

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

TTEC ESUBMISSION SYSTEM – (T&TEC USERS)

User Documentation

The user documentation gives a description of all the TTEC eSubmission System Interface. It is intended for the users of the system to utilize as a reference while using the system. The system users and user functionality are outlined.





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Introduction

1.1 System Overview

The Procurement and Supplies Department of the Trinidad and Tobago Electricity Commission is charged with the task of developing a secure and safe way to receive quotations from suppliers/contractors which is aligned with the requirements of the Public Procurement and Disposal of Public Property Act 2015.

The eSubmission system was developed and has four stages:

- 1) Creation of RFQ from existing requisition
- 2) Approval and publishing of RFQ via the eSubmission system
- 3) Receiving supplier quotations via the eSubmission system
- 4) Making supplier quotations available to evaluators after the closing date

After the creation of the requisition within PeopleSoft, the Request for Quotation (RFQ) process will now be handled and managed by the eSubmission system until the bid submissions are received by the requesting department and sent for evaluation.

1.2 System Support

It is important that users have technical support when confronted with any undesired system behaviour such as application failures and unexpected error messages. Users may contact the Purchasing Section via the Purchasing Help Desk to report any system failure or if there is any aspect of the system that they perceive needs clarification. Also users are asked to screen capture any errors and present it to the Purchasing Section for forwarding for technical review by the Information Systems Team.

1.3 Users

The system has been developed with the intent of servicing two type of users

-T&TEC Employees

- Suppliers/Contactors

Employees of the Commission would be able to create and send RFQs via email to supplier/ contractor in a transparent, efficient, and fair manner.

Supplier/Contractors would be able to securely submit their bid submission.

1.3.1 Roles

Role	Description
Creator	User that creates a RFQ
Approver	Someone who reviews/edits the RFQ and approves it for publishing
Supplier/Contractor	User who submits quotations via the system
Table 1.2.1 Pales and	Posponsibility of Usors

Table 1.3.1 – Roles and Responsibility of Users





Using the eSubmission System

2.1 Application Controls

Control	Image	Usage
Text Boxes		Click within the
		textbox area.
		Type the
		necessary data
		Red boxes
		indicate
		mandatory or
		missing
		information
		Green text
	2023-08-07 12:00 PM	boxes indicate
		information is
		acceptable
Button		Click to perform
	Log In	the operation
		button
Check Box		Click within the
		checkbox area
	_	to select and
Calandantauthau		unselect
Calendar textbox		Click within text
		calendar will
		pop up.
	< August V 2023 >	$\langle \rangle$
	- Sun Mon Tue Wed Thu Fri Sat -	
		Select the
	13 14 15 16 17 18 19	Appropriate
	- 20 21 22 23 24 25 26 ·	uale
	27 28 29 30 31 1 2	
	3 4 5 6 7 8 9	
		The textbox
	2023-08-07 12:00 PM	have the
		selected date
Dropdown List		
Attachments	Attachments	Drag and Drop
	Drag & Drop your files or <u>Browse</u>	files to be
	Table 2.1.1 – Application Controls	upioadeu





2.2 Application Landing Page Layout



Figure 2.2.1 Application Landing Page Layout

- 1 Log Out : To log out of application.
- 2 Application Header: the title of the application is displayed and returns to landing page from other pages.
- 3 Request for Quotation Boxes: Displays information on all RFQ's generated.
- 4 View button: To review details of RFQ.
- 5 New RFQ: Creates new request for quotation
- 6 Suppliers/Contractors: Review Suppliers/Contractors information*

*only available to Procurement and Supplies users.

NOTE: Please note that if an area needs an email address added to a supplier/contractor, please send an email to Mr. Rodney Charles – Procurement Officer in order for this to be done.





2.3 Login

The TTEC eSubmissions System displays the login screen to welcome users and authenticate them (see figure 2.3.1). The user must login with their system login username and password to access the system. Invalid users and inactive users will not be authenticated. Invalid login messages are displayed if the user enters an incorrect username or password.

TTEC eSubmissions		Login
	TTEC Log In (Same as Computer Login) Username Password Log In	

Figure 2.3.1 - Login Page

2.4 General Application Functions

RFQ ID: 28	🖸 View	RFQ ID: 27	🖸 View	RFQ ID: 26	🖸 View
Status: Closed & No Longer Accep Business Unit: H30	ting Submissions	Status: RFQ Expired Business Unit: H30		Status: RFQ Expired Business Unit: H30	
Suppliers: Kirn Ellies (Supplier)		Suppliers: Kirn Ellies (Supplier)		Suppliers: Aquina Semper (Sup	oplier)
Evaluators: Aquina Semper-Smith		Evaluators: Aquina Semper-Sm	ith	Evaluators: Kirn Ellies	
RFQ ID: 25	🖸 View	RFQ ID: 24	🗹 View	RFQ ID: 23	🖸 View
Status: RFQ Expired Business Unit: H30		Status: Closed & No Longer Ac Business Unit: H30	cepting Submissions	Status: Closed & No Longer Ad Business Unit: H30	ccepting Submissions
Suppliers: Kirn Ellies (Supplier), Aqu (Supplier)	uina Semper	Suppliers: Aquina Semper (Sup	plier)	Suppliers: Aquina Semper (Sup	oplier)
Evaluators: Kirn Ellies		Evaluators: Kirn Ellies		Evaluators: Kirn Ellies	

Figure 2.4.1 – Landing page

The eSubmissions landing page is the initial page that will greet users once they have logged into the system.

From this page users will be able to do the following:

- 1) View all Request for Quotations regardless of Status
- 2) Create New Requests
- 3) Access the Suppliers/Contractor database *

*only available to Procurement and Supplies users





2.4.1 Status of RFQ

nage	Status
RFQ ID: 21 View and Publish	This Status is for RFQs awaiting review and
Status: Saved, not yet Published Business Unit: H30	approval.
Suppliers: Kirn Ellies (Supplier)	Button (the option to view and publish would appear for
Evaluators: Aquina Semper-Smith	approvers)
	This Status is for RFQs
RFQ ID: 22	approved, but yet to be sent
Status: Published, not yet Open Business Unit: H30	to suppliers.
Suppliers: Kirn Ellies (Supplier)	
Evaluators: Aquina Semper-Smith	
	This Status is for RFQs that
RFQ ID: 20	are open and submissions being received
Status: Open & Accepting Submissions Business Unit: H30	being received.
Suppliers: Kirn Ellies (Supplier)	
Evaluators: Aquina Semper-Smith	
	This Status is for RFQs that
RFQ ID: 19	have closed.
Status: K+Q Expired Business Unit: H30	
Status: KFQ Expired Business Unit: H30 Suppliers: Kirn Ellies (Supplier), Aquina Semper (Supplier)	

Table 2.4.1 – Different Status for RFQs.





