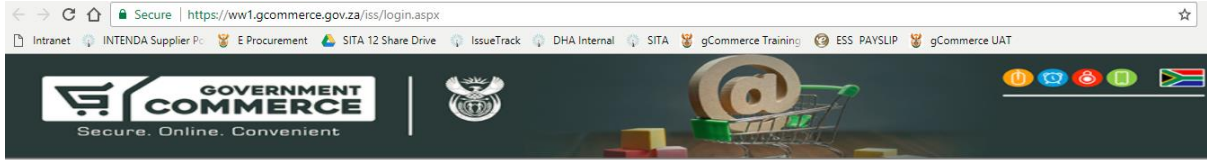
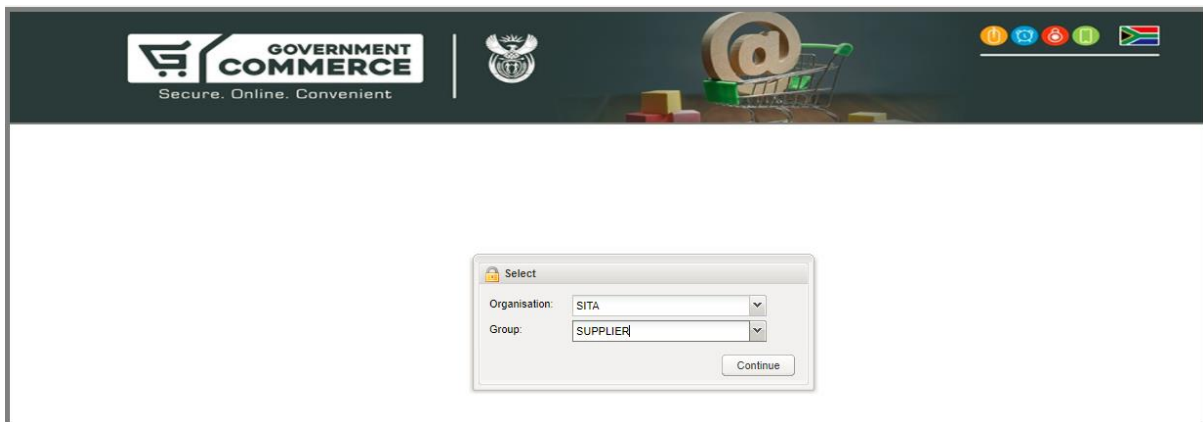


STEP BY STEP GUIDE – ELECTRONIC TENDERING VIA WIZARD

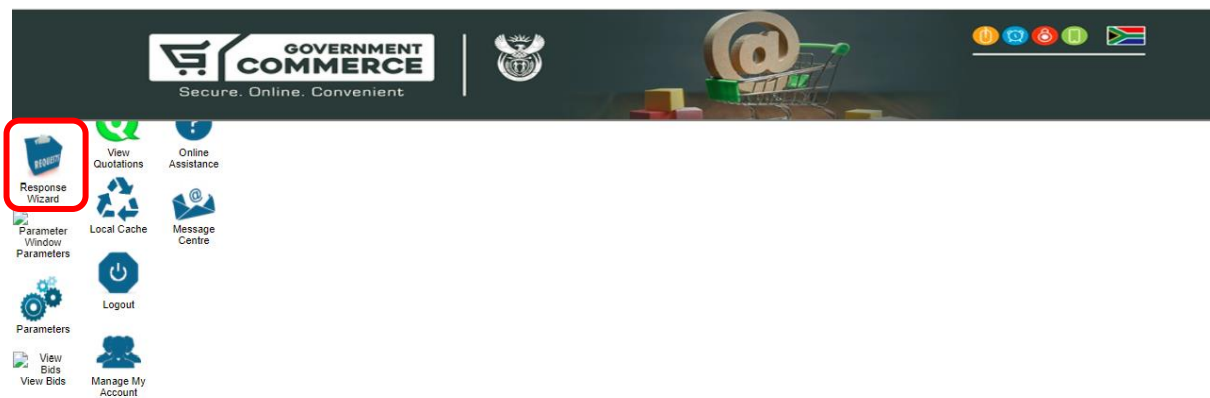
1. Enter <https://ww1.gcommerce.gov.za/iss/login.aspx> (preferably with Google Chrome)
2. The Electronic Tendering site opens. Enter your Username, User code and Password.

A screenshot of a "Login" dialog box. It contains four input fields: "Username:", "User Code:", "Password:", and "Language:". The "Language:" dropdown menu is set to "English". At the bottom of the dialog, there are two buttons: "Forgot Password?" and "Login".

