

AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

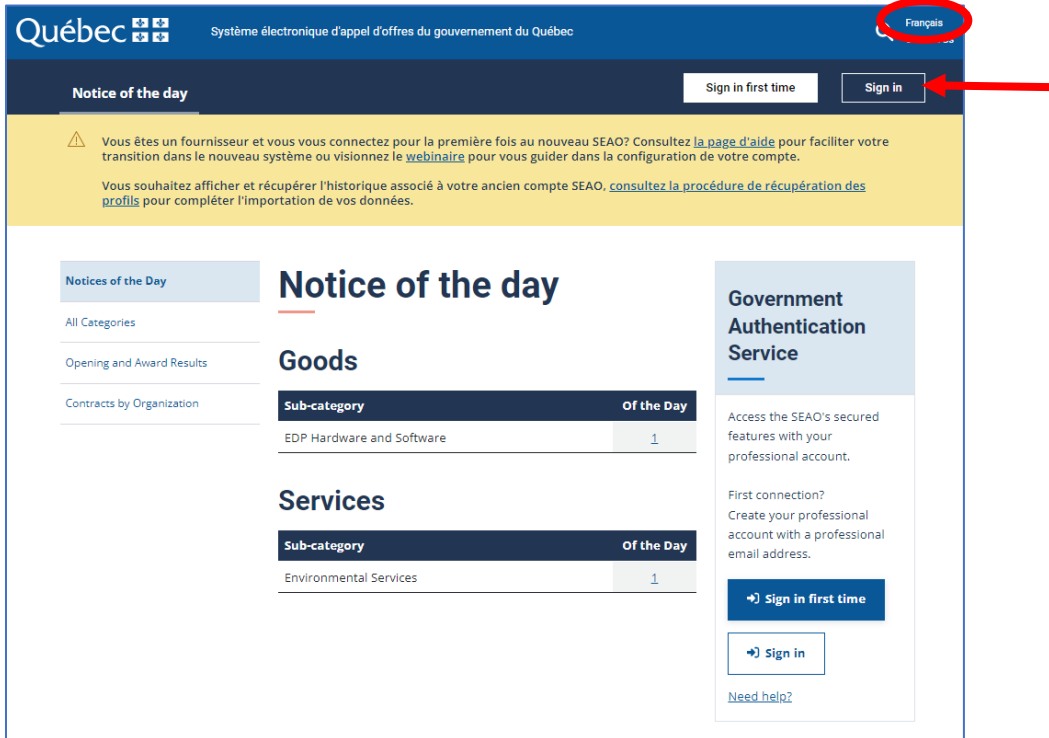
AGENTS WHO WISH TO BECOME A RECRUITER FOR THE EMSB WILL BE CHARGED A FEE TO PURCHASE THE APPLICATION DOCUMENTS AND TO SUBMIT THEIR APPLICATION ELECTRONICALLY.

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AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

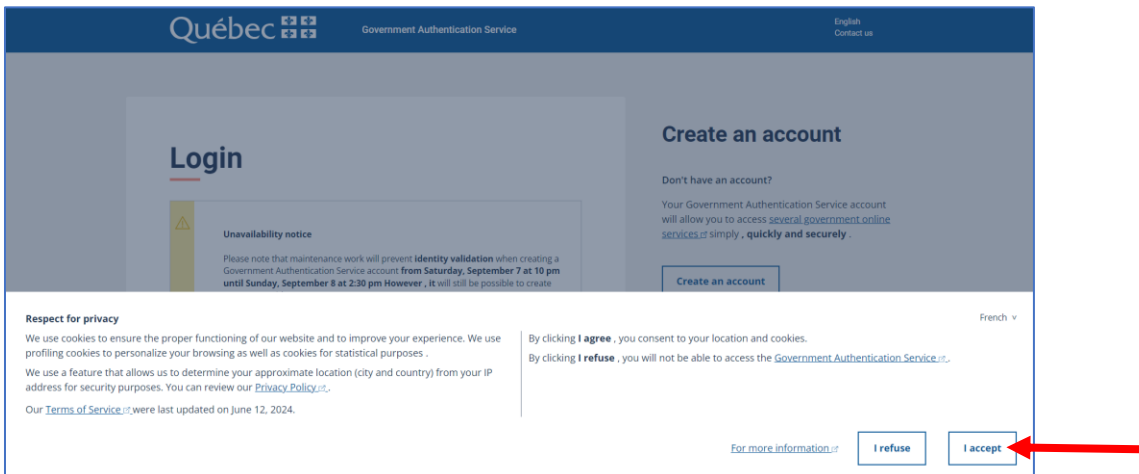
STEP 1 - CREATING AN SEOA ACCOUNT

1. ACCESS THE WEBSITE AT <https://seao.gouv.qc.ca/avis-du-jour>
2. TO SWITCH THE LANGUAGE, EITHER USE GOOGLE TRANSLATE OR CLICK ON “ENGLISH” ON THE TOP RIGHT.
3. CLICK ON “SIGN IN”.



The screenshot shows the Québec Government Authentication Service website. At the top right, the language is set to 'Français', which is circled in red. Below the header, there are two buttons: 'Sign in first time' and 'Sign in'. The 'Sign in' button is highlighted with a red circle and a red arrow points to it. Below the buttons, there is a yellow banner with a warning icon and text in French. The main content area is divided into three columns: 'Notices of the Day', 'Goods', and 'Services'. The 'Goods' section has a table with 'Sub-category' and 'Of the Day' columns, listing 'EDP Hardware and Software' with a count of 1. The 'Services' section has a similar table listing 'Environmental Services' with a count of 1. On the right side, there is a 'Government Authentication Service' section with a 'Sign in first time' button and a 'Sign in' button. A red arrow points to the 'Sign in' button in this section.

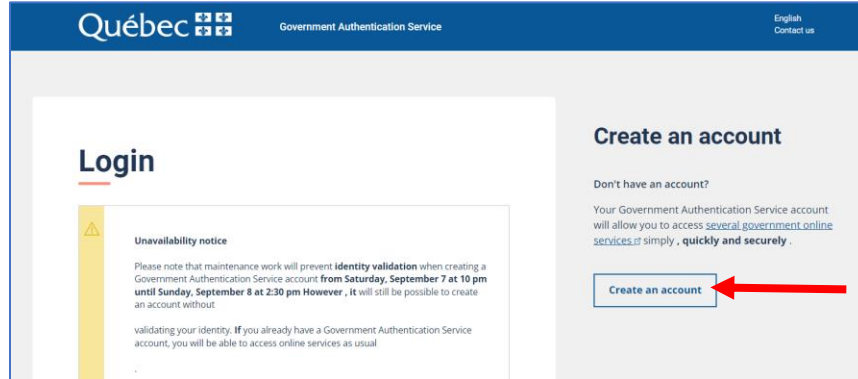
4. CLICK ON “I ACCEPT” TO AGREE TO THE REQUEST FOR PRIVACY POLICY.



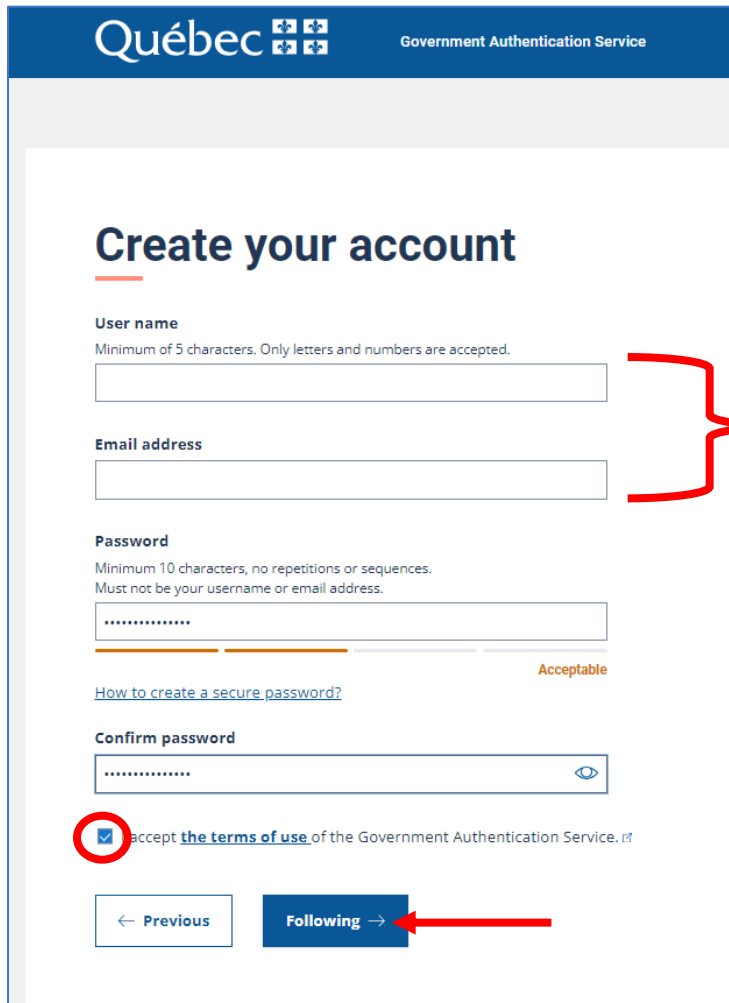
The screenshot shows the Québec Government Authentication Service website during the account creation process. The page is divided into two main sections: 'Login' and 'Create an account'. The 'Create an account' section has a 'Create an account' button. Below the 'Create an account' button, there is a 'Respect for privacy' section with a 'I accept' button highlighted by a red arrow. The 'I accept' button is located at the bottom right of the page, next to a 'I refuse' button. The 'I accept' button is highlighted with a red arrow.

AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

5. CLICK ON “CREATE AN ACCOUNT”



6. ENTER THE REQUIRED DETAILS TO CREATE YOUR ACCOUNT. TICK ON THE CHECKBOX TO ACCEPT THE TERMS OF USE. ONCE COMPLETED, CLICK ON “FOLLOWING.”

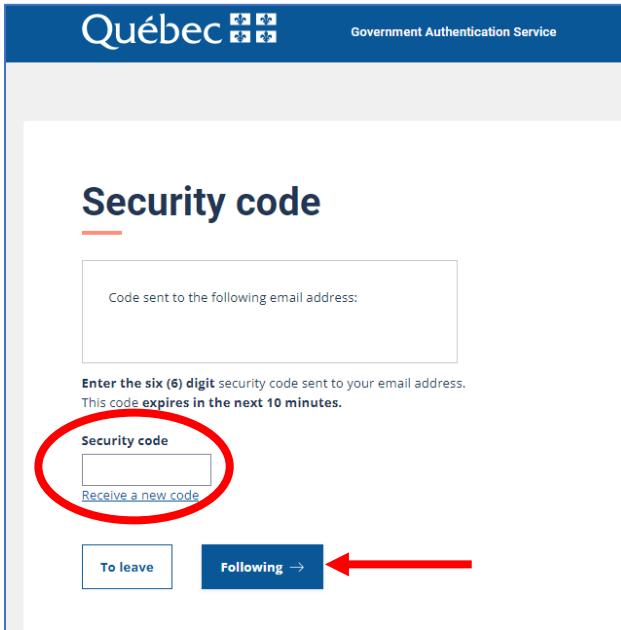


User Name = do not add any spaces
Email address = Professional email is recommended

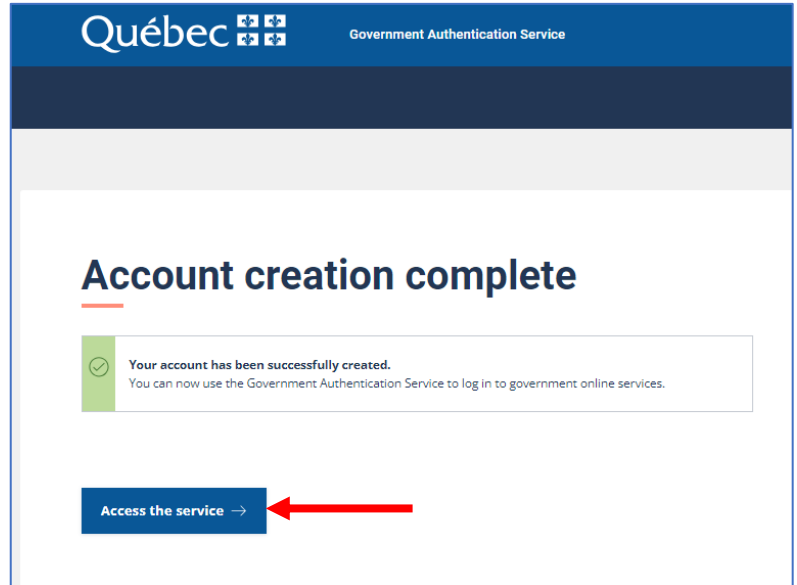
AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

7. YOU WILL BE SENT A SECURITY CODE TO YOUR EMAIL ACCOUNT.

- A. ENTER THE NUMBER IN THE “SECURITY CODE” BOX. CLICK ON “FOLLOWING”.
- B. THE WINDOW CONFIRMING YOUR ACCOUNT CREATION SHOULD APPEAR. CLICK ON “ACCESS THE SERVICE”.

