

# 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 <u>here</u>

#### • 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.

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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 <u>registered</u> on the Wyndham Supplier portal

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

Supplier Portal		
Search Negotiations	Q	
Tasks		
Deliverables  Manage Deliverables  Negotiations  View Active Negotiations  Manage Responses  Company Profile  Manage Profile	Requiring Attention	Recent Activity Last 30 Days
8		

#### 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

Active Negotiations				Dgne
∡ Search			Australian Eastern Stan Natchlist Saved Searc	dard Time (New South Wales)
** Negotiation		** Invitation Received Yes *		** At least one is required
** Title		Response Submitted No •		
** Negotiation Close By	dd/mm/yyyy	Negotiation Open Since dd/mm/yyyy	i e	
				Search Reset Save

#### Search for all Open Public RFTs.

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

Active Negotiations			1	Done
▲ Search		Time Zone Australian Eastern Stan Manage Watchilat Saved Searci		
** Negotiation ** Title		** Invitation Received No • Response Submitted No •	** At least one is re	equired
** Negotiation Close By	dd/mm/yyyy 🛱	Negotiation Open Since dd/mm/yyyy 🎼	Search Reset Sa	Save

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

S	earch Resul	3							
L	Actions Vie	w 🔻 Format 👻 📄 Freeze 📓 Detach 🚽 Wrap 🛛 Acknowledge Participation 🛛 Create Response Accept Terms							
L	Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Will Responses Participate	Unread Messages	View PDF	Response Spreadsheet
Ш	N400034	RFT - Supplier Training - Create Response	RFT	7 Days 22 Hours	22/05/2020 1:57	0	0		Ţ
Ľ	N400025	Open	RFQ	381 Days 21 Ho	31/05/2021 1:25	0	0		F
Ľ	N400023	Test of Neg process	RFT	351 Days 19 Ho	1/05/2021 11:52	0	0		3 <sup>11</sup>
	4								×
	Columns Hidd	n 4							
L.									

#### 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

Active Negotiations			Dene
⊿ Search			Eastern Standard Time (New South Wales Saved Search Open Invitations
** Negotiation N.	400034	** Invitation Received • Response Submitted •	** At least one is required
** Negotiation Close By dd	d'mmiyyyy to	Negotiation Open Since domm/yyyy Pa	Search Reset Save

8. The results will display in the Search Results area

Active Negotiations								Done
					Time Zone Australia	Eastern Stand	ard Time (N	ew South Wales)
▶ Search					Manage Watchlist	Saved Search	Open Invit	tations •
Search Results Actions  View  Format Freeze Freeze Cetach Virap Acknowledge Participation Create Response Accept Terms								
Negotiation Title	Negotiation Type	Time Remaining	Close Date		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	223	<b>3</b> 0
Columns Hidden 4								•

## 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 <u>registered</u> 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.

Negotiation Tit	lle	Negotiation Type	Time Remaining	Close Date	Your Will Responses Participate	Unread Messages	View PDF	Response Spreadshee
N400034 RF	T - Supplier Training - Create Response	RFT	7 Days 22 Hours	22/05/2020 1:57	0.	0	-	Ţ
N400025 Op	pen	RFQ	381 Days 21 Ho	31/05/2021 1:25	0	0		<u>F</u>
N400023 Te	st of Neg process	RFT	351 Days 19 Ho	1/05/2021 11:52	0	0		Ŧ

- 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				Messages Create Response Actions V Done
Currency = Australian Dollar				Time Zone Australian Eastern Standard Time (New South Wales)
	Title	Test for Warren	Open Date	01/02/2021 11:39 AM
	Status	Active (Locked)	Close Date	04/02/2021 11:36 AM
	Time Remaining	2 Days 21 Hours		
Overview Contract Terms Time for Lot The Tender Part 1 - Con Part 2 - Ten Part 3 - Con Part 3 - Con Part 4 - Spe Council is c	OCUMENTS FOR to be submitted in dging Tenders - 04 <u>Documents consi</u> ditions of Tenderi der Schedules (at ditions of Contrac cification (attache ollecting this inforr	RFT N400163 Test for Warren accordance with the Conditions of Tendering which can be located as at attachment within the Overview section. 102/2021 11:36 AM 1.df. g (attached within the Overview section) ached within the Requirements section) (attached within the Contract Terms section) attached within the Contract Terms section) attanfor for the purposes of assessing and deciding whether to award this Contract. The information will not be disclosed of <i>le Records Act</i> 1973 (Vic).	except as required	عب I by law or Council Policy and will be retained by Council in accordance

