



# Supplier Portal Tendering and Negotiation Guide

Work Instructions

## Purpose of this Guide

This guide discusses the steps that a **Supplier** takes to process Negotiations, including Searching, Viewing an RFT or RFQ, Acknowledge Participation, Creating and Submitting Responses and communicating with Wyndham City Council Procurement using the online Supplier Portal. The prelude to this document is the Supplier Registration video that can be accessed [here](#)

- What is a Negotiation?  
A Negotiation refers to the various processes used by Wyndham City Council to seek information from the market, evaluate and finally award a contract to the supplier offering the best value for money response. Negotiations can include but are not limited to Request for Tender (RFT), Request for Quotation (RFQ), and other such processes such as Request for Proposal (RFP), Initiations for Expressions of Interest (IEOI) etc.  
Value for money is assessed based on 3 key factors, quality and capability, pricing and the risk of doing business with a supplier, details of evaluation criteria and weightings are published with all negotiations).
- Why is it important to Wyndham?  
The negotiation process is an important tool for Wyndham as it enables us to engage with the market in a manner which upholds and facilitates high degrees of probity and which allows us to demonstrate value for money in the procurement related decisions, required to provide infrastructure and services to the Wyndham Community and for the operation of Wyndham City Council.

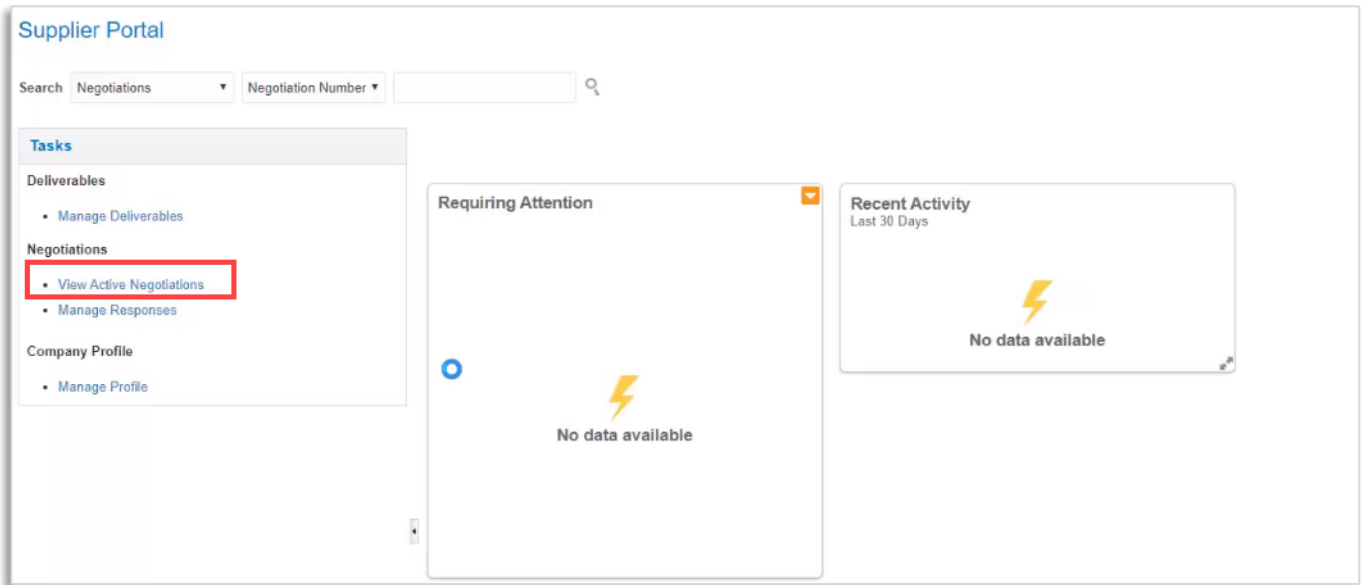
### Contents

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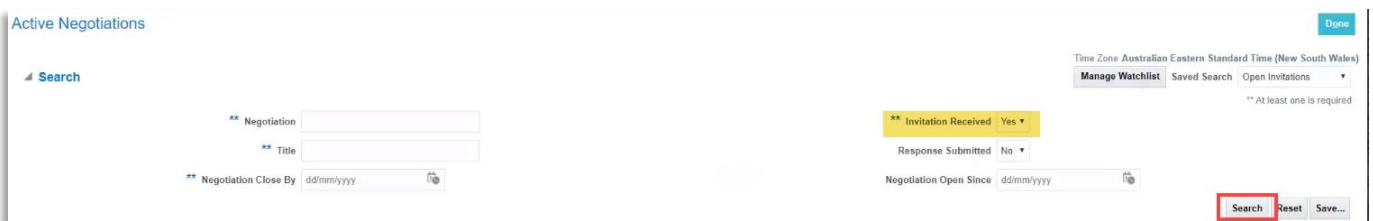
# Work Instruction: Search for a Negotiation

**Purpose:** Search for an RFT that is currently open to public for responding  
**Prerequisites:** Supplier must be [registered](#) on the Wyndham Supplier portal

1. Navigate and log on to the supplier portal  
<https://www.wyndham.vic.gov.au/about-council/tenders-suppliers/wyndham-supplier-portal>
2. On the left panel, under the Negotiations heading, click on **View Active Negotiations** to launch a Search window



1. Search for an RFQ where you have received an Invitation to respond.
3. To view RFQ that you have been **invited** to, click **Search** and the RFQs you have been invited to will be listed in the search results below

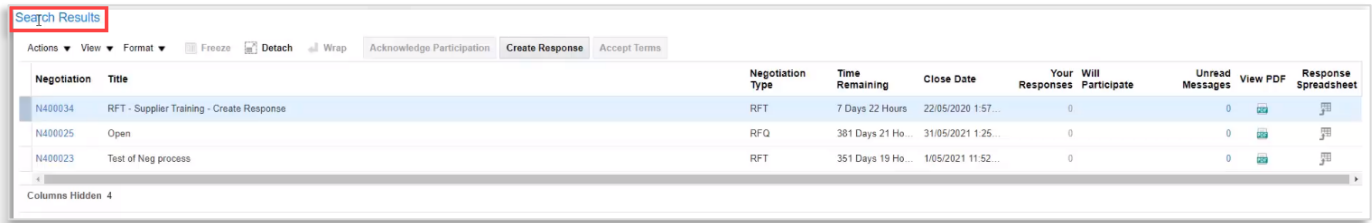


## Search for all Open Public RFTs.

4. To search for all RFTs which are currently open for submissions, click on the **Invitations Received** dropdown and select **No**
5. Click **Search**



6. The search results will be displayed in the lower half of the screen




The screenshot shows a table titled "Search Results" with the following columns: Negotiation, Title, Negotiation Type, Time Remaining, Close Date, Your Responses, Will Participate, Unread Messages, View PDF, and Response Spreadsheet. The table contains three rows of data:

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
N400034	RFT - Supplier Training - Create Response	RFT	7 Days 22 Hours	22/05/2020 1:57...	0		0		
N400025	Open	RFQ	381 Days 21 Ho...	31/05/2021 1:25...	0		0		
N400023	Test of Neg process	RFT	351 Days 19 Ho...	1/05/2021 11:52...	0		0		

### Search for a specific request using a reference number (N number)

- 7. If you have a reference number (N number) for a specific Request for Tender or Quote
  - a. type it into the **Negotiation** field,
  - b. **clear** all other search criteria, and
  - c. click **Search**



The screenshot shows the "Active Negotiations" search form. The "Negotiation" field is highlighted with a red box and contains the value "N400034". Other fields include "Title", "Negotiation Close By", "Invitation Received", "Response Submitted", and "Negotiation Open Since". A "Search" button is highlighted with a red box.

