



Sellafield Ltd

**Commercial and Contract Management**

# Administration

- Health and Safety



- Messages



- Breaks



- Facilities



- Smoking



Commercial and Contract Management

# CTM (Complete Tender Management) Supplier Presentation

*Sellafield Supplier Forum – Sellafield Centre*

Date: 23<sup>rd</sup> February 2010



Sellafield Ltd

# Agenda

- Registering your Company
- Maintaining CTM information
  - Create / Delete Users
  - Maintain Company Information
  - User Types
  - Administrator / User Views
  - Maintain Personal Profiles
  - Active-x settings
  - Personal Profile
    - Simplified Graphical User Interface (GUI)
    - Qualified to DPS
    - Contact Details

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# Agenda

- Finding Tender Opportunities
- Completing Tender Responses
  - Assigning users
- Submitting Quotations
- Help and support

# Registering your Company

- Navigate to the CTM logon page via the supplier links on [www.sellafieldsites.com](http://www.sellafieldsites.com) or use this link;
- <https://ctm.sharedsystems.co.uk/sellafield.asp>
- Click on Register Company and fill in the details



The screenshot shows the Sellafield Ltd website interface. At the top left is the Sellafield Ltd logo, a blue circle with three white wavy lines. To its right is the text "Sellafield Ltd" in a large, grey, sans-serif font. In the top right corner, there are two links: "Public transactions" and "Register company", both in white text on a blue background. Below the header, there is a blue section with white text. On the left, it says "To login to the marketplace:", "Enter username and password. (case sensitive)", and "Then click on 'Log in'.". On the right, there is a "Customer log in:" section with two input fields for "User name" and "Password", and a "Log In" button below them. The word "ment" is partially visible on the right edge of the blue section.

# User Types

- The person who registered your company on CTM has company administration rights.

Tasks	Administrators		Users	
	✓			
Create / delete users and administrators	✓			
Maintain company information	✓			
See all tender responses	✓			
Change passwords, maintain personal profiles for all users.	✓			
See all tender responses they own or have been assigned to.	✓	✓		
Change own password and maintain personal profile.	✓	✓		
Express an interest on behalf of their company	✓	✓		
Assign other users to their tender response	✓	✓		

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# Create / Delete Users

- Path from CTM home page is;
- Select here>user profiles>create user

The screenshot shows the 'Users' management page in the Sellafield Ltd system. At the top, there is a navigation bar with the company logo, a 'Navigation' dropdown menu, and a 'Help' button. Below the navigation bar, the breadcrumb path 'Home / Users' is visible. The main content area is titled 'Users' and contains a table with the following data:

<input type="checkbox"/>	Name	Company role	Last log in
<input type="checkbox"/>	<a href="#">Annette Walker</a>	Company user	29/10/09 12:10
<input type="checkbox"/>	<a href="#">External Testuser</a>	Company user	No information available
<input type="checkbox"/>	<a href="#">Ian Hufon</a>	Company user	19/07/06 09:01
<input type="checkbox"/>	<a href="#">I Panting</a>	Company administrator	26/10/09 09:41
<input type="checkbox"/>	<a href="#">LT</a>	Company user	Has not logged in
<input checked="" type="checkbox"/>	<a href="#">James Rooney</a>	Company administrator	30/10/09 16:24
<input type="checkbox"/>	<a href="#">Jim Rooney</a>	Company user	No information available
<input type="checkbox"/>	<a href="#">Test User1</a>	Company user	28/10/09 15:04

At the bottom of the table, there are three buttons: 'Create user...', 'Delete', and 'User groups'.

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# Maintain Company Information

- Path from CTM home page is;
- Select Here>Company Administration>Edit





Company details	
<b>Company information</b>	
Company trading name *	Region/Division
<input type="text" value="Panco Test"/>	<input type="text"/>
Main office address *	
<input type="text" value="Street"/>	
<input type="text" value="Town"/>	
<input type="text"/>	
<input type="text"/>	
Postal code *	City *
<input type="text" value="WA3 6AS"/>	<input type="text" value="City"/>
Country *	
<input type="text" value="United Kingdom"/>	
UK Company registration Number *	Website URL
<input type="text" value="34343434"/>	<input type="text"/>
Description *	

