

# eSourcing Suite - Customer Guidance

Version 2 (20/10/2016)

Date	Version	Change Summary
01/02/2016	1.14	Correction / Clarification to Section 14 regarding the closing down of RFx and recording evaluation results.
20/10/2016	2	Screen shots aligned to CCS Emptoris v10 system, Section 5 completely revised.

## Contents

1. Introduction .....	2
2. Technical Requirements .....	2
3. How do I register as a CUSTOMER to use the eSourcing Suite to run my further competitions? .....	3
4. How do I log on to the eSourcing Suite? .....	3
5. How do I amend my personal details within the system? .....	5
6. How do I run a Capability Assessment? .....	8
7. Selecting the correct framework to use for further competition. ....	8
8. Creating a new further competition.....	9
9. Inputting the basic information for the further competition .....	12
10. Adding your specification and further competition documentation to the further competition .....	13
11. Scheduling the start and finish times for the further competition.....	17
12. Suppliers log in and respond to the invitation .....	18
13. The event closes and is evaluated .....	20
14. Post-evaluation and award activity on the system .....	23
15. How do I manage communications with suppliers during my Further Competition? .....	27
16. How do I view a rate card or other Framework specific attached information? .....	29
17. How to view supplier profile information .....	30
18. How to identify which suppliers are on a framework and obtain their contact details .....	32
19. Using the system to collect early market information.....	33

## 1. Introduction

- 1.1. This document provides guidance to **customer users** about Crown Commercial Service's eSourcing Suite. It specifically addresses how to run FURTHER COMPETITIONS.
- 1.2. The eSourcing Suite is an online system providing a wide range of eSourcing functionality for Crown Commercial Service, our customers and our suppliers.
- 1.3. The eSourcing Suite replaces the previous Capability Assessment and Further Competition functionality on the old Government Procurement Service website, for all new Further Competitions run from 17/04/12.
- 1.4. Please note that this guidance is for *public sector customers of Crown Commercial Service*. If you wish to register as a supplier or potential supplier to Government please see the separate guidance at <https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers>
- 1.5. The eSourcing Suite has been implemented as part of Crown Commercial Service's wider eEnablement Programme. This encompasses the Government eMarketplace, the Dynamic Marketplace, new Spend Analysis functionality, and other evolving facilities.
- 1.6. The Further Competition system uses templates to create an RFP (Request for Proposal). Incorrectly following guidance may result in users creating an RFI (Request for Information) or RFQ (Request for Quotation). This will not add required framework information to allow you to complete the process. Any procurements set up in error should not be launched and should be deleted. Customers are not authorised to run any types of procurement outside those allowed for further Competitions.

## 2. Technical Requirements

- 2.1. The eSourcing Suite is accessed over the internet and should operate using any standard web-browser. Users of Internet Explorer should upgrade to version 6 SP3 as a minimum. Users of ie6 SP3 should note that uploading and downloading of attachments can only be performed one attachment at a time, and the export of attachments should not be done through the export engine. Subsequent versions of internet explorer support multiple downloads.
- 2.2. To use the eSourcing Suite successfully, pop-up blockers on your web-browser will need to be disabled for this site (<https://gpsesourcing.cabinetoffice.gov.uk>). You may also wish to set the eSourcing Suite as a 'Trusted Site' on your browser.

- 2.3. Emails sent to users from the eSourcing Suite will come to the registered user email address for further competitions. **Please ensure that your email filter is set to accept them.**

### 3. How do I register as a CUSTOMER to use the eSourcing Suite to run my further competitions?

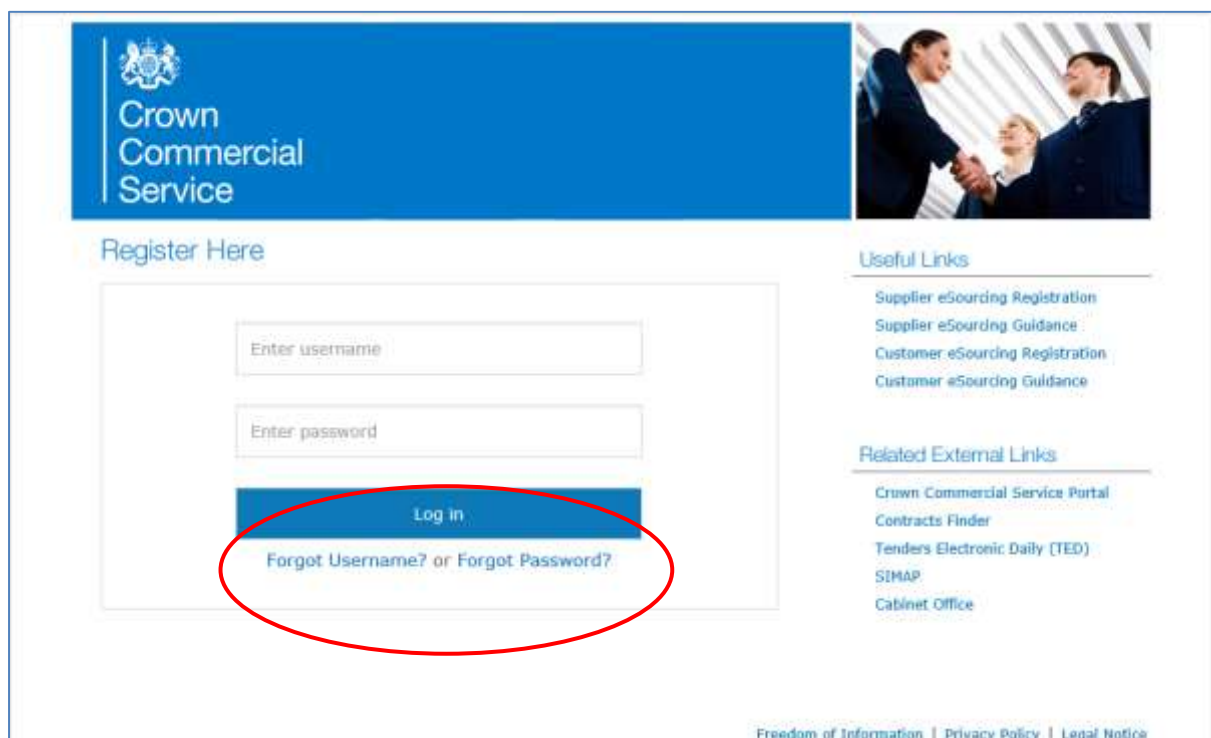
- 3.1. You can register as a customer user, please email [eEnablement@crowncommercial.gov.uk](mailto:eEnablement@crowncommercial.gov.uk), sending us the following information:

- Your name
- Your organisations full name
- Your email address
- Your phone number

- 3.2. Alternatively, complete the webform accessed from the Login Page. Crown Commercial Service will set up your profile and you will receive two emails, one containing your username and the other containing your password.

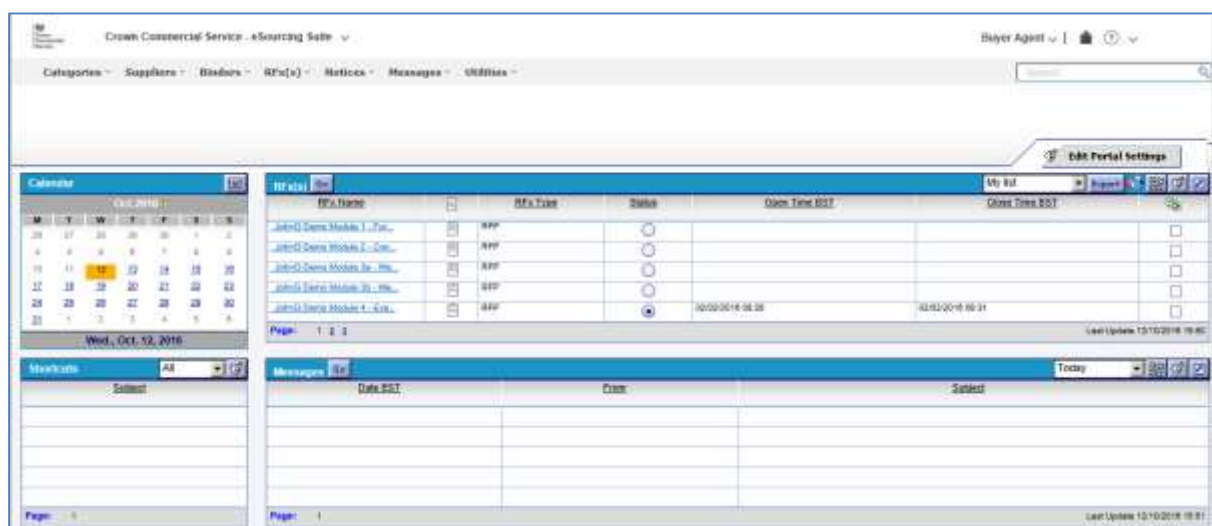
### 4. How do I log on to the eSourcing Suite?

- 4.1. <https://gpsesourcing.cabinetoffice.gov.uk>. Enter your Username in the top box and your password below. Both are case sensitive and the password must include numbers, uppercase letters and non-alphanumeric characters (see 4.3 or 5.5).

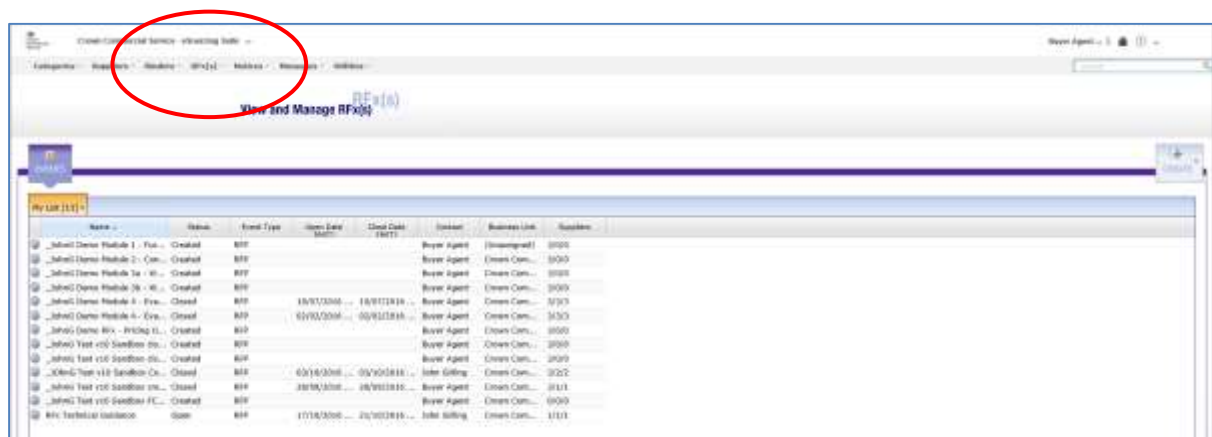


- 4.2. If you have forgotten your User Name or your password, click on the “Forgot...” links and follow the onscreen instructions.
- 4.3. The first time that you log on, you will be prompted to change your temporary password; and to provide the answer to a password reset question. Please note that your new password must be at least eight characters long, and consist of both upper and lower case letters, and a mixture of letters, numbers and non-alphanumeric characters (eg &, !, \_).
- 4.4. The first screen you will see once you have logged-on is either the home page (a), the simple RF(x) page (b) or the Manage RFx page (c) in the screenshots below. If you do not see a screen that resembles the one below click the RF(x) tab and select Manage RFx, from the drop down screen

