

Atamis Supplier Response Instructions

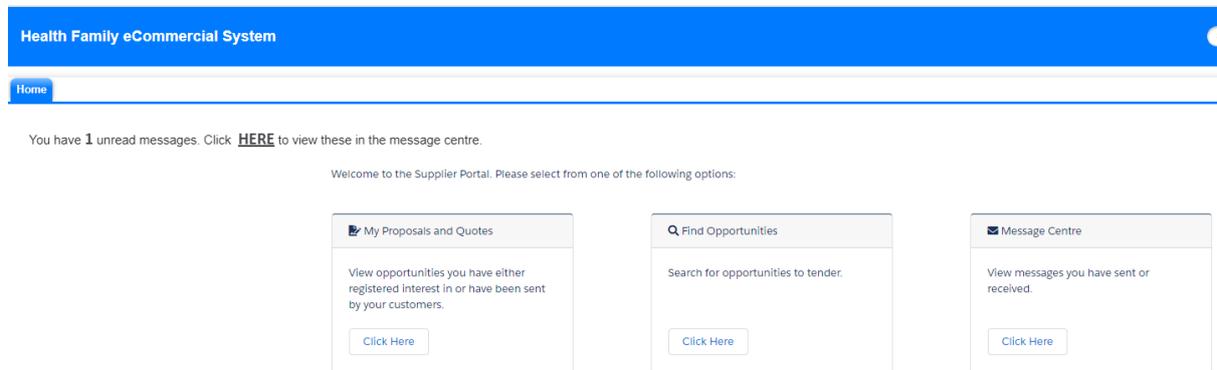
Introduction

This document explains how to input and submit a response through Atamis, the Health Family eCommerce System.

IMPORTANT: Please read all of this document before preparing you start inputting a response.

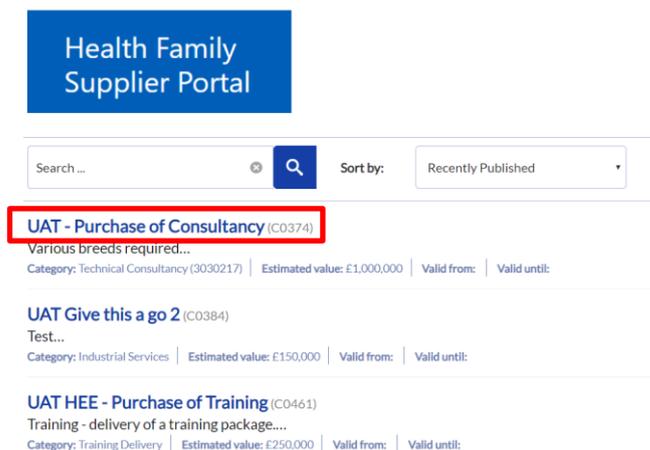
Finding an Opportunity

Opportunities are managed through the “My Proposals and Quotes”, “Find Opportunities” and “Message Centre”.



Find Opportunities

Select “Find Opportunities” from the supplier home screen. Use the “Sort by:” facility to identify opportunities that you are interested in. Select the bold blue title to select the opportunity.



Review opportunity details. If the contract is currently valid, you may access supporting documents and register interest in it.

UAT - Purchase of Consultancy

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[Register interest](#)

[View documents](#)

Once you have registered an interest, the opportunity will appear in “My proposals and quotes”

[My Proposals and Quotes](#)

View opportunities you have either registered interest in or have been sent by your customers.

[Click Here](#)

My Proposals and Quotes

Show:

Ref Title	Issued by	Status	Closing Date	Time Remaining
C0442 - Running a Training Demo	DHSC - Workforce	Closed	12/05/2020 12:00	Closed
C0374 - UAT - Purchase of Consultancy	DHSC - Business Insight, Capability and IT Exploitation	Open	12/06/2020 11:00	< 1 month

As you select an opportunity, you can review documents, send clarification messages, submit the response or Decline to respond, if you decide not to participate in the opportunity,

[My Proposals and Quotes](#) > [C0374 - UAT - Purchase of Consultancy](#)

C0374 - UAT - Purchase of Consultancy

Various breeds required

Deadline for clarification questions: 12/05/2020 11:00
Closing Date/Time: 12/06/2020 11:00
Current Date/Time: 13/05/2020 13:49

You have **Accepted** this opportunity and expressed your intention to respond.

