

Quick Tips

How to log in to Sourcing@HMRC

1. Type in <https://sourcing.hmrc.gov.uk> in the address line to your browser or click on the hyperlink within your event invitation.
2. Type in your **Username** and **Password** (this is case sensitive)
3. Click the **Login** button

Respond to PQQ (RFI):

1. From your **View Bids** (Homepage), click the **View/Respond** button for the RFx you want to respond to.
2. Click on the **Attachments** hyperlink to view attachments.
3. Click the **General Attachments** Tab
3. Click on each attached document to view it
4. Close attachments when done
5. Click on the **Double arrow** in the Column header to expand the Questionnaires/ Questions or Lots/ Items.
6. Click the **Accept** button to participate or **Decline**
7. Type in Optional **Comment** if desired
8. Click **OK**
9. Click the **Place Response** button for the Questionnaire you want to respond to.
10. Answer each question
Selection list – choose your answer from the list
Text – type in your response
Integer – type in your whole number response
Table – enter information into each cell of the table.
Yes/No – select yes or no from the drop down list
Date – enter date information
11. Click the **Save** button
12. Click **Close** button when finished
13. When all responses entered click **Submit All Draft Responses**
14. Click the **Logoff** button to exit system

Tips:

- The **Username** and **Password** fields are case sensitive
- You can still make changes to you bid after selecting submit draft responses if the event is still open. The bids are automatically send to the buyer.
- All questions should be answered. If not applicable say so and explain why

Save Attachment to Your Desktop:

1. Click on the Attachments hyperlink to view attachments.
2. Click the General Attachments Tab
3. Right Click on the attached document name in the Content column to access the shortcut menu.
4. Select Save Target As
5. Select Desktop for the “Save to” location
6. Click Save
7. Close the attachment window when finished

Respond to RFQ (Requesting price details only, no questionnaires):

1. From your **View Bids** (Homepage), click the **View/Respond** button for the RFx you want to respond to.
2. Click on the **Attachments** hyperlink to view attachments
3. Click the General Attachments Tab
3. Click on each attached document to view it
4. Close attachments when done
5. Click on the **Double arrow** in the Column header to expand the Questionnaires/ Questions or Lots/ Items
6. Click the **Accept** button to participate or **Decline**
7. Type in Optional **Comment** if desired and click **Ok**

Using Single Tab (Best used when you are responding to only a few items)

1. From the **Single Bid** tab, click the **Place New Bid** button
2. Type bid information into the bid fields
3. Click **Save** or **Save and Go to Next Item**.

Using Multi Tab (Best used when you are responding to many items)

1. From the **Multi Bid** tab, select the **Currency** (if applicable)
2. Type in bid information in the fields for the items.
3. Click the **Submit Bids** button
4. Click **OK** button to **Confirm Bid** to Submit
5. Click **OK** button for **Saved Bid** window

Submit bids

1. When all responses entered click Submit All Draft Responses
2. **Logoff**

Quick Tips

Respond to ITT (RFP):

1. From your **View Bids** (Homepage), click the **View/Respond** button for the RFx you want to respond to.
2. Click on the **Attachments** hyperlink to view attachments
3. Click the **General Attachments** Tab
3. Click on each attached document to view it
4. Close attachments when done
5. Click on the **Double arrow** in the Column header to expand the Questionnaires/ Questions or Lots/ Items.
6. Click the **Accept** button to participate or **Decline**
7. Type in Optional **Comment** if desired
8. Click **OK**
9. Click the **Place Response** button for the Questionnaire you want to respond to.
10. Answer each question
Selection list – choose your answer from the list
Text – type in your response
Integer – type in your whole number response
Table – enter information into each cell of the table.
Yes/No – select yes or no from the drop down list
Date – enter date information
11. Click **Save** button
12. Click **Close** button when finished

Using Single and Multi Tab

Follow details as with RFQ

Submit bids

1. When all responses entered click Submit All Draft Responses

RFx Types:

PQQ/RFI – Request for Information (also known as Pre-Qualification Questionnaire)
RFQ – Request for Quote
ITT/RFP – Request for Proposal (also known as Invitation to Tender)
Advanced – Advanced Auction

Respond to Advanced Auction:

1. From your **View Bids** (Homepage), click the **View/Respond** button for the RFx you want to respond to.
2. Click on the **Attachments** hyperlink to view attachments.
3. Click the **General Attachments** Tab
3. Click on each attached document to view it
4. Close attachments when done
5. Click on the **Double arrow** in the Column header to expand the Questionnaires/ Questions or Lots/ Items.
6. Click the **Accept** button to participate or **Decline**
7. Type in Optional **Comment** if desired.
8. Click **OK**

Bid Area

1. From the **Bid Area** tab, click the **Place Bid** button.
2. Type bid information into the bid fields or Click the available bidding buttons to automate your bidding.
Minimum Decrement button – Reduces the current bid by the minimum decrement as defined in the auction parameters
3. Click **Submit Bid** button
4. Click **Close** button when finished
5. Repeat for each item
6. Click the **Logoff** button to exit system

Messages

1. From the messages section of the auction window click **Create**.
2. Select the name of the recipient from the list provided.
3. Click in message body area and type your message.
4. Click **OK**

Using Multi Tab

1. From the **Multi Bid** tab, select the **Currency** (if applicable)
2. Type in bid information in the fields for the items
3. Click the **Submit Bids** button
4. Click **OK** button to **Confirm Bid** to Submit
5. Click **OK** button for **Saved Bid** window
6. Click the **Logoff** button to exit system