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

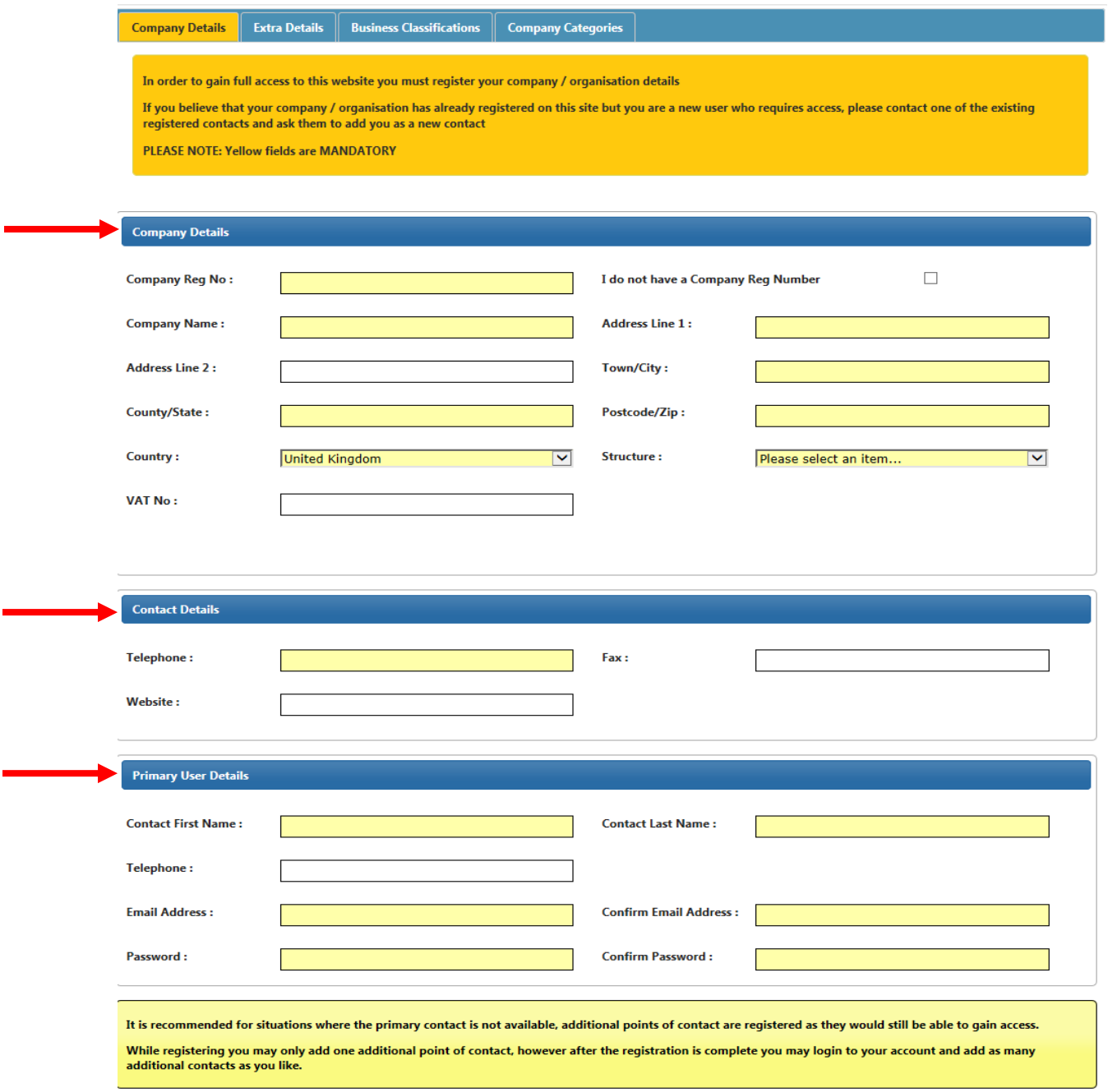
From one of the above Home Pages, click on the '**Register'** link.

