

Step by Step Supplier Guide To PHARMAC e-Tendering System

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Introduction

This **Step-By-Step Guide** is provided to assist you in using the (In-tend) e-tendering system. Once you have registered, you will be able to maintain your company information, return tender submissions and maintain company/contract documentation in a secure area via the internet.

If you encounter any difficulties whilst using the system you can contact our Support team by phoning +64 980 180 28 or emailing support@in-tend.co.uk

Registering on the e-Tendering system

Visit <https://in-tendhost.co.uk/pharmac.aspx/Registration> to access the (In-tend) supplier portal.

From the homepage click on **Register**

The screenshot shows the PHARMAC in-tend e-Tendering Solution website. The header includes the PHARMAC logo (TE PĀTAKA WHAIORANGA, New Zealand Government) and the in-tend e-Tendering Solution logo. A navigation menu contains Home, Contact Us, Tenders, Register (highlighted with a red box), and Help. Below the menu is a red banner with 'Important Information' and a warning icon, stating: 'As one of our suppliers, we need to make sure you receive our email notifications. To ensure our emails reach your inbox please add our email domain @in-tendorganiser.co.uk to your safe senders and check your spam filter settings. Thank you.'

The main content area is split into two columns. The left column is titled 'Pharmac External Tender System' and lists features and instructions for getting started. The right column is titled 'Login' and contains input fields for 'Email Address' and 'Password', a 'Login' button, and a 'Recover Password' link. Below the login fields is a yellow note box: 'NOTE: Please be aware that failure to provide correct login information three times will result in your account being locked'. At the bottom of the right column is a yellow 'Register' button.

Pharmac External Tender System

From this website, you can

- View a list of available tenders.
- View information on previous tender bids you have submitted.
- Express interest in a particular tender or quotation.
- Receive relevant tender documentation.
- Safely return your tender bids.
- Send and receive correspondence on tender related issues.

How do I get started?

- To browse the list of tenders, select the Tenders > Current option. If you are interested in any of those listed, click the View Details button for further information and to express your interest.
- To gain full access to this website, you must register your company / organisation using the Register option.
- When your registration has been accepted, you will receive an email containing your Login information.
- Once you have received your Login Information, or if you are already a registered user, enter your credentials and click the Login button.

Click here to see this website's Privacy Policy as well as its Copyright Information.

Pharmac procurement policies and initiatives.

- For further information on Pharmac procurement policies and initiatives please click on the following link: <http://pharmac.govt.nz/>

Login

Email Address

Password

Login Recover Password

NOTE: Please be aware that failure to provide correct login information three times will result in your account being locked

Register

Registration process

As part of the simple registration form you will be asked to complete your **Company Details**, **Company Contact Details** and **Primary User Details**. Email alerts and actions will be sent to the email addresses you provide, so if possible it is useful to enter a general company email address or distribution list email in the **Primary User Details** section such as info@*****.co.uk.

For cases where this person or inbox may be unavailable, we strongly recommended you add an **Additional User** (located at the bottom of the screen) so they can gain access to the site and also receive a copy of the emails. All fields with an asterisk are mandatory.

Registration

Company Details Business Classifications Extra Details

In order to gain full access to this website you must register your company / organisation details

If you believe that your company / organisation has already registered on this site but you are a new user who requires access, please contact one of the existing registered contacts and ask them to add you as a new contact

PLEASE NOTE: All fields marked with * are required

Company Details

* Company Name :

Company Reference Type : Company Registration Number Unique Taxpayer Reference

Company Ref No : I do not have a Company Reg Number

Website :

Tax identification code:

* Supplier Type :

* Are you an SME? Yes No

Address

* Address Line 1 :

Address Line 2 :

Town/City :

County/State :

Address Line 2:

Town/City:

County/State:

* Postcode/Zip:

* Country:

Banking

Bank Currency:

BIC or SWIFT:

Country:

Contact Details

* Telephone:

Fax:

User Details - Main Address

Main Contact:

Title:

* Contact First Name:

* Contact Last Name:

Telephone:

Fax:

Mobile:

Job Title:

Department:

* Email Address:

* Confirm Email Address:

* Password:

* Confirm Password:

Send a copy of all e-mails to this user

Don't send project correspondence

Rights

Add/Edit Contacts

Manage Company Details

Manage Tender Response

Submit Tender Response

View History Tab

Manage Banking Details

Registration

Company Details | Business Classifications | Extra Details

Classifications

Type in a keyword and click Search. For the complete list, click search while box is empty

Search... Search Clear

Category	Title
	Medical Devices +
	Pharmaceuticals +

Category Title

Register My Company

Key: *Mandatory

Whilst registering you may only add **one** additional point of contact, however after the registration is complete you may login to your account and add as many additional contacts as you like.

