



SUPPLIER GUIDE FOR OPPORTUNITY SEARCHES & REGISTERING AN INTEREST ON THE EASTMIDSTENDERS PORTAL

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1. Background

The website address for our e-tendering portal is www.eastmidstenders.org

If you already registered on ProContract (Due North) as a supplier, then you need to click on 'Supplier Login' to access supplier section. You do not need to register as a supplier to do a general search, just click on '**View Opportunities**'. However in order to be able to express interest on a project and take part with the tendering process, you must register your organisation as a supplier which is free of charge.

Welcome

This portal is used across the East Midlands to carry out electronic tenders bringing buyers and suppliers together making it easier for businesses to grow, develop and benefit the local economy.

You can view our advertised opportunities if you are a registered supplier, if you don't have an account you can [register here](#)

If you have an account you can continue to [login here](#)

Why Register?

- It's a cloud based solution so you can access it from anywhere.
- All opportunities are available to view and access in one place.
- Faster tender & Evaluation processes.
- Automatic tender notifications - register your details and you'll receive alerts when opportunities arise.
- Easier access to opportunities for SMEs.

National Coverage

If you offer your products and/or services to areas outside of the East Midlands, don't worry... this is still the portal for you.

Many of the opportunities advertised on this portal offer the chance for you to supply public sector organisations across the entire country, not just the East Midlands.

By taking on multiple suppliers to deliver the same products and services, we can cover a much wider area.

You can narrow your search results from the left hand side.

Home > Find Opportunities

All data Search

Opportunities - Search results

Narrow your results

Portals: EastMidsTenders

Organisations: Nottinghamshire County Council

Categories: There are 0 categories selected. Add UNSPSC categories. Add NHS eClass categories.

Title	Buyer	Expression Start	Expression End	Estimated value
Alternative (education) Provision Nottinghamshire TEST	Nottinghamshire County Council	08/09/2016	24/09/2019	N/A
Community Based Personalised Services for Disabled Children	Nottinghamshire County Council	19/11/2014	31/03/2018	N/A

[View all national portal opportunities](#)

Click on the title of the project to view all key details of the contract including the title, buyer, categories and contract for any queries.

You need to **register interest** to be able to access more information about the project (i.e. tender documents)

[Home](#) > [Find opportunities](#) > Alternative (education) Provision Nottinghamshire TEST

Alternative (education) Provision Nottinghamshire TEST

Main contract details

Opportunity Id DN6098837

Title Alternative (education) Provision Nottinghamshire TEST

Categories 80000000-4 - Education and training services

Description Nottinghamshire County Council and Nottingham City Council (The Councils) are seeking to establish provider lists, using a Dynamic Purchasing System (DPS) under the Light Touch regime of the Public Contracts regulations 2015, of organisations who are able to provide commissioned placements of child...be carried out on behalf of the Councils. Any providers that fail to maintain the quality standards will be removed from the list, until they are able to successfully re-apply. The provision of the QA inspections is not covered by the scope of this exercise and will

Expression of interest window

From 08/09/2016 15:25 to 24/09/2019 15:25

Login and register interest in this opportunity

New to ProContract?
If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

Contact details

2. Searching Opportunities

If you already have log in details you can search for new opportunities from the supplier home page. click on the **“Find Opportunities”** button located within the “Opportunities” section.

Opportunities

[Find opportunities](#)

Below is a list of suggested opportunities based upon your workgroup category and region selections. If you are interested in other opportunities outside of your chosen profile selection you can use the opportunity search by clicking on the "Find opportunities" link above.

Suggested Opportunities

123456Next >

Buyer	Title	Start date	End date	Estimated value
Nottinghamshire County Council	032.16 Supply of Light Kitchen Equipment	02/09/2015 16:00:00	19/10/2015 12:00:00	N/A

Keywords

Local Authority

Workgroups

Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together

[Procurement \(1\)](#)

Add new workgroup

This will then open the Opportunities Search screen, as shown. You can specify search criteria to refine your search results after ‘update’ your search. Or you can search any word by the search bar on top.

