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WELCOME TO



askabidwriter.com

IMPROVING BID SUCCESS

**THANK YOU FOR STARTING YOUR
SUBSCRIPTION WITH
ASKABIDWRITER.COM, YOU CAN NOW
LOG INTO YOUR ACCOUNT AND:**



Ask Questions



**Access Bidding
Resources**



**Learn, helping
you **improve**
your success
rate**



**Collaborate
with Global
Experts**



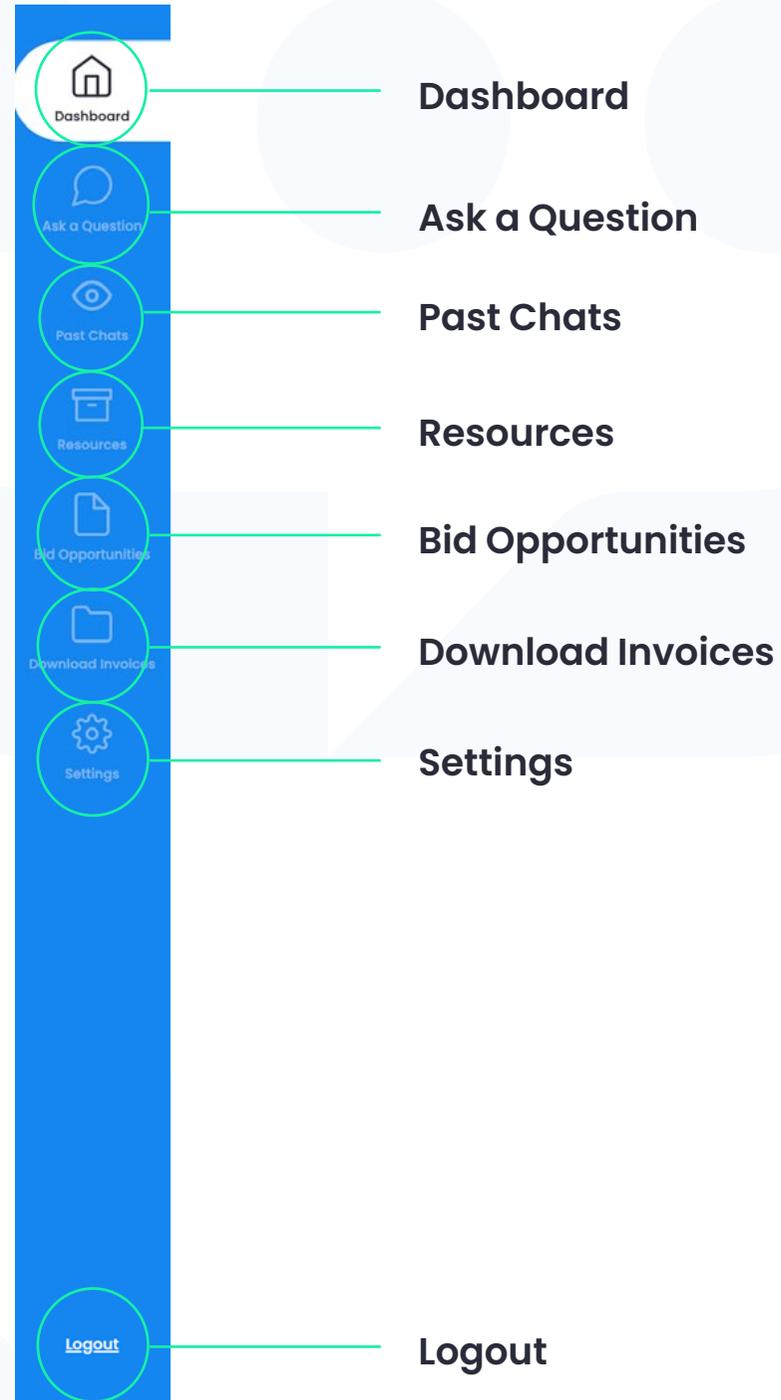
**Discover live
opportunities to
bid**

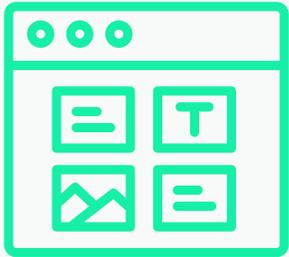
HOW TO USE



THE NAVIGATION

On the left-hand side you will find the navigation. This will allow you to navigate throughout the portal.





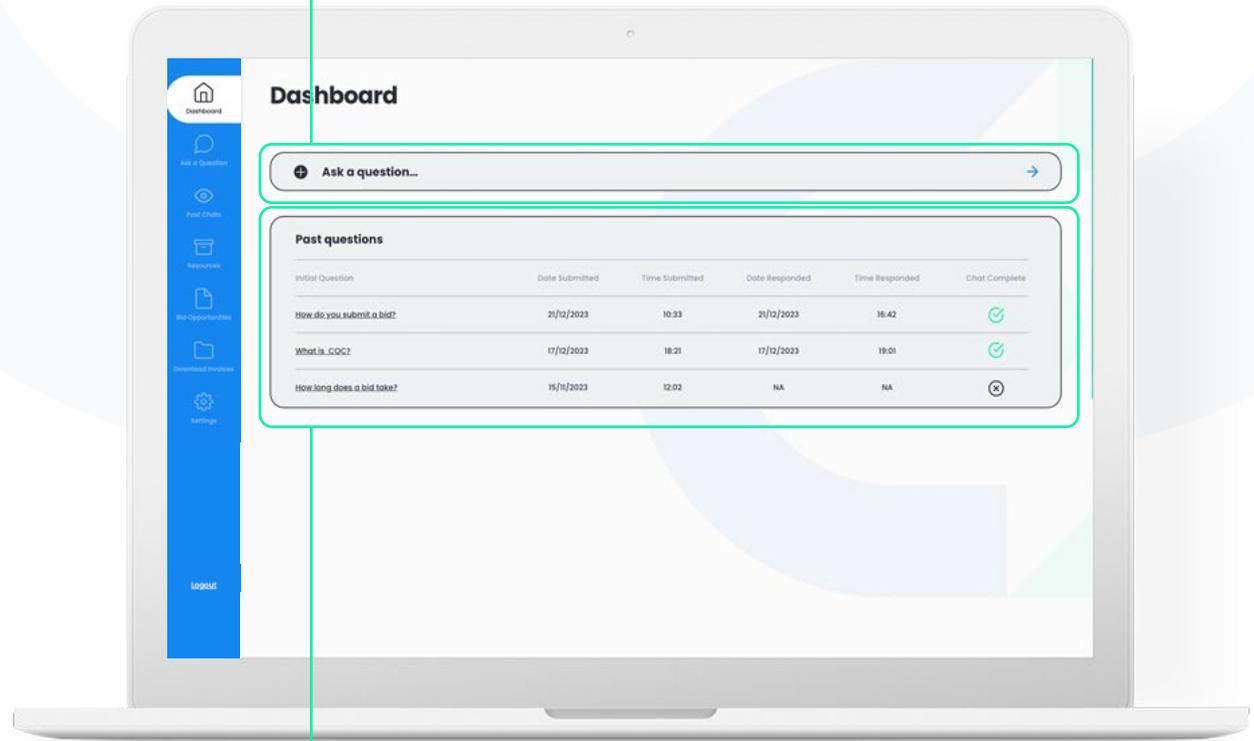
THE DASHBOARD

Via the Dashboard you will be able to ask a question related to the sector that you signed up with. When asking a question, you can also upload documents.

You will be able to view your past chats on the Dashboard.

Ask a Question

When asking a question, you can also add documents which aid your request for support. Simply click on the plus symbol.



Past Questions

- Initial Question
- Date Submitted
- Time Submitted
- Date Responded
- Time Responded
- Chat Completed

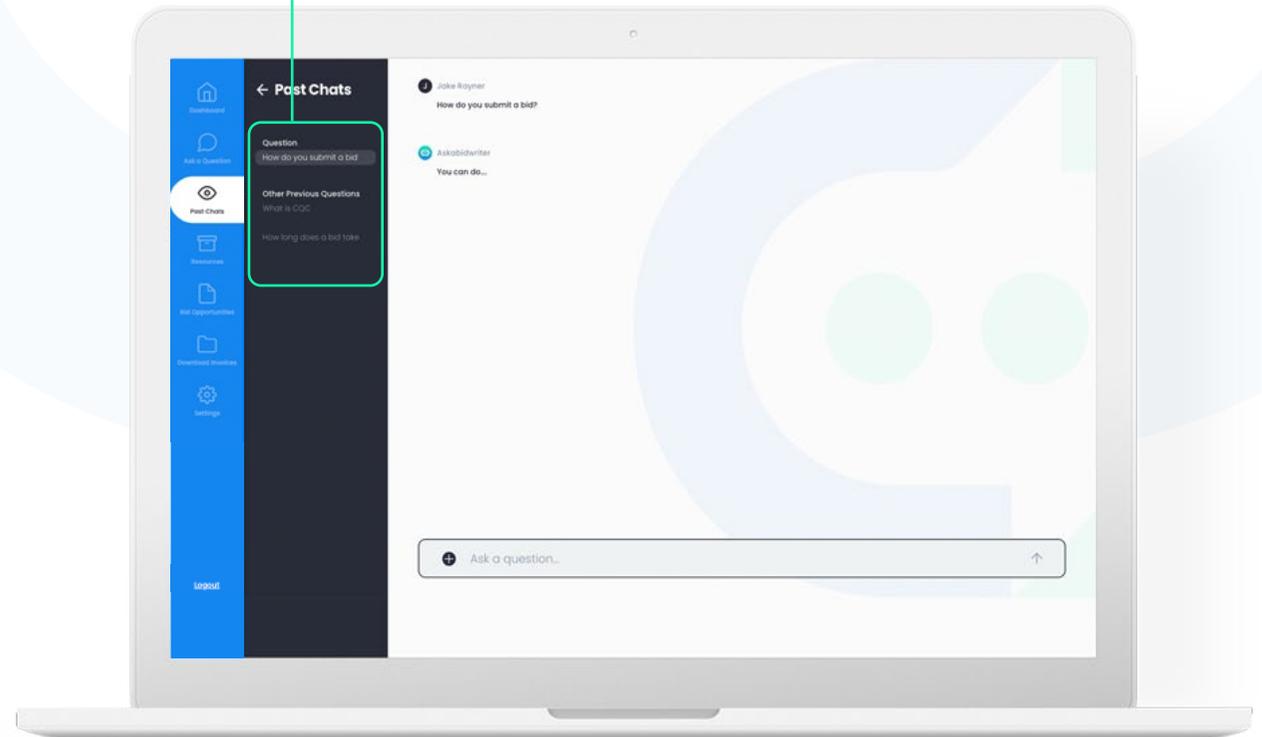


PAST CHATS (IN CHAT)

Here you can continue on with past chats that you have started or view closed chats.

