

ORACLE® Conject



Conject PM

TENDER MODULE FOR BIDDERS



Table of contents

1	Access to Requests for Bids	3
1.1	Initial access	3
1.2	Subsequent logins	5
2	Accessing the content	5
2.1	The tender at a glance.....	5
2.2	Download attachments	6
3	Placing an Offer	6
3.1	Contact the buyer / Ask a question	6
3.2	Create an offer	7
3.3	Update your offer	8
3.4	Withdraw your offer.....	8
4	Rejecting a Request for Bids	9

Disclaimer

The content of this manual is used for informational and documentation purposes for conjectPM. It can be changed at any time without an announcement. CONJECT disclaim any liability or responsibility for mistakes or inaccuracies. Regarding technical Improvements we further reserve the right to change the functional range of conjectPM.

1 Access to Requests for Bids

You received an email message with an invitation to a tender from conjectPM. The tender was arranged from the initiator within the conjectPM platform for you. This guide tells you what you need to do to get the tender documents downloaded and successfully participate in the tender.

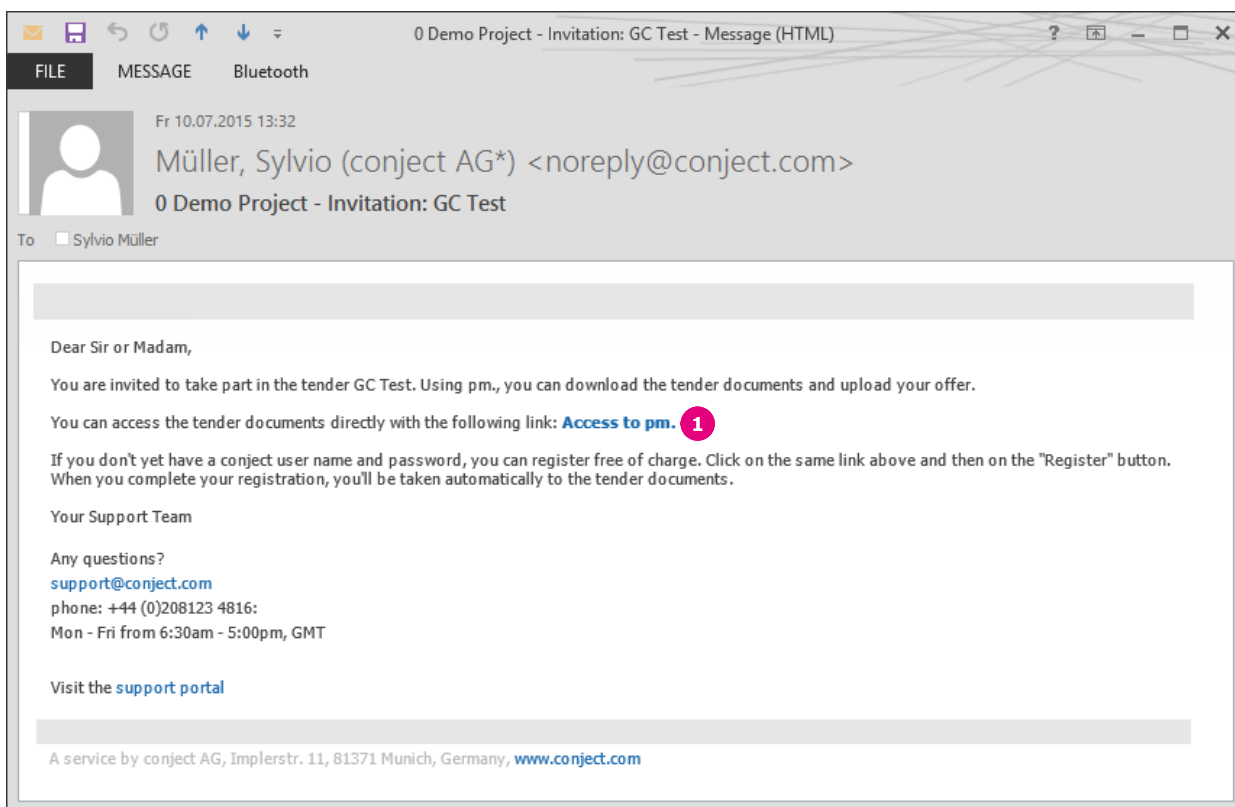
1.1 Initial access

In order to be able to work with the project platform, you may need to **register once** first a new user with conjectPM. This is complete **free of charge** for you.

