

What is the Additional Documents facility?

The Additional Documents facility allows all documentation related to a tender notice to be uploaded to the website for instant download by suppliers. Awarding authorities can attach request for tender documents (RFTs), pre-qualification questionnaires (PQQs) or other supporting documentation.

When would I use the Additional Documents facility?

Authorities would use this facility when they have a requirement to make documents available to suppliers during a tender procedure. Attaching documents to the notice on this website means that documents no longer have to be posted out, resulting in time and cost savings.

Suppliers would use the Additional Documents facility to quickly access documentation attached to a particular tender notice. A copy of the notice along with all associated documents can be requested from the website by email and will also be made accessible for direct download.

How do I use the Additional Documents function?

BUYERS/PURCHASERS

Create Notice and Attach Documents
 After completing the questions in the create notice wizard you will be presented with the Notice Options screen where the option Additional Documents should be selected. Clicking next you will be prompted to browse and add the required documents. When the documents have successfully added they will be listed in order on that screen. You also have the option to attach documents from your library; just select to 'add from your library' and the generic documents for your organisation will be available for upload.

Publish the Notice
 Once all the questions have been completed in the notice and the documents added, the notice can be previewed and checked before publication. When the notice is ready for submission, follow the verification steps then select to publish.

SUPPLIERS

Viewing the Notice
 When browsing the site, any notices with attachments will be displayed along with a paperclip icon, indicating that documents are available for download. When selecting to view a particular notice you can see which documents are available in the Additional Docs tab. If no attachments are listed then you may have to apply to the authority directly for documents.

Record an Interest/ download
 On the View Notice screen you must select to 'record an interest' or 'download here' in order to obtain any attachments to the notice. You will be taken to the Express an Interest page and prompted to select the information you require - select Save to confirm your request and the documents will be sent to you via email and made available in your Interest List.

Accessing the Documents
 Once you have recorded an interest in the notice you will be able to access the attachments from the email which was generated to you from the website. You can also open the attachments at any time through your Interest List from the Suppliers main menu.