

User's Manual

Posting and Managing Bid Solicitations

Version 1.1



Contents

Introduction1
Using this manual2
Contact information and additional on-line resources3
Technical requirements4
Javascript and Cookies4
Attachments with bid solicitations4
Recommended web browsers4
Setting up an account5
Step 1: Navigate to the Unicom Systems website5
Step 2: Click the "Set Up Account" link5
Step 3: Complete the required fields on the "Account details" page5
Step 4: Click the "I agree to the terms and conditions" radio button
Step 5: Click the "Submit" button6
Updating an account
Logging In8
Step 1: Navigate to the Unicom Systems website
Step 2: Click the "Update Account" link8
Step 3: Enter your user name and password8
Step 4: Click the "Submit" button8
Updating the account9
Step 1: Update the required fields on the "Account details" page
Step 2: Click the "Submit" button at the bottom of the page9
Managing bid solicitations11
Logging In11
Step 1: Navigate to the Unicom Systems website11
Step 2: Click the "Post & Manage Bid Solicitations" link11
Step 3: Enter your user name and password11
Step 4: Click the "Submit" button 12
Posting a bid solicitation
Step 1: Log in
Step 2: Click the "Post a bid solicitation" link12
Step 3: Complete the required fields13
Step 4: Click the "Click here to look up and select a UNSPC commodity description" link14
Step 5: Enter the appropriate keywords to search for a commodity description
Step 6: Click the "Submit" button
Step 7: Click on the "Click here to select [commodity code]" link to select the appropriate commodity description
Step 8: Complete the rest of the required fields on the "Post a bid solicitation" page



Step 9: Click the "Submit" button at the bottom of the "Post a bid solicitation" page	
Updating a bid solicitation	19
Step 1: Log in	19
Step 2: Click on the "UPDATE" link	19
Step 3: Update the required fields on the "Update a bid solicitation' page	21
Step 4: Click the "Submit" button at the bottom of the page	21
Managing attachments	21
Step 1: Log in	21
Step 2: Click on the "MANAGE ATTACHMENTS" link	21
Step 3: Click on the "Upload" button.	23
Step 4: Click on the "Browse" button	24
Step 5: Click on the file that you wish to upload as an attachment	
Step 6: Click on the "Open" button	
Step 8: Right click on the uploaded file to rename or delete it	
Step 9: Click the "Close This Window" link	
Deleting a bid solicitation	
Step 1: Log in	
Step 2: Click the appropriate "Delete" link	
Step 3: Click the "Yes" button	
Viewing all bid solicitations	
Step 1: Log in	
Step 2: Click the "View all bid solicitations" link	
Integrating with your website/viewing other users	
Step 1: Log in	
Step 2: Click the "Get Integration Code/View Users" link	



Introduction

<u>Unicom Systems Inc.</u> owns and operates <u>bidsCanada</u>, a search engine and e-mail notification service that is used daily by thousands of businesses to find information on tenders, requests for proposal (RFP), requests for quotation (RFQ) and other bid solicitations. The value proposition of <u>bidsCanada</u>:

- For buyers in Canadian public sector organizations, Fortune 500 companies and other large corporations: effectively reach thousands of qualified suppliers to ensure best value in the procurement of goods and services.
- For suppliers: increase sales while saving the time, money and effort required to manually monitor dozens of websites for opportunities.

You can post your bid solicitations to bidsCanada free of charge if your organization is:

- in the Canadian public sector (including Crown Corporations).
- a Canadian Fortune 500 company or other large corporation.
- a third party company that posts bid solicitations on behalf of Canadian public sector organizations, Fortune 500 companies or other large corporations.

If your organization qualifies, all you need to do is set up a free Unicom Systems account.

Features:

- Multiple users from an organization can post and manage bid solicitations.
- Bid solicitations are automatically posted to <u>bidsCanada</u> on a daily basis. This allows you to leverage <u>bidsCanada</u> to reach thousands of qualified suppliers.
- Bid solicitations can be integrated with your own website. Integration is simple and takes only minutes. Code is provided.
- Bid solicitations can include attachments in Adobe Acrobat (PDF) format.
- Bid solicitations can incorporate United Nations Standard Products and Services Codes (UNSPSC). An easy to use lookup tool is provided.



Using this manual

This manual makes extensive use of bookmarks and hyperlinks to aid navigation and is intended to be used with the free Adobe Acrobat Reader. Therefore, it is strongly recommended that you enable the Bookmarks feature in Adobe Acrobat Reader. This can be done by going to the Adobe Acrobat Reader menu and selecting View | Navigation Panels | Bookmarks. See Figure 1 and Figure 2.

🔁 U	nicon	n Syst	ems Users I	Manua	.pdf - Ad	obe Read	der		
File	Edit	View	Document	Tools	Window	Help			
	۵ 🕯		<u>G</u> o To				۲	🖲 65.1% 🗸 😸	Find
	Γ		Zoom Rage Displa						
			Rotate <u>V</u> iew	19			•		
			Reading Mo	ode		Ctrl+H			
			<u>F</u> ull Screen	Mode		Ctrl+L			
			<u>M</u> enu Bar			F9			
			<u>T</u> oolbars				۱		
		1	<u>N</u> avigation I	Panels			۱	🖡 <u>A</u> rticles	
		~	Line Weigh	ts		Ctrl+5	6	Attach <u>m</u> ents	
			Trac <u>k</u> er					Bookmarks	
			Automatical	ly Scroll	SI	nift+Ctrl+H		<u>Layers</u>	
			Re <u>a</u> d Out L	oud			۱ e	R Model Tr <u>e</u> e	
								<u>Pages</u>	
								Show Navigation Pane	• F4
								<u>R</u> eset Panels	
								Doc <u>k</u> All Panels	

Figure 1





Contact information and additional on-line resources

If you have any questions or concerns regarding this manual or posting and managing bid solicitations, please contact:

Unicom Systems Inc. 8011 Melburn Drive

Mission, British Columbia Canada V2V 7B6 E-mail: inquiries@unicom-systems.com

An on-line Frequently Asked Questions (FAQ) page is available at: <u>http://www.unicom-systems.com/Default.CFM?Page=180</u>



Technical requirements

Javascript and Cookies

The <u>Unicom Systems</u> website uses both Javascript, and Cookies to provide advanced functionality to users. Please ensure that your web browser is configured to allow both Javascript and Cookies. If Javascript and Cookies are not enabled on your web browser, you will be unable to use the site and will receive the following message:

In order to use this site you must have both javascript and cookies enabled on your browser. Your browser currently has javascript and/or cookies disabled. Please change your browser settings or contact your technical support staff for assistance.

