



# Quick Quote Supplier Response Rolling Demo

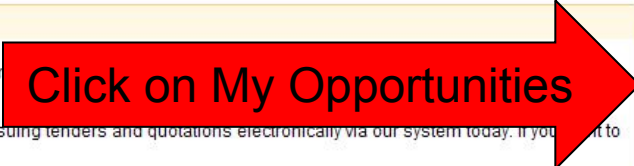
# Opportunities Portal

Welcome to the Opportunities Portal Powered by Due North

## Information

As part of the governments initiative to implement e-procurement tender for public sector contracts

Approximately 100 public sector procurement officers are issuing tenders and quotations electronically via our system today. If you want to register your company on the system, register free now!



## Benefits

- Make buyers aware of your presence
- Receive Pre-Qualification Questionnaires, Requests for Quotes and Invitations to Tender electronically
- Submit your quotations and tenders electronically almost instantly
- All you need is an internet connection and an email account
- Reduce your paper and associated printing costs
- Benefit from proven added security and knowledge that your submission has been delivered

## Latest Opportunities

[Search](#)

The latest contract opportunities can be viewed below. PLEASE NOTE THAT THIS IS ONLY A SMALL SELECTION OF THE LATEST OPPORTUNITIES. You are advised to use the search facility to look at the full range of available opportunities by clicking the binoculars icon.

Contract Title	Buyer	Start Date	End Date
<a href="#">Computer Software Solution</a>	NEPO	12/10/2011	11/10/2013
<a href="#">JE Dynamic Purchasing</a>	NEPO	07/10/2011	06/10/2014
<a href="#">Dynamic Purchasing 3</a>	NEPO	04/08/2012	03/08/2015
<a href="#">Dynamic Purchasing 2</a>	NEPO	01/08/2012	31/07/2015
<a href="#">Dynamic Purchasing</a>	NEPO	01/08/2012	31/07/2015

## Subcontracting Opportunities

[Search](#)

You can now search for subcontracting opportunities posted by our registered suppliers.

Subcontract Title	Supplier
<a href="#">PRO5 Computers test categories</a>	NepoSupplier2 pronta print
<a href="#">Paper and Envelope Supplies Jan 11</a>	NepoSupplier1
<a href="#">Plumbing Test</a>	School Outfitters
<a href="#">A4 Paper NEPO</a>	NepoSupplier1

## Spend Register

[View](#)

The latest spend entries by organisation and date can be viewed here.

## Opportunities

[My Opportunities](#)

## Help

**My Opportunities** - You can see all of the opportunities that you have been selected for by clicking the icon or link above.

**Latest Opportunities** - you can search for the latest contract opportunities by clicking the icon.

A list of the latest opportunities published by all of the buyers using this portal can be seen in this section.




See also:-

- [Supplier Guide First Time Login](#)
- [Supplier Guide How To do Business](#)
- [Supplier Guide Managing Account](#)
- [Supplier Guide Opportunity Search when U...](#)
- [Supplier Guide The Tender Response](#)
- [Supplier Guide Visiting Site For First T...](#)

## Opportunities Portal

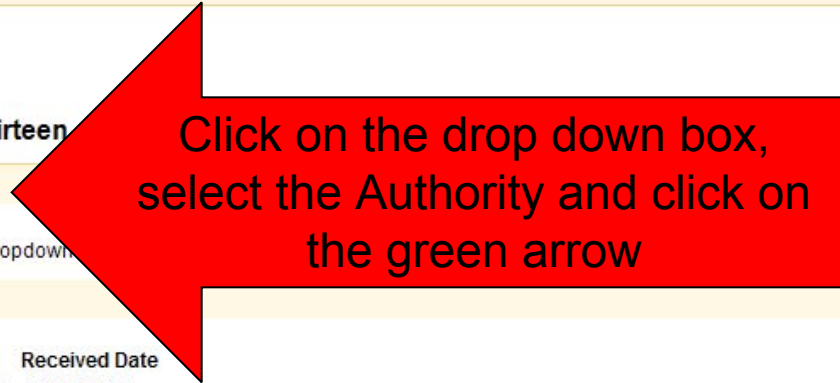
Welcome Mrs NepoSupplier Thirteen

Organisations:  

Please select an organisation from the dropdown

### Last Viewed Opportunity

Contract Title	Contract ID	Received Date
NEPO2 Online PQQ Test	<a href="#">UATT-8LMLJX</a>	13/09/2011



