



Bid Office Tender Registration

STANDARD OPERATING PROCEDURE



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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) <u>Please click here to reply</u>
2.	Select “No” under the option “Will you be responding to this bid”  Bid Office Will you be responding to this bid <input type="radio"/> Yes <input checked="" type="radio"/> No
3.	Once “No” is selected, the following fields are shown that need to be completed Reason for decision* Customer Name* Bid Reference Number* Bid Description*
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) <u>Please click here to reply</u>																																				
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 <p>Will you be responding to this bid</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Franchise*</p> <p>Nashua Account Manager*</p>																																				
3.	Once “Yes” is selected, the following fields are shown that need to be completed <table border="0"><tr><td data-bbox="346 1096 489 1163">Customer Name*</td><td data-bbox="886 1096 949 1163">Sector*</td><td data-bbox="1144 1096 1235 1163">Customer*</td></tr><tr><td data-bbox="346 1163 854 1185"><input type="text"/></td><td data-bbox="886 1163 1124 1185"><input type="text"/></td><td data-bbox="1144 1163 1362 1185"><input type="radio"/> New <input type="radio"/> Existing</td></tr><tr><td data-bbox="346 1208 568 1275">Customer Contact Name*</td><td data-bbox="711 1208 933 1275">Customer Contact Number*</td><td data-bbox="1060 1208 1314 1275">Customer Contact Email Address*</td></tr><tr><td data-bbox="346 1275 695 1298"><input type="text"/></td><td data-bbox="711 1275 1029 1298"><input type="text"/></td><td data-bbox="1060 1275 1378 1298"><input type="text"/></td></tr><tr><td data-bbox="346 1320 520 1365">Customer Address*</td><td data-bbox="886 1320 1171 1365">Tender Document Delivery Address*</td><td></td></tr><tr><td data-bbox="346 1365 854 1455"><input type="text"/></td><td data-bbox="886 1365 1378 1455"><input type="text"/></td><td></td></tr><tr><td data-bbox="346 1477 489 1545">Bid Description*</td><td colspan="2"></td></tr><tr><td data-bbox="346 1545 1378 1567"><input type="text"/></td><td colspan="2"></td></tr><tr><td data-bbox="346 1590 552 1657">Bid Reference Number*</td><td data-bbox="711 1590 901 1657">Closing Date*</td><td data-bbox="1060 1590 1378 1657">Closing Time*</td></tr><tr><td data-bbox="346 1657 695 1680"><input type="text"/></td><td data-bbox="711 1657 933 1680"><input type="text"/></td><td data-bbox="1060 1657 1378 1680"><input type="text"/> 10:15</td></tr><tr><td data-bbox="346 1702 584 1724">Attach Tender Documents*</td><td colspan="2" data-bbox="970 1702 1235 1927"><p>Lines of Business*</p><p><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</p></td></tr><tr><td data-bbox="346 1724 854 1927"> Click to browse or drag a file here</td><td data-bbox="970 1724 1235 1927"></td><td data-bbox="1235 1724 1378 1927"></td></tr></table>	Customer Name*	Sector*	Customer*	<input type="text"/>	<input type="text"/>	<input type="radio"/> New <input type="radio"/> Existing	Customer Contact Name*	Customer Contact Number*	Customer Contact Email Address*	<input type="text"/>	<input type="text"/>	<input type="text"/>	Customer Address*	Tender Document Delivery Address*		<input type="text"/>	<input type="text"/>		Bid Description*			<input type="text"/>			Bid Reference Number*	Closing Date*	Closing Time*	<input type="text"/>	<input type="text"/>	<input type="text"/> 10:15	Attach Tender Documents*	<p>Lines of Business*</p> <p><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</p>		 Click to browse or drag a file here		
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Dated: 28 July 2020

