



Australian Government



AusTender User Guide

Public User Guide

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Introduction

Welcome to AusTender, the Australian Government's procurement information system.

This Guide will assist you in the use of AusTender. It is important that you read it carefully and if you have any questions or concerns please contact the AusTender Help Desk (see the 'Contact Us' section of this User Guide).

AusTender is used by Australian Government agencies to advertise Approaches to the Market (ATMs) and Planned Procurements and to report contracts and standing offers awarded with a value of \$10,000 or more (inc. GST). In this Guide, the use of the acronym ATM refers to any business opportunity advertised on AusTender by Australian Government agencies.

AusTender provides the public with access to the following Australian Government procurement information:

- Pre-Release Notices – early notification of a possible approach to the market
- Current ATMs – current, publicly available business opportunities
- Closed ATMs – business opportunities where the close date has been reached and are no longer open for responses
- Archived ATMs – business opportunities which have been closed for a period of more than 30 days from the specified close date
- Contract Notices and Standing Offer Notices – publication of contract and standing offer awarded information at or above the reporting value threshold
- Multi-Use Lists – a list of pre-qualified potential suppliers of nominated goods or services who have satisfied the conditions for inclusion
- Annual Procurement Plans – a statement of an agency's strategic procurement outlook and its significant Planned Procurements for the forthcoming financial year
- Reports – a selection of reports covering various aspects of published data.

Public users can search and browse publicly available business opportunities for participating Australian Government agencies. As a potential supplier to the Australian Government, AusTender provides you with:

- automatic notification of Australian Government business opportunities and/or Planned Procurements
- the ability to download tender documentation directly from the site and submit tenders online (where agencies use electronic lodgement)
- the ability to follow a procurement process through to the reporting of the awarded contract.

AusTender is a free service provided by the Australian Government. To make the most of what AusTender has to offer, you must be a registered AusTender user. Please see the 'New User Registration' section of this User Guide for information on registering your interest in Australian Government business opportunities.

Technology Requirements

For optimal performance and experience using AusTender, you should have as a minimum the following software and internet browser revision levels:

- To meet AusTender security standards, your browser must support 128-bit Secure Sockets Layer encryption
- For login access, your internet browser must support cookies
- For response lodgement, your browser must have Javascript enabled

For Windows

- Internet Explorer 8.0 (supported by the AusTender Help Desk)

For MAC OS X

- System functions have been tested and proven using Mac OS X only – earlier OS versions may not function correctly

Additional Software

- Agencies may use compression software such as WinZip to compress ATM documents and may also specify that electronic tender responses be similarly compressed
- Adobe Acrobat Reader 8.0 + for ATM documentation that is in PDF format

Where an agency uses AusTender to receive tender responses, the format for tender responses will be specified within the Terms and Conditions of Tendering for individual ATMs

Screen Resolution

For the best view of AusTender, it is recommended that your screen resolution be set to 1024 x 768 pixels

New User Registration

Why you need to register (Log in)

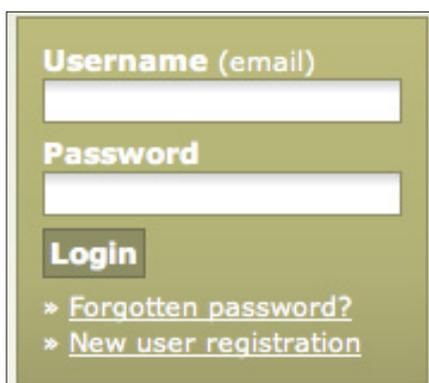
If you are browsing or searching the AusTender website you do not need to register as an AusTender user.

You must be a Registered User of AusTender to access the following functions:

- Email Notifications – your notification preferences for new open business opportunities and Planned Procurements will be stored against your Registered User profile so that notification emails can be sent to you
- Planned Procurement Watch List – your Watch List will be saved against your profile and is available for editing when you are logged in to AusTender. When a Planned Procurement is converted to an ATM you will be notified by email.
- Access ATM documents and addenda – Procuring agencies need to know who has downloaded ATM documentation from AusTender in case they issue an addendum i.e. an amendment, clarification or update to the original ATM. An email message will be sent to the email address of the Registered User recorded as having downloaded the ATM documents notifying them of the change/s to the ATM. It is important to note that if you do not take addenda information into consideration in your ATM response, your response may be excluded in the evaluation process.
- Lodge a response – Procuring agencies need to have a clear record of who has lodged a response on AusTender. When it is time for the agency to open the electronic tenderbox to collect the ATM responses, a list of Registered Users who lodged a response will be visible along with the response files that have been submitted.
- Communications Multi-Use List (CMUL) – Applying for inclusion or updating participant details on the CMUL
- Information Communication Technology Multi-Use List (ICTMUL) – Applying for inclusion or updating participant details on the ICTMUL.

How to Register

If you have not previously registered on AusTender, you can do so by going to **www.tenders.gov.au** and selecting the 'New user registration' link from the green Login box above the left hand navigation panel.



Username (email)

 Password

 Login
 » [Forqotten password?](#)
 » [New user registration](#)

b. Selecting the ‘No’ option

Notification Details

Email Format: In which format do you wish to receive AusTender emails?
 HTML Plain text

Would you like to receive email notification of new open business opportunities and/or Planned Procurements?
 Yes No

If so, you must specify your notification preferences on the following page.

Agreement
 By clicking the 'I Agree and Understand' button you are agreeing to AusTender's [Terms of Use](#).

- Click the ‘No’ radio button
- Read the Terms of Use before agreeing to them by selecting the ‘Terms of Use’ link
- If you wish to proceed click the ‘I Agree and Understand’ button. By doing so you are agreeing to the AusTender Terms of Use (which will be emailed to you).
- The ‘Confirm Registration Details’ page will display. Click the ‘Edit’ button if you need to change any of your details otherwise click the ‘Confirm’ button.
- You will receive an email confirming your registration details and the AusTender Terms of Use agreement. To confirm your registration, you must access the link contained within this email or login to AusTender within 14 days of registration. Failure to do so will result in your account being removed from AusTender and the registration process will need to be repeated.

Tips for Registering

- Passwords must be a minimum of 6 characters and a maximum of 30 characters and be alphanumeric (a mix of letters and numbers)
- Your email address is your ‘Username’
- When you register you will be required to nominate a validation question. The answer to your validation question will be required if you forget your password. Make sure you pick a question to which only you would know the answer e.g. your mother’s maiden name.
- Ensure that you read the Terms of Use so you are aware of all issues relating to AusTender
- Ensure that you keep the email with your details, Terms of Use and password in a safe place
- It is important to include a valid email address because this will be the means by which an agency will notify you of important changes to the ATM during the tendering process
- If you select ‘HTML’ email format, you will receive notification of business opportunities with active links within the email itself. Details include ATM ID, ATM Title and Category. Click the active link to display the ATM details page.
- If you select ‘Yes’ to CSV File Attachment, you will receive notification of business opportunities in a spreadsheet as opposed to active links within the email itself. You will need to open the spreadsheet and copy and paste the links into your web browser to open the relevant AusTender pages.

Tips for Notification Settings

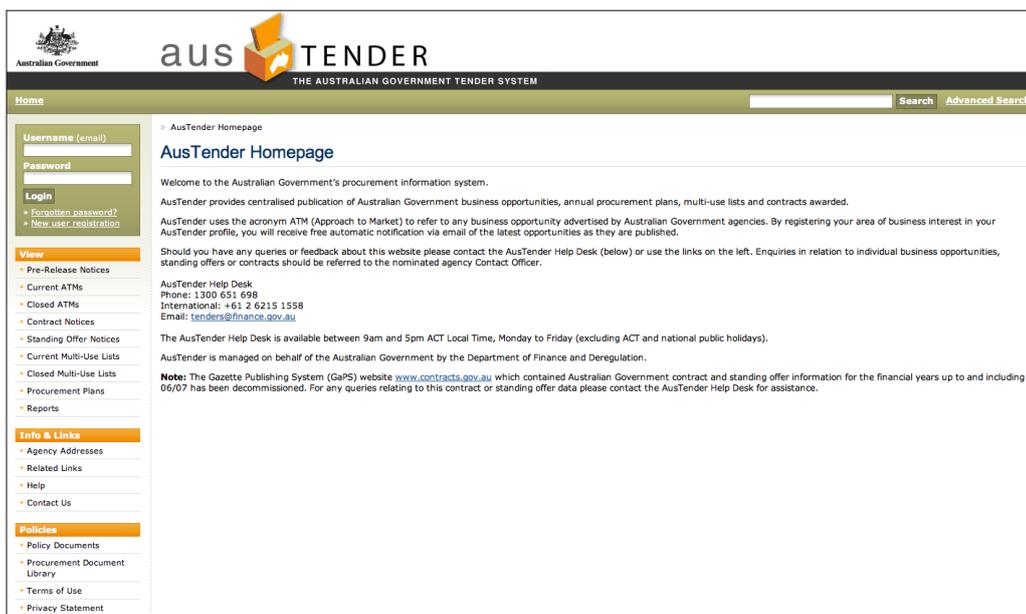
AusTender allows you to create a business profile that includes location, ATM Type, and category/keyword. Your choice of these refining elements will be the basis on which AusTender will notify you via email of ATMs and Planned Procurements as they are published.

Of these elements, keyword and category require additional explanation:

- For ATMs and Planned Procurements, you can choose to be notified of
 - All
 - All within a keyword(s) match
 - All within a nominated category(ies)
 - All within a nominated category(ies), further refined by keyword(s) match
- Where your profile uses keywords only, AusTender will look for a match to words used by agencies across all ATMs and/or Planned Procurements in the
 - Title
 - Description
 - Category code description
- AusTender uses a subset of the United Nations Standard Products and Services Code (UNSPSC) codeset to allow agencies to categorise all ATMs and Planned Procurements to an industry sector
- If you wish to limit your notifications to a particular category(ies), you can choose from a range of high-level categories that suit your business interest. AusTender will then notify you of ATMs and/or Planned Procurements where the assigned sub-category resides within the high-level category(ies) you have nominated. This minimises the risk of missing a notification because of a category mismatch between your profile and the ATM/Planned Procurement.
- Where your profile uses a category(ies) for notification, you can include keywords to refine and reduce the notifications sent to you. AusTender will look for a keyword match within the selection of ATMs/Planned Procurements that fit your category selection, then send you only those notifications.

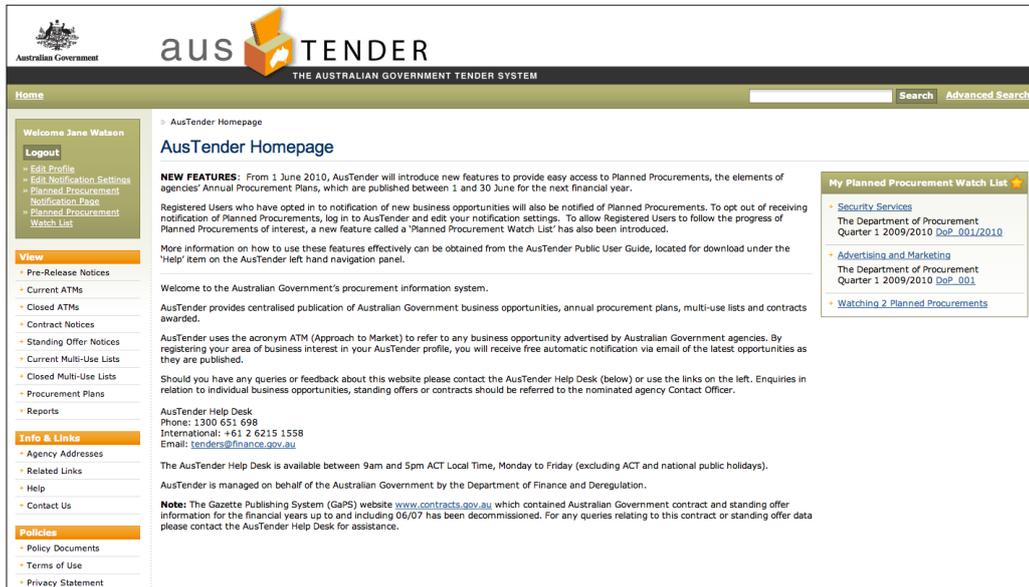
Existing User Login

If you have previously registered on AusTender, you can log in by entering your Username (email address) and Password into the green Login box above the left hand navigation panel. If you have forgotten your password select the 'Forgotten password' link to reset your password (see the 'Forgotten Password' section of this User Guide).



➔ Enter your Username (email address) and Password and click the 'Login' button.

AusTender will verify your login details and display your name in the top panel on the left of the screen. The Login button will be replaced with a 'Logout' button.



