How to take part in sourcing activity on web3

As a supplier or potential supplier of Post Office, you will be required to use the system to:

» Respond to a tender

» Participate in an eAuction

This guide will talk you through exactly how to do this.

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How to Register

If this is your first time using web3 and you haven't yet registered please refer to the Supplier Log On and Registration guide.

How to Respond to a Tender

The most common reason you will need to log on to **web3** is to **respond to a tender**. To do so, use the following instructions:

1 On your **Event Summary** widget on your dashboard, you will see all events you have been invited to respond to. Click the name of the **Tender** to access the event and respond.

Event Summary ▲ ⊗

Title	Event Type	Closing Date
Supplier Qualification	SRF	01 January 2020 00:00
User Guide Tender	RFP	16 November 2017 12:00

2 Once into the tender, you will be presented with the **Header Tab**. This tab will present all the top-level information about the tender, as well as links to necessary attachments.

| Header | Messaging | Clarifications | Questions |

RFX Summary

Document Name: AA1109 - Example ITT

Description: Project description

Actions

Decline Invitation [Decline]

If you do not wish to take part in this event then you can choose to decline the invitation.

Attachments

Attached File	Description	Terms
Attachment 2 Terms and Conditions.docx		☐

3 From the **Header Tab**, you can navigate to the other tabs for the tender: **Messaging, Clarifications** and **Questions**. To use these tabs, follow the instructions below.

4 If you don't wish to take part in a tender, select **Decline**. This lets Post Office know that you are actively not responding and prevents them chasing you for a response.

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How to Use the Messaging Tab

The **Messaging Tab** allows you to message to and from Post Office. This can be particularly useful to avoid any issues with your tender response.

1 To view your received messages, click the **Received Messages** tab. You can then select a message to appear to the right-hand side.

| Header | Messaging | Clarifications | Questions |

New Message | Refresh

Received Messages | Sent Messages

From	To	Date
Adecco	**Procurement Team**	**16 Oct 2019 17:14**
Example message from Supplier		

Reply | Forward | Delete

From: Adecco
To: Procurement Team
Sent: 16 October 2019 17:14:44
Subject: Example message from Supplier

Please can you provide some calrification
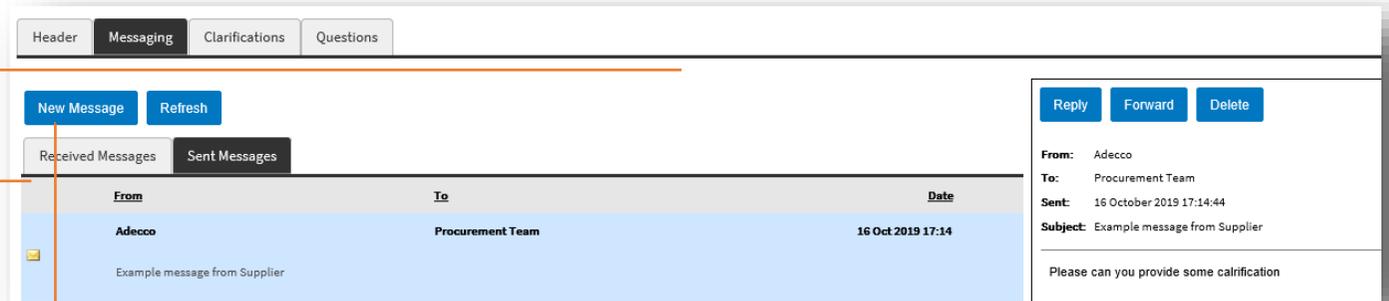
2 Click the **New Message** button to create a new message that you wish to send to Post Office.

| Header | Messaging | Clarifications | Questions |

Send Message | Discard

From: Adecco
To: Procurement Team
Subject:
Attachments: Add files
Message:

3 Enter the **Subject**, **Attachments** and the text **Message** for your message.
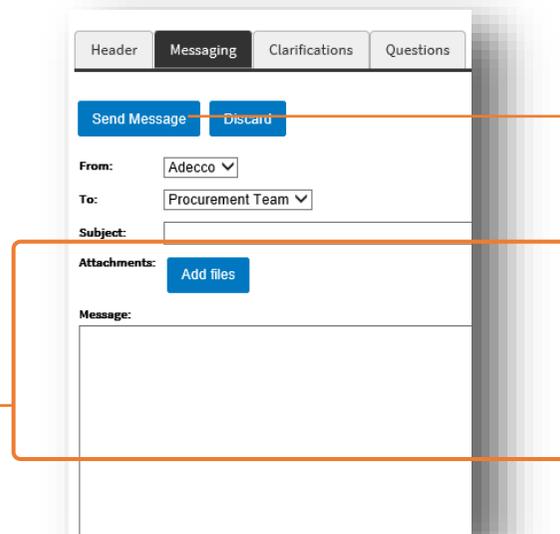
4 Click the **Send Message** button. Your message will now appear in the Sent Messages tab within the Messaging tab.

How to Use the Clarifications Tab

During tenders Post Office may publish clarifications using the **Clarifications tab**. To use this follow these instructions:

1 Once onto the **Clarifications Tab**, to view a clarification, click the **Title**.

Header	Messaging	**Clarifications**	Questions	
Status	**Title**		**Issue**	**Date Published**
New	Scope of project		Many suppliers believe this to be only for supplying our UK operations.	06 Dec 2018 15:10

Header	Messaging	**Clarifications**	Questions

Back

Title:	Scope of project
Issue:	Many suppliers believe this to be only for supplying our UK operations.
Clarification:	This is to supply across out entire European operations.
Date Published:	06 December 2018 15:10:46
Attachments	
No Attachments	

2 The clarification will be split into 4 parts:
The **Title** giving an overview of what the clarification relates to,
The **Issue** highlighting the problem that needs clarifying,
The **Clarification** that clears up the issues,
The **Date** that the clarification was published.

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How to Use the Questions Tab

The **Questions Tab** is the most important tab on the tender and is where you are required to input the information that Post Office would like to know in order to supply them with their required products or services. To complete the questions, use the following instructions:

1 Answer the questions as required. Questions with an * are mandatory.

Header	Messaging	Clarifications	Questions

On Behalf Of : **Adecco**

Highlight ☐ Unanswered Mandatory Questions

1. Company Overview	2. Tender Guidelines	3. Financial Information	4. Service	5. Pricing	6. Product Management	7. Implementation	8. Submission

8 COMPANY INFORMATION

Save Responses

8. Registered Company Name *

Clear Answer

2 At any point, you can click **Save Responses** and return to the tender at a later date.

Save Responses

Questions suffixed with an asterisk (*) are mandatory and should be completed prior to your final submission.

Submit Responses

3 Once all questions have been completed, click the **Submit Responses** button to submit your tender response.

4 Once you submit your tender response you will receive a pop up notifying you that your response will soon be evaluated.

Thank you for responding to this event, your response will shortly be evaluated by our team.

Close

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How to Respond to an eAuction

Sometimes Post Office may use an eAuction to create a competitive space for suppliers such as yourself to compete for business. If you are ever invited to **participate in an eAuction** in **web3**, follow the instructions below:

1 On your **Event Summary** widget on your dashboard, you will see all events you have been invited to respond to. Click the link to the in-progress auction.

Event Management ▲ ⊗

You are invited to respond to Supplier Qualification (SRF) which is a live document

You have responded to 0 documents

You have 1 auction in progress
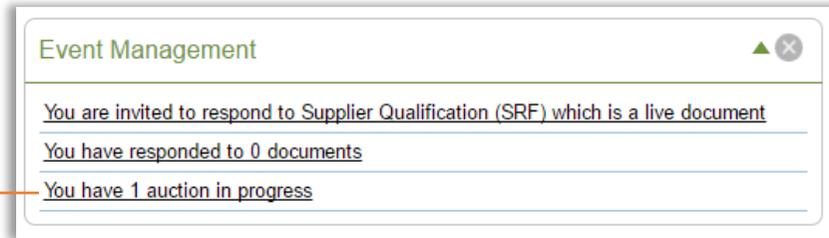
Once you have entered the eAuction section, the following details and options will be available:

1 The **Auction Details** provide a short description and any necessary bidding information.
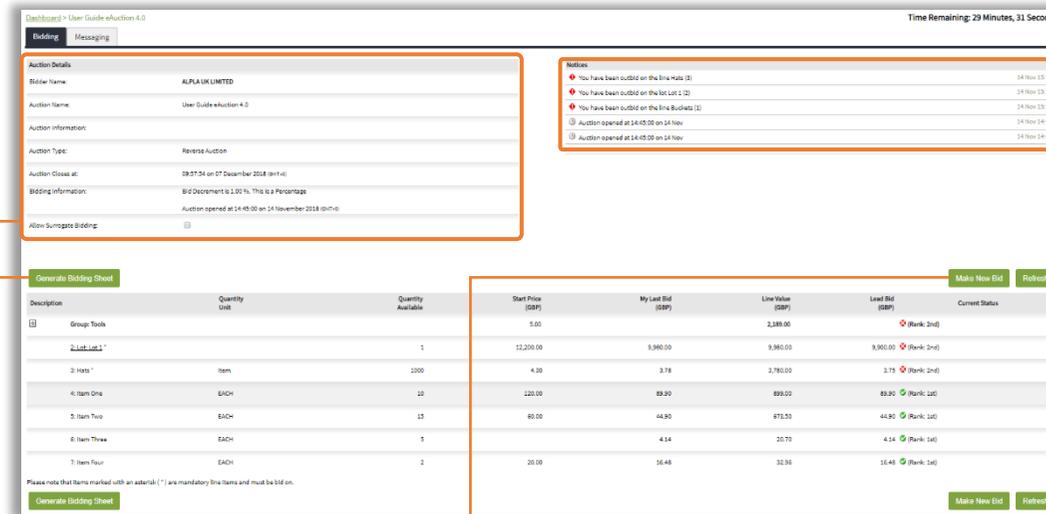
2 The **Generate Bidding Sheet** button allows you to download a bidding template, complete your bids in Excel and upload the filled-out template back into the system to populate bids online.

3 The **Make New Bid** button allows you to enter your bids online.

4 The **Auction Notices** show live activity logs during the auction.

Hot to Bid by Template

In some instances, you may wish to download the bidding sheet, enter your proposed bid into this sheet and reupload the sheet to submit your **bids by template**, as opposed to entering your bids on **web3**. To do so, follow the below instructions:

1 Click the **Generate Bidding Sheet** button to download the excel template for the auction.

Generate Bidding Sheet
Description
⊞   Group: Tools

2 Enter your bid into the **Bid** column on the sheet and then save the document.
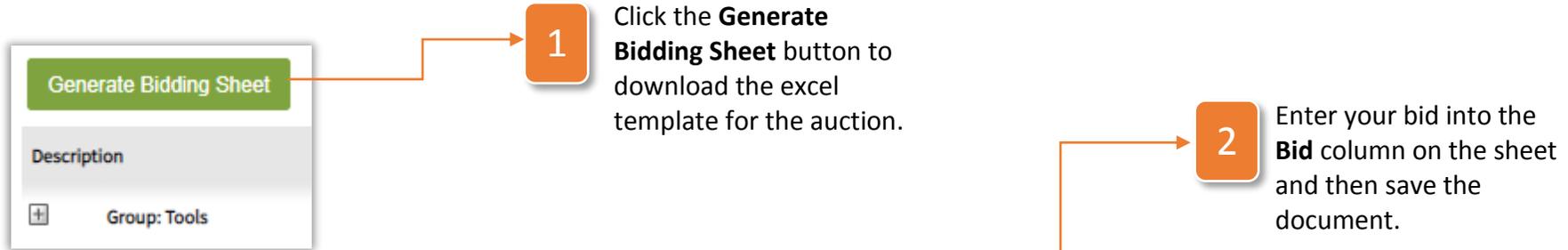
Bid spreadsheet for auction User Guide eAuction on behalf of ALPLA UK LIMITED

To place a new bid please enter your figures in the green 'Bid' column. The Total will be calculated automatically by the system. When you have entered all your bids save on your local machine, close Excel. Go back to the e-Sourcing application click on "Make New Bid", click "Browse" and select the

Group	Line No	Description	Product Code	Quantity	Bid	Total	Lead Bid
	1	PDF Guides	12414	35	375	0	
	2	Video Guides	15125	24	375	0	
						0	

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3 Once you have completed the bid template, go back to the auction page and click the **Upload Bids** button to upload your template of bids.

Choose File	No file chosen	Upload Bids

Description	Quantity Unit
⊞ **Group: Tools**	
2: Lot: Lot 1 *	

4 Once you have uploaded your bids, click the **Submit Bid** button to finalise your bid.

Calculate	Submit Bid	Cancel

Line Value (GBP)	Lead Bid (GBP)	Expected Status
2,189.00	✖	

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How to enter bids on web3

The easiest way to bid in an eAuction is to do it via the auction page within **web3**. To do so, use the following instructions:

1 Select the **Make New Bid** button above the auction lines. This will make the **My Last Bid** column active.

Generate Bidding Sheet						Make New Bid	Refresh
Description	Quantity Unit	Quantity Available	Start Price (GBP)	My Last Bid (GBP)	Line Value (GBP)	Lead Bid (GBP)	Current Status
⊞ Group: Tools		5.00			2,189.00		⊗ (Rank: 2nd)

2 Enter your **Bid** in the **My Last Bid** boxes.

3 Click the **Calculate** button to work out the **Line Value** amounts before you submit your bid.

Choose File No file chosen		Upload Bids				Calculate	Cancel
Description	Quantity Unit	Quantity Available	Start Price (GBP)	My Last Bid (GBP)	Line Value (GBP)	Lead Bid (GBP)	Current Status
⊞ Group: Tools		5.00			2,189.00		⊗
2: Lot: Lot 1 *		1	12,200.00	9980.00	9,980.00	9,900.00 ⊗	
3: Hats *	Item	1000	4.30	3.78	3,780.00	3.75 ⊗	

4 Once happy with your bid, click the **Submit Bid** button to finalist the bid.

Calculate	Submit Bid	Cancel

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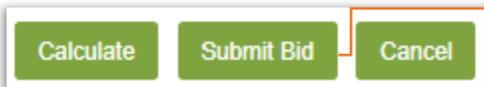
How to View your Bids and Rank in the Auction

As the auction goes on, you will be constantly reviewing your bids along with your competitors. To help you monitor your progress in the bid, the auction page has the following information for you:

1 The **Start Price** shows the price the auction was started at and the amount that the organisation is trying to make savings from.

2 The **My Last Bid** and **Line Value** columns show you the amount that you last submitted and what currently stands as your bid.

Description	Quantity Unit	Quantity Available	Start Price (GBP)	My Last Bid (GBP)	Line Value (GBP)	Lead Bid (GBP)	Current Status
⊞ Group: Tools			5.00		2,189.00		✖ (Rank: 2nd)
2: Lot: Lot 1 *		1	12,200.00	9,980.00	9,980.00	9,900.00	✖ (Rank: 2nd)
3: Hats *	Item	1000	4.30	3.78	3,780.00	3.75	✖ (Rank: 2nd)

Generate Bidding Sheet   Make New Bid   Refresh

3 The **Lead Bid** column shows the current leading bid and also shows your rank amongst the competitors who are also bidding.

Note: The ranking for the bids will be ordered based on monetary value. So, for example, in a reverse auction the supplier proposing the least amount will be ranked first and so on.

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What to do When the Auction has ended

Once the **auction has ended**, it is up to Post Office to decide which supplier they wish to award the business to. Whilst you are waiting to hear about this decision, you can carry out the following action:

1 Click the **Generate Bidding Sheet** button to download an excel sheet summarising your final bid in the auction. This will be a replication of the data stored on **web3**, but can be useful for sharing the information internally with those who do not have access to the system.