



User's Manual

Posting and Managing Bid Solicitations

Version 1.1

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Introduction

[Unicom Systems Inc.](#) owns and operates [bidsCanada](#), a search engine and e-mail notification service that is used daily by thousands of businesses to find information on tenders, requests for proposal (RFP), requests for quotation (RFQ) and other bid solicitations. The value proposition of [bidsCanada](#):

- For buyers in Canadian public sector organizations, Fortune 500 companies and other large corporations: effectively reach thousands of qualified suppliers to ensure best value in the procurement of goods and services.
- For suppliers: increase sales while saving the time, money and effort required to manually monitor dozens of websites for opportunities.

You can post your bid solicitations to [bidsCanada](#) free of charge if your organization is:

- in the Canadian public sector (including Crown Corporations).
- a Canadian Fortune 500 company or other large corporation.
- a third party company that posts bid solicitations on behalf of Canadian public sector organizations, Fortune 500 companies or other large corporations.

If your organization qualifies, all you need to do is set up a free [Unicom Systems](#) account.

Features:

- Multiple users from an organization can post and manage bid solicitations.
- Bid solicitations are automatically posted to [bidsCanada](#) on a daily basis. This allows you to leverage [bidsCanada](#) to reach thousands of qualified suppliers.
- Bid solicitations can be integrated with your own website. Integration is simple and takes only minutes. Code is provided.
- Bid solicitations can include attachments in Adobe Acrobat (PDF) format.
- Bid solicitations can incorporate United Nations Standard Products and Services Codes (UNSPSC). An easy to use lookup tool is provided.

Using this manual

This manual makes extensive use of bookmarks and hyperlinks to aid navigation and is intended to be used with the free Adobe Acrobat Reader. Therefore, it is strongly recommended that you enable the Bookmarks feature in Adobe Acrobat Reader. This can be done by going to the Adobe Acrobat Reader menu and selecting View | Navigation Panels | Bookmarks. See [Figure 1](#) and [Figure 2](#).

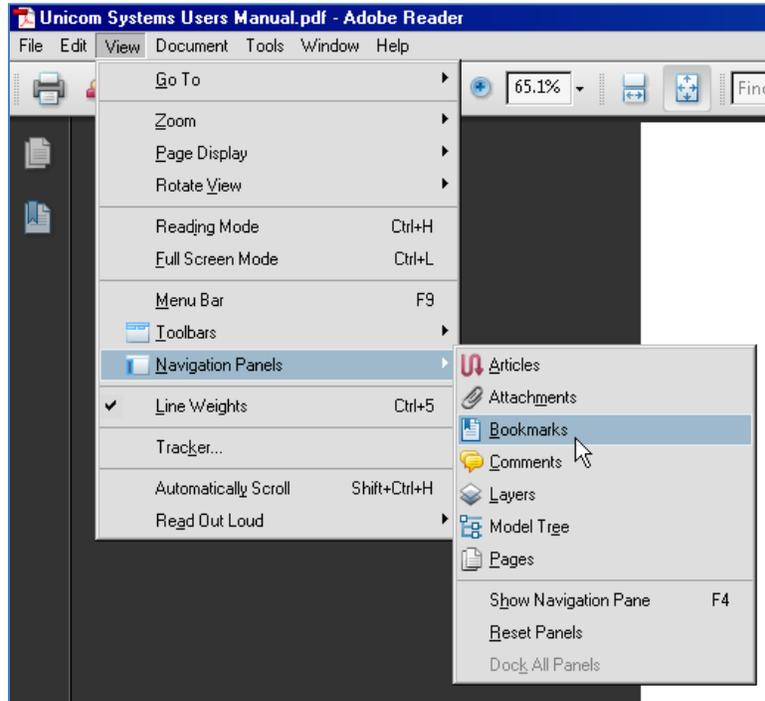


Figure 1

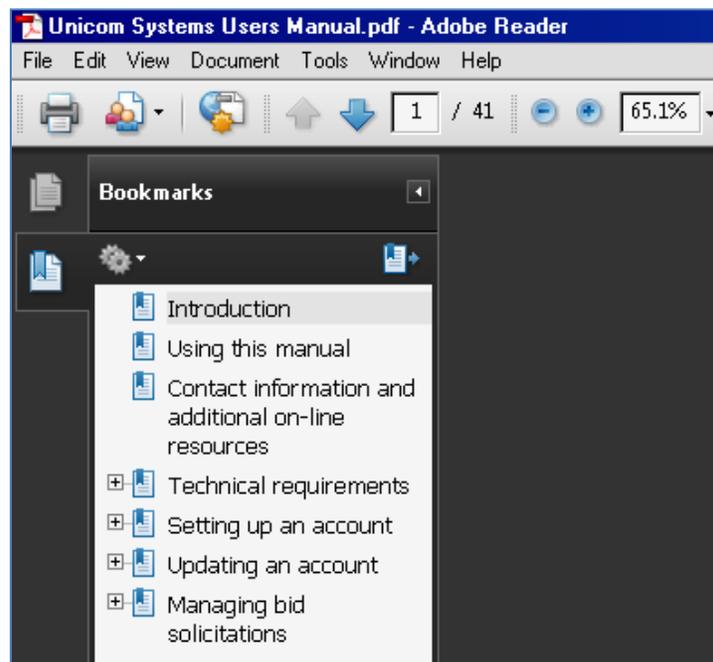


Figure 2



Contact information and additional on-line resources

If you have any questions or concerns regarding this manual or posting and managing bid solicitations, please contact:

[Unicom Systems Inc.](http://www.unicom-systems.com)

8011 Melburn Drive

Mission, British Columbia

Canada V2V 7B6

E-mail: inquiries@unicom-systems.com

An on-line Frequently Asked Questions (FAQ) page is available at:

<http://www.unicom-systems.com/Default.CFM?Page=180>



Technical requirements

Javascript and Cookies

The [Unicom Systems](#) website uses both Javascript, and Cookies to provide advanced functionality to users. Please ensure that your web browser is configured to allow both Javascript and Cookies. If Javascript and Cookies are not enabled on your web browser, you will be unable to use the site and will receive the following message:

In order to use this site you must have both javascript and cookies enabled on your browser. Your browser currently has javascript and/or cookies disabled. Please change your browser settings or contact your technical support staff for assistance.

If you receive this message and cannot configure your browser yourself, you will need to contact your own technical support staff for assistance.

Attachments with bid solicitations

You can upload and include attachments with your bid solicitations. Each attachment must be in Adobe Acrobat (PDF) format and be no more than 5 MB in size. You are limited to a total of 100 MB of disk space for attachments per organization. If your attachments are in some format other than Adobe Acrobat (PDF), you will need to contact your own technical support staff for assistance.

Recommended web browsers

For best results we recommend that you use one of the following web browsers when using the [Unicom Systems](#) website:

- Microsoft Internet Explorer 8.0.6001.18928
- Mozilla Firefox 3.6.3.

The [Unicom Systems](#) website has been extensively tested using these web browsers. The site may not function properly with other web browsers.

Setting up an account

Step 1: Navigate to the [Unicom Systems](http://www.unicom-systems.com) website.

<http://www.unicom-systems.com>

Step 2: Click the “Set Up Account” link.

See [Figure 3](#).

The “Account details” page will open. See [Figure 4](#).

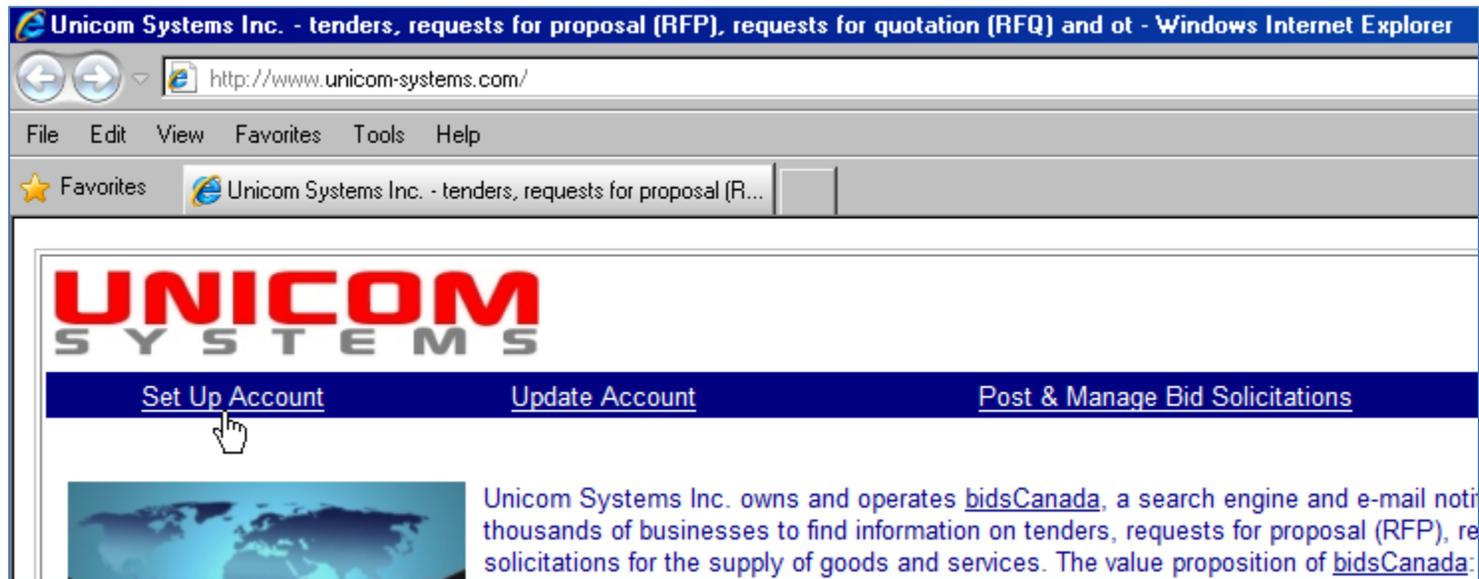


Figure 3

Step 3: Complete the required fields on the “Account details” page.

Required fields are denoted by an *. See [Figure 4](#).



IMPORTANT:

- You will need to enter a valid “Organization Website Address”. This is usually the address to the page on your website where you display additional information regarding specific bid solicitations or information on responding to bid solicitations. If you intend to have multiple users from your organization posting bid solicitations, ensure that you all use the same “Organization Website Address”. This is required to properly group and display solicitations. See [Figure 4](#).
- Ensure that you use a valid e-mail address. This is important as a confirmation message will be sent to the e-mail address that you provide. Your account cannot be set up without a valid e-mail address. See [Figure 4](#).