2.4.2 Generating Request for Quotations - New RFQ

RFQ ID: 28	🖸 View	RFQ ID: 27	View	RFQ ID: 26	🖸 Vie
Status: Closed & No Longer Acc Business Unit: H30	epting Submissions	Status: RFQ Expired Business Unit: H30		Status: RFQ Expired Business Unit: H30	
Suppliers: Kirn Ellies (Supplier)		Suppliers: Kirn Ellies (Supplier)		Suppliers: Aquina Semper (Su	pplier)
Evaluators: Aquina Semper-Smit	th	Evaluators: Aquina Semper-Sm	nith	Evaluators: Kirn Ellies	
RFQ ID: 25	🖸 View	RFQ ID: 24	🖸 View	RFQ ID: 23	🖸 Vie
Status: RFQ Expired Business Unit: H30		Status: Closed & No Longer Ad Business Unit: H30	ccepting Submissions	Status: Closed & No Longer A Business Unit: H30	ccepting Submissions
Suppliers: Kirn Ellies (Supplier), A	Aquina Semper	Suppliers: Aquina Semper (Sup	oplier)	Suppliers: Aquina Semper (Su	pplier)
Evaluators: Kirn Ellies		Evaluators: Kirn Ellies		Evaluators: Kirn Ellies	

Figure 2.4.2 – Selecting New RFQ on Landing page

- Users from the landing page are to select the **New RFQ** link.
- Once selected this will carry the user to the Initiate RFQ page.

TTEC eSubmissions New RFQ Suppliers		Kirn Ellies 🕞
Initiate RFO		B Save
Business Unit		
0	·	
Opening Date	Closing Date	
Evaluators:	Suppliers:	
	0 ~	0 ~
Description		
		()
Attachments		
	Drag & Drop your files or Browse	

Figure 2.4.3 – Initiate RFQ Page

Users are required to provide the following mandatory information

- Business Unit (Dropdown) Select requisition business unit.
- **Requisition (Dropdown/Type to search)** Approved requisition number.
- Opening Date (Calendar/Type) The date the RFQ will be sent to suppliers.
- Closing Date (Calendar/Type) The date submissions for the RFQ will cease.
- Evaluators (Dropdown/Type to search) Select Users who will evaluate the quotation submitted by suppliers.
- Suppliers (Dropdown/Type to search) Select Supplier/Contractor who will be allowed to participate in RFQ.
- Description (Type) The description of the item or service to be procured.





 Attachments (Drag and Drop/Select files) – the documents to be sent to the suppliers/contractors as part of the RFQ.

TTEC eSubmissions New RFQ Suppliers		Kirn Ellies 🕞
Initiate RFQ		Save
Business Unit		
• •		
1120	Closing Date	
	0	
Evaluators:	Suppliers:	
	0 ~	0 ~
Description		
Description		Φ
		U
Attachments		
	Drag & Drop your files or <u>Browse</u>	

Figure 2.4.4 – Selecting Business Unit

Note: Users are required to have an approved Requisition from the PeopleSoft system in order to proceed with the creation of a new Request for Quotation (RFQ).

Note: Once in possession of an Approved Requisition, select the Business Unit which will then make the requisition field available as in figure 2.4.5.

Business Unit		Requisition:	
НЗО	√ ~	0 ~	
Opening Date		0000013049 - Raised 2023-08-10	
	0	0000013045 - Raised 2023-08-09	
L		0000013048 - Raised 2023-08-09	
Evaluators:		0000013047 - Raised 2023-08-09	
		0000013046 - Raised 2023-08-09	0 ~
		0000013042 - Raised 2023-08-07	
Description		0000012044 Daired 2022 09 07	
			0
			/
Attachments			
		Drag & Drop your files or <u>Browse</u>	

- Once the requisition text box becomes available, the corresponding requisition is to be selected.
- Users can begin typing the Requisition ID to filter the list.





Ini	tia	te R	FQ						G Save
Busi	ness U	nit						Requisition:	
НЗ	0						 ✓ 	0000013049 - Raised 2023-08-10 🗸 🗸	
Ope	ning D	ate						Closing Date	
							0	٥	
<		August		• 2023		>		Suppliers:	
Sun	Mon	Tue	Wed	Thu	Fri	Sat		0 ~	0 ~
		1	2	З	4	5 -		·	
6	7	8	9	10	11	12			
13	14	15	16	17	18	19			0
20	21	22	23	24	25	26 -			
27	28	29	30	31					
	4	5	6			9		Drag & Drop your files or Browse	
	12	:		00		PM			

Figure 2.4.6 – Showing selection of opening date

- Select text box and a calendar will appear, select the date and time the Request for Quotation (RFQ) will open and emails will be sent to suppliers/contractors.

Note: Please note that a date and time from the past cannot be selected when entering the opening date. If this is done an error message would be received as in figure 2.4.7 It is recommended to give both yourself and the publisher enough time to review the RFQ.

Initiate RFQ					🖬 Save
Business Unit		Requisition:			
H30	 ✓ ~] 	0000013049 - Raised 2023	-08-10 🗸	~	
Opening Date		Closing Date			
2023-08-15 12:00 PM	0		0		
Evaluators:			Suppliers:		
Evaluators:		0 ~	Suppliers:		0 ~
Evaluators:		0 ~	Suppliers:		0 ~
Evaluators: Description Attachments		0 ~	Suppliers:		0 ~

Figure 2.4.7 – showing error message if opening date selected in the past

- Once the opening date is entered correctly a green tick will appear.





TTEC eSubmissions New RFQ	Suppliers		Kirn Ellies 🕞
Initiate RFQ			B Save
Business Unit		Requisition:	
H30	✓ ~	0000013049 - Raised 2023-08-10 🗸 🗸	
Opening Date		Closing Date	
2023-08-15 01:55 PM	✓	0	
Evaluators:		Suppliers:	
		0 ~	0 ~
Description			
			0
Attachments			^
		Drag & Drop your files or <u>Browse</u>	

Figure 2.4.8 – showing acceptance of the opening date

- Select the closing date text box, a calendar will appear allowing the date to be selected/typed.

Initiate RFQ										🖬 Save
Business Unit		Requ	isition							
H30	 ✓ 	00	000130)49 - R	Raised	2023-0	08-10		 ✓ 	
Opening Date		Closi	ing Da	te						
2023-08-15 02:10 PM	✓								0	
Evaluators:		<	A	lugus:	t 🝾	2023	3	>		
		Sun	Mon	Tue	Wed	Thu	Fri	Sat		0 ~
Description		30 6	31 7	1	2	3 10	4	5		
		13	14	15	16	17	18	19		()
		20	21	22	23	24	25	26		
Attachments		27	28	29	30	31				
			4		6			9	VSP	
			12	:		00		PM		

Figure 2.4.9 – showing selection of the closing date

- When a date is entered in both the Opening and Closing date textboxes the "open for" textbox will appear showing the time frame the RFQ will be "open for". This textbox is non-editable by the user and simply displays the timeframe between the Opening and Closing date text boxes. See Figure 2.4.10.





