

The logo graphic consists of a large, stylized shape on the left side of the page, composed of three overlapping triangles. The top triangle is lime green, the middle one is a medium blue, and the bottom one is a dark blue. A network diagram is overlaid on the blue triangles, featuring several grey circular nodes connected by thin grey lines. One node is positioned at the top right corner of the lime green triangle, and another is at the top right corner of the medium blue triangle. The text '8over8' is written in a bold, white, sans-serif font in the upper left corner of the lime green triangle.

**8over8**

# **8over8® ProCon™ 2014**

## **Instructions to Tender Online**

Version 1.0 | May. 2016

**8OVER8 PROCON – DOCUMENT CONTROL**

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# 1. About This Guide

## ProCon Version

This guide applies to 8over8® ProCon™ 2014 FP5.

## Audience

This document is intended for:

- Contractors

## Additional References

- N/A

## Support Contact Details

<b>Telephone</b>	UK:	+44 28 7129 5935
		+44 203 318 5960
	USA:	+1 713 242 1462
	Australia:	+61 8 6555 8127
<b>Email</b>		support@8over8.com

## Document Conventions

The following conventions are used in this document.

Formatting	Description
<b>Bold</b>	Name of option, check box, menu, field, etc.
<i>Italic</i>	Name of menu option Emphasis Application messages, error messages, etc. Other reference documents
Fixed Font	Command prompt input Code sample
<i>Italic Dark Blue</i>	File or folder name Registry key
<i>Italic Blue</i>	Hyperlink to another section in this document

## 2. ProCon Access & Navigation

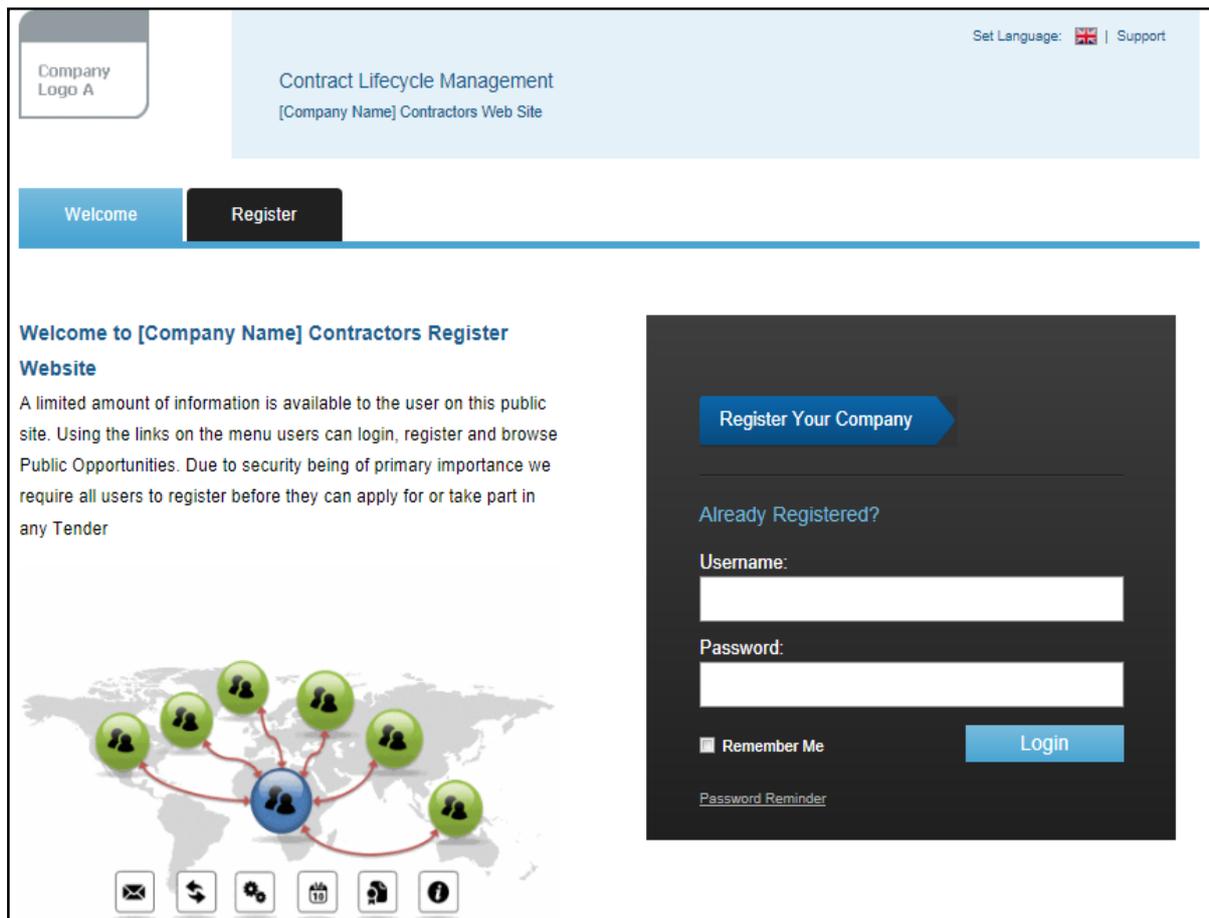
### 2.1. Logging on to ProCon

This section will explain how to access and find your way around ProCon to allow you to work comfortably within the system.

You will receive your **username** and **password** in an e-mail from COMPANYY.

To log onto to the Contractor Portal:

1. Start your Microsoft Internet Explorer browser
2. Enter <https://DOMAIN.com> into the browser address bar  
Your browser window should now display as illustrated below:



3. Enter your ProCon Username and Password
4. Click the Login button

Note: Your ProCon Password is case sensitive.

The first time you logon you will be required to change your password.

Password must contain between eight and fifty characters. These characters must include at least one uppercase character, one lowercase character and one digit.

For security reasons please change your Password. Please note the following characteristics of ProCon passwords:  
- Password must only contain alphabetic, numeric or '.' characters.  
- A password must include at least one upper case character, at least one lower case character and at least one digit.

### Change Password

Username: Mikestone

Current password: \* [password field]

New password: \* [password field] Strength: Medium

Confirm new password: \* [password field]

Submit

Warning: Your ProCon account will be disabled after 3 unsuccessful logon attempts. If this happens please send an email support@companyname.com requesting your account be reset. You will be sent an email with a link to a ProCon webpage on which you can set a new password.

- 5. If you have logged in before you should now see a page similar to the one illustrated below. Congratulations you are now successfully logged into ProCon and are ready to proceed.

8over8 ProCon Contractor Portal

Chris Contractor B Contractor B

Overview Contracts Tenders Prequalifications Opportunities

## Welcome to [Company Name] Contractors Register Website

Contractors Register Website Provided by ProCon

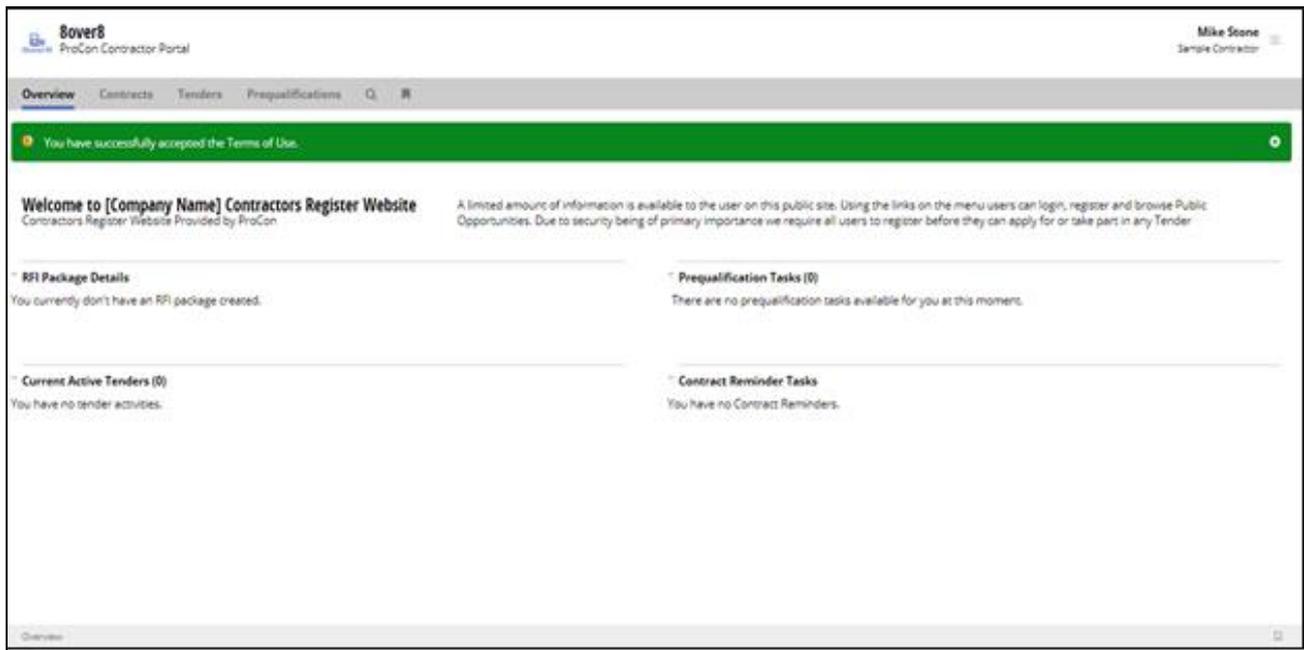
A limited amount of information is available to the user on this public site. Using the links on the menu users can login, register and browse Public Opportunities. Due to security being of primary importance we require all users to register before they can apply for or take part in any Tender

- Qualification Category Details**  
You currently do not have a Qualification Category created.
- Prequalification Tasks (0)**  
There are no prequalification tasks available for you at this moment.
- Current Active Tenders (2)**  
100002-T: Pipeline Extension Zone 3 (1) tasks, (0) alerts, (1) messages  
100008-T: Pipeline Extension Zone 5 (3) tasks, (0) alerts, (0) messages
- Obligations (0)**  
There are no obligations that require your attention.

- If the time zone you are in is not the same as the one recorded against your user details you will be prompted to update your time zone settings to match that of your computer. Make the necessary changes and click Save.

- If this is your first time logging onto ProCon, you will now see a page similar to the one illustrated below. If you wish to proceed you need to accept the Terms of Use by clicking the accept button and then click the Submit button.

- Once you have accepted the Terms and conditions and adjusted your time zone you will see a page similar to that illustrated below:



## 2.2. Incorrect Username or Password

If you enter an incorrect password you will receive the following error:

*"The login credentials you have entered may be invalid or your account may have been locked out. If you require assistance please contact ProCon Support."*

## 2.3. Account Disabled

If your account has been disabled you will receive the following error:

*"The login credentials you have entered may be invalid or your account may have been locked out. If you require assistance please contact ProCon Support."*

Your account can be disabled due to the following reasons:

- A user attempting to logon with an incorrect password more than 3 times. This is a security feature to prevent a "dictionary attack" to gain access to your account.
- If your account has been manually disabled by a colleague who is the Primary Contact or by a ProCon Administrator.

## 2.4. If you have forgotten your password

If you have forgotten your password:

Company Logo A

Contract Lifecycle Management  
[Company Name] Contractors Web Site

Set Language | Support

Welcome Register

**Welcome to [Company Name] Contractors Register Website**

A limited amount of information is available to the user on this public site. Using the links on the menu users can login, register and browse Public Opportunities. Due to security being of primary importance we require all users to register before they can apply for or take part in any Tender

Register Your Company

Already Registered?

Username

Password

Remember My Password

Login

[Forgot Password?](#)

Privacy | Security | Version: ProCon FP6

ProCon

1. Click the 'Forgot Password?' link on the login screen.
2. Enter your Username and Email address.

**Forgot Your Password?**

---

To receive an email with a link to reset your password, please enter your username and registered email address.

Username \*

Email \*

3. Click Submit. A confirmation message will be displayed as illustrated below:

[Register Your Company](#)

**Your password reminder request is being processed.**

Already Registered?

