

How-to guide for registration onto the Business and Technical Services (BaTS) Marketplace.

1. Introduction

This document has been produced to help organisations to register on the Shared Services Alliance Business and Technical Services (BaTS) Marketplace. This dynamic purchasing system (DPS) offers an efficient procurement route for both buyers and suppliers. It has been set up to deliver professional services across 13 business categories for the Nuclear Decommissioning Authority (NDA) group, including the Radioactive Waste Management (RWM).

This guide provides instructions and guidance on how to register on the Marketplace and participate in the process to provide services. For technical support, please contact:

Procurement Department

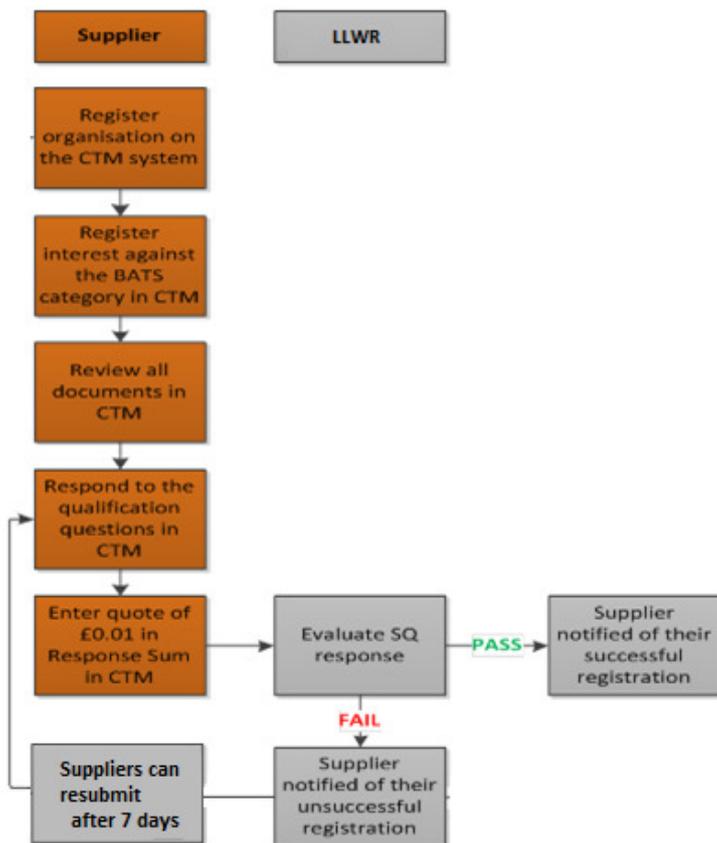
LLW Repository Ltd
Pelham House Pelham Drive
Calderbridge, Cumbria
CA20 1DB
procurement@llwrsite.com
019467 70207

2. Registering for a Complete Tender Management Account.

To register on BaTS, you or your organisation must first register on the system and set up a Complete Tender Management (CTM) account. You can register here:

<https://sharedsystems.eu-supply.com/ctm/Company/CompanyRegistration/RegisterCompany?OID>

This diagram summaries the registration process



In order to register you will need the following information:

- What type of organisation you represent
- Your organisations Trading name
- Organisation or VAT number
- DUNS Number. This can be found here: <https://www.dnb.co.uk/duns-number/lookup.html>
- The Trading Address
- Description of your organisation in under 500 characters
- A contact for your organisation
- An administrator for your organisation (this could be the same as or different from the contact)