If you receive this message and cannot configure your browser yourself, you will need to contact your own technical support staff for assistance.

Attachments with bid solicitations

You can upload and include attachments with your bid solicitations. Each attachment must be in Adobe Acrobat (PDF) format and be no more than 5 MB in size. You are limited to a total of 100 MB of disk space for attachments per organization. If your attachments are in some format other than Adobe Acrobat (PDF), you will need to contact your own technical support staff for assistance.

Recommended web browsers

For best results we recommend that you use one of the following web browsers when using the <u>Unicom</u> <u>Systems</u> website:

- Microsoft Internet Explorer 8.0.6001.18928
- Mozilla Firefox 3.6.3.

The <u>Unicom Systems</u> website has been extensively tested using these web browsers. The site may not function properly with other web browsers.



Setting up an account

- Step 1: Navigate to the <u>Unicom Systems</u> website. http://www.unicom-systems.com
- Step 2: Click the "Set Up Account" link. See Figure 3.

The "Account details" page will open. See Figure 4.



Step 3: Complete the required fields on the "Account details" page.

Required fields are denoted by an *. See Figure 4.



IMPORTANT:

- You will need to enter a valid "Organization Website Address". This is usually the address to the page on your website where you display additional information regarding specific bid solicitations or information on responding to bid solicitations. If you intend to have multiple users from your organization posting bid solicitations, ensure that you all use the same "Organization Website Address". This is required to properly group and display solicitations. See Figure 4.
- Ensure that you use a valid e-mail address. This is important as a confirmation message will be sent to the e-mail address that you provide. Your account cannot be set up without a valid e-mail address. See Figure 4.

Step 4: Click the "I agree to the terms and conditions" radio button.

Carefully read and understand both the "Terms and Condition of Use" and the "Privacy Policy" prior to selecting the "I agree to the terms and conditions" radio button. See Figure 4.

Step 5: Click the "Submit" button.

See <u>Figure 4</u>.

Once you have successfully completed and submitted your account information, a message will be sent to the e-mail address that you provided. In order to establish an account you must confirm your e-mail address by clicking a link in that message. <u>Please note that your account will not be</u> <u>activated until your e-mail address has been confirmed</u>. This is done to ensure that the e-mail address that you provided belongs to you.

Once your e-mail address has been confirmed, your account will be reviewed. If your account meets <u>Unicom Systems</u>' review criteria, it will be activated and you will be sent user credentials and further instructions via e-mail. The user credentials and instructions will enable you to begin posting tenders, requests for proposal (RFP), requests for quotation (RFQ) and other bid solicitations immediately. The account review and activation process generally occurs within 24 hours of an e-mail address being confirmed.



<u>UNICOM</u>						
Home Update Account Post & Manage Bid Solicitations	FAQ	Terms & Conditions/Privacy Policy	<u>Contacts</u> <u>About</u>			
Please complete and submit your account details. Fields with * are mandatory.			<u><<log in="">></log></u>			
* First name	John					
* Surname	Doe					
* Organization name	Your Orga	nization				
* Organization website address (e.g. www.yourorganization.ca) Note: ensure that all users from your organization who post bid solicitations use the same website address. This is required to properly group and display bid solicitations.						
* Province, state or country	ONTARIO					
* E-mail address	john.doe@)yourorganization.ca				
By accessing this website, you are agreeing to be bound by the Unicor	n Systems T	erms and Conditions of Use and the Privac	cy Policy below:			
Unicom Systems Terms of Service and Conditions of Use 1. Your relationship with Unicom Systems 1.1 Your use of Unicom Systems' products, software, services and						
Privacy Policy Your privacy is very important to us. Accordingly, we have developed this Policy in order for you to understand how we						
I agree to the terms and conditions I do not agree to the terms a						
All entries, except for E-mail Address and Organization Website, will be automatically changed to upper case. E-mail Address and Organization Website will be automatically changed to lower case.						



Updating an account

Logging In

Step 1: Navigate to the <u>Unicom Systems</u> website. http://www.unicom-systems.com

Step 2: Click the "Update Account" link.

See Figure 5.

🖉 Unicom Systems Inc tenders, reque	ests for proposal (RFP), requests	for quotation (RFQ) and ot - Windows Internet Explorer					
Solution State							
File Edit View Favorites Tools Help							
🔆 Favorites 🛛 🏉 Unicom Systems Inc ter	iders, requests for proposal (R						
UNICON S Y S T E M	N						
Set Up Account	Update Account	Post & Manage Bid Solicitations					
	40						
	Unicom Systems Inc. owns an thousands of businesses to fin solicitations for the supply of g	d operates <u>bidsCanada</u> , a search engine and e-mail notit d information on tenders, requests for proposal (RFP), re oods and services. The value proposition of <u>bidsCanada</u> :					
	Figure 5						

Step 3: Enter your user name and password.

See Figure 6.

Your user name and password were sent to you via e-mail when your account was approved. If you have forgotten your username or password or if you are not sure if you have an account, click the link below the "Submit" button and then follow the online instructions. See <u>Figure 6</u>. **Step 4:** Click the "Submit" button.



