



Crown
Commercial
Service

Office Supplies Marketplace

Guide for buyers

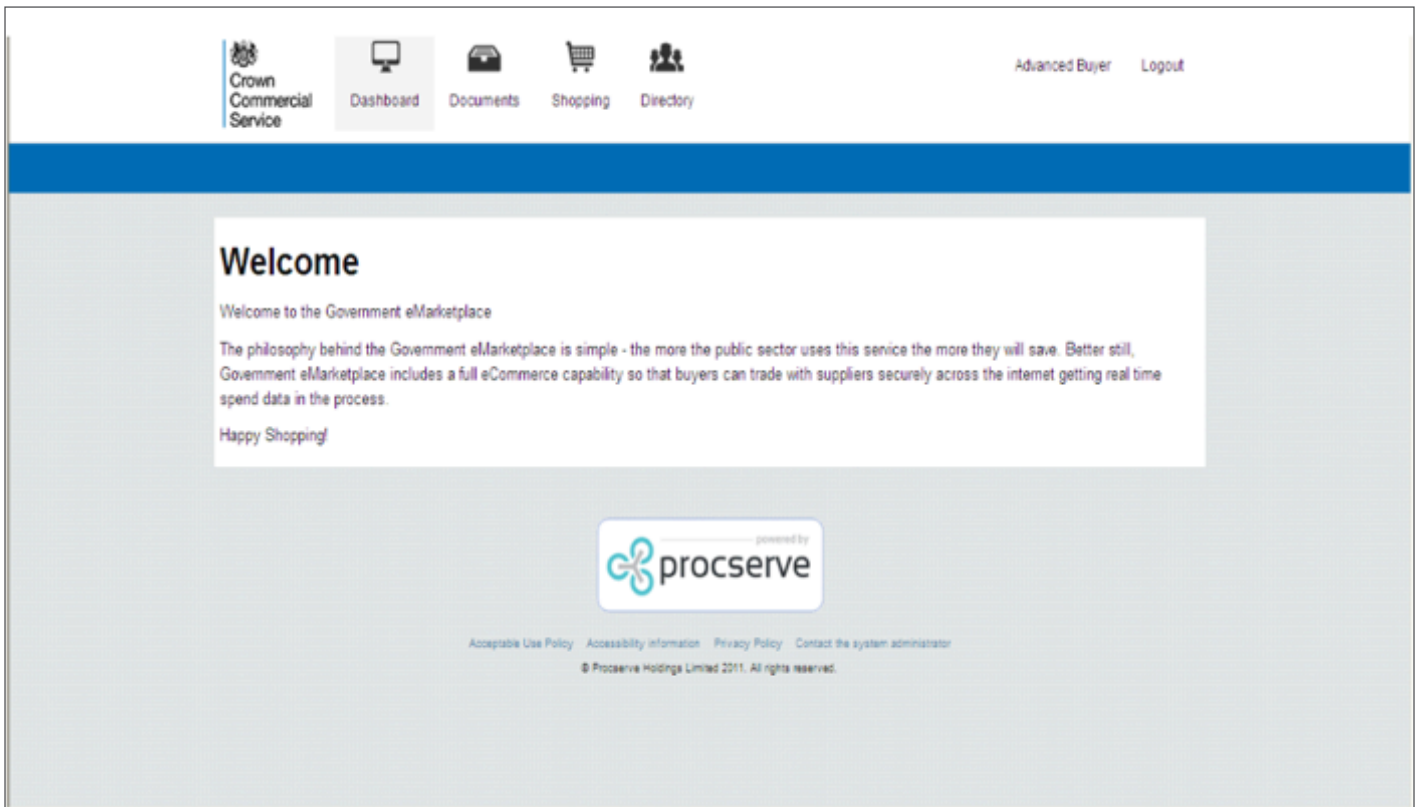
<https://buyers.procserveonline.com/otis/login.html?marketplace=gem>

Log in to the Government eMarketplace by entering your username and password in the appropriate fields and clicking on the 'Login' button.

