

Step by Step Supplier Guide

to the

**University of Nottingham
e-Tendering System**

Introduction

This **Step-By-Step Guide** is provided to assist you in using the University of Nottingham (In-Tend) e-tendering system. Once you have registered, you will be able to maintain your company information, return tender submissions and maintain company/contract documentation in a secure area via the internet.

If you encounter any difficulties whilst using the system you can contact our Support team by phoning 0844 2728810 or emailing support@in-tend.co.uk

Registering on the e-Tendering system

Visit <https://in-tendhost.co.uk/universityofnottingham> to access the (In-Tend) supplier portal.

From the homepage click on **Register**

Registration process

As part of the simple registration form you will be asked to complete your **Company Details**, **Company Contact Details** and **Primary User Details**. Email alerts and actions will be sent to the email addresses you provide so if possible it is useful to enter a general company email address in the **Primary User Details** section such as info@ *****.co.uk. For cases where this person or inbox may be unavailable, we strongly recommended you add an **Additional User** at the bottom of the screen so they can gain access to the site and also receive a copy of the emails. All Yellow fields are mandatory

The screenshot displays a registration form with three main sections, each highlighted by a red arrow pointing to its header:

- Company Details:** This section includes fields for Company Reg No (yellow), Company Name (yellow), Address Line 1 (yellow), Address Line 2, Address Line 3, Address Line 4, Post Code (yellow), and Country (dropdown menu set to United Kingdom). There is also a checkbox for "I do not have a Company Reg Number".
- Contact Details:** This section includes fields for Telephone (yellow), Fax, Web Site, and Construction Line No.
- Primary User Details:** This section includes fields for Contact First Name (yellow), Contact Last Name (yellow), Telephone, e-Mail (yellow), Confirm e-Mail (yellow), Password (yellow), and Confirm Password (yellow).

At the bottom of the form, there is a green box with the following text: "It is recommended for situations where the primary contact is not available, additional points of contact are registered as they would still be able to gain access. While registering you may only add one additional point of contact, however after the registration is complete you may login to your account and add as many additional contacts as you like."

You are also able to add one Additional User which is recommended for situations where the primary contact is not always available (this is not a mandatory requirement).

While registering you may only add **one** additional point of contact, however after the registration is complete you may login to your account and add as many additional contacts as you like.

It is recommended for situations where the primary contact is not available, additional points of contact are registered as they would still be able to gain access. While registering you may only add one additional point of contact, however after the registration is complete you may login to your account and add as many additional contacts as you like.

Additional User Details

Contact First Name : Contact Last Name :

Telephone : e-Mail :

Confirm e-Mail : Password :

Confirm Password :

[Register My Company](#)

In the **Business Classifications** tab you are able to add the business category codes relevant to your company. Enter a key word or click on the search button to see the full list of available categories. Click the blue + symbol to add a category you require. You can add multiple categories.

Once you are happy with the details click on **Register My Company**

Company Details **Business Classifications**

Classifications

Search : [Search](#) [Clear](#)

Category	Title	
	Unspecified	+
A	Audio-Visual & Multimedia	+
AA	Audio Equipment including Video Conferencing, Televisions, Videos	+
AB	Display/Projection Equipment & Consumables	+
AC	Learning Packs	+
AD	Music	+
AE	Photographic Equipment Supplies & Services	+
AF	Studio Costs	+
AG	Theatre Costs	+

Category **Title**

[Register My Company](#)

You should not register your company more than once unless they are under a separate company registration number. If your company has several locations, register the company against the head office and add contact details for individuals at the different locations. You can add one additional user at the time of registration. Once registered, you can add several contacts in the **Company Details** section.

Once registration is complete, the system will then thank you for registering and inform you that your details are being processed. You will then shortly receive an email with confirmation of your email and password.

Thank you for registering

Thank you for registering with the Company electronic tendering web site.

Confirmation E-Mail

Your details are awaiting processing, and each contact will be sent an email to confirm their registration has been accepted. These e-mails will contain the automatically system generated User ID, as well as a reminder of the e-mail address and password. Upon receipt of the registration e-mail you will be able to login to your secure area of the web site.