During registration, you define your user name and password. You can then use that same login data for all your requests for bids or projects. If you are already a member, you won't need to register again to participate in further request for bids or projects.

Please find more information [within this link](#).

1. Click on the link "**Access to pm.**" in the project invitation e-mail will take you straight to the home page.



Note: After the registration the link is losing the validity for security reasons. To login again later please go on our homepage www.conject.com to login.

2. To register a new user – in case you do not already have an existing username and password – click on the "**Register**" button on the home page.



Willkommen bei **conjectPM**

Sie sind neu hier?

Dann registrieren Sie sich bitte hier in wenigen Schritten auf der conject Plattform

[REGISTRIEREN](#)

Sie nutzen pm. bereits - bitte melden Sie sich an:

Benutzername

Passwort

Auf diesem Computer merken | [Hinweis](#)

[ANMELDEN](#)

[Passwortvergessen?](#)



[Technischer Support](#) ^

[Support Portal](#)

[Impressum](#) | [Datenschutzerklärung](#)

[@2015 CONJECT AG. Alle Rechte vorbehalten.](#)



Note: If you are already a conjectPM platform user, you do not need to register again. Just enter your user name and password. You will be forwarded directly to your tender overview and the tender will be opened. Please go through to **chapter 2**.

1.2 Subsequent logins

Whenever you log in with your username and password after that, the welcome page will be displayed.

The screenshot shows the Conject dashboard. At the top, there is a navigation bar with the Conject logo, a search bar, and the user's name 'Bidder a' with a 'logout' link. Below the navigation bar, the main content area is divided into several sections. On the left, there is a sidebar with 'The latest modifications' and 'Jun 20, 2015' followed by a link to 'Processes - Add predefined categories'. The central area features a 'Welcome, Bidder a!' message and a navigation menu with 'My projects/organizations' and 'My bids' (highlighted with a red circle '1'). Below this menu, there is a card for 'GC Test / Tender City' with details: 'Submissiondate: Aug 4, 2015' and 'Status: Viewed'. On the right, there is a search bar and a 'My projects' section with links for 'Create new project' and 'Open projects in Explorer'.

1. To go to the bidding overview page, click on **"My Bids"**.
2. This will take you automatically to the overview of your requests for bids. Now click on the desired request for bids.

The screenshot shows the 'My bids' overview page. At the top, there are navigation icons for 'Open Tender', 'Delete Tender', and 'Contact support'. Below this is a table with the following columns: 'Title', 'Number', 'Work Site', 'Submission Date', and 'Contact'. The table contains one row: 'GC Test', '001', 'Tender City', 'Aug 4, 2015', and 'Builder Ownder Ltd.'. A red circle '2' is placed over the 'GC Test' row, indicating it is the selected bid.

3. Go on with chapter 2.

2 Accessing the content

2.1 The tender at a glance

1. Go to the tender (See chapter 1.2) and open it.
2. You will see the details, within the tabs **"Cover sheet"**, **"Download attachments"**, **"Scope of works"**, and **"History"**.

