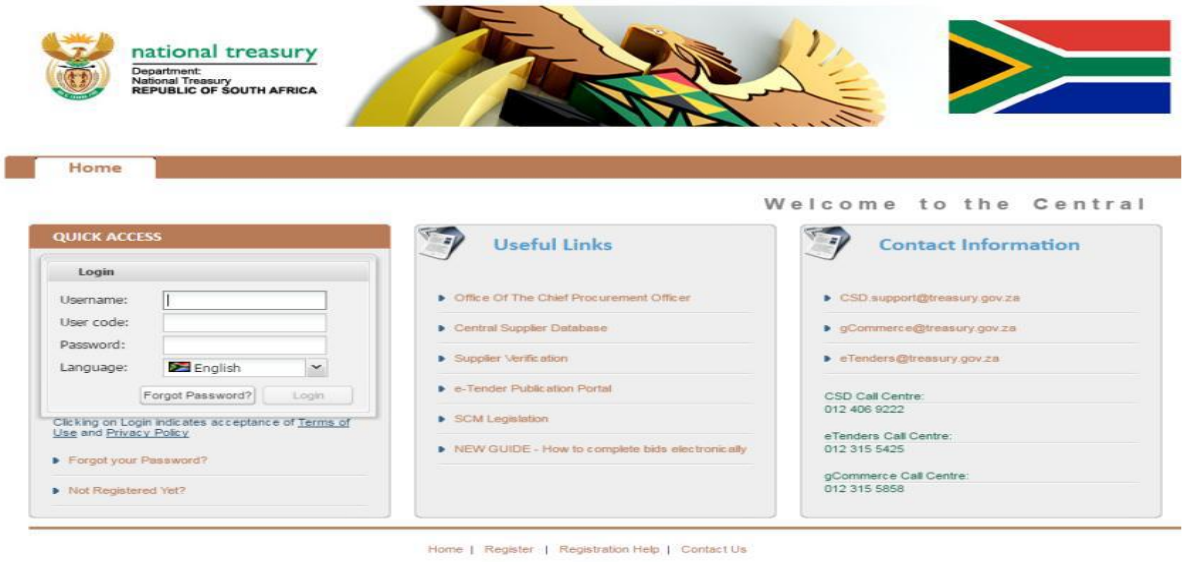
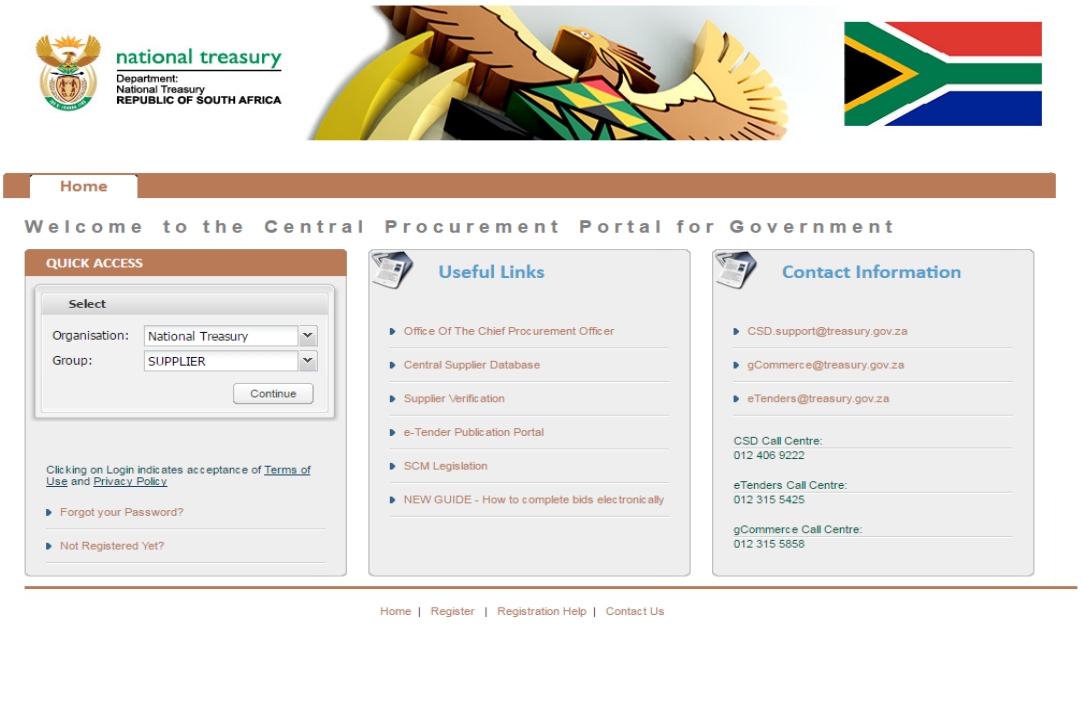
The Electronic Tendering site opens up. Enter your Username Usercode and Password and click on continue.

