



Department
for International
Development



Accessing & Responding to Opportunities

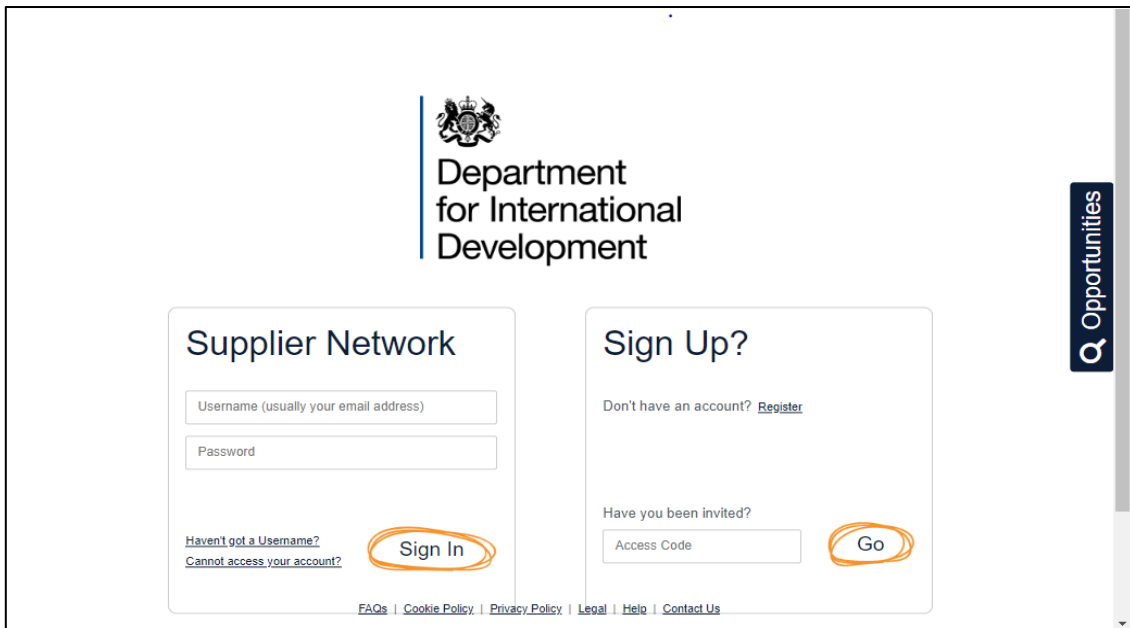
Supply Partner Portal User Guide

Contents

Accessing an Opportunity	3
Submitting a Response.....	6
Messages	8

Accessing an Opportunity

To access an opportunity on the Supply Partner Portal, you will firstly need to login to your account. Please see the guide on registration if you have not already created your account. Once logged in, you will be able to browse and respond to any open opportunities published by DFID by clicking on the opportunities tab. Alternatively, if you are part of framework agreement you may be invited directly to participate in an opportunity. If invited, you will receive an email notification to your registered email address with instructions on how to access.



