



PSG e-Tendering System

Vendors' User Manual

PSG | IT Applications

Table of Contents

PSG E-TENDERING SYSTEM	2
PROFILE ACTIVATION	2
<i>Activation – Step 1</i>	3
<i>Activation – Step 2</i>	4
MENU.....	5
TENDERS	5
<i>List of Active Tenders</i>	5
<i>Tender Details</i>	5
<i>Attachments</i>	6
HOW TO SUBMIT PROPOSALS	6
<i>Upload Proposals</i>	7
HOW TO VIEW HISTORY	10

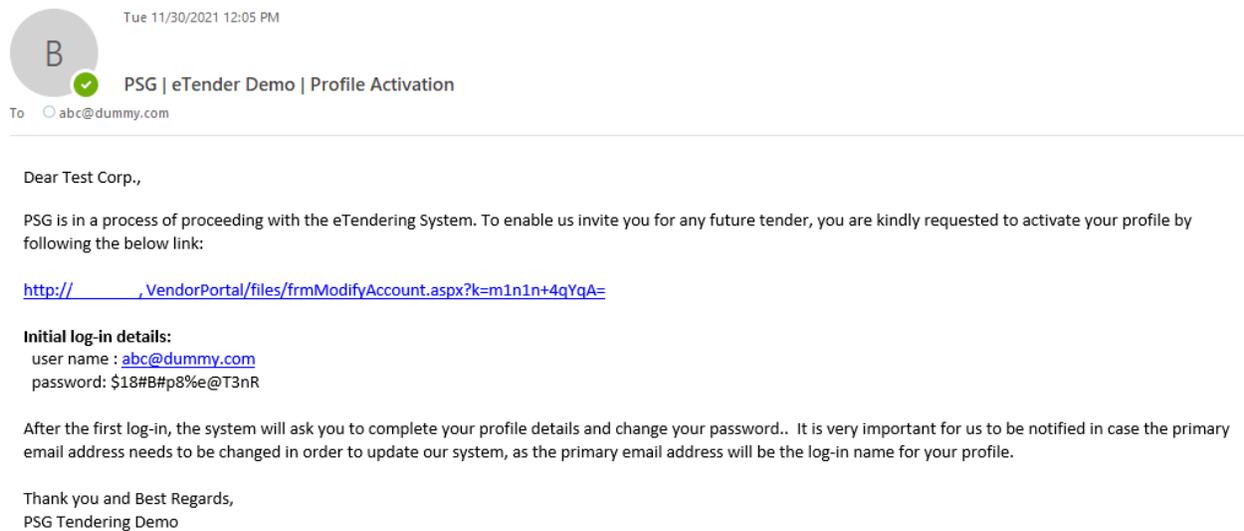
PSG e-Tendering System

This user manual is specific to the Vendor Module of the e-Tendering system.

The very first step will be to receive an e-mail from the PSG e-Tendering system where you can see a link and the login details. You should specify your e-mail address in the Username and the password as mentioned in the e-mail to log in.

Profile Activation

Following is a sample email you will receive for profile activation.



Activation - Step 1

Once you click on the address mentioned in the e-mail, you will see the login screen. Enter your details as directed in the email and click on the Login button.

PSG | eTendering | Vendor Ver 2.1 Home History ▼

**LOG IN**

User Name:

Password:

Remember me?

Activation – Step 2

After you successfully log on to the application, you will see the following screen where you should specify your new password (must be strong enough to break) and add your contact details. The secondary emails should be comma separated, like company1@domain.com,company2@domain.com

PSG | eTendering | Vendor Ver 2.1 Home History Test Corp. ▾

Update Profile

User Name:* abc@dummy.com	Secondary E-mail(s) <input type="text"/>
New Password:* <input type="password"/>	Confirm New Password:* <input type="password"/>
Address Paris	Phone Number 12341234
Mobile Number 11223344	Fax Number 1234
Category IT ✕ <small>Please type tag and press Tab key on the keyboard.</small>	CR Document <input type="button" value="Choose File"/> No file chosen

* Required items

© Powered by: PSG.

After clicking on update button, you will receive the confirmation message.

PSG | eTendering | Vendor Ver 2.1 Home History Test Corp. ▾

THANK YOU FOR UPDATING YOUR PROFILE DETAILS.

