

# **Step by Step Supplier Guide**

To

## **PHARMAC**

### **e-Tendering System**

# Contents Page

|                          |         |
|--------------------------|---------|
| Introduction             | Page 3  |
| Registration Process     | Page 4  |
| Supplier Rights          | Page 6  |
| Alerts                   | Page 8  |
| Tender Opportunities     | Page 8  |
| Submitting a Return      | Page 9  |
| Product Group Search     | Page 11 |
| Adding a Bid             | Page 12 |
| Adding an Aggregated Bid | Page 14 |
| Submitting the Bid       | Page 16 |
| Bid Report               | Page 17 |
| Correspondence           | Page 19 |

## Introduction

This **Step-By-Step Guide** is provided to assist you in using the (In-tend) e-tendering system. Once you have registered, you will be able to maintain your company information, return tender submissions and maintain company/contract documentation in a secure area via the internet.

If you encounter any difficulties whilst using the system you can contact In-tend's support team by phoning 0844 2728810 or emailing [support@in-tend.co.uk](mailto:support@in-tend.co.uk)

## Registering on the e-Tendering system

Visit <https://in-tendhost.co.uk/pharmac/asp/asp/asp/Home> to access the (In-tend) supplier portal.

From the homepage click on **Register**.

**PHARMAC**  
TE PĀTAKA WHAIORANGA  
New Zealand Government

**in-tend**  
e-Tendering Solution

Home Contact Us Tenders Register Help

Email Address:

Password:

Login

Recover Password

Register

**NOTE:** Please be aware that failure to provide correct login information three times will result in your account being locked

**AS ONE OF OUR SUPPLIERS, WE NEED TO MAKE SURE YOU RECEIVE OUR EMAIL NOTIFICATIONS. TO ENSURE OUR EMAILS REACH YOUR INBOX PLEASE ADD OUR EMAIL DOMAIN @IN-TENDORGANISER.CO.UK TO YOUR SAFE SENDERS AND CHECK YOUR SPAM FILTER SETTINGS. THANK YOU**

**PHARMAC External Tender System**

From this website, you can

- View a list of available tenders.
- View information on previous tender bids you have submitted.
- Express interest in a particular tender or quotation.
- Receive relevant tender documentation.
- Safely return your tender bids.
- Send and receive correspondence on tender related issues.

How do I get started?

- To browse the list of tenders, select the **Tenders > Current** option. If you are interested in any of those listed, click the **View Details** button for further information and to express your interest.
- To gain full access to this website, you must register your company / organisation using the **Register** option.
- When your registration has been accepted, you will receive an email containing your Login information.
- Once you have received your Login Information, or if you are already a registered user, enter your credentials and click the **Login** button.

Click here to see this website's **Privacy Policy** as well as its **Copyright Information**.

**PHARMAC procurement policies and initiatives.**

- For further information on PHARMAC procurement policies and initiatives please click on the following link: <http://pharmac.govt.nz/>

User ID: N/A      Copyright © 2020 In-Tend Limited, All Rights Reserved.      Version: 03.10.24.03  
User: Guest      Date: 15/10/2018  
Company: N/A      Server: SUPWEB2

COMODO SECURE

## Registration process

As part of the simple registration form you will be asked to complete your **Company Details**, **Company Contact Details** and **Primary User Details**. Email alerts and actions will be sent to the email addresses you provide, so if possible it is useful to enter a general company email address in the **Primary User Details** section such as info@\*\*\*\*\*.co.uk.

For cases where this person or inbox may be unavailable, we strongly recommended you add an **Additional User** (located at the bottom of the screen) so they can gain access to the site and also receive a copy of the emails. All asterisked fields are mandatory.

**If you have previously registered with the e-portal, you do not need to register again.**

Company Details
Business Classifications

In order to gain full access to this website you must register your company / organisation details

If you believe that your company / organisation has already registered on this site but you are a new user who requires access, please contact one of the existing registered contacts and ask them to add you as a new contact

PLEASE NOTE: All fields marked with \* are required

Company Details

|   |   |
|---|---|
| <p>* Company Reg No : <input style="width: 90%;" type="text"/></p> <p>* Company Name : <input style="width: 90%;" type="text"/></p> <p>Address Line 2 : <input style="width: 90%;" type="text"/></p> <p>County/State : <input style="width: 90%;" type="text"/></p> <p>* Country : <input style="width: 90%;" type="text" value="New Zealand"/></p> <p>Currency : <input style="width: 90%;" type="text" value="Please select an item..."/></p> | <p>I do not have a Company Reg Number <input type="checkbox"/></p> <p>* Address Line 1 : <input style="width: 90%;" type="text"/></p> <p>Town/City : <input style="width: 90%;" type="text"/></p> <p>* Postcode/Zip : <input style="width: 90%;" type="text"/></p> <p>Structure : <input style="width: 90%;" type="text" value="Please select an item..."/></p> |
|---|---|

Contact Details

|   |   |
|---|---|
| <p>* Telephone : <input style="width: 90%;" type="text"/></p> <p>Website : <input style="width: 90%;" type="text"/></p> | <p>Fax : <input style="width: 90%;" type="text"/></p> |
|---|---|

**Primary User Details**

\* Contact First Name :

Telephone :

\* Email Address :

\* Password :

\* Contact Last Name :

\* Confirm Email Address :

\* Confirm Password :

It is recommended for situations where the primary contact is not available, additional points of contact are registered as they would still be able to gain access.

While registering you may only add one additional point of contact, however after the registration is complete you may login to your account and add as many additional contacts as you like.

**Additional User Details**

Contact First Name :

Telephone :

Email Address :

Password :

Contact Last Name :

Confirm Email Address :

Confirm Password :

Whilst registering you may only add **one** additional point of contact, however after the registration is complete you may login to your account and add as many additional contacts as you like.

Company Details
**Business Classifications**

**Classifications**

Type in a keyword and click Search. For the complete list, click search while box is empty

Search :

| Category        | Title |   |
|-----------------|-------|---|
| Medical Devices |       | + |
| Pharmaceuticals |       | + |

| Category | Title |
|----------|-------|
|          |       |

**Classifications** tab you are able to add the business category codes relevant to your company. Enter a keyword or click on the search button to see the full list of available categories. Click the blue + symbol to add a category you require. You can add multiple categories.

Once you are happy with the details click on **Register My Company**

You should not register your company more than once, unless they are under a separate company registration number. If your company has several locations, register the company against the head office and add contact details for individuals at the different locations. You can add one additional user at the time of registration. Once registered, you can add several contacts in the **Company Details** section.

Once registration is complete, the system will then thank you for registering and inform you that your details are being processed. You will then shortly receive an email with confirmation of your email and password.

Please ensure you have added In-tend's email address, [support@in-tend.co.uk](mailto:support@in-tend.co.uk), to your safe senders list.

**Registration Complete**

---

**Thank you for registering**

Thank you for registering with the PHARMAC electronic tendering web site.

---

**Confirmation E-Mail**

Your details are awaiting processing, and each contact will be sent an email to confirm their registration has been accepted. These e-mails will contain the automatically system generated User ID, as well as a reminder of the e-mail address. Upon receipt of the registration e-mail you will be able to login to your secure area of the web site.

## Supplier Rights

Supplier rights can be setup against each individual user. These are setup within the “Company Details”. In this area you can add additional company information and further users against your supplier account as well.

Details Documents Business Categories **Contact Details**

Contact : Liam Norburn

Title :

\* First Name : Liam

\* Surname : Norburn

Telephone :

Fax :

\* e-Mail : liam1@email.com

\* Confirm Email : liam1@email.com

Mobile :

Job Title :

Department :

Office :

\* Password : .....

\* Confirm Password : .....

Send a copy of all e-Mails to this user

Don't send project correspondence

Don't send contract correspondence

[Rights](#)

| Add/Edit Contacts      | <input checked="" type="checkbox"/> |
|------------------------|-------------------------------------|
| Manage Company Details | <input checked="" type="checkbox"/> |
| Manage Tender Response | <input checked="" type="checkbox"/> |
| Submit Tender Response | <input checked="" type="checkbox"/> |
| Manage Contract(s)     | <input checked="" type="checkbox"/> |
| View History Tab       | <input checked="" type="checkbox"/> |