Managing your Company Details

If you need to update your company information you can do this from the Company Details section on the top menu bar. From here you can edit/add information regarding the company, contact details, company documents and business classifications.

Home Buyers Profile Messages Tenders Contracts **Company Details** Help Logout

Company Details

Details Documents Business Categories **Contact Details**

Address Company Banking Insurance Other Accreditation

Company Name : RHG Supplies

Address Line 1 : 1 A Road

Address Line 2 :

Address Line 3 :

Address Line 4 : London

Postcode : SW1

Country : United Kingdom

Telephone : 0123 456789

Fax :

Website :

Company e-Mail :

Publish e-Mail : j.bioggs@bioggs.co.uk

Enquiries e-Mail :

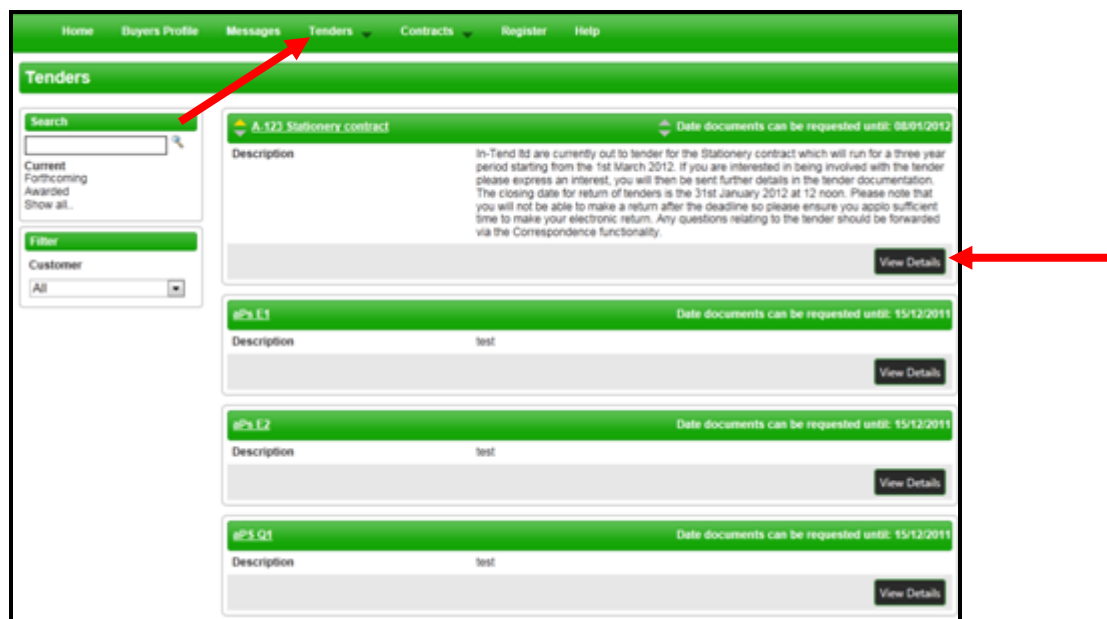
Health and Safety e-Mail :

