



Ministry
of Justice

MoJ Supplier Guide

SUPPLIER GUIDANCE

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Basics - Getting Started (1)

IMPORTANT: You will need to use Internet Explorer

MOJ eSourcing **DOES NOT** support Mozilla Firefox/Google Chrome.

You **MUST NOT** use these browsers with our system otherwise you may experience issues in submitting your tender. To ensure that you are able to use the MoJ eSourcing application, your minimum IT requirements are:

Operation System:

Certified Operating Systems:

Microsoft Windows 2000 Professional

Microsoft Windows Vista

Microsoft Windows 98

Microsoft Windows XP Professional

Supported Operating Systems:

Microsoft Windows NT

Web Browsers:

Certified and supported web browsers:

Internet Explorer 8.0

Internet Explorer 6.0 SP2 or later

Internet Explorer 7.0 SP2 or later

Netscape 6.2 (supported but not certified)

Please ensure all “pop-up blocker” software and any personal firewall software are disabled. Also close all other applications when running the eSourcing tool.

Basics - Getting Started (2)

When you first register on the MOJ eSourcing system, you will receive two e-mails:

From: Ministry of Justice eSourcing Portal
To: Ministry of Justice eSourcing
Cc:
Subject: DO NOT REPLY Ministry of Justice eSourcing:

Context: Organization CST_default
User: . Ministry of Justice eSourcing Portal
From Organisation: MoJ Messaging and Notifications

IMPORTANT: Do **not** respond to this message notification. To respond please log into the MoJ eSourcing Portal (<https://esourcing.justice.gov.uk>) check your received messages and reply to 'All Hosts'.

Sent you the following message:

You have been approved as a user of CST_default. Login details are as follows:

Website: <https://esourcing.justice.gov.uk>

Your login name is: cst_default

IMPORTANT: This email is only compatible with Internet Explorer, do not use other internet browsers e.g. Firefox, as we cannot support errors in these environments.

Your password will be sent in a separate email.

When in the eSourcing portal on the 'bids' tab if you see 'no data available' this means the buyer has not invited you to participate in the tender event. Either wait for an invite or contact the buyer on the email address used to express your initial interest.

IMPORTANT: Do not reply to this email

1. Advising you of your login name

From: Ministry of Justice eSourcing Portal
To: Ministry of Justice eSourcing
Cc:
Subject: DO NOT REPLY Ministry of Justice eSourcing: Password Reset

Context: Organization CST_default
User: . Ministry of Justice eSourcing Portal
From Organisation: MoJ Messaging and Notifications

IMPORTANT: Do **not** respond to this message notification. To respond please log into the MoJ eSourcing Portal (<https://esourcing.justice.gov.uk>) check your received messages and reply to 'All Hosts'.

Sent you the following message:

Dear CST Default,

Your password was reset to: xXc1CozO

This password is case sensitive, if you copy this password into the browser ensure you do not copy any spaces.

When you sign into the MoJ eSourcing Portal you will be asked to change your password.

Your new password must:

- Be at least **8 characters** in length
- Contain at least **one uppercase** letter
- Contain at least **one number**
- Must contain **no repeat characters** ie. pp or 99

IMPORTANT: Do not reply to this email

2. Advising you of your password

Basics - Login to eSourcing

Go to: <https://esourcing.justice.gov.uk/sso/jsp/login.jsp>

Address  <https://esourcing.justice.gov.uk/sso/jsp/login.jsp>



1. Type your **Username**
This is the Login Name on the confirmation e-mail

2. Type your **Password**

3. Click **Login**

Forgot your Login Name or Password?

Note: For security reasons your account will be **locked after 3 wrong attempts** and can **only be unlocked by Central Support Team**

To avoid this situation click on “Forgot your login name or password?”.

If you have forgotten your login name/password click **this link**

are required, the Authority will notify Bidder of such amendm using the System and Services. If Bidder does not agree with

Clicking **I Agree** will take you through to the RFX
Clicking **I Do Not Agree**, will result in you
rejecting the user agreement and you will
automatically be re-directed to the login screen.

4. Click I Agree

☐ I do NOT Agree

Basics- Understanding the Event Type

Event Type	Full Name	Description and what to expect to see in the eSourcing system
RFx	Request for 'x'	This is simply an abbreviation, with 'x' as a placeholder. RFx is a general term that refers to either an RFI / RFQ / RFP.
RFI	Request for Information	This is a set of questions the Buyer wants to ask to find out more information about the Supplier and the services that they offer. RFIs in the eSourcing system do not include bid items (requests for pricing).
RFQ	Request for Quotation	This is a list of bid items (products/services) that the Buyer is requesting prices for. RFQs do not include questionnaires in the eSourcing system.
RFP	Request for Proposal	This is a combination of an RFI and an RFQ. It includes both questionnaires and bid items in the system.
eAuction	Electronic Auction	Please Note: eAuction training is not covered in this training pack.

Note: The terminology above relates to the event types and descriptions that exist within the MOJ eSourcing system. Terminology used by individual Buyers in general may vary.

Basics - Locating RFX

1. Click **Bids** then **View RFX(s)**

2. Locate the RFX. Click **View/Respond to RFX** Button

RFX Name	Summary	RFX Acceptance	Select	RFX Type	RFX Style	Status	Time Remaining	Open Time BST	Close Time BST
CST - Test			View/Respond to RFX	RFP		Open		15/04/2011 13:14	
1046-1-Works/FM-MID-RFP			View/Respond to RFX	RFP		Open			
0993-1-Works/FM-MID-RFP			View/Respond to RFX	RFP		Open			
0991-1-Works/FM-MID-RFP			View/Respond to RFX	RFP		Open			

If your screen displays NO DATA AVAILABLE. You have not been invited to the event or the event is not open - Contact the Buyer of the event and request to be invited.

Bidding RFX Search Results		
RFX Name	Summary	RFX Acceptance
NO DATA AVAILABLE		

Basics - Locating a Closed RFx

To open a closed event which you were invited to follow the steps below:

1. Click **Bids then **View RFx (s)****

2. Select **Closed from the drop down box**

3. Click **View / Respond to RFx**

RFx Name	Summary RFx Assistance	Select	RFx Type	RFx Style	Status	Time Remaining	Open Time GMT	Close Time GMT
00145186		View/Respond to RFx	RFP		Closed		02/02/2011 13:03	02/02/2011 13:22

Note: You will not be able to edit your responses in a closed event

Viewing an RFx - Basic

As a Supplier you are expected to review the contents of the RFx and any attachments before you consider your next step.

You may only submit responses after your organisation has **Accepted** the invitation.

Contact Information concerning the Buyer is stored here. This information can be accessed when the event is OPEN or CLOSED

Status details for the event are displayed here

This example shows you how much time is remaining before the event closes. The event is OPEN and you may edit your responses

Remaining Time: 85d 22hr 8m 46s
Open Time: 10/09/2010 10:09 GMT
Close Time: 17/06/2011 10:35 GMT
Status: Open

Remaining Time: 0s
Open Time: 12/03/2010 13:55 GMT
Close Time: 12/03/2010 14:30 GMT
Status: Closed

This example shows the event is now CLOSED. Any information you have Saved in the system prior to the close date/time will be submitted. The remaining time is displayed as 0s

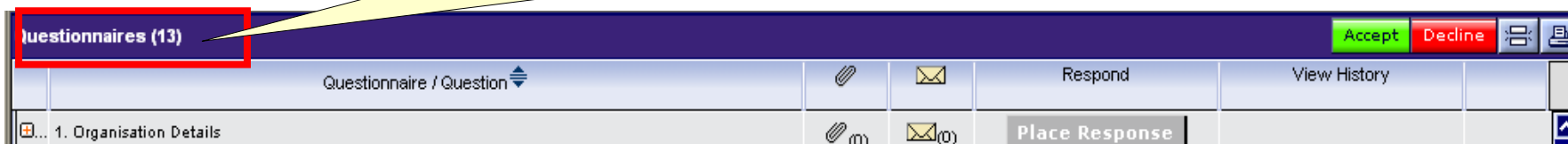
The screenshot shows the RFx interface with the following elements:

- RFx(s) > Multit Bid** breadcrumb.
- Description:** Contact Information, Tom Eaton, 08450100132.
- RFx Attachments (0)** and **RFx Messages (1)** links.
- Remaining Time: 22d 7hr 44m 20s** with Open Time: 19/04/2011 16:34 BST and Close Time: 27/05/2011 17:00 BST.
- Status: Open**.
- All Questionnaires (22)** tab with **Questionnaires** and **Single Bid** sub-tabs.
- Respond Offline** button.
- Current Page: 1 (1-20 of 22)**.
- Questionnaire / Question** dropdown.
- Respond** and **View History** buttons.
- Place Response** button.

Viewing an RFx – Explanation of different RFx Menu

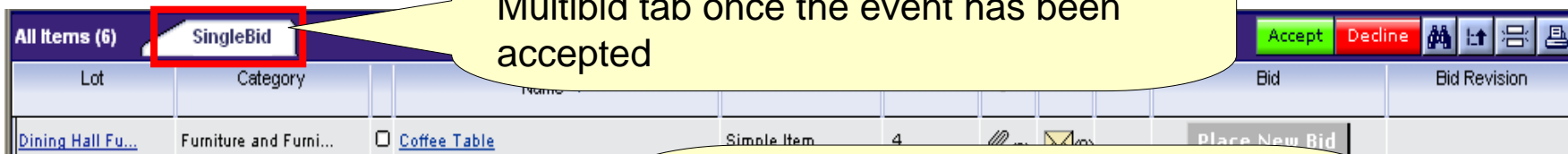
RFI Screen

An RFI has no tabs in the top bar as it only includes questionnaires.



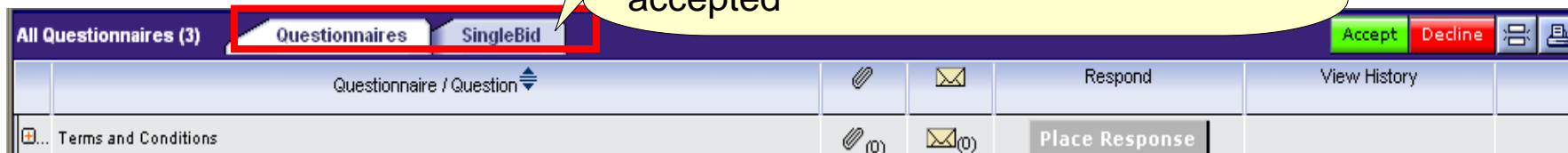
RFQ Screen

An RFQ has bid items (Single Bid Tab) and no questionnaires. You will see the Multibid tab once the event has been accepted



RFP Screen

An RFP has got both Questionnaires and Single bid Tabs. You will see a Multibid tab once the event has been accepted



Viewing an RFx – Structure of Questionnaires

Click the Expand icon to view the structure of the Questionnaires.

