**Procurement Act 2023
- a guide for suppliers**

Detailed walkthrough: How an administrator completes and updates supplier information
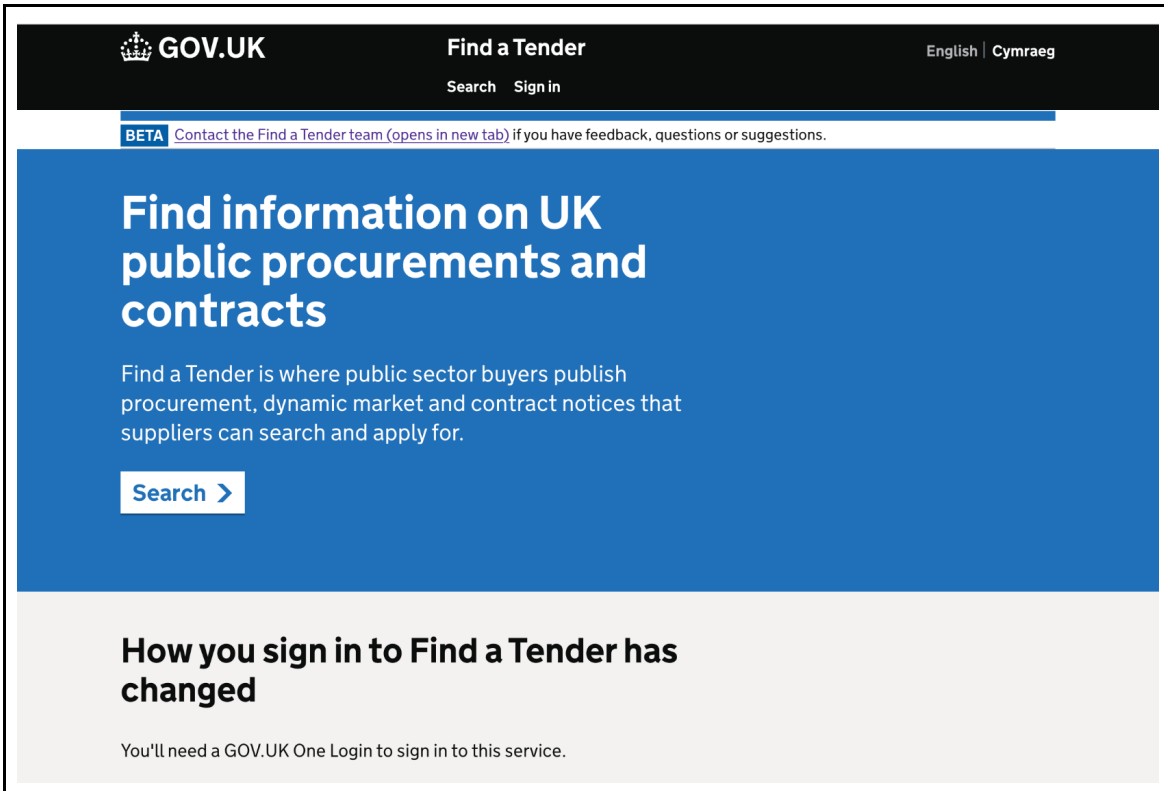
**This guidance relates to registering as a supplier on the new, enhanced Find a Tender Service.**

# What is the Central Digital Platform?

Central Digital Platform is an online portal which will make it easier for suppliers to find and bid for contracts, and for buyers to meet their transparency commitments under the Procurement Act 2023.

Find a Tender is where the public sector will publish all of its notices about regulated public procurement, including opportunities to learn more about what the public sector plans to buy and when and how to bid, who the winning bidder is and details of the management of contracts.



➜ **https://www.gov.uk/find-tender**

**Additional video guidance is available detailing these steps.**

You should use this guide when registering your organisation on the service for the first time. If you need help with registering as an individual user against a registered organisation, please watch the walkthrough video on how to register an organisation or read the supporting user guide and follow the instructions provided.

To find more information and guidance for suppliers, including knowledge drop videos and short guides for suppliers, please visit this page.

