



CONFIDENTIAL

eTendering System

Suppliers Help Manual

Prepared by: Group IT Application Operations

Date: 28 August 2023

Revision Issue: 3.0

Table of Contents

| | | |
|----------|--------------------------------|-----------|
| 1 | Background..... | 3 |
| 2 | Problems | 3 |
| 3 | What's New..... | 3 |
| 4 | Getting Started..... | 4 |
| 5 | Edit Registration | 16 |
| 6 | Log off Button | 16 |
| 7 | Password reset | 17 |
| 8 | General | 19 |

1 Background

eTendering system is a web-based system that allows suppliers bidding for various tenders advertised on Tender Bulletin system to “upload” their tender documents. Currently the tenderers or suppliers submit tender documents at various Eskom tender offices. eTendering system replaces the manual or physical submission of tender documents at various Eskom tender offices. eTendering system in a nutshell is an electronic box where tender documents can be “dropped” or “uploaded”. Suppliers will be required to register their details before they can be granted access to the eTendering system. An OTP (one time pin) will be sent to both their cell phone and email address.

Quick and direct access is also available by using the following links:

- **TenderBulletin Public website:** <https://tenderbulletin.eskom.co.za> - this is used by members of the public, to view and access Eskom published tenders. eTendering hyperlink will be found on this site. Members of the public may follow prompt instructions once they have clicked on the eTendering link (<https://eTendering.eskom.co.za>). This link will allow them to upload the required tender documentation.
- **eTendering website Public website:** <https://eTendering.eskom.co.za> - this is used by members of the public, to view information about published tenders and submit their tender documents.
- **N.B: Members of the public would need to have a CSD number to gain access to eTendering system.**

2 Problems

A channel of communication has been created in case users of the system experiences a problem with the system. In a case users come across some difficulties in using Tender bulletin, eTendering and OpenText systems they need to contact the buyer responsible for the published tender.

3 What's New

A new functionality to “add closed tenders”. Closed tenders refers to the tenders which are not listed on Tenderbulletin as normal tenders, but are tenders sent directly to the relevant and potential suppliers who meet the selection and evaluation criteria to offer what the buyer needs. These suppliers will be sent a link via email to bid privately.

4 Getting Started

To gain access to eTendering portal

1. Open your web browser
2. Type [TenderBulletin \(eskom.co.za\)](https://tenderbulletin.eskom.co.za) or <https://eTendering.eskom.co.za>
3. eTendering system login page will be displayed:

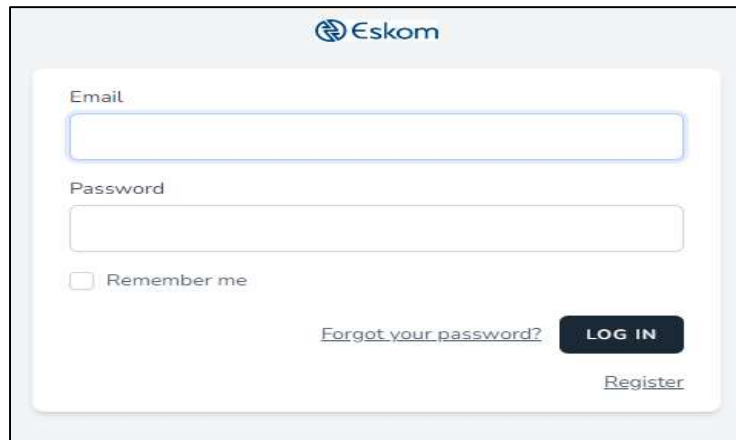


Fig 1

| Registration Form | Steps to follow |
|-------------------|-----------------|
|-------------------|-----------------|



| | |
|--|--|
| <div> <div>Name</div> <div>Keely Alston</div> </div> <div> <div>Email</div> <div>hobyqaby@mailinator.com</div> </div> <div> <div>Organization</div> <div>Tran and McIntosh LLC</div> </div> <div> <div>Csd number</div> <div>80</div> </div> <div> <div>Phone No</div> <div>+1 (132) 316-4302</div> </div> <div> <div>Agree to Eskom T & C and POPIA</div> <div> Terms and Conditions Protection of Personal Information Act (POPIA) </div> <div><input checked="" type="checkbox"/></div> </div> <div> <div>Password</div> <div>.....</div> </div> <div> <div>Confirm Password</div> <div>.....</div> </div> <div> <div></div> <div><input type="text"/></div> </div> <div> <div>Already registered?</div> <div>REGISTER</div> </div> | <ul style="list-style-type: none"> • Complete all the fields • Contact number must start with a Plus prefix e.g +27 • Ensure that you also fill in the capture picture to validate that you are not a robot. • Once all columns have been filled click on register button <ul style="list-style-type: none"> • Pop-up message will be displayed asking the registerer to verify the email sent to the provided email address. • If the email does not come through, click on "Resend Verification Email" button • email to be resent, • Once you have received the email click on Verify Email link provided on the email. • Then you will be directed back to etendering site with a login screen displayed, now complete the login with your verified email address and password • |
|--|--|

Fig1.1



Thanks for signing up! Before getting started, could you verify your email address by clicking on the link we just emailed to you? If you didn't receive the email, we will gladly send you another.

