

## What is the Postbox?

The Postbox is an online submission facility which allows awarding authorities to receive responses from suppliers electronically in a secure environment.

Responses are submitted through the portal and held in the secure Postbox until the deadline for responses has expired. Nominated members of an authority then unlock the Postbox to access the submissions.

The Postbox can be used for receipt of completed tender documents in an open procedure or completed PQQs in a restricted procedure.

A full audit trail is kept of all access to the Postbox and a complete record of all supplier submissions is stored.

## How do I know the Postbox is being used?

When the notice is published on the portal it will appear with a yellow key symbol denoting that the electronic Postbox will be used:

### Postbox icon – Browse notices page

Recently Published Notices	
Date	Notice Details
06/03/2012 	<p><b><a href="#">Data Linkage - Deliberative Research</a></b>            Reference No: MAR110286            Published By: Scottish Government Social Research            Deadline Date: 20-Mar-12            Document Type: Contract Notice</p>
06/03/2012 	<p><b><a href="#">Forth Replacement Crossing / Provision of NDT services</a></b>            Reference No: MAR110285            Published By: Forth Crossing Bridge Constructors (FCBC)            Deadline Date: 12-Mar-12            Document Type: Contract Notice</p>
06/03/2012 	<p><b><a href="#">Fit out of Dining Centre / Kitchen. Turn-Key D&amp;B Sub Contract Tender. Tayport Primary</a></b>            Reference No: MAR110281            Published By: Fife Council            Deadline Date: 30-Mar-12            Document Type: Contract Notice</p>
06/03/2012 	<p><b><a href="#">The Provision of Radioactive Materials</a></b>            Reference No: MAR110251            Published By: NHS Greater Glasgow and Clyde            Deadline Date: 16-Apr-12            Document Type: Contract Notice</p>

The "View Notice" page will display a "Postbox" tab under "Further Instructions":

### View Notice Page

## View Notice

[Home](#) > [Notice Search](#) > View Notice


Do you wish to record an interest in this notice?

[Record your interest now](#)

### Notice Details

- [Introduction](#)
- [Full Notice Text](#)
- [Further Info](#)
- [Contact Info](#)
- [Coding](#)

**Title:** Stationery Supplies  
**Published by:** [Queens Road Council](#)  
**Publication Date:** 06/03/2012  
**Application Deadline:**  
**Deadline Date:** 25/04/2012  
**Deadline Time:** 12:00  
**Notice Type:** Contract Notice  
**Has Documents:** No  
**Abstract:** Stationery Supplies to local council



[Print this Notice](#)

### Further Instructions

The Purchaser has attached further instructions with this notice. Please read these carefully and take the necessary action(s).

[Record your interest](#) [Postbox](#)

Record your interest in this notice and you will be automatically sent clarifications and deadline date changes etc. Please note that recording your interest does not automatically enter you into the tender process for this notice, you still have to submit your response by the deadline stated. To record an interest in this notice and add it to your interests list please *click* the **Record your interest now** button at the top of the page.

**In order for you to submit a Postbox response you must record your interest in the notice.**

**This is done by clicking "Record Your Interest Now" and then "Save".**

(You must be registered on the site in order to do so)

## How do I Manage my Postbox Responses?

Your Response Workspace is accessed from your Supplier Control Panel.

### Supplier Control Panel

#### Supplier Control Panel

Welcome to your Supplier Control Panel Duncan. Please *click* a link in one of the appropriate sections to access the area of the site you require.

**SEARCH**

- [Latest Notices](#)
- [Search for Purchasers](#)
- [Notice Reference Search](#)
- [Advanced Search](#)

**MY NOTICES**

- [Interest List](#)
- [Quick Quotes](#)
- [Notice Alerts](#)

**MY RESPONSES**

- [Postbox Responses](#)
- [Create Postbox Response](#)

This workspace lists all your dispatched postbox responses and your responses awaiting dispatch (partially created). If you need to edit or submit a response awaiting dispatch you can do so by clicking on the title of the response and then clicking the appropriate option.

