

How to Use Mini Tenders

Mini tenders are a great way to run small, quick tenders and ensure no tender is too small to be put through your **web3** system. This guide will show you how to:

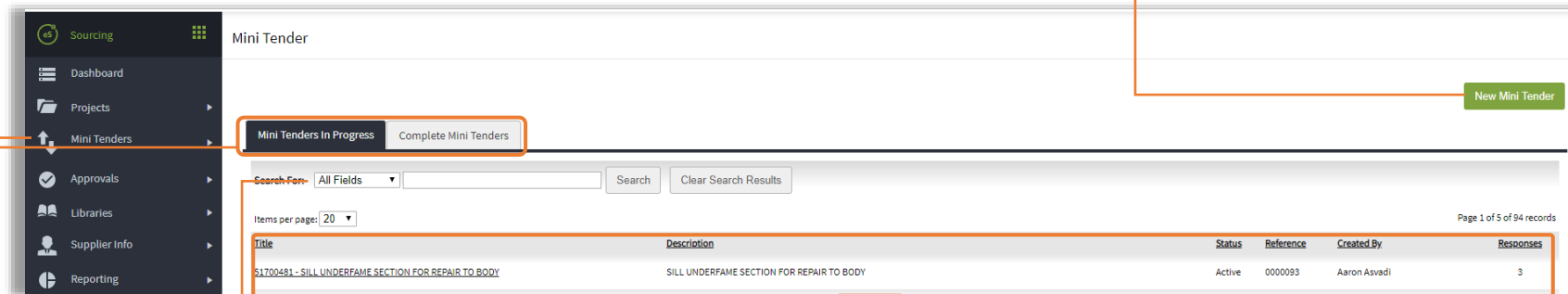
- » Access and View your Mini Tenders
- » Create a New Mini Tender
- » Monitor a Mini Tender
- » Finalise and Award a Mini Tender

How to Access your Mini Tenders

The first step to using the mini tender functionality is to navigate to your mini tenders area of **web3** eSourcing. To **access and use the mini tenders page**, follow the steps below:

1 Click the **Mini Tenders** menu option from the vertical navigation bar.

5 To create a new mini tender, click the **New Mini Tender** button.



2 Select whether you wish to see the **Mini Tenders in Progress** or **Completed Mini Tenders**.

3 Use the search functionality to search using free text across all fields from the mini tenders, or using specific fields chosen from the drop-down.

4 The table will provide a quick overview of all mini tenders. By clicking the **Title**, you can open up the individual **Mini Tenders**.

How to Create a New Mini Tender

To create a new mini tender, firstly click the **New Mini Tender** button as shown above, and then follow the questions below:

The screenshot shows a web form for creating a new mini tender. The form has tabs for 'Header', 'Lines', 'Suppliers', and 'Journal'. The 'Header' tab is active. The form fields include:

- Title:** Laser Printer XYP Mini Tender
- Description:** Mini tender for 10 laser printers.
- Close Date:** 19/11/2018
- Tag:** Office Supplies
- Attachments:** Upload Attachments button
- Notes:** Add a Note button
- Buttons:** Save, Cancel

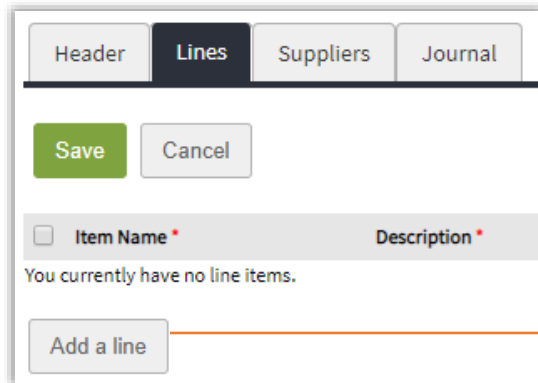
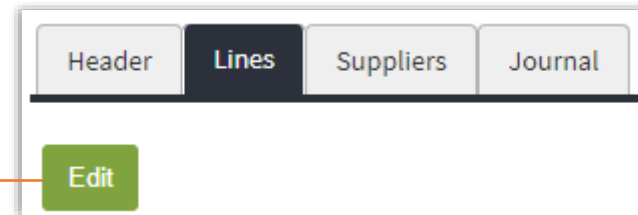
Numbered callouts provide instructions for each step:

- 1** Enter a **Title** and **Description** that clearly names and defines the mini tender, so it is clear what this tender relates to.
- 2** Select the **Close Date** for when you want all of the final submissions from suppliers to be in by.
- 3** Select any **Tags** that relate to the event. For example, this could be a specific region or product type.
- 4** Upload any **Attachments** and select whether you wish them to be visible to just the buyers, or the suppliers as well.
- 5** Create any **Notes** you wish to be added to the mini tender and select whether you wish them to be visible to just the buyers, or the suppliers as well.
- 6** Click **Save** to create the mini tender.

