

# Guidance on Viewing Published Documents.

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

The screenshot shows the homepage of a system. At the top, there is a navigation bar with 'Home', 'All opportunities', a search box, and a 'Go' button. Below this, the 'Home page' is divided into several sections:

- News and announcements:** Contains two news items. The first is 'UK surveillance 'lacks transparency'' with a sub-headline 'The legal framework surrounding surveillance by MI5, MI6 and GCHQ is "unnecessarily complicated" and "lacks transparency", MPs say.' The second is 'Farage: I'd axe 'much of' race laws' with a sub-headline 'Nigel Farage says UKIP would scrap many laws designed to prevent racial discrimination - but says his comments have been "wilfully misrepresented".'
- Company details summary:** Shows details for 'Cox & Clifton', including '1 DN Support, Support Town, Northumberland, NE23 1LZ', 'Description: Support', and 'Keywords: Support'.
- Activities:** This section is highlighted with a red arrow. It has tabs for 'Active activities', 'Archived activities', and 'Last viewed activities'. Below the tabs is a search bar with 'All buyers' selected and a 'Go' button. A table lists activities:

Buyer	Title	Current event	Event deadline
★ Cheshire	<a href="#">Example Project</a>	Example ITT	22/04/2015
★ Cheshire	<a href="#">(a) Accommodation for Service User(s)</a>	(a) Accommodation for Service Users	28/01/2016

Other sections visible include 'Workgroups' with a 'Support (1)' button and an 'Add new workgroup' button.

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'.

The screenshot shows the 'Example Project' activity page. At the top, there is a breadcrumb 'Home > Example Project' and a '< Back to home page' link. The main section is titled 'Activity : Example Project'. Below this, there is an 'Events' section with a table:

Events
<a href="#">Example ITT</a> <span style="color: orange;">In Progress</span> <a href="#">Hide details</a>   <a href="#">Open event</a>

Below the table, there are details for the 'Example ITT' event:

Reference: 41      Start date: 24/03/2015  
End date: 22/04/2015      Event status: In Progress

On the right side of the page, there are two sections: 'Messaging' and 'Audit history'. The 'Audit history' section has a 'View audit history' link. A red arrow points to the 'Open event' link in the 'Events' table.

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 Days 6 Hours 5 Minutes 28 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

Details Item Breakdown Attachments **4** Terms & conditions

Please follow the link to read the terms and conditions

[Standard Legal Terms](#)

Accept  
 Decline

**Finish** Reset Cancel Back

When complete click **Finish** to go back to the summary screen, **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.

## 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.

My response 25 Draft

Time remaining  
Respond by: 14 March 2015 21:30  
2 Days 4 Hours 49 Minutes 5 Seconds

Terms & conditions -  Accepted [Decline](#)  
[Standard Legal Terms](#)

Item breakdown [Edit](#)

Item description	Quantity	Unit of measure	Comments	Price
Uniform				
Branded Jumpers (Mens)	500	per jumper		£5,000.00
Branded Cardigan (Womens)	500	per cardigan		£4,500.00
Total				£9,500.00

[Export](#)

Response controls  
**Submit response**  
[Open response wizard](#)

Submission checklist  
 Terms & conditions  
 Attachments

Attachments [Add](#)  
 [ITT Attachment.docx](#) 12 KB

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.)

Submission checklist

Terms & conditions

Attachments

## 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 before 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**.

The screenshot displays the tender summary interface. At the top left, a grey bar shows 'Cheshire - ITT' and '41'. Below this are three expandable sections: 'Main details' (Title: Example ITT, Respond by: 03/14/2015 21:30:00), 'Public attachments' (listing 'ITT Attachment.docx' and 'Specification & Requirements Document.docx'), and 'Terms & conditions' (with a link to 'Standard Legal Terms'). On the right side, there is a 'Time remaining' timer showing 2 Days, 4 Hours, 40 Minutes, and 32 Seconds. Below the timer is a 'Messaging' section with a 'View messages' link. The 'Response controls' section contains links for 'I would like to make a response' and 'No longer wish to respond'. The 'My responses' section shows 'Version 1' submitted on 12/03/2015 and a prominent green '+ Create new version' button.

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

A horizontal grey bar with the text 'My response' on the left and '26 Draft' on the right, indicating the number of draft responses.

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.

This screenshot shows two side-by-side panels. The left panel, titled 'Item breakdown', has an 'Edit' link and a table with columns: 'Item description', 'Quantity', 'Unit of measure', 'Comments', and 'Price'. The first row shows 'Uniform'. The right panel, titled 'Response controls', features a green 'Submit response' button, a blue 'Open response wizard' link, and a 'Submission checklist' section.