

Quick Quote facility

What is Quick Quote?

Quick quote is an online quotation facility which allows Users to obtain competitive quotes electronically for low value requirements. Details of the quick quote are created online and sent to a selected list of suppliers, who can then complete the required details and submit their quotation using the secure tender post-box.

When would I use the Quick Quote facility?

Users would use this function to obtain online quotes from suppliers when the value of the requirement is <£50,000. Using the online quick quote facility ensures that Users can easily record details of the quotations they have received which, complies with section 12.6 of the Contracts Rules of Procedures
Suppliers respond to the quick quote via the tender post-box. This allows suppliers to quickly and efficiently provide details of their quotation and record details of the opportunities they have responded to.

How do I get Access?

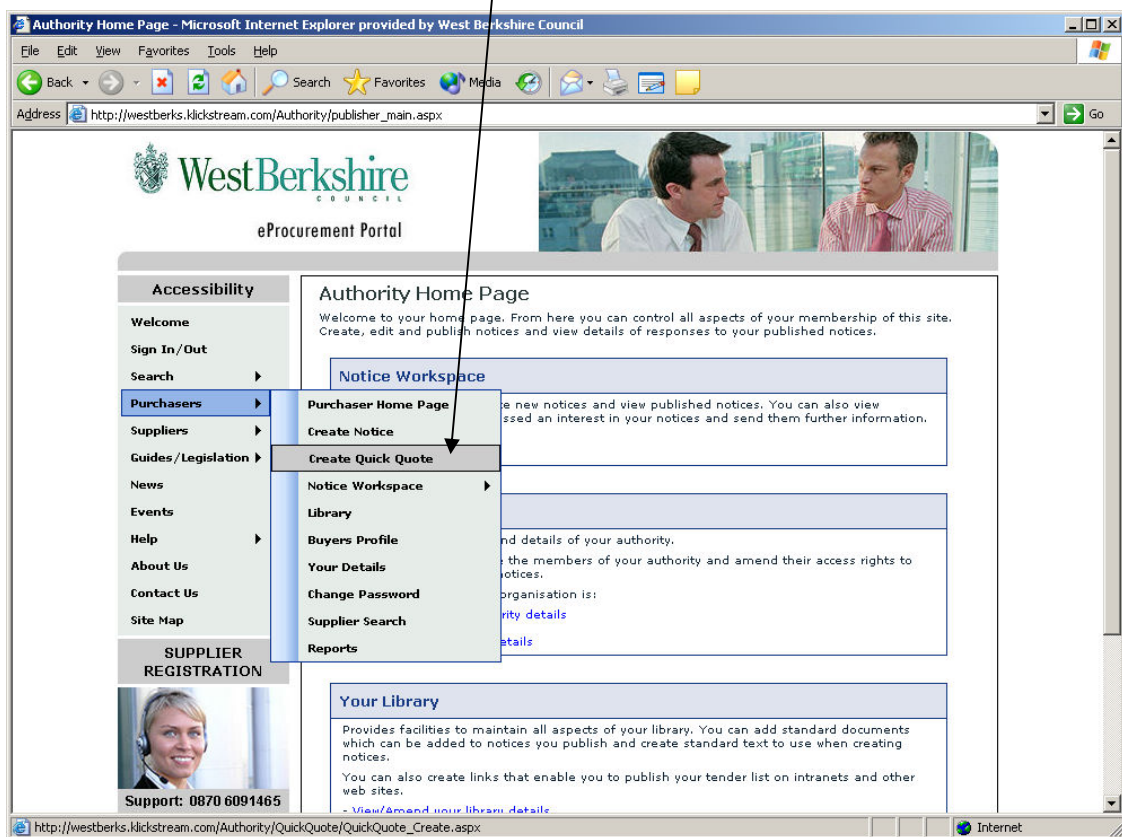
Access to the Quick Quote facility is available through the Procurement Portal located in Procurement on the Intranet. All Users must register on the Portal in the first instance, please contact Charlie Piechniczek in Central Procurement Team at Faraday Road on 01635 519965 who will take you through the process and provide you with a Quick Quote manual.

Procedure for Creating Quick Quote

Log into the Portal through <http://westberks.klickstream.com/> and insert your email address and password.

Step 1

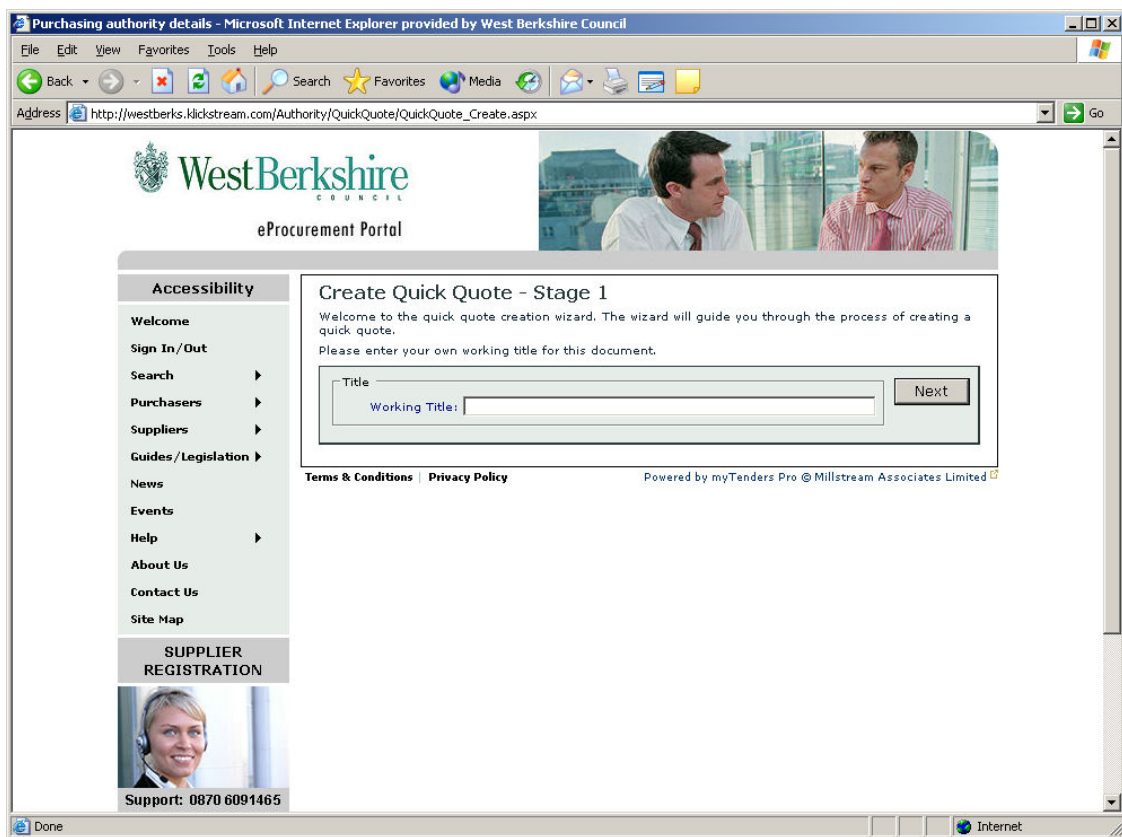
Click on 'Purchasers' then 'Create Quick Quote'



The screenshot shows a Microsoft Internet Explorer browser window displaying the West Berkshire Council eProcurement Portal. The browser's address bar shows the URL http://westberks.klickstream.com/Authority/publisher_main.aspx. The page features the West Berkshire Council logo and the title 'eProcurement Portal'. A navigation menu on the left includes 'Purchasers', 'Suppliers', 'Guides/Legislation', 'News', 'Events', 'Help', 'About Us', 'Contact Us', and 'Site Map'. The 'Purchasers' menu is expanded, showing options: 'Purchaser Home Page', 'Create Notice', 'Create Quick Quote', 'Notice Workspace', 'Library', 'Buyers Profile', 'Your Details', 'Change Password', 'Supplier Search', and 'Reports'. A black arrow points from the text 'Click on 'Purchasers' then 'Create Quick Quote'' to the 'Create Quick Quote' option in the menu. The 'Notice Workspace' section is also visible, containing text about creating and publishing notices. The 'Your Library' section is at the bottom, providing information on document management. The browser's status bar at the bottom shows the URL http://westberks.klickstream.com/Authority/QuickQuote/QuickQuote_Create.aspx.

Step 2

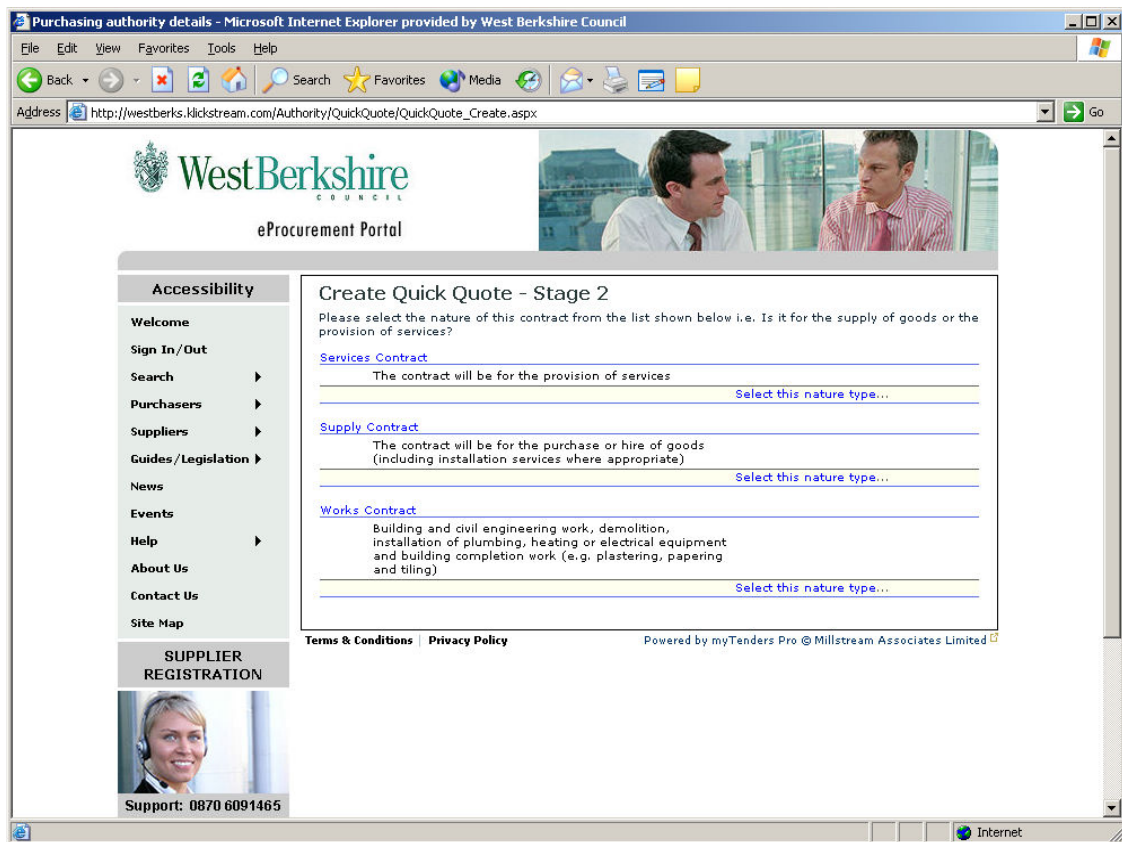
Insert title of Project.



