

ACONEX REGISTRATION AND TENDER GUIDELINE

SPO-GDL-902

Infrastructure Group

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Document Details

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0.2	02/03/2021	Reviewed by Zain Booker and Lisa Sentinella. (BAC name Modification)	Marcus Waite
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Definitions

The table below provides an overview of some of the terminology used within the Aconex system:

Term	Definition
Aconex Client	The Organization (BAC) that engaged the services of Aconex for the project.
BAC	Brisbane Airport Corporation
Controlled Document	A document that is registered with searchable tags (metadata) and has a complete document transaction history.
Document Register	An electronic register of all documents that have been uploaded by your Organization or received by transmittal from other Organizations.
Global Directory	All Aconex Users within the same region your organisation is registered in.
Mail	Project correspondence which contains searchable metadata to assist with retrieval and reporting of communication between project participants.
Mail Register	An electronic register of all correspondence that has been created by your Organization or received from other Organizations.
Mandatory Field	A field that requires completion. All fields which require completion and are marked with a red asterisk (*).
Org Admin	An Aconex role that performs administrative functions for their Organization such as creating and administrating new member accounts and Organization security.
Organization	A registered entity in Aconex who manages their own Organization members and project information.
Project Administration	An Aconex role that manages project wide settings and updates Aconex and associated documents with any procedural changes decided upon.
Project Role Code	A set of acronyms defined for each of the Organizations on the project e.g., Client = CL (BAC), Head Contractor = HC, Consultant = CN.
RFI	Request for Information (Aconex acronym)
RTRFI	Response to Tender Request for Information (Aconex acronym)
TRFI	Tender Request for Information (Aconex acronym)

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1. Purpose

Aconex have been engaged on Brisbane Airport Corporation (BAC) Projects as the online collaboration system for this project.

It is the intention that, on all projects, all information created by all parties is handled within the Aconex system.

This includes the management and distribution of all controlled documents and all formal correspondence.

This ensures consistency and traceability for all parties.

The purpose of this document is to provide guidance on:

- how to register your organisation with Aconex and add your organisations personnel working on this project to the Aconex BAC Project
- how to respond to a tender invitation via Aconex

The ultimate aim is to ensure that entire project team has access to the right information at the right time.

2. Scope

This document is applicable to all external parties of BAC involved on a project commissioned by BAC.

3. Policy Statement

This statement is based on the BAC – Aconex Document Control Policy and requires the entire project team to ensure:

- Project Data is managed in a consistent and structured manner.
- Project Data are stored in secure manner.
- Reasonable steps are undertaken to protect Project Data from unauthorized access, modification or disclosure.
- Compliance with relevant legal and regulatory requirements on information management
- All Project Data is managed in accordance with relevant project-related procedures.

4. Responsibilities

4.1 Responsibilities of the Individual Users

All project team members are responsible for ensuring that documents and correspondence are created in such a way that they have the following characteristics:

Responsibilities of the Individual Users	
Authenticity	The information can be proven to be what it purports to be, to have been created or sent by the person that created or sent it, and to have been created or sent at the time purported.
Reliability	The information can be trusted as a full and accurate representation of the transactions to which they attest and can be depended on in the course of subsequent transactions.
Integrity	The information is complete and unaltered, and protected against unauthorised alteration.
Usability	The information can be located, retrieved, preserved and interpreted easily.

Table 2 Responsibilities

These characteristics form the foundation for ISO 15489: Records Management. This standard provides guidance on creating records policies, procedures, systems and processes to support the management of records in all formats (e.g., documents and correspondence). It is widely used in Australia and internationally in both private and public organisations.

In this way, the team ensures that all project information generated provides an accurate record of the relevant documents and related correspondence to all relevant authorised parties associated with the project.

5. Custodianship

The ongoing management of this document will reside with the BAC System Administrator

5.1 Amendments

All amendments must be submitted to the nominated custodian.



6. Getting Started with Aconex

In order to access the project on Aconex, you will need an internet connection and browser, along with an Aconex user account.

6.1 System Requirements

Aconex is a web-based system and does not require you to install any licensed software to use the system.

6.1.1 Internet Access and Web Browser

Aconex recommends the use of the following internet browsers.

Browser	Main Application	Models	Online Viewer	Modules Cost	Field	Notes
Microsoft Edge	Full Support	Full Support	Full Support	Full Support	Full Support	MS Edge Link
Microsoft Edge (Legacy)	Full Support	Full Support	Full Support	Full Support	Full Support	
MS IE11	Limited Support	Not Supported	Full Support until February 28, 2021, then Limited Support until July 31, 2021.	Not Supported	Full Support until January 31, 2021, then Limited Support (on existing features) until July 31, 2021. New features introduced in Field after January 31, 2021 will not be supported.	IE11 will not be supported in any capacity after July 31, 2021.
Firefox (Main Release)	Full Support	Full Support	Full Support	Full Support		Mozilla Firefox Link
Firefox (Extended Support Release)	Full Support	Full Support	Full Support	Limited Support		Mozilla Firefox for Enterprise Link
Google Chrome (Stable Release Channel)	Full Support	Full Support	Full Support	Full Support		Google Chrome Link
Versions of Chrome and Firefox to 1 year old	Limited Support			Limited Support		

Table 3 Web Browsers

6.1.2 Web Browser Configuration Recommendation

Below are links to the configuration of Aconex recommended by Aconex. (Click the Browser Name)

- [Mozilla Firefox Recommended Configuration](#)
- [Google Chrome Recommended Configuration](#)
- [Internet Explorer Recommended Configuration](#) (Note: Not supported after 31/07/2021)



7. Accessing Aconex

There are a few basic steps to access the project on Aconex depending on whether you are new to Aconex or if you or your organisation has previously used Aconex.

