ETENDER PORTAL

E-SUBMISSION USER MANUAL FOR SUPPLIERS

Suppliers' guide to submitting e-Submission Bids

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

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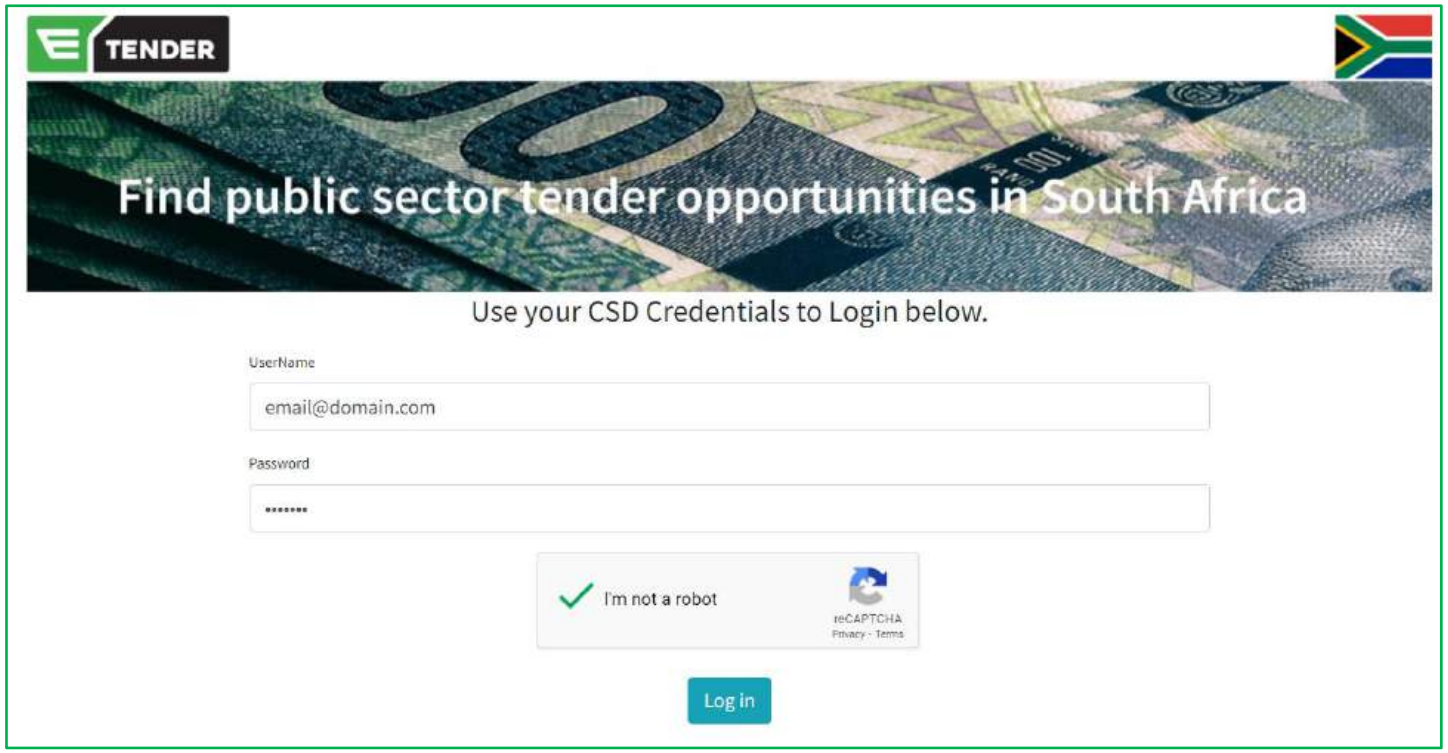
HOW TO LOGIN TO THE PORTAL