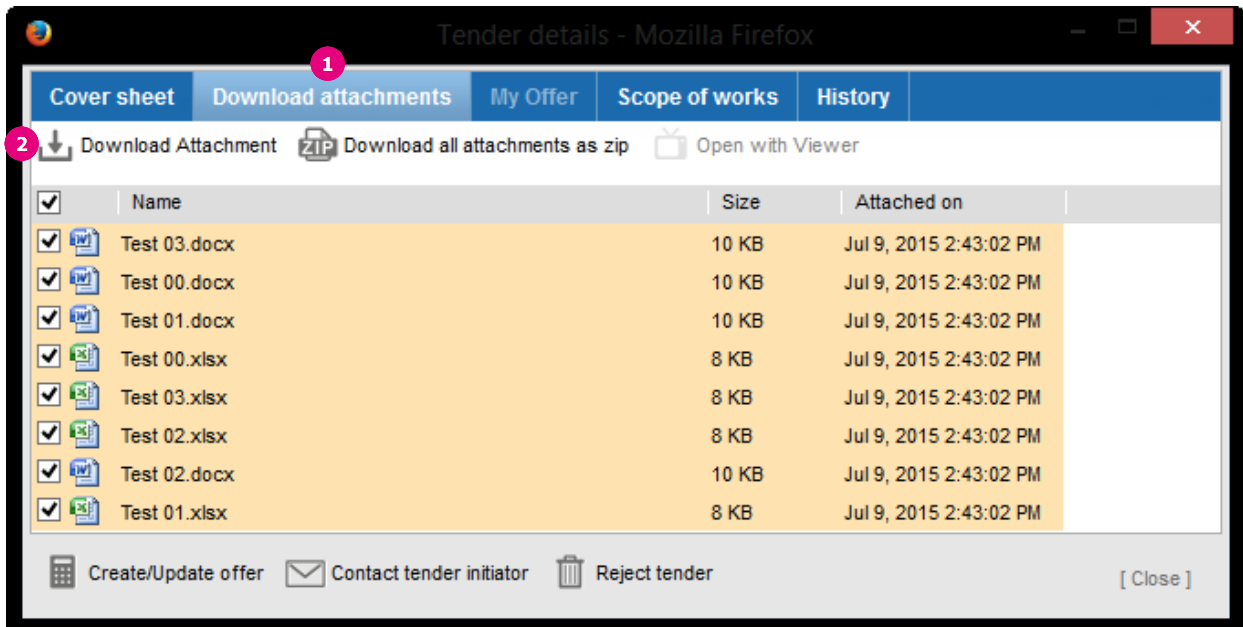
The screenshot shows the 'Tender details' page in a Mozilla Firefox browser window. The page has several tabs: 'Cover sheet', 'Download attachments', 'My Offer', 'Scope of works', and 'History' (highlighted with a red circle '2'). The main content area displays the following details:

Name of Tender:	GC Test	Person in charge:	John Doe
Tender ID:	001	Phone:	12345
Tender initiator:	Builder Ownder Ltd.	E-mail:	john.doe@example.com
Work site:	Tender City	Summary:	General Contractor tender
Start of site:	Oct 1, 2015	Additional remarks:	
Completion of site:	Jun 30, 2020		
Submissiondate:	Aug 4, 2015 12:00 AM		
Commitment date:	Sep 1, 2015		

At the bottom of the page, there are three action buttons: 'Create/Update offer', 'Contact tender initiator', and 'Reject tender'. A '[Close]' button is located in the bottom right corner.

2.2 Download attachments

1. To download the files attached by the buyer, click on the "**Download attachments**" tab.
2. Check the boxes next to the files you wish to download. Click on "**Download Attachment**" – you can also download all the attachments in ZIP format.



When the security certificate prompt appears, confirm by clicking "**Yes**" or "**Always**". Now browse to where the file is saved and click "**Open**". To finish the process, click on "**OK**".



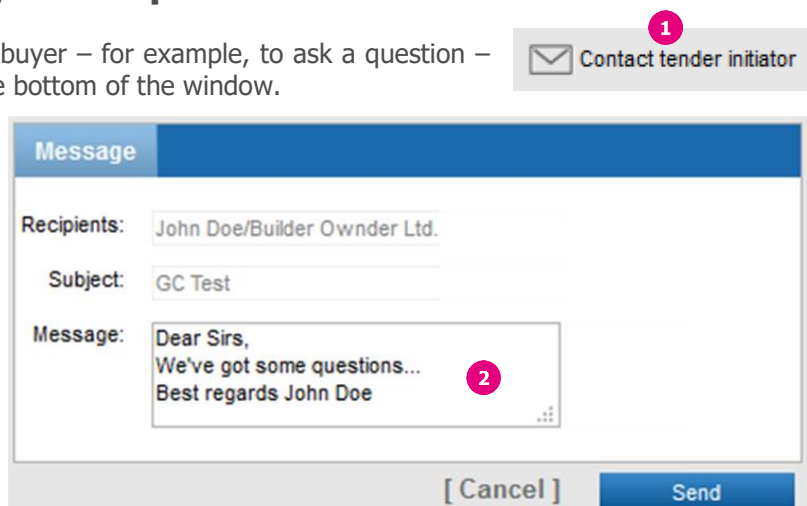
Note: If you want to download multiple files with the "Download Attachment" button, at once you will need JAVA for that. If a JAVA security prompt appears please confirm the question always with "**Yes**" or "**Always**". If you need more information please read more in our manual "[conjectPM System Requirements](#)".