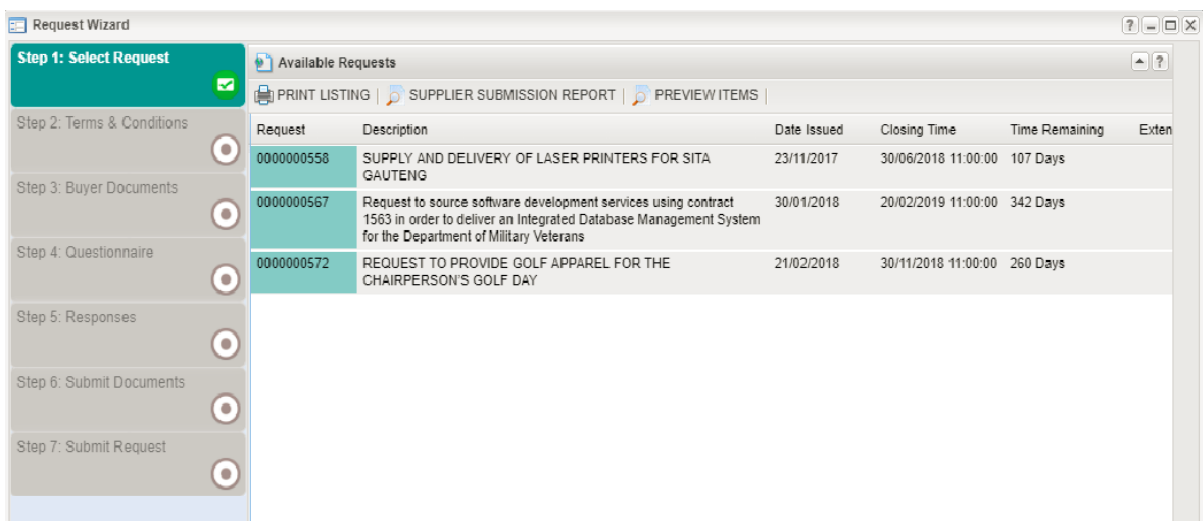
3. Click **CONTINUE**



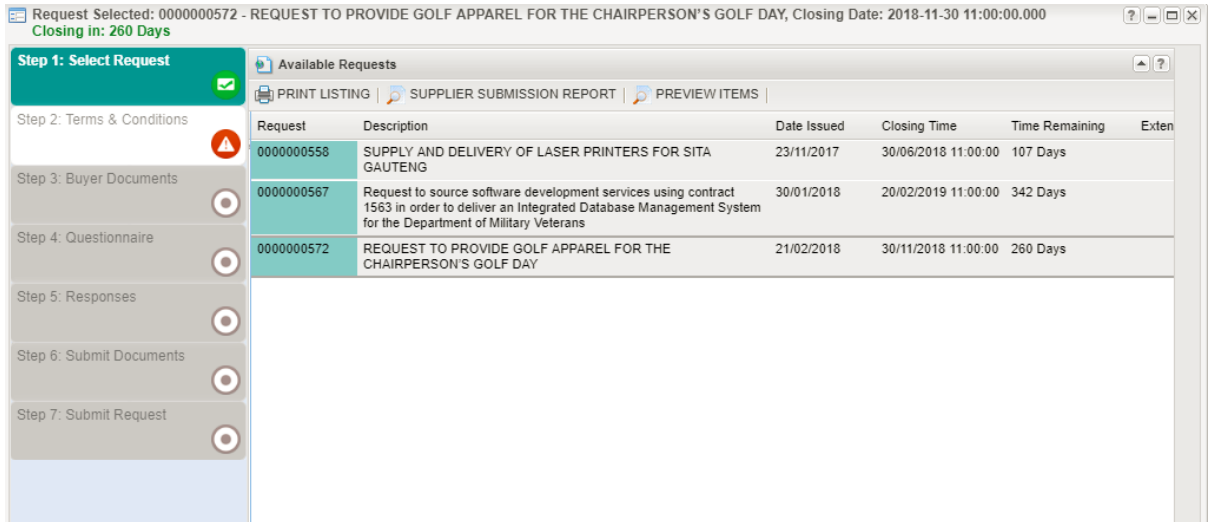
4. Click on the Tenders and quotations **RESPONSE WIZARD** icon.



