

Sell2Wales

Bilingual Notice Creation



Llywodraeth Cymru
Welsh Government

www.cymru.gov.uk

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Introduction

The Sell2wales system allows for certain notice types to be created bilingually, meaning that an English and Welsh language version of the same notice can be published simultaneously. Suppliers can then choose which language version they wish to read by selecting either the English or Welsh versions on the website on which to view the notice and, if appropriate, access the additional notice functions.

All notice types except OJEU notices can be created bilingually. This includes website notices (sub-OJEU), Quick Quotes, Stage 2 notices and sub-contract notices. The option is also available to create these notices in only English or Welsh.

This guide sets out how the buyer creates and manages a bilingual notice and should be read before proceeding with bilingual notice creation.

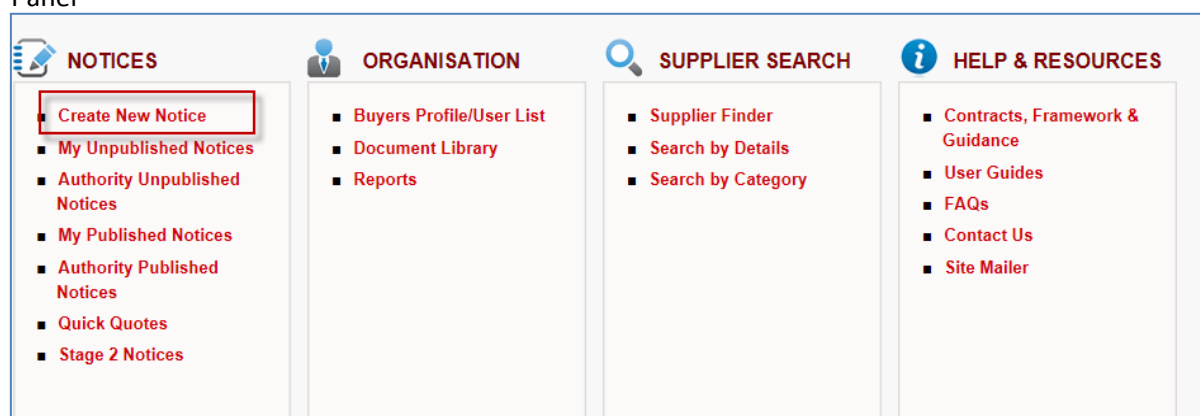


Creating and publishing a Bilingual notice

Create the original language notice

To create a bilingual notice you must first create the notice in the original language of your choosing. Once the original language notice has been fully created you will have the option to “create a translation” of the notice. The original language of the notice is determined by the language version of the website you use to create it. This guide maps out the process if the English version of the website is used.

To begin creating the original version click on “Create New Notice” from your Buyer Control Panel



Follow all the steps to select the notice type, nature and procedure and confirm these to proceed to filling in the notice details.

All questions should be completed in the original language only at this stage with the below exceptions:



Additional Documents

If you intend to attach documents and wish to attach a version of each in English and Welsh you should attach both versions to the original language notice:

Additional Documents

If you wish, you can upload one or more documents e.g Microsoft Word, PDF, Excel etc. that will be made available on the site. Prospective bidders will be able to download these documents and return them directly to you.

Please note, if using the Postbox facility, the maximum file size limit of an individual document that can be uploaded by a supplier is 10MB.

* Required information. Go to question:

Attached Document Summary

Individual File Size Limit:	100.00 MB
Total Available File Space:	100.00 MB
Documents Attached:	2
Used File Space:	67.02 KB
Remaining File Space:	99.93 MB

Upload a Document

* Description:
(maximum 100 characters, you have 100 left)

* File Name:

Add a document from your Library

Attached Documents

	File Name	Description	Created	File Size
1 <input type="checkbox"/>	Car Park Improvements.docx	Car Park Improvements	22/01/2014	33.51 KB
2 <input type="checkbox"/>	Gwaith Gwella'r Maes Parcio.docx	Gwaith Gwella'r Maes Parcio	09/05/2014	33.51 KB

Create the translation of the notice

Once you have finished creating the original language version of the notice you will come to the "Notice Creation Completed" page and will see the option to "Create a translation of this notice". Click on this link to create the second language version:



Notice Creation Completed

Congratulations, you have completed the data entry for the following notice:

1471 - Car Park Improvement Works

Note: The notice will not be published until you release it for publication.

