University of Bath E-Tendering Service

Secure Document Exchange

<u>Supplier User notes – Using an Open VAULT</u>

Steps to using Vault – Supplier Instructions

Open Procedure Instructions

If you have a Tenderbox Access Code (TAC), which looks something like this - '**04T456890**', you can manually add the tenderbox to your account yourself. You can either be sent a TAC by the contracting authority or you can find it within the instructions of the contract notice.

In order to add a tenderbox using the TAC code facility, please follow these instructions:

Delta-ets Home

About Delta-ets
About BiP
About Project
About Select
About Vault

Sign-In

Delta-ets User ID

Password

Login

Forgotten Password

Register:

Click here to register

Go to www.delta-ets.com and enter your username and password into the sign-in fields as shown opposite.

If you have not yet registered on the Delta-ets website, you will need to register yourself as a 'supplier'. Once you have registered, you will receive a copy of your login details via email.

Supplier - Activity Centre (?)

When you have logged into your account, you will be taken to the 'Supplier – Activity Centre'.

Vault: Invitation to Tender

To securely exchange tender documents with buyers.
Click here

If you scroll down the Activity Centre page, you will see the logo for the Vault: Invitation to Tender facility. Click on the 'click here' option to access Vault.

Welcome - Vault Online (?)

Tenderboxes				
Title	Reference	Open date/time	Close date/time	

Tenderbox Access Code (TAC)

Open Procedure
Enter TAC: 04T347868
Submit TAC

On the Vault main menu, you will be able to see a screen that should look this on the left-hand side of the page.

In order to add the tenderbox to your account, enter the code in full with a capital 'T' into the 'Enter TAC' field. Once you have typed this into the field, click on 'Submit TAC'.

Vault - Tenderbox/Open Procedure

The tenderbox access code that you entered matches the following tender:

Tenderbox: Tenderbox Exercise - Open Procedure (Test1)

Certed:	No
Procedure:	Open
Awarding authority	**Mary - Buyer Account** Account Manager : Mary Dubois
Opening:	23-MAR-09 13:35:00
Closing:	23-MAR-09 15:00:00

Click **Add Tenderbox**, to add this tender to my list of available tenderboxes.

[Add Tenderbox]

On the next screen, you will now be presented with brief details about the tenderbox. In order to add the tenderbox to your account, click on 'Add Tenderbox'.

Tenderboxes

Title	Reference	Open date/time	Close date/time
Tenderbox Exercise - Open Procedure	Test1	23-MAR-09 13:35:00	23-MAR-09 15:00:00

The tenderbox will now be added to your account. Click on the title of the tenderbox in order to access the tender documents, email the buyer or upload your responses (response should only be uploaded after you have downloaded the tender documents and completed the relevant information).

Step One Vault Main Menu | **Step Two** Collect ITT Documents | **Step Three** Deposit Tender Responses | Send Email to Buyer

Tenderbox Exercise - Open Procedure (Test1)

Vault - Main Menu

Tenderboxes

Tenderbox title:	Tenderbox Exercise - Open Procedure
Tenderbox reference:	Test1
ITT Notification Date:	23/03/2009
ITT Notification Time:	13:35:00
Tender Opening Date:	23/03/2009
Tender Opening Time:	15:00:00
Procedure:	Open
Certed:	No

Within the tenderbox you will see details of when the tenderbox became available to suppliers (ITT Notification Date/Time), when the tender deadline is due (Tender Opening Date/Time) and also the title/reference of the tender.

To download the tender documents, click on 'Step Two Collect ITT Documents'.

