Transport for Wales Tendering System - Atamis

A quick guide on how to use TfW's Atamis System

Available to Suppliers

TRAFNIDIAETH CYMRU
TRANSPORT FOR WALES

Llywodraeth Cymru
Welsh Government

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How to tender via Atamis

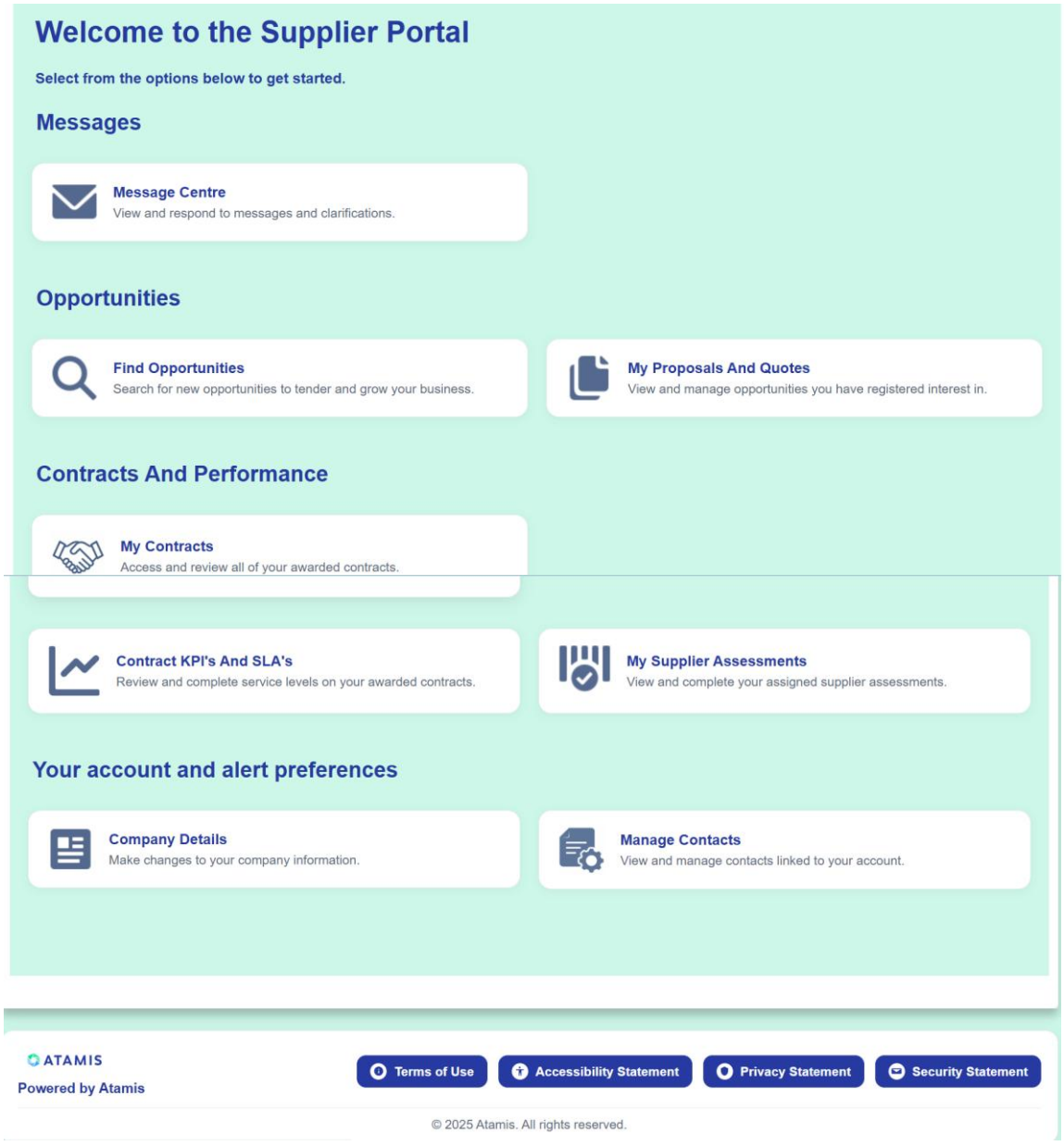
Registering on the Portal

To register on the Transport for Wales Atamis portal, click here - Welcome

Once you have registered, you will find your home screen with various access links.

