



Procure Plus

Tender Management Company User Manual Version 1.2

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1. System Requirements

The Tender Management System can be accessed by any computer with the following:

- A Windows or Apple Mac PC
- Working Internet Connection
- An internet web browser such as Internet Explorer or Mozilla Firefox

In addition it is preferable to have a broadband connection as this will ensure pages are downloaded more quickly, allowing you to interact with the system much more smoothly.



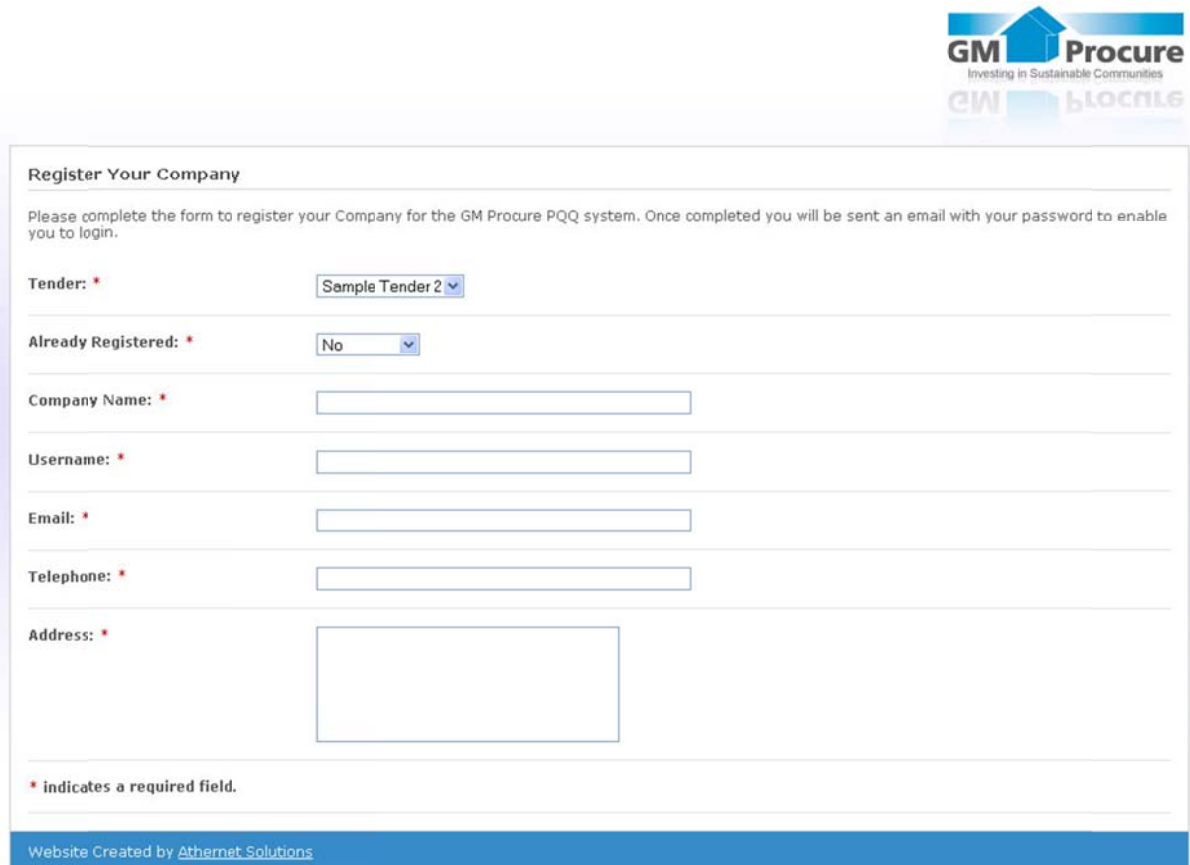
2. System Overview

The system is a Tender Management system, delivered through the internet, to allow interested bidders to use the system to answer appropriate qualification questions and then allow “markers” to score their responses in a standardised way.

3. Accessing the System

3.1 Registering Your Company

In order to register your Company on the Tender Management system you must first be sent a unique website address. Once you have received the URL from Procure Plus visit the address in your internet browser and the registration page will be displayed (Figure 1 - Company Register Page).



Register Your Company

Please complete the form to register your Company for the GM Procure PQQ system. Once completed you will be sent an email with your password to enable you to login.

Tender: *

Already Registered: *

Company Name: *

Username: *

Email: *

Telephone: *

Address: *

* indicates a required field.

Website Created by [Arhernet Solutions](#)

Figure 1 - Company Register Page

Tender

A drop down box that contains the name of the Tender you are registering for. If this is incorrect please contact Procure Plus and they will provide you with another URL. A required field.