Save Details

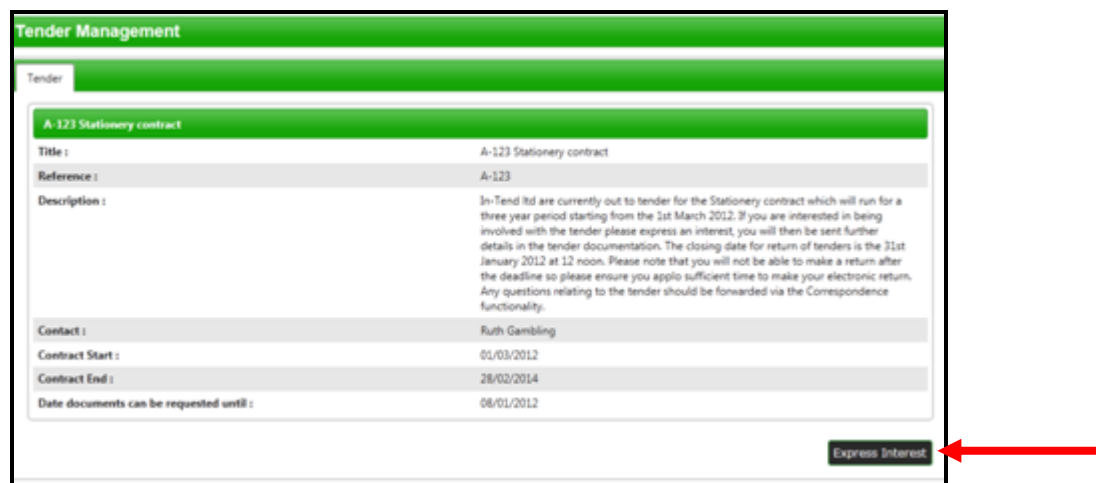
Please note that it is important that you do keep your details up to date, particularly your contact email addresses as you may miss out on tender opportunities which may be of interest.

Tender Opportunities

To access tender opportunities hover over the **Tenders** section at the top menu bar and then click on **Current**, this will provide you with a full list of current tender opportunities. For a tender that you are interested in you should click **View Details**



From the Tender Management screen you are able to Express Interest in the tender.



You will be asked to either log into an existing account or register a new one.

Once you have expressed your interest you will instantly see an update as to your status in the tender process and it will tell you that your Expression of interest is being processed.

The screenshot shows a web interface titled 'Tender Management'. Below the title is a red banner stating 'Your Expression of Interest in the tender is being progressed by us'. There are three tabs: 'Tender' (selected), 'Correspondence', and 'History'. The main content area displays details for 'A-123 Stationery contract'.

Title :	A-123 Stationery contract
Reference :	A-123
Description :	In-Tend Ltd are currently out to tender for the Stationery contract which will run for a three year period starting from the 1st March 2012. If you are interested in being involved with the tender please express an interest, you will then be sent further details in the tender documentation. The closing date for return of tenders is the 31st January 2012 at 12 noon. Please note that you will not be able to make a return after the deadline so please ensure you apply sufficient time to make your electronic return. Any questions relating to the tender should be forwarded via the Correspondence functionality.
Contact :	Ruth Gambling
Contract Start :	01/03/2012
Contract End :	28/02/2014
Date documents can be requested until :	08/01/2012

Once your expression of interest is received and accepted by the University of Nottingham (this may not happen straight away) you should receive an email saying that you have received tender documents and you should login to the secure area of the website to access them. If documents are immediately available, you will be taken straight to the latest tender stage screen.

If you are not currently logged in, from the homepage you should enter your email address and password then click Login.

The screenshot shows a login form with the following elements:

- Label: 'e-Mail Address :'
- Input field for email address
- Label: 'Password :'
- Input field for password
- 'Login' button
- 'Forgotten Details' button
- 'Register' button
- NOTE: Please be aware that failure to provide correct login information three times will result in your account being locked

*Please note that you are given three attempts to enter your email address and password. Please ensure you click the **Forgotten your Password** button if you cannot remember your details otherwise your account will be locked!

Once you are logged in, go to the **Tenders** section at the top menu bar and click on **My Tenders**, find the tender that you are dealing with and click **View Details**. From the Tender Management section you can easily see what your status is within the tender process. You will be able to see tabs running across the top, the tab which is **RED** is the current stage of the tender process (eg. Pre Qualification Stage, Invitation to Tender stage).

