Apet®360Pro™ Procurement Portal
User Guide 17

Opening an eTender Box

Overview

Opening an eTender Box in 360Pro™ is the virtual way of opening a Tender Box. An 'Opener' is an authorised user able to Open a Job (Tender) and release it for evaluation

You need to be assigned as an 'Opener' in the System settings.

For clients who use 360Pro's 'Opener' functionality, reports showing Providers' content will only be available to download for Jobs that have been 'opened'.

The following reports can still be downloaded before a job is 'opened': Job Details, Job Listing, Job Document Downloads – Excel, Addenda Report, Audit Report, and Provider Listing Report.

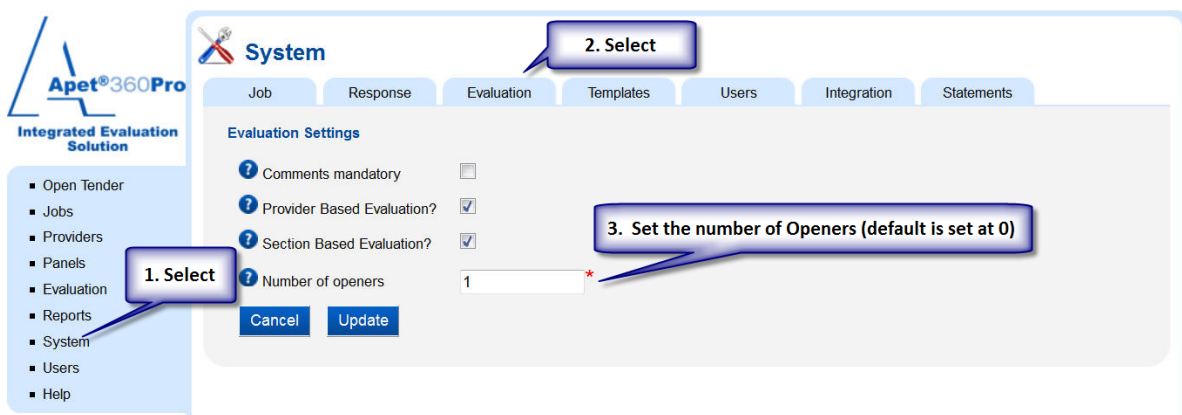Follow the steps below to assign an Opener and open a Job.
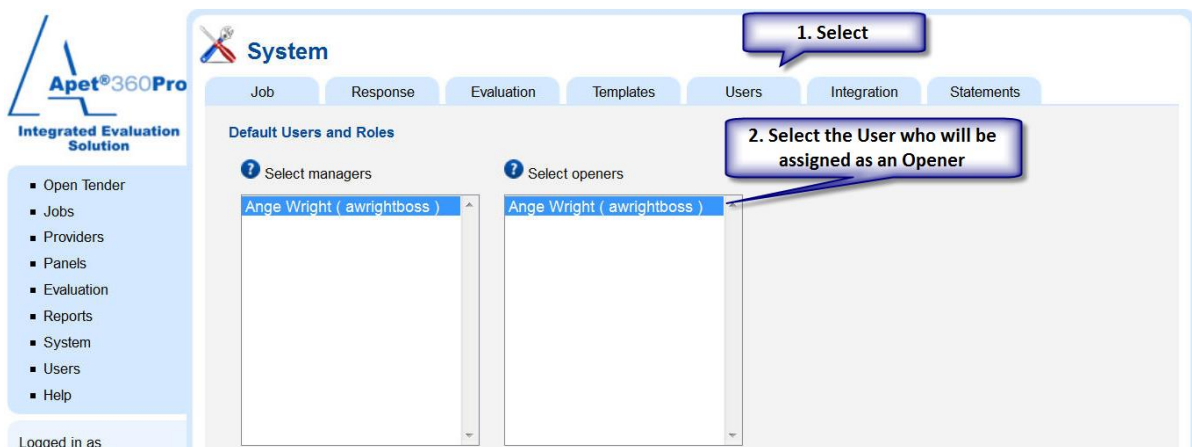

Figure 1 Selecting the number of Openers

Figure 2 Assigning a User as an Opener

Select Open Tender from the main menu or left-hand side menu (should be at the top)
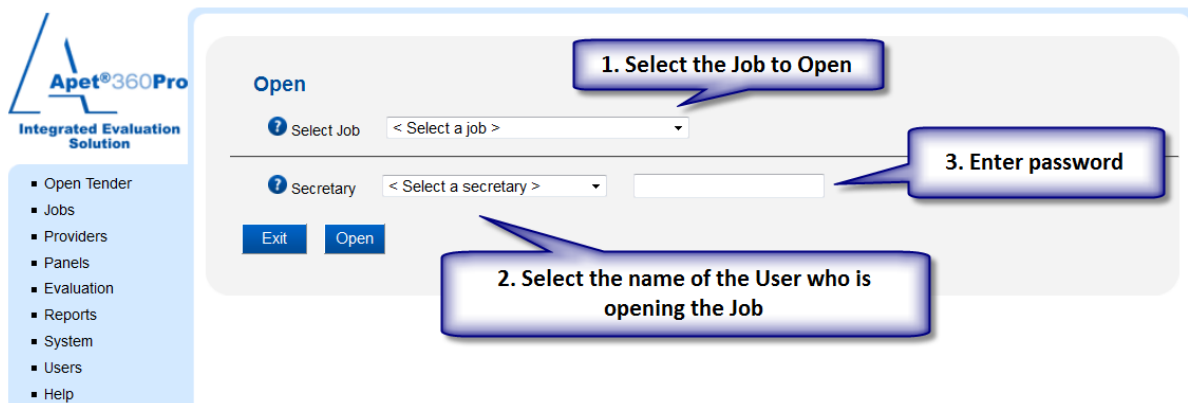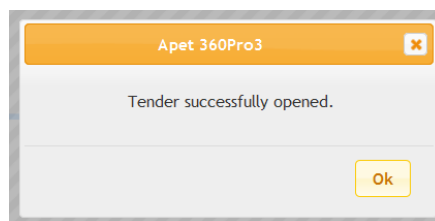

Figure 3 Selecting the Job to Open

Figure 4 Job opened successfully

Now return to the main menu and click on Evaluation to begin evaluating your Job - See chapter on Evaluating Tenders.

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