HSV Procurement Portal

Procurement Portal

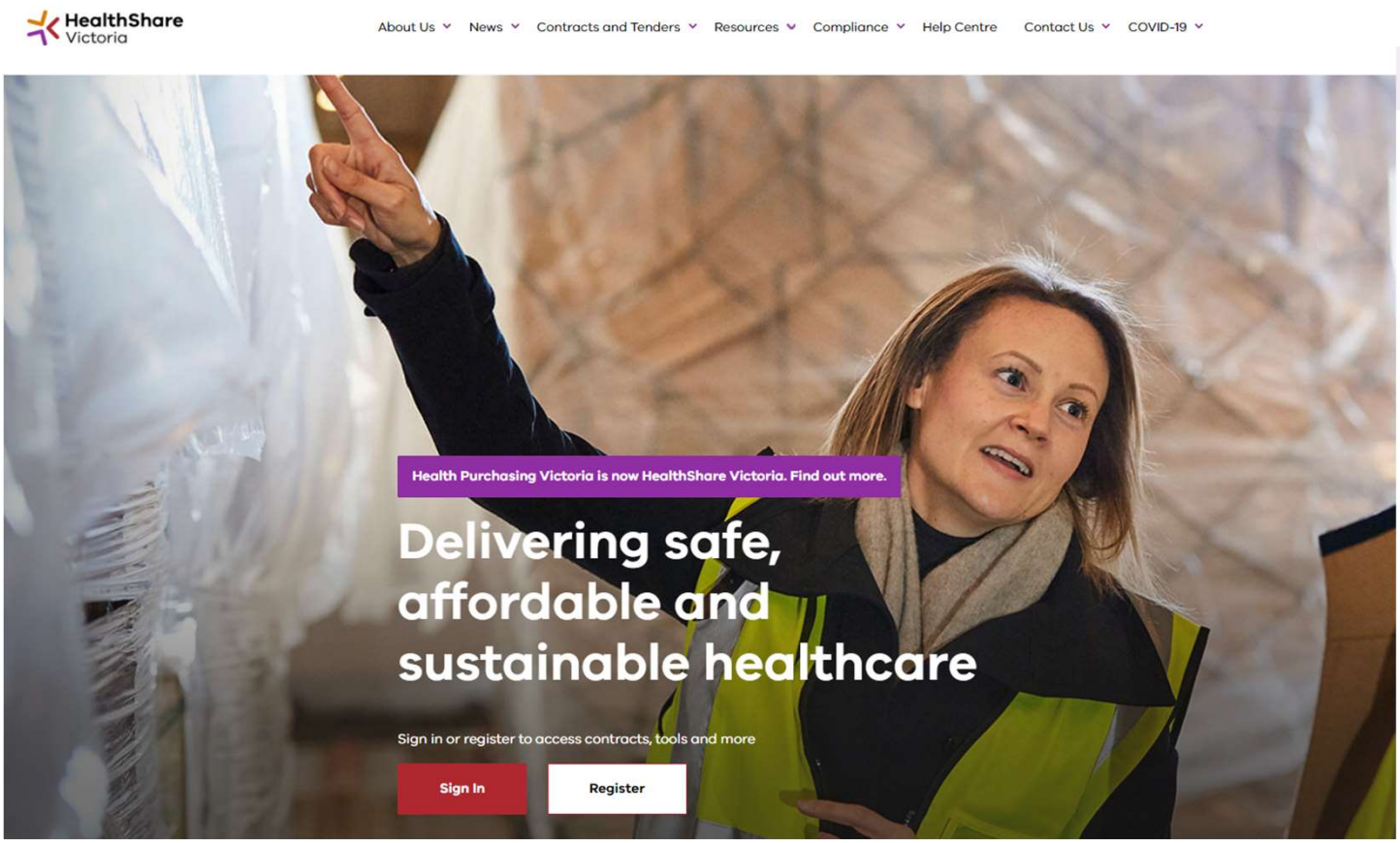
Tender document download, tender related questions, and tender submission from the HSV Procurement Portal ONLY

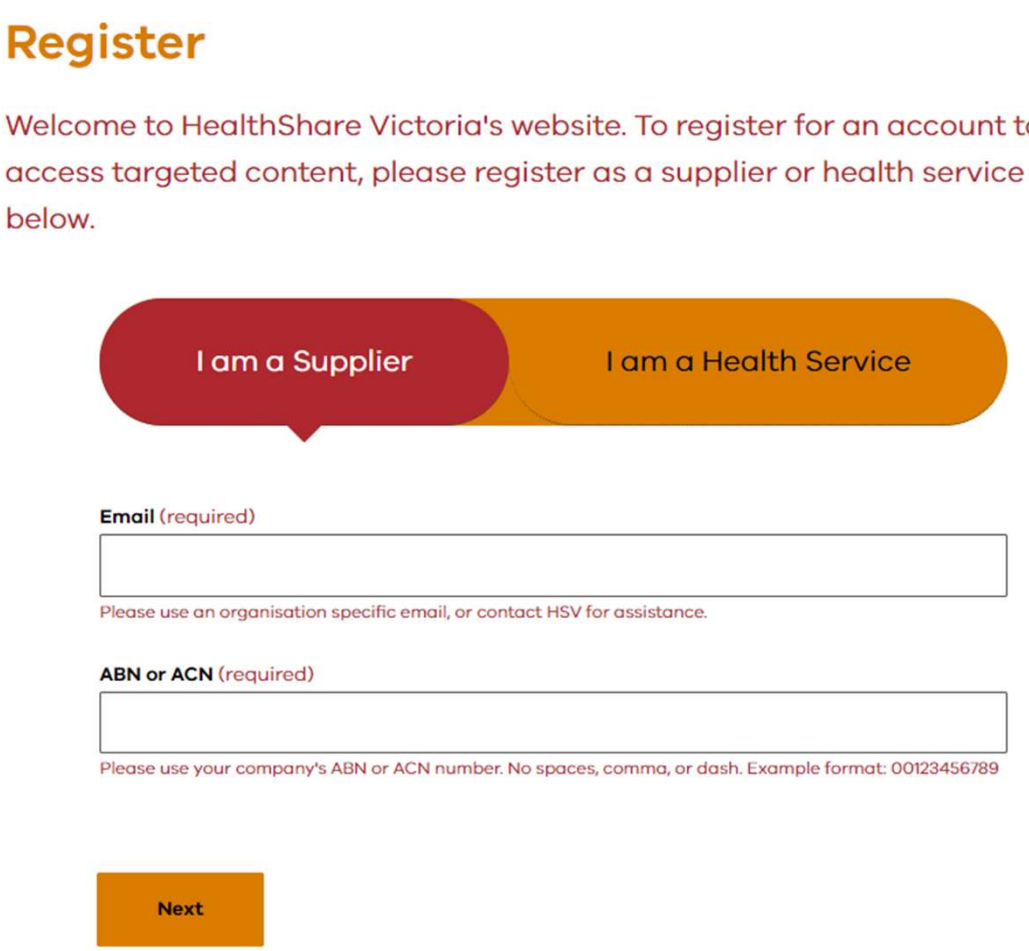
Register/Access at healthsharevic.org.au

