

Guidance on accessing the Challenge documentation on the MultiQuote system

In order to register your intention to submit an application for the Digital Engagement Challenge and download the documentation and application form, you must be registered on the MultiQuote system and contact the MultiQuote Support Team to inform them of your interest in this project.

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Registering with MultiQuote

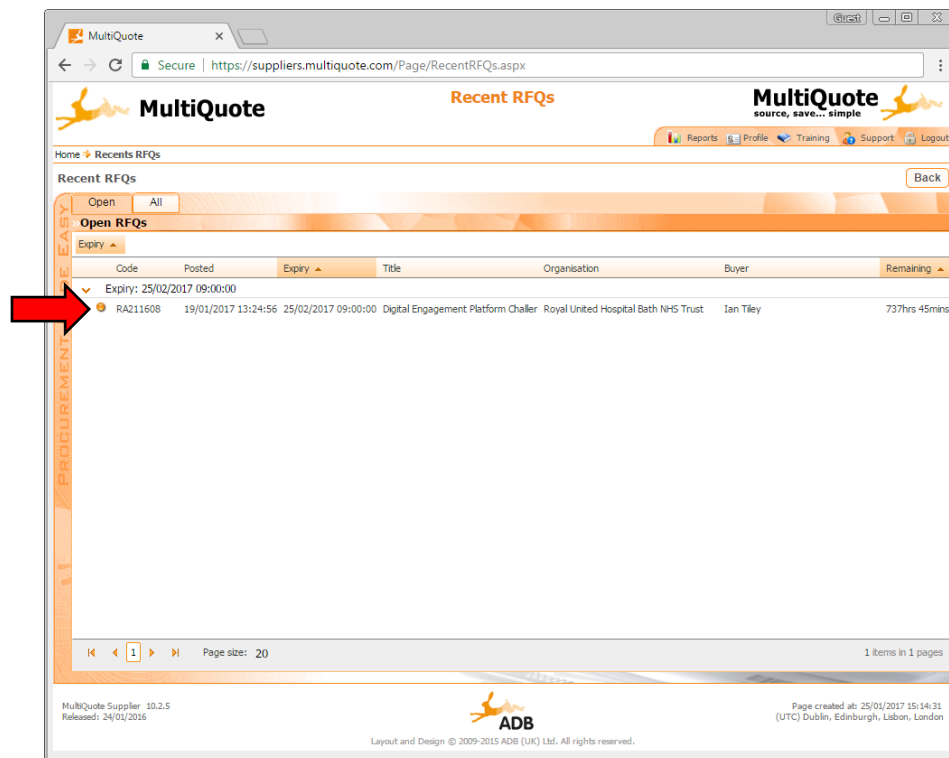
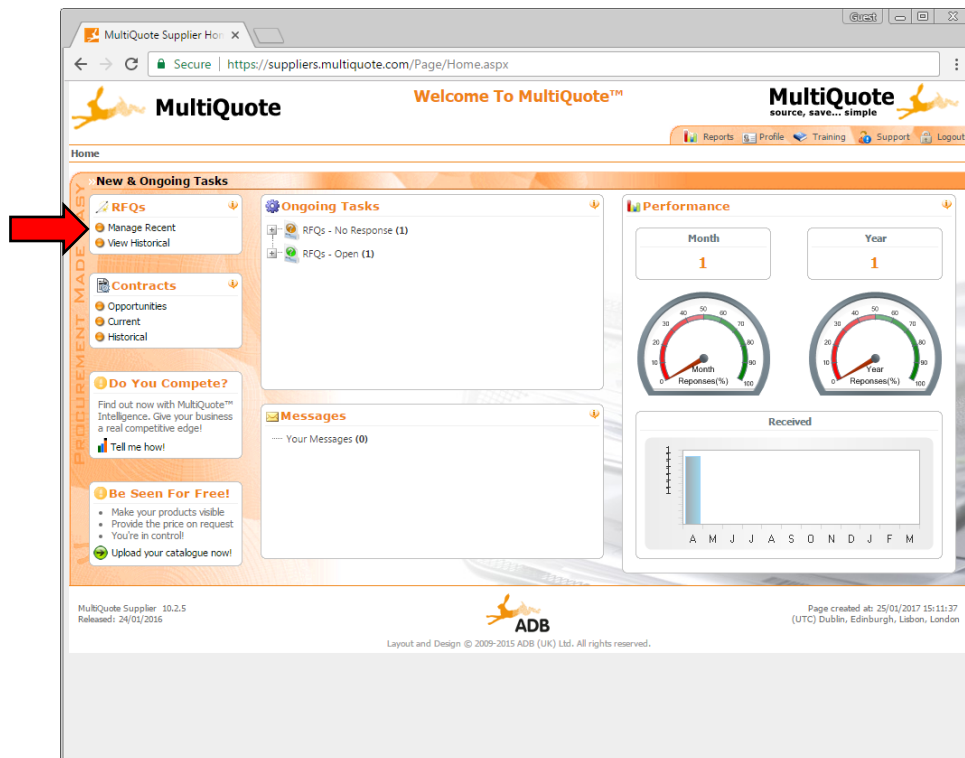
If you have not previously registered as Supplier with MultiQuote, please go to their [registration page](#) and enter your details accordingly:

The screenshot shows the MultiQuote Supplier Registration page. The browser address bar indicates the URL: <https://suppliers.multiquote.com/Page/SupplierRegistration.aspx>. The page has a header with the MultiQuote logo and the tagline 'source, save... simple'. Below the header, there are tabs for 'Company', 'Salesperson', 'Categories', and 'Products'. The 'Company' tab is selected, and the page title is 'Enter Company Details'. On the left side, there is a sidebar with a vertical list of steps: 'Enter Company', 'Enter Salesperson', and 'Select Categories'. The main content area is titled 'Step 1: Enter Your Company Details' and contains a form with the following fields: Company Name*, Address*, City*, County*, Postcode*, Phone*, Fax, Email*, Web*, Description*, Reason for Registration*, DUNS Number, GLN, and SID4Health ID. A currency dropdown menu is set to 'United Kingdom Pounds'. At the bottom of the page, there is a footer with the text: 'MultiQuote Supplier 10.2.5 Released: 24/01/2016', 'ADB', and 'Page created at: 25/01/2017 14:24:57 (UTC) Dublin, Edinburgh, Lisbon, London'.

Connecting to the Challenge

Once you have registered, you will need to contact [MultiQuote Support](#) and quote RFQ reference **RA211608**. They usually respond with confirmation quite quickly (in working hours).

Once the Challenge has been associated with your MultiQuote account, it will be listed under the RFQs are in your dashboard:



Downloading the Challenge documents

Once you have selected the Challenge from the RFQ list, you can download the guidance document and application form from the bottom right of RFQ tab:

The screenshot shows the MultiQuote 'View RFQ' page for RFQ RA211608. The page has a header with the MultiQuote logo and navigation links. A sidebar on the left contains 'Tasks' and 'Actions' menus. The main content area displays RFQ details: Organisation (Royal United Hospital Bath NHS Trust), Buyer (Ian Tiley), RFQ Code (RA211608), Title (Digital Engagement Platform Challenge), Expiry Date (Saturday, February 25, 2017), Expiry Time (9:00), and Posted Date (Thursday, January 19, 2017 01:24 PM). A table lists the item: '1 Digital Engagement Platform Challenge' with quantity 1 and units 'each'. The 'Attachments' section on the right includes links for 'Click To View', 'Application form - digital engagement...', and 'Challenge call - digital engagement p...'. A red arrow points to the 'Challenge call - digital engagement p...' link.

Submitting your quote

Once you have downloaded and completed the application form, select 'New Quotation' from the 'Tasks' menu:

This screenshot is identical to the one above, showing the MultiQuote 'View RFQ' page for RFQ RA211608. A red arrow points to the 'New Quotation' link in the 'Tasks' menu on the left sidebar.

When submitting your quotation, please be sure to enter the full amount that you are quoting (development and 12month maintenance costs, including VAT) in the 'Price' section and leave the 'Delivery Cost' section as zero. Use the 'Add Attachment' option to include your completed application form and any other supporting documents (max 2 sides A4).

The screenshot shows the MultiQuote 'Send New Quotation' interface. A red arrow points to the 'Tasks' menu on the left, which includes 'Add Attachment', 'Export Items', and 'Import Items'. Another red arrow points to the 'Price(GBP)' field in the table, which contains '0.00'. The 'Delivery Cost(GBP)' field is crossed out with a red X and contains '0.00'. The 'Grand Total(GBP)' field also contains '0.00'. The form includes sections for 'Notes', 'Availability', and 'Attachments'.

Note that you do not need to enter any information for 'Your Part No.' or 'Delivery Days':

The screenshot shows the 'Your Part No.' and 'Delivery Days' fields. Both fields are crossed out with a red X. The 'Your Part No.' field is empty, and the 'Delivery Days' field contains the number '3'.

Confirmation

Once submitted, you will be presented with a confirmation message in your browser window; however you will not receive a confirmation email from MultiQuote – this is normal and does not mean that your application has not been received.

WEAHSN will endeavour to notify all applicants of the success of their proposal within 2 working weeks of the deadline Challenge deadline. Successful applicants will be invited to interview to present their

Further Assistance

If you have any problems accessing the Challenge on the MultiQuote portal, please contact Adam Lester-George at the West of England AHSN:

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