# Administrator / User Views

## Administrator

My Quotations / Bidding events	
3326	<a href="#">Road</a>
3245	<a href="#">CCW00261 - PFCS Superstructure Security Questionnaire OJEU Ref. 2009/S 190-273286</a>
3235	<a href="#">Detail Design, Installation &amp; Commissioning of upgrades to the Windscale, B12 Incident Control Centre / Access Control Point</a>
3233	<a href="#">SUPPLY AND INSTALLATION OF DX AIR CONDITIONING SPLIT SYSTEM</a>
3180	<a href="#">SMART Instruments Radar Level Transmitter</a>
3128	<a href="#">Electrical Distribution Refurbishment Switchboard Replacement</a>
3083	<a href="#">Basket Handling Cave OMACS replacement</a>
3076	<a href="#">Template test 2</a>
3074	 <a href="#">Template test</a>
3066	<a href="#">Disposals sale of Fixed end Flat-rack units x 2off</a>
3065	<a href="#">Provision of Steel alloys and non-ferrous metals</a>
3049	<a href="#">Supply, Test and Delivery to Site of a Ride On Floor Cleaner</a>
3046	<a href="#">CCW00325 - Highly Active Liquid Effluent Facility</a>
2967	<a href="#">Internal Audit Services</a>
2944	 <a href="#">Test for Clarifications</a>

## User

My Quotations / Bidding events	
2168	<a href="#">V5.9 test 2 080930</a>
916	 <a href="#">RFI for RESPS Infeed Sealing Project</a>
716	 <a href="#">Fire Detection System</a>
406	 <a href="#">Technical Authors for HALES</a>
316	 <a href="#">Lift: Boom</a>
147	<a href="#">Replacement of Operator Consoles for Fisher Provox DCS System</a>

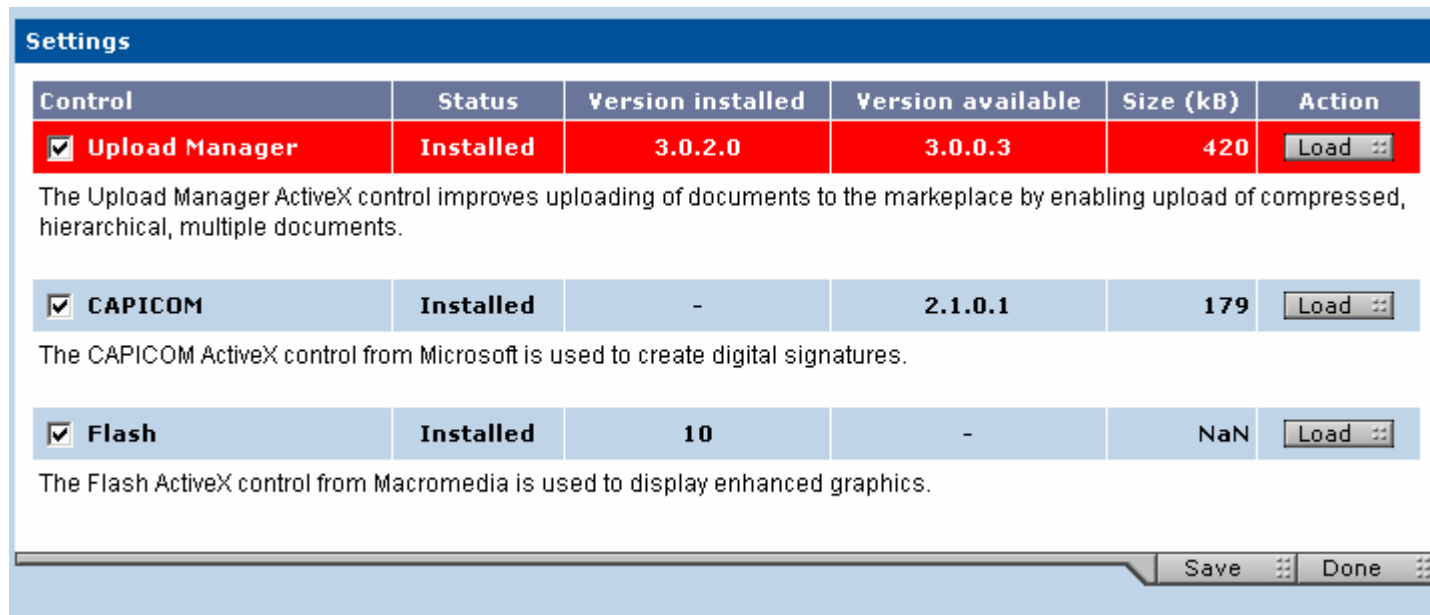
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## Active-x settings

- These need to be up to date to enable you to bulk upload documents.
- If they are missing or out of date you may not be able to upload documents at all.
- If you have administration rights to your PC you can update active-x by clicking the Load button.