# Managing Users

There are three user profiles with varying permissions: admin, editor and viewer. The abilities of each user profile are as follows:

- Administrators have access to all the functionality within the supplier account such as managing other users, changing the supplier information and updating organisation information.
- An editor can view supplier information and change organisation information, complete declarations and generate a share code.
- A viewer can view organisation and supplier information and download data or see the share code such that they can input it into a tender form, if asked.

Adding additional users is simple. Under your organisation view, you can view, add or remove users by selecting 'Manage users'.



The below page will load which will allow you to view your current users and add another user.



If you wish to add another user to your account, select 'Yes' then 'Continue'.
You should enter the first name, last name and email address of your new user then select the appropriate user role for the individual. Then select 'Continue'.

**Add a user**

First name

Last name

Email address

**Select user role**
Select the one that applies

◯ Admin
Can do anything, including add, remove and edit users

◯ Editor
Can view, add and edit organisation information, view supplier information and create API keys

◯ Viewer
Can view organisation and supplier information

Continue

You will now be prompted to check your answers, make any necessary changes and send an invitation email to your new user.

**Check your answers**

| First name | Ashok | Change |
|---|---|---|
| Last name | Kumar | |
| Email address | Ashok.Kumar@FTSSupplierExample.com | |
| User role | EDITOR | |

Send email

Once you have sent your invitation email to your user, the 'Manage users' page will load where you can see your Organisation's users. From this page, you can change a user's profile or remove a user.

**Organisation has 2 users**

L          Admin  Editor

**Ashok Kumar** Editor          Ashok.Kumar@FTSSupplierExample.com          Resend | Change
Invite sent                                                                                    | Remove

**Add another user?**

◯ Yes    ◯ No

Continue

# Completing Supplier Information

Now you will be required to enter the organisation's supplier information. Having all the required information to hand will speed up the process. The administrator will be asked to input or upload:

- Basic Information,
- Connected Persons,
- Qualifications,
- Trade Assurances,
- Exclusions, and
- Financial Information.

Once you have the required information to hand, navigate to the organisation page by selecting 'view' next to your chosen organisation.

**My account**

Sign in details

Email address:

You can change your sign in details in your GOV.UK One Login.

**My organisations**

Organisation name

FTS Supplier Example                                        View

Add another organisation

This will load the following page displaying the details of your organisation. To complete your supplier information, select 'Complete Supplier Information'.

**FTS Supplier Example**

**Organisation details**

| Organisation name | FTS Supplier Example | Change |
|---|---|---|
| Organisation identifier | • Ppon | Add |
| | PPON 1224 | |
| Organisation email | Shared.Inbox@FTSSupplierExample.com | Change |
| Organisation address | Anywhere Road | Change |
| | Anywhere Town | |
| | AN00 0YW | |
| | United Kingdom | |

**Complete supplier information**

Complete and share your supplier information to bid for procurements.

**Manage users**

View, add or remove users.

By clicking on the 'Complete Supplier Information' option, all of the headings for information that are commonly used across all procurements are shown. You will be able to click into

**FTS Supplier Example**

**Supplier information**

| | |
|---|---|
| **Basic information** | Not started |
| **Connected persons** | Not started |
| **Qualifications** | Not started |
| **Trade assurances** | Not started |
| **Exclusions** | Not started |
| **Financial information** | Not started |
| **Share my information** | |

Back to organisation details

## Complete the Basic Information section

To complete 'Basic Information', select the Basic Information section to start entering your Organisation's details. You will first be prompted to select whether you are an organisation or an individual supplier.

**What type of supplier are you?**

We need information from you based on the type of supplier you are.

◯ Organisation - for example, a company

◯ Individual - for example, a sole trader

[Continue]

The following page will load having autopopulated your Organisation's registered address and email address from the initial registration. You should complete the rest of the required information by selecting 'Add' next to each category.

**Manage FTS Supplier Example's basic information**

| Supplier type | Organisation | Change |
| --- | --- | --- |
| Registered address | Anywhere Road | Change |
| | Anywhere Town | |
| | AN00 0YW | |
| | United Kingdom | |
| Postal address | | Add |
| VAT number | | Add |
| Website address | | Add |
| Email address | Shared.Inbox@FTSSupplierExample.com | Change |
| Organisation type | | Add |
| Legal form | | Add |

[Return to account home]

To complete the 'Postal address' section, select 'Add'. You will be asked if your organisation has a different postal address to its registered address. If you select 'Yes', you will be prompted to enter your Organisation's postal address. If you select 'No', it will autopopulate the organisation's registered address.

