

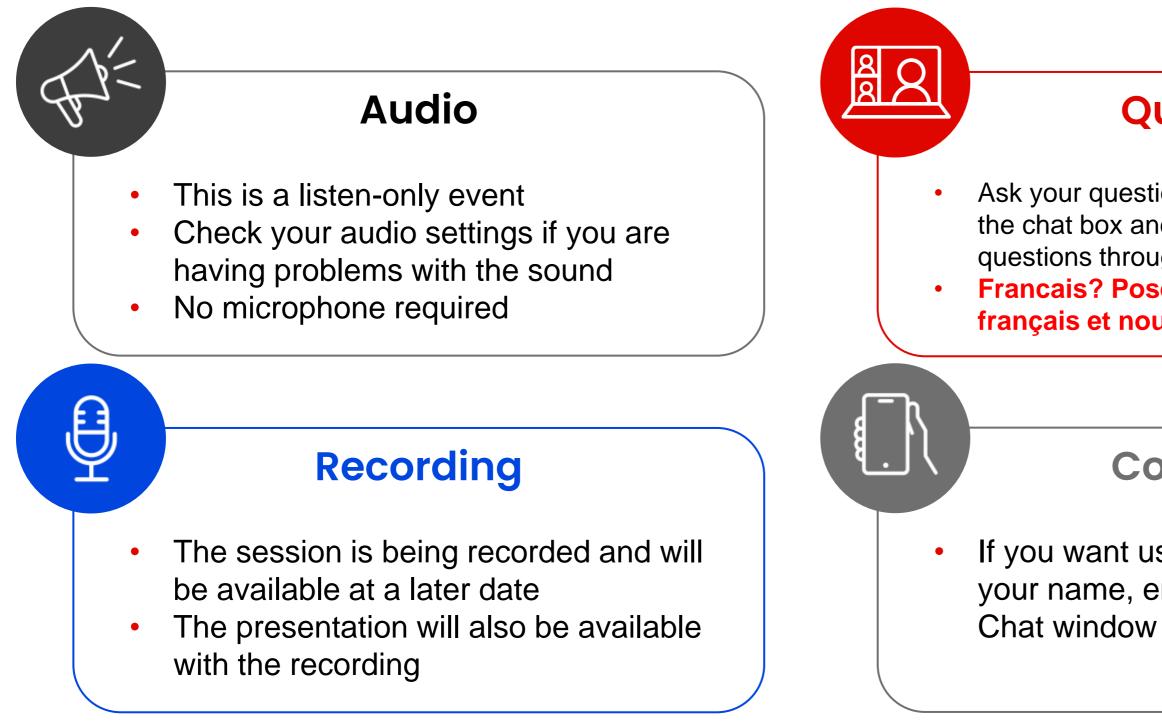
# Help grow your business with merx.com

Navigating merx.com



### Before we begin

Housekeeping



### Questions

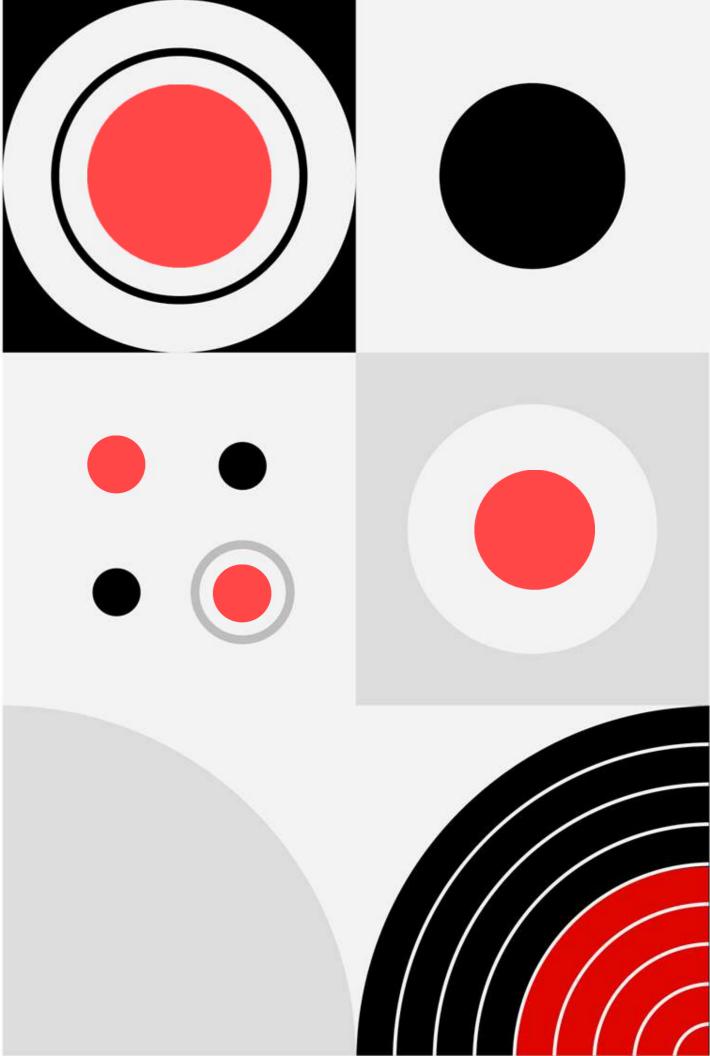
Ask your questions in the Q&A window or via the chat box and we will answer your questions throughout the webinar Francais? Posez-nous votre question en français et nous vous répondrons

