



TWEED
SHIRE COUNCIL

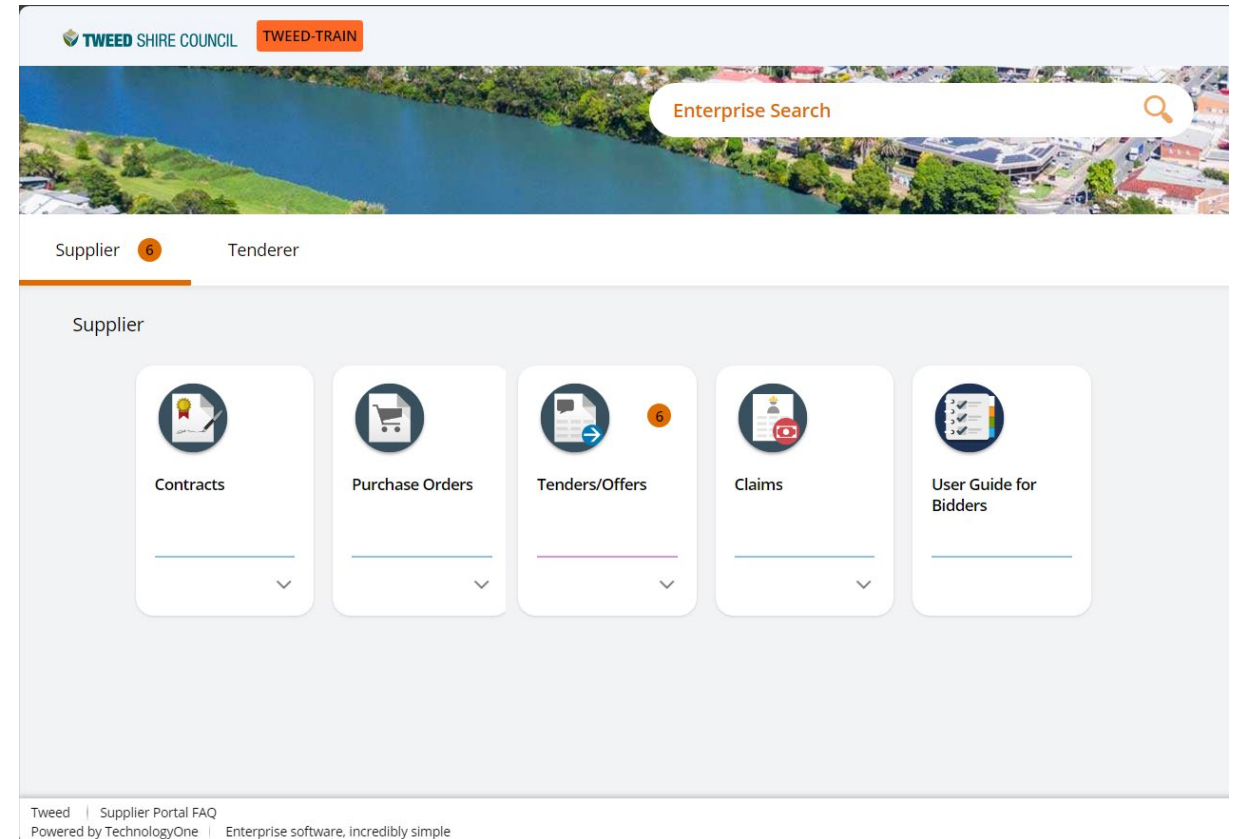
Tweed Shire Council's new procurement portal

Supplier view

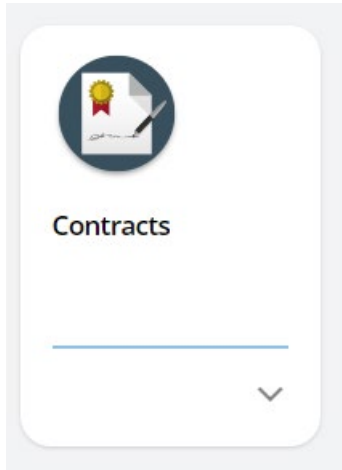
Procurement portal

Our new procurement portal allows suppliers to:

- **view current contracts:** see all active contracts you have with us
- **see purchase orders:** access all purchase orders we have raised for you
- **access tenders and offers:** view open tenders and offers and submit your applications directly through the portal
- **monitor claims:** view all lodged claims against contracts linked to your business.