TEC eSubmissions New RFQ	Suppliers		Kirn Ellie
Initiate RFQ			Bs
Business Unit		Requisition:	
H30	 ✓ 	0000013049 - Raised 2023-08-10	✓ ~
Opening Date		Closing Date (Open For
2023-08-15 02:10 PM	~	2023-08-15 03:10 PM	1 hour
Evaluators:		Suppliers:	
		0 ~	0
Description			
Attachments			
		Drag & Drop your files or <u>Browse</u>	

Figure 2.4.10 – showing the "open for" textbox

Note: The Standard Closing Date of an RFQ is Five (5) days after the opening date, the system would not allow the user to initiate an RFQ for a shorter timeframe unless approval is first sort from the users Head of Department, followed by a formal email request, requesting a shorter period with reasonable justification.

Initiate RFQ					Save 🖬
Business Unit	Requisition:				
H30	✓ ✓ 0000013049	- Raised 2023-08-10		 ✓ 	
Opening Date	Closing Date			Open For	
2023-08-15 02:10 PM	✓ 2023-08-15 0	03:10 PM	~	1 hour	
Evaluators:		Suppliers:			
Aquina Semper-Smith (8937) - Dept: Supplie	s ×	✓ ~			0 ~
Aalia Mohammed (9478) - Dept: Technical Di	vision	1			
Aaliya Hosein (9405) - Dept: Supplies					U
Aalon James-Barrow (10255) - Dept: Human	Resources Manager				
Aamiyah Philbert (10157) - Dept: Pensions &	Investments Dept.				
Aamon Pierre (7866) - Dept: Distribution Eas	t				
Aaqil Ali (7648) - Dept: Technical Division		our files or <u>Bro</u>	wse		
		*			

Figure 2.4.11 – showing selection of evaluators

- Select the evaluators text box and a dropdown list will appear.
- From this list users can either select/type the evaluators by name once a name is selected it will appear in a text bubble with a small "x" in case you wish to remove them.

Note: There is no limit to the number of evaluators a RFQ can have. Evaluators can be added until the RFQ closes.





Initiate RFQ				🖬 Save
Business Unit	Requisition:			
H30 🗸 ~	0000013049 - Raised 2023-0	8-10	✓ ✓	
Opening Date	Closing Date		Open For	
2023-08-15 02:10 PM	2023-08-15 03:10 PM	✓	1 hour	
Evaluators:		Suppliers:		
Aquina Semper-Smith (8937) - Dept: Supplies ×	 ✓ 	Kirn Ellies (Supplier) ×		 ✓ ~
Description				
		Arshad (Supplier)		
		Rodney Charles (Supplier)		
		Aquina Semper (Supplier)		
Attachments		Johann Andrews (Supplier)	
		Ryan Louison (Supplier)		
	Drag & Drop your	Shurlene Smart-Julien (Sup	oplier)	
		Dia Los Fassiano (Supplier		

Figure 2.4.12 – showing selection of suppliers

- Similarly, users must select the Supplier/Contractor text box and a dropdown will appear.
- From this list users can either select/type the suppliers name.
- Once a name is selected it will appear in a text bubble with a small "x" in case you wish to remove them.

Note: If a new supplier/ contractors' email is to be added this can be done via the Suppliers link. This role of adding new suppliers' email, however, resides with the Procurement and Supplies Department – Purchasing Section.

Business Unit		Requisition:			
Н30	 ✓ 	0000013049 - Raised 2023-08-10		 ✓ 	
Opening Date		Closing Date		Open For	
2023-08-15 02:10 PM	~	2023-08-15 03:10 PM	~	1 hour	
Evaluators:		Suppli	ers:		
Aquina Semper-Smith (8937) - Dept	Supplies ×	🗸 🗸 Kirn	Ellies (Supplier) ×		✓ ~
Description Purchase of Chair					~
Attachments					
		Drag & Drop your files of	Browse		

- Description field allows for the entering of the description of the RFQ which will be visible to the suppliers/contractors on their landing page.

Recommendation: It is recommended that the description match that of the requisition for consistency within the procurement process





- Attachments corresponding to the RFQ can be uploaded. Documents such as the Specification/Scope of Work or any related information can be uploaded here in the following formats (PDF and JPEG).

TTEC eSubmissions New RFQ Suppliers			() At least one file is required
Initiate RFQ			Save
Business Unit	Requisition:		
H30 🗸 ~	0000013049 - Raised 2023-08-10	 ✓ 	
Opening Date	Closing Date	Open For	
2023-08-15 02:15 PM 🗸	2023-08-15 03:15 PM	1 hour	
Evaluators:	Suppliers:		
Aquina Semper-Smith (8937) - Dept: Supplies ×	✓ ✓ Kirn Ellies (Supplier) ×		✓
Description			
Purchase of Chair			~
Attachments			/
	Drag & Drop your files or <u>Browse</u>		

Figure 2.4.14 – showing system message when trying to save with no attachments

Note: In order to save an RFQ at least one attachment must be uploaded.

→ 🗠 🛧 🗟 > This	PC > Documents >	ٽ ~	🔎 Search Docum	ents		
ganize 🔻 New folde	r		== •			Save 3
🕹 Downloads 🖈 ^	Name	Date modified	Type	Size ^		
Documents 🖈	🚾 Item 18 - Overtime Book	20/07/2023 7:33 AM	Microsoft Edge P	343 KB	4.11	
E Pictures	🚾 Item 28 - Stores Returned Note	20/07/2023 7:33 AM	Microsoft Edge P	269 KB	* *	
/	🧰 Item 103 - Envelopes Manilla 15 x 10 - Pri	20/07/2023 7:33 AM	Microsoft Edge P	467 KB	Open For	
Ke/419 📌	🧰 Item 181 - Petty Cash Pads	20/07/2023 7:33 AM	Microsoft Edge P	282 KB	·	
Purchasing 🖈	🧰 Item 251 - Memorandum Pads	20/07/2023 7:33 AM	Microsoft Edge P	211 KB	✓ 1 hour	
Mandatory Docu	🧰 Item 5168 -Book Work Request	20/07/2023 7:33 AM	Microsoft Edge P	230 KB		
RFQ Evaluation a	🧰 Item 5502 - Books Hot Work Permit	20/07/2023 7:33 AM	Microsoft Edge P	590 KB		
RFQ Evaluation a	🧰 Item No. 73 - Meter Return Book	20/07/2023 7:33 AM	Microsoft Edge P	285 KB	2 ~	
RFQ Package	🧰 Item No. 156 - Special Payment Forms	20/07/2023 7:33 AM	Microsoft Edge P	474 KB	/ ^	••
	🧰 RFQ 5186 - Daco Priniting	20/07/2023 7:33 AM	Microsoft Edge P	1,683 KB		
 OneDrive 	100 RFQ 5186	20/07/2023 7:33 AM	Microsoft Edge P	703 KB		
This PC	🚾 Sample Viewing Letter RFQ 5186	20/07/2023 7:33 AM	Microsoft Edge P	276 KB 🗸		1
~	<			>		•
File na	me: RFQ 5186	~	All files	~		1
			Onen	Cancel		
			Open	Cancer		
		Dra	g & Drop your files	or <u>Browse</u>		

Attachments can either be dragged and dropped or select the browse option to access your computer files as above.