The screenshot displays the 'Tender Management' interface. At the top, a green header bar contains the title 'Tender Management'. Below this, a red banner states 'Your return has not yet been sent'. A navigation bar features four tabs: 'Tender', 'ITT' (highlighted in red), 'Correspondence', and 'History'. The main content area is titled 'A-123 Stationery contract' and contains the following details:

Title :	A-123 Stationery contract
Reference :	A-123
Description :	In-Tend Ltd are currently out to tender for the Stationery contract which will run for a three year period starting from the 1st March 2012. If you are interested in being involved with the tender please express an interest, you will then be sent further details in the tender documentation. The closing date for return of tenders is the 31st January 2012 at 12 noon. Please note that you will not be able to make a return after the deadline so please ensure you apply sufficient time to make your electronic return. Any questions relating to the tender should be forwarded via the Correspondence functionality.
Contact :	Ruth Gambling
Contract Start :	01/03/2012
Contract End :	28/02/2014
Date documents can be requested until :	08/01/2012

Submit Tender Return

If you click on this tab you will go into the section where you can access the tender documents. At the top of this section you will see instructions as to how to attach and submit documents which you should read carefully as they talk you through step by step.

In this section you will see the follow headings:

- **Tender Documents Received:** View and/or download tender documents received
- **My Tender Return:** If any mandatory documents have been requested, they will be shown in the **My Tender Return** section against a **Red** button. You will need to attach them using the **Attach Documents** button within the **My Tender Return** section to the bottom of this screen.
If a Questionnaire is required to be completed, it will be shown in **Red** and marked **Not Started** in the **My Tender Return** section. It is mandatory that any Questionnaire's must be completed.
- **Attach Documents** (if available): Attach any additional documents you wish to return as part of your tender submission; these will upload to the **My Tender Return** section.
- **Submit Return:** Click the Submit Return button only when you are completely happy that you have all the documents uploaded that you need to submit.

How To Attach & Submit Documents

- If any mandatory documents have been requested, they will be shown in the **My Tender Return** section against a **Red** button. You will need to attach them using the **Attach Documents** button within the **My Tender Return** section to the bottom of this screen.
- If a Questionnaire is required to be completed, it will be shown in **Red** and marked **Not Started** in the **My Tender Return** section. It is mandatory that any Questionnaire's must be completed.
- To attach additional documents you wish to submit as part of your tender return, click the **Attach Documents** button under the **My Tender Return** section (if available). These will then appear in the **My Tender Return** section.

NOTE : Large files may take some time to upload. We advise you to keep the files under 5MB.

4. When you have completed all the above steps and are ready to submit your tender return, click the red **Submit Return** at the bottom of this page.

Server Time: 08/12/2011 13:59:39 Due Date: 31/01/2012 12:00:00 Time Remaining: 8 Weeks 22 Hours 20 Seconds

Tender Details

Stage Name	ITT
Description	This is the Invitation to Tender stage
Closing Date	31/01/2012
Stage Start Date	08/12/2011
Project Title	A-123 Stationery contract
Project Description	In-Tend Ltd are currently out to tender for the Stationery contract which will run for a three year period starting from the 1st March 2012. If you are interested in being involved with the tender please express an interest, you will then be sent further details in the tender documentation. The closing date for return of tenders is the 31st January 2012 at 12 noon. Please note that you will not be able to make a return after the deadline so please ensure you apply sufficient time to make your electronic return. Any questions relating to the tender should be forwarded via the Correspondence functionality.

Tender Documents Received	Description	Options
In-Tend sample ITT.doc		View Download
Tech spec.doc		View Download
In-Tend sample TandCs.doc		View Download

My Tender Return	Description	Options
Insurance - Private Liability	Upload copy of Insurance certificate	Upload Document
Health And Safety	Upload copy of Health and Safety Policy	Upload Document

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.

NOTE : Large files can take some time to upload. We advise you to keep file sizes under 5MB.

[Attach Documents](#)

Submit My Return

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

[Submit Return](#)

Once you have submitted your return you will be able to view a Return Receipt which confirms all the details of your submission. This will always be available to View within the History tab.

Return Receipt

Print

Here is the receipt of your Return Submission. Please Print a hard-copy for your records...

Tender : A-123 Stationery contract
 Stage : ITT
 Submitted At : 06/12/2011 15:26
 Submitted By : A Person
 Submitted By (e-Mail) : a.person@in-tend.co.uk

Documents Returned : 3 item(s)...