Username

Password

Remember My Password

[Forgot Password?](#)

4. You will be sent an email with a link to a ProCon webpage on which you can set a new password.

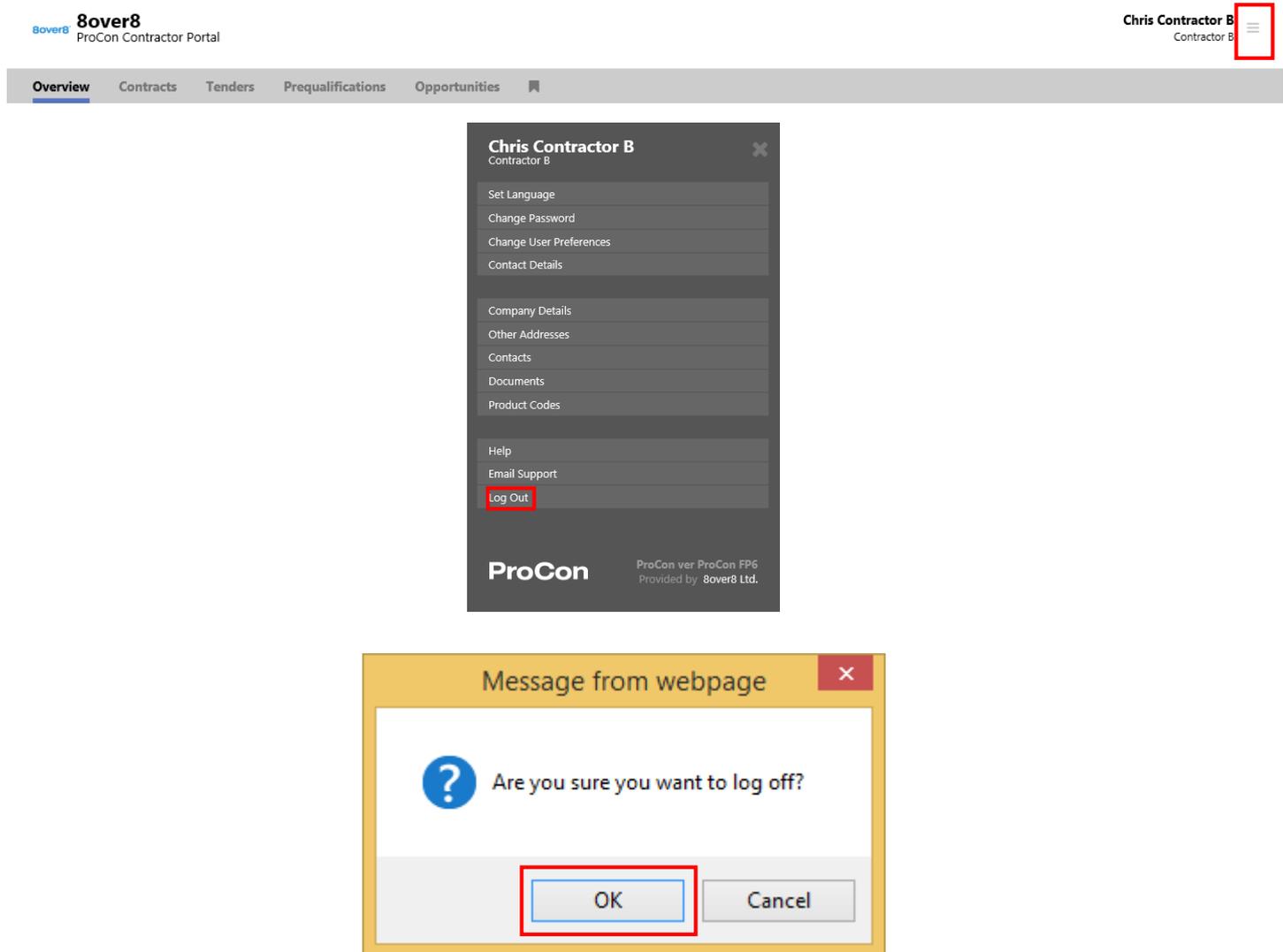
Note: If you forget your Username please send an email to support@companyname.com

## 2.5. Logging in with a different username

To log on with a different user name:

1. Click the 'Display User Menu link' and click the 'Log Off' Link from the drop-down menu.

A warning message is displayed



2. Click OK  
The Logon page is displayed

## 3. Navigation Within ProCon

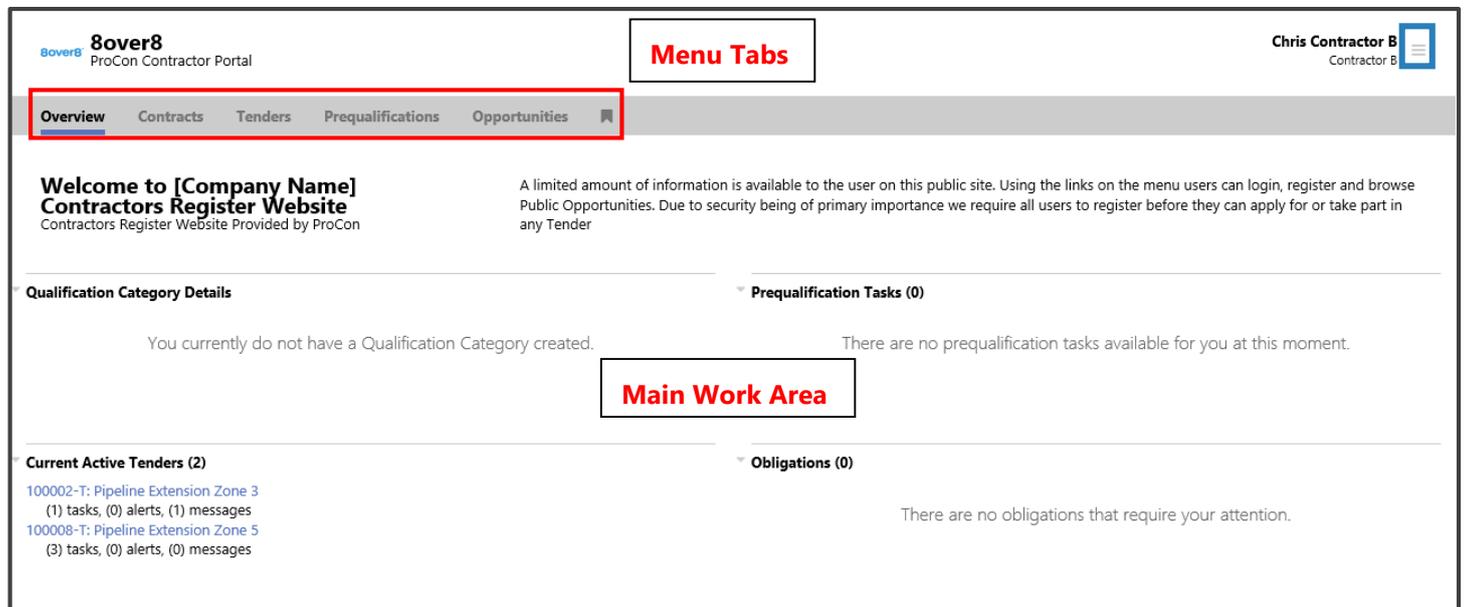
### 3.1. ProCon Menu

This section will explain how you move from one module of ProCon to another in order to access key functional areas, how to initiate actions and maintain your navigation trail.

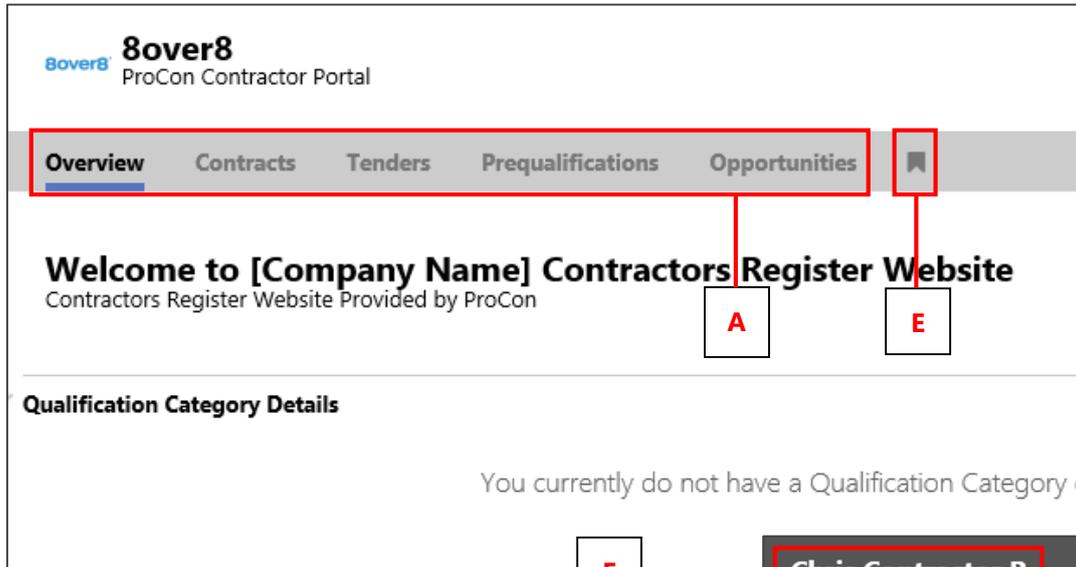
Your ProCon interface has a number of important areas as illustrated below:-

The **Menu Tabs** provide you with the ability to move quickly to the area of ProCon in which you wish to work.

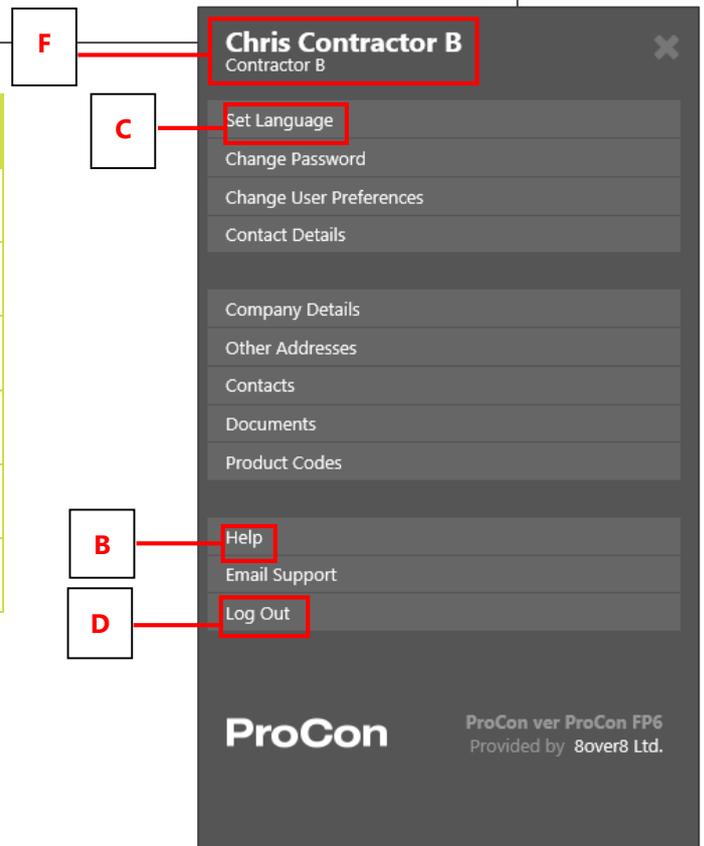
The **Main Work Area** makes up the largest part of your ProCon interface and contains the key dynamic information relating to the subject area you are working on. This is the area where you will interact most with ProCon.



ProCon header tabs A & E links are displayed at all times as illustrated below. Sections B, C, D & F are accessed from the 'Display User Menu Link' **Highlighted in Blue in the above image.**



Section	
A	Tabs to support navigation
B	ProCon Online Help
C	Language Format
D	Log off from ProCon
E	Return to your preferred home page
F	Name/Company of user currently logged on



ProCon uses **Menu Tabs** to enable you to easily move from one module of ProCon to another. This is achieved by simply clicking on the menu tab corresponding to the module/area of ProCon you wish to access.

Clicking on a tab will highlight the chosen tab and change the view in your **Main Work Area** to the home page of the ProCon module as illustrated in the screen below:



## 3.2. Accessing ProCon Online Help

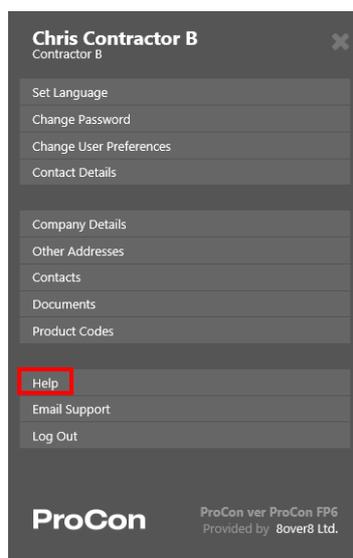
ProCon's Online Help functionality is available on your ProCon user menu. This provides you with step-by-step instructions for carrying out tasks in all areas of ProCon. ProCon Online Help is Context Sensitive. When a user accesses the ProCon Online Help, the ProCon Online Help opens at a topic relating to the action the user is trying to perform.