Menu

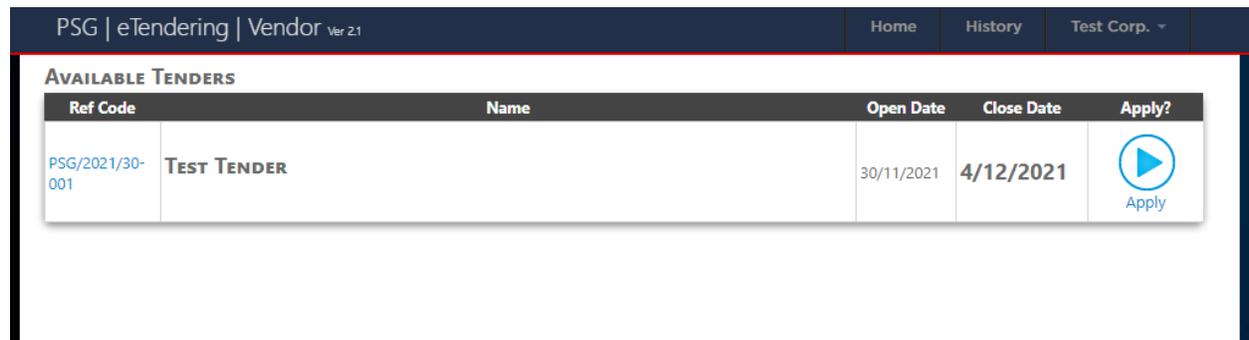
You should click on the Home link on top menu bar.



Tenders

The application will prompt you to enter your username and the new password. Once you log on to the application successfully, you will see the list of available tenders.

List of Active Tenders

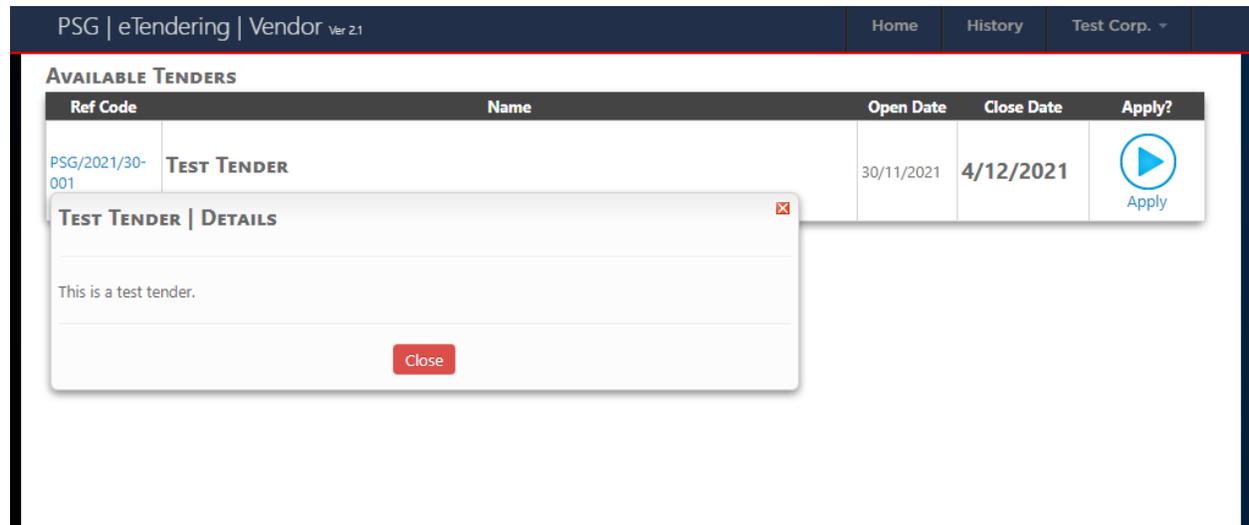


The screenshot shows a table titled 'AVAILABLE TENDERS' with the following columns: Ref Code, Name, Open Date, Close Date, and Apply?. There is one row of data.

Ref Code	Name	Open Date	Close Date	Apply?
PSG/2021/30-001	TEST TENDER	30/11/2021	4/12/2021	 Apply

Tender Details

You can click on the Ref Code, for example PSG/2021/30-001, to see the brief description of the tender.



The screenshot shows the same 'AVAILABLE TENDERS' table as above, but with a modal window open over the 'TEST TENDER' row. The modal is titled 'TEST TENDER | DETAILS' and contains the text 'This is a test tender.' and a 'Close' button.

Ref Code	Name	Open Date	Close Date	Apply?
PSG/2021/30-001	TEST TENDER	30/11/2021	4/12/2021	 Apply

TEST TENDER | DETAILS

This is a test tender.

Close

Attachments

Some tenders may have attached documents which you can open or download to have a look.

Ref Code	Name	Open Date	Close Date	Apply?
PSG/2021/30-001	TEST TENDER	30/11/2021	4/12/2021	 Apply

How to Submit Proposals

Once you click on the Apply button, you will see the following screen where you can upload your proposals.

TENDER NAME: Test Tender **CLOSE DATE:** 4/12/2021 21:00:00 ?

TECHNICAL PROPOSAL: **FINANCIAL PROPOSAL:**

Drag & Drop Documents Here Drag & Drop Documents Here

OR: No file chosen **OR:** No file chosen

Please don't upload any financial details in this part.

