

Vendor Manual

SIT Procurement Portal

17 February 2020
Version 1.2

Contents

1	Executive Summary	4
2	General Features	4
2.1	Navigation Bar	4
2.1.1	Overview.....	4
2.1.2	Submitted Proposal.....	4
2.1.3	New Proposal	4
2.1.4	Draft.....	4
2.1.5	Queries	4
2.1.6	Change Password	4
2.1.7	Login ID (V119834).....	4
2.1.8	Log Out.....	4
2.1.9	Post-Tender Clarifications.....	5
3	Vendor Login	5
4	Vendor Profile Update.....	5
4.1	Adding More Contacts	6
4.2	Edit Contact	7
4.3	Set a Contact as Main Contact	7
5	Overview Page	8
6	Site Briefing Registrants.....	9
7	Submit New Proposal.....	10
8	Resubmitting a Proposal	11
9	Edit Proposal Draft.....	11
10	View Submitted Proposal	12
11	Request to Extend Quotation Validity	12
12	Queries – Invitation to Quote	13
13	Queries – Invitation to Tender	14
14	Post-Tender Clarifications	16
15	Change Password.....	19
16	Forgot Password	19

Release Change Record

Ver	Date	History	Author
1.0	5 Sep 2014	First copy	Ronny Muliawan - DC
1.1	27 Oct 2014	Added new features	Rubenna Chang
1.2	17 Feb 2017	Added new features	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 Queries

Clicking this menu link would lead you to Queries page. [This](#) will only be applicable for Invitation to Quote. [This](#) will only be applicable for Invitation to Tender.

2.1.6 Change Password

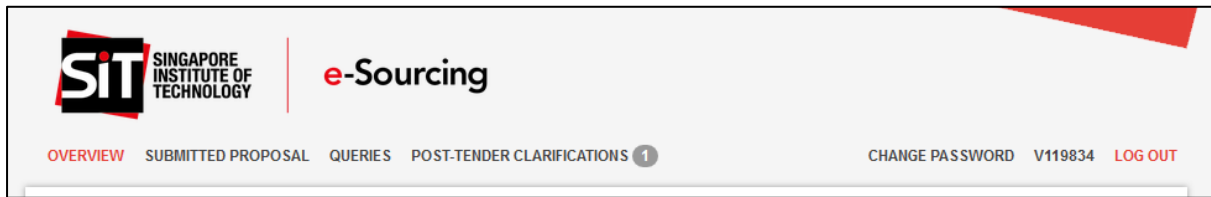
Clicking this menu link would lead you to [Change Password](#) page.

2.1.7 Login ID (V119834)

Clicking this menu link V119834 on the screenshot above) would lead you to [Profile Update](#) page.

2.1.8 Log Out

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

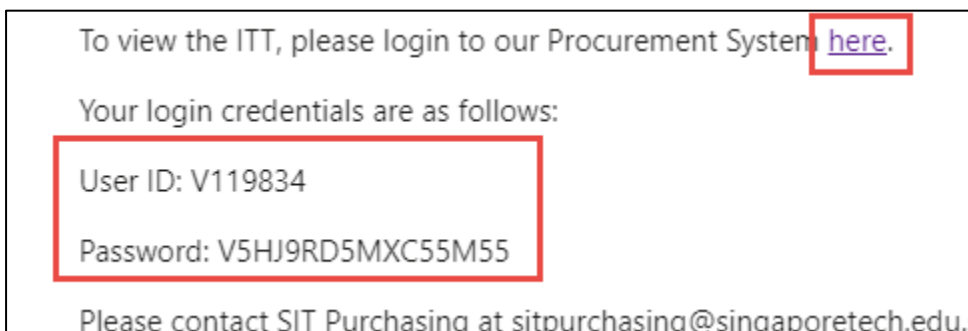


2.1.9 Post-Tender Clarifications

Clicking this menu link would lead you to [Post-Tender Clarifications](#) page. This menu item will only be visible for Invitation to Tender and will not be visible for Invitation to Quote. This menu item will only be visible after tender submission period ends. The number in the bubble following the text indicates the number clarifications sent by SIT.

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.

- 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:

- Fill up the Contact Person Name and email.
- Click Add More Contacts button.
- Repeat 1 and 2 until the limit of 10 contacts is reached.
- 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit"/>

Contact Person
 Email
 Contact No

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

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	1. Click Edit <input type="button" value="Edit"/>

Contact Person
 Email
 Contact No

2. The fields above will become editable again. Edit the information and click Save (formerly the Edit button)
3. Click 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 red; padding: 2px;"> 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. Site Briefing Details and Site Briefing Registrants.
4. Invitation to Quote (ITQ) or Tender (ITT) documents.
5. Published Corrigenda, if any.

