Sell2Wales

Supplier User Guide – ESPD



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Note - This document is intended as practical information and guidance for users of the ESPD module within Sell2Wales. If you have a query relating to a specific procurement exercise, you should contact the buyer in the first instance. This user guide is not a substitute for legal advice, which users are advised to seek if they have any queries regarding the processes and procedures described.





Introduction

The ESPD module on Sell2Wales follows an easy-to-use process, allowing buyers to choose which questions they'd like answered in an electronic format. As the ESPD module is self-contained, it means that buyers no longer need to enter the selection criteria in the contract notice and can enter it beside the relevant selection question.

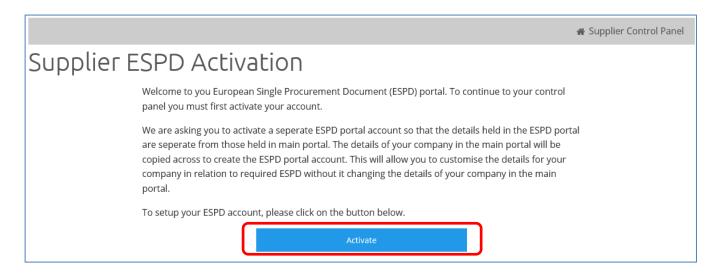
Buyers will be able to link their ESPD request to the electronic postbox and this will allow you to complete the ESPD response electronically. Functionality will also allow you to recall answers from your supplier profile to reduce duplication of effort.

Your ESPD response will then be submitted to the buyer via the postbox. The new functionality also allows buyers to request relevant ESPD evidence or means of proof electronically.

You can access your ESPD module through the Supplier Control Panel.

ESPD Module Activation

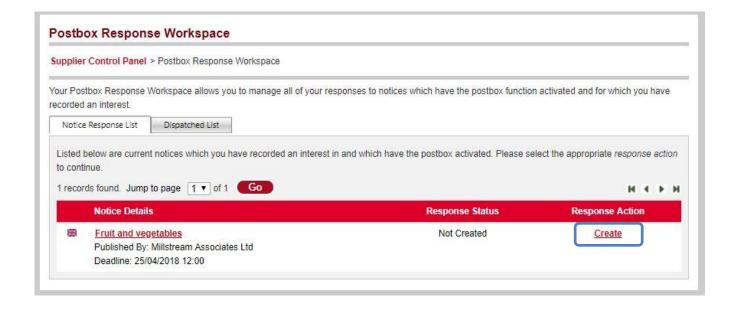
The first time you access the ESPD Module you will be asked to activate your account, which you can do by selecting "Activate".





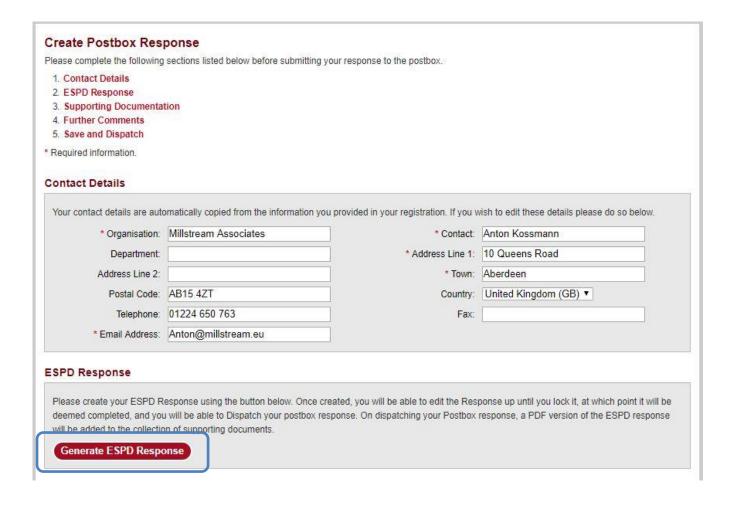
Respond to an ESPD Request

Once you have expressed interest in a particular contract notice, you will be able to access the ESPD document through your <u>Postbox Response Workspace</u>. Find the relevant contract notice in your list, and click **Create** to start a new response.





Within the Create Postbox Response page you'll find the Generate ESPD Response button.



Create your ESPD Response

Creating an ESPD response involves completing 3 main steps, each divided into relevant sections.