Already Registered

A drop down box that contains “Yes” and “No”. By default “No” is pre selected. If you have already registered on the Tender Management system for another Tender then you do not need to input all your user details again. You will only need to provide your Username and Password to verify your login details.

Company Name

An input field for the Name of you Company. A required field.

**Username**

An input field for the Username you would like to use when logging into the Tender Management system. A required field.

Email

An input field for the Email address you use so that Procure Plus can send you emails relating to the Tender Management system such as your login Password.

Telephone

An input field for the Telephone number of your Company. A required field.

Address

An text area for the Address of your Company. A required field.

Once you have successfully registered your Company with the Tender Management system you will be sent an automatic email to the address you specified when registering with a Password you must use to login to the system.

3.2 Logging In

The system is provided through your website browser and can be accessed from any suitable computer with an Internet connection (see 1. System Requirements).

To access the system you will need your Username and Password. To login type the following website URL into your browser's address bar and press enter.

<http://tendermanagement.procure-plus.com/>

Once you have arrived at the login page (Figure 2 - Login Page) it is a good idea to bookmark the page so you can easily access it in the future.

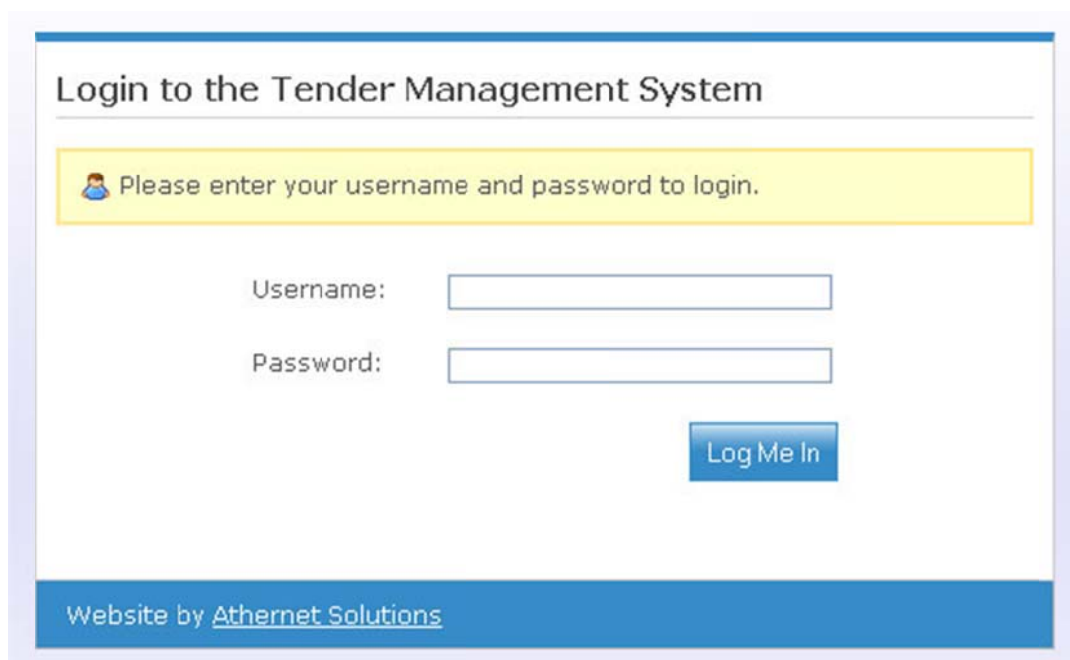


Figure 2 - Login Page

Enter your Username and Password and click the “Log Me In” button, if any errors occur they will be displayed on screen. If the login attempt was successful you will be redirected to the system's Dashboard.

3.3 The Dashboard

Once logged into the system you will be presented with the Dashboard Page (Figure 3 - Dashboard Page).

