



# **CTG E-biding Platform Supplier Operation Manual V1.1**

# Content

<b>1. Browser Requirements .....</b>	<b>1</b>
<b>2. Target Audience .....</b>	<b>1</b>
<b>3. Registration Guidelines .....</b>	<b>1</b>
<b>4. Business Operation Introduction.....</b>	<b>1</b>
4.1. Platform Website and Registration .....	1
4.2. Login.....	3
4.3. Editing Declaration Materials.....	4
4.3.1 Basic Information.....	5
4.3.2 Contact Information.....	5
4.4. Enterprise Information.....	7
4.5. Information Change Records.....	8
4.6. Forgot Password .....	8
4.7. Participation Projects .....	9
4.7.1 View Notices/Invitation Letters .....	9
4.7.2 Registering Contact Information .....	9
4.8. Ongoing Projects.....	11
4.8.1 Viewing Notices/Invitation Letters .....	11
4.8.2 Viewing Contact Information.....	12
4.8.3 RFP .....	12
4.8.4 E-Bidding Room .....	13
4.8.5 Clarify.....	14
4.9. Completed Projects.....	16

## **1. Browser Requirements**

Google Chrome is the recommended browser for optimal performance.

## **2. Target Audience**

This manual is intended for supplier users of the CTG E-bidding Platform.

## **3. Registration Guidelines**

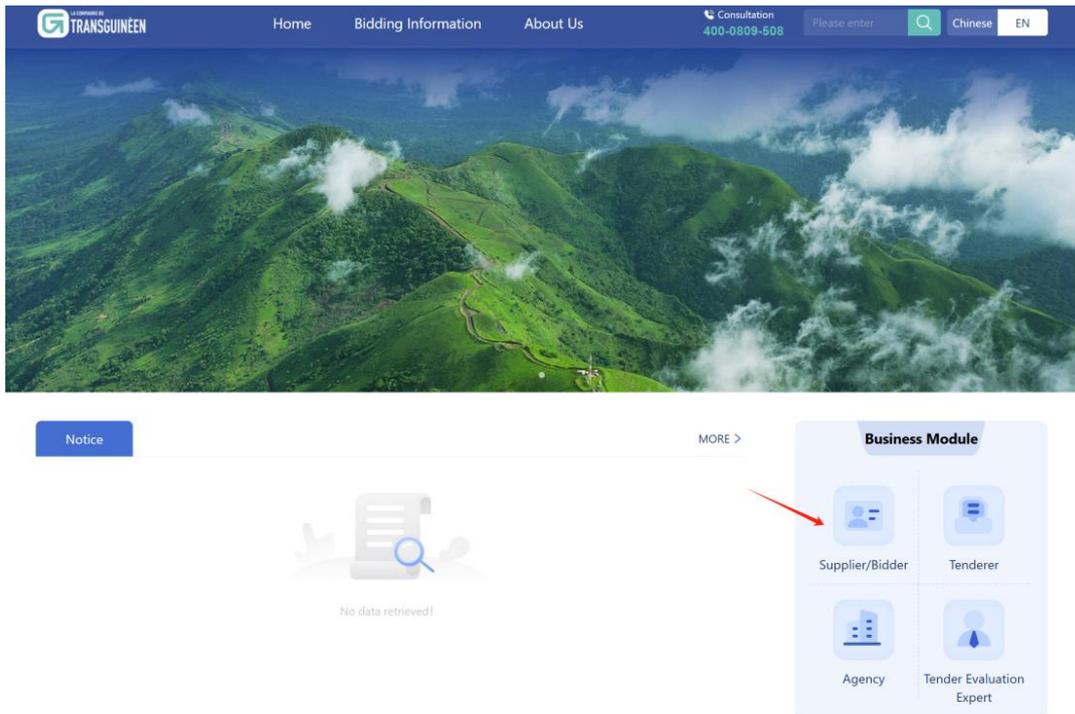
To ensure smooth business normal operations, suppliers are advised to complete registration and declaration processes 1-3 working days before participating in any project. When registering, select the "Supplier" role. After successful account registration, please carefully fill in and upload the information according to the prompts on the webpage. The platform will review the information promptly. Upon approval, suppliers can participate in relevant projects of bidding.

## **4. Business Operation Introduction**

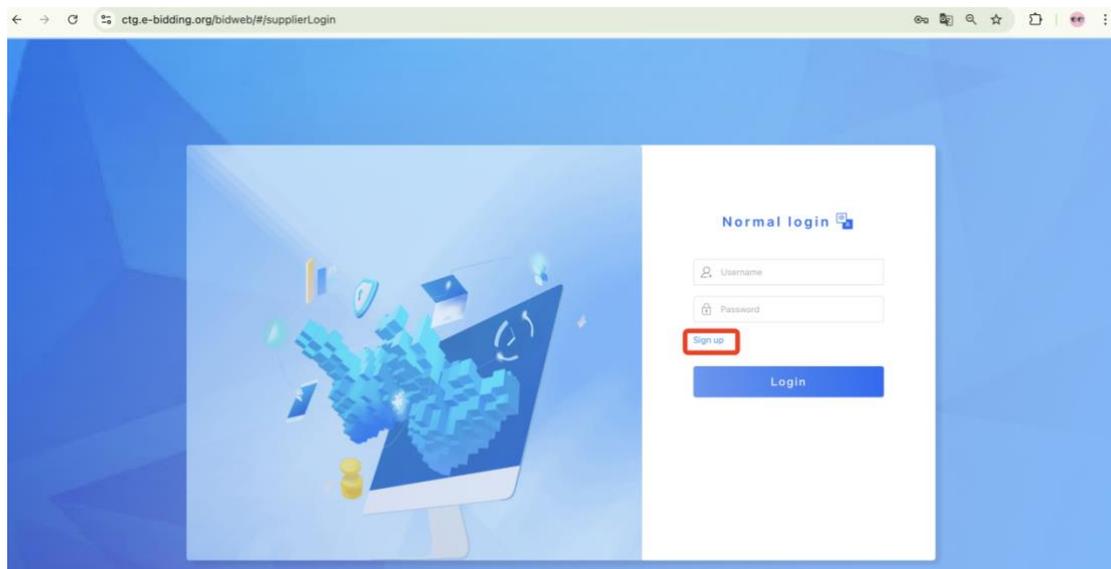
### **4.1. Platform Website and Registration**

(1) CTG E-bidding Platform URL: <https://ctg.e-bidding.org/>

(2) On the homepage, click the [Supplier/Bidder] button in the "Business Module" section on the right to access the login/registration page.



