

Tender Postbox - Suppliers


Introduction

The tender post-box allows Awarding Authorities to receive tender responses from suppliers electronically in a secure environment.

The supplier's responses to a tender notice are held in a secure postbox until the deadline for submissions has expired. One or more members of the authority must then 'unlock' the postbox to allow access to the contents.

A complete audit trail is kept of all accesses made to the postbox.

This facility only applies to tenders using the open procedure for tender submissions.

When suppliers run a 'notice search' on the web site a notice with a key symbol  indicates that submissions will be received electronically via the postbox. Additional text appears when the notice is viewed:

The Awarding Authority has indicated that it will accept electronic responses to this notice via the Tender Submission postbox facility. Further details are available here ...

Tender Postbox

Awarding authorities may request that your response to a notice is submitted electronically. If so, you can prepare your response online, add additional documentation and submit your response before the specified deadline date.

The responses from all suppliers are held in a secure area until the notice deadline expires. The postbox is then 'unlocked' by the authority and the various responses can then be read and disseminated within the authority.

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When to use the Postbox

When you view the list of notices a small key symbol  will be displayed to indicate that the awarding authority has requested that you use the tender postbox for your response.

When you open the notice the following text will be displayed as part of the notice details:

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=mmmxxxxx>

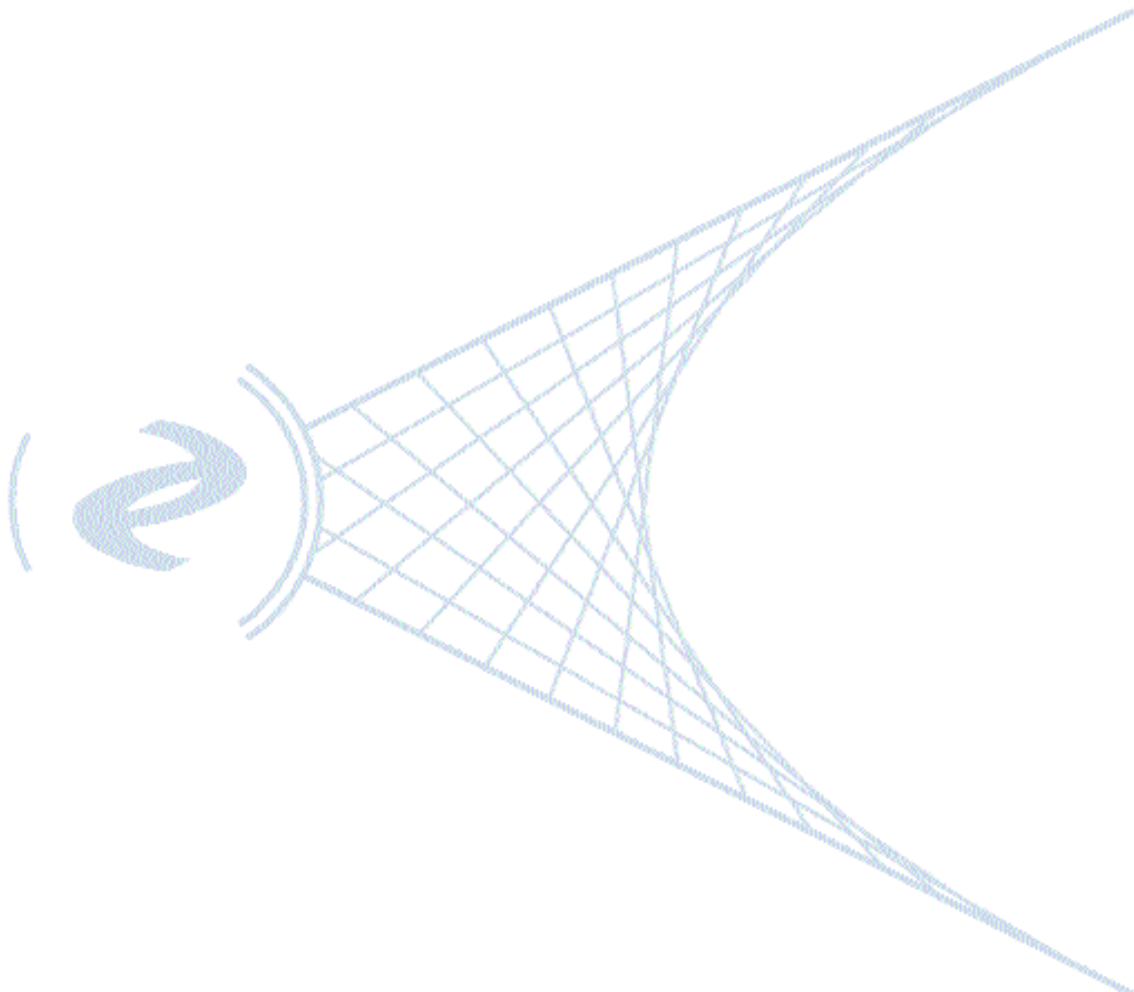
The Response Workspace

The workspace contains details of all your current and previous submissions. You do not have to compile your entire response at one time. The response can be edited and modified until such time as you are satisfied that it is complete. Until you release your response, it is held in a secure area and can only be viewed/changed by you.

