Messages / Tender Queries

Send Messages/ Tender Queries to Procuring Department

<u>For Registered Users</u>

Login to the e-Tendering System and launch <View Details of Tender Notice> page

Step 1 – Click "**Send Messages/ Tender Queries**" and a dialog will pop up

Step 2 – <Send Messages/Tender Queries> dialog will pop up

Step 3 – Input subject, messages/ tender queries and click "**Upload**" to upload attachment

Step 4 – Click "**Send**" to send the message to procuring department for processing

Step 5 – The sent messages/ tender queries can be read at the bottom of < View Details of Tender Notice> page, section <Messages/Tender Queries Sent>

Receive Response to Messages/ Tender Queries from Procuring Departments

A notification email will be sent to user after the procuring department responded to the messages/ tender queries

The response from procuring department can be read at the bottom of < View Details of Tender Notice> page, section <Messages/Tender Queries Sent>