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| **Quick Reference Guide** | |
| **Registration on the Shropshire Telford & Wrekin VCSE DPS** | |
| **Instructions for Registration** | |
| **1** | **Type in** [**eu-supply.com**](https://uk.eu-supply.com/app/rfq/edittransaction.asp?TID=61756) **to your browser** |
| **2** | **Registration**  Go to [EU-Supply](eu-supply.com) and make sure to click “New supplier registration”on the list on the left |

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| **3** | **You will be directed to the Supplier Registration form, which you need to complete in full.**    **When you have completed the ‘Supplier Registration’, click the ‘Save’ button on the bottom right of the screen** |

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| **4** | **Once you have created an account, go to your organisations home page**  **This is where you will see recent messages (procurement will message you on this for any queries/questions relating to your responses) This should also be used to ask questions of procurement**  **Click CTM Published Tenders** |
| **5** | **This will direct you to ‘Ongoing Public Tenders’ . This is where you can find a list of all tenders registered on EU-Supply**  **Type VCSE in the ‘with keyword’ box and click ‘search’ A list of all ‘Name’ will be displayed. Click on ‘Shropshire VCSE Mental Health Transformation’** |

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| **6** | **Once you have clicked on ‘Shropshire VCSE Mental Health Transformation’ you will this screen. Located in the top left hand corner there will be a box that says “Accept” make sure to click this and that will confirm you have registered to the DPS.** |
| **Instructions for Completing Stage One – Eligibility Questions** | |
| **7** | **To complete stage one you will need to go down to “My Responses” this will take you to a page that has 29 questions that all require a response.**  **this will take you to a page that has 29 questions for you to complete** |
| **8** | **If you log out you can get back in to this screen by looking at the ‘My quotes/tenders’ and it should say “1 ongoing” click into this and it will bring you back to the screen for the responses.** |
| **9** | **Sample of the questions in Stage One – Eligibility Questions**  **Some questions will require you to upload documents. These documents are required by procurement for your organisation to “qualify”.**  **Upon completion of all questions, click “save and next”, this will notify procurement that you have given a response.**  **The MPFT procurement team then have 10 days to contact you if anything further is required and to go over your responses.**  **When your organisation has qualified, you will be notified and this will enable you to get notification of any tenders being put out to market on this particular DPS.** |