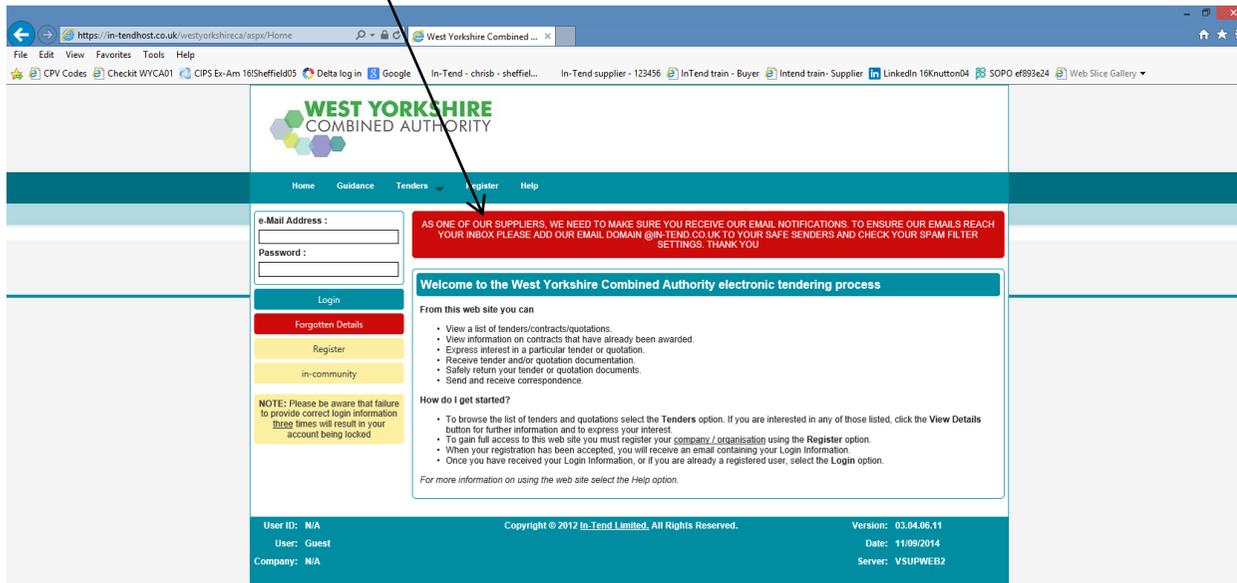


TENDERING THROUGH IN-TEND - GUIDANCE

This is the supplier home page <https://in-tendhost.co.uk/westyorkshireca/asp/Home>

You will first of all have to **register** your details.



The screenshot shows the In-Tend supplier home page. At the top, there is a navigation menu with links for Home, Guidance, Tenders, Register, and Help. Below the navigation menu, there is a login section with fields for e-Mail Address and Password, and buttons for Login, Forgotten Details, Register, and in-community. A red banner message reads: "AS ONE OF OUR SUPPLIERS, WE NEED TO MAKE SURE YOU RECEIVE OUR EMAIL NOTIFICATIONS. TO ENSURE OUR EMAILS REACH YOUR INBOX PLEASE ADD OUR EMAIL DOMAIN @IN-TEND.CO.UK TO YOUR SAFE SENDERS AND CHECK YOUR SPAM FILTER SETTINGS. THANK YOU". Below the banner, there is a section titled "Welcome to the West Yorkshire Combined Authority electronic tendering process". This section includes a list of features available on the site, such as viewing tenders/contracts/quotations, viewing information on awarded contracts, expressing interest in tenders, receiving tender/quote documentation, and sending/receiving correspondence. It also includes a "How do I get started?" section with instructions on how to browse tenders, register, and login. At the bottom of the page, there is a footer with user information: User ID: N/A, User: Guest, Company: N/A, Copyright © 2012 In-Tend Limited, All Rights Reserved, Version: 01.04.05.11, Date: 11/09/2014, and Server: VSUPWEB2.

You MUST complete all the **yellow boxes**.

WEST YORKSHIRE
COMBINED AUTHORITY

Home Guidance Tenders Register Help

Registration

Company Details Business Classifications Company Categories

In order to gain full access to this website you must register your company / organisation details
If you believe that your company / organisation has already registered on this site but you are a new user who requires access, please contact one of the existing registered contacts and ask them to add you as a new contact
PLEASE NOTE: Yellow fields are MANDATORY

Company Details

Company Reg No: I do not have a Company Reg Number

Company Name: Address Line 1:

Address Line 2: Town/City:

County/State: Postcode/Zip:

Country: Structure:

Company Summary:

Contact Details

It's a big document and you'll have to scroll down a bit.

Telephone: Fax:

Website:

Primary User Details

Contact First Name: Contact Last Name:

Telephone:

Email Address: Confirm Email Address:

Password: Confirm Password:

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:

Email Address: Confirm Email Address:

Password: Confirm Password:

[Register My Company](#)

User ID: N/A Copyright © 2012 In-Tend Limited, All Rights Reserved. Ver: v1: 03.04.06.11
User: Guest Date: 11/09/2014
Company: N/A Server: 101UPWEB2

You can use the name and password that you used in DELTA. Put them in here and confirm them.

This is important.

Fill in the **Business Categories**. For WYCA transport tenders, you should select **60(a), 60(b) or 60(c)** or all three. Otherwise select which applies. This means you will get automatic notification when WYCA invite tenders.

