

User Guide for Vendor

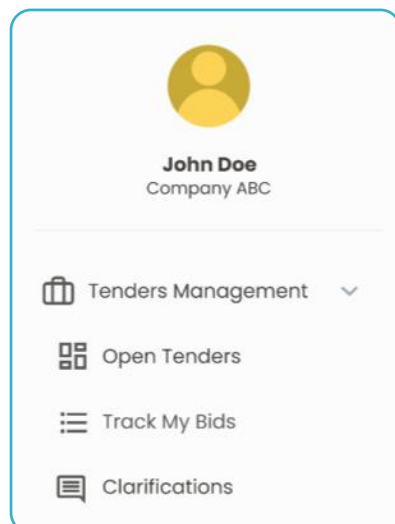
Last Updated: 10 Oct 2020

Here's a detailed Vendor user guide to help you manage your tenders with the Really platform. On the menu bar, you can find all the features and functions according to your needs.

Terminology – to help you understand your Really platform and its various functions

Note: In order to use the Really platform, you will need to sign up and login. You will need any internet connected computer device (e.g. laptop, computer, mobile). We recommend using a Google Chrome browser for this web-application for the best user experience.

Here's a quick explanation on the menu and its functions with your Really platform.



On the menu there are

 Tenders Management

 [OPEN TENDERS](#)

When you click on open tenders tab on the menu, it will show a list of properties that were created by PM for vendors to choose and submit their Bids.

 [TRACK MY BIDS](#)

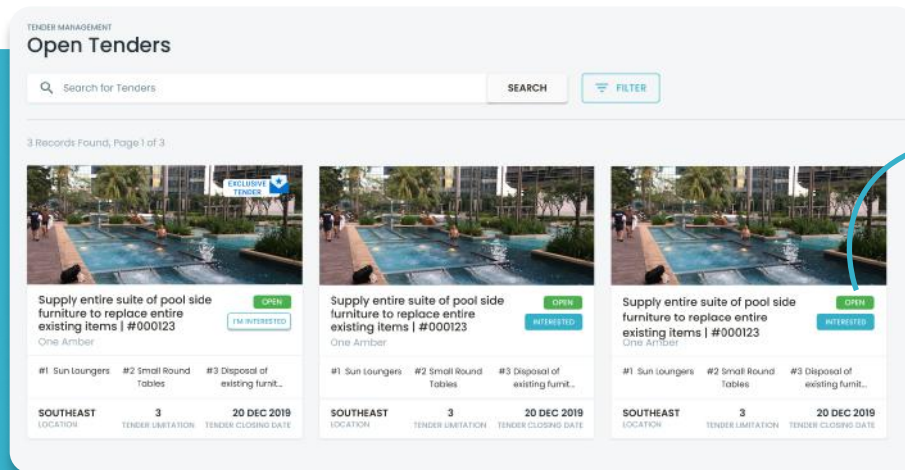
On Track my bids tab, it will be an overview of bid's record that shows if the bids are still in Draft, Submitted, Pending, Won or Archived.

 [CLARIFICATIONS](#)

Clarifications tab allows vendor to ask questions if there are informations that are unclear or unstated.

Open Tenders

This is an overview list of what you need to do know about Open Tenders. On open tenders, there will be a lists of properties created by PMs and vendors could decide if it's suitable to submit a bid.



Tenders Status:

OPEN

Tender is open

CLOSED

Tender had closed

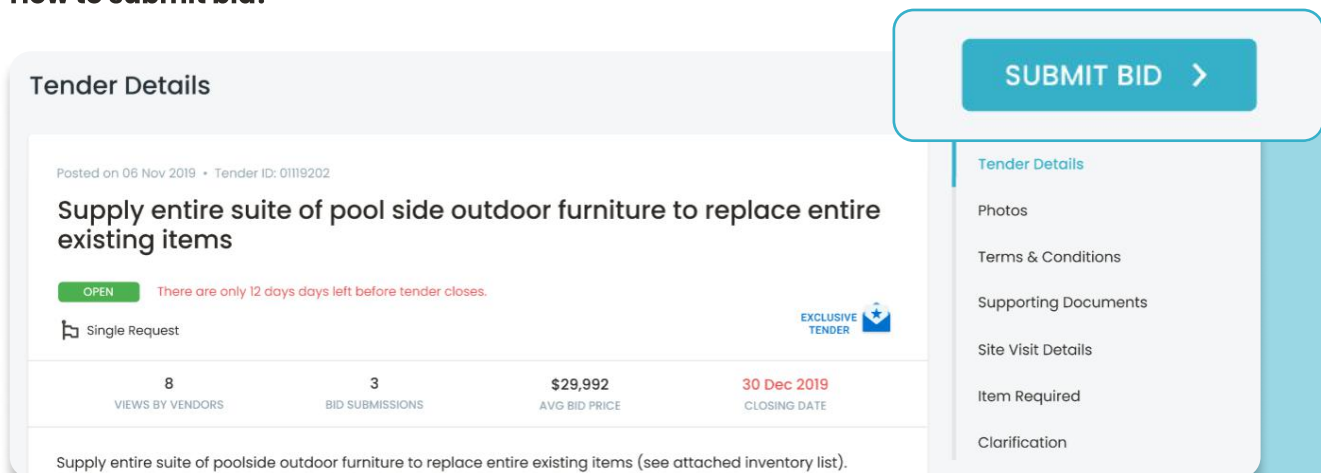
REVIEWING

Tender is in reviewing progress

AWARDED

Tender had been awarded to the winning bid.

How to submit bid?



Have you decided which is your preferred tender? If yes, kindly click on Submit bid For your next step.

Photos : Here, tender will be able to upload the photos for a better communication.

Terms & Conditions : This is where tender could have a better understanding of the terms & conditions for instance, validity of quotation, warranty, payment terms, job's starting and completion date.

Supporting Documents : This is to require vendors to provide certain submissions.

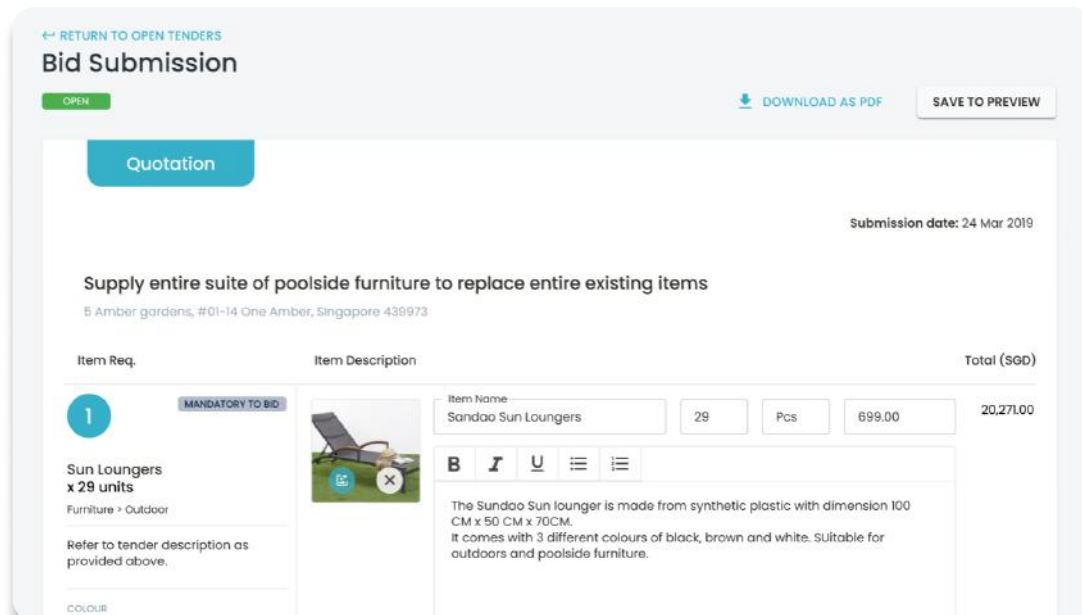
Site visit details : This is to document where and when vendor and pm meet to visit site.

Items Requirement : Here is to review all the items requirements

Clarifications : Here is where you can enquire for more information.

Submit Quotation

Once vendor have submitted a bid, the system will prompt to quotation for bid submission.