All data

business

Go

Opportunities

Title	Buyer	Expression Start	Expression End	Estimated Value
Business Reporting and Management Information Project	Nottinghamshire County Council	01/10/2015	02/11/2015	N/A

Click on the title of the project to view all key details of the contract including the title, buyer, categories and contract for any queries. You need to register interest to be able to access more information about the project (i.e. tender documents)

Business Reporting and Management Information Project

Main contract details	
Opportunity Id	DN21417 (Historical Ref: CONTRACT-9Q9RK-2S6R2X)
Title	Business Reporting and Management Information Project
Categories	43230000 - Software 55111600 - Electronic software reference material 81112500 - Computer software licensing rental or leasing service
Description	Nottinghamshire County Council is seeking a business intelligence and data warehousing partner to work with us – and engage our staff – on this project and in the development of our intelligence and benchmarking hub. Our partner will bring recognised expertise and implement our requirements through a combined team using the partner's and NCC staff.
Estimated value	N/A

[Return to find opportunities](#)
[Register interest in this opportunity](#)

Contact details	
Buyer	Nottinghamshire County Council
Contact	Amanda Oakley
Email	amanda.oakley@nottscc.gov.uk
Telephone	0115 9773203
Fax	
Address	County Hall Nottingham Nottinghamshire NG2 7QP United Kingdom

After expressing interest and viewing all the details, if you no longer wish to continue to respond to the tender, you can opt out by click on '**No longer wish to respond**' button. This way, you will not be included in any more communication related to this tender.

[<Back to dashboard](#)

Nottinghamshire County Council - RFQ		112885
Main details		
Title: Crisis Residential or Nursing Care Service - Soft Market Testing		Respond by: 29 April 2016 12:00:00
Description: Nottinghamshire's Transforming Care Partnership is looking to put in place a contract/s for the provision of an Interim Crisis Support service. The aim of the service is to provide a robust safety net for adults with a learning disability and/or autism, when their usual home and living arrangements are deteriorating due to their mental health or behaviours that have become challenging placing them at risk of needing a hospital admission.		
Attachments		
Public attachments can be viewed by all procurers and suppliers involved in this rfx		
Questionnaire SMT.docx	17 KB	
Soft Market Testing OVERVIEW.docx	551 KB	

Time remaining
23 Days 1 Hour 55 Minutes 22 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.

3. How to tender

The following section of the user guide will take you through the whole tender response process.

Viewing the Project Details/Documents

After you registered interest, you will receive a notification email with a clickable link to access the tender. Alternatively the tender can be found from the Home page by clicking on **Recently Added**.

Home page

The screenshot shows the Home page with two main sections. On the left, under 'Activities', there is a tab for 'Recently added' which is highlighted. Below the tabs is a table of activities:

Buyer	Title	Added
Nottinghamshire County Council	Alternative (education) Provision Nottinghamshire TEST	09/09/2016 08:51
Nottinghamshire County Council	New	22/07/2016 15:10
Nottinghamshire County Council	Training Tender for 08/07/2016 Elizabeth's Shoes	08/07/2016 13:23
Nottinghamshire County Council	Training Tender for July 11th 2016	04/07/2016 08:50

On the right, there is a 'Company details summary' section for 'Test Supplier123ncc'. It includes the address 'nknknfndfn, WESTBRIDGFORD, Nottinghamshire, NG27QP', a description 'IUHLUHSADHsduhDKSHDKJSHDKJHSDKSHKD', and keywords 'TEST'.

Then click on the tender title. The tender details will be shown as shown on the screen below, which is the Supplier Dashboard screen. From this screen all aspects of the contract can be dealt with, the tender can be viewed, questions can be asked and answers received and your response can be put together and sent to the contracting organisation.

[Home](#) > [Alternative \(education\) Provision Nottinghamshire TEST](#)

Activity : Alternative (education) Provision Nottinghamshire TEST

The screenshot shows the Supplier Dashboard for the tender 'Alternative (education) Provision Nottinghamshire TEST'. The main area is titled 'Events' and contains two entries:

- Alternative (education) Provision Nottinghamshire TEST**: Expression of interest accepted. Links: [View details](#) | [Open](#).
- Alternative (education) Provision Nottinghamshire TEST - Acceptance round 1**: Not started (Respond by: 29/09/2016). Links: [View details](#) | [Start](#). The 'Start' button is highlighted with a red box.

On the right side, there is a 'Messaging' section with the text 'You have 0 unread message(s)' and a link [View messages](#). Below this is an 'Audit history' section with a link [View audit history](#). The Nottinghamshire County Council logo is visible at the top right.

To start your tender response, click on the "Start" button on the right hand side. This will open up the Tender response wizard that will take you through each step of the tender response to make sure it is completed successfully. While it is possible to complete the response without using the wizard use of the Wizard is strongly recommended to complete your responses.

You can view the tender documents from the screen below. Also there is a countdown bar to inform you about the deadline to submit a response to the tender.