## **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				Messages Create Response Actions V Done
Currency = Australian Dollar				Time Zone Australian Eastern Standard Time (New South Wales)
	Title	Test for Warren	Open Date	01/02/2021 11:39 AM
	Status	Active (Locked)	Close Date	04/02/2021 11:36 AM
	Time Remaining	2 Days 21 Hours		
Table of Contents Cover Page Overview		RFT N400163 Test for Warren accordance with the Conditions of Tendering which can be located	I as at attachment within the Overview section	نعا
Contract Terms	Time for Lodging Tenders - 04) The Tender Documents consis	02/2021 11:36 AM		
	Part 2 - Tender Schedules (atta	g (attached within the Overview section) ached within the Requirements section) (attached within the Contract Terms section) within the Overview section)		
	Council is collecting this inform with the provisions of the Publi		this Contract. The information will not be disclosed except as require	d by law or Council Policy and will be retained by Council in accordance

### Overview

- 5. Using the Table of Contents on the left, click on Overview. The information includes details such as:
  - a. Title
  - b. Attachments The 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



#### 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**



- 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

Chments (RFT N40	X Q Show F			Dgr Dg
ions View View Format View	J III III	Attached To	Title	
Download All s - Const	u Header		Part 4 Specifications - Co	436
Export to Excel [ENDER]	locx Header		CONDITIONS OF TEND	29
TENDER SCHEDULE 1 - RE	S Requirement	1. RESPONDENT INFORMATION & FINANCIAL CAPABILITY 1. RESPONDENT INFORMATION & FINANCIAL CAPABILITY	TENDER SCHEDULE 1	2
TENDER SCHEDULE 2 - HI	S Requirement	2. HISTORICAL PERFORMANCE 1. Please provide similar projects, works or services undertaken	TENDER SCHEDULE 2	2
TENDER SCHEDULE 3 PRO		3. PROPOSED RESOURCES 1. Please provide the proposed resources for this contract.	TENDER SCHEDULE 3	4

- 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.

	1 Lump Sum Price inclusive of GST for Works according to the Specification	Roads and pavii Yes
	Line item Description	Category Estimated UOM Estimated Start Price Allow Alternate Attachme Name Quantity Total Amount Lines Attachme
	View 🔻 Format 👻 📓 Freeze 📓 Detach 🚏 👔 🔛 🚽 Wrap	
	Summary	
Table of Contents Cover Page Overview Requirements Lines Contract Terms	Lines  Instructions Please input your lump sum price inclusive of GST in the Estimated Total Amount field in the line below.	
	Time Remaining 7 Days 4 Hours	
	Status Active (Locked)	Close Date 22/05/2020 1:57 PM
Currency = Australian Dollar	Title RFT - Supplier Training - Create Response	Time Zone Australian Eastern Standard Time (New South Open Date 14/05/2020 2:13 PM
RFT: N400034		Messages Create Response Actions * D

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.

RFT: N400034			Messages Create Response Actions * Done
Currency = Australian Dollar	Title	RFT - Supplier Training - Create Response	Time Zone Australian Eastern Standard Time (New South Wale Open Date 14/05/2020 2:13 PM
	Status	Active (Locked)	Close Date 22/05/2020 1:57 PM
	Time Remaining	7 Days 4 Hours	
Table of Contents Cover Page Overview	Contract Terms		Download Contract
Requirements Lines Contract Terms	Clauses Deliverables	d primary contract document. ORACLE TEMPLATE - CONSTRUCTION (002) docx	