Each HSV Procurement Portal company account has one superuser responsible for managing subusers, including visibility of the EOI documentation

Technical Issues? Contact HSV Procurement Portal (Jaggaer) Customer Support
Ph: 02 8074 8627 customersupport@jaggaer.com

New User? Go to healthsharevic.org.au and click *Register*

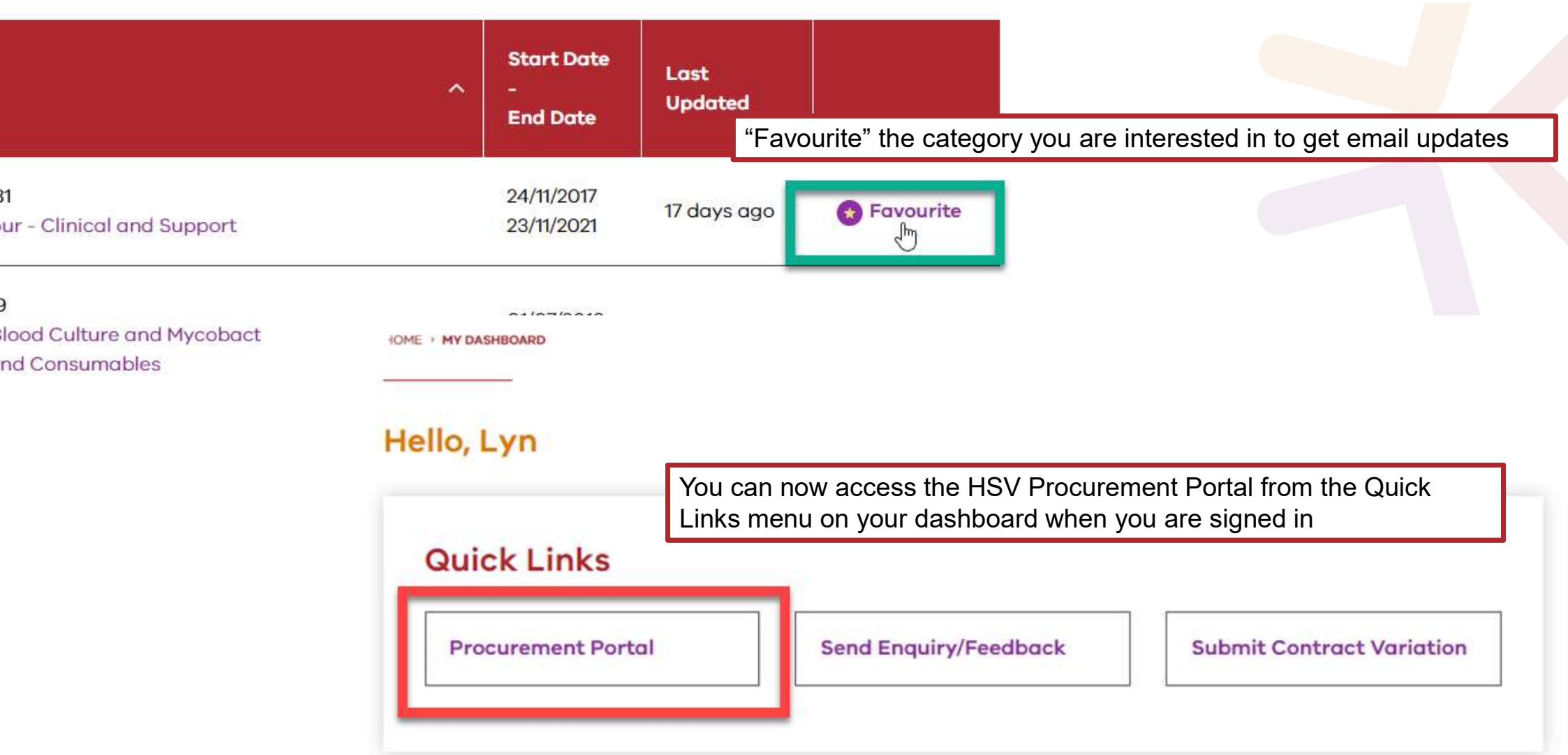




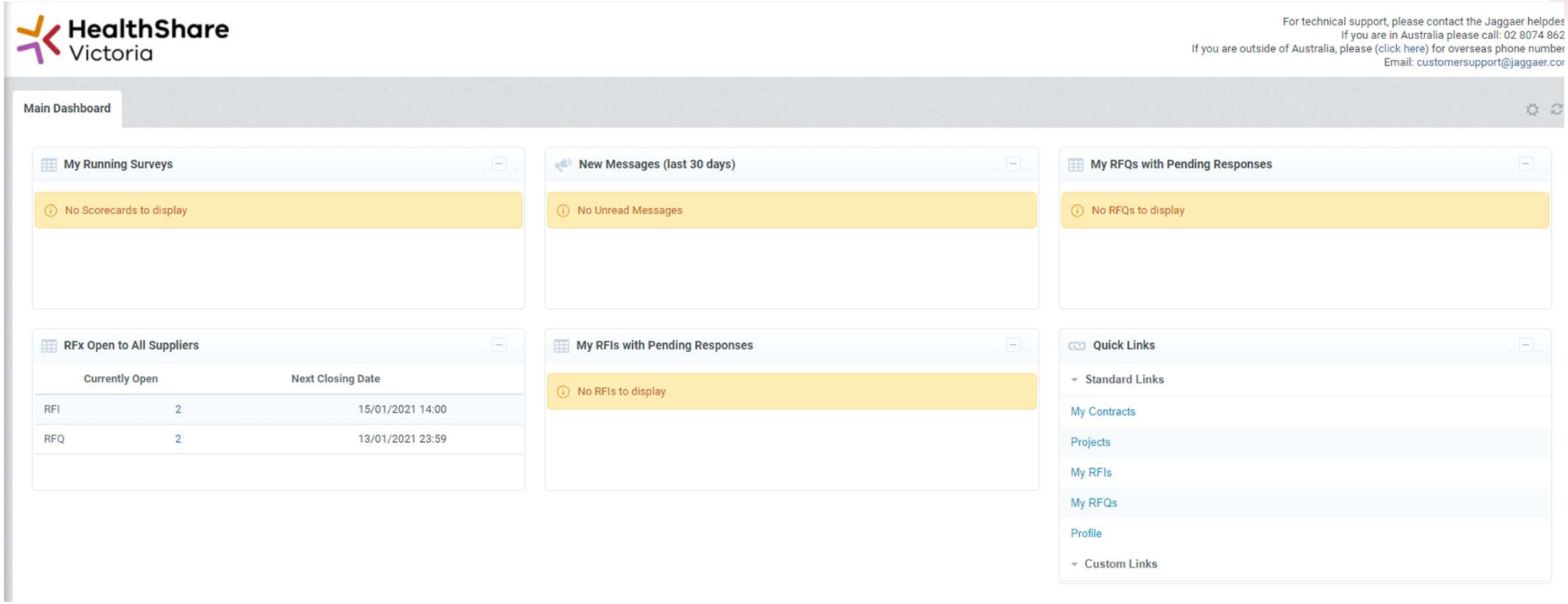
To create your account:

1. Select the "I am a Supplier" option
2. Enter your business specific email address
3. Click "Next"