### **Password security**

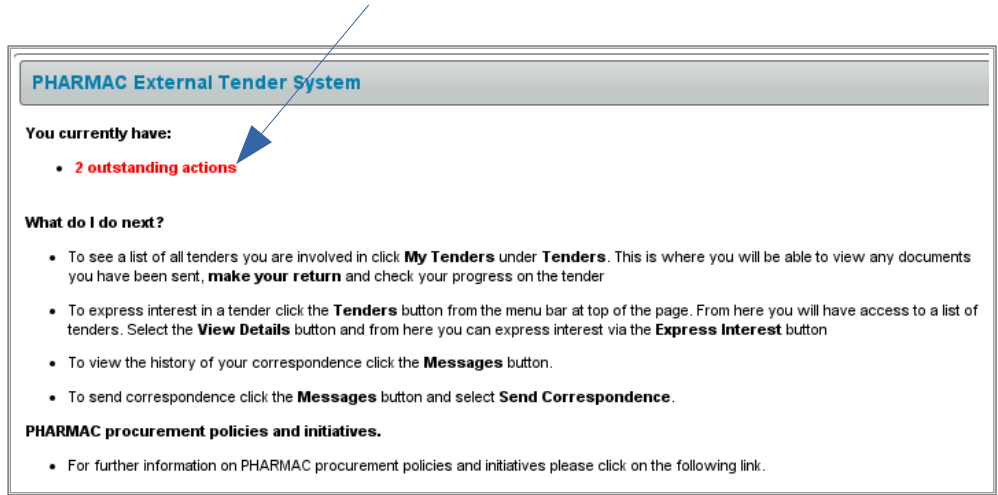
Password and login details must not be shared across multiple users. Additional users can be set up by the primary user, and new users will be prompted to change password upon accessing the e-portal for the first time.

### **Authentication during login**

Two-factor authentication is required to login to the e-portal. Upon entering login details, you will receive an email with a security code which you will need to enter in the e-portal along with your email address to gain access.

## Alerts

Once you login you have your own login page where instructions are given as to what to do next. You will also see red text sometimes this is to let you know if you have been invited to tender or an action/correspondence has been issued.



## Expressing interest in a tender

To access tender opportunities hover over the **Tenders** section at the top menu bar and then click on **Current**, this will provide you with a full list of current tender opportunities. For a tender that you are interested in you should click **View Details**.



From the Tender Management screen you are able to **Express Interest** in the tender.



**Tender Management**

**Tender**

**Cardiovascular System - Alpha Adrenoceptor Blockers**

**Title :** Cardiovascular System - Alpha Adrenoceptor Blockers

**Description :** Cardiovascular System - Alpha Adrenoceptor Blockers

**Date documents can be requested until :** 29 July 2016

**Express Interest**

### Submitting a Return

Once you express interest and click on the “Tender Documents” tab you can then access the tender documents. If you scroll down you can “View” and “Download” them, further down the page you have to also provide the documents requested as a placeholder. If they are red you are unable to submit your return without providing this document.

**Tender** | **Tender Documents** | Product Group Search | Bid Reports | Correspondence | History

**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** button.
2. If a Questionnaire is required to be completed, it will be shown in **Red** 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 under 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.

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 :** 25 Jul 2016 14:34:49 | **Due Date :** 13 Aug 2016 12:49:00 | **Time Remaining :** 2 Weeks 4 Days 22 Hours 14 Minutes 11 Sec

**Tender Details**

|                            |   |
|----------------------------|---|
| <b>Stage Name</b>          | Tender Documents  |
| <b>Locked Until</b>        | 13 August 2016  |
| <b>Closing Date</b>        | 13 August 2016  |
| <b>Project Title</b>       | <a href="#">Cardiovascular System - Alpha Adrenoceptor Blockers</a> |
| <b>Project Description</b> | Cardiovascular System - Alpha Adrenoceptor Blockers                 |

| Tender Documents Received - Main | Description | Options                       |
|----------------------------------|-------------|-------------------------------|
| Terms and Conditions.docx        |             | <b>View</b>   <b>Download</b> |

You can then upload any relevant documents and then the next step would be to add your bids against the items requested in the “Product Group Search” tab.

| My Tender Return - Main          | Description | Options                            |
|----------------------------------|-------------|------------------------------------|
| 50119 - Review of Colour Changes | Not Started | <a href="#">View Questionnaire</a> |
| General                          | ok          | <a href="#">Upload Document</a>    |
| General                          | ok          | <a href="#">Upload Document</a>    |

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.

NOTE : Large files can take some time to upload.

NOTE : Document Placeholders have been uploaded by the Procurement Department. Please upload a document for each mandatory placeholder before making a return.

[Attach Documents](#)

**Submit My Return**

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

[Submit Return](#)

### Searching for an Item

The next step is to add your bids against the line items, to do this you can either search for the product. Or you can use the filtering to hone down into the category of item you require, the top tier “Category 1” is the top level and is more generic, “Category 2” is further down. Then the “Product Group” is the group under the top two filter parameters, this will then show the items matching the criteria.