8. The results will display in the **Search Results** area



The screenshot shows the "Search Results" table with the same columns as in step 6. The table contains one row of data:

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
N400034	RFT - Supplier Training - Create Response	RFT	7 Days 22 Hours	22/05/2020 1:57...	0		0		

# Work Instruction: View an RFT or RFQ

**Purpose:** View an RFT or RFQ understand the tender requirements and prepare for response

**Prerequisites:** Supplier must be [registered](#) in the Wyndham Supplier portal

1. Scroll to **Search Results** area and click on the Negotiation number to open and view the RFT or RFQ

**Note:** Please do not download or click on **View PDF**, this is a blank report and does not form any part of the Request for Tender/Quote document package.

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
N400034	RFT - Supplier Training - Create Response	RFT	7 Days 22 Hours	22/05/2020 1:57...	0		0		
N400025	Open	RFQ	381 Days 21 Ho...	31/05/2021 1:25...	0		0		
N400023	Test of Nag process	RFT	351 Days 19 Ho...	1/05/2021 11:52...	0		0		

2. The Negotiation will open.
3. The left of the screen has a Table of Contents to navigate to the different sections of the Negotiation
4. On the top right there are navigation buttons such as **Messages**, **Create Response**, **Actions** drop-down and **Done**

RFT: N400153

Currency = Australian Dollar

Title Test for Warren

Status Active (Locked)

Time Remaining 2 Days 21 Hours

Open Date 01/02/2021 11:39 AM

Close Date 04/02/2021 11:36 AM

Time Zone Australian Eastern Standard Time (New South Wales)

Messages Create Response Actions Done

Table of Contents

- Cover Page
- Overview
- Contract Terms

### Cover Page

**TENDER DOCUMENTS FOR RFT N400153 Test for Warren**

Tenders are to be submitted in accordance with the Conditions of Tendering which can be located as at attachment within the Overview section.

Time for Lodging Tenders - 04/02/2021 11:36 AM

The Tender Documents consist of:

- Part 1 - Conditions of Tendering (attached within the Overview section)
- Part 2 - Tender Schedules (attached within the Requirements section)
- Part 3 - Conditions of Contract (attached within the Contract Terms section)
- Part 4 - Specification (attached within the Overview section)

Council is collecting this information for the purposes of assessing and deciding whether to award this Contract. The information will not be disclosed except as required by law or Council Policy and will be retained by Council in accordance with the provisions of the *Public Records Act 1973* (Vic).

# Cover Page

The first page displayed upon viewing the Negotiation will be the Cover Page.

The cover page includes important information about the Request for Tender or Quote, as well as submission instructions, guidance about where certain documents and information can be located with the Negotiation and a privacy statement.

It is Critical you read and understand the information contained on the Cover Page.

**RFT: N400153**

Currency = Australian Dollar

**Title** Test for Warren  
**Status** Active (Locked)  
**Time Remaining** 2 Days 21 Hours

**Open Date** 01/02/2021 11:39 AM  
**Close Date** 04/02/2021 11:36 AM

Time Zone: Australian Eastern Standard Time (New South Wales)

**Table of Contents**

- Cover Page
- Overview
- Contract Terms

**Cover Page**

**TENDER DOCUMENTS FOR RFT N400153 Test for Warren**

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Time for Lodging Tenders - 04/02/2021 11:36 AM

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# Overview

5. Using the **Table of Contents** on the left, click on **Overview**. The information includes details such as:
- a. Title
  - b. Attachments – The Request for Tender/Quote documents will be attached here
  - c. A synopsis about the Project, some expectations and other critical information
  - d. Open and Close date
  - e. Status
  - f. Time remaining
  - g. Time zone we are working within

**RFT: N400034**

Currency = Australian Dollar

Messages Create Response Actions Done

Time Zone Australian Eastern Standard Time (New South Wales)

Open Date 14/05/2020 2:13 PM

Close Date 22/05/2020 1:57 PM

**Table of Contents**

- Cover Page
- Overview
- Requirements
- Lines
- Contract Terms

**Overview**

**a** Title RFT - Supplier Training - Create Response

**e** Status Active (Locked)

**f** Time Remaining 7 Days 4 Hours

**a** Title RFT - Supplier Training - Create Response

Synopsis

Unlocked By

Unlocked Date

Buyer Charlotte Morison

Outcome Contract Purchase Agreement

Unsealed By

Unsealed Date

**b** Attachments Part 4 Specifications - Constr (1 more...)

Expand All

General

**c** Introduction

Wyndham City Council is seeking suitably qualified contractors for the reconstruction and rehabilitation works of Roads. Works are to include: pavement construction, pavement stabilisation, asphalt works, kerb and channel reconstruction, concrete works, line marking works, minor drainage works, and associated nature-strip works.

All technical inquiries relating to the works or services should be directed through the Messages function located in the top right section of this request for tender.

Late tenders will not be accepted. The lowest or any tender will not necessarily be accepted.

Schedule

Preview Date

**d** Close Date 22/05/2020 1:57 PM

**d** Open Date 14/05/2020 2:13 PM

Award Date

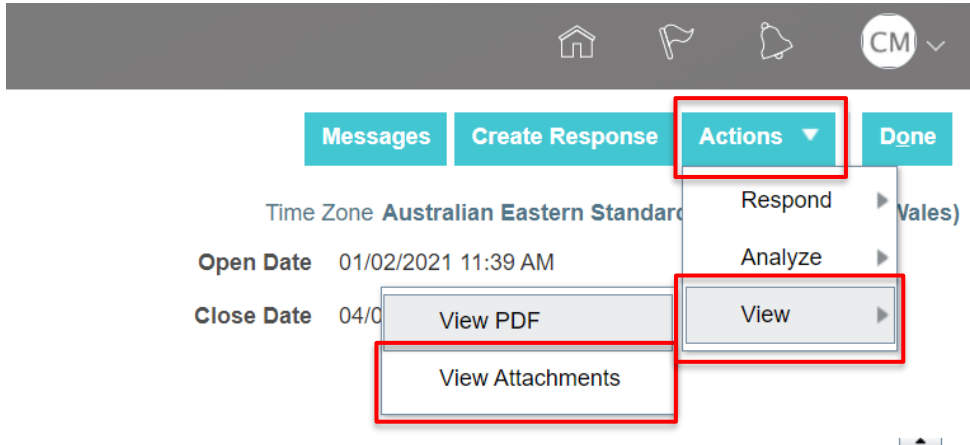
Negotiation Controls

Response Visibility Sealed

## View and download all the attachments

1. On the Overview page, by clicking on the attachments you can download them one at a time, or;
2. To view all the attachments in one place and download them, click the **Actions** drop-down, select **View** and then click on **View Attachments**

**Note:** Please *do not* download or click on **View PDF**, this is a blank report and does not form any part of the Request for Tender/Quote document package.



