

# How prime contractors post subcontracting opportunities

November 2011 Business Link

## Step1

Go to 'My notices' then click 'Add a new notice'.

The screenshot shows a web browser window titled "My notices - Microsoft Internet Explorer provided by Business Link". The address bar displays the URL: <https://online.ais-ens01.vend2.co.uk/Buyers/My%20Notices.aspx?site=1000&lang=en>. The browser shows a "Certificate Error" warning. The page header includes the Business Link logo, the text "CONTRACTS FINDER PHASE ONE", and a navigation menu with links: "My profile", "My notices" (active), "Search contracts", "Find suppliers", "Find buyers", and "Help and Resources". A welcome message "Welcome Samantha Saad | Logout" is visible. The main content area is titled "MY NOTICES" and includes the instruction "Use the options below to manage your notices". A filter section titled "Show only notices that were..." allows filtering by "Notice type" (Opportunity, Award) and "Status" (Closed, Draft, Replaced, Awaiting signoff, Open, Withdrawn). There are input fields for "Created from" and "To" with calendar icons. A button "Add a new notice >" is located on the right. The browser's status bar at the bottom shows "Internet" and "100%" zoom.

My notices - Microsoft Internet Explorer provided by Business Link

<https://online.ais-ens01.vend2.co.uk/Buyers/My%20Notices.aspx?site=1000&lang=en> Certificate Error Google

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites Contracts Finder Sequence eService CompeteFor Portal login.salesforce.com Login

My notices

Welcome Samantha Saad | Logout

**CONTRACTS FINDER PHASE ONE**

[What is Phase One?](#) My profile My notices Search contracts Find suppliers Find buyers Help and Resources

Contracts Finder > My notices

### MY NOTICES

Use the options below to manage your notices

Show only notices that were... [Hide filters](#) Add a new notice >

Notice type		Status	
<input type="checkbox"/> Opportunity	<input type="checkbox"/> Award	<input type="checkbox"/> Closed	<input type="checkbox"/> Awaiting signoff
		<input type="checkbox"/> Draft	<input type="checkbox"/> Open
		<input type="checkbox"/> Replaced	<input type="checkbox"/> Withdrawn

Created from  To

Internet 100%

## Step 2

### Select 'Advertise a new opportunity or contract award'

Microsoft Internet Explorer provided by Business Link

https://online.als-ens01.vend2.co.uk/Buyers/Choose%20Contract%20Type.aspx?site=1000&lang=en

File Edit View Favorites Tools Help

Contracts Finder Sequence eService CompeteFor Portal login.salesforce.com Login

Add a new notice

Welcome Samantha Saad | Logout

**Business Link** **CONTRACTS FINDER** **PHASE ONE**  
[What Is Phase One?](#) My profile My notices Search contracts Find suppliers Find buyers Help and Resources

Contracts Finder > Add a new notice

**Choose the type of information you wish to publish** ?

☐ Advertise a new opportunity or contract award

**Choose language** ?

☐ Cymraeg ☐ English ☐ Both

Create notice >

Internet 100%

### Step 3

Select 'Advertise a new opportunity'.

**Step 3a** Enter the reference number of the original notice you are sub-contracting from or search for it.  
Note If you do not have a notice to link your subcontract to, select 'Create a subcontract notice without linking to a parent' and continue to Step 6.

The screenshot shows a web browser window titled "Add a new notice - Microsoft Internet Explorer provided by Business Link". The address bar shows the URL: <https://online.ais-ens01.vend2.co.uk/Buyers/Choose%20Contract%20Type.aspx?site=1000&lang=en>. The browser has a "Certificate Error" warning. The page content is as follows:

**Choose the type of information you wish to publish** ?

☒ Advertise a new opportunity or contract award

**Select the sub type of notice to publish** ?

☒ Advertise a new sub-contract opportunity      ☐ Publish the award of a sub contract