The screenshot shows the AusTender homepage with the following elements:

- Header:** Australian Government logo, 'aus TENDER' text, and 'THE AUSTRALIAN GOVERNMENT TENDER SYSTEM' tagline.
- Navigation:** Home, Search, and Advanced Search buttons.
- Left Sidebar:**
 - Welcome Jane Watson**
 - Logout**
 - View**
 - Pre-Release Notices
 - Current ATMs
 - Closed ATMs
 - Contract Notices
 - Standing Offer Notices
 - Current Multi-Use Lists
 - Procurement Plans
 - Closed Multi-Use Lists
 - Procurement Plans
 - Reports
 - Info & Links**
 - Agency Addresses
 - Related Links
 - Help
 - Contact Us
 - Policies**
 - Policy Documents
 - Terms of Use
 - Privacy Statement
- Main Content:**
 - AusTender Homepage**
 - NEW FEATURES:** From 1 June 2010, AusTender will introduce new features to provide easy access to Planned Procurements, the elements of agencies' Annual Procurement Plans, which are published between 1 and 30 June for the next financial year.
 - Registered Users who have opted in to notification of new business opportunities will also be notified of Planned Procurements. To opt out of receiving notification of Planned Procurements, log in to AusTender and edit your notification settings. To allow Registered Users to follow the progress of Planned Procurements of interest, a new feature called a 'Planned Procurement Watch List' has also been introduced.
 - More information on how to use these features effectively can be obtained from the AusTender Public User Guide, located for download under the 'Help' item on the AusTender left hand navigation panel.
 - Welcome to the Australian Government's procurement information system.
 - AusTender provides centralised publication of Australian Government business opportunities, annual procurement plans, multi-use lists and contracts awarded.
 - AusTender uses the acronym ATM (Approach to Market) to refer to any business opportunity advertised by Australian Government agencies. By registering your area of business interest in your AusTender profile, you will receive free automatic notification via email of the latest opportunities as they are published.
 - Should you have any queries or feedback about this website please contact the AusTender Help Desk (below) or use the links on the left. Enquiries in relation to individual business opportunities, standing offers or contracts should be referred to the nominated agency Contact Officer.
 - AusTender Help Desk**
Phone: 1 300 651 698
International: +61 2 6215 1558
Email: tenders@finance.gov.au
 - The AusTender Help Desk is available between 9am and 5pm ACT Local Time, Monday to Friday (excluding ACT and national public holidays).
 - AusTender is managed on behalf of the Australian Government by the Department of Finance and Deregulation.
 - Note:** The Gazette Publishing System (GAPS) website www.contracts.gov.au which contained Australian Government contract and standing offer information for the financial years up to and including 06/07 has been decommissioned. For any queries relating to this contract or standing offer data please contact the AusTender Help Desk for assistance.
- Right Sidebar:**
 - My Planned Procurement Watch List**
 - Security Services**
The Department of Procurement Quarter 1 2009/2010 [DoP_001/2010](#)
 - Advertising and Marketing**
The Department of Procurement Quarter 1 2009/2010 [DoP_001](#)
 - Watching 2 Planned Procurements**

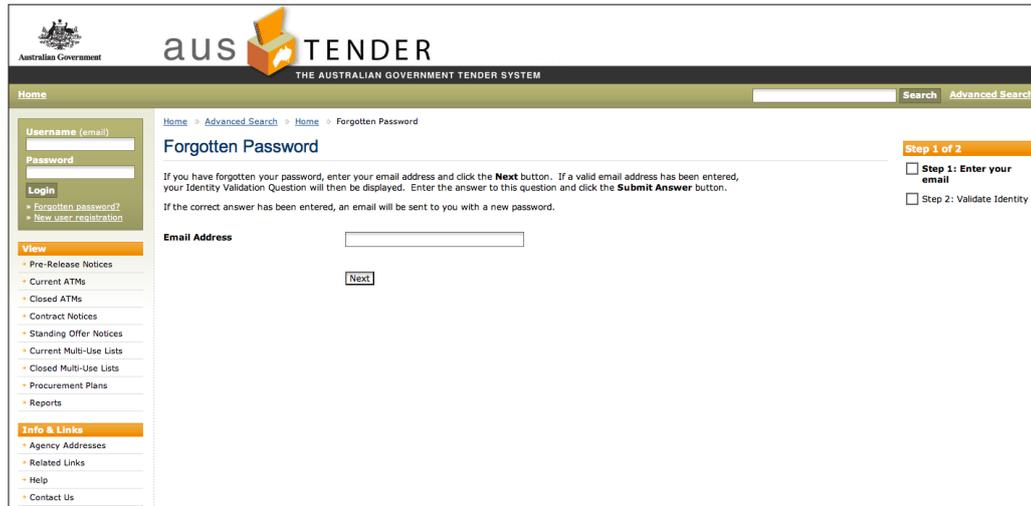
Options available to you include:

- Edit Profile
- Edit Notification Settings
- Planned Procurement Notification Page
- Planned Procurement Watch List

For more details see the relevant section under 'Registered User Options' of this User Guide.

Forgotten Password

If you have forgotten your password, you can reset it by selecting the ‘Forgotten password?’ link from the panel to the left of the screen. The ‘Forgotten Password’ page will display.



- ➔ Enter your email address and click the ‘Next’ button
- ➔ Your validation question will display; enter the secret answer
- ➔ Click the ‘Submit Answer’ button
- ➔ A confirmation page will display advising that a new system generated password will be emailed to you

Before attempting to log in to AusTender, access your email account and locate the email containing your new system generated password. Until you change your password it will remain the same as the one provided in the system generated email.

If you have trouble locating the email in your inbox, check your junk email folders as the incoming email could be blocked by your spam filter.

To change your password back to something that is known only to you, select the ‘Edit Profile’ link once logged into the system (see the ‘Registered User Options’ section of this User Guide for information on editing your profile).

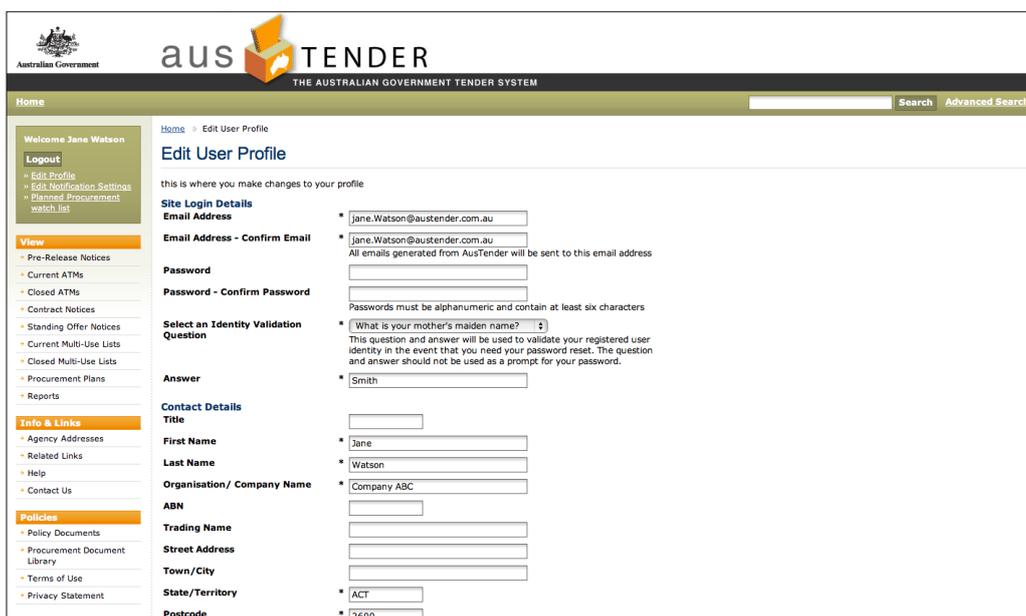
Registered User Options

When you log in to AusTender, you are given the option to edit your profile, edit your notification settings, view the list of Planned Procurements notified to you (if any) or view your Planned Procurement Watch List.

Edit Profile

Editing your profile allows you to update your personal details, business details and reset your password.

- ➔ To amend your profile, select the 'Edit Profile' link
- ➔ If you do not have automatic notification settings enabled you can do so by selecting 'Yes' to 'Would you like to receive email notification of new business opportunities and/ or Planned Procurements?'. If you select 'Yes' you will be taken to the 'Notification Settings' page where you can complete your notification settings profile.
- ➔ Click the 'Save' button to save the changes to your AusTender profile.
- ➔ The 'Confirm Registration Details' page will display. To confirm changes click the 'Confirm' button. To make further changes, click the 'Edit' button.



aus TENDER
THE AUSTRALIAN GOVERNMENT TENDER SYSTEM

Home Search Advanced Search

Welcome Jane Watson

Logout

- ➔ Edit Profile
- ➔ Edit Notification Settings
- ➔ Planned Procurement Watch List

View

- ➔ Pre-Release Notices
- ➔ Current ATMs
- ➔ Closed ATMs
- ➔ Contract Notices
- ➔ Standing Offer Notices
- ➔ Current Multi-Use Lists
- ➔ Closed Multi-Use Lists
- ➔ Procurement Plans
- ➔ Reports

Info & Links

- ➔ Agency Addresses
- ➔ Related Links
- ➔ Help
- ➔ Contact Us

Policies

- ➔ Policy Documents
- ➔ Procurement Document Library
- ➔ Terms of Use
- ➔ Privacy Statement

Home ➔ Edit User Profile

Edit User Profile

this is where you make changes to your profile

Site Login Details

Email Address *

Email Address - Confirm Email *
All emails generated from AusTender will be sent to this email address

Password

Password - Confirm Password
Passwords must be alphanumeric and contain at least six characters

Select an Identity Validation Question *

This question and answer will be used to validate your registered user identity in the event that you need your password reset. The question and answer should not be used as a prompt for your password.

Answer *

Contact Details

Title

First Name *

Last Name *

Organisation/ Company Name *

ABN

Trading Name

Street Address

Town/City

State/Territory *

Postcode *

Edit Notification Settings

If you have elected to receive email notifications of new business opportunities and/or Planned Procurements, you can edit your notification categories, location of work and type of ATMs you wish to be notified.

- ➔ To amend your notification settings, select the 'Edit Notification Settings' link
- ➔ Indicate your preference to receive email notifications of Approaches to Market and/or Planned Procurements using the 'Notify me about' checkboxes. If you do not wish to receive any email notifications uncheck both options. Otherwise, select one or both options and the notification search criteria is active.
- ➔ Edit the notification criteria as required
- ➔ Click the 'Save Details' button to update the changes to your AusTender profile
- ➔ The 'Confirm Registration Details' page will display. To confirm changes click the 'Confirm' button. To make further changes, click the 'Edit' button.

The screenshot displays the 'Notification Settings' page in the AusTender system. At the top, it shows the Australian Government logo and the 'aus TENDER' branding. The page is titled 'Notification Settings' and includes a breadcrumb trail: Home > Annual Procurement Plan List > Notification Settings. A search bar is located at the top right. The main content area is divided into several sections:

- Welcome Jane Watson:** Includes a 'Logout' button and links to 'Edit Profile', 'Edit Notification Settings', 'Planned Procurements watch list', and 'View'.
- View:** A list of links for various notification types: Pre-Release Notices, Current ATMs, Closed ATMs, Contract Notices, Standing Offer Notices, Current Multi-Use Lists, Closed Multi-Use Lists, Procurement Plans, and Reports.
- Info & Links:** Links to Agency Addresses, Related Links, Help, and Contact Us.
- Policies:** Links to Policy Documents, Procurement Document Library, Terms of Use, and Privacy Statement.
- Notification Settings:** A section titled 'this is the notification settings that I am interested in DH'. It includes:
 - Notify me about:** Two checked checkboxes: 'Planned Procurements' (with a note: 'Check this box to receive email notification of Planned Procurements that match your notification profile.') and 'Approaches to Market' (with a note: 'Check this box to receive email notification of new business opportunities that match your notification profile.').
 - Enter Search Criteria:** A 'Keyword(s)' input field with a note: 'For ATMs, keyword matching is on ATM ID, title, description and category. For APPs, keyword matching is on description and category.'
 - Category:** A dropdown menu showing 'Any Category' and a list of UNSPSC categories including Apparel and Luggage, Building and Construction, Chemicals, Cleaning Equipment, Commercial and Military Vehicles, Defence and Law Enforcement, Distribution and Conditioning Systems, Domestic Appliances, Drugs and Pharmaceutical Products, Editorial and Design, Education and Training Services, Electrical Systems, Electronic Components, and Engineering and Research.
 - Location:** A section titled 'The location you are seeking business opportunities in' with checkboxes for 'All States' (QLD, VIC, NT, Overseas) and 'All Capitals' (WA, NSW, TAS, SA, ACT, Other). The 'ACT' checkbox is checked.

Planned Procurement Notification Page

The 'Planned Procurement Notification Page' will display a list of Planned Procurements that have been notified to you by email because they match your notification business profile. Notified Planned Procurements remain on this page for fourteen (14) days.

If you have received an email notification about Planned Procurements that match your business profile, following the link from the email will navigate you directly to this page. Otherwise, to view this page:

- Select the 'Planned Procurement Notification Page' link from the green Login box above the left hand navigation panel in AusTender
- The 'Planned Procurement Notification Page' will display

You have the option to include a Planned Procurement in your Watch List. If a watched Planned Procurement is converted to an ATM or a Pre-Release Notice you will receive a notification email. To add the Planned Procurement to your Watch List:

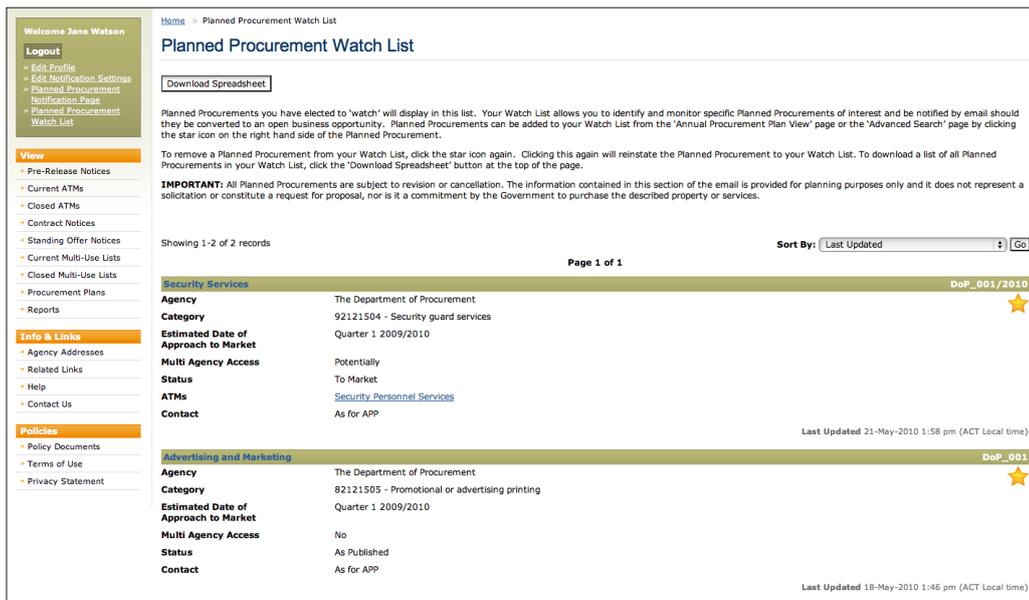
- Click the ★ icon to the right of the Planned Procurement
- To remove the Planned Procurement from your Watch List click the ★ icon again
- To view your Watch List select the 'Planned Procurements Watch List' link from the left hand navigation panel (for more details see the 'Planned Procurement Watch List' section of this User Guide).