(3) On the login/registration page, enter your username and password if the supplies already have an account. If not, click [Sign Up].



#### (4) User Registration

① Read the user registration agreement carefully. If you agree, check "I have read and agree to the User Registration Agreement". If not, click [Return] to go back to the portal homepage.

② Continue filling in the supplier registration information.

③ Click [Complete Registration] to enter the "Registration Completion" page.

Note: a. The username and password are unique credentials for platform login. Please keep them secure.

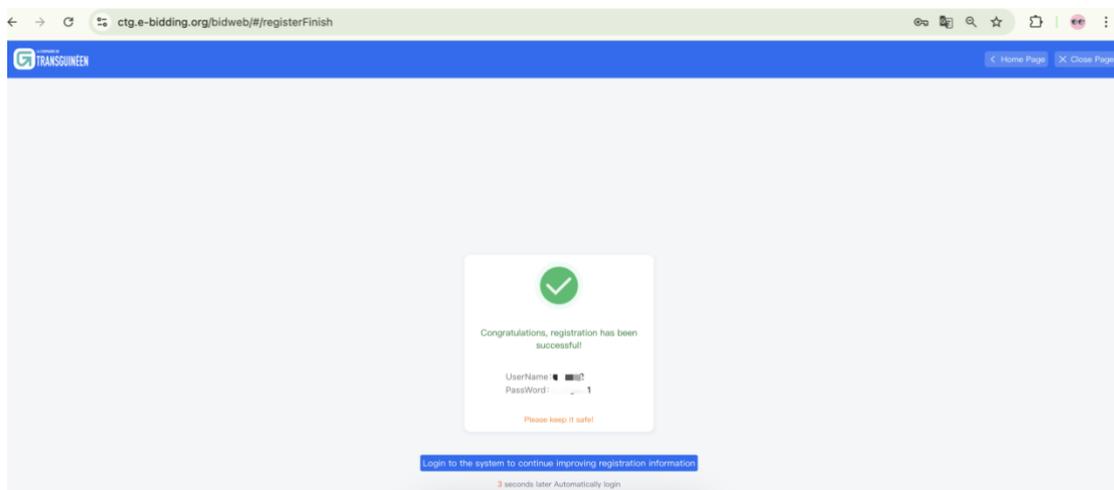
b. The contact person is set as the primary contact for the supplier on this platform. After logging in, continue to improve the primary contact information.

The screenshot shows the registration page of the CTG E-bidding Platform. The page has a blue header with the logo and navigation links. Below the header, there are four buttons: "Supplier/Bidder Register to Participate", "Buyer Publish Project", "Agent Publish Project", and "Expert Review Project". The main content area is titled "Registration" and includes a note about user types. The form fields are as follows:

- Customer Type:** Radio buttons for "Enterprise User" (selected) and "Individual User".
- Place of Registration:** A dropdown menu with "Mainland..." and "China" options.
- Unified Social Credit Code:** A text input field with a placeholder "Please enter the unified social credit code" and a character count "0 / 18".
- Enterprise Name:** A text input field with a placeholder "Please enter the enterprise name" and a character count "0 / 100".
- Username:** A text input field with a placeholder "Please enter your username" and a note: "The login name must consist of 4 to 20 characters, including numbers and letters".
- Password:** A text input field with a placeholder "Please enter your password" and a note: "The password consists of 8-16 letters, numbers, and other characters".
- Confirm Login Password:** A text input field with a placeholder "Please enter your login password again" and a note: "Must be consistent with the password content".
- Contact Name:** A text input field with a placeholder "Please enter the contact name" and a character count "0 / 20".
- Contact Phone Number:** A text input field with a placeholder "Please enter the contact phone number" and a character count "0 / 20".
- Graphic Verification Code:** A text input field with a placeholder "Verification Code" and a graphic code "EKKW".

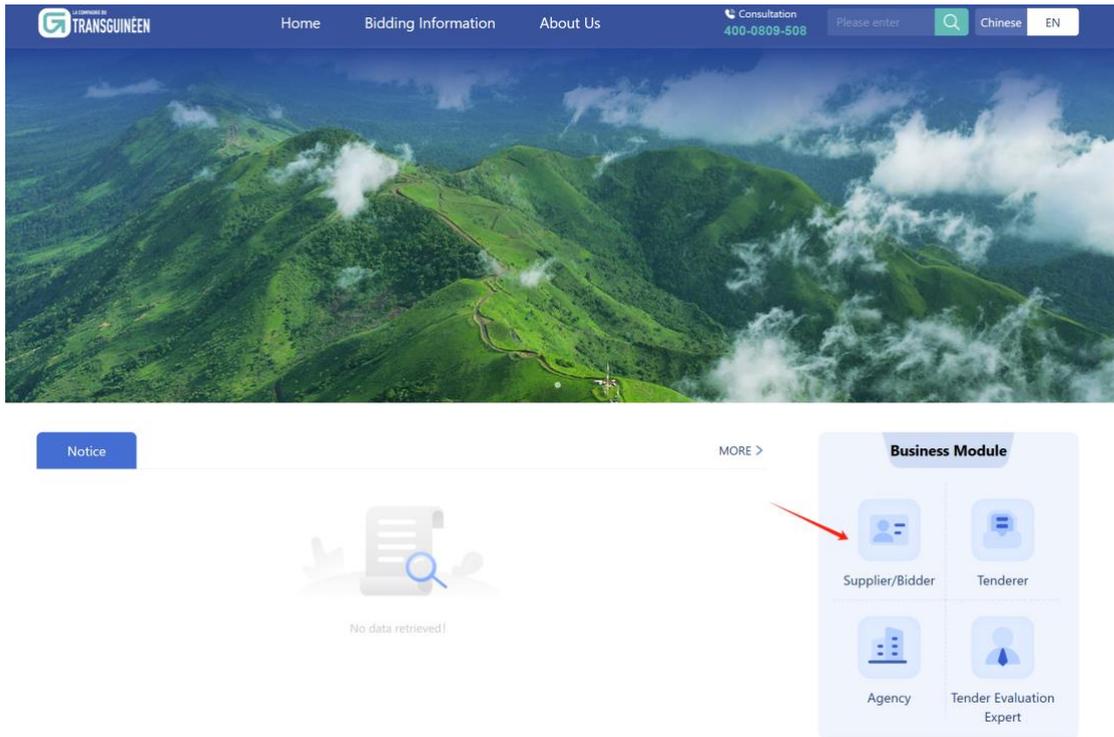
At the bottom of the form, there is a checkbox "I have read and agree (User Registration Agreement)" and three buttons: "Back", "Register", and "Already have an account Login Now".