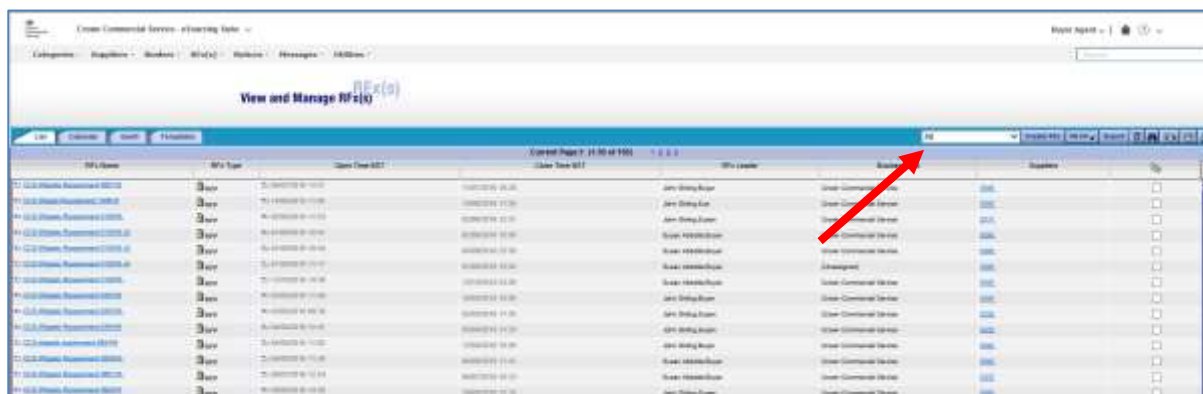
(a) Typical homescreen



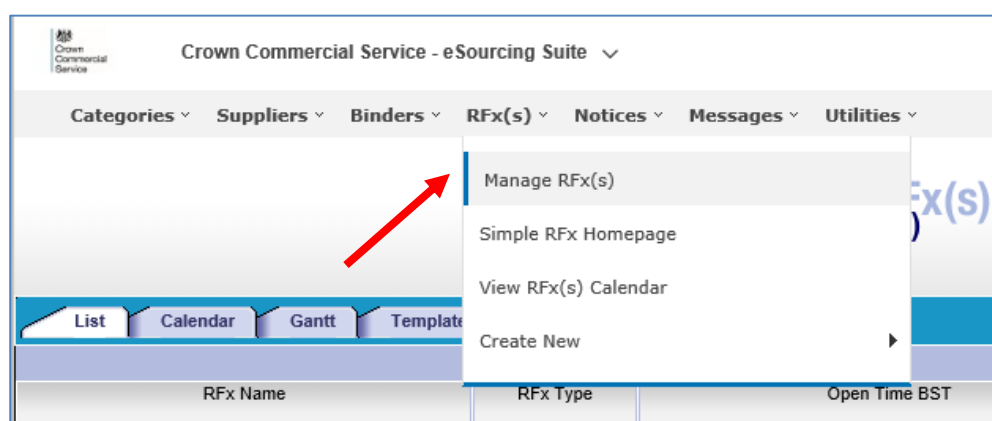
(b) Simple RFx screen



### (c) Manage RFX Page



### Select RFX(s)>Manage RFX(s)

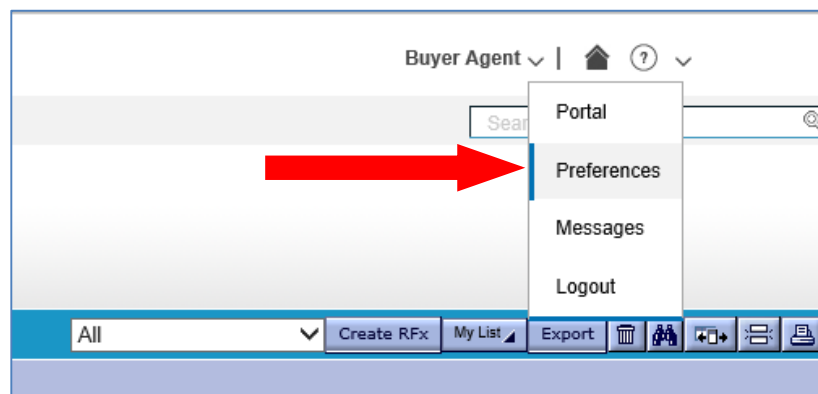


- 4.5. With the “page filter” set to “All”, the screen will show your list of Further Competitions you have previously conducted or are currently running
- 4.6. The system has full sourcing functionality, but users should not attempt to use any functionality other than described in this guide. Customers wishing to run other types of procurement or auctions should contact our Service Desk on 0345 410 2222.
- 4.7. Further competition users will mainly use the RFX tab to access and create events at the top of the screen. **Customer users should not select the Binders or Notices tabs.**

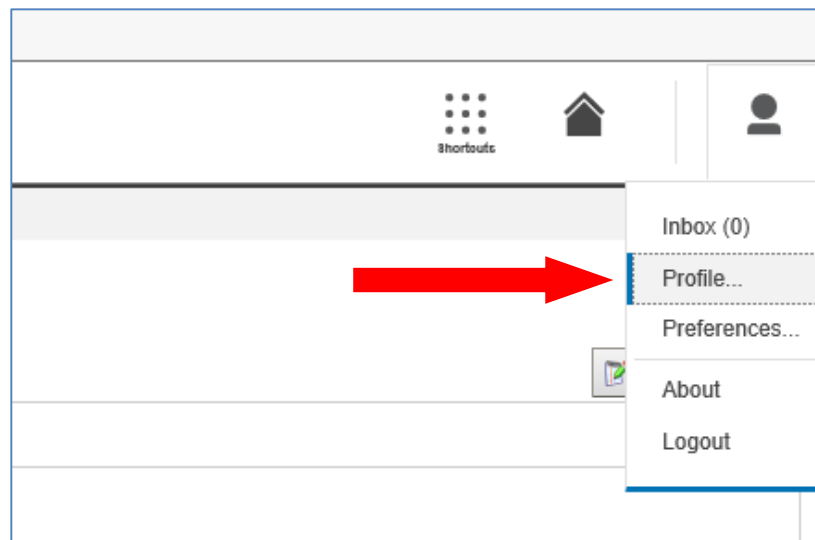
## 5. How do I amend my personal details within the system?

- 5.1. To access your profile and make necessary changes, select “Preferences” from the drop-down list (Screenshot 1), when the screen updates, select “Profile...” from the drop-down (Screen shot 2).

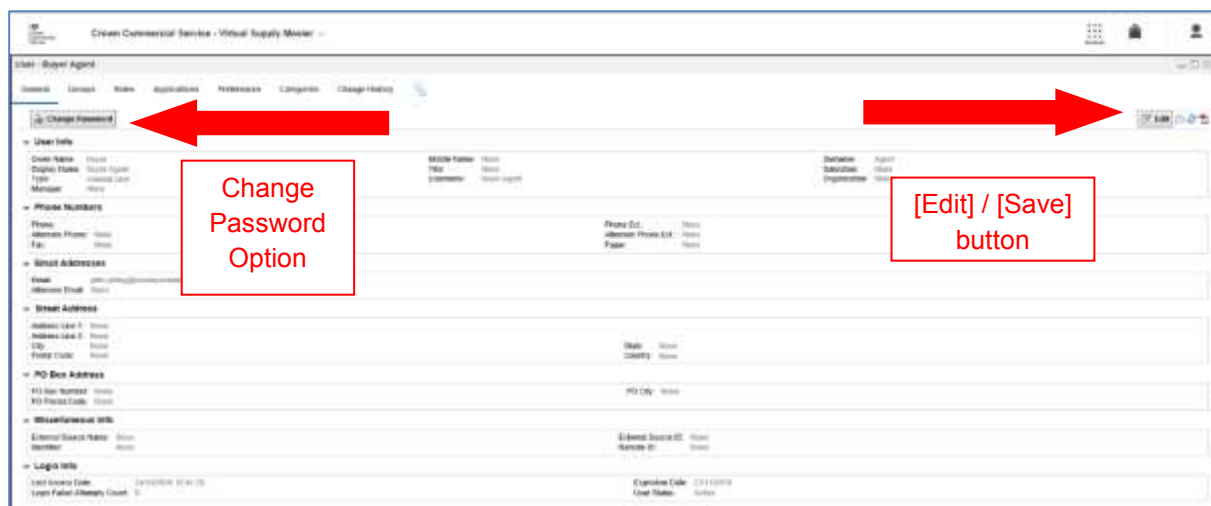
Screenshot 1



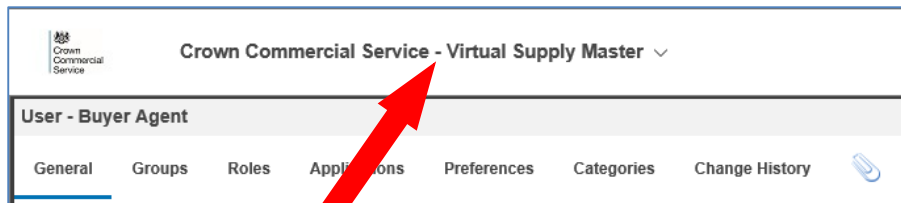
Screenshot 2



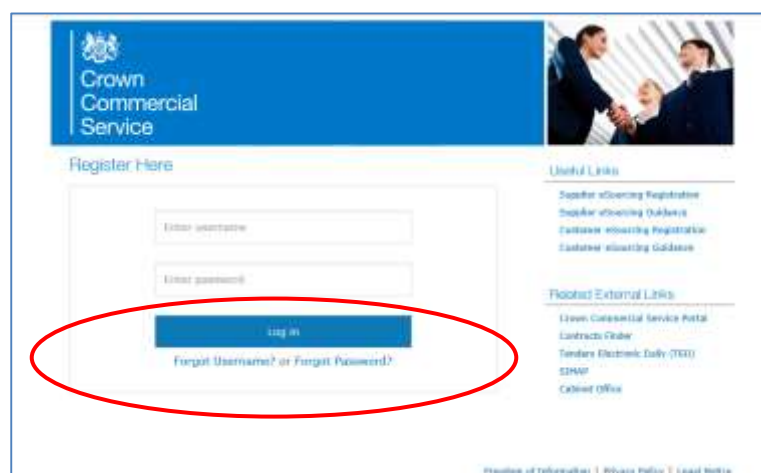
5.2. To amend the displayed details, select [Edit], the [Edit] button will become the [Save] button. Make the necessary changes and select [Save].



5.3. To return to the eSourcing Suite - Select the “Crown Commercial Service – Virtual Supply Master” link (located top-left of screen) to access the “top-level” menu and then “Crown Commercial Service – eSourcing Suite” from the “top-level” menu.



5.4. If you forget your password or login name, the front screen of the eSourcing Suite allows you to request them.



5.5. The rules for selecting a new password are:

### Change Password

Password must be at least 8 character(s) long.  
 Password must contain at least 1 special character(s) (e.g. !, @, #, \$, etc.).  
 Password must contain at least 1 number(s) (e.g. 0, 1, 2, 3, etc.).  
 Password must contain at least 1 uppercase letter(s) (e.g. A, B, C, etc.).  
 Password must contain at least 1 lowercase letter(s) (e.g. a, b, c, d, etc.).

## **6. How do I run a Capability Assessment?**

- 6.1. On the earlier Government Procurement Service website customers could run Capability Assessments to allow suppliers to indicate whether they wished to be invited to specific upcoming Further Competitions.
- 6.2. Using the eSourcing Suite customers can now easily identify which particular suppliers are accepting or declining the invitation to take part in a specific Further Competition (see section 12), replacing the need to run a separate Capability Assessment. Customers wishing to use the system to collect initial information from the market or perform early market testing prior to the procurement should see section 19.

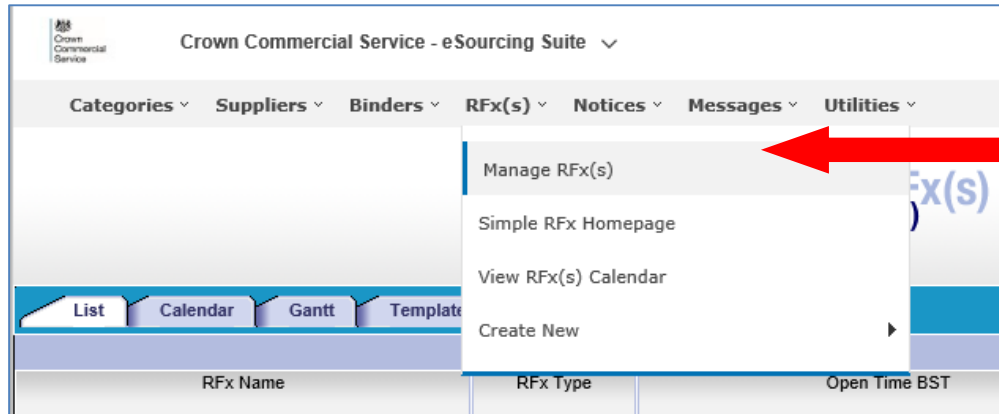
## **7. Selecting the correct framework to use for further competition.**

- 7.1. The new eSourcing Suite offers a significant increase in functionality, but in order to balance the available functionality with ease of use, the process has been developed for running Further Competitions.
- 7.2. Selecting the correct framework. The user should first visit the CCS web portal and identify the framework agreement they wish to use to run the Further Competition. The web portal can be found at [www.gov.uk/ccs](http://www.gov.uk/ccs) then select the link “Find a CCS agreement”. The user should select the appropriate framework for the competition, and also check the category guidance to ensure Further Competitions are an appropriate procurement route. The framework reference may also have a framework lot. Typically the framework reference in the Further Competitions will hold the main framework reference followed by the lot number, e.g. RM721/L2.
- 7.3. Once you have found the appropriate framework, record the full number of the framework as you will need it to identify the correct template within the eSourcing Suite.
- 7.4. Further competitions are run from Further Competition templates. There is one template pre-loaded for each lot within each framework agreement. Further Competition templates have only been created for those framework agreements where Further Competition is an appropriate procurement route within the category strategy.

