



Forestry England

eTimber Sales

Customer User Guide



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1. Introduction

Forestry England have developed a new Timber Sales system for sale of timber by closed bid tenders.

This will replace our current system, hosted by BIP, in 2023.

We have tried to retain similar processes which have been used in our previous systems, whilst simplifying the bid process and improving the information provided to our customers.

As with our previous system, users will receive email confirmation of new sale events, bids submitted or withdrawn and outcome on award of the sale lots.

Customers will also be able to manage their own users to eTimber Sales. This includes creation of a new user or cancelation of user access.

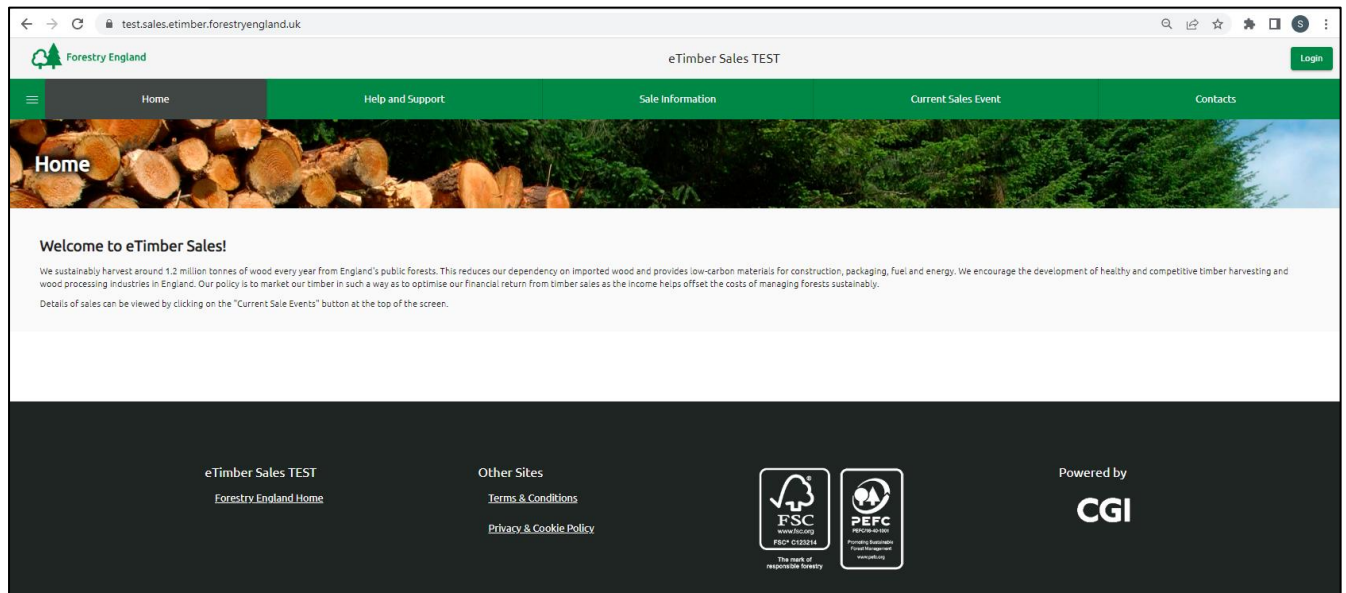
Access to eTimber Sales will be granted to Timber Customers, Timber Hauliers and Timber Contractors who have business activity with Forestry England.

Anyone who does not fall into one of these categories will have access on our eTimber Sales pages to view information on open tender events without requiring a username to log onto the system.

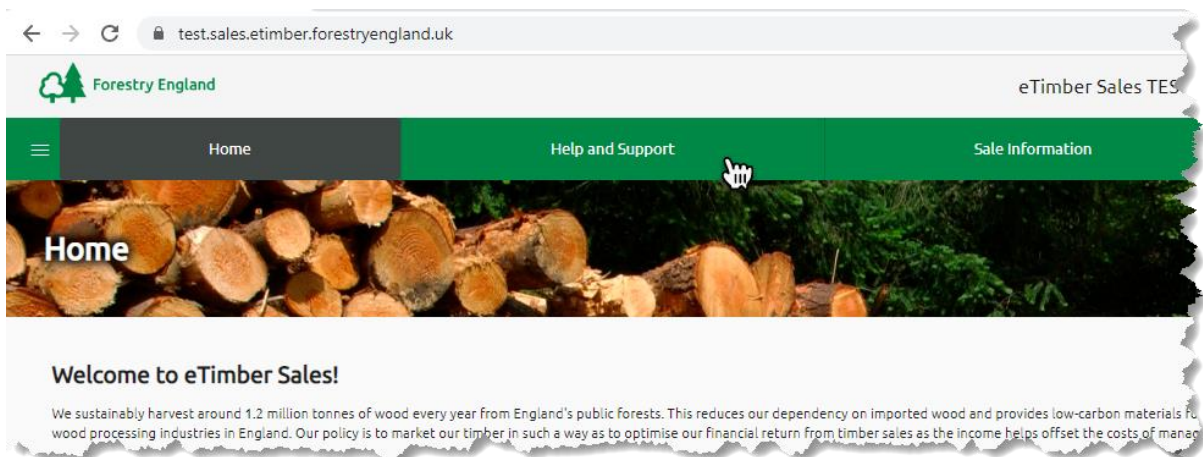
Only users who are linked a Timber Customer will have access to submit a bid on our tenders.

2. eTimber Sales Homepage

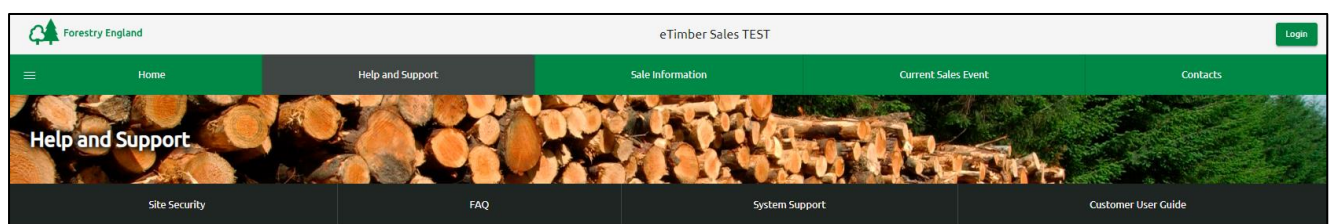
eTimber Sales : <https://sales.etimber.forestryengland.uk>



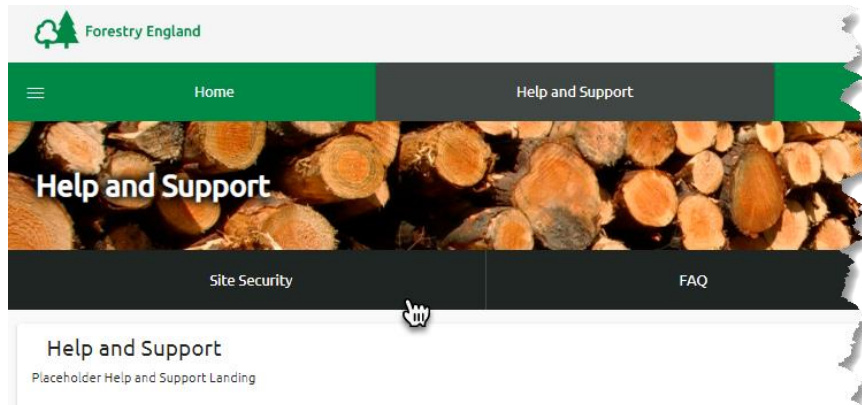
2.1 Help and Support



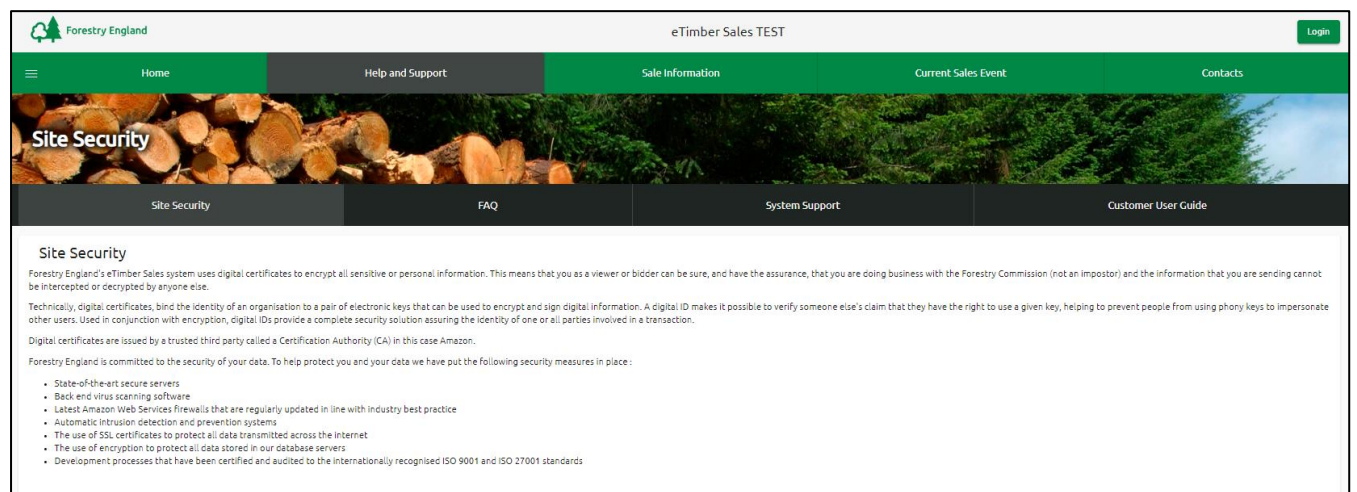
Click on the Help and Support tab to access more information.



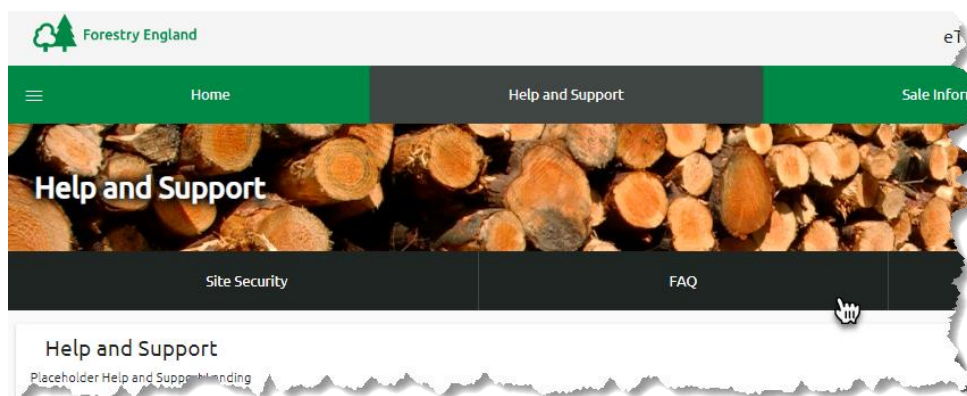
2.1.1 Site Security



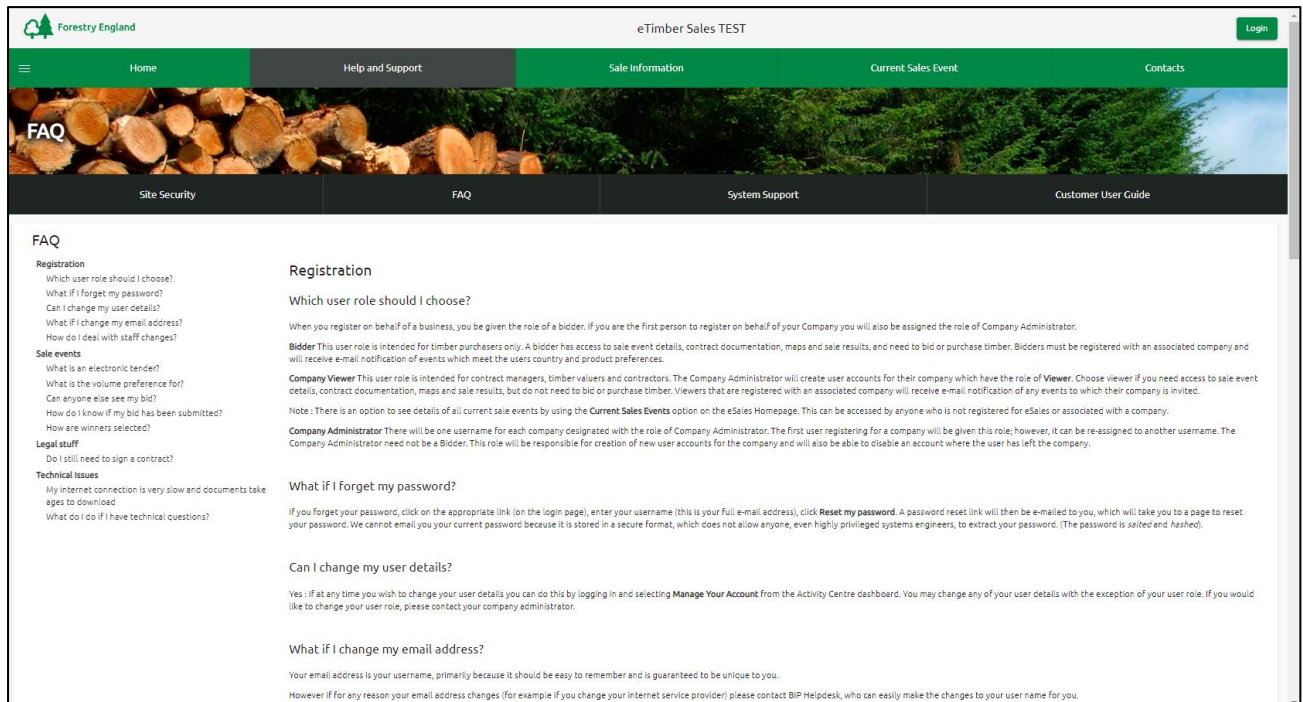
Click on Site Security menu tab to view details.



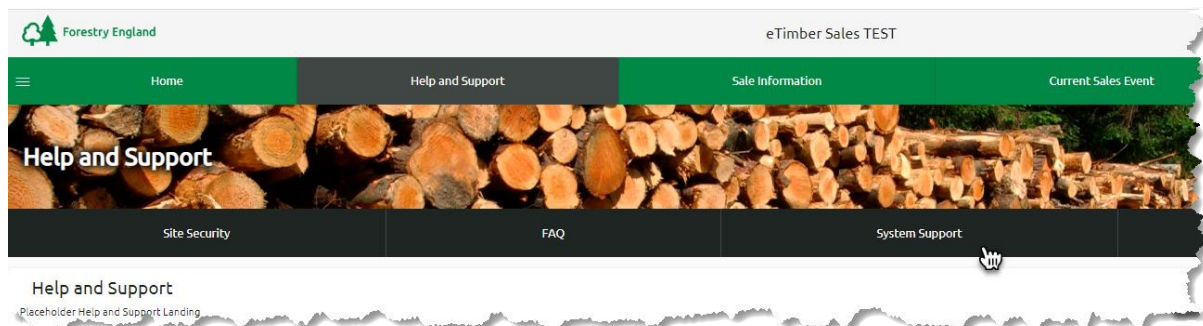
2.1.2 FAQ



Click on FAQ menu tab to view details.



2.1.3 System Support



Click on System Support tab to view details.

Systems Guidance, Support & Help

Contents:

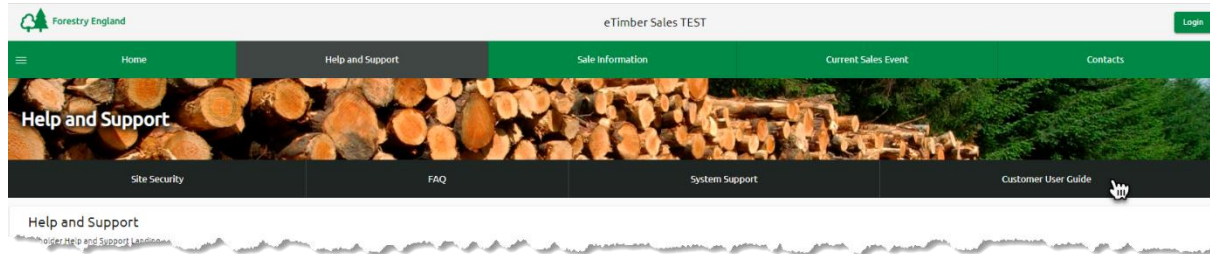
1. Introduction
2. User Requirements
3. How To Register
4. User Roles
5. Forgotten Passwords
6. Buying Timber
7. Event Formats
8. Contacts

1. Introduction

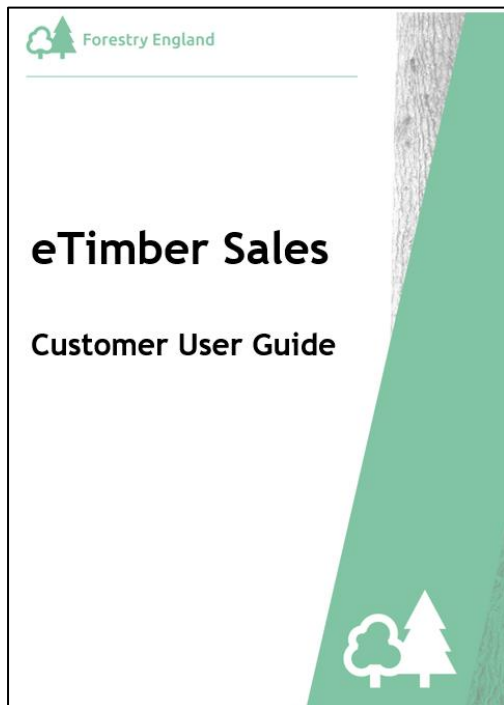
1.1 Most of the timber sold by Forestry Commission England is sold electronically through our eSales system. If you would like to purchase commercial timber (includes sawlogs, round fencing, small roundwood, firewood and woodfuel, hardwood and softwood) then please follow the instructions below on [how to register](#). This is a straightforward process that should only take a few minutes.

1.2 The first user registering on behalf of a Company will be given the role of "Company Administrator". All other users for the Company will be created by the user with "Company Administrator" role.

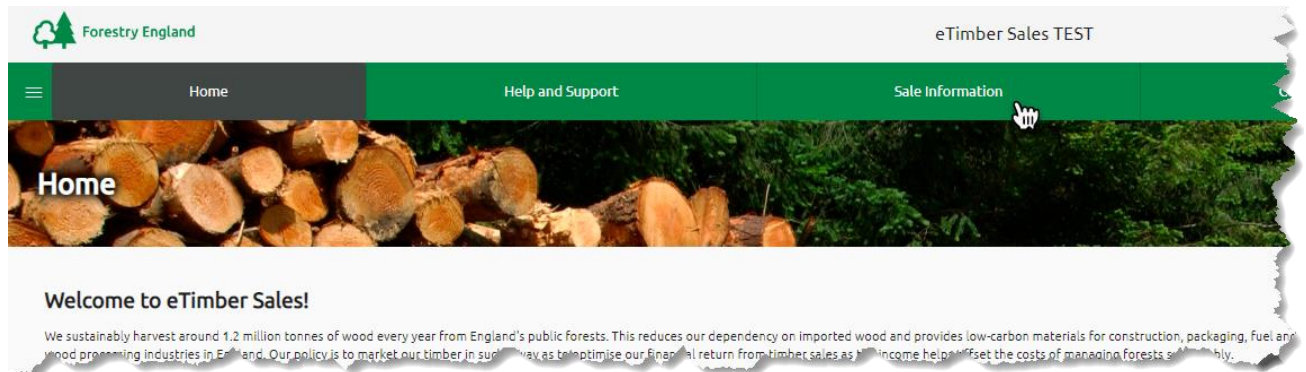
2.1.4 Customer User Guide



Click on Customer User Guide tab to view details.

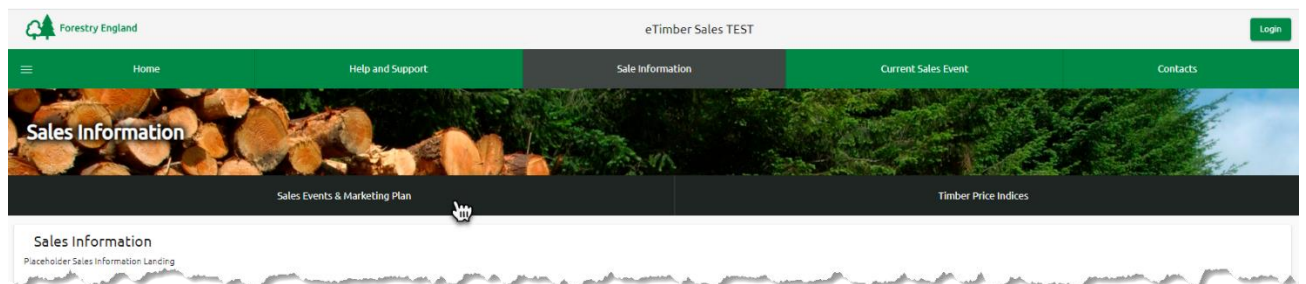


2.2 Sale Information



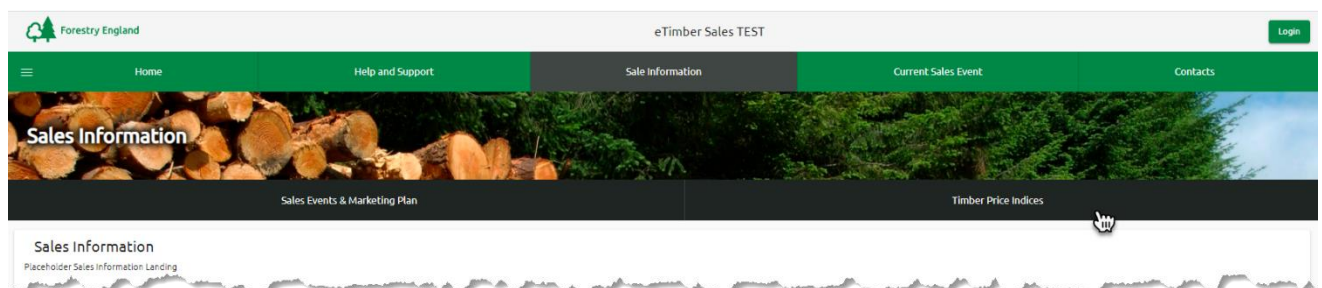
Click on the Sale Information tab to access more information.

2.2.1 Sales Events and Marketing Plan



Click on Sales Events and Marketing Plan tab. This will open the Forestry England Timber Sales information page in a new browser tab.

