

# TENDERS ACT ACCOUNT – PRIMARY CONTACT AND E-MAIL NOTIFICATIONS

## PROCUREMENT FACTSHEET 2021/016-1

This factsheet provides an overview of the role of the Primary Contact in addition to how to set e-mail notifications in Tenders ACT.

### What is a Primary Contact?



When an Organisation completes the online registration to become a Registered User on Tenders ACT the system will only identify the first contact as 'Primary Contact' and by default, the 'Primary Contact' for the organisation.

**The 'Primary Contact' will be the contact within the organisation to receive e-mail alert notifications for all RFX<sup>1</sup> opportunities released by the ACT Government.**

**There can only be one 'Primary Contact' per organisation or ABN**, however there can be additional users and these accounts provide visibility over tenders and the ability to view tenders and download documents.

### Why do I need a Primary Contact?

A primary contact for your organisation is required to act as a single point of contact for correspondence relating to RFX opportunities.

Each organisation can only have one primary contact. The primary contact will be able to:

1. add additional users by going to the Administration "Edit My Business" menu and selecting "Add Person".
2. transfer their primary contact role to another person.
3. delete other users who no longer work for their organisation.

### How can I ensure I get notifications for RFX opportunities that are of interest to my organisation?

RFX opportunities are advertised on the "Open Tenders" page of Tenders ACT. Registered users will also receive an email notification of new RFX that have been released. These email notifications are based on the UNSPSC/Product Codes<sup>2</sup> selected against the organisation's profile created and the Personalised Notification Profile.

By default, the Primary Contact for an organisation will receive email alert notifications for all RFX opportunities released by the ACT Government that match the subscription profile established for the organisation.

Additional Users can create personalised notification profiles to allow them to receive notification alerts. These alerts can be the same as (or different to) the main business profile and users can create multiple search profiles.

<sup>1</sup> RFX means a Request for Tender, Request for Quotation, Request for Proposal or Request for Expression of Interest sought by the Territory.

<sup>2</sup> UNSPSC is an acronym for United Nations Standard Products and Services Code. These codes are an open global coding system that classifies products and services.

## How do I create a Personalised Notification Profile?



- > Log in to Tenders ACT
- > Once logged in, select the Search function
- > Ensure the “Tender State” field is set to “Open”.
- > Use the Category field to select a UNSPSC code.
- > Once the UNSPSC code is selected, select the Search button.
- > Once you select Search, all tenders that match the selected criteria will be displayed.
- > Give the search profile a name and press the Save Search button under the Profiles heading to save this search profile
- > Once you press Save Search the profile will be listed under the Profiles heading.
- > Check the Alert On button to enable email alerts for this search profile.

Repeat the above steps as necessary to cover all UNSPSC Codes that you wish to be alerted to, you can setup multiple notification profiles under each user and profiles can also be deleted if you no longer wish to receive notifications by clicking the next to the notification profile.

## What are my obligations as a Registered User?

As a registered user of Tenders ACT, you must maintain and update your information as required to ensure that your profile has the most up to date and accurate contact details and primary contact details. This is important to ensure that your organisation receives notifications of tenders that may be on interest.

## Further Information

For more information or advice contact Procurement ACT via email:  
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