

# 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**".

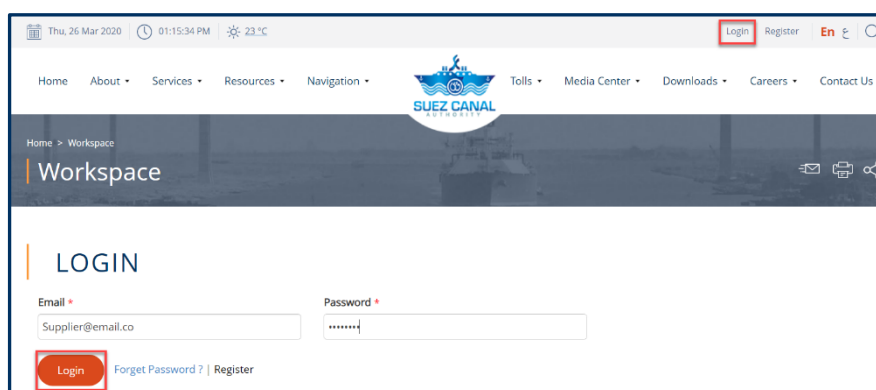


Figure 1: Supplier User Login

- 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

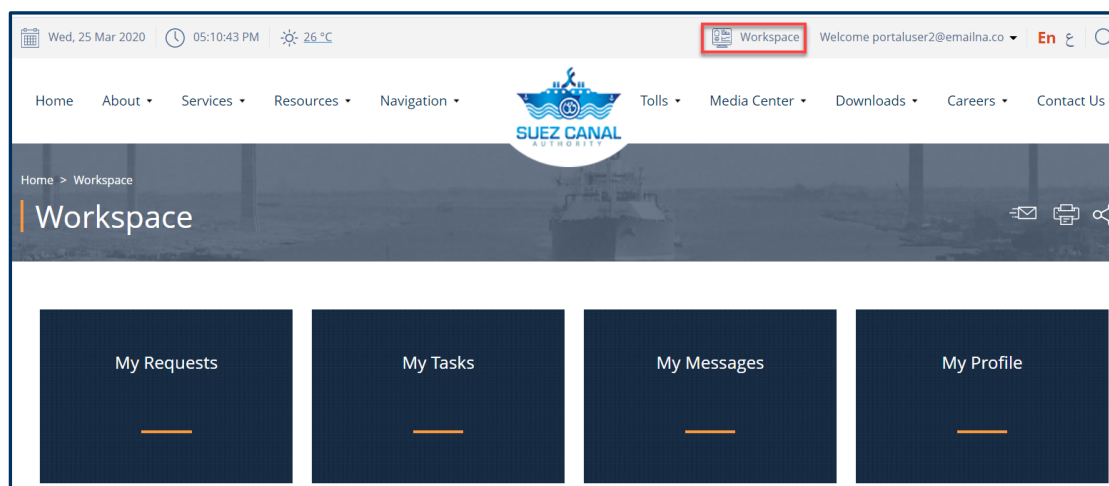
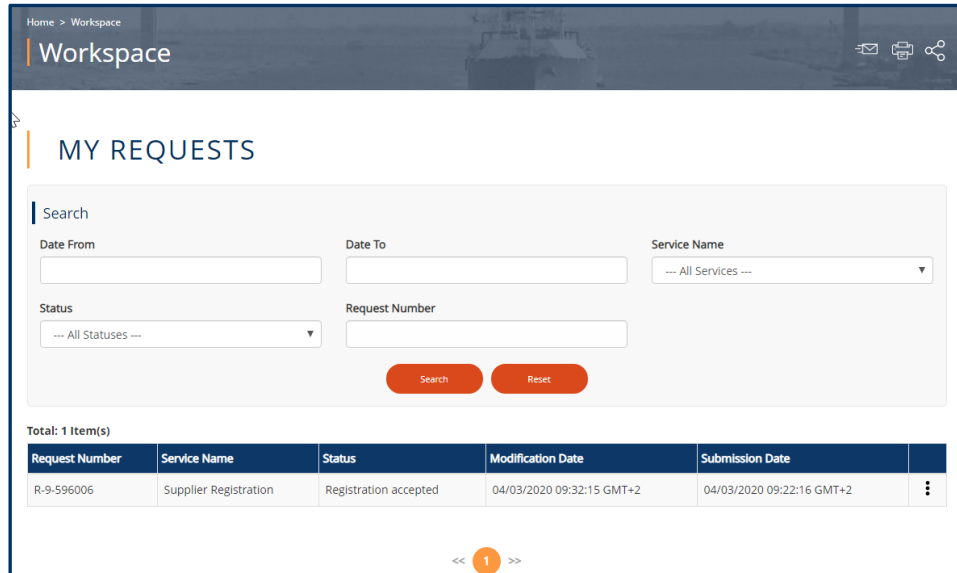