3. This launches the **Attachments** page where all the attachments are tabled and can be downloaded together
4. To download the attachments, click on the **Actions** drop down and click **Download All**



5. You will see in the bottom left side of your screen the attachments are downloaded into a folder on your computer (usually the Downloads folder).
6. Once downloaded you can save, move and extract the contents of the folder of downloaded attachments if you wish.
7. Click **Done** to return to the **Overview** page.

## Lines (Some Negotiations may contain Lines)

1. In **some** Negotiations may contain lines. This section can sometimes be used to gather information about pricing. It may be in addition to any pricing schedule contained within the Request for Tender/Quote documents.
2. Next click on **Lines**, to view the items for which you have been asked to provide a price, and other details as required. Note this could be a lump sum, schedule of rates, or items.

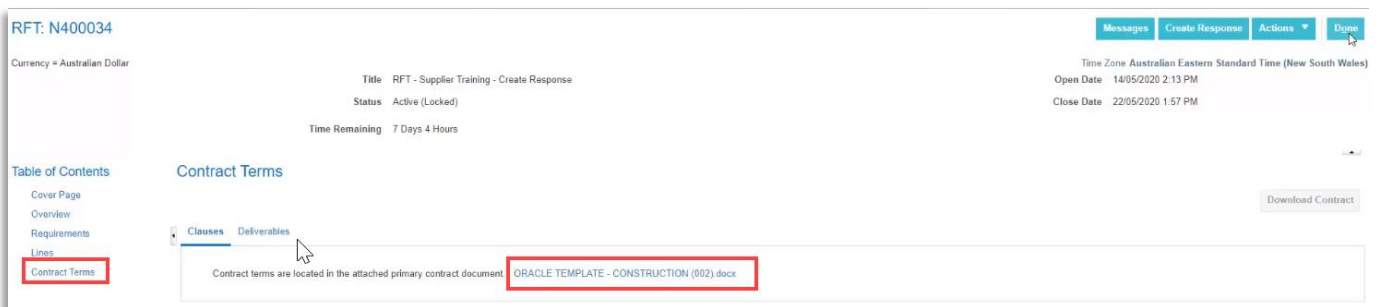


3. Next click on Contract Terms

## Contract Terms (Some Negotiations may display Draft Contract Terms)

1. **Some** Negotiations may attach the Draft Contract Terms here in the Contract Terms section. Others may include the Draft Contract Terms in the Request for Tender/Quotation document package.
2. If the Draft Contract Terms are attached in this section, this page will display a link to the draft Contract (click the link to download the draft Contract)

Note: If the draft Contract is attached in the Contract Terms section, it will not be downloaded with all the other attachments, it must be downloaded separately.





# Work Instruction: Create Response for an RFT or RFQ

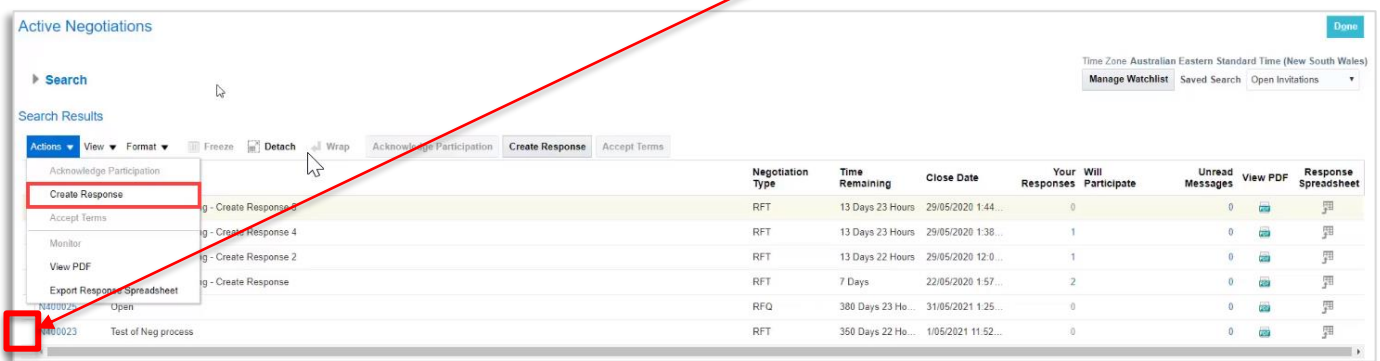
**Purpose:** This section documents the steps to Create Response to a Negotiation. There are a couple of different navigation options online to start this process, let's explore them before we respond to an RFT or RFQ.

**Prerequisites:** Supplier must be [registered](#) in the Wyndham Supplier portal

Following are two navigation methods to create a response:

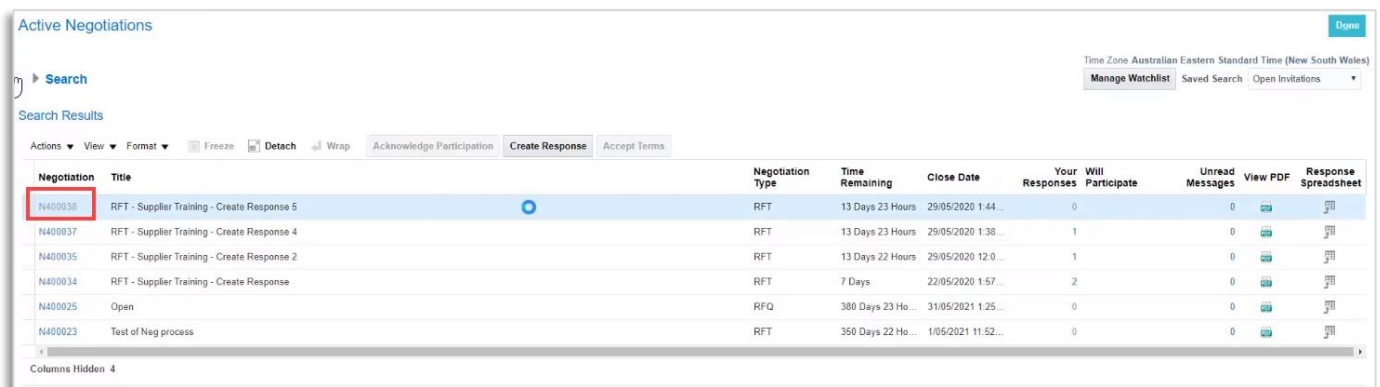
## Create Response from the Search Results

1. Navigate to the **View Active Negotiations**, then Search
2. Select the negotiation from the **Search Results** by clicking in the white space beside the Negotiation number.
3. Next, click on **Action** drop down and select **Create Response**

