

## 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:

You have been invited to participate in the following event: UK SBS ITQ Halley Research Station garage rewire.

Please follow the instructions below to access the event:

1. Logon to Government Procurement Service eSourcing
  - i. Enter your user name in the Name field.
  - ii. Enter your password in the Password field.
  - iii. Click the Login button.
2. From the main menu select Bids > View RFx(s).
3. Locate the RFx Name in the list of RFx(s).
4. Click on the RFx Name link to view the RFx.

Here are your login instructions and contact at UK SBS

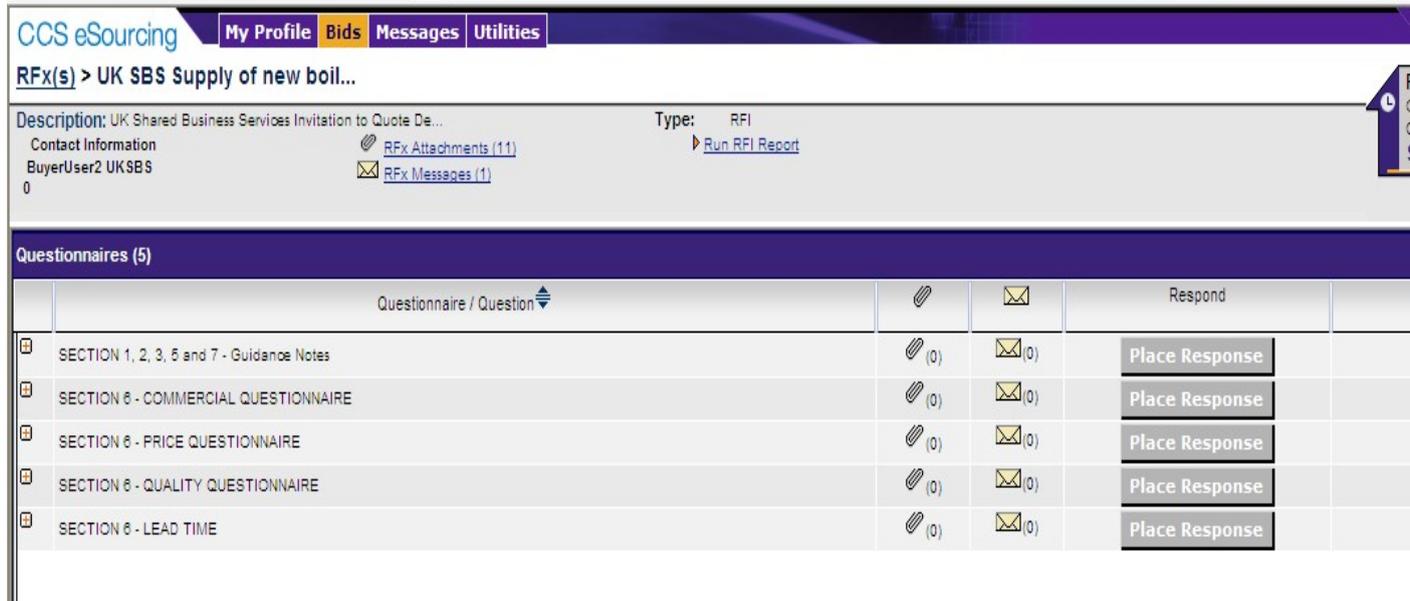
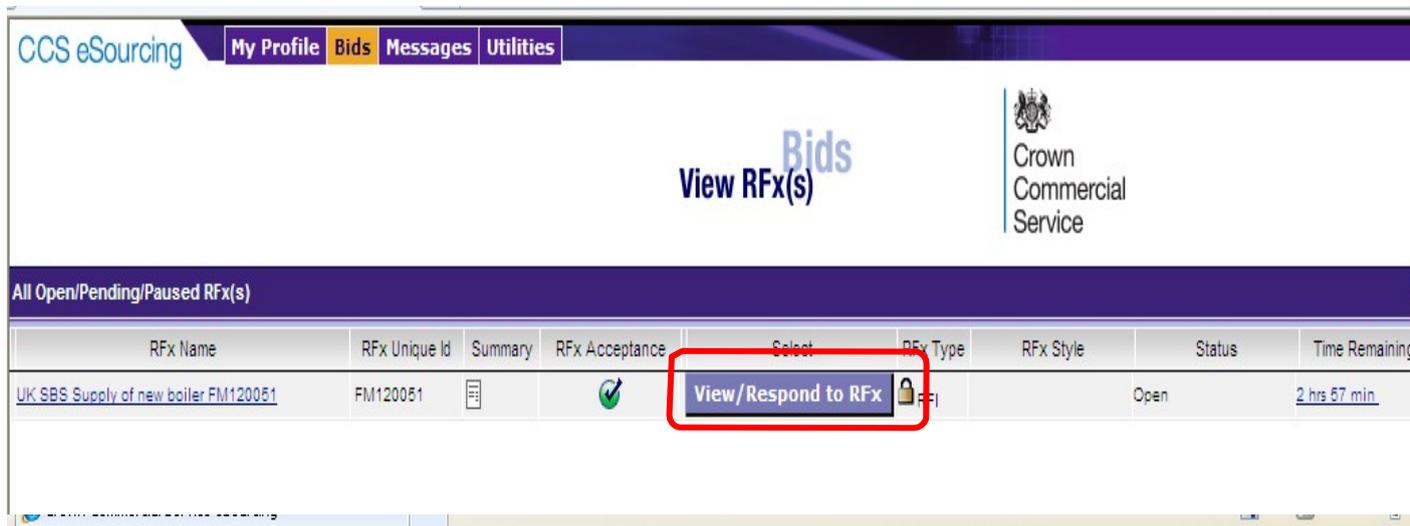
Please do not hesitate to contact James Aldred Tel 01793 867593 for further information.

Please do NOT reply to this email as it is a system generated email with an un-monitored mailbox. Please log into <https://ukgps-sandbox.emptoris.com> to respond to



### 3. COMMITTING 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.



Bidders will now face a page similar to this. Locations of key areas to consider are attached.

The + icons indicate the questionnaire can be expanded to reveal the questions below.

Place response is clicked on to place a response against a questionnaire.

RfX attachments and RfX message are available to view.

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 **RFx Attachments (11)** [Run RFI Report](#)  
 BuyerUser2 UKSBS **RFx Messages (1)** **Submit all Draft Responses >>**

**Questionnaires (5)**

Questionnaire / Question			Respond
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	(0)	<b>Place Response</b>
SECTION 6 - COMMERCIAL QUESTIONNAIRE	(0)	(0)	<b>Place Response</b>
SECTION 6 - PRICE QUESTIONNAIRE	(0)	(0)	<b>Place Response</b>
SECTION 6 - QUALITY QUESTIONNAIRE	(0)	(0)	<b>Place Response</b>
SECTION 6 - LEAD TIME	(0)	(0)	<b>Place Response</b>

questionnaire responses Bidders review all of the RFx attachment so they have a clear understanding of the requirement, evaluation model, price schedule, contract terms, and any associated attachments to questions.

Generally attachments to questions will have a naming convention at the start of the 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:**

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 **RFx Attachments (11)** [Run RFI Report](#)  
 BuyerUser2 UKSBS **RFx Messages (1)** **Submit all Draft Responses >>**

**Questionnaires (5)**

Questionnaire / Question			Respond
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	(0)	<b>Place Response</b>
SECTION 6 - COMMERCIAL QUESTIONNAIRE	(0)	(0)	<b>Place Response</b>
SECTION 6 - PRICE QUESTIONNAIRE	(0)	(0)	<b>Place Response</b>
SECTION 6 - QUALITY QUESTIONNAIRE	(0)	(0)	<b>Place Response</b>
SECTION 6 - LEAD TIME	(0)	(0)	<b>Place Response</b>

**Click here to view attachments**

Bidders will see a screen like this:

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/en/list\_attachment\_frame.jsp?OWNER\_TYPE=4&OWNER\_ID=41880&attachmentsType=\_supplier\_Attachment

CCS eSourcing

### Attachments (11)

Level	Folder	Content	Attachment Name	Description
Event	Instruction	<a href="#">Bidder Training.pdf</a>	<a href="#">Bidder Training</a>	
Event	Instruction	<a href="#">Clarifications of sourcing documents cap...</a>	<a href="#">Clarifications to Bidders</a>	
Event	Instruction	<a href="#">ITQ Invitation to Quote.doc</a>	<a href="#">ITQ</a>	ITQ sour
Event	Instruction	<a href="http://www.ukpbs.co.uk/services/procure...">http://www.ukpbs.co.uk/services/procure...</a>	<a href="#">UK SBS Training videos</a>	
Question	RFI	<a href="#">AW1.1 Form of Bid ITQ.pdf</a>	<a href="#">AW1.1 Form of Bid</a>	
Question	RFI	<a href="#">AW1.3 Certificate of Bona Fide Bid.doc</a>	<a href="#">AW1.3 Certificate of Bona Fide Bid</a>	
Question	RFI	<a href="#">AW3.1 ITQ Validation check.pdf</a>	<a href="#">AW3.1 Validation check</a>	
Question	RFI	<a href="#">AW5.2 Price schedule captivate video.xls</a>	<a href="#">AW5.2 Price schedule</a>	Price
Question	RFI	<a href="#">AW5.5 I Supplier fact sheet.pdf</a>	<a href="#">AW5.5 I Supplier Fact Sheet</a>	
Question	RFI	<a href="#">AW5.5 Science Warehouse fact sheet.pdf</a>	<a href="#">AW5.5 Science Warehouse Fact Sheet</a>	
Question	RFI	<a href="#">Area where new boiler will be installed...</a>	<a href="#">AW6.2 Plan</a>	Image to support bidder response.

Click on content link to training videos and not to RFX

Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/e1/virus\_scan\_results\_popup.jsp?cur\_id=406250&OWNER\_TYPE=4&

CCS eSourcing

## Attachments

### Virus Scan Results

File	Status
AW5.2 Price schedule captivate video.xls	Passed

Download Cancel

## 5. REVIEWING RFX MESSAGES

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

The screenshot shows the CCS eSourcing interface. At the top, there are navigation tabs: My Profile, Bids, Messages, and Utilities. Below this, the breadcrumb path is 'RFX(s) > UK SBS Supply of new boil...'. The main content area displays 'Description: UK Shared Business Services Invitation to Quote De...' and 'Type: RFI'. Under 'Contact Information', it shows 'BuyerUser2 UKSBS 0'. A red box highlights the 'RFX Messages (1)' link. To the right, there is a red button labeled 'Submit all Draft Responses >>'. Below this, there is a section for 'Questionnaires (5)' with a table listing various sections and their response status.

Questionnaire / Question			Respond
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	(0)	Place Response
SECTION 6 - COMMERCIAL QUESTIONNAIRE	(0)	(0)	Place Response
SECTION 6 - PRICE QUESTIONNAIRE	(0)	(0)	Place Response
SECTION 6 - QUALITY QUESTIONNAIRE	(0)	(0)	Place Response
SECTION 6 - LEAD TIME	(0)	(0)	Place Response

It is **STRONGLY** recommended that Bidders review RFX messages before commencing with responding to the questionnaires.

Later in the training we will advise how to contact the UK SBS Category Manager for your procurement if you need to raise any clarifications or have any questions.

## 6. ANSWERING QUESTIONNAIRES

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

This screenshot shows the same CCS eSourcing interface as above, but with a red box highlighting the 'Place Response' button in the 'Respond' column of the questionnaire table. The button is labeled 'Place Response' and is located in the first row of the table. The browser's address bar shows 'https://ukgps-sandbox.emptoris.com/e1/index.jsp?\_eps\_=Y'. The navigation tabs and breadcrumb path are the same as in the previous screenshot.

Questionnaire / Question			Respond
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	(0)	Place Response
SECTION 6 - COMMERCIAL QUESTIONNAIRE	(0)	(0)	Place Response
SECTION 6 - PRICE QUESTIONNAIRE	(0)	(0)	Place Response
SECTION 6 - QUALITY QUESTIONNAIRE	(0)	(0)	Place Response
SECTION 6 - LEAD TIME	(0)	(0)	Place Response

They will then face a screen with questions:

Context

RFI Name: UK SBS Supply of new boiler FM120051  
Questionnaire Name: SECTION 6 - LEAD  
TIME  
Questionnaire Description:

Create Response(s)

\*AW7.1 Please confirm you can meet a delivery date of 13/12/13.

Bidder Guidance - The Bidder shall answer yes or no.

Yes - Pass  
No - Fail

Scoring Criteria - Mandatory Pass/Fail

Question Level (0)

Please Select

\*AW7.2 Please provide details of the make and model of the proposed boiler.

Bidder Guidance - Please complete the table and add an attachment as an URL link detailing the specification.

Scoring Criteria - For Information Only

Question Level (0)

	Response
Make of boiler	
Model of boiler	

\*AW7.3 Please confirm you can improve on the delivery date of 13/12/13

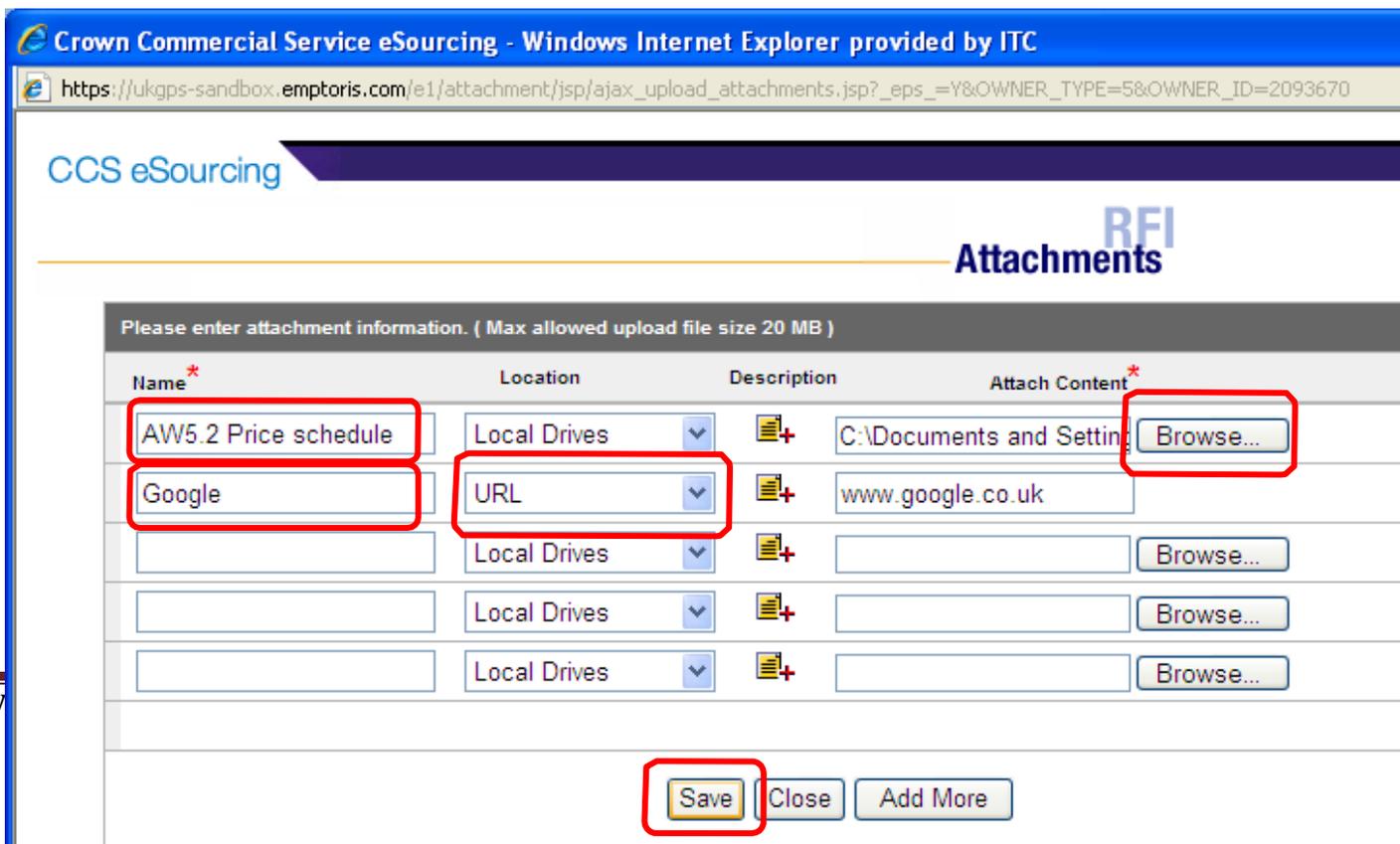
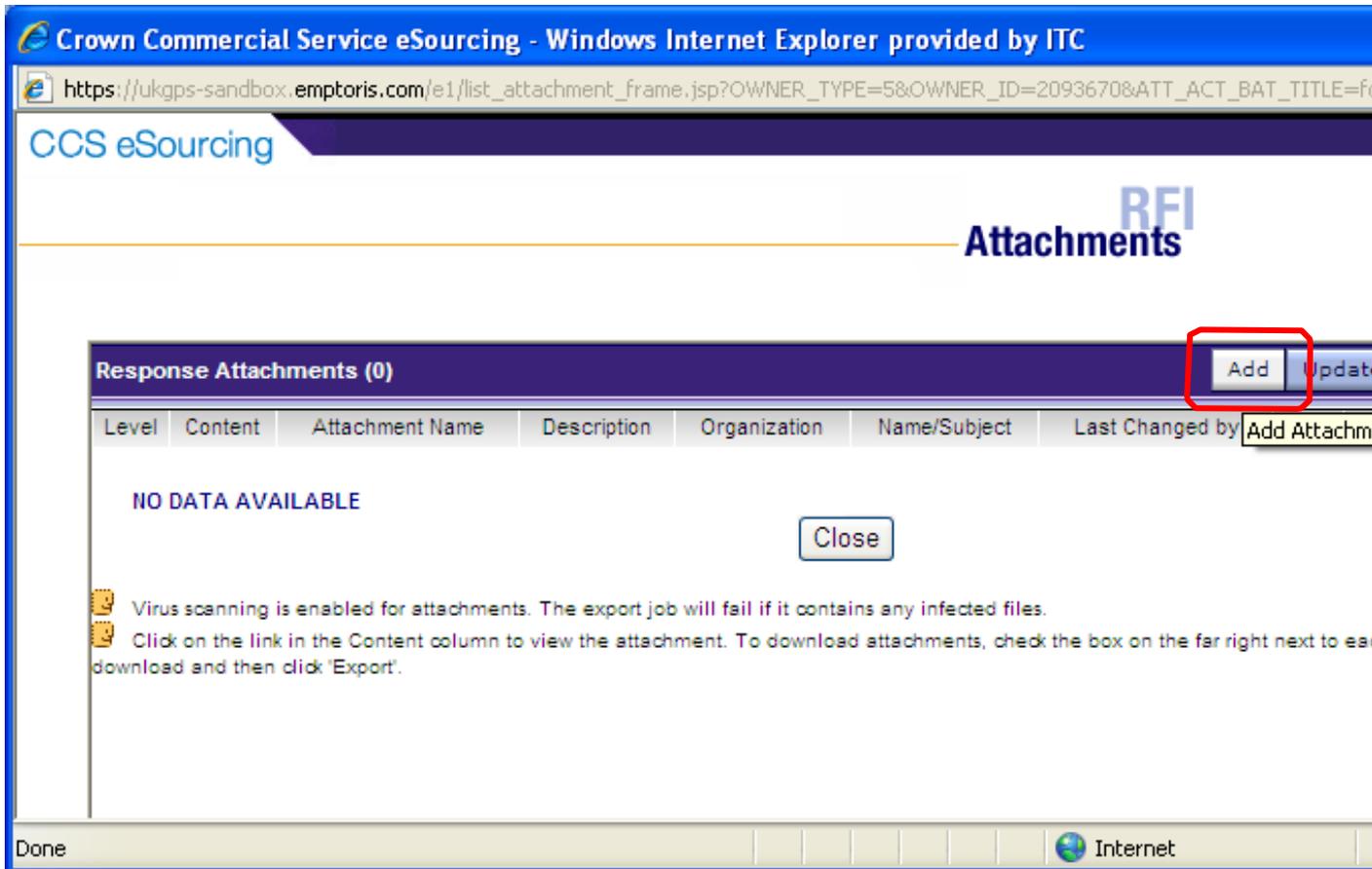
Typically the questions will detail:

- 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.

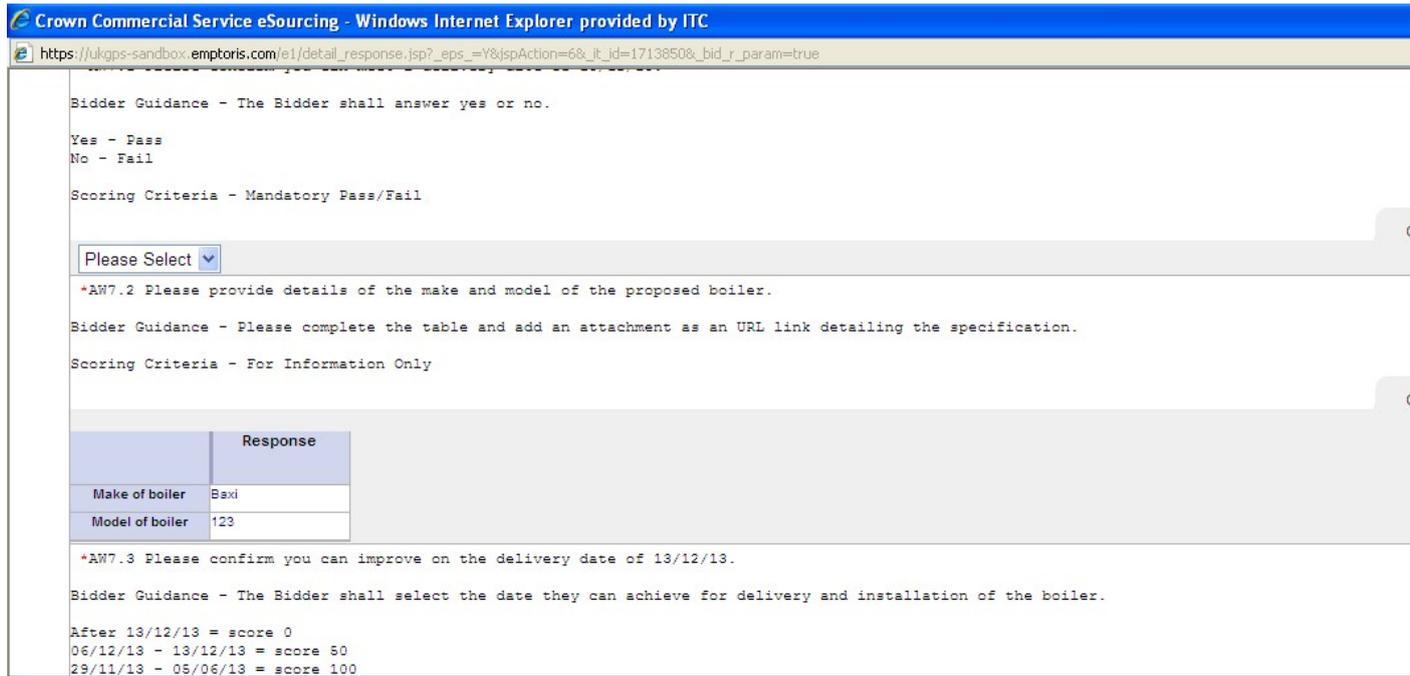
Where an attachment is permissible click on the question level  icon and you will see a pop up screen like this. Click on 'add' to add an attachment and then go to the bottom of the page and 'save'. After saving the question level  icon will show the number of attachments uploaded against the specific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



Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/e1/detail\_response.jsp?\_eps\_=Y&jspAction=6&\_it\_id=17138508&\_bid\_r\_param=true

Bidder Guidance - The Bidder shall answer yes or no.  
Yes - Pass  
No - Fail

Scoring Criteria - Mandatory Pass/Fail

Please Select

\*AW7.2 Please provide details of the make and model of the proposed boiler.

Bidder Guidance - Please complete the table and add an attachment as an URL link detailing the specification.

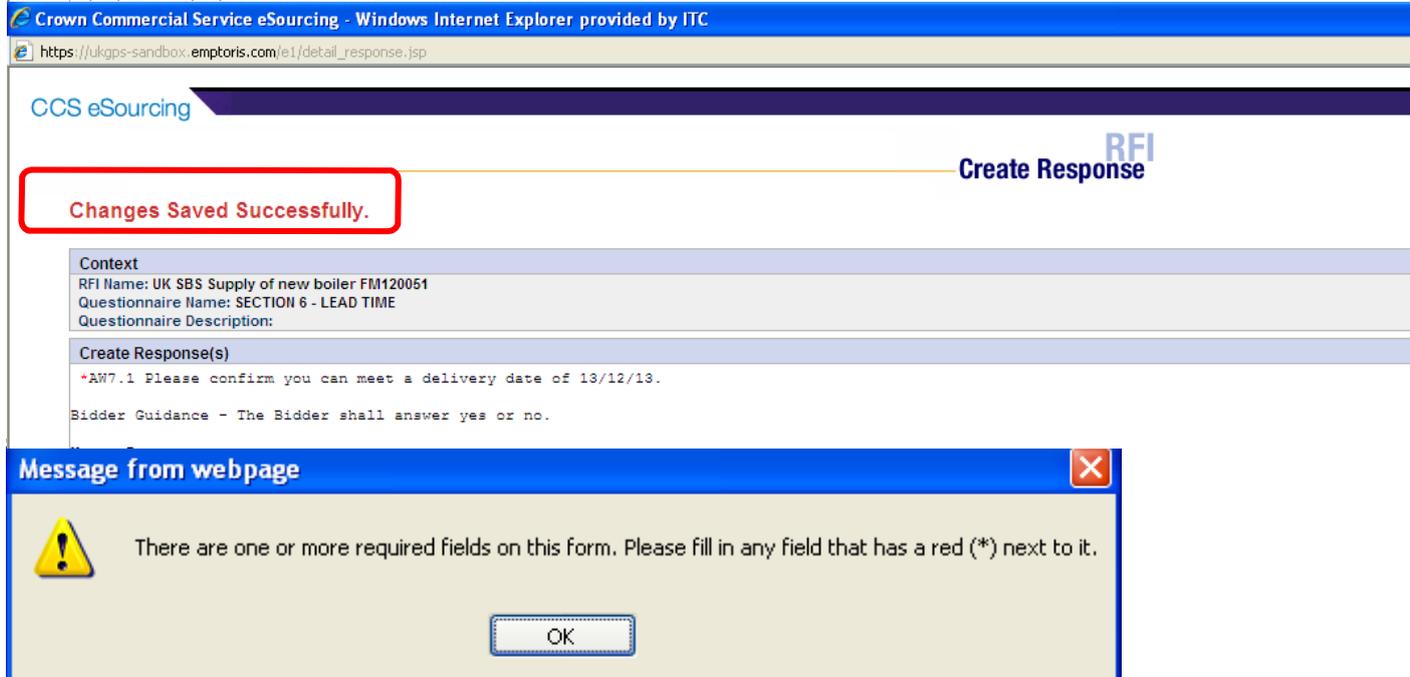
Scoring Criteria - For Information Only

	Response
Make of boiler	Baxi
Model of boiler	123

\*AW7.3 Please confirm you can improve on the delivery date of 13/12/13.

Bidder Guidance - The Bidder shall select the date they can achieve for delivery and installation of the boiler.

After 13/12/13 = score 0  
06/12/13 - 13/12/13 = score 50  
23/11/13 - 05/06/13 = score 100



Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC

https://ukgps-sandbox.emptoris.com/e1/detail\_response.jsp

CCS eSourcing

RFI

Create Response

**Changes Saved Successfully.**

Context  
RFI Name: UK SBS Supply of new boiler FM120051  
Questionnaire Name: SECTION 6 - LEAD TIME  
Questionnaire Description:

Create Response(s)

\*AW7.1 Please confirm you can meet a delivery date of 13/12/13.

Bidder Guidance - The Bidder shall answer yes or no.

Message from webpage

 There are one or more required fields on this form. Please fill in any field that has a red (\*) next to it.

OK

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.

The screenshot shows the CCS eSourcing interface. At the top, there are navigation tabs: My Profile, Bids, Messages, and Utilities. Below this, the breadcrumb path is 'RFx(s) > UK SBS Supply of new boiler...'. The main header area includes 'Description: UK Shared Business Services Invitation to Quote De...', 'Type: RFI', and a 'Submit all Draft Responses >>' button. Below the header, there is a section for 'Questionnaires (5)'. This section contains a table with the following data:

Questionnaire / Question			Respond
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	(0)	Revise Response
SECTION 6 - COMMERCIAL QUESTIONNAIRE	(0)	(0)	Revise Response
SECTION 6 - PRICE QUESTIONNAIRE	(0)	(0)	Revise Response
SECTION 6 - QUALITY QUESTIONNAIRE	(0)	(0)	Place Response
SECTION 6 - LEAD TIME	(0)	(0)	Revise Response

**crucial** that Bidders cross reference their clarification to the relevant question number.

Clarification at questionnaire level.

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 RFX Attachments (13) Run RFI Report  
 BuyerUser2 UKSBS RFX Messages (1)

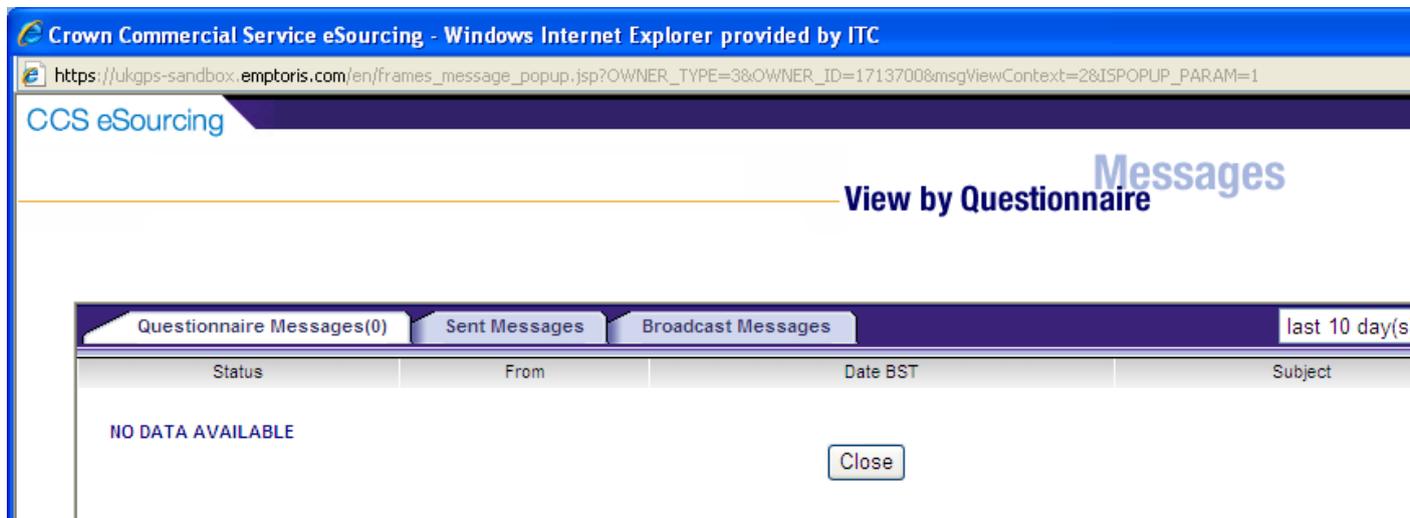
**Submit all Draft Responses >>**

Questionnaires (5)

Questionnaire / Question			Respond
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	(0)	Revise Response
SECTION 6 - COMMERCIAL QUESTIONNAIRE	(0)	(0)	Revise Response
SECTION 6 - PRICE QUESTIONNAIRE	(0)	(0)	Revise Response
SECTION 6 - QUALITY QUESTIONNAIRE	(0)	(0)	Place Response
SECTION 6 - LEAD TIME	(0)	(0)	Click to view messages Revise Response

Click on relevant envelope

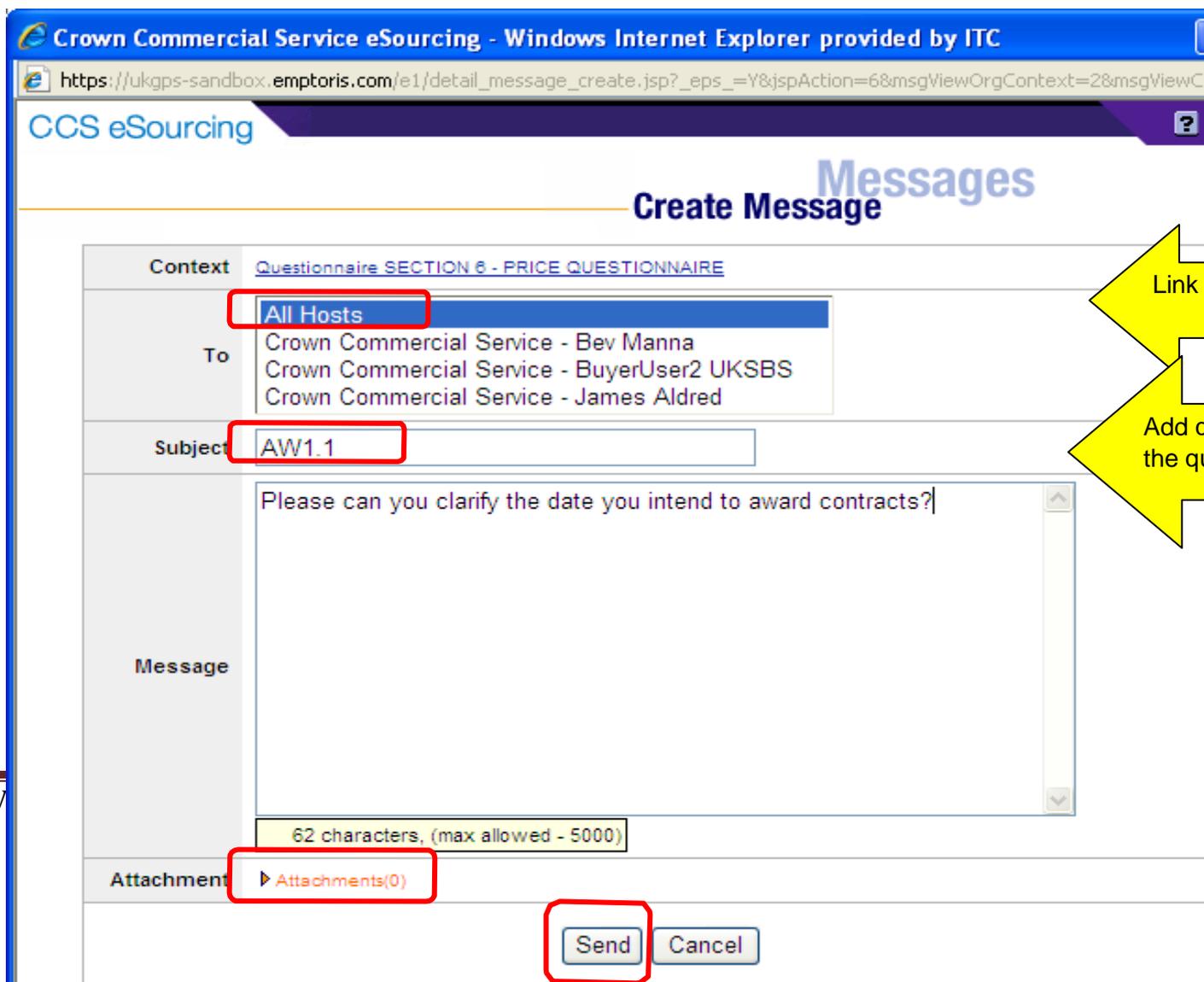
You will always see a screen like this with messages in (questionnaire messages), your messages (sent messages) and system messages (broadcast message).



You will now be able to upload your message and any attachments.

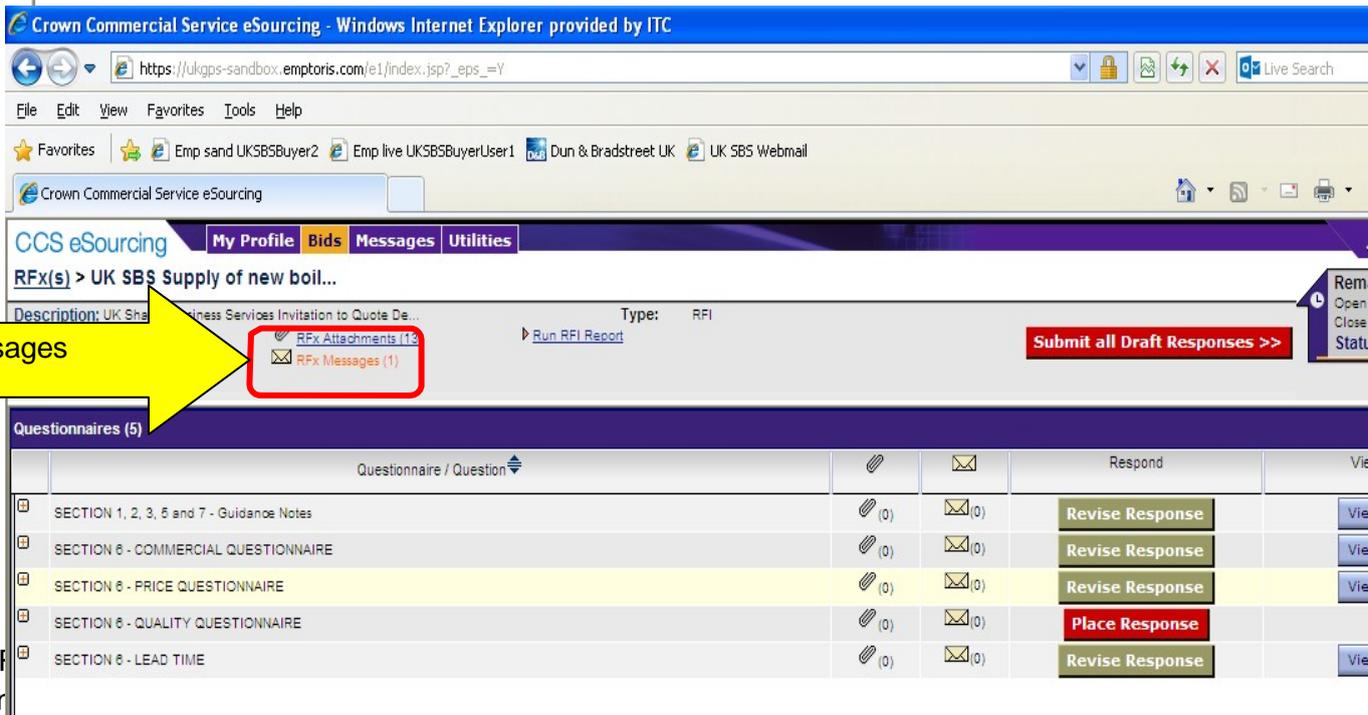
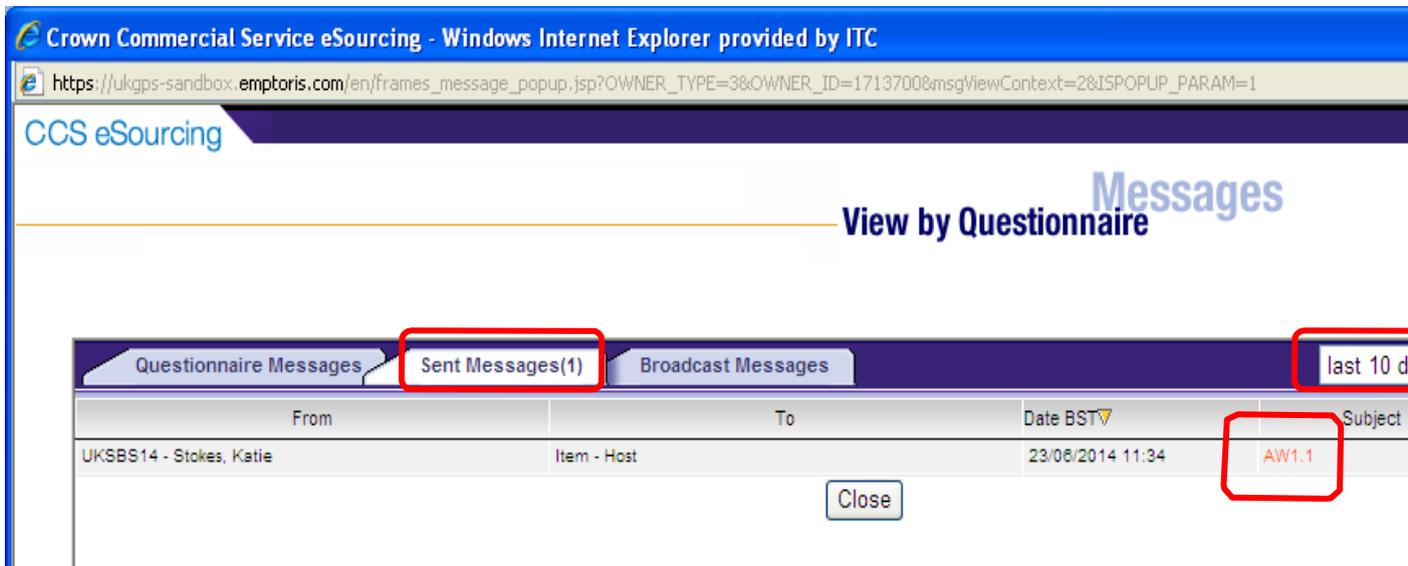
**Always send to 'All hosts'.**

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

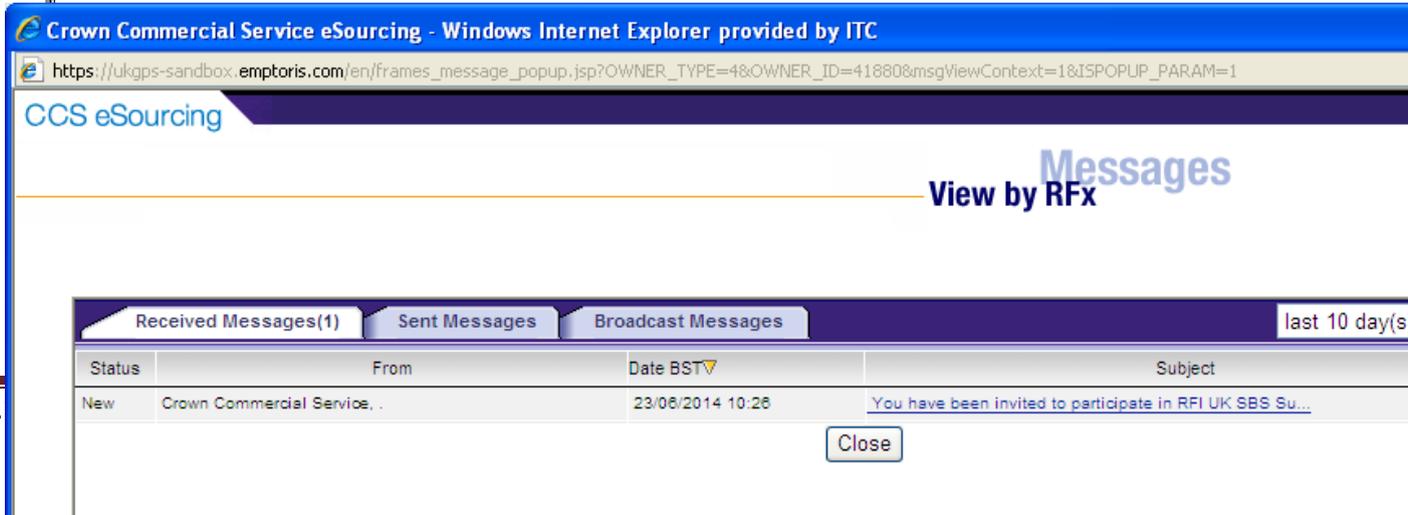


Bidders can view the question in the sent messages.

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



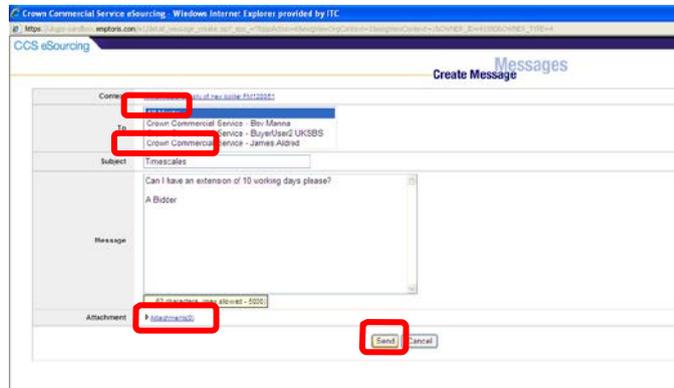
In f  
ser



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.

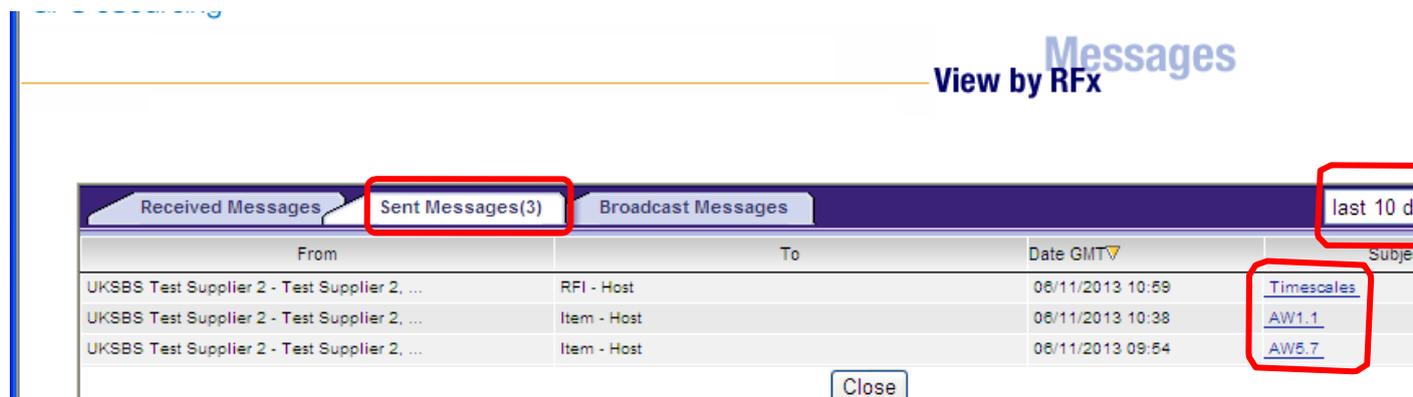
Remember Bidders can add attachments and must always 'send' the clarification.



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.



Regularly check the RFX attachments folder for clarifications to the procurement.

There may be associated messages also in RFX messages to review.

Note it is the Bidders responsibility to check for clarifications.

The screenshot shows the CCS eSourcing interface for an RFX titled "UK SBS Supply of new boiler...". The "RFx Attachments (13)" link is highlighted with a red box. Below this, a table lists five questionnaires:

Questionnaire / Question	Download	Respond	Action
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	(0)	Revise Response
SECTION 6 - COMMERCIAL QUESTIONNAIRE	(0)	(0)	Revise Response
SECTION 6 - PRICE QUESTIONNAIRE	(0)	(0)	Revise Response
SECTION 6 - QUALITY QUESTIONNAIRE	(0)	(0)	Place Response
SECTION 6 - LEAD TIME	(0)	(0)	Revise Response

Simply click on the content for the relevant file to download it.

The screenshot shows the "RFI Attachments" page in a browser. The page title is "Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC". The URL is "https://ukgps-sandbox.emptoris.com/en/list\_attachment\_frame.jsp?OWNER\_TYPE=4&OWNER\_ID=41880&attachmentsType=\_supply...". The "RFI Attachments" header is visible. Below it, a table lists 13 attachments:

Level	Folder	Content	Attachment Name	Description
Event	Instructions	<a href="#">Bidder Training.pdf</a>	<a href="#">Bidder Training</a>	
Event	Instructions	<a href="#">Clarifications of sourcing doc...xls</a>	<a href="#">Clarifications to sourcing documents 23...</a>	
Event	Instructions	<a href="#">ITQ Invitation to Quote.doc</a>	<a href="#">ITQ</a>	ITQ sourcing document
Event	Instructions	<a href="http://www.uksbs.co.uk/services/procure/...">http://www.uksbs.co.uk/services/procure/...</a>	<a href="#">UK SBS Training videos</a>	
Question	RFI	<a href="#">AW1.1 Form of Bid ITQ.pdf</a>	<a href="#">AW1.1 Form of Bid</a>	
Question	RFI	<a href="#">AW1.3 Certificate of Bona Fide Bid.doc</a>	<a href="#">AW1.3 Certificate of Bona Fide Bid</a>	
Question	RFI	<a href="#">AW3.1 ITQ Validation check.pdf</a>	<a href="#">AW3.1 Validation check</a>	
Question	RFI	<a href="#">AW5.2 Price schedule captivate video.xls</a>	<a href="#">AW5.2 Price schedule</a>	Price schedule of requirem
Question	RFI	<a href="#">AW5.5 I Supplier fact sheet.pdf</a>	<a href="#">AW5.5 I Supplier Fact Sheet</a>	
Question	RFI	<a href="#">AW5.5 Science Warehouse fact sheet.pdf</a>	<a href="#">AW5.5 Science Warehouse Fact Sheet</a>	
Question	RFI	<a href="#">Area where new boiler will be installed...</a>	<a href="#">AW6.2 Plan</a>	Image to support bidder re
Response	RFI	<a href="#">AW5.2 Price schedule.xls</a>	<a href="#">AW5.2 Price schedule</a>	
Response	RFI	<a href="http://www.google.co.uk">http://www.google.co.uk</a>	<a href="#">Google</a>	

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https://ukgps-sandbox.emptoris.com/e1/virus\_scan\_results\_popup.jsp?cur\_id=413220&OWNER\_TYPE=48

CCS eSourcing

## Attachments

### Virus Scan Results

	File	Clarifications of sourcing doc...xls
	Status	Passed
<input type="button" value="Download"/> <input type="button" value="Cancel"/>		

No.	Section of sourcing document	Questionnaire	Question No.	Issue raised by Bidder for clarification	Date raised	Issue responded to by UK SBS	Date responded
<b>Sourcing Document Clarifications</b>							
<b>SOURCING REFERENCE:</b>				<b>Purchase of new boiler</b>			
<b>SOURCING DOCUMENT TITLE:</b>				<b>FM120051</b>			
1	General			Can I have an extension of 10 working days	17/06/14	No extensions will be accepted on this project	17/06/14
2	6	Quality	AW6.2	Can a Bidder upload two attachments in response to this question a plan and a drawing?	17/06/14	Only one attachment will be accepted, if you submit more than one attachment only the first attachment will be considered. You can combine the image and the plan into a single attachment if you wish.	17/06/14
3	6	Lead time	AW7.1	If a Bidder cannot meet the pass / fail date for the lead time, but puts forward a aggressive price will they be considered?	17/06/14	No - it is a pass / fail question and the bid will not be considered whatever the price	17/06/14
4	6	Commercial	AW1.1	Please confirm when you intend to award contracts	23/06/14	We intend to award by 1/7/14	23/06/14
5							
6							

## 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.**

The screenshot shows the CCS eSourcing web application. The top navigation bar includes 'My Profile', 'Bids', 'Messages', and 'Utilities'. The main content area displays 'RFx(s) > UK SBS Supply of new boiler' with a description and contact information. A yellow callout box points to a red button labeled 'Submit all Draft Responses >>'. Below this is a table of questionnaires. A yellow callout box points to the 'Respond' column, which contains 'Revise Response' buttons for each row. A confirmation dialog box is overlaid on the screen, asking 'Are you sure that you want to submit this Response Package?' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box. The dialog box title is 'Submit Drafts - Windows Internet Explorer provided ...' and the URL is 'https://ukgps-sandbox.emptoris.com/e1/submitdrafts.jsp?\_eps\_=Y'. The status bar at the bottom shows 'Internet' and '100%' zoom.

**Bidders MUST click on 'Submit all Draft Responses'**

**All required questionnaire responses must be completed and shaded**

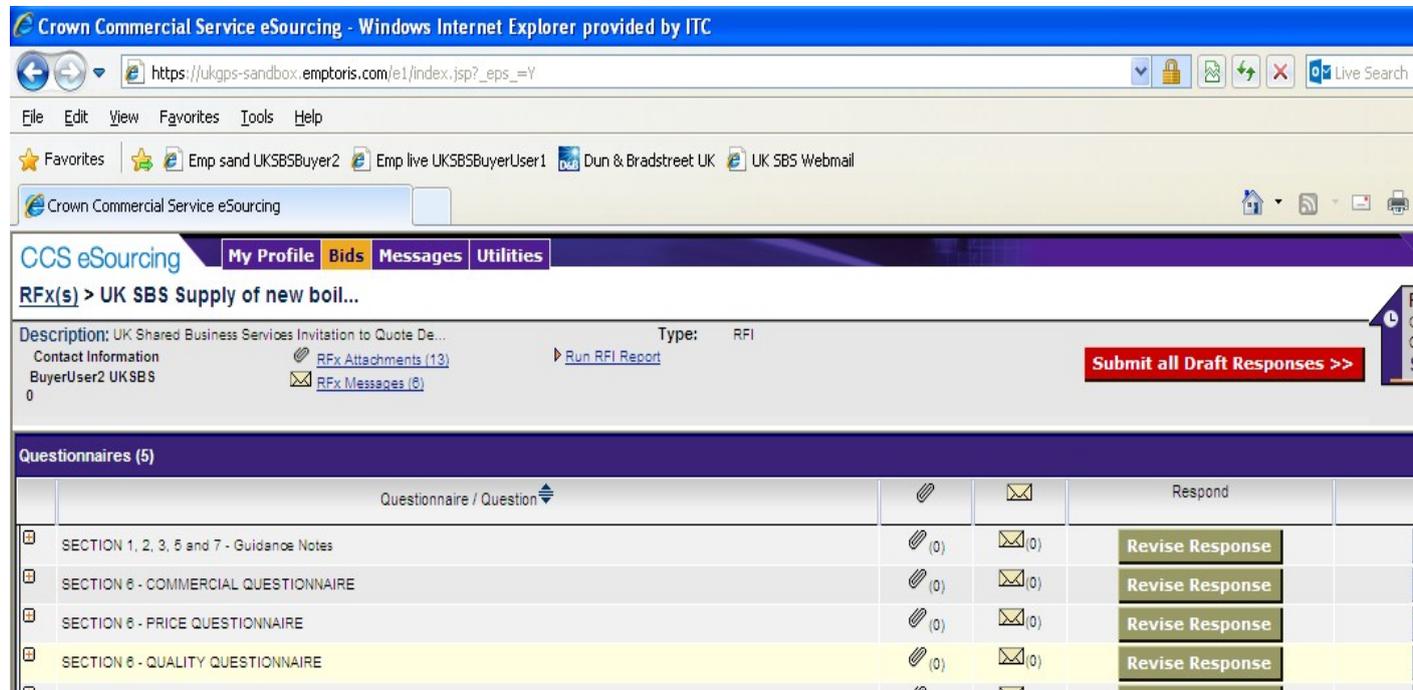
**Are you sure that you want to submit this Response Package?**

**OK Cancel**

**each RESPONSE.**

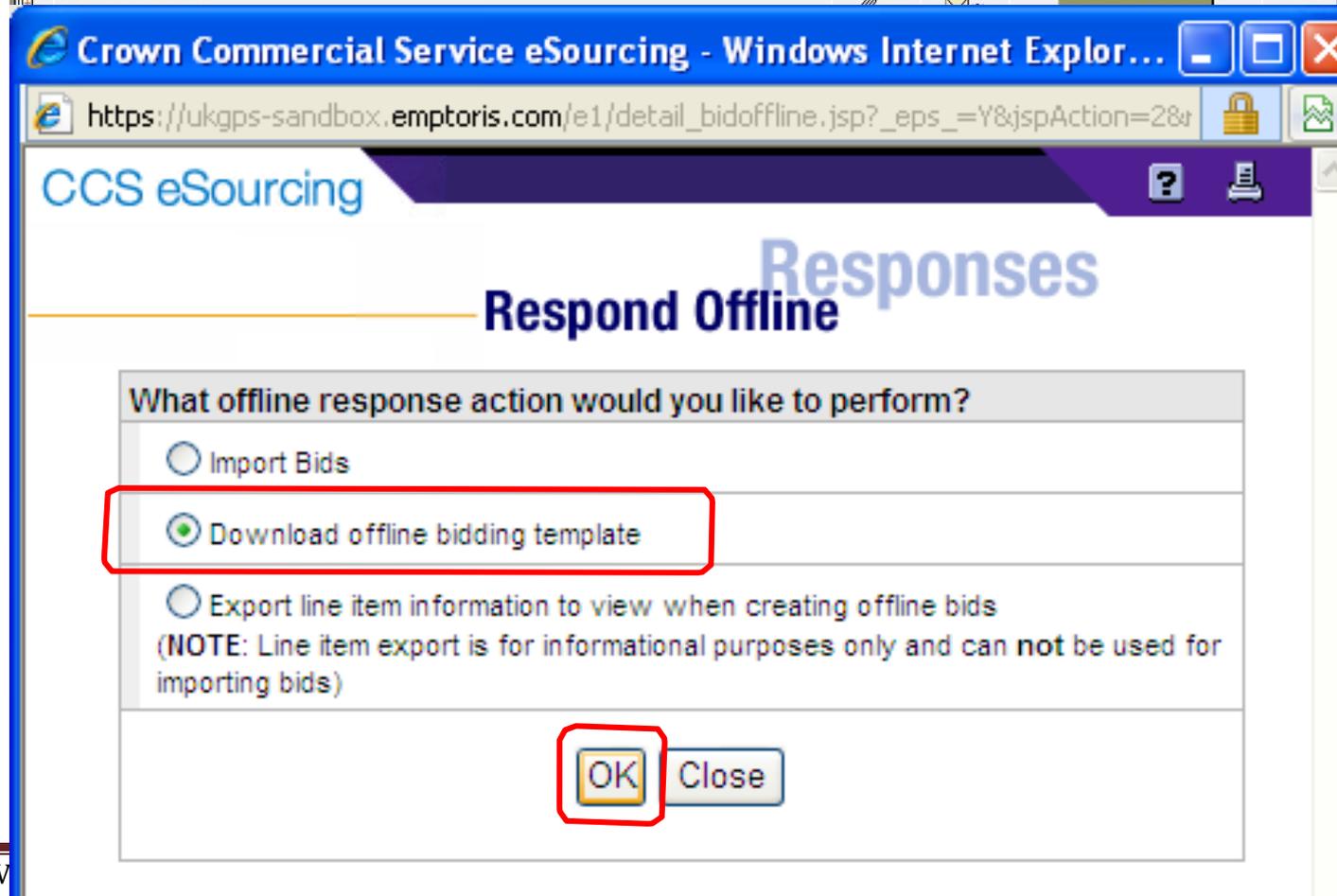
## 10. DOWNLOADING YOUR RESPONSE

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



The screenshot shows the CCS eSourcing interface in a Windows Internet Explorer browser. The address bar displays the URL: [https://ukgps-sandbox.emptoris.com/e1/index.jsp?\\_eps\\_=Y](https://ukgps-sandbox.emptoris.com/e1/index.jsp?_eps_=Y). The page title is "Crown Commercial Service eSourcing - Windows Internet Explorer provided by ITC". The navigation menu includes "My Profile", "Bids", "Messages", and "Utilities". The main content area shows "RFx(s) > UK SBS Supply of new boiler...". Below this, there is a description of the RFx and a "Submit all Draft Responses >>" button. A table titled "Questionnaires (5)" lists several sections, each with a "Respond" button.

Questionnaire / Question			Respond
SECTION 1, 2, 3, 5 and 7 - Guidance Notes	(0)	(0)	Revise Response
SECTION 6 - COMMERCIAL QUESTIONNAIRE	(0)	(0)	Revise Response
SECTION 6 - PRICE QUESTIONNAIRE	(0)	(0)	Revise Response
SECTION 6 - QUALITY QUESTIONNAIRE	(0)	(0)	Revise Response



The screenshot shows the "Respond Offline" dialog box. The title bar reads "Crown Commercial Service eSourcing - Windows Internet Explorer...". The URL in the address bar is [https://ukgps-sandbox.emptoris.com/e1/detail\\_bidoffline.jsp?\\_eps\\_=Y&jspAction=2&v](https://ukgps-sandbox.emptoris.com/e1/detail_bidoffline.jsp?_eps_=Y&jspAction=2&v). The dialog box contains the following text:

**Responses**

**Respond Offline**

What offline response action would you like to perform?

- Import Bids
- Download offline bidding template
- Export line item information to view when creating offline bids  
(NOTE: Line item export is for informational purposes only and can not be used for importing bids)

At the bottom of the dialog box, there are two buttons: "OK" and "Close".

And export in your required format:

**Exporting Bid Template for RFI**

Language *	British English
File Name: *	UKSBS14_20140623105918
File Type:	<input type="radio"/> CSV <input type="radio"/> XLS <input checked="" type="radio"/> XLSX
Zip File	<input type="checkbox"/>

**Export** **Close**

\* Required Field

The XLS / XLSX file type usually works best if you plan to complete the template in Microsoft Excel.

Virus scanning is enabled for attachments. The export job will fail if it contains any

**Data Manager**

User	Job ID	Type	Description	Status	Time Submitted	Time Scheduled	Completion
<a href="#">Stokes, K...</a>	124...	Integrati...	Export - ...	Running	23/06/201...		

Once complete you can download the report.

The screenshot displays the 'Data Manager' section of the CCS eSourcing portal. At the top, there is a navigation bar with 'Utilities' and 'Data Manager' labels. Below this, a 'Jobs (1)' table lists a job with ID '124...' and description 'Export - ...'. A red box highlights a link in the 'Status' column: 'Done - Click here to download results.'.

The main content area shows a detailed view of a questionnaire response. It includes a 'Header Section' with details like 'Organization Unique ID: CCS Procurement' and 'RFX Name: UK SBS Supply of new boiler FM120051'. Below this is a table for 'SECTION 6 - QUALITY QUESTIONNAIRE' with columns for 'Questionnaires - Questions', 'Response', and 'Response Comments'. The table contains three rows of questions, each with a 'Yes' response and an 'ANSWERED' status. A red box highlights the 'Question Response' tab at the bottom of the interface.

Questionnaires - Questions	Response	Response Comments
23 SECTION 6 - QUALITY QUESTIONNAIRE *AW6.1 - Please confirm your compliance to the requirements of Section 4 Specification Bidder guidance - The Bidder shall answer Yes or No Yes - Pass No - Fail Scoring criteria@Mandatory Pass / Fail	Yes	ANSWERED
24 *AW6.2 Provide a method statement for the installation of the boiler. Support your method statement with a project plan for the delivery and installation. Bidder guidance - Scoring will be based on 0-100 scoring methodology One attachment for the project plan is required. Maximum character count (images can be provided) - 4096 characters per method statement Scoring criteria - Maximum Marks 10%	xx	ANSWERED
26 SECTION 6 - LEAD TIME *AW7.1 Please confirm you can meet a delivery date of 13/12/13. Bidder Guidance - The Bidder shall answer yes or no. Yes - Pass No - Fail Scoring Criteria - Mandatory Pass/Fail	Yes	ANSWERED
27 *AW7.2 Please provide details of the make and model of the proposed boiler. Bidder Guidance - Please complete the table and add an attachment on an URL link detailing the specification.		

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.

#### TEMPLATE VERSION CONTROL

Version	Date	Author(s)	Comment
1.0	05/12/2013	James Aldred	Final Version
1.1	23/06/2014	James Aldred	Updated with CCS branding.