

Sell2Bluelight - Supplier Guide

Table of Contents

Introduction	2
Registration, Expressing Interest & Accessing the ITT Documents	2
Step 1 - Register on Sell2.....	2
Step 2 – Update your Classification Codes and Company Classifications	3
Step 3 - Register with the individual buying organisation via “Portals”	4
Step 4 – Finding a Tender	4
Step 5 – Expressing Interest (if requested)	5
Step 6 – Accessing the ITT Documents	5
Tender Process	7
Confirmation of Your Involvement (Opt-In/Opt-Out).....	7
Uploading your Tender Return	7
Submitting your Return	8
Modifying Your Return	9
Correspondence & Clarifications.....	10
Technical & System Support for Suppliers.....	11
Technical Support for Suppliers.....	11

Introduction

Police and Fire Services have transitioned to a new E-Procurement platform - Sell2Bluelight - supplied by In-Tend Ltd. If you are looking submit a response to an advertised opportunity, please follow each of the steps outlined below.

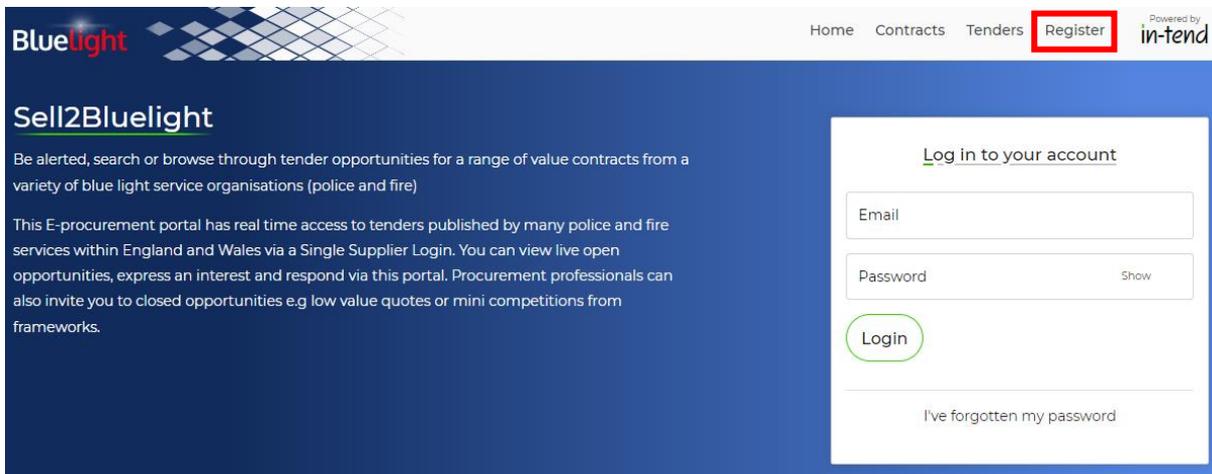
Please note, you may view opportunities without registering, however if you wish to view the details – such as the Invitation to Tender – you will need to register and, in most cases, “express your interest” first.

