TRANSNE



E-TENDER VENDOR PORTAL

Follow the steps in this document to view and respond to advertised Transnet Tenders

To access the Transnet E-Tenders Portal, enter the following URL in your browser: **transnetetenders.azurewebsites.net**

Topics • Tender Requirements • Advertised Tenders • Register • Sign in • Registered user navigation • View Tender Details • Submit Intent to Bid • My Intent	<section-header><section-header><section-header><section-header><section-header><section-header><text><text><text><text><text><text><list-item><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></list-item></text></text></text></text></text></text></section-header></section-header></section-header></section-header></section-header></section-header>	<section-header><section-header></section-header></section-header>	Topics • Tender Requirements • Advertised Tenders • Register • Sign in • Registered user navigation • View Tender Details • Submit Intent to Bid • Mv Intent	<complex-block></complex-block>	A A A A A A A A A A A A A A
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03 Sign In

- 1. Click on the SIGN IN/REGISTER link on the Transnet E-Tenders landing page.
- 2. Type the email address you entered and the password you created during registration and click on the **Sign In** button.

Registered user navigation

 Take note of the additional menu options available once you've registered. You are now able to Submit and intent by clicking on the **Advertised Tenders** menu option to view published tenders.

View Tender Details

1. Click on the View Details button to view tender information.

Submit Intent to Bid

- 1. As a registered user, more details about the tender will be available. From this page you are able to view all the attachments and **Log An Intent To Bid** by clicking on the slider button.
- 2. A notification will be displayed informing you that your **intent has been successfully submitted.**

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04. View Intent Submissions

- 1. On the landing page, click on the **My Submitted Intents** menu option.
- 2. From the list of submitted intents, click on the **View Details** button to view details about the item.
- 3. Details and attachments can be viewed on this page. You can also **Ask for Clarity** (submit a query) from this page.

Ask for Clarity (Submit Query)

- 1. On the Submission Intent Details pate, click on the **Ask for Clarity** tab.
- 2. Under 'Submit Queries Below' type your questions in the fields. Click on the **Delete (trash can)** button to delete a field (row). Click on the blue **Add (+)** button to add another field (row). Click on the **Submit All Questions** button.
- 5. Under the 'Ask for Clarity' tab, you will also be able to view responses from Transnet.
- 6. At the bottom of the screen you can add additional questions.

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- 3. Details and attachments can be viewed on this page. **Click on the Submit Tender Documents** link.
- 4. Click the **Choose Files** button and select the files to upload.
- 5. Click on **Submit Bid**

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