Questions may go over multiple pages

Remaining Time: 3d 11hr 26m 24s
Open Time: 19/04/2011 12:31 BST
Close Time: 22/04/2011 23:59 BST
Status: Open

Ministry of Justice
RFx(s) > cst

Description:
Contact Information
Tom Eaton
08450100132

RFx Attachments (0)
RFx Messages (1)

Type: RFI
Run RFI Report

Questionnaires (21)

Current Page: 1 (1-20 of 21)

Questionnaire / Question	Respond	View History
1.0 Executive Summary	Place Response	
1.0 The Executive Summary should summarise key aspects of the Submission. No...		
Continue your response to 1.0		
Continue your response to 1.0 (response box 3)		
2.0 Detailed Management Approach	Place Response	
3.0 Business Continuity Planning	Place Response	
3.0 The Participant shall set out details of a proposed risk management strategy a...		
Continue your response to 3.0		

Questionnaire

Question

Attachments – Downloading Single Attachments

These steps will show you how to download and view single attachments for an event. Any attachments added by the Buyer are visible BEFORE you accept an event

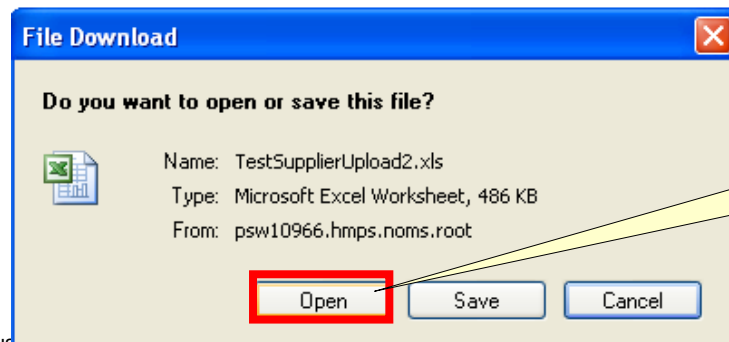


The Attachments screen will be displayed.

The screenshot shows the Attachments screen with a table of attachments. A yellow callout bubble points to the 'RFX Instruction and Information Guidance...' link in the 'Attachment Name' column with the text '2. Click the Hyperlink in the Attachment Name column to view the attachment'.

Content	Organization	Created By	Attachment Name	Type	Created Date	Size
RFI MAJOR MOJ.doc	MoJ Procurement	Ahmed Choudhry	RFX Instruction and Information Guidance...	application/msword	11/03/2011 17:03	
Ministry of Justice Security Policy.doc	MoJ Procurement	Ahmed Choudhry	MOJ Security Policy	application/msword	04/04/2011 15:57	

The File Download dialogue box will be displayed



Attachments – Downloading Multiple Attachments (1)

To download multiple attachments follow the steps below

1. Click **RFx Attachments**

RFx Attachments (2)

2. Check boxes of the desired files

Content	Organization	Created By	Attachment Name	Type	Created Date	Size	
TestSupplierUpload2.xls	MoJ Procurement	Chris Gurney	Change of context	application/vnd.ms-excel	03/03/2010 09:48	497864	<input checked="" type="checkbox"/>
User Admin Fields.doc	MoJ Procurement	Chris Gurney	TEST1	application/msword	02/03/2010 16:35	25600	<input checked="" type="checkbox"/>
test3.xls	MoJ Procurement	Chris Gurney	TESTING 123	application/vnd.ms-excel	02/03/2010 16:40	29184	<input type="checkbox"/>
TestSupplierUpload.xls	MoJ Procurement	Chris Gurney	Testing again	application/vnd.ms-excel	02/03/2010 16:36	165888	<input checked="" type="checkbox"/>
test3.xls	MoJ Procurement	Chris Gurney	Testing new notification	application/msword	02/03/2010 12:14	29184	<input type="checkbox"/>

3. Click the **Export** button

to view the attachment. To download attachments, check the box on

then click 'Export'.

The dialogue box will be displayed

Ministry of Justice

Utilities

Export Data

Exporting (3) Attachment(s)

File Name: * RFI_CG Notification Test_Attachments

Export Close

4. Click the **Export** button

Attachments - Downloading Multiple Attachments (2)

The Data Manager screen will be displayed.



5. Click the **Refresh** button or **F5** on your keyboard until the status changes

The status will initially display as Pending.

Data Manager

Jobs (7)										Import/Export	Status	All	Server	All			
Organization	User	Job ID	Type	Description	Status	Time Submitted	Time Scheduled	Time Completed									
MoJ Proc...	Eaton, Tom	28...	Integrat...	Export - ...	Pending	23/03/20...			<input type="checkbox"/>								

Data Manager Utilities

Jobs (4)					Type	Import/Export	Status	All	Server	All		
User	Job ID	Type	Description	Status	Time Submitted	Time Scheduled	Time Completed					
Default, CST	142780	Integration F...	Export - R...	Done - Click here to download results.	05/04/2011 11...		05/04/2011 11...	<input type="checkbox"/>				
Default, CST	142320	Integration F...	Export - RFx ...	Done - Click here to download results.	01/04/2011 15...		01/04/2011 15...	<input type="checkbox"/>				
Default, CST	142310	Integration F...	Export - RFx ...	Done - Click here to download results.	01/04/2011 15...		01/04/2011 15...	<input type="checkbox"/>				
Default, CST	142300	Integration F...	Export - RFx ...	Done - Click here to download results.	01/04/2011 14...		01/04/2011 14...	<input type="checkbox"/>				

6. Click **Done – Click here to download results link**

Attachments - Downloading Multiple Attachments (3)



7. Click **Save** to create your own local copy.
A folder will be created containing all files

Attachments – Downloading Attachments at Questionnaire/Question level

Some attachments may be linked to specific questionnaires or questions. You can view these attachments at the top level as in previous slides or at Questionnaire/Question level.

The screenshot shows the Ministry of Justice RFI interface. At the top, there is a navigation bar with links: Ministry of Justice, My Profile, Bids, Messages, and Utilities. Below this, the page title is 'RFI(s) > RFI - CST Test'. The main content area is titled 'Type: RFI' and includes a link 'Run RFI Report'. The interface displays a list of questions under the heading 'Questionnaire / Question'. The questions are numbered 1.0 through 8.0. Each question has a status icon (a paperclip) and a count in brackets. For example, question 2.0 'Outline Operation Service Delivery - Managed Services' has a status icon and '(1)'. Question 7.0 'Employers Condition of Contract' also has a status icon and '(1)'. The interface also includes a 'Respond' button and a 'Place Response' button. The number in the brackets represents how many attachments the Buyer has added to the Question/Questionnaire.

Question	Status	Attachments	Response
1.0 The Requirement		(0)	Place Response
2.0 Outline Operation Service Delivery - Managed Services		(1)	Place Response
3.0 Setting up and Mobilisation		(0)	
4.0 Continuous Improvement		(0)	
5.0 Outline Operation Service Delivery - Soft Services		(0)	
6.0 Outline Operation Service Delivery - Hard Services		(0)	
7.0 Employers Condition of Contract		(1)	
8.0 Transparency Regulations		(0)	

Ensure that you expand to show all questions, by Clicking on the + sign to the left of the Questionnaire name.

Example 1 shows an attachment at Question level. Click on the paperclip image to view attachment

Example 2 shows an attachment at Questionnaire level. Click on the paperclip image to view attachment

The number in the brackets represent how many attachments the Buyer has added to the Question/Questionnaire

Attachment - Downloading Attachment at Item level

The Buyer may also add attachments which link to a specific item. To view attachments at item level follow the steps below.

1. Click **Single Bid Tab**

Your items as displayed on the Single Bid Tab

Category	Name	Type	Quantity	Attachment Icon	Attachment Count	Download Icon	Bid
Facility maintenance and...	<input type="checkbox"/> Fire Alarms - Materials	Simple Item	1		(0)		Place New Bid
	<input type="checkbox"/> Fire Alarms - Labour	Simple Item	1		(0)		Place New Bid
	<input type="checkbox"/> Fire Alarms - Overheads	Simple Item	1		(0)		Place New Bid
	<input type="checkbox"/> Fire Alarms - Other Costs	Simple Item	1		(0)		Place New Bid
Facility maintenance and...	<input type="checkbox"/> Smoke Extract Fans(New)- Materials	Simple Item	1		(1)		Place New Bid
	<input type="checkbox"/> Smoke Extract Fans(New)- Labour	Simple Item	1		(0)		Place New Bid

2. Click the **Paperclip Icon**. The number in brackets indicates how many attachments the buyer has added to this item

Accepting or Declining the RFx

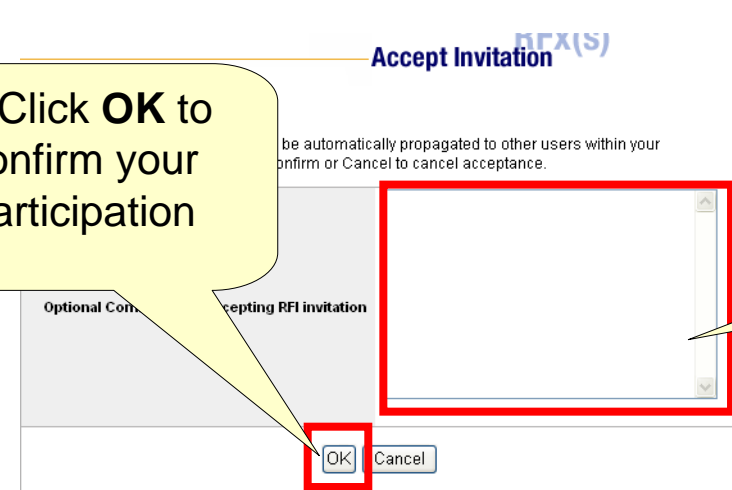
1. Click the green **Accept** button to participate in the event or click the red button to **Decline** the event



The screenshot shows a web browser window with the address <http://psw10966.hmps.noms>. The page title is 'Ministry of Justice' and the breadcrumb is 'RFx(s) > TFM - Supplier Slide'. The description is 'For production of guidance sh...'. There are links for 'RFx Attachments (2)' and 'RFx Messages (1)'. A status box on the right shows 'Remaining Time: N/A', 'Open Time: 17/05/2010 11:12 BST', 'Close Time:', and 'Status: Open'. Below this, there are two buttons: 'Accept' (green) and 'Decline' (red), which are highlighted by a red box. The main content area is titled 'Questionnaires (19)' and contains a table with columns for 'Questionnaire / Question', 'Respond', and 'View History'. The table has two rows: 'Document 1 - Instructions and Information on Dialogue Procedures' and 'Annex A - Declaration of Bona Fide Submission of Outline/Detailed Solution'. Each row has a 'Place Response' button.

2. Click **OK** to confirm your participation

Optional comments can be entered into the text box. This information is useful for the Buyer to understand why you have declined the invitation



The screenshot shows a dialog box titled 'Accept Invitation'. It contains a text box for 'Optional Comments' and two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted by a red box. The text box is also highlighted by a red box. The dialog box is titled 'Accept Invitation' and has a subtitle 'Accepting RFI invitation'. The text box contains the text 'Optional Comments'.

Declining an event after you have already Accepted

1. Click Bids then View Invitations

2. Click the Accepted Tab

3. Check the box for the RFX you want to decline.

4. Click on Withdraw.

5. Click OK to confirm you wish to withdraw.

Microsoft Internet Explorer

Do you wish to withdraw from selected sourcing events?