Or:

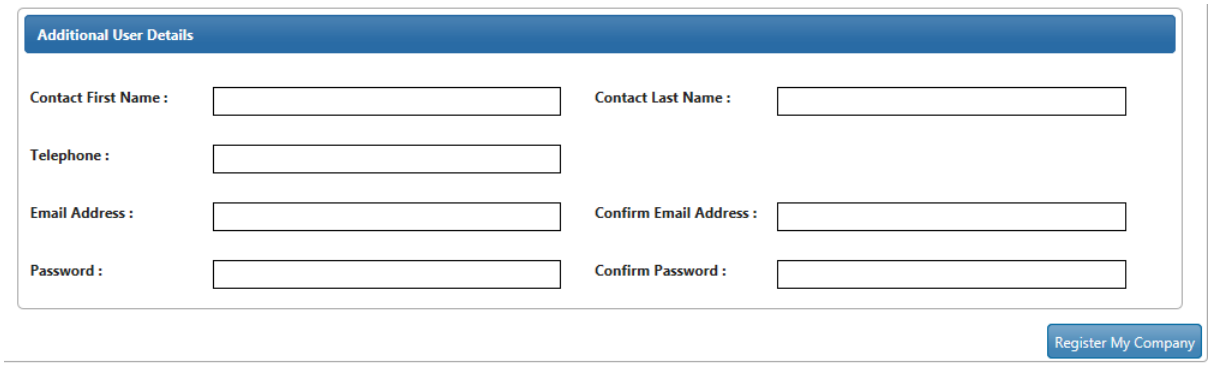
Registration Process

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

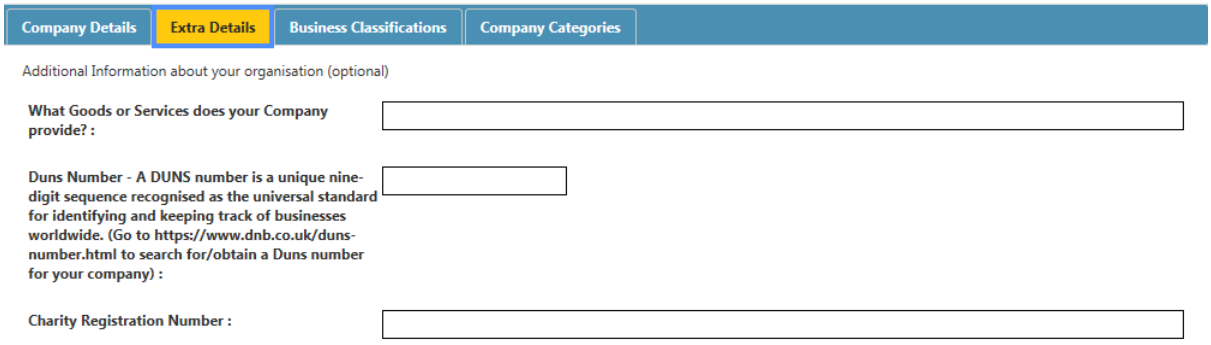


Whilst registering you may only add **one** additional point of contact, however after the registration is complete you may login to your account and add as many additional contacts as you like

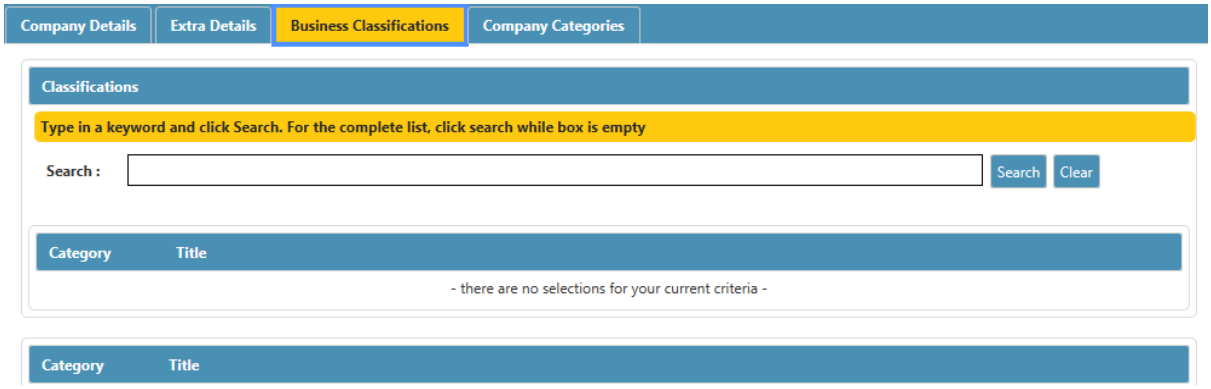


DO NOT CLICK ON REGISTER MY COMPANY AT THIS STAGE AS THERE ARE FURTHER MANDATORY ENTRIES TO MAKE.