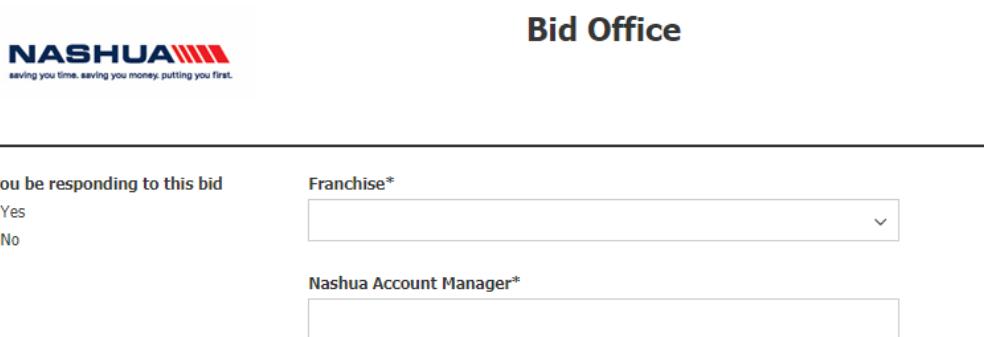
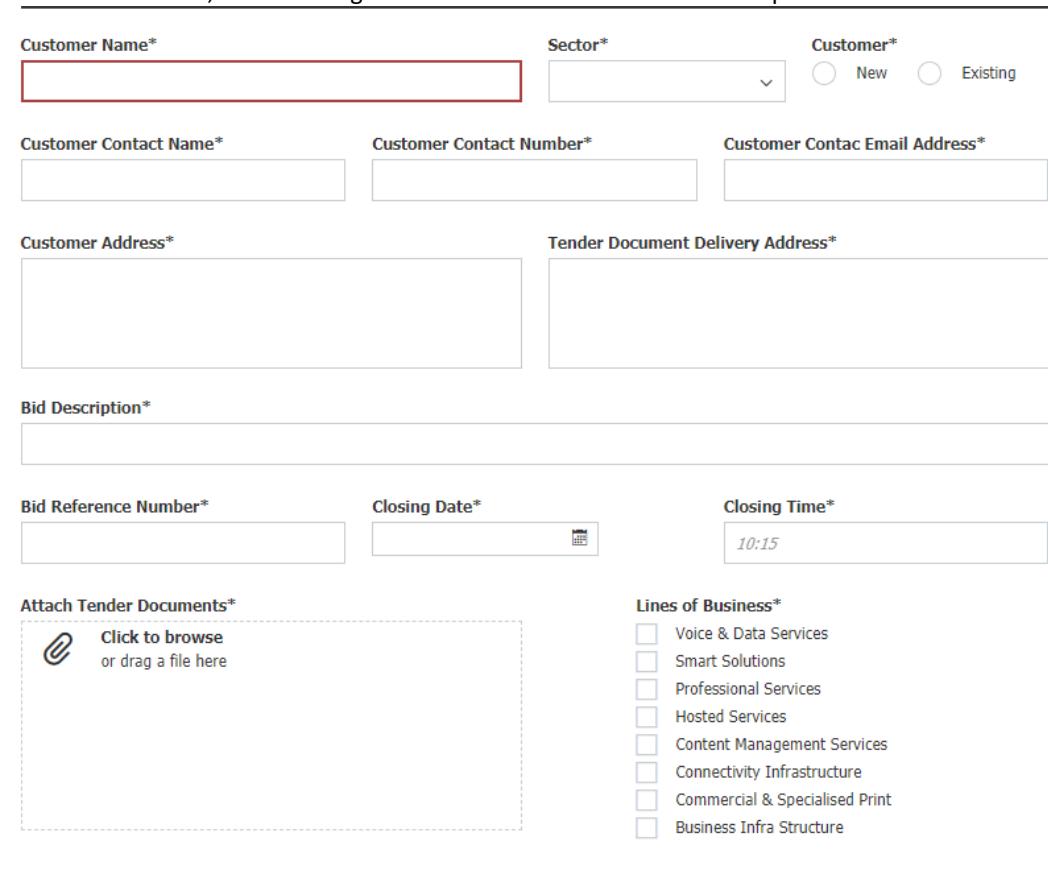
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Standard Operating Procedure

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4.	<p>Capture the Customer Name, Select the Sector from a dropdown, and add whether the customer is a New or Existing customer</p> <p>Customer Name* <input type="text"/></p> <p>Sector* <input type="button" value="▼"/></p> <p>Customer* <input type="radio"/> New <input type="radio"/> Existing</p>
5.	<p>Capture the Customer Contact Name, Contact Number, Contact email address Also capture the Customer Address, and the Tender Document Delivery Address</p> <p>Customer Contact Name* <input type="text"/></p> <p>Customer Contact Number* <input type="text"/></p> <p>Customer Contac Email Address* <input type="text"/></p> <p>Customer Address* <input type="text"/></p> <p>Tender Document Delivery Address* <input type="text"/></p>
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> <p>Bid Description* <input type="text"/></p> <p>Bid Reference Number* <input type="text"/></p> <p>Closing Date* <input type="button" value="▼"/></p> <p>Closing Time* <input type="text" value="10:15"/></p> <p>Attach Tender Documents* <input type="button" value="Click to browse or drag a file here"/></p> <p>Lines of Business*</p> <ul style="list-style-type: none"> <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
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> <p>Number of Units* <input type="text"/></p> <p>Hardware* <input type="text"/></p> <p>Software* <input type="text"/></p> <p>Annuity Income* <input type="text"/></p>
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  <p>The screenshot shows the 'Bid Office' form. At the top is the Nashua logo. Below it are two fields: 'Will you be responding to this bid' (radio buttons for Yes/No) and 'Franchise*' (a dropdown menu). Further down are fields for 'Nashua Account Manager*' (a dropdown menu) and other customer information fields like 'Customer Name*', 'Customer Contact Name*', 'Customer Address*', etc.</p>
3.	Once "Yes" is selected, the following fields are shown that need to be completed  <p>The screenshot shows the form with various fields filled in. Fields include 'Customer Name*' (red box), 'Sector*', 'Customer*', 'Customer Contact Name*', 'Customer Contact Number*', 'Customer Contac Email Address*', 'Customer Address*', 'Tender Document Delivery Address*', 'Bid Description*', 'Bid Reference Number*', 'Closing Date*', 'Closing Time*' (set to 10:15), 'Attach Tender Documents*' (with a file browser input), and 'Lines of Business*' (checkboxes for various service categories).</p>

													
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