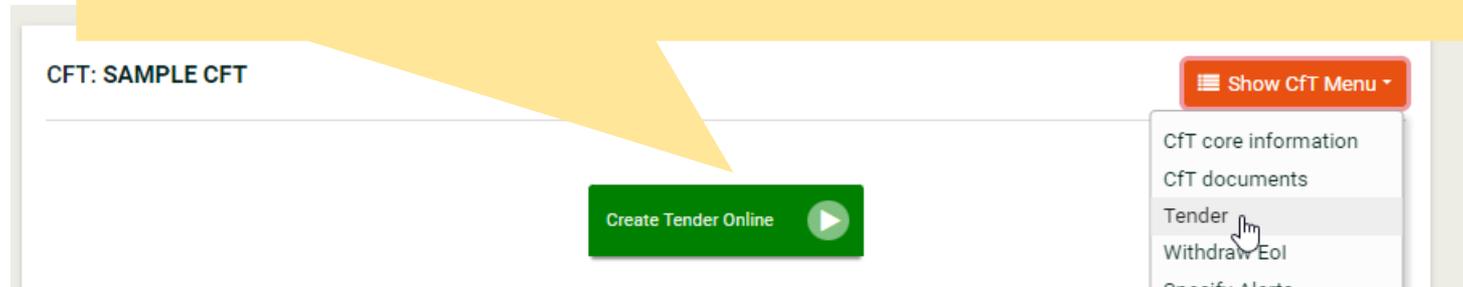


Prior to tender deadline, search & access the tender of interest. Click Show CFT Menu and “Tender”

Select the **Green** Button to Create Tender Online

Several user from same company can access same tender response at same time



Create Response

Sample Cft

Create Response *

Provide a meaningful title that describes your response. The title will not be visible to the public, but it will help you navigate efficiently and distinguish between multiple tender submissions.

Save

Enter a response title and click Save

Procurement of Laptops 2024
[30469] my test tender

COMPLETION 0% TIME LEFT 3 Days 15 Hours

0% ELIGIBILITY CRITERIA
0% TECHNICAL
0% FINANCIAL

DOCUMENT LIBRARY

1. Edit tender (before you start)

2. Submit Tender (when you finish)

Access the content of each envelope and prepare response

1.1. Is your company above 5 employees ? *

yes
 no

This icon shows that no tender files have been attached. Click on it !

Process is the same as for 3 envelopes (Eligibility/ Technical/ Financial) or for 1 Offline envelope

100% OFFLINE

DOCUMENT LIBRARY

Modify Tender Title
Completion Summary

1. Complete Tender

1.1. File *

Please choose files pressing the button at the right.

REFERENCED FILES:
Tender Response.zip

Make Sure you attached files to questions
When submission shows OFFLINE envelope better to upload 1 ZIP file including all your files

Procurement of Lap [30469] my test tender

COMPLETION 25% TIME LEFT 3 Days 15 Hours

50% ELIGIBILITY CRITERIA

0% TECHNICAL

0% FINANCIAL

DOCUMENT LIBRARY

Modify Tender Title

Completion Summary

Workspace Details

History

Related Responses

Upload Files

Only files associated with one or more criteria will be submitted. If you see "OFFLINE" at the left of the page instead of "Eligibility/Technical/Financial", then please upload a single zip file, with all your tender documents.

Upload Files ⓘ

File size Limit: 250 MB | Total space per response 500 MB

Choose Files Choose Files or drag & drop here

Upload queue ⓘ

Queue length: 2

Name	Size	Progress	Status	Actions
EN_F02.pdf	167 KB	100%	✓	⬇️ ✕
EN_F05.pdf	167 KB	100%	✓	⬇️ ✕

Queue progress:

Upload Cancel Remove

Back

1. Choose Files on your computer,
2. Upload them then
3. click on "Back" to associate them to a criteria

Select Reference Files For

Only files associated with one or more criteria will be submitted. If you see "OFFLINE" at the left of the page instead of "Eligibility/Technical/Financial", then please upload a single zip file, with all your tender documents.

Is your company above 5 employees ?

<input type="checkbox"/>	Filename	Title	Comment
<input checked="" type="checkbox"/>	EN_F02.pdf	N/A	Enter comment/s
<input checked="" type="checkbox"/>	EN_F05.pdf	N/A	Enter comment/s