You can now carry out the following actions:

- [Preview the notice](#)
- [Create a translation of this notice](#)
- [Release the notice for publication](#)
- [Send the notice for sign-off](#)
- [Return to your notice list and publish later](#)

You will then be provided with the option to create the translation in the second language. Click “Create” to begin the translation.

Notice Creation - Languages

Select a language from the drop down to generate a copy of this notice for translation.

Please ensure the original notice is as complete as possible to avoid any delays in the publication process.

This process creates a copy of the current notice:

- Includes questions / answers
- Excludes additional options - these are set in the original notice

Only 1 notice can be created for each available language.

Choose a language

Language: Welsh ▾

Create

Cancel

[Note: If you will not be creating the second language version of the notice please go to the section “unpublished notice workspace”]



You will be presented with the Notice Status page of the translation of the notice, identified by the working title of the notice having a two letter prefix identifying the second language. To begin filling in the translation click "Edit".

Notice Status

Notice Wizard Details

Document ID: 1480 [View the original text](#)

Title: **CY** Car Park Improvement Works

Type of Document: Site Notice

Type of Notice: Contract Notice

Services/Supplies: Works Contract

Procedure Type: Single stage procedure

Language: Welsh

Is Accelerated: No

Document Source: Wizard

Status: Not Released

Created: 14/06/2013 15:23 by Duncan Dallas

Last Amended: 14/06/2013 15:23 by Duncan Dallas

Released:

Edit **Copy** **Delete** **Publish**

You will then be taken through the notice creation wizard and asked to complete all the questions again in the second language. To assist you with this the original language answers you provided will be displayed. Once you have provided the translation, you should delete the original language answer.



Description/object of the contract

Enter a comprehensive description of the contract requirements, including specifications or standards where appropriate. Quantities and/or value can be added in the next section.

A clear and accurate description will allow potential suppliers/contractors to determine if the contract is within their capability and minimise requests for further information.

* Required information.

Go to question: Description/object of the contract



Go

* Description of Contract?

Delete

Invitation for inclusion onto tender list for the construction work to carry out Car Park Improvement works in the city centre.

Gwahoddiad i gynnwys eich enw ar y rhestr dendro ar gyfer y gwaith adeiladu i wneud Gwelliannau i'r Maes Parcio

Next

Save

Cancel

Note: The questions that do not require a translation, such as the coding and deadlines, will be copied from the original and should not be amended in the translation.

Once you have completed all the questions you will be taken to Notice Creation Complete page where you should select the option "release notice for publication".



Notice Creation Completed

Congratulations, you have completed the data entry for the following notice:

1480 - CY Car Park Improvement Works

Note: The notice will not be published until you release it for publication.

You can now carry out the following actions:

- [Preview the notice](#)
- [Create a translation of this notice](#)
- [Release the notice for publication:](#)
- [Send the notice for sign-off](#)
- [Return to your notice list and publish later](#)

Click “Next” to publish the notice and you will be provided with a final preview of both language versions. Using the tabs provided you can toggle between the two versions to ensure that they are correct before confirming to “Publish” the notice.



Publish Notice Dates

Notice Verified

Your notice has passed the verification process and is now ready for publication.
Click the **Publish** button if you wish to proceed.

Publish

NOTE: No changes can be made to the notice after it has been dispatched for publication. Please check that the deadline for your notice is correct and does not land on a weekend or public holiday. If you select to publish outwith normal working hours, please note that the 'dispatch' date will be the following working day.

Cancel

EN CY

CONTRACT NOTICE - NATIONAL

Notice Type: WORKS

1 Authority Details

1.1 Authority Name and Address

Official Name: Queens Road Council		
Postal Address: 10 Queens Road ,		
Town: Aberdeen	Postal Code: AB15 4ZT	Country: UK
For the attention of: Duncan Dallas	Telephone: +44 1224650739	
E-Mail:	Fax:	
Internet Address (URL):		



Public notice view

When the notice is published on Sell2wales the notice displayed to the user will depend on the language version of the website they choose to use. A link to the alternative version as displayed on the other language site is included within the “Notice View” page under “Full Notice Text”

View Notice

Home > Notice Search > View Notice

Do you wish to record an interest in this notice?
Do you require any additional documents?

