Tender Notice User Manual Guide

www.tendernotice.com.np



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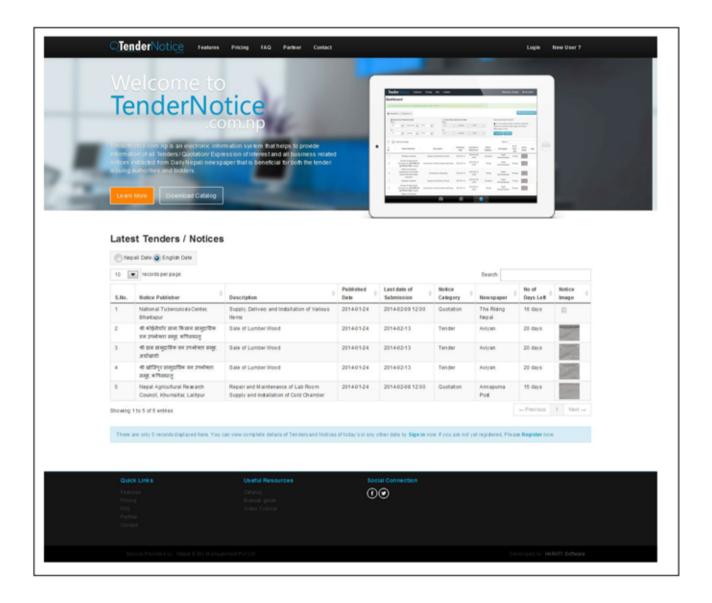
TenderNotice.com.np

Tender Notice is an electronic tendering system that helps to manage tenders through website. All the tender notices published in various newspapers are collected and posted online and users can access and download tender documents. It simply facilitates and manages tender process in a simple manner for all users. Tender Notice. com. np replaces the manual paper-based tender processes with electronically facilitated processes based on best tendering practices to save time and money. This reduces the need to go through many newspapers just to view tender notices.

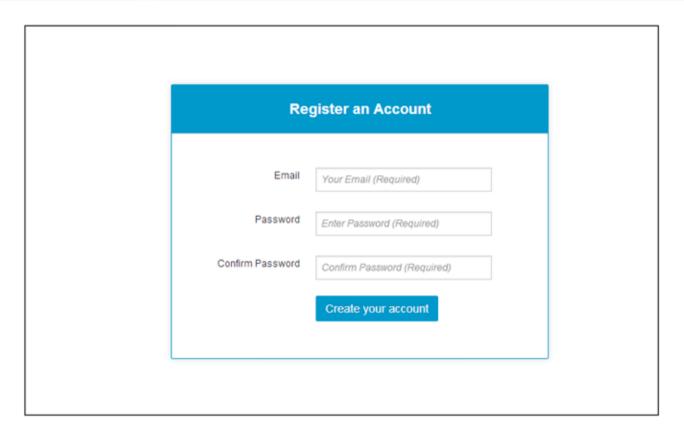
SITE:

- You can visit the tender notice site through www.tendernotice.com.np.
- · You can view 5 latest tender notices without registration
- To view more notices you will have to register
- · For registration, click on 'New User' option
- The homepage for the site looks like this:

HOMEPAGE:



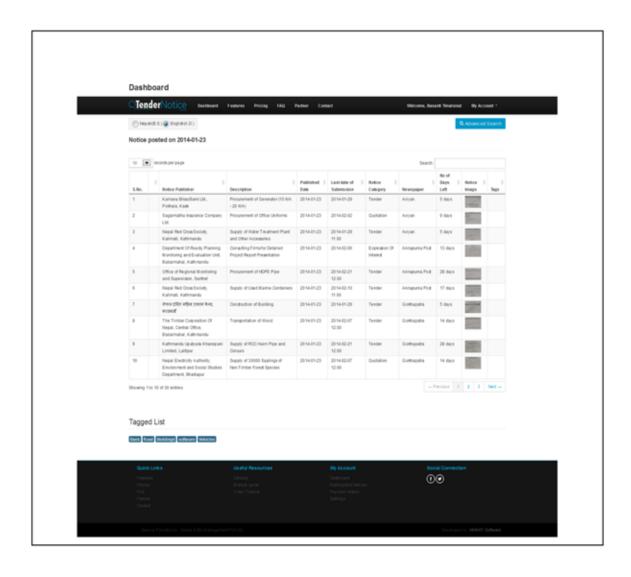




- · On clicking 'New User' option the following page appear
- Provide the e-mail address, password, confirm password and click on 'create your account'
- The account registration e-mail will be sent to your inbox
- Go to your inbox, open the e-mail and finish the registration process
- After registration your dashboard looks like this

