

e-Tendering Vendor Pack

For all e-Tendering Support – email eTendering@Haringey.gov.uk

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Before you start



Does your computer system meet Haringey's recommended minimum requirements for e-tendering?

<i>Minimum Computing Standards</i>	<i>Notes</i>
Internet Explorer	Version 5.5 or higher
Operating System	Win95 or above
Processor	300 Mhz (or faster)
Main Memory	64 MB (or higher)
Hard Disk	1 GB (or more)
Graphics Card	1024x768 (screen resolution) 32768 colours 4 MB memory (RAM) (or higher)
Modem	minimum capacity of connecting using 75600bps

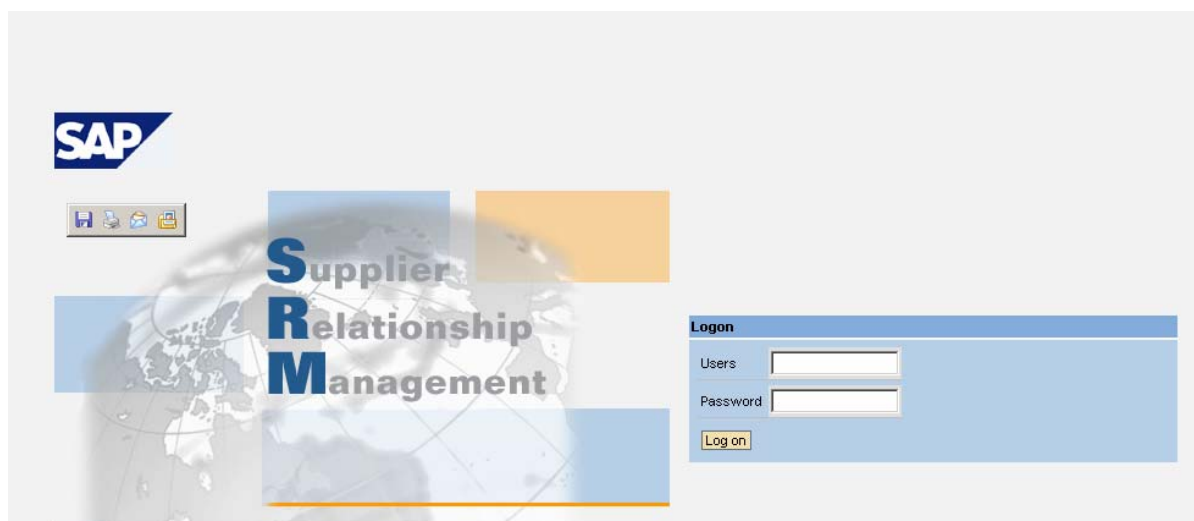
If your computer system does not meet these minimum requirements, it is likely that you will experience difficulties accessing the e-tendering system.

Minimum ISP Standards

There should be no issues when connecting to CMS via dial-up, however, the baud rate supplied by an ISP(Internet Service Provider) should be a minimum of 57600bps.

How do I get access to the system?














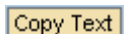




- Complete a supplier registration form, available at www.haringey.gov.uk/procurement_opportunitites, and then email to eTendering@haringey.gov.uk.
- User IDs and passwords will be issued and administered by Haringey Council and will be sent to you by email.
- If you have not been sent a User ID and password, or if you have forgotten your password, email eTendering@Haringey.gov.uk.
- Once you have been given a User ID and password, you can access the site by typing <http://ProcurementTendering.Secure.Haringey.Gov.UK> in your web browser or clicking on the link in your welcome email.



- You will be required to enter your User ID and password. On your first login, you must change your initial password to a password of your choice (exactly 8 characters long, made up of letters and numbers but no special characters e.g. '&')
- User IDs and passwords must be kept safe.

