
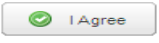


“Register as a Plan Taker” - Accessing Documents after Successfully Creating and Account

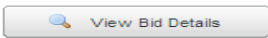
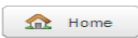
- Select the Home button (see last step above on creating account). This will bring you to the main screen listing all the current bids available online.
- Locate the bid that you wish to register for and click on Bid Details.

12-Q01 - Supply of Clothing for Transit Services	Open	Tue January 31, 2012 3:00:00 PM	13
Bid Details Documents (1) Addenda (1)			
This project involves the supply, manufacture and delivery of Transit Services clothing as per the specifications contained in the document.			

- This will open the details of the bid, displaying the documents, addendums etc ... that are available for download once register. Select the  to continue.
- A Terms of Service agreement will appear. You will need to agree to these terms in order to access the documents. Click on the  link to continue.
- You will now receive notification that you have successfully registered as a plan taker.

You have successfully registered as a plan taker!

You successfully registered as a plan taker for 12-Q01 - Supply of Clothing for Transit Services.

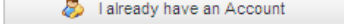
 

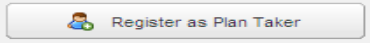
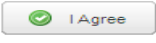
- Select the View Bid Details button and you will be returned to the screen to access all documents.
(Note: Tenders will not be able to be downloaded from the website due to an envelope requirement. You will be able to download a registration form that can be faxed to 613-932-5919 or emailed to purchasing@cornwall.ca. Once registered, you may also pick up tenders at Purchasing Services located at 1246 Ontario Street, Cornwall.)
- Once you have completed the download, you may proceed to another bid or you may log out.

Register as a Plan Taker” - Accessing Documents if you are already have and Account on the Website

- You can access the Bids and Tenders homepage one of two different methods.
 - o You can access the documents by going to the website (<http://cornwall.bidsandtenders.ca>) and logging in by clicking on the log in link at the top right corner.
 - OR
 - o You can also access the documents by clicking on the link included in the email notification that you are sent for successfully creating an account and selecting the category of the bid opportunity. Once you have clicked on the link, you will be directed to the Bids and Tenders homepage.
- Login to access the documents by clicking Login on the right side of the screen.

The City of Cornwall Bids and Tenders	Home Create Account Login
The following is a list of all current online bid and tender opportunities for the City of Cornwall Please refer to the Status column in the list to determine if the bid is open, closed or awarded.	

- Select  . This will prompt you to enter your Username and Password.
- Locate the bid that you wish to register for and click on Bid Details.

- This will open the details of the bid, displaying the documents, addendums etc ... that are available for download once register. Select the  to continue.
- A Terms of Service agreement will appear. You will need to agree to these terms in order to access the documents. Click on the  link to continue.
- You will now receive notification that you have successfully registered as a plan taker.



- Select the View Bid Details button and you will be returned to the screen to access all documents.
(Note: Tenders will not be able to be downloaded from the website due to an envelope requirement. You will be able to download a registration form that can be faxed to 613-932-5919 or emailed to purchasing@cornwall.ca. Once registered, you may also pick up tenders at Purchasing Services located at 1246 Ontario Street, Cornwall.)
- Once you have completed the download, you may proceed to another bid or you may log out.

**** It is still the vendor's responsibility to check the website for updates including addendums.**