### 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