### Response workspace

#### Response Workspace

Detailed below is a list of responses awaiting dispatch to the Tender Submission Postbox, followed by a list of responses that have already been dispatched. *Click* a response title to view or change further information on that response.

##### Responses Awaiting Dispatch

Responses that have been created but are awaiting dispatch.

1 records found. Jump to page  of 1  ⏪ ⏩ ⏴ ⏵

ID	Title	Created	Deadline	Time	Action
15157	<a href="#">Stationery Supplies</a>	06/03/2012	25/04/2012	12:00	<a href="#">Delete</a>

##### Dispatched Responses

Responses that have already been dispatched to the Tender Submission Postbox.

46 records found. Jump to page  of 1  ⏪ ⏩ ⏴ ⏵

Id	Title	Authority	Created	Deadline	Time
14957	Cleaning Services	Queens Road Council	26/04/2011	26/04/2011	12:00
15136	Stationery Supplies	Queens Road Council	23/01/2012	23/01/2012	12:00

**Response Awaiting Dispatch****Response View**

Details of your response are shown below. If you wish to modify your response *click* the **Edit** button. If your response is complete and ready for submission *click* the **Dispatch** button.

## Notice Details

**Authority:** Queens Road Council  
**Notice Title:** Stationery Supplies  
**Deadline:** 25/04/2012 12:00

[Edit](#)[Dispatch](#)

## Contact Details

**Organisation:** Millstream  
**Contact:** Duncan Dallas  
**Department:**  
**Address:** 10 Queen's Road  
**Town:** Aberdeen  
**Postal Code:** AB15 4ZT  
**Country:** United Kingdom (GB)  
**Telephone:** 739  
**Fax:**  
**Email Address:** duncan@millstream.eu

## Documents

Created	Filename	Description	Size
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## Comments

## How do I Create a Postbox Response?

Having recorded your interest, the notice will appear in your Interest List, accessible from your Supplier Control Panel which you are directed to on logging into the portal.

### Supplier Control Panel

#### Supplier Control Panel

Welcome to your Supplier Control Panel Duncan. Please *click* a link in one of the appropriate sections to access the area of the site you require.

**SEARCH**

- [Latest Notices](#)
- [Search for Purchasers](#)
- [Notice Reference Search](#)
- [Advanced Search](#)

**MY NOTICES**

- [Interest List](#)
- [Quick Quotes](#)
- [Notice Alerts](#)

**MY RESPONSES**

- [Postbox Responses](#)
- [Create Postbox Response](#)

**MY PROFILE**

- [Company Profile](#)
- [Alert Profile](#)
- [Supplier Finder Profile](#)

**MY ACCOUNT**

- [User Details](#)
- [Change Password](#)
- [Subscriptions](#)

**HELP**

- [User guides](#)
- [FAQs](#)
- [Contact Us](#)

From your Interest List you can create your Postbox response by clicking the title of the notice:

### Interest List


Current Notices		
Date	Description	Authority
06/03/2012	<a href="#">Stationery Supplies</a>	Queens Road Council
24/01/2012	<a href="#">Construction of Office Building</a>	Queens Road Council
21/07/2011	<a href="#">UK-St Andrews: architectural design services</a>	Cambo Institute
18/04/2011	<a href="#">Provision of Day Care Services for Older People</a>	Argyll and Bute Council
18/04/2011	<a href="#">Mobile Crèche Tomintoul</a>	Moray Council

Then click "Create Postbox Response":


### Notice View within Interest List

#### Past Interest Details

Details of the notice are shown below.  
 If you no longer wish to receive correspondence related to this tender you can [withdraw your interest](#).

 [Create Postbox Response](#)

<a href="#">Summary</a>	<a href="#">Full Text</a>	<a href="#">Further Info</a>	<a href="#">Contact Info</a>	<a href="#">Coding</a>
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<p><b>Title:</b> Stationery Supplies  <b>Published by:</b> Queens Road Council  <b>Publication Date:</b> 06/03/2012  <b>Application Deadline:</b>  <b>Deadline Date:</b> 25/04/2012  <b>Deadline Time:</b> 12:00  <b>Notice Type:</b> Contract Notice  <b>Has Documents:</b> No  <b>Abstract:</b> Stationery Supplies to local council</p>	 <a href="#">Print this Notice</a>
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Alternatively, you can select "Create Postbox Response" from your Supplier Control Panel.


