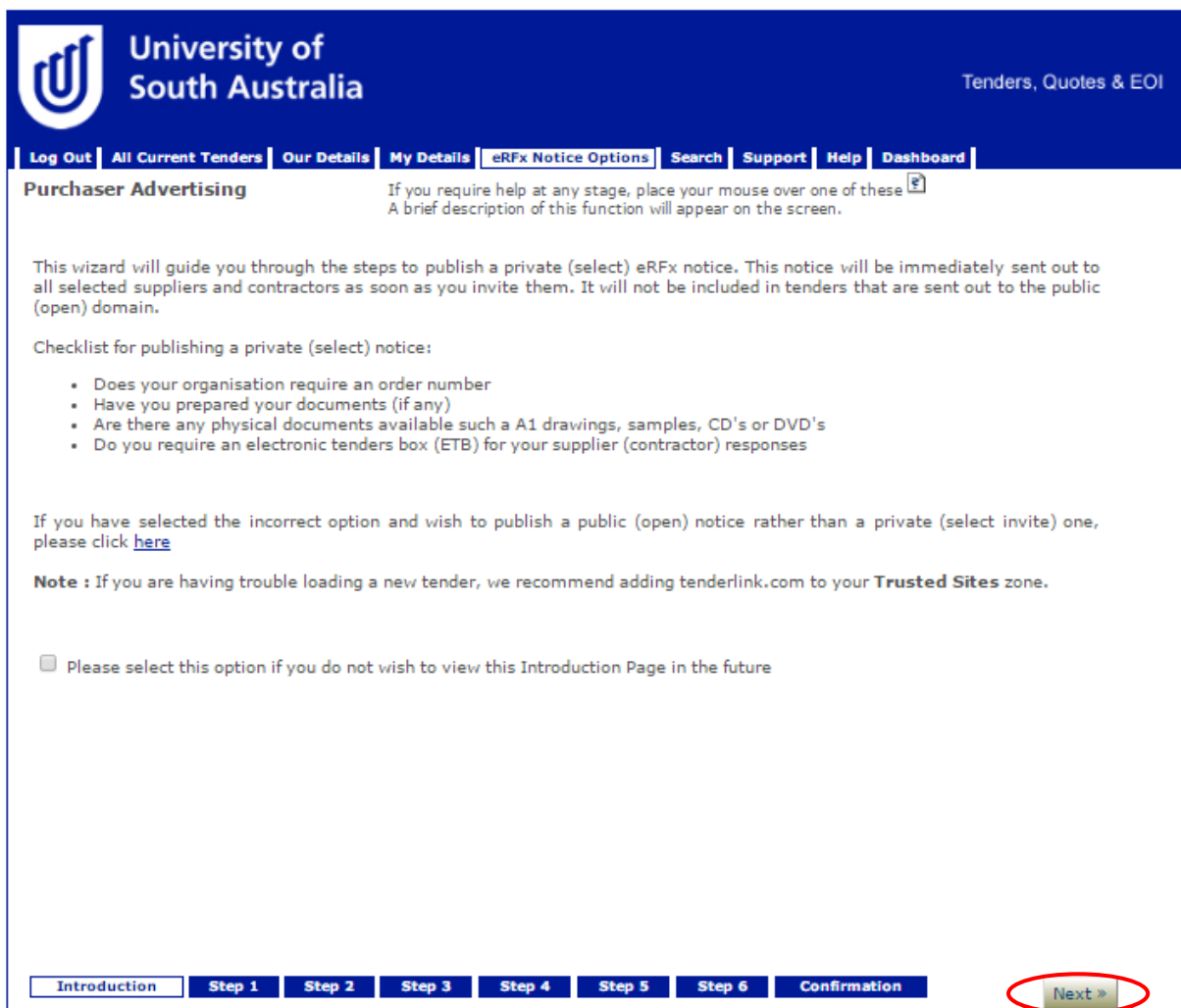


The screenshot displays the University of South Australia TenderLink Dashboard. The header includes the University of South Australia logo and the text 'Tenders, Quotes & EOI'. A navigation bar contains links: Log Out, All Current Tenders, Our Details, My Details, eRFx Notice Options (highlighted), Search, Support, Help, and Dashboard. Below the navigation bar, a welcome message reads 'Welcome Back University of South Australia'. The main content area is titled 'Dashboard' and features four columns of menu items, each with a circular icon:

- our details**
  - Our Company Details
  - Our User Details
  - Our Suppliers
  - Supplier Panels
  - Our Current Statement
  - Online Payments
- erfx notice options**
  - View / Amend Notices
  - Post a Public eRFx Notice
  - Post a Private eRFx Notice** (highlighted with a red circle)
  - View eRFx Notice Responses
  - Reporting
  - Current eRFx Notice Summary
- evaluation options**
  - View / Amend Forms
  - Evaluate Responses
- online help**
  - Online Help
  - Online Manuals
  - Contact Us
- support**
  - Resources Page
  - Help Desk
  - Terms of Service
  - Change Requests
  - Privacy Policy
  - Frequently Asked Questions
  - Contact Us

## 2. Introductory Screen

The below introductory screen will appear (you have the option to select not to see this page in future). Once you have read the guidance, click the 'Next' button.




The screenshot shows the University of South Australia TenderLink interface. The header is blue with the university logo and name on the left, and 'Tenders, Quotes & EOI' on the right. A navigation bar below the header contains links: Log Out, All Current Tenders, Our Details, My Details, eRFx Notice Options (highlighted), Search, Support, Help, and Dashboard. The main content area is titled 'Purchaser Advertising' and includes a help icon. It explains that the wizard guides the user through publishing a private (select) eRFx notice, which is sent to selected suppliers and contractors. A checklist for publishing a private notice includes: Does your organisation require an order number, Have you prepared your documents (if any), Are there any physical documents available such as A1 drawings, samples, CD's or DVD's, and Do you require an electronic tenders box (ETB) for your supplier (contractor) responses. A note mentions adding tenderlink.com to the Trusted Sites zone. At the bottom, there is a checkbox to opt out of future introductions and a progress bar with steps: Introduction, Step 1, Step 2, Step 3, Step 4, Step 5, Step 6, and Confirmation. The 'Next >' button is circled in red.

University of South Australia

Tenders, Quotes & EOI

Log Out | All Current Tenders | Our Details | My Details | eRFx Notice Options | Search | Support | Help | Dashboard

**Purchaser Advertising** If you require help at any stage, place your mouse over one of these 

A brief description of this function will appear on the screen.

This wizard will guide you through the steps to publish a private (select) eRFx notice. This notice will be immediately sent out to all selected suppliers and contractors as soon as you invite them. It will not be included in tenders that are sent out to the public (open) domain.

Checklist for publishing a private (select) notice:

- Does your organisation require an order number
- Have you prepared your documents (if any)
- Are there any physical documents available such as A1 drawings, samples, CD's or DVD's
- Do you require an electronic tenders box (ETB) for your supplier (contractor) responses

If you have selected the incorrect option and wish to publish a public (open) notice rather than a private (select invite) one, please click [here](#)

**Note :** If you are having trouble loading a new tender, we recommend adding tenderlink.com to your **Trusted Sites** zone.

☐ Please select this option if you do not wish to view this Introduction Page in the future

Introduction | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Confirmation

Next >

### 3. Step 1: Enter Closed (Private) Notice Details

Use the draft example wording provided on the [TenderLink Template webpage](#) and enter the details for your Tender Notice as set out below:

- (a) **'Summary' field** – Enter the name of your Tender Notice. This should be specific and identifiable (not just an internal reference number).
- (b) **'Description' field** – Enter instructions to potential Suppliers as to what the Tender is for, information about the process and submission deadlines, etc.
- (c) **'Check Spelling' button** – Enables users to check spelling of text entered. (**Please Note:** The spell checker pop-up may not work unless you select on your computer that pop-ups from this site are allowed).
- (d) **'Next' button** – Select the 'Next' button to move on to the next step.

The screenshot displays the 'Purchaser Advertising' section of the University of South Australia TenderLink system. The page is titled 'STEP 1 : Notice Details'. It includes a navigation bar with links: Log Out, All Current Tenders, Our Details, My Details, eRFx Notice Options, Search, Support, Help, and Dashboard. Below the navigation bar, there is a section for 'Purchaser Advertising' with a sub-section 'STEP 1 : Notice Details'. The instructions state: 'Please enter a summary for this notice where shown, then type or paste in your full notice details.' The form consists of two main text areas: 'Summary : a' and 'Description : b'. The 'Summary' field contains the text 'EXAMPLE <Insert name of quotation/tender>'. The 'Description' field contains the following text: 'ENQUIRIES/CLARIFICATIONS: Enquiries should be directed to the online forum within the Tender Box. University staff are unable to respond to verbal enquiries in relation to the proposal. SUBMISSIONS: Completed responses can ONLY be submitted via the electronic tender box using the attached Word/Excel version of the Schedule/s. Respondents will receive a Successful Submission Receipt timed and dated upon completion. Late submissions will not be accepted. Submissions must be fully received by the closing time as late submissions will not be accepted. The University of South Australia is not bound to accept the lowest priced Quotation or all or any part of a Quotation and reserves the right to conduct the RFO/RET process and select the successful respondent(s) as it sees fit. All responses must be made by online submission. Any response made by any other means (open email, facsimile, post or in person) will not be considered.' Below the text areas is a 'Check Spelling' button labeled 'c'. At the bottom of the page is a navigation bar with buttons: Introduction, Step 1, Step 2, Step 3, Step 4, Step 5, Step 6, and Confirmation. The 'Next' button is labeled 'd'.

## 4. Step 2: Enter Dates

Enter the opening and closing details of the Tender Notice:

- (a) **'Release Date' field** – Enter the opening date of the Tender Notice.
- (b) **'Closing Date' field** – Enter closing date and time for submissions to be returned. **(Please Note:** This time should be during normal working hours to ensure staff are available should any issues arise).
- (c) **'Notice Type' field** – Select the type of notice for the Tender Notice. (This selection will pre-populate the wording in any system generated emails).
- (d) **'Next' button** – Select the 'Next' button to move on to the next step.

The screenshot shows the 'STEP 2 : Notice Details continued...' form in the TenderLink system. The form is titled 'Purchaser Advertising' and includes a navigation bar with links like 'Log Out', 'All Current Tenders', 'Our Details', 'My Details', 'eRFx Notice Options', 'Search', 'Support', 'Help', and 'Dashboard'. Below the navigation bar, there is a section for 'Purchaser Advertising' with a sub-header 'STEP 2 : Notice Details continued...'. The form contains three main fields: 'Release Date', 'Closing Date', and 'Notice Type'. The 'Release Date' field is set to 'Wed 26 October 2016' (labeled 'a'). The 'Closing Date' field is set to 'Fri 25 November 2016' with a 'Time' of '14:00' (labeled 'b'). The 'Notice Type' field is a dropdown menu with 'Request for Quotation' selected (labeled 'c'). At the bottom of the form, there is a 'Next' button (labeled 'd') and a 'Back' button. A progress bar at the bottom indicates the current step in the process: Introduction, Step 1, Step 2 (current), Step 3, Step 4, Step 5, Step 6, and Confirmation. The footer of the page states 'Powered by www.tenderlink.com © TenderLink.com 2016 All rights reserved.'

## 5. Step 3: Enter Forum Details

You need to set up an online 'forum' to enable Suppliers to post questions for clarification and allow Buyers to respond individually or to all Suppliers as required. To set this up, you need to:

- (a) **'Online Forum' field** – Select the tick box to create the forum.
- (b) **'Private Posts' field** – Select the tick box to allow private posts.
- (c) **'Notifications' field** – Select the tick box to receive notifications when questions are posted.
- (d) **'Notifications' User field** – Select the name of the user to receive the notifications emails.
- (e) **'Notifications' Moderator User field** – Select the name(s) of the user(s) to have moderator abilities in the forum (if required). (**Please Note:** Users who are set up as administrators do not appear in the list as they have access to all Tender Notices and forums).
- (f) **'Notifications' Supplier User field** – Select the tick box to send notifications when Buyers respond to posts.
- (g) **'Clarification' field** – Select the last date for Suppliers to be able to post clarification questions.
- (h) **'Next' button** – Select the 'Next' button to move on to the next step.

**University of South Australia** Tenders, Quotes & EOI

Log Out | All Current Tenders | Our Details | My Details | eRFx Notice Options | Search | Administration | Support | Help | Dashboard

**Purchaser Advertising** If you require help at any stage, place your mouse over one of these A brief description of this function will appear on the screen.

**STEP 3 : Notice Forum**

An online forum enables your contractors and suppliers to ask questions and seek clarifications relating to the notices you publish. The forum is confidential and the contractors and suppliers details are only seen by you.

