

Vendor Manual

SIT Procurement Portal

1 November 2014
Version 1.1

This document contains proprietary information of Digital Connect Pte Ltd and shall not be disclosed to any third party, or used for any purpose other than for which it was supplied, or reproduced without the written consent of Digital Connect for Singapore Institute of Technology.

© 2014 Digital Connect Pte Ltd

Contents

1	Executive Summary	3
2	General Features	3
2.1	Navigation Bar	3
2.1.1	Overview.....	3
2.1.2	Submitted Proposal.....	3
2.1.3	New Proposal	3
2.1.4	Draft.....	3
2.1.5	Login ID (V710788).....	3
2.1.6	Log Out.....	3
3	Vendor Login	3
4	Vendor Profile Update.....	4
4.1	Adding More Contacts	5
4.2	Edit Contact	6
4.3	Set a Contact as Main Contact	6
5	Overview Page	7
6	Submit New Proposal.....	8
7	Resubmitting a Proposal.....	9
8	Edit Proposal Draft.....	9
9	View Submitted Proposal	9
10	Request to Extend Quotation Validity	10
11	Forgot Password	11

Release Change Record

Ver	Date	History	Author
1.0	5 Sep 2014		Ronny Muliawan - DC
1.1	27 Oct 2014		Rubenna Chang

1 Executive Summary

This document details the Vendor features for Procurement System Application Software developed for Singapore Institute of Technology.

This document is applicable for Vendors who are invited to bid for published ITQs or ITTs.

2 General Features

2.1 Navigation Bar

This section documents the links accessible from the navigation bar.



2.1.1 Overview

Clicking this menu link would lead you to the [Overview](#) page.

2.1.2 Submitted Proposal

Clicking this menu link would lead you to [Submitted Proposal](#) page. This menu item will only be visible once you have submitted a proposal for the Invitation to Quote or Tender.

2.1.3 New Proposal

Clicking this menu link would lead you to [Submit New Proposal](#) page

2.1.4 Draft

Clicking this menu link would lead you to [Proposal Draft](#) page. The number in the bubble following the text indicates the number of drafts created for the Invitation to Quote or Tender.

2.1.5 Login ID (V710788)

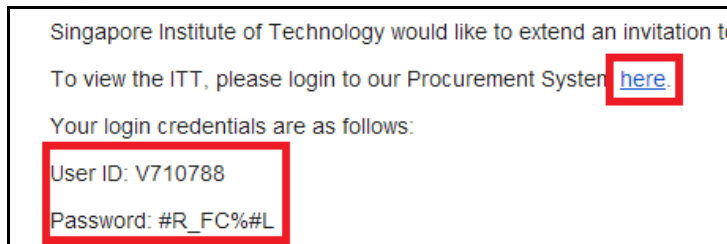
Clicking this menu link (V710788 on the screenshot above) would lead you to [Profile Update](#) page.

2.1.6 Log Out

Clicking this menu would log you out and lead you back to [Vendor Login](#) page.

3 Vendor Login

1. On your browser, please type in the URL (<http://procurement.singaporetech.edu.sg>) to Singapore Institute of Technology's Procurement System. Alternatively, please follow the link given on the invitation email ("here" text highlighted on the screenshot below).



2. For Vendor ID field, please use your Vendor ID found in your invitation email (the above screenshot is just for reference).
3. For Password field, please use your Password found in your invitation email (the above screenshot is just for reference). **Please ensure that no empty space is copied or it might lead to authentication failure.**
4. If login is successful, you would be redirected to profile update page.

4 Vendor Profile Update

The Profile Update page contains the following important elements:

1. Upon your first successful log in, you will be diverted to the Vendor Profile page where you may edit your company's detail, such as Company Name. If your company is a Singapore Registered Company, please provide the ACRA No. and indicate whether your company is registered with Comptroller of GST. You may also make changes to the contract persons. If you should add more contacts, all the listed contacts will be kept informed of

Please take some time to verify your company's information and contact information before proceeding to view ITQ/ITT details. Further email notifications regarding the ITQ/ITT will be sent out to the email addresses specified on this page.

EDIT VENDOR PROFILE

Company Name

Singapore Registered Company

ACRA NO.

Firm registered with Comptroller of GST

Contact Person	Email	Contact Number	Actions
...	Edit
<input type="text" value="Contact Person"/>	<input type="text" value="Email"/>	<input type="text" value="Contact No"/>	Add More Contact

[Save Changes](#)

For assistance please email sitpurchasing@singaporetech.edu.sg or call the main line +65 6592 1189.

2. You may add more contacts, up to 10 maximum contacts and change the main contact person (covered in the [next sub-section](#)). Ensure that all emails are correctly entered as important emails and reminders will be sent to the contacts' emails.

4.1 Adding More Contacts

The following are the steps required to add more contacts:

1. Fill up the Contact Person Name and email.
2. Click Add More Contacts button.
3. Repeat 1 and 2 until the limit of 10 contacts is reached.
4. Click Save Changes to save the contacts.