RESEND VERIFICATION EMAIL

[Log Out](#)

Fig2a.

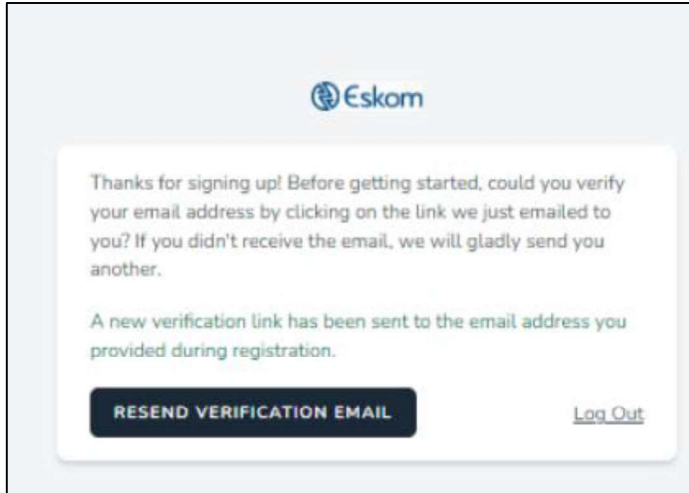
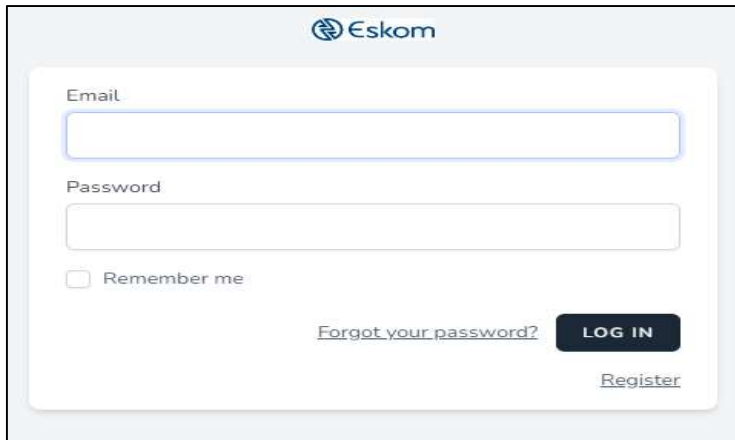


Fig2b.

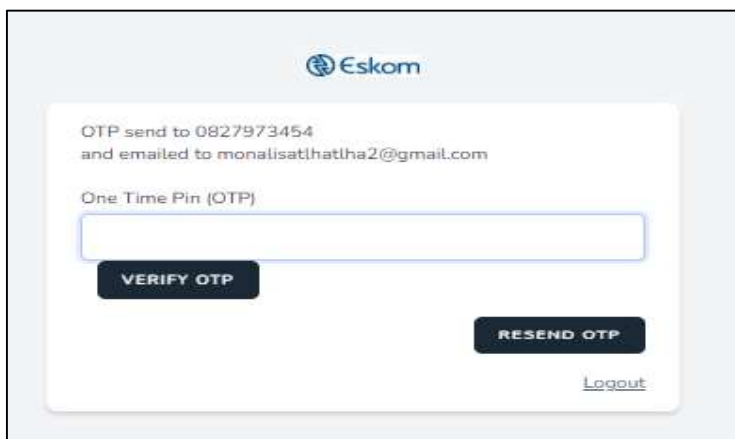


Fig3.

