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.

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Technical Assistance

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

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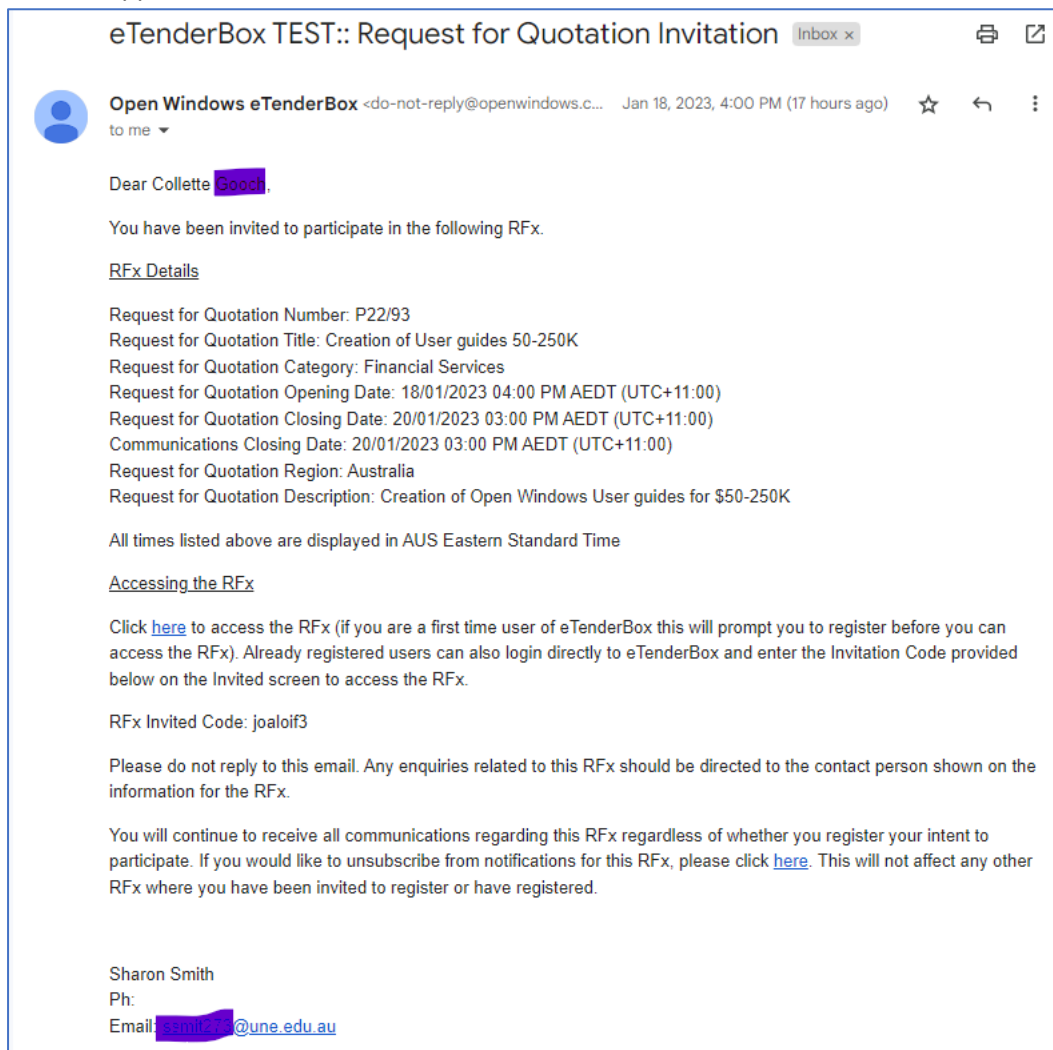
Note: RFx is used to refer to multiple market approach types.