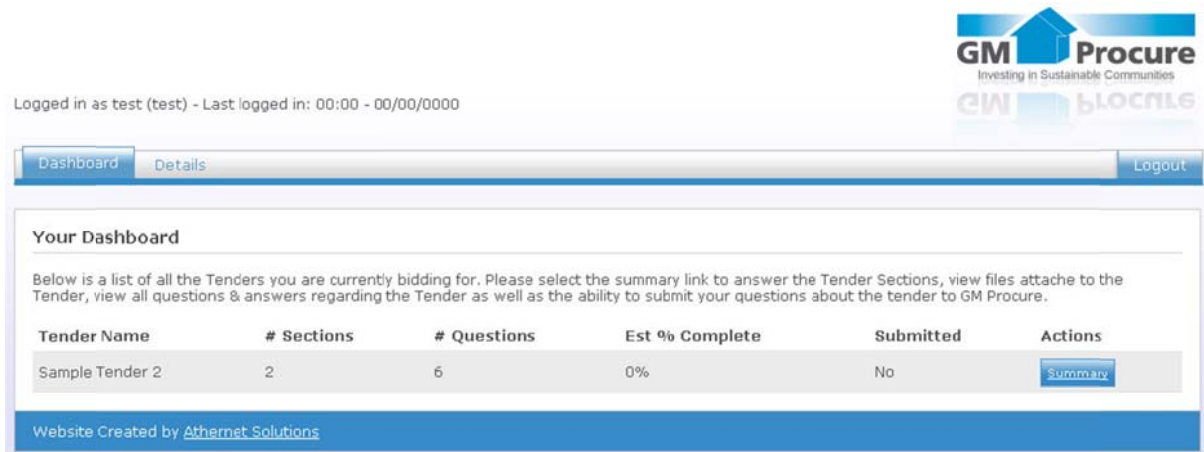


Figure 3 - Dashboard Page

Take a moment to familiarise yourself with the system layout. At the top of the page there is a horizontal navigation bar containing links to the various sections of the system.

Above the navigation there is some general information regarding who you are and the last time you logged in.

The Dashboard is the first page that you will see when you have logged in and will display an overview of the Tenders you are currently bidding for. Along with the name of the Tender you can see the number of sections, the number of questions, the estimated percentage of the questionnaire you have completed and whether or not you have submitting the bid to Procure Plus.

For a more detailed summary click the "Summary" link in the Actions column.

3.4 Logging Out

To logout of the system you can click the “Logout” button located in the main navigation menu running across the top of the screen.

If you need to access the system after you have logged out you will need to enter your Username and Password again at the Login page.

The system can cope with long periods of inactivity so you are free to leave whilst being logged in but please be aware of security concerns of leaving your computer.

4. General System Concepts

In order to be as uniform as possible the system will adhere to a number of simple concepts that will run across all aspects of the system.

This has been designed to reduce the learning curve of the system and to ensure that the system conforms to a single standard.

4.1 Headings

Headings in the system can be identified by a larger than normal, bold text with a single line that runs underneath the heading across the entire screen.

4.2 Links

All links in the system (excluding the navigation) are underlined in a normal state and when you hover over a link the underline will not be displayed.

Other links that denote a major action such as “Summary” or “Edit” are styled with a blue box with white underlined text (Figure 4 - Action Links).



Figure 4 - Action Links

4.3 Icons

Icons (small images depicting an action) are used throughout the system to convey meaning and to increase overall aesthetics.

Actions such as “Add” and “Delete” are always accompanied by an icon to reinforce the way the system has been developed.

4.4 Forms

For consistency the system has a standard layout for all forms, generally each form field is separated by a grey line unless the inputs are closely related.

Required fields (fields that must contain information before the form data is saved) are displayed with a red asterisk (Figure 5 - Required Fields) and fields that are optional are not accompanied by an asterisk.

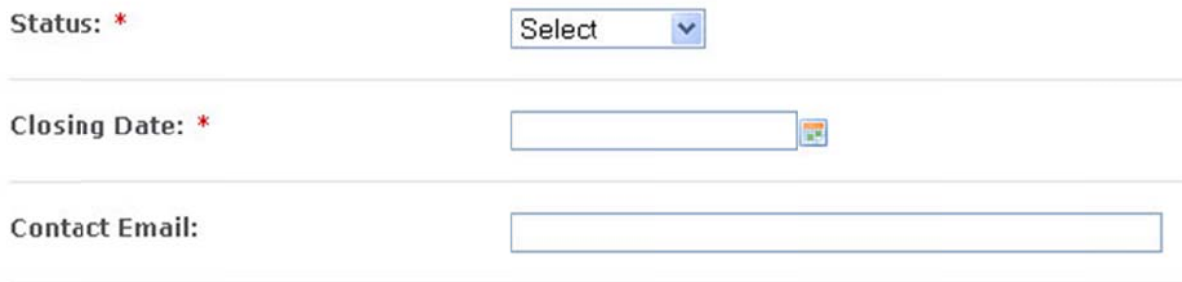


Figure 5 - Required Fields

If you have tried to submit a form and it contains errors or a required field has been left blank then the form will be re-displayed. The errors will be listed at the top of the page (Figure 6 - Errors List) in a red box detailing what exactly went wrong. Along with a list of errors the form field in question will also be highlighted in red (Figure 7 - Highlighted Error Field) so that you can quickly see the field that needs your attention.



Figure 6 - Errors List



Figure 7 - Highlighted Error Field

All forms throughout the system have 3 buttons located at the very bottom of the form (Figure 8 - Form Buttons). The “Save” button will attempt to save the form data and then return back to the same page. If the page contains an add form then the form will be empties ready to add another item. If the page contains an edit form the page will be refreshed with the submitted values.