## 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 <u>registered</u> in the Wyndham Supplier portal

Following are two navigation methods to create a response:

#### 1. 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



#### 2. Create Response from within the Negotiation document

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

									Time Zone Australia	Eastern Stand	lard Time (Ne	ew South W
Search									Manage Watchlist	Saved Search	Open Invit	ations
earch Results												
	P3											
Actions View	▼ Format ▼ III Freeze III Detach 🚽 Wrap	Acknowledge Participation	Create Response	Accept Terms								
Negotiation	Title				Negotiation Type	Time Remaining	Close Date	Responses	Will Participate	Unread Messages	View PDF	Respon Spreadsh
N400038	RFT - Supplier Training - Create Response 5		0		RFT	13 Days 23 Hours	29/05/2020 1:44	0		0	-	30
N400037	RFT - Supplier Training - Create Response 4				RFT	13 Days 23 Hours	29/05/2020 1:38	1		0		J
N400035	RFT - Supplier Training - Create Response 2				RFT	13 Days 22 Hours	29/05/2020 12:0	1		0		30
N400034	RFT - Supplier Training - Create Response				RFT	7 Days	22/05/2020 1:57	2		0	(23)	30
N400025	Open				RFQ	380 Days 23 Ho	31/05/2021 1:25	0		0	(2)	<b>3</b> 10
N400023	Test of Neg process				RFT	350 Days 22 Ho	1/05/2021 11.52	0		0	(1)	Ţ

- 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

		<b>1</b>	2	
RFT: N400038		Messages Create Response	Actions <b>•</b>	Done
Currency = Australian Dollar		Time Zone	Respond	▶ Nales)
	Title RFT - Supplier Training - Create Response 5	Open Date 15/05/2020 1:46 PM	Analyze	
	Status Active (Locked)	Close Date 29/05/2020 1:44 PM	View	•
	Time Remaining 13 Days 23 Hours			
Table of Contents	Cover Page			1
Cover Page Overview	TENDER DOCUMENTS FOR N400038 RFT - Supplier Training - Create Response 5 RFT			
Requirements	Tenders are to be submitted in accordance with the Conditions of Tendering which are attached within the Overview section of this negotiation.			
Lines	Time for Lodging Tenders - No Later than: 29/05/2020 1:44 PM			
Contract Terms	The Tender Documents consist of:			
	Part 1 - Conditions of Tendering (attached within the Overview section) Part 2 - Tender Schedules (as outlined 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 disclo retained by Council in accordance with the provisions of the <i>Public Records Act</i> 1973 (Vic).	sed except as required by law or Council Polic	y and will be	÷

Next, Let's discuss the different pages and what to expect.

## 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

wyndhamcity	🗸 🔍 🔍 ش
	Image: Operating the second
Create Response (Quote 2011): Overview	Messages Respond by Spreadsheet V Actions V Back Next Save V Submit Cancel
Title RFT - Supplier Training - Create Response 5	Last Saved 1505/2020 1:47 PM Time Zone Australian Eastern Standard Time (New South Wales) Close Date 2905/2020 1:44 PM
Time Remaining 13 Days 23 Hours	2 or Click next
General	
Supplier ORACLE CORPORATION AUSTRALIA PTY LIMITED	Response Type () Primary
Negotiation Currency AUD	Alternate
Response Currency AUD	1 Reference Number
Price Precision 2 Decimals Maximum	2 Note to Buyer
	3 Attachments Nor
ttach your Tondor submission (rosponso	

#### 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

Туре	* File Name or URL	Title	Description	Attached By	Attached Date
File *	Choose File to file chosen			Amit Dua	15/05/2020 1:49 P

7. Click Save

## Create Response: Lines page

1. 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.

	Image: Constraint of the second se
Create Response (Quote 39002): Overview	Messages Respond by Spreadsheet V Actions V Back Next Save V Submit Cancel
	Last Saved 02/02/2021 11:44 AM Time Zone Australian Eastern Standard Time (New South Wales)
Title Test for Training Materials	Close Date 12/02/2021 10:26 AM
Time Remaining 9 Days 22 Hours	
General	
Supplier Glove Supplies	Response Type  Primary
Negotiation Currency AUD	Alternate
Response Currency AUD	Reference Number
Price Precision 2 Decimals Maximum	Note to Buyer
	NOLE 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.