- Go to https://etenders.gov.za
- Click on **Login**
- Select **Supplier Login**

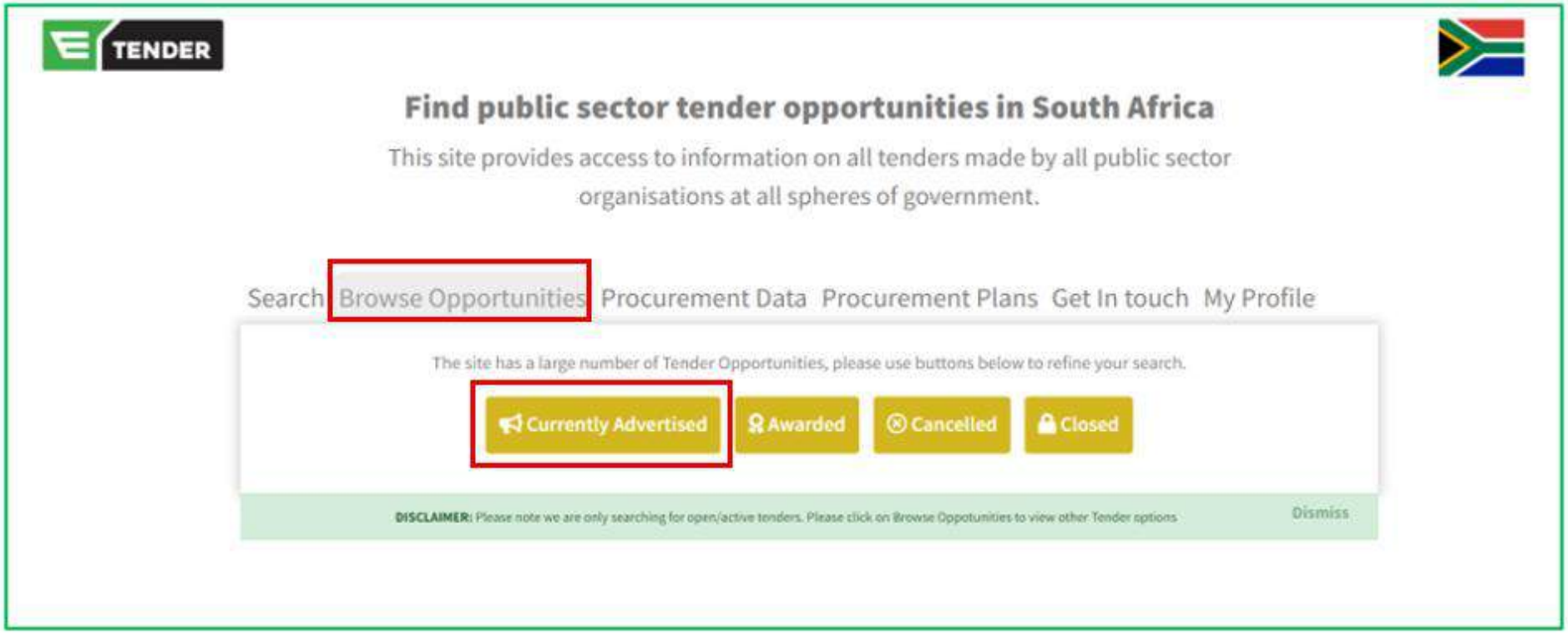
HOW TO LOGIN TO THE PORTAL …continued

- Type in your Central Supplier Database (CSD) registered email address
- Type in your Central Supplier Database (CSD) login password
- Complete the CAPTCHA verification
- Click Log in



HOW TO FIND AN E-SUBMISSION TENDER

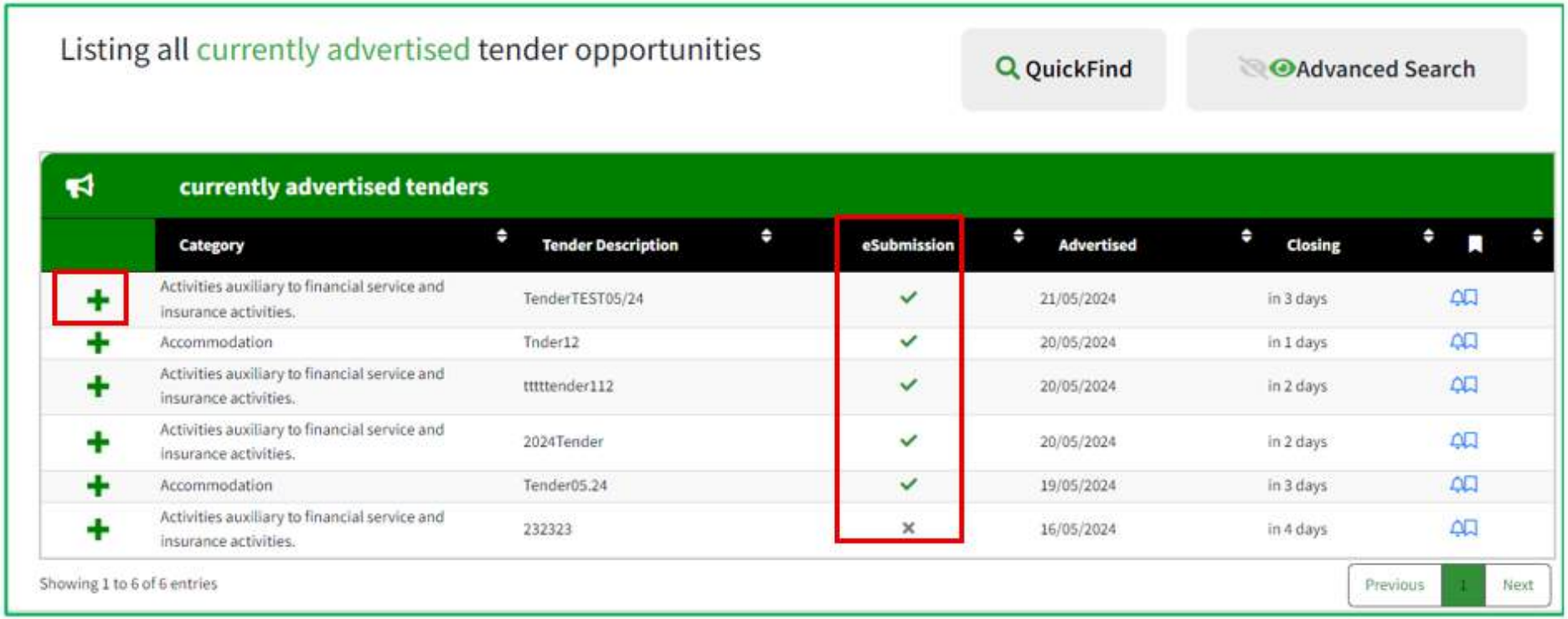
- Click **Browse Opportunities**
- Select **Currently Advertised**