### **Contact Us**

If you want us to contact you, leave your name, email and reason in the Chat window

### Today's outlook

- 1. merx Snapshot
- 2. About NLSchools
- 3. Quick Demonstration
  - •User Main Page
  - Setting up Saved Searches and Getting Notified
  - How to order documents and submit eBid
  - How to register
- 4. Contact us



### Here to Help

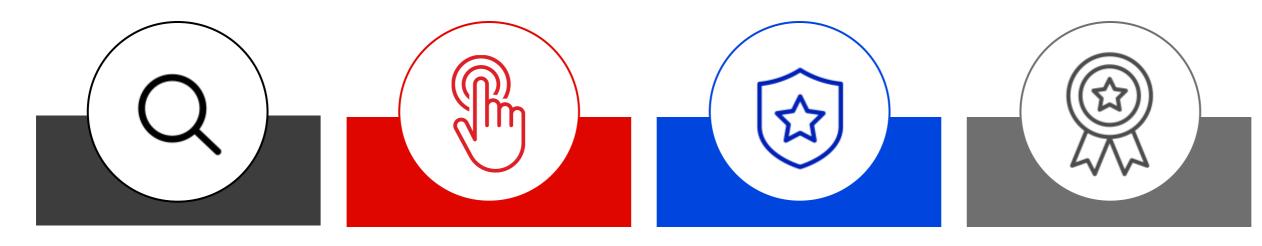
- Kim Cullen, Director of Marketing
  - kim.cullen@mdfcommerce.com
- Christelle Djonon, Implementation Specialist
  - <u>christelle.djonon@mdfcommerce.com</u>
- merx Customer Support Team
  - 800-964-6379
  - merx@merx.com
  - M-F 8:30am 9:30pm NST





### merx.com snapshot

Quick view of features and benefits



### Search

**Search** for relevant opportunities in your region, industry for your goods or services.

Create Saved Search notifications on opportunities of interest straight to your inbox!

### **Find**

Find other businesses to partner or sub-contract with from the **Document Request List**.

Learn more about your market with **historical** information on buying trends and competitive information with historical data.

### Bid

eBid Submissions go directly to the Buying Organization – They can only access AFTER closing time.

Paperless process with complete safeguarding of your information.

Win contracts to help grow your business.

Search historical information on Awards and see who's winning and in some cases the \$ value of the win.

Request a **debrief** after a submission loss.



### Win

### **Profile**

Setup your **custom** profile to be found by buying organizations who are looking for your good(s) and/or service(s).

Define your working categories so those buyers can find you!

### Strength in numbers

### 200,000+

Local, National and International suppliers



### 2,000+

Buying Organizations from across North America



### Hundreds of billions

of dollars in projects every year

### Made in Canada

Canadian headquarters Canadian data centres Bilingual team & system



## On Today NLSchools

- Karen Bromley <u>karenbromley@nlschools.ca</u>
- Danielle Crewe-Wyatt <u>DanielleCrewe-Wyatt@nlschools.ca</u>
- Jamie Whitten jamiewhitten@nlschools.ca
- Mark Green markgreen@nlschools.ca
- Jackie Ralph jackieralph@nlschools.ca



### Newfoundland & Labrador English School District's Procurement Page

https://www.nlschools.ca/business/index.jsp



95 Elizabeth Avenue St. John's, NL · A1B 1R6 Tel: (709) 758-2372 · Fax: (709) 758-2706

📢 🏠 ABOUT + STUDENTS & FAMILIES + SCHOOLS + PROGRAMS + CONTACT + 🚔 STAFFROOM

### DOING BUSINESS WITH NLESD

We welcome you to do business with the Newfoundland and Labrador English School District. To view business opportunities please visit the NLESD MERX web site. If you are new to this system, please see below for instructions and details on submitting bids on available tenders. Contact information re purchasing and invoice payments can be found at the bottom of this page.

### NOTICE: IMPORTANT INFORMATION ON USING MERX E-PROCUREMENT

The Newfoundland and Labrador English School District will only accept bids via its MERX e-procurement bidding system. This online system provides the following benefits:

- Subscription is FREE.
- · View notices and documents in one place.
- · Receive email notifications of matched opportunities, amendments and awards.
- Submit your bids online through our electronic bid submission process.
- · Ask questions directly to the buyer responsible for the solicitation through our Q & A feature.
- Watch the countdown clock during your online bid submission.
- Track bid progress and history.

Free online tutorials are also available at www.merx.com/public/Help.

