

What is Quick Quote?

Quick Quote is an online quotation facility which allows buyers to obtain competitive quotes electronically for low value requirements. Details of the Quick Quote are created on the portal and distributed to a select list of suppliers. Quick Quotes are only distributed to the selected suppliers and are not made public on the portal.

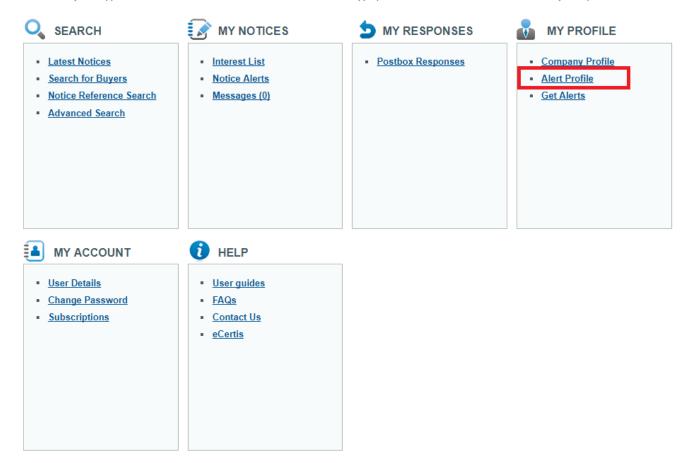
If invited to quote you must complete the required details and submit your quotation using the secure tender Postbox (for more information on this please see the Tender Postbox guide)

How do I get selected for a Quick Quote?

Buyers can search for your registration using the company name or post code you provided when registering on myTenders. They can also perform a search for suppliers within certain commodity categories. To add the appropriate commodity categories click on the relevant link in your Supplier Control Panel.

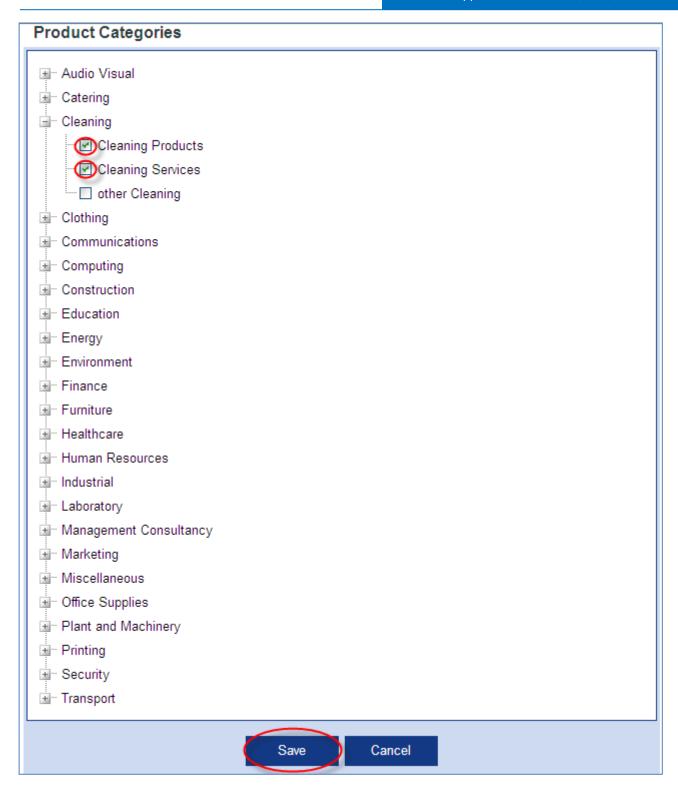
Supplier Control Panel

Welcome to your Supplier Control Panel Nelson. Please click a link in one of the appropriate sections to access the area of the site you require.



On the category page tick as many categories as are relevant to your line of work and then click "Save".





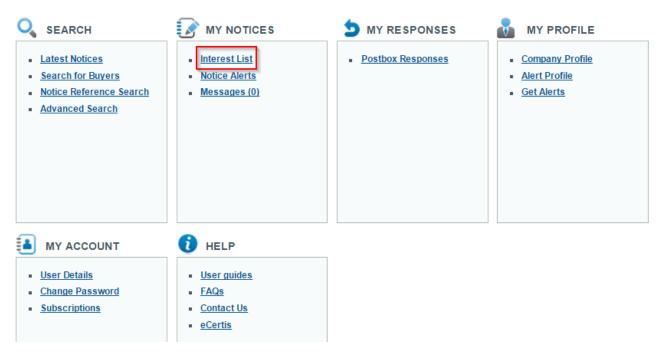


How Do I Access my Quick Quotes?

