BIDDER TRAINING

UK SHARED BUSINESS SERVICES EMPTORIS TRAINING MODULE

1. SCOPE OF TRAINING

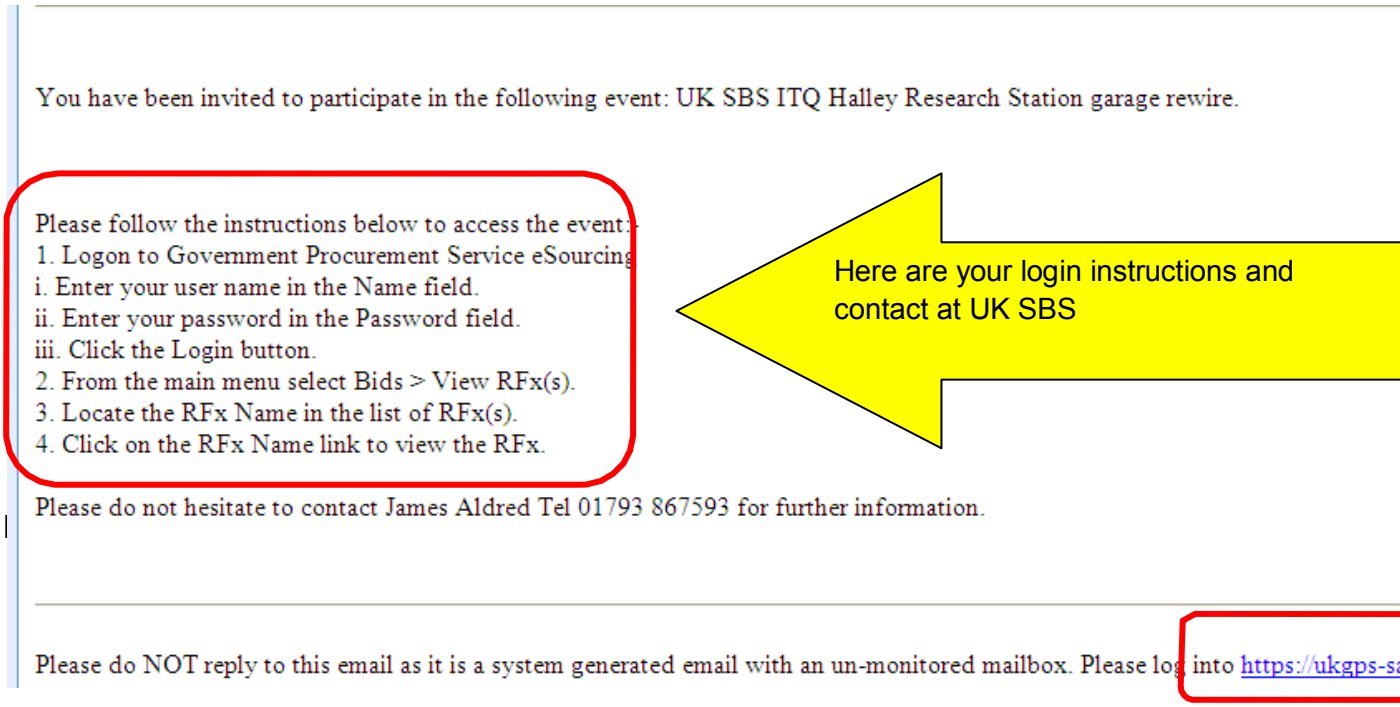
The scope of this training module will include

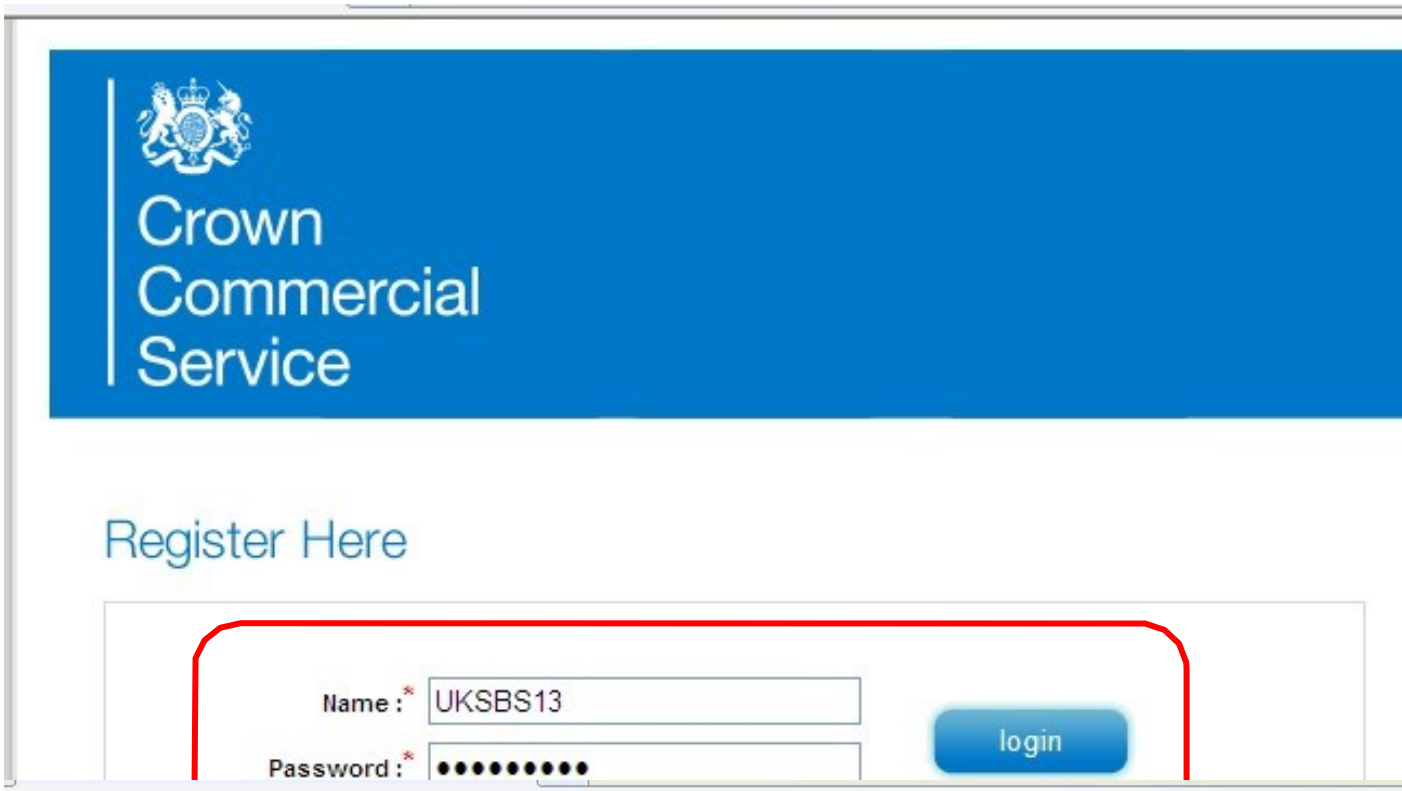
- Logging on the system
- Committing to respond to a requirement
- Reviewing RFx attachments
- Reviewing RFx messages
- Answering questionnaires
- Receiving clarifications
- Submitting your bid
- Downloading your response

2. LOGGING ONTO THE SYSTEM

It is assumed that the Bidder has a Login to Emptoris. If you do not have a login please use 'Bidder logging in – first time' for guidance on how to obtain a login and change your password.

Bidders who are invited into a sourcing exercise will receive an email similar to this:





Crown Commercial Service eSourcing Suite

Supplier System Usage Agreement

Version 2.1

General Terms

1. Introduction

1.1. This User Agreement between the Crown Commercial Service (the Buyer) and the Supplier governs the access and use of the eSourcing participate in a procurement exercise.

1.2. A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Invitation to Tender (ITT) Invitation to Submit Final Offer (ITSFO), Invitation to Submit Final Tender (ITSFT), a Best And Final Offer (BAFO), a Request for Proposal (RF This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminc a case by case basis.

1.3. The System is provided by IBM and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier Users' access t accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to be bound by this Use

1.4. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Ag that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take prece

2. Access

2.1. The Buyer grants to the Supplier, free of charge, access to the System by Supplier Users for the purpose of responding to any invitation to

2.2. The Buyer may immediately deny access to the System by the Supplier and/or one or more Supplier Users by giving notice in writing to the
2.2.1. The Supplier commits a material breach of any of its obligations under this User Agreement; and
2.2.2. The Supplier fails to remedy, or persists in, any breach of any of its obligations under this User Agreement after having been notifie Days.

2.3. Without prejudice to any of the Buyer's other rights, the Buyer reserves the right to suspend access to the System without notice for technic

3. Registration

3.1. To be granted access to the System, the Supplier must register each person which the Supplier wishes to be a Supplier User by providing

3.2. User ID and password are strictly personal to the Supplier User and non-transferable. The Supplier shall ensure that its Supplier Users d the Supplier or a Supplier User becomes aware that a user ID and / or password may have been divulged, disclosed or discovered by any

3.3. The Supplier shall designate an individual Supplier User to manage access to the System by other Supplier Users.

3.4. The Supplier must immediately inform the Buyer in the event that a Supplier User leaves its employment or no longer requires access to t password if there has been no access for a period of sixty (60) days.