HOW TO FIND AN E-SUBMISSION TENDER…continued

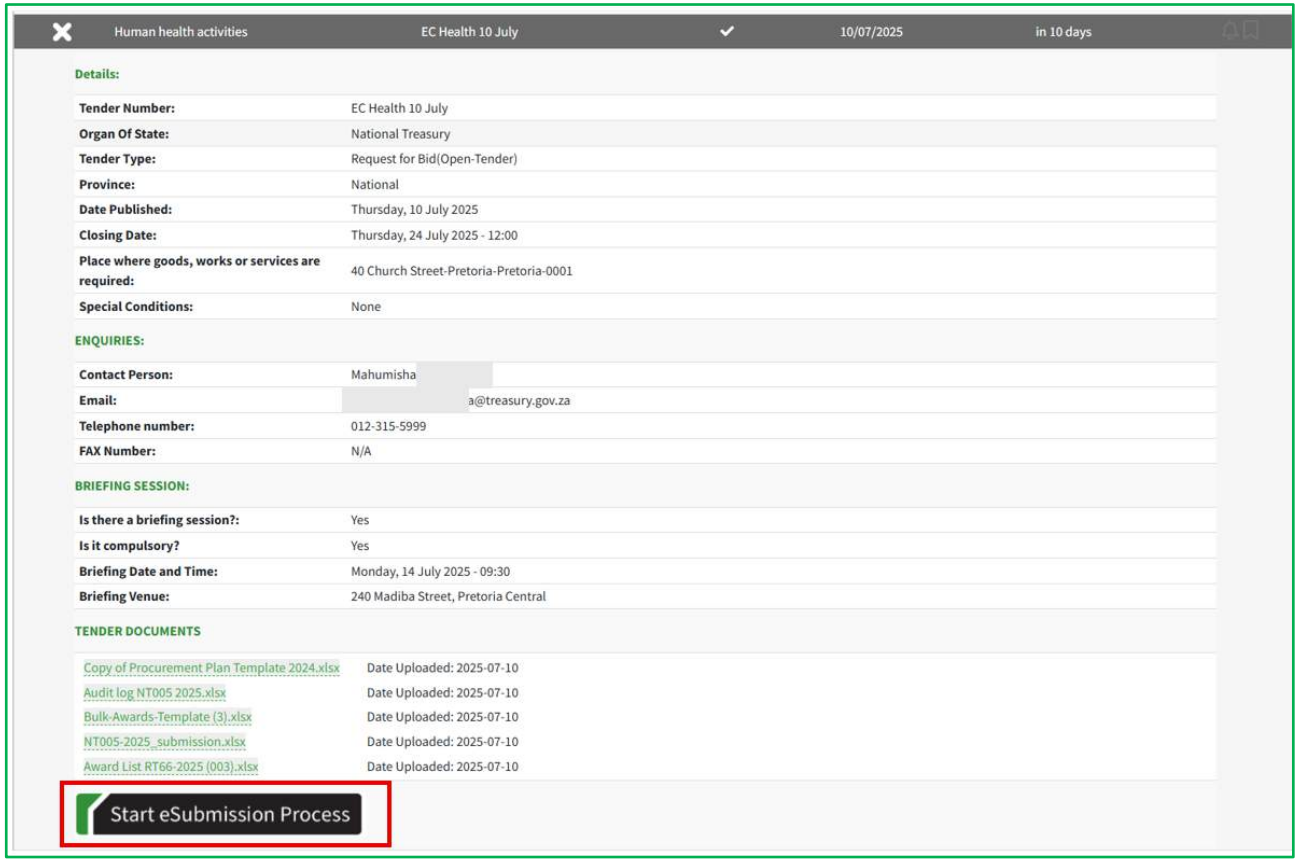
- Click **“+”** on any tender opportunity you wish to apply for.

  Please note; eSubmission Tenders will have a tick (✓) under the eSubmission Column