OK Cancel

RFX Name	Summary	RFX Type	RFX Style	Status	Time Remaining	Open Time BST	Close Time BST	
Q541-1-Works/FM-SE-RFP-import		RFP		Open				
CST Minor RFI Test 2		RFI		Open				

RFX Name	Summary	RFX Type	RFX Style	Status	Time Remaining	Open Time BST	Close Time BST	
0894-3-Operational Goods-N-RFP		RFP		Open	4 days 1 hr 21 min	04/03/2011 12:00	18/04/2011 12:00	<input checked="" type="checkbox"/>
0974-2-Reducing Reoffending-SE-RFP		RFP		Open				<input type="checkbox"/>
1196-1-Engineering Goods-SE-RFI		RFI		Open				<input type="checkbox"/>
MJ Supplier Attachments		RFP		Open				<input type="checkbox"/>

Accepting an event after you have already Declined

1. Click Bids then View Invitations

2. Click the Declined Tab

3. Check the box of the RFX you wish to accept

4. Click Accept

5. Click OK

You may enter any comments (Optional)

Optional Comment for Accepting RFX invitation

OK Cancel

RFX Name	Summary	RFX Type	RFX Style	Status	Time Remaining	Open Time BST	Close Time BST
0541-1-Works/FM-SE-RFP-import		RFP		Open		07/10/2014 14:42	

Responding - Responding to a Questionnaire (1)

Ministry of Justice | My Profile | **Bids** | Messages | Utilities

View RFX(s)
View Line Items/Questionnaires
View Invitations

1. Click Bids then View RFX(s)

All Open/Pending/Paused RFX(s)

RFX Name	Summary	RFX Acceptance	Select	RFX Type
1236-1-Reducing Reoffending-SE-RFI-Visits Experience			View/Respond to RFX	RA
Newport eAuction v2			View/Respond to RFX	RA

2. Click View/Respond to RFX next to the event you want

Note: Responses to a Questionnaire can only be processed if the event has been accepted

Ministry of Justice | My Profile | Bids | Messages | Utilities

RFX(s) > 0073-4-Works/FM-SW-RFI

Description: TFM - Work Package A Event - Invitation to Submit...

RFX Attachments(0)
 RFX Messages(2)

3. Click Place Response next to the questionnaire you want to respond to

Remaining Time: 6d 21hr 14m 19s
Open Time: 15/03/2011 16:31 BST
Close Time: 12/04/2011 12:00 BST
Status: Open

Questionnaires (15) | Respond Offline

Current Page: 1 (1-50 of 183)

Questionnaire / Question			Respond	View History
1.0 Executive Summary	(0)	(0)	Place Response	
1.1 The Executive Summary should summarise the key aspects of the Submission. No...	(0)	(0)		

Responding – Responding to a Questionnaire (2)

The **Create Response** screen will be displayed. There are various styles of questions you may be asked, a few examples are below.

The screenshot shows a web form with several sections. A callout points to a dropdown menu with options 'Please Select', 'Yes', and 'No'. Another callout points to a table with 10 rows for subcontractors. A third callout points to a text input field. A fourth callout points to a question marked with a red asterisk.

Yes/No questions. This example shows a drop down box to select

Responses in a table

Name	Subcontractor	Nature of the Service	Anticipated Value
Subcontractor 1			
Subcontractor 2			
Subcontractor 3			
Subcontractor 4			
Subcontractor 5			
Subcontractor 6			
Subcontractor 7			
Subcontractor 8			
Subcontractor 9			
Subcontractor 10			

Mandatory questions are marked with red asterisks and must be completed before a questionnaire can be saved.

Text Question

Responding – Responding to a Questionnaire Multi Text Boxes

Buyers should provide details of word limit

Ministry of Justice eSourcing - Microsoft Internet Explorer provided by ED

2.1 Proposed Contract Operating Model and Structure.

*2.1.1 The Participant shall provide an organisation levels of discipline, and a resource plan covering shall consider the following Work Packages:

- 1 HMCS Midlands
- 2 Ministry of Justice Headquarters (HQ) (London)
- 3 Her Majesty's Prison (HMP) Brixton (London) &
- 4 National Offender Management Service (NOMS) Nat
- 5 NOMS Training College Newbold Revel (Midlands)

(Maximum Response 1000 words)

Start response here....

24 characters, (max allowed - 4096)

Continue your response to 2.1.1

Continue your response here.....

34 characters, (max allowed - 4096)

confirm you have uploaded an organisation chart in response

se Select

2 The Participant shall propose how it will deliver the elements and Key Performance Indicators. Participant shall demonstrate how appropriate performance ic examples.

um Response 1000 words)

Where multi text boxes have been provided they allow you to place a response with a maximum 4096 characters (approx 500 words)

Characters used

Characters allowed

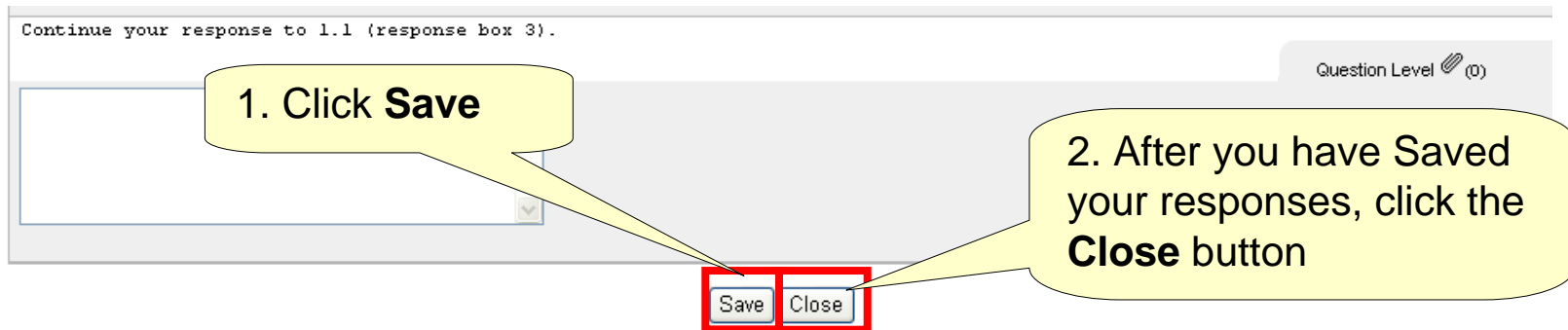
Where the Buyer has stated a maximum response of more than 500 words. You will see that you have been provided with multiple text boxes in which to place your response.

Responding – Saving your responses to a Questionnaire

IMPORTANT: Frequent saving is recommended as the system will automatically log users out if users are inactive for more than 30 minutes. The system will not save your responses when it ends the session

Responses can be amended at any point up until the event's deadline. You will not be able to save your responses unless all mandatory questions have been answered. If you are unsure of your final answer to a mandatory question, enter a provisional one and edit it later.

The Buyer will only be able to see your responses once the event has closed.



Note: This portal does not have a submit button. All you need to do is to save your responses. When the event closes your responses will automatically be submitted. You may revise your responses any time before the event closes

Responding - Placing a SingleBid (1)

Ministry of Justice | My Profile | **Bids** | Messages | Utilities

View RFX(s)
View Line Items/Questionnaires
View Invitations

1. Click Bids then View RFX(s)

2. Click View/Respond to RFX

View RFX(s)

RFX Acceptance	RFX ID	RFX Type	RFX Style	Status	Time Remaining	Open Time BST	Close Time
		RFP		New	37 days 5 hrs 43 min	29/03/2011 12:25	27/05/2011 1
		RFP		New	29 days 7 hrs 43 min	07/04/2011 07:00	19/05/2011 1

3. To see the list of items, click on the SingleBid Tab.

Ministry of Justice | My Profile | Bids | Utilities

RFX(s) > 0894-3-Operational Goods-...

Description: The second stage of the project for the p

Contact Information

RFX Attachments

RFX Messages

Type: RFP

Run RFP Report

Remaining Time: 26d 19hr 38m 52s

Open Time: 04/03/2011 15:15 GMT

Close Time: 18/04/2011 12:00 GMT

Status: Open

Respond Offline

All Items (16) | Questionnaires | **SingleBid** | MultiBid

Lot	Category	Name	Type	Quantity		Bid	Bid Revision
Lot 1	Defense and Law En...	<input type="checkbox"/> Lot 1 - Baggage X-Ray Machine	Simple Item	1			
		<input type="checkbox"/> Lot 1 - Delivery	Simple Item	1			
		<input type="checkbox"/> Lot 1 - Installation	Simple Item	1			
		<input type="checkbox"/> Lot 1 - Commissioning	Simple Item	1			
		<input type="checkbox"/> Lot 1 - Disposal of existing equi...	Simple Item	1			

4. To place a bid Click the relevant Place New Bid button next to the item.

Responding – Placing a Single Bid (2)

Create Bids

Simple Bid

Item Information: Lot 1 - Delivery

Name*	Lot 1 - Delivery
Description	
Minimum Desired Quantity*	1

Place Bid

Currency Type: British Sterling Poun...

Price Per Unit* GBP

Bid attachments: Will be available after the bid is saved.

Save Close Save Bid And Go To Next Item

5. Enter bid details

In this example only Price Per Unit is requested but you may be required to complete multiple details.

Note: If you press **Close** without saving, you will lose any information entered.

6. Click **Save** or **Save Bid And Go To Next Item**

Microsoft Internet Explorer

Are you sure you want to submit this bid?

OK Cancel

7. You will be presented with a window asking you to confirm you want to submit this bid. Click **OK**. Your Bid has now been saved.

Responding – Editing a SingleBid (1)

Ministry of Justice | My Profile | **Bids** | Messages | Utilities

View RFX(s)
View Line Items/Questionnaires
View Invitations

1. Click Bids then View RFX(s)

All Open/Pending/Paused RFX(s) | Open/Pending/Paused

RFX Name	Summary	RFX Acceptance	Status	RFX Type	RFX Style	Status	Time Remaining	Open Time BST	Close Time
0890-3-Operational G		View/Respond to RFX		RFP		New	37 days 5 hrs 43 min	29/03/2011 12:25	27/05/2011 1
0975-3-Operational G		View/Respond to RFX		RFP		New	29 days 7 hrs 43 min	07/04/2011 07:00	19/05/2011 1

2. Click View/Resp ond to RFX

Ministry of Justice | My Profile | Bids | Messages | Utilities

-Professional Servi...

RFX Attachments (7)
RFX Messages (22)

Type: ...

3. Click Single Bid

Questionnaires | **SingleBid** | MultiBid

Respond Offline

Remaining Time: 6d 5hr 1m 13s
Open Time: 18/04/2011 11:55 BST
Close Time: 04/05/2011 16:00 BST
Status: Open

Category	Name	Type	Quantity	Bid	Bid Revision
root category	<input type="checkbox"/> Total cost of bid	Simple Item	1	Place New Bid	
root category	<input type="checkbox"/> Discounts	Simple Item	1	Place New Bid	Revise Bids/History
root category	<input type="checkbox"/> Additional Days	Simple Item	0	Place New Bid	

4. Click Revise Bids/History

Responding – Editing a Single Bid (2)

5. Click Revise Bid

Valid Bids (2)

	Supplier Name	Bid Type	Name	Supplier Item Code	Price Per Unit	Maximum Quantity	Status	Bid History	Alternate Bid	Bid Time			Bid Revision
<input type="checkbox"/>	CST Default	Simple			GBP 12.36	9,000	Submitted			28/04/2011 11:09			Revise Bid
<input type="checkbox"/>	CST Default	Simple			GBP 13.69	10,000	Submitted			28/04/2011 10:00			Revise Bid

Close

Revise Bids

6. Edit your bid

Item Information: Discounts

Description: Please input the discounts you wish to apply to your initial bid cos

Minimum Desired Quantity*: 1

Minimum Bid Quantity: 0

Maximum Bid Quantity:

Unit of Measure*: Each (Each)

Revise Bid

Currency Type: British Sterling Poun...