Registration, Expressing Interest & Accessing the ITT Documents

Step 1- Register on Sell2

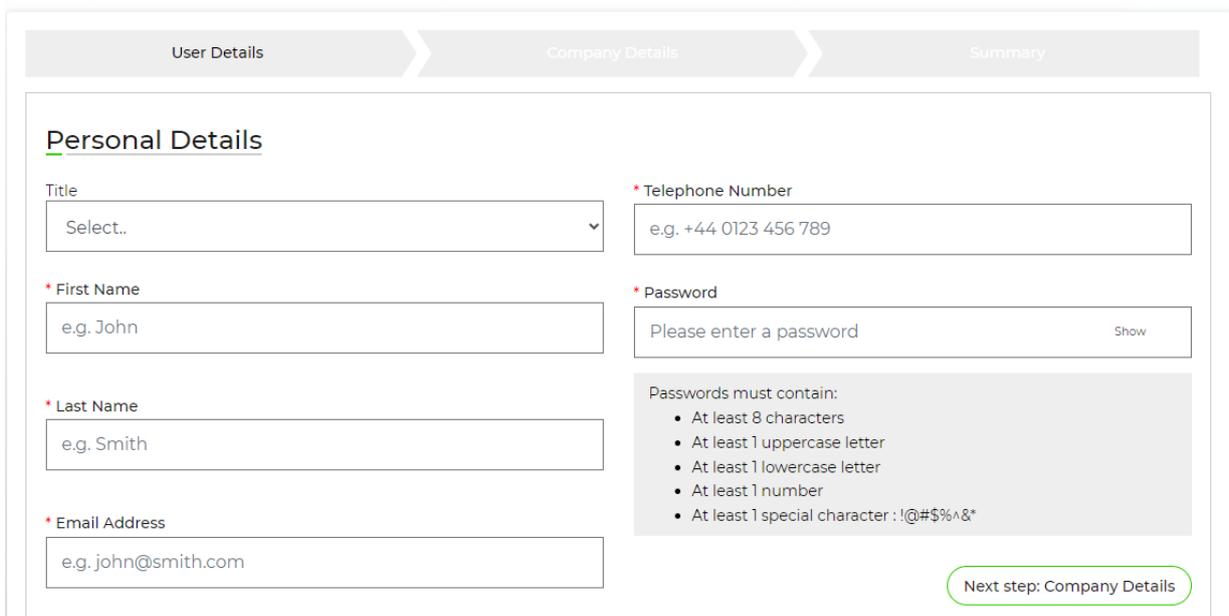
<https://sell2.in-tend.co.uk/blpd/home>

Click on Register in the top right corner:



The screenshot shows the Sell2Bluelight website interface. At the top right, the navigation menu includes 'Home', 'Contracts', 'Tenders', and 'Register' (highlighted with a red box). Below the navigation, the 'Log in to your account' section contains an 'Email' input field, a 'Password' input field with a 'Show' toggle, a 'Login' button, and a link for 'I've forgotten my password'.

Follow the registration steps to complete the process:



The screenshot displays the 'Personal Details' registration step. The progress bar at the top indicates the current step is 'User Details', with 'Company Details' and 'Summary' following. The form includes the following fields and requirements:

- Title:** A dropdown menu with 'Select..' as the current selection.
- * First Name:** A text input field with 'e.g. John' as a placeholder.
- * Last Name:** A text input field with 'e.g. Smith' as a placeholder.
- * Email Address:** A text input field with 'e.g. john@smith.com' as a placeholder.
- * Telephone Number:** A text input field with 'e.g. +44 0123 456 789' as a placeholder.
- * Password:** A text input field with 'Please enter a password' as a placeholder and a 'Show' toggle.

Below the password field, a list of requirements is provided:

- At least 8 characters
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number
- At least 1 special character : !@#%&*

A 'Next step: Company Details' button is located at the bottom right of the form.

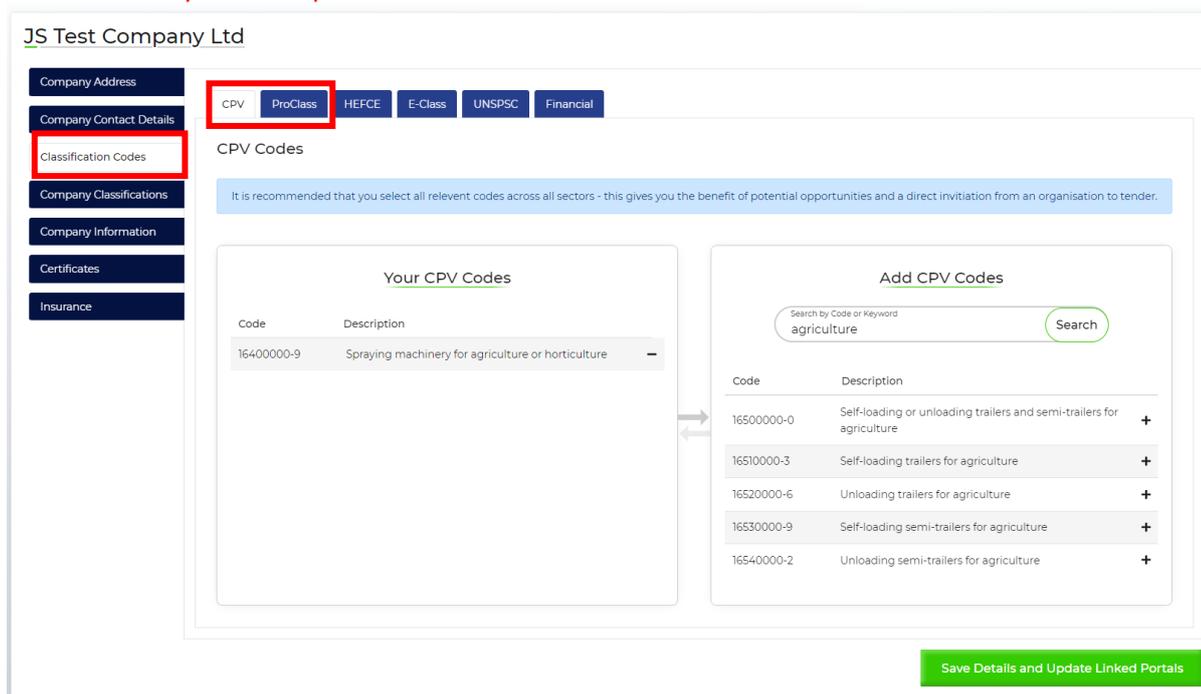
Step 2 – Update your Classification Codes and Company Classifications