**Online Forum :** ☒ Check **a** box to establish an online forum for this notice.

**Private Posts :** ☒ Check this box to be enable private forum posts for this notice.

**Notifications :** **b** Whenever there is a posting to the forum you can be automatically notified via email. You can then respond to the question online.

☒ Check this box to be notified of new forum questions.

**c** Which person is to receive the forum questions via email?

**d** Strategic Procurement

You can assign some forum moderators to whom you can assign forum questions in the future.

**e** Anna Assiotis  
Anthony Pillion  
Brett Hentage  
Daniel Pirrotta  
Girish Chauhan  
Jo Tonkin  
Julian Rimmer  
Karen Smith

**f** ☒ Check this box to notify users immediately when anyone within your organisation posts a new question or reply. If this box is not checked then the users will be notified after your last date for clarifications. **Note :** Users who have either downloaded the tender documents or who have been manually added onto the download register will be notified.

**Clarifications :** What is the last calendar day in which questions can be posted to the forum?

**g** ☒ Pick a choice 7 days before closing ☐ Pick a date

**h** Introduction Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Confirmation < Back Next >

## 6. Step 4: Upload Documents

Upload all the documents available for the Suppliers in relation to the opportunity. To upload the documents, you need to:

- (a) *Select the first tick box, if your documents are not yet ready (you can upload them at a later date).*
- (b) **'Choose File' button** – Click on 'Choose File' button and select the files you wish to attach.
- (c) *The uploaded documents appear below the 'Choose File' field. Click on 'Delete' to remove an uploaded document.*
- (d) **'Next' button** – Select the 'Next' button to move on to the next step.

University of South Australia

Tenders, Quotes & EOI

Log Out | All Current Tenders | Our Details | My Details | eRFx Notice Options | Search | Support | Help | Dashboard

**Purchaser Advertising**

If you require help at any stage, place your mouse over one of these .  
A brief description of this function will appear on the screen.

**STEP 4 : Notice Documents**

If you wish to attach documents to this notice, click the "Browse" button, select the file(s) from your own hard drive or network, and then click OK. This will attach the documentation to this notice.

**Note :** Any file format can be attached, i.e. Word, Excel, PDF etc however your contractors and suppliers must have the appropriate software programme installed on their own computer to view your files.

☐ (a) Tick this box if your documents are **not** ready and you want to add them at a later date.

**Notice Documents :**

Total Files : 2

(b) Choose File No file chosen

...ntenance Guidelines v.2.1 (Current Published).docx (c) Delete

C:\fakepath\UniSA TenderLink User Guide.docx Delete

Introduction Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Confirmation

< Back (d) Next >

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## 7. Step 5: Additional Options

This page allows you to activate the following additional elements available to the Tender Notice:

- (a) **'Restricted Access' field** – Select the tick box. *(Please Note: If you do not select this option, your process, tender documents, and forums can be seen by all users with a login as a Buyer for the University's TenderLink site. This means there may be a probity risk to the University due to unknown or unmanaged Conflicts of Interest).*
- (b) **'Intention to Respond' field** – Select the tick box if you wish Suppliers to give an indication of their intention to submit a response and choose from the 'Dropdown Box' how many days until the reminder is sent to them.
- (c) **'Next' button** – Select the 'Next' button to move on to the next step.

University of South Australia

Tenders, Quotes & EOI

Log Out | All Current Tenders | Our Details | My Details | **eRFx Notice Options** | Search | Administration | Support | Help | Dashboard

**Purchaser Advertising**

If you require help at any stage, place your mouse over one of these ⓘ  
A brief description of this function will appear on the screen.

**STEP 5 : Additional Options**

**Restricted Access :** ☒ Check this box to restrict access to the Tender details to the following user(s):

- The Tender owner (yourself)
- A user with administrator rights
- The Forum administrator user (if applicable)
- A designated Forum Moderator (if applicable)

**Intention to Respond :** ☒ Check this box to retrieve **private suppliers** intention to respond. ⓘ

When should the email be sent out to the suppliers requesting their intention to respond?

- 1 day after invite**
- 2 days after invite
- 3 days after invite
- 4 days after invite
- 5 days after invite

Introduction | Step 1 | Step 2 | Step 3 | Step 4 | **Step 5** | Step 6 | Confirmation

« Back | **Next »**



## 8. Step 6: Electronic Submissions

Select the method in which you wish to receive the submissions from Suppliers:

- (a) **'Evaluation Requirements Form' field** – Select the radio button if required. (**Please Note:** You will need to set up an Evaluation Form from the Dashboard prior to being able select this option).
- (b) **'Electronic Tender Box' field** – Select the radio button if you require Suppliers to upload their submissions into a secure tender box.
- (c) **'Electronic Tender Box' Section** – Select the number of tender boxes required for the process from the 'Dropdown Box'.
- (d) **'Tender Box Name' field** – Enter the tender box name.
- (e) **'Electronic Tender Keys' field** – Select who you wish to unlock the tender box at the closing time.
- (f) **'Next' button** – Select the 'Next' button to move on to the next step.

**University of South Australia** Tenders, Quotes & EOI

[Log Out](#) [All Current Tenders](#) [Our Details](#) [My Details](#) [eRFx Notice Options](#) [Search](#) [Support](#) [Help](#) [Dashboard](#)

**Purchaser Advertising** If you require help at any stage, place your mouse over one of these A brief description of this function will appear on the screen.

**STEP 6 : Electronic Submissions**

You now have two options to choose from in order to retrieve your responses.

- ☐ Get responses using an **Evaluation Requirements Form**
  - Your suppliers will respond via an Online Response Form that you may then evaluate
- ☒ Get responses using an **Electronic Tenders Box (ETB)**
  - Your suppliers will respond by uploading their submissions directly into an Electronic Tender Box (no Online Form)
  - You may optionally select an Evaluation Form to evaluate your responses
- ☐ I do not wish to retrieve submissions for this notice.

---

**Electronic Tenders Box (ETB)**

If you want all responses submitted to an electronic tenders box, please choose the number below.

Number of tender boxes you wish to use: **1 Tender Box**

**Tender Boxes :** You need to provide a name for each tender box used (e.g: Pricing, Specification, Alternative, Sustainable), and select who should be emailed the electronic tender keys once the tender box (or boxes) have closed.

Tender Box Name :

Send the electronic tender keys to : **Strategic Procurement**

**Progress Bar:** Introduction | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | **Step 6** | Confirmation

**Navigation:** << Back | **Next >>**

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## 9. Confirmation and Publish Page

This page explains the process that will happen once you have clicked the 'Publish Notice' button.

- (a) **'Publish Notice' button** – Click on the 'Publish Notice and Invite Suppliers' button to submit the Tender Notice in TenderLink; or
- (b) **'Back' button** – Select the 'Back' button to return to the previous screen (if required).

University of South Australia

Tenders, Quotes & EOI

Log Out | All Current Tenders | Our Details | My Details | eRFx Notice Options | Search | Support | Help | Dashboard

**Purchaser Advertising**

If you require help at any stage, place your mouse over one of these A brief description of this function will appear on the screen.

**Confirmation**

You are about to publish a Private (Select) eRFx notice. Once you select the Publish Notice button below you will then be given the opportunity to invite suppliers and contractors from your private database.

A private (select) invitation cannot be converted over to a public (open) one. If you have selected the incorrect option and wish this invitation to be a public (open) one then click on the Dashboard link in the top header. This will return you to the Dashboard where you can select the correct option.

To finish, please click the button below.

**Publish Notice and Invite Suppliers** **a**

**Introduction Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Confirmation** **Back** **b**

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The following pop-up screen will appear giving you the opportunity to add any Suppliers directly into the Tender Notice. By clicking on the 'OK' button, the system will take you to the 'Private Supplier' tab of the Tender Notice.

www.tenderlink.com says:

It's now time to invite your private suppliers and then you can publish your notice. Please select these from your supplier list and click 'I have Finished' below. Once you have published your notice, you can invite more suppliers at any stage.

If you are seeking new suppliers, we suggest you use the 'Supplier Showcase' below which gives you free access to over 150,000 suppliers registered with TenderLink. Simply complete a search and view their online Showcase.

☐ Prevent this page from creating additional dialogs.

**OK**

## 10. Selecting Suppliers to add to your Notice

This page lists the Suppliers that are registered in (or have manually been added to) the University's TenderLink site. To add them to your notice, complete the following:

- (a) **'Filter' field** – Select the letter to filter the list of Suppliers.
- (b) **'Supplier' field** – Click on the tick box to select the Supplier.
- (c) **'Supplier Contact' field** – Click on the tick box to select the Supplier Contact (if more than one is listed).
- (d) **'Invite Selected Suppliers' button** – Click on the 'Invite Selected Suppliers' button to progress to the confirmation screen.
- (e) **'Continue' pop-up screen** – A pop-up screen will appear asking you to confirm that you want to invite the selected Suppliers.

The screenshot shows the 'Invite Suppliers' page for a notice titled 'Test 1 - RFQ [UNISA-744328]'. The page header includes the University of South Australia logo and navigation links. The main content area shows a list of suppliers with checkboxes for selection. A pop-up dialog box is displayed, asking for confirmation to invite the selected suppliers. The 'OK' button in the dialog is highlighted.

University of South Australia  
Tenders, Quotes & EOI

Log Out | All Current Tenders | Our Details | My Details | eRFx Notice Options | Search | Support | Help | Dashboard

**Invite Suppliers : Test 1 - RFQ [UNISA-744328]**

Please select from the list below which suppliers you would like to receive this notice and click the button "Invite Selected Suppliers". An email containing this notice will then be sent to those selected. Only those selected will receive the notice or be able to view its details online.

Count : 1

**Filter** **ABCDEFHIJKLMNOPQRSTU (All)**

☐ Profile Match 

<input checked="" type="checkbox"/>	UniSA Dummy Supplier [Adelaide]	
<input checked="" type="checkbox"/>	Karen Smith	vendormaintenance@unisa.edu.au

www.tenderlink.com says:

This will invite the selected suppliers to respond to this notice?

CAUTION: If you click OK it will immediately email an invitation to the selected suppliers to respond to this notice and cannot be reversed.

Click OK to continue or click Cancel to go back.

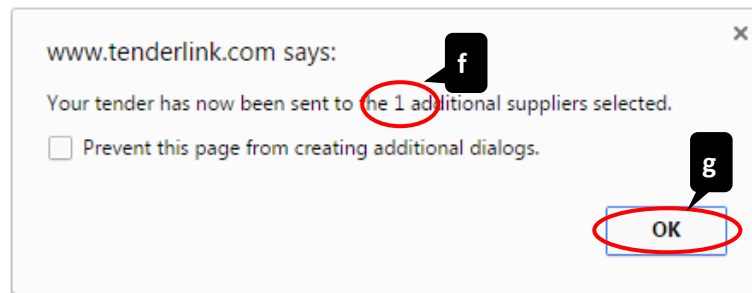
☐ Prevent this page from creating additional dialogs.

