



Ontario Tenders Portal (OTP) eTendering System is currently hosted by Jaggaer. The OTP is the online bidding portal for procurement opportunities within the government of Ontario and Broader Public Sector Entities.

The Ontario Tenders Portal provides:

- One central location to view procurement opportunities from a wide variety of purchasing organizations and provinces
- The ability to download procurement opportunities at no cost to vendors
- Online bid submissions for procurements
- Increased transparency and assurance of process compliance
- Broader market reach
- Reduced customer acquisition costs

The OTP is located at the following link:

<https://ontariotenders.app.jaggaer.com/esop/nac-host/public/web/login.html>

The following **eTendering: Supplier Registration Guide** provides a step-by-step process for registering a new account to the OTP, and once registered, how to add users to your account and view opportunities.

The RFR for Body Transportation Services can be located as follows:

Project Title: **Body Transportation Services**

Project Code: **tender_15871**

Category 85 (Healthcare Services)

Subcategory 85171500 (Funeral and Associated Services)



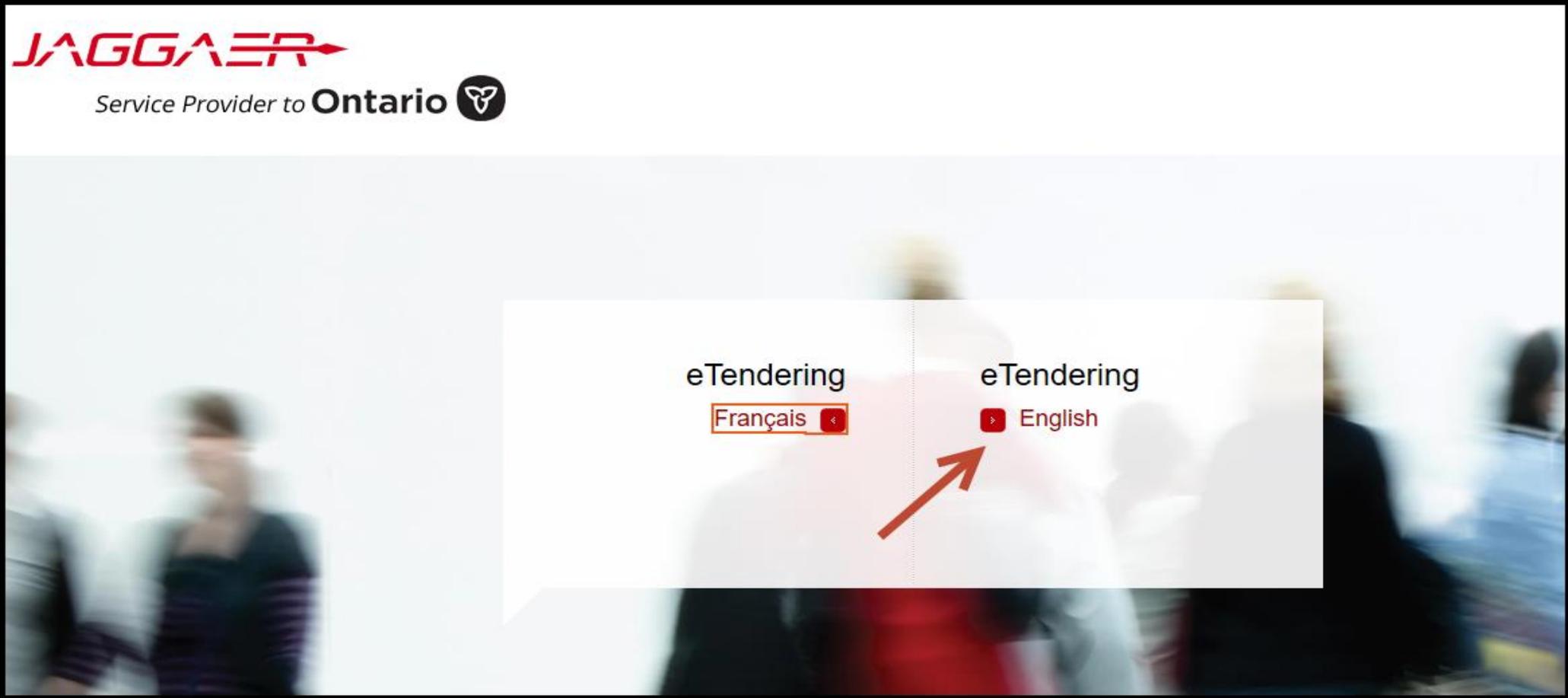
JAGGAER Advantage

eTendering: Supplier Registration Guide

Language Selection



Select local language:



New User Registration



Users of the eTendering solution can view procurement opportunities and awards at any time. Registering with the eTendering solution provides users the ability to customize their company's profile for easier and faster access to upcoming opportunities. Registration allows you to identify the goods or services your company can provide and be automatically notified of matching procurement opportunities. This information is used to automatically populate your bid responses, and streamline your response effort. Registration will be required to submit bid opportunities.

