



Supplier User Guide - Postbox

Table of Contents

What is the Postbox?	3
Postbox Response Workspace	3
Notice Response List.....	4
Dispatched List	5
Postbox Response Creation	7
Create Postbox Response page.....	7
Contact Details	8
Supporting Documentation	8
Further Comments	11
Save and Dispatch.....	11
Confirmation.....	11
Notes	13

What is the Postbox?

The Postbox is an online submission facility which allows buyers to receive responses from suppliers electronically in a secure environment.

Responses are submitted through the portal and held in the secure Postbox until the deadline for responses has expired. Nominated members of the buying organisation then unlock the Postbox to access the submissions.

The Postbox can be used for the receipt of PQQs, tender responses, Quick Quote submissions and all supporting documents.

A full audit trail is kept of all access to the Postbox and a complete record of all supplier submissions is stored.

Please note: Before you can use the postbox you must record your interest in a notice. In the case of a Quick Quote or the second stage of a dual stage procedure you must have been invited by the buyer to submit a response.

Postbox Response Workspace

All postbox responses are managed from your Response Workspace. The Response Workspace can be accessed from your Supplier Control Panel.

Supplier Control Panel

The screenshot shows the 'Supplier Control Panel' interface. At the top, it says 'Supplier Control Panel' and 'Welcome to your Supplier Control Panel Duncan. Please click a link in one of the appropriate sections to access the area of the site you require.' Below this, there are three main sections: 'SEARCH', 'MY NOTICES', and 'MY RESPONSES'. Under 'SEARCH', there are links for 'Latest Notices', 'Search for Purchasers', 'Notice Reference Search', and 'Advanced Search'. Under 'MY NOTICES', there are links for 'Interest List', 'Quick Quotes', and 'Notice Alerts'. Under 'MY RESPONSES', there is a link for 'Postbox Responses' which is highlighted with a red box.

It can also be accessed by clicking the "Go to Postbox" button when viewing the notice in your interest list or Quick Quote list.

Notice Details – Interest List

Notice Details

[Member Interest List](#) > Notice Details

Below are the full details of the notice currently on your interest list including attached documents and questions and answers where applicable. Please *click* on the appropriate tab below to view the information within. You can also select from the Notice Actions to the right.

Notice Actions

[Go to Postbox](#)

[Withdraw Interest](#)

[Print this Notice](#)

[Summary](#) | [Full Text](#) | [Further Info](#) | [Contact Info](#) | [Coding](#)

Title: Stationery Supplies

Published by: Queens Road Council

Publication Date: 04/07/2012

Application Deadline:


Deadline Date: 15/08/2012

Deadline Time: 12:00

Notice Type: Contract Notice

Has Documents: No

Abstract: Stationery Supplies to local council



The Response Workspace is provided in two tabs – *Notice Response List* and *Dispatched List*.

The Notice Response List shows all the current notices – contract notices, stage 2 notices, quick quotes – associated with your registration, which have the Postbox option activated. Notices will appear on this list until the deadline for submissions has passed.

Response Workspace – Notice Response List

Postbox Response Workspace

[Supplier Control Panel](#) > Postbox Response Workspace

Your Postbox Response Workspace allows you to manage all of your responses to notices which have the postbox function activated and for which you have recorded an interest.

[Notice Response List](#) | [Dispatched List](#)

Listed below are current notices which you have recorded an interest in and which have the postbox activated. Please select the appropriate *response action* to continue.

3 records found. Jump to page of 1 [Go](#) ⏪ ⏩ ⏴ ⏵

Notice Details	Response Status	Response Action
➤ Printing Services Published By: Queens Road Council Deadline: 29/08/2012 12:00	Not Created	Create
✕ Stationery Supplies Published By: Queens Road Council Deadline: 15/08/2012 12:00	Not Dispatched	Edit/Dispatch Delete
✕ Brochures Published By: Queens Road Council Deadline: 15/08/2012 12:00	Dispatched	Respond Again

The **Notice Details** column provides the title, publisher and deadline of the notice. Clicking on the title of the notice allows you to view the notice.