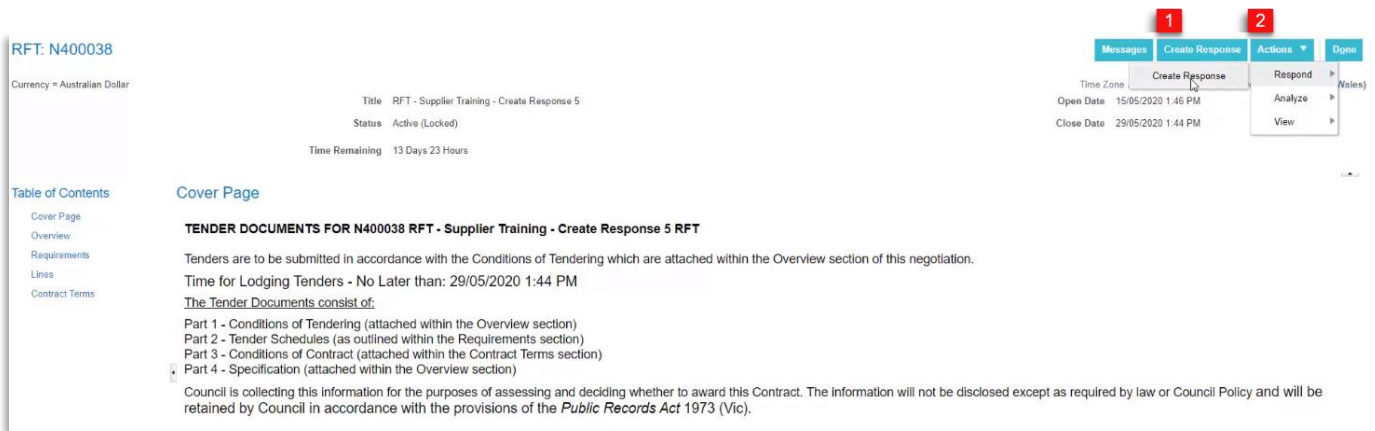


## Create Response from within the Negotiation document

1. Click on the Negotiation number to open and view it

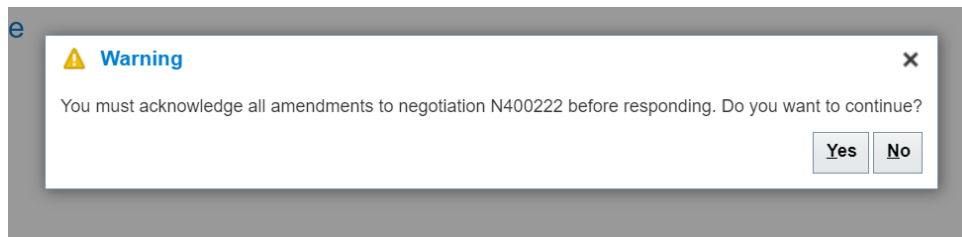


2. Once the Negotiation opens, to **Create Response**, either click on:
  - I. **Create Response**; or
  - II. Click on **Actions** drop down, select **Respond** and finally select **Create Response**



## Acknowledge Amendments

1. If an addendum has been issued you will need to acknowledge the amendment to the negotiation before you can proceed with creating your response. If this is the case a pop up will appear when you click on Create Response.
  - I. Please proceed by clicking on Yes, to continue.



4. You will now be presented with the Amendment Acknowledgement screen.
  - I. Highlight the amendment and Review the details and any attachments
  - II. Now click on the check box to acknowledge the amendment. Note: This step will need to be repeated for each Amendment.

The screenshot shows the 'Acknowledge Amendments (RFQ N400222)' interface. At the top, there are navigation icons and a '3' notification badge. Below the title, there are buttons for 'View Original Negotiation', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red box. A table lists amendments, with the first one highlighted. Below the table, the 'Amendment 1: Details' section shows a checkbox for acknowledgment, which is checked. The 'Submit' button is highlighted with a red box. A red arrow points from the 'Submit' button to the 'Amendment 1: Details' section, and another red arrow points from the 'Amendment 1' row in the table to the 'Amendment 1: Details' section.

5. Once all the Amendments have been reviewed and acknowledged, click on Submit to continue to the next step and create your Response.
  - I. A pop-up window will appear confirming that the amendments for the Negotiation have been acknowledge and asking if you would like to continue on and create a response.
  - II. Click Yes to continue.

The screenshot shows a 'Warning' pop-up window. The message reads: 'The amendments to negotiation N400222 were acknowledged. You can now create a response. Do you want to continue? (PON-2085336)'. There are 'Yes' and 'No' buttons at the bottom right, with the 'Yes' button highlighted by a red box. A red arrow points from the 'Yes' button in this pop-up to the 'Yes' button in the screenshot above.

## Create Response: Overview Page

1. Enter an internal supplier **Reference Number**, if applicable
2. Add a **Note to Buyer** (optional)
3. Include any **Attachments** (**Attach your Submission here, including all returnable schedules and any supporting documents**). Note: Your submission may in in a single zip file attachment or multiple separate attachments
4. **Click Next** to continue

## Attach your Tender submission/response

1. Click on the **+** icon within the Attachments section of the Overview page, to attach the Returnable Schedules along with any other relevant attachments which form your response/submission.
2. This will launch the Attachments window
3. Click on **+** icon, then click **Choose File**
4. Browse to select the document from the computer
5. Update the **Title and Description** fields (optional)
6. Click **Ok** when done

7. Click **Save**

## Create Response: Lines page

1. Some Negotiations may have Lines which need a response. If the Negotiation contains Lines for you to respond to, proceed to the Lines section by clicking on Next, or Clicking on 3 Lines, as shown below.

1 2 3  
Over... Lines Review

Create Response (Quote 39002): Overview

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 02/02/2021 11:44 AM  
Time Zone Australian Eastern Standard Time (New South Wales)  
Close Date 12/02/2021 10:26 AM

Title Test for Training Materials  
Time Remaining 9 Days 22 Hours

General

Supplier Glove Supplies  
Negotiation Currency AUD  
Response Currency AUD  
Price Precision 2 Decimals Maximum

Response Type  Primary  
 Alternate

Reference Number   
Note to Buyer   
Attachments None +

2. Enter the total price including GST, or as required by the negotiation
3. Click **Save**, or **Save and Close** if you wish to save your response/submission in draft to complete later, or
4. Click Next to review and **Submit** your response/submission.

1 2 3 4  
Over... Requir... Lines Review

Create Response (Quote 2011): Lines

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 15/05/2020 1:57 PM  
Time Zone Australian Eastern Standard Time (New South Wales)

Currency = Australian Dollar

Notes:

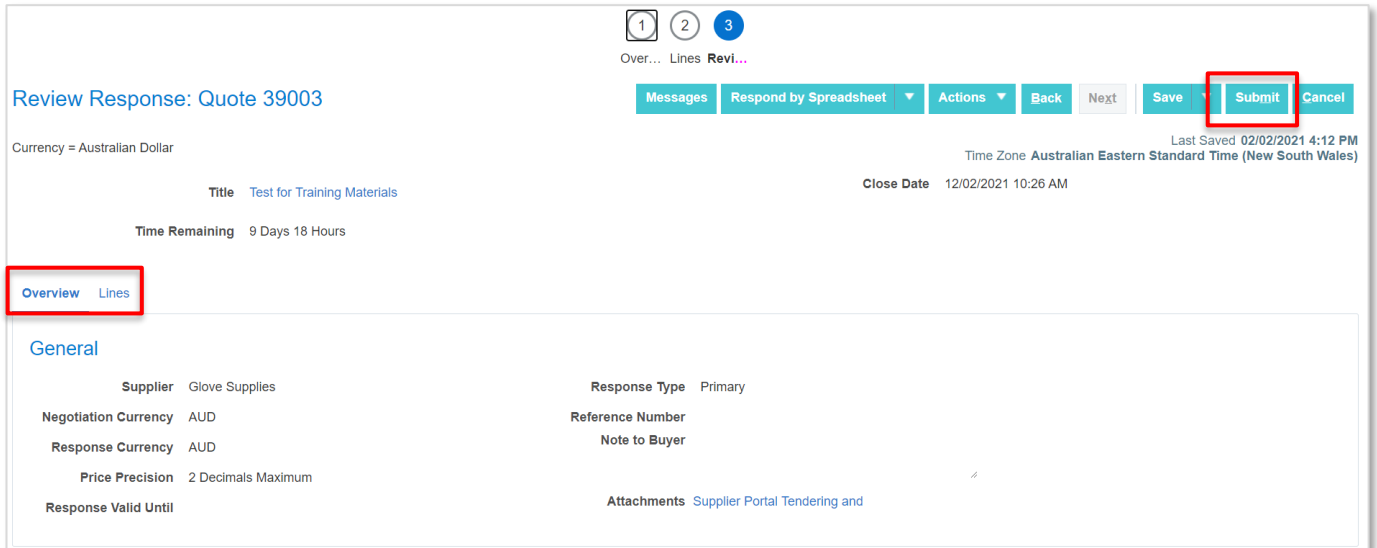
- Answer all Relevant Groups and Lines.
- Click on the "Required Details" icon, whenever it is visible and add further details to the Lines.
- Save your work in between by clicking Save button.
- You must Submit the Response at the end by clicking the Submit button.

Time Remaining 13 Days 23 Hours  
Close Date 29/05/2020 1:44 PM

Line	Description	* Alternate Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Total Score	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount
1	Lump Sum Price inclusive of GST for Works accor		+		Roads and paving s		<input type="text"/>						

## Create Response: Review and Submit

- Review the entire response including attachments and price, ensuring that you have completed all required fields, and attached all the relevant and required documents which form your response.



Review Response: Quote 39003

Currency = Australian Dollar

Title Test for Training Materials

Time Remaining 9 Days 18 Hours

Close Date 12/02/2021 10:26 AM

Last Saved 02/02/2021 4:12 PM

Time Zone Australian Eastern Standard Time (New South Wales)

Messages Respond by Spreadsheet Actions Back Next Save **Submit** Cancel

Overview Lines

General

Supplier Glove Supplies

Response Type Primary

Negotiation Currency AUD

Reference Number

Response Currency AUD

Note to Buyer

Price Precision 2 Decimals Maximum

Attachments Supplier Portal Tendering and

Response Valid Until

- Click **Submit** when you are ready to submit your response.
- A submission confirmation message will be displayed.



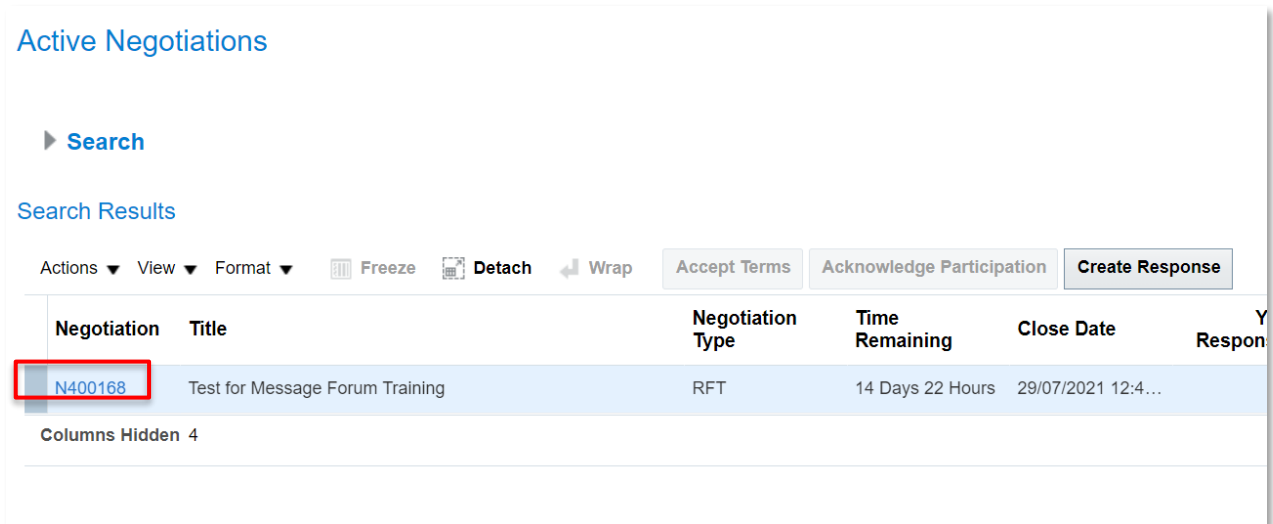
If you require any further support in relation to response creation or submission; please write to [ProcurementChange@Wyndham.vic.gov.au](mailto:ProcurementChange@Wyndham.vic.gov.au)

# Work Instruction: Using the Message Forum

**Purpose:** This section documents the steps to Create, Send and Read messages in the Message forum of a Negotiation.  
**Prerequisites:** Supplier must be [registered](#) and logged into the Wyndham Supplier portal

## Read a Message and Reply

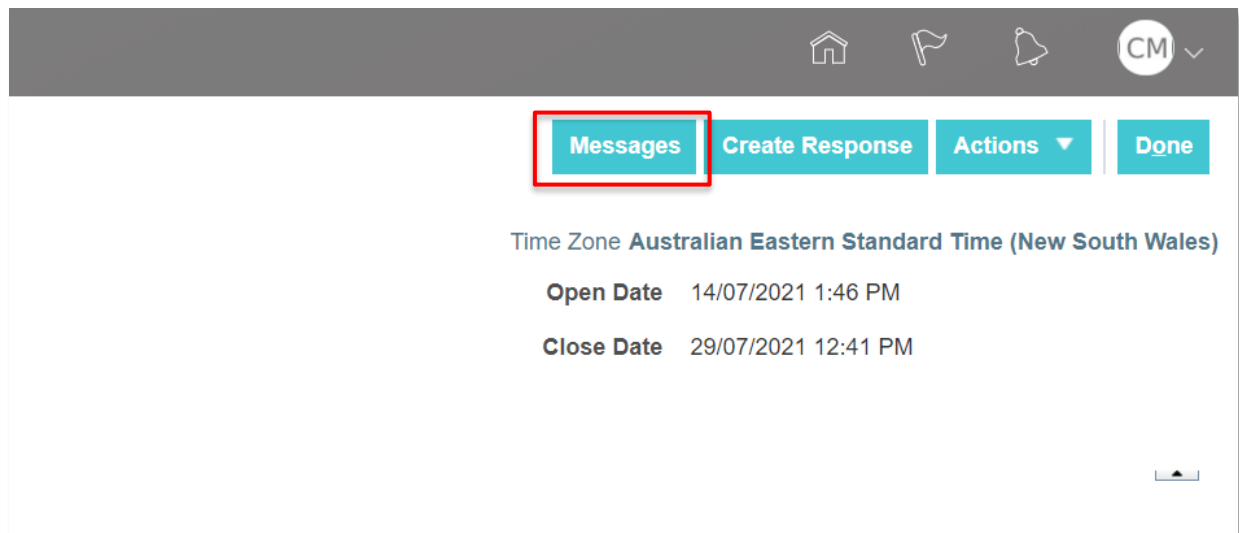
1. Navigate to and click on the Negotiation for which you want to read the Message forum



The screenshot shows the 'Active Negotiations' interface. At the top, there is a search bar and a 'Search' button. Below that, the 'Search Results' section contains a toolbar with buttons for 'Actions', 'View', 'Format', 'Freeze', 'Detach', 'Wrap', 'Accept Terms', 'Acknowledge Participation', and 'Create Response'. A table below lists negotiations with columns for 'Negotiation', 'Title', 'Negotiation Type', 'Time Remaining', 'Close Date', and 'Response'. The first row is highlighted, with the 'Negotiation' ID 'N400168' circled in red. Below the table, it says 'Columns Hidden 4'.