Minimum Quantity: 1,000

Maximum Quantity: 1,256

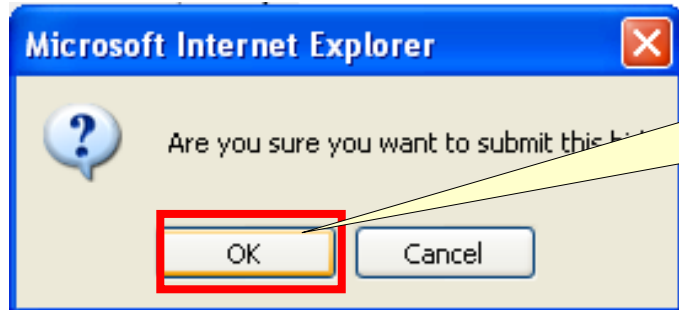
Price Per Unit: 13.69 GBP

Attachment: Attachments(0)

Save Close

7. Click Save

Responding – Editing a SingleBid (3)



8. You will be asked to confirm you want to submit this bid. Click **OK**.

Revise Bid

Changes were successfully saved

☐ Item Information: Discounts

Name*	Discounts
Unique Id	Discounts
Description	Please indicate what discounts you wish to apply to your initial bid cost
Minimum Desired Quantity*	1
Minimum Bid Quantity	0
Maximum Bid Quantity	
Unit of Measure*	Each (Ea)

Revise Bid	
Currency Type	British Sterling Poun...
Minimum Quantity	1,000
Maximum Quantity	1,256
Price Per Unit*	13.69 GBP
Attachment	Attachments(0)
<input type="button" value="Save"/> <input type="button" value="Close"/>	

Changes were successfully saved screen will appear. This is confirmation you have revised your Bid

9. Click **Close**

Responding Placing a MultiBid

Multi Bid Tab allows you to view all of your Bids and submit Bids for multiple Items at once. Multi Bid is a more comprehensive version of single bid

Column widths can be changed by hovering your mouse between the cells and clicking and dragging.

Ministry of Justice | My Profile | Bids | Messages | Utilities

RFx(s) > 0894-3-Operational Goods-...

Description: The second stage of the project for the provision of...

Contact Information | RFx Attachments | RFx Messages (4)

Remaining Time: 26d 19hr 28m 21s
Open Time: 04/03/2011 15:15 GMT
Close Time: 18/04/2011 12:00 GMT
Status: Open

Questionnaires | Single Bid | **MultiBid**

All Lots | Bid Totals | Help | Legend | Show Advanced Mode

Lot / Item	Bidding Action	Bid Currency	Description	Quantity	Price Per Unit	Items	Bids	Bidding Status
Lot Name: Lot 1								
Lot 1 - Bagg...	Create	British				(0)	(0)	N/A
Last Bid:								
Lot 1 - Deli...	Create	British Ster...		1		(0)	(0)	N/A
Last Bid:								
Lot 1 - Inst...	Create	British Ster...		1		(0)	(0)	N/A
Last Bid:								
				1		(0)	(0)	N/A
						(0)	(0)	N/A
						(0)	(0)	N/A
						(0)	(0)	N/A

Click Save to save your bid. Submitted successfully, Error means there was an error.

Submit Bids

1. Click on the **MultiBid** Tab

2. Ensure **Create** is selected

3. Enter your bid information in the white cells. You may be asked to provide more details than just price per unit

4. Click **Submit Bids**

Responding – Editing a MultiBid (1)

1. Click **MultiBid**

Questionnaires SingleBid **MultiBid**

All Lots Bid Totals Help Legend Show Advanced Mode

Lot / Item	Bidding Action	Bid Currency	Description	Quantity	Supplier Item Code	Minimum Quantity	Maximum Quantity	Price Per Unit*	One Time Charge
Lot Name: Search Vol...									
Search Volume...	Edit	British Ster...			87433	100	22,000	11.00	9.00
Last Bid:		GBP			145787433	100	22,000	11.00 GBP	9.00 GBP
Search Volume...	Edit	British Ster...	Indicative volumes f...	1	145787455	100	21,000	8.00	10.00
Last Bid:		GBP	Indicative volumes f...	1	145787455	100	21,000	8.00 GBP	10.00 GBP
Search Volume...	Edit	British Ster...	Indicative volumes f...	1	145787444	100	50	1.50	45.00
Last Bid:		GBP	Indicative volumes f...	1				1.50 GBP	45.00 GBP
Search Volume...	Create	British Ster...	Indicative volumes f...	1					0.00
Last Bid:				1					

Click Save Bids and then check the submitted column above: **OK** means bid submitted successfully

Submit Bids >>

2. Select **Edit** from the drop down box

3. Click the **cell** of the bid you wish to revise and type in your new bid

4. Click **Submit Bids**

Confirm Bids To Submit			
Item	Bid Type	Total Bid*	Submit
Search Volumes - Year Two	Edited Bid	710.00 GBP	<input checked="" type="checkbox"/>

OK Cancel

5. Click **OK** to confirm bids to submit

* Total Bid = Minimum Quantity * Price Per Unit + One Time Charge
If Minimum Quantity was not entered for the item, the Item Quantity is used instead.

Responding – Editing a MultiBid (2)

Saved Bids

Item	Bid Type	Status
Search Volumes - Year Two	Edited Bid	Saved

All bids were saved successfully.

OK

6. Click OK

Your bid has been submitted and is updated on the screen

Questionnaires SingleBid MultiBid									
All Lots Bid Totals Help Legend Show Advanced Mode									
Lot / Item	Bidding Action	Bid Currency	Description	Quantity	Supplier Item Code	Minimum Quantity	Maximum Quantity	Unit	One Time Charge
Lot Name: Search Vol									
Search Volumes	Edit	British Ster...	Indicative volumes f..	1	145787433	100	22,000	11	9.00
Last Bid:		GBP	Indicative volumes f..	1	145787433	100	22,000	11.00 GBP	9.00 GBP
Search Volumes	Edit	British Ster...	Indicative volumes f..	1	145787455	100	21,000	7.00	10.00
Last Bid:		GBP	Indicative volumes f..	1	145787455	100	21,000	7.00 GBP	10.00 GBP
Search Volumes	Edit	British Ster...	Indicative volumes f..	1	145787444	100	50,000	1.50	45.00
Last Bid:		GBP	Indicative volumes f..	1	145787444	100	50,000	1.50 GBP	45.00 GBP
Search Volumes	Create	British Ster...	Indicative volumes f..	1					0.00
Last Bid:				1					

Click Save Bids and then check the submitted column above: **OK** means bid submitted successfully, **Error** means there was an error.

Submit Bids

Attachments- Adding Attachments at Event Level (1)

Ministry of Justice | My Profile | **Bids** | Messages | Utilities

View RFX(s)
View Line Items/Questionnaires
View Invitations

1. Click Bids then View RFX(s)

View RFX(s)

All Open/Pending/Paused RFX(s) | Open/Pending/Paused

RFX Name	Summary	RFX Acceptance	Select	RFX Type	RFX Status	Status	Time Remaining	Open Time BST	Close Time
0890-3-Operational Goods-MID-RFP			View/Respond to RFX				43 min	29/03/2011 12:25	27/05/2011 11:59
0975-3-Operational Goods-N-RFP			View/Respond to RFX	RFP			43 min	07/04/2011 07:00	19/05/2011 11:59

2. Click View/Respond to RFX

Ministry of Justice | My Profile | **Bids** | Messages | Utilities

[RFX\(s\)](#) > 0974-2-Reducing Reoffendi...

Description:
[Contact Information](#)

3. Click RFX Attachments

[RFX Attachments \(14\)](#)
[RFX Messages \(13\)](#)

All Questionnaires (22) | Questionnaires | SingleBid | MultiBid

Current Page: 1 (1-20 of 22) | 1 2

Questionnaire / Question	Attachments	Messages	Respond
1.0 Commercial & Contractual Arrangements	(0)	(0)	Place Response

Attachments- Adding Attachments at Event Level (2)

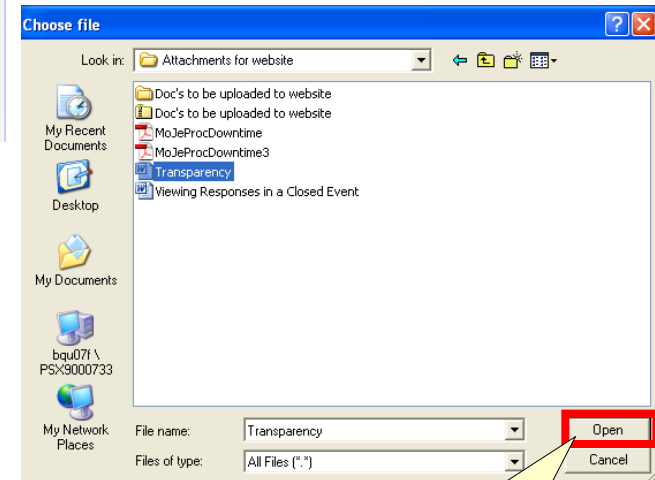
The attachment screen will appear

4. Click **Add Attachment**

All					
Created By	Attachment Name	Type	Created Date	Size	
	Document 1 - Request for Proposal	application/octet-stream	03/03/2011 11:38	494592	<input type="checkbox"/>
	Lot 1 - Specification of Requirement (D...	application/msword	03/03/2011 11:16	356864	<input type="checkbox"/>
	Lot 2 - Specification of Requirement (P...	application/msword	03/03/2011 11:16	267264	<input type="checkbox"/>
	Lot 3 - Specification of Requirement (C...	application/msword	03/03/2011 11:16	278528	<input type="checkbox"/>

5. Type the Name of the Attachment you want to upload

6. From the drop down box. Choose the folder which the attachment will be placed in.



8. Locate the attachment you wish to upload and then Click **Open**

Please enter attachment information. (Max allowed upload file size 20 MB)

Name *	Folder	Location	Attach Content *
Insurance Certificate	Certifications	Local Drives	Browse...
	Certifications	Local Drives	Browse...
	Contract Documents	Local Drives	Browse...
	General	Local Drives	Browse...
	Instructions	Local Drives	Browse...
	Specifications	Local Drives	Browse...
	Technical Information	Local Drives	Browse...

7. Click on **Browse**

Save Close Add More

Attachments- Adding Attachments at Event Level (3)

View Uploading progress in the attachment icon bar

For attachment information. (Max allowed upload file size 20 MB)

Folder	Location	Attach Content*
Certifications	Local Drives	\\PSS10498\bqu07\F\$\\Attat Browse...
Certifications	Local Drives	Browse...
Certifications	Local Drives	Browse...
Certifications	Local Drives	Browse...
Certifications	Local Drives	Browse...

Uploading attachments - 0%

Save Close Add More

9. Click **Save**

You may view attachments uploaded by you or the Buyer. Select the drop down box to move between Buyer/Supplier attachments.

Attachments (1)										
Supplier Attachments										Add Attachment Export
Level	Folder	Name	Content	Organization	Created By	Attachment Name	Type	Created Date	Size	
Event	Certifications	0073-3-Works/FM-SW-RFI	Transparency.doc	CST_default	CST Default	dfd	application/msword	01/04/2011 09:47	154112	<input type="checkbox"/>

Close

Under Supplier Attachments you will see the attachment has been added

Attachments - Adding Attachments at Questionnaire / Question Level (1)

Ministry of Justice | My Profile | **Bids** | Messages | Utilities

View RFX(s)
View Line Items/Questionnaires
View Invitations

1. Click Bids then View RFX

View RFX(s)

All Open/Pending/Paused RFX(s) | Open/Pending/Paused

RFX Name	Summary	RFX Acceptance	Select	RFX Type	RFX Style	Status	Time Remaining	Open Time BST	Close Time
0890-3-Operational Goods-MID-RFP			View/Respond to RFX	RFP		New	37 days 5 hrs 43 min	29/03/2011 12:25	27/05/2011 12:00
0975-3-Operational Goods-N-RFP			View/Respond to RFX	RFP		New	29 days 7 hrs 43 min	07/04/2011 07:00	19/05/2011 12:00

2. Click View/Respond to RFX

Ministry of Justice | My Profile | **Bids** | Messages | Utilities

RFX(s) > 1228-1Professional Service...