### Supplier Control Panel

#### Supplier Control Panel


Welcome to your Supplier Control Panel Duncan. Please *click* a link in one of the appropriate sections to access the area of the site you require.

 **SEARCH**

- [Latest Notices](#)
- [Search for Purchasers](#)
- [Notice Reference Search](#)
- [Advanced Search](#)

 **MY NOTICES**

- [Interest List](#)
- [Quick Quotes](#)
- [Notice Alerts](#)

 **MY RESPONSES**

- [Postbox Responses](#)
- [Create Postbox Response](#)


Clicking "Create Postbox Response" will list all notices in your interest list where an electronic response has been requested, allowing you to create a response for the relevant notice.

### Create New Postbox Response

#### Create new Postbox Response

Listed below are notices that you previously expressed an interest, and for which, the Tender Response Postbox can be used to submit your response. Select the notice you wish to respond to from the list shown below. If the notice you wish to respond to is not shown you must first search for the notice and express your interest in the notice, before returning to this screen.

[Help on response functions](#)

Ref	Title	Deadline Date	Deadline Time	Action
MAR080231	 Stationery Supplies	25/04/2012	12:00	<a href="#">Respond</a>
JUL080003	Printing Services	29/06/2012	12:00	<a href="#">Respond</a>

Once you have selected to create a postbox response you will automatically be taken to the first question in the postbox response creation. The incomplete response will also be saved under “responses awaiting dispatch” in your Response Workspace from where you can edit it at a later date.

Your Postbox response consists of three sections:

- A) Contact Details
- B) Upload Documents
- C) Further Comments

You must work through each section. Clicking “**Next**” will save what you’ve input and take you to the next question, clicking “**Save**” will save what you’ve input and take you to your response workspace, clicking “**Cancel**” will return you to your response workspace.

**Note: Individual files should be no more than 10Mb in size and a post box submission should not exceed 30Mb in total.**

### Response Creation Stage 1: Contact Details

The contact details fields are pre-populated with the information you provided on registering. Edit the information as required and click “Next”.

#### Response – Contact Details

### Response - Contact Details

Please enter the contact details for your organisation. *Click the **Next** button when completed.*

Organisation:	<input type="text" value="Elite Stationery Ink"/>
Contact:	<input type="text" value="Delvis Treff"/>
Department:	<input type="text" value="Sales"/>
Address:	<input type="text" value="10 Kings Road"/> <input type="text"/>
Town:	<input type="text" value="Aberdeen"/>
Postal Code:	<input type="text" value="AB15 4ZT"/>
Country:	<input type="text" value="United Kingdom (GB)"/>
Telephone:	<input type="text" value="+44 1224 636999"/>
Fax:	<input type="text"/>
Email Address:	<input type="text" value="delvis@e-s-ink.com"/>

**Response Creation Stage 2: Supporting Documentation**

You are then asked to upload your documents.

To upload each file:

- 1) Enter a description of the file in the 'Description' field. This should be a maximum of 100 characters.

### Upload a Document

\* Description:  (maximum 100 characters, you have 83 left)

\* File Name:

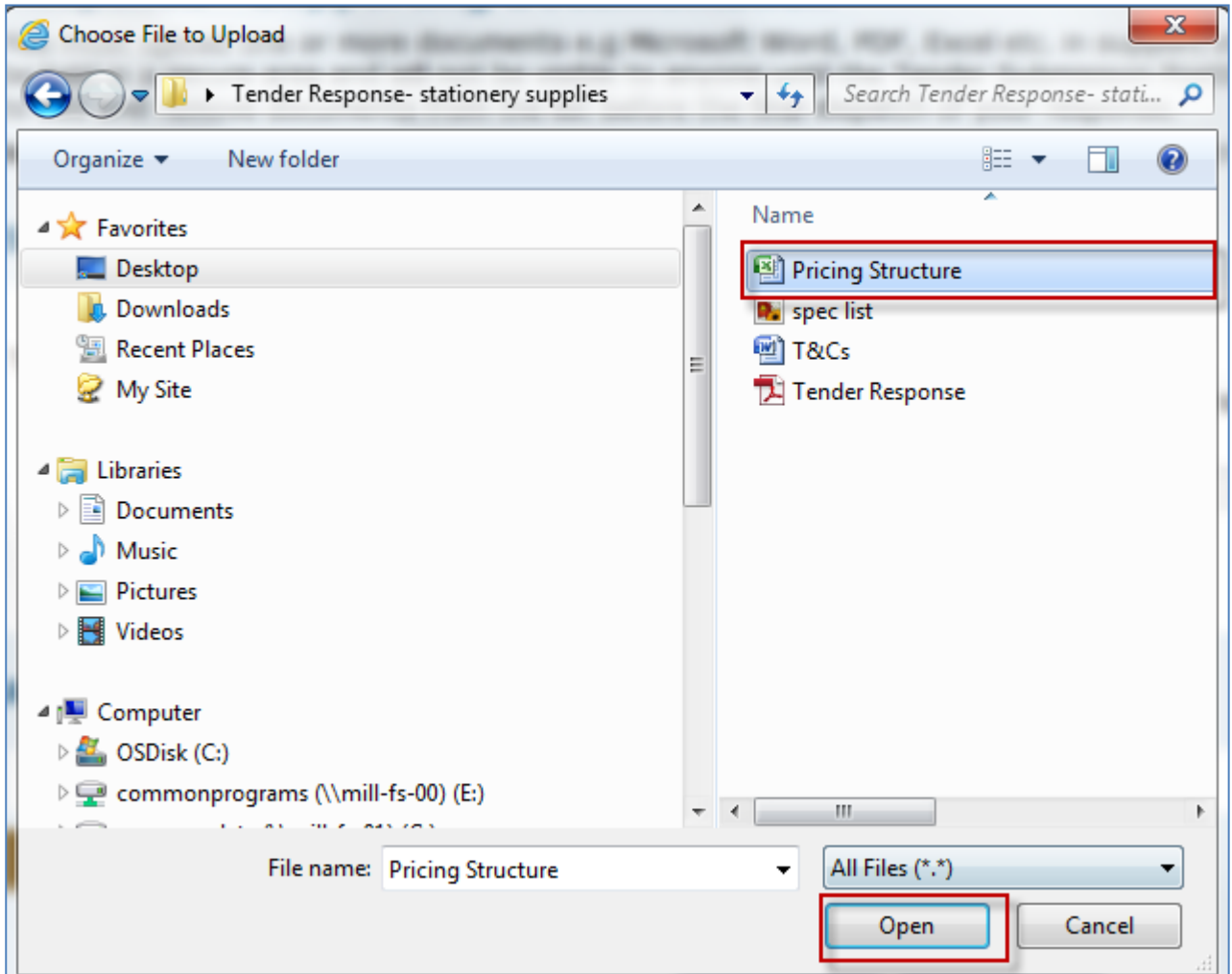
- 2) Click "Browse" next to the File Name box.

### Upload a Document

\* Description:  (maximum 100 characters, you have 83 left)

\* File Name:

- 3) This will open up a file browser which allows you to select the file you wish to upload from your own files. Select the file you want to upload and click "Open"



- 4) This will populate the File Name box with the file path of your selected document. You should then click "Add".

### Upload a Document

\* Description: Pricing Structure  
(maximum 100 characters, you have 83 left)

\* File Name: C:\Users\duncan\Desktop\ Pricing Structure Browse

Add

A message will show to instruct you that the file is being uploaded:

Uploading Document ... Please wait

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\* **Description:**  ▲ ▼  
 (maximum 100 characters, you have **83** left)

\* **File Name:**

Once the file successfully uploads you will see it listed under attached documents. This means you have successfully attached it to your response. If you realise you've added the wrong file you can choose to delete it by ticking the box next to the file name and clicking "Delete".

