RT3 ANNEXURE 10

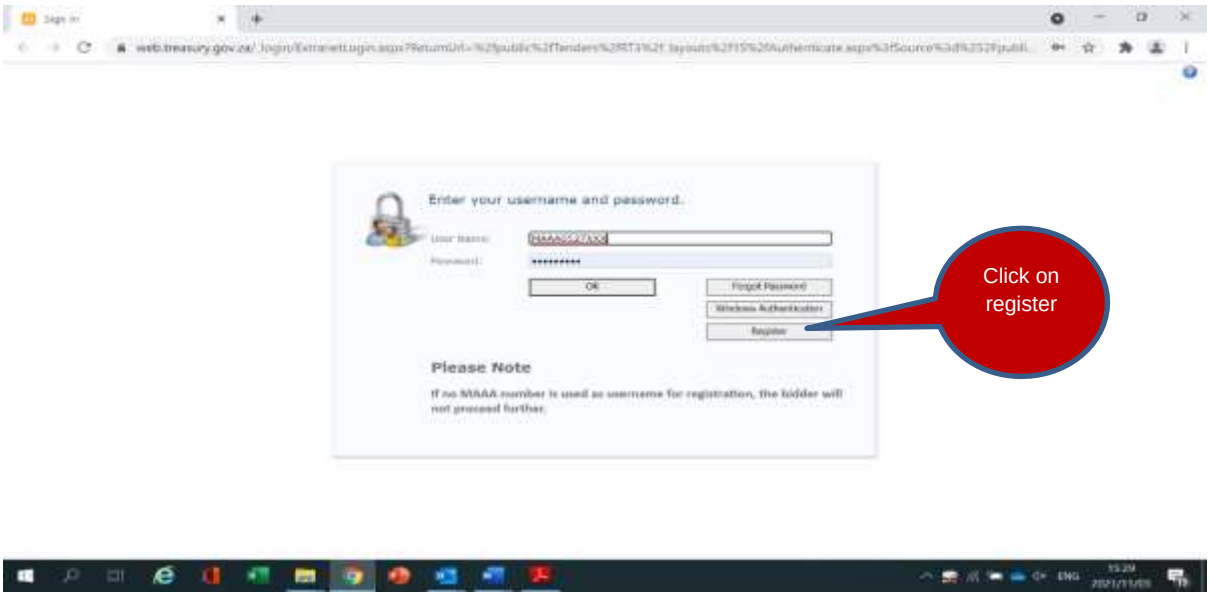
GUIDE FOR ONLINE SUBMISSION

A bidder to follow the below steps to submit an online bid

Click on the web link provided on Section 7.4.1.1 of the Special Conditions of Contract

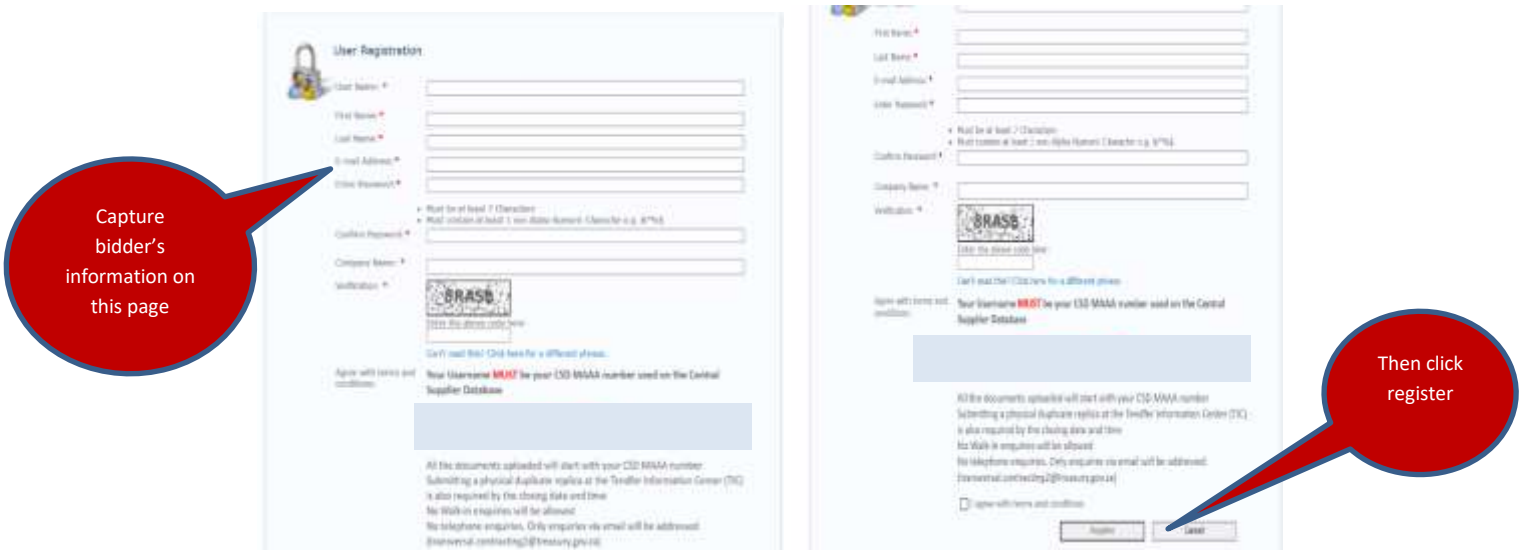
RT3 Office Automation Solutions Online Bid Submission