Contracts tile



To view your current contracts, select the **Contracts** tile. This tile allows the user to view all contracts awarded to the supplier by council.

The screenshot shows the "Contracts" page in the Supplier Portal. The breadcrumb navigation is "TWEED SHIRE COUNCIL > TWEED-TRAIN > Supplier > Contracts > Contracts". A search bar labeled "Enterprise Search" is in the top right. A callout box points to the "TWEED SHIRE COUNCIL" logo in the breadcrumb with the text "Select the Tweed Shire Council logo to return to main page".

Below the breadcrumb, there is a "CLO TENDER TEST" button and a search input field. A notification indicates "1 record." and a contract ID "000759" is displayed.

The main content area shows a contract card for "TEST - Design Construct Operate Organics Processing Facility". The card includes a profile icon, the contract title, a status of "APPROVED", and details such as "Start Date 26-Nov-2024", "End Date 26-Dec-2024", and "1 party". The contract owner is listed as "SBOOTH-FORD".

To the right of the card is a detailed view of the contract, titled "CONTRACT" with a status of "APPROVED". It contains the following information:

Contract Description	
TEST - Design Construct Operate Organics Processing Facility	

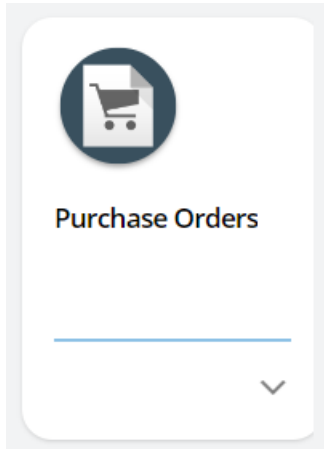
Contract System	
Contract	Tweed Shire Council Co... 000759
Type	Contracts with Claims ...
Length	User defined length
	0
Reference	0

Dates	
Start Date	26-Nov-2024
End Date	26-Dec-2024
Final Completion	

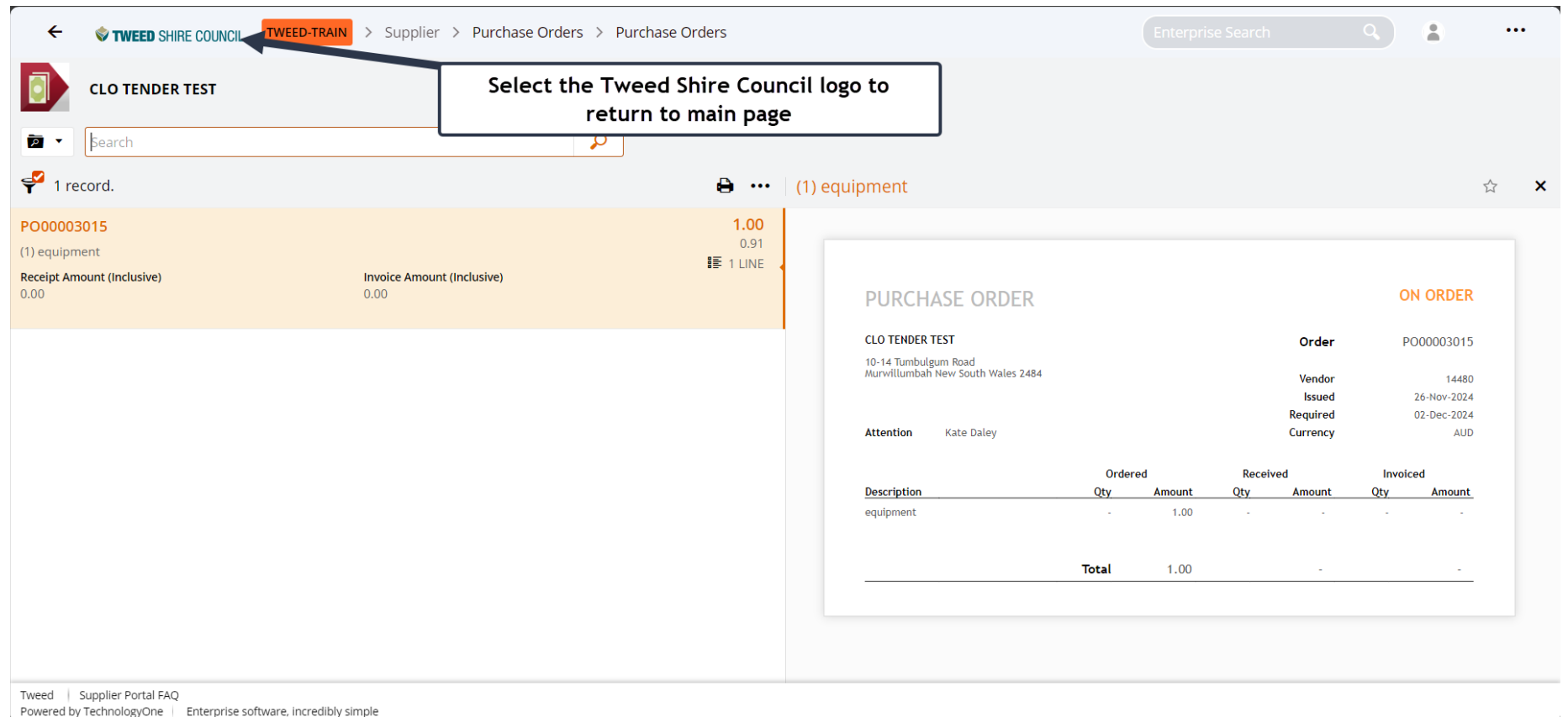
Contract Classification	
Method of Tendering	Estimated Contract Amount Payable (inc. of GST over the life of contract)
	5000000.00
Classification	