Description: Credit Risk Management Service for Payment by Acco...
Type: RFP

Contact Information
RFX Attachments (3)
RFX Messages (4)

Run RFP Report

Remaining Time: 13d 2hr 8m 33s
Open Time: 25/03/2011 14:01 BST
Close Time: 03/05/2011 12:00 BST
Status: Open

All Questionnaires (4) | Questionnaires | SingleBid | MultiBid | Respond Offline

Questionnaire / Question	Respond	View History
General Service Specification	Place Response	
Specific Data	Place Response	
Key Technical	Place Response	
General Contract	Place Response	

3. Click Place Response/ Revise Response

Attachments - Adding Attachments at Questionnaire / Question Level (2)

Context	
RFP Name: 0974-2-Reducing Reoffending-SE-RFP	
Questionnaire Name: 1.0 Commercial & Contractual Arrangements	
Questionnaire Description: Please ensure you download all attachmen...	
Create Response(s)	Questionnaire Level (0)
Contract - General	
*1.1 Please confirm that you have downloaded and read the Authority's attached Conditions of Contract (Document 3) and the attached Schedules?	Question Level (0)
Please Select ▼	
*1.2 Please confirm your agreement with the Authority's Terms & Conditions for these contracts, including the attached Schedules.	Question Level (0)
Please Select ▼	
1.3 If your answer to the above question is 'No', then please complete the 'Proposed Amendments to the Contract Documents' attachment. Once completed, please answer 'Yes' to this question.	Question Level (0)
Please Select ▼	
*1.4 Please confirm that you have downloaded, read, fully understand, and agree to the instructions and information on tendering procedures as set out in Document 1.	Question Level (0)
Please Select ▼	
*1.5 Please confirm that you have downloaded, read, fully understand, signed and uploaded the Form of Tender (Part 1).	Question Level (0)
Please Select ▼	

The Question may ask for an attachment to be uploaded
e.g. Please confirm that you have downloaded, read, fully understand, signed and uploaded the form of tender (part 1)

Attachments - Adding Attachments at Questionnaire / Question Level (3)


Questionnaire Level: Click the **paperclip** icon to the right of the Questionnaire


Context
RFP Name: 0974-2-Reducing Reoffending-SE-RFP
Questionnaire Name: 1.0 Commercial & Contractual Arrangements
Questionnaire Description: Please ensure you download all attachmen...

Create Response(s)


Contract - General


*1.1 Please confirm that you have downloaded and read the Authority's attached Conditions of Contract (Document 3) and the attached Schedules?

Please Select 


Question Level  (0)


*1.2 Please confirm your agreement with the Authority's Terms & Conditions for these contracts, including the attached Schedules.

Please Select 


Question Level  (0)


1.3 If your answer to the above question is 'No', then please provide details of the documents' attachment. Once completed, please answer 'Yes' to this question.

Please Select 


Question Level  (0)


*1.4 Please confirm that you have downloaded, read, fully understood and agreed to the procedures as set out in Document 1.

Please Select 

Question Level  (0)

*1.5 Please confirm that you have downloaded, read, fully understand, signed and uploaded the Form of Tender (Part 1).

Please Select 

Question Level  (0)

Question Level:
Click the **paperclip** icon to the right of the question

Responding - Responding Offline (1)

You can respond to an event using the 'Respond Offline' template. This enables you to complete responses to the Questionnaires and Pricing in an Excel format. This can then be imported back into the system prior to the close date/time and populates all boxes online.

Click Bids, then view RFx > Click View/Respond to RFx

1. Click Respond Offline

Questionnaire / Question	Respond	View History
General Service Specification	Place Response	
Specific Data Requirements	Place Response	
Key Technical Requirements	Place Response	
General Commercial Requirements	Place Response	

2. Click OK

Check Download Offline Response Template is selected

What offline response action would you like to perform?

☐ Import Bids

☒ Download offline bidding template

☐ Do not export Item Definition Fields

☐ 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)

Responding - Responding Offline (2)

3. Select XLS

Export Data

Exporting Bid Re... for RFP

Language: British English

Number Format: #,###,###

File Name: * rpsumid_sup1_20110418

File Type: ☐ CSV ☒ XLS

Zip File: ☐

Export Close

4. Click Export

5. Click Done – Click here to download results

Utilities Data Manager

Jobs (2) Type Import/Export Status All Server All Refresh

User	Job ID	Type	Description	Status	Time Submitted	Time Scheduled	Time Completed
Default...	139...	Integrati...	Export - ...	Done - Click here to download results.	21/03/201...		21/03/201...
Default...	138...	Integrati...	Export - ...	Done - Click here to download results.	18/03/201...		18/03/201...

6. Click Save.

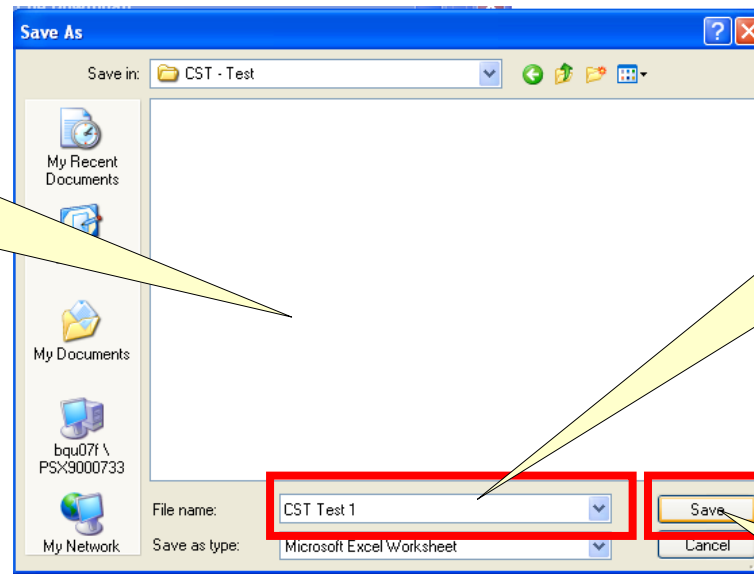
Do you want to open or save this file?

Name: CST Test 1.xls
Type: Microsoft Excel Worksheet
From: psw10966.hmps.noms.root

Open **Save** Cancel

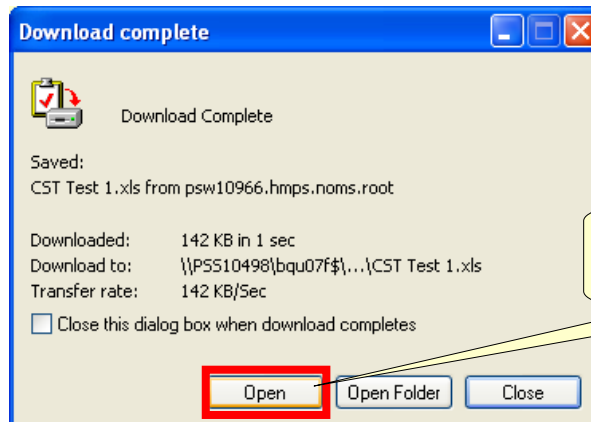
Responding - Responding Offline (3)

7. Locate an area on your local drive to save this file



8. Rename the file if it makes it easier for you to locate.

9. Click **Save**



10. Click **Open**

Responding - Responding Offline Template

The Offline Response file can consist of a maximum Four tabs depending on the event: Instructions, Question Response, Table Response and Bid tab.

The screenshot shows the 'TEMPLATE INSTRUCTIONS' spreadsheet. The spreadsheet has columns A through F and rows 1 through 27. The 'Instructions' tab is selected, and the content includes a header section and a list of instructions. Four callouts are present:

- Instructions Tab:** Explains how to complete your response
- Questions Tab:** Provide your response to the questions here
- Table Response Tab:** This tab will only appear if the Buyer asks you to provide some responses in a table
- Bid RFP Tab:** This tab will only appear if you are required to provide pricing information

The spreadsheet content includes the following text:

TEMPLATE INSTRUCTIONS

This is an RFP offline response template and is created from the RFP template. This template is valid only for this particular event.

Instructions Tab: This is the sheet you are in currently. It provides information about the RFP and explains different sections of the RFP and its use. This has all the questions in the RFP. Use this sheet to provide your response. Leave a question blank (unless it is marked as mandatory) for table type questions. This sheet appears only if the Buyer asks you to provide some responses in a table. You cannot add or delete rows or columns here.

Questions Tab: This has all the items in this RFP. Use this sheet to place your bid. To enter multiple bids for an item, you can copy an item row and paste it into a new row, changing required values. Leave an item row blank if you do not wish to bid for the item.

Table Response Tab: This tab will only appear if the Buyer asks you to provide some responses in a table.

Bid RFP Tab: This tab will only appear if you are required to provide pricing information.

Header Section

Instructions / **Question Response** / **Table Response** / **BID_RFP**

Responding - Responding Offline Question Response Tab

The Excel file is protected and should not be altered in anyway e.g. adding tabs and formulas.

Note: Questions will be marked as Answered if a default value has been identified so please check these carefully.

Header Section		
Organization Name: MoJ Procurement	RFx Name: 0974-2-Reducing Reoffending-SE-RFP	RFx Type: RFP
RFx Name: 0974-2-Reducing Reoffending-SE-RFP	RFx Type: RFP	Open Date Time: 2011-03-03 11:51:12 GMT Close Date Time: 2011-04-18 12:00:00 GMT
Question Information And Response Section		
Questionnaires - Questions	ANSWERED 1 / 220	
1.0 Commercial & Contract	Response	Response Comments
Contract - General		
*1.1 Authority's attached Conditions attached Schedules?		OPEN
*1.2 Please confirm your agreement to the attached Conditions for these contracts, Schedules.		OPEN
1.3 If your answer to the above question is 'No', then please provide the 'Reasons for Amendment' to the Contract.		OPEN
Please Select		OPEN
Please Select		OPEN
Please Select		OPEN
Please Select		OPEN
Please Select		OPEN
Please Select		OPEN
17 Understand, signed and approved the Confidentiality Agreement.	Please Select	OPEN
Insurances		
*1.9 Please provide certificates of the relevant insurances held by your company, showing insurance company, type of insurance, sums insured (see minimum sums insured details) & expiry date. Please attach herewith.		OPEN
Sub-contractors and Delivery of Services		
1.10 Please provide details of the Sub-Contractors you intend to work with in delivering these services.		OPEN
If additional rows are required please provide remaining information in an attachment.	Click here to place response	OPEN
1.11 Please provide a description of the roles of sub-contractor in providing your solution.		

