



A Guide to new eTenders Terminology

To help you find your way around the new eTenders platform, we have provided this useful guide:

Old term	New term	Meaning
RFT	CfT	Call for Tenders – relates to the creation of a new competitive process whether advertised, quotation or mini-tender
Checklist	Workspace	The summary information about a CfT - prepopulates into Contract Notice
Workspace	Workarea	This is a folder where CfTs can be created within – allows you to structure your procurements if large volumes, and/ or limit users who have access to the workspace
System ID / RFT ID	Resource ID	System generated unique ID for each CfT – recommended to include in Notices as a reference
Quick Quote	Simplified Process	Creation of a quotation or mini-tender process where those invited are chosen by the Contracting Authority
n/a	Workflow	Selecting which activities go offline/online
Editor / Viewer	CAPC/CAPCA/CAPO	Different categories of user: <ul style="list-style-type: none"> ● CAPC – full rights ● CAPCA – full rights except user / approval set up ● CAPO – restricted rights –additional rights provided on a competition by competition basis under the Assign PO/ TC task

