

# 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 displayed. It features several sections: 'News and announcements' with two news items, 'Company details summary' for 'Cox & Clifton', and 'Activities'. The 'Activities' section is highlighted with a red arrow and contains a table of active activities. Below the table are tabs for 'Active activities', 'Archived activities', and 'Last viewed activities', along with a search box and a 'Go' button. To the right of the 'Activities' section, there is a 'Workgroups' section with a 'Support (1)' button and an 'Add new workgroup' button.

Home

All opportunities Search Go

### Home page

News and announcements [View all](#)

**UK surveillance 'lacks transparency'**  
The legal framework surrounding surveillance by MI5, MI6 and GCHQ is "unnecessarily complicated" and "lacks transparency", MPs say. [More](#)

**Farage: I'd axe 'much of' race laws**  
Nigel Farage says UKIP would scrap many laws designed to prevent racial discrimination - but says his comments have been "wilfully misrepresented". [More](#)

Company details summary [Edit](#)

**Cox & Clifton**

1 DN Support, Support Town, Northumberland, NE23 1LZ

**Description**  
Support

**Keywords**  
Support

Activities [View full screen](#)

Active activities Archived activities Last viewed activities

All buyers Go Search Go

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

Workgroups

Support (1)

Add new workgroup

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'.

[Home](#) > Example Project

Activity : Example Project

The screenshot shows the 'Example Project' activity page. At the top right, there is a '< Back to home page' link. Below this, there is a 'Messaging' section with a 'Send message' button. The main content area is titled 'Events' and contains a table with one row: 'Example ITT' with a status of 'In Progress'. To the right of the table, there are links for 'Hide details' and 'Open event'. Below the table, there is a section for 'Reference: 41' and 'End date: 22/04/2015', and another section for 'Start date: 24/03/2015' and 'Event status: In Progress'. To the right of the 'Events' section, there is an 'Audit history' section with a 'View audit history' link. A red arrow points to the 'Open event' link.

< Back to home page

Archive this activity

Messaging

Send message

Events

[Example ITT](#) In Progress [Hide details](#) | [Open event](#)

Reference: 41 End date: 22/04/2015

Start date: 24/03/2015 Event status: In Progress

Audit history

[View audit history](#)

You are able to submit a response by clicking 'Start My Response'

Cheshire - ITT 41

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**Main details**

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

Description:  
Example ITT

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**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

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**Terms & conditions**

[Standard Legal Terms](#)

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**Item breakdown** [Export](#)

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

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**Time remaining**

2 Days 6 Hours 5 Minutes 28 Seconds

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**Messaging**

You have 0 unread message(s). [View messages](#)

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**Response controls**

[Start my response](#)

[Register intent to respond](#)

[No longer wish to respond](#)

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**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

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**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](#)

[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 shows the tender summary screen for 'Cheshire - ITT' with 41 responses. The main details section shows the title 'Example ITT', description 'Example ITT', and a response deadline of '03/14/2015 21:30:00'. The public attachments section lists two documents: 'ITT Attachment.docx' (12 KB) and 'Specification & Requirements Document.docx' (12 KB). The terms and conditions section shows 'Standard Legal Terms'. The response controls section includes options to '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 'Create new version' button.

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

The screenshot shows a summary bar for 'My response' with 26 responses in a 'Draft' status.

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.

The screenshot shows the 'Item breakdown' section with columns for 'Item description', 'Quantity', 'Unit of measure', 'Comments', and 'Price'. The 'Response controls' section includes a 'Submit response' button, an 'Open response wizard' link, and a 'Submission checklist' section.