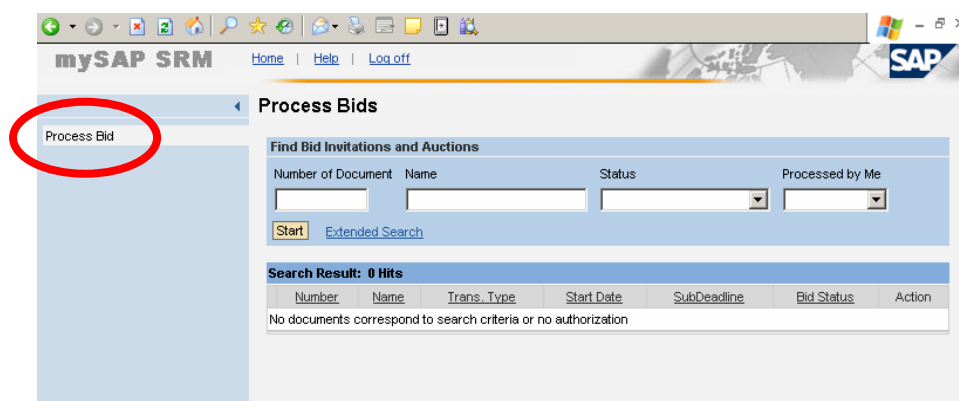
Basics: e-Tendering terminology and icons

- The word Bid is used to describe your response to the Bid Invitation, i.e. any documentation you would return to Haringey.
- There will be a separate Bid Invitation for each stage of the tender process, e.g. at Pre-Qualification stage and at Invitation to Tender stage.
- Below is a list of the key e-Tendering icons and their function to help you quickly and efficiently operate the system:

Icons	Name	Functionality
	Details	Takes you to additional screens relating to the bid invitation
	Delete	Allows you to delete an item
	Change Bid	Allows you to change your bid
	Create Bid	Allows you to create a new bid
		Allows you to search for an item
		Allows you to delete the bid, a deleted bid cannot be restored
		Allows you to check for any errors in the bid proposal
		Allows you to update your screen
		Allows you to register you interest against a bid invitation
		Allows you to create a bid
		Saves and submits the bid to Haringey. A submitted bid cannot be amended once the submission deadline has passed
		Allows you to save an incomplete bid to complete at a later stage
		Allows you to close a message box when it appears
		Allows you to save notes on your bid
		Allows you to search for documents on your computer to attach to your bid
		Allows you to add documents to your bid
		Accepts the terms and conditions and submits the bid
		Declines the terms and conditions and returns back to the bid

How do I search for a bid invitation?

- Once you have logged in, click on **Process Bid**. This will bring you to the following screen:

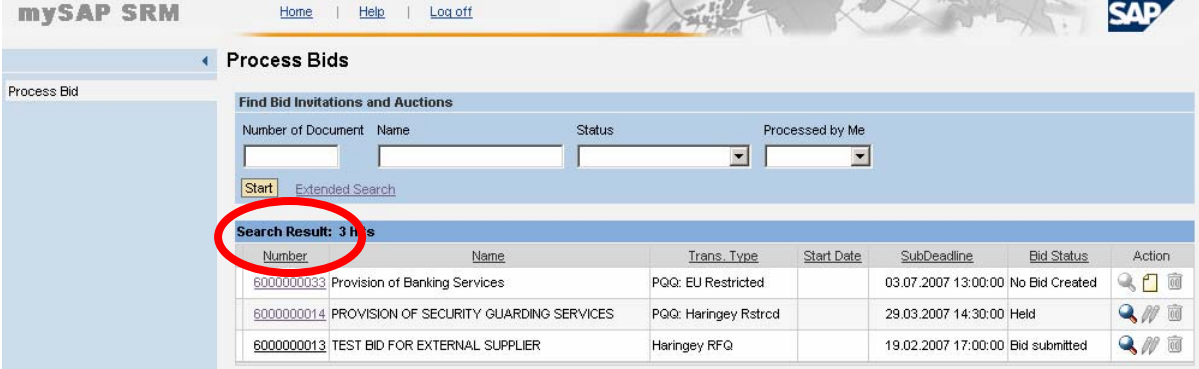


- Leave all the search options blank and click **Start** Start to view all current bid invitations; or
- Search for relevant bid invitation using the search options below

Field Name	Notes
Simple Search	
Number of Document	Enter the 10 digit reference number
Name	Enter the exact bid invitation name, or if you cannot remember the exact name, add a couple of letters and an asterisk (e.g. st* will return all bids beginning with 'st', *water* will return all bids containing the word 'water')
Status	Select from dropdown. You can search for current bid invitations by selecting 'current bid invitations'.
Processed by Me	Tick check box to search for your own bids
Extended Search	
Product Category	Click on Extended Search for a more detailed search Select from 'favourites' listed or click on '...' to search for required category
Sub deadline	Select from dropdown for submission deadline timescales
All Bids from my	Tick check box to select company bids

company

- Click on **Start** to begin the search
- Search results are displayed under the header **Search Result** **Search Result: 37 Hits** with the Bid invitation Number, Name and Submission Deadline all displayed.

