

## 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.

Title	Category	Status	Closing	Customer
Demo on eTenderBox	Information Technology	Current	31/07/2019 12:00 AM AEST OWS Tenant (UTC+10:00)	2

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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.

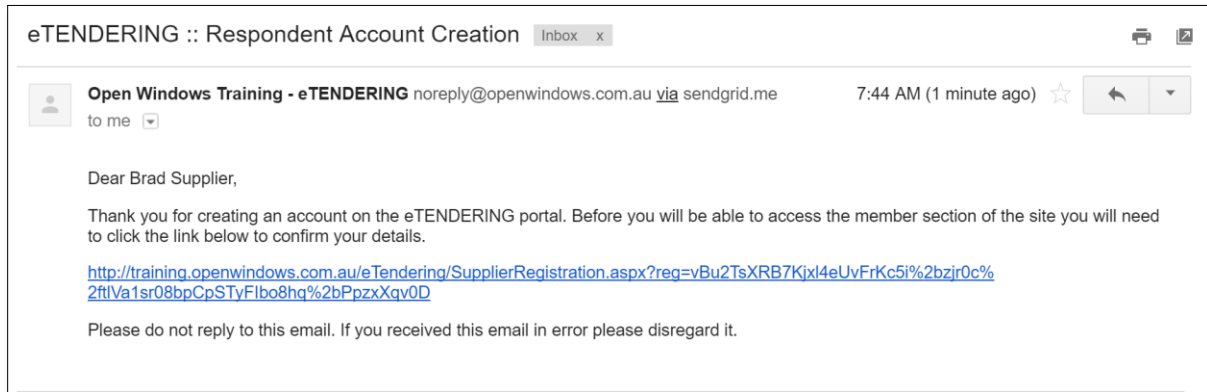
**Create Respondent Account**

**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.

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eTenderBox™

Search RFX's

Home

My Invited Rfx's

**My Subscriptions**

My Submissions

Advanced Search

Title	Category	Status	Closing	Customer
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View RFX's

- Proposed
- Current
- Closed
- Archived
- Awarded

My Account

- Home
- Login
- Create Account

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

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Search RFX's

RFX Subscriptions

Saved Subscriptions

You have no RFX Subscriptions. [Click here to add a new RFX Subscription.](#)

View RFX's

- Proposed
- Current
- Closed

11. Check the box *Subscribe to All Bass Coast Shire Council RFXs* if you wish to receive a notification on all of Council's publicly advertised RFX opportunities, or select as many of the Categories (UNSPSC) that you would like to be notified on; selecting them, then selecting the *Add* or *Remove* buttons accordingly.

*Illustrations below are shown for the purpose of example only and users may make selections appropriate to their organisation and the type of RFX opportunities that may interest them.*

**RFX Subscriptions**

Fields marked with \* are required.

**My RFX Subscriptions**

Create New Alert

Key Words

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

States

Subscribe to all Bass Coast Shire Council RFX's

Search Category (UNSPSC):

**Category (UNSPSC)**

- 10000000 - Live Plant and Animal Material and Accessories and Supplies
- 11000000 - Mineral and Textile and Inedible Plant and Animal Materials
- 12000000 - Chemicals including Bio Chemicals and Gas Materials
- 13000000 - Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials
- 14000000 - Paper Materials and Products
- 15000000 - Fuels and Fuel Additives and Lubricants and Anti corrosive Materials
- 20000000 - Mining and Well Drilling Machinery and Accessories

Select All

**Selected Category (UNSPSC)**

Select All

Alert Expiry Date \*

Alert Frequency

As Added

Daily Summary

Weekly Summary

12. You can also search and select Key Words.

**RFX Subscriptions**

Fields marked with \* are required.

My RFX Subscriptions

Create New Alert

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

States

Subscribe to all Bass Coast Shire Council RFX's

Search Category (UNSPSC):

Category (UNSPSC)

- 22000000 - Building and Construction Machinery and Accessories

Add >>

<< Remove

Selected Category (UNSPSC)

- 22000000 - Building and Construction Machinery and Accessories
- 30000000 - Structures and Building and Construction and Manufacturing Components and Supplies
- 72000000 - Building and Construction and Maintenance Services

Select All  Select All

Alert Expiry Date \*

Alert Frequency

As Added

Daily Summary

Weekly Summary

*example only*

13. Select your Alert Expiry Date and Frequency. Click *Add Alert* to save the alert and receive future notifications based on your subscription. Once added, you may edit your subscriptions at any time.

Select All  Select All

Alert Expiry Date \*

Alert Frequency

As Added

Daily Summary

Weekly Summary

*example only*

**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	
AsAdded	Renewal, Road, Inverloch, Wonthaggi, Cowes	1/01/2030	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- **If you do not set up your subscription to receive alerts 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.**