See Figure 6.

The "Account details page" will open. See Figure 7.

Home Set Up Account Update Account Post & Manage Bid Solicitations FAQ Terms & Conditions/Privacy Policy Contacts About Log In Posting and managing bid solicitations requires a free Unicom Systems account. If you have an account, please log in to: o post and manage bid solicitations. If you have an account, please log in to: o post and manage bid solicitations. If you have an account, please log in to: o post and manage bid solicitations. If you have an account, please log in to: o post and manage bid solicitations. If you have an account, please log in to: o post and manage bid solicitations. If you have an account, please log in to: If you have an account, please log in to: If you have an account, please log in to: If you have an account, please log in to: If you have an account, please log in to: If you have an account, please log in to: If you have an account, please log in to: If you have an account, please log in to: If you have an account, please log in to: If you have an account, please log in to: If you have an account, please log in to: If you have an account, please log in to: If you have an acco	Ļ	UNICOM S Y S T E M S								
Log In Posting and managing bid solicitations requires a free Unicom Systems account. User Name • If you have an account, please log in to: john.doe@yourorganizatio • post and manage bid solicitations.	Home	Set Up Account	Update Account	Post & Manage Bid Solicitations	FAQ	Terms & Conditions/Privacy Polic	y <u>Contacts</u>	About		
john.doe@yourorganizatio o post and manage bid solicitations.	Log I	n	Posting and ma If you have	naging bid solicitations requires a fi	ee Unico	m Systems account.				
Password o update your account information.	john.de Passw	oe@yourorganizatio rord	o pos o upd	 post and manage bid solicitations. update your account information. 						
If you do not have a free <u>account</u> , you can set one up by clicking <u>here</u> .	•••• •	Submit	If you do not have a free <u>account</u> , you can set one up by clicking <u>here</u> .							
If you have forgotten your username and/or password or if you have	If you h userna	nave forgotten your me and/or password or are not sure if you have	If you are	not sure if you have already have an ad	count clic	k <u>here</u> .				
an account, click here.	an acc									
© <u>Copyright</u> 2010 <u>Unicom Systems Inc.</u> , all rights reserved E-mail: <u>inquiries@unicom-systems.con</u>						© <u>Copyright</u> 2010 <u>Unicom</u> : E-mail:	Systems Inc., all rights inquiries@unicom-sys	reserved. tems.com		

rigure 6

Updating the account

- Step 1: Update the required fields on the "Account details" page. Required fields are denoted by an *. See Figure 7.
- Step 2: Click the "Submit" button at the bottom of the page. See Figure 7.



UNICOM					
Home Update Account Post & Manage Bid Solicitations	FAQ Terms & Conditions/Privacy Policy Contacts About				
Please complete and submit your account details. Fields with * are mandatory.	< <u><log out="">></log></u>				
* First name	JOHN				
* Surname	DOE				
* Organization name	YOUR ORGANIZATION				
* Organization website address (e.g. www.yourorganization.ca) Note: ensure that all users from your organization who post bid solicitations use the same website address. This is required to properly group and display bid solicitations.	www.yourorganization.ca/bidsolicitations/				
* Province, state or country	ONTARIO				
* Password	•••••				
* Confirm password	•••••				
* E-mail address	john.doe@yourorganization.ca				
By accessing this website, you are agreeing to be bound by the Unicom	Systems Terms and Conditions of Use and the Privacy Policy below:				
Unicom Systems Terms of Service and	i Conditions of Use				
1. Your relationship with Unicom Sy	/stems				
1.1 Your use of Unicom Systems' pro	oducts, software, services and				
Privacy Policy	A				
Your privacy is very important to us. Accordingly, we have developed this Policy in order for you to understand how we collect, use, communicate and disclose and make use of personal					
agree to the terms and conditions 💿 🗌	do not agree to the terms and conditions O				
All entries, except for E-mail Address and Organization Website, will be automatically changed to upper case. E-mail Address and Organization Website will be automatically changed to lower case.					
Sut	bmit				
	© <u>Copyright</u> 2010 <u>Unicom Systems Inc.</u> , all rights reserved. E-mail: <u>inquiries@unicom-systems.com</u>				

Figure 7



Managing bid solicitations

Logging In

- Step 1: Navigate to the <u>Unicom Systems</u> website. http://www.unicom-systems.com
- Step 2: Click the "Post & Manage Bid Solicitations" link. See Figure 8.



Figure 8

Step 3: Enter your user name and password.

See Figure 9.

Your user name and password were sent to you via e-mail when your account was approved. If you have forgotten your username or password or if you are not sure if you have an account, click the link below the "Submit" button and then follow the online instructions. See Figure 9.



Step 4: Click the "Submit" button.

See Figure 9.

UNICOM								
Home Set Up Account	Update Account	Post & Manage Bid Solicitations	FAQ	Terms & Conditions/Privacy Policy	Contacts At	<u>bout</u>		
Log In User Name john.doe@yourorganizatio Password	Posting and ma If you have o pos o upd	naging bid solicitations requires a f e an account, please log in to: t and manage bid solicitations. late your account information.	ree Unico	om Systems account.				
If you have forgotten your username and/or password o if you are not sure if you have an account, click <u>here</u> .	 If you do not have a free <u>account</u>, you can set one up by clicking <u>here</u>. If you are not sure if you have already have an account click <u>here</u>. d or ave 							
© <u>Copyright</u> 2010 <u>Unicom Systems Inc.</u> , all rights reserved. E-mail: <u>inquiries@unicom-systems.com</u>								

Posting a bid solicitation

Step 1: Log in.

For additional information, see "Managing bid solicitations - Logging In".

Step 2: Click the "Post a bid solicitation" link.

See Figure 10.

The "Post a bid solicitation" page will open.