Classifications tab allows you to add the business category codes relevant to your company. Enter a keyword or click on the search button to see the full list of available categories. Click the blue + symbol to add a category you require. You can add multiple categories.

Once you are happy with the details click on **Register My Company**

The screenshot shows a registration form with three tabs: 'Company Details', 'Business Classifications', and 'Extra Details'. Below the tabs is an input field labeled 'NZBN:'. At the bottom right of the form, a blue button labeled 'Register My Company' is highlighted with a red rectangular border. A legend at the bottom left indicates 'Key: *Mandatory'.

You should not register your company more than once, unless they are under a separate company registration number. If your company has several locations, register the company against the head office and add contact details for individuals at the different locations. You can add one additional user at the time of registration. Once registered, you can add several contacts in the **Company Details** section.

Once registration is complete, the system will then thank you for registering and inform you that your details are being processed. You will then shortly receive an email with confirmation of your email and password.

The screenshot shows a confirmation page with three sections:

- Registration Complete**: A header section.
- Thank you for registering**: A section with the text 'Thank you for registering with the PHARMAC electronic tendering web site.'
- Confirmation E-Mail**: A section with the text 'Your details are awaiting processing, and each contact will be sent an email to confirm their registration has been accepted. These e-mails will contain the automatically system generated User ID, as well as a reminder of the e-mail address. Upon receipt of the registration e-mail you will be able to login to your secure area of the web site.'

Supplier Rights

Supplier rights can be setup against each individual user. These are setup within the “Company Details”. In this area you can add additional company information and further users against your supplier account as well.

Company Details
Company ID:

Details
Extra Details
Contact Details
Business Categories
Address
Documents

Contact Details

If you would like to Edit an existing Contact, please select the Contact name from the Dropdown Menu.

Contact:

Title:

* First Name:

* Surname:

Telephone:

Fax:

* e-Mail:

* Confirm Email:

Mobile:

Job Title:

Department:

Office:

* Password:

* Confirm Password:

Send a copy of all e-Mails to this user

Alerts

Once you login you have your own login page where instructions are given as to what to do next. Red text indicates you have been invited to tender or an action/correspondence has been issued.

PHARMAC External Tender System

You currently have:

- **2 outstanding actions**

What do I do next?

- To see a list of all tenders you are involved in click **My Tenders** under **Tenders**. This is where you will be able to view any documents you have been sent, **make your return** and check your progress on the tender
- To express interest in a tender click the **Tenders** button from the menu bar at top of the page. From here you will have access to a list of tenders. Select the **View Details** button and from here you can express interest via the **Express Interest** button
- To view the history of your correspondence click the **Messages** button.
- To send correspondence click the **Messages** button and select **Send Correspondence**.

PHARMAC procurement policies and initiatives.

- For further information on PHARMAC procurement policies and initiatives please click on the following link.

Tender Opportunities

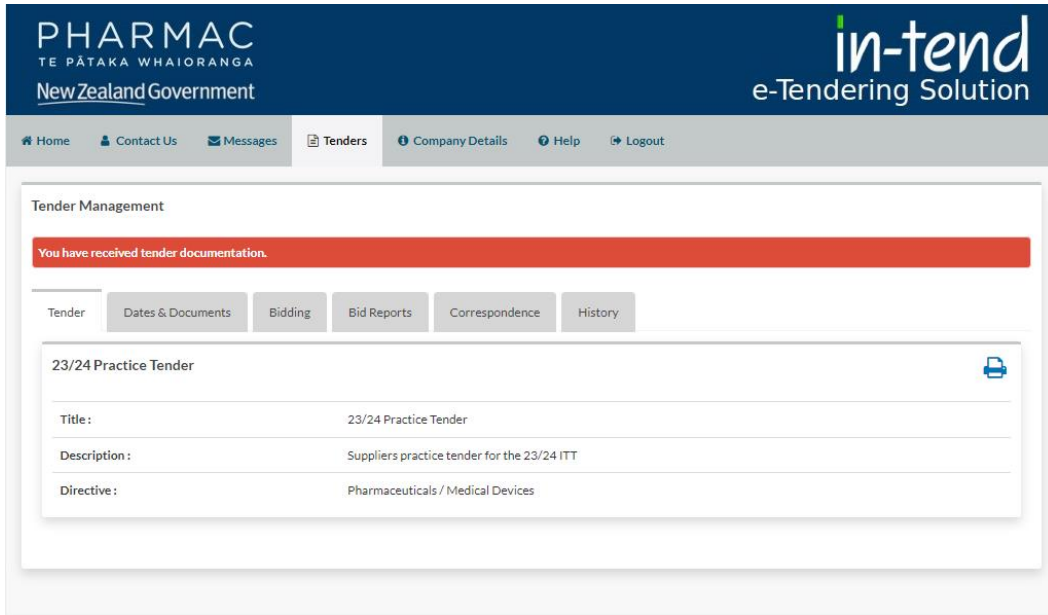
To access tender opportunities hover over the **Tenders** section at the top menu bar and then click on **Current**, this will provide you with a full list of current tender opportunities. For a tender that you are interested in you should click **View Details**.

