FREE INSIGHTS · F07 · FILLABLE WORKING CONTROL

Final Submission & Receipt Control

Check the final package, complete the authorised submission, and retain proof of its receipt.

CORE QUESTION

Can we demonstrate that the correct and complete bid reached the buyer through the required route, within the stated deadline?

1 / Why this control matters

An uploaded file, a saved draft, a progress bar and a final submission confirmation are different events. A bid can be complete internally yet remain unsubmitted. F07 separates permission to submit from evidence of receipt, so the team does not treat an attempted upload as a completed submission.

Three stages. A · Readiness (pages 1–2): is the package checked and authorised? **B · Submission activity** (page 3): what was attempted, through which channel? **C · Receipt verification** (page 3): has the authorised system or buyer acknowledged receipt?

2 / Five moves

1 · LOCK	Freeze the current approved package and document versions.
2 · VERIFY	Check the buyer instructions, files, signatures, portal and independent approval.
3 · SUBMIT	Send only via the method permitted for this procurement, before the deadline.
4 · CONFIRM	Check the final submission state, buyer/system timestamp and reference.
5 · RETAIN	Save the receipt, submission record, submitted-file list and any incident evidence.

3 / Identify the submission

Tender / buyer / reference

Lot or submission package (if applicable)

Buyer instruction / revision checked

Latest F05 amendment / acknowledgement checked

Official closing date

Official closing time

Buyer-specified time zone

Optional local-time equivalent (planning only)

Authorised channel / portal / submission URL or location

Submitter / alternate contact

Final checker (independent or documented self-check) / date

SUBMISSION TIME CONTROL

Record the exact closing date, time and time zone specified by the buyer. Do not assume the deadline follows your local time zone or that the portal clock matches your computer clock. Where necessary, convert the deadline for internal planning, but always follow the buyer's officially confirmed submission deadline. **If the buyer's time zone is unclear, seek clarification rather than assume one.**

Boundary: F07 records one final submission event. It is not a substitute for the full bid compliance review, technical and commercial approvals, or the buyer's prescribed instructions.

4 / Stage A — Pre-submission verification

Complete all seven controls against the latest buyer instructions. Mark one for each: **Y** verified, **N** failed, **?** unchecked, or **N/A** genuinely inapplicable. **If N/A is selected, record the reason in the corresponding evidence field.** A mandatory requirement cannot be waved through as N/A.

01 · Current instructions ○ Y ○ N ○ ? ○ N/A

Latest official notice, amendments, forms, deadline and required acknowledgement reconciled.

Evidence / exception / correction / N/A reason / owner / due

02 · Destination & timing ○ Y ○ N ○ ? ○ N/A

Correct buyer route, stage, lot and buyer-specified closing time and time zone confirmed. Portal clock checked against your local clock; internal upload buffer set.

Evidence / exception / correction / N/A reason / owner / due

03 · Final package control ○ Y ○ N ○ ? ○ N/A

Correct approved response, schedules, prices and annexes identified by filename and version.

Evidence / exception / correction / N/A reason / owner / due

04 · File rules ○ Y ○ N ○ ? ○ N/A

Naming, formats, page/word/size limits, portal restrictions and any required envelopes checked.

Evidence / exception / correction / N/A reason / owner / due

05 · Mandatory components ○ Y ○ N ○ ? ○ N/A

Signatures, declarations, required forms and attachments verified; F06 evidence gaps addressed.

Evidence / exception / correction / N/A reason / owner / due

06 · Package opens correctly ○ Y ○ N ○ ? ○ N/A

Actual upload files open, are readable, complete and allocated to the correct lot or section.

Evidence / exception / correction / N/A reason / owner / due

07 · Independent release ○ Y ○ N ○ ? ○ N/A

Independent checker (or documented self-check, limitation recorded) reviewed the package; authority to submit, uploader access and time available confirmed.

Evidence / exception / correction / N/A reason / owner / due

INDEPENDENCE FOR SMALL TEAMS

Where an independent final checker is unavailable, perform a documented, time-separated self-check or use an outside reviewer where practicable. Record who completed the check and any limitation in independence. A self-check is not independent verification.

5 / Release gate — select ONE

○ **NOT READY**	Any N or ?, unsupported N/A, missing approval or insufficient time.
○ **READY TO SUBMIT**	All applicable items Y, N/A explained, checker and authority confirmed.

READY is not SUBMITTED. Once an authorised submission occurs, complete Stages B and C on page 3. If the deadline or package changes, repeat the relevant checks.

Authorised release / date and time / time zone

Independent verifier or documented self-check / date and time

6 / Stage B — Submission activity

Complete after an attempt. A file-upload completion notice is not necessarily the final tender submission. Record what the receiving system or authorised buyer channel actually shows.

Approved channel / portal and submission ID

Actual submitter / date

Last attempted submit click: date / time / zone

Official closing deadline: date / time / buyer time zone

Current valid submission package version

Replacement / modification reference (if any)

7 / Attempt and exception log

ATTEMPT 1	**Time / zone; action taken; portal status or error** **Screenshot, log, ticket or buyer message reference**
ATTEMPT 2	**Time / zone; action taken; portal status or error** **Screenshot, log, ticket or buyer message reference**
ATTEMPT 3	**Time / zone; action taken; portal status or error** **Screenshot, log, ticket or buyer message reference**

Continue on a separate controlled record if additional attempts are required. Do not assume a system message, helpdesk ticket or screenshot proves receipt.

