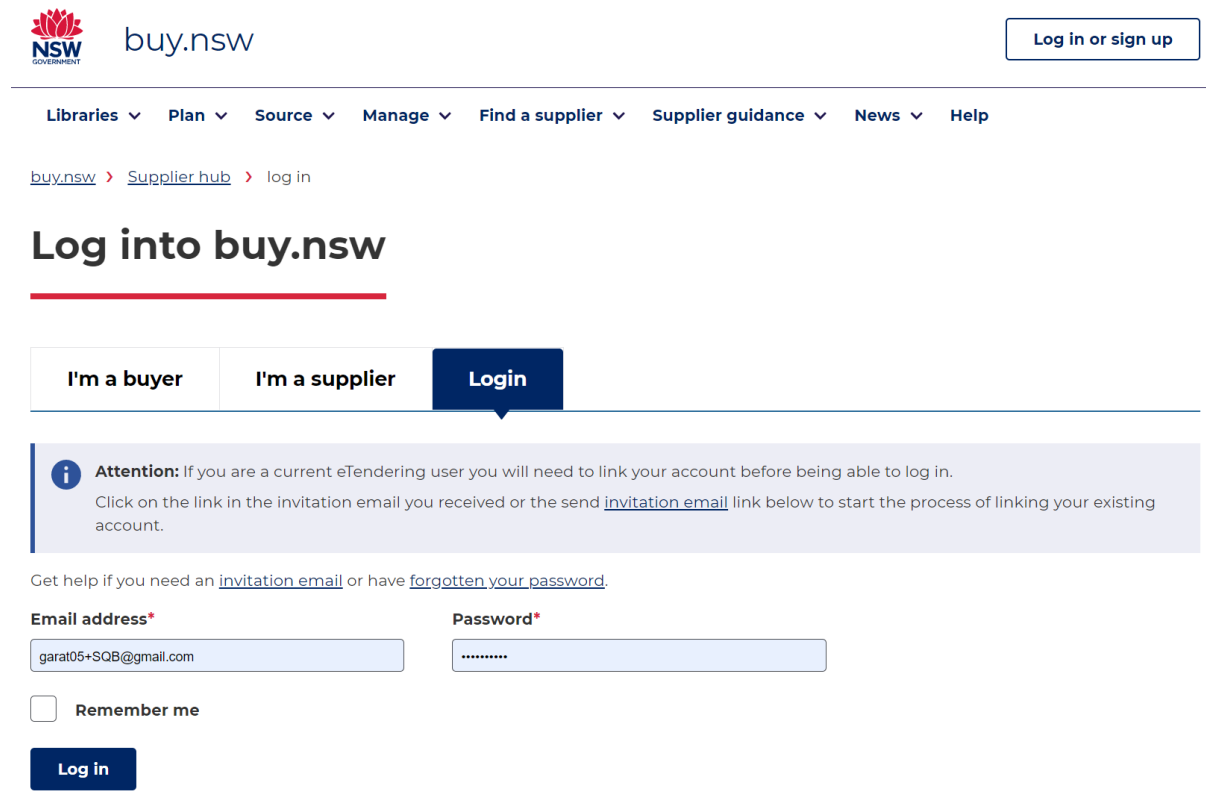


## Simple Quote – User guide – Supplier – Submitting a quote.

SimpleQuote uses your Supplier hub account to login. Log into Supplier hub and follow the link to SimpleQuote from your dashboard.



The screenshot shows the 'buy.nsw' website interface. At the top left is the NSW Government logo. To its right is the text 'buy.nsw'. In the top right corner, there is a button labeled 'Log in or sign up'. Below the header is a navigation menu with items: Libraries, Plan, Source, Manage, Find a supplier, Supplier guidance, News, and Help. Below the navigation menu is a breadcrumb trail: buy.nsw > Supplier hub > log in. The main heading is 'Log into buy.nsw'. Below the heading are three tabs: 'I'm a buyer', 'I'm a supplier', and 'Login'. The 'Login' tab is active. Below the tabs is an information box with an 'Attention' icon and text: 'Attention: If you are a current eTendering user you will need to link your account before being able to log in. Click on the link in the invitation email you received or the send invitation email link below to start the process of linking your existing account.' Below the information box is a link: 'Get help if you need an invitation email or have forgotten your password.' Below the link are two input fields: 'Email address\*' containing 'garat05+SQB@gmail.com' and 'Password\*' containing '.....'. Below the input fields is a checkbox labeled 'Remember me'. At the bottom is a 'Log in' button.

**buy.nsw** Log in or sign up

Libraries ▾ Plan ▾ Source ▾ Manage ▾ Find a supplier ▾ Supplier guidance ▾ News ▾ Help

[buy.nsw](#) > [Supplier hub](#) > log in

## Log into buy.nsw

**I'm a buyer** **I'm a supplier** **Login**

**Attention:** If you are a current eTendering user you will need to link your account before being able to log in. Click on the link in the invitation email you received or the send [invitation email](#) link below to start the process of linking your existing account.

Get help if you need an [invitation email](#) or have [forgotten your password](#).

**Email address\***  **Password\***

Remember me

**Log in**

Click on the SimpleQuote button on your dashboard.