The screenshot shows the 'Tenders' management interface. At the top, there is a navigation bar with links for Home, Contact Us, Messages, Tenders, Company Details, Help, and Logout. The main content area is titled 'Tenders' and includes a search bar on the left with a 'Search' button. Below the search bar are radio buttons for 'My Tenders' and 'Current' (which is selected), and a 'Show all..' link. On the right, there is a list of tender opportunities. The first entry is '23/24 Practice Tender' with a 'Date documents can be requested until: 30 Oct 2023 14:52'. Below this entry is a table with the following details:

Status	You have received tender documentation.
Description	Suppliers practice tender for the 23/24 ITT
Directive	Pharmaceuticals / Medical Devices

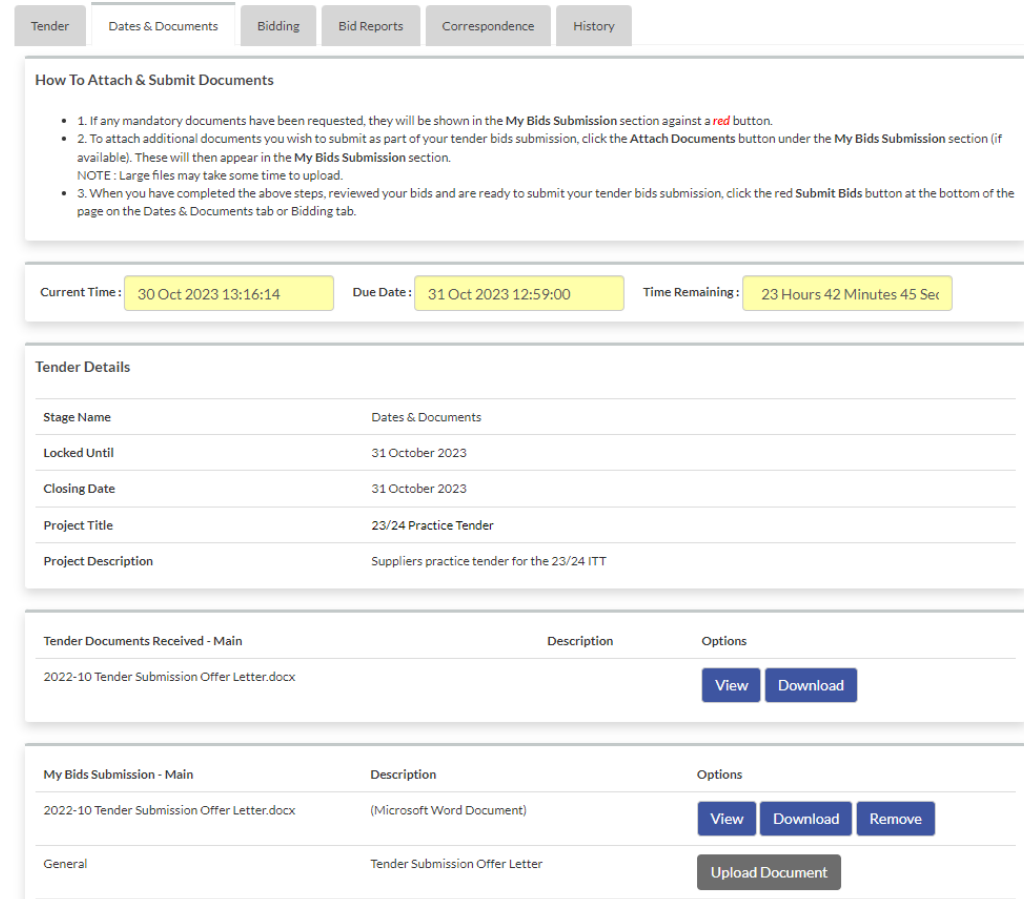
A 'View Details' button is located at the bottom right of the tender entry.

From the Tender Management screen you are able to **View Details** in the tender.



