How to Submit a Response on the Portal

1. Log in to Supplying the South West portal
2. In the top menu bar choose ‘My activities’
3. Then click on ‘Last Viewed activities’ Hopefully the opportunity you are looking for is in this list- Please click on it
4. The next page you will see is this one. Click on **‘Start’** **Note**: this will change to **Open** next time you go back to this page
5. **‘Start or Open’** will take you to the page below which holds all the documents you will need to complete your tender. (see bottom of screen shot)
6. Mine has disappeared (because I have already done it) but there will be a link asking you if you intend to respond where there is an
7. click on ‘View draft responses’ (note you now have two green dots…. your responses is not ready to submit until they have all turned green)
8. On this page click on ‘Edit’ and complete additional information (this will turn another red dot green for you)



1. Once you have your documents ready you can upload them to the portal by clicking on the **+ Add**
2. This is the upload screen. Start with ‘Add Files’ and once you have your documents ready, click of ‘Start upload’



1. When you happy with your submission. His the pulsing **‘Submit Response’** this will turn your final red dot green and you Submission is complete