Record your interest now

Notice Details

Introduction Full Notice Text Further Info Contact Info Coding

This notice is also available in the following languages:

- Cymraeg

CONTRACT NOTICE – NATIONAL

Notice Type: WORKS

1 Authority Details

1.1 Authority Name and Address

Official Name: Queens Road Council		
Postal Address: 10 Queens Road ,		
Town: Aberdeen	Postal Code: AB15 4ZT	Country: UK
For the attention of: Duncan Dallas	Telephone: +44 1224650739	
E-Mail:	Fax:	
Internet Address (URL):		

1.2 Address from which documentation may be obtained

If the bilingual notice is a Quick Quote or Stage 2 notice and therefore restricted to only those suppliers invited, the supplier’s view of the notice from their Quick Quote or notice interest list will depend on the language version of the site they choose to use. A link is also provided within their interest list to view the alternative version by signing into the other language site.



Quick Quote Details

[Quick Quote control Panel](#) > Quick Quote Details

Details of the Quick Quote are shown below. Please indicate whether you wish to accept or decline the invitation to participate. If you accept the invitation the 'Go to Postbox' button will appear allowing you to proceed to submit a response. If you decline the invitation you will be asked for a reason as to why you have declined it which will be provided to the purchaser for information.

A guide to the Quick Quote and details of how to submit your response electronically is available here [Quick Quote Guide](#).

Summary

Full Text

Further Info

This notice is also available in the following languages:

- [Cymraeg](#)

QUICK QUOTE - SERVICES

Section I: Quick Quote Details

1.1 Official Name and Address of the Contracting Authority/Entity

Queens Road Council, Att: Duncan Dallas, Dept: Admin
10 Queens Road , ,
AB15 4ZT,
Aberdeen,GB.
Tel: +44 1224650739. Fax: .



Published notice workspace

Within your published notice workspace the original language version of the notice will be shown, with text displaying that it exists in both languages.

My Published Notice Workspace				
Authority Control Panel > Published Notices				
Detailed below is a list of published notices created by you. <i>Click</i> a notice title for further options.				
3 records found. Jump to page <input type="text" value="1"/> of 1 <input type="button" value="Go"/>				Create Notice
			<input type="button" value="⏪"/>	<input type="button" value="⏩"/>
	Title	Type	Deadline	Published
	Car Park Improvement Works <i>Note: this notice exists in more than one language</i>	Contract Notice	27/06/2013	15/06/2013
	Award of Construction of Civic Square	Contract Award Notice		14/06/2013
	Construction of Civic Square	Contract Notice	25/07/2013	14/06/2013

Clicking on the notice title brings up the published notice and a link is provided to view the second language version.



Notice Status

Notice Wizard Details

Document ID: **1471** [View the original text](#)
Title: **Car Park Improvement Works**
Type of Document: **Site Notice**
Type of Notice: **Contract Notice**
Services/Supplies: **Works Contract**
Procedure Type: **Single stage procedure**
Language: **English**
Is Accelerated: **No**
Document Source: **Wizard**
Status: **Dispatched**
Created: **13/06/2013 18:33** by Duncan Dallas
Last Amended: **13/06/2013 18:47** by Duncan Dallas
Released: **15/06/2013 13:25**

Copy

Award

Translations

This notice has been created in the following languages:

- **Welsh**



Adding information to a published bilingual notice

Information can only be added to the original language version of the notice. As such any additional information should be added bilingually, with the English and Welsh information contained within the same addition.

Add Additional Information

You can add additional information to the notice. To do so complete the form below and click 'Add'. E-mail notification will be sent to the interest list informing them of the information. The information will be appended to the notice on the portal.

* Required information.

Additional Information

From
duncan@millstream.eu

* Subject
Closing date/dyddiad cau

* Additional information
Please note that the closing date for the return of documents is 12:00pm, 29/6/13
Noder bod y dyddiad cau ar gyfer dychwelyd dogfennau yw 12:00yp, 29/6/13

Add

Cancel

If you need to change the deadline or cancel the notice this only needs to be done once on the original language version of the notice.

Awarding a bilingual contract notice

When you come to publish the award notice for a bilingual contract notice you can choose to publish the award notice in both languages.