1. **Step 1**: A bidder will reach a login page where the bidder will be required to register,



2. **Step 2**: After clicking on register the bidder will be directed to a page to capture the bidder's details,

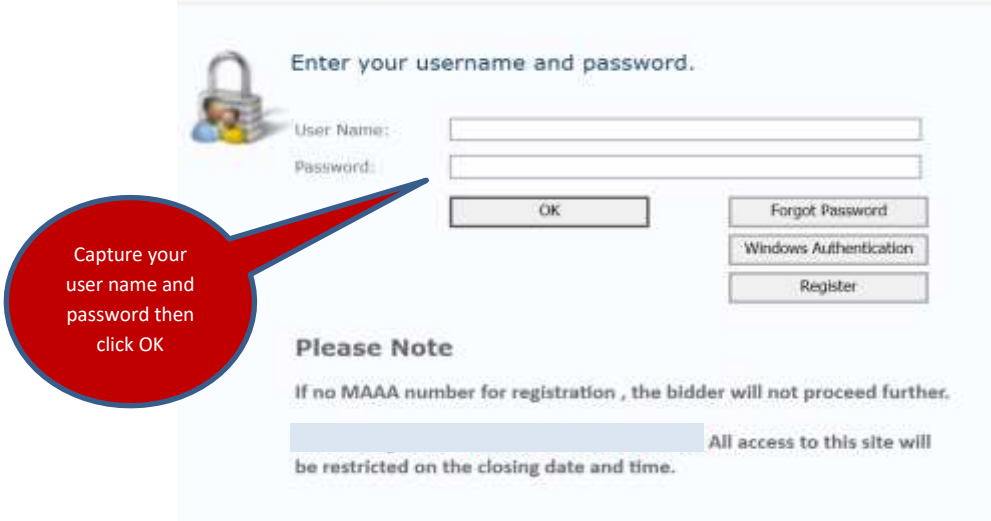
Note! username should be the **CSD** MAAA number



