



**Scottish  
Water**  
Trusted to serve Scotland

# Supplier Guide

[Delta E-Sourcing]

## DOCUMENT VERSION CONTROL

Please record any amendments to this document in the table below and email Procurement Helpline advising of the change.

Version Ref	Amended By	Amended Date	Summary of Changes
1	Michelle Fulton	23/10/19	

## **Supplier Guide – Using Delta e-Sourcing to respond to Tender opportunities**

### **Purpose**

The purpose of this guide is to provide suppliers with guidance on how to use the Scottish Water Delta e-Sourcing portal.

### **Contents**

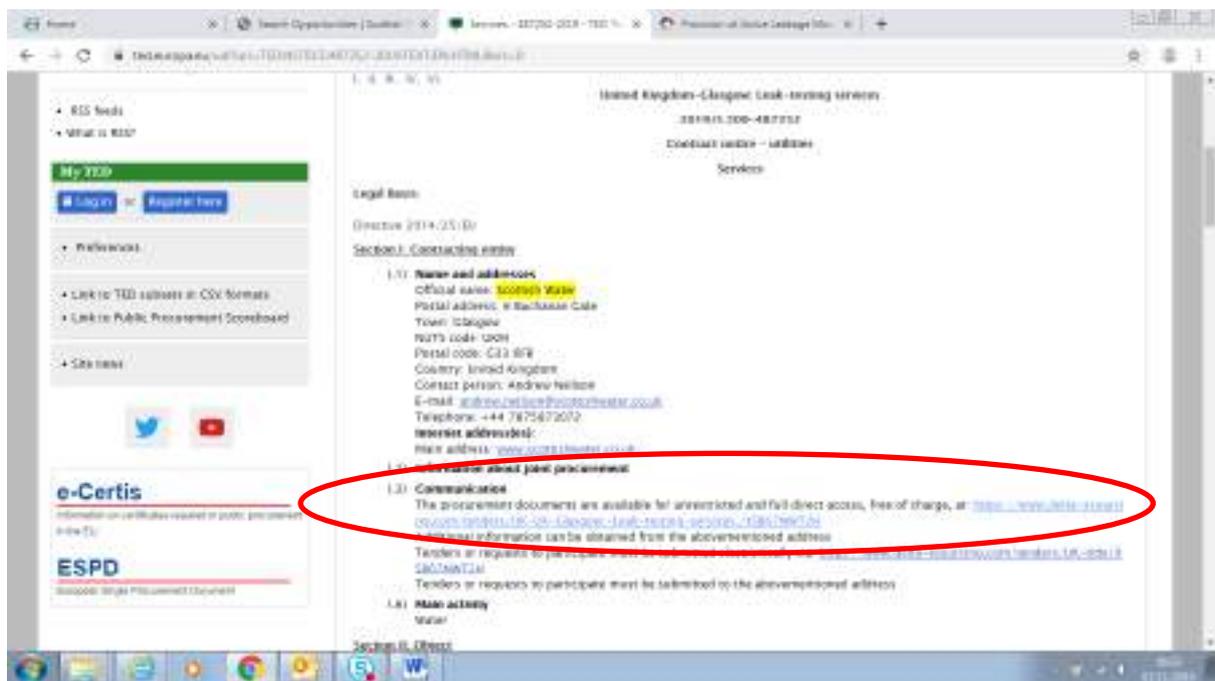
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***If you have any technical queries, contact the Delta e-Sourcing Helpdesk directly by telephone on 0845 270 7050 or, by emailing [helpdesk@delta-esourcing.com](mailto:helpdesk@delta-esourcing.com) or once you are logged in you will be able to use the Live Chat facility.***

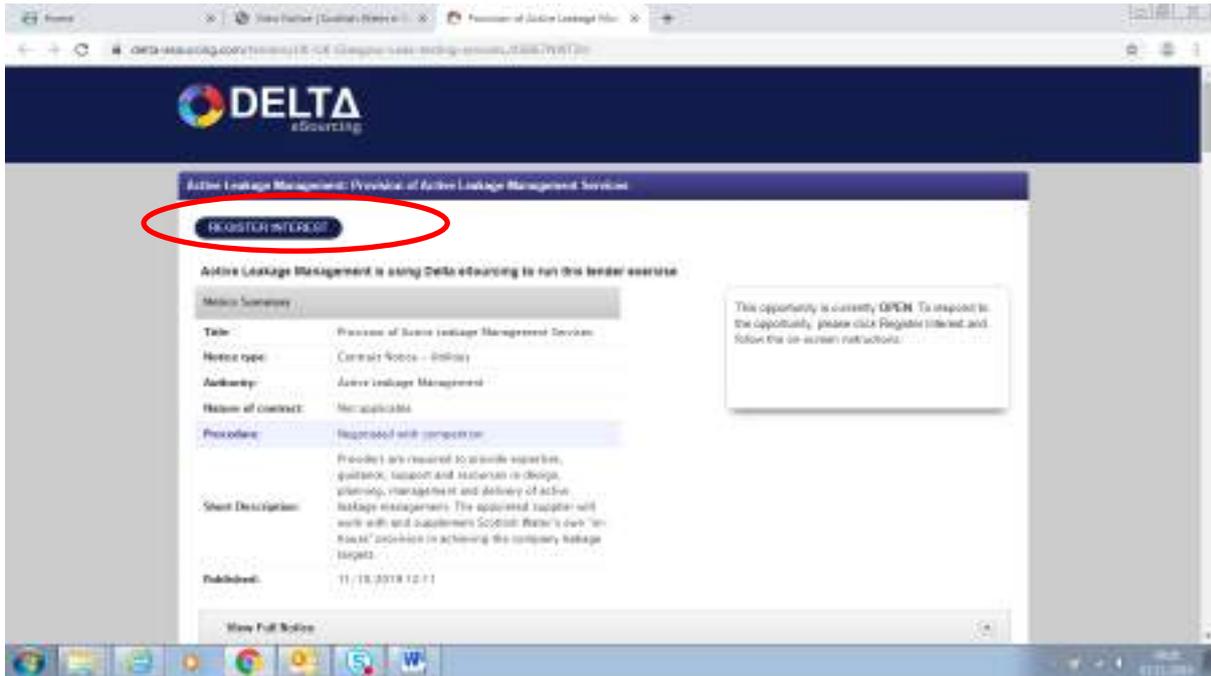
## 1 – Accessing an OJEU/Invitation

There are a few ways that suppliers can access OJEU adverts published or invitations to participate in tender exercises:

1. **Option 1** - View the OJEU online at Tenders Electronic Daily: <https://ted.europa.eu>. There is a search facility that can be used on this site. Many suppliers are registered with this site and will receive alerts as and when relevant notices are published. Once the OJEU advert is found on this site, there is a link within in the advert which directs suppliers to the Delta e-Sourcing system where access can be gained to the PQQ documents.

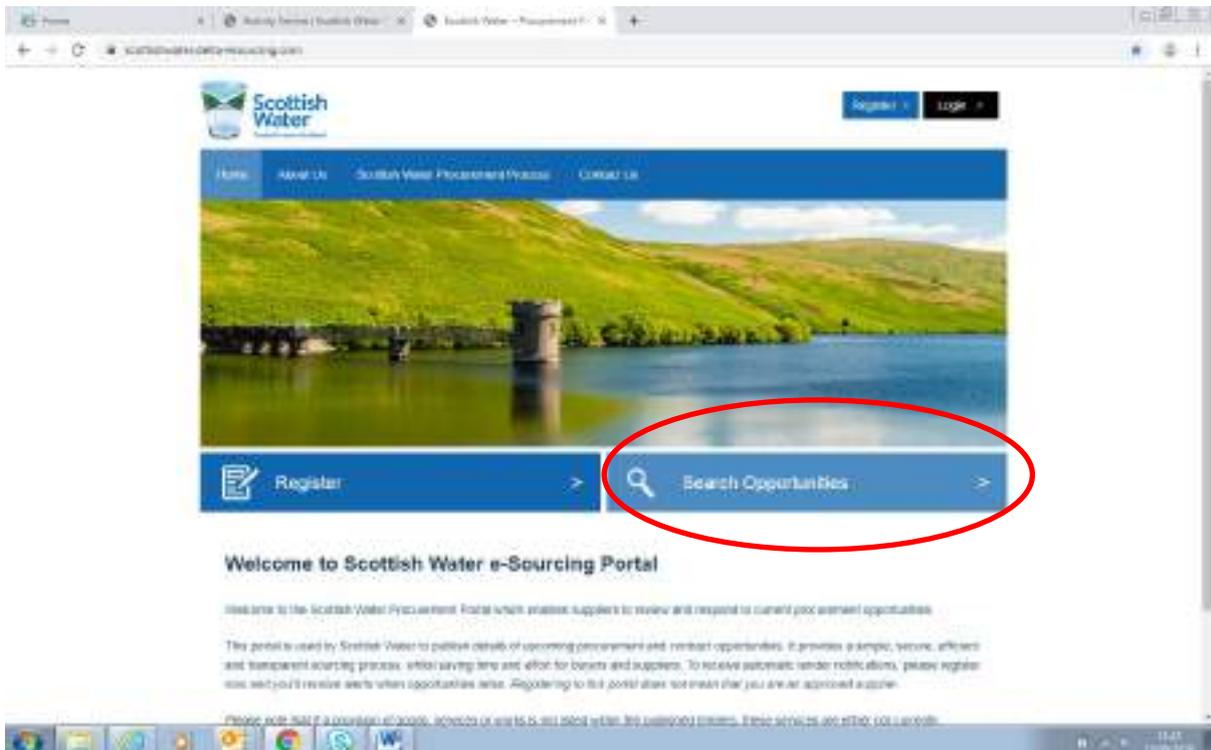


When this link is clicked, suppliers will be directed to a screen to “Register Interest”:

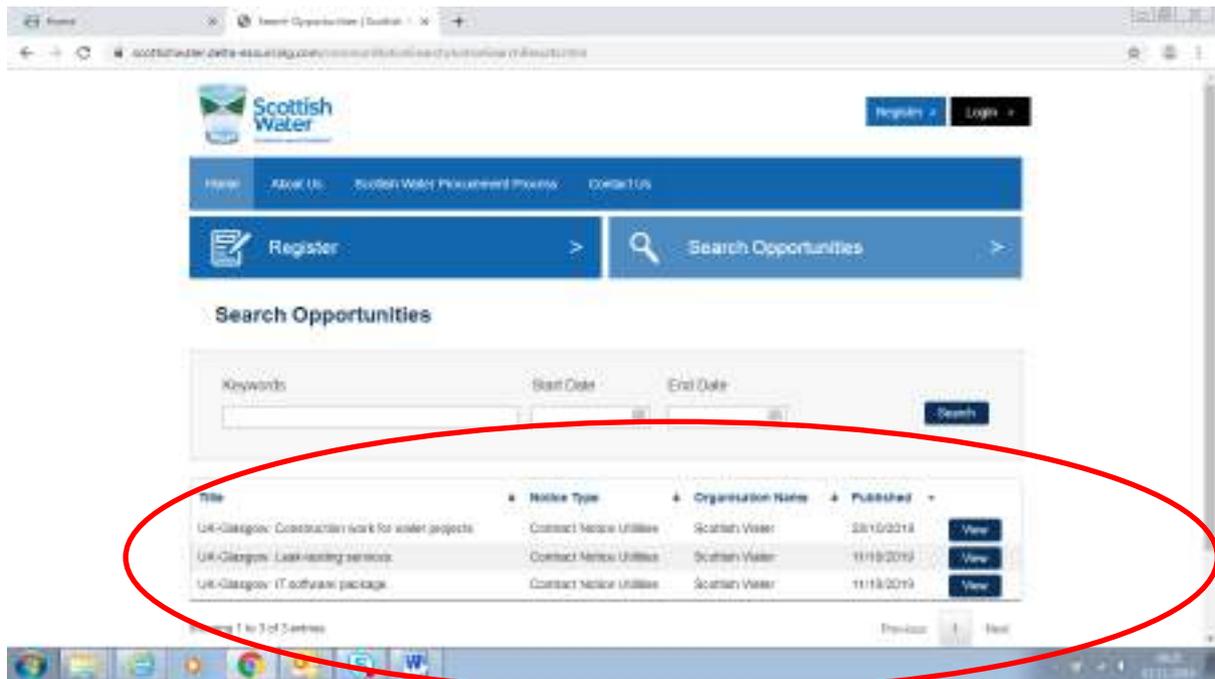


Suppliers can register on this portal to gain access or if already registered, log in to access.