Figure 8 - Form Buttons

4.6 Tooltips

The system utilises tooltips (Figure 9 - Tooltips) on pages that ask for user input such as forms and filters. A small box will appear when you hover your mouse giving you more information about the input field and whether it is a required piece of information. The tooltip will disappear when you move your mouse away from the field.



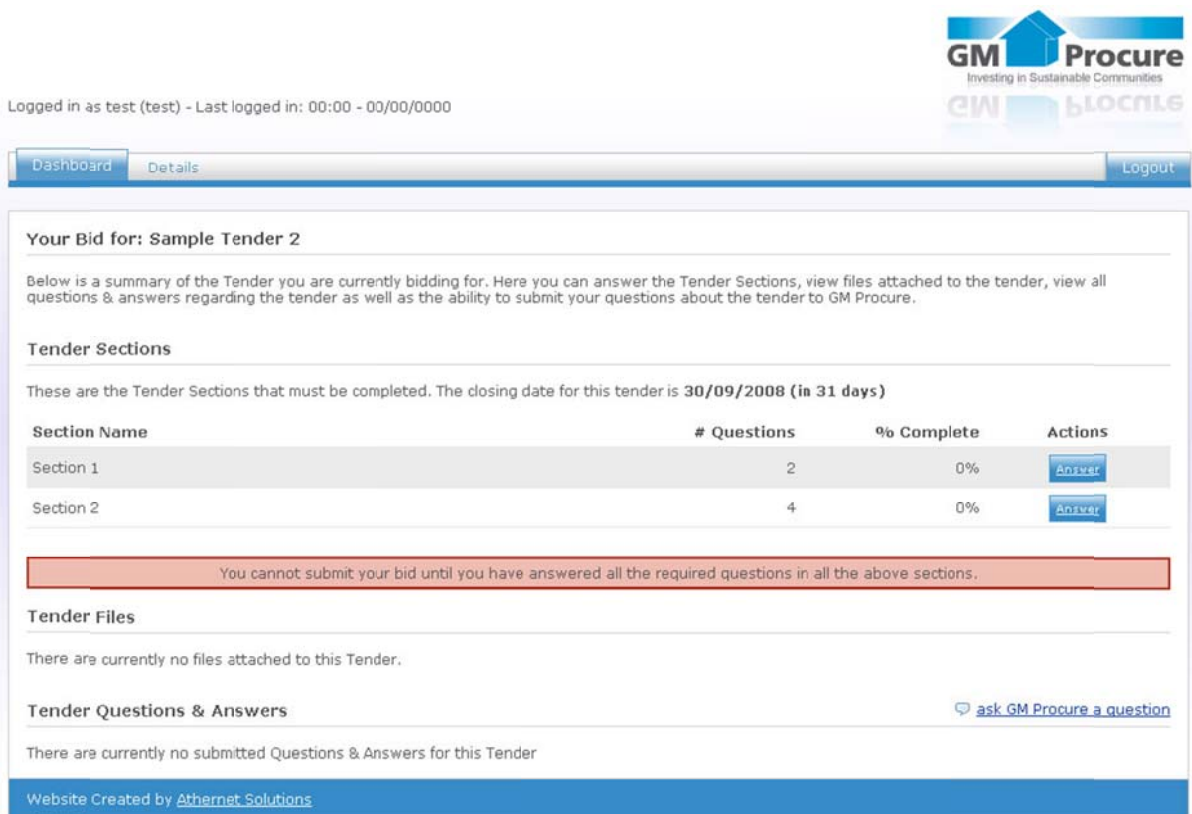
Figure 9 - Tooltips

5. Bid Summary

The Bid Summary Page can be accessed from the main Dashboard Page.

5.1 Main Bid Summary Page

The main page (Figure 10 - Bid Summary Page) displays a detailed view of the Tender along with all the Sections, your current progress with the Questionnaire, any Tender files that have been uploaded by Procure Plus and any Questions & Answers that have been asked by Companies about the Tender.



Logged in as test (test) - Last logged in: 00:00 - 00/00/0000

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Dashboard Details Logout

Your Bid for: Sample Tender 2

Below is a summary of the Tender you are currently bidding for. Here you can answer the Tender Sections, view files attached to the tender, view all questions & answers regarding the tender as well as the ability to submit your questions about the tender to GM Procure.

Tender Sections

These are the Tender Sections that must be completed. The closing date for this tender is **30/09/2008 (in 31 days)**

Section Name	# Questions	% Complete	Actions
Section 1	2	0%	Answer
Section 2	4	0%	Answer

You cannot submit your bid until you have answered all the required questions in all the above sections.

Tender Files

There are currently no files attached to this Tender.