[		
	Overvi Requir Lines Review	СЬ
Create Response (Quote 2011): Lines		Messages Respond by Spreadsheet 💌 Actions 💌 Back Negt Save 💌 Submit Cancel
Currency = Australian Dollar		Last Saved 15/05/2020 1:57 PM Time Zone Australian Eastern Standard Time (New South Wales)
Notes:		
<ul> <li>Answer all Relevant Groups and Lines.</li> <li>Click on the "Required Details" icon, whenever it is visible and add further d</li> <li>Save your work in between by clicking Save button.</li> <li>You must Submit the Response at the end by clicking the Submit button.</li> </ul>	etails to the Lines.	
Time Remaining 13 Days 23 Hours		Close Date 29/05/2020 1:44 PM
Actions 🗸 View 👻 Format 👻 🥒 🕂 🗶 🗐 Freeze 📓 Detach 🥫 🎁 😫 🚽 V	Nrap	
Line Description <sup>*</sup> Alternate-bine Create Description Alternate	Required Category Name Start Price Response Pri Details	rice Total Score Estimated UOM Line Amount Estimated Total Response Minimum Quantity UOM Line Amount Amount Release Amount
1 Lump Sum Price inclusive of GST for Works accor	Roads and paving s	

# Create Response: Revise Draft Tender or Quote Submission/Response

In the event that you create a response, but are not yet ready to submit it, you may **Save and Close** the response to save it as a draft to be completed at a later date, prior to the Negotiation Closing date and time.

#### To Revise a Draft Response

1. Navigate to Manage Responses

Supplie	er Portal		
Search N	Negotiations ~	Negotiation Number $\checkmark$	Q
Negotiati - View • Man Company	nage Deliverables ions v Active Negeliations nage Responses y Profile		Supplier News By viewing the negotiation you will be deemed to receive email notifications relating to the Negot Supplier News 2
• Man	age Profile		Requiring Attention

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

Actions  View	ponse automatically le	Freeze 📑 Deta	ch 🚽 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	

3. Next, click on Actions drop down and select Revise

ctions  /iew  /iew	Format <b>v</b>		📣 Wrap	Accept Terms Revise
Accept Terms	tesponse status	Negotiation	Negotiation	īitle
Unlock Draft	ctive	N400153	Test for Warrer	
Delete Draft	)raft	N400154	Test for Trainin	g Materials
39002	Draft	N400154	Test for Trainin	g Materials
33002	Active	N400113	Test for RFI Mo	del

4. Now make any changes you wish to make to your submission/response, then Save then click next to Review and Submit your Response.

## Create Response: Review and Submit

5. 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.



- 6. Click **Submit** when you are ready to submit your response.
- 7. 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** 

## 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 <u>registered</u> and logged into the Wyndham Supplier portal

#### 1. Read a Message and Reply

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

Search					
earch Result	S				
Actions 🔻 Vie	w 🔻 Format 👻 🏢 Freeze 📓 Detach 🚽 Wraj	Accept Terms	Acknowledge Particip	ation Create Res	ponse
Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Resp
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

Messag	es Create Response Actions ▼ D <u>o</u> ne
Time Zone Au	stralian Eastern Standard Time (New South Wales)
Open Date	e 14/07/2021 1:46 PM
Close Date	e 29/07/2021 12:41 PM

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.

Time Remaining 14 Days 22 Hours	Clos	se Date 29/07/2021	12:41 PM	
Note: The Message Forum closes 5 days prior to the tender/quotation closing date.				
<ul> <li>Any messages submitted after this, will not receive a response.</li> </ul>				
Messages				
Actions 🔻 View 🔻 Format 👻 🕂 🗐 🧊 Freeze 📓 Detach 🧮 👬 🏭 🚚 Wrap				
Subject	Status	From	То	Date
Message for Training Purposes				
Message for Training Purposes	Read	Wyndham City Cou	II All participants	14/07/2021 2:13 PN
Message for Training Purposes: Details			Printa	able 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.				