Step One Vault Main Menu | **Step Two** Collect ITT Documents | **Step Three** Deposit Tender Responses | Send Email to Buyer

Tenderbox Exercise - Open Procedure (Test1)

Vault - Download Documents

Download Documents

Filename	Size (bytes)	Upload date	
1 - Pre - Qualification Letter.pdf	384417	Mon Mar 23 14:51:32 2009	Download
3.10 - Insurance Certificates.pdf	843315	Mon Mar 23 14:51:26 2009	Download
Pre-Qualification Questionaire.doc	116736	Mon Mar 23 14:52:01 2009	Download

You will then be able to see a list of available tender documents (please note that there may only be one document for you to download). Click on the 'download' option next to each of the tender documents (one at a time) and save these onto your computer.

If you are having problems downloading the document(s), right-click over the 'download' link and choose either 'Save Target As' or 'Open in new window' and save the documents.

Step One	Step Two	Step Three	Send Email to Buyer
Vault Main Menu	Collect ITT Documents	Deposit Tender Responses	

Tenderbox Exercise - Open Procedure (Test1)

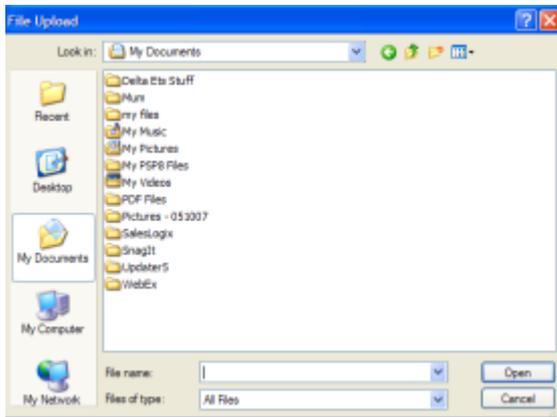**Vault - Deposit Documents**

Deposit Documents

You have not yet uploaded any documents to this tenderbox. Please click "Browse..." or "Choose" to select the file you wish to deposit in tenderbox.

Warning: once you have uploaded a file to this tenderbox, it cannot be overwritten.

[   ] Browse...

Submit   Reset

Once you have completed your responses, you will need to upload your document(s) back into the tenderbox, to allow the contracting authority to download and evaluate them.

To upload your response(s), log back into your account and go to the Vault facility. Click on the title of the tenderbox and then go to 'Step Three Deposit Tender Responses'.

You will be able to see a screen as shown above. To upload a document into the tenderbox, first click on the 'Browse' option.

Once you have clicked on 'Browse', a new window will appear showing the documents on your computer.

Locate the folder/area in which your document(s) are saved.
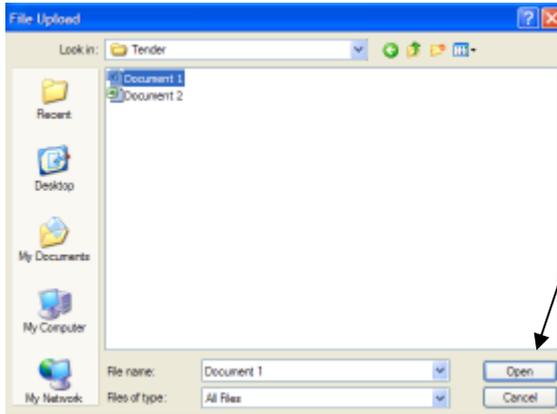
Highlight the document and then click on the 'Open' button.

Deposit Documents

You have not yet uploaded any documents to this tenderbox. Please click "Browse...." or "Choose" to select the file you wish to deposit in tenderbox.

Warning: once you have uploaded a file to this tenderbox, it cannot be overwritten.

C:\Documents and Settings\duboim\My Documer   Browse...

Submit   Reset

The location of the document will now be added to the text field next to the 'Browse' option. Click on the 'Submit' option to upload your response into the tenderbox.

Supplier response document Document 1.doc uploaded successfully.

Vault - Deposit Documents

Deposit Documents

You have uploaded 1 Document(s) to this tenderbox. Please click "Browse..." or "Choose" to select the file you wish to deposit in tenderbox.

Warning: once you have uploaded a file to this tenderbox, it cannot be overwritten.

[   ] Browse..