Submitting a Return

Once you express interest and click on the “Dates & Documents” tab you can then access the tender documents. If you scroll down you can “View” and “Download” them, further down the page you have to also provide the documents requested as a placeholder. If they are red you are unable to submit your return without providing this document.




You can then upload any relevant documents and then the next step would be to add your bids against the items requested in the “Bidding” tab.

My Bids Submission - Main	Description	Options
2022-10 Tender Submission Offer Letter.docx	(Microsoft Word Document)	View Download Remove
General	Tender Submission Offer Letter	Upload Document
Tender consultation to suppliers - draft.docx	(Microsoft Word Document)	View Download Remove
Tender test document.docx	(Microsoft Word Document)	View Download Remove

Select documents you wish to add to the My Bids Submission section above using the Attach Documents button below.

NOTE: Large files can take some time to upload.
NOTE: Document Placeholders have been uploaded by the Procurement Department. Please upload a document for each mandatory placeholder before making a return.



Drag file here or click 'Upload File' below.

[Upload File](#)

Submit My Bids

When you have completed all the above steps and are ready to submit your bids, click the **Submit Bids** button.

Note: After submission, the button below will change to Modify Bids. By clicking Modify Bids, you can reopen your submission and make changes. You **MUST** resubmit your bids to have the modifications recognised by PHARMAC, or the originally-submitted bids will be considered final. Your last submission will supersede any previous submissions.

Note: You can make one or more bids on this stage. Your last bid will supersede any previous bids.

[Submit Bids](#)

Tender Documents Received - Main	Description	Options
2021-11 Tender Submission Offer Letter.doc		View Download
Final 2021_22 Invitation to Tender including Schedule Two (pdf version).pdf		View Download
Hospital Usage Data (PDF).pdf		View Download
PHARMAC Labelling preferences for prescription pharmaceuticals (pdf).pdf		View Download
Supplier e-tendering guide - Pharmac.pdf		View Download

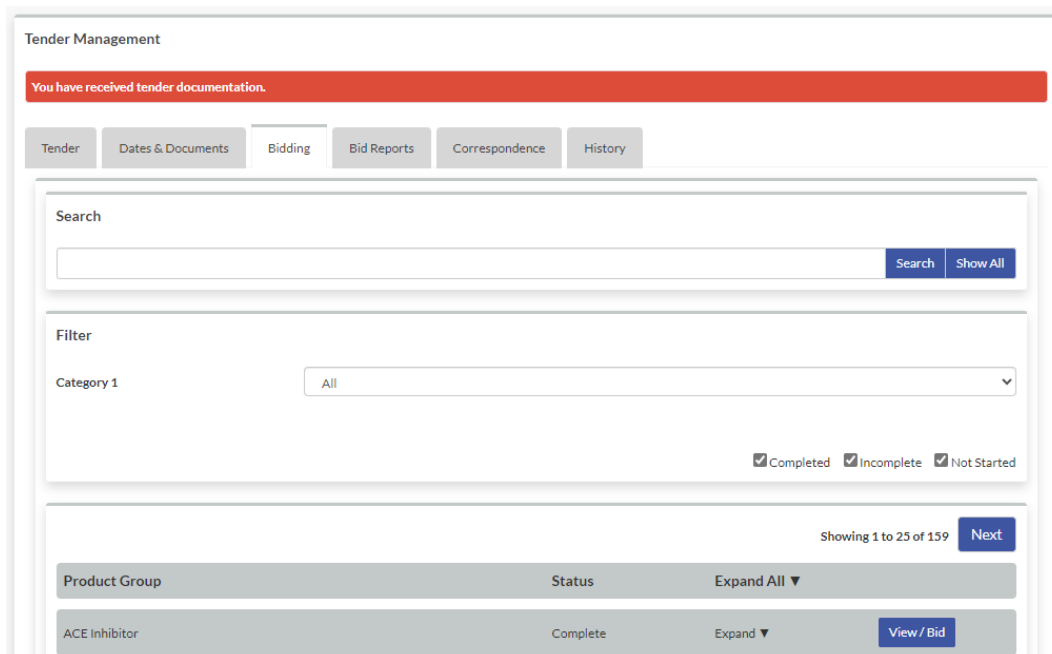
My Bids Submission - Main	Description	Options
General	Completed Tender Submission Offer Letter (required)	Upload Document
General	Supplier attachment (non-mandatory)	Upload Document
General	Supplier attachment (non-mandatory)	Upload Document
General	Supplier attachment (non-mandatory)	Upload Document
General	Supplier attachment (non-mandatory)	Upload Document

Searching for an Item

The next step is to add your bids against the line items, to do this you can either search for the product. Or you can use the filtering to hone down into the category of item you require, the top tier “Category 1” is the top level and is more generic “Category 2” is further down. Then the “Product Group” is the group under the top two filter parameters, this will then show the items matching the criteria.

