

Suffolk Sourcing

Supplier Registration Guide



E-Tendering & Contract Management System

This process guide is provided to assist you in registering and logging in to the Suffolk Sourcing E-Tendering system. Once you have registered, you can maintain your company information, return tender submissions, and maintain company/contract documentation in a secure area via the internet.

Index

1. Registering on Suffolk Sourcing
2. Managing your Company Details
3. Logging in to the system
4. Guidance for Suppliers

Registering on Suffolk Sourcing

Visit either: <http://suffolksourcing.uk> (the Suffolk Sourcing Home Page) or <https://in-tendhost.co.uk/suffolksourcing>

From one of the above Home Pages, click on the 'Register' link.



The screenshot shows the Suffolk Sourcing E-Tendering System website. The top navigation bar includes 'Home', 'Contact us', 'Login', and 'Register' (highlighted in red). The main content area features the Suffolk Sourcing logo and the text 'Welcome to the Suffolk Sourcing E-Tendering System'. Below this, there is a navigation bar with 'Home', 'Guidance for Suppliers', 'Tenders', 'Contracts', 'Register', and 'Help'. The 'Register' link is highlighted in red. A red box contains the following text: 'AS ONE OF OUR SUPPLIERS, WE NEED TO MAKE SURE YOU RECEIVE OUR EMAIL NOTIFICATIONS. TO ENSURE OUR EMAILS REACH YOUR INBOX PLEASE ADD OUR EMAIL DOMAIN @IN-TENDORGANISER.CO.UK TO YOUR SAFE SENDERS AND CHECK YOUR SPAM FILTER SETTINGS. THANK YOU'. Below this, there is a section titled 'Welcome to the Suffolk Sourcing e-Tendering portal' with a list of features and a 'How do I get started?' section. The 'How do I get started?' section includes instructions on how to browse tenders, register, and login. A note at the bottom states: 'NOTE: Please be aware that failure to provide correct login information three times will result in your account being locked'.

Registration Process

As part of the registration process you will be asked to complete your **Company Details, Company Contact Details, and Primary User Details**. Email alerts and actions will be sent to the email addresses you provide; therefore, it is preferable to enter a generic company email address in the **Primary User Details** section such as info@ *****.co.uk.

For cases where this person or inbox may be unavailable, we **strongly** recommended that you add an **Additional User** (located at the bottom of the screen) so they can gain access to the site and receive copy emails. All Yellow fields are mandatory

Company Details Extra Details Business Classifications Company Categories

In order to gain full access to this website you must register your company / organisation details

If you believe that your company / organisation has already registered on this site but you are a new user who requires access, please contact one of the existing registered contacts and ask them to add you as a new contact

PLEASE NOTE: Yellow fields are MANDATORY

Company Details

| | | | |
|------------------|---|------------------------------------|---|
| Company Reg No : | <input type="text"/> | I do not have a Company Reg Number | <input type="checkbox"/> |
| Company Name : | <input type="text"/> | Address Line 1 : | <input type="text"/> |
| Address Line 2 : | <input type="text"/> | Town/City : | <input type="text"/> |
| County/State : | <input type="text"/> | Postcode/Zip : | <input type="text"/> |
| Country : | <input type="text" value="United Kingdom"/> | Structure : | <input type="text" value="Please select an item..."/> |
| VAT No : | <input type="text"/> | | |

Contact Details

| | | | |
|-------------|----------------------|-------|----------------------|
| Telephone : | <input type="text"/> | Fax : | <input type="text"/> |
| Website : | <input type="text"/> | | |

Primary User Details

| | | | |
|----------------------|----------------------|-------------------------|----------------------|
| Contact First Name : | <input type="text"/> | Contact Last Name : | <input type="text"/> |
| Telephone : | <input type="text"/> | | |
| Email Address : | <input type="text"/> | Confirm Email Address : | <input type="text"/> |
| Password : | <input type="text"/> | Confirm Password : | <input type="text"/> |

It is recommended for situations where the primary contact is not available, additional points of contact are registered as they would still be able to gain access.