**Does your organisation have a different postal address?**

The place where an organisation receives official post can be different from its registered address. For example, a branch office.

◯ Yes

◯ No

[Continue]

To complete the 'VAT number' section, select 'Add'.

**Manage FTS Supplier Example's basic information**

| | | |
|---|---|---|
| **Supplier type** | Organisation | Change |
| **Registered address** | Anywhere Road<br>Anywhere Town<br>AN00 0YW<br>United Kingdom | Change |
| **Postal address** | Anywhere Road<br>Anywhere Town<br>AN00 0YW<br>United Kingdom | Change |
| **VAT number** | | Add |
| **Website address** | | Add |
| **Email address** | Shared.Inbox@FTSSupplierExample.com | Change |
| **Organisation type** | | Add |
| **Legal form** | | Add |

Return to account home

You will be asked if your Organisation is registered for VAT. If you select 'Yes', a field will appear to enter your VAT number. If you select 'No', you will return to the basic information page.

# Are you registered for VAT?

◉ Yes

VAT number
You can find it on your VAT registration certificate.

[                    ]

◯ No

Save and continue

To complete the 'Website address' section, select 'Add'.

**Manage FTS Supplier Example's basic information**

| | | |
|---|---|---|
| **Supplier type** | Organisation | Change |
| **Registered address** | Anywhere Road<br>Anywhere Town<br>AN00 0YW<br>United Kingdom | Change |
| **Postal address** | Anywhere Road<br>Anywhere Town<br>AN00 0YW<br>United Kingdom | Change |
| **VAT number** | No | Change |
| **Website address** | | Add |
| **Email address** | Shared.Inbox@FTSSupplierExample.com | Change |
| **Organisation type** | | Add |
| **Legal form** | | Add |

Return to account home

You will be asked if your Organisation has a website. If you select 'Yes', a field will appear to enter your website address. If you select 'No', you will return to the basic information page.

To complete the 'Organisation type' section, select 'Add'.



You will be prompted to select how your organisation operates. There are dropdown descriptions for some options to provide further explanation. You may select one or multiple options, or select 'my organisation is none of the above'. Select 'save and exit' to return to the basic information page.

## How does your organisation operate?

Select all that apply.

☐ As a small or medium-sized enterprise

▶ Small and medium-sized enterprises are defined by having:

☐ As a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives

☐ As a supported employment provider

▶ Supported employment providers are defined by having:

☐ As a public service mutual

▶ Public service mutuals are defined by having:

or

☐ My organisation is none of the above

Save and exit

To complete the 'Legal form' section, select 'Add'.

## Manage FTS Supplier Example's basic information

| | | |
|---|---|---|
| Supplier type | Organisation | Change |
| Registered address | Anywhere Road | Change |
| | Anywhere Town | |
| | AN00 0YW | |
| | United Kingdom | |
| Postal address | Anywhere Road | Change |
| | Anywhere Town | |
| | AN00 0YW | |
| | United Kingdom | |
| VAT number | No | Change |
| Website address | No | Change |
| Email address | Shared.Inbox@FTSSupplierExample.com | Change |
| Organisation type | My organisation is not defined | Change |
| Legal form | | Add |

Return to account home

You will be asked if your organisation is registered on Companies House.

## Is your organisation registered on Companies House?

As required by the Companies Act 2006.

◯ Yes

◯ No

Save and continue

If you select 'Yes', you will be asked to select the legal form of your organisation when it was originally set up.

## Select your organisation's legal form

When it was set up and registered, what structure was used.

- ◯ Limited company
- ◯ Limited liability partnership (LLP)
- ◯ Limited partnership
- ◯ Other

Save and continue

If you select 'No' to declare your Organisation is not registered on Companies House, you will be asked to enter your organisation's registered legal form.

## Enter your organisation's registered legal form

[                    ]

Save and continue

Next, you will be prompted to provide the law under which your organisation was registered.

## Enter the law under which your organisation is registered

For example, the Companies Act 2006.