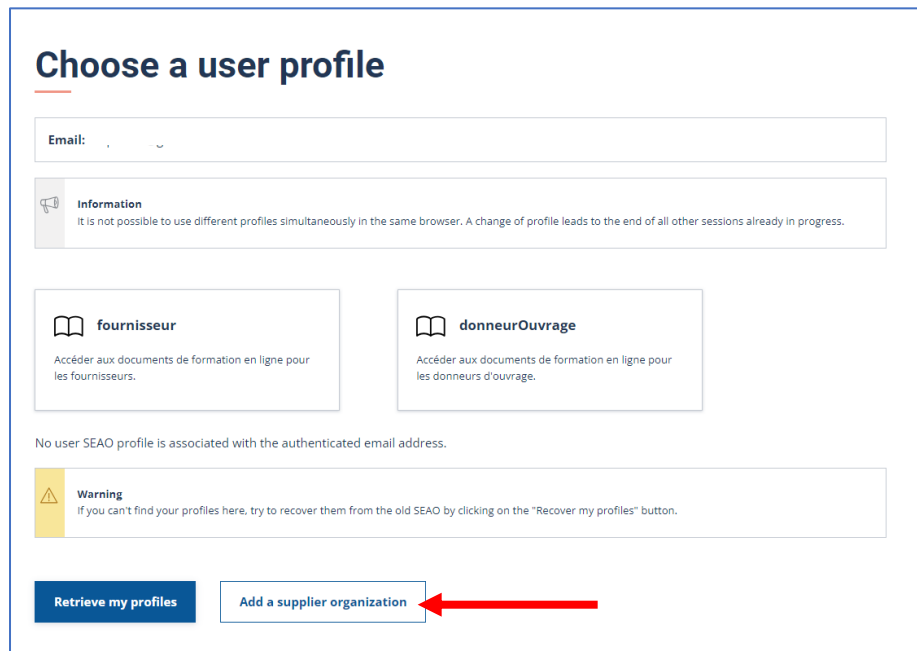


A.



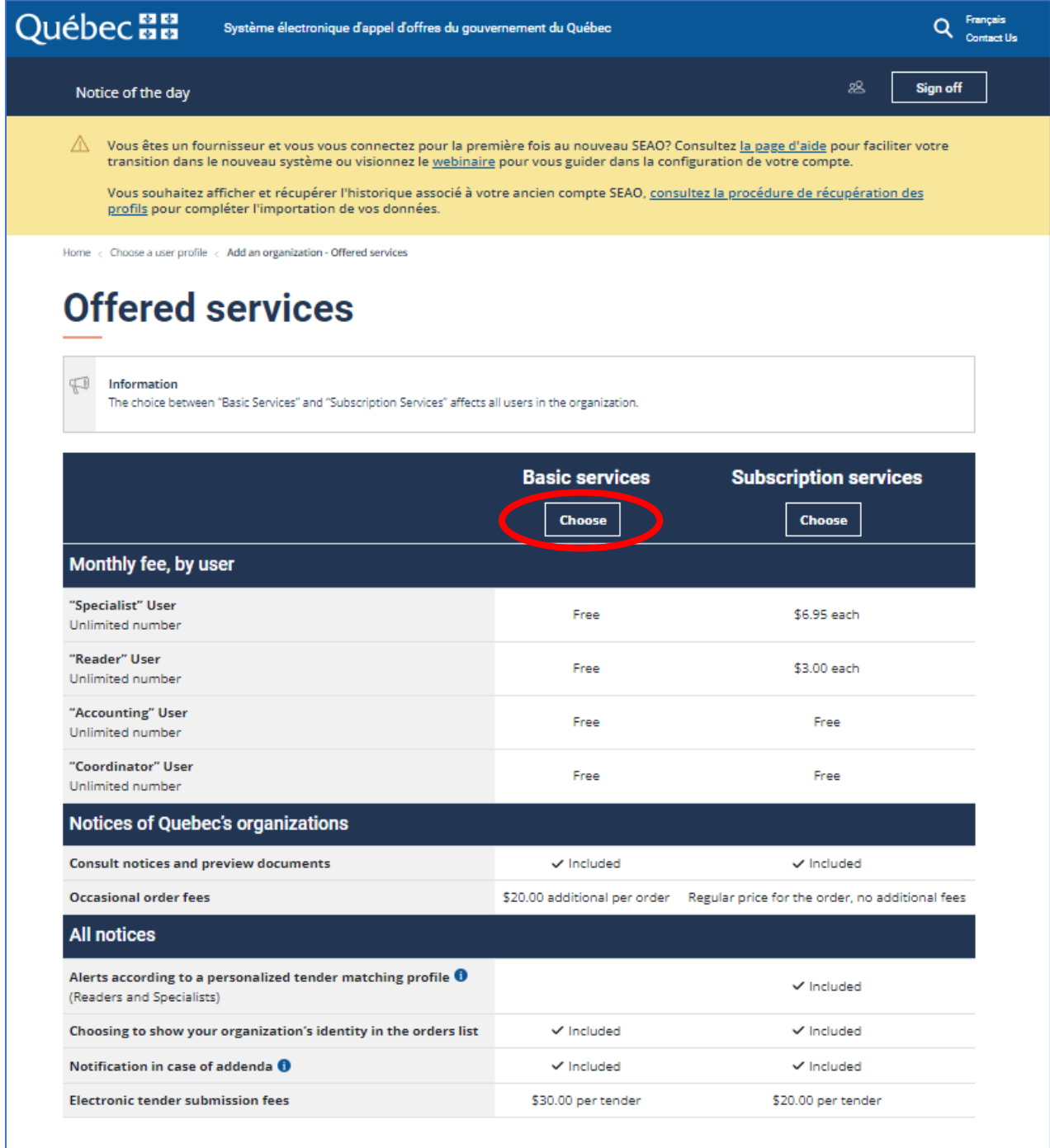
B.


8. FROM THE “CHOOSE A USER PROFILE” WINDOW, CLICK ON “ADD A SUPPLIER ORGANIZATION”.



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9. FROM THE “OFFERED SERVICES” WINDOW, CLICK ON “CHOOSE” UNDER “BASIC SERVICES.”



Québec  **Système électronique d'appel d'offres du gouvernement du Québec** Français
Contact Us

Notice of the day Sign off

⚠ Vous êtes un fournisseur et vous vous connectez pour la première fois au nouveau SEAO? Consultez [la page d'aide](#) pour faciliter votre transition dans le nouveau système ou visionnez le [webinaire](#) pour vous guider dans la configuration de votre compte.
 Vous souhaitez afficher et récupérer l'historique associé à votre ancien compte SEAO, [consultez la procédure de récupération des profils](#) pour compléter l'importation de vos données.

Home < Choose a user profile < Add an organization - Offered services

Offered services

Information
 The choice between "Basic Services" and "Subscription Services" affects all users in the organization.

	Basic services	Subscription services
	<input type="button" value="Choose"/>	<input type="button" value="Choose"/>
Monthly fee, by user		
"Specialist" User Unlimited number	Free	\$6.95 each
"Reader" User Unlimited number	Free	\$3.00 each
"Accounting" User Unlimited number	Free	Free
"Coordinator" User Unlimited number	Free	Free
Notices of Quebec's organizations		
Consult notices and preview documents	✓ Included	✓ Included
Occasional order fees	\$20.00 additional per order	Regular price for the order, no additional fees
All notices		
Alerts according to a personalized tender matching profile ⓘ (Readers and Specialists)		✓ Included
Choosing to show your organization's identity in the orders list	✓ Included	✓ Included
Notification in case of addenda ⓘ	✓ Included	✓ Included
Electronic tender submission fees	\$30.00 per tender	\$20.00 per tender

AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

10. FROM THE “ADD A SUPPLIER ORGANIZATION” WINDOW, ENTER THE DETAILS OF THE ORGANIZATION, USER AND ADDRESS

Home < Choose a user profile < Add an organization - Form

Add a supplier organization

Fields that include a * are mandatory.

Organization

My organization has a Quebec enterprise number (NEQ) *

Yes

No

Organization type *

Select

Organization name *

Organization name

Website

Website

Do you want your business to appear in the supplier directory? *

Yes

No

- **Click on YES if your company is in Quebec.**
 - Enter the NEQ number and click on Validate
 - Organization Type = Supplier, contractor or service provider
 - Organization Name = Company name registered with Quebec
 - Website = enter the weblink of your company, if applicable
- **Click on NO if your company is outside of Quebec**
 - Organization Type = Supplier, contractor or service provider without a business location in Quebec
 - Organization Name = Company name registered with Quebec
 - Website = enter the weblink of your company, if applicable

Organization

My organization has a Quebec enterprise number (NEQ) *

Yes

No

Québec Enterprise Number (NEQ) *

If you do not know the NEQ (Quebec Enterprise Number), check it out on the Registraire des entreprises website [Enterprise Register](#) (R).

Québec Enterprise Number (NEQ)

Organization type *

Select

Organization name *

Organization name

Website

Website

Organization type *

Select

Supplier, contractor, or service provider

Legal person of private right with no lucrative goal (non-profit organization)

Cooperative (COOP)

Consortium

Organization

My organization has a Quebec enterprise number (NEQ) *

Yes

No

Organization type *

Select

Organization name *

Organization name

Website

Website

Organization type *

Select

Supplier, contractor or service provider without a business location in Quebec

Natural person who operates an individual enterprise

Natural person who does not operate an individual enterprise

Public agency

AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

11. ONCE YOU HAVE ENTERED ALL MANDATORY FIELDS INDICATED BY *, CLICK ON “NEXT”.

User

First name *

Last name *

Title/Function

Correspondence language *

French
 English

User's phone number * **Extension**

Cell phone

E-mail *

Address

Fields that include a * are mandatory.

Address Country

Canada
 United States
 Other country

Address *

Address, line 2

City *

Province *

Country *

Postal code *

12. TICK THE CHECKBOX TO CONFIRM YOU HAVE READ AND UNDERSTOOD THE TERMS OF USE AND CLICK ON “ACCEPT THE TERMS”.

Home < Choose a user profile < Add an organization - Terms of use

Add a supplier organization

Fields that include a * are mandatory.

