Client Contact User Guide

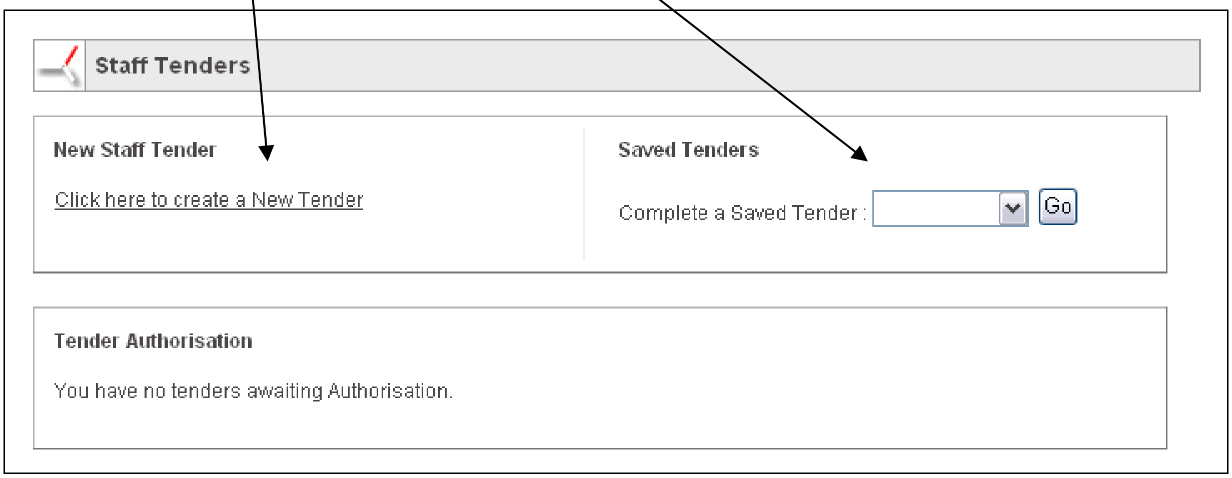
Creating and Managing Staff Tenders

1. Creating a Tender

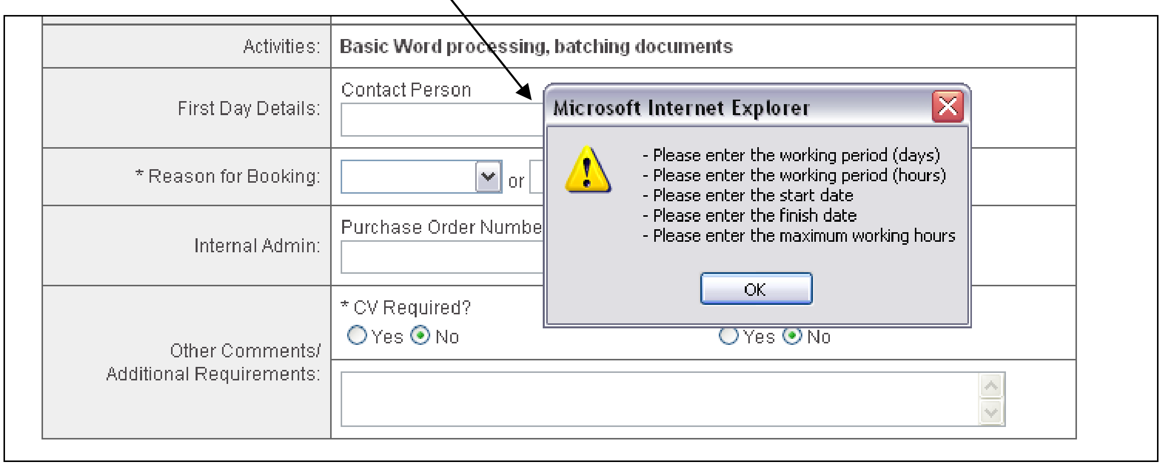
After you have successfully logged in you will be on the **Contact Menu.**

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.

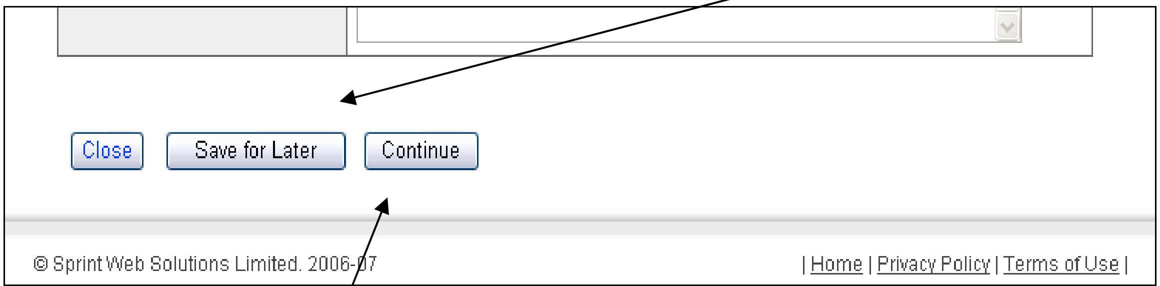


Complete the form as required. Fields marked with an astericks have to be completed. If you try to move onto the next stage before you have completed all the necessary information, a warning message will be displayed.



