

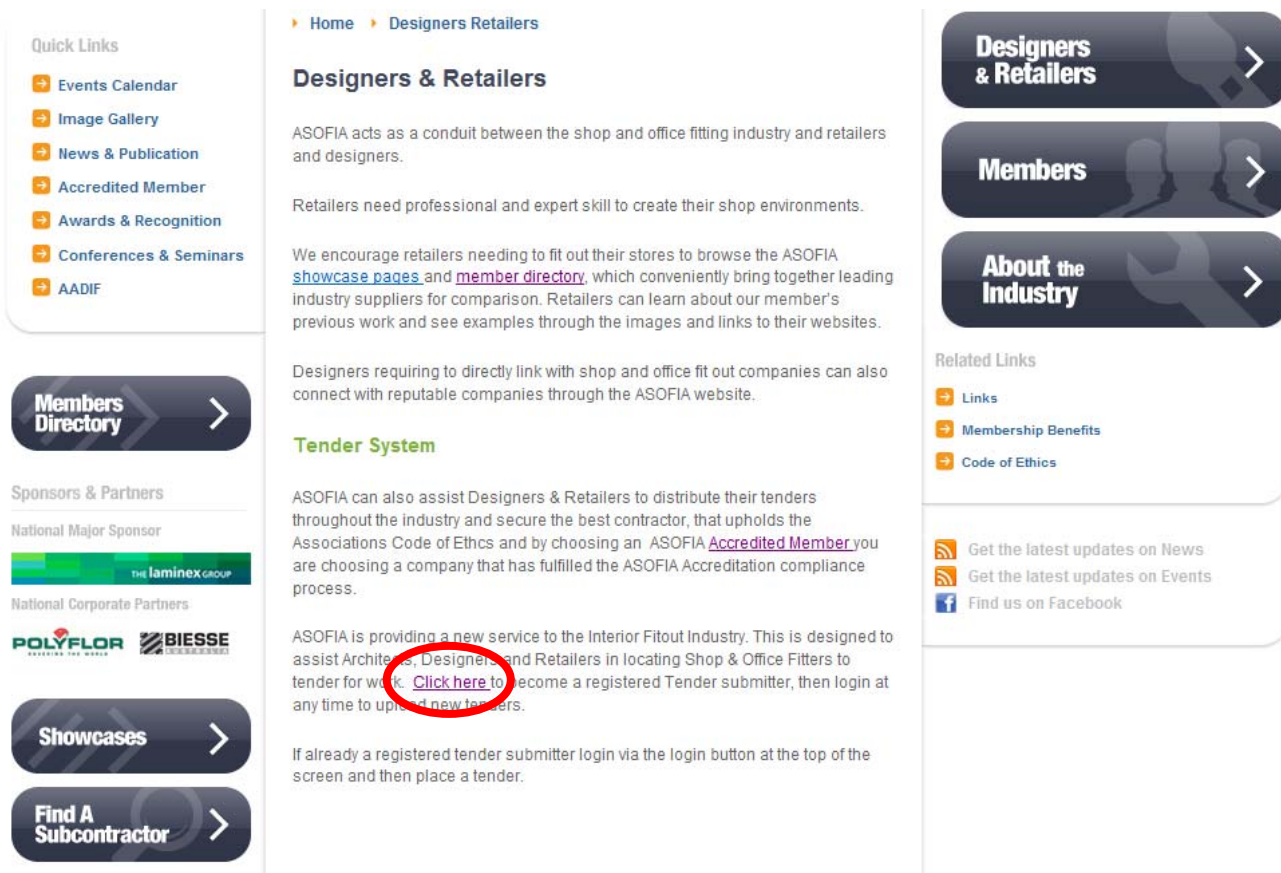
Clients click on **Designers & Retailers** on the homepage to access the Tender System.