If you have forgotten your username, click on the '**Forgotten your User Name?**' link. Enter the **email address** used to register your user account and your username will be emailed to you.

If you have forgotten your password, click on the '**Forgotten your password?**' link. Enter your **username** and a new password will be emailed to you.

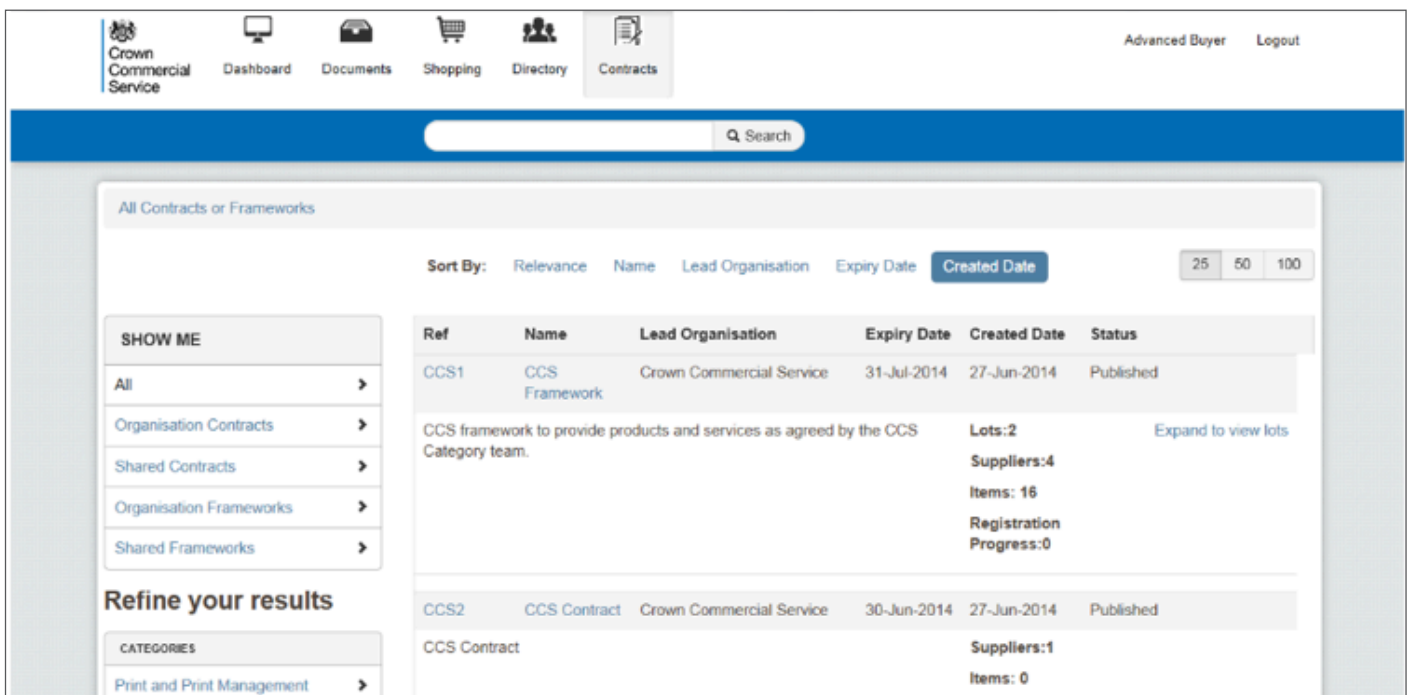
The Government eMarketplace homepage will be displayed.



Select the 'Contracts' button. The Contracts Directory homepage will be displayed.



Contracts



To expand the view, select 'Expand to view lots' to view further details.

Search

All Contracts or Frameworks

Sort By: Relevance Name Lead Organisation Expiry Date **Created Date** 25 50 100

SHOW ME

- All
- Organisation Contracts
- Shared Contracts
- Organisation Frameworks
- Shared Frameworks

Refine your results

CATEGORIES

- Print and Print Management

Ref	Name	Lead Organisation	Expiry Date	Created Date	Status
CCS1	CCS Framework	Crown Commercial Service	31-Jul-2014	27-Jun-2014	Published

CCS framework to provide products and services as agreed by the CCS Category team.

