**SUBMITTING A RESPONSE ON THE SOUTH EAST BUSINESS PORTAL**

1. Log into the portal
2. Open the opportunity homepage



1. The opportunity homepage opens
2. Select *Start* under the Tender/Quote event





1. The tender/quote page opens
2. You will see traffic lights on the right side of the page. You must complete all actions which will turn to light green before you can submit your response
3. To start your response select *Start My Response*



1. Response screen opens.
2. The 1st and 2nd traffic lights will turn green.
3. Click Edit Additional Info



1. The Additional Information screen opens.
2. Tick check box
3. Select Save



1. The Response screen opens.
2. The complete additional information traffic light turns green.
3. To add an attachment (your tender/quote response), select *Add* under the *Response documentation, files and link* header



1. To add files select *Add Files* (Please remember to check what types of document format are permitted)
2. Select the file from your system and select *Start Upload*



1. You need to accept the term and conditions of contract for your bid to be valid. Select *Accept terms & conditions*



1. All traffic lights will show as green.
2. Select *Submit response*



1. A message will pop up asking if you want to submit your response. Select *Submit response*



1. On the opportunity homepage, you will see that you have submitted a response.

Remember if you have any queries please raise the issue via the portal Messages & Clarifications section.