While registering you may only add one additional point of contact, however after the registration is complete you may login to your account and add as many additional contacts as you like.

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Additional User Details

| | |
|---|--|
| Contact First Name : <input style="width: 90%;" type="text"/> | Contact Last Name : <input style="width: 90%;" type="text"/> |
| Telephone : <input style="width: 90%;" type="text"/> | |
| Email Address : <input style="width: 90%;" type="text"/> | Confirm Email Address : <input style="width: 90%;" type="text"/> |
| Password : <input style="width: 90%;" type="password"/> | Confirm Password : <input style="width: 90%;" type="password"/> |

DO NOT CLICK ON REGISTER MY COMPANY AT THIS STAGE AS THERE ARE FURTHER MANDATORY ENTRIES TO MAKE.

Extra Details tab, you may enter your supplier DUNS Number or Charity Number, if applicable and additional information about your company.

Company Details
Extra Details
Business Classifications
Company Categories

Additional Information about your organisation (optional)

What Goods or Services does your Company provide? :

Duns Number - A DUNS number is a unique nine-digit sequence recognised as the universal standard for identifying and keeping track of businesses worldwide. (Go to <https://www.dnb.co.uk/duns-number.html> to search for/obtain a Duns number for your company) :

Duns Number :

Charity Registration Number :

Business Classifications tab – You **must** add the business category code(s) relevant to your company. Enter a keyword or click on the search button to see the full list of available categories. The classifications are based on the Proclass convention. (Please take care when selecting the categories; as email alerts for new project opportunities are automatically sent to suppliers based on the Business Classification selected)

Company Details | Extra Details | **Business Classifications** | Company Categories

Classifications

Type in a keyword and click Search. For the complete list, click search while box is empty

Search :

| Category | Title |
|---|-------|
| - there are no selections for your current criteria - | |

Click the blue + symbol to add a category you require. You can add multiple categories.

Company Details | Additional Information | **Business Classifications** | Company Categories

Classifications

Please type in a keyword and click "Search". To add a classification, use the "+" icon.

Search :

| Category | Title | |
|----------|--|---|
| 290000 | Arts & Leisure Services | + |
| 291100 | Arts & Leisure Services - Museums & Art | + |
| 299999 | Arts & Leisure Services - Not Elsewhere Classified | + |
| 291120 | Arts & Leisure Services - Organised Activities | + |
| 291200 | Arts & Leisure Services - Outsourced Service | + |
| 291300 | Arts & Leisure Services - Performing Arts | + |
| 291400 | Arts & Leisure Services - Sport & Fitness | + |
| 100000 | Building Construction Materials | + |
| 101000 | Building Construction Materials - Bathrooms | + |

| Category | Title | |
|----------|--|---|
| 291000 | Arts & Leisure Services - Events | ✗ |
| 291110 | Arts & Leisure Services - Professional Musical Instruments | ✗ |

The two categories above have been pre-selected as an example.

Companies Categories tab - Select the appropriate option

Company Details | Extra Details | Business Classifications | **Company Categories**

Company Categories

Micro Organisation (<10 Employees)
 Small Organisation (10-49 employees)
 Medium-sized Organisation (50-249 employees)
 Large Organisation (250+ employees)

Click on Register my Company

You should not register a company more than once, unless they have a separate company registration number. If your company has several locations, register the company against the head office and add contact details for individuals at the different locations. You can add one additional user at the time of registration. Once registered, you can add several contacts in the **Company Details** section.

Once registration is complete, the system will then thank you for registering and inform you that your details are being processed. You will then shortly receive a confirmation e-mail.

