



# SUPPLIER PROCEDURES

## eTenderBox - Ready Contracts 9

### Abstract

University of New England (UNE) is now using Ready Contracts eTenderBox to manage all Request for Quotes (RFQs). This guide is to assist suppliers in responding to a Request for Quote invitation.

UNE Contracts Team  
contracts@une.edu.au

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## Technical Assistance

If you require any assistance with Ready Contracts eTenderBox please contact our Procurement or Contracts team.

Sharon Smith

[contracts@une.edu.au](mailto:contracts@une.edu.au)

026773 3974

UNE Procurement

[procurement@une.edu.au](mailto:procurement@une.edu.au)

026773 3914

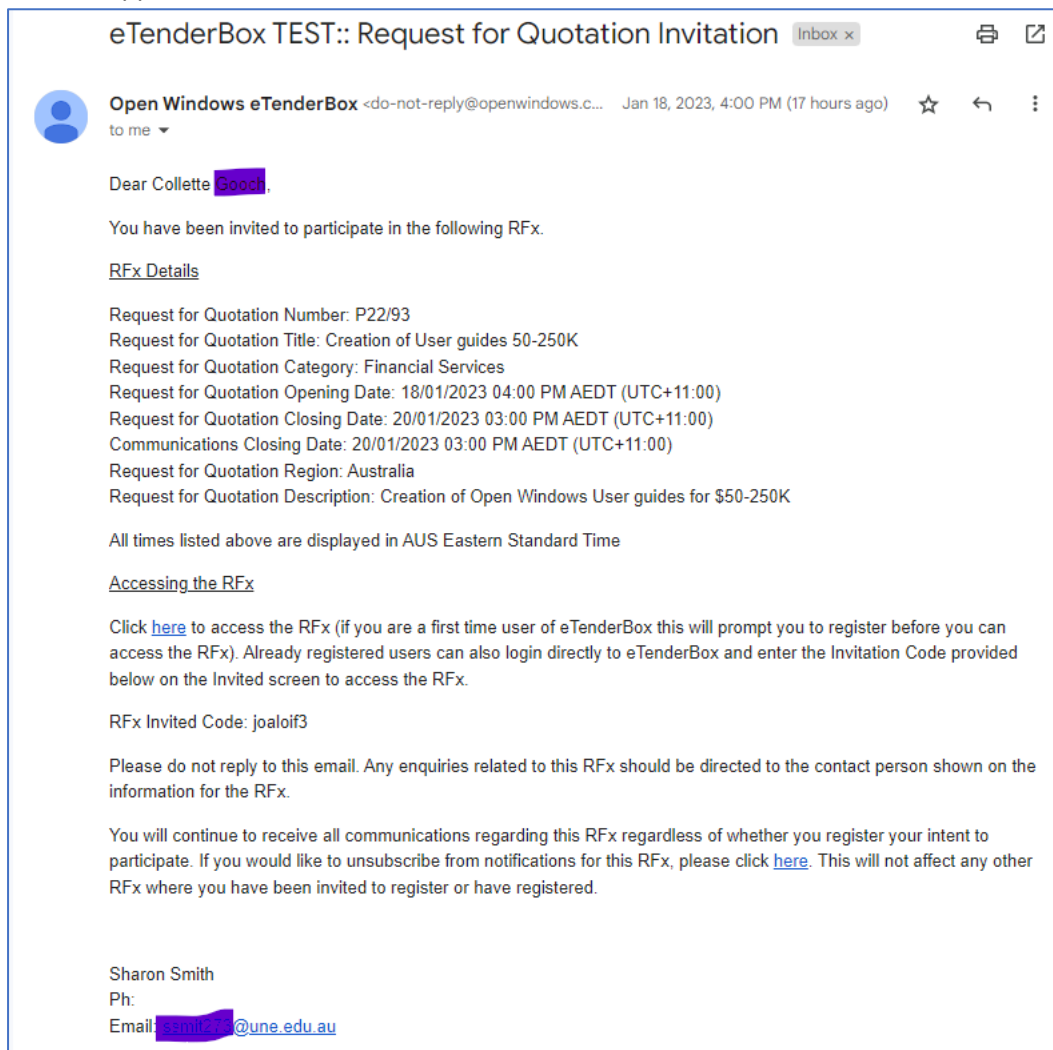
*Please note: Images in this guide may include Open Windows branding. This is currently being rebranded as Ready Contracts.*

## eTenderBox – Invitation email

UNE is now using Ready Contracts eTenderBox to manage all Request for Quotes (RFQs).

When a UNE staff member wishes to invite you to quote on a procurement activity, they will enter all the details into Ready Contracts, and invite suppliers to quote using a digital Request for Quote process.

Invited suppliers will receive an email via eTenderBox:



Note: RFx is used to refer to multiple market approach types.

