

GOSFORD CITY COUNCIL TENDER REGISTER

User Guide

CONTACT DETAILS FOR ELECTRONIC TENDERS

For more information relating to the electronic tenders register, contact Council's contracts management section – see below:

Telephone: (02) 4325 8222

Email: contract.mgmt@gosford.nsw.gov.au

Changes to the Online Tender Service

Customers are required to register for access to tender documents associated with any of the tenders listed on our current tenders register.

Registration for the service is simple and allows Council to provide you with notifications on updates to tender documents through your email address.

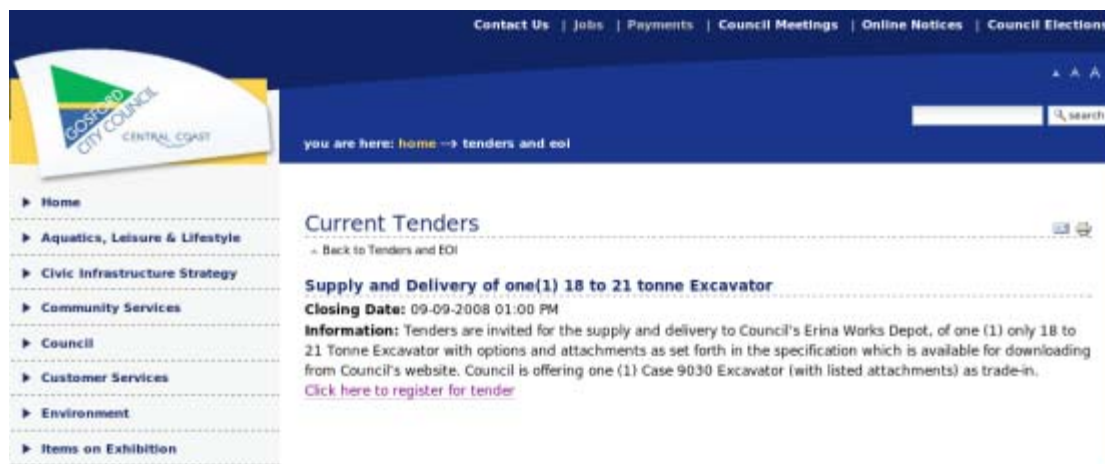
Council has now extended the electronic tender service to allow customers the added convenience of electronic lodgement of tender submission documents.

This user guide is provided to inform customers of the changes to the system and to assist those who may choose to lodge their documents with Council electronically.

How to Register for the Tender Documents Service

Registration with Council for an online account is a one off process, once you have activated your account, it may be used to access documents and lodge tender responses against any future tender published on our tender system.

To register for your account, simply click the registration link provided against each tender.



Before accessing the tender documents, users will be asked to complete the customer registration form (see below).

Customer Registration Form

First time visitors should complete the 'New User' section of this form, all mandatory fields are marked.

Complete the form and click the 'sign up' button – an activation email will be sent to the email address you have provided on the registration form.

Lodge an Electronic Response

New User? **Existing User?**

Sign Up For A New Account Below Sign On Using Your Existing Account Below

Please enter your email address and contact details

Email ■

Organisation

First name ■
Enter your first name here.

Last name ■
Enter your last name here.

Job Title

Phone

Fax

Please enter your email address and PIN

Email ■

PIN ■
[Please click here if you have forgotten your PIN.](#)

Keep me signed in using EasyLodge
EasyLodge keeps you logged in at your computer.

Terms and Conditions

Customers wishing to use Councils electronic service are required to agree to the terms and conditions of use.

To view the terms and conditions, click the link provided on the 'New User' section of the registration form (see below).

I agree to the Terms And Conditions
Please ensure that you read the [Terms and Conditions](#)

New PIN ■
Please enter your new PIN

New PIN Confirmation ■
Please confirm your PIN

Personal Identification Number

Each new user registering with the tender service is required to record a **Personal Identification Number**.

Your PIN may be any combination of numbers/letters, usually between 4 & 6 characters in length.

The account PIN is used in conjunction with our user name/password protection to safeguard the integrity of your transactions with Council.


Activating Your New Account

After you submit your registration form, our system will generate an activation email and sent it to the email address you supplied on the registration form.

You will not be able to use your account until you have activated it. To activate your account, simply click the link contained within the activation email.

Once you have activated your new account, log in to the system using the 'Existing User' section of our registration form page. Enter your email address and personal identification number to log in and begin downloading tender documents.

Existing User?

 Sign On Using Your Existing Account Below

Please enter your email address and PIN

Email ■

PIN ■

[Please click here if you have forgotten your PIN.](#)

Keep me signed in using EasyLodge
EasyLodge keeps you logged in at your computer.

Managing Your Account Information

The tenders system will allow customers to manage the information relating to the account established with Council.

Customers are able to perform the following tasks against their account:

- Update name and address information.
- Update the account PIN
- Retrieve an account PIN

Editing your Email Address

Customers are advised that email address details cannot be edited. In this instance a new account containing the updated email address should be created.

Updating Account Name and Address Information

To update your account name and address details, follow these steps:

- Sign in using your email address and existing personal identification number.
- Update your account information by clicking the '**my profile**' button.
- Complete your changes, confirm your PIN and click the 'update' button.
- Click the 'sign out' button to log out.

Updating your PIN

To update your personal identification number, follow these steps:

- Sign in using your email address and existing personal identification number.
- Update your PIN by clicking the '**update pin**' button.
- Enter your current PIN, then enter and confirm your new PIN.
- Click the 'update' button to complete your changes.
- Click the 'sign out' button to log out.

Retrieving an Account PIN

To retrieve your PIN, click the link situated on the login form for existing users titled '*Please click here if you have forgotten your PIN*'. Your PIN will be emailed to the address provided to Council on the account registration form.

SUBMITTING A TENDER RESPONSE ELECTRONICALLY

To submit a tender to Council electronically, follow these simple steps:

- Select the appropriate tender listed on the tender register.
- Log in using your GCC account.
- Attach your files from your local computer drive.
- Provide additional pricing information, notes or comments to your form if required.
- Enter your PIN to confirm.
- Click the submit button to begin the file transmission.
- Log out of the system when the transmission process is completed.

The File Submission Form

Lodge an Electronic Response

maree.gear@optusnet.com.au my profile update pin sign out

Important Information
Electronic lodgements for this item are subject to the following conditions:

- **Tender Acceptance:** Electronic Responses must be finalised prior to the closing time.
If the Submission Receipt *End Time* is after the closing time Council will deem the tender to be a late submission.
If this occurs, tenderers should email Council at contract.mgmt@gosford.nsw.gov.au outlining any extenuating circumstances.
- **Closing Time:** 03-02-2009 01:00 PM. Ensure you allow sufficient time to complete your upload before this time.
- **Maximum Number of Attachments:** 10

File(s)
Please select your file(s) by clicking 'browse'.
 Browse...

Pricing Information (GST inc)
Please enter your price below including GST

Notes or Comments
Please enter any notes or comments that you wish to include with your transmission.

PIN
You are required to enter your PIN on this tender for electronic lodgement of submissions.
[Please click here if you have forgotten your PIN.](#)

submit

Important Information about the File Submission Process

1. The closing date and time for each tender is clearly presented on the file submission page.
2. Our system **will NOT** accept files against this tender once this date and time has passed.
3. The Maximum number of attachments is stated on the file submission page. If you would like to attach more than the stated amount please contact Council or send the additional documents to Council separately. Our records staff can then bind your documents together during the registration process.
4. The completion time for your transaction will depend on the speed of your internet connection and the size of the files you are attempting to send. Council has no control over the amount of time required to complete your submission.
5. Once your upload has completed, you will be provided with a transaction receipt page which you will be able to print. Council will also send you a file transmission receipt via email to the email address linked to your GCC account. These receipts should be kept for future reference.
6. Any enquiries relating to your electronic submissions should quote your electronic receipt number.