

NOTE: IF YOU ARE ALREADY REGISTERED ON FSA'S E-SOURCING PORTAL PLEASE GO STRAIGHT TO STEP 2 BELOW.

IF UNREGISTERED PLEASE FOLLOW THE INSTRUCTIONS BELOW TO REGISTER

1. Register your company on the e-tendering portal (this is only required once).

Select the 'Login or register to participate' link above and click the 'Register now' link on the home page.

Accept the terms and conditions and click 'Next'

Enter your correct business and user details.

Note the username you chose and click 'Save' when complete

You will shortly receive an email with your unique password (please keep this secure).

2. Respond to the PQQ/ITT

Login to the portal with your username/password.

Click the 'PQQs Open To All Suppliers or ITT's Open To All Suppliers' link.

Click on the relevant PQQ/ITT

Click the 'Express Interest' button on the right-hand side of the page.

This will move the PQQ/ITT into your My PQQs or My ITT's page. (This is a secure area reserved for your projects only).

You can now access any attachments by clicking the Settings and Buyer Attachments under 'PQQ Details' or 'ITT Details'.

3. Responding to the PQQ/ITT

You can now choose to 'Create Response'. If you are declining to respond please click on the three dots and select 'Decline to Respond' (please give a reason if declining).

You must use the Messages function to communicate to the Procurement Officer and seek any clarification.

Note the deadline for completion then follow the onscreen instructions to complete your response to the PQQ/ITT.

You must then publish your reply using the 'Submit Response' button at the right

hand side of the screen.

If you have a technical issue please use the online Help function or call the free helpline on 0800 368 4850