

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.

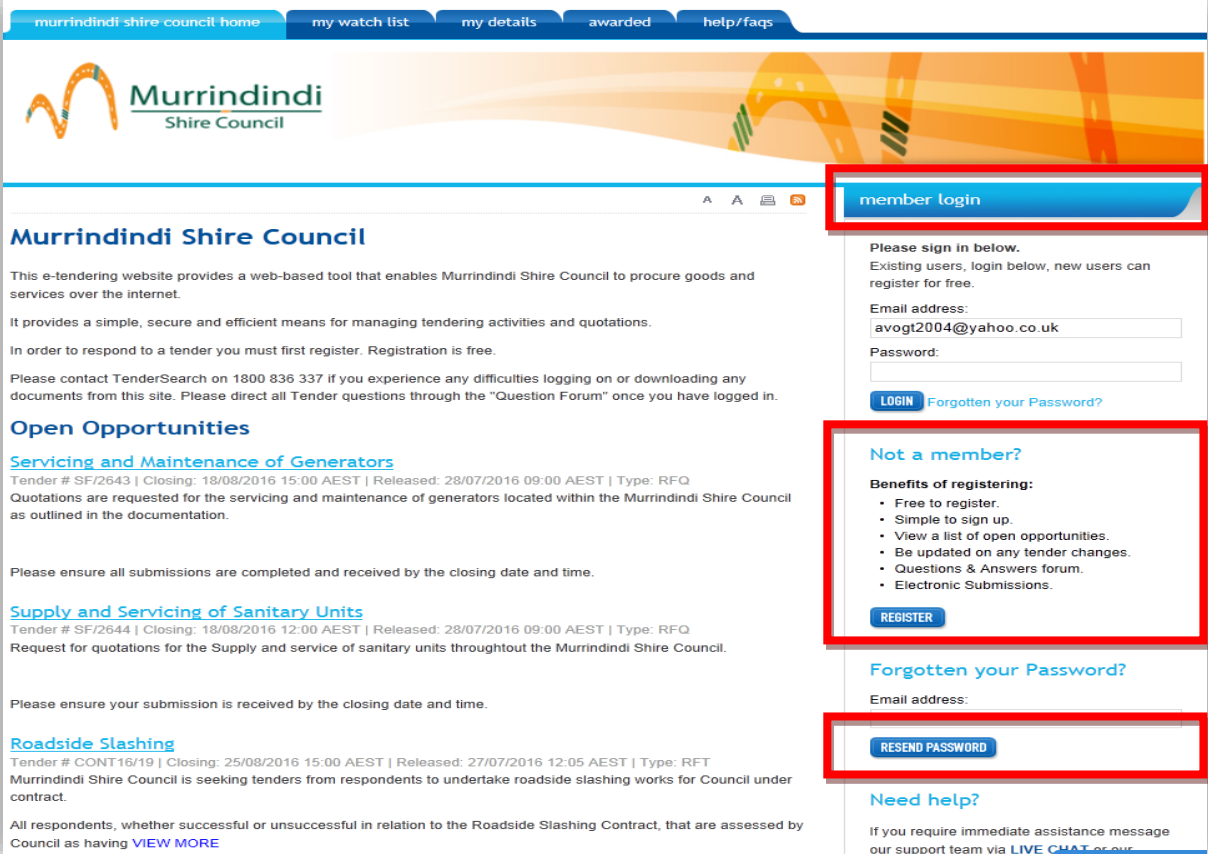
### Logging in

Go to the Murrindindi on-line portal - [Murrindindi Shire Council | Home \(eprocure.com.au\)](http://Murrindindi Shire Council | Home (eprocure.com.au))

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 shows the Murrindindi Shire Council e-procurement portal. At the top, there are navigation tabs: "murrindindi shire council home", "my watch list", "my details", "awarded", and "help/faqs". The main header features the Murrindindi Shire Council logo and name. Below the header, there are several sections:

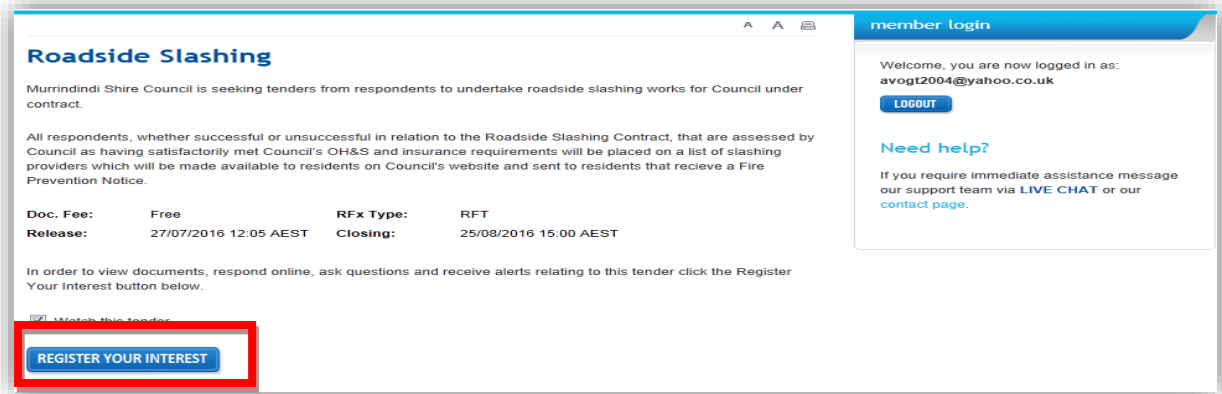
- member login**: A section with a "Please sign in below." message, fields for "Email address:" (containing "avogt2004@yahoo.co.uk") and "Password:", a "LOGIN" button, and a link for "Forgotten your Password?".
- Not a member?**: A section with "Benefits of registering:" listed as:
  - Free to register.
  - Simple to sign up.
  - View a list of open opportunities.
  - Be updated on any tender changes.
  - Questions & Answers forum.
  - Electronic Submissions.A "REGISTER" button is located below this section.
- Forgotten your Password?**: A section with an "Email address:" field and a "RESEND PASSWORD" button.
- Need help?**: A section with the text "If you require immediate assistance message our support team via **LIVE CHAT** or our..."

The main content area lists several tender opportunities:

- Open Opportunities**
  - Servicing and Maintenance of Generators**: Tender # SF/2643 | Closing: 18/08/2016 15:00 AEST | Released: 28/07/2016 09:00 AEST | Type: RFQ. Quotations are requested for the servicing and maintenance of generators located within the Murrindindi Shire Council as outlined in the documentation.
  - Supply and Servicing of Sanitary Units**: Tender # SF/2644 | Closing: 18/08/2016 12:00 AEST | Released: 28/07/2016 09:00 AEST | Type: RFQ. Request for quotations for the Supply and service of sanitary units throughout the Murrindindi Shire Council.
  - Roadside Slashing**: Tender # CONT16/19 | Closing: 25/08/2016 15:00 AEST | Released: 27/07/2016 12:05 AEST | Type: RFT. Murrindindi Shire Council is seeking tenders from respondents to undertake roadside slashing works for Council under contract.

## 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. Below the navigation bar, there is a 'Response' section with instructions and a 'Response Documents' section. Two upload options are visible: 'Multiple Upload' and 'Basic Upload'. Both options have a 'BROWSE' button and an 'ADD FILE' button. A Windows file explorer window is open, showing the Desktop folder selected. The file explorer window has a title bar that says 'Select file(s) to upload by www.tendersearch.com.au'. The file explorer shows the Desktop folder selected, and the file name field is empty. The file type filter is set to 'All Files (\*.bt;\*.doc;\*.mpp;\*.c)'. The file explorer window is also highlighted with a red border.

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 