NOTES:

- Each file should not exceed 200 MB of size.
- After submitting your offer, you cannot modify your proposal.
- To submit your revised offer, please don't remove the existing files before uploading the new ones.

© Powered by: PSG.

Upload Proposals

You can select multiple files from Windows Explorer, drag them to the target area, i.e. marked with the text “Drag Drop Documents Here” and drop them.

PSG | eTendering | Vendor Ver 2.1

Home History Test Corp. ▾

TENDER NAME: **Test Tender** CLOSE DATE: 4/12/2021 21:00:00 ?

TECHNICAL PROPOSAL:

Drag & Drop Documents Here

OR: No file chosen

Please don't upload any financial details in this part.

FINANCIAL PROPOSAL:

Drag & Drop Documents Here

OR: No file chosen

NOTES:

- Each file should not exceed 200 MB of size.
- After submitting your offer, you cannot modify your proposal.
- To submit your revised offer, please don't remove the existing files before uploading the new ones.

© Powered by: PSG.

Once the files are being uploaded, you will see the upload progress as below.

PSG | eTendering | Vendor Ver 2.1

Home History Test Corp. ▾

TENDER NAME: **Test Tender** CLOSE DATE: 4/12/2021 21:00:00 ?

TECHNICAL PROPOSAL:

Drag & Drop Documents Here

OR: No file chosen

Please don't upload any financial details in this part.

FINANCIAL PROPOSAL:

Drag & Drop Documents Here

UPLOADING DOCUMENTS

Document uploading progress....

TechnicalProposal.pdf 63.13 KB File was uploaded successfully

NOTES:

- Each file should not exceed 200 MB of size.
- After submitting your offer, you cannot modify your proposal.
- To submit your revised offer, please don't remove the existing files before uploading the new ones.

Some web browsers specially old ones doesn't support the drag and drop feature so you can use the alternative way to upload the file by selecting multiple files and click on upload button.

Drag & drop feature was tested for the following web browsers “Chrome 33, IE 11, FF 27”. After your documents are uploaded, your screen will look something like the below one.

PSG | eTendering | Vendor Ver 2.1 Home History Test Corp. ▾

TENDER NAME: Test Tender CLOSE DATE: 4/12/2021 21:00:00 ?

TECHNICAL PROPOSAL: Drag & Drop Documents Here
OR: No file chosen

FINANCIAL PROPOSAL: Drag & Drop Documents Here
OR: No file chosen

Please don't upload any financial details in this part.

Name	Creation Date	Actions	Name	Creation Date	Actions
TechnicalProposal.pdf	30/11/2021 12:15	 	FinancialProposal.pdf	30/11/2021 12:16	 

NOTES:

- Each file should not exceed 200 MB of size.
- After submitting your offer, you cannot modify your proposal.
- To submit your revised offer, please don't remove the existing files before uploading the new ones.

If you want to remove the document, just click on the Remove icon  .

You can keep updating your proposal for the tender until you click on the Submit Your Proposal. Once you have submitted your proposal, you cannot modify it.

THANK YOU FOR SUBMITTING YOUR PROPOSAL.

TENDER NAME: **Test Tender**



TECHNICAL PROPOSAL:

Drag & Drop Documents Here

OR: No file chosen

FINANCIAL PROPOSAL:

Drag & Drop Documents Here

OR: No file chosen

Please don't upload any financial details in this part.

Name	Creation Date	Actions	Name	Creation Date	Actions
TechnicalProposal.pdf	30/11/2021 12:15		FinancialProposal.pdf	30/11/2021 12:16	

NOTES:

- Each file should not exceed 200 MB of size.
- After submitting your offer, you cannot modify your proposal.
- To submit your revised offer, please don't remove the existing files before uploading the new ones.

How to View History

You can click on the History menu to view the older proposals.

PSG | eTendering | Vendor Ver 2.1 Home History Test Corp. ▾

YOUR SUBMISSION HISTORY

Ref Code	Tender Name	Last Modify Date	Open
PSG/2021/30-001	TEST TENDER	30/11/2021 12:19:15	 Open

To open the details for the tender, click on the Open button to display the details page.

PSG | eTendering | Vendor Ver 2.1 Home History Test Corp. ▾

TENDER NAME: Test Tender ?

TECHNICAL PROPOSAL:

Drag & Drop Documents Here

OR: No file chosen

FINANCIAL PROPOSAL:

Drag & Drop Documents Here

OR: No file chosen

Please don't upload any financial details in this part.

Name	Creation Date	Actions	Name	Creation Date	Actions
TechnicalProposal.pdf	30/11/2021 12:15	 	FinancialProposal.pdf	30/11/2021 12:16	 

NOTES:

- Each file should not exceed 200 MB of size.
- After submitting your offer, you cannot modify your proposal.
- To submit your revised offer, please don't remove the existing files before uploading the new ones.