How to Use the Lines Tab

The **Lines tab** is where you build items you wish your suppliers to submit prices for. Unlike in tenders or eAuctions, here you cannot build lots and groups, but only individual lines. To build your lines, follow the instructions below:

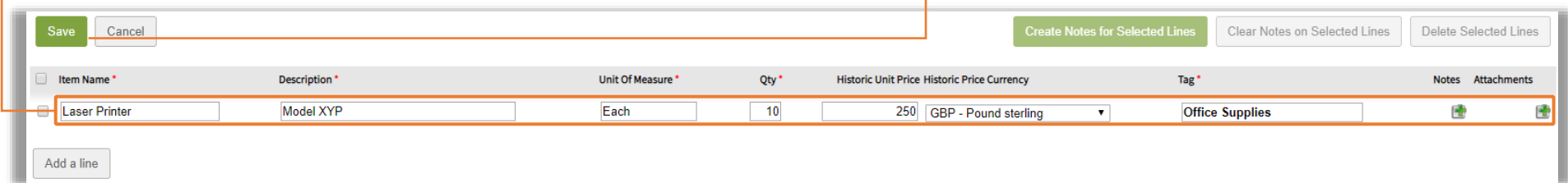
1 On the **Lines** tab, click the **Edit** button.



2 Click **Add a Line**.

3 Enter clear information for the line. Columns marked with an * are mandatory.

4 Once you have added all of the lines for the tender, click the **Save** button. You can return and edit the lines by clicking the **Edit** button.



How to Use the Suppliers Tab

The **Suppliers** tab is where you add the companies you wish to respond to your mini tender. These are the suppliers who were successfully moved on from the previous event. To select your chosen suppliers, follow the instructions below:

1

Use the **Search Box** to search by either **Supplier Name**, **Contact Name**, **Tag** or **Category** to locate the suppliers you want.

The screenshot displays the 'Suppliers' tab interface. At the top, there are tabs for 'Header', 'Lines', 'Suppliers', and 'Journal'. Below the tabs is a search bar with a dropdown menu set to 'Supplier Name' and a text input field containing 'ALPLA UK LIMITED'. To the right of the search bar are 'Search' and 'Clear Search Results' buttons. Further right is an 'Add New Supplier' button. Below the search bar, there are two columns of results. The left column is titled 'Available Suppliers' and shows one result: 'ALPLA UK LIMITED' with the category 'Beer'. Below this, there are two contact entries: 'Contact ALPLA UK LIMITED' with email 'd.urmson@waxdigital.com' and 'Jim low' with email 'alphan@c.com'. Each contact entry has a 'Select' button. The right column is titled 'Selected Suppliers' and shows one result: 'ALPLA UK LIMITED' with the category 'Beer'. Below this, there is one contact entry: 'Contact ALPLA UK LIMITED' with email 'd.urmson@waxdigital.com' and a 'Remove' button. At the top of the right column, there are 'Create Notes For Selected' and 'Delete Notes For Selected' buttons. At the bottom of the right column, there are 'Notes' and 'Attachments' icons. The interface also shows 'Items per page: 20' and '1 Results.' for both columns.

2

Click **Select** next to the supplier you wish to invite. Repeat this until you have select all of the suppliers you need to.

3

The supplier will now appear in the right-hand column to indicate that they are to be invited to the eAuction. Select the **Remove** button if you no longer wish a supplier to be invited to the event.

Note: The left-hand side column will give you the list of the suppliers that you can choose to invite to the mini tender and will only consist of suppliers approved within your sourcing system. To create a new supplier, follow the instructions below.