Merx informational video can be found at right and a PDF presentation can also be found below.

Merx - Doing Business with NLESD (PDF)

Suppliers should register on the MERX system, by registering at www.merx.com, or by phoning 1-800-964-6379 (Monday to Friday, 8:30 a.m. to 9:30 p.m NT and 8:00 a.m. to 9:00 p.m in Labrador). MERX personnel will assist suppliers with setting up their profile and opportunity matching. Be sure to Note when you are registering as a Newfoundland & Labrador English School District supplier, it is a FREE service.

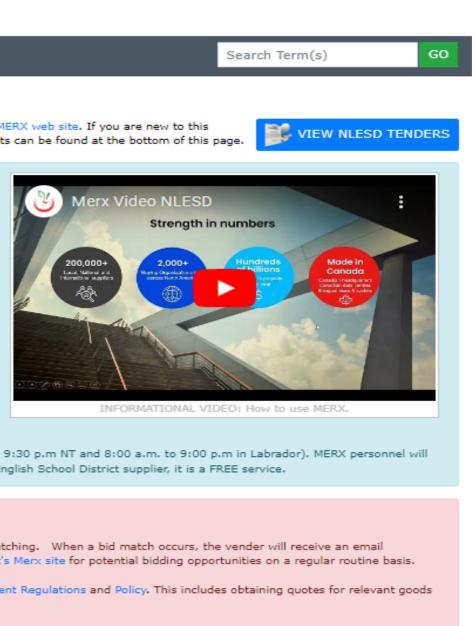
### \*\*\* DISCLAIMER \*\*\*

When setting up a bidder profile, the vendor will need to select categories for goods and/or services relevant to their business to allow for bid matching. When a bid match occurs, the vender will receive an email notification. Please note that vendors should NOT rely solely on these notifications. Rather, vendors are strongly encouraged to visit the District's Merx site for potential bidding opportunities on a regular routine basis.

The NLESD carries out its procurement in compliance with the provincial governments Public Procurement Act and its associated Public Procurement Regulations and Policy. This includes obtaining quotes for relevant goods and services, and issuing open calls when required.

While many of our open calls may be found on other tender listings, to view all current open calls for NLESD, please visit the NLESD's Merx web site. All tenders close at 2:30pm on the closing date. Bidding documents MUST be obtained through Merx.