Responses Awaiting Dispatch

Responses that have been created but are awaiting dispatch.

ID	Authority	Created	Deadline	Time
141	Consumer Market Research	Millstream Associates Limited	12/04/2005	15/05/2006 12:00
143	Implementation of Financial and Management Information Systems; Project installation Management	Millstream Associates Limited	12/04/2005	15/05/2006 12:00



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Creating a Response

Before you can create your response you must 'Express an Interest' in the notice. By expressing an interest in the notice, a copy of all documents will be sent to you as normal and you will be able to create a response for that notice.

After you have 'Expressed an interest' in a notice, return to your home page and select the 'Create a new response' link.

Response Workspace
Provides facilities to create your response to a published notice and to submit the response to the secure Tender Submission Postbox for evaluation by the purchasers.

- [Create a new response](#)
- [Goto response workspace](#)
- [Help on response functions](#)

A list of your previous 'Expressed Interests' will be displayed. If you wish to create a response you should click the 'Respond' link for the appropriate notice.

Ref	Date	Title	Action
JAN000041	13-Apr-05	Implementation of Financial and Management Information Systems; Project installation Management	Respond
FEB000161	13-Apr-05	Consumer Market Research	Respond

You will be prompted to enter your company details and upload any supporting documentation.

Add Supporting Document
Enter the description of the document you wish to add together with the filename of the document and *click* the **Add** button to upload the document to our server. Repeat the process for each document you wish to upload. Individual documents should be no more than 2 megabytes.

Description:

Filename:

Available Documents
Listed below are the documents that will be attached to your response:

Use the 'Browse...' button to find and Add as many documents as you require.

[Note: There is a maximum size limit of 2Mb for any document. If you attempt to upload a document larger than 2Mb it will be rejected and will not be added to your submission.]

Using the **Next** button moves the response wizard to the comments page that can be used to add any additional comments on your bid.

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Your bid is now ready for reviewing and dispatch.

Completing Your Response

After filling in your company details, uploading documents and making any comments you may have, you will be prompted to:

- [Preview the response](#)

The preview page allows you to view your response before submitting it to the authority.

- [Dispatch the response](#)

Full details of your response will be shown and you will be prompted to confirm the dispatch of your response to the tender postbox.

- Return to the response workspace and dispatch later

You can save your response and perform further editing etc before it is dispatched. You can return to your response workspace at anytime and select the required response.

Previewing Your Response

You can preview your response at any time. The preview screen shows full details of your response:

Notice Details

Authority: Millstream Associates Limited

Notice Title: Implementation of Financial and Management Information Systems;
Project installation Management

Deadline: 15/05/2006 12:00

Contact Details

Organisation: Millstream Associates Limited

Contact: Millstream Manager

Department:

Address: 4 Albert Street

Town: Aberdeen

Postal Code: AB25 1XQ

Country: Ireland

Telephone: 01224 636999

Fax: +44 1224 636997

Email Address: manager@klickstream.com

Documents

Description	Size
Bid Response	383045

Comments

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You can choose to edit your response further or proceed to the dispatch.

Dispatch the Response

You **must** dispatch your response before the notice deadline date and time. It is not advisable to wait until the very last moment before dispatching your response in case you encounter any last minute problems with Internet connections etc. Your dispatched response will be held securely in the tender post box until the authority unlocks the box.

The dispatch screen provides full details of your response and prompts you to confirm the dispatch.

Notice Details

Authority: Millstream Associates Limited
Notice Title: Implementation of Financial and Management Information Systems;
Project installation Management
Deadline: 15 May 2006 12:00

Contact Details

Organisation: Millstream Associates Limited
Contact: Millstream Manager
Department:
Address: 4 Albert Street
Town: Aberdeen
Postal Code: AB25 1XQ
Country: Ireland
Telephone: 01224 636999
Fax: +44 1224 636997
Email Address: manager@klickstream.com

Documents

Description	Size
Bid Response	383045

Comments

Dispatch
Edit
Cancel

If the dispatch is successful a confirmation page will be displayed quoting a unique reference number. You will also receive details of your submission by email. However, if the notice deadline has passed your response will not be accepted and you will be given the option to delete your response.