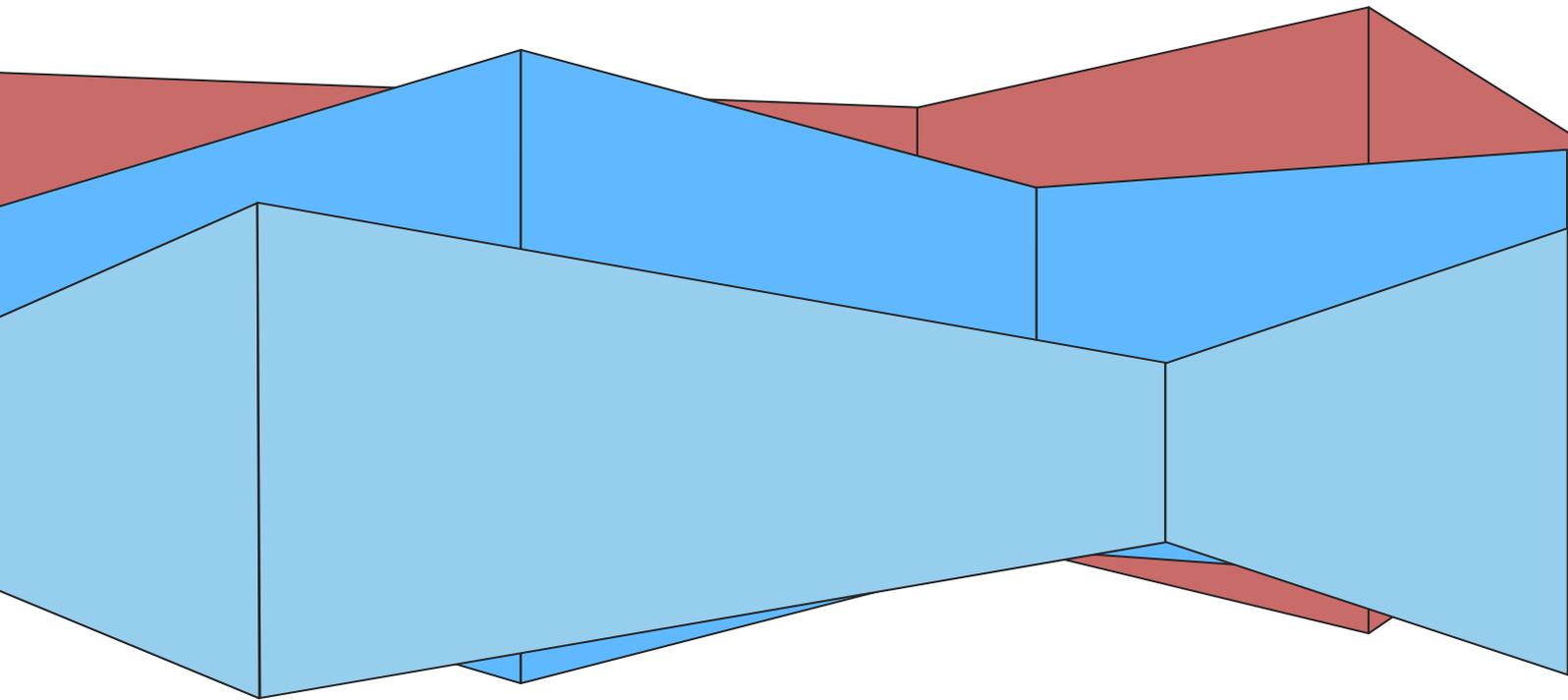


# eTenders@Rand

## User Guide

V2.0 – December 2015



# Contents

Logging into eTenders@Rand .....	1
Contractor Registration.....	1
Registering for a PQQ/Tender .....	2
Downloading Documents.....	2
Email .....	3
Submission Area.....	4
Submitting your files.....	4

# Logging into eTenders@Rand

To access eTenders@Rand, open <https://etenders.rand-associates.co.uk/> in your web browser. If you have not used eTenders@Rand before you will need to create an account (explained in the section below). If you already have an account on the system you can login using this page.

If you have forgotten your account password, you can insert your email address into the field at the bottom of the page and click the 'Send new password', the system will then send you a new randomly generated password for you to login with (you can change this once you've logged in).