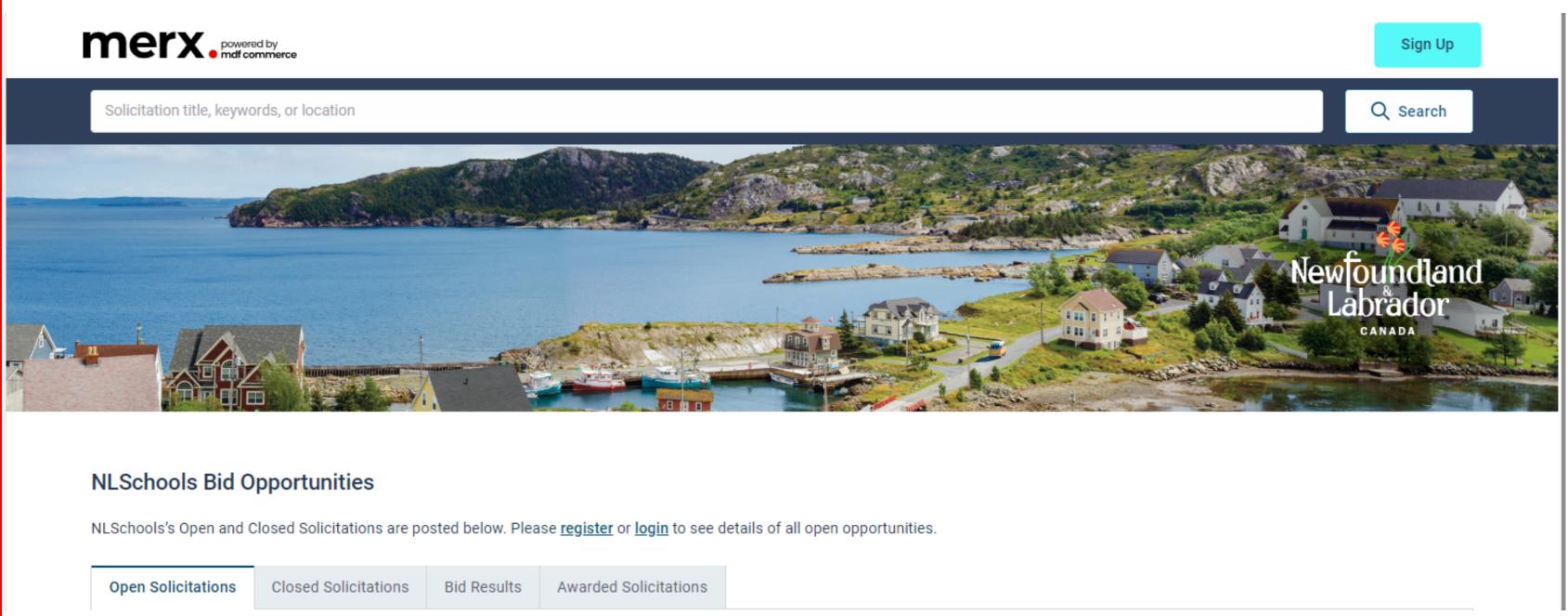






### NLSchools solicitations on merx https://www.merx.com/govnl/nlschools





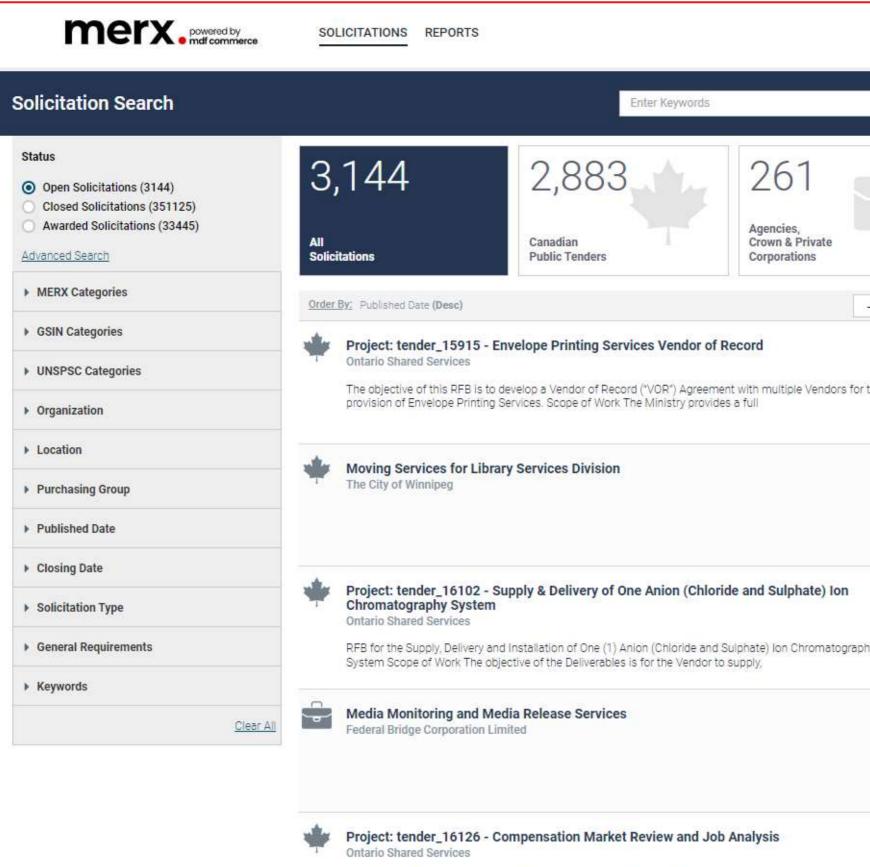
# Preparing your business

Quick online demonstration



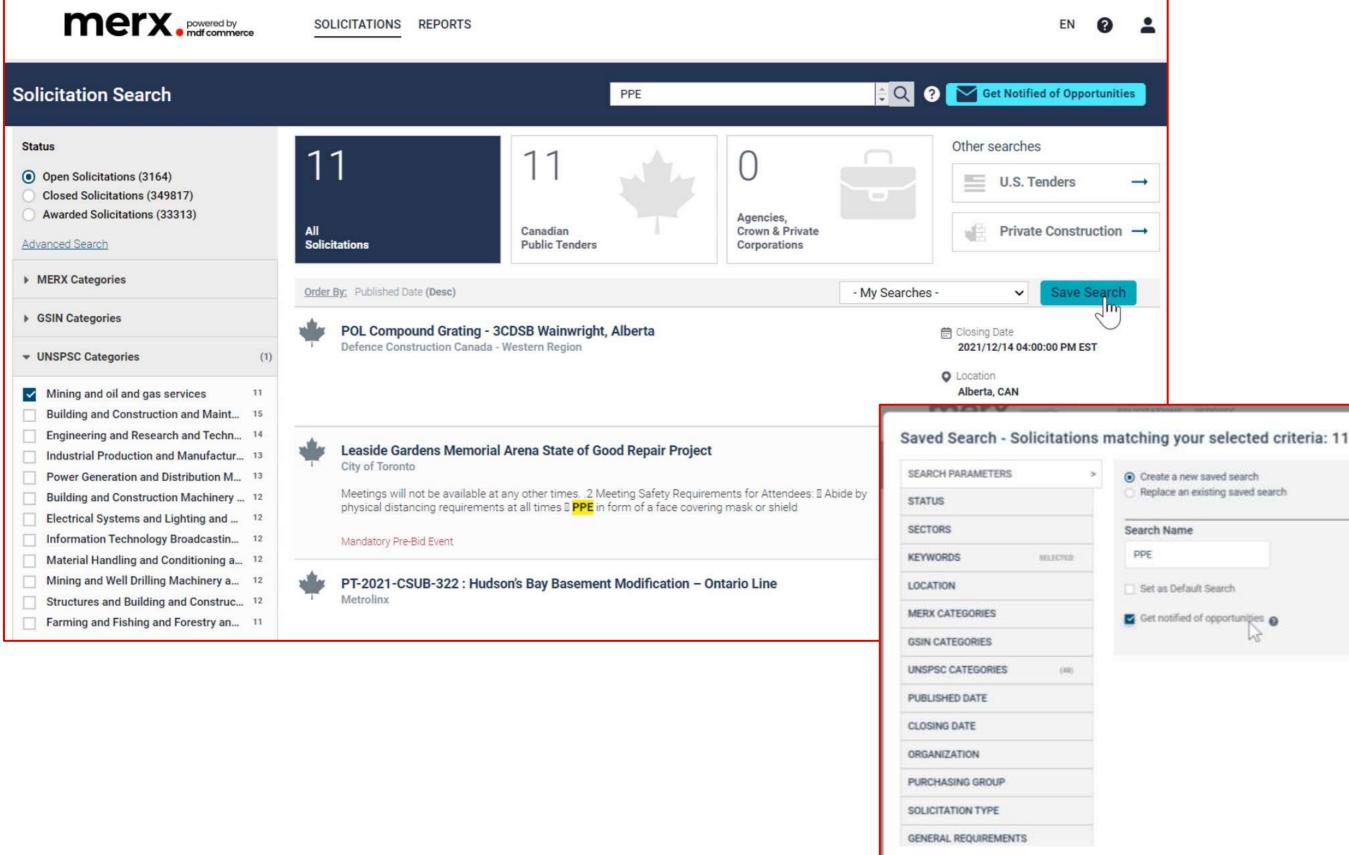


### **User Main Page**



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4 ?	Get Notified of Opportunities
	Other searches
	U.S. Tenders $\rightarrow$
	Private Construction →
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the	Location     Ontario, CAN     Published Date 2021/12/15
	Closing Date 2022/01/14 05:00:00 PM EST
	Location     Manitoba, CAN     Published Date 2021/12/15
	Closing Date 2022/01/06 11:00:00 AM EST
hy	© Location Ontario, CAN Published Date 2021/12/15
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	Canada Published Date 2021/12/15
	Closing Date 2022/01/05 11:00:00 AM EST
