



Procurement Act 2023 - a short guide for contracting authorities

An overview of the Central
Digital Platform, the enhanced
Find a Tender service

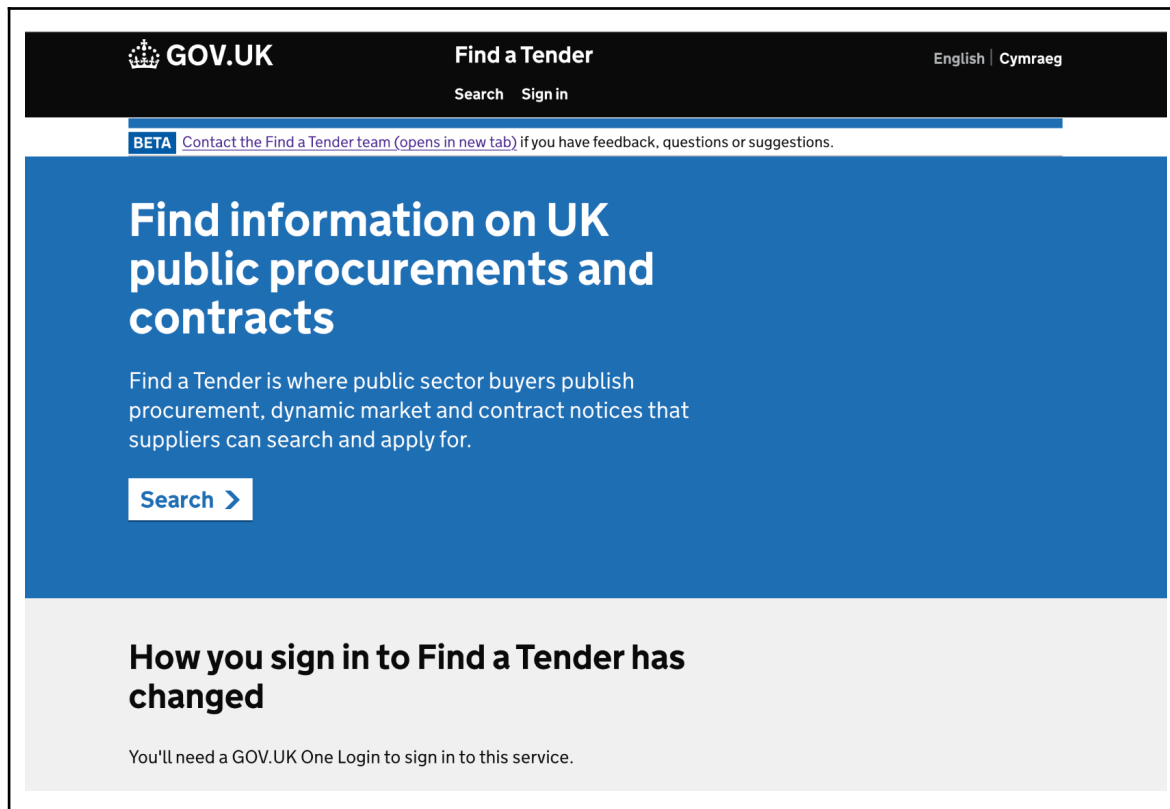
This video accompanies the 'how to' user guide and the official guidance
available on GOV.UK

Introduction	2
How to select an organisation through 'My Account'	3
Explore My Notices Views	5
Create a Notice	6

**This guidance relates to publishing notices under the
Procurement Act 2023 on the new, enhanced Find a Tender
Service.**

Introduction

On the 24th February 2025, the rules that shape how public bodies buy goods and services changed. In this guide for contracting authorities, we will give you an overview of the central digital platform and the enhanced Find a Tender service including 'My Account', 'My Notices', and how to publish a notice.



→ <https://www.gov.uk/find-tender>

Additional [video guidance](#) is available detailing these steps.


For more detailed walkthrough videos on how to register for the Central Digital Platform, please check out the GCF Youtube site.

Tips for registering an organisation

When registering for enhanced Find a Tender service, you have the option to retain the notices and save searches on your old account by reregistering with the same email addresses. If you register with a new email address, your old information will not be pulled through.

How to select an organisation through 'My Account'

Once logged in, contracting authorities or buyers will be able to access a section called 'My account'. This page will show you all the organisations for which you are a registered user.

 **Find a Tender** English | Cymraeg

[My account](#) [Sign out](#)

BETA [Contact the Find a Tender team \(opens in new tab\)](#) if you have feedback, questions or suggestions.

My account

Sign in details


Email address:

You can [change your sign in details in your GOV.UK One Login](#).