7.1 New Organisations and Users

If you and your organisation are new to Aconex, you will need a System Administrator to register your organisation ([click here](#)).

The user created as part of this registration will be your organization's initial Aconex Administrator. They will be responsible for creating other user accounts and configuring the organization's settings within Aconex.

In order for the organization to be able to be invited to projects, they will be visible within the Aconex Global Directory by default - this can be adjusted in future if desired. Contact Aconex service desk for more details.

On the right-hand side of your chosen web browser, you will see this dialogue.

Using Aconex for the first time?

Register your organization with Aconex

What is an instance?

Select your project location (instance) ▼

GO

You will need to register if your organization has not used Aconex before, or if your organization has used Aconex but in another part of the world.

EU1 and UK1 instances

There are now two instances in Europe - **EU1** and **UK1**. If you're not sure which instance to register on, check with your Project Owner.

Select the dropdown

Scroll down to "Australia/NZ (AU1)" and select

Using Aconex for the first time?

Register your organization with Aconex

What is an instance?

Australia/NZ (AU1) ▼ x

GO

US & Latin America (US1)

US Gov (US2)

United Kingdom (UK1)

Europe (EU1)

Europe (UK1)

Saudi Arabia (KSA1)

Rest of Middle East (MEA)

Africa (UK1)

sil Mainland China (CN1)

1e0 Rest of Asia (HK1)

et u Australia/NZ (AU1)

AU Gov (AU2)

ALDAR (EU1)



Now select the icon "Go"

Using Aconex for the first time?

Register your organization with Aconex

What is an instance?

Australia/NZ (AU1) ▼ x GO

You will need to register if your organization has not used Aconex before, or if your organization has used Aconex but in another part of the world.

EU1 and UK1 instances

There are now two instances in Europe - **EU1** and **UK1**. If you're not sure which instance to register on, check with your Project Owner.

You will now be presented with an online form from Oracle Aconex (Aconex)

Please place your full correct organisation name here. i.e., Brisbane Airport Corporation Pty Ltd (not Brisbane Airport)

Organization Name

The above is the legal entity that will be responsible for the users accessing the services under this organization.

Note: It must be a single legal entity (i.e.: it cannot be multiple legal entities, departments, groups, alliances or similar).

Insert your ABN here

Company Registration Number

Insert your organisations official street address here

Address

Insert your organisations official City/Suburb address here

City/Suburb

Insert your organisations official State address here. i.e., QLD

Country/State

Select the correct country from the dropdown

Country

Insert your Postcode here

Postcode

Insert your organisations website URL (website address) here

Website (optional)

Insert your organisations trading name here. (This is the name that will be displayed in Aconex)

Trading Name

Insert an abbreviation for your organisations here. The organisation abbreviation is a unique identifier for your organisation. It is used as a prefix on correspondence numbers/document ID's etc.

Organization Abbreviation ⓘ

BAC recommends 3 to 5 digits e.g., **BAC-TRFI-1234**

The next part of the form is your contact details (as your organisations Aconex Administrator).

Insert you first name in the "Given Name" box then you last name in the "Family Name" box

Name

Insert your organisations email address here

Email Address

The next part of the form is to create your Aconex Login details

Insert a username you would like to use. On occasion a username is already in use. BAC recommends if this happens tag your organisations abbreviation on the end of the username (e.g., JBloggs.BAC)

Login Name

Now create a password that is easily remembered. **Note:** - The Password must be at least eight (8) characters, include at least 2 numbers and 2 letters.

Password

The confirm the password in the next box.

Password Confirm



Read the “Terms of Use” section and select the “On behalf of my organization, I have read and agree to these terms of use” and select the checkbox. On behalf of my organization, I have read and agreed to these terms and conditions

Now select the “Register” Icon

Aconex will now process your registration and will notify your organisations Aconex Administrator to state your organisations has now been registered. (This normally takes 1 working day)

7.2 Logging onto Aconex

Once your organisation has received notification from Aconex to state that your organisation has been registered on the “Australia/NZ (AU1)” location, open your preferred internet browser and go to <https://au1.aconex.com/Logon> in the address bar.

This will open up the Aconex region Brisbane Airport Corporation is associated with.

Now you will be presented with the following.

- Enter your Login credentials and then your password.
- Then select the “Log in” icon.

If you have forgotten your login details or password, follow Section 7.2.1 Resetting your Password.

- Select the project from the Project Selector at the top of the page to select your project.

7.2.1 Resetting your Password

If you have forgotten your username or password,

- select the “Forgotten your Login Name / Password?” text.

This will open up the reset password page.

- Either insert your login name (if you know it) or your organisation email address and select the go icon
- You will then receive details via your organisations email system on how to reset your password.

8. User Accounts for your Organisation

While your organisation may have multiple projects utilising Aconex, a single user account can be selected for individual projects or a multitude of projects within your organisation.

Aconex has made it easy to create a new account(s) for personnel within your organisation.

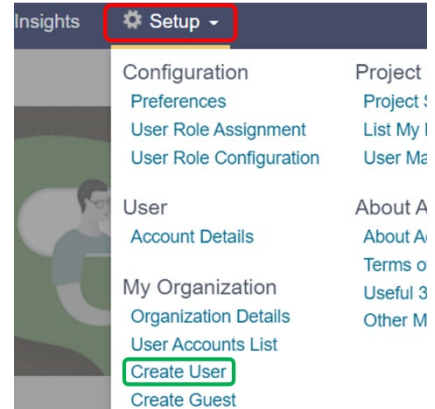
Note: - Your Aconex System Administrator can only create new users within your own organisation.