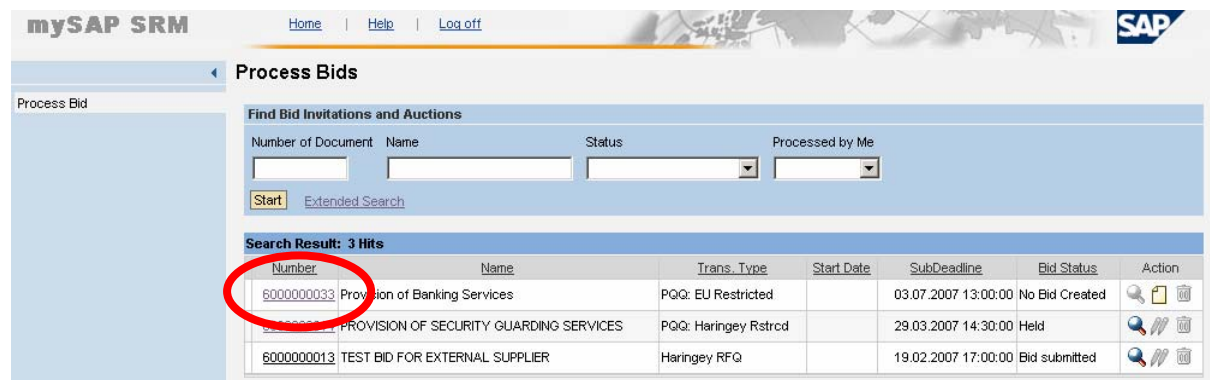


The screenshot shows the 'mySAP SRM' interface for 'Process Bids'. It includes search filters for 'Number of Document', 'Name', 'Status', and 'Processed by Me'. A 'Start' button is highlighted with a red circle. Below the filters, the search results are displayed in a table with 3 hits.

Number	Name	Trans. Type	Start Date	SubDeadline	Bid Status	Action
6000000033	Provision of Banking Services	PQ: EU Restricted		03.07.2007 13:00:00	No Bid Created	
6000000014	PROVISION OF SECURITY GUARDING SERVICES	PQ: Haringey Rstrcd		29.03.2007 14:30:00	Held	
6000000013	TEST BID FOR EXTERNAL SUPPLIER	Haringey RFQ		19.02.2007 17:00:00	Bid submitted	

How do I view a bid invitation?

- Once you have your list of search results, click on the **Bid Invitation Number** to view a bid invitation



mySAP SRM Home | Help | Log off

Process Bids

Find Bid Invitations and Auctions

Number of Document: Name: Status: Processed by Me:

Start Extended Search

Search Result: 3 Hits

Number	Name	Trans. Type	Start Date	SubDeadline	Bid Status	Action
6000000033	Provision of Banking Services	PQQ: EU Restricted		03.07.2007 13:00:00	No Bid Created	
6000000013	PROVISION OF SECURITY GUARDING SERVICES	PQQ: Haringey Rstrcd		29.03.2007 14:30:00	Held	
6000000013	TEST BID FOR EXTERNAL SUPPLIER	Haringey RFQ		19.02.2007 17:00:00	Bid submitted	

- The following screen will appear, displaying the **Basic Data**:



mySAP SRM Home | Help | Log off

Display PQQ: Haringey Cmpvte

Register Create Hold Change Refresh

Back to Initial Screen

PQQ: Haringey Cmpvte: Name COSH2 16.02.2007 12:57:27 Number 6000000105

General Data Item Data

Basic Data | Information from Purchaser | Partner/Delivery Address

Check the information for the bid invitation.

Time Zone	GMTUK
Bid Submission Deadline	26.02.2007 13:00:00
Opening Date	26.02.2007 13:00:00
Validity Period	26.02.2007 To 26.02.2007

- To view notes or documents attached to the bid invitation click on **Information from Purchaser** in the header.



mySAP SRM Home | Help | Log off

Display PQQ: Haringey Cmpvte

Register Create Hold Change Refresh

Back to Initial Screen

PQQ: Haringey Cmpvte: Name COSH2 16.02.2007 12:57:27 Number 6000000105

General Data Item Data

Basic Data | **Information from Purchaser** | Partner/Delivery Address

Check the information for the bid invitation.