To access ProCon Online Help:

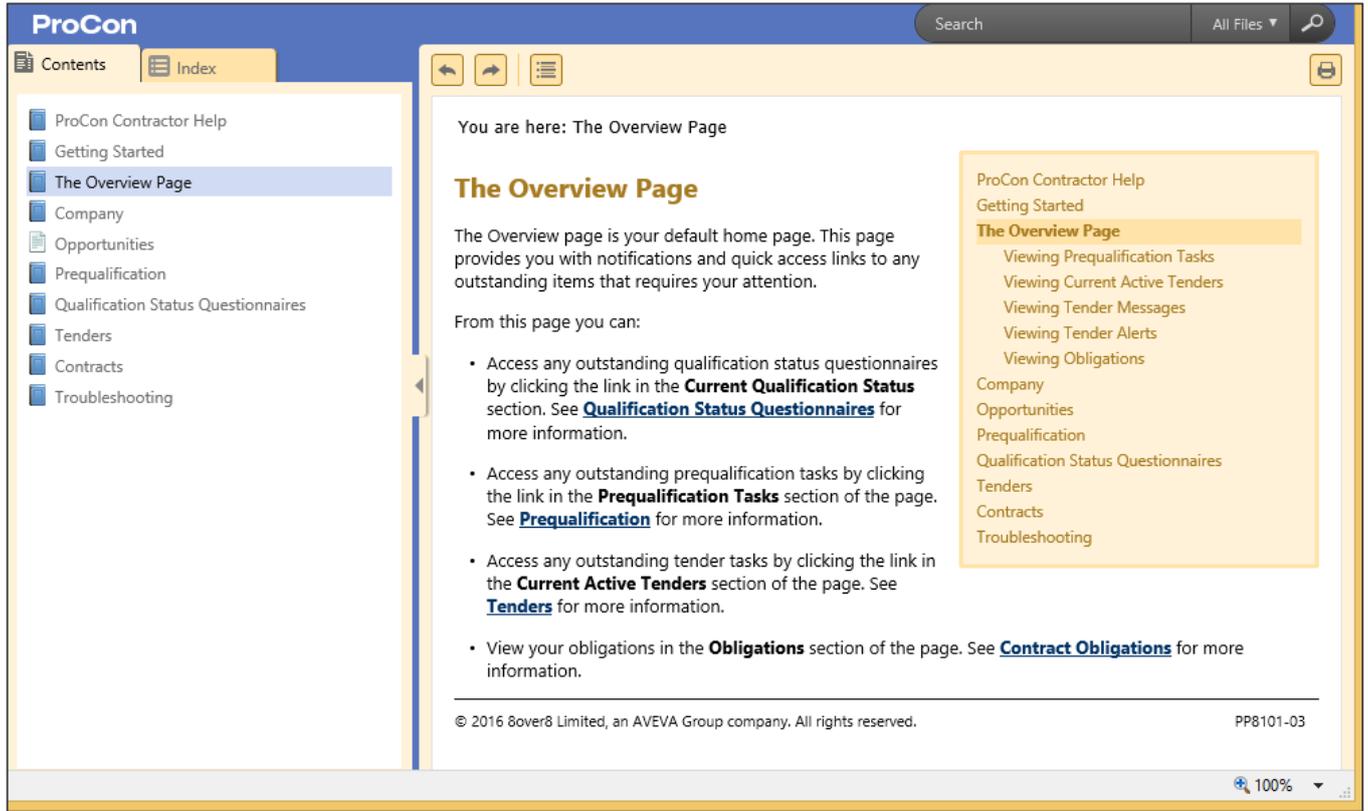
1. Click the 'Display User Menu Link' highlighted below to open the menu:



2. Click the highlighted 'Help' link:

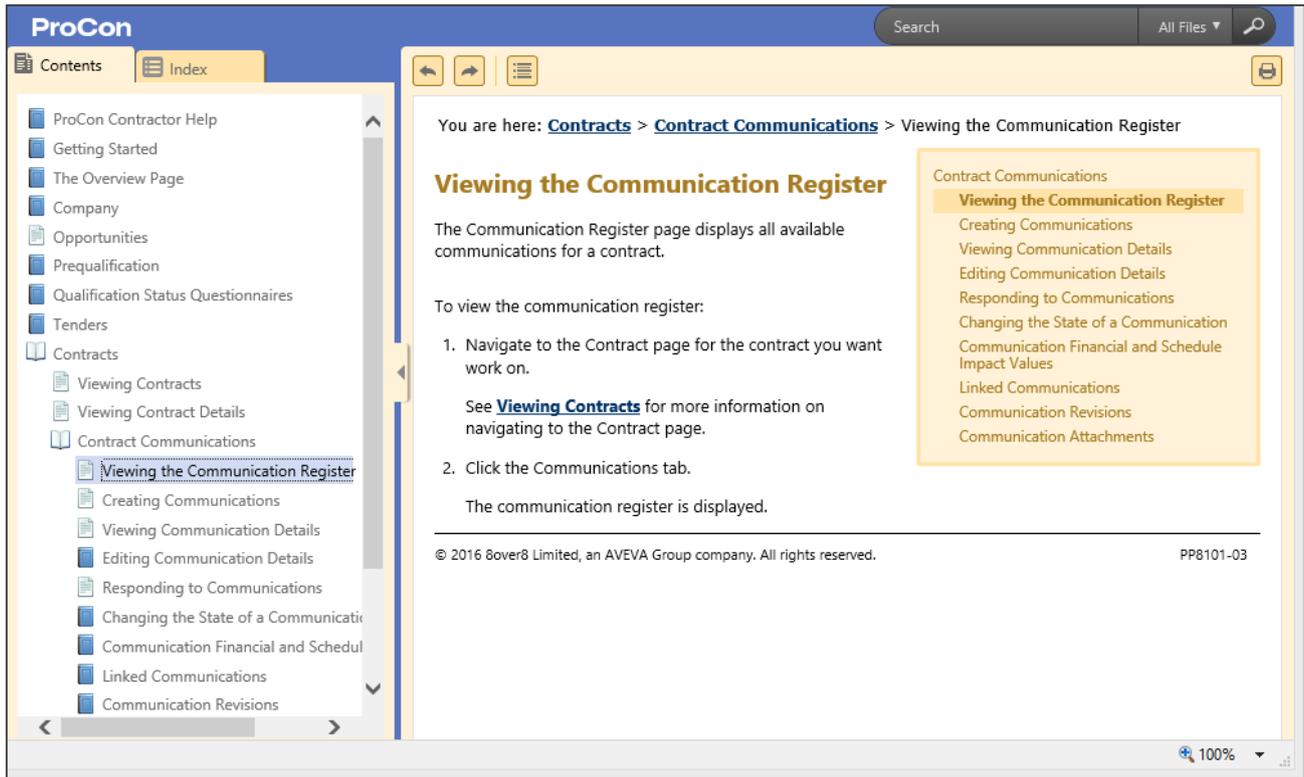


3. You will be presented with a new browser window containing the ProCon Online Help content as illustrated below:

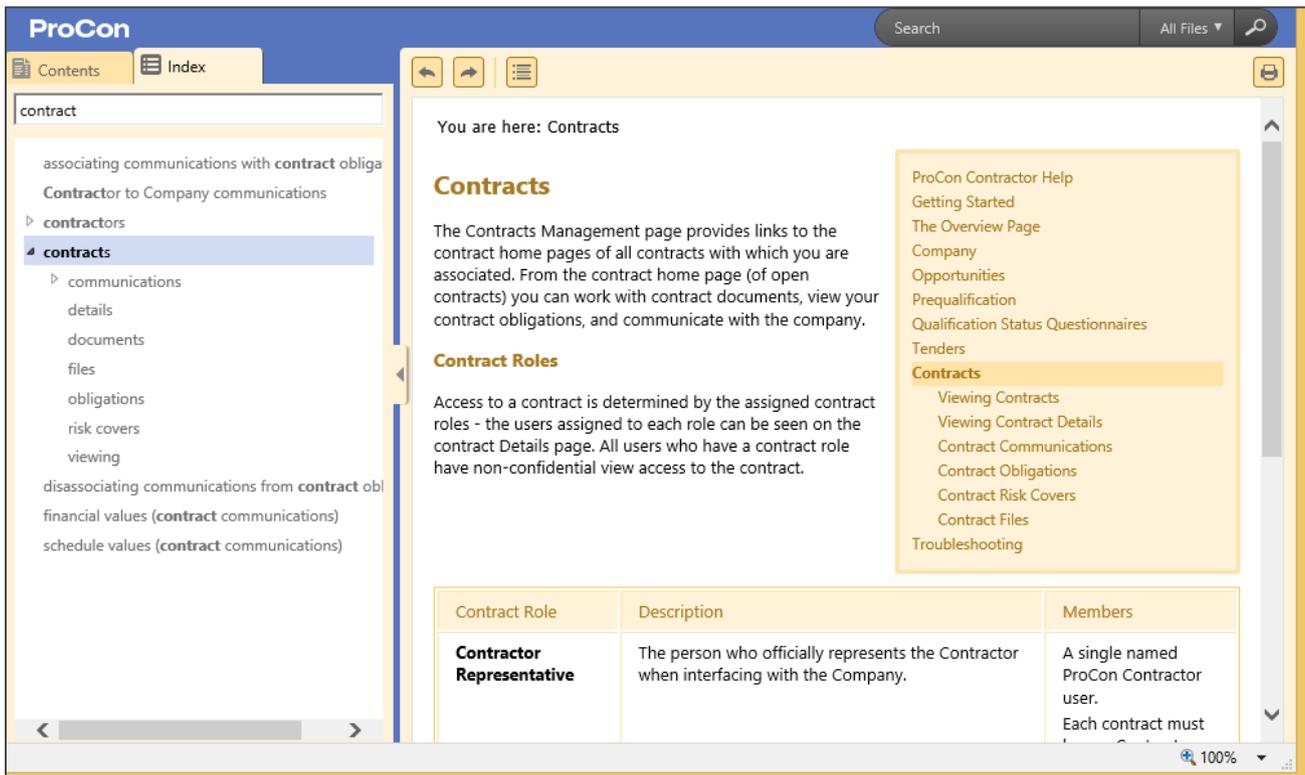


4. The Contents link in the top left hand corner of the ProCon Online Help window displays all ProCon Online Help areas available

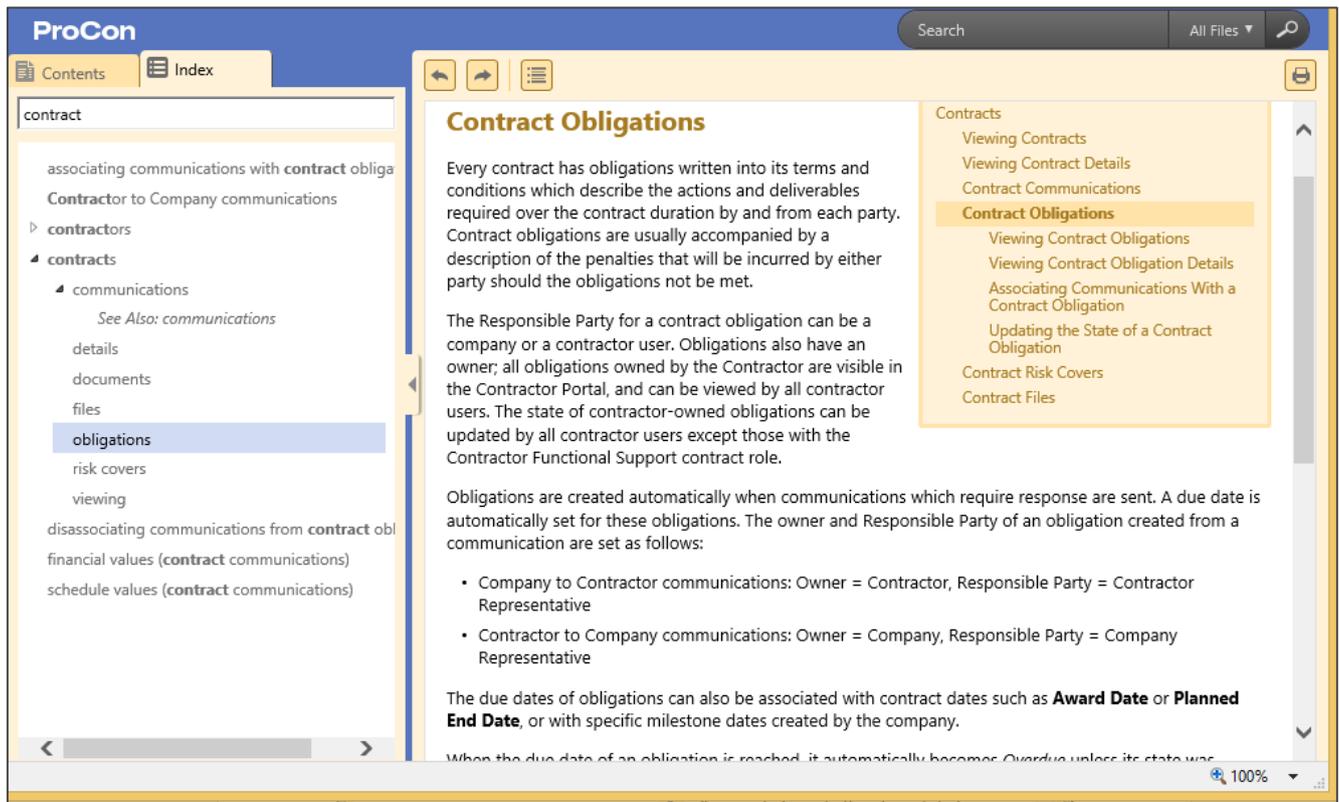
This will present you with a view containing the subject down the left-hand side, and a main area to display the ProCon Online Help on the right



- 5. The 'Index Tabbed Page' allows you search for ProCon Online Help on a particular word or phrase. A list of related topics will be displayed.



