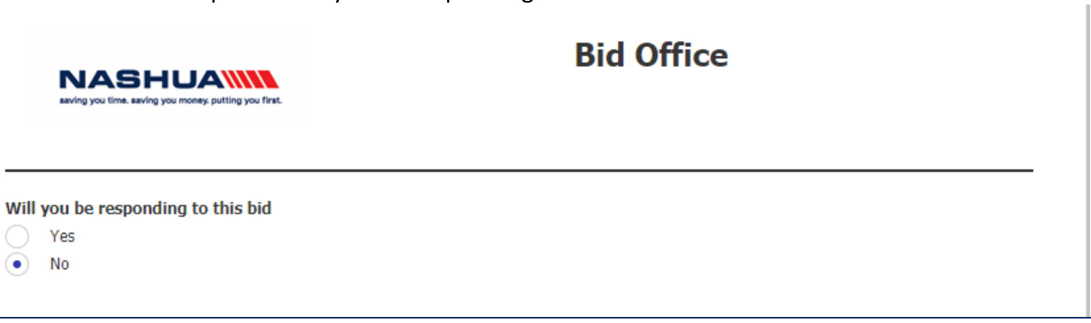
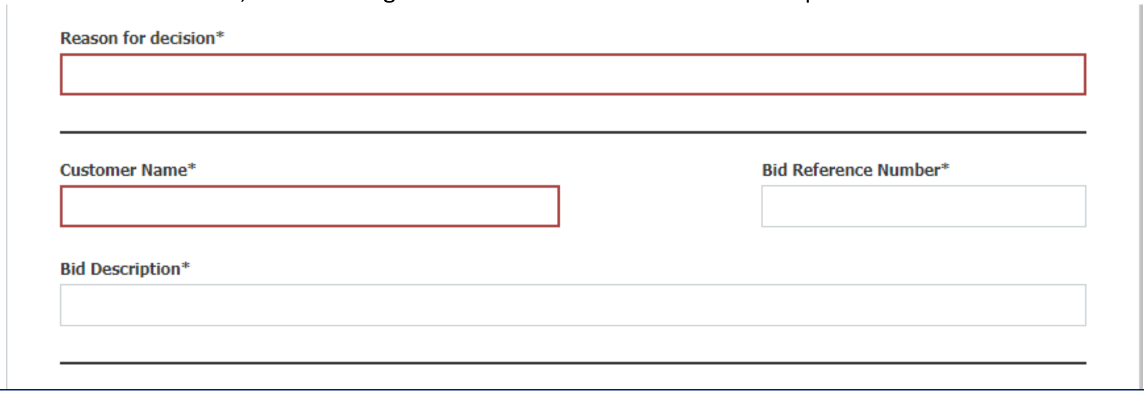
Bid Office Tender Registration

STANDARD OPERATING PROCEDURE

Contents

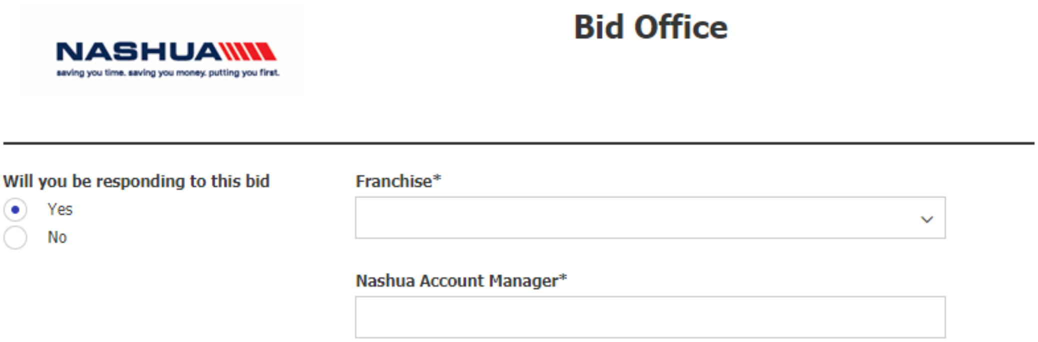
Bid Office – Bid decline

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.	Select “No” under the option “Will you be responding to this bid” 
3.	Once “No” is selected, the following fields are shown that need to be completed 
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