- The following page will be displayed:

Display Bid

Delete Check Refresh Download Upload [Back to Initial Screen](#)

PQQ: Haringey Rstrcd: Name PROVISION OF SECURITY GUARDING SERVICES **Number** 600000014

General Data Item Data

[Basic Data](#) | [Information from Purchaser](#) | [My Notes](#) | [Partner/Delivery Address](#)

Check the information in your bid.

Texts

Vendor Text

Please see attached the advert for the Provision of Security Guarding Services Restricted Tender. Also attached is the Pre-Qualification Questionnaire (PQQ).

Complete the PQQ and attach it to the 'My Notes' section, and submit your bid by 14:00 on 29th March 2007.

Attachments


Overview of Attachments


Description	Category	Date	Time
Security advert.doc	Standard Attachment	20.02.2007	15:44:17
PQQ for Security Tender	Standard Attachment	22.02.2007	12:09:11

- Any message from Haringey will be displayed under the **Texts** heading.
- Any tender documents attached to the bid invitation will be displayed under the **Attachments** heading.
- Clicking on the attachment description will open up the document, which you can then save to your computer if required.

To exit from a bid invitation, click on **Back to Initial Screen** [Back to Initial Screen](#) (on the top right-hand side of the screen) to go back to the search screen.

How do I register for a bid invitation?

Once you have viewed the details of the bid invitation and want to express your interest, click on **Register** , at the top left-hand corner of the screen.




The screenshot shows the mySAP SRM interface for a bid invitation. The title bar reads "mySAP SRM" with navigation links for Home, Help, and Log off. The main heading is "Display PQQ: Haringey Cmpvte". Below this, there is a "Process Bid" section with a row of buttons: Register, Create, Hold, Change, and Refresh. The "Register" button is circled in red. To the right of these buttons is a link for "Back to Initial Screen". Below the buttons, there is a summary bar for "PQQ: Haringey Cmpvte" with fields for Name (COSH2 16.02.2007 12:57:27) and Number (6000000105). There are tabs for "General Data" and "Item Data". Under "General Data", there are sub-tabs for "Basic Data", "Information from Purchaser", and "Partner/Delivery Address". A note says "Check the information for the bid invitation." Below this is a table with the following data:

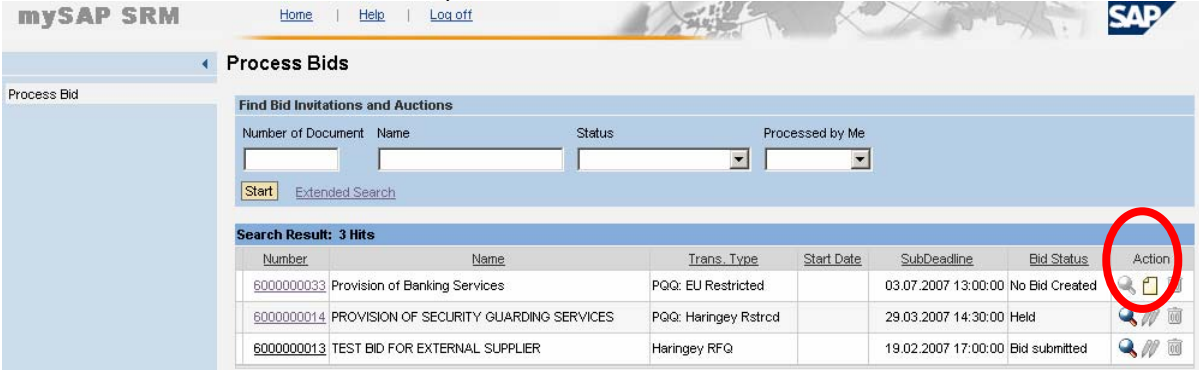
Time Zone	GMTUK
Bid Submission Deadline	26.02.2007 13:00:00
Opening Date	26.02.2007 13:00:00
Validity Period	26.02.2007 To 26.02.2007



If Haringey makes a change to a published bid invitation, registered bidders will be informed of these changes via email.

How do I create a bid?

- There are two ways to begin to create a bid:
 - If you are viewing the search results click on the **Create Bid** icon  for the bid invitation you would like to submit a bid for (right-hand side of the screen under 'Action').



mySAP SRM Home Help Log off




Process Bids


Find Bid Invitations and Auctions

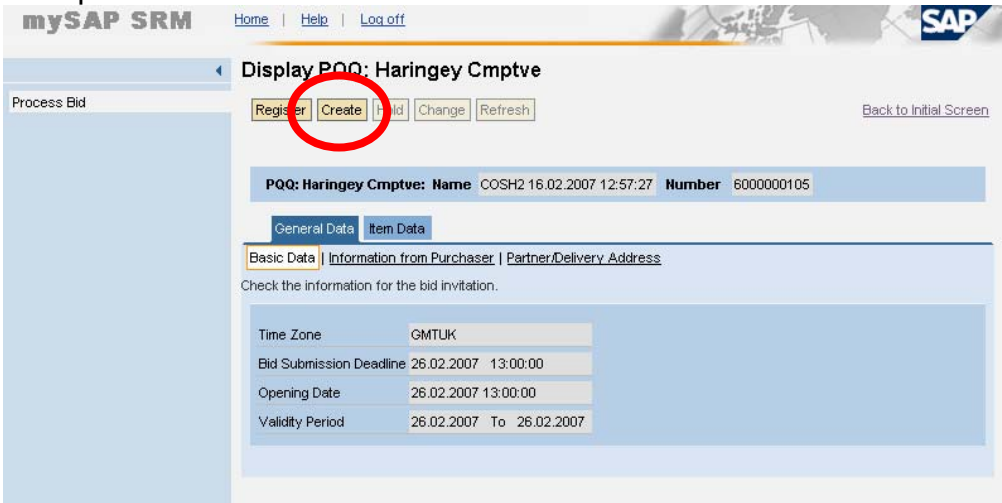
Number of Document Name Status Processed by Me

Start Extended Search

Search Result: 3 Hits

Number	Name	Trans. Type	Start Date	SubDeadline	Bid Status	Action
6000000033	Provision of Banking Services	PQQ: EU Restricted		03.07.2007 13:00:00	No Bid Created	
6000000014	PROVISION OF SECURITY GUARDING SERVICES	PQQ: Haringey Rstrcd		29.03.2007 14:30:00	Held	
6000000013	TEST BID FOR EXTERNAL SUPPLIER	Haringey RFQ		19.02.2007 17:00:00	Bid submitted	

- Or if you are viewing the bid invitation details, click on **Create** , at the top left-hand corner of the screen.



mySAP SRM Home Help Log off

Display PQQ: Haringey Cmptve

Register **Create** Bid Change Refresh Back to Initial Screen

PQQ: Haringey Cmptve: Name COSH2 16.02.2007 12:57:27 Number 6000000105

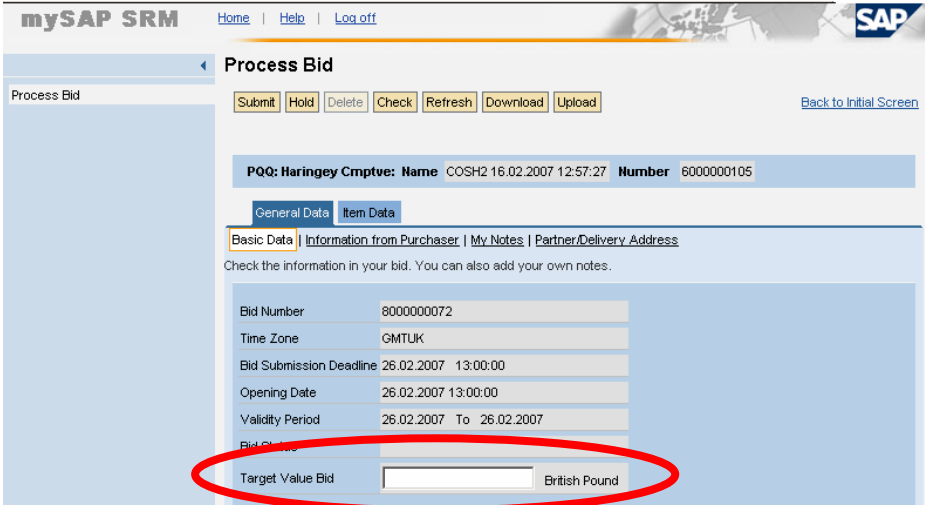
General Data Item Data

Basic Data Information from Purchaser Partner/Delivery Address

Check the information for the bid invitation.

Time Zone	GMTUK
Bid Submission Deadline	26.02.2007 13:00:00
Opening Date	26.02.2007 13:00:00
Validity Period	26.02.2007 To 26.02.2007

- This will bring you to the following screen.



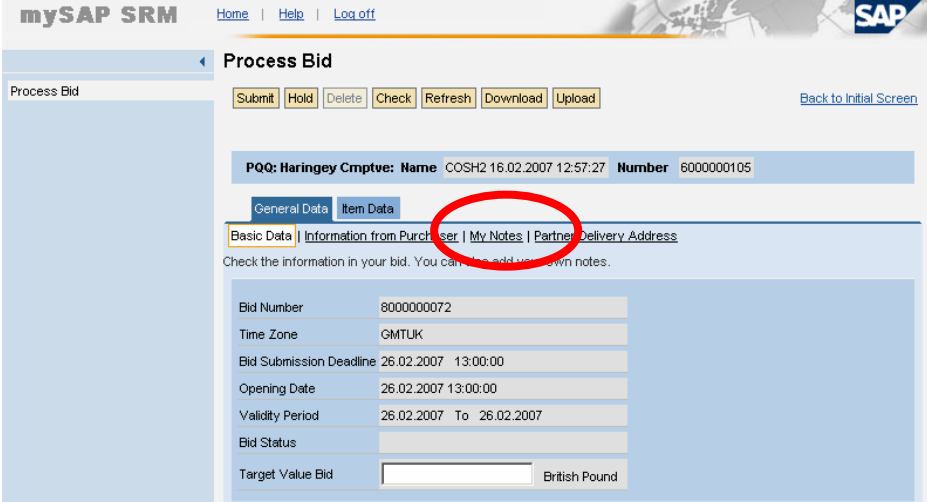
The screenshot shows the 'mySAP SRM' interface for 'Process Bid'. At the top, there are navigation links for 'Home', 'Help', and 'Log off'. Below this, there are buttons for 'Submit', 'Hold', 'Delete', 'Check', 'Refresh', 'Download', and 'Upload', along with a 'Back to Initial Screen' link. The main content area displays 'PQQ: Haringey Cmptve: Name COSH2 16.02.2007 12:57:27' and 'Number 6000000105'. There are tabs for 'General Data' and 'Item Data'. Under 'General Data', there are sub-tabs for 'Basic Data', 'Information from Purchaser', 'My Notes', and 'Partner/Delivery Address'. The 'Basic Data' section contains a table of bid information:

Bid Number	8000000072
Time Zone	GMTUK
Bid Submission Deadline	26.02.2007 13:00:00
Opening Date	26.02.2007 13:00:00
Validity Period	26.02.2007 To 26.02.2007
Bid Status	
Target Value Bid	<input type="text"/> British Pound

- The 'Target Value Bid' field is mandatory for all Bid Invitations
- Please ensure that a value is entered for the bid, in the 'Target Value Bid' field. Follow any instructions given on the 'Information from Purchaser section.
- You may also be required to complete bid values against an item which is located on the **Item Data** tab. Follow any instructions given on the 'Information from Purchaser section.

To add Text and Attachments to your Bid

- To add a text note or attach a document to the bid click on **My Notes**



mySAP SRM Home | Help | Log off SAP

Process Bid

Submit Hold Delete Check Refresh Download Upload Back to Initial Screen

PQQ: Haringey Cmppte: Name COSH2 16.02.2007 12:57:27 Number 6000000105

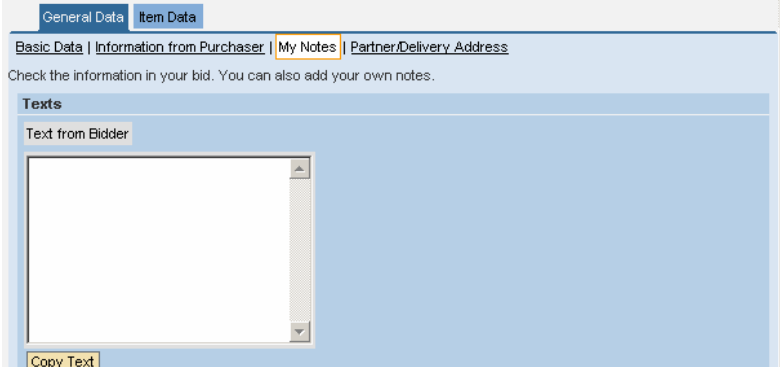
General Data Item Data

Basic Data | Information from Purchaser | **My Notes** | Partner/Delivery Address

Check the information in your bid. You can also add your own notes.

Bid Number	8000000072
Time Zone	GMTUK
Bid Submission Deadline	26.02.2007 13:00:00
Opening Date	26.02.2007 13:00:00
Validity Period	26.02.2007 To 26.02.2007
Bid Status	
Target Value Bid	<input type="text"/> British Pound

- This will take you to the following screen:



General Data Item Data

Basic Data | Information from Purchaser | My Notes | Partner/Delivery Address

Check the information in your bid. You can also add your own notes.

Texts

Text from Bidder

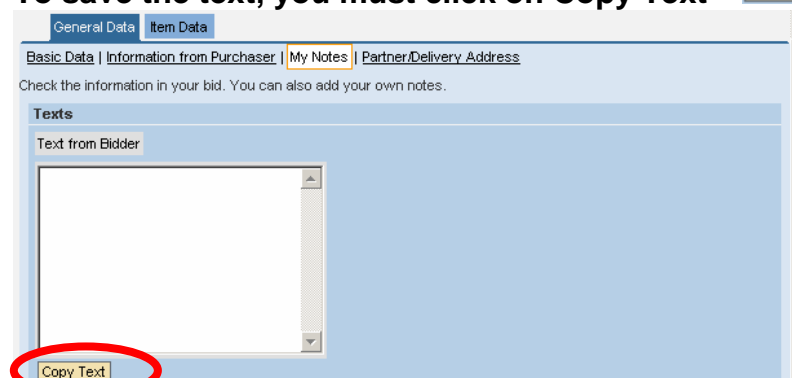
Copy Text

- To add text to the bid, type in the text message box



To save the text, you must click on **Copy Text**

Copy Text



General Data Item Data

Basic Data | Information from Purchaser | My Notes | Partner/Delivery Address

Check the information in your bid. You can also add your own notes.

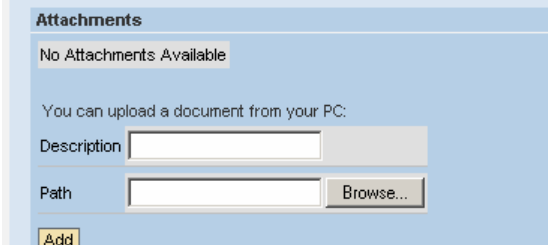
Texts

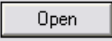

Text from Bidder

Copy Text


To add a document

- To add a document to the bid click on **Browse**  near the bottom of the screen





- Select your file and click on **Open** 
- The document path details will be displayed in the **Path** field
- Click on **Add**  to add the document to the bid
- The document details will be stored under **Overview of Attachments**

To save your bid

- If you have started to create your bid but it is not ready to be submitted to Haringey, click on **Hold**  (top right hand corner of the screen). A held bid will never be seen by Haringey – you will need to complete the bid and then submit it for Haringey to see the bid after the submission deadline.
- If your bid is completed you will need to submit it, see the 'How do I submit a bid?' section.



An incomplete bid can be saved at any time by clicking on **Hold**  .

Existing bids can be viewed by searching for the bid invitation and clicking on the Details icon  to display.

How do I submit a bid?

- Click on Submit to submit the bid proposal to Haringey Council
- A pop-up box will ask you to accept/decline Haringey's terms and conditions
- Click on Accept to submit the bid to Haringey Council
- If you chose not to accept the terms and conditions, by clicking on Decline , your bid will not be submitted.

Submission Deadline



If you try to submit your bid after the submission deadline, a message box will appear stating that the submission deadline has passed and you will not be able to submit the bid. The submission deadline is clearly displayed on the bid invitation, and bids will need to be submitted (using **Submit**) before the deadline.

Important:

Large Documents may take a long time to upload onto the system. Adding graphics will also increase the time taken to upload.

Note:







We strongly recommend that you submit your bids 24 hours before the deadline to safeguard against any unforeseen problems.

How do I change an existing bid?

If the bid submission deadline has not passed, you can amend an existing bid.



Changing a bid that has already been submitted will mean that bid is no longer submitted and will not be visible to Haringey once the submission deadline has passed. You will need to submit again for Haringey to receive your bid.

- Click on **Process Bid** (top left-hand side of the screen)
- Using the e-Tendering search function, locate the bid proposal to be amended
- Under the Action column on the right-hand side click on the **Change** icon  to open up the bid information in amend format.
- This will bring you to the next screen, showing the bid information. Amend the information as required
- Click on **Check**  for e-Tendering to check for any errors
- Correct any errors highlighted by e-Tendering
- Depending on the original status of the bid invitation you will have the option to select
 - **Hold**  to save your bid proposal
 - **Submit**  to save and submit the bid proposal to Haringey
 - A pop-up box will ask you to accept/decline Haringey's terms and conditions
 - Click on **Accept**  to submit the bid to Haringey
 - If you chose not to accept the terms and conditions, by clicking on **Decline**  your bid will not be submitted.

e-Tendering Q&A

Q: What do I do if I am unable to gain access to the internet (URL) site?

A: Click on the refresh icon on the internet toolbar. If this does not resolve the problem try and re-enter the URL address provided to you upon registration. Should you continue to experience difficulties please contact the eTendering Team on 020 8489 3979.

Q: What do I do if I've forgotten my password / have locked myself out of the system/ unable to logon?

A: Please contact the eTendering Team via email: eTendering@Haringey.gov.uk. They will be able to assist you with regard to access, this may include the re-issue of password and/or logon ID's.

Q: If I have made an Expression of Interest in writing and I wish to use e-Tendering, how do I do this?

A: Upon receipt of your Expression of Interest and indication that you wish to use the system you will receive a system registration form for completion and return. The completed registration form will be entered on the system, you will be notified by email of your password and logon, and the system administrator will also enter you as a potential bidder on to the bid invitation

Q: Can I register my interest in the bid without making a bid submission?

A: Yes, you can access the bid invitation by double clicking on the bid invitation number, left hand column in table, the screen will refresh. At the top left hand of the screen there is a Register button by clicking on this your interest is registered. You can leave the bid invitation by clicking on Return to Initial Screen or Log off to exit e-Tendering.

Please note: If you register interest this is not a bid invitation submission. You will need to return to the bid invitation, enter data required, and submit the bid invitation for this to occur.

Q: Will I be able to see all bid invitations?

A: You will be able to see those bid invitations which are available to all vendors registered on the eTendering system. You will also be able to see those bid invitations which have passed the pre-qualification stage, for which you have been shortlisted, and any bids submissions you have made in the past.

<p>Q: Can more than one member of the bid team have access to the e-Tendering system?</p> <p>A: When you register as a bidder on the system Haringey Council will verify that a registration does not already exist and also that only one contact is recorded. For those vendors who have a team operation it is possible to identify a single team as a point of contact rather than an individual.</p>
<p>Q: How do I know that Haringey has received my bid?</p> <p>A: To check that your bid was submitted correctly, check the status of your bid on the eTendering system.</p> <p>Prior to the notified tender closing date, you will need to monitor the Haringey website for system failure notices. Where such a notice appears the onus is on all bidders to follow any instructions given and to resubmit bids if necessary.</p> <p>Please note where you have submitted a bid 24 hours before a failure, you are strongly advised to check that your bid has been properly registered by the system.</p>
<p>Q: What happens if Haringey makes a change to the published bid invitation?</p> <p>A: All bidders will be notified of any changes by email.</p>
<p>Q: Why are my documents taking so long to attach?</p> <p>A: Please check your internet connectivity with your Internet Provider</p> <p>Important:</p> <p>Large Documents may take a long time to upload onto the system. Adding graphics will also increase the time taken to upload.</p> <p>Note:</p> <p>We strongly recommend that you submit your bids 24 hours before the deadline to safeguard against any unforeseen problems.</p>
<p>Q: I am unable to submit by bid.</p> <p>A: To submit your bid, please click on the submit button and accept the terms and conditions stated on the website. Alternatively, if the deadline for submitting your bid online has passed, you will be unable to proceed.</p>
<p>Q: The e-Tendering website is blocked.</p> <p>A: This could be for the following reasons. Firstly, your Internet Service Provider has blocked access as you have exceeded their upload limit. Secondly, the Contract Management System website is unavailable because we are experiencing technical issues, if these issues persist, please send an email to eTendering@Haringey.gov.uk.</p>