UNI	COM						
SYS	TEMS						
<u>Home</u>	Update Account	FAQ	Terms & Conditions/Privac	y Policy	Contacts	<u>About</u>	
						< <log out="">></log>	
	Manage your bid so	licitations - JOHN E	OE				
Disk space remaining for attachments: 100 MB allotted - 0.00 MB used = 100.00 MB remaining							
	[Post a bid solicitation]	[View all bid solicitations	for YOUR ORGANIZATION]	[Get integration code/view	/ users]		
		Search	Ma	ximum number of records to	display		
				20			
Submit							
There are no records to display							
				© Copyright 2010 Ur	nicom Systems Inc.	all rights reserved.	
				E	-mail: <u>inquiries@u</u>	nicom-systems.com	

Figure 10

Step 3: Complete the required fields.

Required fields are denoted by an *.

IMPORTANT:

- The Description can be no more than 1,000 characters long. The remaining number of characters is displayed as you type.
- The Closing Date must be greater than the current date but less than one year in the future. Closed bid solicitations are automatically deleted from the system.
- If the Status is "Active" (the default), the bid solicitation will be posted to <u>bidsCanada</u> within 24 hours bid solicitation are not posted to <u>bidsCanada</u> in real-time. If the Status is "Inactive", the bid solicitation will not be posted to <u>bidsCanada</u>. You may wish to set the bid solicitation to "Inactive" if you wish to continue work on it prior to setting it to "Active" and posting it to <u>bidsCanada</u>.



 UNSPSC is the acronym for the United Nations Standard Products and Services Code. It is a coding system that can be used to classify both products and services. While it is not mandatory that you use a UNSPC commodity description when posting a bid solicitation, it is highly recommended as it greatly assists suppliers when searching for bid solicitations.

For example, if a supplier used the keyword "construction" to search for a road maintenance solicitation in <u>bidsCanada</u>, it would only be found if the word "construction" was included in somewhere in the title or description of the solicitation. However, if you add a commodity description for "road maintenance" that includes the word "construction" in the Description or Definition, the same bid solicitation would be found by the supplier. This is because the Description and Definition are invisibly added to the bid solicitation description. This greatly increases the chances that a qualified supplier will find and respond to your bid solicitation. This is particularly true for suppliers that offer a broad range or goods or services. We provide a handy UNSPSC commodity description look up tool for your convenience.

Step 4: Click the "Click here to look up and select a UNSPC commodity description" link.

See Figure 11.

The "Search for UNSPSC Commodity Description" pop up window will open. See Figure 12.

* Primary location where goods or services are to be delivered or work performed:	ONTARIO
UNSPC commodity description: Note: use of a UNSPC commodity description is not mandatory but is highly recommended for both goods and services. It will aid potential suppliers in searching for this opportunity.	Click here to look up and select a UNSPC commodity description
* Type:	Expression of Interest Invitation to Quote Notification of Intent to Contract Request for Qualifications Other

Figure 11

Step 5: Enter the appropriate keywords to search for a commodity description.

See Figure 12.

Step 6: Click the "Submit" button.

See Figure 12.



Step 7: Click on the "Click here to select [commodity code]" link to select the appropriate commodity description. See <u>Figure 12</u>.

The pop up window will automatically close and the UNSPSC description and definition will be added to your bid solicitation. See Figure 13.

🤗 Webpage Dialog 📉 🔀							
http://www.unicom-systems.com/De	faultPopUp.CFM						
		Close This Window					
Search for UNSPSC Commodity Description UNSPSC is the acronym for the United Nations Standard Products and Services Code. It is a coding system to classify both products and services for use in e-commerce. It aids potential suppliers when searching for opportunities.							
If you cannot find an appropriate	description, select Not Classified by clicking here.						
Search road maintenance	Maxin	num number of records to display 20					
Submit							
	Displaying 1 - 20 of 183 records. Next 20						
1. Segment code: 72000000	Building and Facility Construction and Maintenance	Services					
Family code: 72100000	Building and facility maintenance and repair services						
Class code: 72103300	Infrastructure maintenance and repair services						
Commodity code: 72103301	Parking lot or road maintenance or repairs or services <u>Click here to select 72103301</u>						
Definition: This segment includes services associated with the construction and maintenance of Cilities, buildings, structures, roads and infrastructure. This segment also includes trades such as general contractors, electricians, plumbers, carpenters, painters, and roofing, landscaping, gardening and pest control.							
http://www.unicom-systems.com/Defaul	PopUp.CFM 😜 Internet P	otected Mode: Off					
Figure 12							



- **Step 8:** Complete the rest of the required fields on the "Post a bid solicitation" page. Required fields are denoted by an *. See <u>Figure 13</u>.
- **Step 9:** Click the "Submit" button at the bottom of the "Post a bid solicitation" page. See <u>Figure 13</u>.

You will be returned to the "Manage your bid solicitations" page. See Figure 14.



* Primary location where goods or services are to be delivered or work performed:	ONTARIO PRINCE EDWARD ISLAND QUEBEC SASKATCHEWAN YUKON TERRITORY
UNSPC commodity description: Note: use of a UNSPC commodity description is not mandatory but is highly recommended for both goods and services. It will aid potential suppliers in searching for this opportunity.	Parking lot or road maintenance or repairs or services
* Type:	Tender Request for Proposal Request for Information Expression of Interest Invitation to Quote
* Document reference number	RFP 2010-150
* Title Note: ensure that you include descriptive keywords that will aid potential suppliers in searching for this opportunity.	Road Maintenance
Description Note: plain text only with 1,000 characters or less, including spaces and punctuation. Non plain text formatting will be automatically stripped out. Ensure that you include descriptive keywords that will aid potential suppliers in searching for this opportunity. 816 characters left.	My Organization is seeking qualified contractors to provide road maintenance services on as "as required" basis. The closing time for this RFP is no later than 2:00 p.m. local time.