Initiate RFQ			🖬 Save
Business Unit	Requisition:		
H30 🗸 🗸	0000013049 - Raised 2023-08-10	 ✓ 	
Opening Date	Closing Date	Open For	
2023-08-15 02:15 PM	2023-08-15 03:15 PM	1 hour	
Evaluators:	Suppliers:		
Aquina Semper-Smith (8937) - Dept: Supplies ×	✓ ✓ Kirn Ellies (Supplier) ×		 ✓ ~
Description			
Purchase of Chair			~
Attachments			
	Drag & Drop your files or <u>Browse</u>		

Figure 2.4.15 – showing dialog box for uploading a file from user's system

- Once all fields are entered correctly, the save button should be selected. Once successful an email notification will be sent to the approver/ publisher of the RFQ.

TTEC eSubmissions New RFQ Suppliers	sstest says Are you sure you want to initiate this RFQ?	Kirn Ellies 🕩
Initiate RFQ	OK Cancel	Save
Business Unit	Requisition:	
Н30 🗸 ~	0000013049 - Raised 2023-08-10	
Opening Date	Closing Date Open For	
2023-08-15 02:15 PM	✓ 2023-08-15 03:15 PM ✓ 1 hour	
Evaluators:	Suppliers:	
Aquina Semper-Smith (8937) - Dept: Supplies ×	✓ ✓ Kirn Ellies (Supplier) ×	✓
Description		
Purchase of Chair		~
Attachments		
	Drag & Drop your files or <u>Browse</u>	
X HFQ 5186.pdf		

Figure 2.4.15 – showing dialog box for uploading a file from user's system

Note: The Approver and Publisher can either exist as one or two separate roles depending on the approval structure of a department.

- Once the RFQ has been saved all fields become non-editable and the information can only be viewed.



Version 2023/2



RFQ ID: 29			🖪 Publish 🥒 Edit 🧯 Cano
Status	Initiated By	Business Unit	Requisition Id
Saved, not yet Published	Kirn Ellies	H30	0000013049
Opening Date	Closing Date	Initiated At	
2023-08-15 02:25 PM	2023-08-15 03:25 PM	2023-08-15 02:20 PM	
Description			
Purchase of Chair			
RFQ Attachments			
• <u>RFQ 5186.pdf</u>			
Evaluators			
Name	Employ	ee Number	Department
Aquina Compos Smith	8937	8037	

Figure 2.4.16 – showing save notification after saving successfully

2.4.3 Approving/ Publishing Request for Quotation

⊟੭ਹ↑↓ਵ	RFQ Ready to be Approved and Published - Message (HTML)	m – m ×
File Message Help Q Tell me what you want to do		
$\boxed{10} \sim \boxdot \textcircled{1} \curvearrowleft Reply \textcircled{1} Reply \texttt{All} \rightarrow Forward \boxed{\textcircled{1}} Move to: ?$	× 🖓 Mark Unread 👫 × 🖻 × 🛱 √ 🕞 🔎 Find 🔍 Zoom	📫 Share to Teams 🛛 🔗 Viva Insights 🛛 🗸 🗸
RFQ Ready to be Approved and Published		
TTEC eSubmissions System <ttecnoreply@ttec.co.tt></ttecnoreply@ttec.co.tt>		\bigcirc Reply \iff Reply All \rightarrow Forward \cdots
To © Kirn Ellies		Mon 07/08/2023 3:05 PM
Good day,		
Please receive this request for quotations for your attention and approval for publish Thank you for your cooperation.	ing.	
Click here to view this request for quotations		
TTEC eSubmissions System		
Notice of Confidentiality: This e-mail message (and any attachments) may contain confi not the intended recipient of this message or any parts of it you are hereby notified that a unlawful. The Trinidad and Tobago Electricity Commission shall not be liable for the tran other harmful spyware. If you are not the intended recipient(s), or are not authorize delete all copies of this message from your system.	dential and/or privileged material for the sole use of the Trinidad and Tobago Electricity ny diaclosure, copying, distribution or taking any action in reliance on the contents of thi amission in part or whole of this message or for any delay in its receipt and does not guan I to receive this message for and on behalf of the intended recipient(s), please noti	Commission and the intended recipient(g). If you are s information is strictly prohibited and may be untee that this communication is free from viruses or fy the sender immediately by e-mail reply and

Figure 2.4.17 – showing email sent to approver/publisher

An email will be received from the eSubmissions System informing the approver/ publisher that the Request for Quotation is ready for publishing.

- Click on the link within the email to be taken to the RFQ page.





TTEC eSubmissions New RFQ	Suppliers		Kirn Ellies 🕻
RFQ ID: 29			🛛 Publish 📝 Edit 🥤 Cancel
Status	Initiated By	Business Unit	Requisition Id
Saved, not yet Published	Kirn Ellies	H30	0000013049
Opening Date	Closing Date	Initiated At	
2023-08-15 02:25 PM	2023-08-15 03:25 PM	2023-08-15 02:20 PM	
Description			
Purchase of Chair			
RFQ Attachments <u>RFQ 5186.pdf</u> 			
Evaluators			
Name	Employe	ee Number	Department
Anuine Compose Smith	8937		Supplies

Figure 2.4.18 – showing selection of the publish button

Once the RFQ is reviewed and is ready to be published.

- Click on the publish button.