The screenshot shows a web browser window titled "Purchasing authority details - Microsoft Internet Explorer provided by West Berkshire Council". The address bar shows the URL: http://westberks.clickstream.com/Authority/QuickQuote/QuickQuote_Create.aspx. The page content includes the West Berkshire Council logo and the text "eProcurement Portal". A navigation menu on the left lists various options: Accessibility, Welcome, Sign In/Out, Search, Purchasers, Suppliers, Guides/Legislation, News, Events, Help, About Us, Contact Us, and Site Map. Below the menu is a "SUPPLIER REGISTRATION" section with a photo of a woman and the text "Support: 0870 6091465". The main content area is titled "Create Quick Quote - Stage 1" and contains the following text: "Welcome to the quick quote creation wizard. The wizard will guide you through the process of creating a quick quote. Please enter your own working title for this document." Below this text is a form with a "Title" label and a "Working Title:" input field. A "Next" button is located to the right of the input field. At the bottom of the page, there are links for "Terms & Conditions" and "Privacy Policy", and a footer that reads "Powered by myTenders Pro @ Millstream Associates Limited".

Step 3

Select type of Contract – 1. Supply 2. Services or 3. Works



The screenshot shows a web browser window titled "Purchasing authority details - Microsoft Internet Explorer provided by West Berkshire Council". The address bar shows the URL: http://westberks.clickstream.com/Authority/QuickQuote/QuickQuote_Create.aspx. The page content includes the West Berkshire Council logo and the text "eProcurement Portal".

The main content area is titled "Create Quick Quote - Stage 2" and contains the following text: "Please select the nature of this contract from the list shown below i.e. Is it for the supply of goods or the provision of services?".

There are three contract types listed, each with a description and a "Select this nature type..." link:

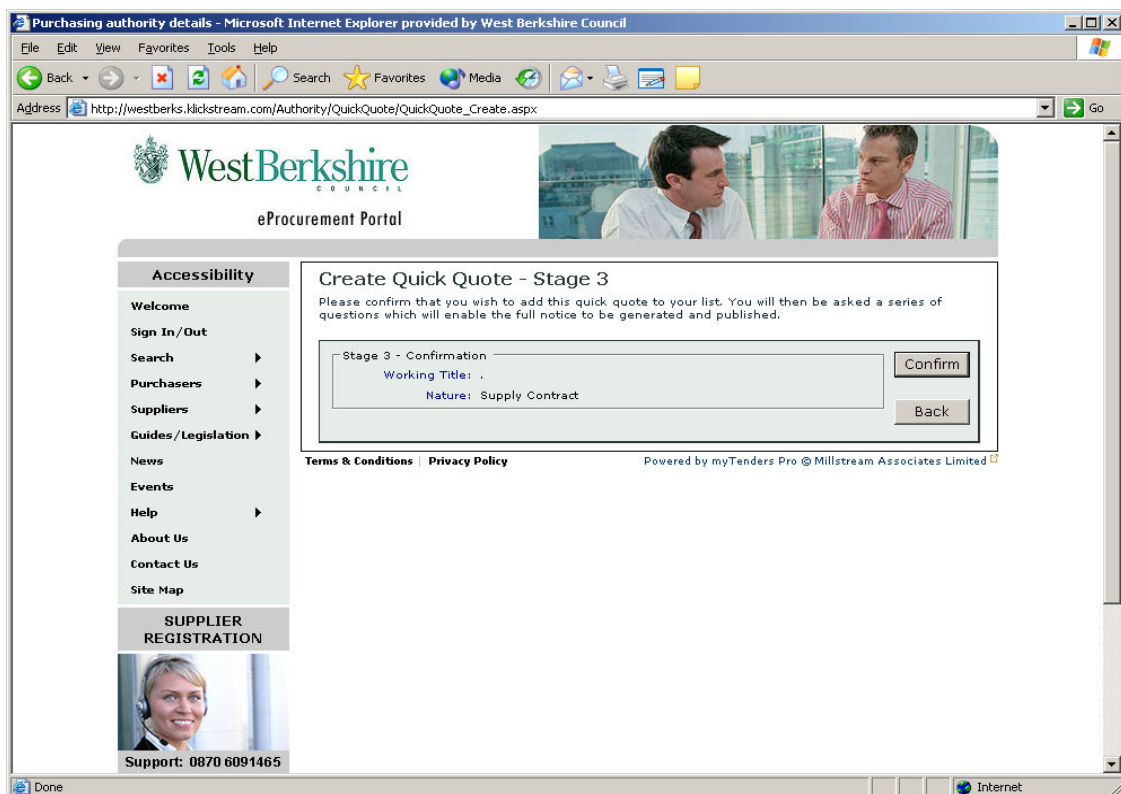
- Services Contract**: The contract will be for the provision of services.
- Supply Contract**: The contract will be for the purchase or hire of goods (including installation services where appropriate).
- Works Contract**: Building and civil engineering work, demolition, installation of plumbing, heating or electrical equipment and building completion work (e.g. plastering, papering and tiling).

At the bottom of the page, there are links for "Terms & Conditions" and "Privacy Policy", and a note "Powered by myTenders Pro @ Millstream Associates Limited".

On the left side, there is a navigation menu with the following items: Accessibility, Welcome, Sign In/Out, Search, Purchasers, Suppliers, Guides/Legislation, News, Events, Help, About Us, Contact Us, and Site Map. Below this menu is a "SUPPLIER REGISTRATION" section with a photo of a woman and the text "Support: 0870 6091465".

Step 4

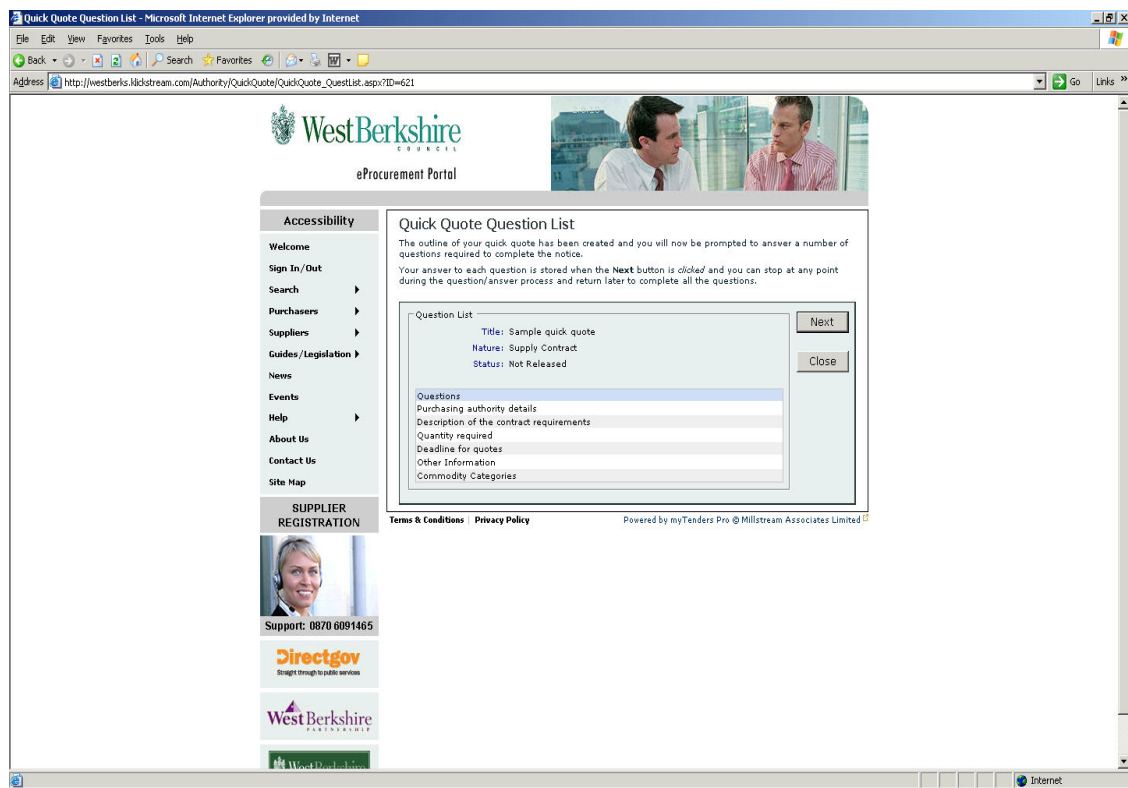
Click 'Confirm' to proceed.



The screenshot shows a web browser window titled "Purchasing authority details - Microsoft Internet Explorer provided by West Berkshire Council". The address bar shows the URL: http://westberks.clickstream.com/Authority/QuickQuote/QuickQuote_Create.aspx. The page content includes the West Berkshire Council logo and the text "eProcurement Portal". A navigation menu on the left lists: Accessibility, Welcome, Sign In/Out, Search, Purchasers, Suppliers, Guides/Legislation, News, Events, Help, About Us, Contact Us, and Site Map. Below the menu is a "SUPPLIER REGISTRATION" section with a photo of a woman and the text "Support: 0870 6091465". The main content area is titled "Create Quick Quote - Stage 3" and contains the following text: "Please confirm that you wish to add this quick quote to your list. You will then be asked a series of questions which will enable the full notice to be generated and published." Below this text is a form with the following fields: "Stage 3 - Confirmation", "Working Title: .", and "Nature: Supply Contract". There are two buttons: "Confirm" and "Back". At the bottom of the page, there are links for "Terms & Conditions" and "Privacy Policy", and a footer that reads "Powered by myTenders Pro @ Millstream Associates Limited".

Step 5

This screen provides you with a list of questions that you will be asked to complete, click 'next'.



The screenshot shows a web browser window displaying the 'Quick Quote Question List' page on the West Berkshire Council eProcurement Portal. The page layout includes a navigation menu on the left, a main content area with a 'Quick Quote Question List' form, and a footer with contact information and logos.

Navigation Menu (Left):

- Accessibility
- Welcome
- Sign In/Out
- Search
- Purchasers
- Suppliers
- Guides/Legislation
- News
- Events
- Help
- About Us
- Contact Us
- Site Map
- SUPPLIER REGISTRATION

Main Content Area:

Quick Quote Question List

The outline of your quick quote has been created and you will now be prompted to answer a number of questions required to complete the notice.
Your answer to each question is stored when the Next button is clicked and you can stop at any point during the question/answer process and return later to complete all the questions.

