

# Notices - Additional Guidance

Updated for Release 2

4<sup>th</sup> April 2025

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# Version Control

Version	Date	Description	Author
1.0	14 <sup>th</sup> February 2025	First published version of document.	Kate Stavrides
2.0	4 <sup>th</sup> April 2025	Revised draft to include release 2 updates	Kate Stavrides

# Document Purpose

This document forms part of the TPP Client Support Workstream.

This document provides supplementary guidance in relation to the UK Notices provided as part of the wider Atamis TPP Delivery.

It is designed to be used alongside the wider suite of client support documentation provided as part of the TPP project

# Supporting documentation

Alongside this document, Atamis has provided the following additional resources:

## Notices:

- Updated notice build specifications (based on Cabinet Office Release 9)
- Updated notice submission validation and linking rules (based on Cabinet Office Release 9)

## Procurement Templates:

- Updated template specifications including PSQ templates

## CDP Integration and Supplier Information:

- Updated Central Digital Platform – Integration and Supplier Information documentation
- Supplier Information Test Data and Share Codes

# Important Information



This document has been provided based on the current TPP build and the information available at the time of the Atamis TPP Release 2.

As further releases are finalised and delivered, the details included may be updated and expanded.

# Notices – Release Schedule

# TPP Phase 1 – Atamis Release 1 Notices

The following notices were delivered for TPP phase 1, in Atamis release 1 and will be available to clients from 17<sup>th</sup> February 2025:

Notice Type

<b>UK2</b>	Preliminary Market Engagement Notice
<b>UK3</b>	Planned Procurement Notice
<b>UK4</b>	Tender Notice
<b>UK5</b>	Transparency Notice
<b>UK13</b>	Dynamic Market Intention Notice



# TPP Phase 1 – Atamis **Release 2** Notices

The following notices were delivered for TPP phase 1, in Atamis release 2 and will be available to clients from 4<sup>th</sup> April 2025:

Notice Type		Notes
<b>UK6</b>	Contract Award Notice	Priority 2 Notice
<b>UK7</b>	Contract Details Notice	Priority 2 Notice
<b>UK10</b>	Contract Change Notice	Priority 3 Notice
<b>UK11</b>	Contract Termination Notice	Priority 3 Notice
<b>UK12</b>	Procurement Termination Notice	Priority 2 Notice
<b>UK 14</b>	Dynamic Market Establishment Notice	Priority 2 Notice
<b>UK16</b>	Dynamic Market Cessation Notice	Priority 3 Notice

# TPP Phase 1 & 1.5 – Remaining Notices

The following notices will be delivered as part of TPP Release 3, which will be available to clients at the end of April

Notice Type		Notes
<b>UK15</b>	Dynamic Market Modification Notice	Final Phase 1 Notice
<b>UK1</b>	Pipeline Notice	Phase 1.5

# Out of Scope Notices for TPP Phase 1 & 1.5

As previously communicated the following notices are out of scope for TPP phase 1 and 1.5 delivery:

Notice Type		Notes
UK8	Contract Payments Notice	The contract performance and payment notices are part of Phase 2. Cabinet Office are yet to provide the specifications for these notices. It is currently anticipated that these notices specifications will be available later this year (2025). Following this Atamis will provide further guidance on the delivery timeframes for this delivery phase.
UK9	Contract Performance Notice	
UK14	Payments Compliance Notice	

# Notice Editing

# Notice Editing

Notice editing functionality, which replaces corrigendum notices for TPP, has been delivered as part of TPP release 2 for all available notices.

**Please note that the process for editing notices has been improved since previously demonstrated.**

A new video has been added to the TPP Client Resources Webpage to demonstrate the improved process for notice editing.



# Additional Notice Guidance

# Notice Specifications

We have provided updated Notice Build Specifications for the all phase 1 and 1.5 notices. These have been published on the TPP Client Resources Webpage.