(5) Click [Login to System to Complete Registration Information] or wait a few seconds for automatic login. Continue editing declaration materials as a temporary supplier.

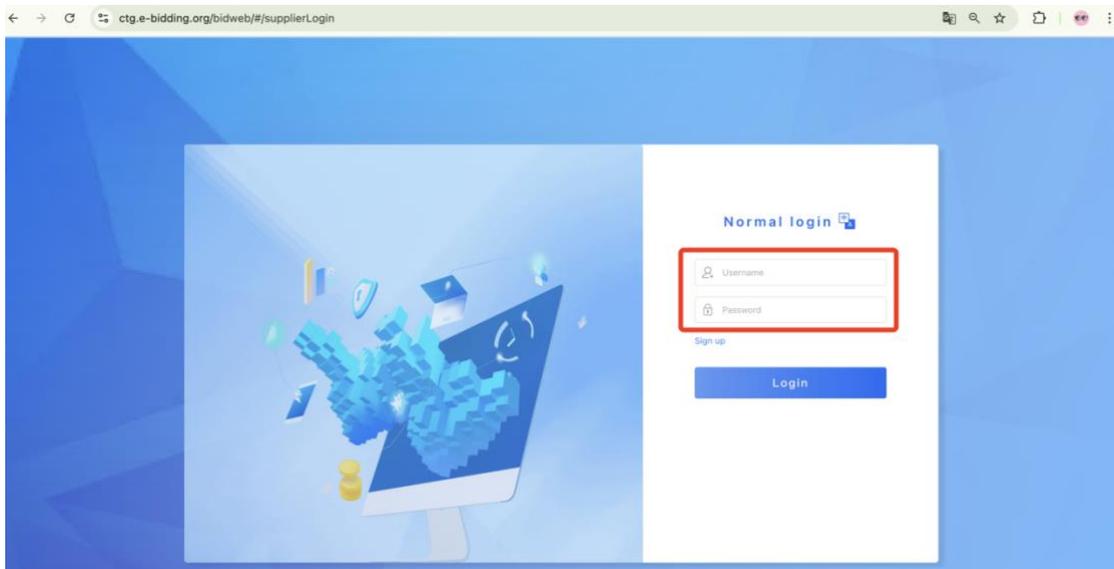


## 4.2. Login

(1) On the CTG E-bidding Platform homepage, click the [Supplier/Bidder] button in the "Business Module" section on the right to access the login/registration page.



(2) Enter your username and password, then click the [Login] button. Upon successful system verification, you will enter the platform and can proceed with subsequent business operations.



### 4.3. Editing Declaration Materials

After completing registration, log into the platform as a temporary supplier and refine your information in the "User Information Maintenance" module.

### 4.3.1 Enterprise Information

- (1) Click [Enterprise Information] and fill in the enterprise's basic details.
- (2) Fill in/upload relevant information as required, then proceed to the [Next Step].

The screenshot shows a web interface for 'User data maintenance'. At the top, there are two progress indicators: '1' for 'Enterprise Information' (Fill basic information) and '2' for 'Contact Information' (Fill authorization information). The 'Enterprise Information' section contains the following fields and options:

- Enterprise Registration Location: [Dropdown]
- Supplier Name: [Text input]
- Registered Capital (in 10,000s): [Text input]
- Paid-in Capital (in 10,000s): [Text input]
- Legal Representative/Person: [Text input]
- Industry: [Dropdown]
- Supplier Classification:  Goods manufacturer  Goods Trader  Engineering  Service
- Business License Scan: [Image upload]
- Contact Address: [Text input]
- Company Profile: [Text area]
- Enterprise Type: [Dropdown]
- Unified Social Credit Code: [Text input]
- Currency: [Dropdown]
- Establishment Date: [Text input]
- Contact Information of Legal Representative/Person: [Text input]
- Administrative Division: [Dropdown]
- Operating Period: [Start date] - [End date]  long-term
- Residential Contact Address: [Text input]

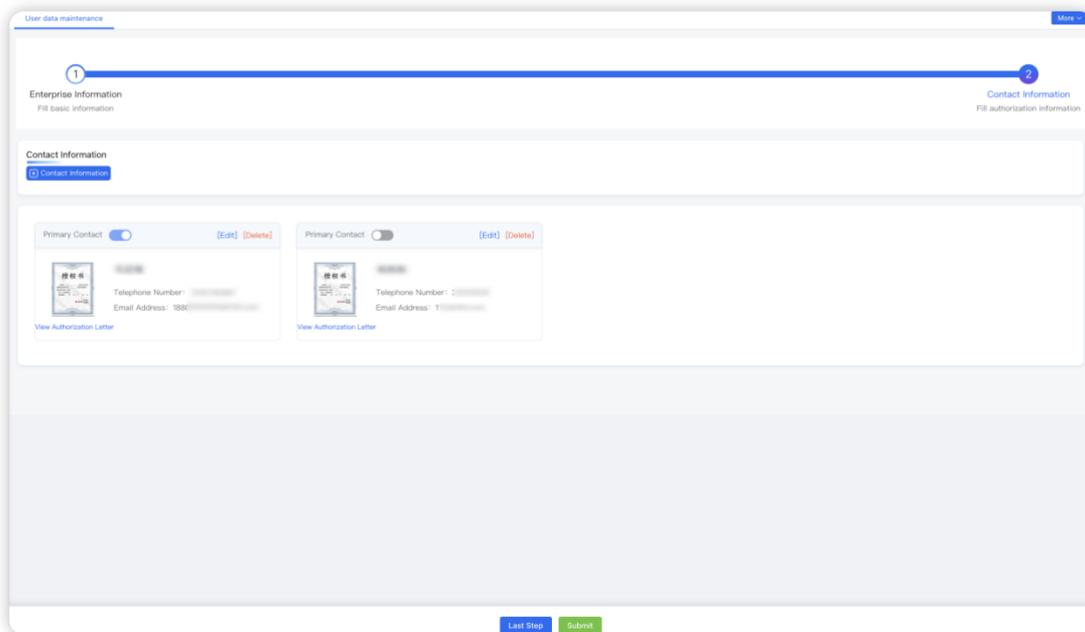
A green 'Next Step' button is located at the bottom center of the form.