# Active-x settings

- Path from your CTM home page is;
- Select Here>User Profile>active-x settings>edit



The screenshot shows a window titled "Settings" with a table of ActiveX controls. The table has columns for Control, Status, Version installed, Version available, Size (kB), and Action. Three controls are listed: Upload Manager, CAPICOM, and Flash. Each control has a checked checkbox, a status of "Installed", and a "Load" button. Below each control is a brief description of its function.

Control	Status	Version installed	Version available	Size (kB)	Action
<input checked="" type="checkbox"/> Upload Manager	Installed	3.0.2.0	3.0.0.3	420	Load
The Upload Manager ActiveX control improves uploading of documents to the marketplace by enabling upload of compressed, hierarchical, multiple documents.					
<input checked="" type="checkbox"/> CAPICOM	Installed	-	2.1.0.1	179	Load
The CAPICOM ActiveX control from Microsoft is used to create digital signatures.					
<input checked="" type="checkbox"/> Flash	Installed	10	-	NaN	Load
The Flash ActiveX control from Macromedia is used to display enhanced graphics.					

At the bottom right of the window, there are "Save" and "Done" buttons.

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# Personal Profile

Select which Notifications you want

**Regional settings**

\* Preferred language \*

English ⌵

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**User settings**

Simplified graphical user interface

Do not tick Simplified GUI!

**Notification settings**

	Email
For Suppliers: Invitations	<input type="checkbox"/>
For Suppliers: Invitations (estimation)	<input type="checkbox"/>
For Suppliers: Notify changes	<input type="checkbox"/>
Suppliers: Quotation submitted	<input checked="" type="checkbox"/>
For suppliers: Intended to be awarded	<input type="checkbox"/>
For suppliers: Intended not to be awarded	<input type="checkbox"/>
Request for approval	<input checked="" type="checkbox"/>

Variation: Request not approved	<input checked="" type="checkbox"/>
Variation: Inform about approval request	<input checked="" type="checkbox"/>
Qualified to DPS	<input checked="" type="checkbox"/>
Not qualified to DPS	<input type="checkbox"/>

Do tick Qualified to DPS

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# Personal Profile

- Contact details – please keep these up to date.
- If we try and contact you and get a failure message your account will be deleted.

**Personal profile**

**Contact details**

\* First name  Middle initial  \* Last name

Title

\* Email

\* Office phone (country, area, number)  
(Example +44 2 9342 0000)

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# Finding Tender Opportunities

- Under normal circumstances Sellafield publishes all opportunities over £25,000 in CTM.
- The main way of finding these opportunities is via Public Projects on your CTM home page.
- Change the search filter from Local to All to see opportunities from all ex-BN Group companies (Sellafield, Magnox North, Magnox South, LLW Repository).
- Click on the title of any appropriate tender.

# Finding Tender Opportunities

eu-supply.com - Microsoft Internet Explorer

Address: https://ctm.sharesystems.co.uk/transactions.asp?B=SELLAFIELD&page=transactions.asp&PS=1&LF=1&PU=0

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Home / Public tenders

**Ongoing public tenders**

In the list below you find ongoing public tenders. To see details, click on the description.