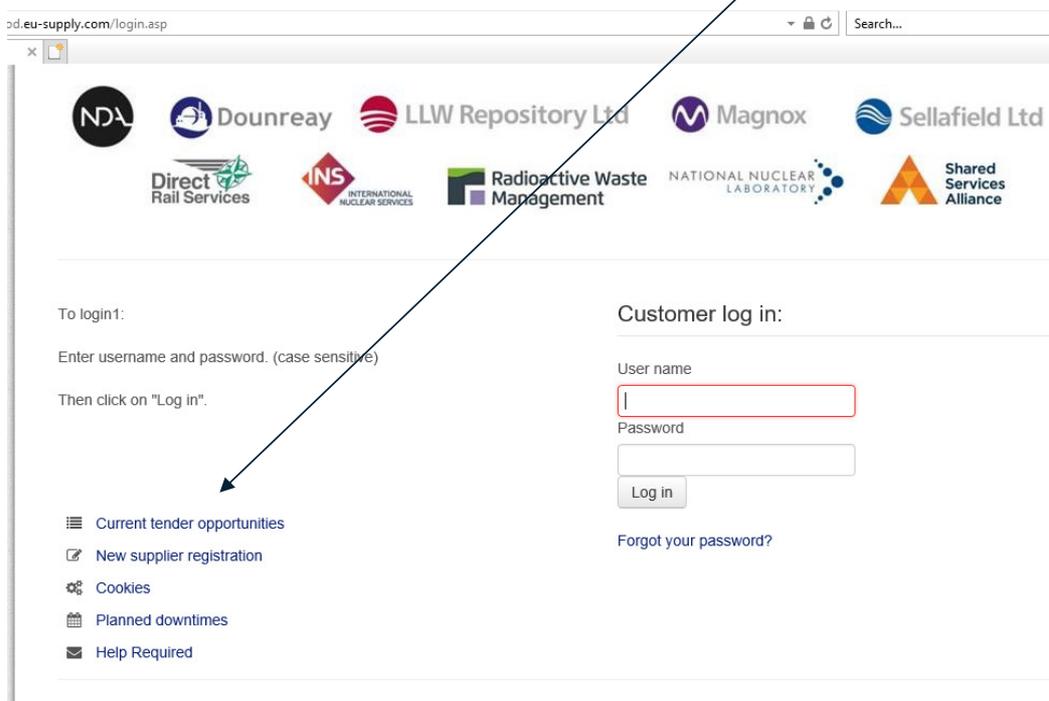
The administrator is a key role because the email address assigned to them will be used to contact your organisation. The email that is entered for your administrator is the email to which any correspondence will be sent.

If your administrator leaves your organisation or requires their CTM account to be deleted, it is essential that the administrator transfers ownership and administration of their user account to another administrator, before deleting their account. If the account is deleted, you will not receive invitations or notifications for further work. We are not able to amend the ownership of the CTM account. For this reason, it is recommended that you consider using a generic account/email rather than a specific user if you can.

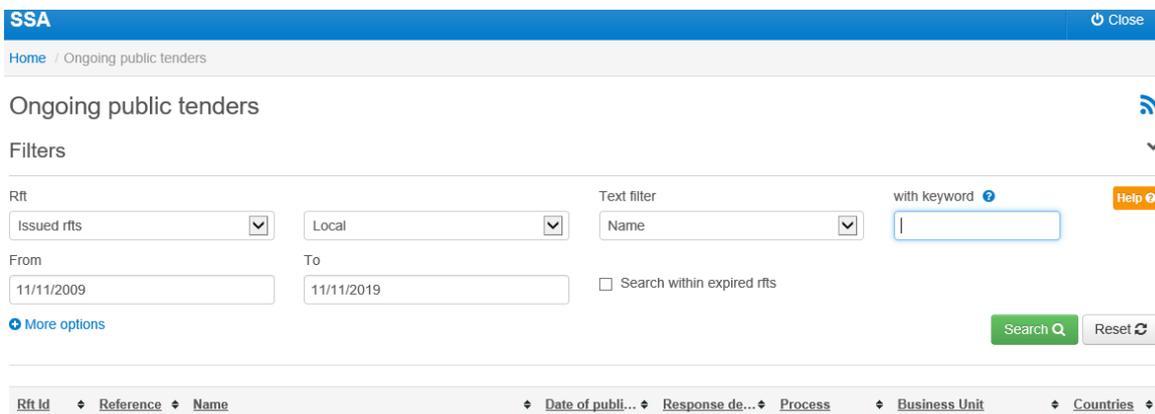
3. How to apply for the BaTS marketplace.

To view and apply for any of the 13 BaTS categories, please click on the 'Current tender opportunities' on the CTM homepage: <https://sharedsystems.eu-supply.com/login.asp?B>

Note: You will only need to register once for a category in order to receive all published opportunities.