Included in the Notice Build Specifications are:

- The User Interface (UI) specification including specific reference to Atamis fields and question dependencies
- The validation rules that apply to each notice, including new user-friendly error messages that have been implemented for final release
- Notice linking rules – this is a new addition and details the linking rules applied to each notices as set out by Cabinet Office

*Please note that the notice specifications for UK15 and UK1 are subject to ongoing changes due to ongoing development. Any updates to these specifications will be communicated at the point of release 3 being available to clients.*

# Pre-population of Notices

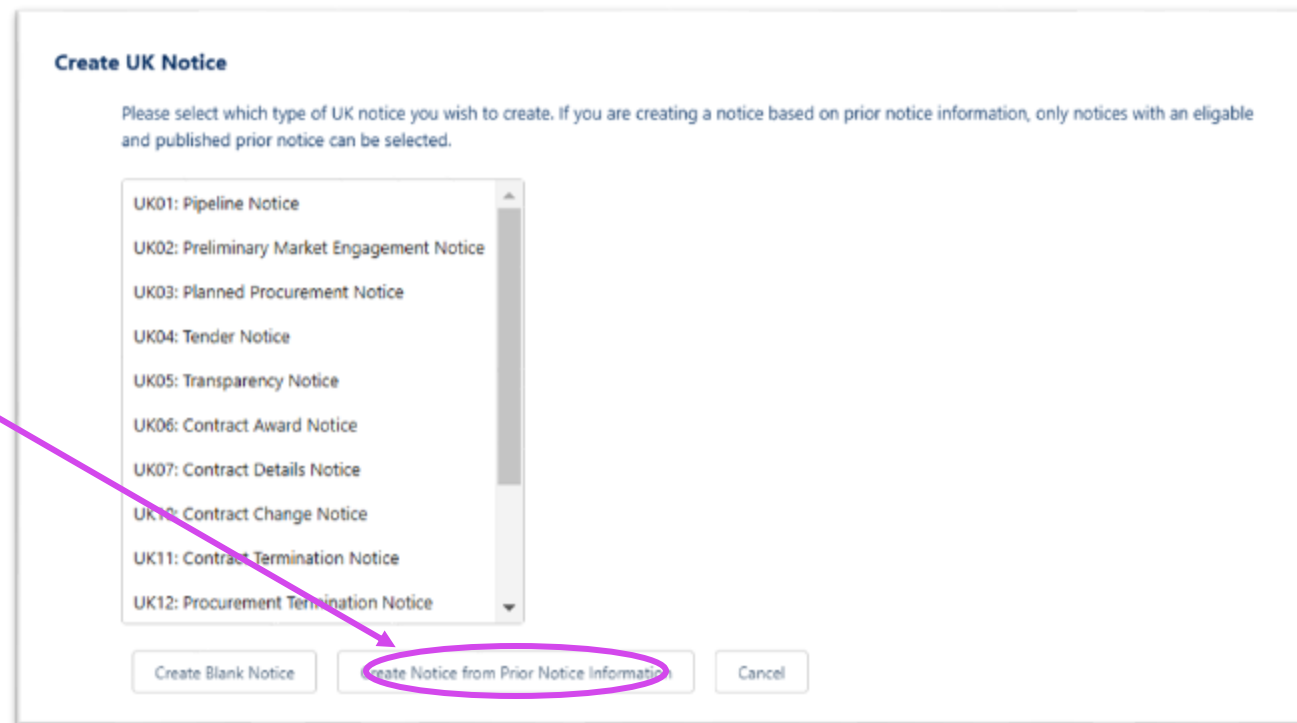
The following improvements have been made to support users in completing notices by pre-populating fields where possible.

This includes:

## Create Notice from Prior Notice Information:

Users now have the option to create a new notice using the data provided in a prior notice.

When a user selects this option, any fields on the new notice that had previously been completed on the prior notice will be pre-populated.