Lots:2 [Expand to view lots](#)

Suppliers:4

Items: 16

Registration Progress:0

Lot Reference	Lot Name	Expiry Date	Created Date
Lot 1	Products	31-Jul-2014	27-Jun-2014
This lot provides access to products within the CCS framework.			
Lot 2	Services	31-Jul-2014	27-Jun-2014
This lot provides access to products within the CCS framework.			

You can now see each lot available under the relevant framework. Select the 'Office Supplies Marketplace' to view further information.

The 'Office Supplies Marketplace' page will be displayed.

Crown Commercial Service Dashboard Documents Shopping Directory Contracts Advanced Buyer Logout

CCS Framework / Lots / Products

Back Lot Suppliers Items Attachments Categories Request a Quote

CCS Framework

Framework Reference	CCS1	EU Reference		Framework Owner	CCS Category Team
Framework Type	Framework	Start Date	27-Jun-2014	Expiry Date	31-Jul-2014

Lot: Lot 1 - Products

Total Suppliers	Items
2	8
View Suppliers	View Items

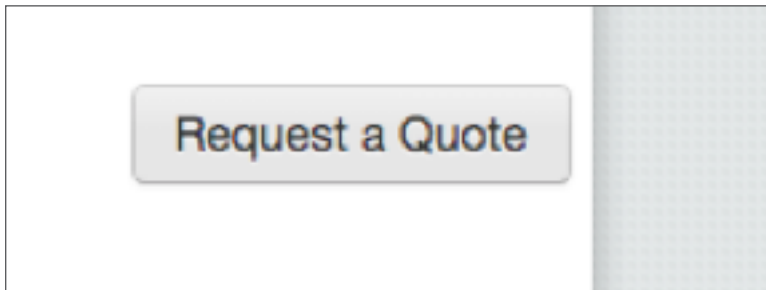
Description

This lot provides access to products within the CCS framework.

At this stage you can select **'View Suppliers'** to look at which suppliers are available. Clicking **'View Suppliers'** will give you a list of suppliers available on the Office Supplies Marketplace.

You can also select **'View Items'** to look at the extra information provided for suppliers on this page. Clicking **'View Items'** will give you a list of service areas available on the Office Supplies Marketplace; you can use the **'Discipline'** and **'Location'** filters to navigate. Items allow the customer to filter whom the Request for Quotation goes to, ensuring only relevant suppliers receive the request.

To begin your quote, click **'Request a Quote'**.



The **'Manage Items'** page will be displayed.

