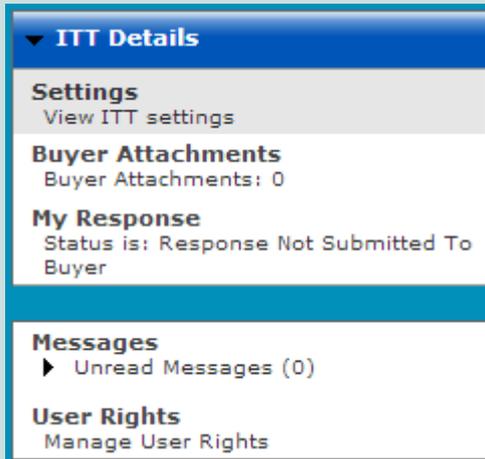


LAA eTendering Quick Guides

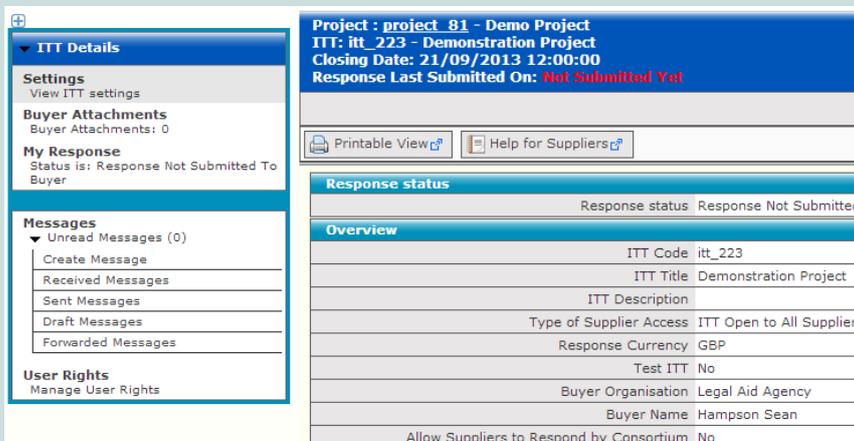
QG04: Communicating with the LAA eTendering Team

1. Communicate using PQQ/ITT Messaging



If you wish to communicate with the LAA regarding the content of the Information For Applicants (IFA), PQQs and ITTs please use the online secure messaging tool to send a message. The relevant IFA will set out the timescales for when you can submit questions.

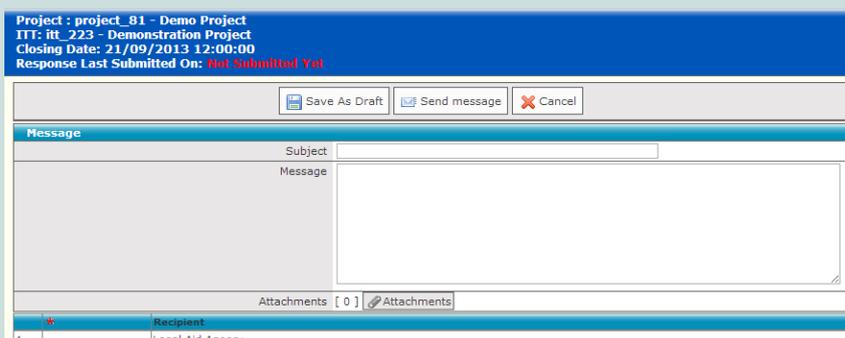
2. Creating Messages



Access the messaging tool by clicking the 'Unread Messages' button within the PQQ or ITT.

To create a new message, click 'Create Message'.

3. Create and Send a Message



Edit your message content (enter a subject and the actual message) then click the 'Send Message' link or, if you do not want to send the message immediately, click 'Save as Draft' to save the message in the Draft messages list.

You can also attach files to messages if required by clicking on 'Attachments'.



5. Viewing Received Messages

Project : project_81 - Demo Project
ITT: itt_223 - Demonstration Project
Closing Date: 21/09/2013 12:00:00
Status: Running

| Sender | Date | Subject | Opened by Me | Opened | Replied |
|------------------|------------------|-----------------|--------------|--------|---------|
| 1 SH Supplier 02 | 01/07/2013 12:00 | Example Message | | | |

Total: 1 Page 1 of 1

Simply click on any message to open the message details.

4. Viewing Sent Messages

Project : project_81 - Demo Project
ITT: itt_223 - Demonstration Project
Closing Date: 21/09/2013 12:00:00
Response Last Submitted On: Not Submitted Yet

| Recipient | Date | Subject | Read by Recipient | Replied |
|--------------------|------------------|-----------------|-------------------|---------|
| 1 Legal Aid Agency | 01/07/2013 12:00 | Example Message | 1 | 0 |

Total: 1 Page 1 of 1

To see a list of all the messages that you have sent to the LAA eTendering team, click 'Sent Messages'.

You are able to view whether the message has been 'Read by Recipient' and if they have subsequently 'Replied'.

You can click on the number links to actually view the details of the individuals that have read and replied to the message.

6. Creating and Sending a Reply

| Message | |
|-------------------|----------------------------|
| Date | 01/07/2013 12:00 |
| Sent by | SH Supplier 02 |
| Sent from User | Hampson Sean |
| Subject | Example Message |
| Message | This is an Example Message |
| Broadcast message | No |

After reading the message, if you wish to reply you can do so by pressing the 'Reply' link.

Messages can also be forwarded to an external email address if required.