[Submit] [Reset]

Current Documents

Filename	Size (bytes)	Upload date		
Document 1.doc	1131520	Tue Mar 24 09:50:41 2009	Download	Delete

Once your document has successfully uploaded into the tenderbox, you will receive confirmation at the top of the page. You will now also be able to see a 'Current Documents' area under the 'Submit' option. This will show the document(s) you have uploaded into the tenderbox.

If you have more than one document to upload into the tenderbox, please follow the same process to upload your other documents one at a time.

Current Documents

Filename	Size (bytes)	Upload date		
Document 1.doc	1131520	Tue Mar 24 09:50:41 2009	Download	Delete
Document 2.xls	1034240	Tue Mar 24 09:53:41 2009	Download	Delete

Once you have successfully uploaded your responses into the tenderbox, you will be able to see all your documents listed under the 'Current Documents' area.

This provides reassurance about which documents you have uploaded into the tenderbox. As you can see, you are shown the size of the documents as well as the date and time these were uploaded into the tenderbox. Please take a print screen of this as your confirmation.

Please also download each of the documents to ensure that you have uploaded these without any technical issues/corruptions.

If you have uploaded an incorrect document, click on the 'Delete' option next to the document which you wish to delete. If you need to upload a replacement document, please follow the instructions to upload your document.

Error!

The DELTA system encountered an error which prevented it from executing your last request. Please send an email to helpdesk@delta-ets.com (helpdesk@delta-ets.com)

Error message returned was as follows:

Illegal Filename

If when you are uploading your document(s) into the tenderbox you receive a message as shown above (Illegal Filename), this suggests that you have uploaded a document with symbols that cause problems or you have saved the document onto a network drive with higher security features.

To get past this issue, please remove all symbols within the title of the document (this includes hyphens (-), ampersands (&), brackets etc. You should also save this document onto your desktop.

If you are still having issues, please contact the helpdesk in the first instance on 0845 270 7050 or by email (helpdesk@delta-ets.com).

Tenderbox Exercise - Open Procedure (Test1)

Vault - Send Email To Buyer

Tenderboxes
Use this form to send an email message to the buyer.

Subject:	Tenderbox: Tenderbox Exercise - Open Procedure
Message:	Dear Buyer, Your sincerely, Mary Dubois Mary - Supplier Account

[Email Buyer] [Reset]

In order to contact the buyer, you will need to send an email via the tenderbox. This allows all contact to be captured within an audit trail.

To send an email to the buyer, you will need to log into your account and click on the title of the tenderbox. Once in the tenderbox, click on the option 'Send Email to Buyer'.

The subject line will automatically appear; this will generally be the title of the tenderbox. Within the message field, you will be able to add your comments/questions which can then be sent directly to the buyer.

Once you have added your comments/questions, click on the 'Email Buyer' option for this to be sent over to the buyer.

Once you have completed the above steps, you can log out of your account. The buyer will then contact you in due course regarding the outcome of the tender.

If you have any technical queries with regards to the Delta-ets website (www.delta-ets.com), please contact the helpdesk in the first instance on 0845 270 7050 or via email helpdesk@delta-ets.com.

Top Tips

1) Give yourself plenty of time when uploading your documents into the tenderbox. If you do not upload your documents in time, you may be disqualified by the contracting authority in charge of the tender.

2) If you have any questions regarding the documents within the tenderbox, you will need to contact the contracting authority in the first instance. To do this, please use the 'Send Email to Buyer' facility within the tenderbox.

3) Download and save all documents onto your computer at your earliest convenience. If you download the documents on the day of the deadline, you may not have enough time to complete the documents with all the required information and upload them into the tenderbox.

4) There are no size limitations within Vault. If a document is quite large in size, it may take longer to upload into the tenderbox.

5) If you have several documents to upload into the tenderbox, it may be a good idea to zip these together. Please contact the contracting authority first to ensure that they will accept your response in a zipped file.