

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 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**".

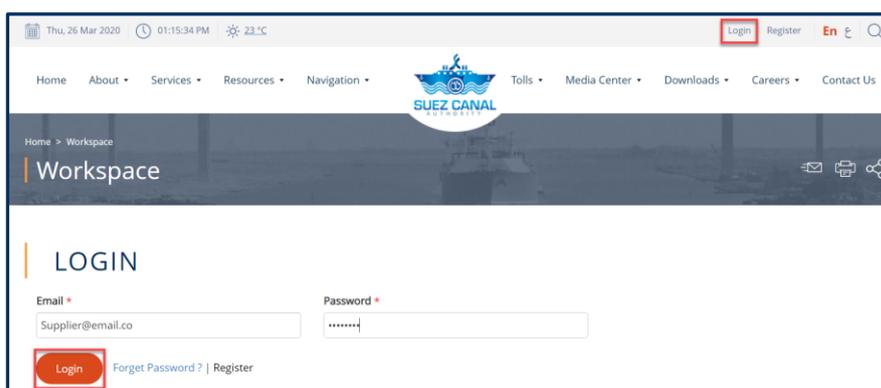


Figure 1: Supplier User Login

- After Login with the Supplier, the user can access the user workspace 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

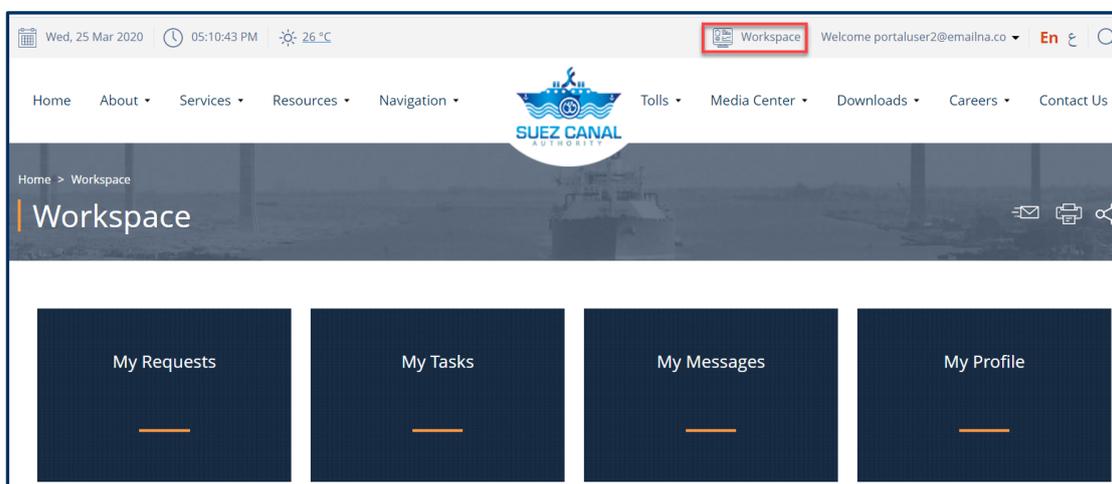


Figure 2: Supplier User Workspace

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.

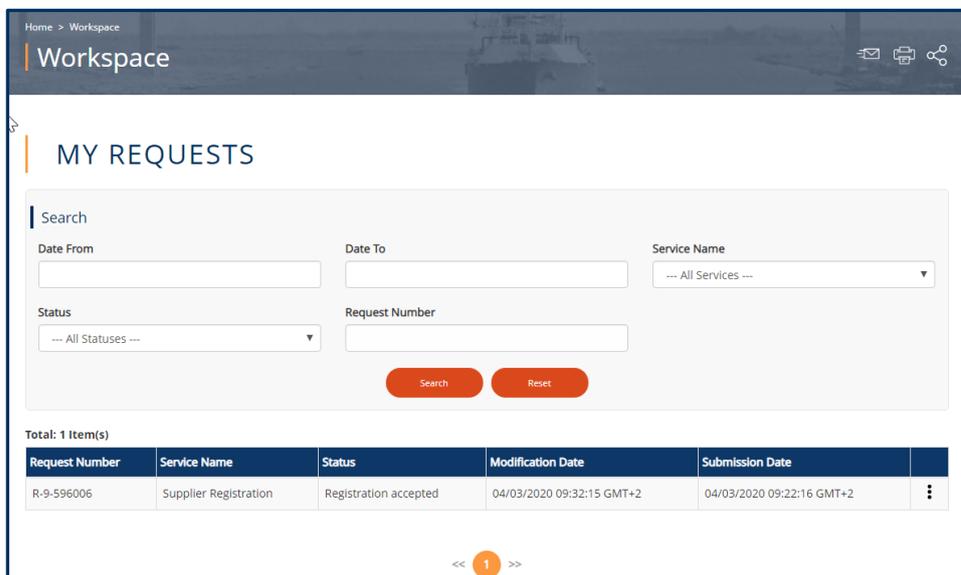


Figure 3: My Requests (Workspace)