<b>Attached Documents</b>			
<input type="checkbox"/> File Name	Description	Created	File Size
<input type="checkbox"/> Pricing Structure.xlsx	Pricing Structure	09/03/2012	10.89 KB
<input type="button" value="Delete"/>			

Repeat steps 1 to 4 for each document you want to upload.

Individual files should be no more than 10Mb in size and a post box submission should not exceed 30Mb in total. You are provided with information on the file space you have used and what you have remaining. Once you have uploaded all documents click "Next" to proceed with your response.

<b>Supporting Document Summary</b>	<b>Upload a Document</b>		
Individual File Size Limit: <b>10.00 MB</b> Total Available File Space: <b>30.00 MB</b> Documents Attached: <b>4</b> Used File Space: <b>299.33 KB</b> Remaining File Space: <b>29.71 MB</b>	* <b>Description:</b> <input type="text"/> <span style="float: right;">▲ ▼</span> (maximum 100 characters, you have <b>100</b> left)  * <b>File Name:</b> <input type="text"/> <input type="button" value="Browse..."/>  <input type="button" value="Add"/>		
<b>Attached Documents</b>			
<input type="checkbox"/> File Name	Description	Created	File Size
<input type="checkbox"/> Pricing Structure.xlsx	Pricing Structure	09/03/2012	10.89 KB
<input type="checkbox"/> spec list.png	Specification Appendix I	09/03/2012	11.50 KB
<input type="checkbox"/> T&Cs.docx	Terms and conditions	09/03/2012	17.12 KB
<input type="checkbox"/> Tender Response.pdf	Tender response	09/03/2012	259.82 KB
<input type="button" value="Delete"/>			
<input style="border: 2px solid red;" type="button" value="Next"/> <input type="button" value="Save"/>			

### Response Creation Stage 3: Further Comments

A free text box is available for any further comments you may wish to add to your submission. This is an optional field and can be left blank. Click "Next" to continue with your submission.

#### Response - Further Comments

Please add any further comments you wish to make on your submission. *Click* the **Next** button when completed.

Comments *(if applicable)*

Please don't hesitate to contact us should you require further clarification. |

Next Save

### Response Creation Stage 4: Response Creation Complete

Response creation is now complete. You can preview the response, dispatch the response or return to your response workspace.

#### Response Awaiting Dispatch

Your response has been created and is awaiting dispatch.

Notice Details

**Authority:** Queens Road Council  
**Notice Title:** Stationery Supplies  
**Deadline:** 25 April 2012 12:00

**Note:** The response will not be placed in the Tender Submission Postbox until you dispatch it to the Postbox.

You can now carry out the following actions:

- [Preview the Response](#)
- [Dispatch the Response](#)
- [Return to your response workspace and dispatch it later](#)

**Response Preview**

Clicking “Preview the Response” gives you the opportunity to ensure all details are correct. If you need to edit any of the sections then click “edit”. If you are happy with your submission click “Dispatch”.

### Response View

Details of your response are shown below. If you wish to modify your response *click* the **Edit** button. If your response is complete and ready for submission *click* the **Dispatch** button.

**Notice Details**

**Authority:** Queens Road Council  
**Notice Title:** Stationery Supplies  
**Deadline:** 25/04/2012 12:00

**Contact Details**

**Organisation:** Elite Stationery Ink  
**Contact:** Delvis Treff  
**Department:** Sales  
**Address:** 10 Kings Road  
**Town:** Aberdeen  
**Postal Code:** AB15 4ZT  
**Country:** United Kingdom (GB)  
**Telephone:** +44 1224 636999  
**Fax:**  
**Email Address:** delvis@e-s-ink.com

**Documents**

Created	Filename	Description	Size
09/03/2012	Pricing Structure.xlsx	Pricing Structure	10.89 KB
09/03/2012	spec list.png	Specification Appendix I	11.50 KB
09/03/2012	T&Cs.docx	Terms and conditions	17.12 KB
09/03/2012	Tender Response.pdf	Tender response	259.82 KB

**Comments**

Please don't hesitate to contact us should you require further clarification.