Other Past Chats

Here you will find your past conversations.





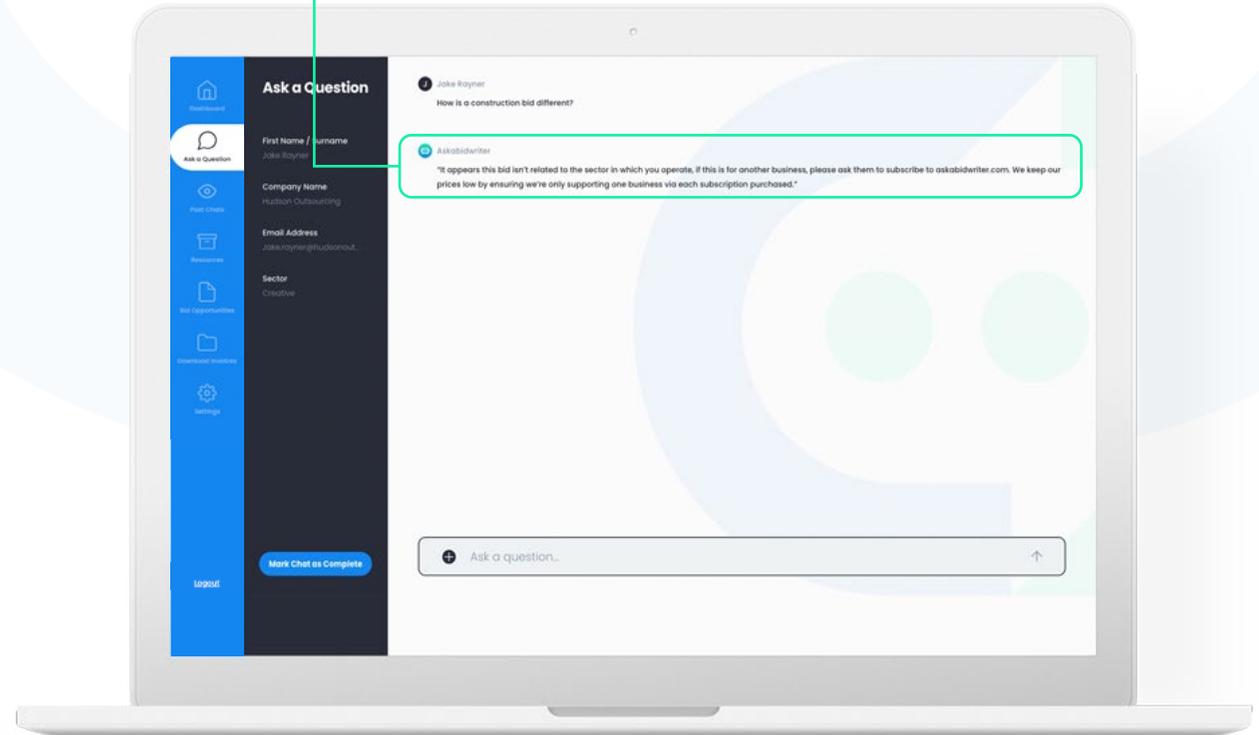
YOUR SECTOR

When you ask a question that isn't related to the sector that you're signed up for, you will receive a message stating that.

On top of general bidding questions, access is granted for sector-specific questions. These questions should be linked to your sector of choice.

Other Sector Messages

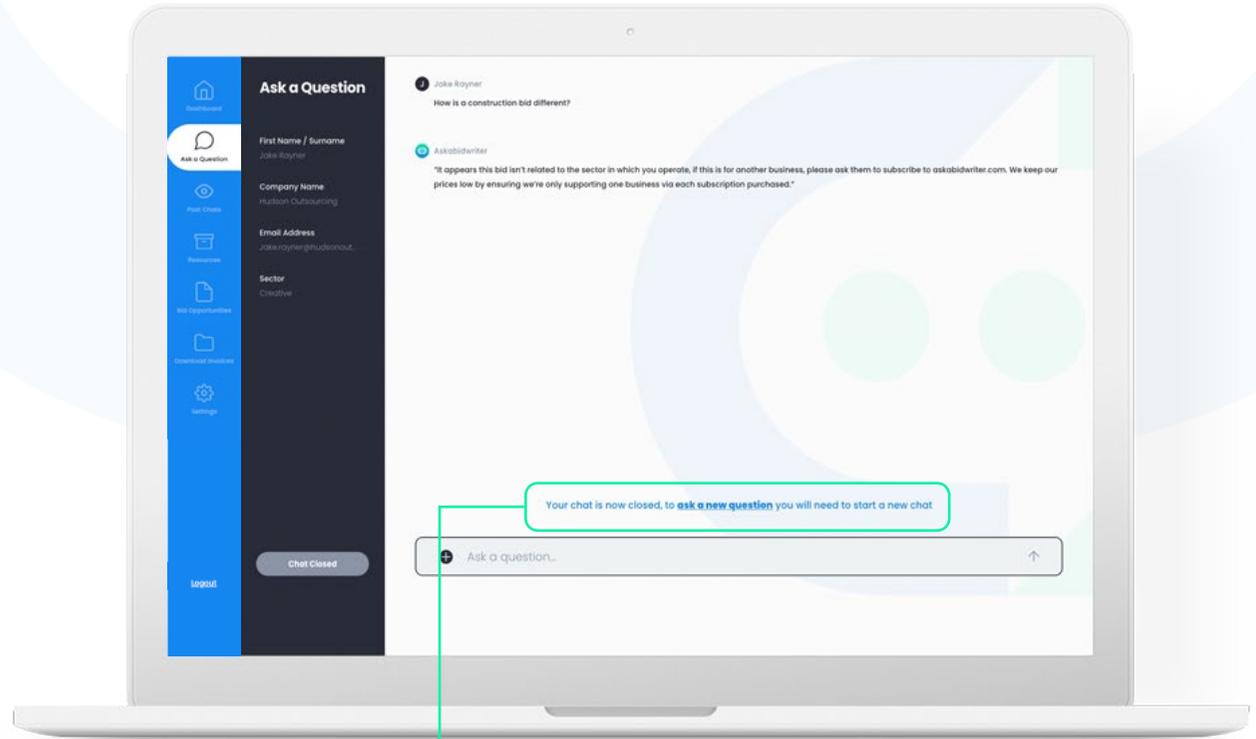
If you ask a question about a different sector, our admin team will advise on the process to follow.





MARKED CHAT AS COMPLETED

Once a chat has been marked as complete, there will be a display message that states that you won't be able to ask another question in that chat.



Closed Chat Message

Once a chat has been closed, the following message appears. You can start a new chat by clicking 'Ask a New Question'.



ASK A QUESTION

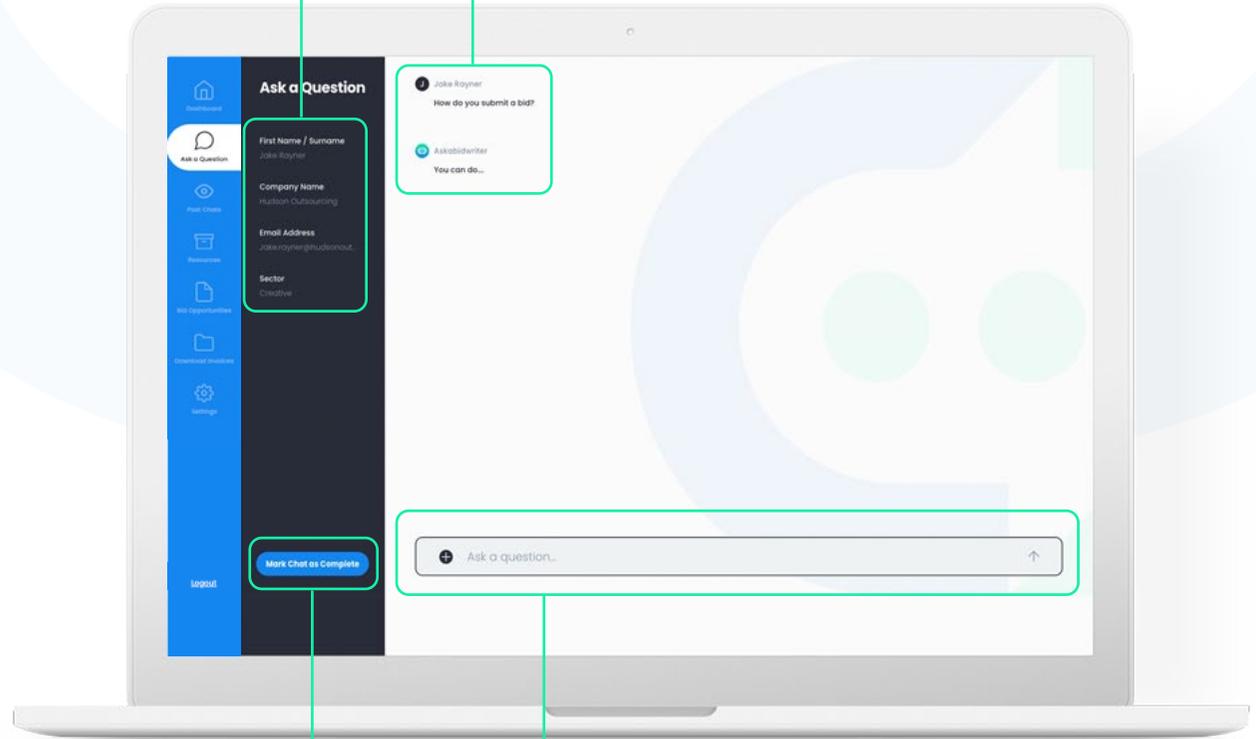
You will be able to ask a question related to the sector that you signed up with.

