

How to submit tenders electronically to the Norwegian Academy of Music

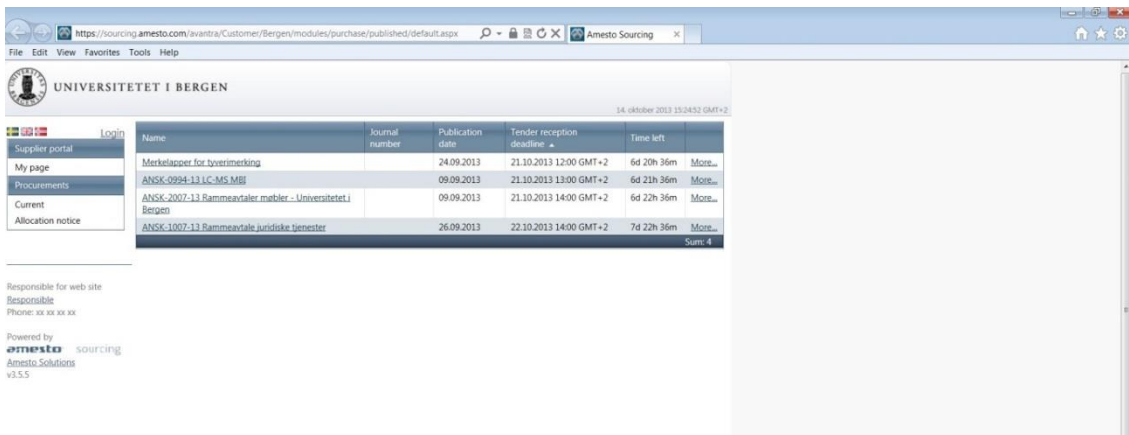
Suppliers participating in a tender competition announced by the Norwegian Academy of Music shall submit their tenders electronically via the Supplier Portal (Amesto Sourcing).

The Norwegian Academy of Music has introduced an electronic tendering system, and all tenders and qualifications requests are now to be submitted electronically. This document intends to give an overview of how to submit a tender or qualification request. Please note that tenders and request must be submitted within any given deadline. It is the Supplier's responsibility to ensure that all requested documentation is submitted in accordance with the tender documents.

First step is to navigate to the e-tendering portal of the Norwegian Academy of Music (Supplier Portal):

<https://sourcing.amesto.com/avantra/Customer/nmh/modules/purchase/published/>

Current tenders are listed:



The screenshot shows a web browser window displaying the Amesto Sourcing Supplier Portal. The page header includes the logo for UNIVERSITETET I BERGEN and the date 14. oktober 2013 13:34:52 GMT+2. A navigation menu on the left includes 'Supplier portal', 'My page', 'Procurements', 'Current', and 'Allocation notice'. The main content area displays a table of current tenders with the following data:

Name	Journal number	Publication date	Tender reception deadline	Time left	More...
Merkelapper for byværing		24.09.2013	21.10.2013 12:00 GMT+2	6d 20h 36m	More...
ANSK-0994-13 LC-MS MBI		09.09.2013	21.10.2013 13:00 GMT+2	6d 21h 36m	More...
ANSK-2007-13 Rammeavtaler møbler - Universitetet i Bergen		09.09.2013	21.10.2013 14:00 GMT+2	6d 22h 36m	More...
ANSK-1007-13 Rammeavtale juridiske tjenester		26.09.2013	22.10.2013 14:00 GMT+2	7d 22h 36m	More...
				Samt: 4	

At the bottom left of the page, it states: 'Responsible for web site Responsible Phone: xx xx xx xx' and 'Powered by amesto sourcing Amesto Solutions v3.5.5'.

Click on the tender relevant for you (the picture underneath shows one tender example):

https://sourcing.amesto.com/avantra/Customer/Bergen/modules/purchase/published/Selected.aspx?pi

Amesto Sourcing

UNIVERSITETET I BERGEN

14. oktober 2013 15:26:24 GMT+2

Supplier portal
My page
Procurements
Current
Allocation notice

Purchase
ANSK-2007-13 Rammeavtaler møbler - Universitetet i Bergen
Contracting unit
Universitetet i Bergen
Contract period
15.11.2013 -- 15.11.2015
Responsible
Simen Sætersdal
Phone
+47 55584919
Description
-

Reference
-
Procurement type
Åpen anbudskonkurranse etter Del III
Tender reception deadline
21.10.2013 14:00 GMT+2 (Time left: 6d 22h 34m)
E-mail
Simen.Setersdal@adm.uib.no
Cell phone
+47 93431988

Responsible for web site
Responsible
Phone: xx xx xx xx

To get offer information you must register an account. Information regarding the procurement will be sent via e-mail.

[Register account](#)

Powered by **amesto sourcing**
Amesto Solutions
v3.5.5

[I already have an account and I want to order offer information/leave a tender.](#)
[Back](#)

If you don't have an account, you must first register. Click on «Register account» and complete the requested information.

If you already have an account, please refer to the link “I already have an account and I want to order offer information /leave a tender”.

After having logged in you may register your interest. Please complete all steps until this page appears:

Logout

Supplier portal
My page
Procurements
Current
Allocation notice

Tender information | Tender documents | Questions and answers | Add documents | Questionnaire | Submit tender

You are registered as a participant in the procurement 'ANSK-0994-13 LC-MS MBI'.

Last tender date is **21.10.2013 13:00:00 GMT+2**. Time left: **6d 21h 24m**

Universitetet i Bergen vil på vegne av Molekylærbiologisk institutt og Institutt for biologi anskaffe et LC-MS massespektrometer til molekylær fenotyping av celler. UIB ønsker tilbud på LC-MS system basert på "triple quadropole" eller "Q-TOF LC-MS". Leveransen må inkludere tilhørende utstyr, installasjon, opplæring, garanti og service. Teknisk kravspesifikasjon m.m. er inkludert i vedlagte dokument. Beskrivelse av konkurransen er også vedlagt.