The **Response Status** column provides the status of your response to this notice. The three response statuses are:

Not Created – You have not yet created a response for this notice.

Not Dispatched – You have created a response which you have not yet dispatched to the postbox.

Dispatched – You have dispatched a response to the postbox. Note: to view your dispatched response click on the “Dispatched List” tab.

The **Response Actions** column provides the actions you are required to carry out. The actions are:

Create – You have not yet created a response. Click this link to create a new response.

Edit/Dispatch – You have created a response but not submitted it to the postbox. Click this link to edit or dispatch your response. Note: Once the deadline has passed this option will disappear.

Delete – You have created a response but not submitted it to the postbox. Click this link to delete the response from your response list. In doing so you will receive an e-mail to confirm you have deleted a response.

Respond Again – You have dispatched a response to the postbox for this notice. This option is provided in case you are required to create and dispatch a supplementary or replacement response. Click this link if you wish to do so.

View – You have created a response but not submitted it to the postbox and the deadline for submissions has now passed. This option is provided for your records to show that you did create a response but did not submit it to the postbox.

Response Workspace – Dispatched List

The Dispatched List shows a history of all the responses you have successfully dispatched to a postbox. Note: Once a response has been successfully dispatched you cannot amend it.

Postbox Response Workspace

[Supplier Control Panel](#) > Postbox Response Workspace

Your Postbox Response Workspace allows you to manage all of your responses to notices which have the postbox function activated and for which you have recorded an interest.

Notice Response List
Dispatched List

Listed below are all of the postbox responses you have successfully dispatched.

2 records found. Jump to page 1 of 1 Go ⏪ ⏩ ⏴ ⏵

Id	Notice Details	Dispatched	Response Action
+ 15220	Council Newsletter Published By: Various	16/07/2012 11:56	View
✕ 15219	Brochures Published By: Queens Road Council	16/07/2012 11:53	View

The **Id** column provides the unique ID of your response. The **Notice Details** column provides the title and publisher of the notice. The **Dispatched** column provides the date and time that the response was dispatched to the postbox.

The **Response Action** column gives you the option to view your dispatched response. Clicking on ‘view’ will open a new page which shows you the notice details and your response details. This includes the contact details you provided with your response, the documents you uploaded to your response and any further comments you provided.

The documents can be downloaded by clicking on the file name. They cannot be edited once submitted.

Postbox Response View

Notice Details

Authority: Queens Road Council
Notice Title: Brochures
Notice ID: JUL080328
Notice Type: Contract Notice
Deadline: 15/08/2012 12:00

Response Details

Response ID: 15205
Status: Submitted
Dispatched On: 16/07/2012 16:54

Contact Details

Organisation: North East Reprographics Ltd
Contact: Duncan Smith
Department:
Address: 10 Queens Road
Town: Aberdeen
Postal Code: AB15 4ZT
Country: United Kingdom (GB)
Telephone: +44 1224636999
Fax:
Email Address: duncan@ne-repro.co.uk

Documents

Created	File Name	Description	Size
16/07/2012	Tender Document 1343423.docx	Tender Response	11.59 KB
16/07/2012	Insurance.docx	Insurance Certificate	71.97 KB

Comments

Please find attached tender response and insurance document. More information available on request.

[Go to workspace](#)

Postbox Response Creation

From your Notice Response List select the relevant **Response Action** to create a response. On clicking the action you will be directed to the *Create Postbox Response* page.

Create Postbox Response Page

Create Postbox Response

Please complete the following sections listed below before submitting your response to the postbox.

1. [Contact Details](#)
2. [Supporting Documentation](#)
3. [Further Comments](#)
4. [Save and Dispatch](#)

* Required information.

1. Contact Details

Your contact details are automatically copied from the information you provided in your registration. If you wish to edit these details please do so below.

