

1. Go to www.capitalesourcing.com and register as a supplier if you have not done so already.

2. Once logged in click on the “Published Opportunities” link as shown below.

The screenshot shows the 'Main Dashboard' with several widgets:

- Contracts in Negotiation:** No Contracts to display.
- My Running Surveys:** No Scorecards to display.
- PQQs/RFQ/ITTs Open to All Suppliers:**

	Currently Open	Next Closing Date
PQQ	4	07/07/2017 03:00
RFQ/ITT	23	06/07/2017 14:00
- New Messages (last 30 days):** 1-5 London Wall & 23 Finsbury Circus (ITT) - City of London Corporation.
- Open and Pending Auctions:** No Auctions to display.
- My PQQs with Pending Responses:**

PQQ Title	Buyer Organisation	PQQ Closing Date/Time	Response Status
Minor Works Qualification Questionnaire "MUST COMPLETE"	City of London Corporation	02/08/2017 12:00	Response Not Submitted To Buyer
Minor Works Lot 2 - Mechanical & Electrical Works	City of London Corporation	02/08/2017 12:00	Response Not Submitted To Buyer
Minor Works Lot 1 - Building Fabric Maintenance	City of London Corporation	02/08/2017 12:00	Response Not Submitted To Buyer
- Quick Links:**
 - Standard Links
 - Organisation Profile
 - Published Opportunities** (highlighted with a red box)
 - My Auctions
 - My PQQs
 - My RFQ/ITTs
 - My Contracts
 - Quick Guides & FAQs
 - Custom Links
 - Getting started with the new User Interface (Seller)

3. Locate the project called “Minor Works Term Contract” as shown below:

Filter By: All Opportunities

Division	Project Title	Work Category	Listing Deadline	
1	oneSource	LBN Hire of Market Skips	Services	28/07/2017 16:00
2	oneSource	Active Homecare Framework	Services	31/12/2025 12:00
3	London Borough of Hillingdon	The Installation of an LED Communal Lighting System at Sibley Court	Works	21/07/2017 14:00
4	London Borough of Hillingdon	Asbestos Management Surveys and Technical Support Services	Services	09/08/2017 14:00
5	London Borough of Hillingdon	Re-roofing of milking parlour at Whiteheath Farm	Works	31/07/2017 12:00
6	London Borough of Hillingdon	Replacement of Communal Boilers - Drayton Court	Works	12/07/2017 14:00
7	London Borough of Hillingdon	Replacement Water Booster Pump at Harding House, Hayes	Works	14/07/2017 12:00
8	London Borough of Hillingdon	The design and construction of a double bay practice unit - Ruislip Cricket Club	Works	21/07/2017 12:00
9	London Borough of Hillingdon	The Replacement of Fire Doors at Michael Shersby House & Roberts Close	Works	31/07/2017 14:00
10	London Borough of Hillingdon	Air Pollution Monitoring Study	Services	07/07/2017 12:00
11	City of London Corporation	Security Caretaker for Woodredon House and Coach House	Services	10/07/2017 12:00
12	City of London Corporation	Soft Market Testing Exercise - Barbican Waterproofing	Works	04/09/2017 12:00
13	City of London Corporation	Contract 3 - Emergency Works West Smithfields	Works	13/07/2017 14:00
14	City of London Corporation	Minor Works Term Contract	Works	02/08/2017 17:00
15	City of London Corporation	Landscape Designer Services - 60-70 St Mary's Axe	Consultancy	14/07/2017 12:00
16	capitalEourcing	King George's Hostel	Services	26/07/2017 00:00
17	capitalEourcing	Holland Park under 5's Play Area Improvement Works	Works	07/07/2017 18:00
18	capitalEourcing	Integrated Family Support Service for Hammersmith & Fulham	Services	01/09/2017 00:00
19	capitalEourcing	Family Support Service	Services	16/08/2017 05:00

The row for 'Minor Works Term Contract' (row 14) is highlighted with a red box.

4. Click on the "Go to Project Details" link as shown above.

The screenshot shows the top navigation bar with the time '10:59 WET - Western Europe Time DST', a user profile 'Welcome rund mark', and a 'HELPDESK' section with contact information. The main header features the 'capitalSourcing' logo. Below the header, there is a 'Back to List' link and a 'Go To Project Details' link highlighted with a red box. The project title is 'Project: prj_COL_8689 - Minor Works Term Contract'. The page is divided into sections: 'Details' (with a 'Published Opportunity' tab), 'Project Details' (with fields for Project Code and Project Title), and 'Opportunity Details' (with fields for Project Description, Notes, Work Category, Procurement Route, Listing Deadline, and Contract Start Date).

5. Click on the "Related PQQ/RFQ/ITT Opportunities" link as shown below.

The screenshot shows the project details page for 'Project: prj_COL_8689 - Minor Works Term Contract'. It includes a 'View Published Opportunity' link, project reference '16-14DFS', and a warning message: 'Warning: This Project contains multiple PQQ/RFQ/ITT Opportunities, click here to view or Express Interest in the other (3)'. Below the warning, there are tabs for 'Project Details', 'Settings', 'My Project Objects (1)', 'Related PQQ/RFQ/ITT Opportunities' (highlighted with a red box), 'Attachments (12)', and 'Activities (0)'. The 'All Objects (1)' section is active, showing a table with one entry: 'itt_COL_6227' with the name 'Soft Market Testing Exercise - Minor Works', end/close date '15/05/2017 17:00', and status 'Closed: To Be Evaluated'. The page footer shows 'Total 1' and 'Page 1 of 1'.

6. Click on the relevant lots you wish to apply for to express an interest and complete the supplier questionnaire.

The screenshot displays the Capital Sourcing web application interface. At the top, there is a navigation bar with the Capital Sourcing logo on the left, a 'Welcome' message with a user profile icon in the center, and a 'HELPDESK' section on the right containing contact information: 'Phone: 0900 069 8630' and 'E-mail: help@capital-sourcing.co.uk'. Below the navigation bar, the main content area shows a breadcrumb trail: 'Back to List' and 'View Published Opportunity'. The primary project information is displayed as follows:

- Project:** prj_COL_8689 - Minor Works Term Contract
- Project Reference:** 16-140FS
- Facilitating Body:** City of London Corporation

Below the project details, there are tabs for 'Project Details', 'Settings', 'My Project Objects (1)', 'Related PQQ/RFQ/ITT Opportunities', 'Attachments (12)', and 'Activities (0)'. The 'Related PQQ/RFQ/ITT Opportunities' tab is active, showing a table with the following data:

	Code	Title	Time Limit to Express Interest	
1	pqq_COL_805	Minor Works Qualification Questionnaire *MUST COMPLETE*	02/08/2017 12:00	  
2	pqq_COL_804	Minor Works Lot 2 - Mechanical & Electrical Works	02/08/2017 12:00	  
3	pqq_COL_803	Minor Works Lot 1 - Building Fabric Maintenance	02/08/2017 12:00	  

At the bottom of the table, it indicates 'Total 3' on the left and 'Page 1 of 1' on the right.