

IMPORTANT:

The information below applies only where you have been requested to submit your tender documents via the electronic tender box process. Please check the tender documents for the required submission process.

1. Ensure **ALL** files are uploaded to the Electronic Tenders Box (if provided) **PRIOR** to the time and date above. **PLEASE NOTE:** The ETB closes automatically at this time - file transfers still in progress at the exact closing time **WILL NOT** be accepted and you will not receive an automatic "successful submission" notice.
2. It is strongly recommended that if your file(s) are in excess of 10MB in total and/or you are transferring data from within a corporate network that you are able to do so without restriction. We suggest you speak with your network administrator or IT staff and advise them the size of the files you intend to submit to ensure that internal file size restrictions in your network or from your PC **DO NOT** prevent you from uploading to the TenderLink servers.

DO NOT leave your submission to the last minute. TenderLink have no control over the closing of Tender Boxes. If you need assistance, please contact us on the number below well before the closing time. As a guide, you should begin your file transfer at least 1 hour prior to the closing time.

The following guide should be used to determine how long it will take you to upload your file(s) to our servers. As an example, if your file is 10MB and your broadband connection speed to our servers uploads at 128kbps, your upload time should be approximately 10 minutes. If you have a dial-up connection, please ensure you allow sufficient time.

Upload Guide
SIZE

	10 MB File	100 MB File
S 56 Kb	25 minutes	4 hours and 10 minutes
P 64 Kb	21 minutes	3 hours and 40 minutes
E 128 Kb	10 minutes	1 hour and 43 minutes
E 256 Kb	5 minutes	52 minutes
D 1.5 Mbps	1 minute	10 minutes

Disclaimer: This is a guide only. It is by no means definitive. These times can vary significantly depending on your actual internet speed at the time of upload.