Question List:

- Title: Sample quick quote
- Nature: Supply Contract
- Status: Not Released

Questions:

- Purchasing authority details
- Description of the contract requirements
- Quantity required
- Deadline for quotes
- Other Information
- Commodity Categories

Buttons: Next, Close

Footer:

- Support: 0870 6091465
- Directgov
- West Berkshire
- Powered by myTenders Pro © Millstream Associates Limited

Step 6

Complete as requested including a contact name and telephone number, click 'next'.



Purchasing authority details - Microsoft Internet Explorer provided by Internet

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://westberks.kickstream.com/Authority/QuickQuote/Question800.aspx?ID=6218&PublishID=AA0003

WestBerkshire
COUNCIL
eProcurement Portal

Accessibility

- Welcome
- Sign In/Out
- Search
- Purchasers
- Suppliers
- Guides/Legislation
- News
- Events
- Help
- About Us
- Contact Us
- Site Map

SUPPLIER REGISTRATION

Support: 0870 6091465

Directgov
Straight through to public services

WestBerkshire
COUNCIL

Purchasing authority details

Please enter the name and address of the purchasing authority, including a contact.

Jump to: Purchasing authority details

Official Address

*Organisation: West Berkshire Council [Next]

*Address: Contracts & Procurement Unit, Council Offices, Faraday Road [Save]

*Town: Newbury, Postal Code: RG14 2AR [Cancel]

*Country: United Kingdom (GB)

*For the Attention of: [] Contact Point/Department: []

*Telephone: 01635 519860, Fax: 01635 519264

Email Address: []

General Web Address of Contracting Authority: www.westberk.s.gov.uk

Web Address of Buyer Profile: []

* Required information.

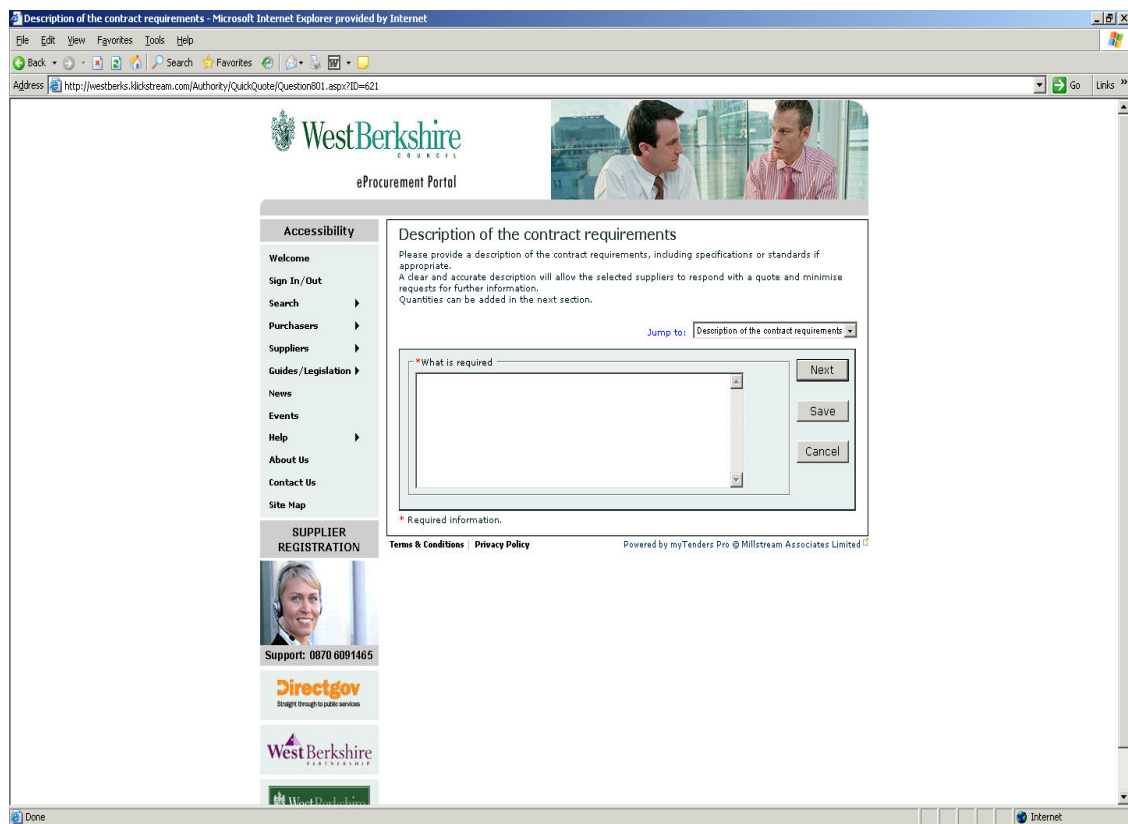
Terms & Conditions | Privacy Policy

Powered by myTenders Pro © Millstream Associates Limited

Done Internet

Step 7

This screen requires an exact description of goods or services to be provided. Please ensure where appropriate this includes any specifications/standards suppliers must comply with, click 'next'.



The screenshot shows a web browser window titled "Description of the contract requirements - Microsoft Internet Explorer provided by Internet". The address bar shows the URL: <http://westberks.klickstream.com/Authority/QuickQuote/Question801.aspx?ID=621>. The page content includes the West Berkshire Council logo and the text "eProcurement Portal".

The main content area is titled "Description of the contract requirements" and contains the following text:

Please provide a description of the contract requirements, including specifications or standards if appropriate.
A clear and accurate description will allow the selected suppliers to respond with a quote and minimise requests for further information.
Quantities can be added in the next section.

Below the text is a "Jump to:" dropdown menu with "Description of the contract requirements" selected. Below that is a text input field with the placeholder text "*What is required". To the right of the input field are three buttons: "Next", "Save", and "Cancel".

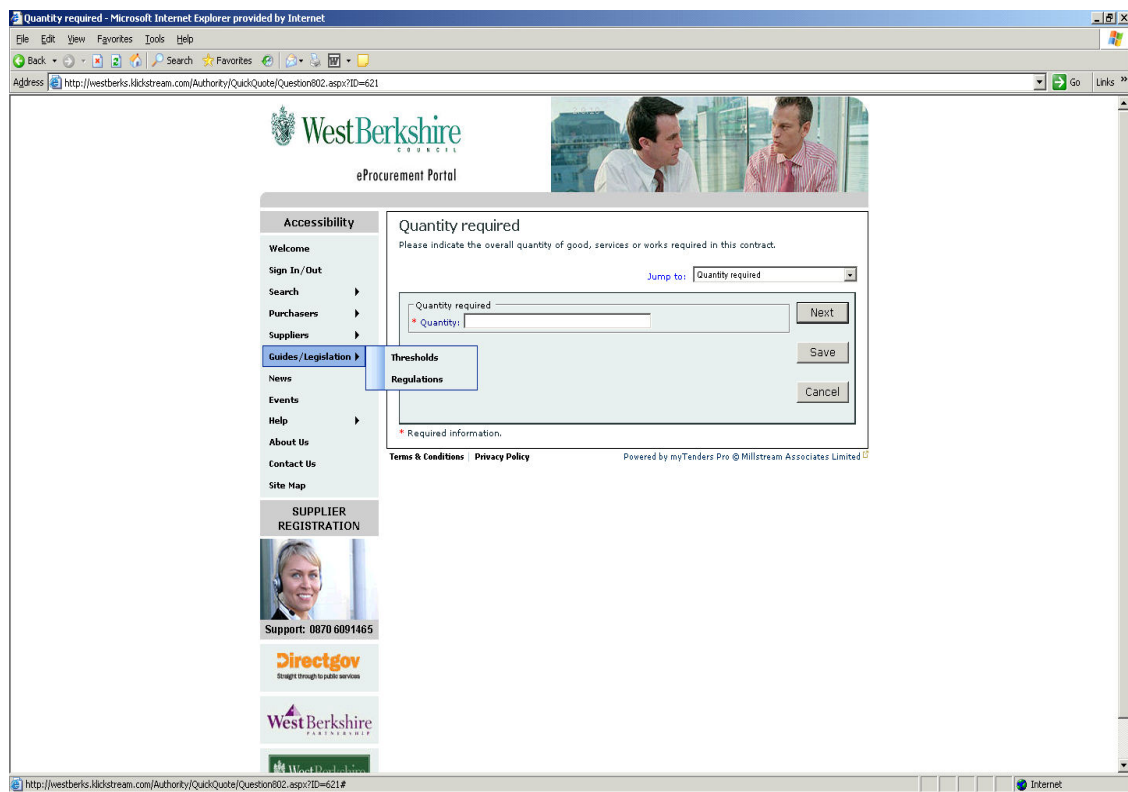
At the bottom of the form area, there is a red asterisk and the text "* Required information.".

The left sidebar contains a navigation menu with the following items: Accessibility, Welcome, Sign In/Out, Search, Purchasers, Suppliers, Guides/Legislation, News, Events, Help, About Us, Contact Us, and Site Map. Below the menu is a "SUPPLIER REGISTRATION" section with a photo of a woman and the text "Support: 0870 6091465". At the bottom of the sidebar are logos for Directgov and West Berkshire Council.

The footer of the page includes "Terms & Conditions", "Privacy Policy", and "Powered by myTenders Pro © Millstream Associates Limited".

Step 8

Quantity of overall goods/service is required in this screen, click 'next'.



Quantity required - Microsoft Internet Explorer provided by Internet

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <http://westberks.kickstream.com/Authority/QuickQuote/Question802.aspx?ID=621> Go Links

WestBerkshire
COUNCIL
eProcurement Portal

Accessibility

Welcome

Sign In/Out

Search

Purchasers

Suppliers

Guides/Legislation

News

Events

Help

About Us

Contact Us

Site Map

SUPPLIER REGISTRATION

Support: 0870 6091465

Directgov
Straight through to public services

WestBerkshire
PARTNERSHIP

Quantity required

Please indicate the overall quantity of good, services or works required in this contract.

Jump to: Quantity required

Quantity required

Quantity:

Next

Save

Cancel

* Required information.