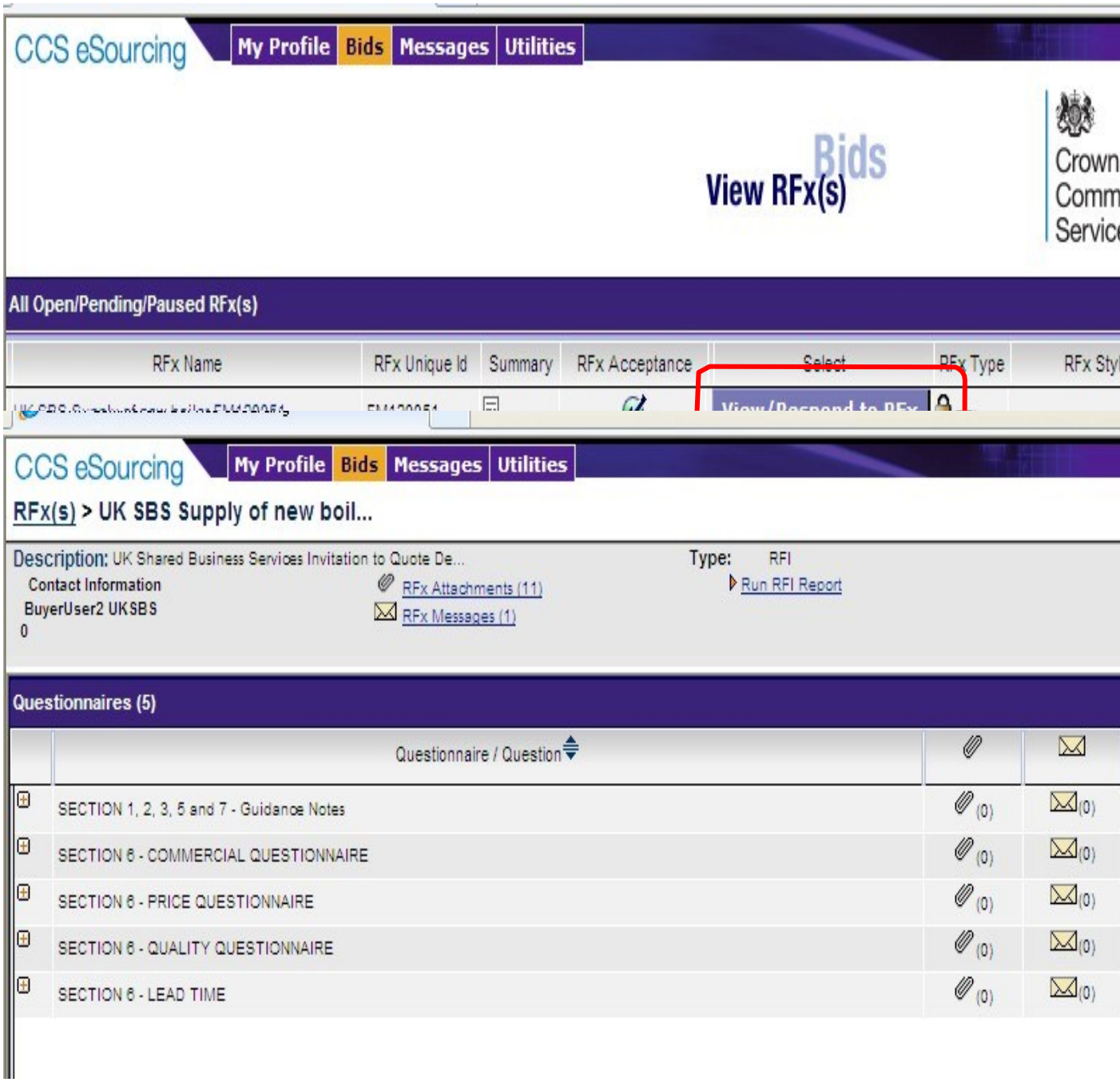
4. Supplier's Obligations

ESOURCING USE AGREEMENT

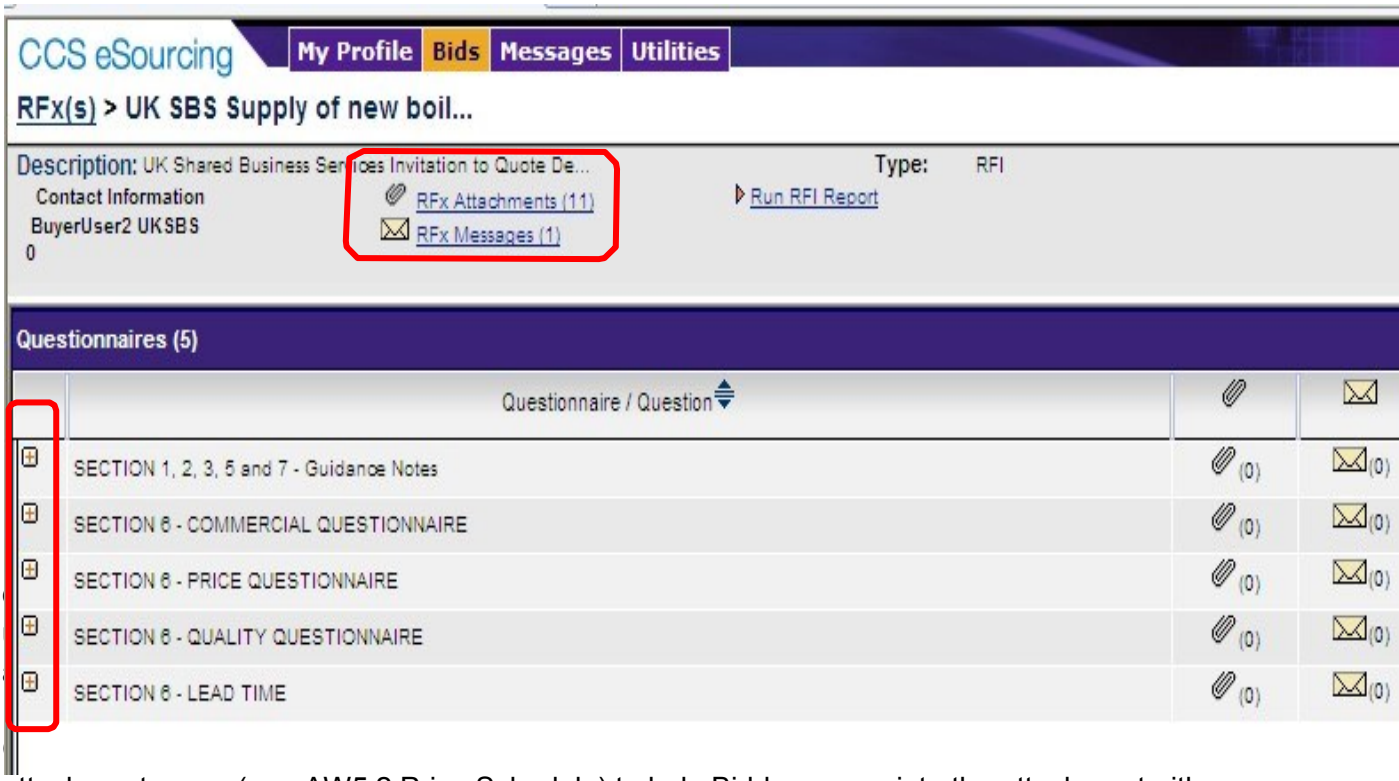
I Agree | I do NOT Agree

3. COMMITING TO RESPOND TO A REQUIREMENT

Bidders will have access to all the sourcing activities they have been invited to and can click on ‘view/respond to RFx’ to confirm their interest.



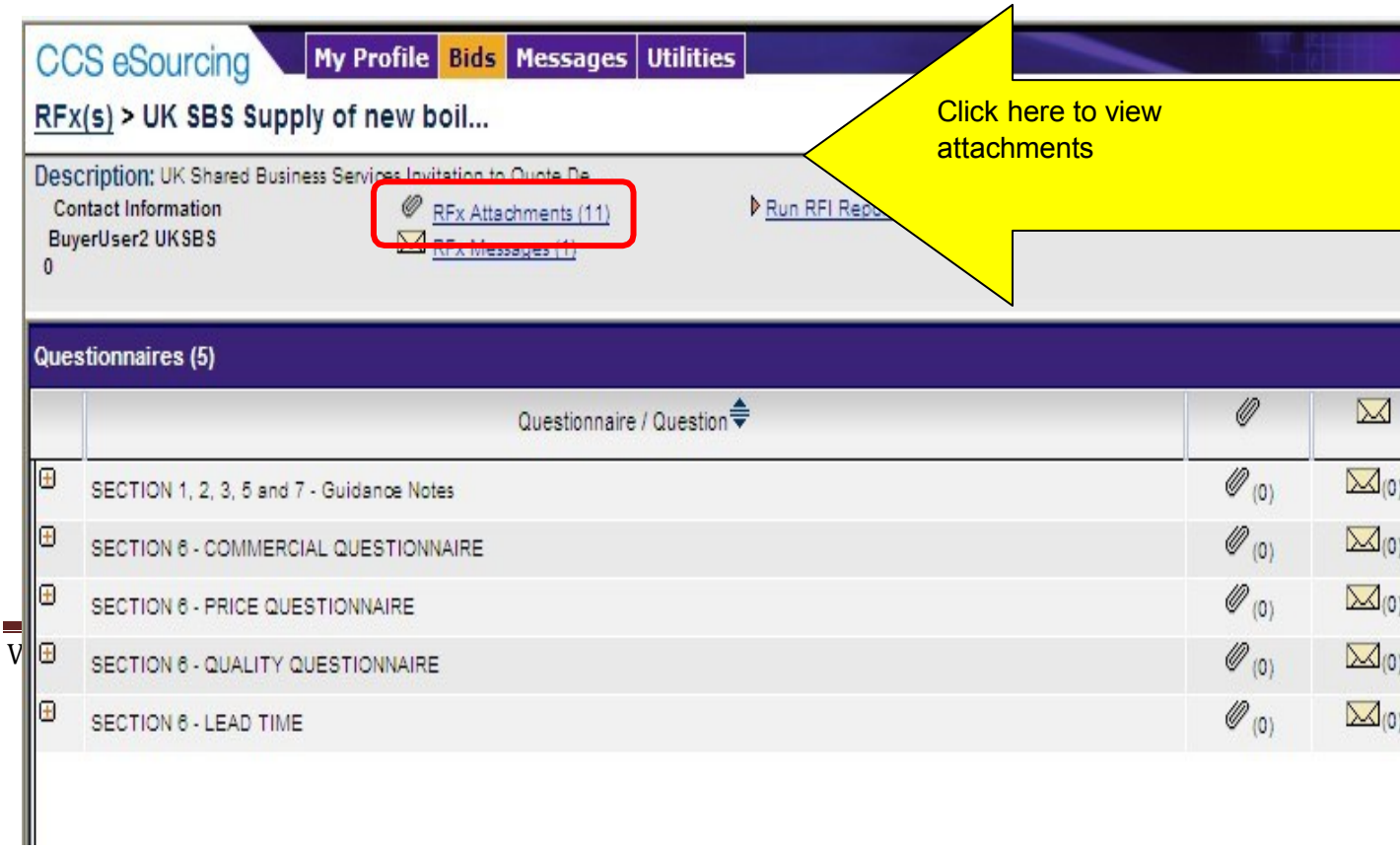
RFx attachments and RFx message are available to view.



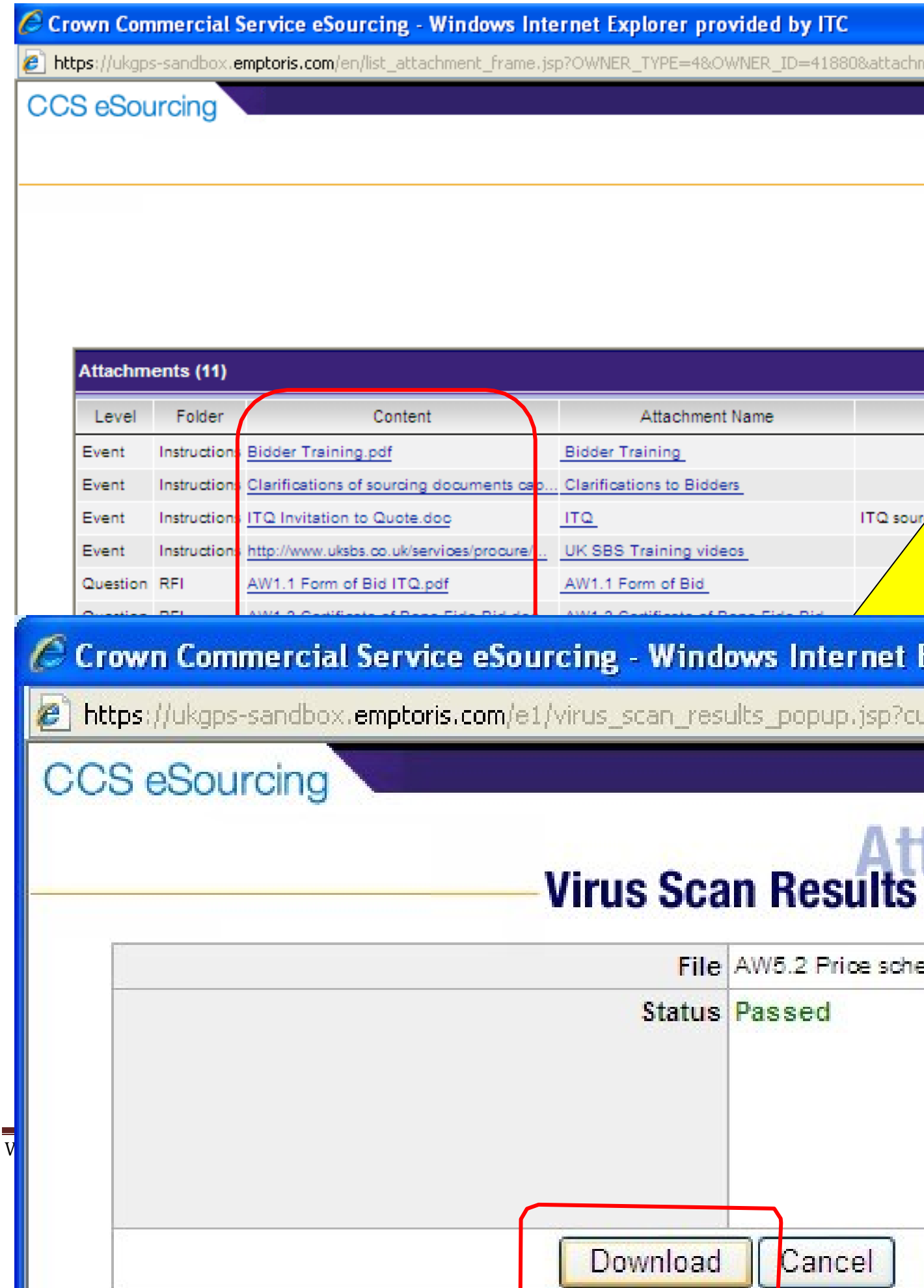
attachment name (e.g. AW5.2 Price Schedule) to help Bidders associate the attachment with the relevant clarification.

Bidders should also be aware that clarification answers to the bid documents will be posted to RFx attachments on a regular basis. Please regularly check for updates. Note typically the latest set of clarifications will be uploaded and the previous version deleted from the system.

