

5 Step Bidding Process

Supplier Portal - Quick Reference Sheet

Overview

This Quick Reference Sheet (QRS) demonstrates the 5 Step process required to submit a bid to the Water Corporation. Further detailed information is available from the Supplier Portal Help, which is located on the top right of the Bids/Tenders transaction.

Things You Need To Know

You are required to be registered on the Supplier Portal to be able to access Bid Invitations.

Features Covered

- The Bidding Process - Overview
- The Bidding Process
- Resubmit Bid

The Bidding Process - Overview

The Bidding Process comprises 5 steps, which are explained as follows:



Select	This screen provides a list of public and restricted bids you have been invited to. Select a bid number to continue.
Register	Registering ensures that you receive email notifications of any changes and shows us your interest in submitting a bid.
View	The View screen provides detailed information of the bid invitation from three tab areas, bid items, bid documents and bid attributes.
Prepare	The Prepare bid screen allows you to enter pricing details, attach documents and complete bid attributes if required.
Submit	The Submit screen provides a summary of your bid, submission date and time for your information.

The Bidding Process

1. From the **Supplier Transactions** menu click **Bids/Tenders**.



5 Step Bidding Process

Supplier Portal - Quick Reference Sheet

The **Bidding Process** screen displays.

Step 1 - Select

The initial Bids/Tenders transaction displays a list of open bid invitations for which you are able to respond.

A new version number indicates a change to the original bid invitation.

If you have not yet viewed or registered for a bid invitation, these are highlighted in blue.

Use the **Search** functionality at the bottom of the screen to search for bid invitations that are closed or not displayed as a default.

2. Click on **Bid Invitation Number**.

The Bidding Process

Select Register View Prepare Submit

Select a Bid Invitation

The Water Corporation acquires Goods, Services and Works through its on-line bidding process. The process has been designed to enable Suppliers to readily access information, review invitations and/or reply to requests through the Supplier Portal.

Select a Bid Invitation for processing or to gain further information. Once you have made a selection, follow on steps in the process will enable you to register your interest, view items and documents, then prepare and submit a bid.

Please select a Bid Invitation to commence the Process.

The initial list shows the current open Bid Invitations. Use "Search" to view historic Bid Invitations.

Select a Bid Invitation to continue the bidding process. Highlighted Bid Invitations are new or have changed versions.

Number	Name	Status	Start of Bid	Close of Bid	Version
7000009405	FARMLANDS PIPE REPLACEMENT - SITE 20	No Bid Created	19.04.2016	27.05.2016	1

Enter search details if the Bid Invitation you want is not in the list of open Bid Invitations above.

Number	Name	Status	Close Date From	Close Date To

Search

Step 2 - Register

The **Register** screen provides more details, close dates and times of the bid invitation.

By registering for this bid invitation, you gain access to all of the detailed information and documentation. Registering also ensures that you receive email notification of any changes to the bid invitation and shows us your interest in submitting a bid.

3. Click **Register Now**.

Select Register View Prepare Submit

Register for Bid Invitation

By registering for this Bid Invitation, you gain access to all of the detailed information and documentation. Registering also ensures that you receive email notification of any changes to the Bid Invitation and shows us your interest in submitting a Bid. Any changes to the Bid Invitation are also shown on this screen.

Please note that your Bid needs to be submitted online prior to the close date and time stated.

Click the "Register Now" button to continue the bidding process or "Next" if you have already registered.

Bid Invitation

Name: FARMLANDS PIPE REPLACEMENT - SITE 20 Number: 7000009405

Start of Bidding: 19.04.2016 11:55:00 WST Version: 1

Close of Bidding: 27.05.2016 14:30:00 WST Bid Valid Until: 29.07.2016

Contact Person: Fleck Chuah Email: MARION.CHUAH@WATERCORPORATION.COM Phone: (08) 9420 3127

Description: The Water Corporation requires the services of a contractor for the Farmlands Renewal Project, situated in the Wheatbelt region of Western Australia. The Works are located at Site 20 (Minivale). Should you have any enquiries about this bid please contact the relevant contract consultant named as the contact person in the bid invitation details.

Cancel Decline Register Now

Step 3 - View

The **View** screen provides detailed information of the bid invitation on 3 tabs.

4. **View Bid Items** tab provides details of the items to be priced in the bid invitation.

