

# Statement of Requirements - User Guidance

DFID Portal Guidance and Instructions  
Terms and Conditions

Existing Supplier/Fund Recipients

Please enter your username and password then select the Login button below.

**Username**  
[Input Field]

**Password**  
[Input Field]

Login

[Forgotten login details?](#)

**Welcome to the DFID Portal. This interactive Portal**

The Portal is:

**1) Login here**

- The central source of information for all DFID contract opportunities
- An on-line register for all suppliers and fund recipients doing business with DFID
- A platform for DFID to conduct e-tendering with suppliers

The Department for International Development (DFID) launch

This Clearly lays out our expectations of all suppliers who work with DFID. The Secretary of State for International Development Justine Greening

**"Suppliers need to show they are delivering the very best value for money they offer to DFID."**

[DFID Statement of Priorities and Expectations for Suppliers](#)

**2) click here**

- 
- 
- 
-

**3) click here**

- [General](#)
- [Addresses](#)
- [Countries](#)
- [Categories](#)
- [Questionnaires](#)
- [Other Docs](#)
- [Financials](#)

My Profile

**Progress**

Start

- General
- Addresses
- Countries
- Categories
- Questionnaires
- Other Docs
- Financials
- Finish

**Links**

- Home
- Help
- Logout

General Information

Mandatory fields denoted by \* Clicking on Previous or Next will save your data first.

**Organisation Information**

Organisation Name \*

Organisation registration number

VAT registration number

Your DFID ID

Primary contact

Country of registration

Phone

Fax

Website

**\* Business Classification**

"I have read the DFID statement of Priorities and Expectations for Suppliers. I am authorised on behalf of my organisation to confirm that we accept and commit to meeting these requirements."

**4a) Click here**

Catalist Supplier

Company with 249 or less employees

Company with 250 or more employees

Government Department (UK)

Government Department (non UK)

Non Departmental Public Body

Not for Profit Organisation

PSC - Personal Services Companies

Self employed Consultant

Select All Select None

**4b) Click here**

If you would like to alert us to the changes you have made to your profile, please select the details of change from the list below:

Please select from one of the following.

**5) click here**

- General** updated
- Addresses** updated
- Countries** updated
- Categories** updated
- Questionnaires** updated
- Other Docs** updated
- Financials** updated
- Details of changes

**6) input here**

Accepted statement of requirements

(You may enter up to 255 characters )

221 characters left

If you haven't made changes to your profile, there is no need to alert us. Your company profile will be automatically updated.

**7) Complete by clicking here**

Profile last updated 04/04/2013 12:11  
Profile last submitted 04/04/2013 12:11

Previous Finish