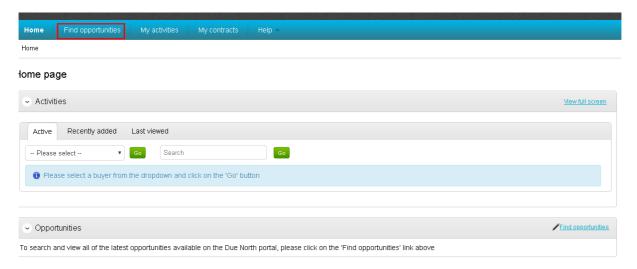




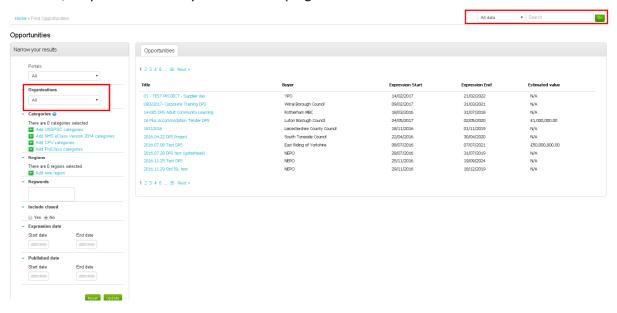
Supplier Guide for Opportunity Searches, Registering an Interest and Completing an Application

Finding Opportunities

Log into EastMids Tenders to find new tender opportunities. Head to 'find opportunities' in the top tool bar on the screen.



On the opportunities page there is an option to filter the results, for example search opportunities just within Nottinghamshire County Council or if a supplier is looking for a specific tender and knows the tile, they can search a key word in the top right hand corner.



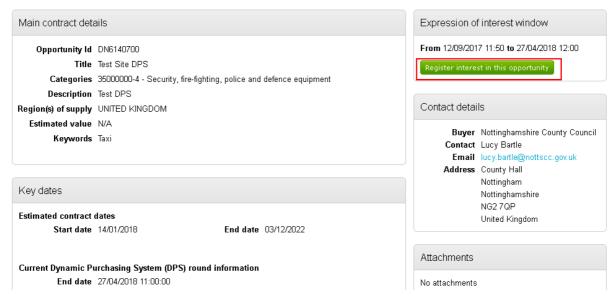
Once a supplier has found an opportunity they're interested in they will need to click on the blue tender title which will direct them to the initial tender dashboard.



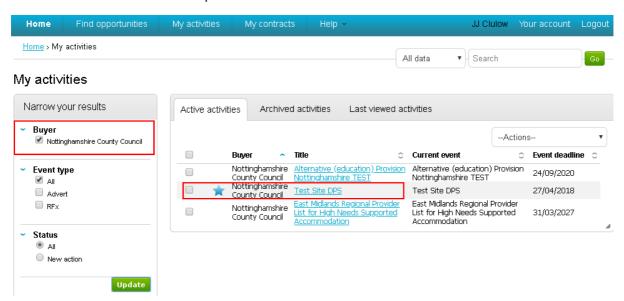
Registering an Interest

This initial tender dashboard shows limited information, to view tender documents and access the online questionnaires the first step is to express an interest in a tender.

Test Site DPS



Once a supplier has expressed an interest in a tender, the tender will appear in the 'My Activities' tab which can be found in the top tool bar.



N.B. In the 'my activities' tab suppliers must ensure the correct buyer is ticked in the left hand side filter to allow tenders to show, without any buyers ticked the page will be blank.

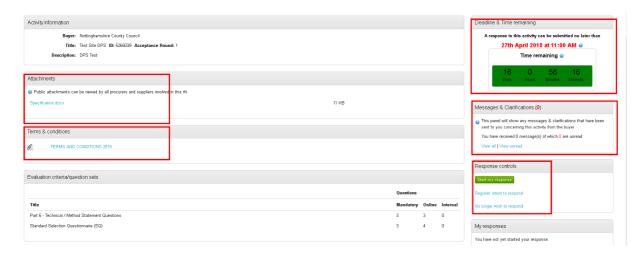
The saved tender will always appear in the 'My Activities' tab and this where a supplier should go to access it.