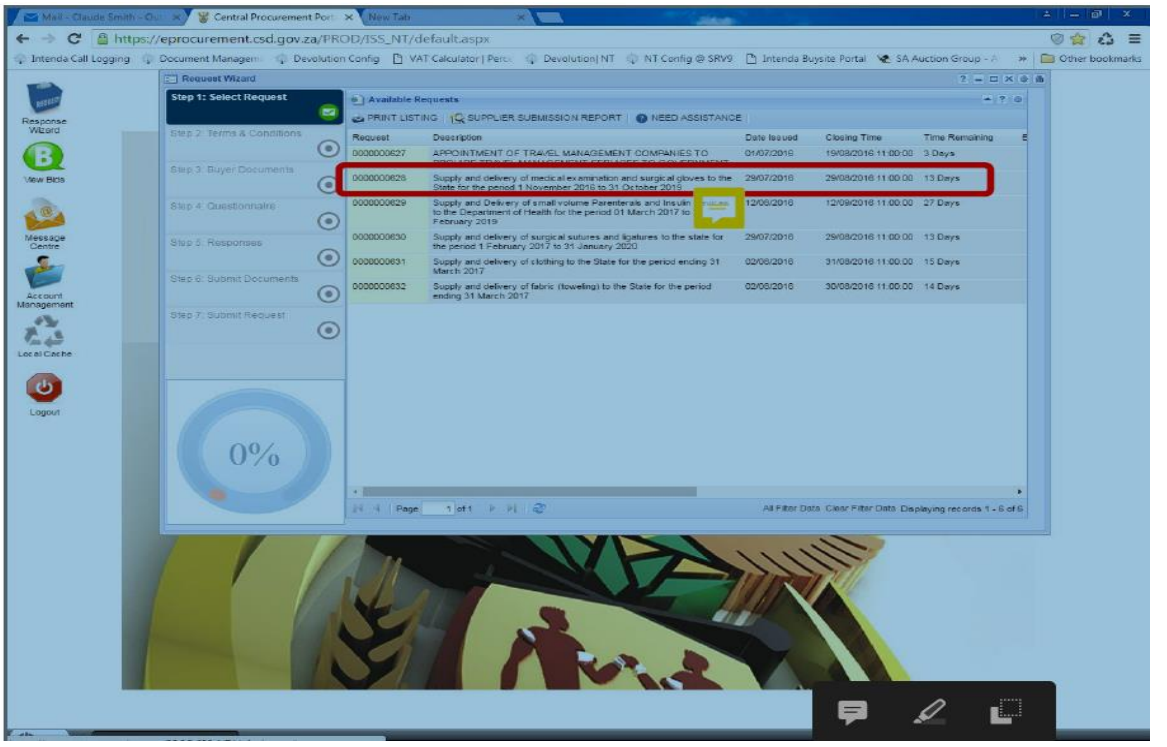


Click CONTINUE

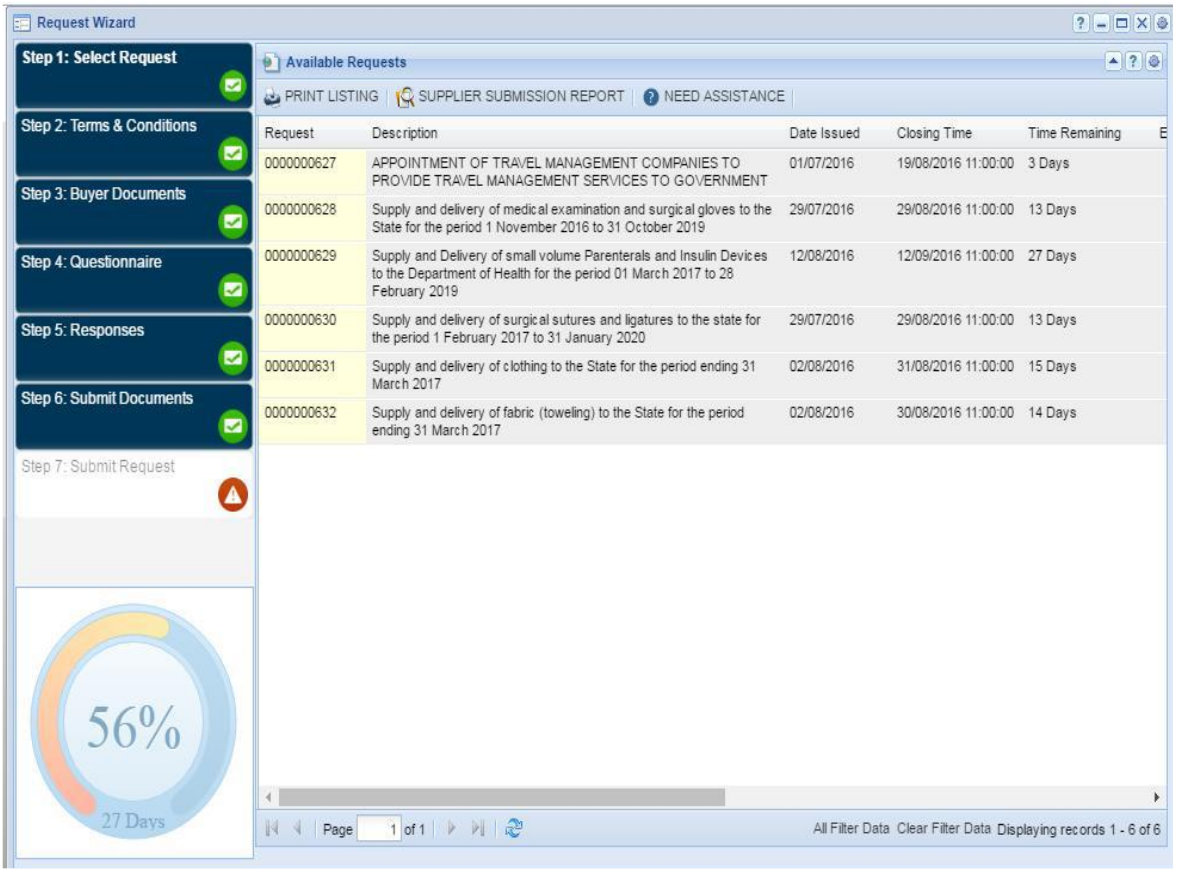


You now view the “supplier” view of the system. Do click on the RESPONSE WIZARD icon