RFx Details

RFx Type

Questions with * are mandatory

If response column is White it is enabled, this means you can enter your responses

Open and Close time for the event displayed here

Response Comments column Lilac is disabled. You will not be able to enter responses here

Status of Question

Question Response Tab

Clicking this hyperlink will direct you to the Table Response Tab

Responding – Responding Offline Bid RFP Tab

Item Information and Bidding Section										
Item Information										
Item Name	Item Unique ID	Lot	Description	Desired Quantity	Minimum Quantity	Maximum Quantity	*Price Per Unit	*One Time Charge	*Work Start	
Fire Alarms - Materials	Fire Alarms - Mater	Fire Alarms	Complete Cost of M	1				0.00		
Fire Alarms - Labour	Fire Alarms - Labour	Fire Alarms	Complete Cost of La	1				0.00		
Fire Alarms - Overheads	Fire Alarms - Overhe	Fire Alarms	Complete Overhead	1				0.00		
Fire Alarms - Other Costs	Fire Alarms - Other C	Fire Alarms	Complete Other cost	1				0.00		
Smoke Extract Fans(New) - Material	Smoke Extract Fans	Smoke Extract Fans	Complete Cost of M	1				0.00		
Smoke Extract Fans(New) - Labour	Smoke Extract Fans	Smoke Extract Fans	supply and installatio	1				0.00		
Smoke Extract Fans(New) - Overhead	Removal and Replac	Smoke Extract Fans	Complete Overhead	1				0.00		
Smoke Extract Fans(New) - Other Costs	Smoke Extract Fans	Smoke Extract Fans	Complete Other	1				0.00		
Smoke Extract Fans (Refurb) - Material	Smoke Extract Fans	Smoke Extraction Fa	Complete	1				0.00		
Smoke Extract Fans(Refurb) - Labour	Smoke Extract Fans	Smoke Extraction Fa	Complete Cost of La	1				0.00		
Smoke Extract Fans(Refurb) - Overhead	Smoke Extract Fans	Smoke Ex	Complete Overhead	1				0.00		
Smoke Extract Fans(Refurb) - Other Costs	Smoke Extract Fans	S	Complete Other Cos	1				0.00		

The red symbol displayed in the corner of the cell contains a note. Hover your mouse over the symbol to view contents of note.

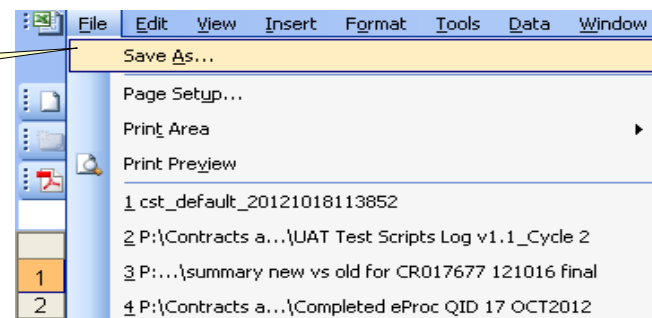
Enter your price here. NOTE You only need to enter the number. Currency Symbols are not required e.g. \$/£ etc... Editable columns are white.

BID_RFP Tab is selected. This is where you enter your pricing

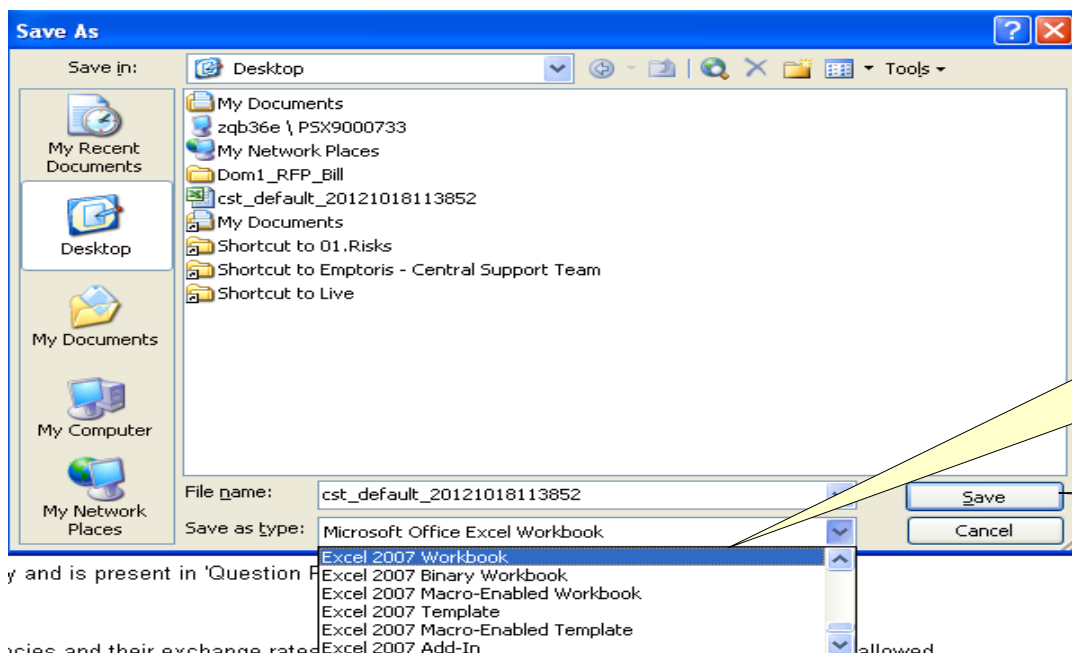
Save Template as Excel Version 2003-07

Note: The Emptoris system is only compatible with Excel versions released between 2003 and 2007. This means that if the Excel version used by your company is one released after 2007 then you will need to save the exported template as one of the lower versions.

1. Click on **File** and select **Save As**



2. Select an excel version released between 2003 and 2007. Here we have selected the 2007 workbook version



3. Click **Save**

Responding - Responding Offline Importing Offline Response (1)

Ministry of Justice

My Profile **Bids** Messages Utilities

View RFX(s)
View Line Items/Questionnaires
View Invitations

1. Click Bids then View RFX(s)

View RFX(s)

All Open/Pending/Paused RFX(s)

RFX Name	Summary	RFX Acceptance	Select	RFX Type	Time Remaining	Open Time BST	Close Time
0890-3-Operational Goods-MID-RFP			View/Respond to RFX		43 min	29/03/2011 12:25	27/05/2011 11:59
0975-3-Operational Goods-N-RFP			View/Respond to RFX	RFP	43 min	07/04/2011 07:00	19/05/2011 11:59

2. Click View/Respond to RFX

Ministry of Justice

My Profile Bids **Messages** Utilities

RFX(s) > 0974-2-Reducing Reoffendi...

Description: [Contact Information](#)

RFX Attachments (14)
RFX Messages (4)

Type: RFP [Run RFP Report](#)

Remaining Time: 27d 19hr 41m 9s
Open Time: 03/03/2011 11:51 GMT
Close Time: 18/04/2011 12:00 GMT
Status: Open

All Questionnaires (22)

Questionnaires **SingleBid** MultiBid

Current Page: 1 (1-20 of 22)

Questionnaire / Question

1.0 Commercial & Contractual Arrangements

Respond

Place Response

3. Click Respond Offline

Ministry of Justice

Respond Offline

What offline response action would you like to perform:

☒ Download offline response template

☒ Import Responses

☐ Export questionnaire and line item information to view when creating offline responses

(NOTE: Questionnaire and Line item export is for informational purposes only and can not be used for importing responses)

4. Check Import Responses

5. Click OK

Note: Attachments will need to be added online and cannot be viewed in the offline response mode. Your responses cannot be re-imported until ALL mandatory questions have a response.

Responding Offline – Importing Offline Response (2)

Utilities

Import Data

Select a file to import.

Language * British English ▼

Number Format #,###.## ▼

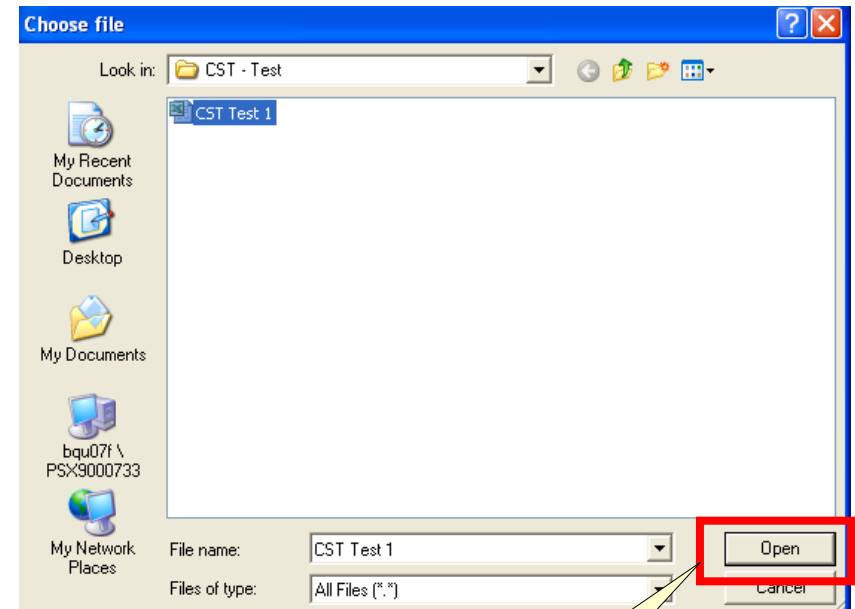
File Type: *
☐ XML
☐ CSV
☒ XLS

Import Type: * Bids/Responses ▼

File: * **Browse...**

Import Close

6. Click **Browse**



Utilities

Import Data

Select a file to import.

Language * British English ▼

Number Format #,###.## ▼

File Type: *
☐ XML
☐ CSV
☒ XLS

Import Type: * Bids/Responses ▼

File: * \\PSS10498\bqu07f\Work for eSource **Browse...**

Import Close

8. Click **Import**

Responding Offline – Importing Offline Response – Failure Messages

When importing your responses the process may fail.

Utilities
Data Manager

Jobs (3) Type Import/Export

User	Job ID	Type	Description	Status	Time Submitted	Time Scheduled	Time Completed	
Default...	139...	Integrati...	Import - ...	Failed	21/03/201...		21/03/201...	<input type="checkbox"/>
Default...	139...	Integrati...	Export - ...	Done - Click here to download results.	21/03/201...		21/03/201...	<input type="checkbox"/>
Default...	138...	Integrati...	Export - ...	Done - Click here to download results.	18/03/201...		18/03/201...	<input type="checkbox"/>

1. Click on **Failed**

Errors in job: Import - Bids/Responses - Supplier Offline Response Template.xls (1)

	Error Message
1	Problem [Value for field [Please confirm whether you are providing a response in relation to Lot 2. IF YOU ARE RESPONDING PLEASE ENSURE ALL QUESTIONS ARE ANSWERED.] is required.] when processing [createBids (null)].

View the reason for the Importing Failure

NOTE: One error will be displayed at a time.

In this example a required question was not answered

Make the required changes in your Responding Offline Excel Document, import your document.

Messages- General

The portal contains its own **Messaging** functionality to allow messages to be transmitted between Buyers and Suppliers.

Messages may be sent at any time during the procurement. Unless advised otherwise, **Messaging** should always be used for any communication as it ensures a robust audit trail is maintained.

DO NOT: Use the Messages tab at the top of the screen. This will only send messages to other users in your company.