2.2.2 Timber Price Indices

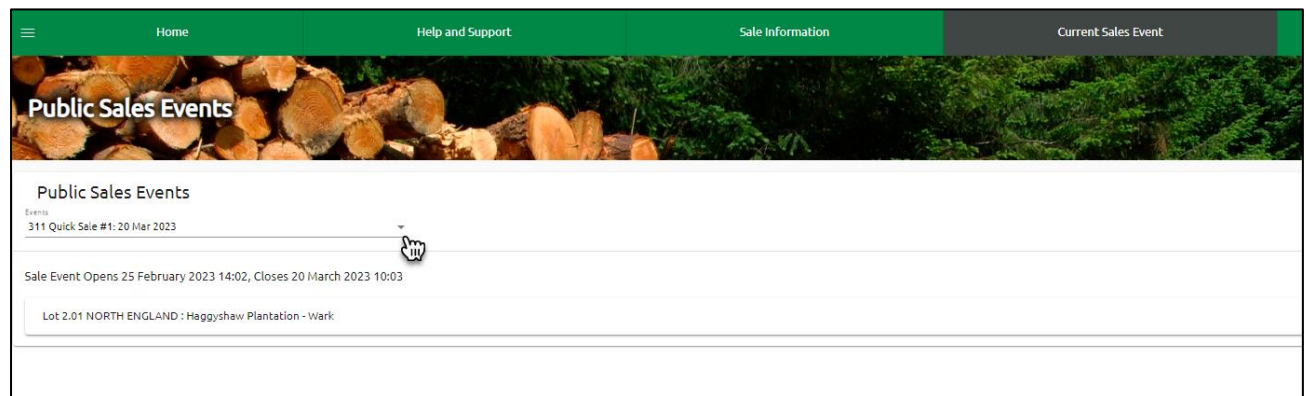


Click on Timber Price Indices tab. This will open the Forest Research Timber Price Indices page in a new browser tab.

2.3 Current Sales Events



Click on the Current Sales Events tab to view lot information for current live open competition tenders.



Click on the drop down arrow to see list of open events.



Click to select one to view.

Public Sales Events

Events
St. Patricks day Special: 17 Mar 2023

Sale Event Opens 03 February 2023 01:02, Closes 17 March 2023 01:03

- Lot 1.15 SOUTH ENGLAND : Home Wood - Ringwood
- Lot 1.16 SOUTH ENGLAND : Selhurst - East Dean**
- Lot 2.20 SOUTH ENGLAND : South Forest District

Click on a Lot to expand and view the data and relevant documents.

Public Sales Events

Events
St. Patricks day Special: 17 Mar 2023

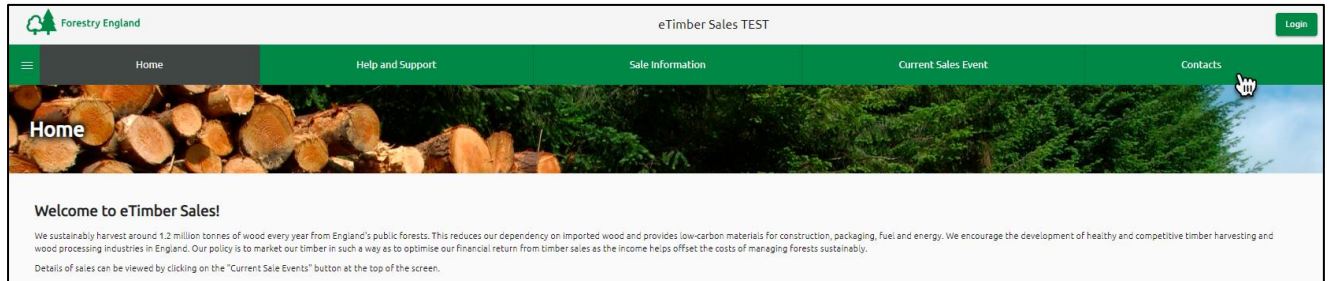
Sale Event Opens 03 February 2023 01:02, Closes 17 March 2023 01:03

- Lot 1.15 SOUTH ENGLAND : Home Wood - Ringwood
- Lot 1.16 SOUTH ENGLAND : Selhurst - East Dean

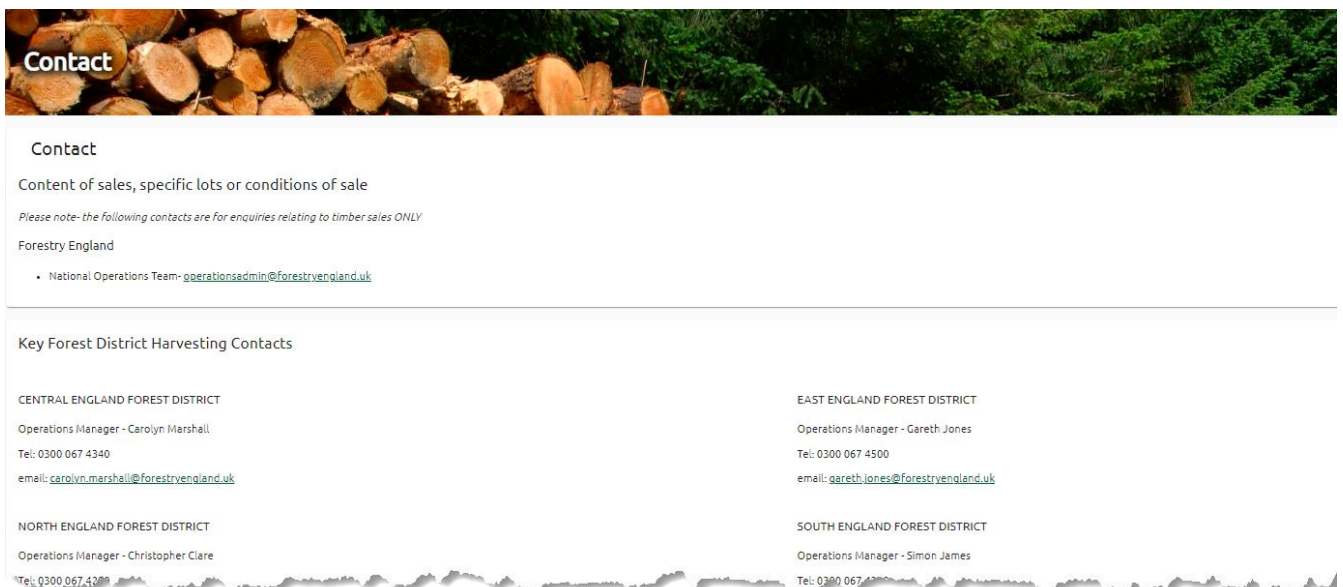
Lot 1.16 SOUTH ENGLAND : Selhurst - East Dean		
Start Date	End Date	Contract Number
19/9/2023	30/11/2023	54561
Product	Unit of Sale	Quantity
Thinning	Tonnes	1144
Bid By	Point Of Sale	Standard Mean DBH
Unit Price		
Log Length	Min Top Diameter	Species Summary
		JL/BE/CP

Documents

2.4 Contacts



Click on the Contacts tab to view list of Forestry England District Operations managers.



3. Registration

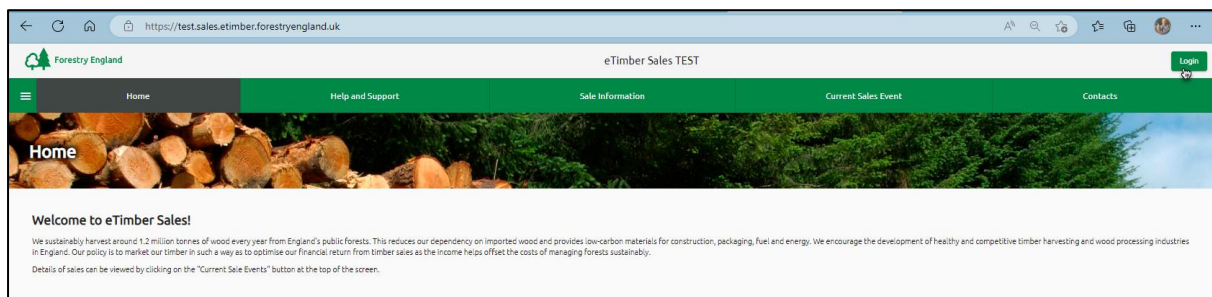
3.1 Migration of Users

3.1.1 Where possible we will migrate active customer accounts from BIP eSales to eTimber Sales.

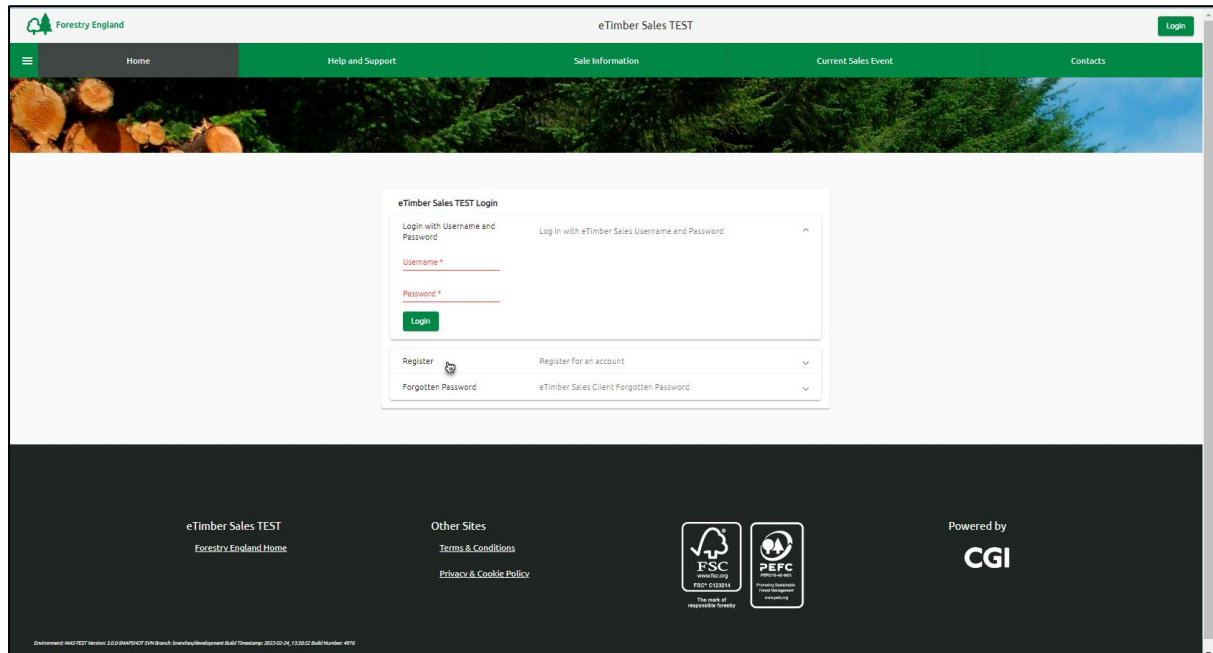
3.2 Registration - Customers Currently Trading

- All companies who are registered will have a Customer Administrator assigned.
- A Company can have more than one user with the role of Customer Administrator.
- A Customer Administrator will be able to create new users and assign a user role.
- Forestry England will refer any registrations of new users to the Customer Administrator for approval.
- This process is intended for Customers who already have a trading history with Forestry England. E.g. a timber customer will have a customer number assigned. Acme Timber Ltd - ACME001

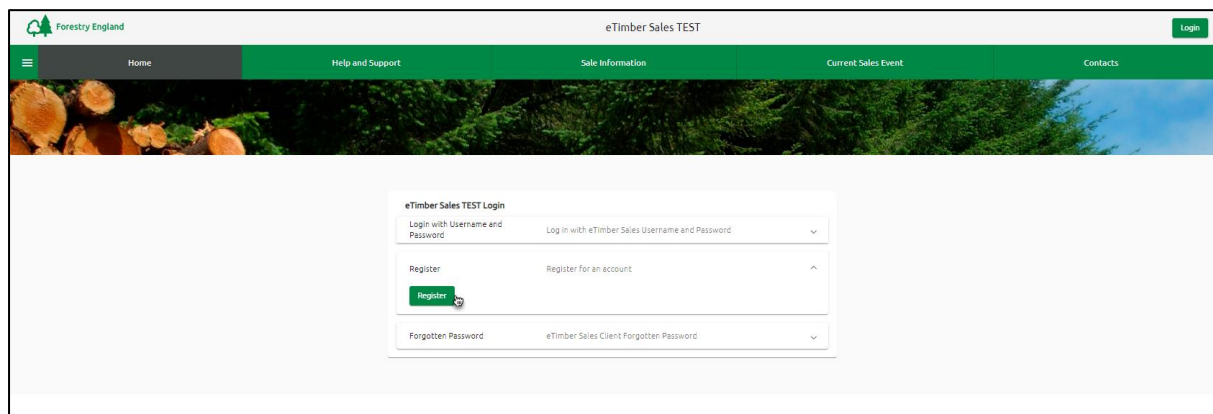
3.2.1 From the homepage, click on the  button at the top right corner of the page.



3.2.2 Click on Register to expand the section on screen.



3.2.3 Click on **Register** to expand the section on screen.



3.2.4 The registration page will open. The first section captures personal details.

Register

This registration form is intended for new companies signing up for use of the eTimber Sales service. If your company is already registered please contact your company administrator to create a new account for you.

1 Personal Details

Title * First Name * Last Name *

Position *

Email/Username * Confirm Email/Username *

Password * Confirm Password *

! contains at least one lower character
! contains at least one upper character
! contains at least one digit character
! contains at least one special character
! contains at least 12 characters
! Password's strength = 0 %100

Next

- Denotes a mandatory field.

Field Name

Details

Title *

Click on the drop down arrow to select title.

First Name *

Enter first name.

Last Name *

Enter last name.

Position *

Enter job title / position in company.
e.g. Timber Buyer

eMail/Username *

Enter email address.

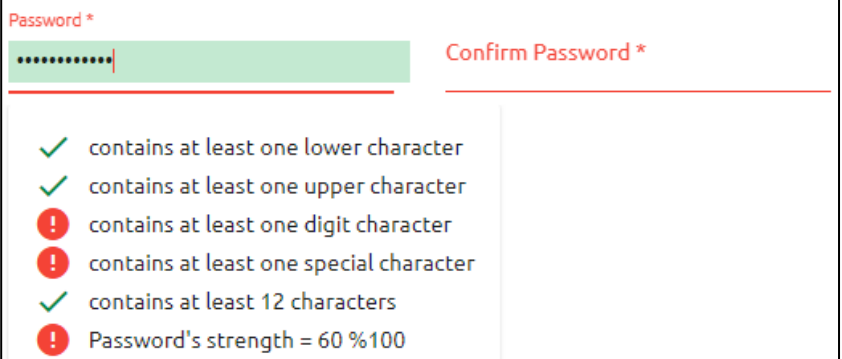
This will be your username and must be a valid email address as it is used for password resets and other system communications.

Confirm eMail/Username *

Repeat email address.

Password *

Create a new password.
The password must comply with our system criteria.
As you type in your password, the form will indicate if your password complies with each of the criteria.

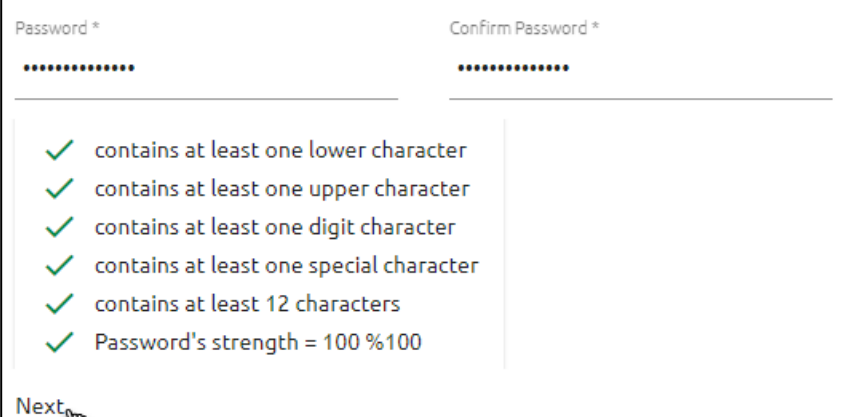


The screenshot shows a form with two input fields: "Password *" and "Confirm Password *". The "Password *" field is partially filled with a green bar. Below the fields is a list of six criteria with corresponding icons:

- ✓ contains at least one lower character
- ✓ contains at least one upper character
- ! contains at least one digit character
- ! contains at least one special character
- ✓ contains at least 12 characters
- ! Password's strength = 60 %100

Confirm Password *

Repeat your password. The two fields must match.



The screenshot shows the same form as above, but now both "Password *" and "Confirm Password *" fields are filled with dots. The list of criteria below is updated:

- ✓ contains at least one lower character
- ✓ contains at least one upper character
- ✓ contains at least one digit character
- ✓ contains at least one special character
- ✓ contains at least 12 characters
- ✓ Password's strength = 100 %100

A "Next" button is visible at the bottom left of the form, with a mouse cursor hovering over it.

Click on Next.

3.2.5 The second section captures Company details.

2 Company Details

Business Name *
ACME Timber

If known, please enter the 7 character Company account id allocated by Forestry England. e.g. ACME001
Customer Id
ACME001

Please select below the type(s) of businesses that apply to your company.

Timber Customer Timber Haulier Timber Contractor

If other, please specify: Company Type Other

Main Business Activities

Next

- Denotes a mandatory field.

Field Name

Details

Business Name *

Enter your Company Business name.

Customer ID Name *

If your company is currently trading with Forestry England, enter your Customer number. E.g. ACME001
Note : If unsure, contact etimber.sales@forestryengland.uk before completing the registration.

Business Type *

Set the sliders to indicate the type of business which applies. If you trade with Forestry England as both a Timber Customer and Timber Haulier, both can be selected.

Other

If your business does not fall within one of the 3 options, please provide additional information. It is not necessary to be a registered user to view open tenders in eTimber Sales. It is therefore only in exceptional circumstances that a user will be registered if your business does not match with the 3 options on the page.

Click on Next.

3.2.6 The next section captures more Company details.

The screenshot shows a form titled '3 Company Contacts'. The form contains the following fields:

- Address Line 1 *
- Address Line 2
- Address Line 3
- Town *
- County
- Post Code *
- Country * (with 'UNITED KINGDOM' selected)
- Website Address
- Telephone *
- Mobile *
- Next

- Denotes a mandatory field.

Field Name

Details

Address Line 1 *

Enter the first line of your trading address.

Address Line 2

Enter the second line of your trading address, if applicable.

Address Line 3

Enter the third line of your trading address, if applicable.

Town *

Enter the Town for your trading address.

County

Enter the county.

Post Code *

Enter the Post Code for your trading address. This should be entered in the standard format and is usually between 5 & 7 characters.

Country *	Enter the Country.
Website Address	Enter your website address, if applicable.
Telephone *	Enter a telephone contact. Note : You must enter either a contact telephone number or a contact mobile number. Both fields cannot be left blank, at least one must be populated.
Mobile *	Enter a mobile contact. Click on Next.

3.2.7 The next section is Cyber Essentials accreditation.

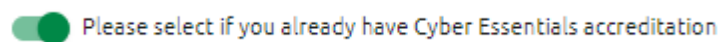


Field Name

Cyber Essentials

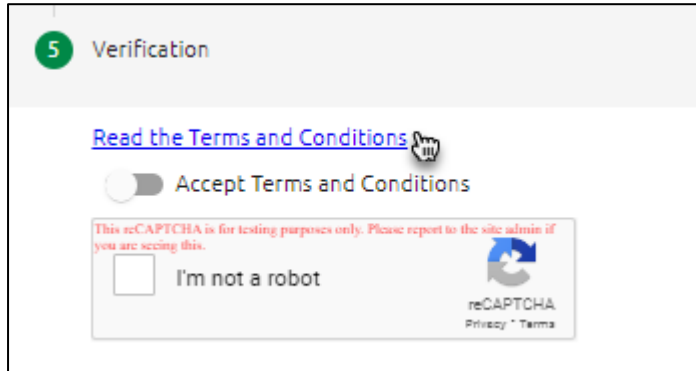
Details

The statement on screen states ..
“Cyber Essentials Certification is a government backed, industry-supported initiative to provide businesses within and supplying to the public sector a basic level of cyber security controls, therefore demonstrating that they are protected from the most common forms of cyber-attacks.”
If you company has Cyber Essentials accreditation, set the slider to on.



Click on Next.

3.2.8 The final section is verification and acceptance of our terms and conditions.



The screenshot shows a form titled "5 Verification". It contains a blue link "Read the Terms and Conditions" with a mouse cursor hovering over it. Below the link is a toggle switch for "Accept Terms and Conditions", which is currently turned off. Underneath the toggle is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox. A red warning message above the reCAPTCHA reads: "This reCAPTCHA is for testing purposes only. Please report to the site admin if you are seeing this." The reCAPTCHA logo and "reCAPTCHA Privacy Terms" are also visible.

Click on the link to read the Terms and Conditions of the site.

Field Name


Details

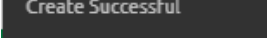
Accept Terms and Conditions *

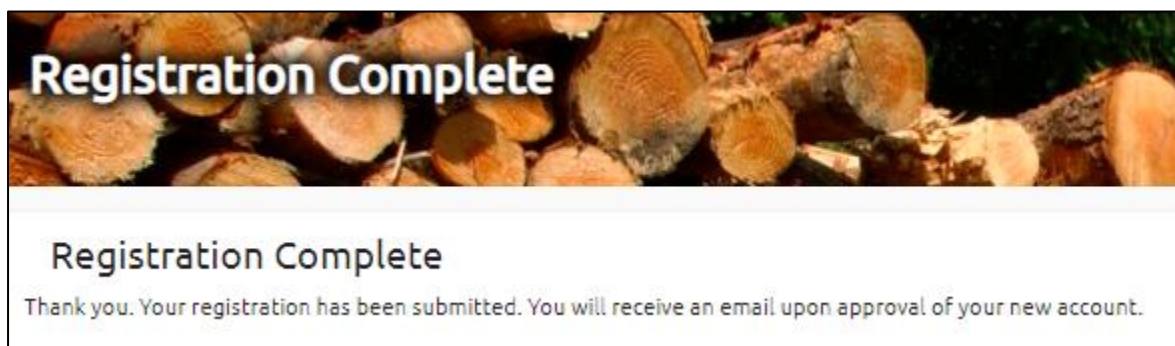
Move the slider to on to accept the terms and conditions.

reCAPTCHA *

Click the checkbox "I'm not a robot"

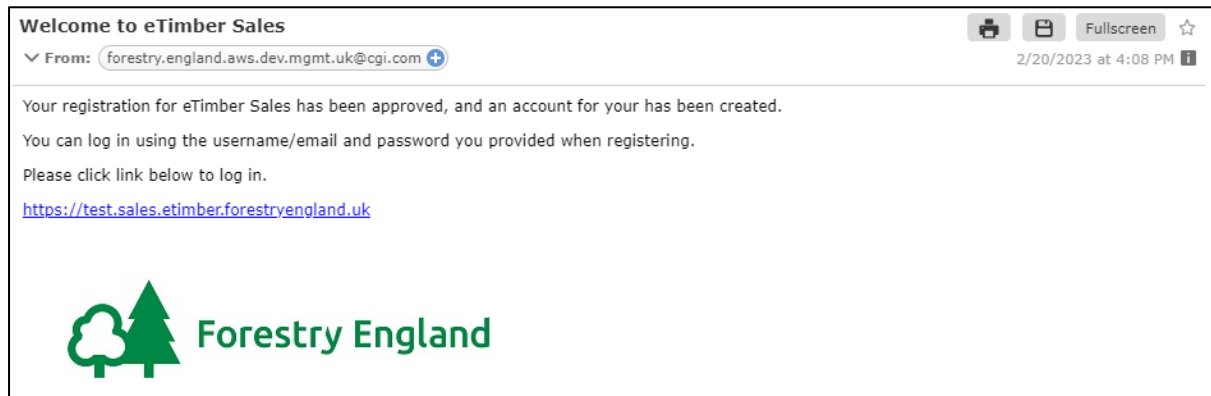
3.2.9 With terms and conditions accepted, and reCAPTCHA checked, you can click on the  button.