Remember to keep your Company Details and Contacts up to date, as this information is pulled through to tenders.

Your username for the TfW Atamis portal will be your email address, with .tfw at the end. (for example, supplier1@web.com.tfw)



Central Digital Platform

Transport for Wales will ask for your CDP sharecode during the tender, please ensure your details on the CDP are accurate and up to date before generating a new share code.

If you have not got an account on the Central Digital Platform, you can register here Sign in - Supplier Registration Service

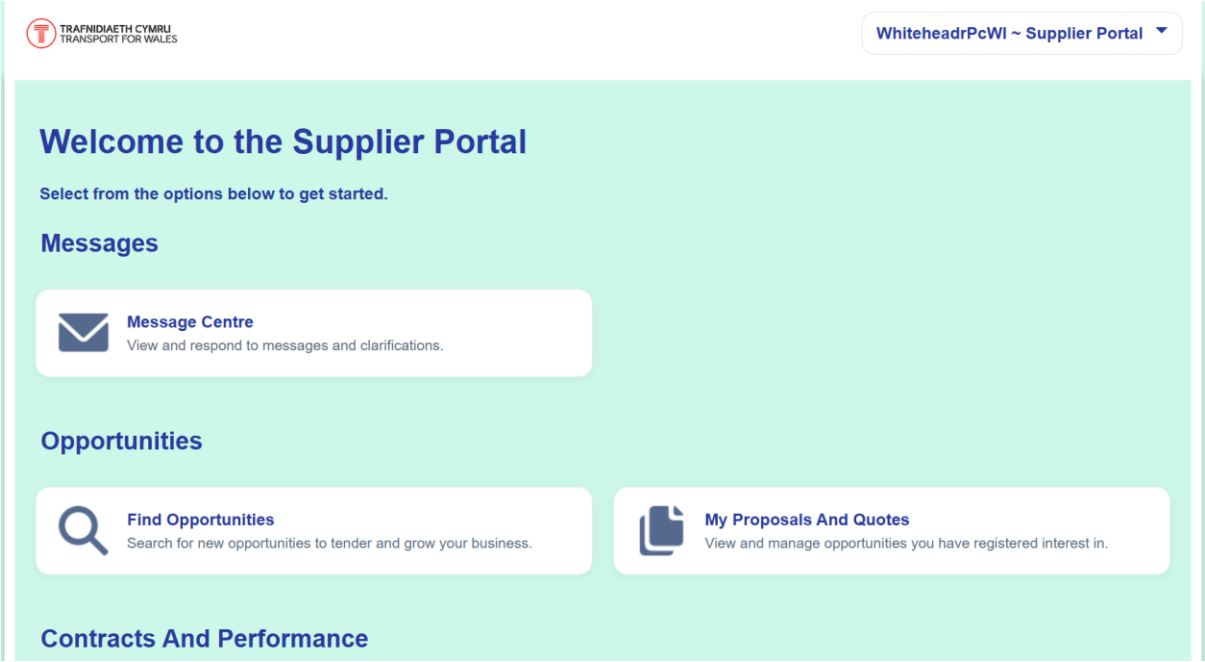
If you need support registering, you can access that here - Suppliers: How to register your organisation and first administrator on Find a Tender in three easy steps (HTML) - GOV.UK

You should generate a new share code for each tender opportunity you bid for.

General guidance on CDP sharecodes;

- Please create a new share code on the CDP website for each tender opportunity from the CDP.
- The share code should be 8 figures long and only the share code should be entered.
- The CDP share code is different from your organisation's PPON number.

