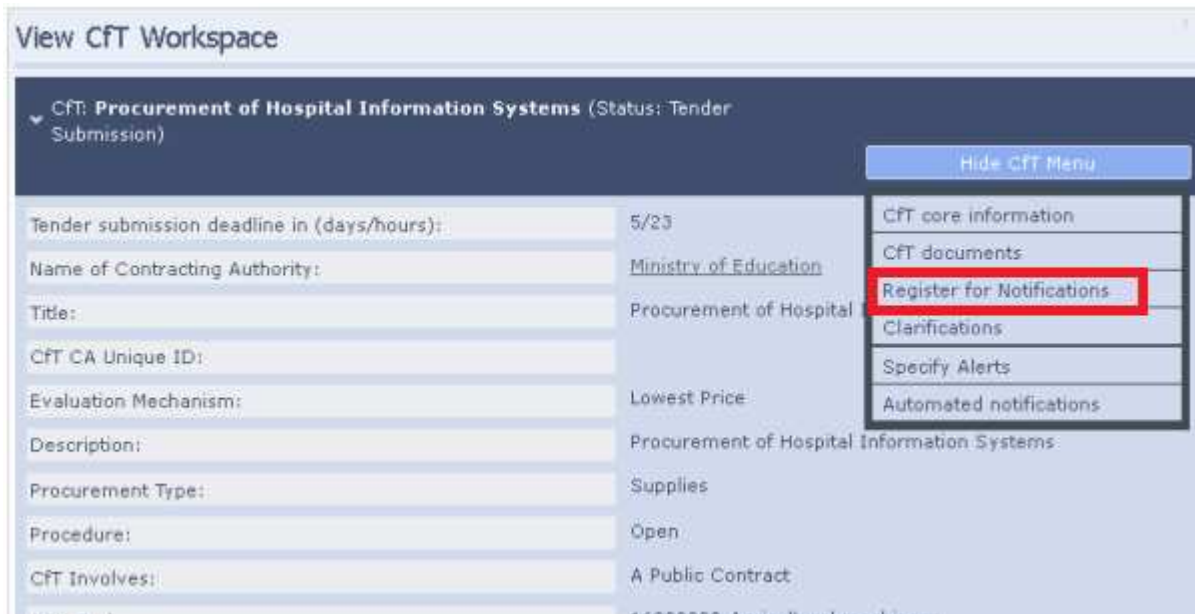


Prospective tenderers are reminded that they should submit their offers way in advance in order to avoid the discomfort of last minute traffic.

You are encouraged to use the 'Register for Notifications' functionality for tenders of your interest in order to be able to receive clarifications, notices, addenda and corrigenda for these tenders by email upon publication. This is available from the tender page through the 'Cft Menu' button as shown below.



After clicking on 'Register for Notifications', you will be prompted to select an option from one of the three shown in the screenshot below.

Association with Cft

The eTendering system supports automated notifications to keep associated users up to date with all CFT advances. These comprise the publication of new Notices, Addenda, Corrigenda, Clarifications, while there are also notifications for informing associated users about approaching important dates of the Cft. Please select a type of association for this Cft.

If you select options 1 or 2 below, you will be able to individually manage the list of users of your organisation with the Cft, through the new "Manage associations" tab in the Cft workspace. If you select option 3, these options will appear in your next Cft document download.

Type of association

<input type="radio"/>	1. Associate all users of my Economic Operator with this Cft
<input type="radio"/>	2. Associate only myself with this Cft
<input type="radio"/>	3. Do not associate any user from my Economic Operator with this Cft

Select

You are also encouraged to set reminders for the deadlines associated with a tender by using the 'Specify Alerts' functionality. This is available from the 'CfT Menu' button of the respective tender page.

There are 3 types of alerts, as one can see from the screenshot displayed below, namely:

1. Time limit for receipt of tenders or request to participate: Refers to the closing date and time for submission of tenders
2. Deadline to send clarifications to Buyer: Refers to the deadline for sending clarification requests to the Contracting Authority.
3. Deadline for Buyer to send clarification: Refers to the deadline before which the Contracting Authority can publish clarifications.

Specify Alerts

▼ CFT: Procurement of Hospital information system Show CfT Menu

List of alerts for user

Alerts for Economic Operator User

Time limit for receipt of tenders or request to participate

No notification

24 hours prior of the event

48 hours prior of the event

1 week prior of the event

2 week prior of the event

Deadline to send clarifications to Buyer

No notification

24 hours prior of the event

48 hours prior of the event

1 week prior of the event

2 week prior of the event

Deadline for Buyer to send clarification

No notification

24 hours prior of the event

48 hours prior of the event

1 week prior of the event

2 week prior of the event

Save Cancel

For each type of alert, the user will be able to choose when he wants to be notified:

1. 24 hours prior of the event
2. 48 hours prior of the event
3. 1 week prior of the event
4. 2 weeks prior of the event

In case, the user does not want to be notified, he can click on the 'No notification' button. It is imperative that the 'Save' button is clicked after setting the alerts in order to save changes.