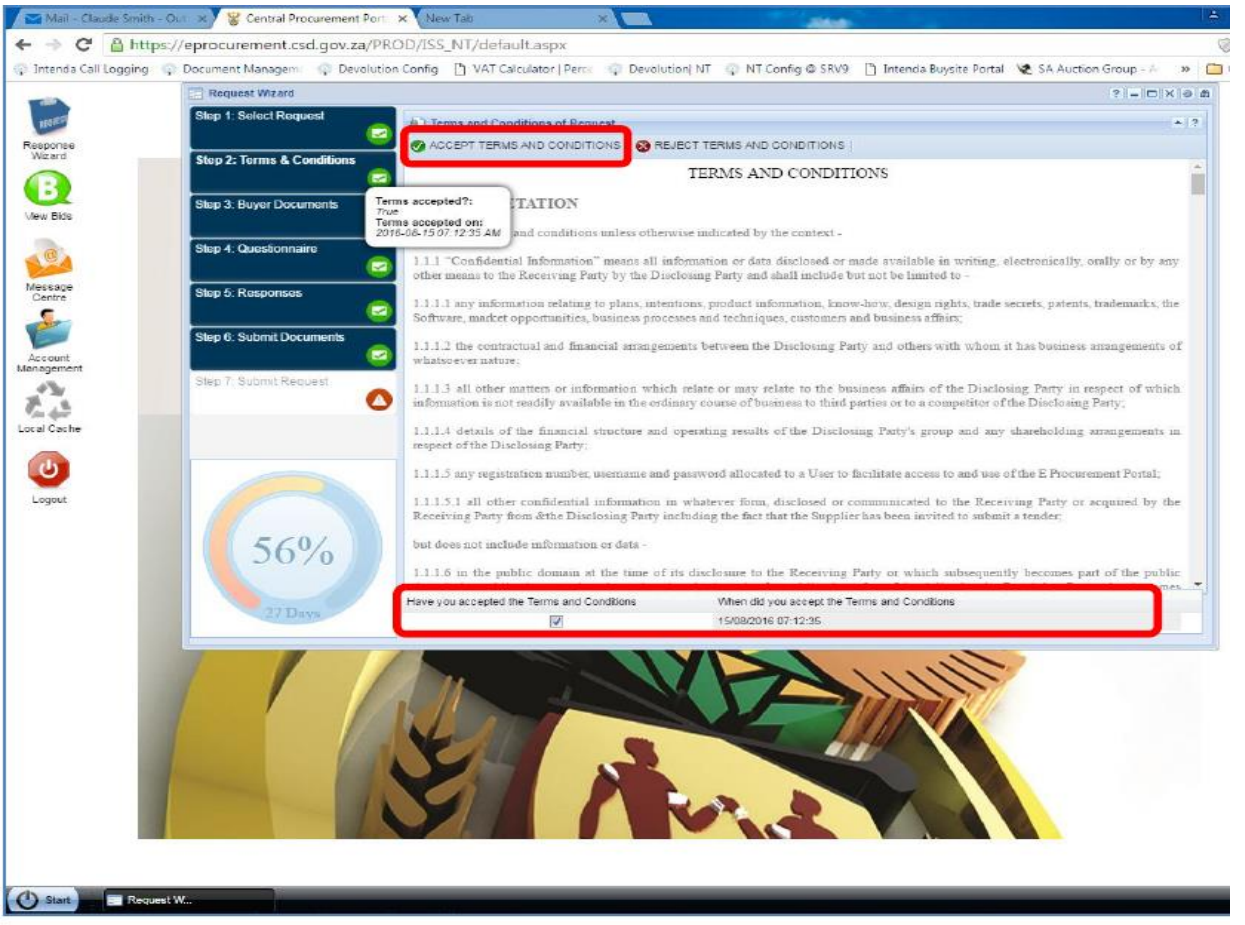
Step 1: Highlight the line representing the bid you need to respond to



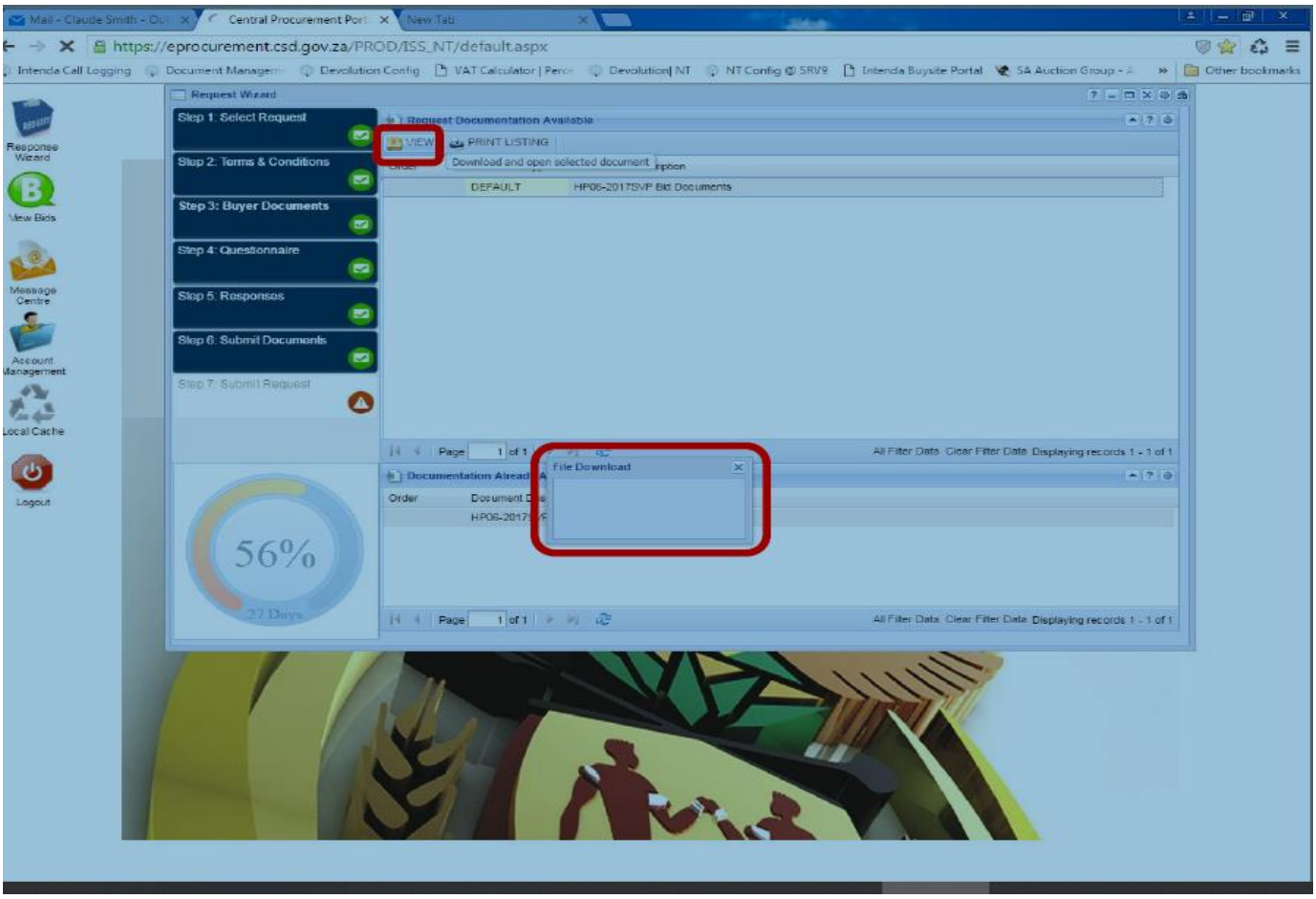
All the tabs will now open up, except for the SUBMIT REQUEST tab



