



AVEVA CONTRACT RISK MANAGEMENT

Instruction to Tender/RFP Online

Professional Services
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1. INTRODUCTION

For the purpose of interpreting this Instructions to Tender Guide, below terminology used in Aveva CRM and this guide shall have the meaning of the words in the RFP as follows:

Terms used in Aveva CRM Solution & in this Instruction to Tender Guide.	Terms used shall have the following meaning.
Tender or ITT/RFX or Invitation to Tender or Invitation	Proposal or RFP
Tender Message	Notice or Addendum or Addendum or other type of communication set forth in Part I – REQUEST FOR PROPOSAL – Article B PROPOSAL INSTRUCTIONS.
Contractor	Proposer

2. CRM Access & Navigation

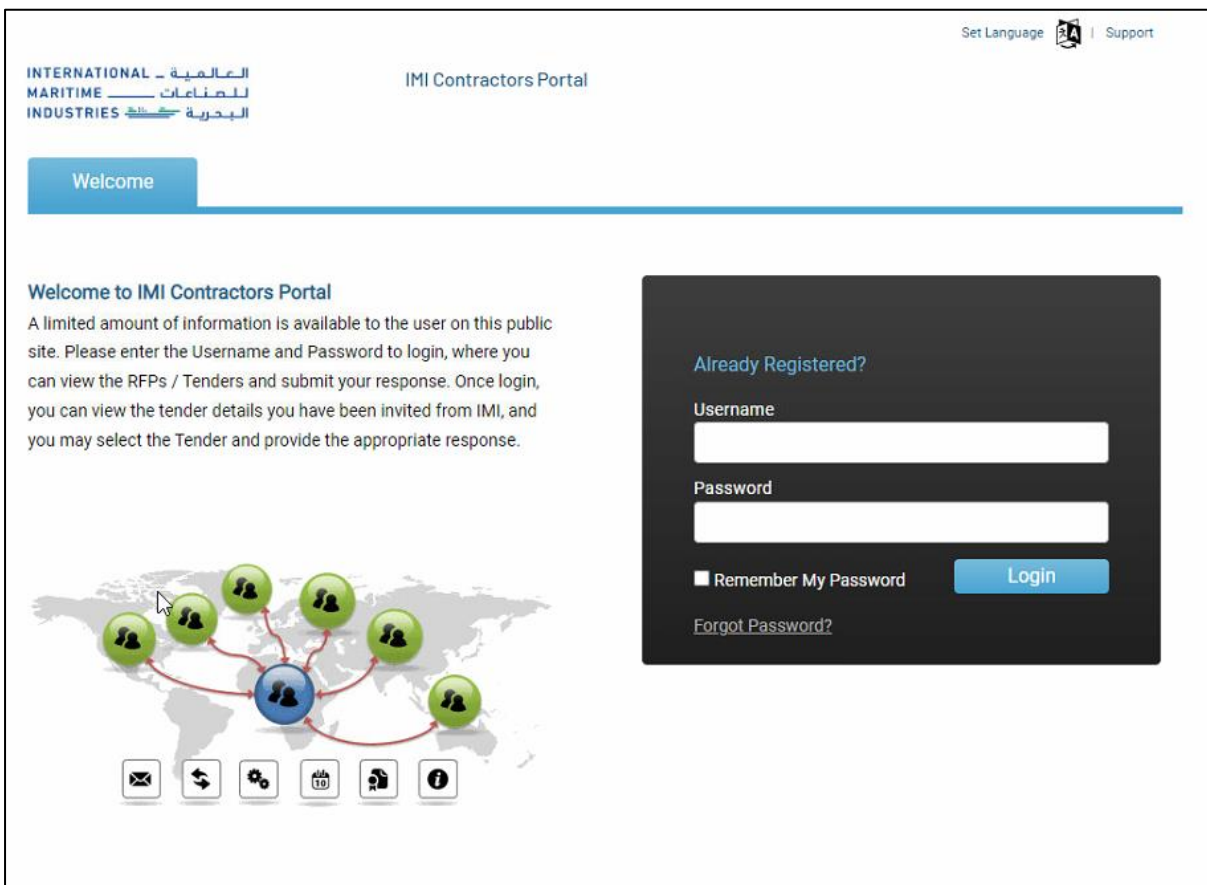
2.1. Logging on to CRM for the First Time

This section will explain how to access and navigate your way around CRM to allow you to work comfortably within the solution.

You will receive your **'Username and Password'** in an e-mail from IMI (International Maritime Industries).

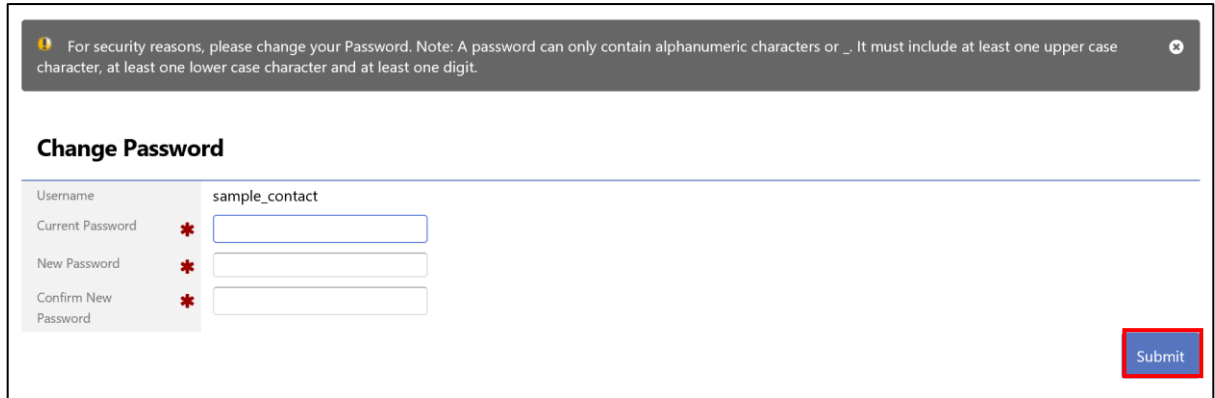
To log onto to the CRM Contractor Portal:

1. Start your web browser (Supported browsers - Microsoft Edge & Microsoft Chrome)
2. Enter <https://prdcrmweb.imi-ksa.com> into the browser address bar
3. Your browser window should now display as illustrated below:

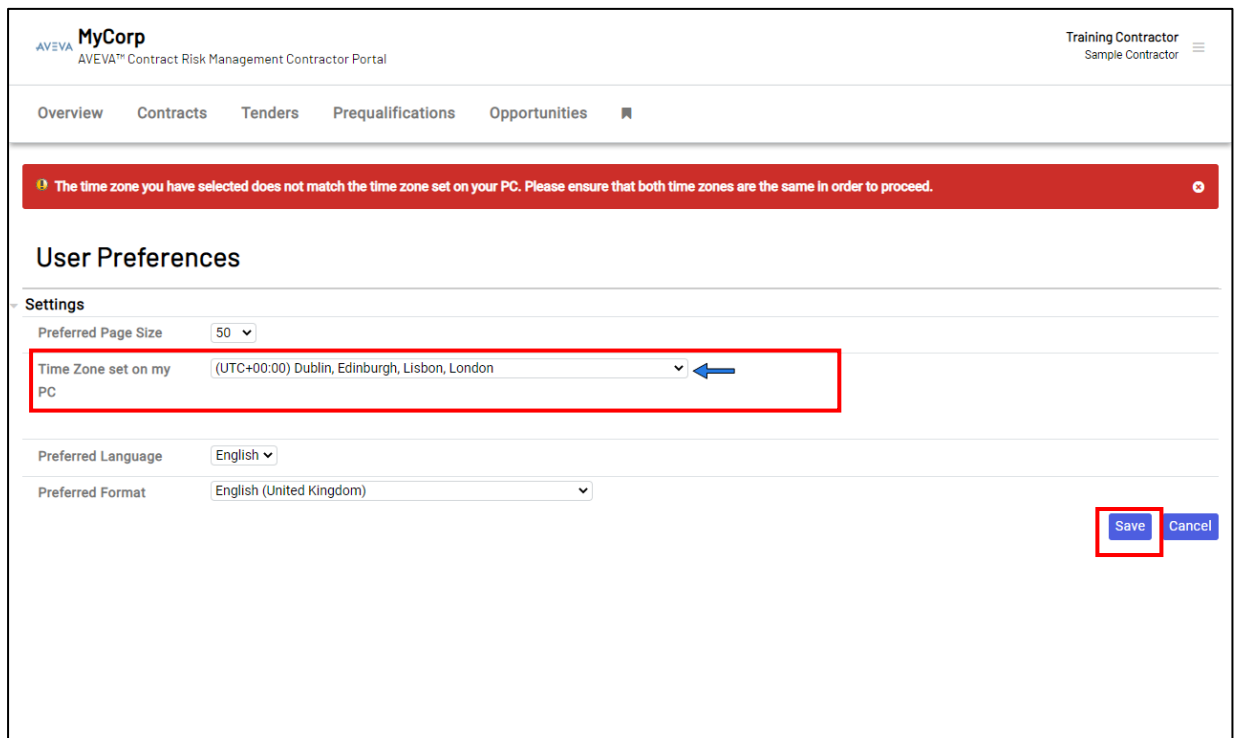


4. Enter your CRM Username and Password
5. Click the Login button

- 6. The first time you login to CRM, you will be asked to change your password. You need to enter the password provided by IMI and then enter a new password. The password must contain between eight and fifty characters. These characters must include at least one uppercase character, one lowercase character and one digit. After entering and new password click the 'Submit' button.



- 7. If the time zone you are in, is not the same as the one recorded against your user details you will be prompted to update your time zone settings to match that of your computer. Make the necessary changes in a 'Time Zone set on my PC' field and click 'Save'.



- 8. You will now see a page similar to the one illustrated below. If you wish to proceed you need to accept the 'Terms of Use' by selecting the 'AVEVA Terms and Conditions' check box and clicking the 'Accept' button, followed by clicking 'Submit'.

Terms of Use

Please scroll through the Terms of Use below and confirm you have read the AVEVA Terms and Conditions. Click the Accept button to confirm reading and acceptance of both sets of terms. If you decline agreement, you will be denied access to the site and will be logged out.

AVEVA

(“AVEVA”) HAS DEVELOPED AN ON-LINE UPSTREAM PROCUREMENT APPLICATION (“ACRM”) FOR PURCHASERS AND SUPPLIERS FOR PURPOSES OF, AMONG OTHER THINGS, FACILITATING THE EFFICIENT EXCHANGE OF INFORMATION BETWEEN PURCHASERS AND SUPPLIERS. THE FOLLOWING DESCRIBES THE TERMS AND CONDITIONS UNDER WHICH AVEVA OFFERS BUSINESSES ACCESS TO, AND USE OF ACRM. BY REGISTERING AS A PARTICIPATING PURCHASER OR SUPPLIER, YOU HEREBY AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS OF USE.

Amendments

AVEVA may amend these Terms and Conditions of Use at any time by posting the amended terms on ACRM and any such amendments shall be effective

I confirm I have read the AVEVA Terms and Conditions.

You have accepted the Terms of Use and the AVEVA Terms and Conditions. Click Submit to proceed to the Contractor Portal.

- 9. Once you have accepted the 'Terms and Conditions' and adjusted your time zone you will see a page similar the one illustrated below confirming you have successfully accepted the CRM Terms of use.

AVEVA MyCorp
AVEVA™ Contract Risk Management Contractor Portal

Training Contractor
Sample Contractor

Overview Contracts Tenders Prequalifications Opportunities

Overview

You have successfully accepted the Terms of Use.

Welcome to [Company Name] Contractors Register Website
Contractors Register Website Provided by AVEVA Contract Risk Management

A limited amount of information is available to the user on this public site. Using the links on the menu users can login, register and browse Public Opportunities. Due to security being of primary importance we require all users to register before they can apply for or take part in any Tender

- Qualification Category Details**
You currently do not have a Qualification Category created.
- Prequalification Tasks (0)**
There are no prequalification tasks available for you at this moment.
- Current Active Tenders (1)**
100127-T: Training Example Tender (EXAMPLE001)
(1) tasks, (0) alerts, (0) messages
- Obligations (0)**
There are no obligations that require your attention.

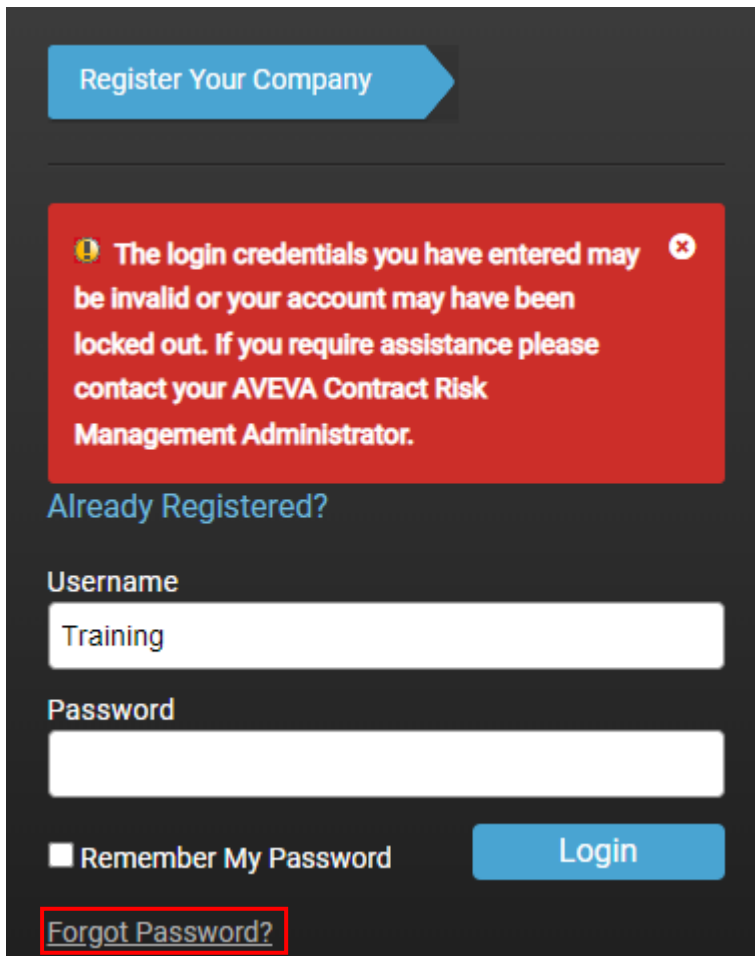
2.2. Incorrect / Forgotten Password

If you enter an incorrect or have forgotten your password, you will see the below message on the CRM welcome screen.