Technical support for eTenders@Rand is available by sending an email to [etenders@rand-associates.co.uk](mailto:etenders@rand-associates.co.uk) or calling 01737 225077.

## Contractor Registration

To be able to download and apply for tenders on the Rands eTenders system, you must first register. To do this;

1. First go to <https://etenders.rand-associates.co.uk/> and click on the 'Create an account' link.
2. Complete the form (all of the fields marked with an asterisk are necessary to complete the registration).
3. Read through and agree to the Terms and conditions, then click the 'Register' button to complete the process.
4. You should receive an email from the eTenders system which includes your email address, password and a link to activate your account. Click on the link to activate your account.
5. After activating your account you will be able to login using the details you registered with. After you have logged in for the first time you will be presented with the following screen:

The screenshot displays the eTenders@Rand website interface. At the top left is the RAND ASSOCIATES logo. To the right, there is a phone icon with the number (01737) 249475 and a 'Contact us' button with an envelope icon. Below this is a navigation menu with links for 'About RAND', 'Services', 'Case Studies', 'Locations', 'Vacancies', and 'Contact'. A row of six colored buttons represents different services: SURVEYING (blue), ASSET MANAGEMENT (blue), SCHEDULE OF RATES (blue), OUR PARTNERS (green), PROCUREMENT (red), and eTENDERS @RAND (red). Below the buttons, the page is titled 'eTenders @Rand' with a 'Welcome' message and a 'Help' link. A central message states 'are currently registered for' followed by 'You are not currently registered with any client.' Below this, there is a section for 'Available opportunities' with a text input field for a 'Registration code' and a 'Register' button. At the bottom right of this section is a 'Logout' button. The footer contains copyright information for 2015 Rand Associates Consultancy Services Ltd and a list of navigation links including 'Site Map', 'Terms of Use', and various service categories.



# Registering for a PQQ/Tender

1. To register for a PQQ or Tender, you must enter the provided registration code into the box at the bottom of the screen, then click the 'Register' button.
2. If the contract registration is successful it will appear in a list under your name, as shown in the screenshot below:

are currently registered for							
Client	Type	Download	Email	Download Deadline	Submission Deadline	Submission Area	Notes
Responsive Contract B	Tender	<a href="#">Download documents</a>	<a href="#">Email</a>	26/06/2015 13:00	26/06/2015 13:00	<a href="#">Submission Area</a>	The clarification deadline for this project is <b>19/06/2015 17:00</b> . The submission deadline for this project is <b>26/06/2015 13:00</b> . Please note that after the submission deadline all access to this contract will be denied.

3. The links against a contract offer different options:
  - a. **Download Documents** – A page with links to all of the files for the procurement
  - b. **Email** – Opens a page allowing you to contact the Client, also includes an attaching files feature (*the attachment must be in a zip file*)
  - c. **Submission Area** – Where you will upload completed documents before the deadline.
4. Under the **Notes** heading you can see the date and time of the deadline for each contract you have registered for. Once this deadline is passed you will not be able to download any documentation from the contract, but it will remain listed against your account. You **MUST** have uploaded all your files and click the 'Submit' button before this deadline, otherwise your submission will not be accepted. You may only get **ONE chance** at a submission.

## Downloading Documents

When you click the 'Download documents' link, you will be taken to a page which contains download links to all of the files in the procurement. You can click the links individually to view files one-by-one, or you can click the 'Generate Zip file' at the bottom left of the page to create a single zip file which contains all the files. Once the zip file has been created, the text will change to 'Download All Files', clicking this link will now prompt you to save a zip file.

**eTenders @Rand** [Help](#)

If you are prompted for a password when accessing the files, enter the same password that you log into eTenders with.

File(s) to be downloaded:

- [JCT MTC Schedule of Amendments - Internal Stock Investment - Final.pdf](#) (965437 Kb)
- [Policies and Procedures.zip](#) (17839 Kb)
- [Schedule 7A Internal Stock Investment - Schedule of Rates - Final.pdf](#) (3010 Kb)

[Generate Zip File](#)

[Download All Files \(Zip Format\)](#)



## Email

The 'Email' link provides a form which a user can fill out if they have any questions or comments about the procurement they are registered to.

