

STEP BY STEP  
SUPPLIER GUIDE  
TO  
E-TENDERING SYSTEM

E-TENDERING 系统供应商使用指南

# INTRODUCTION 简介

This **Step-By-Step Guide** is provided to assist you in using the (In-tend) e-tendering system. Once you have registered, you will be able to maintain your company information, return tender submissions and maintain company/contract documentation in a secure area via the internet.

In-tend 是英国文化协会及其下属机构指定使用的在线招标系统，目前交互界面**不支持中文**。该指南能够帮助您使用 (in) e-tendering 系统。一经注册，您将能够通过互联网，在一个安全的环境里管理您的公司信息，提交标书和管理公司/合同文件。我们推荐您使用英文提交信息，如您可能仅可在提交的文件中包含中文信息，如有相关问题请与Kori Xiao(kori.xiao@britishcouncil.org.cn/020-85103069)咨询。

If you encounter any difficulties whilst using the system you can contact our Support team by phoning 0844 2728810 or emailing [support@in-tend.co.uk](mailto:support@in-tend.co.uk)

如果您在使用该系统遇到问题，请致电0844 2728810 或发邮件至[support@in-tend.co.uk](mailto:support@in-tend.co.uk)（仅限英文）  
如果针对招标过程，以及相关文件问题，请与?cf] L] Ue联系(kori.xiao@britishcouncil.org.cn/020-85103069)或与项目负责人联系。

## REGISTERING ON THE E-TENDERING SYSTEM 注册E-TENDERING 系统

Visit <https://in-tendhost.co.uk/britishcouncil/asp/Home> to access the (In-tend) supplier portal.  
请浏览 <https://in-tendhost.co.uk/britishcouncil/asp/Home> 进入供应商使用的E-TENDERING系统。

From the homepage click on **Register** 在主页单击注册

The screenshot shows the British Council e-tendering system homepage. The navigation menu includes 'Home', 'Buyers Profiles', 'Tenders', 'Contracts', 'Register', and 'Help'. A red banner at the top right contains a message for suppliers. Below the banner is a 'Welcome to the British Council electronic tendering process' section with a list of features and a 'How do I get started?' section. A black arrow points to the 'Register' button in the left-hand navigation menu. At the bottom, there is a footer with user information, copyright notice, version, date, server, and a Comodo Secure logo.

# REGISTRATION PROCESS 注册流程

As part of the simple registration form you will be asked to complete your **Company Details**, **Company Contact Details** and **Primary User Details**. Email alerts and actions will be sent to the email addresses you provide, so if possible it is useful to enter a general company email address in the **Primary User Details** section such as info@\*\*\*\*\*.co.uk.

作为简易注册表的一部分，您将被要求完成填写贵公司的详细信息、联系方式和主要用户的详细信息。提醒和需执行任务的邮件会自动发送到您提供的电子邮件地址。因此，如果方便的话，请在**主要用户详细信息部分**输入一个一般的公司电子邮件地址，如 info@\*\*\*\*\*.co.uk 我们不推荐您使用个人邮箱地址，以免遗漏任何重要的沟通信息。

For cases where this person or inbox may be unavailable, we strongly recommended you add an **Additional User** (located at the bottom of the screen) so they can gain access to the site and also receive a copy of the emails. All Yellow fields are mandatory.

对于不能使用该账号的人员或其收件箱不可用的情况，我们强烈建议您添加一个额外的用户（位于界面的底部），以便他们可以访问该网站，并收到电子邮件的副本。所有黄色的部分都是必须要完成的。

The screenshot shows the registration form on the British Council website. The form is divided into three main sections: Company Details, Contact Details, and Primary User Details. Red arrows point to each of these sections. The Company Details section includes fields for Company Reg No., Company Name, Address Line 1, Address Line 2, Town/City, County/State, Postcode/Zip, Country (set to United Kingdom), and Structure. The Contact Details section includes fields for Telephone, Fax, and Website. The Primary User Details section includes fields for Contact First Name, Contact Last Name, Telephone, Email Address, Confirm Email Address, Password, and Confirm Password. A yellow box at the top of the form contains instructions and a note that yellow fields are mandatory.

Whilst registering you may only add **one** additional point of contact, however after the registration is complete you may login to your account and add as many additional contacts as you like.

在注册期间，您可能只添加一个额外的联系人，但在注册完成后，如有需要您可以登录到您的帐户，添加更多的其他联系人。

It is recommended for situations where the primary contact is not available, additional points of contact are registered as they would still be able to gain access.  
While registering you may only add one additional point of contact, however after the registration is complete you may login to your account and add as many additional contacts as you like.

**Additional User Details**

Contact First Name :  Contact Last Name :

Telephone :

Email Address :  Confirm Email Address :

Password :  Confirm Password :

[Register My Company](#)

In the Business Classifications tab you are able to add the business category codes relevant to your company. Enter a keyword or click on the search button to see the full list of available categories. Click the blue + symbol to add a category you require. You can add multiple categories.

在“业务分类”选项卡中，您可以添加与您的公司相关的业务类别代码。输入关键字或单击“搜索”按钮以查看可用类别的完整列表。单击蓝色+符号可添加所需的类别。您可以添加多个类别。

**Company Details** **Business Classifications** **Company Categories**

**Classifications**

Type in a keyword and click Search. For the complete list, click search while box is empty

Search :  [Search](#) [Clear](#)

Category	Title	
80141500	Market research	<a href="#">+</a>
80141600	Marketing consult	<a href="#">+</a>
80140000	Marketing materials	<a href="#">+</a>
86101810	Marketing Training	<a href="#">+</a>

**Category** **Title**

[Register My Company](#)

In the **Company Categories** tab you are able to tick any of the categories that apply to your company.

在“公司类别”选项卡中，您可以勾选适用于您的公司的任何类别。

The screenshot shows the British Council website's registration process. At the top, there is a blue header with the British Council logo and navigation links: Home, Buyers Profiles, Tenders, Contracts, Register, and Help. Below this is a 'Registration' section with three tabs: 'Company Details', 'Business Classifications', and 'Company Categories'. The 'Company Categories' tab is selected and highlighted. A red arrow points to this tab. Below the tabs is a list of checkboxes for various company categories, including: Micro Organisation (<10 Employees), Small Organisation (10-49 employees), Medium-sized Organisation (50-249 employees), Large Organisation (250+ employees), Black and Minority Ethnic Organisations (BME), Companies Owned or Managed by Women, Community and Voluntary Organisations (CVO), Community Interest Companies (CIC), Social Enterprise Partnership, Social Enterprises (SE), Environmentally Friendly suppliers (and products), Fair Trade suppliers (and products), and Enterprises. At the bottom right of the form, there is a blue button labeled 'Register My Company', which is also pointed to by a red arrow.

Once you are happy with the details click on **Register My Company**

如完成填写所有内容，请点击“注册我的公司”。

You should not register your company more than once, unless they are under a separate company registration number. If your company has several locations, register the company against the head office and add contact details for individuals at the different locations. You can add one additional user at the time of registration. Once registered, you can add several contacts in the **Company Details** section.

除非您拥有不同的公司注册号，您不应该多次注册您的公司。如果您的公司有多个办公地点，请注册该公司的总部地址，并为不同地点的个人添加联系人详细信息。您可以在注册时添加一个额外的用户。注册后，您可以在“公司详细信息”部分中添加多个联系人。

Once registration is complete, the system will then thank you for registering and inform you that your details are being processed. You will then shortly receive an email with confirmation of your email and password.

注册完成后，系统将转至感谢您注册并通知您的详细信息正在处理中的界面。然后，您将很快收到一封电子邮件，确认您的电子邮箱和密码。

The screenshot shows a confirmation page with a blue header that says 'Thank you for registering.' Below this, there is a message: 'Thank you for registering with the Company electronic tendering web site.' There is a horizontal line below the message. Below the line, there is a section titled 'Confirmation Email' with a blue header. The text in this section reads: 'Your details are awaiting processing, and each contact will be sent an email to confirm their registration has been accepted. These e-mails will contain the automatically system generated User ID, as well as a reminder of the e-mail address and password. Upon receipt of the registration e-mail you will be able to login to your secure area of the web site.'

# MANAGING YOUR COMPANY DETAILS

## 管理你的公司信息

If you need to update your company information you can do this from the **Company Details** section on the top menu bar. From here you can edit/add information regarding the company, contact details, company documents and business classifications.

如果您需要更新公司信息，您可以从顶部菜单栏的“公司详细信息”部分执行此操作。从这里您可以编辑/添加有关公司的信息，联系方式，公司文件和业务分类。

Home Buyers Profiles Messages Tenders Contracts Company Details Help Logout

Company Details

Details Documents Business Categories Contact Details

Address Company Banking Insurance Other Accreditation Categories Summary

Company Name : DG service Industries(Test)

Other Name :

Address Line 1 : Geleneagles House

Address Line 2 :

Town/City :

County/State :

Postcode/Zip : DE1 1UP

Country : United Kingdom

Organisation Structure : Please select an item...

Telephone : 0844 272 8810

Fax :

Website :

Company e-Mail :

Publish e-Mail : dgserviced@email.com

Enquiries e-Mail :

Health and Safety e-Mail :

Key : Mandatory

Save Details

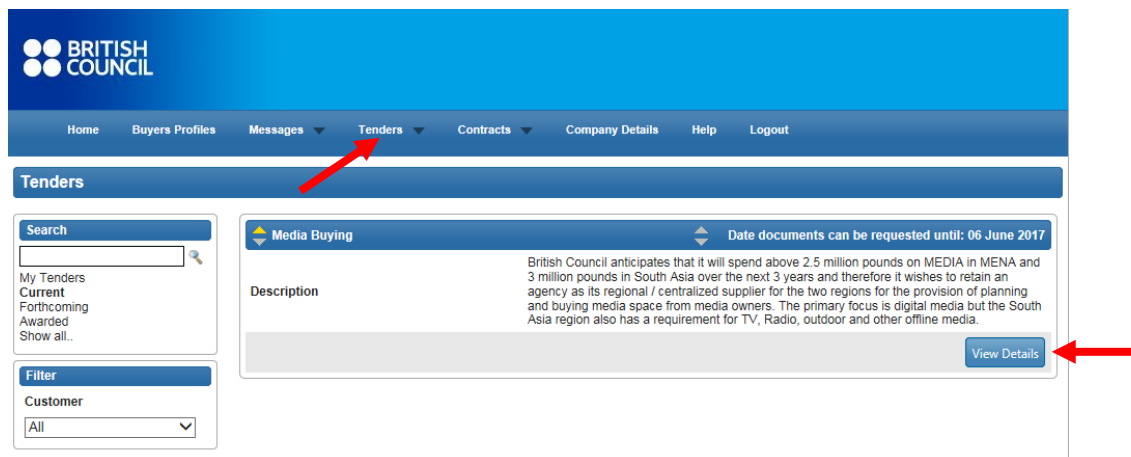
Please note that it is important that you do keep your details up to date, particularly your contact email addresses as you may miss out on tender opportunities which may be of interest.

请注意，保持公司信息的更新很重要，特别是你的电子邮箱，因为你可能错过你感兴趣的招标机会。

# TENDER OPPORTUNITIES 投标机会

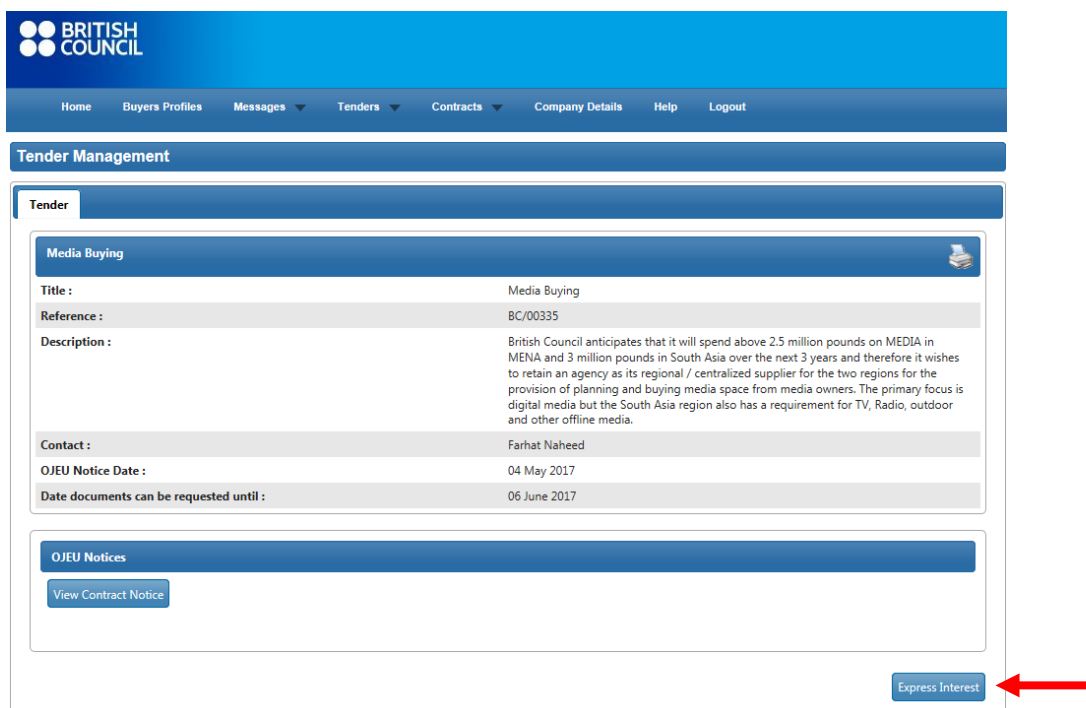
To access tender opportunities hover over the **Tenders** section at the top menu bar and then click on **Current**, this will provide you with a full list of current tender opportunities. For a tender that you are interested in you should click **View Details**

把鼠标悬停在顶部菜单栏的招标（Tenders）部分，然后点击当前（Current），当前完整的招标机会清单就会出现。对于您感兴趣的标的，请单击“查看详细信息”。



From the Tender Management screen you are able to **Express Interest** in the tender.

从招标管理的页面中，对该份招标感兴趣，请按“express interest”键表示有兴趣投标。



You will then be asked to either log into an existing account or register a new one.

然后你会被告知需要登入现有的帐号或注册一个新的帐号。

Once you have expressed your interest you will instantly see an update as to your status in the tender process and it will tell you that your expression of interest is being processed.

一旦申请，你会立刻看到贵公司在招标过程中的最新状态：该申请正在处理。

The screenshot shows a web interface for 'Tender Management'. At the top, there is a blue header with the text 'Tender Management'. Below it is a red banner that says 'Your return has not yet been sent'. The main content area has a blue navigation bar with tabs for 'Tender', 'Mini-Competition Documents', 'Correspondence', and 'History'. The 'Tender' tab is selected. Below the navigation bar, there is a table listing a tender. The table has a blue header row with the title 'Sports Kits\_Football Development in China Programme\_Education\_Marketing\_Apr2017' and a printer icon. The table rows are as follows:

Sports Kits_Football Development in China Programme_Education_Marketing_Apr2017	
Title :	Sports Kits_Football Development in China Programme_Education_Marketing_Apr2017
Description :	We need supplier to provide event management and related materials
Contact :	Joyce Li
Date documents can be requested until :	24 May 2017
Customer :	Corporate Services
Process :	Non-OJEU
Directive :	Services
Procedure :	Unspecified

Once your expression of interest is received and accepted by the organisation (this may not happen straight away) you should receive an email saying that you have received tender documents and you should login to the secure area of the website to access them. If documents are immediately available, you will be taken straight to the latest tender stage screen.

一旦你的申请被我们接收，你会收到一封电子邮件，显示已经收到招标文件，需要登录到网站进行访问。如果投标的文件可马上使用，您将直接进入最新的招标阶段页面。

If you are not currently logged in, from the homepage you should enter your email address and password then click **Login**.

如果您当前未登录，请从主页输入您的电子邮件地址和密码，然后单击“登录”。

The screenshot shows a login form with the following elements:

- An input field labeled 'e-Mail Address :'. Below it is a red button labeled 'Forgotten Details'.
- An input field labeled 'Password :'. Below it is a yellow button labeled 'Register'.
- A yellow button labeled 'in-community'.
- A yellow box containing the text: 'NOTE: Please be aware that failure to provide correct login information three times will result in your account being locked'.



\*Please note that you are given three attempts to enter your email address and password. Please ensure you click the **Forgotten your Password** button if you cannot remember your details otherwise your account will be locked!

\* 请注意，您有三次输入您的电子邮件地址和密码的机会。如果您不记得您的账户信息密码，请确保您点击“忘记您的密码”按钮，否则您的帐户将被锁定！

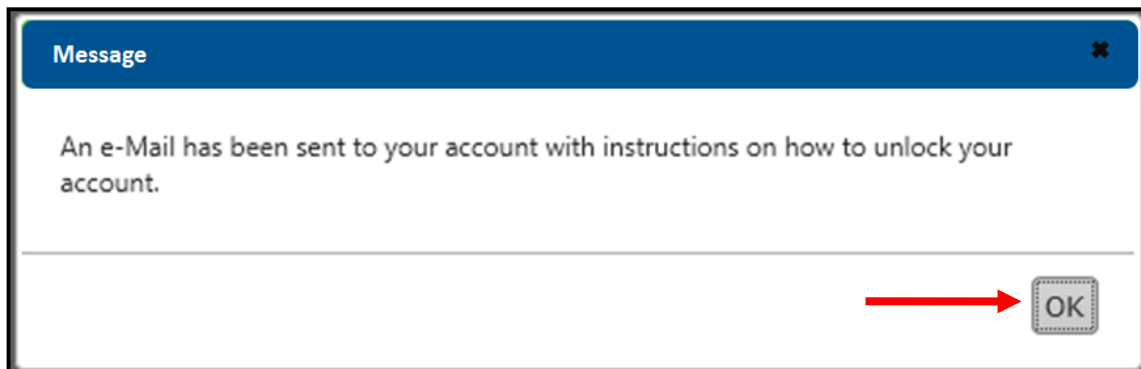
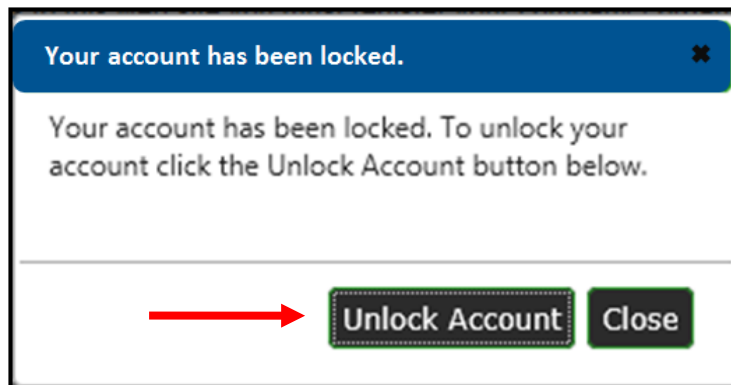
## LOCKED ACCOUNT 账户被锁

If you enter your password incorrect 3 times then your account will become locked.

This can be unlocked by clicking the “Unlock Account” button.

如果您输错密码 3 次，您的帐户将被锁定。

通过单击“解锁帐户”按钮进行解锁。



An email will be automatically sent to your registered email address containing a link which can be used to unlock your account.

电子邮件将自动发送到您的注册电子邮箱，其中包含一个链接，可以用来解锁您的帐户。

Once you are logged in, go to the **Tenders** section at the top menu bar and click on **My Tenders**, find the tender that you are dealing with and click **View Details**. From the Tender Management section, you can easily see what your status is within the tender process. You will be able to see tabs running across the top. The tab which is **RED** is the current stage of the tender process (eg. Pre Qualification Stage, Invitation to Tender stage).

登录后，请转到顶级菜单栏的“招标部分”，然后单击我的标书，找到您处理的投标书，然后单击“查看详细信息”。从招标管理部分，您可以很容易地看出您招标过程中的状态。您将能够看到在界面顶端的标题。红色的标签是招标过程的当前阶段，例如资格预审阶段，招标阶段的邀请。

The screenshot shows a web interface for 'Tender Management'. At the top, there is a blue header with the text 'Tender Management'. Below it is a red notification bar that says 'Your return has not yet been sent'. Underneath is a navigation bar with tabs for 'Tender', 'Mini-Competition Documents', 'Correspondence', and 'History'. The 'Tender' tab is selected. The main content area displays a tender card for 'Sports Kits\_Football Development in China Programme\_Education\_Marketing\_Apr2017'. The card has a blue header with a printer icon. Below the header is a table with the following details:

Title :	Sports Kits_Football Development in China Programme_Education_Marketing_Apr2017
Description :	We need supplier to provide event management and related materials
Contact :	Joyce Li
Date documents can be requested until :	24 May 2017
Customer :	Corporate Services
Process :	Non-OJEU
Directive :	Services
Procedure :	Unspecified

## SUBMIT TENDER RETURN 提交投标书

If you click on this tab (e.g. 'ITT') you will go into the section where you can access the tender documents. At the top of this section you will see instructions as to how to attach and submit documents which you should read carefully as they talk you through step by step.

如果您单击此选项（例如“ITT”），您可进入访问招标文件的页面。在本页面的顶端，您将看到有关如何附加和提交文件的说明，请仔细阅读每一步的内容。

In this section you will see the follow headings:

在本节中，您将看到以下标题：

- Tender Documents Received:** View and/or download tender documents received  
接收招标文件：查看和/或下载收到的投标文件
- My Tender Return\*:** If any mandatory documents have been requested, they will be shown in the **My Tender Return** section against a **Red** button. You will need to attach them using the **Attach Documents** button within the **My Tender Return** section at the bottom of this screen. If a Questionnaire is required to be completed, it will be shown in **Red** and marked **Not Started** in the **My Tender Return** section. It is mandatory that any Questionnaire's must be completed.  
我的提交投标\*：如果有必须要提交的文件，会显示在“提交我的投标”部分中红色按钮对应的位置。您将需要在页面下方，使用“附加文档”按钮提交文件。  
如在“我的提交投标”部分需要完成调查表，该位置会显示为红色字体，并标记“未开始”。这是必须要填写问卷的。
- Attach Documents (if available):** Attach any additional documents you wish to return as part of your tender submission; these will upload to the **My Tender Return** section.  
提交文件（如有需要）：如认为对投标提交有需要的其他文件，请在“我的提交投标”里上传。

- **Submit Return:** Click the Submit Return button only when you are completely happy that you have all the documents uploaded that you need to submit.

确认提交：当您完全满意您需要提交的所有文件时，单击“提交”按钮。

Tender
Mini-Competition Documents
Correspondence
History

**How To Attach & Submit Documents**

1. If any mandatory documents have been requested, they will be shown in the **My Tender Return** section against a **Red** button.
2. If a Questionnaire is required to be completed, it will be shown in **Red** and marked **Not Started** in the **My Tender Return** section. It is mandatory that any Questionnaire's must be completed.
3. To attach additional documents you wish to submit as part of your tender return, click the **Attach Documents** button under the **My Tender Return** section (if available). These will then appear in the **My Tender Return** section.

NOTE : Large files may take some time to upload.

4. When you have completed all the above steps and are ready to submit your tender return, click the red **Submit Return** at the bottom of this page.

Server Time : 01 Jun 2017 09:30:15    Due Date : 31 May 2017 09:31:00    Time Remaining : Finished

Deadline for responses has passed, but late submissions might be accepted

You cannot submit your return until company information has been verified. [Company Details](#)

**Tender Details**

Stage Name	Mini-Competition Documents
Closing Date	31 May 2017
Stage Start Date	24 May 2017
Project Title	<a href="#">Sports Kits Football Development in China Programme Education Marketing Apr2017</a>
Project Description	We need supplier to provide event management and related materials

Tender Documents Received - Main	Description	Options
Supplier proposal for Education Sports Version 5 Apr 2017 - branding.xls		<a href="#" style="background-color: #4a7ebb; color: white; padding: 2px 10px;">View</a> <a href="#" style="background-color: #4a7ebb; color: white; padding: 2px 10px;">Download</a>

My Tender Return - Main	Description	Options
RFP-Sports Kits_Football Development in China Programme_Education_Marketing_Apr2017.pdf	(Adobe Acrobat Document)	<a href="#" style="background-color: #4a7ebb; color: white; padding: 2px 10px;">View</a> <a href="#" style="background-color: #4a7ebb; color: white; padding: 2px 10px;">Download</a> <a href="#" style="background-color: #4a7ebb; color: white; padding: 2px 10px;">Remove</a>
Supplier proposal for Education Sports Version 6 Apr 2017 - branding.xls	(Microsoft Excel Worksheet)	<a href="#" style="background-color: #4a7ebb; color: white; padding: 2px 10px;">View</a> <a href="#" style="background-color: #4a7ebb; color: white; padding: 2px 10px;">Download</a> <a href="#" style="background-color: #4a7ebb; color: white; padding: 2px 10px;">Remove</a>

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.

NOTE : Large files can take some time to upload.

Attach Documents

**Submit My Return**

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

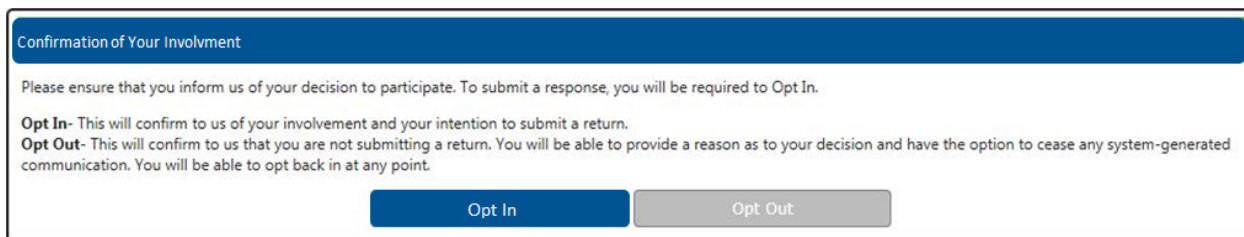
Submit Return

Very important!!!  
非常重要!!!

\*If you cannot yet see the 'My Tender Return' area then they may be because the buyer requires you confirm your involvement by either 'Opt In' or Opt Out'.

\* 如果你还不能看到“我的提交投标”，可能是由于买方要求你确认是“选择加入”或选“选择退出”。

## ‘Opt In’ / ‘Opt Out’ (if switched on by the buyer)



Confirmation of Your Involvement

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.

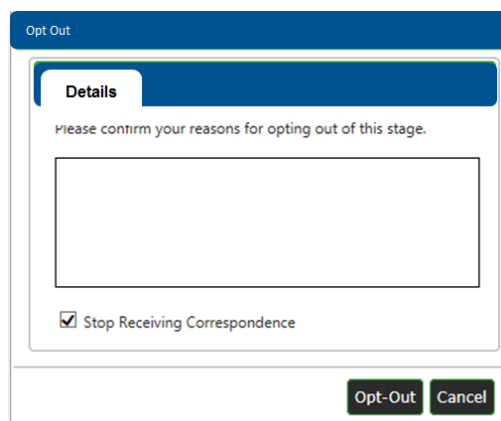
**Opt In**- This will confirm to us of your involvement and your intention to submit a return.  
**Opt Out**- This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

‘Opt In’ – This confirms your involvement and your intention to submit a bid. Opt In gives access to the ‘My Tender Return’ area containing any questionnaires, required document uploads and the ‘Submit Return’ button.

“选择加入”-这确认了你的参与和你想提交出价的意愿。进入“我的投标”区域，包括有问卷，需要的上传的文件和“提交投标”按钮。

‘Opt Out’- This can be selected at any time during the tender process. Opt out informs the buyer you no longer wish to take part in the process. You have the opportunity to enter some feedback comments when selecting the ‘Opt Out’ button.

“选择退出”-在招标过程，可以在任何时候选择该选项。“选择退出”会告知买方你不再希望参加投标。您可以在点击“退出”按钮后给予我们一些反馈意见。



Opt Out

**Details**

Please confirm your reasons for opting out of this stage.

Stop Receiving Correspondence

When you ‘Opt Out’ you can specify that you no longer wish to receive automated emails for this tender by selecting ‘Stop Receiving Correspondence’

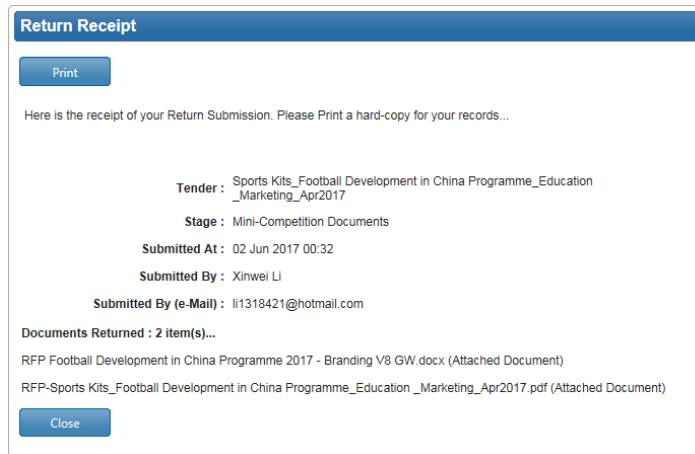
当您选择退出时，您可以勾选“停止接收信函”来停止接收此标书的自动电子邮件。

You may opt back in at any time as long as within the timescales set out by the tender deadline. Opting back in will also enable the receiving of correspondence.

只要在投标截止日期设定的时间表内，您可以随时选择取消退出，可以接收此标书的自动电子邮件。

Once you have submitted your return you will be able to view a **Return Receipt** which confirms all the details of your submission. This will always be available to view within the **History** tab.

一旦您提交了您的标书申请，您将能够看到一份标书申请回执，确认您提交的所有细节。您可以在“历史记录”选项卡中查看。



If for any reason you wish to amend your return you may be able to do so by going into the stage tab again. The screen visible will show you all the documents that you returned as part of your original submission. If you want to remove any documents or add additional documents you can do this now.

如果出于任何原因，您希望修改您的投标申请，您可以再次进入该界面，页面显示您提交的所有原始文件。如果要删除或添加其他文档，请在此阶段进行操作。

**Please note you should ensure that ALL the documents which you wish to be evaluated as part of your tender return are included in the My Tender Return section before you click on Modify Return as you are overriding the first return!**

**请注意，您应该确保在点击确认的时候，作为评估的一部分的所有提交的文件均会覆盖原来上传的文件。**

Tender Documents Received - Main	Description	Options
Supplier proposal for Education Sports Version 5 Apr 2017 - branding.xls		View Download

My Tender Return - Main	Description	Options
RFP Football Development in China Programme 2017 - Branding V8 GW.docx	(Microsoft Word Document)	View Download
RFP-Sports Kits_Football Development in China Programme_Education_Marketing_Apr2017.pdf	(Adobe Acrobat Document)	View Download

**Return Submitted**

You have made a previous return for this tender on **02 June 2017**

It is possible to modify the your return by selecting the 'Modify Return' button. Please note that any documents not included in the subsequent return will not be considered. All tender documents you wish to return must be included in your modified bid as this replaces your first and existing bids.

You must press the 'Submit' button again, in order to submit any subsequent modified returns.

**Modify Return** ←

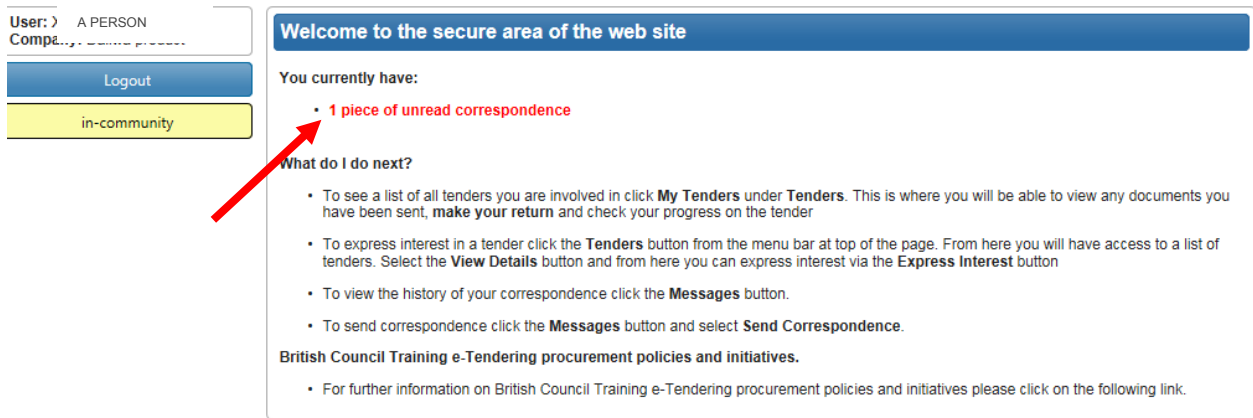
# CORRESPONDENCE 沟通联系

This procedure is used to receive and send a communication regarding a tender/contract via the website.

此步骤是通过网站来接收和发送有关招标/合同的沟通联系方式。

If you receive Correspondence you will firstly receive an email alert informing you of this. You will need to login to the secure area of the system to view it. When you first login you will see on the homepage in red a prompt to say that there are unread correspondence. If you click on the link it will take you straight through to the message.

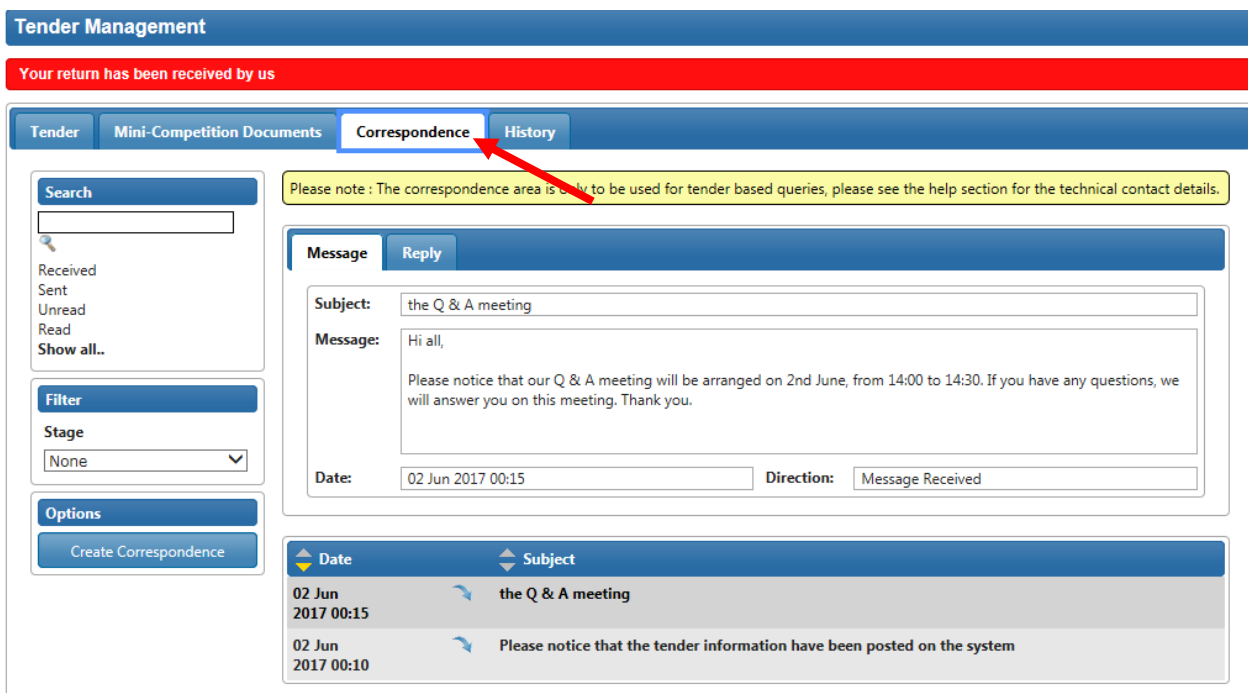
如果您收到信件，您将首先收到一封通知您的电子邮件。您将需要登录到系统里来进行查看。当你第一次登录时，你会看到在主页上红色提示有未读信件。如点击链接，会直接通过邮件进入该界面。



The screenshot shows a user interface for a secure area. On the left, there is a user profile section with fields for 'User' (A PERSON) and 'Comp...' (Company). Below this are buttons for 'Logout' and 'in-community'. The main content area has a blue header 'Welcome to the secure area of the web site'. Below the header, it says 'You currently have:' followed by a red bullet point: '1 piece of unread correspondence'. A red arrow points from this notification to the 'Correspondence' tab in the screenshot below. Below the notification, there is a section 'What do I do next?' with a list of instructions: 'To see a list of all tenders you are involved in click My Tenders under Tenders. This is where you will be able to view any documents you have been sent, make your return and check your progress on the tender', 'To express interest in a tender click the Tenders button from the menu bar at top of the page. From here you will have access to a list of tenders. Select the View Details button and from here you can express interest via the Express Interest button', 'To view the history of your correspondence click the Messages button.', and 'To send correspondence click the Messages button and select Send Correspondence.' At the bottom, there is a section 'British Council Training e-Tendering procurement policies and initiatives.' with a link for further information.