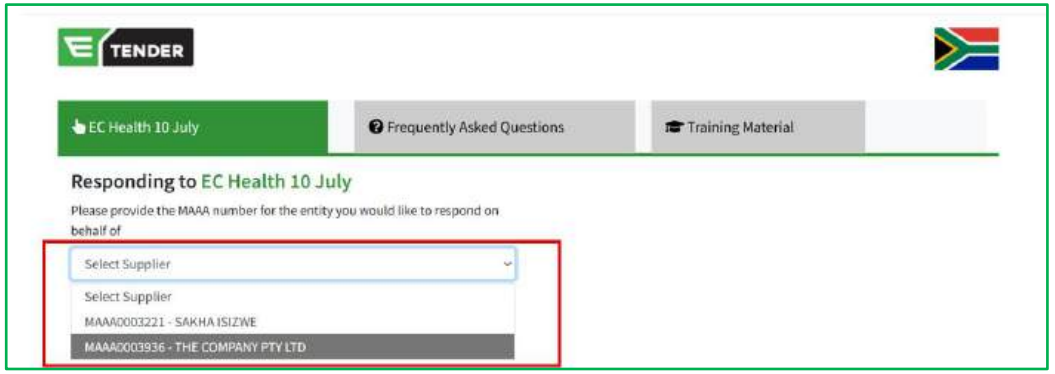
HOW TO APPLY FOR AN E-SUBMISSION TENDER

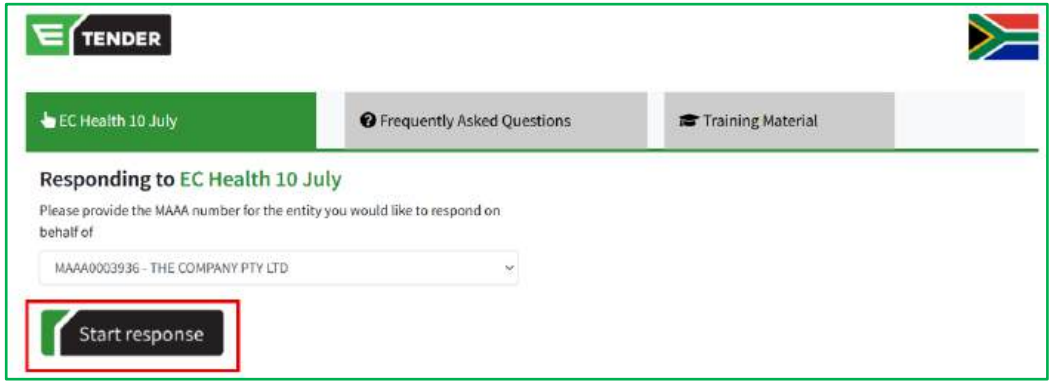
- The full details of the tender opportunity (including the Tender Documents) will be displayed.
- Click on "**Start eSubmission Process**"



HOW TO APPLY FOR AN E-SUBMISSION TENDER…continued

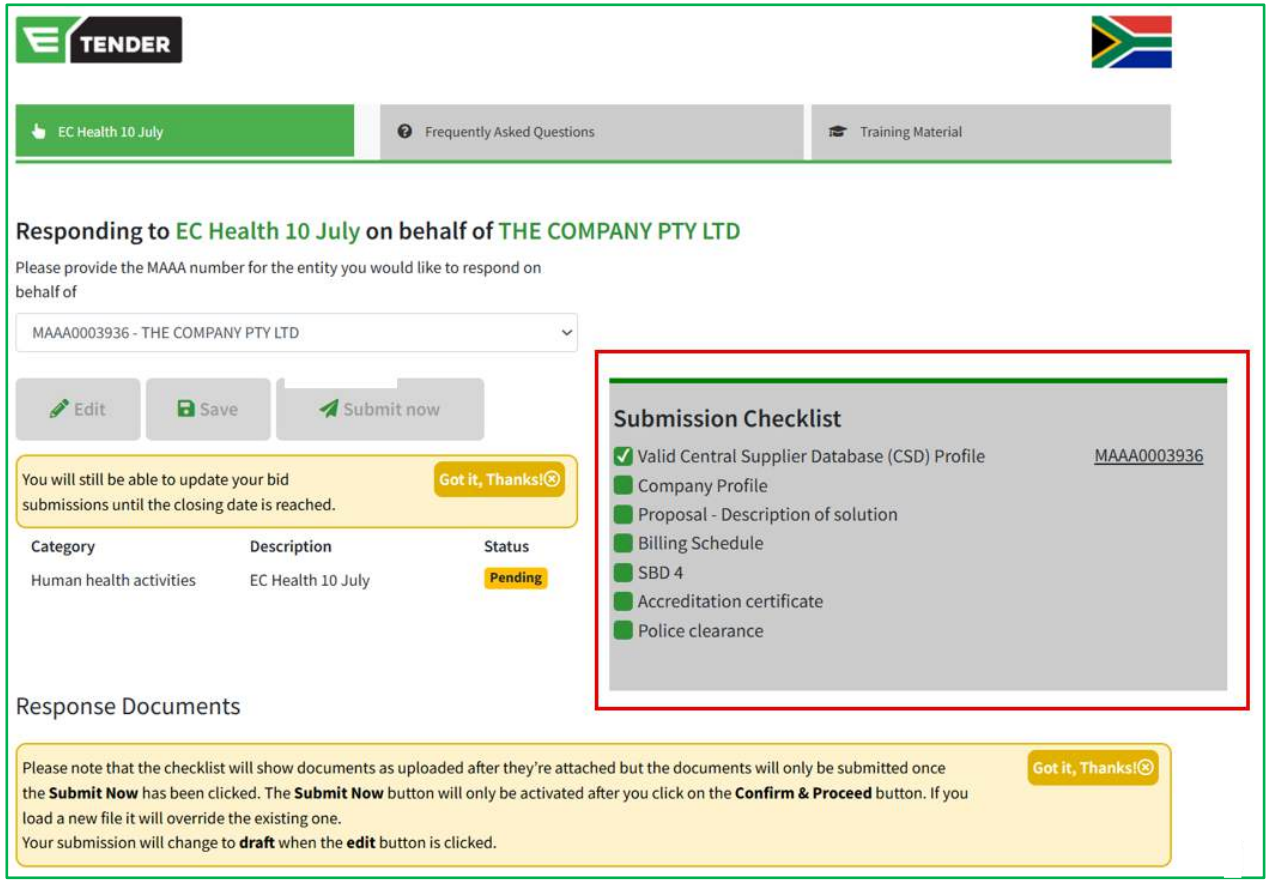
- Click the dropdown button on "**Select Supplier**"
- All your registered Supplier Numbers will be displayed
- Select the Supplier Number you wish to use to apply for the bid
- Click "**Start response**"