You can also filter between bids that you have made by using the tick-boxes, these will limit the items listed and makes it easier to identify “Completed”, “Not Started” or “Not completed”. Each are very different and relate to the progress you have made in completing them.

Once you have searched for the product you require click on it and a dropdown list should appear with everything required for the bid against the line item. Click on “View/Bid” to get a more detailed view.



Adding a bid

Once you click on “View/Bid” you get a more detailed overview of the items required. To add a bid against an item click on “Add Bid”

Bisacodyl
Add/Edit Defaults

Line Item	Sole Supply	Units	Cost	Unit Subsidy	Supply	ABA Limit	Comments
Tab 5 mg	No	1,869,932	\$56,004	\$0.03	CH	5%	

Add Bid

Individual Bids

Current Bids	Units	Pack Size	Strength	Community bid per pack (NZD)	Hospital bid per pack (NZD)	Combined bid per pack (NZD)	Status
No data to display							

Add Aggregated Bid
Apply Default Values to All Bids

Close

You can then fill in the information against the item. If you have already filled in some of the fields before you can use the “Apply Default Values” button and they will be pulled through.

Item Bid Details

Apply Default Values

Product Group	Line Item	Sole Supply	Units	Cost	Unit Subsidy	Supply	ABA Limit	Comments
Bisacodyl	Tab 5 mg	No	1,869,932	\$56,004	\$0.03	CH	5%	

*** Packaging / Units information :**

* Packaging Type	Packaging Type (Other)	* Units	Unit Type (Other)	* Pack Size
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*** Line Item Bids :**

* Community bid per pack (NZD)	* Hospital bid per pack (NZD)	Combined bid per pack (NZD)
<input type="text"/>	<input type="text"/>	<input type="text"/>

*** Brand /Lead Time Information :**

* Product Brand Name	* Lead Time (months)
<input type="text"/>	<input type="text"/>

Classification codes :

PHARMACODE	GTIN	NZMT CTPP
<input type="text"/>	<input type="text"/>	<input type="text"/>

*** Market approval timing :**

* Current market approval status	Date of market approval (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

*** Dossier Submission :**

* Dossier submission type	Date of submission of dossier (dd/mm/yyyy)	Date of expected dossier submission (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Once you have filled in all of the mandatory fields marked again with an asterisk you have a couple of options. You can “Clear all answers” this will clear this page, “Save” and then “Close”.

Once saved it then updates your bid area saying that it is completed as long as all of the mandatory fields are filled in.

The screenshot shows a web form with three text input fields. The first field is labeled "Manufacturer details (alternate) :". The second field is labeled "* Packaging site details :". The third field is labeled "* Distribution details :". Below the fields is a horizontal bar containing three buttons: "Cancel" (red), "Save" (blue), and "Clear All Answers" (red).

Adding an Aggregated Bid

As well as submitting individual bids you can also submit an aggregated bid which allows you to group items together and create a bid in itself. To do this you have to add an initial bid beforehand. Then you select the items you want to group together and click on aggregated bid, this will group the items together as 1 bid to create this bid click on “Edit Bid”.

Your individual pricing for each item are pulled through so you can see each bid. You can then input the new values for the aggregated bid below.

Adapalene
Add/Edit Defaults

Line Item	Sole Supply	Units	Cost	Unit Subsidy	Supply	ABA Limit	Comments	
Crm 0.1%	No	295,020	\$225,100	\$0.763	# C H	5%	Preference for a maximum pack size of 30 g.	Add Bid
Gel 0.1%	No	524,190	\$399,957	\$0.763	# C H	5%	Preference for a maximum pack size of 30 g.	Add Bid

Individual Bids

	Current Bids	Units	Pack Size	Strength	Community bid per pack (NZD)	Hospital bid per pack (NZD)	Combined bid per pack (NZD)	Status	
<input type="checkbox"/>	2	Crm 0.1%	Bag	1.00	1.00	1.00		Complete	Edit Bid Remove Bid
<input checked="" type="checkbox"/>	3	Gel 0.1%	Bag	1.00	1.00	1.00		Complete	Edit Bid Remove Bid

[Add Aggregated Bid](#)
[Apply Default Values to All Bids](#)

Close

Please note that you will only be able to input the same bids as the individual bid. If you have bid for hospital only you will only be able to include a hospital only aggregate bid. To submit a combined aggregate bid your individual bids will need combined prices.