Step 1: Procurement Details

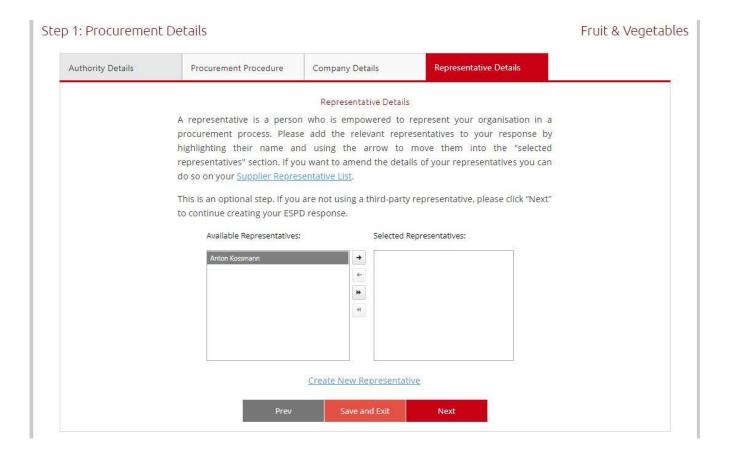
This is broken down in to 4 sections. Clicking **NEXT** saves the current section and progresses you to the next section. Step 1 provides you with information as to who is running the procurement exercise, the procedure chosen, and the details of your company and the representative details.



The authority details and procurement procedure areas will be completed by the buyer. The company details are prepopulated from your S2W profile but you can update them if required.

The next step requires you to select your supplier representative, if applicable. If required, you can add new representatives using the Create New Representative option and completing the relevant fields. Further information on this can be found on page 12 of this guide.





Step 2

Step 2 is broken down into 4 sections, each with its own subsection. Clicking **NEXT** saves the current section and progresses you to the next question.



Procedure

Step 2: Criteria Answers Fruit & Vegetables

| | Bidder Information | Exclusion | Selection | |
|--|---|--|--------------------------------|------------------------------------|
| | ant information or misrepresentation in rel | | | clusion of the bidder from th |
| available electronically to tetrieve the documentation | to provide the relevant documentation or the public body so that it may retrieve this in a subject to the national rules implementing on offences, criminal convictions or securit | nformation. By indicating g Directive 95/46/EC on | this information, the bidder a | agrees that the public body m |
| | D response as a self-declaration that they nstrate to the public bodies satisfaction tha | | | |
| 21 110 11-12 2 | 15, Regulation 78 of the Utilities Contracts (| England) Regulations 20 | 16. | |
| Regulations 2016. | urements which are between £50k and OJE | erene. | er to Regulations 8, 9 and 10 | of <u>The Procurement (Englan</u> |
| Regulations 2016. | Please provide additional information about | erene. | er to Regulations 8, 9 and 10 | of <u>The Procurement (England</u> |
| Regulations 2016. | | lots. | er to Regulations 8, 9 and 10 | of The Procurement (Englan |

This contains important information from the buyer regarding the ESPD and should be read before proceeding. If the procurement exercise involves lots, you will also be able to answer questions regarding this.

Bidder Information

Each question within the section should be completed.

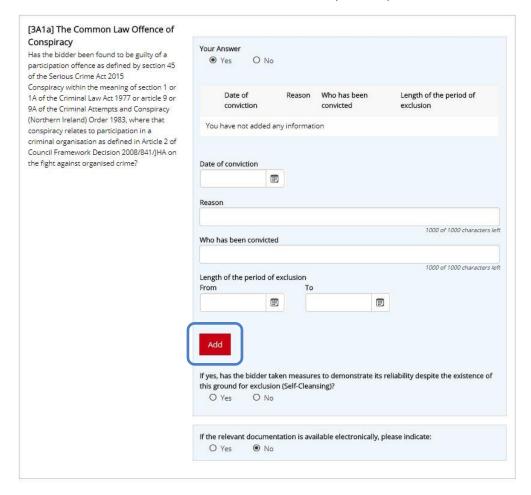


Collaborative Bidding

The ESPD system only allows for one ESPD document to be submitted per bidder. If you are required to submit ESPD responses on behalf of other organisations - such as sub-contractors, consortia members or organisations on which you will rely to carry out the contract – you must download the ESPD file in Excel format and ask your partner organisations to complete the relevant sections and return it to you offline. You should then attach their ESPD responses as additional documents within your postbox response.

Exclusion

Complete each question as required. If the information is available electronically, you will be able to enter further details such as the name and URL. If you need to add information to a question, make sure to click **Add** to add this data to your response.





