

PURCO SA Tenders: How to register and purchase

Read the following guide or visit <https://purcosa.co.za/how-purchase-tender>

Login or register at purcosa.co.za

1. Navigate to <https://purcosa.co.za>
2. Click on the 'Login or Register' button and select the appropriate option
3. Not registered on the website?
 - a. Click 'Register here'
 - b. Complete the form and click 'Create new account'
 - c. Wait for the Account details email from PURCO SA. Check your spam filter if necessary.
 - d. Click on the link in the email to login to the PURCO SA website and add a password.

View and purchase the tender

4. Under the Supplier Hub menu click on 'Open Tenders'
5. Select the tender and click on 'View'
6. Click on the 'Buy now' button
7. You will be redirected to our payment gateway (Payfast) to make payment.
8. If you encounter problems on the Payfast pages go to www.payfast.co.za/contact for help.
9. When your payment has been processed you will be automatically redirected back the PURCO SA Checkout page where you will find your purchased tender document/s

View the tender requirements

10. Read the Tender Document for instructions about submitting your bid documents and all requirements.
11. On the Checkout page there is a link to view a list of all your purchased tenders
12. To view your purchased tenders you can also click on 'My purchased tenders' in the dropdown menu under your username
13. To view the bid requirements click the 'Submit bid' link to access the online submission tenderbox. Do it as soon as possible to check all the requirements.

Submit your bid

14. Log in to purcosa.co.za as the user who purchased the tender.
15. Click on 'My purchased tenders' and then the 'Submit bid' link
16. Start submitting your bid as early as possible. Do not wait for the deadline.
17. You can save and edit the tenderbox as often as you like before the submission deadline.

Help with online submissions

18. You can watch a detailed video how to upload your bid at youtu.be/Fwlz0bjKxbI
19. View the Online submission guide at purcosa.co.za/online-tender-submissions-guide

Should you require further assistance please contact the PURCO SA Office

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