

Completing the Response

To begin the response, from the tender summary screen, click **Start my response**.

Cheshire - ITT

41

▼ Main details

Title: Example ITT

Response 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

Time remaining

2

Days

5

Hours

21

Minutes

30

Seconds

Messaging

You have 1 unread message(s).

[View messages](#)

▼ Response controls

[Start my response](#)

[Register intent to respond](#)

[No longer wish to respond](#)

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. Stage 1 will always contain a welcome message which should be read carefully.

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

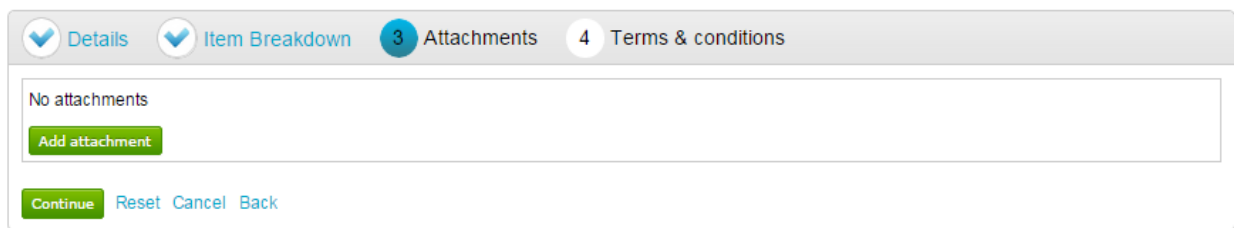
From the options section at the bottom of the page click **Continue** to move onto the next page or click **Cancel** to leave the wizard.

Uploading Attachments

The next stage allows you to upload your relevant tender attachments.

Note: Attachments will be mandatory, so it may not let you submit until attachments are added at this stage.

Create ITT response



The screenshot shows a wizard interface with four steps: 1. Details, 2. Item Breakdown, 3. Attachments (current), and 4. Terms & conditions. The 'Attachments' step shows a message 'No attachments' and a green 'Add attachment' button. At the bottom, there are four buttons: 'Continue' (green), 'Reset' (blue), 'Cancel' (blue), and 'Back' (blue).

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.

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 response25 Draft

Terms & conditions - Accepted

[Decline](#)

[Standard Legal Terms](#)

Item breakdown

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](#)

Time remaining

Respond by: 14 March 2015 21:30

2

Days

4

Hours

49

Minutes

5

Seconds

Response controls

Submit response

[Open response wizard](#)

Submission checklist

Terms & conditions

Attachments

Attachments

[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