# Supplier dashboard



We are looking for Suppliers to help us test the latest release of the buy.nsw Supplier hub. By testing regularly we can find and address any issues and make sure that Supplier Hub is easy to participate. Fill out our form to join our testing panel. Tests are done remotely, run for your feedback is anonymous. <https://buy.nsw.gov.au/new-testers-subscription>

## Daemon Pty Limited

Switch company profile ▾

View profile as a buyer

Go to SimpleQuote ↗

Go to eTendering ↗

Register another company profile

That will take you to your dashboard in SimpleQuote:



buy.nsw

BOB MCBObBOB

Logout

Libraries ▾ Buyer guidance Supplier guidance Find a supplier News

SimpleQuote > Dashboard

## Dashboard

View all opportunities >


### Submitted quotes

Opportunities that you have responded to and have since closed.

Quote titles	📅 Closes	📊 Status
<a href="#">We want some new bananas</a>	24-Mar-2021 5:00PM	Pending
<a href="#">Test open</a>	11-Mar-2021 5:00PM	Pending

Alternatively, you can go to SimpleQuote directly via the URL <https://simplequote.buy.nsw.gov.au>

A NSW Government website

 buy.nsw

Login Create account

Libraries ▾ Buyer guidance Supplier guidance Find a supplier News


## Welcome to SimpleQuote

A simple and secure tool that makes it easy for buyers to create and send a request for quote and for suppliers to respond.

This tool is designed for low value, low risk engagements.

Login >

When you click login on the SimpleQuote home page you will be taken to the Supplier hub login page, once you have authenticated with your email and password you will be taken back to SimpleQuote and your dashboard.

 buy.nsw

BOB MCBBOBB Logout

Libraries ▾ Buyer guidance Supplier guidance Find a supplier News

SimpleQuote > Dashboard

## Dashboard

View all opportunities >

### Submitted quotes

Opportunities that you have responded to and have since closed.

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<a href="#">Test open</a>	11-Mar-2021 5:00PM	Pending

On the dashboard you can see all the current quotes that you are participating in as well as a link to all current open opportunities.

[View all opportunities >](#)

Click the View all opportunities button to see all the opportunities that are currently available. Opportunities that match your supplier profile categories will be displayed at the top of the page.

[SimpleQuote](#) > [Dashboard](#) > [Opportunities](#)

## Opportunities

### Recruitment and Human Resources opportunities

Quote titles	Closes	
<a href="#">Huge discount top quality</a> ID: HugeDisc01	20-May-2021 9:00AM	<a href="#">Respond</a>

### All opportunities

Quote title	Closes	
<a href="#">asd</a>	9:00AM	<a href="#">Respond</a>
<a href="#">500 business cards</a> ID: 231	16-Jun-2021 9:00AM	<a href="#">Respond</a>
<a href="#">Development plan for getting stuff done</a> ID: 87654321	29-May-2021 9:00AM	<a href="#">Respond</a>

Click on the quote title to view the details of the quote or click on the respond button to answer the requirements and submit a response.

Clicking the respond button will display the quote details. On this page you can see the quote requirements as well as any amendments that have been made since publishing.

# Huge discount top quality

**Title**

Huge discount top quality

**ID**

HugeDisc01

**Description**

I want a really big discount for the best stuff you've got.

**Open date**

20-Apr-2021

**Open time**

9:00AM

**Close date**

20-May-2021

**Close time**

5:00PM

**Industry sector**

Information Communications Technology

**Supplier type**

Any

Click on the respond button to start the response process.



Be sure to carefully read each question and answer as succulently as possible.

# New response

Huge discount top quality



## Questions

### Project goals

To pay as little as possible

Please describe how you can meet the project goals stated above \*

### Scope of service or goods required

Best you've got

Please describe how you can meet the scope of services or goods required \*

### Desired delivery or service completion date

20-May-2021

Indicate whether you are able to meet the desired delivery or service completion date \*

Yes

No

## Important

Be sure to carefully read each question and answer as succulently as possible. Marketing material and case studies should not be attached unless specifically requested by the buyer

You can upload documents along with the answers to the requirement questions. Simple drag the files from your computer onto the blue square or press the **select the files** button to browse your computer's hard drive.

## Upload your response documents

Drag and drop the files here OR

Select the files

NB: Marketing material and case studies should not be attached unless specifically requested by the buyer

Once you have completed your response click the next button at the bottom right of the page

< Back

✕ Cancel

Next >

A review screen will then be displayed

# New response

## Huge discount top quality



### Overview



**Type**

Open

**Title**

Huge discount top quality

**ID**

HugeDisc01

**Description**

I want a really big discount for the best stuff you've got.

**Open date**

20-Apr-2021

**Open time**

9:00AM

Take the time to review the information that you have entered, if you need to you can go back and update your response before submitting.

When you are satisfied that everything is correct click on the **submit** button to continue.

< Back

✕ Cancel

✓ Submit

### You are about to submit your response ✕

Once you press the submit button your quote will be lodged.

You can monitor this quote in your dashboard, where you will be able to withdraw and/or resubmit until the close date is reached.

NB: The Buyer will not be able to view your response until after the selected close date has passed.

✕ Close ✓ Submit

Once you have submitted your quote it will appear on your dashboard under **In progress**

### In progress

Opportunities that you have responded to but have not yet closed.

Quote titles	Closes	
<a href="#">Huge discount top quality</a> ID: HugeDisc01	20-May-2021 5:00PM	<span>↩ Respond</span> <span>Withdraw</span>

You can view and update your response at any time while the quote is still open by clicking on the **Respond** button

You can withdraw your quote completely by clicking on the red **Withdraw** button. You can still respond after withdrawing while the quote is still open. If you have withdrawn your response and have not uploaded a new response by the time the quote closes no response will be lodged.

### You are about to withdraw your quote ✕

Please confirm that you wish to withdraw your quote for **Huge discount top quality**.

✕ Cancel 🗑 Withdraw