Planned Procurement Watch List

Planned Procurements you have elected to ‘watch’ will display in this list. Your Watch List allows you to identify and monitor specific Planned Procurements of interest and be notified by email should they be converted to a business opportunity. Planned Procurements can be added to your Watch List from the ‘Planned Procurement Notification Page’, the ‘Annual Procurement Plan View’ page or the ‘Advanced Search’ page (for details on how to add Planned Procurements to your Watch List see the ‘Planned Procurement Notification Page’ or ‘Search Annual Procurement Plans’ sections of this User Guide).

Due to the annual nature of Planned Procurements, Watch Lists do not carry over to the next financial year. AusTender Registered Users who have established a Watch List should visit AusTender at the beginning of each financial year to re-establish their Watch List of new Planned Procurements and those rolled over from the previous financial year.

- ➔ To view your Watch List, select the ‘Planned Procurements Watch List’ link. You can sort by the following:
- Estimated Date of Approach to Market [Financial year quarter]
 - Agency Reference [Alphabetically by Agency Reference]
 - Category [Type of goods, services or work potentially sought]
 - Description [Brief description of the goods, services or work potentially sought]
 - Status [Where it may be in the planning or procurement lifecycle]
 - Last Updated [Most recently edited/updated/published Planned Procurement]



Home > Planned Procurement Watch List

Planned Procurement Watch List

[Download Spreadsheet](#)

Planned Procurements you have elected to ‘watch’ will display in this list. Your Watch List allows you to identify and monitor specific Planned Procurements of interest and be notified by email should they be converted to an open business opportunity. Planned Procurements can be added to your Watch List from the ‘Annual Procurement Plan View’ page or the ‘Advanced Search’ page by clicking the star icon on the right hand side of the Planned Procurement.

To remove a Planned Procurement from your Watch List, click the star icon again. Clicking this again will reinstate the Planned Procurement to your Watch List. To download a list of all Planned Procurements in your Watch List, click the ‘Download Spreadsheet’ button at the top of the page.

IMPORTANT: All Planned Procurements are subject to revision or cancellation. The information contained in this section of the email is provided for planning purposes only and it does not represent a solicitation or constitute a request for proposal, nor is it a commitment by the Government to purchase the described property or services.

Showing 1-2 of 2 records Sort By: Last Updated

Page 1 of 1

Security Services DoP_001/2010 	
Agency	The Department of Procurement
Category	92121504 - Security guard services
Estimated Date of Approach to Market	Quarter 1 2009/2010
Multi Agency Access	Potentially
Status	To Market
ATMs	Security Personnel Services
Contact	As for APP
Last Updated 21-May-2010 1:58 pm (ACT Local time)	
Advertising and Marketing DoP_001 	
Agency	The Department of Procurement
Category	82121505 - Promotional or advertising printing
Estimated Date of Approach to Market	Quarter 1 2009/2010
Multi Agency Access	No
Status	As Published
Contact	As for APP
Last Updated 18-May-2010 1:46 pm (ACT Local time)	

If a Planned Procurement has progressed to an ATM, the ATM title will display as a link under ATMs; clicking the link will allow you to view the ATM.

Multi Agency Access

Multi Agency Access is an indicator set on all Planned Procurements, Pre-Release Notices, Approaches to Market, Multi Use Lists and Standing Offer Notices published on AusTender. It enables Australian Government agencies to identify the potential for shared procurement arrangements. It also gives the market an indicator that there may be more than one agency participating in the procurement and/or resulting contract.

Search for ATMs (Business Opportunities)

You can find Approaches to Market (ATMs) on AusTender by automatic notification or by searching and sorting on specific criteria. You can refine your search by keyword or category for Pre-Release Notices and all Current, Closed and Archived ATMs.

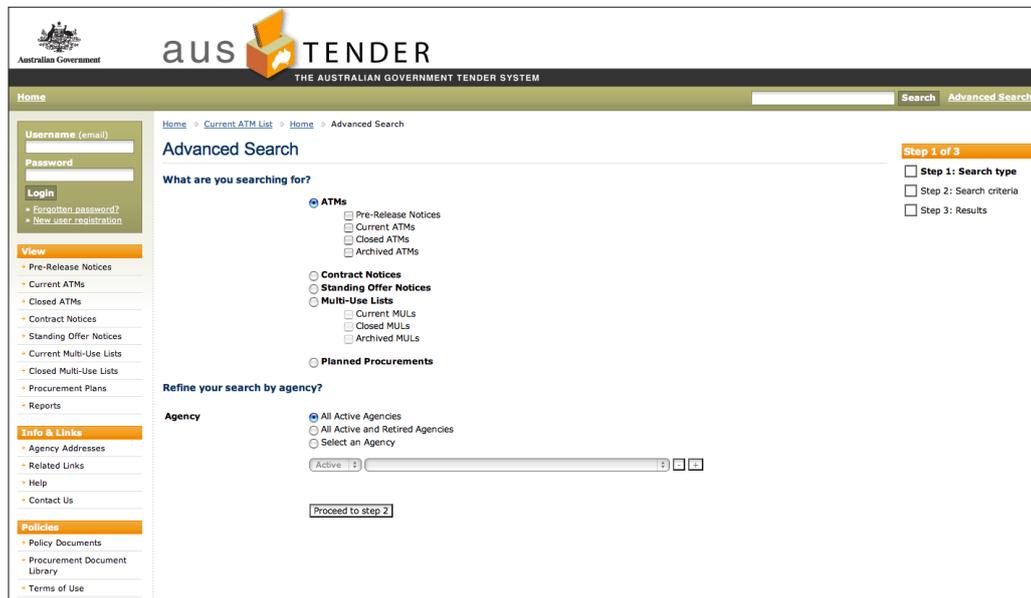
You can refine your search by selecting from:

- All Active Agencies – Active Agencies are those that are currently operational under the existing Government’s Administrative Arrangement Orders (AAOs)
- All Active and Retired Agencies:
 - Active Agencies are those that are currently operational under the existing Government’s Administrative Arrangement Orders (AAOs)
 - Retired Agencies are those that are no longer operational
- Select an Agency – Search for individual active agencies and/or retired agencies in one search. For multiple selection of these agencies use the ‘+’ (to add additional agency) and ‘-’ (to remove agency from list) button at the end of the agency selection field.
- Related Agencies – Display in the output of a search and include any agency which has an historical relationship to the selected agency. This may be where there has been a change to the agency name or a function has moved to another agency.

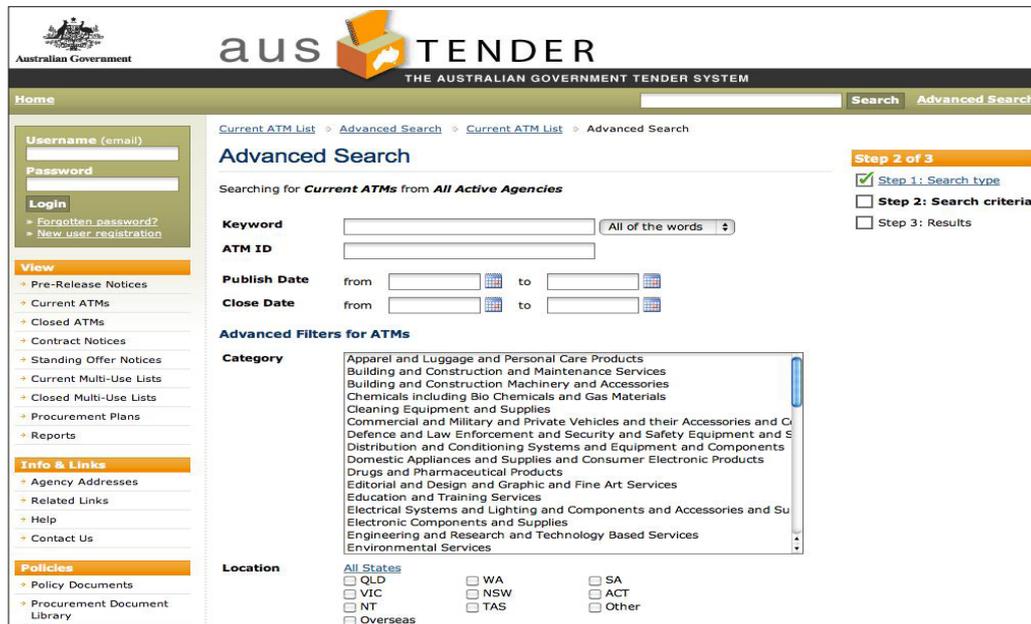
An Advanced Search can be conducted on Pre-Release Notices and Current, Closed and Archived ATMs.

To conduct an Advanced Search follow the steps below:

- ➔ Select the type of ATM you would like to search for e.g. ‘Current ATMs’ from the left hand navigation panel of the AusTender website
- ➔ Select the ‘Advanced Search’ link from either the top right of the screen or under the ‘Current ATM List’ heading
- ➔ The ‘Advanced Search’ criteria page will display
- ➔ If you would like to limit your search to a particular agency, select the agency from the drop-down menu provided



- ➔ Click the 'Proceed to step 2' button
- ➔ The second page of the 'Advanced Search' criteria will display



- ➔ You can refine your search further through the following options:
 - Keyword
 - ATM ID (this is the ATM ID of the business opportunity)
 - Publish Date
 - Close Date
 - Category
 - Location

➔ Enter relevant search criteria and click the 'Search' button to display the search results

Pre-Release Notices

Pre-Release Notices provide early notification of a possible approach to the market. Typically they provide more detail about the approach than is identified for Planned Procurements in an Annual Procurement Plan. A Pre-Release Notice is no guarantee that the ATM will proceed.

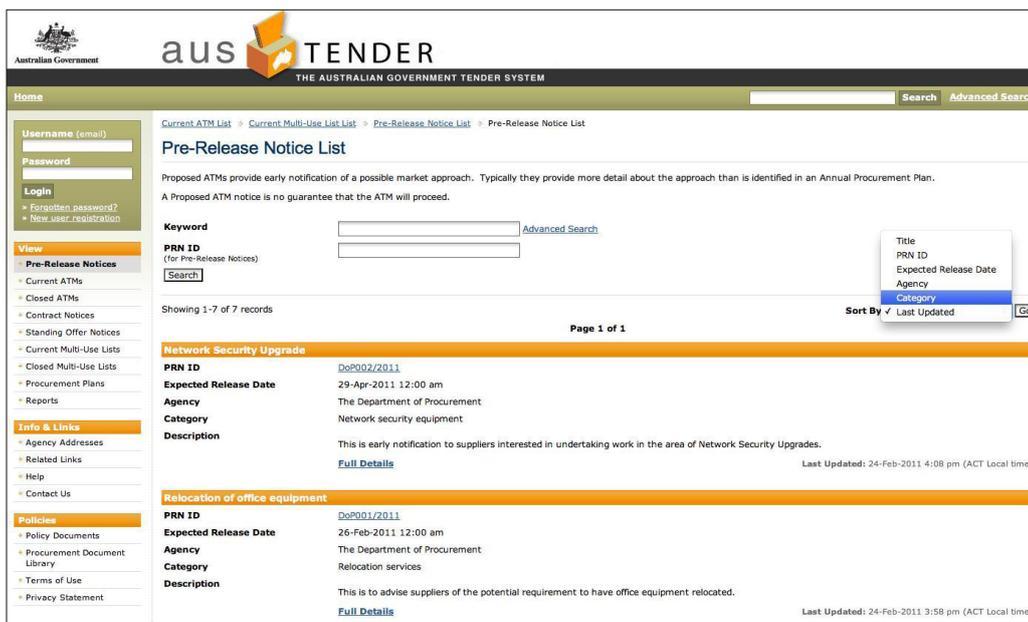
To locate Pre-Release Notices, select 'Pre-Release Notices' from the left hand navigation panel.

You can sort by the following:

- Title [Alphabetically by tender title]
- PRN ID [Alphabetically by PRN ID]
- Expected Release Date [Date on which the PRN is expected to be released as an ATM]
- Agency [The Australian Government agency or department responsible for the procurement]
- Category [Type of goods, services or work being sought]
- Last Updated [Most recently edited/updated/published Pre-Release Notice]

There are three ways to refine your search:

- ➔ Enter a keyword in the 'Keyword' field under the 'Pre-Release Notice List' heading
- ➔ Enter a PRN ID in the 'PRN ID' field under the 'Pre-Release Notice List' heading
- ➔ Select the 'Advanced Search' link and complete search criteria



The screenshot shows the AusTender website interface. At the top, there is the Australian Government logo and the 'aus TENDER' branding. Below this is a navigation bar with 'Home', 'Search', and 'Advanced Search' options. The main content area is titled 'Pre-Release Notice List' and includes a brief description: 'Proposed ATMs provide early notification of a possible market approach. Typically they provide more detail about the approach than is identified in an Annual Procurement Plan. A Proposed ATM notice is no guarantee that the ATM will proceed.' There are search fields for 'Keyword' and 'PRN ID' (for Pre-Release Notices) with a 'Search' button. A 'Sort By' dropdown menu is open, showing options: Title, PRN ID, Expected Release Date, Agency, Category, and Last Updated. The list of notices shows two entries: 'Network Security Upgrade' (PRN ID: DpP002/2011, Expected Release Date: 29-Apr-2011 12:00 am, Agency: The Department of Procurement, Category: Network security equipment) and 'Relocation of office equipment' (PRN ID: DpP001/2011, Expected Release Date: 26-Feb-2011 12:00 am, Agency: The Department of Procurement, Category: Relocation services). Each entry has a 'Full Details' link and a 'Last Updated' timestamp.

