

How a buyer publishes an ITT to the OppsBoard



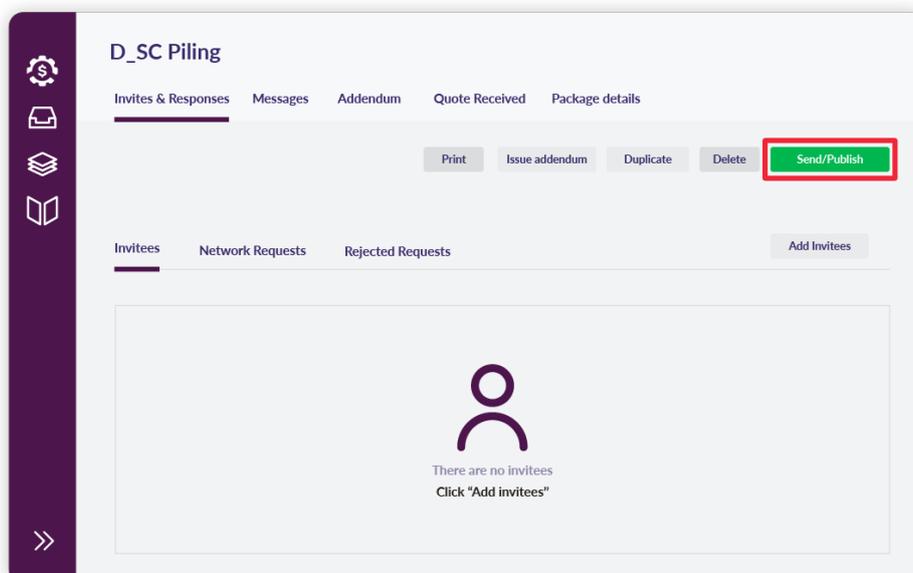
This quick guide is for construction buyers or principal contractors looking to expand the list of subcontractors responding to Invitations to Tender (ITTs). The new Once For All Opportunities Board is designed to expand your reach to our membership of 30,000 pre-qualified subcontractors, which you can tailor on a by region or by trade case for each work package.

Step 1:

Sign into OFA Connect, then click on Tender Management then create a project, create packages, allocate documents and add invitees.

Step 2:

Navigate to individual work package and click green Send/Publish button to start the process of publishing to the Opportunities Board:



Step 3:

The following dialogue box appears. Select 'Publish to Network' at the bottom to publish to the Opportunities Board.

Send [Work Package Name]

Please review the following summary of this work package prior to sending.

Quality Status Could improve

Ready to publish, but consider improving some details for better responses

Documents allocated	52	✓
Document path file length	230+	⚠
Return date	28/08/2025 17:00	✓
Document download availability	27/11/2025 17:00	✓
Package contact	John Doe	✓
Auto drawing register included	Yes	✓
Link for all tender documents included	Yes	✓
Cover letter included	No	⚠

Publish to network Cancel Send

The selected work package then automatically becomes visible on the Opportunities Board.

By clicking on the relevant opportunities in the Opportunities Board, shown under Premium Leads, subcontractors will automatically be sent through to Tender Management:

Oakwood Estate Residential Development - G - Standard

[Request Access](#)

Return date & time 15/06/2025 9:00AM

Project Description: No change

Description The Oakwood Estate Residential Development is a comprehensive construction project located at Oakwood Estate. The scope includes site preparation with necessary facilities, temporary services, and rigorous ground investigation, ensuring a stable foundation for subsequent structural works. Excavation and groundwork will clear the site, prepare trenches, and stabilise the soil followed by foundation construction with both strip foundations and piling. Structural works include the assembly of reinforced concrete frameworks, timber framing, and durable roofing installations, integrating insulation and waterproofing. Mechanical and electrical installations will cover essential utilities such as HVAC, electrical distribution, solar energy, EV charging stations, and advanced plumbing systems. The £5.8 million project is slated for completion by March 31, 2025.