6. By clicking on any of the links displayed, detailed step-by-step instructions will be displayed in the right pane.

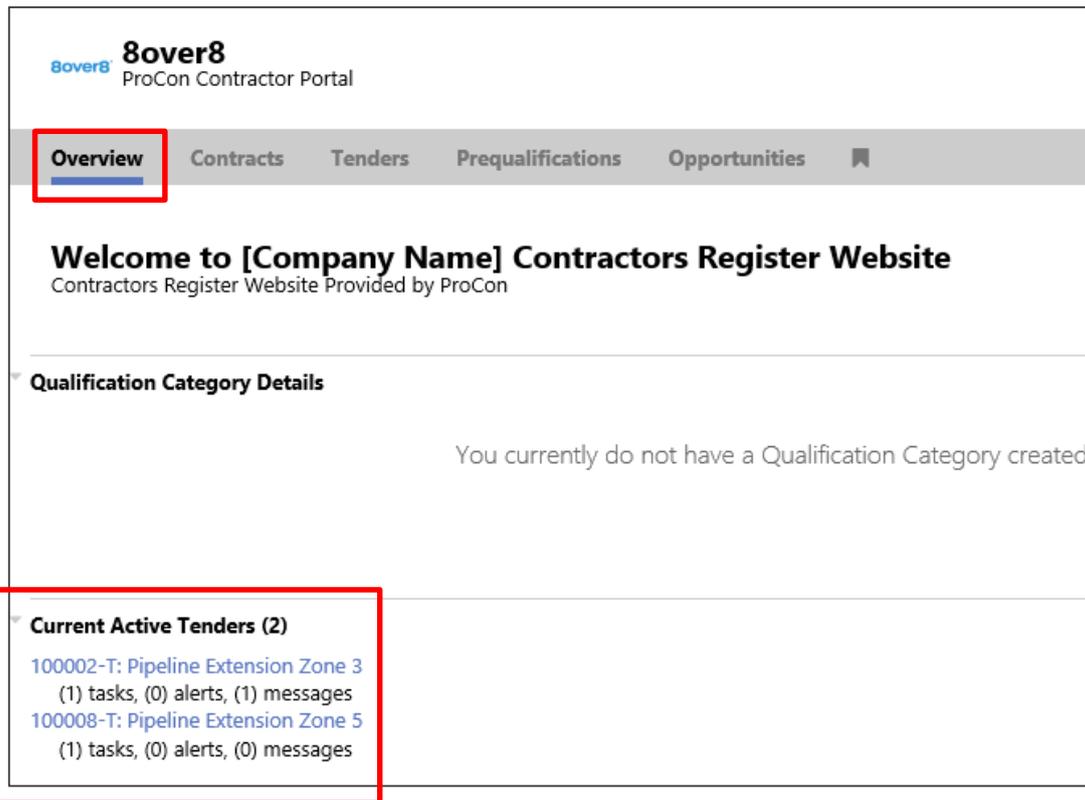


### 3.3. Accessing Available Tenders

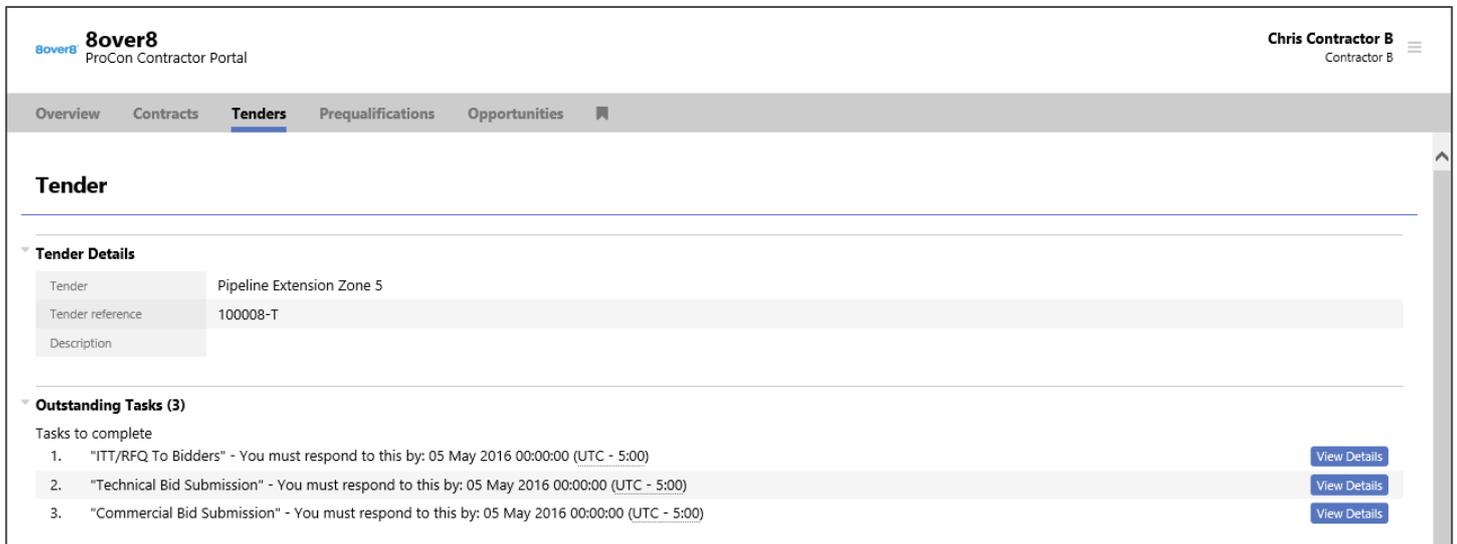
To access your tender(s) login to ProCon.

By default when you login to ProCon the **Overview** page is displayed. If not it means you have changed your homepage to another page, in this case simply click on the **Overview** tab to access the **Overview** page.

Active Tender(s) are listed under the **Current Active Tenders**.



Clicking a Tender link under **Current Active Tenders** will bring you to the Tender page.



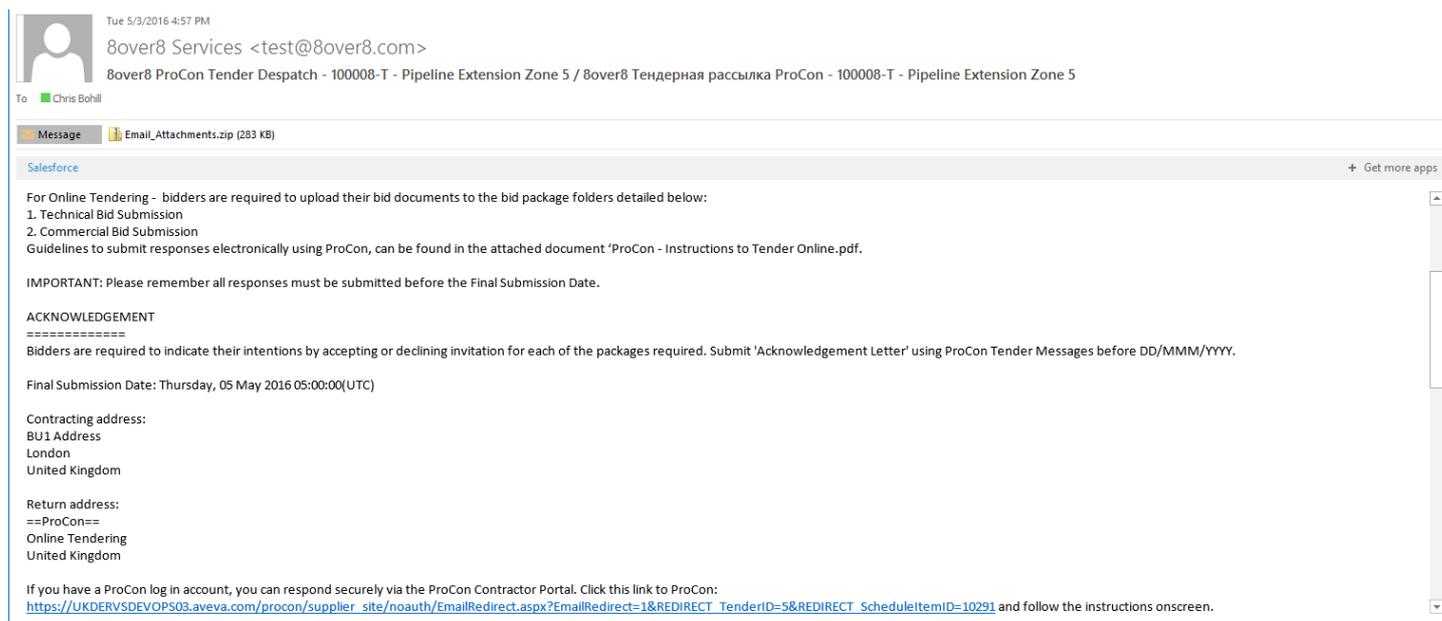
Under the **Outstanding Tasks** section may be tasks to complete. In this example:

1. The first task "ITT/RFQ to Bidders" will allow you to download the Tender Pack, if you haven't already received it.
2. The second task allows you to acknowledge that you plan to submit technical documentation and then submit the documentation before the submission deadline.

3. The third task allows you to acknowledge that you plan to submit commercial documentation and then submit the documentation before the submission deadline.

## 4. Receiving and Viewing a Tender Invitation

You will first be notified of the invitation to tender via an email. This will be sent to your standard email Inbox.



The screenshot shows an email interface with the following content:

**From:** 8over8 Services <test@8over8.com>  
**Subject:** 8over8 ProCon Tender Despatch - 100008-T - Pipeline Extension Zone 5 / 8over8 Тендерная рассылка ProCon - 100008-T - Pipeline Extension Zone 5

**To:** Chris Bohill

**Attachments:** Email\_Attachments.zip (283 KB)

**Salesforce** + Get more apps

For Online Tendering - bidders are required to upload their bid documents to the bid package folders detailed below:

1. Technical Bid Submission
2. Commercial Bid Submission

Guidelines to submit responses electronically using ProCon, can be found in the attached document 'ProCon - Instructions to Tender Online.pdf.'

**IMPORTANT:** Please remember all responses must be submitted before the Final Submission Date.

**ACKNOWLEDGEMENT**  
 =====  
 Bidders are required to indicate their intentions by accepting or declining invitation for each of the packages required. Submit 'Acknowledgement Letter' using ProCon Tender Messages before DD/MMM/YYYY.

**Final Submission Date:** Thursday, 05 May 2016 05:00:00(UTC)

**Contracting address:**  
 BU1 Address  
 London  
 United Kingdom

**Return address:**  
 ==ProCon==  
 Online Tendering  
 United Kingdom

If you have a ProCon log in account, you can respond securely via the ProCon Contractor Portal. Click this link to ProCon:  
[https://UKDERVSDEVOPS03.aveva.com/procon/supplier\\_site/noauth/EmailRedirect.aspx?EmailRedirect=1&REDIRECT\\_TenderID=5&REDIRECT\\_ScheduleItemID=10291](https://UKDERVSDEVOPS03.aveva.com/procon/supplier_site/noauth/EmailRedirect.aspx?EmailRedirect=1&REDIRECT_TenderID=5&REDIRECT_ScheduleItemID=10291) and follow the instructions onscreen.

Note: Only the nominated Single point of contact for COMPANY will receive the tender invitation from COMPANY.