INVITATION TO TENDER OVERVIEW

Title	ITT Number
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="ITT-19-155"/>

PROJECT DETAILS Invitation to Quote or Tender details

Description

Additional Instructions

Submission Method

Important dates to note

Publish Date	Closing Date & Time (DD/MM/YYYY)
<input style="width: 95%;" type="text" value="14/01/2020"/>	<input style="width: 95%;" type="text" value="13/02/2020 12:00 AM"/>

Query Submission End Date (Please post all tender queries in the Queries tab above.)

SITE BRIEFING DETAILS

Compulsory attendance for site briefing Site briefing details will be shown if available

Yes

Site Briefing Date <input type="text" value="10/02/2020 04:00 PM"/>	Venue <input type="text" value="SIT Office"/>
Contact Name <input type="text"/>	Contact Email <input type="text"/>
Contact No <input type="text" value="12345679"/>	Contact Fax <input type="text" value="N/A"/>

SITE BRIEFING REGISTRANTS

To register personnel for site briefing

You will need to add at least one registrant since site briefing is compulsory. To add and save the registrants, please enter the details and click on Add button before clicking on Save Registrants button.

Name	Designation	Email	Contact No	Actions
Boss 1	Boss 1	SS@bb.com	343535345	<input type="button" value="Edit"/>
<input type="text" value="Registrant"/>	<input type="text" value="Designation"/>	<input type="text" value="Email"/>	<input type="text" value="Contact No"/>	<input type="button" value="Add"/>

ATTACHMENTS

File Name	File Size	Uploaded Time
[Redacted]	78.74 kB	14/01/2020 03:21 PM

CORRIGENDUM #1 (DEADLINE EXTENSION) Click on Corrigendum #1 to view details

CORRIGENDUM #2

6 Site Briefing Registrants

Site Briefing Registrants section will only be available if site briefing is compulsory.

Tenderers are required to register their personnel who will be attending the site briefing. The following are the steps required to add registrants:

1. Enter Name, Designation, Email and Contact No into the last row and click on “Add” at the end of the row. Registrant will be added into the row above. More than one registrant can be added by repeating this action.
2. Once all registrants have been added, click on “Save Registrants” to save the records. A pop-up will inform that the registrants are saved.

3. If there is a need to make changes to the added registrants, click on “Edit” on the selected registrant and changes can be made to Name, Designation, Email and Contact No.
4. Once changes are done, click on “Save” to save the changes and click on “Save Registrants” to save the records. A pop-up will inform that the registrants are saved.

7 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.

8 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.

9 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)		
Quotation Currency	Quotation Price	Actions
SGD	30000.00	Continue Draft Delete Draft

Showing 1 to 1 of 1 entries

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.

10 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.

11 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.
5. 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

Your quote's current validity end time

Your quote's new validity end date

Select either to Reject or Accept the extension request.

Select a new validity date

Reject
Accept and Save Changes

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

12 Queries for Invitation to Quote

The following are steps required to submit a query for Invitation to Quote:

1. Enter query into “Message” textbox and click on “Send” to submit the query.

NEW QUERY

Message

2. Reply will be directly shown below the query.

VENDOR QUERIES

Company Rice A
Vendor

When do you need the rice?

User

test

✓ 14/01/2020 03:39 PM

06/02/2020 03:51 PM

Company Rice A
Vendor

Can we make changes to your CoC?

14/01/2020 03:39 PM

13 Queries for Invitation to Tender

Queries posed by potential tenderers must be received by the query closing date and time. SIT would consolidate the queries and respond to all via a tender corrigendum. Please note that there will be no replies to queries found in this section. The following are steps required to successfully submit a query for the tender:

1. Enter query in “Please enter your query here” textbox and click on “+” to add the query to draft. These queries will be in draft mode until submission is done.
2. Changes done in entered queries will be saved when clicking outside the textbox.
3. To submit the queries, select the required queries and click on “Submit” to submit them.
4. You may also include attachments to your queries. After the queries are entered, review to see if the queries are still valid for submission. Select the quer(ies) you wish to submit. Those not submitted will remain as draft.

VENDOR QUERIES

DRAFT QUERIES

Query Submission End Time

**Important date to note
for query submission**

Instructions on query functions:

- Enter query in empty Query message box and click on + to add the query to list. The query will be saved automatically as draft.
- After editing in draft query, click anywhere outside the box to save it.
- Select queries for submission by clicking on the checkbox beside each query and click Submit button. Once these queries are submitted, they will be moved to Submitted Queries section below and cannot be edited.
- Responses to tender queries will be issued via a corrigendum.