The screenshot shows the 'Registration' page for the West Yorkshire Combined Authority. The 'Business Classifications' tab is selected, displaying a search bar and a list of categories. The categories listed are:

Code	Description	Action
50	Repair and maintenance services	+
73	Research and development services and related consultancy services	+
35	Security, fire-fighting, police and defence equipment	+
90	Waste, refuse, cleaning and environmental services	+
48	Software package and information systems	+
60(a)	Transport (Bus Services)	+
60(c)	Transport (Minibus Services)	+
60(b)	Transport (Taxi Services)	+
34	Transport (vehicles, equipment and products)	+
18	Uniform Clothing, footwear and accessories	+

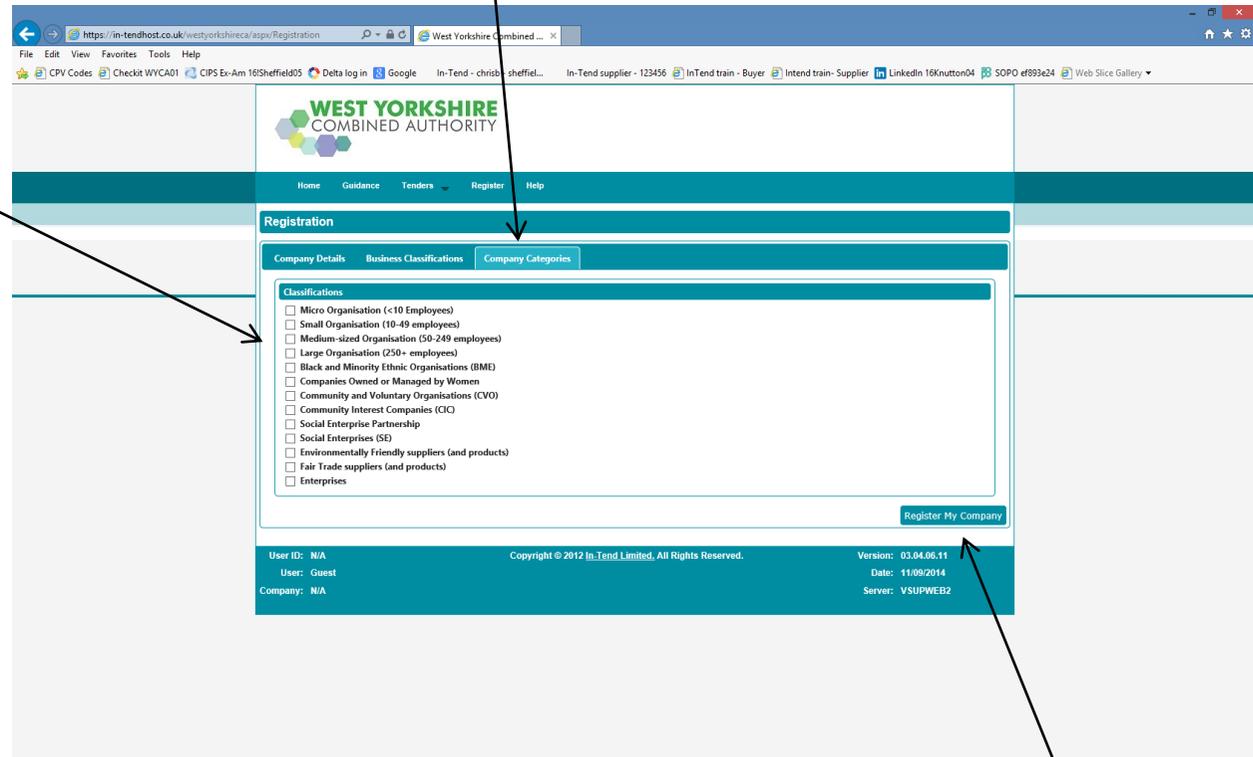
At the bottom of the page, there is a footer with the following information:

User ID: N/A	Copyright © 2012 In_Tend Limited. All Rights Reserved.	Version: 03.04.06.11
User: Guest		Date: 11/09/2014
Company: N/A		Server: VSUPWEB2

Select them by **clicking** the cross or crosses.

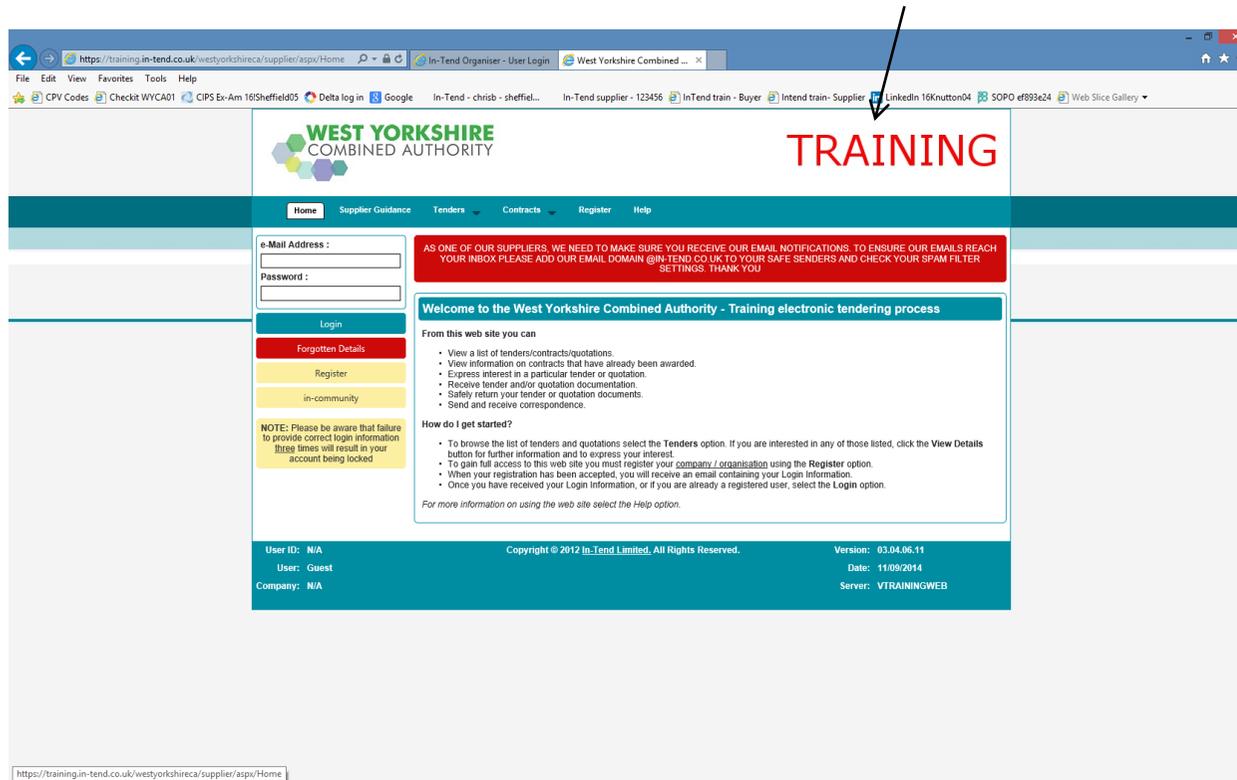
Finally, click the **Business Categories**

