

Submission Upload Instructions

1. Register – One-time process
 - a. <https://sftp.halifax.ca/webclient/Register.xhtml>
 - b. Link also found on www.halifax.ca/procurement under One-time Registration
 - c. Create an account. This is a one-time process that requires you to confirm your email.
 - d. Approximate time = 5 minutes
2. Login to your account here:
 - a. <https://sftp.halifax.ca/webclient/Login.xhtml>
 - b. Link also found on the www.halifax.ca/procurement under Submission heading
3. Request Submission Access – One-time process
 - a. Click Request Access

Request Access
Request Access to various HRM forms (For e.g. Procurement Bid Submissions)
 - b. Select Procurement Bid Submissions from the drop-down
 - c. Click Submit
 - d. You will be approved automatically. Logout and login again to enable form
4. Submission Tool
 - a. You should now see the link to submit bids:

Procurement Bid Submissions
Fill in the following online form to submit your Bid or Proposal
5. Click on the link and follow the instructions
6. **TEST:**
 - a. Please feel free to test the process using Solicitation# TEST

If you encounter any issues with the online submission portal, please email procure@halifax.ca