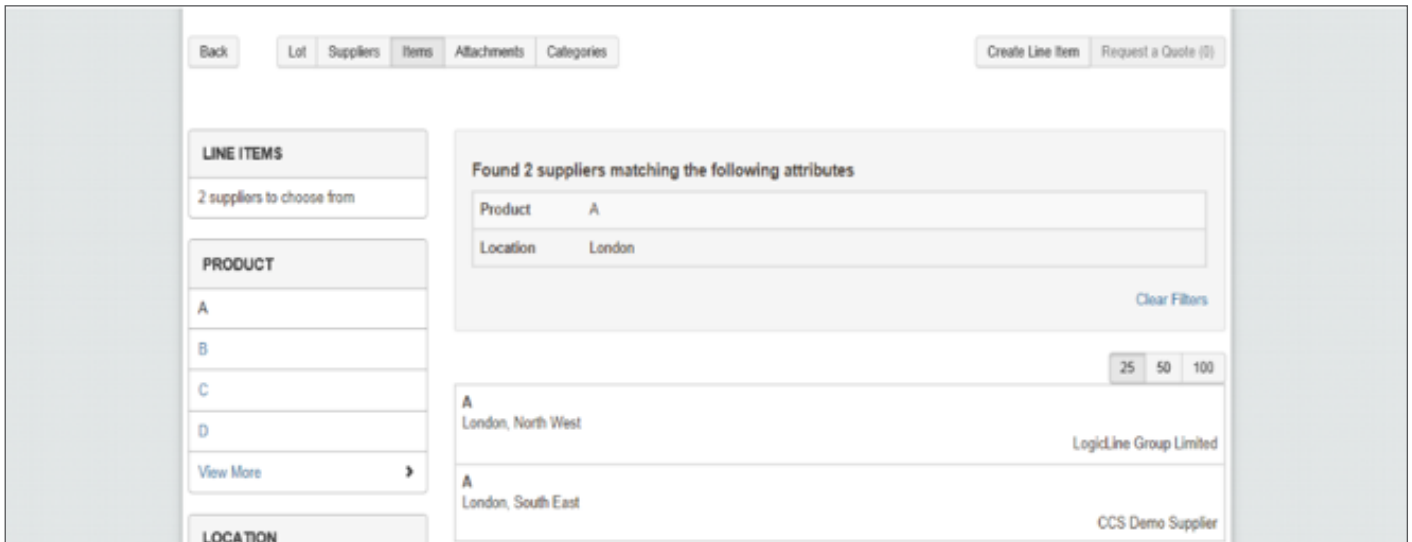
The screenshot shows the 'Manage Items' page within the 'CCS Framework / Products' section. At the top, there is a navigation bar with icons for Dashboard, Documents, Shopping, Directory, and Contracts, along with 'Advanced Buyer' and 'Logout' links. Below the navigation bar, the page title is 'CCS Framework / Products / Manage Items'. There are several tabs: 'Back', 'Lot', 'Suppliers', 'Items' (which is active), 'Attachments', and 'Categories'. On the right side of the page, there are two buttons: 'Create Line Item' and 'Request a Quote (0)'. The main content area is divided into two columns. The left column has three sections: 'LINE ITEMS' with '2 suppliers to choose from', 'PRODUCT' with options A, B, C, D and a 'View More' link, and 'LOCATION' with options London, North West, South East and a 'View More' link. The right column displays a list of suppliers. A message at the top of this list says 'Found 2 suppliers. Select attributes to add to your line item'. Below this message is a table with 25, 50, and 100 items per page. The table has three columns: 'A' (attributes), 'B' (location), and 'C' (supplier). The data rows are as follows:

A	B	C
London, North West		LogicLine Group Limited
London, North West		LogicLine Group Limited
North West		LogicLine Group Limited
London		LogicLine Group Limited
London, South East		CCS Demo Supplier
London, South East		CCS Demo Supplier
South East		CCS Demo Supplier
London		CCS Demo Supplier

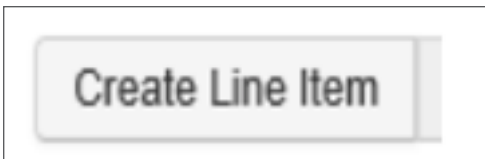
The total number of suppliers available will be displayed on the left under **'Line Items'**. The page will detail each of the supplier returns and variations.

Using the filters on the left of the page, filter the suppliers to meet your requirement, selecting the appropriate option under the filter heading will automatically update your results.

The filtered results will display. If a mistake has been made you can select **'Clear Filters'** to begin this process again.



Select **'Create Line Item'** button.



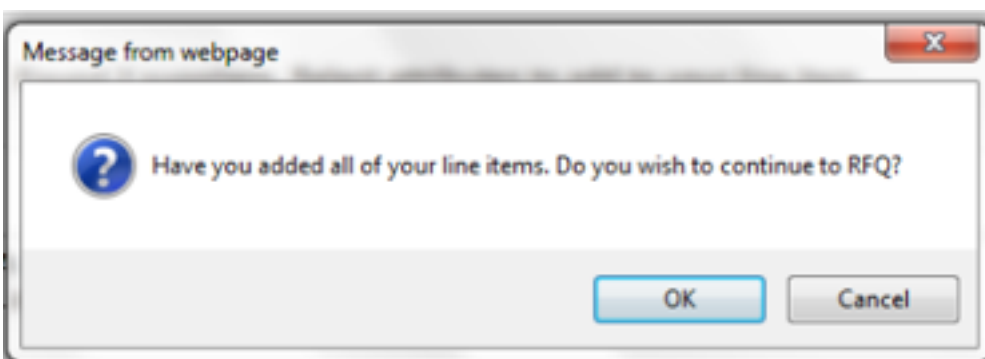
The details will be captured under 'Line Items'. You can add further lines if required, by repeating this process.