You can also filter between bids that you have made by using the tick-boxes, these will limit the items listed and makes it easier to identify “Completed”, “Not Started” or “Not completed”. Each are very different and relate to the progress you have made in completing them.

Once you have searched for the product you require click on it and a drop-down list should appear with everything required for the bid against the line item. Click on “View/Bid” to get a more detailed view.

The screenshot shows the 'Tender Management' interface. At the top, there is a red banner that says 'Your return has not yet been sent'. Below this are navigation tabs: 'Tender', 'Tender Documents', 'Product Group Search', 'Bid Reports', 'Correspondence', and 'History'. The 'Product Group Search' tab is active. Underneath, there is a search bar with a 'Search' button and a 'Show All' button. Below the search bar is a 'Filter' section. This section contains three dropdown menus: 'Category 1' (set to 'Cardiovascular System'), 'Category 2' (set to 'Alpha Adrenoceptor Blockers'), and 'Product Group' (set to 'Doxazosin'). To the right of these dropdowns are three checkboxes: 'Completed', 'Not Completed', and 'Not Started', all of which are checked. Below the filter section is a table with columns for 'Product Group', 'Status', and 'Expand All'. The 'Product Group' column lists 'Doxazosin' with sub-items 'Tab 2 mg' and 'Tab 4 mg'. The 'Status' column has an 'Expand' button. The 'Expand All' column has an 'Expand All' button. A red box highlights the 'View / Bid' button next to the 'Doxazosin' entry. A blue arrow points from the text above to this button. At the bottom of the interface, there is a 'Submit My Return' section with a red 'Submit Return' button. A note below this button states: 'When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button. Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.'

### Market Information

On the Bidding tab under Product Group, you can see which Line Items are being tendered and the market information for each Line Item as it is documented in Schedule Two of the Invitation to Tender. In the Sole Supply column, if Yes is stated, the Line Item is currently listed in the Pharmaceutical Schedule with a Sole Supply Status and/or Hospital Supply Status. Please note the Units and Costs are for community market only and that hospital usage data is provided as a separate attachment to the Invitation to Tender. Please note that usage volumes are approximate and indicative only.

## Adding a bid

Once you click on “View/Bid” you get a more detailed overview of the items required. To add a bid against an item click on “Add Bid”.

You can then fill in the information against the item. If you have already filled in some of the fields before you can use the “Apply Default Values” button and they will be pulled through.

**How to enter your bids?**

1) in this section you can enter all your bids against the Product Group you selected in the previous screen.  
 2) Under the Product Group title, you can see which Line Items confirm the product group, and information against each of them, To view more detailed information, or to enter a new bid against the Line Item, click on 'Add Bid'

**Doxazosin** Add/Edit Defaults

| Line Item | Units | Cost | Unit Subsidy | PCT | Community Supply | Hospital Supply | DV Limit | Comments                |
|-----------|-------|------|--------------|-----|------------------|-----------------|----------|-------------------------|
| Tab 2 mg  |       |      |              |     | True             | False           |          | Comments Not Applicable |
| Tab 4 mg  |       |      |              |     | True             | False           |          | Comments Not Applicable |

**Individual Bids**

| Current Bids       | Packaging / Units information | Line Item Bids | Status |
|--------------------|-------------------------------|----------------|--------|
| No data to display |                               |                |        |

Close

**Item Bid Details** Apply Default Values

| Line Item | Units | Cost | Unit Subsidy | PCT | Community Supply | Hospital Supply | DV Limit | Comments                |
|-----------|-------|------|--------------|-----|------------------|-----------------|----------|-------------------------|
| Tab 2 mg  |       |      |              |     | True             | False           |          | Comments Not Applicable |

**Supplier Fields**

**Packaging / Units information :**

| * Packaging Type | Packaging Type (Other) | Unit Type | Unit Type (Other) | Units per pack | Strength |
|------------------|------------------------|-----------|-------------------|----------------|----------|
| Bag              |                        | g         |                   |                |          |

**Line Item Bids :**

| Community Bid (NZD) | Hospital Bid (NZD) | Combined Bid (NZD) |
|---------------------|--------------------|--------------------|
|                     |                    |                    |

**Brand information :**

| Product Brand Name | Market Approval          |
|--------------------|--------------------------|
|                    | <input type="checkbox"/> |

**Market approval timing :**

| Date of Market Approval | Date of Submission of Dossier | Date of Expected Dossier Submission |
|-------------------------|-------------------------------|-------------------------------------|
|                         |                               |                                     |

**Dossier Submission Type :**

**Classification codes :**

| PHARMACODE | GTIN | NZMT |
|------------|------|------|
|            |      |      |

Alternatively, if you have already placed bids and wish to apply the default information, select Apply Default Values to All Bids, and the default information will be applied to all current bids within the Product Group.

