

# **Quick Guide S2: Finding Negotiations in which to Participate**

Sourcing Supplier

## Finding Negotiations in which to Participate

Suppliers may be:

- Invited to participate in a negotiation,
- Notified of a tender opportunity by email, or
- Search for an open negotiation.

#### Supplier Invited to Participate

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		From	Туре	Subject	Sent 🔻	Due
		Simpson Miss Anne	Sourcing Publish	You are invited: RFQ 129273	( <u>Training RFO</u> ) 22-Jul-201	3 31-Jul-2013
		Simnson Miss	Sourcing Publish	You have not been invited: Ad	ditional round of 19-Jul-201	3

- Your organisation will receive an email and worklist notification if invited to submit a quote.
  - Invitations are normally sent for low value, one-time orders for goods and services.

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<u>51166</u>	Active	L1 4BE	129219	SPO 16/7/13	RFQ	0 seconds	翻	Q				
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L1 4BE	12927	73		Training RFQ		RFQ		8 days				

- Click on the Negotiation Number link to view the negotiation.
  - If your organisation is invited to participate in a negotiation, you should 'Acknowledge Participation'.
  - This informs the authority you will be taking part in the negotiation.

## Supplier Informed of Tender Opportunity (CPV Codes)



- You can list up to 10 CPV codes that are of interest to your organisation.
- The council will notify suppliers with the relevant CPV codes by email when a negotiation with a matching CPV Code is published.
- This is a notification, NOT an invitation. This will not be displayed in the 'Your Company's Open Invitations' section.

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<u>51097</u>	Draft		<u>129094</u>	VW Golfs	RFQ	8 days 20 hours	翻	<u>0</u>
<u>48002</u>	Draft		<u>126003</u>	AS 11/06/13 005	RFQ	42 days 22 hours	翻	1
<u>43001</u>	Active		<u>106001</u>	AS 6/6/13 001	RFQ	0 seconds	翻	<u>0</u>
<u>50026</u>	Active		<u>127039</u>	Provision of Transport for contract S1AAA1U	RFQ	0 seconds		<u>0</u>
50032	Active		127041-2	AS 14/06/13 002	RFQ	0 seconds	開田	<u>0</u>

• To view the negotiation, enter the negotiation title (or start of the title) as shown in the notification email and click the 'Go' button.

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Negotiations			
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Note that the search is case insensitive Number 1291 Title Category Go	162	Contact Line Event	
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O 129162 AS 9/7/13 001 Simpson, Miss Anne	69 days 21 hours 23-Sep-2013 13:52:43	Sealed 0	<u> </u>

- The negotiation will be displayed.
  - Click on the Number link to view and respond to the negotiation.
  - If you do not see the negotiation, follow the procedure below to search for it.

### Search for an Open Negotiation

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County Council		you	ir Lanca	ashire
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- Tender opportunities will be displayed on the Lancashire County Council website.
- View the list and make a note of the negotiation title, negotiation number or contact details for tenders you are interested in.
- Login to the Supplier Portal to view the full details.
- Search for the negotiation details on the Sourcing home page.

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Response Number	Response Ev	ent Site	<ul> <li>Negotiation</li> <li>Number</li> </ul>	Title	Туре	Time Left	Monito	Unread Messages
<u>51246</u>	Draft	PR1 9AS	<u>129303</u>	Test 16/7/13	RFQ	4 days 23 hour	s	0
<u>51264</u> 🙆	Draft	PR1 9AS	<u>129328</u>	Revised Negotiation (Invited Suppliers)	RFQ	23 days 18 hou	irs	<u>0</u>
<u>51279</u>	Draft	PR1 9AS	129365	AS 6/8/13 001	RFQ	47 days 20 hou	irs 📰	<u>0</u>
<u>51180</u>	Active		129219	SPO 16/7/13	RFQ	0 seconds		<u>0</u>
51185	Active	PR1 9AS	129256	SPO 18/7/13	RFQ	0 seconds		<u>0</u>

- Use the drop down list to select the search criteria.
  - $\circ$   $\,$  For example, search by:
    - Negotiation title (Title),
    - Negotiation number (Number), or
    - Buyer's name (Contact).

- Enter the search information or the start of the information and click the 'Go' button.
- If you are searching by the Contact, enter the surname, followed by '%' and then the first name (e.g. smith%john).

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  - Click on the Number link to view and respond to the negotiation.

If you need further assistance please call the Customer Service team on: 0300 1236710.