Ontario Tenders Portal

JAGGAER
Service Provider to Ontario

USER LOGIN

Username:

Password:

Go

PUBLIC SECTOR OPPORTUNITIES

To View and Search:

- Current Opportunities
- Past Opportunities
- Global Opportunities

SUPPLIER REGISTRATION

Looking for new business with Ontario Public Sector?

Register at no cost to receive email alerts for opportunities tailored to your business.

New user? Register now!

About Ontario Tenders Portal

Vendor Registration Instruction

Supply Chain Ontario
Ministry of Government and Consumer Services

For Technical Support contact Etenderhelp_CA@jaggaer.com or Toll Free [866 722 7390](tel:866-722-7390) | Direct [484 335-4586](tel:484-335-4586)

New User Registration Continued



Click on “New user? Register Now” link to register as a supplier:

The screenshot shows the Ontario Tenders Portal website. At the top, there is a banner with the text "Ontario Tenders Portal" and the JAGGAER logo, which includes the text "Service Provider to Ontario". To the right of the banner is a collage of images: a sign that says "Opportunity 2017-2018", a yellow excavator, a Canadian flag, a person's hands typing on a keyboard, and a bowl of fresh vegetables.

Below the banner, there are three main sections:

- USER LOGIN:** This section contains a "Username:" label followed by an empty text input field, a "Password:" label followed by another empty text input field, and a green "Go" button. Below the input fields is a link that says "Forgot your password?".
- PUBLIC SECTOR OPPORTUNITIES:** This section has a dark green header. Below the header, it lists "To View and Search:" followed by three options: "Current Opportunities", "Past Opportunities", and "Global Opportunities".
- SUPPLIER REGISTRATION:** This section has a dark green header. Below the header, it contains the text "Looking for new business with Ontario Public Sector?" and "Register at no cost to receive email alerts for opportunities tailored to your business." Below this text is a red-bordered button that says "New user? Register now!".

At the bottom of the page, there are three grey boxes with links: "About Ontario Tenders Portal", "Vendor Registration Instruction", and "Supply Chain Ontario Ministry of Government and Consumer Services". Below these boxes is a footer with contact information: "For Technical Support contact Etenderhelp_CA@jaggaer.com or Toll Free [866 722 7390](tel:866-722-7390) | Direct [484 335-4586](tel:484-335-4586)".

User Agreement



Read and review the user agreement and select “I Agree” in order to move forward:

User Agreement

GENERAL TERMS AND CONDITIONS FOR PARTICIPATION IN EVENTS CONDUCTED THROUGH ONTARIO TENDERS

1. INTRODUCTION

1.1. BravoSolution (“BravoSolution”) owns a proprietary Software-as-a-service platform (the “Platform”) that operates an electronic tendering portal called Ontario Tenders [www.Ontariotenders.bravosolution.com] (the “Portal”) owned by the Ministry of Government Services (the “Buyer.”)

1.2. The Portal operates in order to distribute requests for bidding and to facilitate the buying of goods and services on behalf of the province of Ontario.

2. SCOPE

2.1. The scope of this agreement (the “General Conditions”) is to define the terms and conditions under which certain parties (each, a “Supplier”) can take part in requests for bidding and other events offered on the Portal (each, an “Event.”)

3. REGISTRATION TO THE ONTARIO PORTAL – PARTICIPATION IN EVENTS

3.1. As a condition to using the Portal, each Supplier must:

3.1.1. register with BravoSolution and, in some instances, qualify with the Buyer in order to participate in tenders on the Portal; and

3.1.2. communicate to BravoSolution complete, truthful and accurate corporate and/or personal information and any other details deemed necessary or useful by BravoSolution for identifying the Supplier (the “Registration Data”); and

3.2. Upon registration, the Supplier shall choose one or more identification code(s) (each, a “User ID”) and be granted one or more Passwords (each, a “Password.”) The registration shall be deemed completed upon BravoSolution activating the User ID and Password.