Registration Complete

Thank you for registering

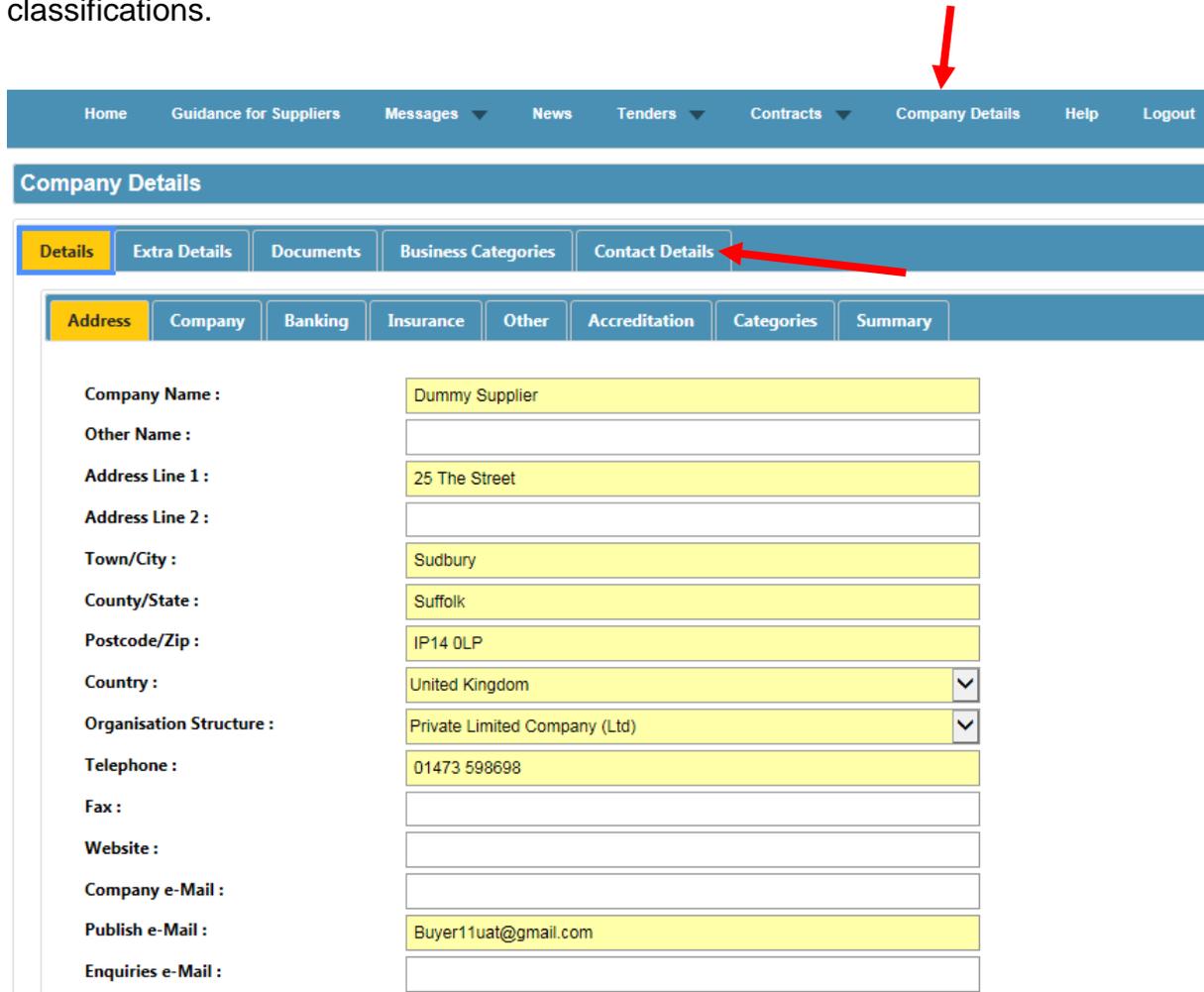
Thank you for registering with the Suffolk Sourcing electronic tendering web site.

Confirmation E-Mail

Your details are awaiting processing, and each contact will be sent an email to confirm their registration has been accepted. These e-mails will contain the automatically system generated User ID, as well as a reminder of the e-mail address. Upon receipt of the registration e-mail you will be able to login to your secure area of the web site.

Managing your Company Details

If you need to update your company information you can do this from the **Company Details** section on the top menu bar. From here you can edit/add information regarding the company, contact details, company documents and business classifications.