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Response
N400168	Test for Message Forum Training	RFT	14 Days 22 Hours	29/07/2021 12:4...	

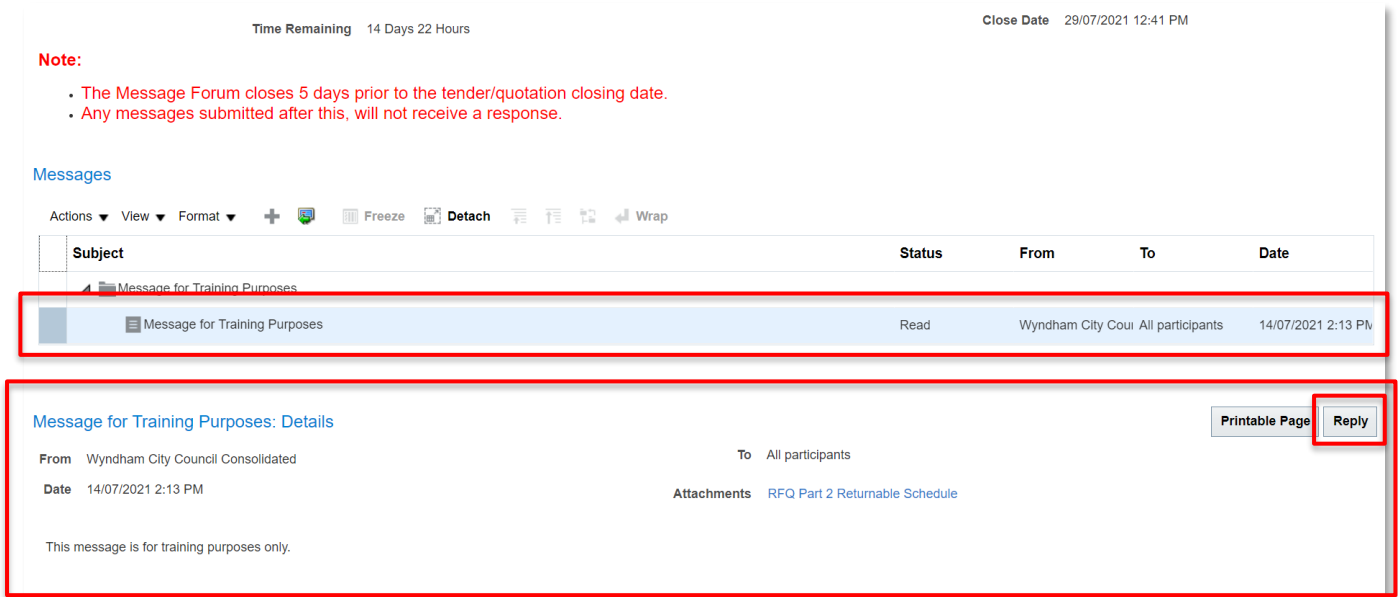
2. Next navigate to **Messages** in the top right-hand corner of the Negotiation



The screenshot shows the 'Messages' section of a negotiation. At the top, there is a navigation bar with icons for home, flag, bell, and a 'CM' dropdown. Below this, there is a toolbar with buttons for 'Messages', 'Create Response', 'Actions', and 'Done'. The 'Messages' button is circled in red. Below the toolbar, the 'Time Zone' is set to 'Australian Eastern Standard Time (New South Wales)'. The 'Open Date' is '14/07/2021 1:46 PM' and the 'Close Date' is '29/07/2021 12:41 PM'. A scroll bar is visible at the bottom right.

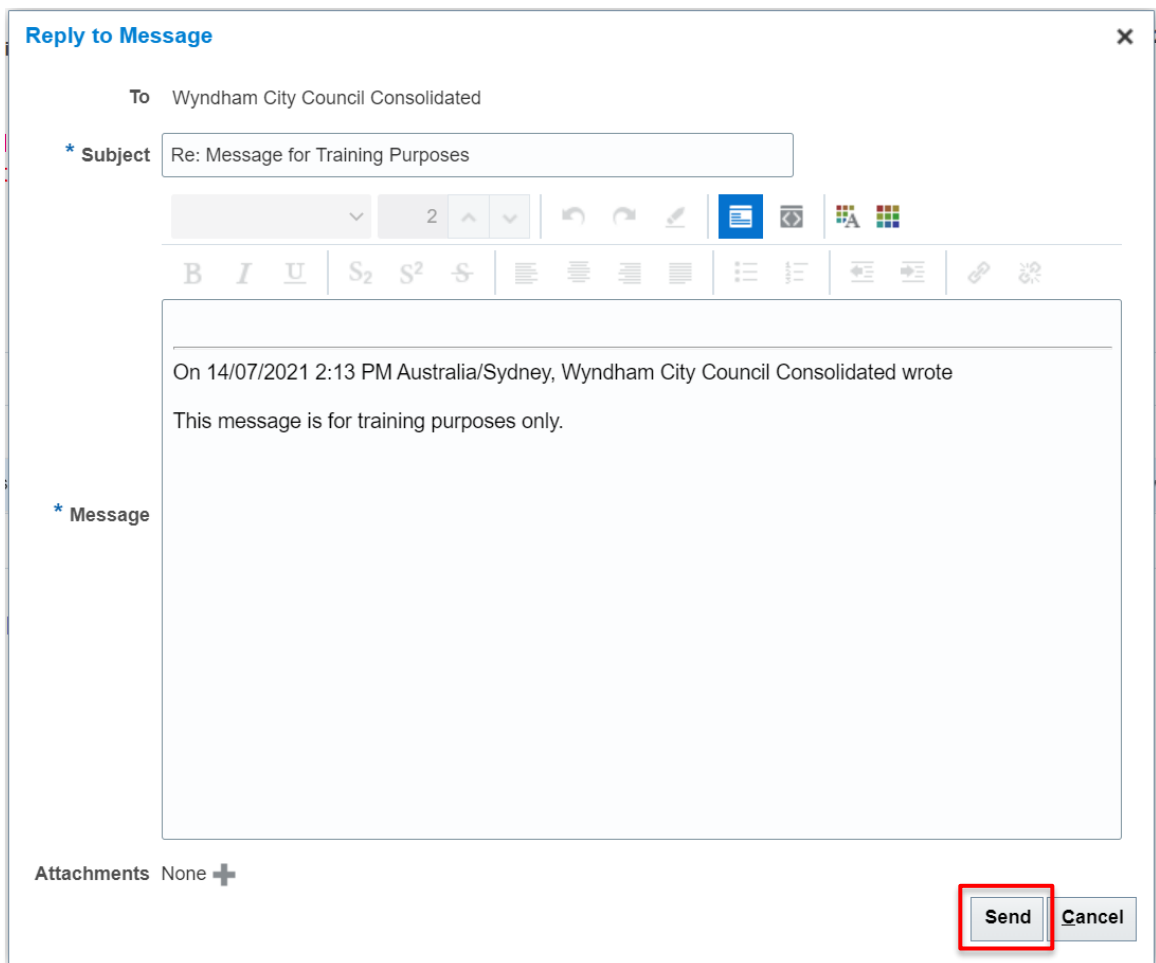
3. To **read** a message, click on the message you want to read, and it will open in the same window below.

