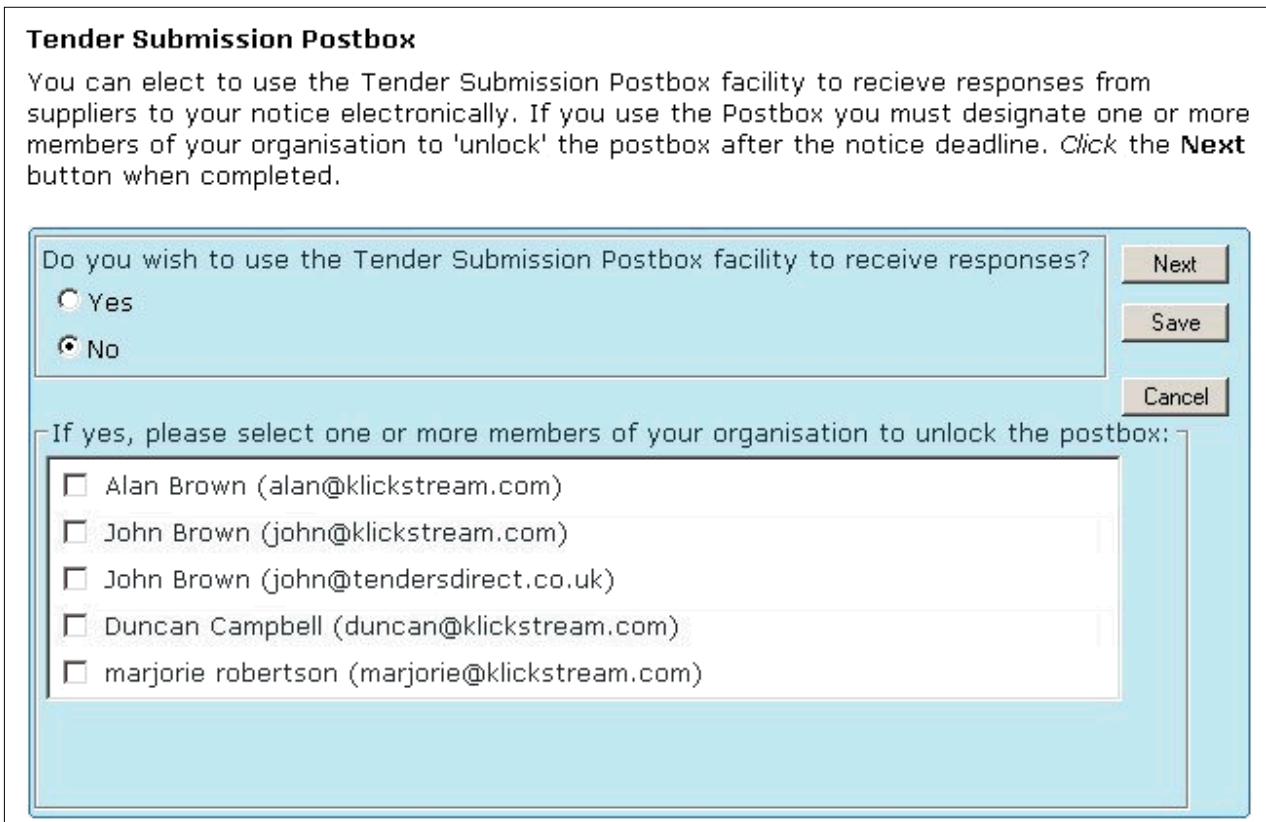


Awarding Authorities Tender Submission Post-box:

The tender post-box allows Awarding Authorities to receive tenders electronically in a secure environment. This facility only applies to tenders using the open procedure for tender submissions.

An additional question has been added to the 'Site Notice Wizard' asking the creator of the notice to request either a manual or electronic response to the tender.

When the electronic response (i.e. tender post-box) is used, the user will be given the opportunity to select which users of the Awarding Authority are required to 'unlock' the post box. One or more users (normally 2) will be needed to unlock the post box. This is shown in the screen-shot below:



Tender Submission Postbox

You can elect to use the Tender Submission Postbox facility to receive responses from suppliers to your notice electronically. If you use the Postbox you must designate one or more members of your organisation to 'unlock' the postbox after the notice deadline. Click the **Next** button when completed.