8.1 Creating a New User

Follow the instructions below to create a new Aconex user for your organisation.

Note: - Your Organisations Aconex Administrator should be responsible for creating a new user for your organisation.

- Login to Aconex (follow section 7.2 Logging onto Aconex)
- Select any project.
- Select the “Setup” icon (within the blue title bar)
- Then select “Create User”.





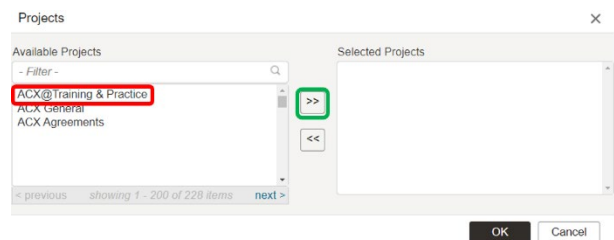
The “Invite New User” page opens.

- Input the first name of the personnel within the “Given Name” field
- Input the last name of the personnel within the “Family Name” field
- Insert the personnel’s organisation email address within the “Email” field.
- Now create a Login Name within the “Login Name” field.
 - If a Login Name selected has already been used, double check the new user does not have an existing account within your organisation, if not then BAC recommends adding the Organisation Abbreviation on the end of the username (e.g., JBloggs.BAC)
- Now select which Division from the “Division” dropdown you require the user to be a part of.
- Now select the “Projects” selector



The Project Selection pop-out will appear.

- Select which project you wish for the new user to be team member of
 - **Note:** - to select multiple projects, press the “Shift” key on your keyboard (keep pressed) and select the projects
- Once all projects have been selected select the “>>” icon, this will move the project names selected to the “Selected Projects” field
- Now select the “OK” Icon  and the screen will revert back to the “Invite New User” page.
- Do Not change the Language.
- Now select the “Invite” icon (top right-hand corner) 



You have just created a new user for your organisation.

Note: - User creation is a multi-step process.

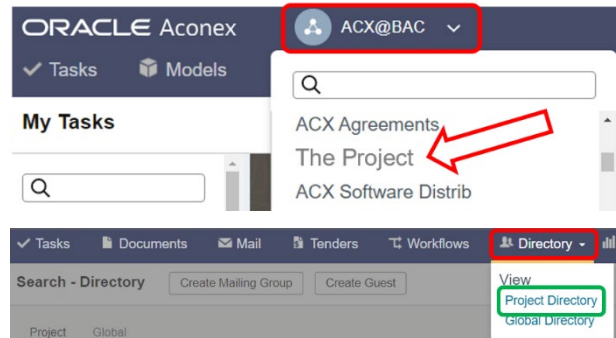
When you send the invitation, the user receives an activation link via email. They click that activation link to complete the registration process. Until the account is activated it will not be visible to other organisations.

8.2 Adding an Existing user to a Project.

Follow the instructions below to add an Aconex user to a project.

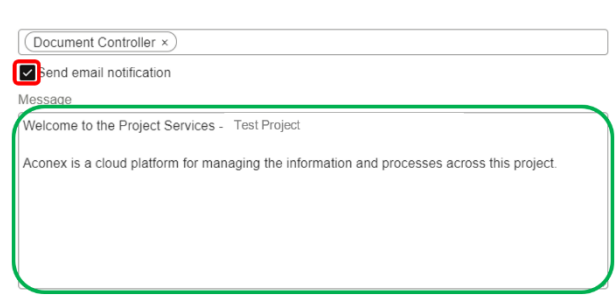
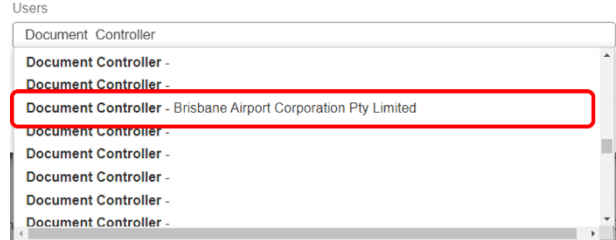
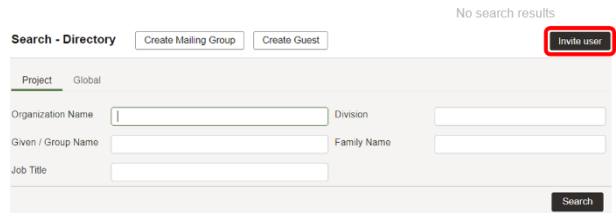
Note: - Your Organisations Aconex Administrator should be responsible for adding a user for your organisation to a project.

- Login to Aconex (follow section 7.2 Logging onto Aconex)
- Select the project from the Project Selector at the top of the page.
- Now select the “Directory” dropdown, then “Project Directory”
- The Project Directory (Project Participants) page opens.
- Verify there is a green line under “Project”.
- Enter the first name in the Given / Group Name field
- Enter the Last name in the Family Name field
- Now select the “Search” icon



Is 0-0 of 0 search results appears, you have confirmed the user is currently not part of the project.

- Now select “Invite user” icon on this page.
- Insert the full users name within the “Users” field.
- Aconex will automatically search for the user you are trying to add to the project.
- Scroll down to the correct user and select. Verify this is the correct user.



- You are now presented with the “Invite User” Dialogue screen.
 - Select the “Send email notification” Checkbox.
- The “Message” field opens.
- Modify message if required.
 - Double check all invites are correct.
 - Select the “Invite “x” user” icon.

You now have added that user to the selected project.