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### Setting up Saved Searches and Gettir



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Set as Default Search			
Get notified of opportunities			

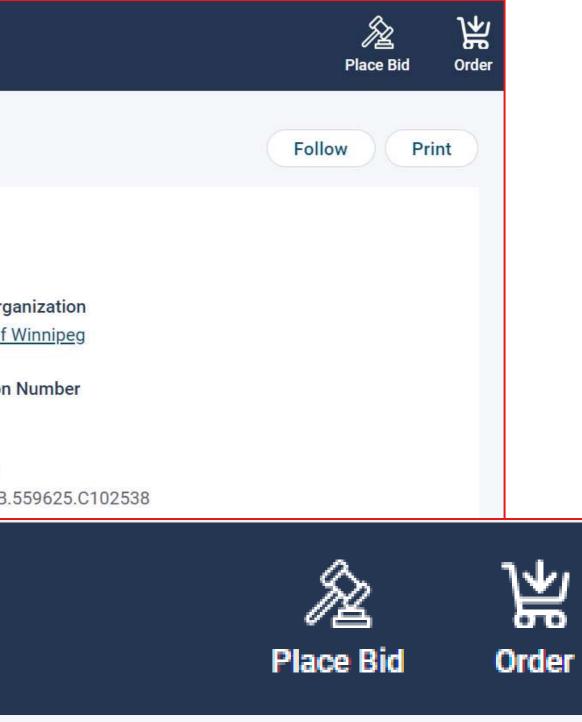
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### Ordering documents and placing a bid

### 913-2021 - Moving Services for Library Services Division

Time Left to Bid 30 d 02 h 28 m	
e	
ategories	Basic Information
ocuments	Reference Number
cument Request List	0000214315
	Solicitation Type
it	RFT - Request for Tender (Formal)
	Title
	Moving Services for Library Services Division
	Agreement Type
	Canada-European Union Comprehensive Economic and Trade Agreement(CETA)

• If you subscribe to the Local, Regional, or National package, you get unlimited document and eBid submission. Otherwise, you can Pay-As-You-Go for \$60 per solicitation.