Step 4: Click the “I agree to the terms and conditions” radio button.

Carefully read and understand both the “Terms and Condition of Use” and the “Privacy Policy” prior to selecting the “I agree to the terms and conditions” radio button. See [Figure 4](#).

Step 5: Click the “Submit” button.

See [Figure 4](#).

Once you have successfully completed and submitted your account information, a message will be sent to the e-mail address that you provided. In order to establish an account you must confirm your e-mail address by clicking a link in that message. Please note that your account will not be activated until your e-mail address has been confirmed. This is done to ensure that the e-mail address that you provided belongs to you.

Once your e-mail address has been confirmed, your account will be reviewed. If your account meets [Unicom Systems](#)’ review criteria, it will be activated and you will be sent user credentials and further instructions via e-mail. The user credentials and instructions will enable you to begin posting tenders, requests for proposal (RFP), requests for quotation (RFQ) and other bid solicitations immediately. The account review and activation process generally occurs within 24 hours of an e-mail address being confirmed.

UNICOM SYSTEMS

[Home](#) [Update Account](#) [Post & Manage Bid Solicitations](#) [FAQ](#) [Terms & Conditions/Privacy Policy](#) [Contacts](#) [About](#)

[<<Log In>>](#)

Please complete and submit your account details. Fields with * are mandatory.

* First name

* Surname

* Organization name

* Organization website address (e.g. www.yourorganization.ca)
Note: ensure that all users from your organization who post bid solicitations use the same website address. This is required to properly group and display bid solicitations.

* Province, state or country

* E-mail address

By accessing this website, you are agreeing to be bound by the Unicom Systems [Terms and Conditions of Use](#) and the [Privacy Policy](#) below:

Unicom Systems Terms of Service and Conditions of Use

1. Your relationship with Unicom Systems

1.1 Your use of Unicom Systems' products, software, services and

Privacy Policy

Your privacy is very important to us. Accordingly, we have developed this Policy in order for you to understand how we

I agree to the terms and conditions I do not agree to the terms and conditions

All entries, except for E-mail Address and Organization Website, will be automatically changed to upper case. E-mail Address and Organization Website will be automatically changed to lower case.

Figure 4

Updating an account

Logging In

Step 1: Navigate to the [Unicom Systems](http://www.unicom-systems.com) website.

<http://www.unicom-systems.com>

Step 2: Click the “Update Account” link.

See [Figure 5](#).

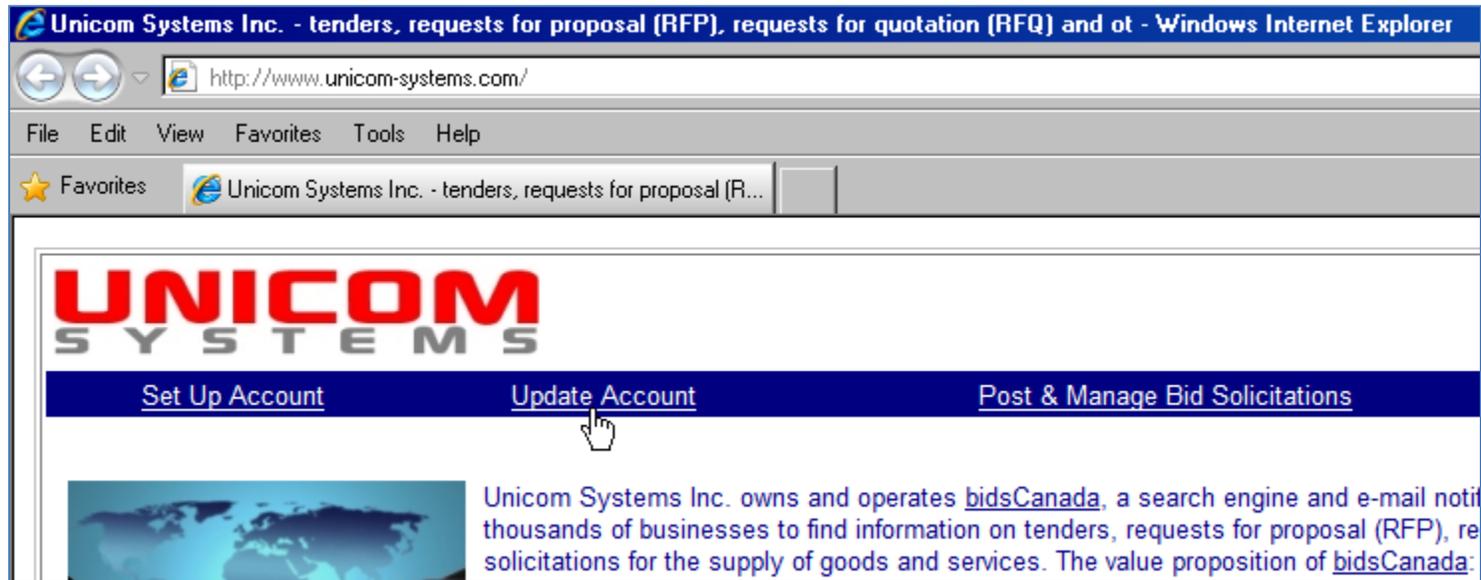


Figure 5

Step 3: Enter your user name and password.

See [Figure 6](#).

Your user name and password were sent to you via e-mail when your account was approved. If you have forgotten your username or password or if you are not sure if you have an account, click the link below the “Submit” button and then follow the online instructions. See [Figure 6](#).

Step 4: Click the “Submit” button.

See [Figure 6](#).

The “Account details page” will open. See [Figure 7](#).

UNICOM
SYSTEMS

Home Set Up Account Update Account Post & Manage Bid Solicitations FAQ Terms & Conditions/Privacy Policy Contacts About

Log In

User Name
john.doe@yourorganizatio

Password
●●●●●●●●

Submit

If you have forgotten your username and/or password or if you are not sure if you have an account, click [here](#).

Posting and managing bid solicitations requires a free Unicom Systems account.

- If you **have** an account, please log in to:
 - post and manage bid solicitations.
 - update your account information.
- If you **do not have** a free [account](#), you can set one up by clicking [here](#).
- If you **are not sure** if you have already have an account click [here](#).

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E-mail: inquiries@unicom-systems.com

Figure 6

Updating the account

Step 1: Update the required fields on the “Account details” page.
Required fields are denoted by an *. See [Figure 7](#).

Step 2: Click the “Submit” button at the bottom of the page.
See [Figure 7](#).

UNICOM SYSTEMS

[Home](#) [Update Account](#) [Post & Manage Bid Solicitations](#) [FAQ](#) [Terms & Conditions/Privacy Policy](#) [Contacts](#) [About](#) [<<Log Out>>](#)

Please complete and submit your account details. Fields with * are mandatory.

* First name

* Surname

* Organization name

* Organization website address (e.g. www.yourorganization.ca)
Note: ensure that all users from your organization who post bid solicitations use the same website address. This is required to properly group and display bid solicitations.

* Province, state or country

* Password

* Confirm password

* E-mail address

By accessing this website, you are agreeing to be bound by the Unicom Systems [Terms and Conditions of Use](#) and the [Privacy Policy](#) below:

Unicom Systems Terms of Service and Conditions of Use

1. Your relationship with Unicom Systems

1.1 Your use of Unicom Systems' products, software, services and

Privacy Policy

Your privacy is very important to us. Accordingly, we have developed this Policy in order for you to understand how we collect, use, communicate and disclose and make use of personal

I agree to the terms and conditions I do not agree to the terms and conditions

All entries, except for E-mail Address and Organization Website, will be automatically changed to upper case. E-mail Address and Organization Website will be automatically changed to lower case.

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E-mail: inquiries@unicom-systems.com

Figure 7

Managing bid solicitations

Logging In

Step 1: Navigate to the [Unicom Systems](http://www.unicom-systems.com) website.
<http://www.unicom-systems.com>

Step 2: Click the “Post & Manage Bid Solicitations” link.
See [Figure 8](#).

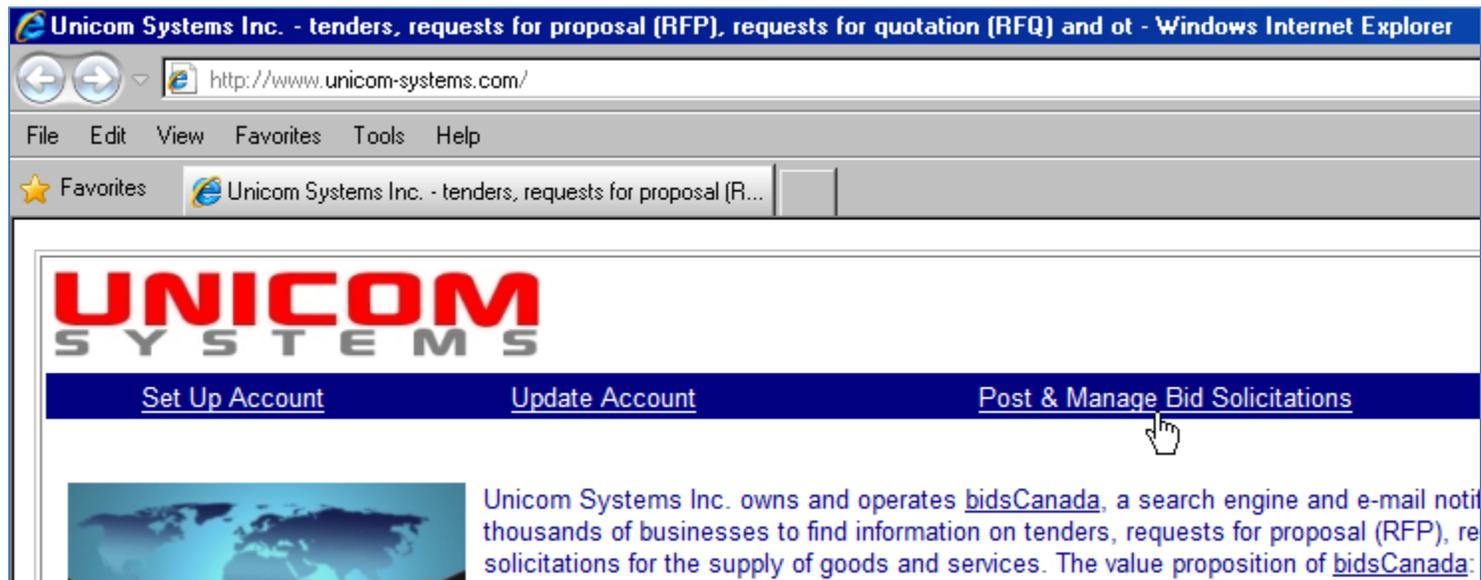


Figure 8

Step 3: Enter your user name and password.
See [Figure 9](#).