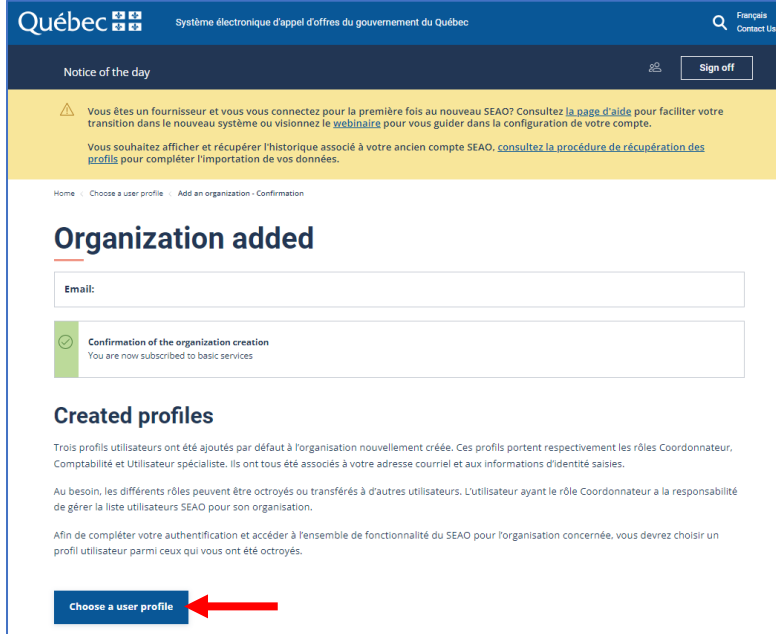
Terms of use


SEAO terms of service for suppliers coming soon

I have read, I understand and I accept the terms of use *

AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

13. YOUR ACCOUNT HAS BEEN CREATED. CLICK ON “CHOOSE A USER PROFILE.”



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Notice of the day Sign off

⚠ Vous êtes un fournisseur et vous vous connectez pour la première fois au nouveau SEAO? Consultez [la page d'aide](#) pour faciliter votre transition dans le nouveau système ou visionnez le [webinaire](#) pour vous guider dans la configuration de votre compte.

Vous souhaitez afficher et récupérer l'historique associé à votre ancien compte SEAO, [consultez la procédure de récupération des profils](#) pour compléter l'importation de vos données.

Home > Choose a user profile > Add an organization > Confirmation

Organization added

Email:


✔ **Confirmation of the organization creation**
You are now subscribed to basic services

Created profiles

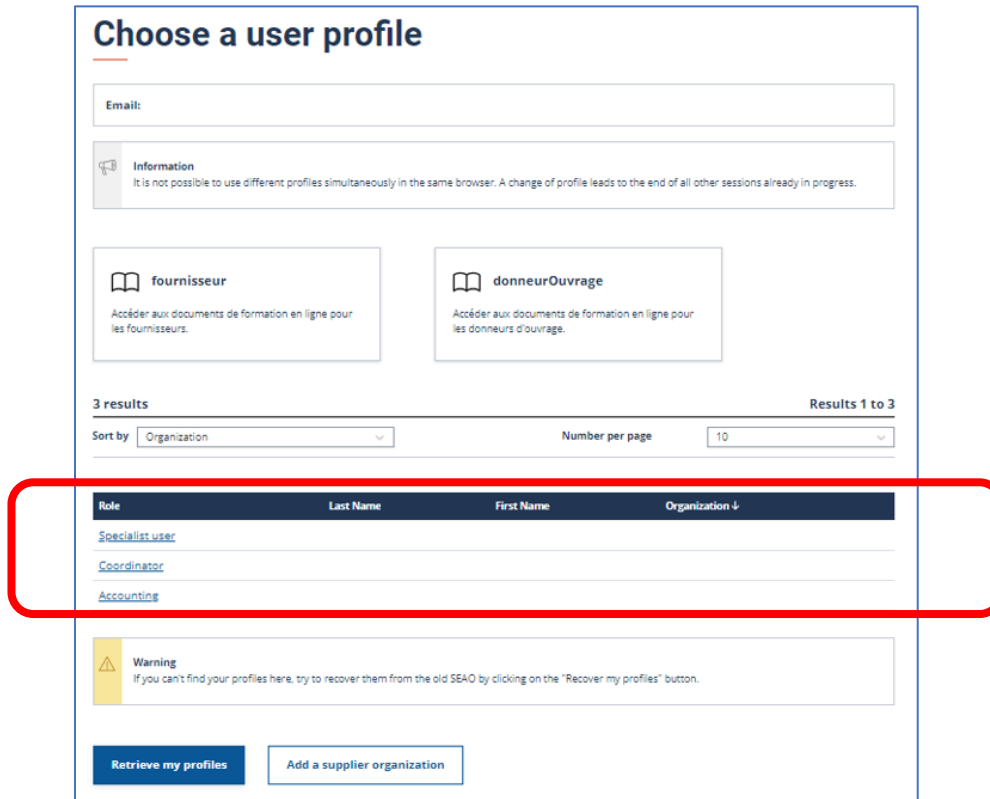
Trois profils utilisateurs ont été ajoutés par défaut à l'organisation nouvellement créée. Ces profils portent respectivement les rôles Coordinateur, Comptabilité et Utilisateur spécialiste. Ils ont tous été associés à votre adresse courriel et aux informations d'identité saisies.

Au besoin, les différents rôles peuvent être octroyés ou transférés à d'autres utilisateurs. L'utilisateur ayant le rôle Coordinateur a la responsabilité de gérer la liste utilisateurs SEAO pour son organisation.

Afin de compléter votre authentification et accéder à l'ensemble de fonctionnalité du SEAO pour l'organisation concernée, vous devrez choisir un profil utilisateur parmi ceux qui vous ont été octroyés.

[Choose a user profile](#) 


14. YOUR ACCOUNT IS AUTOMATICALLY SET-UP WITH THREE ROLES: SPECIALIST USER, COORDINATOR AND ACCOUNTING.




Choose a user profile

Email:

Information
It is not possible to use different profiles simultaneously in the same browser. A change of profile leads to the end of all other sessions already in progress.

 **fournisseur**

Accéder aux documents de formation en ligne pour les fournisseurs.

 **donneurOuvrage**

Accéder aux documents de formation en ligne pour les donneurs d'ouvrage.

3 results Results 1 to 3

Sort by: Number per page:

Role	Last Name	First Name	Organization ↓
Specialist user			
Coordinator			
Accounting			

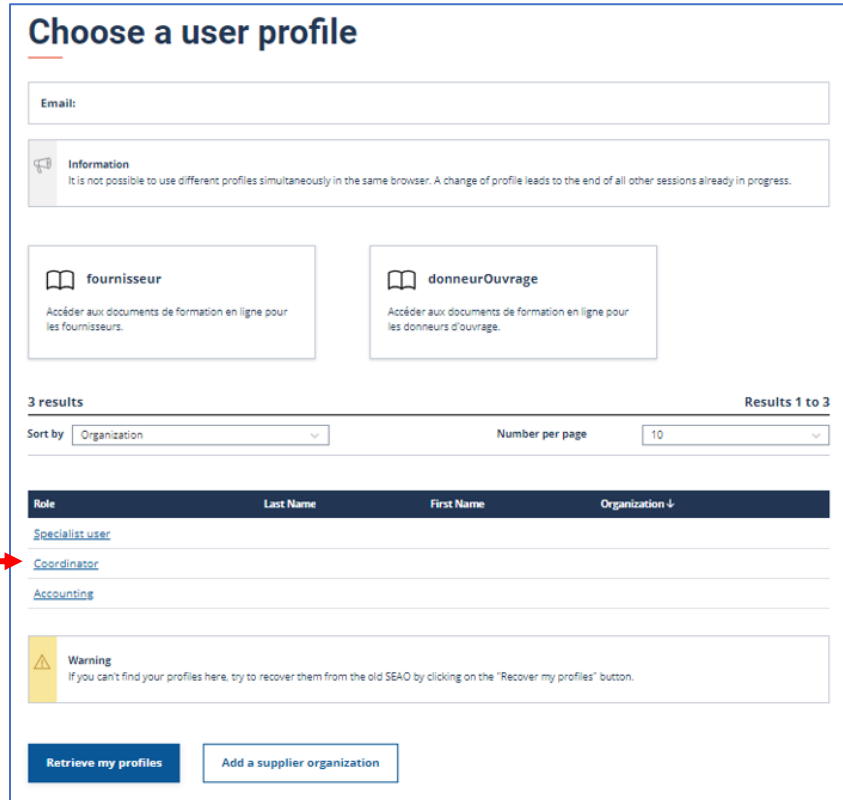
Warning
If you can't find your profiles here, try to recover them from the old SEAO by clicking on the "Recover my profiles" button.

[Retrieve my profiles](#) [Add a supplier organization](#)

AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

STEP 2 - ADDING A NEW ROLE TO YOUR PROFILE FOR ELECTRONIC SUBMISSIONS

1. ON THE “CHOOSE A USER PROFILE” WINDOW, CLICK ON “COORDINATOR” ROLE AND IT WILL DIRECT YOU TO “MY SEAO”



Choose a user profile

Email:

Information
It is not possible to use different profiles simultaneously in the same browser. A change of profile leads to the end of all other sessions already in progress.

fournisseur
Accéder aux documents de formation en ligne pour les fournisseurs.

donneurOuvrage
Accéder aux documents de formation en ligne pour les donneurs d'ouvrage.

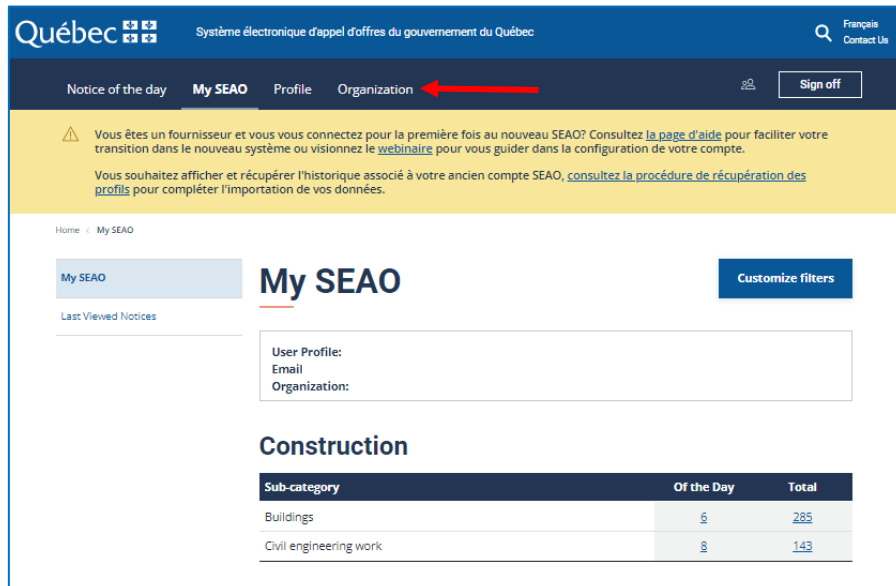
3 results Results 1 to 3


Sort by: Number per page:

Role	Last Name	First Name	Organization ↓
Specialist user			
Coordinator			
Accounting			

Warning
If you can't find your profiles here, try to recover them from the old SEAO by clicking on the "Recover my profiles" button.

2. FROM THE ‘MY SEAO’ WINDOW, CLICK ON THE “ORGANIZATION” TAB AT THE TOP.



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Notice of the day **My SEAO** Profile Organization

Vous êtes un fournisseur et vous vous connectez pour la première fois au nouveau SEAO? Consultez la page d'aide pour faciliter votre transition dans le nouveau système ou visionnez le webinaire pour vous guider dans la configuration de votre compte.