Tender Questions & Answers [ask GM Procure a question](#)

There are currently no submitted Questions & Answers for this Tender

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Figure 10 - Bid Summary Page

Tender Sections

The Bid Summary Page lists all the Sections in the Tender along with the number of Questions within each Section and the estimated percentage of completion. To view the questions and start answering the section click the “Answer” link under the Actions column.

Tender Files

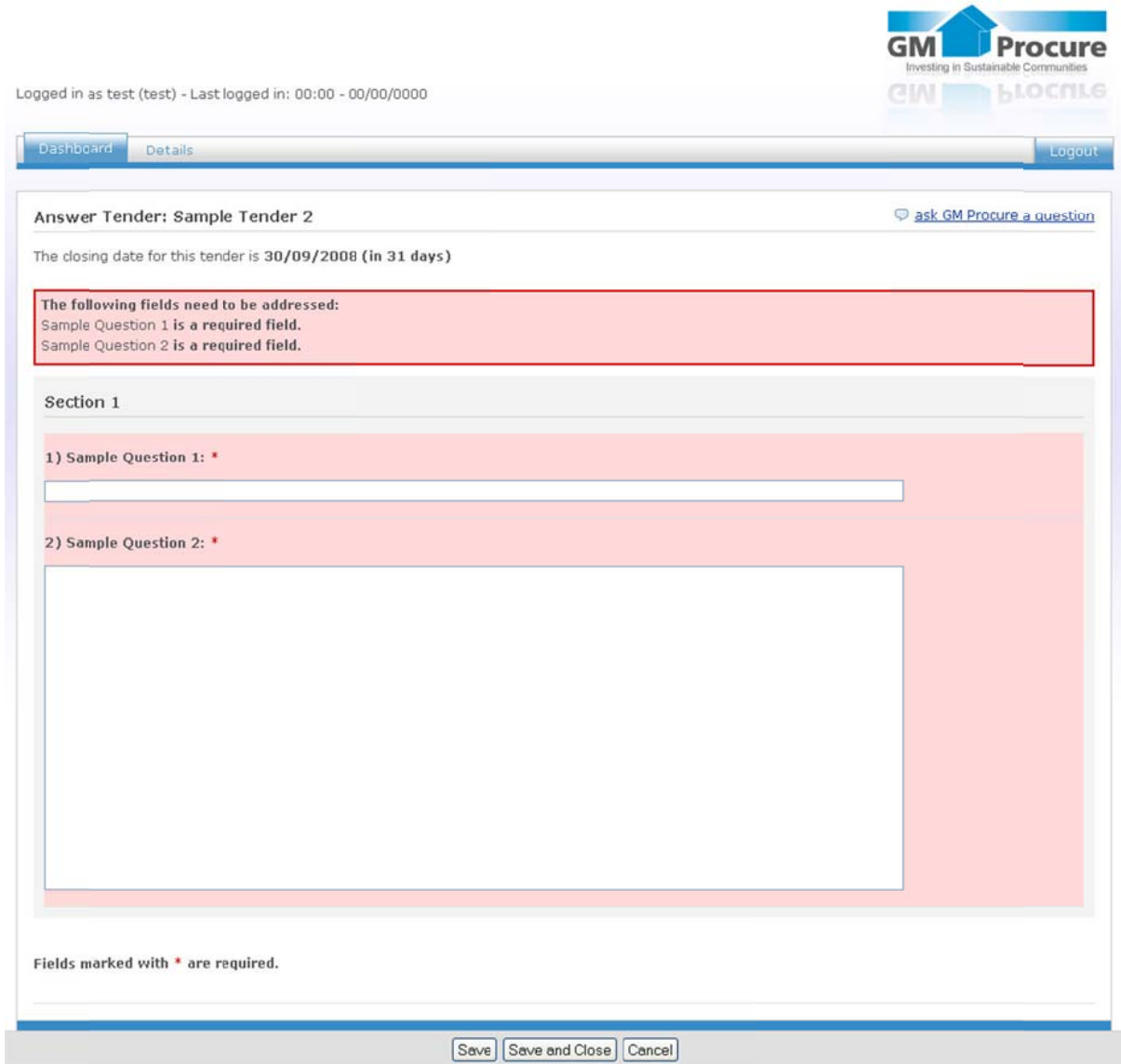
Any files that have been uploaded by Procure Plus are listed here and you have the option of viewing these files by either clicking on the name of the file or the “View” link located under the Actions column. Files that appear here can be viewed by all Companies currently bidding on the Tender.

Tender Questions & Answers

If you have any questions regarding the Tender you can submit them to Procure Plus by clicking the “ask Procure Plus a question” link. Once questions have been answered and approved by Procure Plus they will appear here in a single list. Please note that any answered questions will be made available to all Companies that are bidding on the Tender.

