

eTendering Quick Guides

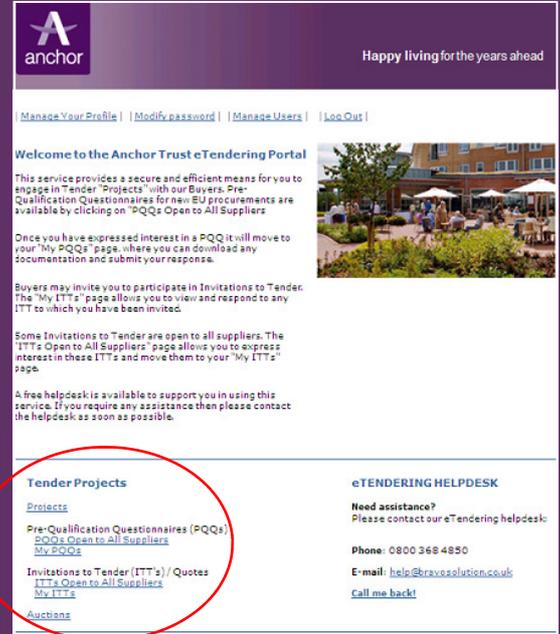
Responding to PQQs and ITTs

1. Viewing PQQs/ITTs Open to all suppliers

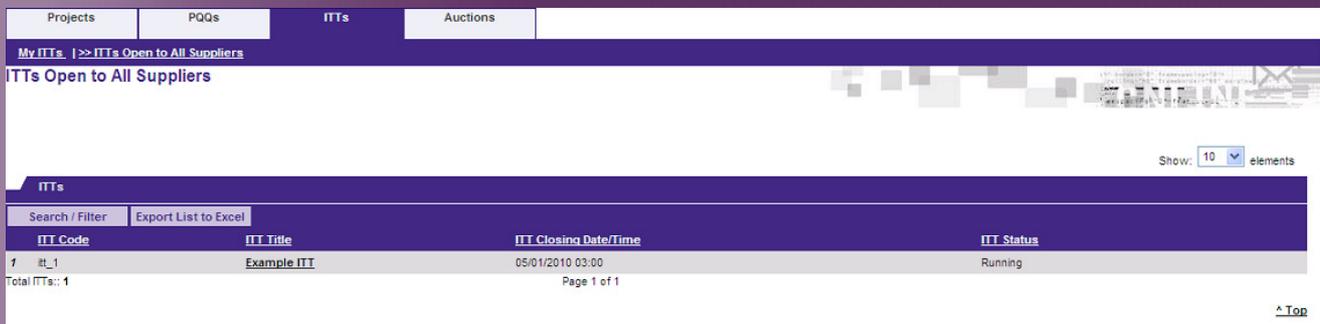
Any registered Supplier may “Express interest” in a PQQ or ITT which is “Open to all suppliers”.

You can view a list of PQQs or ITTs that are open to all suppliers, by clicking the PQQs or ITTs 'open to all suppliers' link.

This page shows you a list of the PQQs or ITTs that are “Open to all suppliers”.

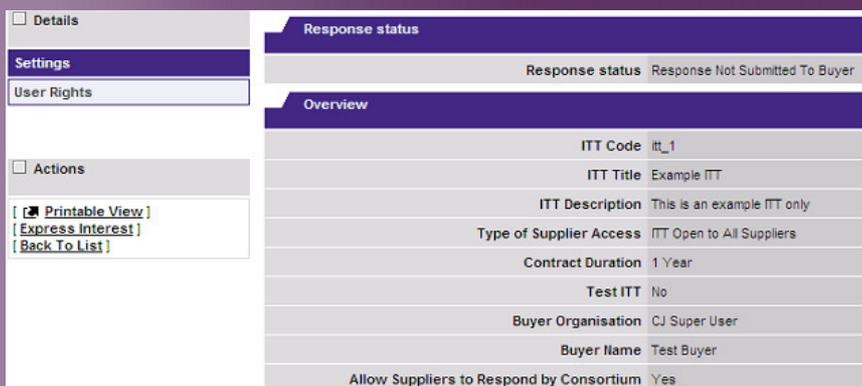


2. Select a PQQ/ITT you interested in...



Select a PQQ or ITT that you would like to view. Then click on the PQQ or ITT title to view the details of that PQQ or ITT.

3. 'Expressing Interest'



If you are interested in responding to the PQQ or ITT, click on 'Express Interest' to register your interest with Anchor Trust and to view the entire PQQ or ITT, including any supporting documentation that Anchor Trust has attached for your attention, and any questionnaires that you are required to complete.

