



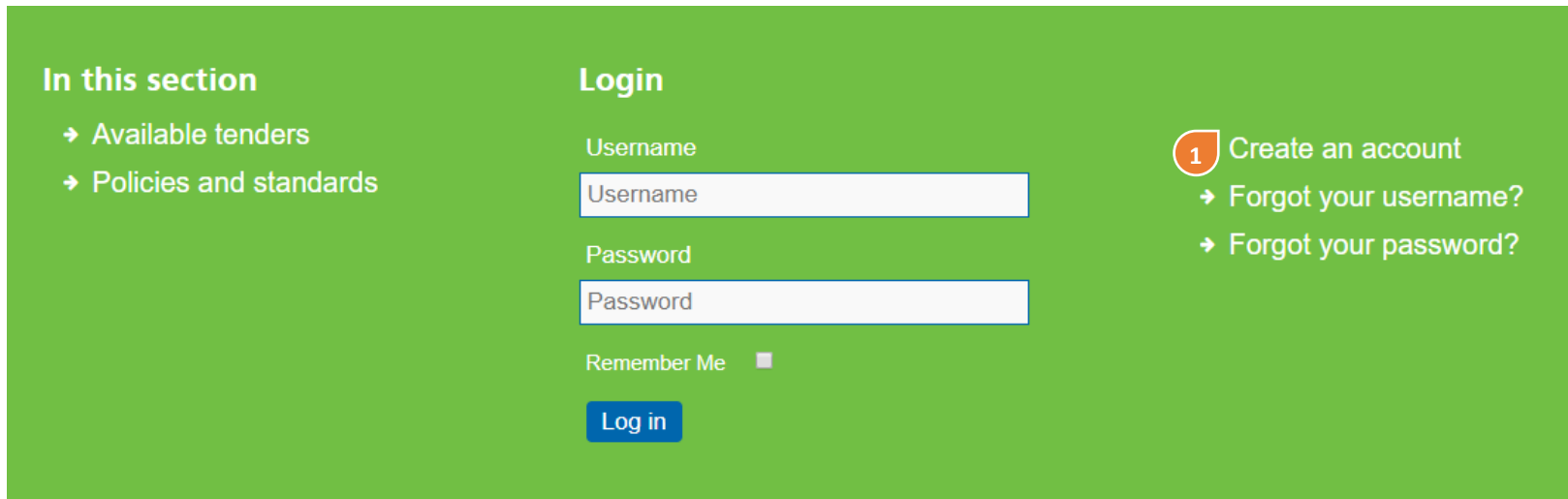
Online Tender Submissions for Suppliers

Welcome to VZI's online tender submission system.

As a "supplier" you have access to view tenders and submit offers or "bid" on tenders on the website. You can also create a "watchlist" to get email notifications when new tenders are added to selected categories. To gain access to the system, please register yourself on the website.

Registration

1) To register click on "Create an account" near the bottom of the supplier's page.



The screenshot shows a green-themed interface with three main sections:

- In this section**:
 - Available tenders
 - Policies and standards
- Login**:
 - Username:
 - Password:
 - Remember Me
 - [Log in](#)
- Registration**:
 - [1 Create an account](#)
 - [Forgot your username?](#)
 - [Forgot your password?](#)

Please complete all four “tabs”. Fields marked with a star are mandatory.

Tab1 – loginId

Setup your username and password.

1 **Login ID** My company BEE status Terms and conditions

Name	<input type="text"/>	★
Username	<input type="text"/>	★
Email	<input type="text"/>	★
Password	<input type="text"/>	★
Verify Password	<input type="text"/>	★

Tab2 – My company

Tell us about your company

You can select multiple “industries” by holding down your Shift OR Ctrl key while clicking.

2 **Login ID** My company BEE status Terms and conditions

Name of business	<input type="text"/>	★
Phone number	<input type="text" value="+27 00 000 0000"/>	★
Company registration	<input type="text"/>	★
Region	<input type="text" value="Select your region"/>	★
Industry	<input type="text" value="Mining"/>	★
Years in operation	<input type="text" value="0"/>	★
Number of employees	<input type="text" value="0"/>	★

Tab 3 – BEE status

We require disclosure on your company’s BEE status

3 **Login ID** My company BEE status Terms and conditions

Youth employed (%)	<input type="text" value="0"/>	★
Black woman-owned (%)	<input type="text" value="0"/>	★
Black-owned (%)	<input type="text" value="0"/>	★

Tab 4 – Terms and conditions

You must read and accept ALL our terms and conditions documents

4	Login ID	My company	BEE status	Terms and conditions
				<input type="checkbox"/> Accept View document ★
				<input type="checkbox"/> Accept View document ★
				<input type="checkbox"/> Accept View document ★
				<input type="checkbox"/> Accept View document ★
				<input type="checkbox"/> Accept View document ★
				<input type="checkbox"/> Accept View document ★
				<input type="checkbox"/> Accept View document ★
				<input type="checkbox"/> Accept View document ★

5. Sign-up

Click “Sign up” and watch your mailbox for your confirmation email.