Nottinghamshire County Council - DPS5232119

Main details

Title: Alternative (education) Provision Nottinghamshire TEST

Response by: 29 September 2016 09:00:00

Description:
Nottinghamshire County Council and Nottingham City Council (The Councils) are seeking to establish provider lists, using a Dynamic Purchasing System (DPS) under the Light Touch regime of the Public Contracts regulations 2015, of organisations who are able to provide commissioned placements of children and young people Alternative education

1.2 Scope of Services
These services will cover the requirements for placements of children & young people made directly on behalf of Nottingham City Council, and Nottinghamshire County Council with additional scope to include local authority maintained Schools, or Free Schools and Academies (Commissioners) within Nottingham City, greater Nottinghamshire and surrounding areas if they wish to use it.
Providers that are successful in demonstrating that they are able to meet the Councils' standards, as set out in the service specification, will be added to the Provider List(s) and will be subsequently invited to offer places that match the needs of the children and young people.
Providers on the list(s) will be expected to evidence the quality of their provision by participating in regular Quality Assurance (QA) checks that will be carried out on behalf of the Councils. Any providers that fail to maintain the quality standards will be removed from the list, until they are able to successfully re-apply. The provision of the QA inspections is not covered by the scope of this exercise and will be procured separately.

Attachments

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

[Process Overview - Alternative Provision.docx](#)91 KB

Time remaining

200431
DaysHoursMinutesSeconds

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.

This section shows all the current attachments to the tender.

All communications between buyer and supplier during tendering process should be done via the portal. You can use the Messaging box, to **view messages** from the buyer or raise a topic, clarification question etc to the buyer.

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 Council have set up.

Once all the details have been viewed that you require, click on 'Start my response' on the right.

Response controls

Start my response

[Register intent to respond](#)

[No longer wish to respond](#)

My responses

You have not yet started your response.

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.

3.1. Stage 1: Details

Contains a welcome message which should be read carefully.

[Home](#) > [My activities](#) > [Alternative \(education\) Provision Nottinghamshire TEST](#) > [Alternative \(education\) Provision Nottinghamshire TEST](#) > Create DPS response

Create DPS response

1 Details

2 Additional information

3 Question sets

4 Attachments

5 Terms & conditions

Response reference: 107813272

Welcome to the DPS 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.

3.2. Stage 2: Additional Information

Has the option for you to add optional information that you may find useful to manage your tenders, for instance if you are responding to multiple bids.

Create DPS response

Details

2 Additional information

3 Question sets

4 Attachments

5 Terms & conditions

Supplier reference (optional) [?](#)

Response information (optional) [?](#)

3.3. Stage 3: Question Sets (Responding to Online Questionnaires)

Here, you can view the questionnaire(s) that is being used with the tender.

[Home](#) > [My activities](#) > [Alternative \(education\) Provision Nottinghamshire TEST](#) > [Alternative \(education\) Provision Nottinghamshire TEST](#) > Create DPS response

Create DPS response

Details

Additional information

3 Question sets

4 Attachments

5 Terms & conditions

Title	Action	Progress
Joe test template	Edit response	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

Continue [Reset](#) [Cancel](#) [Back](#)

If an evaluation has been included, click on **Edit response** to begin answering the questions/view further information and help.

This will open the evaluation summary screen.

View evaluation questions

Questions

Title	Weight: %	Section status	Status	Flag
1 Section 1 - pass /fail				
Incomplete section		Section weight: 0.00%		
1.1 1. Full name of the Supplier completing the PQQ	N/A	Answer question		
1.2 2. Registered company address	N/A	Answer question		
1.3 3. Registered company number	N/A	Answer question		
1.4 4. Registered charity number	N/A	Answer question		
1.5 5. Registered VAT number	N/A	Answer question		
1.6 6. Name of immediate parent company	N/A	Answer question		
1.7 7. Name of ultimate parent company	N/A	Answer question		
1.8 Please select the relevant boxes to indicate whether any of the following classifications apply to you	N/A	Answer question		
1.9 Test question pass / fail	N/A	Answer question		
2 scored section				
Incomplete section		Section weight: 100.00%		
2.1 Description of Provision	25.00%	Answer question		
2.2 Qualifications Offered	25.00%	Answer question		
2.3 Exam Centres	25.00%	Answer question		
2.4 Attendance	25.00%	Answer question		

Back

Progress

Key

The answer provided is valid and complete.

The answer has been automatically populated from a previous answer but it must be reviewed before submission.