### Ordering documents and placing a bid

	powered by mdf commerce	SOLICITATIONS REPORTS			E	N <b>(?</b> )	॑॑ <mark>ੑ</mark> (1)
RDER BASKET - 1	SOLICITATION						
Solicitation No. NLES	D-22-RFP072B						
Learning Co	ontent Development for	Self Advocacy Modules	Publish	ned: 2022/05/17			
Newfoundland	d & Labrador English Scho	ol District	Closing D	ate: 2022/05/26 01	:00:00 PM ED	т	
Peninsula, Ne Peninsula-Lal	ewfoundland and Labrador	Labrador & Notre Dame-Central	Follo	w*: Please make	a selection	~	
Original Documents	;						
File Name	# of pages	Delivery Method	Language	Price per unit	Price per set	Quantity	Total price
RFP Document.pdf	23 pages	Download	✓ English	\$0.00 per page	\$0.00	1 🗸	\$0.00
<u>Order by</u>				Sub-To	ıtal		\$0.00
<u>Remove this solicitation</u>				Sub-To Shippin Total	otal ng & Handling	9	\$0.00 \$0.00 \$0.00
Do Not Follow:		When amendments are issued, you will not be notified and you will not be sent the amendment documents.			itation Docum ping & Handli s		\$0.0 \$0.0 \$0.0
Newsfeed:	When amendments are dashboard. This is a fro	e issued, a notification will appear in ee service.	the newsfeed on your	Total			\$0.0
<b>B</b>	When amendments are service.	issued, you will receive notification	n by email. This is a free				
Receive Notifications:							

### Ordering documents and placing a bid

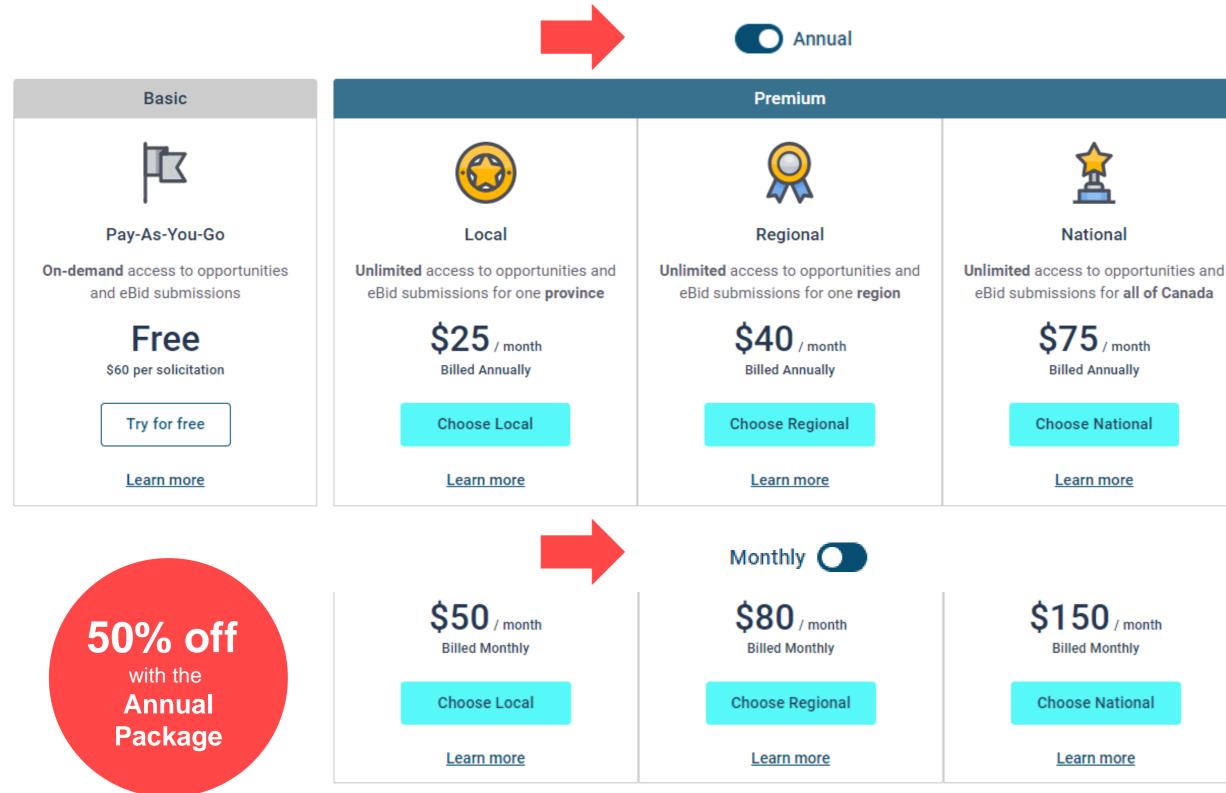
Place a Bid 2021-09-sample-exemple - Sample RFP for Supplier Webinar Sept-Dec-2021 Closing Date: 2021/12/23 01:00:00 PM EST Please select the desired action and click on Continue.	1-09-SAMPLE-EXEMPLE - SAMPLE RFP FOR SUPPLIER WEBINAR SEPT-DEC- 1 sing Date: 2021/12/23 01:00:00 PM EST Proposal 2- Submission 3- Confirmation						
<ul> <li>Place a new Bid</li> <li>Place a No Bid</li> <li>Cancel Continue</li> </ul>	Documents     Questions     Pricing       BID DOCUMENTS - TECHNICAL REQUIREMENTS       Document defining technical requirements	ŧ.zip					
<ul> <li>After ordering the documents, you are now</li> </ul>	Drag & Drop or browse for your file	Drag & Drop or browse for your zip file					
<ul> <li>able to place a bid, if you are interested.</li> <li>Make sure to attach all required documents or enter all requested information.</li> <li>For security reasons please re-enter your</li> </ul>	File       Size       Uploaded Date       Processing Status       Actions         No files uploaded.  <						
<ul> <li>password upon placing the bid</li> <li>Once bid is placed, BID SUBMITTED appears.</li> </ul>	Terms & Conditions   Privacy Policy   Contact Us   Disclaimer	0	Cancel Save & Quit Next				

