



Locating project assets

Your guide to finding the various assets and documents for your project.

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How to find a project





How to find a project

On this page, you will have a list of all Projects your company is associated with. To view any of the projects, click the Title. You also have the option to search by Project name or number as highlighted below. Within the Project, you will see any objects (ITT/Contract/ CCNs) that are relevant to that project.

2

Projects

My Projects Archived Projects

Enter at least 3 characters All Projects Enter Filter (type to start search)

Showing Result 1 - 5 of 5 Show: 50

	CODE	TITLE	REQUISITION REFERENCE	OWNER	WORKFLOW TYPE	ACTIVATION DATE	DIVISION
1	project_881	Change Strategy		Officer Senior Responsible	Unlocked Workflow	18/11/2020	Burt Industries (BIN001)
2	project_876	DD C2E 27/10		Officer Senior Responsible	Unlocked Workflow	27/10/2020	Burt Industries (BIN001)
3	project_874	LB 20.3 F2F test 221020		Burgess Liam	Unlocked Workflow	22/10/2020	Burt Industries (BIN001)
4	project_873	SDP Template 4.0		Officer Senior Responsible	Unlocked Workflow	21/10/2020	Burt Industries (BIN001)
5	project_800	Gatekeeper Training - SDP	012345	Officer Senior Responsible	Unlocked Workflow	28/07/2020	Burt Industries (RIN001)

QUICK LINKS

STANDARD LINKS

- [My Auctions](#)
- [My Contracts](#)
- [Projects](#)
- [My RFIs](#)
- [My ITTs](#)
- [List of Directories](#)
- [Organisation Profile](#)
- [My Categories](#)

1

From the Main Dashboard, click Projects under the Quick Links section.

CUSTOM LINKS

SERVICE UPDATES ACTIONS

	IN PROGRESS	COMPLETED	CANCELLED	NOT STARTED	TOTAL
Buyer	74	33	2		109
Supplier	65	39	2	2	108

How to find an invitation to tender





How to find an invitation to tender

1

From the Main Dashboard, click My ITTs under the Quick Links section.

2

On this page, you will have a list of all ITTs your company is associated with. To view any of the ITTs, click the Title. You also have the option to search by ITT name or number as highlighted above.

The screenshot displays the 'QUICK LINKS' section on the left, with 'My ITTs' highlighted. The main area shows the 'ITTs' page with a search bar and a table of ITT entries. The table has columns for ITT CODE, ITT TITLE, and PROJECT CODE. The entry 'LB 20.3 E2E test 221020' is highlighted in the table.

	IN PROGRESS	COMPLETED	CANCELLED	NOT STARTED	TOTAL
Buyer	74	33	2		109
Supplier	65	39	2	2	108

	ITT CODE	ITT TITLE	PROJECT CODE
1	itt_1033	NEPRO3: Greater than £75k ITT Template	project_1132
2	itt_875	Business Strategy	project_898
3	itt_864	Change Strategy ITT	project_881
4	itt_850	Change Strategy Planning	project_876
5	itt_847	LB 20.3 E2E test 221020	project_874
6	itt_846	SDP Test 3.0	project_873
7	itt_828	Gatekeeper Training - SDP	project_800



How to find an invitation to tender

3

Once you click into the ITT, you can click Accepted under Qualification, Technical or Commercial to review the responses of each envelope.

← ITT: itt_847 - LB 20.3 E2E test 221020 ● Awarded Summary Of Best And Fit

✓ Preparation ✓ Bid Collection ✓ Bid Evaluation ✓ Finalisation 5 Completion

Details Publishing Approval Publish Evaluation Setup Evaluate **Complete** Awarding Approval Discussions Messages (Unread 0)

Final Response Rankings Awarding Information Reports (0)

→ Final Supplier Ranking

Response Ranking Level Overall (Best Score) Current Awarding Level Overall (Best Score)

Awarding Comments 0 Comments Attachments 0 Attachments

Currency Pounds Sterling Technical Score Weight 60%

Commercial Score Weight 40%

Showing Result 1 - 1 of 1

BIDDING GROUP	S	Q	SUPPLIER	CURRENT TECHNICAL SCORE	CURRENT COMMERCIAL SCORE	TOTAL SCORE ↓	TOTAL PRICE	CONFIRMED PRICE	QUALIFICATION	TECHNICAL	COMMERCIAL
		A	HR Ltd	33.3	100	59.98	80,000	80,000	● Accepted	● Accepted	● Accepted



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How to find a contract or a change control notice (CCN)





How to find a contract or a change control notice (CCN)

1

From the Main Dashboard, click My Contracts under the Quick Links section.

2

On this page, you will have a list of all Contracts your company is associated with. To view any of the Contracts, click the Title. You also have the option to search by Contract name or number as highlighted above.

The screenshot displays the Bloom system interface. On the left, the 'QUICK LINKS' section includes 'STANDARD LINKS' such as 'My Auctions', 'My Contracts' (highlighted with a red box), 'Projects', 'My RFIs', 'My ITTs', 'List of Directories', 'Organisation Profile', and 'My Categories'. Below this is the 'CUSTOM LINKS' section. The 'SERVICE UPDATES ACTIONS' table shows the following data:

	IN PROGRESS	COMPLETED	CANCELLED	NOT STARTED	TOTAL
Buyer	74	33	2		109
Supplier	65	39	2	2	108

On the right, the 'Contracts' section features a 'My Contracts' dropdown menu (highlighted with a red box) and a search filter 'Enter Filter (type to start search)'. Below this, it shows 'Showing Result 1 - 36 of 36' and a table of contracts:

	CODE	TITLE
1	contract_1263	NEPRO3 CRF Requirement
2	contract_1261	LB 180222 E2E Runthrough - Work Order
3	contract_1259	LB E2E Test 22.1
4	contract_1255	NEPRO3 - Park Benches for Newcastle
5	contract_1254	SDP Process Demo - Requisition Creation Stage

How to find a payment request





How to find a payment request

1

There are two ways to view your Payment Request Actions.

You can either:
Go in through Work Order Contract, click Plans in the headers and you will have a list of plans relevant to that Contract.

	ACTION NAME	SUPPLIER ACTION OWNER	ACTION OWNERSHIP
1	Contract_xx SDP - Month 2	(Default)	Supplier
2	Contract_xx SDP - Month 3	(Default)	Supplier
3	Contract_xx Approval - Month 3	(Default)	Buyer
4	Contract xx Approval - Month 2	(Default)	Buyer
5	Contract_xx Approval - Month 1	(Default)	Buyer
6	Contract_xx SDP - Month 1	(Default)	Supplier

2

Or, click in Service Updates Actions from the Main Dashboard. Under the In Progress section. The Supplier lines can be found under Supplier which will include any submissions. The Buyer actions can be found under Buyer which will include any approvals.

	IN PROGRESS	COMPLETED	CANCELLED	NOT STARTED	TOTAL
Buyer	74	33	2		109
Supplier	65	39	2	2	108