Do you wish to use the Tender Submission Postbox facility to receive responses?

Yes

No

Next

Save

Cancel

If yes, please select one or more members of your organisation to unlock the postbox:

- Alan Brown (alan@klickstream.com)
- John Brown (john@klickstream.com)
- John Brown (john@tendersdirect.co.uk)
- Duncan Campbell (duncan@klickstream.com)
- marjorie robertson (marjorie@klickstream.com)

The electronic post-box information will be included in Section 4.6 of the notice.

When suppliers run a 'notice search' on the live site a notice with a key symbol indicates that submissions will be received electronically. Additional text appears when the notice page is opened.

Text in 4.6 will read –

The Awarding Authority has indicated that it will accept electronic responses to this notice via the Tender Submission post- box facility. Further details are available here <http://www.etenders.gov.ie/Postbox/?ID=mmmxxxxxx>

Managing the notice

The publisher of the notice will receive an email listing the persons responsible for unlocking the submissions. A URL will be included in the email in order to view the status of the Tender Submission Post box. The status of the post box can also be viewed from the Notice workspace.

Viewing the status of the Post box:

By selecting the tender title In the Notice workspace, the published notice details will contain a link to the tender post box – 'View Submission Post box' as follows:

Has Post box: Yes, [View Submission Post box](#)

Click on the view to obtain:

Postbox Status
Details of the Tender Submission Postbox for this notice are shown below.

Title: postbox
Created: 21/07/2004 10:58
Deadline: 22/07/2004 10:00
Status: Locked

Current Responses

| Recvd | Reference No |
|---------------------|--------------|
| 21/07/2004 11:53:10 | 421 |

Authorised Openers

| Name | Email | Status | Unlocked |
|--------------------|--------------------------|--------|--------------------------|
| marjorie robertson | marjorie@klickstream.com | Locked | <input type="checkbox"/> |

This shows all the responses, which have been received. It also shows the date and time when the post box can be unlocked and the persons required to visit this page and use the unlock feature. The responses cannot be viewed until all persons in the 'Authorised Openers' list have used the 'unlock' button.

Authorised Openers - a controller and/or the post box creator can modify this list by using the 'change' button. A list of Awarding Authority Users will automatically be displayed as in the 'Access interest list' question in the wizard. Any changes made to the list are saved by using the 'save' button.

Opening the Post box.

The system software will check every 30mins for tenders, which have passed their deadline date and time. In this case, an email will be sent to the creator of the notice, the controller and the users on the 'Authorised Openers' list, with a link to the page for opening the Post box.

Each person on the list will have to visit the 'Post Box Status' page and unlock by clicking the 'unlock' button, even if using a single PC for this purpose. This button is disabled until after the deadline date and time. Should any unauthorised person attempt to unlock the Post Box a message will be displayed and they will be notified that their attempt has been recorded in the access log.

The access log can be **only** be viewed after the Post box has been opened.

Once opened, the Postbox view shows:

Postbox View

Details of the Tender Submission Postbox for this notice are shown below. To view the full supplier details and download the supporting documents *click* the appropriate Supplier Name.

| |
|----------------------------|
| Ref: JUL021300 |
| Title: postbox |
| Created: 21/07/2004 10:58 |
| Deadline: 22/07/2004 10:00 |

All Responses

| Recvd | Reference | Supplier Name |
|---------------------|-----------|----------------------------------|
| 21/07/2004 11:54:49 | 421 | Millstream Assoc |

Postbox Access Log

| Date | Name | Access Type |
|---------------------|--------------------|--------------|
| 21/07/2004 11:51:40 | marjorie robertson | Early Unlock |
| 21/07/2004 12:27:22 | marjorie robertson | Early Unlock |
| 21/07/2004 13:37:22 | marjorie robertson | Early Unlock |
| 22/07/2004 14:44:26 | marjorie robertson | Unlock |
| 22/07/2004 14:47:24 | Duncan Campbell | Unlock |

Clicking on the Supplier name gives the Supplier Details and the list of documents. These documents can then be opened or saved as required.

Following this the documents will remain in the secure area of the site.