Figure 2: Supplier User Workspace

## 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.



Home > Workspace

Workspace

### MY REQUESTS

Search

Date From  Date To  Service Name

Status  Request Number

Total: 1 Item(s)

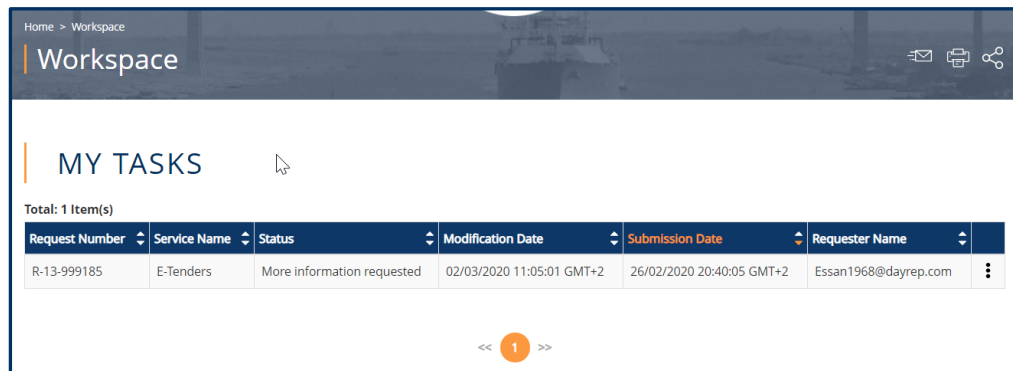
Request Number	Service Name	Status	Modification Date	Submission Date	
R-9-596006	Supplier Registration	Registration accepted	04/03/2020 09:32:15 GMT+2	04/03/2020 09:22:16 GMT+2	⋮

<< 1 >>

Figure 3: My Requests (Workspace)

## My Tasks

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



Home > Workspace

Workspace

### MY TASKS

Total: 1 Item(s)

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 team.