Terms & Conditions Privacy Policy

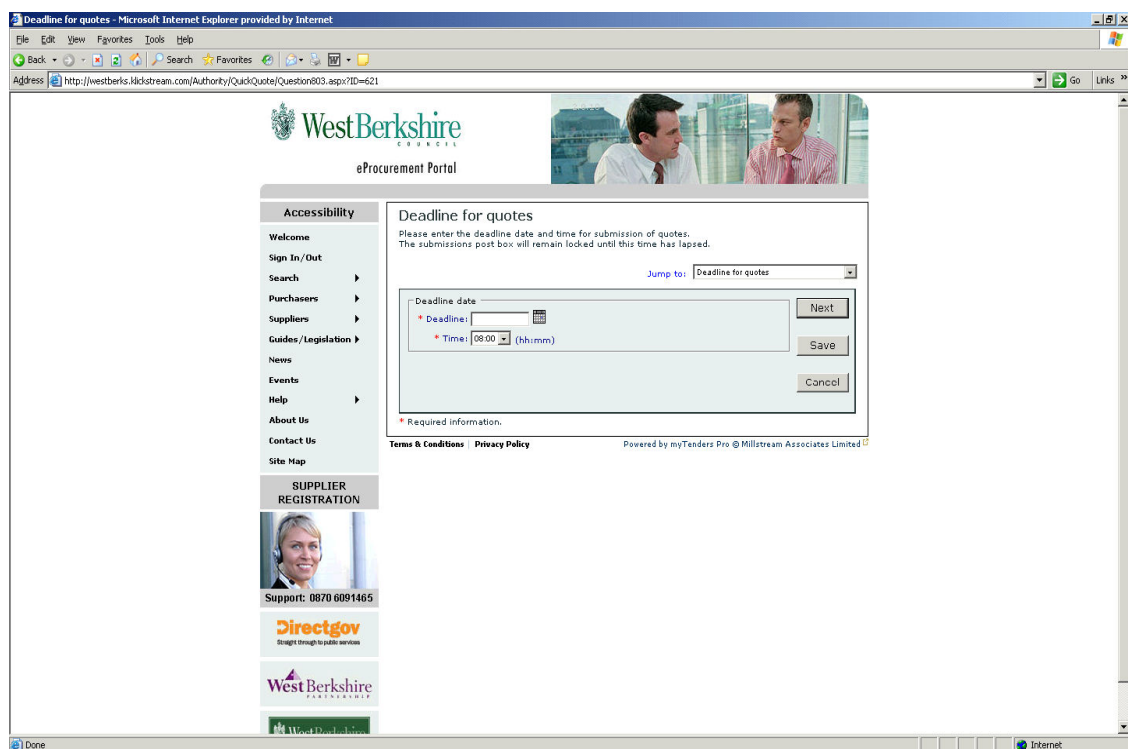
Powered by myTenders Pro © Millstream Associates Limited

<http://westberks.kickstream.com/Authority/QuickQuote/Question802.aspx?ID=621#> Internet

Step 9

Deadline date and time need to be inserted in this screen.

Depending on the scope of the goods/service, please ensure you allow sufficient time for suppliers to compile their quotations, taking into account any holiday periods. Click 'next'.

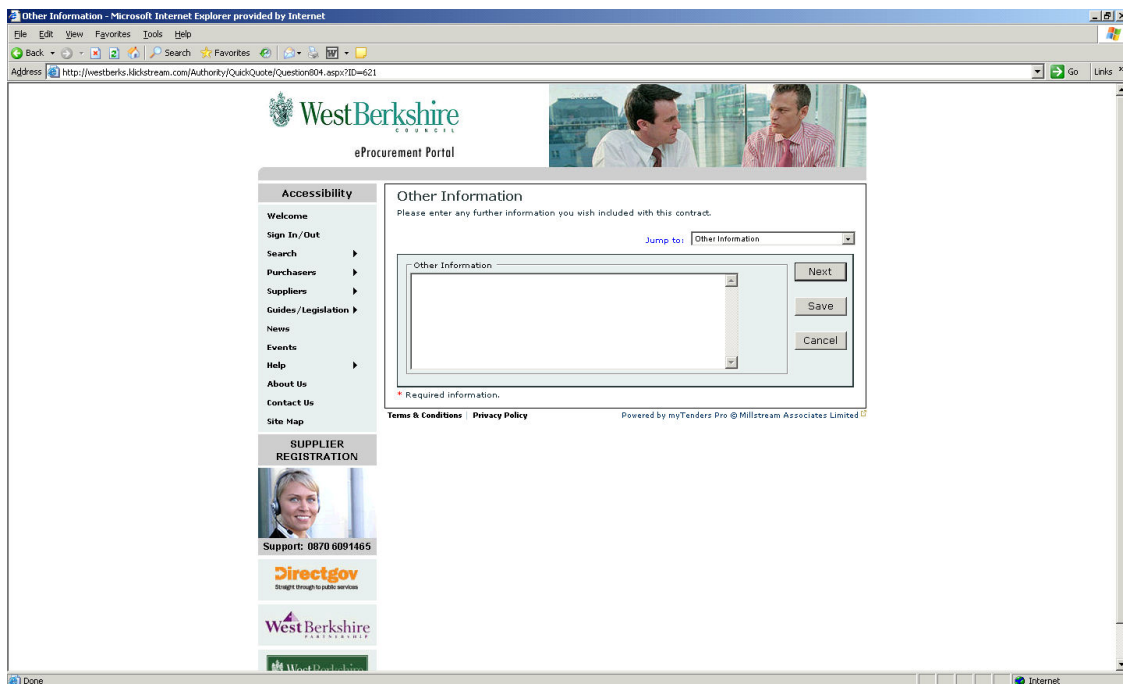


The screenshot shows a web browser window displaying the 'Deadline for quotes' page on the West Berkshire Council eProcurement Portal. The page title is 'Deadline for quotes' and the URL is 'http://westberks.kidstream.com/Authority/QuickQuote/Question803.aspx?ID=621'. The page features a navigation menu on the left with options like 'Welcome', 'Sign In/Out', 'Search', 'Purchasers', 'Suppliers', 'Guides/Legislation', 'News', 'Events', 'Help', 'About Us', 'Contact Us', and 'Site Map'. Below the navigation menu is a 'SUPPLIER REGISTRATION' section with a photo of a woman and the contact number 'Support: 0870 6091465'. The main content area contains a form with the following fields and controls:

- Deadline date:** A text input field with a calendar icon.
- Time:** A time selection dropdown menu showing '08:00' and '(hh:mm)'.
- Buttons:** 'Next', 'Save', and 'Cancel' buttons.
- Instructions:** 'Please enter the deadline date and time for submission of quotes. The submissions post box will remain locked until this time has lapsed.'
- Jump to:** A dropdown menu currently set to 'Deadline for quotes'.
- Footer:** 'Terms & Conditions | Privacy Policy' and 'Powered by myTenders Pro © Millstream Associates Limited'.

Step 10

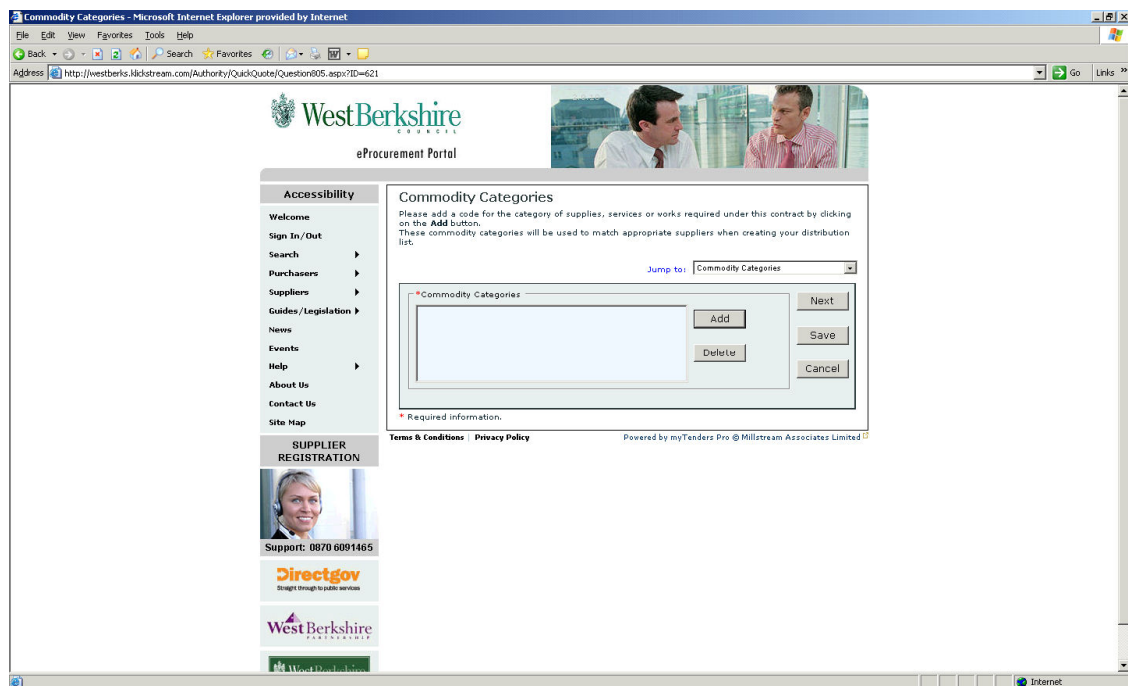
Insert any additional information you may feel relevant eg. You may require suppliers to attend a site visit before submitting their quotation. Click 'next'.



The screenshot shows a web browser window displaying the 'Other Information' form on the West Berkshire Council eProcurement Portal. The browser title is 'Other Information - Microsoft Internet Explorer provided by Internet'. The address bar shows the URL: <http://westberks.kickstream.com/Authority/QuickQuote/Question604.aspx?ID=621>. The page header includes the West Berkshire Council logo and the text 'eProcurement Portal'. A navigation menu on the left lists: Accessibility, Welcome, Sign In/Out, Search, Purchasers, Suppliers, Guides/Legislation, News, Events, Help, About Us, Contact Us, and Site Map. The main content area is titled 'Other Information' and contains the instruction: 'Please enter any further information you wish included with this contract.' Below this is a large text input field with a vertical scrollbar. To the right of the input field are three buttons: 'Next', 'Save', and 'Cancel'. A red asterisk and the text '* Required Information.' are located below the input field. At the bottom of the page, there are links for 'Terms & Conditions' and 'Privacy Policy', and a footer note: 'Powered by myTenders Pro © Millstream Associates Limited'. A 'SUPPLIER REGISTRATION' banner is visible at the bottom left, featuring a woman's photo, the phone number 'Support: 0870 6091465', and logos for 'Directgov' and 'West Berkshire'.

Step 11

In this screen you must select a commodity code/s relating to your requirement. Click on 'add' to select codes, and then click 'next'



Commodity Categories - Microsoft Internet Explorer provided by Internet

http://westberks.kickstream.com/Authority/QuickQuote/Question605.aspx?ID=621

WestBerkshire
eProcurement Portal

Accessibility

Welcome
Sign In/Out
Search
Purchasers
Suppliers
Guides / Legislation
News
Events
Help
About Us
Contact Us
Site Map

SUPPLIER REGISTRATION

Support: 0870 6001465

Directgov
Straight through to public services

West Berkshire

Commodity Categories

Please add a code for the category of supplies, services or works required under this contract by clicking on the **Add** button.
These commodity categories will be used to match appropriate suppliers when creating your distribution list.

