



eTenderWales Supplier Guide Invitation to Tender

Version 1.0

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Before You Begin

Before you start you must be registered on eTenderWales. You can find guidance about registering on the Linc website.

If for whatever reason you cannot access your organisation's account please contact the eTendering Helpdesk on 0800 069 8634 and advise them of the issue.

System Requirements

You need an internet connection to use the eTenderWales platform.

To check the compatibility of your device with eTenderWales visit <https://etenderwales.bravosolution.co.uk/esop/common-host/public/browserenv/requirements.jsp>.

Navigation

Navigation around the eTenderWales site is the same as any web site with the exception that you should not use the Internet Explorer 'Back', 'Forwards' or 'Refresh' buttons. Instead please use the links, menus and back buttons available within each page.

Getting Started

Visit the eTenderWales website at <https://etenderwales.bravosolution.co.uk> (alternatively click the link). You may be asked to select your preferred language and then you will be directed to the main login screen. On the login page complete the boxes to log into your account.

Register Language | Cymraeg | English

ePS | e Dendro Tendering CONTACT US

Welcome

Suppliers
Using this site enables you to submit online tendering opportunities in a secure environment. If you have previously registered with eTenderWales, you can log in by entering your username and password in the fields provided.
(Please note this is not your SelfWales logon)
If you have not yet registered and would like to do so, please [click here](#) and answer the questions as appropriate.
[Click here for help registering](#) or [contact the Helpdesk](#).

Please note, failure to register on allZestris may result in the award of your successful bid(s) being delayed.

Buyers
If you represent a Welsh Public Sector buying organisation and would be interested in finding out more about eTenderWales please [visit here](#).

If your organisation is not using eTenderWales and would like to do so, please contact the [Helpdesk](#).
If your organisation is using eTenderWales and you would like access to this, please contact your Divisional Manager who can assist.
If you would like to review your system compliance for using the portal please [click here](#).

Tender Opportunities
[View current opportunities >](#)
[View current pan-government advertised opportunities >](#)

User Login

Username:

Password:

[Forgot password / username](#)
[Welsh Public Sector Organisations Procurement Privacy Notice](#)

eTendering Helpdesk

Please contact our eTendering Helpdesk
info: Mon - Fri, 9am to 5pm
Phone: 01202 009 8024
[Contact us](#)

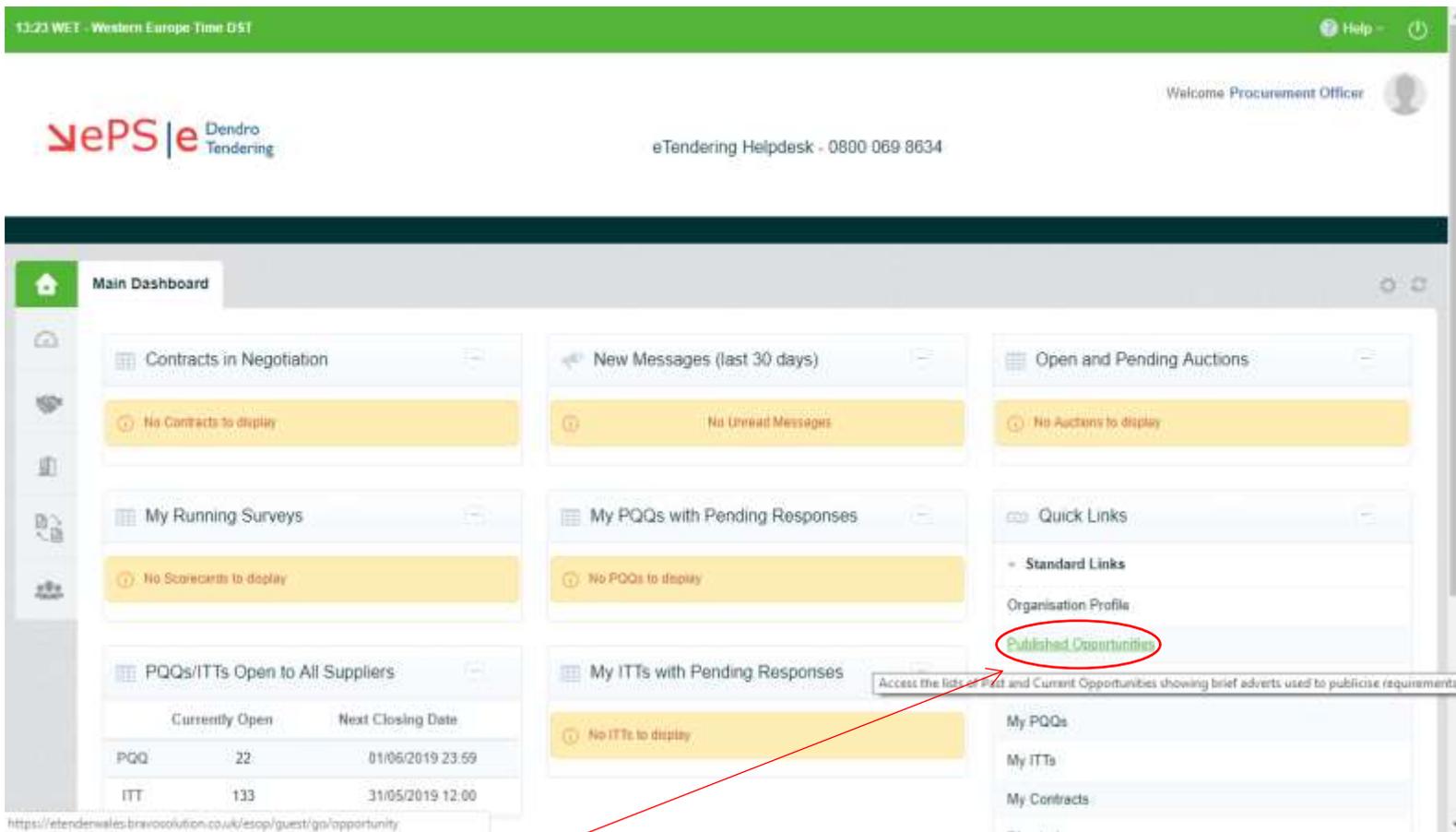
[Click here for help registering](#)

How To Find Procurement Opportunities

Now that you logged in you can view procurement opportunities that have been published on eTenderWales and decide whether you want to participate.

Top Tip: Remember lots of organisations use eTenderWales not just Linc. Under Published Opportunities you will find lots of procurements from many different organisations.

To view the opportunities that have been advertised on eTenderWales and are open to all organisations use the 'Published Opportunities' link under 'Quick Links'. However, not all opportunities are advertised on eTenderWales but you can still view them if they are open to all suppliers – read on to find out how to view them.



You can click on 'My Auctions', 'My PQQs' or 'My ITTs' to view those procurement process (Auctions, PQQs or ITTs) that you have been invited for or are already participating in.

etenderwales eTendering Portal

https://etenderwales.bravosolution.co.uk/esop/toolkit/dashboard/dashboard.do?_ncp=1559821188606.759-1

Unread Messages in:

Message	Organisation Name
(2019/BA1142/JT) Supply, Installation and Service and Maintenance of Passenger Lifts at Three locations	eTenderwales
(2019/BA1143/NA) - PRICE RESUBMISSION - Provision of Roof Replacement Works at New Inn and Roofing Line Refurbishment Works at Perthy Close	eTenderwales
(2019/BA1141/JT) Supply and Installation of Windows and Doors at Various Properties	eTenderwales
(2019/BA1143/NA) Provision of Roof Replacement Works at New Inn and Roofing Line Refurbishment Works at Perthy Close	eTenderwales

Test Auction (£1) eTenderwales 31/05/2019 15:32 31/05/2019 16:04

Quick Links

- Standard Links
- Organisation Profile
- Published Opportunities
- My Auctions**
- My PQQs**
- My ITTs**
- My Contracts
- Directories
- Custom Links
- Getting started with the new User Interface (Seller)
- 'Help'

My Running Surveys

No Scorecards to display

PQQs/ITTs Open to All Suppliers

	Currently Open	Next Closing Date
PQQ	23	10/06/2019 12:00
ITT	128	07/06/2019 10:00

My PQQs with Pending Responses

No PQQs to display

My ITTs with Pending Responses

No ITTs to display

Windows taskbar: 12:39 06/06/2019

On the next screen that is displayed you can then click the green tab to view all opportunities of that type (Auctions, PQQs or ITTs) that are open to any organisation.

My ITTs (etenderwales eTenderin... x +

https://etenderwales.bravosolution.co.uk/esop/toolkit/negotiation/joinRfq.do?from=menu&reset=true

12:42 WET - Western Europe Time DST

Welcome Procurement Officer

ePS | e Dendro Tendering

eTendering Helpdesk - 0800 069 8634

My ITTs **ITTs Open to All Suppliers**

Filter By: All ITTs Enter Filter (type to start search)

ITT Code	ITT Title	Project Code:	ITT Status	ITT Closing Date/Time	Buyer Organisation	Response Status
1	itt_75008 Test To Auction	project_39940	Closed: To Be Evaluated	04/06/2019 13:40	eTenderwales	Response Submitted To Buyer
2	itt_73291 (2019/BA1142/JT) Supply, Installation and Service and Maintenance of Passenger Lifts at Three locations	project_41255	Closed: Invalidated	29/05/2019 12:00	eTenderwales	Response Not Submitted To Buyer
		project_41447	Closed: To Be Evaluated	28/05/2019	eTenderwales	Response Not Submitted To Buyer

https://etenderwales.bravosolution.co.uk/esop/toolkit/negotiation/pubRfq.do?fro... ION - Provision of Roof Replacement

12:42 06/06/2019

From Published Opportunities

Click on the opportunity from the list that you are interested in looking at and review the information about the opportunity on the next screen. If you want to find out more and look at the tender documents click on the speech bubble and pencil icon. Then follow the guide below for 'From My ITTs'.

The screenshot shows the 'opportunityDetailId' page for opportunity ID 42925. Key details include:

- Works:** Under OJEU Open Procedure
- Listing Deadline:** 14/06/2019 12:00
- Contract Start Date:** 01/07/2019
- Contract Duration:** 6 Months
- Estimated Value of Contract:** 40000.00

The 'Published Lots' table contains the following data:

Code	Title	Time Limit to Express Interest	Actions
1	[Redacted]	14/06/2019 12:00	[Speech bubble icon] [Pencil icon]

A tooltip for the actions in the first row reads: "Access the PQQ/ITT details to view further information and to Express Interest in participating".

Buyer Details:

- Organisation:** eTenderwales
- Buyer:** [Redacted]
- Buyer Email:** [Redacted]
- Web Link:** [Redacted]

At the bottom of the page, a copyright notice reads: "© COPYRIGHT 2008 - 2019 BRAVOSOLUTION". The browser address bar shows the URL: "https://etenderwales.bravosolution.co.uk/esop/toolkit/negotiation/rfq/rfqDetailRfq.do?rfqId=rfq_221101&opportunityId=42925". The Windows taskbar at the bottom shows the date and time as 13:32 on 04/06/2019.

From 'My ITTs'

Click on the opportunity from the list that you are interested in looking at and review the information about the opportunity on the next screen. If you want to find out more and look at the tender documents click on the 'Express Interest' button. You can also click on 'Decide Later' to return to the previous screen.

The screenshot displays the 'ITT: it_74482' page on the eTenderWales platform. The page includes the following information:

- ITT Code:** it_74482
- ITT Title:** [Redacted]
- Project:** [Redacted]
- Closing Date:** 14/06/2019 12:00:00
- Response Status:** Response Not Submitted To Buyer
- Overview:**
 - ITT Description:** [Redacted]
 - Type of Supplier Access:** ITT Open to All Suppliers
 - Event Currency:** GBP
 - Test ITT:** No
 - Buyer Organisation:** eTenderWales
 - Buyer Name:** [Redacted]

The 'Express Interest' button is highlighted with a red circle, and a red arrow points to it from the 'Overview' section.

Creating Your Response

After clicking on the 'Express Interest' button (see above) you will see a screen like the one shown below. From this screen you can start creating your response, view the ITT documents as well as view and send messages via the secure message facility.

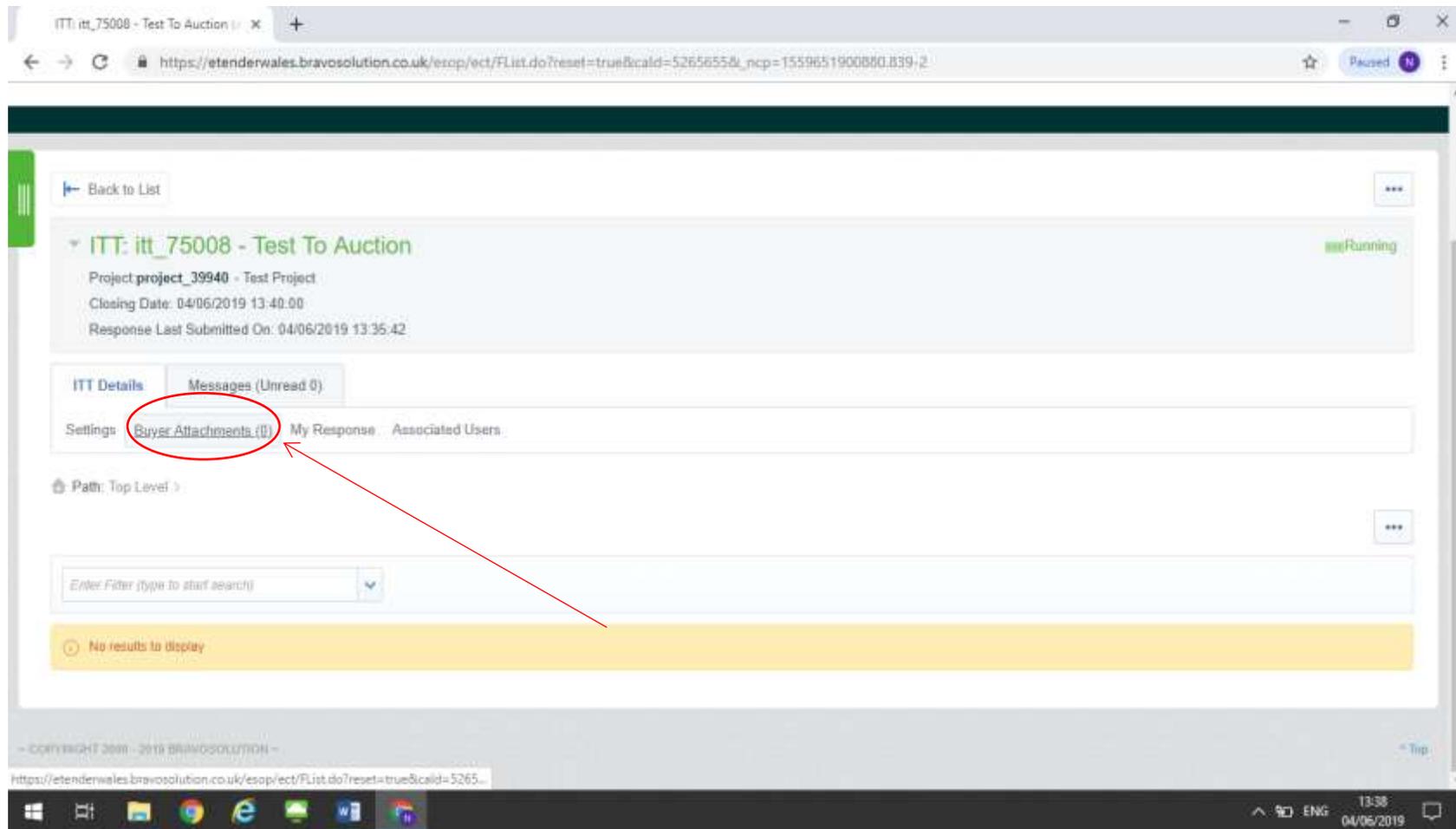
The screenshot shows a web browser window with the URL https://etenderwales.bravosolution.co.uk/esop/toolkit/negotiation/rfq/detailRfqResponse.do?_ncp=1559651551597.1099-1. The page title is "ITT: itt_75008 - Test To Auction" and it is in a "Running" state. The project details are: Project: project_39940 - Test Project, Closing Date: 04/06/2019 13:40:00, and Response Last Submitted On: Not Submitted Yet. The page has tabs for "ITT Details", "Messages (Unread 0)", "Settings", "Buyer Attachments (0)", "My Response", and "Associated Users". There are buttons for "Create Response" and "Decline To Respond". A button labeled "Begin the process of responding to this ITT" is also present. The "Supplier Organisation Structure" section shows "This Bid is Submitted on Behalf of: My Organisation Only (No consortium)" and a "View Response Index Only" button. The "1. Qualification Response (Questions: 1)" section is expanded to show "1.1 Test 2 - Question Section". A table below shows the question details:

Question	Description	Response
1.1.1 Test 2 Auction	* Test 2 Auction	

The browser's taskbar at the bottom shows the Windows logo, taskbar icons for File Explorer, Chrome, Edge, and Word, and the system tray with the date 04/06/2019 and time 13:32.

Viewing the Invitation to Tender documentation

You can view the Invitation to Tender documentation provided by Linc by clicking on the 'Buyer Attachments' tab at the top of the screen. The number in the title will tell you how many attachments there are to view. Once you have clicked the list of attachments will be displayed.



Creating a Response

You can start to create a response by clicking on the blue 'Create Response' button.

The screenshot shows a web browser window with the URL <https://etenderwales.bravosolution.co.uk/esop/toolkit/negotiation/rfq/detailRfqResponse.do?ncp=1559651551597.1099-1>. The page title is "ITT: itt_75008 - Test To Auction". The status is "Running". The project is "project_39940 - Test Project". The closing date is "04/06/2019 13:40:00". The response last submitted on is "Not Submitted Yet".

Navigation tabs include "ITT Details", "Messages (Unread 0)", "Settings", "Buyer Attachments (0)", "My Response", and "Associated Users".

Buttons for "Create Response" and "Decline To Respond" are visible. The "Create Response" button is circled in red, and a red arrow points to it from the text above. A tooltip below the button reads "Begin the process of responding to this ITT".

Section: "Supplier Organisation Structure"

This Bid is Submitted on Behalf of:
My Organisation Only (No consortium)

View Response Index Only

1. Qualification Response (Questions: 1)

1.1 Test 2 - Question Section

Question	Description	Response
1.1.1 Test 2 Auction	* Test 2 Auction	

Windows taskbar at the bottom shows the time as 13:32 on 04/06/2019.

Declining the Opportunity

If you change your mind and decide you no longer want to participate you can do so by clicking on the 'Decline to Respond' button.

Returning To The Main Screen

You can go back to the main screen at any time by clicking on the 'Back' button on the top left of the screen.

Making Your Response & Submitting It

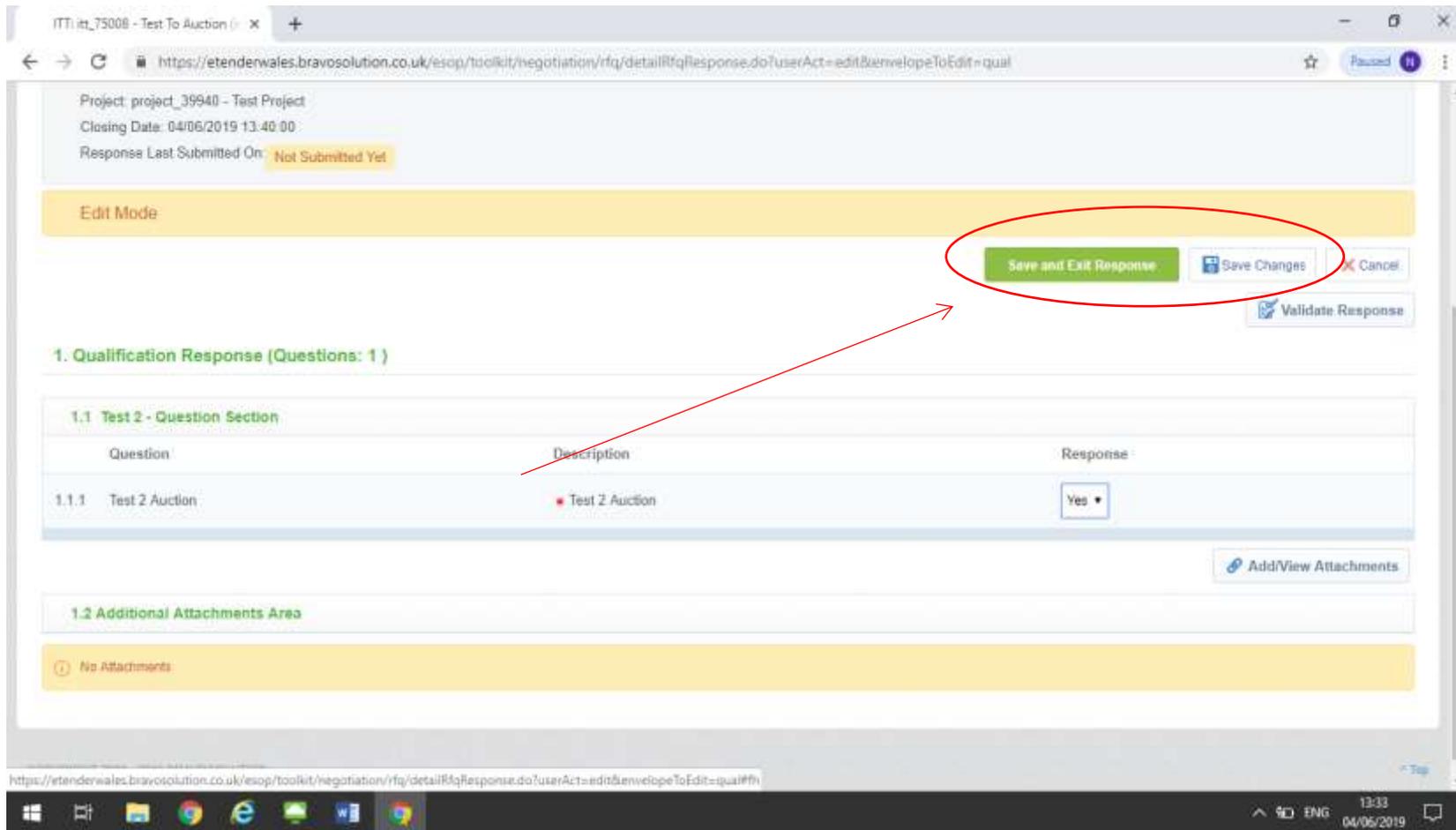
After you have clicked on the 'Create Response' (see above) you will be taken to a screen which looks like the one shown below. From here you should click on the 'Edit Response' button to being answering the questions and uploading files.

The screenshot shows a web browser window with the URL <https://etenderwales.bravosolution.co.uk/esop/toolkit/negotiation/rfq/detailRfqResponse.do?userAct=answer>. The page title is "ITT: itt_75008 - Test To Auction". The page content includes a "Supplier Organisation Structure" section with a "Manage Consortium" button. Below this, it states "This Bid is Submitted on Behalf of: My Organisation Only (No consortium)" and a "View Response Index Only" button. The main content area is titled "1. Qualification Response (Questions: 1)" and contains a sub-section "1.1 Test 2 - Question Section". This section has a table with columns "Question", "Description", and "Response". The table contains one row: "1.1.1 Test 2 Auction" with a description of "* Test 2 Auction". Below the table is a section "1.2 Additional Attachments Area" with a "No Attachments" message. A red circle highlights the "Edit Response" button in the top right corner of the main content area, with a red arrow pointing to it from the table row. The footer of the page includes copyright information: "© COPYRIGHT 2000 - 2019 BRAVOSOLUTION".

Question	Description	Response
1.1.1 Test 2 Auction	* Test 2 Auction	

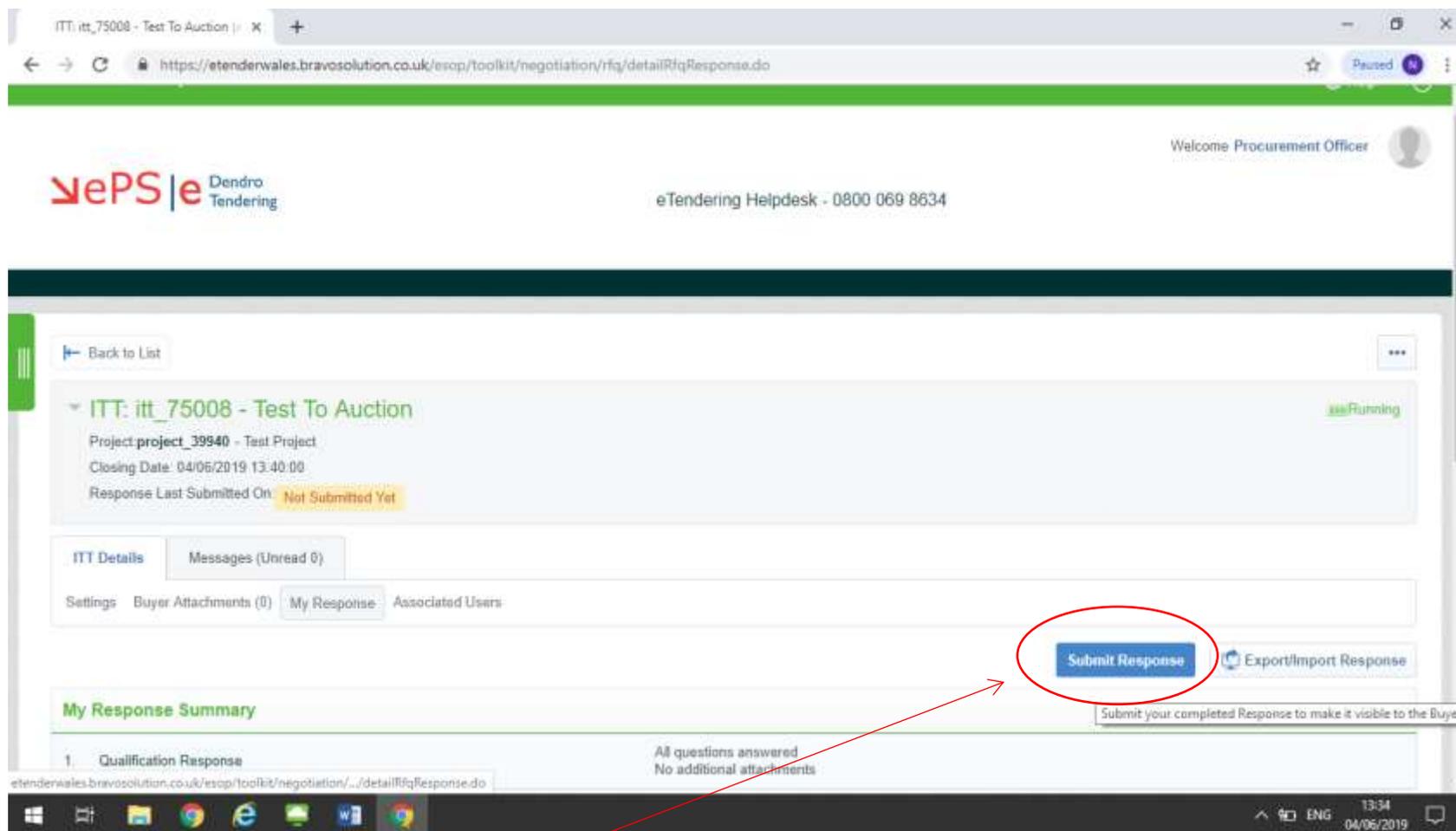
You will then see a screen similar to the one below with the questions listed and response options next to each question. You should complete the questions as necessary and when you are ready click the 'Save and Exit' button to return to the previous screen.

Top Tip: You can save as you go without exiting by click on the 'Save Changes' button. You are strongly advised to save regularly to avoid losing you work. Remember the system has an automatic time out security feature and any unsaved work can be lost.

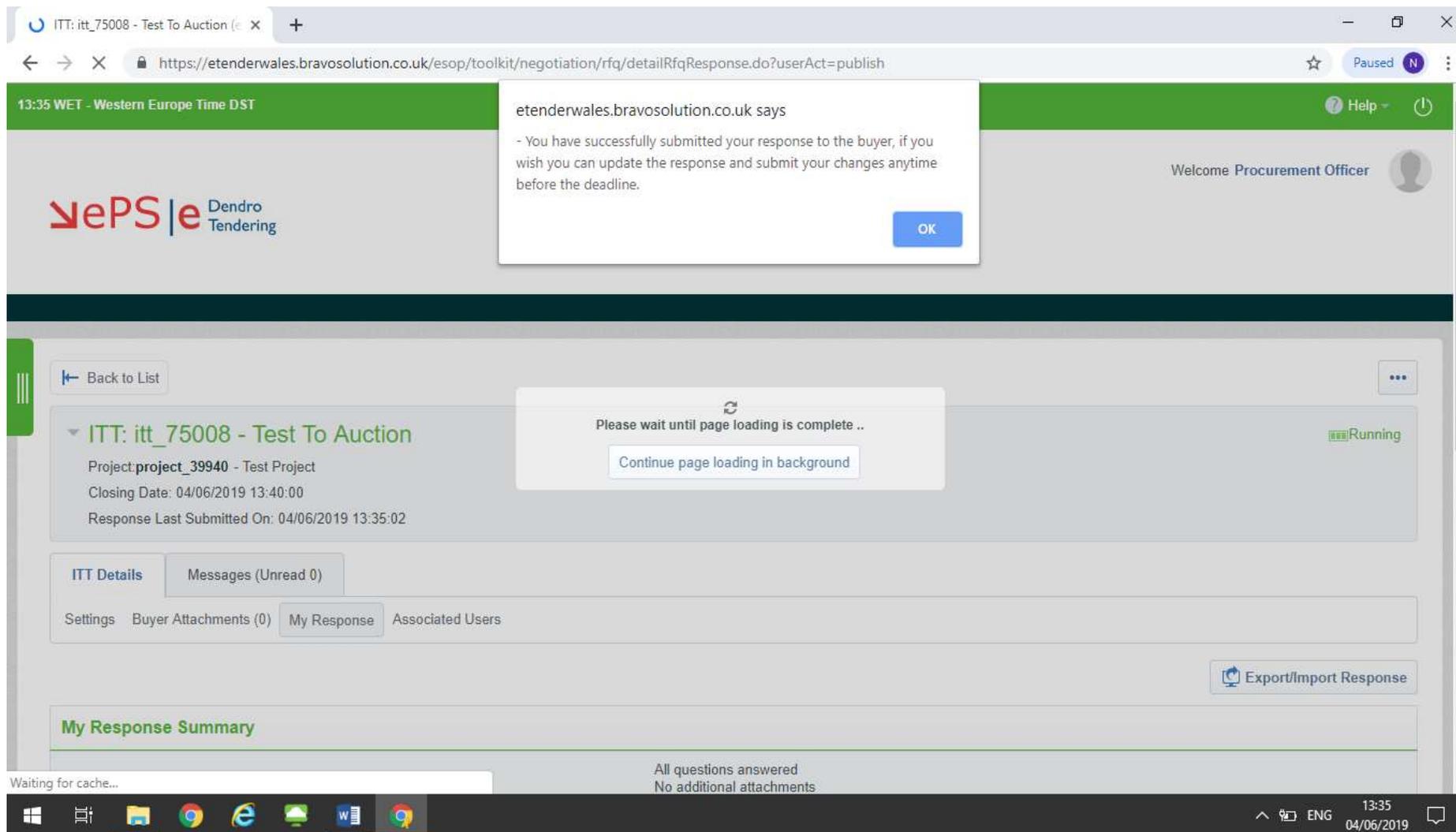


You can use the 'Validate Response' button to check that your responses to the questions are as required by the system. For example whether you have answered all the mandatory questions.

When you have completed your response and are ready to submit you should click on the blue 'Submit Response' button.

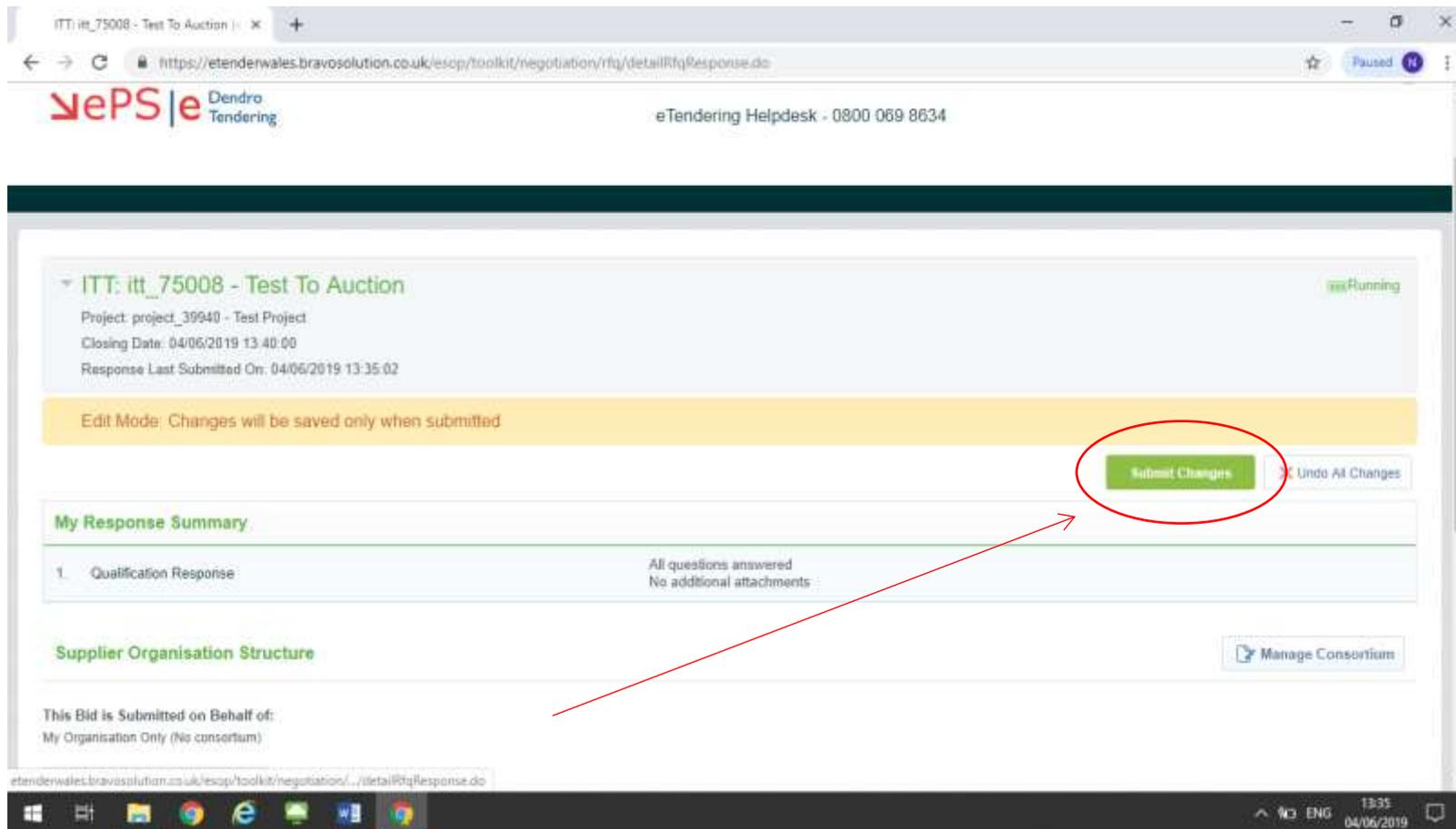


If your response is submitted successfully you will see the message below displayed on your screen.



Editing a Response

Once you have submitted you can still make changes to your response at any time until the deadline. You can do this by clicking on the edit response button. Once you have made the changes, click the green 'Keep Changes' button. You MUST then submit your changes by clicking on the green 'Submit Changes' button. If you do not click this button your changes will not be received by Linc.



Secure Message Facility

Linc will send messages to you about the tender including confirming the outcome via the eTenderWales message facility. You must also ask any questions about the tender via the same facility. It can be accessed from the initial opportunity screen above by clicking on the 'Messages' tab.

The screenshot shows a web browser window displaying the eTenderWales interface. The browser's address bar shows the URL: https://etenderwales.bravosolution.co.uk/esop/toolkit/negotiation/rfq/detailRfqResponse.do?_ncp=1559651955628.916-1. The page header includes the ePS logo, 'Dendro Tendering', and 'eTendering Helpdesk - 0800 069 8634'. The main content area features a 'Back to List' button and a dropdown menu for 'ITT: itt_75008 - Test To Auction', which is currently 'Running'. Below this, the 'ITT Details' section includes a 'Messages (Unread 1)' tab, which is circled in red. A tooltip is visible over this tab, stating: 'A secure method of communicating with parties involved in the Object, available during the lifetime of the Object.' Other tabs include 'Create Message', 'Received Messages', 'Sent Messages', 'Draft Messages', and 'Forwarded Messages'. The 'My Response Summary' section shows '1. Qualification Response' with the status 'All questions answered' and 'No additional attachments'. The 'Supplier Organisation Structure' section is also visible. The browser's taskbar at the bottom shows the date and time as 13:39 on 04/06/2019.

The tabs that are displayed ('Create Message' 'Received Messages', 'Sent Messages' etc) are self-explanatory. By clicking on these you can access the relevant screen to either review messages or the form to create a new message.

When a new message is sent to you, you will receive an email to the email address registered against your account advising you that a message has been received.

Forgotten Passwords

If you forget your password you should use the forgotten password link on the main login page. Click the link and follow the on screen instructions.



If you have forgotten your username please contact the eTendering Helpdesk on 0800 069 8634.

Logging Out

The icon that looks a little like a power button is the logout button. To log out simply click the icon and this will log you out of eTenderWales. Make sure you save your work before you click the icon as unsaved changes cannot be retrieved.

The screenshot shows the eTenderWales Main Dashboard. At the top, there is a green header bar with the time '13:52 WET - Western Europe Time DST' on the left, a 'Help' icon, and a power button icon circled in red. Below the header, there is a dark grey bar with the text 'Press F11 to exit full screen' and a user profile icon with the text 'Welcome Procurement Officer'. The main dashboard area contains several widgets: 'Contracts in Negotiation' (No Contracts to display), 'New Messages (last 30 days)' (No Unread Messages), 'Open and Pending Auctions' (No Auctions to display), 'My Running Surveys' (No Scorecards to display), 'My PQQs with Pending Responses' (No PQQs to display), 'PQQs/ITTs Open to All Suppliers' (table with 2 PQQs and 133 ITTs), 'My ITTs with Pending Responses' (No ITTs to display), and 'Quick Links' (Standard Links: Organisation Profile, Published Opportunities, My Auctions, My PQQs, My ITTs, My Contracts).

	Currently Open	Next Closing Date
PQQ	22	01/06/2019 23:59
ITT	133	31/05/2019 12:00

Help

If you need help using eTenderWales or experience technical difficulties you should contact the eTendering Helpdesk on 0800 069 8634.