

What is the Notice Workspace?

The Notice Workspace is a log of all notices, published or unpublished, that have been created by your organisation. It provides you with facilities to manage your notices and to manage the tender process before and after publication.

When would I use the Notice Workspace?

Authorities would use the notice workspace when there is a requirement to view, edit or manage the details of any tender notices and to communicate openly to suppliers during the tender process. Unpublished notices can be prepared or edited for example, published notices can be viewed and amended and details are automatically forwarded to suppliers. By clicking on a particular notice all information regarding documents, updates and interested suppliers is available making it easy to trace all the information associated with a particular notice.

How do I use the Notice Workspace?

You can access the Notice Workspace through the buyers' pages menu or home page, where you will have the option to view unpublished notices or published notices.

PUBLISHED NOTICES

Published Notices

The published notice list displays all notices previously published by your organisation. The notices are listed in order of publication date and can be easily searched using the options to scroll previous records. Click on the required notice to view specific details.

Note: only the controller and the person with access to interest list can add information and make deadline changes in a published notice. See below for the links available from your published notices:

View the Original Text

The original notice text can be viewed by selecting this link.

View the Published Document

You can view the notice in its published format.

Change Tender Deadline Date

To change the original deadline date and/or time in a published notice, select change next to tender deadline. From here you may alter the deadline date and/or time for a notice provided the deadline has not already passed. An email will be sent to all suppliers who have recorded their interest through the website and a note will be appended to the notice. If the original notice was sent to the EU Journal an email will automatically be sent to the Office of Publications to notify them of the change.

Cancel Tender

Select cancel next to tender deadline; this will allow you to enter details of the cancellation. An email will be sent to all suppliers who have recorded their interest through the website and a note will be appended to the notice. If the original notice was sent to the EU Journal an email will automatically be sent to the Office of Publications to notify them of the change.

Further Information

View/change list of further information to the notice, for example to notify suppliers of amendments to the original information posted. An email will be sent to all suppliers who have recorded their interest through the website and a note will be appended to the notice.

Additional Documents

View/change additional document list associated with the notice such as PQQs, RFTs. If there are any problems with the original documents you can upload revised versions here. An email will be sent to all suppliers who have recorded their interest through the website and a note will be appended to the notice.

Noted Interests

View/change noted interest list to see how many suppliers have noted an interest in your tender, view the company names and download full details if required. At the time of notice creation, personnel may have been listed to access to the noted interest area and make changes to the notice. This list can be amended by a controller for your organisation by clicking the above link.

Additional Logos

Append logos to your notice - these can be used to indicate funding from the EU for example or other governmental funds.

Copy Notice

This feature is a useful timesaving device if you have recurring or similar tender requirements. Click on the notice you wish to copy then click copy. You can then edit the notice to reflect your chosen deadline dates and make any appropriate alterations to the notice text.

Create Award

The create award button allows you to create your contract award notice and provide details of any previous purchases which have been awarded. This shortcut copies most of the text from the original notice so that you have minimal editing to do to complete the award notice.

Postbox

View submission postbox - If you have opted to receive electronic responses using the tender postbox facility you can view details of this here.

Questions and Answers

View Q&A - If you have opted to receive questions via the eTenders website you can view a list of questions here.

UNPUBLISHED NOTICES

Unpublished Notices

The unpublished notice list displays all notices from your authority which have not yet been dispatched for publication on the website or in the OJEU. Notices that you have not completed or that you wish to work on over a period of time will remain in your unpublished notices list until they are published or deleted by your organisation. See below for the links available from your unpublished notices:



Edit

You can return to an unpublished notice to make changes or complete it by clicking on the notice then selecting edit. This will bring you back to the list of questions in the notice creation wizard where you can use the jump to menu and the save key to easily edit specific questions.

Copy

To make an exact copy of an unpublished notice, select the notice then click copy. This is particularly useful if you are creating tender notices to fulfil similar requirements. Once the first notice is created it can be copied as many times as required and edited, avoiding the need to complete the same fields for each purchase.

Delete

You can remove an unpublished notice from your list by selecting the notice from the list then clicking delete.

Publish

When you have completed an unpublished notice, it can be sent for publication by clicking publish, this will be queued with the support team for dispatch to the website and (if appropriate) to the OJEU.