My Tasks

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

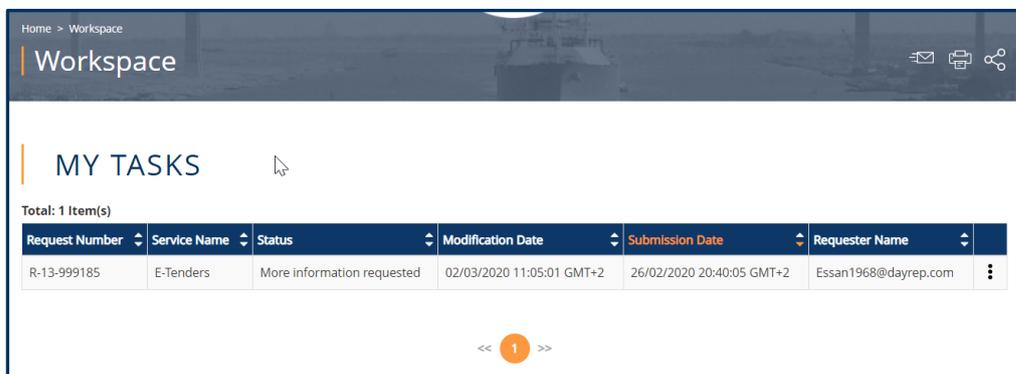


Figure 4: My Tasks (workspace)