3.3. The User ID and Password are strictly personal and non-transferable. The Supplier shall not disclose a User ID or Password to any third party and shall store and safeguard each with the utmost care. The Supplier shall be held solely accountable for the use of a User ID or Password by third parties. The Supplier shall immediately notify BravoSolution in case of theft or loss of a User ID or Password.

3.4. A Supplier may not aggregate documents or distribute documents to any third party. A Supplier may not submit bids on behalf of any third party.

3.5. Following the activation of User ID and Password, the Supplier, where invited, can participate in the Events through a personal computer, featuring a Web browser, connected to the Internet, in compliance with the minimum system requirements defined at the time by BravoSolution. The purchase, installation and configuration of Supplier’s hardware and software are the sole responsibility of the Supplier.

By clicking the “I Agree” button below, I represent that I have the authority to bind the Supplier to this Agreement.

I Agree

Next

Registration – Organization Details



Fields marked with an asterisk are mandatory. **NOTE:** Although the **HST Number**, the **Company Registration Number**, and the **Dun & Bradstreet Number** are not mandatory, they are unique identifiers that help to eliminate duplication of accounts from the same company. It is highly encouraged to complete these fields.

New Supplier Registration

Organization Details

* Organization Name	<input type="text"/>
* Address	<input type="text"/>
* City	<input type="text"/>
* Province/State	<input type="text" value="---"/>
* Postal Code/Zip Code	<input type="text"/>
* Country	<input type="text" value="CANADA"/>
Main Organization Phone Number	<input type="text"/>
Organization Fax Number	<input type="text"/>
Web site	<input type="text"/>
Organization Legal Structure	<input type="text" value="---"/>
Company Registration Number	<input type="text"/>
HST Number	<input type="text"/>

Registration – User Details



Choosing the correct **time zone** is critical as it determines your deadline for submitting bids.

* Email Address <i>IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses.</i>	<input type="text"/>
Role within Organization	<input type="text" value="---"/>
* Preferred language for use in system interface	<input type="text" value="---"/>
* Time Zone	<input type="text" value="---"/>
* Username <i>(please do not forget your username)</i>	<input type="text"/>

Registration – Duplication



Organization Details

Save Close

Switch to Accessible Controls Reset

The request generated the following errors:

- An Organization with the same registration details already exists

Prevent this page from creating additional dialogs.

OK

* Organization Name

* Address

* City

* Province/State

* Postal Code/Zip Code TestZip

* Country CANADA

* Main Organization Phone Number 234 567 8910

Organization Fax Number

Web site

* Organization Legal Structure Private Limited Company / Société privée par actions à responsabilité limitée

Company Registration Number 123123

HST Number 123123

Dun & Bradstreet



Error messages will appear if the **Company Registration Number** or **HST Number** is already registered.

Registration – Additional Information



These additional fields diminish redundancy when responding to an eTendering opportunity as they will auto-populate into your company's tender responses. These fields are always available to update at anytime within your company's profile.

▼ Basic Profile Form: Additional Registration Details
Registration

Save & Continue **Cancel**

Additional Registration Details

After providing the requested information below please complete the registration process by selecting 'SAVE AND CONTINUE' to categorize your organization.

Organization Legal Name	Please state your Organization Legal Name, if different than the Organization Name provided.
Number of Employees	* Please provide the number of employees in your organization.
Contact Address	If different than the Organization Address please provide:
	Street Address
	City
	Province/ State
	Postal Code/Zip Code
Country	

Characters available 2000

Characters available 2000

Registration – Save and Continue



Use “**Save & Continue**” to move forward to select your company’s products and services.

▼ Basic Profile Form: Additional Registration Details
Registration

Save & Continue **Cancel**

Additional Registration Details

After providing the requested information below please complete the registration process by selecting 'SAVE AND CONTINUE' to categorize your organization.