* Organisation:	<input type="text" value="North East Reprographics Ltd"/>	* Contact:	<input type="text" value="Duncan Smith"/>
Department:	<input type="text"/>	* Address Line 1:	<input type="text" value="10 Queens Road"/>
Address Line 2:	<input type="text"/>	* Town:	<input type="text" value="Aberdeen"/>
Postal Code:	<input type="text" value="AB15 4ZT"/>	Country:	<input type="text" value="United Kingdom (GB)"/>
Telephone:	<input type="text" value="+44 1224636999"/>	Fax:	<input type="text"/>
* Email Address:	<input type="text" value="duncan@ne-repro.co.uk"/>		

2. Supporting Documentation

You must upload one or more documents in support of your response. To upload a document please provide a description of the document, locate the document on your system by *selecting **Browse or Choose*** and then upload it by *selecting **Add***. Once successfully uploaded the document details will appear in your Attached Documents list.

Document Summary

Individual File Size Limit: **10.00 MB**
 Total Available File Space: **30.00 MB**
 Documents Attached: **0**
 Used File Space: **0.00 bytes**
 Remaining File Space: **30.00 MB**

Upload a Document

* Description:
(maximum 100 characters, you have 100 left)

* File Name:

Attached Documents

No documents attached to this response

3. Further Comments

If applicable, you can provide further comments with your submission by writing them in the box below.

4. Save and Dispatch

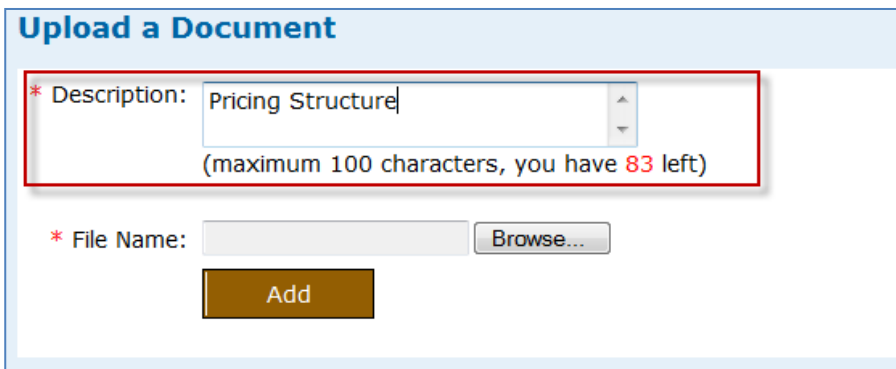
From the options below please *select* the **Dispatch** button to submit your response to the postbox, or *select* the **Save and Exit** button to save your response and return later. Alternatively, you can *select* the **Cancel** button to return immediately to your response workspace without saving.

There are 3 sections you are asked to complete before either dispatching or saving your response.

1. **Contact Details** - The contact details fields are pre-populated with the information you provided on registering. If the details displayed are correct move to section 2. If you wish to amend the contact details provided with this response you can overwrite the details.
2. **Supporting Documentation** - You must upload all the required documents to the response. **Note: Individual files should be no more than 10Mb in size and a post box submission should not exceed 30Mb in total.**

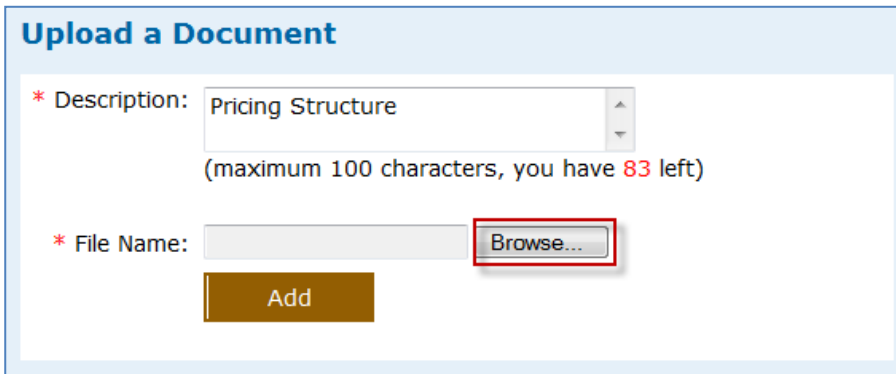
To upload each file:

- 1) Enter a description of the file in the 'Description' field. This should be a maximum of 100 characters.