<input type="checkbox"/> S/No.	Query	Section to enter queries
<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <input style="width: 90%;" type="text" value="Please enter query here"/> <div style="border: 1px solid #ccc; padding: 5px; margin-left: 5px; text-align: center; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">+</div> </div>		
<input type="checkbox"/> 1	<input style="width: 90%;" type="text" value="query 1"/>	<div style="border: 1px solid #ccc; padding: 5px; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; background-color: #e91e63; color: white;">-</div>

ATTACHMENTS

You can upload to a maximum of 10 files of 500 Mb each.

Attachments for queries

Please limit the file name to 128 characters (including spaces).

Browse...

No file selected.

Upload File

File Name	File Size	Uploaded Time	Action
[Redacted]	265.07 kB	05-Feb-2020 17:58:55	Remove

Back

Submit

5. Submitted queries will be moved to “Submitted Queries” section shown below.
6. Click on “Submitted Queries” to open the section to view the submitted queries. All submitted queries and attachments cannot be edited. There will also be date and time to track your queries.

VENDOR QUERIES

DRAFT QUERIES

SUBMITTED QUERIES [Click on Submitted Queries to view details](#)

S/No.	Query	Date Submitted
1	Test test test	14/01/2020 03:41:01 PM
2	When do you need the rice?	14/01/2020 03:39:38 PM
3	Can we make changes to your CoC?	14/01/2020 03:39:38 PM
4	Can you extend the closing date? CNY coming	14/01/2020 03:39:38 PM

ATTACHMENTS

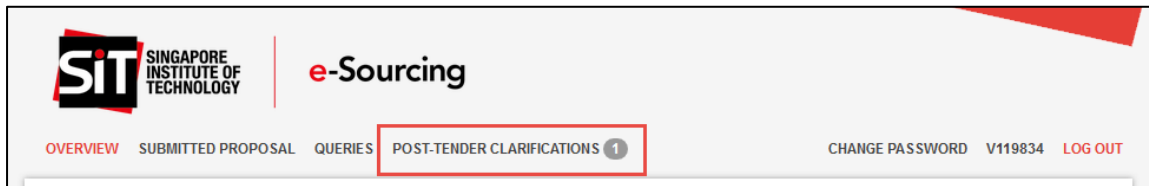
File Name	File Size	Uploaded Time
[Redacted]	78.74 kB	14/01/2020 03:39 PM

7. Email notification will be sent to Tenderers when corrigendum is created. Refer to Overview Page section on how to view corrigendum.

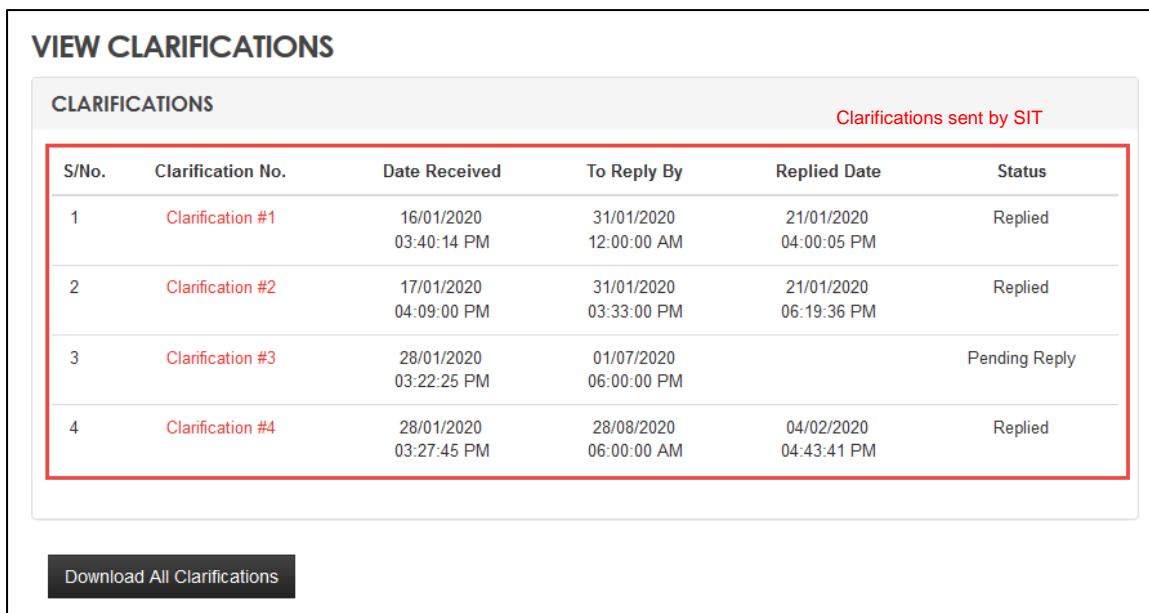
14 Post-Tender Clarifications

This feature is applicable only to Invitation to Tender and only applicable for tenderers who had submitted a bid before the closing date and time. The following are steps required to successfully post tender clarifications:

1. Where you received any post tender clarification queries from SIT, you will be notified via an email notification. Please log on to the SIT E-Sourcing Portal using the same user ID and password issued when you were first invited to participate in the tender exercise.
2. To view queries posted by SIT, click on “Post-Tender Clarifications”.