.IER	WEBINAR	SEPT-DEC-



### Membership Packages – Canadian Tenders

Plans are based on the regions you want to target



Displayed prices are in Canadian currency and do not include applicable taxes.



Unlimited Document Downloads



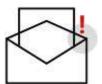
**Unlimited eBid\*** submissions



Potential Partnerships\* Sub-contracting opportunities



Unlimited saved searches



Up to 10 Daily Search Notifications



Create your **Custom Profile** 





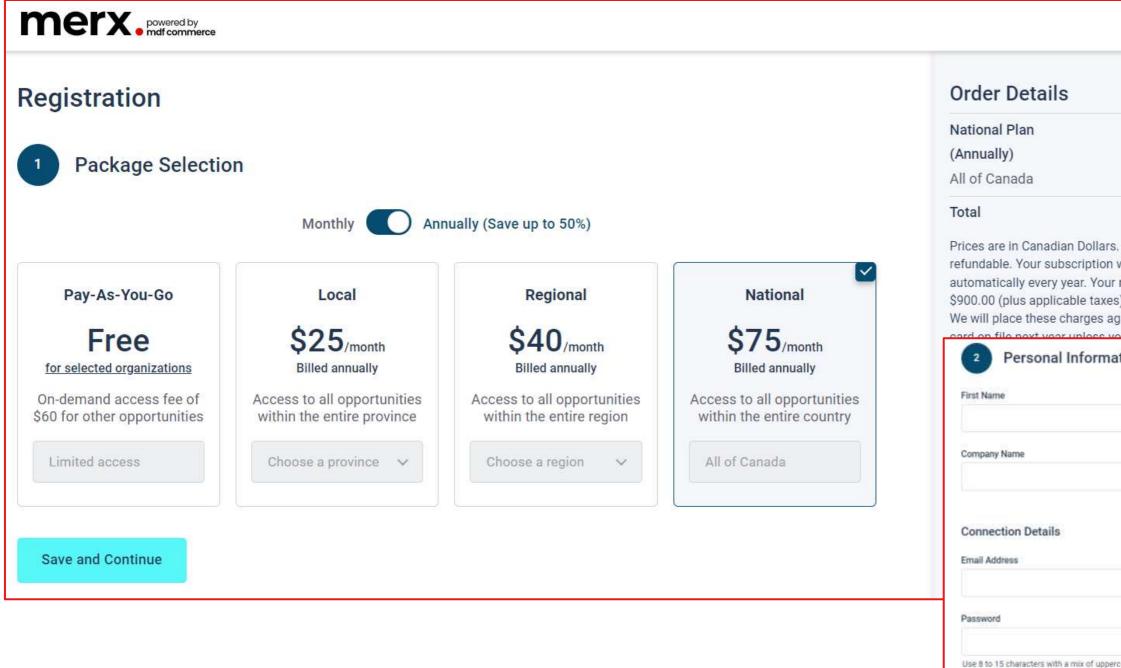
**Region based** plans



All plans include Northern Canada

### How to register

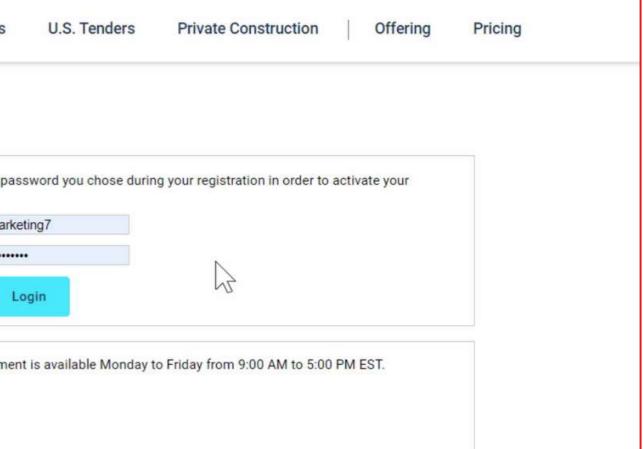
https://www.merx.com/public/user-registration



order Details				
ational Plan \$900 Annually) Il of Canada	).00			
tal \$900 rices are in Canadian Dollars. All fees are no fundable. Your subscription will renew utomatically every year. Your next payment of 200.00 (plus applicable taxes) is due next ye e will place these charges against your cred	on- of ear.			
2 Personal Information First Name	Last Name			
Company Name	Phone Number	3 Payment Method		VISA
Connection Details		Card Number	Expiry Date	Security Code
Email Address	Username	0000 0000 0000 0000	MM/YY	cvv ()
Password	Confirm Password	Billing Address		
Use 8 to 15 characters with a mix of uppercase and lowercase letters, numbers & symbols		City	Zip/Postal Code	
I agree to the Terms & Conditions stated herein		Country	State/Province	
NG2 2		Country	Choose a state	/province 🗸
		I agree to the Credit Card Terms & Conditions Finalize the registration		

