

# Procedure For Bid and Tenders Participation for registered vendors

Project Name

**T4EDU Vendor Portal**



**Tatweer Company for education services Ltd.**

## Table of Contents

<b>1. Introduction .....</b>	<b>3</b>
1.1 Logging in to the portal with approved credentials (username and password)- for approved vendors only) .....	4
1.2 Viewing Announced Tenders and Participating to them .....	5

# Bid and Tenders Participation for registered vendors in the Portal

## 1. Introduction-

This document consists about highlighting the steps required for the vendor for participating in Bids and Tenders announced by T4EDU

Therefore the process would consists of :

- Logging in to the portal with approved credentials (username and password)- for approved vendors only)
- Viewing Announced Tenders and Participating to them

## Vendor Portal T4EDU

### 1.1 Logging in to the portal with approved credentials (username and password)- for approved vendors only)

Make sure that you have been approved by T4EDU upon the submittal of your registration form (which related to the fact that you have received an official confirmation notice from T4EDU stating that you have been approved as an official vendor and you have been provided with a T4EDU vendor number accordingly). Note that If this was not the case, please follow up with T4EDU on that matter consequently .

After accessing the web portal page “ <https://procurement.t4edu.com/en/portal>” , execute the following steps :

- 1- Logging in to the portal with the approved credentials (username and password)

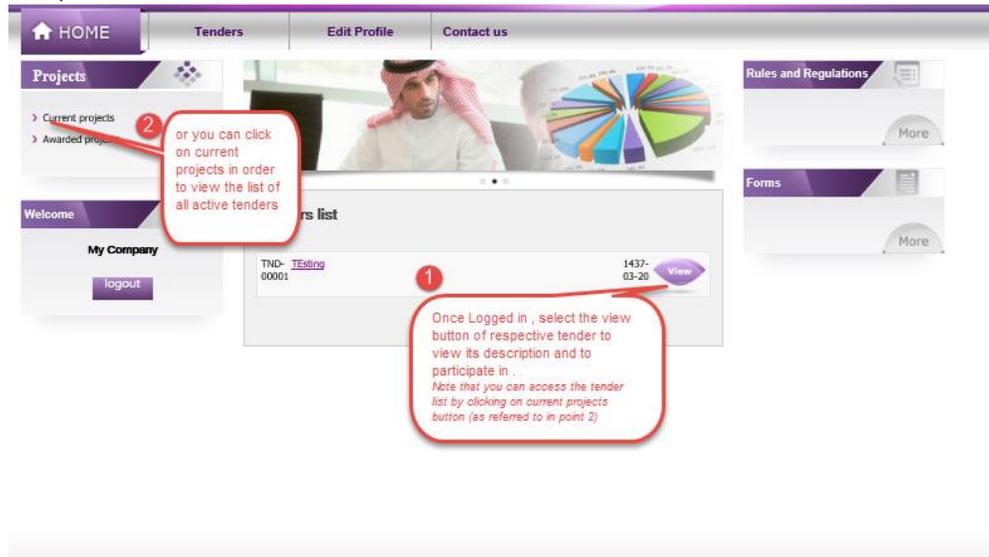
- 2- Once logged in, the system displays the name of the "vendor organization" , as a login confirmation:

## Vendor Portal T4EDU

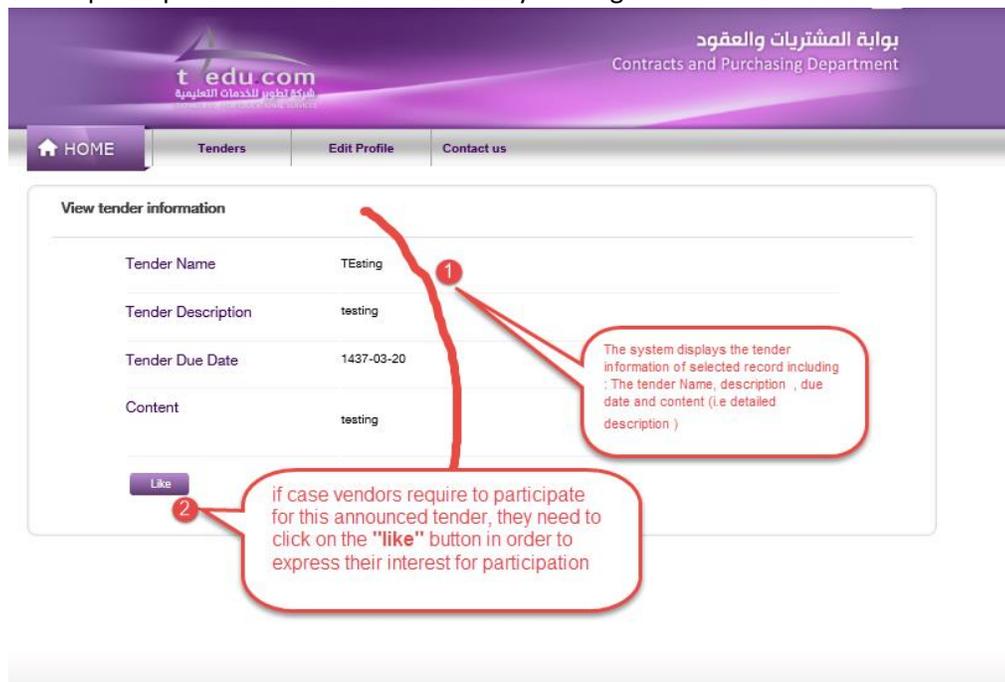
## 1.2 Viewing Announced Tenders and Participating to them