9. Tenders – Aconex Registered Companies

9.1 Opening a Tenders Invite from your Organisations Email System

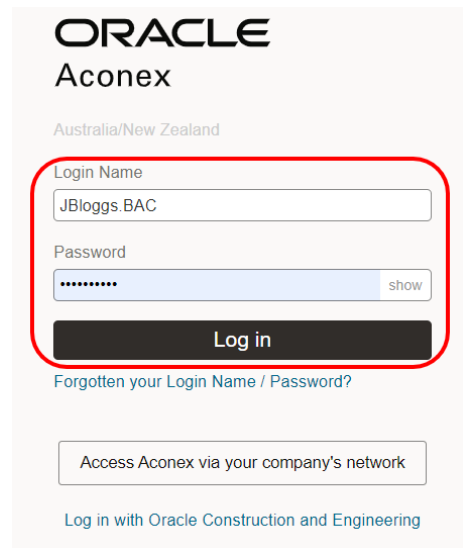
Follow the steps below to open an invitation to tender via your email system.

- Open the invite email from Aconex in your organisations email system (for example, Microsoft Outlook)
- Click on the link to open the tender invitation.

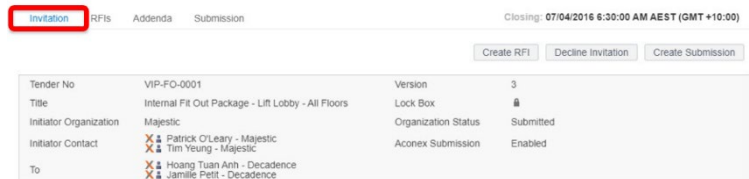


This should automatically open your chosen internet browser at the correct login page for Aconex.

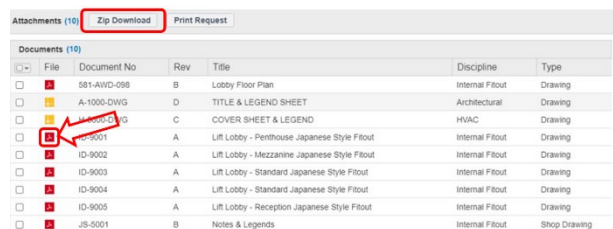
- Log in to Aconex by entering your Login Name and Password and click the “Log in” icon.



- On the Invitation tab, you can review the details of the tender and respond to the invitation.



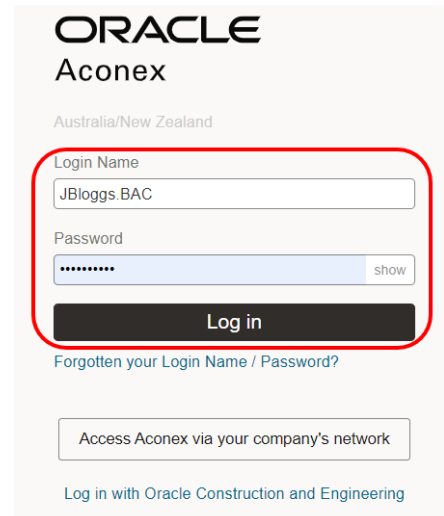
- Select the Zip Download to save to an appropriate location on your organisation's computer/network.
 - third party software will be required to unzip the saved file.
- Or select the individual file icons to open the individual elements within the tender and save to an appropriate location on your organisation's computer/network.



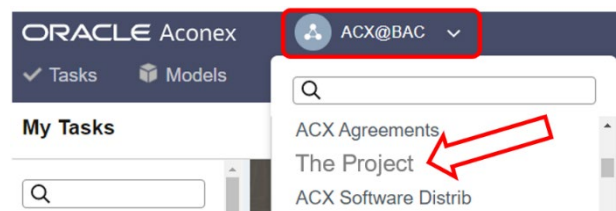
9.2 Opening a Tender Invite from the Aconex Tender Module

Follow the steps below to open an invitation to tender via the Aconex Tender Module.

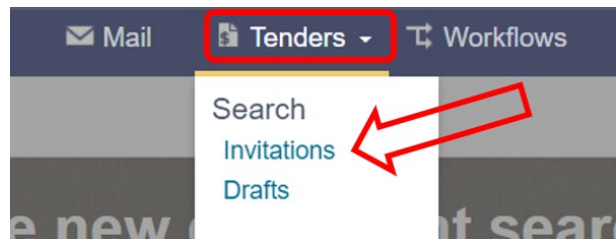
- Open the Oracle Aconex the page [Aconex Australia/New Zealand Login \(https://au1.aconex.com/Login\)](https://au1.aconex.com/Login)
- Log in to Aconex by entering your Login Name and Password and select the “Log in” icon.



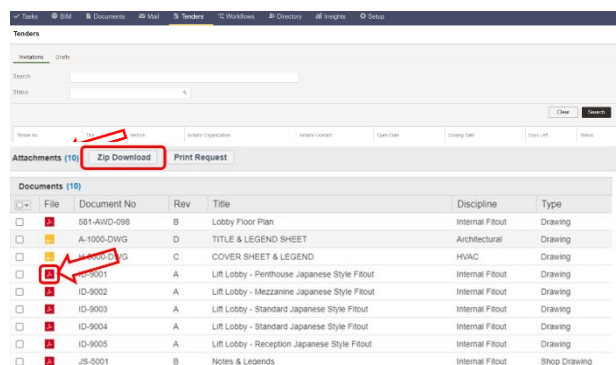
- Select the project from the Project Selector at the top of the page.



- Now select the Tenders Module dropdown and select “Invitations”.



- Select the correct Tender No.