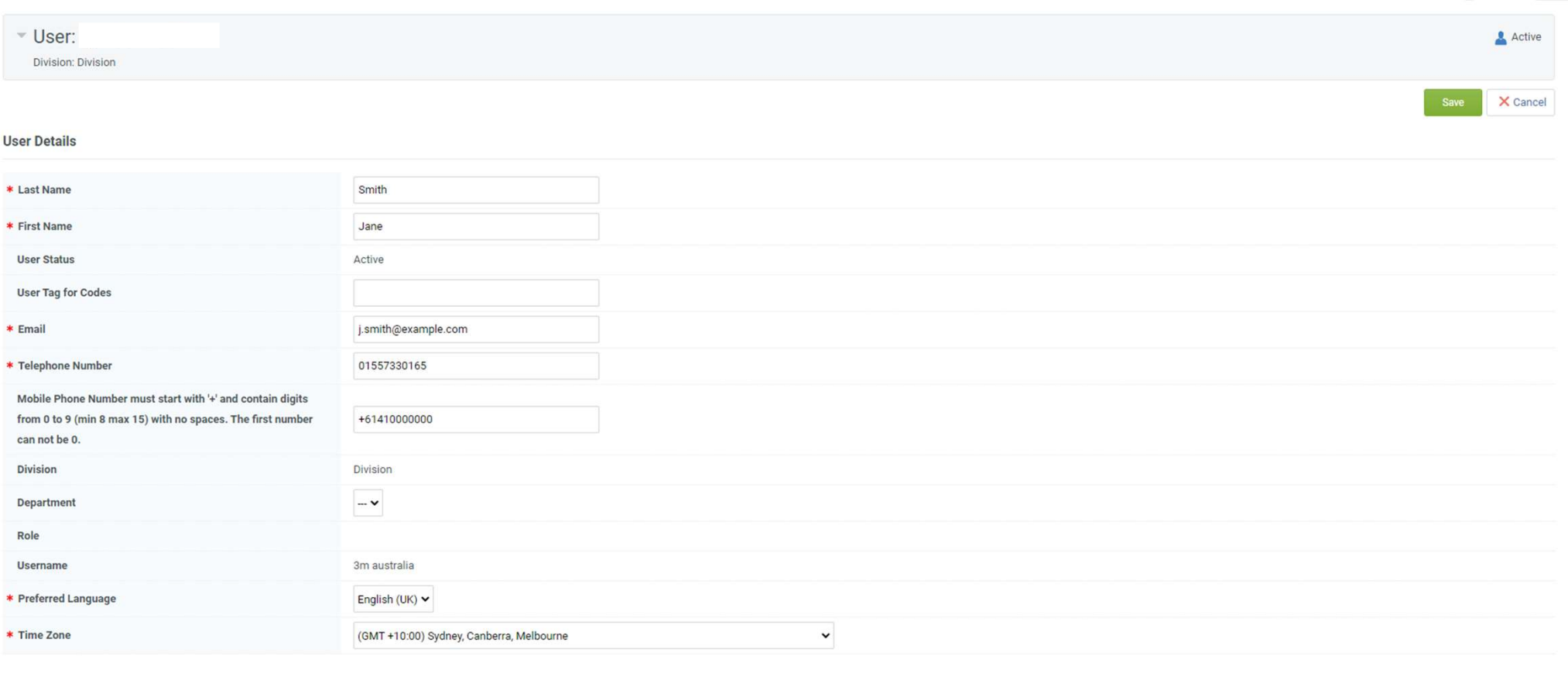
Complete your registration and you will receive a new account email with a password setup link


Start Date - End Date
Last Updated
“Favourite” the category you are interested in to get email updates
24/11/2017
23/11/2021
17 days ago
Favourite
ur - Clinical and Support
lood Culture and Mycobact
nd Consumables
HOME › MY DASHBOARD
Hello, Lyn
You can now access the HSV Procurement Portal from the Quick Links menu on your dashboard when you are signed in
Quick Links
Procurement Portal
Send Enquiry/Feedback
Submit Contract Variation

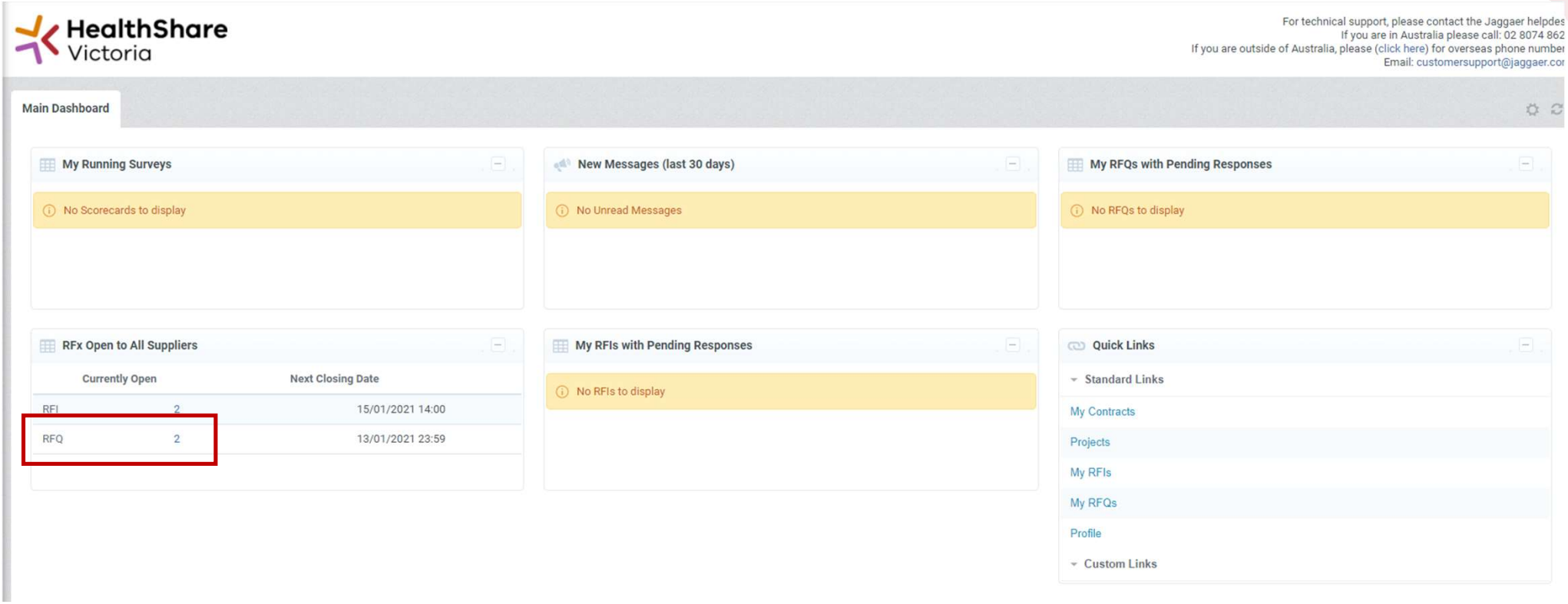
You will be directed to the Procurement Portal where you can access any open RFx or edit your personal profile



If you are the Super User you will receive all system alerts.
Add additional contact email addresses to yours using ; as a separator.

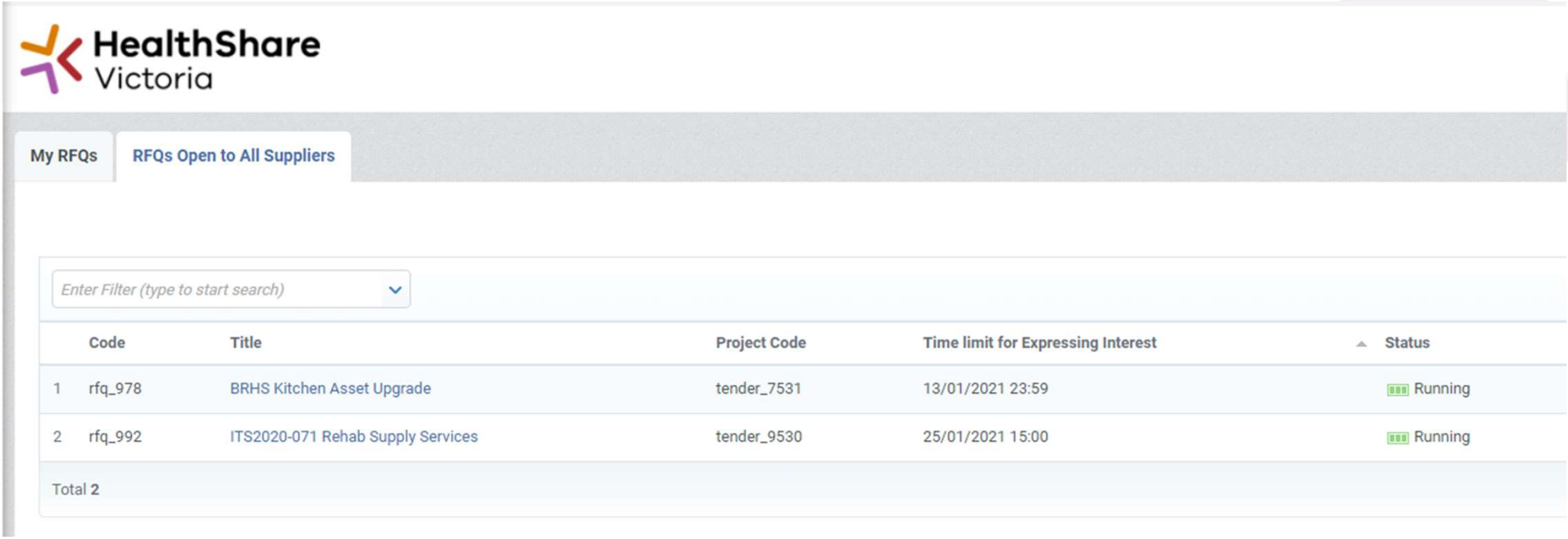


From the Portal click on the ‘RFQ’ line within the ‘RFx Open to All Suppliers’