After creating your account, you will need to update your classification codes and your company classification within the company details section before the system allows you to register with the individual buying organisation.

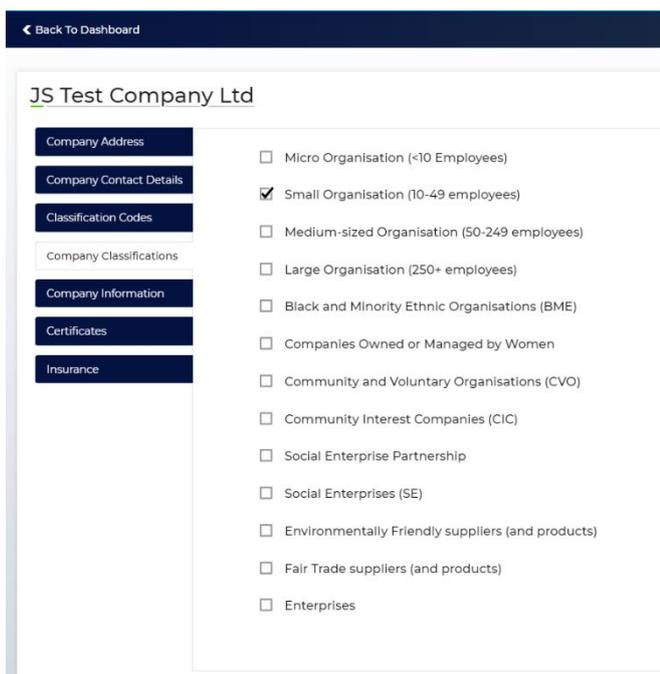
Click on “Account” in the top right, then select “Company”.



Navigate to “Classification Codes” and use the search function to find your relevant CPV codes across all sectors. **At a minimum you are required to select CPV and ProClass codes.**



Afterwards navigate to “Company Classification” and make the appropriate selection:

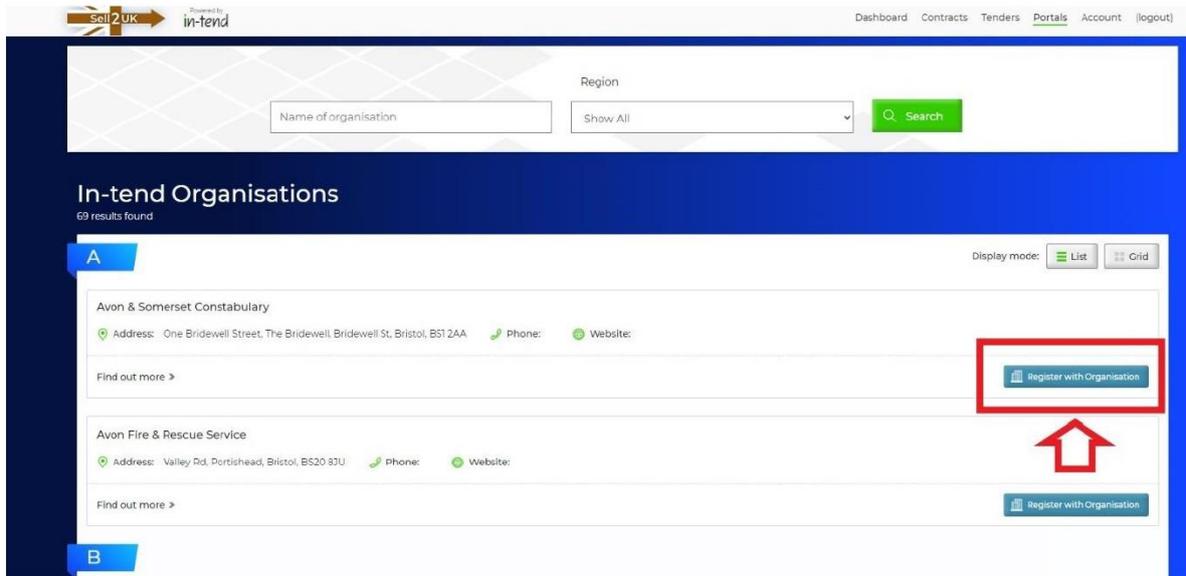


You may also want to take the opportunity to complete other relevant company information at this stage.

Step 3- Register with the individual buying organisation via “Portals”

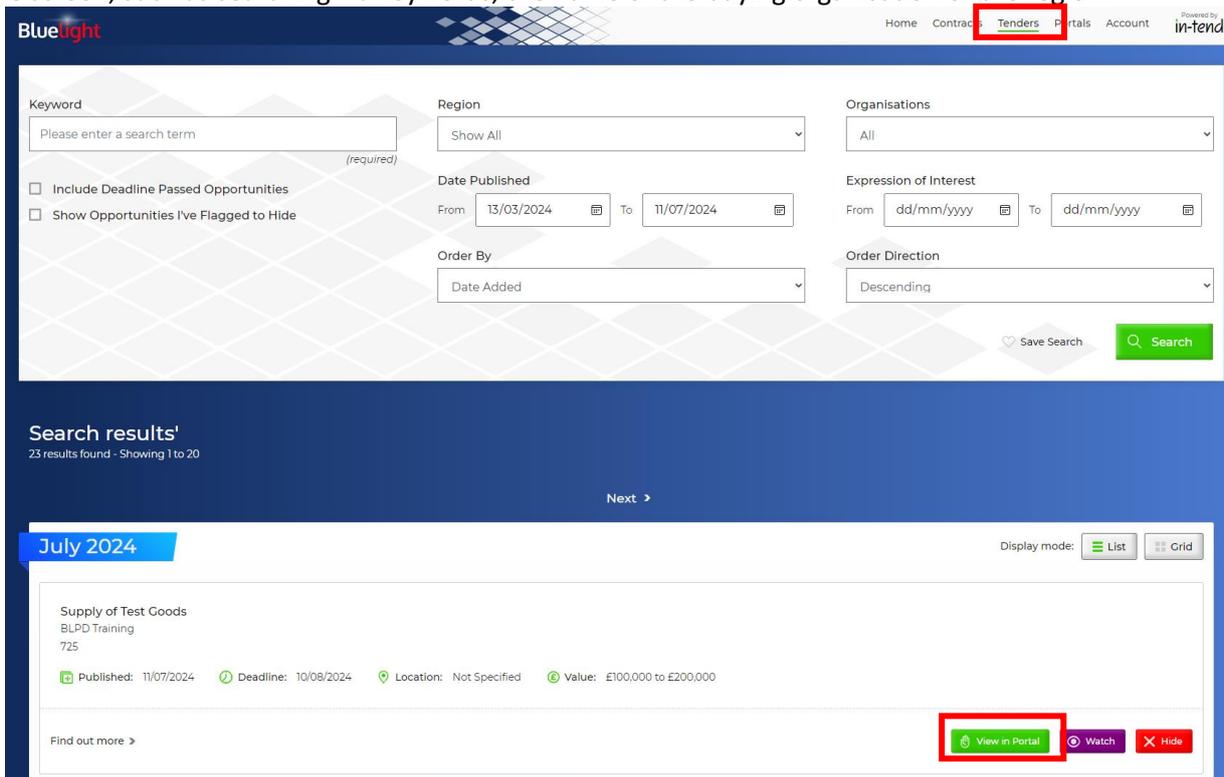
Once you have created your account, you will need to register to the individual portal of the buying organisation. **This step is necessary to see more information of the tender, express interest and to allow you to respond to the advertised opportunity.**

If the buying organisation is “Avon & Somerset Constabulary”, for example, simply click on “Portals” in the top right, find the corresponding organisation in the list and click on “Register with Organisation”:



Step 4 – Finding a Tender

To see all available tenders, simply click on “Tenders” in the top right menu. You have a variety of search options on the screen, such as searching via keywords, the name of the buying organisation or the region.

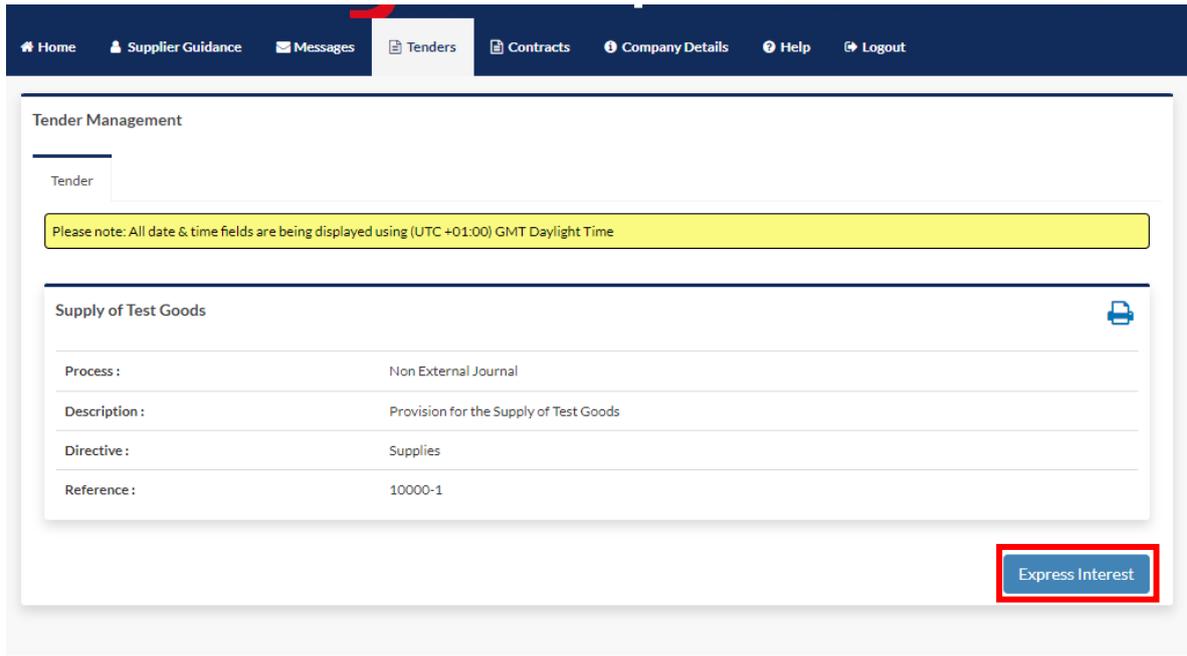


Once you have located the tender you are interested in, click on “View in Portal”, which will lead you to the portal where you can express your interest, view the tender details and submit a response.

Step 5 – Expressing Interest (if requested)

Once you clicked on “View in Portal”, the first screen you’re likely going to see is the screen asking you to express your interest.

This is an optional step and will only appear if the buying organisation has set it up to be required as part of the tender process. Simply click on “Express Interest”.

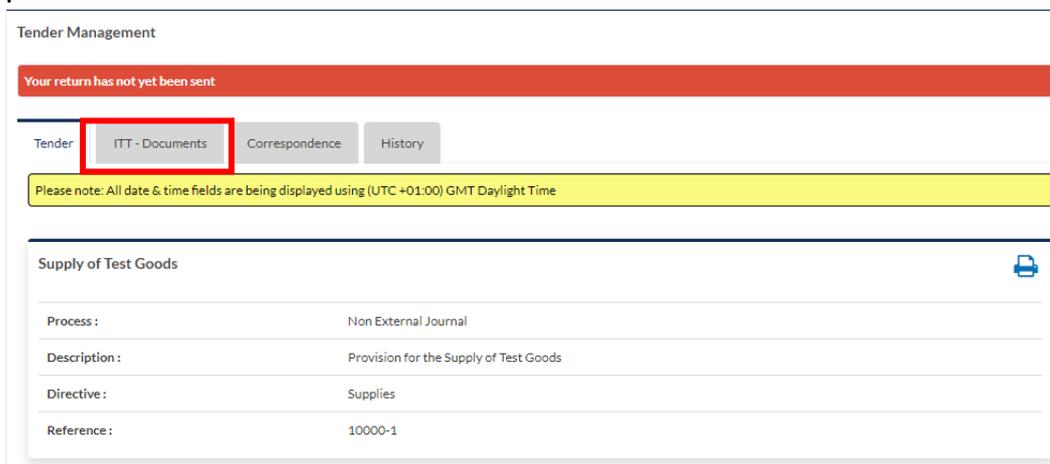


If this screen does not appear, then the expression of interest is not required in order to view the details / ITT Documents and you can simply proceed.

Please note, the system may prompt you to submit further company details at this stage. Simply follow the instructions on the screen if requested and then proceed to Step 5.

Step 6 – Accessing the ITT Documents

The next page allows you to access the ITT Documents and view additional information. Simply click on “ITT - Documents”.



You will be presented with vital information regarding the tender details, deadlines and lastly, the documents, which can be viewed or downloaded from the same page:

Tender Deadline Information

Tender Deadline : 10 Aug 2024 15:32:00 (UTC +01:00) GMT Daylight Time

Local Tender Deadline : 10 Aug 2024 15:32:00

Time Remaining : 4 Weeks 1 Day 23 Hours 37 Minutes 23 Seconds

Tender Time : 11 Jul 2024 15:54:36 (UTC +01:00) GMT Daylight Time

Local Time : 11 Jul 2024 15:54:36

Tender Details

Closing Date	10 August 2024
Locked Until	10 August 2024
Stage Name	ITT - Documents
Stage Start Date	11 July 2024
Stage Time Zone	(UTC +01:00) GMT Daylight Time
Project Title	Supply of Test Goods
Project Description	Provision for the Supply of Test Goods

Tender Documents Received - Main	Description	Options
ITT.docx		View Download
Pricing Schedule.xlsx		View Download

Confirmation of Your Involvement

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.

Opt In- This will confirm to us of your involvement and your intention to submit a return.
Opt Out- This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

[Opt In](#) [Opt Out](#)

Tender Process

Confirmation of Your Involvement (Opt-In/Opt-Out)

Before you can upload and submit your tender return, you may first need to opt-in. On the “ITT – Documents” page, scroll to the bottom and click on “Opt-In”. You may also choose to “Opt-Out”, if you would like to advise the Buying Organisation that you are not looking to submit a return.

Note: If you do not see this step please do not worry and just proceed to “Uploading your Tender Return” below)

Confirmation of Your Involvement

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.

Opt In- This will confirm to us of your involvement and your intention to submit a return.
Opt Out- This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

Uploading your Tender Return

Once opted in, the system allows you to upload your tender return. The buying organisation has the option to set specific placeholders for certain documents that are required to be included in your return. Here is an example:

My Tender Return - Main	Description	Options
0. General	Completed ITT	<input type="button" value="Upload Document"/>
0. General	Completed Pricing Schedule	<input type="button" value="Upload Document"/>

The example above indicates that a “completed ITT” and a “completed Pricing Schedule” has to be uploaded, otherwise the system will not allow you to submit your return. Simply click on the corresponding “Upload Document” button and select the appropriate document you wish to submit. Once uploaded, the system will give you further options in case you would like to remove or view the attachment:

My Tender Return - Main	Description	Options
ITT.docx	(Microsoft Word Document) 0. General	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Remove"/>
Pricing Schedule.xlsx	(.xlsx File) 0. General	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Remove"/>

In most tenders you will also be able to attach additional documents as part of your tender return, which can you do in the section right below:

Select documents you wish to add to the My Tender Return section above using the **Attach Documents** button below.

NOTE : Large files can take some time to upload.
NOTE : Document Placeholders have been uploaded by the Procurement Department. Please upload a document for each mandatory placeholder before making a return.