4. Replying to the PQQ/ITT

<ul style="list-style-type: none"> Details Settings Buyer Attachments (0) Messages (0) User Rights 	<p>Response status</p> <p>Response status: Response Not Submitted To Buyer</p> <p>Overview</p> <p>ITT Code: itt_1</p> <p>ITT Title: Example ITT</p> <p>ITT Description: This is an example ITT only</p> <p>Type of Supplier Access: ITT Open to All Suppliers</p> <p>Contract Duration: 1 Year</p> <p>Test ITT: No</p> <p>Buyer Organisation: CJ Super User</p> <p>Buyer Name: Test Buyer</p> <p>Allow Suppliers to Respond by Consortium: Yes</p> <p>Date & Time Information</p> <p>Options for Viewing Responses: Sealed (parallel opening)</p>
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Once you express an interest in the PQQ or ITT, it will automatically move into the 'My PQQ or ITT' list.

Click 'Reply' to respond to the PQQ or ITT.

You can choose not to respond by clicking 'Reject' and providing a reason as to why you do not wish to respond.

5. Completing and Publishing your Response

<ul style="list-style-type: none"> Response Details Response Summary ITT Details Settings, Buyer Attachments & Messages Actions 	<p>[Save] - [Manage Consortium] - [Reset]</p> <p>Qualification Envelope</p> <p>Response status: Response To Be Submitted To Buyer</p> <p>Qualification Response Attachments >>> [0] [Add Qualification Attachments]</p> <p>1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Section of ITT Questions</p> <table border="1"> <thead> <tr> <th>Question</th> <th>Description</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Note: USE THE ONLINE 'HELP' FUNCTION - it provides support for both the screen you are in and for key processes, e.g. 'How to Express Interest' (it also has a help function and glossary).</td> <td></td> </tr> <tr> <td>2</td> <td>Note: SAVE REGULARLY - For security reasons your access to the portal will time out. If inactive for c15 minutes if you do not click 'Save' within this time. Failure to do so means you risk losing your work - this is part of strict government requirements to maintain security and tender integrity and cannot be changed. NOTE: typing does not mean you are active on the portal - you MUST CLICK 'SAVE'!</td> <td></td> </tr> <tr> <td>3</td> <td>Note: Please ensure that 'pop ups' are NOT blocked on your browser. Should you be inactive for c15 minutes, the portal will notify you through a 'pop up'. It is vital that you are able to see this in order to click the 'Refresh' link in this 'pop up' so you are not disconnected from the portal and lose any unsaved information.</td> <td></td> </tr> <tr> <td>4</td> <td>Note: Please ensure that you read and digest all the required actions and appropriate deadlines and any subsequent communications.</td> <td></td> </tr> <tr> <td>5</td> <td>Note: DO NOT leave your response until the last minutes/hours before the deadline (if you</td> <td></td> </tr> </tbody> </table>	Question	Description	Response	1	Note: USE THE ONLINE 'HELP' FUNCTION - it provides support for both the screen you are in and for key processes, e.g. 'How to Express Interest' (it also has a help function and glossary).		2	Note: SAVE REGULARLY - For security reasons your access to the portal will time out. If inactive for c15 minutes if you do not click 'Save' within this time. Failure to do so means you risk losing your work - this is part of strict government requirements to maintain security and tender integrity and cannot be changed. NOTE: typing does not mean you are active on the portal - you MUST CLICK 'SAVE'!		3	Note: Please ensure that 'pop ups' are NOT blocked on your browser. Should you be inactive for c15 minutes, the portal will notify you through a 'pop up'. It is vital that you are able to see this in order to click the 'Refresh' link in this 'pop up' so you are not disconnected from the portal and lose any unsaved information.		4	Note: Please ensure that you read and digest all the required actions and appropriate deadlines and any subsequent communications.		5	Note: DO NOT leave your response until the last minutes/hours before the deadline (if you	
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You should work your way through each of the sections and questions.

Any question with a red asterisk indicates that it is mandatory. You MUST complete all the mandatory questions before the portal will allow you to publish your response to Anchor Trust.

Always click the 'Save' button to save your changes.

When the response is complete, click the 'Publish' link.

6. Checking and Confirming your Response

[Export List to Excel] - [Confirm] - [Edit Response]

IMPORTANT: Please review your response for completeness (including any file attachments), and then click on "Confirm" to submit your response to the buyer.

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After selecting publish, the system will display your response to the entire questionnaire and any attachments that you have included. It is strongly recommended that you double check your response is complete before confirming it and submitting it to the buyer at Anchor Trust.



Once you are satisfied with your response, please click 'Confirm' to submit it. Your response status will show 'Response Submitted to Buyer' and you will receive an auto-receipt to the registered email confirming the response has been submitted to the buyer at Anchor Trust.