Your Details

In this section on 'Ask a Question' your details will be displayed here, the main purpose for this is so you can see which sector you are registered for.

Messages

The messages between you and the admin will be displayed here.



Mark Chat As Complete

Once you have asked your question and received a reply, you can either ask a follow-up question or mark the chat as complete.

Ask a Question

When asking a question, you can also add documents that aid your request for support. Simply click on the plus symbol.

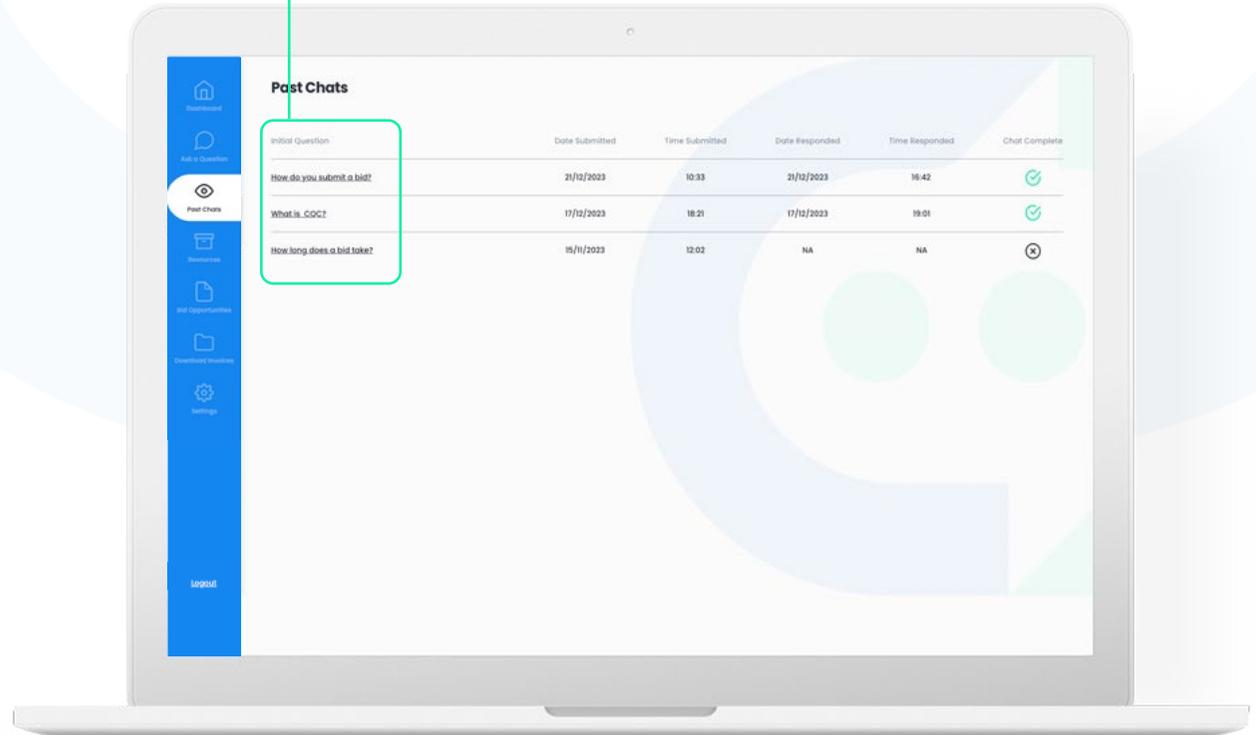


PAST CHATS

Here you can view all of the past questions that you have asked and see whether the question has been answered.

Past Questions

Clicking on the initial question will take you to the past chat, where you can view the conversation or ask another question if the chat hasn't been marked as complete.





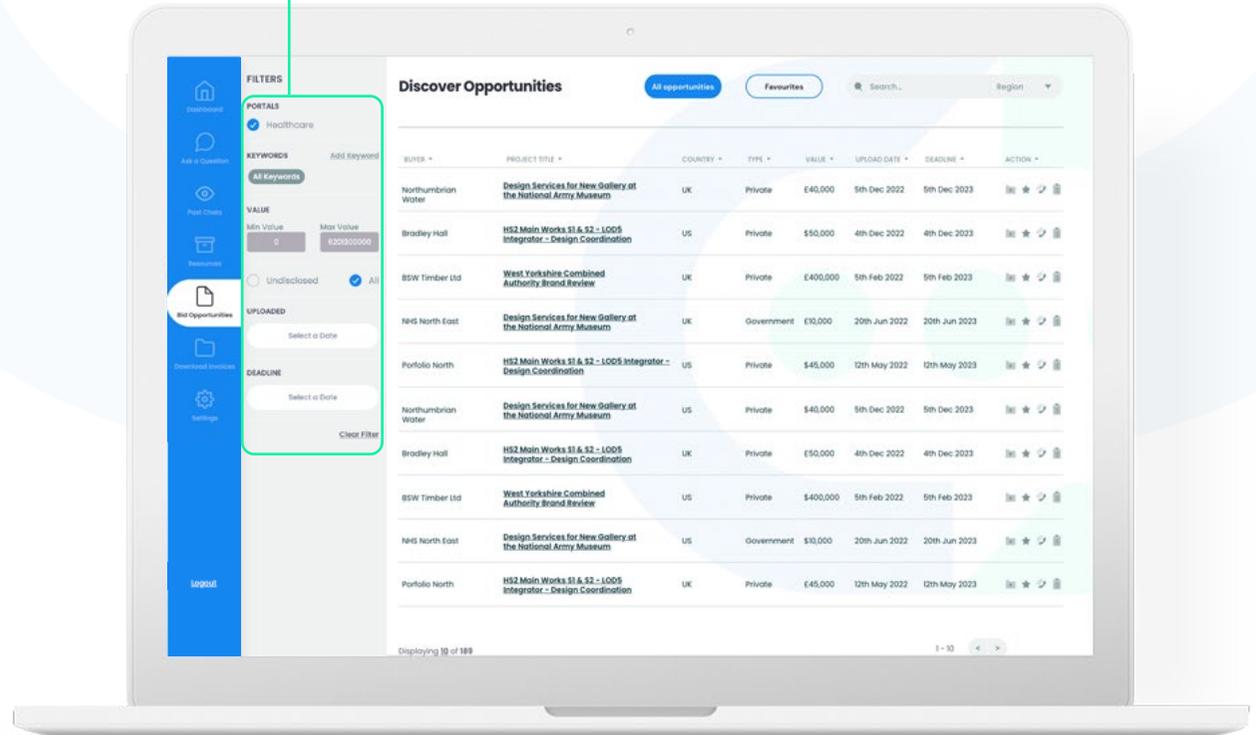
SEARCH FOR BID OPPORTUNITIES

In this section you will be granted access to the **Hudson Outsourcing opportunity tracking portal** for your sector of choice.

Here you can search for new bids by either using the filters or the search bar if you have a bid in mind.

Filters

When searching using the filters, you must clear all filters to repeat a search.





ADVANCED SEARCH FILTERS

Keyword

Select your keyword or keywords from the dropdown list.

Value

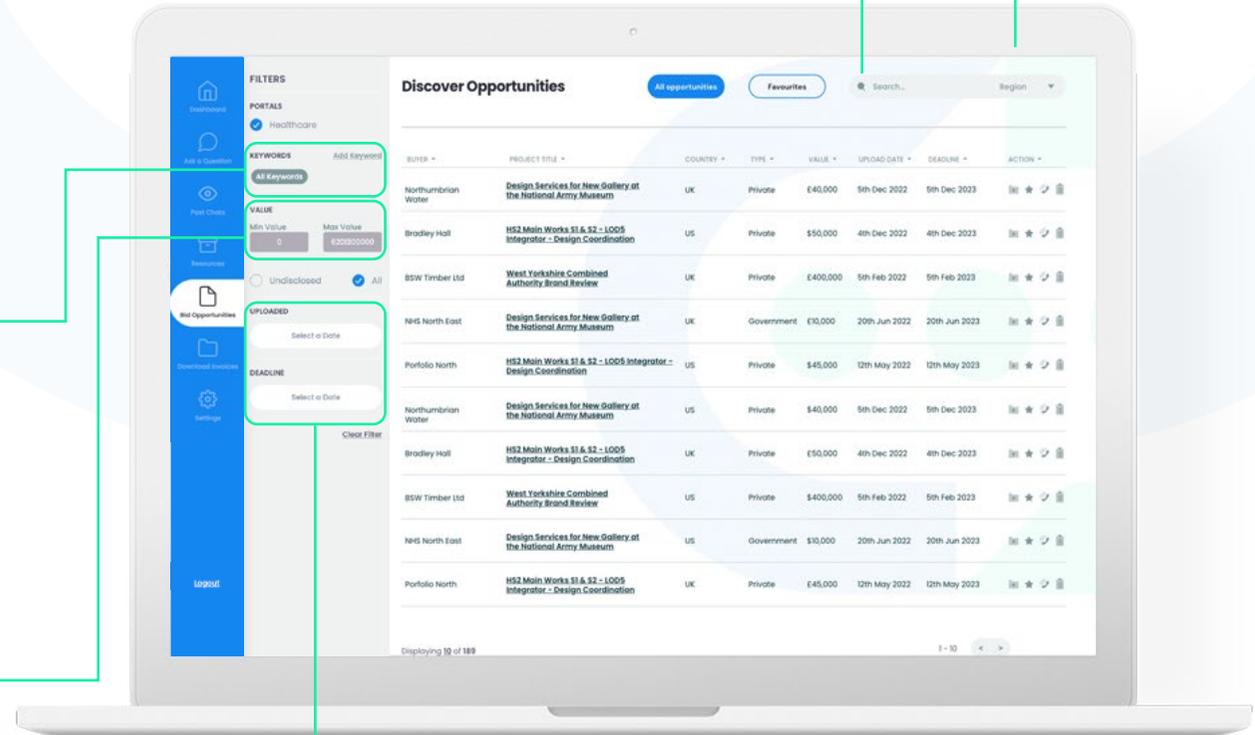
Type in the value of the tenders that you are looking for. For example, bids valued between £100,000-£500,000.