If you have entered your login credentials incorrectly, re-enter your details, taking care to enter the information correctly.

If you have forgotten your password, you can request a password reset.

To request a password reset, select the '**Forgot Password?**' Link



The screenshot shows a dark-themed login interface. At the top left is a blue arrow-shaped button labeled "Register Your Company". Below it is a red error message box with a yellow warning icon and a close button (X). The message reads: "The login credentials you have entered may be invalid or your account may have been locked out. If you require assistance please contact your AVEVA Contract Risk Management Administrator." Below the error message is a blue link "Already Registered?". Underneath are two white input fields: "Username" containing the text "Training" and "Password" which is empty. At the bottom left is a checkbox labeled "Remember My Password" which is unchecked. To its right is a blue "Login" button. At the bottom left, below the password field, is a link "Forgot Password?" which is highlighted with a red rectangular border.

AVEVA Contract Lifecycle Management
[Company Name] Contractors Web Site

Welcome Register

Forgot Your Password?

To receive an email with a link to reset your password, please enter your username and registered email address.

Username * Contractor_User

Email * Contractor_User@email.com

Submit Cancel

Privacy | Security | Version: AVEVA Contract Risk Management 8.2 AVEVA™ Contract Risk Management

The Forgot Your Password? page is displayed.

1. Enter your 'Username' in the Username field.
2. Enter your 'Email Address' in the Email field.
3. Click the 'Submit' button.

AVEVA Contract Lifecycle Management
[Company Name] Contractors Web Site

Welcome Register

Register Your Company

Your password reminder request is being processed.

Already Registered?

Username

Password

Remember My Password Login

[Forgot Password?](#)

Welcome to [Company Name] Contractors Register Website
A limited amount of information is available to the user on this public site. Using the links on the menu users can login, register and browse Public Opportunities. Due to security being of primary importance we require all users to register before they can apply for or take part in any Tender

World map with user icons and navigation icons (envelope, currency, gear, calendar, person, info).

A Confirmation message is displayed confirming your request is being processed. You will receive a CRM generate email containing a clickable link, that will enable you reset your password.

2.3. Requesting a Password Reset

The 'Reset Password' page is displayed.

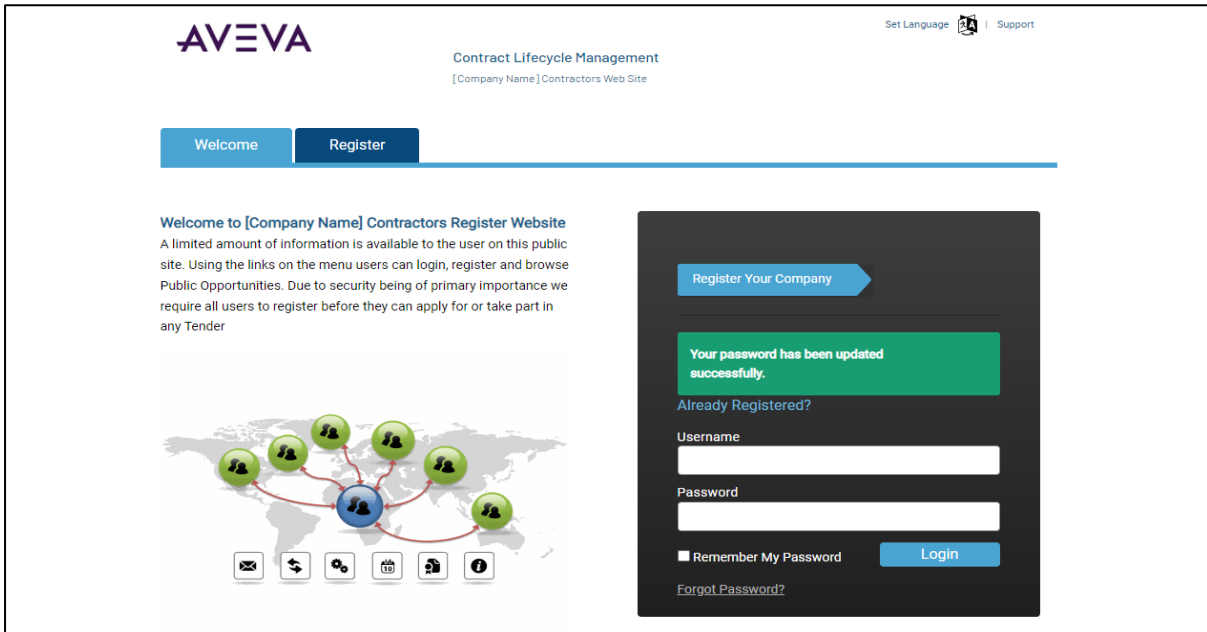
4. Enter your new 'Password' in the Password field
5. Re-enter your new Password in the 'Confirm Password' field
6. Click the 'Submit' button

The screenshot shows the AVEVA 'Reset Password' page. At the top left is the AVEVA logo. To its right is the text 'Contract Lifecycle Management' and '[Company Name] Contractors Web Site'. In the top right corner, there are links for 'Set Language' and 'Support'. Below the header, there are two buttons: 'Welcome' and 'Register'. The main heading is 'Reset Password' followed by the instruction 'Please enter and Confirm your password.' There are two input fields: 'Password' and 'Confirm Password', both with red asterisks. The 'Password' field has a strength indicator showing 'Strength: Very Strong'. Below the fields are 'Submit' and 'Cancel' buttons. The footer contains 'Privacy | Security | Version: AVEVA Contract Risk Management 8.2' and 'AVEVA™ Contract Risk Management'.

A Confirmation message is displayed confirming your password has been updated successfully. Enter your username and new password to login into CRM. When you logon after your password has been changed you will be prompted to update your new password. This is a security feature.

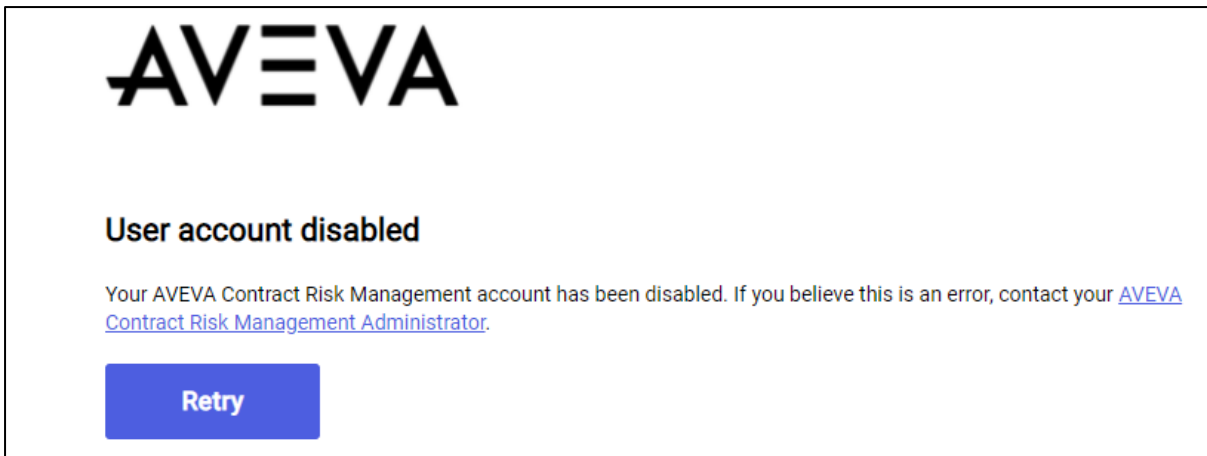
Note: Passwords must contain between eight and fifty characters. These characters must include at least one uppercase character, one lowercase character and one digit.

After updating your password click 'Submit'.



2.4. Account Disabled

If your account has been disabled, CRM will display the below error screen.



Your account can be disabled due to the following reasons:

- You have been locked out because too many attempts have been made to log in to your account with an incorrect password. This is a security feature to prevent a dictionary attack from gaining access to your account.
- If your account has been manually disabled by a colleague who is the Primary Contact or by a CRM Administrator.

You can attempt to unlock your account, by changing your password by requesting a password reset. [See Section 2.3 - Requesting a Password Reset](#)

Alternatively, your CRM system may have been configured to automatically unlock your account after a specified time has passed, e.g., thirty minutes. In this case, try logging in again after this time period has elapsed.

If you are still unable to log into the CRM solution, contact CRM Support - there is a link to the Support contact details at the top of the page.

2.5. If you have forgotten your username

Your username shall always be the first part of your email address (example: john.doe@anywhere.com meaning the username is 'john.doe') unless otherwise communicated by your respective RFP contact person within IMI.

An Email communication will be sent out to provide you with your access details. The end user is responsible to ensure safe keeping of that email.

In the event you forget your username, please send an email to your RFP contact person within IMI.

3. Navigation Within CRM

3.1. CRM Menu

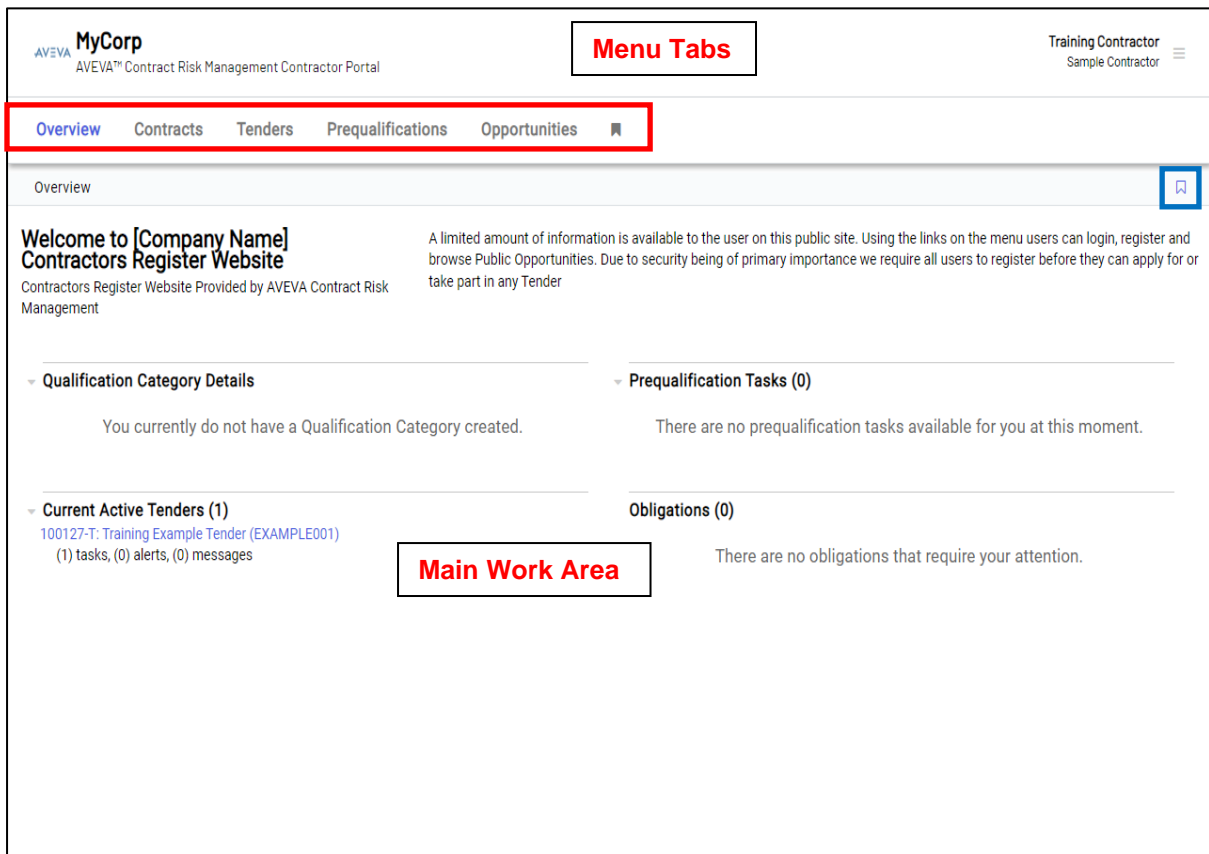
This section will explain how you move from one module of CRM to another, in order to access key functional areas, how to initiate actions and maintain your navigation trail.

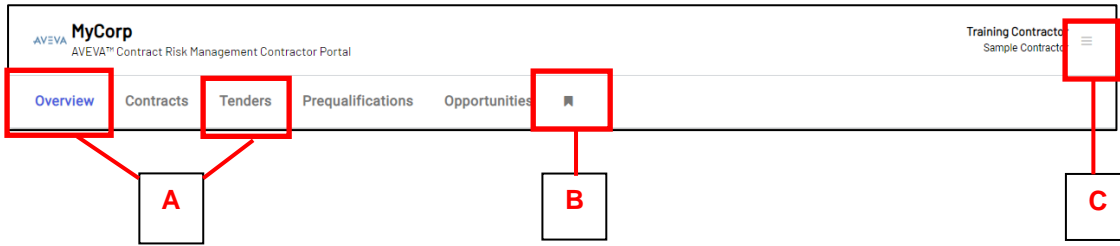
Your CRM interface has a number of important areas as illustrated in the image below:

The **'Menu Tabs'** provide you with the ability to move quickly to the areas of CRM in which you wish to work.

The **'Main Work'** Area makes up the largest section of your CRM interface and contains the key dynamic information relating to the subject area you are working on.

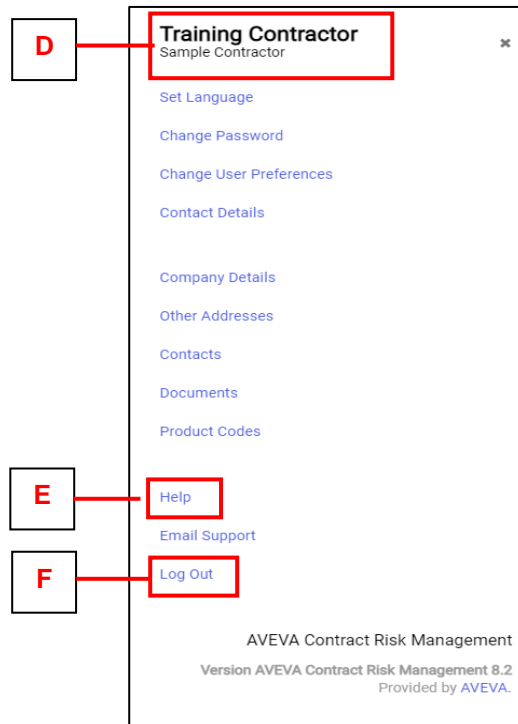
This is the area where you will interact most with CRM.