### 4.3.2 Contact Information

(1) After completing the enterprise basic information, click [Next Step] to enter the contact information section.

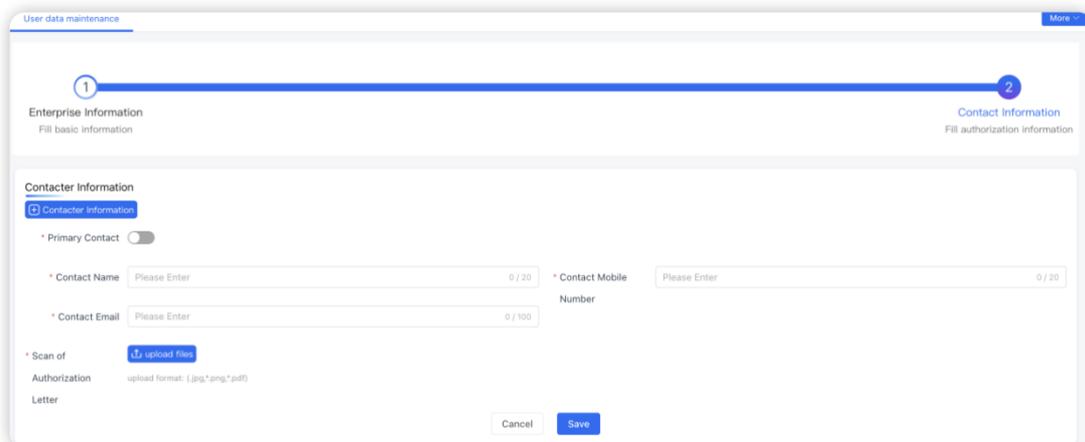
(2) A primary contact is already registered. Click [Edit] to refine the primary contact's information and upload a scanned copy of the stamped authorization letter. Then click [Confirm].

Note: The platform defaults to the contact person entered during registration as the primary contact. Deletion or modification is not recommended in the current editing state. (To change the primary contact, please do so after the supplier successfully applies for formal storage.)



(3) Adding multiple contact information entries:

① Click [Contact Information], fill in/upload relevant content for the contact, then click [Save].



Once all information, including basic details, and contact information, has been completed, click [Submit]. This action will submit the entered information to the administrator for review. The account page will enter a "Pending Review" status. You may switch pages to review the entered information. If errors are discovered, you can promptly click [Withdraw] the submission, make necessary modifications, and resubmit.

User data maintenance More >

Basic Information Contact Information

Enterprise Registration Location

Enterprise Type

Supplier Name

Unified Social Credit Code

Registered Capital (in 10,000s)

Currency

Paid-in Capital (in 10,000s)

Establishment Date

Legal Representative/Person

Contact Information of Legal Representative/Person

Industry

Administrative Division

Business License Scan

Operating Period

Contact Address

Residential Contact Address

Company Profile

Supplier Classification

Review Information

Audit Type	Audit Time	Audit Status	Audit Opinion
No Data			

[Withdraw](#)

## 4.4. Enterprise Information

When the submitted information fails to pass the review, the system will display "Review Failed". You may modify the information and resubmit. If the review is successful, you will officially become a supplier on this platform and can participate in relevant projects of bidding.

After the supplier administrator approves the submission, you can log into the platform and view the submitted enterprise information under the [Enterprise Information] menu.

Dashboard Enterprise Information < More >

Basic Information Contact Information [Change Materials](#)

Enterprise Registration Location

Enterprise Type

Name of Supplier

Unified Social Credit Code

Registered Capital (in 10,000s)

Code/Enterprise Identification Code

Paid-in Capital (in 10,000s)

Currency

Legal Representative/Person

Establishment Date

Industry

Contact Information of Legal Representative/Person

Administrative Division

Business License Scan

Operating Period

Contact Address

Residential Contact Address

Company Profile

Supplier Classification

Review Information

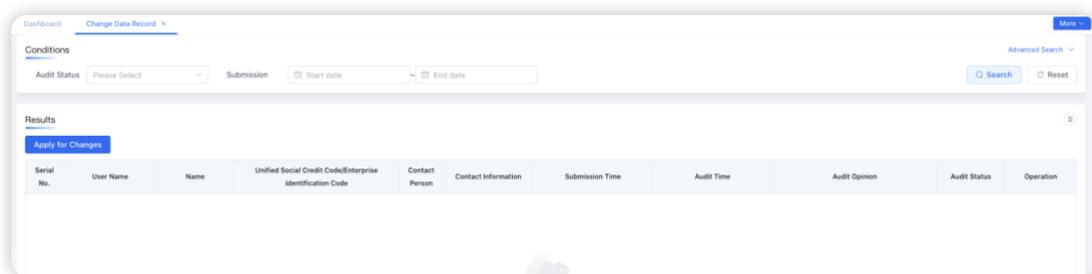
Audit Type	Audit Time	Audit Status	Audit Opinion
Supplier Entry Approval	2024-10-12 23:26:24	Approved	

## 4.5. Information Change Records

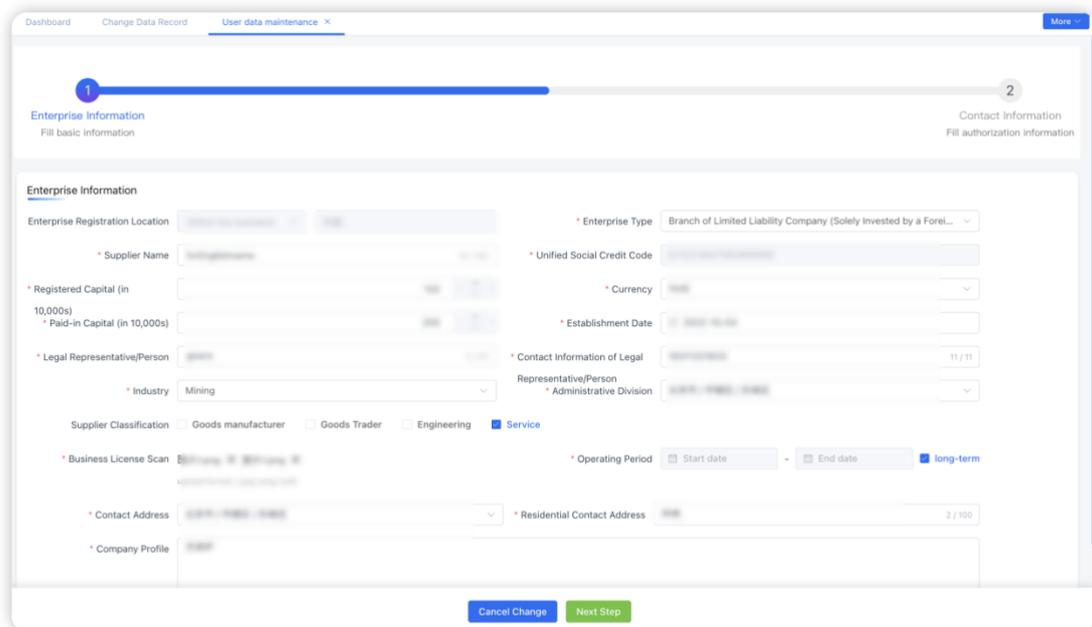
To ensure maintain information accuracy, we recommend the supplies checking and promptly updating your registration details on this platform regularly. This includes, but is not limited to, company information, contact details, qualification certificates, and other crucial data.