- In-Tend sample Supplier Insurance Policy - Indemnity.doc (Insurance - Private Liability)
- In-Tend sample HandS policy - supplier.doc (Health And Safety)
- In-Tend sample Supplier response.doc (Attached Document)

Close

If for any reason you wish to amend your return you may be able to do so by going into the stage tab again. The screen visible will show you all the documents that you returned as part of your original submission. If you want to remove any documents or add additional documents you can do this now.

Please note you should ensure that ALL the documents which you wish to be evaluated as part of your tender return are included in the My Tender Return section before you click on Modify Return as you are overriding the first return!

Tender Documents Received	Description	Options
In-Tend sample ITT.doc		View Download
Tech spec.doc		View Download
In-Tend sample TandCs.doc		View Download

My Tender Return	Description	Options
In-Tend sample Supplier Insurance Policy - Indemnity.doc	(Microsoft Word Document) Insurance - Private Liability	View Download Remove
In-Tend sample HandS policy - supplier.doc	(Microsoft Word Document) Health And Safety	View Download Remove
In-Tend sample Supplier response.doc	(Microsoft Word Document)	View Download Remove

Return Submitted

You have made a previous return for this tender on **06/12/2011**

It is possible to modify the your return by selecting the 'Modify Return' button. Please note that any documents not included in the subsequent return will not be considered. All tender documents you wish to return must be included in your modified bid as this replaces your first and existing bids.

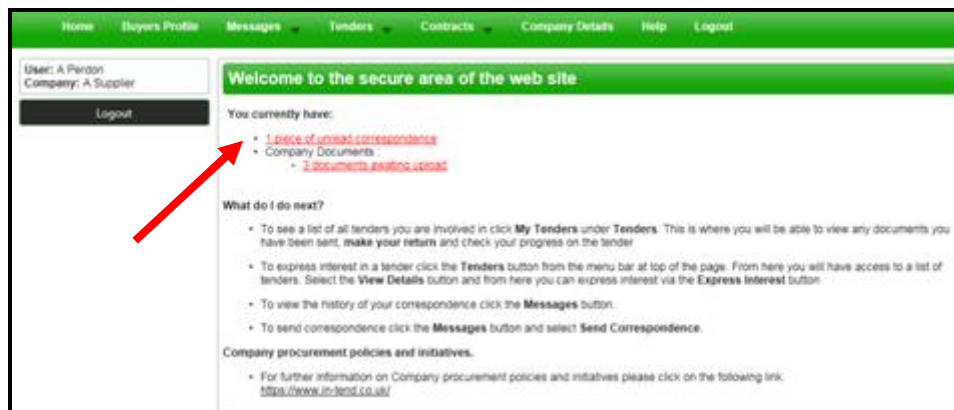
You must press the 'Submit' button again, in order to submit any subsequent modified returns.

Modify Return

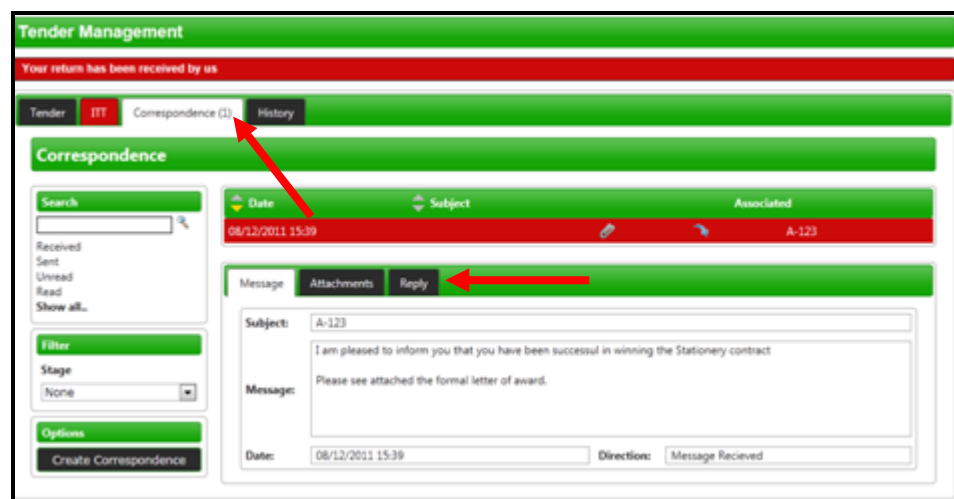
Correspondence

This procedure is used to receive and send a communication regarding a tender/contract via the website.

