



CONFIDENTIAL

eTendering System

Suppliers Help Manual

Prepared by: *Group IT Application Operations*

Date: *28 August 2023*

Revision Issue: *3.0*

Table of Contents

1	Background.....	3
2	Problems	3
3	What's New.....	3
4	Getting Started.....	4
5	Edit Registration	16
6	Log off Button	16
7	Password reset	17
8	General	19

1 Background

eTendering system is a web-based system that allows suppliers bidding for various tenders advertised on Tender Bulletin system to “upload” their tender documents. Currently the tenderers or suppliers submit tender documents at various Eskom tender offices. eTendering system replaces the manual or physical submission of tender documents at various Eskom tender offices. eTendering system in a nutshell is an electronic box where tender documents can be “dropped” or “uploaded”. Suppliers will be required to register their details before they can be granted access to the eTendering system. An OTP (one time pin) will be sent to both their cell phone and email address.

Quick and direct access is also available by using the following links:

- **Tender Bulletin Public website:** <https://tenderbulletin.ntcsa.co.za> - this is used by members of the public, to view and access NTCSA published tenders. eTendering hyperlink will be found on this site. Members of the public may follow prompt instructions once they have clicked on the eTendering link (<https://eTendering.eskom.co.za>). This link will allow them to upload the required tender documentation.
- **eTendering website Public website:** <https://eTendering.eskom.co.za> - this is used by members of the public, to view information about published tenders and submit their tender documents.
- **N.B: Members of the public would need to have a CSD number to gain access to eTendering system.**

2 Problems

A channel of communication has been created in case users of the system experiences a problem with the system. In a case users come across some difficulties in using Tender bulletin, eTendering and OpenText systems they need to contact the buyer responsible for the published tender.

3 What's New

A new functionality to “add closed tenders”. Closed tenders refers to the tenders which are not listed on Tenderbulletin as normal tenders, but are tenders sent directly to the relevant and potential suppliers who meet the selection and evaluation criteria to offer what the buyer needs. These suppliers will be sent a link via email to bid privately.

4 Getting Started

To gain access to eTendering portal

1. Open your web browser
2. Type [TenderBulletin \(eskom.co.za\)](http://TenderBulletin(Eskom.co.za)) or <https://eTendering.eskom.co.za>
3. eTendering system login page will be displayed:

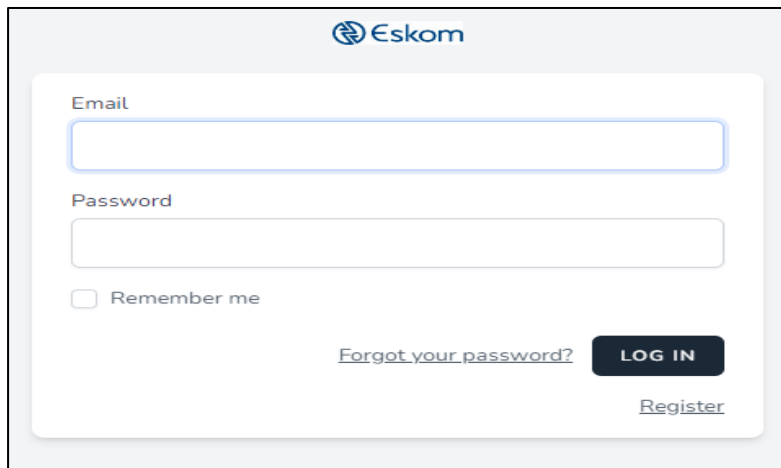


Fig 1

Registration Form	Steps to follow
--------------------------	------------------------

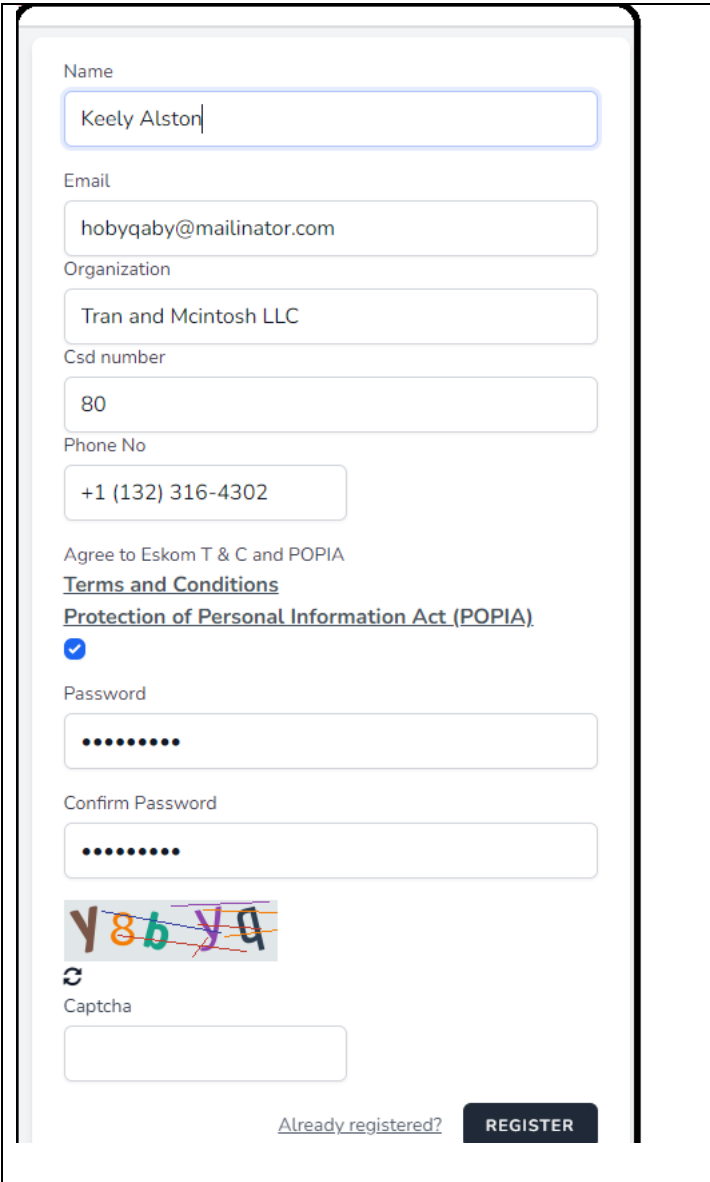
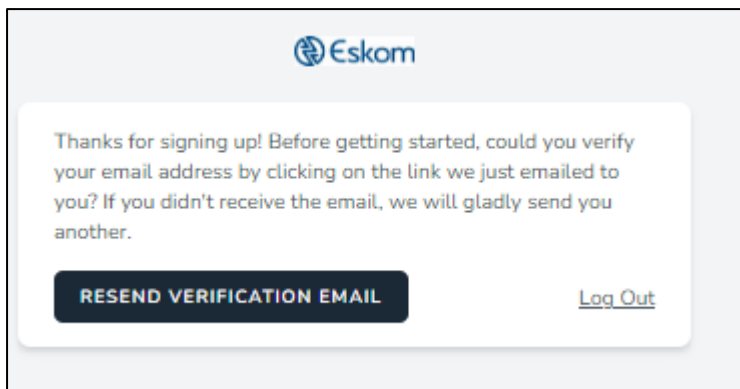
 <p>The registration form contains the following fields and elements:</p> <ul style="list-style-type: none">Name: Keely AlstonEmail: hobbyqaby@mailinator.comOrganization: Tran and McIntosh LLCCsd number: 80Phone No: +1 (132) 316-4302Agree to Eskom T & C and POPIA: <input checked="" type="checkbox"/> (with links to Terms and Conditions and Protection of Personal Information Act (POPIA))Password: [masked]Confirm Password: [masked]Captcha: [image]Buttons: Already registered? and REGISTER	<ul style="list-style-type: none">• Complete all the fields• Contact number must start with a Plus prefix e.g +27• Ensure that you also fill in the capture picture to validate that you are not a robot.• Once all columns have been filled click on register button • Pop-up message will be displayed asking the registerer to verify the email sent to the provided email address.• If the email does not come through, click on “Resend Verification Email” button• email to be resent,• Once you have received the email click on Verify Email link provided on the email.• Then you will be directed back to etendering site with a login screen displayed, now complete the login with your verified email address and password•
---	--

