

Suez Canal Authority



Tenders Services



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Introduction

Suez Canal Authority website provide several services for the users, and through this manual you will be introduced to the Tenders Services.

Target Audience

This Manual is designed to target the "suppliers" users of the website, to use the services of Tenders Services in Suez Canal Authority website.

How this Guide is organized?

This Manual will guide the "Suppliers" users, through the:

> Tenders Services Process.



Tenders Services

Tenders Services allows the supplier to get tenders services through Suez Canal from the website.

Supplier User Workspace

After registering you will be able to log in to the website, click the Login button, at the top right of the page, and type the email and password, which you have registered with, then click "Login".

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LOGIN								
Email *		Password *						
Supplier@email.co Login Forget Password ? F	Register							

Figure 1: Supplier User Login

After Login with the Supplier user, the user can access the user work space by clicking Workspace, at top right of the page.

The Workspace have 4 sections:

- > My Requests
- My Tasks
- > My Messages
- > E-Tenders Messages
- > My Profile

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Figure 2: Supplier User Workspace



My Requests

In My Requests, the user can view the status of his pending requests, and can filter the requests by Dates, Service Name, Status and Request Number.

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Contraction of					1
INIY RE	QUESTS				
Search					
Date From		Date To		Service Name	
				All Services	•
Status		Request Number			
All Statuses		▼			
		Search	Reset		
Total: 1 Item(s)					
Request Number	Service Name	Status	Modification Date	Submission Date	
R-9-596006	Supplier Registration	Registration accepted	04/03/2020 09:32:15 GMT+	2 04/03/2020 09:22:16 GMT+2	:
		<	< 🚹 >>		

Figure 3: My Requests (Workspace)

My Tasks

In My Tasks the user can view the tasks pending on his actions.

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Request Number 💲	Service Name 💲	Status 🗘	Modification Date	Submission Date 🗘	Requester Name 💲	
R-13-999185	E-Tenders	More information requested	02/03/2020 11:05:01 GMT+2	26/02/2020 20:40:05 GMT+2	Essan1968@dayrep.com	:
			< 1 >>			

Figure 4: My Tasks (workspace)



My Messages

From My Messages, the user can view the sent and received messages with SCA

Workspace		in the second	-12 🛱 🛠
MY MESSAC Total: 1 Item(s)	GES		
Request Number	Service Name	Modification Date	
R-6-180803	E-Tenders	26/03/2020 09:59:16 GMT+2	1

Figure 5: My Messages

E-Tender Messages

From E-Tenders Messages the user can display the messages related to the ETenders.

My Profile

From My Profile, the user, can update his information, and "**Submit"** the updates.

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Workspac	e						
Basic Info Email hejekib859@p5mail.c	:om		Registration Ty Supplier	pe		Supplier Number S-818777	
Supplier Supplier is * Local supplier Basic Supplier Info	Banks Details	Contact info	Categories	Partnership	Maintenance info		
Nature of supplier *			Supplier type *			Company name*	
Government		•	Commercial		•	hejekib859@p5mail.co	m
Commercial name			Commercial re	cord number*		Commercial record cop	y *
hejekib859@p5mail.	com		23123123132	1223		💩 View	
						Choose File No file	chosen
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							🖂 Messages

Figure 6: Update My Profile



Tenders Process

To open the tenders service, go to the navigation menu and hover over **Services**, a list will drop, select **Tenders Services**.



Figure 1: Tenders Services

Tenders Services are divided into 2 Sections:

- Bid Supplier Subscription
- Tender Listing

Bid Supplier Subscription Service

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Home > Services > Tenders		or the second			-1	2 († K
Bid Supplier Subscription	Tender Listing					

Figure 2: Bid Supplier Subscription Service

1. From the Tenders Services page, click **Bid Supplier Subscription Service**, to enter your details and the bid types you're interested in.

BID SUPPLIER	SUBSCRIPTION		
id type *	Name *	Address *	
Choose Bid			
			li
hone *	Email	Fax *	
	example@domain.com		

Figure 3: Bid Supplier Subscription Form

2. Bid's Description form will appear, add the form details as following:

Field	Field Description
Bid type	Select from the drop-down list the bid type.
Name	Type your name.
Address	Type your address.
Phone	Type your phone number.
Fax	Type your fax.

3. After adding bid's Description, click **Submit**.

Tender Listing						
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Home > Services > Tenders Tenders		the second			-1	2 (¹) 2 (1)
Bid Supplier Subscription	Tender Listing					

Figure 4: Tender Listing

1. From the Tenders Services page, click **Tender Listing**, to view the bid tender listing form.



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	English Title	Tender Type	ETender Categories	
otal: 20 Item(s) Arabic Title	English Title Public tender msg		ETender Categories Cars	:



 Tender Listing Form will appear, you can search by Select from the dropdown list ETenders Categories, then click Search also you can reset data from Reset button also you can export the data in excel sheet from Export Excel button.