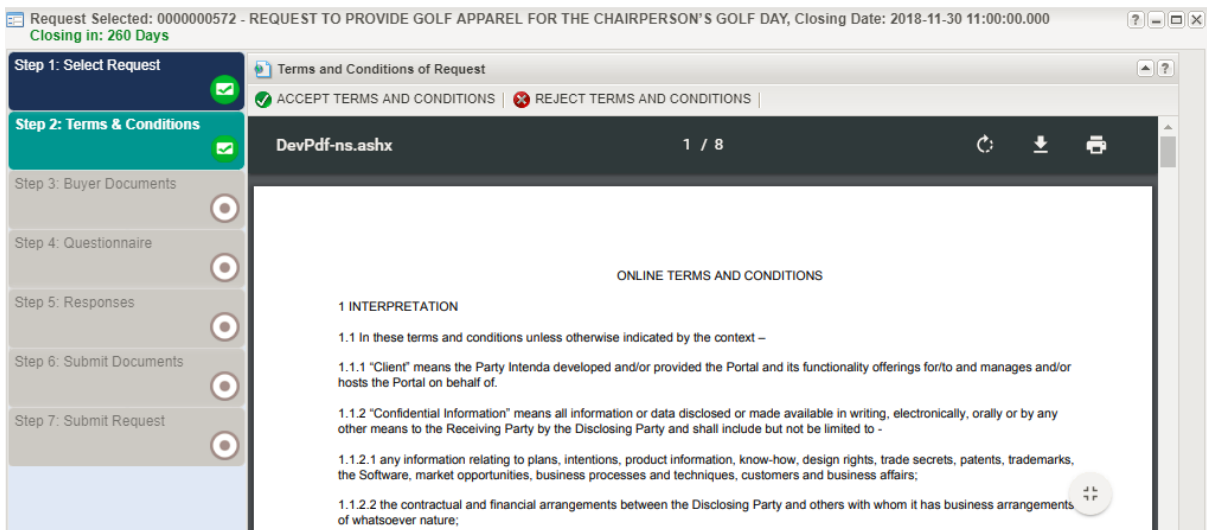
5. Highlight the line representing the bid you want to respond to.



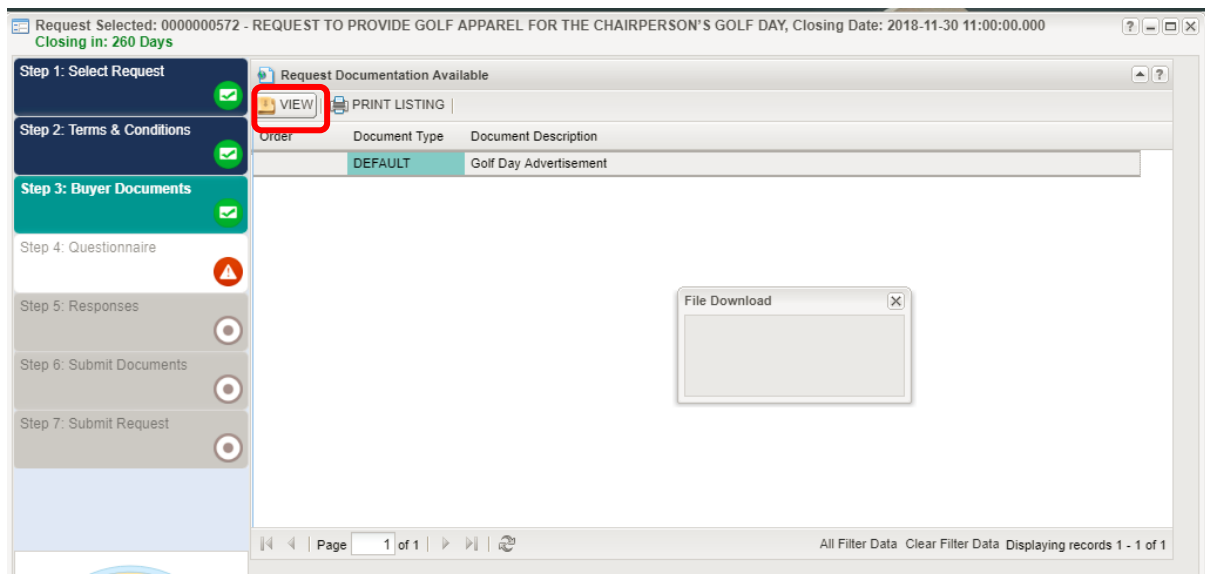
6. The Terms and Conditions (T&Cs) Step allows the supplier to accept or reject the terms and conditions.