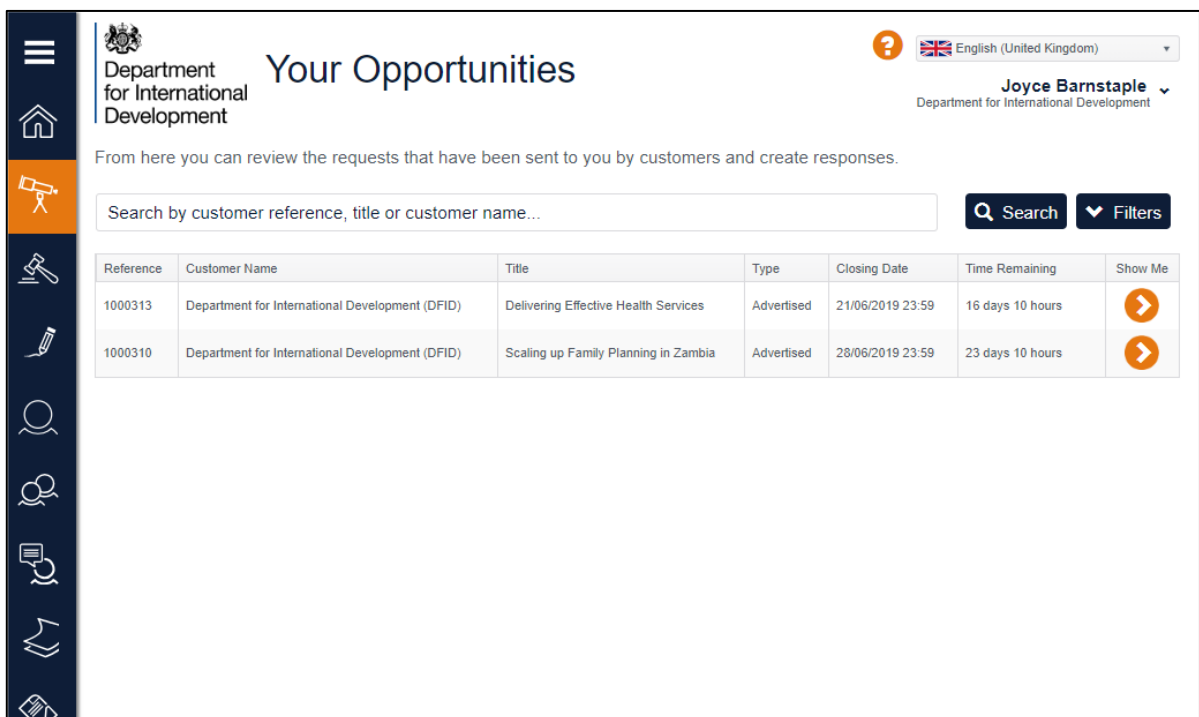
The screenshot shows the DFID Supply Partner Portal login and sign-up interface. At the top center is the DFID logo and the text "Department for International Development". On the right side, there is a vertical navigation bar with a magnifying glass icon and the text "Opportunities". The main content area is divided into two columns. The left column is titled "Supplier Network" and contains a login form with fields for "Username (usually your email address)" and "Password". Below the fields are links for "Haven't got a Username?" and "Cannot access your account?". A "Sign In" button is highlighted with an orange circle. The right column is titled "Sign Up?" and contains a "Register" link for users who don't have an account. Below that, there is a section for invited users with the text "Have you been invited?" and an "Access Code" field. A "Go" button is highlighted with an orange circle. At the bottom of the page, there are links for "FAQs", "Cookie Policy", "Privacy Policy", "Legal", "Help", and "Contact Us".

Log in to/ Sign up with DFID by selecting the relevant option from the welcome screen.

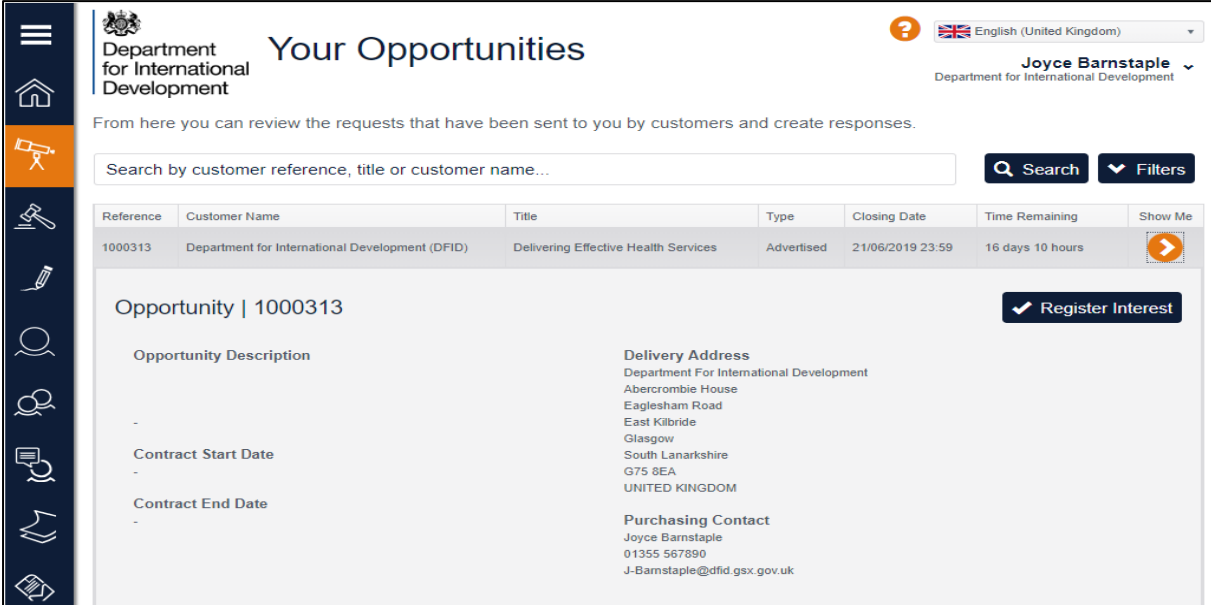
Once logged in, you will be taken to the below home screen. From this page you can access notifications on existing opportunities you have registered interest in and browse new open opportunities.



To browse new opportunities, click **Opportunities**. You will then be shown all opportunities that are available, similar to those shown below.




To access the opportunity, click on the arrow  in the Show Me column. This will provide you with all relevant information and/ or documents in relation to that opportunity.



Department for International Development Your Opportunities

From here you can review the requests that have been sent to you by customers and create responses.

Search by customer reference, title or customer name... **Search** **Filters**

Reference	Customer Name	Title	Type	Closing Date	Time Remaining	Show Me
1000313	Department for International Development (DFID)	Delivering Effective Health Services	Advertised	21/06/2019 23:59	16 days 10 hours	

Opportunity | 1000313 **Register Interest**

Opportunity Description

Delivery Address
 Department For International Development
 Abercrombie House
 Eaglesham Road
 East Kilbride
 Glasgow
 South Lanarkshire
 G75 8EA
 UNITED KINGDOM

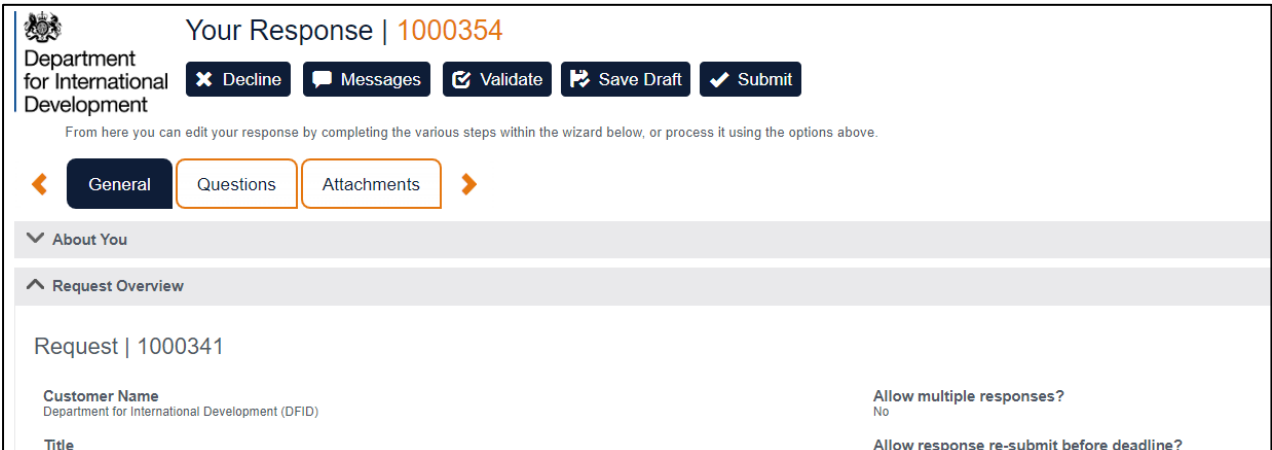
Contract Start Date
-

Contract End Date
-

Purchasing Contact
 Joyce Barnstaple
 01355 567890
 J-Barnstaple@dfid.gsx.gov.uk

At this stage you can register interest in the opportunity. This will provide full access to any relevant documentation or questionnaires, such as ITT packs or SQs.