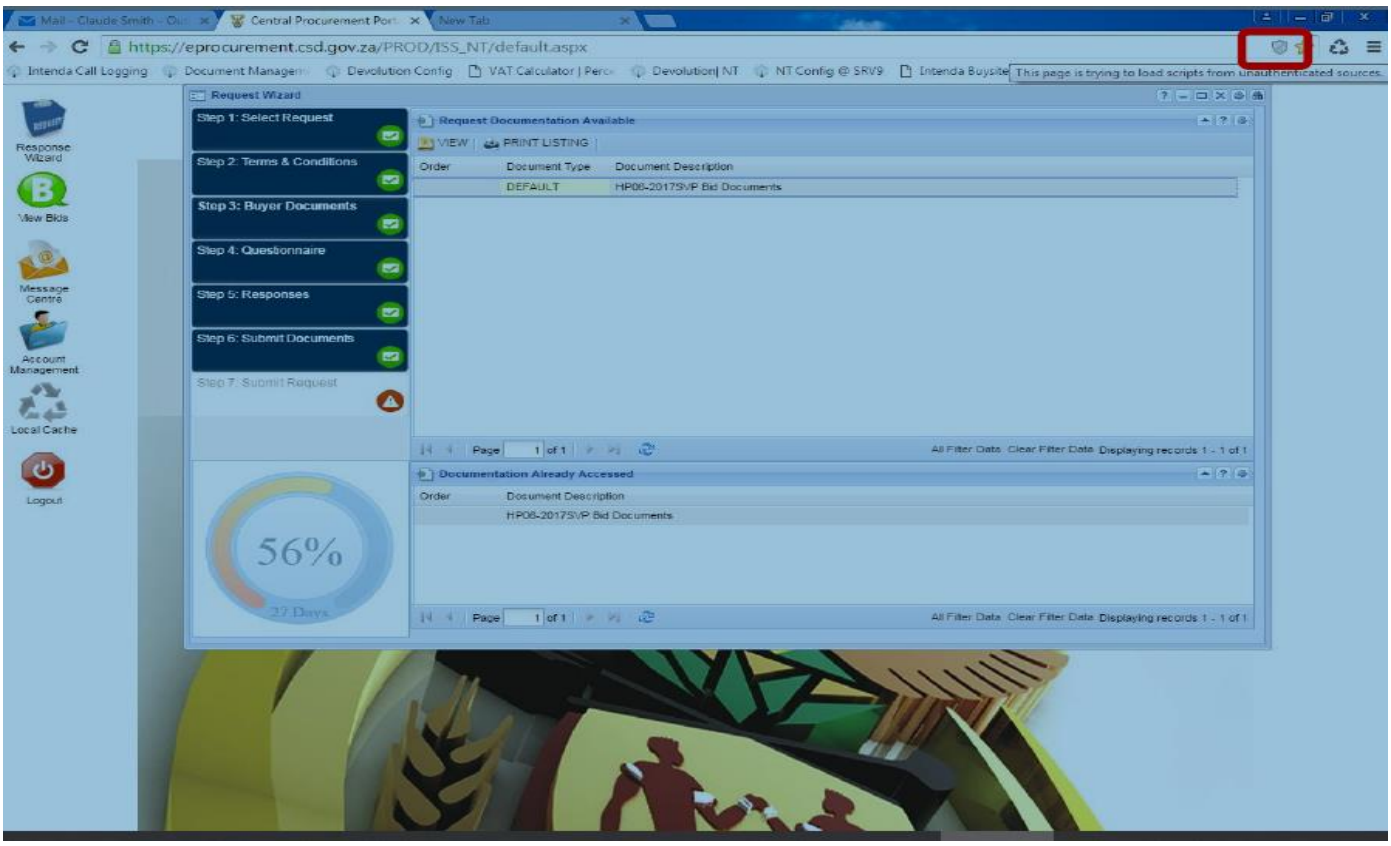
Step 2: Click on the TERMS and CONDITIONS tab, and press on the ACCEPT button It will also show the date of acceptance at the bottom of the screen



Step 3: Go to the BUYER DOCUMENTS tab
Click on VIEW – the document download will start