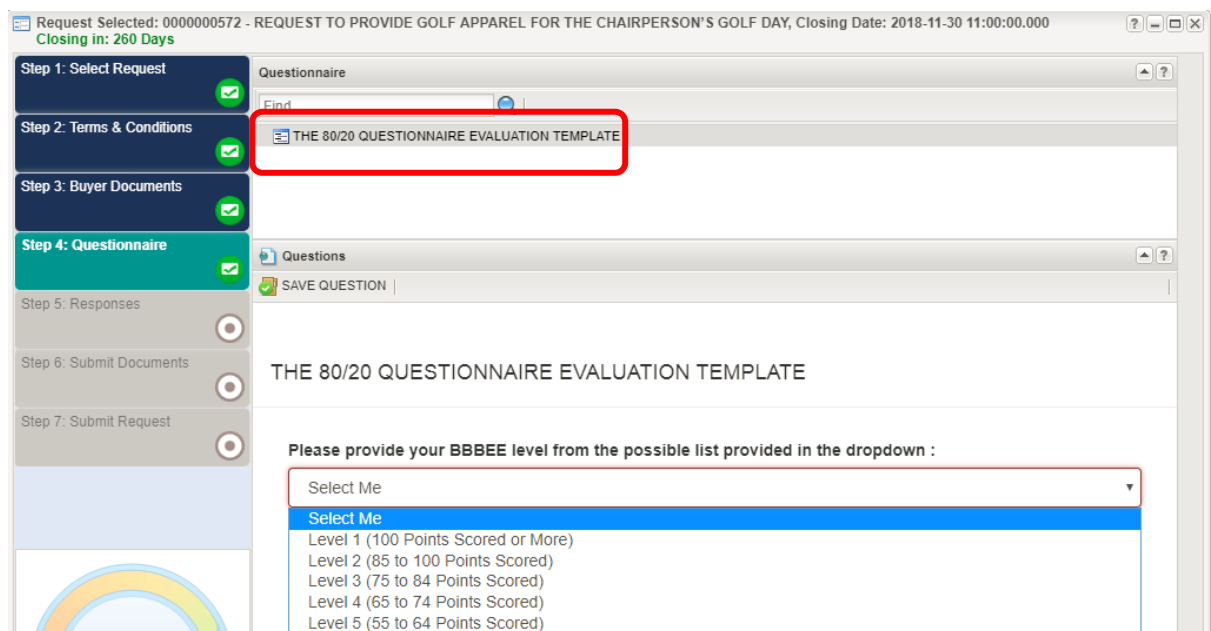
7. Click on the **TERMS and CONDITIONS** tab, and click on the **ACCEPT** button, this will allow you to proceed to the next step.

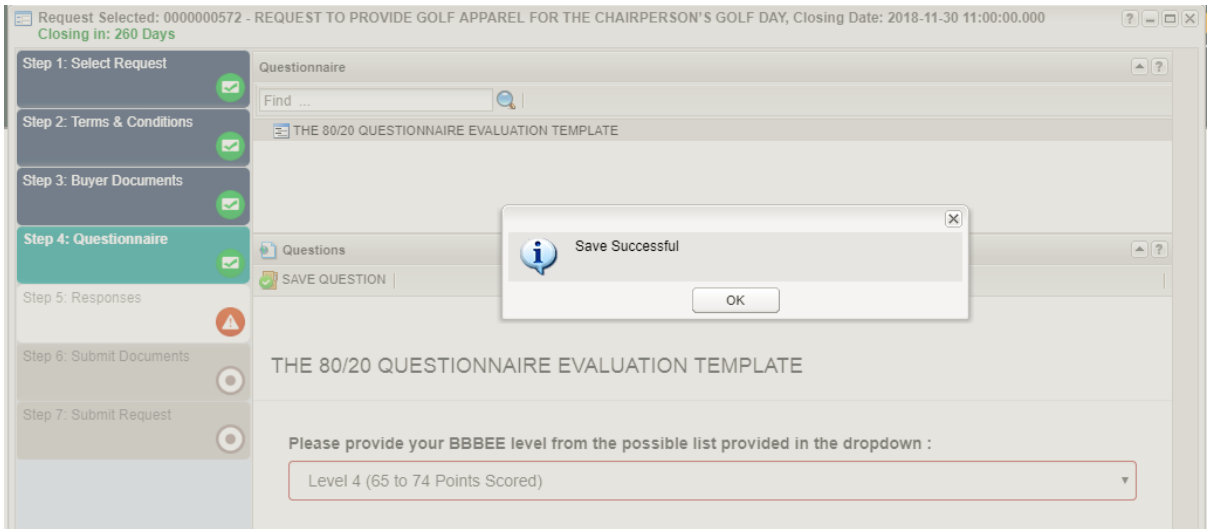


- Click on the **BUYER DOCUMENTS** tab. Select the document and Click on VIEW – the document download will start. If you do not see the downloads at the bottom of your screen, please check the downloads folder on your computer.
Ensure that you have downloaded all the buyer attachments (number of attachments displayed at the bottom of the screen)