Tender | Tender Documents | **Bidding** | Bid Reports | Correspondence | History

Individual Bids Information

Packaging / Units information :		Packaging Type	Units	Pack Size	Strength	Community bid per pack (NZD)	Hospital bid per pack (NZD)	Combined bid per pack (NZD)	Product Brand Name
4. Cap hydrochloride 150 mg		Carton	Bag			1.00	1.00	1.00	
5. Inj 150 mg per ml, 4 ml ampoule		Bag	Bag		1.00	1.00	1.00	1.001	

Aggregated Bid

Please note that in order to enter the pricing for the aggregated bid section, you will first need to provide corresponding prices for the individual bids.

* Line Item Bids :		* Community bid per pack (NZD)	* Hospital bid per pack (NZD)	* Combined bid per pack (NZD)
4. Cap hydrochloride 150 mg	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Inj 150 mg per ml, 4 ml ampoule	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Once you have finished click on “Save” and your bid will be saved as an aggregated bid. You could then remove your singular bids and continue the process and then submit your return.

Individual Bids

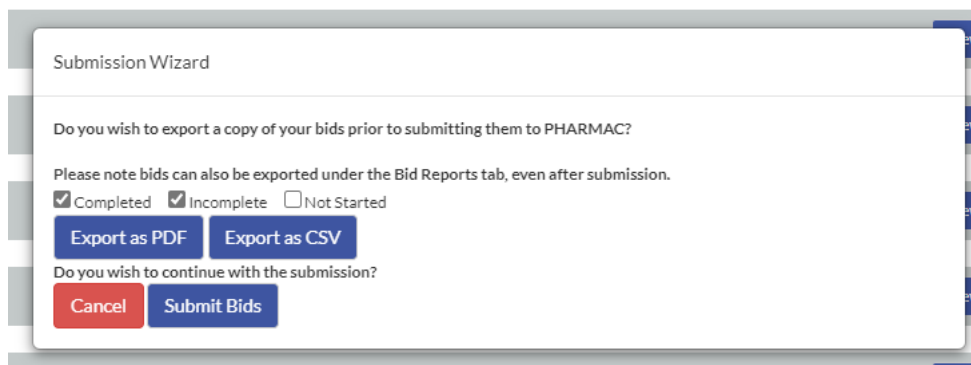
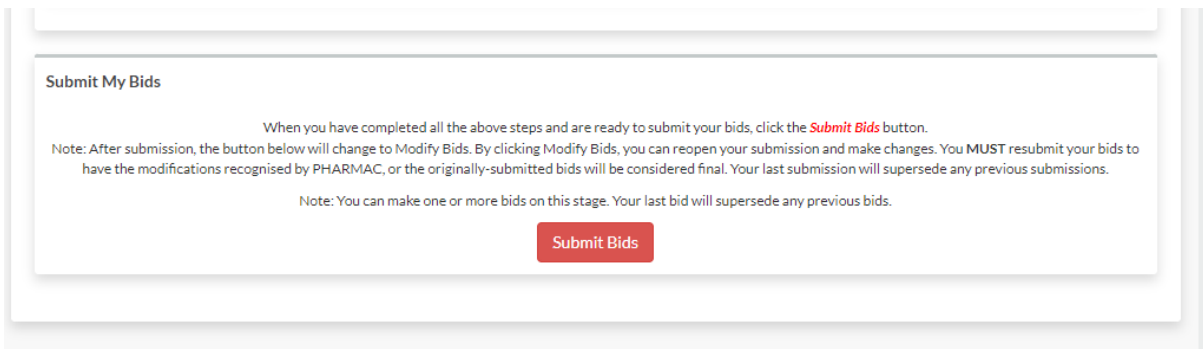
	Current Bids	Units	Pack Size	Strength	Community bid per pack (NZD)	Hospital bid per pack (NZD)	Combined bid per pack (NZD)	Status	
<input type="checkbox"/>	4 Cap hydrochloride 150 mg	Bag	1.00		1.00	1.00	1.00	Complete	<input type="button" value="Edit Bid"/> <input type="button" value="Remove Bid"/>
<input type="checkbox"/>	5 Inj 150 mg per ml, 4 ml ampoule	Bag	1.00		1.00	1.00	1.00	Complete	<input type="button" value="Edit Bid"/> <input type="button" value="Remove Bid"/>

Aggregated Bids

	Current Bids	Units	Pack Size	Strength	Community bid per pack (NZD)	Hospital bid per pack (NZD)	Combined bid per pack (NZD)	Status	
	4 Cap hydrochloride 150 mg	Bag	1.00				1.00	Complete	<input type="button" value="Edit Bid"/> <input type="button" value="Remove Bid"/>
	5 Inj 150 mg per ml, 4 ml ampoule	Bag	1.00				1.00		

Submitting the Bid

Once you have added your bids against each item you can then submit your return which will send it through to the buyers organiser for review. To do this click on the “Submit Bids” button.