If you need to change enterprise information, you can promptly update your organization's details through the " Change Data Record" function.

(1) Click [Apply for Changes].



(2) Edit the content that needs modification, then submit and wait for approval.



## 4.6. Forgot Password

If supplies have forgotten login password, please promptly calling our customer service phone (400-0809-508), to assisting you resetting your login password.

## 4.7. Participation Projects

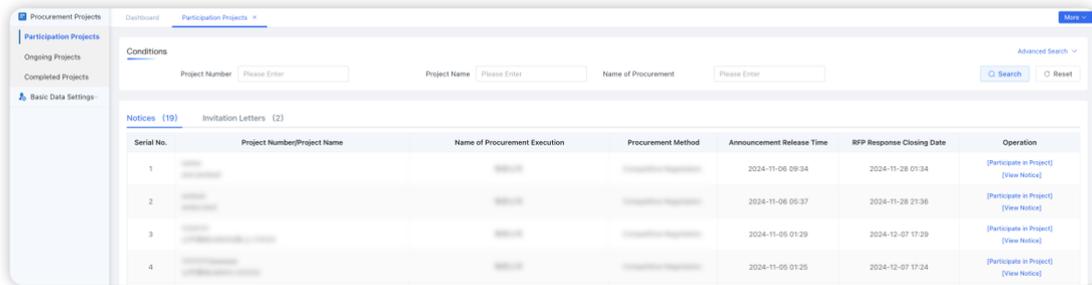
Projects released by the tenderer are displayed in the " Participation Projects " submenu.

### 4.7.1 View Notices/Invitation Letters

In the " Participation Projects " section, the list is divided into two tabs: " Notices " and " Invitation Letters ". Click " View Notice " or " View Invitation Letter " in the operation column to access relevant information about the project.

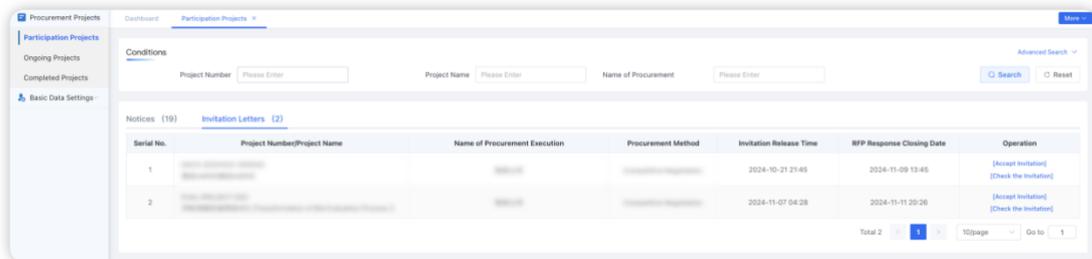
Note:

- 1) The " Notices " tab displays public projects. For public projects, suppliers must first participate (register contact information) before submitting a proposal.



Serial No.	Project Number/Project Name	Name of Procurement Execution	Procurement Method	Announcement Release Time	RFP Response Closing Date	Operation
1	[Redacted]	[Redacted]	[Redacted]	2024-11-06 09:34	2024-11-28 01:34	[Participate in Project] [View Notice]
2	[Redacted]	[Redacted]	[Redacted]	2024-11-06 05:37	2024-11-28 21:36	[Participate in Project] [View Notice]
3	[Redacted]	[Redacted]	[Redacted]	2024-11-05 01:29	2024-12-07 17:29	[Participate in Project] [View Notice]
4	[Redacted]	[Redacted]	[Redacted]	2024-11-05 01:25	2024-12-07 17:24	[Participate in Project] [View Notice]

- 2) The " Invitation Letters " tab displays invitation-only projects. For invited projects, suppliers must first [Accept Invitation] (register contact information) before submitting a proposal.



Serial No.	Project Number/Project Name	Name of Procurement Execution	Procurement Method	Invitation Release Time	RFP Response Closing Date	Operation
1	[Redacted]	[Redacted]	[Redacted]	2024-10-21 21:45	2024-11-09 13:45	[Accept Invitation] [Check the Invitation]
2	[Redacted]	[Redacted]	[Redacted]	2024-11-07 04:28	2024-11-11 20:28	[Accept Invitation] [Check the Invitation]

### 4.7.2 Registering Contact Information

- 1) After finding a project you want to participate in in " Participation Projects ", click " Participate in Project " in the operation column to enter the contact information registration page. For " Invitation Letters ", click " Accept Invitation " to access the

contact information registration page.

1. Project Information	
Project Number	2024-11-07 04:18
English Name of the Project	2024-11-07 04:18
RFP Response Closing Date	2024-11-07 04:18
Chinese Name of the Project	2024-11-07 04:18
Proposal Validity (days)	2024-11-07 04:18

2. RFP

Please read the RFP carefully and submit your Proposal before the deadline for bid submissions.

RFP

Accept Invitation

2) After "Participate in Project" or "Accept Invitation", the primary contact information is default populated on the contact information of registration page. Modify the responsible person's information as needed, then click 「 Submit Contact Registration Information 」 . Upon successful submission, the registration is complete. The page automatically redirects to the "Ongoing Projects" list.

