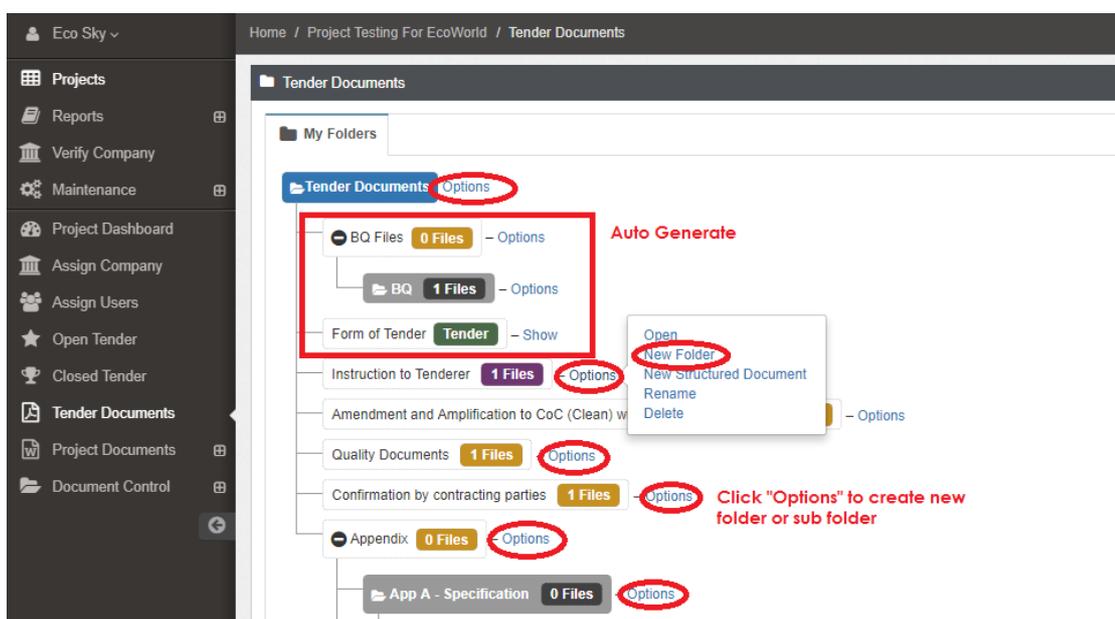


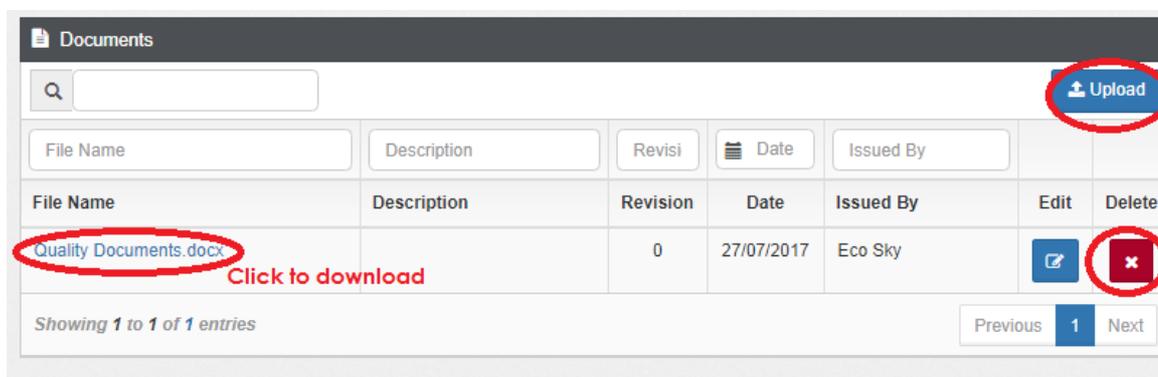
How to upload tender documents

Note: Only parties assign to Calling Tender or Group Access to Tender Documents can access to “Tender Documents” menu of a project and only “Editor” can upload files.

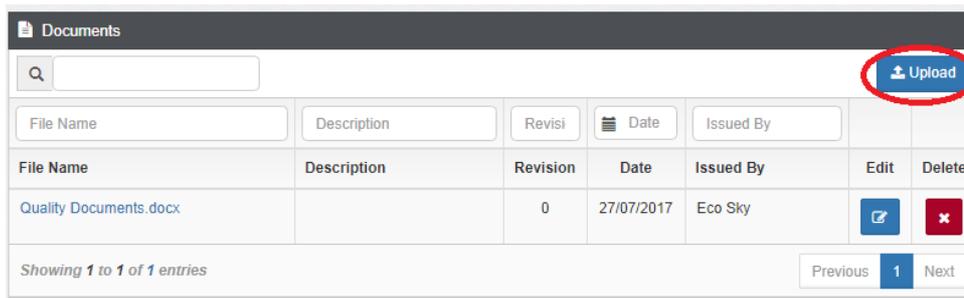
1. Login to eTender system and open a project. Click at “**Tender Documents**” menu. You can see default folders “**BQ Files**” & “**Form of Tender**”. It is **auto generate**. Click at “**Options**” to “**Open**” or create a new folder or sub folder.