Estimated total project value 5m - 10m

Locations Manchester

Work performed Electrical installations, Electrical services, Building services installations

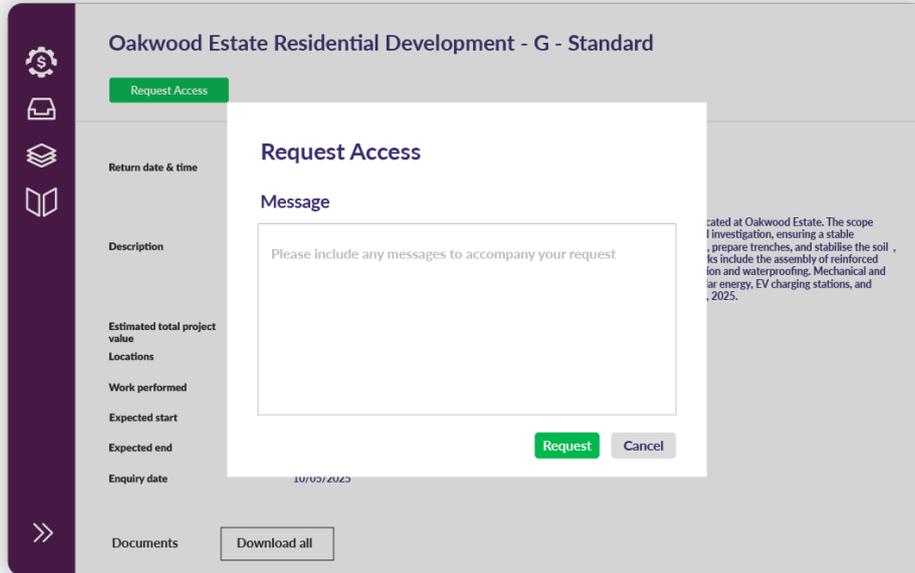
Expected start -

Expected end -

Enquiry date 10/05/2025

Documents [Download all](#)

Subcontractor would click the green button to request access to further information and supporting documentation. That allows input of additional message:



They then see updated status of enquiry:



That triggers an email through to you, the buyer. You will get a **network request** which you can respond to:

D_SC Piling

Invites & Responses Messages Addendum Quote Received Package details

Print Issue addendum Duplicate Delete Send/Publish

Invitees **Network Requests** Rejected Requests

Company	Address	VAT No	Request date	Approve	Reject
The Company & Co	1 Street Lane SW12 34A UK	01223456	01/01/2025	Approve	Reject
AB Facilites	2 Street Lane SW12 34A UK	01234567	01/01/2025	Approve	Reject
Clear Windows LTD	3 Street Lane SW12 34A UK	01124479	01/01/2025	Approve	Reject
Echo Engineering	4 Street Lane SW12 34A UK	00234448	01/01/2025	Approve	Reject

When you click on the name of a supplier company from the Network Requests list it goes into OFA Connect to view the supplier profile including level of compliance:

Maxley and Co Mechanics

Account ID: 00112233 • Co House No: 01234567 • VAT No: 0123456

CAMDEN, London

Overview

- Associate: Not verified
- Social Value: Not verified
- SSI: Social Value Not verified

You then either approve or reject access:

The screenshot shows a software interface for 'D_SC Piling'. At the top right, a green success message reads 'Success Supplier has been approved'. Below this, there are navigation tabs: 'Invites & Responses', 'Messages', 'Addendum', 'Quote Received', and 'Package details'. A row of action buttons includes 'Print', 'Issue addendum', 'Duplicate', 'Delete', and 'Send/Publish'. The main content area is divided into three sections: 'Invites', 'Network Requests', and 'Rejected Requests'. The 'Network Requests' section contains a table with the following data:

Company	Address	VAT No	Request date	Approve	Reject
The Company & Co	1 Street Lane SW12 34A UK	01223456	01/01/2025	Approve	Reject
AB Facilites	2 Street Lane SW12 34A UK	01234567	01/01/2025	Approve	Reject
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Supplier would receive message saying approved or rejected. If rejected the supplier doesn't get a second chance to apply.

If they are approved they get a full preview of the ITT which they can dig into and respond to with their tender price.