

Introduction to the eSourcing NI eTendering Process



Contents

- **eTendering - What & Why**
- **eSourcing NI Portal Overview**
 1. How to view contract opportunities
 2. How to register on the eSourcing NI portal
 3. How to respond to the contract opportunity (PQQs/ITTs)
 4. How to download & upload attachments
 5. How to communicate with the eSourcing NI buyers
- **Tips for a Stress-less tender**

What is eTendering?

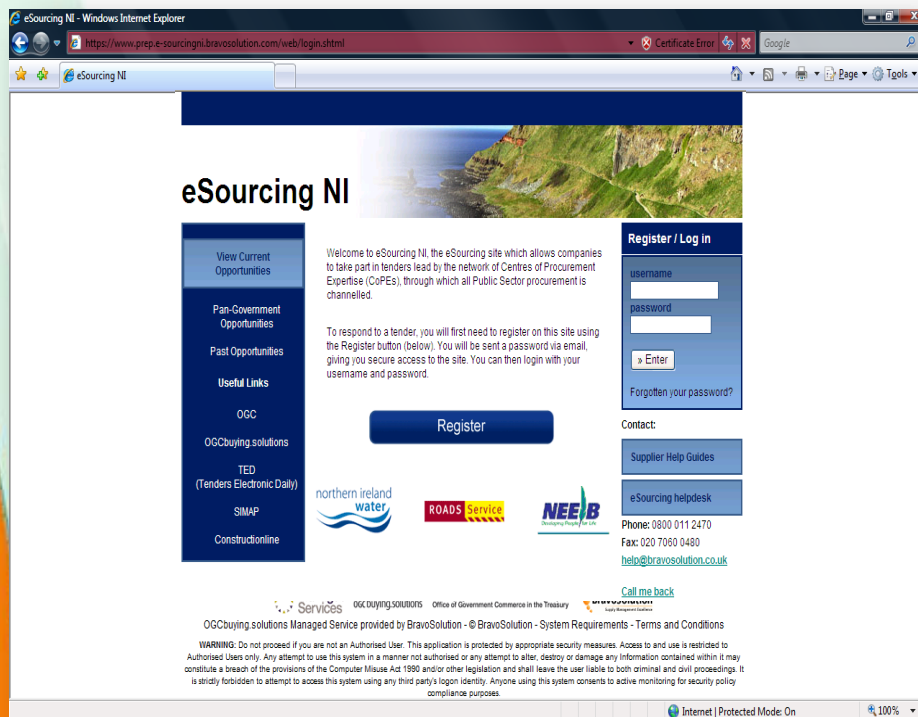
eTendering is the use of secure, web-based, collaborative tools by buyers and suppliers to conduct the tendering process online

Office of Government Commerce

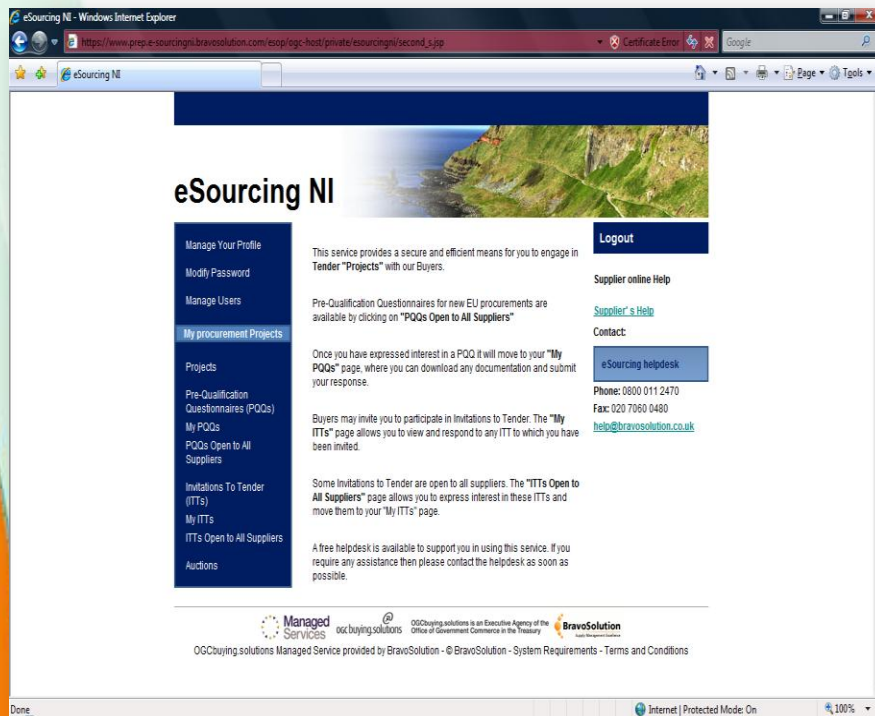
What does it mean for suppliers?

Key Benefits :

- Improved efficiency (faster response/ evaluation and reduced EU timescales)
- Reduce tendering costs (no courier / printing costs)
- Compliance with EU procedures and procurement best practice
- Improve tendering visibility and governance (access 24x7)
- Robust audit trails and reporting
- Supplier profiling and response pre-population



eSourcing NI Portal Overview



The eSourcing NI portal is available 24x7 at <https://e-sourcingni.bravosolution.co.uk>

The eSourcing NI portal is available FREE to all suppliers, system requirements are minimal (PC, IE 6+, Mozilla Firefox, internet access)

The eSourcing NI portal is provided by BravoSolution UK, official UK Public Sector eTendering Service Provider.

The portal is fully compliant with EU procurement legislation , confidential and independently security accredited.

1. Viewing Opportunities

eSourcing NI

View Current Opportunities

Pan-Government Opportunities

Past Opportunities

Useful Links

OGC

Buying Solutions

TED
(Tenders Electronic Daily)

SIMAP

Constructionline

Welcome to eSourcing NI, the Electronic Tendering site which allows supplying organisations to take part in tender opportunities lead by Northern Ireland Public Sector Contracting Authorities, through which all Public Sector procurement is channelled.

To respond to a tender, you will first need to register on this site using the Register button (below). You will be sent a password via email, giving you secure access to the site. You can then login with your username and password.