1. Project Overview	
Project Number	2024-11-07 04:18
English Name of the Project	2024-11-07 04:18
Tendering Unit	2024-11-07 04:18
Telephone Number	2024-11-07 04:18
Invitation Release Time	2024-11-07 04:18
Chinese Name of the Project	2024-11-07 04:18
RFP Response Closing Date	2024-11-08 04:18
Contact Person	2024-11-07 04:18
Email Address	2024-11-07 04:18

2. Supplier Information	
Name of Supplier	2024-11-07 04:18
Telephone Number	2024-11-07 04:18
Contact Person	2024-11-07 04:18
Email Address	Can't be empty

Please note that:

- 1.No one will be able to view your proposal information before the bidding deadline.
- 2.Please carefully fill in your true proposal information.

Submit Contact Registration Information

Note:

- ◆ Suppliers cannot modify contact information after submitting the registered contact information for a specific project. Please confirm that it is correct before continuing to submit the contact information for the project.
- ◆ Before the bidding deadline, no account can view supplies' proposal data except the supplies themselves.

- ◆ To prevent unforeseen circumstances or other uncertainties from causing delayed submission, please submit proposal early.

## 4.8. Ongoing Projects

After submitting contact information registration in "Available Projects", the page automatically redirects to the "Ongoing Projects" list. Click the "Bidding Starts" button in the "Ongoing Projects" list to enter the project's e-bidding room to participate in project bidding.

Serial No.	Project Number/Project Name	Name of Procurement Execution	Procurement Method	RFP Response Closing Date	Quotation Number	Quote Status	Operation
1	[REDACTED]	[REDACTED]	[REDACTED]	2024-12-07 17:35	[REDACTED]	Unquoted	<a href="#">Bidding Starts</a>

The project details page has 5 navigation tabs on the left, in order: "Notices" or "Invitation Letters", "Contact Information", "RFP", "E-Bidding Room", and "Procurement Results".

The "Procurement Results" tab cannot be viewed until the tenderer announces the results. Only winning suppliers can view and export the winning notification after results are published.

### 4.8.1 Viewing Notices/Invitation Letters

Click the first tab on the left of the project details page to view the project's notice or invitation letter.

Serial No.	Project Number/Project Name	Name of Procurement Execution	Procurement Method	RFP Response Closing Date	Quotation Number	Quote Status	Operation
1	[REDACTED]	[REDACTED]	[REDACTED]	2024-12-07 17:35	[REDACTED]	Unquoted	<a href="#">Bidding Starts</a>

1.Project Information	
Project Number	EVAL-PROJECT-001
Chinese Name of the Project	[REDACTED]
English Name of the Project	[REDACTED]
RFP Response Closing Date	2024-11-08 03:52:00
Proposal Validity (days)	90

2.RFP	
Please read the RFP carefully and submit your Proposal before the deadline for bid submissions.	
RFP	<a href="#">View RFP</a>

## 4.8.2 Viewing Contact Information

The second tab displays contact information. Click to view the previously submitted contact registration information.

The screenshot shows the 'Contact Information' tab for project [EVAL-PROJECT-001]. The left sidebar contains navigation options: Invitation Letters, Contact Information (selected), RFP, E-Bidding Room, and Procurement Results. The main content area is divided into two sections:

- 1. Project Overview**: A table with the following data:

Project Number	EVAL-PROJECT-001	Chinese Name of the Project	
English Name of the Project		Contact Person	
The Tenderer		Email Address	
Telephone Number		RFP Response Closing Date	2024-11-08 03:52
Invitation Release Time	2024-11-07 03:56		
- 2. Supplier Information**: A table with the following data:

Name of Supplier		Contact Person	
Telephone Number		Email Address	

## 4.8.3 RFP

The third tab is for RFP. You can first click on the third driver on the left, "RFP" to view the project's specific qualification conditions and download RFP.

The screenshot shows the 'RFP' tab for project [EVAL-PROJECT-001]. The left sidebar contains navigation options: Invitation Letters, Contact Information, RFP (selected), E-Bidding Room, and Procurement Results. The main content area is divided into three sections:

- 1. Special Qualification Conditions**: A table with the following data:

Serial No.	Requirements	Specific Content
1		
2		
3		
- 2. RFP**: A section with a 'Download' button.
- 3. attachments**: A table with the following data:

Serial No.	File Name	Operation
1		[Download]

At the bottom right, there is a pagination control showing 'Total 1', '10/page', and 'Go to 1'.

## 4.8.4 E-Bidding Room

The fourth tab is for proposal. Suppliers can fill in proposal information and click the "Submit Proposal " button. The page displays proposal information based on project requirements.

Dashboard Ongoing Projects **Project Information** More

[EVAL-PROJECT-001]

Invitation Letters  
Contact Information  
RFP  
**E-Bidding Room**  
Procurement Results

FirstRound Quotation

1.Price Information The quotation file will be encrypted, ensuring that no one can access your quotation information until it is officially released. Currency: RMB

Serial No.	Project Name	Total price (yuan)	Service Period	Service Unit	Description of Proposal	Service Location	Remark	Attachment
1			3	Year	Please Enter			1

2.Proposal

Serial No.	File Type	File Name	Upload Time	Operation
1	Technical	<a href="#">Upload File</a>		
2	Commercial	<a href="#">Upload File</a>		
3	HSE and Risk Management	<a href="#">Upload File</a>		
4	Employment & Capability Building	<a href="#">Upload File</a>		
5	Local Procurement	<a href="#">Upload File</a>		
6	Price	<a href="#">Upload File</a>		
7	Other	<a href="#">Upload File</a>		

3.Project Overview

The Tender		Procurement Project Number	EVAL-PROJECT-001
Procurement Method	Competitive Negotiation	Public Tendering/Selective Procurement	

Proposal Record Save **Submit Proposal**

Before the proposal deadline, if modifications are needed, suppliers should first withdraw the Proposal, then modify and resubmit. Enter the project and click the "Withdraw Proposal " button.