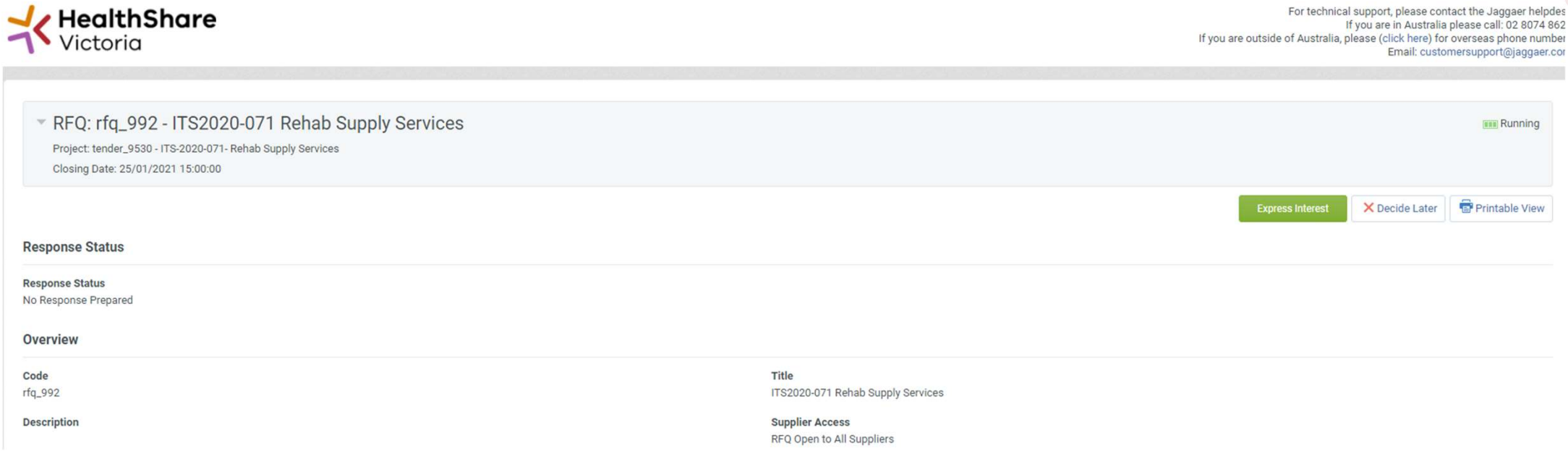


Official

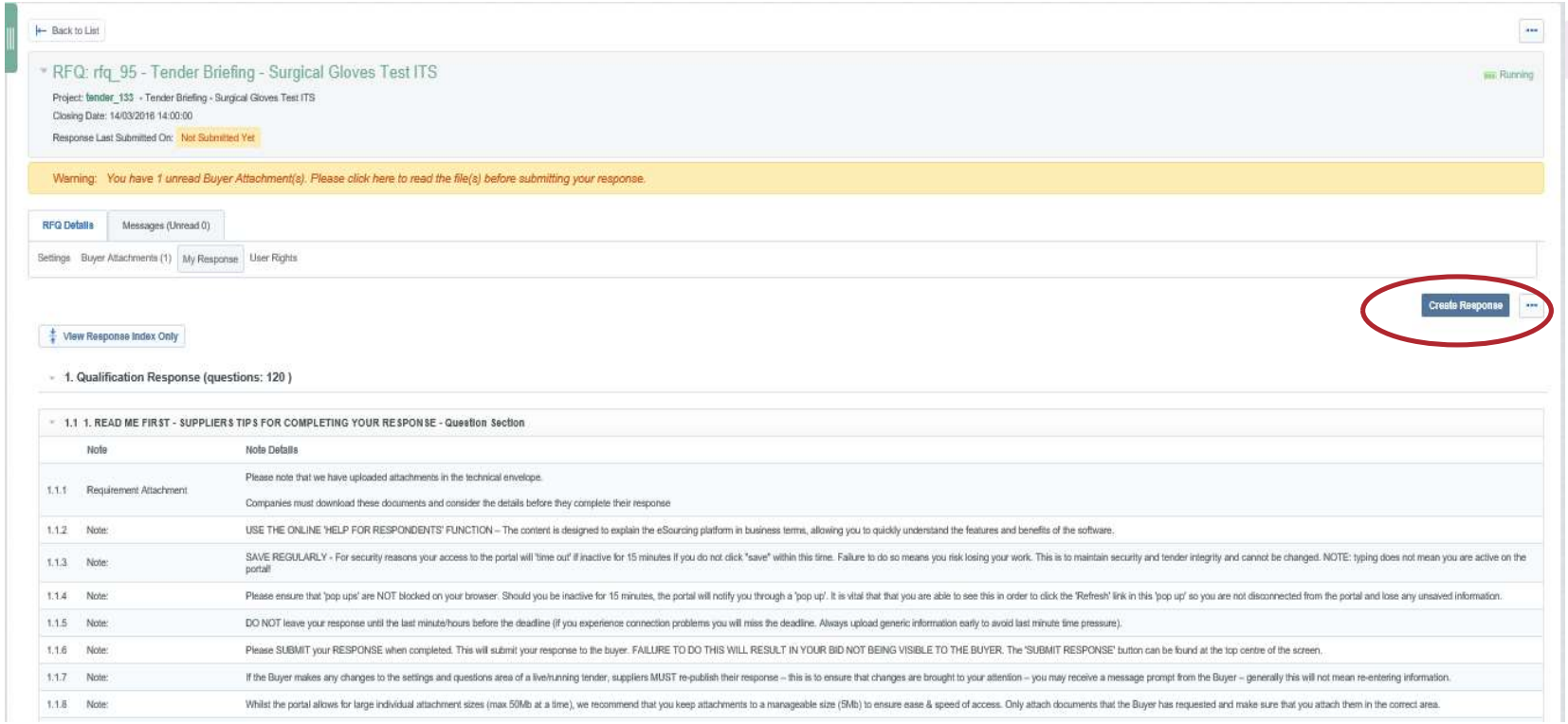
Select the tender you would like to express interest in



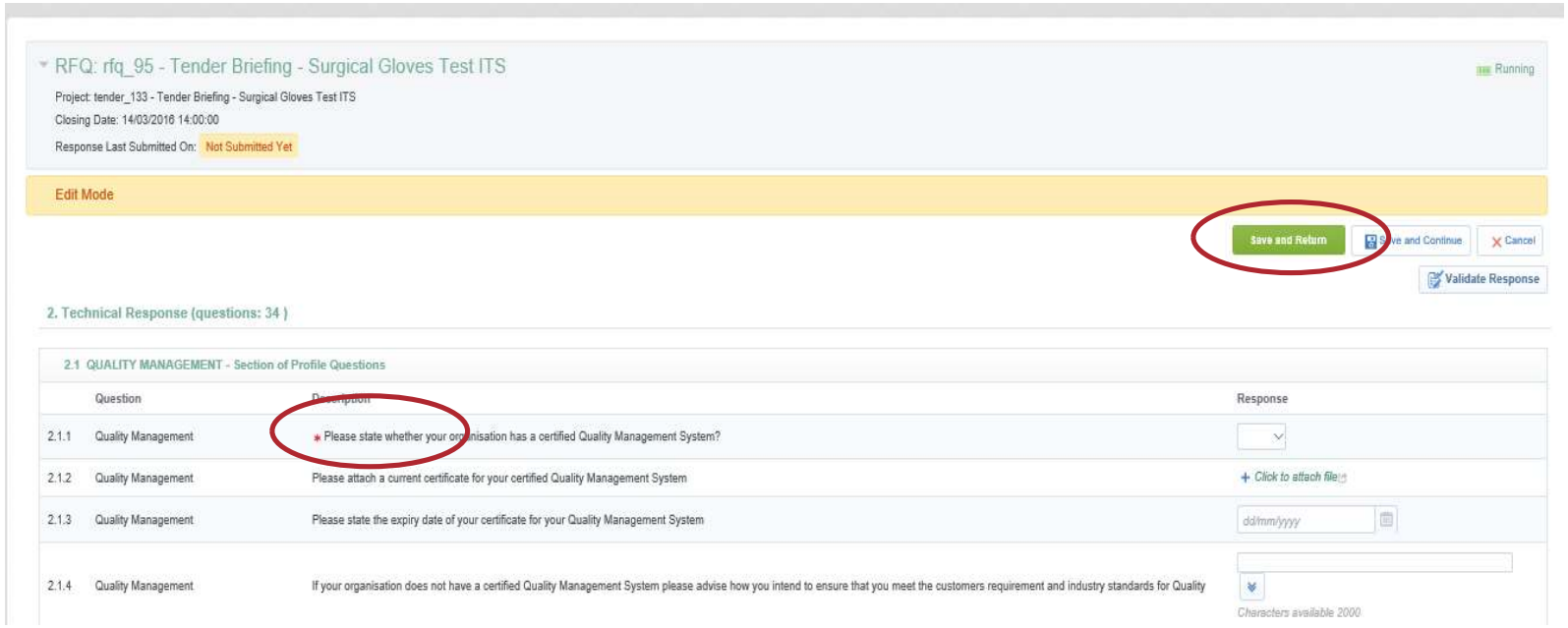
Click on ‘Express Interest’. This is the only way to access the event.