**Choose language** ?

☐ Cymraeg      ☒ English      ☐ Both

**Choose a parent notice** ?

Enter a contract reference number

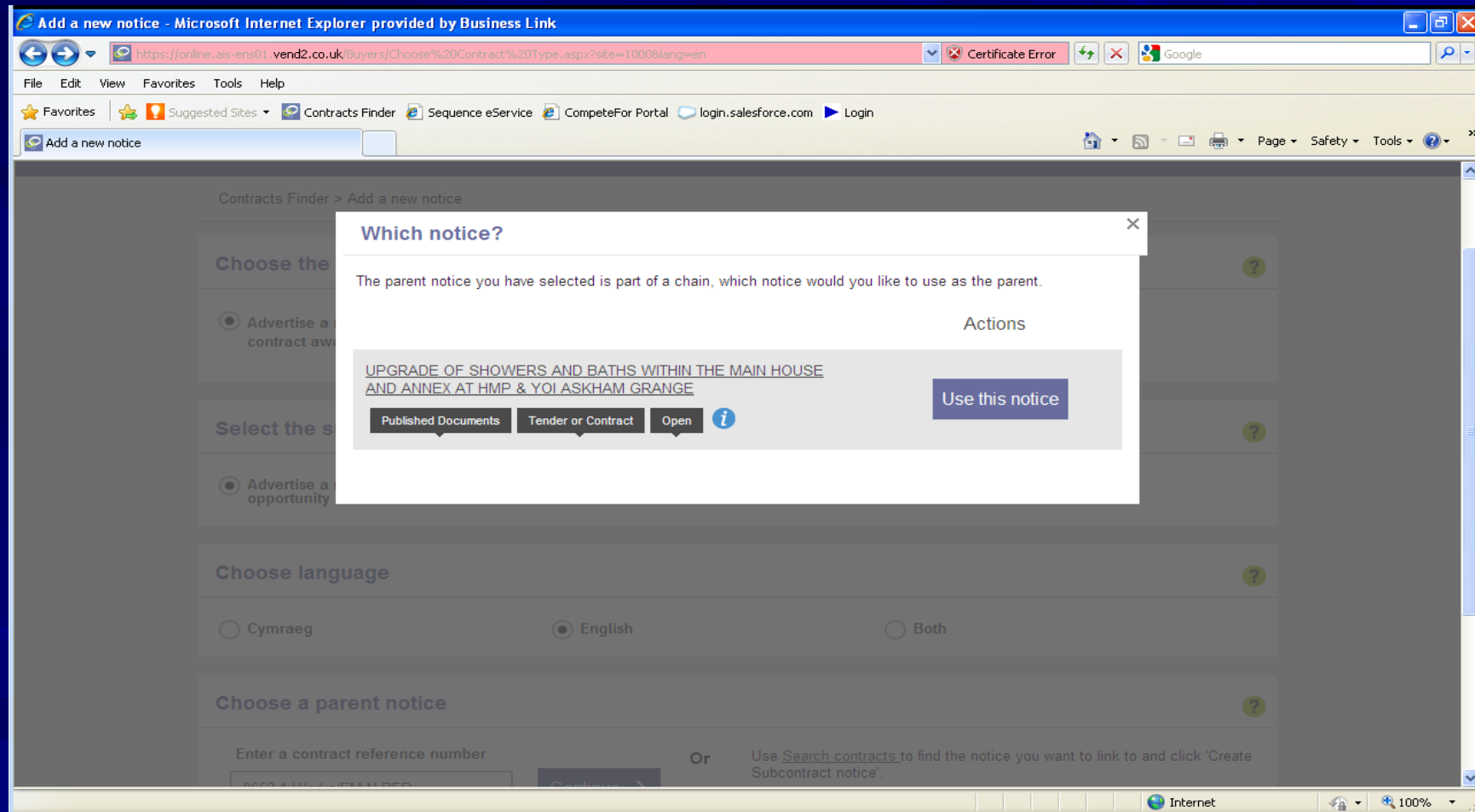
Or Use [Search contracts](#) to find the notice you want to link to and click 'Create Subcontract notice'.

Or [Create a subcontract notice without linking](#) (for example, if your notice is not currently on the system)

The browser status bar at the bottom shows "Done" and "Internet".