My organisations

Organisation name	
<input type="text" value="FTS Buyer Example"/>	View

By selecting 'View' against your chosen organisation, you will be able to see your organisation's details. From this page you can see the organisation's public procurement organisation number (PPON). This is the unique identifier for the organisation. It will appear in every notice and is the way that information about that organisation is joined together digitally.

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[Search](#)
[My notices](#)
[My account](#)
[Sign out](#)

BETA
Contact the Find a Tender team ([opens in new tab](#)) if you have feedback, questions or suggestions.

< Back

FTS Buyer Example

Organisation details

Organisation name	FTS Buyer Example	Change
Organisation identifier	<ul style="list-style-type: none"> • Ppon JRCP-8853-VVXR-1M 	Add
Organisation email	Shared.Inbox@FTSBuyerExample.com	Change
Organisation address	Somewhere Street Somewhere City SS00 0SS United Kingdom	Change
Organisation type	Regional and local government, public authority: UK, Scottish, Welsh and Northern Irish	
Devolved regulations	No	
Devolved regions		

[Manage API keys](#)

Create an API key and share it with the e-Sender you use to publish procurement notices.

[Manage users](#)

View, add or remove users.

[Register as a supplier](#)

If you also supply goods, works, services or utilities to the public sector.

Get procurement guidance on the [Procurement Pathway service \(opens in new tab\)](#)

This screen also allows you to manage the API keys that you give to third-party providers (often called ‘esenders’) who publish on your behalf. You can also register your organisation as a supplier here too, as your organisation may operate both as a buyer and as a supplier.

Explore My Notices Views

By selecting 'My Notices' from the top menu bar, you will be taken to the below page. Here you will see some search boxes to help you locate a notice that your organisation has published. Below that, there will be a list of all of the notices that have been published by your organisation.

The screenshot shows the 'My notices' interface. At the top, there are two tabs: 'My organisation's notices' and 'My notices'. Below the tabs is a search bar with the placeholder text 'Search my organisation's notices'. To the right of the search bar are several quick links: 'Create notice', 'Submissions log', 'Notice types', 'Changes to published notices', and 'Switch organisation'. Below the search bar is a section for 'Search by publication date' with 'From' and 'To' date pickers. Below that is a 'Notice type' dropdown menu set to 'Any' and a 'Search' button. The main content area displays a notice card for 'Tender Notice Demonstration' with a 'PUBLISHED' status. The card includes the following information: UK4: Tender notice, Publication reference: 2024/S 000-000575, Provide sufficient information to understand the scope of the procurement, Published 11 December 2024, 3:51pm, Published by maria.rossi@FTSBuyerExample.com, Views 4, and links for 'View notice' and 'Edit'.

Alternatively, selecting 'My Notices' will take you to a similar screen as shown below. However, this view only shows notices published by you and will help you pinpoint notices that you wish to read, or edit, more quickly.

This screenshot is identical to the one above, showing the 'My notices' interface with search filters and a notice card for 'Tender Notice Demonstration'.

In the quick links on the right hand side, you will see an option to 'Create notice'. Selecting this will take you to a screen where you can select the notice that you wish to publish.

In most cases, if a contracting authority uses an eSender to publish notices, they will use their eSender platform to publish the notice rather than publishing directly to Find A Tender. Notice publication and management can be done directly on Find a Tender, whether the contracting authority uses an eSender or not.

Create a Notice

Once you have selected 'Create notice', it will load the below page. To note, all the available notices can be seen here, and whilst we are in the transition period, this will include all the notices that exist under previous regimes.

You will see that the new regime notices are listed at the top in numerical order. This list of notices will grow as the remaining notices are commenced in the regulations with the pipeline notice (UK1) being the next notice to be added for publication from April 2025.

Select a notice type

You must follow the same regulation throughout a procurement. Select your notice type from the correct group. Read [guidance on notice sequences](#).

If a notice has been published on Tenders Electronic Daily (TED) before 1 January 2021, all further notices about the same procurement must be published there. The same notices may also be published on Find a Tender.