4. Once the email is verified, login using your registered email address and password then the OTP page will be displayed

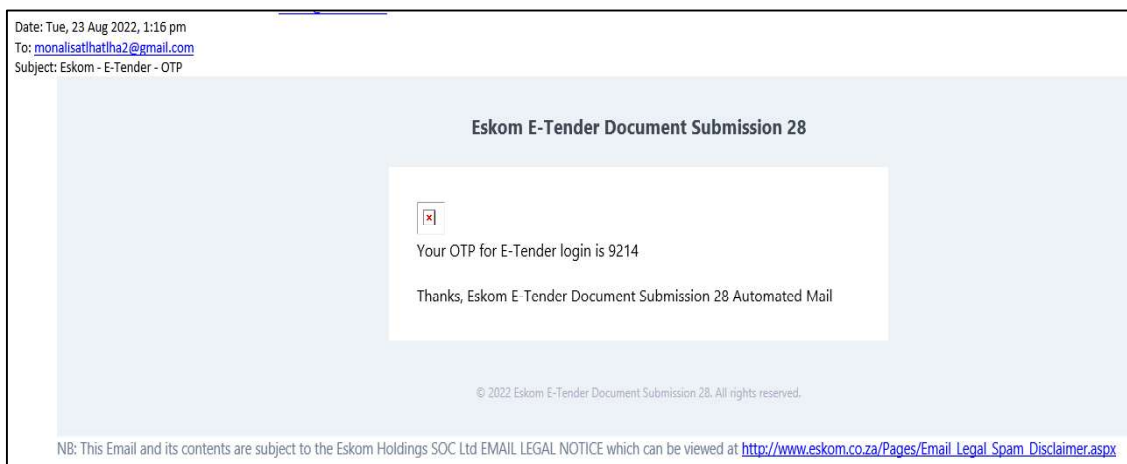


The login form features the Eskom logo at the top. It contains two input fields for 'Email' and 'Password'. Below the password field is a checkbox labeled 'Remember me'. To the right of the password field is a 'LOG IN' button. Below the 'LOG IN' button is a 'Register' link. To the left of the 'LOG IN' button is a link that says 'Forgot your password?'.



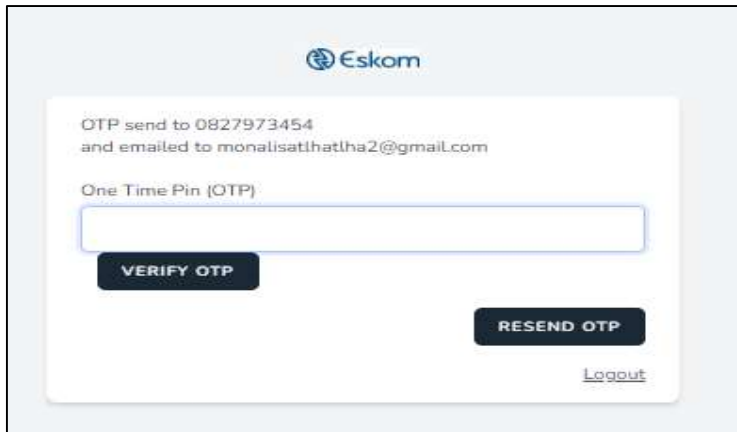
The OTP verification form features the Eskom logo at the top. It displays a message: 'OTP send to 0827973454 and emailed to monalisat@hattha2@gmail.com'. Below this is an input field for the 'One Time Pin (OTP)'. There are two buttons: 'VERIFY OTP' and 'RESEND OTP'. At the bottom right is a 'Logout' link.

5. OTP sent to the registered cellphone number and email address



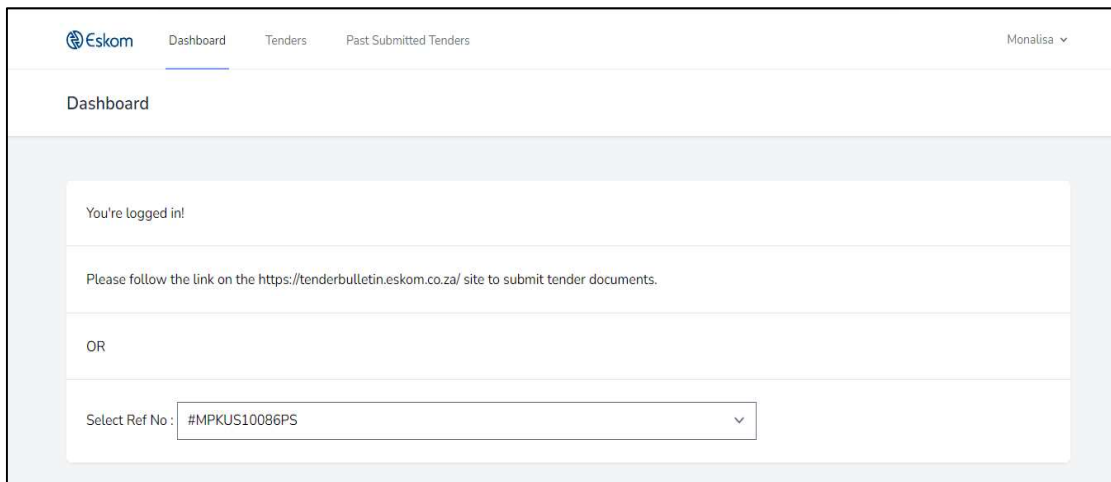
The email header shows the date as 'Tue, 23 Aug 2022, 1:16 pm', the recipient as 'To: monalisat@hattha2@gmail.com', and the subject as 'Subject: Eskom - E-Tender - OTP'. The main body of the email has a title 'Eskom E-Tender Document Submission 28'. Below the title is a small icon of a document with a red 'x' in the top right corner. The text reads: 'Your OTP for E-Tender login is 9214' and 'Thanks, Eskom E Tender Document Submission 28 Automated Mail'. At the bottom, there is a copyright notice: '© 2022 Eskom E-Tender Document Submission 28. All rights reserved.' and a footer note: 'NB: This Email and its contents are subject to the Eskom Holdings SOC Ltd EMAIL LEGAL NOTICE which can be viewed at http://www.eskom.co.za/Pages/Email_Legal_Spam_Disclaimer.aspx'.

6. Insert the otp number then click **“Verify OTP” button**, to resend OTP click on **“Resend OTP” button**



The screenshot shows the OTP verification interface. At the top is the Eskom logo. Below it, a message states: "OTP send to 0827973454 and emailed to monalisatlhathla2@gmail.com". Underneath, it says "One Time Pin (OTP)". There is a text input field for the OTP. Below the input field are two buttons: "VERIFY OTP" and "RESEND OTP". At the bottom right, there is a "Logout" link.

7. Landing page once OTP is verified




The screenshot shows the user's dashboard after successful login. The top navigation bar includes the Eskom logo, "Dashboard" (active), "Tenders", and "Past Submitted Tenders". The user's name "Monalisa" is in the top right corner. The main content area is titled "Dashboard" and contains the following elements: a "You're logged in!" message, a link to "https://tenderbulletin.eskom.co.za/" for submitting documents, an "OR" separator, and a "Select Ref No:" dropdown menu currently showing "#MPKUS10086PS".

8. Select the preferred "Ref No"



This is a close-up of the "Select Ref No:" dropdown menu. The selected value is "#MPKUS10086PS". The entire dropdown is highlighted with a red rectangular border.

9. A page with the preferred Tender information is displayed before tender documentation can be submitted.


Powering your world
Dashboard
Tenders
My Submissions
Monalisa

Tender Info

Create New Submission

HEADER

24 Oct 2022 - Open Tender

REFERENCE

rsn12

DAYS LEFT

65 days left before the tender is closed.

CLOSING DATE

2022-12-31 10:00:00

PUBLISHED DATE

2022-10-25 10:58:46

ESKOM REPRESENTATIVE'S EMAIL

tthatlm@eskom.co.za

UPDATED DATE

2022-10-24 16:16:21

SCOPE DETAILS

Provision of Office Cleaning and Janitorial Services at Kusile Power Station Project

SUMMARY

We wish to thank you for submitting your response to the abovementioned Enquiry No. MPKUS10086PS. The matter has now been adjudicated and we regret to inform you that you have not been successful in this instance.

ADDRESS

N/A

TENDER ID

SUBMISSION START DATE

SUBMISSION END DATE

TENDER DESCRIPTION

10. Click on **“Create New Submission” button** to submit required Tender documents


Powering your world
Dashboard
Tenders
My Submissions

Tender Info

Create New Submission

11. Landing page once clicked on **“Create New Submission” button**. Take note of the mentioned disclaimers.

Submissions

Submission Status: **Incomplete**

Tender Description/Overview
Supply Supply Supply

| SUBMISSION FILE ID | FILE NAME | TITLE/DESCRIPTION | SIZE | TYPE | TIME | |
|--------------------|-----------|-------------------|------|------|------|--|
| Total | | | 0 MB | | | |

Add File

Finalize Submission

Disclaimer
It remains the sole responsibility of the tenderer to ensure that the documents (PDF/Excel) are submitted and are accessible for downloading/evaluation without any challenges as well as that they are not corrupt or unreadable
It is the tenderer's responsibility to ensure that their documents are submitted/uploaded and the submission is FINALIZED before the closing date.

