Accessing & Responding to Opportunities

Supply Partner Portal User Guide
FCDO Supply Partner Portal

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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 FCDO 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.

Log in to/ Sign up with FCDO 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, like 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.

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.
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.

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 FCDO opportunities.
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.

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. **FCDO will not accept any late responses.** FCDO 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 FCDO via the Messages function within the opportunity on the Supply Partner Portal.

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