To access the Quick Quotes, Suppliers must select Suppliers in the top menu to bring you to the Supplier Control Panel. From this, select 'Interest list' under the My Notices heading.

Supplier Control Panel

Welcome to your Supplier Control Panel Claire. Please click a link in one of the appropriate sections to access the area of the site you require.



The interest list now displays both public adverts you have recorded an interest in and the quick quotes you have been invited to. You will be able to identify a quick quote by the green arrow symbol on the left hand side of the screen. To view the quick quote select the title of the notice, in the example below 'Taxi Services':

View archived interest

Current Notices Deadline Recorded Details € Title: Taxi Services Reference No: JUN068866 05/07/2017 21/06/2017 Published By: Millstream Associates Ltd Notice Type: Quote Status: New invitation Title: Provision of School Transport Reference No: JUN068865 13/07/2017 21/06/2017 Published By: Millstream Associates Ltd Notice Type: Contract Notice



How do I know I've been invited to quote?

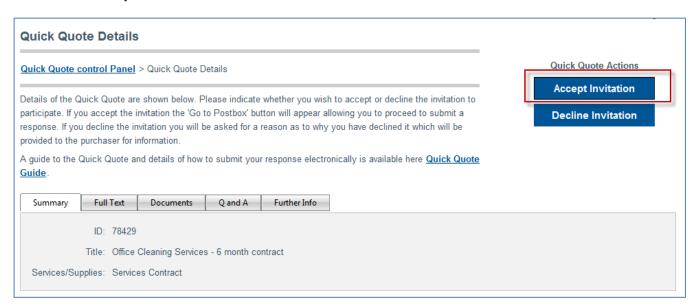
If you are selected to quote you will receive an e-mail containing a link which takes you to your Quick Quote list page. This page details the requirement and asks you to accept or decline the invitation. The page can also be accessed through your interest list.

The Quick Quote view page provides you with access to any supporting documents uploaded and access to the Questions and Answers function if applicable

Having read through details of the requirement you should then be in a position to accept or decline the invitation to quote.

How do I Accept or Decline a Quick Quote?

You will see the 'Accept' and 'Decline' options at the top of the Quick Quote view page which is accessed through the relevant link in your interest list.



If you decline the invitation to quote you will be asked to provide a reason which will be made available to the authority user.

How do I access to a quick quote I have not been invited to?

If you wish to access a quotation exercise your colleague has been invited to you can request this via the website. To request an invite, click on the link in the e-mail invitation received by your colleague and log in using your own details. Once you have logged in, you will be presented with a screen advising that your access has been denied and provided with the option to request access.



Quick Quote - Access Denied Member Interest List > Quick Quote - Access Denied Access to this Quick Quote has been denied as your registration is not on the distribution list compiled by the buying organisation. The registered user who has been invited to quote is nelson@millstream.eu This user will be able to access the quick quote. If you wish for your registration to be added to the distribution list you can request that the buyer adds you to the distribution list below.

If you select the 'Request Access' option, you will then be asked to provide a message to the buyer explaining why you require access to the quick quote instead of the original invitee:

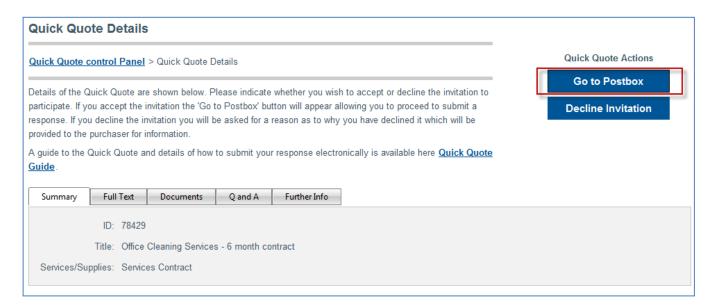
Select the 'submit' option to send your request and message to the buyer. Once you have submitted your request you will be presented with a confirmation that your request has been sent.

Quick Quote - Request Access Member Interest List > Quick Quote - Request Access		

How do I submit my response to a Quick Quote?

Quick Quote utilises the myTenders electronic postbox function. To create your post box response you must accept the invitation to quote and then click on the "Go to Postbox" button. For further information on the postbox please see the relevant user guide.





How do I know the outcome of a Quick Quote?

Once the deadline has passed and the responses have been assessed by the buyer an e-mail will be dispatched informing if you have been successful or not.

For any other Queries the myTenders helpdesk is available Monday to Friday, 8:30am-5pm to assist with any queries and can be contacted on 0800 222 9006 or support@mytenders.co.uk