RSS Feed

Select view: Issued RF/RFOs

Filters: All categories, All sites

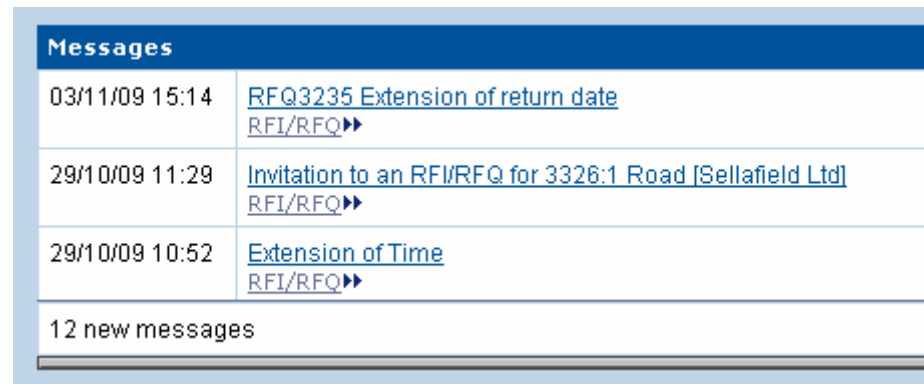
Start date: 04/11/2009, End date: 04/11/2010

No	Category	Description	Site	End-time Quotation (GMD)
2707		<a href="#">Fellside Boiler Park Project (CCW00329)</a>	Risley	23/11/09 12:00
2876		<a href="#">FHP Decanner Flask Maintenance Project (Flask Procurement)</a>	Risley	16/11/09 12:00
2923		<a href="#">Decommissioning, Demolition and Waste Frameworks</a>	Sellafield	11/12/09 12:00
3020		<a href="#">Lease of Articulated 6x2 Mid Lift Axle Tractor Units</a>	Risley	09/11/09 11:00
3046		<a href="#">CCW00325 - Highly Active Liquid Effluent Facility</a>	Sellafield	11/12/09 11:00
3188		<a href="#">EDS Assay Suite Infrastructure</a>	Risley	06/11/09 11:00
3245		<a href="#">CCW00261 - PFCS Superstructure Security Questionnaire OJEU Ref. 2009/S 190-273286 (CCW00261 - PFCS Superstructure Security Questionnaire)</a>	Risley	21/12/09 11:00
3300		<a href="#">B39 Paint Spray Booth</a>	Risley	01/12/09 11:00
3337		<a href="#">B80 WTC Supercompactor Glovebox Nitrogen System</a>	Sellafield	11/11/09 12:00
3138		<a href="#">Asbestos Monitoring and Consultancy Services</a>	Sizewell	06/11/09 11:00

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# Finding Tender Opportunities

- In special circumstances, or where an RFI or Framework has already been published you may get invited to participate.
- In this case you will receive an e-mail with a link to CTM – you need to logon to see the invite message.
- Clicking on the link under the message will take you straight to the tender response.



Messages	
03/11/09 15:14	<a href="#">RFQ3235 Extension of return date</a> RFI/RFQ▶▶
29/10/09 11:29	<a href="#">Invitation to an RFI/RFQ for 3326:1 Road [Sellafield Ltd]</a> RFI/RFQ▶▶
29/10/09 10:52	<a href="#">Extension of Time</a> RFI/RFQ▶▶
12 new messages	

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# Finding Tender Opportunities

- If you Accept, this response will be added to the list of responses your company is working on, and you now own this tender response.

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Our Ref: \_\_\_\_\_

Dear Sirs

LOCATION: [Risley]

TITLE: FHP Decanner Flask Maintenance Project (Flask Procurement)

TENDER REFERENCE: 3045

Sellafield 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 01925 8353:

If you have any queries on the operation of CTM please contact CSAS (Commercial Systems Appl  
[csas@sellafieldsites.com](mailto:csas@sellafieldsites.com))

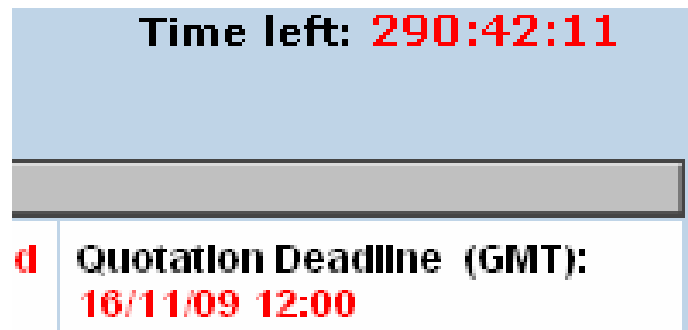
Yours faithfully

Ann McGuinness

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# Completing Tender Responses