Mandatory elements of this question have not been provided.

The question has been flagged for review.

Public attachments

No attachments

The screen above shows you the sections and relevant questions in each section and the total weighting value of each individual section and question.

Note: Some questions may have a green “traffic light” symbol next to them. This means the question is in the system library has been answered by you before, and has not expired. You should review it to make sure the answer is still relevant. The key to the right indicates the status of each question.

Click on **Answer question** to view the full details about that question.

1.1 Company Name0.00%

Answer question

This will now bring up further information, including the title, weighting, and help and public attachments linked to this question. It will also give you the ability to **answer the question**.

Company Information | Question 2 of 2

Question

Company Address

Weight

0.00 %

Answer

Flag question for review

Company Address is:
1 Supplier Street
North Supplier
UK
SU1 1PL

Question attachments

No attachments

Help

This question is mandatory
Enter registered address of company

Save and close

Previous

Next

There is also the ability to **flag a question for review**, by marking the tick box.

Answer

Yes ☐ No ☐

Flag question for review ☐

Save and close Previous Next

When you have answered a question, and are happy to move forward, you can either ‘**Save and Close**’, which will take you back to the summary page, or click **Save and Previous** / **Save and Next** to move onto the questions before/after this one.

Save and close Save and previous Save and next

As you move through the questionnaire, the **Progress** bar on the summary page will reflect this and show how much has been completed.

View Evaluation questions

Question	Weight %	Section Status	Status	Flag
1 Company Information		Complete section		Section weight: 0.00%
4.1 Company Name	0.00%	Answer question		

Progress

Key

Each question may give different options on how you are required to answer the question. Examples are below; however the answer method is dictated by the Council.

i. Text

scored section | Question 1 of 4

<div> Question </div> <div> Description of Provision Please describe what provision you are offering, including key strengths. </div>	<div> Weight </div> <div> 25.00 % </div>
<div> Answer </div> <div> Flag question for review <input type="checkbox"/> </div> <div> Here is where you type or paste in from another document your response. It has limited formatting so we suggest that you separate your paragraphs with a line break. Like so. Note the word limit below will count down the number of words you have left. Please don't feel you have to fill them for their own sake. </div> <div> You have 141 words remaining </div> <div> Save and close Save and previous Save and next </div>	<div> Help </div> <div> Maximum of 200 words This question is mandatory </div> <div> Question attachments </div> <div> No attachments </div>

ii. Yes/No

Answer

Yes ☐ No ☐

Flag question for review ☐

Save and close

Previous

Next

iii. Number

Answer

Flag question for review ☐

iv. Option

Answer

Please select

Please select

0 - 10

10 - 25

26 - 50

50 - 100

100+

Flag question for review ☐

v. Checkbox

Answer

☐ ISO27001

☐ Investor in People

☐ Other

☐ N/A

Flag question for review ☐

vi. Attachment

Answer

No attachments

Flag question for review ☐

Add attachment

3.3.1. Responding to LOT Questionnaires

When a tender is using Lots, they will appear in your Tender Summary page as shown below.

My response27 Draft

Evaluation criteria/question sets

Title	Action	Progress	
Pre Qualification Questionnaire	Edit response	<div><div></div></div>	Mandatory
Lot 1 Questionnaire	Edit response	<div><div></div></div>	Opt out
Lot 2 Questionnaire	Edit response	<div><div></div></div>	Opt out

[<Back to summary](#)

Time remaining

Respond by: 25 March 2015 01:30

4

Days

10

Hours

59

Minutes

6

Seconds

Response controls

[Submit response](#)

[Open response wizard](#)

Submission checklist

Note: 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.

Pre Qualification Questionnaire [Edit response](#) Mandatory

If you do not wish to tender for a particular Lot, then you are required to click on **Opt out**. of the lots that are not of interest. You can always opt back in and continue your response if you change your mind before the deadline.