Select Register View Prepare Submit

View Bid Invitation Details and Documents

The Bid Invitation details, documents and attributes are available from the tab areas below. You are able to view the item details in a full screen by expanding the details. Documents can be downloaded for review.

View the three tabs areas to get all the information relating to this Bid Invitation.

Click the "Prepare Bid" button to continue the bidding process or "Cancel" to return to the initial screen.

Bid Invitation

Name: FARMLANDS PIPE REPLACEMENT - SITE 20 Number: 7000009405

Start of Bidding: 19.04.2016 11:55:00 WST Version: 1

Close of Bidding: 27.05.2016 14:30:00 WST Bid Valid Until: 29.07.2016

Contact Person: Fleck Chuah Email: MARION.CHUAH@WATERCORPORATION.COM Phone: (08) 9420 3127

View Bid Items View Bid Documents View Bid Attributes

Click here to expand item details in full screen

Item	Description	Required	To	Quantity	Unit
1	CONTRACTORS PRELIMINARIES			1,000	PU
2	COMMISSIONING			1,000	PU
3	PROVISIONAL QUANTITIES			1,000	PU
4	MAIN WORKS			1,000	PU

Cancel Previous Decline Print Preview Prepare Bid

5. **View Bid Documents** tab allows you to open and save individual documents relating to the bid invitation by clicking on the document name.

Alternatively you can mass download documents by:

6. Clicking **Download documents**.

View Bid Items View Bid Documents View Bid Attributes

Download documents Click the Button to mass download all documents in a Zip folder

Name	Type	Size(Kb)	Entered On
Image.JPG	JPG	433	19.04.2016
Specification.pdf	pdf	30	19.04.2016
Supporting documentation.pdf	pdf	283	19.04.2016

Cancel Previous Decline Print Preview Prepare Bid

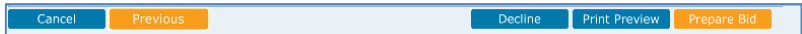
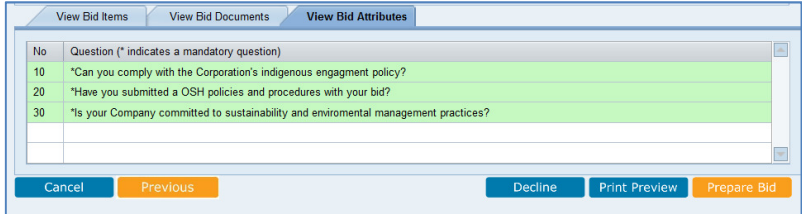
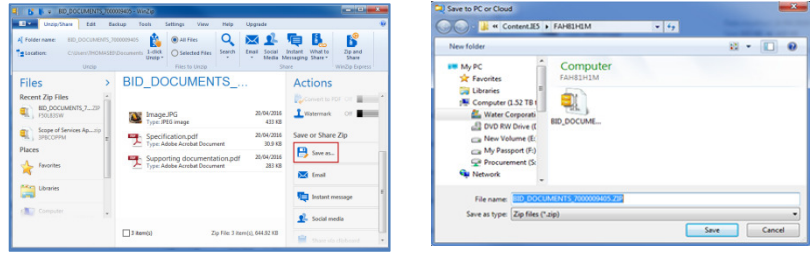
5 Step Bidding Process

Supplier Portal - Quick Reference Sheet

7. In the WinZip screen click **Save As**.
8. **Map** to the location you wish to save the Zip File.
9. Click **Save**.

10. **View Bid Attributes** tab shows information that may be required to be provided in responding to the bid invitation. Some of these responses may be mandatory and are identified by (*).

11. **Either:**
 - Click **Prepare Bid** to proceed.
 - Or
 - Click the **Decline** button, should you not wish to bid, this will prevent the generation of emails regarding future changes to the bid.