Drag file here or click 'Upload File' below.

[Upload File](#)

The buying organisation may not have set up specific placeholders, in which case, you can freely upload the documents you would like to submit in your return as per the above screenshot.

My Tender Return - Main	Description	Options
Appendix A - Organisational Chart.docx	(Microsoft Word Document)	View Download Remove
Appendix B - ESG Report.docx	(Microsoft Word Document)	View Download Remove
ITT.docx	(Microsoft Word Document) 0. General	View Download Remove
Pricing Schedule.xlsx	(.xlsx File) 0. General	View Download Remove

Select documents you wish to add to the My Tender Return section above using the **Attach Documents** button below.

NOTE : Large files can take some time to upload.
NOTE : Document Placeholders have been uploaded by the Procurement Department. Please upload a document for each mandatory placeholder before making a return.



Drag file here or click 'Upload File' below.

[Upload File](#)

Submitting your Return

Once you're ready to submit your return, simply scroll to the bottom of the "ITT – Documents" page:

Submit My Return

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

[Submit Return](#)

You will receive a receipt confirmation:

Return Receipt

Here is the receipt of your Return Submission. Please Print a hard-copy for your records... [Print](#)

Tender : Supply of Test Goods

Stage : ITT - Documents

Submitted At : 11 Jul 2024 16:42 (UTC +01:00) GMT Daylight Time

Submitted By : Jennifer Smith

Submitted By (e-Mail) : jennifer.smith@devonandcornwall.pnn.police.uk

Documents Returned : 4 item(s)...

Appendix A - Organisational Chart.docx (Attached Document)

Appendix B - ESG Report.docx (Attached Document)

ITT.docx (0. General)

Pricing Schedule.xlsx (0. General)

[Close](#)

Once submitted the red bar status on the top will change to:

Tender Management

Your return has been received by us

Tender

ITT - Documents

Correspondence

History

Modifying Your Return

If require the to modify your return you will be able to do so, as long as the submission deadline has not yet passed:

Return Submitted

You have made a previous return for this tender on 11 July 2024

It is possible to modify the your return by selecting the 'Modify Return' button. Please note that any documents not included in the subsequent return will not be considered. All tender documents you wish to return must be included in your modified bid as this replaces your first and existing bids.

You must press the 'Submit' button again, in order to submit any subsequent modified returns.

[Modify Return](#)

This will withdraw your previously submitted return so once modified please ensure you complete the "Submitting your Return" step again, failure to do so will result in no submission being uploaded.