3.2.10 You will see a confirmation message . The screen will refresh and will show the "Registration Complete" screen.

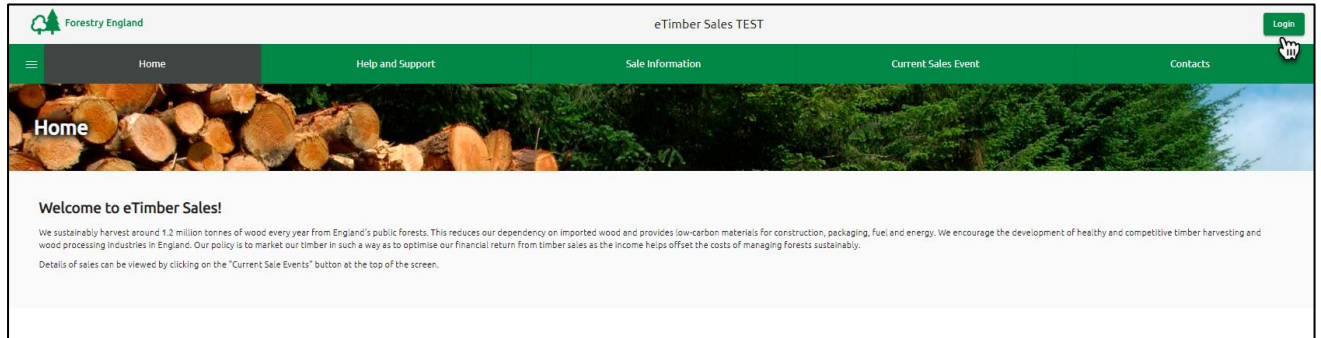



3.2.11 Your account will be validated by our National Operations and Credit Management teams. This make take up to 48 hours.

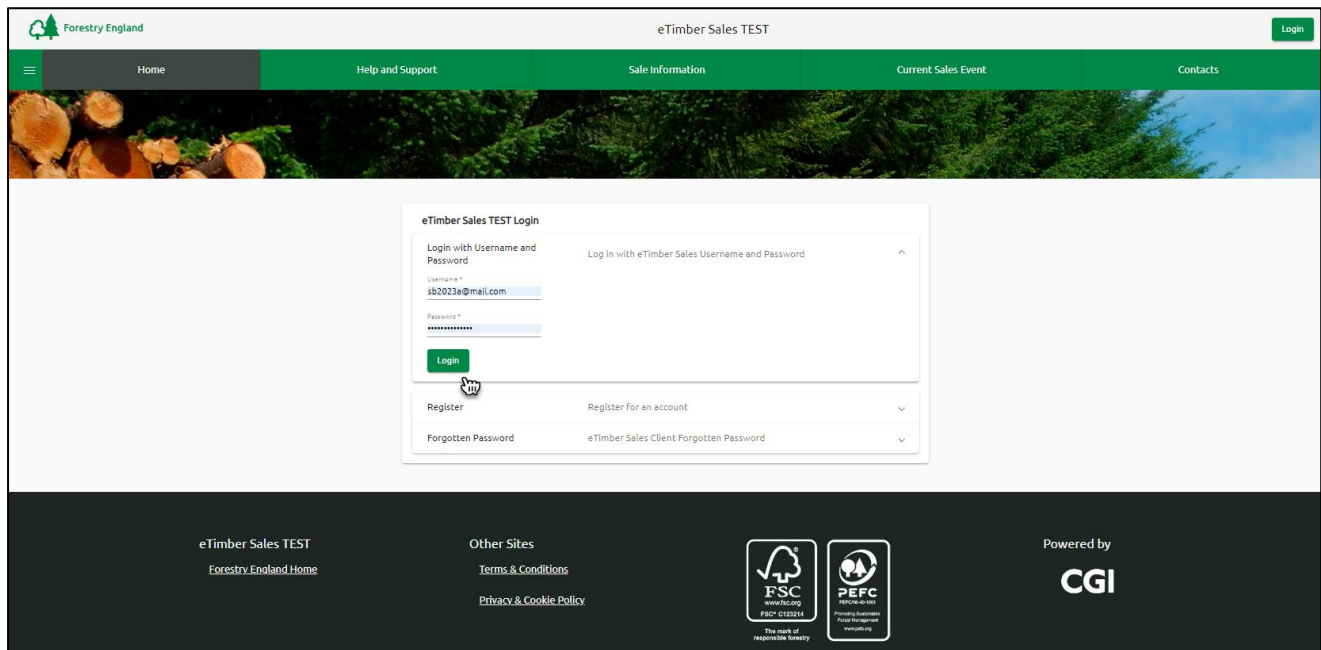
3.2.12 You will receive an email to confirm when your account has been approved and created.




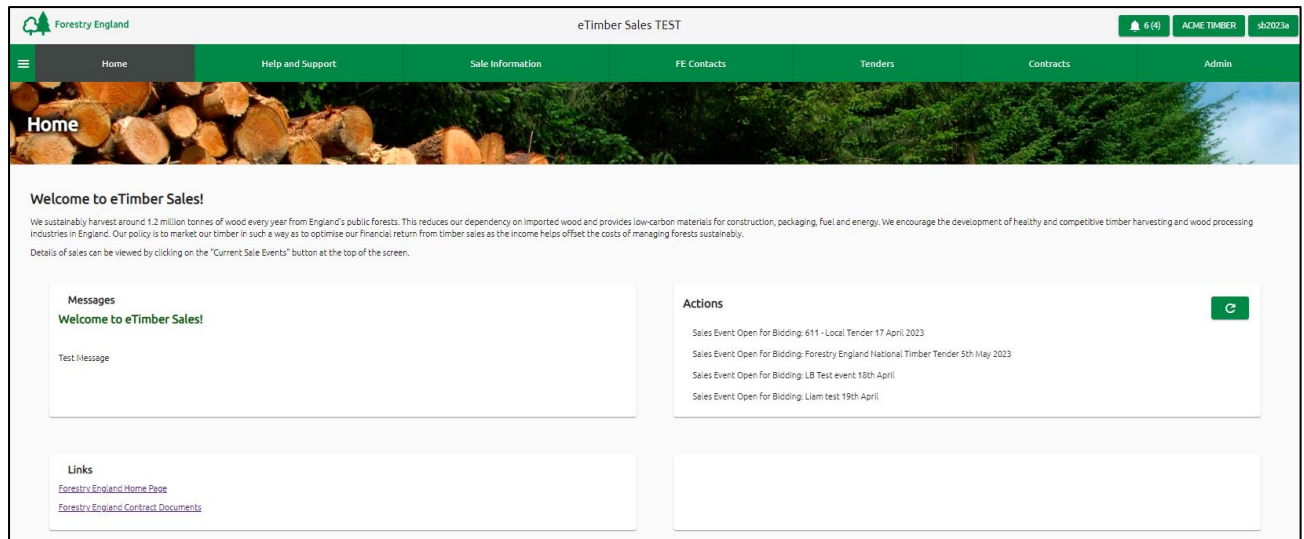
4. Logging On



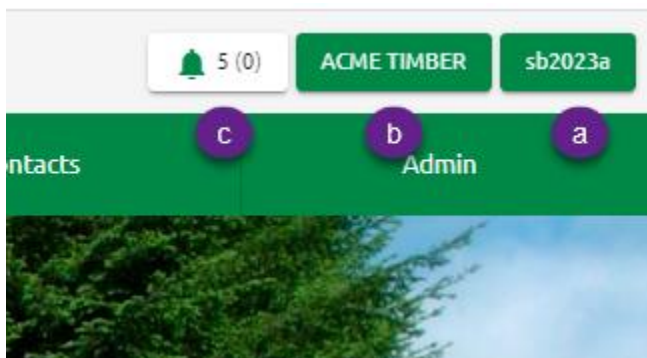
4.1 From the eTimber Sales homepage, click on .



4.2 Enter your username and password and click on .
Note : Both username and password are case sensitive.



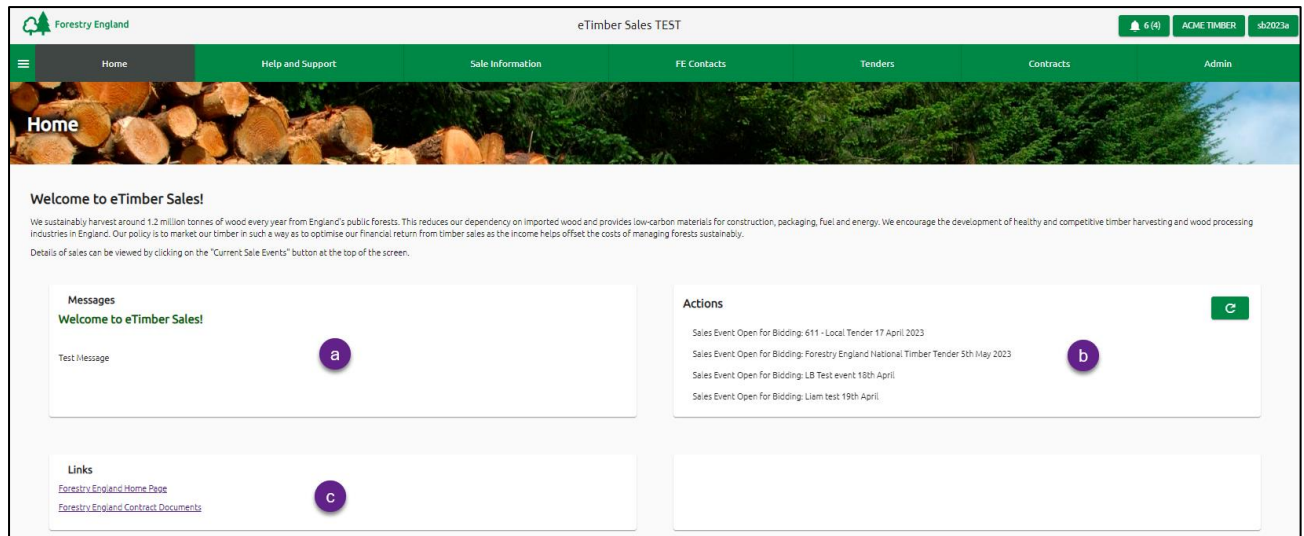
4.3 When you have successfully logged onto eTimber Sales the homepage will be displayed as above and additional tabs and information are displayed.



4.4.a Partial username is displayed. Click on this to see options to logout, change password or view profile.

4.4.b Company name is displayed. For a user who is linked to more than one company, click on this icon to change the company view and to bid on behalf of the company.

4.4.c A notifications icon will indicate if you have new or existing notifications to read and clear.

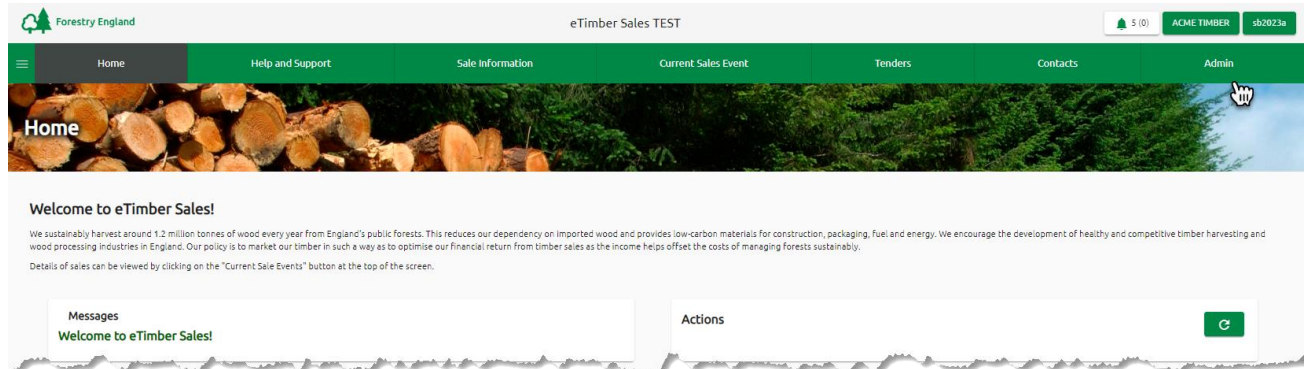


4.5.a Messages Section. This section will display important information. e.g. scheduled maintenance.

4.5.b Links. URL links to other Forestry England websites are listed.

4.5.c Actions Section. Links will appear to indicate if action is required. E.g. new user to be approved by Customer Administrator or negotiation of a lot.

5. Admin, User Creation & User Profile



5.1 Admin

5.1.1 Only users who have the role of “Customer Administrator” will have a menu tab for “Admin” and are able to add new User accounts for the Customer.

5.1.2 Every Company must have at least one user with the role of “Customer Administrator” assigned.

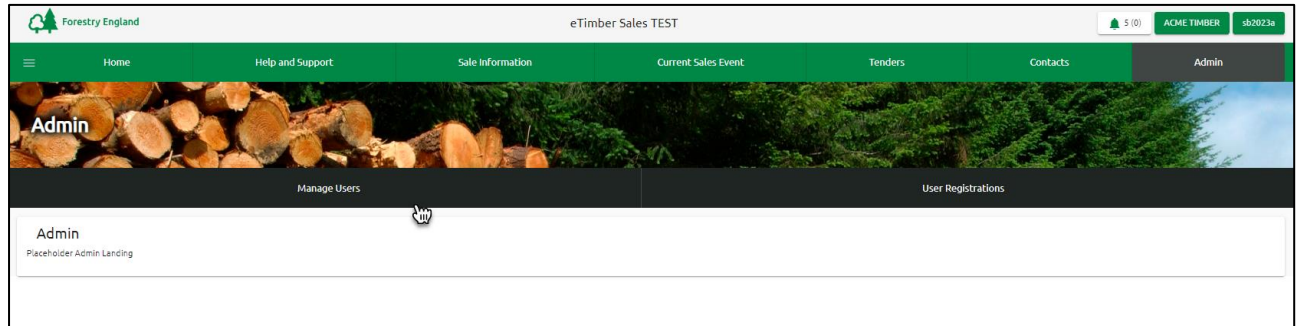
5.2 User Roles

5.2.1 There are 3 user roles for customers in eTimber Sales.

Role	System Access
Customer Admin	<ul style="list-style-type: none"> • Manage users for own company • Make and withdraw bids * • Receive notifications for lots awarded * • View sales events • Receive notifications for new sales events
Customer Registered User	<ul style="list-style-type: none"> • Make and withdraw bids * • Receive notifications for lots awarded * • View sales events • Receive notifications for new sales events
Customer Viewer	<ul style="list-style-type: none"> • Receive notifications for lots awarded * • View sales events • Receive notifications for new sales events

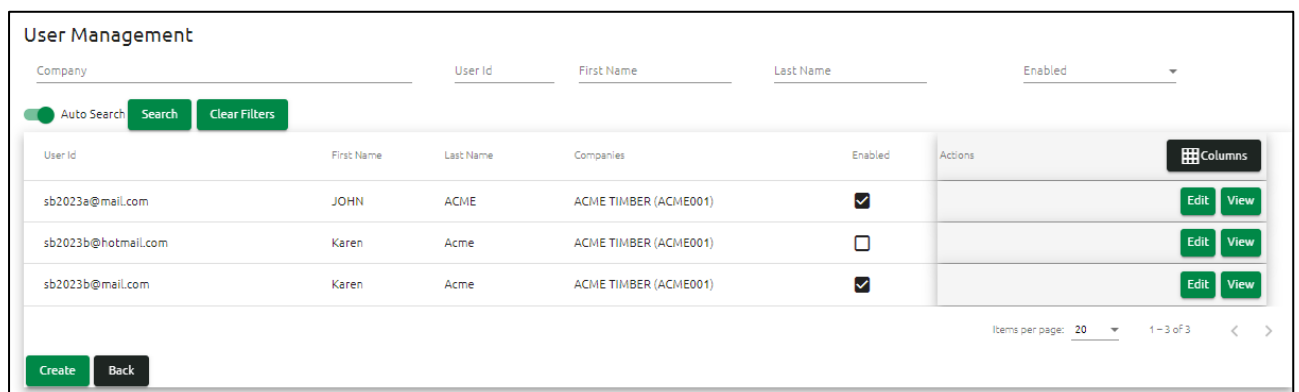
- Where Company business type is “Timber Customer”.

5.3 Manage Users



View Company Users

5.3.1 A user with the role of “Customer Administrator” can click on the **Admin** menu, then on **Manage Users** sub menu. This will open a **User Management** screen.



5.3.2 There are Action buttons against each user to either **Edit** or **View** the user account.

5.3.3 Click on **View**. User details screen is opened.

View eTimber Sales User Details

User Details sb2023a@mail.com - JOHN ACME

Personal details and contact information for the user.

Username / Email
sb2023a@mail.com

Administrator Comments for Welcome Email

Title: Mr. First Name: JOHN Last Name: ACME

Mobile: Tel: 07534542000

Receive Emails **Email Preferences:** Award Lost Award Won Confirmation of Negotiation No Award Open Sales Events Reserve Status Submit/Withdraw

User Roles Customer Company Admin

The roles a user has controls what access and abilities this user has within the application

Customer Roles: None Customer Viewer Customer Registered User Customer Company Admin

Abilities

- Make and withdraw bids
- Receive notifications for lots awarded
- View sales events
- Receive notifications for new sales events
- Manage users for own company

Company Details ACME TIMBER (ACME001)

Controls

5.3.4 Click on the **Edit** button to make changes to contact details, eMail preferences or User role.

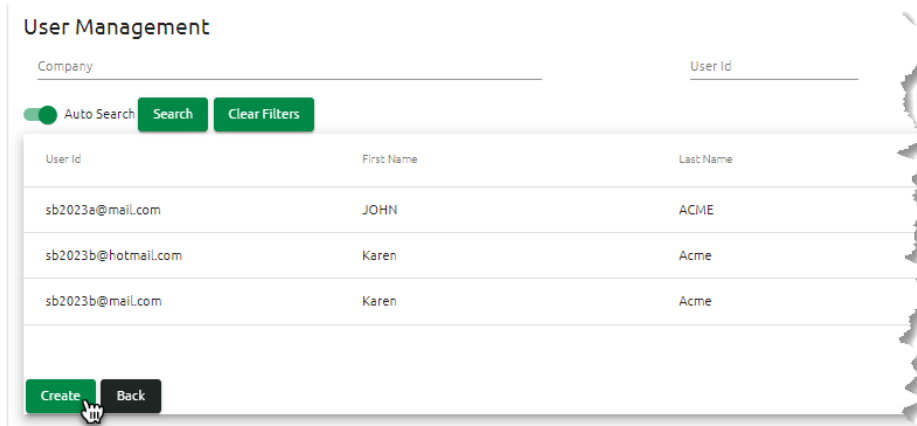
5.3.5 After making a change, click on the **Save** button before moving away from the screen.

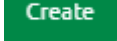
5.3.6 In Edit mode, there is also a Control option to **Close Account**. This will immediately deny the user access to eTimber Sales.

5.3.7 A closed user record will have an option to **Re-open Account**.

Create New Company Users

5.3.8 From the User Management screen, an Admin user has an option to Create a new user.



5.3.9 Click on the  button. This opens the Create User screen.

The screenshot shows the 'Create eTimber Sales User Details' form. It is divided into several sections:

- User Details:** Includes fields for 'Username / Email *', 'Administrator Comments for Welcome Email', 'Title *' (dropdown), 'First Name *', 'Last Name *', 'Mobile', and 'Tel'.
- User Roles:** Includes a description: 'The roles a user has controls what access and abilities this user has within the application'. Below are radio buttons for 'Customer Roles': 'None' (selected), 'Customer Viewer', 'Customer Registered User', and 'Customer Company Admin'.
- Company Details:** Shows 'ACME TIMBER (ACME001)'.
- Controls:** Includes 'Create', 'Undo', 'Changes', and 'Back' buttons.

At the bottom, there are three warning messages:

- WARNING: You have unsaved changes
- WARNING: Changes have been made to this record automatically
- WARNING: You must select at least one role

- Denotes a mandatory field.

Field Name

Details

eMail/Username *

Enter email address for your new user.

This will be your username and must be a valid email address as it is used for password resets and other system communications.

Administrator Comments

Free text comments. Any text entered here will be included in the email to the new user to confirm account has been created.

Title *

Click on the drop down arrow to select title.

First Name *

Enter first name.

Last Name *

Enter last name.

Mobile *

Enter a mobile contact.

Telephone *

Enter a telephone contact.

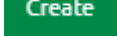
Note : You must enter either a contact telephone number or a contact mobile number. Both fields cannot be left blank, at least one must be populated.

User Role *

Use slider to select a role for the new for the user.

Company Details

The new user will automatically be linked to the same customer as the Customer Admin user.

5.3.10 Having entered data to all the mandatory fields, click on the  button. The screen will now show the email preferences for the new user.

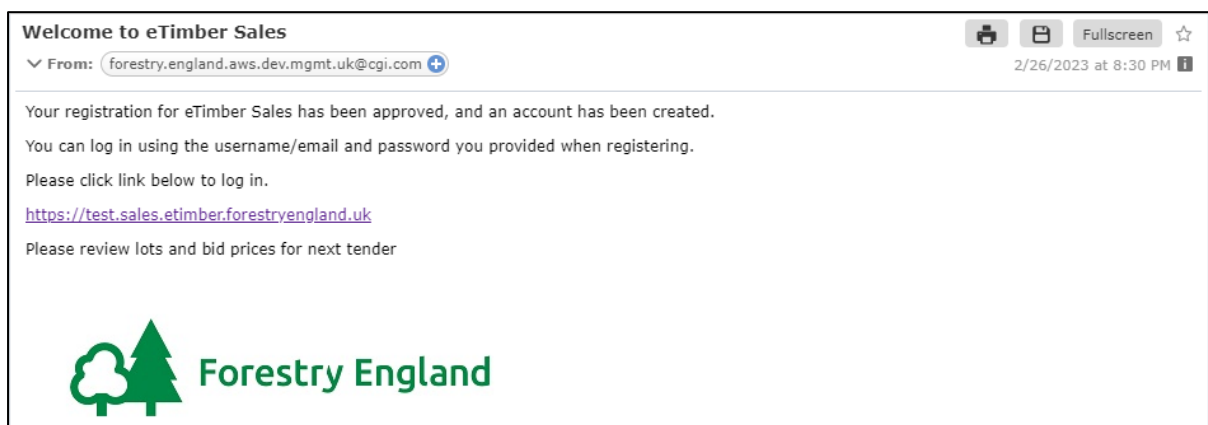
5.3.11 The default for all the emails will be set to on. These can be switched off by sliding the cursor for each email type, or all can be switched off by sliding the **Receive Emails** option to off.