**OK** Cancel

**Invite Selected Suppliers** Supplier Showcase Create a Supplier I Have Finished

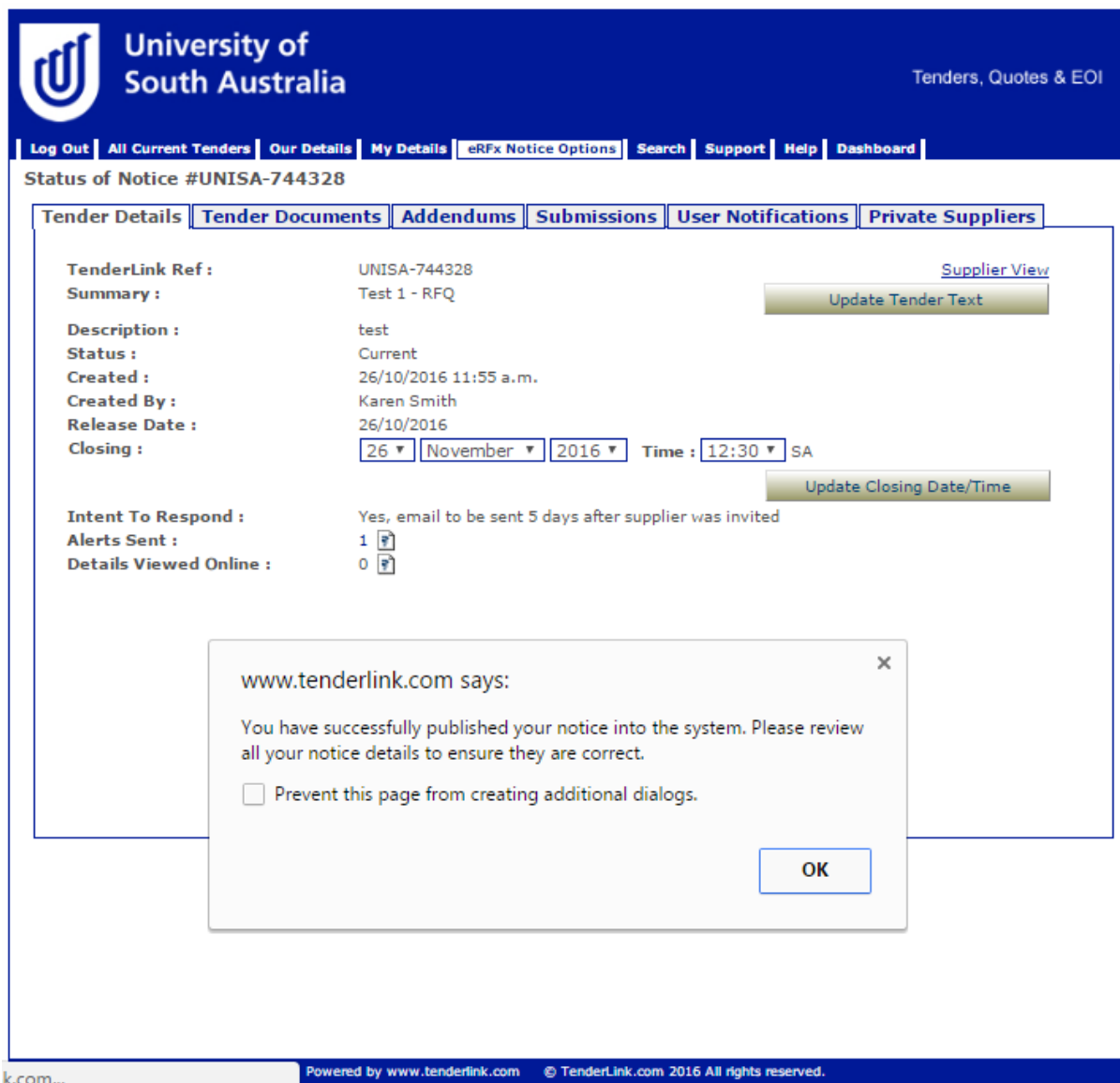
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- (f) **'Confirmation' pop-up screen** - Another pop-up screen will appear confirming the number of Suppliers that have been invited.
- (g) **'OK' button** - By clicking on the 'OK' button, the system will take you to the 'Tender Details' tab of the Tender Notice.



## 11. Confirmation of Tender Notice Publication

Once you have added the Suppliers into the Tender Notice you will be returned to the main page of the Tender Notice. A pop-up screen will appear confirming the notice has been published.



## Creating an Open (Public) Tender Notice

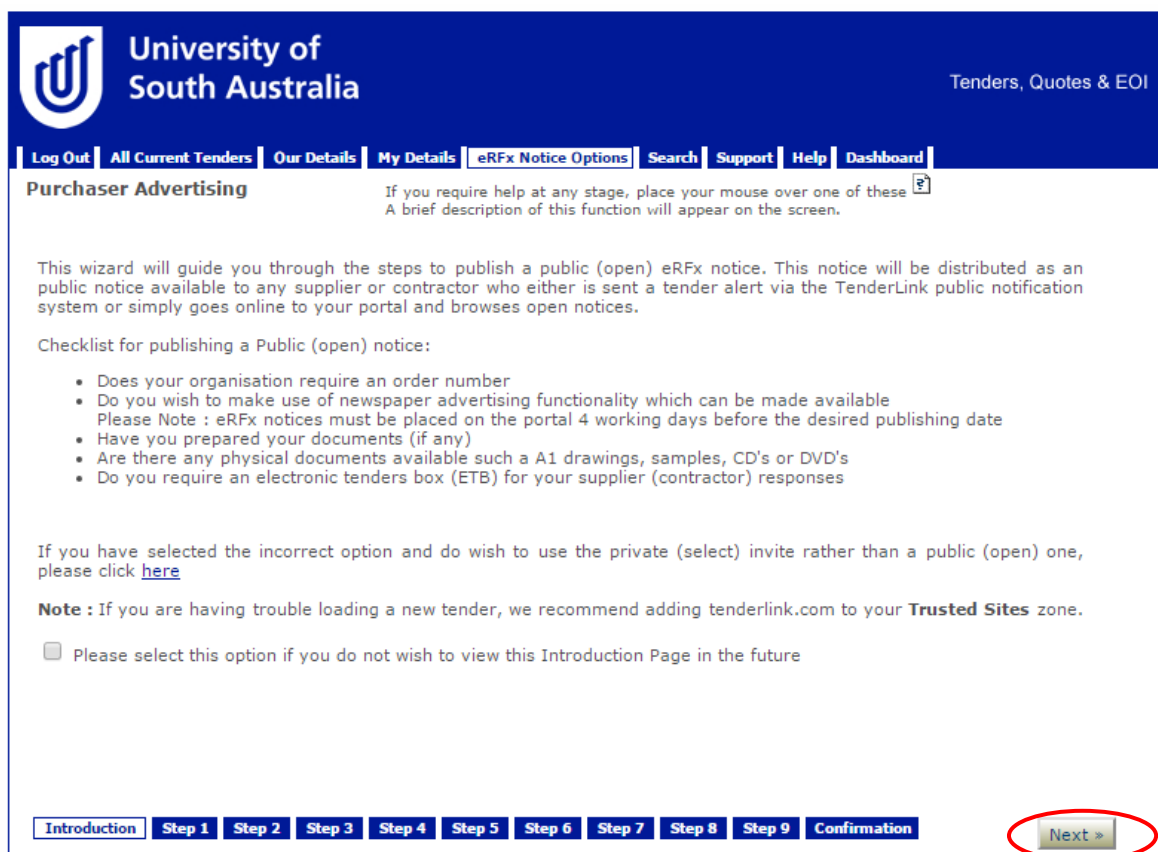
### 1. Selecting the Correct Tender Notice

Go to the Dashboard page and select 'Post a Public eRFx Notice'.



### 2. Introductory Screen

The below introductory screen will appear (you have the option to select not to see this page in future). Once you have read the guidance click the 'Next' button:



**University of South Australia** Tenders, Quotes & EOI

Log Out | All Current Tenders | Our Details | My Details | **eRFx Notice Options** | Search | Support | Help | Dashboard

**Purchaser Advertising** If you require help at any stage, place your mouse over one of these ⓘ  
A brief description of this function will appear on the screen.

This wizard will guide you through the steps to publish a public (open) eRFx notice. This notice will be distributed as an public notice available to any supplier or contractor who either is sent a tender alert via the TenderLink public notification system or simply goes online to your portal and browses open notices.

Checklist for publishing a Public (open) notice:

- Does your organisation require an order number
- Do you wish to make use of newspaper advertising functionality which can be made available  
Please Note : eRFx notices must be placed on the portal 4 working days before the desired publishing date
- Have you prepared your documents (if any)
- Are there any physical documents available such a A1 drawings, samples, CD's or DVD's
- Do you require an electronic tenders box (ETB) for your supplier (contractor) responses

If you have selected the incorrect option and do wish to use the private (select) invite rather than a public (open) one, please click [here](#)

**Note :** If you are having trouble loading a new tender, we recommend adding tenderlink.com to your **Trusted Sites** zone.

☐ Please select this option if you do not wish to view this Introduction Page in the future

Introduction | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Confirmation | **Next >**

### 3. Step 1: Enter Open (Public) Notice Details

Use the draft example wording provided on the [TenderLink Template webpage](#) and enter the details for your Tender Notice as follows:

- (a) **'Summary' field** – Enter the name of your Tender Notice. This should be specific and identifiable (not just an internal reference number).
- (b) **'Description' field** – Enter instructions to potential Suppliers as to what the requirement is, information about the process and submission deadlines, etc.
- (c) **'Check Spelling' button** – Enables users to check spelling of text entered. (**Please Note:** The spell checker pop-up may not work unless you select on your computer that pop-ups from this site are allowed).
- (d) **'Next' button** – Select the 'Next' button to move on to the next step.

The screenshot shows the 'University of South Australia' TenderLink interface. The header includes the university logo and navigation links like 'Log Out', 'All Current Tenders', 'Our Details', 'My Details', 'eRFx Notice Options', 'Search', 'Support', 'Help', and 'Dashboard'. The main heading is 'Purchaser Advertising'. Below it, a sub-heading 'STEP 1 : Notice Details' is highlighted. A prompt asks the user to 'Please enter a summary for this notice where shown, then type or paste in your full notice details.' The 'Summary' field (labeled 'a') contains the text 'EXAMPLE <Insert name of quotation/tender>'. The 'Description' field (labeled 'b') contains example text: 'OVERVIEW: The University of South Australia is seeking quotations <insert name of quotation/tender> for the <insert name of school/division> based at the <insert name of campus>.' It also includes sections for 'ENQUIRIES/CLARIFICATIONS' and 'SUBMISSIONS'. A 'Check Spelling' button (labeled 'c') is located below the description field. At the bottom, a progress bar shows steps from 'Introduction' to 'Confirmation', with 'Step 1' currently selected. A 'Next' button is highlighted at the bottom right.

#### 4. Step 2: Enter Dates

Enter the opening and closing details of the Tender Notice as follows:

- (a) **'Release Date' field** – Enter the opening date of the Tender Notice.
- (b) **'Closing Date' field** – Enter closing date and time for submissions to be returned. **(Please Note:** This time should be during normal working hours to ensure staff are available should any issues arise).
- (c) **'Notice Type' field** – Select the type of notice for the Tender Notice. (This selection will pre-populate the wording in any system generated emails).
- (d) **'Next' button** – Select the 'Next' button to move on to the next step.

The screenshot shows the 'University of South Australia' TenderLink interface. The header includes the university logo and the text 'Tenders, Quotes & EOI'. A navigation bar contains links: 'Log Out', 'All Current Tenders', 'Our Details', 'My Details', 'eRFx Notice Options', 'Search', 'Support', 'Help', and 'Dashboard'. The main heading is 'Purchaser Advertising'. Below it, a sub-heading reads 'STEP 2 : Notice Details continued...'. The form contains three main sections: 'Release Date' with a date picker set to 'Wed 26 October 2016' (callout a), 'Closing Date' with a date picker set to 'Sat 26 November 2016' and a 'Time' dropdown set to '08:00' (callout b), and 'Notice Type' with a dropdown menu showing 'Request for Tender' selected (callout c). The dropdown menu lists various options: 'Request for Tender', 'Expression of Interest', 'Future Opportunities', 'Notice of Information', 'Pre-Qualification', 'Pre-Tender', 'Registration of Interest', 'Request for Information', 'Request for Proposal', 'Request for Quotation', and 'Request for Tender'. At the bottom, a progress bar shows steps from 'Introduction' to 'Confirmation', with 'Step 2' highlighted. A 'Next' button is circled in red (callout d). The footer states 'Powered by www.tenderlink.com © TenderLink.com 2016 All rights reserved.'

## 5. Step 3: Enter Location

Select the region of where the goods and/or services are to be undertaken:

- (a) **'Location' field** – Click on the 'Select All' tick box.
- (b) **'Next' button** – Select the 'Next' button to move on to the next step.

University of South Australia

Tenders, Quotes & EOI


Log Out | All Current Tenders | Our Details | My Details | eRFx Notice Options | Search | Support | Help | Dashboard

**Purchaser Advertising**

If you require help at any stage, place your mouse over one of these .  
A brief description of this function will appear on the screen.


**STEP 3 : Notice Locality**

Please choose the region(s) in which the work is to be undertaken. You can select one or more regions, or by country.

☒ Select All 

South Australia

Introduction | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Confirmation

< Back | Next > 



## 6. Step 4: Enter Industry Category

Select the industry category of the goods being bought and/or services to be undertaken (**Please Note: Suppliers will select these fields when registering with TenderLink. Selecting a more specific category will narrow the number of Suppliers being informed of the opportunity**):

- (a) **'Category' fields** – Click on the expand ('+') buttons next to the category titles to see more specific sub-categories in the section and select as appropriate.
- (b) **'Next' button** – Select the 'Next' button to move on to the next step.

**University of South Australia** Tenders, Quotes & EOI

[Log Out](#) [All Current Tenders](#) [Our Details](#) [My Details](#) [eRFX Notice Options](#) [Search](#) [Support](#) [Help](#) [Dashboard](#)

**Purchaser Advertising** If you require help at any stage, place your mouse over one of these A brief description of this function will appear on the screen.

**STEP 4 : Industry Categories**

Please choose which industry categories you wish to advertise your notice in. Click to expand as shown.