From the 'My Activities' tab the tender link will take you to the tender event list. If the opportunity is a DPS the correct event to access will be an acceptance round, access this by clicking start.



Dynamic purchasing systems have many acceptance rounds so the round number may not be '1', it could be 4 or 7. It all depends how long the DPS has been running for when a supplier comes to access it.

Clicking start will take the supplier to the main tender dashboard for the opportunity. From this dashboard suppliers can view and read any relevant documents such as the specification and the terms and conditions.

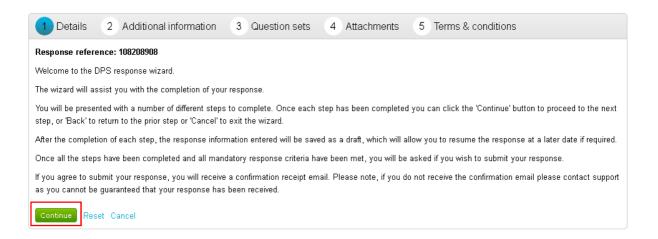


Supplers can submit and receive messages to and from the project team, there is a countdown timer highlighting how long is left before the tender opportunity closes and a button to 'opt out' if a supplier decides the opportunity is no long appropriate for them.

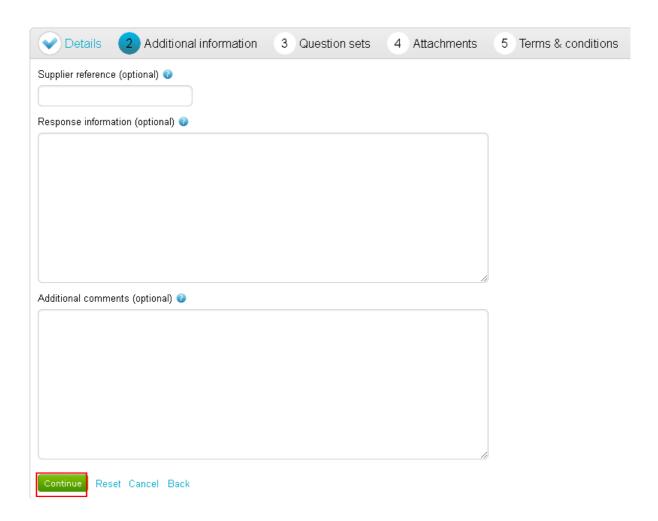
Finally there is the 'start my response' button. This will take suppliers through the response wizard and add the online questionnaires which they are required to complete to the project dashboard.

Responding to Online Questionnaires

1. Continue Through the Response Wizard



2. Supplier reference is not required to continue, it is optional information.



3.

Details Additional information Question sets 4 Attachments 5 Terms & conditions

Title Action Progress

Part 5 - Technical / Method Statement Questions

Edit response

Standard Selection Questionnaire (SQ)

4.



5. Accept/Decline the terms and conditions. If you do not agree you must specify why in the space provided.



The tender questionnaires will now be accessible from the tender dashboard.

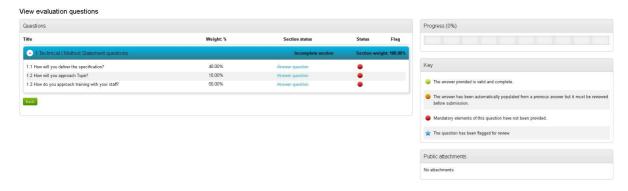
eset Cancel Back

To access the questions and start responding suppliers will need to 'edit response'

A progress bar can be seen next to each set of questions, before a submission can go ahead all questions must be answered and the progress bar be at 100%