UNI 5 Y 5	CO	M							
Home	Update Acco	<u>unt</u>	FAQ <u>Te</u>	rms & Conditions/Privacy	/ Policy	Contacts	About		
							< <log out="">></log>		
	Manage your bid solicitations - JOHN DOE								
	Disk space remaining for attachments: 100 MB allotted - 0.00 MB used = 100.00 MB remaining								
	[Post a bid	solicitation]	[View all bid solicitations for `	YOUR ORGANIZATION]	[Get integration code/view u	users]			
			Search	Max	kimum number of records to c	display			
					20				
			S	ubmit					
			Displaying *	1 - 1 of 1 record.					
	[UPDATE]	Poquest fo	Proposal: DED 2010 150		Statu	s: Activo			
		Road Main	tenance	Clos	sing date: Monday, August	02, 2010			
		1				,			
	My Organization is seeking qualified contractors to provide road maintenance services on as "as required" basis.								
		The closing	g time for this RFP is no late	than 2:00 p.m. local ti	me.				
		The primary CANADA.	location where goods or servic	es are to be delivered or v	work performed is ONTARIO,				
		UNSPSC cl maintenance Facility Con construction also include roofing, land	assification: Parking lot or road e and repair services. Building a struction and Maintenance Ser and maintenance of facilities, s trades such as general contra- iscaping, gardening and pest co	maintenance or repairs of and facility maintenance a vices. This segment inclu buildings, structures, roa actors, electricians, plum ontrol.	or services. Infrastructure and repair services. Building a ides services associated with ds and infrastructure.This se ibers, carpenters, painters, an	and 1 the gment nd			
		For more in	nformation contact:						
		JOHN DOE		E-mail: john.doe@you	rorganization.ca				
		YOUR ORG	ANIZATION, ONTARIO, CANA	DA					
		Content last u	pdated: Sunday, June 20, 2010		Originally posted: Sunday, Jun	e 20, 2010			

Figure 14



Updating a bid solicitation

Step 1: Log in.

For additional information, see "Managing bid solicitations - Logging In".

Step 2: Click on the "UPDATE" link. See <u>Figure 15</u>.

The "Update a bid solicitation" page will open.



UNI S Y S		M							
<u>Home</u>	Update Acco	unt	FAQ <u>Te</u>	erms & Conditions/Privacy	/ Policy	Contacts	About		
							< <log out="">></log>		
	Manage your bid solicitations - JOHN DOE								
	Disk space re	maining for at	tachments: 100 MB allotted -	0.00 MB used = 100.00 M	1B remaining				
	[Post a bid	solicitation]	[View all bid solicitations for	YOUR ORGANIZATION]	[Get integration code/view u	isers]			
			Search	Max	kimum num <u>ber of rec</u> ords to d	lisplay			
					20				
			S	Submit					
			Displaving	1 - 1 of 1 record.					
			155						
	<u>(UPDATE)</u> مالی	Request for	Proposal: RFP 2010-150		Status	s: Active			
		Road Maint	tenance	Clos	sing date: Monday, August	02, 2010			
	ATTACHMENTS								
	IDELETE My Organization is seeking qualified contractors to provide road maintenance services on as "as required" basis.								
		The closing	time for this RFP is no late	r than 2:00 p.m. local ti	me.				
		The primary CANADA.	location where goods or servic	es are to be delivered or	work performed is ONTARIO,				
		UNSPSC cla maintenance Facility Con- construction also include roofing, land	assification: Parking lot or road e and repair services. Building struction and Maintenance Se and maintenance of facilities, s trades such as general contr scaping, gardening and pest c	I maintenance or repairs of and facility maintenance a vices. This segment inclu buildings, structures, roa actors, electricians, plum ontrol.	or services. Infrastructure and repair services. Building a ides services associated with ds and infrastructure.This seg ibers, carpenters, painters, ar	and the gment nd			
		For more in	nformation contact:						
		JOHN DOE		E-mail: john.doe@you	rorganization.ca				
		YOUR ORG	ANIZATION, ONTARIO, CANA	DA					
		Content last up	odated: Sunday, June 20, 2010		Originally posted: Sunday, Jun	e 20, 2010			

Figure 15



Step 3: Update the required fields on the "Update a bid solicitation' page. Required fields are denoted by an *.

Step 4: Click the "Submit" button at the bottom of the page.

Managing attachments

You can upload and include attachments with your bid solicitations. Each attachment must be in Adobe Acrobat (PDF) format and be no more than 5 MB in size. You are limited to a total of 100 MB per organization. Note that attached files and their contents are not indexed for searching purposes.

Step 1: Log in.

For additional information, see "Managing bid solicitations - Logging In".

Step 2: Click on the "MANAGE ATTACHMENTS" link.

See Figure 16.



	MS								
Home Update A	Account	FAQ Ter	ms & Conditions/Privacy	y Policy	Contacts	About			
						< <log out="">></log>			
Manag	Manage your bid solicitations - JOHN DOE								
Disk spac	ce remaining for at	tachments: 100 MB allotted - 0	.00 MB used = 100.00 M	/B remaining					
[Post :	a bid solicitation]	[View all bid solicitations for Y	OUR ORGANIZATION]	[Get integration code/view u	users]				
		Search	Max	ximum number of records to o	display				
		Si	ubmit	20					
		Displaying 1	- 1 of 1 record.						
[UPDATE]	Request fo	r Proposal: RFP 2010-150		Statu	s: Active				
[MANAGE	Road Main	tenance	Clos	sing date: Monday, August	02, 2010				
	ATTACHMENTSI My Organization is seeking qualified contractors to provide road maintenance services on as "as required" basis.								
	The closing	g time for this RFP is no later	than 2:00 p.m. local ti	me.					
	The primary CANADA.	location where goods or service	es are to be delivered or	work performed is ONTARIO,					
	UNSPSC cl maintenanc Facility Con constructior also include roofing, land	assification: Parking lot or road e and repair services. Building a struction and Maintenance Serv and maintenance of facilities, l s trades such as general contra scaping, gardening and pest co	maintenance or repairs o nd facility maintenance ices. This segment inclu buildings, structures, roa ictors, electricians, plum ntrol.	or services. Infrastructure and repair services. Building a udes services associated with ids and infrastructure.This ser ibers, carpenters, painters, an	and 1 the gment nd				
	For more in	nformation contact:							
	JOHN DOE		E-mail: john.doe@you	rorganization.ca					
	YOUR ORG	ANIZATION, ONTARIO, CANAE	A						
	Content last u	pdated: Sunday, June 20, 2010		Originally posted: Sunday, Jun	e 20, 2010				

Figure 16



Step 3: Click on the "Upload" button.