This will redirect you to all current tender opportunities and where the BaTS categories will be listed. The most relevant category for the work RWM will undertake is **Public Affairs Support**. You can search for the BaTS categories using the following Request for Tender (RfT) ID: 11716



A new window will open, and this will enable you to view the Rft details which include the scope, terms and conditions, guidance notes and the further competition template. This will also give you the option to log in.

Login Online registration Rft details

Below you find information regarding this tender. To be able to work on a response for the buyer you have to be registered and logged in.

Our Ref: _____ Date: _____

Dear Sirs

LOCATION:

TITLE:

TENDER REFERENCE:

LLWR Repository Ltd invites you to submit a Tender for the above work.

Responses must be submitted by the end time quotation (ETQ) stated in the RFQ.

Should you have any queries on this Tender please do not hesitate to contact me on 019467 24822.

If you have any queries on the operation of CTM please contact CSAS (Commercial Systems Application Support) via the link on your CTM homepage:
(mailto:csas@sellafieldsites.com)

Yours faithfully

Click to accept the invitation to register for this category and to complete registration

Accept Rft details

Click 'Accept' to get access to the rft information. Before you accept, make sure your user account is connected to the correct organisation number. When logged in you can find out if you click on *View your presentation here!* from your Home page. If you can't see the Accept button you need to first login or register your company. In case you are unsure if the company is registered please contact the helpdesk on tendersupport@eu-supply.com.

Our Ref: _____ Date: _____

Dear Sirs

LOCATION: _____

TITLE: _____

TENDER REFERENCE: _____

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If you have any queries on the operation of CTM please contact CSAS (Commercial Systems Application Support) via the link on your CTM homepage: (<mailto:csas@sellafieldsites.com>)

4. Submitting your response

You will need to complete all qualification questions within each of the grey boxes which form your response to the Supplier Questionnaire (SQ)

My response

Qualification - 02

Compliance with requirements in documents
2 of 2 answered. Confirm compliance...

Qualification questions
0 of 50 question(s) answered. Assign sections... Answer questions...

Total quote (GBP)
Compliant quote:- Enter response sum...
Alternative quote:-

Additional response documents
0 document(s) attached in this section. Attach documents...

Progress

Percent complete
25%

Totals
At least one requirement not met!

No document attached to question with mandatory document attachment. Click on "Answer questions" and look for a red folder icon to the right of the question. 2

My Response [Contracts](#) [Messaging](#) [Audit trail](#)

RFI/RFQ

[View rfi](#)
[View invitation letter](#)
[View documents](#)
[Assign user access](#)

Dates	(BST)
Publication of notice	01/06/2017 17:00
BSM Qualification - 02. Commercial (Sourcing/Claims/Quantity Surveying)	
Deadline of clarification questions	19/04/2020 12:00
DPS tender start-time	01/06/2017 17:00
Response deadline	19/04/2020 12:00

My response

Qualification - 02

Compliance with requirements in documents
0 of 2 answered. Confirm compliance...

Qualification questions
0 of 50 question(s) answered Assign sections... Answer questions...

Total quote (GBP)
Compliant quote:- Enter response sum...
Alternative quote:-

Additional response documents
0 document(s) attached in this section Attach documents...

Progress

Percent complete

Totals

At least one requirement not met!

No document attached to question with mandatory document attachment. Click on "Answer questions" and look for a red folder icon to the right of the question. 2

Number of not compliant documents 2

Response not submitted

View/Print response form
Cancel expression of interest
Submit response

Following completion, you can submit your SQ response. You will notice that there is a small bar chart on the right-hand side of the screen which indicates the percentage of the Supplier Questionnaire (SQ) that has been completed.

My response

Qualification - 02

Compliance with requirements in documents
2 of 2 answered. Confirm compliance...

Qualification questions
0 of 50 question(s) answered Assign sections... Answer questions...

