



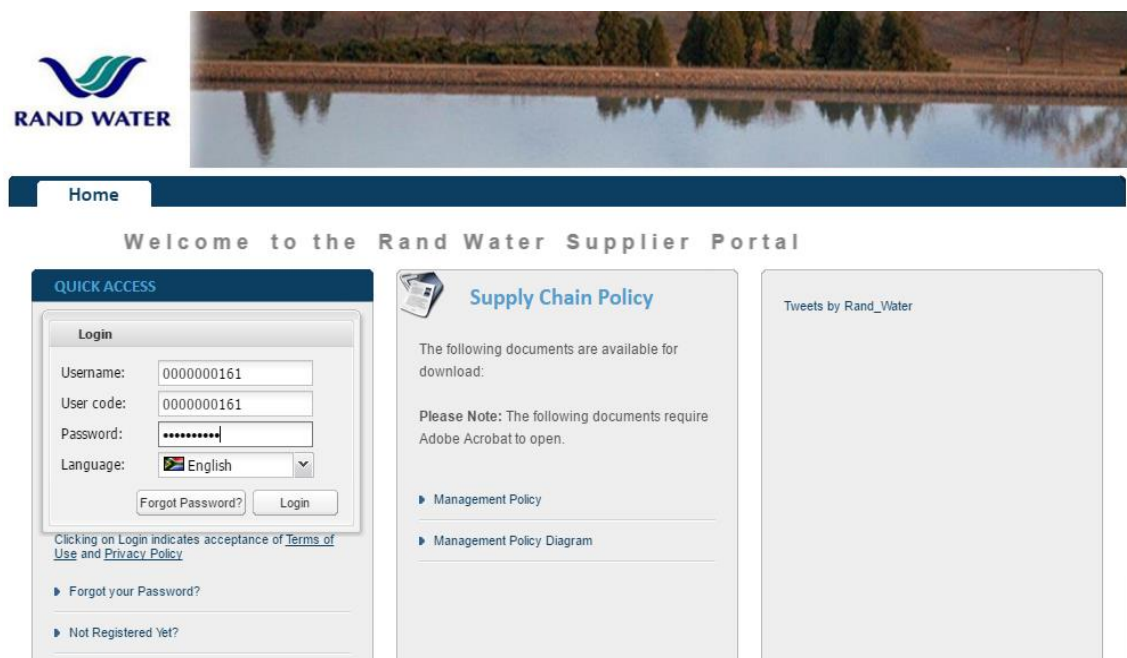
**Rand Water**  
**e-Tendering Quick Guide**  
**Response Wizard**

To access the page visit Rand Water's website at [www.randwater.co.za](http://www.randwater.co.za)

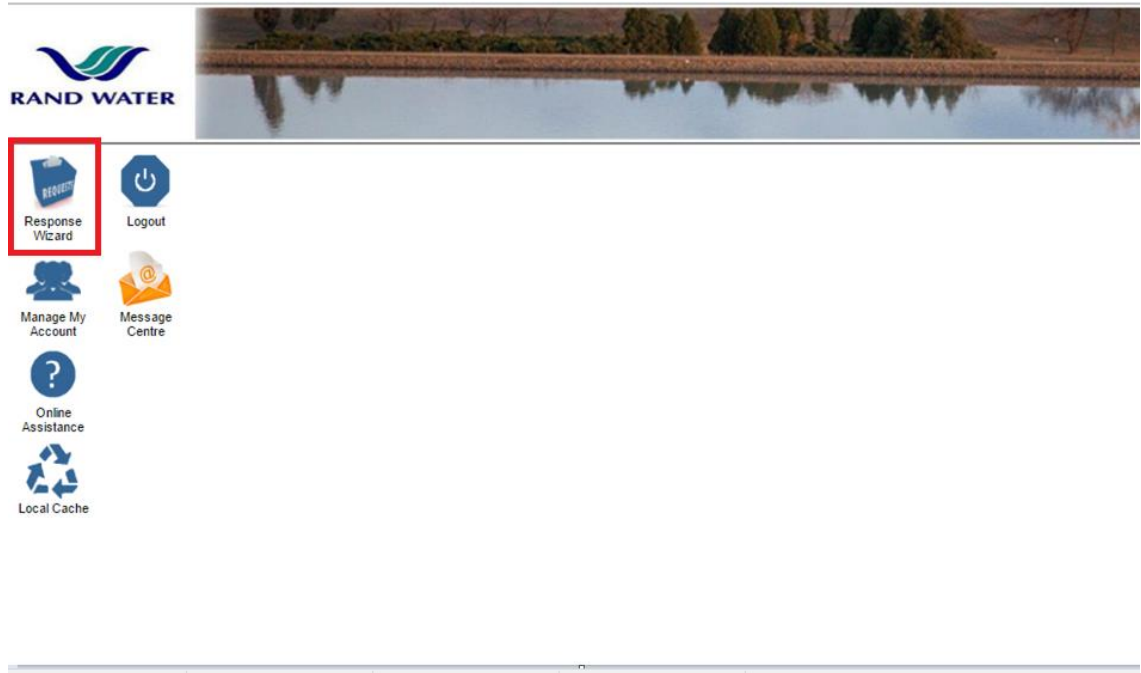
On the home page click on e-tendering to access the portal login page.