Fig1.1



The message box contains the Eskom logo and the following text:

Thanks for signing up! Before getting started, could you verify your email address by clicking on the link we just emailed to you? If you didn't receive the email, we will gladly send you another.

Buttons: **RESEND VERIFICATION EMAIL** and [Log Out](#)

Fig2a.

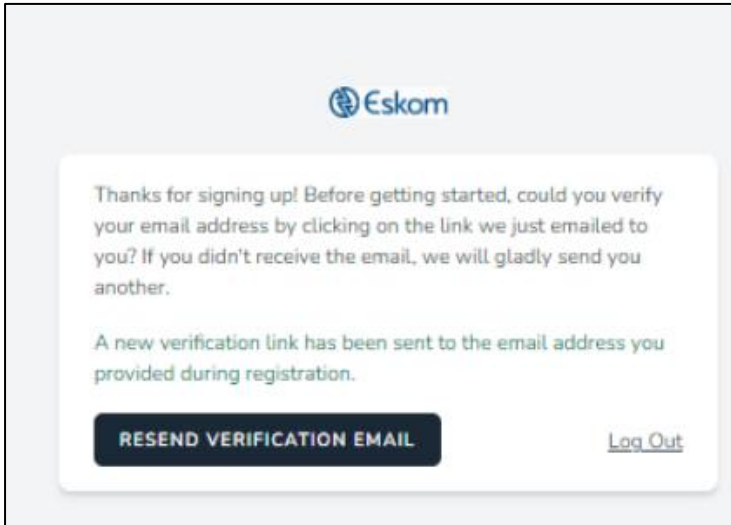
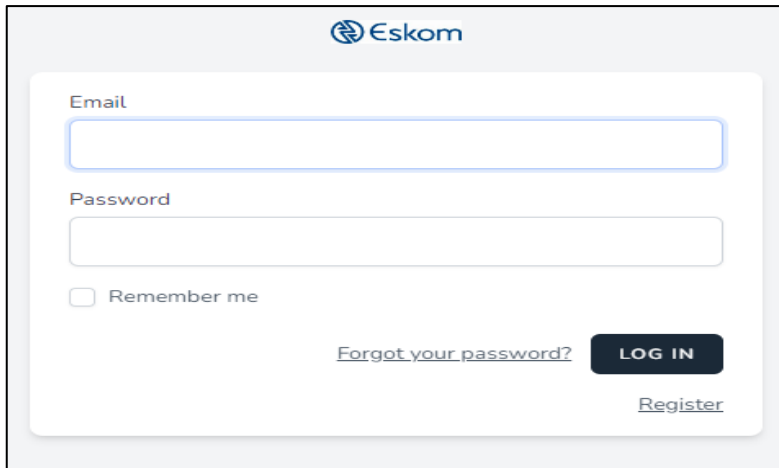


Fig2b.

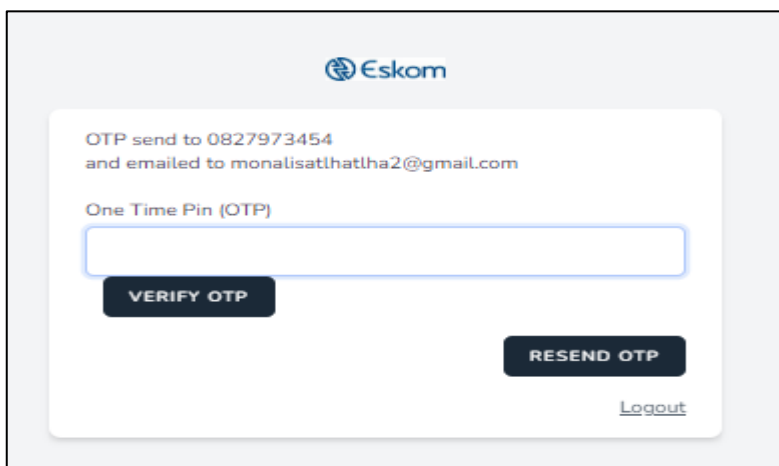


Fig3.

4. Once the email is verified, login using your registered email address and password then the OTP page will be displayed

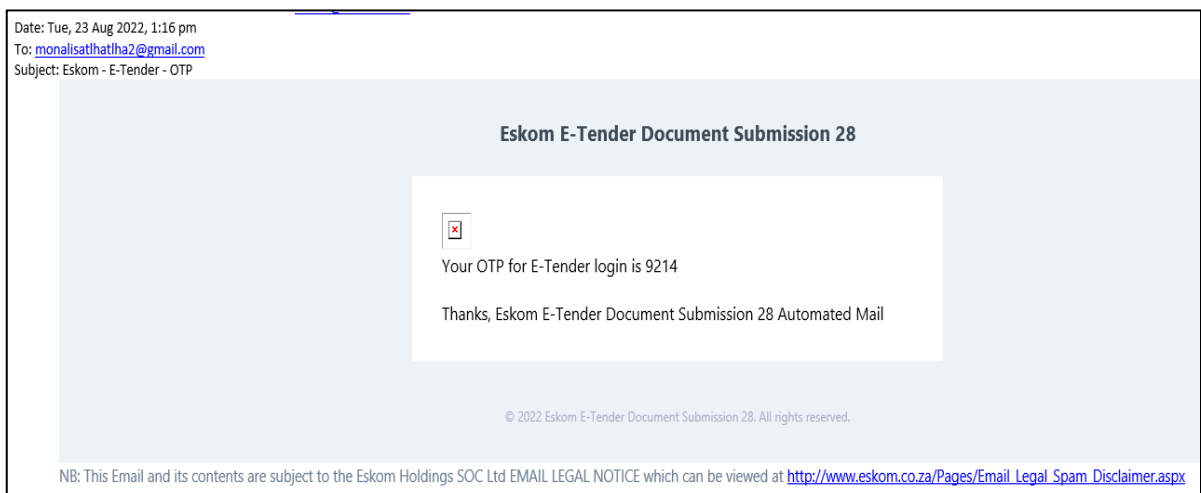


The login form features the Eskom logo at the top. It contains two input fields: 'Email' and 'Password'. Below the password field is a checkbox labeled 'Remember me'. At the bottom right, there is a 'LOG IN' button, a 'Forgot your password?' link, and a 'Register' link.

