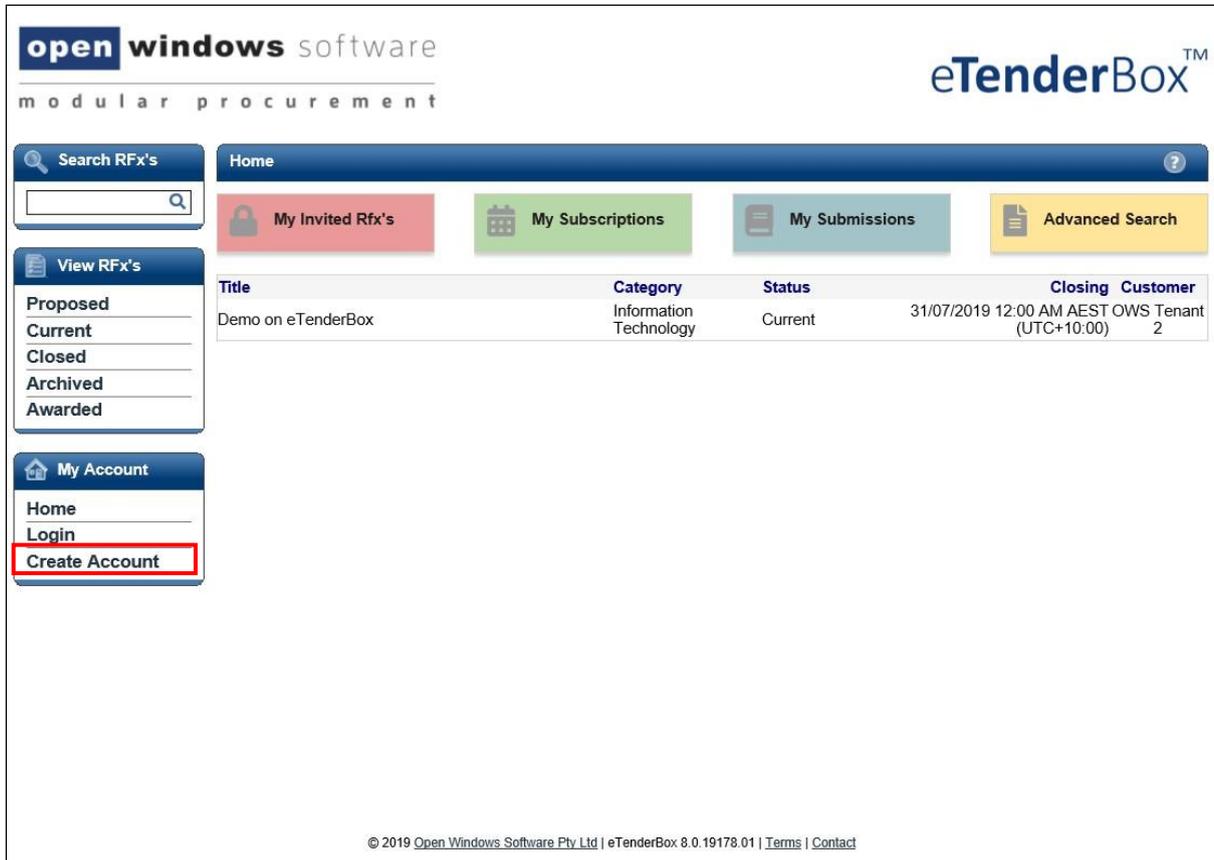


1. Registering on the eTenderBox

You are required to register on the eTenderBox to lodge submissions and access invited tenders. Use the following instructions to register, you will only need to do this if you have not previously registered and/or do not have an eTenderBox account.

1. From the **My Account** widget, select **Create Account**.



The screenshot shows the eTenderBox web application interface. The header includes the logo for 'open windows software' and 'eTenderBox™'. Below the header, there is a navigation bar with a search box and a 'Home' button. The main content area is divided into several sections: 'My Invited Rfx's', 'My Subscriptions', 'My Submissions', and 'Advanced Search'. A table displays a single tender entry with the following details:

Title	Category	Status	Closing	Customer
Demo on eTenderBox	Information Technology	Current	31/07/2019 12:00 AM AEST OWS	Tenant 2 (UTC+10:00)

The 'My Account' widget is located in the bottom left corner and contains the following options: Home, Login, and **Create Account** (highlighted with a red box).

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2. Complete your details on the **Respondent Registration** page. Note all fields marked with * are mandatory.

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

Street Address 1 *

Street 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 *

Position

Department

ABN

ACN

Legal / Other Name

TimeZone Details

Time zone

I have read and agree to the [conditions of use](#)

3. Review the **Conditions of Use** and select the checkbox. Select **Create Account** to complete the registration.

TimeZone Details

Time zone (UTC+10:00) Canberra, ↑ ▼

I have read and agree to the [conditions of use](#)

Create Account

4. A message will appear indicating you have successfully registered and notify you that an email has been sent to you with instructions on how to complete the registration process.

