

# North East Lincolnshire E-Procurement System 'How to' Guide

<https://eprocurement.northeastlincolnshireccq.nhs.uk/>

## Contents

Page 2 – How to register and log in

Page 3 – How to view a procurement and download the tender pack

Page 4 & 5 – How to ask a question and submit your bid

Page 5 – Withdrawing your bid and compressing a file

Page 6 - 8 – Receiving and responding to a message

## Step 1 - Register

NHS  
North East Lincolnshire  
Clinical Commissioning Group

E-Procurement

Procurements Register Log in

Register

Register

Name

Email address

Password

Confirm password

Register

2019 NHS North East Lincolnshire Clinical Commissioning Group  
Developed by eMBED Health Consortium

Click on 'Register' to create an account and fill in the details for your organisation.

## Step 2 - Log in

NHS  
North East Lincolnshire  
Clinical Commissioning Group

E-Procurement

Procurements Register Log in

Log in

Log in

Email address

Password

Forgotten password Log in

2019 NHS North East Lincolnshire Clinical Commissioning Group  
Developed by eMBED Health Consortium

Once registered, click on 'Log on' using the details provided under 'Step 1 - Register'

### Step 3 – View a procurement and download the Tender Pack

A list of open / closed procurements will be listed on the homepage.

The screenshot shows the NHS E-Procurement interface. At the top, there is a blue header with the NHS logo and 'North East Lincolnshire Clinical Commissioning Group'. On the right, it says 'E-Procurement' and 'Logged in as Provider'. Below the header, there are navigation tabs for 'Procurements' and 'Messages', and links for 'My account' and 'Log out'. The main content area is titled 'Procurements' and contains a section for 'Current procurements'. This section has a table with three columns: 'Status', 'Title', and 'Closing date'. The table lists three procurements: one 'Open' and two 'Closed'. Each row has a 'View' button to its right. A red circle highlights the 'View' button for the first 'Open' procurement, with a red arrow pointing from it to a text box below.

Status	Title	Closing date
Open	Test Procurement	08/05/2019 at 12 noon
Closed	Procurement title	01/05/2019 at 12 noon
Closed	KO - Test Procurement 1	01/05/2019 at 12 noon

To see the description and associated documents (Tender Pack) of any open or closed procurement, click 'View'

The screenshot shows the 'View procurement' page for 'KO - Test Procurement 1', which is marked as 'Closed'. The page includes the following information: 'Closing date: 01/05/2019 at 12 noon', a test description, and a list of supporting documentation. The documentation list has four entries, each with a 'Download' button. A red arrow points from the 'Download' button for the second 'Test XLS File' to a text box on the right.

**View procurement**

**KO - Test Procurement 1** **Closed**

Closing date: 01/05/2019 at 12 noon

This is a test procurement. !"\$%&^&&\*(())\_+--098765431

qwertyuiop  
asdfghjkl;  
zxcvbnm,./

h h h h h h h h h

**Supporting documentation**

Name	Download
Test XLSX File 03/05/2019 at 07:43	Download
Test XLS File 03/05/2019 at 07:41	Download
Test ZIP File 03/05/2019 at 07:20	Download
Test Word Document 03/05/2019 at 07:20	Download

Click 'download' to access the Tender Pack attachments.

## Step 4 – Ask a question and submit your bid

The screenshot shows the NHS E-Procurement interface. At the top, the NHS logo and 'North East Lincolnshire Clinical Commissioning Group' are visible, along with 'E-Procurement' and 'Logged in as Provider'. Below this, there are navigation links for 'Procurements' and 'Messages', and user options for 'My account' and 'Log out'. The main content area shows a procurement titled 'Support at home' with an 'Open' status. It includes a closing date of '22/11/2019 at 12 noon' and a 'View procurement' link. A row of three buttons is present: 'Ask a question', 'Watch for updates', and 'Begin application'. Below this, there is a section for 'Supporting documentation' with a table of documents and 'Download' buttons for each.

Name	Download
MOI Annex F - TUPE Declaration IF NEEDED 9/09/2019 at 10:41	Download
MOI Annex E - Conflict of Interest Declaration 9/09/2019 at 10:41	Download
VEL - Tender Questionnaire REVISED SEPT 19 after focus and IC input. 9/09/2019 at 10:41	Download
VEL - Tender Questionnaire - draft REVISED SEPT 19 BB 9/09/2019 at 10:41	Download

### How to apply

To submit your bid response, click 'Begin application' and upload all of the relevant documentation - See page 5 of this guide for more information on how to compress a file to upload documents. Once you have completed your application, click submit.