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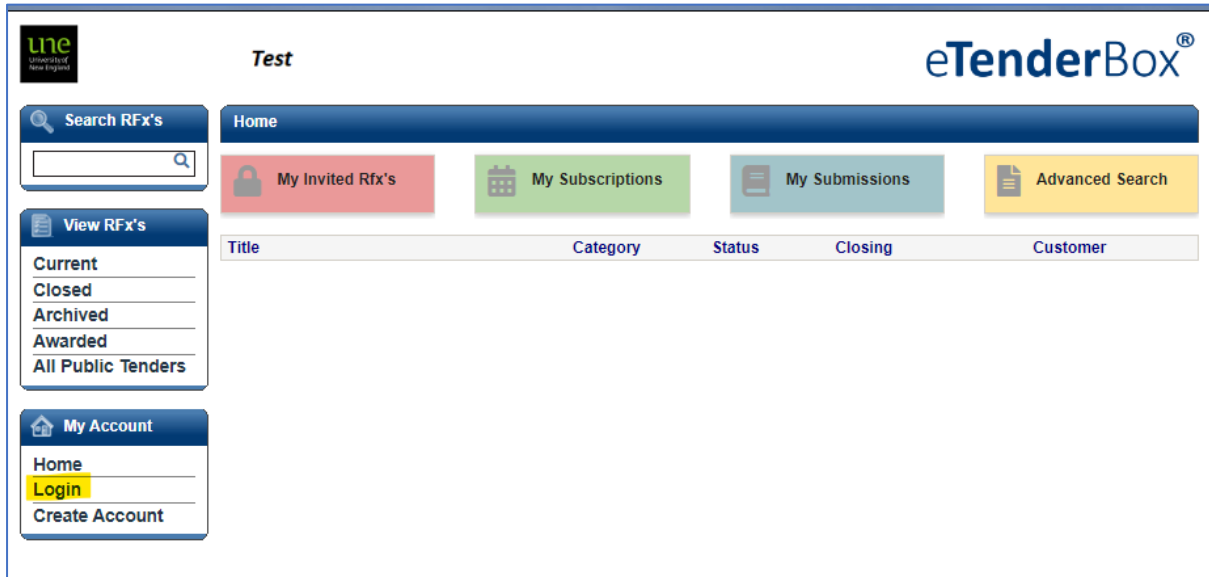
If you have not previously registered in eTenderBox, you will be prompted to register before you can access the RFx.

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.

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.

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.

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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.
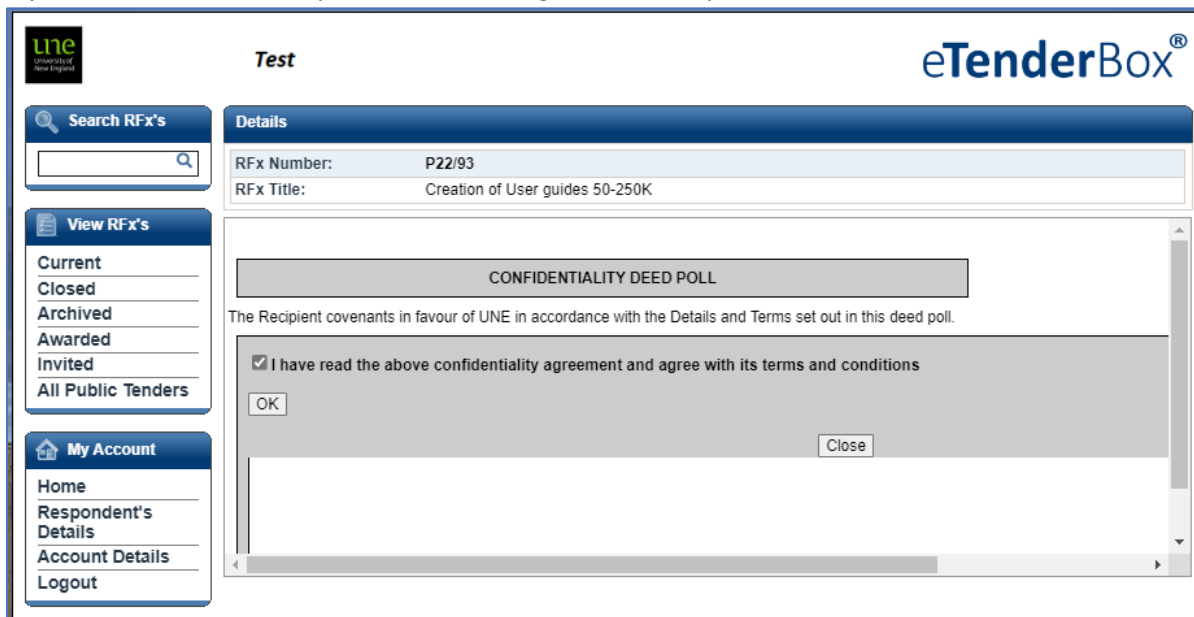
You may be asked to accept the *Confidentiality Deed Poll*. To continue, tick the box and click *OK*. The full text of the Confidentiality Deed Poll is included as an Annexure on the RFQ document which should available via the Documents screen. Contact the UNE Contact via the Communications tab or using 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.