Company Name

Singapore Registered Company
 Yes If you choose Yes, please fill up the two fields below.

ACRA NO. Firm registered with Comptroller of GST

Contact Person	Email	Contact Number	Actions
			Edit

Contact Person Email Contact No Add More Contact

1. Fill up the Contact Person and email
2. Click Add More Contact. It will add a new row.
3. Repeat 1 and 2 until the maximum number of contacts is reached.
4. Click Save Changes Save Changes

For assistance please email sitpurchasing@singaporetech.edu.sg or call the main line +65 6592 1189.

4.2 Edit Contact

The following are the steps required to edit contacts:

1. Click Edit button on the contact that you wish to edit.
2. Edit the contact person name and email.
3. Click Save.
4. Click Save Changes to save the contacts.

Contact Person	Email	Contact Number	Actions
			1. Click Edit Edit

Contact Person Email Contact No Add More Contact

2. The fields above will become editable again. Edit the information and click Save (formerly the Edit button)
3. Click Save Changes Save Changes

For assistance please email sitpurchasing@singaporetech.edu.sg or call the main line +65 6592 1189.

4.3 Set a Contact as Main Contact

The following are the steps required to set a contact as the main contact:

1. Click the arrow on the Edit button (as highlighted on screenshot below) and click on "set as main contact".
2. Click Save Changes to save the contacts.

Contact Person	Email	Contact Number	Actions
Ronny (Main Contact)	ronny@digital-connect.net	84827483	<div style="border: 1px solid red; padding: 2px;"> Edit </div> <div style="border: 1px solid red; padding: 2px;"> Set as main contact </div> <div style="border: 1px solid red; padding: 2px;"> Delete </div>
<input type="text" value="Contact Person"/>	<input type="text" value="Email"/>	<input type="text" value="Contact No"/>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Save Changes </div>

1. Click arrow.
2. Select Set as main contact option.
3. Click Save Changes

For assistance please email sitpurchasing@singaporetech.edu.sg or call the main line +65 6592 1189.

5 Overview Page

The Overview page contains the following important elements:

1. Invitation to Quote or Tender Details.
2. Important dates such as Closing Date & Time and Query Submission End Date (for Tenders).
3. Invitation to Quote or Tender documents.
4. Published Corrigenda, if any.

INVITATION TO TENDER OVERVIEW

There is a validity extension request for your submitted quote. [View details here](#)

Title	ITT Number
<input type="text"/>	ITT-14-013

PROJECT DETAILS

DESCRIPTION
Description for the Vendors

ADDITIONAL INSTRUCTION
Instruction for the Vendors

Invitation to Quote or Tender details

Submission Method

Publish Date	Closing Date & Time (DD/MM/YYYY)
<input type="text" value="16/07/2014"/>	<input type="text" value="06/10/2014 05:00 PM"/>

Important dates to note.

Query Submission End Date (Please submit all tender queries to SITpurchasing@singaporetech.edu.sg)

This date is only available for Tenders.

Main Contact Name	Main Contact Email
<input type="text"/>	<input type="text"/>

Last proposal submission

ATTACHMENTS

1. The attachments for the Invitation to Quote and Tender.

File Name	File Size	Uploaded Time
<input type="text"/>	1.67 kB	16/07/2014 02:27 PM

CORRIGENDUM #1

1. Click on Corrigendum #1 to view details.

For assistance please email sitpurchasing@singaporetech.edu.sg or call the main line +65 6592 1189.

6 Submit New Proposal

The following are the steps required to submit a new proposal:

1. Click on "New Proposal" located at the top navigation bar.
2. Fill up the new proposal form.
 - a. Quote Validity Days refers to the number of days your submitted proposal and quote will remain valid after the Invitation to Quote or Tender has closed.
 - b. Total price excl. GST refers to the total value of the proposals excluding GST.
3. To upload file, please follow these steps:
 - a. Click Choose File to bring up the Document Browser.
 - b. Select a file to be uploaded.
 - c. Click Upload File to start the upload process.
 - d. Once successfully uploaded, the file will be added on the Attachments table (refer to screenshot below).
4. Click Save Draft to save the proposal as draft.
5. Click Submit to submit the proposal. An email will be sent to your contacts once a successful submission has been made.

PROPOSAL DETAILS

Minimum required validity days

Quote Validity Days

Total price excl. GST Quote Currency

Remarks (optional)

No remarks

ATTACHMENTS

You can upload to a maximum of 5 files of 20 Mb each.

No file chosen

File Name	File Size	Uploaded Time	Action
Proposal Submission.docx	145 B	03-Sep-2014 17:37:57	Remove

For assistance please email sitpurchasing@singaporetech.edu.sg or call the main line +65 6592 1189.

7 Resubmitting a Proposal

Please follow the steps in the [Submit New Proposal](#) section. The only additional step would be the overwrite confirmation dialog which you will need to confirm before proceeding with the submission.