Email Type	Email Details
Open Sales Events	<ul style="list-style-type: none"> When Customer has been invited, Email sent to user to notify of new Sales event opening on eSales for customer to view lot details and submit bids.
Submit / Withdraw	<ul style="list-style-type: none"> Email sent to user during bidding process to confirm that bid(s) have been Submitted on a Sales Event. Email sent to user during bidding process to confirm that bid(s) have been Submitted on a Sales Event. If a Customer has multiple bidders, the user submitting/withdrawing the bid(s) on a sale receives the Email, other users for the Customer are CC'd into the Email notification. User's will receive a single Email for each Submission of Bids or Withdrawal of Bids on an event. The Email will detail all lots and bids.

Award Won	<ul style="list-style-type: none"> Email sent to user during Award process to confirm successful bid for a lot within the sale event, and Lot has been awarded to the Customer.
Award Lost	<ul style="list-style-type: none"> Email sent to user during Award process to inform that bid for a lot within the sale event was unsuccessful.
Confirmation of Negotiation	<ul style="list-style-type: none"> Email sent to user during Award process to confirm that Lot negotiated and a price has been agreed. Email will contain details of Lot and negotiated / agreed price. Email will contain a link for user to click on. After logging into eSales service, this will take them a confirmation page to accept or reject the lot price. <p>Note : Negotiation Email will be sent to the Customer User who submitted the Bids for a sale event. This Email is not CC'd to other users for the Customer.</p>
Reserve Status	<ul style="list-style-type: none"> Email sent to user during Award process to confirm that Customer has been set as a “Reserved” bidder and Seller may choose to negotiate lot with Customer.
No Award	<ul style="list-style-type: none"> Email sent to user during Award process to confirm that Lot has been closed without selection of a winner.

5.3.12 Set user email preferences, then click on .

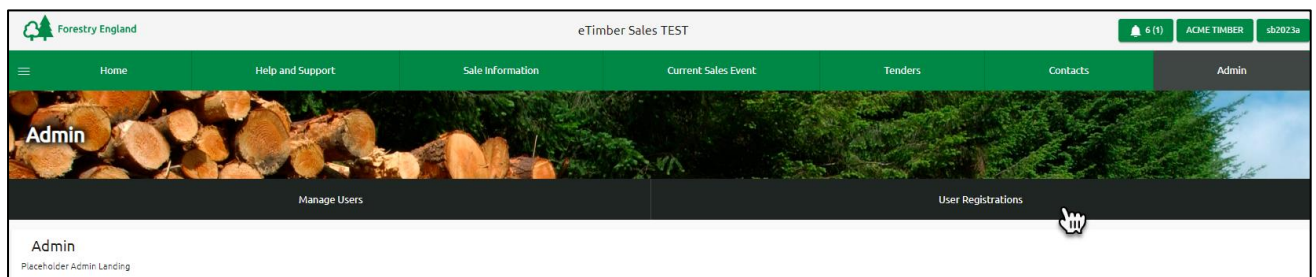
5.3.13 An email is generated to the new user.



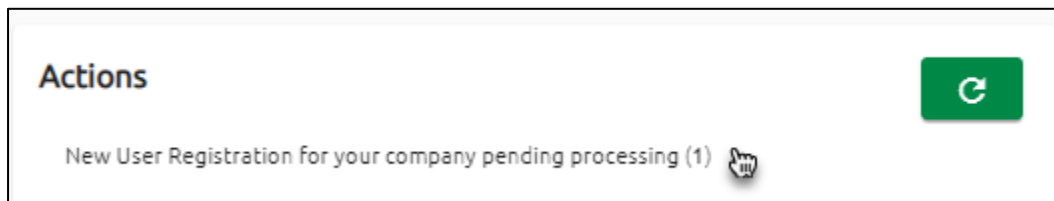
5.4 Accept New Registration for Company

5.4.1. Where a new registration has been received for a Company which already has an existing Company Administrator, Forestry England National Office will forward the registration to the Company Administrator for them to approve the new user account.

5.4.2 The Company Administrator can click on Admin menu, then User Registration to see any user accounts awaiting approval.



5.4.3 The Company Administrator will also see an Action reminder on their eTimber Sales homepage.




5.4.4 The Company Administrator can click on the action line, this will take the user to the User Registration search.

eTimber Sales User Registration

Username/Email: Name: Cust Id: Business Name:
 Approved: Pending Credit Management Action: Pending FE Admin Approval: Passed To Company:
 Rejected: Timber Contractor: Timber Customer: Timber Hauler: Auto Search: Search Clear Filters

Username	First Name	Last Name	Business Name	Cust Id	Timber Contractor	Timber Customer	Timber Hauler	Passed To Company Action	Pending Credit Management Action	Pending FE Admin Approval	Rejected	Approved	Actions
sb2023h@mail.com	KEVIN	ACME	ACME TIMBER	ACME001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button"/> Edit <input type="button"/> View

Items per page: 10 1 - 1 of 1

5.4.5 To approve the new registration for your Company, click on .

Validate User Account

Registration Details KEVIN ACME - TIMBER BUYER - ACME TIMBER (ACME001)

Username
sb2023h@mail.com

Title Mr. **First Name** KEVIN **Last Name** ACME **Position** TIMBER BUYER

Business Name ACME TIMBER **Customer Id** ACME001

Website Address **Tel** 07534542093 **Mobile**

Address Line 1
1 BROWN STREET

Address Line 2

Address Line 3

Town CARLISLE **County**

Post Code **Country** UNITED KINGDOM

Timber Contractor
 Timber Customer
 Timber Haulier
 Cyber Essentials Cert

Main Business Activities

Actions and Validation Passed to Company Admin - ACME TIMBER (ACME001)

Controls
View User Save View Undo Changes Back

5.4.6 Click on Actions and Validation bar to expand the section.

Actions and Validation Passed to Company Admin - ACME TIMBER (ACME001)

Status

Passed registration on to admin of company associated with this registration. No further FE Admin action required.

Approved
 Rejected
 Passed To Company Admin
 Pending Credit Management Action
 Pending Fe Admin Approval

Passed To Company Admin Comments
PLEASE REVIEW AND APPROVE ACCESS IF APPROPRIATE.

Associated Company Company ACME TIMBER (ACME001)

Approve

Approve this registration. Proceed to create this user and assign roles.

Reject

Reject this registration. No user will be created, this record will be closed and eventually have information removed.

5.4.7 The **Reject** will flag the user as unapproved and access will be denied to eTimber Sales.

5.4.8 The **Approve** will open the Create User screen.

Create eTimber Sales User Details

sb2023h@mail.com - KEVIN ACME

Personal details and contact information for the user.

Username / Email
sb2023h@mail.com

Administrator Comments for Welcome Email

Title: Mr. First Name: KEVIN Last Name: ACME

Mobile: _____ Tel: 07534542093

User Roles Customer Registered User

The roles a user has controls what access and abilities this user has within the application

Customer Roles: None Customer Viewer Customer Registered User Customer Company Admin

Abilities

- Make and withdraw bids
- Receive notifications for lots awarded
- View sales events
- Receive notifications for new sales events

Company Details ACME TIMBER (ACME001)

Controls

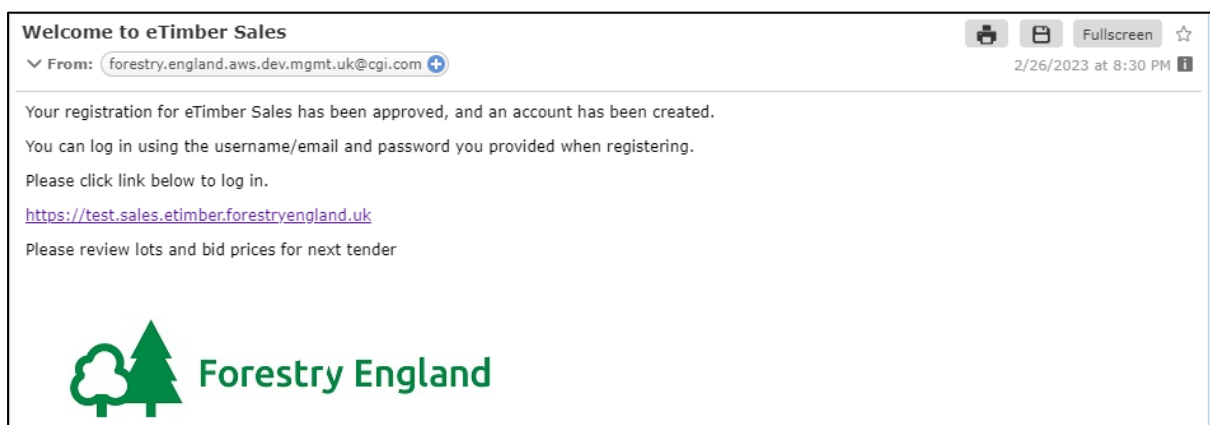
Create **Undo** **Changes** **Back**

WARNING: You have unsaved changes
WARNING: Changes have been made to this record automatically

5.4.9 Add “Administrator Comments” which will be included in the email to the new user to confirm account has been created.

5.4.10 Assign a User Role. Click on **Create**, then on **Save**.

5.4.11 An email is generated to the new user.

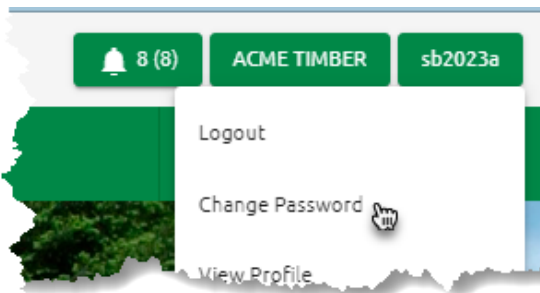


5.5 Change Password

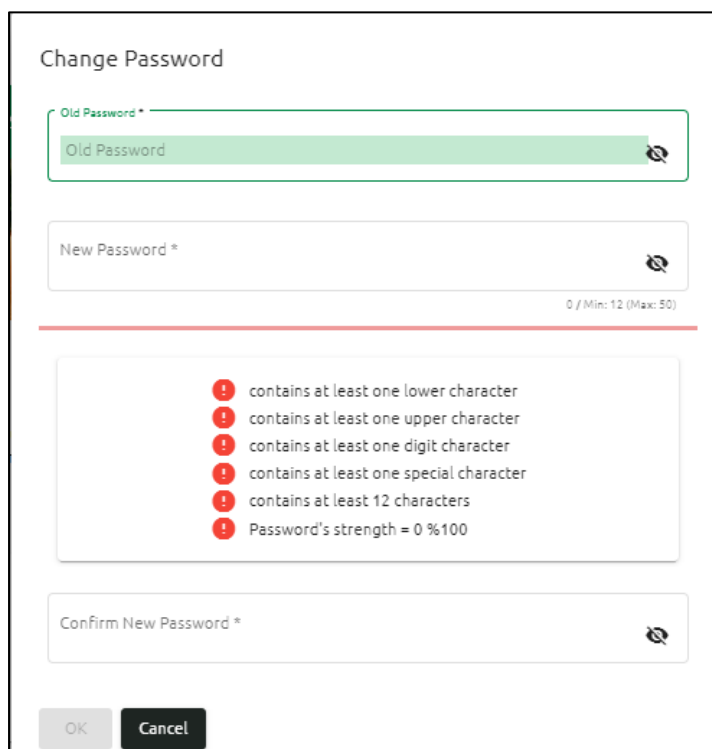
5.5.1 To change current system password, click on username in top right corner of the screen.



5.5.2 Click on Change Password in the drop down list.



5.5.3 A Change Password box will open.

A screenshot of a 'Change Password' dialog box. It has three input fields: 'Old Password *', 'New Password *', and 'Confirm New Password *'. Below the 'New Password *' field is a red horizontal line and a list of password requirements, each with a red exclamation mark icon: 'contains at least one lower character', 'contains at least one upper character', 'contains at least one digit character', 'contains at least one special character', 'contains at least 12 characters', and 'Password's strength = 0 %100'. At the bottom are 'OK' and 'Cancel' buttons.

<u>Field Name</u>	<u>Details</u>
Old Password	Enter your existing password.
New Password	Enter your new password.
Confirm New Password	Confirm your new password.

5.5.4 Click on . You will see a message on screen .

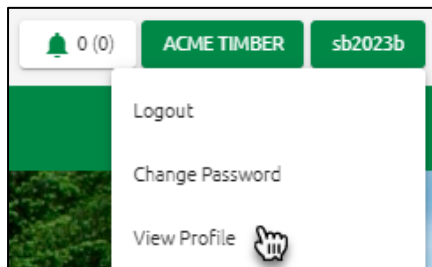
5.5.5 For security, you will be logged out of eTimber Sales and will require to log in again using your new password.

5.6 View Profile Admin

5.6.1 To change permitted fields in the user profile, click on username in top right corner of the screen.



5.6.2 Click on View Profile in the drop down list.



5.6.3 The Edit eTimber Sales User Details screen will open.

Edit eTimber Sales User Details

sb2023b@mail.com - Karen Acme

User Details

Personal details and contact information for the user.

Username / Email
sb2023b@mail.com

Administrator Comments for Welcome Email
Please create password and see latest tender

Title *
Mrs.

First Name *
Keren

Last Name *
Acme

Mobile
07534442211

Tel

Receive Emails
 Email Preferences:
 Award Lost
 Award Won
 Confirmation of Negotiation
 No Award
 Open Sales Events
 Reserve Status
 Submit/Withdraw

User Roles

Customer Registered User

The roles a user has controls what access and abilities this user has within the application

Customer Roles:
 None
 Customer Viewer
 Customer Registered User
 Customer Company Admin

Abilities

- Make and withdraw bids
- Receive notifications for lots awarded
- View sales events
- Receive notifications for new sales events

Company Details


ACME TIMBER (ACME001)

Controls

5.6.4 User can edit the following contact details

- Denotes a mandatory field.

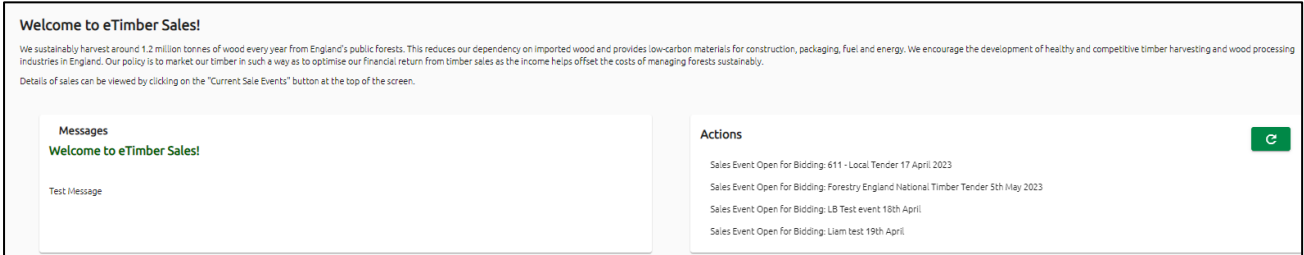
<u>Field Name</u>	<u>Details</u>
Title *	Click on the drop down arrow to select title.
First Name *	Enter first name.
Last Name *	Enter last name.
Mobile *	Enter a mobile contact.
Telephone *	Enter a telephone contact. Note : You must enter either a contact telephone number or a contact mobile number. Both fields cannot be left blank, at least one must be populated.
Email Preferences	User the sliders to set email preferences.

5.6.5 Having applied the changes to the user profile, click on .

5.7 Actions and Notifications

5.7.1 Actions

5.7.1.1 Users will see a list of Actions required by the user / company on the home page.



Welcome to eTimber Sales!

We sustainably harvest around 1.2 million tonnes of wood every year from England's public forests. This reduces our dependency on imported wood and provides low-carbon materials for construction, packaging, fuel and energy. We encourage the development of healthy and competitive timber harvesting and wood processing industries in England. Our policy is to market our timber in such a way as to optimise our financial return from timber sales as the income helps offset the costs of managing forests sustainably.

Details of sales can be viewed by clicking on the "Current Sale Events" button at the top of the screen.

Messages	Actions
Welcome to eTimber Sales! Test Message	<ul style="list-style-type: none">Sales Event Open for Bidding: 611 - Local Tender 17 April 2023Sales Event Open for Bidding: Forestry England National Timber Tender 5th May 2023Sales Event Open for Bidding: LB Test event 18th AprilSales Event Open for Bidding: Liam test 19th April

5.7.1.2 Click on the action in the list. This will take the user to the relevant screen within eTimber Sales.



Actions

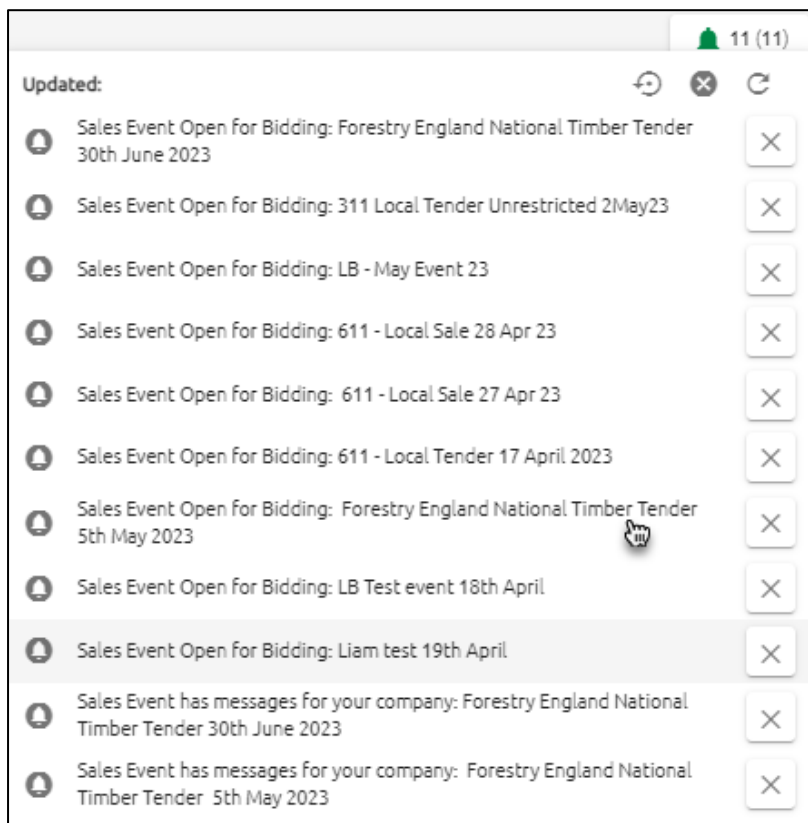
- Sales Event Open for Bidding: 611 - Local Tender 17 April 2023
- Sales Event Open for Bidding: Forestry England National Timber Tender 5th May 2023
- Sales Event Open for Bidding: LB Test event 18th April
- Sales Event Open for Bidding: Liam test 19th April


5.7.2 Notifications

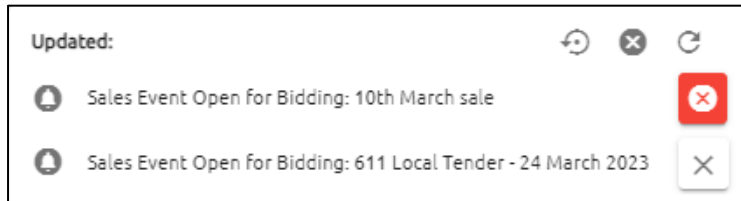
5.7.2.1 Users will see a notifications icon in the top right corner of the screen. Notifications will include new events opening, award of contracts and lots to be negotiated.



5.7.2.2 Click on the button to see list of latest notifications. Then click on the notification to go to the relevant screen in eTimber Sales.




5.7.2.3 To clear a notification from the list, click on the  against the notification.



5.7.2.4 Click on the  icon to Restore Notifications.

5.7.2.5 Click on the  icon to Dismiss All Notifications.

5.7.2.6 Click on the  icon to Refresh Notifications

5.8 Multi Company Users

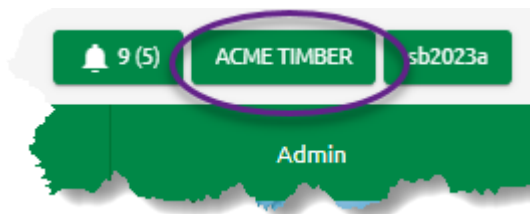
5.8.1 Forestry England have recognised that due to the nature of some Company structures it is necessary to have some users linked to more than one trading Company in eTimber Sales.

5.8.2 If requested and subject to confirmation from our Credit Manager, Forestry England will link the user to multiple companies.

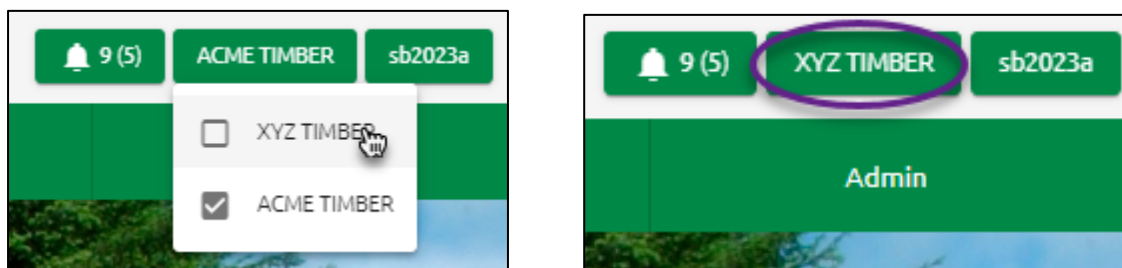
5.8.3 When the user logs on to eTimber Sales, the user must select a company.



5.8.4 The Company selected will be shown on screen. This will be used to display tenders and to record any bids.



5.8.5 The user can switch Company while logged in. Click on the Company button at the top to select.



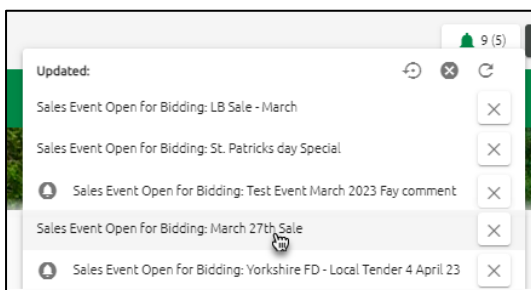
7. Tenders

7.1 Current Live Tenders

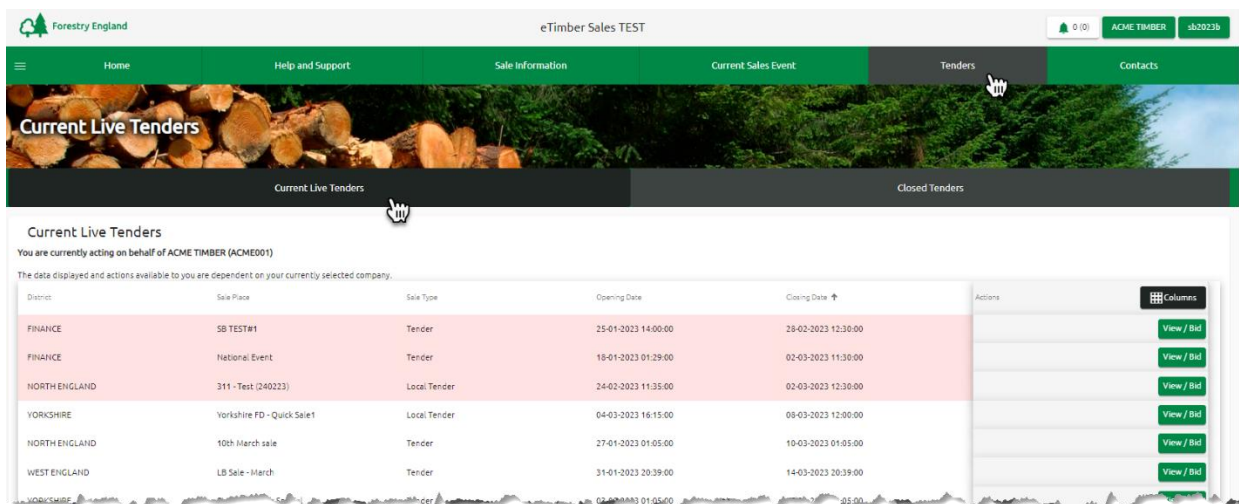
7.1.1 When a new sale event opens, an Email notification will be sent to all users to the sale event.

7.1.2 The Email will contain a URL link for the sale event.

7.1.3 A user can find the live tenders by clicking on the list of notifications and clicking on the link to go to the event.



7.1.4 Alternatively from the menu, click on **Tenders** tab, then on **Current Live Tenders** sub tab.



7.1.5 Sale Events which are highlighted, indicate that the bidding window has closed. These events will remain in the “Current Live Tenders” screen until winner selection has been concluded for all lots in the event.

7.1.6 Click on **View / Bid** for the event you want to see or bid against.

7.2 Restricted Tenders

7.2.1 Restricted Events will only be visible to the Customer invited to the sale event.
e.g. LTC negotiation between Forestry England and Customer.

7.2.2 Restricted Events will appear in the list of Current Live Events in the same way as an open competition event.

7.3 Closed Tenders

7.3.1 When a sale event bidding window has closed and all lots have been awarded, Forestry England will mark the event as Closed.

7.3.2 Closed events will be listed in the Closed Tenders screen. Click on **Tenders** tab, then on **Closed Tenders** sub tab.

District	Sale Place	Sale Type	Opening Date	Closing Date	Actions
CENTRAL ENGLAND	LB Sale Event	Tender	29-12-2022 12:05:00	09-02-2023 12:05:00	View / Bid
FINANCE	LB_TEST_EVENT	Tender	30-12-2022 12:00:00	10-02-2023 12:00:00	View / Bid
FINANCE	TEST - MA	Tender	20-12-2022 20:41:00	16-02-2023 23:55:00	View / Bid
NORTH ENGLAND	311 Quick Sale #1	Local Tender	25-02-2023 14:15:00	27-02-2023 13:00:00	View / Bid

7.3.3 Click on [View](#) for the event you want to see.

7.3.4 The event screen will open. Lots where the bid was successful will have green bookend markers, lots where the bid was unsuccessful have red markers.

You are currently acting on behalf of ACME TIMBER (ACME001)
The data displayed and actions available to you are dependent on your currently selected company.

Lot Details: 17 Mar 2023 - T - Forestry England National Quick Tender 12th April 2023 Event Ended

Lot No	Location	Contract No	Lot Name	Contract Start Date	Contract End Date	Uos	Quantity	Product Description	Point Of Sale	Doh	Min Top Diameter	Length	Ave Tree Size	Actions
2.01	YORKSHIRE	54617	Lot Name	03-05-2023	29-12-2023	Tonnes	125	Logpoles	Roadside		22	2-6	0	
2.02	YORKSHIRE	54618	Lot Name	03-05-2023	29-12-2023	Tonnes	175	Red Logs	Roadside		32	2.4 - 4.8	0	
2.03	YORKSHIRE	54619	Lot Name	03-05-2023	29-12-2023	Tonnes	125	Chipwood	Roadside		22	2-4	0	
2.04	YORKSHIRE	54616	Lot Name	03-05-2023	29-12-2023	Tonnes	100	Chipwood	Roadside		22	2.5 - 4.5	0	
2.05	YORKSHIRE	54620	Lot Name	03-05-2023	29-12-2023	Tonnes	50	Other Logs	Roadside		22	2-3	0	

Items per page: 50 1 - 5 of 5

Buttons: Bids Summary, Volume Limit, Audit Log, Back, Sales Event Documents, Additional Documents, Company Documents, Messages

7.3.5 The colour key on screen indicates the lot/bid status for the Customer.

Colour Key:

- No bids for lot
- Lot has successful bid
- Lot has unsuccessful bid
- Lot has bid in negotiation
- Lot has bid with an agreed negotiated price

8. Bidding on a Tender

8.1 Event Information

8.1.1 Sales Event Documents

You are currently acting on behalf of ACME TIMBER (ACME001)
The data displayed and actions available to you are dependent on your currently selected company.

Lot Details: 12 May 2023 - T - Forestry England National Timber Tender 12th May 2023 Event Ends: Tomorrow at 10:55

Lot No	Location	Contract No	Lot Name	Contract Start Date	Contract End Date	Use	Quantity	Product Description	Point Of Sale	Dbh	Min Top Diameter	Length	Ave Tree Size	Actions
1.01	EAST ENGLAND	54503	Bodham & Weybourne	06-06-2023	25-03-2024	Tonnes	1,209	Clearfell	Standing				0.6	
1.02	NORTH ENGLAND	54157	Mount Common - Kielder	05-06-2023	22-12-2023	Tonnes	17,506	Clearfell	Standing				0.96	
1.03	WEST ENGLAND	53951	Bullers Hill	07-06-2023	25-03-2024	Tonnes	269	Clearfell	Standing				0.79	
2.01	SOUTH ENGLAND	33554	Wee Hill	07-06-2023	25-03-2024	Tonnes	200	Logpoles	Roadside	22	3.2 - 4.8	0		
2.02	CENTRAL ENGLAND	36395	Big Hill	07-06-2023	27-03-2024		150	Chipwood		22	2.4 - 3.6	0		
2.03	YORKSHIRE	33473	Nae Hill	06-06-2023	27-02-2024		150	Chipwood		22	2 - 6	0		

Submit Bids (0) | Withdraw Bids (0) | Bids Summary | Volume Limit | Audit Log | Back

Sales Event Documents | Additional Documents | Company Documents | Messages

Please read Sales Event Documents before bidding

Items per page: 20 | 1 - 6 of 6

Actions Key:

- View or place a bid
- View contract documents for this lot
- View contract maps for this lot
- Lot comments

Colour Key:

- No bids for lot
- Lot has draft bid
- Lot has submitted bid
- Lot is withdrawn

8.1.1.1 Customers should view all the documents relating to a sale event by clicking on the **Sales Event Documents** button.

8.1.1.2 The Sale Event Documents screen will open with links to the documents which are relevant to the sale. Click on **Cancel** to return to the event view.

Sales Event Documents

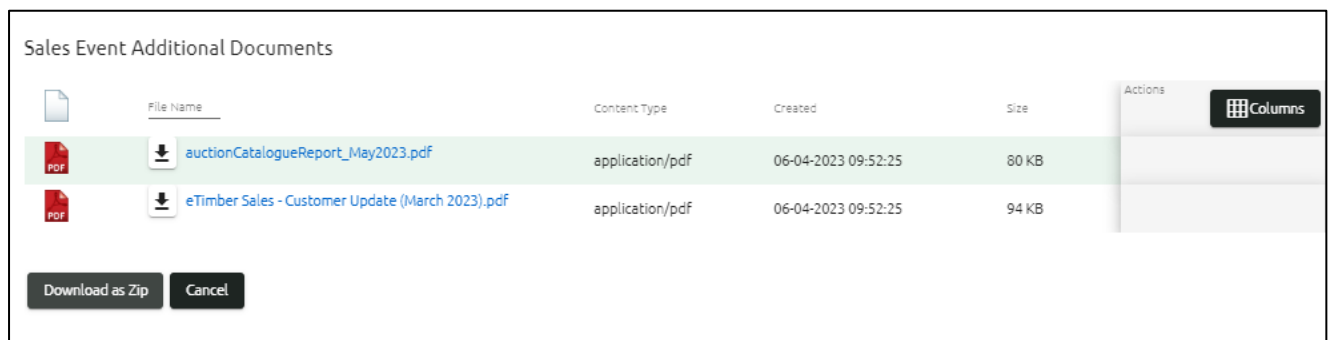
File Name	Content Type	Created	Size
Sale-information.pdf	application/pdf	23-02-2023 16:03:41	139 KB
RHCoP.pdf	application/pdf	23-02-2023 16:03:41	86 KB
Roads-Info.pdf	application/pdf	23-02-2023 16:03:41	146 KB
Biosecurity.pdf	application/pdf	23-02-2023 16:03:41	112 KB
USER-TERMS-AND-CONDITIONS.pdf	application/pdf	23-02-2023 16:03:41	109 KB
Colour-Symbology.pdf	application/pdf	23-02-2023 16:03:41	145 KB
Abbreviations.pdf	application/pdf	23-02-2023 16:03:41	193 KB
BW-Symbology.pdf	application/pdf	23-02-2023 16:03:41	152 KB

Download as Zip | Cancel

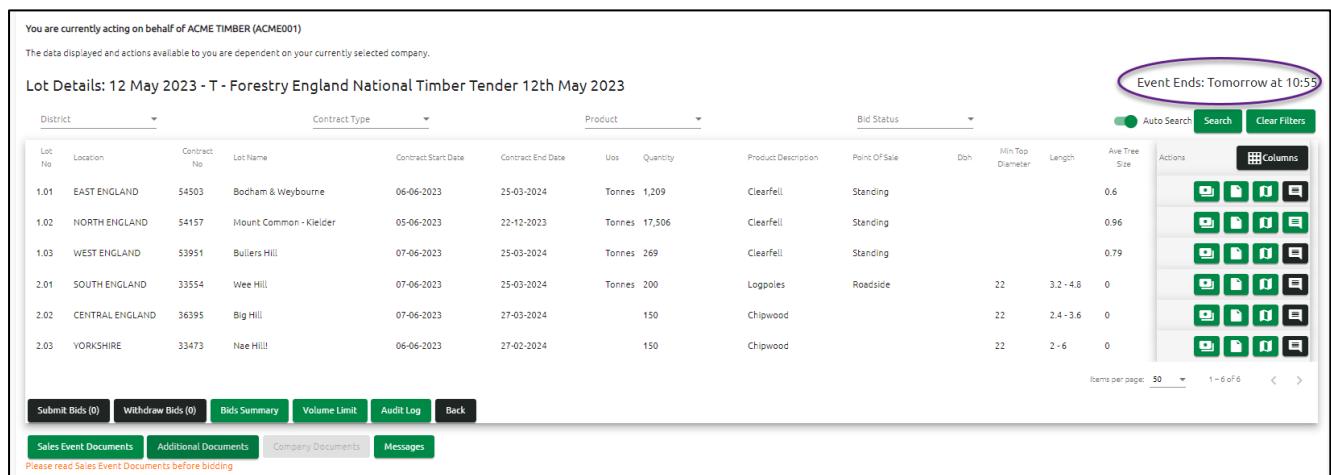
8.1.2 Additional Event Documents

8.1.2.1 Customers should view all the documents relating to a sale event by clicking on the **Additional Documents** button. E.g. Sales Catalogue.

8.1.2.2 The Additional Sale Event Documents screen will open with links to the documents which are relevant to the sale. Click on **Cancel** to return to the event view.



8.1.3 Countdown Indicator



8.1.3.1 A countdown indicator is visible on the sale event screen to show remaining time until the sale event will close for bidding.

8.2 Lot Information

8.2.1 Having opened the Tender view, all lots within the event are listed in order of Lot number. Forestry England will continue to present standing sales lots first followed by felled sales.

8.2.2 The screen has a series of search fields available, to allow the lots to be filtered to see only the lots which you are interested in bidding for.

You are currently acting on behalf of ACME TIMBER (ACME001)
The data displayed and actions available to you are dependent on your currently selected company.

Lot Details: 12 May 2023 - T - Forestry England National Timber Tender 12th May 2023 Event Ends: Tomorrow at 10:55

Lot No	Location	Contract No	Lot Name	Contract Start Date	Contract End Date	Uos	Quantity	Product Description	Point Of Sale	Dch	Min Top Diameter	Length	Ave Tree Size	Actions
1.01	EAST ENGLAND	54503	Bocham & Weybourne	06-06-2023	25-03-2024	Tonnes	1,209	Clearfell	Standing				0.6	
1.02	NORTH ENGLAND	54157	Mount Common - Kleider	05-06-2023	22-12-2023	Tonnes	17,506	Clearfell	Standing				0.96	
1.03	WEST ENGLAND	53951	Bullers Hill	07-06-2023	25-03-2024	Tonnes	269	Clearfell	Standing				0.79	
2.01	SOUTH ENGLAND	33554	Wee Hill	07-06-2023	25-03-2024	Tonnes	200	Logpoles	Roadside		22	3.2 - 4.8	0	
2.02	CENTRAL ENGLAND	36395	Big Hill	07-06-2023	27-03-2024		150	Chipwood			22	2.4 - 3.6	0	
2.03	YORKSHIRE	33473	Nae Hill!	06-06-2023	27-02-2024		150	Chipwood			22	2 - 6	0	

Submit Bids (0) Withdraw Bids (0) Bids Summary Volume Limit Audit Log Back

Sales Event Documents Additional Documents Company Documents Messages

Please read Sales Event Documents before bidding

Items per page: 50 1 - 6 of 6

Actions Key:

- View or place a bid
- View contract documents for this lot
- View contract maps for this lot
- Lot comments

Colour Key:

- No bids for lot
- Lot has draft bid
- Lot has submitted bid
- Lot is withdrawn

Search Fields

Note : A combination of fields can be used to filter the lot data.

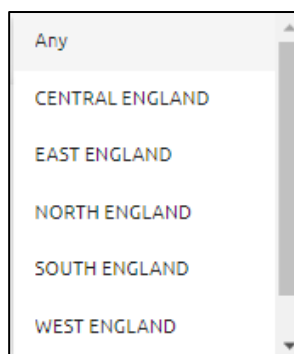
Field Name

Details

District

Click on the drop down arrow to select District from the list.

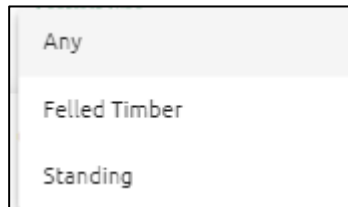
Leave blank or choose “Any” to see all.



Contract Type

Click on the drop down arrow to select Contract Type from the list.

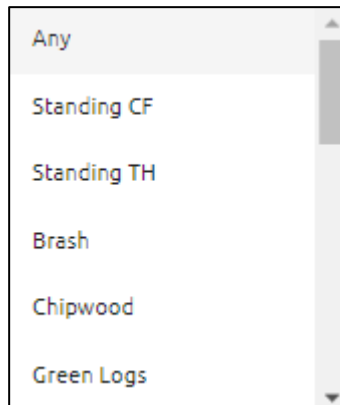
Leave blank or choose “Any” to see all.



Product

Click on the drop down arrow to select Product from the list.

Leave blank or choose “Any” to see all.



Information Displayed

Field Name

Details

Lot No

The lot number for the contract on offer.

Location

The District where the contract is situated.

Contract No

FE Contract number.

Lot Name

Lot name. This will normally indicate where the contract is situated within the district.

Contract Start Date

Start Date for commencement of uplift / work on the contract.

Contract End Date

End Date for completion of uplift / work on the contract.

Uos

Contract unit of sale.

Quantity	Contract quantity, expressed in unit of sale.
Product Description	FE product description.
Point of Sale	Point of sale for the contract. E.g. Standing, Roadside, etc
Dbh	Average DBH for product. If applicable.
Min Top Diameter	Minimum top diameter for product. If applicable.
Length	Available length range for product. If applicable.
Ave Tree Size	Average Tree Size for contract. If applicable.

Action Buttons For Each Lot



View/Place Bids

Click on the icon to open the bid form.











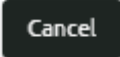
Documents

Click on the icon to see the Purchase Terms and Conditions and the standard documents for the lot.

View Contract Documents

Standard SSIE Purchase Terms and Conditions: <https://www.forestryengland.uk/timber/contract-documents>

	File Name
	 Contract54545_ev19725_SALES_PART.pdf
	 Contract54545_ev19725_LOT_SUMM.pdf
	 Contract54545_Parcel58056_ev19725_SSC.pdf



Maps

Click on the icon to see the Maps for the lot.




Lot Comments

If the icon is green, click to see additional comments for the lot. If the icon is black, there are no additional comments added for the lot.

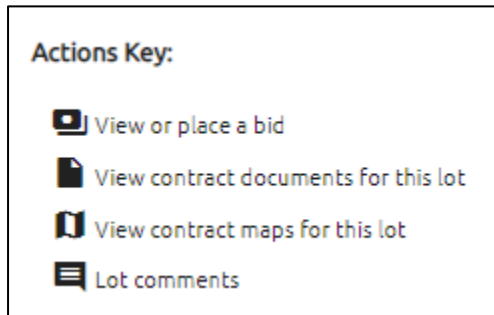
Comments

This Lot has a Reserved Timber Element (RTE) of 8.75%. Refer to General Conditions of Sale in the Catalogue for full details.

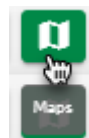
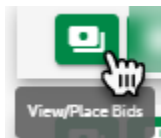


Legend

The legend at the foot of the screen will explain the lot icons.



























Alternatively, if user places the cursor on the icon, a pop up description will appear.



8.3 Creating a Draft Bid

You are currently acting on behalf of ACME TIMBER (ACME001)
The data displayed and actions available to you are dependent on your currently selected company.

Lot Details: 12 May 2023 - T - Forestry England National Timber Tender 12th May 2023 Event Ends: Tomorrow at 10:55

Lot No	Location	Contract No	Lot Name	Contract Start Date	Contract End Date	UoM	Quantity	Product Description	Point Of Sale	DBH	Min Top Diameter	Length	Ave Tree Size	Actions
1.01	EAST ENGLAND	54503	Bodham & Weybourne	06-06-2023	25-03-2024	Tonnes	1,209	Clearfell	Standing				0.6	   
1.02	NORTH ENGLAND	54157	Mount Common - Kielder	05-06-2023	22-12-2023	Tonnes	17,506	Clearfell	Standing				0.96	   
1.03	WEST ENGLAND	53951	Bullers Hill	07-06-2023	25-03-2024	Tonnes	269	Clearfell	Standing				0.79	   
2.01	SOUTH ENGLAND	33554	Wee Hill	07-06-2023	25-03-2024	Tonnes	200	Logpoles	Roadside	22		3.2 - 4.8	0	   
2.02	CENTRAL ENGLAND	36395	Big Hill	07-06-2023	27-03-2024		150	Chipwood		22		2.4 - 3.6	0	   
2.03	YORKSHIRE	33473	Nae Hill	06-06-2023	27-02-2024		150	Chipwood		22		2 - 6	0	   





Submit Bids (0) | Withdraw Bids (0) | Bids Summary | Volume Limit | Audit Log | Back

Sales Event Documents | Additional Documents | Company Documents | Messages

Please read Sales Event Documents before bidding

Items per page: 50 | 1 - 6 of 6

Actions Key:

-  View or place a bid
-  View contract documents for this lot
-  View contract maps for this lot
-  Lot comments

Colour Key:

- No bids for lot
- Lot has draft bid
- Lot has submitted bid
- Lot is withdrawn

8.3.1 To create a draft bid against a lot, click on the View/Place Bid  icon for the lot.

8.3.2 The Create Bid screen will open.

Create Bid

Lot No	District	Lot Name
1.01	EAST ENGLAND	Bodham & Weybourne
Quantity	UoM	Bid By
1209	Tonnes	Unit Price
Bid €	Bid Status	
Bid Price	Draft Bid	

Clarification

Field Name

Details

Bid

Enter your bid price for the lot.

Clarification

If you wish to add any comments or clarifications which may influence the award of the lot, please enter free text.

Create Bid

Lot No 1.01	District EAST ENGLAND	Lot Name Bodham & Weybourne
Quantity 1209	UoM Tonnes	Bid By Unit Price
Bid € 50.00	Bid Status Draft Bid	

Clarification

Comments from customer relating to the bid.

Create
Undo
Cancel

WARNING: You have unsaved changes

8.3.3 Click on Create to save bid as draft and return to event screen.

8.3.4 To clear the screen and start again, click on Undo.

8.3.5 To return to the event screen without creating a draft bid, click on Cancel.

You are currently acting on behalf of ACME TIMBER (ACME001)
The data displayed and actions available to you are dependent on your currently selected company.

Event Ends: Tomorrow at 10:55

Lot Details: 12 May 2023 - T - Forestry England National Timber Tender 12th May 2023

Lot No	Location	Contract No	Lot Name	Contract Start Date	Contract End Date	UoM	Quantity	Product Description	Point Of Sale	Bid Status	Min Top Diameter	Length	Ave Tree Size	Actions
1.01	EAST ENGLAND	54503	Bodham & Weybourne	06-06-2023	25-03-2024	Tonnes	1209	Clearfell	Standing	Standing			0.6	
1.02	NORTH ENGLAND	54157	Mount Common - Kielder	05-06-2023	22-12-2023	Tonnes	17,506	Clearfell	Standing	Standing			0.96	
1.03	WEST ENGLAND	53951	Bullers Hill	07-06-2023	25-03-2024	Tonnes	269	Clearfell	Standing	Standing			0.79	
2.01	SOUTH ENGLAND	33554	Wee Hill	07-06-2023	25-03-2024	Tonnes	200	Logpoles	Roadside	Standing	22	3.2 - 4.8	0	
2.02	CENTRAL ENGLAND	36395	Big Hill	07-06-2023	27-03-2024		150	Chipwood		Standing	22	2.4 - 3.6	0	
2.03	YORKSHIRE	33473	Nae Hill	06-06-2023	27-02-2024		150	Chipwood		Standing	22	2-6	0	

Submit Bids (1)
Withdraw Bids (0)
Bids Summary
Volume Limit
Audit Log
Back

Sales Event Documents
Additional Documents
Company Documents
Messages

Items per page: 50 | 1 - 6 of 6

8.3.6 The lot is now highlighted red to indicate a draft bid has been created against the lot.

8.3.7 You can continue and create draft bids against other lots in the sale event.

8.3.8 The event screen will indicate the lots you have created draft bids against by highlighting each lot.

You are currently acting on behalf of ACME TIMBER (ACME001)
The data displayed and actions available to you are dependent on your currently selected company.