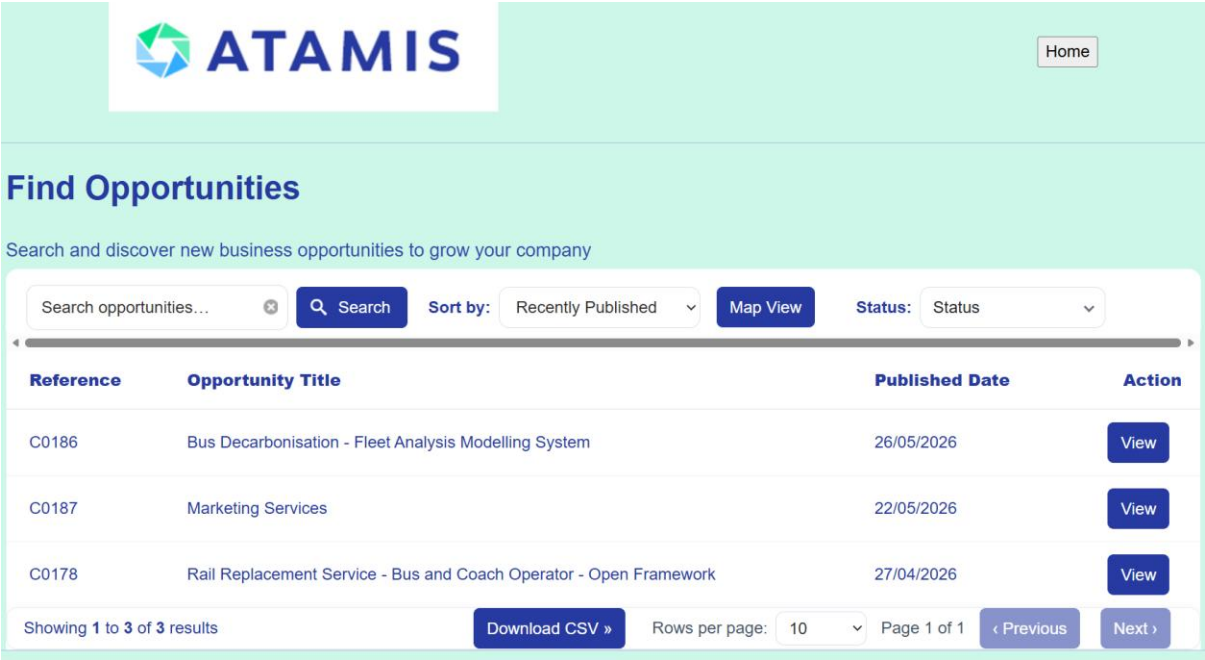
Finding opportunities and registering your interest



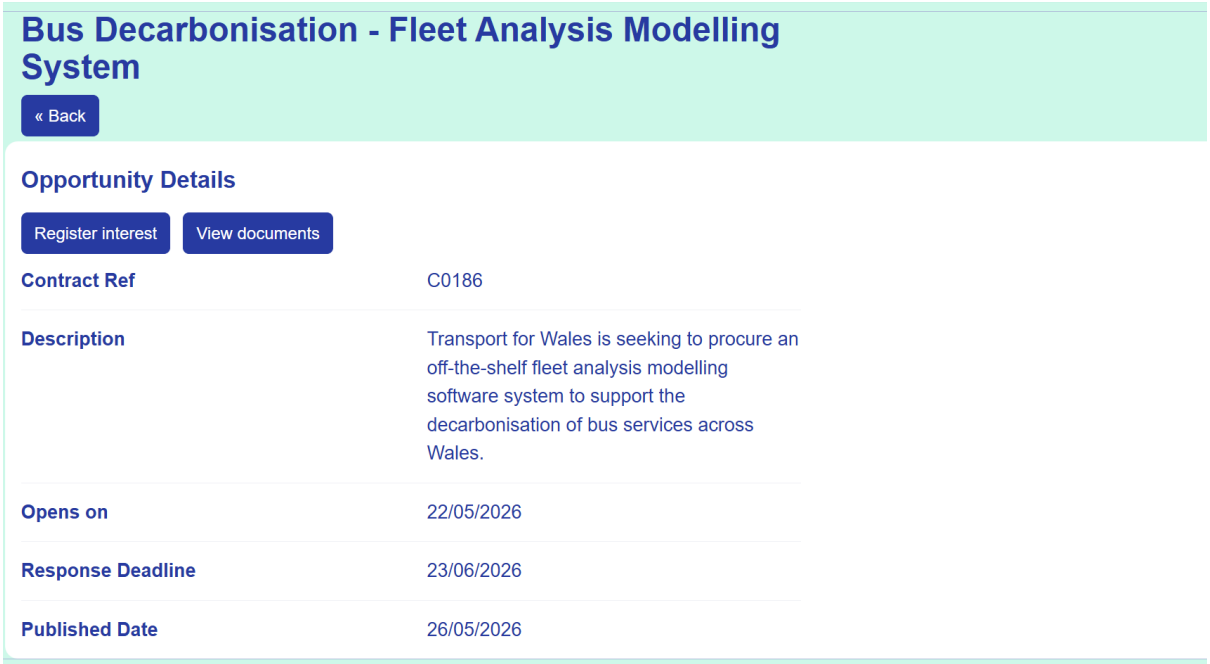
To view and register onto any Transport for Wales tender opportunities, click on the '**Find Opportunities**' section on the home page.

