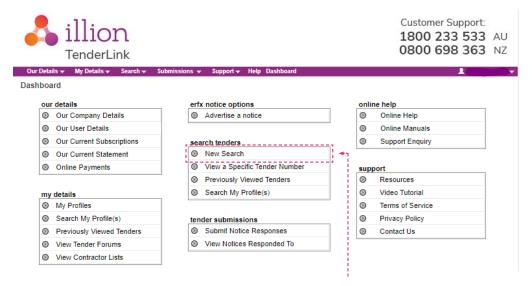
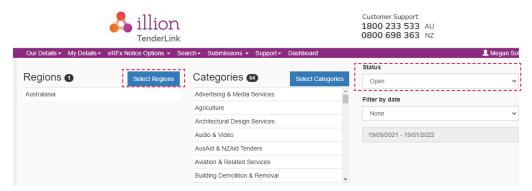
How to make a submission on the illion TenderLink website



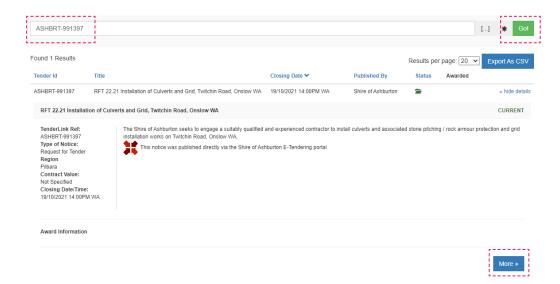


Once you have logged into illion TenderLink you will arrive at our dashboard. In the middle under search tenders select "New Search".



You will notice that your chosen region is pre-selected. As you are searching a specific tender number you can continue with all categories selected. Make sure that open is selected under the status heading.





You will need to enter in the TenderLink reference number into the search box for the tender you wish to make a submission for.

Click "Go".

If you don't know the TenderLink reference, this can be found in the top right of our tender notification email.

Click "Go" and this will bring up more details on this tender.

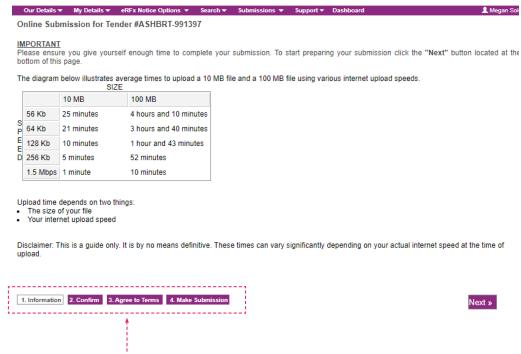


From this screen there are multiple options to choose from for the tender;

- To make a submission click on 'This tender has an electronic tender box' – Use this to submit your response.



Customer Support: 1800 233 533 Al 0800 698 363 Nz



Follow these prompts to make your submissions. You will receive a receipt of submission when your documents are successfully uploaded.