12. To submit tender documents, click on **“Add file”** button

Submissions

Submission Status: **Not Finalized**

Tender Description/Overview
Supply Supply Supply

| SUBMISSION FILE ID | FILE NAME | TITLE/DESCRIPTION | SIZE | TYPE | TIME | |
|--------------------|------------|-------------------|---------|-----------|---------------------|--------|
| 3942 | Test10.pdf | testing2 | 33140 | Technical | 2023-09-15 09:02:21 | Delete |
| 3943 | Test10.pdf | testing2 | 33140 | Technical | 2023-09-15 09:03:06 | Delete |
| Total | | | 0.06 MB | | | |

Add File


Finalize Submission

Disclaimer
It remains the sole responsibility of the tenderer to ensure that the documents (PDF/Excel) are submitted and are accessible for downloading/evaluation without any challenges as well as that they are not corrupt or unreadable
It is the tenderer's responsibility to ensure that their documents are submitted/uploaded and the submission is FINALIZED before the closing date.

13. Upload required tender documents by:

1. Giving the file a name
2. Select the listed file type e.g.: Technical, commercial, finance and etc
3. Choose the file you need to upload
4. Then click on **“Upload”** button, Fig5.

File Upload



File title / description

File Type

Technical

Upload Files MAX 50Mb Each

Choose File
No file chosen

UPLOAD


Back to submission

Submitted Files

Tender Description/Overview
Award for Provision of Office Cleaning and Janitorial Services at Kusile Power Station Project

Fig4.

File Upload



File title / description

File Type

Technical

Upload Files MAX 50Mb Each

Choose File
Test1.pdf

UPLOAD

Back to submission

Submitted Files

Tender Description/Overview
Award for Provision of Office Cleaning and Janitorial Services at Kusile Power Station Project

Fig5.

14. Once clicked on **“Upload” button**, this page will be displayed with the submitted document(s). Continue to submit all the required documents under the correct category ,i.e: Technical should be selected if technical documentation is uploaded and etc. Verify all required documents are uploaded before making ‘Final Submission’ by clicking on ‘Finalize Submission’ button.

Submissions

Submission Status

Incomplete

Tender Description/Overview

24 Oct 2022 -Open Tender

| SUBMISSION FILE ID | FILE NAME | TITLE/DESCRIPTION | SIZE | TYPE | TIME | |
|--------------------|-----------|-------------------|---------|------------|---------------------|--------|
| 357 | Test9.pdf | testing | 33140 | Commercial | 2022-10-26 14:05:34 | Delete |
| Total | | | 0.03 MB | | | |



Add File

Submissions

Submission Status: Incomplete

Tender Description/Overview

24 Oct 2022 - Open Tender

| SUBMISSION FILE ID | FILE NAME | TITLE/DESCRIPTION | SIZE | TYPE | TIME | |
|--------------------|-----------|-------------------|---------|------------|---------------------|---|
| 357 | Test9.pdf | testing | 33140 | Commercial | 2022-10-26 14:05:34 |  |
| 358 | Test3.pdf | testing1 | 33140 | Technical | 2022-10-26 14:12:32 |  |
| Total | | | 0.06 MB | | | |

Add File

Submissions

Submission Status: Not Finalized

Tender Description/Overview

24 Oct 2022 - Open Tender

| SUBMISSION FILE ID | FILE NAME | TITLE/DESCRIPTION | SIZE | TYPE | TIME | |
|--------------------|-----------|-------------------|---------|------------|---------------------|--------|
| 357 | Test9.pdf | testing | 33140 | Commercial | 2022-10-26 14:05:34 | Delete |
| 358 | Test3.pdf | testing1 | 33140 | Technical | 2022-10-26 14:12:32 | Delete |
| 359 | Test3.pdf | test1 | 33140 | Finance | 2022-10-26 14:16:06 | Delete |
| Total | | | 0.09 MB | | | |

Add File

Finalize Submission

15. Click on **“Finalize Submission” button**. A file size cannot exceed 50MB and a total size of all uploaded files should not exceed 900MB.

Submissions

Submission Status Not Finalized

Tender Description/Overview

24 Oct 2022 - Open Tender

| SUBMISSION FILE ID | FILE NAME | TITLE/DESCRIPTION | SIZE | TYPE | TIME | |
|--------------------|------------|-------------------|---------|------------|---------------------|--------|
| 357 | Test9.pdf | testing | 33140 | Commercial | 2022-10-26 14:05:34 | Delete |
| 358 | Test3.pdf | testing1 | 33140 | Technical | 2022-10-26 14:12:32 | Delete |
| 362 | Test16.pdf | test6 | 33141 | Finance | 2022-10-26 15:09:57 | Delete |
| Total | | | 0.09 MB | | | |