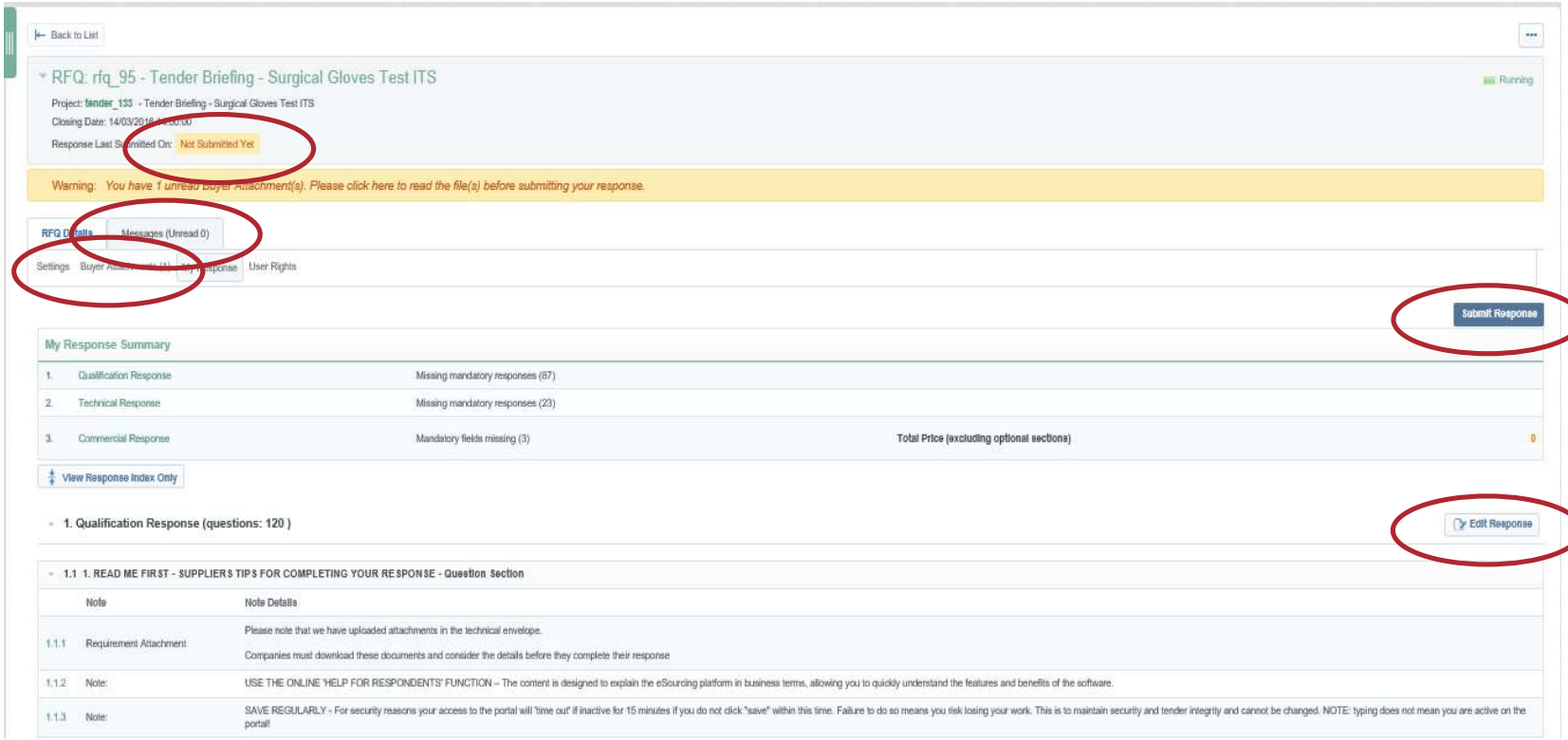


To populate the content of your tender response, click on ‘Create Response’

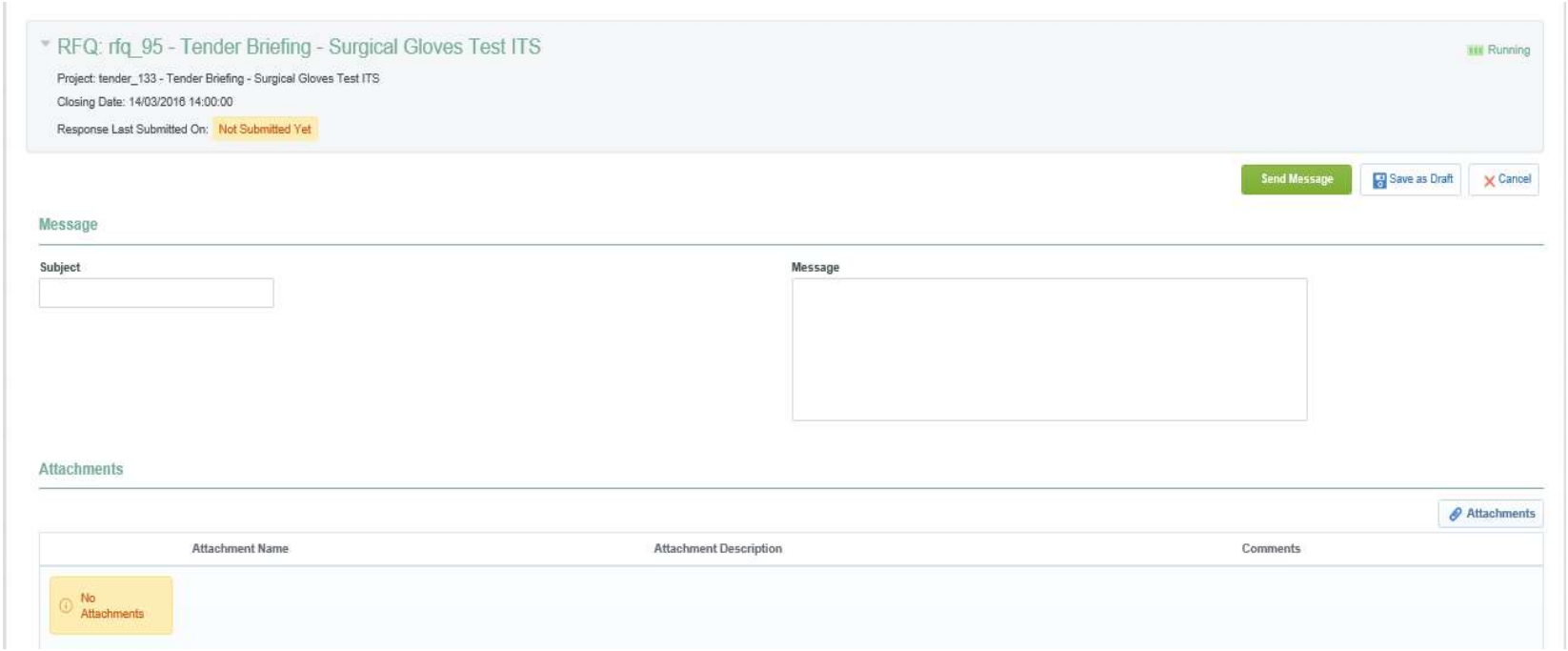


SAVE REGULARLY.
If you are inactive on the site for more than 15 minutes you will need to sign in again and any unsaved data will be lost.