5.2 Bid Answer Page

The Bid Answer Page (Figure 11 - Bid Answer Page) is accessible from the main Bid Summary Page and allows you to answer all the questions within the Section.



Logged in as test (test) - Last logged in: 00:00 - 00/00/0000

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Dashboard Details Logout

Answer Tender: Sample Tender 2 [ask GM Procure a question](#)

The closing date for this tender is **30/09/2008 (in 31 days)**

The following fields need to be addressed:
Sample Question 1 is a required field.
Sample Question 2 is a required field.

Section 1

1) Sample Question 1: *

2) Sample Question 2: *

Fields marked with * are required.

Save Save and Close Cancel

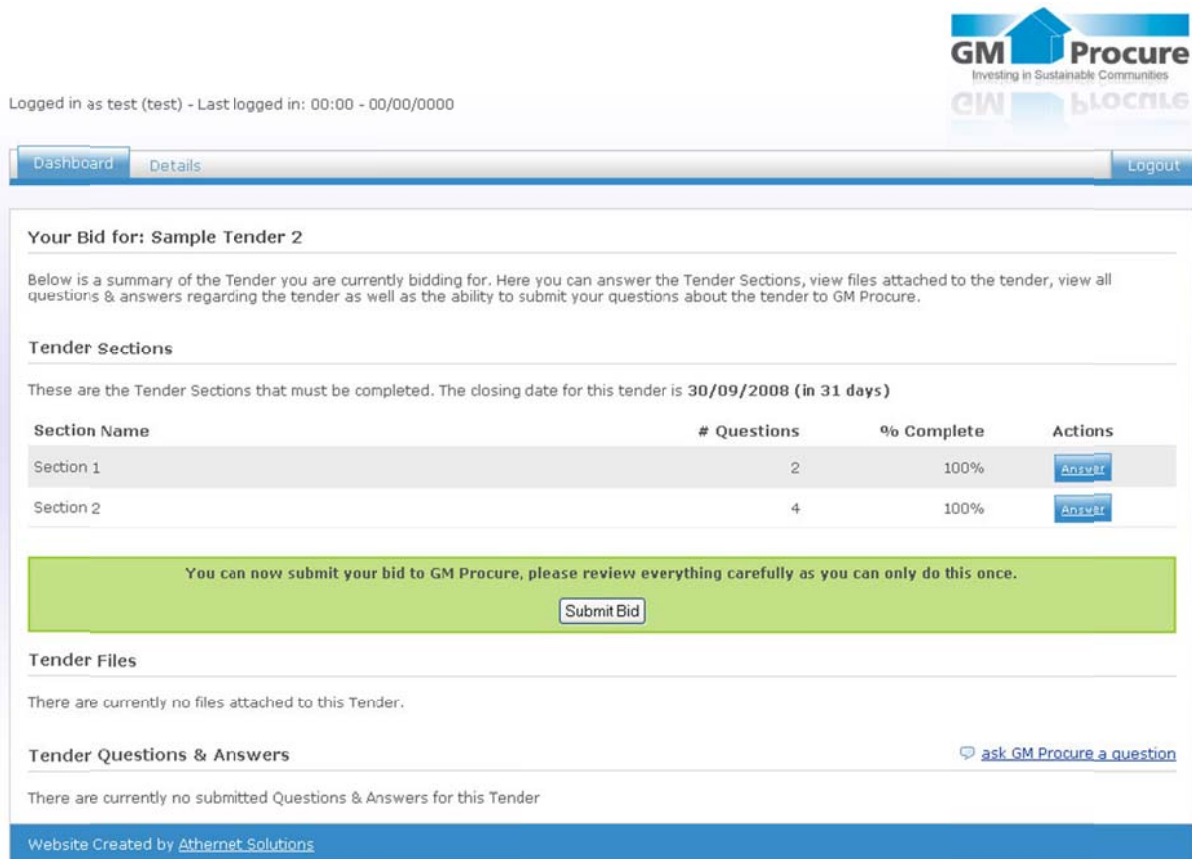
Figure 11 - Bid Answer Page

At the top of the page you can see the closing date for the Tender along with how many days are left. Also displayed at the top of the page is a simple checklist of fields that need to be addressed before the Section is considered completely answered.

Fields that are required are marked with a red background and asterix next to the question. Once you have answered the questions you can either click the "Save" or "Save and Close" button to save your answers.

5.3 Submitting Your Bid

Once you have fully answered all required questions in each of the Tender's Sections you are then able to submit your Bid to Procure Plus. This is done from the Main Bid Summary Page and a green box will appear with a submit button (Figure 12 - Submit Button).