[▶ Making changes to notices](#) [Open all](#)

New regime notices -
For procedures in public procurement under the new regulations

- UK2: Preliminary market engagement notice
- UK3: Planned procurement notice
- UK4: Tender notice
- UK5: Transparency notice
- UK6: Contract award notice
- UK7: Contract details notice
- UK8: Performance notice
- UK9: Contract performance notice
- UK10: Contract change notice
- UK11: Contract termination notice
- UK12: Procurement termination notice
- UK13: Dynamic market intention notice
- UK14: Dynamic market establishment notice
- UK15: Dynamic market modification notice
- UK16: Dynamic market cessation notice

Common notices +
For common procedures in public procurement

Utilities notices +
For procurement by entities operating in the water, energy, transport and postal services sectors

Defence and security notices +
For procedures for the award of certain works contracts, supply contracts and service contracts by contracting authorities or entities in the fields of defence and security

Concession notices +
For procurements that exploit the work, or services, that are the subject of the contract, or the right to exploit together with a payment

Transport notices +
For procurement in public passenger transport by rail and by road

To create a notice you will need to select the applicable notice from the list. In this illustrative example, we will select UK4 Tender Notice to commence an open procedure.

The tender notice is used for many different types of procurement and the answers you give to the questions will change the questions that you are asked. An example of this is the selection of 'below threshold open competition' which will ensure that you are presented with the questions that relate to below threshold procurement only. There is workflow and logic built into the new notices on FTS and the system will guide you if you miss something that must be completed.

Once you have selected 'Create notice', the below page will ask you to link your notice to other notices related to the same procurement. For a tender notice, this could be a pipeline notice, a preliminary market engagement notice or a planned procurement notice.

UK4: Tender notice

Notice linking

Have any other notices been published about this procurement?

Yes
 No

Search for the title
Also searches for the OCID, for example, ocds-h6vhtk-1234a5.

[▶ Unable to find your procurement?](#)

Selected procurement

None

Check your selected procurement

- Notice linking
- Contracting authorities
- Contracting authority
- Procedure
- Scope
- Documents
- Submission
- Summary

Selecting yes here will allow you to form the link by searching for the relevant identifier or the title of the procurement. There are cases where the notice does not follow on from a previous notice and that is the journey we will follow here by selecting 'No'. Click on 'Save and continue' to progress to the next section.

UK4: Tender notice

Notice linking

Have any other notices been published about this procurement?

Yes
 No

- Notice linking
- Contracting authorities
- Contracting authority
- Procedure
- Scope
- Documents
- Submission
- Summary

The next screen relates to the organisations that are responsible for the procurement and where needed, those who are running it on behalf of the responsible party.

UK4: Tender notice

Contracting authorities

Number of contracting authorities
More than 1 for joint procurements. Do not include others that may use a framework that is being established.

Are other organisations carrying out the procurement, or part of it, on behalf of the contracting authorities?
For example, providing assurance services, handling enquiries, assessing tenders or managing contracts.

Yes
 No

[- Notice linking](#)
[- Contracting authorities](#)
[- Contracting authority](#)
[- Procedure](#)
[- Scope](#)
[- Documents](#)
[- Submission](#)
[- Summary](#)

[Save and continue](#) [Exit](#)

You will then be able to fill in details about the contracting authority such as: organisation type, devolved regulations, and contact details.

You will also be asked to enter an 'identifier' and select the applicable 'identification register' from the drop down as shown below. This includes options such as a Public Procurement Organisation Number, NHS Organisation Data Service and Mutuals Public Register. You will also have the opportunity to enter multiple identifiers as needed.

UK4: Tender notice

Contracting authority

Contracting authority name
Enter the lead authority's details first.

Identification register

Identifier

[Add another identifier](#)

Street address

Town/city

Postcode
For UK postcodes, the related region will also be shown on the notice.

Country

Website (optional)
For example, https://www.example.com/.

Contact name (optional)

Email
For example, name@example.com.

[- Notice linking](#)
[- Contracting authorities](#)
[- Contracting authority](#)
[- Procedure](#)
[- Scope](#)
[- Documents](#)
[- Submission](#)
[- Summary](#)

Telephone (optional)
 Include the country code for non-UK numbers, for example +353 1 234 5678.

Organisation type

Public authority - central government

Public authority - sub-central government

Public undertaking
 Commercial organisation subject to public authority oversight

Private utility

Devolved regulations that apply
 Where the contracting authority operates mainly in that part of the UK and its activities are not reserved.

Northern Ireland

Scotland

Wales

No devolved regulations apply

Once you have completed all contracting authority details, you will continue to complete the process part of the form. You will be asked to select the process type you are using including selecting special regimes, setting out whether the main procurement category is goods, works or services, choosing your procedure type and clarifying whether you are reducing the tendering period. Finally you have to state if Preliminary Market Engagement was carried out.

UK4: Tender notice

Procedure

Is this procurement under a special regime?
 Select all that apply.

Concession
 Main procurement category must be services or works.

Defence and security

Light touch
 Main procurement category must be services.

