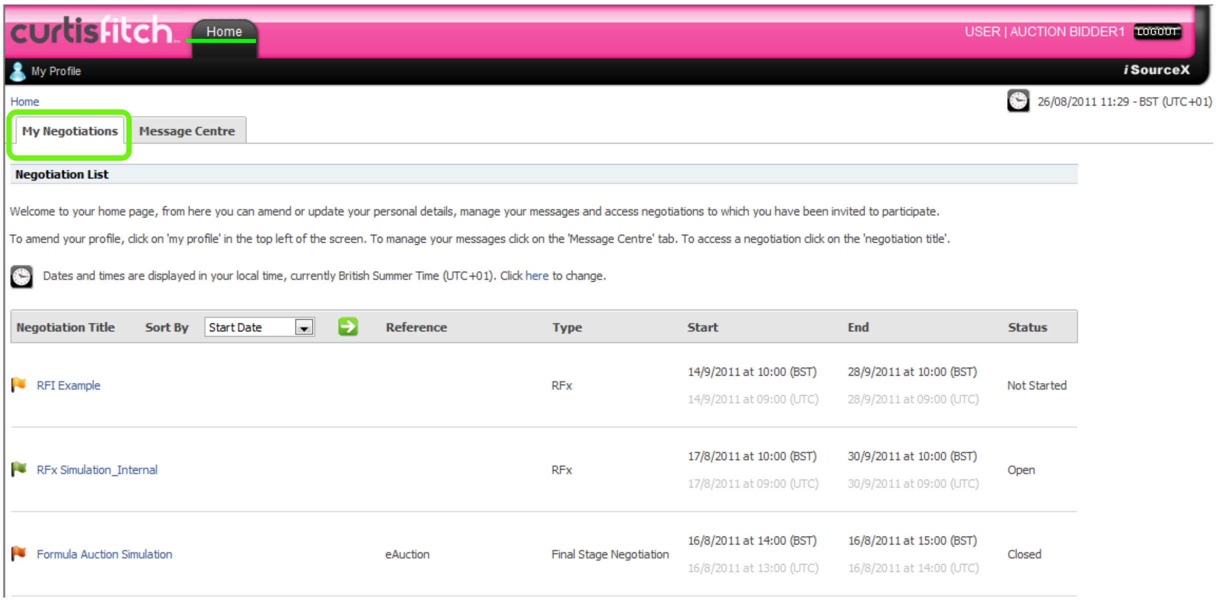
How to Submit Your Response

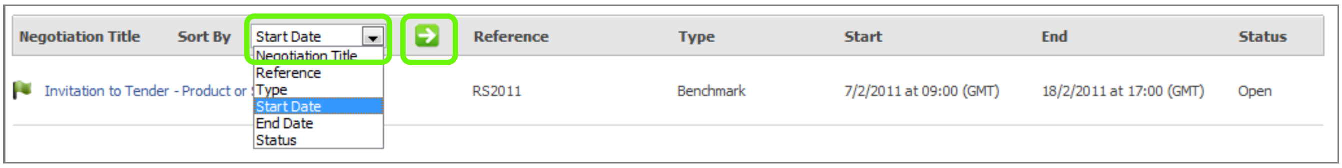
Step 1: Log into the eSourcing website using your email address as the username and the password you chose when you activated your account.

A new screen will open. This is your **Home** page**.**

The **My Negotiations** tab will be open. This lists all Negotiations (events) you have been invited to:



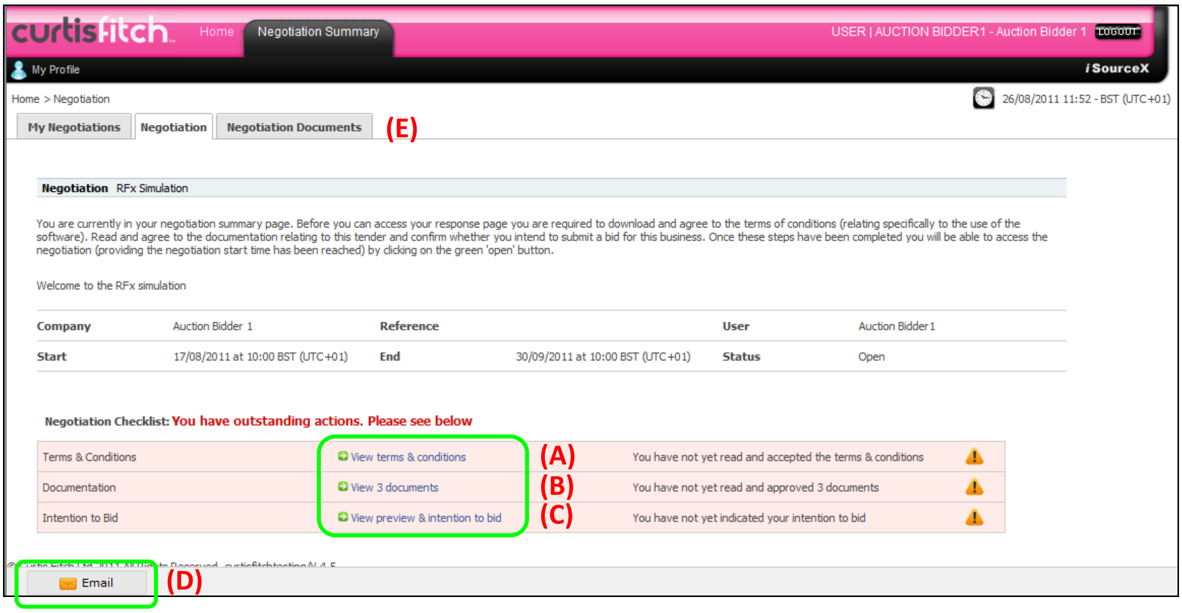
Step 2 (optional): The list of events in the **My Negotiations** tab can be sorted by selecting an option from the **Sort By** drop-down box and then clicking on the green arrow to initiate the sort.