To view attachments:

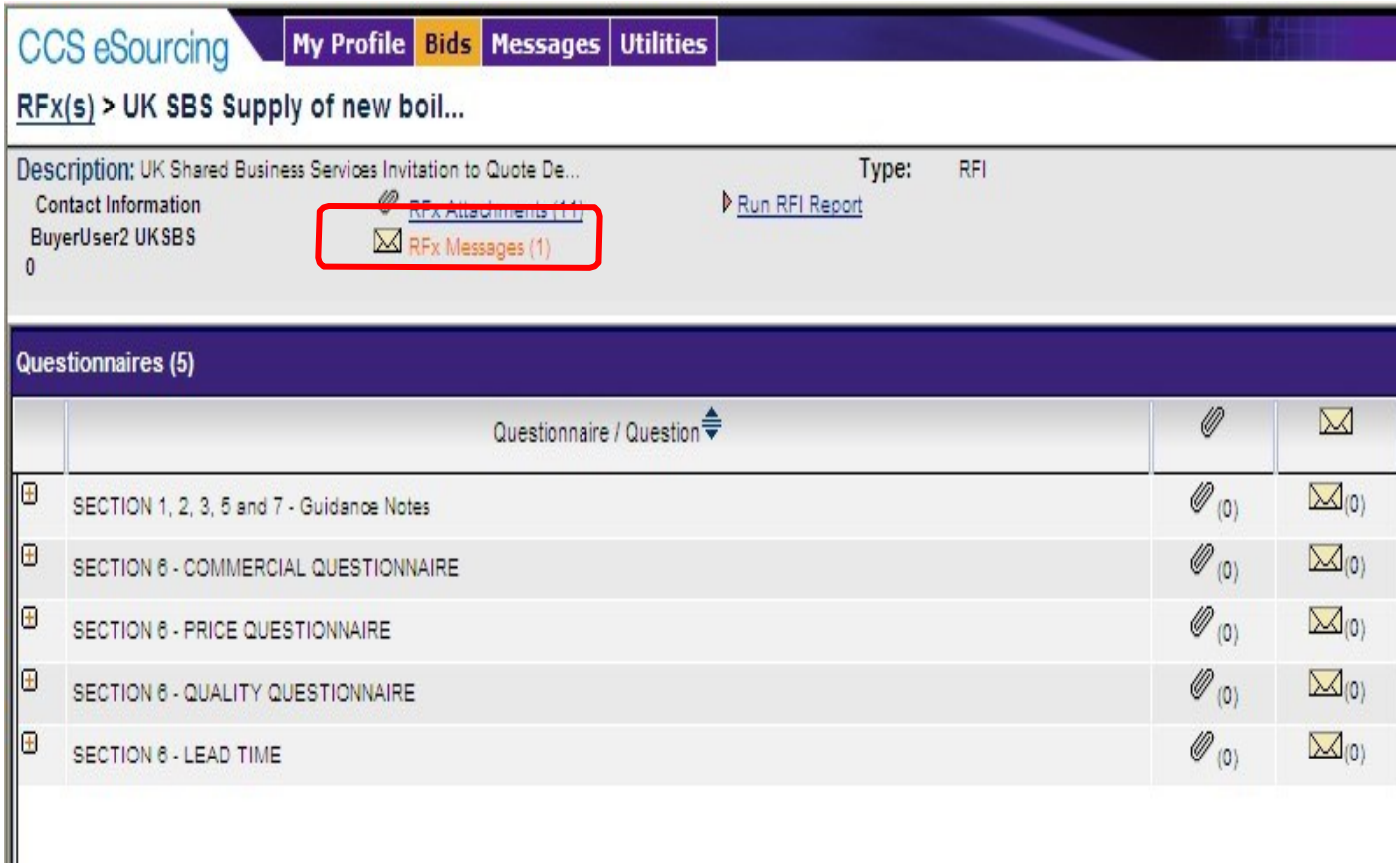


Bidders will see a screen like this:



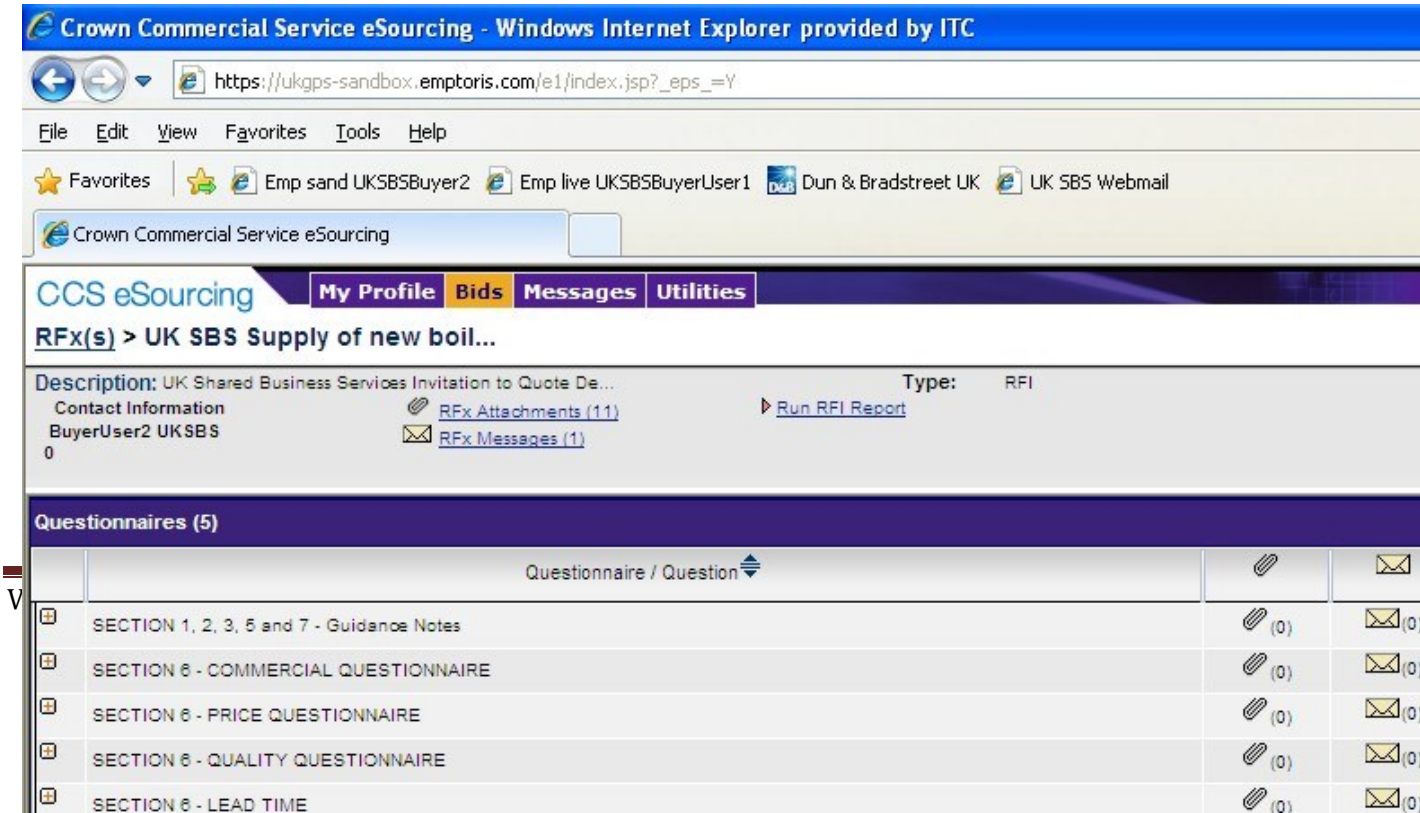
5. REVIEWING RFx MESSAGES

Bidders can access RFx messages by clicking on the area below:

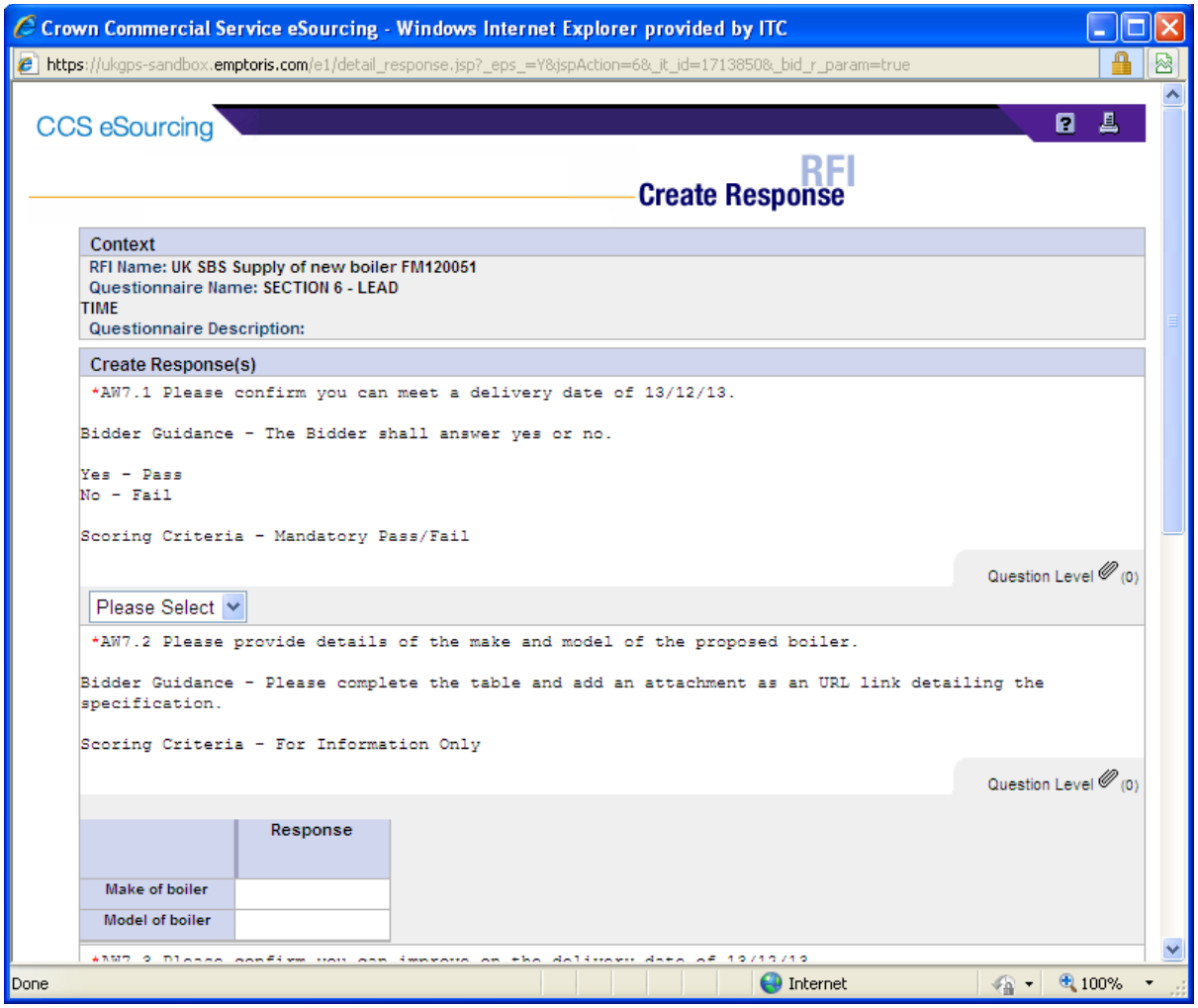


6. ANSWERING QUESTIONNAIRES

In order to answer a questionnaire Bidders need to click on the 'place response' button.



They will then face a screen with questions:



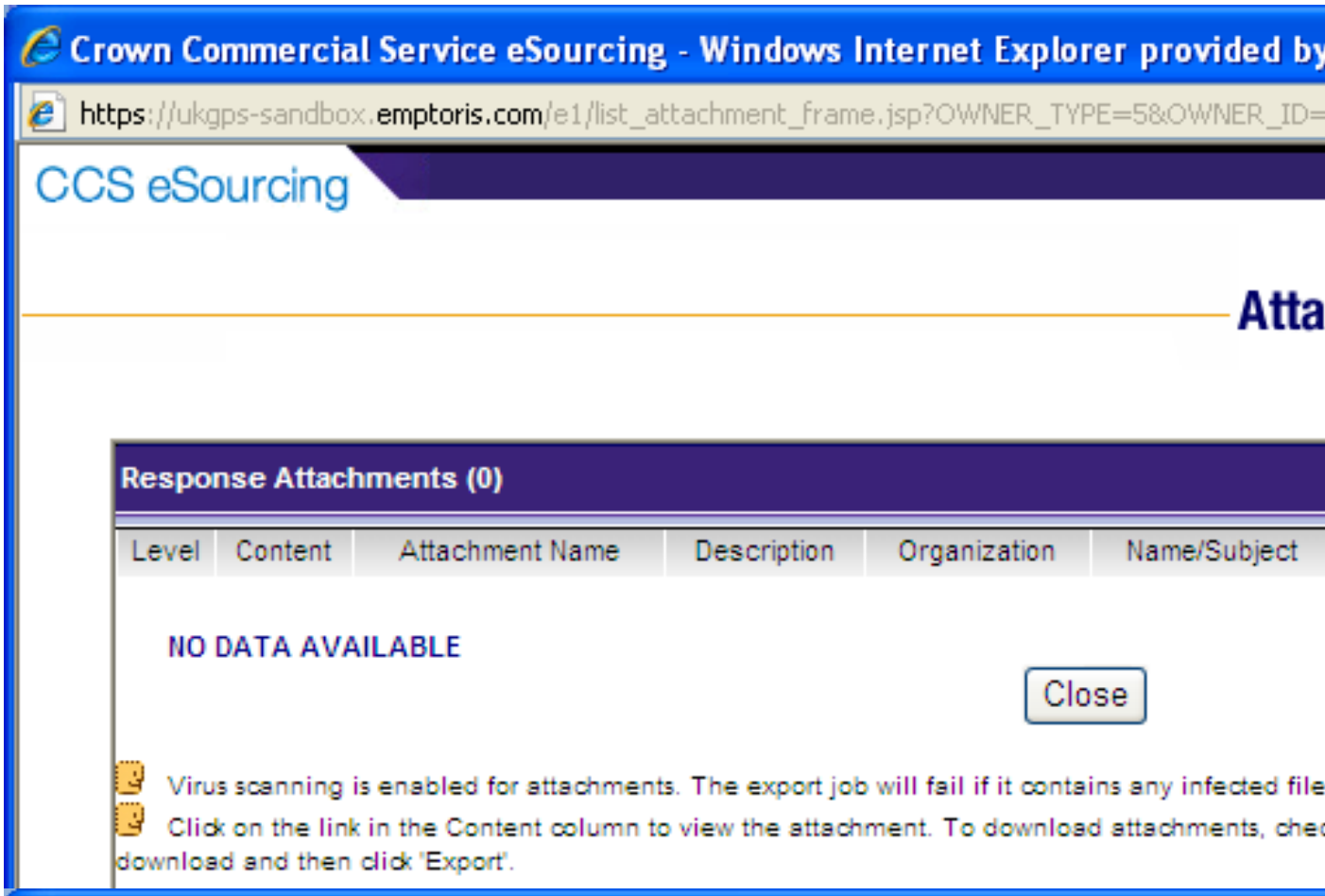
Typically the questions will detail:

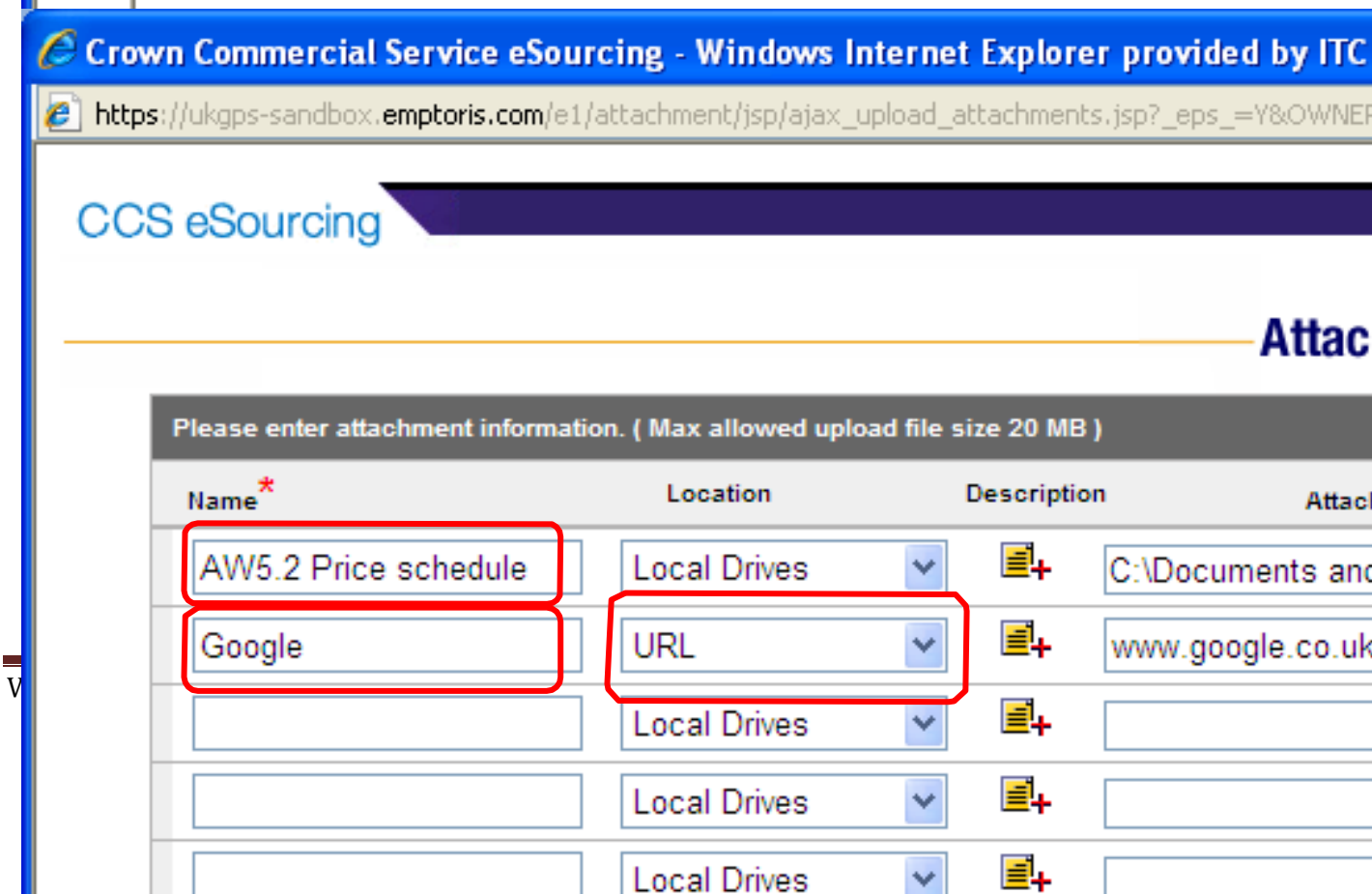
- The question number – these are NOT sequential so do not think there are questions missing.
- The question detail
- Bidder guidance – This usually advises if attachments are permissible, word count details, guidance to help with the bid response and any specific information about the evaluation model proposed. Where a question is pass or fail typically Bidders will see the criteria for a pass or a fail.
- Scoring criteria – This indicates if the question is pass / fail, scoring (and the maximum score available) or for information only.

ALL REQUIRED (*) QUESTIONS WILL NEED TO HAVE SOME TEXT ENTERED IN ORDER TO SAVE YOUR ANSWERS.

Click on the various drop down boxes and complete the various text boxes to reply.

Where an attachment is permissible click on the question level icon and you will see a pop up screen like this. Click on 'add' to add an attachment and then go to the bottom of the page and 'save'. After saving the question level icon will show the number of attachments uploaded against the specific question.

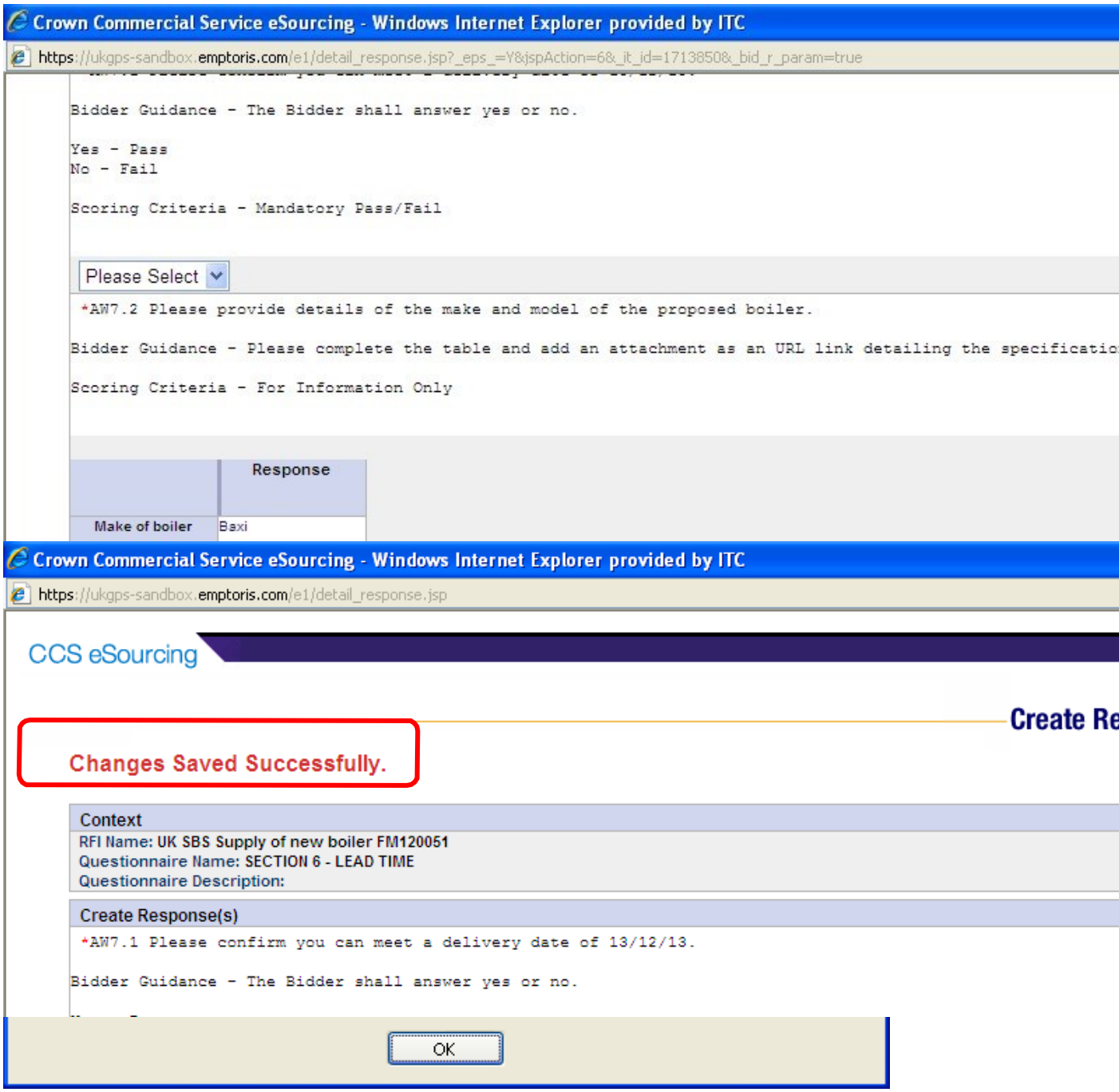




When you have completed a questionnaire and added all the relevant attachments you **MUST** click on the 'save' button.

After saving the question level icon will show the number of attachments uploaded against each specific question. Bidders must check their attachments have been correctly uploaded and embedded in the questionnaire response.

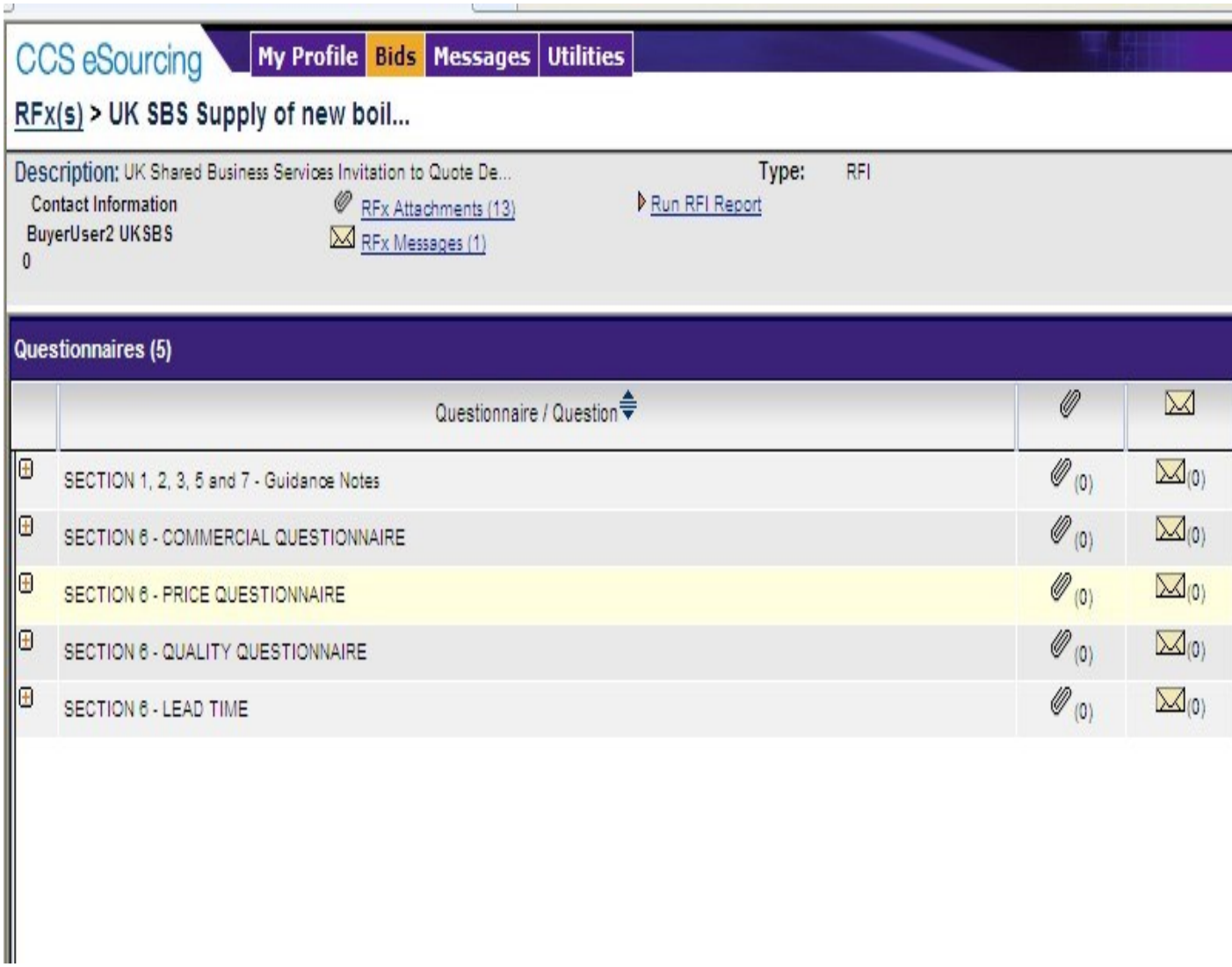
You will then see a message which says 'changes saved successfully' at the top of the page.