Logged in as test (test) - Last logged in: 00:00 - 00/00/0000

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Dashboard Details Logout

Your Bid for: Sample Tender 2

Below is a summary of the Tender you are currently bidding for. Here you can answer the Tender Sections, view files attached to the tender, view all questions & answers regarding the tender as well as the ability to submit your questions about the tender to GM Procure.

Tender Sections

These are the Tender Sections that must be completed. The closing date for this tender is **30/09/2008 (in 31 days)**

Section Name	# Questions	% Complete	Actions
Section 1	2	100%	Answer
Section 2	4	100%	Answer

You can now submit your bid to GM Procure, please review everything carefully as you can only do this once.

[Submit Bid](#)

Tender Files

There are currently no files attached to this Tender.

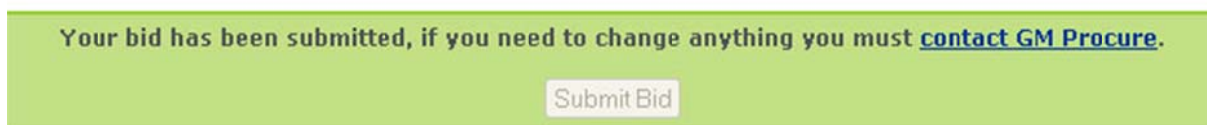
Tender Questions & Answers [ask GM Procure a question](#)

There are currently no submitted Questions & Answers for this Tender

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Figure 12 - Submit Button

Please note that you can only submit your Bid once and after it has been submitted you will be unable to modify any of your answers. If you have submitted your bid in error then please use the "contact Procure Plus" link (Figure 13 - Contact Procure Plus Link) on the Bid Summary Page to fill out an online contact form (Figure 14 - Online Contact Form) and Procure Plus will be in contact with you as soon as possible.



Your bid has been submitted, if you need to change anything you must [contact GM Procure](#).

[Submit Bid](#)

Figure 13 - Contact Procure Plus Link

Logged in as test (test) - Last logged in: 00:00 - 00/00/0000

GM Procure
Investing in Sustainable Communities
GIM BLOCPLG

Dashboard Details Logout

Contact GM Procure

Contact Email: *

Contact Telephone: *

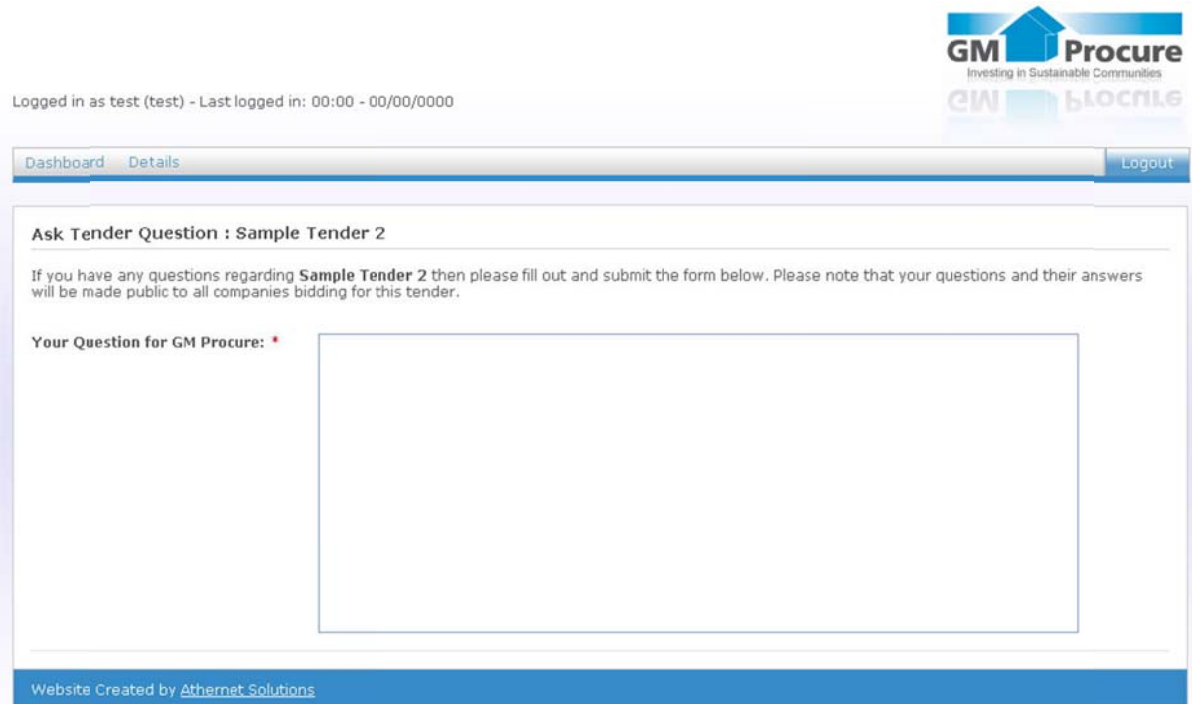
Message: *

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Figure 14 - Online Contact Form

5.4 Ask a Tender Question

If you have any questions about a particular Tender there is a “ask Procure Plus a question” link located on the Bid Summary Page as well as the Section Answer Page. This page (Figure 15 - Ask Tender Question Page) has a simple text area that you can use to ask a question. Once you submit your question it will then be sent to Procure Plus and will be answered and approved as soon as possible.