The colour of the flag indicates the status of the negotiation: Green: Negotiation Open
Amber: Negotiation Not Started
Red: Negotiation Expired (Closed)

Step 3: In the Negotiation Title column, click the hyperlink (blue text) for the Negotiation you wish to access.

Step 4: Having selected the event, you will be taken to your **Negotiation Summary** tab where you will have outstanding actions to complete.



You may be required to complete all or a combination of the following actions:

(A) View Terms and Conditions - The Terms and Conditions specific to the use of the sourcing portal can be accessed by clicking on the hyperlink (blue text). You will be required to confirm you agree to the Terms and Conditions prior to submitting a response.

(B) View Documents - All documentation relating to the event will be listed and available to download. Access the list by clicking on the hyperlink (blue text). Click the yellow floppy disk icon to download each document individually or select 'Download All Documents'. You will be required to confirm you have read the documents and agree to them prior to submitting a response.

(C) Intention to bid - Confirm your Intention to Bid as 'Yes' to indicate you intend to bid / respond to the negotiation or 'No' if you do not intend to participate. Please note a 'bid' can be your response to a tender question. The choice defaults to 'Awaiting Decision' until you confirm your Intention to Bid.

(D) Email - Any messages sent to you by the Negotiation Manager will appear in a pop-up window in the bottom left of your screen. You can send messages to the Negotiation Manager using this facility. Click the envelope icon to mark the message as read.

(E) Negotiation Documents: The buyer may have chosen to switch this tab off, however if the tab is displayed you will have the opportunity to upload additional documents as part of your response.

Click **Upload Document** to open the **File Upload** window.

Step 5: Once all items within the Negotiation Checklist have been confirmed you will be permitted to submit your response. Click **Proceed to Negotiation Console** to continue.

Negotiation Checklist:

Terms & Conditions	View terms & conditions	You have read and accepted the terms & conditions	✔
Documentation	View 2 documents	You have read and approved 2 documents	✔
Intention to Bid	View preview & intention to bid	You intend to bid	✔
	Negotiation has started	Proceed to Negotiation Console	

Note: *Sometimes the Negotiation Manager may allow you to preview the Negotiation questions. Click the word 'Preview' to access your response screen and view the list of questions. During the preview you will have a read only access and will not be permitted to respond until the start time and date of the Negotiation. If the Negotiation has reached its deadline, the status will display as 'Review Negotiation Console' providing you a 'read only' access to the Console.*

Step 6: A new screen will open called the **Negotiation Console**. This is where you enter your response. See **Appendix I** for a detailed explanation of the Console.

Step 7: Once you have created and submitted a full response to the questions on the Negotiation Console, click the **Home** button at the top left of your screen to take you back to **My Negotiations**.