My Messages

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

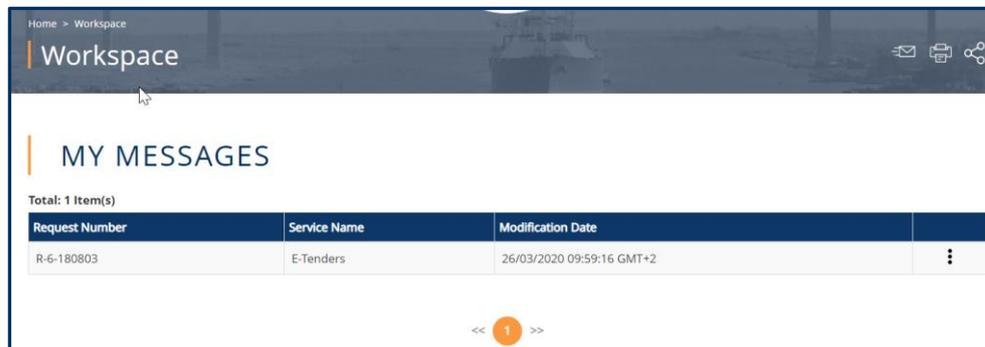


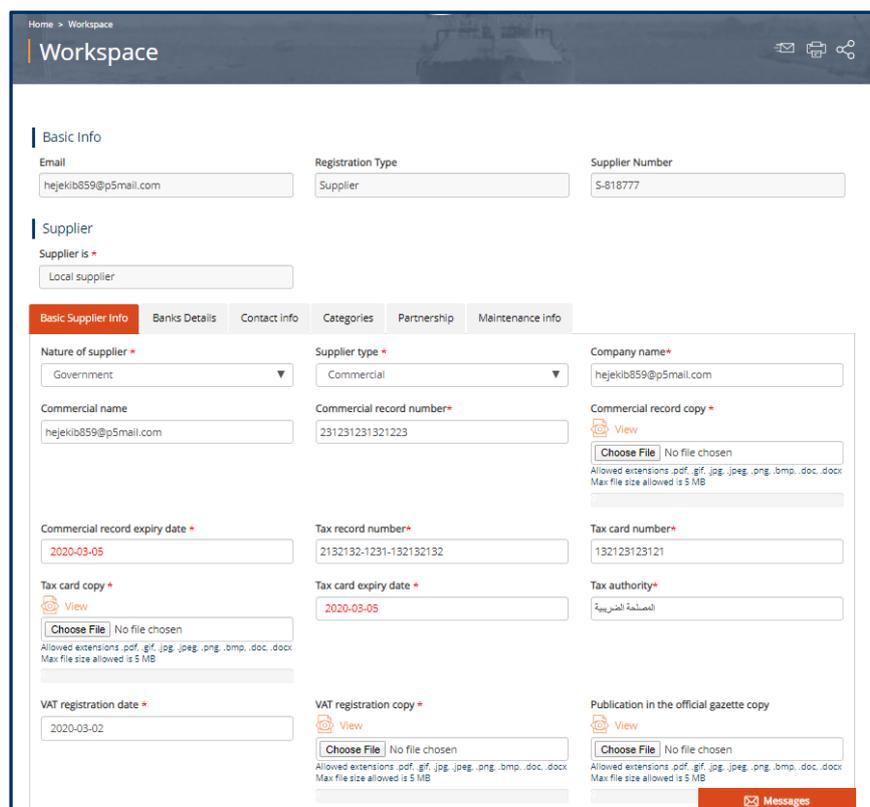
Figure 5: My Messages

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.



Basic Info

Email: hejeki859@p5mail.com | Registration Type: Supplier | Supplier Number: S-818777

Supplier

Supplier is: Local supplier

Basic Supplier Info | Banks Details | Contact Info | Categories | Partnership | Maintenance Info

Nature of supplier: Government | Supplier type: Commercial | Company name: hejeki859@p5mail.com

Commercial name: hejeki859@p5mail.com | Commercial record number: 231231231321223 | Commercial record copy: [Choose File] No file chosen

Commercial record expiry date: 2020-03-05 | Tax record number: 2132132-1231-132132132 | Tax card number: 132123123121

Tax card copy: [Choose File] No file chosen | Tax card expiry date: 2020-03-05 | Tax authority: المملكة المصرية

VAT registration date: 2020-03-02 | VAT registration copy: [Choose File] No file chosen | Publication in the official gazette copy: [Choose File] No file chosen

[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**.

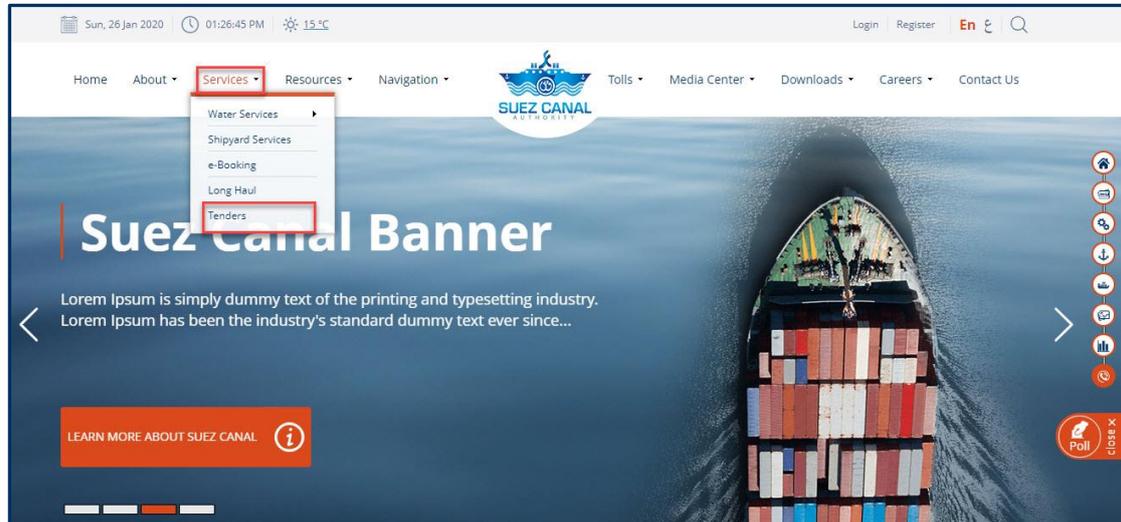


Figure 1: Tenders Services

- Tenders Services are divided into 2 Sections:
 - Bid Supplier Subscription
 - Tender Listing