For example,

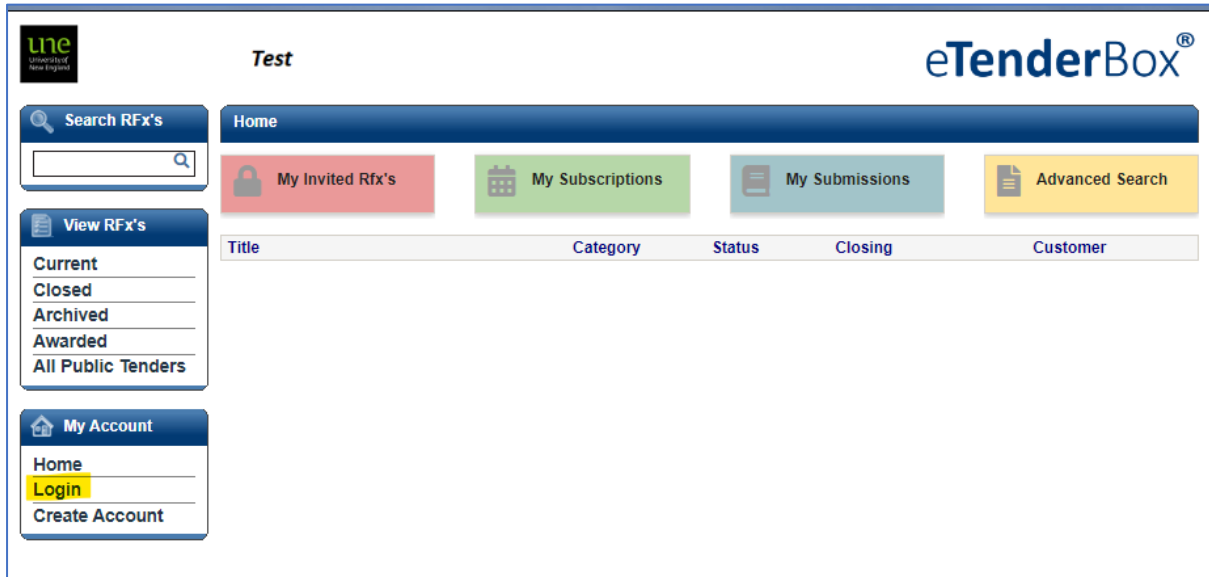
- RFQ - Request for Quotation
- RFT – Request for Tender
- RFI – Request for Information

To respond to the invitation, click on the link in the email to access the RFx.

# eTenderBox

## Registration

Clicking on the RFX link will take you to eTenderBox. This is the portal you will use to check your invitations, submit your responses to an RFX, and to communicate with UNE while the RFX is open.



If you have not previously registered in eTenderBox, you will be prompted to register before you can access the RFX.

*Please ensure you register using the same email as the one which received the invitation. If a different email needs to be used, please contact the UNE staff member whose name and email are listed at the bottom of the invitation email.*

***If you use a different email you will not be able to access the RFX.***

Search RFX's

View RFX's

- Current
- Closed
- Archived
- Awarded
- All Public Tenders

My Account

- Home
- Login
- Create Account

**Create Respondent Account**

Fields marked with \* are required.

Contact Details

Title

First Name \*

Last Name \*

Email \*

Email Confirmation \*

*Note: All emails generated from eTenderBox will be sent to this email address*

Phone \*

Mobile

Fax

Address Details

Address 1 \*

Address 2

City \*

State \*

Postcode \*

Country

Account Details

Password \*

Password Confirmation \*

*Note: Password must contain 6 characters, 1 upper case character, 1 number*

Organisation Details

Organisation \*

Role

Division

ABN \*

ACN

Entity Name

Once you have registered, click *Login*.

## Responding to an Invitation

Once you are logged in, you can click on the *My Invited RFX's* action button or click on *Invited* in the left-hand menu to see any RFX's you've been invited to quote on. If you can't see any invitations, you may need to enter the RFX Invited Code from the email you received into the field in the Current screen.

The screenshot shows the 'Invited' screen in the eTenderBox system. On the left, there is a navigation menu with options like 'Search RFX's', 'View RFX's', and 'My Account'. The main content area is titled 'Invited' and includes tabs for 'Current', 'Closed', and 'Archived'. Below these tabs is a section for 'Access Invited RFX' with a text input for 'RFX Invited Code', a dropdown for 'Customer' (set to '-- All Customers --'), and a 'Get RFX' button. A table below shows a list of RFXs with the following data:

Title	Category	Opening	Closing	Customer	Status
Creation of User guides 50-250K	Financial Services	18/01/2023 04:00 PM AEDT (UTC+11:00)	20/01/2023 03:00 PM AEDT (UTC+11:00)	University of New England	Current

Within the Invited screen, you can see a summary of *Current*, *Closed* and *Archived RFX's*.

If the status of the RFX is not Current you will not be able to access the documents or submit a response.

Click *Current* to see a summary of any open invitations.

To view the details of an RFX, click on the Title of the RFX.