Lot Details: 12 May 2023 - T - Forestry England National Timber Tender 12th May 2023 Event Ends: Tomorrow at 10:55

Lot No	Location	Contract No	Lot Name	Contract Start Date	Contract End Date	UoM	Quantity	Product Description	Point Of Sale	Doh	Min Top Diameter	Length	Ave Tree Size	Actions
1.01	EAST ENGLAND	54503	Bocham & Weybourne	06-06-2023	25-03-2024	Tonnes	1,209	Clearfell	Standing				0.6	
1.02	NORTH ENGLAND	54157	Mount Common - Kielder	05-06-2023	22-12-2023	Tonnes	17,506	Clearfell	Standing				0.96	
1.03	WEST ENGLAND	53951	Builers Hill	07-06-2023	25-03-2024	Tonnes	269	Clearfell	Standing				0.79	
2.01	SOUTH ENGLAND	33554	Wee Hill	07-06-2023	25-03-2024	Tonnes	200	Logpoles	Roadside	22	3.2-4.8	0		
2.02	CENTRAL ENGLAND	36395	Big Hill	07-06-2023	27-03-2024		150	Chipwood		22	2.4-3.6	0		
2.03	YORKSHIRE	33473	Nae Hill	06-06-2023	27-02-2024		150	Chipwood		22	2-6	0		

Submit Bids (4) | Withdraw Bids (0) | Bids Summary | Volume Limit | Audit Log | Back

Sales Event Documents | Additional Documents | Company Documents | Messages

Please read Sales Event Documents before bidding

8.3.9 A draft bid can be edited by clicking on the View/Place Bid  icon for the lot.

View Bid

Lot No: 2.04 | District: WEST ENGLAND | Lot Name: Lot Name

Quantity: 750 | UoM: Tonnes | Bid By:

Bid €: 45.00 | Bid Status: Draft Bid

Clarification

Delete Bid | Save | Undo | Cancel

WARNING: You have unsaved changes
WARNING: Changes have been made to this record automatically
WARNING: You are acting on behalf of ACME TIMBER. However, multiple companies are available to you. Please ensure you have selected the correct one.

8.3.10 To remove the bid, click on **Delete Bid** in the View Bid form.

8.3.11 At the foot of the screen, the **Submit Bids (3)** button will indicate the number of Draft Bids waiting submission.

8.3.12 To see a summary of all bids for the event, click on the **Bids Summary** button.

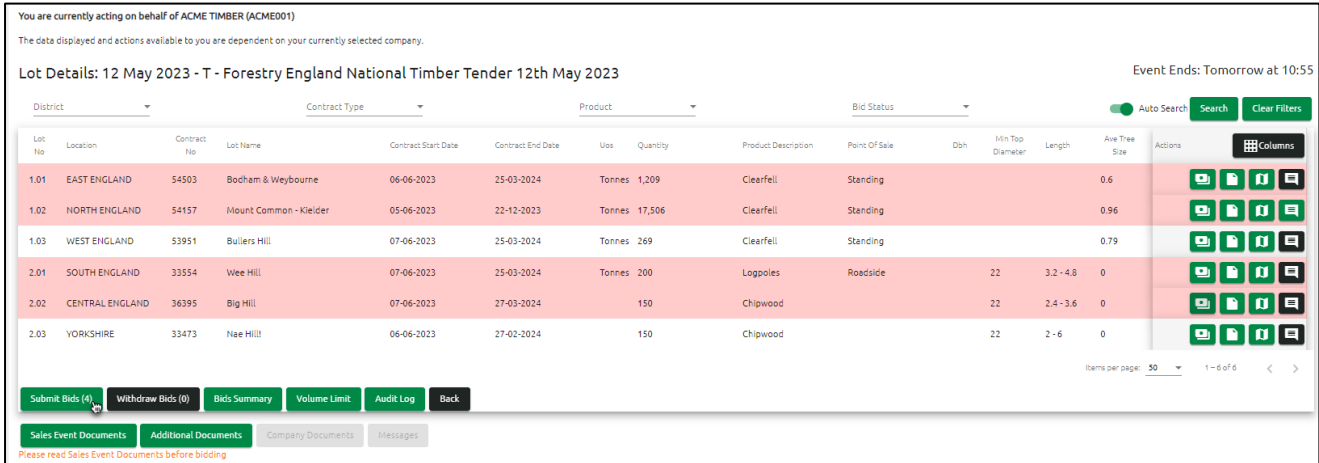
8.3.13 A pop up form will display the bids for the event and are highlighted to indicate the status of the bids. Click on **Close** to return to the event view.

Lot No	District	Lot Name	Qty/By	UoM	Product	Bid By	Bid £	Bid Value	Status	Company	Created By	
1.01	EAST ENGLAND	Boham & Weybourne	1209	Tonnes	Clearfell	Unit Price	£50.00	£60,450.00	Draft Bid	ACME TIMBER (ACME001)	sb2023b@mail.com	
1.02	NORTH ENGLAND	Mount Common - Kielder	17506	Tonnes	Clearfell	Unit Price	£40.00	£700,240.00	Draft Bid	ACME TIMBER (ACME001)	sb2023b@mail.com	
2.01	SOUTH ENGLAND	Wee Hill	200	Tonnes	Logpoles	Unit Price	£50.00	£10,000.00	Draft Bid	ACME TIMBER (ACME001)	sb2023b@mail.com	
2.02	CENTRAL ENGLAND	Big Hill	150		Chipwood	Unit Price	£40.00	£6,000.00	Draft Bid	ACME TIMBER (ACME001)	sb2023b@mail.com	
			19065						£776,690.00			

8.4 Submitting Bids

8.4.1 Having created the draft bids for the sale event, these bids can now be submitted.

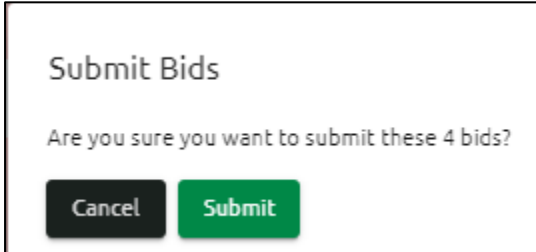
8.4.2 Click on the  icon at the bottom of the screen.




The screenshot shows the 'Lot Details' page for a 'Forestry England National Timber Tender' on May 12th, 2023. The page displays a table of six timber lots with columns for Lot No, Location, Contract No, Lot Name, Contract Start/End Dates, Uos, Quantity, Product Description, Point Of Sale, Dbn, Min Top Diameter, Length, and Ave Tree Size. Below the table, there are several action buttons: 'Submit Bids (4)', 'Withdraw Bids (0)', 'Bids Summary', 'Volume Limit', 'Audit Log', and 'Back'. A red notification bar at the bottom states 'Please read Sales Event Documents before bidding'.

Lot No	Location	Contract No	Lot Name	Contract Start Date	Contract End Date	Uos	Quantity	Product Description	Point Of Sale	Dbn	Min Top Diameter	Length	Ave Tree Size	Actions
1.01	EAST ENGLAND	54503	Bocham & Weybourne	06-06-2023	25-03-2024	Tonnes	1,209	Clearfell	Standing				0.6	
1.02	NORTH ENGLAND	54157	Mount Common - Kielder	05-06-2023	22-12-2023	Tonnes	17,506	Clearfell	Standing				0.96	
1.03	WEST ENGLAND	53951	Bullers Hill	07-06-2023	25-03-2024	Tonnes	269	Clearfell	Standing				0.79	
2.01	SOUTH ENGLAND	33554	Wee Hill	07-06-2023	25-03-2024	Tonnes	200	Logpoles	Roadside		22	3.2 - 4.8	0	
2.02	CENTRAL ENGLAND	36395	Big Hill	07-06-2023	27-03-2024		150	Chipwood			22	2.4 - 3.6	0	
2.03	YORKSHIRE	33473	Nae Hill	06-06-2023	27-02-2024		150	Chipwood			22	2 - 6	0	

8.4.3 A pop up box appears, click on .



The pop-up box is titled 'Submit Bids' and contains the text 'Are you sure you want to submit these 4 bids?'. At the bottom, there are two buttons: 'Cancel' and 'Submit'.

8.4.4 A confirmation message will appear on screen .

8.4.5 The lots on screen will change colour to reflect that the bids have been submitted.

You are currently acting on behalf of ACME TIMBER (ACME001)
The data displayed and actions available to you are dependent on your currently selected company.

Lot Details: 12 May 2023 - T - Forestry England National Timber Tender 12th May 2023 Event Ends: Tomorrow at 10:55

Lot No	Location	Contract No	Lot Name	Contract Start Date	Contract End Date	Uses	Quantity	Product Description	Point Of Sale	Dch	Min Top Diameter	Length	Ave Tree Size	Actions
1.01	EAST ENGLAND	54503	Bootham & Weybourne	06-06-2023	25-03-2024	Tonnes	1,209	Clearfell	Standing				0.6	
1.02	NORTH ENGLAND	54157	Mount Common - Kielder	05-06-2023	22-12-2023	Tonnes	17,506	Clearfell	Standing				0.96	
1.03	WEST ENGLAND	53951	Bullers Hill	07-06-2023	25-03-2024	Tonnes	269	Clearfell	Standing				0.79	
2.01	SOUTH ENGLAND	33554	Wee Hill	07-06-2023	25-03-2024	Tonnes	200	Logpoles	Roadside		22	3.2 - 4.8	0	
2.02	CENTRAL ENGLAND	36395	Big Hill	07-06-2023	27-03-2024		150	Chipwood			22	2.4 - 3.6	0	
2.03	YORKSHIRE	33473	Hae Hill	06-06-2023	27-02-2024		150	Chipwood			22	2 - 6	0	

Items per page: 50 1 - 6 of 6

Submit Bids (0) **Withdraw Bids (4)** Bids Summary Volume Limit Audit Log Back

Sales Event Documents Additional Documents Company Documents Messages

Please read Sales Event Documents before bidding.

8.4.6 The control button **Withdraw Bids (4)** will indicate the number of lots which have been submitted for the sale event by the customer.

8.4.7 To see a summary of all bids for the event, click on the **Bids Summary** button.

8.4.8 A pop up form will display the bids for the event and are highlighted to indicate the status of the bids. Click on **Close** to return to the event view.

Bid Summary

Lot No	District	Lot Name	Quantity	Unit	Product	Bid By	Bid £	Bid Value	Status	Company	Created By
1.01	EAST ENGLAND	Bootham & Weybourne	1209	Tonnes	Clearfell	Unit Price	£50.00	£60,450.00	Submitted	ACME TIMBER (ACME001)	jb2023b@mail.com
1.02	NORTH ENGLAND	Mount Common - Kielder	17506	Tonnes	Clearfell	Unit Price	£40.00	£700,240.00	Submitted	ACME TIMBER (ACME001)	jb2023b@mail.com
2.01	SOUTH ENGLAND	Wee Hill	200	Tonnes	Logpoles	Unit Price	£50.00	£10,000.00	Submitted	ACME TIMBER (ACME001)	jb2023b@mail.com
2.02	CENTRAL ENGLAND	Big Hill	150		Chipwood	Unit Price	£40.00	£6,000.00	Submitted	ACME TIMBER (ACME001)	jb2023b@mail.com
							19065	£776,690.00			

Items per page: 20 1 - 4 of 4

Close

8.4.9 An eMail confirmation will be sent to Customer users with roles of Customer Admin or Customer Registered User.

[TEST] Notification of Bids Submitted For Event: Forestry England National Timber Tender 5th May 2023



etimber.sales@forestryengland.uk
To ● sb2023b@mail.com; ● sb2023a@mail.com

This Message originated outside your organisation.

Dear ACME TIMBER,

The status of 3 of your Company's bids has changed for the following sales event:

Forestry England National Timber Tender 5th May 2023 ending on 05 May 2023.

The status of each of your bids is displayed below.

Lot	District	Quantity	Product	Bid	Status	Saved By
1.01: Bodham & Weybourne	EAST ENGLAND	1209 Tonnes	Clearfell	£40.00	SUBMITTED	sb2023a@mail.com
1.02: Mount Common - Kielder	NORTH ENGLAND	17506 Tonnes	Clearfell	£45.00	SUBMITTED	sb2023a@mail.com
2.02: Big Hill	CENTRAL ENGLAND	150 null	Chipwood	£55.00	SUBMITTED	sb2023a@mail.com

(* Bids that are still present but were not updated as a result of this action)

Best regards,

Forestry England National Operations

Email: etimber.sales@forestryengland.uk

Web: <https://test.sales.etimber.forestryengland.uk/esaleslot/search/19777>



Note : Where a Customer has multiple Users / Bidders

- A submission of Bids against a Sale Event is for the Customer, not an individual.
- All Customer Bidders will view the same bid form.
- Any Customer Bidder can submit their bids for a sale event. All Bidders will receive confirmation by Email that Bids on an event have been submitted.
- Any Customer Bidder can withdraw their bids for a sale event. All Bidders will receive confirmation by Email that Bids on an event have been withdrawn.
- It is the Customer’s responsibility to ensure that bids have been submitted by the event closing date.
- If a bid submission is Withdrawn and not Re-Submitted by the event closing date, no bids will be recorded or can be retrieved against the sale event.

Additional Bids on Sale Event

8.4.9 Having already submitted bids on a sale event, if you wish to enter a bid against another lot, click on the View/Place Bid  icon for the lot.

8.4.10 Enter your new draft bid for the lot. The screen will indicate that there are both Draft Bids and Submitted Bids.

You are currently acting on behalf of ACME TIMBER (ACMED01)
The data displayed and actions available to you are dependent on your currently selected company.

Lot Details: 12 May 2023 - T - Forestry England National Timber Tender 12th May 2023 Event Ends: Tomorrow at 10:55

Lot No	Location	Contract No	Lot Name	Contract Start Date	Contract End Date	UoM	Quantity	Product Description	Point Of Sale	Dsh	Min Top Diameter	Length	Ave Tree Size	Actions
1.01	EAST ENGLAND	54503	Bocham & Weybourne	06-06-2023	25-03-2024	Tonnes	1,209	Clearfell	Standing				0.6	
1.02	NORTH ENGLAND	54157	Mount Common - Kielder	05-06-2023	22-12-2023	Tonnes	17,506	Clearfell	Standing				0.96	
1.03	WEST ENGLAND	53951	Bullers Hill	07-06-2023	25-03-2024	Tonnes	269	Clearfell	Standing				0.79	
2.01	SOUTH ENGLAND	33554	Wee Hill	07-06-2023	25-03-2024	Tonnes	200	Logpoles	Roadside	22	3.2 - 4.8	0		
2.02	CENTRAL ENGLAND	36395	Big Hill	07-06-2023	27-03-2024		150	Chipwood		22	2.4 - 3.6	0		
2.03	YORKSHIRE	33473	Nae Hill	06-06-2023	27-02-2024		150	Chipwood		22	2 - 6	0		

Items per page: 50 1 - 6 of 6

[Submit Bids \(1\)](#)
[Withdraw Bids \(4\)](#)
[Bids Summary](#)
[Volume Limit](#)
[Audit Log](#)
[Back](#)

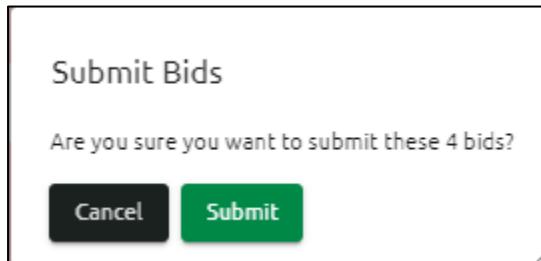
[Sales Event Documents](#)
[Additional Documents](#)
[Company Documents](#)
[Messages](#)

Please read Sales Event Documents before bidding

8.4.11 The control buttons at the foot of the screen will indicate a new bid waiting for Submission.

8.4.12 Click on  to submit your bid for the lot.

8.4.13 A pop up box appears, click on .




8.4.14 The control buttons on screen will update to indicate the latest submission.



8.4.15 An eMail confirmation will be sent to Customer users with roles of Customer Admin or Customer Registered User.

[TEST] Notification of Bids Submitted For Event: Forestry England National Timber Tender 5th May 2023


 etimber.sales@forestryengland.uk
 To: sb2023b@mail.com; sb2023a@mail.com

This Message originated outside your organisation.

Dear ACME TIMBER,

The status of 1 of your Company's bids has changed for the following sales event:

Forestry England National Timber Tender 5th May 2023 ending on 05 May 2023.

The status of each of your bids is displayed below.

Lot	District	Quantity	Product	Bid	Status	Saved By
1.01: Bodham & Weybourne	EAST ENGLAND	1209 Tonnes	Clearfell	£40.00	SUBMITTED*	sb2023a@mail.com
1.02: Mount Common - Kielder	NORTH ENGLAND	17506 Tonnes	Clearfell	£45.00	SUBMITTED*	sb2023a@mail.com
2.02: Big Hill	CENTRAL ENGLAND	150 null	Chipwood	£55.00	SUBMITTED*	sb2023a@mail.com
1.03: Bullers Hill	WEST ENGLAND	269 Tonnes	Clearfell	£30.00	SUBMITTED	sb2023a@mail.com


(* Bids that are still present but were not updated as a result of this action)

Best regards,

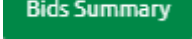
Forestry England National Operations

Email: etimber.sales@forestryengland.uk

Web: <https://test.sales.etimber.forestryengland.uk/esaleslot/search/19777>



Forestry England

8.4.15 To see a summary of all bids for the event, click on the  button.

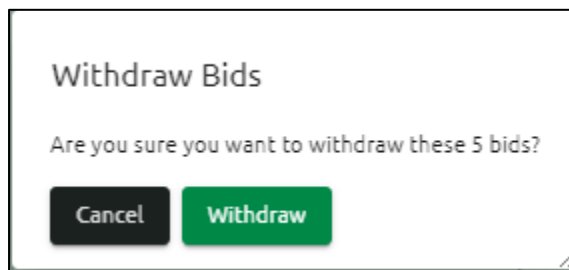
8.5 Withdrawal of Bids

8.5.1 Having submitted bids on a sales event, bids can be withdrawn, edited and re-submitted at any time up to the sale event closing date/time.

8.5.2 Click on the **Withdraw Bids (5)** at the foot of the screen.



8.5.3 A pop up box appears. Click on **Withdraw**.



8.5.4 This sets all bids from submitted status back to draft status. This is reflected on screen by the colours highlighting the bids and on the control buttons.

You are currently acting on behalf of ACME TIMBER (ACME001)
 The data displayed and actions available to you are dependent on your currently selected company.

Lot Details: 12 May 2023 - T - Forestry England National Timber Tender 12th May 2023 Event Ends: Tomorrow at 10:55

Lot No	Location	Contract No	Lot Name	Contract Start Date	Contract End Date	Uos	Quantity	Product Description	Point Of Sale	Dbh	Min Top Diameter	Length	Ave Tree Size	Actions
1.01	EAST ENGLAND	54503	Boham & Weybourne	06-06-2023	25-03-2024	Tonnes	1,209	Clearfell	Standing				0.6	[Icons]
1.02	NORTH ENGLAND	54157	Mount Common - Kielder	05-06-2023	22-12-2023	Tonnes	17,506	Clearfell	Standing				0.96	[Icons]
1.03	WEST ENGLAND	53951	Bullers Hill	07-06-2023	25-03-2024	Tonnes	269	Clearfell	Standing				0.79	[Icons]
2.01	SOUTH ENGLAND	33554	Wee Hill	07-06-2023	25-03-2024	Tonnes	200	Logpoles	Roadside	22	3.2 - 4.8		0	[Icons]
2.02	CENTRAL ENGLAND	36395	Big Hill	07-06-2023	27-03-2024		150	Chipwood		22	2.4 - 3.6		0	[Icons]
2.03	YORKSHIRE	33473	Nae Hill	06-06-2023	27-02-2024		150	Chipwood		22	2 - 6		0	[Icons]

Items per page: 50 1 - 6 of 6

Control bar: **Submit Bids (5)** **Withdraw Bids (0)** **Bids Summary** **Volume Limit** **Audit Log** **Back**

Footer: **Sales Event Documents** **Additional Documents** **Company Documents** **Messages**
 Please read Sales Event Documents before bidding

8.5.5 An eMail confirmation will be sent to Customer users with roles of Customer Admin or Customer Registered User.

Sent: Friday, March 10, 2023 at 8:48 AM
From: forestry.england.aws.dev.mgmt.uk@cqi.com
To: sb2023b@mail.com, sb2023i@mail.com, sb2023a@mail.com, sb2023h@mail.com
Subject: [TEST] Notification of Bids Withdrawn For Event: Forestry England National Timber Tender 30th June 2023

Dear ACME TIMBER,

The status of 4 of your Company's bids has changed for the following sales event:

Forestry England National Timber Tender 30th June 2023 ending on June 30, 2023.

The status of each of your bids is displayed below.