Search RFX's

Advanced Search

View RFX's

Proposed
Current
Closed
Archived
Awarded

My Account

Home
Login
Create Account

Create Respondent Account

Congratulations!

You have successfully created an account. An email has been sent to you which contains instructions on how to complete the account creation process.

5. You will receive an email like the following from eTenderBox. Click the verification hyperlink to complete the registration.

NOTE: *Your email security settings may prevent this hyperlink from being active.*

If this is the case copy and paste the link into the address bar of your internet browser.

eTENDERING :: Respondent Account Creation Inbox x

Open Windows Training - eTENDERING noreply@openwindows.com.au via sendgrid.me 7:44 AM (1 minute ago) ☆

to me ▾

Dear Brad Supplier,

Thank you for creating an account on the eTENDERING portal. Before you will be able to access the member section of the site you will need to click the link below to confirm your details.

<http://training.openwindows.com.au/eTendering/SupplierRegistration.aspx?req=vBu2TsXRB7KjxI4eUvFrKc5i%2bzjr0c%2ftlVa1sr08bpCpSTyFlbo8hq%2bPpzzXqv0D>

Please do not reply to this email. If you received this email in error please disregard it.

- The link will open eTenderBox to the **Respondent Account Registration** page. Enter your password to log into your account.

Create Respondent Account ?

Congratulations!

You have successfully confirmed your details as a respondent.

Login Details

Email

Password

If you have forgotten your password click [here](#).

- Once logged in you will be directed to the **eTenderBox** dashboard.

open windows software
modular procurement

eTenderBox™

Search RFX's

View RFX's

- Proposed
- Current
- Closed
- Archived
- Awarded

My Account

- Home
- Login
- Create Account

Home ?

My Invited Rfx's **My Subscriptions** **My Submissions** **Advanced Search**

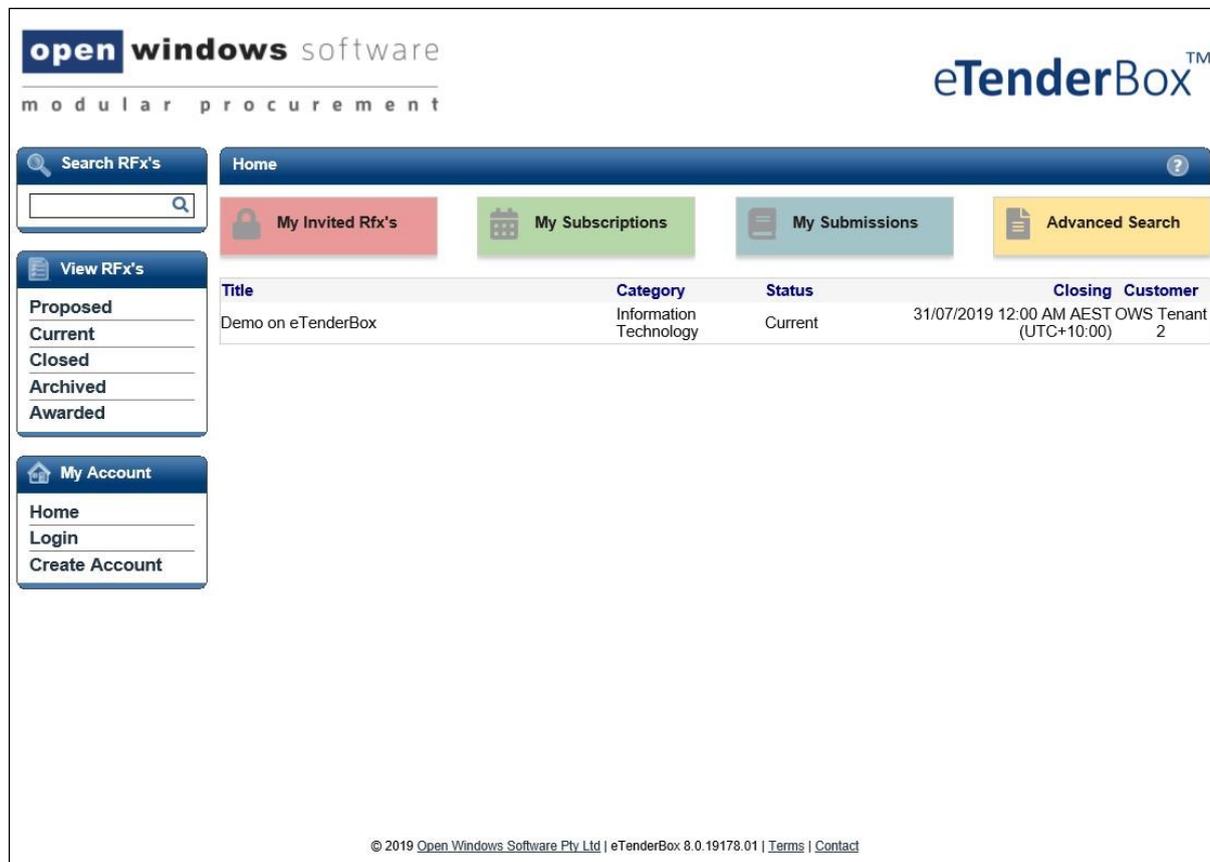
Title	Category	Status	Closing	Customer
Demo on eTenderBox	Information Technology	Current	31/07/2019 12:00 AM AEST OWS (UTC+10:00)	Tenant 2