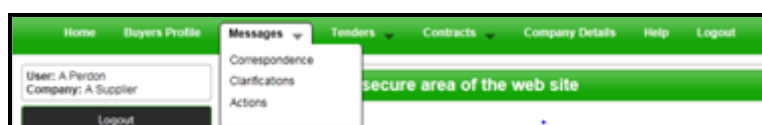
If you receive Correspondence you will firstly receive an email alert informing you of this. You will need to login to the secure area of the system to view it. When you first login you will see on the homepage in red a prompt to say that there are unread correspondence. If you click on the link it will take you straight through to the message.



Or you can view the message through the Tender Management screen where it will tell you in brackets how many correspondence there are in the Correspondence tab. You can view the message, view any attachments and also make a reply.

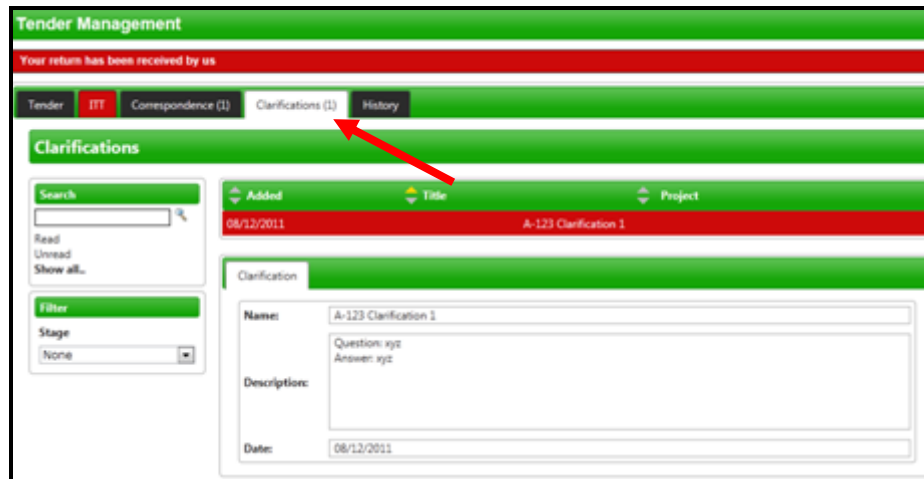


You can also view Correspondence through the Messages tab at the top of the screen



Clarifications

If there are any Clarifications made against the tender you can view them by viewing the tender details and a new tab will appear. It will tell you how many clarifications there are in brackets. Click on the Clarifications tab to view.



NB. If you require clarification regarding the tender you should send your clarification request via Correspondence

Actions

This procedure is used to send you tasks which should be completed by a certain date. The system will send out automatic reminders for you to complete Actions.

If you receive an Action email, log in to your homepage and a red link will appear on screen.

Click on the red link or hover over **Messages** at the top menu bar and then click Actions.



You will be taken you to this screen where you can view details of the action placed against you.

Read through the Action and make sure everything requested is completed then click **COMPLETE ACTION**.