Tick the right one for your company

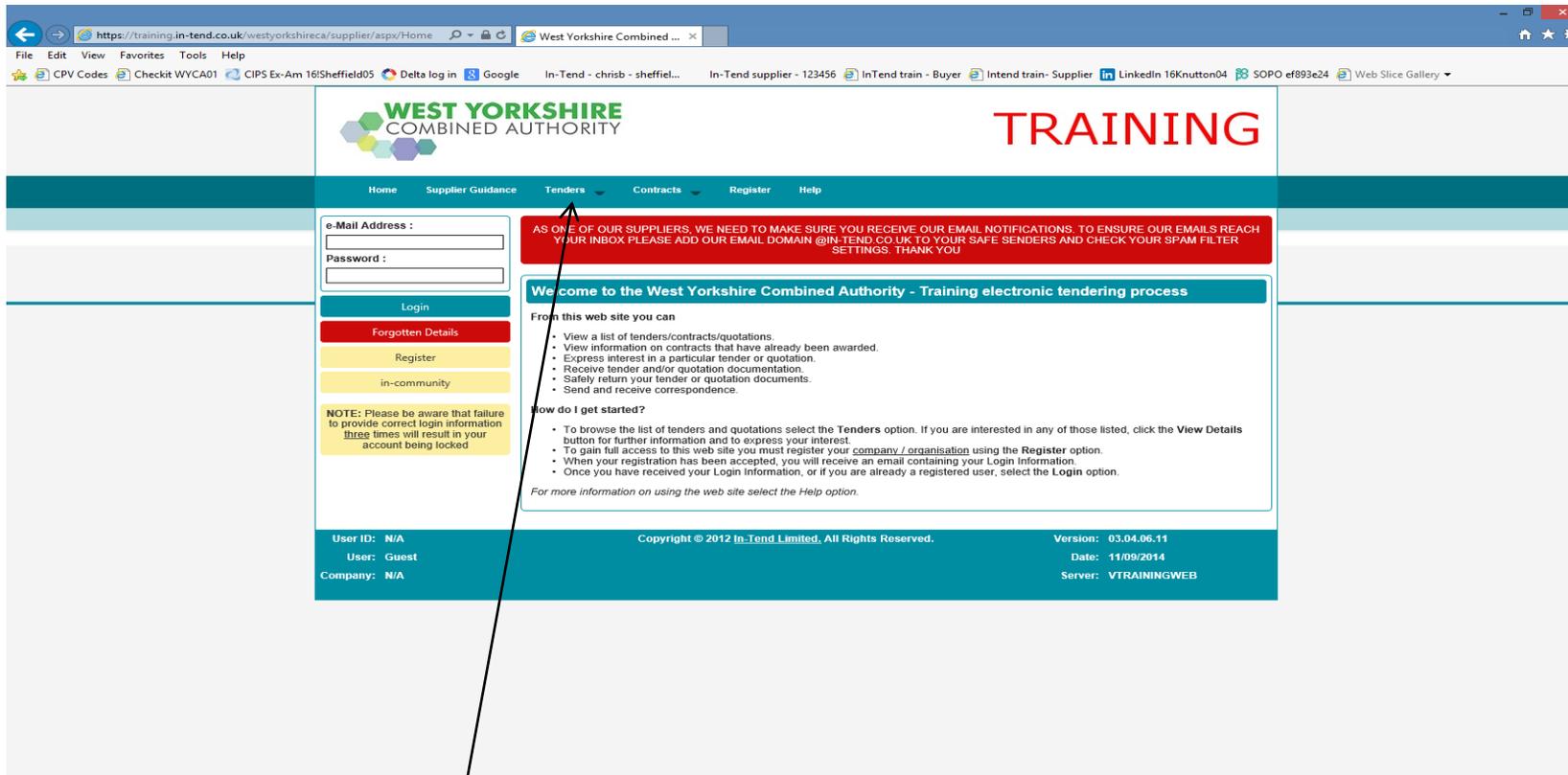


Finish off by clicking '**Register my Company**'

Now for a tender. This has been done on the training site. The word, TRAINING' is not on the main site.



The following screens are an example but show what you need to do.



Just put your mouse on the word 'Tenders'.