Register

[Click here for details on how to register](#)

Register / Log in

username

password

» Enter

[Forgotten your password?](#)

Contact:

[eSourcing helpdesk](#)

Phone: 0800 368 4850



1.1 Opportunities allows you to view tendering opportunities that are available to your organisation.



Buying Solutions is an Executive Agency of the Office of the Government Commerce in the Treasury



A Buying Solutions service provided by BravoSolution - © BravoSolution - System Requirements - Terms and Conditions

WARNING: Do not proceed if you are not an Authorised User. This application is protected by appropriate security measures. Access to and use is restricted to Authorised Users only. Any attempt to use this system in a manner not authorised or any attempt to alter, destroy or damage any Information contained within it may constitute a breach of the provisions of the Computer Misuse Act 1990 and/or other legislation and shall leave the user liable to both criminal and civil proceedings. It is strictly forbidden to attempt to access this system using any third party's logon identity. Anyone using this system consents to active monitoring for security policy

2. Registration

eSourcing NI

View Current Opportunities

Pan-Government Opportunities

Past Opportunities

Useful Links

OGC

Buying Solutions

TED
(Tenders Electronic Daily)

SIMAP

Constructionline

Welcome to eSourcing NI, the Electronic Tendering site which allows supplying organisations to take part in tender opportunities lead by Northern Ireland Public Sector Contracting Authorities, through which all Public Sector procurement is channelled.

To respond to a tender, you will first need to register on this site using the Register button (below). You will be sent a password via email, giving you secure access to the site. You can then login with your username and password.

Register

Click here for details on how to register



Register / Log in

username

password

» Enter

Forgotten your password?

Contact:

eSourcing helpdesk

Phone: 0800 368 4850

Phone (outside UK):
+442033496601

help@bravosolution.co.uk

2.1 To register your organisation on the eSourcing NI portal, click the 'Register' button



Buying Solutions is
Office of the Government

A Buying Solutions service provided by BravoSolution - © BravoSolution



WARNING: Do not proceed if you are not an Authorised User. This application is protected by appropriate security measures. Access to and use is restricted to Authorised Users only. Any attempt to use this system in a manner not authorised or any attempt to alter, destroy or damage any Information contained within it may constitute a breach of the provisions of the Computer Misuse Act 1990 and/or other legislation and shall leave the user liable to both criminal and civil proceedings. It is strictly forbidden to attempt to access this system using any third party's logon identity. Anyone using this system consents to active monitoring for security policy

2. Registration

eSourcing NI

[Accessibility and Legend](#)

User Agreement

 High contrast stylesheet  Adobe PDF file

USER AGREEMENT

1. Introduction

- 1.1. This User Agreement between eSourcing NI eSourcing portal (the Buyer) and the Supplier governs the access and use of the eSourcing System (the System) by the Supplier to respond to an invitation from the Buyer to participate in a procurement exercise.
- 1.2. A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Negotiate (ITN), an Invitation to Participate in Dialogue (ITPD), an Invitation to Submit Final Offer (ITSFO), an Invitation to Submit Final Tender (ITSFT), a Best And Final Offer (BAFO), a Request for Proposal (RFP), a Request for Quotation (RFQ); an electronic Auction or an electronic Contract. This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology. Buyer Organisations may have their own, unique terminology to be applied on a case by case basis.
- 1.3. The System is provided by BravoSolution UK Ltd and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier Users' access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to be bound by this User Agreement.
- 1.4. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

2. Access

- 2.1. The Buyer grants to the Supplier, free of charge, access to the System by Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement.
- 2.2. The Buyer may immediately deny access to the System by the Supplier and/or one or more Supplier Users by giving notice in writing to the Supplier if any of the following events occur:
 - 2.2.1. The Supplier commits a material breach of any of its obligations under this User Agreement; and
 - 2.2.2. The Supplier fails to remedy, or persists in, any breach of any of its obligations under this User Agreement after having been notified in writing to remedy or desist such breach within a period of ten (10) Working Days.
- 2.3. Without prejudice to any of the Buyer's other rights, the Buyer reserves the right to suspend access to the System without notice for technical or legal reasons.

3. Registration

- 3.1. To be granted access to the System, the Supplier must register each person which the Supplier wishes to be a Supplier User by providing the required registration data and specifying a user ID and password.

I have read and agree to the Buying Solutions eSourcing Service User Agreement

I agree

I do not agree

 Next

2.2 All organisations should read through the 'User Agreement'. You must then tick the box that states 'I agree' and click the 'Next' to progress...

2. Registration

2.3 Please complete ALL the 'Registration Data' and click 'save'. This will generate an auto-alert to the registered email address detailing a unique password.

Registration Data

Save Close

High contrast stylesheet Reset

Organisation Details

* Organisation Name

* Address line 1

* City

* County

* Postal Code

* Country UNITED KINGDOM

* Main Organisation Phone Number

Organisation Fax Number

* Organisation Email Address

Web site

* Organisation Legal Structure

* Company Registration Number (if not registered enter 'N/A')

* VAT Number (if not registered enter 'N/A')

User Details

Title

* Last Name

* First Name

* Phone Number

Note: The Registration form contains two sections: 'Organisation Details' and 'User Details'. You should enter user details for the individual responsible for completing ALL tenders.

TIP: Ensure you have entered a memorable 'username' and a valid 'email address'. All future correspondence regarding tender activities will be sent to this registered email address.

3. Responding to PQQs/ITTs

eSourcing NI

- Manage Your Profile
- Modify Password
- Manage Users
- My procurement Projects**
- Projects
- Pre-Qualification Questionnaires (PQQs)
- My PQQs
- PQQs Open to All Suppliers
- Invitations To Tender (ITTs)
- My ITTs
- ITTs Open to All Suppliers
- Auctions
- File Sharing

Logout

3.1 To view a list of PQQs that are available, click the 'Open Access PQQs' link...

NOTE:

Open Access PQQs/ITTs is a list of projects that are 'Open' to any registered supplier to view and participate in.

My PQQs/ITTs are projects specific to you – either you have been invited into or have previously expressed interest.

All Suppliers" page allows you to express interest in these ITTs and move them to your "My ITTs" page.

A free helpdesk is available to support you in using this service. If you require any assistance then please contact the helpdesk as soon as possible.



Buying Solutions is an Executive Agency of the Office of the Government Commerce in the Treasury



A Buying Solutions service provided by BravoSolution - © BravoSolution - System Requirements - Terms and Conditions

3. Responding to PQQs/ITTs

eSourcing NI

[Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **1 supplier**
Time Zone: GMT DST

[Select Module](#)

[Projects](#) | [PQQs](#) | [ITTs](#) | [Auctions](#) | [Contracts](#)

Locations

My ITTs

My ITTs

ITTs Open to All Suppliers

ITTs Open to All Suppliers

3.2 Here you can see the list of PQQs/ITTs.

Search/Filter

Export List to Excel

Help for Suppliers

ITT Code	ITT Title	Project Code:	Buyer Organisation	ITT Status	Time limit for Expressing Interest
1 itt_546	Test ITT (MP)	project_452	Claire Buyer	Running	10/10/2011 17:00

Total: 1 Page 1 of 1 Show: 50 elements

[^ Top](#)

~ COPYRIGHT 2000 - 2011 BRAVOSOLUTION ~

3.3 Please select the relevant PQQ/ITT that you would like to complete. Then click on the PQQ/ITT Title to 'express an interest'...