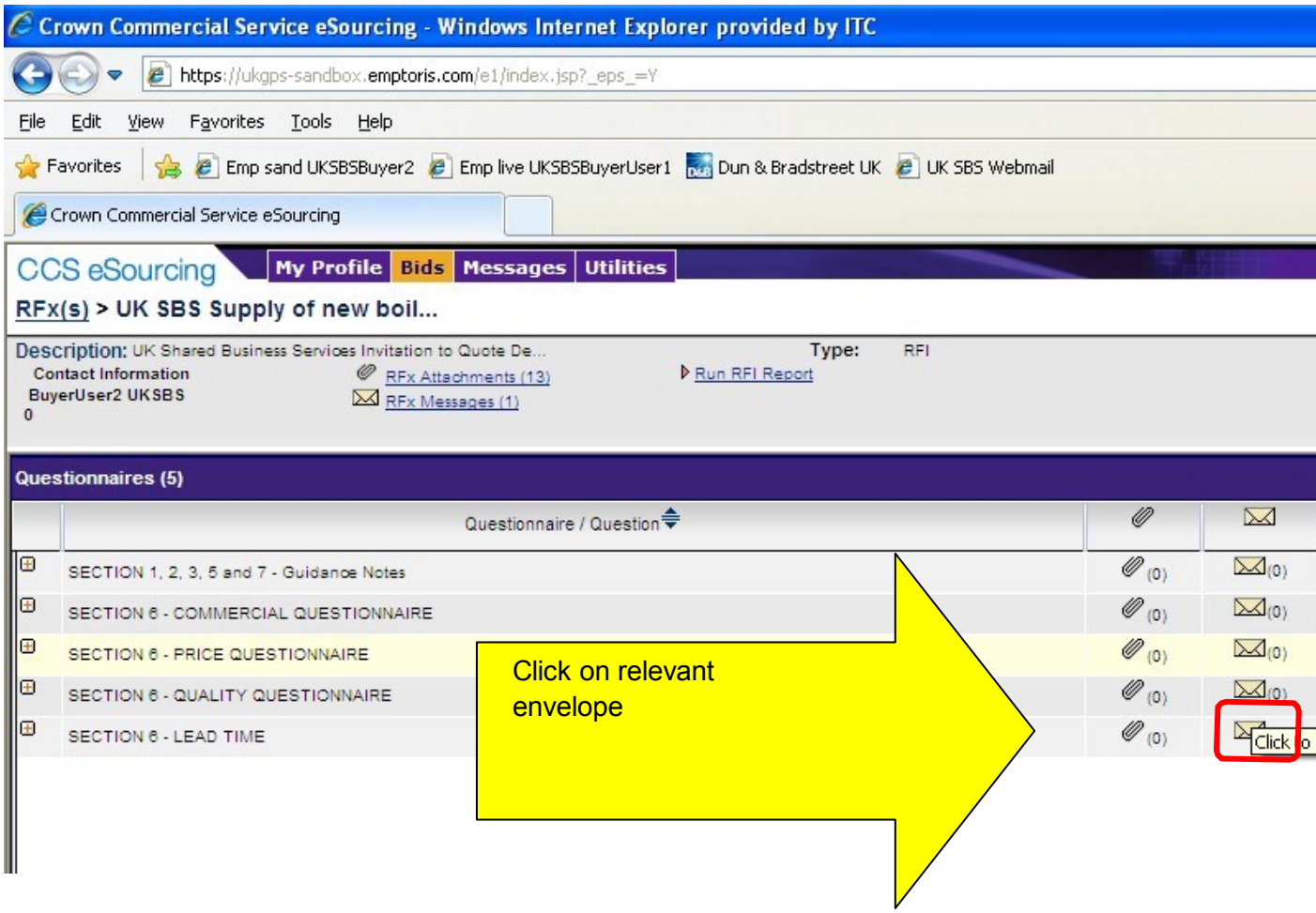


Bidders should find the missing field and provide an answer otherwise all the answers will not be saved.

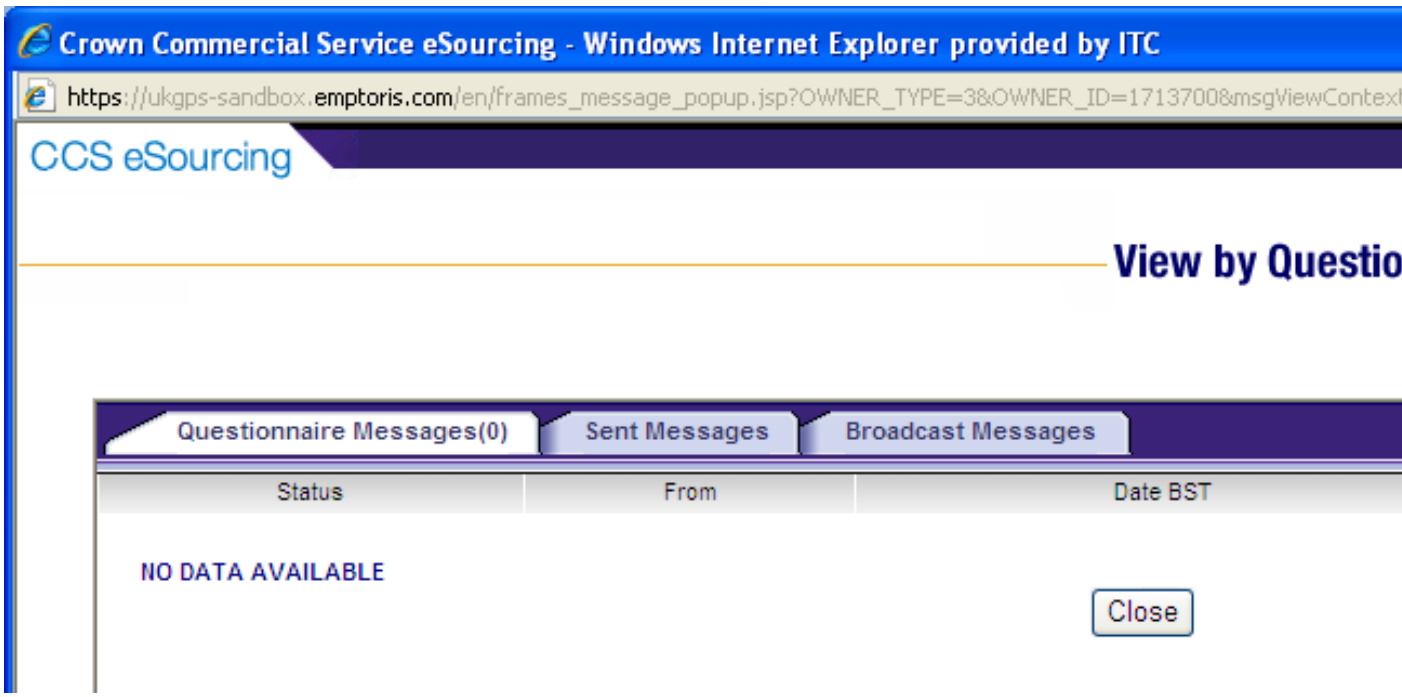
When complete save and close the questionnaire.

On the questionnaires page you will see the ‘Respond’ field has now gone green, but answers can still be modified until you submit the draft responses.

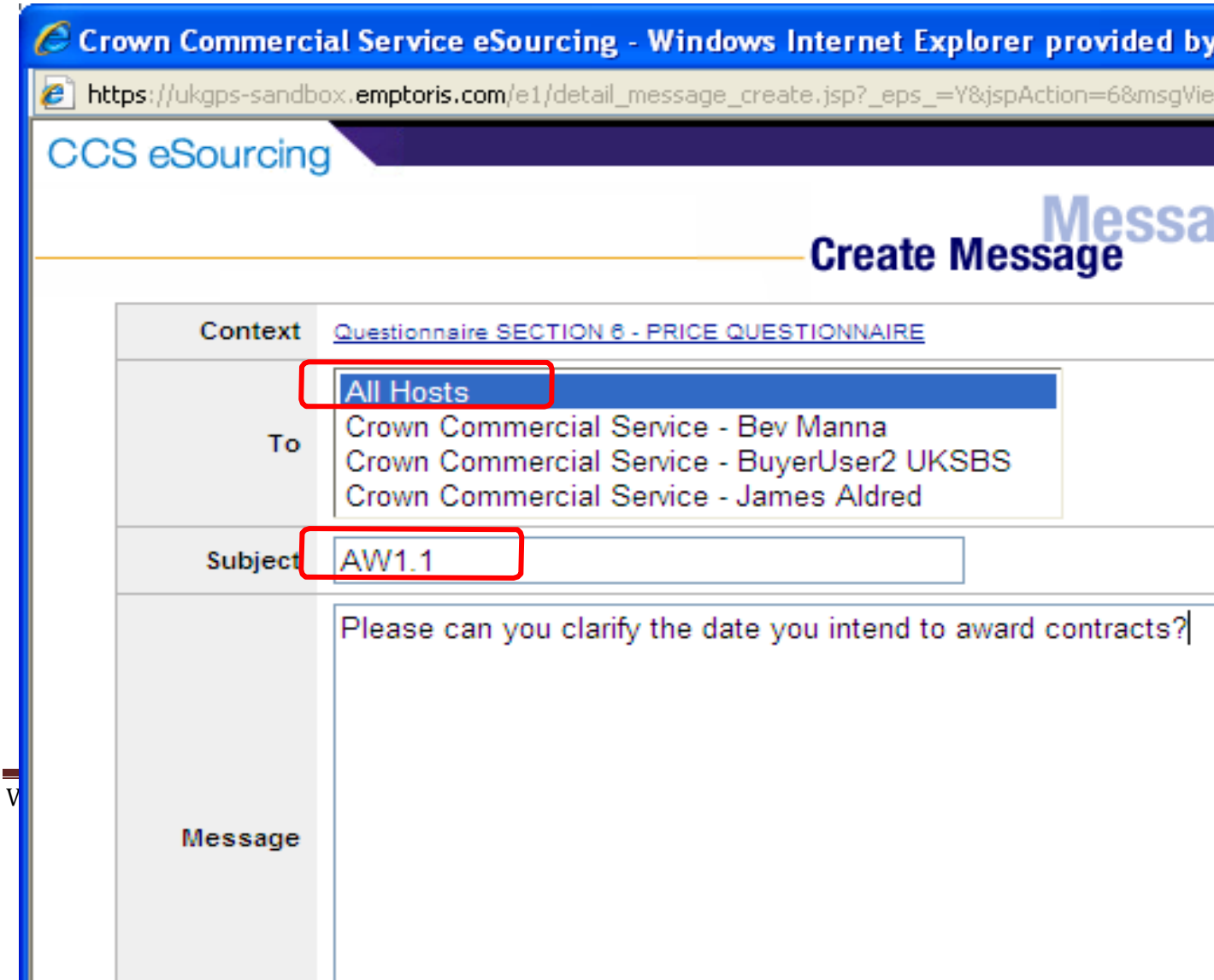



Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC
https://ukgps-sandbox.emptoris.com/e1/index.jsp?_eps_=Y
File Edit View Favorites Tools Help
Favorites
Emp sand UKSBSBuyer2
Emp live UKSBSBuyerUser1
Dun & Bradstreet UK
UK SBS Webmail
Crown Commercial Service eSourcing
CCS eSourcing
My Profile
Bids
Messages
Utilities
RFx(s) > UK SBS Supply of new boil...
Description: UK Shared Business Services Invitation to Quote De...
Type: RFI
Contact Information
BuyerUser2 UKSBS
0
RFx Attachments (13)
RFx Messages (1)
Run RFI Report
Questionnaires (5)
Questionnaire / Question
SECTION 1, 2, 3, 5 and 7 - Guidance Notes
SECTION 6 - COMMERCIAL QUESTIONNAIRE
SECTION 6 - PRICE QUESTIONNAIRE
SECTION 6 - QUALITY QUESTIONNAIRE
SECTION 6 - LEAD TIME
Click on relevant envelope

You will always see a screen like this with messages in (questionnaire messages), your messages (sent messages) and system messages (broadcast message).