Current ATMs

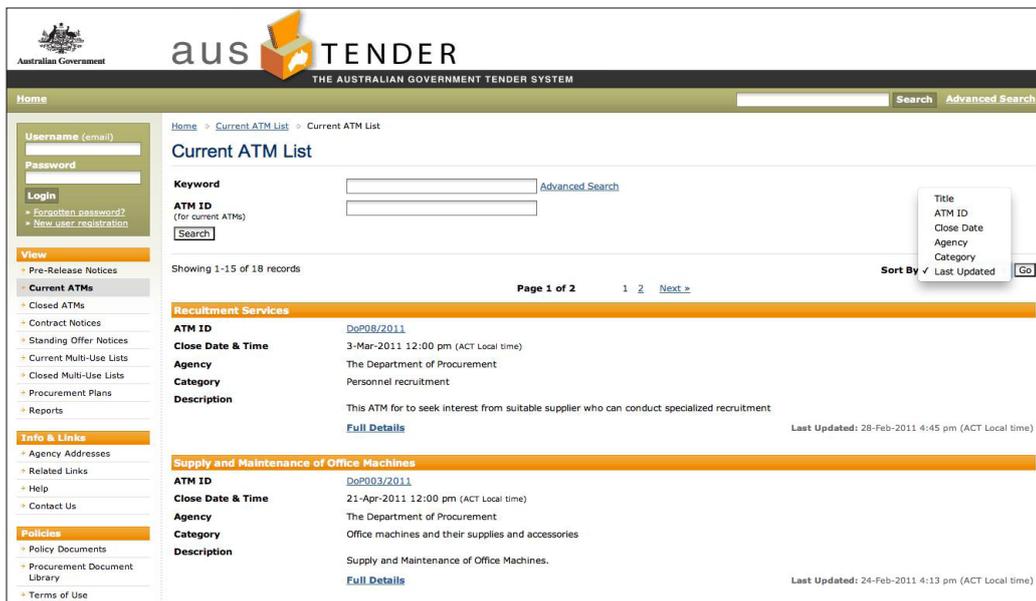
Current ATMs are publicly available business opportunities that have been released to the market and are open for responses.

To locate Current ATMs, select 'Current ATMs' from the left hand navigation panel. You can sort by the following:

- Title [Alphabetically by ATM title]
- ATM ID [Alphabetically by ATM ID]
- Close Date [Date the ATM is due to close]
- Agency [The Australian Government agency or department responsible for the procurement]
- Category [Type of goods, services or work being sought]
- Last Updated [Most recently edited/updated/published ATM]

There are three ways to refine your search:

- ➔ Enter a keyword in the 'Keyword' field under the 'Current ATM List' heading
- ➔ Enter an ATM ID in the 'ATM ID' field under the 'Current ATM List' heading
- ➔ Select the 'Advanced Search' link and complete search criteria



The screenshot displays the 'Current ATM List' page on the AusTender website. The page features a search bar at the top with 'Search' and 'Advanced Search' buttons. Below the search bar, there are input fields for 'Keyword' and 'ATM ID (for current ATMs)', along with a 'Search' button and a link to 'Advanced Search'. The main content area shows a list of current ATMs, with the first two entries visible:

ATM ID	Close Date & Time	Agency	Category	Description	Last Updated
DpP08/2011	3-Mar-2011 12:00 pm (ACT Local time)	The Department of Procurement	Personnel recruitment	This ATM for to seek interest from suitable supplier who can conduct specialized recruitment	28-Feb-2011 4:45 pm (ACT Local time)
DpP03/2011	21-Apr-2011 12:00 pm (ACT Local time)	The Department of Procurement	Office machines and their supplies and accessories	Supply and Maintenance of Office Machines.	24-Feb-2011 4:13 pm (ACT Local time)

The left-hand navigation menu includes sections for 'View' (Pre-Release Notices, Closed ATMs, Contract Notices, Standing Offer Notices, Current Multi-Use Lists, Closed Multi-Use Lists, Procurement Plans, Reports), 'Info & Links' (Agency Addresses, Related Links, Help, Contact Us), and 'Policies' (Policy Documents, Procurement Document Library, Terms of Use). The page also includes a 'Sort By' dropdown menu set to 'Last Updated' and a 'Page 1 of 2' indicator with 'Next >' and '1 2' links.

Closed and Archived ATMs

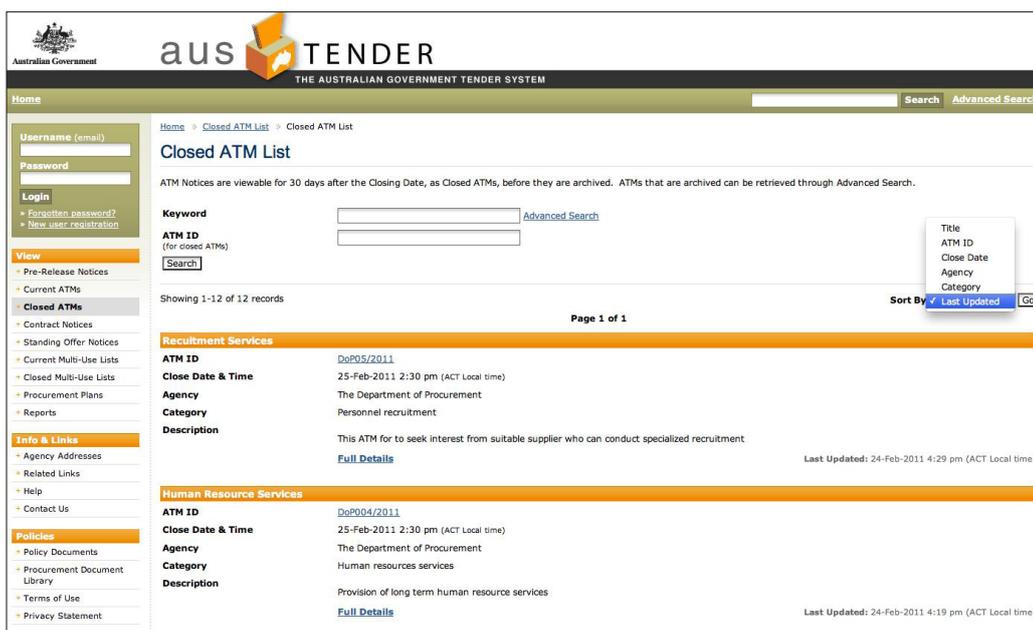
Closed ATMs have reached their close date and are no longer open for responses. Once an ATM has closed, the ATM documentation is no longer available for download on AusTender. ATMs are stored in 'Closed' for 30 days after the specified close date has passed, after this time the Closed ATM will be archived. Archived ATMs are ATMs that have been closed for a period greater than 30 days from the specified close date. An archived ATM can be located by conducting an 'Advanced Search'. If you require information regarding a closed or archived ATM, you will need to contact the procuring agency.

To locate Closed ATMs, select 'Closed ATMs' from the left hand navigation panel. You can sort by the following:

- Title [Alphabetically by tender title]
- ATM ID [Alphabetically by ATM ID]
- Close Date [Date the ATM closed]
- Agency [The Australian Government agency or department responsible for the procurement]
- Category [Type of goods, services or work being sought]
- Last Updated [Most recently edited/updated/published ATM]

There are three ways to refine your search:

- ➔ Enter keywords in the 'Keyword' field under the 'Closed ATM List' heading
- ➔ Enter an ATM ID in the 'ATM ID' field under the 'Closed ATM List' heading
- ➔ Select the 'Advanced Search' link and complete the search criteria. You will have the option to tick 'Archived ATMs' if you are searching for an ATM which has exceeded its closing date by more than 30 days.



The screenshot displays the 'Closed ATM List' page on the AusTender website. The page header includes the Australian Government logo and the AusTender logo. The main content area shows a search interface with fields for 'Keyword' and 'ATM ID'. Below the search fields, there are two entries for 'Recruitment Services' and 'Human Resource Services'. Each entry includes details like 'ATM ID', 'Close Date & Time', 'Agency', 'Category', and 'Description'. A 'Sort By' dropdown menu is visible on the right, showing options like 'Title', 'ATM ID', 'Close Date', 'Agency', and 'Category'.

ATM ID	Close Date & Time	Agency	Category	Description
DoP05/2011	25-Feb-2011 2:30 pm (ACT Local time)	The Department of Procurement	Personnel recruitment	This ATM for to seek interest from suitable supplier who can conduct specialized recruitment
DoP04/2011	25-Feb-2011 2:30 pm (ACT Local time)	The Department of Procurement	Human resources services	Provision of long term human resource services

Download ATM Documentation and Addenda

Most Australian Government agencies use AusTender to distribute ATM documentation and associated addenda. You must be a Registered User to download ATM documentation and addenda from AusTender. If you have not registered on AusTender see the 'New User Registration' section of this User Guide. To download ATM and addenda documents:

- Enter your username (email address) and password and click the 'Login' button
- Go to 'View' in the left hand navigation panel and select 'Current ATMs'
- Locate the ATM you are interested in and select the 'Full Details' link
- The 'Current ATM View' page will display. Select the 'Go to ATM Documents' link.
- The 'ATM Documents' page will display. Select the file name (in blue text).
- Save the file to your computer. Some web browsers require you to click the right mouse button. You will then see a list of options; choose either 'Save Target as...' or 'Save link as...'.

Perform the same process for subsequent files.

Tips about ATM documentation

- Not all Australian Government agencies distribute ATM documentation on AusTender
- Once you have the ATM documentation it is important to read and consider the instructions before responding to that particular ATM. Some agencies use AusTender for electronic responses and some agencies use hardcopy lodgement in a physical tenderbox.
- Procuring agencies can provide up to 8 separate files that make up the ATM documentation
- If you have downloaded the ATM documentation from AusTender and the procuring agency issues an addendum for that particular ATM, you will be notified by email. It is your responsibility to return to AusTender, log in, and collect any ATM addenda.

It is important to collect all addenda. It may be a condition of tendering that you obtain and acknowledge each addendum. Failure to do so may impact the evaluation of your response.

- Agencies may use third party software as part of their ATM process. You must ensure that you follow the instructions contained within the ATM documentation in relation to any third party software product that may be used. If you encounter any problems in relation to this software you must contact the third party contact person, or the procuring agency. The AusTender Help Desk will not provide any functional or technical support for third party products.
- A demonstration ATM is available for ATM Document download and ATM Response lodgement enabling you to practice using AusTender. This can help you gain familiarity with the system and verify the tendering process prior to accessing an actual ATM. Contact the AusTender Help Desk for more information (see the 'Contact Us' section of this User Guide).

If you are experiencing a problem downloading ATM documentation or addenda, please contact the AusTender Help Desk (see the 'Contact Us' section of this User Guide).

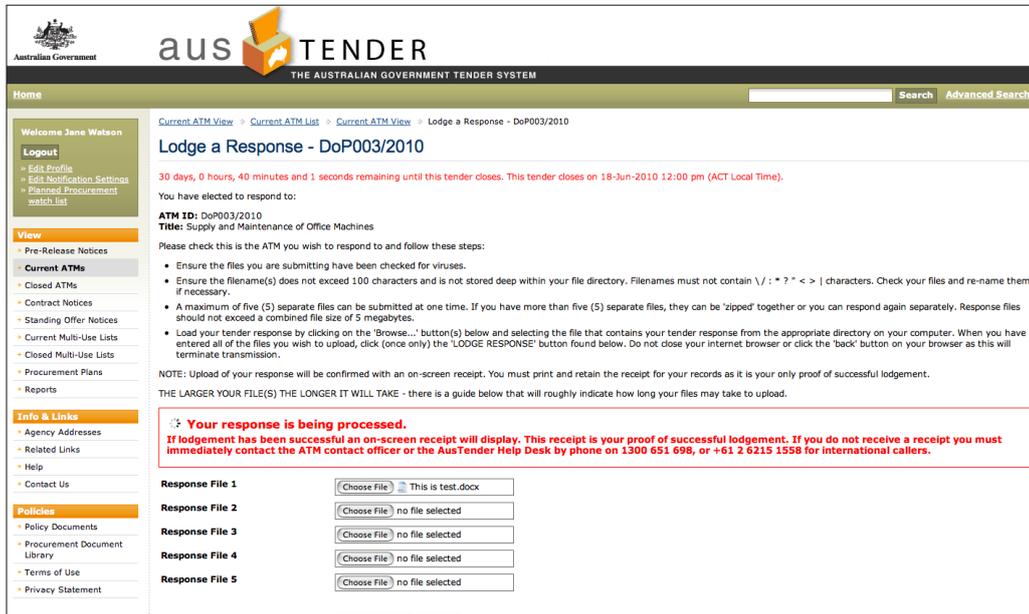
Lodge a Response to an ATM

Many Australian Government agencies use AusTender to receive online tender responses.

Please refer to the ATM documentation or select the help icon from the 'Current ATM View' page for directions regarding lodging a response. You must be a Registered User to lodge a response. If you have not registered on AusTender, see the 'New User Registration' section of this User Guide.

To lodge a response on AusTender follow the steps below:

- Enter your Email Address and Password and click 'Login'
- Go to 'View' on the left hand navigation panel and select 'Current ATMs'
- Locate the ATM you are interested in and select the 'Full Details' link
- The 'Current ATM View' page will display. Select the 'Go to Lodgement Page' link.
- The 'Lodge a Response' page will display. At the top of the page you will be alerted to how many hours and minutes are remaining until the ATM closes as well as the ATM closing date and closing time.
- Ensure that the files you submit:
 - have been checked for viruses
 - do not contain spaces, or \ / : * ? " < > | characters in the filenames
 - when combined with the filepath, do not exceed 100 characters in length
 - when combined, should not exceed 5MB in total, unless specified within the ATM documents
- As a general rule the total combined size of your response files should not exceed 5MB. Please refer to the ATM documentation for further guidance.
- Check that the ATM ID and the ATM Title match the ATM that you are responding to
- Load your ATM response by clicking on the 'Browse...' button(s) and selecting the file(s) that contains your ATM response from the appropriate directory on your computer. A maximum of five (5) separate files can be submitted at one time. If you have more than five (5) separate files, they can be 'zipped' together or you can submit the remaining files as a separate (second) response.
- Once you have entered all files you wish to upload, click (once only) the 'Lodge Response' button
- Do not log out, close your browser, click the browser back button or navigate away from the lodgement page until the on-screen receipt displays



Lodge a Response - DoP003/2010

30 days, 0 hours, 40 minutes and 1 seconds remaining until this tender closes. This tender closes on 18-Jun-2010 12:00 pm (ACT Local Time).

You have elected to respond to:

ATM ID: DoP003/2010
Title: Supply and Maintenance of Office Machines

Please check this is the ATM you wish to respond to and follow these steps:

- Ensure the files you are submitting have been checked for viruses.
- Ensure the filename(s) does not exceed 100 characters and is not stored deep within your file directory. Filenames must not contain \ : * ? " < > | characters. Check your files and re-name them if necessary.
- A maximum of five (5) separate files can be submitted at one time. If you have more than five (5) separate files, they can be 'zipped' together or you can respond again separately. Response files should not exceed a combined file size of 5 megabytes.
- Load your tender response by clicking on the 'Browse...' button(s) below and selecting the file that contains your tender response from the appropriate directory on your computer. When you have entered all of the files you wish to upload, click (once only) the 'LODGE RESPONSE' button found below. Do not close your internet browser or click the 'back' button on your browser as this will terminate transmission.