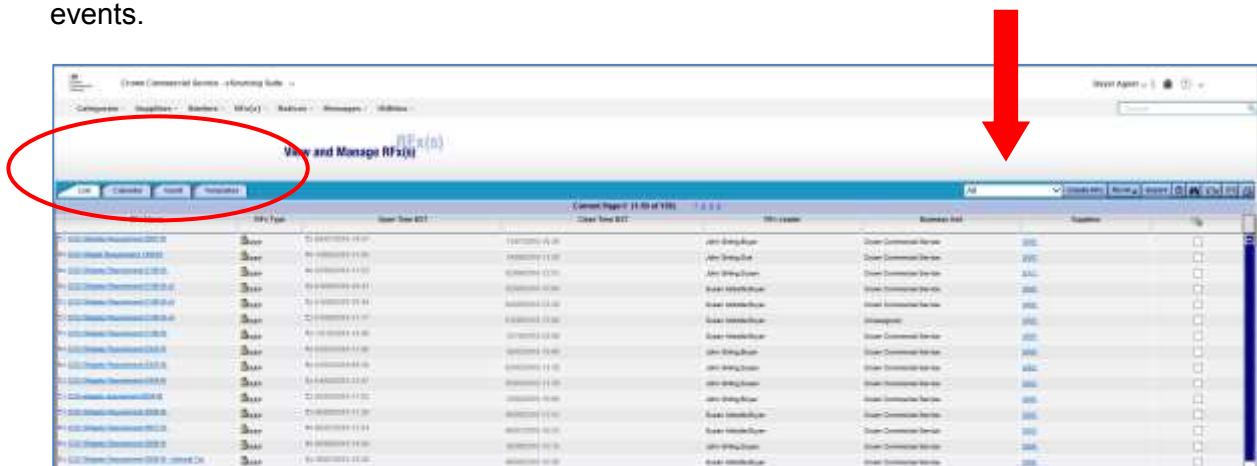


## 8. Creating a new further competition

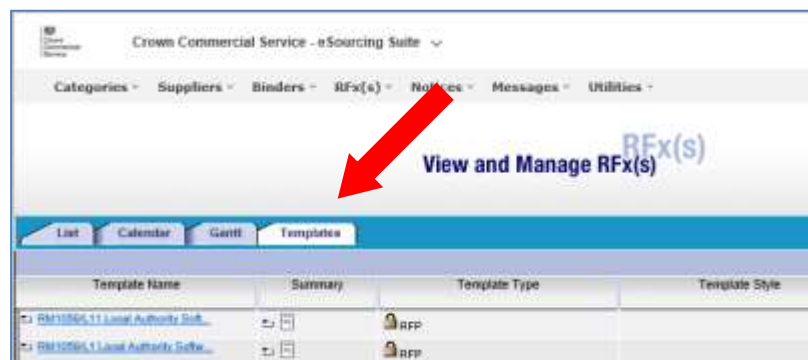
8.1. Once you have identified the relevant framework agreement and lot: to create a new Further Competition, click RFX>Manage RFX(s) from anywhere within the suite as below:



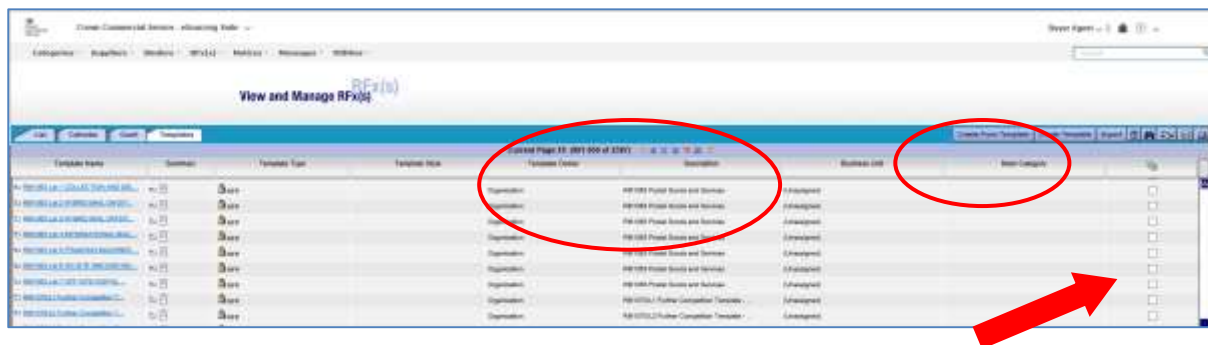
The following screen will be displayed showing any competitions you have created or been invited to. The "page filter" can display the data as various options eg "All", "Open", "Closed" events.



Ensure the "Templates" tab is selected. This will show the list of the framework lot templates held in the system.



Find the template you wish to use by using the page buttons at the top of the screen. Check the box next to the framework template you wish to use and select [Create From Template]. Take care not to select the [Create Template] button.



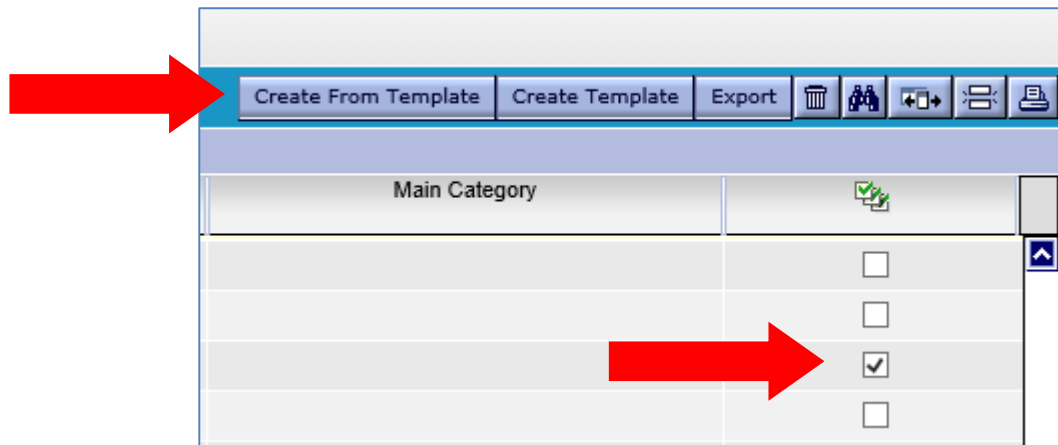
Viewing the list of framework lot templates

List Calendar Gantt Templates		
Template Name	Summary	Template Type
<a href="#">RM1092/L5e Further Competition ...</a>		RFP
<a href="#">RM1092/L5f Further Competition ...</a>		RFP
<a href="#">RM1092/L5g Further Competition ...</a>		RFP
<a href="#">RM1092/L5h Further Competition ...</a>		RFP
<a href="#">RM1092/L5i Further Competition ...</a>		RFP
<a href="#">RM1092/L5j Further Competition ...</a>		RFP
<a href="#">RM1092/L5k Further Competition ...</a>		RFP
<a href="#">RM1092/L5l Further Competition ...</a>		RFP
<a href="#">RM1092/L5m Further Competition ...</a>		RFP
<a href="#">RM1092/L5n Further Competition ...</a>		RFP
<a href="#">RM1095/L1 ePurchasing Card Solu...</a>		RFP

Use page selectors to find framework lot template

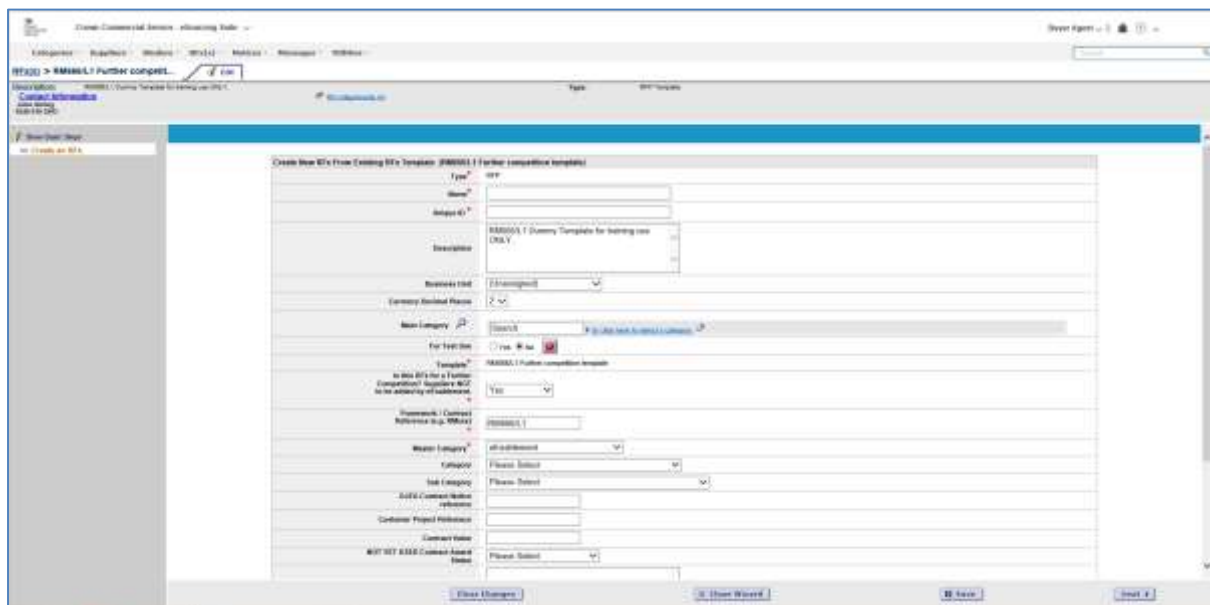
Current Page:20 (951-1000 of 2387) < 21 22 23 24 25 >		
Template Owner	Template Name	Template Type
Organization	RM1092 Lot 5e - Spoken Face to Face Inter...	(Un)
Organization	RM1092 Lot 5f - Spoken Face to Face Inter...	(Un)
Organization	RM1092 Lot 5g - Spoken Face to Face Inter...	(Un)

Select the checkbox for the required and then select [Create From Template]



8.2. The following window will appear. You will now input your basic information for the Further Competition into the system. Note that several of the fields will be pre-filled eg the Framework reference and the Master Category.

### Basic Information screen



## 9. Inputting the basic information for the further competition

- 9.1. The basic information screen will now appear as below. Leave the first PROJECT NAME box blank. In the second box *NAME* type the unique name for the Further Competition. ***Please ensure the name references the framework number and your department as well as a description of your procurement to allow the supplier to easily identify the procurement. This name must be unique.***

## Basic Information screen

[illegible]

- 9.2. In the Unique ID enter your reference for the Further Competition. This must not be a number or reference name previously used in the Unique ID field.
- 9.3. In the Description field (max 255 characters), add a user description that outlines the Further Competition. Add as much detail as possible to assist the supplier.
- 9.4. Select your Business Unit. If your business unit is not shown please contact CCS eEnablement team at [eEnablement@crowncommercial.gov.uk](mailto:eEnablement@crowncommercial.gov.uk) who can assist with setting this up.
- 9.5. In the TEMPLATE box, the relevant framework and lot number will be populated.
- 9.6. Select the appropriate response from the pick-list to the question “Is the RFx for a Further Competition?” This indicates to eEnablement Support whether or not additional suppliers may be added to an RFx in response to a supplier’s “expression of interest”; “Yes” for a Further Competition means no extra suppliers will be added.
- 9.7. The Master category will be pre-populated. Do not add Category and Sub-category.

Once the [SAVE] button is selected, the procurement is saved to the system. The screen will change to display the basic detail you have just input, plus more options on the left hand side of the screen. To edit information in a Further Competition always ensure the EDIT tab is selected.

The screenshot displays the 'eSourcing Suite - eSourcing Suite' interface. At the top, there's a navigation bar with tabs: 'Catalogue', 'Requests', 'Workflows', 'RFx(s)', 'Notifies', 'Messages', and 'Utilities'. The 'RFx(s)' tab is active, showing a list of RFx items. Below this, there's a 'Compact Information' section. The main content area is a form for editing a procurement. The left sidebar contains a navigation menu with options like 'Edit Information', 'Edit Attachments', 'Edit Evaluation', etc. The main form area contains fields for 'Name', 'Type', 'Status', 'Business Unit', 'Main Category', 'Sub Category', 'Contract Reference', and 'Contract Value'. A red arrow points from the 'EDIT' tab in the top navigation bar to the 'Edit Attachments' link in the left sidebar.

## 10. Adding your specification and further competition documentation to the further competition

- 10.1. You now need to add your requirements, specifications, assessment criteria, and any other documents the supplier needs to complete their bid. The bid documentation and evaluation are completed outside of the system as previously. The system will now be displaying the competition screen as below. Notice the options down the left hand side. You will need to set up the competition using a small number of these options. Suppliers will have been attached from the template automatically. Select the Attachments link. This is where you upload your documentation. There are two ways to edit attachments, either from the “RFx Attachments” link at the top of the screen or the “Attachments” step on the edit menu.

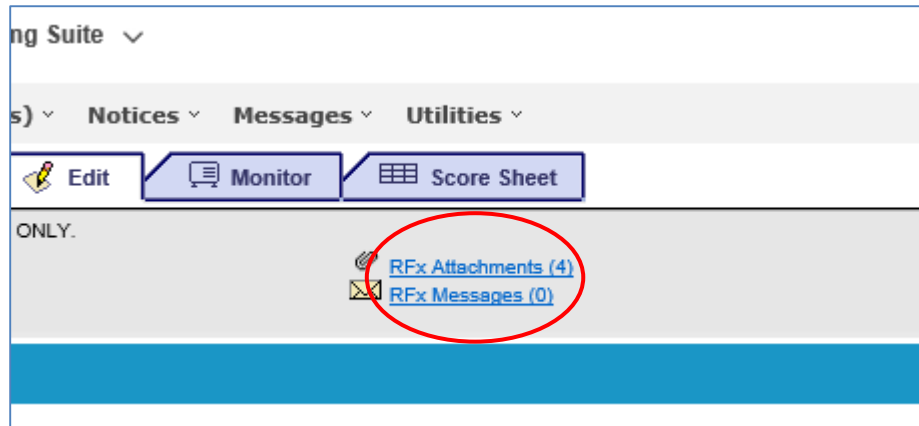
## The edit screen showing “RFx Attachments” and the “Attachments” step

The screenshot shows the 'Edit' screen for an RFx in the eSourcing Suite. The left sidebar contains a navigation menu with the following items: Items, Bids, Suppliers, Hosts/Co-hosts, Assign Team, Attachments, Schedule, and Summary. The 'Attachments' item is circled in red. The main area displays the 'RFx Attachments' step, which includes the following fields: Type, Name, Subject, Description, Business Unit, Currency, Main Category, Per Item Fee, To Bid Site, Competition, Prequalification, Master Category, Category, Sub Category, Customer Project Reference, Master/Value, and WOT YET BIDDING/Status. The 'Attachments' link in the sidebar is circled in red.

## The attachments link in the edit menu

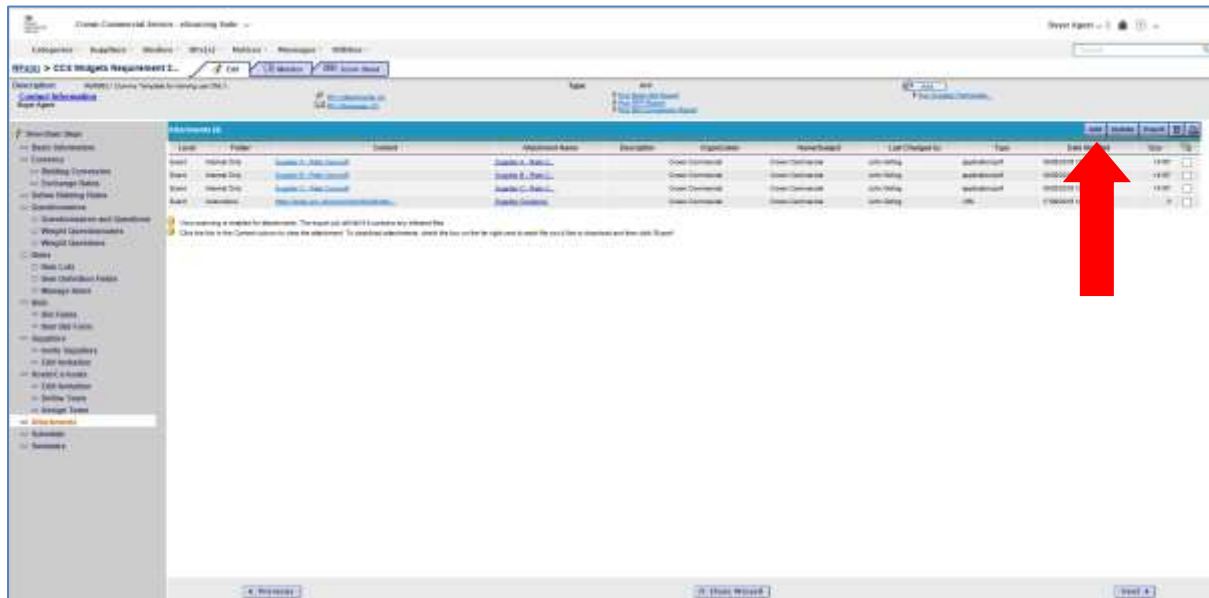
- Items
  - Item Lots
  - Item Definition Fields
  - Manage Items
- Bids
  - Bid Fields
  - Item Bid Form
- Suppliers
  - Invite Suppliers
  - Edit Invitation
- Hosts/Co-hosts
  - Edit Invitation
  - Define Team
  - Assign Team
- Attachments
- Schedule
- Summary

The "RFx Attachments" link at the top of the screen



10.2. The attachments screen will now appear. This is where you attach the requirements documentation for the suppliers to respond to. Attachments can be updated at any time. Please note, if an attachment is added or updated, a system message will automatically be sent out to suppliers to inform them. Requirements cannot be put into the description box on the basic information screen and should be added as a file attachment for suppliers to download.

The attachments screen – select "Add" to attach documentation



10.3. Click on the [Add] button. The following pop-up screen will appear as below. Add a user defined name for the file you are uploading. This does not have to be the same as the filename. Select the appropriate folder. All folders are visible to suppliers, with the exception of the *internal only* folder which is never visible to suppliers. Click [Browse] and locate the file to upload. Click [Save], and your file will now be uploaded to the system.

### The “Add” attachments pop-up screen

CCS - eSourcing Suite - Internet Explorer

[https://ukccs-sandbox.emptoris.com/sourcing/en/attachment/jsp/ajax\\_upload\\_attachments.jsp?\\_eps\\_=Y&OWNER\\_TYPE=4&OWNER\\_ID=201190](https://ukccs-sandbox.emptoris.com/sourcing/en/attachment/jsp/ajax_upload_attachments.jsp?_eps_=Y&OWNER_TYPE=4&OWNER_ID=201190)

Crown Commercial Service - eSourcing Suite

Help | Print

**Add Attachment**

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

Name *	Folder	Location	Description	Attach Content *
<input type="text"/>	Instructions ▼	Local Drives ▼	+	<input type="button" value="Browse..."/>
<input type="text"/>	Instructions ▼	Local Drives ▼	+	<input type="button" value="Browse..."/>
<input type="text"/>	Instructions ▼	Local Drives ▼	+	<input type="button" value="Browse..."/>
<input type="text"/>	Instructions ▼	Local Drives ▼	+	<input type="button" value="Browse..."/>
<input type="text"/>	Instructions ▼	Local Drives ▼	+	<input type="button" value="Browse..."/>

\* Required Field

Virus scanning is enabled for attachment imports. This file will be scanned before being added to the attachment area. You will be notified if any problems are detected.

Remember to use [Winzip](#) if possible to compress your files.

10.4. The screen will now look like the one below, and will show your attachment listed in the main window. Note that there is a number in the RFx attachments link indicating how many attachments the further competition has. Once all of the attachments have been loaded, you are ready to schedule your competition.

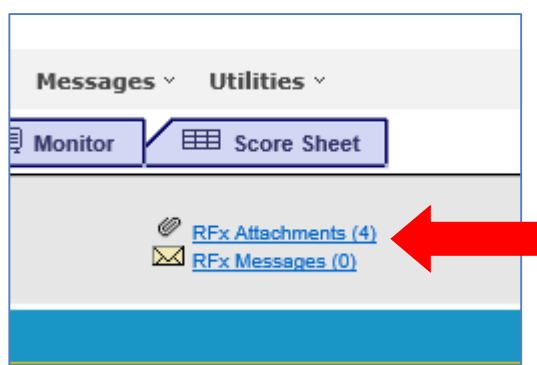
Open Commercial System - Licensing Table -

Categories: [Licenses](#) | [Licenses](#) | [Licenses](#) | [Licenses](#) | [Licenses](#) | [Licenses](#)

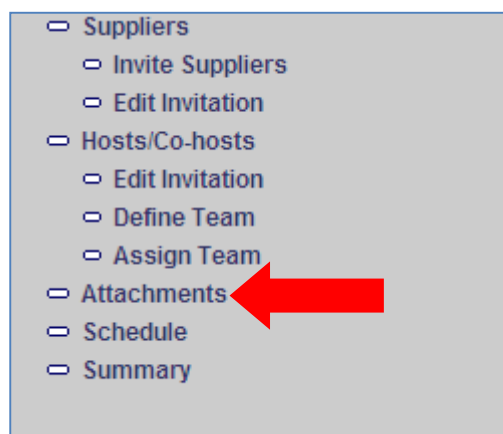
**RF(X) - CCK Widgets Requirement 2** [1st](#) [2nd](#) [3rd](#) [4th](#) [5th](#) [6th](#) [7th](#) [8th](#) [9th](#) [10th](#) [11th](#) [12th](#) [13th](#) [14th](#) [15th](#) [16th](#) [17th](#) [18th](#) [19th](#) [20th](#) [21st](#) [22nd](#) [23rd](#) [24th](#) [25th](#) [26th](#) [27th](#) [28th](#) [29th](#) [30th](#) [31st](#) [32nd](#) [33rd](#) [34th](#) [35th](#) [36th](#) [37th](#) [38th](#) [39th](#) [40th](#) [41st](#) [42nd](#) [43rd](#) [44th](#) [45th](#) [46th](#) [47th](#) [48th](#) [49th](#) [50th](#) [51st](#) [52nd](#) [53rd](#) [54th](#) [55th](#) [56th](#) [57th](#) [58th](#) [59th](#) [60th](#) [61st](#) [62nd](#) [63rd](#) [64th](#) [65th](#) [66th](#) [67th](#) [68th](#) [69th](#) [70th](#) [71st](#) [72nd](#) [73rd](#) [74th](#) [75th](#) [76th](#) [77th](#) [78th](#) [79th](#) [80th](#) [81st](#) [82nd](#) [83rd](#) [84th](#) [85th](#) [86th](#) [87th](#) [88th](#) [89th](#) [90th](#) [91st](#) [92nd](#) [93rd](#) [94th](#) [95th](#) [96th](#) [97th](#) [98th](#) [99th](#) [100th](#) [101st](#) [102nd](#) [103rd](#) [104th](#) [105th](#) [106th](#) [107th](#) [108th](#) [109th](#) [110th](#) [111th](#) [112th](#) [113th](#) [114th](#) [115th](#) [116th](#) [117th](#) [118th](#) [119th](#) [120th](#) [121st](#) [122nd](#) [123rd](#) [124th](#) [125th](#) [126th](#) [127th](#) [128th](#) [129th](#) [130th](#) [131st](#) [132nd](#) [133rd](#) [134th](#) [135th](#) [136th](#) [137th](#) [138th](#) [139th](#) [140th](#) [141st](#) [142nd](#) [143rd](#) [144th](#) [145th](#) [146th](#) [147th](#) [148th](#) [149th](#) [150th](#) [151st](#) [152nd](#) [153rd](#) [154th](#) [155th](#) [156th](#) [157th](#) [158th](#) [159th](#) [160th](#) [161st](#) [162nd](#) [163rd](#) [164th](#) [165th](#) [166th](#) [167th](#) [168th](#) [169th](#) [170th](#) [171st](#) [172nd](#) [173rd](#) [174th](#) [175th](#) [176th](#) [177th](#) [178th](#) [179th](#) [180th](#) [181st](#) [182nd](#) [183rd](#) [184th](#) [185th](#) [186th](#) [187th](#) [188th](#) [189th](#) [190th](#) [191st](#) [192nd](#) [193rd](#) [194th](#) [195th](#) [196th](#) [197th](#) [198th](#) [199th](#) [200th](#) [201st](#) [202nd](#) [203rd](#) [204th](#) [205th](#) [206th](#) [207th](#) [208th](#) [209th](#) [210th](#) [211st](#) [212nd](#) [213rd](#) [214th](#) [215th](#) [216th](#) [217th](#) [218th](#) [219th](#) [220th](#) [221st](#) [222nd](#) [223rd](#) [224th](#) [225th](#) [226th](#) [227th](#) [228th](#) [229th](#) [230th](#) [231st](#) [232nd](#) [233rd](#) [234th](#) [235th](#) [236th](#) [237th](#) [238th](#) [239th](#) [240th](#) [241st](#) [242nd](#) [243rd](#) [244th](#) [245th](#) [246th](#) [247th](#) [248th](#) [249th](#) [250th](#) [251st](#) [252nd](#) [253rd](#) [254th](#) [255th](#) [256th](#) [257th](#) [258th](#) [259th](#) [260th](#) [261st](#) [262nd](#) [263rd](#) [264th](#) [265th](#) [266th](#) [267th](#) [268th](#) [269th](#) [270th](#) [271st](#) [272nd](#) [273rd](#) [274th](#) [275th](#) [276th](#) [277th](#) [278th](#) [279th](#) [280th](#) [281st](#) [282nd](#) [283rd](#) [284th](#) [285th](#) [286th](#) [287th](#) [288th](#) [289th](#) [290th](#) [291st](#) [292nd](#) [293rd](#) [294th](#) [295th](#) [296th](#) [297th](#) [298th](#) [299th](#) [300th](#) [301st](#) [302nd](#) [303rd](#) [304th](#) [305th](#) [306th](#) [307th](#) [308th](#) [309th](#) [310th](#) [311st](#) [312nd](#) [313rd](#) [314th](#) [315th](#) [316th](#) [317th](#) [318th](#) [319th](#) [320th](#) [321st](#) [322nd](#) [323rd](#) [324th](#) [325th](#) [326th](#) [327th](#) [328th](#) [329th](#) [330th](#) [331st](#) [332nd](#) [333rd](#) [334th](#) [335th](#) [336th](#) [337th](#) [338th](#) [339th](#) [340th](#) [341st](#) [342nd](#) [343rd](#) [344th](#) [345th](#) [346th](#) [347th](#) [348th](#) [349th](#) [350th](#) [351st](#) [352nd](#) [353rd](#) [354th](#) [355th](#) [356th](#) [357th](#) [358th](#) [359th](#) [360th](#) [361st](#) [362nd](#) [363rd](#) [364th](#) [365th](#) [366th](#) [367th](#) [368th](#) [369th](#) [370th](#) [371st</](#)



The “RFx Attachments” link has an indicator showing how many attachments are uploaded



Once the attachments have been uploaded, the event needs to be scheduled for opening - select Schedule



## 11. Scheduling the start and finish times for the further competition

11.1. The schedule window is now open. From here you can control event close and opening times, extend timescales, and set reminders for suppliers (before opening the RFx).