← RETURN TO OPEN TENDERS

Bid Submission

OPEN


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SAVE TO PREVIEW

Quotation

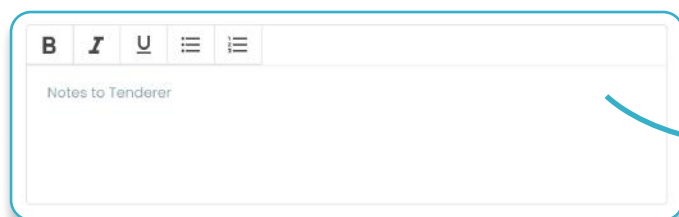
Submission date: 24 Mar 2019

Supply entire suite of poolside furniture to replace entire existing items
5 Amber gardens, #01-14 One Amber, Singapore 439973

Item Req.	Item Description	Total (SGD)
1 Sun Loungers x 29 units Furniture > Outdoor Refer to tender description as provided above. COLOUR	<div>MANDATORY TO BID</div>  <div> Item Name Sundao Sun Loungers </div> <div> 29 Pcs 699.00 </div> <div> B <i>I</i> <u>U</u> </div> <p>The Sundao Sun lounger is made from synthetic plastic with dimension 100 CM x 50 CM x 70CM. It comes with 3 different colours of black, brown and white. Suitable for outdoors and poolside furniture.</p>	20,271.00

To make life easier, here you can press the button 'Add another line' to add new item for quotation.

+ ADD ANOTHER LINE



B *I* U

Notes to Tenderer

The column is where you type the descriptions, you can even make use of the Bold, Italic and Underline for typographical emphasis.

Summary of Terms & Conditions

Validity

This is to fix a validation for a number of days/months/years

Payment Terms

Set a percentage for down payment. (optional) and select options for remaining balance.

Termination of Service

To clarify termination period.

Lead Time/Delivery

Info for an estimated time/delivery.

Estimated Work Duration

An estimation of work period.

Note

Here is to take extra note for terms and conditions.

Lastly, upload document or upload images. After finish fill in you can

DOWNLOAD AS PDF

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Preview Quotation

Before clicking 'Submit' button, you can preview and check if everything was written correctly. Once it's ready, click submit button, Pm will proceed to review quotation.

[← RETURN TO TENDER DETAILS](#)

Bid Submission


OPEN

 DOWNLOAD AS PDF
 EDIT
 DELETE
 SUBMIT

Draft Quotation

Submission date: 24 Mar 2019

Supply entire suite of poolside furniture to replace entire existing items
 5 Amber gardens, #01-14 One Amber, Singapore 439973

Item Description	Qty	Unit	Price (\$)	Total (\$)
 Sandao sun loungers Dimensions: W175 x D72 x H102cm Seat Height: 36cm Frame: Batyline- Sling for seat and back, powder-coated corrosion-resistant, aluminium Warranty: 2 Years	29	Pcs	699.00	20,271.00

✓ BID SUBMITTED ON 19 OCT 2020

[VIEW BID >](#)

After submitting, click on 'view bid' button to view your submitted bid.

Subsequently after submission, you can proceed to Clarifications (below tender details) to ask some questions.

Clarifications

Question

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Enter Your question

[SUBMIT QUESTION](#)

Track My Bids

Here is where you can check all the bid records.

Draft Bids (2) DRAFT			
Supply entire suite of pool side furniture to replace entire existing items <small>One Amber • Southeast</small>	14 Dec 2019 <small>CLOSING DATE</small>	1 <small>TOTAL BIDS</small>	N/A <small>AVG BID PRICE</small>
CONTINUE EDITING >			
Supply entire suite of pool side furniture to replace entire existing items <small>One Amber • Southeast</small>	14 Dec 2019 <small>CLOSING DATE</small>	1 <small>TOTAL BIDS</small>	N/A <small>AVG BID PRICE</small>
CONTINUE EDITING >			
Supply entire suite of pool side furniture to replace entire existing items <small>One Amber • Southeast</small>	14 Dec 2019 <small>CLOSING DATE</small>	1 <small>TOTAL BIDS</small>	N/A <small>AVG BID PRICE</small>
CONTINUE EDITING >			

The bids were separated into tabs, here you can check ONLY submitted open bids. The details are stated by: Tasks, closing date, records of bids, average bid price, quoted price, last submission. Lastly, if you are not comfortable with the bid, you can always withdraw, there's also an option to resubmit again.