Bid Supplier Subscription Service

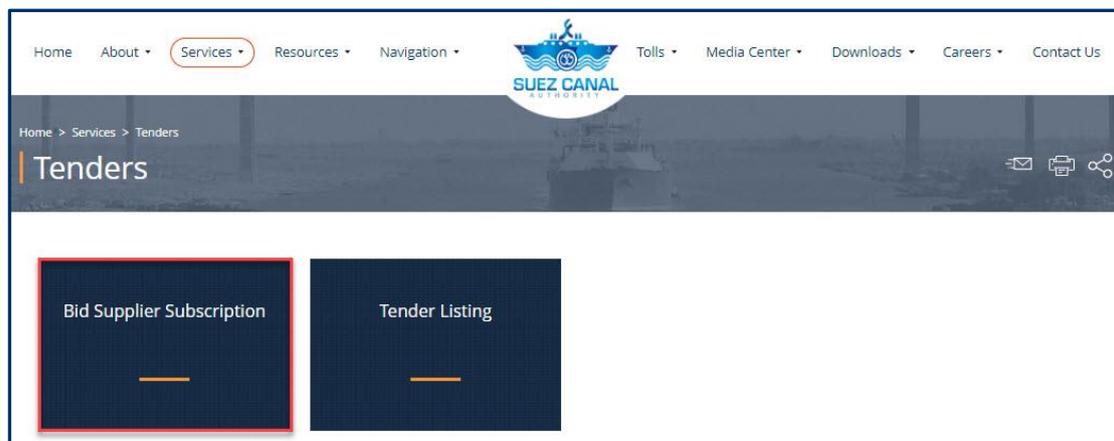


Figure 2: Bid Supplier Subscription Service

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
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

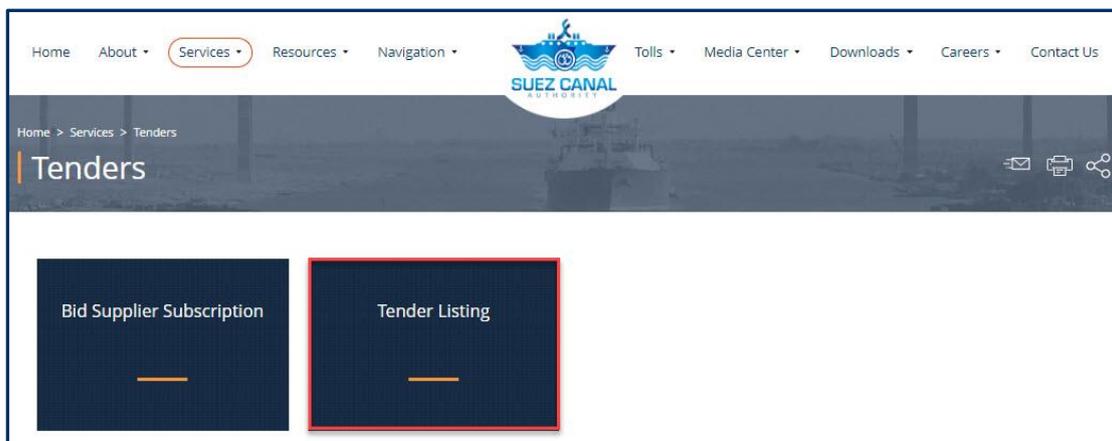


Figure 4: Tender Listing

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

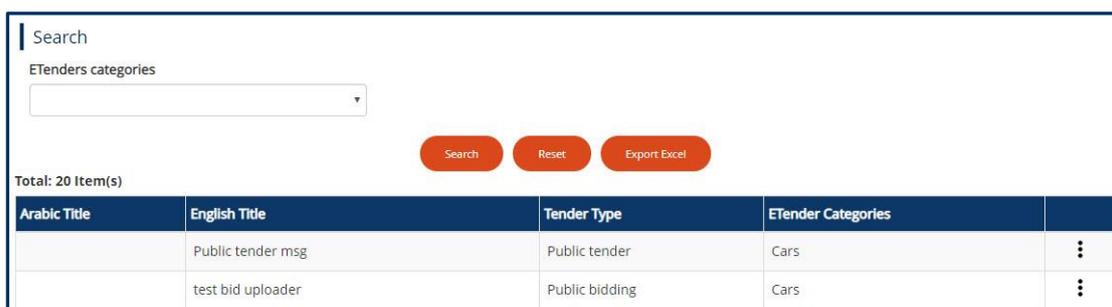


Figure 5: User Tender Listing

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.