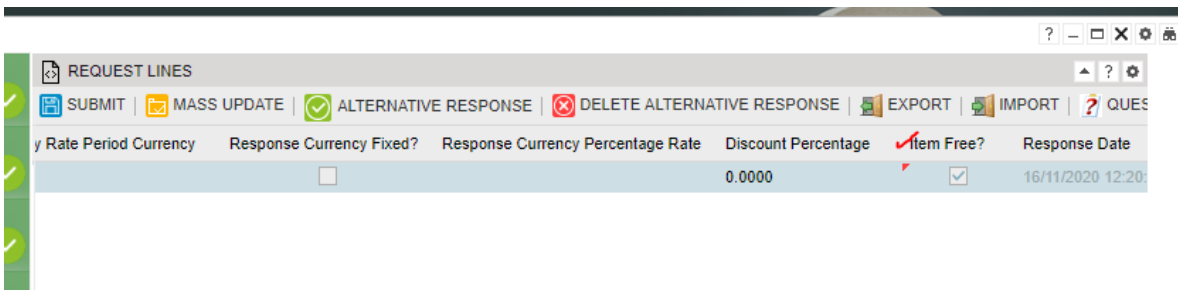
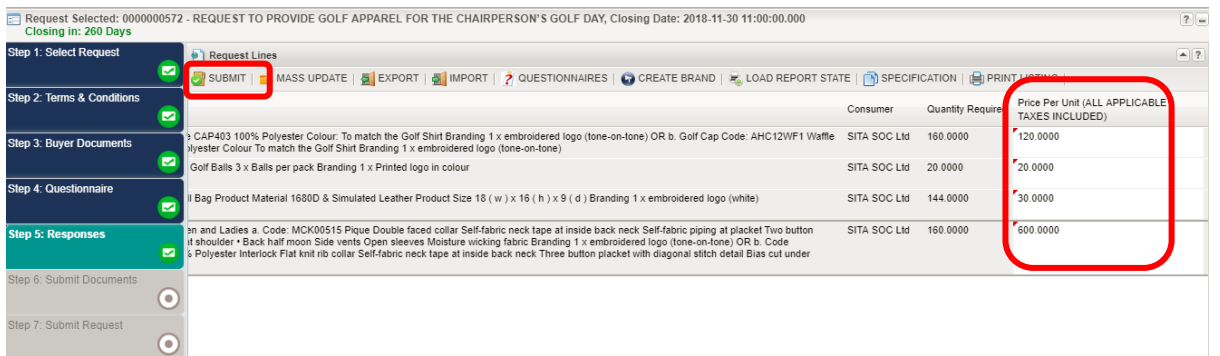
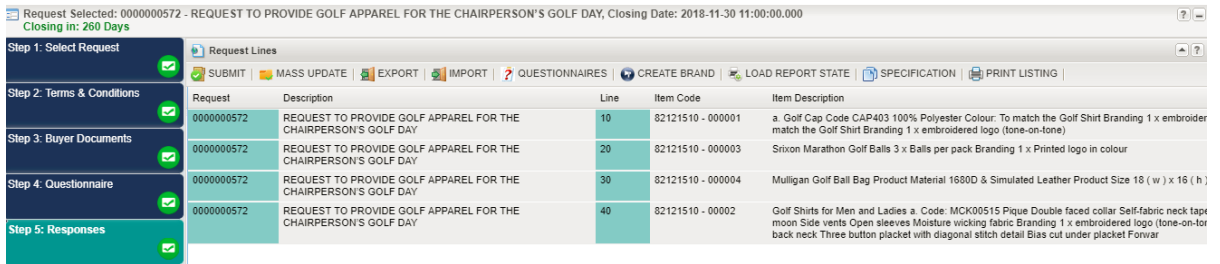


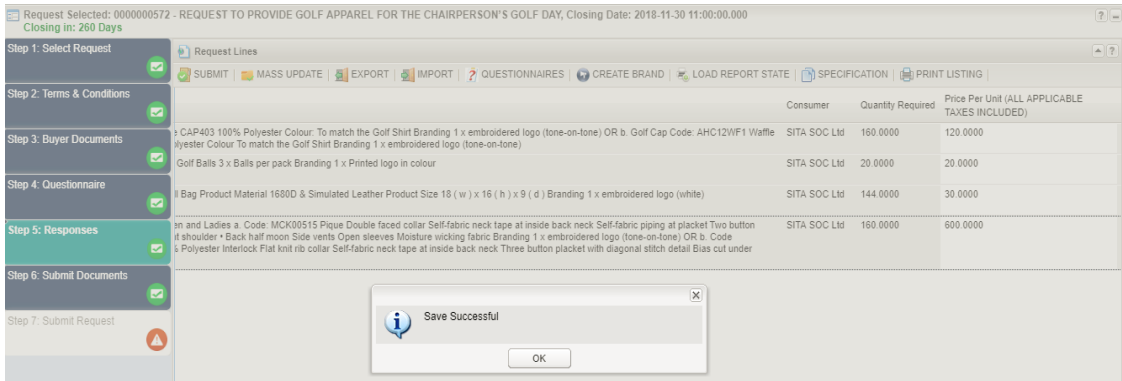
- Click on **QUESTIONNAIRES** tab, select the questionnaire header. The template will open, select your response from the available options and press SAVE question.



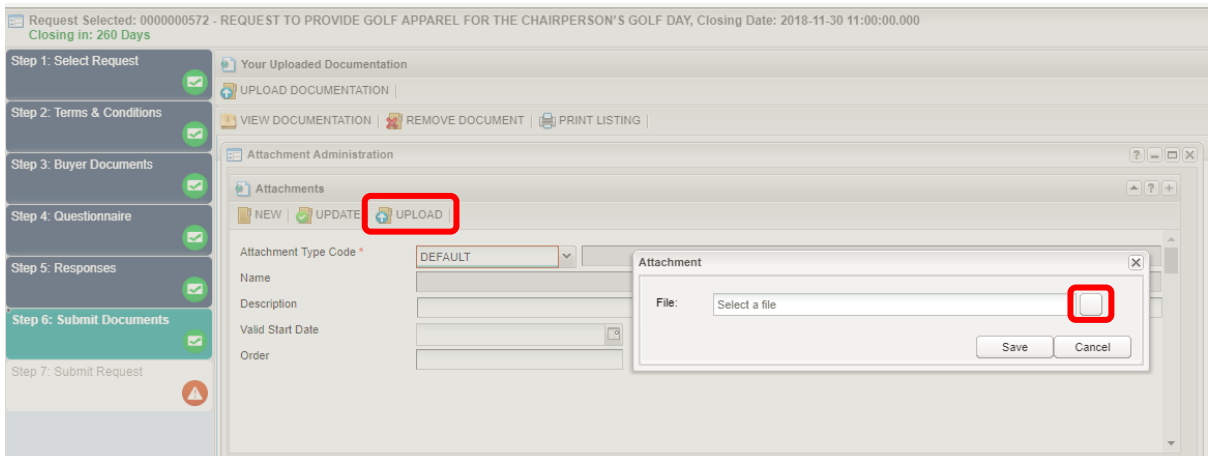
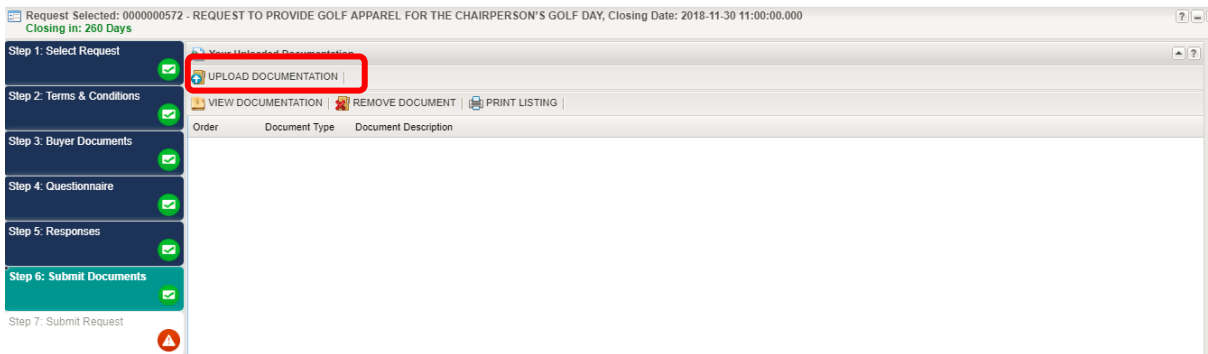