Framework Mini Competitions

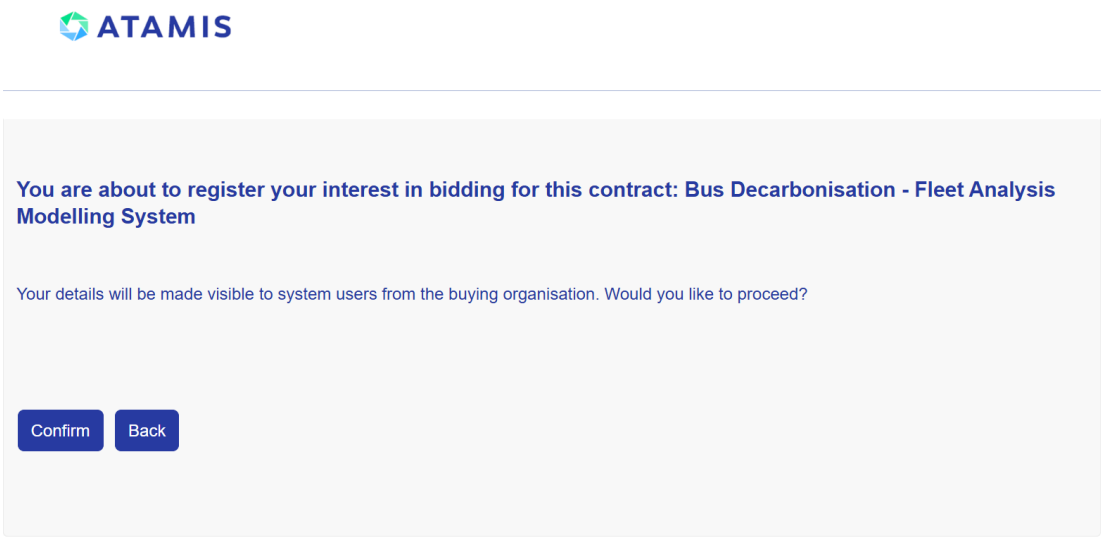
If you have been invited to participate in a Framework mini-competition, skip this step and click into **'My Proposals and Quotes'.** Further guidance of next steps is available under the section *Submitting a Bid.*



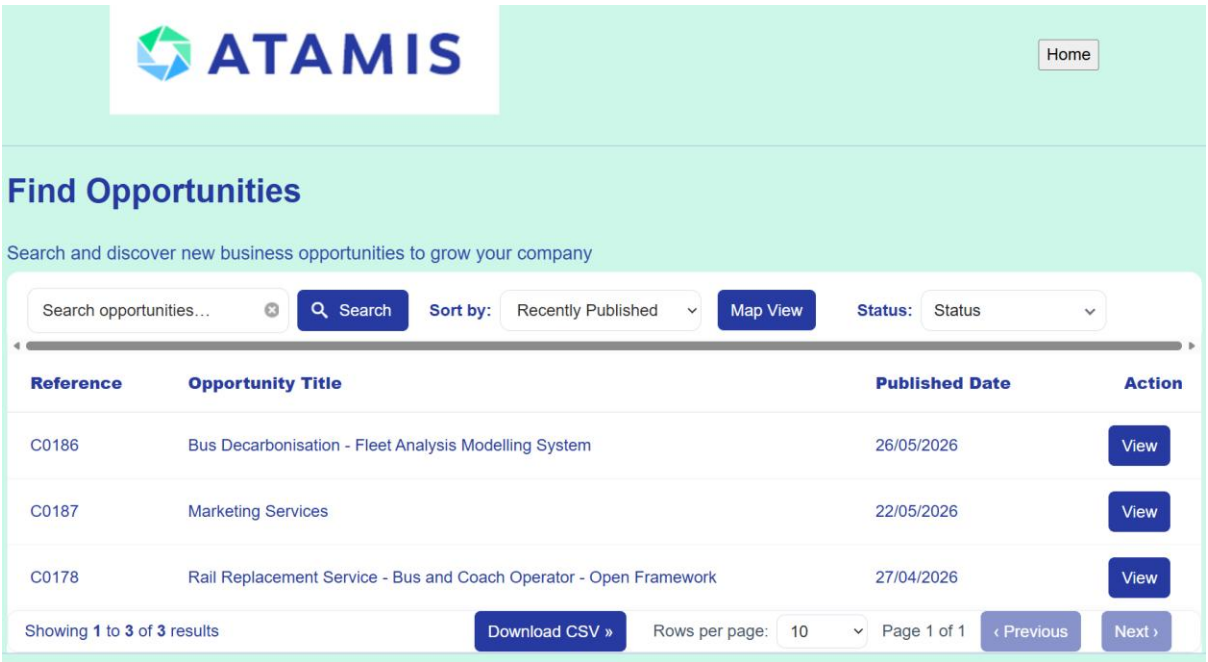
A list of all the live tender opportunities will be available. To click into a tender, click on the **View** button.



To register an interest and/or gain more information about the tender, the tender documentation and requirements, click on the **register interest button.**

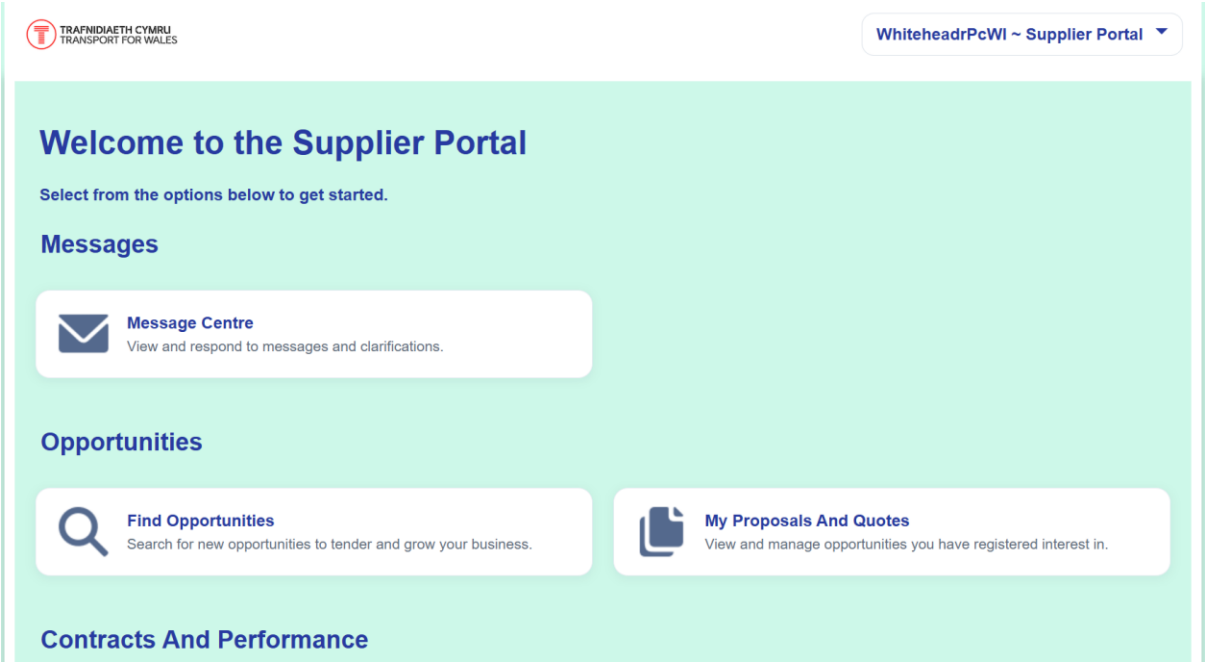


Click **'Confirm'** to proceed.

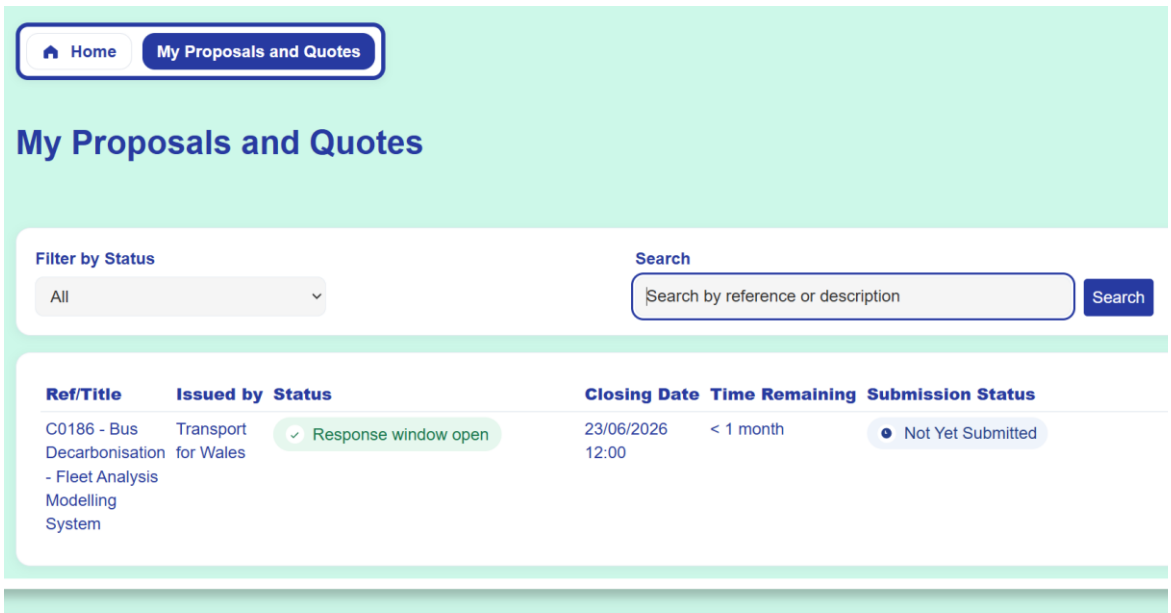


To view more information about the tender you have registered an interest on, click the **home** button on the top right-hand side, and then follow the steps in the 'Submitting a bid' section below.

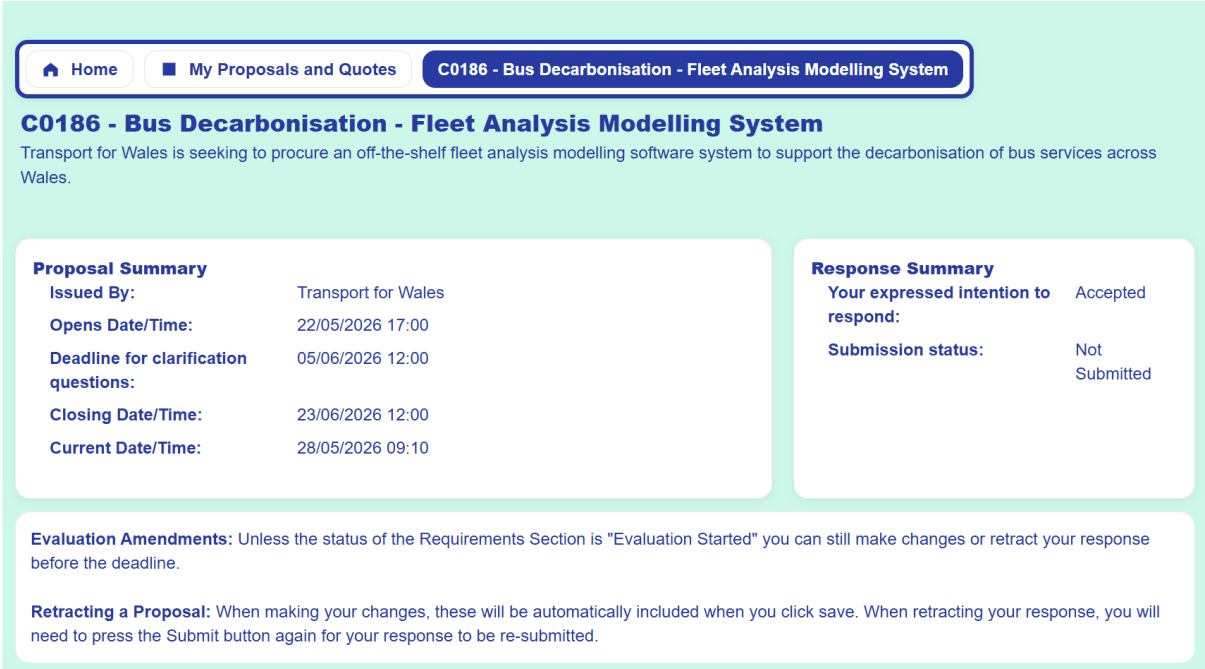
Opportunity Details



Once you have registered for the tenders you are interested in, return to the home page where you'll find the '**My Proposals and Quotes'** button.



You will see all the tenders you have registered for within the '**My Proposals and Quotes'** section. To view documents, requirements and to begin drafting your bid, **click on the ref/title** of the requirement.



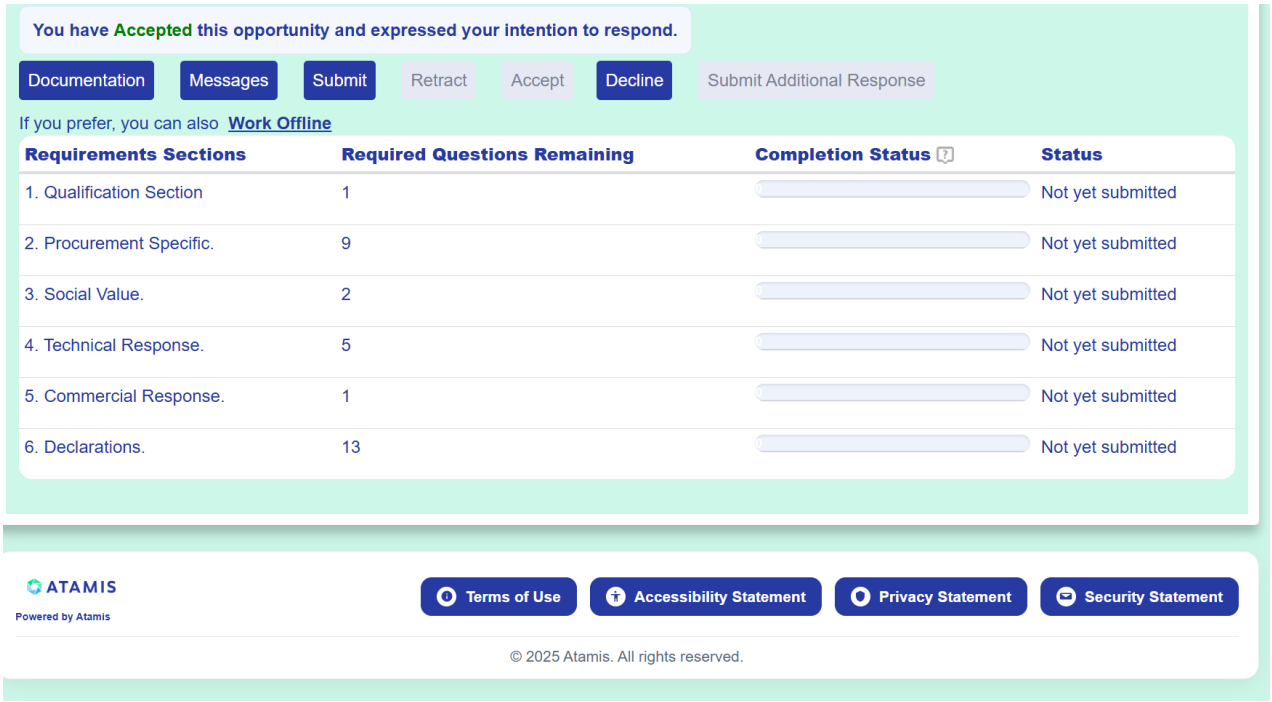
This page will contain all the details for the tender, including clarification deadline, tender deadline, submission status, requirements and documentations.

Accessing Documents



To download the tender documentation, first click on the **documentation button**, which will lead you to this page. You can then download the documents individually using the Download button.

Completing the Questionnaires



By **scrolling down**, you will be able to view the requirements and documentations.

To view or begin completing the requirements, **click on the requirement section title**.



You can scroll down to see the full list of questions here.

