

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.

NOTE: if you or your company already have an Open Windows eTenderBox account you will not need to re-register.

1. Go to <https://basscoast.etenderbox.com.au>
2. From the **My Account** widget, select the **Create Account** link.

open windows software
modular procurement

eTenderBox™

Search RFX's

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 Tenant (UTC+10:00)	2

View RFX's

Proposed

Current

Closed

Archived

Awarded

My Account

Home

Login

Create Account

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

Create Respondent Account

Fields marked with * are required.

Contact Details

Title

First Name *

Last Name *

Email *

Note: All emails generated from eTENDERING will be sent to this email address

Phone *

Mobile

Fax

Address Details

Street Address 1 *

Street Address 2

City *

State *

Postcode *

Country AUSTRALIA

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

I have read and agree to the conditions of use

Create Account

5. 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.

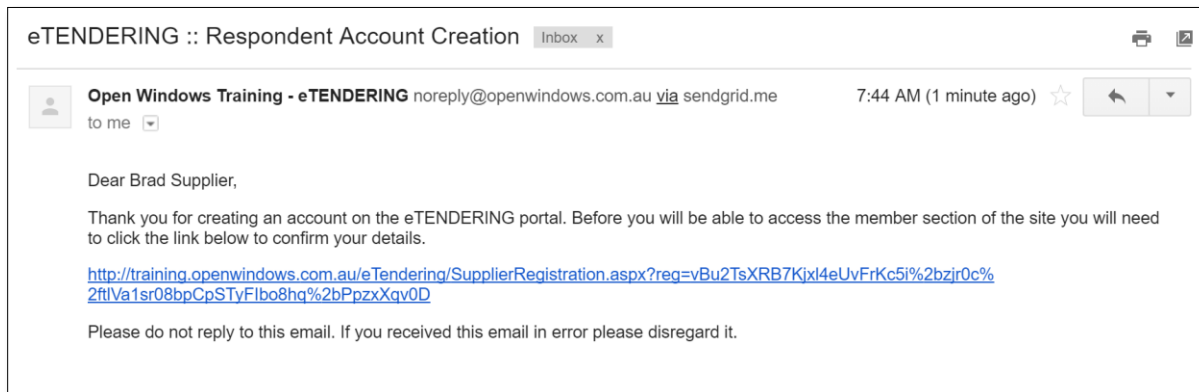
Create Respondent Account

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.

6. Log into your email account, you will see an email like the following from the 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.



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



8. Once logged in you will be directed to the **eTenderBox Desktop**.
9. If you wish to be notified about certain categories, please click on the **My Subscriptions** tab.

The screenshot shows the eTenderBox Desktop interface. 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 four tabs: "My Invited Rfx's", "My Subscriptions" (highlighted with a red box), "My Submissions", and "Advanced Search". On the left side, there is a sidebar with "Search RFX's" and "View RFX's" sections. The "View RFX's" section has a dropdown menu with options: Proposed, Current, Closed, Archived, and Awarded. Below that is the "My Account" section with options: Home, Login, and Create Account. The main content area shows 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 page, there is a copyright notice: "© 2019 Open Windows Software Pty Ltd | eTenderBox 8.0.19178.01 | Terms | Contact".

10. Select **“Click here to add a new RFX Subscription”**

The screenshot shows the eTenderBox Desktop interface with the "RFX Subscriptions" page selected. The page title is "RFX Subscriptions". Below the title, it says "Saved Subscriptions". The main content area displays the message: "You have no RFX Subscriptions. [Click here to add a new RFX Subscription.](#)". The sidebar on the left is partially visible, showing the "View RFX's" section with options: Proposed, Current, and Closed.

11. Select as many of the Category (UNSPSC) that you would like to be notified on, and select add

Demo **eTenderBOX**

Search RFX's **RFX Subscriptions** ?

Fields marked with * are required.

My RFX Subscriptions

Create New Alert

Key Words Key word searches RFX Title and Category. Separate multiple word searches using a comma.

Search Category (UNSPSC):

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

12. You can also search and select Key Words

Demo **eTENDER BOX**

Search RFX's
RFX Subscriptions ?

Fields marked with * are required.

My RFX Subscriptions

Create New Alert

Key Words Key word searches RFX Title and Category. Separate multiple word searches using a comma.

Search Category (UNSPSC):

Category (UNSPSC)

- 80111700 - Personnel recruitment
- 80111711 - Permanent information technology software developers
- 81000000 - Engineering and Research and Technology Based Services
- 81110000 - Computer services
 - 81111500 - Software or hardware engineering
 - 81111800 - System administrators
 - 81111810 - Software coding
 - 81112200 - Software maintenance and support

Selected Category (UNSPSC)

- 42203605 - Medical x ray film archiving system software
- 43230000 - Software
- 81111500 - Software or hardware engineering

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.](#)

13. Select alert Expiry Date and Frequency.

Demo **eTENDER BOX**

Search RFX's
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	Key Words	Alert Expiry Date	Edit	Delete
Daily	Software	25/12/2021	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

- **If you do not set up your subscription to a particular category/UNSPSC code (s) you will not receive any notifications. You will still be able to see all open tenders that are published to Bass Coast Shire Councils eTenderBox.**