The email provides the following information

Tender Details	The Tender Reference & Tender Name
General Info	General Tender Information
Final Submission Date	The date and time at which submission of tender responses needs be completed. No submissions will be taken after this date and time.
Contracting Address	This is the address pertaining to the organisation or department whom the eventual bidder awarded the contract will be contracted with

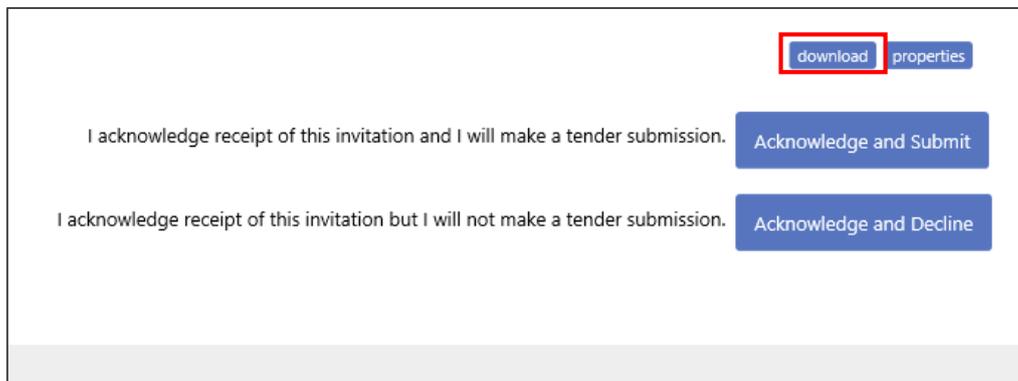
Return Address	The Return Address is to be used only if advised by COMPANY tender administrator to submit non-electronic bids. Late tenders will not be considered.
Hyperlink to Response Area within ProCon	Clicking on this link will take you to the log on screen where you can download the tender documents.

## 5. Obtaining Tender Documents

When you receive an ITT/RFx message follow the link in the email (Previous Step) and log onto the website. You will be brought to the **View Despatch** screen. You are now looking at the despatched Invitation to Tender from COMPANY.

The screenshot displays the 8over8 ProCon Contractor Portal interface. At the top, the user is logged in as 'Chris Contractor B'. The main navigation bar includes 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. The 'Tenders' section is active, showing details for 'ITT/RFQ To Bidders' with a final submission date of '05 May 2016 00:00:00 (UTC - 5:00)'. The contracting address is 'BU1 Address, London, United Kingdom', and the return address is 'ProCon Online Tendering, United Kingdom'. The 'Additional information' section contains 'BIDDER INFORMATION' and 'BID SUBMISSIONS' instructions. Below this, a section titled 'Documents available for download (1)' lists 'RFI Package.zip' with 'download' and 'properties' buttons. At the bottom, there are two acknowledgment options: 'I acknowledge receipt of this invitation and I will make a tender submission.' with an 'Acknowledge and Submit' button, and 'I acknowledge receipt of this invitation but I will not make a tender submission.' with an 'Acknowledge and Decline' button. A breadcrumb trail at the bottom left reads 'Overview > Tender > View'.

You can download the tender documentation by clicking on the 'download' link. This will open the documentation and allow you to save to your PC.



The screenshot shows a web form with two rows of text and buttons. The first row contains the text "I acknowledge receipt of this invitation and I will make a tender submission." followed by a blue button labeled "Acknowledge and Submit". The second row contains the text "I acknowledge receipt of this invitation but I will not make a tender submission." followed by a blue button labeled "Acknowledge and Decline". In the top right corner, there are two buttons: "download" (highlighted with a red box) and "properties".

Note: The tender documentation will appear in a pop-up window. Please remember this if you are using pop-up blocking software.

If you have any difficulty in downloading the documents, please read the Troubleshooting section of this document.

After downloading the documents and deciding whether you will respond to the Tender Invitation, creating your response documents, please follow the instructions in Section 6.

## 6. How to Respond Electronically to an Invitation

To respond to the invitation electronically follow the link at the bottom of the Technical or Commercial Tender invitation email you received from COMPANY and login into ProCon. Once you are logged on you will be taken to the Invitation to Tender.

Or alternatively follow the process outlined in section 3.3 of this document and click the relevant "View Details" button on the Tender section. This will bring to the page shown below:

The screenshot shows the 'Tenders' section of the ProCon Contractor Portal. The tender details include:

- Tender:** Pipeline Extension Zone 5
- Tender reference:** 100008-T
- Final Submission Date:** 05 May 2016 00:00:00 (UTC - 5:00)
- Contracting address:** BU1 Address, London, United Kingdom
- Return address:** ==ProCon== Online Tendering, United Kingdom

Under 'Documents available for download (1)', there is a file 'RFI Package.zip'. Below this, two acknowledgment options are presented:

- I acknowledge receipt of this invitation and I will make a tender submission. **Acknowledge and Submit**
- I acknowledge receipt of this invitation but I will not make a tender submission. **Acknowledge and Decline**

The 'Acknowledge and Submit' and 'Acknowledge and Decline' buttons are highlighted with a red box in the original image.

Initially you will be provided with two options “Acknowledge and Submit” and “Acknowledge and Decline”.

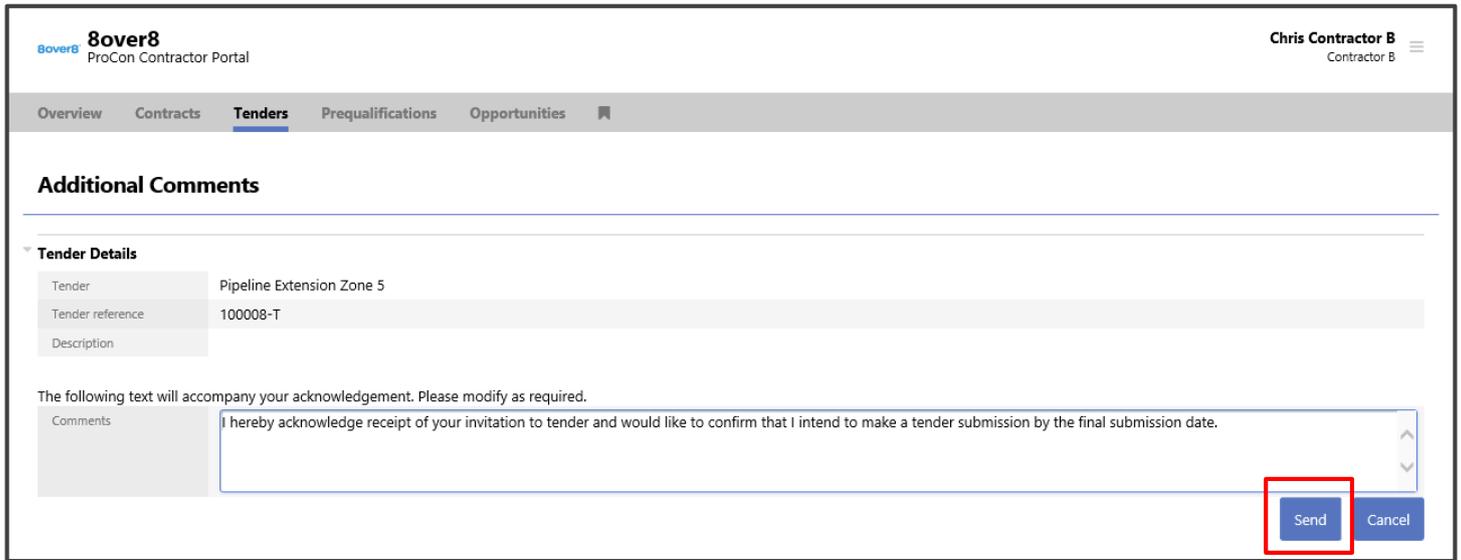
This block shows a close-up of the acknowledgment options from the screenshot. It features two lines of text, each followed by a blue button:

- I acknowledge receipt of this invitation and I will make a tender submission. **Acknowledge and Submit**
- I acknowledge receipt of this invitation but I will not make a tender submission. **Acknowledge and Decline**

## 6.1. How to Acknowledge and Agree to Submit

Acknowledge and Submit – Select this option so that you can submit a tender response. This will acknowledge your receipt of the invitation and your intention to make a bid submission.

Note: You can also submit your bids at a later date.



**8over8** ProCon Contractor Portal Chris Contractor B  
Contractor B

Overview Contracts **Tenders** Prequalifications Opportunities

### Additional Comments

**Tender Details**

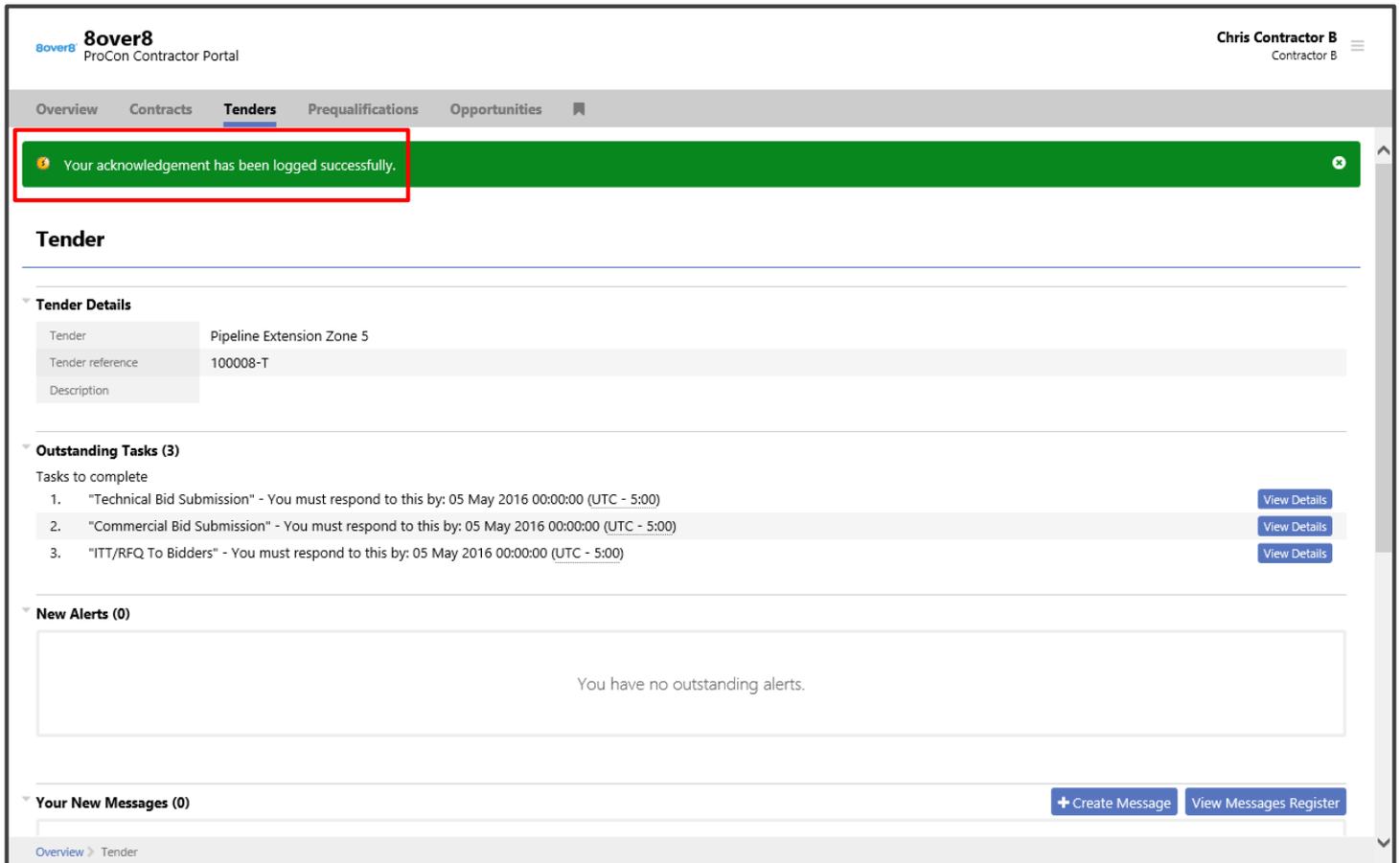
Tender	Pipeline Extension Zone 5
Tender reference	100008-T
Description	

The following text will accompany your acknowledgement. Please modify as required.

Comments

**Send** Cancel

When you agree to submit a bid by clicking **Send** in the above page the system takes you back to the **Tender** page and shows your acknowledgement as being **successful**.



**8over8** ProCon Contractor Portal Chris Contractor B  
Contractor B

Overview Contracts **Tenders** Prequalifications Opportunities

🔔 Your acknowledgement has been logged successfully. ✕

### Tender

**Tender Details**

Tender	Pipeline Extension Zone 5
Tender reference	100008-T
Description	

**Outstanding Tasks (3)**

Tasks to complete

1. "Technical Bid Submission" - You must respond to this by: 05 May 2016 00:00:00 (UTC - 5:00) [View Details](#)
2. "Commercial Bid Submission" - You must respond to this by: 05 May 2016 00:00:00 (UTC - 5:00) [View Details](#)
3. "ITT/RFQ To Bidders" - You must respond to this by: 05 May 2016 00:00:00 (UTC - 5:00) [View Details](#)

**New Alerts (0)**

You have no outstanding alerts.