**eTenders @Rand** [Help](#)

**Send email regarding Example Tender**

Please enter your query below to send an email to the Tender team.

**Send email**

Subject

Email

**B** *I* U ABC | ↶ ↷ | 📎 | ☰ ☷

**Attach documents**

You may wish to attach documentation to send to the client. Please feel free to do that here.

**Please note:** due to the size of documentation you will need to zip the files before sending them. We can only accept zip files on this server.

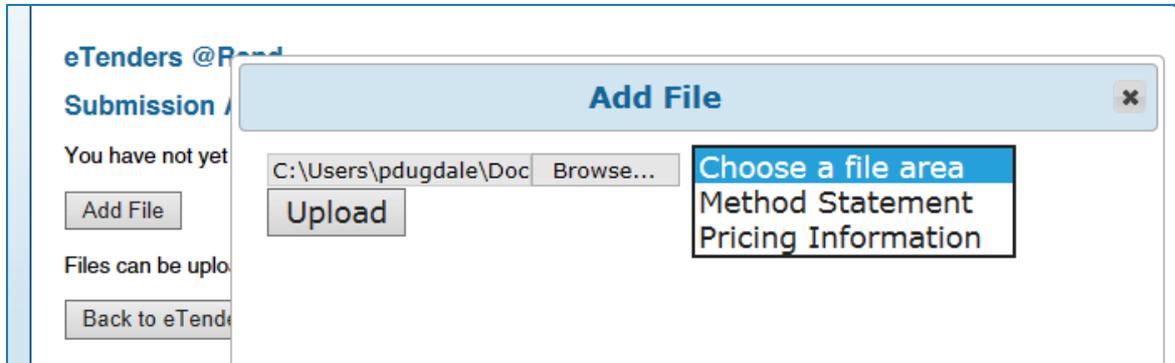
Attachment

The area for entering your email has full support for bold/underlined/italic text, as well as numbered and bullet point lists. You can also attach files to the email if required (**NOTE:** if you need to email multiple files they will need to be put into a single .zip file first).



## Submission Area

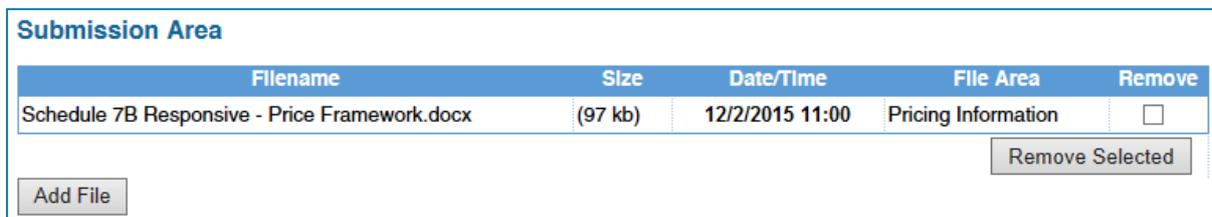
The submission area is where you upload your final files for submission. Uploading your files is done in a similar way to adding attachments to a message in the Email page. As seen in the screenshot below, you must choose a 'File Area' if you see 'Choose a file area' in the drop down list when you are uploading a file:



If you do not see 'Choose a file area' then you do not have to do anything and can continue on.

Once you have chosen a file to upload and an area for it to be placed in, clicking the 'Upload' button will start the process, the progress bar will fill while the file is uploaded, and upon completion the page will refresh. If there are any errors the window will inform you.

Once a file is uploaded and the page has refreshed, you will see the file listed on the 'Submission Area' page (see screenshot below):



From here you can remove selected files by ticking the box next to the file(s) in the 'Remove' column, then clicking the 'Remove Selected' button.

You can add and remove files for your submission up to the Submission deadline, after this has passed you will not be able to change the uploaded files.

## Submitting your files

Once you are happy with the files you have uploaded, you must click the 'Submit' button to confirm your submission before the Submission Deadline, if you do not do this your submission **will NOT** be accepted by the system. eTenders **will not** automatically submit your files at the deadline, this must be done by you. You may also only get **ONE chance** at sending your submission, so make sure you have checked all files are uploaded before clicking the 'Submit' button.