The screenshot shows the 'Details' screen for RFX P22/93. The page includes a search bar and a navigation menu. The main content area is titled 'Details' and includes tabs for 'Details', 'Documents', 'Contacts', and 'Communications'. Below these tabs is a table with the following data:

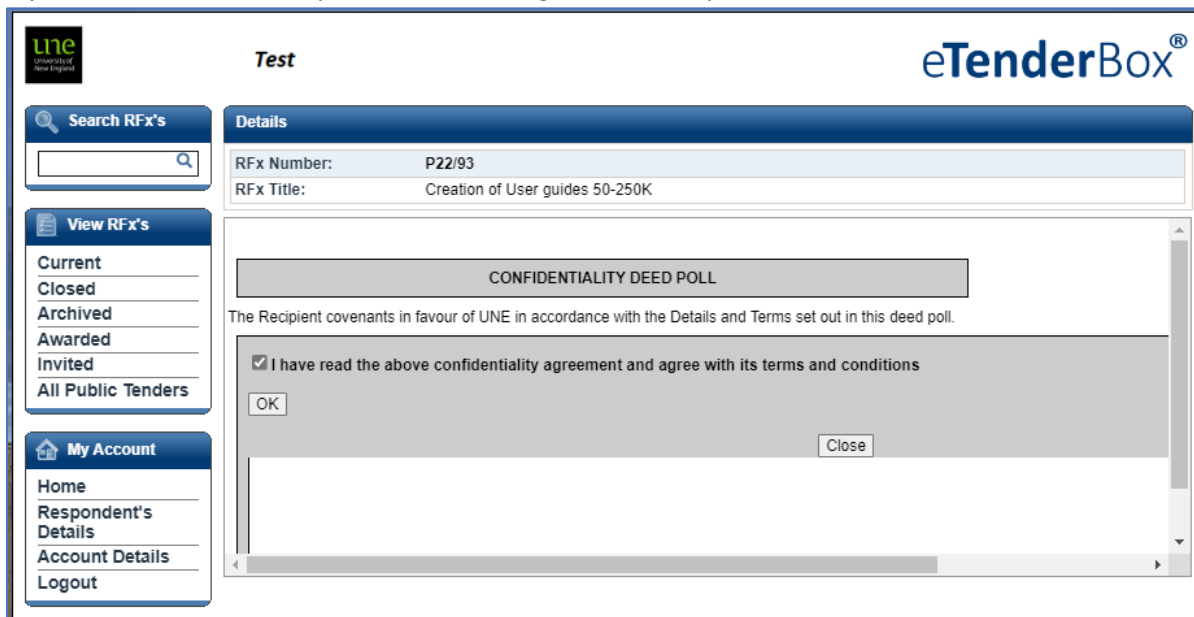
RFX Number:	P22/93
RFX Title:	Creation of User guides 50-250K
Number	P22/93
Title	Creation of User guides 50-250K
Description	Creation of Open Windows User guides for \$50-250K
Market Approach	Request for Quotation
Category	Financial Services
Location	Australia
Opening Date	18/01/2023 04:00 PM AEDT (UTC+11:00)
Closing Date	20/01/2023 03:00 PM AEDT (UTC+11:00)
Communications Closing Date	20/01/2023 03:00 PM AEDT (UTC+11:00)
Last Updated	18/01/2023 04:00 PM AEDT (UTC+11:00)
Status	Current

\* You must register your interest for this RFX before you are able to download documents or make a submission

Register As a Respondent Close

To view the documents, click on the Documents Tab. The Contacts Tab will show the details of the UNE staff member who sent the invitation. More details on these tabs are included below.

If you wish to submit a response, click the *Register as a Respondent* button.



You may be asked to accept the *Confidentiality Deed Poll*. To continue, tick the box and click *OK*. The full text of the Confidentiality Deed Poll is included as an Annexure on the RFQ document which should be available via the Documents screen. Contact the UNE Contact via the Communications tab or using the details on the Contact screen if you have not received it.

In the *Details* screen, you will be able to access all the details for the RFX. Click through each of the tabs to view all the details and supporting documents prior to submitting your response.

Once the RFX dates have closed, the details in these tabs will not be accessible apart from those on the Details tab.

Use the action buttons at the bottom of the page to *Unregister as a Respondent*, *Update or Lodge a new Submission* or *Close* the window.

## Details tab

The Details tab gives a summary of market approach, closing dates for submissions, closing dates for communications, etc.

The screenshot shows the 'Details' tab for RFX P22/93. The interface includes a search bar, a navigation menu with options like 'Current', 'Closed', 'Archived', 'Awarded', 'Invited', and 'All Public Tenders', and a 'My Account' section. The main content area displays the following information:

RFx Number:	P22/93
RFx Title:	Creation of User guides 50-250K

Below this, there are tabs for 'Details', 'Documents', 'Contacts', and 'Communications'. The 'Details' tab is active, showing:

Number	P22/93
Title	Creation of User guides 50-250K
Description	Creation of Open Windows User guides for \$50-250K
Market Approach	Request for Quotation
Category	Financial Services
Location	Australia
Opening Date	18/01/2023 04:00 PM AEDT (UTC+11:00)
Closing Date	20/01/2023 03:00 PM AEDT (UTC+11:00)
Communications Closing Date	20/01/2023 03:00 PM AEDT (UTC+11:00)
Last Updated	18/01/2023 04:00 PM AEDT (UTC+11:00)
Status	Current

At the bottom, there are three buttons: 'Unregister As a Respondent', 'Update or Lodge A New Submission', and 'Close'.

## Documents Tab

The Documents Tab should provide links to any documents attached to the RFX invitation. These will not be visible after the closing date as in the image below.