**Your New Messages (0)** [+ Create Message](#) [View Messages Register](#)

Overview > Tender

## 6.2. How to Acknowledge and Decline to Submit

Acknowledge and Decline – Select this option if you wish to withdraw from the tendering process.

The screenshot shows the 8over8 ProCon Contractor Portal interface. At the top right, the user is identified as 'Joe Contractor' (Sample Contractor). The navigation menu includes Overview, Contracts, Tenders (selected), Prequalifications, and Opportunities. The main content area is titled 'Additional Comments'. Under 'Tender Details', the tender is identified as 'Pipeline Extension Zone 5' with reference '100008-T'. A text box contains the comment: 'I hereby acknowledge receipt of your invitation to tender but on this occasion I do not wish to make a tender submission.' To the right of the text box are 'Send' and 'Cancel' buttons, with the 'Send' button highlighted by a red rectangular box.

When you decline to submit a bid by clicking **Send** in the above page the system takes you back to the **Tender** page and shows that you are declining to take part in the tender.

This screenshot shows the 'Tender' page in the 8over8 ProCon Contractor Portal. A green notification banner at the top left, highlighted with a red box, displays a warning icon and the text 'You have declined to respond.' Below the banner, the 'Tender Details' section is visible, showing the same tender information as the previous screenshot. The 'Outstanding Tasks (2)' section lists two tasks: 'Technical Bid Submission' and 'Commercial Bid Submission', both with a deadline of 05 May 2016 00:00:00 (UTC - 5:00) and a 'View Details' button. The 'New Alerts (0)' section shows a message: 'You have no outstanding alerts.' At the bottom right, there are buttons for '+ Create Message' and 'View Messages Register'.

## 7. How to Raise Clarification Requests / Tender Messages

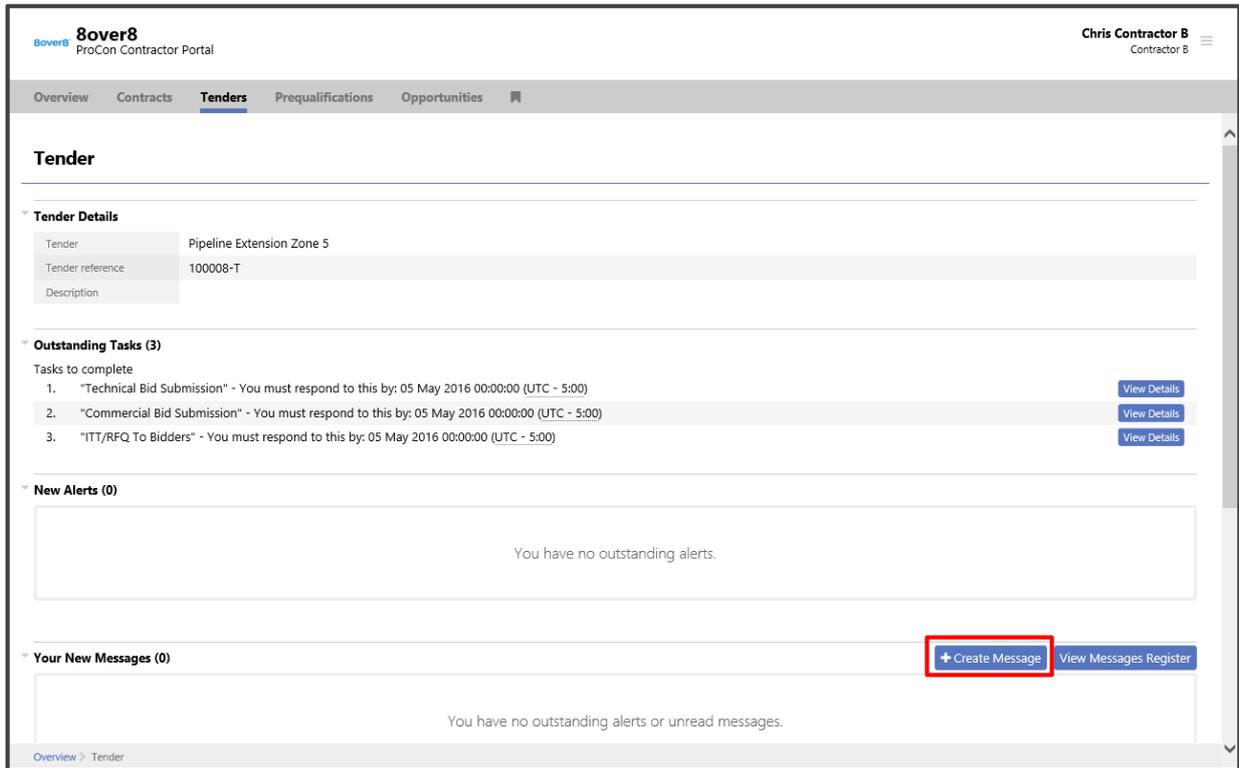
### 7.1. Log into ProCon

Log into ProCon with the username and password sent to you via email. Once logged in, you will be taken to the **overview** page of ProCon which shows all tenders relevant to your company.

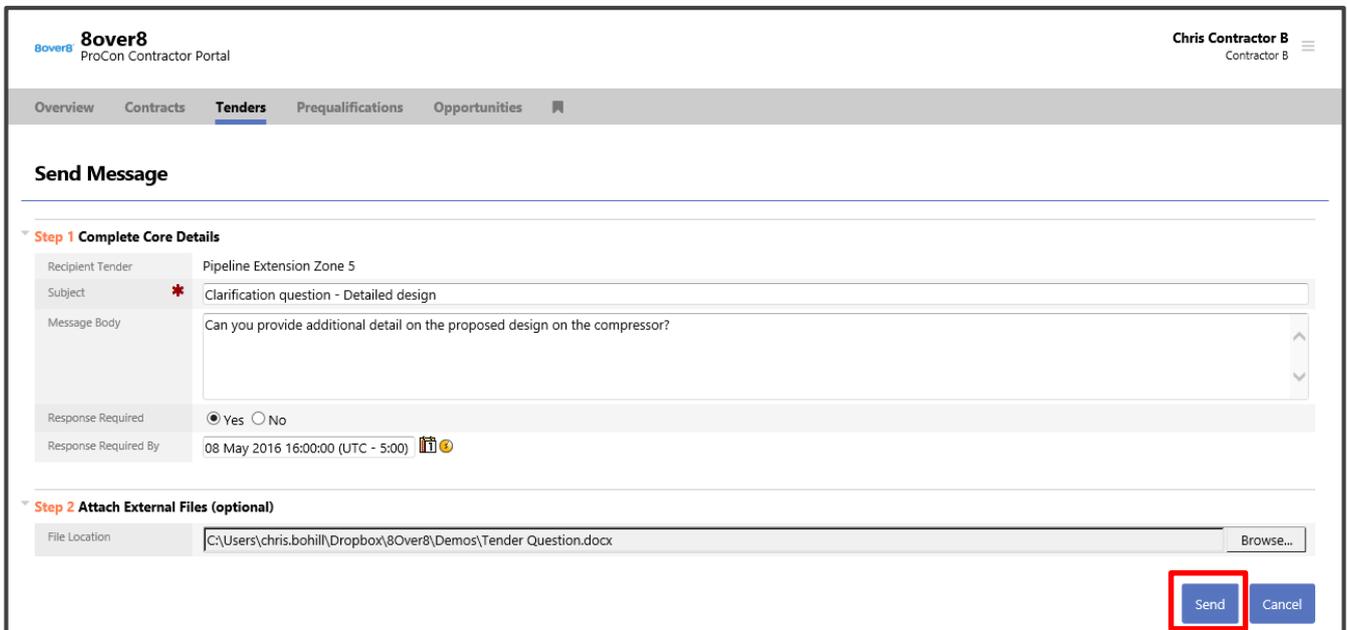
The screenshot shows the 8over8 ProCon Contractor Portal. The user is logged in as Chris Contractor B. The navigation menu includes Overview, Contracts, Tenders, Prequalifications, and Opportunities. The main content area is divided into four sections: Welcome to [Company Name] Contractors Register Website, Qualification Category Details, Prequalification Tasks (0), and Current Active Tenders (2). The Current Active Tenders section is highlighted with a red box and lists two tenders: 100002-T: Pipeline Extension Zone 3 (1 task, 0 alerts, 1 message) and 100008-T: Pipeline Extension Zone 5 (3 tasks, 0 alerts, 0 messages). The Obligations (0) section indicates there are no obligations that require attention.

#### 1. Choose the tender

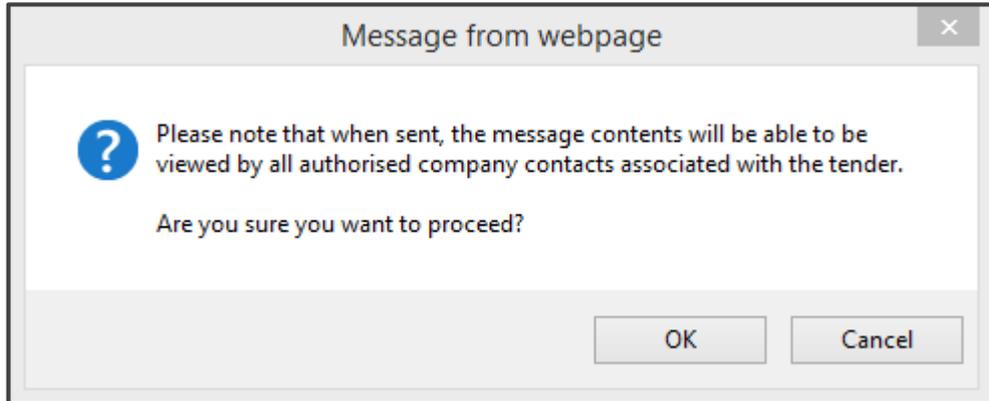
Under the **Current Active Tenders** section select the tender which you would like to send a message by clicking on the tender name hyperlink. You will be directed to the tender page. Click on the **Create Message** hyperlink to create a message.



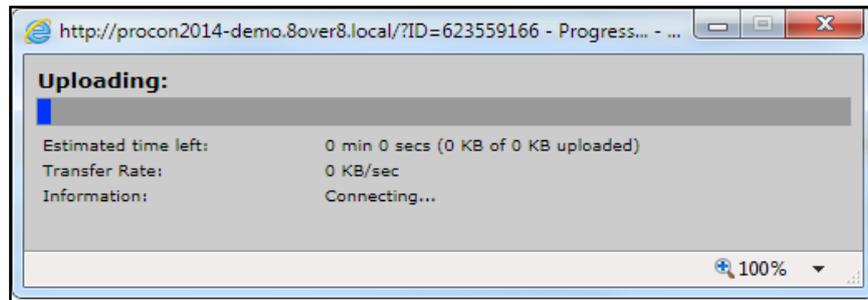
- 2. Compose the tender message and send the message  
Complete the details of the message as required, attach documents if necessary, and click the **Send** button to send the message along with any attached files.



After clicking the **Send** button a popup message will appear click the **OK** button to confirm you wish to proceed.



If you attached a file to the tender message you will see a process bar showing you the file being uploaded into ProCon.



When the message has been successfully sent you will be returned to the **Tender** Page.

**8over8** ProCon Contractor Portal

Chris Contractor B Contractor B

Overview Contracts **Tenders** Prequalifications Opportunities

The message has been created.

### Tender

**Tender Details**

Tender	Pipeline Extension Zone 5
Tender reference	100008-T
Description	

**Outstanding Tasks (3)**

Tasks to complete

1. "Technical Bid Submission" - You must respond to this by: 05 May 2016 00:00:00 (UTC - 5:00) [View Details](#)
2. "Commercial Bid Submission" - You must respond to this by: 05 May 2016 00:00:00 (UTC - 5:00) [View Details](#)
3. "ITT/RFQ To Bidders" - You must respond to this by: 05 May 2016 00:00:00 (UTC - 5:00) [View Details](#)

**New Alerts (0)**

You have no outstanding alerts.

**Your New Messages (0)** [+ Create Message](#) [View Messages Register](#)

Overview > Tender

### 3. View messages

Recent messages appear on the Tender page under the **View Messages Register** section. To access a message click on the **Subject** hyperlink (underlined in blue).