Logged in as test (test) - Last logged in: 00:00 - 00/00/0000

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Dashboard Details Logout

Ask Tender Question : Sample Tender 2

If you have any questions regarding **Sample Tender 2** then please fill out and submit the form below. Please note that your questions and their answers will be made public to all companies bidding for this tender.

Your Question for GM Procure: *

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Figure 15 - Ask Tender Question Page

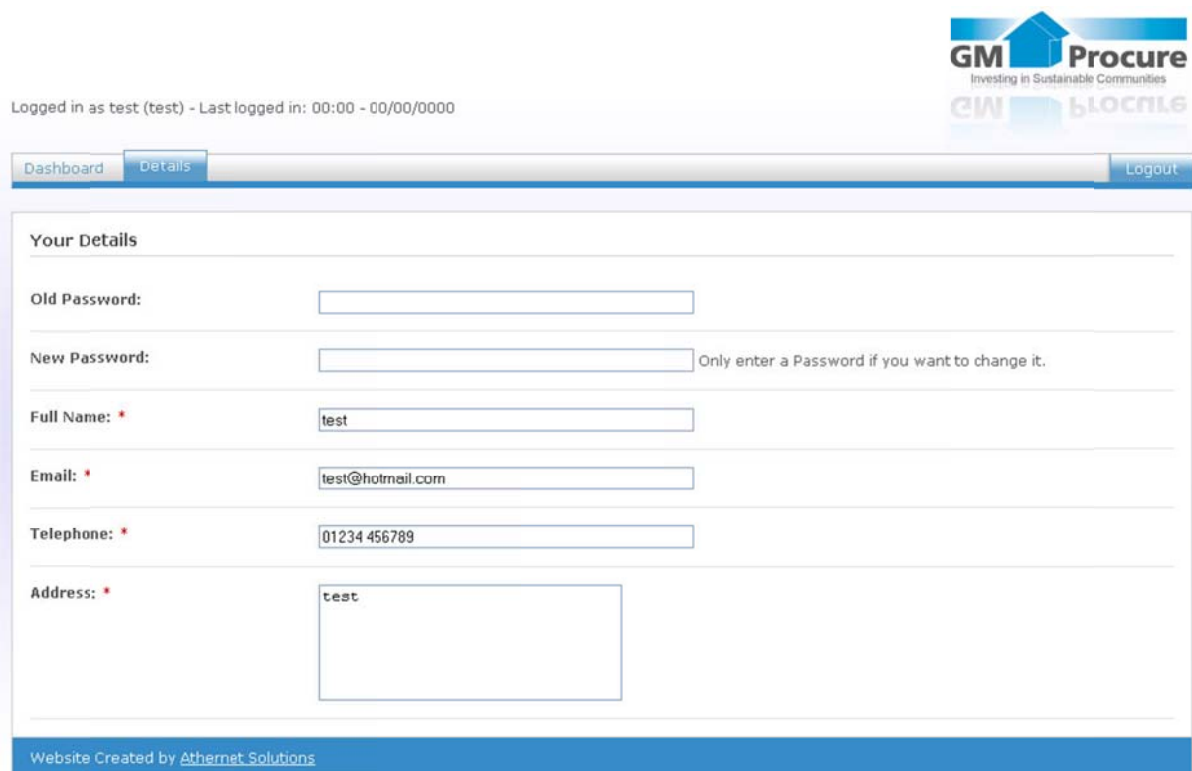
Please note any questions that are answered & approved by Procure Plus are automatically made available to every Company that is registered for the Tender.

6. Details

The Details Page can be accessed from the main Dashboard Page.

6.1 Main Details Page

The main page (Figure 16 - Main Details Page) displays all your information that you entered when you registered for the Tender Management system and this page allows you to change that information. If you want to change your login Password then you must enter you current Password along with a new one.



Logged in as test (test) - Last logged in: 00:00 - 00/00/0000

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Dashboard Details Logout

Your Details

Old Password:

New Password: Only enter a Password if you want to change it.

Full Name: *

Email: *

Telephone: *

Address: *

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Figure 16 - Main Details Page

September 2010