Alternatively, you can view the message through the Tender Management screen where it will tell you in brackets how many correspondence there are in the Correspondence tab. You can view the message, view any attachments and also make a reply.

或者，您可以通过招标管理界面来查看邮件的数量。您可以通过该界面来查看邮件、任何附件并进行回复。



The screenshot shows the 'Tender Management' interface. At the top, there is a blue header 'Tender Management' and a red notification bar 'Your return has been received by us'. Below this is a navigation bar with tabs for 'Tender', 'Mini-Competition Documents', 'Correspondence', and 'History'. A red arrow points to the 'Correspondence' tab. On the left, there is a search bar and a list of filters: 'Received', 'Sent', 'Unread', 'Read', and 'Show all..'. Below the filters is a 'Filter' section with a 'Stage' dropdown menu set to 'None'. At the bottom left, there is an 'Options' section with a 'Create Correspondence' button. The main content area has a yellow note: 'Please note: The correspondence area is only to be used for tender based queries, please see the help section for the technical contact details.' Below the note is a 'Message' section with a 'Reply' button. The message details are: 'Subject: the Q & A meeting', 'Message: Hi all, Please notice that our Q & A meeting will be arranged on 2nd June, from 14:00 to 14:30. If you have any questions, we will answer you on this meeting. Thank you.', 'Date: 02 Jun 2017 00:15', and 'Direction: Message Received'. At the bottom, there is a list of messages with columns for 'Date' and 'Subject':

Date	Subject
02 Jun 2017 00:15	the Q & A meeting
02 Jun 2017 00:10	Please notice that the tender information have been posted on the system

You can also view Correspondence through the **Messages** tab at the top of the screen

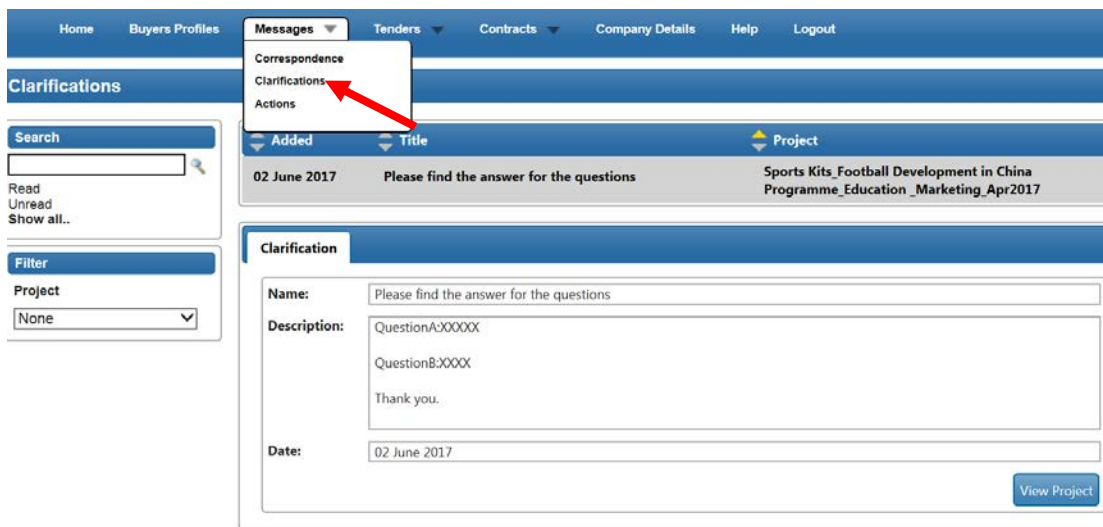
另外，你还可以通过浏览该界面的“Message 信息”来查看信息。



## CLARIFICATIONS 解释说明

If there are any Clarifications made against the tender you can access them by viewing the tender details and a new tab will appear. It will tell you how many clarifications there are in brackets. Click on the Clarifications tab to view.

如果有任何对投标的解释说明，你可以通过查看招标细节，这会一个新的标签出现，旁边括号里的数字可知道有多少条解释说明。请单击“解释说明”选项进行查看。



NB. If you require clarification regarding the tender you should send your clarification request via Correspondence

如果你需要对招标进行解释说明，请通过 correspondence 来提交你的解释说明申请。

# ACTIONS 任务操作

This procedure is used to send you tasks which should be completed by a certain date. The system will send out automatic reminders for you to complete Actions.

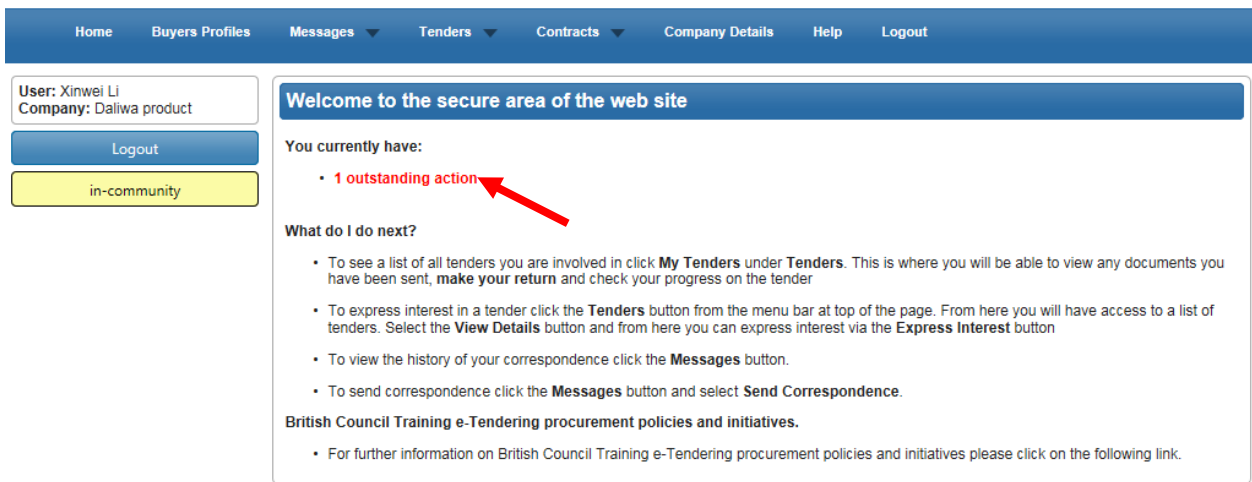
此步骤是用于向您发送在确定的日期内需完成的任务。系统将发送自动提醒邮件，以便您能按时完成操作。

If you receive an Action email, log in to your homepage and a red link will appear on screen.