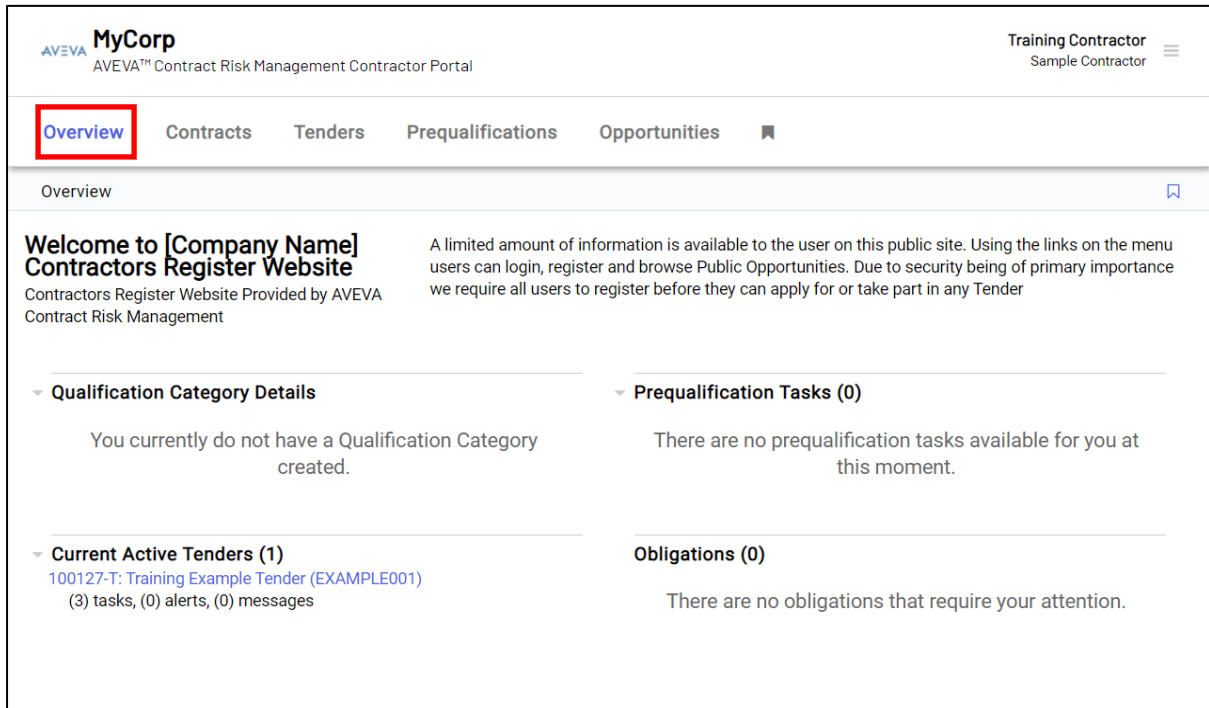
Header Section	
A	Tabs to support navigation. Overview and Tenders used for online bidding.
B	Return to your preferred home page. Set using Make my home page icon highlighted in blue in the previous screenshot.
C	Access Display User Menu (options shown below).

Display Menu Section	
D	Name/Company of user currently logged on
E	Access CRM Online Help
F	Log off from CRM

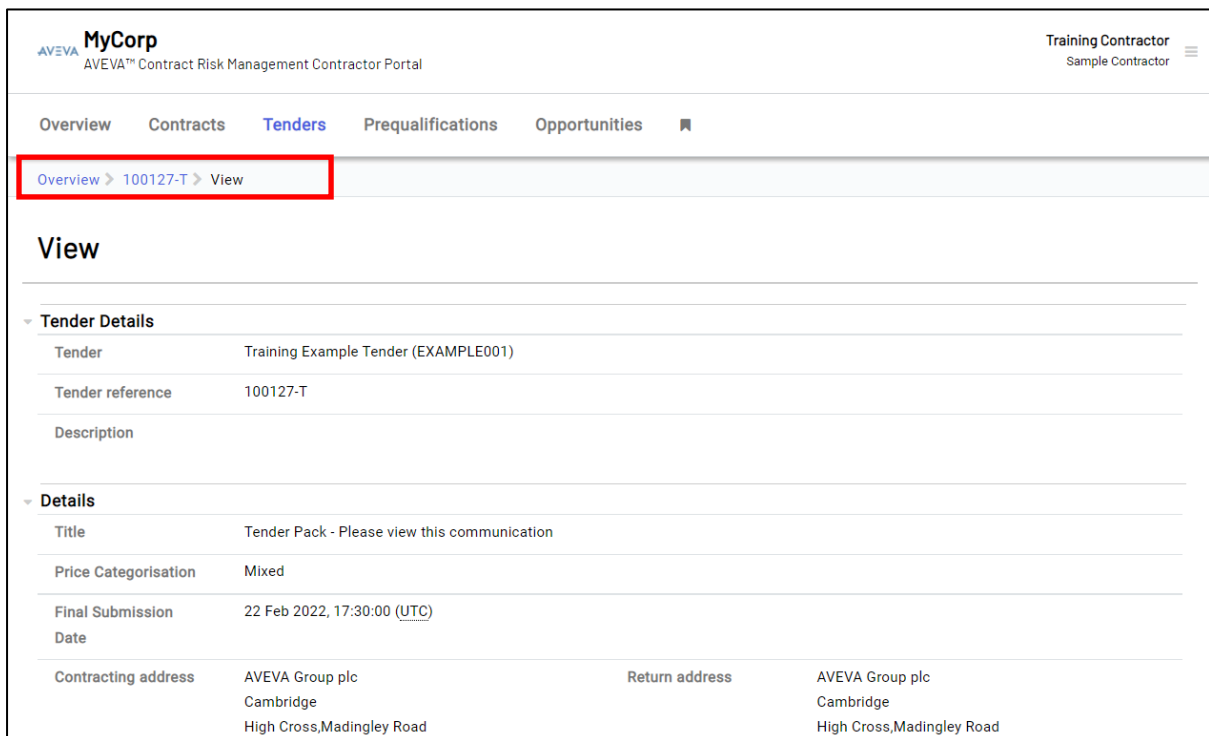


CRM uses 'Menu Tabs' to enable you to easily move from one module to another in CRM. This is achieved by simply clicking on the menu tab corresponding to the module/area of CRM you wish to access.

Clicking on a tab will highlight the chosen tab and change the view in your main work area to the home page of the CRM module as illustrated in the screen below:



A useful navigation system entitled 'Breadcrumbs' is used throughout CRM. Breadcrumbs maintain an automatic navigation trail record as you move deeper into a CRM module. This enables you to easily ascertain how you arrived at the point you are at within CRM, and more importantly, how to work your way back to where you started as illustrated in the screen below:

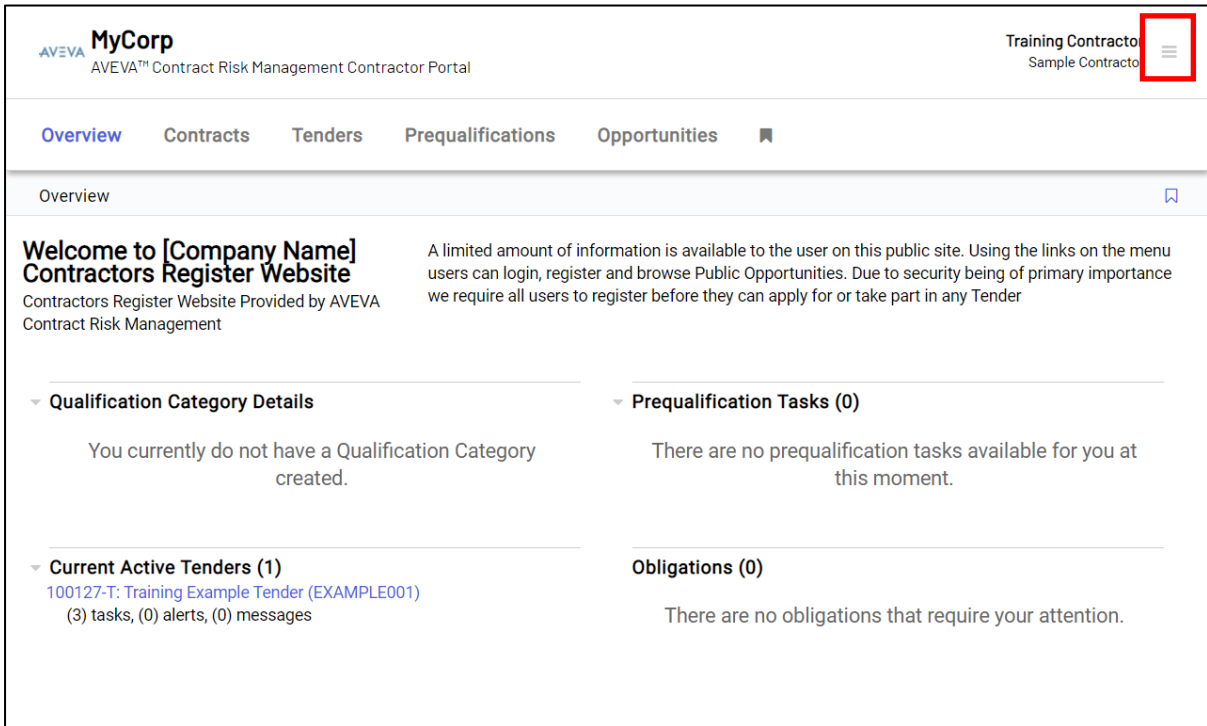


3.2. Accessing CRM On-line Help

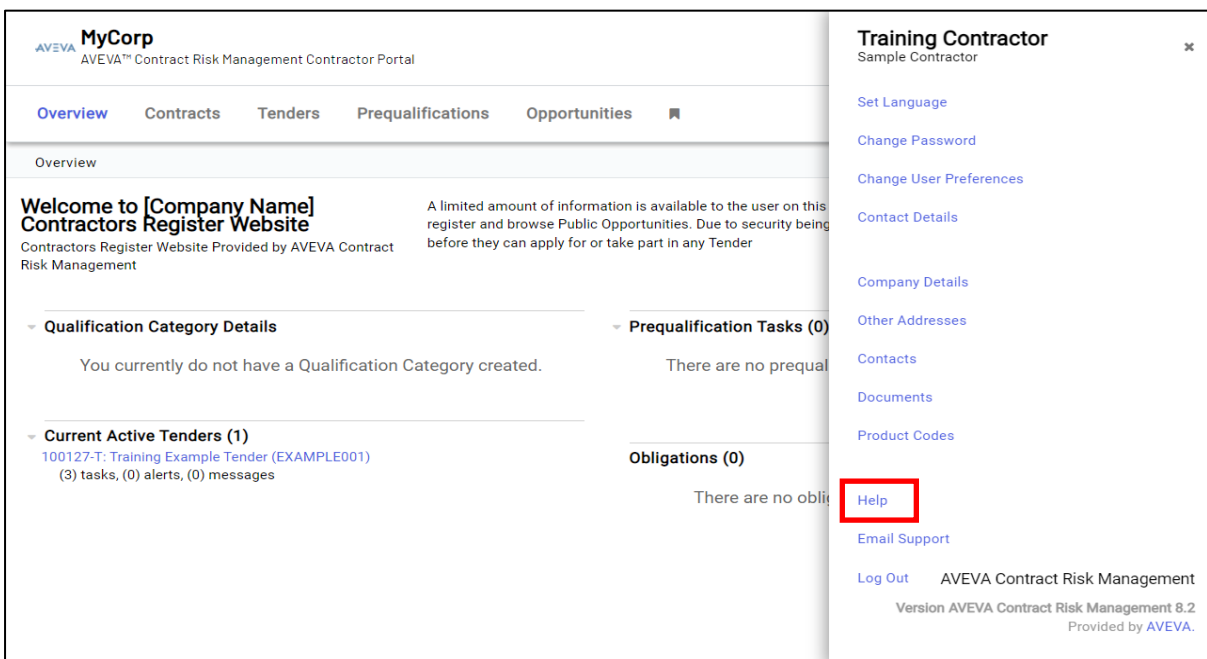
CRM's Online Help functionality is available on your CRM user menu. This provides you with step-by-step instructions for carrying out tasks in all areas of CRM. CRM Online Help is Context Sensitive. When a user accesses the CRM Online Help, the CRM Online Help opens at a topic relating to the action the user is trying to perform.

To access CRM Online Help:

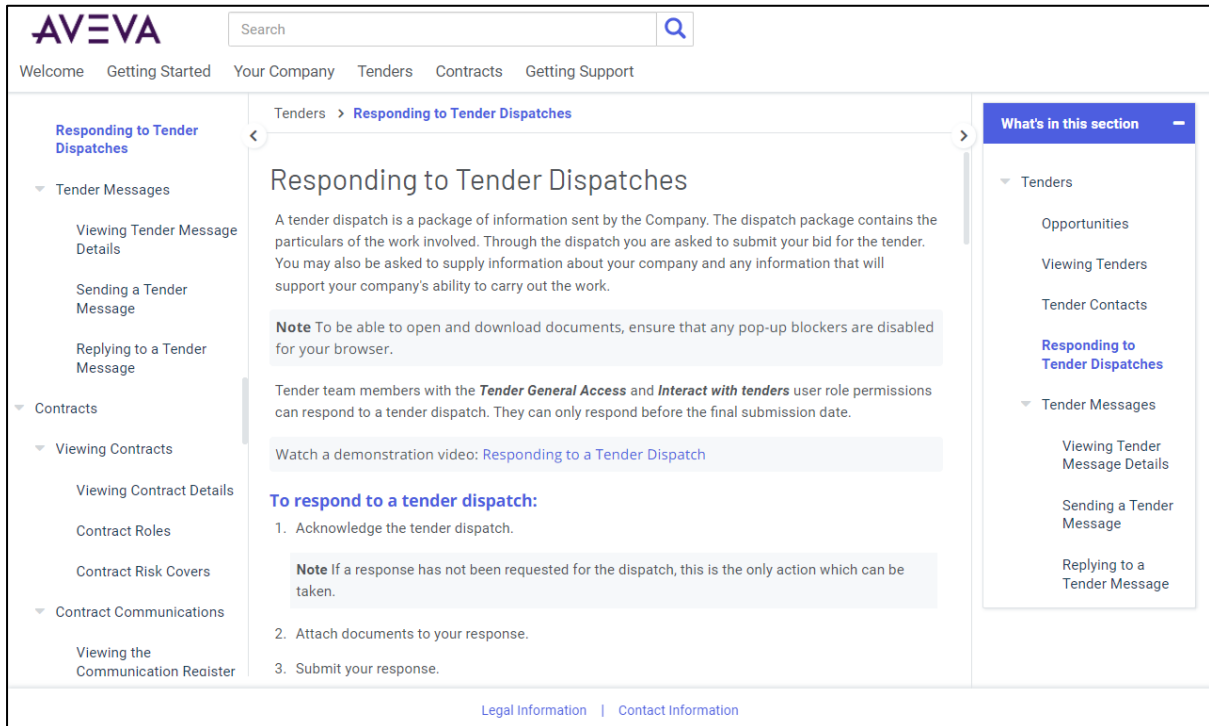
1. Click the 'Display' User Menu Link' highlighted below to open the menu.