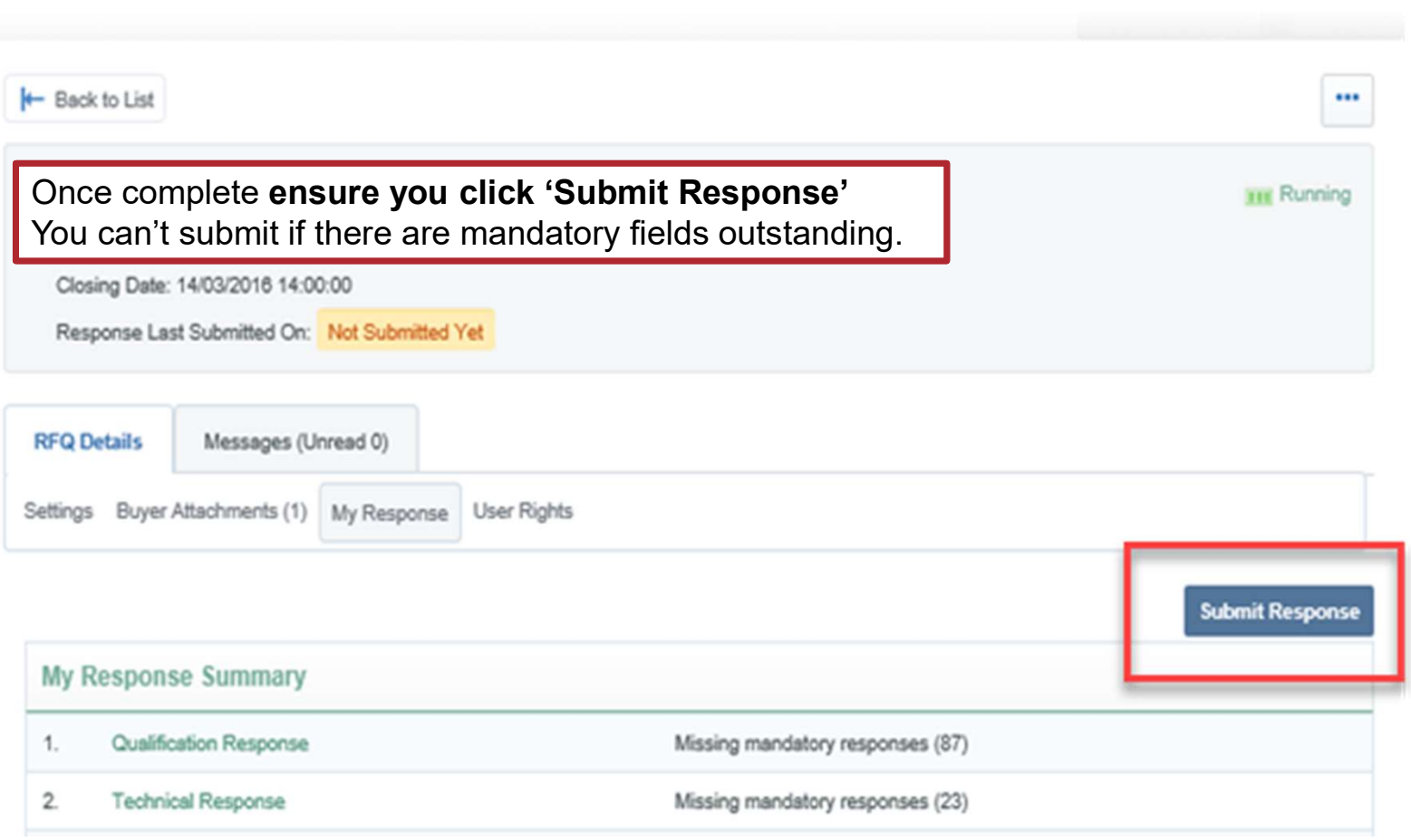



Back to List
RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS
Running
Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS
Closing Date: 14/03/2016
Response Last Submitted On: Not Submitted Yet
Warning: You have 1 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.
RFQ Details
Messages (Unread 0)
Settings
User Rights
Submit Response
My Response Summary
1. Qualification Response
Missing mandatory responses (87)
2. Technical Response
Missing mandatory responses (23)
3. Commercial Response
Mandatory fields missing (3)
Total Price (excluding optional sections)
0
View Response Index Only
1. Qualification Response (questions: 120)
Edit Response
1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Question Section
Note
Note Details
1.1.1 Requirement Attachment
Please note that we have uploaded attachments in the technical envelope.
Companies must download these documents and consider the details before they complete their response
1.1.2 Note:
USE THE ONLINE 'HELP FOR RESPONDENTS' FUNCTION – The content is designed to explain the eSourcing platform in business terms, allowing you to quickly understand the features and benefits of the software.
1.1.3 Note:
SAVE REGULARLY - For security reasons your access to the portal will 'time out' if inactive for 15 minutes if you do not click "save" within this time. Failure to do so means you risk losing your work. This is to maintain security and tender integrity and cannot be changed. NOTE: typing does not mean you are active on the portal!

If you need to send a clarification question to HSV use the secure messaging function



Official

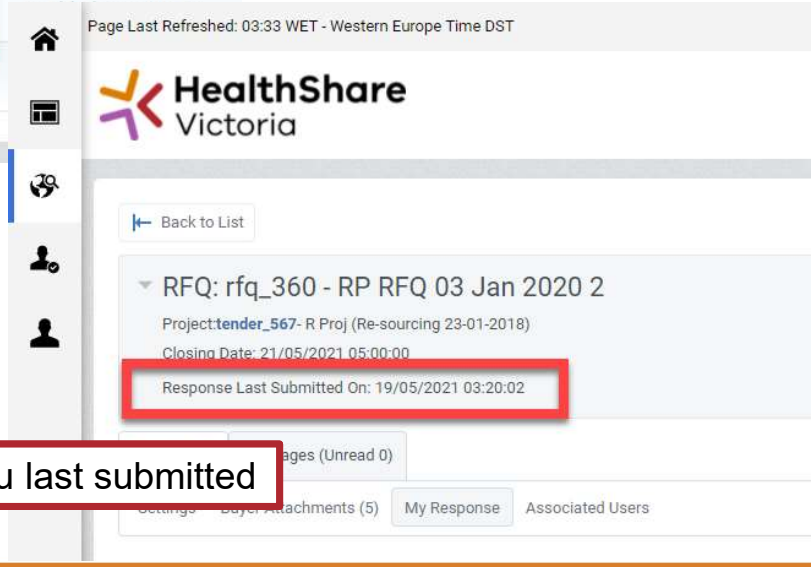


Once complete **ensure you click 'Submit Response'**
You can't submit if there are mandatory fields outstanding.

Note that responses – including pricing – are sealed until tender close.
Your response is locked and inaccessible to the buyer until then.

To confirm that your response has been submitted, check that "My RFQs" shows "Response Submitted to Buyer" for that ITS.

Clicking on that RFQ shows when you last submitted



Tips for Responding

- Do not assume your company is known or well known by the evaluators – provide all requested information
- Do not use acronyms or abbreviations
- Do not cross-refer to other questions or answers in your responses
- Remember to save regularly
- Submit early – you can overwrite your information up to the time of closing. Late tenders can only be accepted if they meet the strict conditions of the *Late Responses* clause
- Multiple users working on a submission can cause errors and delays. It is strongly recommended that only one user be logged on at one time to work on a submission.