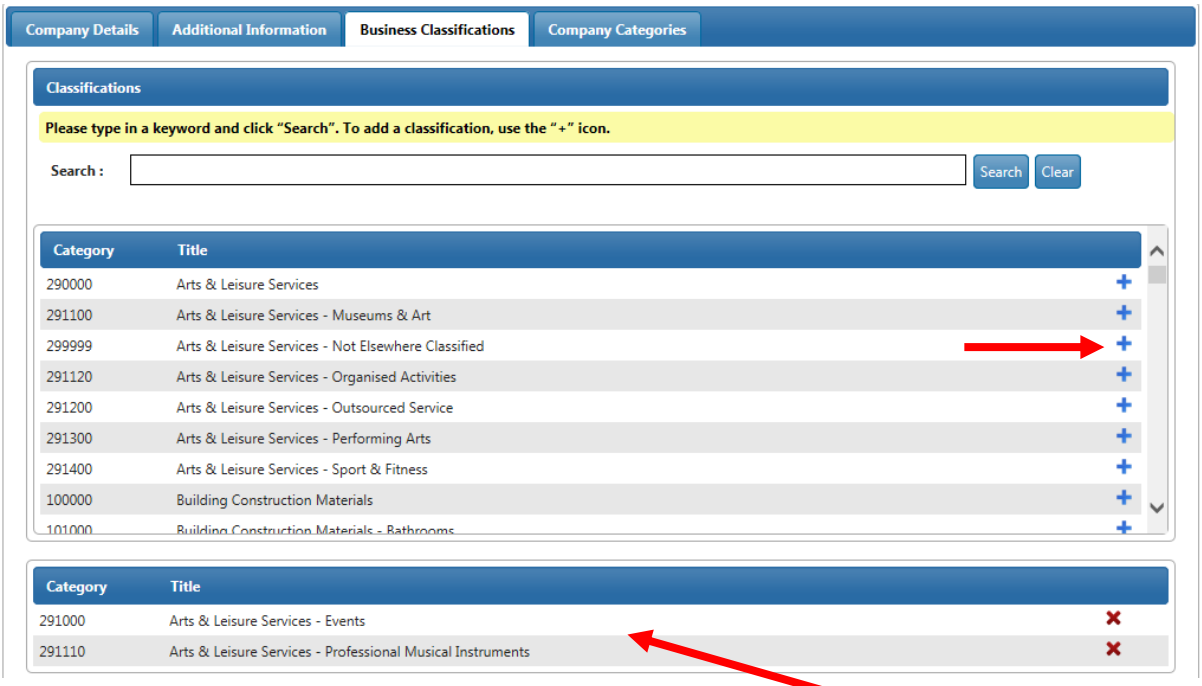
Extra Details tab, you may enter your supplier DUNS Number or Charity Number, if applicable and additional information about your company.



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)

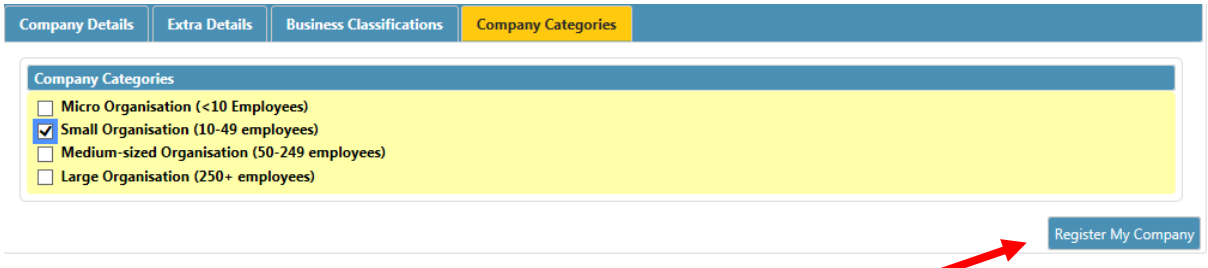


Click the blue + symbol to add a category you require. You can add multiple categories.