**a** ☐ Select All

- ☐ Advertising & Media Services
- ☐ Agriculture
- ☐ Architectural Design Services
- ☐ Audio & Video
- ☐ AusAid & NZAid Tenders
- ☐ Aviation & Related Services
- ☐ Building Demolition & Removal
- ☐ Business Professional Services
- ☐ Civil Engineering & Construction
- ☐ Cleaning
- ☐ Clothing & Textiles & Footwear
- ☐ Construction
- ☐ Education Services
- ☐ Electrical & Cabling
- ☐ Engineering Services
- ☐ Environmental / Heritage / Conservation

For example, if you have a notice relating to Information Technology, choose this category. If the notice is for Hardware, choose the sub-category of Hardware.

**b** [« Back](#) [Next »](#)

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## 7. Step 5: Enter Forum Details

You need to set up an online 'forum' to enable communication via the system. This will allow Suppliers to post questions for clarification and allow Buyers to respond to one or all Suppliers as required. To set this up, you need to:

- (a) **'Online Forum' field** – Select the tick box to create the forum.
- (b) **'Private Posts' field** – Select the tick box to allow private posts.
- (c) **'Notifications' field** – Select the tick box to receive notifications when questions are posted.
- (d) **'Notifications' User field** – Select the name of the user to receive the notifications emails.
- (e) **'Notifications' Moderator User field** – Select the name(s) of the user(s) to have moderator abilities in the forum (if required). (**Please Note:** Users who are set up as administrators do not appear in the list as they have access to all Tender Notices and forums).
- (f) **'Notifications' Supplier User field** – Select the tick box to send notifications when Buyers respond to posts.
- (g) **'Clarification' field** – Select the last date for Suppliers to be able to post clarification questions.
- (h) **'Next' button** – Select the 'Next' button to move on to the next step.

**University of South Australia** Tenders, Quotes & EOI

[Log Out](#) [All Current Tenders](#) [Our Details](#) [My Details](#) [eRFx Notice Options](#) [Search](#) [Administration](#) [Support](#) [Help](#) [Dashboard](#)

**Purchaser Advertising** If you require help at any stage, place your mouse over one of these A brief description of this function will appear on the screen.

**STEP 5 : Notice Forum**

An online forum enables your contractors and suppliers to ask questions and seek clarifications relating to the notices you publish. The forum is confidential and the contractors and suppliers details are only seen by you.

**Online Forum :** ☒ Check this box to establish an online forum for this notice. **a**

**Private Posts :** ☒ Check this box to be enable private forum posts for this notice.

**Notifications :** **b** Whenever there is a posting to the forum you can be automatically notified via email. You can then respond to the question online.

☒ Check this box to be notified of new forum questions.

**c** Which person is to receive the forum questions via email?

**d** Strategic Procurement

You can assign some forum moderators to whom you can assign forum questions in the future.

**e** Anna Assiotis  
Anthony Pillion  
Brett Hentage  
Daniel Pirrotta  
Girish Chauhan  
Jo Tonkin  
Julian Rimmer  
Karen Smith

**f** ☒ Check this box to notify users immediately when anyone within your organisation posts a new question or reply. If this box is not checked then the users will be notified after your last date for clarifications. **Note :** Users who have either downloaded the tender documents or who have been manually added onto the download register will be notified.

**Clarifications :** What is the last calendar day in which questions can be posted to the forum?

**g** ☒ Pick a choice 7 days before closing ☐ Pick a date

**h** [« Back »](#) [Next »](#)

[Introduction](#) [Step 1](#) [Step 2](#) [Step 3](#) [Step 4](#) [Step 5](#) [Step 6](#) [Step 7](#) [Step 8](#) [Step 9](#) [Confirmation](#)

## 8. Step 6: Upload Documents

Upload all the documents available for the Suppliers in relation to the opportunity. To upload the documents, you need to:

- (a) Select the first tick box, if your documents are not yet ready (You can upload them at a later date).
- (b) **'Choose File' button** – Click on 'Choose File' button and select the files you wish to attach.
- (c) The uploaded documents appear below the 'Choose File' field. Click on 'Delete' to remove an uploaded document.
- (d) **'Next' button** – Select the 'Next' button to move on to the next step.

University of South Australia

Tenders, Quotes & EOI

Log Out | All Current Tenders | Our Details | My Details | eRFx Notice Options | Search | Support | Help | Dashboard

**Purchaser Advertising**

If you require help at any stage, place your mouse over one of these .  
A brief description of this function will appear on the screen.

**STEP 6 : Notice Documents**

If you wish to attach documents to this notice, click the "Browse" button, select the file(s) from your own hard drive or network, and then click OK. This will attach the documentation to this notice.

**Note :** Any file format can be attached, i.e. Word, Excel, PDF etc however your contractors and suppliers must have the appropriate software programme installed on their own computer to view your files.

☒ Tick this box if your documents are **not** ready and you want to add them at a later date.

Total Files : 2

**Notice Documents :**

C:\rakepath\Organisational Units.pdf

...intenance Guidelines v.2.1 (Current Published).docx

Introduction | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | **Step 6** | Step 7 | Step 8 | Step 9 | Confirmation

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## 9. Step 7: Additional Options

This page allows you to activate additional elements available to the Tender Notice:

- (a) **'Restricted Access' field** – Select the 'tick box'. *(Please Note: If you do not select this option, your process, tender documents, and forum can be seen by all users with a login as a Buyer for the University's TenderLink site. This means there may be a probity risk to the University due to unknown or unmanaged Conflicts of Interest).*
- (b) **'Intention to Respond' field** – Select the tick box if you wish Suppliers to give an indication of their intention to submit a response and choose from the 'Dropdown Box' how many days until the reminder is sent.
- (c) **'Next' button** – Select the 'Next' button to move on to the next step.

The screenshot displays the 'University of South Australia' TenderLink interface. The header includes the university logo and navigation links like 'Log Out', 'All Current Tenders', 'Our Details', 'My Details', 'eRFx Notice Options', 'Search', 'Support', 'Help', and 'Dashboard'. The main content area is titled 'Purchaser Advertising' and 'STEP 7 : Additional Options'. It contains two sections: 'Restricted Access' with a checked checkbox and a list of users, and 'Intention to Respond' with a checked checkbox and a dropdown menu for email timing. A progress bar at the bottom shows steps from 'Introduction' to 'Confirmation', with 'Step 7' highlighted. A 'Next' button is circled in red.

University of South Australia  
Tenders, Quotes & EOI

Log Out | All Current Tenders | Our Details | My Details | eRFx Notice Options | Search | Support | Help | Dashboard

Purchaser Advertising

If you require help at any stage, place your mouse over one of these .  
A brief description of this function will appear on the screen.

**STEP 7 : Additional Options**

**Restricted Access :** ☒ Check this box to restrict access to the Tender details to the following user(s):

- The Tender owner (yourself)
- A user with administrator rights
- The Forum administrator user (if applicable)
- A designated Forum Moderator (if applicable)

**Intention to Respond :** ☒ Check this box to retrieve Intention to Respond information from Suppliers Registered on your eTendering Portal

When should the email be sent out to the suppliers requesting their intention to respond?

1 day after invite  
1 day after invite  
2 days after invite  
3 days after invite  
4 days after invite  
5 days after invite

Introduction | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Confirmation

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## 10. Step 8: Electronic Submissions

Select the method in which you wish to receive submissions from Suppliers:

- (a) **'Evaluation Requirements Form' field** – Select the radio button if required. (**Please Note:** You will need to set up an Evaluation Form from the Dashboard prior to being able select this option).
- (b) **'Electronic Tender Box' field** – Select the radio button if you require Suppliers to upload their submissions into a secure tender box.
- (c) **'Electronic Tender Box' Section** – Select the number of tender boxes required for the process from the 'Dropdown Box'.
- (d) **'Tender Box Name' field** – Enter the tender box name.
- (e) **'Electronic Tender Keys' field** – Select who you wish to unlock the tender box at the closing time.
- (f) **'Next' button** – Select the 'Next' button to move on to the next step.

**University of South Australia** Tenders, Quotes & EOI

Log Out | All Current Tenders | Our Details | My Details | eRFx Notice Options | Search | Support | Help | Dashboard

**Purchaser Advertising** If you require help at any stage, place your mouse over one of these ⓘ  
A brief description of this function will appear on the screen.

**STEP 8 : Electronic Submissions**

You now have two options to choose from in order to retrieve your responses.

- ☐ Get responses using an **Evaluation Requirements Form**  
- Your suppliers will respond via an Online Response Form that you may then evaluate
- ☒ Get responses using an **Electronic Tenders Box (ETB)**  
- Your suppliers will respond by uploading their submissions directly into an Electronic Tender Box (no Online Form)  
- You may optionally select an Evaluation Form to evaluate your responses
- ☐ I do not wish to retrieve submissions for this notice.

---

**Electronic Tenders Box (ETB)**

If you want all responses submitted to an electronic tenders box, please choose the number below.

Number of tender boxes you wish to use: **1 Tender Box** ▼

**Tender Boxes :** You need to provide a name for each tender box used (e.g: Pricing, Specification, Alternative, Sustainable), and select who should be emailed the electronic tender keys once the tender box (or boxes) have closed.

Tender Box Name : **Example Tender Box**

Send the electronic tender keys to : **Strategic Procurement** ▼

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## 11. Step 9: Select Advert Type

Use the draft example advert wording provided on the [TenderLink Template webpage](#) and enter the details for your Tender. To publish the advert in the relevant newspaper there are two options available. *Please Note – There are additional costs for advertisements, please contact either CMK or TenderLink for current pricing.*

### 11.1 Option 1: Use the University's Communications and Marketing (CMK) Team

Contact the Advertising team to arrange placing the advert:

<https://i.unisa.edu.au/staff/communications-and-marketing-unit/advertising/>

- (a) **'Yes' tick box** – Leave as 'unticked'.
- (b) **'Next' button** – Select the 'Next' button to move on to the next step.

**University of South Australia** Tenders, Quotes & EOI

[Log Out](#) [All Current Tenders](#) [Our Details](#) [My Details](#) [eRFx Notice Options](#) [Search](#) [Support](#) [Help](#) [Dashboard](#)

**Purchaser Advertising** If you require help at any stage, place your mouse over one of these ⓘ  
A brief description of this function will appear on the screen.

**STEP 9 : Newspaper Advertising**

You now have the option to place a summary advertisement in any number of newspapers. If you do not want to advertise in any newspapers, please click "Next".

This advertising service is co-ordinated by TenderLink.com. By choosing "yes" below, a summary advert can be placed in one or more newspapers of your choice. This facility is fully automated.

Your request will be forwarded to the appropriate Advertising Agency for processing. You will receive a proof and cost estimate for your approval from the agency within 48 hours. It should also be noted that you will be invoiced directly by the agency for the ad placement/s and payment must be made directly to the agency.

☐ Yes - I would also like to place a newspaper advertisement.

**a**

[Introduction](#) [Step 1](#) [Step 2](#) [Step 3](#) [Step 4](#) [Step 5](#) [Step 6](#) [Step 7](#) [Step 8](#) [Step 9](#) [Confirmation](#)

[« Back](#) [Next »](#)

**b**

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## 11.2 Option 2: Use the facility within TenderLink

- (a) **'Yes' tick box** – Select the tick box to place the advert via TenderLink.
- (b) Select the '+' icon to expand the locations in which you wish to advertise.
- (c) Click on the title of the specific newspaper(s) for the advert to be placed in.
- (d) Select the date(s) of the editions for the adverts to be printed in.
- (e) **'Next' button** – Select the 'Next' button to move on to the next step.

The screenshot shows the 'STEP 9 : Newspaper Advertising' page. At the top, the University of South Australia logo and name are displayed, along with the text 'Tenders, Quotes & EOI'. A navigation bar includes links: Log Out, All Current Tenders, Our Details, My Details, eRFx Notice Options, Search, Support, Help, and Dashboard. Below this, the page title is 'Purchaser Advertising' with a help icon. A sub-header 'STEP 9 : Newspaper Advertising' is highlighted. A checkbox labeled 'Yes - I would also like to place a newspaper advertisement.' is checked and circled in red, with a callout 'a'. Below this is a tree view of regions: Australia (expanded), A.C.T., New South Wales, Northern Territory, Queensland, and South Australia (expanded). Under South Australia, 'Border Watch' and 'The Adelaide Advertiser' are listed. 'The Adelaide Advertiser' is circled in red, with a callout 'c'. Below the newspapers, a list of dates from Thursday, 3 November 2016 to Thursday, 10 November 2016 is shown. 'Wednesday, 9 November 2016' is checked and circled in red, with a callout 'd'. On the right, a box titled 'Newspaper Advertisements' shows '1 newspaper advertisement'. At the bottom, a progress bar shows steps 1 through 9, with Step 9 highlighted. A 'Next' button is circled in red, with a callout 'e'. The footer contains the text 'Powered by www.tenderlink.com © TenderLink.com 2016 All rights reserved.'