Submitted Open Bids OPEN						
Supply entire suite of pool side furniture to replace entire existing items <small>One Amber • Southeast</small>	14 Dec 2019 <small>CLOSING DATE</small>	5 <small>TOTAL BIDS</small>	\$12,000.00 <small>AVG BID PRICE</small>	\$12,000.00 <small>QUOTED PRICE</small>	13 Dec 2019 <small>LAST SUBMITTED</small>	RESUBMIT BID > WITHDRAW
Supply entire suite of pool side furniture to replace entire existing items <small>One Amber • Southeast</small>	14 Sep 2020 <small>CLOSING DATE POSTPONED</small>	5 <small>TOTAL BIDS</small>	\$12,000.00 <small>AVG BID PRICE</small>	\$12,000.00 <small>QUOTED PRICE</small>	13 Dec 2019 <small>LAST SUBMITTED</small>	RESUBMIT BID > WITHDRAW
Supply entire suite of pool side furniture to replace entire existing items <small>One Amber • Southeast</small>	14 Dec 2019 <small>CLOSING DATE</small>	5 <small>TOTAL BIDS</small>	\$12,000.00 <small>AVG BID PRICE</small>	\$12,000.00 <small>QUOTED PRICE</small>	13 Dec 2019 <small>LAST SUBMITTED</small>	RESUBMIT BID > WITHDRAW

This will appear when PM updated the latest tender requirement.

TENDER UPDATED						
Supply entire suite of pool side furniture to replace entire existing items <small>One Amber • Southeast</small>	14 Dec 2019 <small>CLOSING DATE</small>	5 <small>TOTAL BIDS</small>	\$12,000.00 <small>AVG BID PRICE</small>	\$12,000.00 <small>QUOTED PRICE</small>	13 Dec 2019 <small>LAST SUBMITTED</small>	RESUBMIT BID > VIEW PREVIOUS BID


Here is where PMs are still Reviewing the bids. The details are stated by : Tasks, closing date, total bids, average bid price, last submission. Lastly, if you are not comfortable with the bid, there's also an option to amend bid.

Pending Bids (5) REVIEWING					
Supply entire suite of pool side furniture to replace entire existing items <small>One Amber • Southeast</small>	14 Dec 2019 <small>CLOSING DATE</small>	5 <small>TOTAL BIDS</small>	\$10,000.00 <small>AVG BID PRICE</small>	\$12,000.00 <small>QUOTED PRICE</small>	13 Dec 2019 <small>LAST SUBMITTED</small>
Supply entire suite of pool side furniture to replace entire existing items <small>One Amber • Southeast</small>	14 Dec 2019 <small>CLOSING DATE</small>	5 <small>TOTAL BIDS</small>	\$10,000.00 <small>AVG BID PRICE</small>	\$12,000.00 <small>QUOTED PRICE</small>	13 Dec 2019 <small>LAST SUBMITTED</small>
Supply entire suite of pool side furniture to replace entire existing items <small>One Amber • Southeast</small>	14 Dec 2019 <small>CLOSING DATE</small>	5 <small>TOTAL BIDS</small>	\$10,000.00 <small>AVG BID PRICE</small>	\$12,000.00 <small>QUOTED PRICE</small>	13 Dec 2019 <small>LAST SUBMITTED</small> AMEND BID >

If your bid had been awarded, this tab will show the list of the awarded bids followed by task, closing date, award date, average bid price, awarded value and last submitted. Finally, click on view award to check.

Awarded (4) AWARDED					
Supply entire suite of pool side furniture to replace entire existing items <small>One Amber • Southeast</small>	14 Dec 2019 <small>CLOSING DATE</small>	20 Dec 2019 <small>AWARD DATE</small>	\$12,000.00 <small>AVG BID PRICE</small>	\$12,000.00 <small>AWARDED VALUE</small>	13 Dec 2019 <small>LAST SUBMITTED</small> VIEW AWARD >
Supply entire suite of pool side furniture to replace entire existing items <small>One Amber • Southeast</small>	14 Dec 2019 <small>CLOSING DATE</small>	20 Dec 2019 <small>AWARD DATE</small>	\$12,000.00 <small>AVG BID PRICE</small>	\$12,000.00 <small>AWARDED VALUE</small>	13 Dec 2019 <small>LAST SUBMITTED</small> VIEW AWARD >

[← RETURN TO TENDER DETAILS](#)
Bid Submission




Congrats on winning the tender!

