SELECTT offer schedule instructions (Document No.05b)

SELECTT is Commercial Medicines Unit "Supplier ELECtronic Tender Tool" enabling suppliers to make offer submissions against specific CMU tenders.

It is a Microsoft Windows application that is installed locally on your computer via a secure web link.

- In order to use SELECTT you must first obtain logon credentials by emailing SELECTT@cmu.nhs.uk. Once in receipt, you will be able to download and install the Selectt software on your computer
- Suppliers are advised to read the SELECTT user guide, which can be found at: www.gov.uk/government/publications/drugs-and-pharmaceutical-supplier-tender-submission
- Should you require any further guidance or advice on using SELECTT please make contact via the Atamis messaging portal <u>as early as possible in the tender process.</u>

After successful installation of SELECTT points to remember:

- When downloading from Atamis the SELECTT offer schedule Document No.05(a), do not change the file extension reference **.xml** as the file cannot be opened through SELECTT

- Also, do not change the default file name from Document No05(a). Document No.02, Terms of offer, reference 8.3 refers

- Once your offer(s) are completed the file must be exported from SELECTT. For a step by step guide on exporting the file please refer to the user guide reference 5, page 31

- After exporting the file a **.cmu** extension is created and it is this document that has to be uploaded back into Atamis as part of your offer submission.

Please note: the .cmu file extension should not be changed under any circumstance because without the .cmu file your offer will not be complete and may not be admissible.
Acknowledgement of your understanding of this document is undertaken in the on the Atamis Solution e-Tendering portal under "My Proposals and Quotes"