**Tender (Negotiation) Guidance**

1. Once you have registered, log in and click on the 'Supplier Portal' icon.
2. From there, on the left hand side of the screen towards the bottom of the list, click on 'view active negotiations'.

3. In the next screen, toward the right hand side, you'll see 'Invitation Received' and this is defaulted to 'Yes'. Please select 'no' and then click Search. You should then be able to see the tender

4. Click on the blue link on the left hand side of the title and this will take you through to the project.

5. On the right hand side, click on the arrow next to 'Actions' and move the cursor down to 'view'.

6. From there, click 'view attachments' and you will then see a list of all of the tender documents (some of them are for information only so don't panic at the number of them!).

7. You can then highlight the documents and click 'Download'.