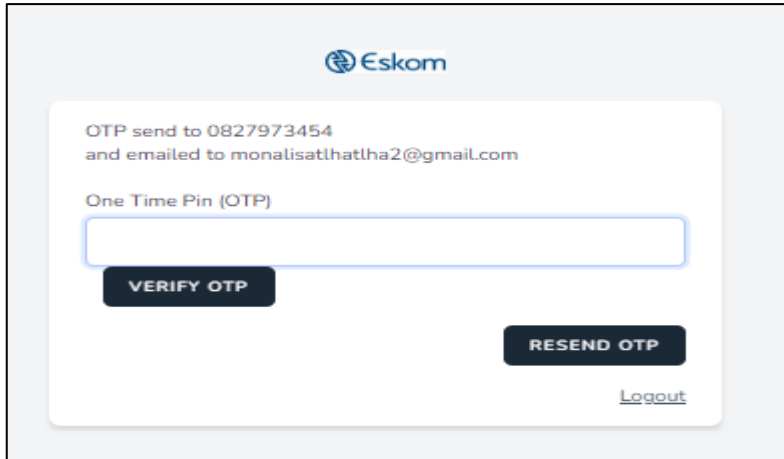


The OTP verification form displays the Eskom logo and a message: 'OTP send to 0827973454 and emailed to monalisatthatlha2@gmail.com'. It includes a 'One Time Pin (OTP)' input field, a 'VERIFY OTP' button, and a 'RESEND OTP' button. A 'Logout' link is located at the bottom right.

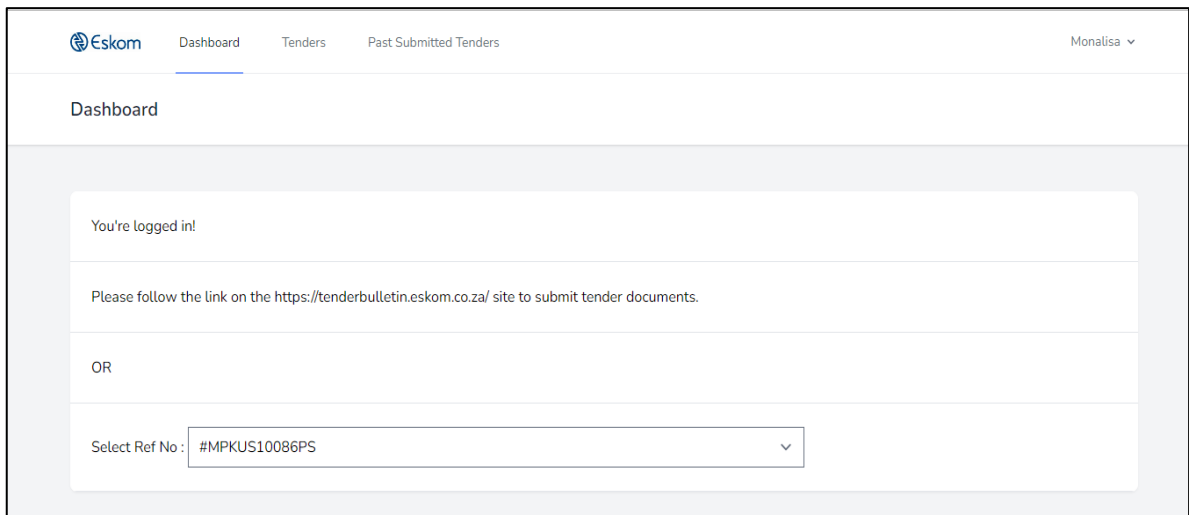
5. OTP sent to the registered cellphone number and email address