There are two ways of entering your responses. Please see options below.;



Option 1 – Click on the 'Edit Response' button. You will then see drop down options, attachment links or text boxes. Click 'Save Response' once completed!



Option 2 – Click into the question itself, which will take you to a new page where you can navigate the questions and save as you go.



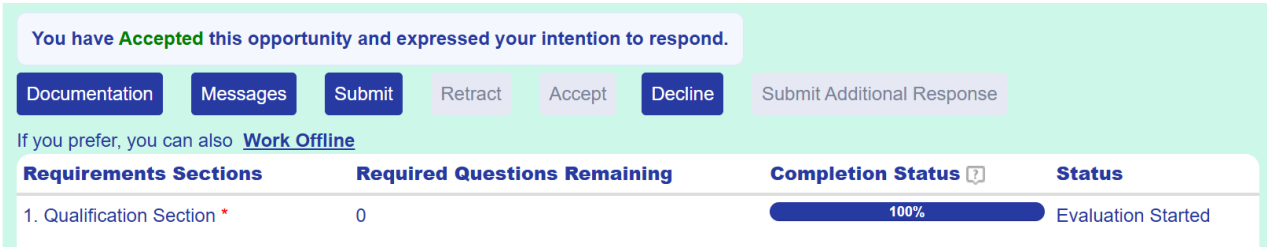
As you go through the questionnaires, the completion status bar will show your progress. If you have completed the questionnaire, but the bar hasn't got to 100%, then we would recommend reviewing the green and red flags!

Green flag – Completed

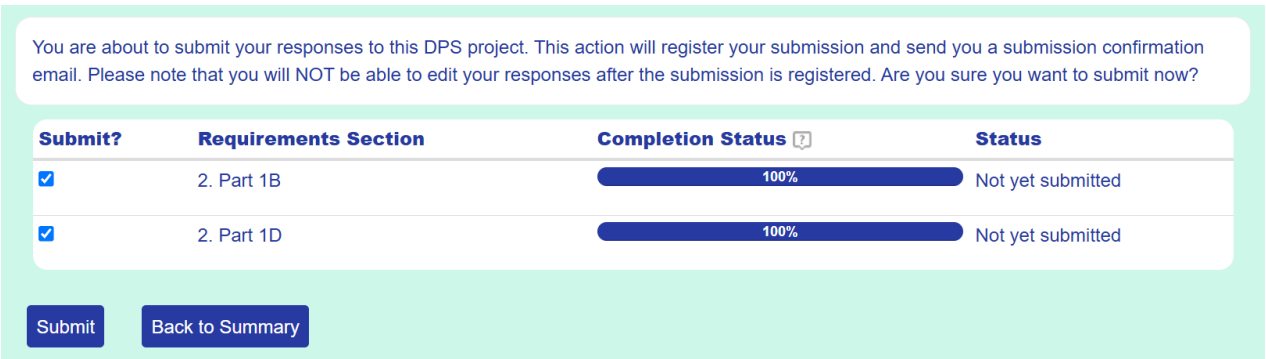
Red Flag – To be completed

Submitting your Tender and/or Application

Once all the questionnaires have been complete and they are all showing as 100%, you can submit your tender/application.



You can submit your response by clicking the 'Submit button'



If the tender or application contains lots/parts, you will need to tick the questionnaires you are submitting.

Frequently asked questions

1. Can more than one employee register under one organisation?

Answer:
Yes. To reduce the risk of missed communications, suppliers are strongly encouraged to have more than one registered ATAMIS user within their organisation and/or have registered with a generic email address that can be access by different colleagues. This helps ensure continued access to procurement opportunities, clarifications and contract-related communications in the event of staff absence or account issues.

2. What is the maximum file size for uploads on Atamis?

Answer:
Individual file uploads are subject to a maximum file size of 2GB. Where supporting documents exceed this limit, suppliers should compress files into a ZIP folder or split them into multiple files and upload them separately, ensuring all files are clearly labelled.

3. What is my Atamis portal username?

Answer:
Your username for the TfW Atamis portal will be your email address, with **.tfw** at the end. (for example, *supplier1@web.com.tfw*)

Reminder of support details

For any account specific queries or issues, please Atamis directly for support.

- Phone: 029 2279 0052
- E-mail: **support@atamis.co.uk**