Lot 1 Questionnaire [Edit response](#)[Opt out](#)

Title	Action	Progress	
Lot 2 Questionnaire	View question set	<div><div></div></div>	Opt in

3.4. Stage 4: Uploading Attachments

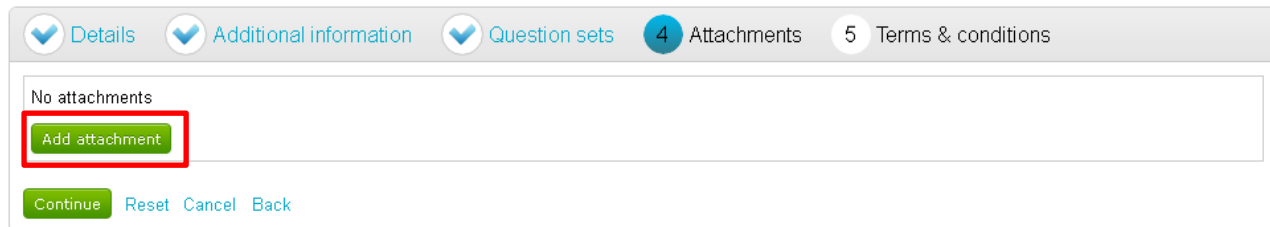
This stage allows you to upload your relevant tender attachments.

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

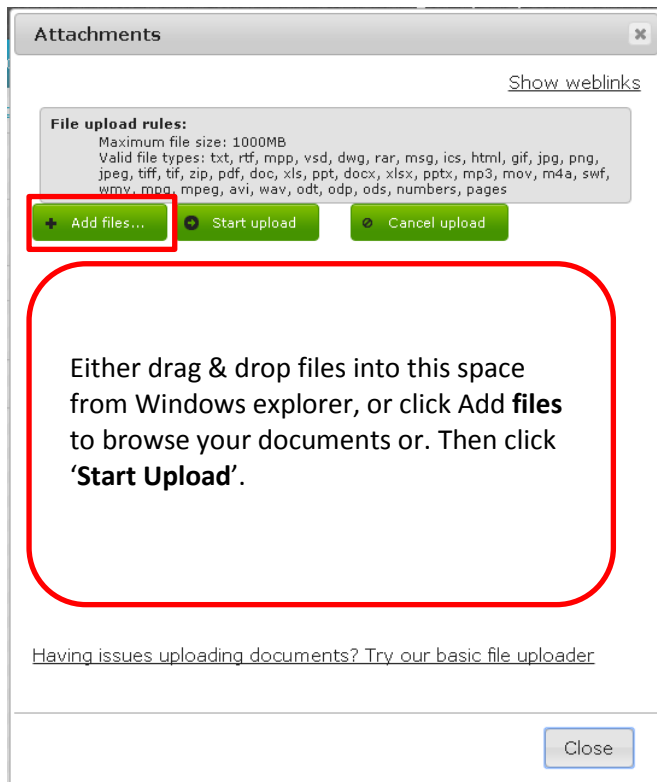
Please read the tender overview document to determine exactly which documents you are required to complete and attach.

To add an attachment click '**Add attachment**' button.

Create DPS response



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.

3.5. Stage 5: 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.

Note: Only bidders that accept the terms and conditions will be able to submit their tender.

Create DPS response

The screenshot shows a navigation bar with five tabs: Details, Additional information, Question sets, Attachments, and Terms & conditions (which is active and highlighted with a blue circle and the number 5). Below the tabs, the text reads: "Please follow the link to read the terms and conditions". A blue link "TERMS AND CONDITIONS 2015" is provided. Below the link, there are two radio buttons: "Accept" (which is selected and highlighted with a red box) and "Decline". At the bottom, there are four buttons: "Finish" (green), "Reset" (blue), "Cancel" (blue), and "Back" (blue).

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

4. Submitting the Tender Response

When all information is added, the response controls should show all in green as shown below so then the 'Submit response' button is no longer greyed out. This means you can now submit the response by clicking Submit response. You will be required to reconfirm this by clicking Submit response for a second time.

[Home](#) > [My activities](#) > [Alternative \(education\) Provision Nottinghamshire TEST](#) > Alternative (education) Provision Nottinghamshire TEST

The screenshot shows the 'My response' summary screen. At the top, it says "My response" followed by "107813272" and "Draft". Below this, there are several sections, each with a blue header and a green status bar: "Additional information" (with an "Edit" link), "Supplier reference:", "Terms & conditions" (with a green checkmark and "Accepted" status, and a "Decline" link), "Evaluation criteria/question sets" (with a table showing progress), and "Attachments" (with "No attachments" and an "Add attachment" button). On the right side, there is a "Time remaining" section showing "Respond by: 29 September 2016 09:00:00" and a green timer displaying "19 Days 23 Hours 48 Minutes 59 Seconds". Below the timer is a "Response controls" section with a green "Submit response" button (highlighted with a red box) and a link to "Open response wizard". Below this is a "Submission checklist" with two items: "Terms & conditions" and "Evaluation criteria/question sets", both with green checkmarks (highlighted with a red box). At the bottom right, there is an "Audit history" section with a "View audit history" link.