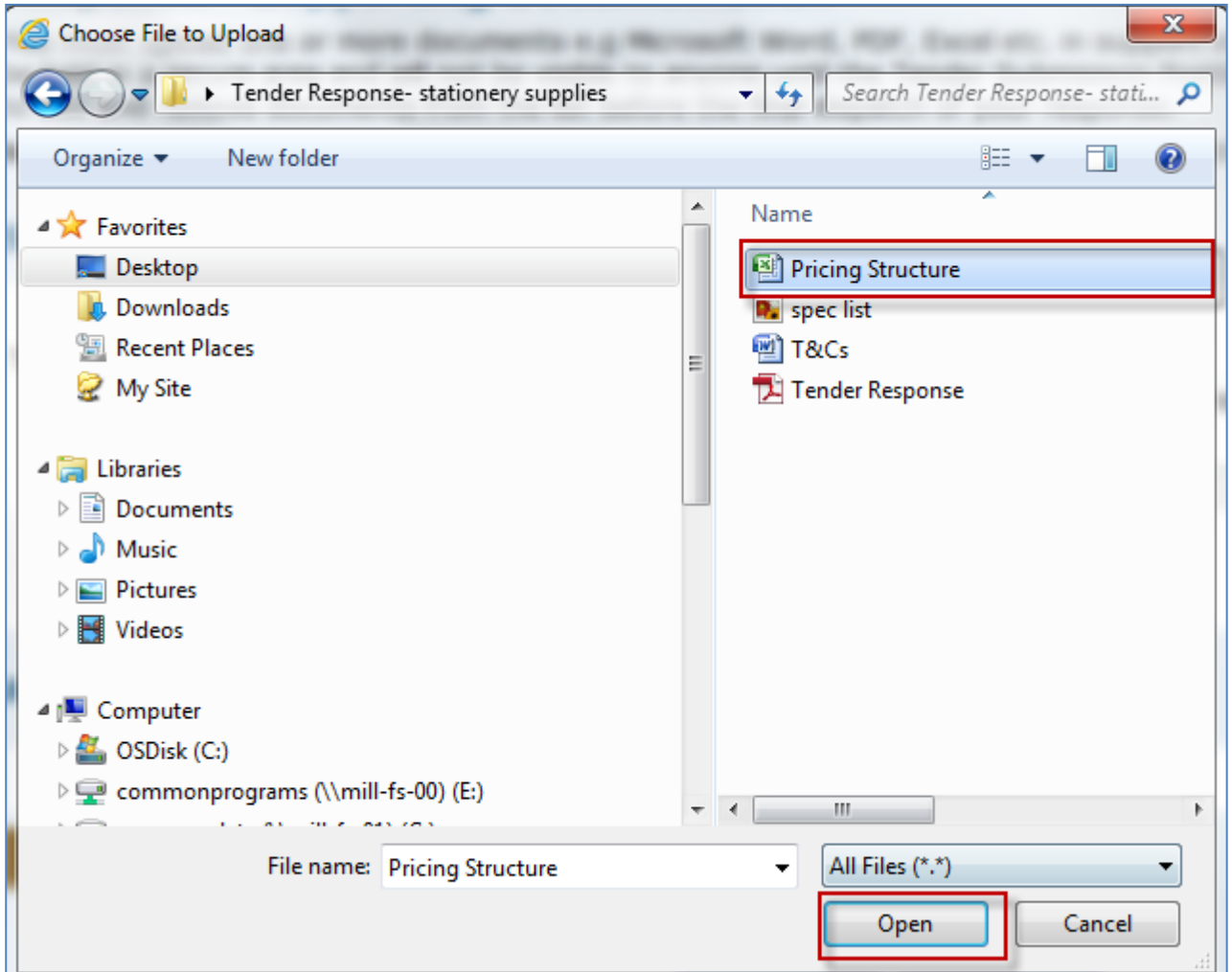
The screenshot shows a form titled "Upload a Document". It contains two main sections. The first section is labeled "* Description:" and contains a text input field with the text "Pricing Structure". Below the input field, it says "(maximum 100 characters, you have 83 left)". The second section is labeled "* File Name:" and contains an empty text input field, a "Browse..." button, and an "Add" button. A red rectangular box highlights the "Description" input field and its associated text.