6. Insert the otp number then click **“Verify OTP”** button, to resend OTP click on **“Resend OTP”** button



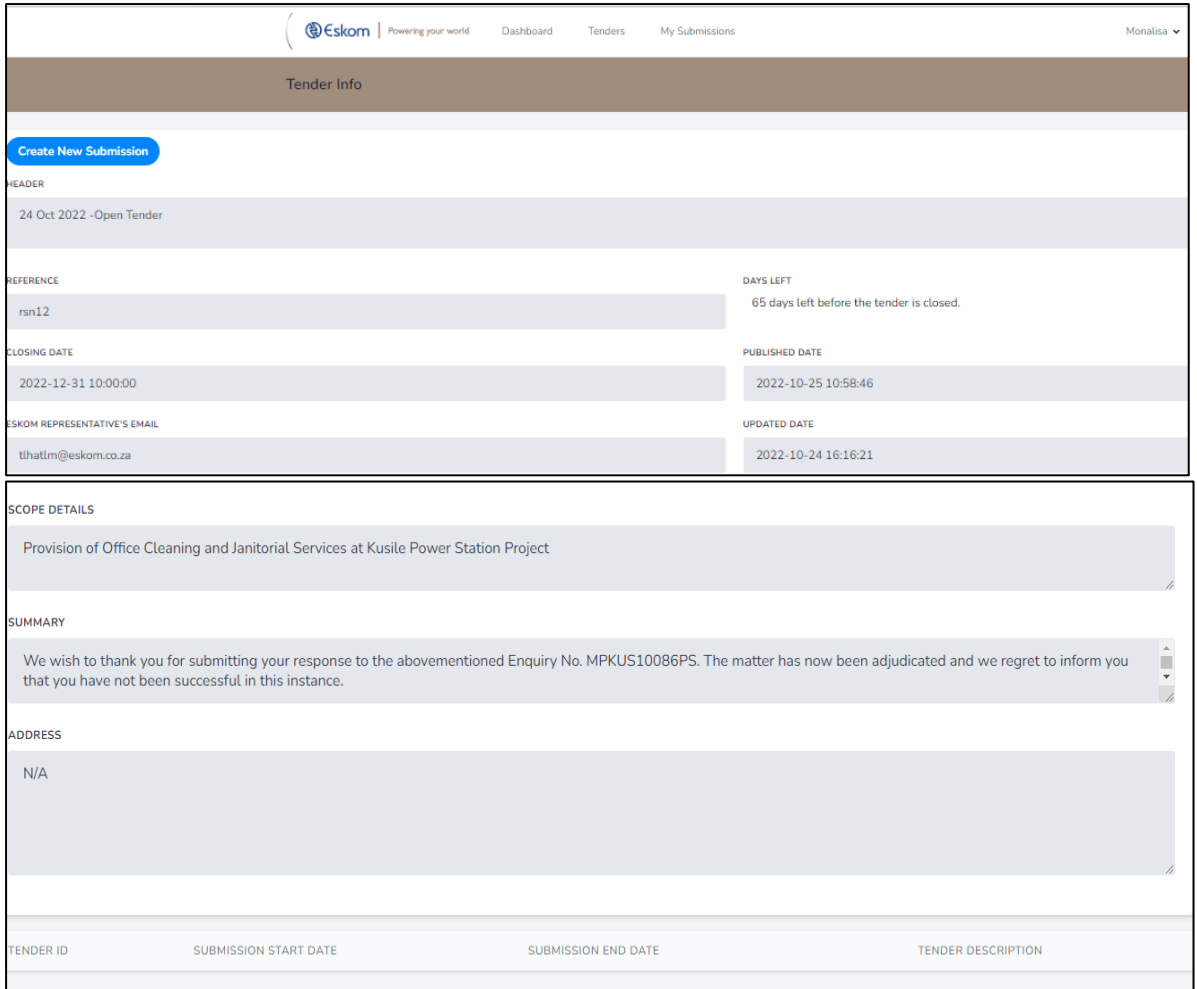
7. Landing page once OTP is verified



8. Select the preferred "Ref No"



9. A page with the preferred Tender information is displayed before tender documentation can be submitted.



Create New Submission

HEADER
24 Oct 2022 -Open Tender

REFERENCE rsn12	DAYS LEFT 65 days left before the tender is closed.
CLOSING DATE 2022-12-31 10:00:00	PUBLISHED DATE 2022-10-25 10:58:46
ESKOM REPRESENTATIVE'S EMAIL tthatlm@eskom.co.za	UPDATED DATE 2022-10-24 16:16:21

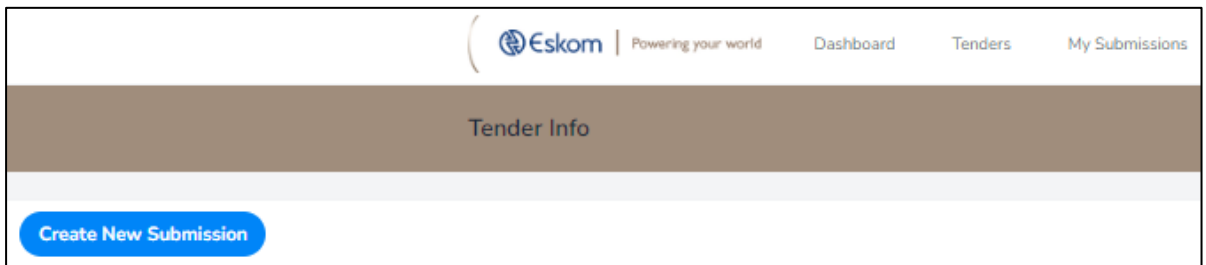
SCOPE DETAILS
Provision of Office Cleaning and Janitorial Services at Kusile Power Station Project

SUMMARY
We wish to thank you for submitting your response to the abovementioned Enquiry No. MPKUS10086PS. The matter has now been adjudicated and we regret to inform you that you have not been successful in this instance.

ADDRESS
N/A

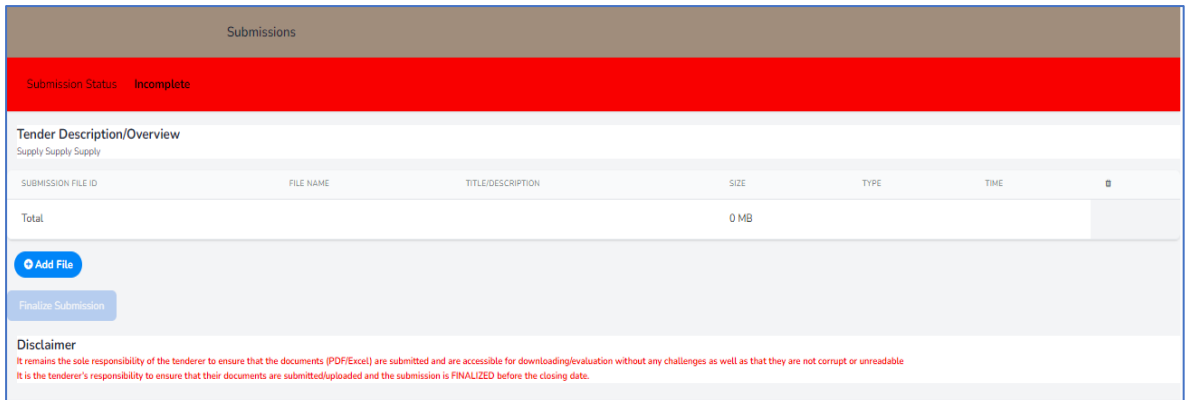
TENDER ID	SUBMISSION START DATE	SUBMISSION END DATE	TENDER DESCRIPTION
-----------	-----------------------	---------------------	--------------------