You have already submitted a proposal. If you confirm this submission, it will overwrite your previous one.

Prevent this page from creating additional dialogues.

8 Edit Proposal Draft

The following are the steps required to edit an existing proposal draft:

1. Click on "Draft" link located at the top navigation bar.
2. A list of proposal drafts will be shown on the new page.

PROPOSAL DRAFT(S)

Filter:

Quotation Currency	Quotation Price	Actions
SGD	30000.00	<input type="button" value="Continue Draft"/> <input type="button" value="Delete Draft"/>

Showing 1 to 1 of 1 entries ← Previous 1 Next →

For assistance please email sitpurchasing@singaporetech.edu.sg or call the main line +65 6592 1189.

3. Click on Continue Draft to start continue editing the proposal draft.
4. Click on Delete Draft to delete the proposal draft.

9 View Submitted Proposal

The following are the steps required to view submitted proposal:

1. Click on "Submitted Proposal" link located at the top navigation bar.
2. The submitted proposal details will be shown on the new page.

SUBMITTED PROPOSAL	
SUBMISSION DETAILS	
ITQ/ITT Number	ITT-14-013
Vendor ID	V710788
Vendor Company	
Tender Currency	Singapore Dollar (SGD)
Tender Price	300000.00
Tender Validity Start Date	06/10/2014
Tender Validity End Date	04/01/2015
Tender Validity Days	90 days
Remarks	No remarks
Status	Submitted
Submission Date and Time	03/09/2014 05:38 PM

ATTACHMENTS		
File Name	File Size	Uploaded Time
Proposal Submission.docx	145 B	03/09/2014 05:37 PM

For assistance please email sitpurchasing@singaporetech.edu.sg or call the main line +65 6592 1189.

10 Request to Extend Quotation Validity

This feature is only applicable when you receive an email to extend your quote's validity period

The following are the steps required to extend your quotation's validity period:

1. Click on "Overview" link located at the top navigation bar.
2. On the Overview page, the following section should be shown at the top. Click on the highlighted link.

INVITATION TO TENDER OVERVIEW

There is a validity extension request for your submitted quote. [View details here](#) ✕

Title	ITT Number
<input type="text"/>	<input type="text" value="ITT-14-013"/>

PROJECT DETAILS

DESCRIPTION

Description for the Vendors

ADDITIONAL INSTRUCTION

Instruction for the Vendors

Submission Method

3. On the new page, you may set the new validity expiry date for your submitted proposal and quote.
4. Click "Accept" to set the new validity expiry date.

- Clicking “Reject” would mean that your submitted proposal and quote's will maintain at its old validity expiry date. The risk is that it might expire before an award decision is made, effectively disqualifying your submitted proposal and quote from evaluation.

QUOTATION VALIDITY EXTENSION

Please extend your quote's validity period. The new validity period should at least fall on the requested quote validity period displayed below.

Requested validity end time
31/03/2015 12:00 AM

Your quote's current validity end time
04/01/2015 05:00 PM

Your quote's new validity end date
Your quote's new validity end date Select either to Reject or Accept the extension request.

Select a new validity date

For assistance please email sitpurchasing@singaporetech.edu.sg or call the main line +65 6592 1189.

11 Forgot Password

This feature is applicable when you wish to reset your password for an ongoing Invitation to Quote or Tender.

- On the vendor login page, click on the Forgot Password link and you will be prompted to input your email address.
- If your email address is valid, it will send an email with the list of Invitation to Quote or Tender which you have been invited to bid for.

SIGN IN

Vendor ID

Password

For assistance please email sitpurchasing@singaporetech.edu.sg or call the main line +65 6592 1189.

Dear [redacted]

Here is the list of active ITQs and ITTs that your email [redacted] has been invited to thus far. Each invitation is for contact persons from [redacted] named in the invitation.

Reference No	Title	Closing Date & Time	Reset Link
ITQ-14-0018	[redacted]	05/08/2014 05:00 PM	Reset
ITQ-14-0019	[redacted]	07/08/2014 05:00 PM	Reset
ITQ-14-0004	[redacted]	06/06/2014 01:00 AM	Reset
ITQ-14-0004	[redacted]	06/06/2014 01:00 AM	Reset
ITQ-14-0004	[redacted]	06/06/2014 01:00 AM	Reset
ITQ-14-0004	[redacted]	06/06/2014 01:00 AM	Reset
ITQ-14-0004	[redacted]	06/06/2014 01:00 AM	Reset
ITQ-14-0004	[redacted]	06/06/2014 01:00 AM	Reset
ITQ-14-0005	[redacted]	06/06/2014 01:00 AM	Reset

3. Please click on the “Reset” for the Invitation to Quote or Tender which credential you wish to reset.
4. An email containing the new password will be sent to your email.
5. Login with the new password.

NOTE:

If you should have any further queries on the SIT Procurement Portal, you may contact email to SITpurchasing@singaporetech.edu.sg or call the Procurement line: 6592 1189 followed by “2” and “2” for Procurement matters.