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

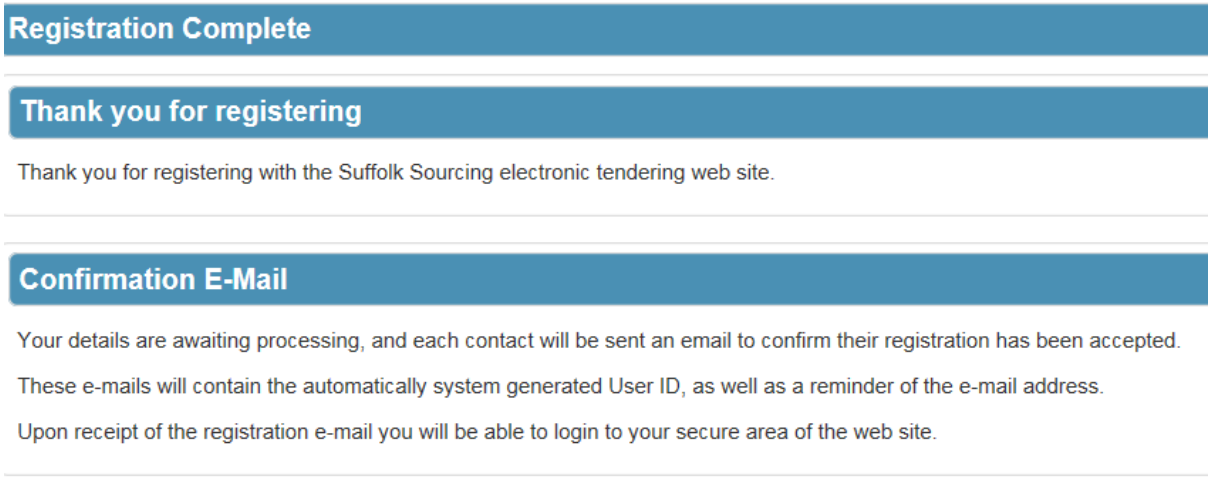
Companies Categories tab - Select the appropriate option



Click on Register my Company

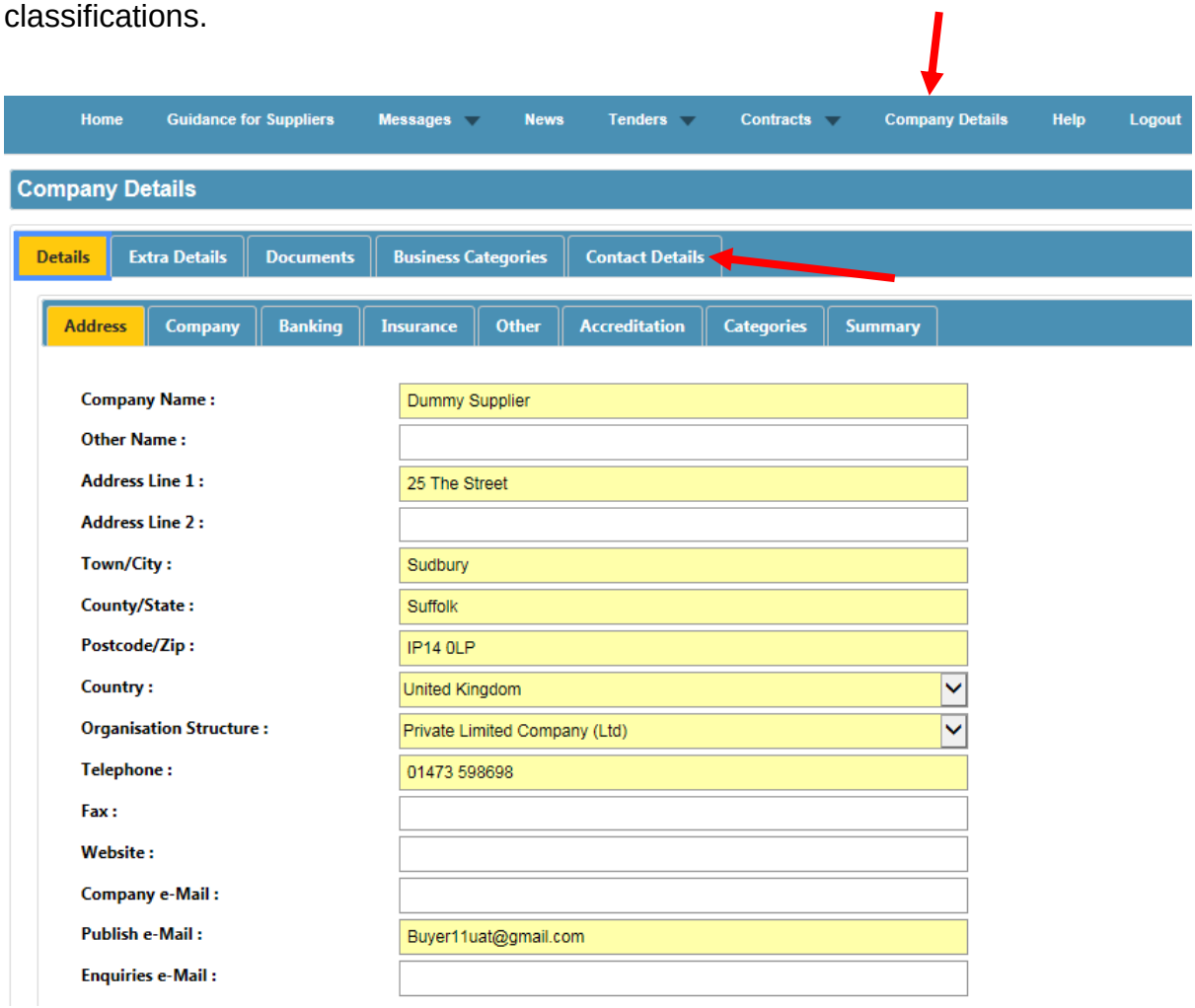
You should not register a company more than once, unless they have a separate company registration number. If your company has several locations, register the company against the head office and add contact details for individuals at the different locations. You can add one additional user at the time 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.