10. Click on **“Create New Submission” button** to submit required Tender documents

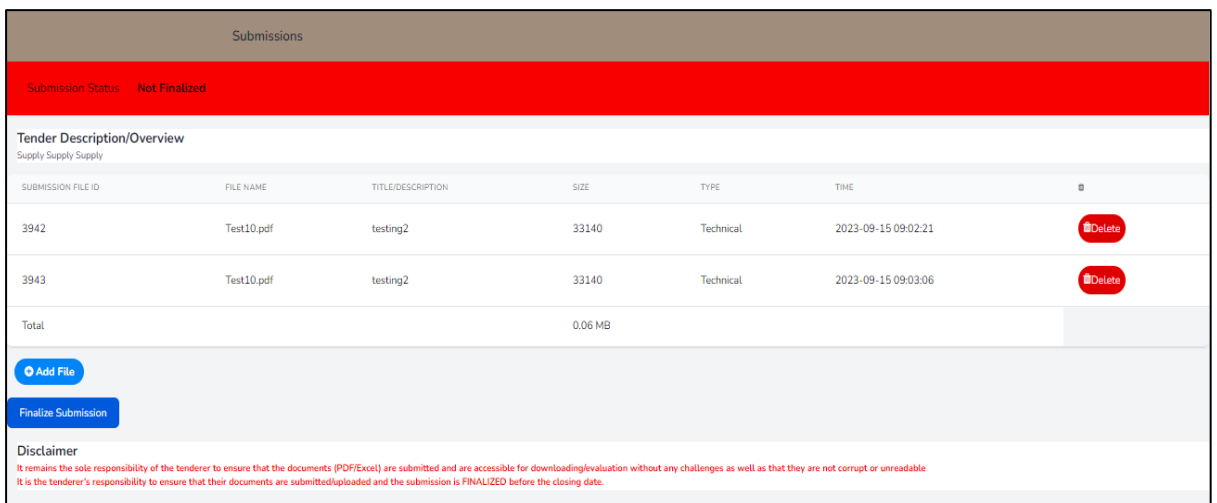


Create New Submission

11. Landing page once clicked on **“Create New Submission” button**. Take note of the mentioned disclaimers.

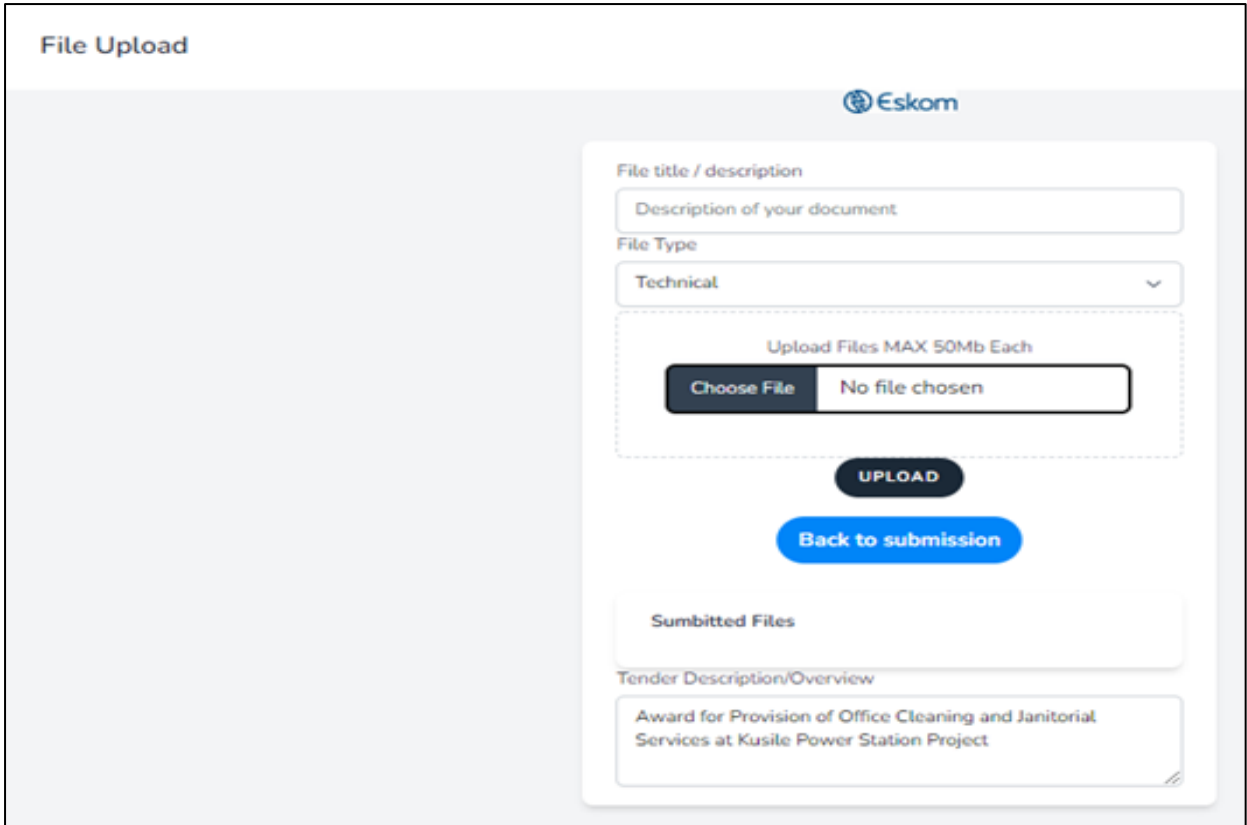


12. To submit tender documents, click on **“Add file”** button




13. Upload required tender documents by:

1. Giving the file a name
2. Select the listed file type e.g.: Technical, commercial, finance and etc
3. Choose the file you need to upload
4. Then click on **“Upload”** button, Fig5.



File Upload



File title / description

File Type
Technical

Upload Files MAX 50Mb Each
Choose File No file chosen

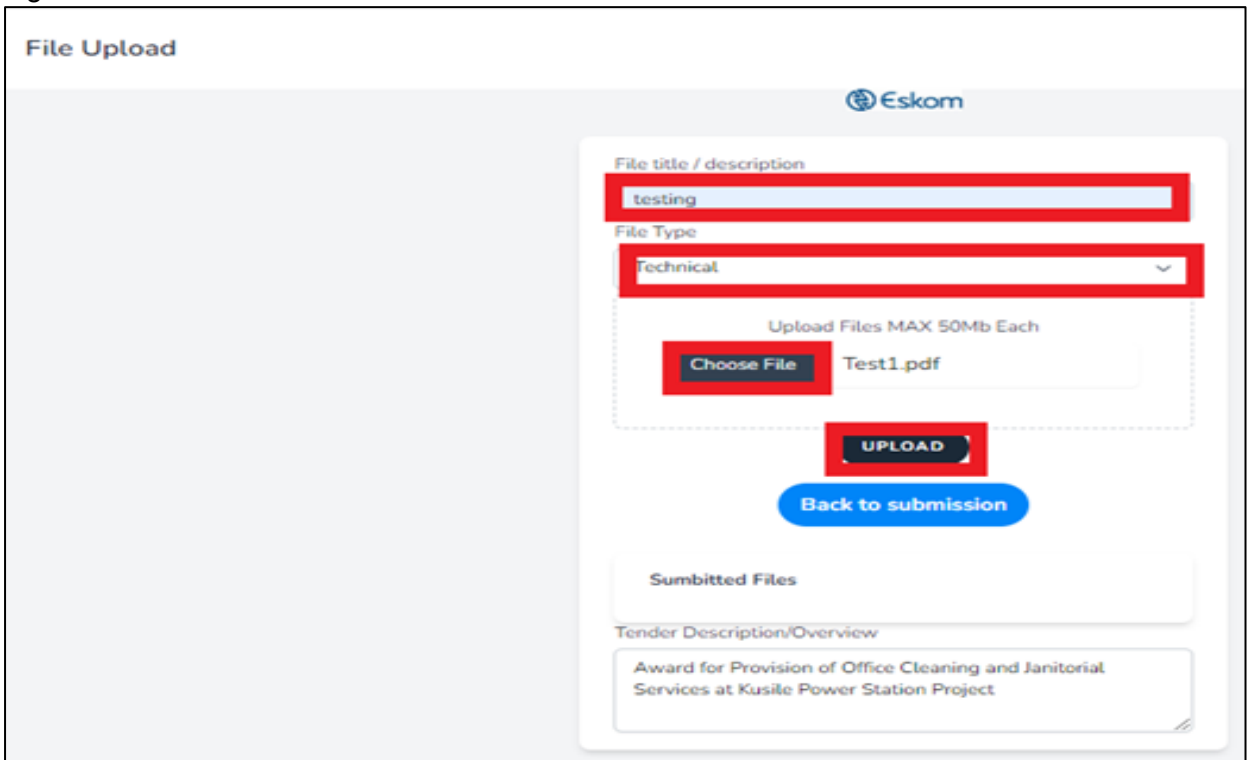
UPLOAD

Back to submission


Sumbitted Files

Tender Description/Overview
Award for Provision of Office Cleaning and Janitorial Services at Kusile Power Station Project

Fig4.



File Upload



File title / description

File Type
Technical

Upload Files MAX 50Mb Each
Choose File Test1.pdf

UPLOAD

Back to submission

Sumbitted Files

Tender Description/Overview
Award for Provision of Office Cleaning and Janitorial Services at Kusile Power Station Project

Fig5.

14. Once clicked on **“Upload” button**, this page will be displayed with the submitted document(s). Continue to submit all the required documents under the correct category ,i.e: Technical should be selected if technical documentation is uploaded and etc. Verify all required documents are uploaded before making ‘Final Submission’ by clicking on ‘Finalize Submission’ button.