Technical Information

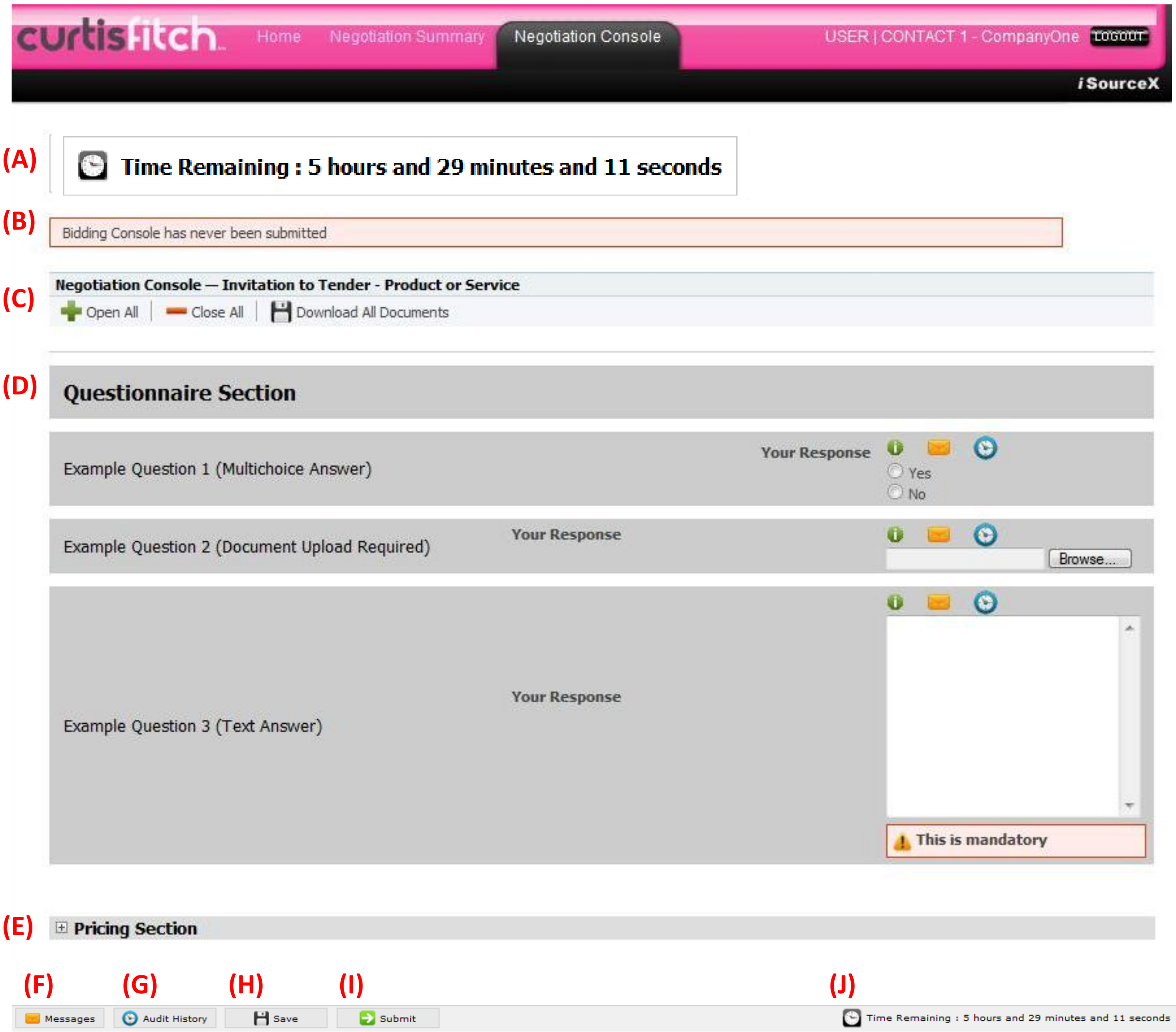
You should ensure that your PC is running Internet Explorer Version 8 or above and that you are connected to the Internet via Local Area Network (LAN) or Broadband / ADSL / Cable connection. For this site you should also ensure that pop-ups are allowed.

Technical Contacts

If you require technical assistance, please call our eSourcing service providers, Curtis Fitch, using telephone number **0871 200 0948**

Please make reference to the tender you are participating in and for which company.

Appendix I: Negotiation Console



(A) The time left before the tender deadline is shown at the top of your screen.

(B) This message confirms that you have yet to submit a response to any questions. As you save/submit responses it will display time(s) of last save/submission.

(C) Some questions will be hidden within categories.

Click **Open All** to view all questions or **Close All** to hide all questions within the categories.

(D) The questions are listed down the left side of your screen.

Please note that questions requiring you to upload a document as a response against the question only allow one document to be uploaded. You must click the **Browse** button, find your document, scroll to the bottom of the page and click the **Submit** button. Documents uploaded against a specific question will be visible next to that question.

Mandatory questions are highlighted with '**This is Mandatory'** and you will not be able to submit your response until these questions are answered.

(F) This is an example of a category of questions. The actual questions are hidden within the category. Click the plus sign to expand the category and view the questions.

(G) Any messages sent to you by the Negotiation Manager will appear in a pop-up window in the bottom left of your screen. You can send messages to the Negotiation Manager using this facility. Click the envelope icon to mark the message as read.

(H) The **Audit History** captures a list of all responses you have submitted.

(I) **NB.** The **Save** button will only be visible if the Negotiation Manager has chosen to include it on your Console.

Click the **Save** button to save your progress.

Once your response is saved, it will appear in the **Your Response** column and can be amended anytime until the Negotiation deadline. This can be done by re-writing the entire amended answer, scrolling to the bottom of the page and clicking the **Save** button again.

Please note that saving your response does not submit it. You must ensure that your final response is communicated to the Negotiation Manager by clicking the **Submit** button prior to the Negotiation deadline.

(J) Click the **Submit** button to save and submit your response. Responses can still be amended anytime until the Negotiation deadline. This can be done by re-writing the entire amended answer, scrolling to the bottom of the page and clicking the **Submit** button again.

You must ensure that your final response is communicated to the Negotiation Manager by pressing the **Submit** button prior to the Negotiation deadline.

(K) The time left before the Negotiation deadline is also shown in the bottom right of your screen.