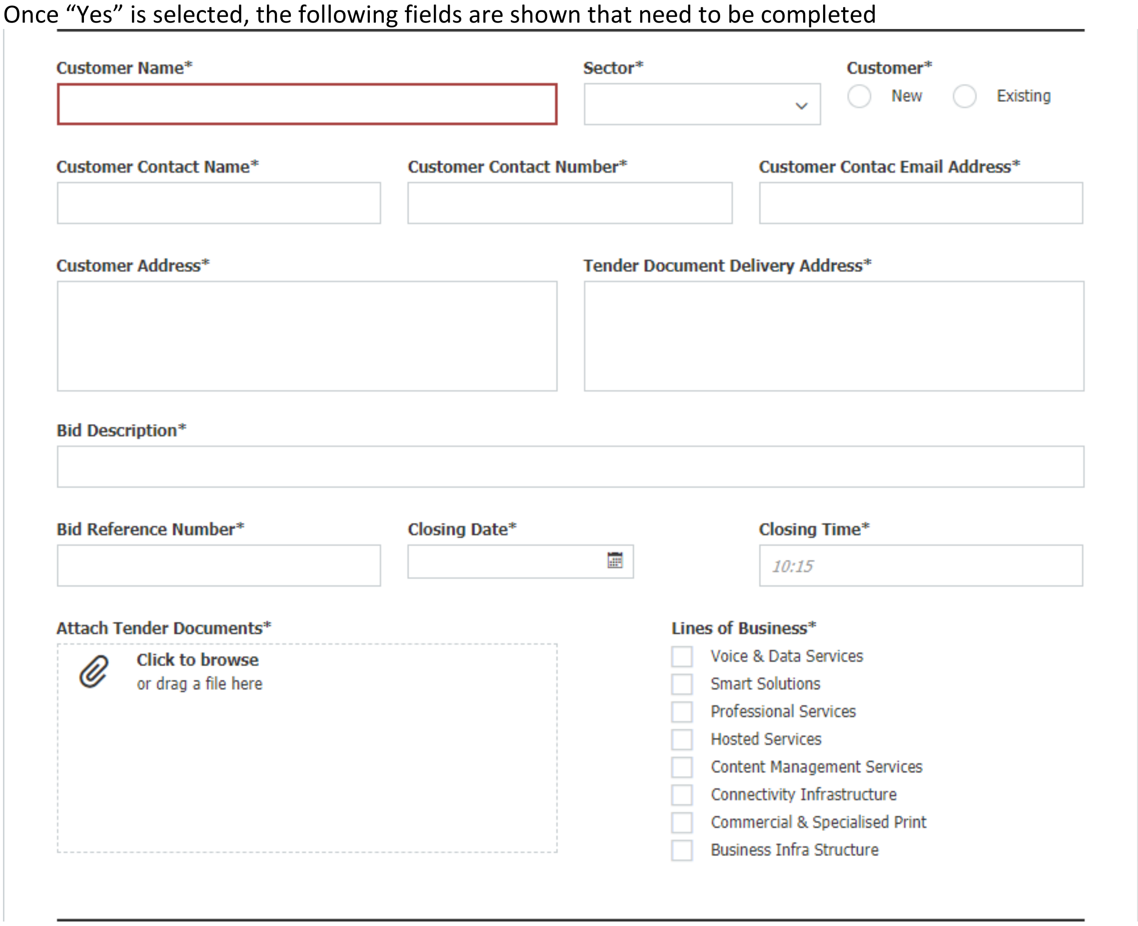
Bid Office – Bid Accept

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]