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.
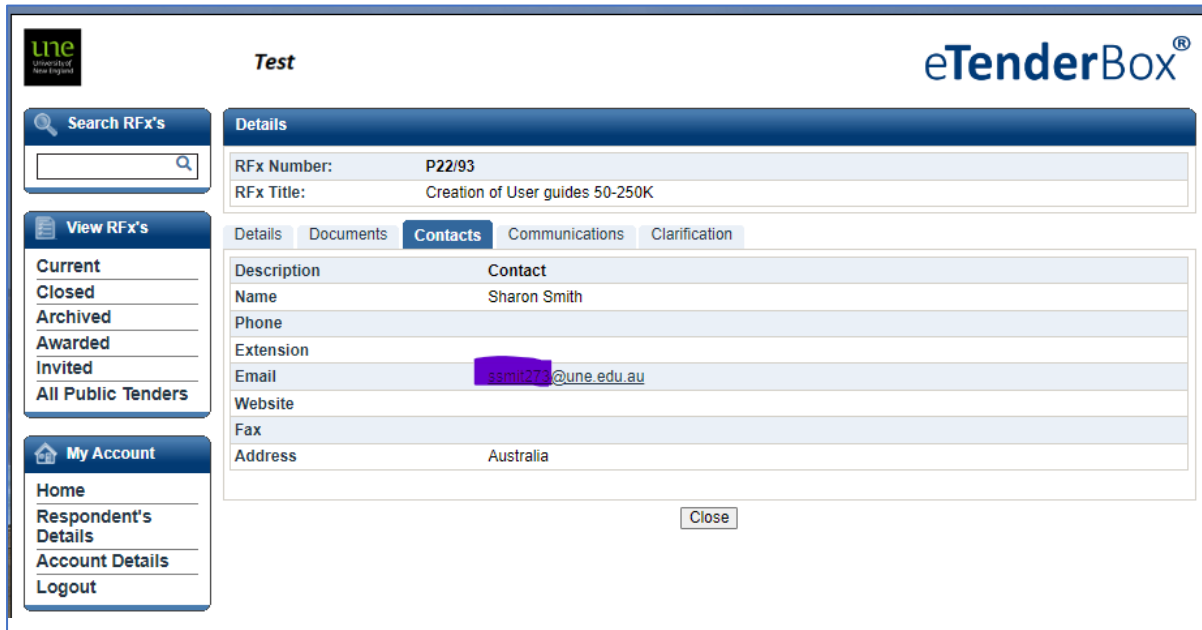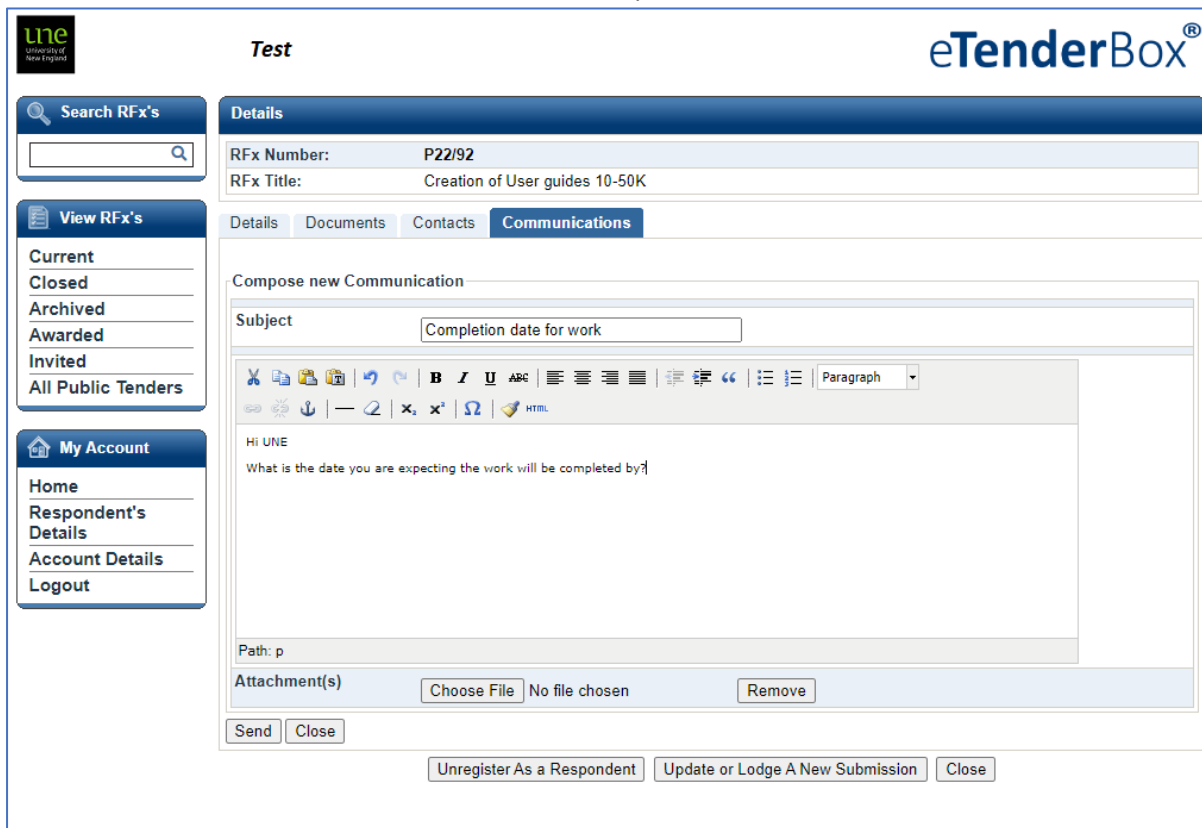
Contacts tab