Click 'Current'

WEST YORKSHIRE COMBINED AUTHORITY

TRAINING

Home Supplier Guidance **Tenders** Contracts Register Help

Awarded
Current
Forthcoming

WE NEED TO MAKE SURE YOU RECEIVE OUR EMAIL NOTIFICATIONS. TO ENSURE OUR EMAILS REACH YOU WE NEED TO MAKE SURE YOU ADD OUR EMAIL DOMAIN @IN-TEND.CO.UK TO YOUR SAFE SENDERS AND CHECK YOUR SPAM FILTER SETTINGS. THANK YOU

Welcome to the West Yorkshire Combined Authority - Training electronic tendering process

From this web site you can

- View a list of tenders/contracts/quotations.
- View information on contracts that have already been awarded.
- Express interest in a particular tender or quotation.
- Receive tender and/or quotation documentation.
- Safely return your tender or quotation documents.
- Send and receive correspondence.

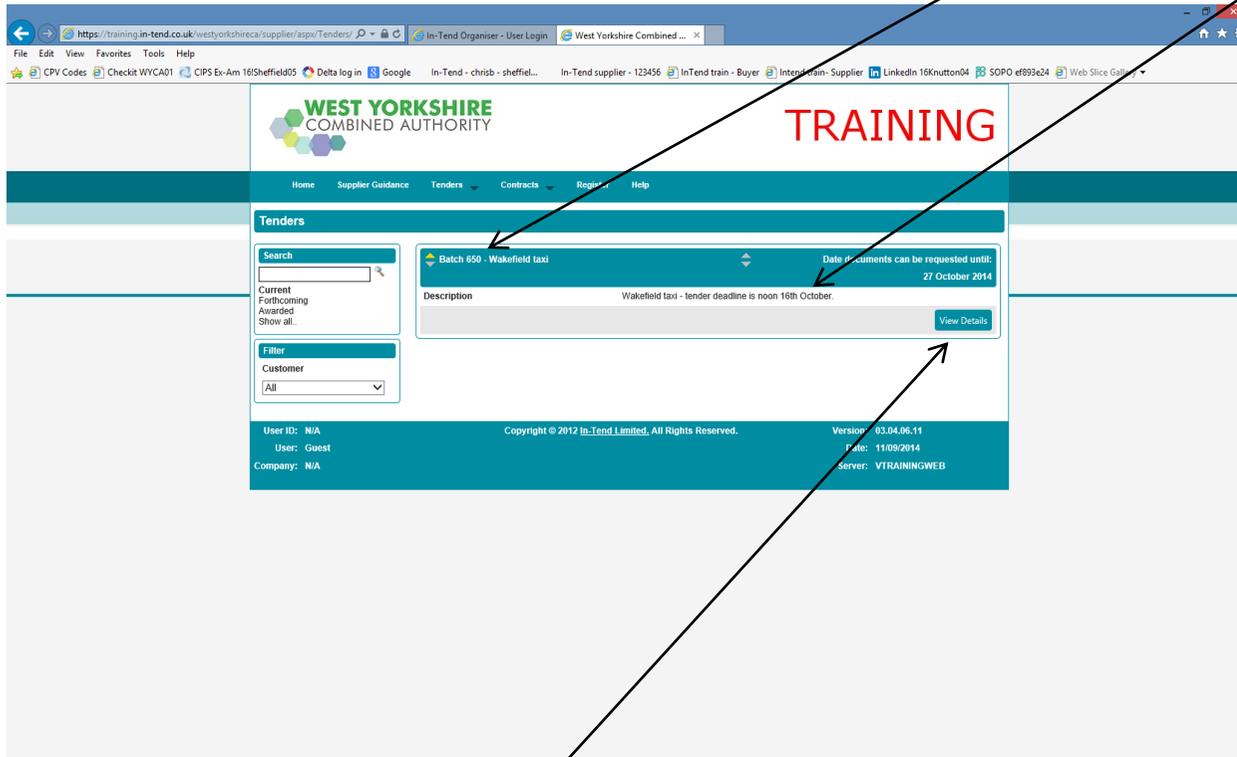
How do I get started?

- To browse the list of tenders and quotations select the **Tenders** option. If you are interested in any of those listed, click the **View Details** button for further information and to express your interest.
- To gain full access to this web site you must register your **company / organisation** using the **Register** option.
- When your registration has been accepted, you will receive an email containing your Login Information.
- Once you have received your Login Information, or if you are already a registered user, select the **Login** option.

For more information on using the web site select the **Help** option.

User ID: N/A Copyright © 2012 In-Tend Limited. All Rights Reserved. Version: 03.04.06.11
User: Guest Date: 11/09/2014
Company: N/A Server: VTRAININGWEB

The following screen will appear and may have a few tenders on it. The title is here and brief description here.



Click 'View Details' on the one you are interested in.

The next screen looks like this and gives a little more information about the tender.

The screenshot shows a web browser window with the URL <https://training.in-tend.co.uk/westyorkshire/supplier.aspx/ProjectV>. The page header includes the West Yorkshire Combined Authority logo and the word "TRAINING" in large red letters. A navigation menu contains links for Home, Supplier Guidance, Tenders, Contracts, Register, and Help. The main content area is titled "Tender Management" and features a "Tender" tab. Below this, a table displays the following information:

Batch 650 - Wakefield taxi	
Title :	Batch 650 - Wakefield taxi
Reference :	TRAN 0057
Description :	Wakefield taxi - tender deadline is 1000am 27th October.
Contract Start :	01 September 2015
Contract End :	31 August 2016
Date documents can be requested until :	27 October 2014
Process :	Non-OJEU
Directive :	Services
Procedure :	Open

At the bottom right of the table, there is a blue button labeled "Express Interest". Below the table, a footer contains the following text:

User ID: N/A Copyright © 2012 In-Tend Limited. All Rights Reserved. Version: 03.04.06.11
User: Guest Date: 11/09/2014
Company: N/A Server: VTRAININGWEB

Click 'Express Interest'

You now have to **log in**, using the name and password you used when you registered.