Add File
Finalize Submission

16. Once “Finalize Submission” button is clicked the pop-up message confirming the submission will pop-up

Submissions

Submission Status Not Finalized

Tender Description/Overview

24 Oct 2022 - Open Tender

| SUBMISSION FILE ID | FILE NAME | TITLE/DESCRIPTION | SIZE | TYPE | TIME | |
|--------------------|------------|-------------------|---------|------------|---------------------|--------|
| 357 | Test9.pdf | testing | 33140 | Commercial | 2022-10-26 14:05:34 | Delete |
| 358 | Test3.pdf | testing1 | 33140 | Technical | 2022-10-26 14:12:32 | Delete |
| 362 | Test16.pdf | test6 | 33141 | Finance | 2022-10-26 15:09:57 | Delete |
| Total | | | 0.09 MB | | | |

Add File
Finalize Submission

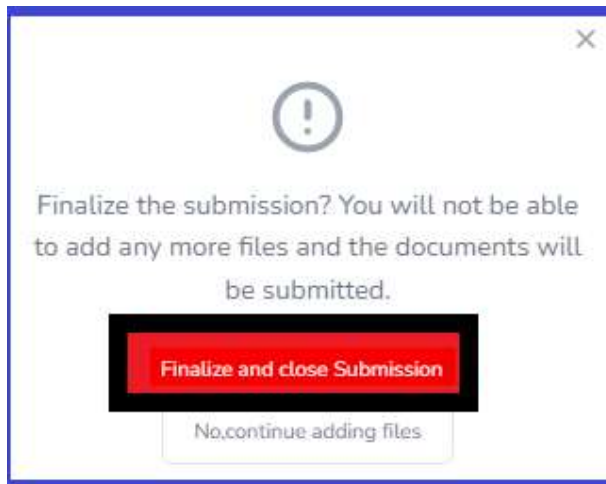
!

Finalize the submission? You will not be able to add any more files and the documents will be submitted.

Finalize and close Submission
No, continue adding files

17. Click on **“Finalise and Close Submission”** button to finalize the submission of documents.

If not all documents were submitted or still wish to add or submit more documents, click on **“No, continue adding files”** button.



18. Once the submission is finalised the page with all submitted documents will display with the submission and closed time and date timestamp at the bottom.

| Submissions | | | | | |
|---|------------|-------------------|---------|------------|---------------------|
| Submission Status | | Submitted | | | |
| Tender Description/Overview | | | | | |
| 24 Oct 2022 - Open Tender | | | | | |
| Submission File ID | File Name | Title/Description | Size | Type | Time |
| 357 | Test9.pdf | testing | 33140 | Commercial | 2022-10-26 14:05:34 |
| 358 | Test3.pdf | testing1 | 33140 | Technical | 2022-10-26 14:12:32 |
| 362 | Test16.pdf | test6 | 33141 | Finance | 2022-10-26 15:09:57 |
| Total | | | 0.09 MB | | |
| Submission started at 2022-10-26 13:16:33 and closed at 2022-10-26 15:15:39 | | | | | |

19. To view submitted tenders, click on **“My Submissions”** menu option. All your individually submitted tenders will be displayed.

If you want to view or verify the submitted documents, click on **“View Submission”** button

| My Submissions | | | | |
|-----------------------|-----------------------|---|--|--------------------------|
| TENDER ID | SUBMISSION START DATE | SUBMISSION END DATE | TENDER DESCRIPTION | |
| 71385 | 2022-10-26 13:12:34 | 65 days left before the tender is closed. | Add files / Close Submission | 24 Oct 2022 -Open Tender |
| 71385 | 2022-10-26 13:16:33 | 2022-10-26 15:15:39 | View Submission | 24 Oct 2022 -Open Tender |

20. Once the submission process is complete an email will be sent to the submitter with all submitted documents on email, Fig6. This is the final step for the submitter or tenderer.

It is vital to save the email with the **submission ID** for future enquiry if need be.

-----Original message-----

From: Eskom E-Tender Document Submission 28 <noone@eskom.co.za>

Date: Tue, 23 Aug 2022, 3:42pm

To: monalisatlhathla2@gmail.com

Subject: Response To Submitter

Eskom E-Tender Document Submission 28

Hi Monalisa

You have finalized a new submission with **submission id: 14** on tender #MPKUS10086PS closing date : 2022-11-30 10:00:00.

Have started the submission from 2022-08-23 14:28:33 and finalized at 2022-08-23 15:42:28

Tender Description:

Award for Provision of Office Cleaning and Janitorial Services at Kusile Power Station Project

Files Submitted:

| ID | Original Name | Title | Size | Type |
|----|---------------|-------------|-------|------------|
| 38 | Test7.pdf | testingCom | 33141 | Commercial |
| 40 | Test1.pdf | testingTech | 33502 | Technical |
| 41 | Test15.pdf | testingFin | 33141 | Finance |

Thanks,

Eskom E-Tender Document Submission 28 Automated Mail

© 2022 Eskom E-Tender Document Submission 28. All rights reserved.