[Documentation](#)

[Messages](#)

[Submit](#)

[Decline](#)

Requirements Sections	Required Questions Remaining	Completion Status	Status
1. Qualification Envelope	81	<div style="width: 29%;"><div style="width: 29%;"></div></div> 29%	Not yet submitted
2. Technical Envelope	7	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	Not yet submitted
3. Commercial Envelope	1	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	Not yet submitted

Completing a response

You are able to complete a response through direct input to Atamis, or you can to choose to export questions to excel and complete text responses “offline”, before uploading the text responses and then adding requested attachments.

Completing a response Offline

If you'd prefer to work on your responses off-line, you can download the requirements for this section and the responses you've completed so far by clicking Download. Note that Text Area and Attachment type responses are excluded from this download – you need to complete those directly in the system.

1. Qualification Envelope Section

Completion Status : 29%

If you prefer, you can also Work Offline

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Requirements	Heading	Response Type
1.A completion instruction document is available in the Documents section of this Project. Please revi ...	SQ Completion Instructions	Optional
1.1(a) Please can you provide the full name of the potential supplier submitting the information	Section 1 - Potential supplier information	Required

To upload your changes, you must keep exactly the same file format, i.e. CSV file with the same column headings. If you are entering currency values, avoid using pound signs and commas, e.g. enter "1000.00" and not "£1,000.00". Remember to pay attention to any character limits on textual responses. If any responses fail the validation you'll be notified.

	A	B	C	D	E	F	G	H	I	J
1	Response	Requirement Ref	Requirement	Requireme	Character	Type	Response Field	Picklist Op	Response	
2	a0r4J0000	1.1(a)	Please can you provide the full name of the potential supplier submitting the information	N/A	N/A	Required	Text		TEST	
3	a0r4J0000	1.1(b) (i)	Please specify the registered office address of the potential supplier submitting the information	N/A	N/A	Required	Text		N/A	
4	a0r4J0000	1.1(b) (ii)	Registered website address (if not applicable)	N/A	N/A	Required	Text		N/A	
5	a0r4J0000	1.1(c)	Please can you specify the trading status of the potential supplier submitting the information	N/A	N/A	Required	Picklist	d) other public limited company		
6	a0r4J0000	1.1(d)	Date of registration in country of origin	N/A	N/A	Required	Text		N/A	
7	a0r4J0000	1.1(e)	Company registration number (if not applicable)	N/A	N/A	Required	Text			
8	a0r4J0000	1.1(f)	Charity registration number (if not applicable)	N/A	N/A	Required	Text		123456789	
9	a0r4J0000	1.1(g)	Head office DUNS number (if not applicable)	N/A	N/A	Required	Text			
10	a0r4J0000	1.1(h)	Registered VAT number	N/A	N/A	Required	Text			
11	a0r4J0000	1.1(i) - (i)	If applicable is your organisation registered in the state where you are submitting the information	N/A	N/A	Optional	Picklist	N/A No Yes		
12	a0r4J0000	1.1(j) - (i)	Is it a legal requirement in the state where you are submitting the information	N/A	N/A	Required	Picklist	No Yes	No	
13	a0r4J0000	1.1(k)	Trading name(s) that will be used if submitting the information	N/A	N/A	Required	Text		N/A	

You will be notified if any of your responses fail to upload.

Health Family eCommercial System Search... Search

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[My Proposals and Quotes](#) » [C0677 - \[ADMIN TEST\] Bitesize](#) » [1. Qualification Envelope](#)

Upload Responses

Your responses have been uploaded but please note the following issues:

The following responses failed to save: 4.1 (b)

To upload responses that you've completed offline, please select a file saved in CSV format. Note that you will only be able to upload files that use exactly the same Download file and that conform to the required Response Field Type for each response.

Please note that all currency type responses should be formatted as numbers, without £ signs or commas.

