



Bid Office Tender Registration



STANDARD OPERATING PROCEDURE



Contents

Bid Office – Bid decline	3
Bid Office – Bid Accept	4
Bid Office – Franchise Bid Capture	6



Bid Office – Bid decline	
1.	Franchise will receive an email containing the bid information, including the link to the Bid Office DocuWare form (link below) Please click here to reply
2.	<p>Select “No” under the option “Will you be responding to this bid”</p> <div>  </div>
3.	<p>Once “No” is selected, the following fields are shown that need to be completed</p> <div>  </div>
4.	Capture the reason for declining the bid
5.	Capture the Customer Name and the Bid Reference number
6.	Capture the Bid description
7.	Click “Submit”. An email notification will be sent to the Franchise as well as the Bid Office



Bid Office – Bid Accept

1.

Franchise will receive an email containing the bid information, including the link to the Bid Office DocuWare form (link below)

[Please click here to reply](#)

2.

Select “Yes” under the option “Will you be responding to this bid”. Then capture your Franchise from the dropdown, and add the Nashua Account Manager name



Bid Office

Will you be responding to this bid

☒ Yes
☐ No

Franchise*

Nashua Account Manager*

3.

Once “Yes” is selected, the following fields are shown that need to be completed

Customer Name*

Sector*

Customer*

☐ New ☐ Existing

Customer Contact Name*

Customer Contact Number*

Customer Contact Email Address*

Customer Address*

Tender Document Delivery Address*

Bid Description*

Bid Reference Number*

Closing Date*

Closing Time*

 10:15

Attach Tender Documents*



Click to browse
or drag a file here

Lines of Business*

- ☐ Voice & Data Services
- ☐ Smart Solutions
- ☐ Professional Services
- ☐ Hosted Services
- ☐ Content Management Services
- ☐ Connectivity Infrastructure
- ☐ Commercial & Specialised Print
- ☐ Business Infra Structure



4.	<p>Capture the Customer Name, Select the Sector from a dropdown, and add whether the customer is a New or Existing customer</p> <hr/> <div> <div>Customer Name*</div> <div>Sector*</div> <div>Customer*</div> </div> <div> <input type="text"/> <input type="text"/> <div> <input type="radio"/> New <input type="radio"/> Existing </div> </div>
5.	<p>Capture the Customer Contact Name, Contact Number, Contact email address Also capture the Customer Address, and the Tender Document Delivery Address</p> <div> <div>Customer Contact Name*</div> <div>Customer Contact Number*</div> <div>Customer Contact Email Address*</div> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <div>Customer Address*</div> <div>Tender Document Delivery Address*</div> </div> <div> <input type="text"/> <input type="text"/> </div>
6.	<p>Capture the Bid Description, the Bid Reference number, the Closing date and Closing time Attach all Tender Documents, and Select the Line of Business (more than 1 may be selected)</p> <div> <div>Bid Description*</div> <input type="text"/> </div> <div> <div>Bid Reference Number*</div> <div>Closing Date*</div> <div>Closing Time*</div> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <div>Attach Tender Documents*</div> <div>Lines of Business*</div> </div> <div> <div> Click to browse or drag a file here </div> <div> <input type="checkbox"/> Voice & Data Services <input type="checkbox"/> Smart Solutions <input type="checkbox"/> Professional Services <input type="checkbox"/> Hosted Services <input type="checkbox"/> Content Management Services <input type="checkbox"/> Connectivity Infrastructure <input type="checkbox"/> Commercial & Specialised Print <input type="checkbox"/> Business Infra Structure </div> </div>
7.	<p>Under the “Estimated Deal Value” section, capture the Number of Units, the estimated value of Hardware, the estimated value of Software, and the Annuity Income estimates</p> <h3>Estimated Deal Value</h3> <div> <div>Number of Units*</div> <input type="text"/> </div> <div> <div>Hardware*</div> <div>Software*</div> <div>Annuity Income*</div> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> </div>
8.	<p>Click Submit. An email notification will be sent to the Franchise as well as the Bid Office</p>



Bid Office – Franchise Bid Capture

1. Franchise opens the link to the Bid Office DocuWare form (link below)
[Please click here to register bid](#)
2. Select “Yes” under the option “Will you be responding to this bid”. Then capture your Franchise from the dropdown, and add the Nashua Account Manager name



Bid Office

Will you be responding to this bid

- ☒ Yes
☐ No

Franchise*

Nashua Account Manager*

3. Once “Yes” is selected, the following fields are shown that need to be completed

Customer Name*

Sector*

Customer*

☐ New ☐ Existing

Customer Contact Name*

Customer Contact Number*

Customer Contact Email Address*

Customer Address*

Tender Document Delivery Address*

Bid Description*

Bid Reference Number*

Closing Date*

Closing Time*

Attach Tender Documents*



Click to browse
or drag a file here

Lines of Business*

- ☐ Voice & Data Services
- ☐ Smart Solutions
- ☐ Professional Services
- ☐ Hosted Services
- ☐ Content Management Services
- ☐ Connectivity Infrastructure
- ☐ Commercial & Specialised Print
- ☐ Business Infra Structure



4.	<p>Capture the Customer Name, Select the Sector from a dropdown, and add whether the customer is a New or Existing customer</p> <hr/> <div> <div>Customer Name*</div> <div>Sector*</div> <div>Customer*</div> </div> <div> <input type="text"/> <input type="text"/> <div> <input type="radio"/> New <input type="radio"/> Existing </div> </div>
5.	<p>Capture the Customer Contact Name, Contact Number, Contact email address Also capture the Customer Address, and the Tender Document Delivery Address</p> <div> <div>Customer Contact Name*</div> <div>Customer Contact Number*</div> <div>Customer Contact Email Address*</div> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <div>Customer Address*</div> <div>Tender Document Delivery Address*</div> </div> <div> <input type="text"/> <input type="text"/> </div>
6.	<p>Capture the Bid Description, the Bid Reference number, the Closing date and Closing time Attach all Tender Documents, and Select the Line of Business (more than 1 may be selected)</p> <div> <div>Bid Description*</div> <input type="text"/> </div> <div> <div>Bid Reference Number*</div> <div>Closing Date*</div> <div>Closing Time*</div> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <div>Attach Tender Documents*</div> <div> Click to browse or drag a file here </div> <div> Lines of Business* <div> <input type="checkbox"/> Voice & Data Services <input type="checkbox"/> Smart Solutions <input type="checkbox"/> Professional Services <input type="checkbox"/> Hosted Services <input type="checkbox"/> Content Management Services <input type="checkbox"/> Connectivity Infrastructure <input type="checkbox"/> Commercial & Specialised Print <input type="checkbox"/> Business Infra Structure </div> </div> </div>
7.	<p>Under the “Estimated Deal Value” section, capture the Number of Units, the estimated value of Hardware, the estimated value of Software, and the Annuity Income estimates</p> <p style="text-align: center;">Estimated Deal Value</p> <div> <div>Number of Units*</div> <input type="text"/> </div> <div> <div>Hardware*</div> <div>Software*</div> <div>Annuity Income*</div> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> </div>
8.	<p>Click Submit. An email notification will be sent to the Franchise as well as the Bid Office</p>