My response		108208908 Draft	Deadline & Time remaining
Additional information		/ Edit	A response to this activity can be submitted n
Supplier reference:			27th April 2018 at 11:00 AM
			Time remaining @
Terms & conditions - 🗸 Accepted		Decline	15 23 54 26 Days Hours Minutes Seconds
✓ TERMS AND CONDITIONS 2015			
_			
•			Response controls
Evaluation criteria/question sets			Submit response
Evaluation criteria/question sets Title	Action	Progress	
	Action Edit response	Progress	Submit response Quen response wizard
Title		Progress	Submit response Quen response wizard Submission checklist
Title Part 5 - Technical / Method Statement Questions	Edit response	Progress	Submit response Quen resoonse ward Submission checklist Terms & conditions
Title Part 5 - Technical / Method Statement Questions	Edit response	Progress	Submit response Quen response wigard Submission checklist Terms & conditions

Each question has a traffic light system and the key is identified to the right. All questions must be showing as green to submit and the progress bar should be showing as 100%



When clicking on answer questions a new screen will appear which includes an answer field. Also this page will any attachments which are linked to the question and the word count is shown. The weighting of the question will also be detailed.

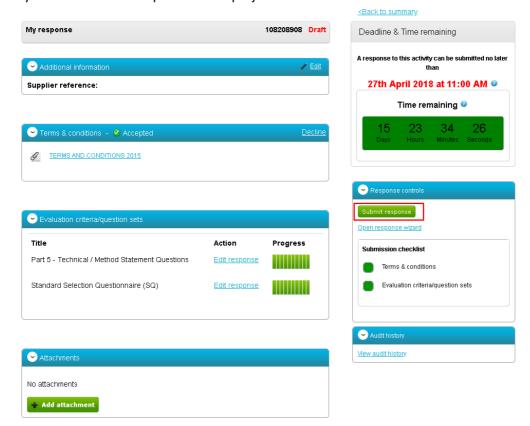


After answering each question is it essential suppliers save the answers which are entered. Suppliers can save and change their answers as many times as they like until the tender deadline as well as loggin out and revisiting the tender at a later date. Suppliers will need to answer all questions and submit before the tender deadline.

N.B If the tender opportunity is a DPS and a supplier doesn't submit their response before the round deadline, some answers will be saved for the next round.

If attachments are required for the application, such as a pricing schedule, they can be attached on the main tender dashboard.

Once all questions are answered and all the progress bars are showing as green and 100% a submit response button will appear on the project dashboard. Once a supplier is happy with their answers, they can submit their response to the project team.



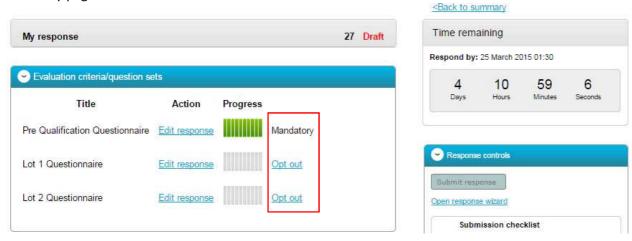
Even after a supplier has submitted their response there is an option to edit it, however, as before, the response will need to be submitted again before the deadline.



If the tender opportunity is for a DPS, suppliers will receive notification if they are successful. Once a supplier is successfully accepted they are not required to apply again on any subsequent rounds, <u>unless</u> any of their details change.

Responding to Lot Questionnaires

When a buying organisation publishes questionnaire sets using Lots, they will appear in your Tender Summary page as shown below.



<u>Note:</u> Where 'Mandatory' is stated alongside a 'Lot' this means that the question set must be answered.

Note: Where 'Opt out' appear this means that the questions are optional to be completed.

The response is completed by clicking Edit response and answering the questions. Once you have complete a series of questions the progress bar will be full.



If you wish to opt out of a non-mandatory set of questions, then you are required to click on **Opt out**. You can always opt back in and continue your response if you change your mind before the deadline.