- 2) Click "Browse" next to the File Name box.



The screenshot shows the same "Upload a Document" form. In this version, the "Description" field is filled with "Pricing Structure" and the "Browse..." button next to the "File Name" field is highlighted with a red rectangular box.

- 3) This will open up a file browser which allows you to select the file you wish to upload from your own files. Select the file you want to upload and click "Open"



- 4) This will populate the File Name box with the file path of your selected document. You should then click "Add".

Upload a Document

* Description: Pricing Structure
(maximum 100 characters, you have 83 left)

* File Name: C:\Users\duncan\Desktop\Browse...
Add

A message will show to instruct you that the file is being uploaded:

Uploading Document ... Please wait

* Description: (maximum 100 characters, you have 83 left)

* File Name:

Once the file successfully uploads you will see it listed under attached documents. This means you have successfully attached it to your response. If you realise you've added the wrong file you can choose to delete it by ticking the box next to the file name and clicking "Delete".

Attached Documents			
<input type="checkbox"/> File Name	Description	Created	File Size
<input type="checkbox"/> Pricing Structure.xlsx	Pricing Structure	09/03/2012	10.89 KB
<input type="button" value="Delete"/>			

Repeat steps 1 to 4 for each document you want to upload.

Individual files should be no more than 10Mb in size and a post box submission should not exceed 30Mb in total. You are provided with information on the file space you have used and what you have remaining.

Supporting Document Summary	Upload a Document		
Individual File Size Limit: 10.00 MB Total Available File Space: 30.00 MB Documents Attached: 4 Used File Space: 299.33 KB Remaining File Space: 29.71 MB	* Description: <input type="text"/> (maximum 100 characters, you have 100 left) * File Name: <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Add"/>		
Attached Documents			
<input type="checkbox"/> File Name	Description	Created	File Size
<input type="checkbox"/> Pricing Structure.xlsx	Pricing Structure	09/03/2012	10.89 KB
<input type="checkbox"/> spec list.png	Specification Appendix I	09/03/2012	11.50 KB
<input type="checkbox"/> T&Cs.docx	Terms and conditions	09/03/2012	17.12 KB
<input type="checkbox"/> Tender Response.pdf	Tender response	09/03/2012	259.82 KB
<input type="button" value="Delete"/>			

- 3. Further Comments** - A free text box is available for any further comments you may wish to add to your submission. This is an optional field and can be left blank. If you wish to provide further comments write them in the box provided.

Response - Further Comments

Please add any further comments you wish to make on your submission. *Click* the **Next** button when completed.