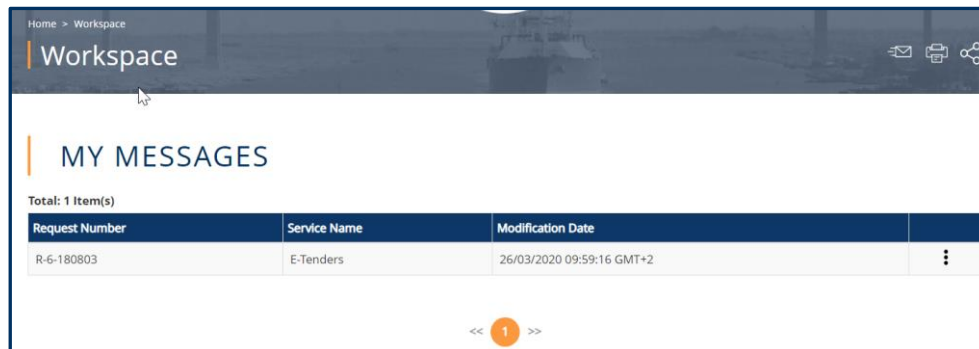


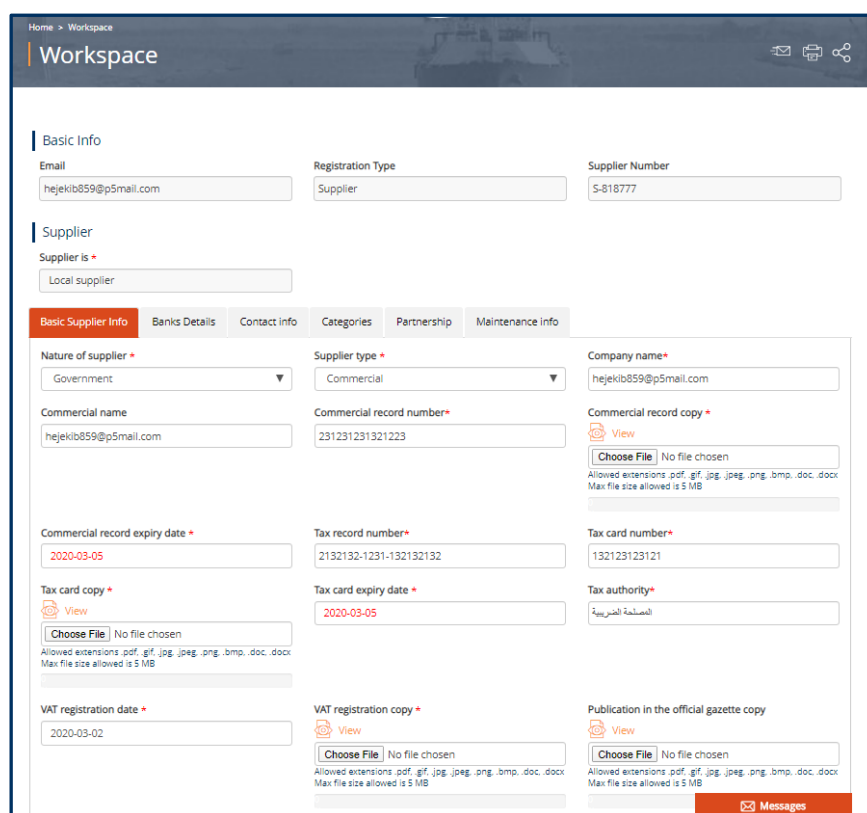
Figure 5: My Messages

## 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.



The screenshot shows a 'Workspace' page with a 'Basic Info' section. The form contains the following fields and values:

- Email:** hejekib859@p5mail.com
- Registration Type:** Supplier
- Supplier Number:** S-818777
- Supplier:** Local supplier
- Basic Supplier Info:**
  - Nature of supplier:** Government
  - Supplier type:** Commercial
  - Company name:** hejekib859@p5mail.com
  - Commercial name:** hejekib859@p5mail.com
  - Commercial record number:** 231231231321223
  - Commercial record copy:** View (No file chosen)
  - Commercial record expiry date:** 2020-03-05
  - Tax record number:** 2132132-1231-132132132
  - Tax card number:** 132123123121
  - Tax card copy:** View (No file chosen)
  - Tax card expiry date:** 2020-03-05
  - Tax authority:** المملكة المصرية
  - VAT registration date:** 2020-03-02
  - VAT registration copy:** View (No file chosen)
  - Publication in the official gazette copy:** View (No file chosen)

At the bottom right of the form, there is a 'Messages' button.

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**.

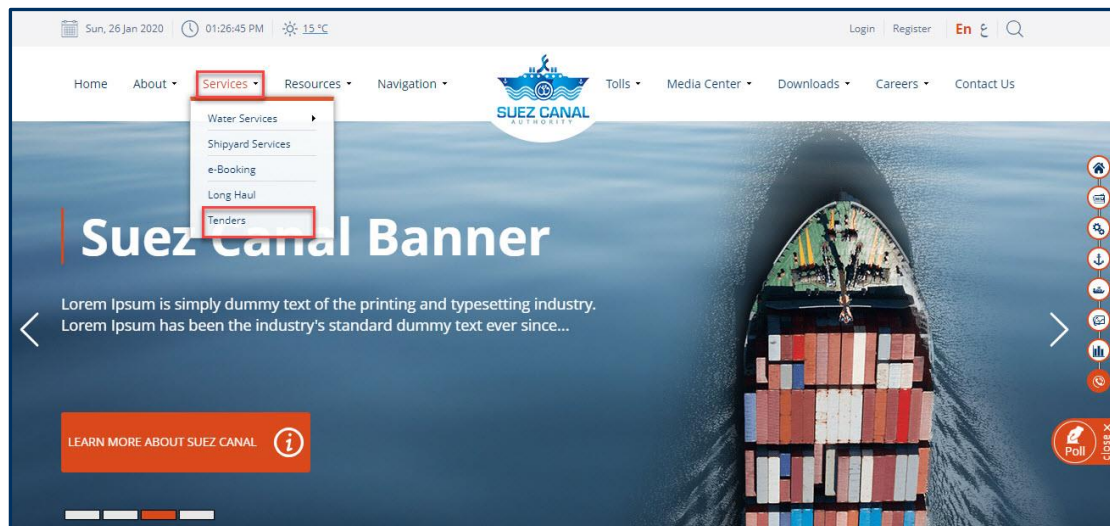


Figure 1: Tenders Services

➤ Tenders Services are divided into 2 Sections:

- Bid Supplier Subscription
- Tender Listing

## Bid Supplier Subscription Service

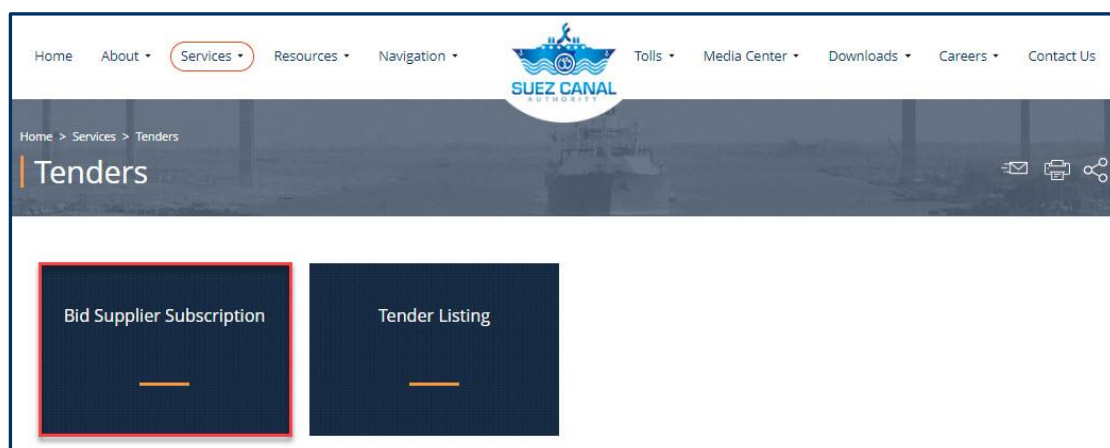
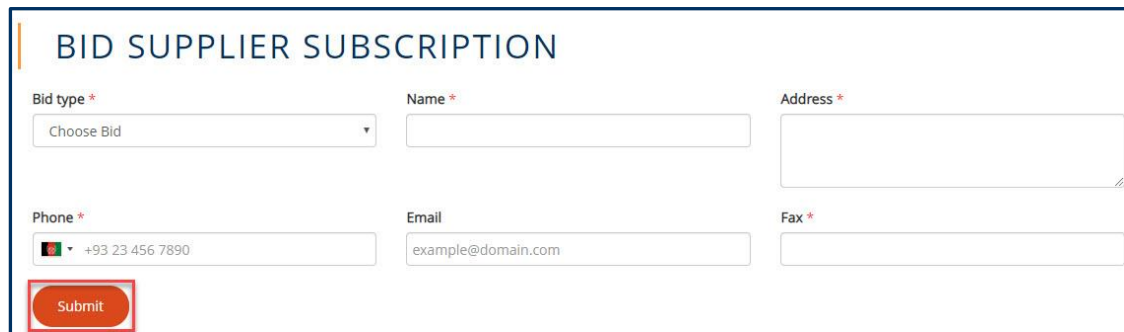


Figure 2: Bid Supplier Subscription Service

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



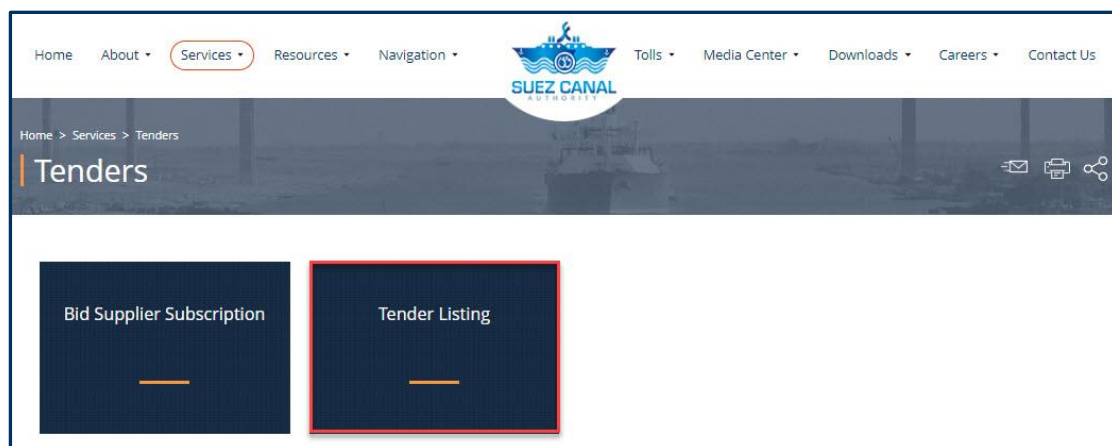
**Figure 3: Bid Supplier Subscription Form**

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

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

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

## Tender Listing



**Figure 4: Tender Listing**

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



Search

ETenders categories

Total: 20 Item(s)

Arabic Title	English Title	Tender Type	ETender Categories	
	Public tender msg	Public tender	Cars	⋮
	test bid uploader	Public bidding	Cars	⋮

Figure 5: User Tender Listing

2. Tender Listing Form will appear, you can search by Select from the drop-down 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.