REO ID: 29	Are you sure you want to	o publish this RFQ? OK Cancel	A Publish / Edit Cancel	
Status	Initiated By	Business Unit	Requisition Id	
Saved, not yet Published	Kirn Ellies	H30	0000013049	
Opening Date	Closing Date	Initiated At		
2023-08-15 02:25 PM	2023-08-15 03:25 PM	2023-08-15 02:20 PM		
Description				
Purchase of Chair				
RFQ Attachments				
 <u>RFQ 5186.pdf</u> 				
• RFQ 5186.pdf Evaluators				
• <u>RFQ 5186.pdf</u> Evaluators Name	Employe	ee Number	Department	
EFQ 5186.pdf Evaluators Name Aquina Semper-Smith	Employe 8937	ee Number	Department Supplies	
RFQ S186.pdf Evaluators Name Aquina Semper-Smith Suppliers	Employe 8937	ee Number	Department Supplies	
BFQ 5186.pdf Evaluators Name Aquina Semper-Smith Suppliers	Employa 8937 Figure 2.4.19 – showing	ee Number g the confirmation to publish	Department Supplies	
BFQ 5186.pdf Evaluators Name Aquina Semper-Smith Suppliers	Employa 8937 Figure 2.4.19 – showing	ee Number g the confirmation to publish	Department Supplies	





RFQ ID: 29			🖍 Edit 📋 Cancel
Status	Initiated By	Business Unit	Requisition Id
Published, not yet Open	Kirn Ellies	H30	0000013049
Opening Date	Closing Date	Initiated At	Published At
2023-08-15 02:25 PM	2023-08-15 03:25 PM	2023-08-15 02:20 PM	2023-08-15 02:24 PM
Description			
Purchase of Chair			
RFQ Attachments			
• <u>RFQ 5186.pdf</u>			
Evaluators			
Name	Employe	e Number	Department

Figure 2.4.20 – showing dialog box for uploading a file from user's system

Alternative method to view and publish if an email with a link is not received.

TTEC eSubmissions		Login
	TTEC Log In (Same as Computer Login) Username Password Log In	



RFQ ID: 29	🖸 View	RFQ ID: 28	🖸 View	RFQ ID: 27	🖸 View	
Status: Open & Accepting Submissions Business Unit: H30		Status: Closed & No Longer Ac Business Unit: H30	cepting Submissions	Status: RFQ Expired Business Unit: H30		
Suppliers: Kirn Ellies (Supplier)		Suppliers: Kirn Ellies (Supplier)		Suppliers: Kirn Ellies (Supplier	r)	
Evaluators: Aquina Semper-Smith		Evaluators: Aquina Semper-Sm	ith	Evaluators: Aquina Semper-Si	mith	
RFQ ID: 26	View	RFQ ID: 25	C View	RFQ ID: 24	🖸 View	
Status: RFQ Expired Business Unit: H30		Status: RFQ Expired Business Unit: H30		Status: Closed & No Longer A Business Unit: H30	Accepting Submissions	
Suppliers: Aquina Semper (Supplier)		Suppliers: Kirn Ellies (Supplier),	Aquina Semper	Suppliers: Aquina Semper (Su	ıpplier)	
Evaluators: Kirn Ellies	Evaluators: Kirn Ellies		(Supplier) Evaluators: Kirn Ellies			
RFQ ID: 23	🖸 View	RFQ ID: 22	🖸 View	RFQ ID: 21	🖸 View	





	Ale you sure you want		
RFQ ID: 29		OK Cancel	A Publish Cancel
Status	Initiated By	Business Unit	Requisition Id
Saved, not yet Published	Kirn Ellies	H30	0000013049
Opening Date	Closing Date	Initiated At	
2023-08-15 02:25 PM	2023-08-15 03:25 PM	2023-08-15 02:20 PM	
Description			
Purchase of Chair			
RFQ Attachments			
• <u>RFQ 5186.pdf</u>			
Evaluators			
Name	Employ	yee Number	Department
	8027		Supplier

Figure 2.4.23 – showing the dialog box confirming the publishing of RFQ

Once the RFQ is reviewed and is ready to be published.

- Click on the Publish button

RFO ID: 29			🖌 Edit 🧧 Cancel	
Status	Initiated By	Business Unit	Requisition Id	
Published, not yet Open	Kirn Ellies	H30	0000013049	
Opening Date	Closing Date	Initiated At	Published At	
2023-08-15 02:25 PM	2023-08-15 03:25 PM	2023-08-15 02:20 PM	2023-08-15 02:24 PM	
Description				
Purchase of Chair				
RFQ Attachments <u>RFQ 5186.pdf</u> 				
Evaluators				
Name	Employe	ee Number	Department	
	0007		Currelian	

Figure 2.4.24 – showing successful publishing

- Once the opening date and time arrives, an email will be sent to all employees assigned to that Business Unit in the eSubmissions System informing them that the RFQ is open. Each supplier/contractor selected will also receive an email inviting them to participate.







Figure 2.4.2 – showing email sent to suppliers/contractors inviting them to participate

2.5 Editing a RFQ

- There are times when a RFQ may require additional information/addendums or a change in the closing date, whilst the RFQ is open for submission. The eSubmission System allows these changes to be made.
- Edits after the opening date can only be made by one of the Approvers for the specified Business Unit in the eSubmissions System.
- To edit a RFQ log in to the System.

TTEC eSubmissions			Login
	TTEC Log In (Same as Computer L Username	.ogin)	
	Password		
	Log In		
	Figure 2.5.1 – Showing	Login Screen	
om the RFQ landing page			
- Select the view bu	tton of the RFQ to be edited.		





REO ID: 29	View REO ID: 28	[7] View	REO ID: 27		
	NIQ ID: 20				
Status: Open & Accepting Submissions	Status: Closed & No Longer Accep	ting Submissions	Status: RFQ Expired		
Business Unit: H30	Business Unit: H30		Business Unit: H30		
Suppliers: Kirn Ellies (Supplier)	Suppliers: Kirn Ellies (Supplier)		Suppliers: Kirn Ellies (Supplier)	Suppliers: Kirn Ellies (Supplier)	
Evaluators: Aquina Semper-Smith	Evaluators: Aquina Semper-Smith		Evaluators: Aquina Semper-Smith		
RFQ ID: 26	View RFQ ID: 25	🖸 View	RFQ ID: 24	🖸 Viev	
Status: RFQ Expired	Status: RFQ Expired		Status: Closed & No Longer A	ccepting Submissions	
Business Unit: H30	Business Unit: H30		Business Unit: H30		
Suppliers: Aquina Semper (Supplier)	Suppliers: Kirn Ellies (Supplier), Aq (Supplier)	uina Semper	Suppliers: Aquina Semper (Supplier)		
Evaluators: Kirn Ellies			Evaluators: Kirn Ellies		
	Evaluators: Kirn Ellies				

RFO ID: 29				Edit
Status	Initiated By	Business Unit	Requisition Id	
Open & Accepting Submissions	Kirn Ellies	H30	0000013049	
Opening Date	Closing Date	Initiated At	Published At	
2023-08-15 02:25 PM	2023-08-15 03:25 PM	2023-08-15 02:20 PM	2023-08-15 02:24 PM	
Description				
Purchase of Chair				
RFQ Attachments				
• <u>RFQ 5186.pdf</u>				
Evaluators				
Name	Employee Nur	nber	Department	
Aquina Semper-Smith	8937		Supplies	
Suppliers				
	Figure 2.5.3 – sho	wing the selection of I	Edit	
Click "Edit"				





ITEC eSubmissions New RFQ	Suppliers			Kirn Ellies 🕞
Initiate RFQ				Save
Business Unit	Requisition			
H30	00000130	49 - Raised 2023	-08-10 🗸	
Opening Date	Closing Date		Open For	
2023-08-15 02:25 PM	2023-08-15 03:25 PM	✓	1 hour	
Evaluators:			Suppliers:	
		~	Kirn Ellies (Supplier) ×	~
Description				
Purchase of Chair				
Attachments				,
		Drag & Drop yo	ur files or <u>Browse</u>	
⊎, RFQ 5186.pdf 719 K8				

Figure 2.5.4 – showing the editable fields

Once "Edit" is selected the following fields can be edited.