Click on the drop down box,  
select the Authority and click on  
the green arrow

### Archive

[View Archive Opportunities](#)

### Company Profile

[Update](#) 

Company Name: NepoSupplier13

### My Details

[Update](#) 

 [Change Password](#)

Username: Ne856poS  
Name: Mrs NepoSupplier Thirteen  
Email Address: [joanneemery@gateshead.gov.uk](mailto:joanneemery@gateshead.gov.uk)

### Subcontracting Opportunities

 [Create/Manage Subcontracts](#)

### Supplier Information

Attached/Link Name  
 [Toolkit Test](#)

### Help

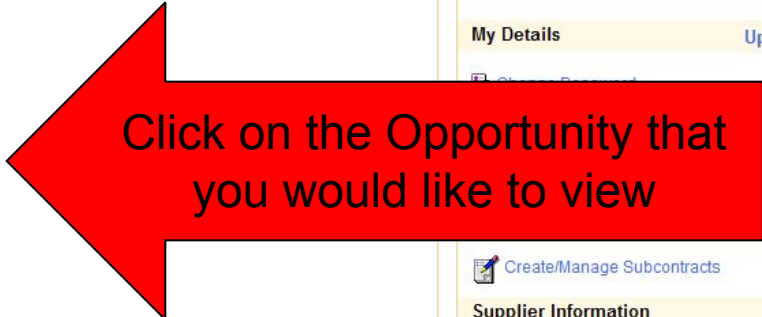
## Opportunities Portal

Welcome Mrs NepoSupplier Thirteen

Organisations:

### NEPO Opportunities

Contract Title	Contract ID	Received Date	
Quote for Stationery	<a href="#">UATT-8MDCNR</a>	06/10/2011	
NEPO Online PQQ 13.09.11	<a href="#">UATT-8LMCTT</a>	12/09/2011	
PRO5 Computers	<a href="#">UATT-8JYJUN</a>	02/08/2011	
Notification Test using DB 14.07.11	<a href="#">UATT-8JREWL</a>	14/07/2011	
JE Zone 3 12345 Emery	<a href="#">UATT-8JNFK3</a>	11/07/2011	
test response	<a href="#">UATT-8JNEKN</a>	11/07/2011	
JE Zone 4 P9876 Smith	<a href="#">UATT-8J2K6A</a>	21/06/2011	
JE Zone 3 P1234 Emery	<a href="#">UATT-8J2EL5</a>	21/06/2011	
12 Zone 2 P1234 Jones	<a href="#">UATT-8HVK72</a>	16/06/2011	
# zone 1 jonesP	<a href="#">UATT-8HVHXT</a>	16/06/2011	
7 Zone 1 P1234 Jones	<a href="#">UATT-8HVJ2N</a>	16/06/2011	
6 Zone 1 P1234 Jones	<a href="#">UATT-8HVHWE</a>	16/06/2011	
9 Zone 1 P1234 Jones	<a href="#">UATT-8HVHX7</a>	16/06/2011	
12 Zone 1 P1234 Jones	<a href="#">UATT-8VHV4</a>	16/06/2011	
5 Zone 1 P1234 Smith	<a href="#">UATT-8HVHP3</a>	16/06/2011	
FWC NEPO 14.03.11	<a href="#">UATT-8EXLGM</a>	14/03/2011	
Contract for the supply of tea biscuits	<a href="#">UATT-8EUE6A</a>	11/03/2011	



### Last Viewed Opportunity

Contract Title	Contract ID	Received Date
NEPO2 Online PQQ Test	<a href="#">UATT-8LMLJX</a>	13/09/2011

### Archive

[View Archive Opportunities](#)

**Company Profile** [Update](#)

Company Name: [NepoSupplier13](#)

**My Details** [Update](#)

[Create/Manage Subcontracts](#)

### Supplier Information

Attached/Link Name

[Toolkit Test](#)

### Help

**Organisations** - List of organisations you are/have been working with.

**Opportunities** - List of contracts you are involved with for the currently selected organisation.

**Last Viewed Opportunity** - the contract that you accessed on your last visit to the supplier area.

**Change Password** - your password can be changed by clicking the icon

## Contract: Quote for Stationery (UATT-8MDCNR)

Stage Please Select

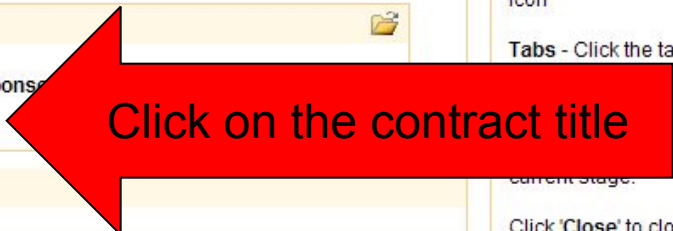
<< Stationery (QUICK QUOTE) >>

**Stage Detail**

Title	Reference	Respond By	Response
Stationery (QUICK QUOTE)	RFX-UATT-8MDCNZ-1	06/10/2011 12:00:00	New