The screenshot shows the ASOFIA homepage. At the top left is the ASOFIA logo with the tagline 'THE MARK OF A PROFESSIONAL'. To the right are links for 'Login | Member Enquiry' and a 'Shopping Cart' icon. Below this is a navigation bar with links: 'About Us', 'Member Enquiries', 'Find A Shopfitter', 'Showcase', 'Recruitment & Training', 'Supporters', and 'Contact Us'. A large banner reads 'Welcome to the Australian Shop & Office Fitting Industry Association'. On the left, there's a 'Quick Links' section with items like 'Events Calendar', 'Image Gallery', 'News & Publication', 'Accredited Member', 'Awards & Recognition', 'Conferences & Seminars', and 'AADIF'. Below that is a 'Members Directory' button. The main content area features three buttons: 'Designers & Retailers' (circled in red), 'Members', and 'About the Industry'. A 'Featured Showcase' section highlights the 'ASOFIA National Awards Program' with a photo of an interior fitout and a 'Read more' link. On the right, there's a 'Meetings, Events & Training' section listing events like 'National Council Meeting (Sydney)', 'Board of Directors Meeting (Sydney)', 'Retail Expo', 'NSW Division Awards Night (Icon & NSW Division Golf Day)'. At the bottom right is an advertisement for 'X-Board' material, described as '700% lighter than MDF' and 'Classed as VOC-Free'.

The page below appears after clicking **Designers & Retailers** on the homepage.

If a client has never uploaded a tender before they would click on **Click Here** in the text below.



The screenshot shows the 'Designers & Retailers' page. The breadcrumb trail is 'Home > Designers Retailers'. The main heading is 'Designers & Retailers'. The text explains that ASOFIA acts as a conduit between the shop and office fitting industry and retailers and designers. It states that retailers need professional and expert skill to create their shop environments. The page encourages retailers needing to fit out their stores to browse the ASOFIA 'showcase pages' and 'member directory', which conveniently bring together leading industry suppliers for comparison. Retailers can learn about our member's previous work and see examples through the images and links to their websites. Designers requiring to directly link with shop and office fit out companies can also connect with reputable companies through the ASOFIA website. A section titled 'Tender System' explains that ASOFIA can also assist Designers & Retailers to distribute their tenders throughout the industry and secure the best contractor, that upholds the Associations Code of Ethics and by choosing an ASOFIA Accredited Member you are choosing a company that has fulfilled the ASOFIA Accreditation compliance process. ASOFIA is providing a new service to the Interior Fitout Industry. This is designed to assist Architects, Designers, and Retailers in locating Shop & Office Fitters to tender for work. A 'Click here' link is circled in red. The page also mentions that if already a registered tender submitter login via the login button at the top of the screen and then place a tender. On the left, there's a 'Quick Links' section with items like 'Events Calendar', 'Image Gallery', 'News & Publication', 'Accredited Member', 'Awards & Recognition', 'Conferences & Seminars', and 'AADIF'. Below that is a 'Members Directory' button. The 'Sponsors & Partners' section lists 'National Major Sponsor' as 'the laminex GROUP' and 'National Corporate Partners' as 'POLYFLOR' and 'BIESSE'. At the bottom left are buttons for 'Showcases' and 'Find A Subcontractor'. On the right, there are three large buttons: 'Designers & Retailers', 'Members', and 'About the Industry'. Below these is a 'Related Links' section with links for 'Links', 'Membership Benefits', and 'Code of Ethics'. At the bottom right, there are social media links for 'Get the latest updates on News', 'Get the latest updates on Events', and 'Find us on Facebook'.

Clients then land on this page where they need to register to submit a Tender.

▶ [Home](#) ▶ [Register Tender](#)

Register Tender User

Email address*:

New password*:

Confirm password*:

First name*:

Last Name*:

Address Line 1*:

Address Line 2:

Suburb*:

Postcode*:

State*: ▼

Phone:

Fax:

Mobile:

I agree with the [Terms And Conditions](#)

Submit

Once this page has been completed and Submitted, the following page appears.

▶ [Home](#) ▶ [Register Tender](#)

Register Tender User

Your registration is completed successfully.