Note: any attached documents and click on them to download.



4. To **reply** to a message, click on the **Reply** button as shown in the screenshot above.

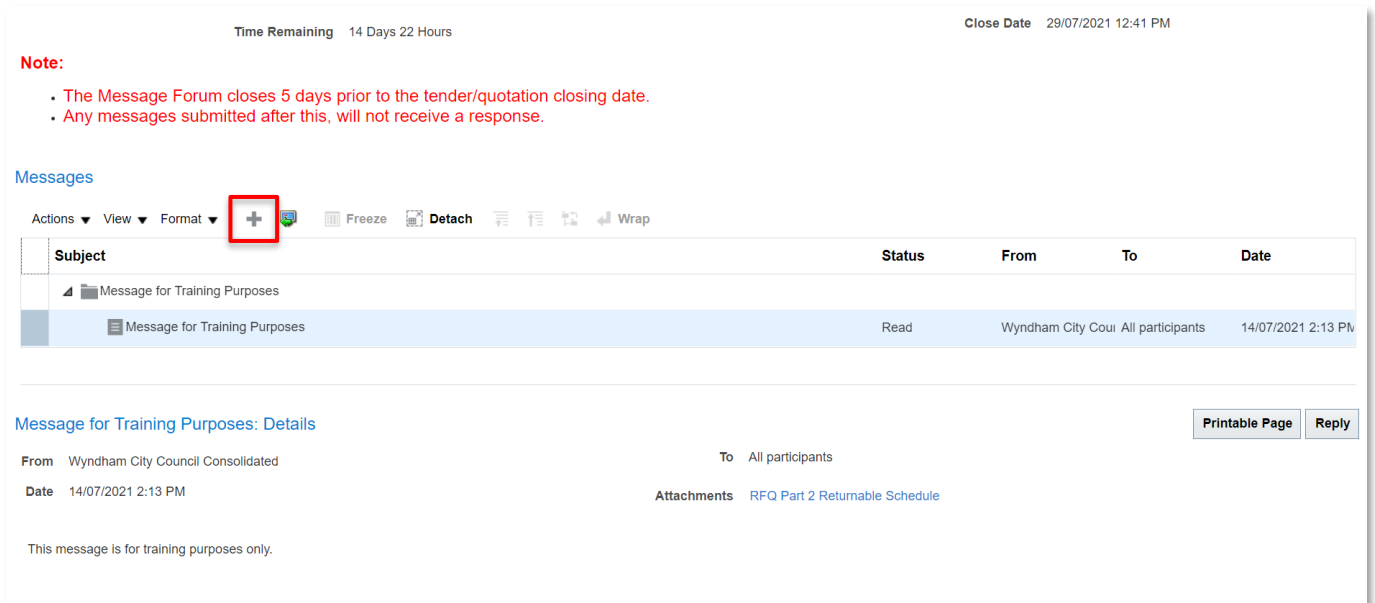
5. A message window will open. Type your message and then click on **Send**.





## Create a New Message

1. Click on the **+** button, and a new **Message** window will open.





Time Remaining 14 Days 22 Hours Close Date 29/07/2021 12:41 PM

**Note:**

- The Message Forum closes 5 days prior to the tender/quotation closing date.
- Any messages submitted after this, will not receive a response.

Messages

Actions ▾ View ▾ Format ▾ **+**  Freeze Detach  Wrap

Subject	Status	From	To	Date
Message for Training Purposes	Read	Wyndham City Council Consolidated	All participants	14/07/2021 2:13 PM

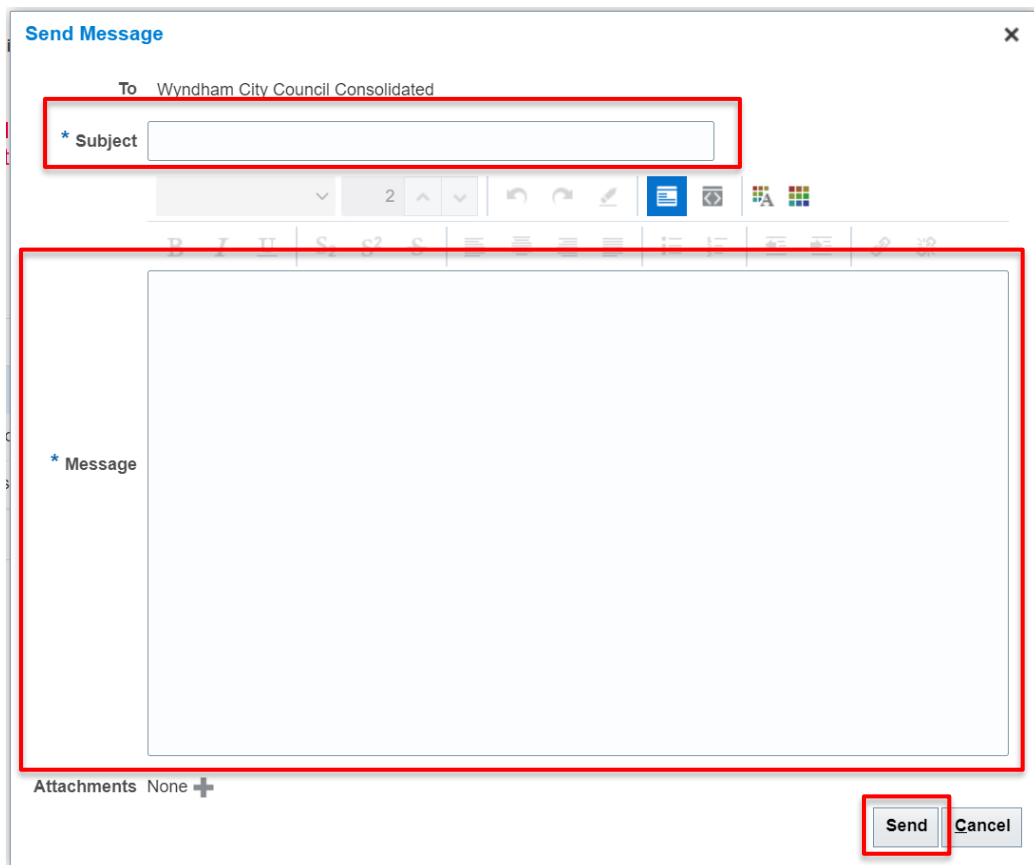
Message for Training Purposes: Details Printable Page Reply

From Wyndham City Council Consolidated To All participants

Date 14/07/2021 2:13 PM Attachments RFQ Part 2 Returnable Schedule

This message is for training purposes only.