**Options**

Close Archive Contract



Click on the contract title

**Help**

**Stage** - Select from the drop down menu the stage you wish to navigate too, then click the

**Tabs** - Click the tab header to see the stage details. Click << to go to the first tab or >> to go to the last tab. Click the icon to open the current stage.

Click **'Close'** to close the contract.

Click **'Archive Contract'** to archive the contract.

Click **'Retrieve Contract'** to retrieve the contract when archived.

## NEPO - NEPO Quick Quote 2

### Nepo Quick Quote 2 Info

Contract Reference: [View NEPO Quick Quote 2](#)

Contract Title:	Quote for Stationery
Ref No (Version):	RFX-UATT-8MDCNZ-1 (Version 1)
Title:	Stationery
Response Required By:	06/10/2011 12:00:00
Attachments:	1

Click on  
"View NEPO Quick Quote"

### My Response

Status:	New
Version:	1
Intent To Respond:	Not Sent
Supplier Ref No:	Not Set
Attachments:	0

### Options

[Response Wizard](#) [Opt Out](#) [Register Intent](#) [Finish](#)

[View NEPO Quick Quote 2](#)

### Discussion(s)

There are 0 unread messages

### Help

**Information Section** shows all information for this procurement exercise.

You can view further information in this section by clicking the icon or 'View' link found at the top right of the section.

**My Response** shows the status of your latest response version to this procurement exercise to date.

You can modify the information in this section (if the exercise hasn't closed or you have not yet submitted your response) by clicking the .

NB: Response wizard and Register Intent will be greyed out until the Quick Quote has been viewed

Click the 'Response Wizard' button found in the options section (when available) to begin the response wizard.

## NEPO Quick Quote 2

### Summary of NEPO Quick Quote 2 tender information

Submission Information				
Respond By Date:	06/10/2011			
Respond By Time:	12:00:00			
Supplier Attachment Required:	Yes			

General Information				
Description:	Stationery			

Specification Breakdown				
Description	Unit of Measure	Quantity	Currency	Comments
Black Pens	Each	1000	£	
Blue Pens	Each	1000	£	

Attachments			
There are currently 1 attachment(s) uploaded to this Quick Quote			
Attached/Link Name	Size	Date Uploaded	
<a href="#">Specification_Doc.do...</a>	19kb	06/10/2011	

Terms & Conditions
<b>Title</b> <a href="#">T&amp;C Terms11</a>

**Options**

On this page you can view the submission information, specification breakdown and any attachments can be downloaded

After you have downloaded the attachments click on finish

**Status**  
Published - 06/10/2011 09:02:03

**Help**  
Submission Information shows the latest that your response must be received by.

**Terms & Conditions** shows the list of terms & conditions that must be met in order to be viable for this Invitation To Tender.  
If you cannot meet all terms & conditions you can still submit a response but you will need to identify the term & conditions you cannot meet.

**Current Attachment(s)** shows a list of documents you will need in order to answer this Invitation To Tender where applicable.  
To download an attachment please click the right hand button of your mouse over the attachment link and choose 'Save Target As..' from the presented menu. You must then choose a location to save the attachment on your computer and click 'Save'.

Click **Finish** to return to you Invitation To Tender home page.

## NEPO - NEPO Quick Quote 2

### NePO Quick Quote 2 Information [View NEPO Quick Quote 2](#)

**Contract Ref No:** nepo-UATT-8MDCNR  
**Contract Title:** Quote for Stationery  
**Ref No (Version):** RFX-UATT-8MDCNZ-1 (Version 1)  
**Title:** Stationery  
**Response Required By:** 06/10/2011 12:00:00  
**Attachments:** 1

### My Response [View Response](#)

**Status:** New  
**Version:** 1  
**Intent To Respond:** Not Sent  
**Supplier Ref No:** Not Set  
**Attachments:** 0

### Options

[Response Wizard](#)

[Opt Out](#)

[Register Intent](#)


[Finish](#)

### Discussion(s)

There are 0 unread messages


### Help

**Information Section** shows all information for this procurement exercise.

You can view further information in this section by clicking the  icon or 'View' link found at the top right of the section.