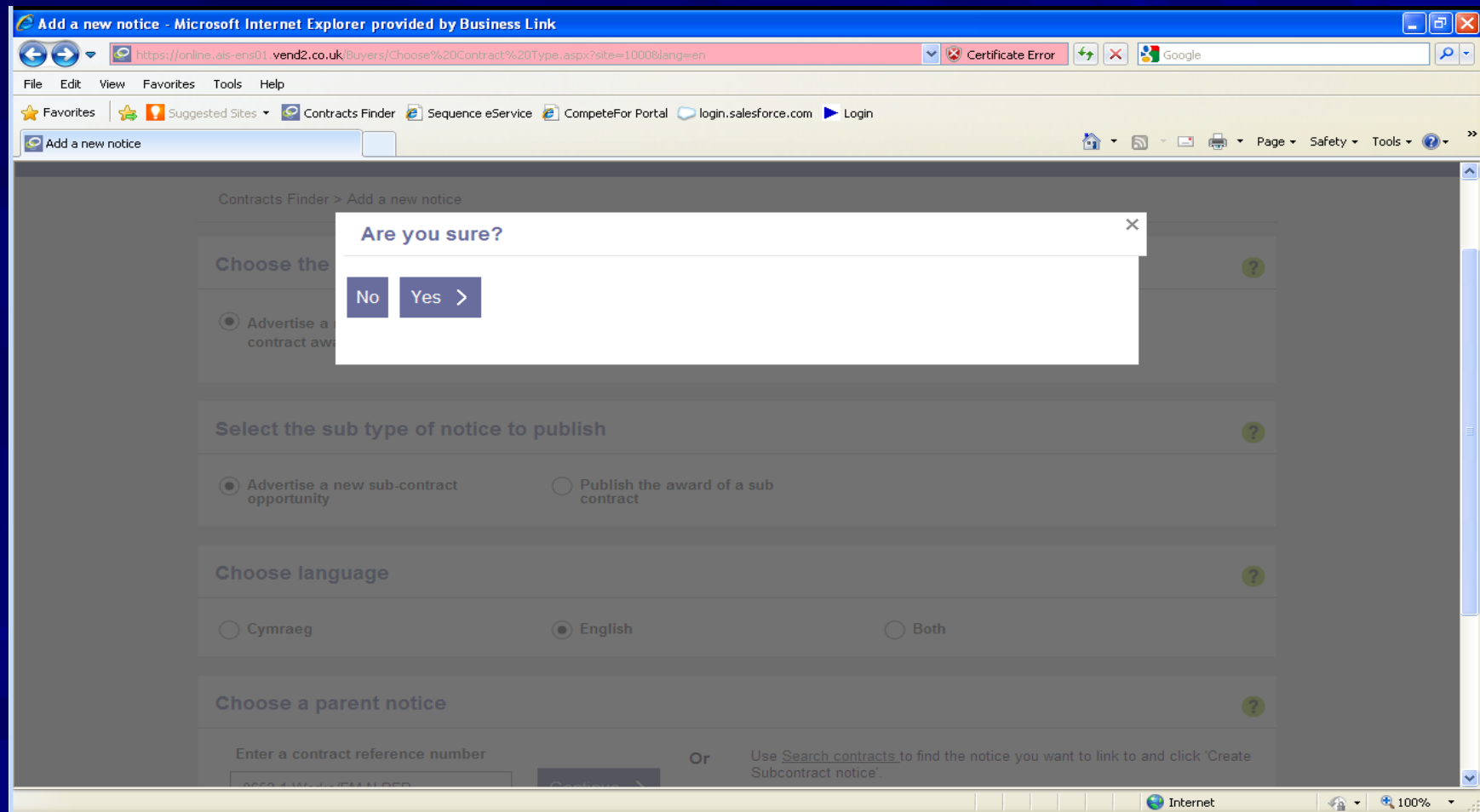
## Step 4

Choose the notice that you wish to link to.



## Step 5

Confirm.



## Step 6

You now need to amend the title to suit this subcontract and enter your reference. If you have not linked to an original notice you will need to create a title.

The screenshot shows a web browser window titled "Add a subcontract notice - Microsoft Internet Explorer provided by Business Link". The address bar shows the URL: <https://online.ais-ens01.vend2.co.uk/Buyers/Add%20Subcontract.aspx?site=1000&lang=en&RelatedNoticeId=1943&language=en-GB>. The browser shows a "Certificate Error" warning. The page has a navigation bar with links: "Business Link", "PHASE ONE What is Phase One?", "My profile", "My notices", "Search contracts", "Find suppliers", "Find buyers", and "Help and Resources". Below the navigation bar, the breadcrumb "Contracts Finder > Add a subcontract notice" is visible. The main heading is "ADD A SUBCONTRACT NOTICE". A progress indicator shows three steps: 1 (selected), 2, and 3. A language dropdown menu is set to "en-GB". The "Contract overview" section contains a "Contract details" form with two fields: "Title of the contract: \*" with the value "UPGRADE OF SHOWERS AND BATHS WITHIN THE MAIN HOUSE AND ANNEX AT HMP & YOI ASKHAM", and "Reference number: \*" with an empty input field. The browser's status bar at the bottom shows "Internet" and "100%" zoom.