See Figure 17.

🖉 File Managment Webpage Dialog 🛛 🔀									
😢 http://www.unicom-systems.com/DefaultPopUp.CFM?Page=121&DocumentReference=RFP%202010%2D150&MessageID=6&UID=AEBC350C&SID=47dd4a2514 ⁻									
Close This Window									
After selecting and uploading files, close this window to attach them to your bid solicitation.									
Using your mouse, right click on a file to rename or delete that file. Note: only Adobe Acrobat PDF files that are no more than 5 megabytes (MB) in size will be accepted for upload. Attached files and their contents are not indexed for searching purposes.									
Folders 🕑 Upload 😂 Refresh 🥜 Settings									
G RFP 2010-150									
Improvementary and the CEM2Page 1218 Designment Defense and Defense Adder Off									

•



Step 4: Click on the "Browse" button.

See Figure 18.

🖉 File Managment Webpage Dialog 🛛 🔀									
12 http://www.unicom-systems.com/DefaultPopUp.CFM?Page=121&DocumentReference=RFP%202010%2D150&MessageID=6&UID=AEBC350C&SID=47dd4a2514									
Close This Window									
After selecting and uploading files, close this window to attach them to your bid solicitation									
Alter selecting and uploading mes, close this window to attach them to your bid solicitation.									
Using your mouse, right click on a file to rename or delete that file. Note: only Adobe Acrobat PDF files that are no more than 5 megabytes (MB) in size will be accepted for upload. Attached files and their contents are not indexed for searching purposes.									
Folders 💿 Upload 😤 Refresh 🥜 Settings									
G RFP 2010-150 Upload New File									
Select the file to upload Browse									
Upload Selected File Cancel									
http://www.unicom-systems.com/DefaultPopUp.CFM?Page=121&DocumentReference=RF									



Step 5: Click on the file that you wish to upload as an attachment.

Ensure that the file is in Adobe Acrobat (PDF) format and no more than 5 MB in size. See Figure 19.

Choose File to Upload	×
🌀 🕞 🗸 🖌 🗣 Data (D:) 👻 My Organization Bid Solicitations 🔹 👻 🚱	Search 🖉
🕒 Organize 🔻 🏭 Views 👻 📑 New Folder	0
Favorite L Image: Discrete state Image: Discrete state <td></td>	
File <u>n</u> ame: RFP 2010-150.pdf	▼ All Files (*.*) <u> □</u> pen ▼ Cancel

Figure 19



Step 6: Click on the "Open" button.

See Figure 20.



Figure 20



Step 7: Click on the "Upload Selected File" button.

See Figure 21.

The uploaded file will appear. See Figure 22.

http://www.unicom-systems.com/DefaultPopUp.CFM?Page=121&DocumentReference=RFP%202010%2D150&MessageID=6&UID=AEBC350C&SID=47dd4a2514 Close This Window After selecting and uploading files, close this window to attach them to your bid solicitation.
Close This Window After selecting and uploading files, close this window to attach them to your bid solicitation.
After selecting and uploading files, close this window to attach them to your bid solicitation.
Using your mouse, right click on a file to rename or delete that file. Note: only Adobe Acrobat PDF files that are no more than 5 megabytes (MB) in size will be accepted for upload. Attached files and their contents are not indexed for searching purposes.
Folders O Upload 😂 Refresh 🥜 Settings
G RFP 2010-150 Upload New File
Select the file to upload D:\My Organization Bid S
Upload Selected File Cancel
чş
http://www.unicom-systems.com/DefaultPopUp.CFM?Page=121&DocumentReference=RF 😜 Internet Protected Mode: Off





Figure 22



Step 8: Right click on the uploaded file to rename or delete it.

See Figure 23.

Http://www.unicom-systems.com/DefaulPopUp_CFM?Page=121&DocumentReference=RFP%202010%2D150&MessageID=6&UJD=AEBC350C4S1D=47dd4a2514* Close This Window After selecting and uploading files, close this window to attach them to your bid solicitation. Using your mouse, right click on a file to rename or delete that file. Note: only Adobe Acrobat PDF files that are no more than 5 megabytes (MB) in size will be accepted for upload. Attached files and their contents are not indexed for searching purposes. Folders I Upload Settings RFP 2010-150 RFP 2010-150 RFP 2010-150 pdf RFP 2010-150 pdf	🖉 File Managment Webpage Dialog 🛛 🔀									
After selecting and uploading files, close this window to attach them to your bid solicitation. Using your mouse, right click on a file to rename or delete that file. Note: only Adobe Acrobat PDF files that are no more than 5 megabytes (MB) in size will be accepted for upload. Attached files and their contents are not indexed for searching purposes. Folders ↓ Select RFP 2010-150 ↓ Select RFP 2010-150 ↓ Click Believe RFP 2010-150 ↓ Click Believ	😢 http://www.unicom-systems.com/DefaultPopUp.CFM?Page=121&DocumentReference=RFP%202010%2D150&MessageID=6&UID=AEBC350C&SID=47dd4a2514*									
After selecting and uploading files, close this window to attach them to your bid solicitation. Using your mouse, right click on a file to rename or delete that file. Note: only Adobe Acrobat PDF files that are no more than 5 megabytes (MB) in size will be accepted for upload. Attached files and their contents are not indexed for searching purposes. Folders Folders RFP 2010-150 RFP 2010-150 FFP 201	Close This Window									
Folders Image: Control of the state of th	After selecting and uploading files, close this window to attach them to your bid solicitation. Using your mouse, right click on a file to rename or delete that file. Note: only Adobe Acrobat PDF files that are no more than 5 megabytes (MB) in size will be accepted for upload. Attached files and their contents are not indexed for searching purposes.									
RFP 2010-150	Folders 💿 Upload 😤 Refresh 🥜 Settings									
	RFP 2010-150									
http://www.unicom-systems.com/DefaultPopUp.CFM?Page=121&DocumentReference=RF 😜 Internet Protected Mode: Off	http://www.unicom-systems.com/DefaultPopUp.CFM?Page=121&DocumentReference=RF									