If you try and submit your return without completing your bids then you cannot submit your return. Before you submit your return you can export your bids as CSV or PDF formats. This will allow you to filter again as to which bids are exported. Once you are happy click on “Next”

Tender Bids Export

Export Details

Tender Name	2022/23 Practice Tender
Supplier Name	PHARMAC Tender Team
Tender Start Date	2022-09-27T00:00:00.000
Tender Close Date	2022-10-23T10:59:00.000
Contact Person Name	Tender Team
Contact Person Email	tender@pharmac.govt.nz
Contact Person Phone	1
Export Date	2023-10-30T14:41:21.316
Exported By	Tender Team

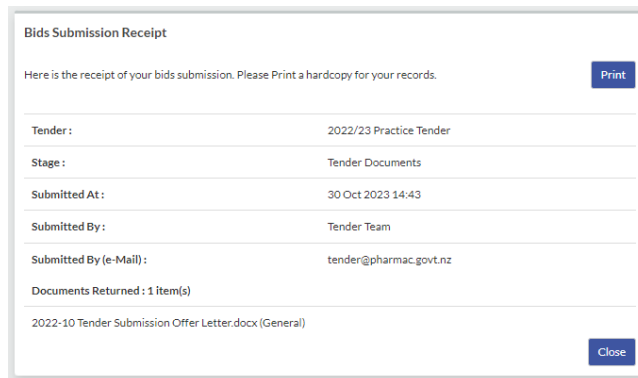
Tender Bids

Adapalene Tender Bids

Individual Bid: Crm 0.1%

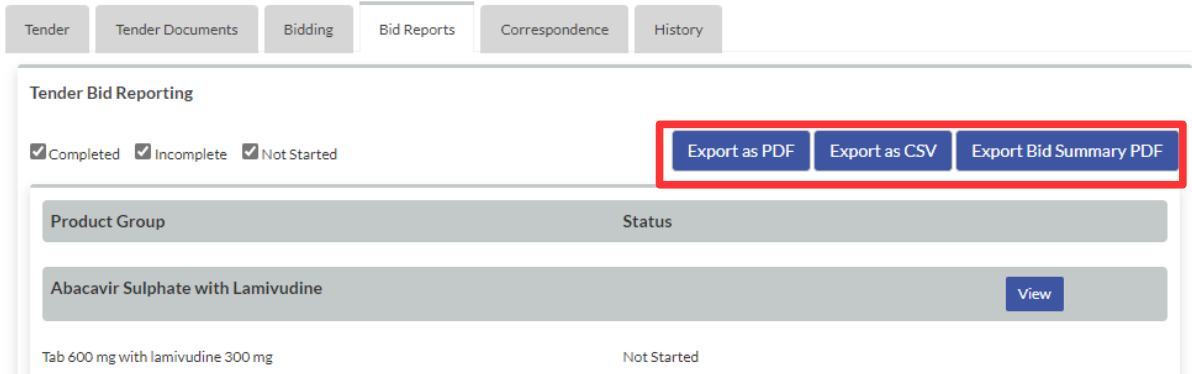
TenderBidID	9931
Chemical	Adapalene
Formulation	Crm 0.1%
Packaging Type	Bag
Packaging Type (Other)	
Units	Bag
Unit Type (Other)	
Pack Size	1.00
Strength	
Community bid per pack (NZD)	1.00
Hospital bid per pack (NZD)	1.00
Combined bid per pack (NZD)	
Product Brand Name	1
Lead Time (months)	1
PHARMACODE	
GTIN	
NZMT CTPP	
Current market approval status	Approved
Date of market approval (dd/mm/yyyy)	
Dossier submission type	Medsafe registration up to date - no proposed changes
Date of submission of dossier (dd/mm/yyyy)	

You have to then agree to the organisations terms and conditions before submitting. Once you click on “Yes Submit Bids” it will have been submitted