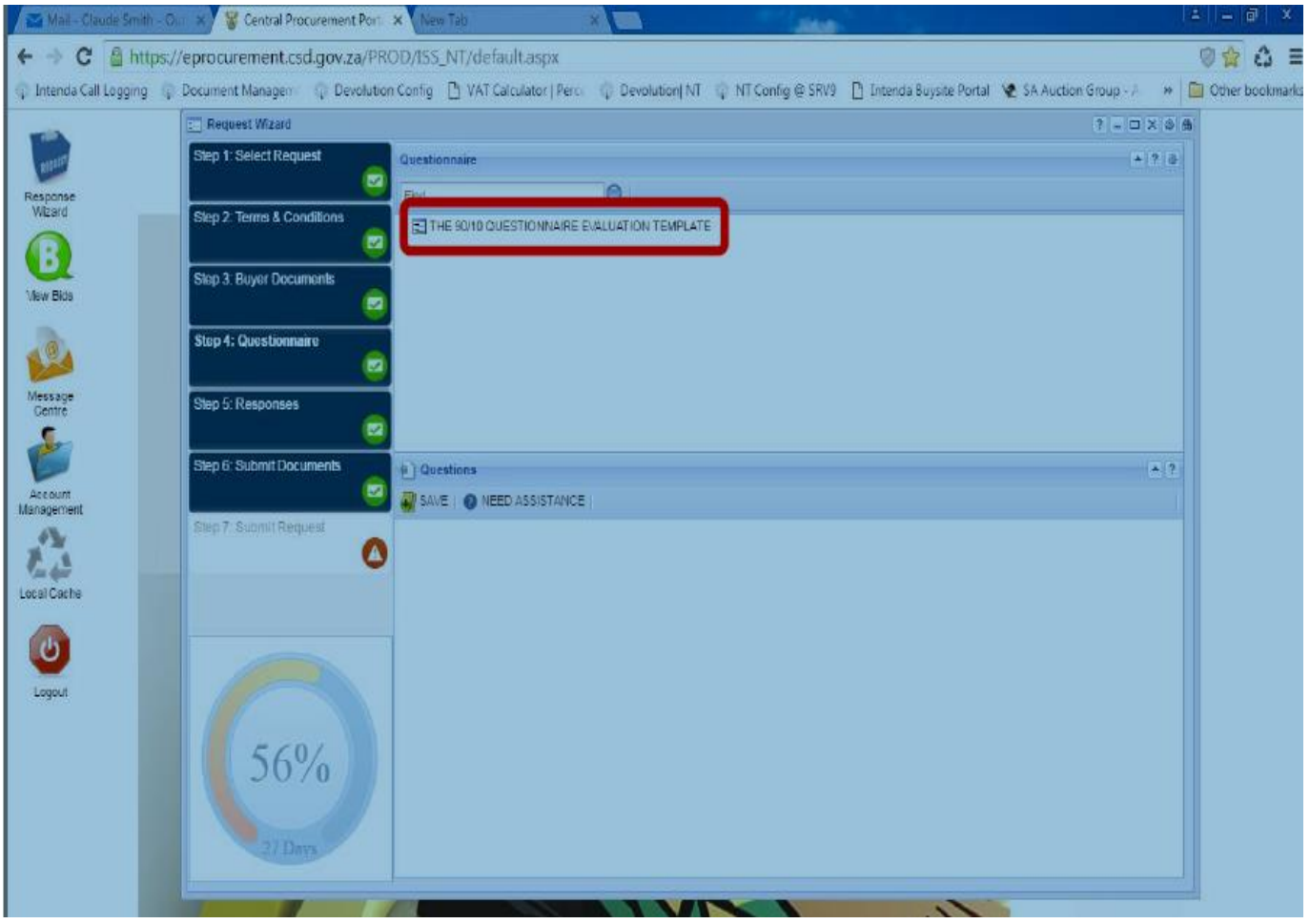


To note, should the download not start, click on the icon to accept the request to download of a document to your pc (next time it will start automatically)