You will be directed to a login page. Enter your login details and click on Login. Please note that password fields are case sensitive.



On the Supplier Portal Screen double click on the response wizard icon to respond to a quote.



1. STEP 1: A list of all Business opportunities will be displayed when the wizard is opened. Select one from the list by clicking over selected quote once, to highlight and confirm selection.

The screenshot displays the 'Available Requests' screen. At the top, it shows the selected request: 'Request Selected: CVT-REQ0000011 - Request for Quotation for the supply and delivery of professional services, Closing Date: 2016-07-08 10:38:12' with a closing time of '- 7 days, - 3 hours, - 47 minutes'. The left sidebar shows the wizard steps: Step 1: Select Request (active), Step 2: Terms & Conditions, Step 3: Buyer Documents, Step 4: Questionnaire, Step 5: Responses, Step 6: Submit Documents, and Step 7: Submit Request. The main area contains a table of available requests.

Request	Request Type	Description	Date Issued	Closing Time
0000000489	Request for Quotation ...	Request for Quotation - Supply and Delivery of Spare Parts	29/06/2016	08/07/2016 12:30:00
0000000491	Request for Quotation ...	Request for Quotation on Refreshments	01/07/2016	08/07/2016 12:00:00
CVT-REQ000...	Request for Quotation ...	Request for Quotation for the supply and delivery of professional ser...	01/07/2016	08/07/2016 10:38:12
CVT-REQ000...	Request for Quotation ...	Quotation for Professional Services	07/07/2016	08/07/2016 17:00:00

STEP 2: Read the Terms and conditions. If the user declines these, responses may not be captured electronically via the portal. The user may accept by clicking on the Accept Terms and Conditions button.

Request Selected: CVT-REQ0000011 - Request for Quotation for the supply and delivery of professional services, Closing Date: 2016-07-08 10:38:12  
Closing in: -7 days, -3 hours, -47 minutes

Step 1: Select Request

Step 2: Terms & Conditions

Step 3: Buyer Documents

Step 4: Questionnaire

Step 5: Responses

Step 6: Submit Documents

Step 7: Submit Request

0%

Terms and Conditions of Request

ACCEPT TERMS AND CONDITIONS |  REJECT TERMS AND CONDITIONS

Select this function to Accept the Terms and Conditions. By accepting these terms your response will be generated for you, so you can select the line detail TAB to view line items on this Quotation

1. INTERPRETATION

1.1 In these terms and conditions unless otherwise indicated by the context -

1.1.1 "Confidential Information" means all information or data disclosed or made available in writing, electronically, orally or by any other means to the Receiving Party by the Disclosing Party and shall include but not be limited to -

1.1.1.1 any information relating to plans, intentions, product information, know-how, design rights, trade secrets, patents, trademarks, the Software, market opportunities, business processes and techniques, customers and business affairs;

1.1.1.2 the contractual and financial arrangements between the Disclosing Party and others with whom it has business arrangements of whatsoever nature;

1.1.1.3 all other matters or information which relate or may relate to the business affairs of the Disclosing Party in respect of which information is not readily available in the ordinary course of business to third parties or to a competitor of the Disclosing Party;

1.1.1.4 details of the financial structure and operating results of the Disclosing Party's group and any shareholding arrangements in respect of the Disclosing Party;

1.1.1.5 any registration number, username and password allocated to a User to facilitate access to and use of the E Procurement Portal;

1.1.1.5.1 all other confidential information in whatever form, disclosed or communicated to the Receiving Party or acquired by the Receiving Party from the Disclosing Party including the fact that the Supplier has been invited to submit a tender;

but does not include information or data -

STEP 3: A screen will be displayed with all the attachments added to the by the buyer may be downloaded and viewed (these attachments may be saved or printed). Select one of the attachments by clicking on one and then on view button.

