

### What is the Library?

The Library allows purchasers to upload frequently used documentation such as Terms & Conditions and standard Pre-Qualification Questionnaires so that these can be easily accessed by suppliers. There is also an option to upload your main authority logo.

### When would I use the Library facility?

Authority users would use the Library when they have a requirement to share standard documents across their organisation and with suppliers. When creating tender notices you will be given the option to append these documents to your notice if required. By saving your authority logo in the library, the logo will be displayed on all your published notices on this site.

Suppliers can view and download documents available in the purchasers Library after recording an interest in any notice for that authority, allowing quick and easy access to all information available before submitting proposals.

### How do I use the Library facility?

#### BUYERS/PURCHASERS

##### Adding a Document

From the buyer's pages menu select library where you will have the option to add a document prompting you to upload the appropriate file from your system to the site.

##### Adding a Logo

From the buyer's pages menu select library where you will have the option to add/replace logo. One main authority logo may be uploaded which will subsequently be displayed alongside tender notices published by your authority on the website.

##### Removing a Document

By clicking on an individual document you also have an option to delete this document.

#### SUPPLIERS

##### View/Download Documents

To access standard documents and logos for a purchasing authority you must firstly record an interest in a notice for that organisation. The library details can then be accessed from your Interest List in the suppliers' pages menu. Click on Library then select the item you wish to download.