File	Document No	Rev	Title	Discipline	Type
<input type="checkbox"/>	581-AWD-098	B	Lobby Floor Plan	Internal Fitout	Drawing
<input type="checkbox"/>	A-1000-DWG	D	TITLE & LEGEND SHEET	Architectural	Drawing
<input type="checkbox"/>	A-1000-DWG	C	COVER SHEET & LEGEND	HVAC	Drawing
<input type="checkbox"/>	ID-9001	A	Lift Lobby - Penthouse Japanese Style Fitout	Internal Fitout	Drawing
<input type="checkbox"/>	ID-9002	A	Lift Lobby - Mezzanine Japanese Style Fitout	Internal Fitout	Drawing
<input type="checkbox"/>	ID-9003	A	Lift Lobby - Standard Japanese Style Fitout	Internal Fitout	Drawing
<input type="checkbox"/>	ID-9004	A	Lift Lobby - Standard Japanese Style Fitout	Internal Fitout	Drawing
<input type="checkbox"/>	ID-9005	A	Lift Lobby - Reception Japanese Style Fitout	Internal Fitout	Drawing
<input type="checkbox"/>	JS-5001	B	Notes & Legends	Internal Fitout	Shop Drawing

- Select the Zip Download to save to an appropriate location on your organisation’s computer/network.
 - third party software will be required to unzip the saved file.

- Or select the individual file icons to open the individual elements within the tender and save to an appropriate location on your organisation’s computer/network.

9.3 Assessing a Tender

To assess a tender your organisation has been invited to, follow either section 9.1 Opening a Tenders Invite from your Organisations Email System or section 9.2 Opening a Tender Invite from the Aconex Tender Module.

Once you have followed the above, review all the information provided by Brisbane Airport Corporation through the tender module.

If you require more information/clarification on any information to enable a complete/accurate tender, follow section 9.3.1 Create a Tender Request for Information.

When all information available is assessed and you wish to submit a tender follow section 9.3.3 Create a Response to the Tender.

When all information available is assessed and you do not wish to submit a tender, follow section 9.3.4 Decline the Invitation to Tender

9.3.1 Create a Tender Request for Information

Note:-

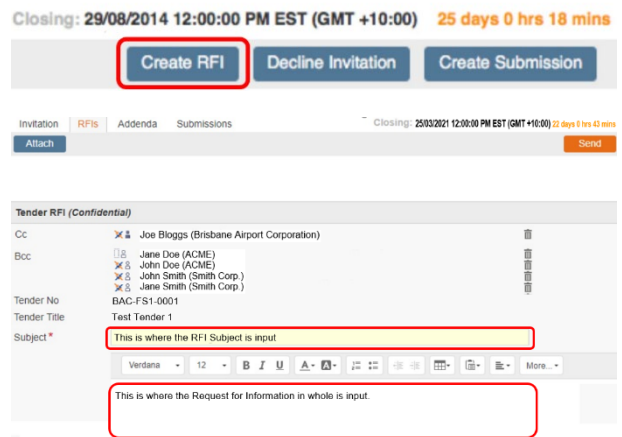
All Tender Requests for Information must be issued via the Aconex Tender Module within Aconex **and not** the Mail Module within Aconex.

All Responses to Tender Request for Information must also be completed within the Aconex Tender Module **and not** the Aconex Mail Module.

Once the information has been assessed (see section 9.3 Assessing a Tender) and a clarification or more information is required to provide Brisbane Airport Corporation a valid tender, select the “Create RFI” icon.

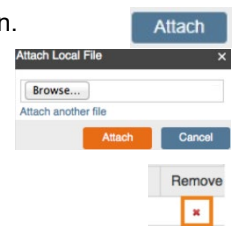
The RFI page will now open.

- Enter the subject of the Request for Information (RFI) within the “Subject” field.
- Enter in the body field, the request/clarification of all information required to complete a tender.



If any files need to be attached to support your Request for Information, select the “Attach” icon.

- Select the “Browse” icon and browse to the file location on your computer/ organisations network, select the file, then select the “Open” icon.
- If more than one file is required for the RFI, select “Attach another file”.
- If a file has been attached by mistake, select the “Remove” icon.
- Now select the “Attach” Icon to upload all the selected files.
- Verify all sections are complete and all attached files are present and correct, then select the “Send” icon.



Note: - Commercially sensitive information should not be sent within an RFI.



9.3.2 Responding to a Tender Request for Information.

When a company receives a Tender Request for Information (TRFI), the Aconex Tender Module will notify the recipient of the TRFI via the Aconex Mail system (which in turn, the Aconex Mail system should notify you through email via your corporate email system).

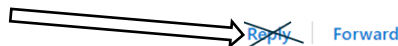
- Select the TRFI no ID at the top of the email.

You've received a new tender RF **123456-TRFI-000001**

Project	BAC Sandbox
Title	this is a test
Tender No	this is a test
Bcc	Mr Marcus Waite, for testing only
From	Mr Marcus Waite, Brisbane Airport Corporation Pty Limited
Sent	15/06/2021 11:27:55 AM AEST (GMT +10:00)
Subject	testing for guide - can this be completed?

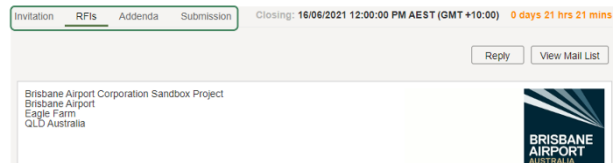
Aconex Information:
[Privacy Policy](#) | [Support Central](#)

DO NOT select "Reply" on the email.



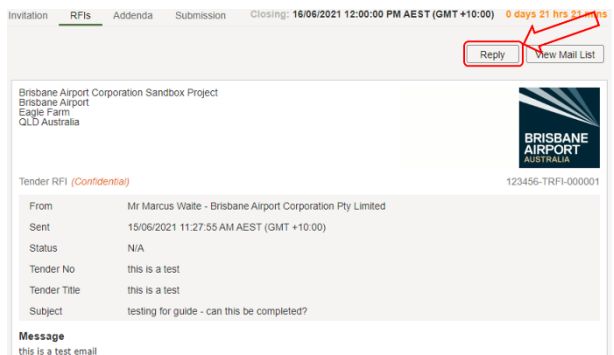
This will then open the TRFI within the Tender Module.