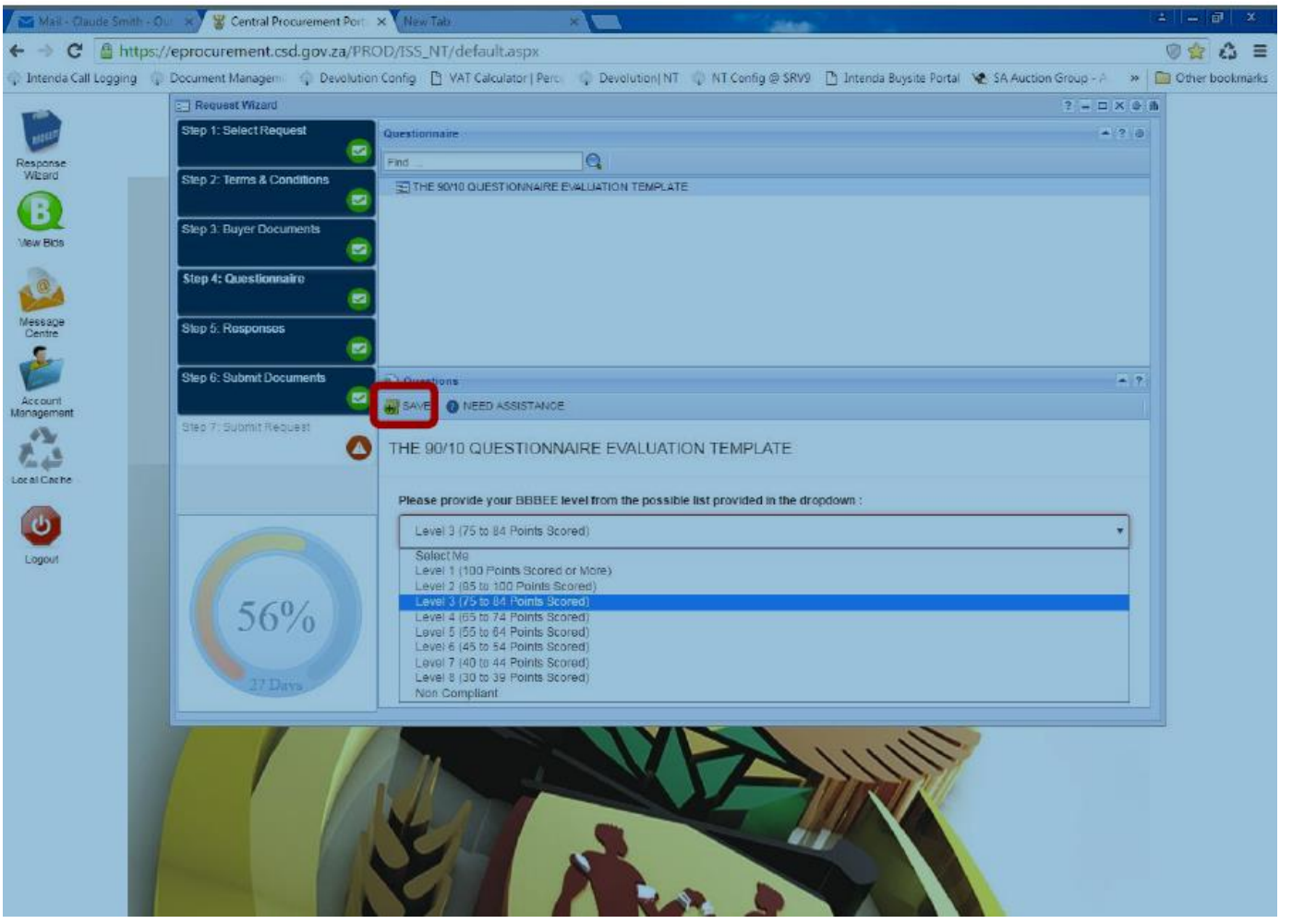


Step 4: Go to the QUESTIONNAIRES tab

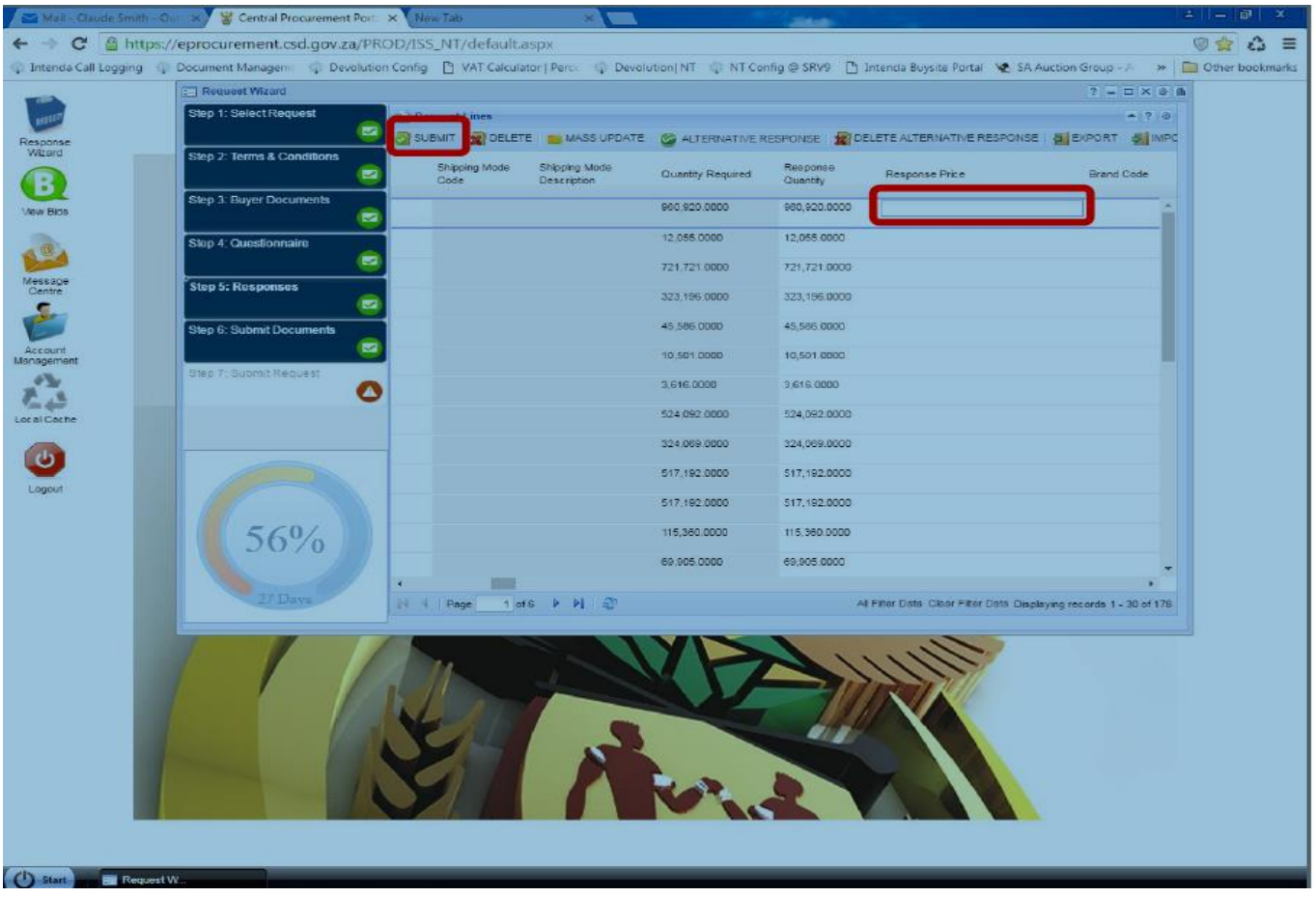
Click on the QUESTIONNAIRE header



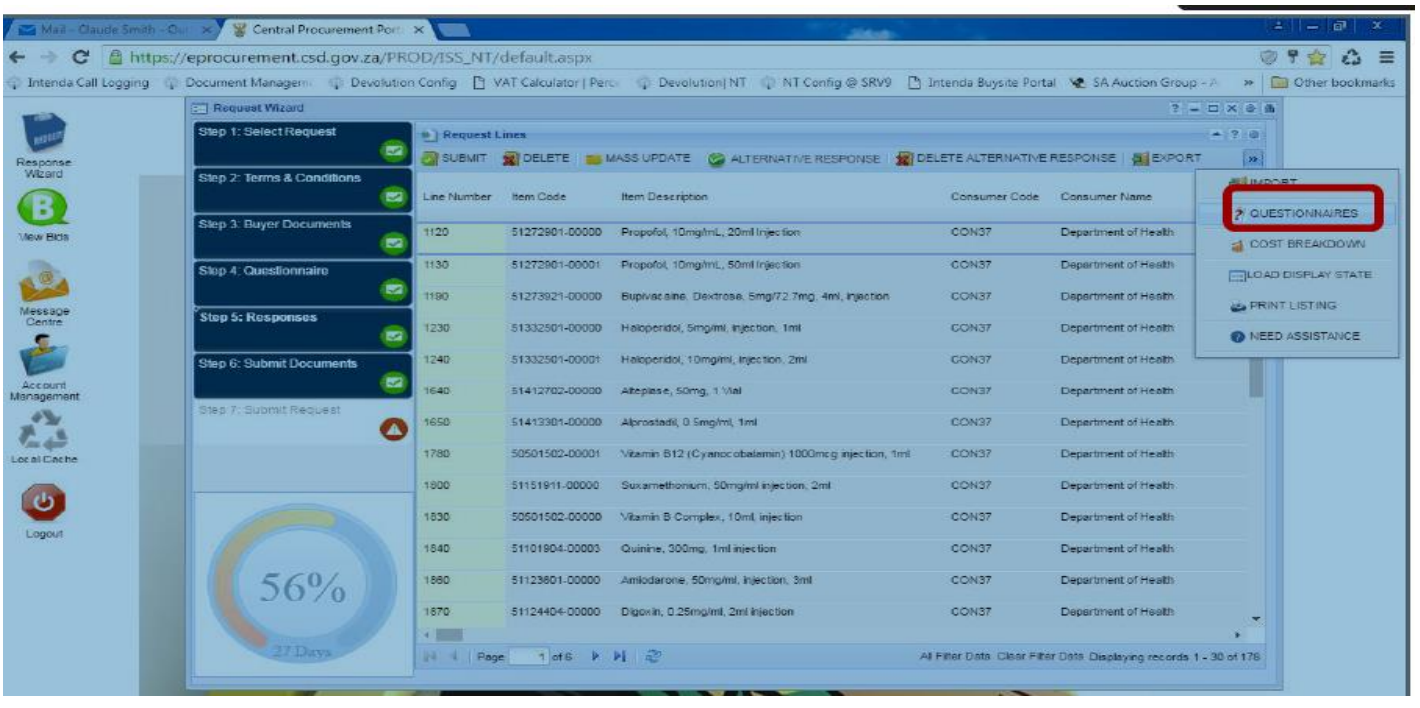
The QUESTIONNAIRE RESPONSES will open up, select the level of BBBEE status from the available options and press SAVE