[                    ]

Save and continue

You will then be prompted to enter the date your company was registered.

## What is the equivalent date your company registered under the Companies Act 2006?

For example, 27 3 2007.

Day   Month   Year
[  ]  [  ]  [    ]

Save and exit

You will now have completed the basic information section and can make any necessary changes by selecting 'Change' or return to account home to complete the next section.

**Manage FTS Supplier Example's basic information**

| | | |
|---|---|---|
| **Supplier type** | Organisation | Change |
| **Registered address** | Anywhere Road<br>Anywhere Town<br>AN00 0YW<br>United Kingdom | Change |
| **Postal address** | Anywhere Road<br>Anywhere Town<br>AN00 0YW<br>United Kingdom | Change |
| **VAT number** | No | Change |
| **Website address** | No | Change |
| **Email address** | Shared.Inbox@FTSSupplierExample.com | Change |
| **Organisation type** | My organisation is not defined | Change |
| **Legal form** | Limited company<br>Companies Act 2006<br>27 March 2007 | Change |

Return to account home

# Complete the Connected Persons section

To complete the 'Connected Persons' section, select the Connected Persons section to start

entering your details.

**FTS Supplier Example**

**Supplier information**

| | |
|---|---|
| **Basic information** | Completed |
| **Connected persons** | Not started |
| **Qualifications** | Not started |
| **Trade assurances** | Not started |
| **Exclusions** | Not started |
| **Financial information** | Not started |
| **Share my information** | |
| Back to organisation details | |

By selecting the 'connected persons' link, a page opens that describes what connected persons are. There is a link to Companies House guidance on identifying or recording people with significant control.

**Connected person**

A 'connected person' is someone who influences or controls your company.

It includes people with significant control (opens in new tab) and any other individual or company other than yourself that has a declarable interest in your organisation.

For example, a director, a trust, a majority shareholder or a parent or subsidiary company.

Continue

Pressing 'continue' process to a question that asks if the organisation is influenced or controlled by anyone else. If you select 'No', you will return to the supplier information page. Selecting yes goes to a series of guided questions to help describe the people who have influence or control over the organisation and details about them.  In some cases, this could be details of an organisation.  In others, entering the details of an individual person, including their date of birth and nationality in some cases.

**Is your organisation influenced or controlled by another person or company?**

◯ Yes

◯ No

Continue

If you selected 'Yes' to state your organisation has a connected person, you will then be asked to confirm if your organisation is registered with Companies House.

**Is your organisation registered with Companies House?**

Is the supplier organisation registered with Companies House as required by the Companies Act 2006? We've already asked you this, but please reconfirm.

◯ Yes

◯ No

Continue

You will then be asked to select whether your connected person is an individual, organisation or a trust.

**Select the relevant option**

A 'connected person' can be an individual, organisation or trustee or trust.

◯ Organisation

◯ Individual

◯ Trustee or trust

Continue

This guide will follow the user journey of adding a connected person who is a parent company of your organisation.

If you select 'organisation', you will then be asked to select the category that best describes the connected person you are recording.

**Select the category that best describes the 'connected person'**

The 'connected person' that has control or influence over your organisation should fall into one of these categories.

- ◯ registered company
- ◯ director or organisation with the same responsibilities
- ◯ parent or subsidiary company
- ◯ a company your organisation has taken over
- ◯ any other organisation with significant influence or control

Continue

You will then be asked to enter the organisation's name.

Parent or subsidiary company
**Enter the organisation's name**

The name of the 'connected person' that has control or influence over your organisation.

Continue

You will then be prompted to enter the registered address of the parent company.

Parent or subsidiary company
**Enter FindATender Parent Organisation's registered address**

The address registered with Companies House, or the principal address the business conducts its activities. For example, a head office.

Enter a non-UK address

Address line 1

Town or city

Postcode

Continue

Next, you will be asked if your connected person has a postal address that is different to their registered address.

Parent or subsidiary company

**Does FindATender Parent Organisation have a different postal address?**

The place where an organisation receives official post can be different from its registered address. For example, a branch office.

◯ Yes

⦿ No

Continue

You will then be asked whether your connected person is registered with Companies House. If you select 'Yes', a field will appear for you to enter the Companies House number and then be directed to check your answers. If you select 'No', you will be directed to check your answers.