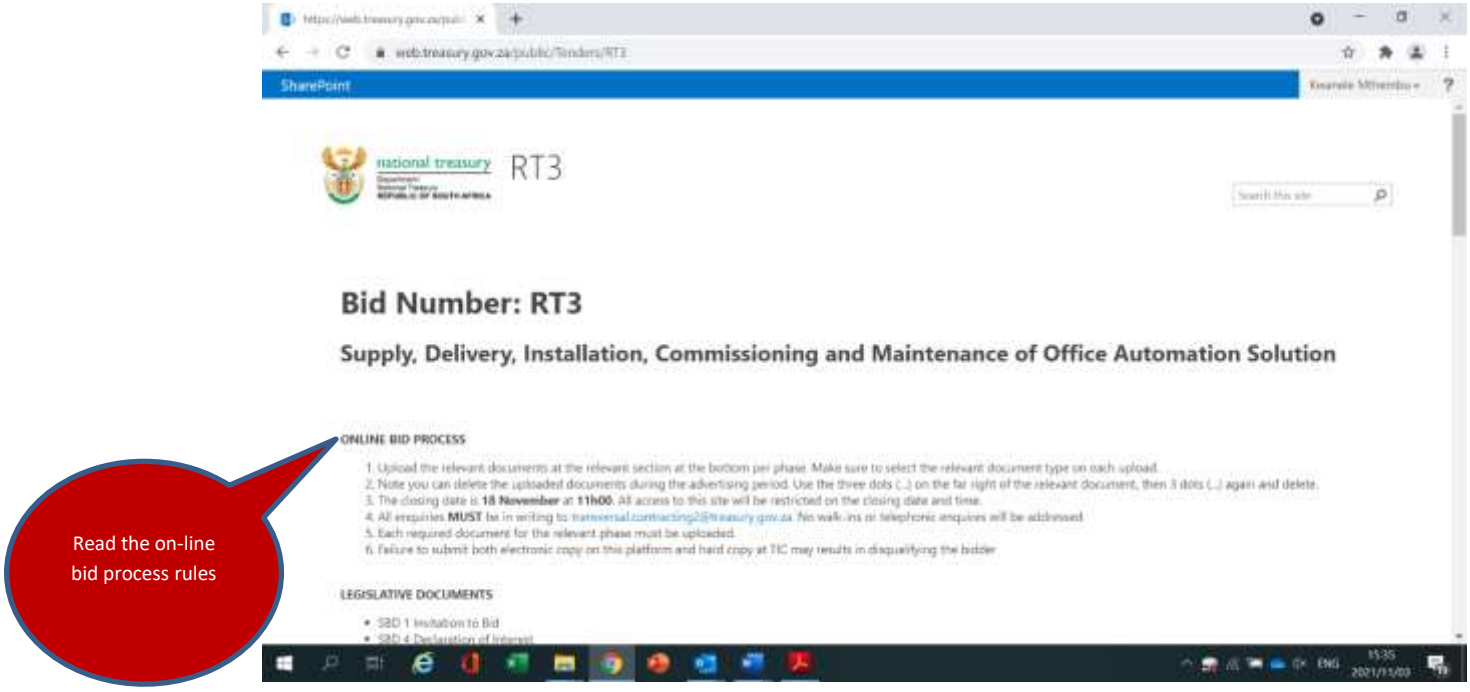
RT3 ANNEXURE 10

GUIDE FOR ONLINE SUBMISSION

3. **Step 3**: Registration will be approved. The Login to access the site using the username (MAAA CSD number) and the password created when registering,



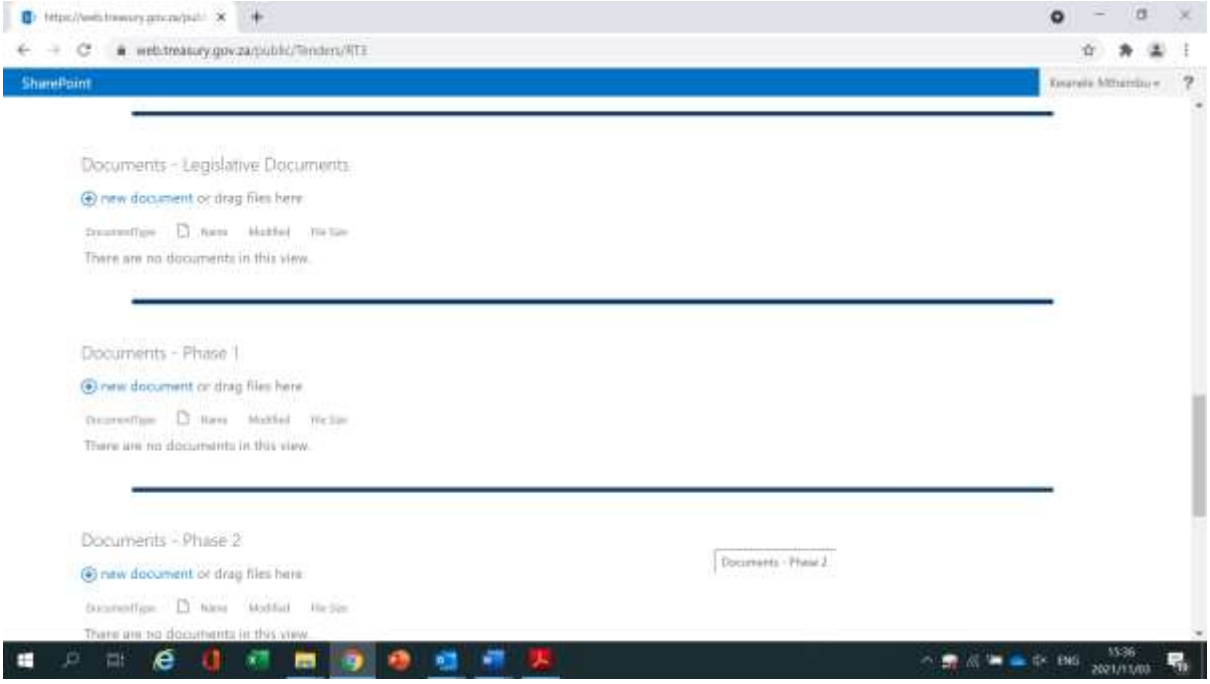
4. **Step 4**: After successful login the bidder will reach the home page. The bidder must read and adhere to the online bid process rules,