Total quote (GBP)
Compliant quote:- Enter response sum...
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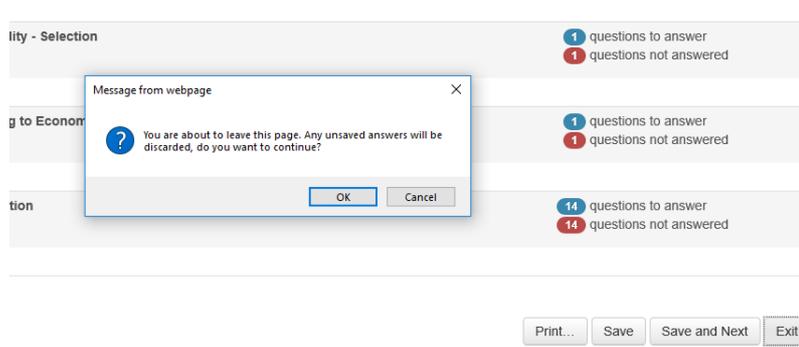
At least one requirement not met!

No document attached to question with mandatory document attachment. Click on "Answer questions" and look for a red folder icon to the right of the question. 2

In order to complete the Questionnaire click on 'Answer Questions'. This will direct you to a response form. If you are already registered on another category, you will only need to answer sections 01,1,2,7,9.5a and 10.

Package 11719:1		
<input type="checkbox"/>	No	Question
<input type="checkbox"/> BATS01		
<input type="checkbox"/>	01	A fast track qualification process is available for the Business and Technical Services Marketplace. If you are already registered on the equivalent Business Services Marketplace Category (rt9290) you will only need to answer section 1, section 2, section 7, section 9.5(a) and section 10. If you are a new Supplier please answer all questions.
<input type="checkbox"/>	02	Are you already registered against the equivalent BSM category (category 13)?

You should answer all relevant questions. You can save and revisit the application by clicking 'save' and 'exit'. You will be prompted to save the questions once you have completed them.

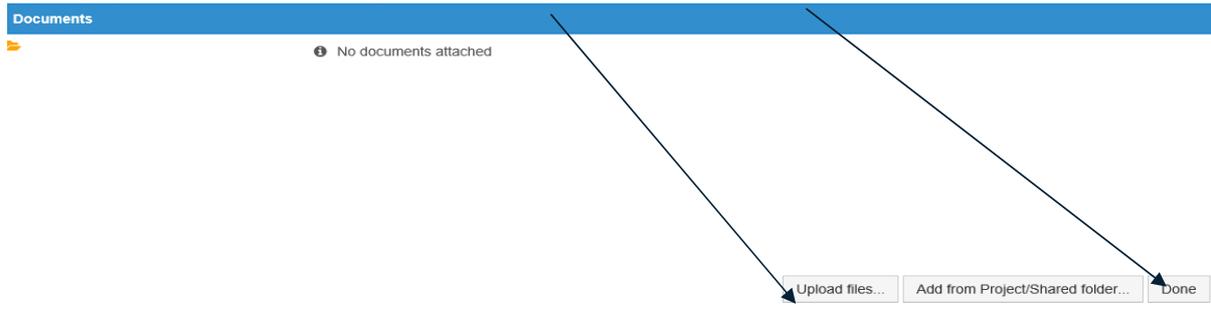


Total Quote is a mandatory field, although there is no quote required at this stage so please enter 0.01 and save.