Your user name and password were sent to you via e-mail when your account was approved. If you have forgotten your username or password or if you are not sure if you have an account, click the link below the “Submit” button and then follow the online instructions. See [Figure 9](#).

Step 4: Click the “Submit” button.

See [Figure 9](#).

UNICOM SYSTEMS

[Home](#) [Set Up Account](#) [Update Account](#) [Post & Manage Bid Solicitations](#) [FAQ](#) [Terms & Conditions/Privacy Policy](#) [Contacts](#) [About](#)

Log In

User Name
john.doe@yourorganizatio

Password
●●●●●●

If you have forgotten your username and/or password or if you are not sure if you have an account, click [here](#).

Posting and managing bid solicitations requires a free Unicom Systems account.

- If you **have** an account, please log in to:
 - post and manage bid solicitations.
 - update your account information.
- If you **do not have** a free [account](#), you can set one up by clicking [here](#).
- If you **are not sure** if you already have an account click [here](#).

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E-mail: inquiries@unicom-systems.com

Figure 9

Posting a bid solicitation

Step 1: Log in.

For additional information, see “[Managing bid solicitations - Logging In](#)”.

Step 2: Click the “Post a bid solicitation” link.

See [Figure 10](#).

The “Post a bid solicitation” page will open.

The screenshot shows a web application interface for UNICOM SYSTEMS. At the top, there is a navigation bar with links for Home, Update Account, FAQ, Terms & Conditions/Privacy Policy, Contacts, and About. A red "Log Out" link is also present. The main heading is "Manage your bid solicitations - JOHN DOE". Below this, a status message indicates "Disk space remaining for attachments: 100 MB allotted - 0.00 MB used = 100.00 MB remaining". There are three links: "[Post a bid solicitation]", "[View all bid solicitations for YOUR ORGANIZATION]", and "[Get integration code/view users]". A search bar is located below the links, with a "Search" label and a "Submit" button. To the right of the search bar is a dropdown menu for "Maximum number of records to display" with the value "20" selected. At the bottom left, it says "There are no records to display." At the bottom right, there is a copyright notice: "© Copyright 2010 Unicom Systems Inc., all rights reserved. E-mail: inquiries@unicom-systems.com".

Figure 10

Step 3: Complete the required fields.

Required fields are denoted by an *.

IMPORTANT:

- The Description can be no more than 1,000 characters long. The remaining number of characters is displayed as you type.
- The Closing Date must be greater than the current date but less than one year in the future. Closed bid solicitations are automatically deleted from the system.
- If the Status is "Active" (the default), the bid solicitation will be posted to [bidsCanada](#) within 24 hours - bid solicitations are not posted to [bidsCanada](#) in real-time. If the Status is "Inactive", the bid solicitation will not be posted to [bidsCanada](#). You may wish to set the bid solicitation to "Inactive" if you wish to continue work on it prior to setting it to "Active" and posting it to [bidsCanada](#).

- UNSPSC is the acronym for the United Nations Standard Products and Services Code. It is a coding system that can be used to classify both products and services. While it is not mandatory that you use a UNSPC commodity description when posting a bid solicitation, it is highly recommended as it greatly assists suppliers when searching for bid solicitations.

For example, if a supplier used the keyword “construction” to search for a road maintenance solicitation in [bidsCanada](#), it would only be found if the word “construction” was included in somewhere in the title or description of the solicitation. However, if you add a commodity description for “road maintenance” that includes the word “construction” in the Description or Definition, the same bid solicitation would be found by the supplier. This is because the Description and Definition are invisibly added to the bid solicitation description. This greatly increases the chances that a qualified supplier will find and respond to your bid solicitation. This is particularly true for suppliers that offer a broad range of goods or services. We provide a handy UNSPSC commodity description look up tool for your convenience.

Step 4: Click the “Click here to look up and select a UNSPC commodity description” link.

See [Figure 11](#).

The “Search for UNSPSC Commodity Description” pop up window will open. See [Figure 12](#).

<p>* Primary location where goods or services are to be delivered or work performed:</p>	<div style="border: 1px solid black; padding: 2px;"> <p>ONTARIO</p> <p>PRINCE EDWARD ISLAND</p> <p>QUEBEC</p> <p>SASKATCHEWAN</p> <p>YUKON TERRITORY</p> </div>
<p>UNSPC commodity description:</p> <p><i>Note: use of a UNSPC commodity description is not mandatory but is highly recommended for both goods and services. It will aid potential suppliers in searching for this opportunity.</i></p>	<p>Click here to look up and select a UNSPC commodity description</p>
<p>* Type:</p>	<div style="border: 1px solid black; padding: 2px;"> <p>Expression of Interest</p> <p>Invitation to Quote</p> <p>Notification of Intent to Contract</p> <p>Request for Qualifications</p> <p>Other</p> </div>

Figure 11

Step 5: Enter the appropriate keywords to search for a commodity description.

See [Figure 12](#).

Step 6: Click the “Submit” button.

See [Figure 12](#).

Step 7: Click on the “Click here to select [commodity code]” link to select the appropriate commodity description.

See [Figure 12](#).

The pop up window will automatically close and the UNSPSC description and definition will be added to your bid solicitation. See [Figure 13](#).

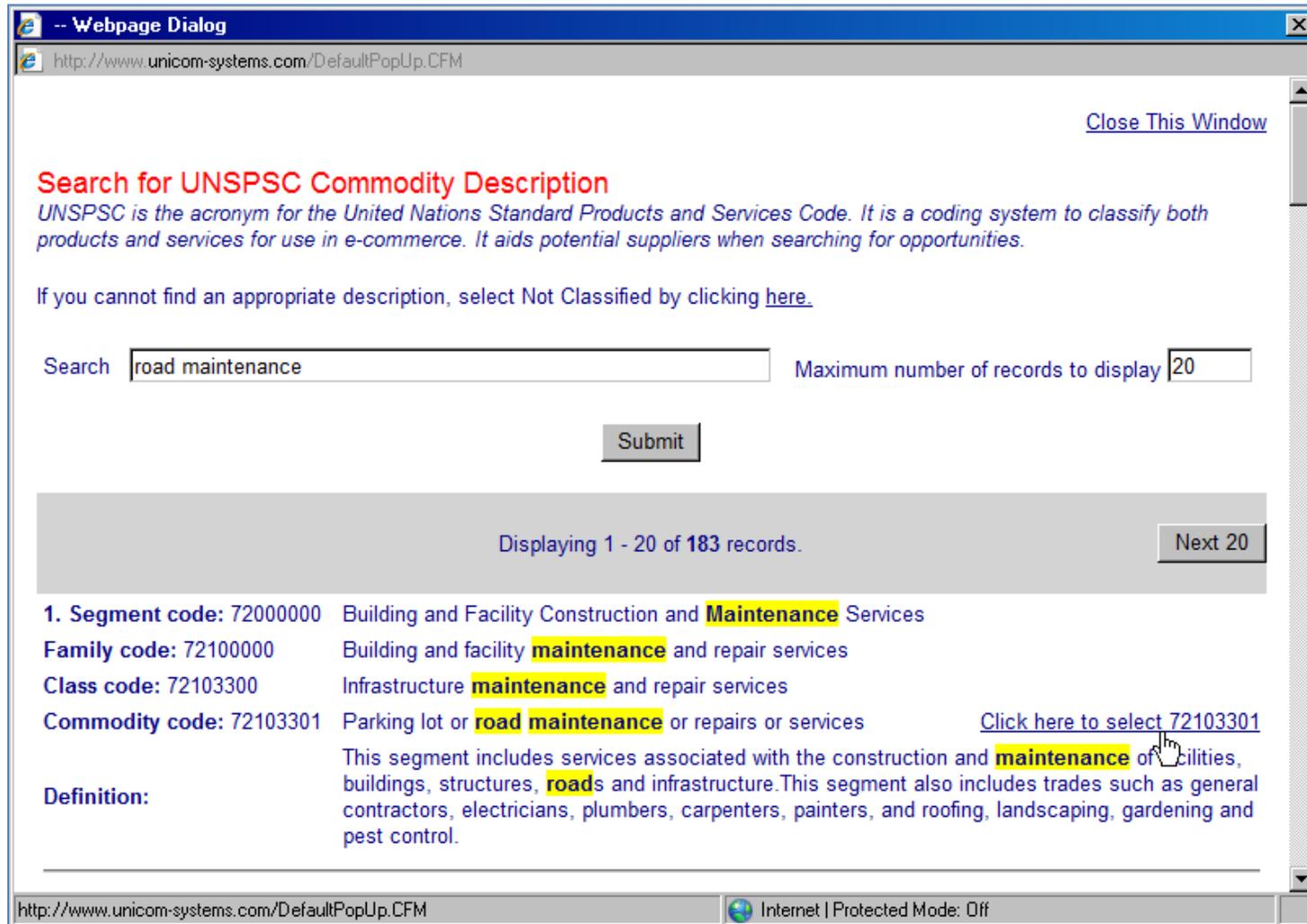


Figure 12



Step 8: Complete the rest of the required fields on the “Post a bid solicitation” page.

Required fields are denoted by an *. See [Figure 13](#).

Step 9: Click the “Submit” button at the bottom of the “Post a bid solicitation” page.

See [Figure 13](#).

You will be returned to the “Manage your bid solicitations” page. See [Figure 14](#).