11.2. Input an event close date and time using the calendar function. You can open

A screenshot of a web form titled 'RFP Name: CCS Widgets Requirement 2016/16'. The form contains several fields: 'Opening Date/Time' with a date and time picker set to 0 00 and a button 'Open Now'; 'Closing Date/Time' with a date and time picker set to 0 00 and a button 'Close Now'; 'Send Invitations' with a radio button selected for 'Automatically upon scheduling RFP' and an option 'Manually when "Send Invitations" button is pressed'; 'Send Reminder' with two rows of fields for 'Day(s)', 'Hour(s)', and 'Minute(s)' before opening and before closing, both set to 1; 'Round Name' with a text input field; and 'Round Description' with a text area. At the bottom, there are two buttons: 'Send Invitations to All Users' and 'Send Invitations to Suppliers'.

immediately, or add an event open date/time in the future.

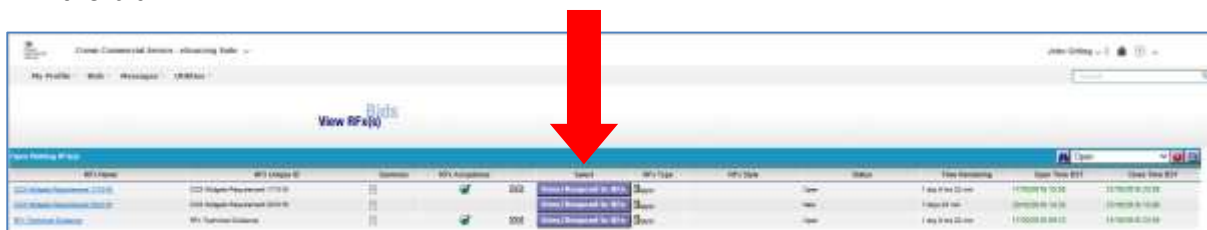
- 11.3. Select the radio button in the “Send Invitations” area to *automatically send upon scheduling RFP*. This will send out invitations to the suppliers after this screen is saved to let them know an event has been scheduled. The open date for this invitation may be in the future if you have opted to submit an open date in the future. When the event opens, the supplier receives a second message telling them the event is now open for editing. Selecting open now will open the event immediately.
- 11.4. A Reminder can be set to allow an alert to be sent to suppliers to remind them an event is closing. You can specify how far in advance of closing date you wish this to be sent. The reminder must be set before opening the event.
- 11.5. Once opened, invitations will be automatically sent to suppliers and the countdown clock appears in the top right hand side of the event screen.

### Detail of Schedule window

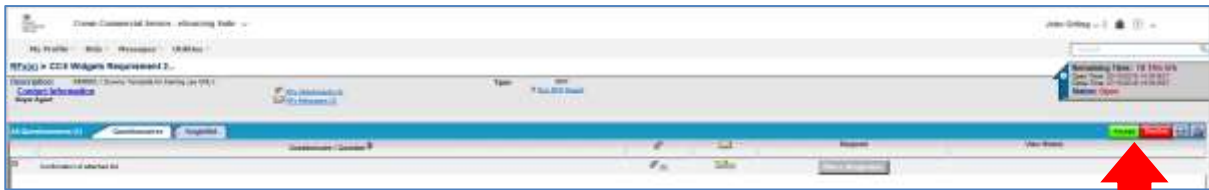
<b>RFP Name</b>	CCS Widgets Requirement 201016				
<b>Opening Date/Time*</b>	<input type="text"/>	<input type="text" value="0:00"/>	BST		<input type="button" value="Open Now"/>
<b>Closing Date/Time</b>	<input type="text"/>	<input type="text" value="0:00"/>	BST		<input type="button" value="Close Now"/>
<b>Send Invitations:</b>	<input checked="" type="radio"/> Automatically upon scheduling RFP <input type="radio"/> Manually when 'Send Invitations' button is pressed				
<b>Send Reminder</b>	<input type="text" value="1"/>	Day(s)	<input type="text"/>	Hour(s)	<input type="text"/>
	<input type="text" value="1"/>	Day(s)	<input type="text"/>	Hour(s)	<input type="text"/>
	Minute(s) before opening				
	Minute(s) before closing				
<b>Round Name</b>	<input type="text"/>				
<b>Round Description</b>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>				
<input type="button" value="Send Invitations to Co-Hosts"/> <input type="button" value="Send Invitations to Suppliers"/>					

## 12. Suppliers log in and respond to the invitation

- 12.1. The suppliers will now be invited, access the system and upload their responses. When supplier logs on they see the window below. They click [View / Respond to RFx] for the relevant competition. They can then download and review the documentation for the bid.



- 12.2. The suppliers will press [Accept] or [Decline] for the competition – this is visible to the customer and replaces the Capability Assessment functionality in the previous system. During the open period, the buyer can see the number of suppliers who have accepted and declined the event.

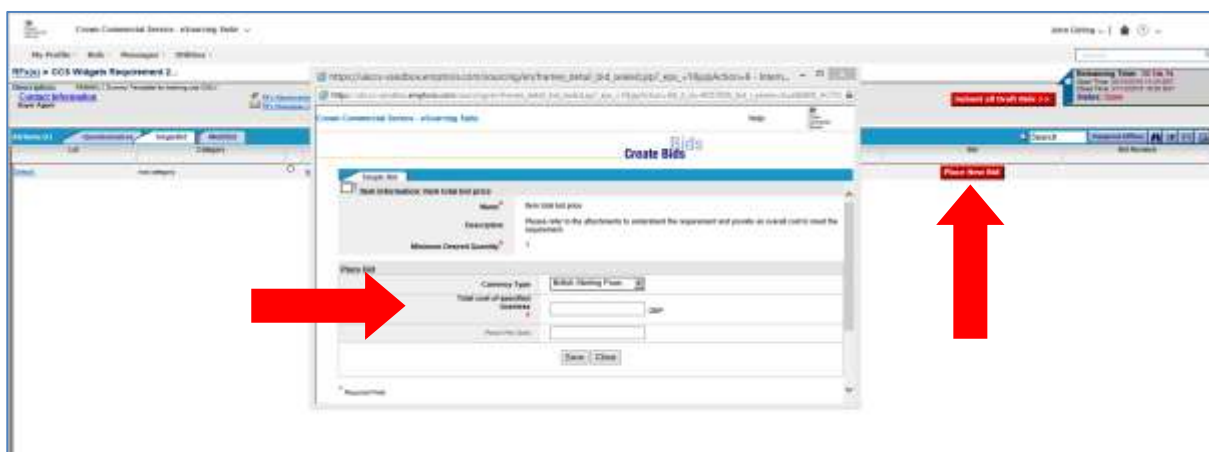


Supplier uploads a response



- 12.3. The suppliers will click on [Place Response]. The pop-up window (above) will appear and ask them to confirm they have attached their response documents. The supplier will upload their response, and select “Yes” in the drop down box.

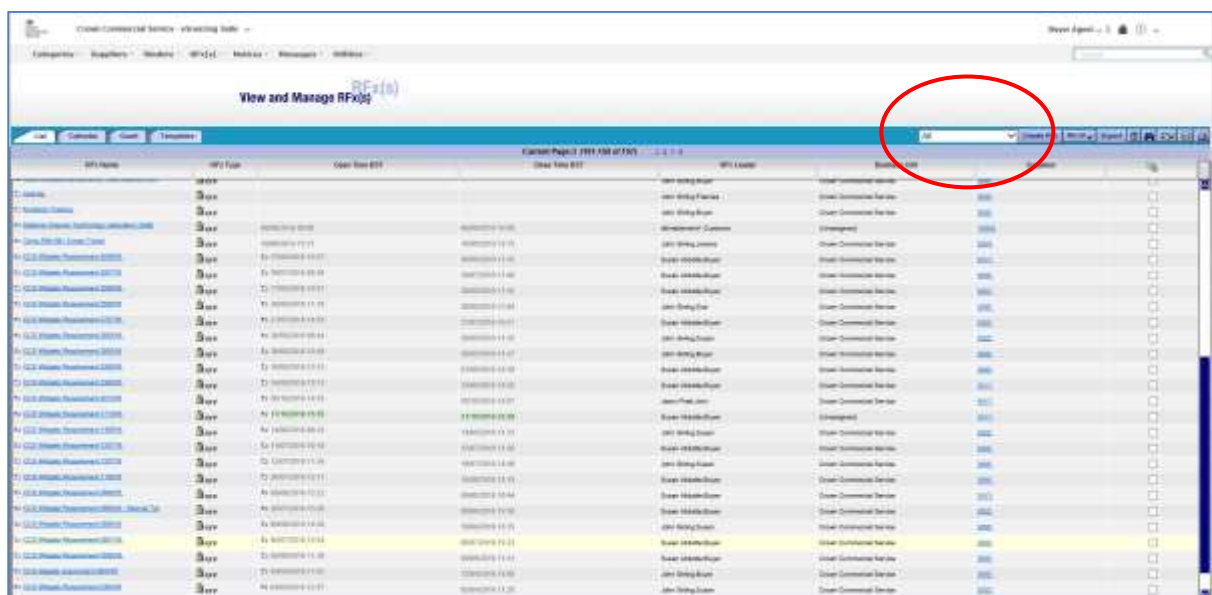
- 12.4. The supplier selects the “SingleBid” tab and [Place New Bid] which will open the pop-up window below. They can then input a value for the service or goods in the “Total Cost” box. This purely provides a record within the system for tracking bid amounts, and does not replace the supplier responses which are attached for formal evaluation.



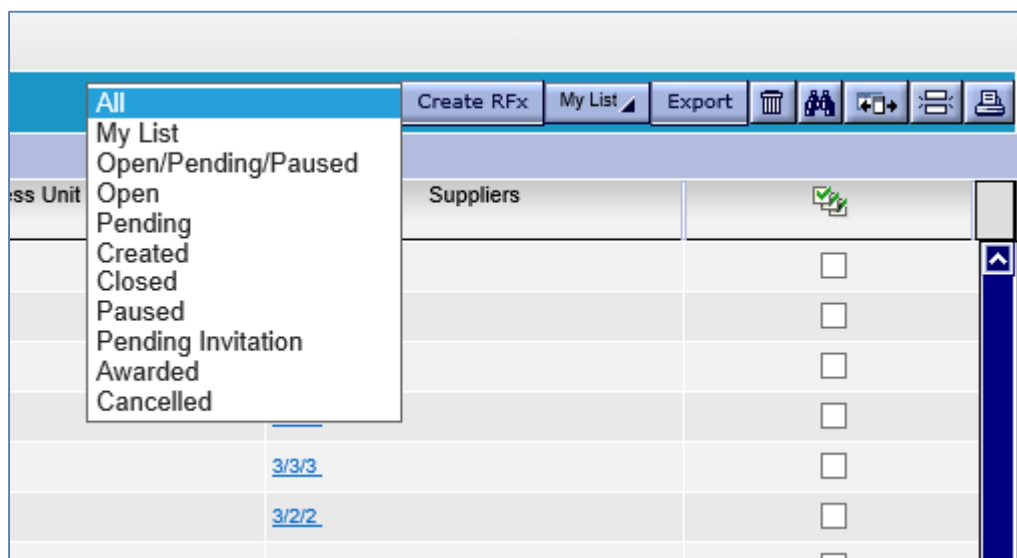
- 12.5. Once this is complete, suppliers click on [Submit All Draft Bids] to confirm their submission.
- 12.6. The supplier can continue to revise bids and responses up to closing time of the event.

### 13. The event closes and is evaluated

- 13.1. Once the event is closed the buyer user logs in and can see the responses. On log-in select RFX>Manage RFX. You will be taken to a list of your procurements. Select “Closed” in the “page filter” and when the page refreshes select your Further Competition from the list.

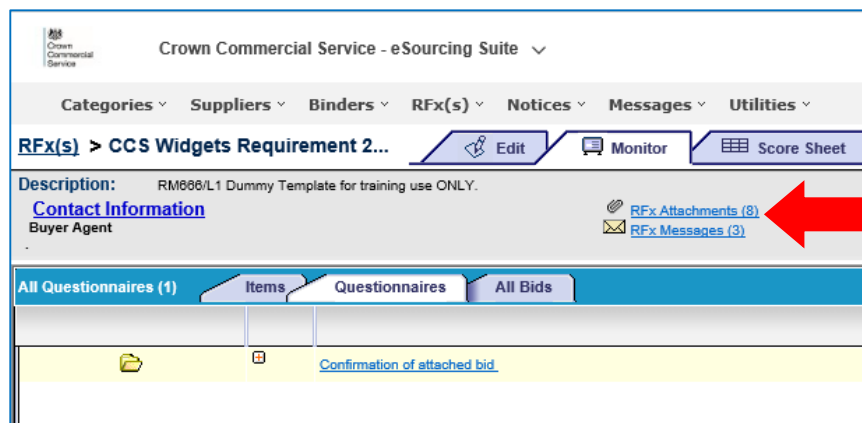
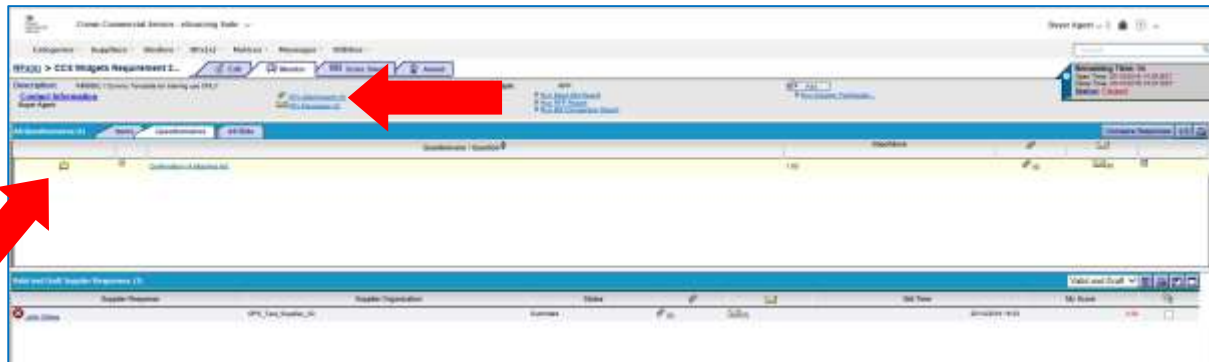