Vous souhaitez afficher et récupérer l'historique associé à votre ancien compte SEAO, consultez la procédure de récupération des profils pour compléter l'importation de vos données.

Home < My SEAO

My SEAO

Last Viewed Notices

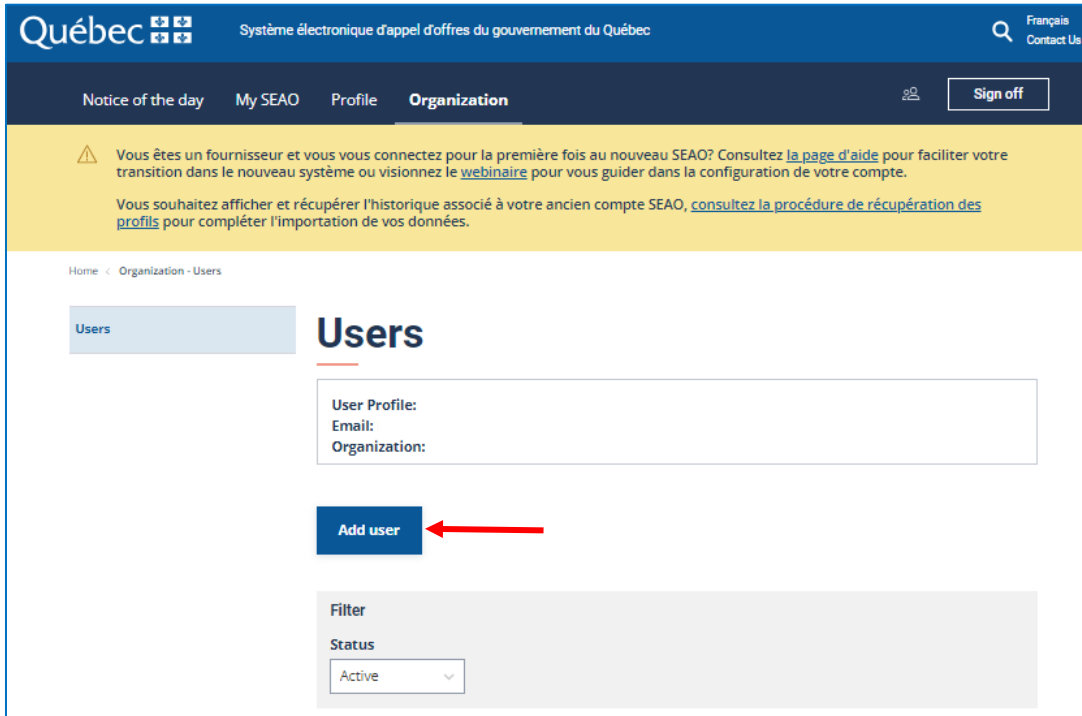
User Profile:
Email:
Organization:

Construction

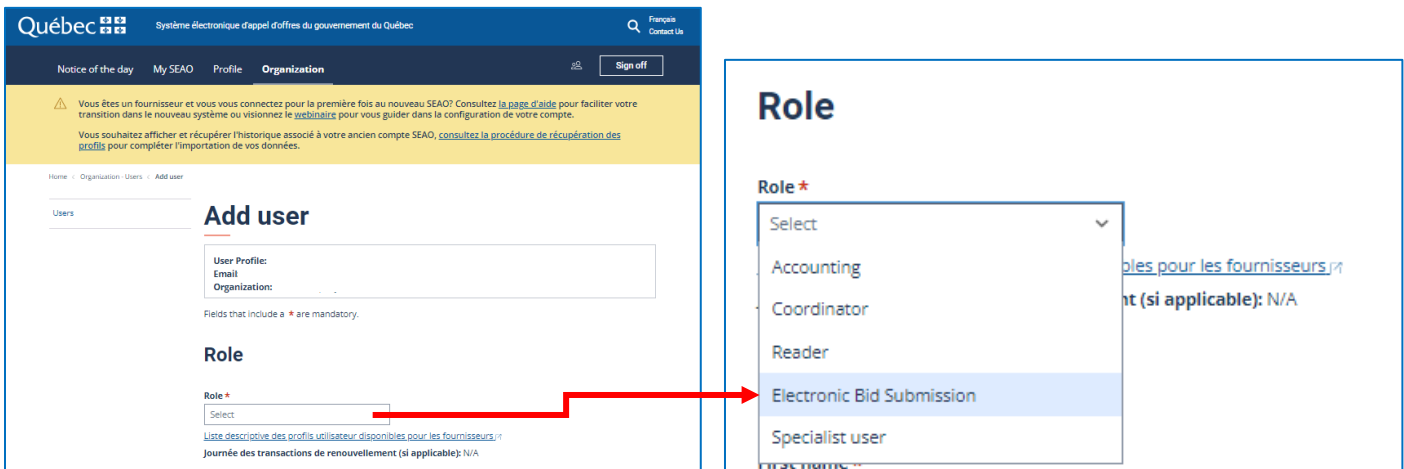
Sub-category	Of the Day	Total
Buildings	5	285
Civil engineering work	8	143

AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

3. FROM THE “USERS” WINDOW, CLICK ON “ADD USER”.



4. SELECT “ELECTRONIC BID SUBMISSION” AS THE TYPE OF ROLE TO ADD TO YOUR ORGANIZATIONS USER PROFILE.



AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

5. THE “CONTACT INFORMATION” WINDOW WILL OPEN. ENTER ALL MANDATORY FIELDS AND CLICK ON “SAVE”. THE “USERS” WINDOW WILL OPEN AND THE “ELECTRONIC BID SUBMISSION” ROLE WILL BE ADDED TO YOUR ORGANIZATION’S PROFILE.

Contact information

First name *

Last name *

Title/Function

Correspondence language *

French
 English

User's phone number * **Extension**

Cell phone

E-mail *

Save ←

Users

User Profile:
 Email:
 Organization:

Save Completed
 The information entered or modified was successfully saved.

Add user


Filter
 Status:

4 results Results 1 to 4

Sort by Number per page


Name ↓	Role	Contact information	Status	Action
	Accounting	Phone: Mobile: E-mail:	<input type="text" value="Active"/>	<input type="button" value="Save"/>
	Specialist user	Phone: Mobile:	<input type="text" value="Active"/>	<input type="button" value="Save"/>
	Electronic Bid Submission	Phone: Mobile: E-mail:	<input type="text" value="Active"/>	<input type="button" value="Save"/>
	Coordinator	Phone: Mobile: E-mail:	<input type="text" value="Active"/>	<input type="button" value="Save"/>

6. GO BACK TO THE “CHOOSE A USER PROFILE” WINDOW BY CLICKING ON  AT THE TOP RIGHT.


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 Français
 Contact Us

Notice of the day My SEO Profile **Organization**




AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

STEP 3- ADDING YOUR PAYMENT INFORMATION

1. FROM THE “CHOOSE A USER PROFILE” WINDOW, CLICK ON THE “ACCOUNTING” ROLE. IT WILL REDIRECT YOU TO “MY SEAO”.

Choose a user profile


Email:


 **Information**
 It is not possible to use different profiles simultaneously in the same browser. A change of profile leads to the end of all other sessions already in progress.

...


Role	Last Name	First Name	Organization ↓
Electronic Bid Submission			
Specialist user			
Coordinator			
Accounting			

2. A) FROM THE MY SEAO WINDOW, CLICK ON THE “ORGANIZATION” TAB AT THE TOP OF THE WINDOW
 B) FROM THE “METHOD OF PAYMENT” WINDOW, CLICK ON “ADD CREDIT CARD”
 C) FROM THE “INFORMATION” POP-UP, CLICK ON “OK” TO PROCEED TO THE THIRD PARTY PAYMENT SYSTEM.

Québec 
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 Français
 Contact Us

Notice of the day
My SEAO
Profile
Organization

 Sign off

A)

Methods of payment

User Profile:
 Email:
 Organization:

Registered credit cards

Add credit card

Type	Number	Owner	Expiry date	Action
Visa				Delete

Payment methods for deferred transactions

Subscriptions and other monthly billing services

Tenders Submitted Electronically

Save

B)

Information
✕

To be able to enter or update a credit card safely, you will now be directed to a third-party payment system.

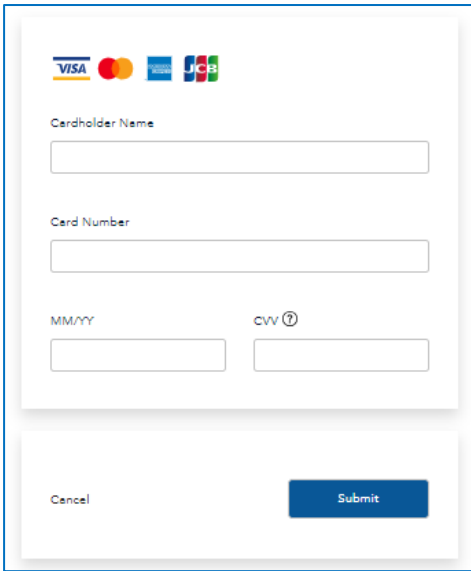
Once this step completed, you will be automatically redirected to SEAO by clicking on the icon provided for this purpose.

Cancel
OK

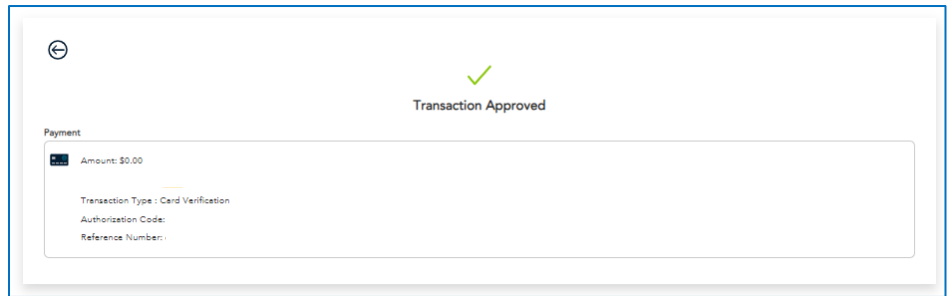
C)

AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

ENTER THE DETAILS OF YOUR CREDIT CARD IN THE REQUIRED FIELDS AND CLICK ON “SUBMIT”. YOUR CREDIT CARD IS APPROVED IF A “TRANSACTION APPROVED” WINDOW OPENS. YOUR CREDIT CARD INFORMATION WILL BE REGISTERED WHEN YOU RETURN TO YOUR “METHOD OF PAYMENT” WINDOW.

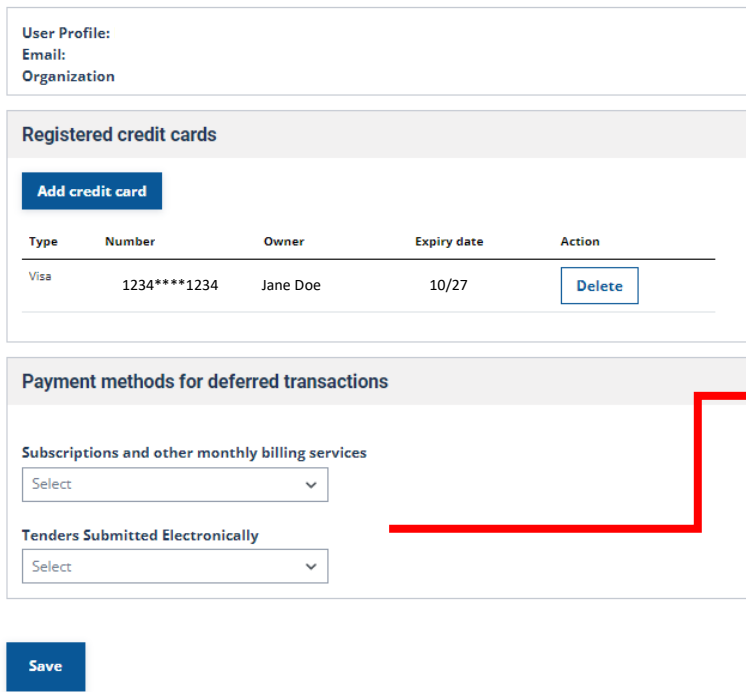


Form for entering credit card details. It includes logos for VISA, Mastercard, American Express, and JCB. Fields include Cardholder Name, Card Number, MM/YY, and CVV. A Submit button is at the bottom right.