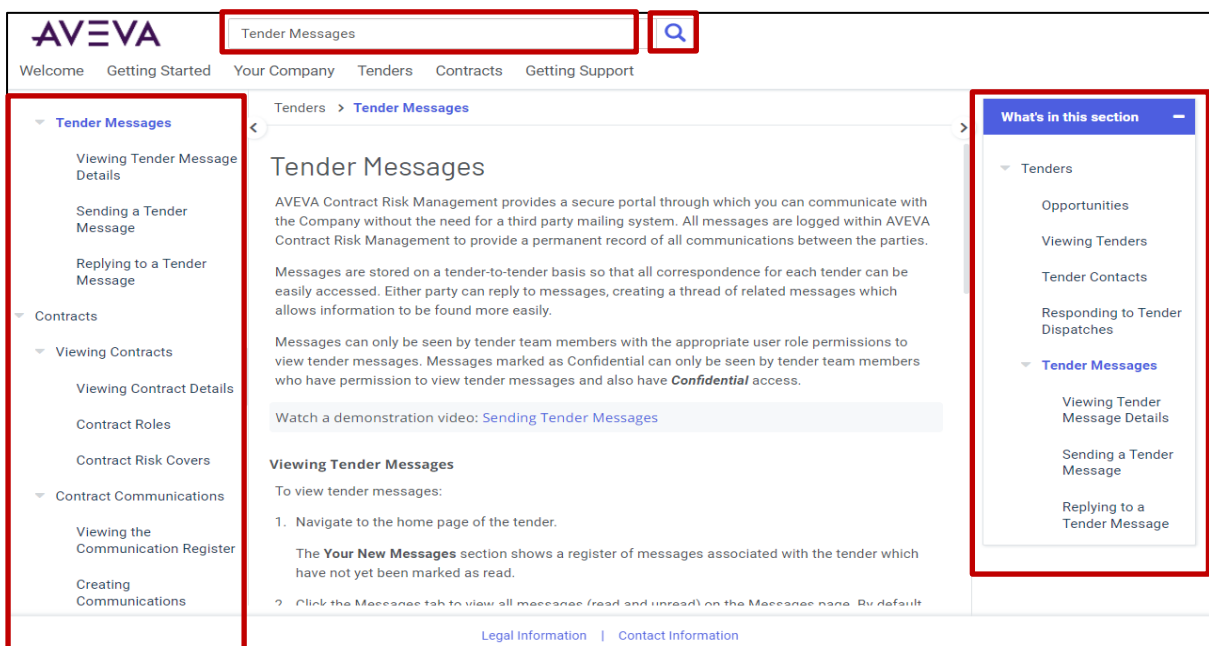
2. Click the highlighted 'Help' link:



3. You will be presented with a new browser window containing the CRM Online Help content as illustrated below. The CRM help feature is case sensitive. This means, help will be provided relevant to the task you were attempting to perform when accessing the CRM help.



1. Enter your search criteria for the topic you are looking for assistance with.
2. Click 'Search'.
3. Navigate the side bar to the left of the page to find help on various CRM related topics.
4. Click the quick access links in the 'What's in this section' pane to get help on the topic(s) from the initial search.

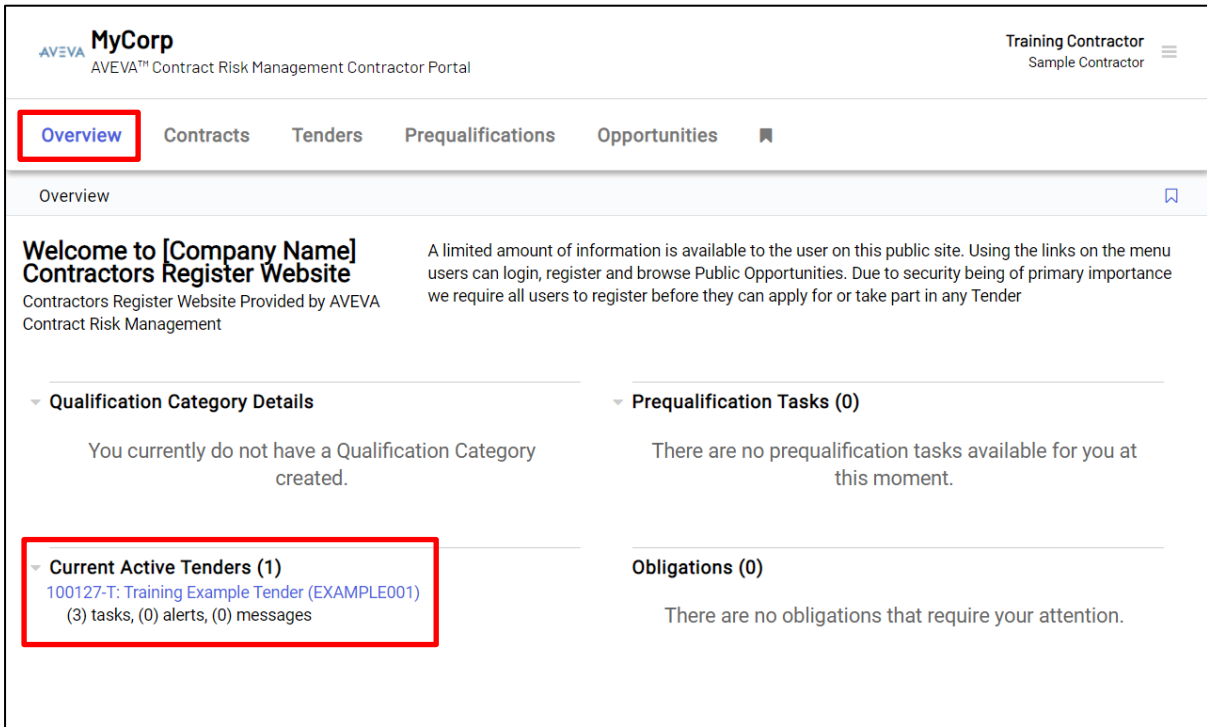


3.3. Accessing the RFP Package

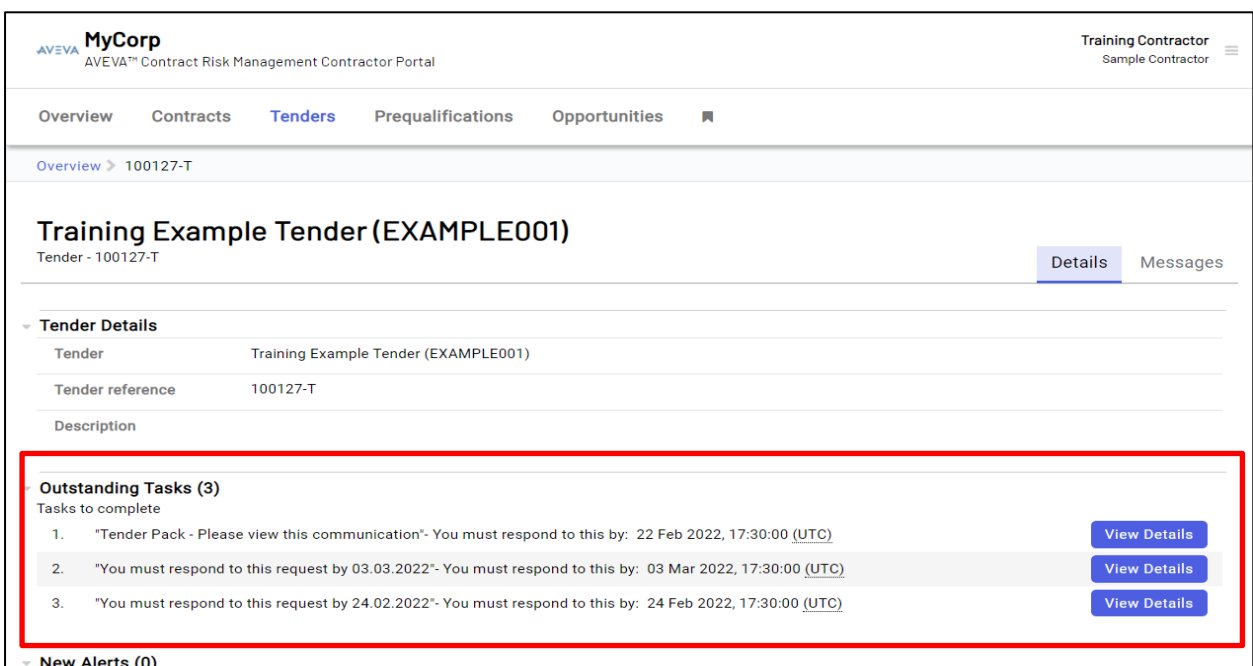
To access the RFP package login to CRM.

By default, when you login to CRM the 'Overview' page is displayed. If a different page is displayed, this means you have changed your homepage setting to display another page. In this case simply click on the 'Overview' tab to access the overview page.

Active Tenders(s) are listed under in the 'Current Active Tenders (1)' section.



Clicking a Tender link under 'Current Active Tenders' will bring you to the home page for that Tender page.

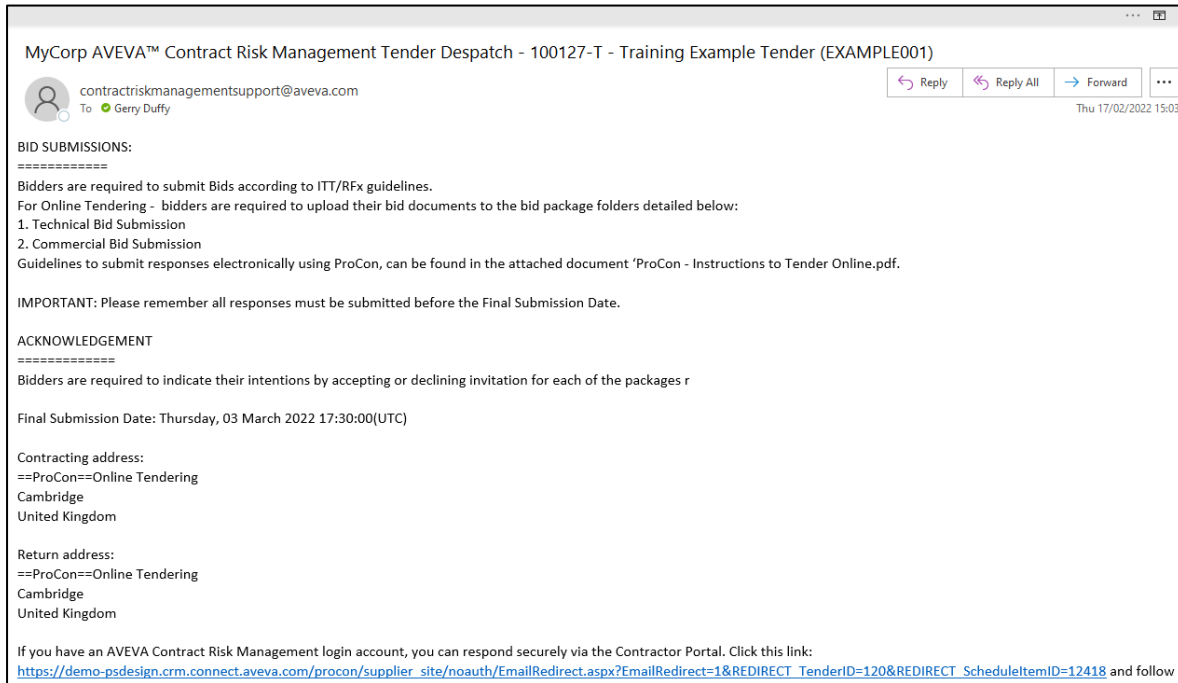


Under the '**Outstanding Tasks (X)**' section click the '**View Details**' button

1. The first task "RFX/ITT" or "Tender Pack" will allow you to download the RFP package.
2. The second task allows you to acknowledge that you plan to submit technical documentation and then submit the documentation before the submission deadline.
3. The third task allows you to acknowledge that you plan to submit commercial documentation and then submit the documentation before the submission deadline.

4. Receiving & Viewing a Tender Invitation

You will first be notified of the invitation to tender via an email. This will be sent to your standard email Inbox.



Note: Only the nominated Single point of contact for the Company will receive the RFP invitation from IMI.

The email provides the following information

Tender details	The Tender Reference & Tender Name
General Info	General Tender Information
Final Submission Date	The date and time at which submission of tender responses needs be completed. No submissions will be taken after this date and time
Contracting Address	This is the address pertaining to the organisation or department whom the eventual bidder awarded the contract will be contracted with
Return Address	The Return Address is to be used only if advised by IMI tender administrator to submit non-electronic bids. Instructions are provided as per Part I Request for Proposal – Article B PROPOSAL INSTRUCTIONS.
Hyperlink to Response Area within CRM	Clicking on this link will take you to the log on screen where you can download the tender documents

5. Obtaining Tender Documents

When you receive an RFX/ITT notification, follow the link in the email (Previous Step) and logon to the CRM solution, you will be brought to the 'View Despatch' screen.

You are now viewing the despatched Invitation to Tender from IMI.

The screenshot shows the 'MyCorp' portal interface. At the top, it says 'AVEVA MyCorp AVEVA™ Contract Risk Management Contractor Portal'. On the right, it identifies the user as 'Training Contractor Sample Contractor'. The main navigation bar includes 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. The 'Tenders' section is active, displaying 'BID SUBMISSIONS' instructions. Below the instructions, there is a section titled 'Documents available for download (4)' which lists four documents: 'Acknowledgement Form.docx', 'Instruction to Tenderers.docx', 'Model Contract.docx', and 'Scope of Work.docx'. Each document has a 'Download' and 'Properties' button.

You can download the tender documents by clicking on the 'Download' buttons. This will prompt your browser to open an option that allows you to save the chosen document to your PC.

This is a close-up of the 'Documents available for download (4)' section. The 'Download' button for the first document, 'Acknowledgement Form.docx', is highlighted with a red rectangular box.