Select “Closed” from the Drop-down menu

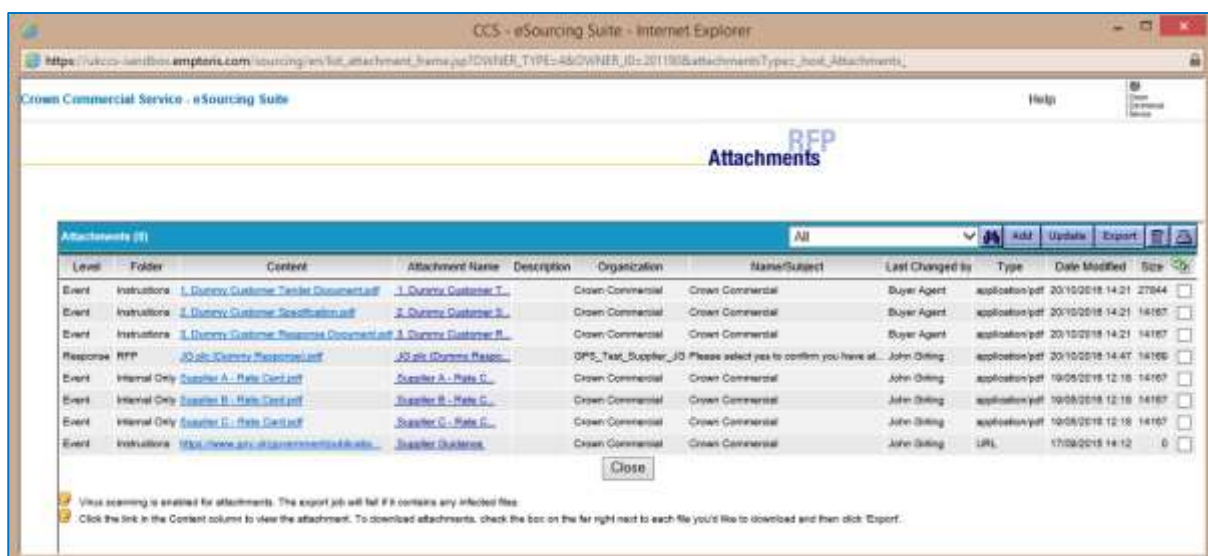


13.2. Select the “event name” link on the Manage RfX page, this will open a window (as below) defaulting to the “Monitor” tab. Select the folder symbol in the top screen will show a summary of the event's bids (as below).

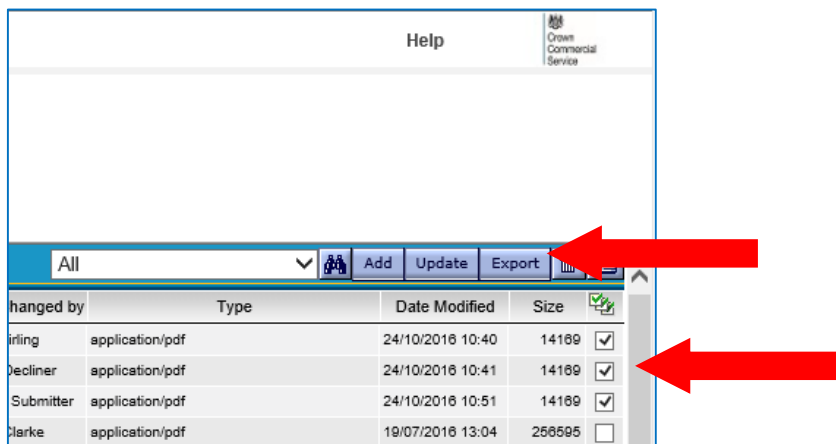
13.3. To download responses, select the “RfX Attachments” link.



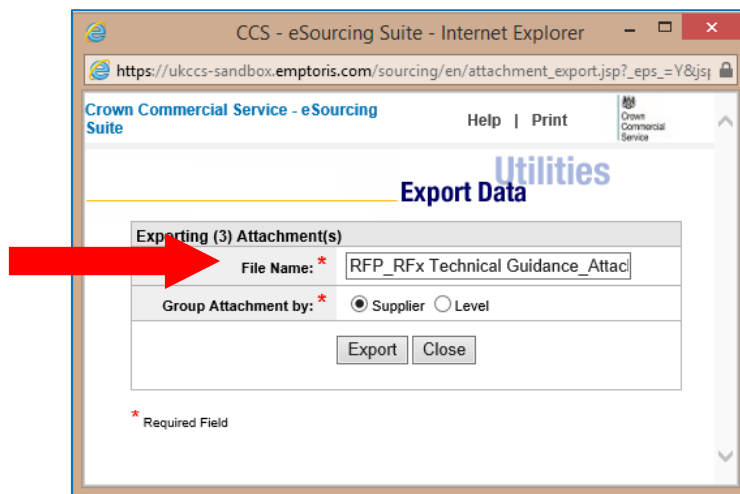
13.4. The attachments window (below) will appear. Select the checkboxes next to the supplier responses and click [Export]. This allows you to save the supplier responses locally and carry out your offline evaluation and decision for award. The evaluation and award is made outside of the system.



Select the items you wish to export (using the tickboxes) and click [Export]



Change the filename if you wish and click export



13.5. The “Utilities - Data Manager” page will open. Your export will show as the most recent job. The status of this job maybe shown as “Running” or might initially be shown as “Pending”, once completed, this will change to “Done - Click here to download results”.

13.6. If the download does not appear to be progressing, clicking on the four-arrowed refresh icon will update to the latest job status.

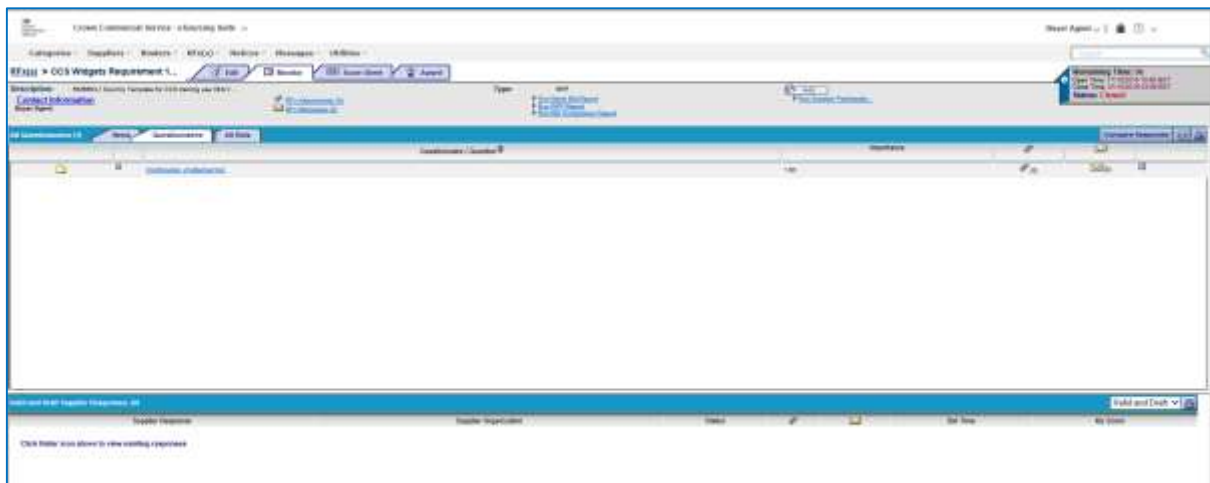
13.7. The files will download into a folder on your system. You can now evaluate the responses and award offline, using eSourcing Suite messaging system to communicate with the suppliers.

## 14. Post-evaluation and award activity on the system

14.1. Once the procurement has been evaluated and awarded offline, these details can (optionally) be recorded within the system for audit purposes.

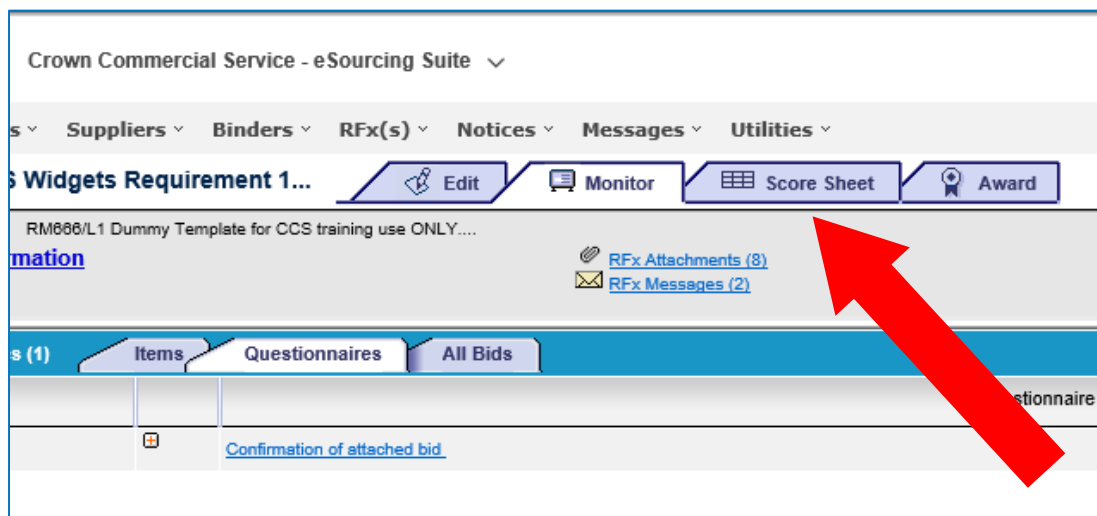
14.2. Once you have evaluated the competition outcome and awarded the competition, log in and select RFX>Manage RFX and select the required Further Competition event.

The Further Competition window once a competition is closed



14.3. You will arrive on the monitor tab as above. Select the Score sheet tab

The score sheet tab





## The score sheet window

Rank/Status	Questions / Questions	Weights	Show Stoppers	GPS_Test_Score	GPS_Test_Score	GPS_Test_Score
<input type="checkbox"/>	Confirmation of selected bid	100.00%	100.00	100.00	100.00	100.00
<input type="checkbox"/>	Please select yes to confirm you have uploaded your bid documentation here	100.00%	100.00	100.00	100.00	100.00
<input type="checkbox"/>	Having evaluated the supplier responses	100.00%	100.00	100.00	100.00	100.00

14.4. The screen shows the questions the supplier answered. It shows a supplier score against the first question ("Please select yes to confirm you have uploaded your bid documentation here"). A 100% score means they believe they have uploaded their documentation. You now need to update the award results into the system. To select the supplier, to add the evaluation score and record the winning status on the system, select the top green box beneath the suppliers name.

## Selecting a supplier to add results of the Further Competition

Weights	Show Stoppers	GPS_Test_Score	GPS_Test_Score	GPS_Test_Score
100.00%	100.00	100.00	100.00	100.00
100.00%	100.00	100.00	100.00	100.00
100.00%	100.00	100.00	100.00	100.00

14.5. The supplier screen will appear as below. Insert the evaluation score (out of 100) and use the dropdown box to record that this is the winning supplier.



## Inputting results for a supplier

The screenshot shows the 'CCS - eSourcing Suite' interface in Internet Explorer. The URL is [https://ukccs-sandbox.emptonis.com/sourcing/en/detail\\_response.jsp?FROM\\_SCORESHEET=true&jspAction=104&RFx\\_ID=201170&selected\\_org\\_or\\_user\\_id=145950&selected\\_supplier\\_id=145950](https://ukccs-sandbox.emptonis.com/sourcing/en/detail_response.jsp?FROM_SCORESHEET=true&jspAction=104&RFx_ID=201170&selected_org_or_user_id=145950&selected_supplier_id=145950). The page title is 'Crown Commercial Service - eSourcing Suite'. The 'View Response' button is highlighted with a red arrow. The 'Context' section shows 'RFP Name: CCS Widgets Requirement 171016', 'Responding Supplier: GPS\_Test\_Supplier\_JG', 'Questionnaire Name: Confirmation of attached bid', and 'Question(s): All'. The 'Response(s)' section includes an explanation of the question set and a 'Please attach your evaluation documentation' section. The evaluation questions are: 'Having evaluated the supplier responses, what score (out of 100) did the supplier receive?' with a 'Score' input field and 'Weighted Score' field, and 'Having evaluated the supplier responses, is this the winning supplier?' with a 'No' dropdown and 'Weighted Score' field. Red arrows point to the 'Score' input field and the 'No' dropdown. The 'Save' and 'Close' buttons are at the bottom.