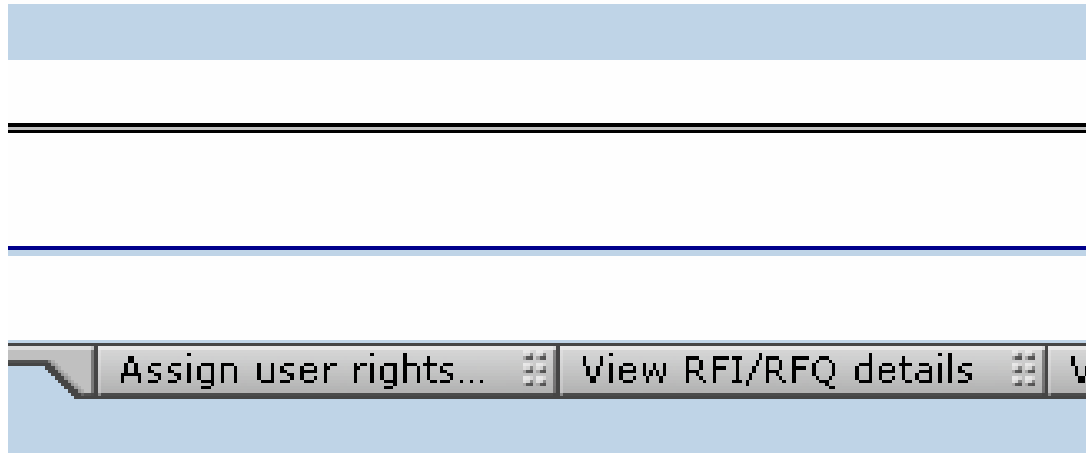
- Do not leave the tender response to the last minute!
- You can answer one question and submit response.
- Continue submitting responses until all information is supplied – the buyer can only see your last response.
- When the ETQ time clock counts down to zero you cannot submit any more responses.



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# Completing Tender Responses

- You need to assign users to enable these users to work on the tender response with you.



# Submitting Quotations

- The Submit Quotation tab transfers your tender response onto a secure shared systems server.
- You can submit as many times as you like whilst building your tender response.
- When the ETQ clock has timed out to zero, you will be prevented from changing your response and the buyer will be allowed access to your last response.

# Help and support

- For help with the content of the tender please use the contact details from the Tender Invitation letter.

The screenshot shows a web interface for tender management. At the top, there are four navigation tabs: "My Quotation", "Contracts", "Messaging", and "Audit trail". Below the tabs, the section "Current status for each package" displays two packages: "Yellow brick road" with a 100% completion bar and "Blue road" with a 0% completion bar. Below this is a table with two columns: "Package" and "My response". The "Yellow brick road" package is expanded to show a list of links: "View invitation letter", "View documents", "View qualification questions", and "Bill of Quantities". The "My response" column for this package shows "Document compliancy" with "3 of 3 answered." and "Qualification questions".

Package	My response
<b>Yellow brick road</b> <ul style="list-style-type: none"><li><a href="#">View invitation letter</a></li><li><a href="#">View documents</a></li><li><a href="#">View qualification questions</a></li><li><a href="#">Bill of Quantities</a></li></ul>	<b>Document compliancy</b> 3 of 3 answered. <b>Qualification questions</b>









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# Help and support


For help with the operation of CTM please use the Supplier User guide available from your CTM home page or contact [csas@sellafieldsites.com](mailto:csas@sellafieldsites.com)


## Home - Trainersupplier 1

**Services**

-  [My Quotations / Bidding events](#)▶▶  
1 New Invitations, 23 Ongoing, 136 Closed
-  [Public projects](#)▶▶
-  [Contracts](#)▶▶  
[12 Active](#), [8 Pending](#), [35 expired](#)
-  [Documents](#)▶▶  
Manage company and personal documents
-  [Scheduled uploads](#)▶▶
-  [My tasks](#)▶▶  
My sent and incoming tasks
-  [Printorders](#)▶▶  
0 Ongoing, 0 External, 0 Closed
-  [Reports](#)▶▶  
Generate reports and statistics

 How is Trainersupplier1 presented to all buyers? [View your presentation here!](#)  
As a company administrator you can update your company profile [here!](#)

 Need help? Please contact our support at [csas@sellafieldsites.com](mailto:csas@sellafieldsites.com) phone:

 [Supplier user guide](#)  
A manual for users (pdf)

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