<p>* Primary location where goods or services are to be delivered or work performed:</p>	<p>ONTARIO PRINCE EDWARD ISLAND QUEBEC SASKATCHEWAN YUKON TERRITORY</p>
<p>UNSPC commodity description: <i>Note: use of a UNSPC commodity description is not mandatory but is highly recommended for both goods and services. It will aid potential suppliers in searching for this opportunity.</i></p>	<p>Parking lot or road maintenance or repairs or services Click here to look up and select a UNSPC commodity description</p>
<p>* Type:</p>	<p>Tender Request for Proposal Request for Information Expression of Interest Invitation to Quote</p>
<p>* Document reference number</p>	<p>RFP 2010-150</p>
<p>* Title <i>Note: ensure that you include descriptive keywords that will aid potential suppliers in searching for this opportunity.</i></p>	<p>Road Maintenance</p>
<p>Description <i>Note: plain text only with 1,000 characters or less, including spaces and punctuation. Non plain text formatting will be automatically stripped out. Ensure that you include descriptive keywords that will aid potential suppliers in searching for this opportunity.</i></p> <p>816 characters left.</p>	<p>My Organization is seeking qualified contractors to provide road maintenance services on as "as required" basis.</p> <p>The closing time for this RFP is no later than 2:00 p.m. local time.</p>

Figure 13

UNICOM SYSTEMS

[Home](#) [Update Account](#) [FAQ](#) [Terms & Conditions/Privacy Policy](#) [Contacts](#) [About](#) [<<Log Out>>](#)

Manage your bid solicitations - JOHN DOE

Disk space remaining for attachments: 100 MB allotted - 0.00 MB used = 100.00 MB remaining

[\[Post a bid solicitation\]](#) [\[View all bid solicitations for YOUR ORGANIZATION\]](#) [\[Get integration code/view users\]](#)

Search Maximum number of records to display

Displaying 1 - 1 of 1 record.

[UPDATE]	Request for Proposal: RFP 2010-150 Status: Active
[MANAGE ATTACHMENTS]	Road Maintenance Closing date: Monday, August 02, 2010
[DELETE]	My Organization is seeking qualified contractors to provide road maintenance services on as "as required" basis.
	The closing time for this RFP is no later than 2:00 p.m. local time.
	The primary location where goods or services are to be delivered or work performed is ONTARIO, CANADA.
	UNSPSC classification: Parking lot or road maintenance or repairs or services. Infrastructure maintenance and repair services. Building and facility maintenance and repair services. Building and Facility Construction and Maintenance Services. This segment includes services associated with the construction and maintenance of facilities, buildings, structures, roads and infrastructure. This segment also includes trades such as general contractors, electricians, plumbers, carpenters, painters, and roofing, landscaping, gardening and pest control.
	For more information contact:
	JOHN DOE E-mail: john.doe@yourorganization.ca
	YOUR ORGANIZATION , ONTARIO, CANADA
	Content last updated: Sunday, June 20, 2010 Originally posted: Sunday, June 20, 2010

Figure 14

Updating a bid solicitation

Step 1: Log in.

For additional information, see "[Managing bid solicitations - Logging In](#)".

Step 2: Click on the "UPDATE" link.

See [Figure 15](#).

The "Update a bid solicitation" page will open.

UNICOM SYSTEMS

[Home](#) [Update Account](#) [FAQ](#) [Terms & Conditions/Privacy Policy](#) [Contacts](#) [About](#) [<<Log Out>>](#)

Manage your bid solicitations - JOHN DOE

Disk space remaining for attachments: 100 MB allotted - 0.00 MB used = 100.00 MB remaining

[\[Post a bid solicitation\]](#) [\[View all bid solicitations for YOUR ORGANIZATION\]](#) [\[Get integration code/view users\]](#)

Search Maximum number of records to display

Displaying 1 - 1 of 1 record.

[UPDATE] [MANAGE ATTACHMENTS] [DELETE]	Request for Proposal: RFP 2010-150 Status: Active Road Maintenance Closing date: Monday, August 02, 2010
	My Organization is seeking qualified contractors to provide road maintenance services on as "as required" basis. The closing time for this RFP is no later than 2:00 p.m. local time. The primary location where goods or services are to be delivered or work performed is ONTARIO, CANADA. UNSPSC classification: Parking lot or road maintenance or repairs or services. Infrastructure maintenance and repair services. Building and facility maintenance and repair services. Building and Facility Construction and Maintenance Services. This segment includes services associated with the construction and maintenance of facilities, buildings, structures, roads and infrastructure. This segment also includes trades such as general contractors, electricians, plumbers, carpenters, painters, and roofing, landscaping, gardening and pest control. For more information contact: JOHN DOE E-mail: john.doe@yourorganization.ca YOUR ORGANIZATION , ONTARIO, CANADA Content last updated: Sunday, June 20, 2010 Originally posted: Sunday, June 20, 2010

Figure 15



Step 3: Update the required fields on the “Update a bid solicitation’ page.

Required fields are denoted by an *.

Step 4: Click the “Submit” button at the bottom of the page.

Managing attachments

You can upload and include attachments with your bid solicitations. Each attachment must be in Adobe Acrobat (PDF) format and be no more than 5 MB in size. You are limited to a total of 100 MB per organization. Note that attached files and their contents are not indexed for searching purposes.

Step 1: Log in.

For additional information, see “[Managing bid solicitations – Logging In](#)”.

Step 2: Click on the “MANAGE ATTACHMENTS” link.

See [Figure 16](#).

UNICOM SYSTEMS

[Home](#) [Update Account](#) [FAQ](#) [Terms & Conditions/Privacy Policy](#) [Contacts](#) [About](#) [<<Log Out>>](#)

Manage your bid solicitations - JOHN DOE

Disk space remaining for attachments: 100 MB allotted - 0.00 MB used = 100.00 MB remaining

[\[Post a bid solicitation\]](#) [\[View all bid solicitations for YOUR ORGANIZATION\]](#) [\[Get integration code/view users\]](#)

Search Maximum number of records to display

Displaying 1 - 1 of 1 record.

[UPDATE]	Request for Proposal: RFP 2010-150 Status: Active
[MANAGE ATTACHMENTS]	Road Maintenance Closing date: Monday, August 02, 2010
[DELETE]	My Organization is seeking qualified contractors to provide road maintenance services on as "as required" basis.
	The closing time for this RFP is no later than 2:00 p.m. local time.
	The primary location where goods or services are to be delivered or work performed is ONTARIO, CANADA.
	UNSPSC classification: Parking lot or road maintenance or repairs or services. Infrastructure maintenance and repair services. Building and facility maintenance and repair services. Building and Facility Construction and Maintenance Services. This segment includes services associated with the construction and maintenance of facilities, buildings, structures, roads and infrastructure. This segment also includes trades such as general contractors, electricians, plumbers, carpenters, painters, and roofing, landscaping, gardening and pest control.
	For more information contact:
	JOHN DOE E-mail: john.doe@yourorganization.ca
	YOUR ORGANIZATION , ONTARIO, CANADA
	Content last updated: Sunday, June 20, 2010 Originally posted: Sunday, June 20, 2010

Figure 16

Step 3: Click on the “Upload” button.

See [Figure 17](#).

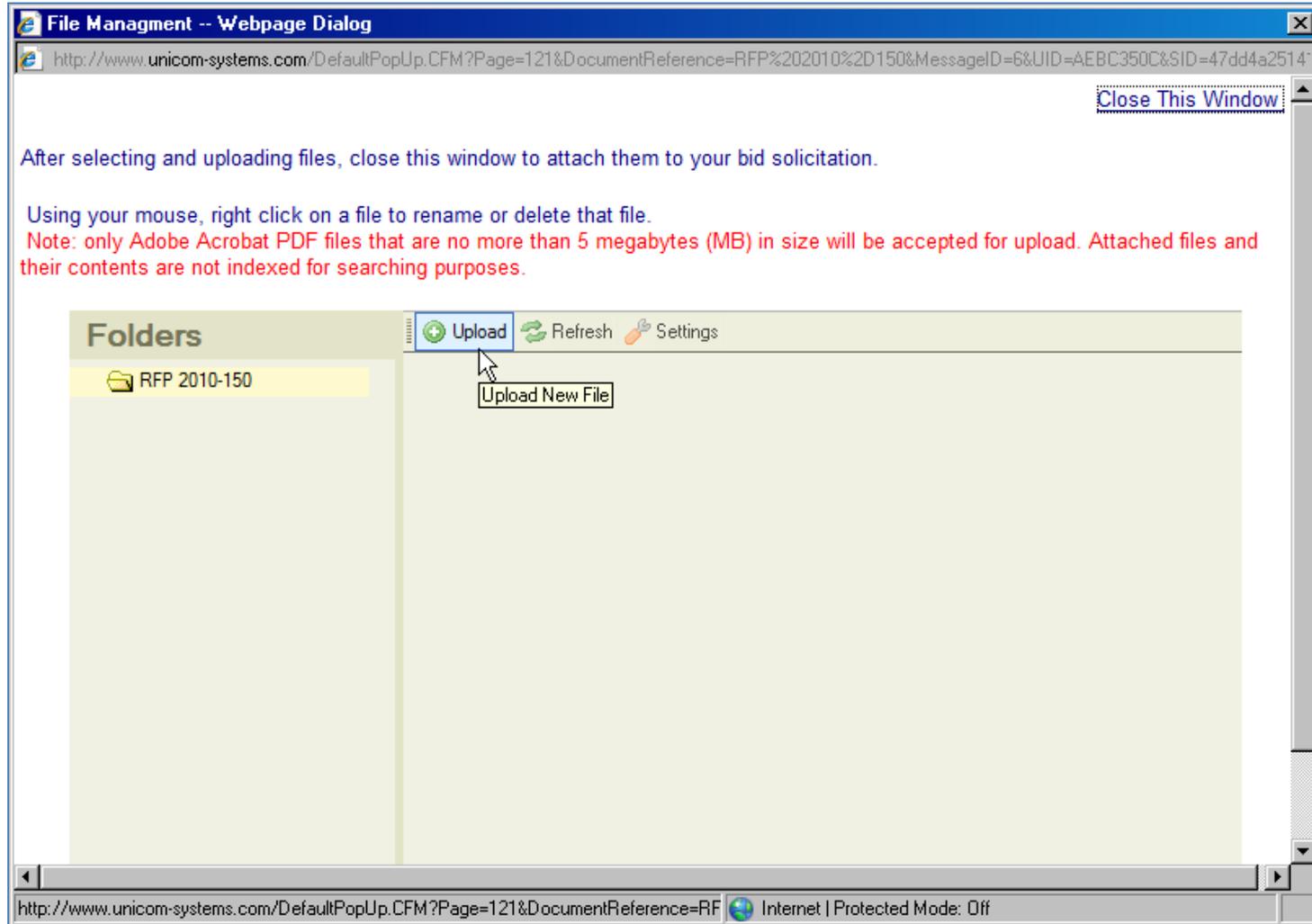


Figure 17

Step 4: Click on the “Browse” button.

See [Figure 18](#).