Confirmation window showing a green checkmark and the text "Transaction Approved". Below this, a "Payment" section shows "Amount: \$0.00" and fields for Transaction Type, Authorization Code, and Reference Number.

Methods of payment



User Profile:
Email:
Organization

Registered credit cards

[Add credit card](#)

Type	Number	Owner	Expiry date	Action
Visa	1234****1234	Jane Doe	10/27	Delete

Payment methods for deferred transactions

Subscriptions and other monthly billing services

Tenders Submitted Electronically

[Save](#)

Select which credit card to apply to the “Payment Methods for Deferred Transactions”

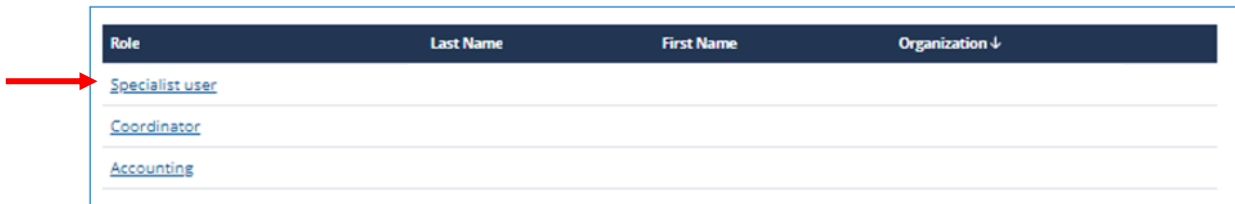
AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

STEP 4- PURCHASING THE QUALIFICATION NOTICE IN SEAO

1. ON THE “CHOOSE A USER PROFILE” WINDOW, CLICK ON THE “SPECIALIST USER” ROLE.



...

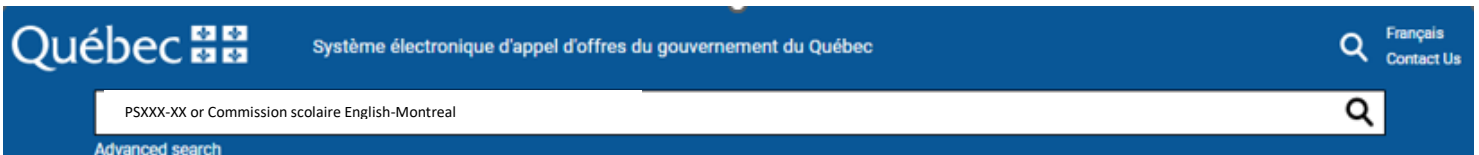


Role	Last Name	First Name	Organization ↓
Specialist user			
Coordinator			
Accounting			

2. FROM THE MY SEAO WINDOW, CLICK ON THE SEARCH ICON () ON THE TOP RIGHT.

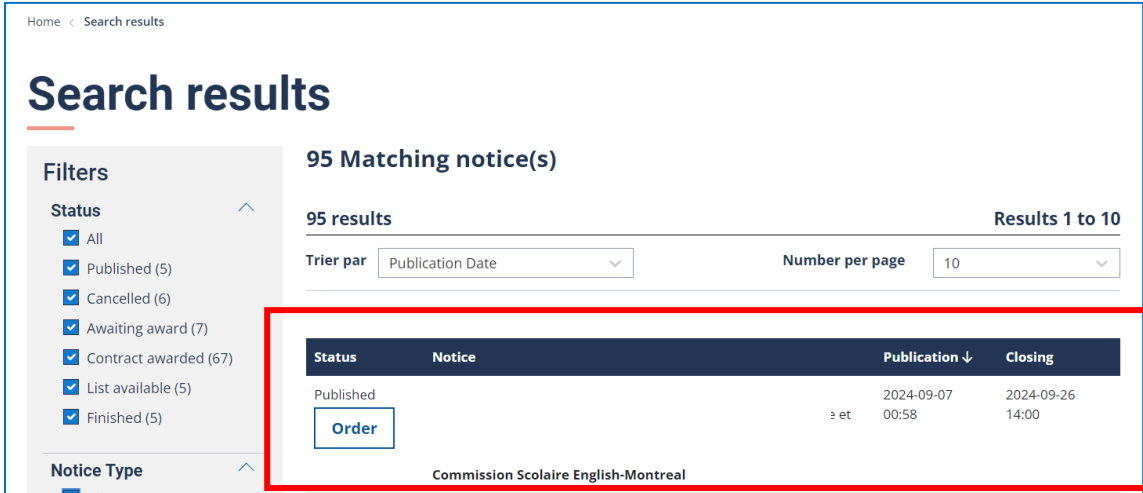


3. ENTER THE NOTICE NUMBER IN THE SEARCH BAR AND CLICK ON THE MAGNIFYING GLASS. IF YOU DO NOT KNOW THE NOTICE NUMBER, ENTER “COMMISSION SCOLAIRE ENGLISH-MONTREAL”.



AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

4. THE “SEARCH RESULTS” WINDOW WILL PROVIDE THE MATCHING NOTICE NUMBER OR A LIST OF NOTICES FOR THE EMSB. IDENTIFY THE CORRECT NOTICE AND CLICK ON “ORDER”.



Home < Search results

Search results

95 Matching notice(s)

95 results Results 1 to 10

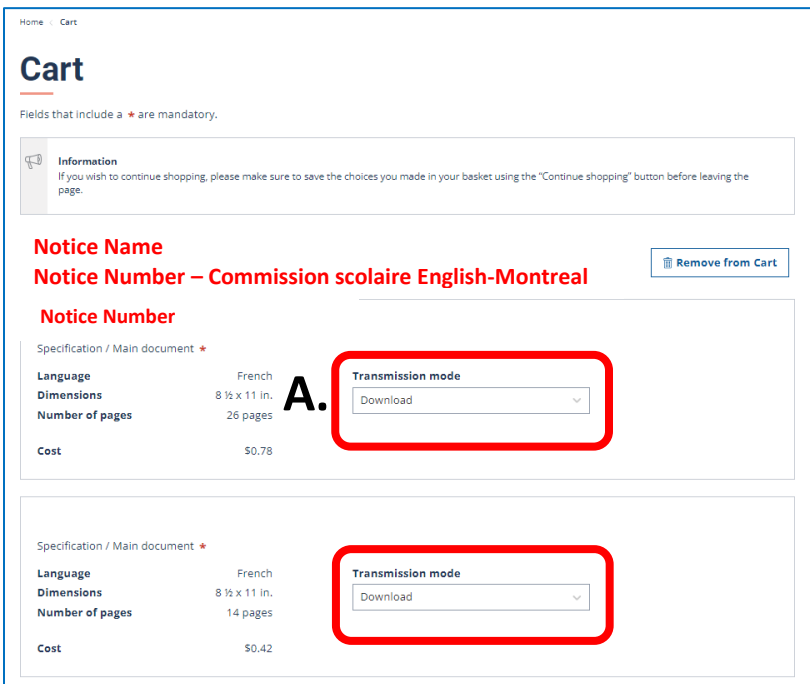
Trier par: Publication Date Number per page: 10

Status	Notice	Publication ↓	Closing
Published	et	2024-09-07 00:58	2024-09-26 14:00

Commission Scolaire English-Montreal

5. THE “CART” WINDOW WILL OPEN AND THE DETAILS OF THE NOTICE WILL BE DISPLAYED. ENSURE YOU CHANGE THE BELOW DETAILS BEFORE PROCEEDING FOR PAYMENT.

- A. TRANSMISSION MODE = DOWNLOAD (FOR EACH)
- B. RECEIVE ADDENDA RELATED TO THIS NOTICE = YES
- C. DISPLAY MY ORGANIZATION’S NAME IN THE LIST OF ORDERS = YES



Home | Cart

Cart

Fields that include a * are mandatory.

Information
If you wish to continue shopping, please make sure to save the choices you made in your basket using the "Continue shopping" button before leaving the page.

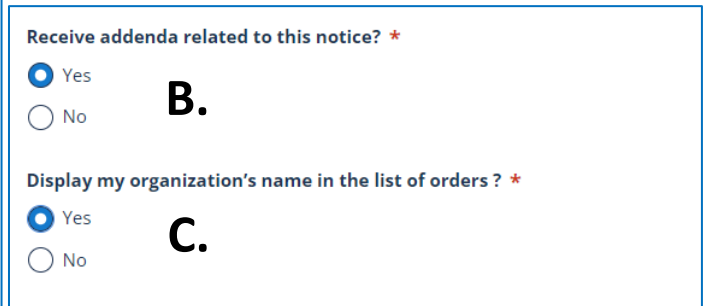
Notice Name
Notice Number – Commission scolaire English-Montreal Remove from Cart

Notice Number

Specification / Main document *

Language	French	A.	Transmission mode
Dimensions	8 1/2 x 11 in.		Download
Number of pages	26 pages		
Cost	\$0.78		

Language	French	A.	Transmission mode
Dimensions	8 1/2 x 11 in.		Download
Number of pages	14 pages		
Cost	\$0.42		



Receive addenda related to this notice? *

Yes **B.**

No

Display my organization's name in the list of orders? *

Yes **C.**

No

AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

6. THE “DOCUMENT COSTS” SECTION WILL AUTO-POPULATE YOUR PROFILE INFORMATION. SPECIFY THE CHOICES IN THE REQUIRED FIELDS. ONCE COMPLETED, CLICK ON “VALIDATE ORDER”.

Document costs: \$xx.xx *

* Preparation fees, taxes and all other applicable fees will be added in the order validation screen.

[Access items removed from your cart](#)

[Modify the Quick Purchase option's parameters](#)

Buyer info

Order recipient *

Jane Doe

Buyer's address *

Delivery address (if applicable) *

Payment method *

Credit card

The default values for these parameters can be edited via the [Quick Purchase option](#)

Order number (optional)

Order number (optional)

SEAO can send you alerts

Be notified when events occur on these opportunities:

When the opening results are published or when the notice is awarded *

None

When an addenda is published *

Email (\$1.00 each opportunity)

Addenda Transmission Mode

Preferred addenda transmission mode for PLANS *

Email

Courier Service

1. Payment Method: Select the credit card you registered or enter a new payment method.

Payment method *

Select

REGISTERED CREDIT CARD

OTHER PAYMENT METHOD

Credit card

2. Choose: None = No notification OR Email = notification with \$1.00 charge each time

When the opening results are published or when the notice is awarded *

None

None

Email (\$1.00 each opportunity)

3. Choose EMAIL to be notified of any changes to the notice.

When an addenda is published *

Email (\$1.00 each opportunity)

None

Email (\$1.00 each opportunity)

4. Addenda Transmission Mode = EMAIL

Validate order

Continue shopping

Empty Cart

[Access items removed from your cart](#)

AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

7. ON THE “VALIDATE YOUR ORDER” WINDOW, REVIEW THE DETAILS AND CLICK ON “CONFIRM ORDER” AT THE BOTTOM.

Validate Your Order

Buyer info

Order recipient:
 Buyer's address:
 Delivery address (if applicable):
 Payment method:

Order Information


Order number (optional):

SEAO sends you alerts

You will receive an alert for these notices when the opening results are published or when the notice is awarded by email
 You will receive an alert for these notices when an addenda is published by email

Addenda Transmission Mode

PLAN addenda will be transmitted by email

 **Information**
 PDF Portfolios must be downloaded and then opened using Adobe Acrobat Reader. Web browser preview features usually do not support PDF Portfolios.