Note: The tender documentation will appear in a pop-up window. Please remember this if you are using pop-up blocking software. have any difficulty in downloading the documents, please contact your IT department to adjust Internet Browser setting appropriately.

After downloading the documents and deciding whether you will respond to the Tender Invitation and creating your response documents, please follow the instructions in [Section 6 How to Respond Electronically to an Invitation](#)

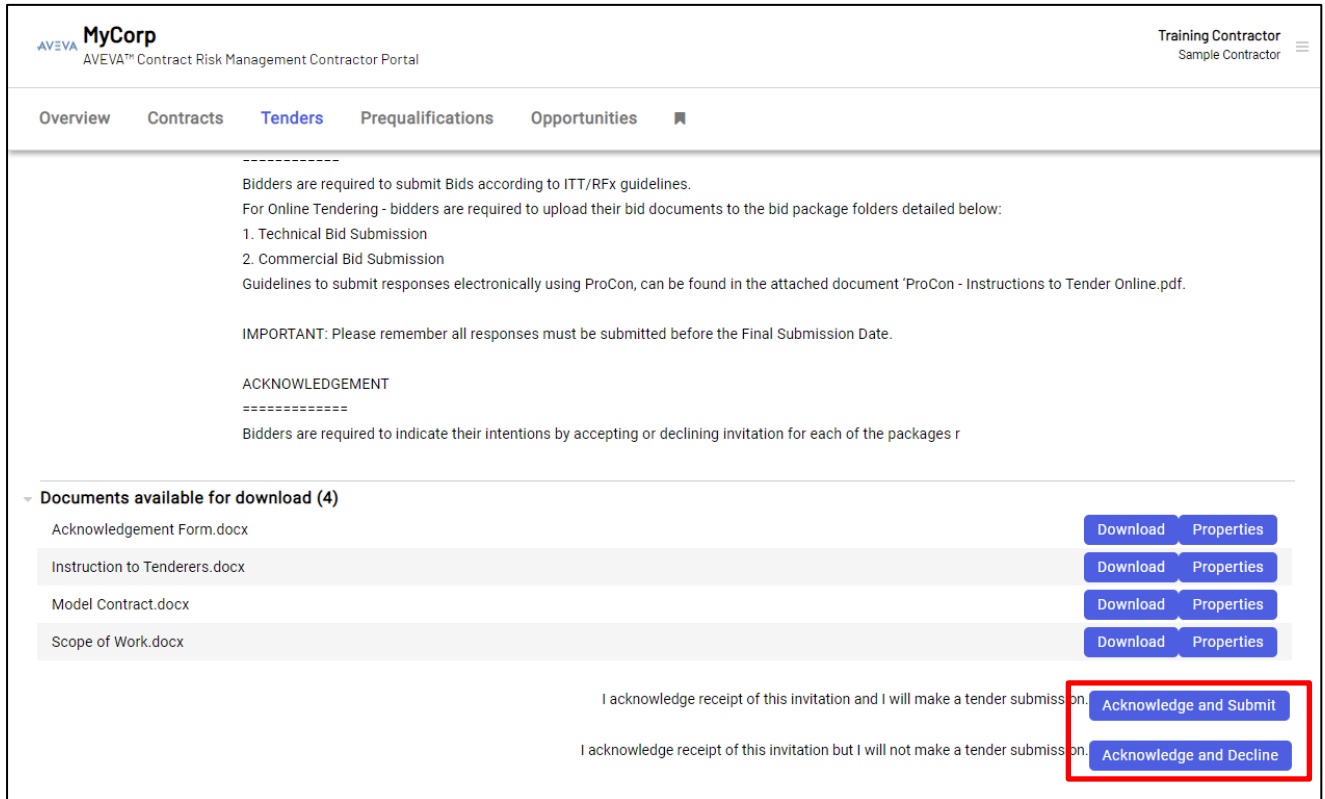
6. How to Respond Electronically to an Invitation

To respond to the invitation electronically follow the link at the bottom of the Technical or Commercial Tender invitation email you received from IMI and login into CRM.

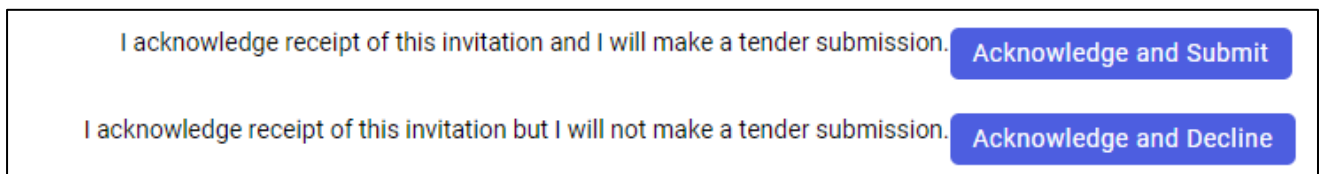
Once you are logged on to the solution you will be taken to the Invitation to Tender.

Alternatively follow the process outlined in [Section 3.3 Accessing the RFP Package](#) of this document and click the relevant 'View Details' button shown in Tender section.

This will bring to the page shown in the image below.

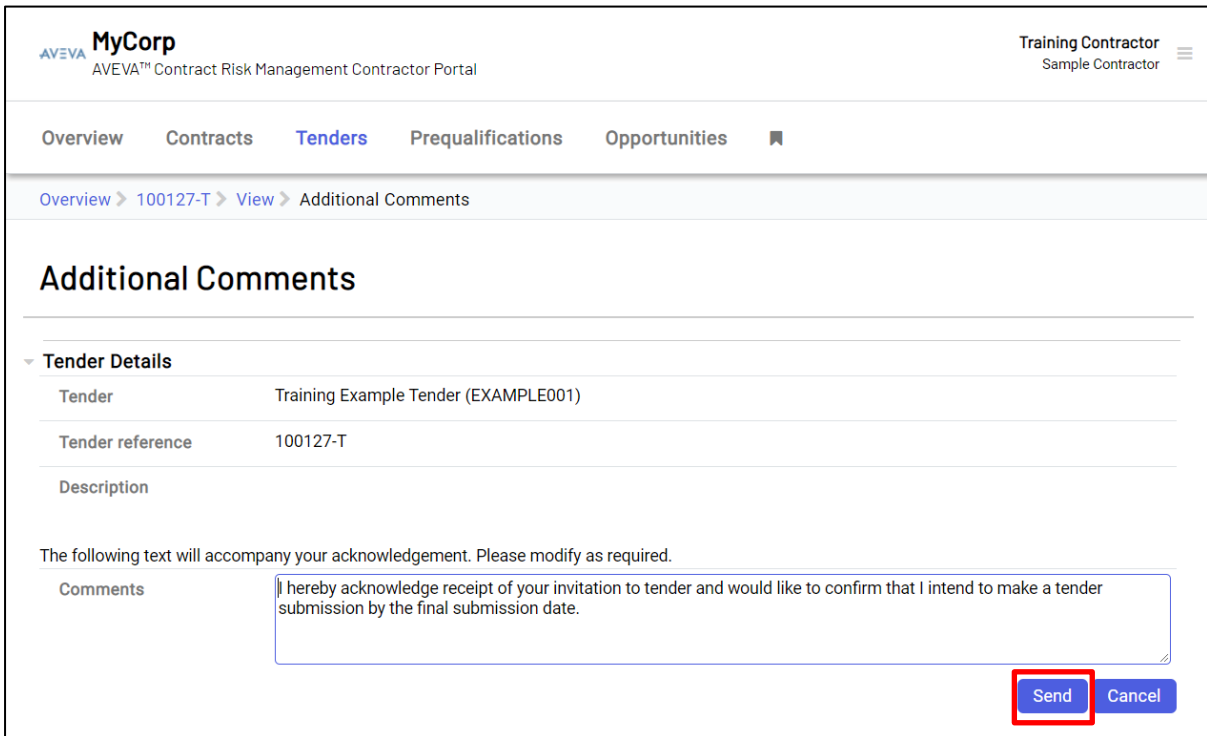


Initially you will be provided with two options 'Acknowledge and Submit' and 'Acknowledge and Decline'.

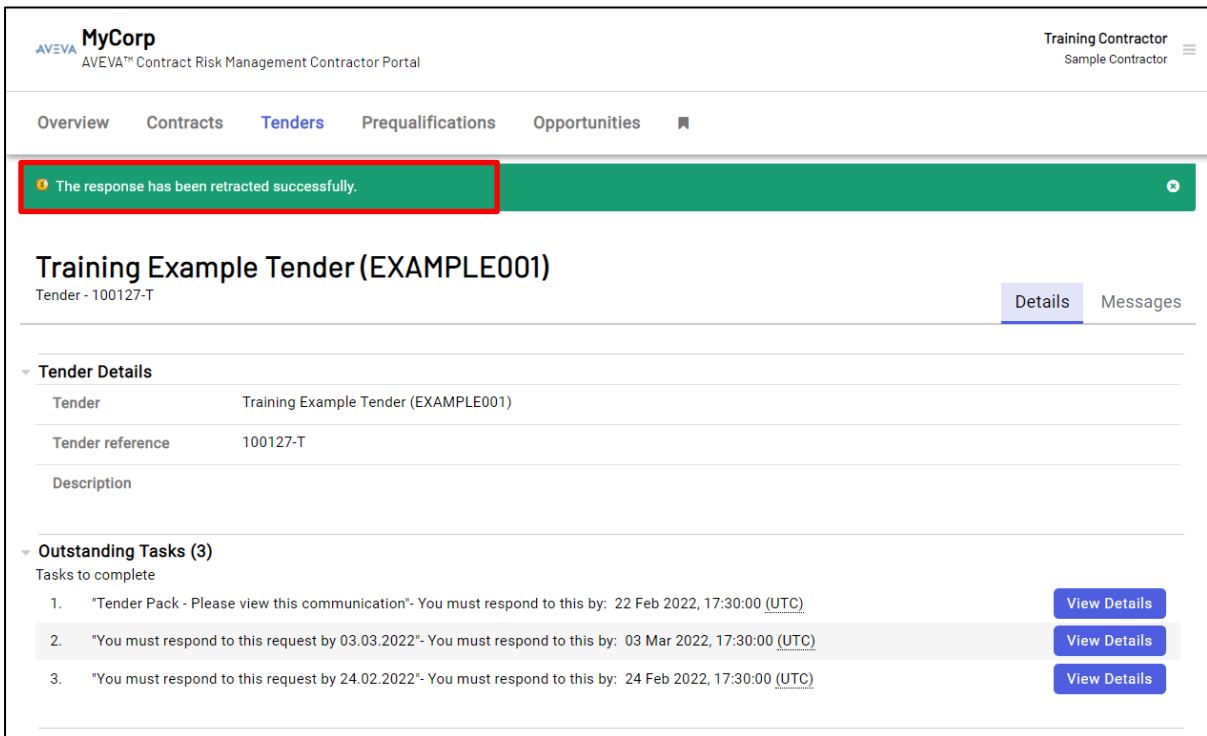


6.1. How to Acknowledge and Agree to a submission

‘Acknowledge and Submit’ – Select this option so that you can submit a tender response. This will acknowledge your receipt of the invitation and inform IMI of your intention to submit a bid proposal.

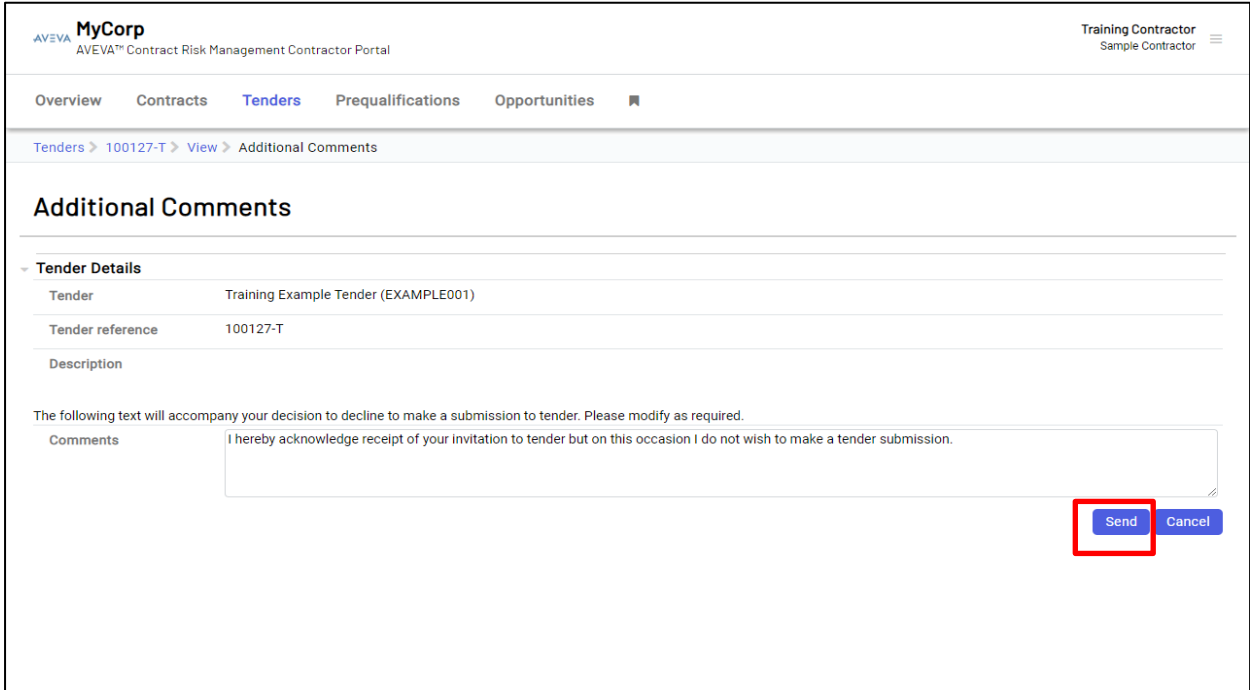


When you agree to submit a bid by clicking Send in the above page the system takes you back to the Tender page and shows your acknowledgement as being successful.