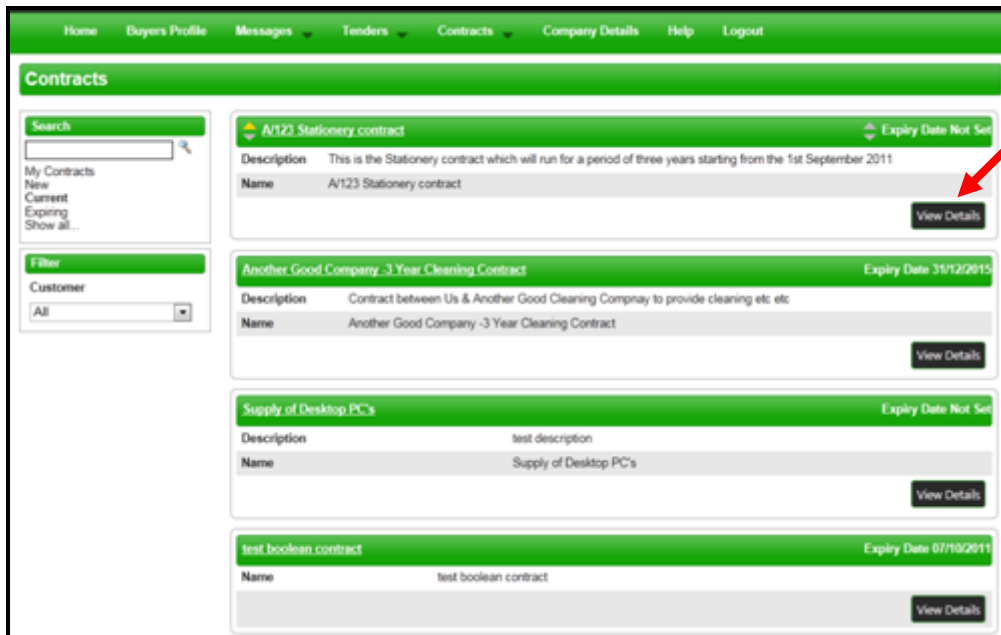
Tender History

Within the My Tenders section you will see the History tab where there is a log of your involvement of the tender right from your expression of interest to the current status.

Tender Management	
Congratulations, you have been successful in winning this tender	
<div>Tender</div> <div>ITT</div> <div>Correspondence (1)</div> <div>Clarifications (1)</div> <div>Actions</div> <div>History</div>	
Date	Description
01/12/2011 13:12	You were successful in winning this tender
01/12/2011 13:12	Your return is being considered by us for Stage TTT
01/12/2011 13:11	Your return was opened by us for Stage TTT
01/12/2011 12:46	
01/12/2011 12:40	Your return was received by us for Stage TTT
01/12/2011 12:40	Your return has been sent to us for Stage TTT
01/12/2011 12:27	You started processing the tender documentation for Stage TTT
01/12/2011 12:27	You received tender documentation for Stage TTT
01/12/2011 12:27	A new Stage has been published
01/12/2011 12:27	Your Expression of Interest is being considered for the next Stage

Contracts

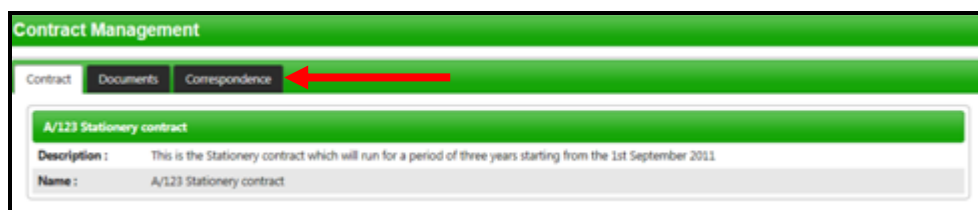
You can view a summary of what Contracts the Institution has running from the **Contracts** heading at the top menu bar. (may not be available with some institutions)



If you are the contracted supplier you should log into the secure area of the website to be able to view specific contract information/documentation.

You can view this information by hovering over **Contracts** on the top menu bar and then clicking on **My Contracts** and then **View Details** for the relevant contract.

From this screen you can view contract details, see contract documents and send correspondence relating to the contract.



