

## Viewing the Details/Documents for Expressions of Interest, Request for Quotes, Pre-Qualification Questionnaires and Tenders

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

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

- News and announcements:** This section features two news items. The first is titled 'UK surveillance 'lacks transparency'' and the second is titled 'Farage: I'd axe 'much of' race laws'. Both items have a 'More' link.
- Activities:** This section is divided into three tabs: 'Active activities', 'Archived activities', and 'Last viewed activities'. The 'Active activities' tab is selected. It shows a table of activities with columns for 'Buyer', 'Title', 'Current event', and 'Event deadline'. The table contains two rows of data, both marked with a blue star icon.
- Company details summary:** This section displays information for 'Cox & Clifton', including their address and a description.
- Workgroups:** This section provides information about workgroups and includes a button to 'Add new workgroup'.

From here to view your current activities that you are working on, from the **Activities** section click on the title of the Activity you wish to work on.

The **Activities** area shows all the various tenders that you have registered with, this can be an ITT (Invitation to Tender), RFQ (Request for Quotation), a PQQ (Pre-Qualification Questionnaire) etc.

**Note:** The process is the same in the system for all types of tender opportunity, PQQ, ITT and RFQ's, etc. however, in this case the ITT has been chosen to look through, and ITT will be referred to at various points. If you are completing a PQQ or Quotation (using attachments) then the screens will remain the same, it is only the terminology that will change.

As you can see above, the Buyer, Title of the project, current event and event deadline is shown. In this case it shows a ★ symbol to reflect it is new and it has not yet been viewed or worked upon yet.

By clicking on the title in blue, further information is now shown. From this screen all aspects of this project can be dealt with; the tender can be viewed, questions can be asked and answers received, additional information can be issued and your response can be put together and sent to the contracting organisation. 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

[< Back to home page](#)

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

Archive this activity

Messaging

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

Audit history

[View audit history](#)

This will open the tender screen. This is broken up into different sections; Main details, Public attachments, Terms & Conditions, Item breakdown and Messaging.  
**Note:** There is also a **countdown timer** in the top right indicating the time left until the submission deadline.

Cheshire - ITT

41

Time remaining

2

Days

6

Hours

5

Minutes

28

Seconds

Main details

Title: Example ITT

Description: Example ITT

Respond by: 03/14/2015 21:30:00

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

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

[Export](#)

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 different sections are explained below;

## **Main details**

This section shows the title, description and date and time the completed tender must be returned by.

## **Public attachments**


This section shows the attachments that have been published by the organisation. To download click on the title of the attachment.



**Note:** There may be no attachments here, however in the majority of cases there will be. Where there are documents, they should be **downloaded and saved** to your own network or desktop before working on them.

## **Item Breakdown**

This section is the item breakdown for the tender used for pricing, if one has been created by the organisation.

**Note:** This is an optional section and there may not be one included with an exercise.

This shows the description of the group/line item, the unit the item is measured in, the quantity of these units required and any additional comments regarding the line item (shown by hovering over the  icon.) An example of one is shown below.

Item breakdown <a href="#">Export</a>			
Item description	Unit of measure	Quantity	Comments
Uniform			
Branded Jumpers (Mens)	per jumper	500	
Branded Cardigan (Womens)	per cardigan	500	

This can also be exported if required, by clicking **Export**.

## **Terms and Conditions**

The Terms and conditions section shows the terms that have been used with this tender. To view them click on the Terms & Conditions title, shown in blue. There will be at least one set of terms here and there can be more depending what the procuring organisation have set up.

Terms & conditions	
	<a href="#">Standard Legal Terms</a>