3. Responding to PQQs/ITTs

Internet Explorer

Toolkit/negotiation/rfq/detailRfqSettings.do?_ncp=1317918020449.65

Certificate Error

Google

Page Safety Tools

ITT: itt_546 - Test ITT (MP)
Closing Date: 10/10/2011 17:00:00

Express Interest Decide Later

Response status

Response status Response Not Submitted To Buyer

Overview

ITT Code itt_546
ITT Title Test ITT (MP)
ITT Description TEST TEST TEST TEST TEST TEST TEST TEST
Type of Supplier Access ITT Open to All Suppliers
Response Currency GBP
Test ITT Yes
Buyer Organisation Claire Buyer
Buyer Name Buyer Claire
Allow Suppliers to Respond by Consortium No

3.4 This will take you to a summary page showing a description, closing date and the summary details of the PQQ/ITT...!

Contract information - Contract information

Contract duration Contract duration 12 months

Date & Time Information

Options for Viewing Responses Sealed
End Date for Supplier Clarification Messages - Date
End Date for Supplier Clarification Messages - Time
Closing - Date 10/10/2011
Closing - Time 17:00:00
Number of Hours before Closing Time to block 0
Expressions of Interest

Envelopes

Qualification Envelope Yes
Technical Envelope Yes
Commercial Envelope Yes

Awarding Strategy

Supplier Response Ranking Best Technical Score
Buyer may Award individual Commercial Items No

3.5 Click on 'Express Interest' to register your interest with eSourcing NI and to view the PQQ/ITT details (documents and questions)...

3. Responding to PQQs/ITTs

Internet Explorer

Toolkit/negotiation/rfq/detailRfqSettings.do?_ncp=1317918020449.65

Certificate Error

Google

Page Safety Tools

ITT: itt_546 - Test ITT (MP)
Closing Date: 10/10/2011 17:00:00

Express Interest Decide Later

Response status

Response status Response Not Submitted To Buyer

Overview

ITT Code itt_546

ITT Title Test ITT (MP)

ITT Description TEST TEST TEST TEST TEST TEST TEST TEST

Message from webpage



Please click OK to Express Interest in this ITT.
The ITT will move to your "My ITTs" area, and you will have the option to view all ITT Details, download Buyer Attachments, send and receive Messages with the Buyer, and submit your Response.

OK

Cancel

Date & Time Information

Options for Viewing Responses Sealed

End Date for Supplier Clarification Messages - Date

End Date for Supplier Clarification Messages - Time

Closing - Date 10/10/2011

Closing - Time 17:00:00

Number of Hours before Closing Time to block 0

Expressions of Interest

Envelopes

Qualification Envelope Yes

Technical Envelope Yes

Commercial Envelope Yes

Awarding Strategy

Supplier Response Ranking Best Technical Score

Buyer may Award individual Commercial Items No

Click 'Ok' to confirm your expression of interest.
You will be able to access the questionnaires and documents associated to the PQQ/ITT...

3. Responding to PQQs/ITTs

Note: Once you Express an Interest the PQQ/ITT will automatically move into My PQQs/ITTs - This is often referred to as your reserved area on the portal where PQQs/ITTs will be listed that you have expressed interest in, been invited to or published a response to the buyer ...'

ITT: itt_546 - Test ITT (MP)
Closing Date: 10/10/2011 17:00:00

Express Interest

Response status

Response status Response Not Submitted To Buyer

Overview

ITT Code itt_546

Message from webpage



You have now Expressed Interest and invited yourself to participate in this ITT. This enables you to download any Buyer Attachments, send and receive Messages with the Buyer, and respond to the ITT.

Please select "My Response" from the left menu then click "Create Response" in order to start your response and then submit your completed response to the Buyer.

IMPORTANT: Please ensure that you submit your response to the Buyer before the stated Closing Date & Time.

OK

End Date for Supplier Clarification Messages - Date
End Date for Supplier Clarification Messages - Time
Closing - Date 10/10/2011
Closing - Time 17:00:00
Number of Hours before Closing Time to block Expressions of Interest 0

Envelopes

Qualification Envelope Yes
Technical Envelope Yes
Commercial Envelope Yes

Awarding Strategy

Supplier Response Ranking Best Technical Score
Buyer may Award individual Commercial Items No

Click 'OK' to acknowledge that the expression of interest has been accepted – at this point forward the tender will be moved to "My PQQs/ITTs" area to create your response.

3. Responding to PQQs/ITTs

eSourcing NI

[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome
Time Zone

- ITT Details**
- Settings**
View ITT settings
- Buyer Attachments**
Buyer Attachments: 1
- My Response**
Status is: Response Not Submitted To Buyer
- Messages**
Unread Messages (0)
- User Rights**
Manage User Rights

Project : [project_452](#) - Test Project (MP)
ITT : [itt_546](#) - Test ITT (MP)
Closing Date: 10/10/2011 17:00:00
Response Last Submitted On: **Not Submitted Yet**
Warning: You have 1 unread Buyer Attachment(s). Please

[Printable View](#) | [Help for Suppliers](#)

Response status	
Response status	Response Not Submitted To Buyer
Overview	
ITT Code	itt_546
ITT Title	Test ITT (MP)
ITT Description	TEST TEST TEST TEST TEST TEST TEST
Type of Supplier Access	ITT Open to All Suppliers
Response Currency	GBP
Test ITT	Yes
Buyer Organisation	Claire Buyer
Buyer Name	Buyer Cla
Allow Suppliers to Respond by Consortium	No
Contract information - Contract information	
Contract duration	Cont
Date & Time Information	
Options for Viewing Responses	Sealed
End Date for Supplier Clarification Messages - Date	

3.6 This will take you to a summary page showing a description, closing date and the status of the PQQ/ITT...'

Also note the number of attachments shown in the 'Attachments' button on the left-hand side of this page (to download these attachments, please refer to the 'supplier attachments guide')...

It is important to download ALL attachments before completing your response. Attachments contain key information and instructions on how to publish a fully complete response. Please click 'attachments'...