Parent or subsidiary company

**Is FindATender Parent Organisation registered with Companies House?**

Is the 'connected person' registered with Companies House as required by the Companies Act 2006.

⦿ Yes

Companies House number

[                    ]

◯ No

Continue

Next, you will be prompted to check your answers, make any changes necessary, and submit.

Parent or subsidiary company
**Check your answers**

| Company name: | FindATender Parent Organisation | Change |
|---|---|---|
| Registered address: | Anywhere Road | Change |
| | Anywhere Town | |
| | AN00 0WH | |
| | United Kingdom | |
| Postal address: | Anywhere Road | Change |
| | Anywhere Town | |
| | AN00 0WH | |
| | United Kingdom | |
| Companies House registered: | No | Change |

Submit

Once you have selected 'submit', the following page will load. You will be able to add additional connected persons and change or remove your current connected persons. Selecting 'continue'

will direct you back to the supplier information page.

**You have added 1 connected person(s)**

FindATender Parent Organisation                    Change | Remove

**Add another connected person?**

◯ Yes    ◯ No

Continue

# Complete the Qualifications section

To complete the 'Qualifications' section, select the Qualifications link to start entering your details.

**FTS Supplier Example**

**Supplier information**

| | | |
|---|---|---|
| **Basic information** | | Completed |
| **Connected persons** | 1 Connected person | Completed |
| **Qualifications** | | Not started |
| **Trade assurances** | | Not started |
| **Exclusions** | | Not started |
| **Financial information** | | Not started |
| **Share my information** | | |
| Back to organisation details | | |

First, you will be asked if you want to add any relevant qualifications. Selecting 'no' will end the entry process for qualifications. Selecting 'yes' will take the user through a series of screens that ask for more details about that qualification.

**Do you want to add any relevant qualifications?**

These are general qualifications for business and trade, not procurement specific. Adding them will provide evidence of your suitability to contracting authorities and support any bids you submit. For example, ISO certification.

◯ Yes

◯ No

Continue

If you proceed to adding a qualification, you will be prompted to enter the name of the qualification.

**Enter the qualification name**

Enter one qualification at a time. You can add another at the end if you need to. For example, ISO 45001 Health and Safety Management.

Continue

Next, you will be asked to enter the name of the awarding person or body of the qualification.

You will then be asked to provide the date the qualification was awarded.



The following screen will load and you will be prompted to check your answers, make any changes necessary, and save.



Once you have selected 'save', the following page will load. You will be able to add additional qualifications and change or remove your current qualifications. Selecting 'continue' will direct you back to the supplier information page.

## Complete the Trade Assurances section

To complete the 'Trade Assurances' section, select the Trade Assurances link to start entering your details.

**FTS Supplier Example**

**Supplier information**

| | | |
|---|---|---|
| **Basic information** | | Completed |
| **Connected persons** | 1 Connected person | Completed |
| **Qualifications** | 1 record | Completed |
| **Trade assurances** | | Not started |
| **Exclusions** | | Not started |
| **Financial information** | | Not started |
| **Share my information** | | |

Back to organisation details

First, you will be asked if you want to add any relevant Trade Assurances. Answering 'no' will take you back to the main screen. Answering 'yes' will take you through a series of screens that ask information about the trade assurance that you wish to record.

**Do you want to add any trade assurances?**

These are trade assurances for business and trade, not procurement specific. Adding them will provide confidence to contracting authorities and support any bids you submit. For example, Red Tractor Assurance covers food safety, traceability, animal welfare and environmental protection.

○ Yes

○ No

Continue

Next, you will be asked to enter the name of the awarding person or body of the assurance.

**Who awarded the trade assurance?**

Enter the name of the person or body. You can add another at the end if you need to. For example, Red Tractor Assurance, QMS Assurance.

[                    ]

Continue

You will be asked if you know the trade assurance reference number. If you select 'Yes', a field

will appear to enter the reference number. If you select 'No', you will proceed to the next page.



You will then be asked to provide the date the trade assurance was awarded.



The following screen will load and you will be prompted to check your answers, make any changes necessary, and save.