REPLACEMENT SUBMISSIONS

If a previously submitted package is replaced or modified, identify the current valid submission version and retain the relevant evidence. Follow the buyer's rules governing modifications, replacement submissions and withdrawals. Do not assume every portal permits replacement.

8 / Stage C — Receipt evidence: preserve the exact record

A successful upload, browser message, local screenshot, local computer timestamp or extension request is not by itself proof of timely receipt. Preserve the best available official evidence and escalate uncertainty promptly.

System status — EXACT wording (e.g. submitted / draft)

System-issued submission or receipt reference

System timestamp and time zone (official record)

Source: portal page / email / other official record

Final submitted file list / evidence location

Receipt export, confirmation screenshot / storage reference

9 / Current outcome — select ONE

◯ **NOT SUBMITTED**	No final transmission completed or portal still shows draft.
◯ **RECEIPT UNVERIFIED**	Submission may have been attempted, but reliable confirmation is not yet available.
◯ **RECEIPT EVIDENCED**	The required channel records final submission and a traceable time/reference or equivalent official proof.

Receipt checked by / date, time and zone

Outstanding issue / buyer communication reference

Action and closure

When confirmation fails: capture the exact error and time, contact the buyer through its authorised route promptly, and document any answer. Do not assume an email fallback or automatic extension. A receipt records the submission event; it does not guarantee that the bid is compliant or accepted for evaluation. **Store receipts, screenshots and logs securely with the controlled bid record. Do not upload confidential bid information into unapproved AI tools. See F03 — Safe AI Starting Checklist.**

10 / Worked example — fictional procurement DEMO-ITT-007

ILLUSTRATIVE CASE — NOT AN ACTUAL CLIENT TENDER

A fictional service tender requires submission through a named buyer portal. **T is the officially confirmed buyer deadline, including its specified time zone.** Times below are relative to T for teaching only. In a real tender, record the actual date, time and time zone from the official receipt; relative times cannot replace it. F05 and F06 checks are complete, internal approval is given and a final checker is named.

T−58 min · READY	Final submission package prepared. The final checker confirms files, names and price schedule; the release gate is READY TO SUBMIT.
T−50 min · UPLOADED	First upload attempted. All files appear in the portal draft. This is not yet submission evidence.
T−34 min · SUBMITTED	Submission successfully completed by the authorised submitter. The portal displays Submitted and reference DEMO-RCPT-007.
T−33 min · RETAINED	Official receipt confirmation recorded: status, reference, the date, time and time zone shown on the official receipt, and the submitted-file inventory are saved to the bid record.

Outcome: RECEIPT EVIDENCED. The portal shows Submitted, reference DEMO-RCPT-007, and a confirmation received before the official deadline. If the portal had frozen after Submit with no final state or reference, the outcome would be RECEIPT UNVERIFIED: capture the error and contact the buyer. If it still showed Draft, mark NOT SUBMITTED.

11 / Professional notes — research basis

UK	Procurement Act 2023 s.19(3)(d): an authority may disregard a tender that breaches a procedural requirement in the tender notice or documents; Cabinet Office examples include late submission. Section 96 requires authorities, so far as practicable, to communicate electronically using systems that are free, accessible and interoperable, subject to stated exceptions. UK electronic communications guidance does not establish a specific receipt-confirmation standard. The F07 receipt record is a MethodBridge AI good-practice control.
EU	Directive 2014/24/EU, Article 22, requires authorities to preserve tender integrity and confidentiality and provides that tender contents may be examined only after the submission deadline. It does not itself establish a universal tender-closing deadline; the applicable deadline depends on the governing procurement procedure and documents.
US Federal	Under FAR 14.304 and 15.208 the bidder or offeror is responsible for getting the submission to the designated Government office by the deadline. The critical test is receipt by the Government, not merely clicking Submit. Acceptable evidence of receipt includes the Government's time/date stamp, documentary records of receipt and statements from Government personnel. Late submissions are considered only in narrow circumstances; never assume acceptance. FAR 52.215-1(c)(3) sets out the late-proposal provision in applicable competitive acquisition solicitations.
Scope	This is an operational control, not legal advice or proof of substantive bid compliance. Confirm the actual buyer rules. Receipt records and independent checks are MethodBridge AI good practice unless the buyer requires them. UK Procurement Act coverage excludes many devolved Scottish authorities, subject to statutory exceptions.

PRIMARY SOURCES REVIEWED 13 OCTOBER 2026 (CLICK TO OPEN)

- UK Procurement Act 2023, s.19
- UK Cabinet Office — Electronic Communications
- US FAR 14.304
- US FAR 52.215-1
- UK Procurement Act 2023, s.96
- EU Directive 2014/24/EU, Art.22
- US FAR 15.208

Related Free Insights: F01 five checkpoints; F02 opportunity readiness; F03 safe AI use; F05 amendments; F06 critical evidence.