Once you have filled in all of the mandatory fields marked again with an asterix you have a couple of options. You can “Clear all answers” this will clear this page, “Save” and “Close”.

The screenshot shows a form with the following sections:

- \* Packaging Site Details :** [Empty text box]
- Packaging Site Details Alternate :** [Empty text box]
- \* Active Ingredient Manufacturer Details :** [Empty text box]
- Manufacturer Details Alternate :** [Empty text box]
- Active Ingredient Manufacturer Details Alternate :** [Empty text box]
- \* Distribution Details :** [Empty text box]

At the bottom right, a red box highlights three buttons: "Clear All Answers", "Save", and "Close".

Once saved it then updates your bid area saying that it is completed as long as all of the mandatory fields are filled in.

The screenshot shows a bid management interface with the following components:

- Navigation tabs: Tender, Tender Documents, **Product Group Search**, Bid Reports, Correspondence, History
- Section: **How to enter your bids?**
  - 1) in this section you can enter all your bids against the Product Group you selected in the previous screen.
  - 2) Under the Product Group title, you can see which Line Items confirm the product group, and information against each of them, To view more detailed information, or to enter a new bid against the Line Item, click on 'Add Bid'
- Section: **Doxazosin** (with "Add/Edit Defaults" button)
- Table of Line Items:
 

| Line Item | Units | Cost | Unit Subsidy | PCT | Community Supply | Hospital Supply | DV Limit | Comments                |
|-----------|-------|------|--------------|-----|------------------|-----------------|----------|-------------------------|
| Tab 2 mg  |       |      |              |     | True             | False           |          | Comments Not Applicable |
| Tab 4 mg  |       |      |              |     | True             | False           |          | Comments Not Applicable |
- Section: **Individual Bids**
  - Table:
 

| Current Bids             | Packaging / Units information | Line Item | Bids | Status   |
|--------------------------|-------------------------------|-----------|------|----------|
| <input type="checkbox"/> | 1 Tab 2 mg                    |           |      | Complete |
  - Buttons: "Edit Bid" (green), "Remove Bid" (grey)
- Buttons: "Add Aggregated Bid" (blue), "Close" (blue)

## Adding an Aggregated Bid

As well as submitting individual bids you can also submit an aggregated bid which allows you to group items together and create a bid in itself. To do this you have to add an initial bid beforehand. Then you select the items you want to group together and click on aggregated bid, this will group the items together as 1 bid to create this bid click on “Edit Bid”.

| Current Bids               | Units  | Number of units per pack | Community bid per pack (NZD) | Hospital bid per pack (NZD) | Combined bid per pack (NZD) | Status   |
|----------------------------|--------|--------------------------|------------------------------|-----------------------------|-----------------------------|----------|
| <input type="checkbox"/> 1 | 100 mg | Capsule                  | 23                           |                             |                             | Complete |
| <input type="checkbox"/> 2 | 50mg   | Lozenge                  | 12                           |                             |                             | Complete |

| Current Bids | Units  | Number of units per pack | Community bid per pack (NZD) | Hospital bid per pack (NZD) | Combined bid per pack (NZD) | Status      |
|--------------|--------|--------------------------|------------------------------|-----------------------------|-----------------------------|-------------|
| 1            | 100 mg | Capsule                  |                              |                             |                             | Not Started |
| 2            | 50mg   | Lozenge                  |                              |                             |                             |             |

Your individual pricing for each item are pulled through so you can see each bid. You can then input the new values for the aggregated bid below.

| Line Item Bids : | Community bid per pack (NZD) | Hospital bid per pack (NZD) | Combined bid per pack (NZD) |
|------------------|------------------------------|-----------------------------|-----------------------------|
| 1.               | 125000                       | 145000                      | 270000                      |
| 2.               | 220000                       | 180000                      | 400000                      |

| Line Item Bids : | Community bid per pack (NZD) | Hospital bid per pack (NZD) | Combined bid per pack (NZD) |
|------------------|------------------------------|-----------------------------|-----------------------------|
| 1.               |                              |                             |                             |
| 2.               |                              |                             |                             |