3.7 To respond to the PQQ/ITT click 'My Response'. You can choose not to respond by clicking 'Decline Response' and providing a reason as to why you do not wish to respond...

3. Responding to PQQs/ITTs

NOTE THE STATUS: If it states **“Not Submitted Yet”** that means you must click **Submit Response** once you have completed your response in order for the buyer to access your submission

eSourcing NI

[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **1 Supplier**
Time Zone: **GMT DST**

Project : **project_452 - Test Project (MP)**
ITT: **itt_546 - Test ITT (MP)**
Closing Date: **10/10/2011 17:00:00**
Response Last Submitted On: **Not Submitted Yet**

Warning: **You have 1 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.**

[Printable View](#)

[Help for Suppliers](#)

[Create Response](#)

[Decline To Respond](#)

3.8 Clicking 'Create Response' takes you to the next screen, it is here that you will answer the questionnaire... ...note the following:

- The form is constructed in sections with questions below, work your way through the sections/questions observing the red asterisks indicating mandatory questions.
- Regularly click the 'Save' button to ensure that your information is saved and not lost if your connection is lost.
- For security purposes the portal will log you out after 15-20 minutes of inactivity.
- Text fields are limited to 2000 characters for brief responses only.

4. Responding to PQQs/ITTs

Note: If a question refers you to an attachment that needs to be completed, ensure it is downloaded and saved on your own pc, and once complete - upload the attachment back into relevant parameters ...

3. Responding to PQQs/ITTs

eSourcing NI

[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **1 supplier**
Time Zone: **GMT DST**

Project : project_452 - Test Project (MP)

Message from webpage



You have now started to create your response.

Next, click the "Edit Response" buttons to access the Questionnaires and complete your response.

Complete your response by answering all mandatory Questions (indicated by a red asterisk).

Finally, you must click the "Submit Response" button in order to submit your completed response to the buyer.

OK

1. Qualification Response (questions: 3)

1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Section of ITT Questions

1	Note:	USE THE ONLINE 'HELP FOR SUPPLIERS' FUNCTION - The content is designed to explain the eSourcing platform in business terms, allowing you to quickly understand the features and benefits of the software. HELP FOR SUPPLIERS content is presented by software module, and divided into process activities such as PQQs, ITTs and Auctions - just like the software itself.
2	Note:	SAVE REGULARLY - For security reasons your access to the portal will 'time out' if inactive for c15 minutes if you do not click "save" within this time. Failure to do so means you risk losing your work- this is part of strict government requirements to maintain security and tender integrity and cannot be changed. NOTE: typing does not mean you are active on the portal!

Note: The you are only now able to begin to 'Create Response' now. If you wish to decline to respond you still can.

3. Responding to PQQs/ITTs

3.9 Click on the relevant area you wish to respond to... and answer all questions marked with a *

Project : [project_452](#) - Test Project (MP)
ITT: [itt_546](#) - Test ITT (MP)
Closing Date: 10/10/2011 17:00:00
Response Last Submitted On: **Not Submitted Yet**

Warning: **You have 1 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.**

[Export / Import Response](#) [Delete response](#) [Printable View](#) [Help for Suppliers](#)

[Submit Response](#)

My Response Summary

1. Qualification Response	Missing mandatory responses (3)		
2. Technical Response	Missing mandatory responses (10)		
3. Commercial Response	Mandatory fields missing (9)	Total Price (excluding optional sections)	GBP 0

View Response Index Only

1. [Qualification Response \(questions: 3\)](#) [Edit response](#)

1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Section of ITT Questions

- Note: USE THE ONLINE 'HELP FOR SUPPLIERS' FUNCTION - The content is designed to explain the eSourcing platform in business terms, allowing you to quickly understand the features and benefits of the software. HELP FOR SUPPLIERS content is presented by software module, and divided into process activities such as PQQs, ITTs and Auctions - just like the software itself.
- Note: Security reasons your access to the portal will 'time out' if inactive for c15 minutes if you do not click "save" so so means you risk losing your work- this is part of strict government requirements to maintain security and be changed. NOTE: typing does not mean you are active on the portal!
- Note: Please ensure that 'pop ups' are NOT blocked on your browser. Should you be inactive for c 15 minutes, the portal will notify you through a 'pop up'. It is vital that that you are able to see this in order to click the 'Refresh' link in this 'pop up' so you are not disconnected from the portal and lose any unsaved information.
- Note: Please ensure that you read and digest all the required actions and appropriate deadlines and any subsequent communications.
- Note: DO NOT leave your response until the last minutes/hours before the deadline (if you experience connection problems you will miss the deadline and your response may be deemed non-compliant and rejected by the buying team -always upload generic information early to

Note: You are directed to read attachments provided by the buyer...

3. Responding to PQQs/ITTs

3.10 Answer all mandatory questions, marked by a *

3.11 To attach a completed/requested attachment click the 'Browse' button to navigate your local drive, locate the file and select it to place it here...

Note that you can have attachments directly contained within a question by noting this icon. These could be templates that the buyer requires to be completed in response to the particular question. Clicking on the icon will download/open the attached file

The screenshot shows a web browser window with a 'Certificate Error' message. The page content includes a navigation bar with 'Logout' and 'Accessibility and Legend' links. Below this, project details are listed: 'Project : project_452 - Test Project (MP)', 'ITT : itt_546 - Test ITT (MP)', 'Closing Date: 10/10/2011 17:00:00', and 'Response Last Submitted On: Not Submitted Yet'. A warning banner states: 'Warning: Instructions for (1) Question(s) have not been downloaded, click on the icon next to the question to download the Instructional Attachment'. The main content area is divided into sections: '2. Technical Response (questions: 12)', '2.1 Types of Pens - Section of ITT Questions', and '2.2 Supply - Section of ITT Questions'. Question 1.1 asks 'Can you supply red pens?' with a 'Yes' dropdown and a text area containing 'We can supply many colours, and matches. As long as a sample is provided at minimum this usually...'. Question 6, 'Product Listing', has a red asterisk and asks 'Please upload a copy of your item list/magazine or brochure.', featuring a file upload field with an 'Upload' button. Question 1.2.1 asks 'Can you deliver to any of the following locations?' with checkboxes for 'Astor North' and 'Astor West'. The browser's taskbar at the bottom shows 'Done', 'Internet', and '100%' zoom.