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.

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.

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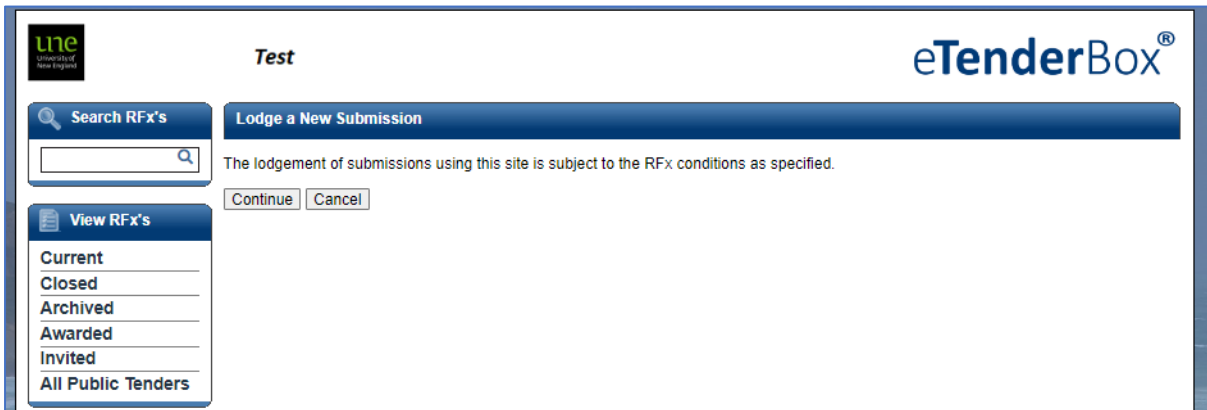
Lodge a New Submission
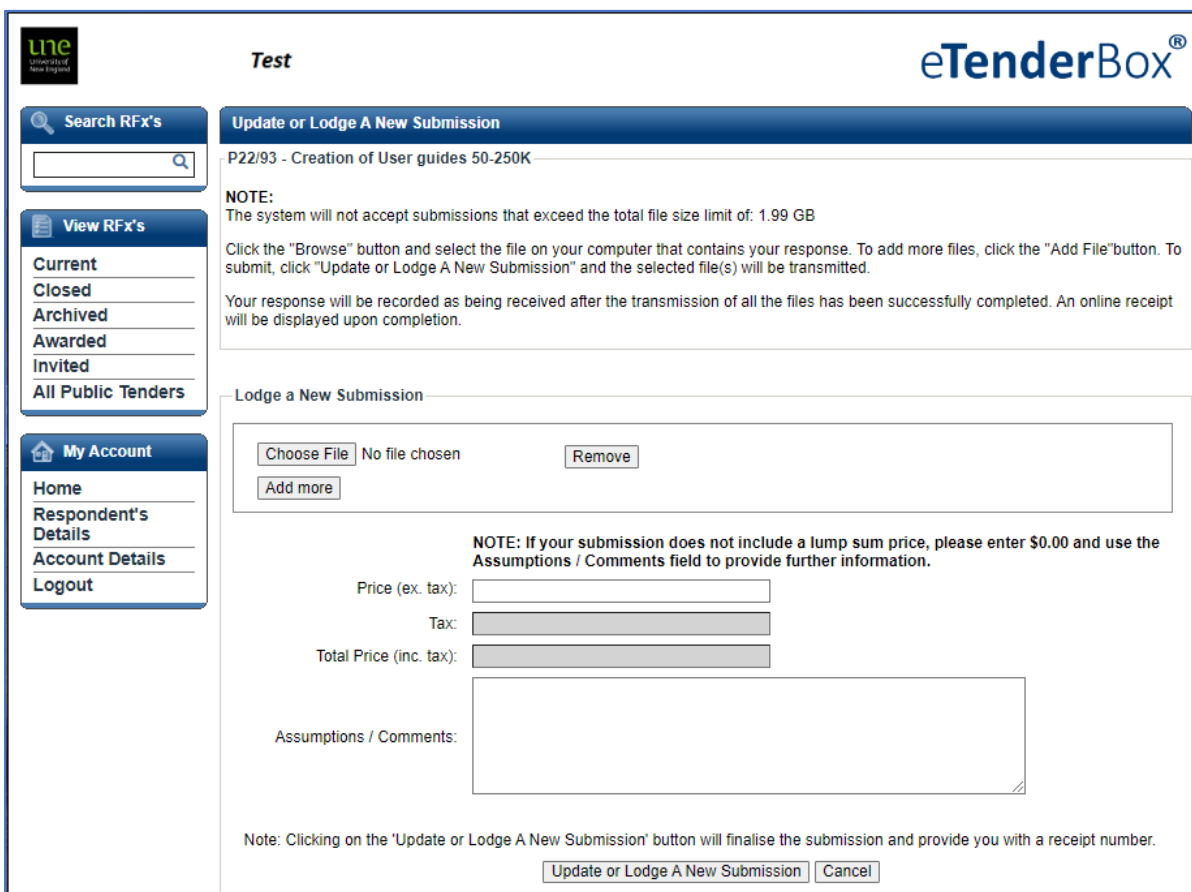
Prepare a quotation or other appropriate response document for the relevant approach to market, and save it on your computer. Include your signed Confidentiality Deed Poll, and the completed RFQ document.

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

Click *Continue*.

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.