Once logged in , the user can view announced tenders and participate to them by executing the following steps :

- 1- Once Logged in , select the view button of respective tender to view its description and to participate in



- 2- Upon clicking the view button the system displays respective tender information , user can choose to participate for the selected tender by clicking on the "like" button



## Vendor Portal T4EDU

- 3- Upon clicking the "like" button the system confirms the vendor's participation by displaying an acknowledgement message, click Ok to confirm the displayed message:

The screenshot shows the Vendor Portal T4EDU interface. At the top, there is a header with the logo 't edu.com' and the text 'بوابة المشتريات والعقود Contracts and Purchasing Department'. Below the header is a navigation bar with 'HOME', 'Tenders', 'Edit Profile', and 'Contact us'. The main content area is titled 'View tender information' and displays details for a tender named 'TEsting'. A 'Like' button is visible at the bottom left. A dialog box titled 'Message from webpage' is overlaid on the page, displaying a warning icon and the message 'The tender is liked successfully'. An 'OK' button is present in the dialog box. A red callout box points to the 'OK' button with the text: 'Upon clicking the "like" button the system confirms the vendor's participation by displaying an acknowledgment message, click Ok to confirm the displayed message'.

- 4- Upon confirmation, the system shows the "liked tender" in the "liked tender list".

The screenshot shows the Vendor Portal T4EDU interface. At the top, there is a header with the logo 't edu.com' and the text 'بوابة المشتريات والعقود Contracts and Purchasing Department'. Below the header is a navigation bar with 'HOME', 'Tenders', 'Edit Profile', and 'Contact us'. The main content area is titled 'Tenders' and displays a 'Liked tender list'. The list contains one entry: '1. [TEsting](#)'. Below the list is a search filter section with 'Filter by all', 'Find', and 'from all'. A table below the search filter shows the details of the liked tender:

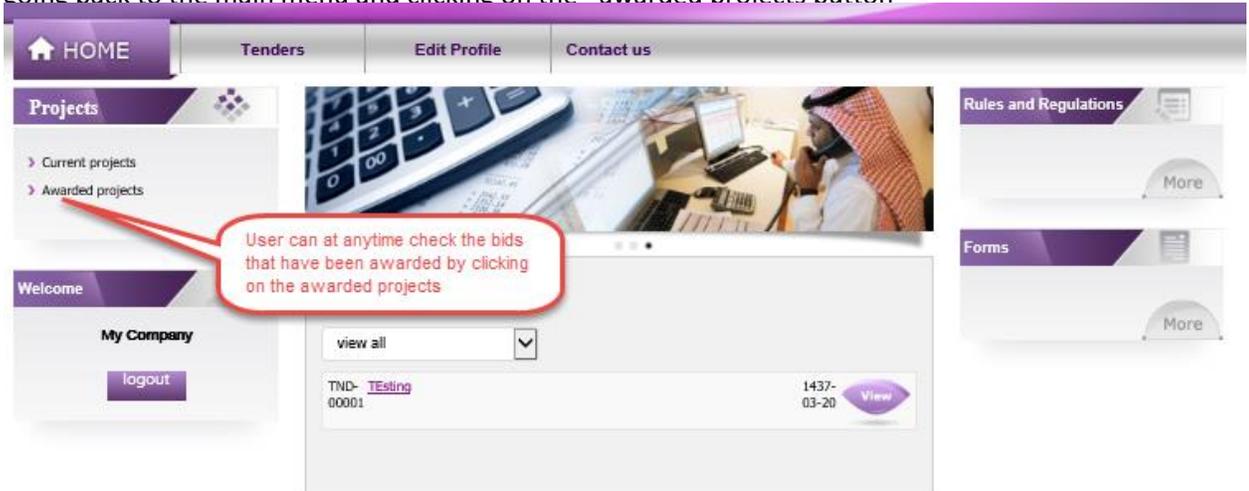
Tender Number	Tender Name	Tender Due Date	Status
TND-00001	<a href="#">TEsting</a>	1437-03-20	Liked

A red callout box points to the 'Liked tender list' with the text: 'Upon confirming the displayed message, the system shows the "liked tender" in the "liked tender list". Therefore vendors can access anytime that list in order to identify the tenders flagged for participation.'

Note that vendors can access anytime that list in order to identify the tenders flagged for participation .

## Vendor Portal T4EDU

- 5- User can also view for his own information the tenders that have been awarded , this is done by going back to the main menu and clicking on the "awarded projects button "



- 6- Upon completion of the updates , user needs to press the logout button for logging out from the system:

