

# Suppliers – Locate/manage a Tender on CSW-JETS

CSW-JETS stands for Coventry, Solihull and Warwickshire Joint E-Tendering System.

Here is the link for our website - [www.csw-jets.co.uk](http://www.csw-jets.co.uk)

Or secure access link - <https://in-tendhost.co.uk/csw-jets/>

A video guide to help you locate and manage a Tender can be found [here](#).

**CSW - JETS**  
Coventry | Solihull | Warwickshire  
Joint E-Tendering System

Home Suppliers

[Register Here](#)  
[Sign In](#)

### Welcome to Coventry, Solihull and Warwickshire's Joint E-Tendering System (CSW-JETS).

**All Opportunities**  
Details of current and future tender opportunities

CSW-JETS is the sub-regional e-tendering portal run by In-tend. Since February 2010, Coventry, Solihull, Warwickshire, Nuneaton and Bedworth and Rugby Councils have been working together as a shared procurement service. Along with Solihull Community Housing and other local district councils, we have joined together to bring you a collaborative E-Tendering portal.

CSW-Jets enables us to advertise our opportunities across all authorities through the same system.

This means that there is a single point of contact for procurement in the sub-region so you only have to register once to receive notifications for all authorities. Registering on the portal also will make it easier for local suppliers to find, respond to and be alerted to tender opportunities.

Below is a list of all the postal address, telephone number and website.  
Please click on the Councils name to expand the information

- Coventry City Council
- Solihull METROPOLITAN BOROUGH COUNCIL
- Warwickshire County Council
- Nuneaton Bedworth United to Achieve
- RUGBY COUNCIL

You most likely would have received an automated email from CSW-JETS advising you that a new opportunity has been published. This will be sent to you depending on the Business Classification you selected when you registered your company.

Coventry Solihull Warwickshire Joint E-Tendering System - New Opportunity Published CSW - XXXX - Supplier Notification

csw-jets  
To: [Redacted]

Thu 10/12/2020 14:20

Dear Supplier,

A new opportunity has been published to the Coventry Solihull Warwickshire Joint E-Tendering System website which matches your company business classification(s). The opportunity is outlined below:

Opportunity Title: CSW - XXXXXX  
Opportunity Reference: CSW - XXXX

To access the opportunity please click on this link to go to the web site - <https://in-tendhost.co.uk/csw-jets>

1. Log into CSW-JETS;
2. Hover over the "Tenders" Tab at the top of the page;
3. Select "Current";
4. Using the search functionality on the left hand side of the page, insert the name or reference in the search bar or scroll down the page to find the opportunity;
5. Click on "View Details"

NOTE: For OJEU procurements, it may take two days for the project and documents to be available on CSW-JETS, to allow time for publication of the OJEU contract notice.

\*\* If the opportunity is not showing under Current Tenders, please log into CSW-JETS. It may be showing under "My Tenders" if it is a closed tender or mini competition; or under "Events" if it is a market engagement or other event.

We hope this opportunity is of interest to you.

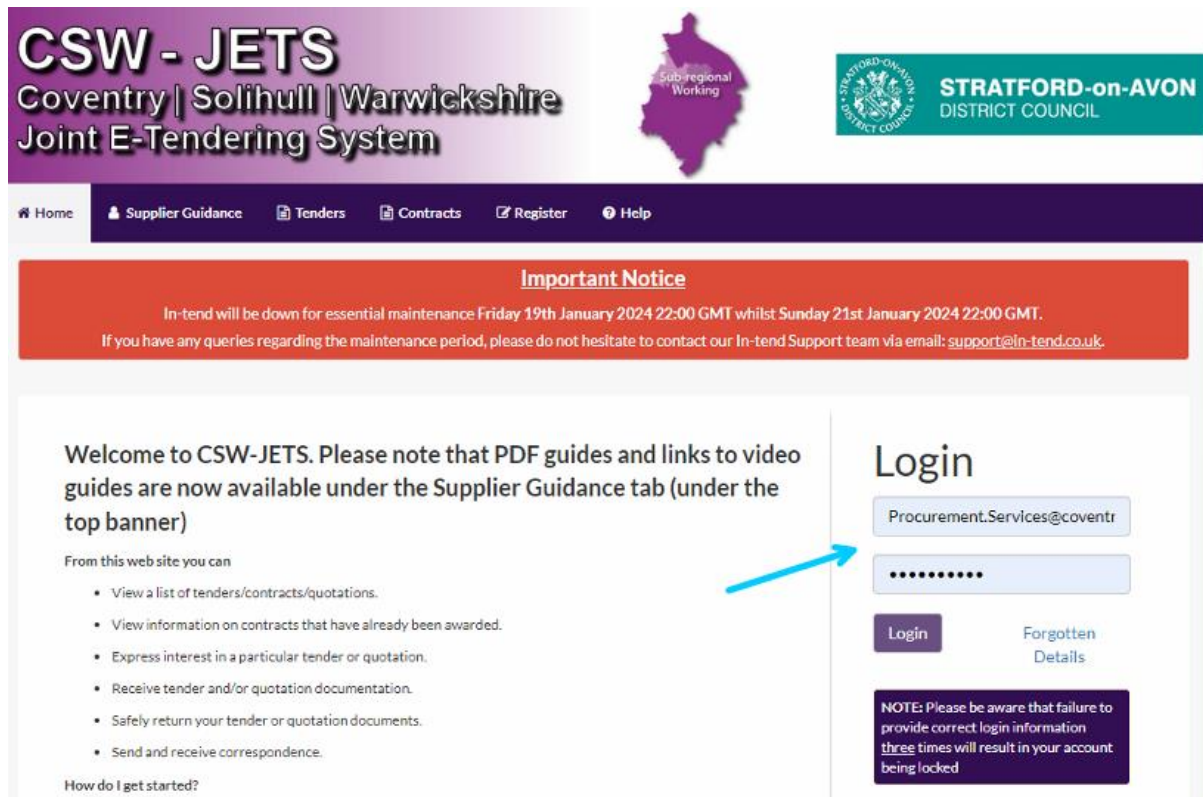
Kind Regards,  
Coventry, Solihull & Warwickshire Shared Procurement Service

If you have not received an email but know the reference or title of a Tender that has been published, you will still be able to locate it on CSW-JETS.

## Suppliers – Locate/manage a Tender on CSW-JETS

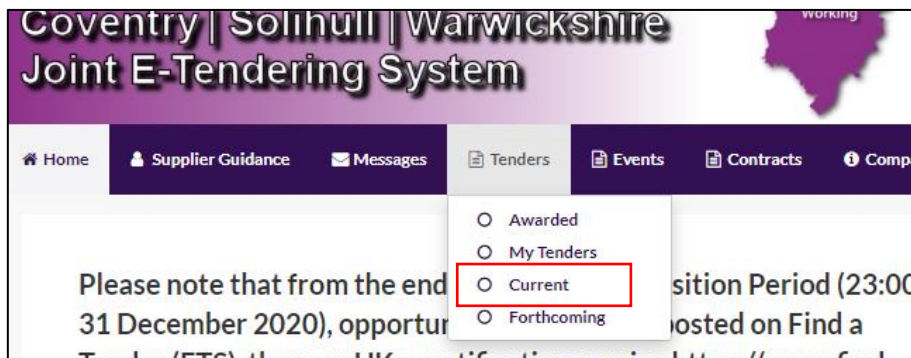
Click on **Sign in** and it will take you to the homepage.

From the homepage, enter your log-in details in the below field.



The screenshot shows the CSW-JETS homepage. At the top, there is a header with the logo 'CSW - JETS Coventry | Solihull | Warwickshire Joint E-Tendering System' and the Stratford-on-Avon District Council logo. Below the header is a navigation bar with links: Home, Supplier Guidance, Tenders, Contracts, Register, and Help. A red banner below the navigation bar contains an 'Important Notice' about system maintenance on Friday 19th and Sunday 21st January 2024. The main content area is split into two columns. The left column contains a welcome message and a list of features: 'View a list of tenders/contracts/quotations', 'View information on contracts that have already been awarded', 'Express interest in a particular tender or quotation', 'Receive tender and/or quotation documentation', 'Safely return your tender or quotation documents', and 'Send and receive correspondence'. The right column contains a 'Login' section with a text input field containing 'Procurement.Services@coventr', a password input field with dots, and 'Login' and 'Forgotten Details' buttons. A blue arrow points to the password field. Below the login fields is a note: 'NOTE: Please be aware that failure to provide correct login information three times will result in your account being locked'.