2. When you click “**Open**”, you will see the following screen and the default file which you can download and edit. To download, just click at “**File Name**” and save to your desire location or click at “**Upload**” button to upload a new file. You also can “**Delete**” the file.



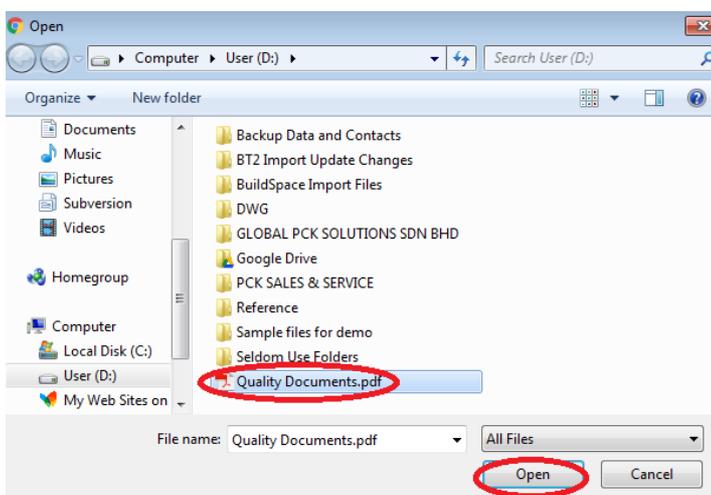
- If the file is in Microsoft Word, you can download and edit it using Microsoft Word software. Then you can **“Print to PDF”** by installing the PDF converter at your computer to convert the file to PDF format. Please refer to <http://www.cutepdf.com/Products/CutePDF/writer.asp> for more information.
- After that you can upload the PDF file to the tender document by click at **“Upload”** button.



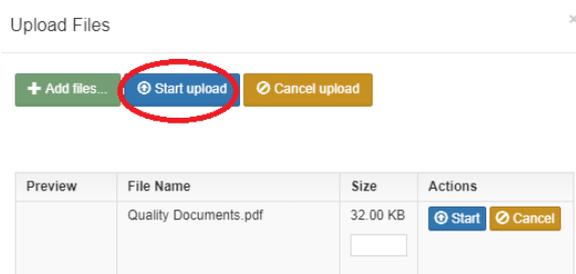
- You will see the following pop up and click **“Add Files..”**



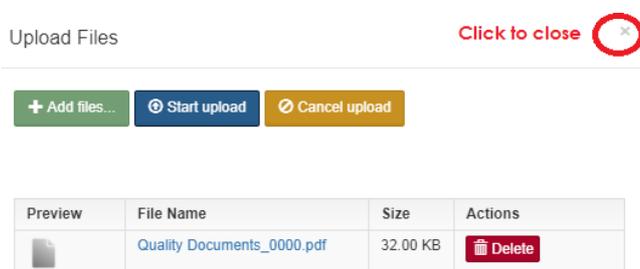
- Then browse to select the file and click **“Open”**. You can select multiple files.



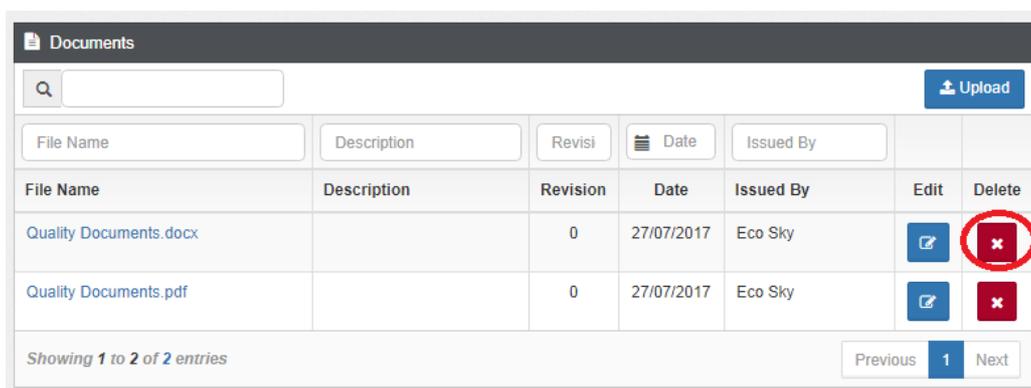
7. Click “Start Upload” button.



8. Then you will see the following screen. Close it by click at “x” sign or just click anywhere at the screen to close this.



9. After that you can “Delete” other file.



Note: You are advisable to upload PDF file into tender document.

Sample Tender Documents