Specific Search

If you know the bid title you can use this area to find the specific bid.

Region

Here you select your chosen region, or leave it blank to show opportunities in all regions.



Uploaded and Deadline filters

These filters allow you to refine the search to look for opportunities recently uploaded or with specific deadlines.



OTHER FEATURES



Access documents

This takes you to the original bid listing or submission portal.



Save to Favourites

Click on the star to save a bid to your favourites.



Schedule a call

Simply click this button to request a call with our team regarding the selected bid.

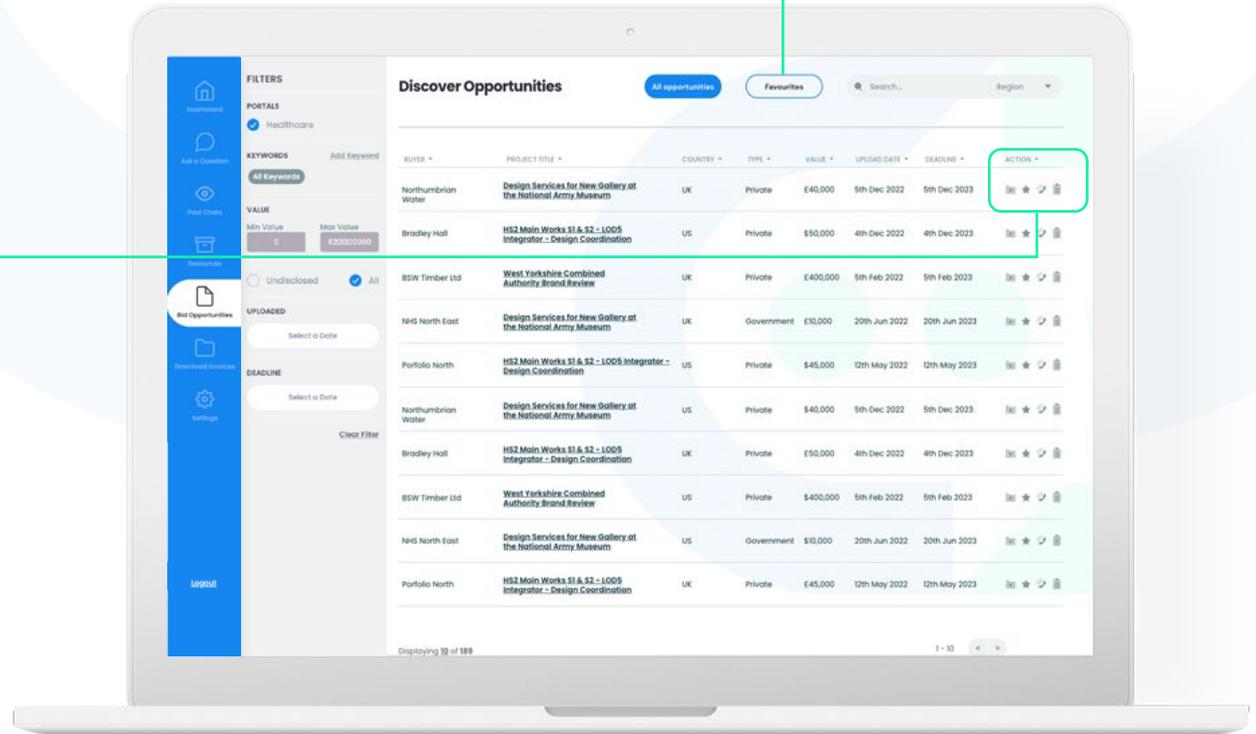


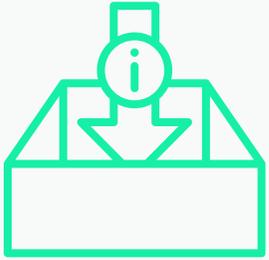
Request bid writing quote

If you need bid writing support, you can request a quote from our team.

Favourites

Here you can view all the bids that you saved as your favourites.



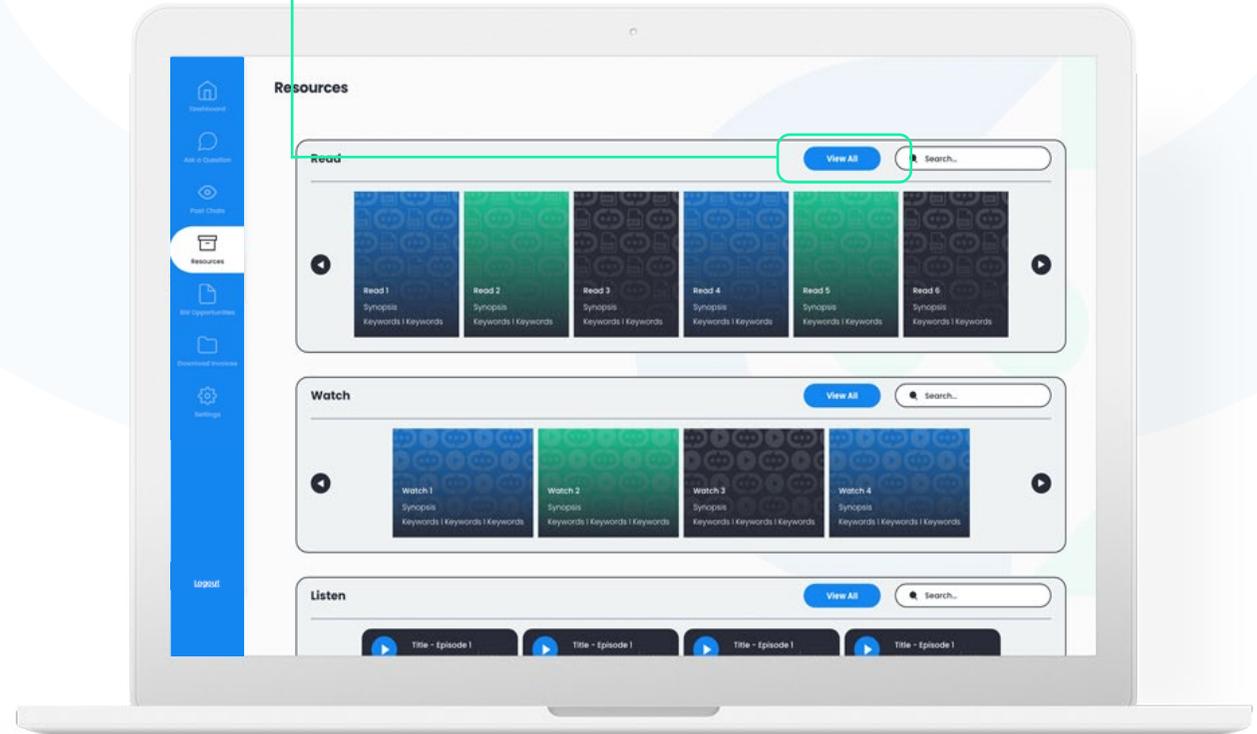


RESOURCES

The resources section has five subsections which include: 'Read', 'Watch', 'Listen', 'View Opportunities' and 'Templates'.

'View All' Button

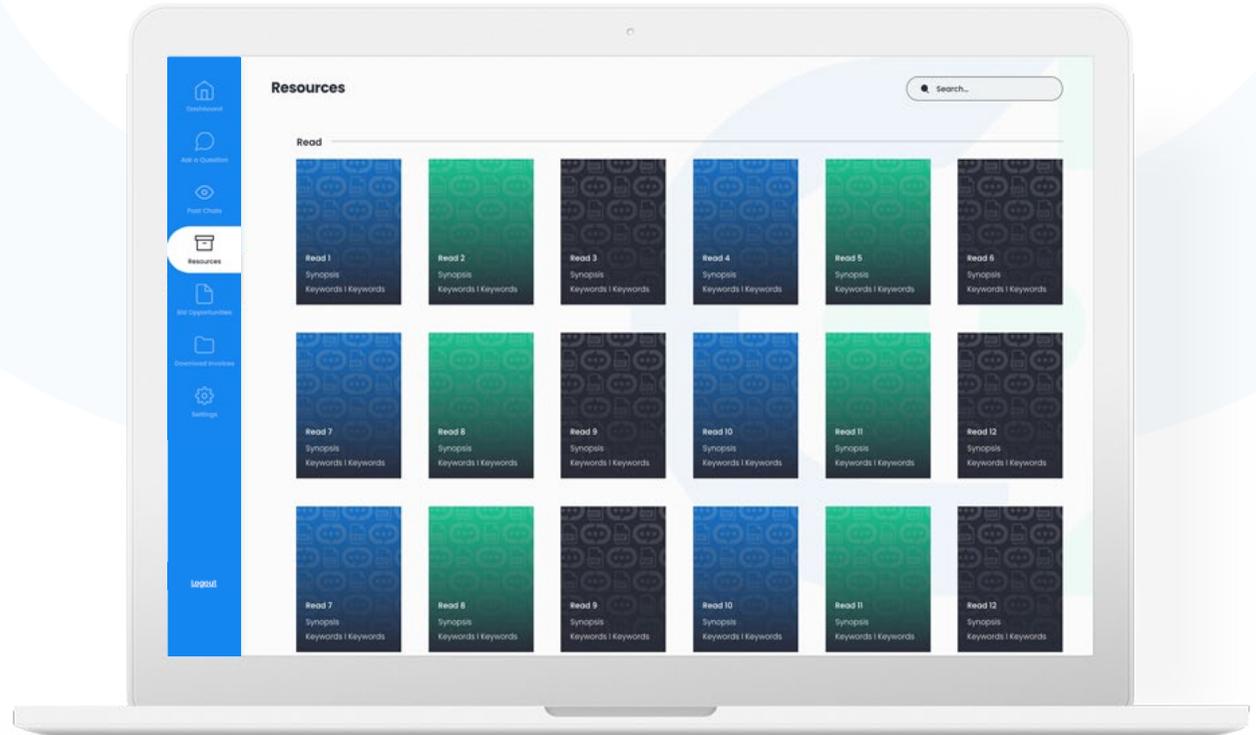
When you click on 'View All', it will take you to a separate page dedicated to the resource you clicked.