The screenshot shows the 'Documents' tab for RFX P22/93. The interface is similar to the 'Details' tab, but the 'Documents' tab is active. The main content area displays the following message:

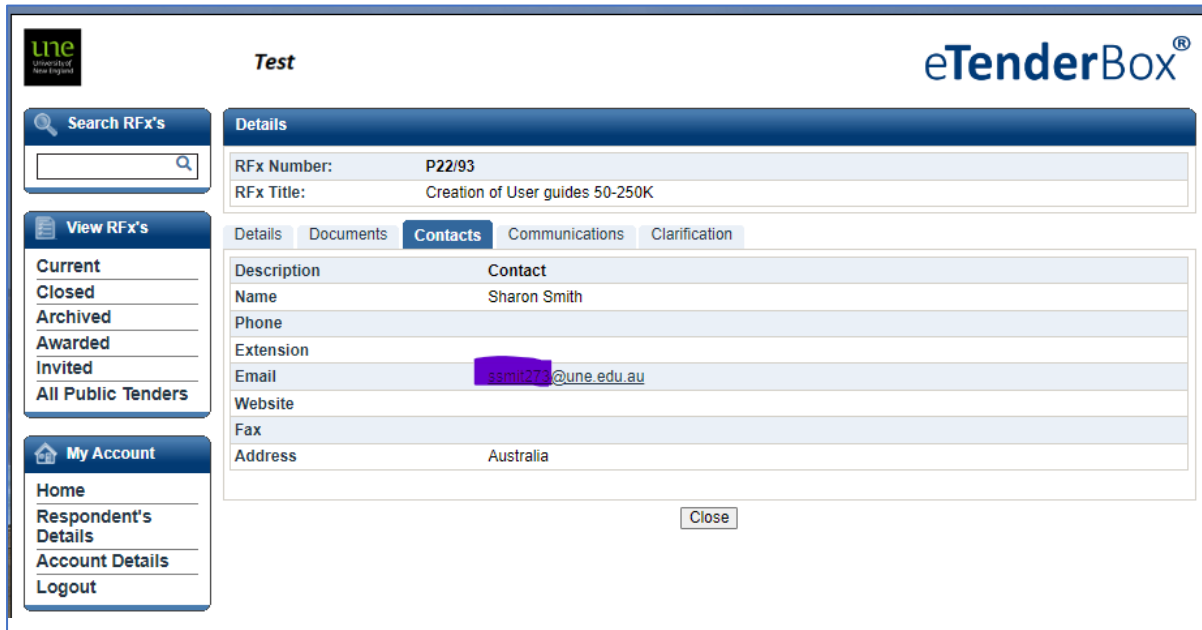
There are no documents for this RFX, or documents are currently inaccessible

A 'Close' button is located at the bottom right of the message box.



## Contacts tab

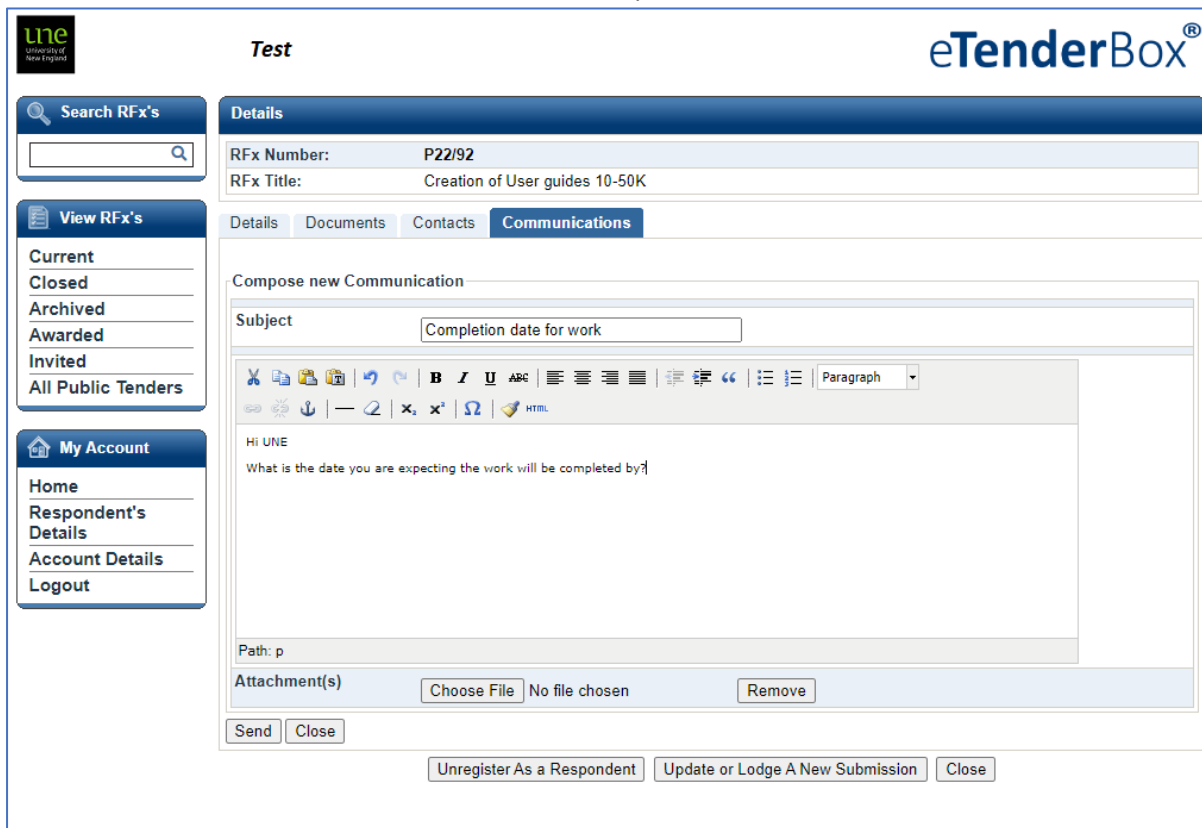
The Contacts tab shows the details of the staff member who sent the invitation to the RfX. If you have any queries relating to the RfX please get in touch with this person.



The screenshot shows the 'Contacts' tab for RfX P22/93. The interface includes a search bar, a sidebar with navigation options like 'View RfX's' and 'My Account', and a main content area with tabs for 'Details', 'Documents', 'Contacts', 'Communications', and 'Clarification'. The 'Contacts' tab is active, displaying contact information for Sharon Smith, including her email address (smit273@une.edu.au) and address (Australia). A 'Close' button is located at the bottom right of the contact details.

## Communications Tab

The Communications Tab allows you to send messages via the portal to the contact for the RfX while the RfX communications and clarification dates are open.



The screenshot shows the 'Communications' tab for RfX P22/92. The interface includes a search bar, a sidebar with navigation options like 'View RfX's' and 'My Account', and a main content area with tabs for 'Details', 'Documents', 'Contacts', 'Communications', and 'Clarification'. The 'Communications' tab is active, displaying a 'Compose new Communication' form. The subject is 'Completion date for work'. The body of the message contains the text: 'Hi UNE What is the date you are expecting the work will be completed by?'. There is a 'Path: p' field and an 'Attachment(s)' section with a 'Choose File' button and a 'Remove' button. At the bottom, there are 'Send' and 'Close' buttons, and a row of buttons: 'Unregister As a Respondent', 'Update or Lodge A New Submission', and 'Close'.

**Search RFX's**

**View RFX's**

- Current
- Closed
- Archived
- Awarded
- Invited
- All Public Tenders

**My Account**

- Home
- Respondent's Details
- Account Details
- Logout

**Details**

RFX Number: P22/92  
RFX Title: Creation of User guides 10-50K

Details Documents Contacts **Communications**

[Click here to add a new RFX Communication.](#)

Date	Subject	From	Message	Public
18/01/2023 12:31 PM AEDT (UTC+11:00)	Commencement date for work (1 messages)	Sebastian Coleman	Hi UNE What date are you expecting the chosen supplier to commence the work?	No

Unregister As a Respondent Update or Lodge A New Submission Close

Once the Communications dates have closed, you will not be able to use this link to communicate with the UNE Buyer.

### Clarifications Tab

The Clarifications tab will display once the submission period has closed. If the Clarifications date has been extended past the Closing date you should be able to communicate with the UNE contact via this tab.

**Search RFX's**

**View RFX's**

- Current
- Closed
- Archived
- Awarded
- Invited
- All Public Tenders

**My Account**

- Home
- Respondent's Details
- Account Details
- Logout

**Test**

**eTenderBox®**

**Details**

RFX Number: P22/93  
RFX Title: Creation of User guides 50-250K

Details Documents Contacts Communications **Clarification**

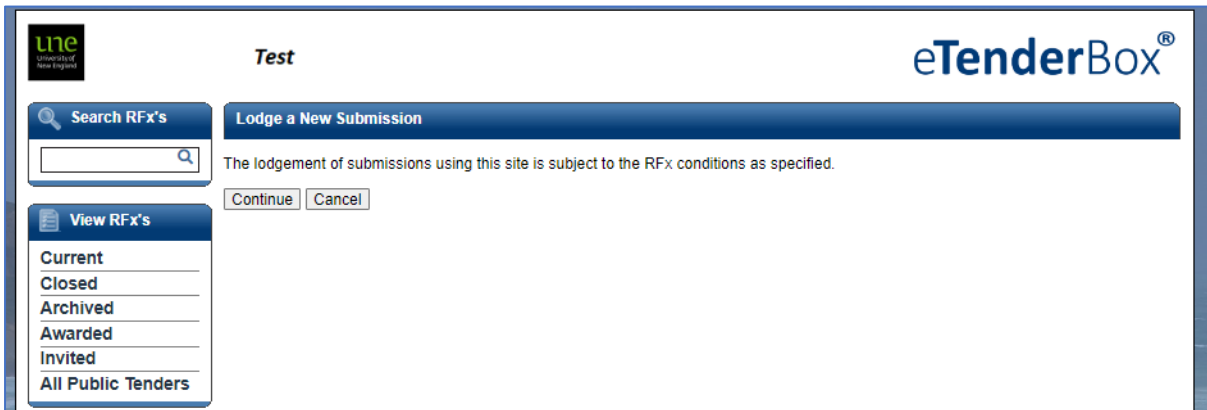
No Clarifications have been recorded for this RFX

Close

## Lodge a New Submission

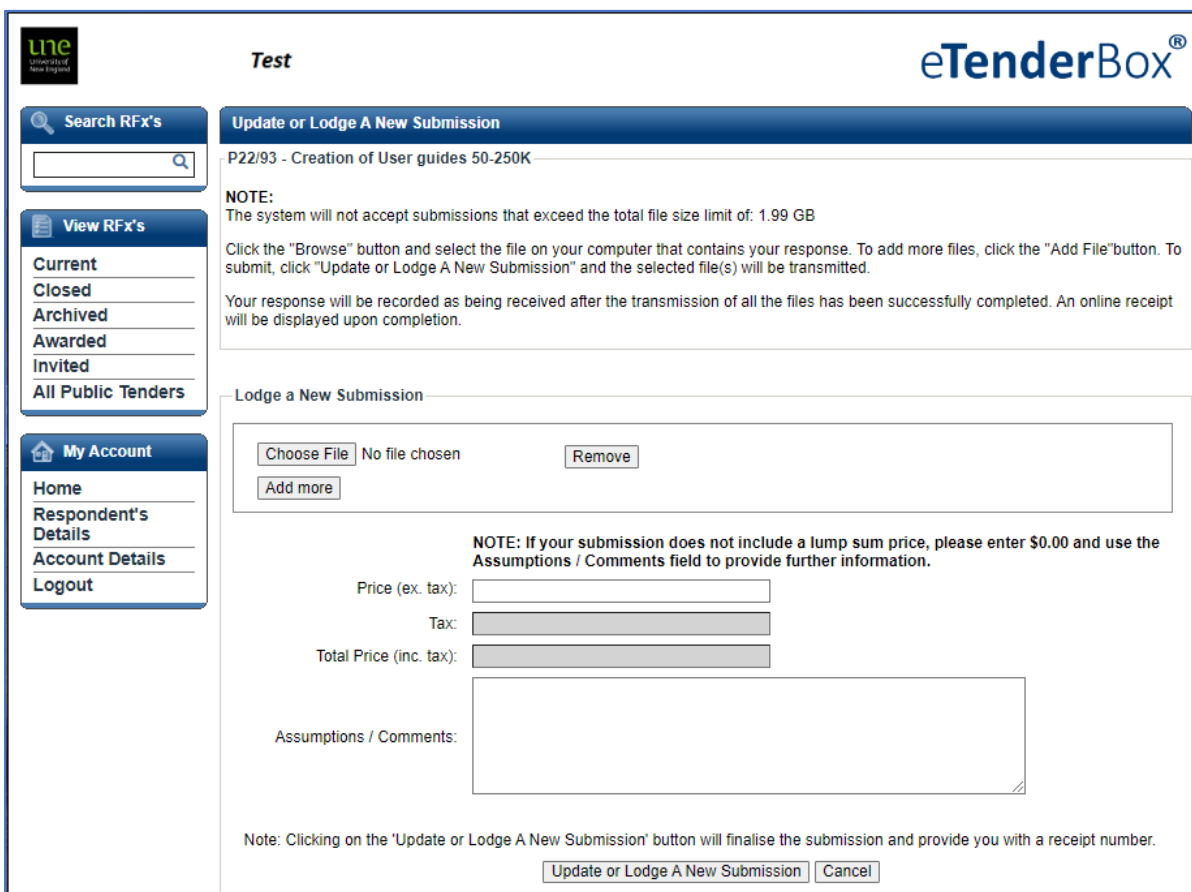
Prepare a quotation or other appropriate response document for the relevant approach to market, and save it on your computer. Include your signed Confidentiality Deed Poll, and the completed RFQ document.

Click on the *Update or Lodge a new Submission* button.



The screenshot shows the 'Lodge a New Submission' page in the eTenderBox system. The page header includes the 'lne' logo and 'eTenderBox®'. A navigation menu on the left contains 'Search RFX's', 'View RFX's' (with sub-items: Current, Closed, Archived, Awarded, Invited, All Public Tenders), and 'My Account' (with sub-items: Home, Respondent's Details, Account Details, Logout). The main content area has a blue header 'Lodge a New Submission' and a message: 'The lodgement of submissions using this site is subject to the RFX conditions as specified.' Below this message are 'Continue' and 'Cancel' buttons.

Click *Continue*.



The screenshot shows the 'Update or Lodge A New Submission' page. The header includes the 'lne' logo and 'eTenderBox®'. The navigation menu is similar to the previous page but includes 'My Account' sub-items. The main content area has a blue header 'Update or Lodge A New Submission' and a title 'P22/93 - Creation of User guides 50-250K'. A 'NOTE' states: 'The system will not accept submissions that exceed the total file size limit of: 1.99 GB'. Below the note are instructions: 'Click the "Browse" button and select the file on your computer that contains your response. To add more files, click the "Add File" button. To submit, click "Update or Lodge A New Submission" and the selected file(s) will be transmitted. Your response will be recorded as being received after the transmission of all the files has been successfully completed. An online receipt will be displayed upon completion.' The 'Lodge a New Submission' section features a file upload area with 'Choose File' (No file chosen), 'Remove', and 'Add more' buttons. Below this are input fields for 'Price (ex. tax):', 'Tax:', and 'Total Price (inc. tax):'. A large text area for 'Assumptions / Comments:' is provided. A 'NOTE' states: 'NOTE: If your submission does not include a lump sum price, please enter \$0.00 and use the Assumptions / Comments field to provide further information.' At the bottom, there is a message: 'Note: Clicking on the "Update or Lodge A New Submission" button will finalise the submission and provide you with a receipt number.' and 'Update or Lodge A New Submission' and 'Cancel' buttons.