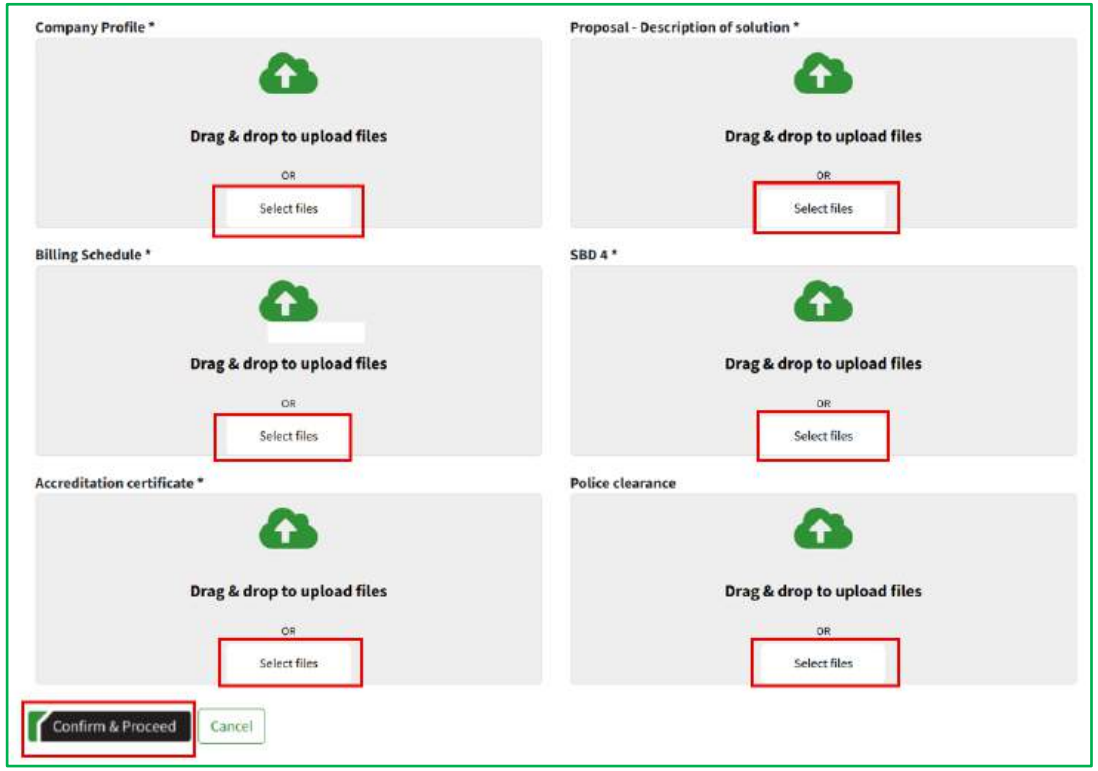
HOW TO APPLY FOR AN E-SUBMISSION TENDER…continued

- A Submission Checklist will be displayed towards the right on the page.
  - **Ensure all required documents are uploaded to be able to submit your bid.**



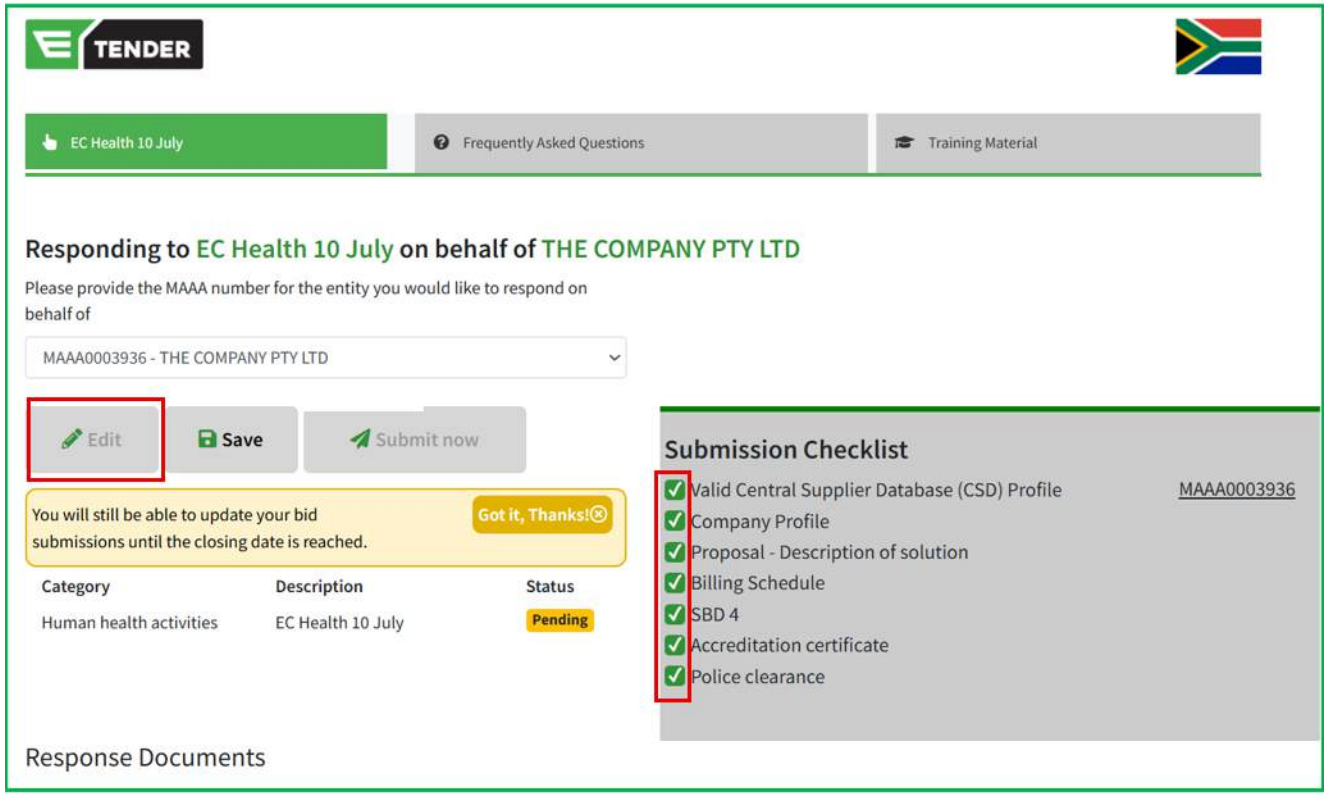
HOW TO APPLY FOR AN E-SUBMISSION TENDER…continued

- Click on “**Select files”** or **drag and drop** your files according to the respective response document headings
- Click “**Confirm & Proceed**” after uploading all required documents
  - **Note**: *Only one document can be uploaded at a time, should you upload more than one document, only the recently uploaded document will be saved*



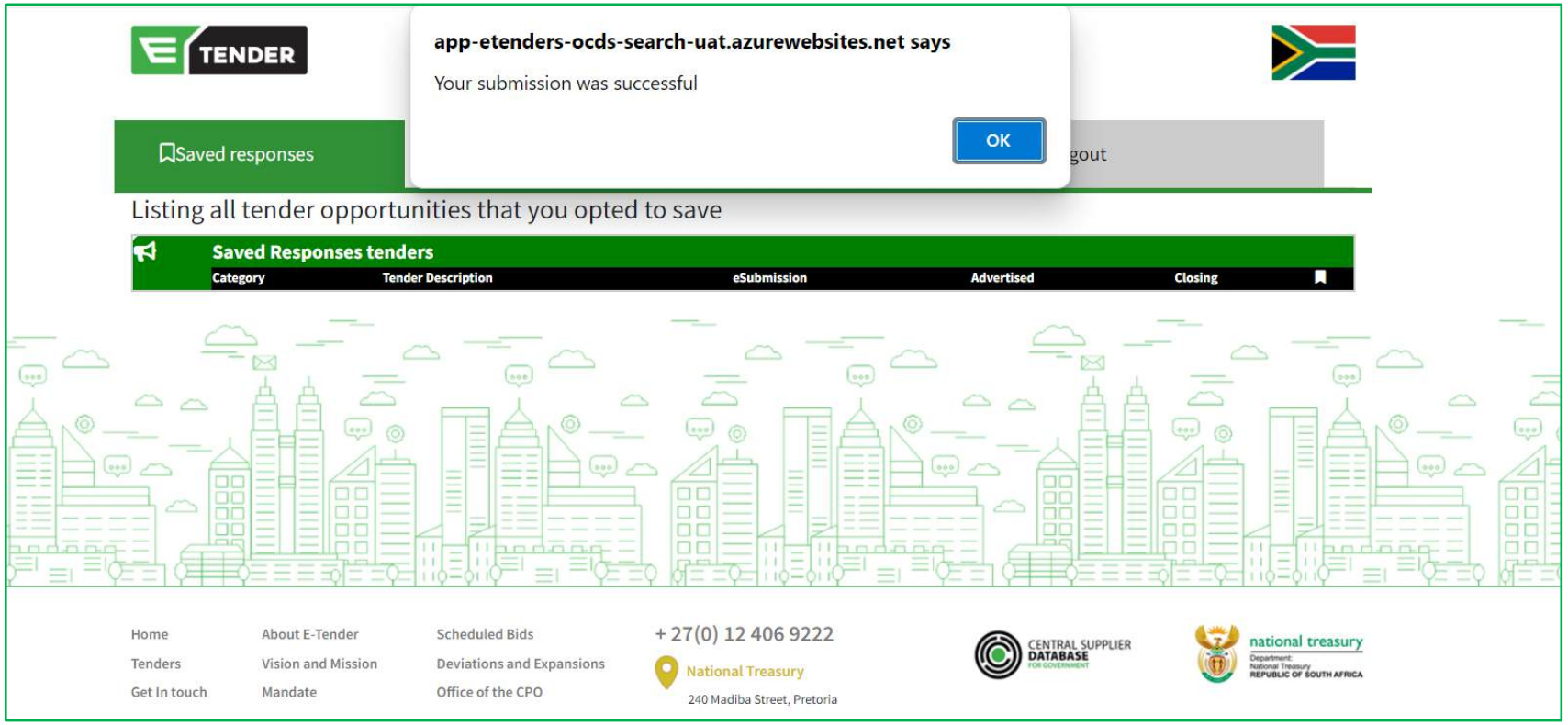
HOW TO APPLY FOR AN E-SUBMISSION TENDER…continued

- After clicking "**Confirm & Proceed**", the Submission checklist should be all ticked
- Click "**Edit**" should you wish to upload a different document (the edit button will be disabled when the Tender closes and no changes can be made after that)
- Click **"Submit now"** to complete your eSubmission application



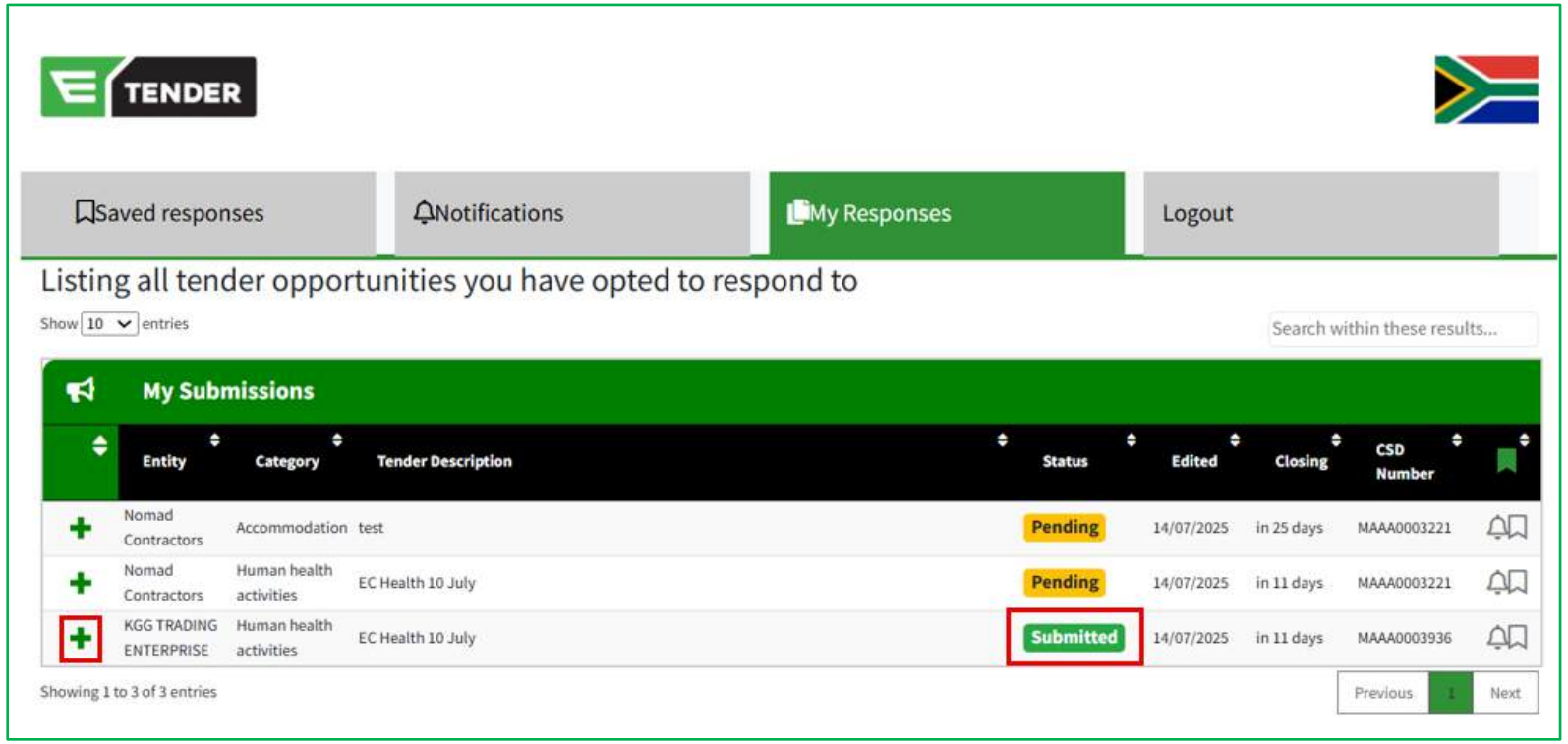
HOW TO APPLY FOR AN E-SUBMISSION TENDER…continued

- A pop up confirming a successful submission will appear after you click Submit



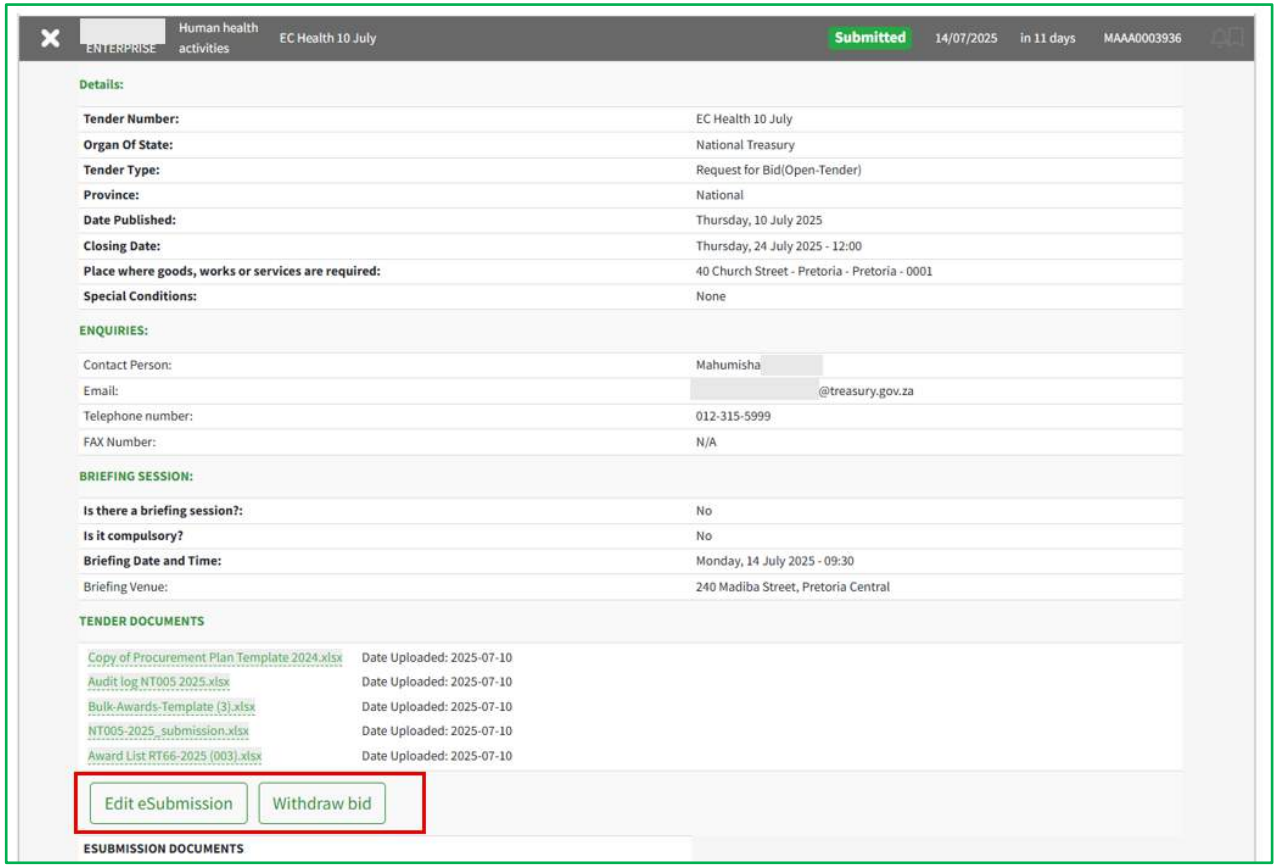
HOW TO APPLY FOR AN E-SUBMISSION TENDER…continued

- The status of your submission will appear as Submitted.
- Should the status be Pending, please note that you have not yet submitted all the required documents and will need to do so to ensure a successful submission.
- Click the "**+**" button to edit or withdraw your submission



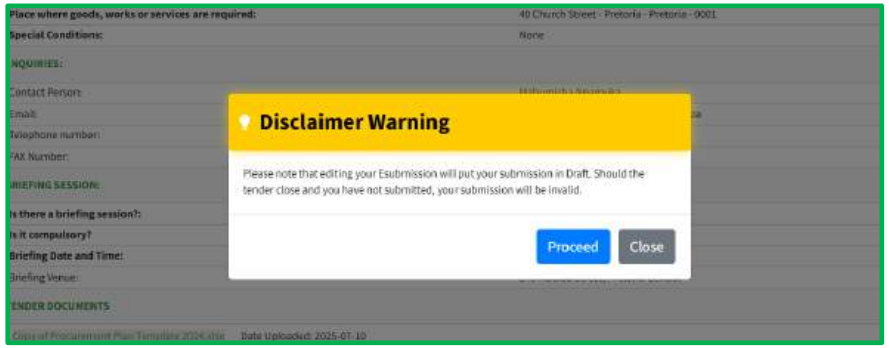
HOW TO EDIT OR WITHDRAW YOUR E-SUBMISSION BID

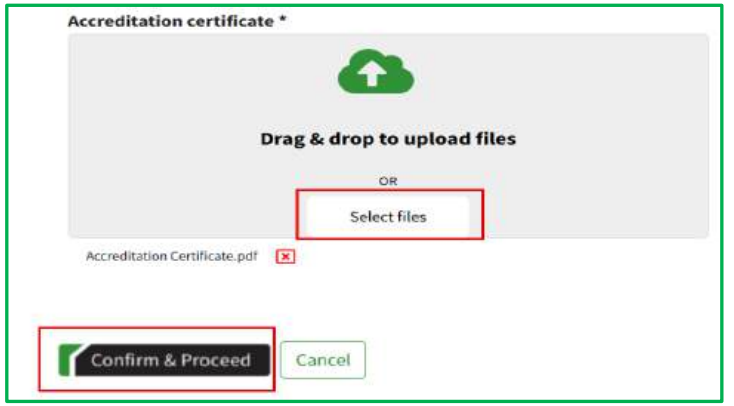
- Click “**Edit eSubmission**” to edit your bid (upload different documentation)
- Click “**Withdraw bid**” to withdraw your bid/submission



HOW TO EDIT OR WITHDRAW YOUR E-SUBMISSION BID…continued

- After clicking "**Edit eSubmission**", acknowledge the disclaimer pop-up by clicking "Proceed".
- Click the "**Edit**" button and select file or drag and drop to upload different documentation
- Click "**Confirm & Proceed**" thereafter





- After clicking "**Withdraw bid**" on the previous page, the application will disappear from your list.

THE END

thank you
danke
謝謝
ngiyabonga
teşekkür ederim
gracias
merci
obrigado
bedankt
dziękuję
go raibh maith agat
mochchakkeram
sukriya
kop khun krap
terima kasih
grazie
arigatô
takk
dakujem
tapadh leat
спасибо
рахмат
Баярлалаа
faafetai lava
kiitos
dankie
dhanyavad
nanni
nandri
bayarlalaa
gràçie
hvala
mauruuru
köszönöm
enkosi
sobodi
děkuji
mèsi
didi madloba
sagolun
najis tuke
kam sah hamnida
rahmat
তোমাকে ধন্যবাদ
감사합니다
xièxie
ありがとう
tanemirt
rahmet
ευχαριστώ
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dhanyavadagalu
shukriya
mercé
мерси
trugarez
chokrane
murakoze
tenki
obrigada
asante
manana
хвала
mahalo
paldies
grazzi
misaotra
matondo
dank je
blagodaram
vinaka
спасибі
mersi
kia ora
barka
welalin
tack
spas
akun
dankon
ačiū
djiere dieuf
tau
дякую
mamnun
chnorakaloutioun
gratias ago
gràcies
sulpáy
taiku