

## Instructions for Registering on the SoEPS Commissioning Support In-tend e-Tendering Portal

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1. Browse to the **SoEPS Commissioning Support** portal  
<https://in-tendhost.co.uk/soepscommissioning>
2. Click the **“Register”** link on the left-hand side of the page.
3. Enter your correct business and user details.
4. Note the email address and password chosen and Click **“Register My Company”** when complete.
5. Login to the portal with the username/password.
6. You will be prompted to change your password on first login.
7. Hover your mouse over the **“Tenders”** button on the main toolbar and choose the relevant option:
  - **“My Tenders”** shows a list of the opportunities in which you have already expressed an interest or to which you have been invited
  - **“Awarded”** shows a list of tenders awarded on the system (where these are were open to all)
  - **“Current”** shows a list of all the advertised opportunities on the system (i.e. open to all) in which you are able to express an interest
  - **“Forthcoming”** shows a list of pipeline projects (including those in which providers can still express an interest – i.e. deadlines not yet reached)
8. Click on the **“View Details”** button for relevant opportunity to access the content, clicking **“Express an Interest”** where required to do so.
9. Click the relevant procurement as required then click the **“Opt-In”** at the bottom of the page to start building your submission to the procurement stage. This will move the project over to your **“My Tenders”** page. (This is a secure area reserved for your projects only).
10. Note the deadline for completion and follow the on screen instructions to complete the PQQ/ITT, accessing any attached documents as required.
11. Any questions on specific opportunities should be directed through the portal messaging facility.

**If you have any questions on the above or general questions around tendering with NHS South of England Procurement Services Commissioning Support please contact:**  
[commissioning.tenders@soeprocmnt.nhs.uk](mailto:commissioning.tenders@soeprocmnt.nhs.uk)