Organization Legal Name	Please state your Organization Legal Name, if different than the Organization Name provided.	<input type="text"/>	Characters available 2000
Number of Employees	* Please provide the number of employees in your organization.	<input type="text" value="123"/>	✓
Contact Address	If different than the Organization Address please provide: Street Address City Province/ State Postal Code/Zip Code Country	<input type="text"/>	Characters available 2000

Classifying your Organization's Products and Services

- The category tree enables you to provide detailed information about the products and services your organization can provide.
- Enabling categories and subcategories will automatically send your company E-mail notifications when a matched opportunity is published.
- Selecting the correct category tree products and services provides suppliers with greater visibility into more opportunities than ever before, and guides you to the optimal opportunities for your organization.
- Should your company expand your product or service offerings, your category tree selections can be updated at any time in your organization's profile.

Category Tree – Self-classify your organization Continued



The Category Tree enables you to provide detailed information about the services your organization provides.

The screenshot displays a web interface for a Category Tree. At the top right, there are two buttons: "Confirm Current Selection" (green) and "Cancel" (white with a red X). Below this is a search bar with the text "Free Text Search" and a "Search" button. Underneath the search bar, there are three buttons: "Deselect All" (with a square icon), "Display Selected Only" (with a checkmark icon), "Expand All" (with a double-headed arrow icon), and "Collapse All" (with a double-headed arrow icon). The main area shows a tree structure starting with a home icon and the text "0 – UNSPSC (selected items: 74)". Underneath, there is a sub-category "10000000 - Live Plant and Animal Material and Accessories and Supplies" with a description: "This segment includes live, wild and domesticated, seeds and plants and animals. This segment also includes materials and equipment used in the care, containment and feeding of live plants and animals." Below the description is a list of items with checkboxes and location icons:

- 10101500 - Livestock
- 10101600 - Birds and fowl
- 10101700 - Live fish
- 10101800 - Shellfish and aquatic invertebrates
- 10101900 - Insects
- 10102000 - Wild animals
- 10102100 - Birds and fowl hatching eggs
- 10111300 - Domestic pet treatments and accessories and equipment

Category Tree Structure



The Category Tree can be expanded to view sub-categories under high level categories by clicking on relevant categories.

A screenshot of a software interface showing a category tree. The parent category '13000000 - Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials' is expanded, revealing a list of sub-categories. A descriptive text box is visible below the parent category. The sub-categories listed are: 13101500 - Natural rubber, 13101600 - Processed and synthetic rubber, 13101700 - Elastomers, 13101900 - Thermoset plastics, 13102000 - Thermoplastic plastics, 13111000 - Resins, 13111100 - Rosins, 13111200 - Plastic films, and 13111300 - Foams. Below this list, the next category '14000000 - Paper Materials and Products' is partially visible.

13000000 - Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials

This segment includes rubber and plastic material, including elastomers that are used in manufacturing and construction.

- 13101500 - Natural rubber
- 13101600 - Processed and synthetic rubber
- 13101700 - Elastomers
- 13101900 - Thermoset plastics
- 13102000 - Thermoplastic plastics
- 13111000 - Resins
- 13111100 - Rosins
- 13111200 - Plastic films
- 13111300 - Foams

14000000 - Paper Materials and Products

Category Tree Search



- Use the “Free Text Search” to find specific categories.
- Search using a “Category Code” or “Category Description”
- To ensure optimal results, use key words like: “office” instead of “office supplies”, “computer” instead of “computer accessories”, “consult” instead of “consulting” etc.to return relevant search results.

Free Text Search

0 – UNSPSC (selected items: 74)

- ▶ 10000000 - Live Plant and Animal Material and Accessories and Supplies
- ▶ 11000000 - Mineral and Textile and Inedible Plant and Animal Materials
- ▶ 12000000 - Chemicals including Bio Chemicals and Gas Materials
- ▼ 13000000 - Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials
 - This segment includes rubber and plastic material, including elastomers that are used in manufacturing and co
 - 13101500 - Natural rubber
 - 13101600 - Processed and synthetic rubber
 - 13101700 - Elastomers

Category Tree Search Results



NOTE:

The search feature is **instantaneous** and will require a scroll down to see the highlighted results.



Free Text Search

computer

0 – UNSPSC (selected items: 74)

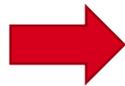
- 43000000 - Information Technology Broadcasting and Telecommunications
 - This segment includes communications and **computer** equipment as well as and supplies such as printers, electronic storage media and connection cabl
 - 43211500 - **Computers**
 - 43211600 - Computer accessories
 - 43211700 - Computer data input devices
 - 43211800 - Computer data input device accessories
 - 43211900 - Computer displays
 - 43212000 - Computer display accessories
 - 43212100 - Computer printers
 - 43212200 - Computer data storage management systems
 - 43232000 - Computer game or entertainment software

Category Tree – Select Categories



NOTE:

By checking the boxes you can select all appropriate sub- categories. Multiple selections are allowed and encouraged to accurately reflect all products or services your organization can provide.