Submissions

Submission Status: **Incomplete**

Tender Description/Overview
24 Oct 2022 -Open Tender

SUBMISSION FILE ID	FILE NAME	TITLE/DESCRIPTION	SIZE	TYPE	TIME	
357	Test9.pdf	testing	33140	Commercial	2022-10-26 14:05:34	Delete
Total			0.03 MB			

Add File

Submissions

Submission Status: **Incomplete**

Tender Description/Overview
24 Oct 2022 -Open Tender

SUBMISSION FILE ID	FILE NAME	TITLE/DESCRIPTION	SIZE	TYPE	TIME	
357	Test9.pdf	testing	33140	Commercial	2022-10-26 14:05:34	Delete
358	Test3.pdf	testing1	33140	Technical	2022-10-26 14:12:32	Delete
Total			0.06 MB			

Add File

Submissions

Submission Status: **Not Finalized**

Tender Description/Overview
24 Oct 2022 -Open Tender

SUBMISSION FILE ID	FILE NAME	TITLE/DESCRIPTION	SIZE	TYPE	TIME	
357	Test9.pdf	testing	33140	Commercial	2022-10-26 14:05:34	Delete
358	Test3.pdf	testing1	33140	Technical	2022-10-26 14:12:32	Delete
359	Test3.pdf	test1	33140	Finance	2022-10-26 14:16:06	Delete
Total			0.09 MB			

Add File

Finalize Submission

15. Click on **“Finalize Submission”** button. A file size cannot exceed 50MB and a total size of all uploaded files should not exceed 900MB.

The screenshot shows the 'Submissions' interface. At the top, it says 'Submission Status: Not Finalized'. Below this is a 'Tender Description/Overview' section for '24 Oct 2022 - Open Tender'. A table lists the following files:

SUBMISSION FILE ID	FILE NAME	TITLE/DESCRIPTION	SIZE	TYPE	TIME	
357	Test9.pdf	testing	33140	Commercial	2022-10-26 14:05:34	Delete
358	Test3.pdf	testing1	33140	Technical	2022-10-26 14:12:32	Delete
362	Test16.pdf	test6	33141	Finance	2022-10-26 15:09:57	Delete
Total			0.09 MB			

Below the table are two buttons: 'Add File' and 'Finalize Submission'. The 'Finalize Submission' button is highlighted with a yellow border.

16. Once “Finalize Submission” button is clicked the pop-up message confirming the submission will pop-up

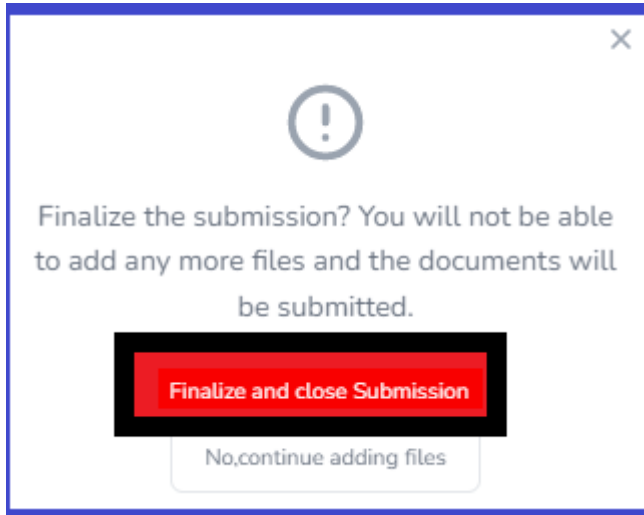
The screenshot shows the same 'Submissions' interface as above, but with a confirmation dialog box overlaid in the center. The dialog box contains the following text:

Finalize the submission? You will not be able to add any more files and the documents will be submitted.

There are two buttons in the dialog: 'Finalize and close Submission' (highlighted in red) and 'No, continue adding files'.

17. Click on **“Finalise and Close Submission”** button to finalize the submission of documents.

If not all documents were submitted or still wish to add or submit more documents, click on **“No, continue adding files”** button.



18. Once the submission is finalised the page with all submitted documents will display with the submission and closed time and date timestamp at the bottom.

Submissions						
Submission Status		Submitted				
Tender Description/Overview						
24 Oct 2022 -Open Tender						
SUBMISSION FILE ID	FILE NAME	TITLE/DESCRIPTION	SIZE	TYPE	TIME	
357	Test9.pdf	testing	33140	Commercial	2022-10-26 14:05:34	
358	Test3.pdf	testing1	33140	Technical	2022-10-26 14:12:32	
362	Test16.pdf	test6	33141	Finance	2022-10-26 15:09:57	
Total			0.09 MB			
Submission started at 2022-10-26 13:16:33 and closed at 2022-10-26 15:15:39						

19. To view submitted tenders, click on **“My Submissions”** menu option. All your individually submitted tenders will be displayed.

If you want to view or verify the submitted documents, click on **“View Submission”** button

My Submissions				
TENDER ID	SUBMISSION START DATE	SUBMISSION END DATE	TENDER DESCRIPTION	
71385	2022-10-26 13:12:34	65 days left before the tender is closed.	Add files / Close Submission	
71385	2022-10-26 13:16:33	2022-10-26 15:15:39	View Submission	
24 Oct 2022 -Open Tender				

20. Once the submission process is complete an email will be sent to the submitter with all submitted documents on email, Fig6. This is the final step for the submitter or tenderer.

It is vital to save the email with the **submission ID** for future enquiry if need be.

-----Originalmessage-----
From: Eskom E-Tender Document Submission 28 <noone@eskom.co.za>
Date: Tue, 23 Aug 2022, 3:42pm
To: monalisatlhatha2@gmail.com
Subject: Response To Submitter
Eskom E-Tender Document Submission 28

Hi Monalisa
You have finalized a new submission with **submission id: 14** on tender #MPKUS10086PS
closing date : 2022-11-30 10:00:00.
Have started the submission from 2022-08-23 14:28:33 and finalized at 2022-08-23
15:42:28
Tender Description:
Award for Provision of Office Cleaning and Janitorial Services at Kusile Power Station
Project

Files Submitted:

ID	Original Name	Title	Size	Type
38	Test7.pdf	testingCom	33141	Commercial
40	Test1.pdf	testingTech	33502	Technical
41	Test15.pdf	testingFin	33141	Finance

Thanks,
Eskom E-Tender Document Submission 28 Automated Mail

© 2022 Eskom E-Tender Document Submission 28. All rights reserved.

NB: This Email and its contents are subject to the Eskom Holdings SOC Ltd EMAIL
LEGAL NOTICE which can be viewed at
http://www.eskom.co.za/Pages/Email_Legal_Spam_Disclaimer.aspx

Fig6.

5 Edit Registration

To edit already registered information such as Name, Organization, CSD and cell phone number select “Edit Registration” on the drop down, Fig1. New window with information that needs to be updated pop ups, Fig2. Click on “**Update**” button to update registration details.