## 12. Confirmation and Publish Page

This page explains the process that will happen once you have clicked the 'Publish Notice' button.

- (a) **'Publish Notice' button** – Click on the 'Publish Notice' button to submit the Tender Notice in TenderLink.
- (b) **'Back' button** – Select the 'Back' button to return to the previous screen (if required).

University of South Australia

Tenders, Quotes & EOI

Log Out | All Current Tenders | Our Details | My Details | eRFx Notice Options | Search | Support | Help | Dashboard

**Purchaser Advertising**

If you require help at any stage, place your mouse over one of these ⓘ  
A brief description of this function will appear on the screen.

**Confirmation**

You are about to publish a Public (Open) eRFx notice. Once you select the Publish Notice button, your notice will be loaded into the TenderLink public tender notification system in a "pending" state. TenderLink's internal operations staff which check it to ensure that the industry categories which you have selected will give your notice the best and most relevant coverage before releasing it to a "current" state. At that stage it will be immediately available to view by suppliers or contractors.

If your private suppliers have a matching tender profile they will receive your notice. If they have not set up a tender profile, then they will not. If you want to ensure that your key private suppliers do receive an invitation you will have the ability to invite them separately after the notice has been published.

A public (open) notice cannot be converted over to a private (selective) one. If you have selected the incorrect option and do wish this invitation to be a public (open) one then click on the Dashboard link in the top header. This will return you to the Dashboard where you can select the correct option.

To finish, please click the button below.

**Publish Notice** **a**

Introduction | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Confirmation | **< Back** **b**

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The following pop-up screen will appear giving you the opportunity to add any Suppliers directly into the Tender Notice. By clicking on the 'OK' button, the system will take you to the 'Private Supplier' tab of the Tender Notice.

www.tenderlink.com says:

It's now time to invite your private suppliers and then you can publish your notice. If you do not wish to invite any private suppliers then you can skip this step by selecting the 'Skip' Button below.

Note : This notice will automatically be sent to suppliers within the public system with a matching profile.

**OK**



## 13. Selecting Suppliers to add to your Notice (if required)

### 13.1.1 Skipping Adding Known Suppliers

To skip adding Suppliers, click on the 'I Have Finished' button to return to the Tender Details page of the Tender Notice.



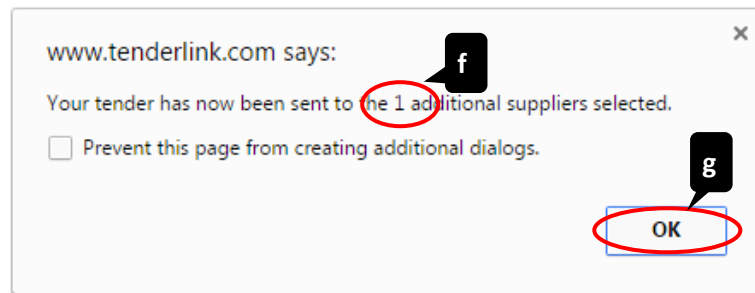
### 13.1.2 Adding Known Suppliers

This page lists the Suppliers that are registered in (or have manually been added to) the University's TenderLink site. To add them to your notice, complete the following:

- (a) **'Filter' field** – Select the letter to filter the list of Suppliers.
- (b) **'Supplier' field** – Click on the tick box to select the Supplier.
- (c) **'Supplier Contact' field** – Click on the tick box to select the Supplier Contact (if more than one is listed).
- (d) **'Invite Selected Suppliers' button** – Click on the 'Invite Selected Suppliers' button to progress to the confirmation screen.
- (e) **'Continue' pop-up screen** – A pop-up screen will appear asking you to confirm that you want to invite the selected Suppliers.

A screenshot of the UniSA TenderLink 'Invite Suppliers' page. The page header shows the UniSA logo and 'University of South Australia' with 'Tenders, Quotes & EOI' on the right. A navigation bar includes 'Log Out', 'All Current Tenders', 'Our Details', 'My Details', 'eRFx Notice Options', 'Search', 'Support', 'Help', and 'Dashboard'. The main heading is 'Invite Suppliers : Test 1 - RFQ [UNISA-744328]'. Below this is a paragraph explaining the process. A 'Count : 1' is shown next to a filter bar containing letters 'A B C D E F H I J K M N O P Q R S T U' and '(All)', with a red circle around the letters and a callout 'a'. Below the filter bar is a table with two columns: 'Profile Match' and 'Filter By Panel'. The first row is 'UniSA Dummy Supplier [Adelaide]' with a checked tick box and a callout 'b'. The second row is 'Karen Smith' with a checked tick box and a callout 'c'. Below the table is a pop-up window titled 'www.tenderlink.com says:' with the text 'This will invite the selected suppliers to respond to this notice?' and a 'CAUTION' message. It asks the user to 'Click OK to continue or click Cancel to go back.' and has a checkbox for 'Prevent this page from creating additional dialogs.' with a callout 'e'. The 'OK' button is circled in red. At the bottom of the page, the 'Invite Selected Suppliers' button is circled in red and labeled with a callout 'd'. Other buttons at the bottom include 'Supplier Showcase', 'Create a Supplier', and 'I Have Finished'.

- (f) **'Confirmation' pop-up screen** – Another pop-up screen will appear confirming the number of Suppliers that have been invited.
- (g) **'OK' button** – *By clicking on the 'OK' button, the system will take you to the 'Tender Details' tab of the Tender Notice.*



## 14. Confirmation of Tender Notice Publication

Once you have added the Suppliers into the Tender Notice you will be returned to the main page of the Tender Notice. A pop-up screen will appear confirming the notice has been published.

The screenshot displays the University of South Australia TenderLink interface. The header includes the university logo and name, and the text "Tenders, Quotes & EOI". A navigation bar contains links: Log Out, All Current Tenders, Our Details, My Details, eRFx Notice Options, Search, Support, Help, and Dashboard. The main content area is titled "Status of Notice #UNISA-744328" and features tabs for Tender Details, Tender Documents, Addendums, Submissions, User Notifications, and Private Suppliers. The "Tender Details" tab is active, showing fields for TenderLink Ref (UNISA-744328), Summary (Test 1 - RFQ), Description (test), Status (Current), Created (26/10/2016 11:55 a.m.), Created By (Karen Smith), Release Date (26/10/2016), and Closing (26 November 2016, 12:30 SA). Buttons for "Supplier View", "Update Tender Text", and "Update Closing Date/Time" are visible. Below these fields, "Intent To Respond" is set to "Yes, email to be sent 5 days after supplier was invited", "Alerts Sent" is 1, and "Details Viewed Online" is 0. A pop-up dialog box from www.tenderlink.com is centered on the screen, stating: "You have successfully published your notice into the system. Please review all your notice details to ensure they are correct." It includes a checkbox for "Prevent this page from creating additional dialogs." and an "OK" button, which is circled in red. The footer of the interface reads "Powered by www.tenderlink.com © TenderLink.com 2016 All rights reserved."

## Adding Documents to a Published Tender Notice

### 1. Attaching Documents to a Tender Notice with No Existing Documents

To add documents to a Tender Notice select 'View / Amend Notices' from the Dashboard then click on the relevant notice.

- (a) **'Tender Documents' tab** – Select the 'Tender Documents' tab.
- (b) **'Add documents to this notice' button** – Click on the 'Add documents to this notice' button.

The screenshot shows the University of South Australia TenderLink interface. The top navigation bar includes links for Log Out, All Current Tenders, Our Details, My Details, eRFx Notice Options, Search, Support, Help, and Dashboard. The main content area displays the Status of Notice #UNISA-744561. The 'Tender Documents' tab is selected and highlighted with a red circle and labeled 'a'. Below the tab, the 'Documents' section indicates that documents will be made available but are not currently ready. A red circle highlights the 'Add documents to this notice' button, labeled 'b'. Other buttons visible include 'Remove 'Documents Not Ready' option' and 'Record a user who collected hard copy tender documents'. The 'Physical Documents' section shows 'No' for Physical Documents, 'No Charge' for Download Fee, and '0' for Downloads. The 'Online Forum In Use' section shows 'Yes' with 0 questions asked and 0 postings made. At the bottom, there are buttons for 'Show All Tenders', 'Withdraw', 'Export Notice Summary', 'Export Notice Interactions', and 'Prospective Tenderers'. The footer indicates the system is powered by www.tenderlink.com and is © TenderLink.com 2016.

A new page will open to allow you to select documents to upload:

- (c) **'Choose File' button** – Click the 'Choose File' button and select the files you wish to attach.
  - (d) The uploaded documents appear below the 'Choose File' field. Click on 'Delete' to remove an uploaded document.
- Click on the 'OK' button at the bottom of the screen to continue.

The screenshot shows the document upload interface. The 'Notice Documents' section displays two files: 'C:\Workpath\Organisational Units.pdf' and '...intenance Guidelines v.2.1 (Current Published).docx'. Each file has a 'Delete' button next to it. The 'Choose File' button is highlighted with a red circle and labeled 'd'. The total number of files is shown as 2.

- (e) You will then be returned to the Tender Documents tab which will list the documents attached to the Tender Notice.
- (f) The note at the top confirms that changes to the list of documents will require an addendum to the Tender Notice to be issued.

**University of South Australia** Tenders, Quotes & EOI

Log Out | All Current Tenders | Our Details | My Details | **eRFx Notice Options** | Search | Administration | Support | Help | Dashboard

Status of Notice #UNISA-744328

Tender Details | **Tender Documents** | Addendums | Submissions | User Notifications | Private Suppliers

**Documents :**

**Note:** To add additional documents, or to remove documents from this notice you will need to issue an addendum.

Test A.docx  
Test B.docx  
Test C1.docx

**Document Download :** Your documents can all be downloaded by clicking the following link:  
[Download Documents](#)

**Document Deletion :** The tender documents will be deleted on 07/02/2017.

**Physical Documents :** No

**Download Fee :** No Charge

**Downloads :** 1

[Check who has downloaded these documents](#)

[Export tender download details](#)

[Record a user who collected hard copy tender documents](#)

**Online Forum In Use :** Yes  
- 2 questions asked  
- 2 postings made

[Show All Tenders](#) | [Issue Addendum](#) | [View Forum](#)

[Export Notice Summary](#) | [Export Notice Interactions](#) | [Prospective Tenderers](#)

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## 2. Attaching Documents to a Tender Notice with Existing Documents

You are **unable** to do this without making an 'official' change to the original notice. To attach additional documents to or remove documents from a Tender Notice, select 'View / Amend Notices' from the Dashboard then click on the relevant notice.

- (a) **'Tender Documents' tab** – Select the 'Tender Documents' tab.
- (b) **'Issue Addendum' button** – Click on the 'Issue Addendum' button.

The screenshot shows the University of South Australia TenderLink interface. The top navigation bar includes links for Log Out, All Current Tenders, Our Details, My Details, eRFx Notice Options, Search, Administration, Support, Help, and Dashboard. The main heading is 'Status of Notice #UNISA-747509'. Below this, there are tabs for Tender Details, Tender Documents (highlighted with a red circle and labeled 'a'), Addendums, Submissions, User Notifications, and Private Suppliers. The Tender Details section shows the following information:

- TenderLink Ref : UNISA-747509
- Summary : TEST 2 - RFQ
- Description : Testing
- Status : Current
- Created : 17/11/2016 2:04 p.m.
- Created By : Karen Smith
- Release Date : 17/11/2016
- Closing : Sat 17 December 2016 Time : 08:00 SA

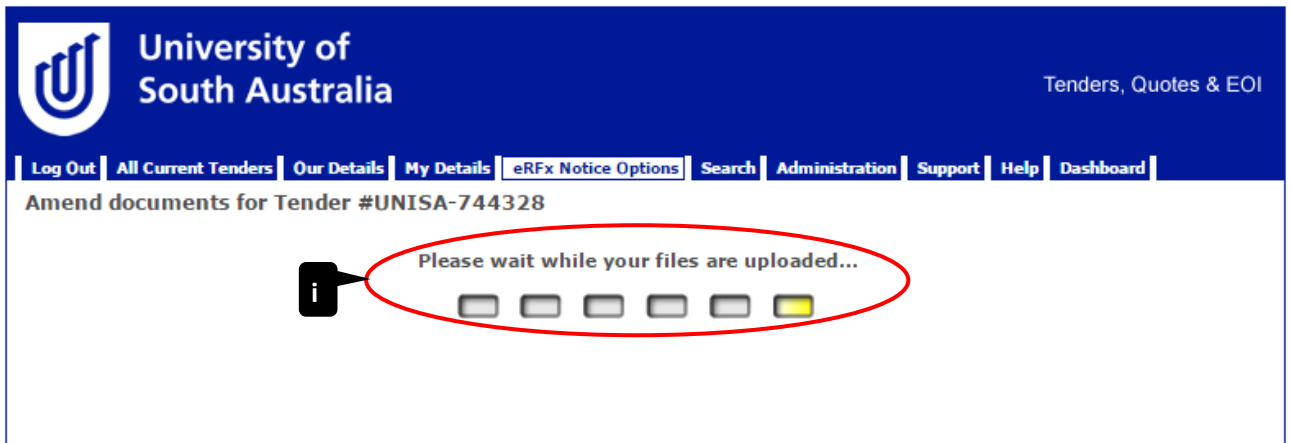
Buttons for 'Update Tender Text' and 'Update Closing Date/Time' are visible. Below the closing date, there is a section for 'Intent To Respond' (Yes, email to be sent 1 day after supplier was invited), 'Alerts Sent' (0), and 'Details Viewed Online' (0). At the bottom of the page, there are buttons for 'Show All Tenders', 'Issue Addendum' (highlighted with a red circle and labeled 'b'), 'View Forum', 'Withdraw', 'Export Notice Summary', 'Export Notice Interactions', and 'Prospective Tenderers'. The footer indicates the page is powered by www.tenderlink.com and is a 2016 TenderLink.com creation.