- Closing Date users can extend the closing
- Attachments Addendums and Additional Information can be uploaded.
- **Evaluators –** New evaluators can be added and old can be removed.

2.5.1 When the Closing Date is Changed.

Initiate RFQ									Save
Business Unit			Re	quisitio	on:				
H30				00001	3049 -	Raise	ed 2023	3-08-10 ~	
Opening Date	Closin	ng Dat	e					Open For	
2023-08-15 02:25 PM	202	3-08-1	15 03:2	5 PM			~	1 hour	
Evaluators:		,	Augus	t	2023	}	>	Suppliers:	
Aquina Semper-Smith (8937) - Dept: Supplie	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Kirn Ellies (Supplier) ×	~
Description									
Purchase of Chair			15	16	17	18	19		
	20	21	22	23	24	25	26		h
Attachments	27	28	29	30	31				
		4	5	6		8	9	ur files or <u>Browse</u>	
		03	:		25		PM		

Figure 2.5.5 – showing the changing of the closing date

- Enter the new Closing Date and Time and click Save.





Initiate RFQ				Save
Business Unit	Requisition			
H30	0000013	49 - Raised 2023-08-10	~	
Opening Date	Closing Date	Open For		
2023-08-15 02:25 PM	2023-08-15 03:30 PM	✓ 1 hour, 5 mir	nutes	
Evaluators:		Suppliers:		
Aquina Semper-Smith (8937) - D	ept: Supplies ×	✓ ✓ Kirn Ellies (St	upplier) ×	~
Description				
Purchase of Chair				
Purchase of Chair Attachments				
Purchase of Chair Attachments		Drag & Drop your files or <u>Browse</u>	2	

Figure 2.5.6 – showing the clicking of the save button

A prompt would be received to confirm you wish to proceed.

Initiate RFQ	_	OK Cancel	Save	
Business Unit	Requisition:			
H30	0000013049 - Rais	ed 2023-08-10 🗸		
Opening Date	Closing Date	Open For		
2023-08-15 02:25 PM	2023-08-15 03:30 PM	✓ 1 hour, 5 minutes		
Evaluators:		Suppliers:		
Aquina Semper-Smith (8937) - De	ept: Supplies ×	Kirn Ellies (Supplier) ×	~	
Purchase of Chair Attachments	Drag &	Drop vour files or Browse		
اللہ RFQ 5186.pdf 719 KB				
	Figure 2.5.7 – showing the	dialog box confirming saving o	of changes	





RFQ ID: 29			🕈 Edit 🖪 Publish Changes 🧻 Discard Changes
You have made the fo suppliers. • End date change	llowing unpublished changes to this RFQ d to 2023-08-15 03:30 PM	after it opened. You must republish these cha	nges to make them visible to
Status	Initiated By	Business Unit	Requisition Id
Open & Accepting Submissions	Kirn Ellies	H30	0000013049
Opening Date	Closing Date	Initiated At	Published At
2023-08-15 02:25 PM	2023-08-15 03:25 PM	2023-08-15 02:20 PM	2023-08-15 02:24 PM
Description			
Purchase of Chair			
RFQ Attachments			
• <u>RFQ 5186.pdf</u>			

Figure 2.5.8 – showing saving is successful

Once all changes are made, the Approver/Publisher must Publish the changes.

An email will be sent to inform all suppliers/contractors listed once the changes are published.

2.5.2 Attachments

- Attachments previously added cannot be deleted once the RFQ opens. To include a new attachment either drag and drop or browse from your computer.

Open				×
→ ` ↑ 🖹 > Thi	nis PC > Documents >	5 V		ents
rganize 🔻 New folde	ler		811 -	• 🔳 🔞
🕹 Downloads 👒 ^	Name	Date modified	Туре	Size ^
🗄 Documents 🖈	Rondell Thomas	15/08/2023 10:32 AM	Microsoft Edge P	97 KB
📰 Pictures 🛛 🖈	Rondell Thomas	15/08/2023 10:32 AM	Microsoft Word D	43 KB
ke7419 🖈	al Automotive King	15/08/2023 9:25 AM	Microsoft Word D	36 KB
Purchasing 🖈	Invoice TATECO	15/08/2023 9:24 AM	Microsoft Edge P	74 KB
Mandatory Docu	🖬 Summary Sheet for RFQ No 5181	14/08/2023 10:23 AM	Microsoft Excel W	60 KB
REO Evaluation	Emergency Procurement_	14/08/2023 9:33 AM	Microsoft Excel W	28 KB
PEO Evaluation :	0 PO 22080	11/08/2023 9:57 AM	Microsoft Edge P	5 KB
	Emergency Procurement	10/08/2023 3:36 PM	Microsoft Excel W	47 KB
KFQ Package	Hexshapes	10/08/2023 7:35 AM	PNG File	10 KB
 OneDrive 	Memo -Sample for evaluation Coteel	09/08/2023 1:57 PM	Microsoft Word 9	84 KB
This DC	Clarification Juelz	09/08/2023 10:14 AM	Microsoft Edge P	1,774 KB
	Π≣ Δward Letter Ramadhar ≪	09/08/2023 7·37 ΔM	Microsoft Word D	121 KR *
File n	ame:		All files	×
- Inc Inc				-
			Open	Cancel
		0	0.0	
		Drag	1 & Drop your files o	r <u>Browse</u>
		_	_	_
719 KB	spdf			
	Figure	*** 2 F 0 _ cho		
	Figu	re 2.5.9 – sho	wing dialog	s box wr





	oliers		Kirn Ellies 🕞
Initiate RFQ Business Unit	Requisition:		🖬 Save
H30	0000013049 -	- Raised 2023-08-10 🗸	
Opening Date	Closing Date	Open For	
2023-08-15 02:25 PM	2023-08-15 03:30 PM	✓ 1 hour, 5 minutes	
Evaluators:		Suppliers:	
Aquina Semper-Smith (8937) - Dept: Su	pplies ×	✓ ✓ Kirn Ellies (Supplier) ×	~
Description Purchase of Chair			
Description Purchase of Chair Attachments			j,
Description Purchase of Chair Attachments	Dra	ag & Drop your files or <u>Browse</u>	
Description Purchase of Chair Attachments	Dra	ag & Drop your files or <u>Browse</u>	Upload complete ap to unab

Figure 2.5.10 – showing upload completed

- Select "Save"

