### CONTRACTS FINDER - EARLY ENGAGEMENT TEMPLATE

Populate the form (\* denotes mandatory fields). You can use the 'Prefill' button to populate the notice form with your user information and data from system objects. Navigate through the form sections using the page selector on the right of the screen. Please note that attachments can be managed at the point of publishing the notice rather than appearing within the form. Avoid special characters (e.g."&\*>?:) and CAPS in any text.

**1. SUMMARY INFORMATION**  
\* Notice Title:     
   
\* Closing Date: (dd/mm/yyyy):   
  
\* Suitable for SME (Small and Medium Enterprises)?:

\* Suitable for VCSE (Voluntary Community and Social Enterprise)?:    
   
\* Procedure Type: [If unknown, please use ‘OTHER’]

**2. LOCATION & INDUSTRY**  
Please provide EITHER the postcode or a region within which the works, services or products detailed in this notice will be delivered.

\* Post Code:   
  
\* Region:   
Any Region  
North East  
North West  
Yorkshire and The Humber  
East Midlands  
West Midlands  
East of England  
London  
South East  
South West  
Scotland  
Wales  
Northern Ireland  
Isle of Man  
Channel Islands  
   
\* Main CPV Code: 

**3. DESCRIPTION**  
\* Please provide a detailed description of the notice you are adding:

 

**CONTACT DETAILS**  
Name:

\* Email:    
  
\* Address:    
   
\* Town/City:    
   
\* Country:

\* Postcode:    
  
Phone number:  
Website: (URL)   
   
**ATTACHMENTS**  
  
Additional text:    
  
Description1:   
  
Link1: (URL)   
   
Description2:   
   
Link2: (URL)   
   
Description3:   
   
Link3: (URL)   
   
Description4:   
   
Link4: (URL)   
   
Description5:   
   
Link5: (URL) 

Please submit the completed form to [defcomrclssm-suppliers@mod.gov.uk](mailto:defcomrclssm-suppliers@mod.gov.uk)