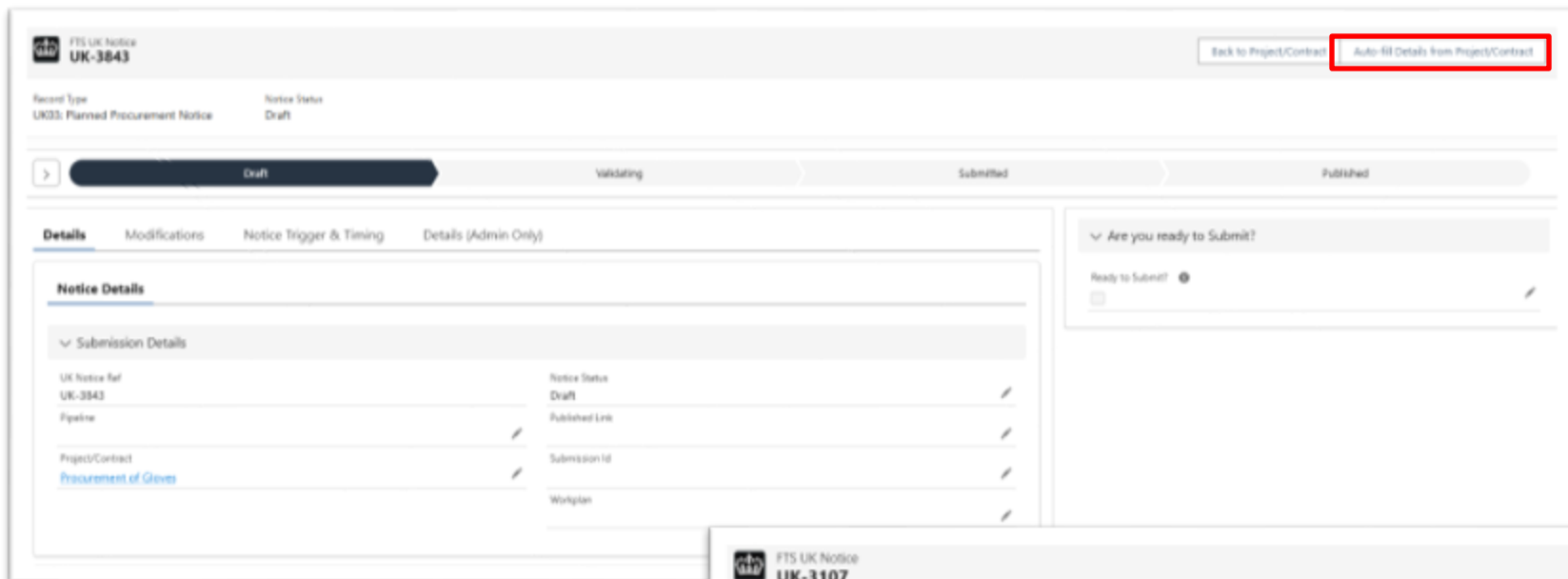


**Create UK Notice**

Please select which type of UK notice you wish to create. If you are creating a notice based on prior notice information, only notices with an eligible and published prior notice can be selected.

- UK01: Pipeline Notice
- UK02: Preliminary Market Engagement Notice
- UK03: Planned Procurement Notice
- UK04: Tender Notice
- UK05: Transparency Notice
- UK06: Contract Award Notice
- UK07: Contract Details Notice
- UK10: Contract Change Notice
- UK11: Contract Termination Notice
- UK12: Procurement Termination Notice





FTS UK Notice  
UK-3843

Record Type: UK03: Planned Procurement Notice  
Notice Status: Draft

Back to Project/Contract | **Auto-fill Details from Project/Contract**

Progress: Draft (selected) | Validating | Submitted | Published

Details | Modifications | Notice Trigger & Timing | Details (Admin Only)

**Notice Details**

Submission Details

UK Notice Ref UK-3843	Notice Status Draft
Pipeline	Published Link
Project/Contract <a href="#">Procurement of Gloves</a>	Submission Id
	Workplan

Are you ready to Submit?