Once you have finished click on “Save” and your bid will be saved as an aggregated bid. You could then remove your singular bids and continue the process and then submit your return.

| Aggregated Bids |        |                          |                              |                             |                             |  |
|-----------------|--------|--------------------------|------------------------------|-----------------------------|-----------------------------|--|
| Current Bids    | Units  | Number of units per pack | Community bid per pack (NZD) | Hospital bid per pack (NZD) | Combined bid per pack (NZD) | Status   |
| 1               | 100 mg | Capsule                  | 120000                       | 100000                      | 220000                      | Complete <a href="#">Edit Bid</a> <a href="#">Remove Bid</a> |
| 2               | 50mg   | Lozenge                  | 110000                       | 100000                      | 210000                      |  |

[Close](#)

An individual bid should contain the price at which you would be able to supply that particular market, either the community or hospital market. Combined market bidding allows you to enter a price which would apply if you were awarded both the community and hospital market tenders. Individual bids must have been placed for the community and hospital market tenders to allow for combined bids to be entered.

Individual bids need to have been placed to allow for aggregated bidding to be entered. Within a product group, individual bids may be aggregated by selecting the check boxes next to the individual bids that you wish to place in an aggregated bid and clicking Add Aggregated Bid. Pricing fields are then displayed to allow alternative pricing to be entered to apply to that aggregated bid. If you wish to place an aggregated bid that applies to both hospital and community, you should enter pricing information into the combined bid per pack fields only. If you wish to only apply the aggregated bid pricing to community or only to hospitals, enter the pricing in the respective community or hospital pricing fields only. It is important that individual bids are showing as complete prior to making aggregated bids so that these bids display as complete and are submitted in your bids submission. It is possible to make additional aggregated bids if you have multiple aggregated bid pricing options or products available. Please note that deletion of an individual bid that is included in an aggregated bid, results in deletion of the associated aggregated bids. Deletion of individual bids that are not linked to an aggregated bid will not affect aggregated bids.

Please note, as per the Invitation to Tender, to submit a combined and/or aggregated bid, PHARMAC requires suppliers to submit individuals bids for that item(s).

## Submitting the Bid

Once you have added your bids against each item you can then submit your return which will send it through to the buyers organiser for review. To do this click on the “Submit Return” button.

The screenshot shows a web interface with several tabs: Tender, Tender Documents, Product Group Search (active), Bid Reports, Correspondence, and History. Below the tabs is a search bar with a 'Search' button and a 'Show All' button. A filter section shows 'Category 1' set to 'All' and three checkboxes: 'Completed', 'Not Completed', and 'Not Started'. A table lists product groups with their status and actions:

| Product Group                  | Status          | Expand All        |
|--------------------------------|-----------------|-------------------|
| Doxazosin                      | Incomplete bids | Expand View / Bid |
| Phenoxybenzamine Hydrochloride |                 | Expand View / Bid |
| Prazosin                       |                 | Expand View / Bid |
| Terazosin                      |                 | Expand View / Bid |

At the bottom, there is a 'Submit My Return' button and a note: "When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button. Note: You can make one or more returns on this stage. Your last return will supersede any previous returns." A red 'Submit Return' button is located at the very bottom.

If you try and submit your return without completing your bids then you cannot submit your return and will receive the following message. Before you submit your return you can export your bids as the following formats. This will allow you to filter again as to which bids are exported. Once you are happy click on “Next”

The 'Submission Wizard' dialog box contains the following text: "The product groups below have incomplete bids. To view/edit the bids for each product group click on the 'View/Bid' button. Please, note only complete bids will be submitted to PHARMAC." Below this, a table shows 'Doxazosin' with 'Incomplete Bids' and a 'View / Bid' button. A 'Refresh' button is also present. At the bottom, it asks "Do you wish to continue with the submission?" with 'Cancel' and 'Next >>' buttons.

The 'Submission Wizard' dialog box asks: "Do you wish to export your bids prior to submitting them to PHARMAC? Please note bids can also be exported under the 'Product Groups' tab." It has checkboxes for 'Completed', 'Not Completed', and 'Not Started'. Below are 'Export as PDF' and 'Export as CSV' buttons. At the bottom, it asks "Do you wish to continue with the submission?" with 'Cancel' and 'Next >>' buttons.