2. Type a Subject in the **Subject** field and then the body of the message in the **Message** field then click on **Send**.




Send Message X

To Wyndham City Council Consolidated

\* Subject

\* Message

Attachments None 

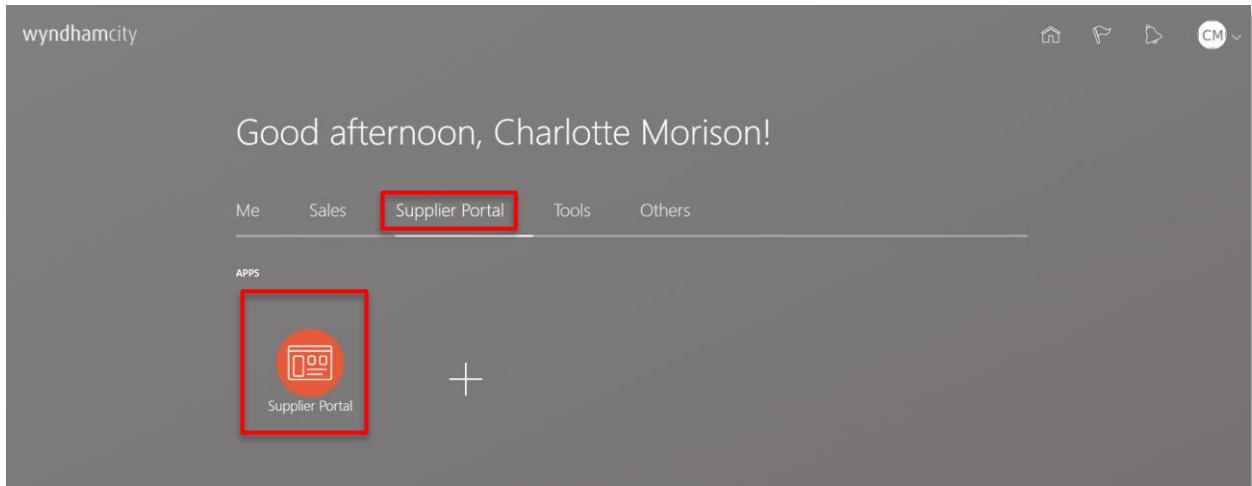
**Send** Cancel

# Work Instruction: Revising and Deleting Responses

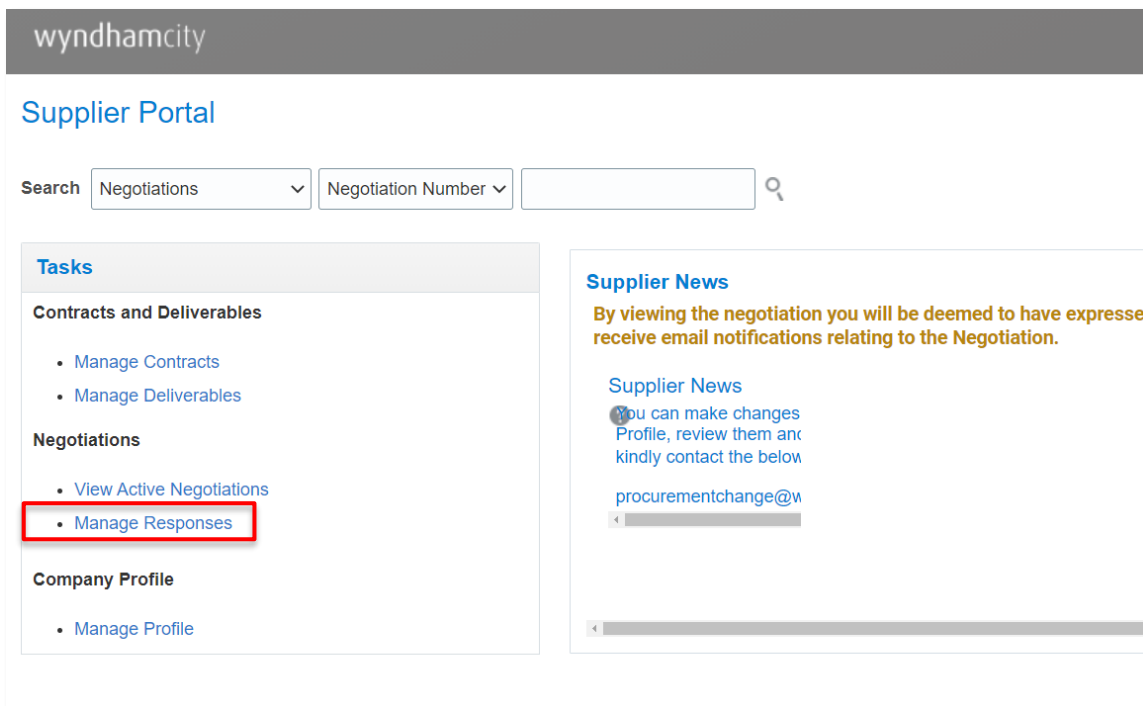
**Purpose:** This section documents the steps to revise a submitted response, or a draft response prior to the closing date and time for the negotiation.

**Prerequisites:** Supplier must be [registered](#) and logged into the Wyndham Supplier Portal and have created a response whether in draft or submitted.

1. Navigate to the Wyndham Supplier Portal and click on Supplier Portal



2. Click on **Manage Responses**



3. Select the negotiation from your list of draft responses by clicking in the white space beside the **Response number**.

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
39001	Active	N400153	Test for Warren	RFT	3 Hours 17 Min...	0	📈
39003	Draft	N400154	Test for Training Materials	RFT	8 Days 2 Hours	0	📈
39002	Draft	N400154	Test for Training Materials	RFT	8 Days 2 Hours	0	📈
33002	Active	N400113	Test for RFI Model	RFI	0 Seconds	0	📈

Columns Hidden 8

4. Next, click on **Actions** drop down and select **Revise**.

**Note:** A response which has not yet been submitted, is a 'draft' response.

**Draft Responses** can be deleted by clicking on **Delete Draft** as seen in the screenshot below.

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Accept Terms

Revise

Unlock Draft

Delete Draft

Response	Response Status	Negotiation	Negotiation Title
39001	Active	N400153	Test for Warren
39003	Draft	N400154	Test for Training Materials
39002	Draft	N400154	Test for Training Materials
33002	Active	N400113	Test for RFI Model

Columns Hidden 8

5. Your response will open.

wyndhamcity

Overview Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 14/07/2021 2:46 PM  
Time Zone Australian Eastern Standard Time (New South Wales)  
Close Date 29/07/2021 12:41 PM

Title Test for Message Forum Training  
Time Remaining 14 Days 21 Hours

General

Supplier Glove Supplies  
Negotiation Currency AUD  
Response Currency AUD  
Price Precision 2 Decimals Maximum

Response Type  Primary  
 Alternate

Reference Number 54298

Note to Buyer Please find attached our response for this Tender.

Attachments RFQ Part 2 Returnable Schedule + X

6. From here you can edit to or adjust your response in any way you would like.

7. Add and/or Remove **Attachments** by clicking on the **+** or **X**.

8. Once you are satisfied with your Response, click on **Submit**.

**Note:** You will need to Submit your Response after each revision.

Once a response has been submitted, it is no longer able to be deleted, but can be revised up until the closing date and time for the negotiation.