Lot	District	Quantity	Product	Bid	Status	Saved By
2.01: Elf Kirk - South Reservoir	NORTH ENGLAND	500 Tonnes	Green Logs	£50.00	DRAFT	sb2023a@mail.com
2.03: Up the Big Hill	SOUTH ENGLAND	550 Tonnes	Green Logs	£55.00	DRAFT	sb2023a@mail.com
2.05: Big Hill	CENTRAL ENGLAND	123 Tonnes	Red Logs	£64.00	DRAFT	sb2023a@mail.com
2.08: LYMINGE BARS DP KENT	EAST ENGLAND	800 Tonnes	Short Green A	£66.00	DRAFT	sb2023a@mail.com

(* Bids that are still present but were not updated as a result of this action)

Best regards,
 Forestry England National Operations
 Email: esales.england@forestryengland.uk
 Web: <https://test.sales.etimber.forestryengland.uk/esaleslot/search/19725>

8.5.6 Click on the View/Place Bid  icon for the lot to either edit the bid, add clarifications or delete the bid.

8.5.7 Having made the changes, re-submit your bids.



8.5.8 An eMail confirmation will be sent to Customer users with roles of Customer Admin or Customer Registered User.

8.6 Bid Summary

8.6.1 Users can click on the **Bids Summary** control button to see the status of bids on a sales event.

Bid Summary

Bid Status: **Bids Summary** | Lot No: | District: | Contract Type: | Product:

Lot No	District	Lot Name	Quantity	UoM	Product	Bid By	Bid €	Bid Value	Status	Company	Created By
1.01	EAST ENGLAND	Bodham & Weybourne	1209	Tonnes	Clearfell	Unit Price	€50.00	€60,450.00	Draft Bid	ACME TIMBER (ACME001)	sb2023b@mail.com
1.02	NORTH ENGLAND	Mount Common - Kielder	17506	Tonnes	Clearfell	Unit Price	€40.00	€700,240.00	Draft Bid	ACME TIMBER (ACME001)	sb2023b@mail.com
2.01	SOUTH ENGLAND	Wee Hill	200	Tonnes	Logpoles	Unit Price	€50.00	€10,000.00	Draft Bid	ACME TIMBER (ACME001)	sb2023b@mail.com
2.02	CENTRAL ENGLAND	Big Hill	150		Chipwood	Unit Price	€40.00	€6,000.00	Draft Bid	ACME TIMBER (ACME001)	sb2023b@mail.com
			19065					€776,690.00			

Items per page: 20 | 1 - 4 of 4

Close

Bid Summary

Bid Status: **Bids Summary** | Lot No: | District: | Contract Type: | Product:

Lot No	District	Lot Name	Quantity	UoM	Product	Bid By	Bid €	Bid Value	Status	Company	Created By
1.01	EAST ENGLAND	Bodham & Weybourne	1209	Tonnes	Clearfell	Unit Price	€50.00	€60,450.00	Submitted	ACME TIMBER (ACME001)	sb2023b@mail.com
1.02	NORTH ENGLAND	Mount Common - Kielder	17506	Tonnes	Clearfell	Unit Price	€40.00	€700,240.00	Submitted	ACME TIMBER (ACME001)	sb2023b@mail.com
2.01	SOUTH ENGLAND	Wee Hill	200	Tonnes	Logpoles	Unit Price	€50.00	€10,000.00	Submitted	ACME TIMBER (ACME001)	sb2023b@mail.com
2.02	CENTRAL ENGLAND	Big Hill	150		Chipwood	Unit Price	€40.00	€6,000.00	Submitted	ACME TIMBER (ACME001)	sb2023b@mail.com
			19065					€776,690.00			

Items per page: 20 | 1 - 4 of 4

Close

8.7 Volume Limits

8.7.1 If necessary, Customers can set quantity limits Standing Sales and Felled Sales.

8.7.2 Forestry England will take this information into consideration when the event closes and lots are awarded and will attempt to keep within the customer limits.

8.7.3 Click on the **Volume Limit** control button. A pop up screen will appear.

Volume Limit

Standing(m3obs)
0

Felled(Tonnes)
5000

Forestry England will endeavour to achieve Customer Volume limits when awarding lots.
Please enter additional comments / text in clarifications for relevant lots.

Create Undo Cancel

WARNING: You have unsaved changes

Field Name

Details

Standing (m3obs)

Enter quantity in m3obs.

Felled (Tonnes)

Enter quantity in Tonnes.

8.7.4 Enter a quantity in the field required, then click on **Create**.

8.7.5 A success message will appear on screen.

Create Successful

8.7.6 The limits entered can be edited at any time until the sale event closes.

8.8 Upload Company Documents

8.8.1 For certain sale events, Forestry England may require Customers to submit additional information to support their bids.

8.8.2 Forestry England will clearly indicate in event attachments if a document upload is required to support bids on a sale event.

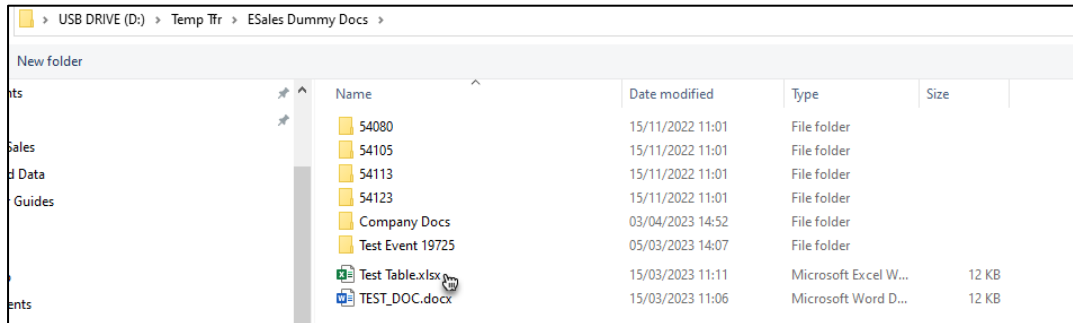
8.8.3 Where supporting documents are required, the **Company Documents** button will be available.

8.8.4 Click on this button to open screen to upload files. The following screen opens.

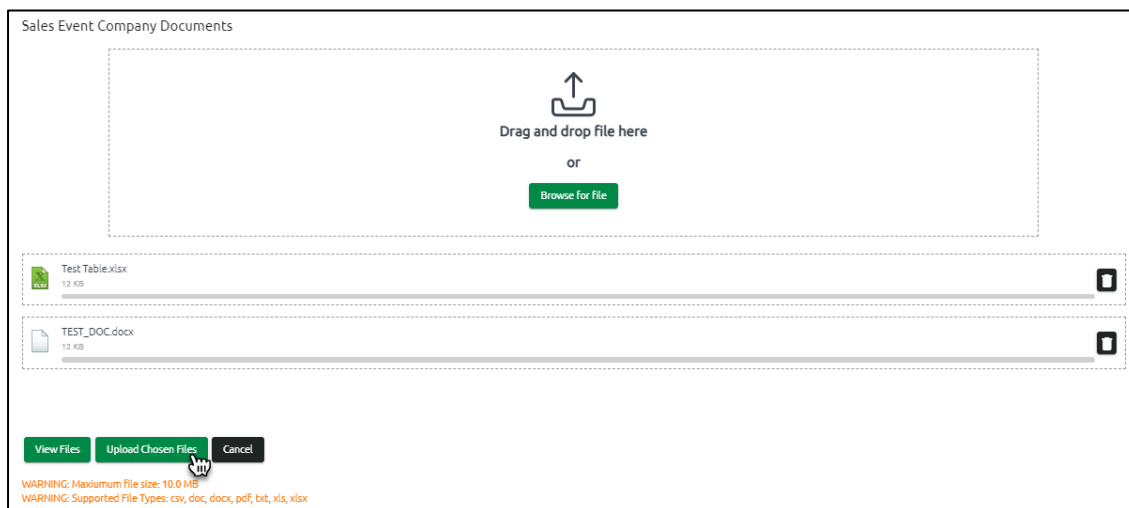
8.8.5 Click on **Upload Files**.

8.8.6 Click **Browse for file**.

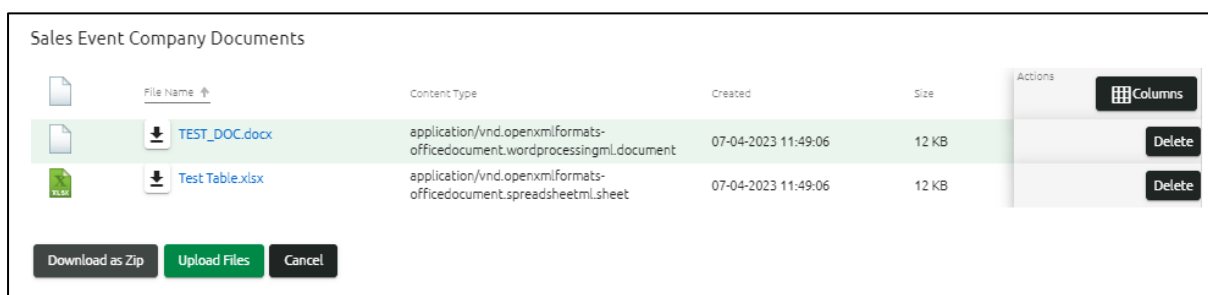
8.8.7 Browse to select the file(s) you want to upload.



8.8.8 Click on **Upload Chosen Files**.



8.8.9 After upload. Click **View Files**.



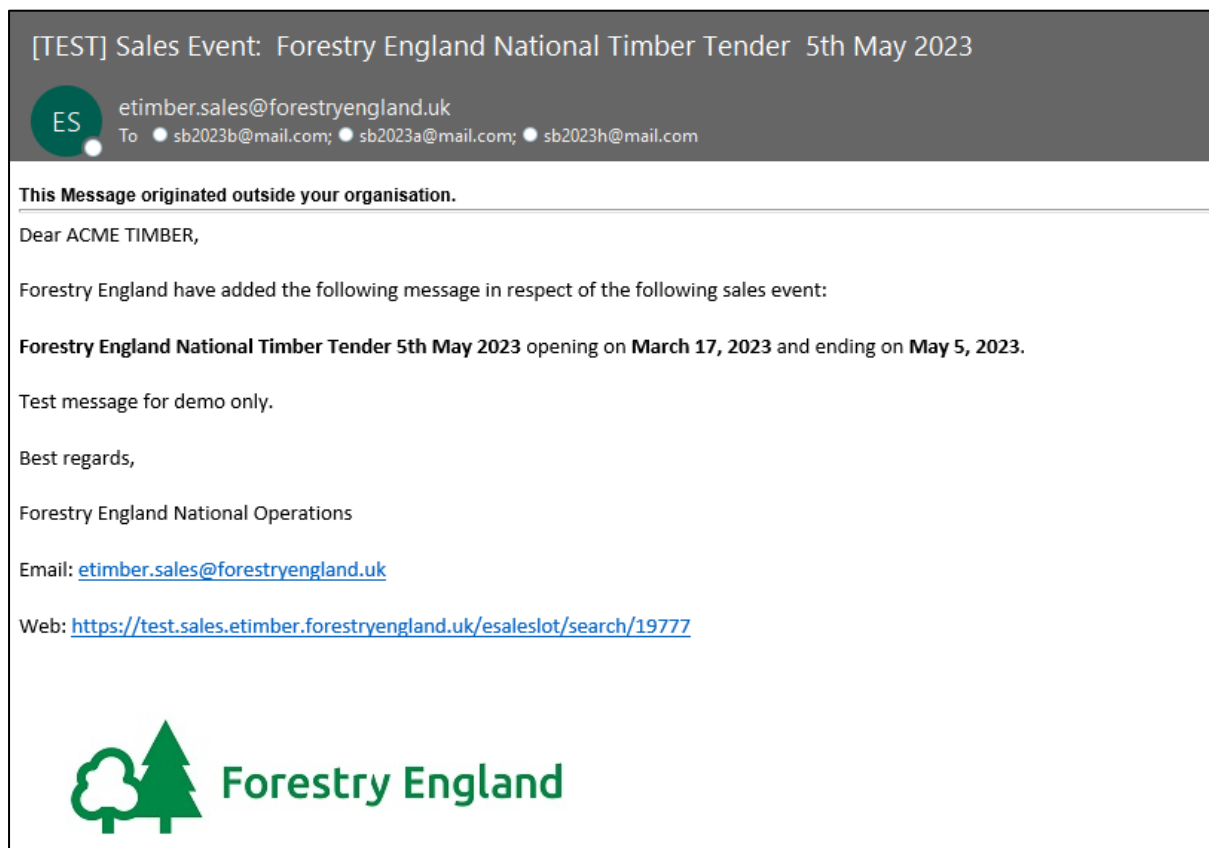
8.8.10 If the wrong file has been selected, or if you wish to remove and replace, there is an option to **Delete**.

9. Message Manager

9.1 Event Messages

9.1.1 Forestry England will create and send messages which are relevant to a sale event directly to registered users.

9.1.2 Relevant information will be contained within the email, there is no requirement to log on to eTimber Sales to view the message.



9.1.3 Customers can reply to the email to etimber.sales@forestryengland.uk. This mailbox will be monitored by our National Office team.

9.1.4 Within eTimber Sales, there is also a link on the sale event to see all messages which have been generated for the sale.

You are currently acting on behalf of ACME TIMBER (ACME001)

The data displayed and actions available to you are dependent on your currently selected company.
As you can act on behalf multiple companies, please ensure you have selected the correct company before performing any actions.

Event Ends: 5th May 2023 at 12:30 (28 days)

Lot Details: 5 May 2023 - T - Forestry England National Timber Tender 5th May 2023

Lot No	Location	Contract No	Lot Name	Contract Start Date	Contract End Date	Use	Quantity	Product Description	Point Of Sale	Dish	Min Top Diameter	Length	Ave Tree Size	Actions
1.01	EAST ENGLAND	54503	Bocham & Weybourne	06-06-2023	25-03-2024	Tonnes	1,209	Clearfell	Standing				0.6	
1.02	NORTH ENGLAND	54157	Mount Common - Kleider	05-06-2023	22-12-2023	Tonnes	17,506	Clearfell	Standing				0.96	
1.03	WEST ENGLAND	53951	Bullers Hill	07-06-2023	25-03-2024	Tonnes	269	Clearfell	Standing				0.79	
2.01	SOUTH ENGLAND	33554	Wee Hill	07-06-2023	25-03-2024	Tonnes	200	Logpoles	Roadside		22	3.2 - 4.8	0	
2.02	CENTRAL ENGLAND	36395	Big Hill	07-06-2023	27-03-2024		150	Chipwood			22	2.4 - 3.6	0	
2.03	YORKSHIRE	33473	Nee Hill	06-06-2023	27-03-2024		150	Chipwood			22	2 - 6	0	

Submit Bids (4) | Withdraw Bids (0) | Bids Summary | Volume Limit | Audit Log | Back

Sales Event Documents | Additional Documents | Company Documents | **Messages**

Please read Sales Event Documents before bidding

9.1.5 In the event view. Click on the **Messages** button. This will open a new screen,

eTimber Sales Event Message

Message Id:

Sales Event: 5 May 2023 - T - Forestry England National Timber Tender 5th May 2023

Auto Search | Search | Clear Filters

Message Id	Sales Event	Date Sent	Subject	Actions
61	5 May 2023 - T - Forestry England National Timber Tender 5th May 2023	18-03-2023 17:24:26	Sales Event: Forestry England National Timber Tender 5th May 2023	View
82	5 May 2023 - T - Forestry England National Timber Tender 5th May 2023	19-03-2023 09:59:30	Sales Event: Forestry England National Timber Tender 5th May 2023	View
241	5 May 2023 - T - Forestry England National Timber Tender 5th May 2023	07-04-2023 09:54:02	Sales Event: Forestry England National Timber Tender 5th May 2023	View

Items per page: 10 | 1 - 3 of 3

Back

9.1.6 To open the message click on **View**.

9.1.7 Some messages generated for a sale event may have an attachment which is relevant to the sale.

11. Notification of Awards





11.1 Successful Bid

11.1.1 After the bidding window for a sale event has closed, Forestry England will review all bids received and will award lots to Customers.

11.1.2 Consideration will be given to clarifications to bids which have been submitted and where possible award of contracts will be within any volume limits which have been set by a Customer.

11.1.3 A “successful” email will be generated to the winning customer after a lot has been awarded and confirmed by Forestry England.

[TEST] Notification of Successful Bid for lot 1.01 From Event: 611 - Local Tender 17 April 2023

 etimber.sales@forestryengland.uk
To  sb2023b@mail.com;  sb2023a@mail.com;  sb2023h@mail.com

This Message originated outside your organisation.

Dear ACME TIMBER,

The following bid has been received and successful:

Sale Event: 611 - Local Tender 17 April 2023

Lot No: Lot Name

Lot Name: 1.01

Contract No: 54613

Quantity: 150

Unit of Sale: Tonnes

Bid Price: 50

Bid Received: April 6, 2023

A valid contract for sale now exists between you and Forestry England. The terms and conditions of sale will comprise of:

- The Standard Contract, accompanying schedule(s) and attachments as laid out in the Lot information and Conditions.
- User Terms and Conditions.

Full details of your successful bid, and the terms and conditions applicable to the sale can viewed in Forestry England eSales.

Please take the time to download and save these documents for your own use.

If your session has expired, you will need to log into Forestry England eSales.

Forestry England National Operations

Best regards,

Email: etimber.sales@forestryengland.uk

Web: <https://test.sales.etimber.forestryengland.uk/esaleslot/search/19774>

11.1.4 Within eTimber Sales, after a lot has been awarded, the successful Customer will see the lot with green bookend markers.

Note : You may have to refresh your screen to see this if you are viewing the event while winner selection is taking place.

Lot Details: 24 Apr 2023 - T - Forestry England - Test Sale - 14 April 2023 Event Ended

District Contract Type Product Bid Status Auto Search

Lot No	Location	Contract No	Lot Name	Contract Start Date	Contract End Date	UoM	Quantity	Product Description	Point Of Sale	Dsh	Min Top Diameter	Length	Ave Tree Size	Actions
1.01	CENTRAL ENGLAND	S4647	Whitwell 2022	01-09-2023	29-12-2023	Tonnes	1,398	Thinning	Standing				0.8	
1.02	NORTH ENGLAND	S4651	DENT COWFIELDS	15-05-2023	28-03-2024	Tonnes	17,817	Clearfell	Standing				0.3	
1.03	YORKSHIRE	S4652	EASTMOORS HEA RIGG N	01-08-2023	31-10-2023	Tonnes	3,331	Clearfell	Standing				0.46	
2.01	NORTH ENGLAND	S4649	Ash Park	08-05-2023	27-10-2023	Tonnes	1,000	Logpoles	Roadside	28	16	3 - 5	0	
2.02	CENTRAL ENGLAND	S4648	Sandy Lane South	01-09-2023	28-03-2024	Tonnes	100	Short Green A	Roadside		14	2.5 - 2.5	0	
2.03	YORKSHIRE	S4650	Bolby Little Piggerie	01-06-2023	31-10-2023	Tonnes	500	Red Logs	Roadside		16	2.5 - 3.8	0	

Items per page: 30 1 - 6 of 6 < >

Please read Sales Event Documents before bidding

Actions Key:

- View or place a bid
- View contract documents for this lot
- View contract maps for this lot
- Lot comments

Colour Key:

- No bids for lot
- Lot has successful bid
- Lot has unsuccessful bid
- Lot has bid in negotiation
- Lot has bid with an agreed negotiated price


11.2 Unsuccessful Bid

11.2.1 After the bidding window for a sale event has closed, Forestry England will review all bids received and will award lots to Customers.

11.2.2 Consideration will be given to clarifications to bids which have been submitted and where possible award of contracts will be within any volume limits which have been set by a Customer.

11.1.3 An “unsuccessful” email will be generated to customer(s) after a lot has been awarded and confirmed by Forestry England.

[TEST] Notification of Unsuccessful Bid for lot 1.01 From Event: 611 - Local Tender 17 April 2023

 etimber.sales@forestryengland.uk
To: sb2023a@mail.com

This Message originated outside your organisation.

Dear XYZ TIMBER,

The following bid has been received and is unsuccessful:

Sale Event: 611 - Local Tender 17 April 2023
Lot No: Lot Name
Lot Name: 1.01
Contract No: 54613
Quantity: 150
Unit of Sale: Tonnes
Bid Price: 40
Bid Received: April 7, 2023

Full details of your bid can viewed in Forestry England eSales.


If your session has expired, you will need to log into Forestry England eSales.

Forestry England National Operations

Best regards,

Email: etimber.sales@forestryengland.uk

Web: <https://test.sales.etimber.forestryengland.uk/esaleslot/search/19774>

 **Forestry England**

11.2.4 Within eTimber Sales, after a lot has been awarded, the unsuccessful Customer will see the lot with red bookend markers.

Note : You may have to refresh your screen to see this if you are viewing the event while winner selection is taking place.

Lot Details: 24 Apr 2023 - T - Forestry England - Test Sale - 14 April 2023 Event Ended

District Contract Type Product Bid Status Auto Search Search Clear Filters

Lot No	Location	Contract No	Lot Name	Contract Start Date	Contract End Date	Uos	Quantity	Product Description	Point Of Sale	Dsh	Min Top Diameter	Length	Ave Tree Size	Actions
1.01	CENTRAL ENGLAND	54647	Whitwell 2022	01-09-2023	29-12-2023	Tonnes	1,398	Thinning	Standing				0.8	
1.02	NORTH ENGLAND	54651	DENT COWFIELDS	15-05-2023	28-03-2024	Tonnes	17,817	Clearfell	Standing				0.3	
1.03	YORKSHIRE	54652	EASTMOORS HEA RIGG N	01-08-2023	31-10-2023	Tonnes	3,331	Clearfell	Standing				0.46	
2.01	NORTH ENGLAND	54649	Ash Park	08-05-2023	27-10-2023	Tonnes	1,000	Logpoles	Roadside	28	16	3 - 5	0	
2.02	CENTRAL ENGLAND	54648	Sandy Lane South	01-09-2023	28-03-2024	Tonnes	100	Short Green A	Roadside	14		2.5 - 2.5	0	
2.03	YORKSHIRE	54650	Boltby Little Piggerie	01-06-2023	31-10-2023	Tonnes	500	Red Logs	Roadside	16		2.5 - 3.0	0	

Items per page: 50 1 - 6 of 6 < >

[Bids Summary](#) [Volume Limit](#) [Audit Log](#) [Back](#)

[Sales Event Documents](#) [Additional Documents](#) [Company Documents](#) [Messages](#)

Please read Sales Event Documents before bidding

Actions Key:

- View or place a bid
- View contract documents for this lot
- View contract maps for this lot
- Lot comments

Colour Key:

- No bids for lot
- Lot has successful bid
- Lot has unsuccessful bid
- Lot has bid in negotiation
- Lot has bid with an agreed negotiated price

12. Negotiations

12.1 Negotiation Process

12.1.1 After the bidding window for a sale event has closed, Forestry England will review all bids received and will award lots to Customers.

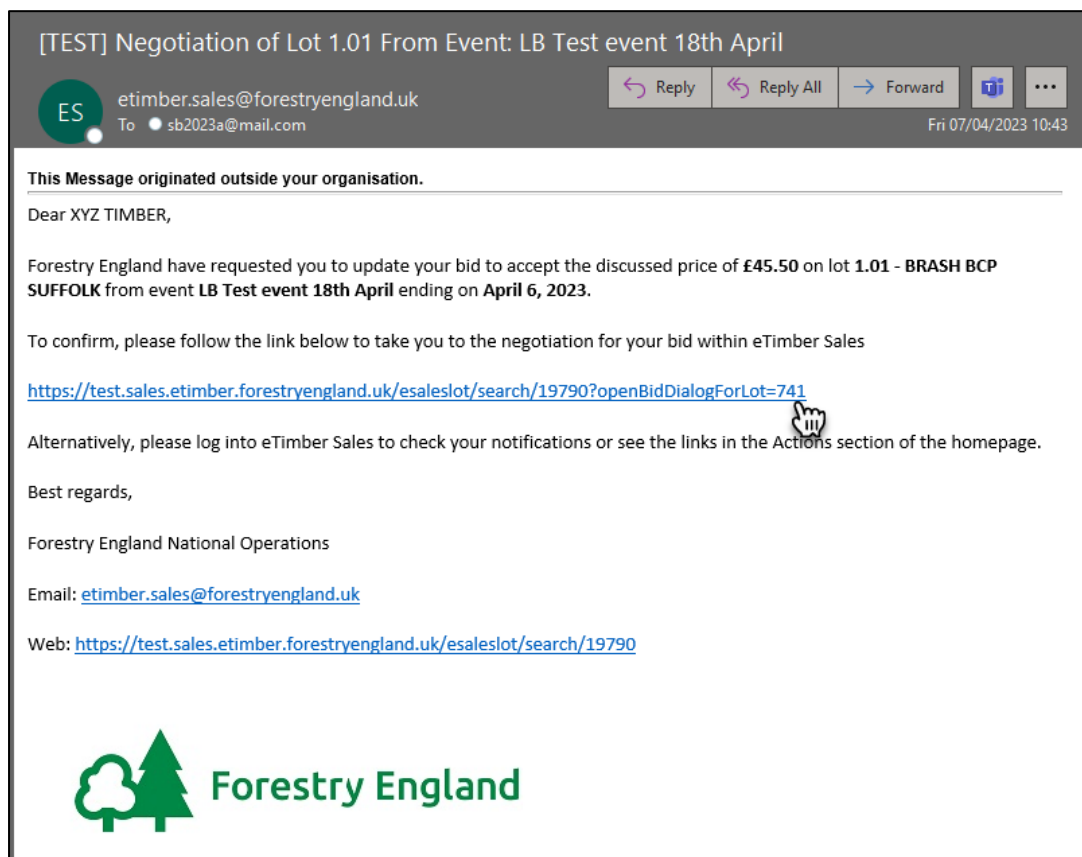
12.1.2 Where bids have been received but have not met the reserve price set by Forestry England, it is normal practice to negotiate with the Customer who has submitted the highest bid.