To upload your document, follow the instructions in eTenderBox.

Click *Choose File* to upload the document from your computer into eTenderBox. You can attach multiple files.

Enter your submission Price ex GST into the *Price* field. The GST component will be calculated for you.

Insert any additional assumptions or comments into the text box.

**Test** eTenderBox®

**Update or Lodge A New Submission**

P22/93 - Creation of User guides 50-250K

**NOTE:**  
The system will not accept submissions that exceed the total file size limit of: 1.99 GB

Click the "Browse" button and select the file on your computer that contains your response. To add more files, click the "Add File" button. To submit, click "Update or Lodge A New Submission" and the selected file(s) will be transmitted.

Your response will be recorded as being received after the transmission of all the files has been successfully completed. An online receipt will be displayed upon completion.

Lodge a New Submission

Choose File Open Windo...ueries.docx Remove

Add more

Price (ex. tax):	\$100,000.00
Tax:	\$10,000.00
Total Price (inc. tax):	\$110,000.00

Enter any additional information [here](#)

Assumptions / Comments:

Note: Clicking on the 'Update or Lodge A New Submission' button will finalise the submission and provide you with a receipt number.

Update or Lodge A New Submission Cancel

When your submission is ready to send, click *Update or Lodge a new Submission*.

You will receive a submission receipt number. Click on the link to return to the RFX.

**Test** eTenderBox®

**Submission Receipt**

Your submission has been successful

A submission with the following details has been received

**RFX No:** P22/93  
**Title:** Creation of User guides 50-250K

Your submission receipt number is: **4wrzbenCj1**  
Please take note of this for your records

The following files have been received.

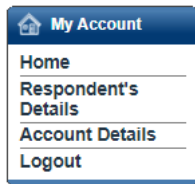
- Open Windows - Procurement Queries.docx

The submission was received at 19/01/2023 09:15 AM AEDT (UTC+11:00)

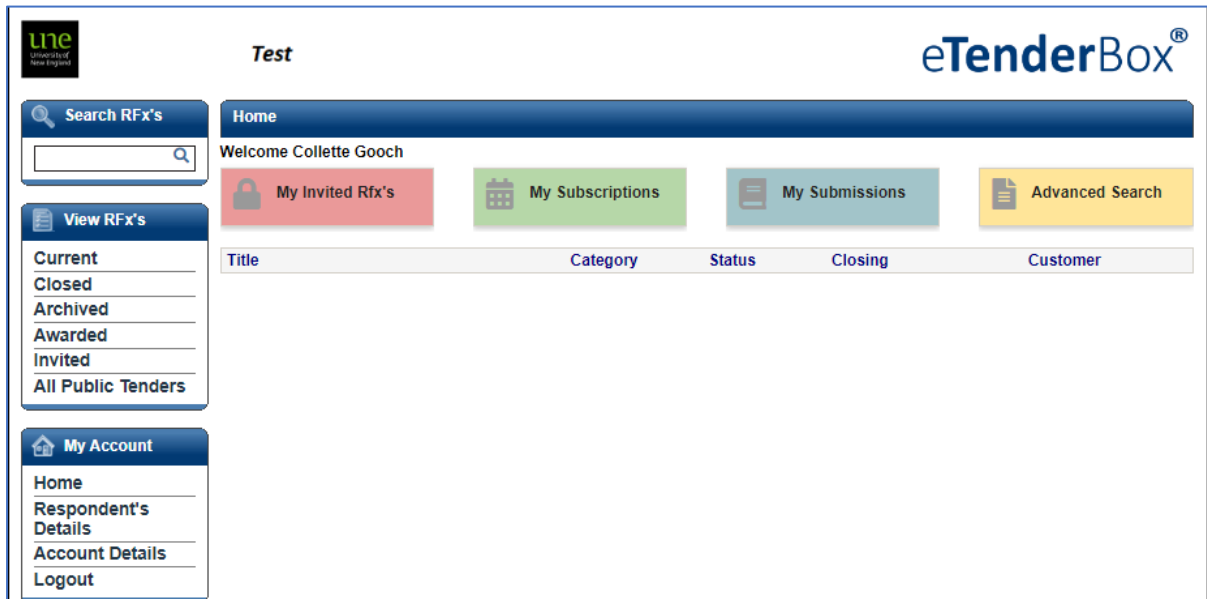
[Click here to go back to the RFX.](#)