Jump to: Commodity Categories

*Commodity Categories

Add Next
Delete Save
Cancel

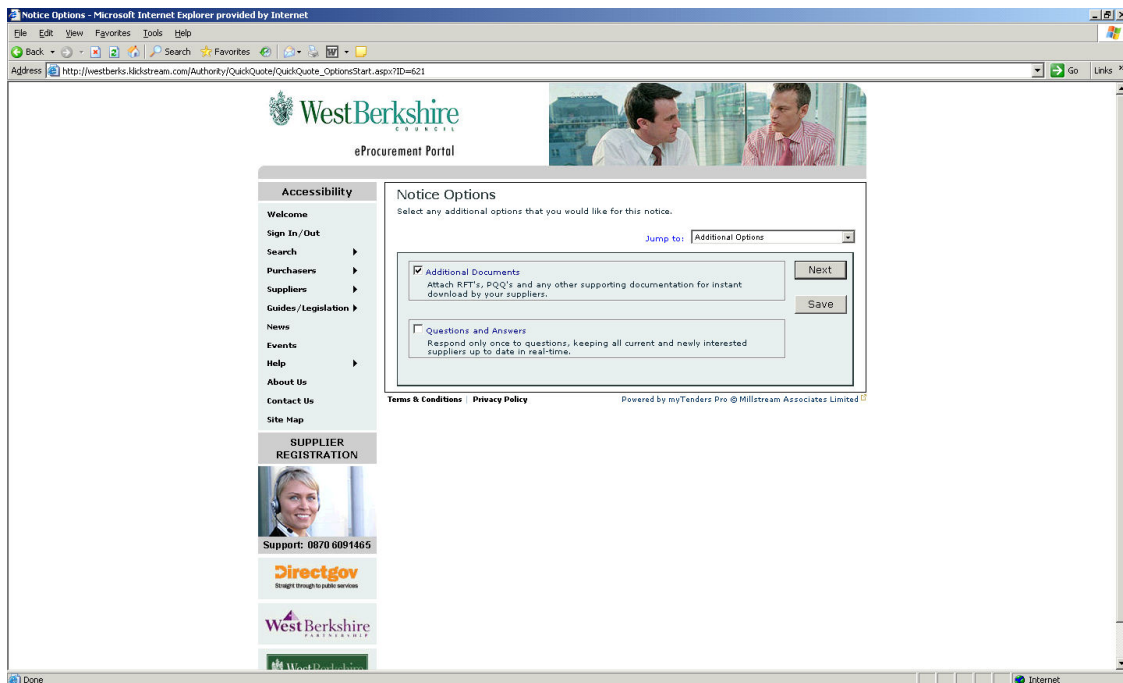
* Required information.

Terms & Conditions Privacy Policy Powered by myTenders Pro © Millstream Associates Limited

Step 12

This next screen will ask you if you want to attach any documents relating to your enquiry that suppliers will be able to download from the Portal eg. This may be a sketch or a plan.

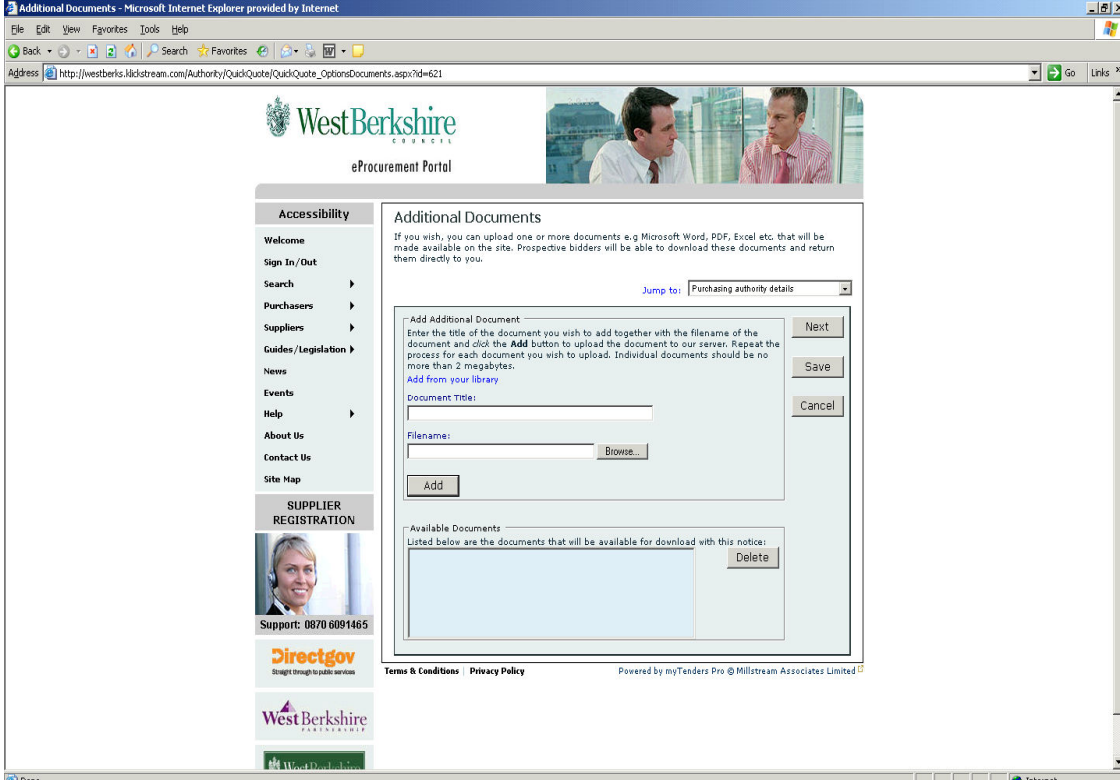
Also, this will manage any questions that come in from suppliers, where your answer will be sent to **all** suppliers quoting. Click 'next'.



The screenshot shows a web browser window titled "Notice Options - Microsoft Internet Explorer provided by Internet". The address bar shows the URL: http://westberks.kickstream.com/Authority/QuickQuote/QuickQuote_OptionsStart.aspx?ID=621. The page content includes the West Berkshire Council logo and "eProcurement Portal" header. A left-hand navigation menu lists: Accessibility, Welcome, Sign In/Out, Search, Purchasers, Suppliers, Guides/Legislation, News, Events, Help, About Us, Contact Us, and Site Map. The main content area is titled "Notice Options" and contains the following text: "Select any additional options that you would like for this notice." Below this is a "Jump to:" dropdown menu with "Additional Options" selected. There are two checkboxes: "Additional Documents" (checked) with the description "Attach RFT's, PQ's and any other supporting documentation for instant download by your suppliers." and "Questions and Answers" (unchecked) with the description "Respond only once to questions, keeping all current and newly interested suppliers up to date in real-time." There are "Next" and "Save" buttons. At the bottom of the page, there are links for "Terms & Conditions" and "Privacy Policy", and a footer note: "Powered by myTenders Pro © Millstream Associates Limited".

Step 13

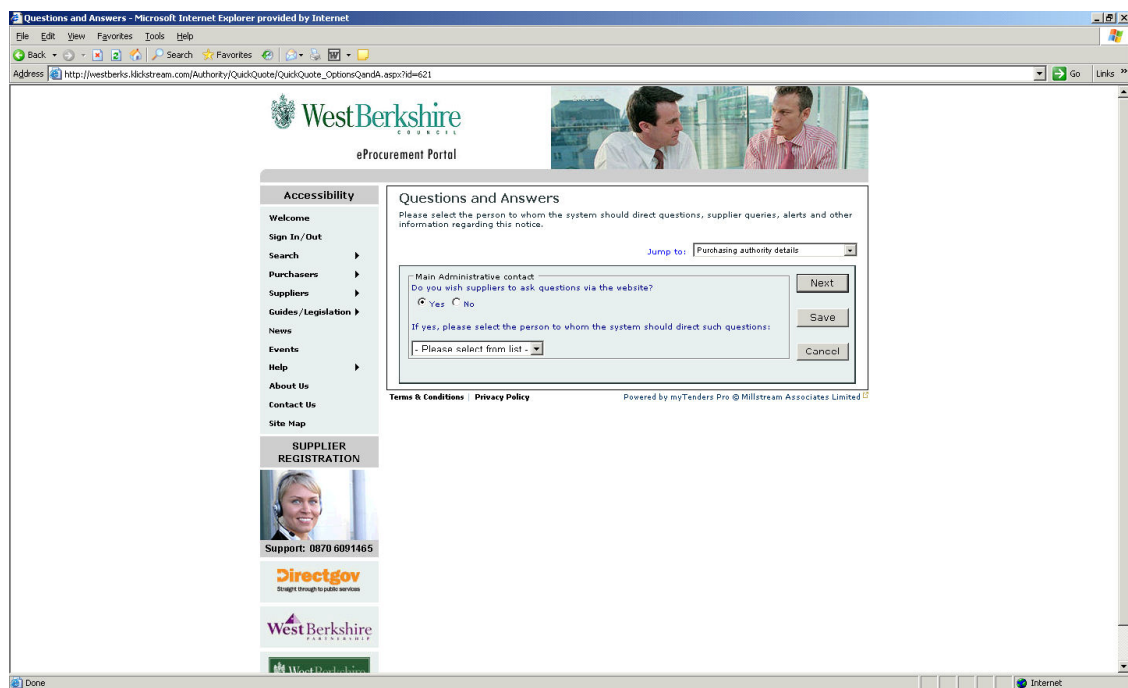
If you click on additional documents in the previous screen then you will be requested to attach them here. Click 'next' once attached.



The screenshot shows a web browser window titled "Additional Documents - Microsoft Internet Explorer provided by Internet". The address bar shows the URL: http://westberks.kickstream.com/Authority/QuickQuote/QuickQuote_OptionsDocuments.aspx?id=621. The page content includes the West Berkshire Council logo and "eProcurement Portal" header. A left-hand navigation menu lists various site sections like "Accessibility", "Welcome", "Sign In/Out", "Search", "Purchasers", "Suppliers", "Guides/Legislation", "News", "Events", "Help", "About Us", "Contact Us", and "Site Map". Below the menu is a "SUPPLIER REGISTRATION" section with a support contact number: "Support: 0870 6091465". The main content area is titled "Additional Documents" and contains the following text: "If you wish, you can upload one or more documents e.g Microsoft Word, PDF, Excel etc. that will be made available on the site. Prospective bidders will be able to download these documents and return them directly to you." Below this text is a "Jump to:" dropdown menu set to "Purchasing authority details". The primary form is titled "Add Additional Document" and includes instructions: "Enter the title of the document you wish to add together with the filename of the document and click the Add button to upload the document to our server. Repeat the process for each document you wish to upload. Individual documents should be no more than 2 megabytes." It also features a link "Add from your library". The form fields are "Document Title:" and "Filename:" with a "Browse..." button next to the filename field. There are "Add", "Next", "Save", and "Cancel" buttons. Below the form is an "Available Documents" section with the text "Listed below are the documents that will be available for download with this notice:" and a "Delete" button. At the bottom of the page, there are links for "Terms & Conditions" and "Privacy Policy", and a footer note: "Powered by myTenders Pro © Millstream Associates Limited".