Ministry of Justice | [My Profile](#) | [Bids](#) | [Messages](#) | [Utilities](#)

[RFX\(s\)](#) > 0073-6-Works/FM-SW-RFI

Description: TFM - Work Package C Event - Invitation to Submit... **Type:** RFI

Contact Information

[RFX Attachments \(0\)](#) [Run RFI Report](#)

[RFX Messages \(3\)](#)

Remaining Time: 8d 2hr 37m 38s
Open Time: 15/03/2011 16:33 BST
Close Time: 12/04/2011 12:00 BST
Status: Open

Questionnaires (15) [Respond Offline](#)

Questionnaire / Question			Respond	View History
1.0 Executive Summary	(0)	(0)	Place Response	
2.0 Management Approach	(0)	(0)	Place Response	
3.0 Business Continuity Planning	(0)	(0)	Place Response	
4.0 Quality Management Systems	(0)	(0)	Place Response	
5.0 Continuous Improvement	(0)	(0)	Place Response	



Messages - Viewing Received Messages

Go to the event you wish to view a message IN, by going to: Bids > View RFx > View/Respond to RFx

1. Click RFx Messages

2. Click the Received Messages Tab

Received Messages(1) Sent Messages Broadcast Messages

Status	From	Date BST	Subject
New	Ministry of Justice eSourcing Portal, .	09/05/2011 16:50	You have been invited to participate in RFQ 1281-1

Close

last 10 day(s) All last 10 day(s) last 1 day(s) last 30 day(s)

View Message

3. Click the Hyperlink to view the message

You need to ensure you select All from the drop down box. This will show all of the messages you have received

The message will be displayed

View Message

From	Hickling, Lisa
Context	RFP 0974-2-Reducing Reoffending-SE-RFP
To	Bidders
Date Sent	06/04/2011 15:35 BST
Subject	Emails with attachments
Message	Please log into the system to retrieve 2 emails recently sent that contain attachments. Regards Lisa
Attachment	Attachments(0)

Reply Close

IMPORTANT: Do NOT REPLY To message notifications received in your normal e-mail account e.g. Outlook. You must log into the portal to respond to these messages via the messaging facility.

Messages - Sending Messages (1)

Go to the event you wish to send a message from by going to:

Bids > View RfX > View/Respond to RfX

1. Click RfX Messages

Ministry of Justice | My Profile | Bids | Messages | Utilities

[RfX\(s\) > 0073-6-Works/FM-SW-RFI](#)

Description: TFM - Work Package C Event - Invitation to Submit...
Contact Information

[RfX Attachments \(0\)](#)
[RfX Messages \(3\)](#)

[Run RFI Report](#)

Remaining Time: 8d 2hr 37m 38s
Open Time: 15/03/2011 16:33 BST
Close Time: 12/04/2011 12:00 BST
Status: Open

2. Click the Create Button.

Received Messages(1) | Sent Messages | Broadcast Messages

last 10 day(s) | [Create](#) | [Close](#)

Status	From	Date BST	Subject	Attachments	Actions
New	Ministry of Justice eSourcing Portal, .	17/05/2010 11:12	You have been invited to participate in RFI TFM - Sup...	(0)	Close

Messages - Sending Messages (2)

The **Create Message** screen will be displayed.

3. Select **All Hosts**

4. Enter Text in the **Subject Field**

5. Enter Text in the **Message Field**

6. Click **Attachments** to upload any attachments. For additional information on how to upload attachments click [here](#)

7. Click **Send**

IMPORTANT: When a message is sent the recipient will also receive a notification email. This notification will also contain all the attachments added to message.

Note: Selecting 'All Hosts' in the 'To' field it ensures that any clarification questions/messages can be seen by the whole buying team. If you select a named individual only the individual can respond. This means that if the individual is not in the office there is the risk that your question/message will not be responded to.

Messages - Viewing Sent Messages

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Go to the event you wish to view a message by going to Bids > View RFX > View/Respond to RFX

Ministry of Justice | My Profile | **Bids** | Messages | Utilities

1. Click RFX Messages

RFX(s) > 0073-6-Works/FM-SW-RFI

Description: TFM - Work Package C Event - Invitation to Submit...
Contact Information: [Redacted]

Remaining Time: 8d 2hr 37m 38s
Open Time: 15/03/2011 16:33 BST
Close Time: 12/04/2011 12:00 BST
Status: Open

RFX Attachments (0)
RFX Messages (3)

2. Click Sent Messages Tab

Received Messages | **Sent Messages(1)** | Broadcast Messages

From: CST_default - Default, CST | To: RFP - Host | Date BST: [Dropdown]

3. Select All from the drop down box

All
Last 10 day(s)
Last 1 day(s)
Last 30 day(s)

Received Messages | Sent Messages(1) | Broadcast Messages

From: default - Default, CST | To: RFP - Host | Date BST: 18/10/2012 12:30 | Subject: Further extension

4. Click on the hyper linked subject of the sent message you wish to view

5. Scroll down to view the content of the sent message.

To: RFP - Host
Date Sent: 18/10/2012 12:30 BST
Subject: Further extension
Message: Thanks for the extension. However it looks like we still wont be able to meet the new deadline due to internal issues. I was therefore wondering whether it is possible to further extend the deadline by another day
Attachment: Attachments(0)

Recipients

Name	Organization	Phone	Email	External Email Notific
Zoe Brewin	MoJ Procurement	0116 228 2019	esourcing@noms.gsi.gov.uk	Yes

General – Update Your Company Profile

The steps below will show you how you can update your company profile on behalf of your organisation. You will need to have the role of Systems Application Manager to do this.

1. Click **My Profile then **Manage my Profile****

2. Click **Main or **Additional Information****

Update your profile, anything marked with an asterisk * is mandatory

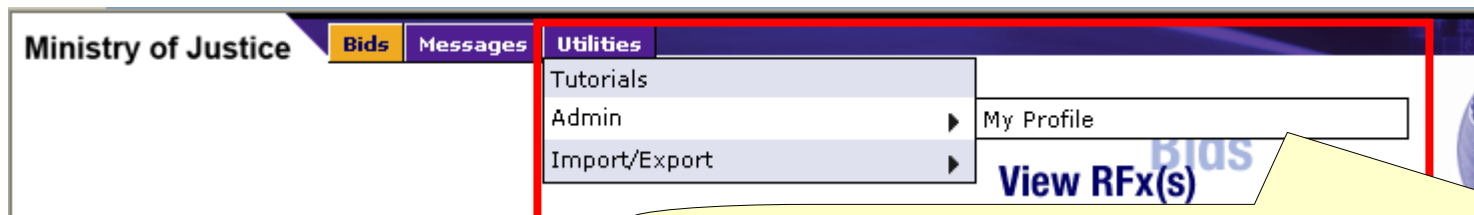
3. Click **Save**

Global Supplier Profile	
Company Name*	CST_default
Unique Id	CST_default
Company Website	
Contact Name*	Central Support Team
Telephone Number*	0845 010 0132
Main Reception Number*	0845 010 0132
E-mail*	esourcing@noms.gsi.gov.uk Send eMail
Fax	
Address 1*	Clive House
Address 2	
Address 3	
City*	London
County / Region	
Postal Code*	SW1P 4LH
Country*	United Kingdom
Company Registration Number	
Charity Registration Number	

Clear Changes Close Wizard **Save**

General – Update Your Profile

The steps below will show you how you can update your profile on behalf of your organisation.



1. Click **Utilities** then **Admin** and **My Profile**

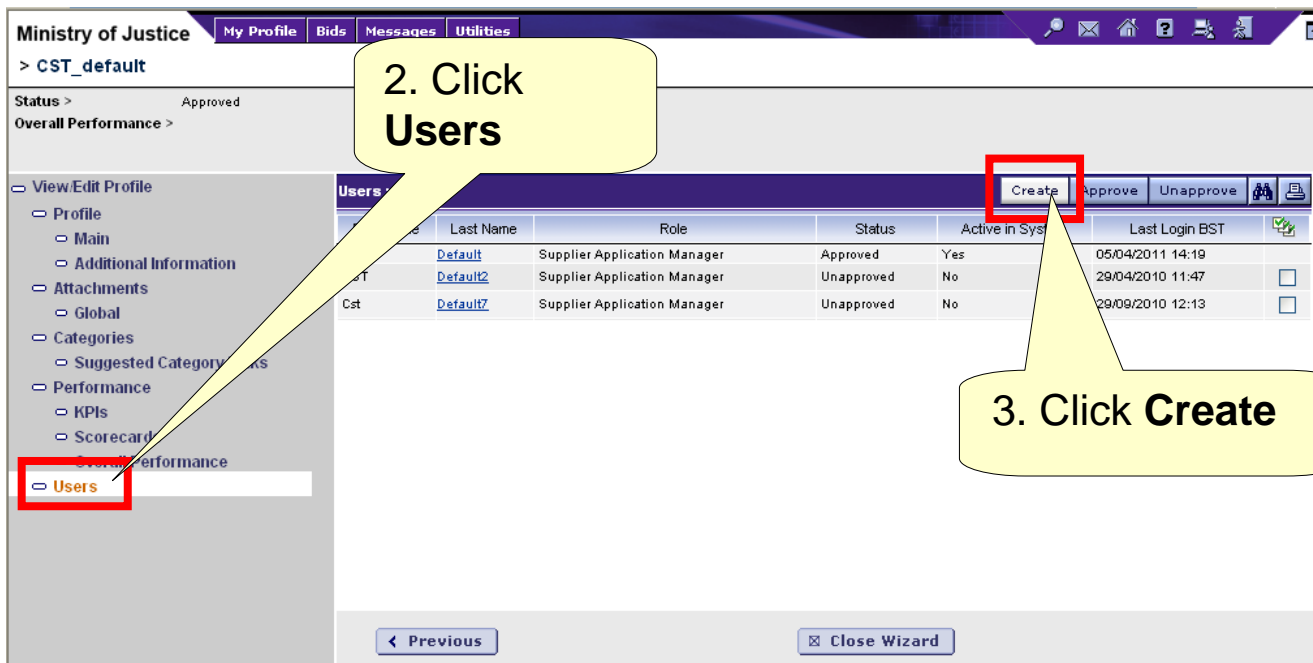
2. Click **My Profile**

Update your profile anything marked with an asterisk * is mandatory

3. Click **Save**

General - Creating Additional Users (1)

The steps below will show you how you can create additional users on behalf of your organisation. You will need to have the role of Systems Application Manager to do this.



You can create two types of users:

1. Supplier Application Manager (can create additional Users)
2. Supplier Agent

General - Creating Additional Users (2)

Your Login name will be used in conjunction with your password when you login to the system. We recommend using the first initial of your first name followed by your full last name.

Click **Yes** for Enable external email notification. You will receive email notifications advising you, when you have Messages on the portal

It is important you select Approved. The user will be able to participate in events

Fill in the User Details

The screenshot shows a 'Create User' form for an organization named 'Test_CST_Supplier1'. The form includes fields for personal and contact information, preferences, and security. Red boxes highlight the following mandatory fields:

- Role***: Set to 'Supplier Application Manager'.
- Login Name***: A text input field.
- Enable external email notification?**: Radio buttons for 'Yes' (selected) and 'No'.
- New Password*** and **Retype Password***: Password input fields.
- Status**: Radio buttons for 'Approved' (selected) and 'Unapproved'.

Other fields include Title, First Name, Last Name, E-mail, Work Phone Number, Alternate Phone Number, Fax, Preferred Language (British English), Preferred Number Format (Default), Preferred Date Format (Default), Preferred Currency (Please Select), Time Zone (GMT Greenwich Mean time), Address Line 1, Address Line 2, City, Postcode, and Approval Status. At the bottom are 'Save' and 'Close' buttons.

* This icon indicates a mandatory field

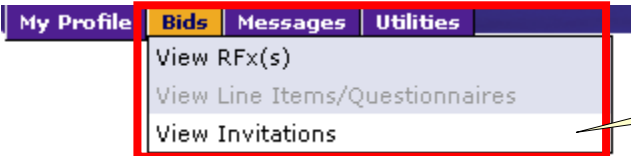
The password is required to trigger an automated one from the system, it will not be seen by anyone. It must be a minimum of 8 characters long and consist of at least one capital letter and one numeric character. As an example you could use 'Welcome1'. The user will be prompted to change the password upon login.