## Navigation

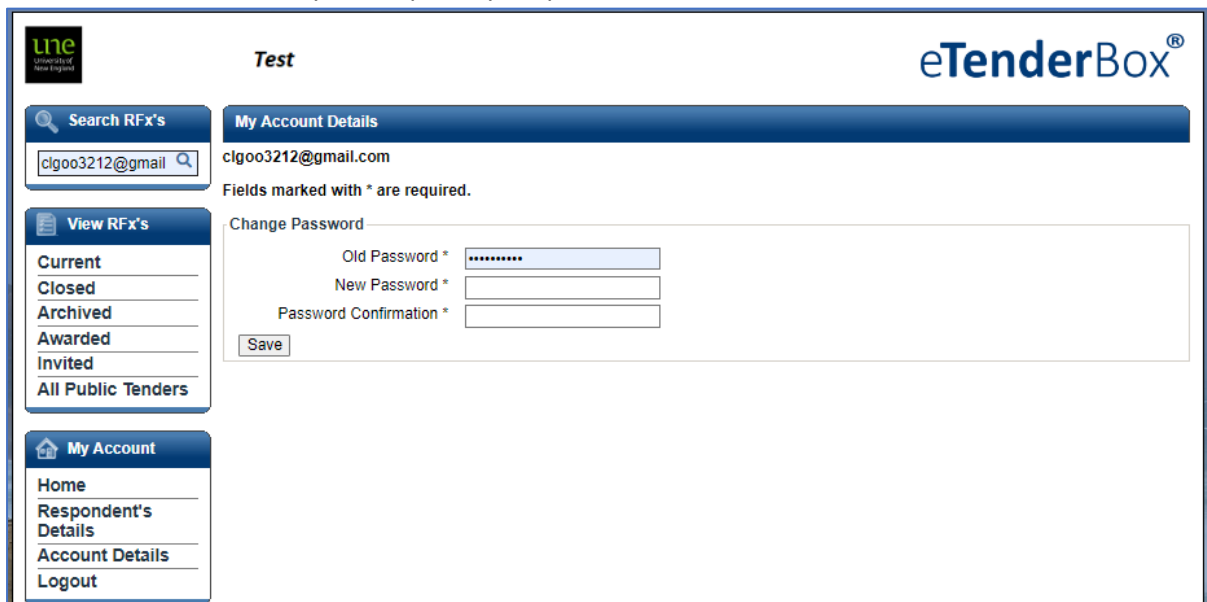
### My Account Menu



The *Home* button will take you to this screen:



*Account details* will allow you to update your password for eTenderBox:



*Respondent's Details* will show the information you entered when you registered in eTenderBox. If your details change update them here and click *Save*.

**Test** eTenderBox®

**My Details**

Fields marked with \* are required.

**Contact Details**

Title

First Name \*

Initials

Last Name \*

Email \*

**Organisation Details**

Organisation \*

Role

Division

ABN \*

ACN

Entity Name

**Address Details**

Phone \*

Mobile

Fax

Address 1 \*

Address 2

City \*

State \*

Postcode \*

Country

**TimeZone Info**

Time zone

### View RFX's Menu

**View RFX's**

- [Current](#)
- [Closed](#)
- [Archived](#)
- [Awarded](#)
- [Invited](#)
- [All Public Tenders](#)

The *Current*, *Closed* and *Archived* links are shortcuts to the tabs you access via the *Invited RFX' Action* button on the *Home* screen. You can also click the *Invited* link in this menu.

**Invited**

Current Closed Archived

Page 1 of 1

Title	Category	Opening	Closing	Customer
Prod TDS TEST SS 100K	IT and Telecoms	29/01/2024 01:40 PM AEDT (UTC+11:00)	29/01/2024 02:00 PM AEDT (UTC+11:00)	University of New England
TEST - AT	Business Services	30/01/2024 03:30 PM AEDT (UTC+11:00)	31/01/2024 05:00 PM AEDT (UTC+11:00)	University of New England
Prod TDS TEST SS 200K	IT and Telecoms	06/02/2024 10:45 AM AEDT (UTC+11:00)	06/02/2024 11:00 AM AEDT (UTC+11:00)	University of New England

The *Awarded* link will give a summary list of RFX's submissions which have been accepted.

The *All Public Tenders* link will show you a list of all Public tenders currently open within Ready Contracts from all their customers, not just for UNE.

**open windows**

Current

Search

Number  Title  Search Reset

Page 1 of 5

Title	Category	Closing	Customer
Inverloch Boat Ramp Facility Upgrade	Construction	28/02/2024 02:00 PM AEDT (UTC+11:00)	Bass Coast Shire Council
Culvert Renewal Loch Kernot Road, Kernot	Construction	28/02/2024 02:00 PM AEDT (UTC+11:00)	Bass Coast Shire Council
Mt Waverley Reserve Pavilion Redevelopment Construction	Facilities > Construction	28/02/2024 02:00 PM AEDT (UTC+11:00)	City of Monash
Monash Aquatic & Recreation Centre - Wave Pool Balance Tank Remediation	Facilities > Aquatics Services	28/02/2024 02:00 PM AEDT (UTC+11:00)	City of Monash
Lighting Frankston Plan – Waterfront Precinct	Construction and operations	28/02/2024 03:00 PM AEDT	Frankston City Council

## Need Help?

For any enquires relating to Ready Contracts please contact:

[contracts@une.edu.au](mailto:contracts@une.edu.au)

UNE Procurement

[procurement@une.edu.au](mailto:procurement@une.edu.au)