Step 14

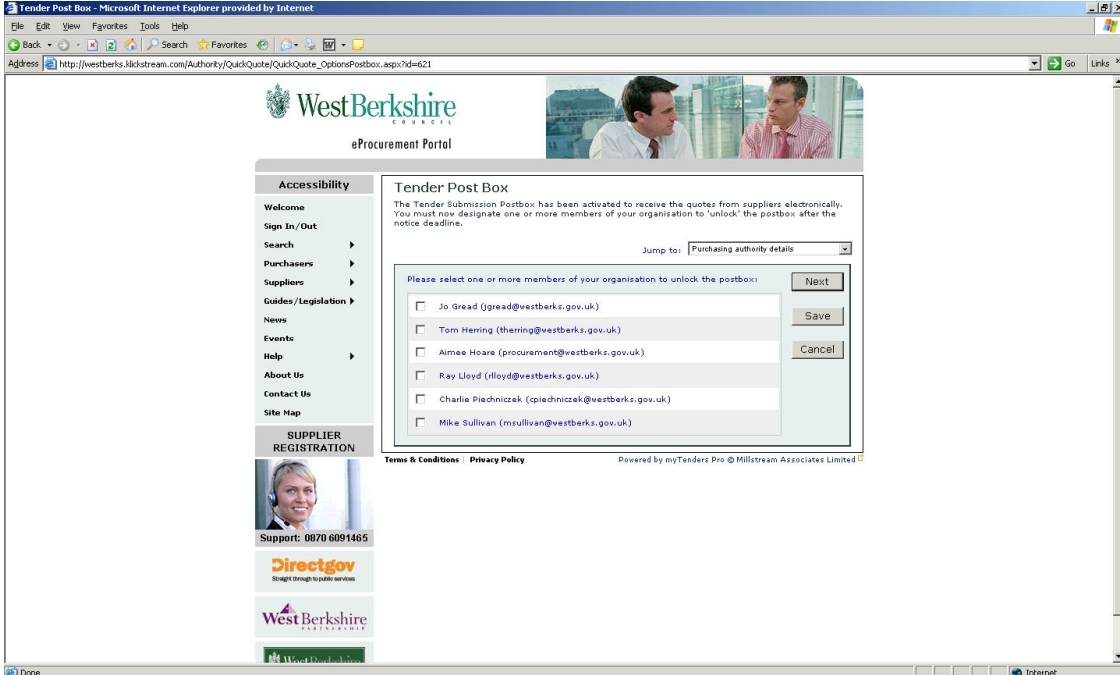
If you clicked to include Questions & Answers in step 12 you will need to complete these fields which instructs the Portal where to send them. Click 'next'.



The screenshot shows a web browser window displaying the 'Questions and Answers' form on the West Berkshire eProcurement Portal. The browser title is 'Questions and Answers - Microsoft Internet Explorer provided by Internet'. The address bar shows the URL: http://westberks.kickstream.com/Authority/QuickQuote/QuickQuote_OptionsQandA.aspx?id=621. The page header includes the West Berkshire Council logo and the text 'eProcurement Portal'. A navigation menu on the left lists various sections: Accessibility, Welcome, Sign In/Out, Search, Purchasers, Suppliers, Guides/Legislation, News, Events, Help, About Us, Contact Us, and Site Map. Below the menu is a 'SUPPLIER REGISTRATION' section featuring a photo of a woman and the support number '0870 6001465'. The main content area is titled 'Questions and Answers' and contains the following text: 'Please select the person to whom the system should direct questions, supplier queries, alerts and other information regarding this notice.' Below this text is a 'Jump to:' dropdown menu with 'Purchasing authority details' selected. The form includes a section for 'Main Administrative contact' with a question 'Do you wish suppliers to ask questions via the website?' and radio buttons for 'Yes' and 'No'. A 'Next' button is positioned to the right of this section. Below the radio buttons is a text input field with the placeholder text 'Please select from list' and a dropdown arrow. To the right of this field are 'Save' and 'Cancel' buttons. At the bottom of the form, there are links for 'Terms & Conditions' and 'Privacy Policy', and a footer note: 'Powered by myTenders Pro © Millstream Associates Limited'.

Step 15

Here you need to nominate one or more Users who will be responsible for unlocking the tender post box after the deadline date/time for tender returns. Click 'next'



Tender Post Box

The Tender Submission Postbox has been activated to receive the quotes from suppliers electronically. You must now designate one or more members of your organisation to "unlock" the postbox after the notice deadline.

Jump to: Purchasing authority details

Please select one or more members of your organisation to unlock the postbox:

- Jo Gread (jgread@westberks.gov.uk)
- Tom Herring (therring@westberks.gov.uk)
- Aimee Hoare (procurement@westberks.gov.uk)
- Ray Lloyd (rlloyd@westberks.gov.uk)
- Charlie Piechniczek (cpiechniczek@westberks.gov.uk)
- Mike Sullivan (msullivan@westberks.gov.uk)

Next Save Cancel

Support: 0870 6091465

Directgov

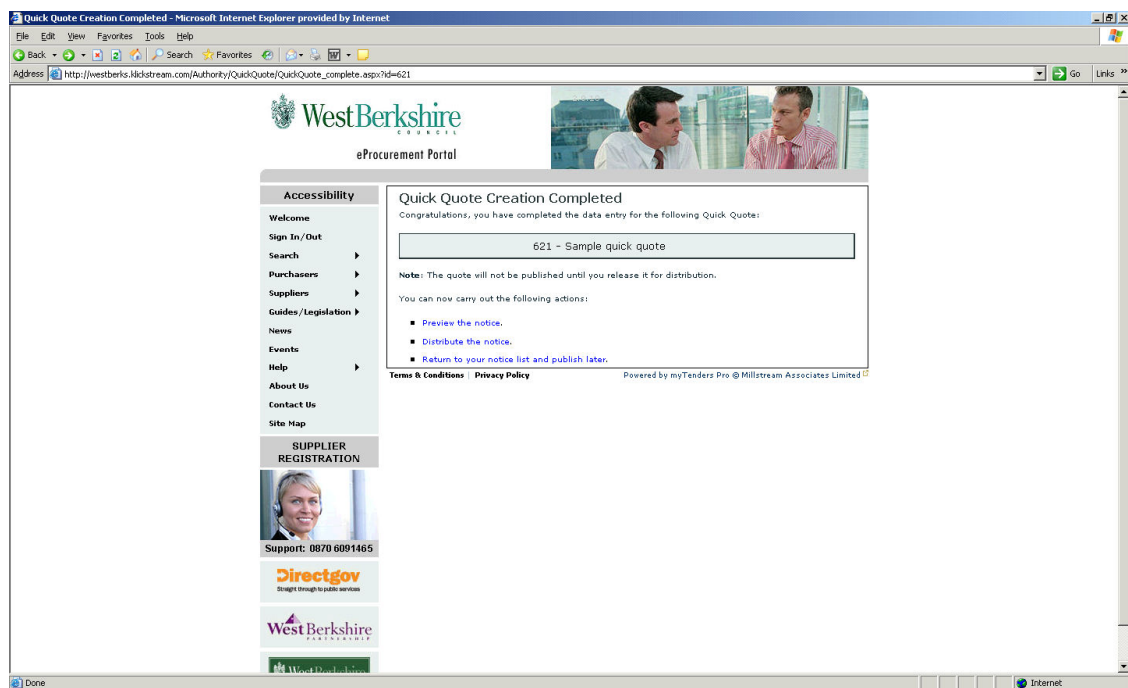
West Berkshire

Powered by myTenders Pro © Millstream Associates Limited

Step 16

You have now completed your enquiry. Several options are available here 1. Preview your notice. 2. Distribute notice or 3. Publish later.

If you decide to distribute now then click the link.

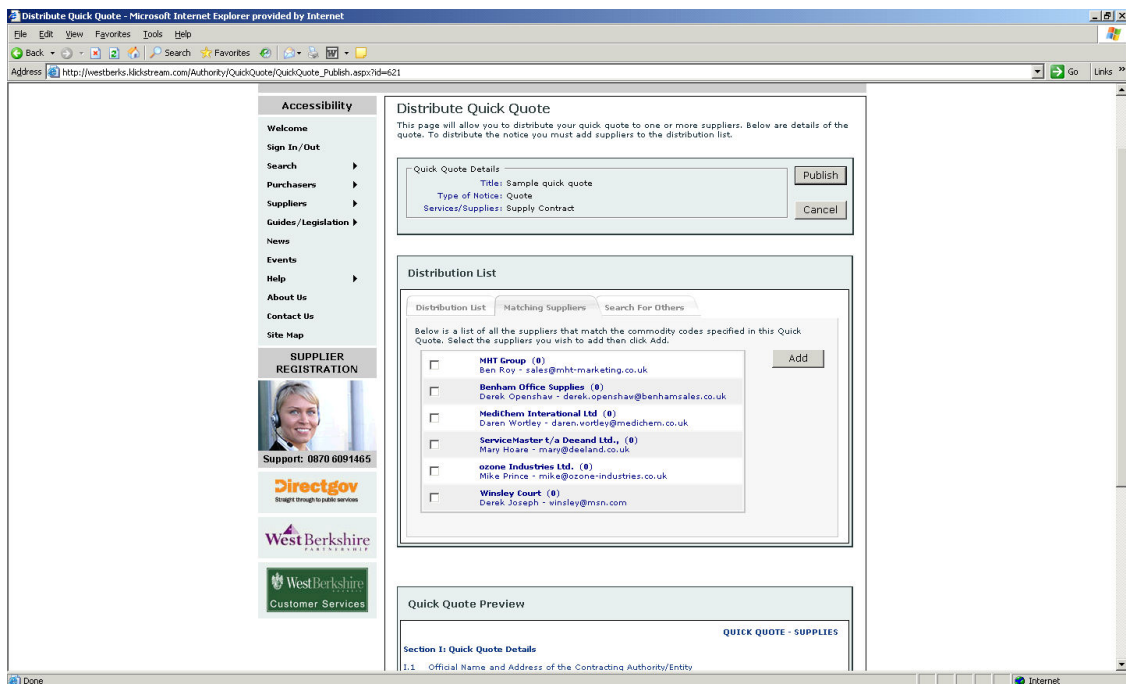


The screenshot shows a web browser window displaying the West Berkshire eProcurement Portal. The main content area features a confirmation message: "Quick Quote Creation Completed". Below this, it states "Congratulations, you have completed the data entry for the following Quick Quote:" followed by a box containing "621 - Sample quick quote". A note indicates that the quote will not be published until released for distribution. Three action links are provided: "Preview the notice", "Distribute the notice", and "Return to your notice list and publish later". The left sidebar contains navigation links such as "Welcome", "Sign In/Out", "Search", "Purchasers", "Suppliers", "Guides / Legislation", "News", "Events", "Help", "About Us", "Contact Us", and "Site Map". At the bottom of the sidebar, there is a "SUPPLIER REGISTRATION" section with a photo of a woman and the contact number "Support: 0870 6001465". Logos for "Directgov" and "West Berkshire" are also visible. The footer includes "Terms & Conditions", "Privacy Policy", and "Powered by myTenders Pro © Millstream Associates Limited".