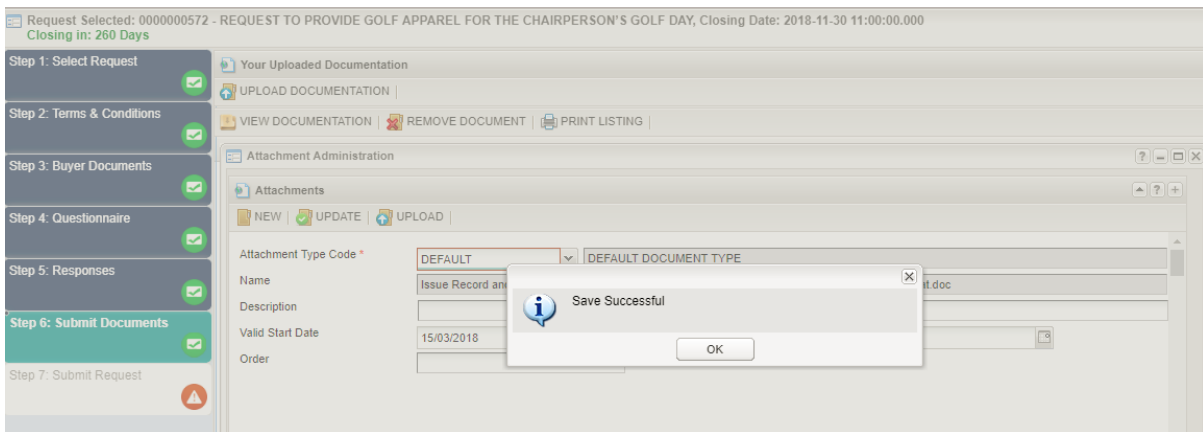
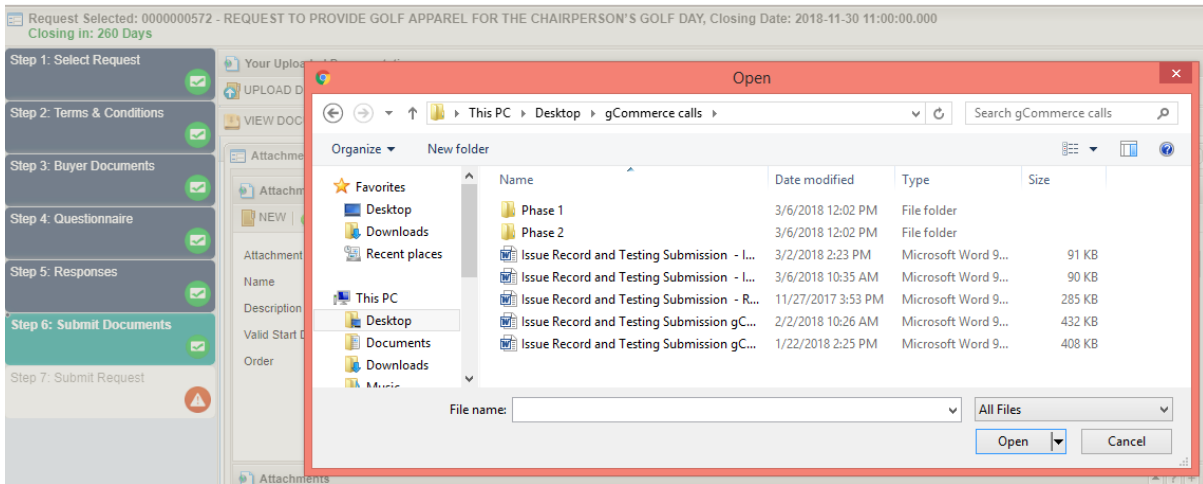
10. Click on the **RESPONSES** tab. There is no pricing to capture, so enter 0 in the price field, scroll to the right and tick on the item free indicator.



