## Guide to Registering an Interest and Submitting a Response

Go to: www.channelislandtenders.com

From the left-hand side menu select 'Register Company' and follow the process.

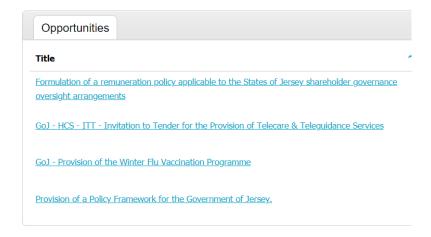
During the registration process if you experience any problems or cannot progress with your registration please contact Proactis support:

ProContractSuppliers@Proactis.com or by Phone 0330 005 0352

Once registered and a profile has been created to can visit the site and from the lefthand side menu select 'Current Opportunities'



From the opportunities section select the required tender

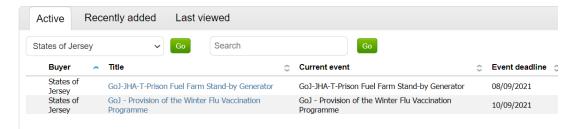


On the right-hand side select the green button to log in. Once logged in then select the green button again to express an interest.



Go back to the Home page and then view your active tenders.

Select the active tender required.



You are now on the events page where you can select the 'open' button of the second event to access the tender documentation.

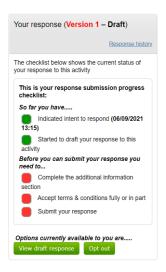


In the tender dashboard, halfway down the screen, you will find the attachments. Ensure you download and save the attachments for your review and completion.

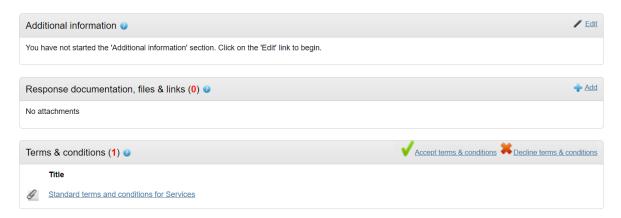


On the right-hand side of the screen, you will see the green submit button where you can, once ready, submit a response following the process.

If start the process and then come back out before completing the button will change title are you progress is still saved.



There are 3 actions to take when submitting:



- 1. Additional Information: Click 'Edit' to add a sentence, this is not a requirement for the tender but to complete the submission process the system requires a sentence.
- 2. Response Documentation: Click 'Add' to upload your tender response.
- 3. Accept the terms.

Once all the above has been completed you will be able to see the 'submit' button to complete the process.

Up to the closing date and time you are able to re-submit new versions of your response if required.

Following the deadline, no new responses will be accepted.

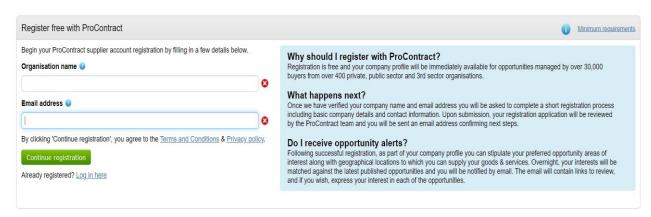
## Guide to Registering a Company on the Government of Jersey Tender Portal

All tenders for the Government of Jersey are published via the tender portal allowing Companies to bid for goods and services.

The Government of Jersey Tender Portal is available at <a href="www.channelislandtenders.com">www.channelislandtenders.com</a> and is supported by Proactis.

To access the tender portal please register your company by following the link to the registration page <u>Supplier registration (due-north.com)</u>

Below is a screen shot of the registration home page.



Users can access the tender portal on the most recent desktop and mobile versions of the following browsers:

- Microsoft Internet Explorer/Edge
- Mozilla Firefox
- Google Chrome

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As soon as you have registered your Company and have obtained a profile you may view current opportunities published by the Government of Jersey at <a href="Opportunities (due-north.com">Opportunities (due-north.com)</a>