

## 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.

The screenshot shows the Supplier Control Panel navigation menu with the following sections and links:

- SEARCH**
  - [Latest Notices](#)
  - [Search for Buyers](#)
  - [Notice Reference Search](#)
  - [Advanced Search](#)
- MY NOTICES**
  - [Interest List](#)
  - [Notice Alerts](#)
  - [Messages \(0\)](#)
- MY RESPONSES**
  - [Postbox Responses](#)
- MY PROFILE**
  - [Company Profile](#)
  - [Alert Profile](#) (highlighted with a red box)
  - [Get Alerts](#)
- MY ACCOUNT**
  - [User Details](#)
  - [Change Password](#)
  - [Subscriptions](#)
- HELP**
  - [User guides](#)
  - [FAQs](#)
  - [Contact Us](#)
  - [eCertis](#)

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

### Product Categories

- Audio Visual
- Catering
- Cleaning
  - Cleaning Products
  - Cleaning Services
  - other Cleaning
- Clothing
- Communications
- Computing
- Construction
- Education
- Energy
- Environment
- Finance
- Furniture
- Healthcare
- Human Resources
- Industrial
- Laboratory
- Management Consultancy
- Marketing
- Miscellaneous
- Office Supplies
- Plant and Machinery
- Printing
- Security
- Transport

Save


Cancel

## 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.

 **SEARCH**


- [Latest Notices](#)
- [Search for Buyers](#)
- [Notice Reference Search](#)
- [Advanced Search](#)

 **MY NOTICES**


- [Interest List](#)
- [Notice Alerts](#)
- [Messages \(0\)](#)

 **MY RESPONSES**


- [Postbox Responses](#)

 **MY PROFILE**

- [Company Profile](#)
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 **MY ACCOUNT**

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- [Subscriptions](#)







 **HELP**

- [User guides](#)
- [FAQs](#)
- [Contact Us](#)
- [eCertis](#)

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: <a href="#">Taxi Services</a> Reference No: JUN068866 Published By: Millstream Associates Ltd Notice Type: Quote Status: New invitation
 05/07/2017	21/06/2017	
		
		Title: <a href="#">Provision of School Transport</a> Reference No: JUN068865 Published By: Millstream Associates Ltd Notice Type: Contract Notice
 13/07/2017	21/06/2017	
		

## 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.

### Quick Quote Details

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[Quick Quote control Panel](#) > Quick Quote Details

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Details of the Quick Quote are shown below. Please indicate whether you wish to accept or decline the invitation to participate. If you accept the invitation the 'Go to Postbox' button will appear allowing you to proceed to submit a response. If you decline the invitation you will be asked for a reason as to why you have declined it which will be provided to the purchaser for information.

A guide to the Quick Quote and details of how to submit your response electronically is available here [Quick Quote Guide](#).

Summary	Full Text	Documents	Q and A	Further Info
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ID: 78429

Title: Office Cleaning Services - 6 month contract

Services/Supplies: Services Contract

**Quick Quote Actions**

**Accept Invitation**

**Decline Invitation**

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](mailto: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.

**Request Access**

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:

## Quick Quote - Request Access

[Member Interest List](#) > Quick Quote - Request Access

Please provide a message to the buyer explaining why you require access to this Quick Quote and then select **Submit**. Your message will be transmitted to the buyer in an e-mail and you will receive email notification once they have acted on your request.

\* Required information.

\* Message

Nelson has left the company, please can I be invited instead?

**Submit**

**Cancel**

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



Message sent.

## 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.

### Quick Quote Details

[Quick Quote control Panel](#) > Quick Quote Details

Details of the Quick Quote are shown below. Please indicate whether you wish to accept or decline the invitation to participate. If you accept the invitation the 'Go to Postbox' button will appear allowing you to proceed to submit a response. If you decline the invitation you will be asked for a reason as to why you have declined it which will be provided to the purchaser for information.

A guide to the Quick Quote and details of how to submit your response electronically is available here [Quick Quote Guide](#).

#### Quick Quote Actions

[Go to Postbox](#)

[Decline Invitation](#)

Summary	Full Text	Documents	Q and A	Further Info
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ID: 78429

Title: Office Cleaning Services - 6 month contract

Services/Supplies: Services Contract

## 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](mailto:support@mytenders.co.uk)