4. Click **Save** Your user has now been created and emailed their login details

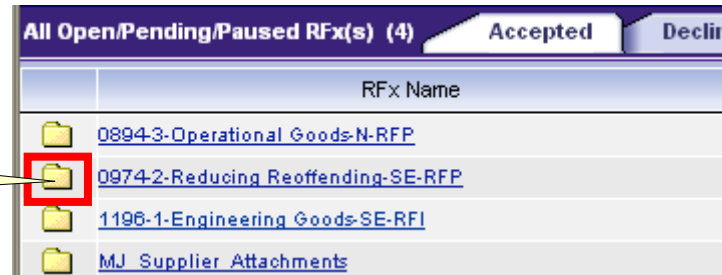
General - Inviting Additional Users To Event (1)

During an event, there may be times when you require the assistance of your colleagues in the submission of your bid. You may invite other users within your organisation to the event.

1. Click **Bids** then **View Invitations**

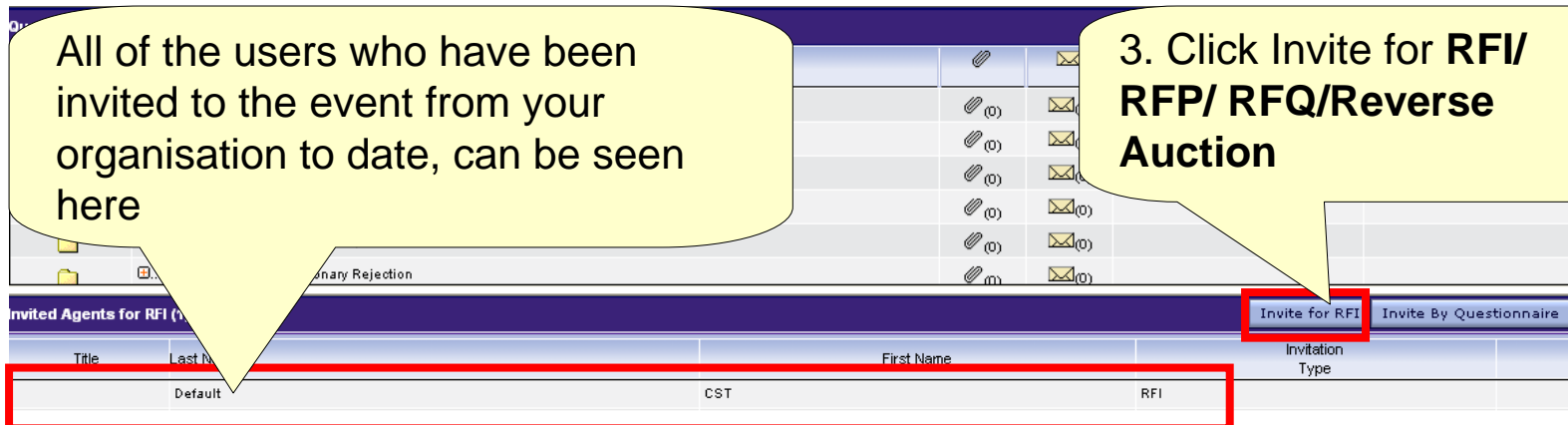


2. Click the **Folder** of the event you wish to invite additional users to



All of the users who have been invited to the event from your organisation to date, can be seen here

3. Click Invite for **RFI/ RFP/ RFQ/Reverse Auction**



General - Inviting Additional Users To Event (2)

You will now see a list of uninvited Agents (users) for the event

4. Check the user you wish to invite to the RFx

Invite Agents for RFx

Uninvited Agents for RFI (1)						
Title	Last Name▲	First Name	Role	Email	Work Phone Number	
User		Test	Supplier Agent	test@test.com		<input checked="" type="checkbox"/>

Invite for RFI

Close

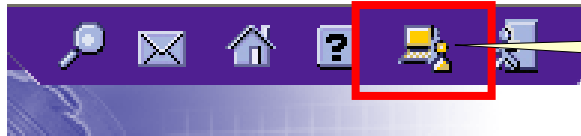
5. Click **Invite for RFI/RFP/RFQ/Reverse Auction**

Invited Agents for RFI (2)		
Title	Last Name▲	
	TEST	CST_Supplier1
User		Test

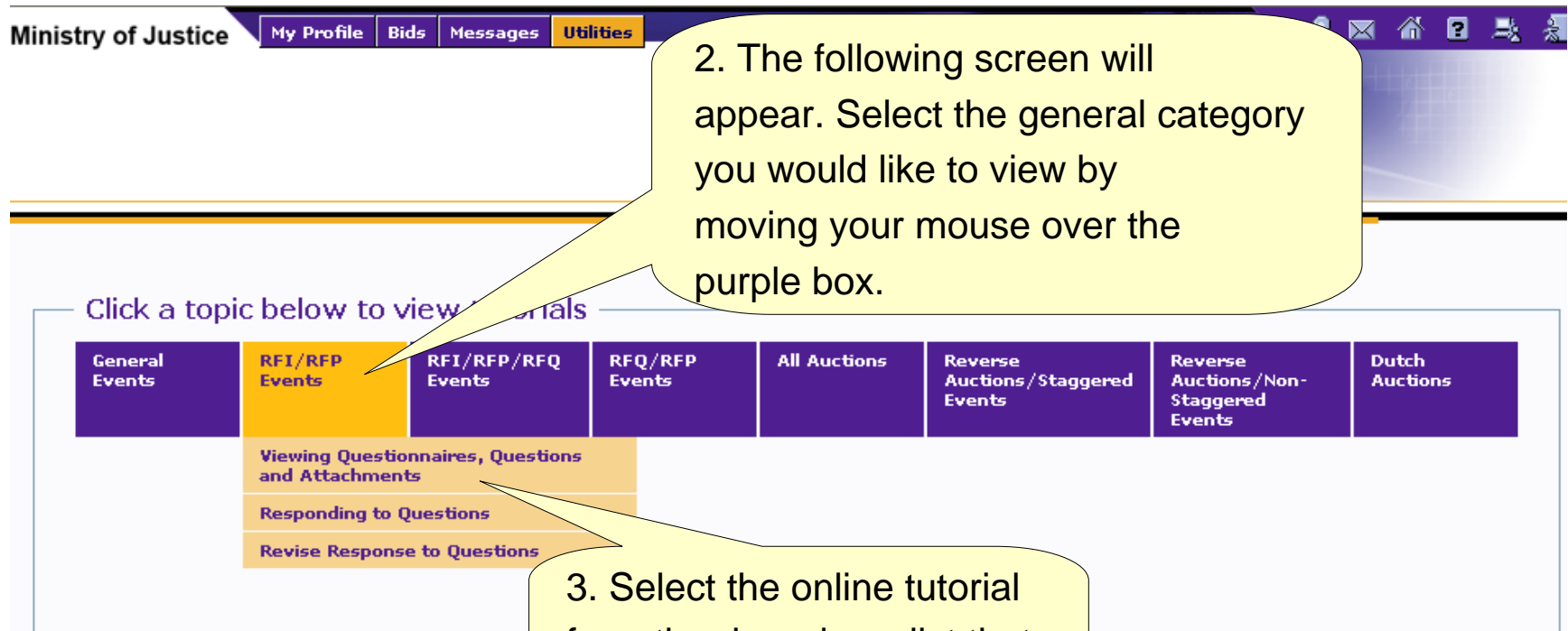
The user has now been invited to the RFx

Help - Online Tutorials

The online tutorials cover the most commonly used functions and are aimed at providing answers to the most frequently asked “How do I” type questions.



1. Click on the Tutorial icon in the top right corner of the screen.

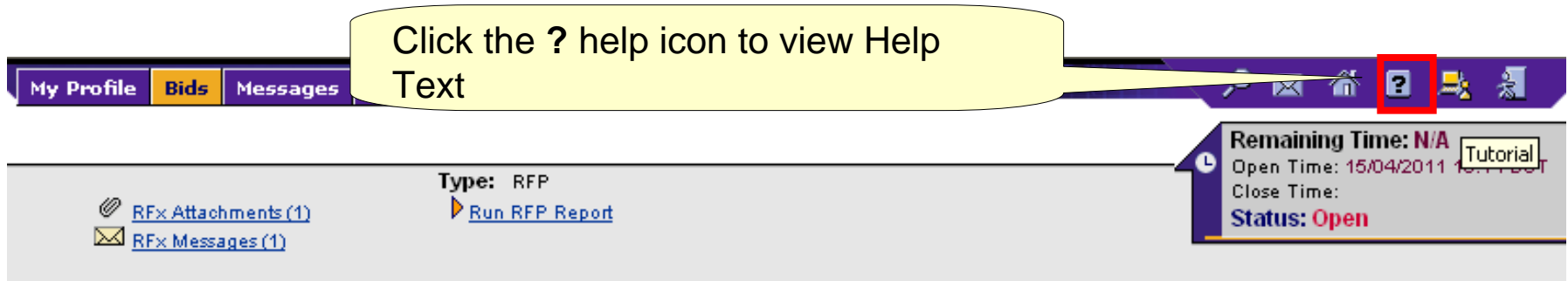


2. The following screen will appear. Select the general category you would like to view by moving your mouse over the purple box.

3. Select the online tutorial from the drop down list that you would like to view.

Help- Online and MOJ Central Support Team

The Buyer of your event will provide you with support for the event questions. This guide outlines the generic steps that you should follow once you have been invited to participate in an RFX. It is designed to complement the online tutorials and help text that can be accessed by logging into the system. The online tutorials and help can be accessed at anytime



If, after having consulted the tutorials and help text, your question still remains unanswered, please contact the Ministry of Justice (MOJ) Central Support Team:

Telephone: **0845 0100132**

eMail: **esourcing@justice.gsi.gov.uk**

The Help Desk is available Monday to Friday, between 08:30 and 17:00

FAQ – (1)

1. How do I change my Date format?

Go to My Profile > Manage My Profile > Users > Click on user in question > Preferred Date format from the Drop down box.

2. How do I change my Time Zone format?

Go to My Profile> Manage My Profile>Users>Click on user in question >Select your time zone from the drop down box.

3. Is there a submit button?

There is no final submit button. Once you have saved your responses you will **not** be asked to reconfirm, instead you can revise or cancel responses any time as long as the event is in “open” status.

4. How many attachments can be uploaded?

There is a maximum upload limit of 65MB, however multiple uploads of up to 65MB can be performed. You are limited to an individual document size of 20MB.

5. Why am I being logged out when filling out the questionnaire?

After 30 minutes of no activity you will be logged out automatically and some of your entries may not be saved. To resolve THIS a single character will have to be entered Against mandatory questions to allow responses to be saved, otherwise an error message will be returned.

FAQ – (2)

6. Who should I contact if I have problems with the system?

The Central Support Team on 0845 0100 132 or esourcing@justice.gsi.gov.uk

7. Who should I contact if I have questions about the event?

Please contact your Buyer. Their contact details can be found in the top left of the RFx

8. What should I do if I've forgotten my Username and Password ?

Go to the login page <https://esourcing.justice.gov.uk/sso/jsp/login.jsp> and click “**forgot your Login Name or Password**”. For security reasons your account will be locked after 3 wrong attempts and can only be unlocked by the Central Support Team.

9. I can view my RFx but the ‘place response’ button is greyed out, how can I respond?

Make sure you have clicked the Green Accept button located towards the right of the RFx

10. Can multiple users edit the responses simultaneously?

Yes. One user can, for instance, input answers to questionnaires, whilst another user enters pricing information.