Once you are logged in, you should be able to click on **Tenders** from the top menu bar and then click on **Current**.



The screenshot shows the CSW-JETS homepage after logging in. The navigation bar now includes 'Messages' and 'Compa'. The 'Tenders' menu is open, showing a list of options: 'Awarded', 'My Tenders', 'Current' (highlighted with a red box), and 'Forthcoming'. The main content area shows a notice: 'Please note that from the end 31 December 2020, opportu... Tender (ETS) the new UK e-notification service https://www.fnd...'. To the right, there is a 'Position Period (23:00)' and 'Posted on Find a'.

You can now decide to browse through all the published tenders or if you know the reference or title of the Tender you are looking for, you can look for it using the search box on the left of the screen.

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The screenshot shows a 'Tenders' search interface. At the top, there is a search bar with the text '12345' and a 'Search' button. Below the search bar, there are four radio button options: 'My Tenders', 'Current', 'Forthcoming', and 'Awarded'. The 'Show all..' option is selected and highlighted with a red box. At the bottom, there is a 'Filter' button with a plus sign.

We would suggest clicking on **Show all** first before typing the relevant details in the Search box and enter only the digits from the Tender reference. Now click on **Search**.

Once you locate the Tender in question, click on **View Details** and this will take you to the Tender summary page.

The screenshot shows the Tender summary page for 'COV - Bite-size Video Demo'. The page includes the following information:

Status	You have received tender documentation
Reference	COV - 9563
Description	Dummy Project Created solely to run bite-size video demonstrations. DO NOT USE
Awarded Date	17 September 2020
Awarded Procedure Type	Open

At the top right, it says 'Date documents can be requested until: 12 Nov 2020 12:00 (UTC +00:00) GMT Standard Time'. At the bottom right, there is a 'View Details' button with a red arrow pointing to it.

You will now have access to various tabs. The first one is usually where the tender documents are held. The tab will be named after the Tender process used. For example, Selection Stage (SQ), RFQ, DPS or Tender Stage (ITT). If there are multiple stage, then you may have multiple tabs depending on which stage of the process you are on.

The screenshot shows the 'Tender Management' page. At the top, there is a red banner that says 'Your return has not yet been sent'. Below the banner, there are five tabs: 'Tender', 'Selection Stage', 'ITT', 'Correspondence (1)', 'Clarifications (1)', and 'History'. The 'Selection Stage' tab is highlighted with a red box. At the bottom, there is a purple banner that says 'Please note: All date & time fields are being displayed using (UTC +00:00) GMT Standard Time'.

It will also show you in the red band above the tabs, if you have already submitted a Return for this stage/tender or not.


This section also gives you access to the Correspondence and clarifications or the history of the tender (any changes made to it being extensions or document amendments).

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To view the documents, simply click on the **stage's tab**. You will be able to view/download the documents from there, about halfway down the page.

Tender Details		
Stage Name	ITT	
Locked Until	16 March 2021	
Closing Date	16 March 2021	
Stage Start Date	12 March 2021	
Stage Time Zone	(UTC +00:00) GMT Standard Time	
Project Title	COV - Bite-size Video Demo	
Project Description	Dummy Project Created solely to run bite-size video demonstrations. DO NOT USE	


Tender Documents Received - Main	Description	Options
	Supplier Help Sheet (Manage your account) v2.pdf	 <a href="#">View</a> <a href="#">Download</a>
	Suppliers Help Sheet (registration) v2.pdf	<a href="#">View</a> <a href="#">Download</a>

**Confirmation of Your Involvement**

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.