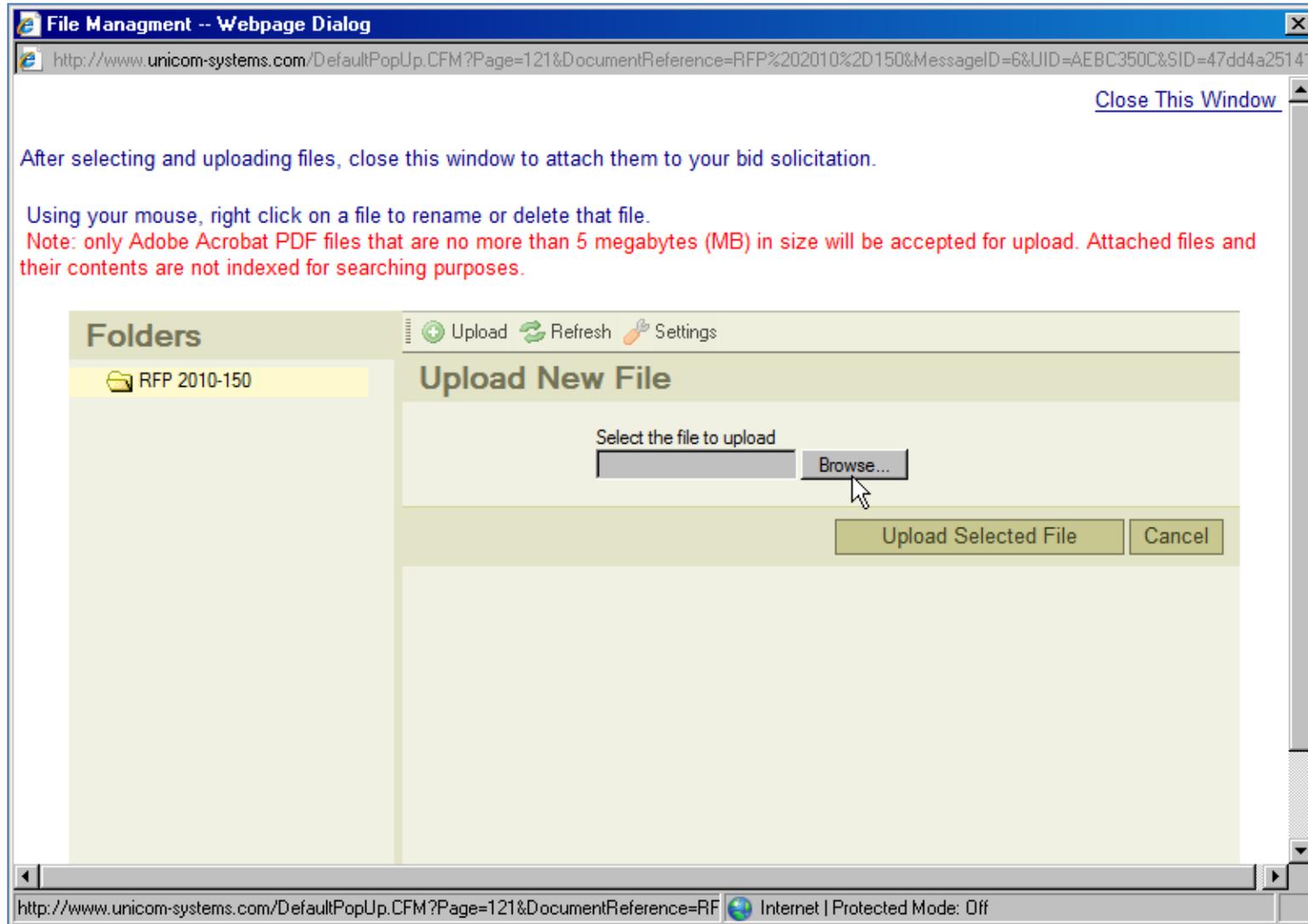


Figure 18

Step 5: Click on the file that you wish to upload as an attachment.

Ensure that the file is in Adobe Acrobat (PDF) format and no more than 5 MB in size. See [Figure 19](#).

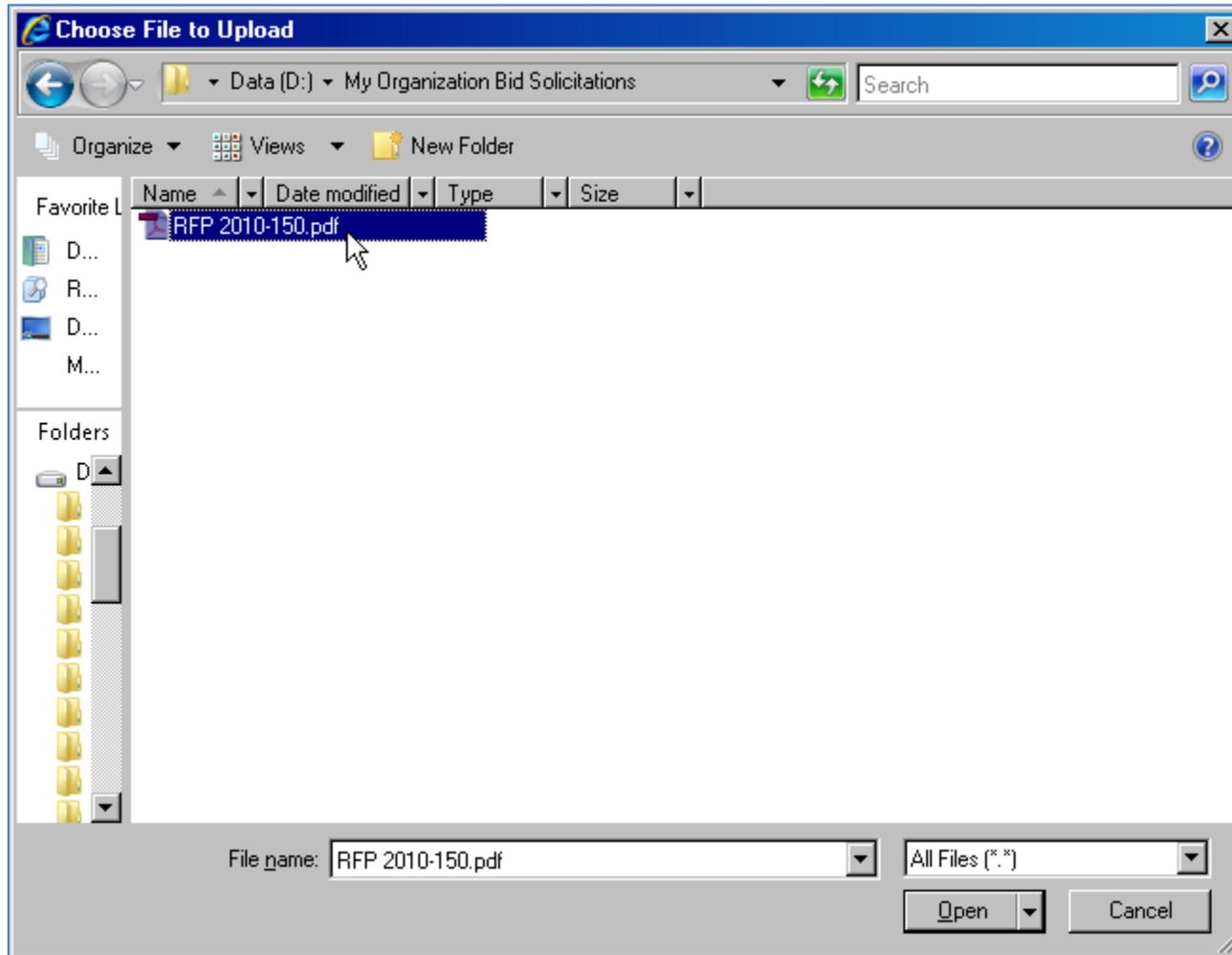


Figure 19

Step 6: Click on the “Open” button.
See [Figure 20](#).

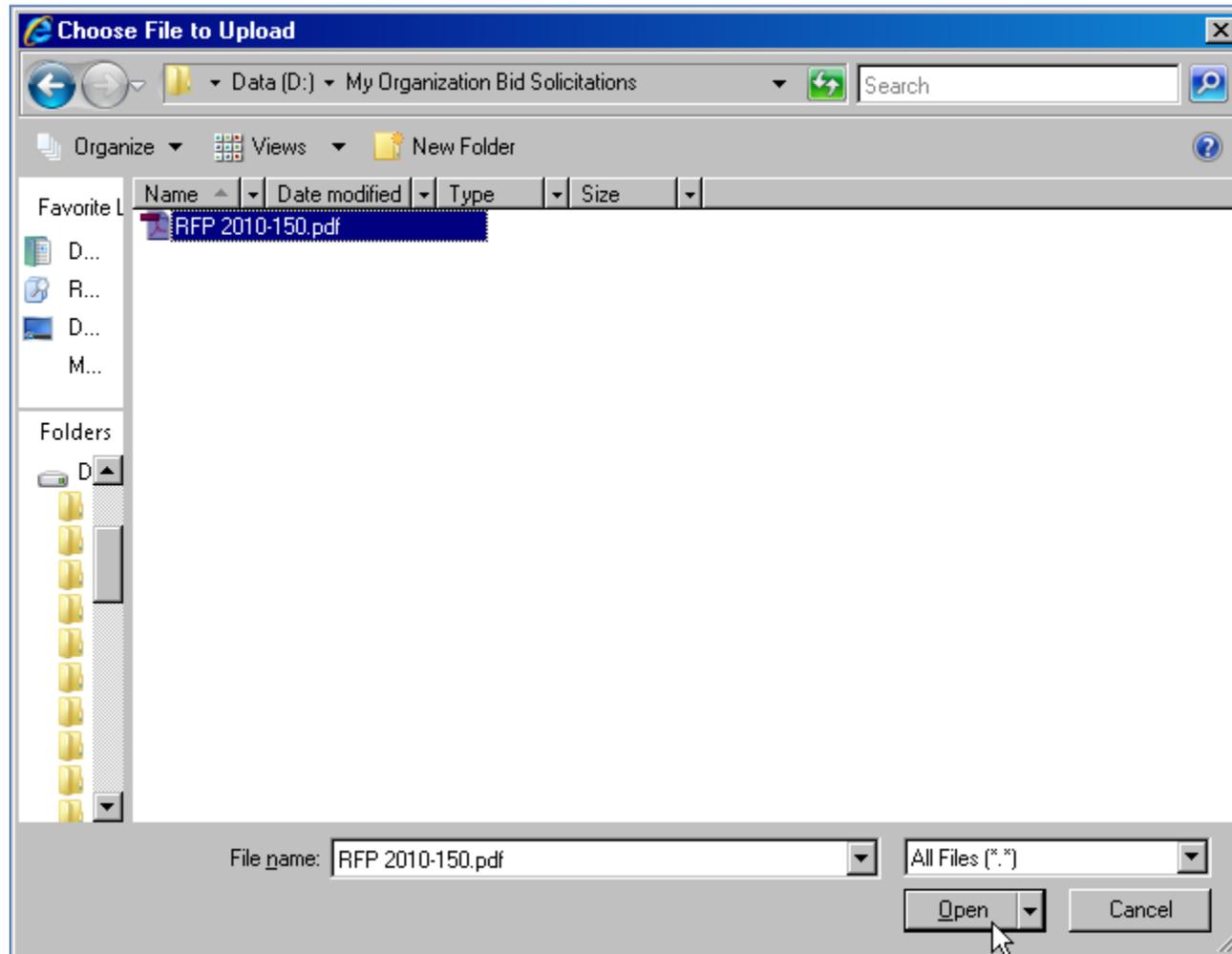


Figure 20

Step 7: Click on the “Upload Selected File” button.