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2. Setting up Subscriptions

You may wish to setup subscription alerts to ensure you are notified by email when an advertised tender matches a category you have subscribed to.

1. Click the **'My Subscriptions'** button on the dashboard.



The screenshot shows the eTenderBox dashboard. At the top left, it says "open windows software" and "modular procurement". At the top right, it says "eTenderBox™". Below the header, there is a navigation bar with a search box for "Search RFX's" and a "Home" button. Below the navigation bar, there are four buttons: "My Invited Rfx's", "My Subscriptions" (highlighted in green), "My Submissions", and "Advanced Search". Below the buttons, there is a table with the following data:

Title	Category	Status	Closing	Customer
Demo on eTenderBox	Information Technology	Current	31/07/2019 12:00 AM AEST OWS Tenant (UTC+10:00)	2

At the bottom of the dashboard, there is a footer with the text: "© 2019 Open Windows Software Pty Ltd | eTenderBox 8.0.19178.01 | Terms | Contact".

2. Select the link 'Click here to add a new RFX Subscription'.



The screenshot shows the "RFX Subscriptions" page. At the top, there is a header "RFX Subscriptions" with a help icon. Below the header, there is a section "Saved Subscriptions" with the text: "You have no RFX Subscriptions. [Click here to add a new RFX Subscription.](#)"

3. The following screen will appear:

RFx Subscriptions

Fields marked with * are required.

My RFx Subscriptions

Create New Alert

Key Words

Key word searches RFx Title, Category and Region. Separate multiple word searches using a comma.

States

Subscribe to all Maroondah City Council RFx's

Search Category (UNSPSC):

Category (UNSPSC)	Selected Category (UNSPSC)
<input checked="" type="radio"/> 10000000 - Live Plant and Animal Material and Accessories and Supplies	
<input checked="" type="radio"/> 11000000 - Mineral and Textile and Inedible Plant and Animal Materials	
<input checked="" type="radio"/> 12000000 - Chemicals including Bio Chemicals and Gas Materials	
<input checked="" type="radio"/> 13000000 - Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials	
<input checked="" type="radio"/> 14000000 - Paper Materials and Products	
<input checked="" type="radio"/> 15000000 - Fuels and Fuel Additives and Lubricants and Anti corrosive Materials	
<input checked="" type="radio"/> 20000000 - Mining and Well Drilling Machinery and Accessories	

Select All Select All

Alert Expiry Date *

Alert Frequency

As Added

Daily Summary

Weekly Summary

Saved Subscriptions

You have no RFx Subscriptions. [Click here to add a new RFx Subscription.](#)

4. Tick the **Subscribe to all Maroondah City Council's RFx's** box **if** you would like to receive alerts for all of Council's public advertised tenders, or

5. To subscribe to specific alerts, enter the combination of search criteria required for the subscription:

- Key Words – enter key words to perform a word search. i.e. **'After Hours'**, this will search for all tenders with RFx titles that match the title of **'After Hours'**.
- Select the **'Category'** using the UNSPSC categories.
- Add an **'Alert Expiry Date'** sometime into the future.
- Choose from either **'As Added'**, **'Daily Summary'** or **'Weekly Summary'** for the frequency of the alert to be provided.

- 6. Select **'Add Alert'**.
- 7. If you select **'Test Alert'** you will receive an email as a test for that alert.
- 8. Your alert will be listed in the RFX Subscriptions screen.
- 9. You can add, remove or adjust alerts at any time.

RFX Subscriptions ?

Saved Subscriptions

Below is a list of RFX Subscriptions. You have the ability here to [add a new RFX Subscription](#), or you can select an Item from the list below to modify an existing RFX Subscription.

Alert Frequency	RFX Title	Category	Preliminary Stage	Alert Expiry Date		
AsAdded	After Hours Tenders	After Hours		29/06/2017	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>