3 Placing an Offer

3.1 Contact the buyer / Ask a question

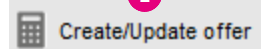
1. If you would like to contact the buyer – for example, to ask a question – click on "**Contact buyer**" on the bottom of the window.
2. Fill in the text field in the popup window that appears.
3. Now click "**Send**" to send your message.

Your message will be sent to the buyer, and you will receive a copy, as well.



3.2 Create an offer

1. If you wish to make an offer, click on **"Create/Update offer"**.



2. A popup window will open in which you may enter your **"Net offer"**, **"Tax"** and a comment.

3. Then click on **"Calculate"** to get the Total offer sum.

4. You may also attach explanatory files to your offer. To do so, click the **"Attachments"** tab.

5. Click on **"Add Attachment"**, to add files to your offer.

6. Select the desired file on your computer with "Browse".

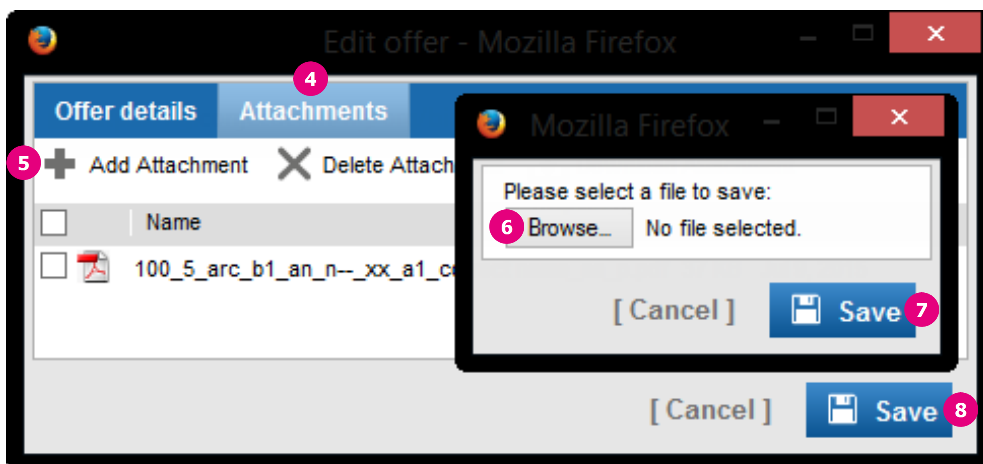
7. Click "Save" to upload the files.

 A screenshot of the "Offer details" form. It has two tabs: "Offer details" (active) and "Attachments". The form contains:

- Net offer: 500,000.00
- Tax: 20.00
- Total offer: 600,000.00
- Comment: Dear Sirs, This is our offer... Best regards John Doe

 A "Calculate" button is next to the Total offer field. At the bottom are "[Cancel]" and "Save" buttons. Red circles with numbers 1, 2, and 3 are placed over the "Create/Update offer" button, the "Attachments" tab, and the "Calculate" button respectively.

Repeat the same steps for a second or third file, if desired.



Note: If you wish to delete a file, place a checkmark in the adjacent box and click **"Delete Attachment"**.