Version 1.1 Copyright 2010 Unicom Systems Inc. All rights reserved



Step 9: Click the "Close This Window" link.

See Figure 24.

You will be returned to the "Manage your bid solicitations" page and the file(s) will be attached to the appropriate solicitation. See <u>Figure 25</u>. Note that you can add, delete or rename files at any time. This is useful if you have addendums or other information to add after posting a bid solicitation.

🖉 File Managment Webpage Dialog	×								
😢 http://www.unicom-systems.com/DefaultPopUp.CFM?Page=121&DocumentReference=RFP%202010%2D150&MessageID=6&UID=AEBC350C&SID=47dd4a2514									
Close This Window									
After selecting and uploading files, close	e this window to attach them to your bid solicitation.								
Using your mouse, right click on a file to rename or delete that file. Note: only Adobe Acrobat PDF files that are no more than 5 megabytes (MB) in size will be accepted for upload. Attached files and their contents are not indexed for searching purposes.									
Folders	🚺 📀 Upload 🤹 Refresh 🥜 Settings								
Folders RFP 2010-150 RFP 2010-150.pdf									
http://www.unicom-systems.com/DefaultPopUp	CFM?Page=121&DocumentReference=RF								
	Figure 24								

Version 1.1 Copyright 2010 Unicom Systems Inc. All rights reserved



	M							
Home Update Acc	count FAQ	Terms & Conditions/Privacy Policy	Contacts About					
Manage	your bid solicitations - JOHN DC	DE	< <log out="">></log>					
Disk space r	remaining for attachments: 100 MB allotted	- 0.01 MB used = 99.99 MB remaining						
[Post a b	id solicitation] [View all bid solicitations for	or YOUR ORGANIZATION] [Get integration code/view]	users]					
	Search	Maximum number of records to	display					
	I	Submit						
	Displayin	g 1 - 1 of 1 record.						
	Request for Proposal: RFP 2010-150 Road Maintenance	Statu Closing date: Monday, August	ıs: Active t 02, 2010					
[DELETE]	My Organization is seeking qualified contractors to provide road maintenance services on as "as required" basis.							
	The closing time for this RFP is no later than 2:00 p.m. local time. The primary location where goods or services are to be delivered or work performed is ONTARIO, CANADA. UNSPSC classification: Parking lot or road maintenance or repairs or services. Infrastructure maintenance and repair services. Building and facility maintenance and repair services. Building and Facility Construction and Maintenance Services. This segment includes services associated with the construction and maintenance of facilities, buildings, structures, roads and infrastructure. This segment also includes trades such as general contractors, electricians, plumbers, carpenters, painters, and roofing, landscaping, gardening and pest control.							
	Attachments:	Jun-20-2010)						
	For more information contact: JOHN DOE YOUR ORGANIZATION, ONTARIO, CAN	E-mail: john.doe@yourorganization.ca						
	Content last updated: Sunday, June 20, 2010 Attachment last posted: Sunday, June 20, 2010	Originally posted: Sunday, Ju	ne 20, 2010					

Figure 25



Deleting a bid solicitation

Step 1: Log in.

For additional information, see "Managing bid solicitations - Logging In".

Step 2: Click the appropriate "Delete" link.

See Figure 26.



UNI 5 Y S	CO	M								
Home	Update Acco	ount	FAQ Terr	ns & Conditions/Privacy	/ Policy	Contacts	About			
							< <log out="">></log>			
	Manage y	Manage your bid solicitations - JOHN DOE								
	D : 1				_					
	DISK Space re	maining for att	achments: 100 MB allotted - 0.1	JZ MB used = 99.98 MB	5 remaining					
	[Post a bid	solicitation]	[View all bid solicitations for Ye	OUR ORGANIZATION]	[Get integration code/view	users]				
			Search	Max	kimum num <u>ber of rec</u> ords to a	display				
					20					
			Su	bmit						
			Displaying 1	- 1 of 1 record.						
	[UPDATE]	Request for	Proposal: REP 2010-150		Statu	s: Active				
	IMANAGE	Road Maint	enance	Clos	sing date: Monday, August	02, 2010				
	ATTACHMENTS	1								
		My Organiza "as required	ation is seeking qualified cor J" basis.	tractors to provide ro	ad maintenance services o	on as				
		The closing	time for this RFP is no later	than 2:00 p.m. local ti	me.					
		The primary CANADA.	location where goods or service	s are to be delivered or v	work performed is ONTARIO,					
		UNSPSC cla maintenance Facility Cons construction also includes roofing, lands	ssification: Parking lot or road r and repair services. Building ar struction and Maintenance Servi and maintenance of facilities, b s trades such as general contra scaping, gardening and pest cor	maintenance or repairs o nd facility maintenance a ces. This segment inclu uildings, structures, roa ctors, electricians, plum ttrol.	or services. Infrastructure and repair services. Building ides services associated with ds and infrastructure.This se ibers, carpenters, painters, a	and h the gment nd				
		Attachment Attachment RFP 201 RFP 201	s: <u>I0-150 Addendum.pdf</u> (0.01 MB, <u>I0-150.pdf</u> (0.01 MB, posted Jur	posted Jun-20-2010) -20-2010)						
		For more in	formation contact:							
		JOHN DOE		E-mail: john.doe@you	irorganization.ca					
		YOUR ORG	ANIZATION, ONTARIO, CANAD	A						
		Attachment las	dated: Sunday, June 20, 2010 t posted: Sunday, June 20, 2010		Originally posted: Sunday, Jur	ne 20, 2010				

Figure 26



Step 3: Click the "Yes" button.