3. Below are the fields shown in the page.
 - a. S/No. – Number of clarifications
 - b. Clarification No. – Clarifications sent by SIT
 - c. Date Received – Dates of clarifications sent by SIT
 - d. To Reply By – Dates required for the clarifications to be replied
 - e. Replied Date – Dates for clarifications that were replied
 - f. Status – Status of the clarifications
 - Pending Reply – Clarifications that are pending tenderers’ replies
 - Replied – Replies have been submitted for the clarifications
4. Click on “Download All Clarifications” to download all clarifications that were replied. All clarifications will be in pdf format and zipped together in one file.



VIEW CLARIFICATIONS

CLARIFICATIONS Clarifications sent by SIT

S/No.	Clarification No.	Date Received	To Reply By	Replied Date	Status
1	Clarification #1	16/01/2020 03:40:14 PM	31/01/2020 12:00:00 AM	21/01/2020 04:00:05 PM	Replied
2	Clarification #2	17/01/2020 04:09:00 PM	31/01/2020 03:33:00 PM	21/01/2020 06:19:36 PM	Replied
3	Clarification #3	28/01/2020 03:22:25 PM	01/07/2020 06:00:00 PM		Pending Reply
4	Clarification #4	28/01/2020 03:27:45 PM	28/08/2020 06:00:00 AM	04/02/2020 04:43:41 PM	Replied

[Download All Clarifications](#)

5. Click on the respective clarifications to view the details.
 - a. Reference – Tender reference posted by SIT in relation to the tender document or tenderer’s submission.
 - b. Clarification Question –The query posted by SIT.
 - c. Reply – For input by Tenderer to reply in response to the Clarification Question
6. Enter reply into “Reply” textbox and click outside the textbox to save as draft.
7. Changes can be made to the replies by repeating step 5.

VIEW CLARIFICATIONS

CLARIFICATION #3 (PENDING REPLY)

Instructions on reply functions:

- Enter reply in empty reply message box and click anywhere outside the box to save it.
- All questions need to be replied in order to submit.
- Once replies are submitted, no more edits are allowed.

S/No.	Clarification	Date Submitted
1	<p>Reference Clarifications sent by SIT</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">trying with new date</div> <p>Clarification Question</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">yes definitely</div>	<p>28/01/2020 03:22:25 PM</p>
	<p>Reply</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #fff;">Please enter reply here</div>	<p>Replies to be entered here</p>

- You may wish to include attachments in your response to SIT’s queries via the Post tender Clarification. Take note that attachments that were uploaded, will be submitted together with your written reply. You may edit/remove the attachments before you click submission.

TO UPLOAD YOUR FILES (OPTIONAL)

You can upload to a maximum of 10 files of 500 Mb each.

Please limit the file name to 128 characters (including spaces).

Browse...
No file selected.
Upload File

File Name	File Size	Uploaded Time	Action

Back
Submit

9. Click on “Submit” to submit the replies.

15 Change Password

This feature is applicable when you wish to change the default password sent by the system.

1. Enter current password that was sent to you in “Enter Current Password”.
2. Enter new password in “Enter New Password” that follows the criteria as stated above the section.
3. Confirm the new password by entering the new password in “Confirm New Password” to ensure that the new password is the same.
4. Click on “Submit” to change the current password to the new password.

Please include the following criteria in your password:

- Between 8 to 16 characters
- At least one upper case and one lower case letters
- At least one number

Please inform others who are included in the contacts on the changed password.

CHANGE PASSWORD

Enter Current Password

Enter New Password

Confirm New Password

Submit

16 Forgot Password

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

5. On the vendor login page, click on the Forgot Password link and you will be prompted to input your email address.
6. 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

Forgot password
Login

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 a contact person 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-14-0005	[REDACTED]	06/06/2014 01:00 AM	Reset

7. Please click on the “Reset” for the Invitation to Quote or Tender which credential you wish to reset.
8. An email containing the new password will be sent to your email.
9. 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.