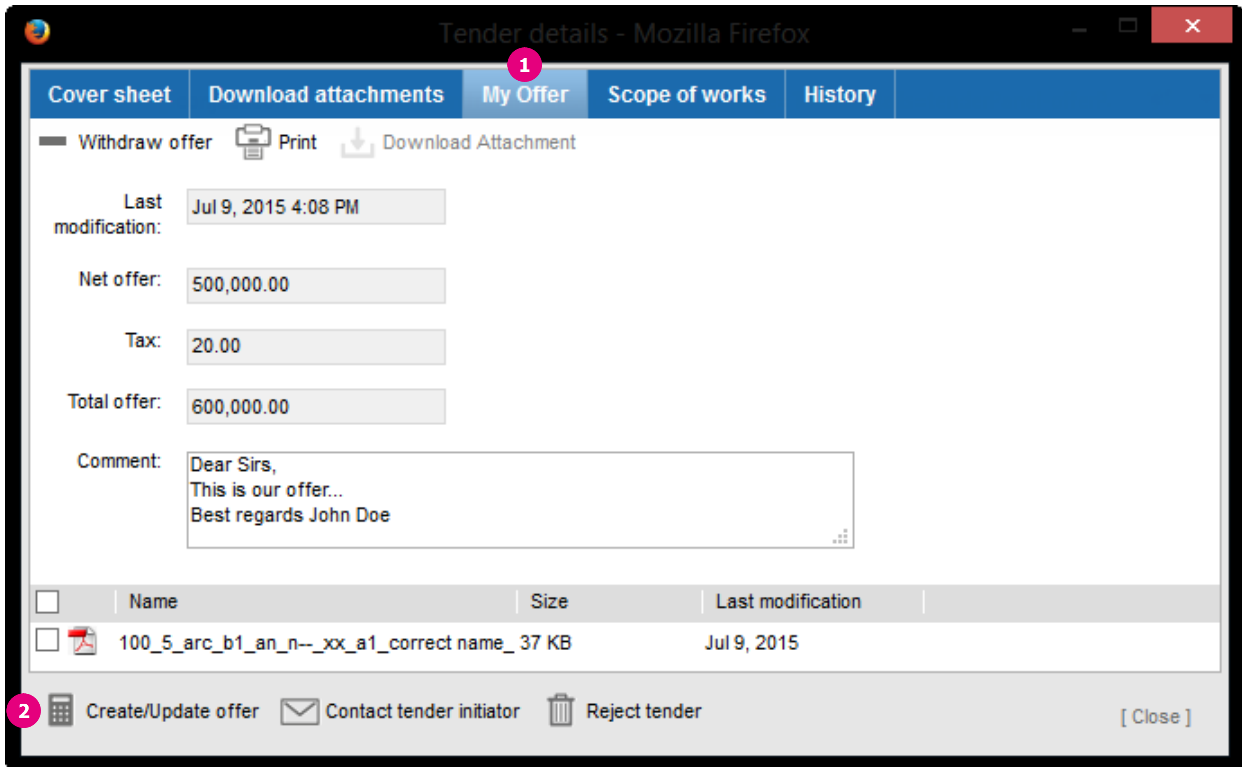
8. Once you have created your offer click **"Save"**.

9. When you click **"OK"**, the bid will be sent to the buyer.

 A "Confirmation" dialog box with a blue header. It contains a checkmark icon and the text: "Your offer will be checked now and then sent to the contractor." At the bottom are "[Cancel]" and "OK" buttons. A red circle with the number "9" is placed over the "OK" button.

3.3 Update your offer

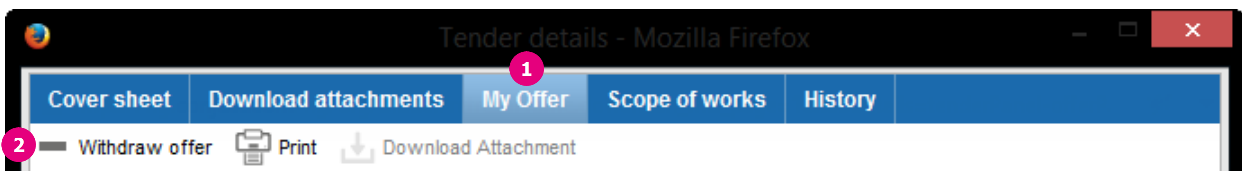
1. Once you have submitted your first offer, the index card "**My Offer**" will be displayed in the Request for Bids page.



2. You can use this index card at any time to update your offer or add additional files by clicking "**Create/Update offer**".
3. Please do the changes as described in **chapter 3.2 and 3.3**.

