

Apet®360Pro™ Procurement Portal User Guide 13



Setting up a File Transfer Protocol (FTP) or Dropbox

Overview

Occasionally, Users/Clients may wish to attach specifications and documents that are excessively large to the Job (eRFx). We recommend that you do not lodge anything in the portal more than 50mb of attachments with an eRFx.

If you need to attach specifications or drawings in excess of 50mb, you can set up a Dropbox account and share documents through that site.

We also recommend you compile all of the folders and files into a 'Zip' folder.

Function

Occasionally Tender Documentation includes a large volume of technical documentation available for tenderers to inform their tender. Due to the extensive nature of this documentation, these files can be made available to the Tenderer through two avenues:

1. The Tender may request a CD of the documentation to be mailed out. To obtain a CD copy, tenderers can be directed to send an email to the Contact Officer identified on the front of the RFT and request a CD copy of the Technical Documentation. The request is to nominate a valid postal address and a contact person. Tenderers are to allow 3 working days for CDs to be posted out.
2. You may also upload the documentation onto a File Transfer Protocol (FTP) site or Dropbox where Tenderers may download the technical documentation from. This requires internet access and preferably a high speed broadband connection.

The instructions below detail how to set up a Dropbox account:

1. Create an Account

- 1.1. To set up a Dropbox site, follow the process below:
- 1.2. Go to <https://www.dropbox.com/> and sign up for an account.
- 1.3. Do not download the Dropbox.xx.exe file (unless you want to have Dropbox on your system)
- 1.4. Click on the Dropbox icon on the top left hand side – this will open you Folder area



Figure 1 Download Dropbox

- 1.5. Click on 'New Folder' icon and create a new folder in the name of your RFT eg: 'BMCC RFT 2013W989'

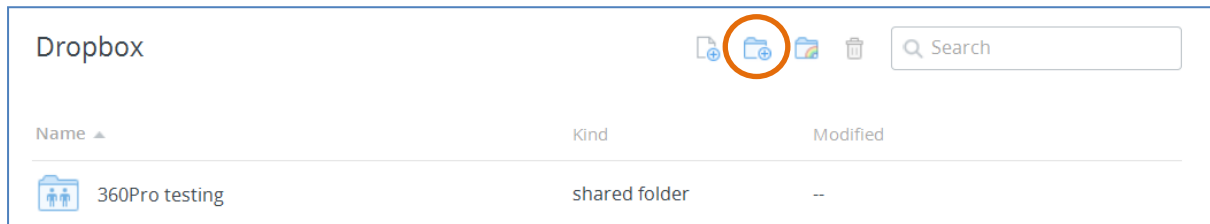


Figure 2 Create new folder

2. Uploading files

- 2.1. Open the folder you have created and select 'Upload'. This will allow you to browse your computer and upload files.

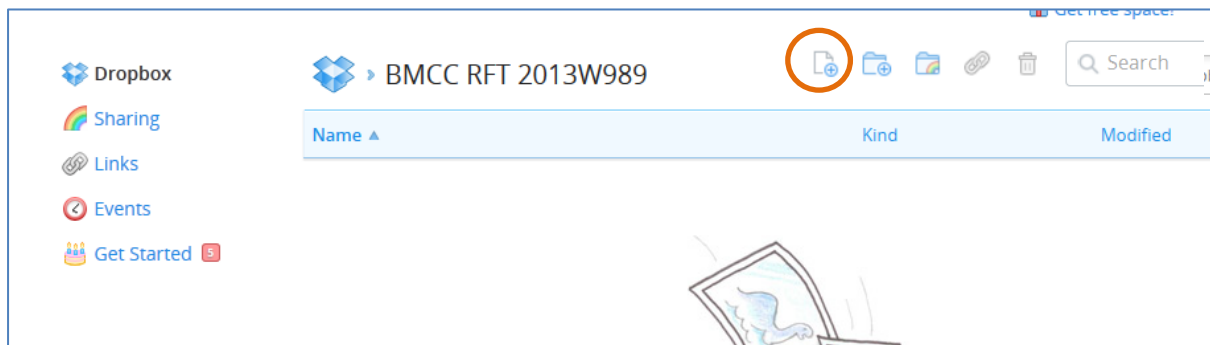


Figure 3 Uploading files and creating subfolders

- 2.2. Be aware that you cannot upload folders, but you can create subfolders using the 'New Folder' icon.
- 2.3. The file is now visible in your Dropbox folder