### Messages

Messages (4) Received List All Message Types All states (Read, Unread, etc)

!	✉	0	Subject	Date Received
!	✉	0	<a href="#">Additional Scope - Please confirm receipt</a>	04 May 2016 16:13:26 (UTC - 5:00)
	✉	0	<a href="#">Further information on the use of ProCon for Electronic Clarifications</a>	04 May 2016 16:04:03 (UTC - 5:00)
	✉	0	<a href="#">Additional details on the functional design</a>	04 May 2016 16:01:58 (UTC - 5:00)
	✉	0	<a href="#">RE: Clarification question - Detailed design</a>	04 May 2016 15:57:37 (UTC - 5:00)

You can also use the messages register to view all previously sent and received messages. The register is available from the **Tender** page; Click the **view Messages Register** hyperlink to go to the message register. By default the **Received** messages are shown.

**Messages**

Messages (4) Received List All Message Types All states (Read, Unread, etc)

		Subject	Date Received
!	✉	Additional Scope - Please confirm receipt	04 May 2016 16:13:26 (UTC - 5:00)
	✉	Further information on the use of ProCon for Electronic Clarifications	04 May 2016 16:04:03 (UTC - 5:00)
	✉	Additional details on the functional design	04 May 2016 16:01:58 (UTC - 5:00)
	📎	RE: Clarification question - Detailed design	04 May 2016 15:57:37 (UTC - 5:00)

- Messages requiring a response have a red exclamation icon !
- Messages that have not been marked as read have a closed envelope icon ✉
- Messages that have been marked as read have an open envelope icon ☐
- Messages that have an attachment have a paper clip icon 📎

To view message that you have sent to COMPANY choose **Sent** from the drop down menu.

**8over8** ProCon Contractor Portal Chris Contractor B Contractor B

Overview Contracts **Tenders** Prequalifications Opportunities

**Messages**

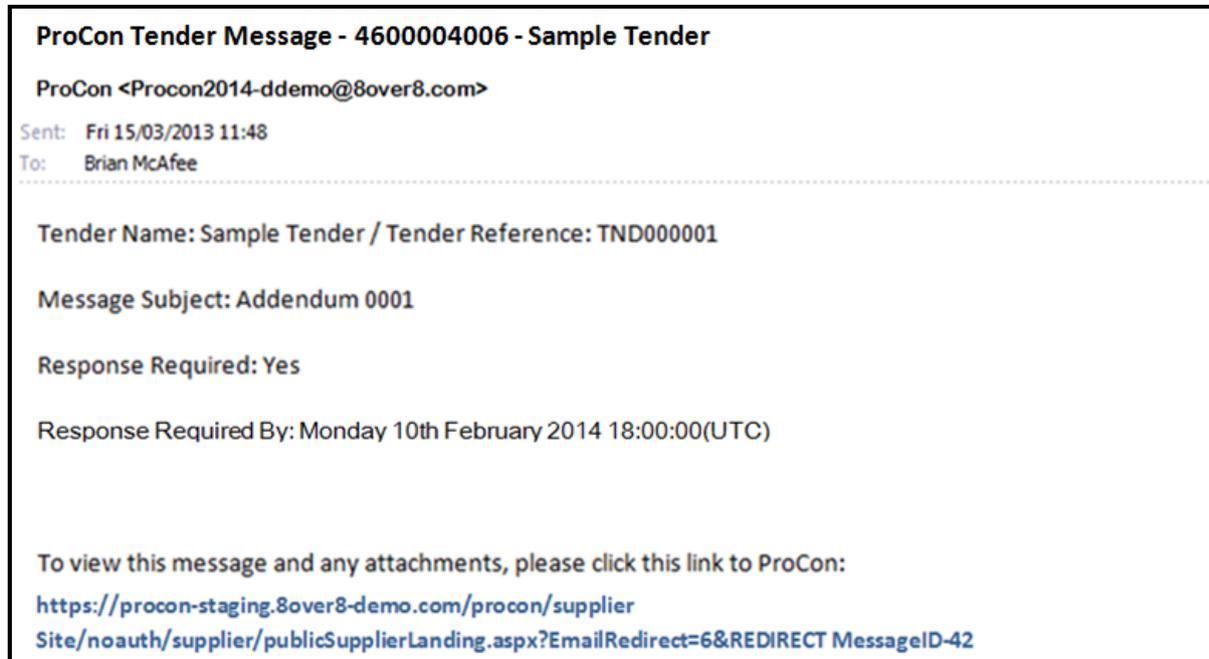
Messages (1) Sent

		Subject	Date Sent
	☐	Clarification question - Detailed design	04 May 2016 15:45:47 (UTC - 5:00)

Note: If the message you sent has been read the letter icon will be shown as ☐

## 8. How to View Tender Messages Sent From COMPANY

When supplementary tendering material in the form of tender messages has been issued, you will receive an email alert with a link attached like the one shown below:



To view this material, click the link within the message body. You will be prompted to login to ProCon and then automatically directed to the message and any documentation attached. You should always acknowledge receipt of messages by clicking the '**Mark as Read**' button shown below:

The screenshot shows the 8over8 ProCon Contractor Portal interface. At the top left is the 8over8 logo and 'ProCon Contractor Portal'. At the top right is the user profile 'Chris Contractor B' with a dropdown menu. Below the header is a navigation bar with tabs: Overview, Contracts, Tenders (selected), Prequalifications, and Opportunities. The main content area is titled 'Message' and contains three sections: 'Tender Details', 'Message', and 'Files (1)'. The 'Tender Details' section shows 'Tender: Pipeline Extension Zone 5', 'Tender reference: 100008-T', and 'Description'. The 'Message' section shows 'Tender: Pipeline Extension Zone 5 (100008-T)', 'Recipients: Chris Contractor B', 'Date Received: 04 May 2016 16:04:03 (UTC - 5:00)', 'Subject: Further information on the use of ProCon for Electronic Clarifications', and 'Message Body: See attached'. The 'Files (1)' section shows a table with one file: 'Clarification Meeting Minutes.docx' with a size of 13 K and a download icon. A 'Mark As Read' button is highlighted with a red box at the bottom right of the interface.

Tender Details	
Tender	Pipeline Extension Zone 5
Tender reference	100008-T
Description	

Message	
Tender	Pipeline Extension Zone 5 (100008-T)
Recipients	Chris Contractor B
Date Received	04 May 2016 16:04:03 (UTC - 5:00)
Subject	Further information on the use of ProCon for Electronic Clarifications
Message Body	See attached

Files (1)		
Name	Size (K)	Actions
Clarification Meeting Minutes.docx	13	

Mark As Read

If you have any issues downloading files using the download link shown above please refer to section 10. "Troubleshooting".

Note: You can open and save attachments using the download icon

## 9. How to Submit Tender Responses Electronically

When you are ready to submit your bid response document(s) follow the link at the bottom of the Tender Invitation email and login into ProCon. Once you are logged on you will be taken to the Tender Invitation Response Area.

Alternatively follow the process outlined in section 3.3 of this document. This will bring to the page shown below:

1. Select the **Ready to Proceed** button:

The screenshot shows the 8over8 ProCon Contractor Portal interface. At the top, the user is logged in as 'Chris Contractor B'. The main navigation bar includes 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. The 'Tenders' section is active, displaying details for an 'ITT/RFQ To Bidders' tender. Key information includes the final submission date of 05 May 2016 00:00:00 (UTC - 5:00) and the contracting address in London, United Kingdom. The tender details section contains 'BIDDER INFORMATION' and 'BID SUBMISSIONS' instructions. Below this, a section titled 'Documents available for download (1)' lists 'RFI Package.zip' with 'download' and 'properties' buttons. The acknowledgment section shows a comment from 03 May 2016. At the bottom right, three buttons are visible: 'Ready to proceed now' (highlighted with a red box), 'Proceed at a later date', and 'Decline'. A breadcrumb trail at the bottom left reads 'Tenders > Tender > View'.

- You will now be requested to upload any documents you wish to submit as part of your response. Select the **Yes** button to upload these documents.

**8over8** ProCon Contractor Portal

Chris Contractor B Contractor B

Overview Contracts **Tenders** Prequalifications Opportunities

### Respond

**Tender Details**

Tender	Pipeline Extension Zone 5
Tender reference	100008-T
Description	

**Response**

1. Do you wish to attach any documents? Yes No - proceed to next step

Click Save to save and come back later. Save Cancel

Note: You can save your submission at any point up to the Final Submission date. This will store your response documents for you to work on up until the point that you are ready to submit these documents.

- Select the **Browse** button to locate the document to be uploaded, and enter a name for the document. Once selected, click on **Save** to upload.

**8over8** ProCon Contractor Portal

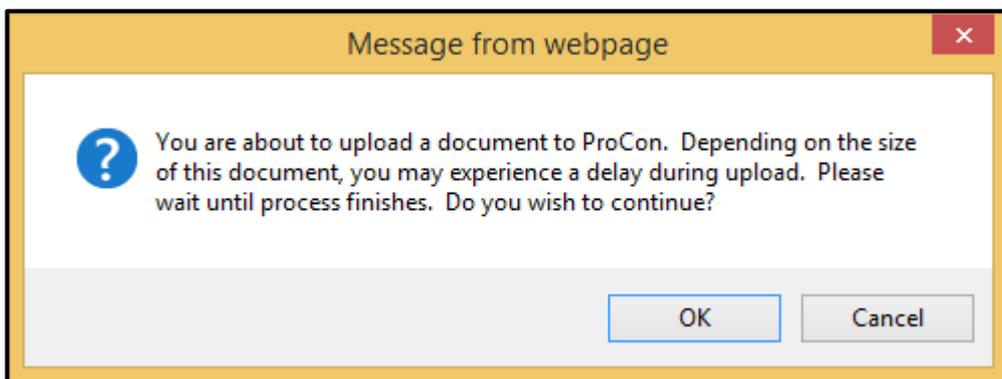
Chris Contractor B Contractor B

Overview Contracts **Tenders** Prequalifications Opportunities

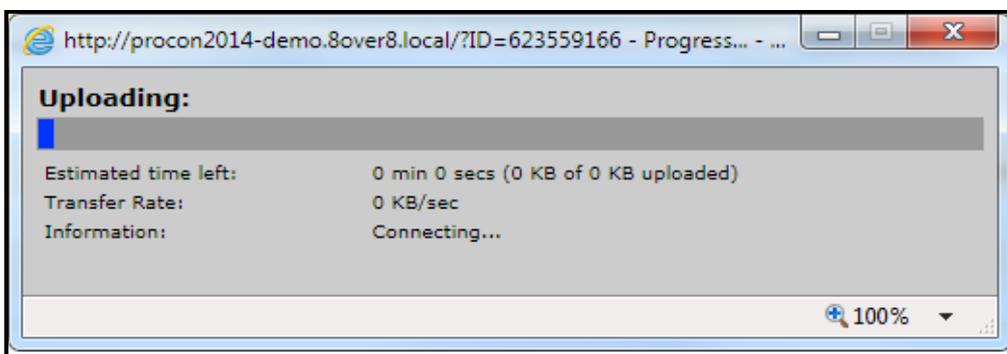
### Add File(s)

File Location *	C:\Users\chris.bohill\Dropbox\8Over8\Demos\RFP Response.pdf	Browse...
Name *	RFP Response	.pdf