Request Selected: CVT-REQ0000011 - Request for Quotation for the supply and delivery of professional services, Closing Date: 2016-07-08 10:38:12  
Closing in: -7 days, -3 hours, -47 minutes

Step 1: Select Request

Step 2: Terms & Conditions

Step 3: Buyer Documents

Step 4: Questionnaire

Step 5: Responses

Step 6: Submit Documents

Step 7: Submit Request

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Request Documentation Available

VIEW | PRINT LISTING

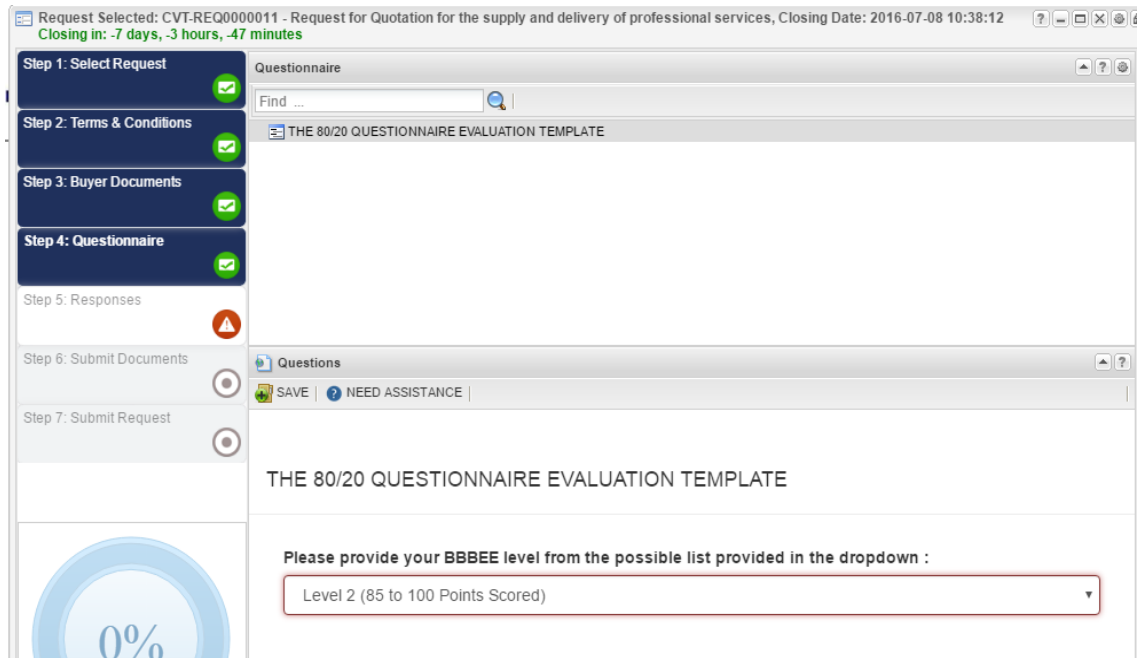
Order	Document Type	Document Description
	DEFAULT	Checklist

Page 1 of 1 | All Filter Data | Clear Filter Data | Displaying records 1 - 1 of 1