Once you have selected 'save', the following page will load. You will be able to add additional trade assurances and change or remove your current trade assurance. Selecting 'continue' will direct you back to the supplier information page.



## Complete the Exclusions section

To complete the 'Exclusions' section, select the Exclusions link to start entering your details. This will load the following page which displays more details about what exclusions are.

## Add any mandatory and discretionary exclusions

You must tell us if there are any circumstances that may exclude you as a supplier from the procurement process because your organisation or a connected person committed an offence.

Offences are listed as 'mandatory exclusion grounds' and 'discretionary exclusion grounds' in the Procurement Act 2023.

> If any exclusions apply to a person with significant control, such as a director or majority shareholder, make sure you have added them as a connected person.

You'll need to provide details about each exclusion, such as where it happened and who it applies to and upload any supporting documents you may have.

### Mandatory exclusions

Penalties and other events that may exclude you are:

- adjustments for tax arrangements that are abusive
- competition law infringements
- defeat in respect of notifiable tax arrangements
- failure to cooperate with an investigation
- finding by HMRC, in exercise of its powers in respect of VAT, of abusive practice
- penalties for transactions connected with VAT fraud and evasion of tax or duty
- penalties payable for errors in tax documentation and failure to notify, and certain VAT and excise wrongdoing

Convictions that may exclude you are:

- ancillary offences - aiding, abetting, encouraging or assisting crime
- cartel offences
- corporate manslaughter or homicide
- labour market, slavery and human trafficking offences
- organised crime
- tax offences
- terrorism and offences having a terrorist connection
- theft, fraud and bribery

These exclusions are defined in schedule 6 of the Procurement Act 2023 (opens in new tab).

### Discretionary exclusions

Discretionary exclusions that may exclude you are:

- acting improperly in procurement
- breach of contract and poor performance
- environmental misconduct
- infringement of Competition Act 1998, under Chapter II prohibition
- insolvency or bankruptcy
- labour market misconduct
- potential competition and competition law infringements
- professional misconduct
- suspension or ceasing to carry on all or a substantial part of a business

These exclusions are defined in schedule 7 of the Procurement Act 2023 (opens in new tab).

Continue

You will be asked if you want to add any exclusions for your organisation or a connected person. Answering 'no' will take you back to the main screen. Answering 'yes' will take you through a series of screens that ask information about the nature of the exclusion, this could

include details such as the type of exclusion and if it is mandatory or discretionary, who the exclusion applies to and a series of further details.

**Do you have any exclusions to add for your organisation or a connected person?**

◯ Yes

◯ No

Continue

You will then be asked whether the exclusion happened in the UK.

**Did this exclusion happen in the UK?**

◯ Yes

◯ No

Continue

The below screen will load where you will select the exclusion that applies. If there are multiple exclusions that apply to your organisation, or your connected person, these can be added after.

## Select which exclusion applies

Only select one exclusion. You can add another at the end if you need to.

If this exclusion happened outside the UK, select the equivalent offence in the UK for where it took place.

Mandatory exclusions
### Penalties and other events

Defined in schedule 6 of the Procurement Act 2023 (opens in new tab).

- ( ) Adjustments for tax arrangements that are abusive
- ( ) Competition law infringements
- ( ) Defeat in respect of notifiable tax arrangements
- ( ) Failure to cooperate with an investigation
- ( ) Finding by HMRC, in exercise of its powers in respect of VAT, of abusive practice
- ( ) Penalties for transactions connected with VAT fraud and evasion of tax or duty
- ( ) Penalties payable for errors in tax documentation and failure to notify, and certain VAT and excise

Mandatory exclusions
### Convictions

Defined in schedule 6 of the Procurement Act 2023 (opens in new tab).

- ( ) Ancillary offences - aiding, abetting, encouraging or assisting crime
- ( ) Cartel offences
- ( ) Corporate manslaughter or homicide
- ( ) Labour market, slavery and human trafficking offences
- ( ) Organised crime
- ( ) Tax offences
- ( ) Terrorism and offences having a terrorist connection
- ( ) Theft, fraud and bribery

Discretionary exclusions
### Discretionary exclusions

Defined in schedule 7 of the Procurement Act 2023 (opens in new tab).