READ

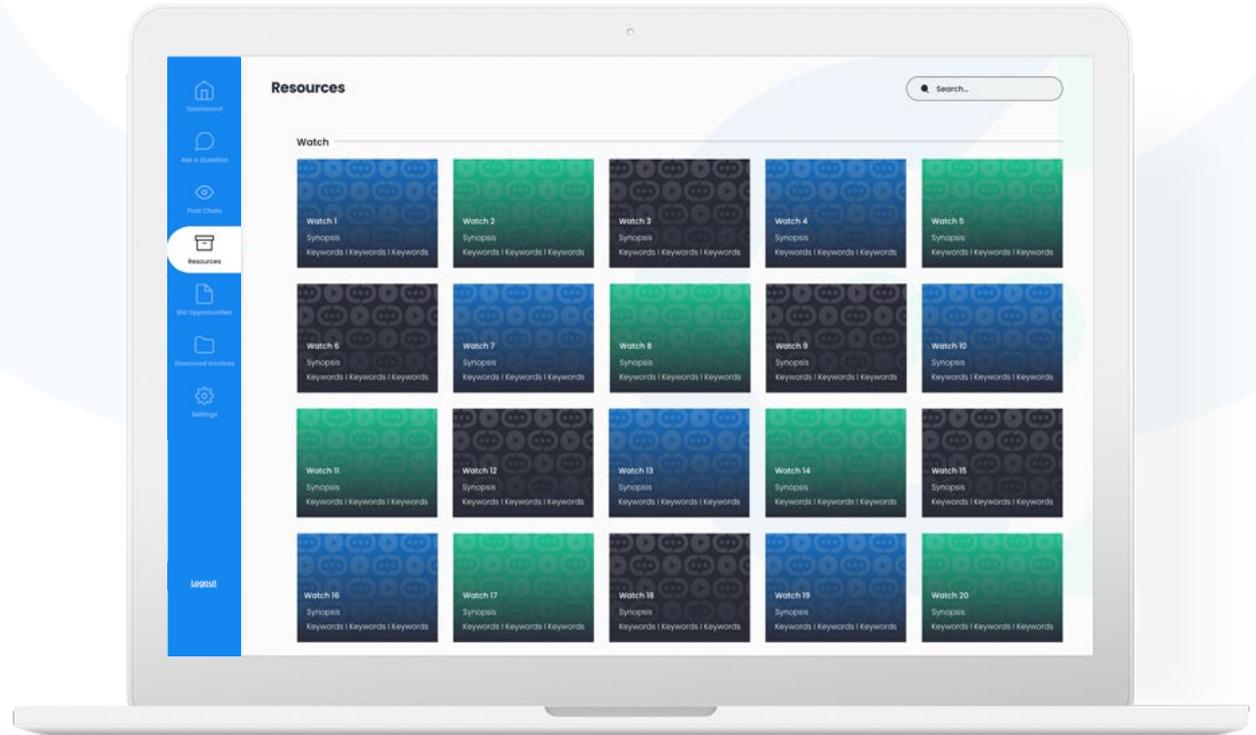
In this section there are PDFs for you to read. Many will be based around the sector that you signed up for.





WATCH

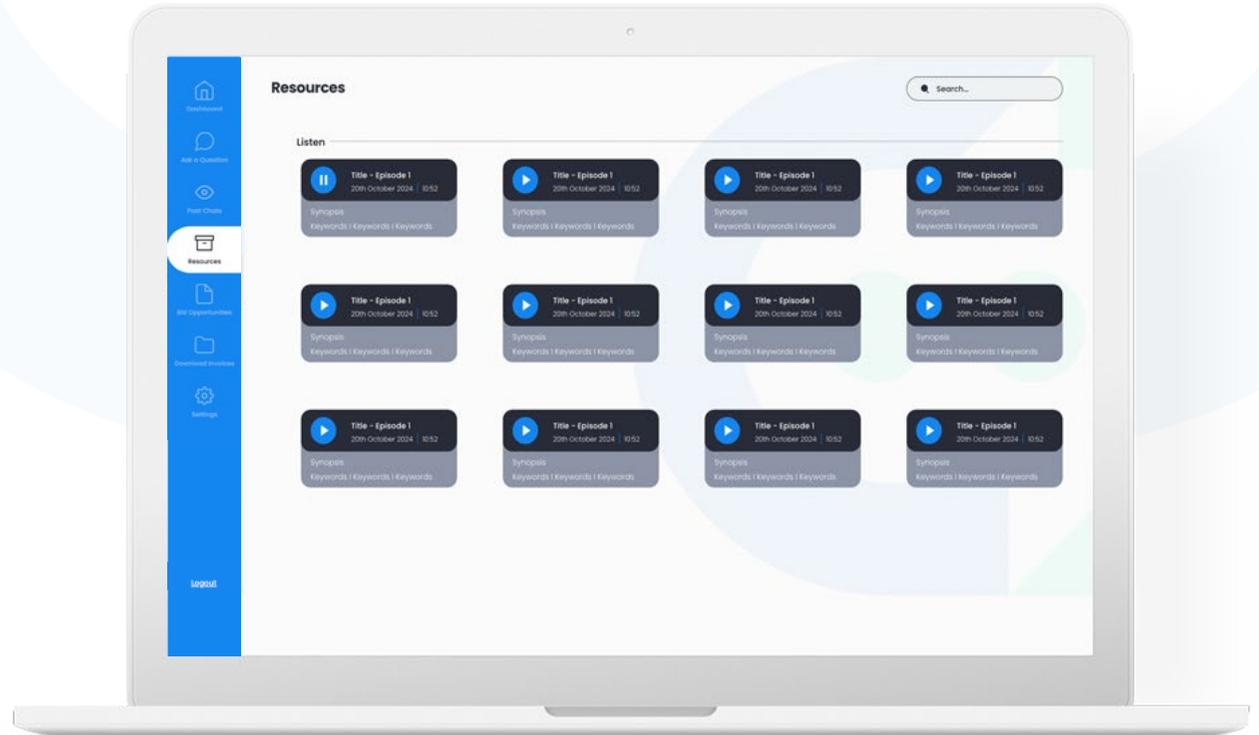
In this section there are videos for you to watch. Many will be based around the sector that you signed up for.





LISTEN

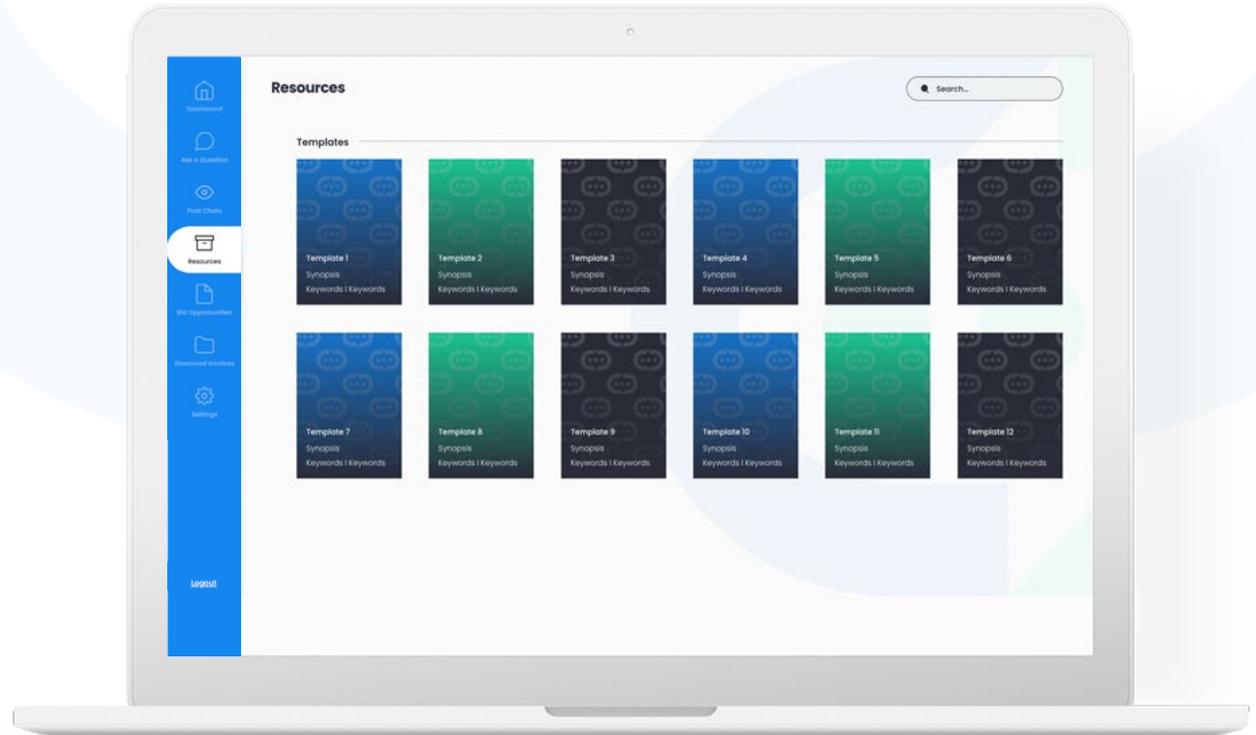
In this section there are audio resources for you to listen to. Many will be based around the sector that you signed up for.





TEMPLATES

In this section you will find templates to assist you with your bidding efforts.