Utilities

or

No special regime

[- Notice linking](#)
[- Contracting authorities](#)
[- Contracting authority](#)
[- Procedure](#)
[- Scope](#)
[- Documents](#)
[- Submission](#)
[- Summary](#)

What is the main procurement category?
 Select the main type if more than one applies.

Goods

Services

Works

What is the procedure type?
 Select competitive flexible procedure if a dynamic market is being used.

Above threshold - Open procedure

Above threshold - Competitive flexible procedure

Below threshold - Open competition

Below threshold - Using dynamic market

Is a reduced tendering period being used?
 Starting the day after tenders are invited and ending the day they must be submitted by. Normal minimum is 25 days, with electronic submission and if all associated tender documents are provided with the tender notice.

Yes

No

Has preliminary market engagement been carried out?

Yes

No

The next screen asks about the scope of the procurement and seeks details including a title, a reference and a description, along with questions relating to frameworks, lots, CPV codes, and details of where the delivery of the contract will take place.

UK4: Tender notice

Scope

Procurement title

Procurement reference (optional)
The contracting authority's own reference, if used. For example, ABC123.

Procurement description
Provide sufficient information to understand the scope of the procurement.

You have 9,926 characters available

Is a framework being established?
 Yes
 No

Is the procurement divided into lots?
 Yes
 No

Could the procurement have been divided into lots?
 Yes
 No

CPV classifications
Select all that apply. At least one code must start with 03 to 44 or 48 for goods contracts, 45 for works, or 49 to 98 for services.
[▼ Hide CPV code finder](#)

Search by keyword

Quick CPV code search

<input type="checkbox"/> 31000000: Electrical machinery, apparatus, equipment and consumables; lighting	+
<input type="checkbox"/> 32000000: Radio, television, communication, telecommunication and related equipment	+
<input type="checkbox"/> 33000000: Medical equipments, pharmaceuticals and personal care products	+
<input type="checkbox"/> 34000000: Transport equipment and auxiliary products to transportation	+
<input type="checkbox"/> 35000000: Security, fire-fighting, police and defence equipment	+
<input type="checkbox"/> 37000000: Musical instruments, sport goods, games, toys.	+

CPV code(s) selected

03000000: Agricultural, farming, fishing, forestry and related products [Remove](#)

Delivery regions (optional)
Select all that apply.

[▼ Hide region selector](#)

United Kingdom +

Guernsey

Isle of Man

Jersey

British Overseas Territories +

Rest of the world +

Regions selected

United Kingdom [Remove](#)

Total value (estimated)
Maximum value including all possible extensions and options. For a framework, the sum of the values of all contracts awarded under it, or under the same open framework scheme. For example, 200000 or 417709.28.

Excluding VAT (optional)

Including VAT

Currency

Contract start date (estimated)
For example, 01 04 2025.

Day Month Year

Contract end date (estimated)
Without any extensions.

Day Month Year

Can the contract be extended?

Yes

No

Does the contract include options?
The right to additional purchases while the contract is valid.

Yes

No

You finish the screen by adding contract values, this may be inclusive and exclusive of VAT where appropriate, the start date and the end date of the contract and extensions and options.

The following screen relates to conditions of participation for suppliers in the procurement. You have the option to add details on financial or legal capacity conditions and technical ability of suppliers. You will then be asked if this procurement is particularly suitable for SME or VCSE.

UK4: Tender notice

Participation

Legal and financial capacity conditions of participation (optional)
Must not require insurance before contract award, or audited accounts.

You have 10,000 characters available

Technical ability conditions of participation (optional)
Must allow equivalent qualifications and standards.

You have 10,000 characters available

Is this contract particularly suitable for the following groups?

Small and medium-sized enterprises (SMEs)
Fewer than 250 staff, and either turnover less than £44 million or balance sheet total less than £38 million.

Voluntary, community and social enterprises (VCSEs)
Non-governmental organisation that is value-driven and principally reinvests its surpluses to further social, environmental or cultural objectives.

[- Notice linking](#)
[- Contracting authorities](#)
[- Contracting authority](#)
[- Procedure](#)
[- Scope](#)
[- Participation](#)
[- Award criteria](#)
[- Documents](#)
[- Submission](#)
[- Other information](#)
[- Summary](#)

[Save and continue](#) [Exit](#)

Next we move to the award criteria for the procurement. You will be asked about the nature of weighting to be used such as percentage or order of importance. Then you will enter details of each of the criteria used to make a decision, along with the type, description and weighting. You can continue to add more criteria as needed.