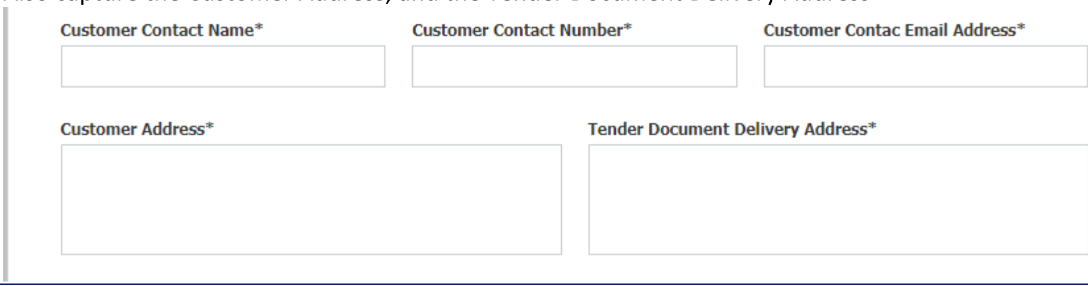
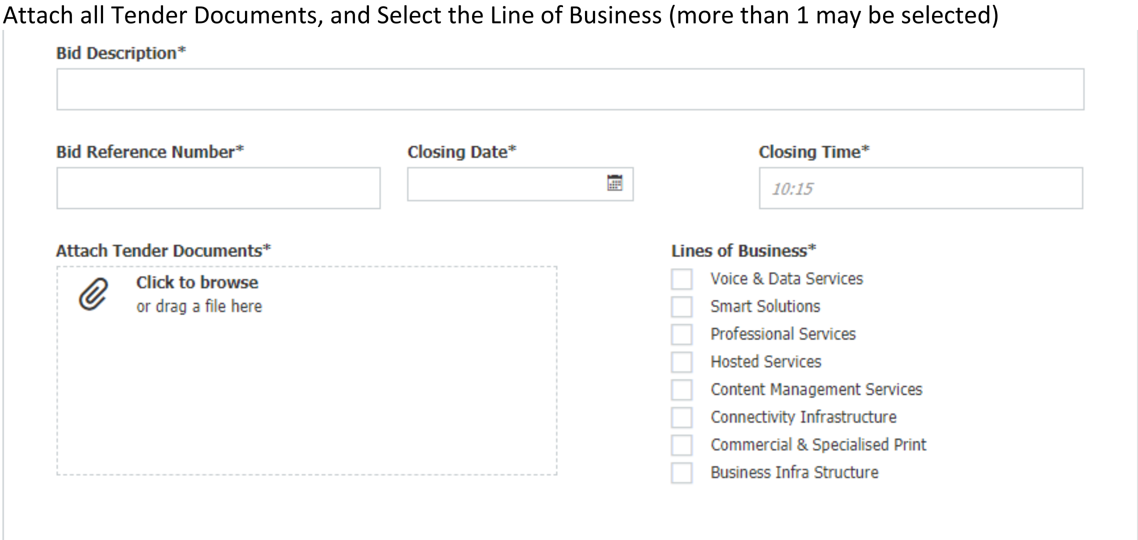
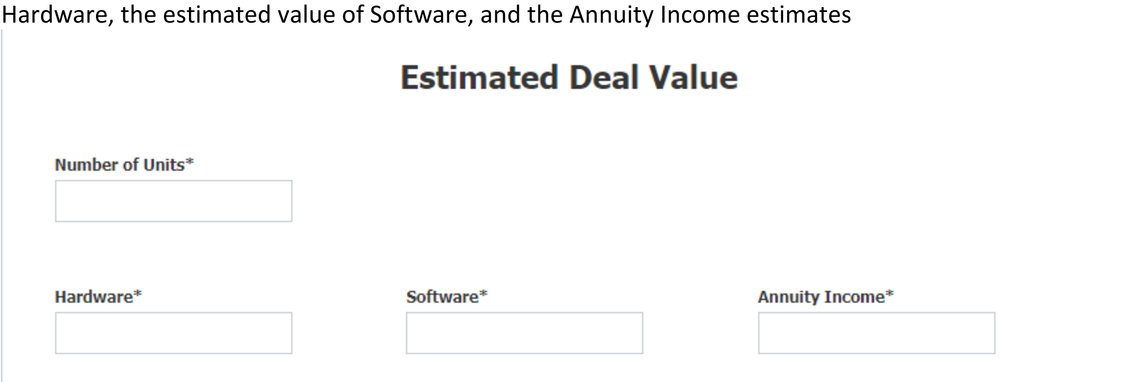
2. Select "Yes" under the option "Will you be responding to this bid". Then capture your Franchise from the dropdown, and add the Nashua Account Manager name



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



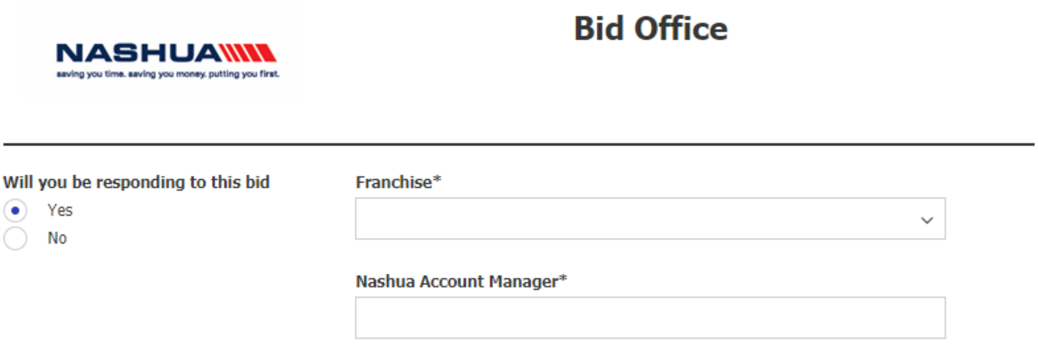
<table>
<tr><td>4.</td><td>Capture the Customer Name, Select the Sector from a dropdown, and add whether the customer is a New or Existing customer