Here are some notes from the tender owner:

Please deliver the items on time according to the agreed date. Please bring a delivery dispatch form and pass it to the person in charge during the delivery day. Please make sure to wrap the items with bubble wrap and plastic. Thank you.

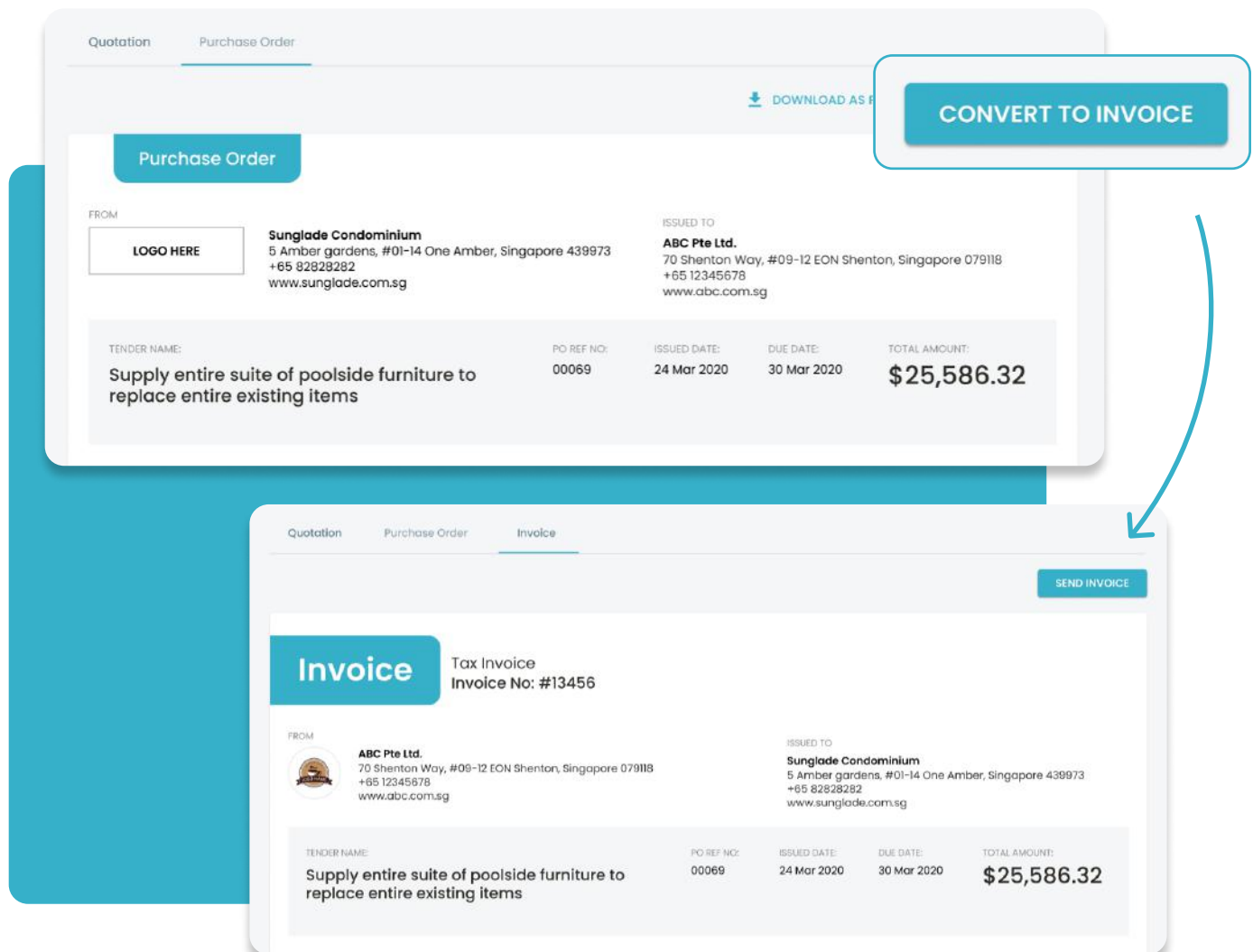
Awarded on: 8 Jan 2020

Contact the tender owner:

 **John Doe**
Property Manager
📞 +65 9009 9009
✉ john.doe@gmail.com

Here is a message showing that you have won the tender, and kindly contact the tender owner stating on the right side.