3. Responding to PQQs/ITTs

eSourcing NI

Logout | Accessibility and Legend

Project : project_452 - Test Project (MP)
ITT : itt_546 - Test ITT (MP)
Closing Date: 10/10/2011 17:00:00
Response Last Submitted On: **Not Submitted**
Warning: Instructions for (1) Question(s) here

2. Technical Response (questions: 12)

2.1 Types of Pens - Section of ITT

1	1.1	* Can you...
2	1.2	* Can you...
3	1.3	* Can you...
4	1.4	* Can you...
5	1.5	Can you...
6	Product Listing	* Please up...

2.2 Supply - Section of ITT Questions

1	2.1	* Can you deliver to any of the following locations?
---	-----	--

eSourcing NI - Windows Internet Explorer

Attachments

* File Attachments: Upload Attachment

* Select file to upload:

Please keep attachments to a manageable size in order to facilitate downloading. The portal allows individual attachments up to a maximum size of 50Mb but we recommend that you keep attachments to 2Mb or less.

3.12 Click 'Browse'... locate the file, then 'Attach' and 'Confirm'...

3. Responding to PQQs/ITTs

Internet Explorer

.../negotiation/rfq/detailRfqResponse.do?userAct=edit&envelopeToEdit=...

Certificate Error

Google

Page Safety Tools

ITT: itt_546 - Test ITT (MP)
Closing Date: 10/10/2011 17:00:00
Response Last Submitted On: **Not Submitted Yet**

Warning: Instructions for (1) Question(s) have not been downloaded, click on the icon next to the question to download the Instructional Attachment

Save and Continue Save and Return Cancel

2	1.2	* Can you supply green biros?	Yes
3			Yes
4			Yes
5			

We can supply many colours, and matches. As long as a sample is provided at minimum this usually...

Characters available = 1900

6		galle or ...	Complete Item List (17 Kb)
---	--	--------------	----------------------------

Replace Attachment Download Attachment Delete Attachment

1	2		<input checked="" type="checkbox"/> Astor North <input checked="" type="checkbox"/> Astor West <input type="checkbox"/> Astor South
---	---	--	---

2	2.2	* Please select your lead time for delivery	
---	-----	---	--

2.3 Accreditation - Section of ITT Questions

1	3.1	* Are you part of the National Stationary Guild?	Yes
2	3.2	* Are you BIRO2007 accredited?	Yes
3	3.3	* Do you source from an ethical ink supplier?	No

3.14 Click 'Save and Continue' to save progress and remain on the page. Click 'Save and Return' to return to the previous screen.

3.13 The uploaded file name is shown. You can delete/update the attachment at anytime.

3. Responding to PQQs/ITTs

ITT: itt_546 - Test ITT (MP)
Closing Date: 10/10/2011 17:00:00
Response Last Submitted On: **Not Submitted Yet**

Warning: Instructions for (1) Question(s) have not been downloaded, click on the icon next to the question to download the Instructional Attachment

Save and Continue Save and Return Cancel

2	1.2	* Can you supply green birros?	Yes
3	1.3	* Can you supply black birros?	Yes
4	1.4		
5	1.5		
6	Product Listing		

Message from webpage

The response is about to be saved; the format of your response will be checked and if no errors are found it will be saved.

Click "OK" to save or click "Cancel" to discard any unsaved changes.

IMPORTANT:
In order to make your response visible to the buyer you must submit it.

OK Cancel

3.15 Click 'OK' if prompted to, to confirm the Save action.

▼ 2.2 Supply - Section of ITT Questions

1	2.1	* Can you deliver to any of the following locations?	<input checked="" type="checkbox"/> Astor North <input checked="" type="checkbox"/> Astor West <input type="checkbox"/> Astor South
2	2.2	* Please	

▼ 2.3 Accreditation - Section of ITT Questions

1	3.1	* Are you part of the National Stationary Guild?	Yes
2	3.2	* Are you BIRO2007 accredited?	Yes
3	3.3	* Do you source from an ethical ink supplier?	No

4. Downloading Attachments

eSourcing NI

[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **1 supplier**
Time Zone: GMT DST

Project : [project_452 - Test Project \(MP\)](#)

ITT: [itt_546 - Test ITT \(MP\)](#)

Closing Date: 10/10/2011 17:00:00

Response Last Submitted On: **Not Submitted Yet**

Warning: **You have 1 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.**

[Export / Import Response](#)

[Delete response](#)

[Printable View](#)

[Help for Suppliers](#)

[Submit Response](#)

My Response Summary

1. Qualification Response	All questions answered	
2. Technical Response	Missing mandatory responses (10)	
3. Commercial Response	Mandatory fields missing (0)	GBP 0

View Response Index Only

1. Qualification Response (questions: 3)

1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLE

1	Note:	USE THE ONLINE 'HELP FOR SUPPLIERS' business terms, allowing you to quickly understand the terms. This information is presented by software module, and displayed on the software itself.
2	Note:	SAVE REGULARLY - For security reasons, you must save your responses frequently. Click "save" within this time. Failure to do so may result in the loss of your responses. Requirements to maintain security and terms of use are listed on the portal!
3	Note:	Please ensure that 'pop ups' are NOT blocked. You will be notified if you notify you through a 'pop up'. It is vital that you are able to see this in order to click the 'refresh' link in this 'pop up' so you are not disconnected from the portal and lose any unsaved information.

OR

4.1 To access the documentation that the buyer has uploaded onto the Portal, please click the 'Buyer Attachments' link...

Note: The number indicated represents the number of attachments you should download.

4. Downloading Attachments

4.2 To access each document click the file name and click the 'Save' button to save a copy to your local PC or network drive

Tip: If you are using a slow internet connection note the file size and try to download larger files either via a broadband connection or at off-peak times.

eSourcing NI

[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **1 supplier**
Time Zone: GMT DST

Project : [project_452](#) - Test Project (MP)
ITT: [itt_546](#) - Test ITT (MP)
Closing Date: 10/10/2011 17:00:00
Response Last Submitted On: **Not Submitted Yet**

Path: [Top Level](#)

[Printable View](#) [Help for Suppliers](#)

[Search/Filter](#) [Mass Download](#) [Export List to Excel](#)

	Folder/File Name	Description	Size	Last Modification Date	
1	Supplier Tips Guide.doc		24 Kb	28/09/2011 14:57:41	Properties

Total: 1 Page 1 of 1 Show: 50 elements

[Top](#)

~ COPYRIGHT 2000 - 2011 BRAVOSOLUTION ~

4.3 Or you can download all the attachments in one go by clicking 'Mass Download'.
Note: You will need to have Java (latest version recommended) installed to do this...