- ( ) Acting improperly in procurement
- ( ) Breach of contract and poor performance
- ( ) Environmental misconduct
- ( ) Infringement of Competition Act 1998, under Chapter II prohibition
- ( ) Insolvency or bankruptcy
- ( ) Labour market misconduct
- ( ) Potential competition and competition law infringements
- ( ) Professional misconduct
- ( ) Suspension or ceasing to carry on all or a substantial part of a business

Continue

You ... exclusion applies to your organisation or your C...

No... ...ress where a contracting authority can contact th...

You will be asked to provide more details around the events of the exclusion.

**Describe the exclusion in more detail**

Give us your explanation of the event. For example, any background information you can give about what happened or what caused the exclusion.

Continue

Next, you will be prompted to give details around how the exclusion is being managed.

**How the exclusion is being managed**

You must tell us what you or the person who was subject to the event:

- have done to prove it was taken seriously - for example, paid a fine or compensation
- have done to stop the circumstances that caused it from happening again - for example, taking steps like changing staff or management or putting procedures or training in place
- are doing to monitor the steps that were taken - for example, regular meetings

Continue

You will be asked if you have supporting documentation to upload. If you select 'Yes', an option to upload a file will appear. If you select 'No', you will continue to the next page.

**Do you have a supporting document to upload?**

A decision from a public authority that was the basis for the offence. For example, documentation from the police, HMRC or the court.

(●) Yes

> Upload a file
>
> You can upload most file types including: PDF, scans, mobile phone photos, Word, Excel and PowerPoint, multimedia and ZIP files that are smaller than 25MB.
>
> [Choose file] No file chosen

( ) No

[Continue]

Next, you will be asked if the decision relating to your exclusion was recorded on a public authority website. If you select 'Yes', a field will appear to enter the relevant website address. If you select 'No', you will continue to the next page.

**Was the decision recorded on a public authority website?**

For example, the outcome of a court decision for a conviction or other event

(●) Yes

> Website address
>
> [                    ]

( ) No

[Continue]

You will then be asked whether the circumstances that led to the exclusion have ended.

**Have the circumstances that led to the exclusion ended?**

For example, a court decision for environmental misconduct led your organisation or the connected person to stop harming the environment.

( ) Yes

( ) No

[Continue]

The following screen will load and you will be prompted to check your answers, make any changes necessary, and save.

**Check your answers**

| | | |
|---|---|---|
| **UK exclusion** | Yes | Change |
| **Exclusion applies** | Professional misconduct | Change |
| **Exclusion applies to** | FTS Supplier Example | Change |
| **Contact email** | Shared.Inbox@FTSSupplierExample.com | Change |
| **Exclusion in detail** | Give us your explanation of the event. For example, any background information you can give about what happened or what caused the exclusion. | Change |
| **Exclusion being managed** | You must tell us what you or the person who was subject to the event: -have done to prove it was taken seriously - for example, paid a fine or compensation -have done to stop the circumstances that caused it from happening again - for example, taking steps like changing staff or management or putting procedures or training in place -are doing to monitor the steps that were taken - for example, regular meetings | Change |
| **Supporting document** | No | Change |
| **Recorded on a website** | No | Change |
| **Date circumstances ended** | No | Change |

Save

Once you have selected 'save', the following page will load. You will be able to add additional exclusions and change or remove your current trade assurance. Selecting 'continue' will direct you back to the supplier information page.

**You have added 1 exclusion**

UK exclusion : Yes          Change | Remove

Exclusion applies : Professional misconduct

Exclusion applies to : FTS Supplier Example

Contact email : Shared.Inbox@FTSSupplierExample.com

Exclusion in detail : Give us your explanation of the event. For example, any background information you can give about what happened or what caused the exclusion.

Exclusion being managed : You must tell us what you or the person who was subject to the event: -have done to prove it was taken seriously - for example, paid a fine or compensation -have done to stop the circumstances that caused it from happening again - for example, taking steps like changing staff or management or putting procedures or training in place -are doing to monitor the steps that were taken - for example, regular meetings

Supporting document : No

Recorded on a website : No

Date circumstances ended : No

**Add another exclusion?**

○ Yes     ○ No

Continue

## Complete the Financial Information section

To complete the 'Financial Information' section, select the Financial Information link to start entering your details.