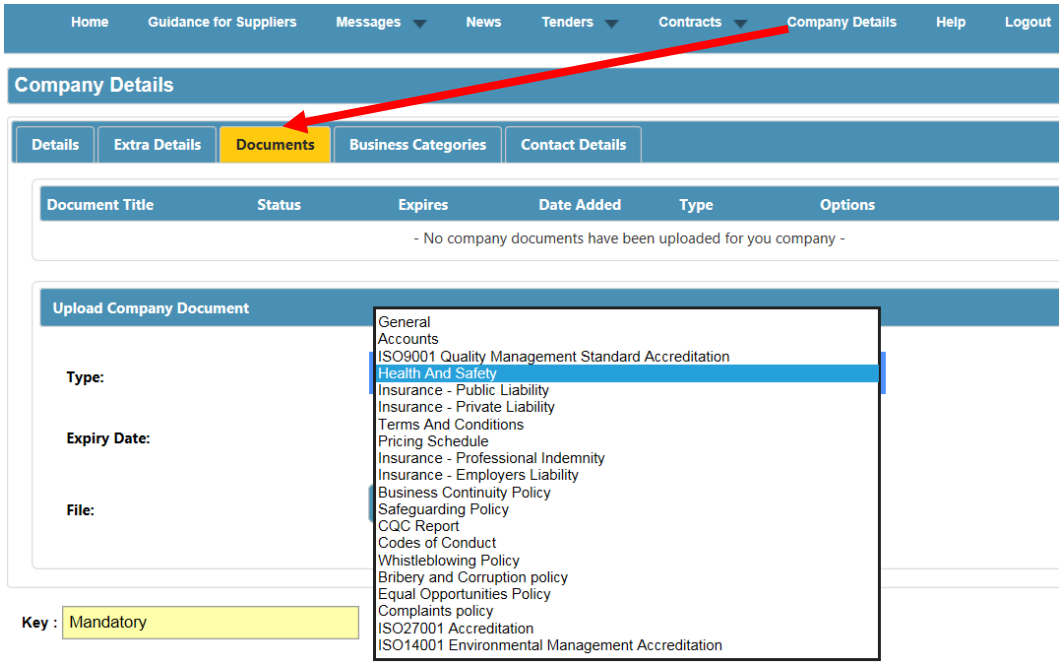


Managing your Company Details

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.