Correspondence & Clarifications

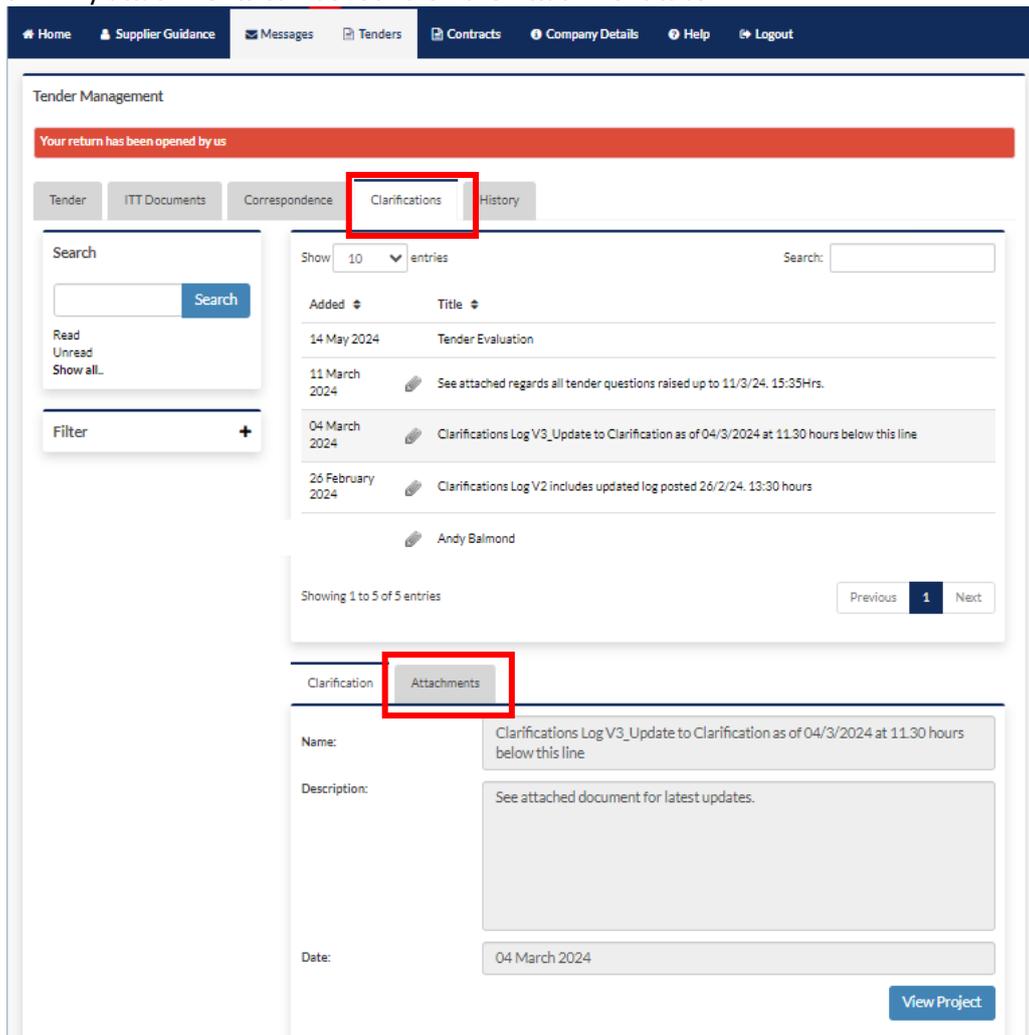
For any correspondence you wish to send to the buying organisation or to ask clarification questions, simply navigate to the “Correspondence” tab.

The screenshot shows the 'Correspondence' tab selected in the 'Tender Management' interface. A red box highlights the 'Correspondence' tab. A red banner at the top states 'Your return has not yet been sent'. Below this, there are tabs for 'Tender', 'ITT - Documents', 'Correspondence', and 'History'. A yellow note indicates that all date and time fields are displayed using UTC +01:00 GMT Daylight Time. Another yellow note states that the correspondence area is only for tender-based queries. The main area contains a 'Create Correspondence' form with a 'Stage' dropdown set to 'ITT - Documents', a 'Subject' field, and a 'Message' text area. Below the message area is an 'Attachment' section with a note that there are currently no attachments and an 'Add Attachment' button. At the bottom is a 'Send' button. On the left side, there is a search bar, a list of filters (Received, Sent, Unread, Read, Show all...), a 'Filter' button with a plus sign, and an 'Options' section with a 'View Correspondence' button.

To view answers to your correspondence or messages received regarding clarification questions, you can either return to the “Tenders” section, or alternative navigate straight to “Messages” from the Front Page:

The screenshot shows the 'Messages' section in the Tender Management interface. A red box highlights the 'Messages' tab in the top navigation bar. Below the navigation bar, there is a search bar and a list of filters (Received, Sent, Unread, Read, Show all...). A 'Filter' button with a plus sign and an 'Options' section with a 'Create Correspondence' button are also visible. The main area displays a message with the following details: Subject: 'RE:Question regarding additional documents', Message: 'Yes, you may include additional documents in your tender return. Please refer to the Supplier Guide we have provided for further help. Kind regards -----Original Message-----', Date: '11 Jul 2024 16:35', and Direction: 'Message Received'. Below the message is a table with columns 'Date Sent' and 'Subject'. The table contains one entry: '11 Jul 2024 16:35' and 'RE:Question regarding additional documents Supply of Test Goods'.

Clarifications that have been broadcast to all potential suppliers will appear in a separate tab called “Clarifications”. Any attachments can be found on the Attachment tabs.



Technical & System Support for Suppliers

For system support, including error messages, please contact In-Tend on 0845 557 8079 or email support@in-tend.co.uk

Technical Support for Suppliers

If you have queries relating to a tender opportunity, please contact the individual organisation who published the tender. You can do this via the correspondence feature within the system.

For instructions on using correspondence [Click Here](#) to be taken to these instructions within this document.