UK4: Tender notice

Award criteria

Weighting type

Percentage

Order of importance

Description

Criterion 1

Name

Type

For example, select price for the unit cost of an item, cost for future maintenance costs, or quality for social value and other non-financial criteria.

Cost

Price

Quality

Description (optional)

You have 5,000 characters available

Percentage weighting

[Add criterion](#)

- [Notice linking](#)
- [Contracting authorities](#)
- [Contracting authority](#)
- [Procedure](#)
- [Scope](#)
- [Participation](#)
- [Award criteria](#)
- [Documents](#)
- [Submission](#)
- [Other information](#)
- [Summary](#)

The next screen relates to supporting documents that you might add optionally.

UK4: Tender notice

Documents

Associated tender documents (optional)

Documents that supplement the tender notice may be provided, but all required information must still be included in the tender notice itself.

Upload a file
Must be smaller than 100MB and a PDF, Microsoft Word, Excel, PowerPoint, Project, Publisher, Visio, XPS, OpenDocument, RTF, CSV, HTML, JPEG, PNG, TIFF, XML, text, email or Zip.

No file chosen

or web address
For example, <https://www.example.com/abc123/specification.pdf>.

Description (optional)

You have 1,000 characters available

Technical specifications to be met (optional)

Web address
For example, <https://www.example.com/abc123/specification.pdf>.

Description (optional)

You have 1,000 characters available

- [Notice linking](#)
- [Contracting authorities](#)
- [Contracting authority](#)
- [Procedure](#)
- [Scope](#)
- [Participation](#)
- [Award criteria](#)
- Documents
- [Submission](#)
- [Other information](#)
- [Summary](#)

The submission page seeks details about when the clarification deadline closes, when tenders must be submitted. It also asks whether these tenders should be submitted electronically, followed by further details relating to the way in which suppliers should submit their tenders.

UK4: Tender notice

Submission

Enquiry deadline (optional)
For suppliers to ask clarification questions.

Day Month Year

Time (optional)
Will be set to 23:59 if no time is entered.

Tender submission deadline

Day Month Year

Time (optional)
Will be set to 23:59 if no time is entered.

May tenders be submitted electronically?
Electronic submission is required if possible.

Yes
 No

Submission address and any special instructions
Must include a website if tenders may be submitted electronically.
For example, <https://www.example.com/>.

You have 4,977 characters available

An electronic auction will be used (optional)

Select languages

Languages that may be used for submission
 [Remove](#)

[Add](#)

Award decision date (estimated)

Day Month Year

Is this a recurring procurement?

Yes
 No

- [Notice linking](#)
- [Contracting authorities](#)
- [Contracting authority](#)
- [Procedure](#)
- [Scope](#)
- [Participation](#)
- [Award criteria](#)
- [Documents](#)
- [Submission](#)
- [Other information](#)
- [Summary](#)

The final input screen is 'other information' and you will be asked details about the payment terms, risk to performance and the relevant trade agreements that apply to the procurement. Finally you will be asked to confirm if a conflicts assessment has been completed.

UK4: Tender notice

Other information

Payment terms (optional)
In addition to payments being made within 30 days for valid, undisputed invoices that are not for concession contracts, utilities contracts awarded by private utilities, or contracts awarded by schools. You may also describe the processes for submitting invoices and dealing with disputed invoices.

You have 5,000 characters available

Description of risks to contract performance (optional)
Include anything that could jeopardise the satisfactory performance of the contract. Only risks described in the tender or transparency notice can be used to justify contract modification.

You have 5,000 characters available

Relevant trade agreements (optional)
Select all that apply.

Government Procurement Agreement (GPA)

Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)

A conflicts assessment has been prepared and revised

[Notice linking](#)
[Contracting authorities](#)
[Contracting authority](#)
[Procedure](#)
[Scope](#)
[Participation](#)
[Award criteria](#)
[Documents](#)
[Submission](#)
[Other information](#)
[Summary](#)

[Save and continue](#) [Exit](#)

The final page is a summary of all of the information with completion statuses for each headings. If you wish to edit a section, you can select the relevant header. You can also preview how your notice will appear when published.

UK4. Tender notice

Summary

You must complete all the sections before you can publish your notice

Notice linking	COMPLETE
Contracting authorities	COMPLETE
Contracting authority	COMPLETE
Procedure	COMPLETE
Scope	COMPLETE
Participation	COMPLETE
Award criteria	COMPLETE
Documents	COMPLETE
Submission	COMPLETE
Other information	COMPLETE

[Publish notice](#) [Preview notice](#)

Once you are content with the information in your notice, you can publish the notice by pressing 'publish notice'.

Your notice is now published and viewable by suppliers.