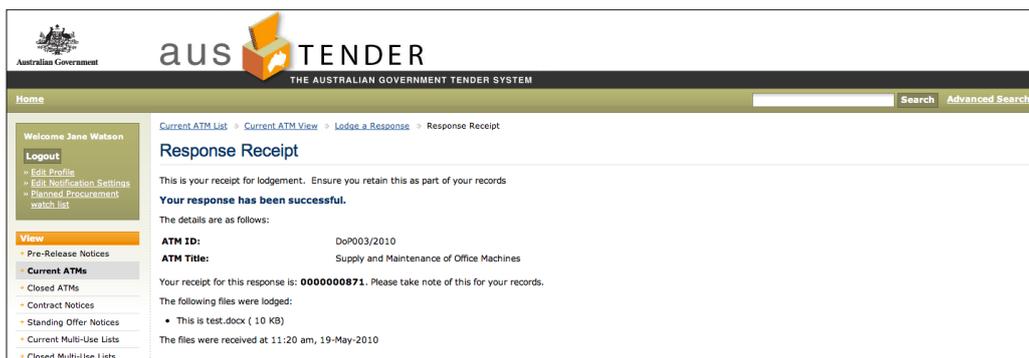
NOTE: Upload of your response will be confirmed with an on-screen receipt. You must print and retain the receipt for your records as it is your only proof of successful lodgement.

THE LARGER YOUR FILE(S) THE LONGER IT WILL TAKE - there is a guide below that will roughly indicate how long your files may take to upload.

Your response is being processed.
 If lodgement has been successful an on-screen receipt will display. This receipt is your proof of successful lodgement. If you do not receive a receipt you must immediately contact the ATM contact officer or the AusTender Help Desk by phone on 1300 651 698, or +61 2 6215 1558 for international callers.

Response File 1: This is test.docx
 Response File 2: no file selected
 Response File 3: no file selected
 Response File 4: no file selected
 Response File 5: no file selected

- ➔ When lodgement has successfully completed, an official receipt is provided on screen. The on-screen receipt will record the time, date and details of the files contained in the tender response. This will be conclusive evidence of successful lodgement of your tender response.
- ➔ You must print and store this receipt as it is proof of lodgement. A separate email confirming receipt of the response will also be emailed to the address of the registered user that lodged the response.
- ➔ If you fail to receive a receipt, prior to the ATM closing time, you must immediately notify the AusTender Help Desk (see the 'Contact Us' section of this User Guide) or the procuring agency



Response Receipt

This is your receipt for lodgement. Ensure you retain this as part of your records

Your response has been successful.

The details are as follows:

ATM ID: DoP003/2010
ATM Title: Supply and Maintenance of Office Machines

Your receipt for this response is: **0000000871**. Please take note of this for your records.

The following files were lodged:

- This is test.docx (10 KB)

The files were received at 11:20 am, 19-May-2010

Tips on Lodging a Response

- Agencies often use compression software e.g. WinZip to aggregate a group of ATM documents into one tender pack. This software also compresses the files, reducing their size for transmission over the Internet. It is advisable to zip your tender response file(s) for the same purpose.
- You must avoid trying to lodge a tender response at the last minute. Tenderers must allow sufficient time for tender lodgement, including time that may be required for any problem analysis and resolution prior to the closing time. You should also be aware that holding the “Lodge a Response” page open in the web browser will not hold the electronic tender box open beyond the closing time. An error message will be issued if the lodgement process is attempted after the closing time.
- As your combined filepath and file name length must not exceed the 100 characters, ensure that your response files are not located deep in your directory structure
- The larger the files you upload, the longer it will take. When you are lodging a response, you will find a guide to the approximate transmission times for your files.
- Agencies may use third party software as part of their ATM process. You must ensure that you follow the instructions contained within the ATM documentation in relation to any third party software product that may be used. If you encounter any problems in relation to this software you must contact the third party software contact person, or the procuring agency. The AusTender Help Desk will not provide any functional or technical support for third party products.
- A demonstration ATM is available for ATM Document download and ATM Response lodgement enabling you to practice using AusTender. This can help you gain familiarity with the system and verify the tendering process prior to accessing an actual ATM. Contact the AusTender Help Desk for more information (see the ‘Contact Us’ section of this User Guide).

How to know if your ATM response is secure

AusTender uses security software to encrypt ATM responses during transmission to AusTender and for storage in the locked electronic tenderbox. Neither the agency nor system administrators can access the tenderbox until the closing time for the tender has passed.

An electronic tenderbox is opened in the same way as a physical tenderbox. A nominated and duly authorised Tenderbox Opening Committee must be present to provide and use the requisite ‘keys’ in synchronisation.

Search for Contract Notices and Standing Offer Notices

When a standing offer arrangement is implemented or a contract has been awarded, which is at or above the mandatory reporting value, the procuring agency is responsible for publishing details of the contract or standing offer arrangement on AusTender. The contract reporting criteria is different for Australian Government agencies under the Financial Management and Accountability Act 1997 (FMA), and for relevant agencies under the Commonwealth Authorities and Companies Act 1997 (CAC), please refer to 'Related Links' on the Home Page for further information on FMA and CAC agencies.

Procurement contracts must be published on AusTender within six weeks of entering into the arrangement. You can refer to the Department of Finance and Deregulation's website www.finance.gov.au for more information regarding agencies' reporting obligations.

Search for Contract Notices

To search for a Contract Notice (CN) select the 'Contract Notices' link under the 'View' heading located in the left hand navigation panel of the AusTender website.

The 'Contract Notices' search page will display.

Contract Notices

View by Publish Date

Contract Notices 19-Dec-2010 to 25-Dec-2010

Advanced Search

Keyword All of the words

CN ID
You must include the prefix 'CN' in the ID

Filter by

Status Current Closed

OR

Date Type Publish Date Start Date End Date

Date Range from to

Filter by Supplier

Supplier Name

Supplier ABN

Advanced Filters for Contract Notices

Value Range from \$ to \$

ATM ID

Agency Reference ID

Category

- Apparel and Luggage and Personal Care Products
- Building and Construction and Maintenance Services
- Building and Construction Machinery and Accessories
- Chemicals including Bio Chemicals and Gas Materials
- Cleaning Equipment and Supplies
- Commercial and Military and Private Vehicles and their Accessories and C
- Defence and Law Enforcement and Security and Safety Equipment and S
- Distribution and Conditioning Systems and Equipment and Components
- Domestic Appliances and Supplies and Consumer Electronic Products
- Drugs and Pharmaceutical Products
- Editorial and Design and Graphic and Fine Art Services
- Education and Training Services
- Electrical Systems and Lighting and Components and Accessories and Su
- Electronic Components and Supplies
- Engineering and Research and Technology Based Services
- Environmental Services

Consultancy?

There are two ways to search:

- **View by Publish Date** – select the date range you would like to search on. Click the ‘View’ button to display results of all Contract Notices published in the period you selected.

You can sort by the following:

- Last Updated
 - Agency
 - Publish Date
- **Search and/or Filter By** – enter specific search or filter criteria. If you are searching for a particular Contract Notice and have the ID number, enter this into the CN ID field. Alternatively, you can enter information into the other fields to return a refined search based on Keyword, Status, Date Type and Range, Supplier Name, Supplier ABN, Value Range, ATM ID, Category, and Consultancy. Click the ‘Search’ button to display your on screen results. You can sort by the following:
 - Relevance
 - Last Updated
 - Title
 - Agency
 - Publish Date
 - Value
 - Category

You can also use the ‘Advanced Search’ page to find Contract Notices by clicking the ‘Advanced Search’ link at the top right of the screen. This allows you to use Agency as an additional search option.

Search for Standing Offer Notices

To search for a Standing Offer Notice (SON) select the 'Standing Offer Notices' link under the 'View' heading located in the left hand navigation panel of the AusTender website. The 'Standing Offer Notices' search page will display.

There are two ways to search:

- **View by Publish Date** – select the date range you would like to search on. Click the 'View' button to display results of all Standing Offer Notices published in the period that you selected. You can sort by the following:
 - Last Updated
 - Agency
 - Publish Date
- **Search and/or Filter By** – enter specific search or filter criteria. If you are searching for a particular Standing Offer Notice and have the ID number, enter this into the SON ID field. Alternatively, you can enter information into the other fields to return a refined search based on Keyword, Status, Date Type and Range, Multi Agency Access, Supplier Name, Supplier ABN, Category and ATM ID. Click the 'Search' button to display your on screen results. You can sort by the following:
 - Relevance
 - Last Updated
 - Title
 - Agency
 - Publish Date
 - Category

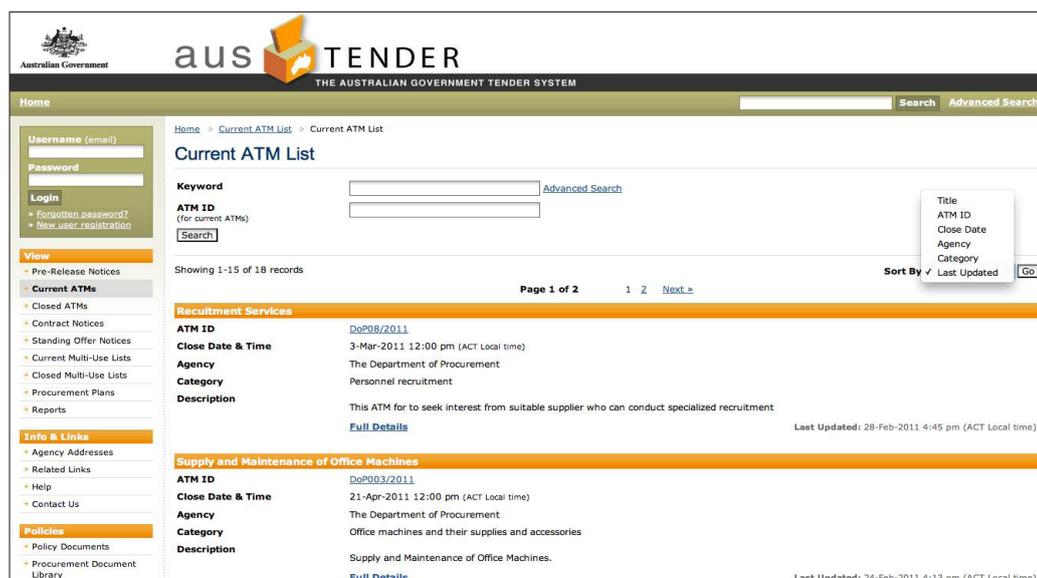
You can also use the 'Advanced Search' page to find Standing Offer Notices by clicking the 'Advanced Search' link at the top right of the screen. This allows you to use Agency as an additional search option.

Search Multi-Use Lists

A Multi-Use List (MUL) is a list of potential suppliers of nominated goods and/or services who have satisfied the pre-defined conditions for participation. MULs may be specified for use by one, multiple or all agencies. A Multi-Use List is a procurement tool available under the *Commonwealth Procurement Guidelines* and is intended for use in more than one procurement process. Inclusion on a Multi-Use List does not guarantee any potential supplier that an agency will include them in a select tender process.

To locate Multi-Use Lists select 'Current Multi-Use Lists' from the left hand navigation panel. You can sort by the following:

- Title [Alphabetically by Multi-Use List title]
- Agency [The Australian Government agency or department responsible for the Multi-Use List]
- Last Updated [Most recently edited/updated/published Multi-Use List]



The screenshot shows the 'Current ATM List' page in the AusTender system. It includes a search bar with 'Keyword' and 'ATM ID' fields, a 'Search' button, and an 'Advanced Search' link. Below the search area, there are two search results. The first result is for 'Recruitment Services' with an ATM ID of 'DpP08/2011', a close date of '3-Mar-2011 12:00 pm (ACT Local time)', and is from 'The Department of Procurement'. The second result is for 'Supply and Maintenance of Office Machines' with an ATM ID of 'DpP03/2011', a close date of '21-Apr-2011 12:00 pm (ACT Local time)', and is from 'The Department of Procurement'. A 'Sort By' dropdown menu is open, showing options: Title, ATM ID, Close Date, Agency, Category, and Last Updated.

There are four ways to search for Multi-Use Lists:

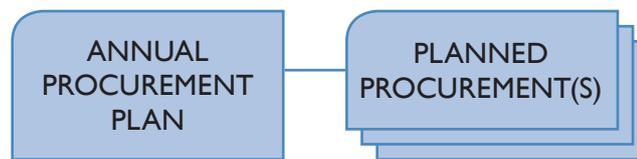
- ➔ Enter a keyword in the 'Keyword' field under the 'Current Multi-Use List List' heading
- ➔ Enter a MUL ID in the 'MUL ID' field under the 'Current Multi-Use List List' heading
- ➔ Select the 'Advanced Search' link and complete search criteria
- ➔ Enter a 'from' and 'to' date for 'Last Updated'

You can also filter by selecting the appropriate letter from the alphabetical links to sort by Multi-Use List title.

Search for Procurement Plans

Agencies are required to publish an Annual Procurement Plan (APP) on AusTender. An APP is made up of several elements:

- Strategic Procurement Outlook Statement – outlines the role of the agency and major or strategic initiatives from which the agency expects procurements may be generated
- APP contact information – a point of contact for queries relating to the APP
- Planned Procurements – a brief description of anticipated procurements for the period



All Planned Procurements are subject to revision or cancellation. Information about Planned Procurements is provided for planning purposes only and it does not represent a solicitation or constitute a request for proposal, nor is it a commitment by the Government to purchase the described property or services.

