User Guide

Respond to Qualifications

The following steps illustrate how to respond to a qualification.

1. At the "Overview" tab of the qualification that you have selected, click "Respond".

2. This screen shows you the time available before this qualification closes. No edits or submission will be permitted after the closing time. Always plan and allow sufficient time for your submission to avoid missing the deadline. Take note of the steps involved and click "Continue" to proceed.

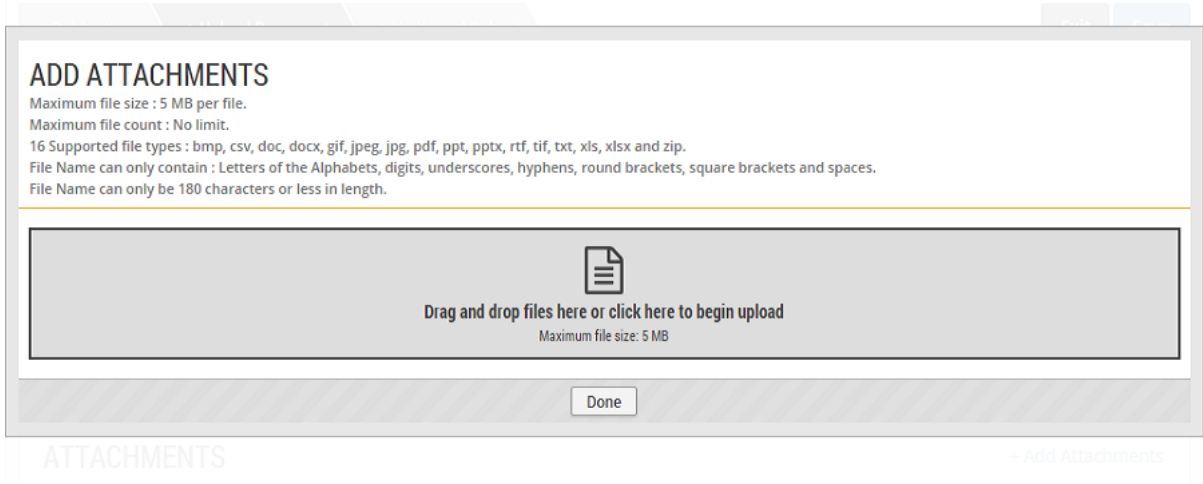   Note: Take note of the acceptable file types and maximum file size per file allowed.
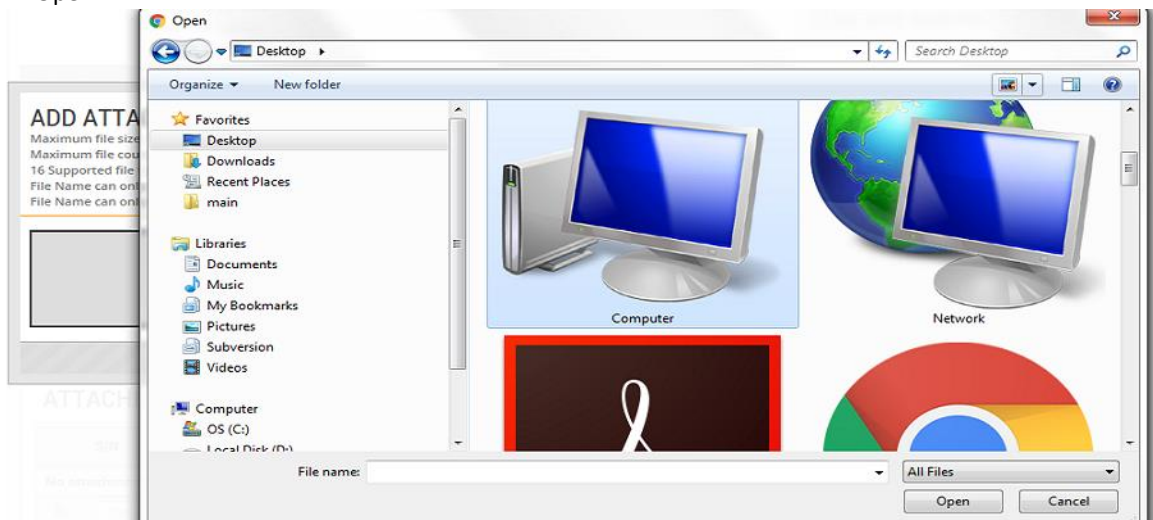
3. To upload any supporting documents, click "Add Attachments" in the "Upload Documents" section.

4. You can drag the files you wish to upload and drop them within the grey box shown or click anywhere within this box to select the documents to be uploaded.

5. Locate the file to be uploaded. You may choose to upload multiple files at any one time. Then click "Open".

6. The file(s) will be uploaded automatically. Click "Done" when the status is indicated as "Uploaded".

ADD ATTACHMENTS

Maximum file size : 5 MB per file.
Maximum file count : No limit.
16 Supported file types : bmp, csv, doc, docx, gif, jpeg, jpg, pdf, ppt, pptx, rtf, tif, txt, xls, xlsx and zip.
File Name can only contain : Letters of the Alphabets, digits, underscores, hyphens, round brackets, square brackets and spaces.
File Name can only be 180 characters or less in length.

> ⬒
>
> Drag and drop files here or click here to begin upload
> Maximum file size: 5 MB

FILENAME	FILE SIZE	PROGRESS (%)
Gebiz_Price_A.pdf	42.28 kB	✔ Uploaded

Done

7. Once the document(s) has/have been uploaded successfully, click "Next" to proceed.

UPLOAD DOCUMENTS

Attach documents to complement your response.

Maximum file size : 10 MB per file.
Maximum file count : No limit.
16 Supported file types : bmp, csv, doc, docx, gif, jpeg, jpg, pdf, ppt, pptx, rtf, tif, txt, xls, xlsx and zip.
File Name can only contain : Letters of the Alphabets, digits, underscores, hyphens, round brackets, square brackets and spaces.
File Name can only be 150 characters or less in length.

ATTACHMENTS   + Add Attachments

	S/N	File Name	File Size
☐	1.	Response1.txt	1.90 kB
↳	Download	Remove	

< Previous   Next >

8. Read through and verify all the information you have entered. Make edits where necessary.

Verify and Submit

Check the information you entered, add a supplier contact person, and submit your response.

🖶 Print

DOCUMENTS   Edit

📄 Life installation specs.xls (123.00 kB)

⬇ Download All (zip)

SUPPLIER INFORMATION

Supplier Name	BETA PRIVATE LIMITED
Trading Partner Ref. No.	123456789R
Consortium *	◉ No
	◯ Yes

< Previous   Submit your Response >

9. If you do not have any edits to make, click on the "Submit your Response" button.

   Note: You may also click on "Save" to save your response at any time during the bidding process if you are not ready to submit your response.

10. If your response has been submitted successfully, you will see this message on screen.
    Note:
    - You can make changes and resubmit your response as long as it is before the closing date of the qualification
    - You may edit your submitted response from My Stuff > Responses. For information on how to edit a submitted response, refer to Use > Search and Respond to Business Opportunities > e-tutorial "Respond to Tenders and Quotations". Within the tutorial, go to More Information > Edit Responses.