The screenshot shows a web browser window with the URL <https://training.in-tend.co.uk/westyorkshire/supplier/asp/Login>. The page header features the West Yorkshire Combined Authority logo and the word "TRAINING" in large red letters. A navigation menu includes links for Home, Supplier Guidance, Tenders, Contracts, Register, and Help. A red notice box states: "NOTE: To continue expressing into ast in the tender please log into an existing account or register a new one." Below this is a login form with fields for "e-mail Address:" and "Password:", a "Login" button, and links for "Forgotten Details", "Register", and "in-community". The footer contains technical information: "User ID: N/A", "User: Guest", "Company: N/A", "Copyright © 2012 In-Tend Limited, All Rights Reserved.", "Version: 03.04.06.11", "Date: 11/09/2014", and "Server: VTRAININGWEB".

You have to **confirm you are interested** in the project

The screenshot shows a web browser window displaying the 'TRAINING' portal for West Yorkshire Combined Authority. The page is titled 'Tender Management' and features a 'Tender' tab. A modal dialog box titled 'Express Interest' is open, prompting the user to confirm their interest in the tender. The dialog box contains the text: 'Please confirm that you wish to express an interest in this tender.' and two buttons: 'Express Interest' and 'Close'. The background shows a table with the following details for 'Batch 650 - Wakefield taxi':

Batch 650 - Wakefield taxi	
Title :	Batch 650 - Wakefield taxi
Reference :	TRAN 0057
Description :	Wakefield taxi - tender deadline is 1000am 27th October.
Contract Start :	
Contract End :	
Date documents can be requested until :	
Process :	
Directive :	
Procedure :	

At the bottom of the page, there is a footer with the following information:

User ID: 1400504674280	Copyright © 2012 In-Tend Limited. All Rights Reserved.	Version: 03.04.06.11
User: CA Brooks		Date: 11/09/2014
Company: CAB & Co		Server: VTRAININGWEB

The tender documents are here where it says ITT (simply means 'Invitation To Tender'). Some may have a PQQ stage (pre-qualification questionnaire).

The screenshot shows a web browser window displaying the In-Tend portal for West Yorkshire Combined Authority. The page title is 'TRAINING'. The navigation menu includes Home, Supplier Guidance, Messages, Tenders, Contracts, Company Details, Help, and Logout. The main content area is titled 'Tender Management' and features a red warning banner: 'Your return has not yet been sent'. Below this, there are tabs for 'Tender', 'ITT', 'Correspondence', and 'History'. The 'ITT' tab is active, showing details for 'Batch 650 - Wakefield taxi'.

Batch 650 - Wakefield taxi	
Title :	Batch 650 - Wakefield taxi
Reference :	TRAN 0057
Description :	Wakefield taxi - tender deadline is 1000am 27th October.
Contract Start :	01 September 2015
Contract End :	31 August 2016
Date documents can be requested until :	27 October 2014
Process :	Non-OIEU
Directive :	Services
Procedure :	Open

At the bottom of the page, there is a footer with the following information:

User ID: 1400504674280	Copyright © 2012 In-Tend Limited. All Rights Reserved.	Version: 03.04.06.11
User: CA Brooks		Date: 11/09/2014
Company: CAB & Co		Server: VTRAININGWEB

Here are some instructions.

The screenshot shows the 'TRAINING' portal for West Yorkshire Combined Authority. A red banner at the top states 'Your return has not yet been sent'. Below this, there are tabs for 'Tender', 'ITT', 'Correspondence', and 'History'. A section titled 'How To Attach & Submit Documents' contains four numbered instructions:

1. 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.
2. 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 must be completed.
3. 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.
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.

A note below the instructions states: 'NOTE: Large files may take some time to upload. We advise you to keep the files under 5MB.'

Below the instructions is a status bar with the following information:

- Server Time: 16 Oct 2014 13:39:43
- Due Date: 27 Oct 2014 10:00:00
- Time Remaining: 1 Week 3 Days 21 Hours 20 Minutes 16 Second

The 'Tender Details' section shows the following information:

Stage Name	ITT
Closing Date	27 October 2014
Stage Start Date	16 October 2014
Project Title	Batch 650 - Wakefield taxi
Project Description	Wakefield taxi - tender deadline is 10:00am 27th October.

At the bottom, there is a table header for 'Tender Documents Received - Main' with columns for 'Description' and 'Options'.

This shows the deadline and time left before the deadline.

Scroll down and you'll find where the **documents** are. Download them by clicking **here**.

Server Time: 16 Oct 2014 13:48:28 Date: 27 Oct 2014 10:00:00 Time Remaining: 1 Week 3 Days 21 Hours 11 Minutes 31 Second

Tender Details

Stage Name	ITT
Closing Date	27 October 2014
Stage Start Date	16 October 2014
Project Title	Batch 650 - Wakefield taxi
Project Description	Wakefield taxi - tender deadline is 10:00am 27th October.

Tender Documents Received - Main

Description	Options
03 Information - Tenderers - Batch 597.zip	View Download
02 Schedules PH and HC Operators.zip	View Download
01 Schedules - PCV Operators only.zip	View Download

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.

Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

[Submit Return](#)

User ID: 1490504674280 User: CA Brooks Company: CAB & Co
Copyright © 2012 In-Tend Limited. All Rights Reserved. Version: 03.04.06.11 Date: 11/09/2014 Server: VTRAININGWEB

When you're ready to send your tender back to us, click **here** to attach your documents.

The documents you are attaching are shown here

Server Time: 16 Oct 2014 14:03:12 Due Date: 27 Oct 2014 10:00:00 Time Remaining: 1 Week 3 Days 20 Hours 56 Minutes 47 Second

Tender Details	
Stage Name	ITT
Closing Date	27 October 2014
Stage Start Date	16 October 2014
Project Title	Batch 650 - Wakefield taxi
Project Description	Wakefield taxi - tender deadline is 10:00am 27th October.

