

This document provides information and tips on using Council's on-line portal for tenders, quotes and grant opportunities. The on-line portal is supported by Tendersearch.

If you have any issues logging in and using the on-line portal please call Tendersearch on 1800 836 337.

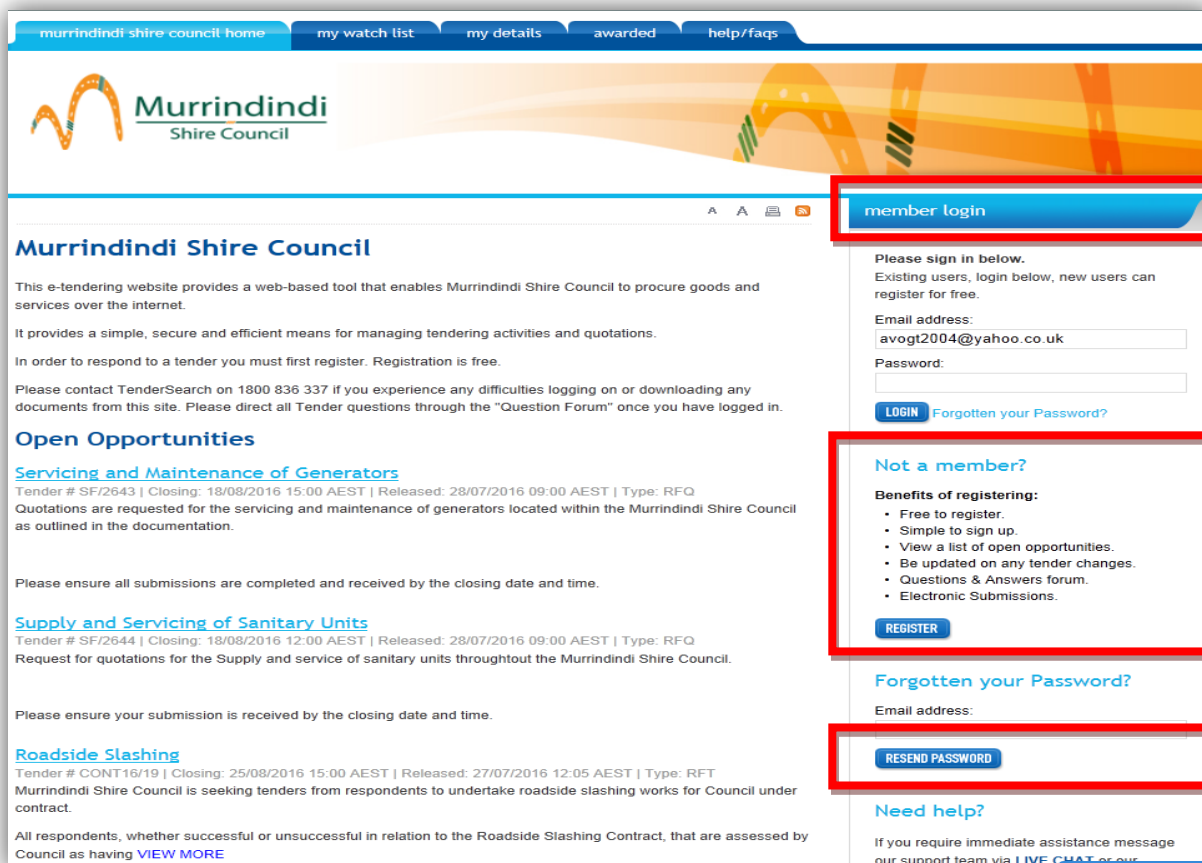
Logging in

Go to the Murrindindi on-line portal - <https://www.tendersearch.com.au/murrindindi/>

If you have logged in before – use the member login section at the top right hand side. Add your email address and your password and click on “Log in”.

If you haven't logged in to the on-line portal before – Go to the “Not a member?” section on the right hand side. Click on “Register” and a new window will pop up so you can fill in your details.