To locate APPs select 'Procurement Plans' from the left hand navigation panel. The 'Annual Procurement Plan List' page will display with a list of all APPs. You can sort by the following:

- Agency [The Australian Government agency or department responsible for the Annual Procurement Plan]
- Last Updated [Most recently edited/updated/published Annual Procurement Plan]

The screenshot displays the 'Annual Procurement Plan List' page on the AusTender website. The page includes a navigation menu on the left, a search bar at the top, and a main content area with the following elements:

- Navigation:** Home, Current Multi-Use List, Annual Procurement Plan List, Annual Procurement Plan List
- Search:** Search, Advanced Search
- Form Fields:** Username (email), Password, Login, Agency (dropdown), Last Updated (date range), Search button
- Text:** Agencies are required to publish an Annual Procurement Plan (APP) on AusTender. An APP is a statement of an agency's planned procurements for the forthcoming year. It consists of a short strategic procurement outlook for the agency, supported by details on planned strategic and major procurements. **IMPORTANT:** All Planned Procurements are subject to revision or cancellation. Information about Planned Procurements is provided for planning purposes only and it does not represent a solicitation or constitute a request for proposal, nor is it a commitment by the Government to purchase the described property or services.
- Table:**

Agency	Financial Year	Last Updated
The Department of Outsourcing	2009/2010	19-May-2010 12:56 pm (ACT Local time)
The Department of Procurement	2009/2010	19-May-2010 12:55 pm (ACT Local time)
- Page Info:** Showing 1-15 of 28 records, Page 1 of 2, Sort By: Last Updated

From the Annual Procurement Plan List page there are two ways to search APPs:

- Select the 'Agency' responsible for the APP
- Enter a 'from' and 'to' date for 'Last Updated'
- Click the 'Search' button and a filtered list of APPs will display.
- To view the APP, click the APP title link. To save the list of APPs to a spreadsheet click the 'Download Spreadsheet' button.

You can also use 'Advanced Search' to search individual Planned Procurements (see the 'Advanced Search for Planned Procurements' section of this User Guide).

Search and Watch Planned Procurements

A Planned Procurement which has been included in an agency's Annual Procurement Plan can be viewed in two ways:

- Select the agency's Annual Procurement Plan from the 'Annual Procurement Plan List' page (see Search Procurement Plans section in this User Guide). The list of Planned Procurements will display below the 'Filter By' fields.

You can also use 'Advanced Search' to search individual Planned Procurements (see the 'Advanced Search for Planned Procurements' section of this User Guide).

You have the option to include a Planned Procurement in your Watch List. The Watch List function is only available to Registered Users that are logged into the system. If a watched Planned Procurement is converted to an ATM or a Pre-Release Notice you will receive a notification email.

To add the Planned Procurement to your Watch List:

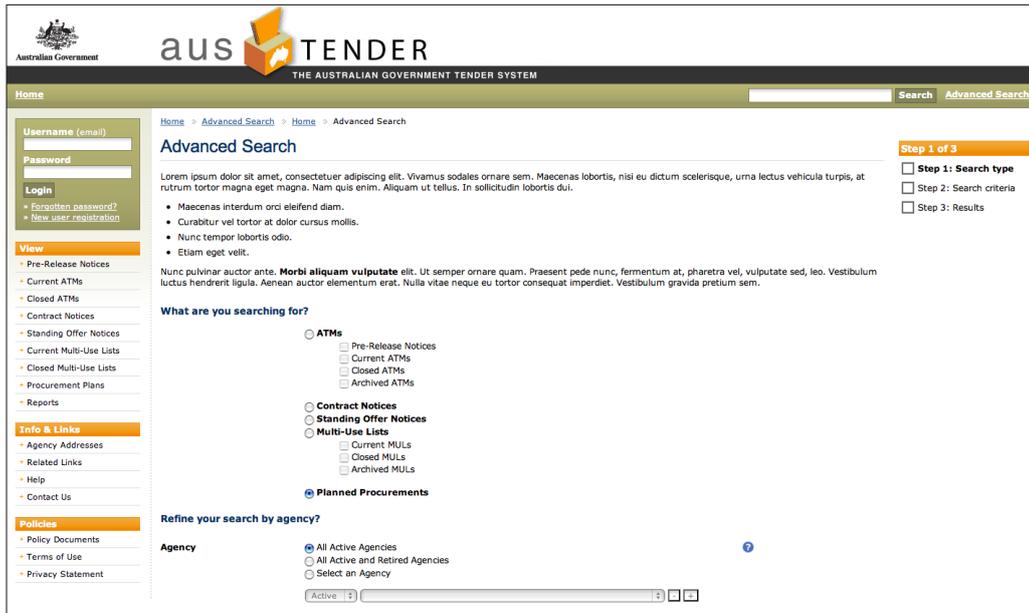
- Click the ★ icon to the right of the Planned Procurement
- To remove the Planned Procurement from your Watch List click the ★ icon again
- To view your Watch List select the 'Planned Procurements Watch List' link from the left hand navigation panel (for more details see the 'Planned Procurement Watch List' section of this User Guide).

Due to the annual nature of Planned Procurements, Watch Lists do not carry over to the next financial year. AusTender Registered Users who have established a Watch List should visit AusTender at the beginning of each financial year to re-establish their Watch List of new Planned Procurements and those rolled over from the previous financial year.

Advanced Search for Planned Procurements

An Advanced Search can be conducted on all Planned Procurements within agencies' published Annual Procurement Plans. To conduct an advanced search, follow the steps below:

- Click the 'Advanced Search' link at the top right of any screen



- The 'Advanced Search' criteria page will display. Select the 'Planned Procurements' option.
- If you would like to limit your search to a particular agency, select the agency from the drop-down menu provided
- Click the 'Proceed to step 2' button
- The second page of the 'Advanced Search' criteria will display
- You can refine your search further through the following options:
 - Keyword
 - Agency Ref ID
 - Last Updated
 - Category
- Enter relevant search criteria and click the 'Search' button to display the search results

You have the option to include a Planned Procurement in your Watch List. The Watch List function is only available to Registered Users that are logged into the system. If a watched Planned Procurement is converted to an ATM or a Pre-Release Notice you will receive a notification email.

To add the Planned Procurement to your Watch List:

- Click the ★ icon to the right of the Planned Procurement
- To remove the Planned Procurement from your Watch List click the ★ icon again
- To view your Watch List click the 'Planned Procurements Watch List' link from the green Login box above the left hand navigation panel (see the 'Planned Procurement Watch List' section of this User Guide).

Reports Overview

There are a number of reports available to the public on AusTender covering various aspects of published data. The information contained in these reports may assist public users in locating specific items of interest.

Reports are headed by a Statistics box which provides a summary in aggregate of the information requested. Where the contract records have been requested, the report display will return up to a maximum of 1000 records and the downloadable spreadsheet will return up to a maximum of 5000 records.

The reports are grouped into four sections, a total of 13 reports:

- Contract Notice Reports
 - Contract Notice Published
 - Confidentiality in Departmental and Agency Procurement Contracts
 - Contract Notice by Standing Offer
 - Contract Notice by Procurement Method
 - Contracts awarded as Consultancy
 - UNSPSC by Value
 - Contract Notice Export
- Standing Offer Notice Reports
 - Standing Offer Notice Published
 - Standing Offer Notice by Procurement Method
 - Standing Offer Notice by Participant Agencies
- Planned Procurement Reports
 - Planned Procurements Published
 - Planned Procurements Export
- Multi Agency Access
 - Multi Agency Access

Contract Notice Reports

Contract Notice Published

The 'Contract Notice Published' report will display agencies Contract Notices that have been published. The report is definable by a range of criteria which can be specified as required.

- Click 'Reports' from the left hand navigation panel
- Select the 'Contract Notice Published' link
- Specify the report criteria
- Click the 'Display Results' button

The report results will display. Click the 'Edit Criteria' button to refine report details or the 'Download Results' button to download results to an Excel spreadsheet. You can 'Open' the report or 'Save' the report to your computer.

[Contract Notice Published Criteria](#) > [Contract Notice Published](#) > [Contract Notice Published Criteria](#) > [Contract Notice Published](#)

Contract Notice Published

[Edit Criteria](#) [Download Results](#)

Criteria Summary		Statistics	
Portfolio/Agency	Procurement and Outsourcing » The Department of Procurement (Active)	Count	6
Date Range	17-May-2010 to 20-May-2010	Value \$	714,400.00
Date Type	Publish Date		
Value Range	All		
Category	All		
Confidentiality	All		
Supplier Name	All		
Supplier ABN	All		

Related Agency(s): [The Department of Outsourcing](#) (17-Apr-2008)
[The Department of Outsourcing](#) (22-Jul-2009)

Agency	CN ID	Supplier Name	Supplier ABN	Description	Category
The Department of Procurement	CN20677	Into Gardening	81 412 446 524	Garden and ground maintenance	Grounds maintenance services
The Department of Procurement	CN20678	The Office Machine	88 435 372 844	Leasing of temporary office machines	Office machines and their supplies and accessories
The Department of Procurement	CN20679	Corporate Recruitment	16 054 342 737	Recruitment Services for short term contract	Personnel recruitment
The Department of Procurement	CN20680	The Learning Company	33 055 544 422	Learning and Development	Education and Training Services
The Department of Procurement	CN20681	Auburn Legal Services	40 174 152 294	Provision of Legal Services for NSW Land Development Project	Legal services
The Department of Procurement	CN20682	City Legal Services Pty Ltd	42 002 244 804	Provision of Legal Services for the Department Auditing Services	Legal services

Confidentiality in Departmental and Agency Procurement Contracts

For information about any special confidentiality provisions in contracts or confidentiality aspects in the outputs of contracts, select the ‘Confidentiality in Departmental and Agency Procurement Contracts’ report. The report is definable by a range of criteria which can be specified as required.

- ➔ Click ‘Reports’ from the left hand navigation panel
- ➔ Select the ‘Confidentiality in Departmental and Agency Procurement Contracts’ link
- ➔ Specify the report criteria
- ➔ Click the ‘Display Results’ button

The report results will display. Click the ‘Edit Criteria’ button to refine report details or the ‘Download Results’ button to download results to an Excel spreadsheet. You can ‘Open’ the report or ‘Save’ the report to your computer.

Home > Reports List > Confidentiality Criteria > Confidentiality in Departmental and Agency Procurement Contracts

Confidentiality in Departmental and Agency Procurement Contracts

[Edit Criteria](#) [Download Results](#)

In addition to specific confidentiality clauses reported on AusTender, most Australian Government contracts contain confidentiality provisions of a general nature which are designed to protect the confidential information of the parties. The reasons for such clauses include ordinary commercial prudence and/or the protection of trade secrets, proprietary information, Commonwealth material, and personal information.
Please direct any enquiries about individual contracts to the nominated agency Contract Officer.

Criteria Summary		Statistics			
Portfolio/Agency	Procurement and Outsourcing » The Department of Procurement (Active)	Total	Count	%	Value (AUD)
Date Range	2-Dec-2010 to 21-Jul-2011	Confidentiality (Contract)	5	50.00	2,780,000.00
Date Type	Publish Date	Confidentiality (Outputs)	3	30.00	2,330,000.00
Value Range (AUD)	>= \$100,000.00				
Category	All				

Related Agency(s):
[The Department of Outsourcing \(17-Apr-2008 \)](#)
[The Department of Outsourcing \(12-May-2011 \)](#)

Agency	CN ID	Supplier Name	Supplier ABN	Description	Category	Confidentiality - Contract	Confidentiality Reason(s) - Contract
The Department of Procurement	CN327298	Cleaning Supplier	ABN Exempt	Cleaning Services	General building and office cleaning and maintenance services	Y	Public interest
The Department of Procurement	CN328000	Audit Supplier	61 970 632 495	Audit Services	Audit services	N	
The Department of Procurement	CN328001	Lease Supplier	61 970 632 495	Building Lease	Lease and rental of property or building	Y	Statutory secrecy provisions
The Department of Procurement	CN328002	Training Supplier	ABN Exempt	Staff Learning and Development Services	Education and Training Services	N	
The Department of Procurement	CN328006	Electrical Supplier	ABN Exempt	Electrical Services	Electrical services	N	

Contract Notice by Standing Offer

The 'Contract Notice by Standing Offer' report will display a detailed report of Contract Notices linked to Standing Offer Notices. Each Standing Offer Notice will display individual Contract Notices linked to it within the report. The report is definable by a range of criteria which can be specified as required.

- ➔ Click 'Reports' from the left hand navigation panel
- ➔ Select the 'Contract Notice by Standing Offer' link
- ➔ Specify the report criteria
- ➔ Click the 'Display Results' button

The report results will display. Click the 'Edit Criteria' button to refine report details or the 'Download Results' button to download results to an Excel spreadsheet. You can 'Open' the report or 'Save' the report to your computer.

[Contract Notice Published](#) > [Reports List](#) > [Contract Notice by Standing Offer Criteria](#) > Contract Notice by Standing Offer

Contract Notice by Standing Offer

[Edit Criteria](#) [Download Results](#)

This report displays all contract notices by Standing Offer. IE Contract Notices will be grouped under each standing offer

Criteria Summary

Portfolio/Agency Procurement and Outsourcing => The Department of Procurement (Active)

Date Range 17-May-2010 to 20-May-2010

Date Type Publish Date

Value Range All

Category All

Related Agency(s): [The Department of Outsourcing](#) (17-Apr-2008)
[The Department of Outsourcing](#) (22-Jul-2009)

SON20674 - Legal Services Panel

Agency	CN ID	Supplier Name	Description	Category	Start Date	End Date	Value \$
The Department of Procurement	CN20682	City Legal Services Pty Ltd	Provision of Legal Services for the Department Auditing Services	Legal services	25-May-10	20-May-11	250,000.00
The Department of Procurement	CN20681	Auburn Legal Services	Provision of Legal Services for NSW Land Development Project	Legal services	05-May-10	20-May-11	125,000.00

SON20675 - Recruitment Services Panel

Agency	CN ID	Supplier Name	Description	Category	Start Date	End Date	Value \$
The Department of Procurement	CN20679	Corporate Recruitment	Recruitment Services for short term contract	Personnel recruitment	20-May-10	20-May-11	25,100.00

Contract Notice by Procurement Method

The 'Contract Notice by Procurement Method' report will display a summary report for Contract Notices grouped by procurement method (Direct, Select or Open). The report is definable by a range of criteria which can be specified as required.

- ➔ Click 'Reports' from the left hand navigation panel
- ➔ Select the 'Contract Notice by Procurement Method' link
- ➔ Specify the report criteria
- ➔ Click the 'Display Results' button

The report results will display. Click the 'Edit Criteria' button to refine report details or the 'Download Results' button to download results to an Excel spreadsheet. You can 'Open' the report or 'Save' the report to your computer.