NB: This Email and its contents are subject to the Eskom Holdings SOC Ltd EMAIL LEGAL NOTICE which can be viewed at http://www.eskom.co.za/Pages/Email_Legal_Spam_Disclaimer.aspx

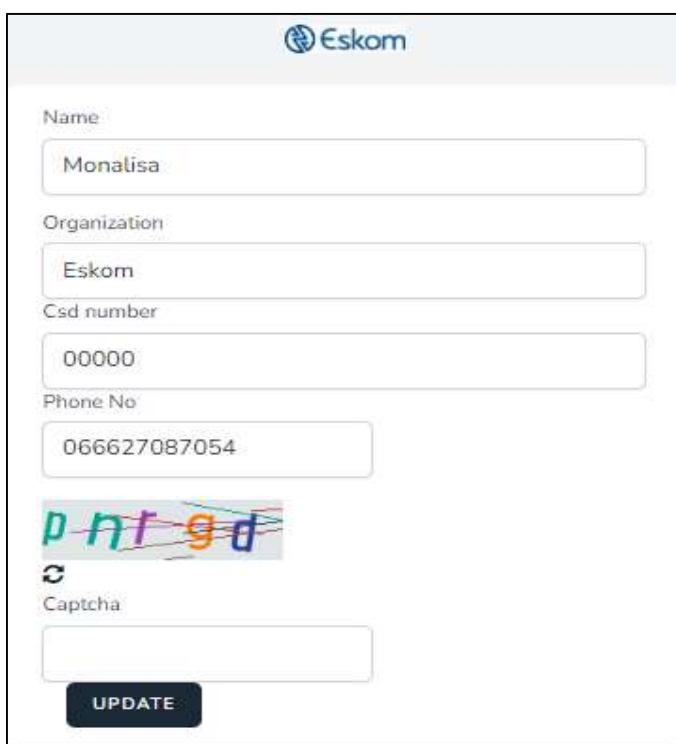
Fig6.

5 Edit Registration

To edit already registered information such as Name, Organization, CSD and cell phone number select “Edit Registration” on the drop down, Fig1. New window with information that needs to be updated pop ups, Fig2. Click on “**Update**” button to update registration details.



Fig1.



The screenshot shows the 'Edit Registration' form. It contains the following fields and elements:

- Name:** A text input field containing 'Monalisa'.
- Organization:** A text input field containing 'Eskom'.
- Csd number:** A text input field containing '00000'.
- Phone No:** A text input field containing '066627087054'.
- Captcha:** A section with a colorful captcha image and a text input field below it.
- UPDATE:** A dark blue button at the bottom of the form.

Fig2.

6 Log off Button

To logout, click “Log out” on the dropdown next to your name

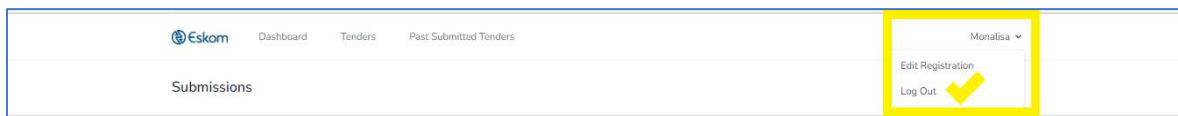
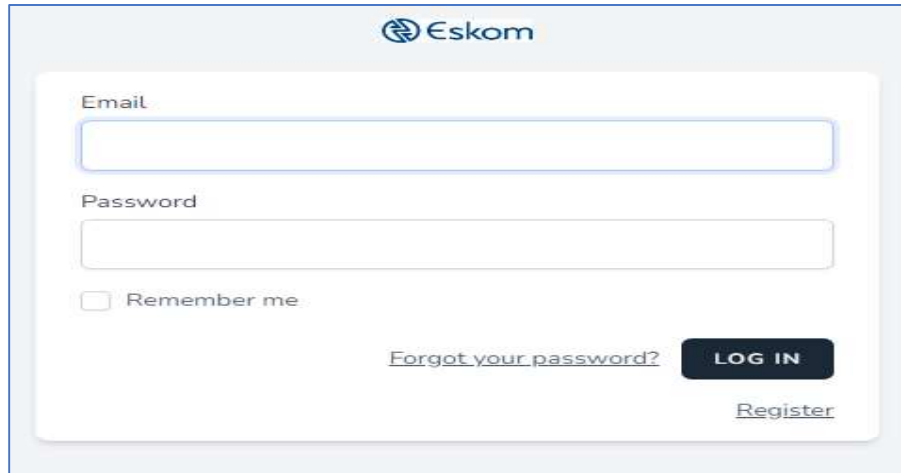


Fig1.