A new screen will appear that shows you the current status of the Tender Notice and the documents that are already attached.

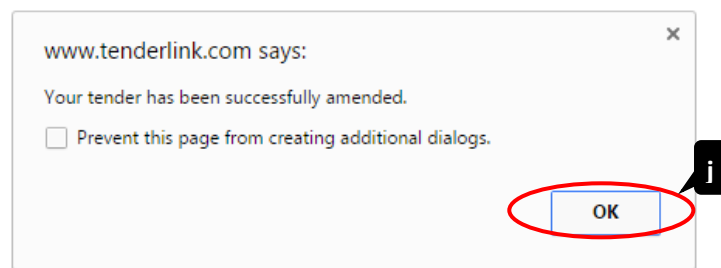
- (c) **'Remove Documents' field** – Select the tick box if you wish to remove any of the existing documents.
- (d) **'Choose File' button** – Click on 'Choose File' button and select the files you wish to attach.
- (e) The uploaded documents appear below the 'Choose File' field. Click on 'Delete' to remove an uploaded document.
- (f) **'Next' button** – Select the 'Next' button to move on to the next step.



- (i) A new screen will briefly appear whilst the documents are being uploaded.



- (j) A pop-up screen will then appear to inform you that the documents have been uploaded. Click the 'OK' button to return to the 'Addendums' tab of the Tender Notice.



- (k) The 'Addendums' tab will now list the Addendums associated with the Tender Notice.





## Using an Online Forum

### 1. Responding to Questions Raised in the Online Forum

To access the forum go to the Tender Notice by selecting 'View / Amend Notices' from the Dashboard then click on the relevant notice.

(a) **'Forum' button** – Select the 'View Forum' button.

The screenshot displays the University of South Australia TenderLink interface. At the top, the University of South Australia logo and name are visible, along with the text 'Tenders, Quotes & EOI'. A navigation bar includes links for 'Log Out', 'All Current Tenders', 'Our Details', 'My Details', 'eRFx Notice Options', 'Search', 'Administration', 'Support', 'Help', and 'Dashboard'. Below this, the 'Status of Notice #UNISA-747509' is shown. A tabbed interface includes 'Tender Details', 'Tender Documents', 'Addendums', 'Submissions', 'User Notifications', and 'Private Suppliers'. The 'Tender Details' tab is active, showing fields for 'TenderLink Ref : UNISA-747509', 'Summary : TEST 2 - RFQ', 'Description : Testing', 'Status : Current', 'Created : 17/11/2016 2:04 p.m.', 'Created By : Karen Smith', 'Release Date : 17/11/2016', and 'Closing : Sat 17 December 2016 Time : 08:00 SA'. There are buttons for 'Supplier View', 'Update Tender Text', and 'Update Closing Date/Time'. Below these, 'Intent To Respond : Yes, email to be sent 1 day after supplier was invited', 'Alerts Sent : 0', and 'Details Viewed Online : 0' are displayed. At the bottom, a row of buttons includes 'Show All Tenders', 'Issue Addendum', 'View Forum' (circled in red), and 'Withdraw'. Below this row are 'Export Notice Summary', 'Export Notice Interactions', and 'Prospective Tenderers'. The footer states 'Powered by www.tenderlink.com © TenderLink.com 2016 All rights reserved.'

A new screen will appear detailing the Code of Conduct for using the e-Tendering Forum.

(b) **'Agree' button** – Click on the 'I agree to this Code of Conduct' button to access the forum.

**University of South Australia** Tenders, Quotes & EOI

[Log Out](#) | [All Current Tenders](#) | [Our Details](#) | [My Details](#) | [eRfx Notice Options](#) | [Search](#) | [Administration](#) | [Support](#) | [Help](#) | [Dashboard](#)

### E-Tendering Forum - Code of Conduct

The following is the Code of Conduct (COC) for this forum. It is important that members are aware that this Code of Conduct exists. Please also note that we reserve the right to update and modify this CoC - without notice - at the discretion of administrative staff.

This forum is provided to you as part of your registration as a supplier or purchaser and is merely a question and answer facility to enable purchasers to respond to suppliers requests for clarification on tenders published in the system, or for suppliers to communicate with each other.

THIS FORUM IS NOT MODERATED and therefore we ask that you use the forum for its intended purpose. It is a business forum and should be used in accordance with normal business-to-business etiquette.

**Please do not:**

1. Identify your personal name or business name in this forum
2. Use profanity or inappropriate language
3. Post illegal material
4. Make posts that seek to offend directly or purposefully disrespect individual members of this community, especially through flaming, baiting, or personal abuse.
5. SPAM: which in this instance is defined as members seen to primarily serve the purpose of promoting specific services, products, or websites, either their own, or of another party. NOTE: Suggesting suppliers or products is acceptable provided that it is specific to the tender in which the forum posts apply. Continual posting of website or email addresses or reference to products and services through generic posting **IS NOT** acceptable.
6. Make posts which seek to attack the legal rights of any individual member, such as but not limited to defamation, harassment, and/or the issuing of threats

**IMPORTANT**  
Continual abuse of the forum may result in your subscription or membership being withdrawn.

**b**

[I agree to this Code of Conduct](#) [« Back](#)

You will then be taken to a screen that lists all the forum 'threads'.

(c) **View Question** – to view a ‘thread’, click on the title (in blue text) to open the post.



University of South Australia

Tenders, Quotes & EOI

Log Out | All Current Tenders | Our Details | My Details | eRFx Notice Options | Search | Administration | Support | Help | Dashboard

Forum - Tender #UNISA-747509

**Tender #UNISA-747509 - TEST 2 - RFQ**

The following postings have been made to this forum, with the most recent appearing at the top.

**Note :** The last date for clarification on any issues relating to this tender is 10/12/2016 - 4:00 p.m. SA

You are viewing all questions. Filter  Go

Total Number of Questions Posted: 1  
Number of Unanswered Questions: 1

Question/Comment	Replies	Views	Last Reply
 <b>Test Question 1</b> Posted by the Purchaser 12/12/2016 - 3:08 p.m. <a href="#">Assign Moderator</a>	<b>Total:</b> 0 Supplier: 0 Purchaser: 0 Unapproved: 0	1	No replies yet

You will now be able to read the full detail of the post.

You can see by the padlock in the bottom-left corner of the notice board image that the question has been marked as ‘Private’ or ‘Public’.

## 2. Responding to Questions Raised in the Online Forum

Use the template example provided on the [TenderLink Template webpage](#) to record all clarifications and responses. Responses (as an Excel document) are to be uploaded as an Addendum after the deadline for clarification – refer to guidelines for ‘Attaching Documents to a Tender Notice with Existing Documents’.

When a response does not need to be shared to other tenderers, clarifications can be provided through the online forum as a private message.


- (a) **‘Post a New Reply’ button** – Click on the ‘Post a New Reply’ button to respond with your answer to the questions raised.



### Forum Thread - Test Question 1

[Forum Code of Conduct](#)  
[Report Forum Abuse](#)

**Important :** The names of the organisations that have made postings to this forum are shown to you below. Other users visiting the forum DO NOT see this information.


Reply / Comments	
 <b>Posted by the Purchaser</b> 17/11/2016 - 3:08 p.m. <a href="#">Assign Moderator</a>	<b>Test Question 1</b> Testing 123 <a href="#">Click to Edit</a>

**Note :** The last day for clarification on any issues relating to this tender is 10/12/2016 - 4:00 p.m. SA

[Return to original post](#) [Post a new reply](#)

a

- (b) **'Private Message' field** – This field needs to be ticked where responses to clarifications / questions need to be provided to **all** Suppliers. Information should be specified in a table (within an Excel or Word document) and uploaded as an Addendum as detailed above.
- (c) **'Reply / Comment' field** – Enter your response to the question raised.
- (d) **'Add Reply' button** – Click on the 'Add Reply' button to post your response.

 **University of South Australia** Tenders, Quotes & EOI

[Log Out](#) | [All Current Tenders](#) | [Our Details](#) | [My Details](#) | [eRFx Notice Options](#) | [Search](#) | [Administration](#) | [Support](#) | [Help](#) | [Dashboard](#)

### Forum - Post a reply

Your reply will be added to the thread **Test Question 1**  
Question: **Testing 123**

**Important Note:** To avoid possible security breaches this forum will time out in under 30 minutes. If you have a long and complex forum post we recommend that you compose it in an external document creator, Word or Notepad, and paste it into the forum from that document.

Avoid the use of characters not found on the keyboard, as these may prevent your post from being processed.

Please complete the following details:


☒ Private Message b

Reply / Comment to add :

Test Answer 1  
Testing 123

c

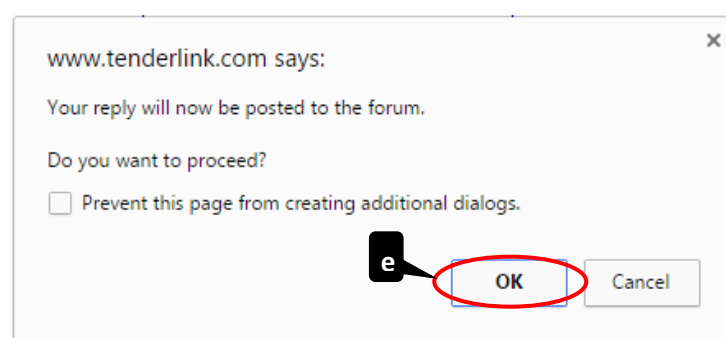
d » Add Reply

Questions/Replies Posted :	
 <b>Posted by the Purchaser</b> 17/11/2016 - 3:08 p.m.	<b>Test Question 1</b> Testing 123


[« Back](#)

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- (e) A pop-up screen will appear to inform you that the reply has been posted. Click the 'OK' button to return to the previous 'Forum Thread' page.



- (f) **'Return to Original Post' button** – You can now see the original question and the response provided. Click on the 'Return to original post' button to return to the main page of the forum.



University of  
South Australia



Tenders, Quotes & EOI

[Log Out](#)
[All Current Tenders](#)
[Our Details](#)
[My Details](#)
[eRFx Notice Options](#)
[Search](#)
[Administration](#)
[Support](#)
[Help](#)
[Dashboard](#)

### Forum Thread - Test Question 1


[Forum Code of Conduct](#)  
[Report Forum Abuse](#)

**Important :** The names of the organisations that have made postings to this forum are shown to you below. Other users visiting the forum DO NOT see this information.

	Reply / Comments	
 <b>Posted by the Purchaser</b> 17/11/2016 - 3:08 p.m.  <a href="#">Assign Moderator</a>	<b>Test Question 1</b> Testing 123	<a href="#">Click to Edit</a>
 <b>Posted by the Purchaser</b> 17/11/2016 - 3:12 p.m.	<b>Test Answer 1</b> Testing 456	<a href="#">Click to Edit</a>

**Note :** The last day for clarification on any issues relating to this tender is 10/12/2016 - 4:00 p.m. SA

[Return to original post](#)
[Post a new reply](#)



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### 3. Difference between Private and Non-Private Questions in Forums

- 'Non-Private Post'** – The image next to the post will show a noticeboard.
- 'Private Post'** – The image next to the post will show a noticeboard **with a padlock** in the bottom left.