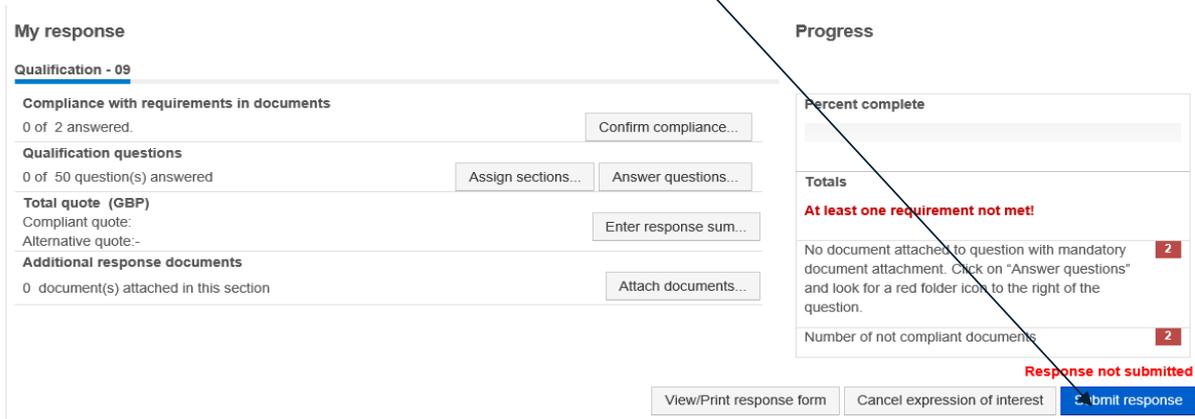
Package: **Qualification - 02**

Quotes		
Package	Compliant quote EX. VAT (GBP)	Alternative quote (GBP)
1. Qualification - 02	<input type="text" value="0.01"/>	<input type="text"/>
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>

You may wish to upload additional documents such as financial accounts, evidence of technical capability etc. To do so, click 'upload files' then click 'done'



Upon completion of the above, you need to 'submit response'. This will then be issued to the reviewer at LLWR to assess.



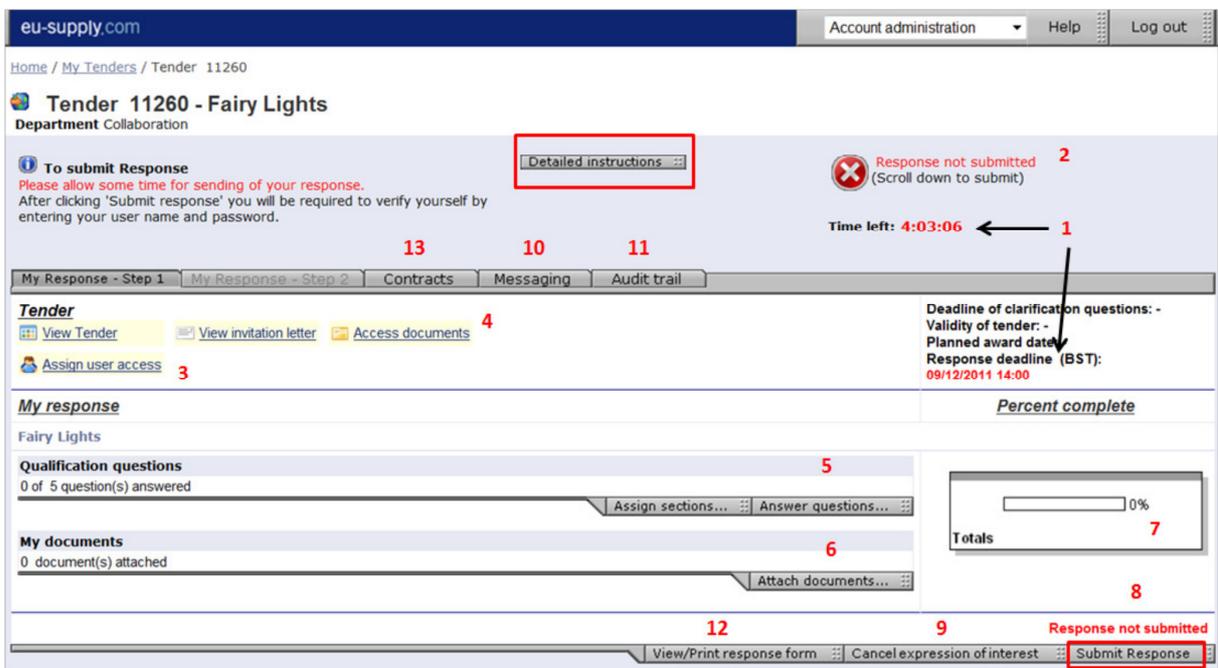
5. Outcome

You will be notified via the email address registered in your CTM account if you have been successful or unsuccessful in your application within 14 days of your response being submitted. If unsuccessful, feedback will be provided. If you are unsuccessful you can amend and re-submit your application after a period of 7 days has elapsed, for your application to be reconsidered. There are no limits to the number of times you can do this.

6. Responding to a 'Tender by Invitation'

When an opportunity to work with RWM is published you will be sent an email to the address registered to your administrator on the CTM. In order to respond, please click on the link in the email and enter your login details. You will be taken to the letter of invitation where you can choose to Accept or Decline.