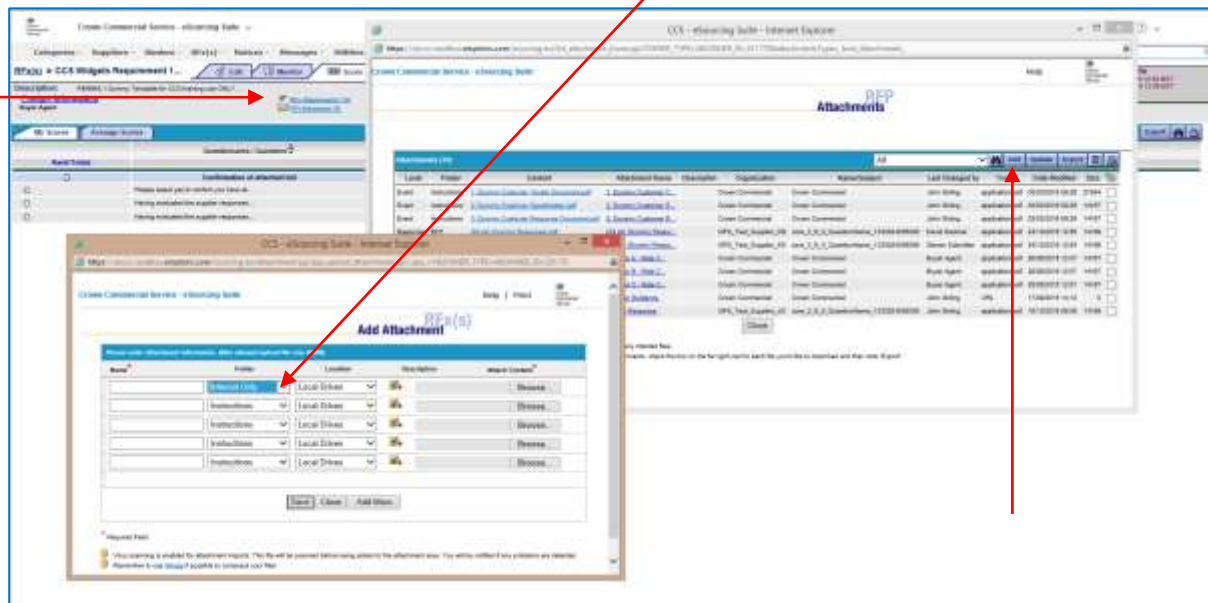
- 14.6. Repeat this process for the unsuccessful suppliers, by using the RESPONDING SUPPLIER buttons shown above, entering their evaluation score. Note that the award question is set to “No” by default.

Note: the eSourcing Suite records evaluation scores as marks between 0-100 (with 100 being the maximum possible score in the evaluation). If your evaluation scheme uses a different scoring range, it will be necessary to convert your scores appropriately.

- 14.7. Once you have recorded the evaluation scores and identified the winning bidder, you may now (optionally) attach a report of the evaluation, by selecting the “RFx

Attachments” link. In the pop-up window select [Add], this will open another window where you can attach the evaluation report. The evaluation report must only be attached to the “Internal Only” folder, so that it is not visible to the event’s suppliers. Adding this information provides you with an ongoing audit record of the entire procurement which you may access at any time.

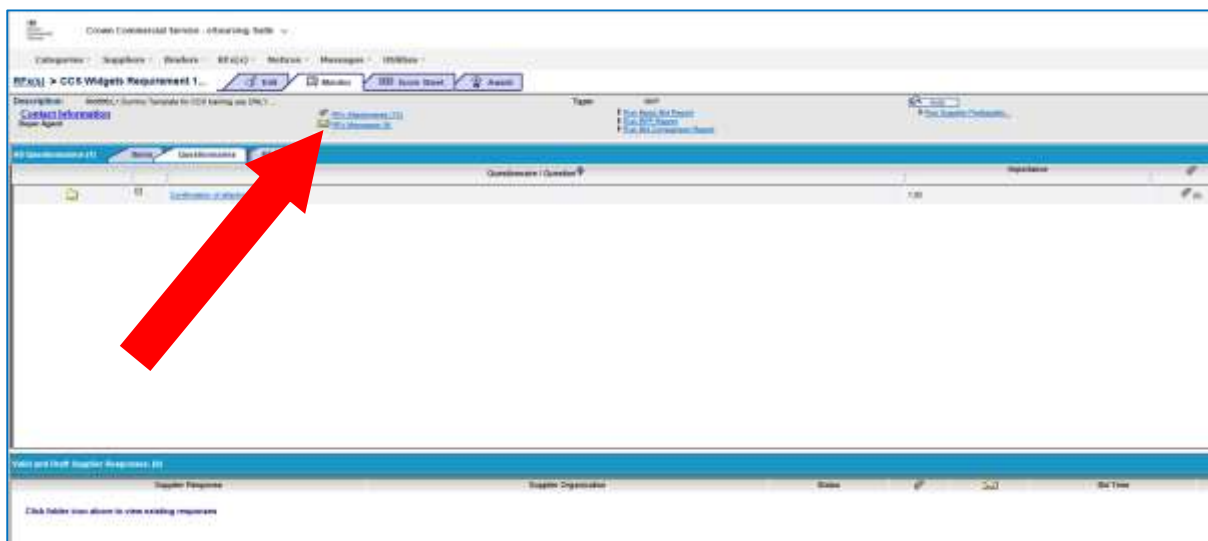
### Adding the evaluation documentation to the INTERNAL ONLY folder



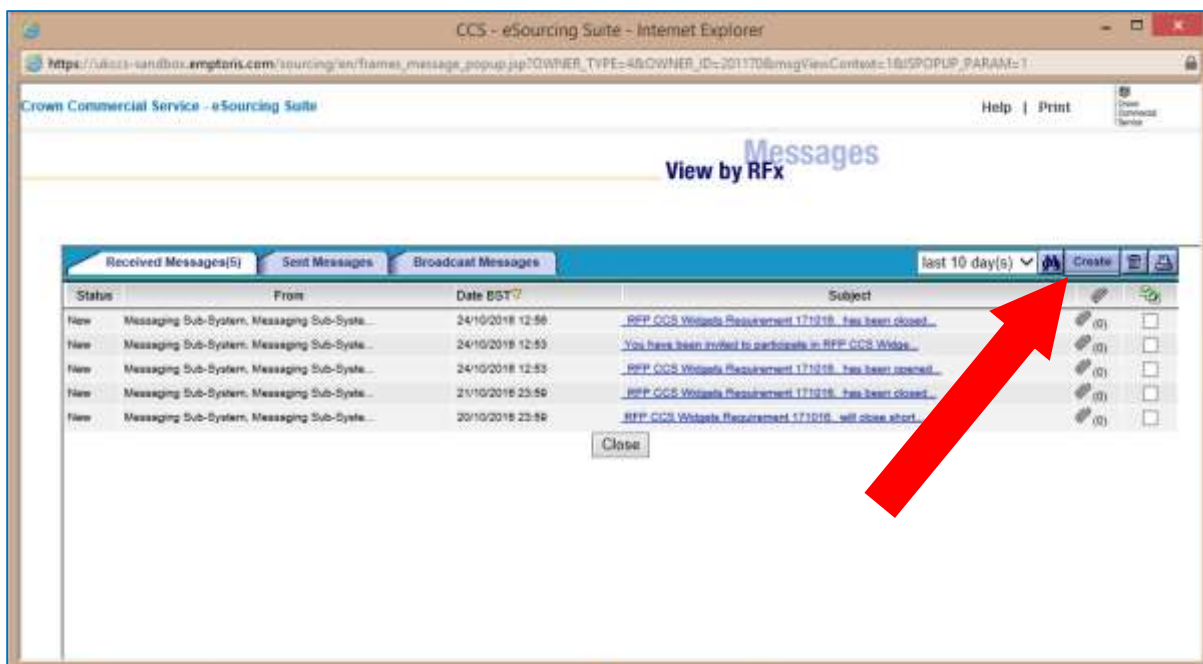
## 15. How do I manage communications with suppliers during my Further Competition?

15.1. The system manages all supplier and buyer questions and provides an audit trail within the system. When a message is sent, you will receive an email alerting you to a message in the system. Open the eSourcing Suite, open the event, and select the “RFx Messages” link. This will provide access to the messages.

### Accessing messaging



### Accessing the messages



15.2. The messaging window has tabs for “Received”, “Sent” and “Broadcast Messages”. To create a new message, click the [Create] button to open the “Create Message” window (below).

15.3. The “Context” field will be prefilled with the name of the procurement event within which the message has been created. To select recipients, select [Please Select], “move” the required recipients in the “Select from” box to the “Selected” box. Add the “Subject”, “Message” text and any attachments as required. Messages for all suppliers should be sent to “All Bidders”. Alternatively, messages can be sent to specific suppliers if appropriate: take care to ensure that all the desired recipients are selected before sending the message.

#### Create message window

CCS - eSourcing Suite - Internet Explorer

https://ukccs-sandbox.emptoris.com/sourcing/en/detail\_message\_create.jsp?\_eps\_=Y&jspAction=6&msgViewOrgConte

Crown Commercial Service - eSourcing Suite

Help | Print

Messages

Create Message

Context: [RFP CCS Widgets Requirement 171016](#)

To: [Please Select](#)

Subject:

Use Preformatted Message: [N/A](#)

Select from

- All Hosts
- Crown Commercial - Susan Abbotte
- All Bidders
- GPS\_Test\_Supplier\_DD - David Decliner (david.gi
- GPS\_Test\_Supplier\_JG - John Girling (GirlingSA
- GPS\_Test\_Supplier\_SS - Steven Submitter (steve

Selected

OK Cancel

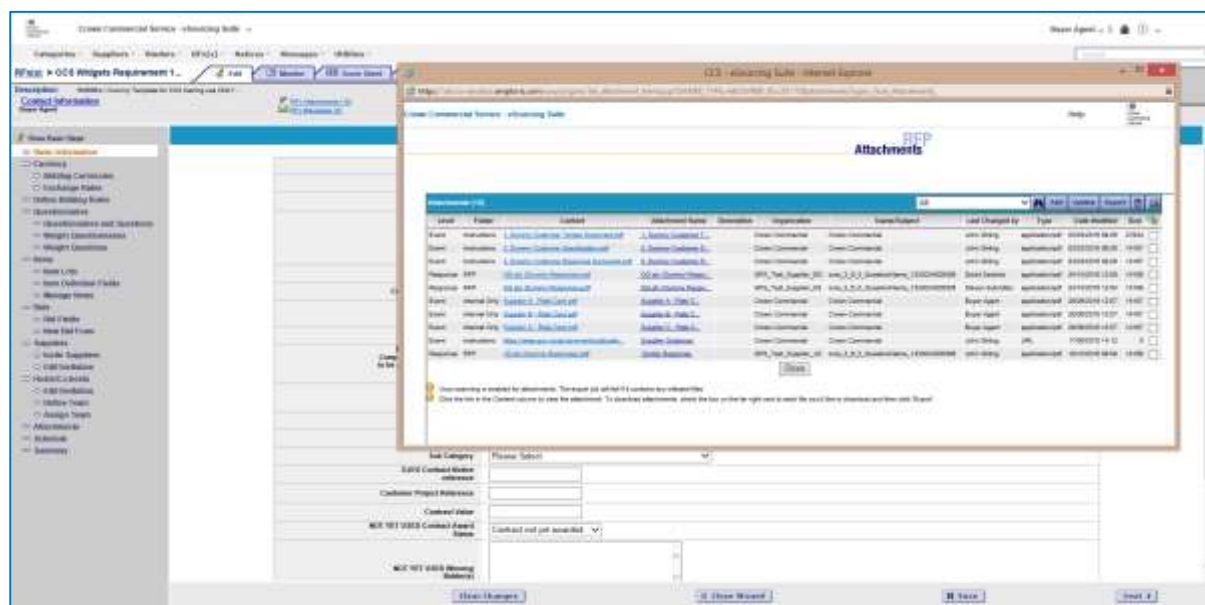
Attachment: [Attachments\(0\)](#)

Send Cancel

## 16. How do I view a rate card or other Framework specific attached information?

- 16.1. Some frameworks have commercially sensitive pricing information. This information is stored in the eSourcing Suite as a Rate Card attached to the relevant Further Competition Template.
- 16.2. To simply view a rate card at any time, open the eSourcing Suite. Select “RF(x)s”, “Manage RF(x)”. Select the “Templates” tab. Search for the Further Competition Template you are seeking, you can search using the “binoculars” icon (note that to perform a wildcard search the \* symbol should be used). You can select and search on a page by page basis using the page numbers. When located, select the required further competition template “name”. After the template opens, select the “RFx Attachments” tab, and the standard attachments for that framework will be visible to download.
- 16.3. You can also view this information during the Further Competition. To view this information, open your existing further competition event, and select the “RFx Attachments” link. This will open a window containing all of the competition attachments. Confidential attachments will be in the “internal” only folder, which suppliers cannot see.