See [Figure 21](#).

The uploaded file will appear. See [Figure 22](#).

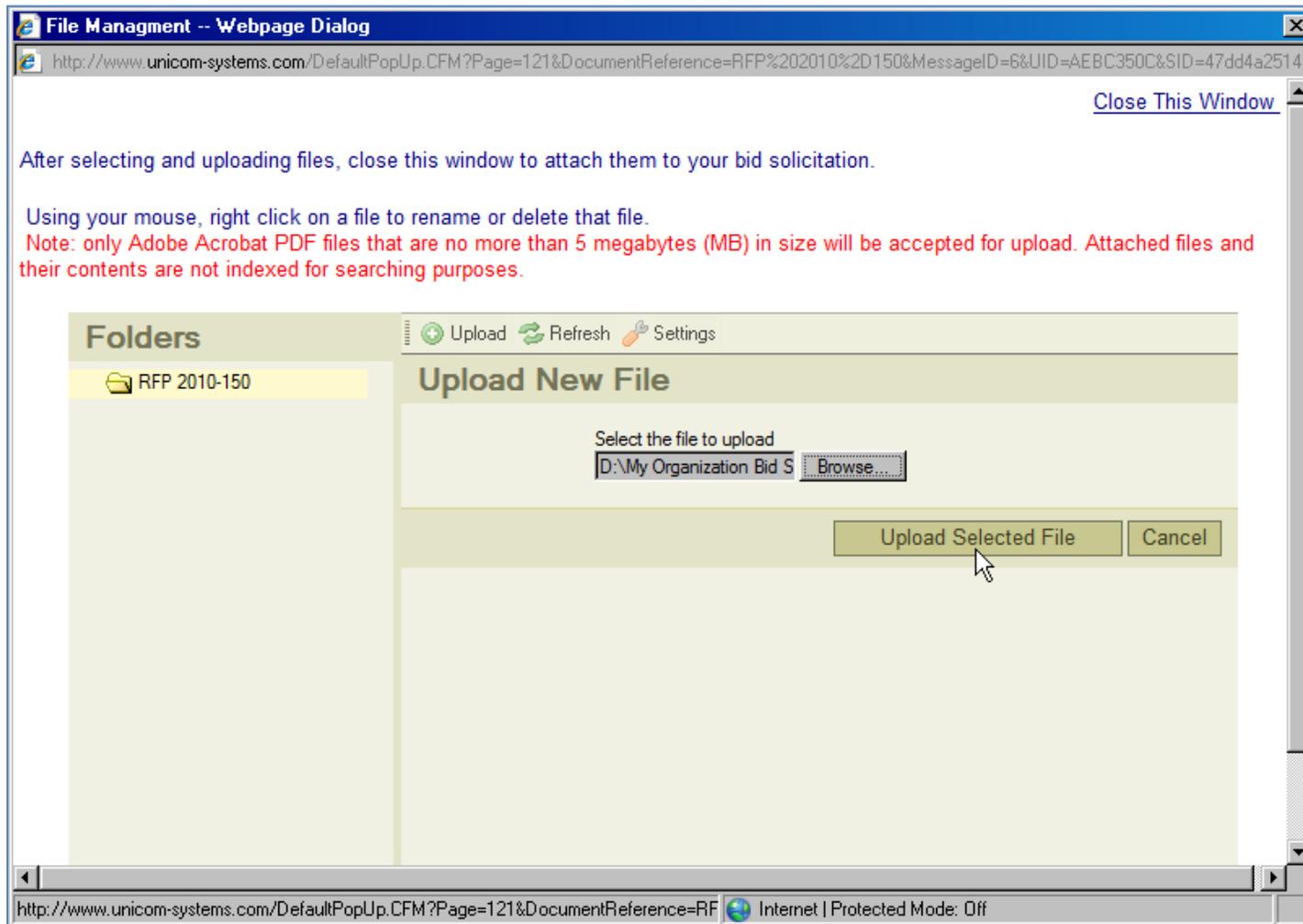


Figure 21

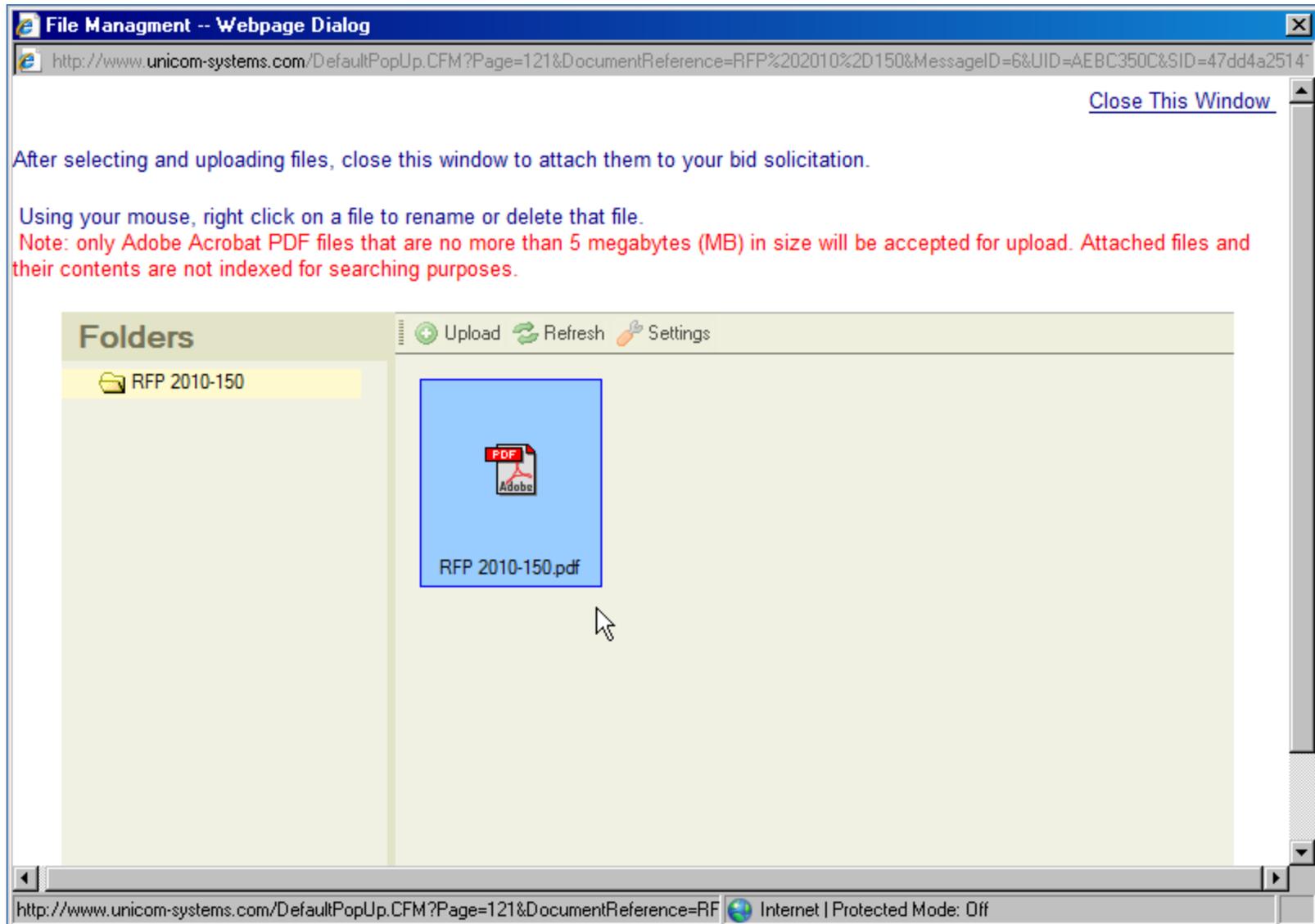


Figure 22

Step 8: Right click on the uploaded file to rename or delete it.

See [Figure 23](#).