- 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**.

Reply to Mes	sage 🗙 2
То	Wyndham City Council Consolidated
* Subject	Re: Message for Training Purposes
	····································
	On 14/07/2021 2:13 PM Australia/Sydney, Wyndham City Council Consolidated wrote This message is for training purposes only.
* Message	
Attachments	None + Send Cancel

### 2. Create a New Message

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

	Time Remaining 14 Days 22 Hours			Close	e Date 29/07/2021	12:41 PM		
No	<ul> <li>te:</li> <li>The Message Forum closes 5 days prior to the tender/quotation closing date.</li> <li>Any messages submitted after this, will not receive a response.</li> </ul>							
	ssages ctions 🔻 View 👻 Format 👻 🕂 💭 🧰 Freeze 🔛 Detach 🚃 🏗 🔛 📣 Wrap							
	Subject		Sta	itus	From	То	Date	
	▲ Message for Training Purposes							
	Message for Training Purposes		Re	ad	Wyndham City Cou	II All participants	14/07/2021	I 2:13 PN
Mes	ssage for Training Purposes: Details					F	Printable Page	Reply
Fro	m Wyndham City Council Consolidated	То	All participants					
Da	te 14/07/2021 2:13 PM A	Attachments	RFQ Part 2 Returnable Sc	hedule				
Th	is 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**.

Se	end Messag	e								×
	То	Wyndham Cit	y Council C	onsolidated						
	* Subject									
			~	2 🔺	~ 5	@ ∠		A		
_		BI	<u>u</u> S <sub>2</sub>	S <sup>2</sup> - S	= =		1= 1=	<u> </u>	<i>2</i> 0 32	_
	* Message									
A	ttachments	vone 🖶							Send <u>C</u> ar	cel

## 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 <u>registered</u> 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

wyndhamcity			<b>CM</b> ~
	Good afternoon, Charlotte Morison!		
	Me Sales Supplier Portal Tools Others		
	APPS Supplier Portal		

2. Click on Manage Responses

wyndhamcity	
Supplier Portal	
Search Negotiations	Q
Tasks	Supplier News
Contracts and Deliverables   Manage Contracts Manage Deliverables  Negotiations  View Active Negotiations Manage Responses	By viewing the negotiation you will be deemed to have expressed receive email notifications relating to the Negotiation. Supplier News Profile, review them and kindly contact the below procurementchange@w
Company Profile <ul> <li>Manage Profile</li> </ul>	×

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

sing a draft resp	onse automatically lo	ocks it.					
tions 👻 View	▼ Format ▼	Freeze 📑 Deta	ch 🚽 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	
9003	Draft	N400154	Test for Training Materials	RFT	8 Days 2 Hours	0	
9002	Draft	N400154	Test for Training Materials	RFT	8 Days 2 Hours	0	
3002	Active	N400113	Test for RFI Model	RFI	0 Seconds	0	

#### 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.

tions 🔻 View 🖷	Format 🔻	Freeze 📄 Deta	ch 🚽 Wrap Accept Terms Rev
Accept Terms	tesponse tatus	Negotiation	Negotiation Title
Unlock Draft	ctive	N400153	Test for Warren
Delete Draft	oraft	N400154	Test for Training Materials
39002	Draft	N400154	Test for Training Materials
33002	Active	N400113	Test for RFI Model

5. Your response will open.

wyndham city	n P D 🗠
Create Response (Quote 43001): Overview	1 - 2 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)
Title Test for Message Forum Training	Close Date 29/07/2021 12:41 PM
Time Remaining 14 Days 21 Hours	
General	
Supplier Glove Supplies	Response Type 💿 Primary
Negotiation Currency AUD	Alternate
Response Currency AUD	Reference Number 54298
Price Precision 2 Decimals Maximum	
	Note to Buyer Please find attached our response for this Tender.
	Attachments RFQ Part 2 Returnable Schedule 🕂 🗙

- 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.