Notice Name
Notice Number – Commission scolaire English-Montreal

Notice Number

Document number:
 Language:
 Dimensions:
 Number of pages:
 Transmission mode:
 Quantity:

Cost:


The user chose to receive all addenda related to this notice.
 The user chose to display their organization's identity in the order list.

Document costs:
 Occasional order fees:
 Preparation and ordering costs:
 Shipping fees:
 Alert fees:

Subtotal:
 GST:
 QST:

Total:


Return to Cart

Confirm Order 

8. IF YOU DID NOT SET-UP YOUR PAYMENT METHODS, YOU WILL BE RE-DIRECTED TO THIRD PARTY PAYMENT SYSTEM TO ENTER YOUR CREDIT CARD DETAILS. ONCE THE PAYMENT IS APPROVED, YOU WILL RECEIVE A CONFIRMATION EMAIL FROM SEAO.

AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

STEP 5 – ACCESS AND DOWNLOAD THE APPLICATION DOCUMENTS FROM SEAO

1. IN THE “CHOOSE A USER PROFILE” () WINDOW, ENSURE YOU ARE IN THE “ROLE VIEW” TAB AND CLICK ON THE “SPECIALIST USER” ROLE. IT WILL OPEN THE WINDOW FOR “MY SEAO.”

Choose a user profile

Email:

Organization view **Role view**


4 results Results 1 to 4

Sort by Number per page


Role	Last Name	First Name	Organization ↓
Electronic Bid Submission			
Specialist user			
Coordinator			
Accounting			

Warning
If you can't find your profiles here, try to recover them from the old SEAO by clicking on the "Recover my profiles" button.

[Retrieve my profiles](#) [Add a supplier organization](#)

 **fournisseur**

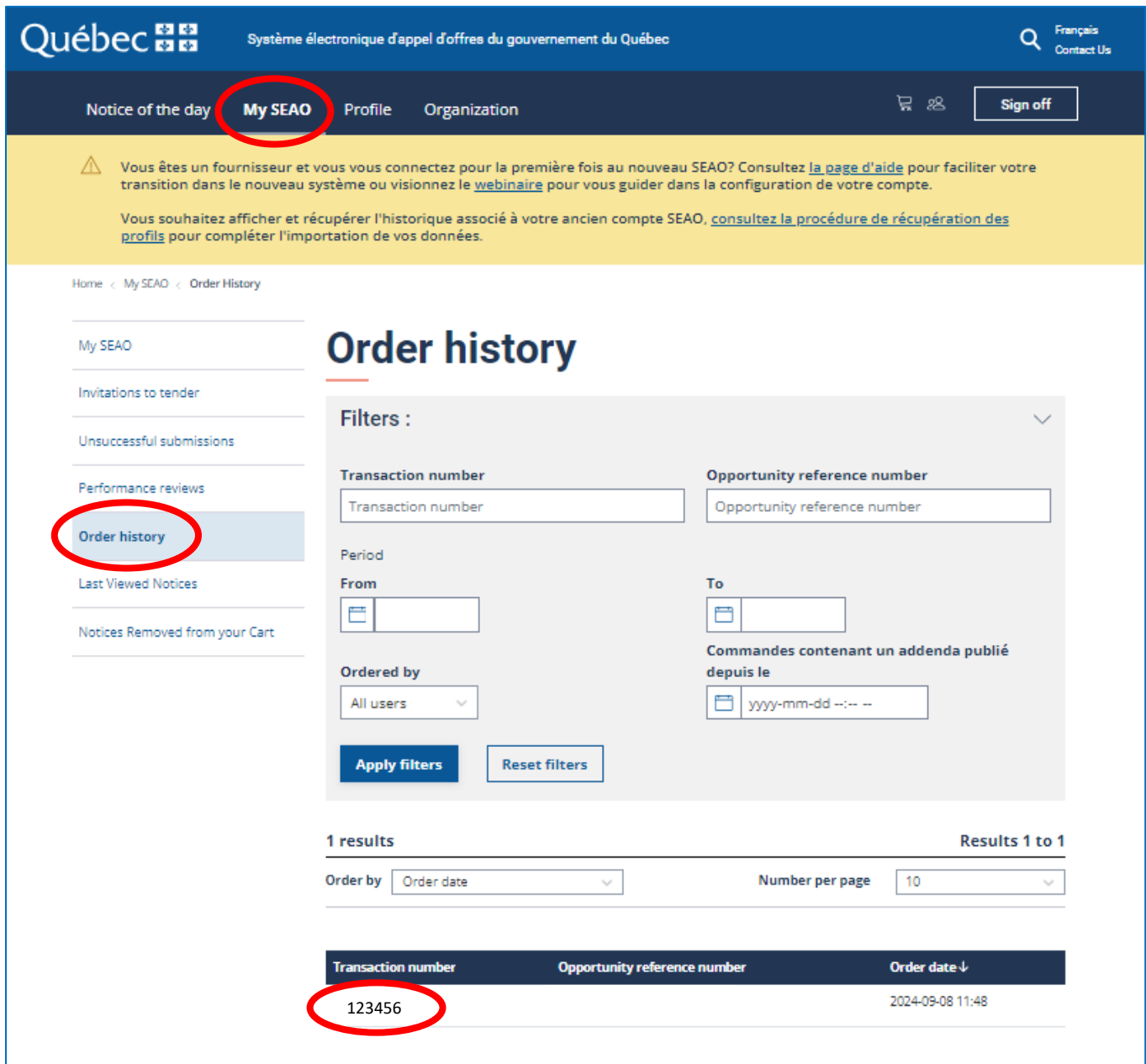
Accéder aux documents de formation en ligne pour les fournisseurs.


 **donneurOuvrage**

Accéder aux documents de formation en ligne pour les donneurs d'ouvrage.


AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

2. FROM THE “MY SEAO” WINDOW, ON THE LEFT SIDE OF THE SCREEN CLICK ON “ORDER HISTORY”. A LIST OF YOUR ORDERS WILL APPEAR AT THE BOTTOM. CLICK ON THE “TRANSACTION NUMBER” TO ACCESS THE ORDER DETAILS. IF YOUR LIST OF ORDERS DO NOT APPEAR, USE THE FILTERS TO NARROW DOWN YOUR SEARCH.



Québec  Système électronique d'appel d'offres du gouvernement du Québec Français Contact Us

Notice of the day **My SEAO** Profile Organization Sign off

 Vous êtes un fournisseur et vous vous connectez pour la première fois au nouveau SEAO? Consultez [la page d'aide](#) pour faciliter votre transition dans le nouveau système ou visionnez le [webinaire](#) pour vous guider dans la configuration de votre compte.

Vous souhaitez afficher et récupérer l'historique associé à votre ancien compte SEAO, [consultez la procédure de récupération des profils](#) pour compléter l'importation de vos données.

Home < My SEAO < Order History

My SEAO

Invitations to tender

Unsuccessful submissions

Performance reviews

Order history

Last Viewed Notices

Notices Removed from your Cart

Order history

Filters :

Transaction number

Opportunity reference number

Period

From

To

Ordered by

Commandes contenant un addenda publié depuis le

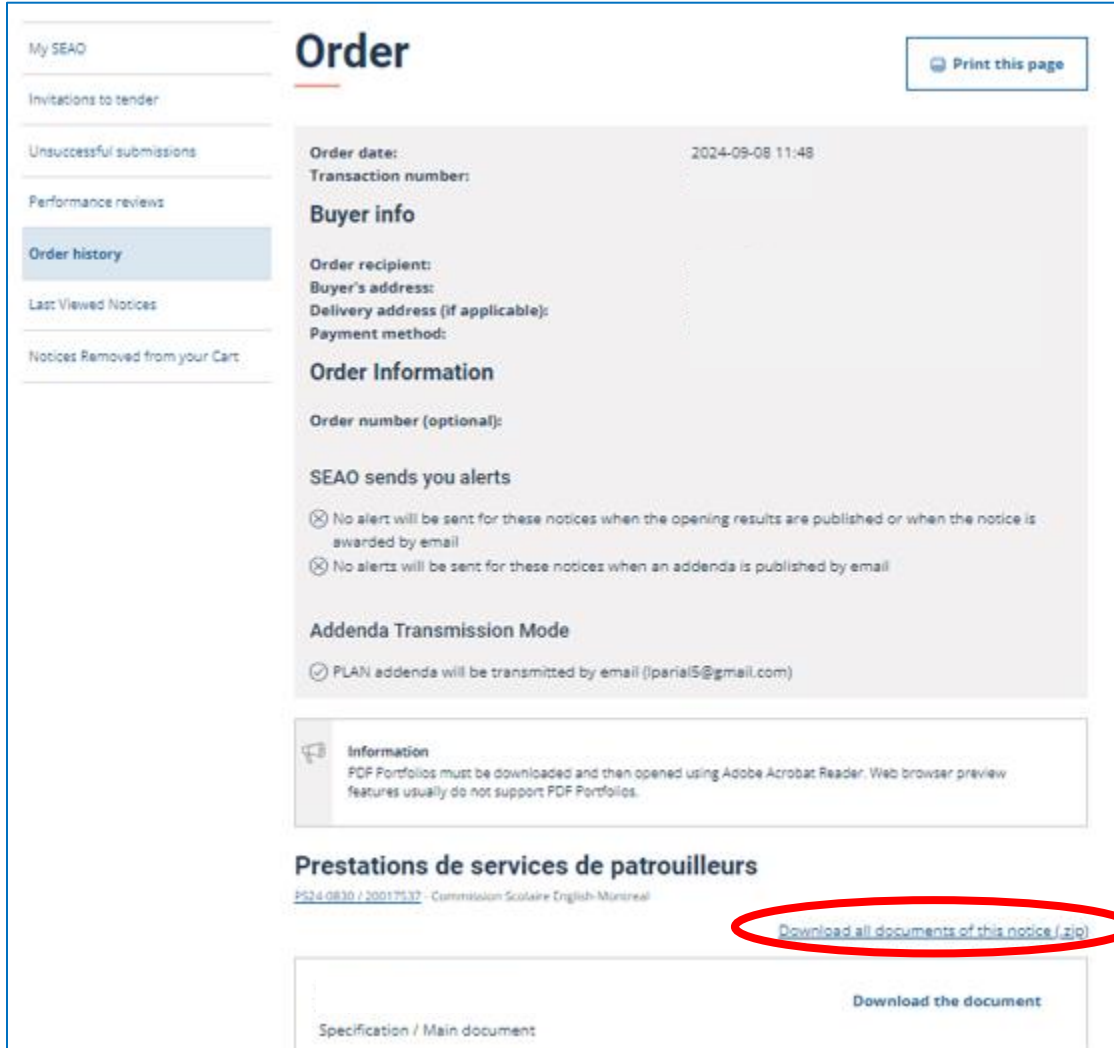
1 results Results 1 to 1

Order by Number per page

Transaction number	Opportunity reference number	Order date ↓
123456		2024-09-08 11:48

AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

3. THE “ORDER” WINDOW WILL OPEN. CLICK ON “DOWNLOAD ALL DOCUMENTS OF THIS NOTICE (.ZIP)”

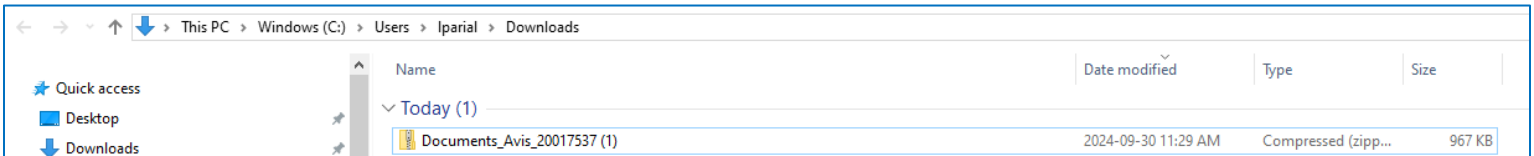


The screenshot shows the 'Order' window in the SEAO system. The window is titled 'Order' and has a 'Print this page' button in the top right corner. The left sidebar contains navigation links: My SEAO, Invitations to tender, Unsuccessful submissions, Performance reviews, Order history (highlighted), Last Viewed Notices, and Notices Removed from your Cart. The main content area displays the following information:

- Order date:** 2024-09-08 11:48
- Transaction number:** [Redacted]
- Buyer info:**
 - Order recipient: [Redacted]
 - Buyer's address: [Redacted]
 - Delivery address (if applicable): [Redacted]
 - Payment method: [Redacted]
- Order Information:**
 - Order number (optional): [Redacted]
- SEAO sends you alerts:**
 - No alert will be sent for these notices when the opening results are published or when the notice is awarded by email
 - No alerts will be sent for these notices when an addenda is published by email
- Addenda Transmission Mode:**
 - PLAN addenda will be transmitted by email (lparial5@gmail.com)
- Information:** PDF Portfolios must be downloaded and then opened using Adobe Acrobat Reader. Web browser preview features usually do not support PDF Portfolios.
- Prestations de services de patrouilleurs:** P524-0830 / 20017537 - Commission Scolaire English-Montréal

A red circle highlights the link 'Download all documents of this notice (.zip)' located below the 'Prestations de services de patrouilleurs' section. Below this link is a 'Download the document' button and the text 'Specification / Main document'.

4. ACCESS YOUR DOWNLOAD FOLDER AND EXTRACT/OPEN THE DOCUMENTS FROM THE ZIPPED FILE. SAVE THE DOCUMENTS ON YOUR DESKTOP OR IN AN ACCESSIBLE FOLDER.



The screenshot shows a Windows File Explorer window with the address bar set to 'This PC > Windows (C:) > Users > lparial > Downloads'. The left sidebar shows 'Quick access' with 'Desktop' and 'Downloads' highlighted. The main area displays a table of files:

Name	Date modified	Type	Size
Today (1)			
Documents_Avis_20017537 (1)	2024-09-30 11:29 AM	Compressed (zipp...	967 KB

5. THE FILE INCLUDES THE FULL AGREEMENT, CLAUSES AND APPLICATION DOCUMENTS. READ AND FILL IN ALL REQUIRED DOCUMENTS IN THE QUALIFICATION NOTICE AND SAVE THE DOCUMENTS IN ONE PDF FILE.

AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD


AGENTS WHO WISH TO SUBMIT THEIR APPLICATION ELECTRONICALLY TO BECOME A PARTNER WITH THE ENGLISH MONTREAL SCHOOL BOARD WILL BE CHARGED AN ELECTRONIC TRANSMISSION FEE OF \$30.00 PLUS TAXES.

STEP 6- TEST TRIAL- SUBMITTING TENDERS ELECTRONICALLY

BEFORE SUBMITTING YOUR APPLICATION, COMPLETE THE “TEST TRIAL” FOR SUBMITTING A TENDER ELECTRONICALLY. YOU ONLY NEED TO COMPLETE THIS STEP ONCE. ONCE THIS STEP IS COMPLETE, YOU CAN PROCEED TO SUBMIT YOUR APPLICATION THROUGH SEAO.

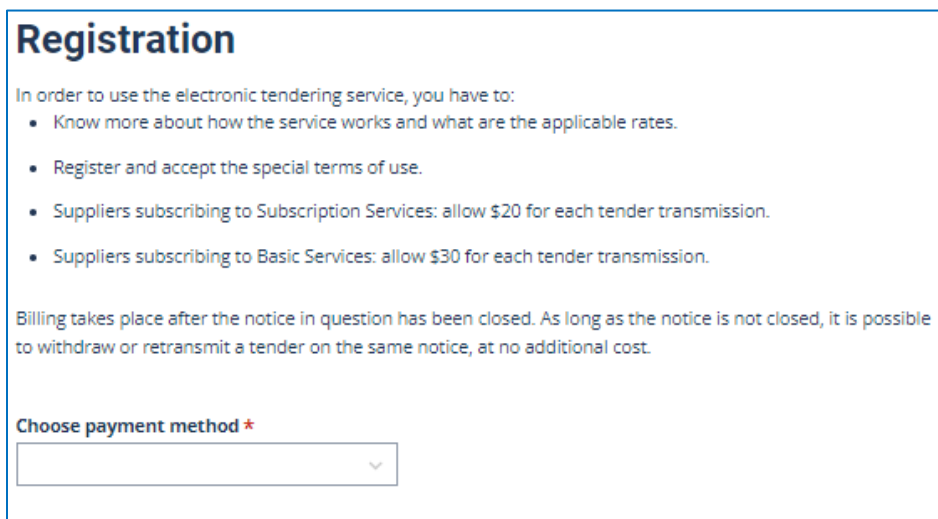
1. TO COMPLETE THE “TEST TRIAL”, FOLLOW THE BELOW STEPS:

A. ON THE “MY SEAO” WINDOW, CLICK ON THE “ELECTRONIC TENDERS”



The screenshot shows the 'My SEAO' interface. At the top, there is a navigation bar with 'Notice of the day', 'My SEAO', and 'Profile'. The 'My SEAO' link is circled in red. Below the navigation bar, there is a yellow banner with a warning icon and text: 'Vous êtes un fournisseur et vous vous connectez pour la première fois au nouveau SEAO? Consultez la page d'aide pour faciliter votre transition dans le nouveau système ou visionnez le webinaire pour vous guider dans la configuration de votre compte. Vous souhaitez afficher et récupérer l'historique associé à votre ancien compte SEAO, consultez la procédure de récupération des profils pour compléter l'importation de vos données.' Below the banner, there is a breadcrumb trail: 'Home < My SEAO < Bids Submitted Electronically'. The main heading is 'Tenders Submitted Electronically'. Below the heading, there is a section titled 'Invitations to tender' with a sub-section 'Electronic Tenders' circled in red. The text below the heading reads: 'SEAO offers an electronic tender submission functionality that allows the secured electronic submitting of tenders, when applicable.'

B. CHOOSE A PAYMENT METHOD



Registration

In order to use the electronic tendering service, you have to:

- Know more about how the service works and what are the applicable rates.
- Register and accept the special terms of use.
- Suppliers subscribing to Subscription Services: allow \$20 for each tender transmission.
- Suppliers subscribing to Basic Services: allow \$30 for each tender transmission.

Billing takes place after the notice in question has been closed. As long as the notice is not closed, it is possible to withdraw or retransmit a tender on the same notice, at no additional cost.

Choose payment method *

AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

C. AT THE BOTTOM OF THE WINDOW, CLICK ON “REGISTER”

How it Works and Security

Only the buyer who published the notice will be able to view the submitted tender, as it will be crypted prior to being sent to SEAO servers. Tenders will only be decrypted when downloaded on the buyer's computer. The tenders and the name of the tenderers will **only be available once the deadline for submitting tenders is reached.**

For security and confidentiality purposes, functionalities linked to electronic tendering are hosted outside the SEAO system. You will be redirected to a secured website for electronic tendering.

[Register](#)

D. TICK THE CHECKBOX AND CLICK ON “ACCEPT”

Home < My SEAO < Bids Submitted Electronically < Terms of Use

My SEAO

Invitations to tender

Electronic Tenders

Last Viewed Notices

Specific Terms of Use

STVE terms of service for suppliers coming soon

I have read the specific terms of use and I wish to: *

[Accept](#) [Decline](#)

2. FROM THE “BID SUBMISSION (PRACTICE)” WINDOW, SCROLL TO THE BOTTOM OF THE SCREEN, TICK THE CHECKBOX AND CLICK ON “CONTINUE”.

*I understand that no fees will apply since I am in the context of a "Practical" trial and that no bid will actually be submitted.

[Continue](#)

AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

3. FROM THE “DECLARATION CONCERNING THE REPRODUCTION OF DOCUMENTS SUBMITTED ELECTRONICALLY” WINDOW, ENTER THE REQUIRED FIELDS.

Declaration Concerning the Reproduction of Documents Submitted Electronically

This declaration applies to all the documents included in the submission file, whether they are copies of technological documents, or documents resulting from digitization (e.g.: documents on paper that have been signed by hand before being digitized)

Notice number in the SEAO: AO-20240930 / 1234567

Are the quality demonstration file and/or price file scanned documents or do they include scanned documents? *

Yes No

Additional information regarding digitization

Scanner(s) used (brand, model) *

N.B. If you used more than one scanner when preparing your electronic submission, please

Scanner(s) used *

Default (if you used software built into the scanner)
 Other

Guarantee of processes regarding the preservation of integrity *

Default (if you haven't made any specific settings on your scanner(s))
 Other

N.B. If you have made adjustments to your scanner(s) when preparing your electronic submission, please provide information on the adjustments made.

I, the undersigned, **ENTER YOUR NAME** certify that:

- I am a person in authority or responsible for the preservation of the documents submitted. I have reproduced these documents and I am authorized to submit this submission in the SEAO;
- The documents submitted have been reproduced in their entirety. They contain the same information as the source documents and their integrity is ensured;
- I acknowledge that the reproduced version of the submission will be considered to have the same legal value as the source version;
- The hardware and software used are at least of standard quality and that I have minimally used the default options to guarantee the best quality of the reproductions;
- In the event that the tender file has been digitized or includes documents resulting from digitization, I undertake to keep the originals or source documents for a three-year period from the date of submission of this tender;
- The information provided in this statement is accurate.

Witness whereof, *

I affix my signature to this Declaration concerning the reproduction of documents sent electronically and acknowledge that it has the same legal value as if I had affixed my handwritten signature to this declaration.

Tick the checkbox and click on “Continue”

Scanner(s) used (brand, model)

- Enter your scanner information. Ex. Scanjet 5000s, XX1234

Scanner used = Default

Guarantee of Processes regarding the preservation of integrity = Default

AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

4. FROM THE “BID SUBMISSION” WINDOW, CLICK ON “SELECT FILE” AND CHOOSE A PDF FILE FROM YOUR DESKTOP. TICK ON THE CHECKBOX AND CLICK ON “SEND TENDER”.

Bid file*

File submission may take several minutes, depending on the file size and hardware used.

Select file Electronic Package.pdf

N.B. Only files containing a bid can be submitted via electronic tendering. The other documents (opt-out questionnaire, etc.) must be sent by the means of communication indicated in the invitation to tender.

I understand that it is the tenderer's responsibility to ensure that all documents, appendices, or forms whose signature is required at the time of submission of the tender are included in the electronically submitted bid, and that the required signatures have been affixed to paper documents, appendices, or forms before they are scanned.

I understand that a missing or incomplete document, appendix or form may result in the rejection of the electronically submitted bid in accordance with the conditions set out in the tender documents and the applicable regulations.

I acknowledge that it is the tenderer's responsibility to ensure that at the time of bid submission, the documents contained in the submission file are not infected, unintelligible, or otherwise unreadable.