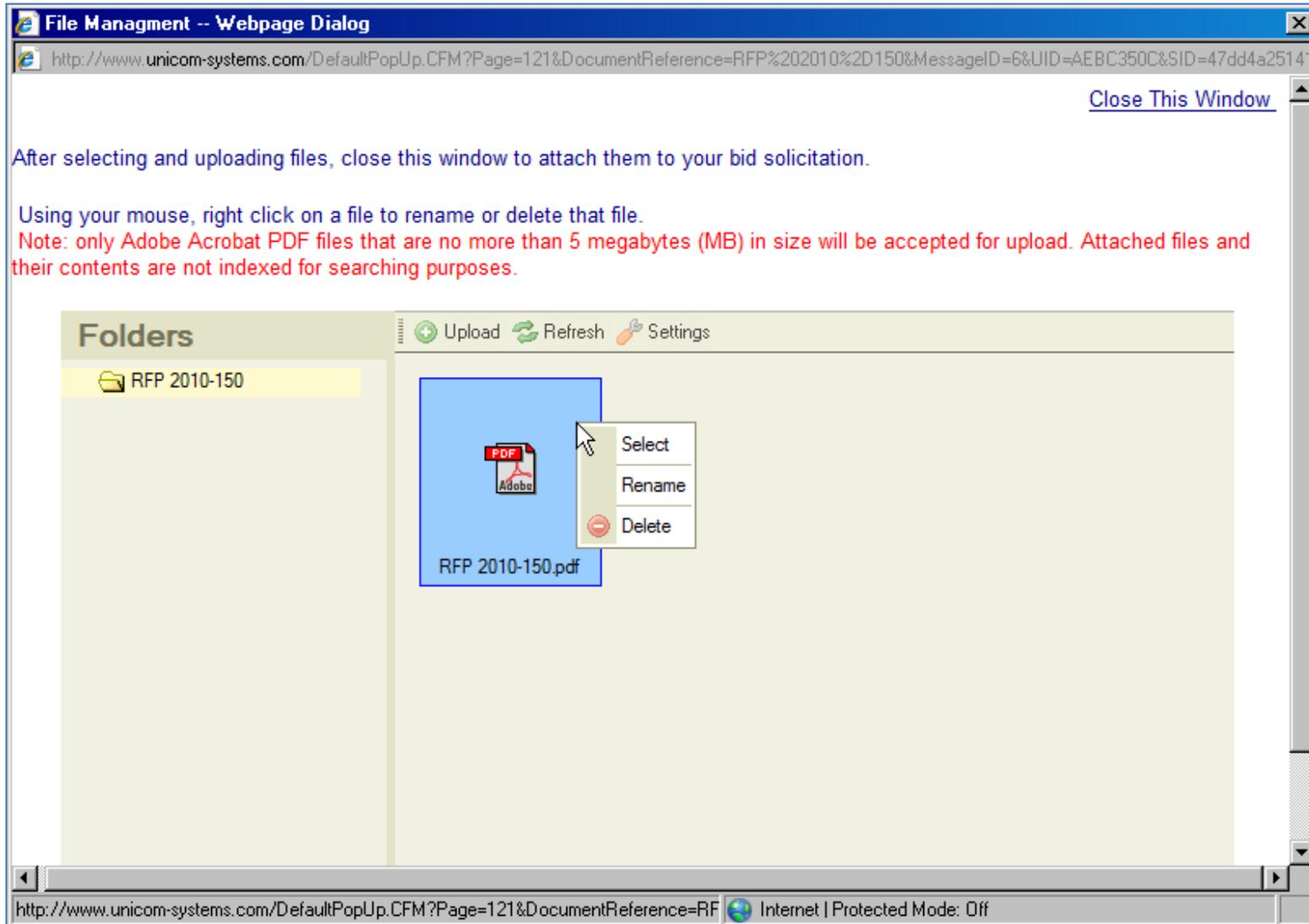


Figure 23

Step 9: Click the “Close This Window” link.

See [Figure 24](#).

You will be returned to the “Manage your bid solicitations” page and the file(s) will be attached to the appropriate solicitation. See [Figure 25](#). Note that you can add, delete or rename files at any time. This is useful if you have addendums or other information to add after posting a bid solicitation.

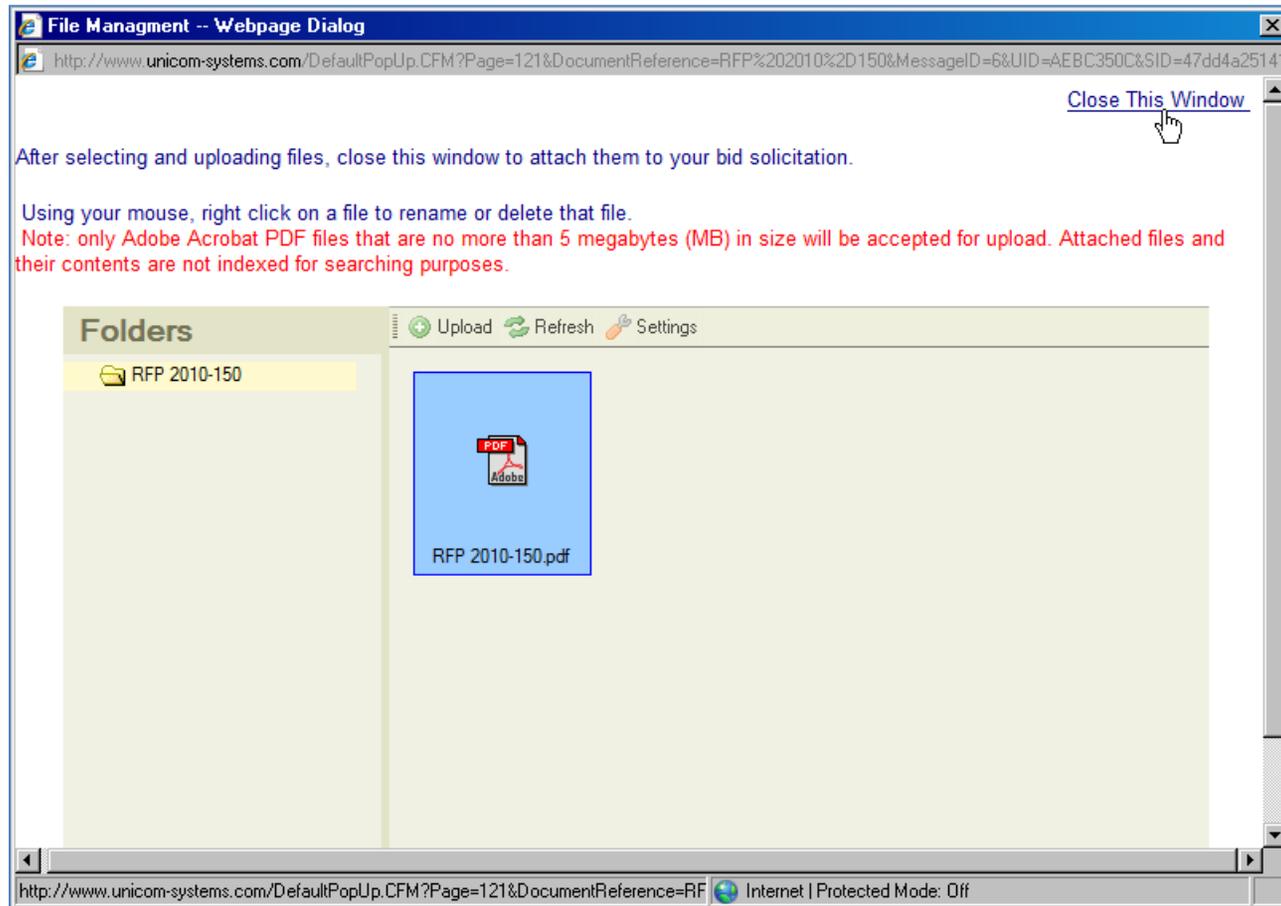


Figure 24

UNICOM SYSTEMS

[Home](#) [Update Account](#) [FAQ](#) [Terms & Conditions/Privacy Policy](#) [Contacts](#) [About](#)

[<<Log Out>>](#)

Manage your bid solicitations - JOHN DOE

Disk space remaining for attachments: 100 MB allotted - 0.01 MB used = 99.99 MB remaining

[\[Post a bid solicitation\]](#) [\[View all bid solicitations for YOUR ORGANIZATION\]](#) [\[Get integration code/view users\]](#)

Search Maximum number of records to display

Displaying 1 - 1 of 1 record.

[UPDATE] [MANAGE ATTACHMENTS] [DELETE]	<p>Request for Proposal: RFP 2010-150 Status: Active</p> <p>Road Maintenance Closing date: Monday, August 02, 2010</p> <p>My Organization is seeking qualified contractors to provide road maintenance services on as "as required" basis.</p> <p>The closing time for this RFP is no later than 2:00 p.m. local time.</p> <p>The primary location where goods or services are to be delivered or work performed is ONTARIO, CANADA.</p> <p>UNSPSC classification: Parking lot or road maintenance or repairs or services. Infrastructure maintenance and repair services. Building and facility maintenance and repair services. Building and Facility Construction and Maintenance Services. This segment includes services associated with the construction and maintenance of facilities, buildings, structures, roads and infrastructure. This segment also includes trades such as general contractors, electricians, plumbers, carpenters, painters, and roofing, landscaping, gardening and pest control.</p> <p>Attachments:  RFP 2010-150.pdf (0.01 MB, posted Jun-20-2010)</p> <p>For more information contact: JOHN DOE E-mail: john.doe@yourorganization.ca YOUR ORGANIZATION, ONTARIO, CANADA</p> <p><small>Content last updated: Sunday, June 20, 2010 Originally posted: Sunday, June 20, 2010 Attachment last posted: Sunday, June 20, 2010</small></p>
--	--

Figure 25

Deleting a bid solicitation

Step 1: Log in.

For additional information, see "[Managing bid solicitations - Logging In](#)".

Step 2: Click the appropriate "Delete" link.

See [Figure 26](#).

UNICOM SYSTEMS

[Home](#) [Update Account](#) [FAQ](#) [Terms & Conditions/Privacy Policy](#) [Contacts](#) [About](#) [<<Log Out>>](#)

Manage your bid solicitations - JOHN DOE

Disk space remaining for attachments: 100 MB allotted - 0.02 MB used = 99.98 MB remaining

[\[Post a bid solicitation\]](#) [\[View all bid solicitations for YOUR ORGANIZATION\]](#) [\[Get integration code/view users\]](#)

Search Maximum number of records to display

Displaying 1 - 1 of 1 record.

[UPDATE]	Request for Proposal: RFP 2010-150 Status: Active
[MANAGE ATTACHMENTS]	Road Maintenance Closing date: Monday, August 02, 2010
[DELETE]	My Organization is seeking qualified contractors to provide road maintenance services on as "as required" basis.

The closing time for this RFP is no later than 2:00 p.m. local time.

The primary location where goods or services are to be delivered or work performed is ONTARIO, CANADA.

UNSPSC classification: Parking lot or road maintenance or repairs or services. Infrastructure maintenance and repair services. Building and facility maintenance and repair services. Building and Facility Construction and Maintenance Services. This segment includes services associated with the construction and maintenance of facilities, buildings, structures, roads and infrastructure. This segment also includes trades such as general contractors, electricians, plumbers, carpenters, painters, and roofing, landscaping, gardening and pest control.

Attachments:

-  [RFP 2010-150 Addendum.pdf](#) (0.01 MB, posted Jun-20-2010)
-  [RFP 2010-150.pdf](#) (0.01 MB, posted Jun-20-2010)

For more information contact:
JOHN DOE E-mail: john.doe@yourorganization.ca
[YOUR ORGANIZATION](#), ONTARIO, CANADA

Content last updated: Sunday, June 20, 2010
Attachment last posted: Sunday, June 20, 2010 Originally posted: Sunday, June 20, 2010

Figure 26

Step 3: Click the “Yes” button.