No file chosen

Completing an online response

If you'd prefer to work on your responses online, you can complete requirements within the system by clicking into the relevant 'Requirement Section'.

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C0677 - [ADMIN TEST] Bitesize

Bitesize hour

Deadline for clarification questions:	25/08/2020 12:00
Closing Date/Time (🚩):	04/09/2020 12:00
Current Date/Time (🚩):	10/06/2020 15:04

You have **Accepted** this opportunity and expressed your intention to respond.

Requirements Sections	Required Questions Remaining	Completion Status	Status
1. Qualification Envelope	80	<div style="width: 30%; background-color: #0070c0; height: 10px;"></div> 30%	Not yet submitted
2. Technical Envelope	6	<div style="width: 0%; background-color: #ccc; height: 10px;"></div>	Not yet submitted
3. Commercial Envelope	1	<div style="width: 0%; background-color: #ccc; height: 10px;"></div>	Not yet submitted

Select the relevant question to go into it and provide your response. Responses may be 'Optional', 'Required', or 'No Response'. The flag icon changes colour based on whether you are still required to provide an input. 🚩 Indicates that you need to provide an input. 🚩 Indicates that a response has been provided but not 'Completed' or that a response is optional. 🟢 Indicates a complete response or a requirement that does not require a response.

Health Family eCommercial System Search... Search

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My Proposals and Quotes > C0677 - [ADMIN TEST] Bitesize > 1. Qualification Envelope

1. Qualification Envelope Section

Completion Status : 30%

If you prefer, you can also [Work Offline](#)

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Requirements	Heading	Response Type	Response Status <input type="checkbox"/>
1. A completion instruction document is available in the Documents section of this Project. Please revi...	SQ Completion Instructions	Optional	<input checked="" type="checkbox"/>
1.1(a) Please can you provide the full name of the potential supplier submitting the information	Section 1 - Potential supplier information	Required	<input type="checkbox"/>
1.1(b)(i) Please specify the registered office address (if not applicable please type N/A)	Section 1 - Potential supplier information	Required	<input type="checkbox"/>
1.1(b)(ii) Registered website address (if not applicable please type N/A)	Section 1 - Potential supplier information	Required	<input type="checkbox"/>
1.1(c) Please can you specify the trading status of your company from the following options:	Section 1 - Potential supplier information	Required	<input type="checkbox"/>

Input your response and click 'Save' or use the arrows to move to the next requirement. Your input will be saved if you move to the next requirement.

You do not need to check the 'Completed?' checkbox for every response though you are welcome to do so if you would like to flag that response as . The system will automatically check any unchecked 'Completed?' boxes when you Submit.

Health Family eCommercial System Search... Search Testing User -

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My Proposals and Quotes > 1. Qualification Envelope > 1.1(a)

< >

1.1(a) Please can you provide the full name of the potential supplier submitting the information

Response:

Required / Optional: Required

Response Status:

Completed?

< [Save](#) [Back](#) >

Once you have completed all of the required responses you can Submit your response.

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My Proposals and Quotes > C0024 - [ADMIN] Coronavirus support for business (Project)

C0024 - [ADMIN] Coronavirus support for business (Project)

Supplier opportunity to provide support for the government Coronavirus response

Deadline for clarification questions: 07/08/2020 12:00
 Closing Date/Time : 21/05/2020 12:00
 Current Date/Time : 10/06/2020 15:14

You have **Accepted** this opportunity and expressed your intention to respond.

[Documentation](#) [Messages](#) [Submit](#) [Decline](#)

Requirements Sections	Required Questions Remaining	Completion Status
1. Qualification Envelope	0	<div style="width: 100%; background-color: #0070c0; height: 10px; display: inline-block;"></div> 100%
2. Technical Envelope	0	<div style="width: 100%; background-color: #0070c0; height: 10px; display: inline-block;"></div> 100%
3. Commercial Envelope	0	<div style="width: 100%; background-color: #0070c0; height: 10px; display: inline-block;"></div> 100%

Atamis Helpdesk

Suppliers can contact the Atamis helpdesk at support-health@atamis.co.uk or by calling 0800 9956035 for technical assistance when completing responses.