How to Add a New Supplier for the Mini Tender

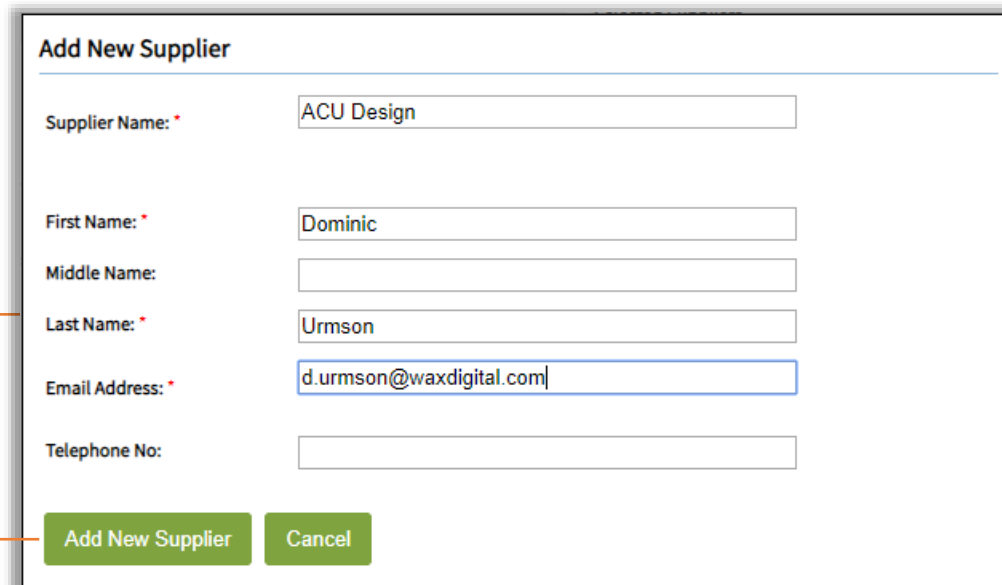
From within the **Suppliers tab**, you can also **add a new supplier** who is not currently on your eSourcing system to be invited to the tender. Do so using the following steps:

1 Click the **Add New Supplier** button.



Search by: Supplier Name ALPLA UK LIMITED Search Clear Search Results Add New Supplier

2 Enter the information in the subsequent pop up box. Items marked with an * mandatory.



Add New Supplier

Supplier Name: * ACU Design

First Name: * Dominic

Middle Name:

Last Name: * Urmson

Email Address: * d.urmson@waxdigital.com

Telephone No:

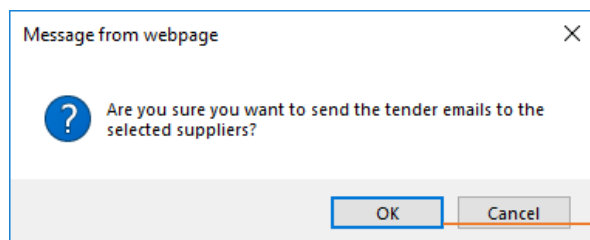
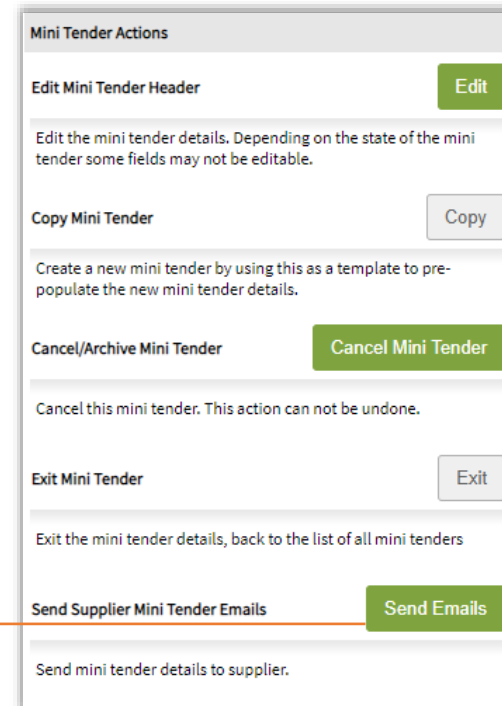
Add New Supplier Cancel

3 Click the **Add New Supplier** button. The supplier will now appear in the **Selected Suppliers** list for the mini tender.

How to Send the Mini Tender to Suppliers

Once you have built your mini tender, the next step is to **notify the chosen suppliers** that you wish them to submit pricing for the mini tender. To do this, follow the steps below:

1 On the **Header** tab for the mini tender, click the **Send Emails** button in the **Mini Tender Actions** box.



2 Click **OK** on the subsequent pop up. The suppliers will receive an email notification asking them to respond to the tender before the close date.