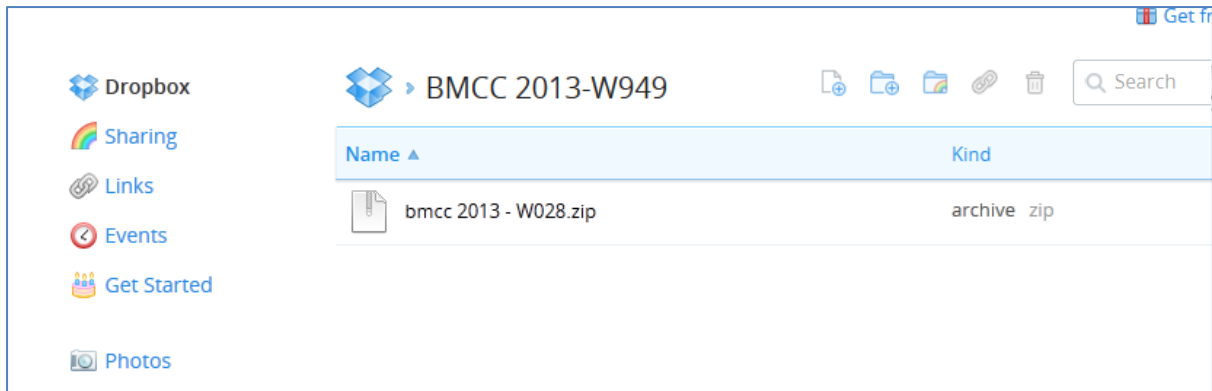


Figure 4 File uploaded

2.4. We recommend putting all of your specification documents and drawings into a 'Zip' file and uploading that.

3. Creating a link to you Dropbox folder

3.1. Right mouse click on the Folder Name and select 'Share a Link'

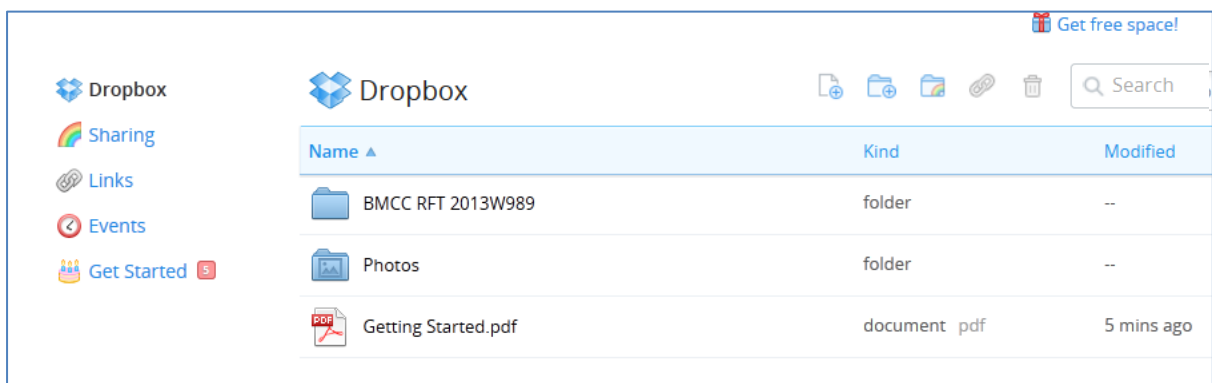


Figure 5 Sharing new folder

- 3.2. Click on the 'Get Link' button and it will open up a new tab for the contents of the Dropbox Folder at the applicable URL.

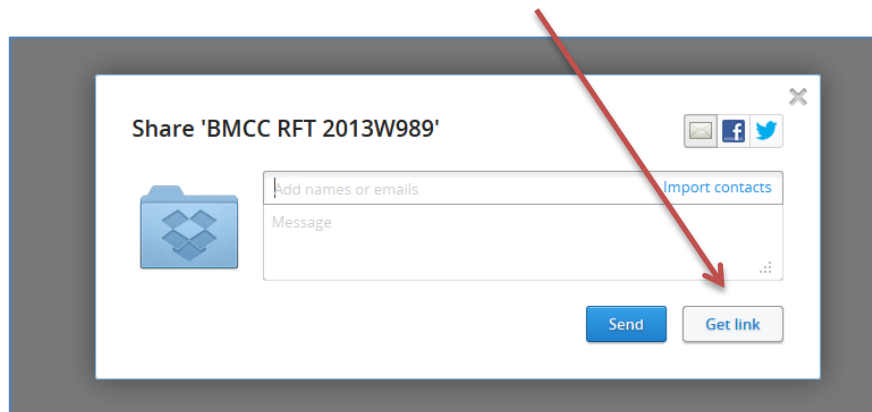


Figure 6 URL to new folder

- 3.3. This will provide the URL to the Dropbox folder. Copy the URL and open a Word document or an email message and 'Paste' the URL. You can now provide this URL to your Tenderers to access the documents.
- 3.4. If you experience any problems in accessing or navigating Dropbox, there is a Help Centre at <https://www.dropbox.com/help> or email: support@simplylogical.net.