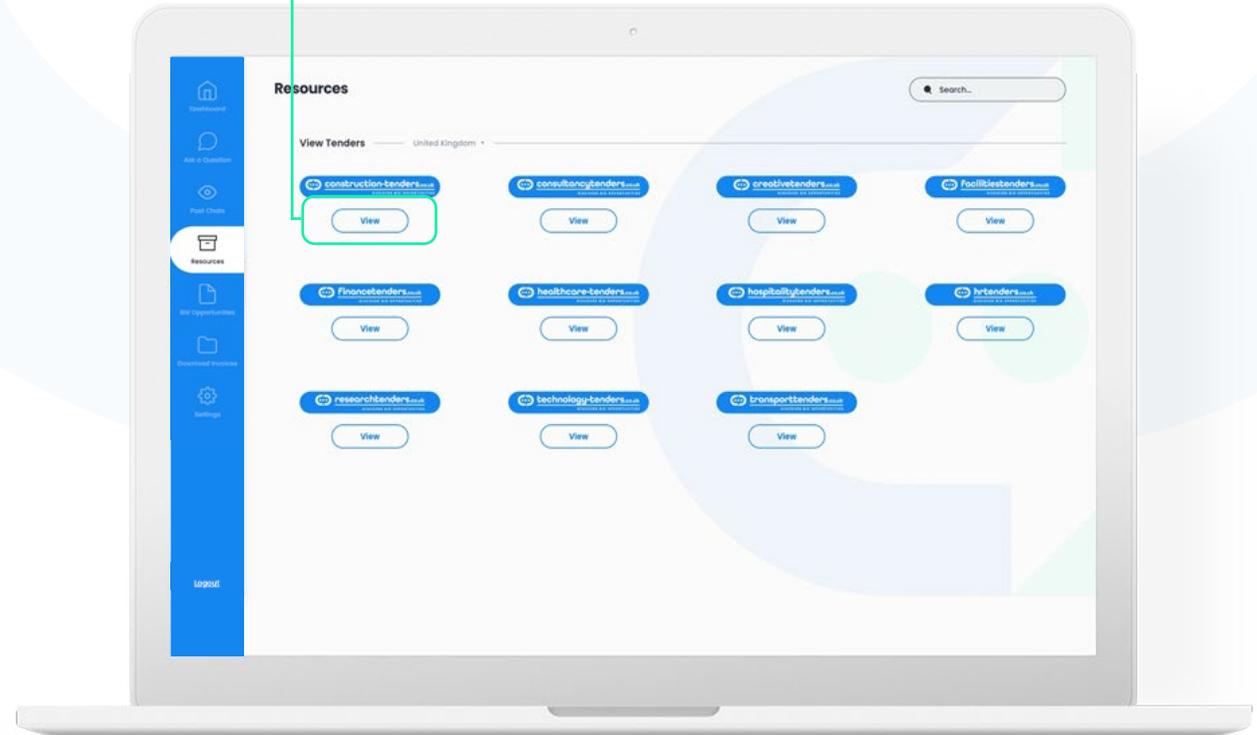
OPPORTUNITIES

This is another route to your Bid Opportunities area. From here select your sector of choice and your search facility will open.

This page shows you all the possible sectors available on the platform, you will be able to access the Bid Opportunities for your sector but you will require a separate account to access opportunities in a alternate sector.

View Button

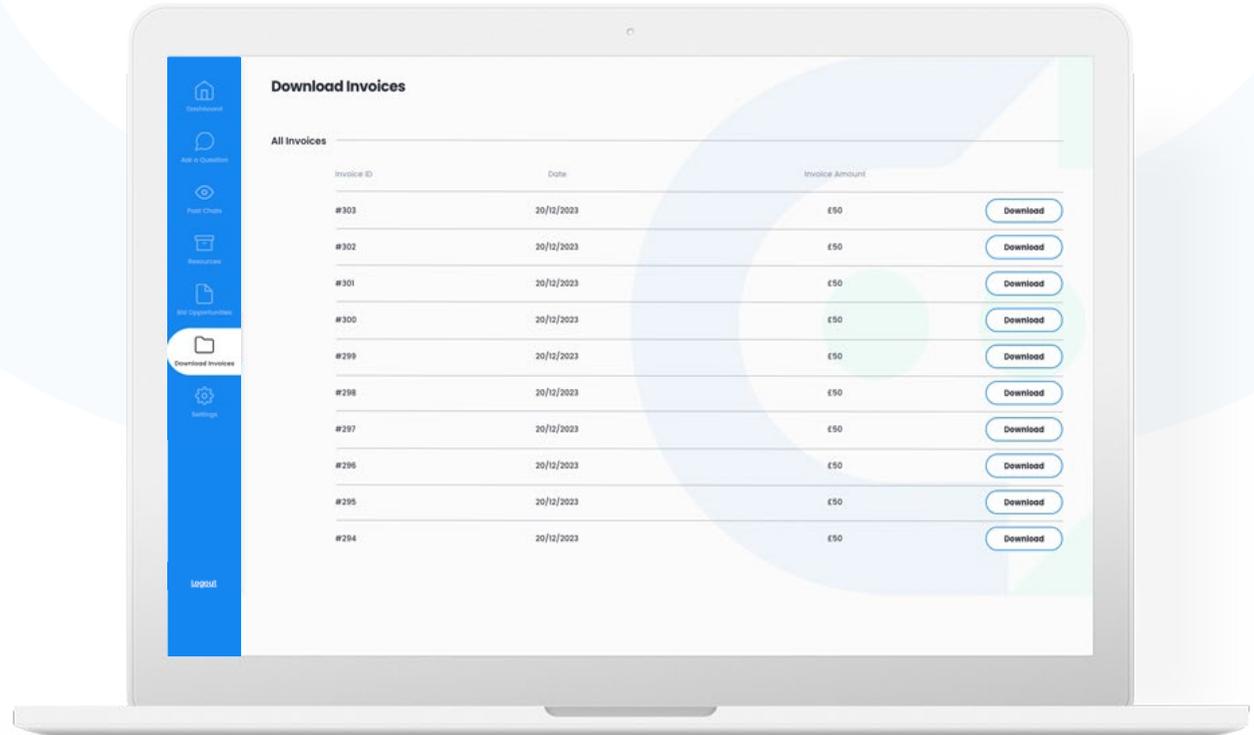
Select the 'View' button to gain access to bidding opportunities for your sector. If you select a sector, you do not have access to, our system will let you know.





DOWNLOAD INVOICES

All invoices that you have paid will be shown in this section. You can see the following: 'Invoice ID', 'Date', 'Invoice Amount' and a 'Download' button.



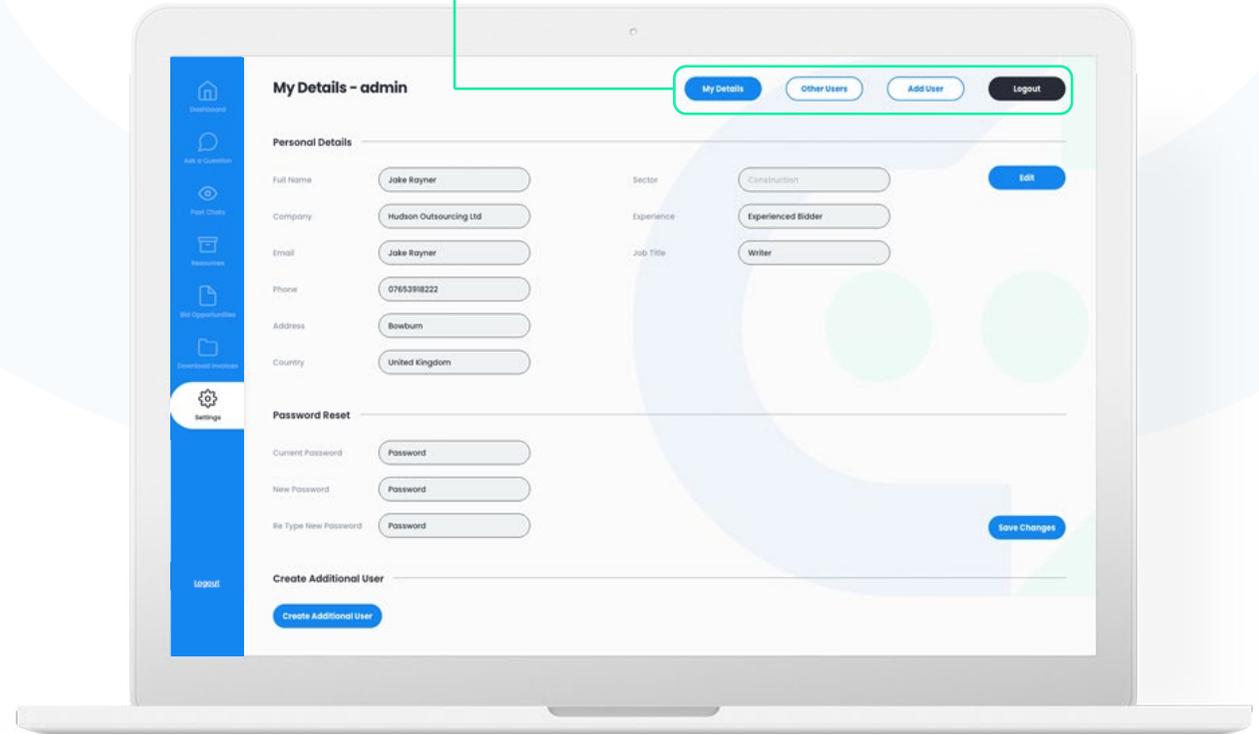


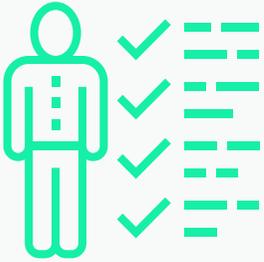
SETTINGS (ADMIN USER)

As an Admin User, you can view all of your settings. You have access to alter the settings and passwords.