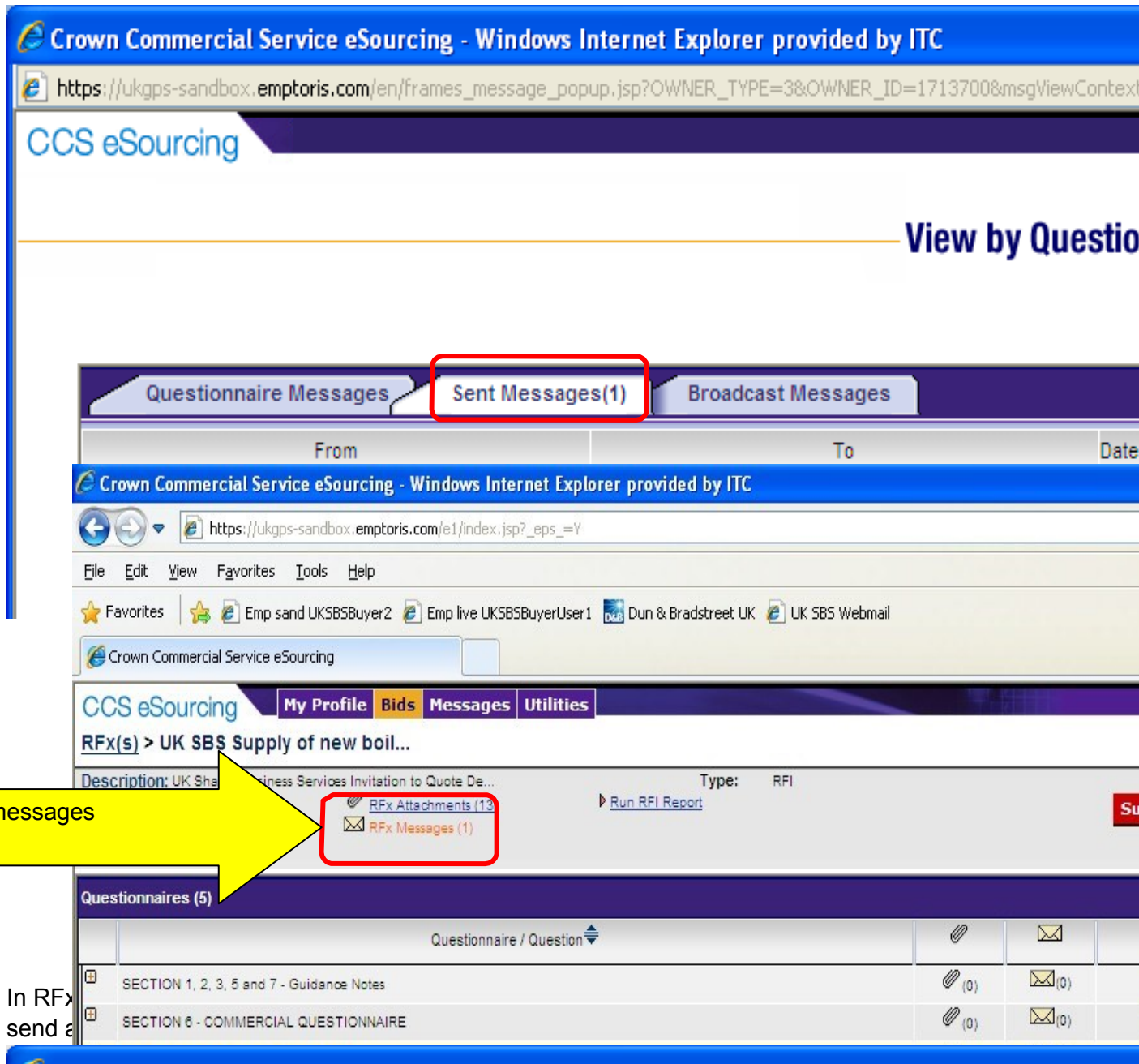


Remember to cross reference to the question number and to 'send' the document.



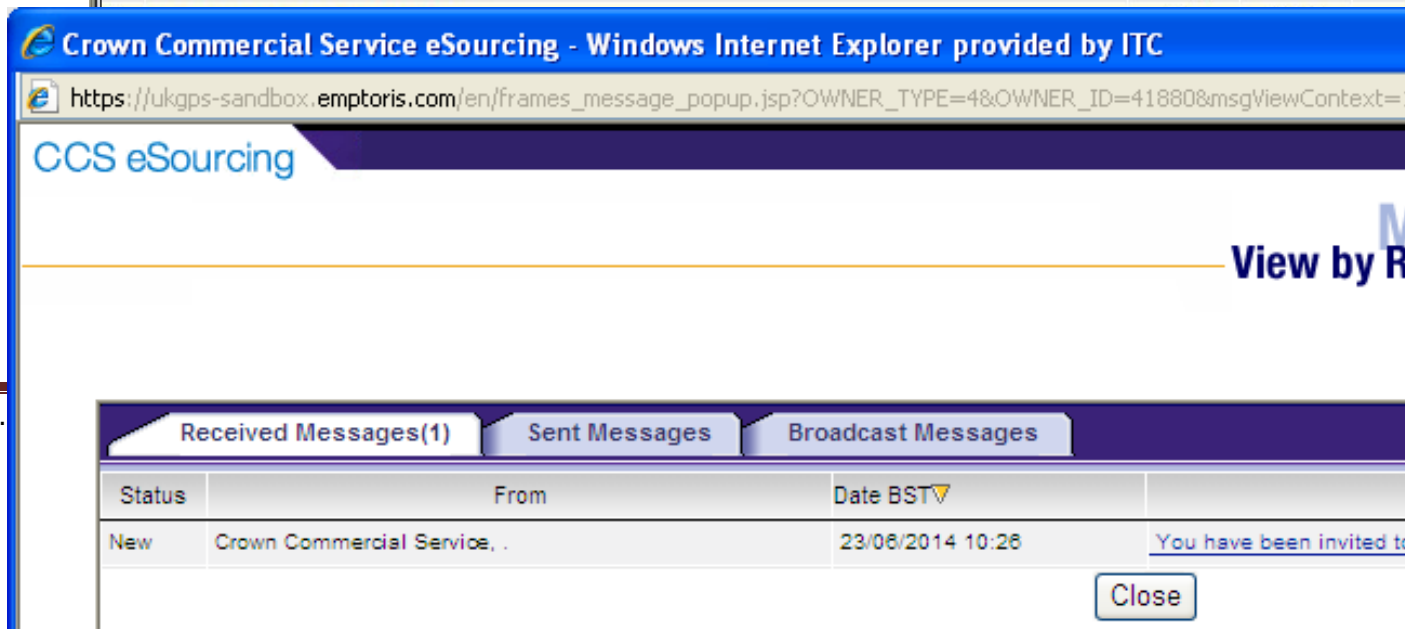
Bidders can view the question in the sent messages.

They can also filter against all questions, last 30 days, 10 days or last day



RFx messages

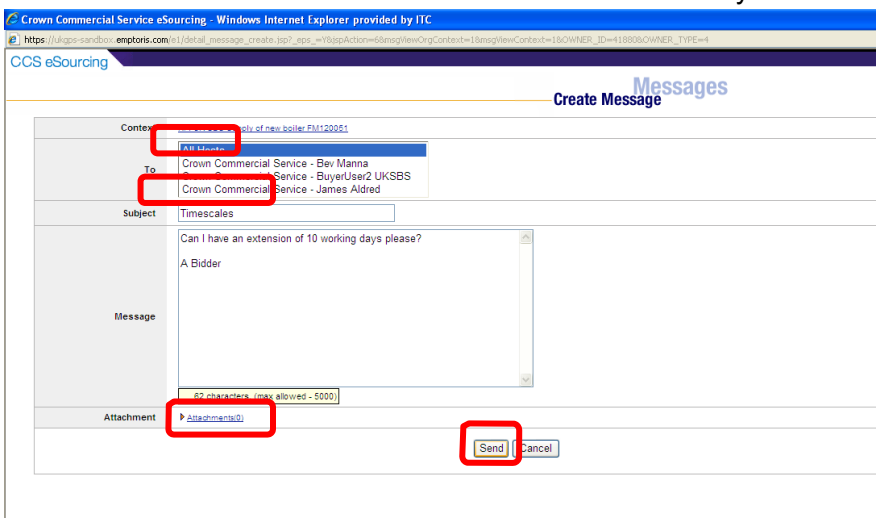
In RFx
send a



Bidders can upload their clarifications, remembering to send to ‘All hosts’ and including the question number (if relevant) in the subject.

In this example it is a general clarification and not associated to a specific question.

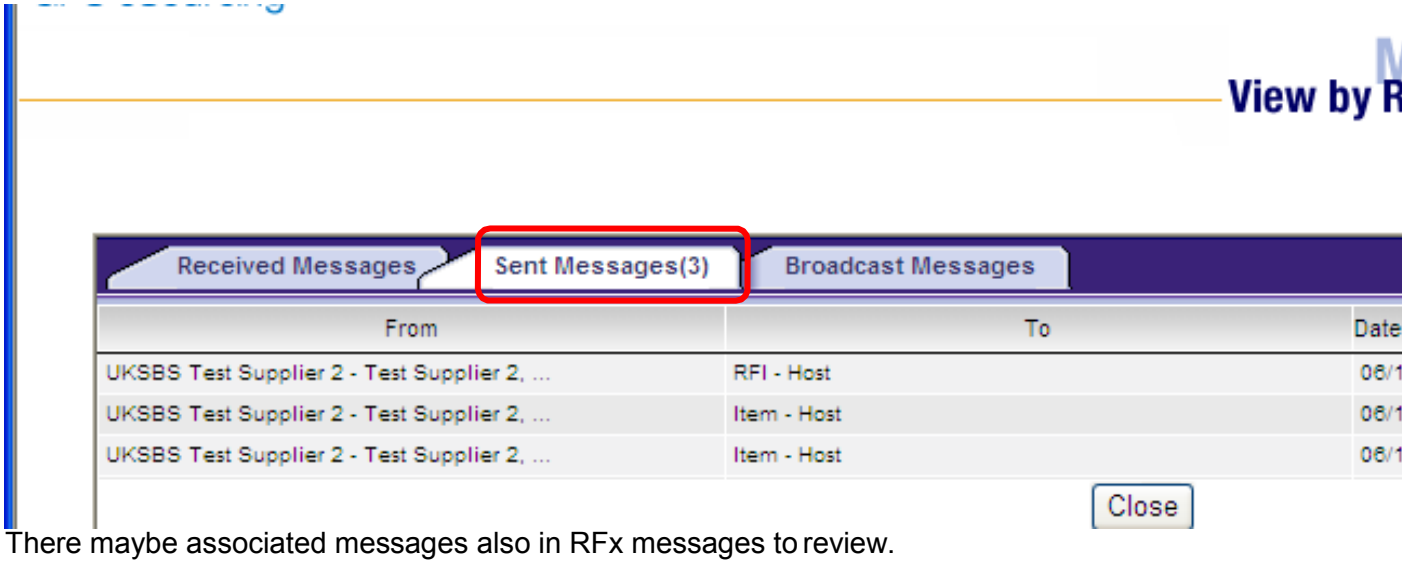
Remember Bidders can add attachments and must always ‘send’ the clarification.



The clarification can now be viewed in the sent messages folder.