Step 17

By clicking distribute notice in step 16 you now need to select your suppliers you wish to invite to quote.

In the distribution list (Matching Supplier tab) you will be given a list of Suppliers who have registered on our Portal for the commodity codes you selected in step 11. Please select a minimum of 3 from the list, click 'add' then click 'publish'. This will then send the enquiry direct to these Suppliers.



The screenshot shows the 'Distribute Quick Quote' web application. The main content area is divided into two sections: 'Quick Quote Details' and 'Distribution List'.

Quick Quote Details:

- Title: Sample quick quote
- Type of Notice: Quote
- Services/Supplies: Supply Contract

Distribution List:

Below is a list of all the suppliers that match the commodity codes specified in this Quick Quote. Select the suppliers you wish to add then click Add.

Supplier Name	Contact Information
MHT Group (0)	Ben Roy - sales@mht-marketing.co.uk
Benham Office Supplies (0)	Derek Openshaw - derek.openshaw@benhamzales.co.uk
MediChem International Ltd (0)	Daren Wortley - daren.wortley@medichem.co.uk
ServiceMaster K/a Deesand Ltd., (0)	Mary Hoare - mary@deesand.co.uk
ozone Industries Ltd., (0)	Mike Prince - mike@ozone-industries.co.uk
Winsley Court (0)	Derek Joseph - winsley@msn.com

Quick Quote Preview:

Section 1: Quick Quote Details

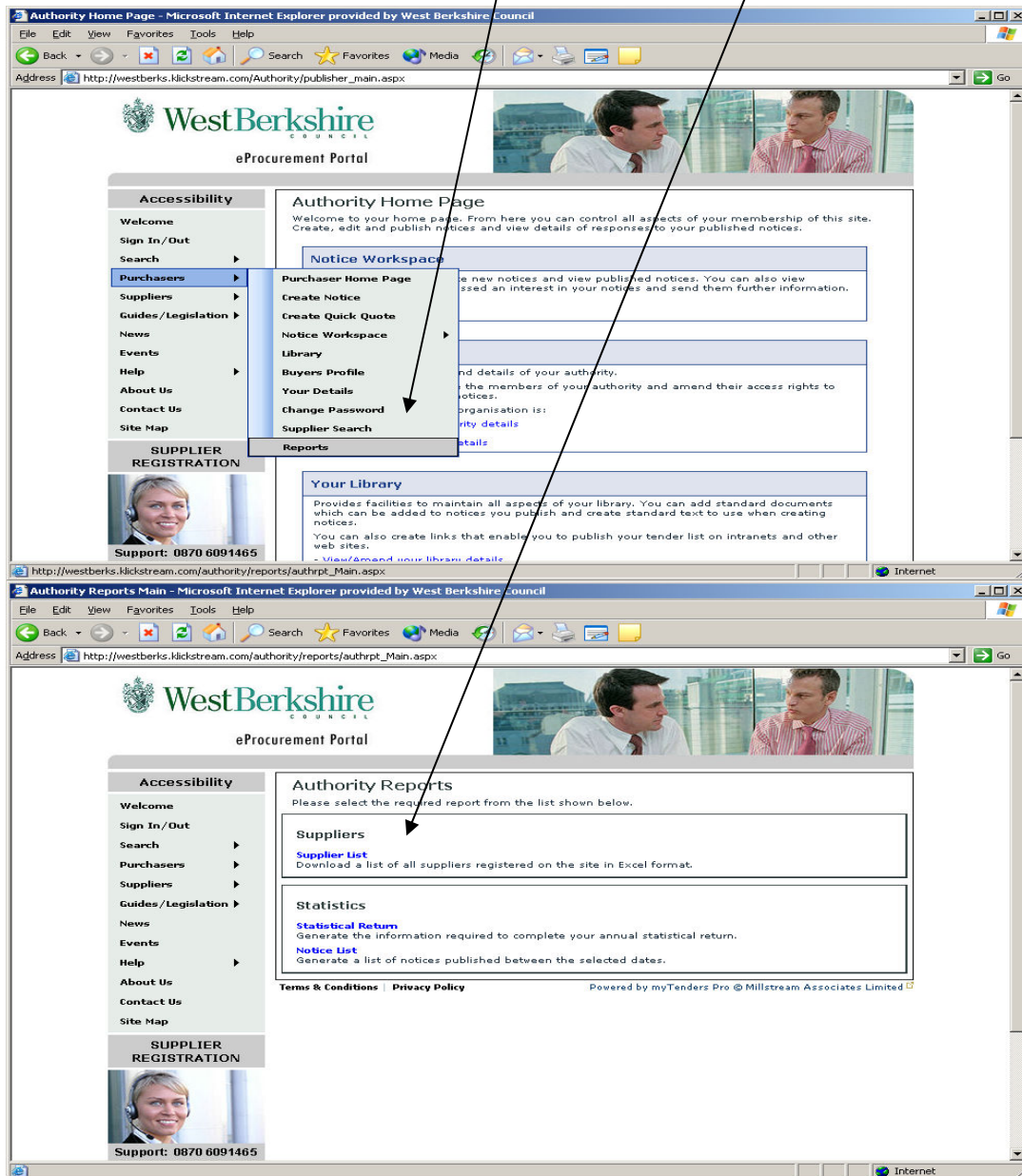
QUICK QUOTE - SUPPLIES

1.1 Official Name and Address of the Contracting Authority/Entity

Important Note on Suppliers

Suppliers that have registered on the WBC Portal may not necessarily have been through our approval process (which is normally carried out for large projects). Users should therefore satisfy themselves that, any suppliers they commit to, can provide the goods/services in question to the standards and delivery required. Should you require further information on this please contact the Procurement Unit on Tel: 01635 519860 or email procurement@westberks.gov.uk

Prior to creating a quick quote Users can check suppliers that have already registered on our Portal by going to reports then click on Supplier list. If Users require a specific supplier that is not listed then they should prompt them to register on the Portal – <http://westberks.klickstream.com/>

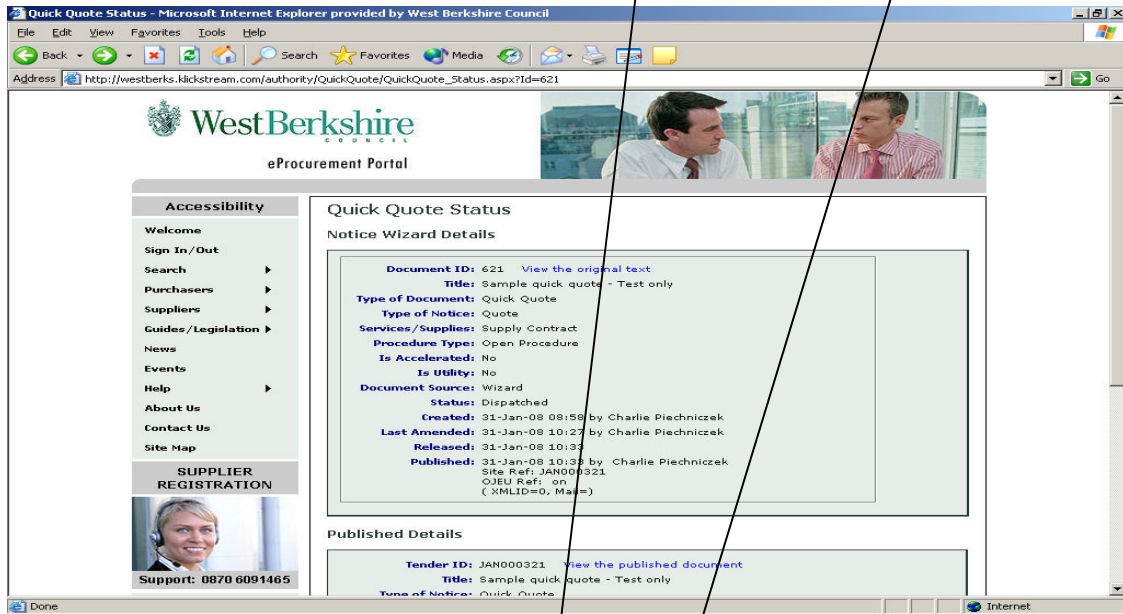


Users will also need to ensure that any new Suppliers they intend to procure from are set up in the Agresso System, using the appropriate ‘Request for New Supplier Form’.

Step 18

Return of quotations

Once the tender return date/time has lapsed, Users who were nominated to unlock the tender post box in step 15 will be prompted by an email to log in to the Portal and unlock. You can see in this screen that 2 quotes have been received. Click on 'Has Post Box'.



