



Client Contact User Guide

Creating and Managing Staff Tenders

1. Creating a Tender

After you have successfully logged in you will be on the **Contact Menu**.

Click this link to create a new Tender. The Tender Completion screen will now load.

If you have created a Tender, but have saved it for later completion, it will be in your **Saved Tenders** list.

Complete the form as required. Fields marked with an astericks have to be completed. If you try to move onto the next stage before you have completed all the necessary information, a warning message will be displayed.

Click **OK** and then complete the missing information.

If you want to save the Tender for completion at a later time, click the **Save for Later** button.



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If you have entered all the information and the Tender is ready for Authorisation, click the **Continue** button.

You will now be able to review the information you have entered.

Working Hours:	Maximum Hours 35	Can overtime be worked? No
Job Category:	admin	
Job Rates:	Standard Rates	Pay: 6.00 Charge: 9.00
Reason for Booking:	Maternity Leave Cover: ML	
Other Comments/ Additional Requirements:		

If the information is correct, click the **Submit Tender** button. The Tender will now be sent for Authorisation.

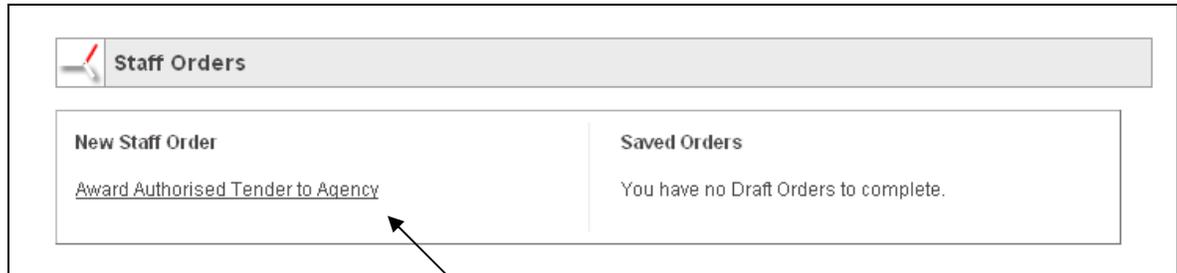
If you need to change any of the information, click the **Go Back** button. The edit page will reload.

The **Close** button will close the Tender and return you to the **Menu**. The information you have entered will **not** be saved and the order will **not** be created.

2. Awarding a Tender (creating a Staff Order)

Submitted Tenders are sent to HR for authorisation. Once authorised, the Tender can be awarded to an agency as a **Staff Order**.

When a Tender is authorised, you will receive an email informing you that it is ready to be awarded to an agency. Click the link on the email to go to the Contact Menu on Sprint, or make a note of the Tender Order Number for future reference.



Staff Orders

New Staff Order

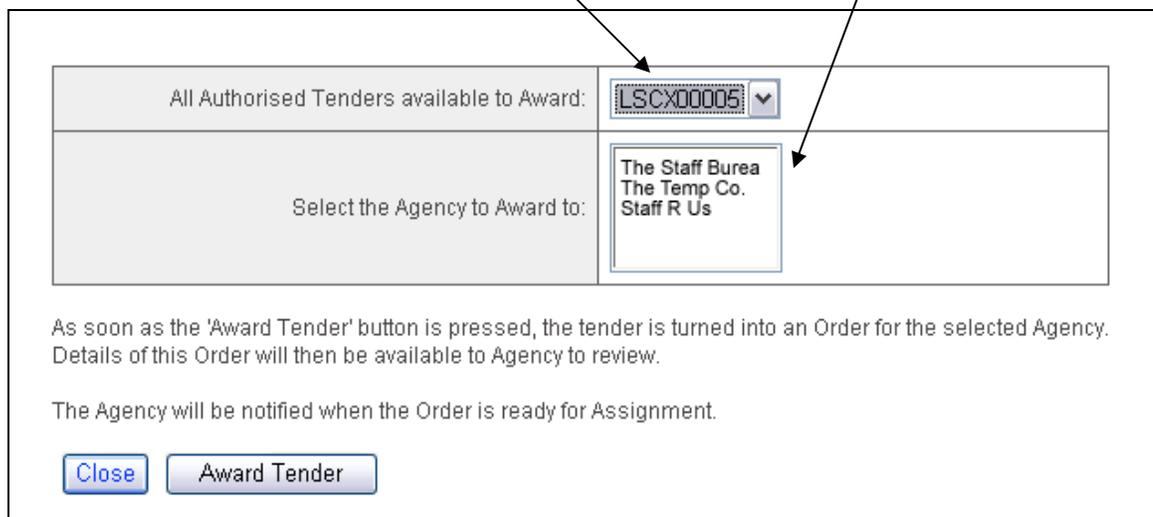
[Award Authorised Tender to Agency](#)

Saved Orders

You have no Draft Orders to complete.

Once you have decided the agency you want to award the Tender, log into Sprint and click the Award Authorised Tender to Agency link. The Agency Selection screen will now load.

Select The Tender Order Number and the chosen agency from the relevant lists.



All Authorised Tenders available to Award: LSCX00005

Select the Agency to Award to:

- The Staff Burea
- The Temp Co.
- Staff R Us

As soon as the 'Award Tender' button is pressed, the tender is turned into an Order for the selected Agency. Details of this Order will then be available to Agency to review.

The Agency will be notified when the Order is ready for Assignment.

[Close](#) [Award Tender](#)

Click the Award Tender button. The Order Completion screen will now load and you will be able to complete your staff order.

See the help document - **Orders - Creating and Managing** for more information on orders.