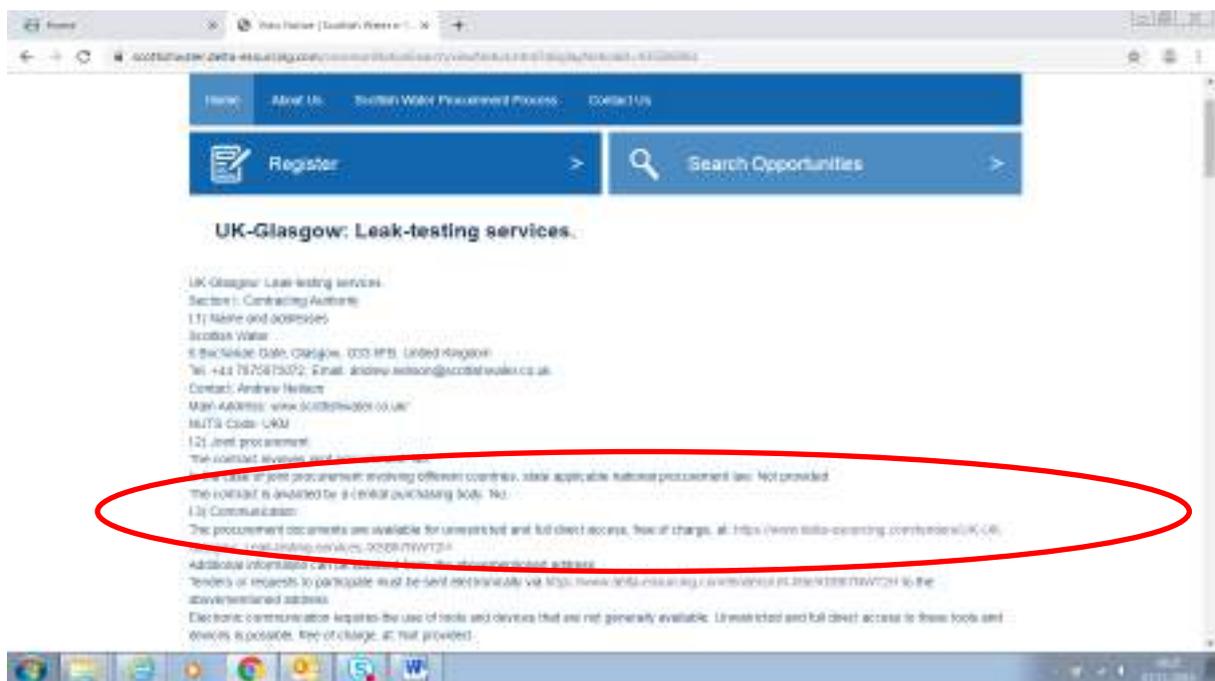
- Option 2** – Search for opportunities on the Scottish Water Delta e-Sourcing portal: <https://scottishwater.delta-esourcing.com/>



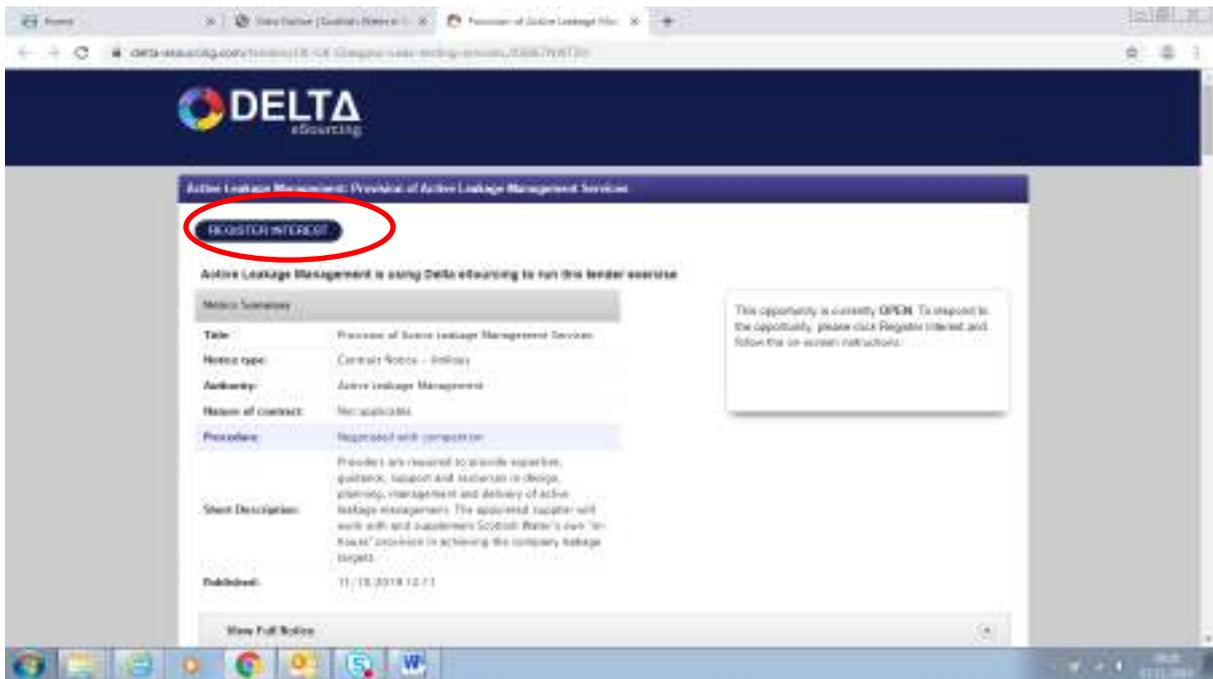
Suppliers will then see the screen below with a list of all Scottish Water opportunities:



Once the relevant advert is selected, the supplier should review and if interested, select the link to access the PQQ documents.



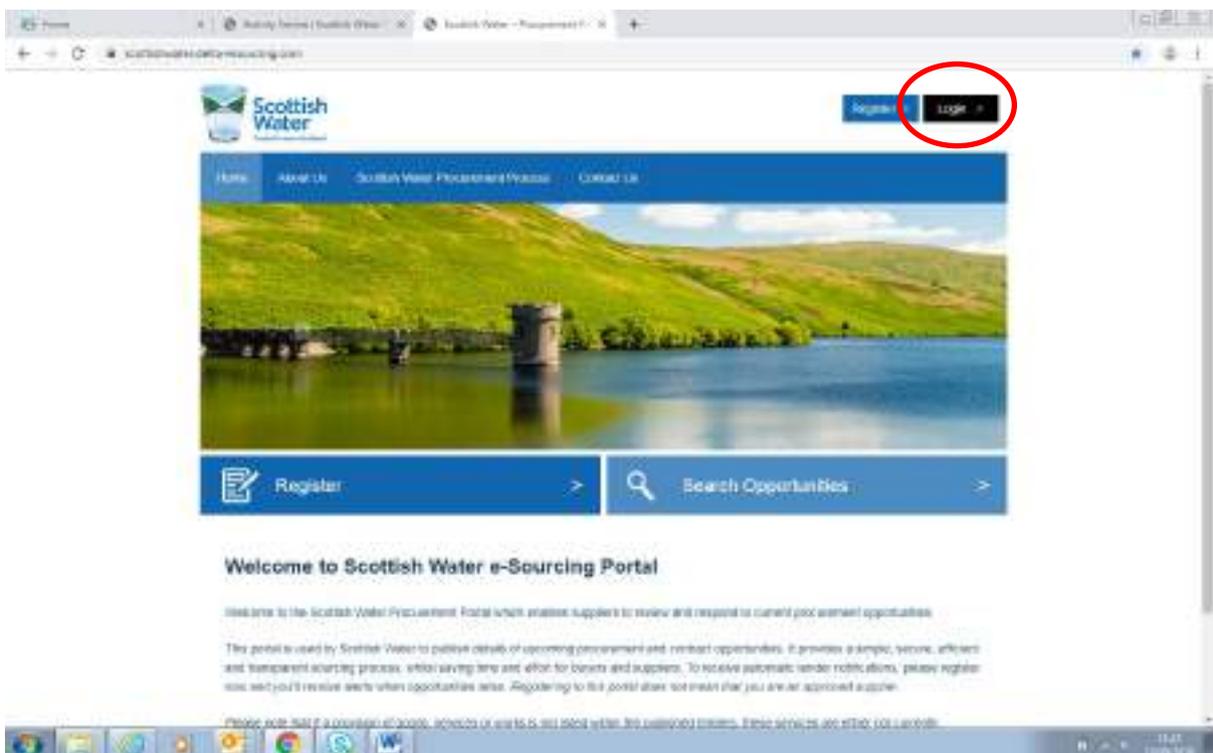
When this link is clicked, suppliers will be directed to a screen to "Register Interest":



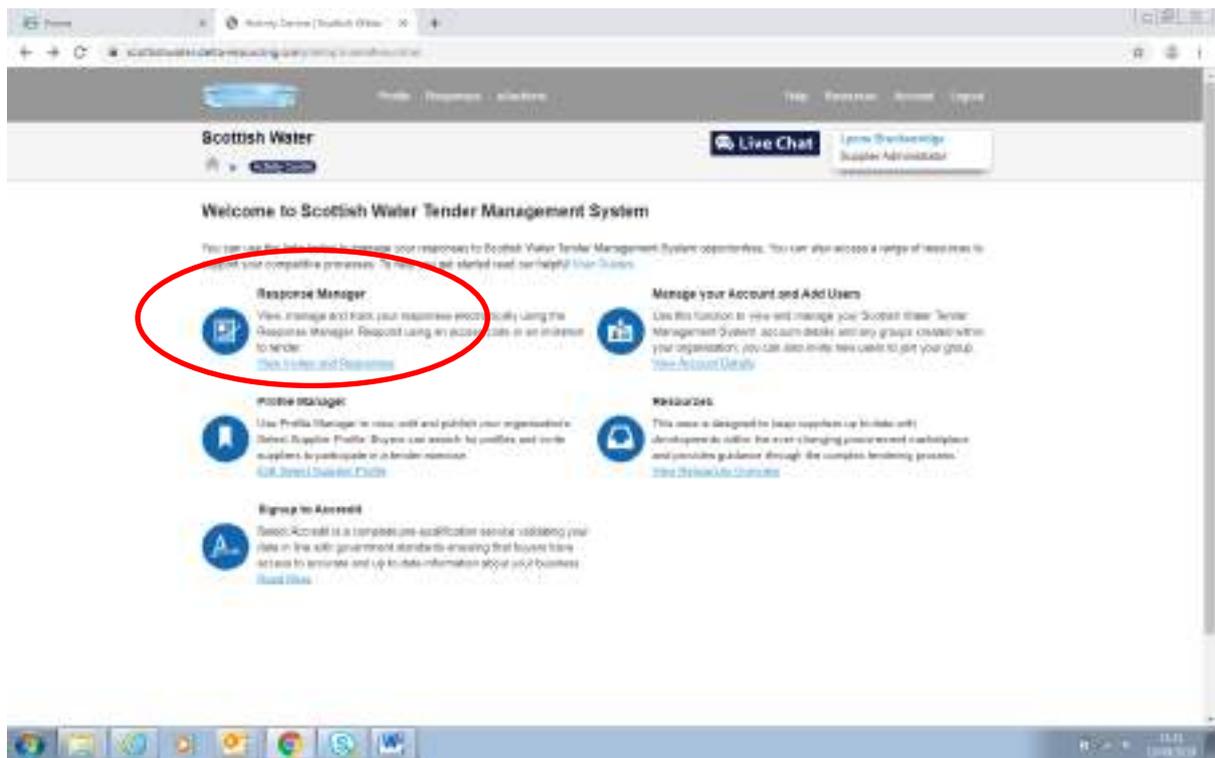
Suppliers can register on this portal to gain access or if already registered, log in to access. **Please note if you are logging in at this stage to gain access, you must ensure you are completely logged out of the Main Delta site otherwise you will receive an error screen as you will be attempting to have multiple log-in's from the same account, which Delta will block. If you have this issue repeatedly, you should contact the Delta helpdesk who can log you out of the system at their side.**

**3. Option 3 – The “Access Code” for the PQQ documents can be provided by the buyer.**

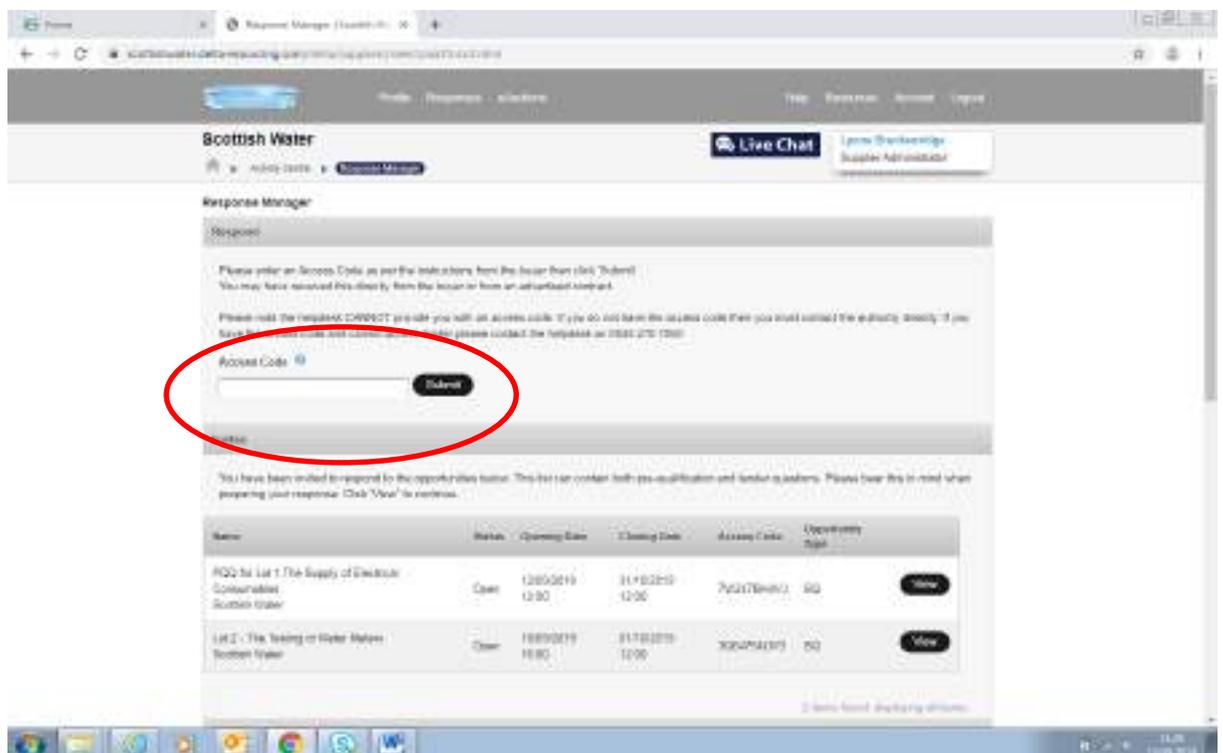
Log in to the Delta e-Sourcing portal below:



When you login you will be presented with the screen below. Please click on Response Manager