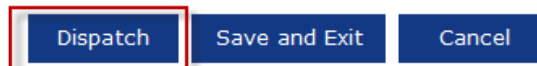
Comments *(if applicable)*

Please don't hesitate to contact us should you require further clarification. |

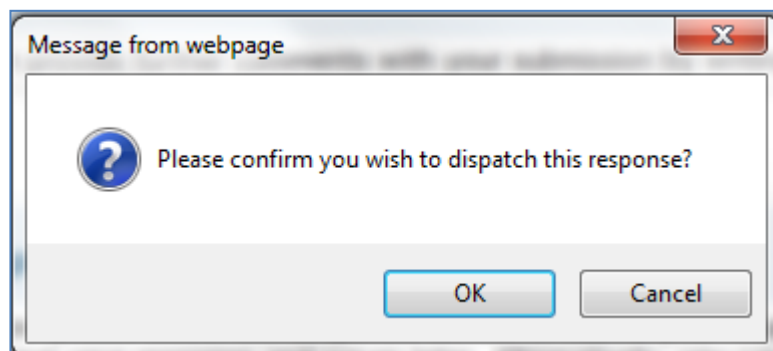
- 4. Save and Dispatch** – you must now either dispatch or save your response. Clicking “Save and Exit” will save the changes you have made to this response and return you to your response workspace. This can be done at any stage of response creation. Clicking “Cancel” will return you to your response workspace without saving the changes you have made. If you are happy with your response and wish to dispatch it click on the “Dispatch” option.

4. Save and Dispatch

From the options below please *select* the **Dispatch** button to submit your response to the postbox, or *select* the **Save and Exit** button to save your response and return later. Alternatively, you can *select* the **Cancel** button to return immediately to your response workspace without saving.



A message will appear asking you to confirm that you wish to dispatch the response.



Confirmation

If you select “OK” your response will be dispatched to the postbox and you will receive an onscreen confirmation of your unique response ID. You will also receive an e-mail confirming the response.

Response Dispatch - Confirmation

Your response to the notice has been dispatched to the publisher of the notice.
They have been informed of your response.

Your reference for this response is **15206**

View your [response workspace](#).

Notes:

Deadline: Submissions can be created, edited and submitted up to the stated tender deadline. Once the deadline has passed submissions can neither be created, edited or submitted. It is not advisable for suppliers to wait until the last moment before creating and dispatching a response in case of any last minute problems.

Postbox Security: Postbox submissions cannot be accessed by anyone, including Millstream, until the deadline has passed. Once a response has been submitted it cannot be recalled or edited. If a supplier realises they have made an error in their response, the only remedy for this is to submit another response which supersedes the original.

Terms and Conditions/Request for Tender Documents: Purchasers may wish to consider reviewing the terms and conditions in their request for tender documentation in light of late delivery or technical issues.

Information: All notices using the tender Postbox for submissions will automatically display the below statement: *The buyer has indicated that it will accept electronic responses to this notice via a 'Submission Postbox' facility.* If buyers are only accepting electronic responses via the Postbox this should be made clear in the tender notice and in the documents.

Viruses: The server virus checker will scan all documents when they are uploaded and if a virus is detected the file will be deleted and the supplier notified. Provided that the deadline has not passed, the supplier will have the opportunity to replace with a clean file.

Corrupt Documents: Corruption in documents cannot be detected. Buyers should define their policy in this regard in the tender document (e.g., it will be rejected).

Document Types: It would be helpful if buyers specified in the notice or tender documents what file/document types can be accepted and read by your organisation for online submissions.

Document sizes and maximum documents allowed: There is a maximum size limit of 10Mb for any document to be sent via the Postbox. If suppliers attempt to upload a document larger than 10Mb it will be rejected and will not be added to the submission. The size of Postbox responses must not exceed 30Mb in total.

File Upload: To facilitate organisations receiving multiple tenders file names and descriptions should, as far as possible, be relevant to your company and the content of the particular document rather than using generic descriptions – for example 'company name, section name/number' or 'company name, tender name/number, section name/number'. It is not advisable to upload protected or encrypted documents as these cannot be opened by the buyer.

Multiple submissions: If a supplier has already submitted a response it cannot be recalled. However, they can submit a second tender if they wish, stating which response is to stand.

Help Desk: For further advice on using the online submission facility please contact the support team using the contact details provided on the site home page.