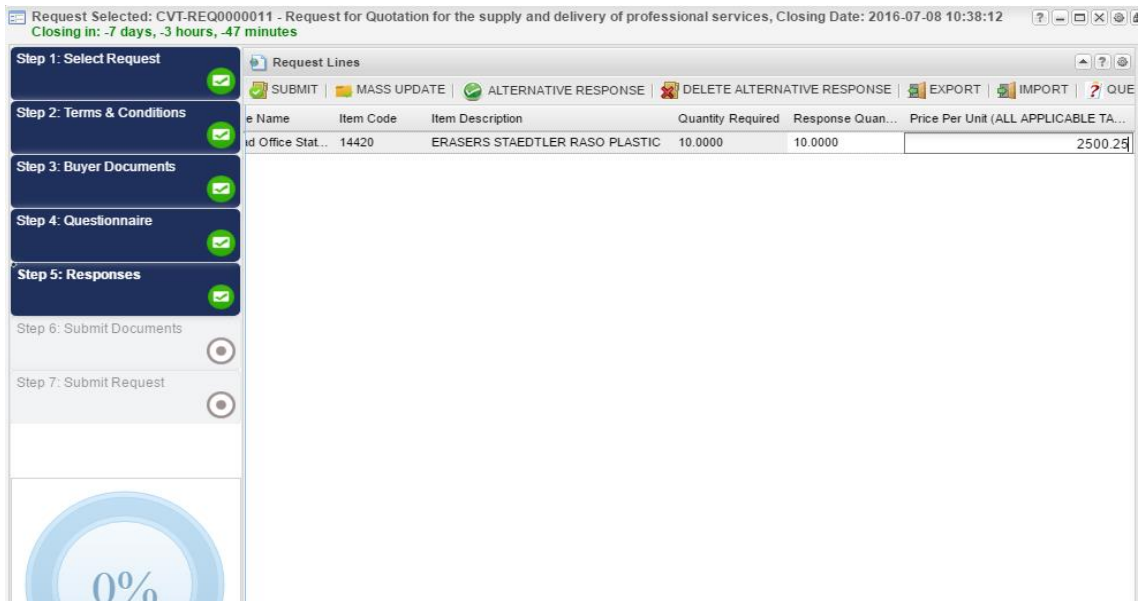
Request Documentation already Opened

Order	Document Description
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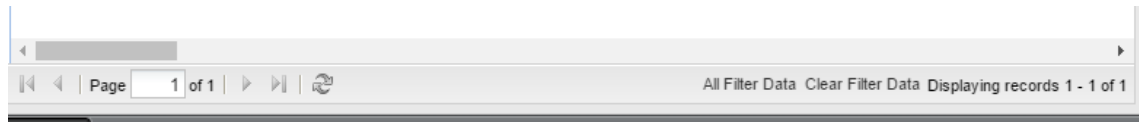
STEP 4: On the top half of the screen select a questionnaire to respond to and it will be displayed on the bottom half of the screen. After the questionnaire has been completed click on the save button.



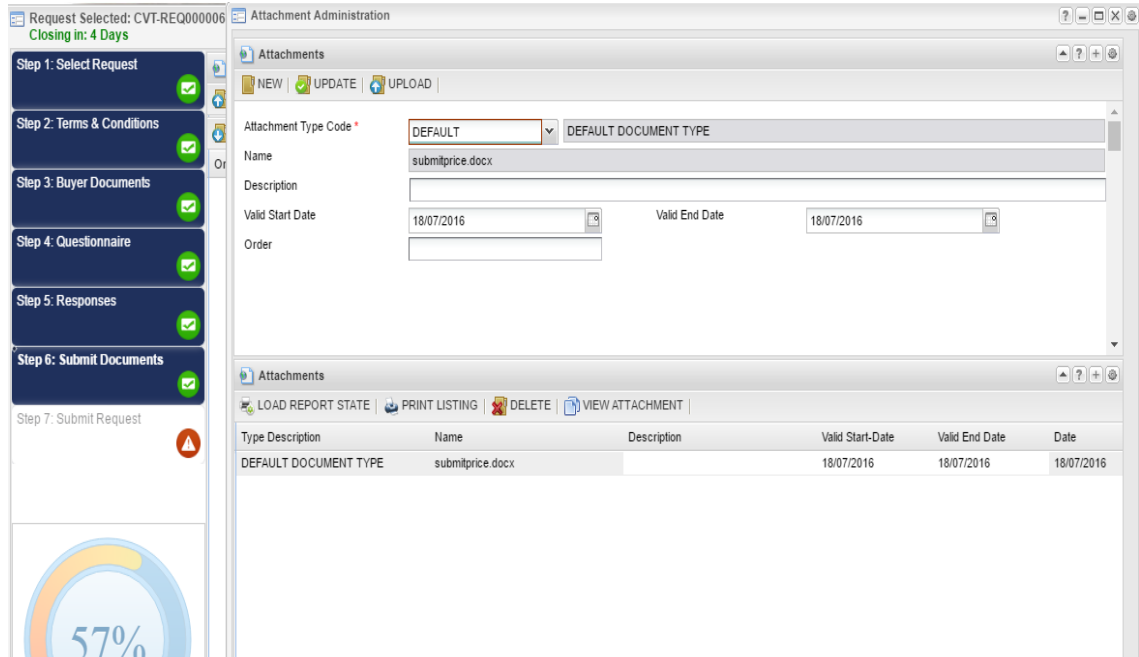
STEP 5: To capture the responses Double click in the price field to allow editing in the field. When the Responses have been captured click on Submit button. Double click on other fields to enter responses.



