

Guidance

This website provides extensive guidance material on the use of the different functions available. As well as this quick start guide you can browse and download guidance material from the guides/legislation menu. Further information can also be found in the News, Help and Links menus.

Registration

Select 'register here' from the home page and opt to register as a buyer. Once you have completed the registration form you will receive a verification link by email which you must click on to activate your details. All buyers must register on the website to access the authority area and create tender notices. The controller(s) from your organisation will be notified of your registration and asked to allocate access levels. Access levels must be allocated before you can view your organisation details or create and publish notices.

Sign in/Buyers Home Page

Select the sign in/out link from the menu and enter your username and password. If you have forgotten your password you can request an email reminder by selecting 'forgotten your password'. After signing in you will be taken to the buyer's home page where you can create notices, access your notice workspace and view or amend your registration details.

Create and Publish Notices

Once the appropriate access levels have been set, you can create a notice for publication by selecting 'create notice' from the menu. The notice wizard will lead you through the process of assembling the notice and when you have completed all the stages you can then review and publish the notice. The notice will then appear on the site and will be available for suppliers to view, register their interest in and download any additional documentation.

Notice Options

Nearing the end of the create notice wizard you will be presented with the following notice options designed to assist you with your workload:

- **Additional Documents**
for attaching PQQs and RFTs etc.
- **Noted Interest**
stores a record of suppliers who have downloaded your notice and allows you to communicate with them online through your workspace.
- **Questions & Answers**
respond only once to clarifications online.
- **Tender Postbox**
receive supplier submissions securely online.

Notice Workspace - Manage the Tender Process

From your notice workspace you can follow the tender process by viewing the list of suppliers who have registered an interest in your notice and create and send additional information if required. You can access your workspace from the buyers' pages. Anything added to the notice after publication is automatically circulated to suppliers on your interest list, including any additional documents. You can also manage Online Questions and Answers and view the status of the Postbox through your Notice Workspace.

Library

The Library allows buyers 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. Select library from the buyers' pages menu to access this option.

Additional Features

The following additional features may be available on this website: Additional Documents, Online Questions and Answers, Tender Postbox, Buyer's Profile, Restricted Stage 2, ePQQ, Quick Quote - please select the relevant guidance from the guides menu to learn more.

Further help

Extensive help and guidance is available on the site, just use the menu to obtain the help you require. If you get stuck or require further help please contact the Support Team.