RT3 ANNEXURE 10

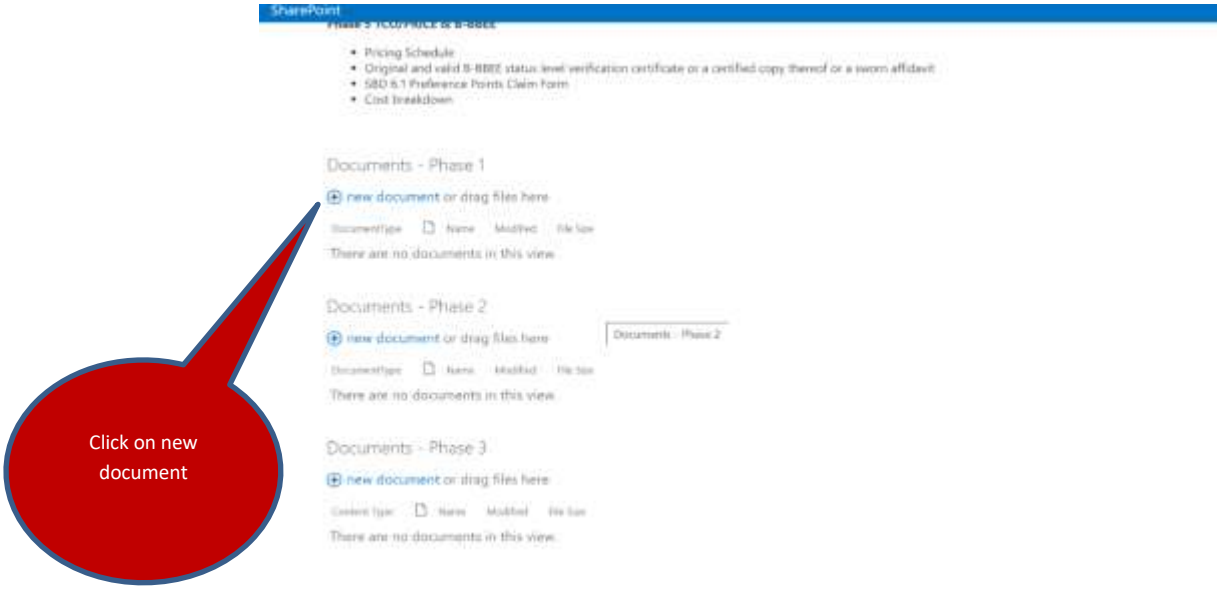
GUIDE FOR ONLINE SUBMISSION

5. **Step 5**: Scroll down to be able to upload the bid documents. The bid documents should be uploaded individually per Phase as indicated on the uploading platform. All documents must start with CSD MAAA number



6. **Step 6**: Uploading Document:

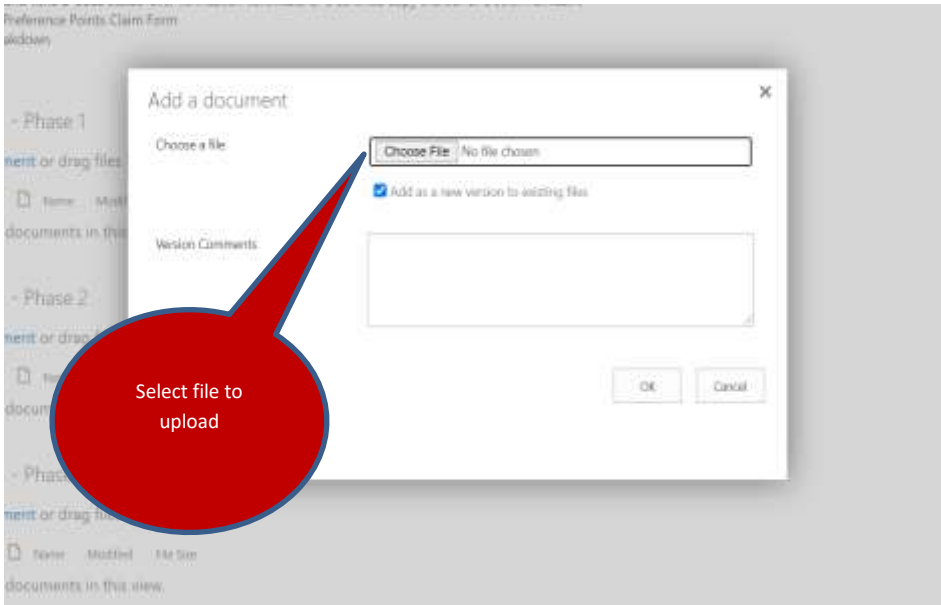
- **Step 6.1**: Under the relevant Phase click on new document,



