

How to Download Tender Documents

Step 1: Review the page and complete your supplier information

The screenshot shows a web interface for downloading tender documents. At the top right, there is a language switcher with 'English' and 'العربية' (Arabic) options, labeled '1'. Below it, the page title 'Test' is labeled '2'. The main content area is a form titled 'Download Tender Documents: Test', labeled '3'. Underneath is a 'Tender Summary: Test' section, labeled '4'. This section contains three calendar icons with dates: 'Tender Launch: 01 April 2026 01:30 (Asia/Amman)', 'Deadline for Downloading Documents: 01 May 2026 01:30 (Asia/Amman)', and 'Deadline for Offer Submission: 01 May 2026 01:30 (Asia/Amman)', labeled '5'. Below the summary is a form for supplier information, labeled '6'. It includes fields for 'Country *' (United Arab Emirates), 'Company Name *' (eProcurePortal), 'Representative Full Name *' (John Smith), 'Email *' (john.smith@eprocureportal.com), 'Phone (optional)' (+971559876543), and 'Address (optional)' (UAE, Dubai, Street 123, Floor 4). At the bottom right of the form is a 'Verify & show ZIP size' button, labeled '7'. Below the form, there is a note: 'After verification, the form will be locked. If an OTP is required, enter the code to enable downloading.' and a link: 'Having trouble? Contact the procurement team'. At the very bottom, there is a red text link: 'Please check [this guide in English](#) or [this guide in Arabic](#) to learn how to download the tender documents.'

1. Language switch:

2. Organization name

3. Tender title

4. Tender summary

5. Important dates regarding the Tender

6. Supplier information

Complete the supplier information and make sure your email address is correct.

7. Verify and show ZIP size

Step 2: Complete email verification if required

✓ **Verified** Total download size: 56.42 KB

Enter the One-Time Passcode sent to **john.smith@eprocureportal.com**

8

9 [Resend code](#)

We sent a code to your email. Please enter it to continue.

After verification, the form will be locked. If an OTP is required, enter the code to enable downloading.

[Having trouble? Contact the procurement team](#)

Step 8. One-time passcode (OTP)

Enter the code exactly as received in your email.

Step 9. Verify OTP or resend code

Click Verify OTP after entering the code.

Use Resend code if you did not receive the email or if the code expired.

If needed, check your spam or junk folder.

Important: OTP verification is only required in some cases. If no verification is requested, you can proceed directly to download the ZIP file.

After verification, you can download the ZIP file containing the tender documents.

After downloading the ZIP file

- The tender documents will be downloaded as a ZIP file.
- Inside the ZIP file, you will find the tender documents and a file named "0_Submission_Instructions.pdf".
- Read "**0_Submission_Instructions.pdf**" carefully. It contains important instructions and additional details on how to prepare and submit your bid correctly.