ITEC eSubmissions New RFQ	Suppliers sstest says	11 H 1 0700	Kirn Ellies 🕩	
Initiate RFQ	Are you sure you want to Requisition:	edit this RFQ? OK Cancel	G Save	
H30	0000013049 - Rai	sed 2023-08-10 🗸		
Opening Date	Closing Date	Open For		
2023-08-15 02:25 PM	2023-08-15 03:30 PM	✓ 1 hour, 5 minutes		
Evaluators:		Suppliers:		
Aquina Semper-Smith (8937) - De	ept: Supplies ×	✓ ✓ Kirn Ellies (Supplier) ×	~	
Description				
Purchase of Chair				
			li li	
Attachments				
	Drag &	Drop your files or <u>Browse</u>		
الع Item 5502 - Books Hot Work Permit.p. 603 KB	df		Upload complete tap to undo	
* RFQ 5186.pdf				

- Click "Ok"





2.5.3 Adding or removing Evaluator

TTEC eSubmissions New RFQ	Suppliers			Kirn Ellies 🕞
Initiate RFQ Business Unit	Requisition:			G Save
H30	000001304	- Raised 2023-08-10	~	
Opening Date	Closing Date	Open For		
2023-08-15 02:25 PM	2023-08-15 03:35 PM	✓ 1 hour, 10 mi	inutes	
Evaluators:		Suppliers:		
Aquina Semper-Smith (8937) - De	pt: Supplies ×	🗸 🗸 Kirn Ellies (Su	upplier) ×	~
Description Purchase of Chair				
Attachments				10
	ſ	rag & Drop your files or <u>Browse</u>	2	
米FQ 5186.pdf 719 K8				
ttem 5502 - Books Hot Work Permit.p 603 K8	if			

Figure 2.5.12 – showing how to remove evaluator

Remove evaluator

- Select the "x" at the end of the evaluators name to remove them.

Add evaluator

- Type "Evaluator Name"
- Click "Save"

TTEC eSubmissions New RFQ	Suppliers Stest says	want to edit this REO?	Kirn Ellies 🕞
Initiate RFQ		OK Cancel	€ Save
Business Unit	Requisition:		
H30		49 - Raised 2023-08-10 🗸	· · · · · · · · · · · · · · · · · · ·
Opening Date	Closing Date	Open For	
2023-08-16 09:30 AM	2023-08-16 10:30 AM	✓ 1 hour	
Evaluators:		Suppliers:	
Aquina Semper-Smith (8937) - De	ept: Supplies ×	✓ ✓	· ·
Purchase of Chair			
			h
Attachments			
		Drag & Drop your files or Browse	
Item 5502 - Books Hot Work Permit.p 603 KB	df		
★ RFQ 5186.pdf 719 K8			_ \$
O Type here to search	H 🚍 💽 🗐	💼 🧿 🗄 🚈 🗷 🛃 🛍 🤹	● Nea ヘ 駅 (小) ENG 16/08/2023





1 Peor X Peor X Peor X Peor	op X 🗅 Peop X 🗅 Peop X 🕒 Subr	× \$> New × □ KM_ × □ POT	× [*] SKM × ≧ PO≠ × [*] Viev × +	- 0	×
← C ⊡ https:// sstest /rfq/RFQ/View?	?id=31	A ₀		ign in 💽 🕛	b
TTEC eSubmissions New RFQ S	uppliers			×	
RFQ ID: 31			Edited Succession, Successi	it	 3
Status	Initiated By	Business Unit	Requisition Id		
Open & Accepting Submissions	Kirn Ellies	H30	0000013049		
Opening Date	Closing Date	Initiated At	Published At		
2023-08-16 09:30 AM	2023-08-16 10:30 AM	2023-08-16 09:18 AM	2023-08-16 09:18 AM		
Description					
Purchase of Chair					
RFQ Attachments					
Item 5502 - Books Hot Work Perm RFQ 5186.pdf	it.pdf				
Evaluators					
Name	Employee	Number	Department	- 1	
Aquina Semper-Smith	8937		Supplies		
Kirn Ellies	7419		Supplies	. 1	ш
	= - 🧑 🚗 🔶 🌔			10:15 AM	~~
> Type nere to search			••• ·•• ·•• ·•• ·•• ·•• ·•• ·•• ·•	16/08/2023	21
	Figure 2.5.14	 – snowing successful sa 	ave		

Note: When an evaluator is added the RFQ does not need to be republished. Evaluators will receive an email when the RFQ closes.

2.6 Publishing Changes to a RFQ. (Publisher)

면 의 ♪ ↑ J. ㅋ Notification of RFQ Amendment -	Message (HTML)	• – • ×
File Message Help Q Tell me what you want to do		
$ \qquad \qquad$	🔁 👻 🕞 🖉 Find 🔍 Zoom 🛙 📢 Share to Te	ams 🛛 🔗 Viva Insights 🛛 …
Notification of RFQ Amendment		
TTEC eSubmissions System <ttecnoreply@ttec.co.tt> To © Kim Ellies; \ Aquina Semper; © Arshad Hosein</ttecnoreply@ttec.co.tt>	S Reply	K Reply All → Forward ···· Tue 15/08/2023 2:45 PM
ood day,		
ease be advised that request for quotations ID 29 was updated after opening date. nank you for your cooperation.		
ick here to view this request for quotations		
IEC eSubmissions System		
It the intended recipient of this message or any parts of It you are hereby notified that any disclosure, copying, distribution a lawful. The Trinidad and Tolago Electricity Commission shall not be liable for the transmission in part or whole of this mes- her harmful apyware. If you are not the intended recipient(s), or are not authorized to receive this message for and or elete all copies of this message from your system.	r taking any action in reliance on the contents of this information is str age or for any delay in its receipt and does not guarantee that this con ı behalf of the intended recipient(s), please notify the sender imm	ictly promitifed and may be munication is free from vinues or ediately by e-mail reply and
Figure 2.6.1 – showing email received b	y user of changes made to RFQ	
- Select the link and you will be taken to the RFQ to	be published.	