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

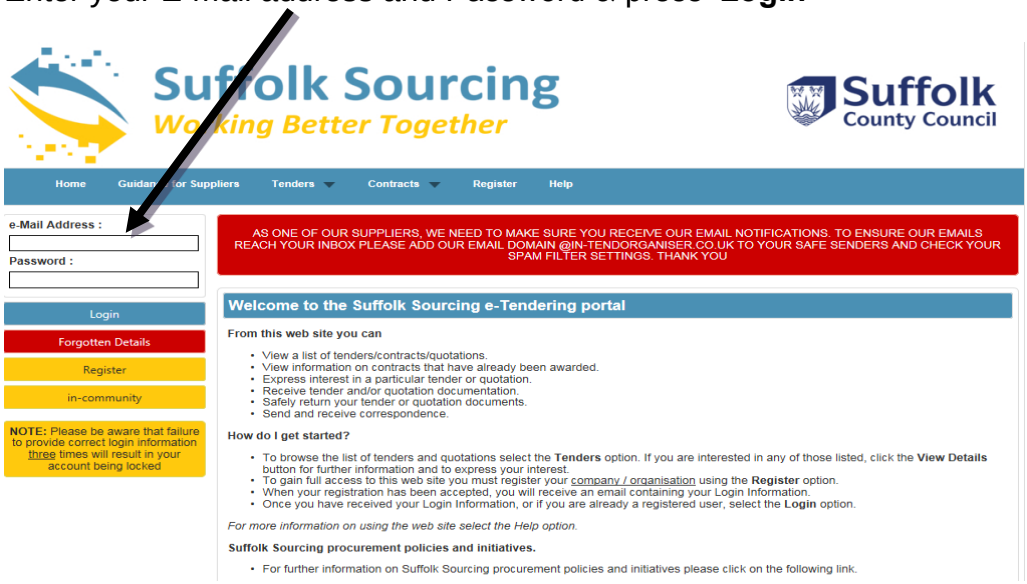


Please note that it is important that you keep your details up to date, particularly your contact email addresses as you may miss a tender opportunity which could be of interest.

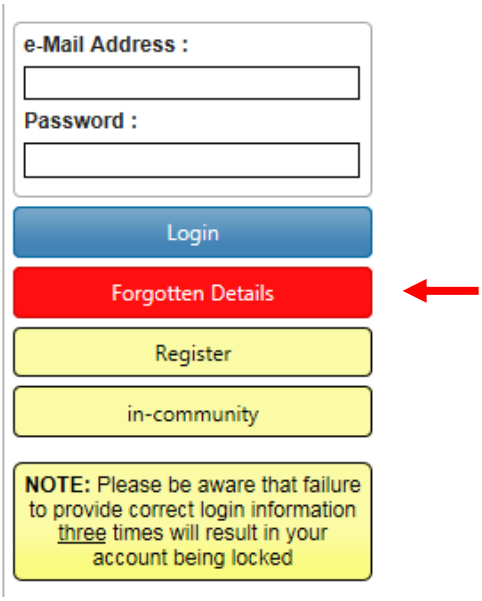
Logging in to Suffolk Sourcing

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.

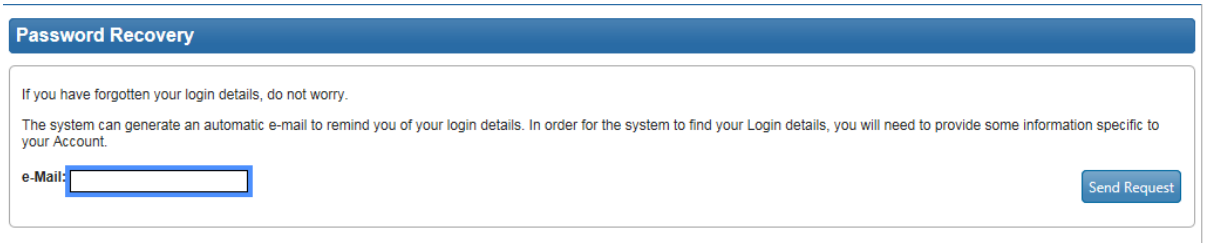
Enter your E-mail address and Password & press '**Login**'



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



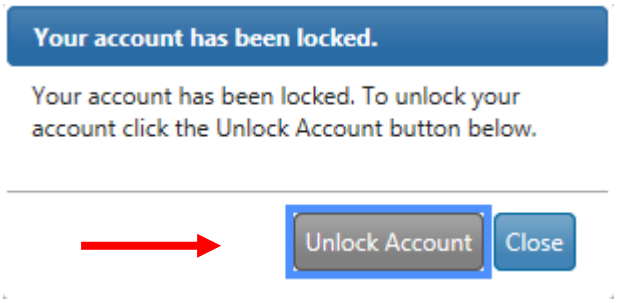
You will be required to enter the registered e-mail address and will receive reset details by e-mail