Contract Notice by Procurement Method																													
Contract Notice by Procurement Method Criteria - Contract Notice by Procurement Method - Contract Notice by Procurement Method Criteria - Contract Notice by Procurement Method																													
Edit Criteria Download Results																													
Criteria Summary					Statistics																								
Portfolio/Agency Procurement and Outsourcing » The Department of Procurement (Active) Date Range 17-May-2010 to 20-May-2010 Date Type Publish Date Value Range All Category All Procurement Method All					<table border="1"> <thead> <tr> <th></th> <th>Count</th> <th>%</th> <th>Value \$</th> </tr> </thead> <tbody> <tr> <td>Open</td> <td>5</td> <td>83.33</td> <td>689,300.00</td> </tr> <tr> <td>Select</td> <td>0</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Direct</td> <td>1</td> <td>16.67</td> <td>25,100.00</td> </tr> <tr> <td>Total</td> <td>6</td> <td></td> <td>714,400.00</td> </tr> </tbody> </table>						Count	%	Value \$	Open	5	83.33	689,300.00	Select	0	0.00	0.00	Direct	1	16.67	25,100.00	Total	6		714,400.00
	Count	%	Value \$																										
Open	5	83.33	689,300.00																										
Select	0	0.00	0.00																										
Direct	1	16.67	25,100.00																										
Total	6		714,400.00																										
Related Agency(s): The Department of Outsourcing (17-Apr-2008) The Department of Outsourcing (22-Jul-2009)																													
Open																													
Agency	CN ID	Supplier Name	Description	Category	Start Date	End Date	Value \$	Publish Date																					
The Department of Procurement	CN20582	City Legal Services Pty Ltd	Provision of Legal Services for the Department Auditing Services	Legal services	25-May-10	20-May-11	250,000.00	20-May-10																					
The Department of Procurement	CN20581	Auburn Legal Services	Provision of Legal Services for NSW Land Development Project	Legal services	05-May-10	20-May-11	125,000.00	20-May-10																					
The Department of Procurement	CN20580	The Learning Company	Learning and Development	Education and Training Services	05-May-10	19-Nov-10	200,000.00	20-May-10																					
The Department of Procurement	CN20578	The Office Machine	Leasing of temporary office machines	Office machines and their supplies and accessories	01-Mar-10	01-Mar-11	25,000.00	20-May-10																					
The Department of Procurement	CN20577	Into Gardening	Garden and ground maintenance	Grounds maintenance services	03-May-10	20-May-11	89,300.00	20-May-10																					
Direct																													
Agency	CN ID	Supplier Name	Description	Category	Start Date	End Date	Value \$	Publish Date																					
The Department of Procurement	CN20679	Corporate Recruitment	Recruitment Services for short term contract	Personnel recruitment	20-May-10	20-May-11	25,100.00	20-May-10																					

Contracts awarded as Consultancy

The 'Contracts awarded as Consultancy' report will display contracts which agencies have awarded as a consultancy (see the Frequently Asked Questions section of this User Guide for a definition of 'consultancy'). The report is definable by a range of criteria which can be specified as required.

Click 'Reports' from the left hand navigation panel

- ➔ Select the 'Contracts awarded as Consultancy' link
- ➔ Specify the report criteria
- ➔ Click the 'Display Results' button

The report results will display. Click the 'Edit Criteria' button to refine report details or the 'Download Results' button to download results to an Excel spreadsheet.

You can 'Open' the report or 'Save' the report to your computer.

[Contract Notice by Procurement Method](#) > [Reports List](#) > [Contracts awarded as Consultancy Criteria](#) > Contracts awarded as Consultancy

Contracts awarded as Consultancy

Edit Criteria | **Download Results**

Criteria Summary

Portfolio/Agency Procurement and Outsourcing » The Department of Procurement (Active)

Date Range 10-May-2010 to 20-May-2010

Date Type Publish Date

Value Range All

Category All

Procurement Method All

Statistics			
	Count	%	Value \$
Consultancy	3	50.00	475,100.00
Other	3	50.00	239,300.00
Total	6		714,400.00

Related Agency(s): [The Department of Outsourcing](#) (17-Apr-2008)
[The Department of Outsourcing](#) (22-Jul-2009)

Agency	CN ID	Supplier Name	Supplier ABN	Description	Category	Procurement Method
The Department of Procurement	CN20682	City Legal Services Pty Ltd	42 002 244 804	Provision of Legal Services for the Department Auditing Services	Legal services	Open
The Department of Procurement	CN20680	The Learning Company	33 055 544 422	Learning and Development	Education and Training Services	Open
The Department of Procurement	CN20679	Corporate Recruitment	16 054 342 737	Recruitment Services for short term contract	Personnel recruitment	Direct

UNSPSC by Value

The 'UNSPSC by Value' report will display a report on the total value (AUD) of contracts reported against each UNSPSC (goods and services) category. The report is definable by a range of criteria which can be specified as required.

- Click 'Reports' from the left hand navigation panel
- Select the 'UNSPSC by Value' link
- Specify the report criteria
- Click the 'Display Results' button

The report results will display. Click the 'Edit Criteria' button to refine report details or the 'Download Results' button to download results to an Excel spreadsheet. You can 'Open' the report or 'Save' the report to your computer.

[UNSPSC by Value Criteria](#) > [UNSPSC by Value](#) > [UNSPSC by Value Criteria](#) > UNSPSC by Value

UNSPSC by Value

Edit Criteria
Download Results

Criteria Summary

Portfolio/Agency Procurement and Outsourcing » The Department of Procurement (Active)

Date Range 24-May-2010 to 25-May-2010

Date Type Publish Date

Category All

Group Results By Category Code

Related Agency(s): [The Department of Outsourcing](#) (17-Apr-2008)
[The Department of Outsourcing](#) (22-Jul-2009)

Code	Category	Value \$
43210000	Computer Equipment and Accessories	59,043.60
56101500	Furniture	939,177.77
72100000	Building construction and support and maintenance and repair services	92,500.00
80100000	Management advisory services	15,400.00
80101600	Project management	55,240.00
80110000	Human resources services	500,000.00
80160000	Business administration services	350,353.87
81111700	Management information systems MIS	46,667.00
82100000	Advertising	10,876.55
82121800	Publishing	56,757.37
86000000	Education and Training Services	241,102.00

Contract Notice Export

The 'Contract Notice Export' report is generated on Sunday of each week and contains a list of all Contract Notices created or amended during the preceding week.

- Click 'Reports' from the left hand navigation panel
- Select the 'Contract Notice Export' link
- Select the report link to be downloaded

[Reports List](#) > [UNSPSC by Value Criteria](#) > [Reports List](#) > Contract Notice Export

Contract Notice Export

The Contract Notice Export is an export file containing contract notice data for all Australian Government agencies who report procurement on AusTender published over a one week period. A new Contract Notice Export file is available for download from AusTender every Sunday. Contract Notice Export files remain available on AusTender for a period of eighteen (18) months.

- [09-May-10 to 15-May-10](#)
- [02-May-10 to 08-May-10](#)
- [25-Apr-10 to 01-May-10](#)
- [18-Apr-10 to 24-Apr-10](#)

Standing Offer Reports

Standing Offer Notice Published

The 'Standing Offer Notice Published' report will display Standing Offer Notices that have been published. The report can be based on a 'Date Range' and will display all Standing Offer Notices published within that period.

- Click 'Reports' from the left hand navigation panel
- Select the 'Standing Offer Notice Published' link
- Specify the report criteria
- Click the 'Display Results' button

The report results will display. Click the 'Edit Criteria' button to refine report details or the 'Download Results' button to download results to an Excel spreadsheet. You can 'Open' the report or 'Save' the report to your computer.

[Contract Notice Export](#) > [Reports List](#) > [SON Published Criteria](#) > Standing Offer Notice Published

Standing Offer Notice Published

[Edit Criteria](#) [Download Results](#)

Criteria Summary		Statistics	
Portfolio/Agency	Procurement and Outsourcing » The Department of Procurement (Active)	Count	3
Date Range	10-May-2010 to 20-May-2010		
Date Type	Publish Date		
Category	All		
Multi Agency Access	All		

Related Agency(s): [The Department of Outsourcing](#) (17-Apr-2008)
[The Department of Outsourcing](#) (22-Jul-2009)

Agency	SON ID	Description	Category	Publish Date	Start Date	End Date	Multi Agency Access
The Department of Procurement	SON20676	Office machines and maintenance	Office machines and their supplies and accessories	19-May-10	01-Apr-10	19-May-11	Yes
The Department of Procurement	SON20675	Recruitment Services Panel	Personnel recruitment	19-May-10	05-May-10	31-Dec-10	Yes
The Department of Procurement	SON20674	Legal Services Panel	Legal services	19-May-10	04-May-10	19-Jun-11	Yes

Standing Offer Notice by Procurement Method

The 'Standing Offer Notice by Procurement Method' report will display a summary report for your agency grouped by procurement method (Direct, Select or Open). This report also provides statistics against each procurement method.

- Click 'Reports' from the left hand navigation panel
- Select the 'Standing Offer Notice by Procurement Method' link
- Specify the report criteria
- Click the 'Display Results' button

The report results will display. Click the 'Edit Criteria' button to refine report details or the 'Download Results' button to download results to an Excel spreadsheet. You can 'Open' the report or 'Save' the report to your computer.

SON Published > Reports List > SON by Procurement Method Criteria > Standing Offer Notice by Procurement Method

Standing Offer Notice by Procurement Method

[Edit Criteria](#)
[Download Results](#)

Criteria Summary		Statistics	
Portfolio/Agency	Procurement and Outsourcing » The Department of Procurement (Active)	Count	%
Date Range	10-May-2010 to 20-May-2010	Open	3 100.00
Date Type	Publish Date	Select	0 0.00
Category	All	Direct	0 0.00
Procurement Method	All	Total	3
Multi Agency Access	All		

Related Agency(s): [The Department of Outsourcing \(17-Apr-2008 \)](#)
[The Department of Outsourcing \(22-Jul-2009 \)](#)

Open							
Agency	SON ID	Description	Category	Start Date	End Date	Publish Date	Multi Agency Access
The Department of Procurement	SON20676	Office machines and maintenance	Office machines and their supplies and accessories	01-Apr-10	19-May-11	19-May-10	Yes
The Department of Procurement	SON20675	Recruitment Services Panel	Personnel recruitment	05-May-10	31-Dec-10	19-May-10	Yes
The Department of Procurement	SON20674	Legal Services Panel	Legal services	04-May-10	19-Jun-11	19-May-10	Yes

Standing Offer Notice by Participant Agency

The Standing Offer Notice Participant Agencies Report provides the details of standing offer arrangements which are shared by one or more agencies. It can either provide the list of participant agencies for each Standing Offer Notice (Lead Agency) or it can give all the SONs in which an agency is a participant (Participant Agency) depending on the options selected. It also gives a statistical summary of SONs with participant agencies.

- Click 'Reports' from the left hand navigation panel
- Select the 'Standing Offer Notice Participant Agencies Report' link
- Specify the report criteria
- Select the option to report by 'Lead Agency' or 'Participant Agency'
- Click the 'Display Results' button

The report results will display. Click the 'Edit Criteria' button to refine report details or the 'Download Results' button to download results to an Excel spreadsheet. You can 'Open' the report or 'Save' the report to your computer.

[Home](#) > [Reports List](#) > [SON Participant Agencies Report Criteria](#) > Standing Offer Notice Participant Agencies

Standing Offer Notice Participant Agencies

[Edit Criteria](#)

[Download Results](#)

Criteria Summary		Statistics	
Agency	Procurement and Outsourcing » The Department of Procurement (Active)		
Date Range	1-May-2011 to 17-Nov-2011	No. of SONs with Participant Agencies	1 50.00
Date Type	All	Total	2
Status	All		
Category	All		
Multi Agency Access	All		
Report By	Lead Agency		

Agency	SON ID	Description	Multi Agency Access	Start Date	End Date	Category	Participant Agency(s)
The Department of Procurement	SON328010	Stationery Supplies Panel	No	10-May-11	11-May-16	Stationery	
The Department of Procurement	SON328011	Computer Services Panel	Yes	10-May-11	30-May-13	Computer services	The Department of Outsourcing

Planned Procurement Reports

Planned Procurements Published

The Planned Procurements Published Report lists all the published Planned Procurements contained within agency APPs.

- Click 'Reports' from the left hand navigation panel
- Select the 'Planned Procurements Published' link
- Specify the report criteria
- Click the 'Display Results' button

The report results will display. Click the 'Edit Criteria' button to refine report details or the 'Download Results' button to download results to an Excel spreadsheet. You can 'Open' the report or 'Save' the report to your computer.

SON Participant Agencies > Reports List > Planned Procurements Published Report Criteria > Planned Procurements Published Report

Planned Procurements Published Report

[Edit Criteria](#) [Download Results](#)

Criteria Summary							
Agency	Procurement and Outsourcing » The Department of Procurement (Active)						
Date Range	All						
Estimated Date of Approach to Market	All						
Category	All						

Agency	Agency Reference	Description	Estimated Date of Approach to Market	Category	Status	Change comments	Last updated
The Department of Procurement	DoP_001	Advertising and Marketing	Quarter 1	Promotional or advertising printing	As Published		18-May-10 01:46 PM
The Department of Procurement	DoP_002	Consultation Services	Quarter 2	Organisational structure consultation	Amended	Date of release changed	19-May-10 12:55 PM

Planned Procurement Export

The 'Planned Procurement Export' report is generated on Sunday of each week and contains a list of all Planned Procurements created and updated during the week. Note that this is an extract at a point in time and doesn't necessarily reflect changes that occurred subsequently.

- Click 'Reports' from the left hand navigation panel
- Select the 'Planned Procurement Export' link
- Select the report link to be downloaded

[Planned Procurements Published Report Criteria](#) > [Planned Procurements Published Report](#) > [Reports List](#) > Planned Procurements Export

Planned Procurements Export

- [09-May-10 to 15-May-10](#)
- [02-May-10 to 08-May-10](#)
- [25-Apr-10 to 01-May-10](#)
- [18-Apr-10 to 24-Apr-10](#)
- [11-Apr-10 to 17-Apr-10](#)

Sharing Procurements, Panels and Contracts

Multi Agency Access

The Multi Agency Access Report lists the details of Planned Procurements, Pre-Release Notices, Approaches to Market, Multi-Use Lists or Standing Offer Notices that have been flagged as available for access by other agencies (Multi Agency Access). It also gives a statistical summary of values of the Multi Agency Access flag for all items of the selected type.