TEC eSubm	issions New RFQ Su	Ippliers		Kirn Ellies
RFQ ID	: 29			Edit 🗖 Publish Changes 🧻 Discard Change
	You have made the fol suppliers. • End date changed	llowing unpublished changes to this RFQ d to 2023-08-15 03:30 PM	after it opened. You must republish these char	nges to make them visible to
Status		Initiated By	Business Unit	Requisition Id
Open & Acc	cepting Submissions	Kirn Ellies	H30	0000013049
Opening	Date	Closing Date	Initiated At	Published At
2023-08-15	02:25 PM	2023-08-15 03:25 PM	2023-08-15 02:20 PM	2023-08-15 02:24 PM
Descript	tion			
Purchase of	Chair			
RFQ Att	achments			
• <u>RFQ 5186</u>	5.pdf			
Evaluato	ors			
				_

- Review changes made once okay click "Publish Changes"

RFQ ID: 29			🖍 Edit
Status	Initiated By	Business Unit	Requisition Id
Open & Accepting Submissions	Kirn Ellies	H30	0000013049
Opening Date	Closing Date	Initiated At	Published At
2023-08-15 02:25 PM	2023-08-15 03:30 PM	2023-08-15 02:20 PM	2023-08-15 02:43 PM
Description			
Purchase of Chair			
RFQ Attachments			
• <u>RFQ 5186.pdf</u>			
Evaluators			
Name	Employe	ee Number	Department
Aquipa Sompor Smith	8937		Supplies

Figure 2.6.3 – showing republish successful

Once published an email will be sent to both internal users and the suppliers/contractors indicating that the closing date has been changed.





¹ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	• • • ×
File Message Help 🛇 Tell me what you want to do	
$\boxed{\square} ~ \boxdot ~ \boxdot ~ \bowtie ~ \swarrow ~ Reply ~ () Reply All \rightarrow Forward \boxed{\boxdot} Move to: ? ~ \Box ~ Mark Unread \underset{\square}{\blacksquare} ~ \blacksquare ~ \underset{\square}{\blacksquare} ~ \underset{\blacksquare}{\blacksquare} $	📫 Share to Teams 🔗 Viva Insights 😽 🗸
Notification of RFQ Amendment	
TIEC eSubmissions System <ttecnoreply@ttec.co.tt> To • Kirn Ellies</ttecnoreply@ttec.co.tt>	← Reply ← Reply All → Forward ···· Tue 15/08/2023 3:30 PM
Good day,	
Please note that this request for quotation has been updated. Kindly also note that the Closing Date and Time is now 2023-08-15 03:35 PM. Thank you for your cooperation.	
Click here to view this request for guotation	
TTEC eSubmissions System	
Notice of Confidentiality: This e-mail message (and any attachments) may contain confidential and/or privileged material for the sole use of the Trinidad and Tobago Electricity not the intended recipient of this message or any parts of it you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on the contents of th unlawful. The Trinidad and Tobago Electricity Commission shall not be liable for the transmission in part or whole of this message or for any delay in its receipt and does not gue other harmful spyware. If you are not the intended recipient(s), or are not authorized to receive this message for and on behalf of the intended recipient(s), please not delete all copies of this message from your system.	⁷ Commission and the intended recipient(s). If you are is information is strictly prohibited and may be rantee that this communication is free from viruses or ify the sender immediately by e-mail reply and

Figure 2.6.4 – showing email sent to suppliers/contractors that there has been a change to the RFQ

Hestage Help Tell me what you want to do Tell me want you want to the transmission in a period want do what the second want to be intended recipient(4), please notify the sender immediately by e-mail reply and tere all copies of this message from your system.	¶90 ↑↓ =				Notification of RFC	Amendment	- Message (HTML)						-	o x
I I I I I I I I I I I I I I I I I I I	le Message Help	Q Tell me what y	ou want to do												
Notification of RFQ Amendment The c Submissions System < the concept/g@thecc.o.tt> The C submissions System < the concept/g@thecc.o.tt> The t Submissions System < the concept/g@thecc.o.tt> The t Submissions System < the concept/g@thecc.o.tt> The t Submissions System < the concept/g@thecc.o.tt> The t Submissions System < the concept/g@thecc.o.tt> The t Submissions System < the concept/g@thecc.o.tt> The t Submissions System < the concept/g@thecc.o.tt> The t Submissions System < the concept/g@thecc.o.tt> The t Submissions System < the concept/g@thecc.o.tt> The t Submissions System < the concept/g@thecc.o.tt> The t Submissions System < the concept/g@thecc.o.tt> The to view this request for quotations is the concept/g@thecc.o.tt> The to submissions System	• 🗖 🗳 - 5	Reply 🖔 Reply All	\rightarrow Forward	Move to: ?	🗸 🔀 Mark U	Inread	- P -	₽×_	,○ Find	Q zoom	🖬 🖬 Share	to Teams	🔗 Viva	Insights	
The CeSubmissions System <teenoreply@tecco.nt> To • Kim Ellies Aquina Semper, • Archad Hosein To • Kim Ellies Aquina Semper, • Archad Hosein To • Stim Plane Aquina Aguina A</teenoreply@tecco.nt>	Intification of REC	Amondmont						12							
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Figure 2.6.6 – showing notification sent to supplier/contractors when closing date changed

2.7 Closing of RFQ

Once the closing date and time arrives, the internal User will no longer be able to alter the RFQ, they would also receive an email notification that the RFQ is now closed.





2.8 Viewing Quotations after RFQ Closes

Once a RFQ closes an email notification will be sent to all users listed in the Evaluator field

TTEC eSubmissions	lew RFQ Suppliers				Kirn Ellies (+
RFQ ID: 29					
Status	In	itiated By	Business Unit	Requis	sition Id
Closed & No Longer Acc Submissions	epting k	(im Ellies	H30	000001	3049
Opening Date and	Time Cl	osing Date and Time	Initiated At	Publis	hed At
2023-08-15 02:25 PM	2	2023-08-15 03:35 PM	2023-08-15 02:20 PM	2023-0	8-15 03:27 PM
Description					
Purchase of Chair					
RFQ Attachmer <u>RFQ 5186.pdf</u> <u>Item 5502 - Books Hor</u> 	ts : Work Permit.pdf				
Evaluators					
Name		Employee N	umber	Departme	ent
Aquina Semper-Smith		8937		Supplies	
Suppliers					
Company Name	Email	Contacted?	Submitt	ed? Number of File	s Submitted
Kirn Ellies (Supplier)	kellies@tteo		PM No	N/A	

Figure 2.8.1 – showing evaluators entered on RFQ



Once the email is received users are to click the link contained within to be taken to the "Quotes Submitted Page."





TTEC eSubmissions New RFQ Suppliers	Kirn Ellies 🕻 🔶
Quotes submitted for RFQ ID: 39 Kirn Ellies (Supplier) No quote submitted.	
View RFQ Details	

Figure 2.8.3 – showing quotes submitted page

From this page users would be able to view and access suppliers bid submissions.

- Click the "View RFQ Details" to view the RFQ.

		Kim	Ellies L+
Quotes submitted for RFQ I	D: 39		
Kirn Ellies (Supplier) No quote submitted.			
RFQ Details			
Status	Initiated By	Business Unit	
Closed & No Longer Accepting Submissions	Kim Ellies	НЗО	
Opening Date and Time	Closing Date and Time		
2023-08-22 09:35 AM	2023-08-22 11:30 AM		
Description			
The Purchase of Chairs			
Evaluators			
Name	Employee Number	Department	
Kirn Ellies	7419	Supplies	
Aquina Semper-Smith	8937	Supplies	