Button Selection

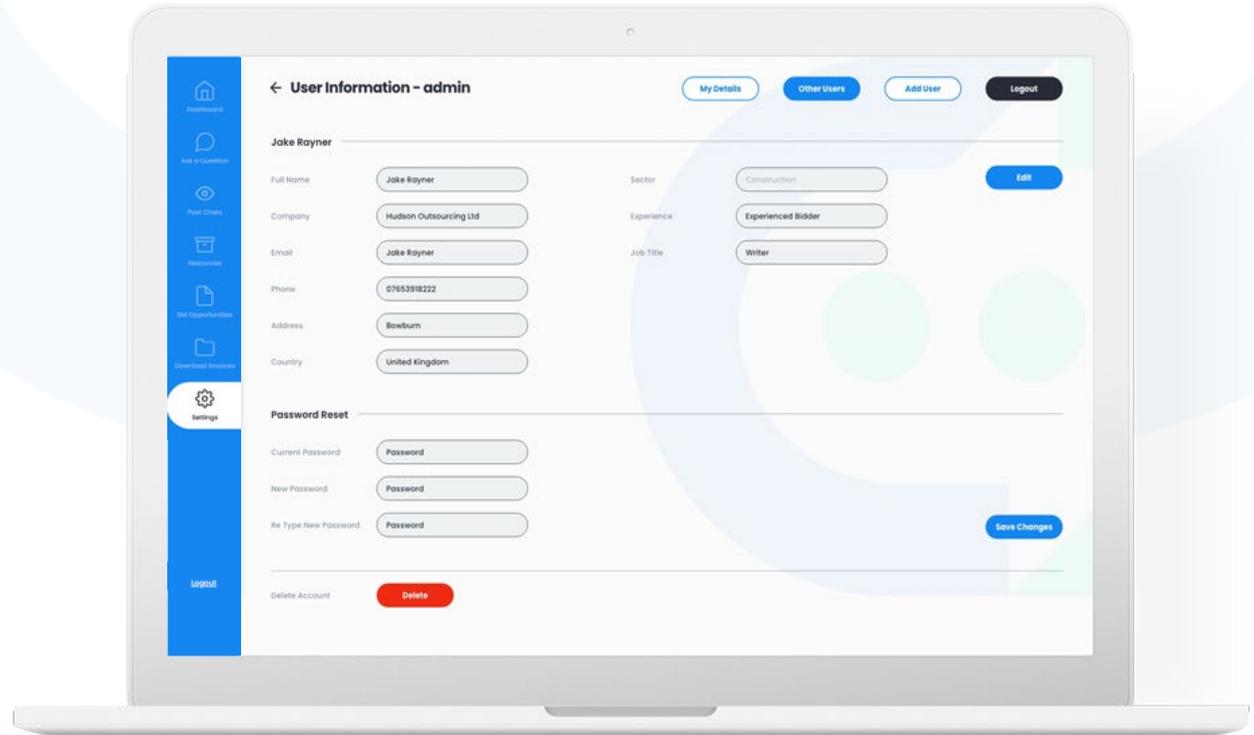
'My Details', 'Other Users', 'Add User' and 'Logout'.





ERROR ALERT – ADDING USER (ADMIN USER)

As an Admin User, you can view all the settings of the users in your company. You have access to alter the users' settings and passwords. You can also 'Delete' the account of the user.



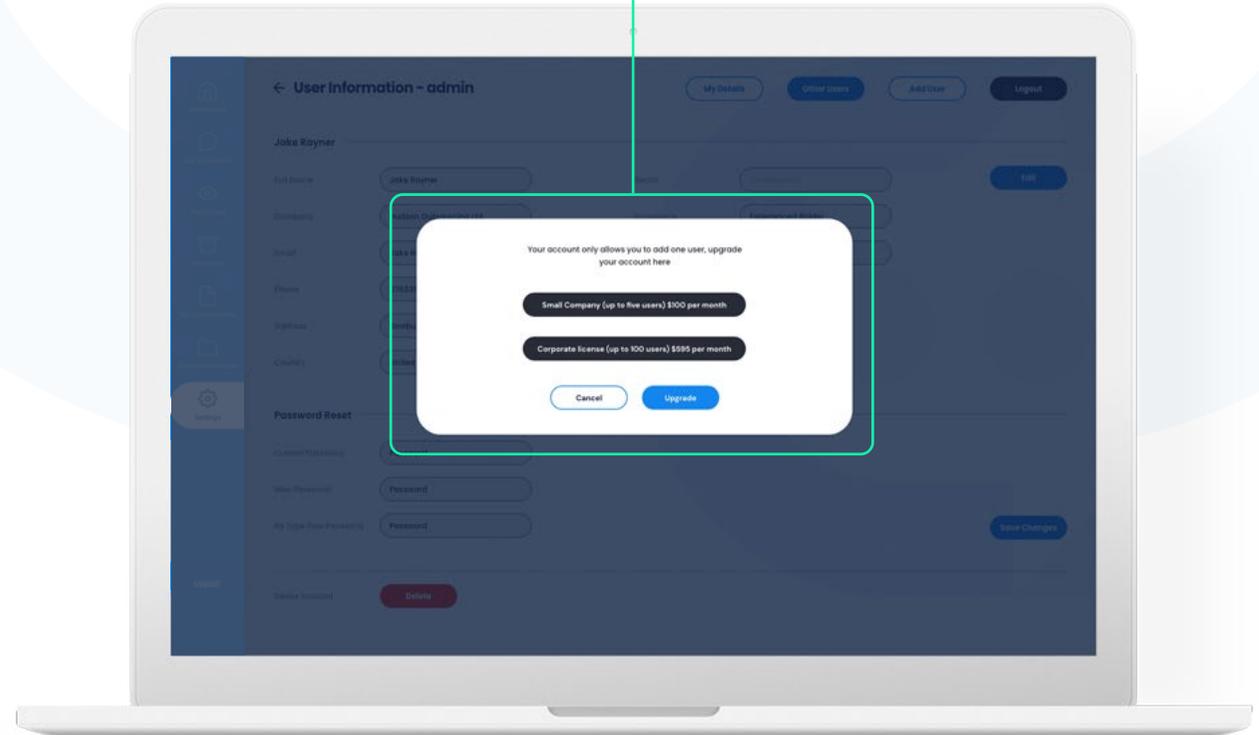


ERROR ALERT – ADDING USER (ADMIN USER)

If this error appears when you try to add a new user to your account, your account has reached its limit of users. To add more users you will need to update your subscription.

Upgrade Your Account

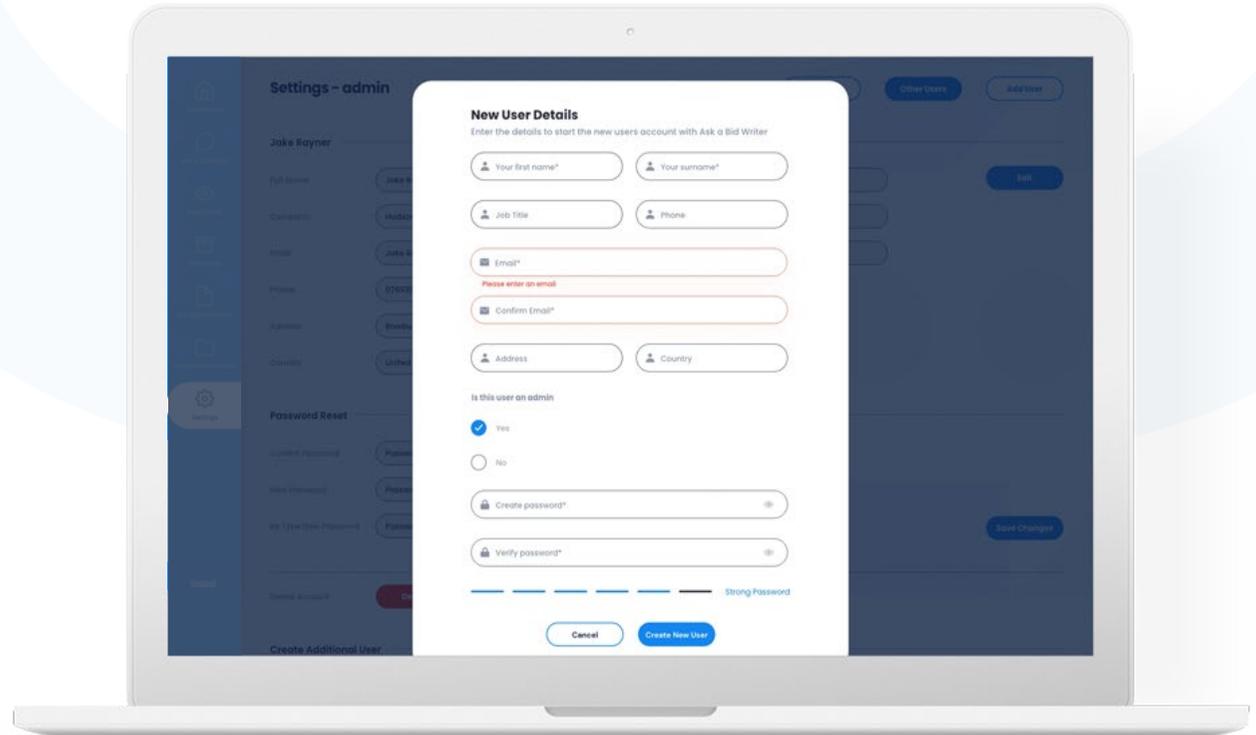
When you have reached the limit on your account for users, you will be asked to upgrade your account if you want to add another user.