The 'Submission Wizard' dialog box shows a text area for 'Terms and Conditions 1'. Below it, it asks: "Do you accept PHARMAC Terms and Conditions and wish to submit your bid to PHARMAC?" with 'Cancel' and 'Yes. Submit Bids' buttons.

You have to then agree to the organisations terms and conditions before submitting. Once you click on “Yes, Submit Bids” it will have been submitted



## Bid Report

It is possible to pull off a quick bid report of any bids you have made. This can be pulled off as either a PDF or CSV file. Do do this navigate to your “Bid Reports” tab and click on either “Export as PDF” or “Export as CSV”.

The screenshot shows a web interface with a navigation bar containing tabs: Tender, Tender Documents, Product Group Search, Bid Reports (selected), Correspondence, and History. Below the navigation bar is a section titled 'Tender Bid Reporting' with filter checkboxes for 'Completed', 'Not Completed', and 'Not Started'. To the right of these filters are two buttons: 'Export as PDF' and 'Export as CSV', both of which are highlighted with a red rectangular box. Below this is a table with columns 'Product Group' and 'Status'. The table contains two rows: 'Doxazosin' with a 'View' button, and two sub-rows: 'Tab 2 mg' with status 'Complete' and 'Tab 4 mg' with status 'Not Started'.

Once you click to export it will be pulled off the system straight away which you can then use for audit purposes or as an external record of your bid.

**Export Details**

|                      |   |
|----------------------|---|
| Tender Name          | Cardiovascular System - Alpha Adrenoceptor Blockers |
| Supplier Name        | Liam Test Co  |
| Tender Start Date    | 2016-07-23T00:00:00.000                             |
| Tender Close Date    | 2016-08-13T12:49:00.000                             |
| Contact Person Name  | Liam Norburn  |
| Contact Person Email | liam@email.com                                      |
| Contact Person Phone |   |
| Export Date          | 2016-07-28T15:25:56.187                             |
| Exported By          | Liam Norburn  |

**Tender Bids**

**Doxazosin Tender Bids**

Individual Bid: Tab 2 mg

|             |           |
|-------------|-----------|
| TenderBidID | 459       |
| Chemical    | Doxazosin |
| Formulation | Tab 2 mg  |

**Mandatory tender documents and attachments**

The Dates & Documents tab allows you to track the remaining time the tender is open, access essential documents, and upload required documentation. In the Tender Documents Received – Main section, you will see downloadable files which provide guidance for the tender including the Offer Letter template. Documents may be uploaded as attachments to bids on the individual bidding screens or on the Dates & Documents tab in the My Bids Submission – Main section. Attachments are non-mandatory except for the Tender Supplier Offer Letter which needs to be downloaded, completed and signed prior to uploading it with your tender submission.

**Submitting bids and modifying submitted bids prior to the tender deadline**

To submit bids, select Submit Bids on the Dates & Documents tab or on the Bidding tab. If you have not provided a mandatory document, a message alert will appear. Only complete bids which have all mandatory information completed are submitted, and a message will be displayed to inform you if you have any incomplete bids. It is possible to modify bids after you have submitted bids, prior to the tender deadline, by selecting Modify Bids submission on the Bidding tab or Dates & Documents tab. Bids must be re-submitted for modifications to apply to bids, otherwise your most recent bids submission will be considered final. Your most recent bids submission will supersede any previous bid submissions. We recommend to review all bids prior to bids submission to check bids are showing in reports and displaying as complete to ensure that they are submitted when you click Submit Bids.

**Frequently Asked Questions (FAQs)**

**How to enter a Pack Size:**

Example for Bottles  
 Product Group: Brinzolamide  
 Line Item: Eye drops 1%  
 If you have a 2.5 ml bottle of eye drops;  
 Pack Size: 2.5  
 Units: mLPackaging  
 Type: Bottle

Example for Ampoules  
 Product Group: Calcium folinate  
 Line Item: Inj 3 mg  
 If you have a pack of 5 glass ampoules;  
 Pack Size: 5  
 Units: Glass Ampoules  
 Packaging Type: Pack