Bid Report

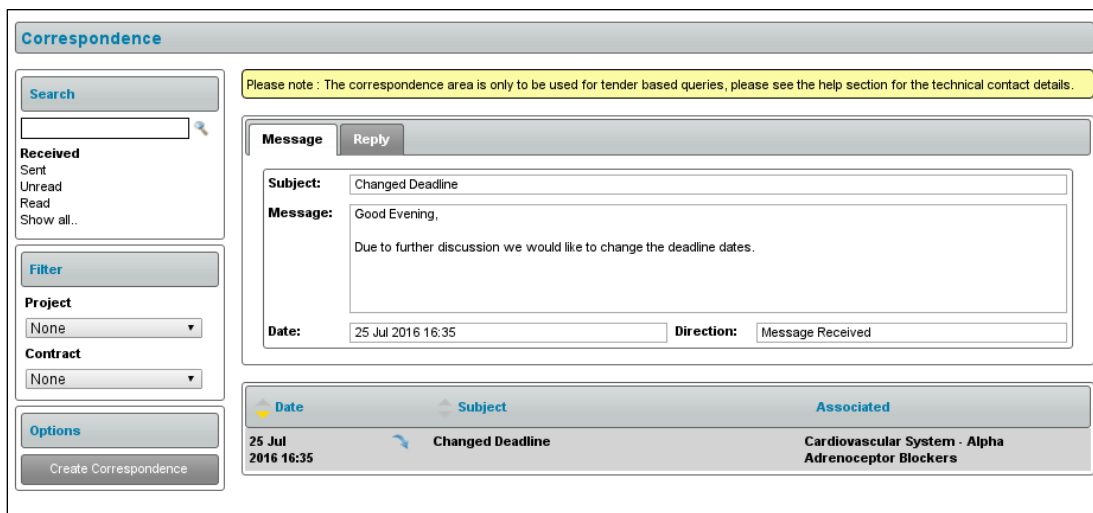
It is possible to pull off a quick bid report of any bids you have made. This can be done either a PDF or CSV file. To do this navigate to your “Bid Reports” tab and click on either “Export as PDF” or “Export as CSV”.



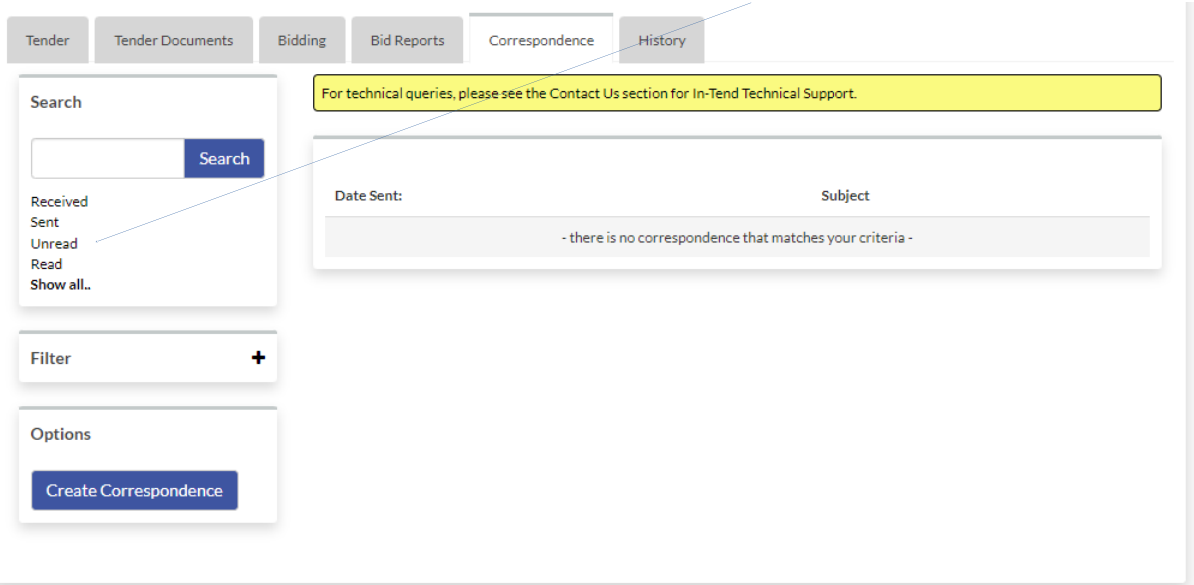
Once you click to export it will be pulled off the system straight away. The export can be used for audit purposes or as a record of your bid.

Correspondence

This procedure is used to receive and send a communication regarding a tender/contract via the website.



If you receive Correspondence you will firstly receive an email alert informing you of this. You will need to login to the secure area of the system to view it. When you first login you will see on the homepage in **red text** that there is unread correspondence. If you click on the link it will take you straight through to the message(s).



As you can see you are able to see the message(s) received from the buyer and the project in which the message relates to. You can then click on reply to respond to the buyers message(s).

If you require any additional information or help, please contact the In-tend Support Desk.

In-tend Support
 Tel: +64 980 180 28
 Email: support@in-tend.co.uk