When you accept the invitation, you are taken directly to the tender response screen. This is where you will upload and submit your response to the Invitation to Tender (ITT). It includes detailed instructions how to respond to the opportunity.



1. Time left / Response deadline / deadline of clarification questions:

This is the response deadline set. Any attempts made to submit after the deadline has passed will fail.

2. Response not submitted / submitted

Here it indicates whether a tender has been submitted or not. It remains Red until the tender has been submitted. Once it is submitted the text changes to 'Response submitted'

3. Assign user access

Here you can assign other users in your organisation to access and work on the tender response but firstly they need to be created as a user.

4. Access Documents

All documents and information regarding the tender can be accessed and downloaded from here. These may include response templates and declaration forms that you need to complete and submit. See Attach documents tab (6) to upload any documents to be submitted as part of your response.

5. Answer Questions

You may be requested to complete an online qualifications questionnaire which you access from here.

6. Attach documents

It is through this tab that you upload tender related documents as requested.

7. Percentage of questions completed

This relates to the qualification questions and completion of the online questionnaire. As questions are answered a green bar maps the progress showing percentage of questionnaire completed. If all mandatory requirements have not been met such as a mandatory document upload these are flagged up here.

8. Submit response / response not submitted

It is here that you instruct the system to submit your response. Even if you have completed all the qualification questions the tender is not submitted until you have pressed the key "Submit tender" and verified your details by entering your user name and password. Once you have done this you will receive a pop-up confirming that your tender has now been submitted. The text "Response not submitted" in (1) will now be marked with green with the text changing to "Response submitted" with date and time appearing next to it.

9. Cancel Expression of Interest

You can inform the Contracting Authority that you do not wish to proceed with submitting a tender response by pressing the Cancel Expression of Interest button. When you do this the Cancel Expression of Interest tab is replaced with Resume. This means that you can resume submitting a response should you change your mind and providing it is still within the response timeframe.

10. Messages:

It is from here that you send messages and clarification questions to us up until deadline for submission of tenders or within the stated deadline for asking

7. Frequently Asked Questions

Q. What happens when my organisation has successfully registered against the BaTS category?

A. When you have successfully qualified against a BaTS category, you will automatically be invited to bid for any package of work that is issued through the system via the email that is registered in the CTM. You can then accept or decline the offer. You will not be de-registered if you decline opportunities.

Q. I have seen a package of work I am interested in but I am not registered against the category, can I register then bid for this work?

A. If your company can supply any of the services across different categories, you are advised to complete registration as soon as possible so that you don't miss out on any opportunities. You will not be able to access any work packages until you have registered and qualified under a category. If a supplier has not already qualified against a category when a tender is issued, they will be unable to receive the invitation or see the tender package. Please see the flowchart above for how to register.

Q. Do I need to re-register for a different category if I have already registered on the BaTs Marketplace?

A. If you are a registered supplier on the equivalent BaTs category, you will still need to register on BaTS but it will be a streamlined application. You will only need to answer sections 01,1,2,7,9.5a and 10.

Q. Do I have to complete the Supplier Questionnaire (SQ) for every category I wish to apply for?

A. When you have completed a questionnaire these answers should carry over to any other category you apply for. You will need to review your responses to ensure they are still relevant and appropriate for the category, and then submit.

Q. Do I have to be able to provide all elements of the category in order to qualify?

A. No. You do not need to be able to offer all of the elements detailed in the scope category. You just need to be able to demonstrate your capability against the relevant parts of the scope that are specific to your business.

Q. Who do I contact regarding the status of my application?

A. Please send any queries using the CTM messaging area within the category in which you are registering for.

Q. Can I request to amend the terms and conditions upon registration?

A. No, terms and conditions will not be amended at this stage. If there is a requirement to change the T&Cs this will be advised at the further competition stage

Q. The supplier administrator of our company has left; I now can't access CTM. Can RWM help?



A. No. It is critical that your administrator transfers ownership before deleting a user account. It is your responsibility to ensure ownership is transferred. RWM cannot amend any supplier accounts.

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