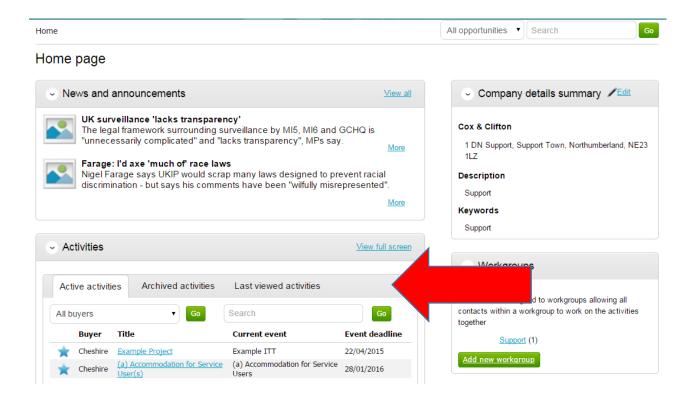# Guidance on Viewing Published Documents.

Login to the system and then it will take you to your homepage.

From the **Activities** section click on the title of the Activity you wish to work on.

Each stage of the procurement process will be seen as its own section.

To view the relevant stage of the project click **Open Event** within the relevant stage, in this instance 'Example ITT'.
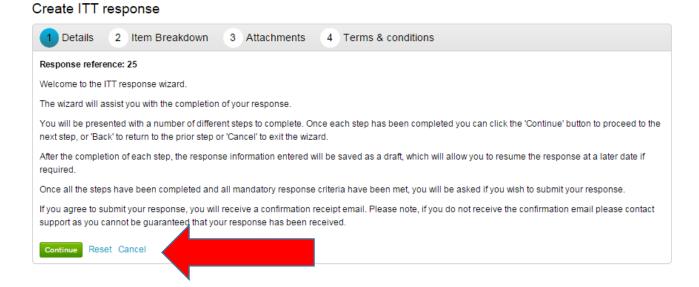
You are able to submit a response by clicking 'Start My Response'

Cheshire - ITT	41

Main details

Title: Example ITT   Respond by: 03/14/2015 21:30:00
Description:
Example ITT

Public attachments

Public attachments can be viewed by all procurers and suppliers involved in this rfx

| ITT Attachment.docx | 12 KB |
| Specification & Requirements Document.docx | 12 KB |

Terms & conditions

📎   Standard Legal Terms

Item breakdown   Export

Item description	Unit of measure	Quantity	Comments
Uniform			
Branded Jumpers (Mens)	per jumper	500	💬
Branded Cardigan (Womens)	per cardigan	500	💬

Time remaining

2	6	5	28
Days	Hours	Minutes	Seconds

Messaging

You have 0 unread message(s).
View messages

Response controls

Start my response
Register intent to respond
No longer wish to respond

My responses

You have not yet started your response.

The Response Wizard

This will open up the response wizard that will take you through each stage of the tender response to make sure it is completed successfully.

Create ITT response

1 Details	2 Item Breakdown	3 Attachments	4 Terms & conditions

Response reference: 25

Welcome to the ITT response wizard.

The wizard will assist you with the completion of your response.

You will be presented with a number of different steps to complete. Once each step has been completed you can click the 'Continue' button to proceed to the next step, or 'Back' to return to the prior step or 'Cancel' to exit the wizard.

After the completion of each step, the response information entered will be saved as a draft, which will allow you to resume the response at a later date if required.

Once all the steps have been completed and all mandatory response criteria have been met, you will be asked if you wish to submit your response.

If you agree to submit your response, you will receive a confirmation receipt email. Please note, if you do not receive the confirmation email please contact support as you cannot be guaranteed that your response has been received.

Continue   Reset Cancel

From the options section at the bottom of the page click **Continue** to move onto the next page or click **Cancel** to leave the wizard.

Uploading Attachments

The next stage allows you to upload your relevant tender attachments.

Note: In some cases an attachment will be mandatory, so it may not let you submit until an attachment is added at this stage.

Create ITT response

| ✓ Details | ✓ Item Breakdown | 3 Attachments | 4 Terms & conditions |

No attachments
Add attachment

Continue Reset Cancel Back

To add an attachment click Add attachment .

You can now browse your computer for the attachments using the file uploader. You can add as many attachments as you require.

When uploaded, you can view an attachment by clicking its name, to remove the attachment click the red cross icon. When all required attachments have been added, click on the "Next" button to proceed to the next screen.

❌   ITT Attachment.docx

When complete click **Continue** to move onto the next page, **Reset** to begin the wizard again and remove all info, **Cancel** to leave the wizard completely (without saving) or **Back** to return to the previous stage.

Terms and Conditions

The next stage asks whether you accept the Terms & Conditions associated with this tender.

You can view the terms by clicking on its name in blue, which will open the Terms and Conditions documents attached.

Then you must select Accept or Decline, and if you do not agree you must specify the reasons why you do not agree in the space provided.
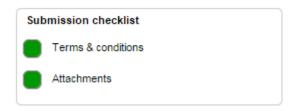
Create ITT response

When complete click **Finish** to go back to the summary screen, **Reset** to begin the wizard again and remove all info, **Cance**l to leave the wizard completely (without saving) or **Back** to return to the previous stage.

Submitting the Tender Response

When all information is added you can submit the response by clicking **Submit response**. You will be required to reconfirm this by clicking Submit response for a second time.

If the Submit response button is greyed out, the Submission checklist can be used to pick out why (anything with a red box will need revisiting.)

Editing Tender Response and Re-Submission

An important feature that is available after the tender response has been submitted is the ability as a Supplier to edit this response <u>before</u> the submission time and date has passed.

All the procuring organisation will see, is the version number of the response, but no previous submissions, providing they are all returned on time (further information on this later).

To edit a response from the tender summary screen, click **Create new version**.

When this is clicked it will create a draft Version 2.

Each area can then be amended, either by editing the relevant section or clicking **Open response wizard**, and then submitted using the process outlined above.