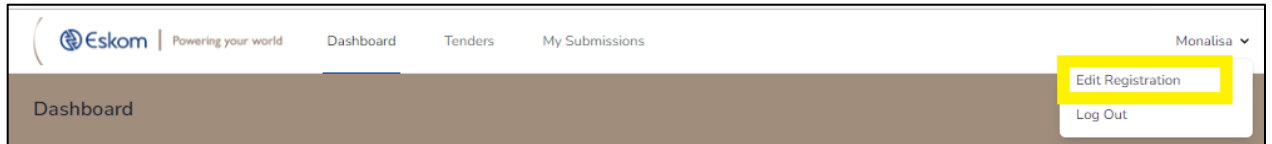
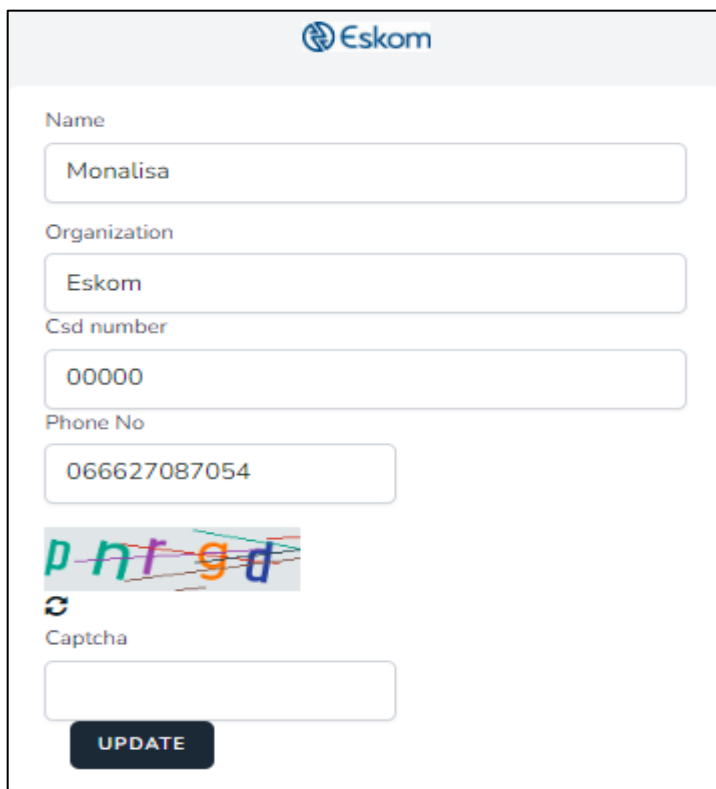


Fig1.



The screenshot shows the 'Edit Registration' form. It contains the following fields and elements:

- Name:** A text input field containing 'Monalisa'.
- Organization:** A text input field containing 'Eskom'.
- Csd number:** A text input field containing '00000'.
- Phone No:** A text input field containing '066627087054'.
- Captcha:** A captcha image showing the letters 'p h t g d' in a stylized font, with a refresh icon below it. Below the image is an empty text input field for the captcha.
- UPDATE:** A dark blue button with white text at the bottom of the form.

Fig2.

6 Log off Button

To logout, click “Log out” on the dropdown next to your name

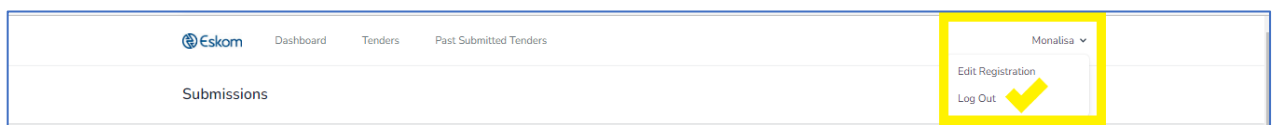
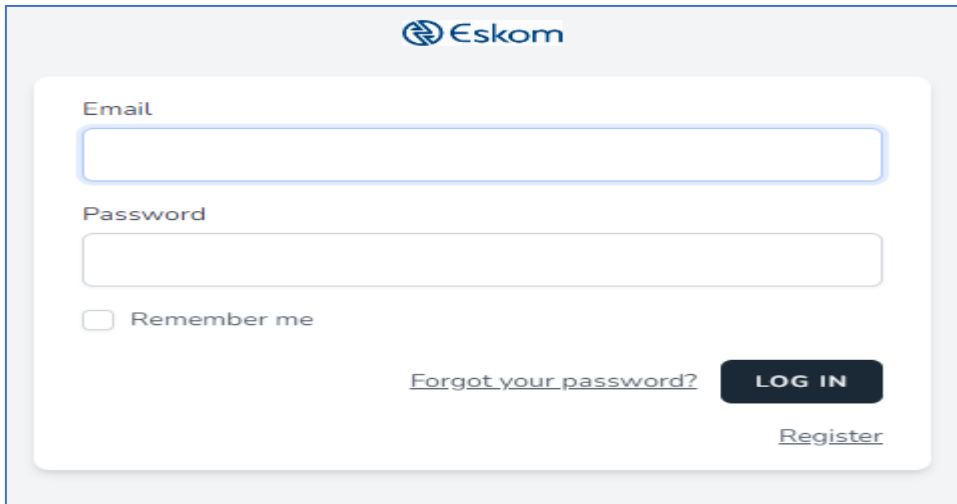


Fig1.

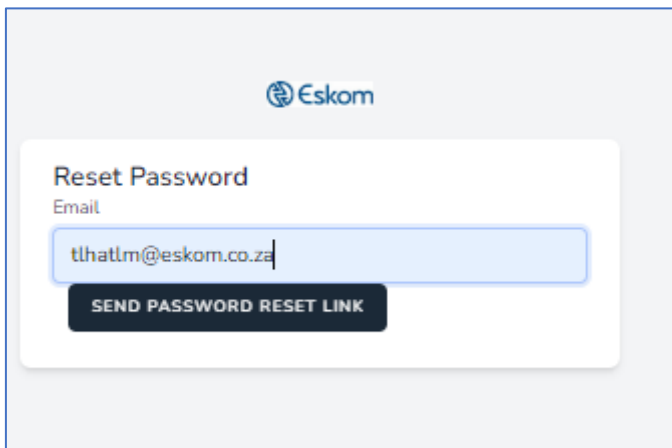
7 Password reset

To reset a forgotten password, click **“Forgot your password” Fig1.** and a new screen will pop up to enter an alternative email where the new password will be sent Fig2. Confirmation message will be sent to the user, Fig3.



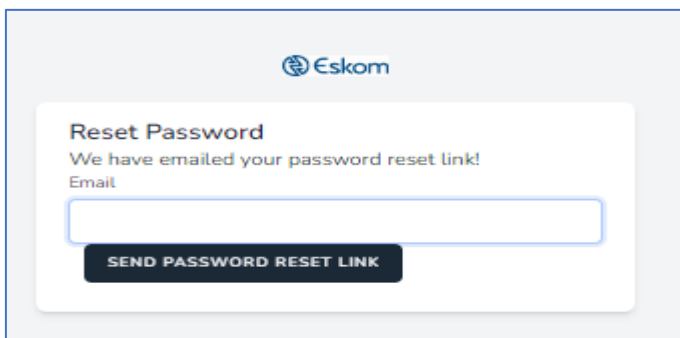
The login form features the Eskom logo at the top center. Below it, there are two input fields: 'Email' and 'Password'. A checkbox labeled 'Remember me' is positioned below the password field. At the bottom right, there is a dark 'LOG IN' button. To the left of the button is a link that reads 'Forgot your password?'. Below the button is a link that reads 'Register'.