**Opt In**- This will confirm to us of your involvement and your intention to submit a return.  
**Opt Out**- This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

 [Opt In](#) [Opt Out](#)

We would suggest saving the documents into your computer until you are ready to submit them.



**Please allow sufficient time for you to upload all the requested documents before the closing time/date, as you may experience slow systems/systems issues and may risk missing out on the chance to complete your submission on time.**


Once you are ready to upload your Return, get back to this section and click on **Opt In**. This will unlock the section where you can upload your documents. You can upload multiple documents in this section.

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Select documents you wish to add to the My Tender Return 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**


Once you click on **Submit Return**, you will get a pop-up receipt and email confirmation to confirm that your submission has been received.

My Tender Return - Main	Description	Options
Supplier Help Sheet (Manage your account) v2.pdf	(Adobe Acrobat Document)	<b>View</b> <b>Download</b> <b>Remove</b>
Suppliers Help Sheet (registration) v2.pdf	(Adobe Acrobat Document)	<b>View</b> <b>Download</b> <b>Remove</b>

Select documents you wish to add to the My Tender Return 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 Return**

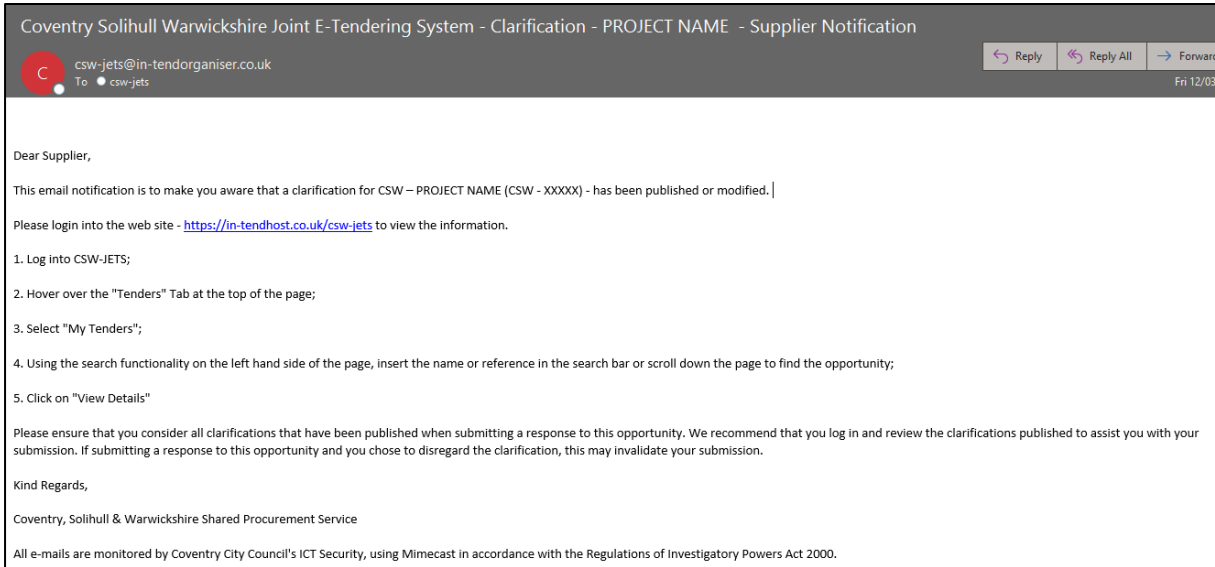
When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

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

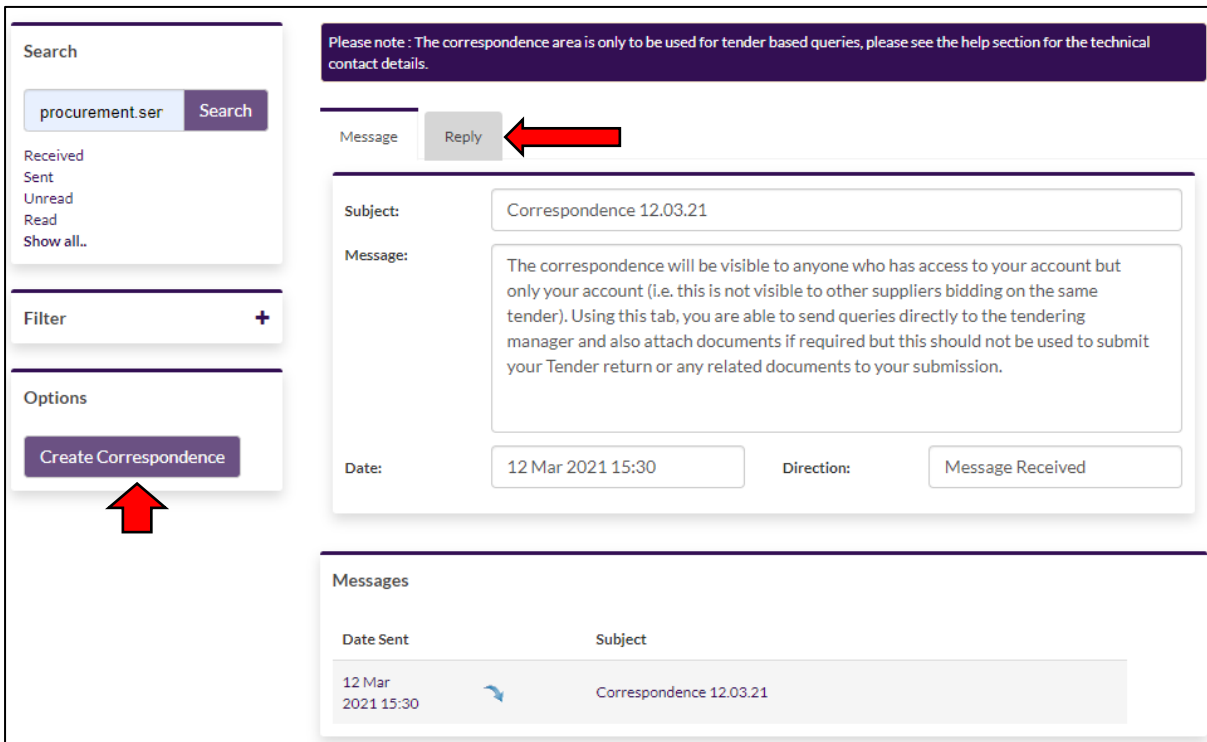
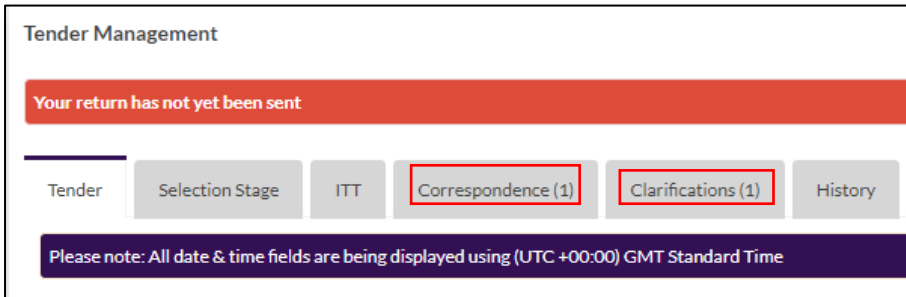
 **Submit Return**

If any correspondence or clarifications are published under the Tender (and you have linked yourself to the Tender by clicking on **View Details**), you will receive notifications emails advising you that a new item has been posted under the Tender.

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To view them, simply click on the relevant tabs.



If there a no correspondence to view, you can click on **Create Correspondence** to send your queries to the Tendering manager. If you wish to reply to a correspondence sent to you, click on the **Reply** tab.

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Correspondence **Clarifications** History

Show  entries Search:

Added	Title
12 March 2021	Clarification 12.03.2021

Showing 1 to 1 of 1 entries Previous **1** Next

Clarification

Name: Clarification 12.03.2021

Description: This tab and the various clarifications will be available to anyone viewing this tender regardless of when this is viewed. If you have looked at the tender after a few clarifications have been published, you will still be able to view what has been published here before you joined.

Date: 12 March 2021

[View Project](#)