- Click 'Reports' from the left hand navigation panel
- Select the 'Planned Procurements Published' link
- Specify the report criteria
- Click the 'Display Results' button

The report results will display. Click the 'Edit Criteria' button to refine report details or the 'Download Results' button to download results to an Excel spreadsheet. You can 'Open' the report or 'Save' the report to your computer.

[Home](#) > [Reports List](#) > [Multi Agency Access Report Criteria](#) > Multi Agency Access Report

Multi Agency Access Report

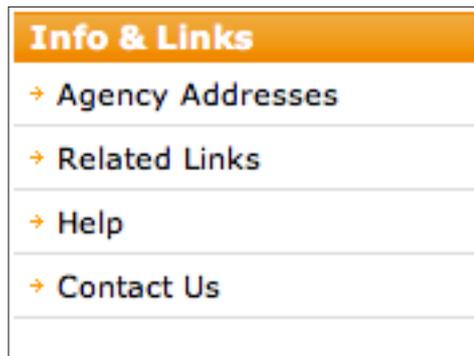
[Edit Criteria](#)
[Download Results](#)

Criteria Summary		Statistics		
Portfolio/Agency	Procurement and Outsourcing » The Department of Procurement		Count	%
Object Type	Standing Offer Notice	No. of SONs with MAA - Yes	3	100.00
Status	All	No. of SONs with MAA - No	0	0.00
Date Range	All	No. of SONs with MAA - Not Set	0	0.00
Category	All	Total	3	

Agency	SON ID	Title	Category
The Department of Procurement	SON328010	Stationery Supplies Panel	Stationery
The Department of Procurement	SON328011	Computer Services Panel	Computer services
The Department of Procurement	SON328246	Legal Services Panel	Legal services

Info and Links

'Info and Links' will display a list of links that can provide you with additional useful information.



Agency Addresses

Select 'Agency Addresses' to access the www.directory.gov.au website where you can find addresses for Australian Government agency locations.

Related Links

Select 'Related Links' to view links relating to Australian Government procurement and State Government procurement websites.

Help

Select 'Help' to download the Public User Guide and view frequently asked questions relating to AusTender.

If you require further assistance, queries should be directed to:

AusTender Help Desk
 Phone: 1300 651 698
 International: +61 2 6215 1558
 Email: tenders@finance.gov.au

Contact Us

Select the 'Contact Us' link and complete the form with your query or feedback. Your query will be forwarded to the AusTender Help Desk for response. The 'Contact Us' form should be used if you have any queries or comments relating to the system.

Policies

'Policies' will display a list of links that will provide you with the AusTender Terms of Use and general information on Australian Government procurement.

Policies
→ Policy Documents
→ Procurement Document Library
→ Terms of Use
→ Privacy Statement

Policy Documents

Select 'Policy Documents' to view links to Australian Government procurement policy information.

Procurement Document Library

Select Procurement Document Library to view Australian Government procurement information such as standard templates, standard form contracts and related guidance to agencies and their suppliers.

Terms of Use

Select 'Terms of Use' to view conditions of use for the AusTender website and access to ATM documentation. This information is also provided to you in the registration confirmation email which is sent to you when you register with AusTender.

Privacy Statement

Select 'Privacy Statement' to view details of information collected and used within AusTender, including system information, personal and organisational information and tender notification information.

Frequently Asked Questions

What is AusTender?

AusTender is the Australian Government procurement information system. It provides a central web-based facility for:

- Publishing of all publicly available Government Approaches to Market (ATMs), Annual Procurement Plans (APPs), Multi-Use Lists (MULs), standing offer arrangements and contracts awarded
- Electronic distribution of ATM documentation and addenda
- Secure lodgement of tender responses

Technology Requirements

For optimal performance and experience using AusTender, you should have as a minimum the following software and internet browser revision levels:

- To meet AusTender security standards, your browser must support 128-bit Secure Sockets Layer encryption
- For login access, your internet browser must support cookies
- For response lodgement, your browser must have Javascript enabled

For Windows

- Internet Explorer 7.0 (supported by the AusTender Help Desk)

For MAC OS X

- System functions have been tested and proven using Mac OS X only – earlier OS versions may not function correctly

Additional Software

- Agencies may use compression software such as WinZip to compress ATM documents and may also specify that electronic tender responses be similarly compressed
- Adobe Acrobat Reader 8.0 + for ATM documentation that is in PDF format

Where an agency uses AusTender to receive tender responses, the format for tender responses will be specified within the Terms and Conditions of Tendering for individual ATMs

Screen Resolution

For the best view of AusTender, it is recommended that your screen resolution be set to 1024 x 768 pixels

What are the benefits of AusTender for me as a supplier?

AusTender provides the following benefits to suppliers:

- One central point to find publicly available business opportunities and Planned Procurements advertised by the Australian Government
- Automatic notification of ATMs and Planned Procurements
- Automatic notification of addenda (an amendment or update to the original ATM)
- Electronic lodgement of tender responses into a secure electronic tender box, which is administered in the same way as a traditional tender box
- Access 24 hours a day 7 days a week
- Reduced tender response costs, by eliminating the need to print, bind and courier responses
- Online access to information about standing offers and contracts awarded.

Will I find all Australian Government opportunities on AusTender?

For all Australian Government Agencies under the Financial Management and Accountability Act 1997 (FMA), AusTender is the central point for advertising all publicly available Australian Government business opportunities. Reporting is mandatory for these agencies. From 1 January 2005, it has been mandatory for some agencies under the Commonwealth Authorities and Companies Act 1997 (CAC) to notify publicly available business opportunities over a specified value on AusTender. Please refer to the 'Related Links' on the Home Page for further information on FMA and CAC agencies.

How does AusTender work?

AusTender allows suppliers to search and browse publicly available business opportunities, Planned Procurements, standing offer arrangements and contracts awarded for participating Australian Government agencies. Suppliers may download tender documentation and upload their responses to a secure facility.

What will it cost to access AusTender?

There is no cost to access the AusTender website. You can download ATM documentation and upload tender responses online free of charge.

What is Automatic Notification?

AusTender provides an online automatic notification facility for registered users who have registered particular areas of interest in product and service categories. Registered Users will then be notified of new business opportunities and Planned Procurements via e-mail once business opportunities that match their specified profile are published.

A Registered User can edit their profile at any time to amend their notification profile or disable automatic email notification if it is no longer required.

Can I elect to stop receiving email notification relating to an ATM on AusTender that I have downloaded?

Yes. An 'unsubscribe' link is contained in the addenda notification email sent to AusTender Registered Users who are recorded as having downloaded the ATM documents. Selecting the unsubscribe link will take you to AusTender. Follow the prompts to complete the process.

To register your interest for this ATM again you must download the original ATM documents to receive notification of any further updates.

Do I have to lodge my tender response on AusTender?

The way in which you lodge your tender response will depend on the instructions provided in the ATM documentation by the procuring agency. It is important that you consider carefully the prescribed lodgement process, particularly if the instructions are to upload your tender response online on AusTender.

Some agencies may elect not to use the AusTender lodgement functionality and specify in the ATM documentation that a hardcopy of the response should be lodged in a nominated physical tender box.

If you are unsure about the tender lodgement process for a particular ATM please contact the nominated agency Contact Officer.

If you are unsure about the tender upload process on AusTender and need assistance, please contact the AusTender Help Desk.

How do I contact the procuring agency?

If you wish to discuss aspects of a particular business opportunity, you will need to contact the procuring agency. A Contact Officer will be nominated by the agency and contact details included in the ATM notice and documentation. Some agencies also include Terms and Conditions of Tendering in the tender documentation, which will be of assistance to you.

What if I don't lodge my tender response online before the closing time?

When lodging a tender response online, you must ensure that you lodge it and receive a receipt before the closing time. You **MUST** allow sufficient time for transmission of all files in your response, including time for any problem analysis and resolution. Please refer to the Terms and Conditions of Tendering for each ATM.

Where do I get help or advice?

There are a number of ways in which you can obtain help and advice. AusTender is supported by a professional and dedicated team who will be ready to assist you. You may contact the Help Desk by phone or email:

Phone: 1300 651 698

International: +61 2 6215 1558

Email: tenders@finance.gov.au

The AusTender Help Desk is available between 9am and 5pm ACT Local Time, Monday to Friday (excluding ACT and national public holidays).

Please note that questions regarding any aspect of the ATM or the ATM documentation, should be directed to the nominated agency Contact Officer.

Why is it important for me to maintain a current email address?

If you download ATM documentation it is important for you to ensure that your email address is current. It is to this address that notification about addenda issuance, tender process changes and business opportunity / Planned Procurement notifications will be sent.

What are my obligations as a Registered User?

As a Registered User of AusTender, you are required to accept the Terms of Use at the time of registration. They are available under the 'Policies' heading, if you wish to view them prior to registration.

Can I cease using AusTender at any time?

You can cease using AusTender at any time. Please send a request to the AusTender Help Desk to have your account suspended. User profiles will be purged if they are inactive for 18 months. It is important to note that automatic email notification for ATMs, Planned Procurements and Planned Procurement watches will also be suspended. If you wish to re-activate your account please contact the AusTender Help Desk (see the 'Contact Us' section of this User Guide).

I am a Registered User and have noticed an ATM has been published that is of interest to me, but I did not receive email notification of the opportunity.

You will only receive email notifications that match the categories and/or keywords that you have selected in your AusTender profile. As a registered user you have access to the top level parent UNSPSC categories. Agencies however have access to sub categories. This is why the advertised category may differ to that of the category you have selected in your profile. You will receive email notification of all opportunities published under the parent category and sub categories. If you believe you are missing out on being notified of particular ATMs, check your notification settings and categories selected in your AusTender profile. The use of keywords may also restrict your notification. Email delivery failure and Internet issues may also occur for a variety of reasons which are outside of AusTender's control or due to problems occurring in your own environment. For this reason it is advisable that you check AusTender periodically for new business opportunities, and Planned Procurements.

Who is responsible for the AusTender website?

The Department of Finance and Deregulation (Finance) is responsible for the management and support of AusTender. Finance monitors AusTender and may incorporate both supplier and agency feedback for future developments and enhancements.

Can I check to see who has been the successful tenderer for an ATM?

When an ATM has closed, the ATM notice transfers from Current to Closed status in AusTender (see tabs on the left hand navigation panel), where it will remain for 30 days before being archived. Once the procuring agency has completed the evaluation process and a contract has been awarded, the agency is obligated to post the Contract Notice (CN), including the name of the supplier, on AusTender, within 6 weeks of the contract being signed.

What is a Contract Notice?

A Contract Notice is reported on AusTender as a result of a contract being awarded by an Australian Government agency. The Contract Notice will display details of the contract, including the value and supplier.

What is a Standing Offer Notice?

A Standing Offer Notice is reported on AusTender following the establishment of a Standing Offer Arrangement. A Standing Offer Arrangement is a continuing offer to a supplier or suppliers to provide specified goods or services for a specified period. The Standing Offer Notice will display the details of the Standing Offer Arrangement, including participating suppliers and agencies.

Are all Contract Notices and Standing Offer Notices published on AusTender?

For all Australian Government agencies under the Financial Management and Accountability Act 1997 (FMA), and relevant agencies under the Commonwealth Authorities and Companies Act 1997 (CAC), all procurements at or above the reporting value threshold must be reported on AusTender. Please refer to the 'Related Links' on the Home Page for links to information on FMA and CAC agencies.

I am expecting a Contract Notice to be published, but cannot locate it on AusTender

If you cannot locate a Contract Notice or Standing Offer Notice on AusTender through searching on available criteria (see Search Contract Notice and Standing Offer Notices in this User Guide), this could be due to several reasons:

- The six week reporting timeframe has not been reached
- An agency may receive an exemption from reporting the details of a contract if it breaches the Privacy Act or poses a risk to national security
- The agency has not published the Contract Notice or Standing Offer Notice.

Can I search for a CN / SON using an ATM ID?

An agency may choose to list the ATM ID in the Contract Notice or Standing Offer Notice details, if the contract or standing offer awarded is a result of an open approach to the market advertised on AusTender. However, it is not yet mandatory for agencies to publish ATM IDs. The best way to search for a contract, even if it is the result of an approach to the market, is to do an Advanced Search based on the procuring agency (see 'Search for Contract Notices and Standing Offer Notices' in this User Guide).

I am a supplier to Government, but when I search for contracts and standing offers not all of the contracts or standing offers awarded to me display in the list. Why?

There are a number of reasons why contracts or standing offers that have been awarded to you may not display on AusTender:

- The six week reporting timeframe has not lapsed
- The contract or standing offer may be exempt from reporting requirements
- The contract or standing offer may be less than the reporting value threshold.

I need to find a contract or standing offer which is coming up for renewal but I can't find it on AusTender?

If you are aware of a particular business opportunity that is due to be advertised and cannot locate it, there are several places you can look:

- Select 'Current ATMs' from the left hand navigation panel and complete an 'Advanced Search' for available business opportunities
- Select 'Procurement Plans' from the left hand navigation panel, select the agency of interest and see if the contract renewal is identified in the agency's Annual Procurement Plan
- Select 'Contract Notices & Standing Offer Notices' from the left hand navigation panel and search recently awarded contracts and standing offers to check that the contract has not recently been awarded

- Ensure that you are a registered user on AusTender and your profile is set up to receive email notification of new business opportunities and/or Planned Procurements to ensure that you do not miss out on being notified
- If you still cannot locate the information, contact the procuring agency.

Can I be notified of Contract Notices and Standing Offer Notices via email as they are published?

No, only Approaches to Market and Planned Procurements are automatically push notified via email to registered users. If you are interested in reviewing Contract Notices and Standing Offer Notices awarded, you will need to search on AusTender (see 'Search Contract Notices and Standing Offer Notices' in this User Guide).

I have forgotten my password and requested a new one from AusTender but I have not received an email with a new password

Check your junk email folders to ensure that the email has not been blocked by your spam filter. Otherwise, contact the AusTender Help Desk.