Tender Documents Received - Main	Description	Options
03	Information for Tenderers - Batch 597.zip	View Download
02	Schedules PH and HC Operators.zip	View Download
01	Schedules - PCV Operators only.zip	View Download

My Tender Return - Main	Description	Options
04	Form of Tender.xls (Microsoft Excel Worksheet)	View Download Remove

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.

Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

[Submit Return](#)

When all the documents are attached, click here

You get a receipt that proves you have submitted a tender. This can be **printed**.

West Yorkshire Combined Authority (TRAINING) Electronic Tendering Site - Internet Explorer

https://training.in-tend.co.uk/westyorkshireca/supplier.aspx/viewpopup.aspx?id=277effb9-0bf4-42a3-be6a-86e2730

CPV Codes Checkit WYCA01 CIPS Ex-Am 16/Sheffield05 Delta log in Google In-Tend - chrisb - sheffiel...

Return Receipt

Print

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

Tender : Batch 650 - Wakefield taxi
Stage : ITT
Submitted At : 16 Oct 2014 14:06
Submitted By : CA Brooks
Submitted By (e-Mail) : cab@yahoo.co.uk

Bidding Details :
Currency : Pound Sterling (GBP)
Notes :

Documents Returned : 1 item(s)...
04 Form of Tender.xls (Attached Document)

Close

It shows **who** submitted the document, **what document** and **when** it was submitted.

You also get this message in red at the top of the screen.

WEST YORKSHIRE COMBINED AUTHORITY **TRAINING**

Home Supplier Guidance Messages Tenders Contracts Company Details Help Logout

Tender Management

Your return has been received by us

Tender **ITT** Correspondence History

How To Attach & Submit Documents

1. 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.
2. 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.
3. 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.
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.

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

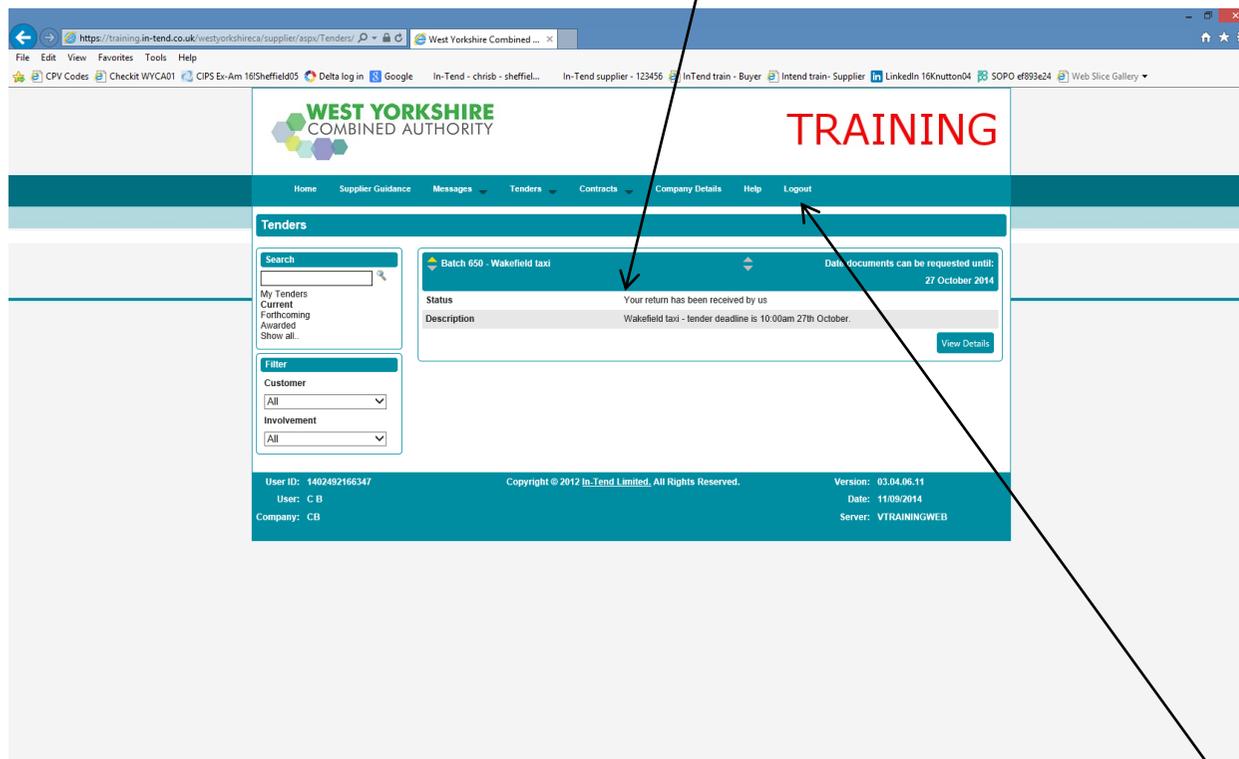
Server Time: 16 Oct 2014 14:07:55 Due Date: 27 Oct 2014 10:00:00 Time Remaining: 1 Week 3 Days 20 Hours 52 Minutes 4 Seconds

Tender Details

Stage Name	ITT
Closing Date	27 October 2014
Stage Start Date	16 October 2014
Project Title	Batch 650 - Wakefield taxi
Project Description	Wakefield taxi - tender deadline is 10:00am 27th October.

Tender Documents Received - Main Description Options

Clicking 'Current Tenders' again, you will also have **this message** to show your tender has been received.



Now you can **log out**

CORRESPONDENCE

We may need to send messages which will be sent through In-Tend. You will receive an e-mail to say you have a message.

You have to log in and click the red message [here](#).