**My Response** shows the status of your latest response version to this procurement exercise to date.

You can modify the information in this section (if



The Response Wizard and Register Intent buttons will now be available. Click on Register Intent and then Response Wizard

options section (when available) to begin the response wizard.



## NEPO Quick Quote 2 Response Wizard Introduction

### Message


Welcome to the NEPO Quick Quote 2 response wizard

The wizard will assist you with the completion of your NEPO Quick Quote 2

You will be presented with a number of different steps to complete from basic response information to uploading any attachments you may require. Once each step has been completed you can click the **'Next'** button to proceed to the next step. **'Previous'** buttons are also available allowing you to return to the prior step at anytime.

After completion of each step the response information entered will be saved as draft which will allow you to return the response wizard a later date if required.

Once all steps have been completed and all mandatory response criteria have been met, you will be asked if you wish to submit your response.

If you agree to submit your response you will receive a confirmation receipt email. Please note if you do not receive this email please contact support by clicking the  icon located at the top right of the screen as you cannot be guaranteed that your response has been received.

### Options

Next

Click Next

### Help

Click **'Next'** to begin the response wizard

Click **'Cancel'** to return to the summary.



Read the Introduction  
Information and

## NEPO Quick Quote 2 Response Wizard Step 1 of 5 (NEPO Quick Quote 2 Information)

\* Denotes Mandatory Fields

NEPO Quick Quote 2 Information		Help
<input type="checkbox"/>	<b>* My Reference:</b> <input type="text"/>	Enter a unique reference that can help our response if the procurement team queries e.g. REF001.
<b>NEPO Quick Quote 2 Information:</b>	<input type="text" value="N/A"/>	<b>Information</b> any information regarding your response can be entered here. You can also attach extensive response information on the attachment step of the response wizard.
<b>Additional Comments:</b>	<input type="text" value="N/A"/>	Price(s) Firm Until the date on which your stated price expire (where applicable). Click 'Next' to save and go to the next wizard step. Click 'Previous' to go to the previous wizard step.
<b>Options</b>		
<input type="button" value="Previous"/>	<input type="button" value="Next"/>	

Enter a reference number

If you have any additional information this can be added here then

Click next

## NEPO Quick Quote 2 Response Wizard Step 2 of 5 (Specification Breakdown)

### Response Breakdown Information

Description	Unit of Measure	Quantity	Currency	Comments	Unit Price
Black Pens	Each	1000	£		<input type="text"/>
Blue Pens	Each	1000	£		<input type="text"/>

### Options

Click next

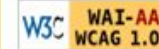
Enter your prices for the items and

### Help

Unit Price the cost per item at which you will be able to supply.

Click 'Next' to save and go to the next wizard step.

Click 'Previous' to go to the previous wizard step.



## NEPO Quick Quote 2 Response Wizard Step 3 of 5 (Attachments)

### Response Attachment Information

There are currently 0 attachment(s) uploaded to your response

### Options

Previous

Add

Next




If you have attachments  
to add click on Add

### Help

**Attachment Information** the current list of attachments you have uploaded to your response.

The filename, size and date uploaded can be seen in this section for each attachment added.

Click **'Next'** to save and go to the next wizard step.


Click **'Add'** to add upload attachments. You can also remove any listed attachments by clicking the  icon and following the on screen prompts.

Click **'Previous'** to go to the previous wizard step.

## Attachments

Use this form to add or remove attachments

\* Denotes Mandatory Fields

Attachment	Current Attachments
<p>Please choose the file you wish to attach by using the browse button:-</p> <p> Attachment: <input type="text"/> <input type="button" value="Browse..."/></p> <p>A 10MB file will take approximately 5 mins on average to upload on a standard Broadband connection (256Kbps upload speed). Please take this into consideration when uploading larger files.</p>	<p>attached to the system from your own PC. To do this click <b>browse</b> and find the file you wish to attach.</p>
<p>Options</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Upload Multiple Attachments"/></p>	<p>been specified.</p> <p>If there are no current attachments click <b>'Cancel'</b> to return to the previous page with no attachments saved.</p> <p>If there are current attachments click <b>'Finish'</b> to return to the previous page with attachments saved.</p> <p><b>Uploading Multiple Attachments</b> - To upload</p>

Click on the browse button and select the file you would like to attach or

Click on the "upload multiple attachments" button to upload multiple files and click save and then next

## NEPO Quick Quote 2 Response Wizard Step 4 of 5 (Terms & Conditions)

\* Denotes Mandatory Fields

### Terms & Conditions

 Title  
T&C Terms11

Accept Terms:  Yes  No

If No Give Reason(s):

### Options

### Help

Terms & Conditions shows the list of terms & conditions that you are required to accept. If you click 'Yes' you are agreeing to the terms & conditions. If you click 'No' you must provide a reason why you do not accept the terms & conditions.

