# Information for suppliers

## Security requirements

#### What is 'two-factor authentication'?

Jaggaer requires two-factor authentication to log in to your account. The 'two factors' refer to something you <u>have</u> (for example, a smartphone) as well as something you <u>know</u> (your username and password). Guidance on two-factor authentication is available on the Jaggaer landing page.

#### https://fcdo.bravosolution.co.uk/attach/2FA guide.pdf



Please note this is a <u>more challenging</u> security requirement than the previous platform required – if either of the two factors is not present when you attempt to log in, you will not be able to access your account. Suppliers have responsibility to ensure their ability to meet the requirements of two-factor authentication is managed effectively and to contact the helpdesk if they experience difficulties.

Email: help\_uk@jaggaer.com

Phone: 0203 868 2859

# Opportunities

#### Where can I view live tender opportunities?

Please log in and check the 'My ITTs' and 'ITTs Open to All Supplier' section of the portal regularly or set up email alerts from Contracts Finder/Find a Tender service (see 'Notifications' section below).



### What existing Proactis projects were transferred over to the new platform?

Existing projects/early market engagements activity were <u>not</u> automatically migrated from Proactis. They will not be visible on the platform, even if you may have expressed interest in these projects before or taken part in early market engagement activity. These existing projects will be re-created in the new platform when there is further project activity (e.g., tender or notice to be published). You will <u>not</u> receive an automatic notification when this happens, so please check the platform regularly.

#### How do I express interest or respond to tenders?

The full guide explaining including expressing interest in tenders and submitting responses is on the 'Procurement at FCDO' page on gov.uk.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/1086613/Jaggaer\_Supplier\_Guide\_V3.pdf

Please review the supplier guide at your convenience.

### **Notifications**

#### Should I be receiving notifications of opportunities?

The platform functionality for bespoke notifications based on supplier-defined areas of interests is not currently enabled for security reasons.

You will only receive automatic notifications if your account is listed on an invitation-only tender (such as a framework call down) or if you have previously registered interest on a project in Jaggaer.

Please check the platform regularly.

## How do I set up new notifications of opportunities?

You may choose to set up notifications via the Contracts Finder platform and Find a Tender service. Opportunities are published with the relevant CPV code. Searches can be saved, and results sent via regular automatic email notifications.

https://www.contractsfinder.service.gov.uk/

https://www.gov.uk/find-tender