After that, you will receive Purchase Order from PM, just click on 'Convert to Invoice' and click 'send invoice'.



Purchase Order

FROM: **Sunglade Condominium**
5 Amber gardens, #01-14 One Amber, Singapore 439973
+65 82828282
www.sunglade.com.sg

ISSUED TO: **ABC Pte Ltd.**
70 Shenton Way, #09-12 EON Shenton, Singapore 079118
+65 12345678
www.abc.com.sg

TENDER NAME: Supply entire suite of poolside furniture to replace entire existing items

PO REF NO: 00069

ISSUED DATE: 24 Mar 2020

DUE DATE: 30 Mar 2020

TOTAL AMOUNT: \$25,586.32

CONVERT TO INVOICE

Invoice Tax Invoice
Invoice No: #13456

FROM: **ABC Pte Ltd.**
70 Shenton Way, #09-12 EON Shenton, Singapore 079118
+65 12345678
www.abc.com.sg

ISSUED TO: **Sunglade Condominium**
5 Amber gardens, #01-14 One Amber, Singapore 439973
+65 82828282
www.sunglade.com.sg

TENDER NAME: Supply entire suite of poolside furniture to replace entire existing items

PO REF NO: 00069

ISSUED DATE: 24 Mar 2020

DUE DATE: 30 Mar 2020

TOTAL AMOUNT: \$25,586.32

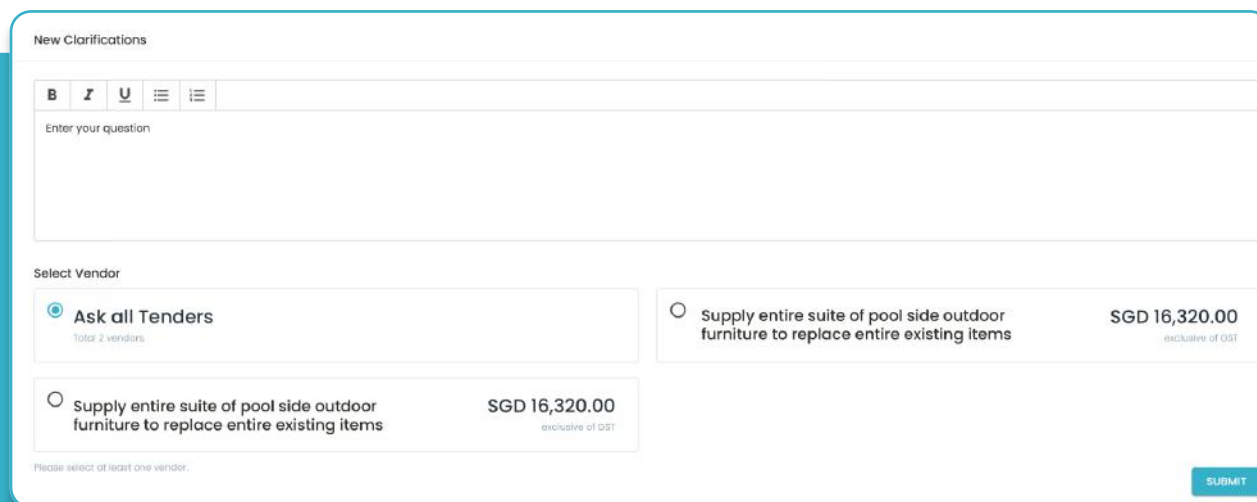
SEND INVOICE

After sending invoice, go back to Archived Bids, the bids record will be shown on the list.

Archived Bids (3)					
<u>Supply entire suite of pool side furniture to replace entire existing items</u> One Amber • Southeast	NO AWARD	5	\$11,000.00	\$12,000.00	-
	STATUS	TOTAL BIDS	AVG BID PRICE	QUOTED PRICE	AWARD DATE
<u>Supply entire suite of pool side furniture to replace entire existing items</u> One Amber • Southeast	BID LOST	5	\$11,000.00	\$12,000.00	13 Dec 2019
	STATUS	TOTAL BIDS	AVG BID PRICE	QUOTED PRICE	AWARD DATE

Clarification

Clarification is where PMs and Vendors communicate.



New Clarifications

Rich text editor with icons for Bold (B), Italic (I), Underline (U), Bulleted List, and Numbered List.