[Edit](#)

[Dispatch](#)

## Response Dispatch

The response dispatch page allows you another chance to preview and edit the response. Clicking "Dispatch" will submit your response to the Postbox.

### Response Dispatch

Please review your response details and *Click* the Dispatch button to send the response to the Tender Submission Postbox. If your documents are dispatched successfully you will receive a confirmation email message confirming your response has been received. Your response will be held securely in the Tender Submission Postbox until the notice deadline has expired.

**Notice Details**

**Authority:** Queens Road Council  
**Notice Title:** Stationery Supplies  
**Deadline:** 25 April 2012 12:00

**Contact Details**

**Organisation:** Elite Stationery Ink  
**Contact:** Delvis Treff  
**Department:** Sales  
**Address:** 10 Kings Road  
**Town:** Aberdeen  
**Postal Code:** AB15 4ZT  
**Country:** United Kingdom (GB)  
**Telephone:** +44 1224 636999  
**Fax:**  
**Email Address:** delvis@e-s-ink.com

**Documents**

Created	Filename	Description	Size
09/03/2012	Pricing Structure.xlsx	Pricing Structure	10.89 KB
09/03/2012	spec list.png	Specification Appendix I	11.50 KB
09/03/2012	T&Cs.docx	Terms and conditions	17.12 KB
09/03/2012	Tender Response.pdf	Tender response	259.82 KB

**Comments**

Please don't hesitate to contact us should you require further clarification.

Dispatch

Edit

Cancel

On clicking "Dispatch", the response is submitted to the secure Postbox and this is confirmed to you on the dispatch confirmation page:

### Response Dispatch Confirmation

## Response Dispatch - Confirmation

Your response to the notice has been dispatched to the publisher of the notice. They have been informed of your response.

Your reference for this response is **15157**

You will also be e-mailed a confirmation containing all the details of your response.

The dispatched response will also be shown as such in your supplier response workspace.

**Notes:**

**Deadline:** Submissions can be created and submitted up to the stated tender deadline. Once the deadline has passed submissions can neither be created or submitted. It is not advisable for suppliers to wait until the last moment before creating and dispatching a response in case of any last minute problems.

**Postbox Security:** Postbox submissions cannot be accessed by anyone, including Millstream, until the deadline has passed. Once a response has been submitted it cannot be recalled or edited. If a supplier realises they have made an error in their response, the only remedy for this is to submit another response which supersedes the original.

**Terms and Conditions/Request for Tender Documents:** Purchasers may wish to consider reviewing the terms and conditions in their request for tender documentation in light of late delivery or technical issues.

**Information:** All notices using the tender Postbox for submissions will automatically display the below statement:

*The awarding authority has indicated that it will accept electronic responses to this notice via a 'Tender Submission Postbox' facility. If purchasers are only accepting electronic responses via the Postbox this should be made clear in the tender notice and in the documents.*

**Viruses:** The server virus checker will scan all documents when they are uploaded and if a virus is detected the file will be deleted and the supplier notified. Provided that the deadline has not passed, the supplier will have the opportunity to replace with a clean file.

**Corrupt Documents:** Corruption in documents cannot be detected. Purchasers should define their policy in this regard in the tender document (e.g., it will be rejected).

**Document Types:** It would be helpful if purchasers specified in the notice or tender documents what file/document types can be accepted and read by your organisation for online submissions.

**Document sizes and maximum documents allowed:** There is a maximum size limit of 10Mb for any document to be sent via the Postbox. If suppliers attempt to upload a document larger than 10Mb it will be rejected and will not be added to the submission. The size of Postbox responses must not exceed 30Mb in total.

**File Upload:** To facilitate organisations receiving multiple tenders file names and descriptions should, as far as possible, be relevant to your company and the content of the particular document rather than using generic descriptions – for example 'company name, section name/number' or 'company name, tender name/number, section name/number'. It is not advisable to upload protected or encrypted documents as these cannot be opened by the contracting authority.

**Multiple submissions:** If a supplier has already submitted a response it cannot be recalled. However, they can submit a second tender if they wish, stating which response is to stand.

**Help Desk:** For further advice on using the online submission facility please contact the support team using the contact details provided on the site home page.