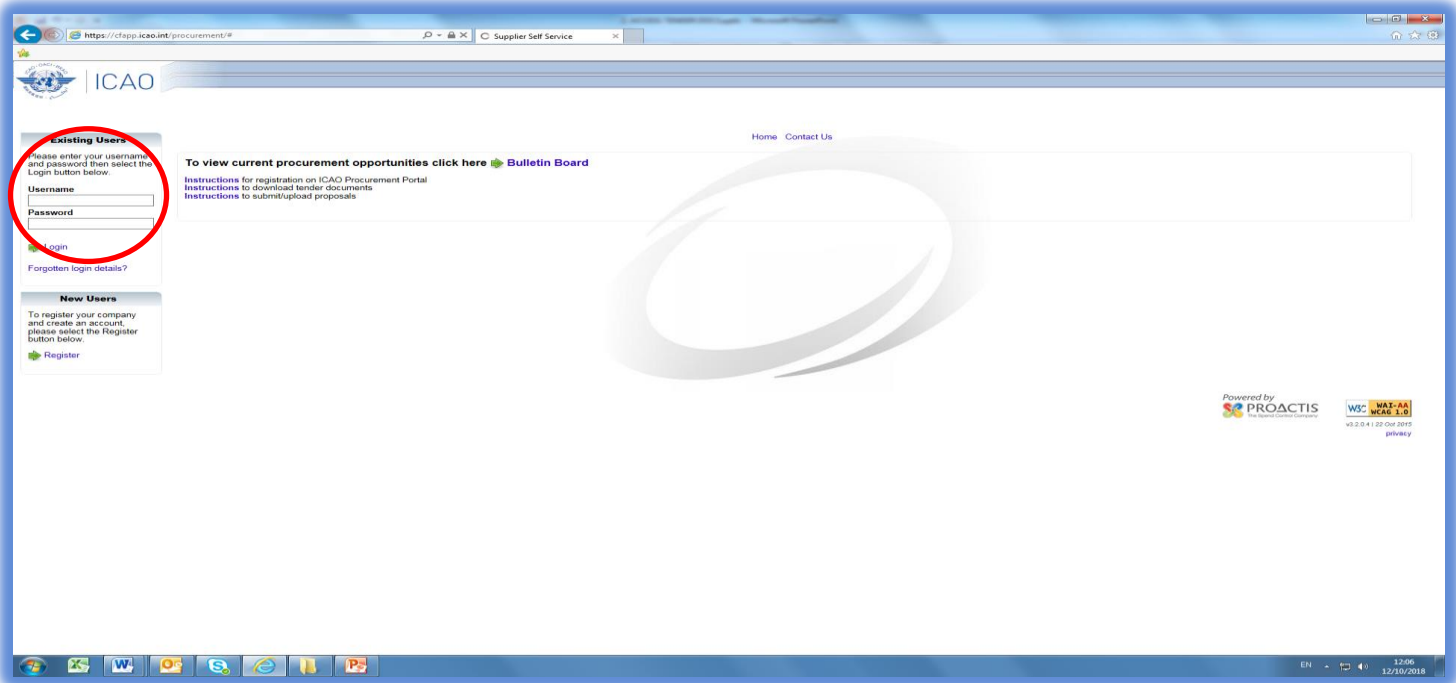
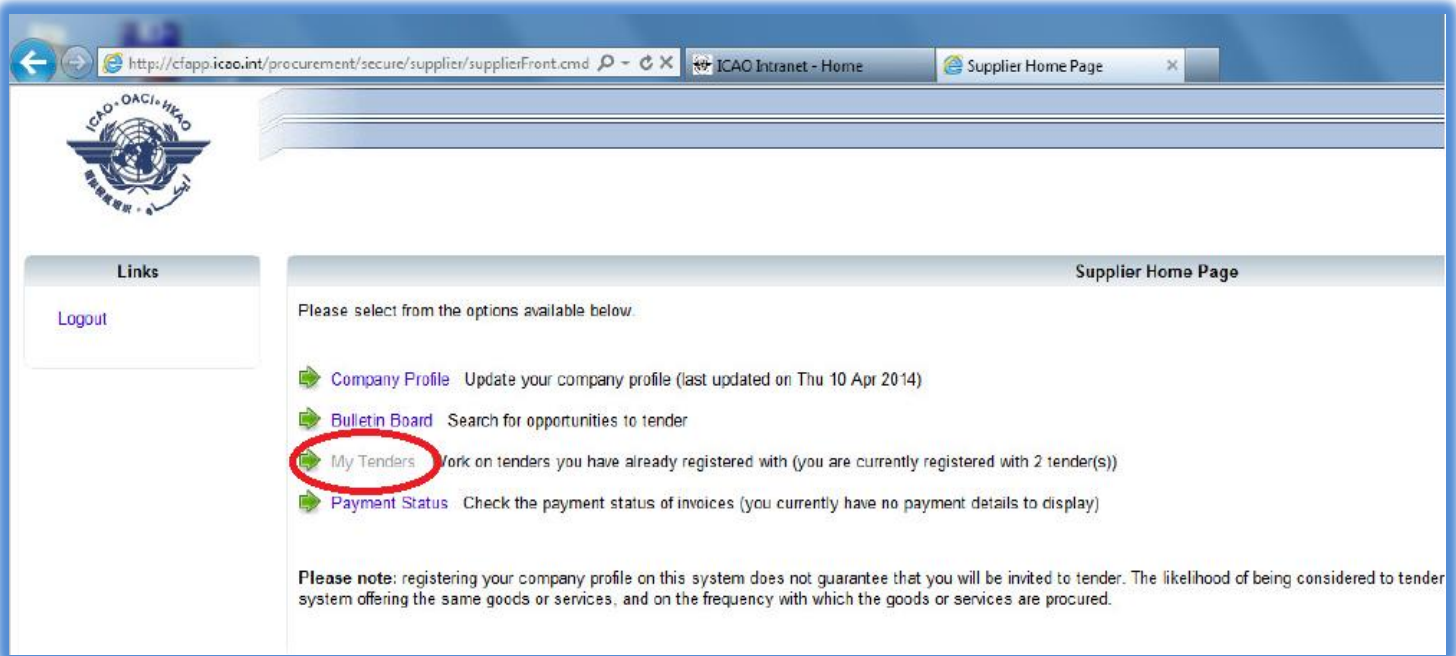