Within the opportunity, there are three main tabs: General; Questions and Attachments. The General tab displays the key information about the opportunity such as description and closing date. The Questions tab will display the questionnaire that must be completed in order to respond to the opportunity and the Attachments tab will allow you to access and download any appropriate documentation for the opportunity.



Department for International Development Your Response | 1000354

Decline **Messages** **Validate** **Save Draft** **Submit**

From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.

General **Questions** **Attachments**

About You

Request Overview

Request | 1000341

Customer Name
Department for International Development (DFID)

Title

Allow multiple responses?
No

Allow response re-submit before deadline?

Submitting a Response

Once you have reviewed all of the general details of the tender request including **Request Documents** and **Request Overview** you can choose to either begin a response or **Decline** the opportunity.

Department for International Development

Your Response | 1000354

From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.

About You

Request Overview

Request | 1000341

Customer Name Department for International Development (DFID)	Allow multiple responses? No
Title	Allow response re-submit before deadline?

If you are not interested in the tender request and wish to withdraw from the request, please choose the **Decline** option which appears at the top of the screen. You will then be given the opportunity to state why you are not interested in the opportunity. **Please note**, if you decline an opportunity then you will **not** be able to access or respond to this opportunity.

To respond to the opportunity, click on the **Questions** tab. This will list the questionnaire attached to the opportunity. You must complete all mandatory questions to submit a response to this opportunity. Mandatory questions are highlighted by a red asterisk.

Dependant on the question, you may be required to enter text/numbers; select from a dropdown or upload a document. The example below shows the standard questionnaire (SQ) that will be used for DFID opportunities.

Your Response | 1000354

Department for International Development

Decline Messages Validate Save Draft Submit

From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.

General Questions Attachments

Please complete the following questionnaire from Department for International Development (DFID). Your answers will be automatically saved every five minutes. You can also hit the Save button at any time if you want to stop and finish off later.

Click or touch the headings to expand each section. You must fill in all questions with a * next to them.

1 : Part 1: Section 1 - Potential Supplier Information (20 questions)

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

1.01 Full name of the Potential Supplier submitting the information *

Test Org

1.02 Registered office address (if applicable)

1.03 Registered website address (if applicable)

1.04 Trading status *

Public Limited Company

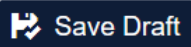
1.05 Please specify your trading status *

This question is not available because of your answer to Q 1.04

1.06 Date of registration in country of origin *

1/1/1001

1.07 Company registration number (if applicable)

Please ensure that you **Save** by clicking  throughout, this allows you to save your response as you progress.

Use the **Validate** option to ensure that you have completed all mandatory questions. This will highlight any mandatory questions which still require completion. You will not be able to submit your response until all mandatory questions have been completed.

Your Response | 1000315

Department for International Development

Decline Messages Validate Save Draft Submit

From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.

General Questions Attachments

Please complete the following questionnaire from Department for International Development (DFID). Your answers will be automatically saved every five minutes. You can also hit the Save button at any time if you want to stop and finish off later.

Click or touch the headings to expand each section. You must fill in all questions with a * next to them.

1 : Part 1: Section 1 - Potential Supplier Information (20 questions)

Oops...
Your response has failed the validation checks. Please correct the validation errors and try again.

Once complete, click **Submit** to formally enter your response to the opportunity. Responses must be submitted prior to the closing date as stated on the **General** tab of the opportunity. **DFID will not accept any late responses.** DFID will not be able to access or view your response until after the closing time and date.

Messages

Any clarifications you may have in relation to the opportunity must be submitted to DFID via the Messages function within the opportunity on the Supply Partner Portal.

Your Response | 1000354

Department for International Development

From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.

Request | 1000341

Customer Name Department for International Development (DFID)	Allow multiple responses? No
Title	Allow response re-submit before deadline?

Within Messages, you can reply to existing messages/clarifications which have been issued from DFID. You can also add attachments to any messages if required.

Your Response | 1000315

Department for International Development

There are currently no messages between you and the customer. Please enter a subject and text below to send a new message.

Subject

Text

Attach files... Or drag and drop files here

English (United Kingdom)

Joyce Barnstaple
Department for International Development