### How to ask a question

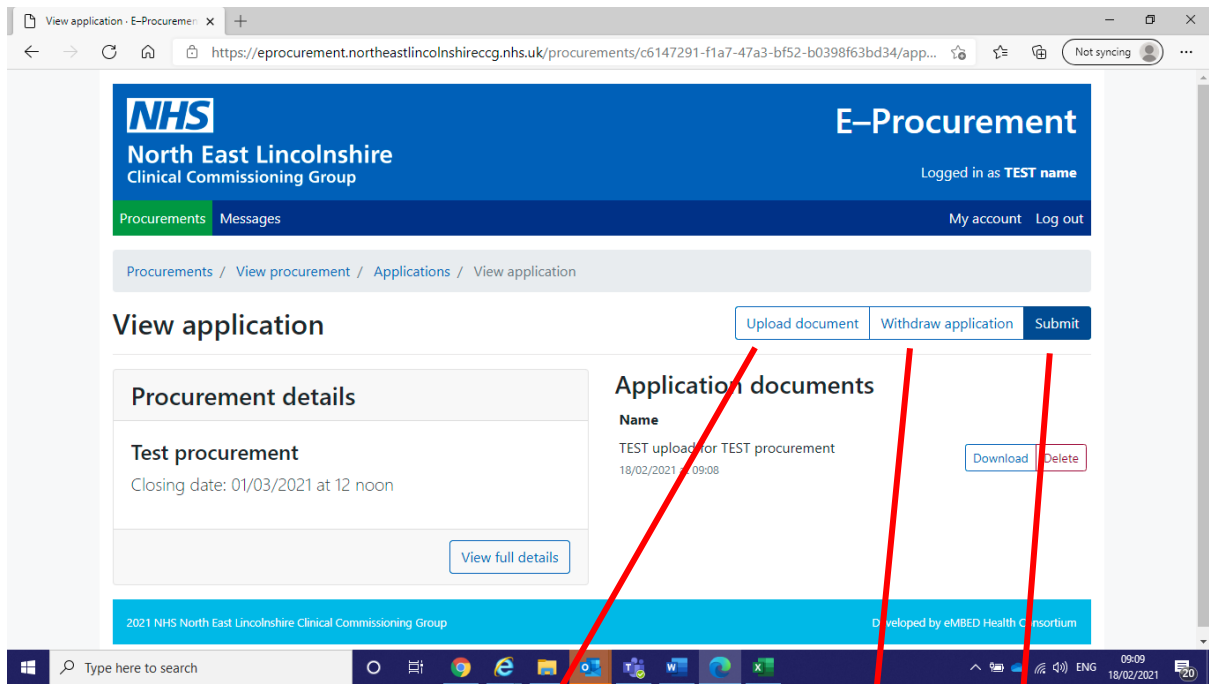
To ask a question during the Question & Answer period (as stated within the MOI), upload a completed MOI Annex C 'Bidder Question Template' document by using the 'Ask a question' button.

We will not respond directly to you with a response. The response to your question(s) will be uploaded onto the specific procurement page under supporting documentation. To view, click 'Download'.

### To watch the procurement without applying

Click 'Watch for updates' to receive updates regarding the procurement including any document changes, question & answer update notifications and any other relevant updates.

To submit an application click 'Begin application' as above.