Dashboard Ongoing Projects **Project Information** More

[EVAL-PROJECT-001]

Invitation Letters  
Contact Information  
RFP  
**E-Bidding Room**  
Procurement Results

FirstRound Quotation

1.Price Information The quotation file will be encrypted, ensuring that no one can access your quotation information until it is officially released. Currency: RMB

Serial No.	Project Name	Total price (yuan)	Service Period	Service Unit	Description of Proposal	Service Location	Remark	Attachment
1								1

2.Proposal

Serial No.	File Type	File Name	Upload Time	Operation
1	Technical		2024-11-06 23:42	<a href="#">Download</a>
2	Commercial			
3	HSE and Risk Management			
4	Employment & Capability Building			
5	Local Procurement			
6	Price			
7	Other			

3.Project Overview

The Tender		Procurement Project Number	EVAL-PROJECT-001
Procurement Method		Public Tendering/Selective Procurement	
RFP Response Closing Date	2024-11-08 03:52	Proposal Validity (days)	
Request for Price		Ceiling Price	
Evaluation Method			
Bid Instruction Document			
Negotiation Instructions			

Proposal Record **Withdraw Proposal**

Note:

- ◆ Once the proposal deadline has passed, suppliers cannot withdraw or submit proposal.

When the tenderer initiates a new round, a new quotation is required. Click the "Bidding Starts" button to enter the latest round's tab, review the updated quotation instructions, and participate in the latest round of quotations.

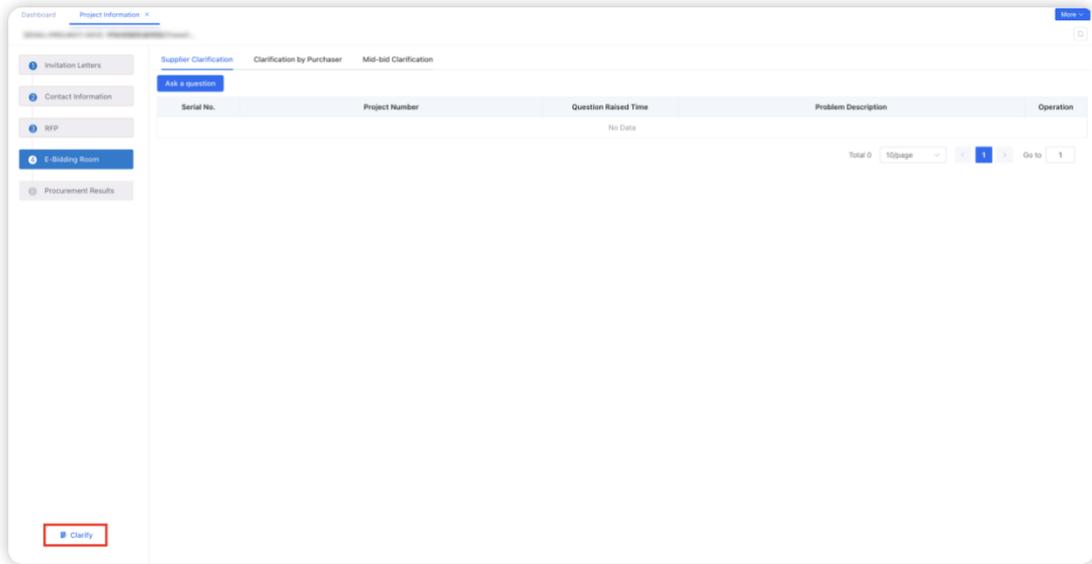
When the tenderer initiates the final round, suppliers submit their final quotations and await the bid opening and evaluation results.

Note:

- ◆ Multiple rounds of quotations may be opened, with the specific number determined by the tenderer. Only suppliers who qualify for new rounds can submit new quotations; unqualified suppliers cannot participate in subsequent rounds.
- ◆ Each round has a specific deadline. Quotations can be withdrawn and resubmitted before the deadline.

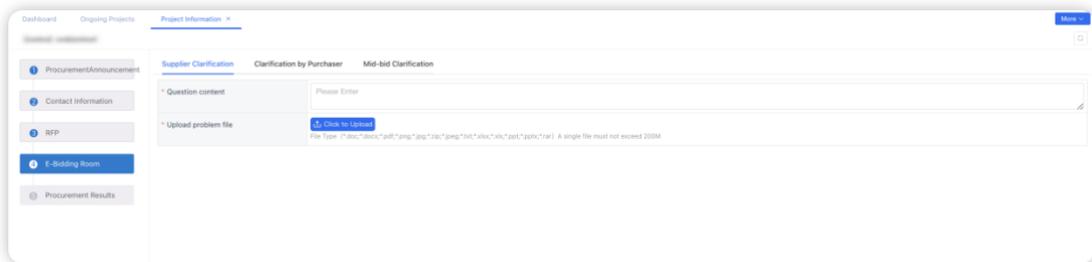
#### **4.8.5 Clarify**

If you have any questions about the RFP for the project you are participating in, or you need to view additional content released by the tenderer, you can enter the bidding page and click on [Clarify] at the bottom left to access the clarification page.



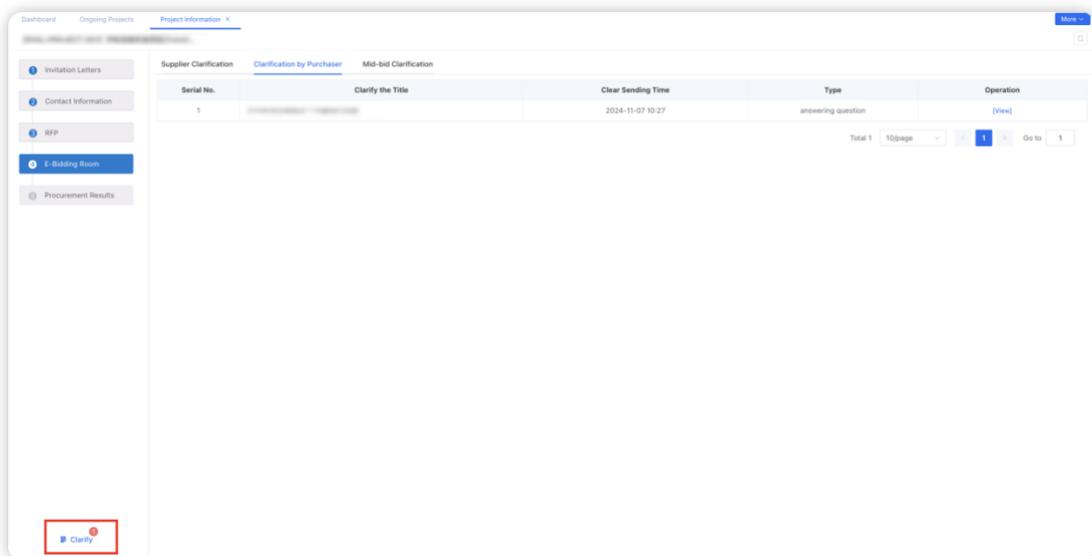
### Supplier Clarification:

The supplies ask questions about the RFP , click on [Ask a Question] to enter the question editing page.