Responsible for web site
Responsible
Phone: xx xx xx xx

Powered by **amesto sourcing**
Amesto Solutions
v3.5.5

On this page you can:

1. Check your tender status and your registered data.
2. Download the tender documents again if needed.
3. Send in documents. The integrity of the tender is secured by encryption and a seal.
4. Submit tender electronically.

If the information is incorrect, please contact [responsible](#).

Tender status

Tender documents ordered:14.10.2013	- Yes
Documents are uploaded	- No
Questionnaire is started	- No
Tender received:	- No
Tender opened:	- No

[Published information](#)

If you have any questions contact [responsible buyer](#).

On this page key information on the relevant tender is to be found (“Tender information”).

All tender documents from the buyer can be found under the tab «Tender documents» (please refer to picture underneath). All documents are sent to your registered email address, but may also be downloaded from this page.

Supplier portal
My page
Procurements
Current
Allocation notice

Logout

Tender information **Tender documents** Questions and answers Add documents Questionnaire Submit tender

Here are tender documents that are published.
Click the document name to open it.

Published requirement documents ▲	Publication date
HMS egenerklæring.docx	03.09.2013 12:21:56
Konkrunlg.aapent.anbud ANSK-2007-13.doc	09.09.2013 09:43:37
vedlegg 1 spesifikasjon rammeavtale møbler 28.06.2013.docx	03.09.2013 12:21:56
Vedlegg 2 Produkt og prisskjema ALLE møbler.xlsx	03.09.2013 12:21:56
Vedlegg 3 Standardkontrakt varekjøp - norsk.doc	03.09.2013 12:21:56
vedlegg 4 Tilslutningsavtale SAK.doc	03.09.2013 12:21:56

Responsible for web site
Responsible
Phone: xx xx xx xx

Powered by
amesto sourcing
Amesto Solutions
v3.5.5

Please read all tender documents as these contain important information on what is to be procured and the rules regulating this procurement. Questions related to the tender may be asked by clicking on the tab “Questions and answers”. All questions will be answered and made available for all registered suppliers on this page.

The tender letter, quotation and documentation must be uploaded under the tab “Add documents”. Click on “Select”, browse your catalog and select the document to be included and then click “Transfer files”. Please repeat until all documents are uploaded.

Supplier portal
My page
Procurements
Current
Allocation notice

Logout

Tender information Tender documents **Add documents** Questions and answers Questionnaire Submit tender

Add documents.
You can easily and securely add your documents here.
Note! Max size of each document is 50 Mbyte.

Select the file by click “Browse” and select your document.
Then click on “Add document” and finally click “Subm The tender is decrypted and cannot be read until after last tender date, 21.10.2013 14:00:00.

Choose file: **Select**

Transfer files

Your tender is not submitted
If you add or remove any documents after the offer has been sent in, the total offer is revoked and you have to send it again.

Responsible for web site
Responsible
Phone: xx xx xx xx

Powered by
amesto sourcing
Amesto Solutions
v3.5.5

E-tender documents ▲ Questionnaire/question Delete

Document is missing

Questionnaires must also be completed. Qualifications requirements are normally listed here. Click on the tab «Questionnaire» and then click on the relevant questionnaire. Complete your answers and upload the requested documentation.

Please note that one questionnaire contains several parts (tabs), and that each part may contain more than one question to be answered (2.1, 2.2, 2.3 etc.):

Before a file may be uploaded, text must be completed in the text box.

When all questionnaires are completed and all documents are uploaded, the tender may be submitted. Click on the tab and button “Submit tender” to submit the tender:

A receipt is sent to the registered email address.

As soon as the tender is submitted, the tab «Submit tender» is renamed and appears as “Revoke tender”. When clicking “Revoke tender” information is given on when the tender was submitted.

Tenders may be withdrawn until the tender deadline by selecting the button “Revoke tender” on the bottom of the page:

The screenshot shows a web interface with a top navigation bar containing tabs: "Tender information", "Tender documents", "Questions and answers", "Add documents", "Questionnaire", and "Revoke Tender" (circled in red). On the left is a sidebar menu with "Supplier portal", "My page", "Procurements", "Current", and "Allocation notice". The main content area includes a security notice, a list of uploaded parts, and a green box titled "Your tender is delivered" with a timestamp. At the bottom left, a "Revoke tender" button is circled in red. Footer information includes contact details for "Responsible" and logos for "amesto sourcing" and "Amesto Solutions v3.5.5".

Tenders may be changed until the tender deadline. Please select “Revoke tender”, perform your changes (change the questionnaires, add more documents or change uploaded files) and re-submit the tender. All uploaded files remain in the system even if the tender is withdrawn (unwanted files must be removed deliberately). A file that is to be changed, must first be deleted, changed and then uploaded again in its new version. The last and important step is to click “Submit tender”.

Key information on the procurement and the status of your tender may always be found under the tab «Tender information».

The screenshot shows the "Tender information" tab selected and circled in red. The main content area displays registration information for procurement 'ANSK-0994-13 LC-MS MBI', the last tender date (21.10.2013 13:00:00 GMT+2), and a list of instructions for participants. A "Tender status" section shows a table of completion status for various steps. The "Published information" section provides contact details for the buyer. The footer includes the same contact and logo information as the previous screenshot.

Item	Status
Tender documents ordered:14.10.2013	- Yes
Documents are uploaded	- No
Questionnaire is started	- No
Tender received:	- No
Tender opened:	- No