Select **'Request a Quote'** button.



A warning will display to confirm you are happy with creating the Request for Quote (RFQ).

Select **'OK'** to continue or **'Cancel'** to go back and make further amendments.



The 'Request for Quote' screen will be displayed.

Request a Quote 0000017420 (Draft)

Header Details

Your Reference*

Target Delivery Date* Expiry Date* Expiry Time*

Attachment Contract Reference OCS1-Lot 1

Special Instructions

Sealed Bid

Deliver To Name

Deliver To Address

Floor 9, The Capital Building
Liverpool
L3 9PP
GB

Deliver To Phone Number

Deliver To Email

Lines

Item Name	Item Description	Item Category	Quantity	Target Unit Price
Line 1	Product: A Location: London	00000000	1 Each	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Selected Suppliers

ALL + A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

25 50 100

Supplier Name		Phone:	Remove
	CCS Demo Supplier	0345 410 2222 Email: darryl.owen75@procsolve.org Location: Liverpool, L3 9PP	<input type="button" value="Remove"/>
	LogicLine Group Limited	01483 466900 Email: darryl.owen15@procsolve.org Location: Guildford, GU1 4TX	<input type="button" value="Remove"/>

Enter RFQ header details, at this point you do not need to enter line level details.

The **'Request for Quote'** screen will be displayed.

Enter relevant information into the fields, **'Your Reference'** is a mandatory field.

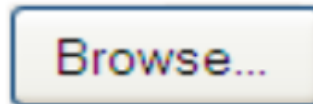
Enter **'Target Delivery Date'** and **'Expiry Date'** of the RFQ from the calendar.



Enter the **'Expiry Time'** of the RFQ to let suppliers know what time they must respond by.



Add an attachment to send to the supplier if appropriate, this could be a specification, further requirement, diagrams etc. Select the **'Browse'** button.

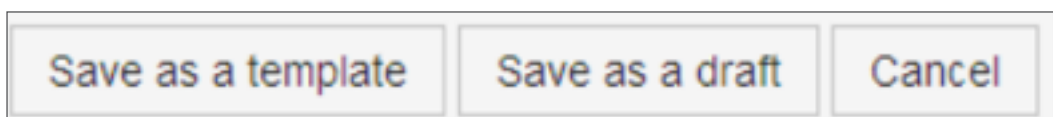


Search for the appropriate document to attach and select the **'Open'** button. This may be your specification or basket of goods. The attachment field will now be populated with text indicating the filename that has been uploaded. The attachment should not exceed **10MB**.

The **'Special Instructions'** button allows you to enter any free text information relevant to this RFQ, this will be visible to suppliers.

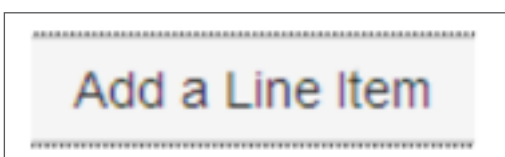
***Optional:** The **'Sealed Bid'** option can be activated by clicking in the tick box. This will ensure that all quotes from suppliers can only be viewed once the RFQ has expired.*

At any point during the RFQ creation process, you can **'Save'** the RFQ as a template, or as a draft, or cancel the RFQ by selecting the appropriate button.



If you have completed the item filter in previous steps, you do not need to **'Add a Line Item'** and can continue.

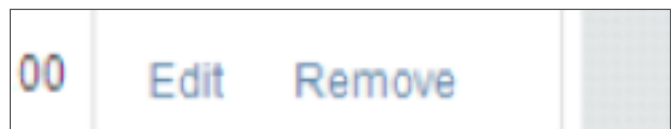
If you have not yet added items, select **'Add a Line Item'** button to continue.