43000000 - Information Technology Broadcasting and Telecommunications

This segment includes communications and computer equipment as well as peripheral in and supplies such as printers, electronic storage media and connection cables.

- 43211500 - Computers
- 43211600 - Computer accessories
- 43211700 - Computer data input devices
- 43211800 - Computer data input device accessories
- 43211900 - Computer displays
- 43212000 - Computer display accessories
- 43212100 - Computer printers
- 43212200 - Computer data storage management systems
- 43232000 - Computer game or entertainment software

Category Tree – Select



Ensure that all relevant categories are selected for system alerts of all opportunities in those categories via email. Then, click **Select.**



Confirm Current Selection

Free Text Search

Search

▼ 0 – UNSPSC (selected items: 6)

▶ 10000000 - Live Plant and Animal Material and Accessories and Supplies

▶ 11000000 - Mineral and Textile and Inedible Plant and Animal Materials



Registration Email

After you complete the registration process, you will see the following E-mail. This email will include your “Username” and “Temporary Password” Note: Please **do not** reply to this E-mail.

Dear Organization,

Welcome to Ontario Tenders Portal / Portail des appels d'offres de l'Ontario .

You have now successfully registered to use <https://ontariotenders.app.jaggaer.com> for Government of Ontario Procurements.

Your Username is: robobby

Your temporary Password is: 0127078791

Please do not reply to this message. This is an automated email alert, and replies to this message are routed to an unmonitored mailbox.

For assistance please contact our Helpdesk operated by JAGGAER:

Freephone: 1-866-722-7390

email: etenderhelp_CA@jaggaer.com

New Password



Clicking on the link in the registration E-mail will take you to the login page. Please enter your user name and temporary password. The system requires that you create a new password for security reasons.

Specify a new Password in order to proceed

 For reasons of security you are required to change your Password. Please enter a new Password in the fields below, and click "Submit" to continue.

Passwords must contain at least 8 characters.
Password must be different from login!

 Warning! The new password must be different from the previous 6 passwords.
Warning! Your password must contain both alphabetic and numeric characters, and must contain at least one of the following special characters: \!£\$%&/()=?^@#[]# @,;:_-><*+

New Password

Confirm Password

Submit

 Cancel

Confirmation Email



Once you update your password, you will see the following E-mail.
Please do not reply to this E-mail.

Dear User,

This email is to confirm that your password has been successfully changed for Ontario Tenders Portal / Portail des appels d'offres de l'Ontario on the 30 Apr., 2019 12:21 (EST - North America Eastern Time DST) at <https://ontariotenders.app.jaggaer.com>.

This is an automated notification. If you have not recently changed your password, or you suspect that your User account may have been compromised, please contact our Market Operations Centre immediately.

Please do not reply to this message. This is an automated email alert, and replies to this message are routed to an unmonitored mailbox.

For assistance please contact our Helpdesk operated by JAGGAER:
Freephone: 1-866-722-7390

email: etenderhelp_CA@jaggaer.com

User Login



Once you have registered and created a password, you will be able to login and submit responses to procurement opportunities.

Ontario Tenders Portal

JAGGAER
Service Provider to Ontario

USER LOGIN

Username:

Password:

Go

[Forgot your password?](#)

PUBLIC SECTOR OPPORTUNITIES

To View and Search:

- Current Opportunities
- Past Opportunities
- Global Opportunities

SUPPLIER REGISTRATION

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[About Ontario Tenders Portal](#) | [Vendor Registration Instruction](#) | [Supply Chain Ontario Ministry of Government and Consumer Services](#)

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Welcome Page



Ontario Tenders Portal

JAGGAER
Service Provider to Ontario

USER PROFILE

- ▶ **Manage Your Profile**
- ▶ **Manage Password**
- ▶ **Manage Users**

MY PROCUREMENT PROJECTS

- ▶ **Projects**
- ▶ **Opportunities Open to All Suppliers**
- ▶ **RFI Open to All Suppliers**
- ▶ **My RFI**
- ▶ **RFx Open to All Suppliers**
- ▶ **My RFx**
- ▶ **My Auctions**

Welcome to the Ontario Government Tender Portal

This service provides a secure and efficient means for you to engage in procurement "Projects" with our Buyers.