The screenshot shows the In-Tend web application interface. The browser address bar displays the URL: <https://training-in-tend.co.uk/westyorkshireca/supplier/asp/home>. The page header includes the West Yorkshire Combined Authority logo and the word "TRAINING" in large red letters. A navigation menu is visible with options: Home, Supplier Guidance, Messages, Tenders, Contracts, Company Details, Help, and Logout. The "Messages" menu item is highlighted. On the left side, there is a user profile box for "User: C Brooks" and "Company: Brooks" with a "Logout" button and an "in-community" link. The main content area features a "Welcome to the secure area of the web site" message. Below this, it states "You currently have" followed by a red notification: "1 piece of unread correspondence". A section titled "What do I do next?" provides instructions on how to use the application, including clicking "My Tenders" under "Tenders", clicking "Express Interest" under "Tenders", and clicking "Messages" to view correspondence history. At the bottom, there is a footer with user ID: 1400068442170, copyright information for In-Tend Limited, version: 03.04.06.11, user: C Brooks, date: 11/09/2014, and company: Brooks.

The message we have sent appears here.

The screenshot shows a web browser window displaying the In-Tend application interface. The browser's address bar shows the URL: <https://training-in-tend.co.uk/westyorkshire/supplier/asp/Corresp>. The page header features the West Yorkshire Combined Authority logo and the word "TRAINING" in large red letters. A navigation menu includes links for Home, Supplier Guidance, Messages, Tenders, Contracts, Company Details, Help, and Logout. The main content area is titled "Correspondence" and contains a search bar, a filter section, and a list of messages. A message is selected, showing its details in a "Message" view. An arrow points from the text "The message we have sent appears here." to the "Message" view.

WEST YORKSHIRE COMBINED AUTHORITY **TRAINING**

Home Supplier Guidance Messages Tenders Contracts Company Details Help Logout

Correspondence

Search

Received
Sent
Unread
Read
Show all...

Filter

Project
None

Contract
None

Options

Create Correspondence

Message Reply

Subject: BATCH 650 - WAKEFIELD TAXI

Message: This is to demonstrate how correspondence gets sent through In-Tend.

Date: 16 Oct 2014 14:17 **Direction:** Message Received

Date	Subject	Associated
16 Oct 2014 14:17	BATCH 650 - WAKEFIELD TAXI	Batch 650 - Wakefield taxi
14 Jul 2014 08:36	Short list	Test 20 - Monday 14th July
14 May 2014 13:14	Unsuccessful Bid	DG/001 Tender for Cleaning Service

User ID: 1400068442170 Copyright © 2012 In-Tend Limited. All Rights Reserved. Version: 03.04.06.11
User: C Brooks Date: 11/09/2014
Company: Brooks Server: VTRAININGWEB

If you need to reply, click [here](#)

The screenshot shows a web browser window displaying the 'Correspondence' page of the 'West Yorkshire Combined Authority TRAINING' portal. The browser's address bar shows the URL: <https://training.in-tend.co.uk/westyorkshireca/supplier.aspx/Correspc>. The page header includes the West Yorkshire Combined Authority logo and the word 'TRAINING' in large red letters. A navigation menu contains links for Home, Supplier Guidance, Messages, Tenders, Contracts, Company Details, Help, and Logout. The main content area is titled 'Correspondence' and features a search bar, a list of message actions (Received, Sent, Unread, Read, Show all...), filter options for Project and Contract, and an 'Options' section with a 'Create Correspondence' button. A 'Message Reply' form is displayed, showing a subject line 'BATCH 650 - WAKEFIELD TAXI' and a message body 'This is to demonstrate how correspondence gets sent through In-Tend.' Below the form is a table of correspondence entries:

Date	Subject	Associated
16 Oct 2014 14:17	BATCH 650 - WAKEFIELD TAXI	Batch 650 - Wakefield taxi
14 Jul 2014 08:36	Short list	Test 20 - Monday 14th July
14 May 2014 13:14	Unsuccessful Bid	DG/001 Tender for Cleaning Service

At the bottom of the page, there is a footer with user and system information:

User ID: 1400068442170 Copyright © 2012 In-Tend Limited, All Rights Reserved. Version: 03.04.06.11
User: C Brooks Date: 11/09/2014
Company: Brooks Server: VTRAININGWEB

Type your message in the **yellow box**.

WEST YORKSHIRE
COMBINED AUTHORITY

TRAINING

Home Supplier Guidance Messages Tenders Contracts Company Details Help Logout

Tender Management

Your return has been received by us

Tender ITI Correspondence History

Search

Received
Sent
Unread
Read
Show all.

Filter

Stage
None

Options
Create Correspondence

Message Reply

Subject: RE: BATCH 650 - WAKEFIELD TAXI

Message:

>> Date:16 Oct 2014 14:17
>> Subject:
>> BATCH 650 - WAKEFIELD TAXI
>> Message:
>> This is to demonstrate how correspondence gets sent through In-Tend.

Attachment Options

- There are currently no attachments for this correspondence -

Add Attachments

Send

Date	Subject
16 Oct 2014 14:17	BATCH 650 - WAKEFIELD TAXI

Click **'send'**.

After the deadline for receipt of tenders, you will receive various messages about the progress of the tender. You will be able to view them in the same way as the correspondence described above.

If you need to send new correspondence to WYCA about the tender, you must use In-Tend, **not** an ordinary e-mail system like Outlook.

Log in and select the particular tender.

Click 'Correspondence'

The screenshot shows the In-Tend web application interface. At the top, there is a navigation bar with the West Yorkshire Combined Authority logo and the word 'TRAINING' in red. Below this is a menu with options: Home, Supplier Guidance, Messages, Tenders, Contracts, Company Details, Help, and Logout. The main content area is titled 'Tender Management' and features a red banner that reads 'Your return is being considered by us'. Below the banner, there are four tabs: Tender, ITT, Correspondence, and History. The 'Correspondence' tab is selected, displaying a table with details for 'Batch 650 - Wakefield taxi'.