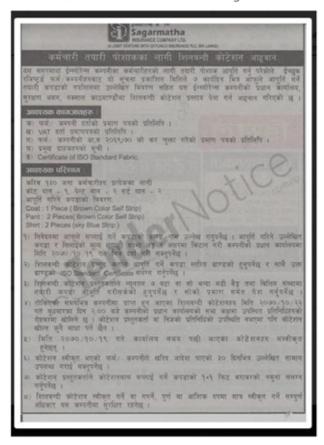


DASHBOARD:





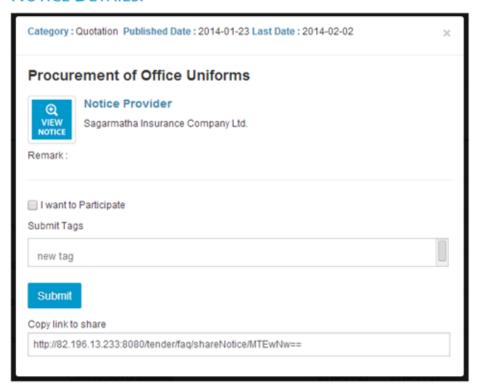
- Now you can login to your tender notice account simply by using the e-mail address and password
- You get 15 days free trial to use full version of the software
- After the trial period expires you need to be the paid member to use full version
- The page shows list of published tenders
- To view scanned tender click on the image



- To view tender details click on the tender description
- · You can view tender details as follows



NOTICE DETAILS:



- Click on 'View Image' to view the image
- You can also tag required tenders and participate
- · Checking on participate option you will get alert when tender submission date approaches
- After participating the list of tenders can be viewed in 'Participated Notices' under 'My Account'
- · The list of participated tenders can be viewed like this



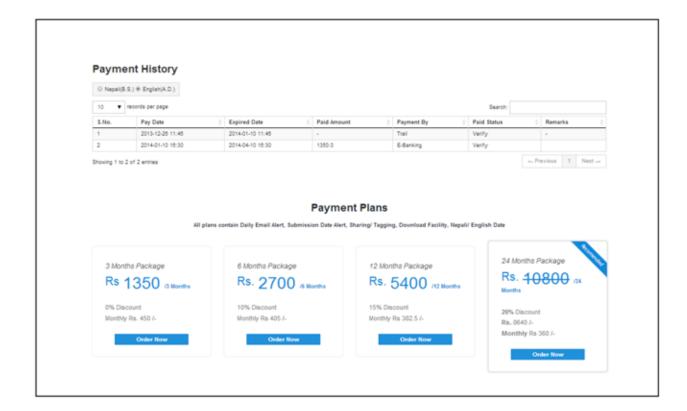


- You can also submit tag by giving tag name and clicking on submit
- · Tagged tenders will now be shown under 'tagged list' showing the tagged name on the dashboard



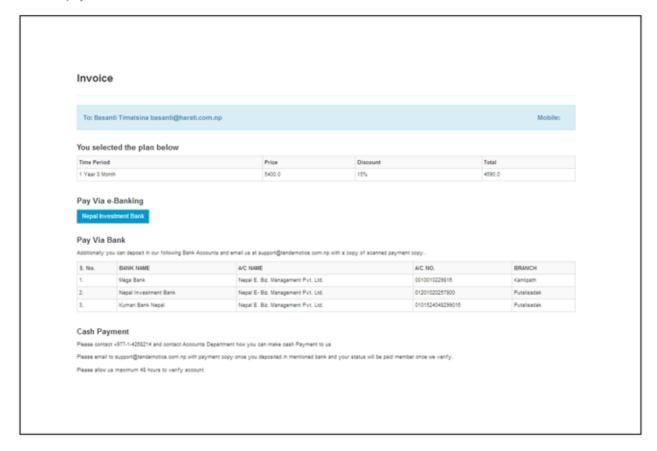
PAYMENT DETAILS:

- You can view the payment details by clicking on 'payment history' under 'My Account' menu
- Clicking on payment history you see the payment history and payment plans





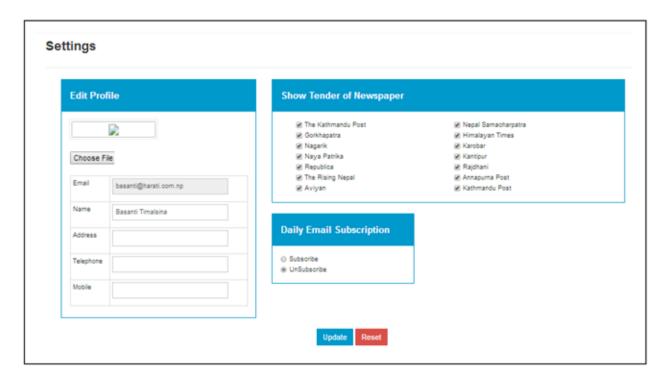
- Clicking on payment details you will see the payment schemes and discount rates
- Clicking on the payment scheme you want to use, you see the page from where you can make online payment