Step 5: Go to the RESPONSES tab
The fields are open to enter content, on completion, click SUBMIT

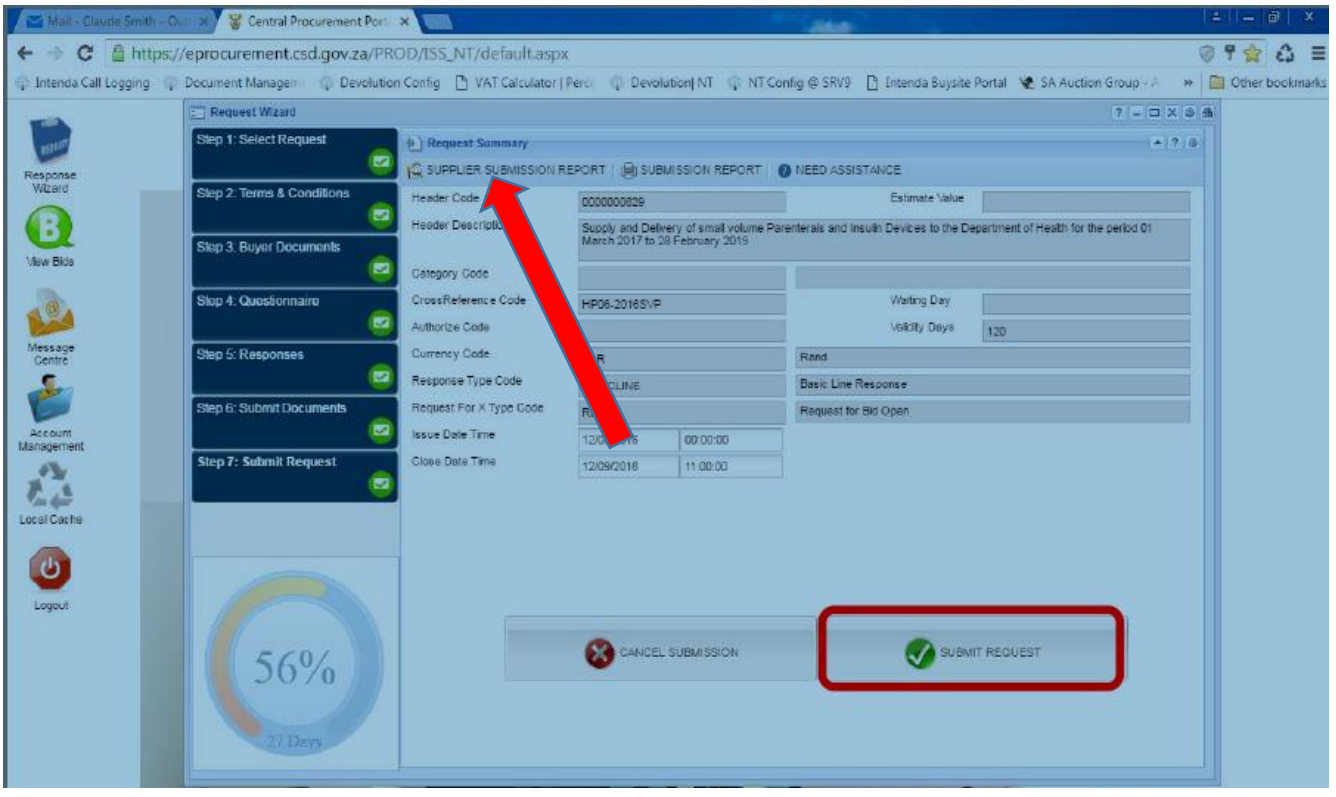


While on the RESPONSES tab, select the QUESTIONNAIRES button in order to complete any line level questionnaires