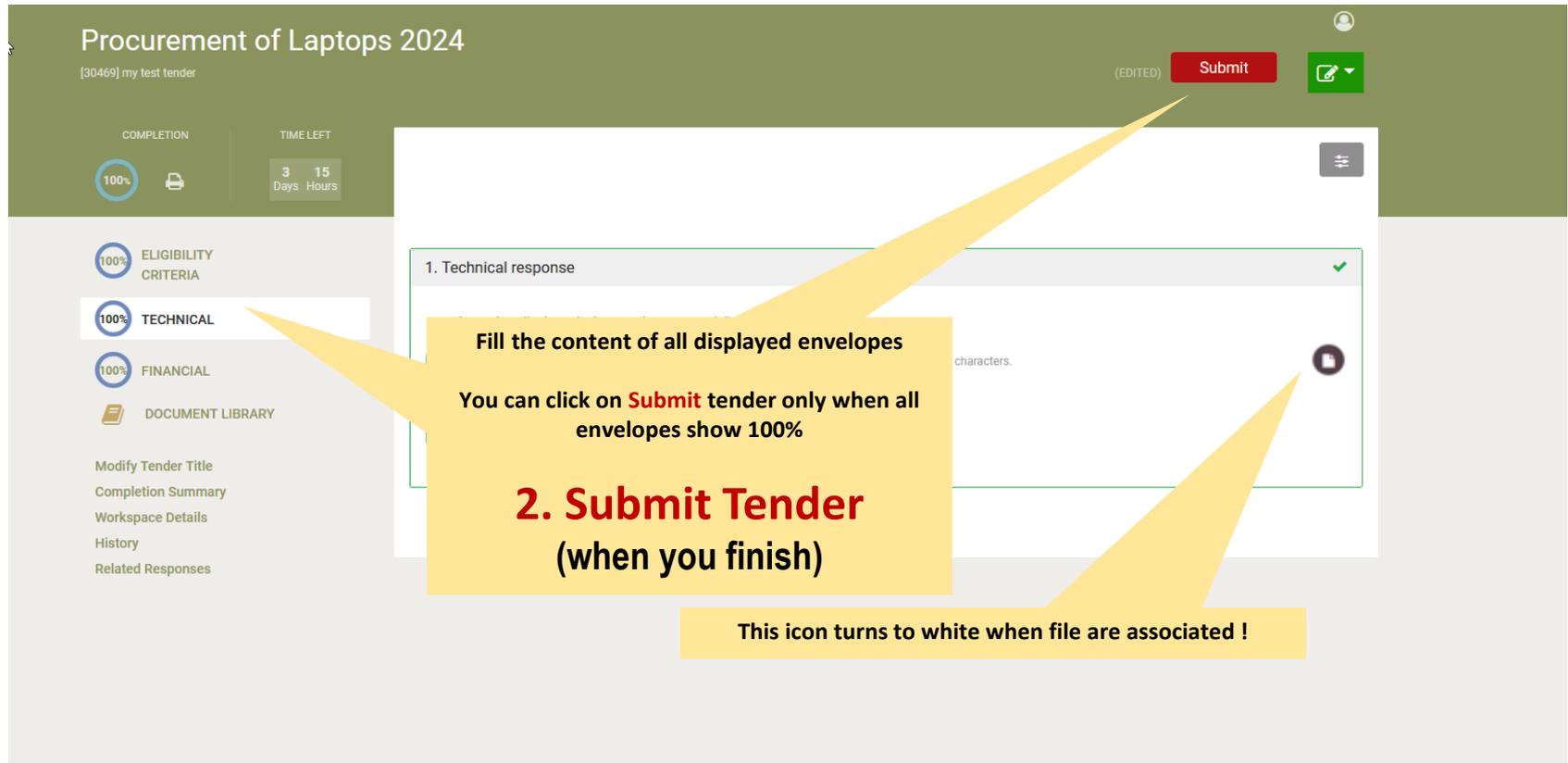
Upload a new file

Cancel Save

2. section BIS

Tick files to associate them to a criteria

Only associated files are submitted !



Procurement of Laptops 2024
[30469] my test tender

(EDITED) **Submit**

COMPLETION: 100%
TIME LEFT: 3 Days 15 Hours

- 100% ELIGIBILITY CRITERIA
- 100% **TECHNICAL**
- 100% FINANCIAL
- DOCUMENT LIBRARY

Modify Tender Title
Completion Summary
Workspace Details
History
Related Responses