Fig1.



The 'Reset Password' form displays the Eskom logo at the top. The title 'Reset Password' is centered. Below the title, the label 'Email' is followed by an input field containing the email address 'tthatlm@eskom.co.za'. A dark button labeled 'SEND PASSWORD RESET LINK' is located below the input field.

Fig2.



The confirmation form shows the Eskom logo at the top. The title 'Reset Password' is centered, followed by the message 'We have emailed your password reset link!'. Below this, the label 'Email' is followed by an empty input field. A dark button labeled 'SEND PASSWORD RESET LINK' is positioned below the input field.

Fig3.

An email confirming password reset will be sent to the email provided.
Click on the link or **“Reset Password”** button to reset the password.

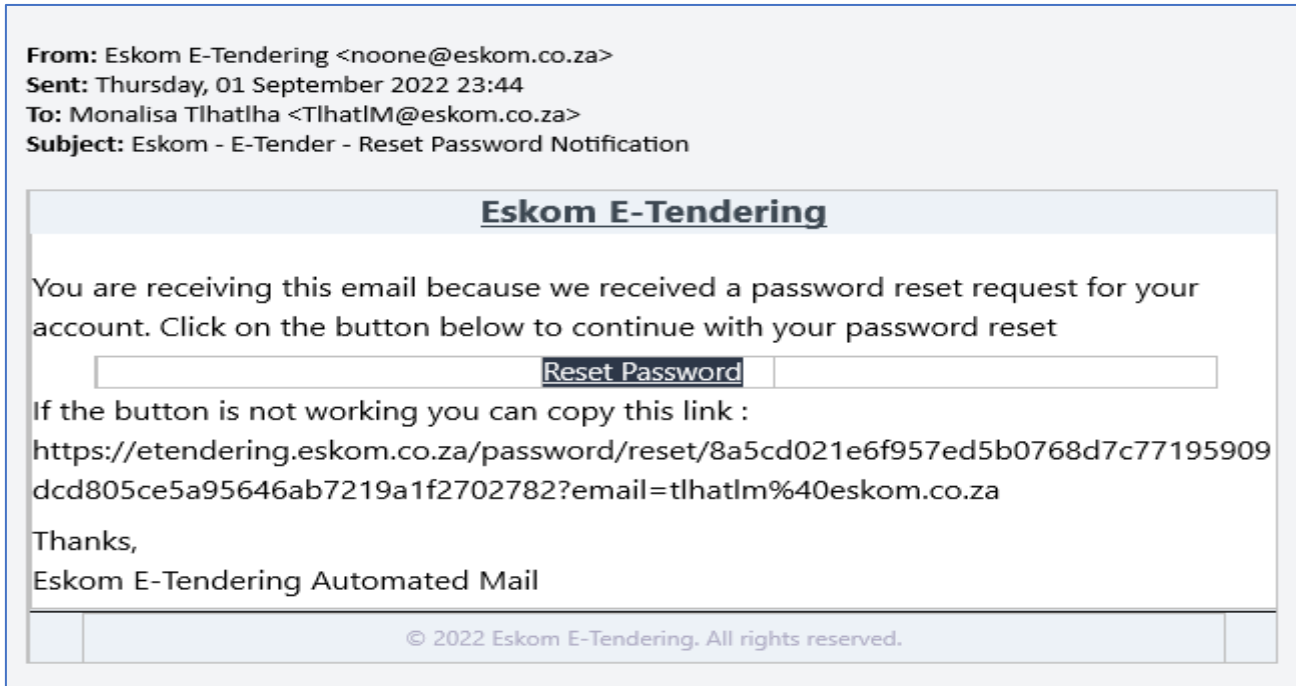


Fig4.

A new window will pop up to reset and confirm the new password, Fig5. Enter new password and confirm then click on **“Reset Password”** button.

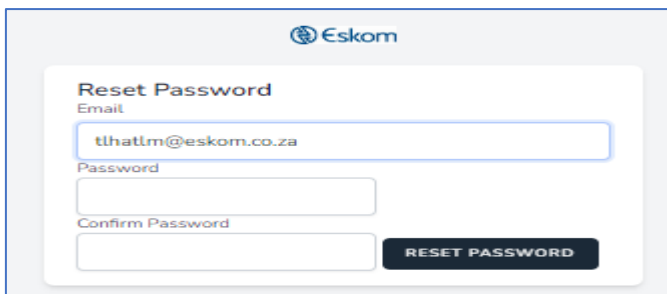


Fig5.

OTP window will pop up, type in the OTP sent to either the cell phone or email address.



Fig6.

OTP successfully goes through and lands on the below screen, password is successfully reset.

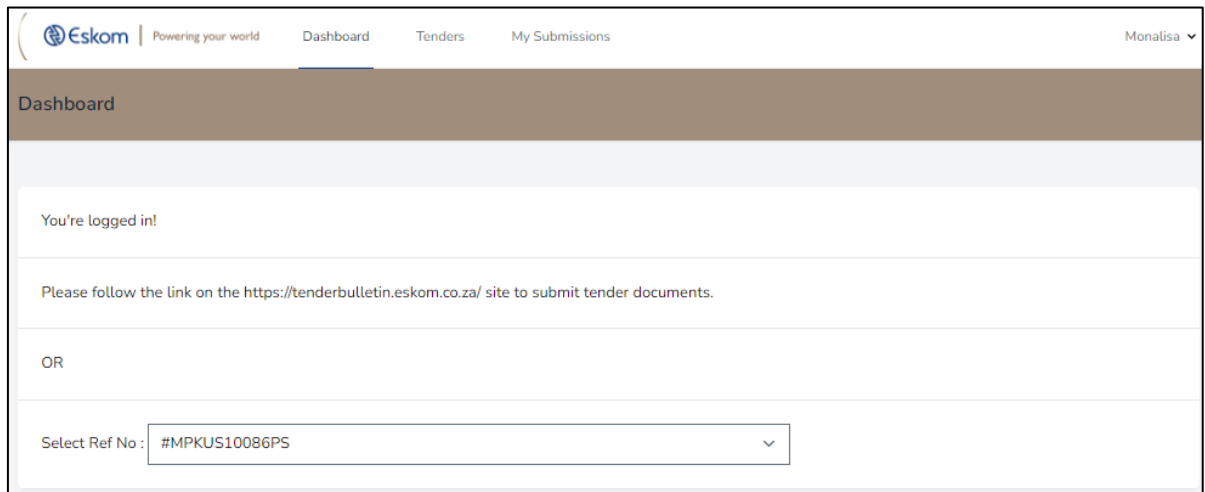


Fig7.

8 General

This system is compatible to most web browsers however we recommend Ms Edge.

The end.