SETTINGS:

· You can view your profile by clicking on 'Setting' under 'My Account' menu

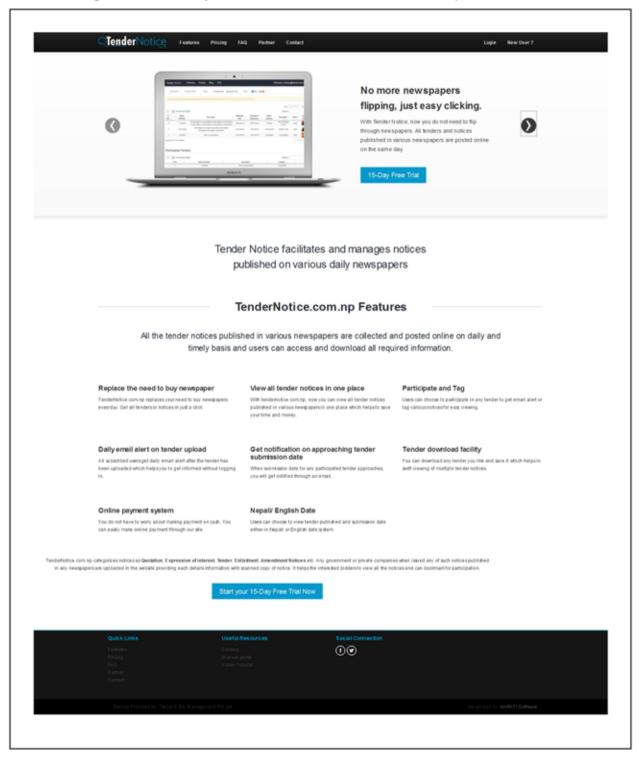


- You can upload your image and update the details
- Also you can choose to receive tender notices from certain newspapers simply by selecting the required newspaper names
- You can choose to subscribe or unsubscribe the daily email alert system by checking on 'subscribe' or 'Unsubscribe' option



FEATURES:

· Clicking on features menu you can view features of TenderNotice.com.np



PRICING:

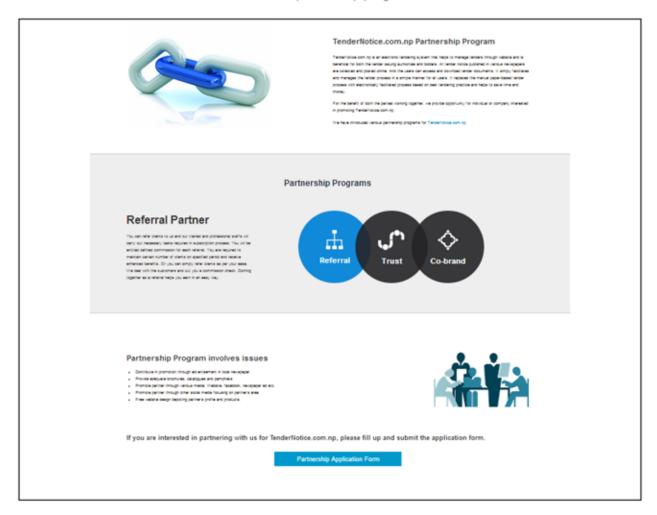
· Clicking on pricing menu you can view payment plans like before

FAQ:

Click on FAQ to solve your queries regarding tendernotice.com.np.

PARTNER:

· 'Partner' menu shows the information on partnership program

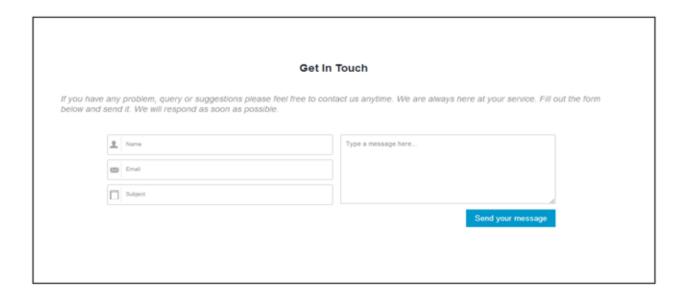


You can be a partner for TenderNotice.com.np by clicking on 'Partnership Application Form' and filling
up the form provided



CONTACT:

· If you have any problems, queries or suggestions you can contact us from here



LOGOUT:

• You can logout from the page by clicking on 'logout' option under 'My Account' menu.

NEPALI DATE/ ENGLISH DATE:

 You can choose to view the tender published date and tender submission date either in English or Nepali system, according to your own convenience.