Note the headings "Invitation", "RFI's" (Underlined), "Addenda", and "Submission". This is an indication that you are in the Aconex Tender module.



Assess the TRFI and respond accordingly by following the steps below.

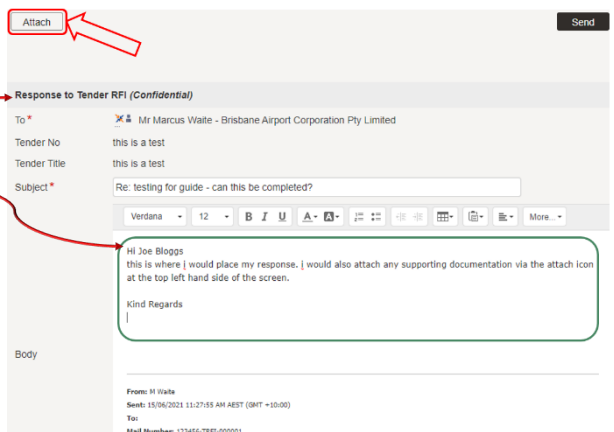
- Select the Reply Icon at the top right of the page



This will then open the correspondence body panel.

Note the heading has changed from "Tender RFI (Confidential)" to "Response to Tender RFI (Confidential)".

- Insert your reply within the body field of the Response to Tender RFI
- Attach supporting references via the Attach Icon (in the top left-hand corner of the page)
 - This will only attach documents from local company storage as this is a confidential item thus the supporting elements cannot be stored within the Aconex Document Module.



When you have finalised your response to the Tender Request for Information, select the "Send" icon **Send** on the top right-hand of the page.



9.3.3 Create a Response to the Tender

Once the information has been assessed (see section 9.3 Assessing a Tender) and you wish to respond to a tender select the “Create a Submission” icon.

Closing: 25/03/2021 12:00:00 PM EST (GMT +10:00) 22 days 0 hrs 43 mins

The Tender submission page will now open.

Enter your tender response within the Cover letter field.

BAC-FS1-0001 – Test Tender, Your Project

Invitation RFI's Addenda **Submission** Closing: 25/03/2021 12:00:00 PM EST (GMT +10:00) 22 days 0 hrs 43 mins

Send

Tender No BAC-FS1-0001
Title Test Tender
To Joe Bloggs – Brisbane Airport Corporation

Cover Letter *

Thank you for the opportunity to tender for this project.....

To attach files to support your tender, select the “Attach” icon.

- Select the “Browse” icon and browse to the file location on your computer/ organisations network, select the file, then select the “Open” icon.
- If more than one file is required for the RFI, select “Attach another file”.
- If a file has been attached by mistake, select the “Remove” icon.
- Now select the “Attach” Icon to upload all the selected files.
- Verify all sections are complete and all attached files are present and correct, then select the “Send” icon.

Attach

Attach Local File

Browse...

Attach another file

Attach Cancel

Remove

(GMT +10:00) 22 days 0 hrs 43 mins

Send

A confirmation message will appear on the page to confirm that a tender has been submitted. Select “OK” once read.

9.3.4 Decline the Invitation to Tender

Once the information has been assessed (see section 9.3 Assessing a Tender) and you wish to decline a tender invite, select the “Decline Invitation” icon.

Closing: 25/03/2021 12:00:00 PM EST (GMT +10:00) 22 days 0 hrs 43 mins

The Decline Tender Invitation page will now open.

Please input the reason why your organisation has declined the invitation within the “Provide a comment for the tender initiator:” field.

Note: - Maximum of 255 characters.

Decline Tender Invitation

You are about to decline this invitation on behalf of your organization. Once you decline the invitation, you will not be able to create a submission. Do you wish to proceed?

Provide a comment for the tender initiator:

OK Cancel

Then select the “OK” icon.

A confirmation message will appear on the page to confirm that you have declined the invitation.

10. Tenders – Non-Aconex Registered Companies

While Brisbane Airport Corporation recommends that your organisation is registered with Aconex (refer to section 7.1 New Organisations and Users), it is possible to assess and tender without being registered via Aconex.

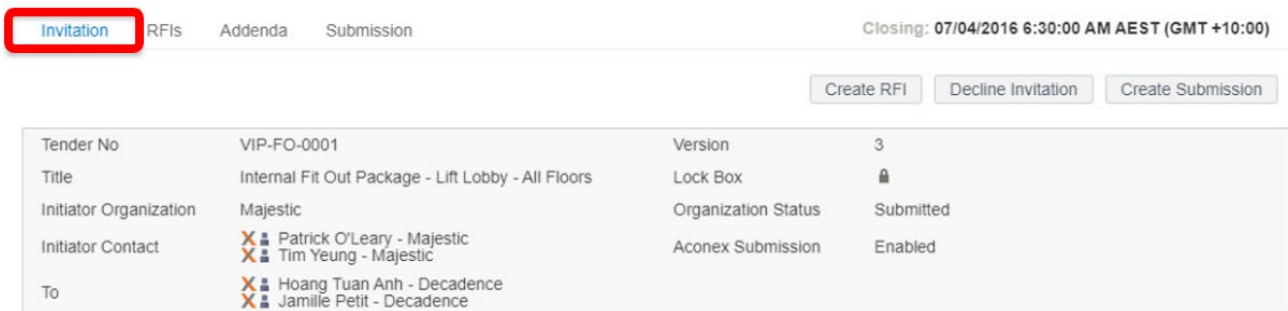
10.1 Open a Tender Invite via your Organisations Email System

Follow the steps below to open an invitation to tender via your email system.