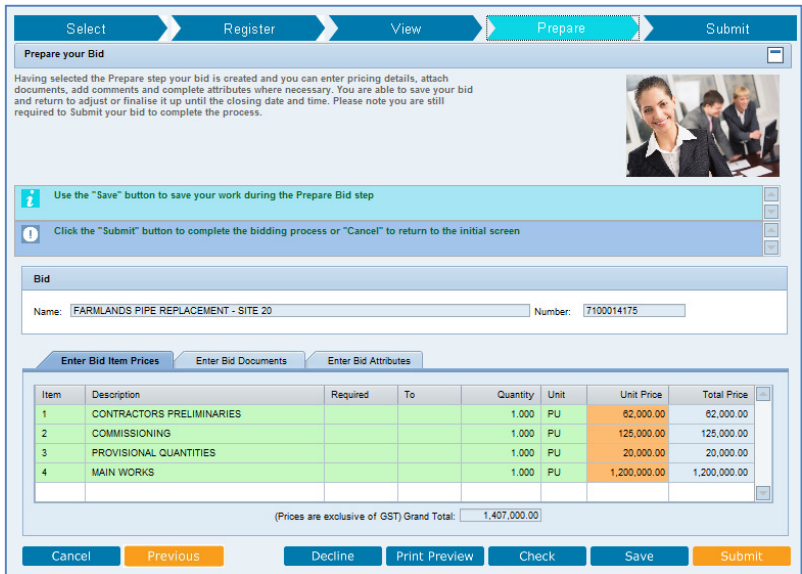


Step 4 - Prepare

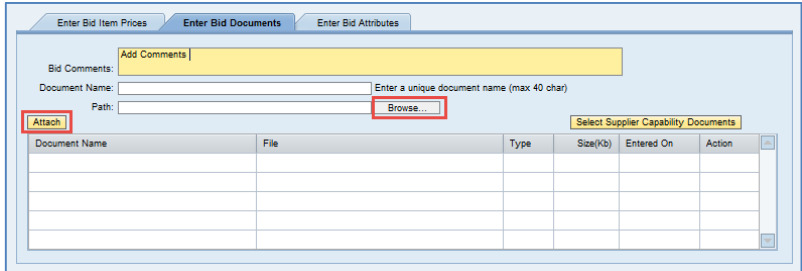
The **Prepare** screen enables you to prepare and submit your bid up to the close date and time. A bid number is created which is used to reference your bid submission in the bidding process.

- In the **Enter Bid Item Prices** tab:
- Enter a unit price for each item as requested;
 - Click **Check** to determine item totals based on the quantity and unit prices and a Grand Total for all items.

Note: You are not normally required to provide pricing for provisional items. These prices are provided by the Water Corporation.



- In the **Enter Bid Documents** tab:
- Enter any bid comments that may be relevant.
 - Attach individual documents by entering a Document Name and using the **Browse** and **Attach** buttons.
 - Click **Select: Supplier Capability Documents** to copy any documents that have been attached to your Supplier Profile.



5 Step Bidding Process

Supplier Portal - Quick Reference Sheet



Alternatively, a mass upload facility for multiple documents is available through **Manage Documentation**.

Note: You must have reached the Prepare step before using the Manage Documentation transaction.

- Supplier Transactions**
- Bids / Tenders
 - Claim for Payment
 - Purchase Order View
 - Supplier Profile
 - OSH Performance Statistics
 - Insurance Certificates
 - Security
 - Variation Orders
 - Variation Claim
 - Tell us what you do
 - Manage Documentation

In the **Enter Bid Attributes** tab:

- Complete questions and add comments where requested;

Note: For some bid invitations, attributes are mandatory and indicated by an (*). The bid can only be saved once all mandatory attributes have been responded to.

- Click **Check** for any system messages. This will also update the total and grand total pricing calculation fields;
- Use **Save** to save your changes during this Step. You are able to save work and return to it at a later time to make amendments up until the close date and time;
- Once all details are complete click **Submit** to submit your bid to the Water Corporation.

No	Question (* indicates a mandatory question)	Answered
10	*Can you comply with the Corporation's indigenous engagement policy?	<input type="checkbox"/>
20	*Have you submitted a OSH policies and procedures with your bid?	<input type="checkbox"/>
30	*Is your Company committed to sustainability and environmental management practices?	<input type="checkbox"/>

Buttons: Cancel, Previous, Decline, Print Preview, Check, Save, Submit

Buttons: Cancel, Previous, Decline, Print Preview, **Check**, Save, Submit

No Error Exists

Buttons: Cancel, Previous, Decline, Print Preview, Check, **Save**, Submit

Successfully saved

Buttons: Cancel, Previous, Decline, Print Preview, Check, Save, **Submit**

Successfully saved

Step 5 - Submit

The final step of the bidding process, the **Submit** screen provides you with summary details of the bid invitation and your bid submission information to the Water Corporation.

You can return to this screen at any stage to view the summary details of your bid submission.