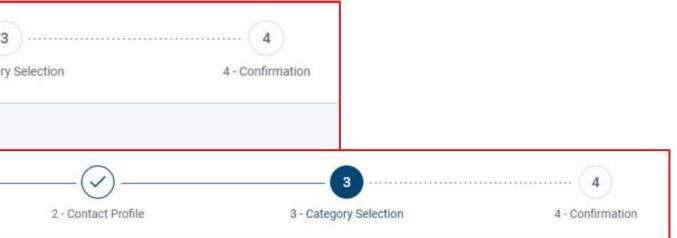
### Activate your account

NEED HELP: (800 (613) 727-4900	HOME
merx. powered by mdf commerce	
Isabelle Tutorial,	
Thank you for registering on MERX.	
Please note that you must activate your account using the link beling registration:	elow to finalize your
MERX - My company rocks! Account Activation	
Upon logging into MERX for the time, we recommend that you your organization and contact information under the "My Account"	
If you need assistance, please call MERX's Support De Service hours are Monday to Friday from 9:00 AM to 5	Canadian Tenders
Kind Regards,	Account Activation
	Activation
MERX Support Department	Please enter the username and account.
merx@merx.com	Username ma
	Password ····
	Need Help?
	The MERX's Support Department
	<ul> <li>(800) 964-6379</li> <li>merx@merx.com</li> </ul>

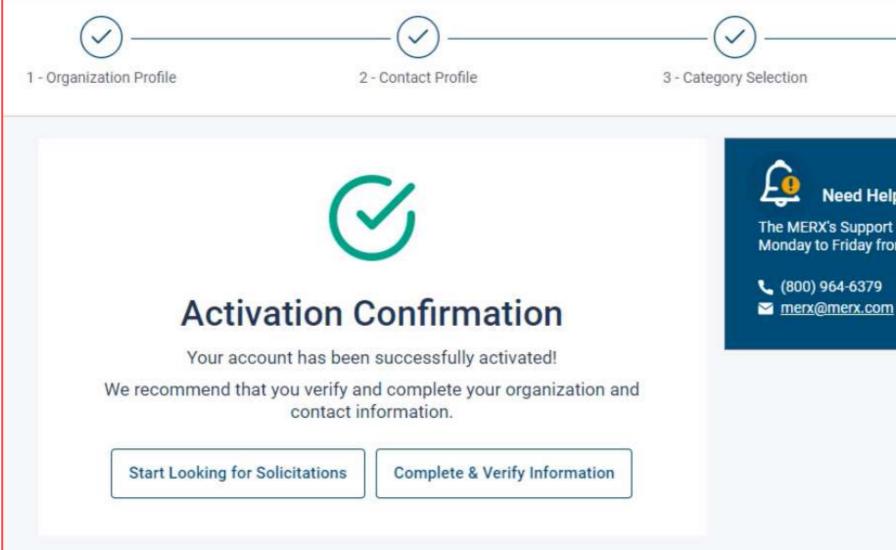


### Setup your profile

1										
1 - Organization Profile	2 - Contact Profile		3 - Category Selection	4 - Confirmation						
Organization Profile										
Organization Name*		У Туре			I	0	_	$\sim$		
My company rocks!		Supp	$\checkmark$	2			)			
			1 - Organization Profile	2 - Contact Profile		3 - Category	/ Selection	4 - Confirmatio	n	
Organization Address										
Address*		City*	Contact Profile							
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Country*	Zip/Postal Code*			1-	Organization Prof	file	2 - Contact Profile	3	- Category Selection	4 - Confirma
	~									
			First Name*		ategories.	select categories for	every product or service that	your business provides.	You can search for specific cat	egories or browse through
Organization Contact In	formation		Isabelle		MERX Catego	ories (0 Selected)	N.			
Phone*	ext.	Toll Fre	Personal Address							
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### **Account activated**





### Need Help?

The MERX's Support Department is available Monday to Friday from 9:00 AM to 5:00 PM EST.

### Here to Help

- Kim Cullen, Director of Marketing
  - kim.cullen@mdfcommerce.com
- Christelle Djonon, Implementation Specialist
  - <u>christelle.djonon@mdfcommerce.com</u>
- merx Customer Support Team
  - 800-964-6379
  - merx@merx.com
  - M-F 8:30am 9:30pm NST





## Have I answered all your questions?

merx@merx.com