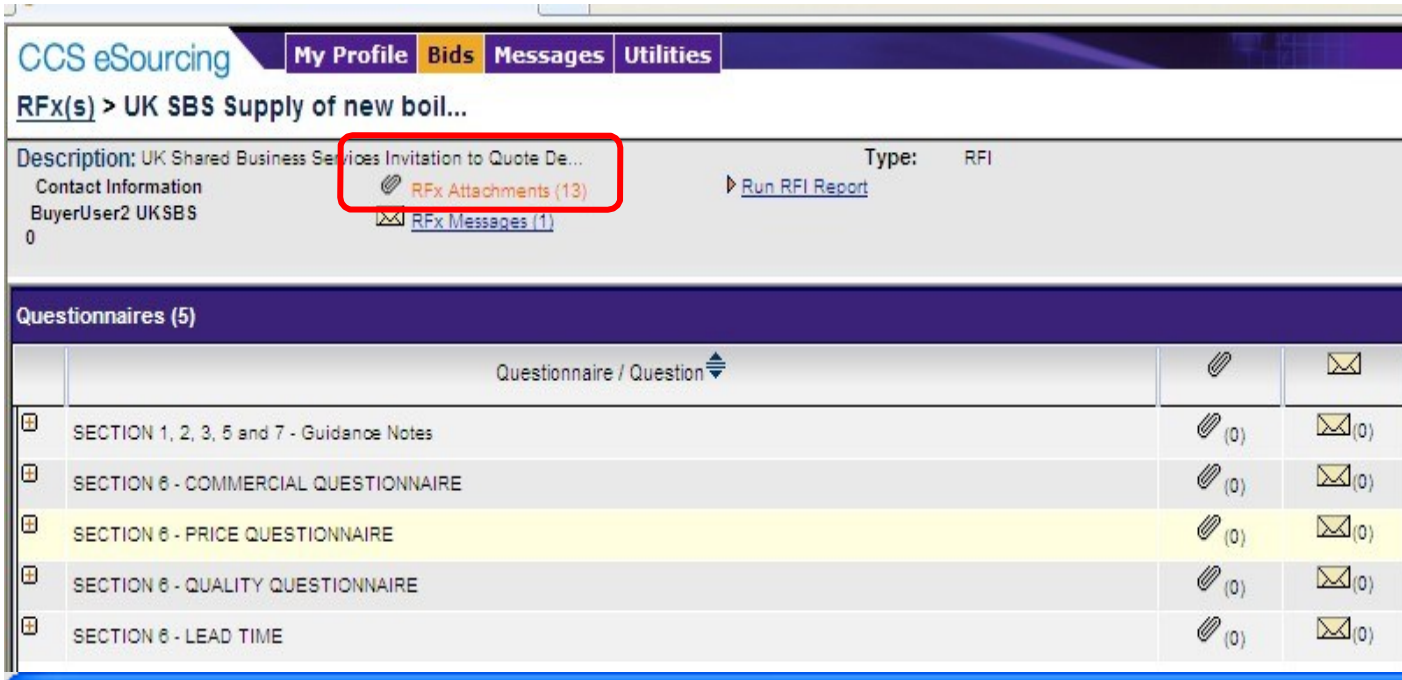
Note the previous clarification raised at questionnaire level is also available to view.

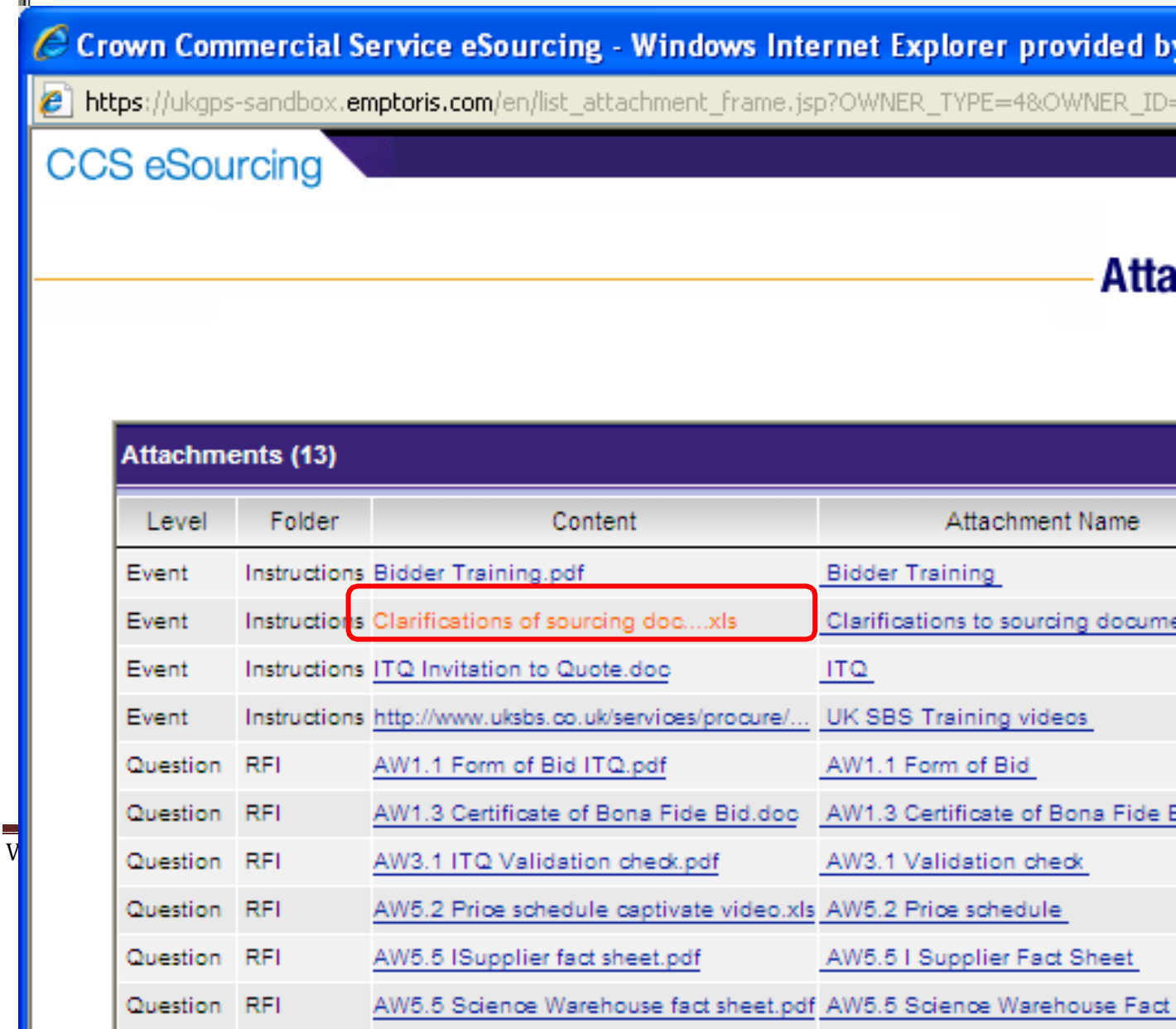
The filtering of messages against 1, 10, 30 days or all is still available in this view.

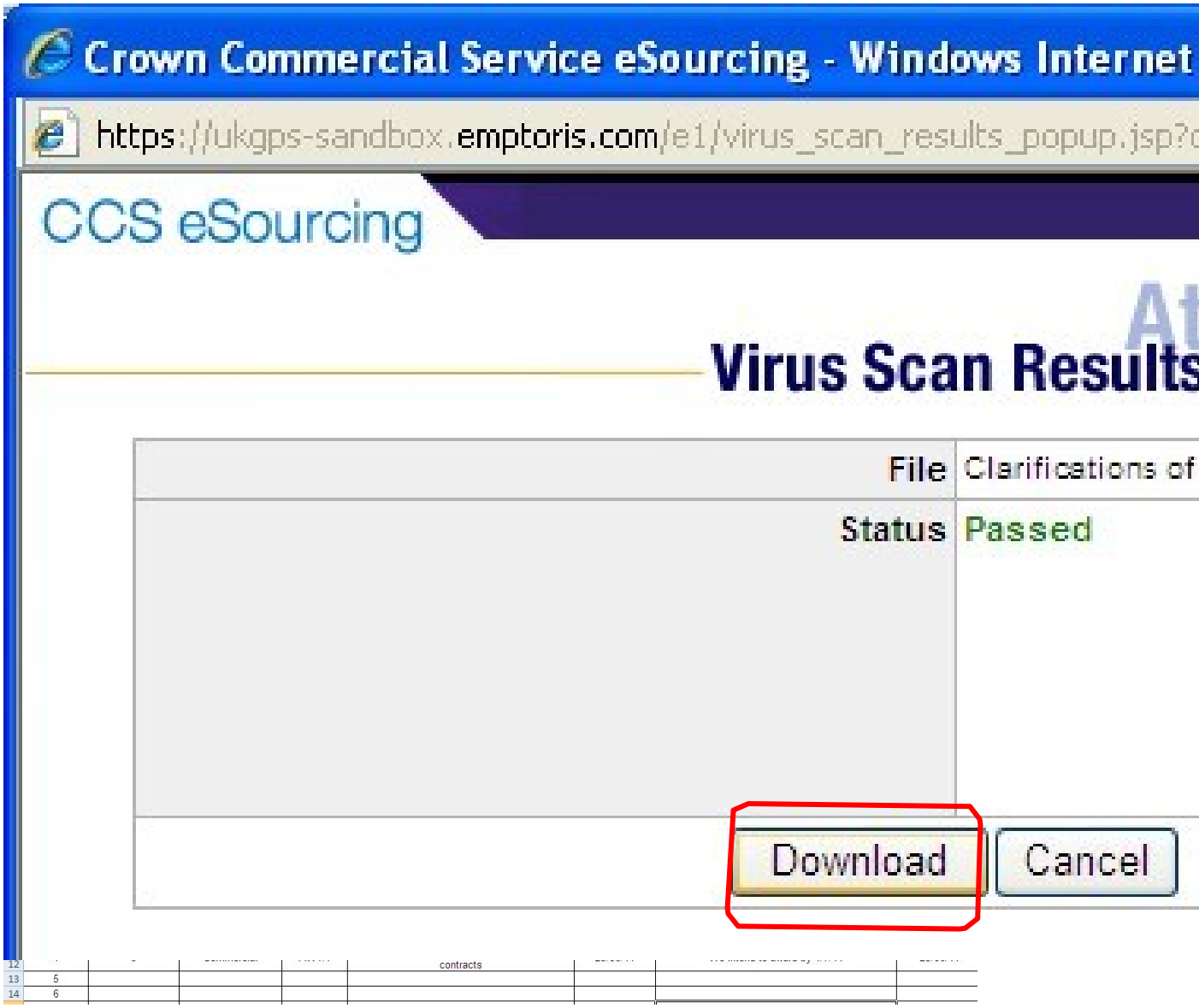


There maybe associated messages also in RFx messages to review.

Note it is the Bidders responsibility to check for clarifications.



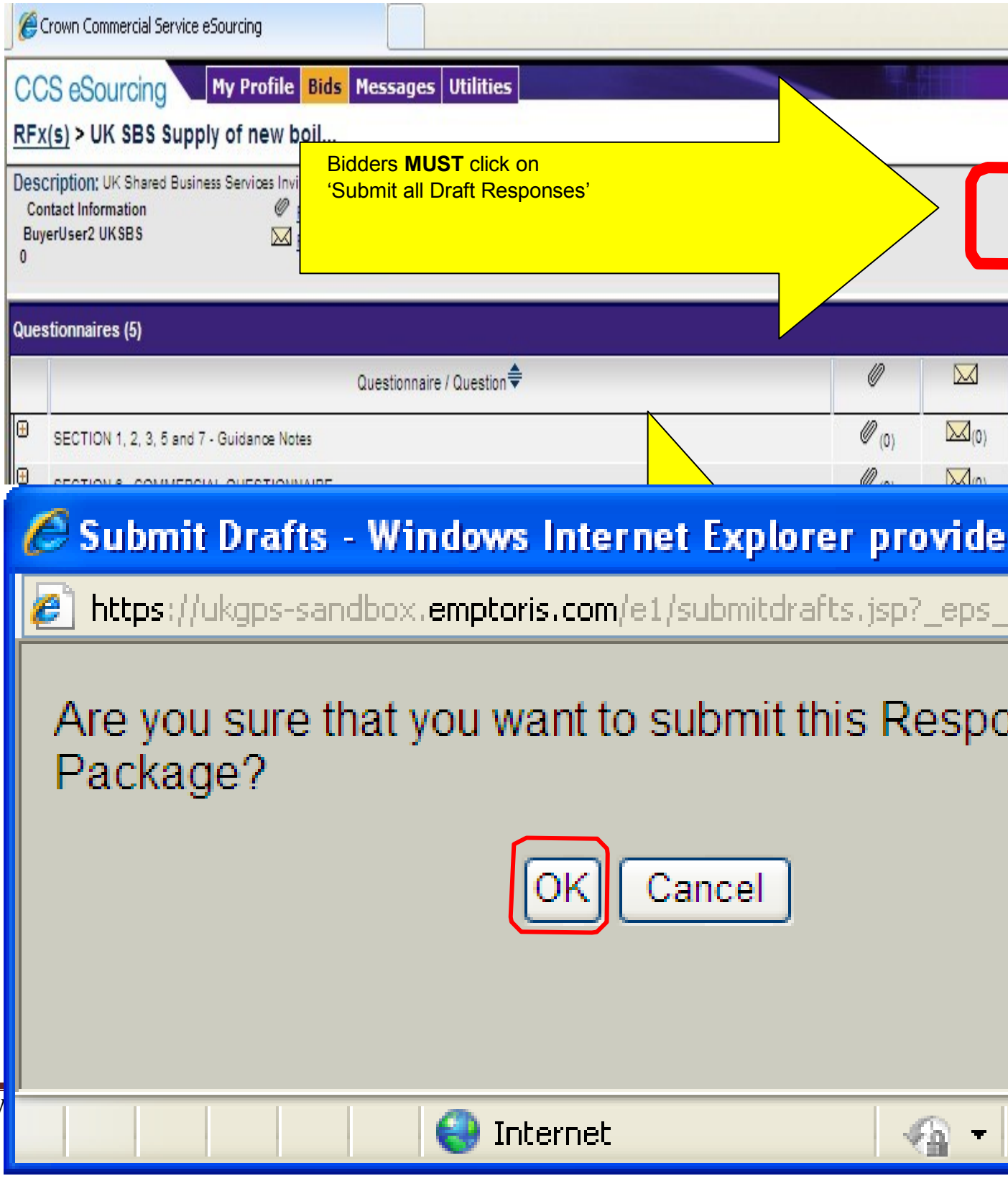



Crown Commercial Service eSourcing - Windows Internet
https://ukgps-sandbox.emptoris.com/e1/virus_scan_results_popup.jsp?
CCS eSourcing
Virus Scan Results
File
Clarifications of
Status
Passed
Download
Cancel