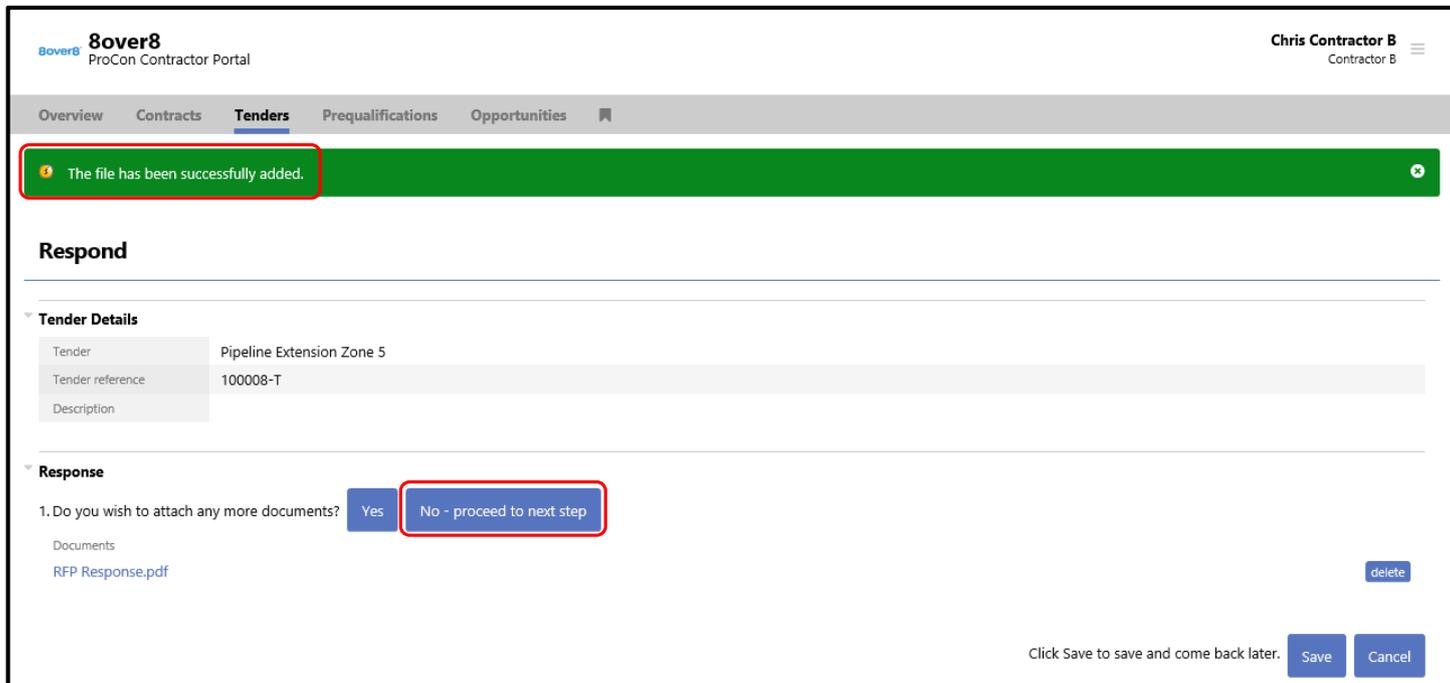
Save Cancel



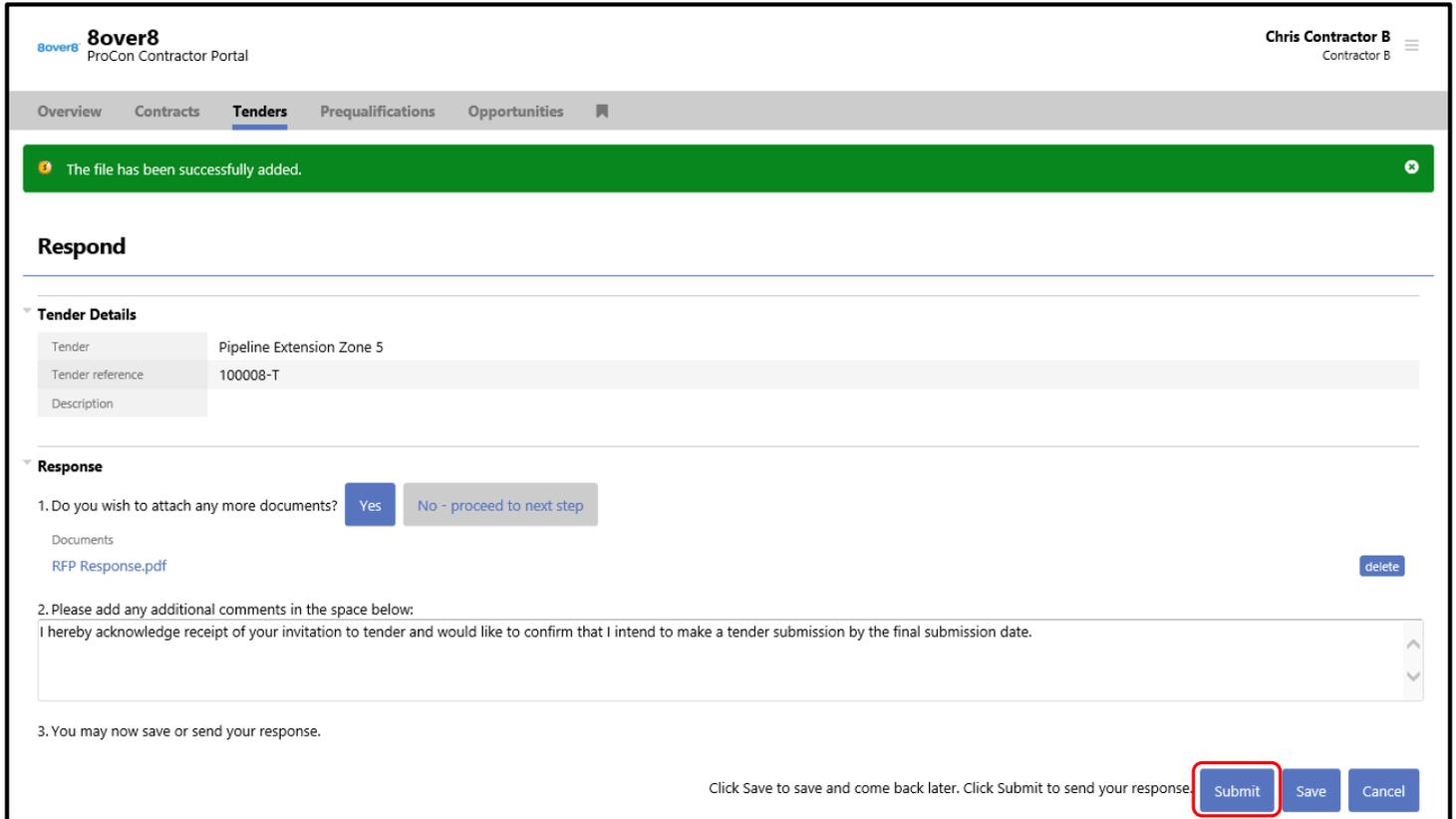
4. The document will now be uploaded. Repeat to add any other documents to your response.



5. Once you have added all your documents and completed your response, select the **'No, proceed to next step'** button.



6. To **send your bid** response click on the **Submit** button. You will be prompted to confirm submission.



**8over8**  
ProCon Contractor Portal

Chris Contractor B  
Contractor B

Overview Contracts **Tenders** Prequalifications Opportunities

The file has been successfully added.

### Respond

**Tender Details**

Tender	Pipeline Extension Zone 5
Tender reference	100008-T
Description	

**Response**

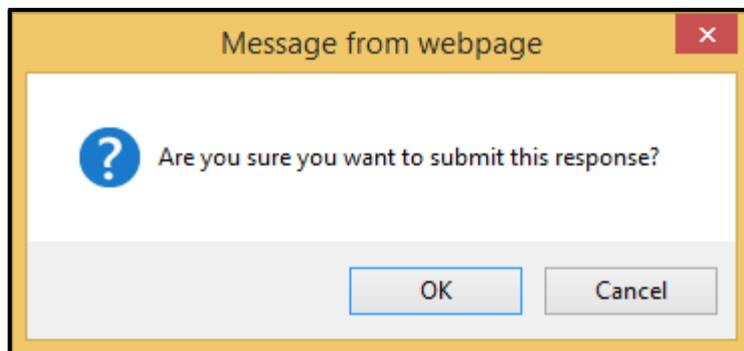
1. Do you wish to attach any more documents?

Documents  
RFP Response.pdf

2. Please add any additional comments in the space below:  
I hereby acknowledge receipt of your invitation to tender and would like to confirm that I intend to make a tender submission by the final submission date.

3. You may now save or send your response.

Click Save to save and come back later. Click Submit to send your response.



Message from webpage

Are you sure you want to submit this response?

7. Your tender submission is now complete. You can view your submission documents at any time from the Tender History area of the Tender Summary Screen shown above.

If you need to retract your submission click the **retract** button.

**8over8**  
ProCon Contractor Portal

Chris Contractor B  
Contractor B

Overview Contracts **Tenders** Prequalifications Opportunities

You have no outstanding alerts.

**Your New Messages (4)** [+ Create Message](#) [View Messages Register](#)

Date Received	Category	Subject
04 May 2016 16:13(UTC - 5:00)	Addendum	<a href="#">Additional Scope - Please confirm receipt</a>
04 May 2016 16:04(UTC - 5:00)	Comments	<a href="#">Further information on the use of ProCon for Electronic Clarifications</a>
04 May 2016 16:01(UTC - 5:00)	Addendum	<a href="#">Additional details on the functional design</a>
04 May 2016 15:57(UTC - 5:00)	Clarification	<a href="#">RE: Clarification question - Detailed design</a>

**History (8)**

- "ITT/RFQ To Bidders" - You were sent this at: 03 May 2016 11:31:22 (UTC - 5:00)
- "Technical Bid Submission" - You were sent this at: 03 May 2016 11:53:38 (UTC - 5:00)
- "Commercial Bid Submission" - You were sent this at: 03 May 2016 11:54:58 (UTC - 5:00)
- "Technical Bid Submission" - You were resent this at: 03 May 2016 16:55:17 (UTC - 5:00)
- "Commercial Bid Submission" - You were resent this at: 03 May 2016 16:55:48 (UTC - 5:00)
- "ITT/RFQ To Bidders" - You were resent this at: 03 May 2016 16:56:30 (UTC - 5:00)
- "ITT/RFQ To Bidders" - You acknowledged this at: 03 May 2016 17:16:03 (UTC - 5:00)
- "ITT/RFQ To Bidders" - You submitted your response at: 04 May 2016 16:54:56 (UTC - 5:00) [retract](#)

**Contacts (1)** [Change Contacts](#)

Users assigned to this tender:

- Chris Contractor B [Change Permissions](#)

Tenders > Tender

Note: A Response Submission can be retracted until the Final Submission Date has passed. This will allow you to change the response given. If a submission has been retracted COMPANY will assume that you have made no response to the invitation until the response is re-submitted.

## 10. Troubleshooting

This section contains troubleshooting procedures for the bidders based on the usage of ProCon contractor portal.

ProCon users sometimes may encounter problems when downloading files. The probable reasons for the occurrence of such problems can be attributed to the configuration settings of the Internet browser. The following are the most common issues and their possible solutions.

### 10.1. For Problems Relating to Pop-Up Blockers

Windows adds a feature to Internet Explorer that gives it a built in pop-up blocker, a tool that prevents unwanted windows from popping up while you're browsing the web.

If this creates a problem with downloading files from ProCon, follow these steps to troubleshoot the problem.

1. Open an **Internet Explorer** browser
2. Go to **Tools**, then **Pop-up Blocker**, then select **Pop-up Blocker Settings**.
3. If you want to see pop-up windows from a specific web site, type the address (or URL) of this web site in the text area **Address of Web site to allow box**, and then click Add.

To allow pop-ups from ProCon, add the ProCon web site you are accessing e.g. '**https://procon.DOMAIN.com/**' to this list.

You can temporarily allow pop-ups from a site by clicking on the Information Bar when Internet Explorer tells you that a pop-up has been blocked. Then click on 'Temporarily Allow Pop-ups', and the site will work normally for this session, until you close and restart Internet Explorer.

### 10.2. Pop-Up Blockers

You may have a third party Pop-up Blocker installed on your PC. ProCon uses a pop-up window to start downloading documents to your PC. You should set your Pop-up Blocker to allow pop-up windows to be launched by ProCon site (i.e. '**https://procon.DOMAIN.com/**').

### 10.3. Always Prompt to Save Downloads From Your Browser

ProCon downloads documents to your PC by opening a pop-up window. Depending on your browser settings, you may be prompted to Open or Save the document.

Best practice is to always Save the documents to a folder on your hard disk when prompted and then view the documents by opening them on your PC.

If you select Open, the document will be saved to a temporary directory on your PC and opened in a new Pop-up window. Before closing the pop-up window you should use the Save option on the File menu to save the document to a proper location on your PC.

To ensure you are always prompted to Save downloads, set the following settings in your browser.

1. Internet Explorer: - Using the Tools menu, select Internet Options, Security, Custom Level
2. Scroll down to the Downloads section and ensure that:
  - a. Automatic prompting for file downloads is set to 'Enable'.
  - b. File download is set to 'Enable'.
3. Click OK to close the Security Settings window.
4. Click OK to close the Internet Options window and apply your settings.

## 10.4. Not Prompted to Specify the Download Directory

To get the download dialog box, enable the "confirm open after download" option for that file type:

1. Open **Windows Explorer**
2. Then click **[Tools] [Folder Options] [File Types]**
3. Scroll down to locate the file type.
4. Highlight the file type (example : "PPT Microsoft PowerPoint Presentation")
5. Click the "**Advanced**" button.
6. Enable the option "**confirm open after download**"

## 10.5. File Download – Enable “Always Ask Before Opening this File Type”

To get the download dialog box, enable the "confirm open after download" option for that file type:

### Windows XP

1. Open **Windows Explorer**
2. Then click **[Tools] [Folder Options] [File Types]**
3. Scroll down to locate the file type (e.g. \*.ppt).
4. Highlight the file type (example : "PPT Microsoft PowerPoint Presentation")
5. Click the "**Advanced**" button.
6. Click **OK** or Cancel

Note: This resets the Registry entry for this setting, thus, enabling user the option to select 'Always Ask before opening this file type'.