

What is the Create Notice Wizard?

The create notice wizard is a facility to allow you to complete and publish notices for the OJEU and for publishing lower value notices on this website. A full range of notice types are available including tender notices, prior information notices and contract award notices.

When would I use the Create Notice Wizard?

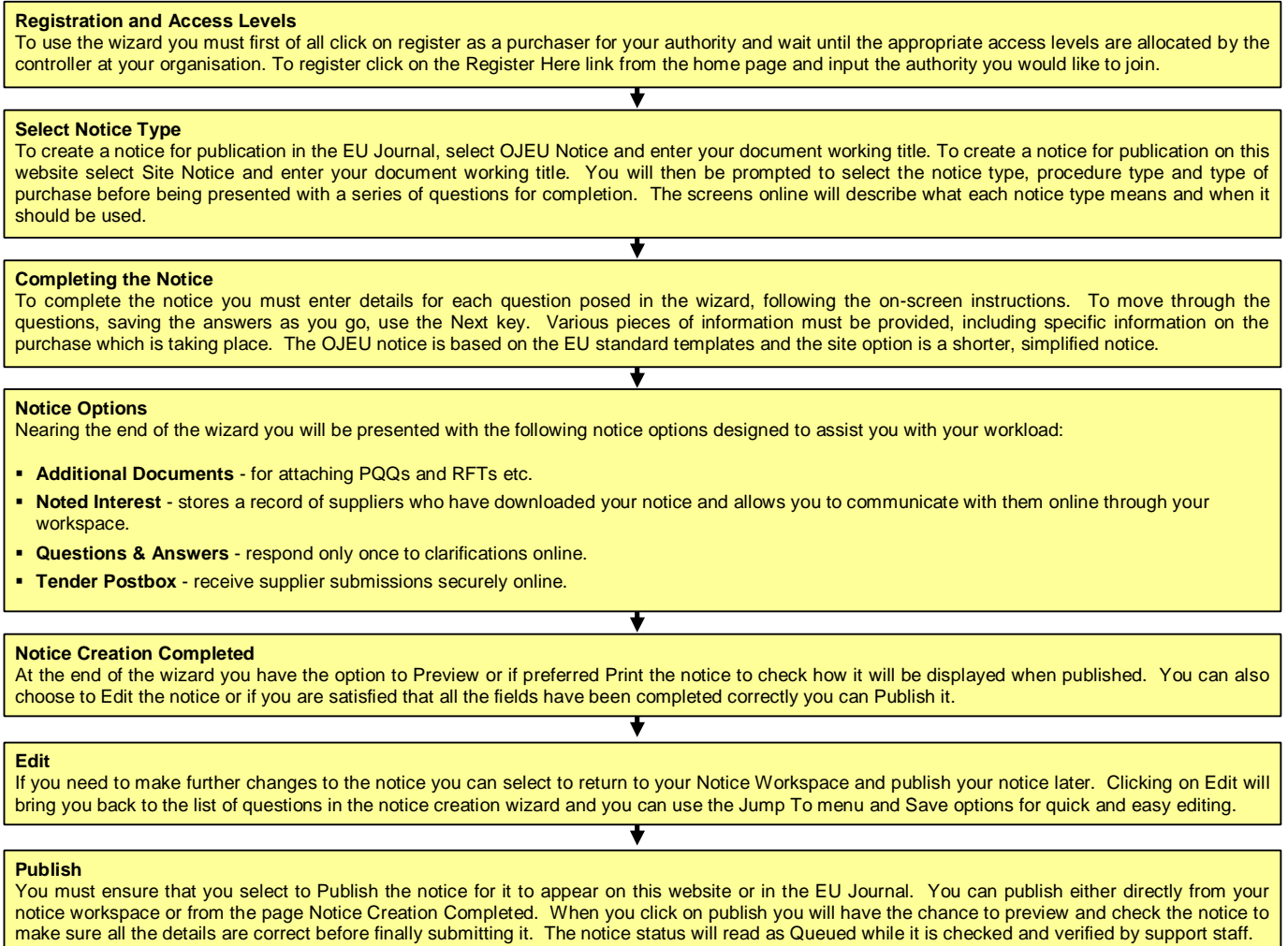
You should use the create notice wizard for all your tender notice publication requirements. If you are looking to purchase supplies, services or works for your organisation or wish to post prior information or notification of the award of a contract then this can be advertised using the create notice wizard.

For requirements falling above the EU threshold you can create an 'OJEU' Notice and for any lower value requirements you can create a 'site' notice to make sure that you give the requirement an adequate level of advertising. The wizard will guide you logically through each stage of notice creation so you can be assured that your tender notice has been completed correctly.

Important Points to Note:

If you are posting a notice to the OJEU then you can reduce your timescales by 7 days by submitting your notice through this site. Similarly if you attach documents online you can reduce timescales in the open procedure by a further 5 days.

How do I use the Create Notice Wizard?



Hints and Tips - It is a good idea when creating the notice to look out for the following:

Title and Description: These should be informative enough for suppliers that they can easily determine whether the notice is applicable to them.

Commodity Coding: You should select as many codes that may apply to your purchase. These codes are used to match suppliers and notices using the alert service and are also there to make the searches easier for suppliers on this site. The more thorough you are in your coding selection, the more likely that your notice will reach the correct suppliers. If in doubt, more codes means reaching more suppliers.