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.
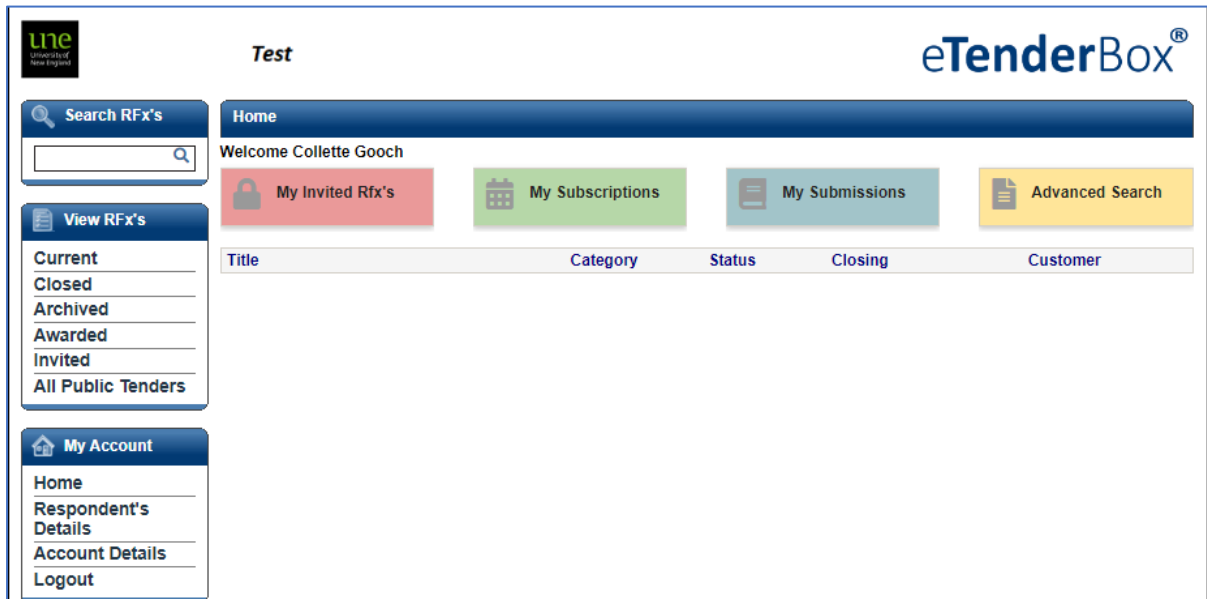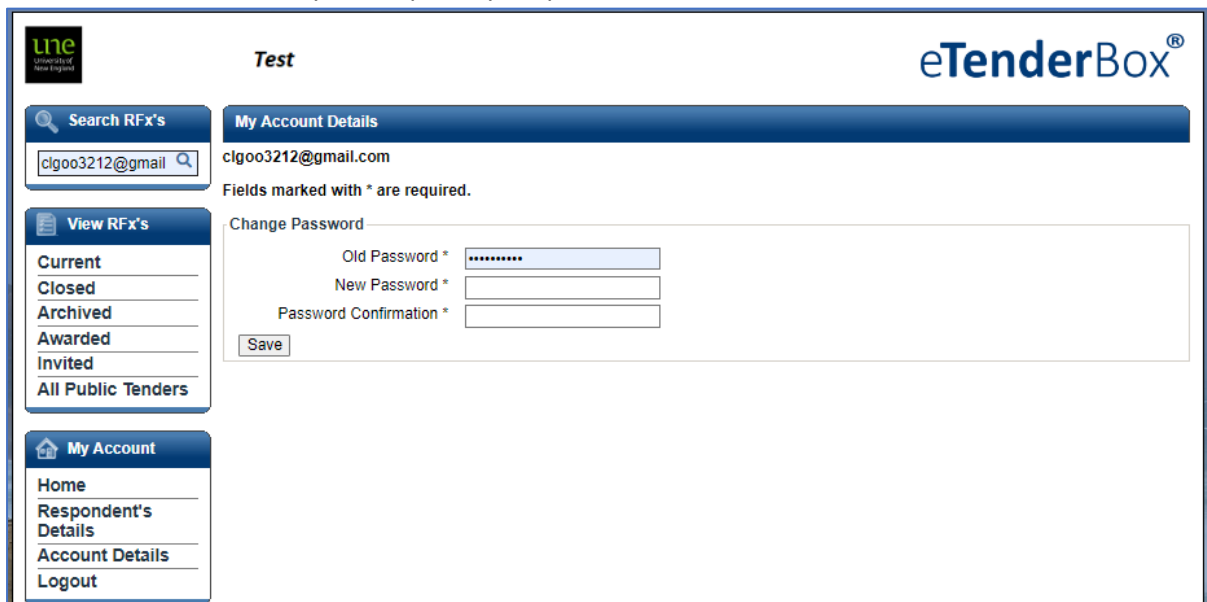
Navigation

My Account Menu
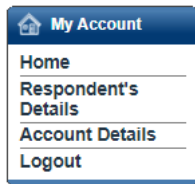
The *Home* button will take you to this screen:

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*.

View RFx's Menu

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.

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.

Need Help?

For any enquires relating to Ready Contracts please contact:

contracts@une.edu.au

UNE Procurement

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