Add a subcontract notice - Microsoft Internet Explorer provided by Business Link

<https://online.ais-ens01.vend2.co.uk/Buyers/Add%20Subcontract.aspx?site=1000&lang=en&RelatedNoticeId=1943&language=en-GB> Certificate Error Google

File Edit View Favorites Tools Help

Favorites Suggested Sites Contracts Finder Sequence eService CompeteFor Portal login.salesforce.com Login

Add a subcontract notice

Business Link PHASE ONE What is Phase One? My profile My notices Search contracts Find suppliers Find buyers Help and Resources

Contracts Finder > Add a subcontract notice

ADD A SUBCONTRACT NOTICE

1 2 3

en-GB

**Contract overview**

**Contract details**

Title of the contract: \*  
UPGRADE OF SHOWERS AND BATHS WITHIN THE MAIN HOUSE AND ANNEX AT HMP & YOI ASKHAM

Reference number: \*

Internet 100%

## Step 7

Complete all the fields in section 1, remembering to tick the 'Is this suitable for smaller suppliers?' box, if appropriate. Click 'Save and continue'.

The screenshot shows a Microsoft Internet Explorer browser window with the title 'Add a subcontract notice - Microsoft Internet Explorer provided by Business Link'. The address bar displays the URL: <https://online.ais-ens01.vend2.co.uk/Buyers/Add%20Subcontract.aspx?site=1000&lang=en&RelatedNoticeId=1943&language=en-GB>. A 'Certificate Error' warning is visible in the address bar. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows links to Favorites, Suggested Sites, Contracts Finder, Sequence eService, CompeteFor Portal, login.salesforce.com, and Login. The main content area is titled 'Add a subcontract notice' and contains the following form elements:

- A text input field containing 'London, England'.
- A [Delete](#) link below the text field.
- A label 'Extra comments about the location: (optional)' above a large text area.
- A section titled 'Is this suitable for smaller suppliers?' with a red asterisk and a green question mark icon.
- Two radio buttons: 'Yes' (selected) and 'No'.
- At the bottom, there are three links: [Cancel changes and exit](#), [Save and exit](#), and a 'Save and continue >' button.

The browser's status bar at the bottom shows 'Internet' and a zoom level of 100%.



## Step 8

Enter the full description of the opportunity.

Add a subcontract notice - Microsoft Internet Explorer provided by Business Link

https://online.ais-ens01.vend2.co.uk/Buyers/Add%20Subcontract.aspx?site=1000&lang=en&RelatedNoticeId=1943&language=en-GB

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites Contracts Finder Sequence eService CompeteFor Portal login.salesforce.com Login

Add a subcontract notice

Contracts Finder > Add a subcontract notice

### ADD A SUBCONTRACT NOTICE

1 2 3

[Edit](#) en-GB

#### Contract details

##### Contract description

Description of the contract: \*

##### Supporting documents

Please upload all the relevant supporting documentation (up to 10 documents), or provide links to existing documents on your website.

## Step 9

Add any supporting documents (eg tender documents) and CPV codes in section 2. Click 'Save and continue'.

**Add a subcontract notice - Microsoft Internet Explorer provided by Business Link**

https://online.ais-ens01.vend2.co.uk/Buyers/Add%20Subcontract.aspx?site=1000&lang=en&RelatedNoticeId=1943&language=en-GB

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites ▾ Contracts Finder Sequence eService CompeteFor Portal login.salesforce.com Login

Add a subcontract notice

### Supporting documents

Please upload all the relevant supporting documentation (up to 10 documents), or provide links to existing documents on your website.

Providing documents for such elements of the contract as specifications, terms and conditions, pre-qualification questionnaires etc will help suppliers understand whether they want to contact you about tendering.

Choose file to upload or Provide a URL or link to a file on your website

Browse...

Provide a title to display for the document or link:

**Upload file >**

### Pick the codes that best describe the goods or services required by your notice.

Common Procurement Vocabulary (CPV) codes are used by the Official Journal of the European Union (OJEU) to classify contract opportunities. Select the codes which best describe your contract. Try to be as specific as possible but also to select a few different ways of classifying the contract. This will make it more searchable.

**Search (CPV) Codes** **Browse (CPV) Codes**

★

## Step 10

Complete details of how suppliers apply for your opportunity and all the other fields on section 3. Click 'Save and continue'.

Microsoft Internet Explorer provided by Business Link

https://online.ais-ens01.vend2.co.uk/Buyers/Add%20Subcontract.aspx?site=1000&lang=en&RelatedNoticeId=1943&language=en-GB

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites Contracts Finder Sequence eService CompeteFor Portal login.salesforce.com Login

Add a subcontract notice

1 2 3

Edit Edit

en-GB

### Additional information about the contract

#### How to apply instructions for the supplier

Instructions to suppliers: \*

Estimated length of contract: \*

☐ Length in days/ months ☐ Specify start date and end date ☒ No answer

#### Type of contract: \*

☐ Supplies ☐ Services ☐ Works

## Step 11

### Important

Check all sections have been completed correctly and that the right documents have been uploaded.

Preview Notice - Microsoft Internet Explorer provided by Business Link

https://online.ais-ens01.vend2.co.uk/Common/Preview%20Notice.aspx?site=1000&lang=en&NoticeId=21362&language=en-GB

File Edit View Favorites Tools Help

Business Link PHASE ONE What Is Phase One? My profile My notices Search contracts Find suppliers Find buyers Help and Resources

Contracts Finder > Preview Notice

**PREVIEW NOTICE**

Created on 27/10/2011 by Samantha Saad, serco

en-GB

**UPGRADE OF SHOWERS AND BATHS WITHIN THE MAIN HOUSE AND ANNEX AT HMP & YOI ASKHAM GRANGE**

Edit this section

**Reference number:**  
1234567899

**Deadline date:**  
21/11/2011

**Value:**  
£51,000 - £100,000

**Main site of work/delivery:**  
London

**Is this suitable for smaller suppliers?**  
Yes

**Name of the buying organisation:**  
Business Link

**ACTIONS**

- Edit
- Sign off and publish
- Ask colleagues to sign off and publish
- Copy
- Delete