The screenshot shows the 'Company Details' page with the following form fields:

| Address | Company | Banking | Insurance | Other | Accreditation | Categories | Summary |
|--------------------------|-------------------------------|---------|-----------|-------|---------------|------------|---------|
| Company Name : | Dummy Supplier | | | | | | |
| Other Name : | | | | | | | |
| Address Line 1 : | 25 The Street | | | | | | |
| Address Line 2 : | | | | | | | |
| Town/City : | Sudbury | | | | | | |
| County/State : | Suffolk | | | | | | |
| Postcode/Zip : | IP14 0LP | | | | | | |
| Country : | United Kingdom | | | | | | |
| Organisation Structure : | Private Limited Company (Ltd) | | | | | | |
| Telephone : | 01473 598698 | | | | | | |
| Fax : | | | | | | | |
| Website : | | | | | | | |
| Company e-Mail : | | | | | | | |
| Publish e-Mail : | Buyer11uat@gmail.com | | | | | | |
| Enquiries e-Mail : | | | | | | | |

If you have any documents or policies that may be required as part of a tender exercise or to be held against a contract you have or may be awarded, please load them within the appropriate folder in the document section

Home Guidance for Suppliers Messages News Tenders Contracts Company Details Help Logout

Company Details

Details Extra Details **Documents** Business Categories Contact Details

| Document Title | Status | Expires | Date Added | Type | Options |
|---|--------|---------|------------|------|---------|
| - No company documents have been uploaded for you company - | | | | | |

Upload Company Document

Type:

Expiry Date:

File:

Key:

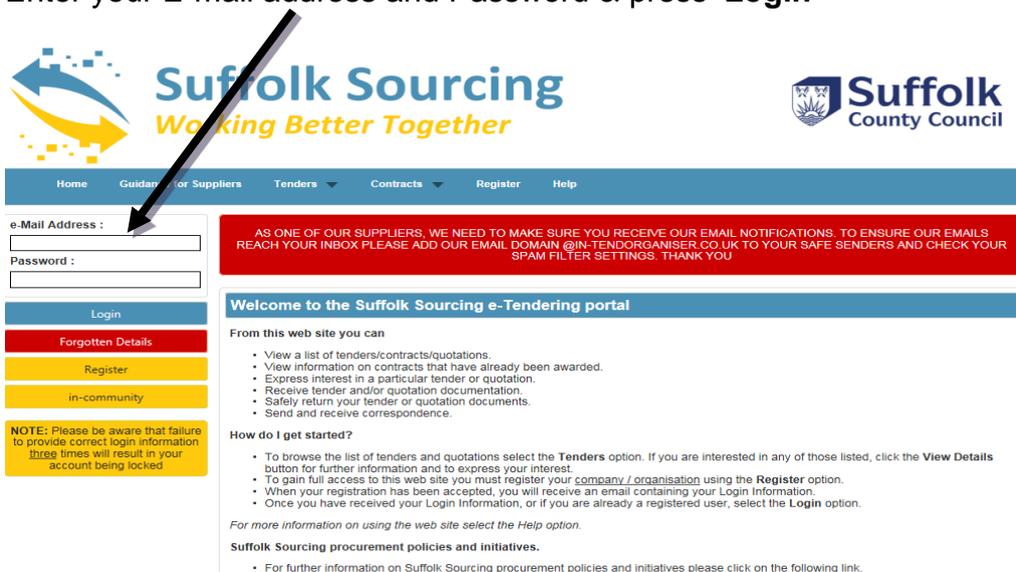
- General
- Accounts
- ISO9001 Quality Management Standard Accreditation
- Health And Safety**
- Insurance - Public Liability
- Insurance - Private Liability
- Terms And Conditions
- Pricing Schedule
- Insurance - Professional Indemnity
- Insurance - Employers Liability
- Business Continuity Policy
- Safeguarding Policy
- CQC Report
- Codes of Conduct
- Whistleblowing Policy
- Bribery and Corruption policy
- Equal Opportunities Policy
- Complaints policy
- ISO27001 Accreditation
- ISO14001 Environmental Management Accreditation

Please note that it is important that you keep your details up to date, particularly your contact email addresses as you may miss a tender opportunity which could be of interest.

Logging in to Suffolk Sourcing

Visit either <http://suffolksourcing.uk>, and click on the **Login** link at the top of the page or visit: <https://in-tendhost.co.uk/suffolksourcing> directly.

Enter your E-mail address and Password & press 'Login'



Home Guidance for Suppliers Tenders Contracts Register Help

Suffolk Sourcing
Working Better Together

Suffolk
County Council

e-Mail Address :

Password :

Login

Forgotten Details

Register

in-community

NOTE: Please be aware that failure to provide correct login information three times will result in your account being locked

AS ONE OF OUR SUPPLIERS, WE NEED TO MAKE SURE YOU RECEIVE OUR EMAIL NOTIFICATIONS. TO ENSURE OUR EMAILS REACH YOUR INBOX PLEASE ADD OUR EMAIL DOMAIN @IN-TENDORGANISER.CO.UK TO YOUR SAFE SENDERS AND CHECK YOUR SPAM FILTER SETTINGS. THANK YOU

Welcome to the Suffolk Sourcing e-Tendering portal

From this web site you can

- View a list of tenders/contracts/quotations.
- View information on contracts that have already been awarded.
- Express interest in a particular tender or quotation.
- Receive tender and/or quotation documentation.
- Safely return your tender or quotation documents.
- Send and receive correspondence.

How do I get started?

- To browse the list of tenders and quotations select the **Tenders** option. If you are interested in any of those listed, click the **View Details** button for further information and to express your interest.
- To gain full access to this web site you must register your **company / organisation** using the **Register** option.
- When your registration has been accepted, you will receive an email containing your Login Information.
- Once you have received your Login Information, or if you are already a registered user, select the **Login** option.

For more information on using the web site select the **Help** option.

Suffolk Sourcing procurement policies and initiatives.

- For further information on Suffolk Sourcing procurement policies and initiatives please click on the following link.

If you have forgotten your password, click on the Forgotten Details Option

e-Mail Address :

Password :

Login

Forgotten Details ←

Register

in-community

NOTE: Please be aware that failure to provide correct login information three times will result in your account being locked

You will be required to enter the registered e-mail address and will receive reset details by e-mail

Password Recovery

If you have forgotten your login details, do not worry.

The system can generate an automatic e-mail to remind you of your login details. In order for the system to find your Login details, you will need to provide some information specific to your Account.

e-Mail:

Send Request

Locked Account

If you enter your password incorrectly 3 times, then your account will become locked
Select the Unlock Account option

Your account has been locked.

Your account has been locked. To unlock your account click the Unlock Account button below.

→

Message

An e-Mail has been sent to your account with instructions on how to unlock your account.

OK

An e-mail will be automatically sent to your registered address containing a link which can be used to unlock your account

Upon selecting the link, the following is presented; confirm the e-mail address, new password and enter the Captcha Code to reactivate your account.

Unlock Account / Password Recovery

e-Mail :

Password : Confirm Password :



Type the text [Privacy & Terms](#)

Guidance for Suppliers

If you have any questions relating to a tender or quotation advertised on the system, please refer initially to the **E-Tendering Supplier Guide** located in the **Guidance for Suppliers area**. Alternatively, you may contact the relevant Suffolk Sourcing Partner as stated in the Suffolk Sourcing Contacts information document found under the Guidance for Suppliers Tab.

Guidance for Suppliers

Home **Guidance for Suppliers** Tenders ▼ Contracts ▼ Register Help

e-Mail Address :

Password :

AS ONE OF OUR SUPPLIERS, WE NEED TO MAKE SURE YOU RECEIVE OUR EMAIL NOTIFICATIONS. TO ENSURE OUR EMAILS REACH YOUR INBOX PLEASE ADD OUR EMAIL DOMAIN @IN-TENDORGANISER.CO.UK TO YOUR SAFE SENDERS AND CHECK YOUR SPAM FILTER SETTINGS. THANK YOU

Welcome to the Suffolk Sourcing e-Tendering portal

If you encounter any difficulties whilst using the system you can contact our Support team by phoning 08455578079 / +44(0)1144070065 or emailing; support@in-tend.co.uk