Please log in to start upload tender. [Login](#)

When you click on [Login](#) above, the following screen appears.

Login

Please login to access member restricted area.

To change your password login to the Members Area then double click on your user name at the top of the screen. This will provide you with a Change Password Screen.

Email:

Password:

[Forgot your password?](#) Remember me

Log In

Once you have completed the login process and click [Log In](#), the following screen appears.

▶ Home ▶ Upload Tender

Upload Tender

Title*:

Description:

Attachment:

Category*:

Sub Category*:

Job Size (m²):

Budget (\$):

Suburb*:

State:

Start Date:

Completion Date:

Closing Date:

Once a client enters/submits a tender an email is automatically generated and sent to any member companies that fit the criteria under **Category** & **Sub Category**.

Upload Tender

Title*:

Description:

Attachment:

Category*:

Sub Category*:
Manufacturers / Suppliers
Office Fitters
Service Providers
Shop Fitters

Job Size (m²):

Enquiries Find A Shop

Home Upload Tender

Upload Tender

Title*:

Description:

Attachment:

Category*:

Sub Category*:
Bags and Accessories
Bakeries
Banks/Financial Services
Bars and Bottle Shops
Book Stores
Clubs
Communications
Discount Chains
Electrical Stores
Entertainment
Fashion
Fast Food Outlets
Florists
Footwear
Fresh Food Outlets
Gifts and Cards
Hair and Beauty, Day Spas
Hardware
Health Food Shops
Homewares
Hospital/Health
Hotels
Ice Cream and Confectionery
Jewellery Stores
Major Department Stores
Museums and Galleries
Music Stores
Newsagencies
Pet Shops

The Category & Sub Categories are held in the backend of the website. These are uploaded manually by ASOFIA staff and are updated each year after members update their information for the online member directory.

If a member fits the Category & Sub Category they would receive the following email:

-----Original Message-----

From: auto_mail@asofia.com.au [mailto:auto_mail@asofia.com.au]

Sent: Monday, 16 April 2012 12:43 PM

To: Brett Krueger

Subject: ASOFIA New Tender Available

Dear Brett,

ASOFIA would like to advise you that a tender has been uploaded to the ASOFIA Website that fits your companies member profile, please visit www.asofia.com.au and login. Go to the members only area and view the latest opportunity.

Tender Details:

TenderID: 3

Title: refurbishment interested builder

JobSize: 360

Suburb: Fitzroy

State: VIC

Budget: \$200,000.00

StartDate:

CompletionDate:

ClosingDate:

If you experience difficulties please contact National Office 02 4342 5505 or email national_office@asofia.com.au

An autogenerated email should also be sent to ASOFIA National Office to advise that a tender has been uploaded to the website.

Unfortunately there is no documentation that shows what a client may receive as conformation that the tender has been uploaded.

If a member receives the above email they would log on to the ASOFIA website through the login in tab at the top of the homepage and view the following information under the Tender tab:

Tenders

Unexpected error occur, unable to render page.

Filter Tenders

Search

Go Vita Cessnock new fitout

Fitout of a new health food shop in Cessnock Plaza. Detailed plan is attached. Pls call if any queries. Must be able to start ASAP.

Start Date: 28 Mar 2011

Category: Shop Fitters **Sub Category:** Health Food Shops

Job Size: 84m² **Budget:**

Location: Cessnock NSW

Attachment

refurbishment interested builder

demolition works, office fit out, toilet refurb. new floor linings, new suspended ceilings & light fittings

Start Date:

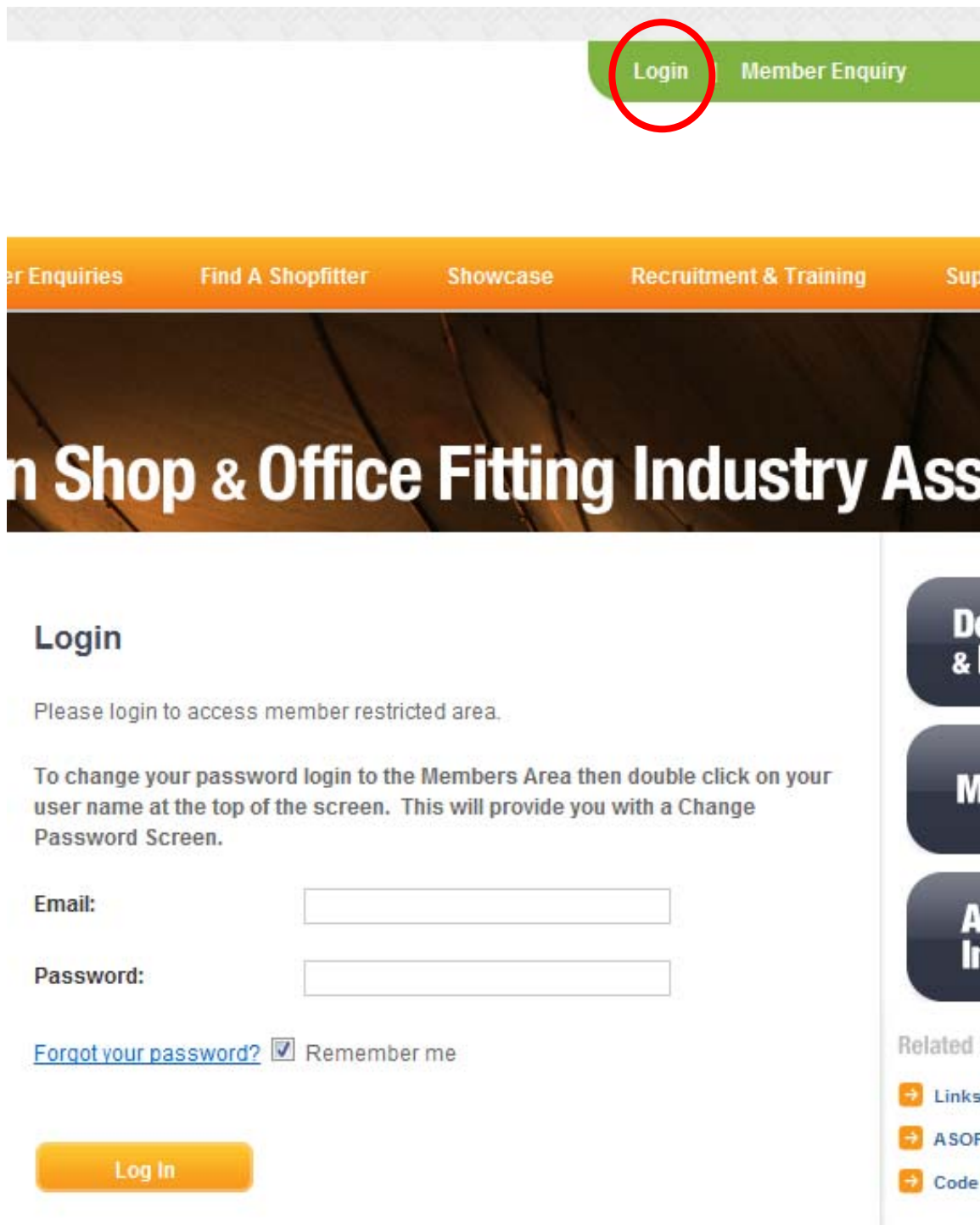
Category: **Sub Category:**

Job Size: **Budget:**

Location:

Attachment

A client who has already registered previously to submit a tender would log in via the Login tab at the top of the screen. This is also where ASOFIA members login.



The following screen appears once the client has logged in.

▶ Home ▶ Upload Tender

Upload Tender

Title*:

Description:

Attachment:

Category*:

Sub Category*:

Job Size (m²):

Budget (\$):

Suburb*:

State:

Start Date:

Completion Date:

Closing Date: