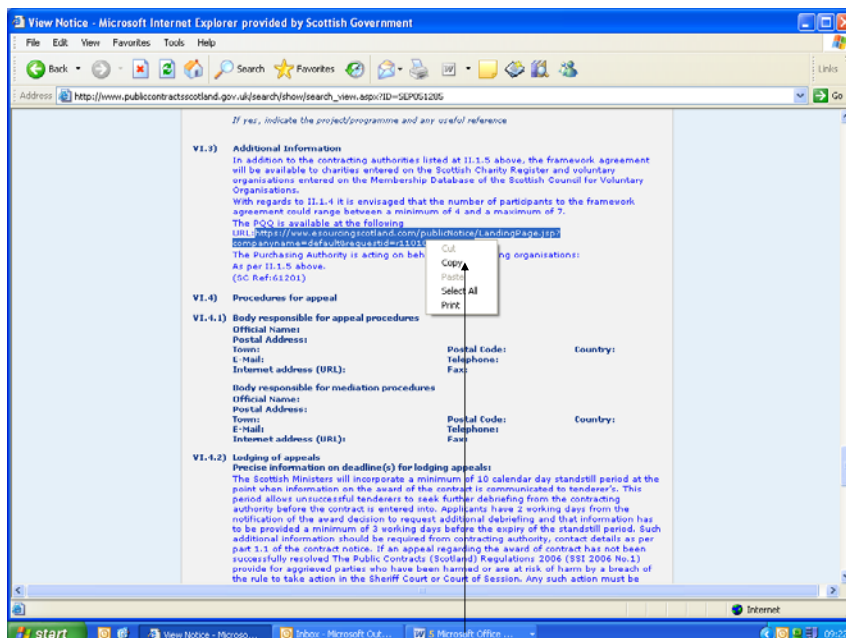
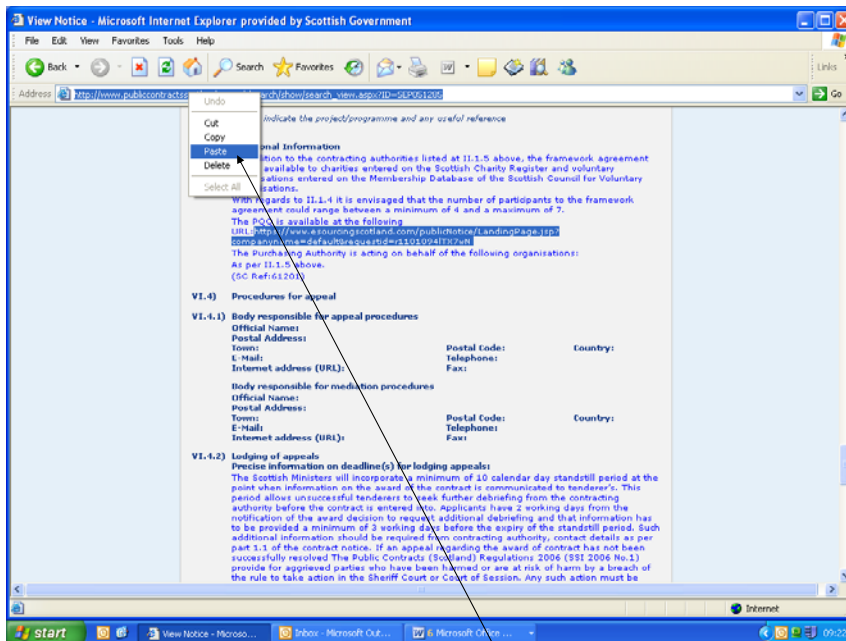


Instructions for Suppliers responding to an “open bid” advertisement requiring electronic pre-qualification or tender responses.

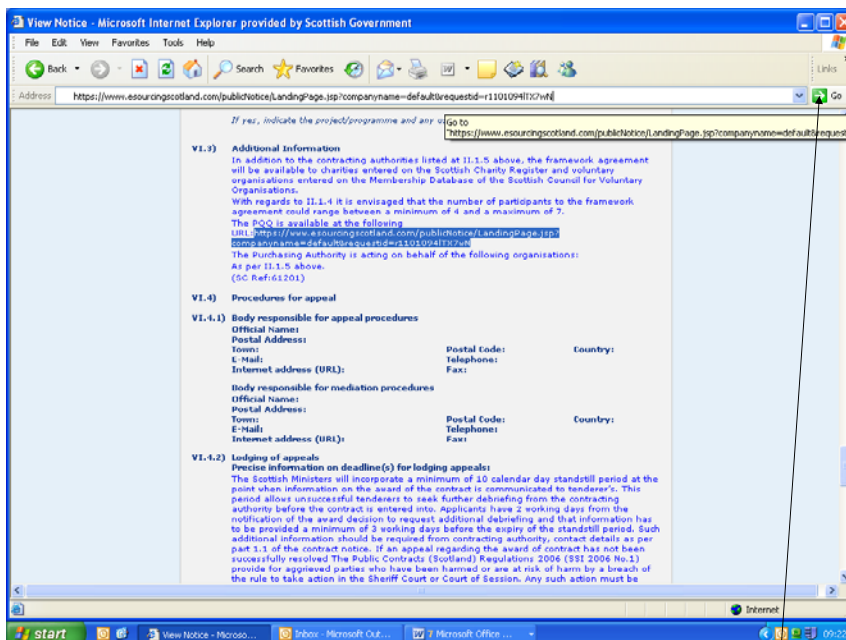
eTender helpdesk: 0131 244 3509 or e-mail to
eprocurement@scotland.gsi.gov.uk



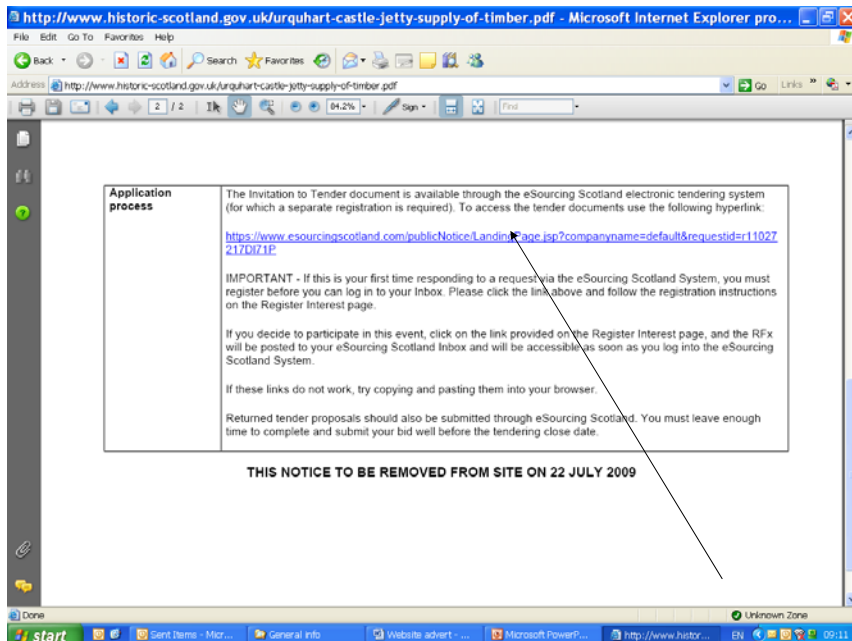
1. The advert will contain a URL. Mark this up with your cursor, right-click your mouse, and select “Copy”.



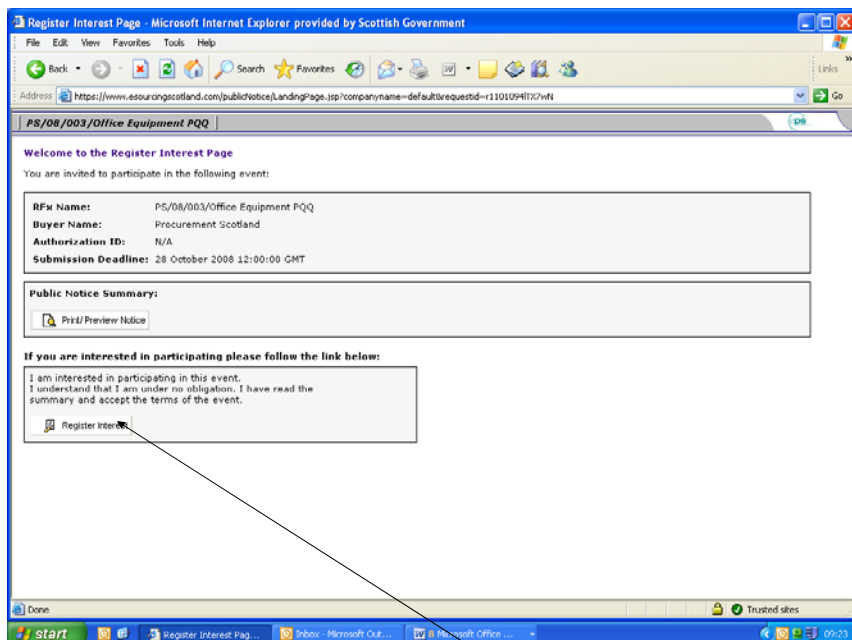
2. Now mark up the contents of your browser's address bar, right-click your mouse again, and select "Paste".



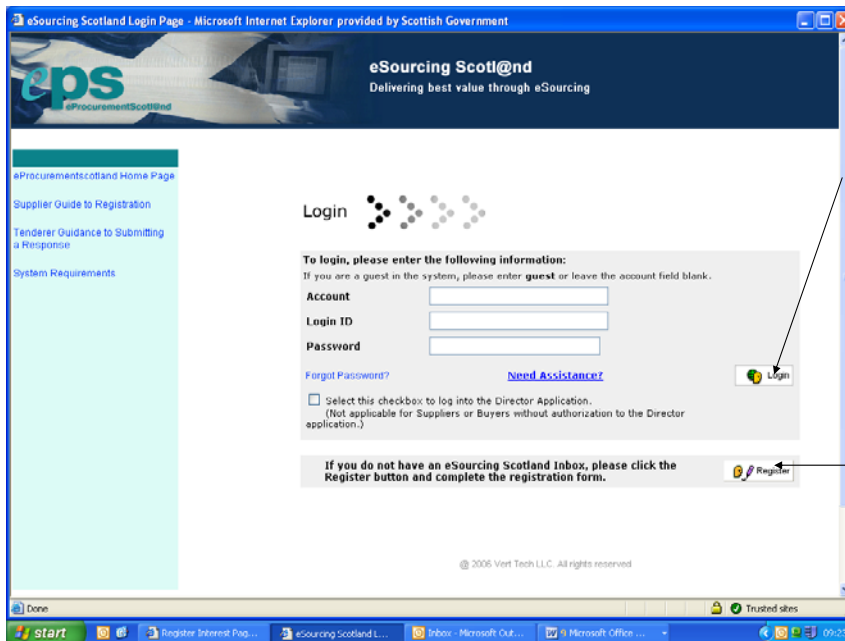
3. With the "target" address now filling the address bar, click on "Go".



3A. Alternatively, if you go to the advert on the Historic Scotland website this will be posted with a hyperlink which when clicked will take you through to the next screen. If for any reason the hyperlink does not work, follow the steps outlined above.



4. Your browser will take you to a "Register Interest" page. Click on the button "Register Interest".

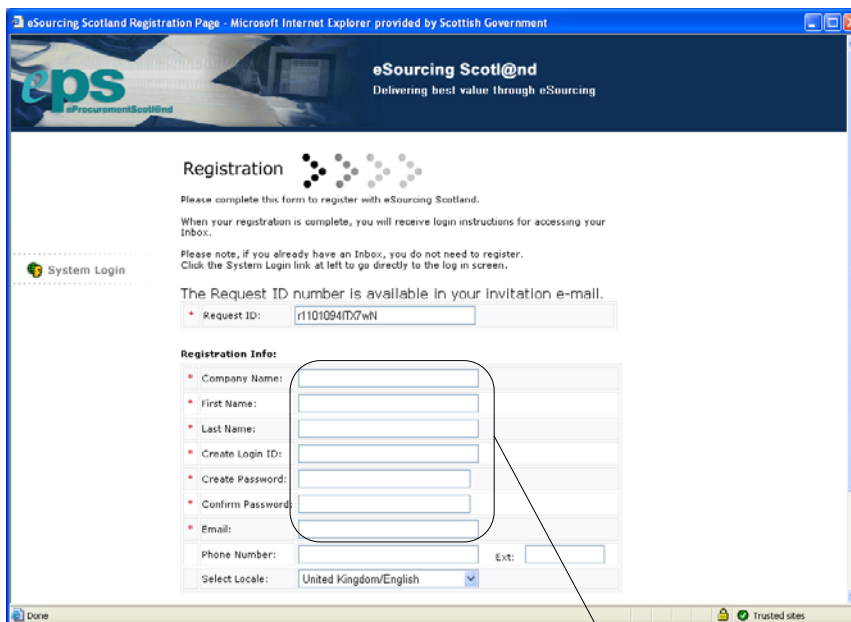


If you already have an account with the system, enter your details and click on "Login".

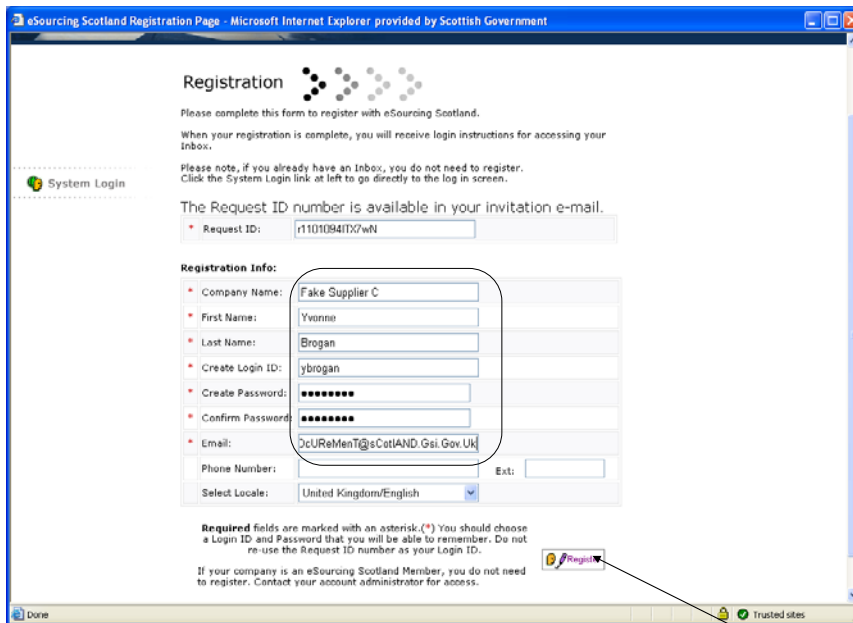
OR

If you are new to the system, click on "Register".

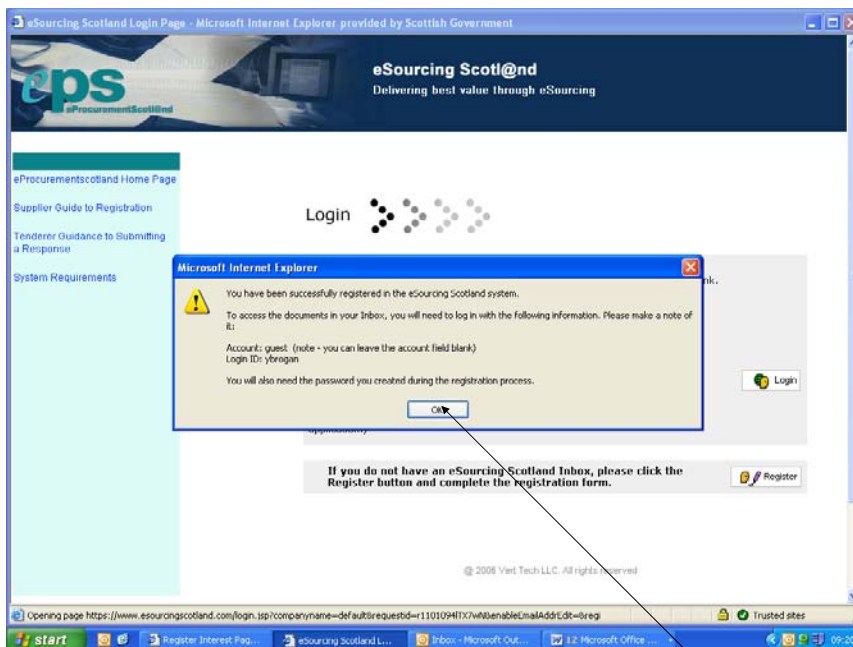
5. The system's Login page will now appear (in a second window.) Unless you already have an account on the system, click on the "Register" button.



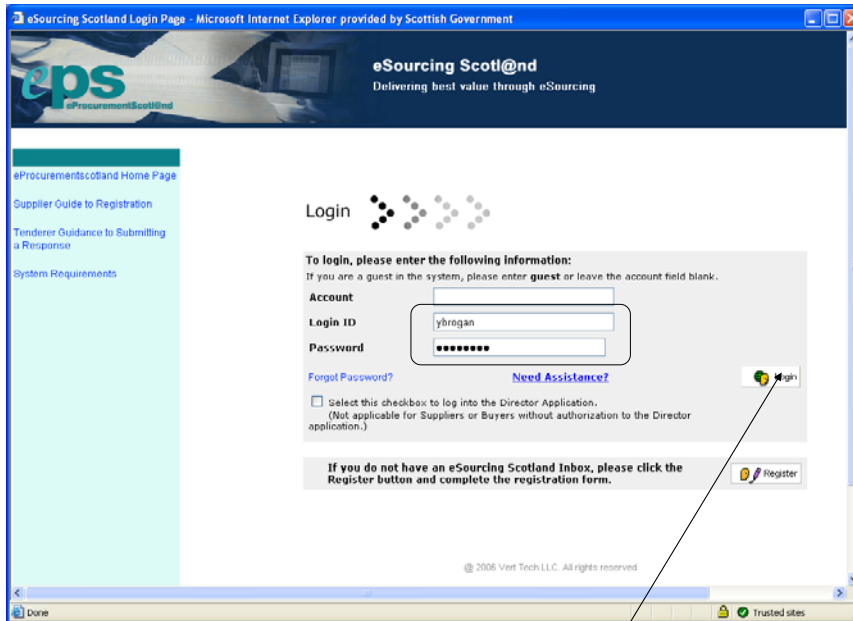
6. The Registration page consists of a number of fields for you to complete. (The "Request ID" field should already contain data.)



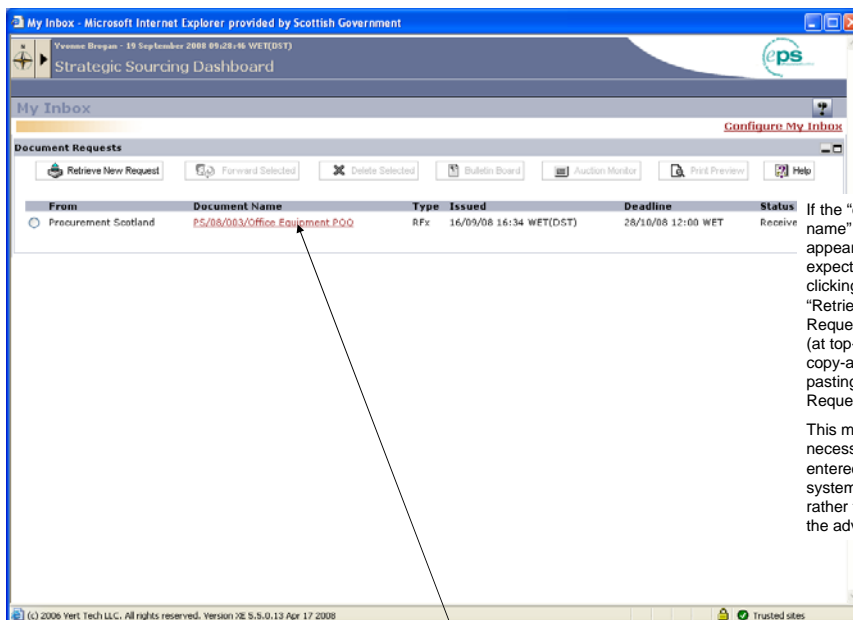
7. Complete the form with your details then click on the “Register” button.



8. The system will confirm a successful registration. Click on “OK”.

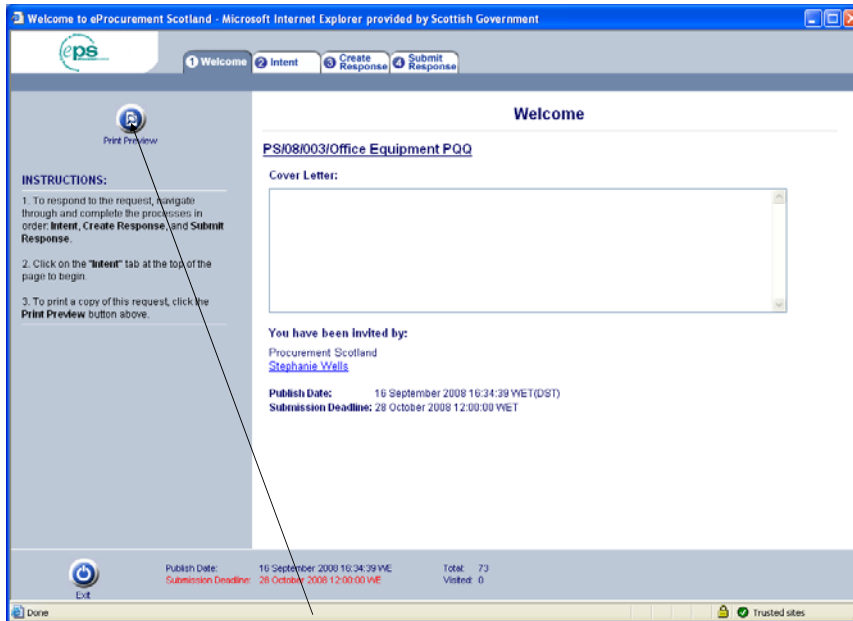


9. Enter the login ID & password you made for yourself and click on the “Login” button.

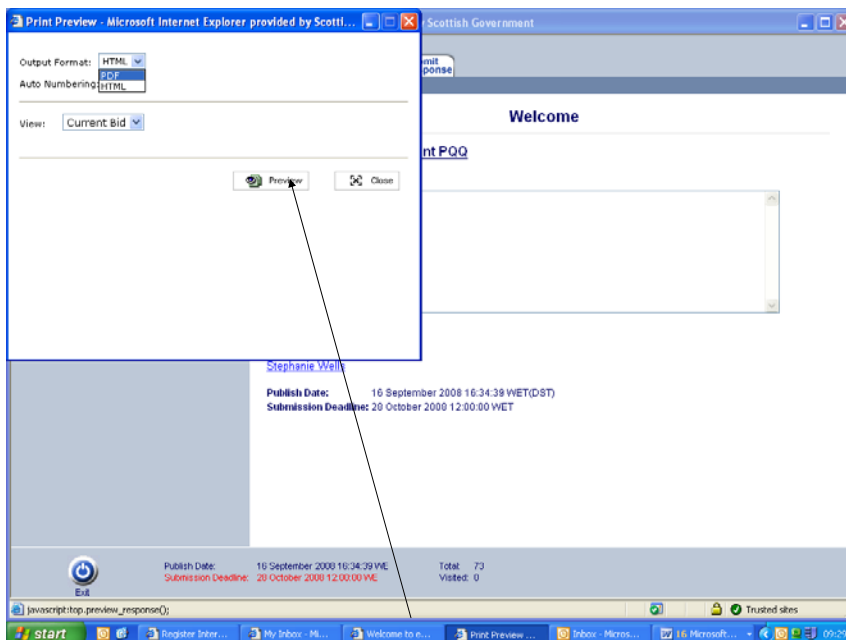


If the “document name” does not appear as expected, try clicking on the “Retrieve New Request” button (at top-left) and copy-and-pasting in the Request ID.
This may be necessary if you entered the system directly rather than via the advert URL.

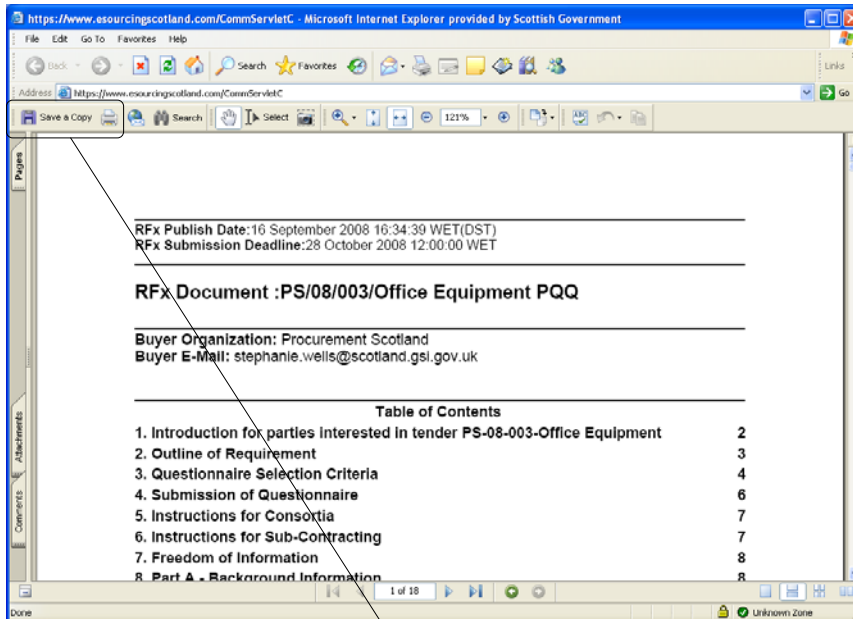
10. Your system “Inbox” should contain the relevant “Document Name”. To open the document, click on its name.



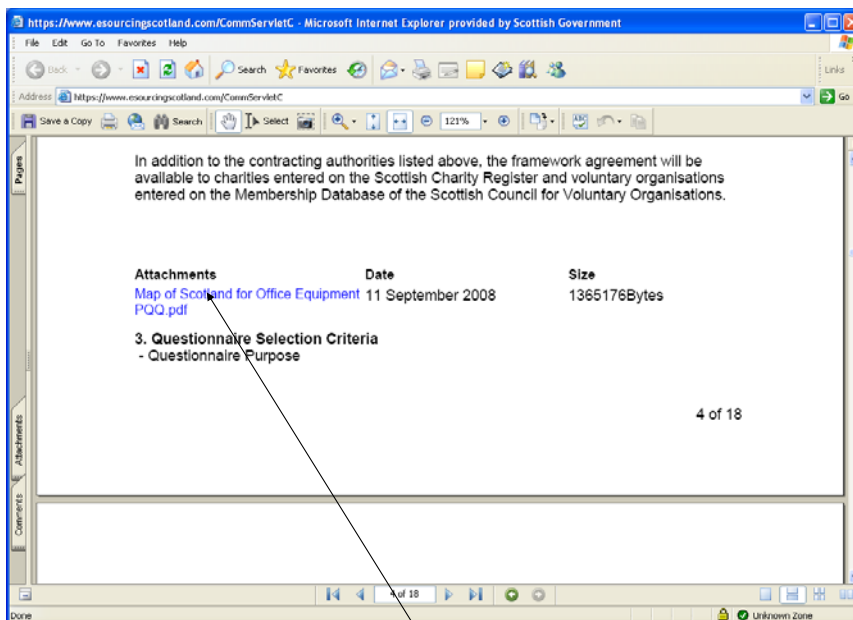
11. The documentation interface will open in a second window within your browser. A good starting-point is to click the “Print Preview” button.



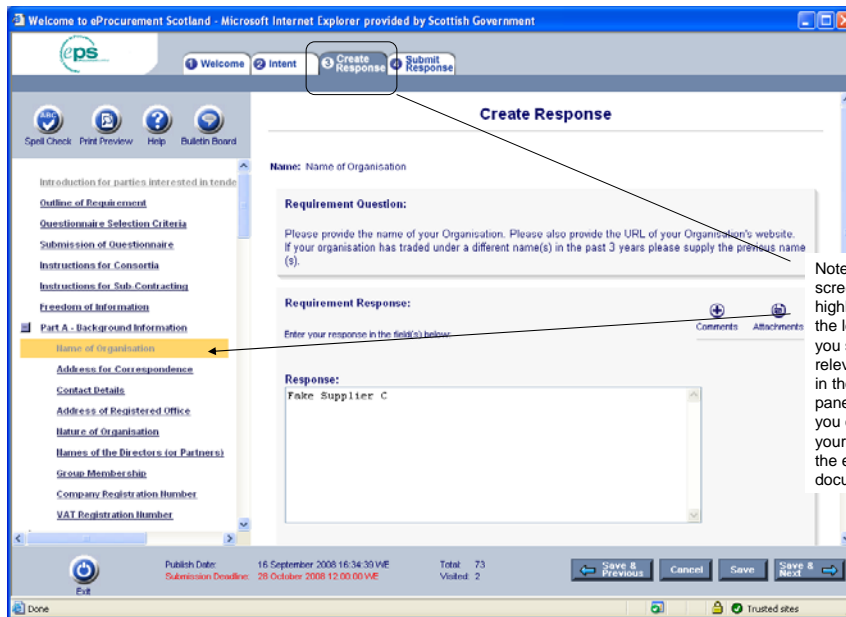
12. In the mini-window, select a format – PDF or HTML – and click “Preview”.



13. Note that the Print Preview copy can be saved or printed for later reference...

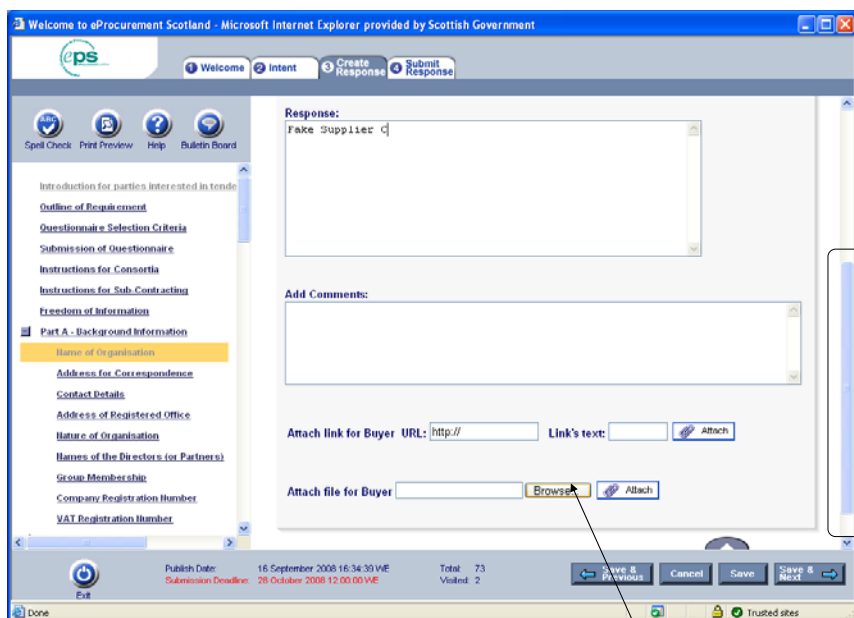


14. ... but note that the Print Preview may contain hyperlinks to attached documents. To open (or save) one of these, simply click on it.

