

Procedure For Bid and Tenders Participation for registered Vendors

Project Name

T4EDU Vendor Portal



Tatweer Company for education services Ltd.

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Bid and Tenders Participation for registered vendors in the Portal

1. Introduction-

This document consists about highlighting the steps required for the vendor for participating in Bids and Tenders announced by T4EDU

Therefore, the process would consist of:

- Logging in to the portal with approved credentials (username and password)- for approved vendors only)
- Viewing Announced Tenders and Participating to them

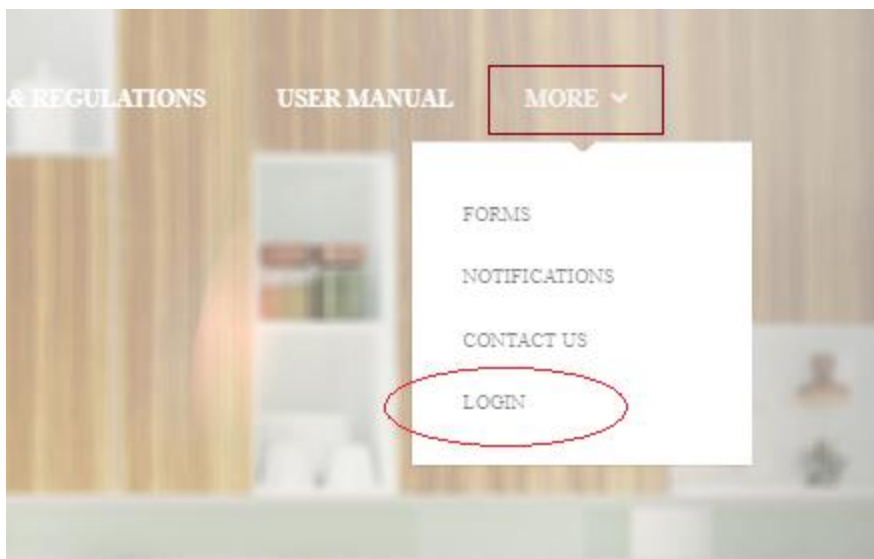
Vendor Portal T4EDU

1.1 Logging in to the portal with approved credentials (username and password)- for approved vendors only)

Make sure that you have been approved by T4EDU upon the submittal of your registration form (which related to the fact that you have received an official confirmation notice from T4EDU stating that you have been approved as an official vendor and you have been provided with a T4EDU vendor number accordingly). Note that If this was not the case, please follow up with T4EDU on that matter consequently.

After accessing the web portal page “ <https://cpd.t4edu.com>”, execute the following steps:

- 1- Logging in to the portal with the approved credentials (username and password)



Sign into your T4edu account

LOGIN
User name

PASSWORD
Credentials

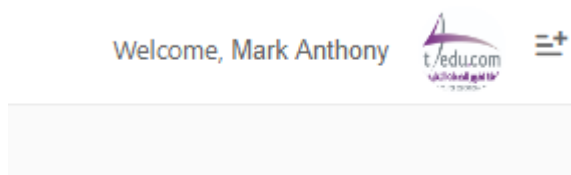
Remember me?

[Forgot Password? Click here](#)

Sign in

Vendor Portal T4EDU

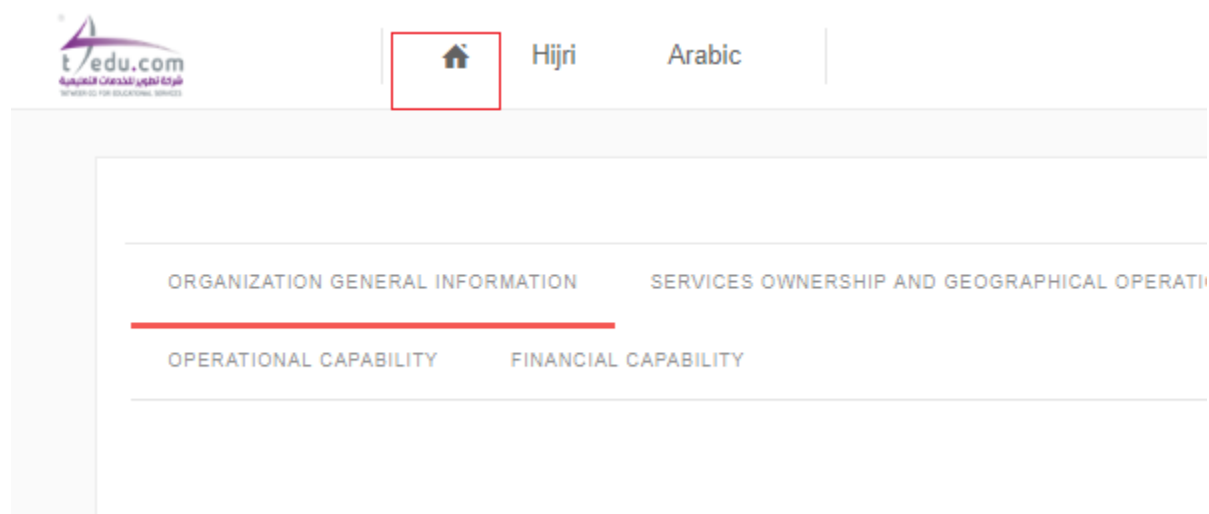
- 2- Once logged in, you will see the company Logo & representative name on the right side upper level. "



1.2 Viewing Announced Tenders and Participating to them

Once logged in, the user can view announced tenders and participate to them by executing the following steps:

- 1- Once Logged in, select the home button to direct you to the home page



- 2- Select any tenders from the list that you desire to participate.

- a. To view the content, click the tenders name:

TENDERS

ALL CURRENT AWARDED EXPIRED

Tender Id	Tender Number	Name Arabic	Name English	Likes	Action
162	01	اختبارات	Testing	0	<input type="button" value="Participate"/> <input type="button" value="Like"/>

- b. To show interest, click the "Like". Upon confirmation, button will change to purple color which an indication that you submitted your interest to participate in the tender

Vendor Portal T4EDU

TENDERS

ALL CURRENT AWARDED EXPIRED

Tender Id	Tender Number	Name Arabic	Name English	Likes	Action
162	01	اختبارات	Testing	1	<input type="button" value="Participate"/> <input type="button" value="Liked"/>

3- Upon confirmation, the system shows the "liked tender" in the "liked tender list".

TENDERS

ALL CURRENT AWARDED EXPIRED

Tender Number	Name Arabic	Name English	Likes
TND-00002	تفاصيل المشروع موجودة في الاعلان باللغة الانجليزية	RFI for Outsourcing of IT Services at T4EDU	0
TND-00003	غير متوفر	RFQ for Microsoft Premiere Support	0
TND-00004	توريد وتركيب اجهزة اتصال	Supply and Installation for Communication Services and Equipment	0
TND-00005	تصميم وتجهيز مختبرات وورش العمل في مركز القصيم العلمي	Design and Equip Labs Workshops at Qassim Science Center	2
TND-00006	توريد اجهزة لوحية تعليمية ودعمها فنياً	Supply and Technical Support for Educational Tablet	6

Note that vendors can access anytime that list in order to identify the tenders flagged for participation.

4- User can also view for his own information the tenders that have been awarded, this is done by going back to the main menu and clicking on the "awarded projects button"

TENDERS

ALL CURRENT AWARDED EXPIRED

TENDERS

ALL CURRENT AWARDED EXPIRED

Tender Number	Name Arabic	Name English
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- 5- Upon completion of the updates, user needs to press the logout button for logging out from the system:

