

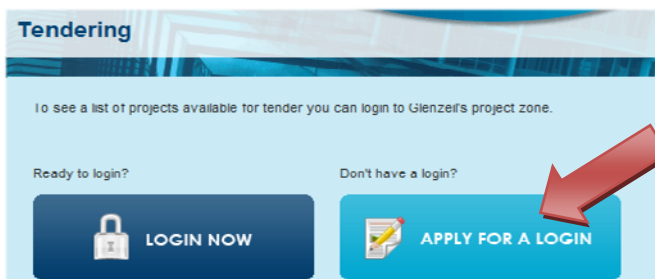
# Instructions for Using Glenzeil's Project Zone & Downloading Tender Documents

## To Sign up to Glenzeil's Project Zone for the First Time

1. Go to Glenzeil's website – [www.glenzeil.com.au](http://www.glenzeil.com.au)
2. Click on the menu named 'Tendering'



3. Click 'Apply for a Login'



4. Fill out the register page. Please choose a **Username** and **Password** and make a note of it for future reference. This will become your Login details to access all future tenders.
5. Once this is complete, you are now able to use your Login details on the website every time you wish to view the latest tender documents.

**PLEASE NOTE: IF YOU MISS PLACE YOUR LOGIN DETAILS, PLEASE CREATE A NEW ONE BY FOLLOWING THE ABOVE STEPS.**

## To Login to Glenzeil's Project Zone

1. Go to Glenzeil's website - [www.glenzeil.com.au](http://www.glenzeil.com.au)
2. Click on the menu 'Tendering'
3. Click 'Login Now'
4. Enter your **Username** and **Password** to proceed

# Instructions for Using Glenzeil's Project Zone & Downloading Tender Documents

**STEP 1** - View All Tender Documents *(Always use the + plus symbol to open projects)*



**STEP 2** – Open “Current Projects” by clicking the plus symbol



Click the Project; you are interested in by using the plus symbol i.e. 2263 Axis



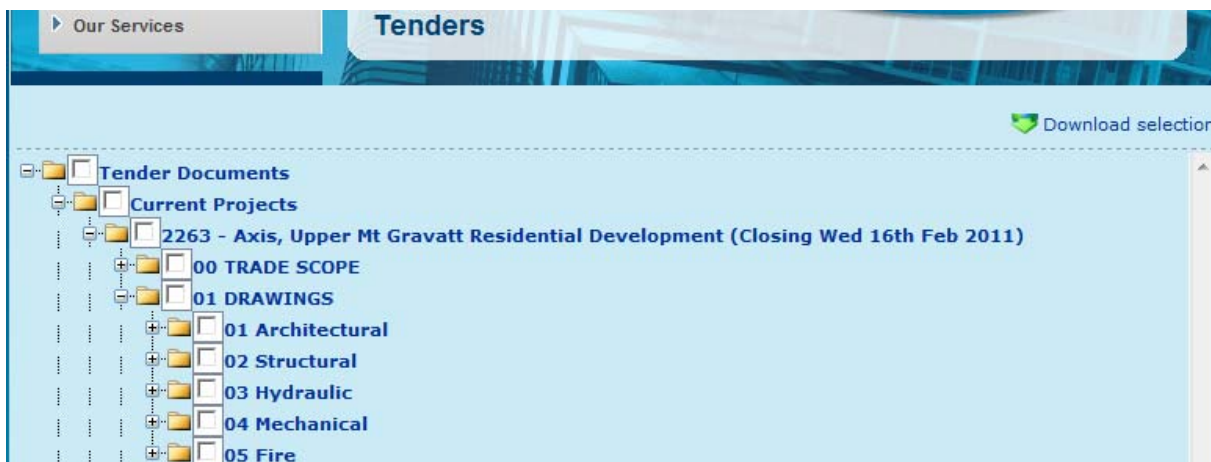
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### STEP 3 - Click the plus symbol: 00 TRADE SCOPE

(Tick the Drawings/Specification Registers & Tender Letter appropriate to your trade)



### STEP 4 - Click the plus symbol: 01 DRAWINGS

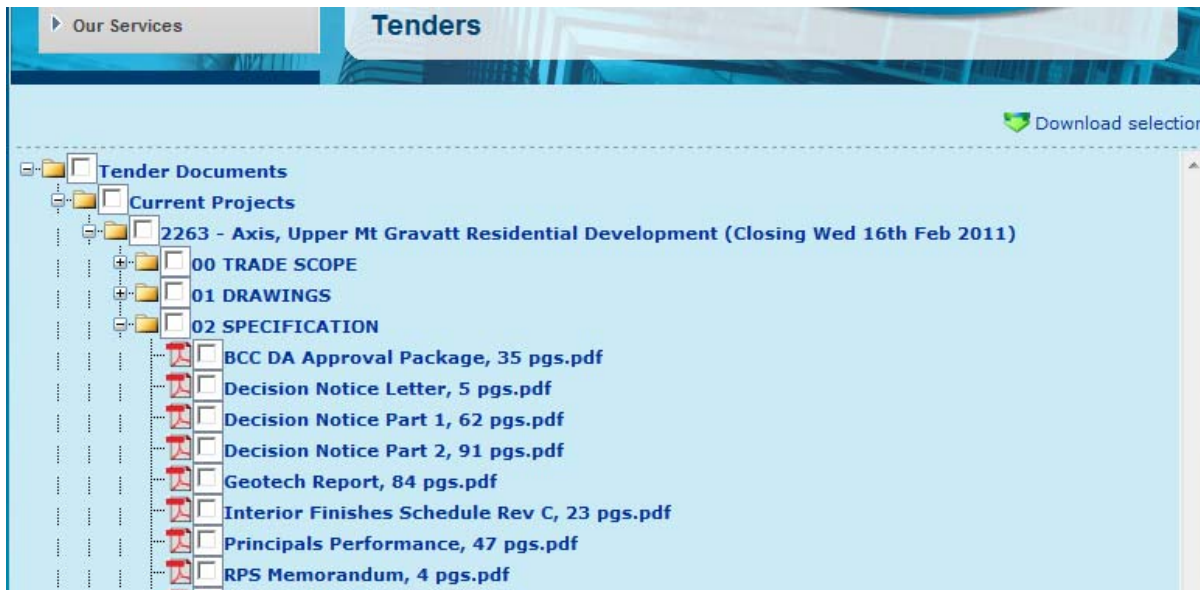


Tick the drawings appropriate for your trade by following the invitation letter;  
Architectural Drawings are saved by i.e. 01\_Site Plan, 02\_Floor Plans & Elevations etc.  
All other Drawings will be saved in full sets.



# Instructions for Using Glenzeil's Project Zone & Downloading Tender Documents

**STEP 5** - Click the **plus symbol**: **02 SPECIFICATIONS**  
(Tick the appropriate Specification by following invitation letter)



**STEP 6** - Click the **plus symbol**: **03 COST PLAN (BILL OF QUANTITIES)**



**STEP 7** - Click the **plus symbol**: **04 ADDENDAS** *(Always check Addenda's before submitting final quotation)*



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**STEP 8** – Once you have ticked all of the tender documents required, click the “**Download Selection**” & save the documents, they will save in a compressed (zipped) folder.



### PLEASE NOTE:

**Drawings** – WARNING, Always check the scale of printed drawings

### Specification –

This file contains all the specification documents for the job. When locating the specification for pricing a job, please read the Tender Letter for the trade you are pricing for and it will tell you which specification items you will need to read. If you are having problems locating an individual item in the specification, please refer to the Specification Register.

### Addenda's -

This file contains Addenda's for the job and also a summary in a word document giving details of all the Addenda's which have been released. It is important to incorporate these into your quote if they are relevant to the trade you are quoting for.

Once you have all the Tender Documentation and have completed your quote, you can forward it to the Estimating department at Glenzeil in the following ways:

**Email:** [tendering@glenzeil.com.au](mailto:tendering@glenzeil.com.au)

**Fax:** (07) 5531 5806

You can contact the tendering department on **(07) 5555 3333** if you have any queries.