Selection

Complete each question, paying attention to any criteria provided by the Authority. After adding information to the Criteria text boxes, make sure to click **Add** to add this data to your response (If the Add button is not present, make sure you have entered a response in the text field provided).

Step 3: Finish

The **Summary** section provides an overview of all information provided by you in the process of creating your ESPD.

The **Concluding Statements** section highlights the electronically signed declaration that all suppliers will have to electronically sign upon completing an ESPD response.

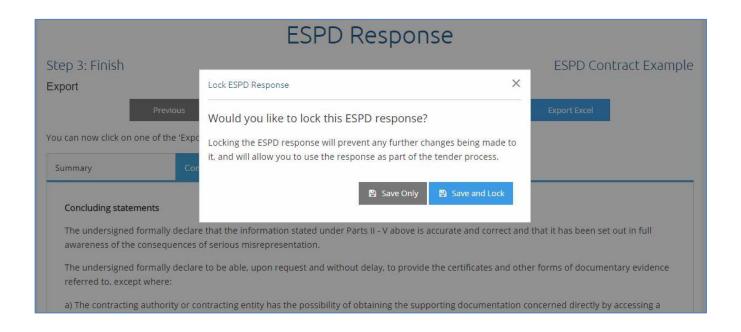




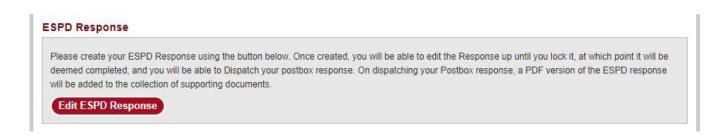
At this point you may export your ESPD response to one of MS Word, XML, MS Excel or PDF formats.

If this is your first ESPD response, you are also able to save this as a supplier profile. This will enable you to reuse these answers in a future response.

Once you have completed your ESPD, You can **Save** or Save & Lock the document. Saving the ESPD at this point will allow you to edit it at a later point. **Save & Lock** will allow you to attach the completed document to your Postbox response, after which you will no longer be able to edit the ESPD response.



If you need to edit the ESPD response before attaching it to your postbox, you are able to access it via the Supplier ESPD Control panel or via your postbox response.





Submit ESPD Evidence

Evidence or means of proof can be submitted in in two ways:

• The first option is to provide a hyperlink to a website where the information is stored electronically in your ESPD response, or to upload a document directly into the response. Select **Yes** and you will be provided with options to include this information.

Selection Questions Any question the buyer has selected in this section will appear below. If there are no questions, this means the buyer has not Economic and chosen to use any questions in this section of the ESPD. [4A1] Audited Accounts Standing Are you able to provide a copy of your Your Answer: Technical and audited accounts for the last two years, if Yes O No requested? Professional Ability Is this information available electronically? Lots the requirement applies to Yes O No Fruit Modern Slavery Vegetables Act 2015 Evidence Details Insurance Skills and Apprentices Confidential Steel Name / Verification Code Suppliers' Past Performance *Please Note: Only one document can be uploaded per question. You may alternatively upload a ZIP file containing multiple documents. Not specified Uploaded Document None



• The second option is for the buyer to request it directly from you at the relevant stage of the process. The buyer will select the relevant evidence required and you will be informed via email, what information is required.

You will then be able to upload relevant evidence and submit it to the buyer electronically.

ESPD Profile – Edit/Update

The first ESPD response you create can be saved as an ESPD profile this will enable you to reuse the response answers in future ESPD responses. You are also able to create a new profile from your Supplier ESPD Control Panel or edit existing profiles, for example, if you wanted to have separate profiles for different areas of your business.



Creating & editing existing ESPD profiles can be done through the Response Profiles option. Selecting this will take you to your existing profiles, each of which can be edited by clicking on the name of the Response.

To create a new profile, click on the **Create Profile** button. This will allow you to answer all ESPD questions which can then be used to auto-populate ESPD responses when required.



Supplier Representatives – Edit/Update

Supplier Representatives are those people that are empowered to legally represent the company when submitting an ESPD response.

Clicking on the representatives' name will allow you to edit that persons details. Selecting Create representative will allow you to add another representative.



Further information

If you have any queries or feedback regarding the ESPD module please contact the Sell2Wales helpdesk on 0800 222 9004 or help@sell2wales.gov.wales

For information related to the specific procurement exercise, please contact the contracting authority who issued the ESPD. Their contact details can be found in the contract notice.