9. SUBMITTING YOUR BID

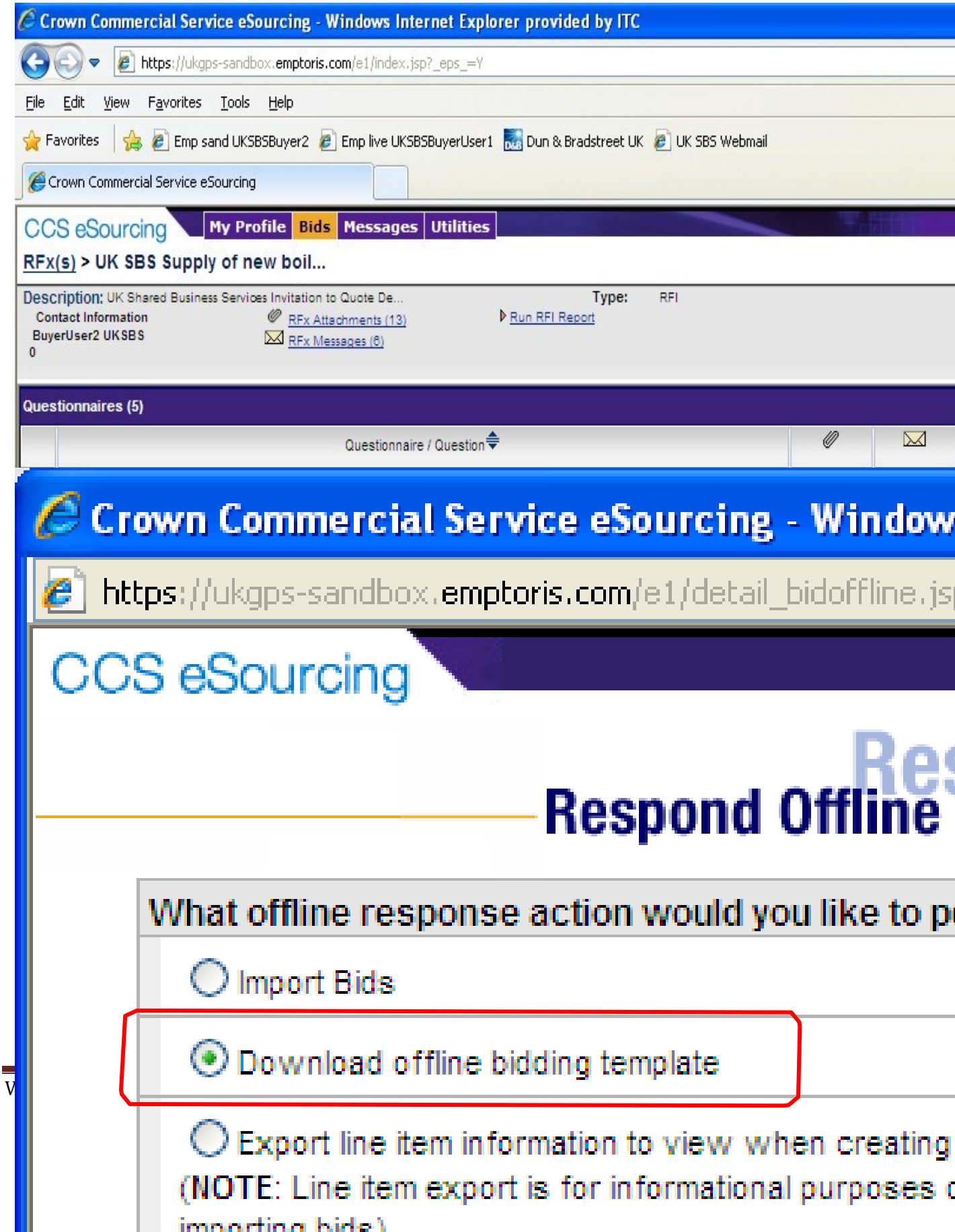
Once you have answered all required (*) questions and uploaded all your attachments you can submit your draft response.

If you fail to submit all draft responses before the closing date your bid cannot be received and considered.

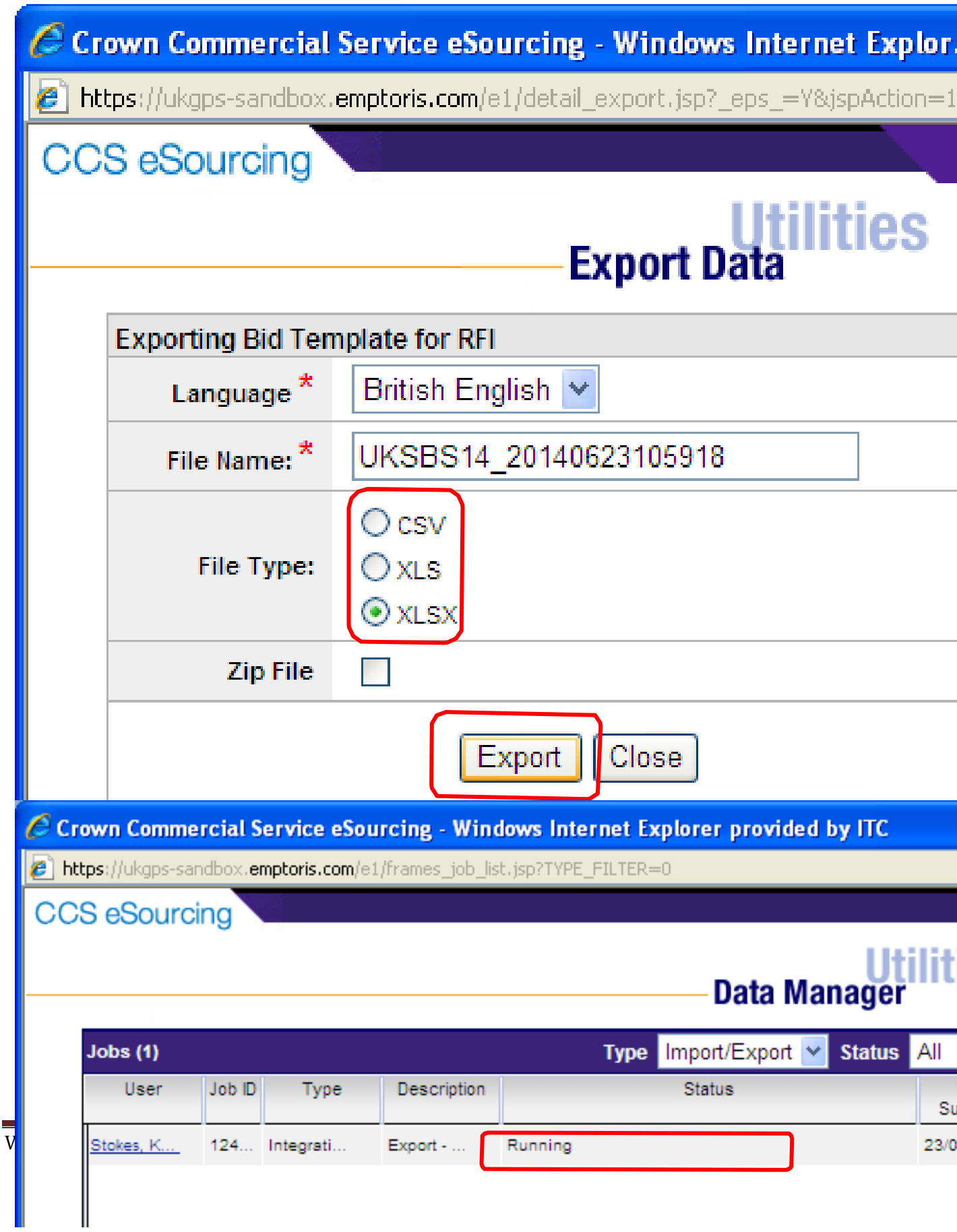


10. DOWNLOADING YOUR RESPONSE

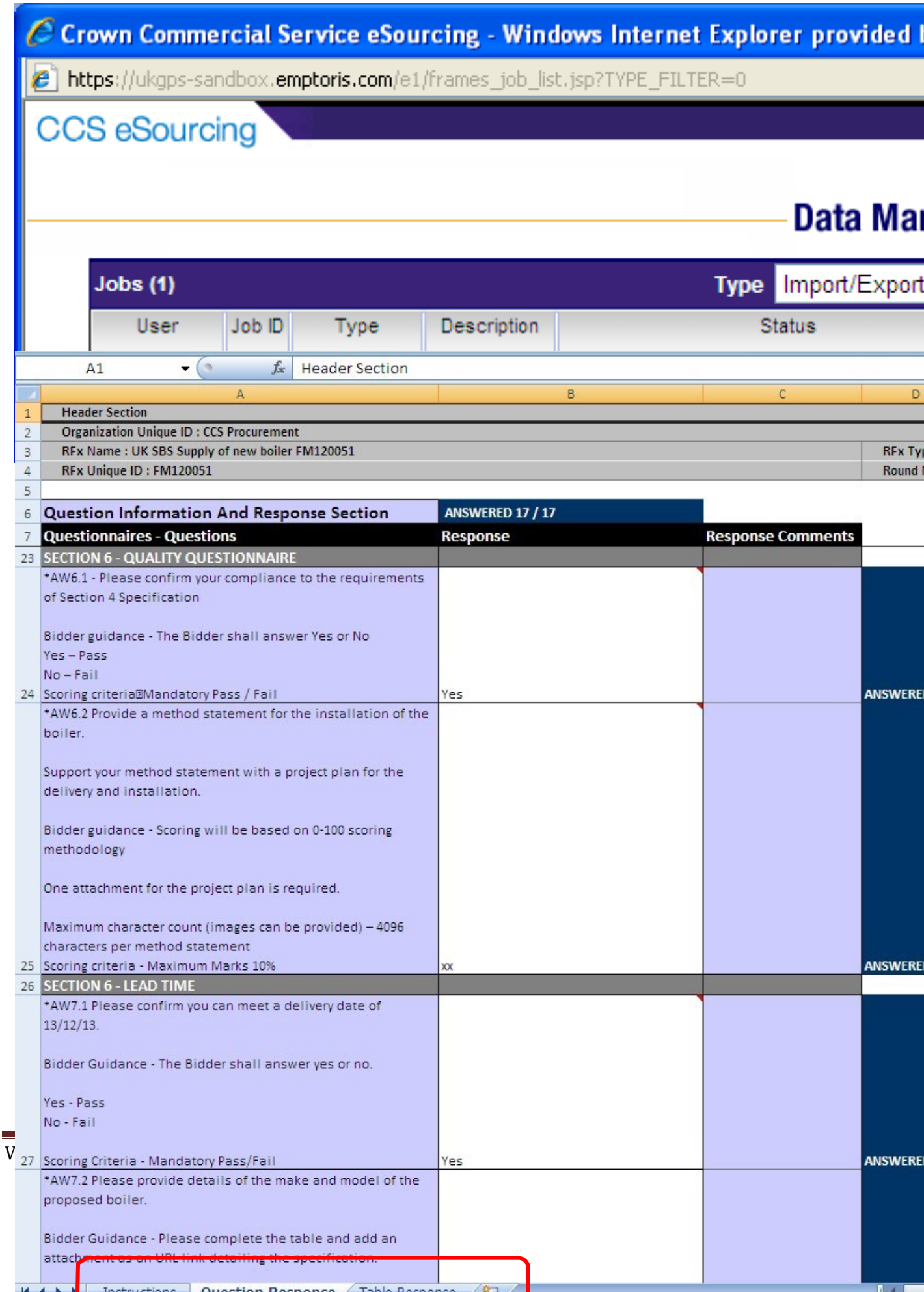
You can download your text responses to the questionnaire by simply clicking on 'Respond offline':



And export in your required format:



Once complete you can download the report.



Any Bidder using these training materials should do so at their own risk and UK Shared Business Services Ltd does not make any commitment to their accuracy.

In using these training materials the Bidder commits that UK Shared Business Services Ltd shall be in no way liable should the Bidder be unable to complete any or all of their Bid or Response submission.