Once you have confirmed your account via the link in the confirmation mail, you will be able to login.

Logging in

The login form can be found near the bottom of the supplier’s page:

In this section

- Available tenders
- Policies and standards

Login

Username

Password

Remember Me

[Log in](#)

- Create an account
- Forgot your username?
- Forgot your password?

Once you have logged in you will have access to additional items on the menu:

- 1) My watchlist
- 2) My bids
- 3) My profile

In this section

- Available tenders
- 1 My watchlist
- 2 My bids
- 3 My profile
- Policies and standards

Login

You are currently logged in as Supplier

Log out

Your watchlist

It is recommended that you set up your watchlist as soon as you are registered.

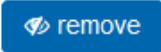
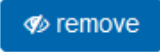
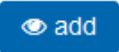
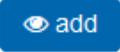
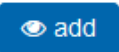
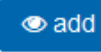
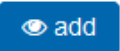
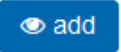

When new tenders are added to the categories in your watchlist you will automatically receive an email notification.

Simply click the “add” button next to a category to add it, and the “remove” button to remove it.

You can also view all the currently published tenders in a category by clicking the category name.

Categories to watch

Add categories to your watchlist to be notified when new tenders are published

- Mining (2) 
- Civil/steel construction (1) 
- Information technology (0) 
- Consulting (0) 
- Repairs and maintenance (0) 
- Safety, health and environment (0) 
- Projects (0) 
- Exploration (0) 
- Surveying (0) 

Bidding for a tender

You must log in first to be able to bid for a tender and to download the tender documents.

You will be able to bid for a tender up until the closing date. Thereafter the tender will appear greyed-out. You will still be able to view the details of this tender but you cannot submit a bid.

- 1) To place your bid open the tender page by clicking the “details” button.

- 2) Enter your overall quotation price

- 3) Attach your documentation, if you wish to send multiple documents please zip them together first and then upload the zip file

- 4) Enter a comment if you wish

- 5) Submit your bid

The allocated VZI buyer will be notified of your bid and will be in touch if your bid was successful.

Supply of conveyor belts

Gamsberg, Skorpion Zinc, Head office

Issued: 2020-01-14 11:30 AM **Closing:** 2020-02-29 11:30 AM **Ending in** 6 days, 03:42:16

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum et porta ipsum.

1

[Details](#)

[Document pack](#)

Branded caps

Issued: 2020-01-14 12:00 AM **Closing:** 2020-01-17 02:00 PM **Expired**

500 caps with embroidered with Gamsberg logo

[Details](#)

[Document pack](#)

Place a bid

[Messages \(3\)](#)

2

Bid price

ZAR

3

Bid attachment

No file sele...

[Choose file](#)

Maximum file size 10000 KB. Allowed

attachment extensions zip,rar,txt,doc,pdf,docx

Post comment related to your bid

4

5

[Send bid](#)

Using the message board

Each tender has a message board. Any comments or questions posted here are visible to all other logged-in suppliers and VZI's buyers.

Before posting a question, we recommend you read through the existing messages on the board to see if your question has already been answered.

Send message

Use this button to open a message box to ask a new question.

Reply

Use this button if you would like to reply to another supplier's comment/question.

The screenshot shows a message board interface with two tabs: "Place a bid" and "Messages (3)". The messages are as follows:

- 2020-01-20 from [supplier2](#)
Locals only?
- 2020-01-20 *Broadcast message*,
This is a message from the Buyer to all suppliers
- 2020-01-20 from [supplier3](#)
What BEE level do I need to get this work?

At the bottom, there is a "Send message" button with a notification badge "1" and a "Reply" button with a notification badge "2".

My profile

1) Update Your Profile

Please use this link to keep your contact and company details up-to-date.

supplier1

3 Views

[Update Your Profile](#)

Login ID

[My company](#)

[BEE status](#)

[Terms and conditions](#)

Formatted Name supplier1

Username supplier1

Email test@rair.co.za