At the bottom of the page, there is a footer with the text: "Tweed | Supplier Portal FAQ | Powered by TechnologyOne | Enterprise software, incredibly simple".

Purchase Orders tile



To view the purchase orders raised by Tweed Shire Council staff for you to supply, select the **Purchase Orders** tile. This will display a list of all active purchase orders associated with your account.

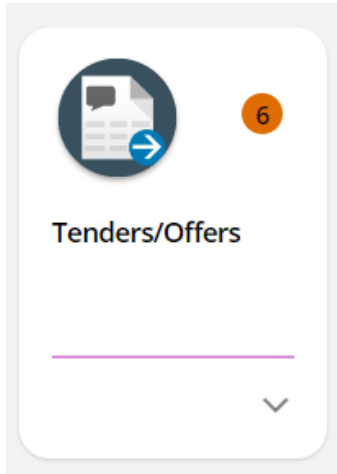


The screenshot displays the Supplier Portal interface. At the top, the breadcrumb navigation shows 'TWEED SHIRE COUNCIL' (highlighted with an orange box and an arrow pointing to a callout box), 'TWEED-TRAIN', 'Supplier', 'Purchase Orders', and 'Purchase Orders'. The callout box contains the text: 'Select the Tweed Shire Council logo to return to main page'. Below the navigation, there is a search bar and a list of records. The first record is highlighted in orange and shows 'PO00003015' with a quantity of '(1) equipment' and a total amount of '1.00'. The record details include 'Receipt Amount (Inclusive) 0.00' and 'Invoice Amount (Inclusive) 0.00'. To the right, a detailed view of the purchase order is shown, titled 'PURCHASE ORDER' with the status 'ON ORDER'. The order details include 'CLO TENDER TEST' as the order name, '10-14 Tumbulgum Road, Murwillumbah New South Wales 2484' as the address, and 'Kate Daley' as the attention. The order number is 'PO00003015'. The order was issued on '26-Nov-2024' and is required by '02-Dec-2024'. The currency is 'AUD'. A table below the order details shows the ordered, received, and invoiced quantities and amounts for 'equipment'.

Description	Ordered		Received		Invoiced	
	Qty	Amount	Qty	Amount	Qty	Amount
equipment	-	1.00	-	-	-	-
Total		1.00		-		-

Footer: Tweed | Supplier Portal FAQ
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Tenders/Offers tile



To view current tenders from Tweed Shire Council, click on the **Tenders/Offers** tile. This will display a list of all active tenders. From here, you can view details, ask questions and submit your application.

← **TWEED SHIRE COUNCIL** **TWEED-TRAIN** > Supplier > Tenders/Offers > Tenders/Offers Enterprise Search

Search

6 records.