In witness whereof, *

I confirm that I have verified the content of the attached bid and accept its transmission. I understand that once transmitted, the attached bid will be considered in the award of the contract.

Send tender
Back

5. THE “TEST DEPOSIT CONFIRMATION (PRACTICE)” WINDOW WILL OPEN. THIS CONFIRMS YOU SUCCESSFULLY COMPLETED THE TRIAL TEST TO SUBMIT YOUR APPLICATION ELECTRONICALLY.

Test Deposit Confirmation (Practice)

Print this page

Confirmation

It is important to print this page and keep it for your records as it contains the exact date and time of filing, as well as the unique identification number for each document you filed.

Warning

Your test is over. This was only a test. The client will not receive this submission. If you now wish to send a bid to the client, you must search for the notice and click on the "Submit a Bid" button.


Notice

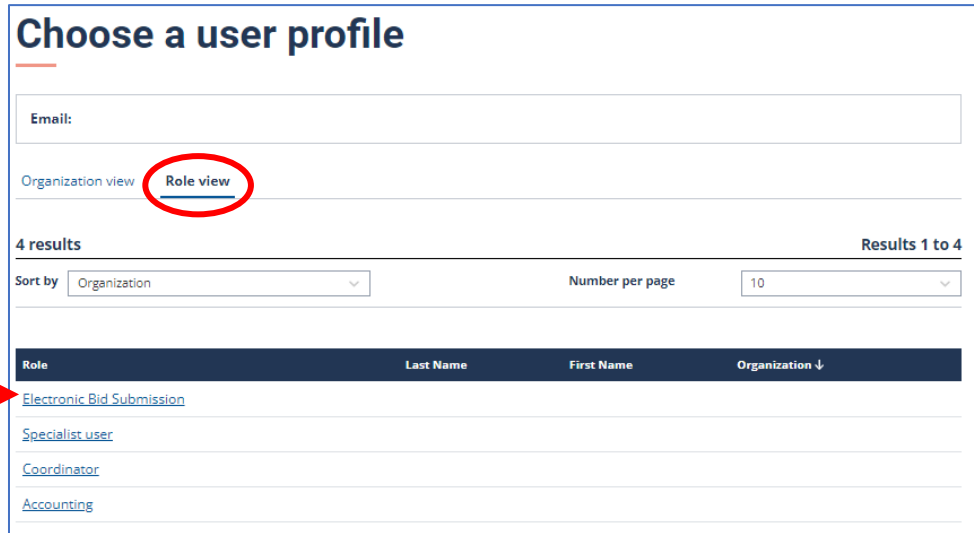
Number	AO-20240911
Reference Number	1234567
Title	Notice for electronic tendering trial (Invalid)
Final date for receipt of tenders	2024-09-13 No later than 09:58 Quebec Legal Time
Organization	Transmission Test (Invalid)
Address	Address for Transmission Test (Invalid)

The red box indicates your submission was a TEST. If you would like to send your application, you must search for the notice and click on the “Submit a Bid”.

AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

STEP 7- SUBMIT YOUR APPLICATION ELECTRONICALLY THROUGH SEAO

1. LOG INTO YOUR SEAO ACCOUNT. FROM THE “CHOOSE YOUR USER PROFILE” () WINDOW, SELECT “ELECTRONIC BID SUBMISSION” FROM THE “ROLE VIEW” TAB.



Choose a user profile

Email:

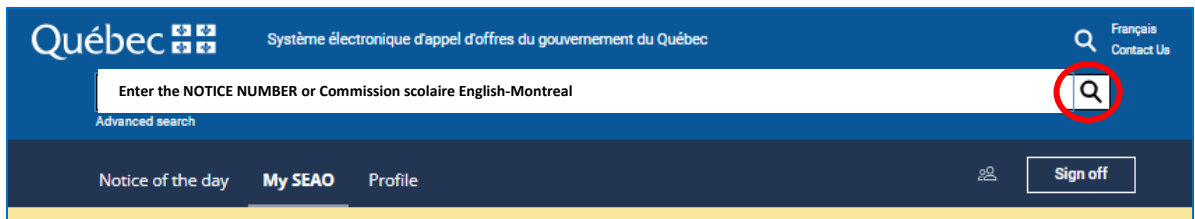
Organization view: **Role view**


4 results Results 1 to 4

Sort by: Organization Number per page: 10


Role	Last Name	First Name	Organization ↓
Electronic Bid Submission			
Specialist user			
Coordinator			
Accounting			

2. PERFORM A SEARCH OF THE NOTICE NUMBER OR ENTER “COMMISSION SCOLAIRE ENGLISH-MONTREAL” AND CLICK ON THE SEARCH ICON.




Québec  Français
Contact Us

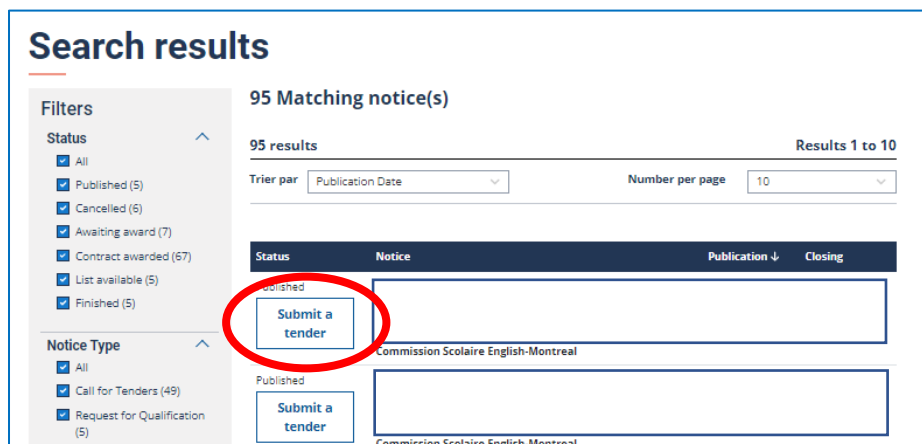
Système électronique d'appel d'offres du gouvernement du Québec

Enter the NOTICE NUMBER or Commission scolaire English-Montreal 

Advanced search

Notice of the day **My SEAO** Profile  **Sign off**

3. IN THE SEARCH RESULTS WINDOW, LOCATE THE CORRECT QUALIFICATION NOTICE AND CLICK ON “SUBMIT A TENDER.”



Search results

Filters

Status

- All
- Published (5)
- Cancelled (6)
- Awaiting award (7)
- Contract awarded (57)
- List available (5)
- Finished (5)

Notice Type

- All
- Call for Tenders (49)
- Request for Qualification (5)

95 Matching notice(s)

95 results Results 1 to 10

Trier par: Publication Date Number per page: 10

Status	Notice	Publication ↓	Closing
Published	Submit a tender		Commission Scolaire English-Montreal
Published	Submit a tender		Commission Scolaire English-Montreal

AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

4. THE SYSTEM WILL REDIRECT YOU TO SUBMIT YOUR APPLICATION ELECTRONICALLY. THE BELOW STEPS ARE THE SAME STEPS FROM THE TRIAL TEST PERFORMED FROM STEP 4- TEST TRIAL.
- FROM THE BID SUBMISSION WINDOW, AT THE BOTTOM OF THE WINDOW, TICK THE CHECKBOX AND CLICK ON “CONTINUE”.
 - FROM THE “DECLARATION CONCERNING THE REPRODUCTION OF DOCUMENTS SUBMITTED ELECTRONICALLY” WINDOW, FILL IN ALL REQUIRED FIELDS. TICK ON THE CHECKBOX AND CLICK ON “CONTINUE”.
 - CLICK ON “SELECT” TO UPLOAD YOUR APPLICATION. ENSURE ALL DOCUMENTS HAVE BEEN SCANNED INTO ONE PDF FILE.
 - CURRICULUM VITAE OR COMPANY PROFILE
 - ONE REFERENCE/RECOMMENDATION LETTER DEMONSTRATING RECRUITMENT EXPERIENCE
 - SERVICE PROVIDER REPRESENTATIVE IDENTIFICATION FORM
 - APPENDIX 1A - COMPLETED APPLICATION FORM
 - APPENDIX 2 - INTEGRITY DECLARATION STATEMENT OF THE TENDERER
 - APPENDIX 3 - COMMITMENT OF THE SERVICE PROVIDER
 - ATTESTATION OF REVENUE QUÉBEC, IF YOU HAVE AN ESTABLISHMENT IN QUÉBEC.
 - APPENDIX 4 - ABSENCE OF ESTABLISHMENT IN QUÉBEC, IF YOU DO NOT HAVE AN ESTABLISHMENT IN QUÉBEC WHERE THE SERVICE PROVIDER OPERATES PERMANENTLY
 - APPENDIX 5 – CONFIDENTIALITY AGREEMENT
 - APPENDIX 7 – CERTIFICATE OF DESTRUCTION OF PERSONAL AND CONFIDENTIAL INFORMATION
 - APPENDIX 8 – DECLARATION CONCERNING A JUDICIAL RECORD
 - ALL OTHER FORMS AND APPENDICES TO BE COMPLETED
 - TICK THE CHECKBOX AND CLICK ON “SEND TENDER”. THE “DEPOSITED SUBMISSIONS” WINDOW WILL OPEN AND IT WILL CONFIRM YOU HAVE SUBMITTED YOUR APPLICATION ELECTRONICALLY.

In witness whereof, *

I confirm that I have verified the content of the attached bid and accept its transmission. I understand that once transmitted, the attached bid will be considered in the award of the contract.

[Send tender](#) [Back](#)

Deposited submissions

Open notices

As long as a notice is open, you may withdraw and submit again without additional charge.

Notice	Status	Final date for receipt of tenders	Remaining time	Transaction date and time ↓	Submission status	Action
	Published	2024-10-04 Before 14:00 Quebec Legal Time	3 day(s) 23 hour(s) 48 minute(s) 28 second(s)	2024-09-30 14:10:50		Deposit a new submission

Commission Scolaire English-Montreal

Closed notices

Notice	Status	Final date for receipt of tenders	Transaction date and time ↓	Submission status
No results found				

AGENT APPLICATION PROCESS WITH THE ENGLISH MONTREAL SCHOOL BOARD

STEP 7 – SUBMIT YOUR AGENT APPLICATION BY MAIL

IF YOU HAVE SUBMITTED YOUR APPLICATION ELECTRONICALLY THROUGH SEAO AND RECEIVED A CONFIRMATION, YOU DO NOT NEED TO SEND YOUR DOCUMENTS BY MAIL.

1. IF YOU CHOOSE TO SEND YOUR APPLICATION BY MAIL, SEND ALL REQUIRED DOCUMENTS DULY COMPLETED TO THE ADDRESS BEFORE THE CLOSING DATE.

COMMISSION SCOLAIRE ENGLISH MONTREAL
ATTN: TINA RUSSO
6000 AVENUE FILEDING
MONTREAL, QUEBEC, H3X 1T4

2. YOU MAY ADDRESS ANY QUESTIONS REGARDING THE SEAO PLATFORM BY EMAIL TO THE BELOW CONTACT.

COMMISSION SCOLAIRE ENGLISH MONTREAL
TO THE ATTENTION OF MS. TINA RUSSO
TRusso@emsb.qc.ca

YOU HAVE NOW COMPLETED SEAO APPLICATION PROCESS FOR THE INTERNATIONAL STUDENT PROGRAM DEPARTMENT WITH THE ENGLISH MONTREAL SCHOOL BOARD. THE RESPONSIBLE WILL REVIEW YOUR APPLICATION AND DOCUMENTS AND WILL BE IN CONTACT FOR NEXT STEPS.