# 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.
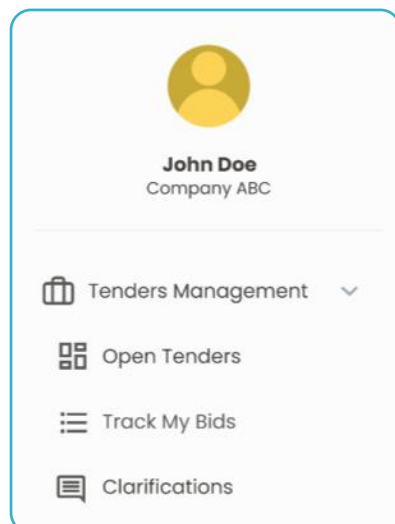
On the menu there are

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.
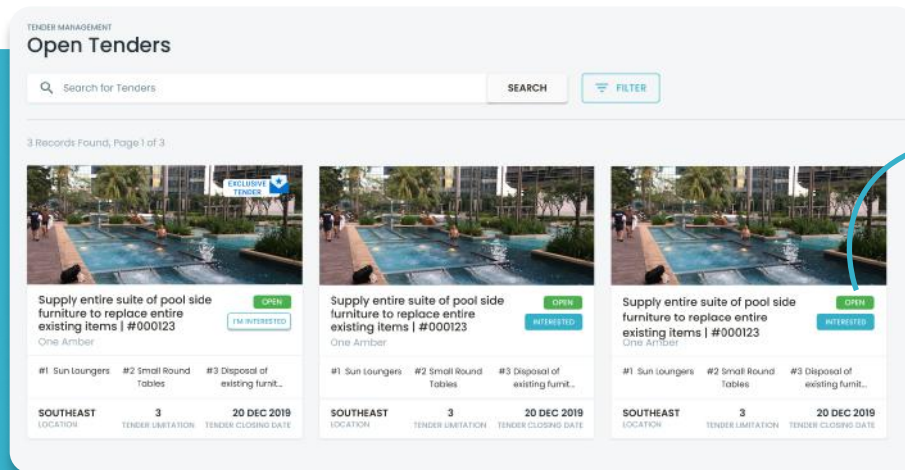
Tenders Status:

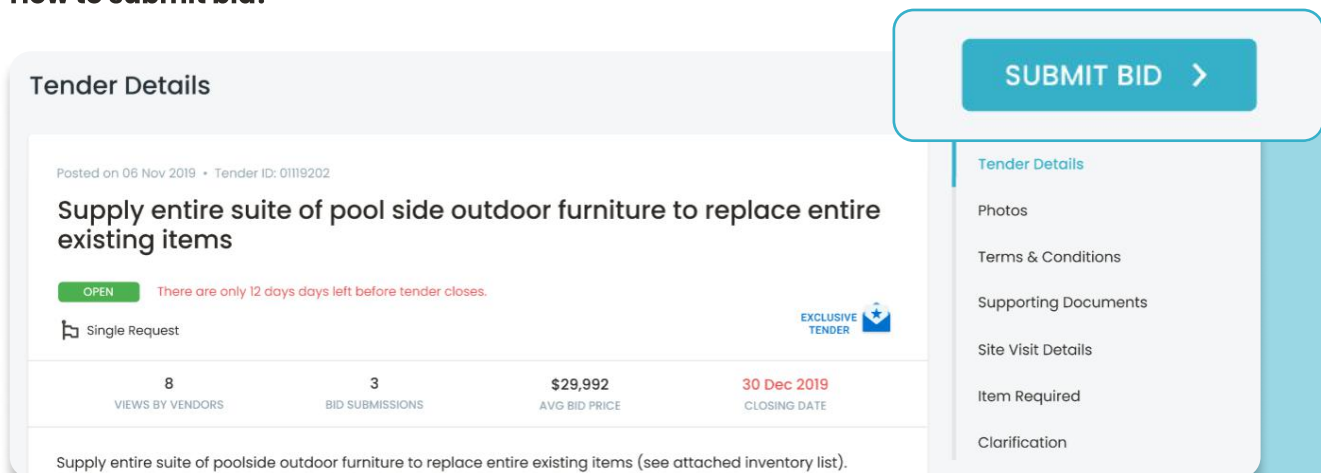**OPEN**
Tender is open

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 preferef 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, warrabrt, 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 : Her is to review all the items requirements
Clarifications : Here is where you can enquire for more information.
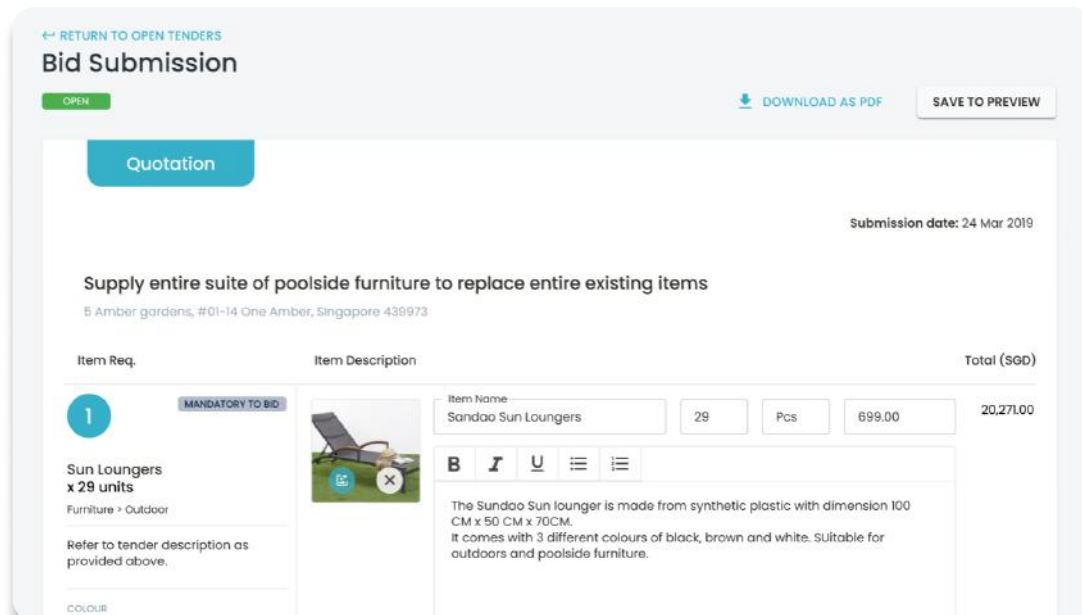
Submit Quotation

Once vendor have submitted a bid, the system will promt to quotation for bid submition.

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

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

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.

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.

Track My Bids

Here is where you can check all the bid records.

The bids were seperated in to 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 submittion. Lastly, if you are not comfortable with the bid, you can always withdraw, there's also an option to resubmit again.

This will appear when PM updated the latest tender requirement.

Here is where PMs are still Reviewing the bids. The details are stated by : Tasks, closing date, total bids, average bid price, last submittion. Lastly, if you are not comfortable with the bid, there's also an option to 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 submited. Finally, click on view award to check.

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'.

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

Clarification

Clarification is where PMs and Vendors communicate.
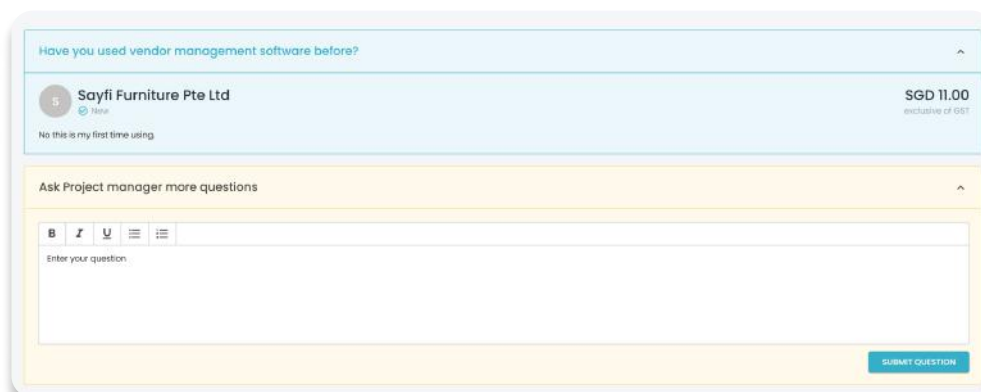
Just submit a question
whenever you have one!
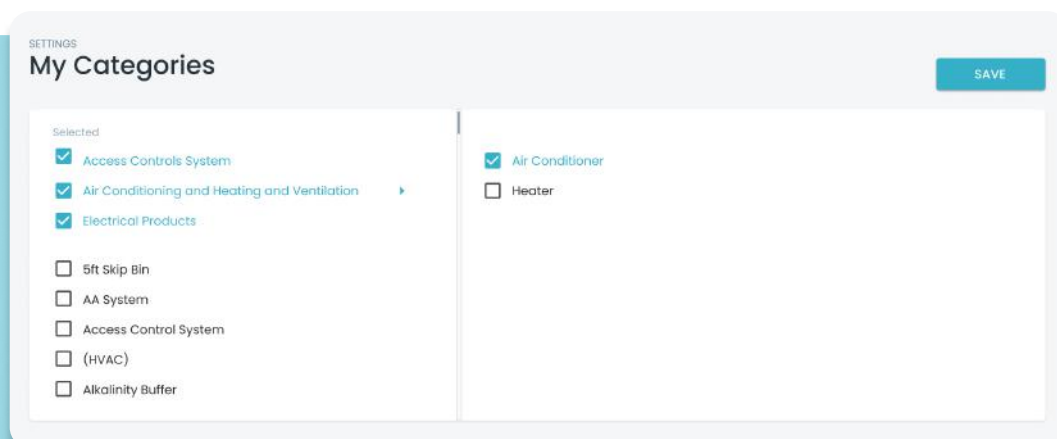
My Categories

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)

For more questions and inquiries: +65 6950 7562 (Support Line / WhatsApp) | support@really.sg (Email)