TEN000131 | TEST - Supply of Traffic Control for TSC Advertising
TEST - Supply of Manual Traffic Control and Associated Services under LGP113-2 1 Draft, 2 Submitted
Start Date 19-Nov-2024
Submissions Close 11-Dec-2024

TEN000130 | TEST - Eviron Landfill Advertising
TEST - Detailed Design and Construction of Eviron Landfill Haul Road 1 Draft, 2 Submitted
Start Date 19-Nov-2024

TEN000129 | TEST - Provision of Casual Labour Hire Advertising
TEST - Provision of Casual Labour Hire and Associated Services Under LGP 808-4 1 Submitted
Start Date 19-Nov-2024
Submissions Close 18-Dec-2024

TEN000127 | Clarence Road Advertising
Tests No Responses Submitted
Start Date 18-Nov-2024

To view more detail, select an open tender

Click View

ACTIVE

Approach To Market TEN000131

TEST - Supply of Traffic Control for TSC

Requirements
This approach to market is for the TEST - Supply of Manual Traffic Control and Associated Servi, please find details attached.

Submissions	Submitted by	Submission Date/Time	Status
Submission from CLO TENDER TEST	AP Account - CLO TENDER TEST	22/Nov/2024 - 16:16:31	Draft
Submission from CLO TENDER TEST	AP Account - CLO TENDER TEST	26/Nov/2024 - 12:58:24	Submitted
Submission from CLO TENDER TEST	AP Account - CLO TENDER TEST	26/Nov/2024 - 13:44:20	Submitted

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Tenders/Offers function – Summary

The **Approach To Market** function provide a summary of key details for the tender.

Click on the relevant tab to access the detail

Submission to tender closing date and time

Approach To Market ACTIVE

Approach To Market TEND00131

TEST - Supply of Traffic Control for TSC

Requirements
This approach to market is for the TEST - Supply of Manual Traffic Control and Associated Servi, please find details attached.

Submissions	Submitted by	Submission Date/Time	Status
Submission from CLO TENDER TEST	AP Account - CLO TENDER TEST	22/Nov/2024 - 16:16:31	Draft
Submission from CLO TENDER TEST	AP Account - CLO TENDER TEST	26/Nov/2024 - 12:58:24	Submitted
Submission from CLO TENDER TEST	AP Account - CLO TENDER TEST	26/Nov/2024 - 13:44:20	Submitted

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Tenders/Offers function – Submissions tab

From the **Submissions** tab, a supplier can view their current submissions for this tender as well as add a new submission.

The screenshot displays the 'Submissions' tab for a tender titled 'TEST - Supply of Traffic Control for TSC'. The interface includes a navigation menu on the left with options like 'Approach To Market', 'Submissions', 'Questions', 'Addendums', and 'Attachments'. The main content area shows a list of submissions, with one submission from 'CLO TENDER TEST' in 'DRAFT' status. A detailed view of this submission is shown on the right, including a table of submission records.

Annotations:

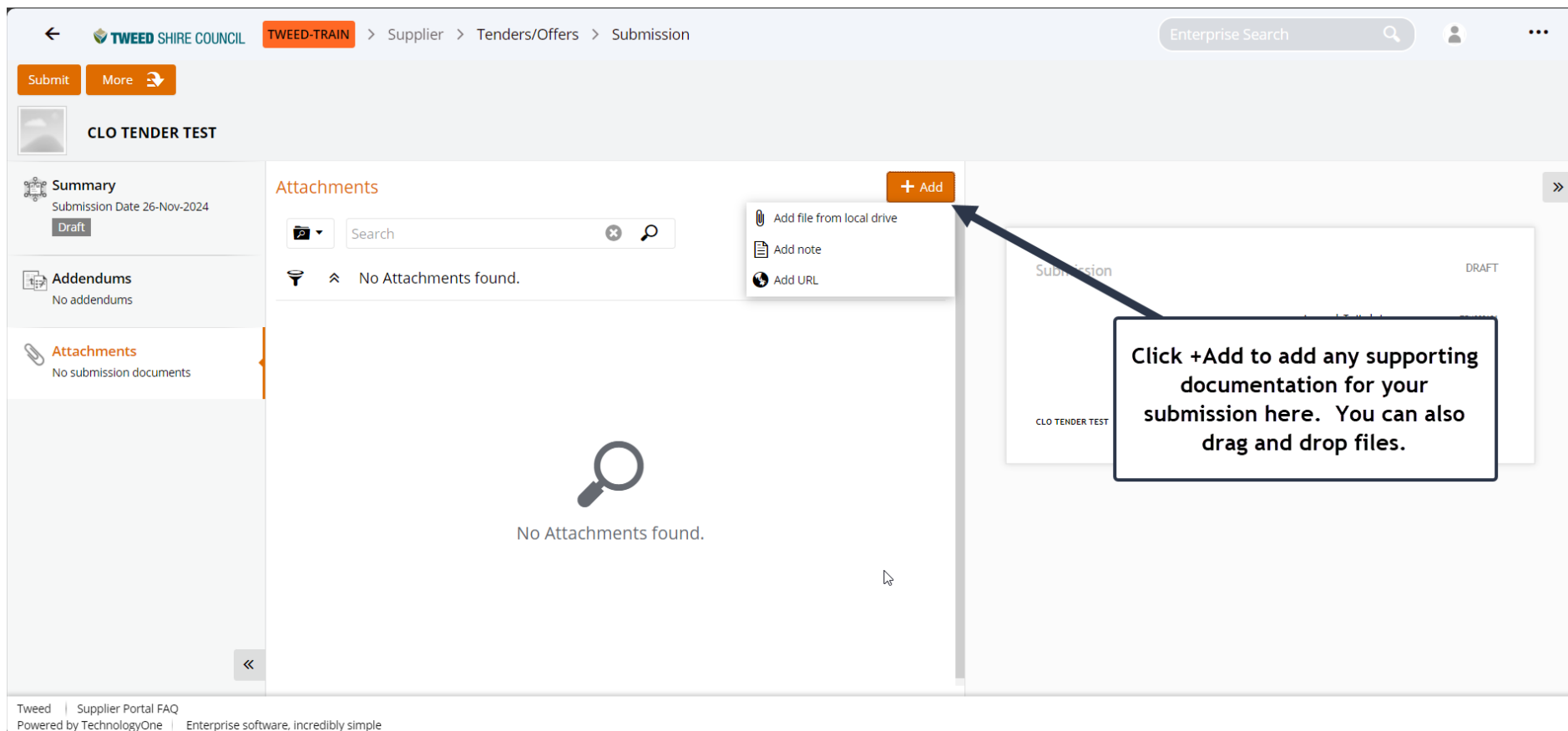
- An arrow points to the '+ Add' button with the text: "A supplier create a submission for a tender by clicking +Add".
- An arrow points to the 'View' button with the text: "A supplier can view, submit or cancel their submissions from here." (Note: The 'Submit' and 'Cancel' buttons are also visible in the context menu below the 'View' button).

Submissions	Submitted by	Submission Date/Time	Status
Submission from CLO TENDER TEST	AP Account - CLO TENDER TEST	22/Nov/2024 - 16:16:31	Draft
Submission from CLO TENDER TEST	AP Account - CLO TENDER TEST	26/Nov/2024 - 12:58:24	Submitted
Submission from CLO TENDER TEST	AP Account - CLO TENDER TEST	26/Nov/2024 - 13:44:20	Submitted

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Tenders/Offers function – Add a submission

From the **Attachments** tab, click **+ Add** to provide any supporting documentation for your submission.



The screenshot shows the 'Attachments' tab for a submission titled 'CLO TENDER TEST'. The page displays 'No Attachments found.' and a '+ Add' button. A callout box points to the '+ Add' button with the text: 'Click +Add to add any supporting documentation for your submission here. You can also drag and drop files.'

The interface includes a navigation bar with 'TWEED SHIRE COUNCIL', 'TWEED-TRAIN', and 'Supplier > Tenders/Offers > Submission'. The left sidebar shows 'Summary' (Submission Date 26-Nov-2024, Draft), 'Addendums' (No addendums), and 'Attachments' (No submission documents). The main content area has a search bar and a '+ Add' button. The callout box text is: 'Click +Add to add any supporting documentation for your submission here. You can also drag and drop files.'

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Tenders/Offers function – Add a submission

When you're satisfied with your submission, click **Submit**. You can still make changes anytime before the closing date and time.

The screenshot displays the 'Submission' page for a tender. The breadcrumb navigation is: TWEED SHIRE COUNCIL > TWEED-TRAIN > Supplier > Tenders/Offers > Submission. The page features a 'Submit' button and a 'More' button. A callout box points to the 'Submit' button with the text: "Click Submit to submit your submission".

Summary
Submission Date 26-Nov-2024
Draft

Addendums
No addendums

Attachments
No submission documents

Description
Submission from CLO TENDER TEST

Comments

Currency
AUD (Australian Dollar)

GST Entry Mode
Inclusive

Total (Exclusive)	Total (Inclusive)
2,272.73	2,500.00

Submission DRAFT

Approach To Market TEN000131

CLO TENDER TEST

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Tenders/Offers function – Questions tab

From the **Questions** tab, you can ask tender owner questions and view their answers.

← **TWEED SHIRE COUNCIL** **TWEED-TRAIN** > Supplier > Tenders/Offers > Approach To Market **Saved** Enterprise

TEST - Supply of Traffic Control for TSC ☆
TEST - Supply of Manual Traffic Control and Associated Services under LGP113-2

Approach To Market
TEST - Supply of Traffic Control for ...
Active

Submissions
4 submissions

Questions
1 question

Addendums
No addendums

Attachments
2 attachments

Questions
1 question.

What are the measurements for supply?
Please provide.

+ Ask

ASKED BY YOUR ORGANISATION
NOT ANSWERED

Question Date: 26-Nov-2024
Question Time: 18:25:27

Edit **Withdraw Question**

APPROACH TO MARKET
Approach To Market: TEH000131
TEST - Supply of Traffic Control for TSC

Requirements
This approach to market is for the TEST - Supply of

Submissions

Submission	Subm
Submission from CLO TENDER TEST	AP Acc
Submission from CLO TENDER TEST	AP Acc
Submission from CLO TENDER TEST	AP Acc
Submission from CLO TENDER TEST	AP Acc

«

TWEED-TRAIN > Supplier > Tenders/Offers > Approach To Market

for TSC ☆
and Associated Services under LGP113-2

← **Questions**

Question **Cancel** **Save**

^ **Question**

The Approach to Market owner may choose to publish your question and their answer publicly.

Subject * 255

Question *

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Tenders/Offers function – Addendums tab

From the **Addendums** tab, you can view any updates or changes made to the tender since its release.

The screenshot displays the 'Tenders/Offers' section of the 'TWEED SHIRE COUNCIL' Supplier Portal. The breadcrumb trail is: TWEED SHIRE COUNCIL > TWEED-TRAIN > Supplier > Tenders/Offers > Approach To Market. The tender title is 'TEST - Supply of Traffic Control for TSC' with a star icon. Below the title is the description: 'TEST - Supply of Manual Traffic Control and Associated Services under LGP113-2'. The left sidebar contains navigation options: 'Approach To Market' (Active), 'Submissions' (4 submissions), 'Questions' (1 question), 'Addendums' (No addendums), and 'Attachments' (2 attachments). The main content area is titled 'Addendums' and shows 'No addendums found.' with a search icon and a printer icon. A callout box with an arrow pointing to the 'Addendums' section contains the text: 'These addendums may be answers to questions that are relevant to all tenderers or an update from the tender owner.'

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Tenders/Offers function – Attachment tab

From the **Attachments** tab, you can view documents related to the open tender. Use the **Preview** button to view them online or download them for future reference.

Attachments

2 Attachments.

RFO2023064 Schedules.docx

Entity Type: Approach To Market Ext... Attachment Type: None
Date Created: 19-Nov-2024

DOCX | 176.6Kb

RFO2023064 Offer

Entity Type: Approach To Market Ext... Attachment Type: None
Date Created: 19-Nov-2024