INSTRUCTIONS ON HOW TO UPLOAD A SEALED TENDER SUBMISSION ON THE ICAO PROCUREMENT PORTAL

STEP 1: Go to www.icao.int/procurement, select **Existing Users Log in**, which will bring you to the below page; from here, logon to the ICAO Procurement Portal using your credentials: **Username and Password**



STEP 2: Click on the link **My Tenders**



STEP 3: Click on the link for the tender you have already registered for: in this example **12500576 E-RECRUITMENT SYSTEM** (in order to register for a tender, please follow the Instructions to download tender documents)

The screenshot shows the 'My Tenders' page on the ICAO Intranet. The browser address bar displays 'http://cfapp.icao.int/procurement/pages/secure/supplier/myTenders/'. The page features a navigation menu on the left with 'Links' (Home, Company Profile, Bulletin Board) and 'My Tenders' (Help, Logout). A 'Key' section explains star icons: a green star for deadlines over a month away, a yellow star for deadlines within a month, and a red star for other indicators. The main content area is titled 'My Active Tenders' and includes links for 'View eliminated tenders' and 'View declined tenders'. It states 'Tenders you are actively working on are listed below. You are currently viewing 2 active tender(s)'. A filter bar shows 'Engagement' checked, 'Bid' checked, and 'Under Evaluation' checked, with a 'Refresh Results' link. A table lists two active tenders:

| Tender | Stage | Organizations |
|--|-----------------------------|---------------|
| 12500576: E-RECRUITMENT SYSTEM E-RECRUITEMENT SYSTEM | Submission of Sealed Tender | ICAO - CC |
| 12500518: Recruitment Agencies Services of a Placement Agency | Under Evaluation | ICAO - CC |

Below the table, a section titled 'Other Tenders Matching my Profile' displays the message: 'Sorry, no tenders were found matching your company profile.' A table header for this section shows 'Tender', 'Stage', and 'Organizations'.

STEP 4: Click on the link **Submit Documentation**. Please do not use **Provide Quotes** function, which will be deactivated shortly.

The screenshot shows the 'Notice Summary' page for tender 12500576. The browser address bar displays 'http://cfapp.icao.int/procurement/pages/secure/supplier/myTenders/'. The page title is 'Notice for 12500576: E-RECRUITMENT SYSTEM'. The 'Notice Summary' section includes:

- Ref / Title: 12500576: E-RECRUITMENT SYSTEM (ICAO - CC)
- Description: E-RECRUITEMENT SYSTEM
- Stage: Submission of Sealed Tender
- Deadline: Thu 29 May 2014 at 16:00
- Procedure: Sealed Tender (ST)

A green arrow icon points to a link: [Click here to view full Notice including documentation](#)

