



Quick Guide to SCMS – To be read in conjunction with the document ‘SCMS – Step by Step Guide’

No.	Action	No.	Action	No.	Action
1	Existing Arrangements in place?	18	Select Team Members	35	Open the Tender
2	Value over £10,000	19	Scheme Created	36	Confirm the opening
3	Documents Prepared?	20	Check details in summary tab	37	Green tick signals responses
4	Contact CPBD if required	21	Choose procedure	38	Red arrow to download responses
5	Sure of the need to use SCMS	22	Add Team members	39	Repeat for all suppliers
6	Login to the system	23	Actions Tab	40	All documents now saved locally
7	Select Tender Module	24	Select Actions	41	Evaluate using criteria stated
8	Create New Scheme	25	Set Reminders	42	Use a model to record comments
9	Enter Value and Category	26	Change to ‘complete’ when done	43	Decide on a winner
10	Select a template	27	Source Tenderers	44	Use SCMS to notify the suppliers
11	Give the scheme a reference	28	Upload documents	45	Select Status as ‘accepted’
12	Give the scheme a title	29	Send Correspondence	46	Send correspondence to suppliers
13	Insert a start date	30	Send ‘Tender Invitation Letter’	47	Advertise Award Notice
14	Insert a duration	31	Publish scheme to ‘bid’ stage	48	Publish scheme to ‘contract award’
15	Choose a department	32	Wait for the deadline to pass	49	Create the contract
16	Insert a description	33	Publish from ‘bid’ to ‘under evaluation’	50	Done
17	Select E-Tender	34	Login as Tender Opening Officer		