The "**Opportunities Open to All Suppliers**" page allows you to review open tender opportunities.

New procurement projects are available by clicking on "**RFI Open to All Suppliers/RFx Open to All Suppliers**"

Once you have expressed interest in a new procurement it will move to your "**My RFI / My RFx**" page, where you can download any documentation and submit your response.

A free helpdesk is available to support you in using this service. If you require any assistance then please contact the helpdesk as soon as possible.

Ontario is eliminating user fees for the Ontario Tenders Portal

- As of April 1, 2018, vendors will no longer be required to pay user fees for their online bid submissions on the Ontario Tenders Portal.

For more information, please click [here](#) for Frequently Asked Questions

This area is for Suppliers to navigate and find opportunities



Manage Users



Selecting the "Manage Users" link will allow you to manage sub-users with an account.



The screenshot shows the Ontario Tenders Portal website. At the top, there is a header with the text "Ontario Tenders Portal" and the JAGGAER logo, which includes the tagline "Service Provider to Ontario". Below the header is a navigation menu with the following items:

- USER PROFILE
 - Manage Your Profile
 - Manage Password
 - Manage Users** (highlighted with a red box)
- MY PROCUREMENT PROJECTS
 - Projects
 - Opportunities Open to All Suppliers
 - RFI Open to All Suppliers
 - My RFI
 - RFx Open to All Suppliers
 - My RFx
 - My Auctions

The main content area of the page contains the following text:

Welcome to the Ontario Government Tender Portal

This service provides a secure and efficient means for you to engage in procurement "Projects" with our Buyers.

The "Opportunities Open to All Suppliers" page allows you to review open tender opportunities.

New procurement projects are available by clicking on "RFI Open to All Suppliers/RFx Open to All Suppliers"

Once you have expressed interest in a new procurement it will move to your "My RFI / My RFx" page, where you can download any documentation and submit your response.

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Manage Users – Add New User



A screenshot of the JAGGAER user management interface. At the top, there are four tabs: "Users", "User Roles", "Divisions", and "Default Users". Below the tabs is a search bar with a "Go to" field containing the placeholder text "Enter at least 3 characters", a "Filter By:" dropdown menu set to "All Users", and another search field with the placeholder text "Enter Filter (type to start search)". In the top right corner, there is a "Create" button with a plus icon and a three-dot menu icon. A red arrow points from a text box below to the "Create" button. Below the search bar, there is a yellow banner with an information icon and the text "No Users to display". At the bottom left, there is a copyright notice: "~ COPYRIGHT 2000 - 2019 BRAVOSOLUTION ~".

Click on the “**Create**” button to add new users.

Manage Users – View User Rights



New User

 View User Rights

① Donald Duck was registered as new user. The Users access codes have been sent via email to the following email address: D.Duck@Email.com .
The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Objects. The account currently has no access to Objects by default.



Selecting the “**View User Rights**” button allows you to set what the user is or is not allowed to do within the system.
Please consider that it is best practice to assign only one super user to own and manage your account.

Manage Users – Default Settings



Details

User Details User Rights

RFIs / RFxs

Visibility of RFX Lists	No
Access RFX Details	No
Create Response	No
Modify Before Publishing	No
Modify and Submit	No
Contact Visible to Buyer	No
Messages Management	No
View Sensitive Data (including; attachments, response, pricing etc)	No



By default, all rights are set to “No” until edited

Manage Users – Edit Details



▼ User: Ronald smithson

Division: Division

Details

User Details

User Rights

Edit

User Details

Last Name	smithson
First Name	Ronald
User Status	Active
User Tag for Codes	
E-mail	RonaldSmithson@supplier.com
Telephone Number	6667778899

To change default user details make sure you are on the “**User Details**” page, and click the “**Edit**” button.

Manage Users – Save New User



▼ User: Ronald smithson
Division: Division

Save Cancel

User Details

* Last Name	smithson
* First Name	Ronald



Once you press **“Save”** the new account with the requested level of access will be created.

Further Help



- For further help, please check out the online help for suppliers
- Alternatively you can email the JAGGAER helpdesk at eTenderhelp_CA@jaggaer.com or call toll free (866) 722 7390