How to make a return using the In-tend system.

- 1. log on to the system with your email address and password
- 2. go into the My Tenders tab
- 3. select the tender you wish to make a tender return.
 4. view documents for the appropriate stage

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- 5. complete any online questionnaires attached to the project
- 6. attached your tender return or PQQ using the upload documents screen (follow the on-line instructions on uploading the documents)

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How To Attach & Submit Documents	
1. If any mandatory documents have been requested, they will be shown in the My Tender Return section against a Red b	utton. You will need to attach them using the Attach
Documents button within the My Lender Return section to the bottom of this screen. 2. If a Questionnaire is required to be completed, it will be shown in <i>Red</i> and marked Not Started in the My Tender Return	section. It is mandatory that any Questionnaire's
must be completed. 3. To attach additional documents you wish to submit as part of your tender return, click the Attach Documents button ur	der the My Tender Return section (if available).
These will then appear in the My Tender Return section.	
NOTE : Large files may take some time to upload. We advise you to keep the files under SMB.	
 When you have completed all the above steps and are ready to submit your tender return, click the red Submit Return at 4. When you have completed all the above steps and are ready to submit your tender return, click the red Submit Return at	: the bottom of this page.
Server Time : 26/03/2012 12:51:12 Due Date : 27/03/2012 12:00:00 Time Remaining : 23 Hours 8 Minut	es 48 Seconds

	regions of interest nanoindentation e of a range of high reflected light illur	for subsequent mechanical o quipment integrated with a h resolution optical microscop nination.	characterisation, we wish to a high quality optical microsco y techniques using both trar
Tender Documents Received	Description	Options	
HVLE Terms and Conditions 2011.doc	HVLE Terms and Conditions	View	Download
Tender11-640-ITTv3Final.docx	2011/640/NIM Invitation to Tender	View	Download
My Tender Return	Description	Options	
Equality Questionnaire 2008	Not Started	View Questi	onnaire
Form of Tender	Not Started	View Questi	onnaire
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7. Once you have uploaded all relevant documents to the tender stage ie. tender documentation, PQQ, appendices etc click on the Submit Return button