

Instructions to access the portal:-

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 (your organisation may already have registered, please check with your internal bid department if you have one before reregistering).

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@soeprocurement.nhs.uk