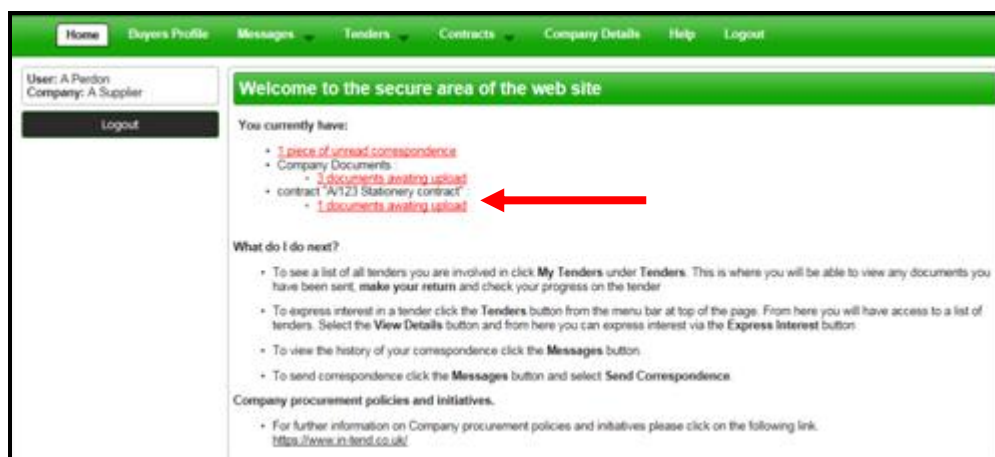
Contract Documents

Contract Documents can be viewed in the Documents tab within the Contract Management section.

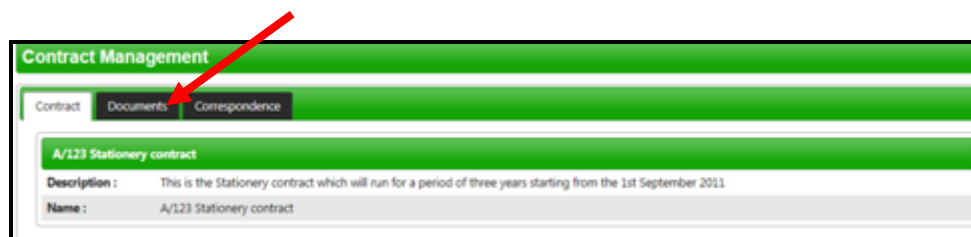
Some documents may have viewing rights only which you cannot replace eg. official contract, agreed terms and conditions etc.

Other documents may be for you to manage and keep updated eg: insurances, policies etc...

If you are required to upload a new document of a document has expired you will receive an email alert. You should login to the secure area of the website where you will see a prompt in red that contract documents require upload.



To upload these documents you should click on the red prompt or go into **My Contracts**, click **View Details** of the relevant contract and then click the **Documents** tab.



Managing Contract Documents

From the documents tab you can view contract documents and replace/upload documents that you are responsible for maintaining.

You will be able to see a Replace button for the documents that may have expired (eg. Insurances) or that can be updated as and when (eg policies). You will also see a red Upload Document button for documents that have been requested by the contracting institution. If there is an expiry date in place you will be reminded until you upload the required document.

The screenshot displays the 'Contract Management' interface. At the top, there are three tabs: 'Contract', 'Documents', and 'Correspondence'. The 'Documents' tab is active. Below the tabs is a table with the following columns: Document Title, Area, Status, Expires, Date Added, Type, and Options. The table contains three rows of data. The first two rows have 'View', 'Download', and 'History' buttons. The third row has an 'Upload Document' button. Below the table is a section titled 'Upload Company Document'. It contains a 'Type' dropdown menu set to 'General', an 'Expiry Date' input field, and a 'File' input field with an 'Upload Document' button.

Document Title	Area	Status	Expires	Date Added	Type	Options
In-Tend sample H&S policy - supplier.doc	Private	Document available	Never Expires	08/12/2011	Health And Safety	View Download History Replace
In-Tend sample TandCs.doc	Private	Document available	Never Expires	08/12/2011	Terms And Conditions	View Download History
Upload Insurance certificate	Private	Awaiting Supplier Upload	⚠ 15/12/2011	08/12/2011	Insurance - Private Liability	Upload Document

Upload Company Document

Type:

Expiry Date:

File: [Upload Document](#)