Internet

100%

4. Downloading Attachments

eSourcing NI

[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

- ITT Details**
 - Settings
View ITT settings
 - Buyer Attachments**
Buyer Attachments: 1
 - My Response
Status is: Response To Be Submitted To Buyer
- Messages**
 - Unread Messages (0)
- User Rights**
 - Manage User Rights

Project : project
ITT: itt_546 - T
Closing Date: 1
Response Last :

Path: [Top Level](#)

Printable View

Search/Filter

Folder

1 Supplier

Total: 1

File Download

Do you want to open or save this file?

Name: Supplier Tips Guide.doc
Type: Microsoft Office Word 97 - 2003 Document, 23.5KB
From: www.prep.e-sourcingni.bravosolution.co.uk

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

~ COPYRIGHT 2000 - 2011 BRAVOSOLUTION ~

4.4 Click 'Save' and select an appropriate location on your own PC to store the attachment.

5. Submit Response

YOU MUST PERFORM THIS STEP TO PUBLISH YOUR RESPONSE TO THE BUYER

5.1 The system will summarise your response, please review and click 'Submit Response' to submit it

Project : [project_452 - Test Project \(MP\)](#)
ITT : [itt_546 - Test ITT \(MP\)](#)
Closing Date: 10/10/2011 17:00:00
Response Last Submitted On: **Not Submitted Yet**

[Export / Import Response](#) [Delete response](#) [Printable View](#) [Help for Suppliers](#)

[Submit Response](#)

My Response Summary

1. Qualification Response	All questions answered		
2. Technical Response	Missing optional responses (1)		
3. Commercial Response	All quoted items completed	Total Price (excluding optional sections)	GBP 606,720

View Response Index Only

1. Qualification Response (questions: 3)

[Edit response](#)

1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Section of ITT Questions

1	Note:	USE THE ONLINE 'HELP FOR SUPPLIERS' FUNCTION - The content is designed to explain the eSourcing platform in business terms, allowing you to quickly understand the features and benefits of the software. HELP FOR SUPPLIERS content is presented by software module, and divided into process activities such as PQQs, ITTs and Auctions - just like the software itself.
2	Note:	SAVE REGULARLY - For security reasons your access to the portal will 'time out' if inactive for c15 minutes if you do not click "save" within this time. Failure to do so means you risk losing your work- this is part of strict government requirements to maintain security and tender integrity and cannot be changed. NOTE: typing does not mean you are active on the portal!

Note: This screen will display your response to the entire questionnaire and any attachments that you have successfully completed. It is strongly recommended that you double check your response is complete before confirming it and submitting it to eSourcing NI. Also note: that prior to the deadline, if needed, you can re-publish your existing response. (i.e. if you need to change a response to a question that you originally entered incorrectly)...

5. Submit Response

YOU MUST PERFORM THIS STEP TO PUBLISH YOUR RESPONSE TO THE BUYER

Welcome: 1 supplier
Time Zone: GMT DST

Project : [project_452 - Test Project \(MP\)](#)
ITT : [itt_546 - Test ITT \(MP\)](#)
Closing Date: 10/10/2011 17:00:00
Response Last Submitted On: **Not Submitted Yet**

[Export / Import Response](#) [Delete response](#) [Printable View](#) [Help for Suppliers](#)

[Submit Response](#)

Message from webpage



IMPORTANT: Please ensure that you have reviewed your response for completeness, including any file attachments. To continue with your submission, click "OK". To return to your response without submitting, click "Cancel".

OK

Cancel

5.2 Clicking 'OK' will refresh and show the new 'Response status' as 'Response Submitted To Buyer' with the time and date stamp in the header...

NOTE: The registered email address will also receive confirmation that your response has been published.

1.1.1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Section of ITT Questions

1	Note:	USE THE ONLINE 'HELP FOR SUPPLIERS' FUNCTION - The content is designed to explain the eSourcing platform in business terms, allowing you to quickly understand the features and benefits of the software. HELP FOR SUPPLIERS content is presented by software module, and divided into process activities such as PQQs, ITTs and Auctions - just like the software itself.
2	Note:	SAVE REGULARLY - For security reasons your access to the portal will 'time out' if inactive for c15 minutes if you do not save your work- this is part of strict government security and cannot be changed. NOTE: typing does not mean you are active.

GBP 606,720

[Edit response](#)

5. Submit Response

YOU MUST PERFORM THIS STEP TO PUBLISH YOUR RESPONSE TO THE BUYER

Welcome: **1 supplier**
Time Zone: GMT DST

Project : **project_452 - Test Project (MP)**
ITT: **itt_546 - Test ITT (MP)**
Closing Date: **10/10/2011 17:00:00**
Response Last Submitted On: **Not Submitted Yet**

[Export / Import Response](#) [Delete response](#) [Printable View](#) [Help for Suppliers](#)

[Submit Response](#)

Message from webpage



You have successfully submitted your response to the buyer, if you wish you can update the response and submit your changes anytime before the deadline.

OK

5.3 Confirmation of response being submitted...

1.1.1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Section of ITT Questions

1	Note:	USE THE ONLINE 'HELP FOR SUPPLIERS' FUNCTION - The content is designed to explain the eSourcing platform in business terms, allowing you to quickly understand the features and benefits of the software. HELP FOR SUPPLIERS content is presented by software module, and divided into process activities such as PQQs, ITTs and Auctions - just like the software itself.
2	Note:	SAVE REGULARLY - For security reasons your access to the portal will 'time out' if inactive for c15 minutes if you do not click "save" within this time. Failure to do so means you risk losing your work- this is part of strict government requirements to maintain security and tender integrity and cannot be changed. NOTE: typing does not mean you are active on the portal!
3	Note:	'Pop ups' are NOT blocked on your browser. Should you be inactive for c 15 minutes, the portal will 'time out'. It is vital that that you are able to see this in order to click the 'Refresh' link in this 'pop up' window. If you do not click the 'Refresh' link you will lose any unsaved information.
4	Note:	Please ensure that you read and digest all the required actions and appropriate deadlines and any subsequent communications.
5	Note:	DO NOT leave your response until the last minutes/hours before the deadline (if you experience connection problems you will miss the deadline and your response may be deemed non-compliant and rejected by the buying team -always upload generic information early to avoid last minute time pressure).