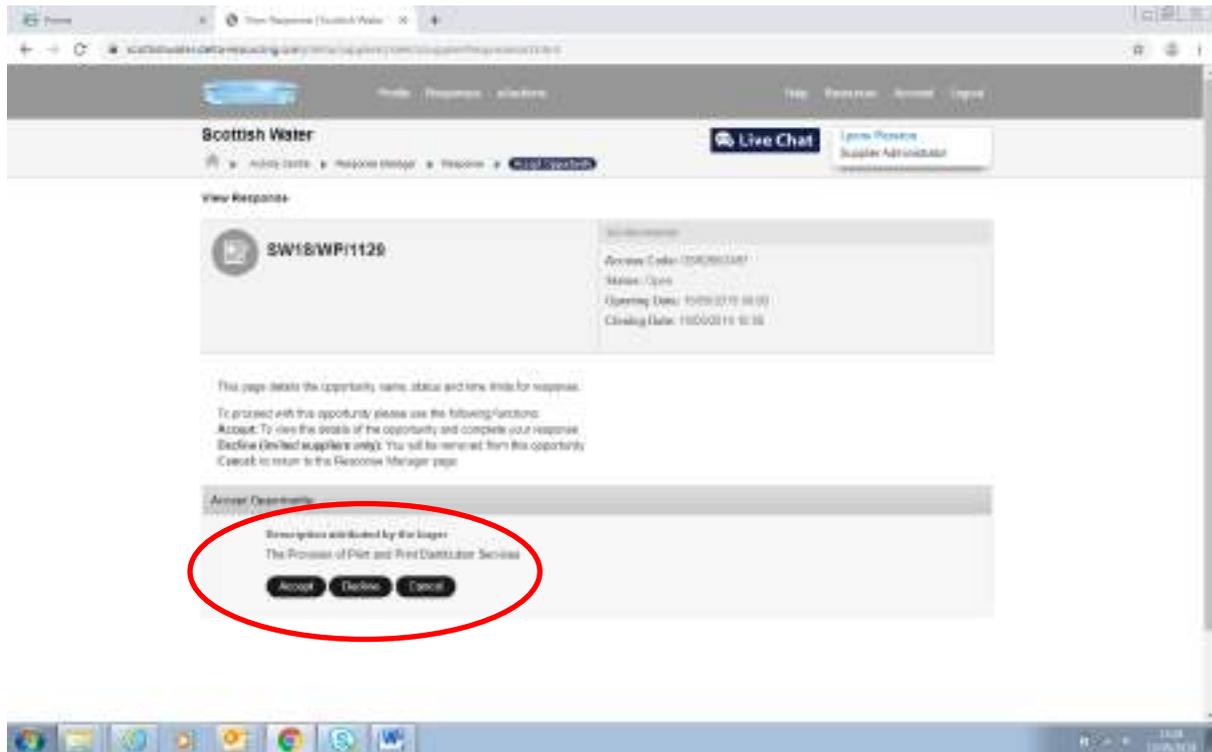
Enter the access code from Scottish Water as below:



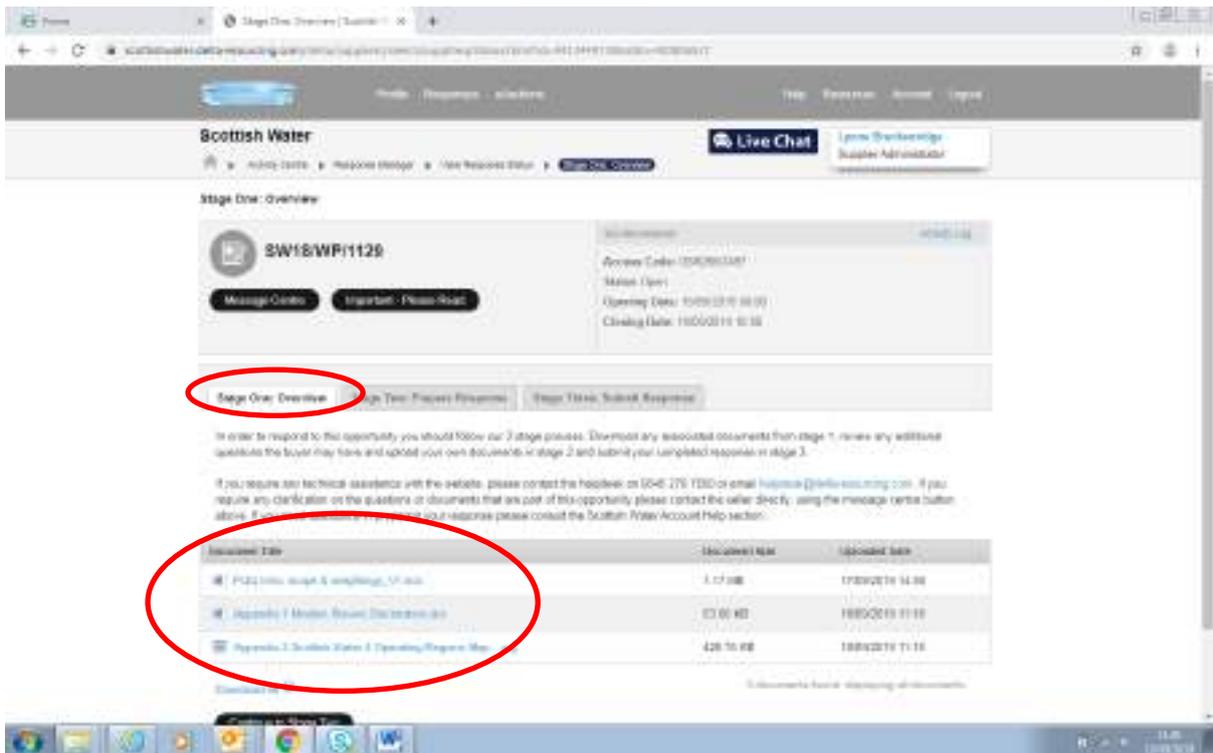
## 2- Submitting a PQQ response

Once a supplier has access the advert and is ready to submit a response, the following process should be followed:

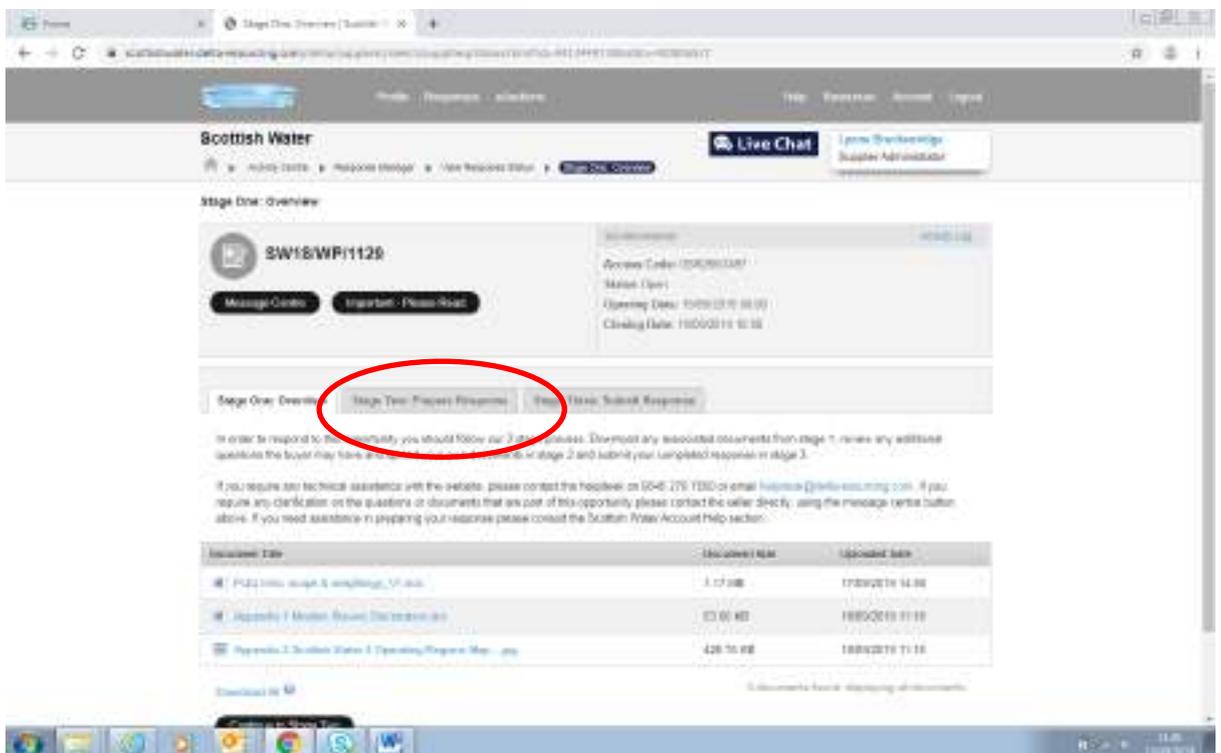
1. You will be asked to accept or decline the invitation:



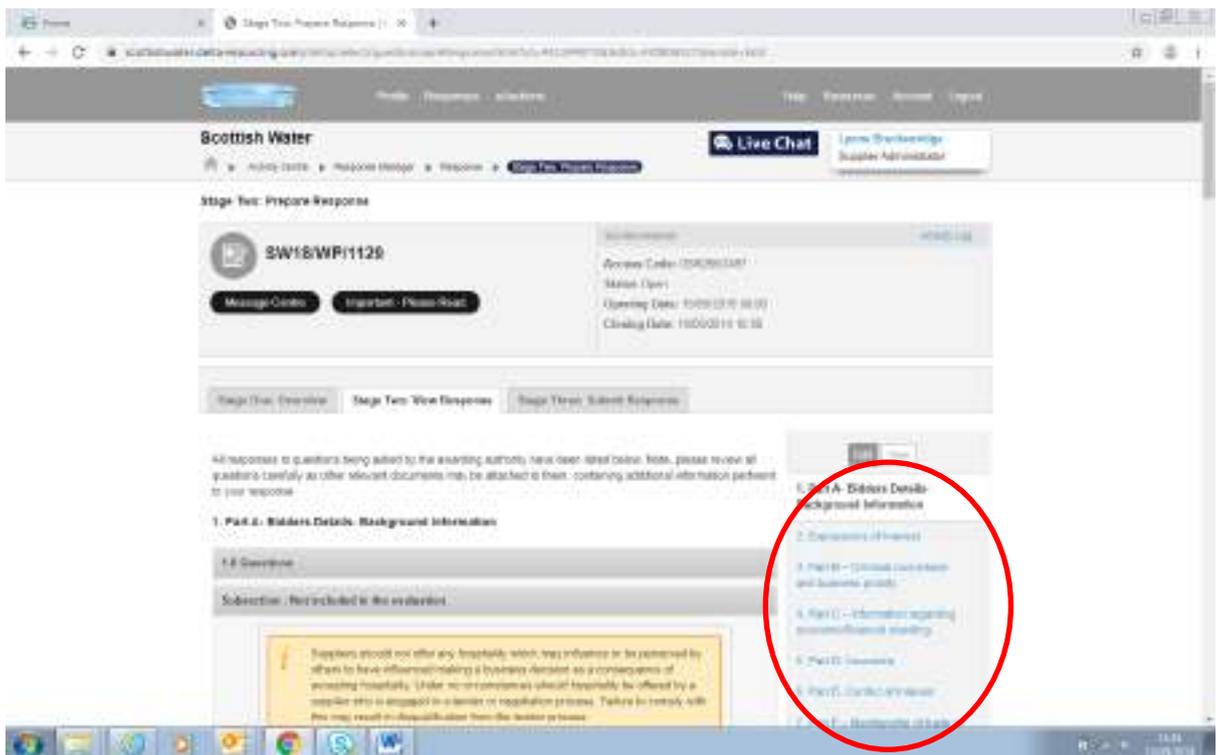
2. You will see the below screen with each of the stages you need to complete. Go to Stage One: Overview. This is where you will see the PQQ overview document which details the scope and weightings for each section of the PQQ. There may also be additional documents specific to each tender that you should review in advance of, or alongside the PQQ when submitting your response- these will be found in Stage One.



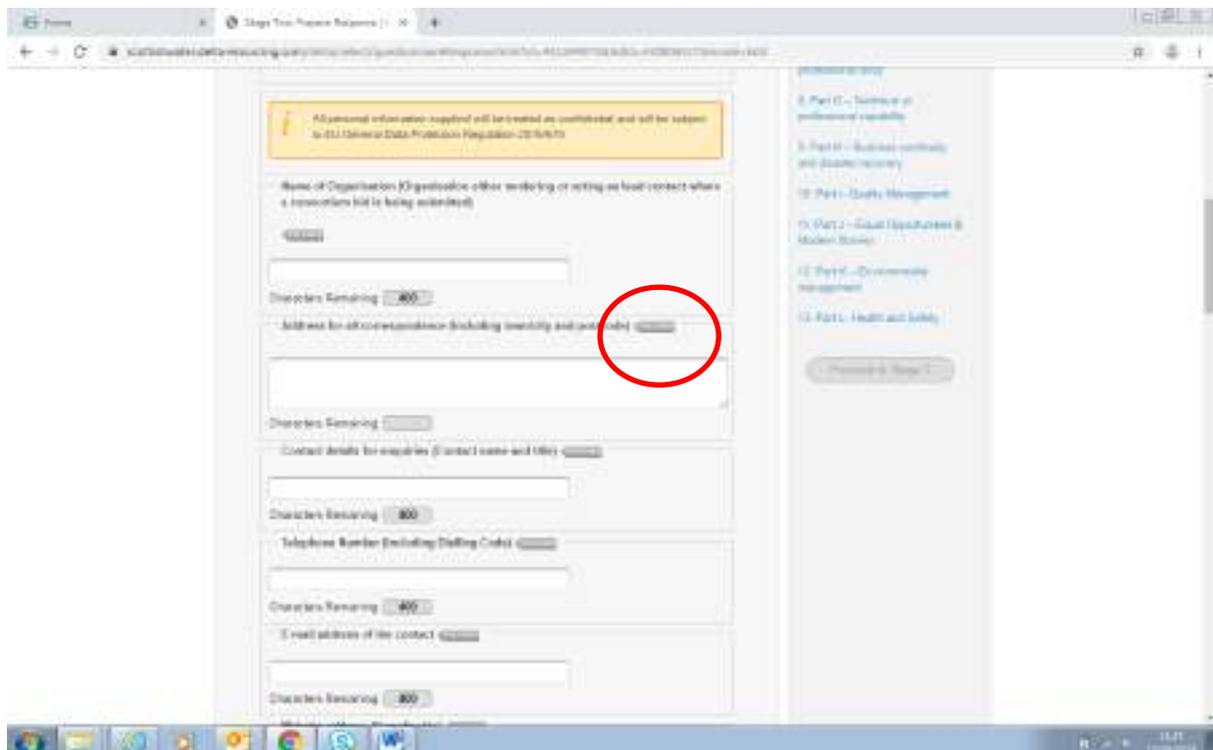
3. Once you have completed this you should move to Stage Two:



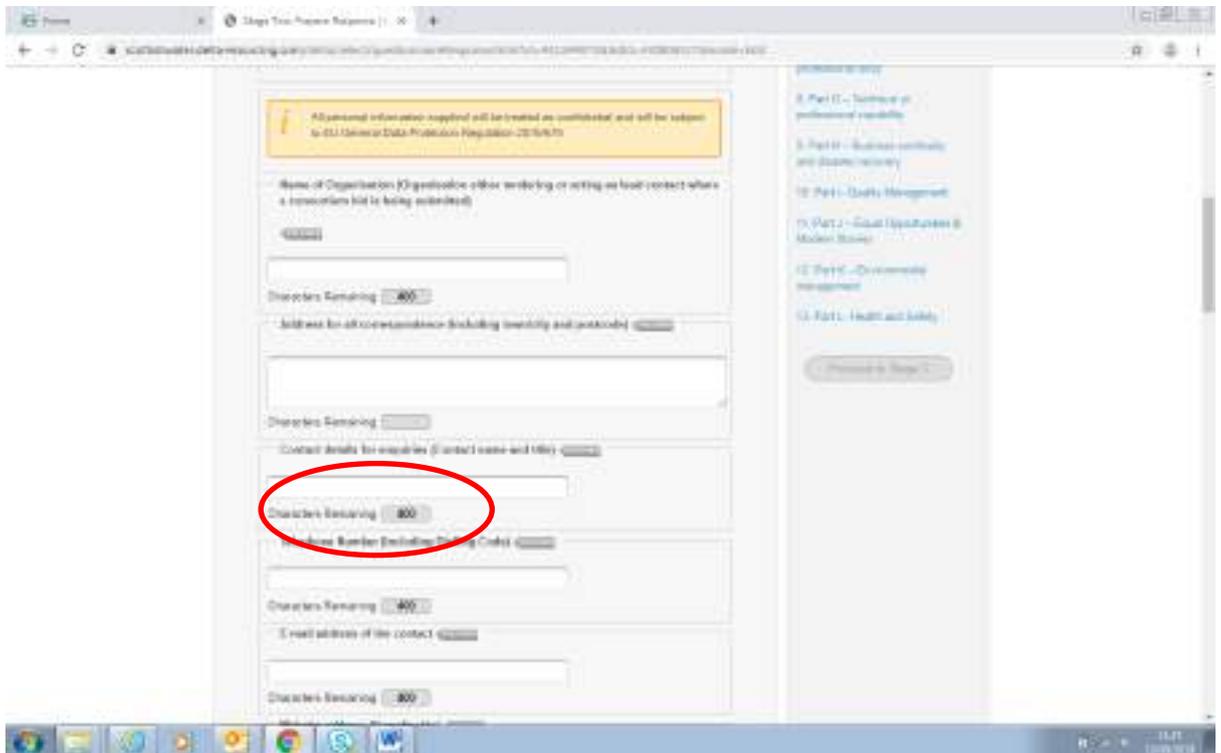
4. This takes you to the PQQ which you are required to complete. You are automatically provided with Part A when you click on this but each section is detailed on the right hand side which you can click on to view these sections:



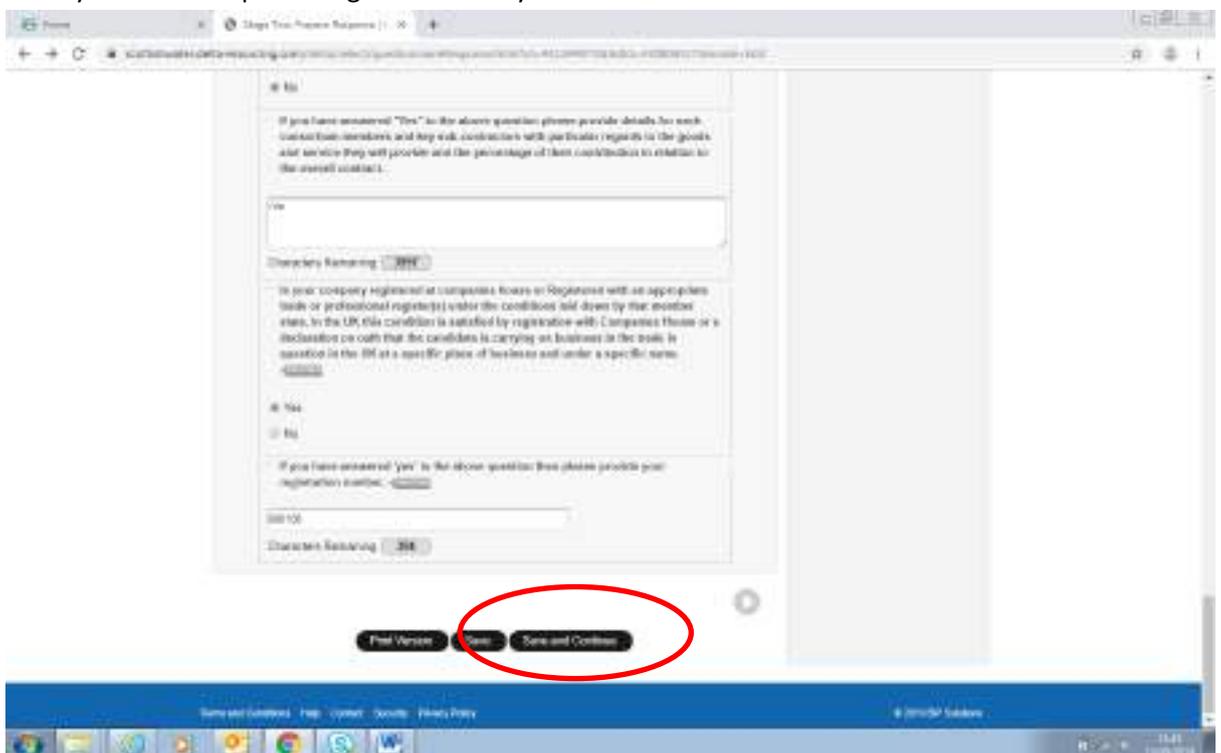
5. You should go through each question, within each section and input your response. You will be able to see which fields are mandatory – you will be unable to submit your response until all of the mandatory questions have been completed:



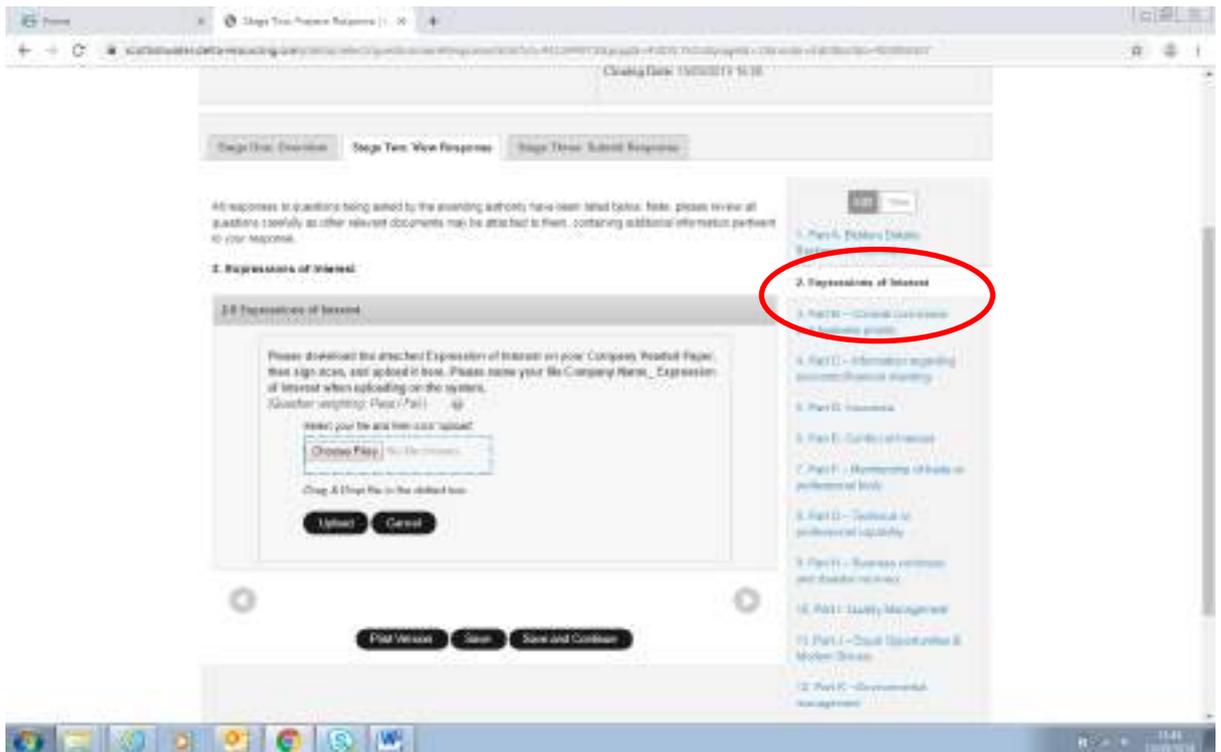
- You will also be provided with a 'clock' on how many characters are remaining for your response. The character limits have been set by the Scottish Water Procurement Representative:



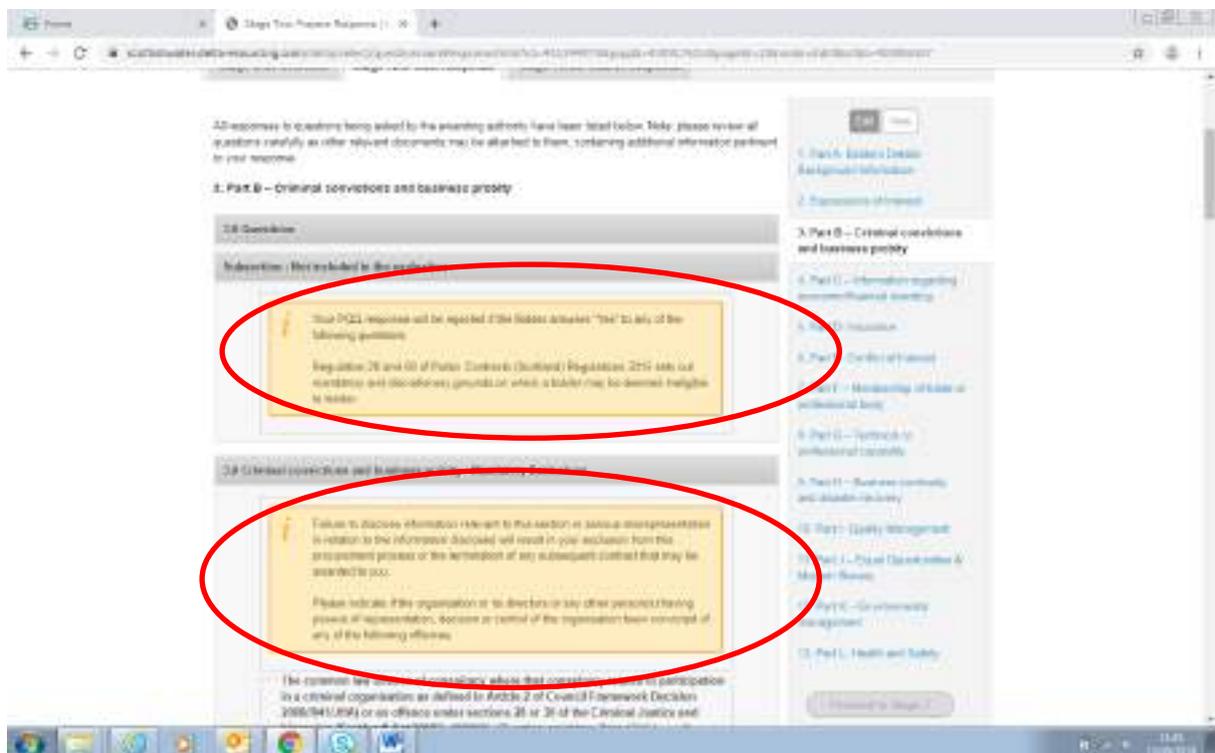
- Once you have completed e.g. Section A – you should select the 'save & Continue' button:



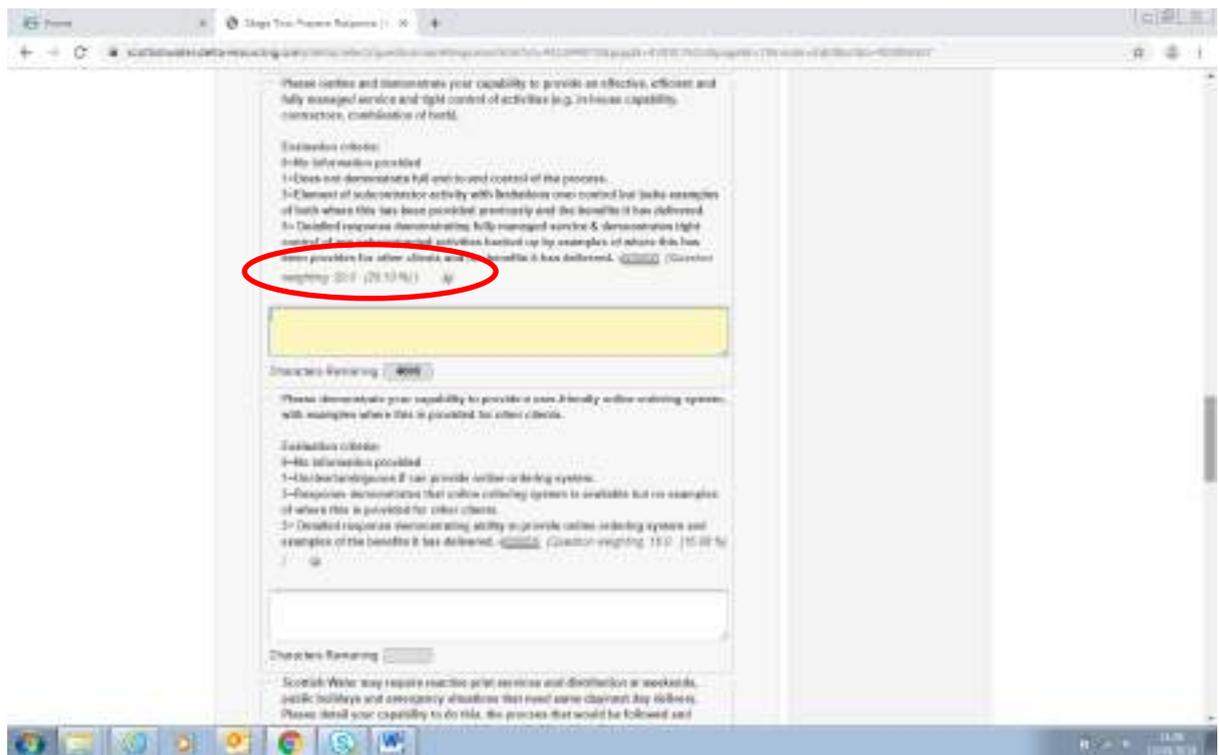
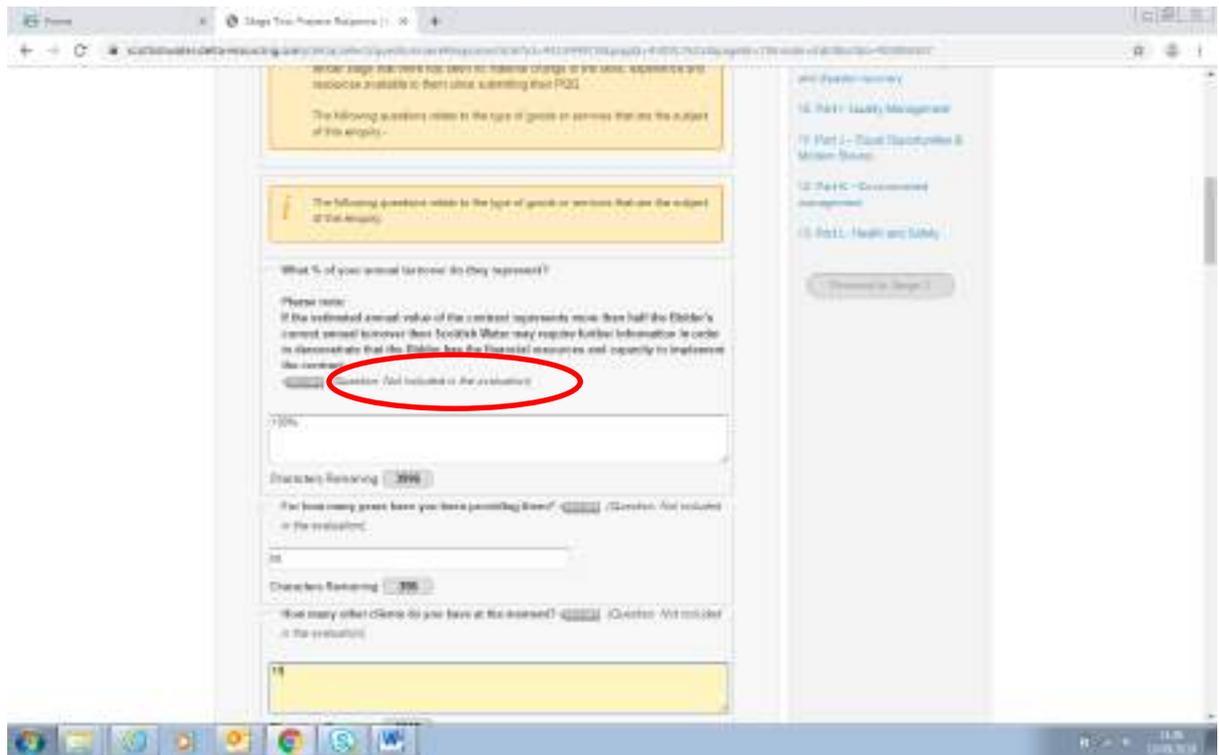
- This will take you to the next section to complete:

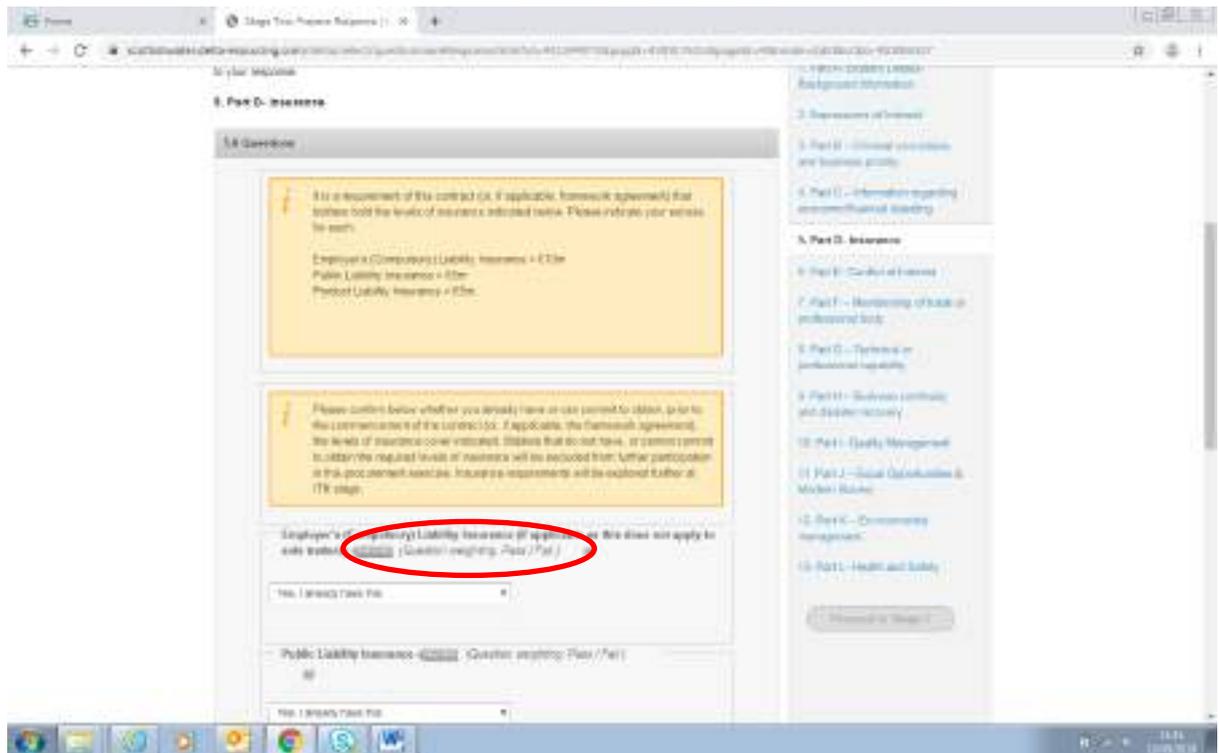


9. Note that the boxes in yellow with 'I' are for information-please take care to read these:

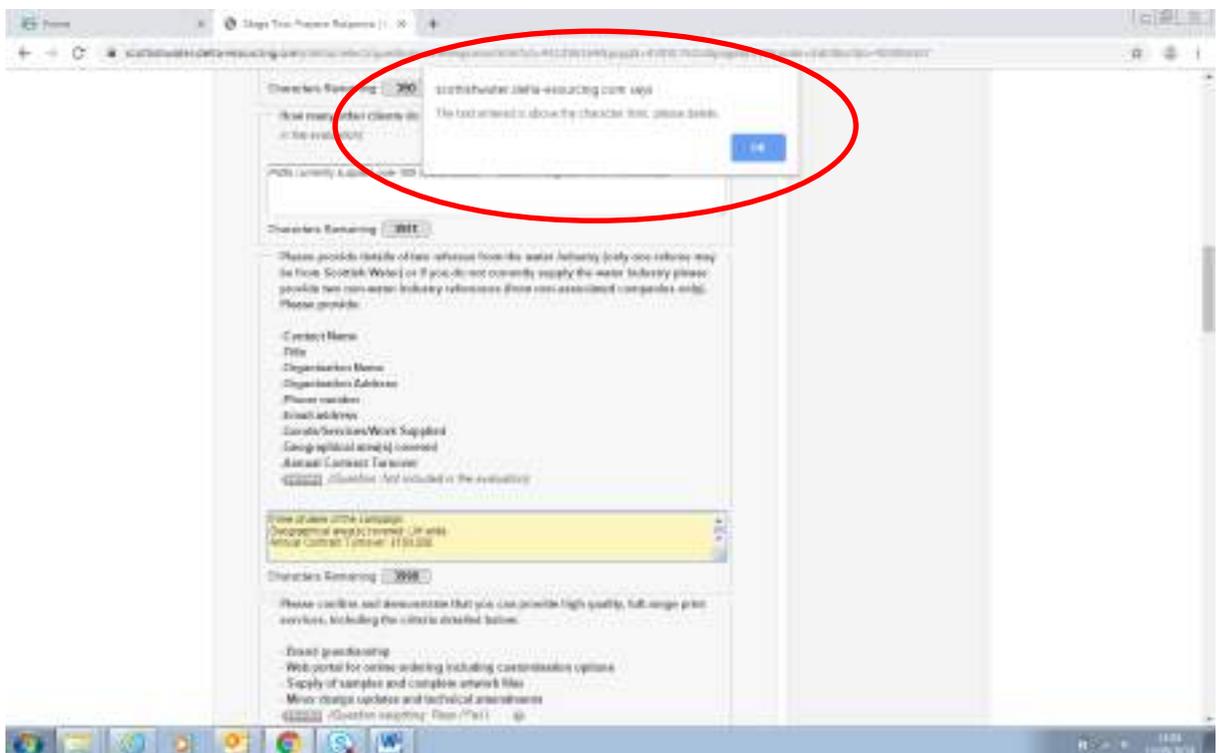


10. You will also be able to see if the question is not included in the evaluation (information only), weighted or a Pass/Fail:

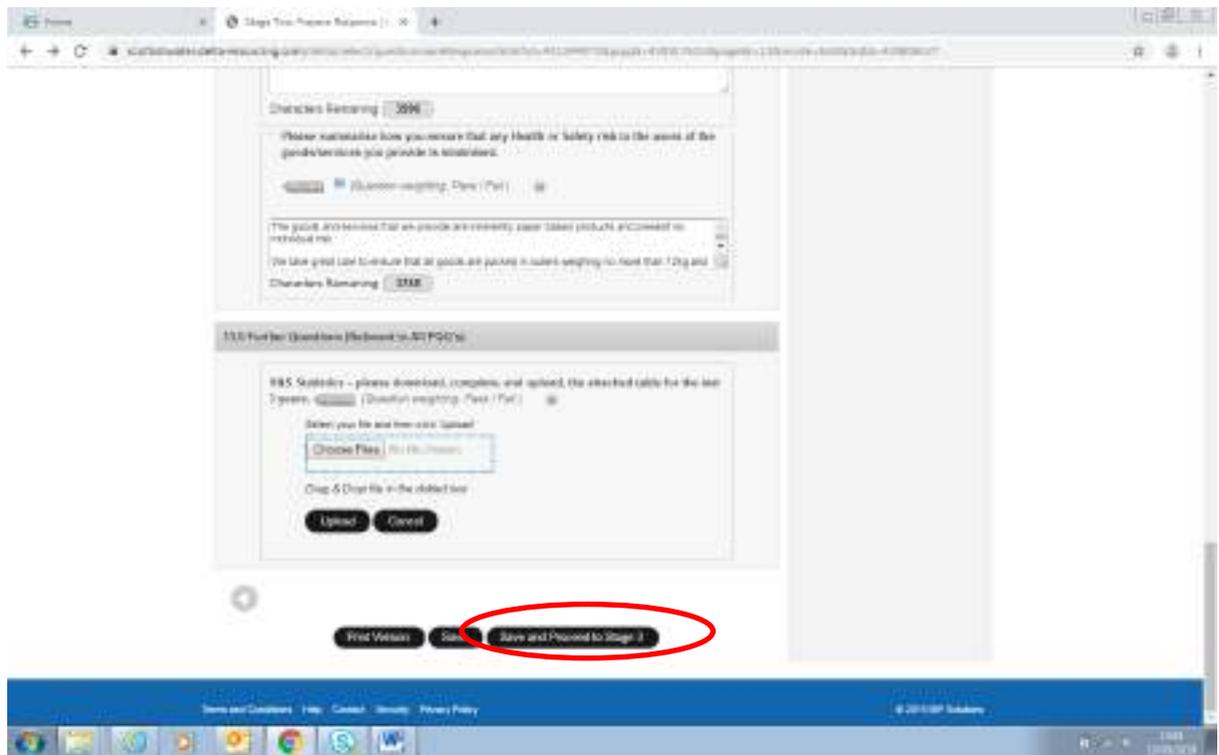




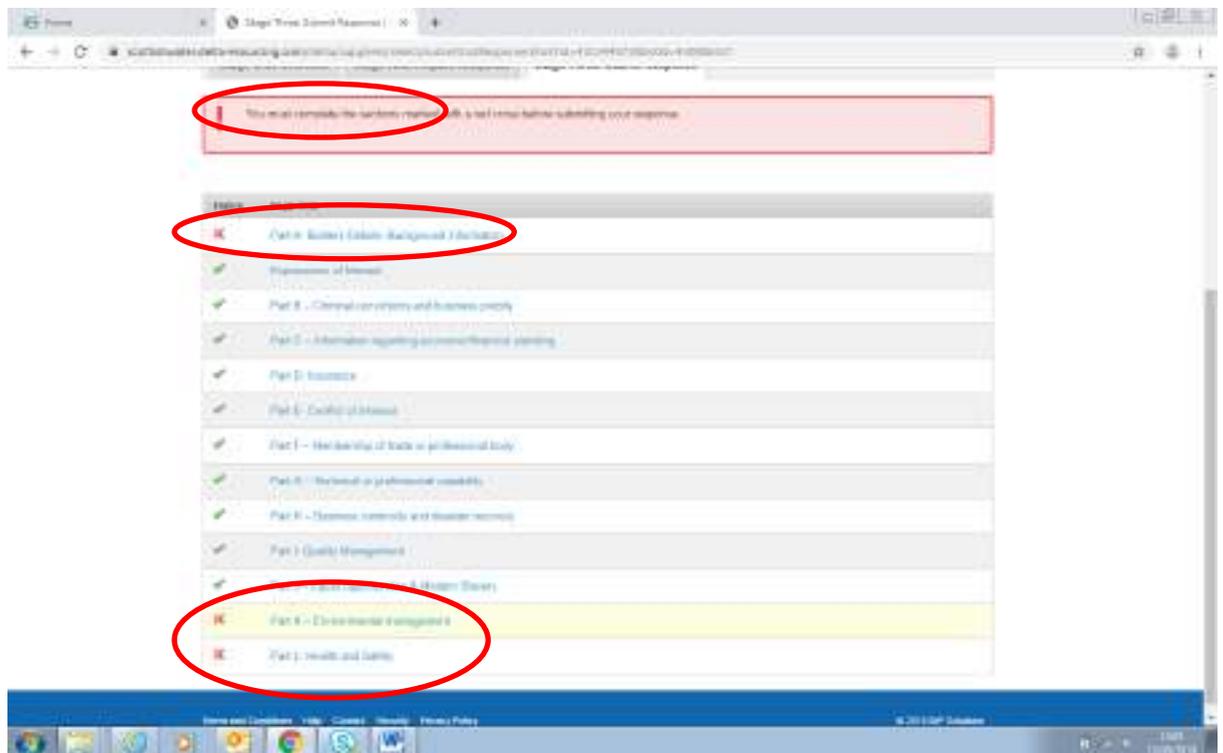
11. If you breach the word limit set you will receive the following notification. You will need to reduce the limit in order for your submission to be accepted.



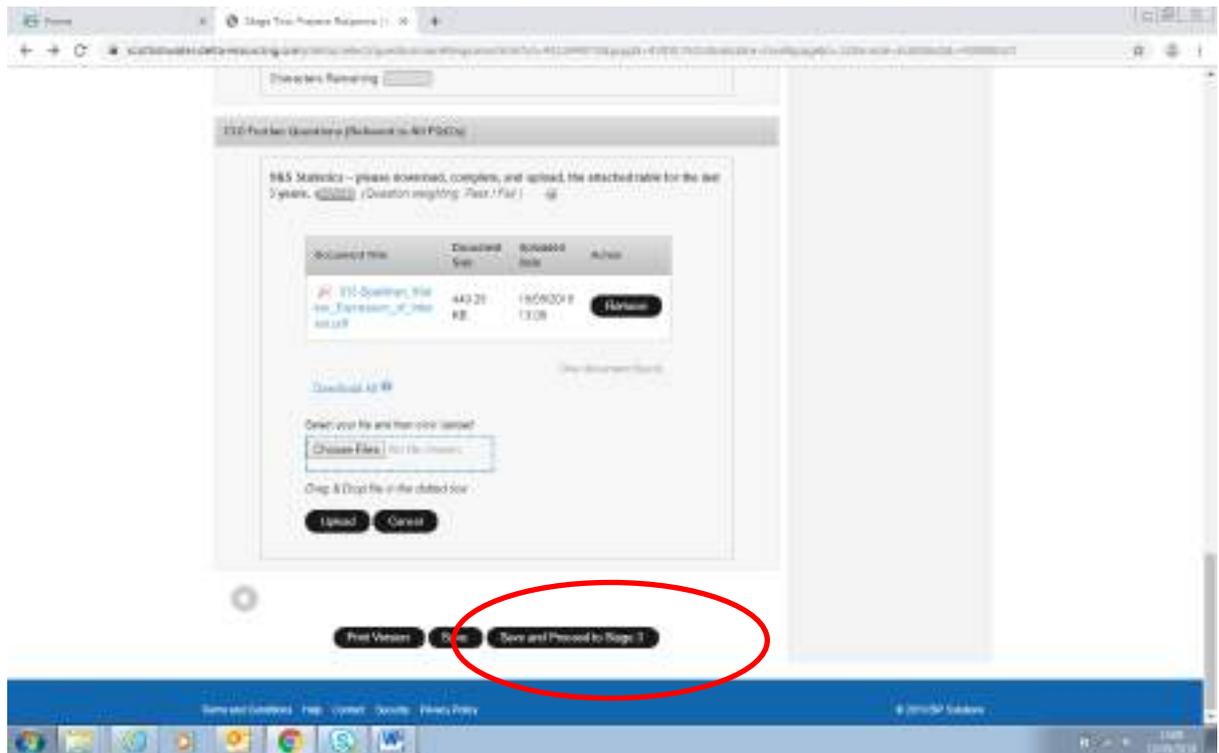
12. Once you have completed all sections and wish to submit you should choose to “Save and Proceed to Stage 3”:



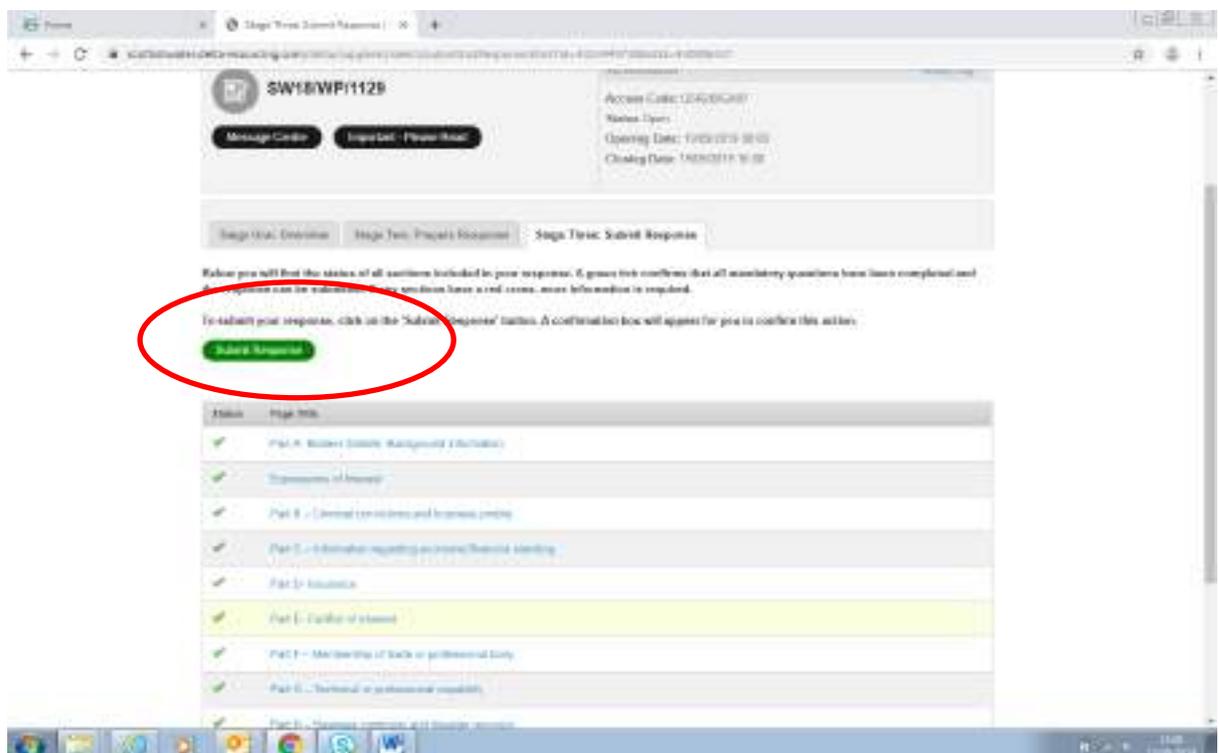
13. If you have missed a response which is mandatory the system will advise you of this. You must click on each section and fully complete :



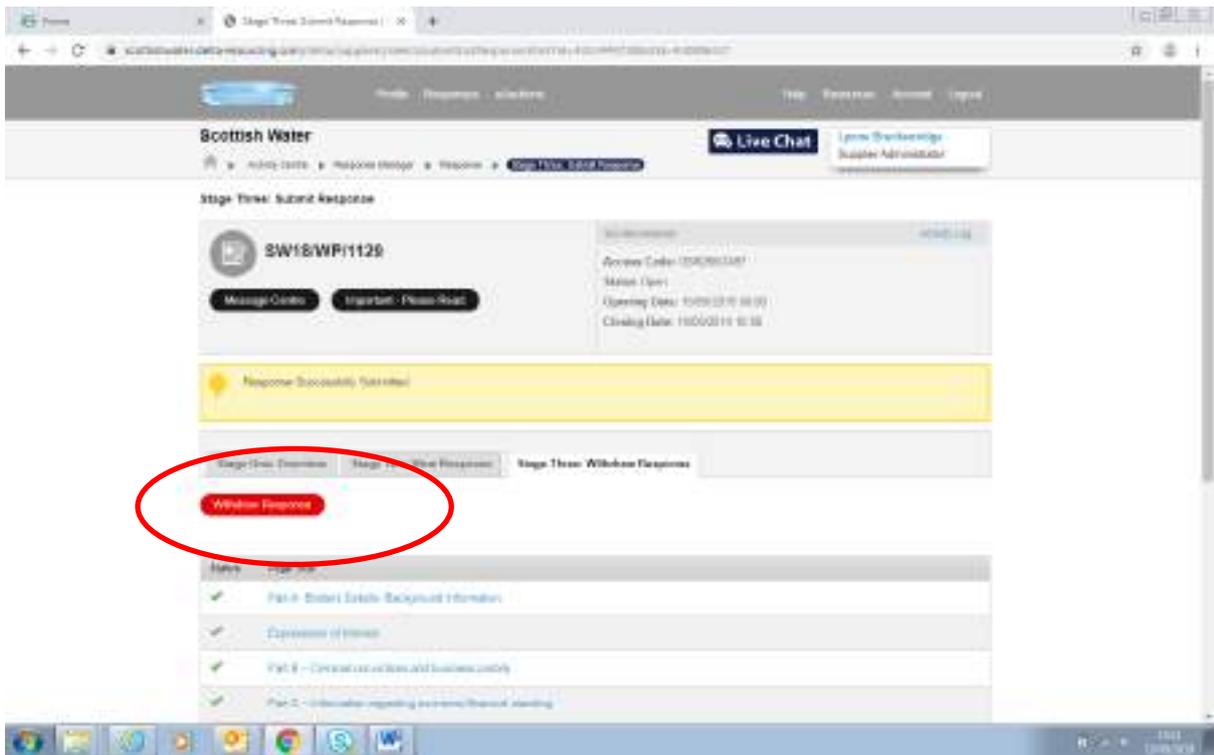
14. Once you have fully completed, you should again proceed to stage 3:



15. You will see this screen and if you wish to submit, choose the Green Submit response button::

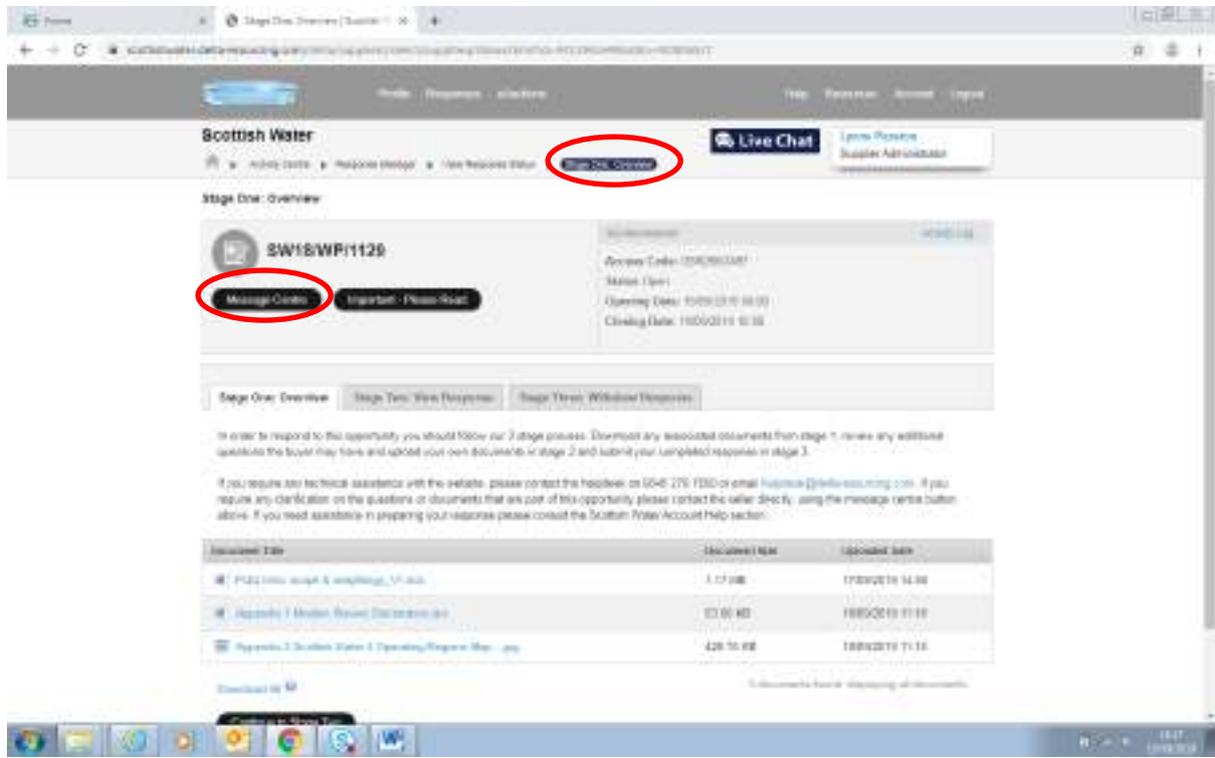


16. If you wish to withdraw before the closing date you can do so by selecting 'Withdraw Response'. Note-you can only do this prior to the closing date. Once the PQQ is closed you can no longer withdraw your response.