From the contract notice in your published notice workspace select "Award":



Notice Status

Notice Wizard Details

Document ID: 5333 [View, Print or Save the original text](#)
Title: RFQ - Cartref i'r Ysgol / Home to School Transport YG67
Type of Document: **Site Notice**
Type of Notice: **Contract Notice**
Services/Supplies: **Services Contract**
Procedure Type: **Single stage procedure**
Language: **English**
Is Accelerated: **No**
Document Source: **Wizard**
Status: **Dispatched**
Created: 15/12/2015 10:56 AM by Duncan Dallas
Last Amended: 15/12/2015 11:03 AM by Duncan Dallas
Released: 15/12/2015 11:04 AM

Copy

Award

This will create an award notice in the language of the website you are using, prepopulating a number of the questions from the text included in your contract notice.

Once you have finished creating the original language version of the award notice you will come to the "Notice Creation Completed" page and will see the option to "Create a translation of this notice". Click on this link to create the second language version:

Notice Creation Completed

Congratulations, you have completed the data entry for the following notice:

5354 - Award of RFQ - Cartref i'r Ysgol / Home to School Transport YG67

Note: The notice will not be published until you release it for publication.

You can now carry out the following actions:

- [Preview, print or save the notice](#)
- [Create a translation of this notice](#)
- [Release the notice for publication](#)
- [Send the notice for sign-off](#)
- [Return to your notice list and publish later](#)



The new language version of the award notice will be prepopulated from the content of the same language version of the contract notice. Follow the notice creation procedure to the end to publish two language versions of the award notice.

Unpublished notice workspace


Having chosen to create a translation your unpublished notice workspace will show that an unpublished notice now exists in two languages:

My Unpublished Notice Workspace

Authority Control Panel > Unpublished Notices

Detailed below is a list of YOUR notices awaiting publication. *Click* a notice title for further options.

1 records found. Jump to page of 1 Create Notice

Title	Type	Created	Status
 Car Park Improvement Works	Contract Notice	13/06/2013	Not Released

Note: this notice exists in more than one language

If a colleague is going to be responsible for the creation of the second language version of the notice you should inform them that they can access the unpublished notice workspace and begin translation.

By clicking on the title of the notice in the workspace the 'Notice Status' page of the original language version will be displayed. Within this page there will be the link to the second language version displayed under "Translations". Clicking on the text describing the second language version will open the Notice Status page of the second language version from where the notice can be edited.



Notice Status

Notice Wizard Details

Document ID: **1471** [View the original text](#)
Title: **Car Park Improvement Works**
Type of Document: **Site Notice**
Type of Notice: **Contract Notice**
Services/Supplies: **Works Contract**
Procedure Type: **Single stage procedure**
Language: **English**
Is Accelerated: **No**
Document Source: **Wizard**
Status: **Not Released**
Created: **13/06/2013 18:33 by Duncan Dallas**
Last Amended: **13/06/2013 18:47 by Duncan Dallas**
Released:

[Edit](#)

[Copy](#)

[Delete](#)

[Publish](#)

Translations

If required, [create a translation of this notice](#) for translation to another language.

This notice has been created in the following languages:

[Welsh](#)

Additional Notice Options

Listed below are the additional options available for this notice. [View/Change Additional Options](#)

Noted Interest: **0 interest(s)**

[Change access to interest list](#)

Additional Information: **0 update(s)**

Additional Documents: **2 document(s)**

[View/Change Additional Document List](#)



Notice Status

Notice Wizard Details

Document ID: **1472** [View the original text](#)

Title: **CY Car Park Improvement Works**

Type of Document: **Site Notice**

Type of Notice: **Contract Notice**

Services/Supplies: **Works Contract**

Procedure Type: **Single stage procedure**

Language: **Welsh**

Is Accelerated: **No**

Document Source: **Wizard**

Status: **Not Released**

Created: **13/06/2013 18:51** by Duncan Dallas

Last Amended: **13/06/2013 18:51** by Duncan Dallas

Released:

[Edit](#) [Copy](#) [Delete](#) [Publish](#)

Translations

If required, [create a translation of this notice](#) for translation to another language.

This notice has been created in the following languages:

- **English**

Notice Hold

All website notices submitted for publication on Sell2Wales are quality checked by the Sell2Wales support team. From time to time a notice may be “held” by the support team with a request to amend notice details. In this situation you should ensure that any amendment is recorded in both language versions of the notice before being resubmitted for publication.



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Further information

If you have any queries about bilingual notice publication please contact the Sell2Wales support team on 0844 561 0672 or help@sell2wales.gov.uk