Click on the red link or hover over **Messages** at the top menu bar and then click Actions.

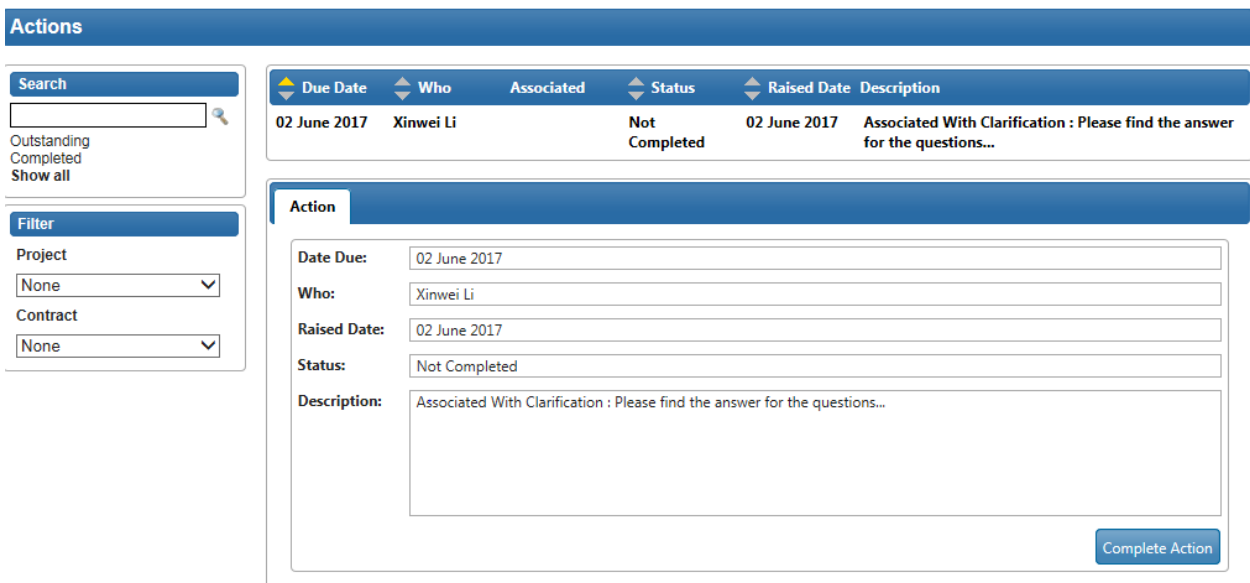
如果您收到一项需要操作的电子邮件, 请登录到您的主页, 会看到一个红色链接出现在页面上,

单击红色链接, 或把鼠标悬停在顶部菜单栏上的邮件, 然后单击 “操作”。



You will be taken you to this screen where you can view details of the action placed against you.

您将会直接去到该界面, 可以查看你需要操作的细节。



Read through the Action and make sure everything requested is completed then click **COMPLETE ACTION**.

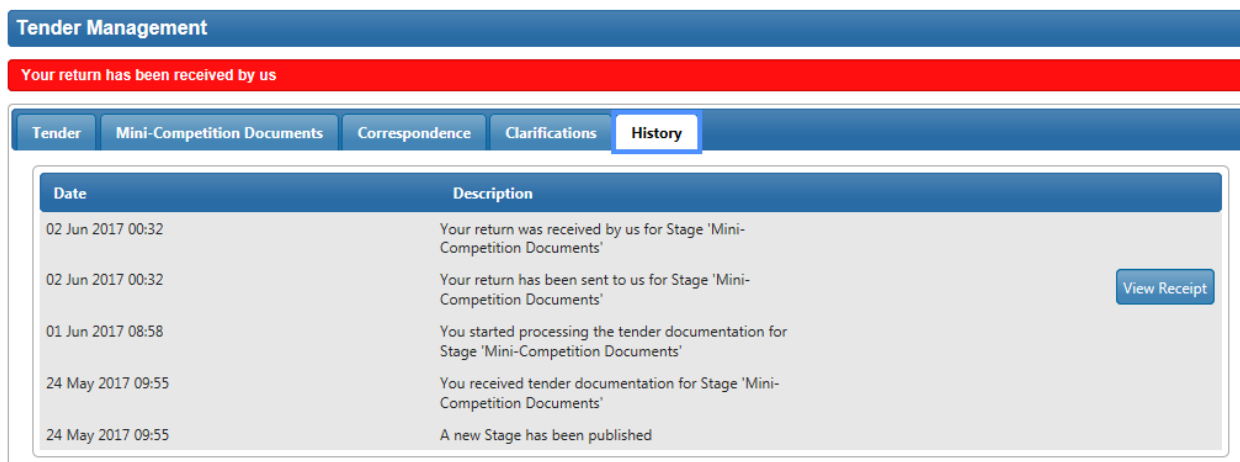
请仔细查看 “Action” 部分的内容, 确保所有需要提交的内容完成, 然后单击 “**COMPLETE ACTION**完成操作”。



# TENDER HISTORY 投标记录

Within the My Tenders section you will see the History tab where there is a log of your involvement of the tender, right from your expression of interest to the current status.

在“我的招标”部分，你可以看到历史标签下面，有一个从你一开始表达投标兴趣到当前的状态的投标记录。



The screenshot shows the 'Tender Management' interface. At the top, there is a blue header 'Tender Management' and a red notification bar that says 'Your return has been received by us'. Below this is a navigation bar with tabs for 'Tender', 'Mini-Competition Documents', 'Correspondence', 'Clarifications', and 'History'. The 'History' tab is selected. The main content area is a table with two columns: 'Date' and 'Description'. The table contains five rows of data. A 'View Receipt' button is visible next to the second row.

Date	Description
02 Jun 2017 00:32	Your return was received by us for Stage 'Mini-Competition Documents'
02 Jun 2017 00:32	Your return has been sent to us for Stage 'Mini-Competition Documents'
01 Jun 2017 08:58	You started processing the tender documentation for Stage 'Mini-Competition Documents'
24 May 2017 09:55	You received tender documentation for Stage 'Mini-Competition Documents'
24 May 2017 09:55	A new Stage has been published

If you require any additional information or help, please contact the In-tend Support Desk.

## In-tend Support

Tel: 0844 2728810

Email: [support@in-tend.co.uk](mailto:support@in-tend.co.uk)