Click 'Previous' to go to the previous wizard step.





**Click yes to accept the terms & conditions. If you click no and don't accept the terms and conditions you must give a reason why**


**Click next**

## NEPO Quick Quote 2 Response Wizard Step 5 of 5 (Summary)

\* Denotes Mandatory Step(s)


**\* Step 1 ( Response Information )** Edit 


 Version: 1  
My Reference: 1234  
Response Information: N/A  
Additional Comments: N/A


**Step 2 ( Specification Breakdown )** Edit 


Description	Unit of Measure	Quantity	Currency	Comments	Unit Price	Sub Total
Black Pens	Each	1000	£		£ 0.10	£ 100.00
Blue Pens	Each	1000	£		£ 0.10	£ 100.00
<b>Grand Total</b>						

**\* Step 3 ( Attachments )**

 There are currently 1 attachment(s) uploaded to your response

Attached/Link Name	Size	Date Uploaded
 T&C_Doc.doc	19kb	06/10/2011

**\* Step 4 ( Terms & Conditions )** Edit 

 Title  
T&C Terms11

Accept Terms: Yes

**Options**

**Status**


**Draft (NOT SUBMITTED)**


**Submission History**


Version	Edited
1	Currently Displayed

**Audit History**

[Click to view](#)

**Tender/Quote/Questionnaire Information** shows your basic response information. To enter your details in this section click the  icon or 'Edit' link located in the top right of the section.

**Specification Breakdown (where available)** shows your prices for requested line items. To enter your details in this section click the  icon or 'Edit' link located in the top right of the section.

**Attachments (where available)** shows your uploaded attachments for your response. To add/edit attachments in this section click the  icon or 'Edit' link located in the top right of the section.

Check your submission information.  
If all information is correct then

Click submit response


## Submission Confirmation

### Confirmation


#### Message

Are you sure you wish to submit your response?

Once you have submitted your response you will receive an email confirming its receipt.

If you do not receive this email please contact support by clicking the  icon located at the top right of the screen.

#### Options




Click on submit  
response to confirm




## NEPO Quick Quote 2 Response

### Response Information


	Version:	1
	My Reference:	1234
	Response Information:	N/A
	Additional Comments:	N/A


Status showing date and time submitted

### Specification Breakdown


	Description	Unit of Measure	Quantity	Currency	Comments	Unit Price	Sub Total
	Black Pens	Each	1000	£		£ 0.10	£ 100.00
	Blue Pens	Each	1000	£		£ 0.10	£ 100.00
	<b>Grand Total</b>						<b>£ 200.00</b>

### Attachments

 There are currently 1 attachment(s) uploaded to your response

Attached/Link Name	Size	Date Uploaded
 <a href="#">T&amp;C_Doc.doc</a>	19kb	06/10/2011

### Terms & Conditions

	Title	
	<a href="#">T&amp;C Terms11</a>	
	Accept Terms:	Yes

### Options

Finish

Click finish

### Status

Version 1 submitted - 06/10/2011 11:00:19

### Submission History

Version	Edited
1	Currently Displayed

### Audit History

[Click to view...](#)

### Visitor History

[Click to view...](#)

### Help

**Tender/Quote/Questionnaire Information** shows an overview of your general response information

**Specification Breakdown (where available)** shows the line items requested and your prices charged for those items.

**Attachments (where available)** shows the attachments you uploaded to your response.

**Terms & Conditions (where available)** shows the list of terms & conditions that you have agreed/not agreed to.

**Status** shows the date and time your submission was published and received.

**Submission History** shows a list of all of your submissions regarding this procurement exercise to date. You can view each of the submissions by clicking on the version number



If you experience any difficulties  
please contact the dedicated helpdesk team  
either by Tel: 0191 433 5949  
or by email: [info@nepoportal.org](mailto:info@nepoportal.org)