The RFQ will now be displayed

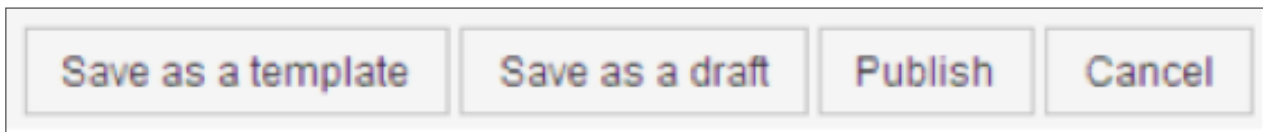
The screenshot shows a web application interface for 'Request a Quote'. At the top, there are navigation icons for Crown Commercial Service, Dashboard, Documents, Shopping, Directory, and Contracts. The user is logged in as 'Advanced Buyer'. The main content area has tabs for 'Notifications', 'Catalogue Shopping', 'Request for Quotation', and 'Free Text Requisitions'. The 'Request for Quotation' tab is active, displaying a 'Request a Quote' form for ID '0000017420 (Draft)'. The form is divided into 'Header Details' and 'Lines' sections. The 'Header Details' section includes fields for 'Your Reference*', 'Target Delivery Date*', 'Expiry Date*', 'Expiry Time*', 'Attachment', 'Special Instructions', 'Saled Bid' checkbox, 'Contract Reference' (CCS1-Lot 1), 'Deliver To Name' (Advanced Buyer), 'Deliver To Address' (Floor 9, The Capital Building Liverpool, L3 9PP, GB), 'Deliver To Phone Number' (0345 4102222), and 'Deliver To Email' (darryl.owen72@procsolve.org). The 'Lines' section contains a table with one line item: 'Line 1' with 'Product: A Location: London', 'Item Category' '0000000', and 'Quantity' '1 Each'. The 'Selected Suppliers' section shows a list of suppliers with columns for 'Supplier Name', 'Phone', 'Email', 'Location', and 'Remove'. Two suppliers are listed: 'CCS Demo Supplier' and 'LogicLine Group Limited'. At the bottom, there are buttons for 'Save as a template', 'Save as a draft', 'Publish', and 'Cancel'.

The line can be edited or removed if necessary.



The supplier details will be prepopulated and you are not able to add any other suppliers to this Request for Quote.

The completed RFQ will be displayed, including the line level details and the selected suppliers. You can save the RFQ to submit at a later date/time or select the **'Publish'** button to issue the RFQ to all selected suppliers.



The RFQ confirmation page will be displayed.

Manage Request for Quote - 0000017420

Success! You have published 10000

Request for Quote - 0000017420

Description	10000	Deliver To	Advanced Buyer
Target Delivery Date	03-Jul-2014 14:15	Address	Floor 9, The Capital Building
Expiry Date	27-Jun-2014 15:00	City / Town	Liverpool
Available on Contract	No	Post Code	L3 9PP
Finder		Phone Number	0345 4102222
Sealed Bid	No	Date Submitted	27-Jun-2014 13:52
Attachment	Call Off Template.docx	Contract Reference	CCS1-Lot 1

Name	Description	Quantity	Target Unit Price
Line 1	Product: A Location: London	1.0 Each	n/a

Supplier Details (arranged by quote value)

Name	Location	Responded	Quote Amount (excl. tax)
CCS Demo Supplier	Liverpool L3 9PP	No	n/a
LogiLine Group Limited	Guildford GU1 4TX	No	n/a

Download as PDF

The RFQ can be downloaded as a PDF document if required but will be stored in the system for future reference.

The RFQ can be reissued using the appropriate button at this stage, if required.

Contact information

General enquiries

For further information about the Office Supplies agreement please contact:

T: 0345 410 2222

W: www.gov.uk/ccs

E: officesupplies@crownccommercial.gov.uk



[@gov_procurement](https://twitter.com/gov_procurement)



[Crown Commercial Service](#)

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