1. Technical response ✓

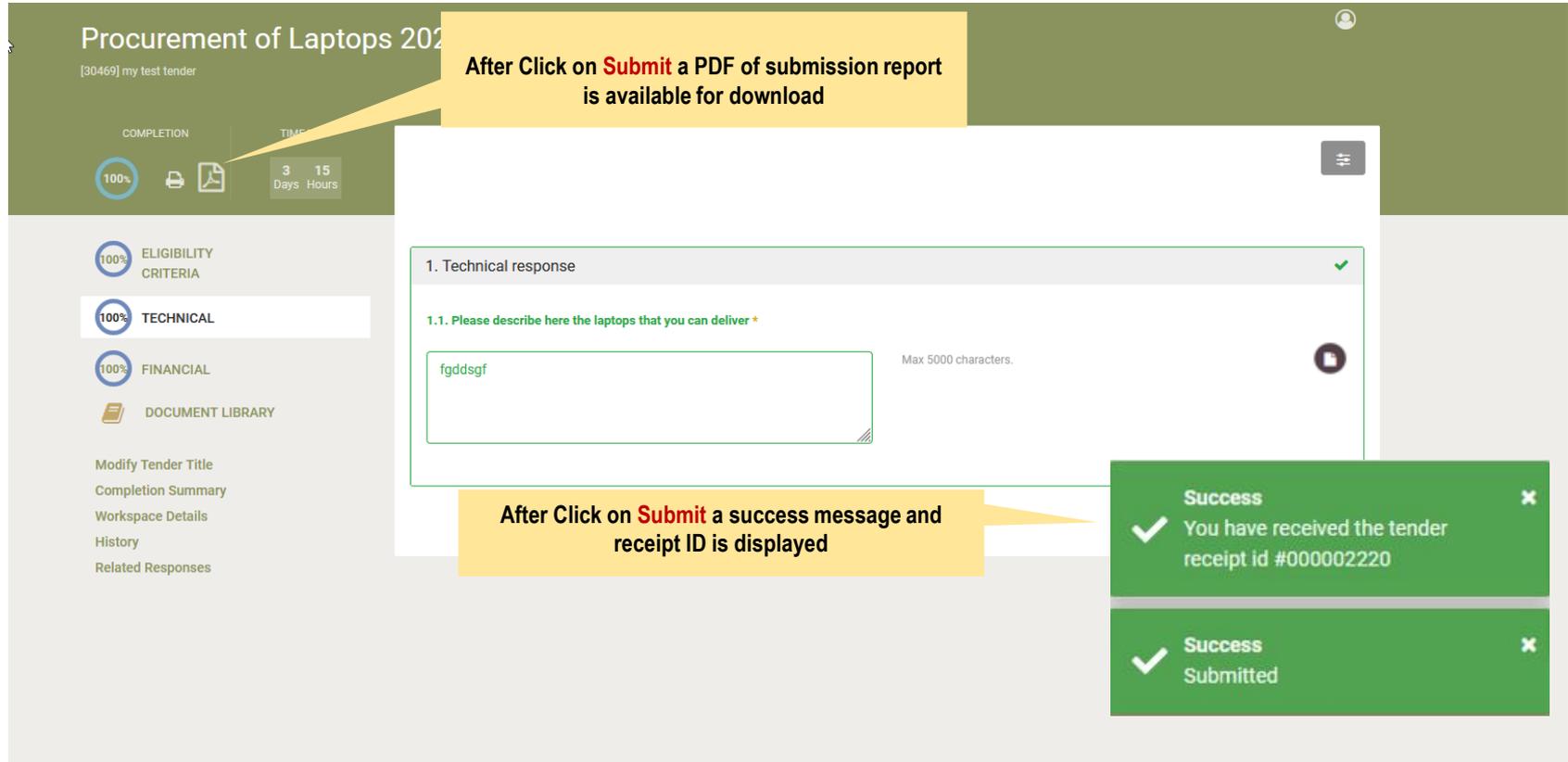
characters.

Fill the content of all displayed envelopes

You can click on **Submit tender only when all envelopes show 100%**

2. Submit Tender (when you finish)

This icon turns to white when file are associated !



Procurement of Laptops 2022
[30469] my test tender

COMPLETION: 100%
TIME: 3 Days 15 Hours

- 100% ELIGIBILITY CRITERIA
- 100% TECHNICAL
- 100% FINANCIAL
- DOCUMENT LIBRARY

Modify Tender Title
Completion Summary
Workspace Details
History
Related Responses

After Click on **Submit a PDF of submission report is available for download**

1. Technical response ✓

1.1. Please describe here the laptops that you can deliver *

fgddsgf Max 5000 characters.

After Click on **Submit a success message and receipt ID is displayed**

Success ✓ You have received the tender receipt id #000002220 ✕

Success ✓ Submitted ✕

← → ↻ 🔒

🔍 EN 🇺🇸 steve black, Economic Operator Admin

🏠 CFT Management ▾ EO administration ▾ Preliminary market ▾ 08:57:42 IST

View Tenders

🔔 Tender submission is now open. ✕

CFT: PROCUREMENT OF LAPTOPS 2024 Show CFT Menu ▾

Create Tender Online ▶

Cycle 1

List of submitted Tenders

#	Submitted By	Name	View Tender	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	T/P conformance	Status	D/P match result	Received on Time
<input type="checkbox"/>	1	asup1	my test tender			000002220	25/08/2023 08:57:22	✓	✓	✓	✓

VIEW REMOVE

✓ All items submitted/Hash match | ⚠ Additional items will be needed | 🚫 Mismatch/Late Submission

▶ List of draft Tenders

**After you successfully submit,
a submission report will be available!**

Tips – for Submission

- Start the preparation of your tender well before the Tender submission deadline ! In order to avoid any last minute issue.
- No Submission is allowed after the Tender Submission deadline !
- Incomplete Tenders are not accepted!
- In case of issue with system usage contact the Support well before the deadline ! (not last day and last hour).
- At the end do not forget to click on **SUBMIT** tender (when you finish).
- Already submitted tenders are **not editable**. To provide new information or edit the already submitted information. The user should create a new tender submission.
- After tender submission always check that you see **green ticks** and can access the **tender submission report**.
- Also check that you receive an **email notification** after Tender Submission.