



Instructions How to Respond to this Tender

1 - Register your company on the e-Sourcing portal (this is only required once):

- 1.1 - Go to <https://health-family.force.com/s/Welcome>
- 1.2 - Click the link to register.
- 1.3 - Accept the terms and conditions and click 'continue'.
- 1.4 - Enter your correct business and user details.
- 1.5 - Note the username you chose and click 'Save' when complete.
- 1.6 - You will shortly receive an email with your unique password (please keep this secure).

2 - Express an Interest in the tender:

- 2.1 - Login to the portal with the username/password.
- 2.2 - Click the 'ITTs Open To All Suppliers' link. (This Invitations to Tender open to any registered supplier).
- 2.3 - Click on the relevant ITT to access the content.
- 2.4 - Click the 'Express Interest' button at the top of the page. This will move the ITT into your 'My ITTs' page. (This is a secure area reserved for your projects only).
- 2.5 - You can now access any attachments by clicking 'Buyer Attachments' in the 'ITT Details' box.

3. Responding to the tender:

- 3.1 - Click 'My Response' under 'ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining).
- 3.2 - You can now use the 'Messages' function to communicate with the buyer and seek any clarification.
- 3.3 - Note the deadline for completion, then follow the onscreen instructions to complete the ITT. There may be a mixture of online and offline actions for you to perform (there is detailed online help available).
- 3.4 - You must then submit your reply using the 'Submit Response' button at the top of the page.

The process is very straightforward, but if you find you do need advice or support in registering please contact the Atamis helpdesk using the following details:

Phone: 0800 9956035 E-mail: support-health@atamis.co.uk

Commercial Manager