12.1.3 Negotiation will normally be verbal. Forestry England will contact the Customer by phone to discuss the bid and to try to agree a bid price which we can accept and award the contract.

12.2 Accepting A Negotiated Price

12.2.1 On conclusion of the verbal negotiation, Forestry England will update our system and generate an email to the Customer.

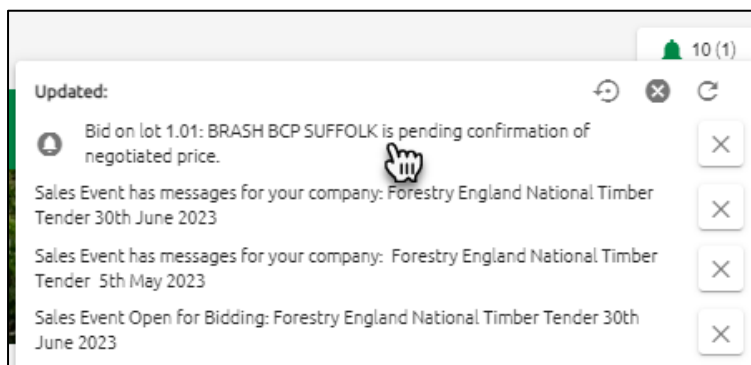
12.2.2 The email will contain details of the negotiated price and a link to accept the revised price.



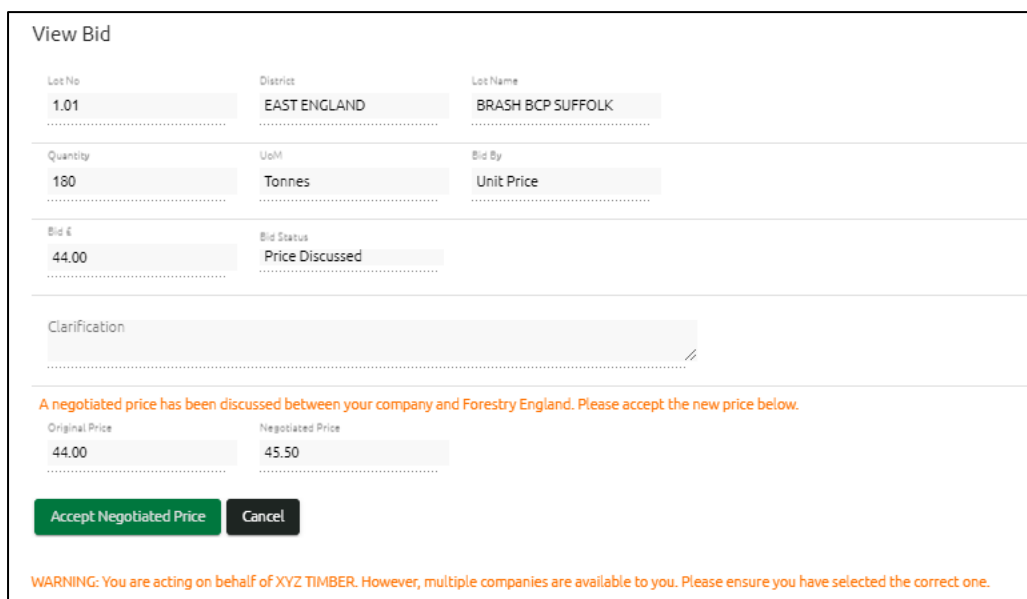
12.2.3 On the Customer Home page a link will be added to the Actions page. Clicking on this link will take the Customer to an eTimber page to accept the new price.



12.2.4 On the Customer Home page a link will be added to the Notifications list. Clicking on this link will take the Customer to an eTimber page to accept the new price.

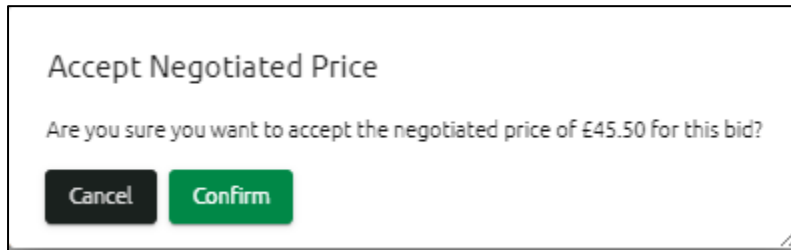


12.2.5 Following any one of the 3 links above, opens the following page.



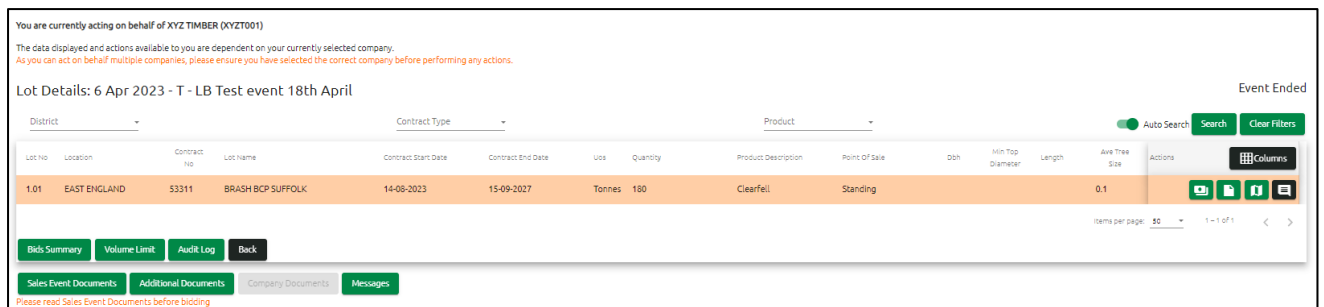
12.2.6 To conclude the Negotiation, click on the **Accept Negotiated Price** button.

12.2.7 A pop up box appears. Click on **Confirm**.



12.2.8 A message will appear on screen **Save Successful**.

12.2.9 On the event, the lot will be coloured to indicate it has an agreed negotiated price.



12.2.10 Forestry England will award the lot. This will generate emails to the successful and unsuccessful customers.

13. Closed Tenders

The screenshot shows the 'Closed Tenders' section of the eTimber Sales interface. The user is acting on behalf of ACME TIMBER (ACME001). The table lists various tender events across different districts and sale places. A 'View' button is highlighted for the first row.

District	Sale Place	Sale Type	Opening Date	Closing Date	Actions
CENTRAL ENGLAND	LB Sale Event	Tender	29-12-2022 12:05:00	09-02-2023 12:05:00	View
FINANCE	LB_TEST_EVENT	Tender	30-12-2022 12:00:00	10-02-2023 12:00:00	View
FINANCE	TEST - I/A	Tender	20-12-2022 20:41:00	16-02-2023 23:55:00	View
NORTH ENGLAND	311 Quick Sale #1	Local Tender	25-02-2023 14:15:00	27-02-2023 13:00:00	View
FINANCE	SB TEST#1	Tender	25-01-2023 14:00:00	28-02-2023 12:30:00	View
FINANCE	National Event	Tender	18-01-2023 01:29:00	02-03-2023 11:30:00	View
NORTH ENGLAND	311 - Test (240223)	Local Tender	24-02-2023 11:35:00	02-03-2023 12:30:00	View
YORKSHIRE	Yorkshire FD - Quick Sale1	Local Tender	04-03-2023 16:15:00	06-03-2023 11:08:00	View
YORKSHIRE	Quick Fire Sale - Bid Now	Tender	24-01-2023 11:29:00	07-03-2023 11:29:00	View
CENTRAL ENGLAND	8th of March Sale - Liam	Tender	25-01-2023 12:59:00	08-03-2023 12:59:00	View

13.1 After a sale event has ended and winner selection completed, Forestry England will mark the Tender as “Closed”.

13.2 The Tender will appear in the “Closed Tenders” screen.

13.3 To view a closed Tender, click on the [View](#) button.






The screenshot shows the 'Closed Tenders' section of the eTimber Sales interface. The user is acting on behalf of ACME TIMBER (ACME001). The table lists various tender events across different districts and sale places. A 'View' button is highlighted for the first row.

District	Sale Place	Sale Type	Opening Date	Closing Date	Actions
CENTRAL ENGLAND	March 27th Sale	Tender	28-02-2023 11:30:00	21-03-2023 16:25:00	View
FINANCE	Forestry England National Timber Tender 24th March 2023	Tender	22-03-2023 19:30:00	23-03-2023 16:45:00	View
FINANCE	Forestry England National Timber Tender 4th May 2023	Tender	03-04-2023 14:30:00	05-04-2023 11:45:00	View

13.4 This will open the screen for the sale event. The status of the bids are indicated by the red & green bookend markers.

You are currently acting on behalf of ACME TIMBER (ACME001)
 The data displayed and actions available to you are dependent on your currently selected company.

Lot Details: 23 Mar 2023 - T - Forestry England National Timber Tender 24th March 2023 Event Ended





Lot No	Location	Contract No	Lot Name	Contract Start Date	Contract End Date	Uss	Quantity	Product Description	Point Of Sale	Dph	Min Top Diameter	Length	Ave Tree Size	Actions
2.01	NORTH ENGLAND	54627	Lot Name	27-03-2023	12-05-2023	Tonnes	100	Red Logs	Roadside		22	2.4-6.2	0	
2.02	NORTH ENGLAND	54628	Lot Name	27-03-2023	12-05-2023	Tonnes	75	Posts,Stakes,Relis	Roadside		22	2-4	0	
2.03	NORTH ENGLAND	54629	Lot Name	27-03-2023	12-05-2023	Tonnes	150	Chipwood	Roadside		24	2-4	0	
2.04	NORTH ENGLAND	54625	Lot Name	27-03-2023	12-05-2023	Tonnes	125	Chipwood	Roadside		22	2-5	0	
2.05	NORTH ENGLAND	54626	Lot Name	27-03-2023	12-05-2023	Tonnes	75	Other Logs	Roadside		32	2-4	0	

Items per page: 50 1 - 5 of 5






Buttons: Bids Summary, Volume Limit, Audit Log, Back, Sales Event Documents, Additional Documents, Company Documents, Messages

Please read Sales Event Documents before bidding

Actions Key:



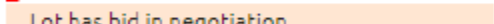
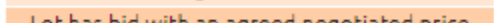
-  View or place a bid
-  View contract documents for this lot
-  View contract maps for this lot
-  Lot comments

Colour Key:

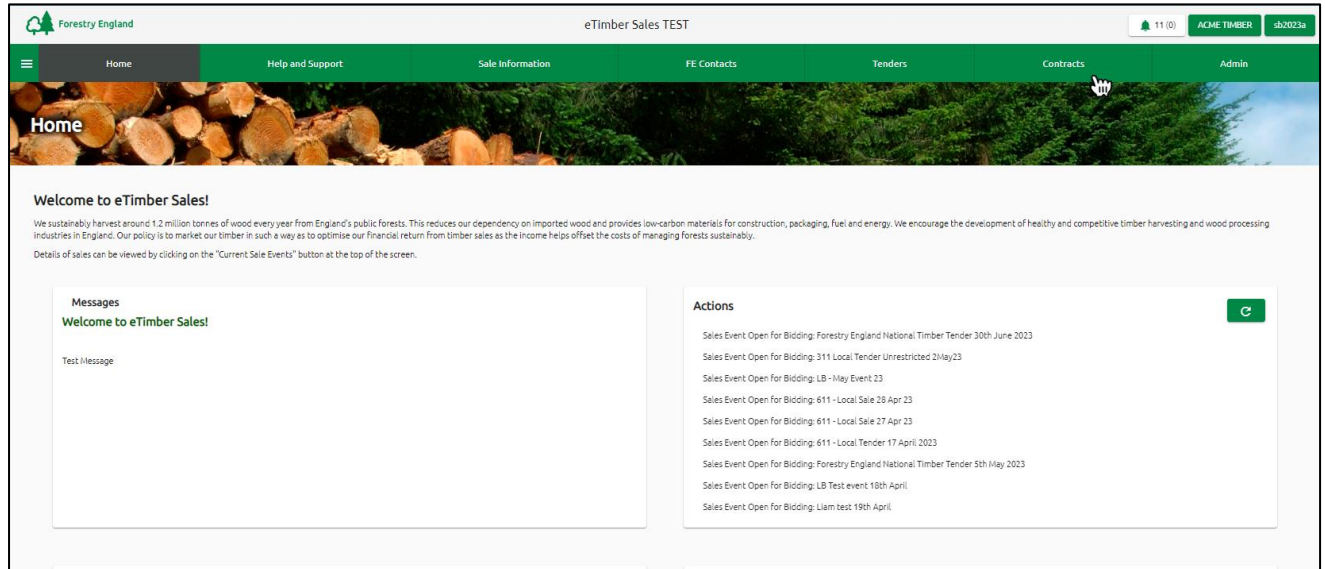
-  No bids for lot
-  Lot has successful bid
-  Lot has unsuccessful bid
-  Lot has bid in negotiation
-  Lot has bid with an agreed negotiated price

13.5 The key at the bottom of the screen explains the colour of each lot for the Customer.

Colour Key:

- No bids for lot
-  Lot has successful bid
-  Lot has unsuccessful bid
-  Lot has bid in negotiation
-  Lot has bid with an agreed negotiated price

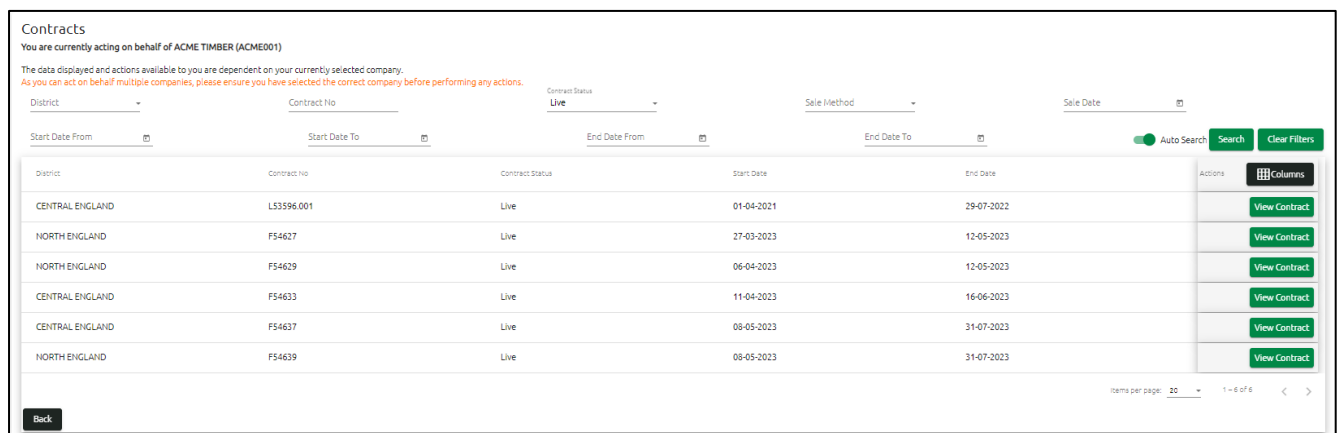
14. Customer Contracts



14.1 Search Contracts

14.1.1 Customers will have access to all Live and Completed Forestry England contracts.

14.1.2 Click on the Contracts menu tab. This will open a search screen. The default will show all current Live contracts.



Search Fields

Note : A combination of fields can be used to filter the lot data.

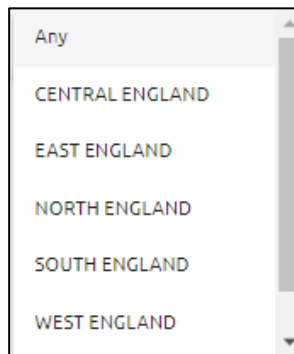
Field Name

Details

District

Click on the drop down arrow to select District from the list.

Leave blank or choose “Any” to see all.



Contract No

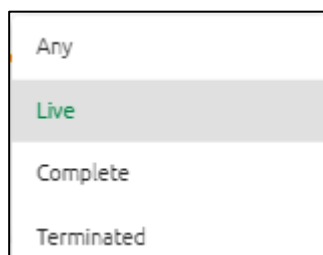
To select a specific contract number, enter the number in the field.

Note : You do not need to enter the prefix. e.g. Enter “54629” rather than “F54629”
Leave blank or choose “Any” to see all.

Contract Status

Click on the drop down arrow to select Contract Status.

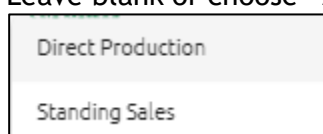
Leave blank or choose “Any” to see all.




Sale Method

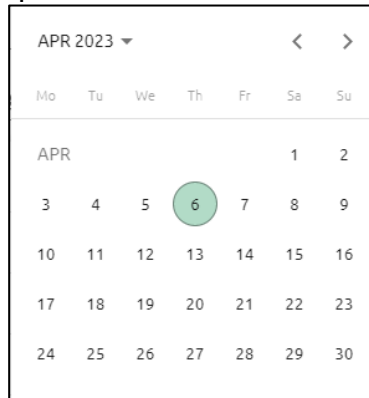
Click on the drop down arrow to select Sale Method from the list.

Leave blank or choose “Any” to see all.




Sale Date

Click on the  icon to open the calendar and select a specific sale date.




Leave blank to see all.

Start Date From

To find contracts within a range of Start Dates, click on the  icon to open the calendar and select the lower start date in range.


Leave blank to see all.

Start Date To

To find contracts within a range of Start Dates, click on the  icon to open the calendar and select the higher start date in range.


Leave blank to see all.

End Date From

To find contracts within a range of End Dates, click on the  icon to open the calendar and select the lower end date in range.

Leave blank to see all.

End Date To

To find contracts within a range of End Dates, click on the  icon to open the calendar and select the lower end date in range.

Leave blank to see all.

Note : Where Live contracts have been extended the end date will reflect the latest contract extension.

Auto Search

If Autosearch is on, the results displayed will change as you enter more search criteria.

Auto Search

Autosearch can be switched off by sliding the toggle, you can then enter search criteria and click on

[Search](#)

To start a new search, change search fields or click on [Clear Filters](#).

14.2 View Contracts

14.2.1 Having searched, the contract can be viewed.

The screenshot shows the 'Contracts' page in the eTimber Sales system. The page header includes 'Forestry England' and 'eTimber Sales TEST'. The main navigation bar has tabs for Home, Help and Support, Sale Information, FE Contracts, Tenders, Contracts (selected), and Admin. Below the navigation, there's a 'Contracts' section with a sub-header 'You are currently acting on behalf of ACME TIMBER (ACME001)'. A message states: 'The data displayed and actions available to you are dependent on your currently selected company. As you can act on behalf multiple companies, please ensure you have selected the correct company before performing any actions.' There are filters for District, Contract No, Contract Status (set to 'Live'), Sale Method, and Sale Date. A table lists several contracts with columns for District, Contract No, Contract Status, Start Date, and End Date. The contract with ID F54627 is highlighted, and its 'View Contract' button is highlighted with a red box.

District	Contract No	Contract Status	Start Date	End Date	Actions
CENTRAL ENGLAND	LS3596.001	Live	01-04-2021	29-07-2022	View Contract
NORTH ENGLAND	F54627	Live	27-03-2023	12-05-2023	View Contract
NORTH ENGLAND	F54629	Live	06-04-2023	12-05-2023	View Contract
CENTRAL ENGLAND	F54633	Live	11-04-2023	16-06-2023	View Contract
CENTRAL ENGLAND	F54637	Live	08-05-2023	31-07-2023	View Contract
NORTH ENGLAND	F54639	Live	08-05-2023	31-07-2023	View Contract

14.2.2 Click on the **View Contract** button for the contract you wish to see. A new screen opens displaying summary contract information.

The screenshot shows the 'View Contract F54627' page. It displays the following contract details:

- District: NORTH ENGLAND
- Contract No: F54627
- Contract Status: Live
- Manager Username: christopher.clare@f
- Sale Date: 23/3/2023
- Customer Id: ACME001
- Suffix: A
- Start Date: 27/3/2023
- End Date: 12/5/2023
- Cert/FOPNo: CC3
- Sale Method: Direct Production
- Sale Qty (€): 100
- Total Value (€): 3625

Sale Parcels

Parcel No	Lot No	Lot Name	Product	Sale Quantity	Unit of Sale	Sale Price (€)	Parcel Value (€)
62406	2.01	Lot Name	Red Logs	100.00	Tonnes	36.25	3625.00
				100.00		36.25	3625.00

Controls

Maps Show Progress Summary Back

14.2.3 To view the maps for the contract, click on the **Maps** control button.

14.2.4 To view the progress of the contract, click on the **Show Progress Summary** control button. This displays additional information against the contract parcel line to show ..

- total dispatched quantity
- remaining contract quantity
- dispatched value
- invoiced value
- date of last dispatch recorded

Sale Parcels												
Parcel No	Lot No	Lot Name	Product	Sale Quantity	Unit of Sale	Sale Price (£)	Parcel Value (£)	Dispatched Quantity	Remaining Quantity	Dispatched Value (£)	Dispatched Invoiced (£)	Latest Dispatch Date
62406	2.01	Lot Name	Red Logs	100.00	Tonnes	36.25	3625.00	25.56	74.44	926.55	926.55	6/4/2023
				100.00		36.25	3625.00	25.56	74.44	926.55	926.55	

14.2.5 To remove these fields from screen, click on **Hide Progress Summary** .

14.2.6 To return to the Contract Search screen, click on **Back** .

15. Help & Support

15.1 Contact Forestry England eTimber Sales etimber.sales@forestryengland.uk .

Appendix 1

Version Control

<u>Date</u>	<u>Author</u>	<u>Version</u>	<u>Summary of Changes</u>
Feb 2023	Stuart Balfour	v1	Document Created
April 2023	Stuart Balfour	v1	Document Published