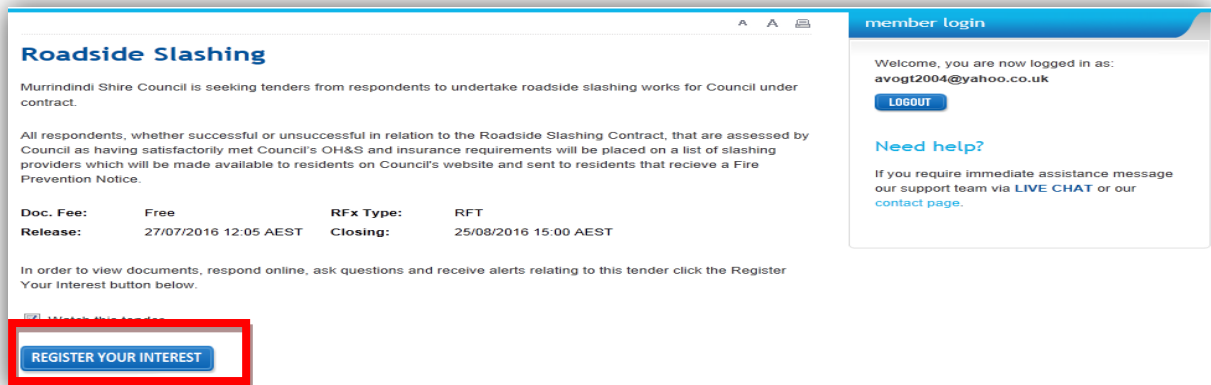
If you forget your password – you can select “resend password” and a replacement temporary password will be emailed to you. Once you have logged in using your temporary password – Click on the “My Details” tab at the top of the page. A new page with your details will open. Scroll to the bottom of the page and insert a new password that you will remember.



The screenshot displays the Murrindindi Shire Council website interface. At the top, a navigation bar includes links for 'murrindindi shire council home', 'my watch list', 'my details', 'awarded', and 'help/faqs'. The main header features the council's logo and name. Below this, a section titled 'Murrindindi Shire Council' provides an overview of the e-tendering website and its purpose. The 'Open Opportunities' section lists three current tenders: 'Servicing and Maintenance of Generators', 'Supply and Servicing of Sanitary Units', and 'Roadside Slashing'. On the right side, three key sections are highlighted with red boxes: 'member login' with fields for email and password, a 'Not a member?' section with a list of benefits and a 'REGISTER' button, and a 'Forgotten your Password?' section with a 'RESEND PASSWORD' button. The bottom right corner includes a 'Need help?' section with contact information for the support team.

Registering your interest in the opportunity

Once you have logged in you will be able to see all the opportunities that are currently open. Scroll down the list and click on the heading that you are interested in. A new window will open with more information about the opportunity. If you want to proceed further click on “Register your interest”.



A new window will open where you can access the request documents. Click on “Intend to Respond” if you want to proceed further.



Download documents and preparing your response

Click on the listed documents to open them. It is recommended that you save the documents locally (eg on your computer) before you start preparing your response.


It is critical that you respond to all the questions that have been asked. Responses that do not address all the questions may be put aside and excluded from the evaluation.


If any new information is added by Council, including answers to questions, you will receive a notification email from the on-line portal. If you want to ask a question, click on the “Questions” tab at the top. Type your question into the box provided and hit “Submit Question”. Council will answer your question through the on-line portal.

Lodging your response

When you are ready to lodge your response, click on the “Response” tab at the top and a new window will pop-up. The process for multiple and basic upload is the same – hit “Browse” and the Windows box will open allowing you to navigate to your document and click on it. If using Multiple Upload you can click on more than one document at a time. Once you have selected your document(s) hit “Add File”. To submit your response click on the “Save and Submit” button at the bottom.

The screenshot shows the 'Response' tab selected in the top navigation bar. The page title is 'Response'. Below the title, it says 'Prepare and submit your response below. You may continue modifying your response up until the closing date.' It shows 'Ordered: 10/08/2016 11:27' and 'Responded: -'. The section 'Response Documents' has instructions: 'Please browse the files you wish to include. Multiple files may be included by holding control. Maximum file size allowed is 100.0 MB' and 'Having trouble uploading, contact Tendersearch Toll free* 1800 TENDER (1800 836 337)'. A yellow box contains a note about upload issues with Firefox or Safari. There are two upload sections: 'Multiple Upload' and 'Basic Upload'. Each has a 'Browse...' button and an 'Add File' button. A Windows file selection dialog is open, showing the 'Desktop' location. It lists 'Recent Places' (Desktop, Libraries, Computer, Network) and 'Libraries' (Libraries, Homegroup, Amanda Vogt, Computer, Network, Departments\$ on 'Arapiles'). The 'File name' field is empty, and 'Files of type' is set to 'All Files (*.txt;*.doc;*.mpp;*.docx)'. The dialog is titled 'Select file(s) to upload by www.tendersearch.com.au'.

If you want to delete a file that you have lodged click on the 

Name	Size	Date	Status
			
Roadside Slashing - Request - RFT.docx	134.9 KB	10/08/2016 13:02	Complete 