- Click **Back to Search** to return to the home **Bids/Tenders** screen.

Progress: Select > Register > View > Prepare > **Submit**

Thank You

Your Bid has been successfully submitted into the Water Corporation eProcurement system. Once all Bids have been received and evaluated, you will be notified of the outcome.

Information: You are able to change your Bid at any time, even if submitted, up until the close date and time of the Bid Invitation.

Click "Back to Search" to return to start of bidding process

Bid Invitation

Name: FARMLANDS PIPE REPLACEMENT - SITE 20 Number: 7000009405
 Start of Bidding: 19.04.2016 11:55:00 WST Version: 1
 Close of Bidding: 27.05.2016 14:30:00 WST Bid Valid Until: 29.07.2016
 Contact Person: Peck Chuah Email: MARION.CHUAH@WATERCORPORATION.COM Phone: (08) 9420 3127

Bid

Name: FARMLANDS PIPE REPLACEMENT - SITE 20 Number: 7100014175

Bid Submission

Your Bid was successfully submitted in the Water Corporation's eProcurement System

Bid Submitted: 19.04.2016 12:44:33 WST By: Bruce Dnach
 Total Value: 1,407,000.00 Documents Attached: 0

Buttons: Previous, Back to Search

Submitted

5 Step Bidding Process

Supplier Portal - Quick Reference Sheet

Resubmit Bid

You are able to change your bid at any time, even after it has been submitted, up until the close date and time of the bid invitation.

Should you choose to change your bid, please ensure that you **Submit** the changed details by clicking **Next** in the **Prepare** Stage.

Note: Changes to a bid already submitted, will display the **NEXT** button in the Prepare screen, which performs the same function as **Submit**.

The **Submit Confirmation** screen displays.

13. Click **Yes**.

The **Re-Submitted** message displays at the bottom of the screen.

Note: Documents can be changed using the **Manage Documentation** transaction at any time without Submitting or Re-submitting the bid.

Prepare your Bid

Having selected the Prepare step your bid is created and you can enter pricing details, attach documents, add comments and complete attributes where necessary. You are able to save your bid and return to adjust or finalise it up until the closing date and time. Please note you are still required to Submit your bid to complete the process.

Use the "Save" button to save your work during the Prepare Bid step

Click the "Submit" button to complete the bidding process or "Cancel" to return to the initial screen

Bid Name: FARMLANDS PIPE REPLACEMENT - SITE 20 Number: 7100014175

Item	Description	Required	To	Quantity	Unit	Unit Price	Total Price
1	CONTRACTORS PRELIMINARIES			1.000	PU	62,000.00	62,000.00
2	COMMISSIONING			1.000	PU	125,000.00	125,000.00
3	PROVISIONAL QUANTITIES			1.000	PU	20,000.00	20,000.00
4	MAIN WORKS			1.000	PU	1,300,000.00	1,300,000.00

(Prices are exclusive of GST) Grand Total: 1,507,000.00

Buttons: Cancel, Previous, Decline, Print Preview, Check, Save, Next

Prepare your Bid

Having selected the Prepare step your bid is created and you can enter pricing details, attach documents, add comments and complete attributes where necessary. You are able to save your bid and return to adjust or finalise it up until the closing date and time. Please note you are still required to Submit your bid to complete the process.

Use the "Save" button to save your work during the Prepare Bid step

Click the "Submit" button to complete the bidding process or "Cancel" to return to the initial screen

Bid Name: FARMLANDS PIPE REPLACEMENT - SITE 20

Submit confirmation: Your bid has been changed. Do you want to re-submit?

Item	Description	Required	To	Quantity	Unit	Unit Price	Total Price
1	CONTRACTORS PRELIMINARIES						62,000.00
2	COMMISSIONING						125,000.00
3	PROVISIONAL QUANTITIES			1.000	PU	20,000.00	20,000.00
4	MAIN WORKS			1.000	PU	1,300,000.00	1,300,000.00

(Prices are exclusive of GST) Grand Total: 1,507,000.00

Buttons: Cancel, Previous, Decline, Print Preview, Check, Save, Next

Re-Submitted

- Supplier Transactions
- Bids / Tenders
- Claim for Payment
- Purchase Order View
- Supplier Profile
- OSH Performance Statistics
- Insurance Certificates
- Security
- Variation Orders
- Variation Claim
- Tell us what you do
- Manage Documentation