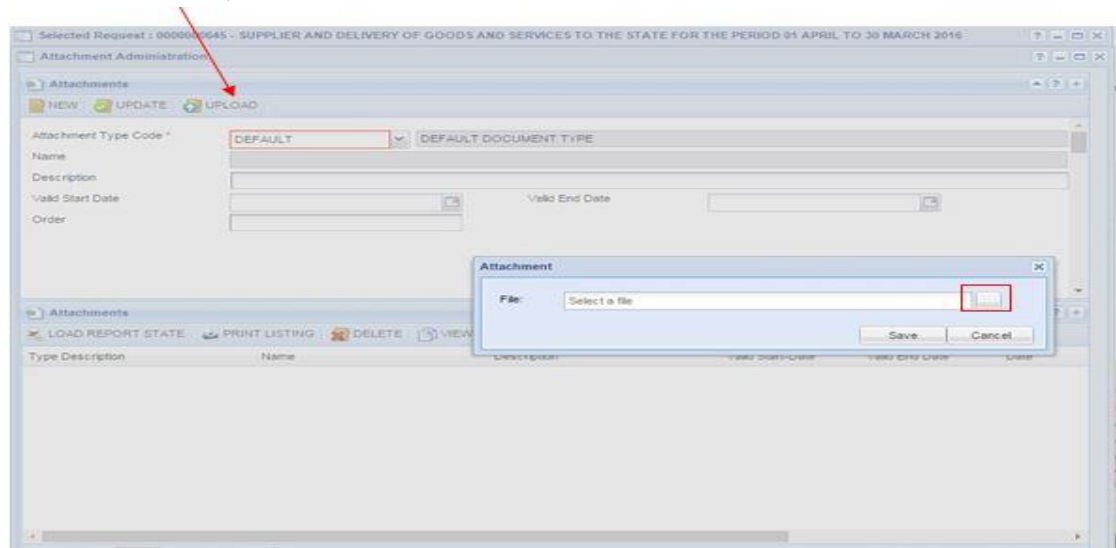
Ensure that you have captured all responses by checking the number of items and pages at the bottom of the page.



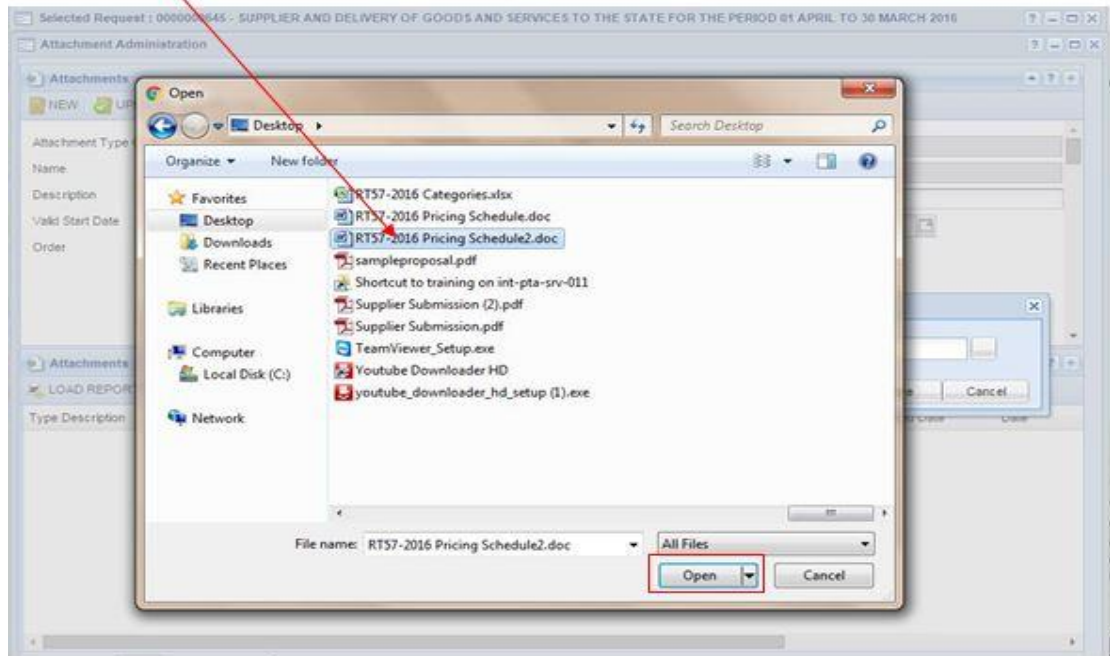
STEP 6: To upload a document, click on the upload button. A new window will open up to browse the documents.