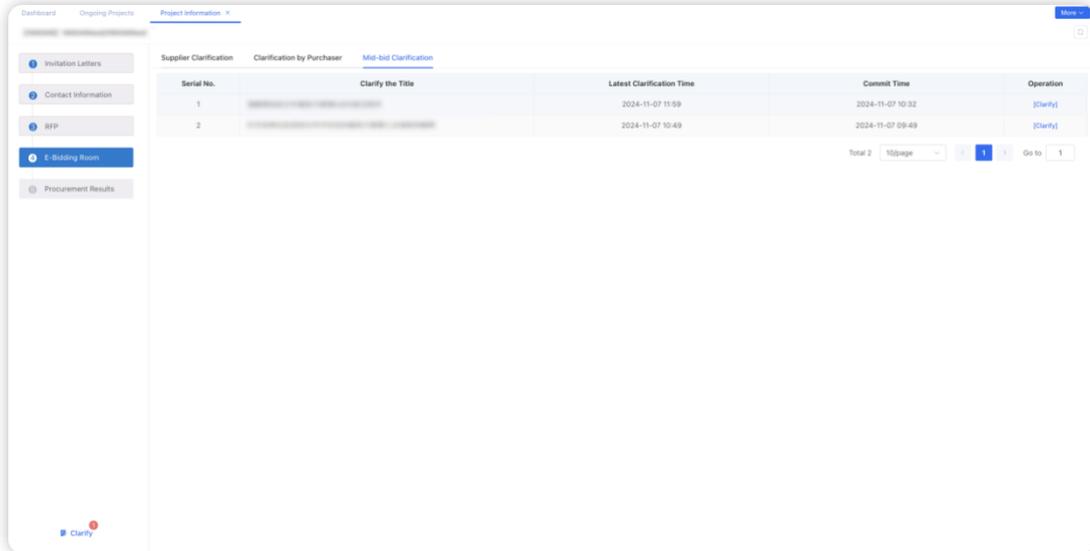
### Clarification issued by the tenderer :

To view the Addendum issued by the tenderer or responses to raised questions.



## Clarification during the evaluation process :

After the bid opening, clarifications issued by the tenderer, and require suppliers to respond.

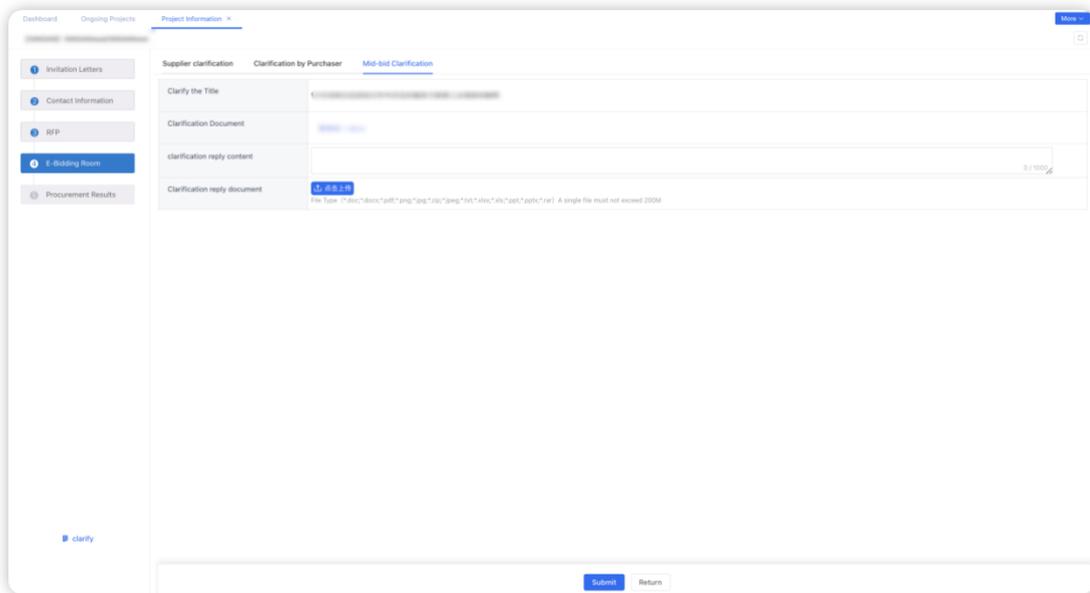


The screenshot shows a web interface with a sidebar on the left containing menu items: Invitation Letters, Contact Information, RFP, E-Bidding Room (highlighted), and Procurement Results. The main content area is titled 'Project Information' and contains a table with the following data:

Serial No.	Clarify the Title	Latest Clarification Time	Commit Time	Operation
1	[Redacted]	2024-11-07 11:59	2024-11-07 10:32	[Clarify]
2	[Redacted]	2024-11-07 10:49	2024-11-07 09:49	[Clarify]

At the bottom right of the table, there is a summary: 'Total 2', a '1/10page' indicator, and a 'Go to 1' button.

When receiving clarification during the evaluation process, please promptly click on [Clarify] to reply.



The screenshot shows the 'Mid-bid Clarification' form. It includes the following fields:

- Clarify the Title: [Redacted]
- Clarification Document: [Redacted]
- Clarification reply content: A text area with a character count of 0 / 1000.
- Clarification reply document: A file upload area with a 'Choose File' button and a note: 'File type: ".doc", ".docx", ".pdf", ".png", ".zip", ".xls", ".xlsx", ".xml", ".rtf", ".txt", ".ppt", ".pptx", ".rar" A single file must not exceed 200M'.

At the bottom of the form, there are 'Submit' and 'Return' buttons.

## 4.9. Completed Projects

When project results are announced, the system automatically sends notification of award to the winning supplier. If ongoing projects are canceled, terminated by the tenderer, these projects automatically enter the "Completed Projects" submenu. The table header content provides information about the current project's status, including

whether it has been canceled, terminated, or if a bid has been awarded.

Dashboard [Completed Projects](#) More

Query results

Serial Number	Procurement Project Number/Name	Procurement Execution Unit	Procurement Method	Quotation Number	Abortive	Termination of Procurement	Expired and Not Accepted	Whether to Win the Bid or Not	Menu
No Data									

Total 0 < 1 > 10/page Go to 1