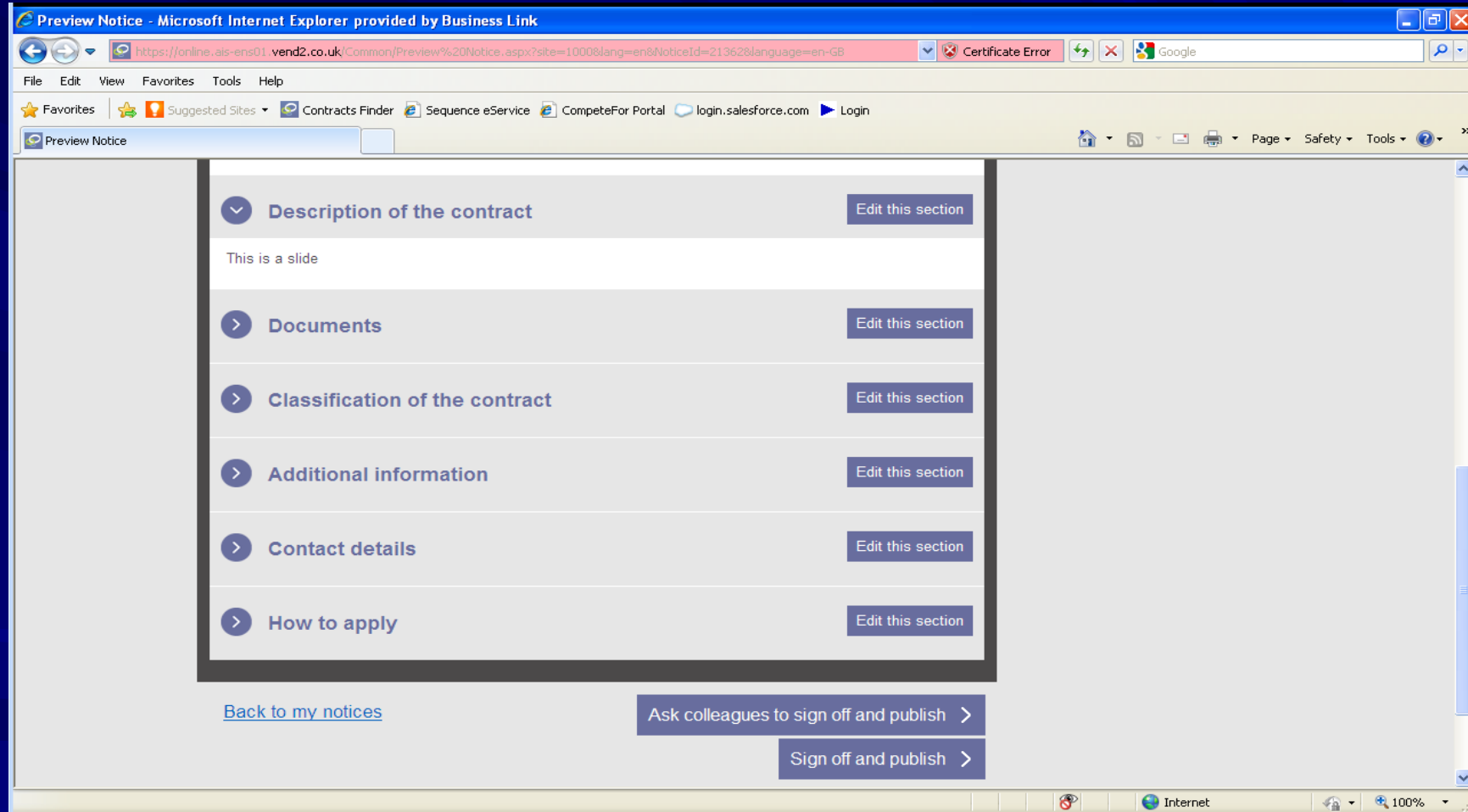
**Contract history**

Tender or Contract Open

UPGRADE OF SHOWERS AND BATHS WITHIN THE MAIN HOUSE AND ANNEX AT HMP & YOI ASKHAM GRANGE

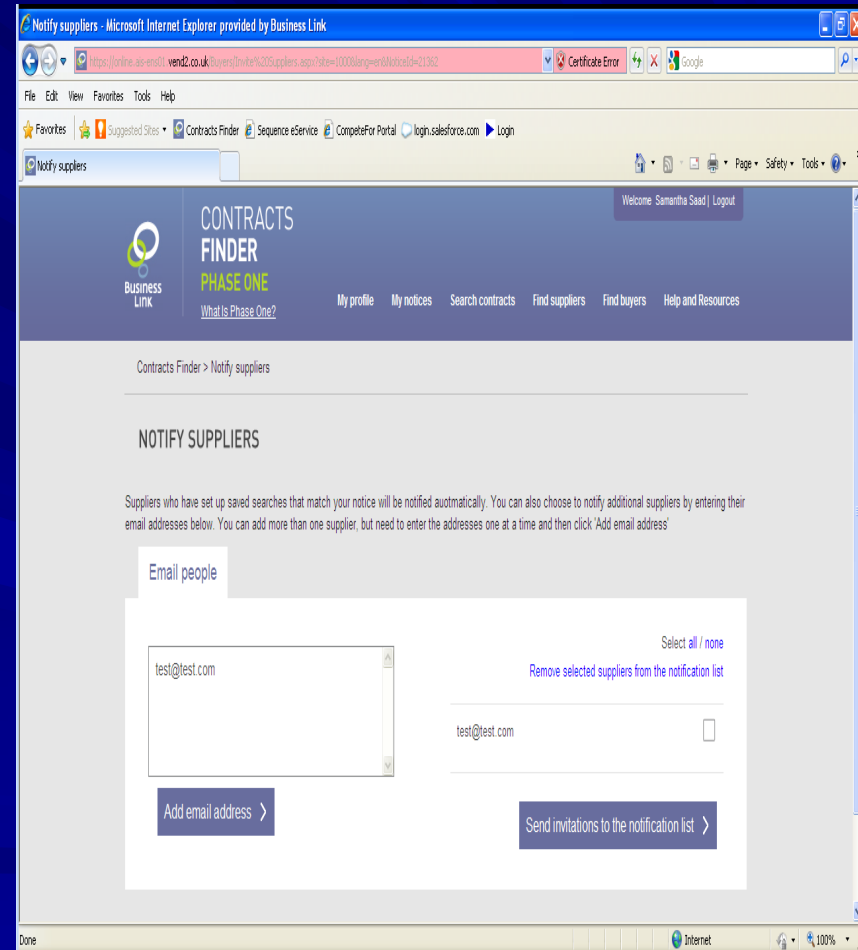
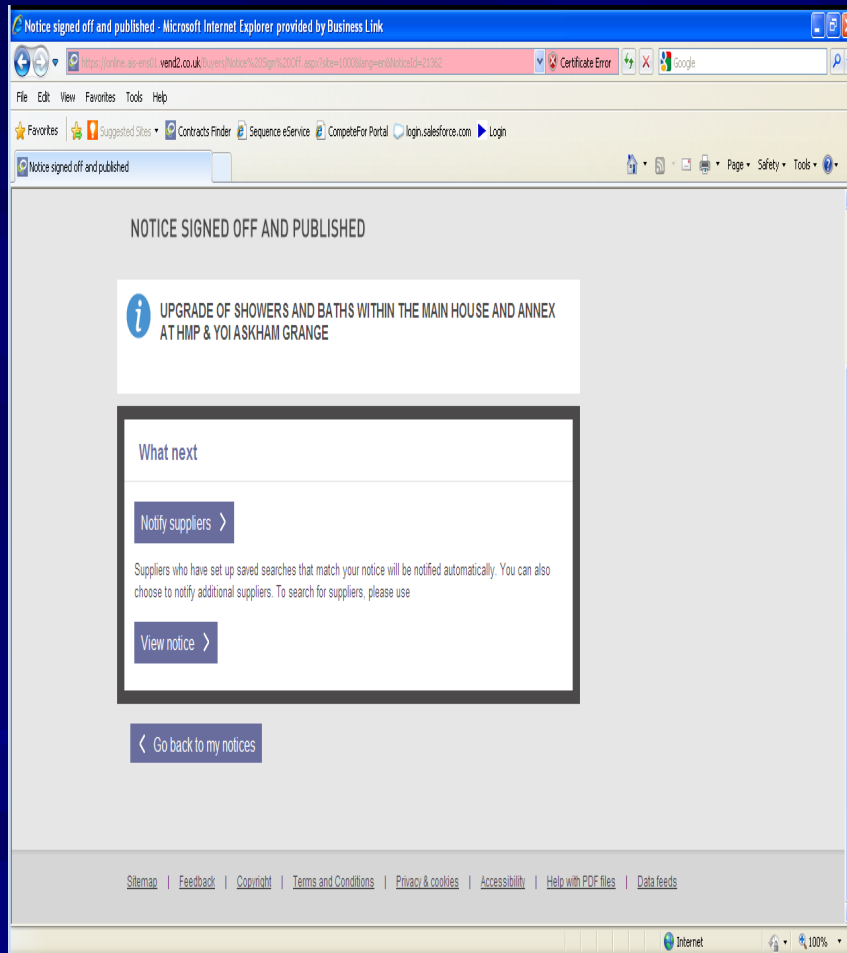
## Step 12