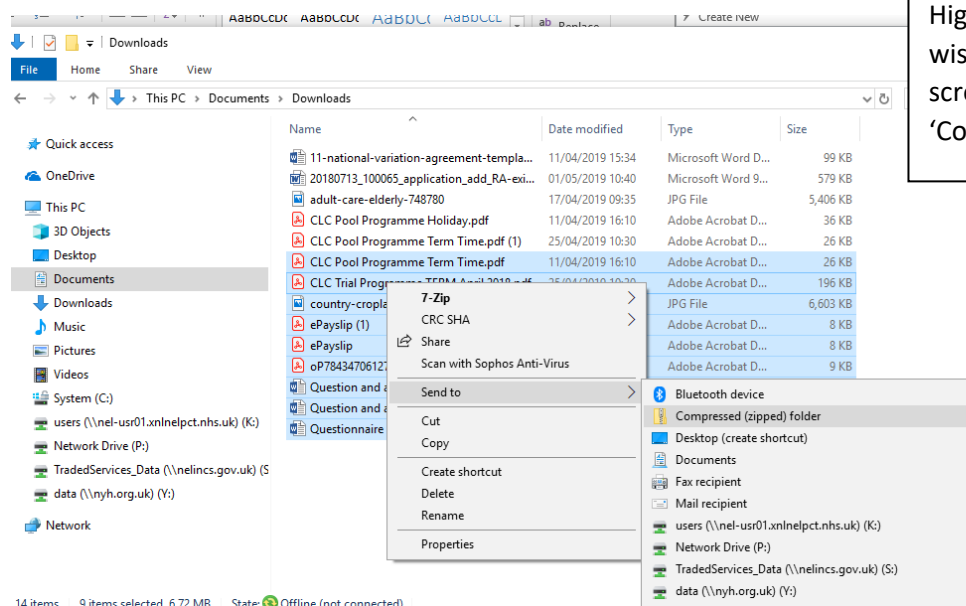
To upload your Tender Questionnaire and supporting information, click 'Upload Document'. Once you have uploaded all of your documents, and you are satisfied it is complete, please click **Submit**. You will then be promoted not to submit until you are sure the application is fully complete as this will prevent you from uploading further documents *unless* you re-apply.

To upload multiple documents, click "Upload Document", click "Browse" then select multiple files either by dragging a selection, or using Shift/CTRL and clicking on multiple items. Or you can upload a compressed file. See below on how to compress a file.

### Withdrawing your bid

You can withdraw your bid submission at any time. If you withdraw your application following submission you will need to re-apply to be considered for the procurement. If you withdraw your bid in error please email [NELCCG.NELPCProcurement@nhs.net](mailto:NELCCG.NELPCProcurement@nhs.net).

### Compress a file



Highlight the documents you wish to compress, right click, scroll to 'send to' and click 'Compressed (zipped) folder'.

## Step 5 - Send and receive messages

**NHS** **E-Procurement**  
North East Lincolnshire Clinical Commissioning Group Logged in as **Provider**  
Procurements Messages **3** My account Log out

Procurements

### Procurements

#### Current procurements

Status	Title	Closing date	
Closed	Test Procurement	08/05/2019 at 12 noon	<a href="#">View</a>
Closed	Procurement title	01/05/2019 at 12 noon	<a href="#">View</a>
Closed	KO - Test Procurement 1	01/05/2019 at 12 noon	<a href="#">View</a>

New messages received into your account will be notified to the email address linked to your e-procurement account. To open a message, click the message button to view your inbox.

**NHS** **E-Procurement**  
North East Lincolnshire Clinical Commissioning Group Logged in as **Provider**  
Procurements Messages **3** My account Log out

Message inbox

### Message inbox

Sent	Opened	Procurement	
09/05/2019 07:45	Unopened	<a href="#">Test Procurement</a>	<a href="#">View</a>
03/05/2019 13:24	Unopened	<a href="#">KO - Test Procurement 1</a>	<a href="#">View</a>
03/05/2019 13:20	Unopened	<a href="#">Procurement title</a>	<a href="#">View</a>

2019 NHS North East Lincolnshire Clinical Commissioning Group

Developed by eMBEF Health Consortium

To open the message from your inbox, click view. Your message will open and any attachments will be available to download.

**View message** Reply Download attachment

Please find attached clarification questions

Message first read by Provider on 09/05/2019 at 07:51.

2019 NHS North East Lincolnshire Clinical Commissioning Group Developed by eMBED Health Consortium

Your message screen will look like this. Should there be any attachments, click 'Download attachment'.  
 Click 'reply' if a response is required, i.e. to clarify your proposal as part of the evaluation process.  
 Relevant documents can be uploaded if required.

**Sending a message**

**View procurement** Your application

**Test Procurement** Closed  
 Closing date: 08/05/2019 at 12 noon  
 Description of the service required.

**Supporting documentation**

Name	
Question & Answer Response 7/5/2019 07/05/2019 at 16:11	Download
Questionnaire	Download

To send a message, go into the procurement you have applied for, click 'Your application'. This will open a new page as you can see on the page 8 of this guide...

## View application

Send message

Withdraw application

### Procurement details

#### Test Procurement

Closing date: 08/05/2019 at 12 noon

Description of the service required.

View full details

### Application documents

#### Name

Response  
08/05/2019 at 09:09

Download

Click 'Send message' to send a message to the procurement team.

Please direct any issues to [NELCCG.NELPCProcurement@nhs.net](mailto:NELCCG.NELPCProcurement@nhs.net)