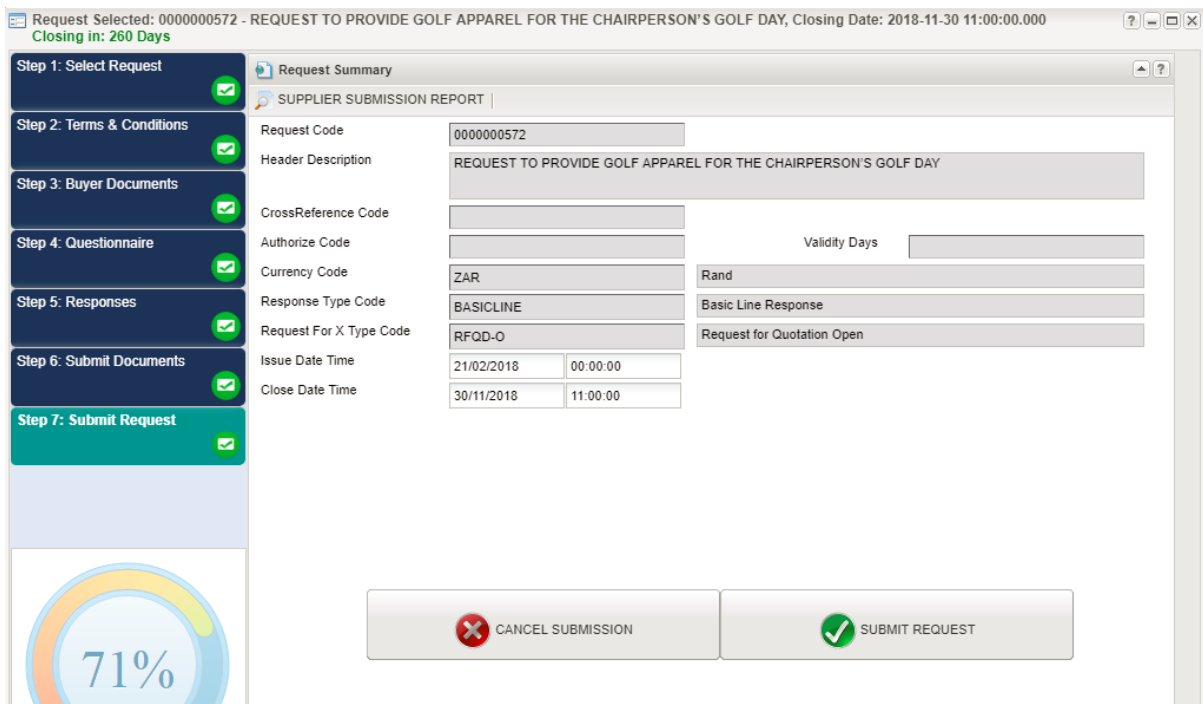


- Go to the **SUBMIT DOCUMENTS** tab. Click on the **UPLOAD DOCUMENTATION** button to upload your own documents. Select the **UPLOAD** button. The browse function will become available and you will be able to browse and select the document you wish to upload. Please ensure all documents are uploaded here as listed on the checklist.





12. Click the **SUBMIT REQUEST** tab. The responses will now be submitted by clicking on the **SUBMIT REQUEST** button. Please ensure you have saved the supplier submission report for your own records.



Request Selected: 000000572 - REQUEST TO PROVIDE GOLF APPAREL FOR THE CHAIRPERSON'S GOLF DAY, Closing Date: 2018-11-30 11:00:00.000
Closing in: 260 Days

Request Summary
SUPPLIER SUBMISSION REPORT

Request Code: 000000572
Header Description: REQUEST TO PROVIDE GOLF APPAREL FOR THE CHAIRPERSON'S GOLF DAY

CrossReference Code:
Authorize Code: Validity Days:
Currency Code: ZAR Rand:
Response Type Code: BASICLINE Basic Line Response:
Request For X Type Code: RFQD-O Request for Quotation Open:
Issue Date Time: 21/02/2018 00:00:00
Close Date Time: 30/11/2018 11:00:00

Continue
Are you sure you want to submit your response? If you select YES your responses will be used for evaluation purposes, but you are not guaranteed business. If you select NO then your responses will not be formally submitted. If you have previously selected this button and submitted, all line items with a SUBMITTED status will be used as part of the evaluation process.

Yes No

CANCEL SUBMISSION SUBMIT REQUEST

Request Selected: 000000572 - REQUEST TO PROVIDE GOLF APPAREL FOR THE CHAIRPERSON'S GOLF DAY, Closing Date: 2018-11-30 11:00:00.000
Closing in: 260 Days

Request Summary
SUPPLIER SUBMISSION REPORT

Request Code: 000000572
Header Description: REQUEST TO PROVIDE GOLF APPAREL FOR THE CHAIRPERSON'S GOLF DAY

CrossReference Code:
Authorize Code: Validity Days:
Currency Code: ZAR Rand:
Response Type Code: BASICLINE Basic Line Response:
Request For X Type Code: RFQD-O
Issue Date Time: 21/02/2018
Close Date Time: 30/11/2018

Responses Successfully Submitted
OK

CANCEL SUBMISSION SUBMIT REQUEST

100%