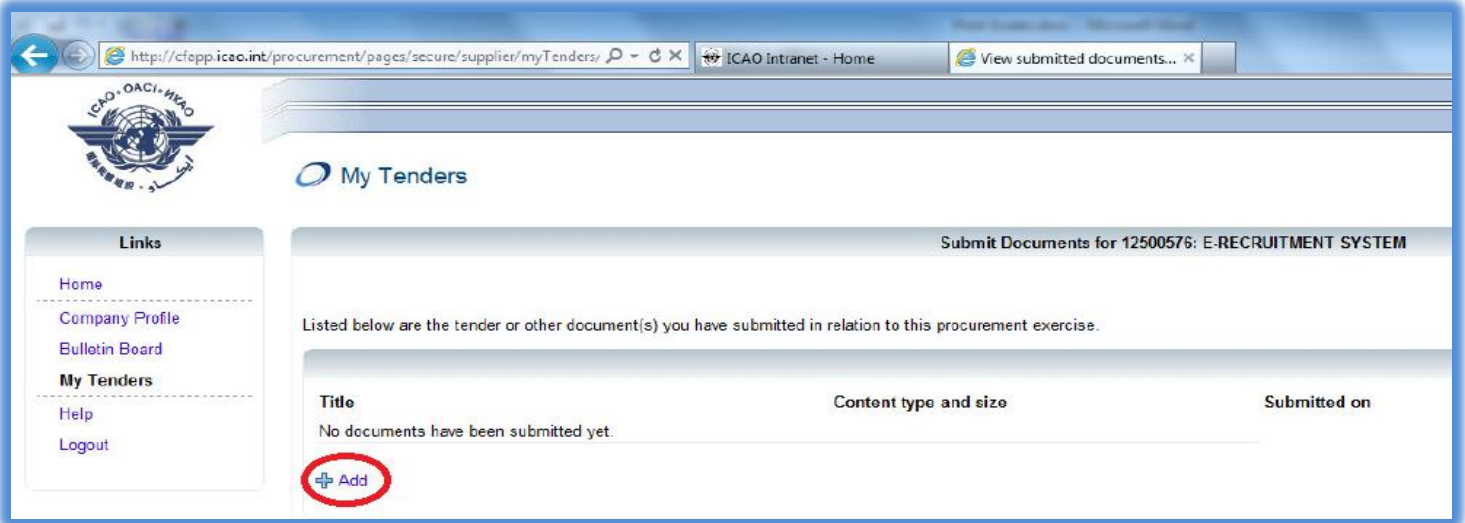
The 'My Status' section states: 'You are the main point of contact from your company for this procurement exercise. You are registered for this procurement exercise. You have not yet responded to this procurement exercise.'

The 'What next?' section contains two items:

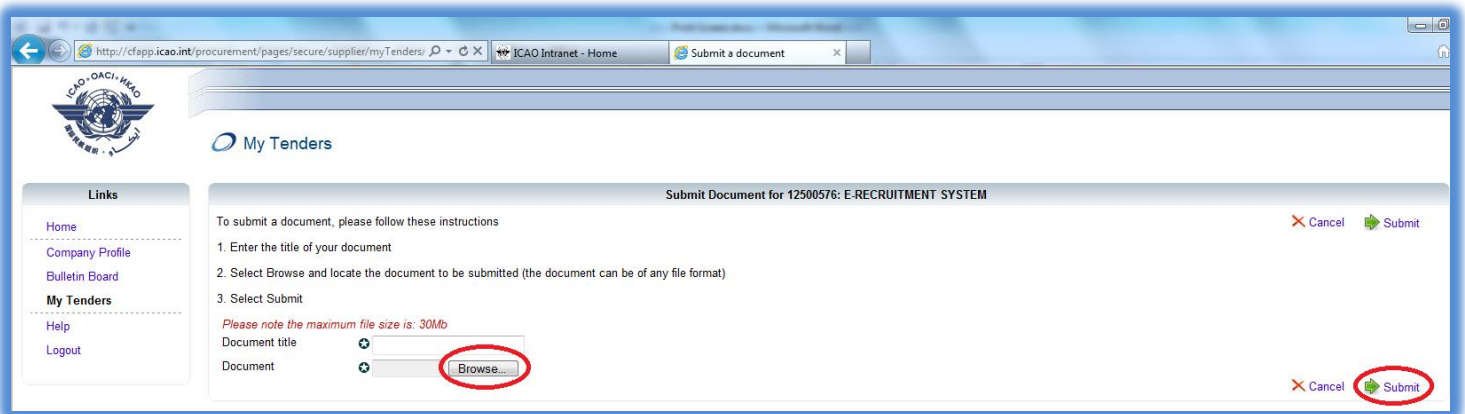
- You are required to submit documentation by 16:00 on Thu 29 May 2014.
- You are required to provide quotes for this procurement exercise.

At the bottom right, there are two buttons: [Submit Documentation](#) (highlighted with a red circle) and [Provide Quotes](#).