### Viewing template attachments

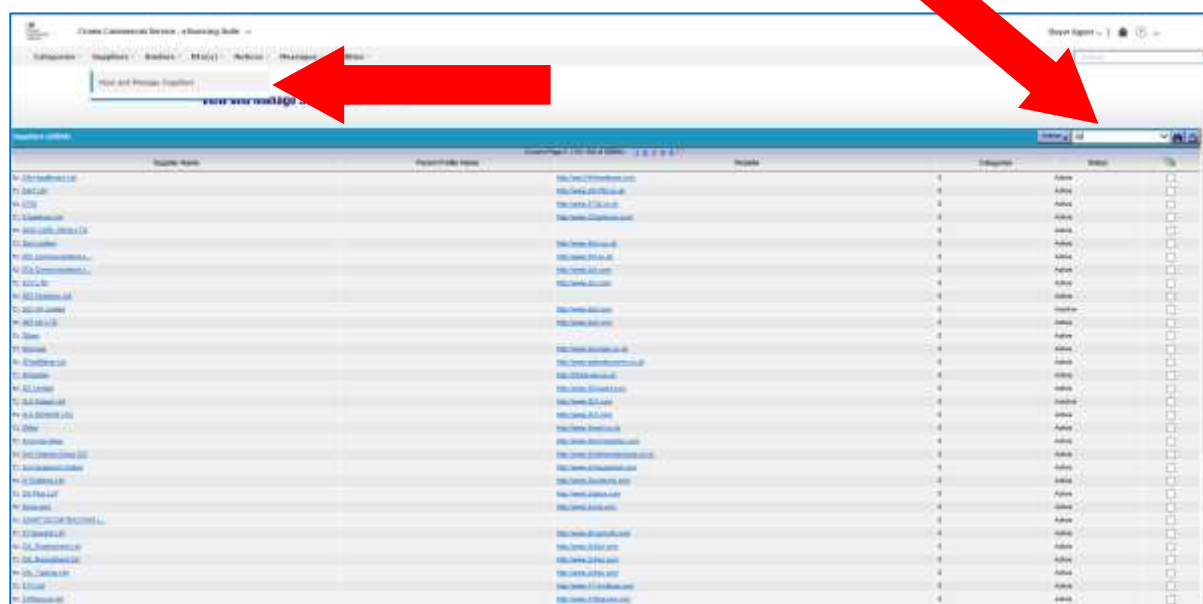


## 17. How to view supplier profile information

17.1. Basic information on Crown Commercial Service suppliers can be found on the Procurement Portal ( <http://ccs-agreements.cabinetoffice.gov.uk/suppliers> ). In addition to this, more detailed information is available to registered Crown Commercial Service customers via the eSourcing Suite.

17.2. To view supplier information select “Suppliers”>”View and Manage Suppliers”. From the suppliers screen. Select “All” from the “page filter” on the right hand side. All of the registered suppliers will now be listed. You can scroll through the pages, use the magnifying glass function to perform a quick search or use the “binoculars” icon to perform a detailed search.

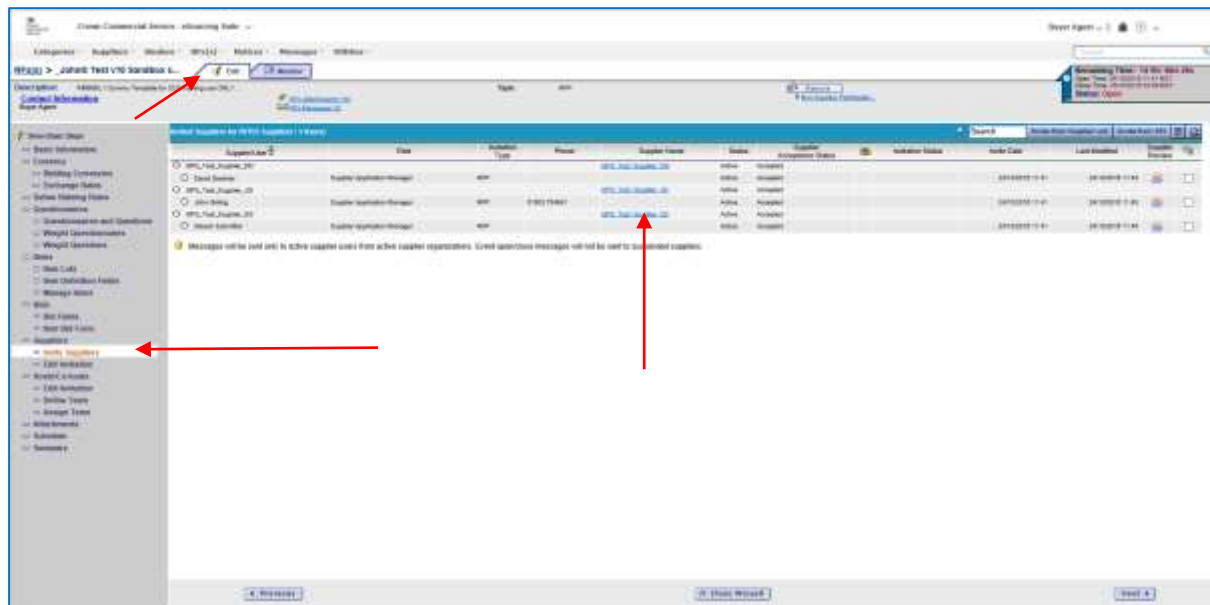
## Viewing the registered suppliers



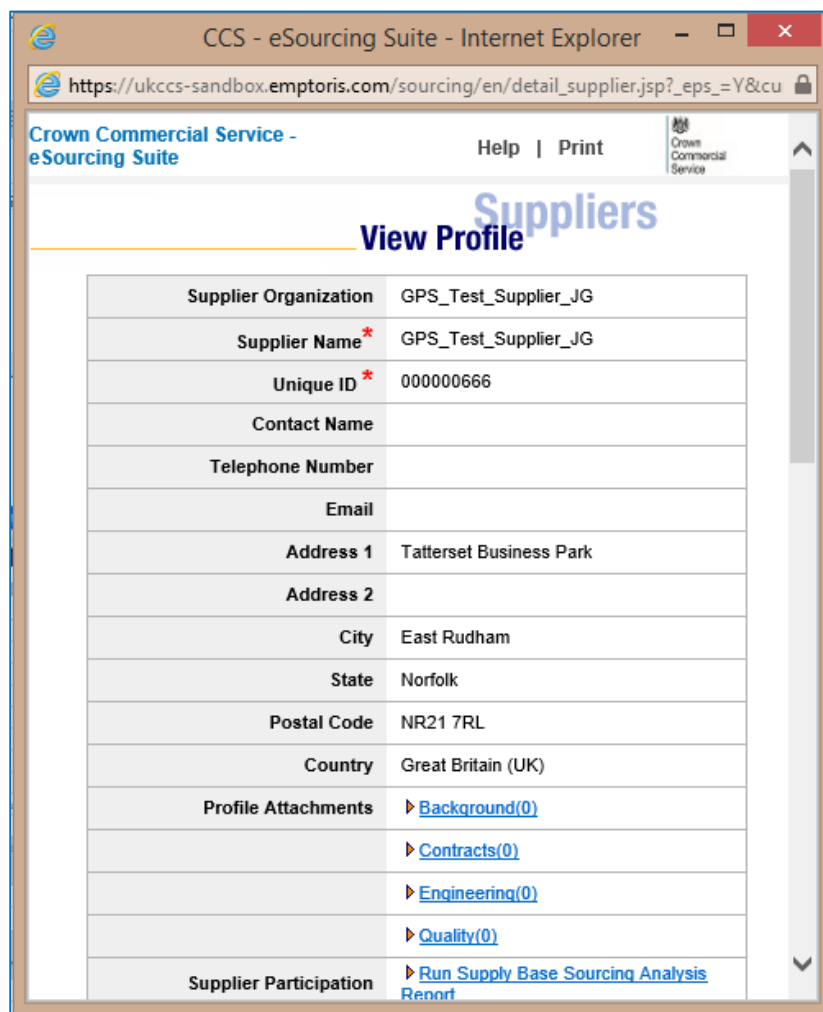
17.3. When you have located the required supplier, select the name in the Supplier Name column.

17.4. To view supplier information once you have set up or are in the process of setting up a further competition, open the procurement event and select the “Edit” tab. From the left-hand side of the screen select the “Invite Suppliers” step. Selecting the “Supplier Name” link will open the details for that supplier.

### Viewing suppliers from within an RFx



### Supplier profile screen



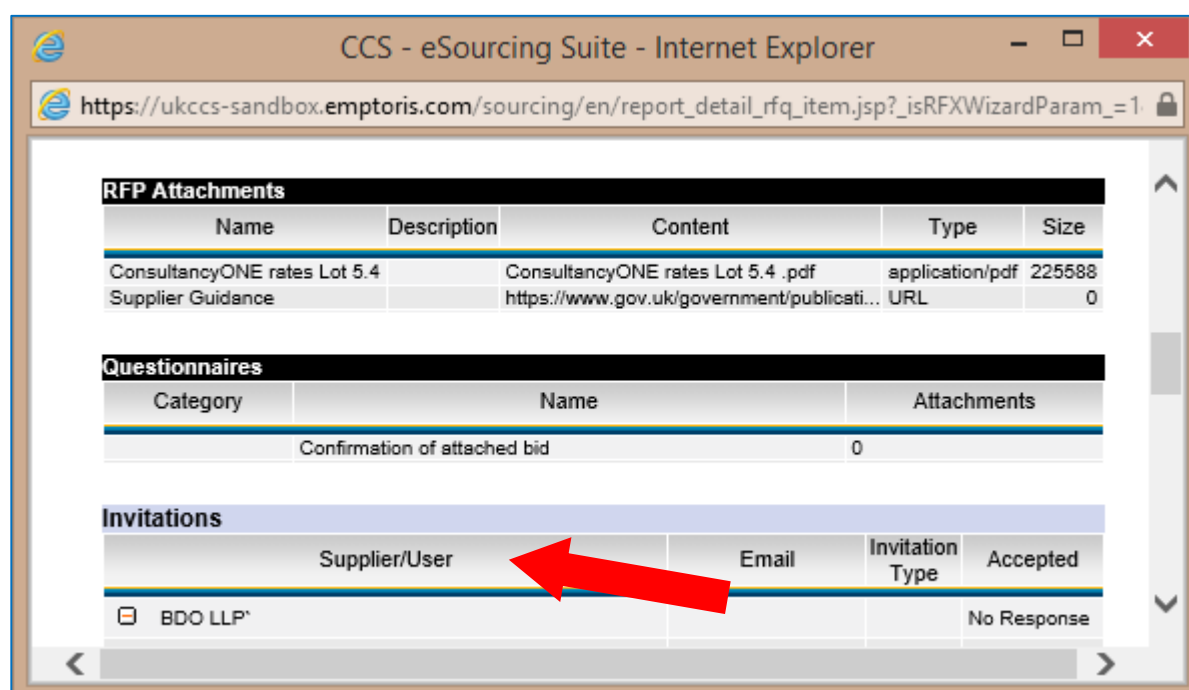
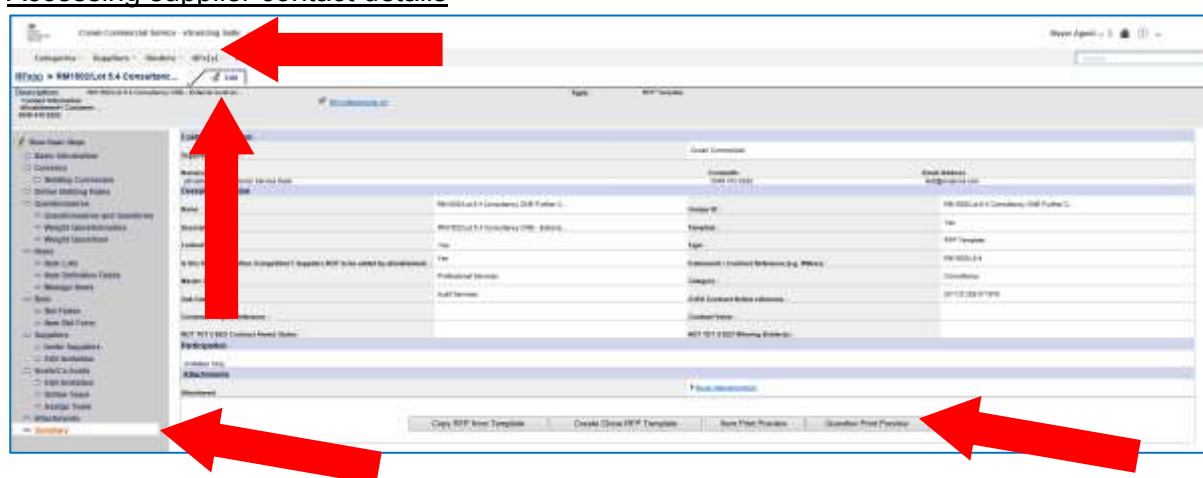


## 18. How to identify which suppliers are on a framework and obtain their contact details

18.1. Some customers have their own eSourcing Suite and wish to run a Further Competition in their own environment. The further competition opportunity MUST be referred to each “capable” supplier on the Framework / Lot. To identify the supplier’s further competition email addresses for a particular framework and lot, Log in and select “Manage RFx” from the “RFx” tab.

18.2. Select the “Templates” tab, and locate the further competition template you require. Open the template. Select the “Edit” tab, and then the “Summary” step. Select the [Question Print Preview] button. Suppliers and their email details will be visible by scrolling down the window.

### Accessing supplier contact details





## 19. Using the system to collect early market information

- 19.1. If the user wishes to engage the market, this can be done through a multiple stage RFx. Launch a further competition as normal, but in your instructions make the suppliers aware that the Further Competition is a multi-stage competition, and include open and close dates for each round. Once the first round closes, you can download the attachments and responses as normal, then re-attach your final specification and re-open the procurement from the schedule tab. Be aware that suppliers who have declined to bid from the first round will not be invited to latter stages.

----- END -----