Ready to Submit? ☐

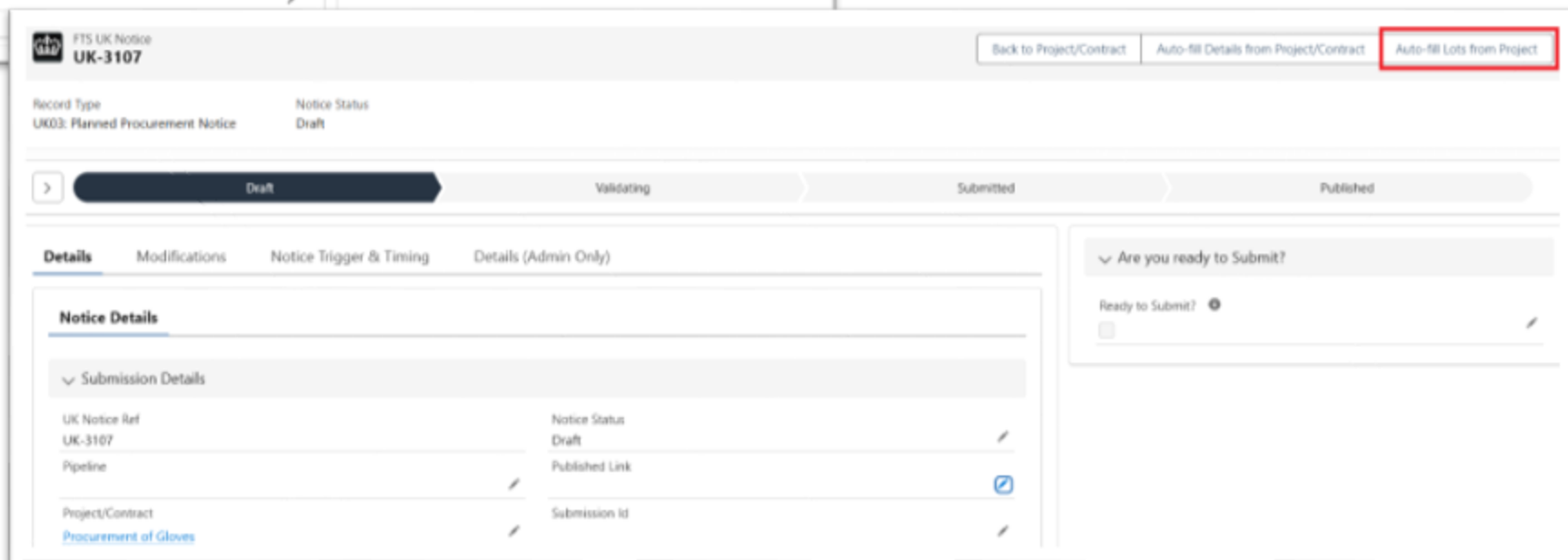
## Auto-fill Details from Project/Contract Button:

As previously demonstrated, there is an Auto-fill Details from Project/Contract Button that will pre-fill Title, Project/Contract Ref & Project/Contract Description from the project or contract record.

## Auto-fill Lots from Project:

This enables users to automatically add lots from the project to a notice and key Lot information is also copied across

This is new functionality added for final release



FTS UK Notice  
UK-3107

Record Type: UK03: Planned Procurement Notice  
Notice Status: Draft

Back to Project/Contract | Auto-fill Details from Project/Contract | **Auto-fill Lots from Project**

Progress: Draft (selected) | Validating | Submitted | Published

Details | Modifications | Notice Trigger & Timing | Details (Admin Only)

**Notice Details**

Submission Details

UK Notice Ref UK-3107	Notice Status Draft
Pipeline	Published Link
Project/Contract <a href="#">Procurement of Gloves</a>	Submission Id

Are you ready to Submit?

Ready to Submit? ☐

# Additional Notice Functionality

As well as the required change requests from Cabinet Office, Atamis has also delivered the following improvements to notices since the TPP Preview Release in September 2024:

## **Notice Linking**

- Notice linking has now been implemented.
- Additional functionality to support linking to notices published outside of the Atamis product will follow.

## **Validation Improvements:**

- Validation messaging will be displayed on the right-hand panel with all validation rules now re-written in notice specific user-friendly messaging
- New section completion graphics have been added to related lists to improve the highlighting of required fields to users

## **User Experience Improvements:**

- Various additional pick lists have been added to the notices to improve user experience
- A full final UX review was completed by a cross functional team to ensure consistency
- Back buttons have been added to all pages

# Client Testing

# Submitting Notices from a Sandbox

Should users wish to test the submission of notices from their sandbox, the following process should be used.

## Test Contracting Authority:

A test Contracting Authority has been added to all client orgs as part of the Sandbox upgrade process.

This contracting authority has also been set up on the Central Digital Platform to support Atamis Client testing and the corresponding API key required for notice submission stored within clients' sandboxes.

To submit test notices, users will need to ensure they select the correct test Contracting Authority when completing notices.

## Atamis Client Testing Contracting Authority 1

### Organisation details

Organisation name	Atamis Client Testing Contracting Authority 1	<a href="#">Change</a>
Organisation identifier	<ul style="list-style-type: none"><li>Public procurement organisation number (PPON) PLMN-9489-WMNT</li></ul>	<a href="#">Add</a>
Organisation email	notifications@atamis.co.uk	<a href="#">Change</a>
Organisation address	South Gate House Cardiff CF10 1EW United Kingdom	<a href="#">Change</a>
Organisation type	Central government - UK or devolved administrations	