Quick Quote Status
Notice Wizard Details

Document ID: 621 [View the original text](#)

Title: Sample quick quote - Test only

Type of Document: Quick Quote

Type of Notice: Quote

Services/Supplies: Supply Contract

Procedure Type: Open Procedure

Is Accelerated: No

Is Utility: No

Document Source: Wizard

Status: Dispatched

Created: 31-Jan-08 08:58 by Charlie Piechniczek

Last Amended: 31-Jan-08 10:27 by Charlie Piechniczek

Released: 31-Jan-08 10:33

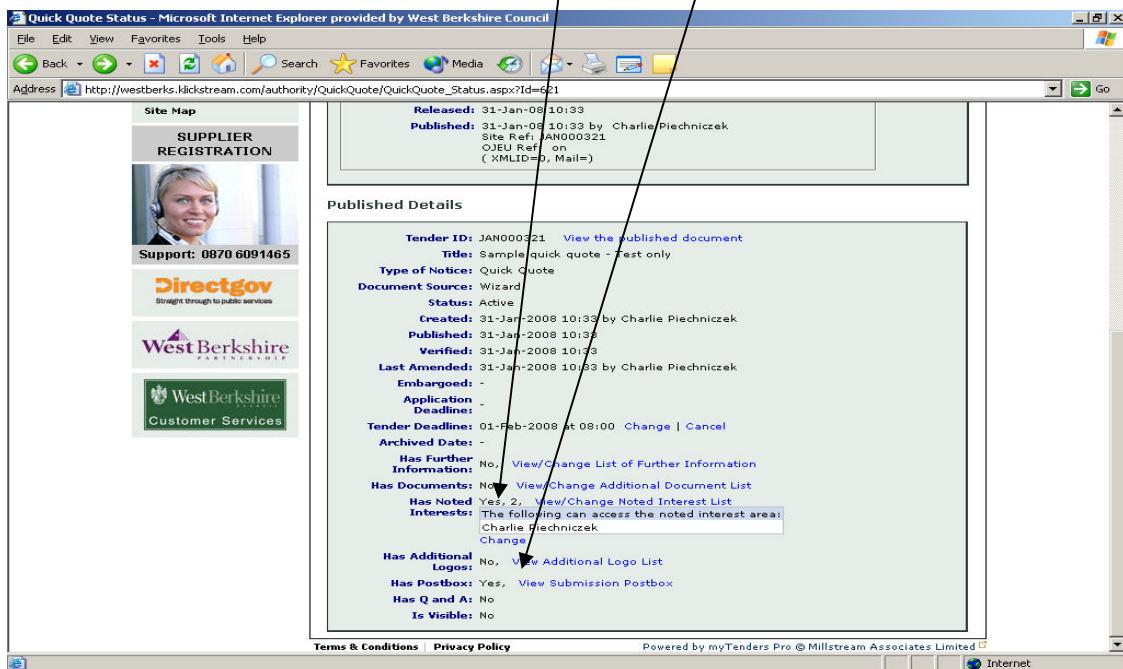
Published: 31-Jan-08 10:33 by Charlie Piechniczek
Site Ref: JAN000321
QJEU Ref: on (XMLID=0, Mail=)

Published Details

Tender ID: JAN000321 [View the published document](#)

Title: Sample quick quote - Test only

Type of Notice: Quick Quote



Published Details

Tender ID: JAN000321 [View the published document](#)

Title: Sample quick quote - Test only

Type of Notice: Quick Quote

Document Source: Wizard

Status: Active

Created: 31-Jan-2008 10:33 by Charlie Piechniczek

Published: 31-Jan-2008 10:33

Verified: 31-Jan-2008 10:33

Last Amended: 31-Jan-2008 10:33 by Charlie Piechniczek

Embargoed: -

Application Deadline: -

Tender Deadline: 01-Feb-2008 at 08:00 [Change](#) | [Cancel](#)

Archived Date: -

Has Further Information: No, [View/Change List of Further Information](#)

Has Documents: No, [View/Change Additional Document List](#)

Has Noted Interests: Yes, 2, [View/Change Noted Interest List](#)

The following can access the noted interest area:
Charlie Piechniczek
[Change](#)

Has Additional Logos: No, [View Additional Logo List](#)

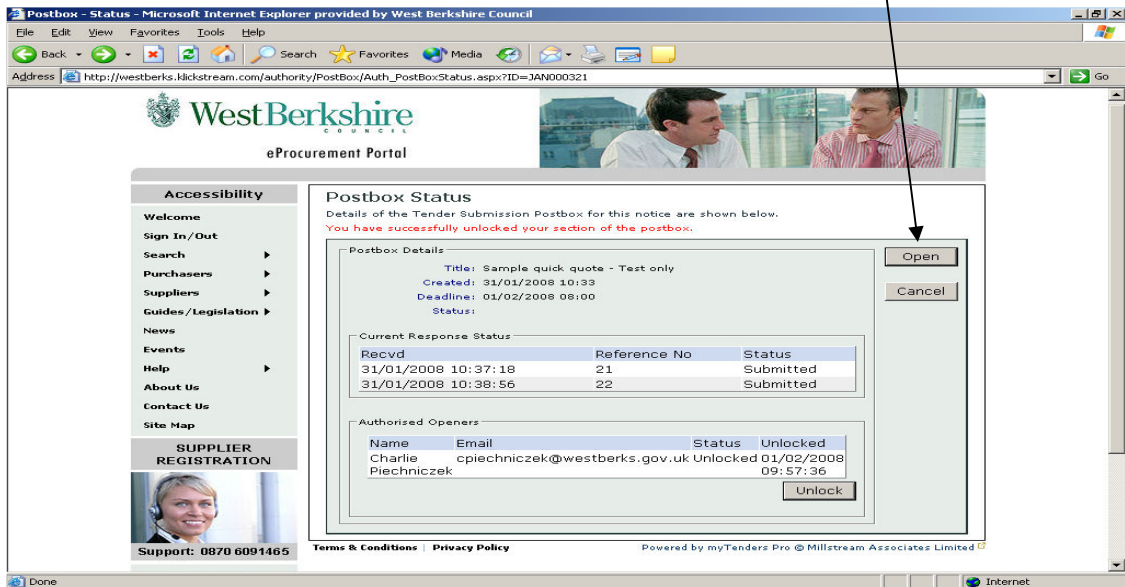
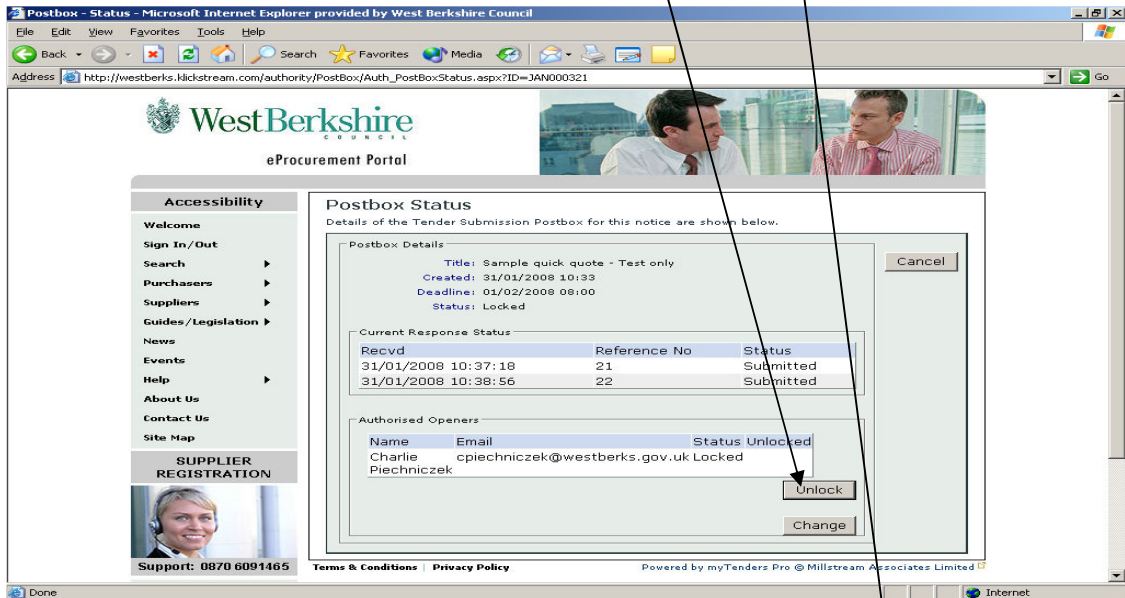
Has Postbox: Yes, [View Submission Postbox](#)

Has Q and A: No

Is Visible: No

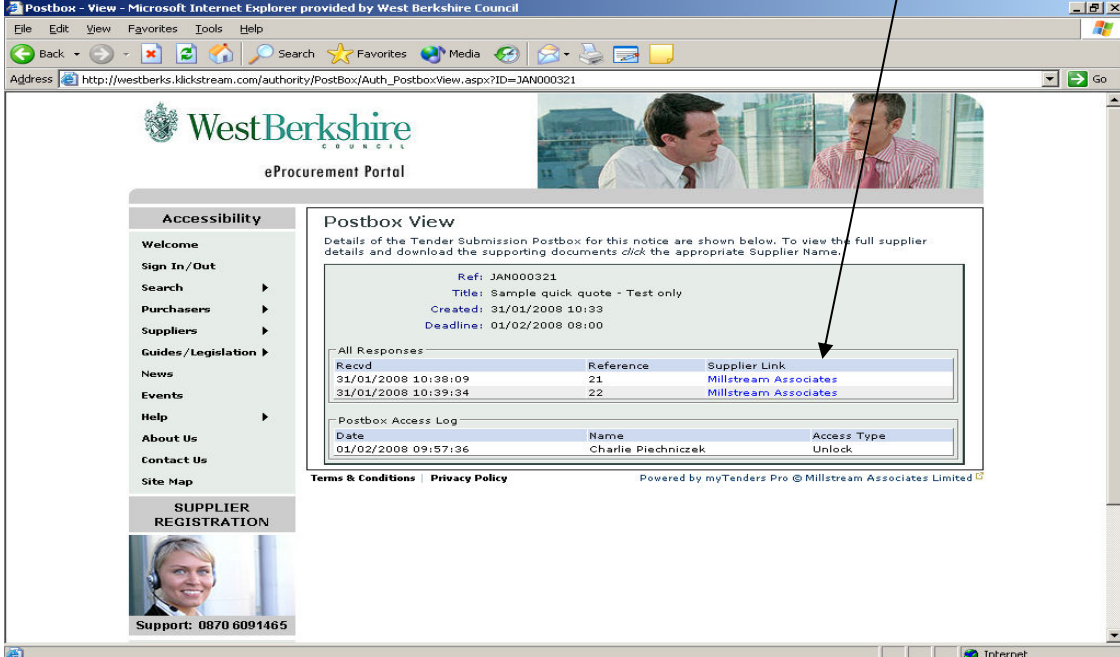
Step 19

This then displays the Post Box status. Click 'unlock' then 'open' to reveal quotations.



Step 20

This then gives you access to Supplier's quotations by clicking on the links.



The screenshot shows a web browser window displaying the West Berkshire Council eProcurement Portal. The page title is "Postbox View" and the URL is "http://westberks.kickstream.com/authority/PostBox/Auth_PostboxView.aspx?ID=JAN000321". The page content includes a navigation menu on the left, a main content area with a "Postbox View" section, and a "SUPPLIER REGISTRATION" section at the bottom left. The "Postbox View" section displays details for a tender submission, including the reference number, title, creation date, and deadline. Below this, there is a table of responses and a "Postbox Access Log" table. An arrow points to the "Supplier Link" column in the responses table, which contains the text "Millstream Associates".

Postbox View
Details of the Tender Submission Postbox for this notice are shown below. To view the full supplier details and download the supporting documents click the appropriate Supplier Name.

Ref: JAN000321
Title: Sample quick quote - Test only
Created: 31/01/2008 10:33
Deadline: 01/02/2008 08:00

All Responses:

Recvd	Reference	Supplier Link
31/01/2008 10:38:09	21	Millstream Associates
31/01/2008 10:39:34	22	Millstream Associates

Postbox Access Log

Date	Name	Access Type
01/02/2008 09:57:36	Charlie Piechniczek	Unlock

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SUPPLIER REGISTRATION
Support: 0870 6091465