After selecting the financial information link you will be presented with details about the types of financial information required.



You will then be prompted to state whether your accounts were audited.



You will then be asked to select the files they wish to upload. The accepted files types are described on the upload screen.

**Upload your accounts**

Upload your most recent 2 financial years. If you do not have 2, upload your most recent financial year.

Upload a file

You can upload most file types including: PDF, scans, mobile phone photos, Word, Excel and PowerPoint, multimedia and ZIP files that are smaller than 25MB.

Choose file | No file chosen

Continue

For each file uploaded, you will be asked to enter the financial year end date for the accounts you uploaded.

**What is the financial year end date for the information you uploaded?**

For example, 27 3 2007

Day    Month    Year

Continue

The following screen will load and you will be prompted to check your answers, make any changes necessary, and save.

**Check your answers**

| Audited accounts | Yes | Change |
| Document uploaded | Financial_Accounts_2022_2023_202411261627055 42.xlsx | Change |
| Date of financial year end | 31 March 2023 | Change |

Save

Once you have selected 'save', the following page will load. You will be able to add accounts and change or remove your current accounts. Selecting 'Yes' will allow you to add nother file

**You have added 1 file**

Audited accounts : Yes                                    Change | Remove

Document uploaded :
Financial_Accounts_2022_2023_20241126162705542.xlsx

Date of financial year end : 31 March 2023

**Add another file?**

◯  Yes      ◯  No

Continue

Follow the above steps again to add another financial year's accounts and select 'continue' to return to the supplier information page.

**You have added 2 files**

Audited accounts : Yes

Document uploaded :
Financial_Accounts_2022_2023_20241126162705542.xlsx

Date of financial year end : 31 March 2023

Change | Remove

Audited accounts : Yes

Document uploaded :
Financial_Accounts_2023_2024_20241126163025859.xlsx

Date of financial year end : 31 March 2024

Change | Remove

**Add another file?**

○ Yes    ○ No

Continue

You have now completed your supplier information.

# FTS Supplier Example

## Supplier information

| | | |
|---|---|---|
| **Basic information** | | Completed |
| **Connected persons** | 1 Connected person | Completed |
| **Qualifications** | 1 record | Completed |
| **Trade assurances** | 1 record | Completed |
| **Exclusions** | 1 record | Completed |
| **Financial information** | 2 records | Completed |
| **Share my information** | | |

Back to organisation details

# Declare and Share

Once supplier information has been completed, it is ready for checking and declaring that it is accurate. To share the information as part of the bid, there are two methods. It could be through a share code, a number that is entered in the contracting authority's tendering portal, or, by downloading the information and sharing by email or uploading as an attachment.

Once the Supplier Information has been completed, select 'Share my information' to begin the information sharing process.



The following page will load where you can find out more about how sharing supplier information works or progress to sharing information by selecting 'Create a share code'.

From this page you will be able to see any previously generated share codes and the date they were created on. If your supplier information changes, you can update it and create a new share code and file to share the new information.



To progress, you must read the declaration and select the box to confirm that you understand and agree to the declaration.

**Declaration**

- I am authorised to make this declaration on behalf of the supplier and declare that to the best of my knowledge the answers submitted and information contained is correct and accurate at the time of declaration.

- I declare that, upon request from the Contracting Authority and without delay I will provide the certificates or documentary evidence referred to in this information.

- I understand that the information is required as per the regulations of the Procurement Act 2023 and may be used in the selection process to assess my suitability to participate further in this procurement.

- I understand that a contracting authority with whom this information is shared may request further clarity or detail on information provided in this submission.

☑ I understand and agree to the above statements

Continue

Next, you will be prompted to enter your name.

Your declaration details
**Enter your name**
Your name as the person authorised to declare the supplier information.

Continue

Then, enter your job title.

Your declaration details
**Enter your job title**

Continue

You'll then be asked to enter your work email address.

Your declaration details
**Enter your email address**
So the contracting authority can contact you.

Continue

Next, you will be prompted to enter the postal address of your organisation.

You will then be prompted to check your answers and make changes as necessary. You should then select 'Confirm and get share code'.



The following screen will load which displays your share code. You can also download your supplier information file for onward sharing.



# You are now bid ready.