See Figure 27.

UN S Y S	ICOM TEMS							
<u>Home</u>	Update Account	FAQ	Term	s & Conditions/Pri	vacy Policy		Contacts	<u>About</u>
WARNING: The warning! Are y	Disk space remaining for e bid solicitation "RFP 2 ou sure you want to delet	or attachments: 100 010-150" and all e "RFP 2010-150":) MB allotted - 0.0 associated atta ? Yes	2 MB used = 99.94 chments will be No	8 MB remaining permanently) deleted fror	n the system ທ	< <log out="">></log>
						© <u>Copyright</u> 2010	<u>Unicom Systems Inc.</u> , E-mail: <u>inquiries@ur</u>	all rights reserved. nicom-systems.com



Viewing all bid solicitations

You can view all of your own bid solicitations, whether they are currently active or not, on the "Manage your bid solicitations" page. However, you can also view all of the active and open bid solicitations posted by all users in your organization, including your own, by clicking the "View all bid solicitations" link. If you opt to integrate bid solicitations on your own website, it will look very similar to the "View all bid solicitations" page.

Step 1: Log in.

For additional information, see "Managing bid solicitations - Logging In".

Step 2: Click the "View all bid solicitations" link.

See Figure 28.

The "All open and active bid solicitations" page will open.



UŅI										
<u>Home</u>	Update Account	FAQ	Terms & Conditions/Privac	y Policy	Contacts	About				
						< <log out="">></log>				
Manage your bid solicitations - JOHN DOE										
Disk space remaining for attachments: 100 MB allotted - 0.00 MB used = 100.00 MB remaining										
	[Post a bid solicitation]	[View all bid solicitations		[Get integration code/view	users]					
		Search	Ma	ximum number of records to	display					
			Submit							
There are no records to display.										
© <u>Copyright</u> 2010 <u>Unicom Systems Inc.</u> , all rights reserved. E-mail: <u>inquiries@unicom-systems.com</u>										



Integrating with your website/viewing other users

<u>Unicom Systems</u> provides the code to display bid solicitations on your organization's own website. It is incredibly simple, just a few lines of HTML code to copy and paste on your own website. The entire process should take your webmaster less than a few minutes to implement.

Please note that the "Organization Website Address" indicated in a user's account settings is used to group bid solicitations for an organization. In order to properly group and display bid solicitations on your own website, you must ensure that all users from your organization who post bid solicitations use the same "Organization Website Address" in their account settings. Users from your organization may need to update their accounts to whichever standard you agree upon for the "Organization Website Address". See <u>Updating an account</u>.

Step 1: Log in.

For additional information, see "Managing bid solicitations - Logging In".



Step 2: Click the "Get Integration Code/View Users" link.

See Figure 29.

A pop up window will open with the code you require to display bid solicitations on your own website. Click on the "Click here to e-mail the code" link to send the code to your webmaster. See Figure 30.

At the bottom of the pop up window you will see a list of all users who have provided the same "Organization Website Address" in their account information as you did. If you intend to have multiple users from your organization posting bid solicitation, ensure that you all use the same "Organization Website Address". This is required to properly group and display solicitations. See <u>Figure 30</u>.

UŅ	COM									
<u>Home</u>	Update Account	FAQ	Terms & Conditions/Privacy Policy	Contacts	<u>About</u>					
					< <log out="">></log>					
Manage your bid solicitations - JOHN DOE										
Disk space remaining for attachments: 100 MB allotted - 0.00 MB used = 100.00 MB remaining										
	[Post a bid solicitation]	[View all bid solicitations	for YOUR ORGANIZATION] [Get integration code/view	users]						
		Search	Maximum number of records to	display						
			20							
			Submit							
There are no recor	ds to display.									
© <u>Copyright</u> 2010 <u>Unicom Systems Inc.</u> , all rights reserved E-mail: <u>inquiries@unicom-systems.cor</u>										

Figure 29



🕴 -- Webpage Dialog

http://www.unicom-systems.com/DefaultPopUp.CFM?Page=124&Website=www%2Eyourorganization%2Eca%2Fbidsolicitations%2F&UID=AEBC350C&SID=47dd4a

Close This Window

X

You can display bid solicitations posted though Unicom Systems on your organization's own website. It is incredibly simple, just five lines of HTML code to copy and paste on your own website. The entire process should take your webmaster less than a few minutes to implement.

Unicom Systems uses the organization website address indicated in a user's account settings to group bid solicitations for an organization. In order to properly group and display bid solicitations on your own website, you must ensure that all users from your organization who post bid solicitations use the same website address in their Unicom Systems account settings.

Once all users from your organization are using the same organization website address, simply forward the following code to your webmaster to display bid solicitations on your own website.

<iframe src="http://www.unicom-systems.com/DefaultPopUp.CFM?
Page=120&IFrame=Yes&Website=www.yourorganization.ca/bidsolic
itations/" width="100%" height="100%">

Your browser does not support iframes.

</iframe>

<u>Click here to e-mail the code</u>

The following users have indicated that www.yourorganization.ca/bidsolicitations/ is their organization website address:

JOHN DOE

http://www.unicom-systems.com/DefaultPopUp.CFM?Page=124&Website=www%2Eyouror 😜 Internet | Protected Mode: Off

Figure 30