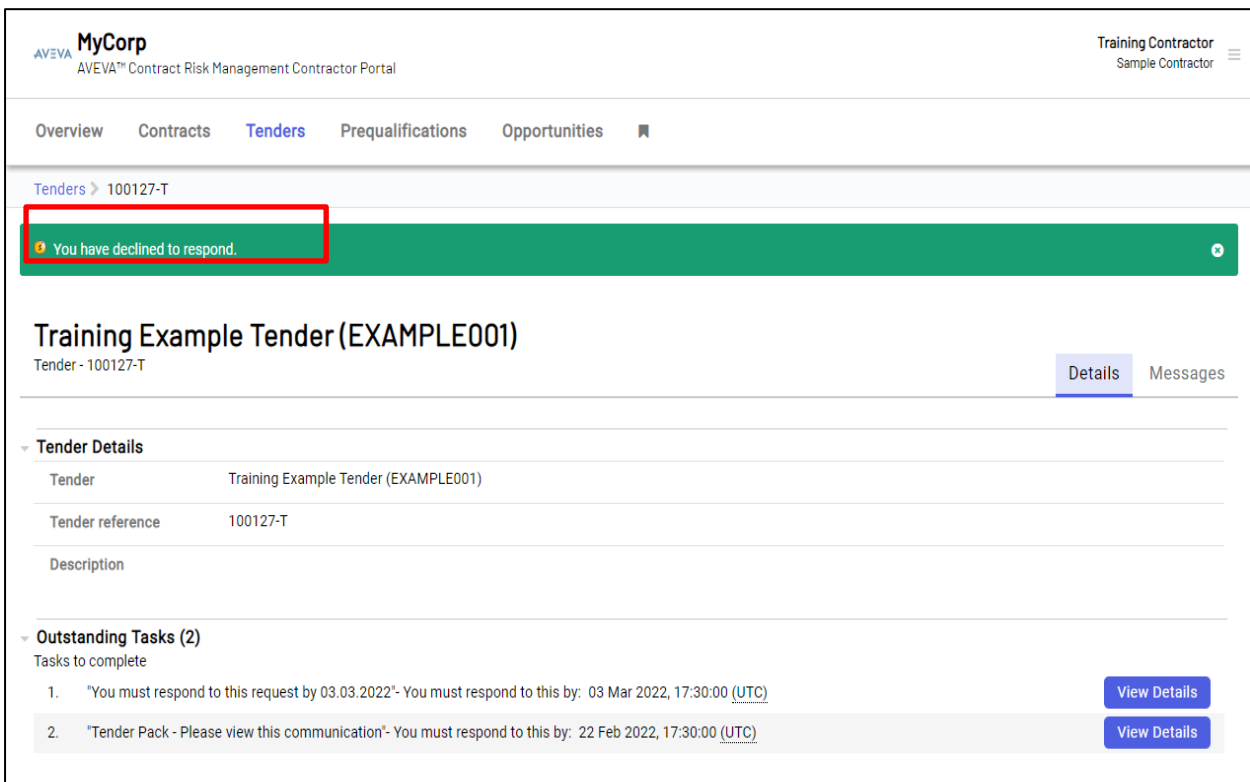


6.2. How to Acknowledge and Decline a Submission

‘Acknowledge and Decline’ – Select this option if you wish to withdraw from the tendering process.



When you click on the ‘Send’ button to decline a proposal request, the CRM solution takes you back to the Tender summary page and shows that you are declining to take part in the tender.



7. How to Raise Clarification Requests / Tender Messages

7.1. Login to CRM

Login to CRM with the Username and Password you received via email. Once logged in, you will be taken to the 'Overview' page of CRM. In the 'Current Active Tenders (s)' section all tenders relevant to your organisation are displayed.

The screenshot shows the MyCorp CRM interface. At the top left, the logo 'MyCorp' is displayed with the tagline 'AVEVA™ Contract Risk Management Contractor Portal'. On the top right, the user is identified as 'Training Contractor' with the role 'Sample Contractor'. A navigation menu includes 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities', with 'Overview' selected and highlighted by a red box. Below the navigation, the page title is 'Overview'. A welcome message reads: 'Welcome to [Company Name] Contractors Register Website. Contractors Register Website Provided by AVEVA Contract Risk Management'. A disclaimer states: 'A limited amount of information is available to the user on this public site. Using the links on the menu users can login, register and browse Public Opportunities. Due to security being of primary importance we require all users to register before they can apply for or take part in any Tender'. The main content area is divided into four sections: 'Qualification Category Details' (no categories created), 'Prequalification Tasks (0)' (no tasks available), 'Current Active Tenders (1)' (highlighted with a red box, showing '100127-T: Training Example Tender (EXAMPLE001)' with '(2) tasks, (0) alerts, (0) messages'), and 'Obligations (0)' (no obligations).

7.2. Send a Tender Message(s)

Under the 'Current Active Tenders' section select the tender for which you want to send a tender message. Alternatively, select the 'Tenders' tab page and select the tender you want to create a message for.

Note: The number of tenders listed will be relevant to the number of tenders your organisation was invited to participate in.

The screenshot shows the 'MyCorp' portal interface. At the top left is the logo 'AVEVA MyCorp' with the tagline 'AVEVA™ Contract Risk Management Contractor Portal'. At the top right, the user is identified as 'Training Contractor Sample Contractor'. A navigation menu includes 'Overview', 'Contracts', 'Tenders' (highlighted with a blue box), 'Prequalifications', and 'Opportunities'. Below the menu, the 'Overview' section contains a welcome message: 'Welcome to [Company Name] Contractors Register Website' and a disclaimer: 'A limited amount of information is available to the user on this public site. Using the links on the menu users can login, register and browse Public Opportunities. Due to security being of primary importance we require all users to register before they can apply for or take part in any Tender'. Below this are four summary cards: 'Qualification Category Details' (no categories created), 'Prequalification Tasks (0)' (no tasks available), 'Current Active Tenders (1)' (listing '100127-T: Training Example Tender (EXAMPLE001)' with 3 tasks, 0 alerts, and 0 messages), and 'Obligations (0)' (no obligations).

7.3. Compose a Tender Message

Click the 'Messages' button.

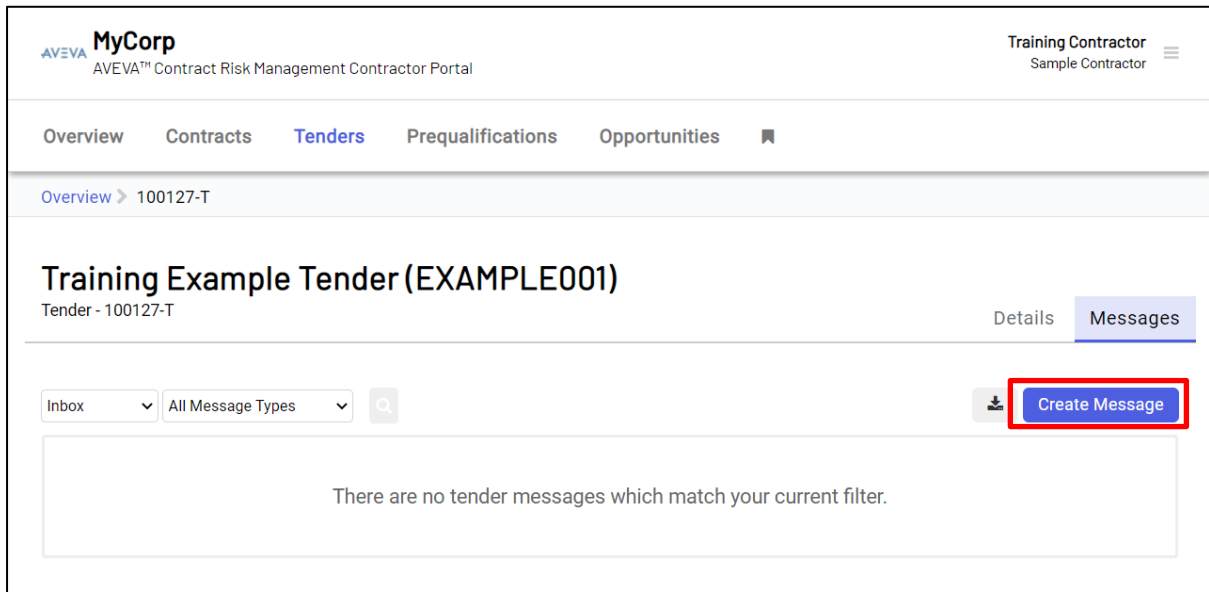
The screenshot shows the 'Training Example Tender (EXAMPLE001)' details page. The breadcrumb is 'Overview > 100127-T'. The title is 'Training Example Tender (EXAMPLE001)' with the subtitle 'Tender - 100127-T'. There are two buttons: 'Details' and 'Messages' (highlighted with a red box). Below is a 'Tender Details' section with a table:

Tender	Training Example Tender (EXAMPLE001)
Tender reference	100127-T
Description	

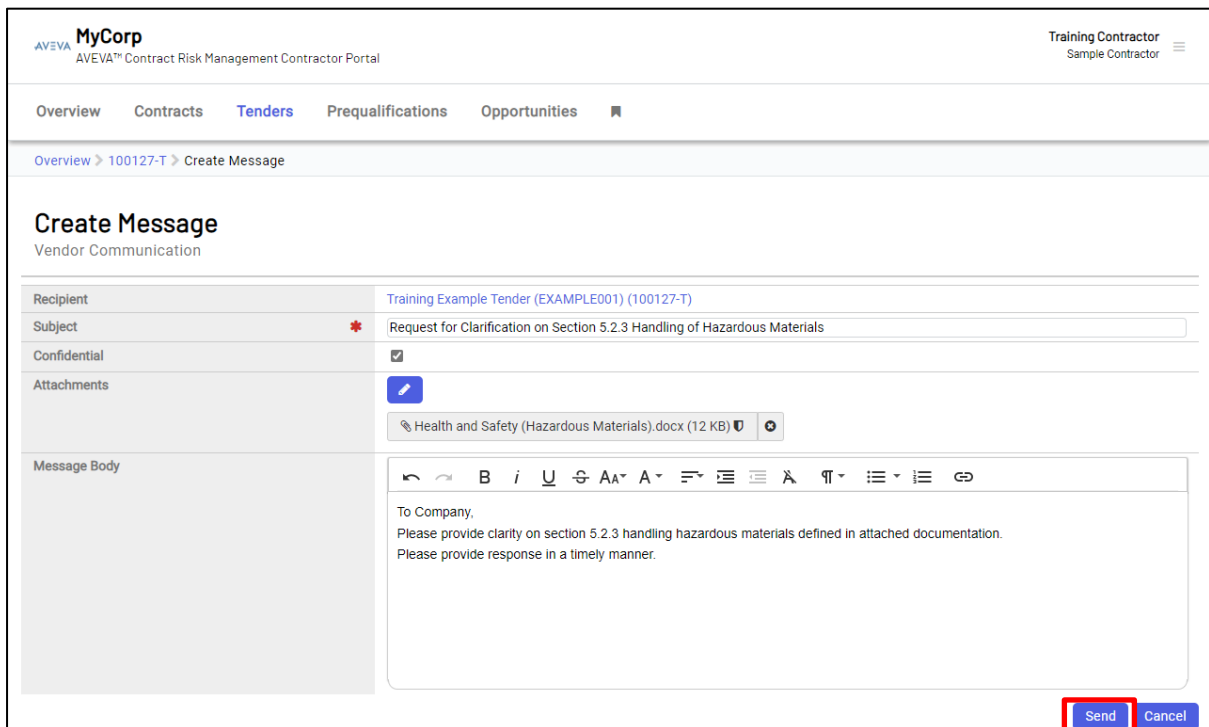
Below the table is an 'Outstanding Tasks (3)' section with the heading 'Tasks to complete'. It lists two tasks:

- "You must respond to this request by 03.03.2022"- You must respond to this by: 03 Mar 2022, 17:30:00 (UTC) [View Details](#)
- "You must respond to this request by 24.02.2022"- You must respond to this by: 24 Feb 2022, 17:30:00 (UTC) [View Details](#)

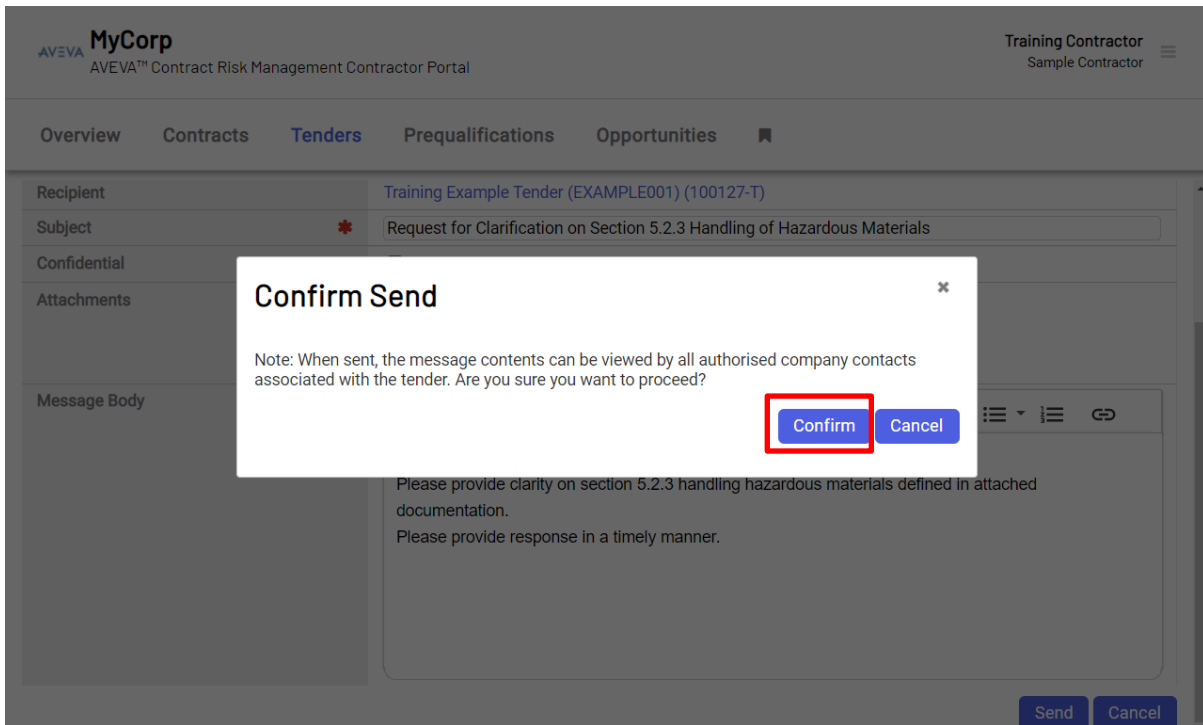
Click the 'Create Message' button.



