How to prepare "List of Tenderer" form

Note: Only "Editor" can prepare this form. If a project without select GCD, then BU will prepare this form. Only appear after "Rec of Tenderer" form had been submitted.

1. Login to eTender system and open a project. Click at "**Rec of Tenderer**" menu and then click at "**Tender**".
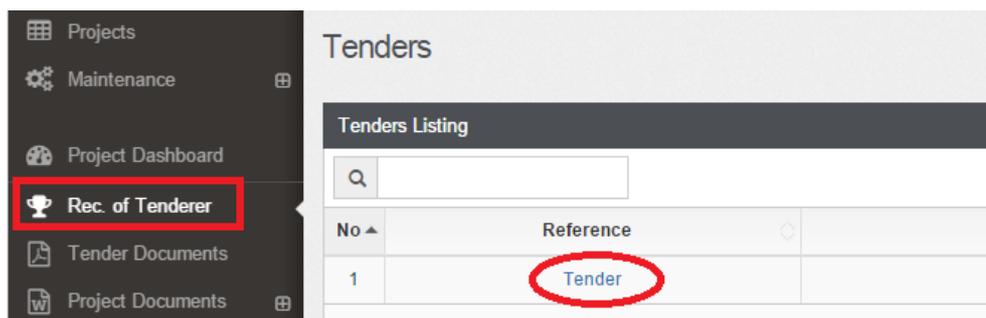
2. Click at "**List of Tenderer**" tab.
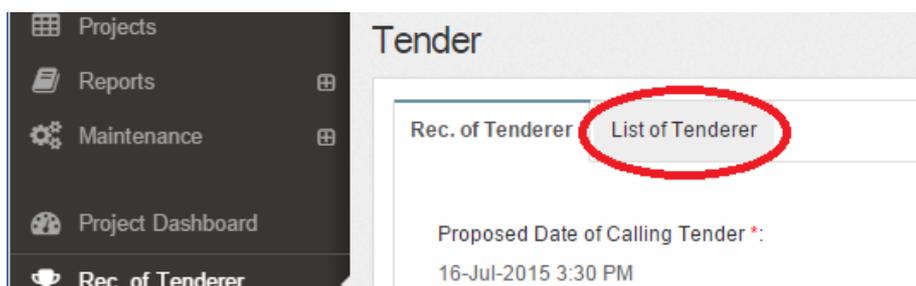
3. Can amend the information at the fields and select verifiers.

You can amend "**Calling Tender**" & "**Closing Tender**" with **date and time**. Click on that date field and you will see the following screen. Select date and then click at "**Select Time**" icon. It will appear another screen for you to set time.
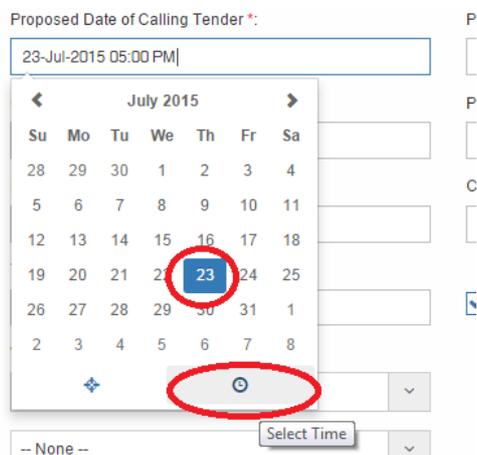
Set the time and click outside the box or other field to continue fill up the form.
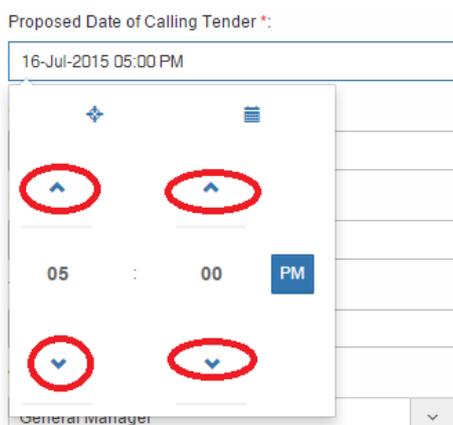
4. Once you had done the editing, you can click "**Save**" button to save the form first.

5. Then you can proceed to edit the recommended tenderer list. Please click "**Save**" button if you have done any changes.

Note: Whenever you type any comments, please click "Save" first before you click at "Delete" or "Re-enabled" buttons.

6. You can add more contractors by clicking at "**Assign Contractor(s)**" to select the contractor from contractor list.

7. You can choose the contractor by "**Tick**" the check box. You can **filter** the contractor by typing contractor's name. After selected, click "**Save**".

8. Then you can click at "**Submit**" button to submit the form to verifier for approval.

Note: **You need to click "Save" before "Submit" to make sure every amendment made was save.**