Guidance

This website provides extensive guidance material on the use of the different functions available. As well as this quick start guide you can browse and download guidance material from the guides/legislation menu. Further information can also be found in the News, Help and Links menus.

Registration

Select 'register here' from the home page and opt to register as a supplier. Once you have completed the registration form you will receive a verification link by email which you must click on to activate your details. All suppliers must register before they can access tender documentation, receive alerts and use the online tendering facilities. You may still be able to view and read tender notice details without registering.

Sign in /Supplier Home Page

Select the sign in/out link from the menu and enter your username and password. If you have forgotten your password you can request an email reminder by selecting 'forgotten your password'. After signing in you may be asked to provide information on the number of employees and the turnover of your company - this information is for statistical purposes only and will not be passed on to any third parties. From there you will be taken directly to the supplier home page where you can access all supplier functions including registration details and registering for alerts.

Product Categories

From the suppliers' home page or suppliers menu you can select from a list of product categories so that purchasers can locate your company when looking for specific products or services. The product categories selected will also be used for the automatic alerts service. We recommend that you browse through all the available categories and select all those that may apply to your organisation.

Alerts

You may have the option to register for the automatic alerts service which allows you to receive email notifications when notices are published which match your product categories. Select 'register for automatic alerts' from the suppliers' home page or go to the suppliers menu and select 'alerts'. You can amend your profile at any time and view a record or alerts sent from the alerts list in the suppliers' pages.

Search for notices

To search for tender notices published by various awarding authorities, select the notice search link from the menu and the most recently published notices will be listed. You can also search more specifically by using the category list on the right or using the advanced search options where you can enter keywords and specify geographical region etc. When searching for notices look out for the following icons:

- **Paperclip** - indicates that documents are attached to the notice are available for download.
- **EU flag** - indicates that the tender notice is above the EU threshold value.
- **Gold key** - indicates that the authority is using the electronic postbox for submissions.

View Notice/ Record and Interest

To view the full details of a particular notice, simply click on the title of the tender and you will be taken to a tabbed screen which contains information about the notice. If you would like to receive any additional documents attached to a notice or to receive updates made by the purchaser you should select to record your interest now. If no additional documents are attached you may have to apply to the authority directly as indicated in the notice, the onus is on the supplier to seek out and respond with the relevant information before the deadline dates and times.

Interest List

You can view any notices which you have successfully recorded an interest in by selecting Interest List from the suppliers' pages. From here you can view the full notice, additional information and download the documents again if required.

Additional Features

The following additional features may be available on this website: Additional Documents, Online Questions and Answers, Tender Postbox, Buyer's Profile, Library, Restricted Stage 2, ePQQ, Quick Quote - please select the relevant guidance from the guides menu to learn more.

Further help

Extensive help and guidance is available on the site, just use the menu to obtain the help you require. If you get stuck or require further help please contact the Support Team.