5. Submit Response

YOU MUST PERFORM THIS STEP TO PUBLISH YOUR RESPONSE TO THE BUYER

eSourcing NI

[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **1 supplier**
Time Zone: GMT DST

Project : [project_452](#) - Test Project (MP)
ITT : [itt_546](#) - Test ITT (MP)
Closing Date: 10/10/2011 17:00:00
Response Last Submitted On: 06/10/2011 17:43:44

[Export / Import Response](#) | [Delete response](#) | [Printable View](#) | [Help for Suppliers](#)

My Response Summary

1. Qualification Response	All questions answered		
2. Technical Response	Missing optional responses (1)		
3. Commercial Response	All quoted items completed	Total Price (excluding optional sections)	GBP 606,720

View Response Details

▶ 1. Qualification Response (questions: 3)

[Edit response](#)

▶ 1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Section of ITT Questions

▶ 2. Technical Response (questions: 12)

[Edit response](#)

[Edit response](#)

5.3 Note the time and date last submitted. You can only do this once ALL mandatory questions have been completed.
You may work on your submission as many times as you like to upto the closing date. If you miss the deadline, you will not be able to submit your response.

eSourcing NI does NOT accept late responses

5. Submit Response

eSourcing NI

[Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **1 supplier**
Time Zone: GMT DST

[Select Module](#)

[Projects](#) | [PQOs](#) | [ITTs](#) | [Auctions](#) | [Contracts](#)

Locations

My ITTs
My ITTs

ITTs Open to All Suppliers
ITTs Open to All Suppliers

Filter By: All ITTs

Search/Filter | Export List to Excel | Help for Suppliers

ITT Code	ITT Title	Project Code:	Buyer Organisation	ITT Status	Response Status	ITT Closing Date/Time
1 itt_546	Test ITT (MP)	project_452	Claire Buyer	Running	Response Submitted To Buyer	10/10/2011 17:00

Total: 1 Page 1 of 1 Show: 50 elements

[^ Top](#)

~ COPYRIGHT 2000 - 2011 BRAVOSOLUTION ~

5.4 Note the new status 'Response Submitted To Buyer'...
NOTE: The registered email address will also receive confirmation that your response has been published (both buyer and supplier receive an email receipt of submission).

6. Messaging

eSourcing NI

[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **1 supplier**
Time Zone: GMT DST

Project : [project_452](#) - Test Project (MP)
ITT : [itt_546](#) - Test ITT (MP)
Closing Date: 10/10/2011 17:00:00
Response Last Submitted On: 06/10/2011 17:43:44

[Export / Import Response](#) | [Delete response](#) | [Printable View](#) | [Help for Suppliers](#)

My Response Summary

1. Qualification Response	All questions answered		
2. Technical Response	Missing optional responses (1)		
3. Commercial Response	All quoted items completed	Total Price (excluding optional sections)	GBP 606,720

View Response Details

▶ 1. Qualification Response (questions: 3)

▶ 1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR CO

▶ 2. Technical Response (questions: 12)

▶ 2.1 Types of Pens - Section of ITT Questions

▶ 2.2 Supply - Section of ITT Questions

▶ 2.3 Accreditation - Section of ITT Questions

▶ 3. Commercial Response (questions: 8)

▶ 3.1 Stationery Prices

▶ 3.2 Delivery Charges

▶ 3.3 Price Breaks

[Edit response](#)

[Edit response](#)

[Edit response](#)

6.1 To access messages, you will see an "Unread Messages" link with a number indicating the number of unread messages. To read a message, click on unread messages

Messages
▶ Unread Messages (1)

User Rights
Manage User Rights

ITT Details
Settings
View ITT settings
Buyer Attachments
Buyer Attachments: 1
My Response
Status is: Response Submitted To Buyer

6. Messaging

eSourcing NI

[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **1 supplier**
Time Zone: GMT DST

Project : project_452 - Test Project (MP)
ITT : itt_546 - Test ITT (MP)
Closing Date: 10/10/2011 17:00:00
Response Last Submitted On: 06/10/2011 17:43:44

[Export / Import Response](#) | [Delete response](#) | [Printable View](#) | [Help for Suppliers](#)

My Response Summary

1. Qualification Response	All questions answered		
2. Technical Response	Missing optional responses (1)		
3. Commercial Response	All quoted items completed	Total Price (excluding optional sections)	GBP 606,720

View Response Details

- ▶ 1. Qualification Response (questions: 3) [Edit response](#)
 - ▶ 1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Section of ITT Questions
- ▶ 2. Technical Response (questions: 1) [Edit response](#)
 - ▶ 2.1 Types of Pens - Section of ITT Questions
 - ▶ 2.2 Supply - Section of ITT Questions
 - ▶ 2.3 Accreditation - Section of ITT Questions
- ▶ 3. Commercial Response (questions: 3) [Edit response](#)
 - ▶ 3.1 Stationery Prices
 - ▶ 3.2 Delivery Charges
 - ▶ 3.3 Price Breaks

6.2 Note that the messages area now expands completely with a number of options from reading, to composing and drafting your own messages to the buyer

Messages

Unread Messages (1)

- Create Message
- Received Messages
- Sent Messages
- Draft Messages
- Forwarded Messages

User Rights

Manage User Rights



ITT Details

Settings

[View ITT settings](#)

Buyer Attachments

Buyer Attachments: 1

My Response

Status is: Response Submitted To Buyer

6. Messaging

eSourcing NI

[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **1 supplier**
Time Zone: GMT DST

Project : [project_452 - Test Project \(MP\)](#)
ITT: [itt_546 - Test ITT \(MP\)](#)
Closing Date: 10/10/2011 17:00:00
Response Last Submitted On: 06/10/2011 17:43:44

[Printable View](#)

[Search/Filter](#) [Create](#) [Export List to Excel](#) [Messages Report](#) [Print](#)

Sender	Date	Subject	Opened by Me	Opened	Replied
1 Claire Buyer	06/10/2011 17:49	Confirmation			
Total: 1		Page 1 of 1			

~ COPYRIGHT 2000 - 2011 BRAVOSOLUTION ~

6.3 The messaging screen will show you all the messages that you have received including the date/time they were issued and read...
...To read a message, move your mouse over the received message (it will be highlighted) and 'click'...

6. Messaging

eSourcing NI

[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **1 supplier**
Time Zone: GMT DST

Project : [project_452](#) - Test Project (MP)
ITT: [itt_546](#) - Test ITT (MP)
Closing Date: 10/10/2011 17:00:00
Response Last Submitted On: 06/10/2011 17:43:44

[Printable View](#) | [Help for Suppliers](#)

[Back](#) [Reply](#) [Forward](#) [Print](#)

Message

Date 06/10/2011 17:49

Sent by Claire Buyer

Subject Confirmation

Message Please note that the question that requires a product list must only be responded with where product lists are as recent as within one calendar month.

If you are unable to supply one that is this recent, please provide the latest copy that clearly displays the date of creation/version update.