When you're satisfied that all the sections are correct, select the relevant publishing route.



## Step 13

Once you sign off a notice you have the option to 'Notify suppliers'. Important This is the only time you will be offered this screen. You will not be able to come back to it.



## Additional Information

You can also select 'Create Subcontract' on the original notice and then follow the instructions from Step 6.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Business Link website. The address bar shows the URL: <https://online.ais-ens01.vend2.co.uk/Common/View?%20Notice.aspx?site=1000&lang=en&noticeid=1943&fs=true>. The browser title is "View contracts - UPGRADE OF SHOWERS AND BATHS WITHIN THE MAIN HOUSE AND ANNEX AT HMP & YOI".

The website header includes the Business Link logo, a "PHASE ONE" banner with a link "What Is Phase One?", and navigation links: "My profile", "My notices", "Search contracts", "Find suppliers", "Find buyers", and "Help and Resources".

The main content area is titled "Contracts Finder > View contracts". It features a "VIEW CONTRACTS" section with tabs for "Published Documents" and "Tender or Contract". A message box states: "You cannot apply for this opportunity, the tender process has begun and this notice is for information only." A language dropdown menu is set to "en-GB".

On the right, the "ACTIONS" section includes links for "Watch this contract" and "Create Subcontract". Below these is a button that says "Does this contract match any of my saved searches?".

The contract details are listed below the message box, starting with "Created on 07/12/2010". The contract title is "UPGRADE OF SHOWERS AND BATHS WITHIN THE MAIN HOUSE AND ANNEX AT HMP & YOI ASKHAM GRANGE". The details include:

- Reference number: 0652-1-Works/FM-N-RFP
- Estimated duration: 12 Months
- Estimated value: £0 - £0
- Main site of work/delivery: [Redacted]

The browser's status bar at the bottom shows "Internet" and a 100% zoom level.