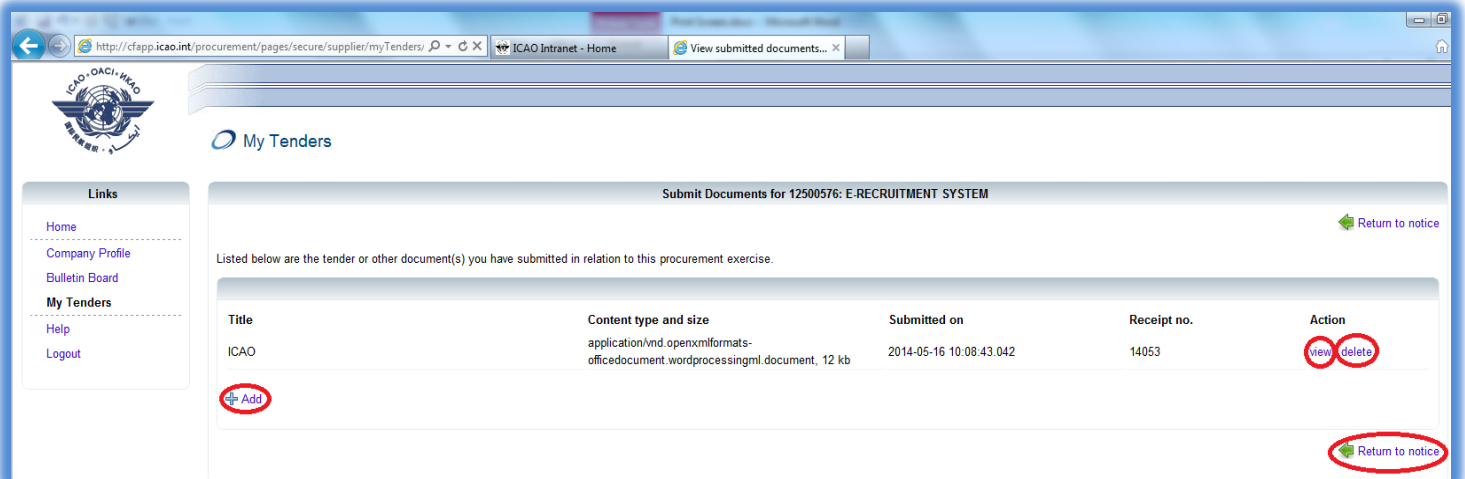
STEP 5: Click on link **+Add** to add an electronic copy of your offer



STEP 6: Click on button **Browse** to locate the electronic file you want to upload for the tender. Once the document is located, selected and the document title is assigned, please click on **Submit**.



STEP 7: The following window appears when file upload is completed. You may click on **+Add** to upload other files, click **view/delete** to view or delete the uploaded file or **Return to Notice** if you have finished with uploading.



STEP 8: The following window appears after you have completed all uploads and clicked on **Return to Notice** in the previous screen. From here, you can click **Return to My Tenders** in order to view all tenders you are registered for.

The screenshot shows a web browser window with the URL <http://cfapp.icao.int/procurement/pages/secure/supplier/myTenders>. The page title is "My Tenders" and the main heading is "Notice for 12500576: E-RECRUITMENT SYSTEM".

Links: Home, Company Profile, Bulletin Board, My Tenders (highlighted), Help, Logout.

Time to Deadline: Thu 29 May 2014 at 16:00
13 day(s)
5 hours(s)
43 minute(s)
41 second(s)
Refresh

Notice Summary:

| | |
|-------------|--|
| Ref / Title | 12500576: E-RECRUITMENT SYSTEM (ICAO - CC) |
| Description | E-RECRUITEMENT SYSTEM |
| Stage | Submission of Sealed Tender |
| Deadline | Thu 29 May 2014 at 16:00 |
| Procedure | Sealed Tender (ST) |

[Click here to view full Notice including documentation](#)

My Status:
You are the main point of contact from your company for this procurement exercise.
You are registered for this procurement exercise.
You have submitted the following documents:
• ICAO (application/vnd.openxmlformats-officedocument.wordprocessingml.document) 12 kb

What next?
You can review and resubmit your tender at any time up until 16:00 on Thu 29 May 2014. [Review or Resubmit Tender Documentation](#)
⚠ You are required to provide quotes for this procurement exercise. [Provide Quotes](#)

You can also:
Ask a question if you require clarification from the procuring organisation. [Raise a clarification question](#)
View all messages including clarification questions and answers relating to this procurement. [View Messages](#)
Change the main point of contact in your company for this procurement exercise. [Change Contact](#)
Decline interest in responding to this procurement exercise. [Decline interest](#)

[Return to My Tenders](#) (circled in red)

This will complete uploading of your offer in response to a tender. Please note that you may edit your submission by removing the uploaded files or adding other files until the closing date and time set for submission of the tender. The closing time refers to Montreal Time (Eastern Time, US & Canada).

Please note that the maximum individual file size allowed is 30 MB (30,000,000 bytes).