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.)

5. 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 Council 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**.

Nottinghamshire County Council - DPS 5232119

Main details

Title: Alternative (education) Provision Nottinghamshire TEST **Respond by:** 29 September 2016 09:00:00

Description:
Nottinghamshire County Council and Nottingham City Council (The Councils) are seeking to establish provider lists, using a Dynamic Purchasing System (DPS) under the Light Touch regime of the Public Contracts regulations 2015, of organisations who are able to provide commissioned placements of children and young people Alternative education

1.2 Scope of Services
These services will cover the requirements for placements of children & young people made directly on behalf of Nottingham City Council, and Nottinghamshire County Council with additional scope to include local authority maintained Schools, or Free Schools and Academies (Commissioners) within Nottingham City, greater Nottinghamshire and surrounding areas if they wish to use it.
Providers that are successful in demonstrating that they are able to meet the Councils' standards, as set out in the service specification, will be added to the Provider List(s) and will be subsequently invited to offer places that match the needs of the children and young people.
Providers on the list(s) will be expected to evidence the quality of their provision by participating in regular Quality Assurance (QA) checks that will be carried out on behalf of the Councils. Any providers that fail to maintain the quality standards will be removed from the list, until they are able to successfully re-apply. The provision of the QA inspections is not covered by the scope of this exercise and will be procured separately.

Attachments

Time remaining
19 Days 23 Hours 47 Minutes 42 Seconds
Submitted

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

Response controls
[I would like to edit my response](#)
[No longer wish to respond](#)

My responses
[Version 1](#) Submitted 09/09/2016 09:11:59

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.

Item breakdown [Edit](#)

Item description	Quantity	Unit of measure	Comments	Price
Uniform	500	per		

Response controls
[Submit response](#)
[Open response wizard](#)
Submission checklist

6. Messages / Clarification Questions

During the process all questions should be raised using the portal. The ability to ask questions/send messages is found in the Messaging section. Anything sent through this area will go to the member of staff that is working on this within the Council. Messages can be accessed within your response page, see above, or from your tender dashboard page. Open this area by clicking on View Messages.


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

This will show any messages that have already been sent or received. To send a new message, click on the Create new message button.

Inbox

--Actions--

Go

Ref No	Subject	From	Date	
<input type="checkbox"/> 1.1	Additional Info	Project team	12/03/2015 15:40	

Create new message

Populate the subject along with the main body of text, and once done then click on the **Send** button. Attachments can also be added in the same way as described earlier.

New message

To: Project team

Subject:

Attachments: 

Will the branding be required on the front only, or back too?

Click



Send message

 to issue the message to the Council.



Inbox

--Actions--

Go

Ref No	Subject	From	Date	
<input type="checkbox"/> 1.1	Additional Info	Project team	12/03/2015 15:40	
<input type="checkbox"/> 2.1	Branding	Cox & Clifton - Support	12/03/2015 15:44	

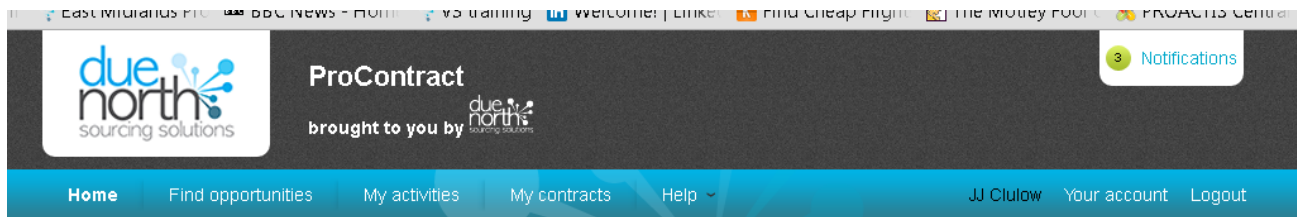
Create new message

When a reply to that message is sent by the Council, you will see that the reply is linked to the original message by the numbering. All messages you send to the Council will be privately sent to them, shown by the  symbol. When the Council replies they may reply privately to you alone (), or publicly (so all suppliers involved in this stage) can see the response ().

Note: The system will NEVER show which supplier sent the original message.

7. Notifications

The system will send you email notifications whenever there is a change in the tender or a message has been sent for your attention. These can be accessed via clicking on the link or by clicking on the Notification tab at the top right of any screen you are working on. This will allow you to keep track of messages for multiple tenders if you are using the portal for different council tenders.



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