3.4 Withdraw your offer

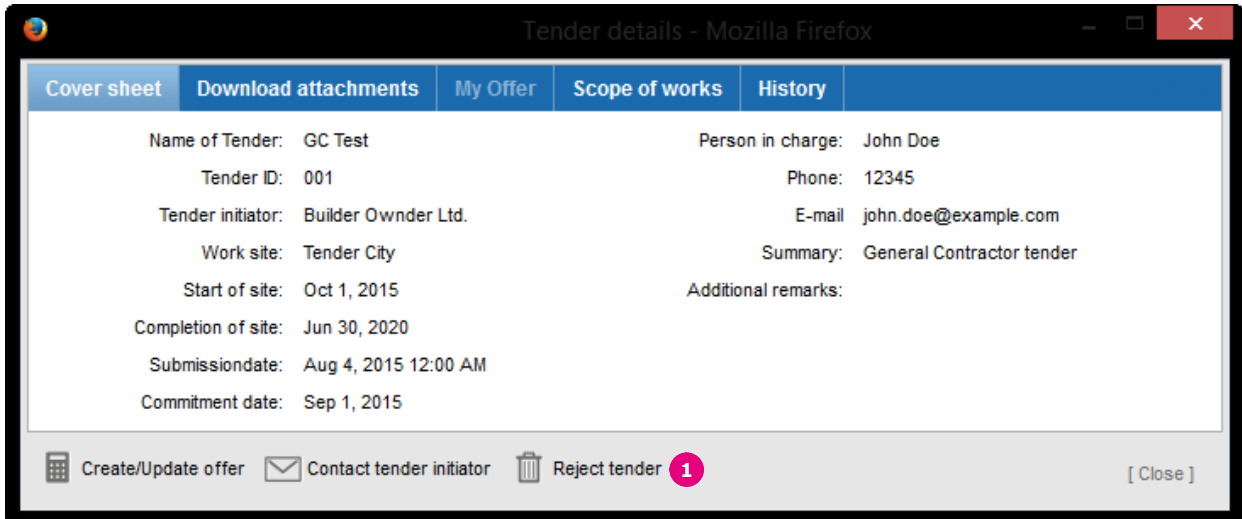
If you wish to withdraw your offer, click on "**Withdraw offer**" on the "**My offer**" index card.



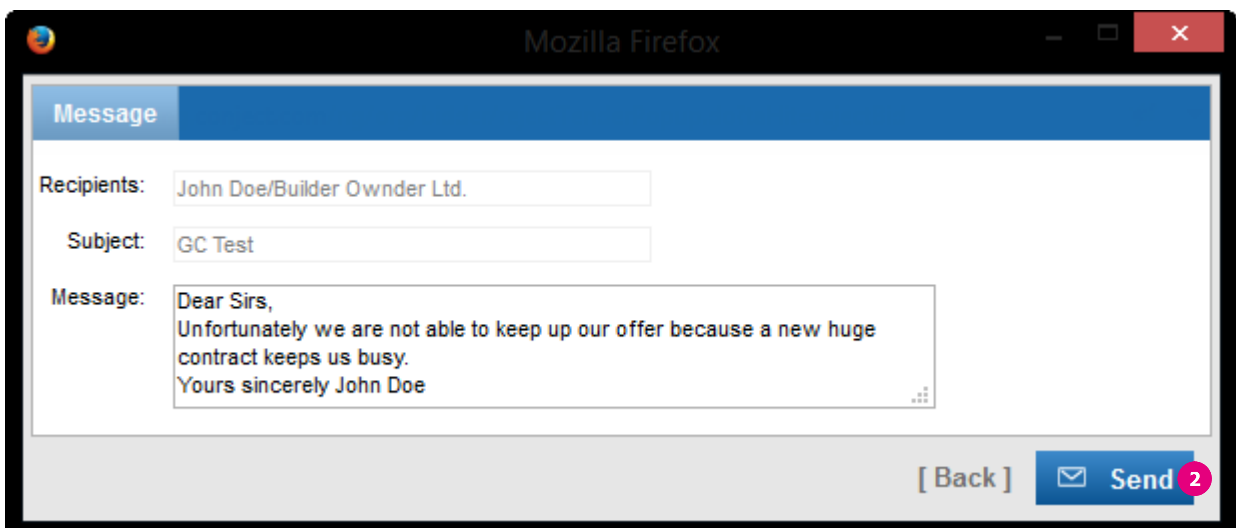
The offer will be deleted. You can send a new offer if you want till the submission date.

4 Rejecting a Request for Bids

1. If you are unwilling or unable to participate in the request for bids, then you can reject it. To do so, click "**Reject tender**".



2. Fill in the text field in the next popup window that appears and click "**Send**". The buyer will be informed of your rejection immediately.



Note: Even if you have canceled a tender, you can to revoke the cancellation till the Submission date at any time. To do so simply issue an offer as described in **chapter 3.2**.