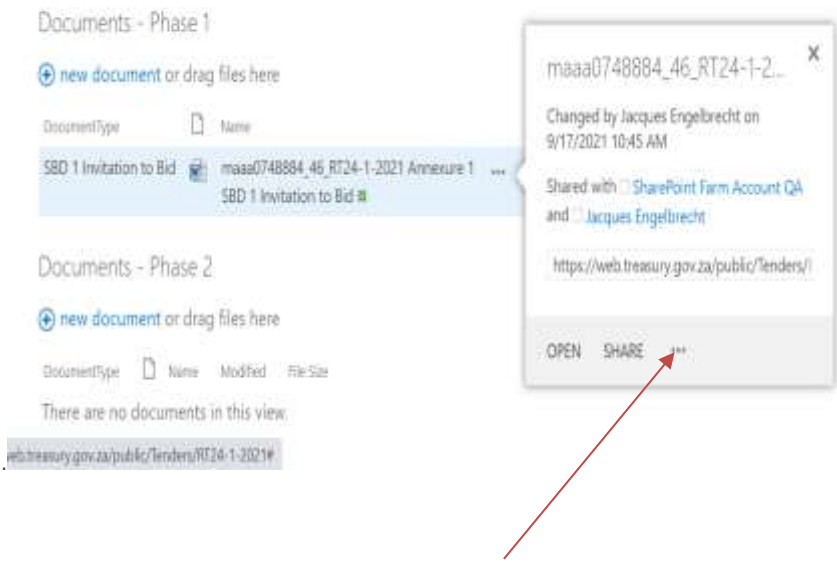
RT3 ANNEXURE 10

GUIDE FOR ONLINE SUBMISSION

- **Step 6.2**: Click on chose file, then attach the file to upload and
- **Step 6.3**: Select document type then save,

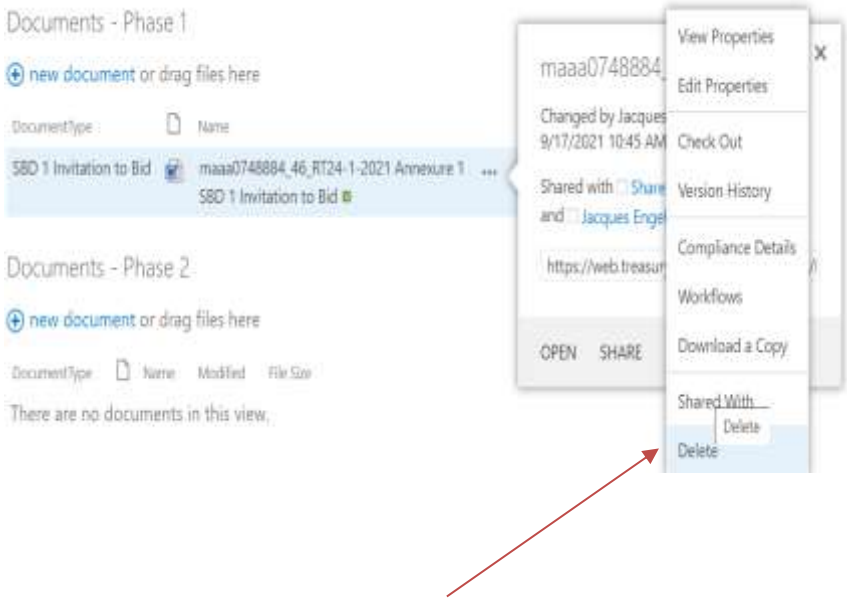


7. **Step 7**: The documents can be deleted and replaced during the advertising period. Use the three dots (...) on the far right of the relevant document, then three dots (...) again and delete. The replaced document should be deleted as the system does not override when replacing.



RT3 ANNEXURE 10

GUIDE FOR ONLINE SUBMISSION



END