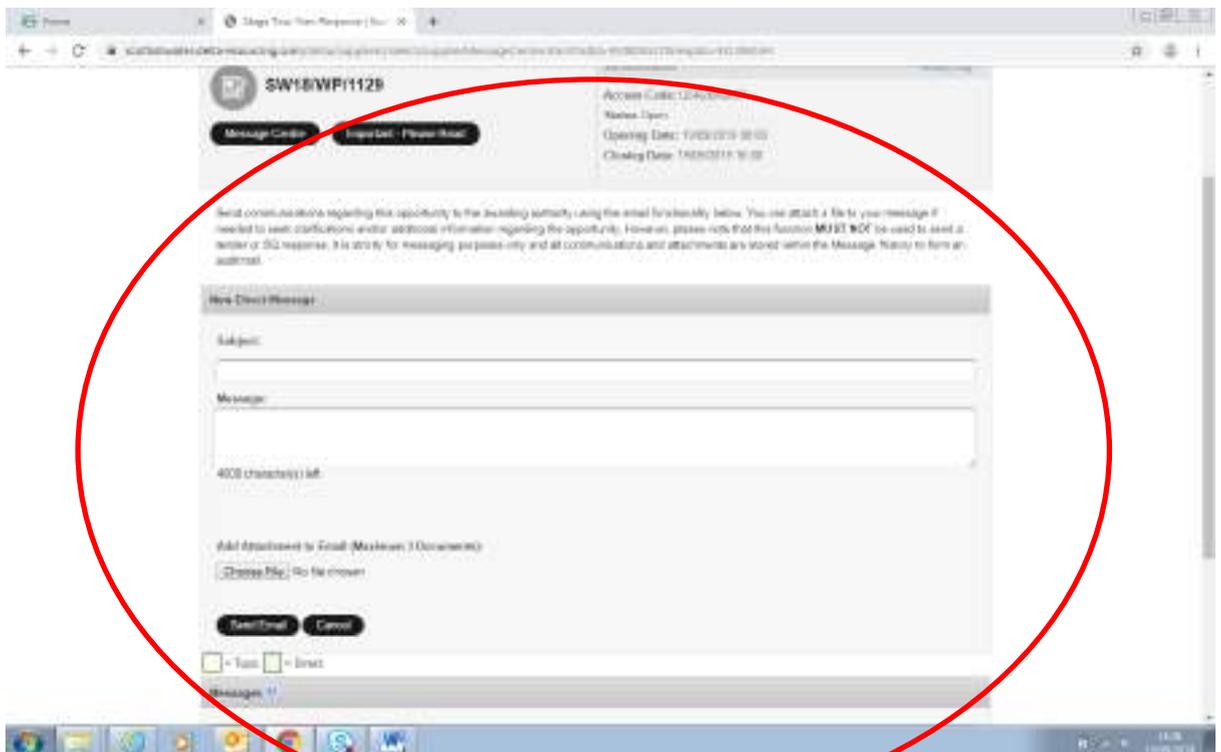


### 3 - Message Board

1. If you wish to ask a question you can use the message board facility. You should return to stage one of the tender and click on the message centre icon:

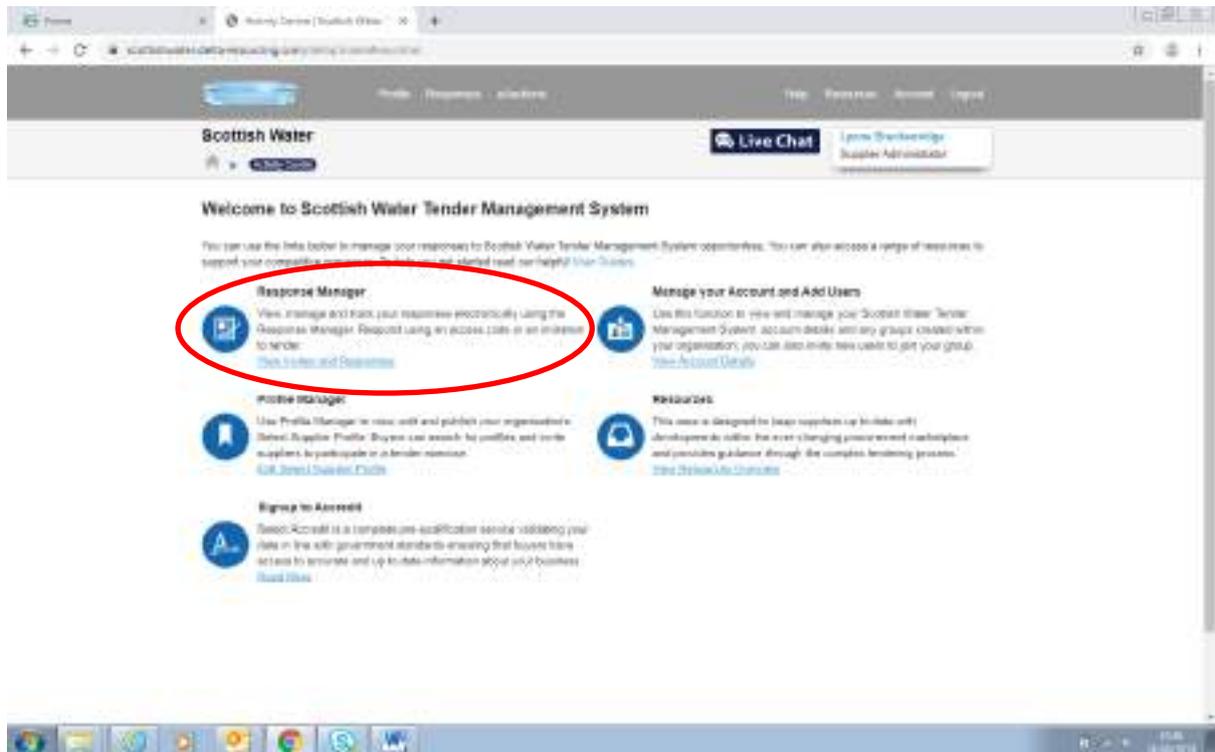


2. You then have the form to complete to post a message to Scottish Water:

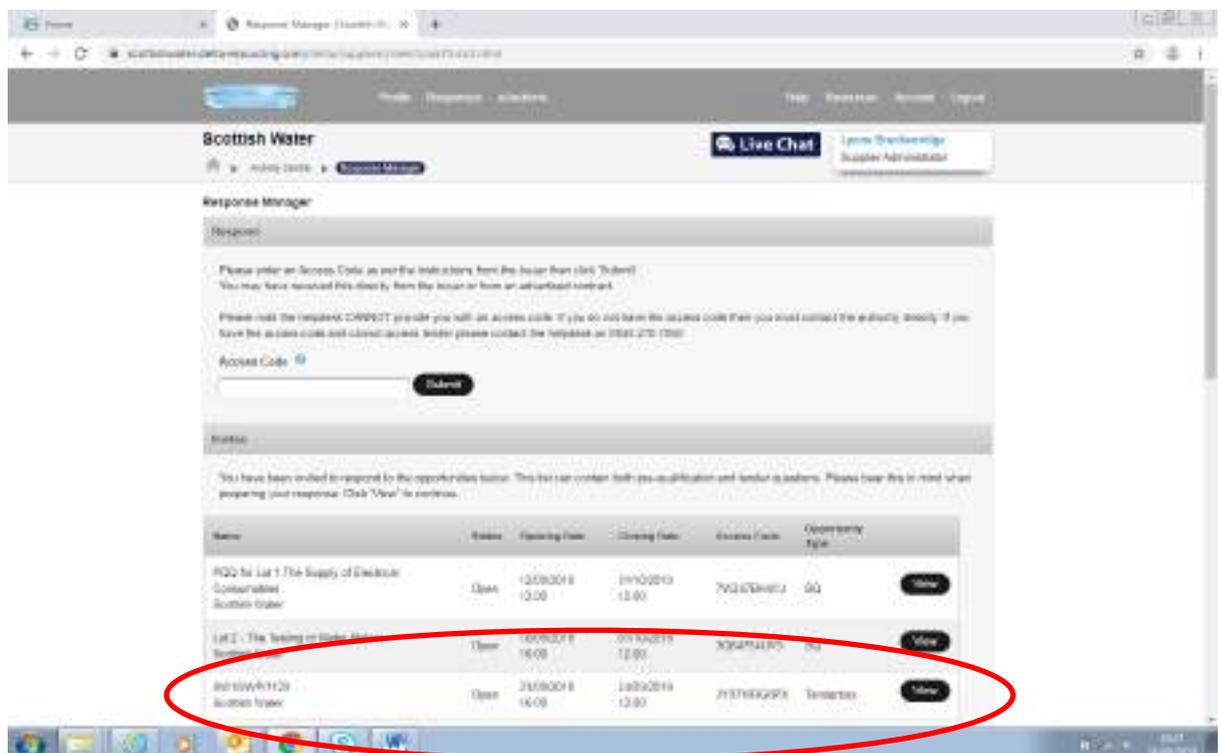


#### 4- ITN REPONSE

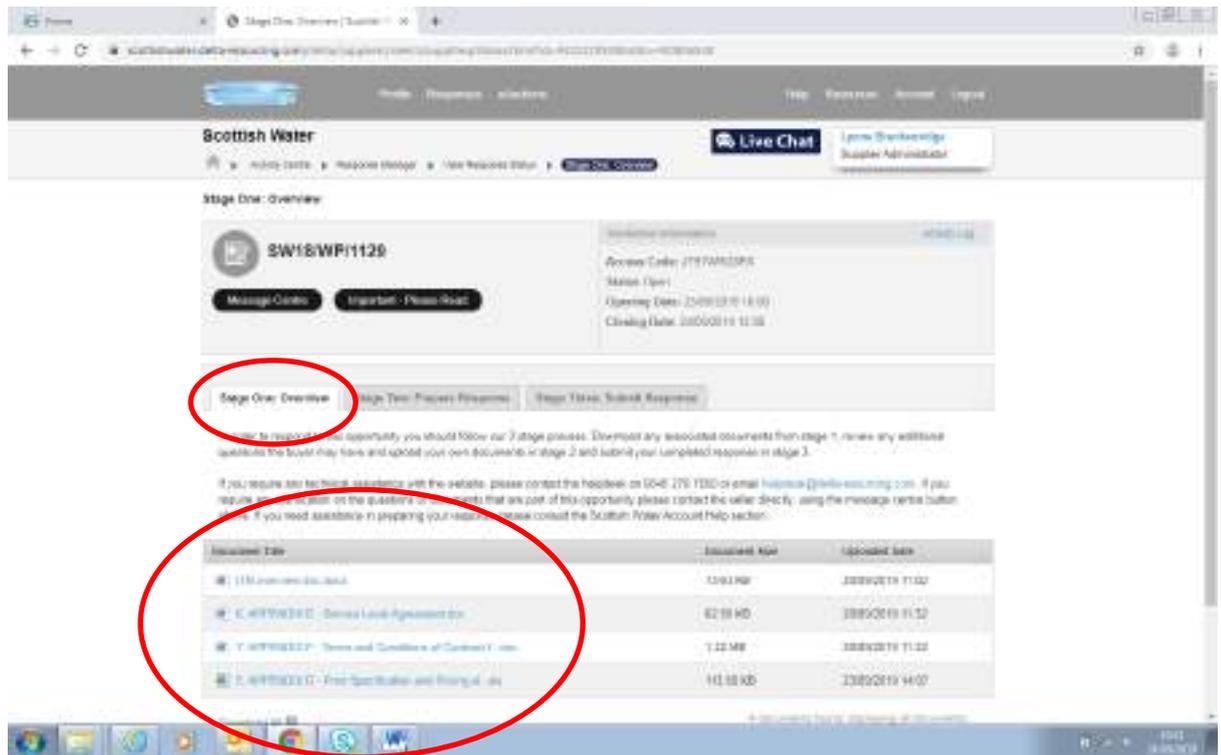
1. When you log in, go to Response manager:



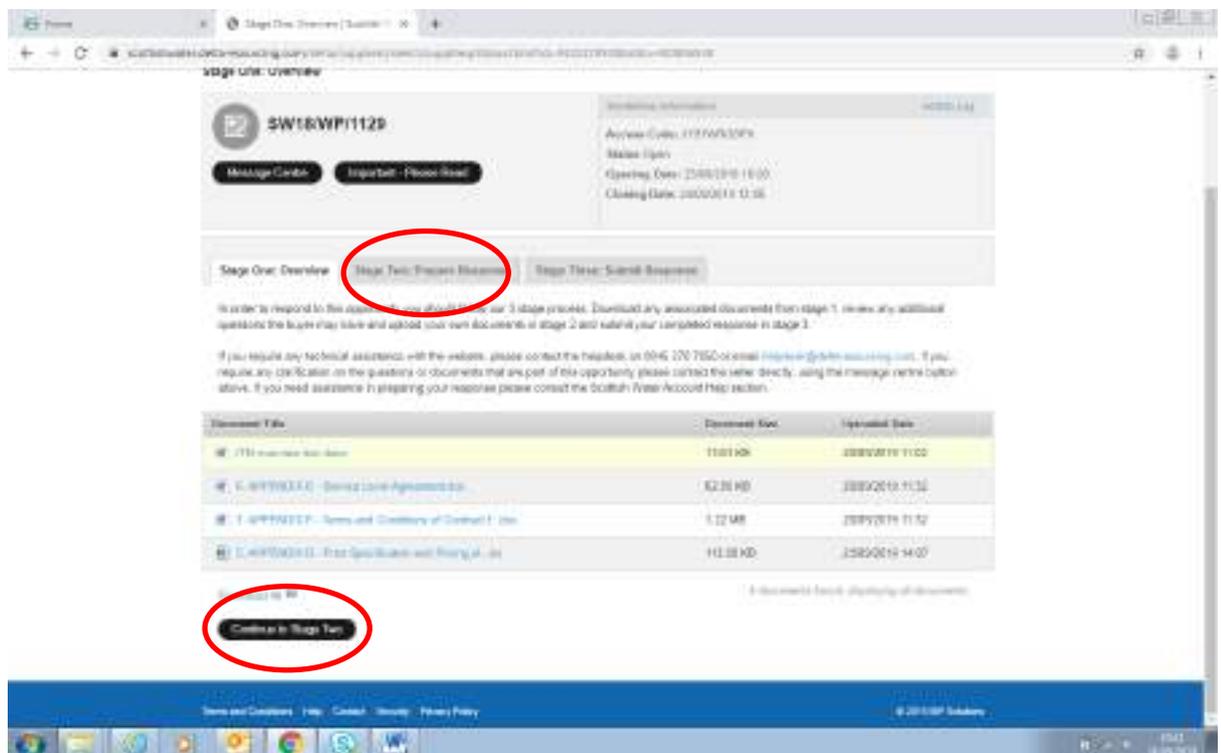
2. Select the tender you have been invited to:



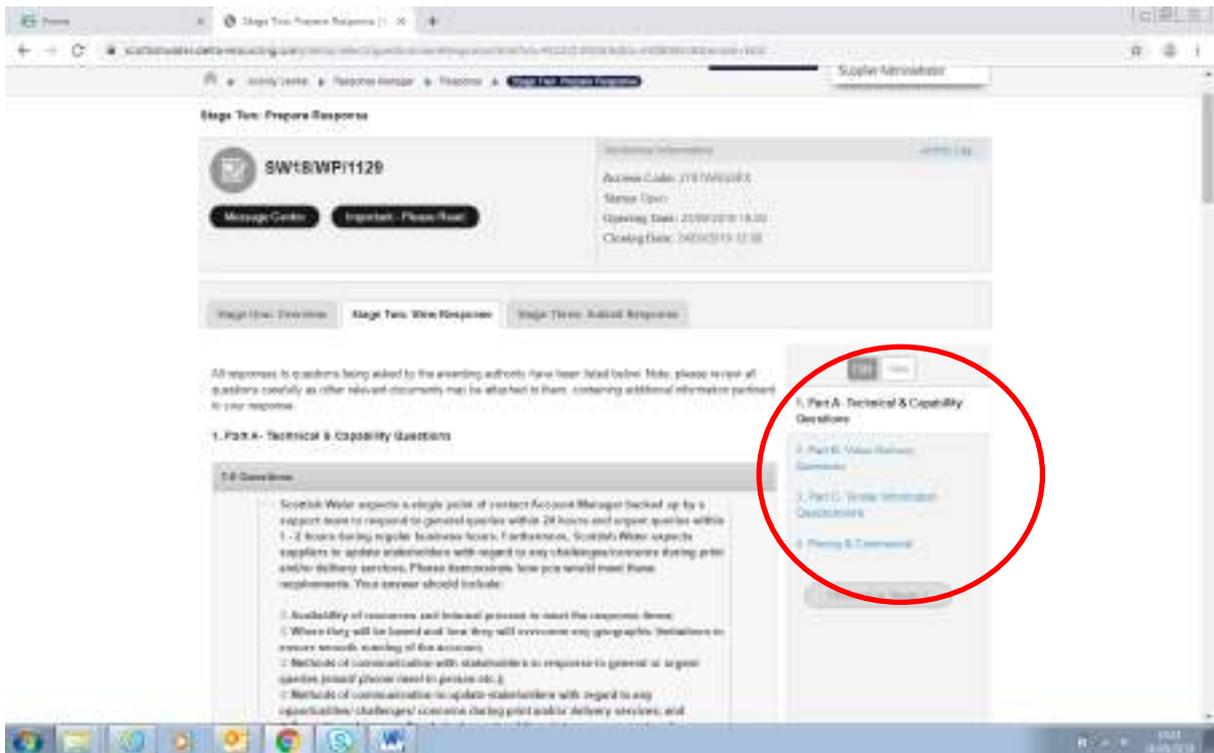




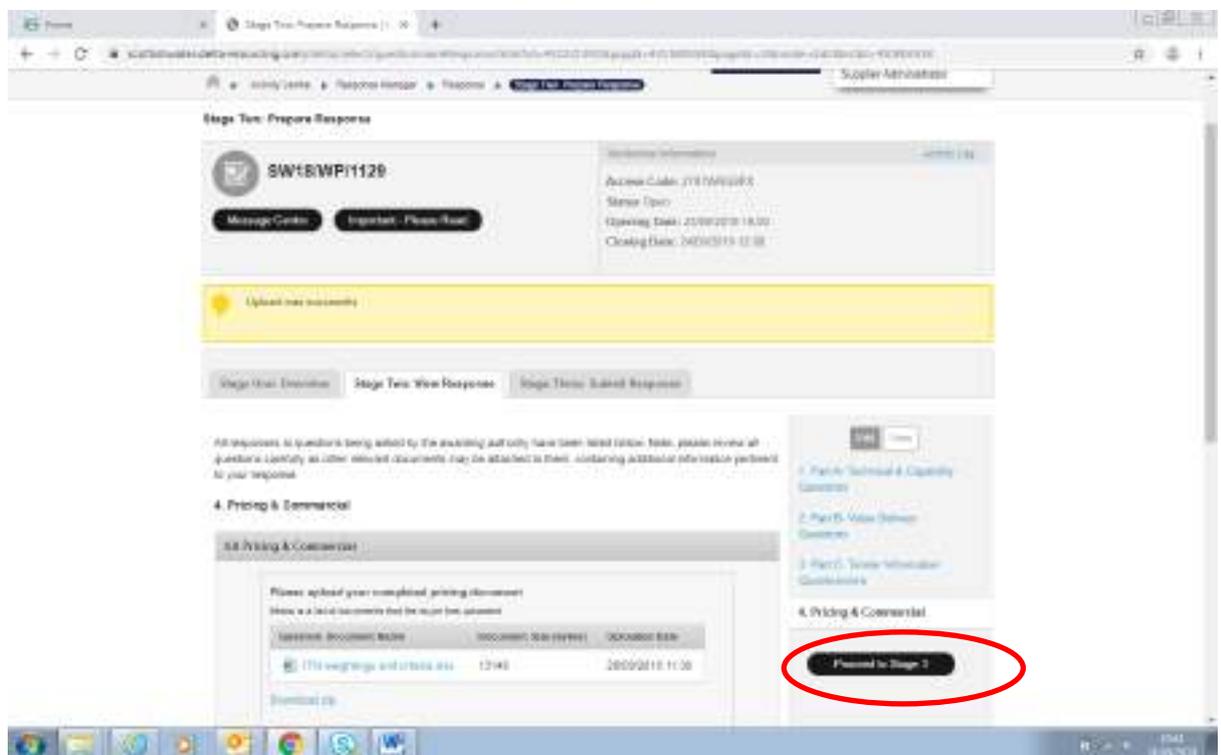
5. Once you have read all of the documents provide, proceed to Stage two:



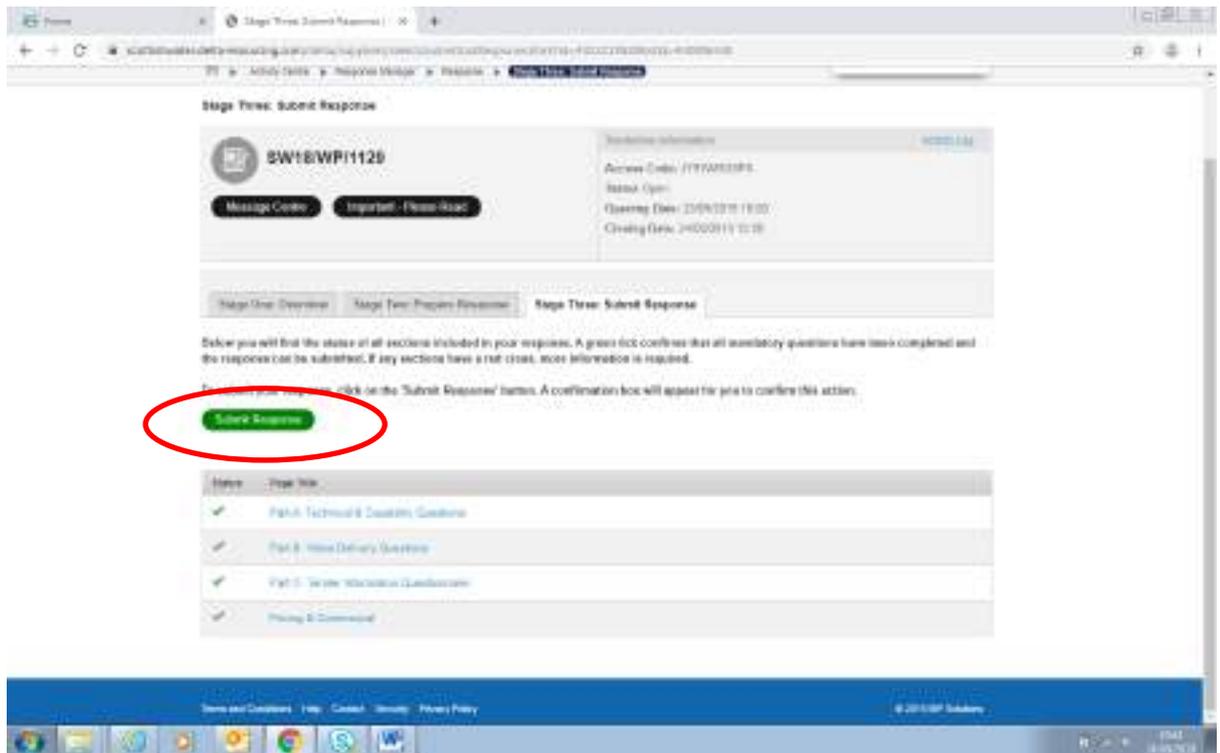
6. You should now submit your response for each section:



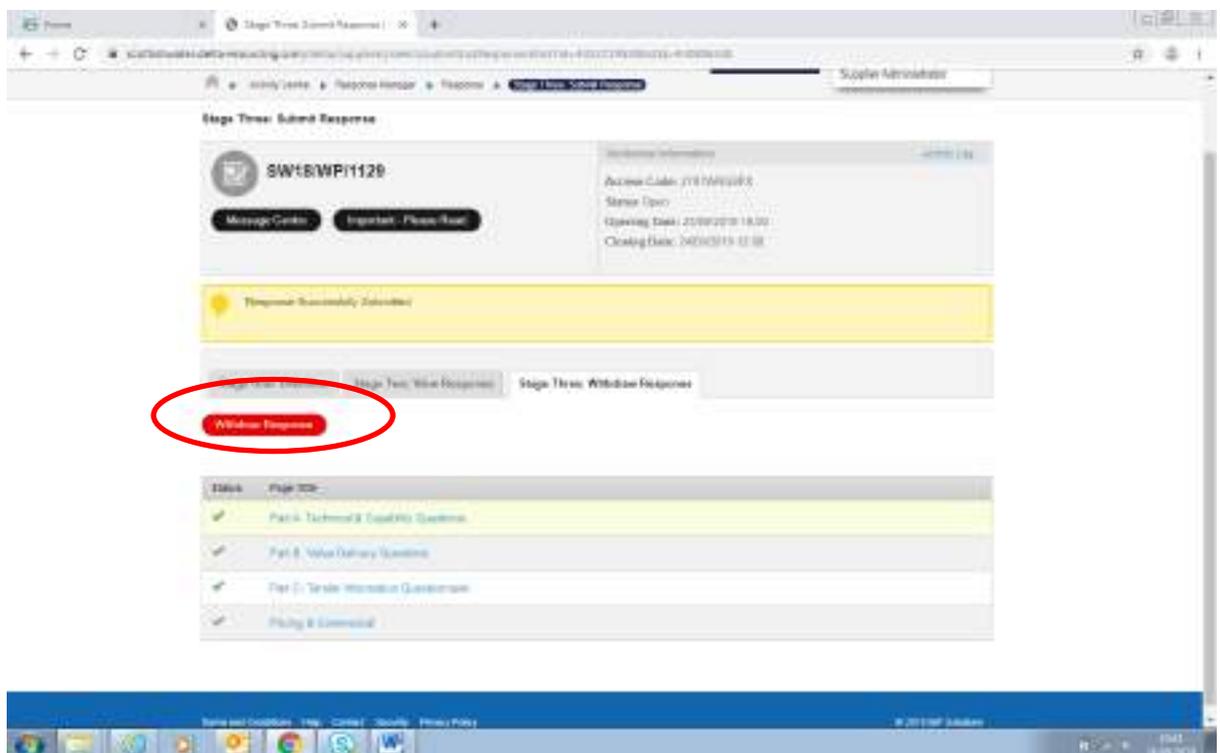
7. Once you have completed the ITN and uploaded any required documentation you should proceed to Stage Three:



8. You can now submit your response:



- If you would like to withdraw your response because you no longer wish to proceed or you wish to amend your response, you can do so before the closing date/time:



10. Your Procurement Representative will evaluate the ITN responses once the closing date has passed and be in touch regarding the outcome/next stages.
11. If you have been down-selected to a further stage (this may happen in some tenders) and are asked to re-submit elements of your submission, this will be set up by the Procurement representative and you should respond in the same manner as above.

Thank you for your participation in our tender process and for using Delta e-Sourcing to do so. If you have any queries or feedback on the system, please contact your Procurement Representative who will be happy to support.