</td></tr>
<tr><td>5.</td><td>Capture the Customer Contact Name, Contact Number, Contact email address
Also capture the Customer Address, and the Tender Document Delivery Address

</td></tr>
<tr><td>6.</td><td>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)

</td></tr>
<tr><td>7.</td><td>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

</td></tr>
<tr><td>8.</td><td>Click Submit. An email notification will be sent to the Franchise as well as the Bid Office</td></tr>
</table>

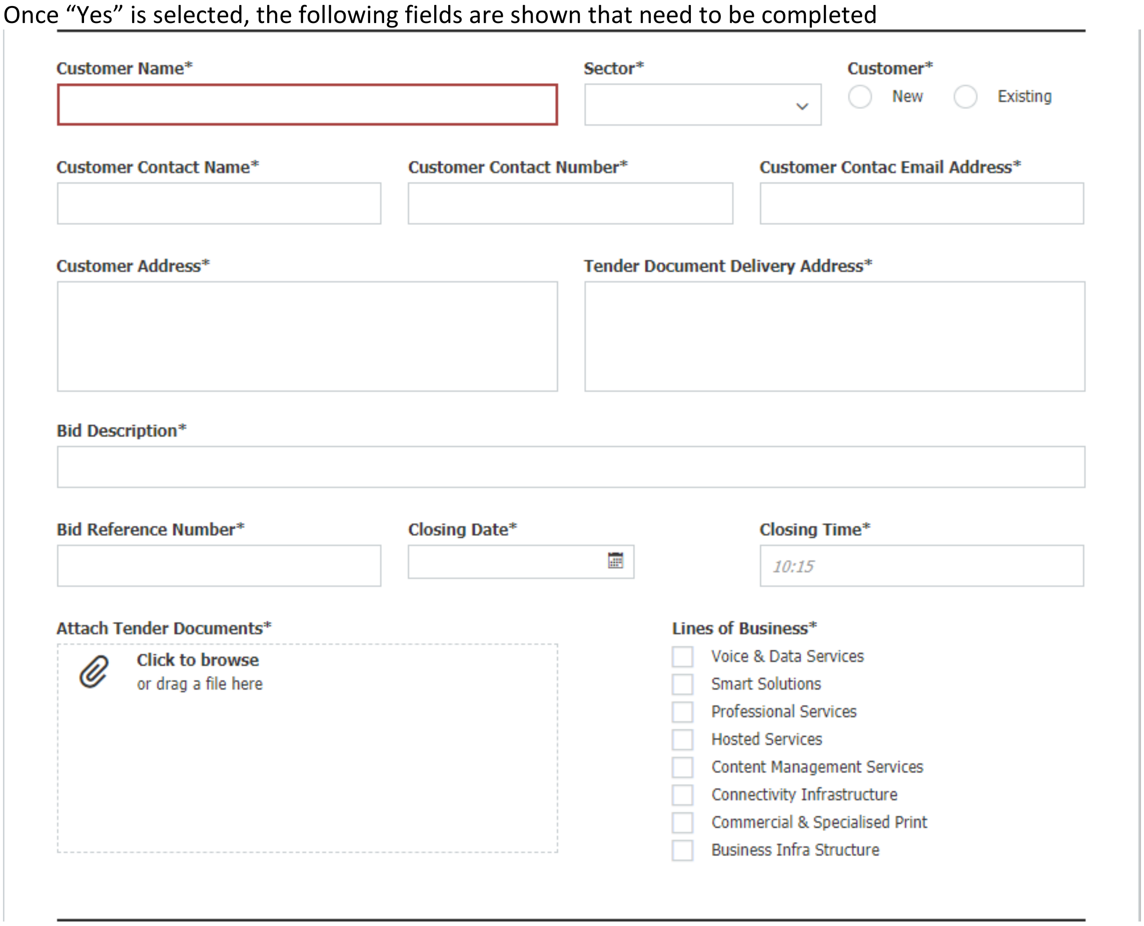
Bid Office – Franchise Bid Capture

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



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



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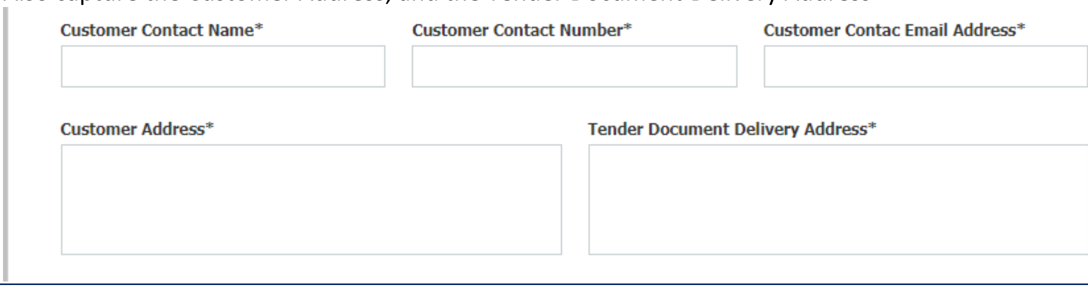
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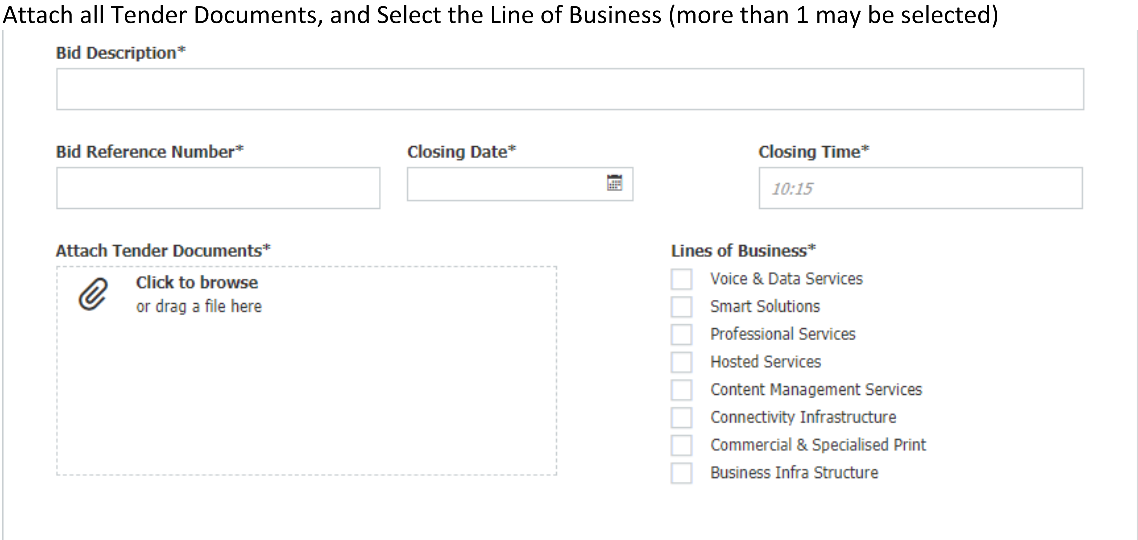
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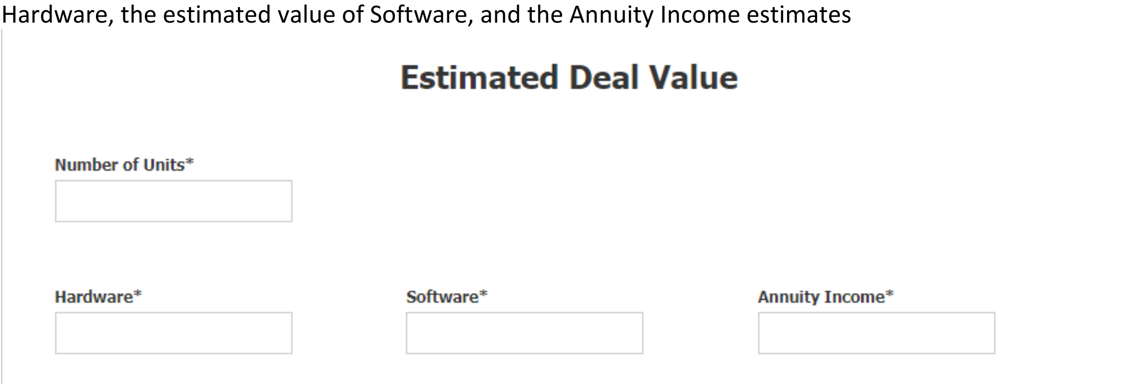
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