ADDING NEW USER (ADMIN USER)

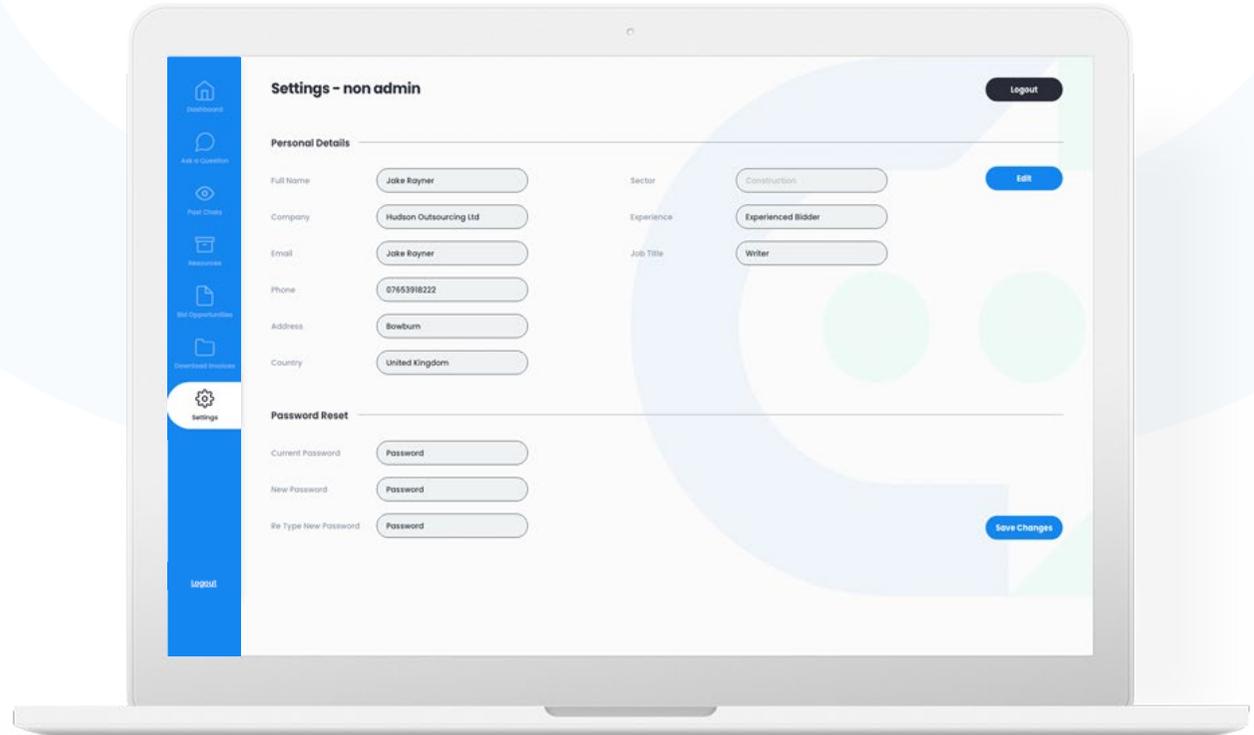
When adding a new user to your company account, you will need to fill in the 'New User Details'. Once this is done the new user will be able to log in with the details provided.





SETTINGS (NON ADMIN)

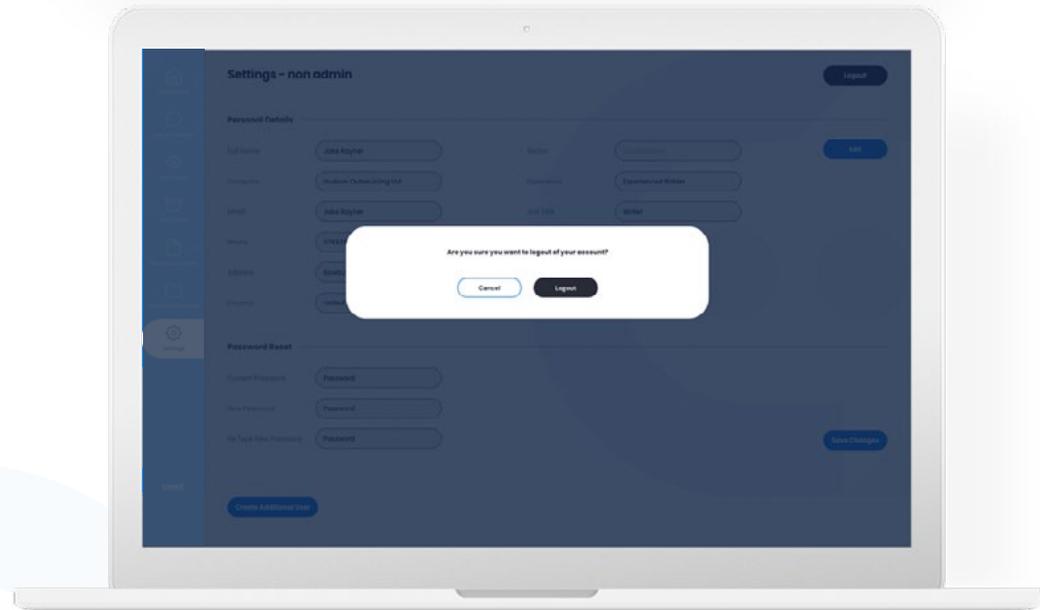
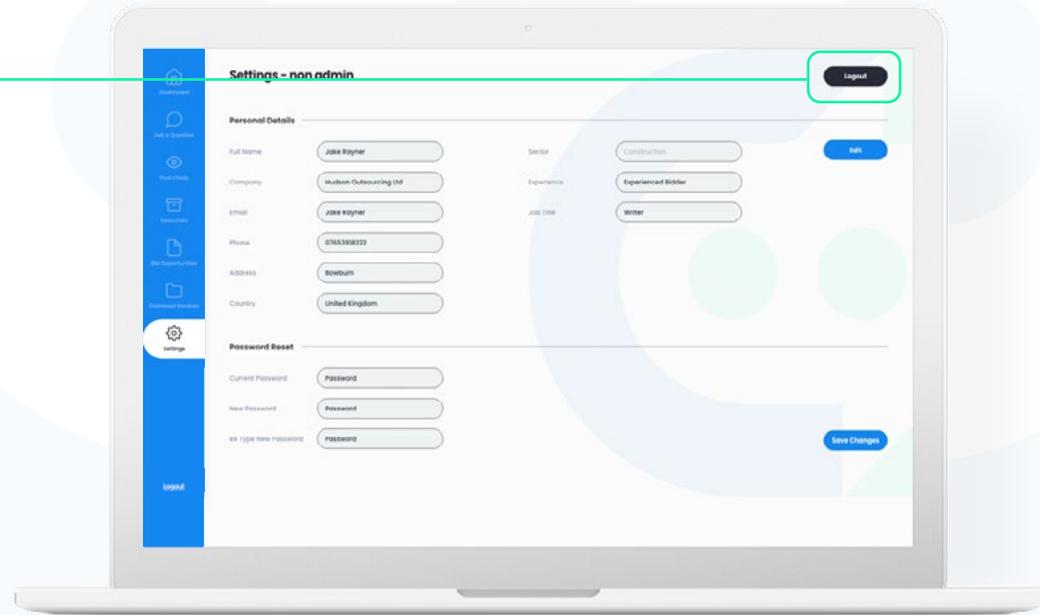
You can view all the settings of your account. You have access to alter your settings and password.





LOG OUT

Once you have clicked the Logout button on the top right corner, the following pop-up will be displayed to make sure you want to log out of the account.

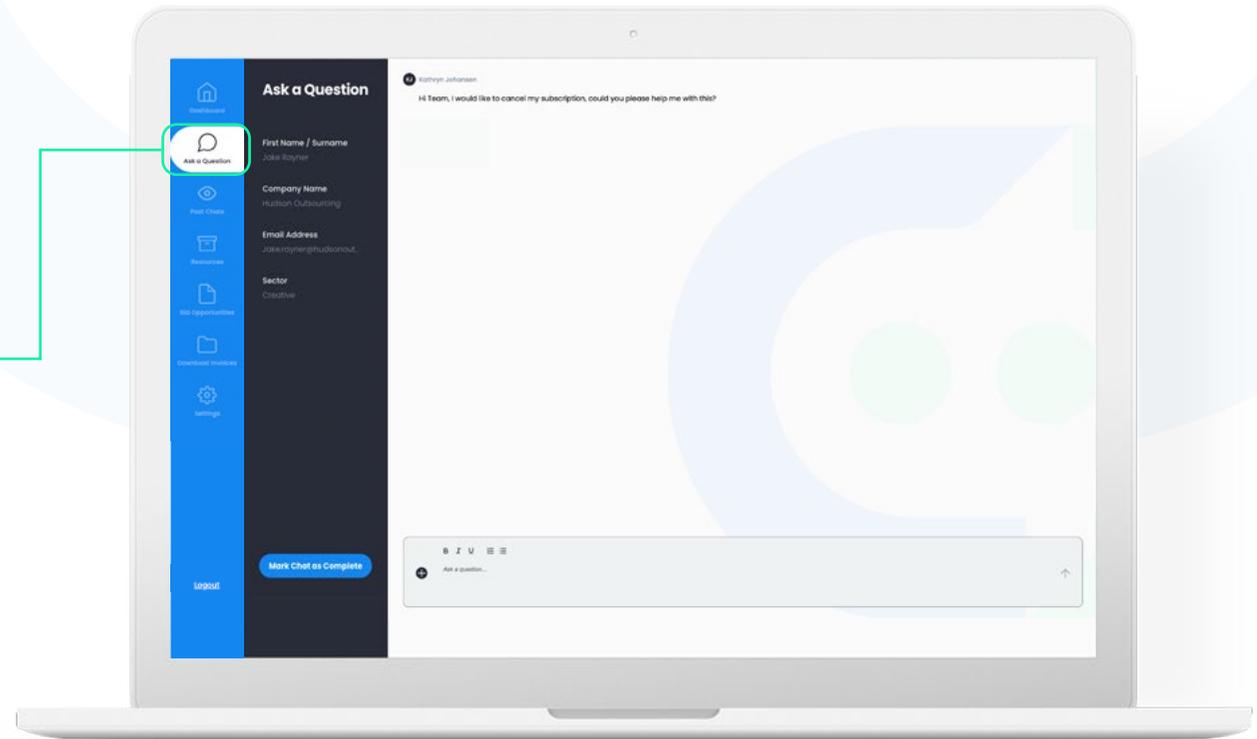




HOW TO CANCEL THE SUBSCRIPTION

Go to the “Ask a question” section and send us a message requesting to cancel your subscription. Our team will do that for you.

If you would like to resubscribe at any point, just log back in and you will be directed to the payment screen.



As your subscription is a monthly rolling contract you will retain access to the platform until your renewal date when your subscription will expire.

THANK YOU