See [Figure 27](#).

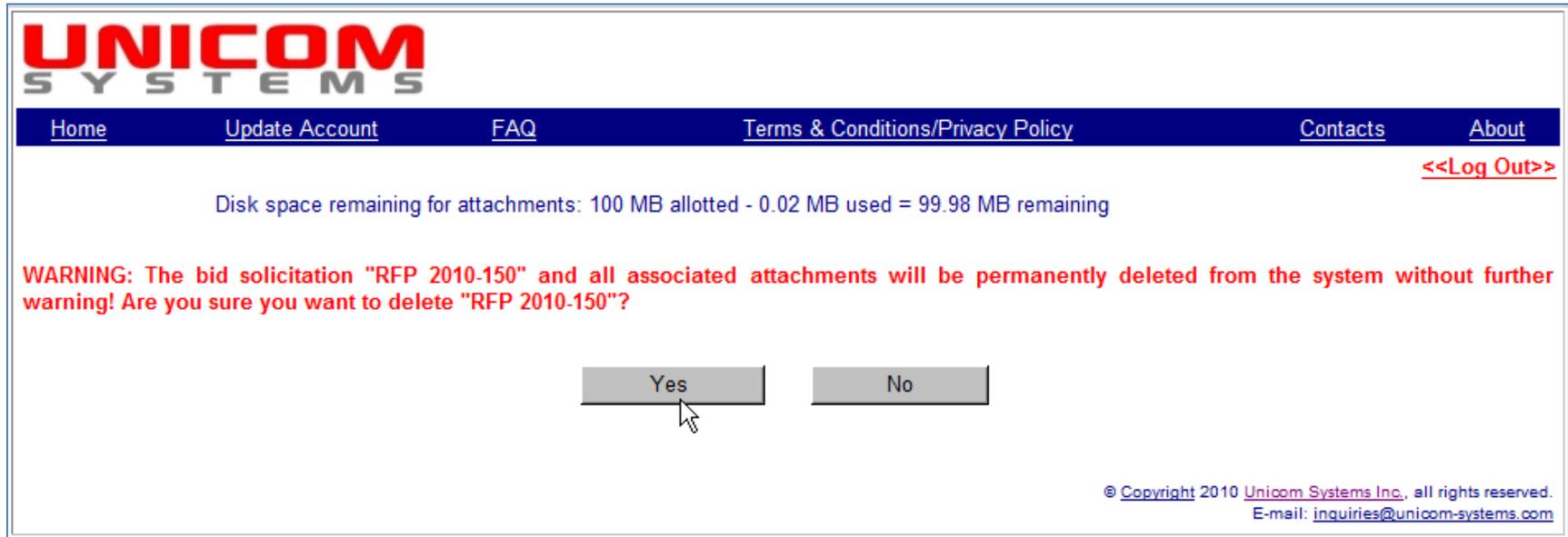


Figure 27

Viewing all bid solicitations

You can view all of your own bid solicitations, whether they are currently active or not, on the “Manage your bid solicitations” page. However, you can also view all of the active and open bid solicitations posted by all users in your organization, including your own, by clicking the “View all bid solicitations” link. If you opt to integrate bid solicitations on your own website, it will look very similar to the “View all bid solicitations” page.

Step 1: Log in.

For additional information, see “[Managing bid solicitations - Logging In](#)”.

Step 2: Click the “View all bid solicitations” link.

See [Figure 28](#).

The “All open and active bid solicitations” page will open.

The screenshot shows a web interface for a user named JOHN DOE. At the top, there is a navigation bar with links for Home, Update Account, FAQ, Terms & Conditions/Privacy Policy, Contacts, and About. A red '<<Log Out>>' link is positioned in the top right corner. Below the navigation bar, the main heading reads 'Manage your bid solicitations - JOHN DOE'. A status message indicates 'Disk space remaining for attachments: 100 MB allotted - 0.00 MB used = 100.00 MB remaining'. Three blue links are provided: '[Post a bid solicitation]', '[View all bid solicitations for YOUR ORGANIZATION]', and '[Get integration code/view users]'. A search form is located below these links, featuring a text input field with the word 'Search' inside, a 'Submit' button, and a dropdown menu for 'Maximum number of records to display' set to '20'. The message 'There are no records to display.' is shown at the bottom left. The footer contains copyright information: '© Copyright 2010 Unicom Systems Inc., all rights reserved. E-mail: inquiries@unicom-systems.com'.

Figure 28

Integrating with your website/viewing other users

[Unicom Systems](#) provides the code to display bid solicitations on your organization's own website. It is incredibly simple, just a few lines of HTML code to copy and paste on your own website. The entire process should take your webmaster less than a few minutes to implement.

Please note that the "Organization Website Address" indicated in a user's account settings is used to group bid solicitations for an organization. In order to properly group and display bid solicitations on your own website, you must ensure that all users from your organization who post bid solicitations use the same "Organization Website Address" in their account settings. Users from your organization may need to update their accounts to whichever standard you agree upon for the "Organization Website Address". See [Updating an account](#).

Step 1: Log in.

For additional information, see "[Managing bid solicitations - Logging In](#)".

Step 2: Click the “Get Integration Code/View Users” link.

See [Figure 29](#).

A pop up window will open with the code you require to display bid solicitations on your own website. Click on the “Click here to e-mail the code” link to send the code to your webmaster. See [Figure 30](#).

At the bottom of the pop up window you will see a list of all users who have provided the same “Organization Website Address” in their account information as you did. If you intend to have multiple users from your organization posting bid solicitation, ensure that you all use the same “Organization Website Address”. This is required to properly group and display solicitations. See [Figure 30](#).

The screenshot displays the UNICOM SYSTEMS user interface. At the top left is the UNICOM SYSTEMS logo. A dark blue navigation bar contains links for Home, Update Account, FAQ, Terms & Conditions/Privacy Policy, Contacts, and About. In the top right corner, there is a red link for <<Log Out>>. The main content area is titled "Manage your bid solicitations - JOHN DOE" in red. Below the title, it shows "Disk space remaining for attachments: 100 MB allotted - 0.00 MB used = 100.00 MB remaining". There are three blue links: "[Post a bid solicitation]", "[View all bid solicitations for YOUR ORGANIZATION]", and "[Get integration code/view users]". A mouse cursor is pointing at the third link. Below the links is a search bar with the word "Search" above it and a "Submit" button. To the right of the search bar is a label "Maximum number of records to display" and a text input field containing the number "20". At the bottom left, it says "There are no records to display." At the bottom right, there is a copyright notice: "© Copyright 2010 Unicom Systems Inc., all rights reserved. E-mail: inquiries@unicom-systems.com".

Figure 29

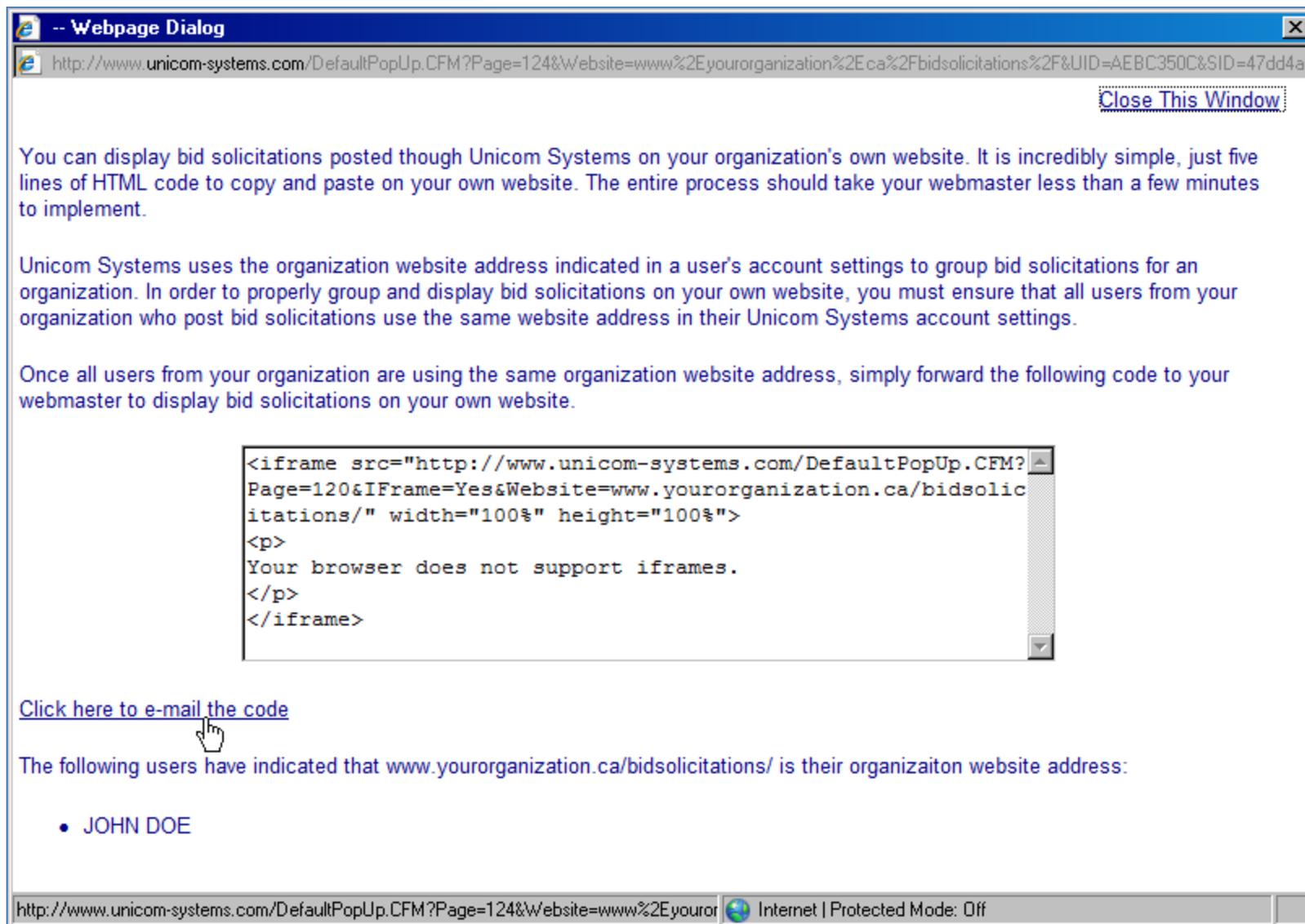


Figure 30