## Creating Supplier Panels

---

TenderLink may be used to establish contractual arrangements with more than one Supplier for the supply of future goods and/or services. These typically involve standing offers for a specified period with agreed rates but without guaranteed volumes.

Please contact the Strategic Procurement team for advice and assistance with establishing Supplier Panels.

## Creating Online Evaluation Forms

---

TenderLink may be used to evaluate responses online in accordance with pre-established criteria.

Please contact the Strategic Procurement team for advice and assistance relating to the online evaluation.



## Unlocking Tender Boxes

### 1. Obtaining the Tender Box Keys

The tender box will automatically close at the time and date selected. The system will then send an email to the nominated users to access the electronic keys for the tender box.

- (a) **'Tender Box Keys' email** – An email similar to the example below will be received by the nominated user shortly after the closing date and time of the tender box:

**Tender Box Keys :**  
**FII\_Injection\_Moulder**

University of South Australia  
E-Tendering System

Wednesday, 7 September 2016

Account Number : 1234567

University of South Australia  
GPO Box 2471  
Adelaide  
ADELAIDE SA 5001  
**AUSTRALIA**

[Send me my Login Details](#)

Attention Strategic Procurement

Hello Strategic,

This is an automated message from University of South Australia

[» Electronic Keys](#)

<b>Notice Type :</b>	Request for Quotation
<b>TenderLink Ref Number :</b>	UNISA-734473
<b>Summary:</b>	Micro Injection Compression Moulding Machine (FII)
<b>TenderBox Name :</b>	FII Injection Moulder
<b>Number of Submissions :</b>	2
<b>(Hard copy Submissions :)</b>	0
<b>Status:</b>	<b>Closed</b>

There are 2 submissions lodged in your tender box. To retrieve these, click the **"Electronic Keys"** button above which will transfer you to the TenderLink.com system. For security reasons you will be asked to logon. Once entered, you will be able to unlock your tender box.

Sincerely  
Customer Services  
**University of South Australia**  
[www.tenderlink.com/unisa](http://www.tenderlink.com/unisa)

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- (b) **'Electronic Keys' button** – Click on the 'Electronic Keys' button. This will open up your internet browser to the University's TenderLink site. At this point you will be prompted to enter your TenderLink password before being able to proceed.

- (c) **'Probity Page' button** – Once logged in, you will be taken to a page reminding you of the probity requirements for processing electronic tender responses. Click on the 'Continue' button to proceed.

**University of South Australia** Tenders, Quotes & EOI

Log Out | All Current Tenders | Our Details | My Details | eRFx Notice Options | Search | Administration | Support | Help | Dashboard

### Best Practice (probity) for closing of electronic tenders

At the close of the tender, the system sends electronic tender keys to the designated user (ensuring that tenders are only accessible after the closing date and time of the RFT). Once the tender keys are received, organisations are recommended to follow the following Probity practices after the close of tenders:

- A Tender Opening Committee [TOC] (minimum of two members) should be established
- TOC members are required to be present during the opening of the tender box
- The designated user should enter the "tender key" for each tender box provided and the TOC witnesses the number of tenders held in the tender box.
- The tender box zip file (containing all the submissions) is downloaded to the organisations computer and saved.
- The tender key is entered again to unlock the downloaded zip file.
- The TOC verifies the number of submissions and details of each submission should be entered on a schedule of tenders (this can be generated automatically from the system).
- Tenders for each RFT are copied to a "write only" CD-ROM [or other appropriate approved medium]. A copy of the CDROM[s] is made available to, and signed for, by the designated user for the RFT or the officer[s] responsible for tender evaluation.
- A master copy is securely archived by the organisation (a copy of the original response will be kept in this e-tendering system for a period of 90 days).

**Continue** c

- (d) **'Number of Submissions' field** – This shows the number of responses received.
- (e) **'Electronic Tender Keys' password** – Make a note of the 'Tender Keys (Zip Password)'. You will need this to unlock the zip file.
- (f) **'Unlock Tender Box' button** – Click on the 'Unlock Tender Box' button to proceed.

**University of South Australia** Tenders, Quotes & EOI

Log Out | All Current Tenders | Our Details | My Details | eRFx Notice Options | Search | Support | Help | Dashboard

### Electronic Tender Keys

Notice Type :	Request for Quotation
TenderLink Ref Number :	UNISA-744328
Summary:	Test 1 - RFQ
TenderBox Name :	Test 2 RFQ
<b>Number Submissions :</b>	1
(Number Hard Copy Submissions)	0
<b>Tender Keys (ZIP Password):</b>	<b>V7WF-8GE6-GULA</b> (You will need to record this password for later use)

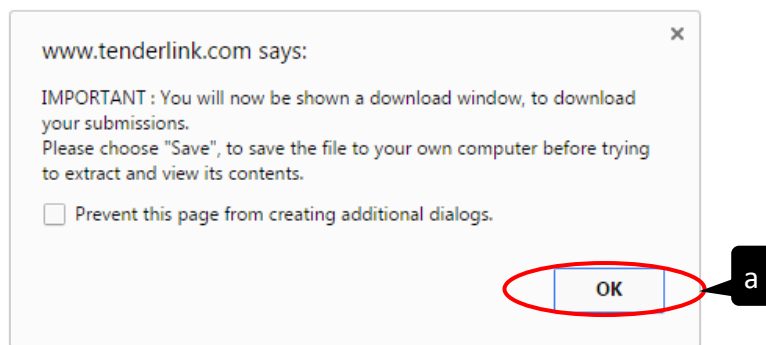
Here are your electronic keys to open your tenders box and view submissions made by Suppliers. All electronic submissions have been stored in your tenders box as a single zip file which requires a password to unzip. The tender keys shown above are also your password to unzip your tenders box. **Please record the tender keys (password) and enter them when prompted.**

You can now proceed using the following link to unlock your tender box and download the zip file containing any submissions made.

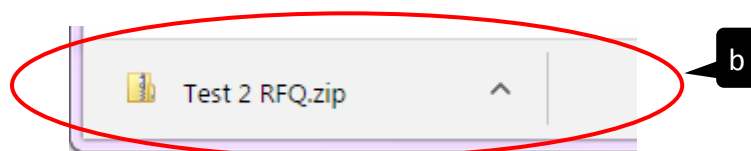
**Unlock Tender Box** f

## 2. Downloading the Submissions


When you click on the 'Unlock Tender Box' button, the following pop-up screen will appear instructing you to save the file onto your computer **before** you extract and view the contents:



- (a) **'OK' button** – Click on the 'OK' button to commence the download.
- (b) **'Downloaded File'** - The submissions will download as a 'Zip' file onto your computer.



- (c) **'Re-download' field** – If the download window did not appear select 'Click Here' to manually commence the download.



University of  
South Australia

Tenders, Quotes & EOI

Log OutAll Current TendersOur DetailsMy DetailseRFx Notice OptionsSearchSupportHelpDashboard

Submissions Made

If you did not get a download window you can click [here](#) to download the submissions.  
The following registered users have made submissions to the tenders box for this tender. Their details, and details of the files they uploaded are shown below.  
Please verify that these files are present when you download your tender box.

UNISA-744328 - Test 1 - RFQ

Company Details	Hard Copy	Files Submitted [date - time uploaded]
UniSA Dummy Supplier Level 2, 101 Currie Street ADELAIDE SA 5000 <b>AUSTRALIA</b> Contact : Karen Smith Ph : 08 8302 1797 ABN Number :		test_response_a.docx [08/11/2016 - 3:08 p.m.]
		test_response_a.docx [08/11/2016 - 2:48 p.m.]
		test_response_b.docx [08/11/2016 - 2:48 p.m.]
		test_response_c.docx [08/11/2016 - 2:48 p.m.]

PrintExport

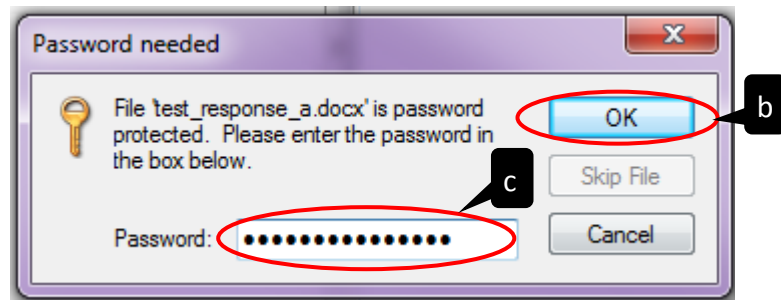
« Back

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### 3. Unlocking the Submissions

Move the downloaded submissions zip file to the relevant location on your computer/shared drive. The first time you access the files contained within the zip drive, you will need to enter the 'Tender Keys' obtained to open the zip file documents.

- (a) **'Supplier's Response' file** – Click into the Supplier's response file and select a file to open. A pop-up screen will appear.
- (b) **'Password' field** – Enter the 'Tender Keys' password.



- (c) **'OK' button** – Click on the 'OK' button to access the documents.

## Withdrawing a Notice

### 1. Cancelling a Tender Notice

To withdraw a Tender Notice select 'View / Amend Notice' from the Dashboard then click on the relevant notice.

(a) **'Withdraw' button** – Select the 'withdraw' button.

The screenshot displays the University of South Australia TenderLink interface. The header includes the university logo and name, and a navigation bar with links like 'Log Out', 'All Current Tenders', 'Our Details', 'My Details', 'eRFx Notice Options', 'Search', 'Support', 'Help', and 'Dashboard'. The main content area is titled 'Status of Notice #UNISA-742292' and contains tabs for 'Tender Details', 'Tender Documents', 'Addendums', 'Submissions', 'User Notifications', and 'Private Suppliers'. The 'Tender Details' tab is active, showing fields for 'TenderLink Ref', 'Summary', 'Description', 'Status', 'Created', 'Created By', 'Release Date', 'Closing', 'Intent To Respond', 'Alerts Sent', and 'Details Viewed Online'. The 'Closing' field is set to 'Tue 25 October 2016 14:30 SA'. At the bottom of the page, there is a row of buttons: 'Show All Tenders', 'Issue Addendum', 'View Forum', 'Withdraw', 'Export Notice Summary', 'Export Notice Interactions', and 'Prospective Tenderers'. The 'Withdraw' button is circled in red and labeled with a black box containing the letter 'a'.

University of South Australia

Tenders, Quotes & EOI

Log Out | All Current Tenders | Our Details | My Details | eRFx Notice Options | Search | Support | Help | Dashboard

Status of Notice #UNISA-742292

Tender Details | Tender Documents | Addendums | Submissions | User Notifications | Private Suppliers

TenderLink Ref : UNISA-742292 [Supplier View](#)

Summary : Dual Energy X-Ray Absorptiometer [Update Tender Text](#)

Description : The University of South Australia is seeking quotations for a Dual Energy X-Ray Absorptiometer for the Division of Health Sciences, Sansom Institute based at the City East Campus.

Further information regarding the specifications for this instrument are available within the Request for Quote (RFQ) documentation (e.g. description of requirement, performance, technical requirements, etc.).

Suppliers are asked to complete their response to all RFQ requirements as stipulated and provide their submission to the University of South Australia by the date and time stipulated in Section B: LODGEMENT REQUIREMENTS of the RFQ documentation.

For TECHNICAL ASSISTANCE, please contact the support help desk at TenderLink on tel: 1800 233 533 or email: [support@tenderlink.com](mailto:support@tenderlink.com).

Status : Current

Created : 11/10/2016 10:18 a.m.

Created By : Strategic Procurement

Release Date : 11/10/2016

Closing : Tue 25 October 2016 Time : 14:30 SA [Update Closing Date/Time](#)

Intent To Respond : No

Alerts Sent : 1 [?](#)

Details Viewed Online : 11 [?](#)

Show All Tenders | Issue Addendum | View Forum | **Withdraw** | Export Notice Summary | Export Notice Interactions | Prospective Tenderers

A new 'Withdraw Tender Submission' screen will appear.

- (b) **'Withdrawal Explanation' field** – Provide a brief explanation as to why the Tender Notice has been withdrawn.
- (c) **'Withdraw Notice' button** – Click on the 'Withdraw Notice' Button.
- (d) **'Confirmation' pop-up screen** – Click on the 'OK' button if you wish to proceed with the cancellation of the Tender Notice.