Regards

[^ Top](#)

~ COPYRIGHT 2000 - 2011 BRAVOSOLUTION ~

6.4 This will area display the message, to reply click the 'Reply' button...

6. Messaging

eSourcing NI

[Logout](#) | [Accessibility and Legend](#)

Welcome: **1 supplier**
Time Zone: GMT DST

Project : project_452 - Test Project (MP)
ITT: itt_546 - Test ITT (MP)
Closing Date: 10/10/2011 17:00:00
Response Last Submitted On: 06/10/2011 17:43:44

Message

Date 06/10/2011 17:49

Sent by Claire Buyer

Subject Re: Confirmation

Message received

Please note that the question that requires a product list must only be responded with where product lists are as recent as within one calendar month. If you are unable to supply one that is this recent, please provide the latest copy that clearly displays the date of creation/version update.

Regards

My Message

Thanks for letting us know.

Is it possible to have a extension? Our catalogue is being re-designed

Attachments [0]

* Recipient

1 Claire Buyer

Total : 1

6.5 Edit your message content then click the 'Send Message' button...
...note you can also attach files to this message (refer to attachments area) if necessary.

6. Messaging

eSourcing NI

[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **1 supplier**
Time Zone: **GMT DST**

Project : [project_452 - Test Project \(MP\)](#)
ITT: [itt_546 - Test ITT \(MP\)](#)
Closing Date: 10/10/2011 17:00:00
Response Last Submitted On: 06/10/2011 17:43:44

[Printable View](#)

[Search/Filter](#) [Create](#) [Export List to Excel](#) [Messages Report](#) [Print](#)

Recipient	Date	Subject	Read by Recipient	Replies
1 Claire Buyer	07/10/2011 08:05	Re: Confirmation	<u>0</u>	<u>0</u>
Total: 1		Page 1 of 1		

[^ Top](#)

~ COPYRIGHT 2000 - 2011 BRAVOSOLUTION ~

6.6 Note that there is now a record of the message that has just been issued to the buyer

6. Messaging

eSourcing NI

[Back To List](#) | [Main Page](#) | [Logout](#) | [Accessibility and Legend](#)

Welcome: **1 supplier**
Time Zone: GMT DST

Project : [project_452](#) - Test Project (MP)
ITT: [itt_546](#) - Test ITT (MP)
Closing Date: 10/10/2011 17:00:00
Response Last Submitted On: 06/10/2011 17:43:44

Printable View

Search/Filter Create Export List to Excel Messages Report Print

Sender	Date	Subject	Opened by Me	Opened	Replied
1 Claire Buyer	06/10/2011 17:49	Confirmation	07/10/2011 08:02	07/10/2011 08:02	07/10/2011 08:05

Total: 1 Page 1 of 1

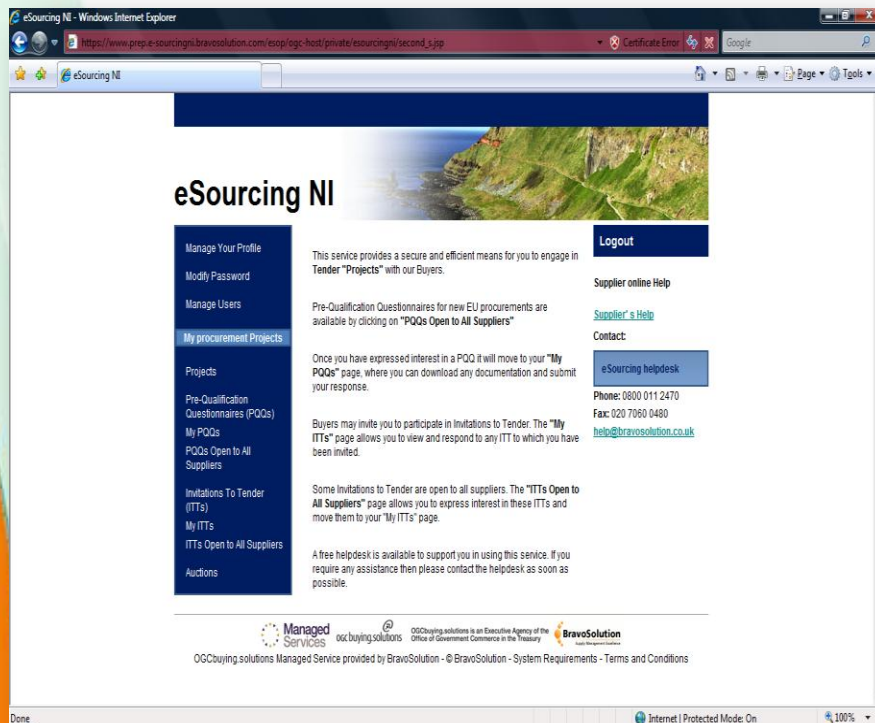
~ COPYRIGHT 2000 - 2011 BRAVOSOLUTION ~

6.7 The original message will now show the date you opened and replied to the message. To see the messages you have sent to the buyer click 'Sent Messages' ...

Tips for a Stress-less Tender

1. Ensure that you read and digest all documentation thoroughly and make note of key actions and deadlines (you may want to create a checklist of actions to review prior to publishing your response).
 2. Don't leave your response until the last minute – if you have problems you may not be able to resolve them before the deadline for responses.
 3. Always use the secure messaging tool for communicating with the Buying team.
 4. Only upload attachments when requested. Try to avoid uploading very large files.
 5. Try and answer all questions not just the mandatory ones.
 6. Ensure that you follow all instructions carefully (including those in: an online opportunity, the PQQ Tips for a Stress-less Tender attachments and in the online forms themselves) – it is critical that you thoroughly review the advice given in all Supplier Help Guides and READ ME FIRST documents within the online tender.
 7. Please treat your username and password securely – if you lose or forget your password there is a link on the portal homepage where it can be emailed to the registered email address.
 8. Consistently **SAVE** your work – security protocols will automatically “time-out” after 15 minutes of Inactivity
- Please remember you **MUST** click on “Submit Response” your response to make it visible to the buyer.

eSourcing NI Portal Overview



For further information or assistance please refer to the online help function and any guides/documents provided in the first instance.

Only if this does not resolve your query you can email the BravoSolution Helpdesk

Opening hours: 8am – 6pm Monday to Friday

Email: help@bravosolution.co.uk

Telephone: +44 (0)800 368 4850

Please note that this email address should only be used for technical queries regarding the eTendering software/portal.

For matters relating to the content of tenders, firstly ensure that you have read the 'Instructions' documents before you contact the buyer via the messaging function.