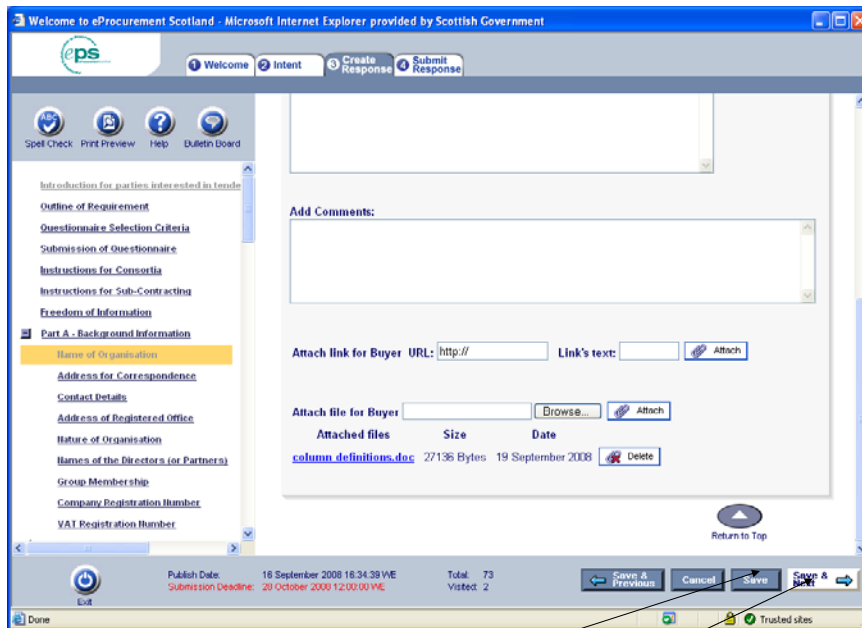


Note the "split-screen" design. By highlighting a line in the left-hand panel, you see the relevant "contents" in the right-hand panel. In this way you can navigate your way through the entire document.

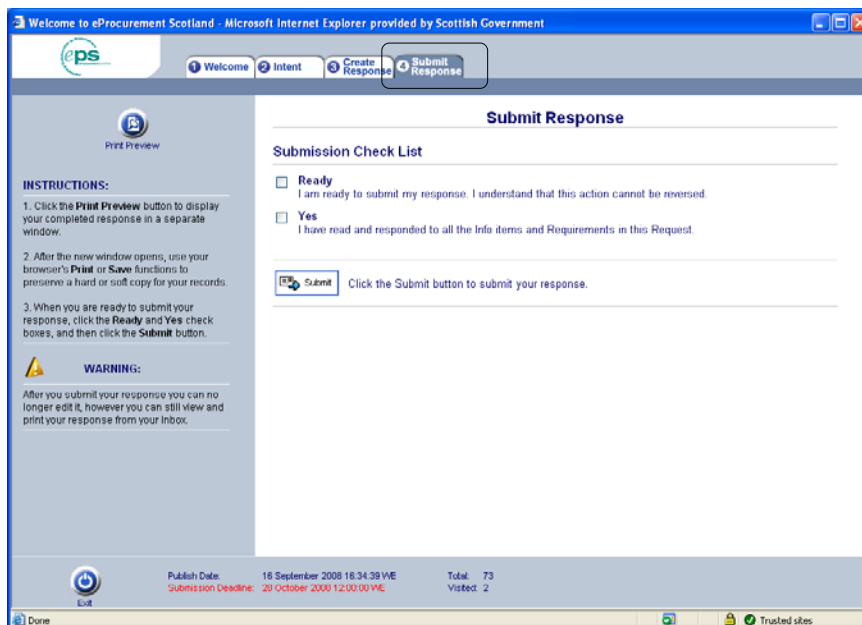
15. Back at the interface, the "Create Response" tab is where you complete your response to the buyer.



16. Note that you may need to scroll down to see the whole of the page. The system allows you to add attachments: use the "Browse" button.



17. Files which you attach will show as hyperlinks. When you are done, use the “Save” button (or “Save & Next” to also move to the next question).



18. There is no need to complete your response in one session: you can save your work and return to it later. Once you are happy with your entire response, go to the tab “Submit Response” to complete the submission process.