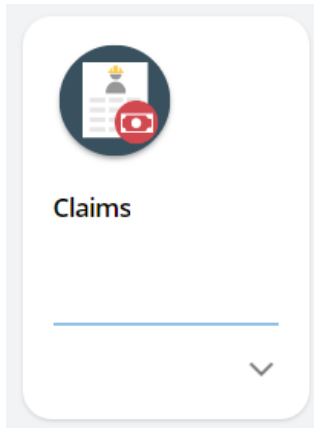
PDF | 645Kb

View the document by selecting Preview or downloading as a PDF

Submissions	Submitted by	Submission Date/Time	Status
Submission from CLO TENDER TEST	AP Account - CLO TENDER TEST	22/Nov/2024 - 16:16:31	Draft
Submission from CLO TENDER TEST	AP Account - CLO TENDER TEST	26/Nov/2024 - 12:58:24	Submitted
Submission from CLO TENDER TEST	AP Account - CLO TENDER TEST	26/Nov/2024 - 13:44:20	Submitted
Submission from CLO TENDER TEST	AP Account - CLO TENDER TEST	26/Nov/2024 - 18:24:17	Submitted

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Claims tile



To view the claims raised by Tweed Shire Council staff against the contract, select the **Claims** tile. This will display a list of all active claims associated with the contract.

← **TWEED SHIRE COUNCIL** **TWEED-TRAIN** > Supplier > Claims > Claims Enterprise Search 🔍 👤 ⋮

📁 Search 🔍

📄 1 record. 🖨️ ⋮ TEST - Design Construct Operate Organics Processing Facility ✕

TEST - Design Construct Operate Organics Processing Facility

000759 | TEST - Design Construct Operate Organics Processing Facility

TEST - Design Construct Operate Organics Processing Facility

DRAFT
AUD 0.00
0.00 (Ex)

CLAIM

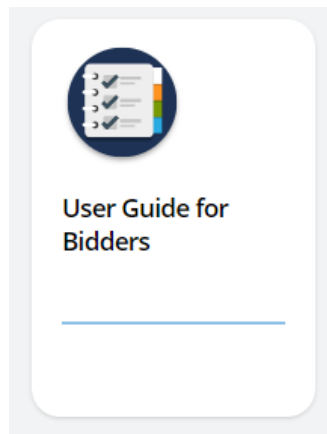
TEST - Design Construct Operate Organics Processing Facility

	Reference	
	Claim	1
	Contract	000759
	Party	CLO TENDER TEST
TEST - Design Construct Operate Organics Processing Facility	Date	26-Nov-2024
	Release Retentions	No

Description	Units	Claimed	Retained	Retention Released	Disputed	Certified
TEST - Design Construct Operate Organics Processing Facility Schedule - 1 Line - 1	EACH	4,545,454.55	0.00	0.00	0.00	0.00
Total						0.00

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User Guide for Bidders tile



Clicking this tile will open a new browser tab where you can access user guides in both PDF and video formats.

The screenshot shows the Tweed Shire Council website. At the top right, there are buttons for "Contact us", "Report a problem", and "Subscribe". The navigation menu includes "Council", "Community", "Property and rates", "Development and business", and "Environment". A search bar is located below the navigation menu. The main content area is titled "Procurement, tenders and contracts" and features a breadcrumb trail "Home / Procurement, tenders and contracts". A red dashed box highlights a link labeled "Link to user guide PDFs and videos" above the main heading. Below the heading is a navigation bar with buttons for "Current tenders", "User guides", "Statement of business ethics", and "Local preference procurement". A red dashed arrow points from the "User guides" button to the "User guides" section below. The "User guides" section contains a paragraph: "All suppliers must register on the new procurement portal {LINK TO NEW PORTAL} to use it and register for future work. Registrations will be available starting Monday 2 December 2024. A new Two-Factor Authentication (2FA) process will be required." To the right of this paragraph is a teal button that says "Register and view current tenders > on the procurement portal". Below the paragraph is another teal button that says "Need help? View our [user guides](#)". Further down, there is a paragraph: "Council's [procurement portal](#) {LINK TO NEW PORTAL} is an easy and secure way to manage your tender activities." followed by another paragraph: "You can register to view tenders, download documents and find out about submitting an offer." The "Current tenders" section follows, with a paragraph: "There are currently no open tenders available." The "User guides" section is partially visible at the bottom. A teal button with an upward arrow is located in the bottom right corner of the page.

Access to help

- **For registration or 2FA issues**, please email ITservice@tweed.nsw.gov.au
- **For procurement, tender submissions or other concerns after registration**, email AdminIDU@tweed.nsw.gov.au