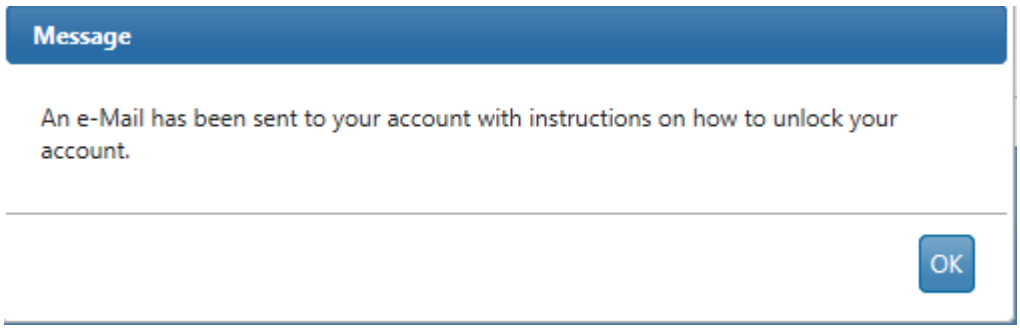


Locked Account

If you enter your password incorrectly 3 times, then your account will become locked

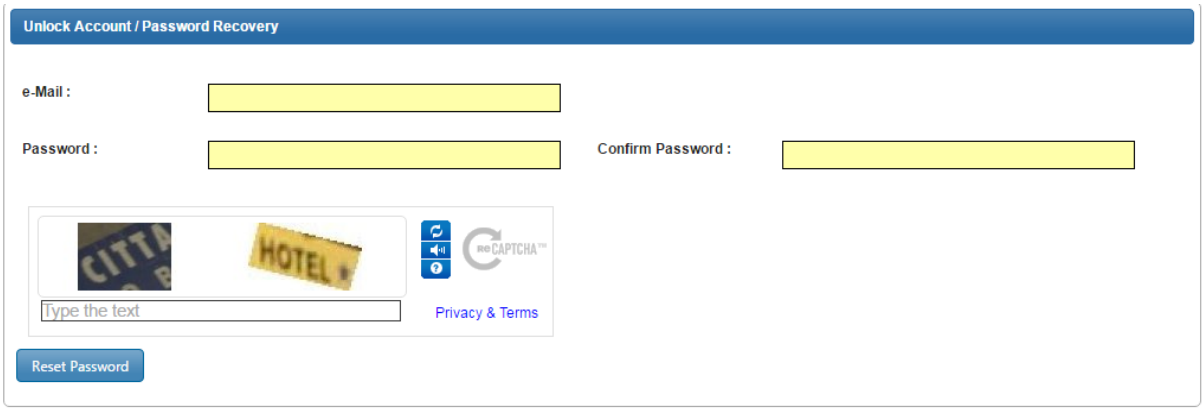
Select the Unlock Account option





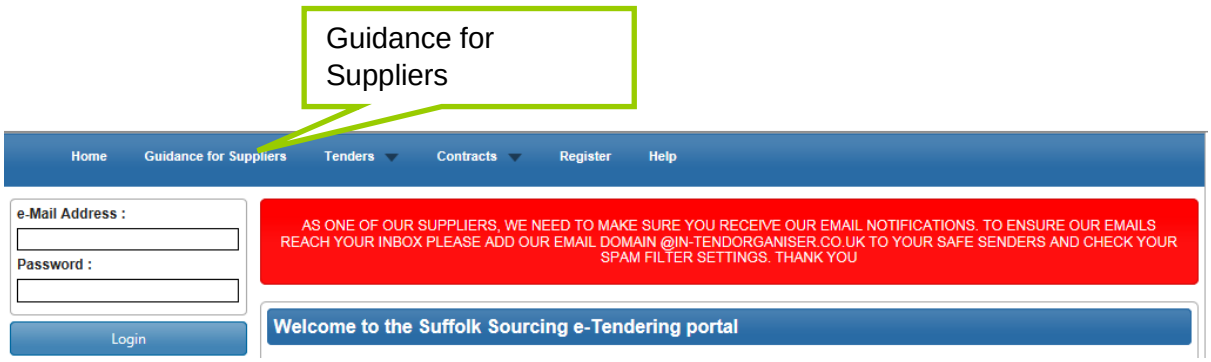
An e-mail will be automatically sent to your registered address containing a link which can be used to unlock your account

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



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.



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