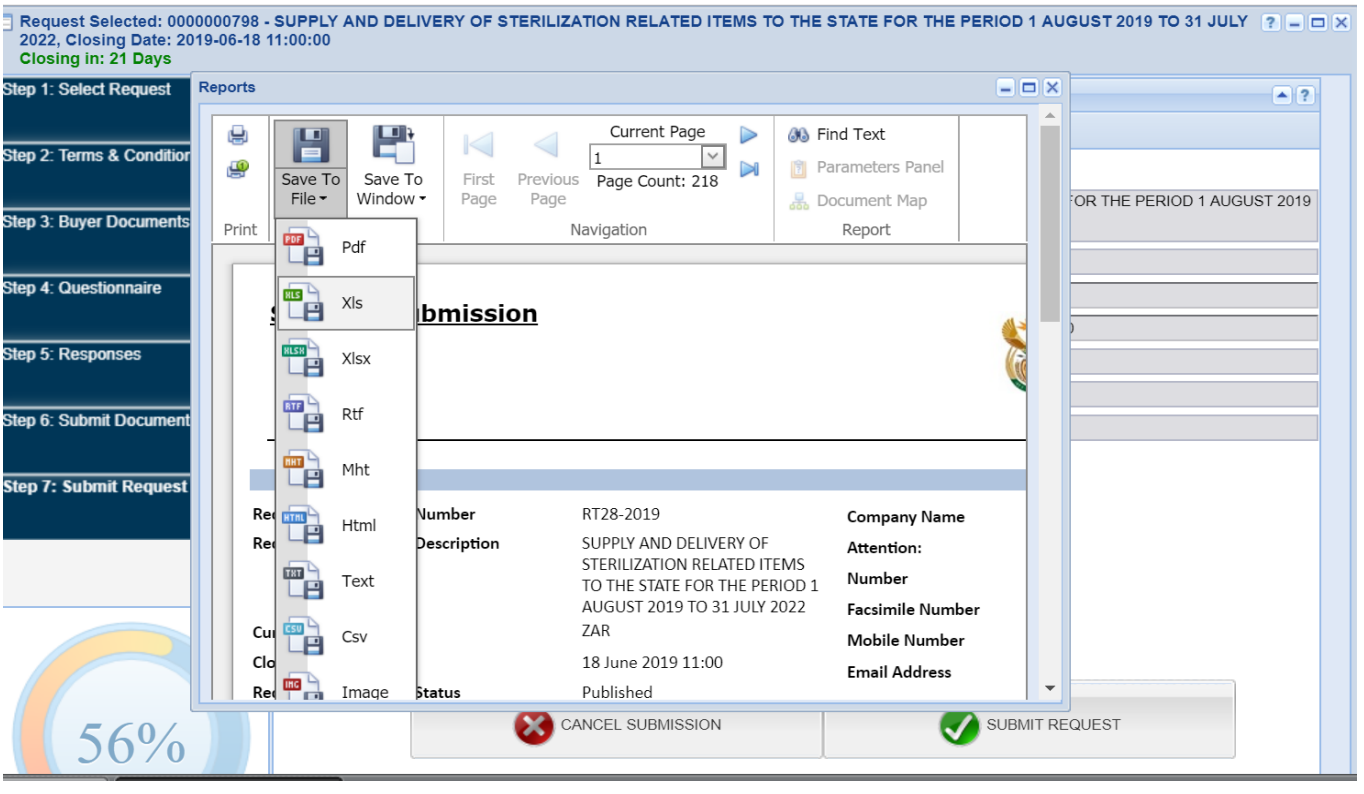
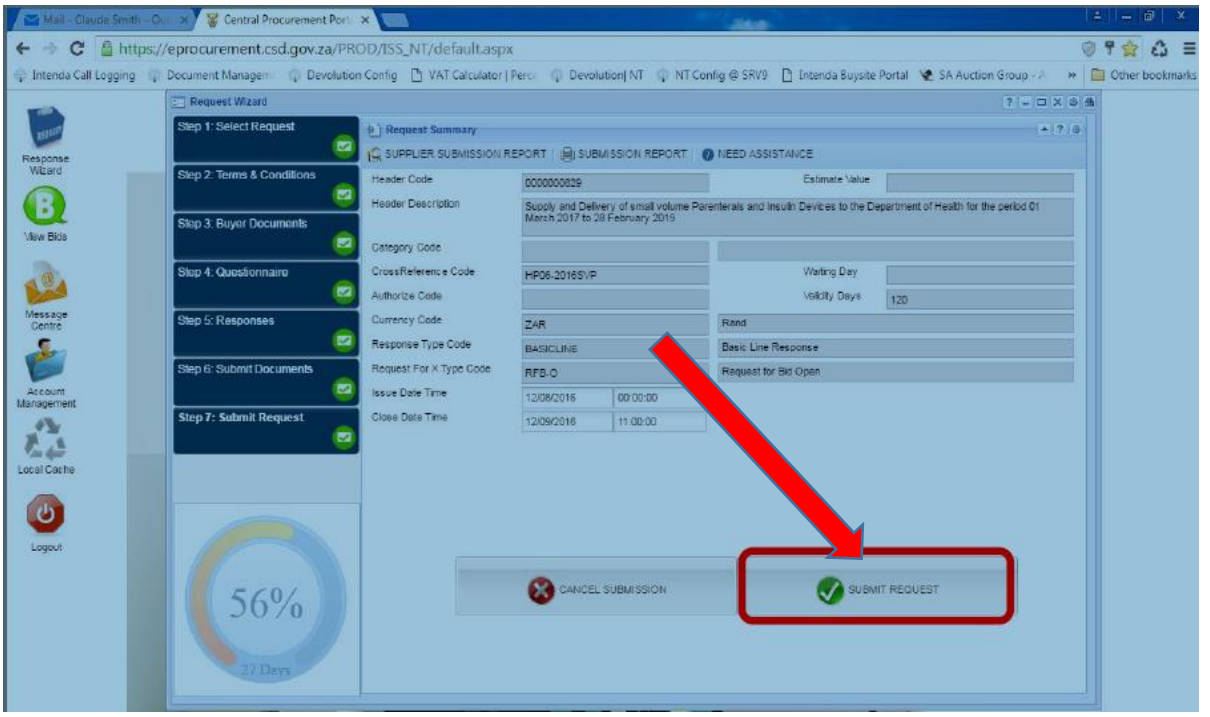


Step 6: Please Skip step 6 and move to step 7

Step 7. Go to the Supplier submission report VIEW and SAVE the report before you click the final SUBMIT REQUEST tab.



The response will now be submitted by clicking on the SUBMIT REQUEST button and it will give the message that says your bid has been successfully submitted.



The response will now be submitted by clicking on the SUBMIT REQUEST button and it will give the message that says your bid has been successfully submitted.