Batch 650 - Wakefield taxi	
Title :	Batch 650 - Wakefield taxi
Reference :	TRAN 0057
Description :	Wakefield taxi - tender deadline is 1000am 27th October.
Contract Start :	01 September 2015
Contract End :	31 August 2016
Date documents can be requested until :	16 October 2014
Process :	Non-OJEU
Directive :	Services
Procedure :	Open

At the bottom of the page, there is a footer with the following information:

User ID: 1400504674280 Copyright © 2012 In-Tend Limited. All Rights Reserved. Version: 03.04.06.11
User: CA Brooks Date: 11/09/2014
Company: CAB & Co Server: VTRAININGWEB

Click 'Create Correspondence'

The screenshot shows a web browser window displaying the In-Tend Training portal for West Yorkshire Combined Authority. The page title is "TRAINING". The navigation menu includes Home, Supplier Guidance, Messages, Tenders, Contracts, Company Details, Help, and Logout. The main content area is titled "Tender Management" and features a red banner stating "Your return is being considered by us". Below this, there are tabs for "Tender", "ITT", "Correspondence", and "History". The "Correspondence" tab is active, showing a search bar, a list of message actions (Received, Sent, Unread, Read, Show all...), a filter dropdown set to "None", and an "Options" section with a "Create Correspondence" button. A message preview is shown with the subject "BATCH 650 - WAKEFIELD TAXI" and the message body "This is to demonstrate how correspondence gets sent through In-Tend." Below the message preview is a table with columns "Date" and "Subject", containing one entry: "16 Oct 2014 14:17" and "BATCH 650 - WAKEFIELD TAXI". The footer contains user information: User ID: 1400504674280, User: CA Brooks, Company: CAB & Co, Copyright © 2012 In-Tend Limited, All Rights Reserved., Version: 03.04.06.11, Date: 11/09/2014, and Server: VTRAININGWEB. A black arrow points from the text "Click 'Create Correspondence'" to the "Create Correspondence" button in the "Options" section.

The **subject** should be the tender title. Type your message **here**. Click **'Send'**.

The screenshot shows a web application interface for creating correspondence. The browser address bar displays the URL: <https://training.in-tend.co.uk/westyorkshire/supplier.aspx/Project/v>. The page title is "West Yorkshire Combined...".

The interface includes a search bar on the left with a dropdown menu showing "Received", "Sent", "Unread", "Read", and "Show all...". Below the search bar is a "Filter" section with a "Stage" dropdown menu set to "None".

The main content area is divided into two sections:

- Message Reply:** This section displays a message with the following details:
 - Subject:** BATCH 650 - WAKEFIELD TAXI
 - Message:** This is to demonstrate how correspondence gets sent through In-Tend.
 - Date:** 16 Oct 2014 14:17
 - Direction:** Message Received
- Create Correspondence:** This section contains a form for creating a new message:
 - Create Correspondence Regarding...:** A dropdown menu with "None" selected.
 - Stage:** A dropdown menu with "None" selected.
 - Subject:** A text input field.
 - Message:** A large text area for typing the message content.
 - Attachment:** A section with the text "- There are currently no attachments for this correspondence -" and an "Add Attachments" button.
 - Options:** A section with a "Send" button.

Arrows from the text above point to the "Subject" field, the "Message" text area, and the "Send" button in the "Create Correspondence" form.

At the bottom of the page, the footer contains the text: "User ID: 1400504674280 Copyright © 2012 In-Tend Limited. All Rights Reserved. Version: 03.04.06.11".

You get **proof** that the message has been sent.

The screenshot shows a web browser window with the URL <https://training-in-tend.co.uk/west-yorkshire-ca/supplier/asp/Project/v>. The page header includes the West Yorkshire Combined Authority logo and the word "TRAINING". A navigation menu contains links for Home, Supplier Guidance, Messages, Tenders, Contracts, Company Details, Help, and Logout. A red banner at the top of the main content area reads "Your return is being considered by us". Below this, the "Tender Management" section is active, with sub-tabs for Tender, ITT, Correspondence, and History. The "Correspondence" tab is selected, showing a "Message" form with the subject "BATCH 650" and the text "The correspondence has been sent." An "OK" button is visible next to the message. Below the message form is a table of correspondence entries:

Date	Subject
20 Oct 2014 08:42	BATCH 650
16 Oct 2014 14:17	BATCH 650 - WAKEFIELD TAXI

At the bottom of the page, there is a footer with the following information:

User ID: 1400504674280 Copyright © 2012 In-Tend Limited, All Rights Reserved. Version: 03.04.06.11
User: CA Brooks Date: 11/09/2014
Company: CAB & Co Server: VTRAININGWEB

All the different messages that have been sent by us and you can be seen [here](#).

The screenshot shows a web browser window displaying the 'West Yorkshire Combined Authority TRAINING' portal. The page title is 'Tender Management' and a red banner at the top states 'Your return is being considered by us'. The main content area is divided into sections for 'Tender', 'ITT', 'Correspondence', and 'History'. The 'Correspondence' section is active, showing a search bar, filter options, and a table of messages. An arrow points to the first entry in the table.

Date	Subject
20 Oct 2014 08:42	BATCH 650
16 Oct 2014 14:17	BATCH 650 - WAKEFIELD TAXI

Footer information includes: User ID: 1400504674280, User: CA Brooks, Company: CAB & Co, Copyright © 2012 In-Tend Limited, All Rights Reserved., Version: 03.04.06.11, Date: 11/09/2014, and Server: VTRAININGWEB.

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