**How to enter a Strength:**

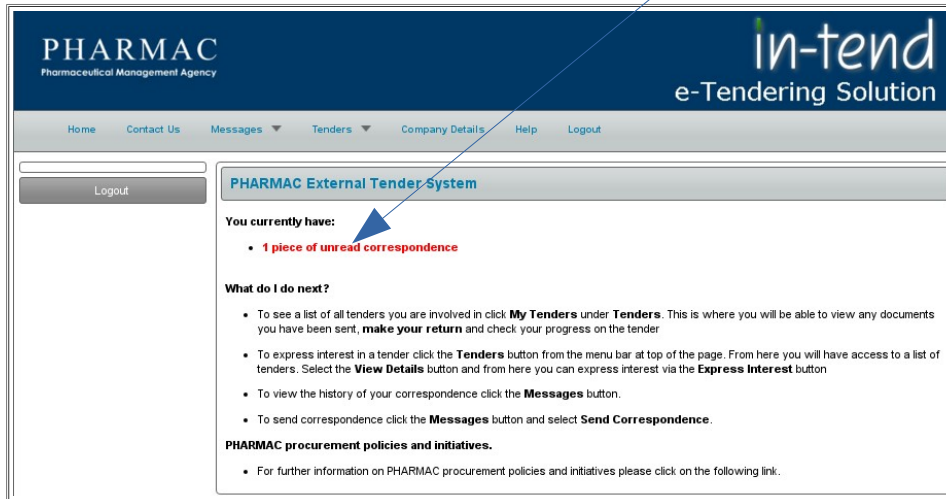
The line item name usually contains the strength in the description and therefore it is not always required to enter a strength. However, if PHARMAC is tendering for a range of strengths, as demonstrated in the example below, you will need to specify what strength you are bidding with. For these tenders, an additional ‘Strength’ field is present for this information to be entered.

Example for tablets:  
 Product Group: Doxycycline hydrochloride  
 Line Item: Tab 20 – 40 mg  
 If you have a 40 mg tablet with a pack size of 20 tablets in a blister pack;  
 Pack Size: 20  
 Units: Tablets  
 Packaging Type: Blister Pack  
 Strength: 40 mg

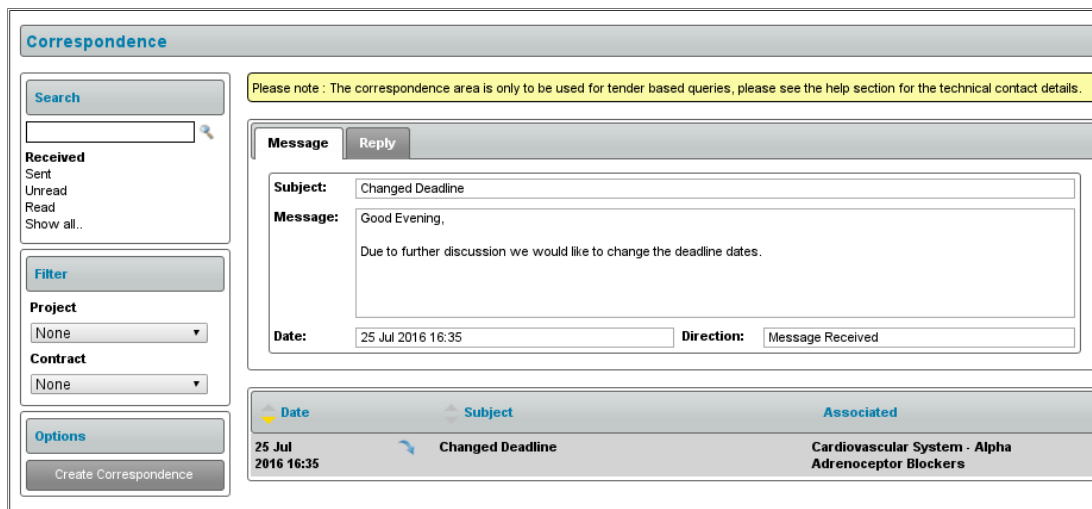
## Correspondence

This procedure is used to receive and send a communication regarding a tender/contract via the website.

If you receive Correspondence you will firstly receive an email alert informing you of this. You will need to login to the secure area of the system to view it. When you first login you will see on the homepage in red a prompt to say that there are unread correspondence. If you click on the link it will take you straight through to the message.



As you can see you are able to see the message receive from the buyer and the project in which the message relates to. You can then click on reply as well to respond to the buyer's message.



## e-portal Support

Please note that PHARMAC does not have access to supplier bidding information in the e-portal whilst the tender is open and PHARMAC gains access to bids only once a tender has closed. For technical queries please contact In-tend Support at [support@in-tend.co.uk](mailto:support@in-tend.co.uk). All other tender queries should be sent to the tender analysts at [tender@pharmac.govt.nz](mailto:tender@pharmac.govt.nz).