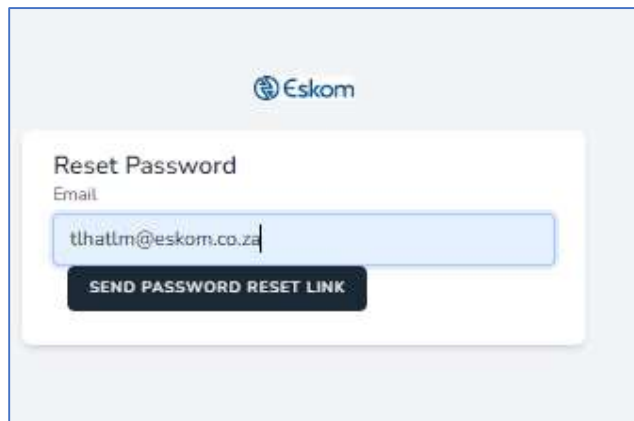
7 Password reset

To reset a forgotten password, click **“Forgot your password” Fig1.** and a new screen will pop up to enter an alternative email where the new password will be sent Fig2. Confirmation message will be sent to the user, Fig3.



The login screen features the Eskom logo at the top. Below it, there are two input fields: 'Email' and 'Password'. A checkbox labeled 'Remember me' is positioned below the password field. To the right of the input fields, there is a link 'Forgot your password?' and a 'LOG IN' button. At the bottom right, there is a 'Register' link.

Fig1.



The 'Reset Password' screen displays the Eskom logo at the top. Below the title, there is an 'Email' label and an input field containing the email address 'tthatlm@eskom.co.za'. A 'SEND PASSWORD RESET LINK' button is located below the input field.

Fig2.



The confirmation screen shows the Eskom logo at the top. Below the title 'Reset Password', there is a message: 'We have emailed your password reset link!'. Below this message, there is an 'Email' label and an empty input field. A 'SEND PASSWORD RESET LINK' button is positioned below the input field.

Fig3.

An email confirming password reset will be sent to the email provided.
Click on the link or **“Reset Password”** button to reset the password.



Fig4.

A new window will pop up to reset and confirm the new password, Fig5. Enter new password and confirm then click on **“Reset Password”** button.



Fig5.

OTP window will pop up, type in the OTP sent to either the cell phone or email address.



Fig6.

OTP successfully goes through and lands on the below screen, password is successfully reset.

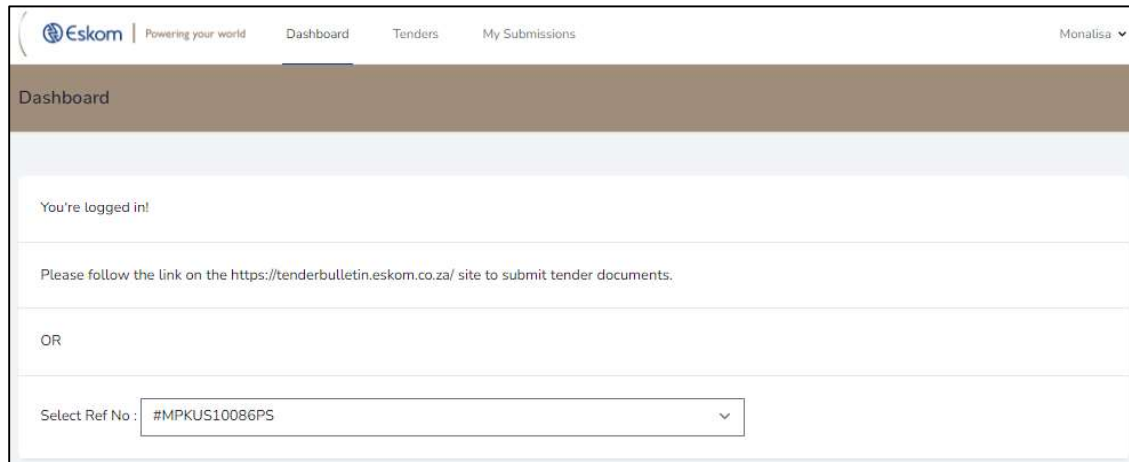


Fig7.

8 General

This system is compatible to most web browsers however we recommend Ms Edge.

The end.