Enter your question

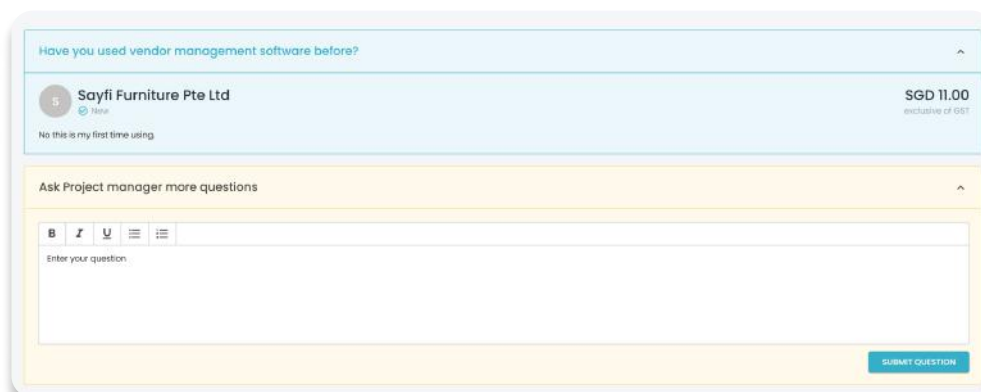
Select Vendor

<input checked="" type="radio"/> Ask all Tenders <small>Total 2 vendors.</small>	<input type="radio"/> Supply entire suite of pool side outdoor furniture to replace entire existing items SGD 16,320.00 <small>exclusive of GST</small>
<input type="radio"/> Supply entire suite of pool side outdoor furniture to replace entire existing items SGD 16,320.00 <small>exclusive of GST</small>	

Please select at least one vendor.

SUBMIT

Just submit a question whenever you have one!



Have you used vendor management software before?

Sayfi Furniture Pte Ltd
No this is my first time using

SGD 11.00
exclusive of GST

Ask Project manager more questions

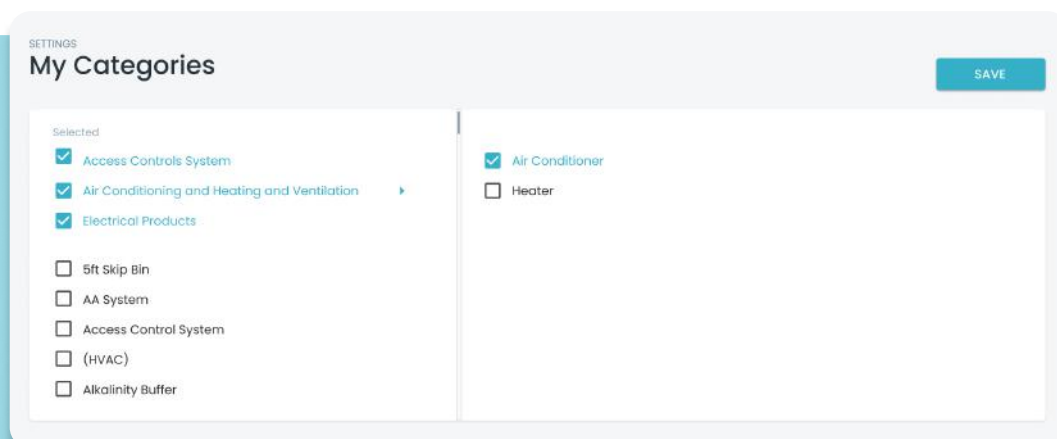
Rich text editor with icons for Bold (B), Italic (I), Underline (U), Bulleted List, and Numbered List.

Enter your question

SUBMIT QUESTION

My Categories

To have a quicker and closer match, vendor can simply select what to offer so that PM could easily discover the right vendor and match accurately (The selected ones will be pinned on top)



SETTINGS

My Categories

SAVE

Selected	
<input checked="" type="checkbox"/> Access Controls System	<input checked="" type="checkbox"/> Air Conditioner
<input checked="" type="checkbox"/> Air Conditioning and Heating and Ventilation	<input type="checkbox"/> Heater
<input checked="" type="checkbox"/> Electrical Products	
<input type="checkbox"/> 5ft Skip Bin	
<input type="checkbox"/> AA System	
<input type="checkbox"/> Access Control System	
<input type="checkbox"/> (HVAC)	
<input type="checkbox"/> Alkalinity Buffer	