- Open the invite email from Aconex in your organisations email system (for example, Microsoft Outlook)
- Click on the link to open the tender invitation.



- On the Invitation tab, you can review the details of the tender and respond to the invitation.



- Select the Zip Download to save to an appropriate location on your organisation's computer/network.
 - third party software will be required to unzip the saved file.
- Or select the individual file icons to open the individual elements within the tender and save to an appropriate location on your organisation's computer/network.

If you require more information/clarification on any information to enable a complete/accurate tender, follow section 10.2 Non-Aconex Registered – Tender Request for Information.

When all information available is assessed and you wish to submit a tender follow section 10.4 Non-Aconex Registered – Create a Response to the Tender.

When all information available is assessed and you do not wish to submit a tender, follow section 9.3.4 Decline the Invitation to Tender

10.2 Non-Aconex Registered – Tender Request for Information

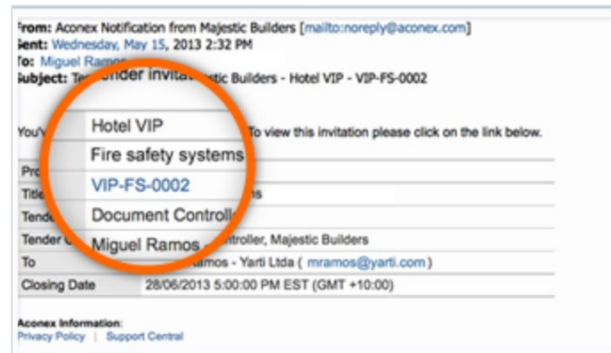
Note:-

All Tender Requests for Information must be issued via the Aconex Tender Module within Aconex **and not** the Mail Module within Aconex.

All Responses to Tender Request for Information must also be issued within the Aconex Tender Module **and not** the Aconex Mail Module.

Follow the steps below to open an invitation to tender via your email system.

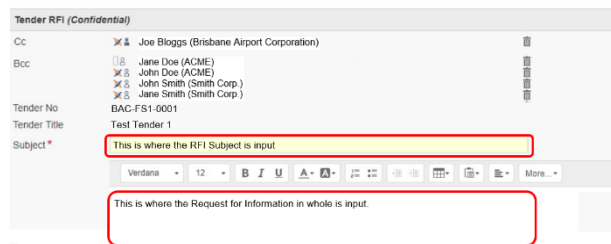
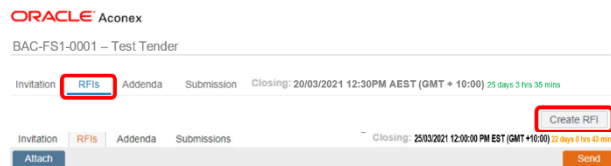
- Open the invite email from Aconex in your organisations email system (for example, Microsoft Outlook)
- Click on the link to open the tender invitation.



- Select the “RFIs” icon at the top of the page.
- The select “Create RFI” icon.

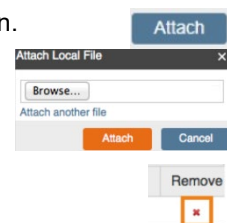
The RFI page will now open.

- Enter the subject of the Request for Information (RFI) within the “Subject” field.
- Enter in the body field, the request/clarification of all information required to complete a tender.



If any files need to be attached to support your Request for Information, select the “Attach” icon.

- Select the “Browse” icon and browse to the file location on your computer/ organisations network, select the file, then select the “Open” icon.
- If more than one file is required for the RFI, select “Attach another file”.
- If a file has been attached by mistake, select the “Remove” icon.
- Now select the “Attach” Icon to upload all the selected files.
- Verify all sections are complete and all attached files are present and correct, then select the “Send” icon.



Note: - Commercially sensitive information should not be sent within an RFI.

10.3 Non Aconex Registered – Responding to a Tender Request for Information.

When a company receives a Tender Request for Information (TRFI), the Aconex Tender Module will notify the recipient of the TRFI via the Aconex Mail system (which in turn, the Aconex Mail system should notify you through email via your corporate email system).

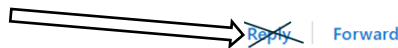
- Select the TRFI no ID at the top of the email.

You've received a new tender RF **123456-TRFI-000001**

Project	BAC Sandbox
Title	this is a test
Tender No	this is a test
Bcc	Mr Marcus Waite, for testing only
From	Mr Marcus Waite, Brisbane Airport Corporation Pty Limited
Sent	15/06/2021 11:27:55 AM AEST (GMT +10:00)
Subject	testing for guide - can this be completed?

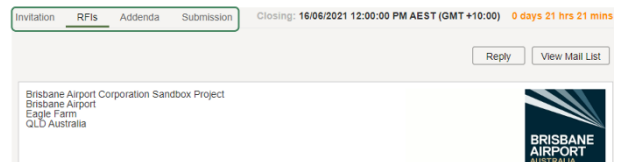
Aconex Information:
[Privacy Policy](#) | [Support Central](#)

DO NOT select “Reply” on the email.



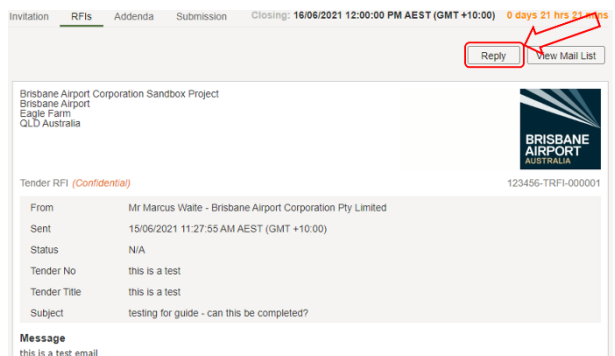
This will then open the TRFI within the Tender Module.

Note the headings “Invitation”, “RFI’s” (Underlined), “Addenda”, and “Submission”. This is an indication that you are in the Aconex Tender module.




Assess the TRFI and respond accordingly by following the steps below.

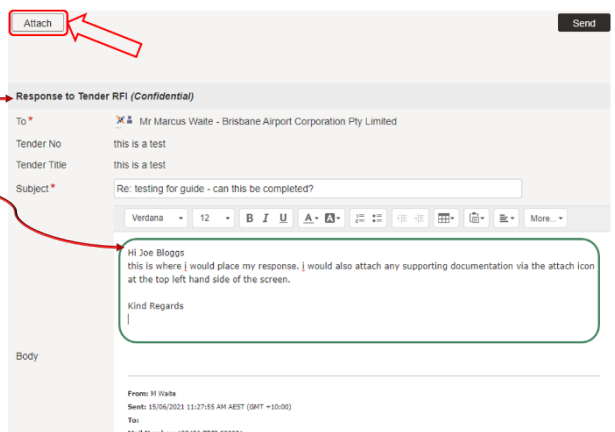
- Select the Reply Icon at the top right of the page




This will then open the correspondence body panel.

Note the heading has change from “Tender RFI (Confidential)” to Response to Tender RFI (Confidential)”.

- Insert your reply within the body field of the Response to Tender RFI
- Attach supporting references via the Attach Icon  (in the top left-hand corner of the page)
 - This will only attach documents from local company storage as this is a confidential item thus the supporting elements cannot be stored within the Aconex Document Module.



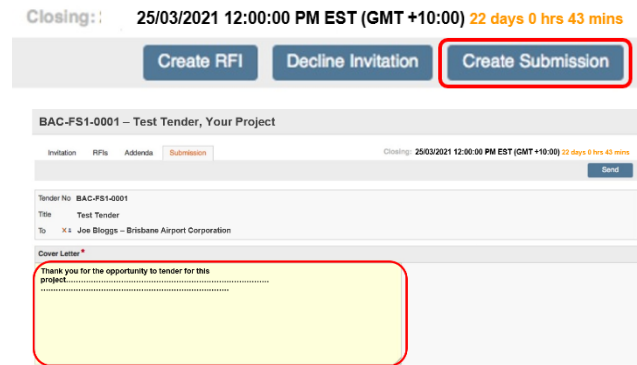
When you have finalised your response to the Tender Request for Information, select the “Send” icon  on the top right-hand of the page.

10.4 Non-Aconex Registered – Create a Response to the Tender

Once the information has been assessed (see section 10 Tenders – Non-Aconex Registered Companies) and you wish to respond to a tender select the “Create a Submission” icon.

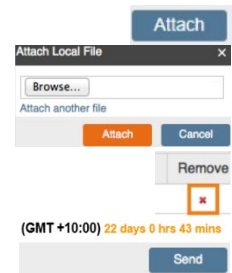
The Tender submission page will now open.

- Enter your tender response within the Cover letter field.



To attach files to support your tender, select the “Attach” icon.

- Select the “Browse” icon and browse to the file location on your computer/ organisations network, select the file, then select the “Open” icon.
- If more than one file is required for the RFI, select “Attach another file”.
- If a file has been attached by mistake, select the “Remove” icon.
- Now select the “Attach” Icon to upload all the selected files.
- Verify all sections are complete and all attached files are present and correct, then select the “Send” icon.



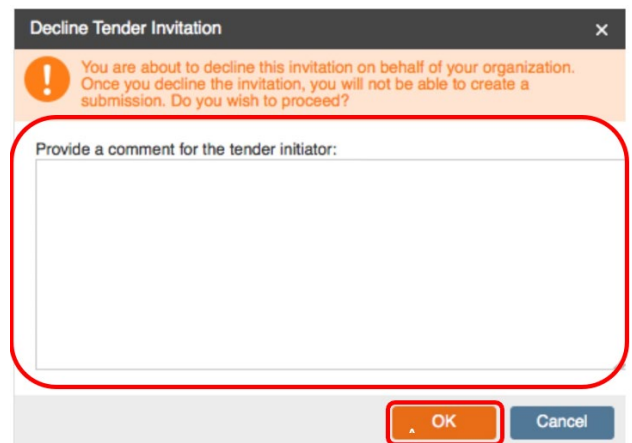
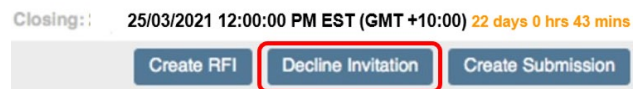
A confirmation message will appear on the page to confirm that a tender has been submitted. Select “OK” once read.

10.5 Non-Aconex Registered – Decline a Tender Invite

Once the information has been assessed (see section 10 Tenders – Non-Aconex Registered Companies) and you wish to decline a tender invite, select the “Decline Invitation” icon.

The Decline Tender Invitation page will now open.

- Please input the reason why your organisations have declined the invitation within the “Provide a comment for the tender initiator:” field.
 - Note: - Maximum of 255 characters.



- Then select the “OK” icon.

A confirmation message will appear on the page to confirm that you have declined the invitation.



Brisbane Airport Corporation
11 The Circuit, Brisbane Airport QLD 4008
PO Box 61, Hamilton Central QLD 4007