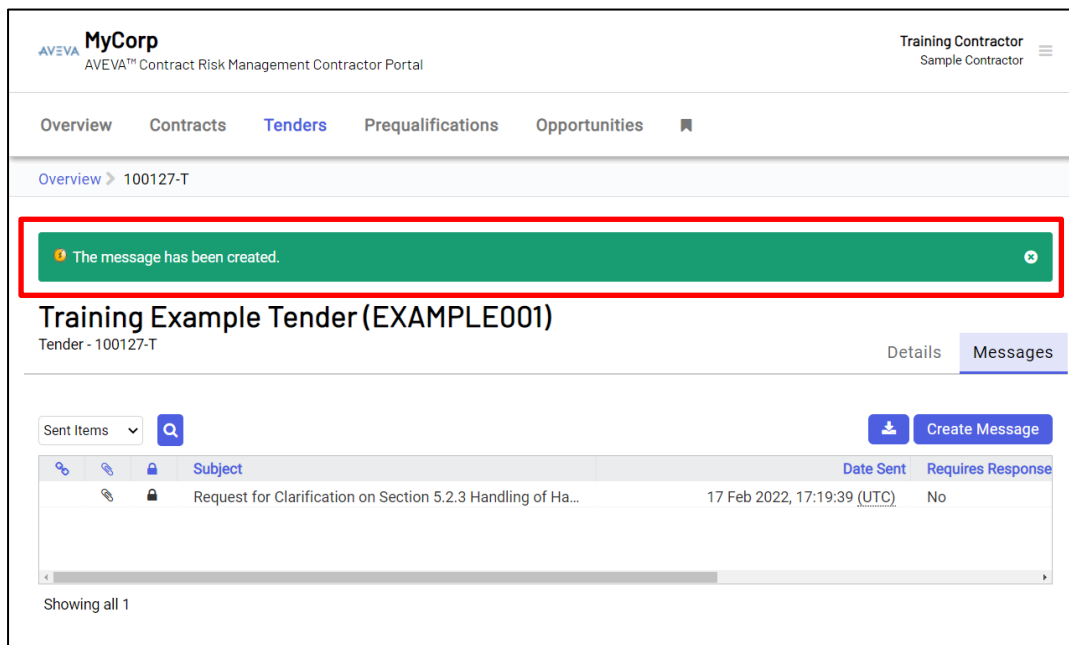
Complete the details of the message. Attach any document(s) as required. Click the 'Send' button to send the message to the company.



After clicking the 'Send' button, a popup message is displayed. Click the 'Confirm' button if you wish to proceed.

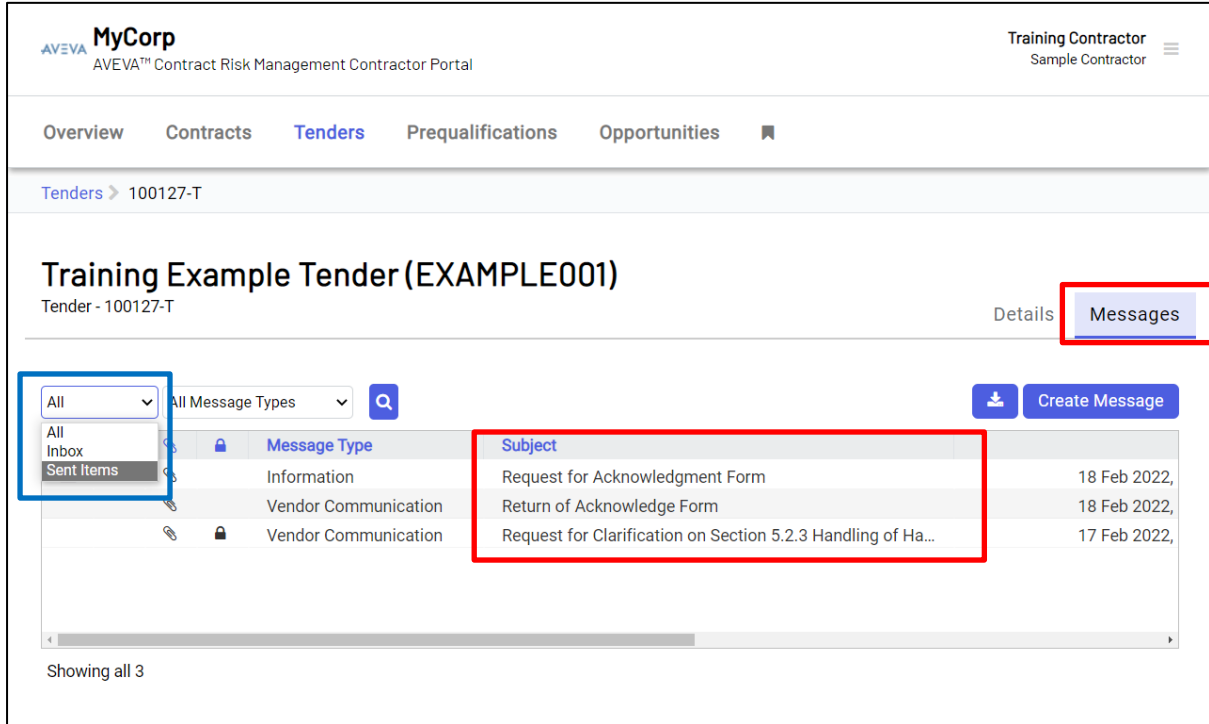





A confirmation message is displayed confirming the message was successfully published to the company.

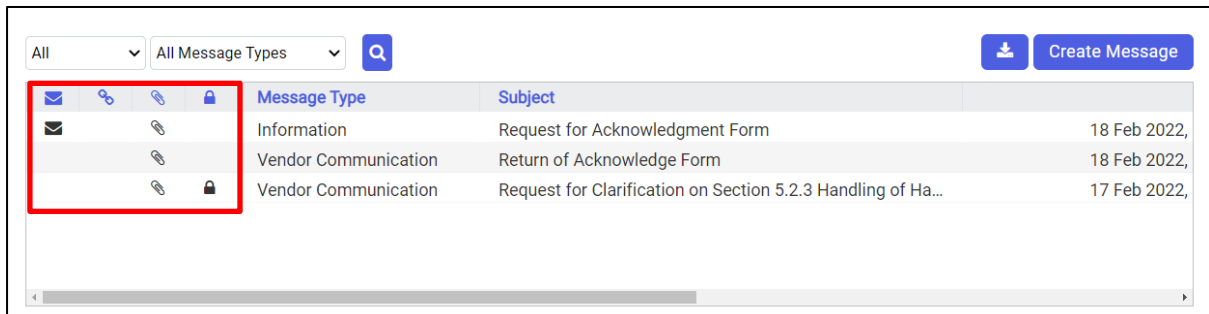


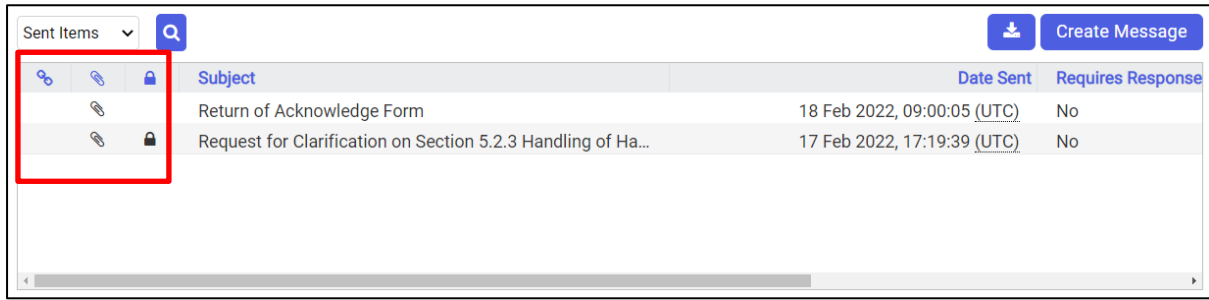
7.4. Viewing Tender Messages






Click the 'Messages' tab to view all messages (read and unread) on the messages page. By default, the inbox is displayed. Messages can be filtered by, All, Inbox or Send Items. Click on the 'Subject' of the message to view that message.




- Messages that have not been categorised as 'Unread' are assigned a closed envelope icon. 
- Message marked as 'Confidential' are assigned the locked padlock icon. 
- Messages containing an 'Attachment' are assigned the paper clip icon. 





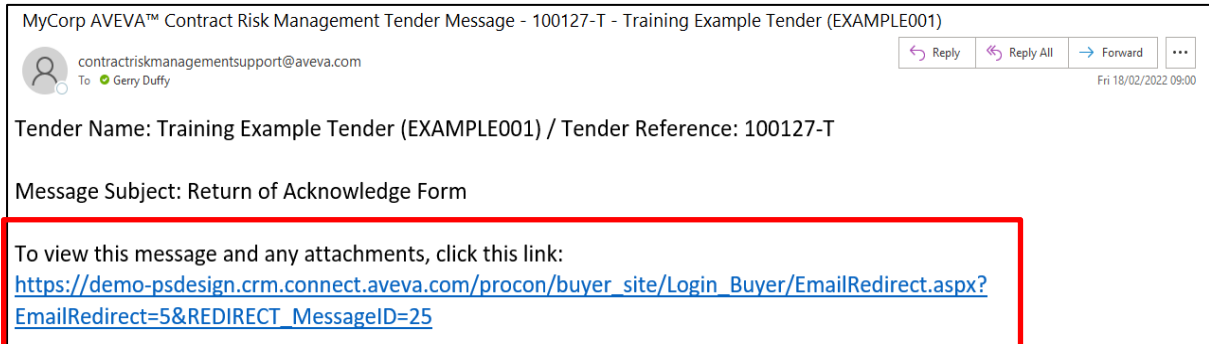
	Subject	Date Sent	Requires Response
  	Return of Acknowledge Form	18 Feb 2022, 09:00:05 (UTC)	No
 	Request for Clarification on Section 5.2.3 Handling of Ha...	17 Feb 2022, 17:19:39 (UTC)	No

Note: When a message is marked as read, the closed envelope icon is automatically removed 

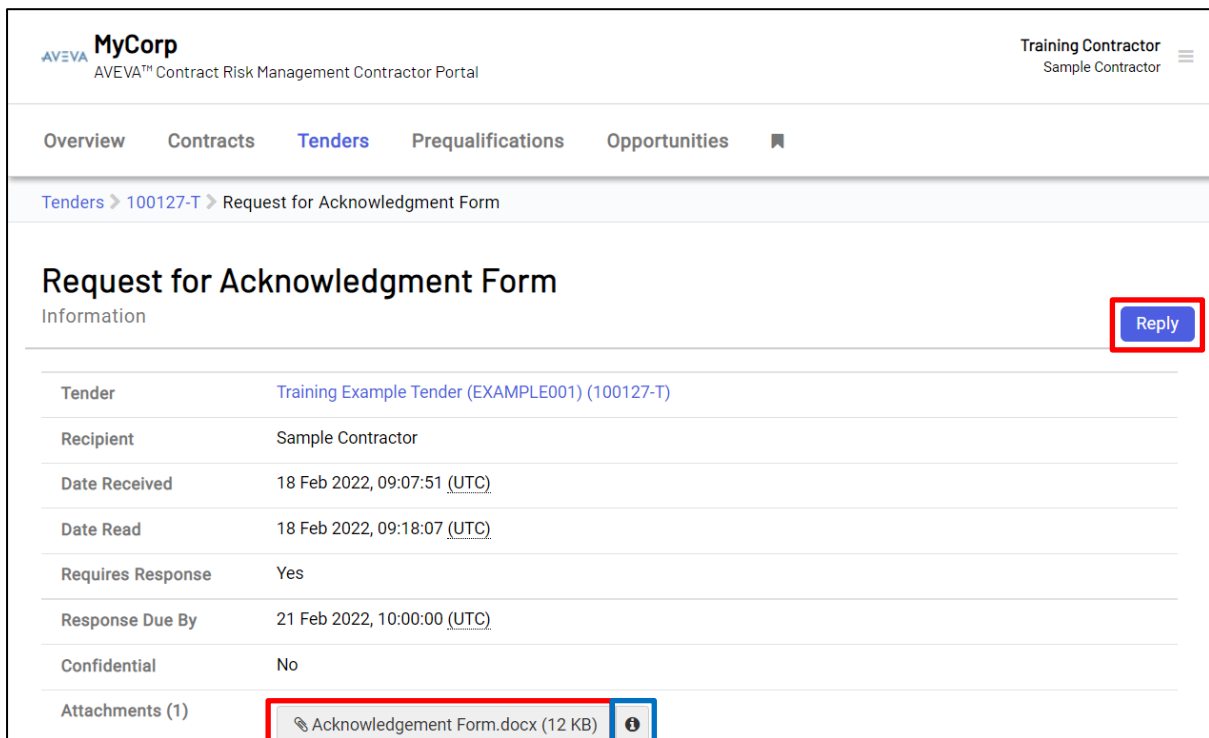
8. How to View Tender Messages sent from the Company

When supplementary tendering material in the form of tender messages has been issued, you will receive an email alert with a link attached like the one shown in the image below.


To view the message, click the link within the message body. You will be prompted to login to CRM and automatically directed to the message.



To reply to a message, click the **Reply** button.



You can open and save attachments by clicking on the attached file.

You can download the file by clicking on the  **'View Attachment Details'** Icon.

9. How to Submit RFP Responses Electronically

When you are ready to submit your bid response document(s) follow the link provided in the Tender Invitation email, and login into CRM. Once you are logged on to the solution you will be taken to the Tender Invitation Response Area.

Alternatively follow the process outlined in [Section 6 - How to Respond Electronically to an Invitation](#) above. This will bring to the page shown in the image below:

1. Select the 'Ready to Proceed now' button

The screenshot shows the MyCorp AVEVA Contract Risk Management Contractor Portal. The top navigation bar includes 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. The main content area displays '2. Commercial Bid Submission' with guidelines on using ProCon and an important note about the final submission date. Below this is an 'ACKNOWLEDGEMENT' section with a list of documents for download, including 'Tender Pack.pdf'. A section for 'Your acknowledgement' shows a log entry from 17 Feb 2022. At the bottom, there is a text box for acknowledgment and three buttons: 'Ready to proceed now' (highlighted with a red box), 'Proceed at a later date', and 'Decline'.

2. You will now be requested to upload any documents you wish to submit, as part of your proposal.

Select the 'Yes' button to upload these documents.