The screenshot shows the 'Withdraw Tender Submission' interface. At the top, the University of South Australia logo and name are displayed. A navigation bar includes links: Log Out, All Current Tenders, Our Details, My Details, eRFx Notice Options, Search, Support, Help, and Dashboard. The main heading is 'Withdraw Tender Submission'. Below it, a message states: 'You are about to withdraw the following notice :'. A table shows 'Tender ID: UNISA-744561' and 'Tender Summary: g'. A text area for explanation is highlighted with a red oval and labeled 'b'; it contains the text 'If you choose to, you can provide an explanation for your suppliers as to why you have withdrawn this notice.' and 'TEST NOTICE'. Below this, a red warning message reads: 'WARNING! Selecting this option will withdraw the notice and remove all files associated with it.' A 'Withdraw Notice' button is highlighted with a red oval and labeled 'c'. A confirmation pop-up window is shown, titled 'www.tenderlink.com says:', with the text 'Are you sure you want to withdraw this notice?' and a checkbox 'Prevent this page from creating additional dialogs.' The 'OK' button in the pop-up is highlighted with a red oval and labeled 'd'. At the bottom of the main screen are 'Exit' and '< Back' buttons. The footer states 'Powered by www.tenderlink.com © TenderLink.com 2016 All rights reserved.'

A final pop-up screen will appear informing you that the notice has been withdrawn. By clicking on the 'OK' button, the system will take you to the 'Tender Details' tab of the Tender Notice and will show the status of the notice as 'Withdrawn' and the explanation provided.

The screenshot shows a final confirmation pop-up window titled 'www.tenderlink.com says:'. The message inside reads: 'Your tender has been successfully withdrawn.' Below this is a checkbox labeled 'Prevent this page from creating additional dialogs.' The 'OK' button is highlighted with a red oval.

## Example TenderLink Emails – Received by Buyers

### 1. Tender Notice Placed Confirmation Email

Direct Load Tender		University of South Australia E-Tendering System
<p>The following notice has been successfully placed in the University of South Australia E-tendering Portal and is now awaiting verification by TenderLink staff prior to release. Please check the details and advise us of any changes if necessary.</p>		
<b>TenderLink Ref Number :</b>	UNISA-744561	
<b>Summary :</b>	Test	
<b>Loaded By Purchaser :</b>	University of South Australia	
<b>Loaded onto web site :</b>	University of South Australia	
<b>Loaded :</b>	28/10/2016 - 10:58 a.m.	
<b>Release Date :</b>	28/10/2016	
<p>To manage your advertisement (addendums, forum questions, electronic tender box submissions), simply log in to <a href="https://www.tenderlink.com/unisa">https://www.tenderlink.com/unisa</a> and select "view/amend notices"</p>		
<p>If you have also planned separate print advertising and would like interested parties to access this notice, please direct them to <a href="https://www.tenderlink.com/unisa">https://www.tenderlink.com/unisa</a> where they can register as a Supplier to access this notice.</p>		
This tender is <b>PENDING</b>		
<b>• TenderLink Ref :</b>	UNISA-744561	
<b>• Type of Notice :</b>	Request for Tender	
<b>• Region :</b>	South Australia	
<b>• Contract Value :</b>	Not Specified	
Closing Date/Time: 28/11/2016, 8:00 a.m. SA		
		University of South Australia
Powered by <a href="http://www.tenderlink.com">www.tenderlink.com</a> © TenderLink.com 2016. All rights reserved.		

## 2. Newspaper Advertisement Notice Request Confirmation Email

### Newspaper Advertising for - [UNISA-744561]

University of South Australia  
E-Tendering System

**Friday, 28 October 2016**

Attention : Adrian Leung

**This is an automatically generated email.**

**If any details appear to be incorrect or missing, please contact Karen Smith at University of South Australia, on 08 8302 1797**

#### Advertisement Details

**Reference Number :** UNISA-744561  
Please quote this reference number/purchase order number on the invoice generated for this advertisement.

**Tender :** UNISA-744561

**Tender Description :** g

**Closing Date :** 28/11/2016 - 8:00 a.m. SA

**Position :** Tenders

**Size :** To be confirmed with the advertisement approver

**Format :** Black & White - To be confirmed with the advertisement approver

**Organisation Name :** University of South Australia

**Billing Address :** GPO Box 2471, Adelaide, ADELAIDE, SA, 5001, **AUSTRALIA**

**Document Access URL:** <https://www.tenderlink.com/unisa>

**Advertisement Approver :** UNISA-744561 : Karen Smith ([karen.smith@unisa.edu.au](mailto:karen.smith@unisa.edu.au))

**Invoice Email Address :** Karen Smith ([karen.smith@unisa.edu.au](mailto:karen.smith@unisa.edu.au))

**Newspaper**                      **Run Date**  
The Adelaide Advertiser      09/11/2016

Please send the advertisement confirmation and costs to the Advertisement Approver listed above. Please send the Advertising Invoice to: Karen Smith ([karen.smith@unisa.edu.au](mailto:karen.smith@unisa.edu.au))

Sincerely

Karen Smith

**University of South Australia**

[www.tenderlink.com/unisa](http://www.tenderlink.com/unisa)

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### 3. Receipt of Tender Keys Email

## Tender Box Keys : FII\_Injection\_Moulder

University of South Australia  
E-Tendering System

**Wednesday, 7 September 2016**

**Account Number : 1234567**

University of South Australia  
GPO Box 2471  
Adelaide  
ADELAIDE SA 5001  
**AUSTRALIA**

[Send me my Login Details](#)

Attention Strategic Procurement

Hello Strategic,  
This is an automated message from University of South Australia

[» Electronic Keys](#)

<b>Notice Type :</b>	Request for Quotation
<b>TenderLink Ref Number :</b>	UNISA-734473
<b>Summary:</b>	Micro Injection Compression Moulding Machine (FII)
<b>TenderBox Name :</b>	FII Injection Moulder
<b>Number of Submissions :</b>	2
<b>(Hard copy Submissions :)</b>	0
<b>Status:</b>	<b>Closed</b>

There are 2 submissions lodged in your tender box. To retrieve these, click the **"Electronic Keys"** button above which will transfer you to the TenderLink.com system. For security reasons you will be asked to logon. Once entered, you will be able to unlock your tender box.

Sincerely  
Customer Services  
**University of South Australia**  
[www.tenderlink.com/unisa](http://www.tenderlink.com/unisa)

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## Example TenderLink Emails – Received by Suppliers

### 1. Private Tender Notice Invite Email

<b>Private Tender from University of South Australia TENDER[UNISA-744328]</b>	<b>University of South Australia E-Tendering System</b>
<div style="display: flex; justify-content: space-between;"><div style="width: 60%;"><p><b>Wednesday, 26 October 2016</b></p><p>UniSA Dummy Supplier Level 2, 101 Currie Street ADELAIDE SA 5000 <b>AUSTRALIA</b></p><p>Attention <a href="#">SUPPLIER NAME</a></p><p>Hello <a href="#">SUPPLIER NAME</a>,</p><p>The following private tender has been published by University of South Australia for which you have been invited to respond. <b>IMPORTANT:</b> To respond to this tender you must first download the documentation by clicking the link shown below under "Options". <b>TEST 1 - RFQ</b></p></div><div style="width: 35%; text-align: right;"><div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>Account Number: 1234567</b></div> <a href="#">Looking for more Tenders?</a> <a href="#">Send me my Login Details</a></div></div>	
<div style="background-color: #f0f0f0; border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">This tender is <b>CURRENT</b></div>	
<div style="display: flex; flex-direction: column; gap: 5px;"><div>• <b>TenderLink Ref :</b> UNISA-744328</div><div>• <b>Type of Notice :</b> Request for Quotation</div><div>• <b>Region :</b> Australia</div><div>• <b>Contract Value :</b> Not Specified</div></div>	
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">Closing Date/Time 26/11/2016 1:00 p.m. NSW</div>	
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"><b>Options :</b> ↓ <a href="#">Download the tender documents for this notice</a></div>	

- [Post questions or comments to the online forum for this tender](#)
- [This tender has an Electronic Tender Box available](#)

[University of South Australia](#)

Kind regards,

Karen Smith

**University of South Australia**

Ph : 08 8302 1797

<https://www.tenderlink.com/unisa>

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## 2. Intention to Respond Email

### Intention to Respond - University of South Australia - TENDER[UNISA-744328]

University of South Australia  
E-Tendering System

**Wednesday, 2 November 2016**

**Account Number: 1234567**

UniSA Dummy Supplier  
Level 2, 101 Currie Street  
ADELAIDE SA 5000  
**AUSTRALIA**

[Looking for more Tenders?](#)

[Send me my Login Details](#)

Attention [SUPPLIER NAME](#)

Hello [SUPPLIER NAME](#),

University of South Australia requires you to indicate if you intend to respond to this invitation. Please indicate by clicking either of the options below:

[» I intend to respond](#)

[» I do NOT intend to respond](#)

**Contact :** Karen Smith  
**Phone :** 08 8302 1797  
**Email :** [karen.smith@unisa.edu.au](mailto:karen.smith@unisa.edu.au)  
**URL :** <https://www.tenderlink.com/unisa>

**TEST 1 - RFQ**

This tender is **CURRENT**

- **TenderLink Ref :**  
UNISA-744328
- **Type of Notice :**  
Request for Quotation
- **Region :**  
Australia
- **Contract Value :**  
Not Specified

**Closing Date/Time** 26/11/2016 1:00 p.m. NSW

**Options :**

↓ **Download the tender documents for this notice**

- [Post questions or comments to the online forum for this tender](#)
- [This tender has an Electronic Tender Box available](#)

University of South Australia

Kind regards,  
Customer Services  
**University of South Australia**  
[www.tenderlink.com/unisa](http://www.tenderlink.com/unisa)

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### 3. Tender Closing Reminder Email

Tender Closing Reminder		University of South Australia E-Tendering System
<b>Tuesday, 6 September 2016</b> SUPPLIER NAME SA. <b>AUSTRALIA</b> Attention SUPPLIER NAME Hello SUPPLIER NAME,		<b>Account Number: 1234567</b>  <a href="#">Looking for more Tenders?</a>  <a href="#">Send me my Login Details</a>
This is a system generated reminder message from University of South Australia. <b>Do not reply to this email.</b>		
<b>Reminder Notice</b>		
<b>Notice Type :</b>	Request for Quotation	
<b>TenderLink Ref Number :</b>	UNISA-734473	
<b>Closing Date :</b>	07/09/2016	
<b>Closing Time :</b>	2:30 p.m. NSW	
<b>Summary :</b>	Micro Injection Compression Moulding Machine (FII)	
<b>For :</b>	University of South Australia	
<b>IMPORTANT:</b>		
<b>The information below applies only where you have been requested to submit your tender documents via the electronic tender box process. Please check the tender documents for the required submission process.</b>		
Ensure <b>ALL</b> files are uploaded to the Electronic Tenders Box (if provided) <b>PRIOR</b> to the time and date above. <b>PLEASE NOTE:</b> The ETB closes automatically at this time - file transfers still in progress at the exact closing time <b>WILL NOT</b> be accepted and you will not receive an automatic "successful submission" notice.		
It is strongly recommended that if your file(s) are in excess of 10MB in total and/or you are transferring data from within a corporate network that you are able to do so without restriction. We suggest you speak with your network administrator or IT staff and advise them the size of the files you intend to submit to ensure that internal file size restrictions in your network or from your PC <b>DO NOT</b> prevent you from uploading to the TenderLink servers.		
<b>DO NOT leave your submission to the last minute.</b> TenderLink have no control over the closing of Tender Boxes. If you need assistance, please contact us on the number below well before the closing time. As a guide, you should begin your file transfer at least 1 hour prior to the closing time.		
The following guide should be used to determine how long it will take you to upload your file(s) to our servers. As an example, if your file is 10MB and your broadband		

connection speed to our servers uploads at 128kbps, your upload time should be approximately 10 minutes. If you have a dial-up connection, please ensure you allow sufficient time.

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

**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.**

If you are not interested in responding to this opportunity and wish to stop email communications to you, please click the link below.

[STOP EMAIL COMMUNICATIONS](#)

Kind regards  
Customer Services  
University of South Australia  
[www.tenderlink.com/unisa](http://www.tenderlink.com/unisa)

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#### 4. Tender Withdrawal Email

## Tender Withdrawal

University of South Australia  
E-Tendering System

**Friday, 28 October 2016**

Account Number : **1234567**

University of South Australia  
GPO Box 2471  
Adelaide  
ADELAIDE SA 5001  
**AUSTRALIA**

Attention Ms [SUPPLIER NAME](#)  
Hello [SUPPLIER NAME](#),

This is an automated message from University of South Australia

### Tender Withdrawal Notification

**Notice Type :** Request for Tender  
**TenderLink Ref Number :** UNISA-744561  
**Summary :** g

This is a system generated message from University of South Australia. The above tender has been withdrawn by University of South Australia.

**The following explanation was provided by the procuring party for the withdrawal of this notice :**  
TEST NOTICE

Kind regards,  
Customer Services  
**University of South Australia**  
[www.tenderlink.com/unisa](http://www.tenderlink.com/unisa)

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