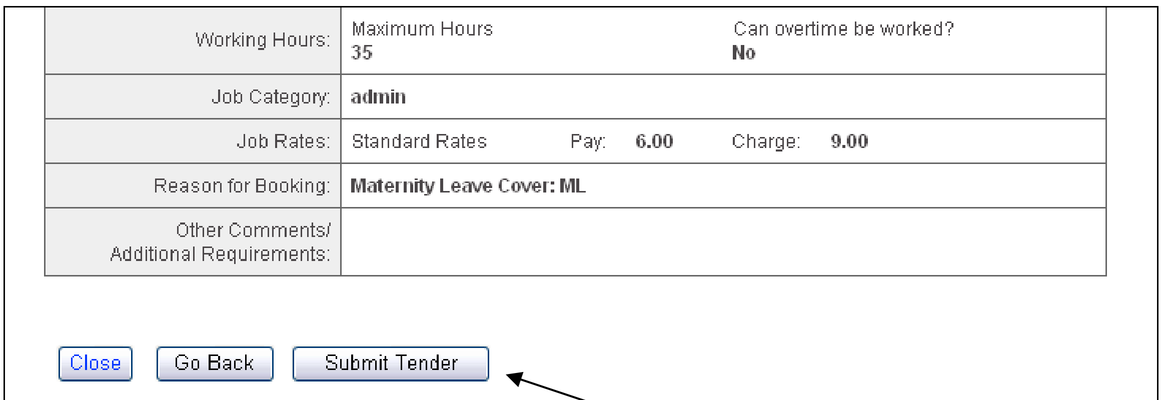
Click **OK** and then complete the missing information.

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



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.



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

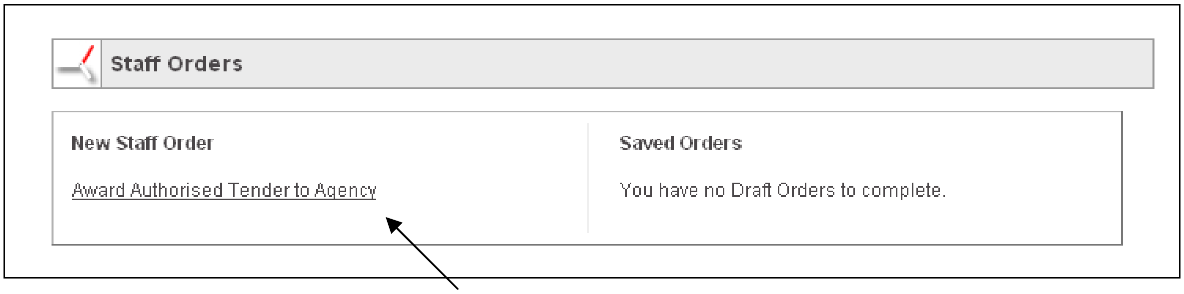
If you need to change any of the information, click the **Go Back** button. The edit page will reload.

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)

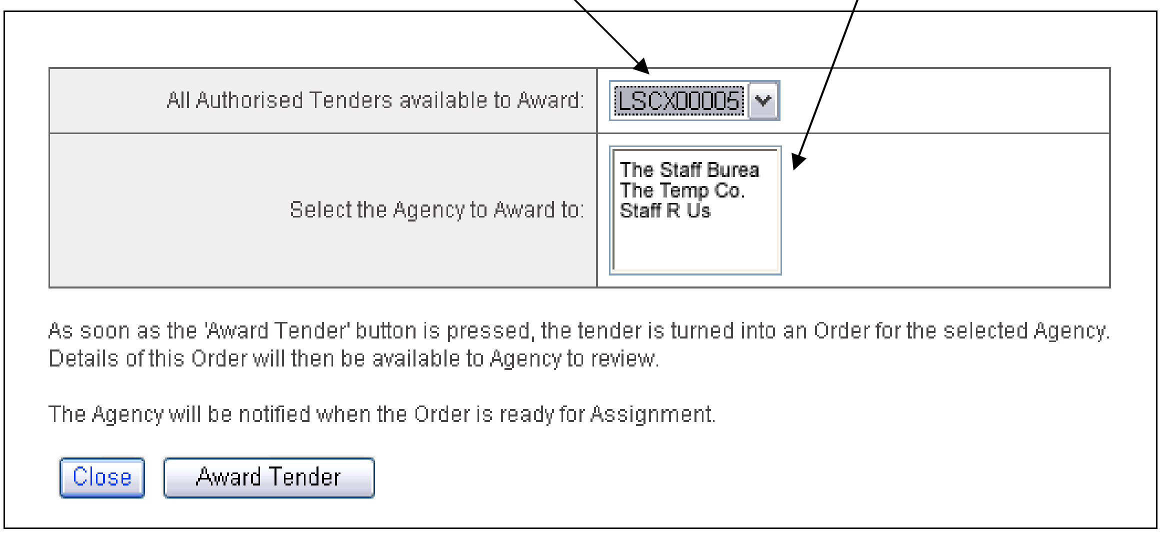
Submitted Tenders are sent to HR for authorisation. Once authorised, the Tender can be awarded to an agency as a **Staff Order**.

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.



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.



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.