

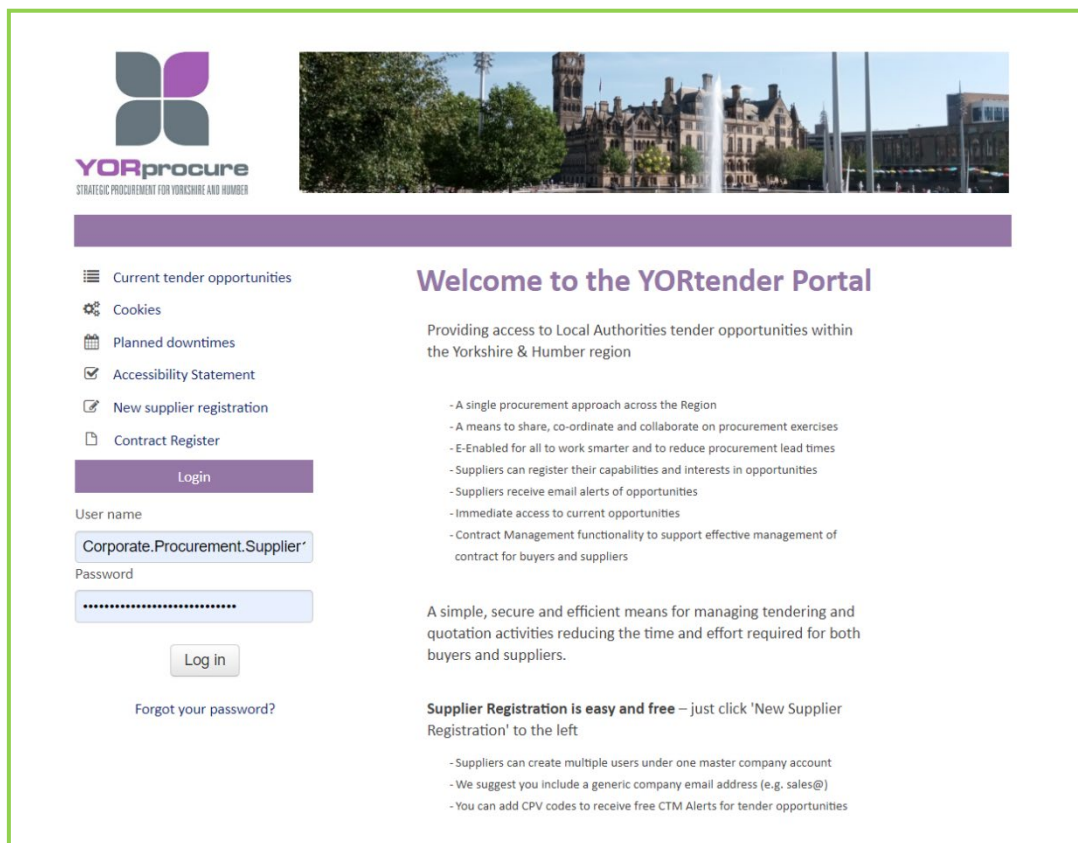
Kirklees YORtender Guidance

<https://yortender.eu-supply.com/login.asp?B=YORTENDER>



Contents

Accessing a Tender / Opportunity.....	2
Questions & Answers.....	3
Submitting a Response.....	4
Opportunities with Multiple Lots.....	6



The screenshot shows the YORprocure login portal. On the left, there is a navigation menu with links for 'Current tender opportunities', 'Cookies', 'Planned downtimes', 'Accessibility Statement', 'New supplier registration', and 'Contract Register'. Below the menu is a 'Login' button. The main content area features a 'Welcome to the YORtender Portal' heading, followed by a description of the portal's purpose: 'Providing access to Local Authorities tender opportunities within the Yorkshire & Humber region'. A list of benefits is provided, including a single procurement approach, E-Enabled functionality, email alerts, and contract management. A 'Supplier Registration is easy and free' section is also present, with instructions on how to register and the benefits of doing so. The page includes a 'Forgot your password?' link and a 'Log in' button at the bottom of the login form.



Accessing a Tender / Opportunity

To view Open opportunities, select **CTM Published Tenders**

To view a Restricted opportunity you have been invited to, select your **New Invitations**

Once you have Accepted an opportunity, it will be accessible in **Ongoing**

Figure 1

Quote/te...	Reference	Name	Date of publi...	Response de...	Process	Buyers	Countries
28118	test	Example	27/04/2022	30/04/2022 00:00	01A. Request for ...	Kirklees Council	United Kingdom
28102		28.04.2022 Single Supplier Award	25/04/2022	28/04/2022 12:00	01A. Request for ...	East Riding of Yorkshire C...	United Kingdom
28029	DPS Test	DPS Test March 2022	30/03/2022	31/03/2038 00:00	08B DPS Qualific...	Leeds City Council	United Kingdom
28024		Framework for IT Services	29/03/2022	30/03/2024 12:00	a. Framework Qu...	YHSPG Test	United Kingdom

Figure 2

In order to view the tender / quote documents you will need to **Accept** the opportunity

Figure 3

Select **Access documents** to view and download the tender / quote documents

Dates	(UK time)
Publication of notice	27/04/2022 08:30
Example	
Response deadline	30/04/2022 00:00

Figure 4

Questions & Answers

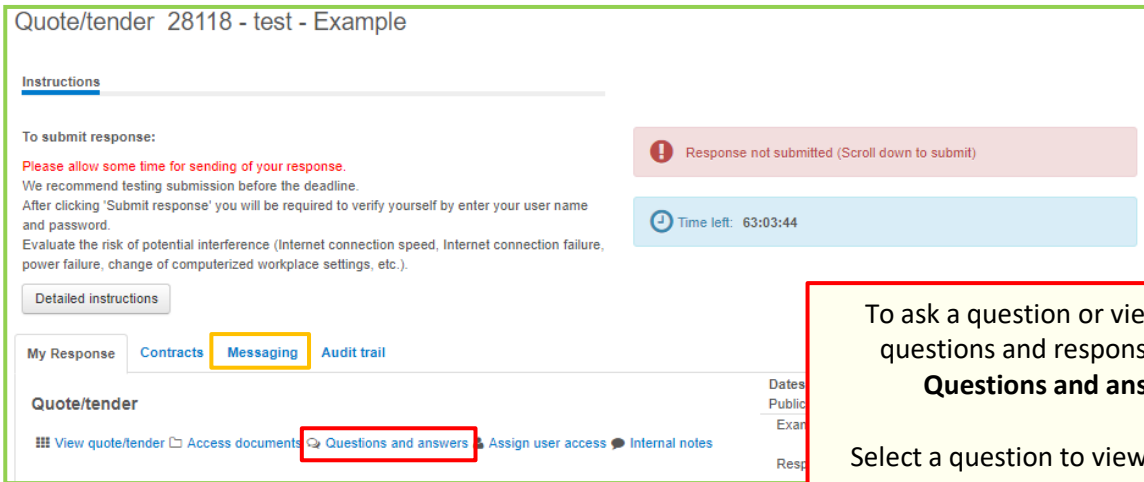


Figure 5

To ask a question or view existing questions and responses select **Questions and answers**
 Select a question to view the details and response

IMPORTANT

- Check existing questions and answers before submitting a new question to avoid duplication.
- All questions must be submitted individually – requests including a number of questions may be rejected and you may be asked to resubmit each question individually

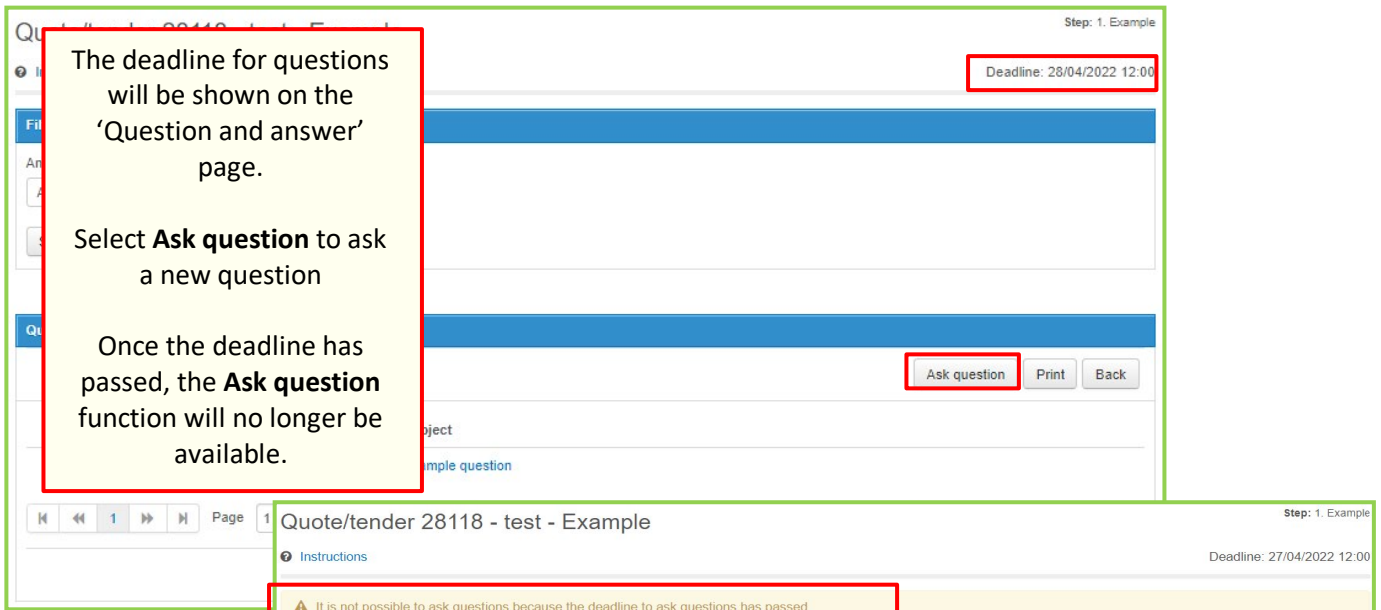


Figure 6

The deadline for questions will be shown on the 'Question and answer' page.
 Select **Ask question** to ask a new question
 Once the deadline has passed, the **Ask question** function will no longer be available.

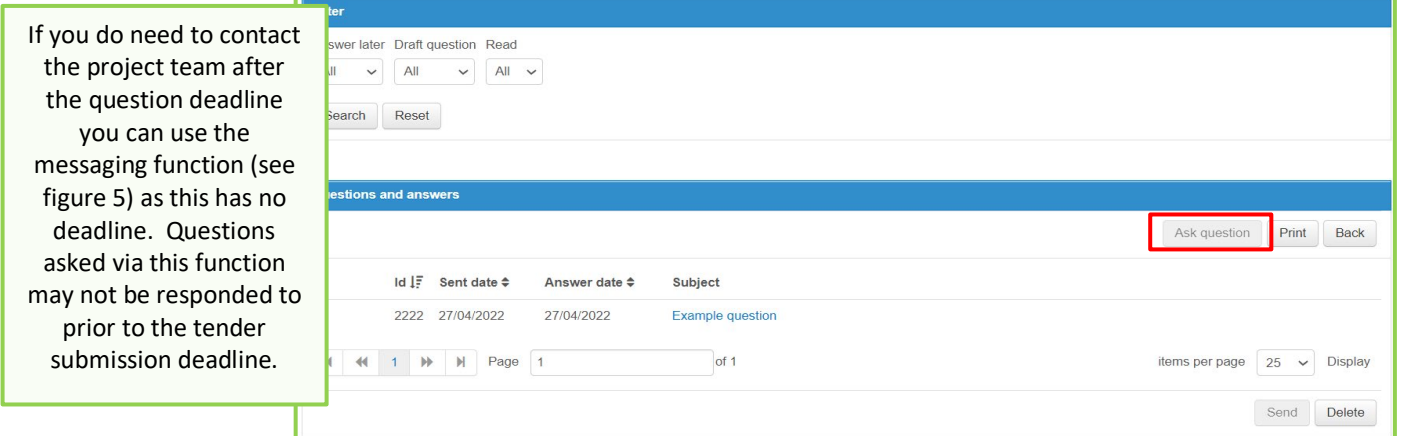


Figure 7

If you do need to contact the project team after the question deadline you can use the messaging function (see figure 5) as this has no deadline. Questions asked via this function may not be responded to prior to the tender submission deadline.

Submitting a Response

My response

Example

Additional response documents
0 document(s) attached in this section

Attach documents...

Response not submitted

View/Print response form Cancel expression of interest **Submit response**

Log on to YORtender
Access the opportunity from My ongoing (see figure 1)
Select Attach documents

Figure 8

Documents

Quote/tender folder No documents attached

Upload files... Add from shared folder... Done

Select Upload files and add your tender/bid documents

Figure 9

You will be taken to a pop-up screen and linked to your computer drives so you can upload your completed documents onto the system.

These will appear in a list on the **Attached documents** page and a blue **Upload** button will be accessible when all of the selected documents have been added.

Attached documents

+ Add files...

Tender Response.docx (15 kB)

Select file(s) and drag here to upload

Upload Cancel

Figure 10

Select Done when finished

Select Submit response

My Response Contracts Messaging Audit trail

Quote/tender

View quote/tender Access documents Questions and answers Assign user access Internal notes

My response

Example

Additional response documents
1 document(s) attached in this section

Attach documents...

Progress

Percent complete
100%

Response not submitted

View/Print response form Cancel expression of interest **Submit response**

Figure 11

Select **Send** to verify your ID and then **Close window**

Submit response

You are submitting on behalf of this supplier. In order to submit a response you need to enter your user name and password.

Please NOTE: Before you send your response, please make sure your user account is connected to the correct organisation number. You can find your organisation number if you log in and click on 'View your presentation here!' from your Home page under 'Account administration'

Verification

User name

Password

When submitting, your response will be sent to the buyer. Access to the buyer may then be restricted by any opening procedure used.

Send Cancel

Figure 12a

Response successfully sent to the buyer!

Click the button below to go back to your response details

Close window

Thank you.

Do you want to win more business? Would you like personalised alerts of relevant UK and Ireland tenders daily? Start your free trial of BizAlerts today!

Figure 12b

The **Percent complete** bar will change from red to green and the date and time of your submission will be displayed on screen

Response submitted: 100%

Time left:

My Response Contracts Messaging Audit trail

Quote/tender

Dates (UK time)

Publication of notice 27/04/2022 08:30

Example

Deadline of clarification questions 27/04/2022 12:00

Response deadline 25/05/2022 00:00

My response

Progress

Percent complete

100%

Response submitted: 11/05/2022 13:18

View/Print response form Withdraw response Submit response

Figure 13

On your submission screen, if the response deadline has not passed you can **withdraw** your response if required or **amend** the attachments you have added.

If you make **any changes** to your attachments the percent complete bar will return to red, and you will need to **Submit your response again** for the changes to take effect.

If you do not resubmit before the deadline the revisions will not be received by the Council and your previous submission will stand.

Opportunities with Multiple Lots

Opportunities with multiple Lots will be displayed as shown below.

The screenshot displays a procurement system interface for a response form. At the top, there are navigation tabs: "My Response", "Contracts", "Messaging", and "Audit trail". Below this is a header section for the "Quote/tender" with a "Dates" sub-section showing "test example" and "(UK time)". A "Response deadline" is set for "06/07/2022 00:00".

The main content area is divided into two columns: "My response" and "Progress". Under "My response", there are three sections, each representing a lot:

- Lot 1 Bikes**: Shows "Additional response documents" with "0 document(s) attached in this section" and an "Attach documents..." button.
- Lot 2 Cars**: Shows "Additional response documents" with "0 document(s) attached in this section" and an "Attach documents..." button.
- Lot 3 Boats**: Shows "Additional response documents" with "0 document(s) attached in this section" and an "Attach documents..." button.

Under the "Progress" column, there are three "Percent complete" progress bars, one for each lot, all currently at 0%.

At the bottom right, there is a red status indicator: "Response not submitted". At the bottom center, there are three buttons: "View/Print response form", "Cancel expression of interest", and "Submit response".

Figure 14

Multiple Lot opportunities will usually have responses structured in one of two ways:

- Where there is **one** submission document provided requiring responses within for all Lots you are interested in, you may upload your response to **any** of your selected Lots using **Attach documents**
- Where there are **multiple** submission documents provided (usually one per lot) you should respond to each Lot of interest by uploading the relevant submission document to the relevant Lot using the **Attach documents** for each Lot.

Upload your response(s) using the steps outlined at [Submitting a Response](#)

- **ALWAYS** ensure you upload all relevant response documents and appendices (pricing schedules, examples, certificates etc) with your response. Either all in one lot (option A above) or separately in the relevant Lot(s) (option B above)
- **ALWAYS** read the Tender Instructions carefully for each opportunity you bid for to understand how your response should be structured as it may differ to the options described above.