



How to submit clarification questions

A guide to help you to submit the questions
you need answered around ITTs



How to submit clarification questions

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When responding to an ITT, if there are any questions, or you need clarification on any questions, it is possible to message through Pro-vidé 2.0. These questions will be picked up by the Bloom Sourcing Team and responded to within the portal.

From the ITT page, click the header Messages and press Create Message.

The screenshot displays the ITT portal interface for 'ITT: itt_1140 - NEPRO3 - LB 22.1 test CRF'. The status is 'Running'. The 'Messages (Unread 0)' tab is selected. The 'Create Message' button is highlighted with a red box and a mouse cursor. Below the navigation tabs, a message box states: 'Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response''. Underneath, there is a 'My Response Summary' section with a table:

ENVELOPE	INFO PARAMETERS
1. Qualification Response	All questions answered



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Within the message centre, you can type a subject, a message and also attach any documents you may need to.

Once you complete the message, click Send Message in the top right corner of the page. You can also save the message as a draft, if you would like to come back to it later, the draft can be found in the message centre.

The Bloom Sourcing Team will be notified of this message and will seek a response from the client as soon as they can.

Once Bloom have a response, they will reply within the message centre and you will see under messages, you will have a number – This indicates how many unread messages you have. E.g. Messages (2.)

ITT: itt_1140 - NEPRO3 - LB 22.1 test CRF ● Running Cancel Save As Draft Send Message

Messages

Message

Subject
Clarification on Technical Question

Message
Hi,

Can you please provide more information on question 2.3 - "Please provide us with information on previous experience"

Thanks
Liam

Attachments

	NAME	DESCRIPTION	COMMENTS
1	ResponseConfiguration (2).xlsx (41 KB)		