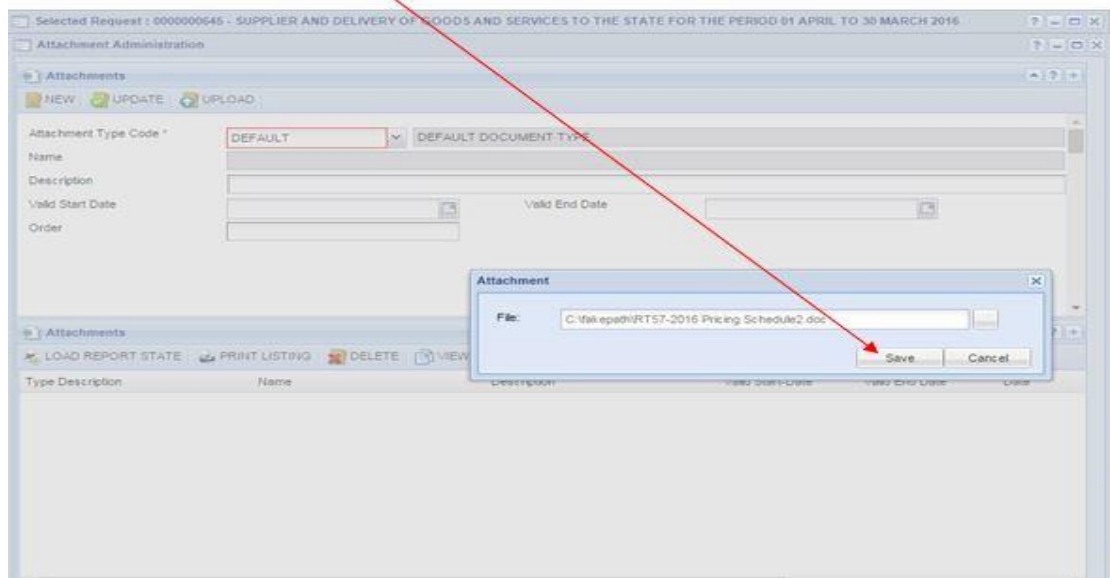
A new upload window will open up where the document may be selected from the computer or an external drive. Click on the small block as shown below to view all documents that may be attached.



Select the document to attach and click on open to confirm the selection and complete the upload.



Click on the save button. The attached document record will be displayed on the bottom part of the screen. To attach a another document, click on the new button and repeat the uploading process



STEP 7: If all the responses have been captured and all documents uploaded click on submit request. If you do not wish to send responses for a quote anymore click on the cancel submission button.

The screenshot displays the Intenda Supplier Portal interface. The browser address bar shows the URL `rvintenda01/TEST/ISS/default.aspx`. The page title is "Request Selected: CVT-REQ0000061 - reproduction of the Water Wise Cd, Closing Date: 2016-07-22 11:00:00" with a sub-header "Closing in: 4 Days".

On the left, a vertical navigation menu lists seven steps, each with a green checkmark icon:

- Step 1: Select Request
- Step 2: Terms & Conditions
- Step 3: Buyer Documents
- Step 4: Questionnaire
- Step 5: Responses
- Step 6: Submit Documents
- Step 7: Submit Request

Below the menu is a circular progress indicator showing 57% completion and "4 Days" remaining. The main content area is titled "Request Summary" and "SUPPLIER SUBMISSION REPORT". It contains a form with the following fields:

Request Code	CVT-REQ0000061
Header Description	reproduction of the Water Wise Cd
CrossReference Code	K
Authorize Code	
Currency Code	ZAR
Response Type Code	BASICLINE
Request For X Type Code	RFQD
Issue Date Time	12/07/2016 00:00:00
Close Date Time	22/07/2016 11:00:00
Status Code	PUBLISHED

At the bottom of the form area, there are two buttons: "CANCEL SUBMISSION" (with a red 'X' icon) and "SUBMIT REQUEST" (with a green checkmark icon). The Windows taskbar at the bottom shows the time as 12:28 PM.