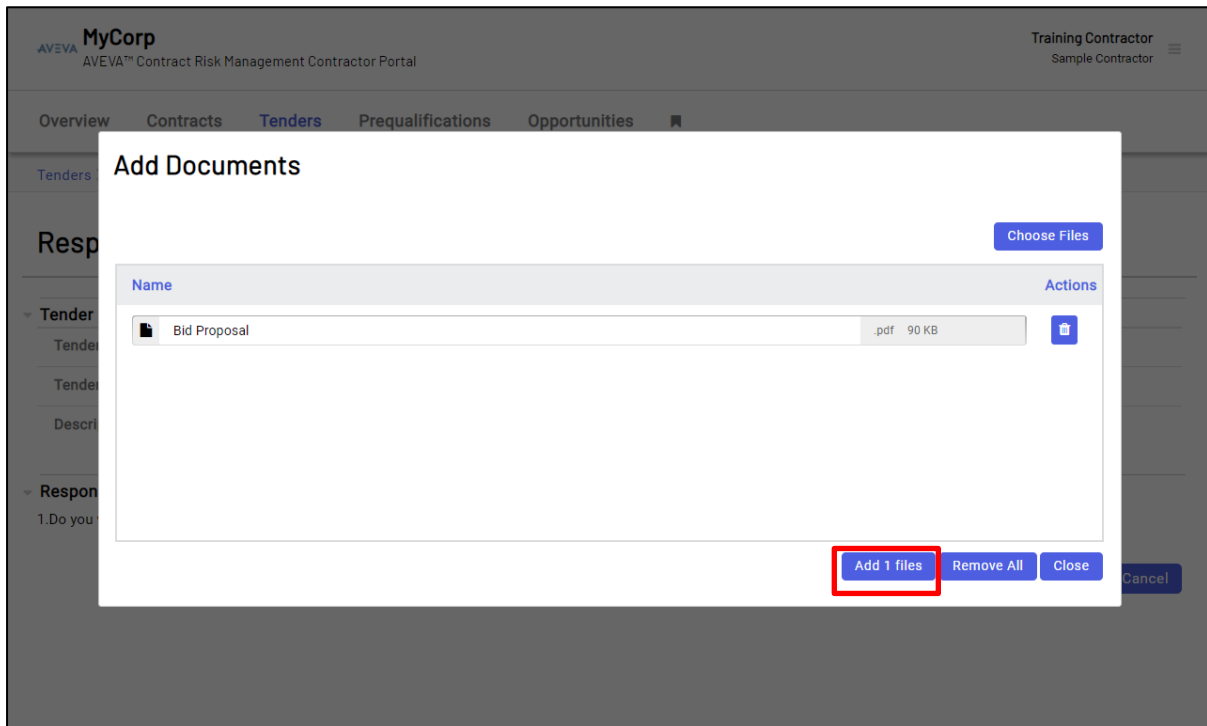
The screenshot shows the MyCorp portal interface. At the top left is the AVEVA MyCorp logo and the text 'AVEVA™ Contract Risk Management Contractor Portal'. At the top right, it says 'Training Contractor' and 'Sample Contractor' with a menu icon. Below this is a navigation bar with 'Overview', 'Contracts', 'Tenders' (highlighted), 'Prequalifications', and 'Opportunities'. The main heading is 'Respond'. Underneath is a section for 'Tender Details' with a table:

Tender	Training Example Tender (EXAMPLE001)
Tender reference	100127-T
Description	

Below the table is a 'Response' section with the question '1. Do you wish to add any documents?'. There are two buttons: 'Yes' (highlighted with a red box) and 'No - proceed to next step'. At the bottom right, there is a 'Click Save to save and come back later.' prompt with 'Save' (highlighted with a red box) and 'Cancel' buttons.

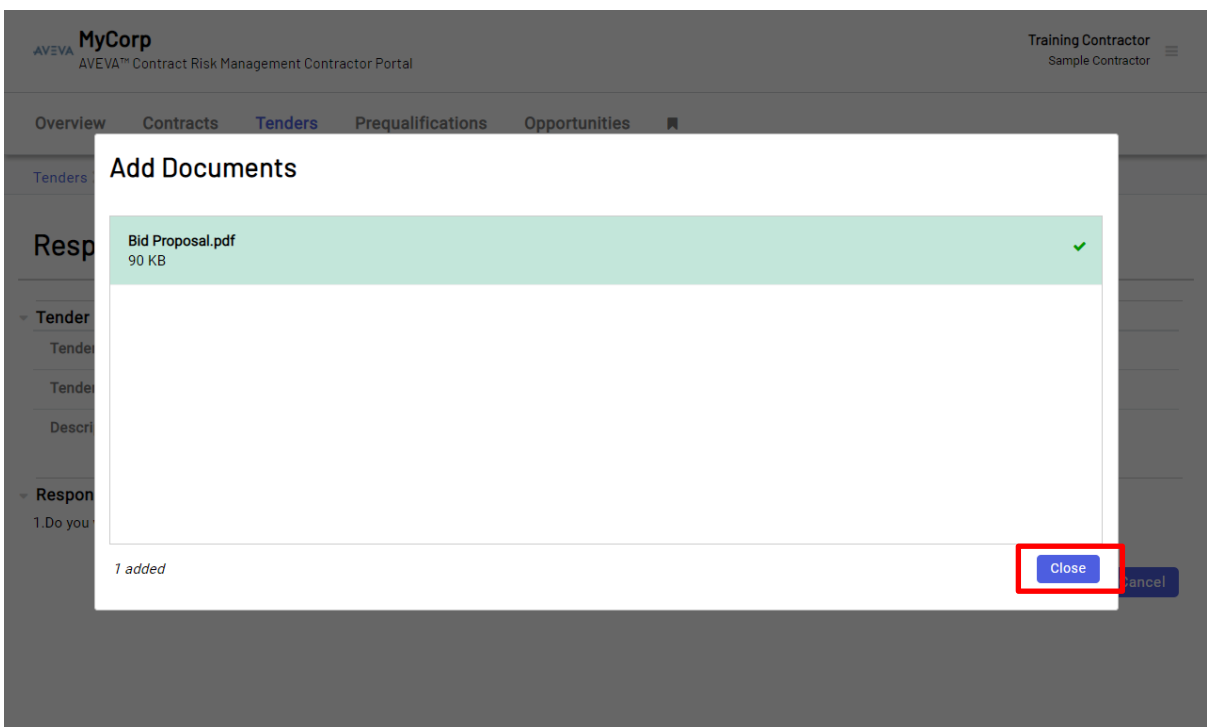
Note: You can save your submission at any point before the final submission date expires. This action will store your response for you to work on at a later time, up until the point that you are ready to submit bid proposal.

3. Select the 'Choose Files' button to locate the document you want to upload as part of your bid submission. When all documents are successfully selected, click on 'Add X files' button to complete the upload.



Note: The name of the file(s) can be updated as appropriate within the Add Documents dialog box.

4. When all documents are successfully selected, click on 'Add X files' button to complete the upload.



5. Click the 'Close' button

6. The document has been successfully uploaded.

Note: Repeat steps 3 – 5 above to add additional documents to your proposal.

7. Once you have completed added all documents to your proposal, select the 'No - proceed to next step' button.

AVEVA MyCorp
AVEVA™ Contract Risk Management Contractor Portal

Training Contractor
Sample Contractor

Overview Contracts **Tenders** Prequalifications Opportunities

Respond

▼ **Tender Details**

Tender	Training Example Tender (EXAMPLE001)
Tender reference	100127-T
Description	

▼ **Response**

1. Do you wish to add any more documents?

Name	Actions
Bid Proposal.pdf	

Showing all 1

Click Save to save and come back later

Note: Click the 'Save' button if you wish to complete the submission at a later time.

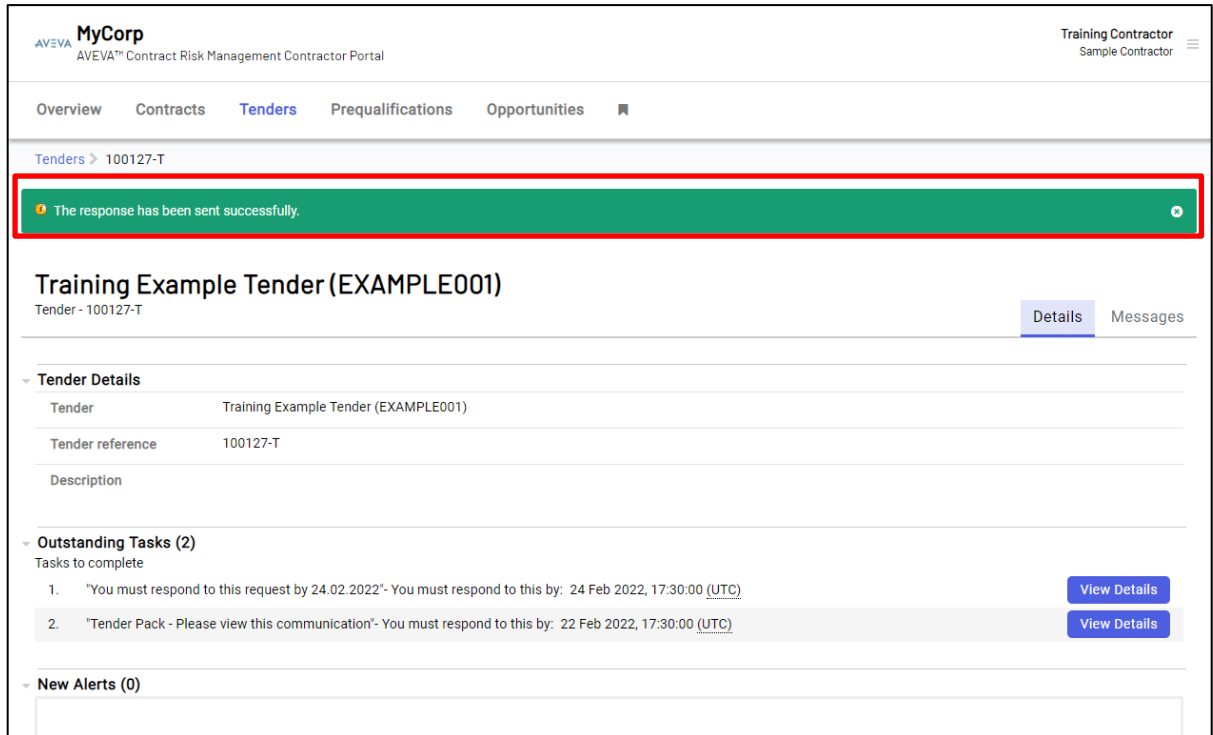
8. Select the Submit button to publish your bid proposal to IMI

The screenshot shows the AVEVA MyCorp Contractor Portal interface. At the top, the logo 'AVEVA MyCorp' and the text 'AVEVA™ Contract Risk Management Contractor Portal' are visible on the left, and 'Training Contractor Sample Contractor' is on the right. A navigation bar includes 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. The main content area displays details for a tender: 'Tender: Training Example Tender (EXAMPLE001)', 'Tender reference: 100127-T', and a 'Description' field. A 'Response' section contains a question: '1. Do you wish to add any more documents?' with 'Yes' and 'No - proceed to next step' buttons. Below this is a table with one row: 'Bid Proposal.pdf' under the 'Name' column and a file icon with a close button under the 'Actions' column. A text area for comments follows, with the text: 'I hereby acknowledge receipt of your invitation to tender and would like to confirm that I intend to make a tender submission by the final submission date.' At the bottom, there are 'Submit', 'Save', and 'Cancel' buttons. The 'Submit' button is highlighted with a red box.

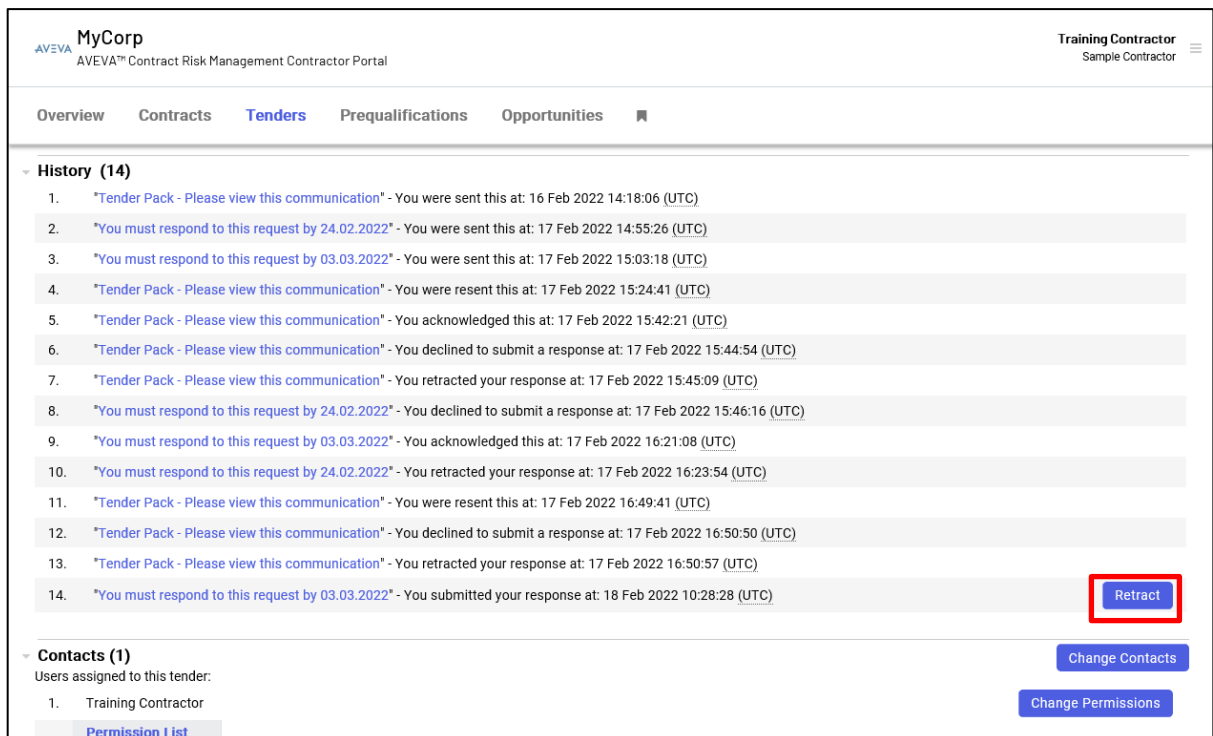
9. Click Ok to complete your submission

The screenshot shows a dark grey confirmation dialog box. The text inside reads: 'demo-psdesign.crm.connect.aveva.com says' followed by 'Are you sure you want to submit this response?'. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

10. Your tender submission has been successfully completed



11. You can view your submission documents at any time from the 'Tender History' area of the 'Tender Summary' page as shown in the image below. If you need to retract your submission, click the 'Retract' button.



Note: A Response Submission can be retracted up until the Final Submission Date has expired. This will enable you to change your response status. If a submission has been retracted the company will assume that you have made no response to the invitation until such time as the response is re-submitted.

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