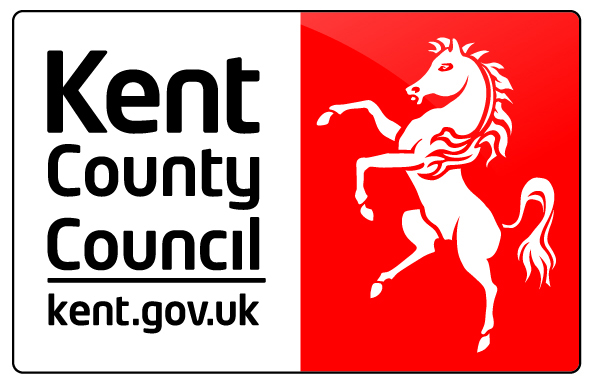


Supplier Guidance

Responding to an Invitation to Tender

or Pre-Qualification Questionnaire

****

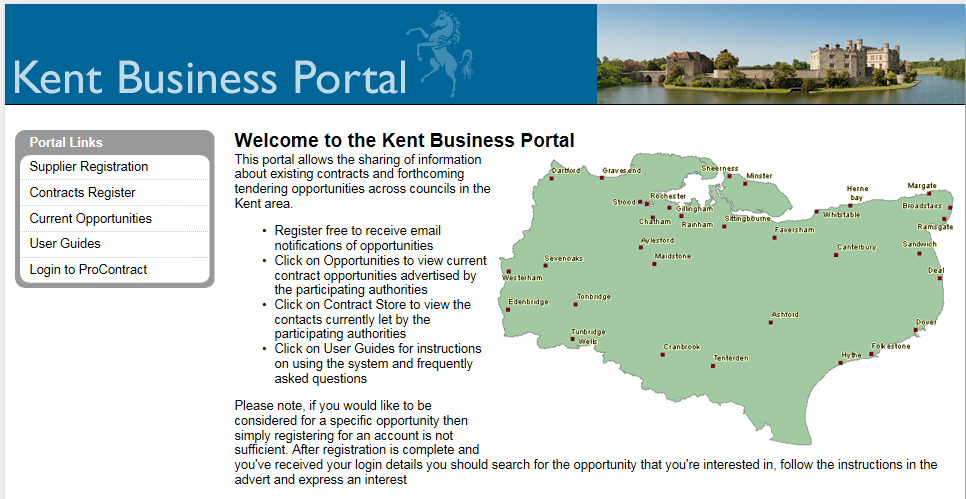
**Introduction**

This guide will take you through the steps required to submit a response to a KCC invitation to tender or pre-qualification questionnaire via The Kent Business Portal.

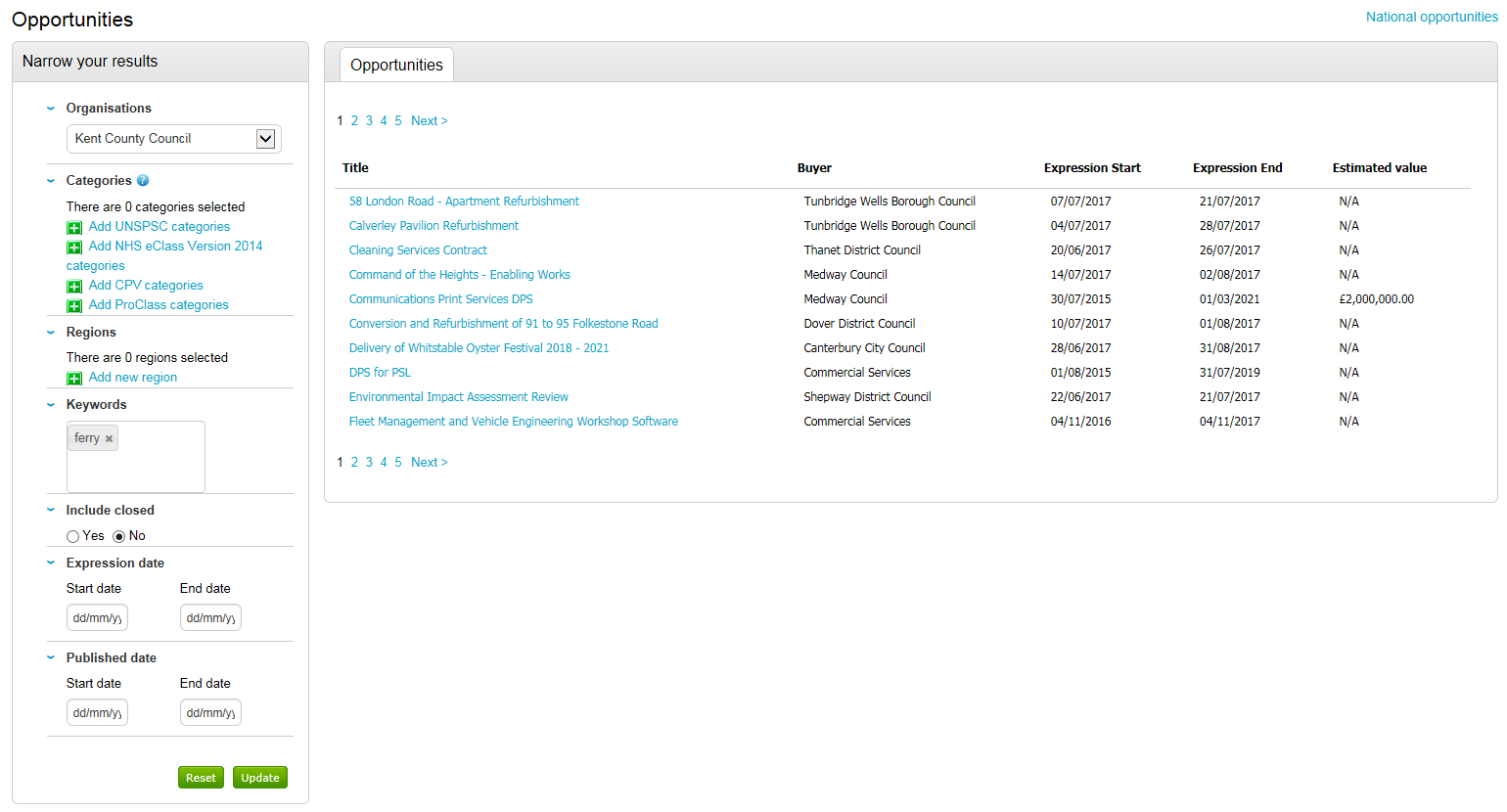
Further guidance can be found within the **Help Centre** section located under the Help section of the navigation bar once you’re logged in.

**Registering your Interest in an Opportunity**

* On the front page, go to Current Opportunities:

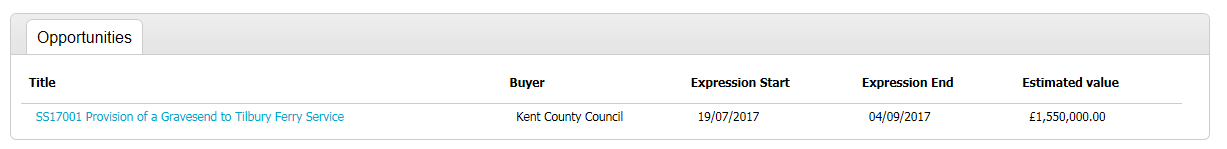


* All opportunities currently available are shown. To narrow the results to those for a specific **organisation**, **category**, **region**, **keyword** or **date**, use the search options on the left of the screen, then click **Update**:





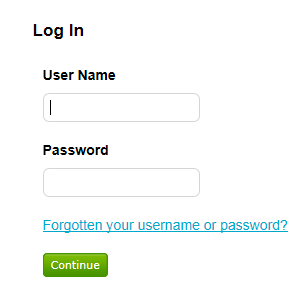
* Once the relevant opportunity has been located, click into the **Title**:



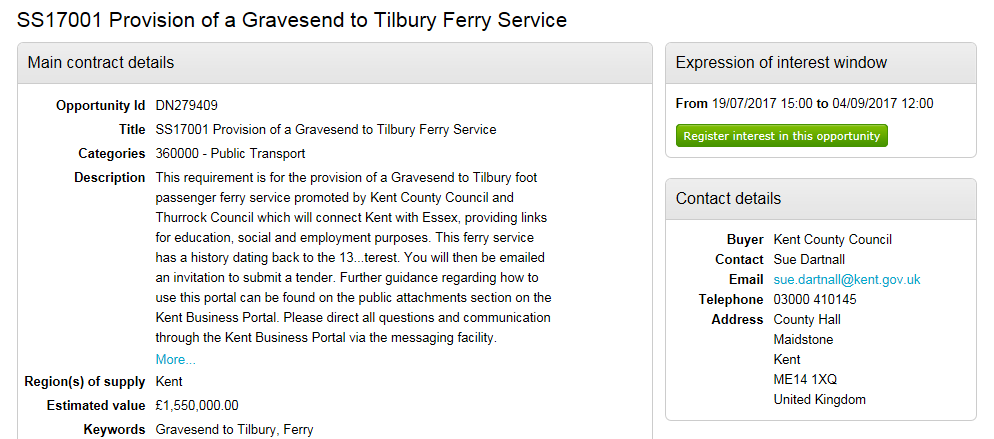
* Details of the opportunity are shown. To register interest, click **Login and register interest in the opportunity**:



* Enter your username and password, then click **Continue**:

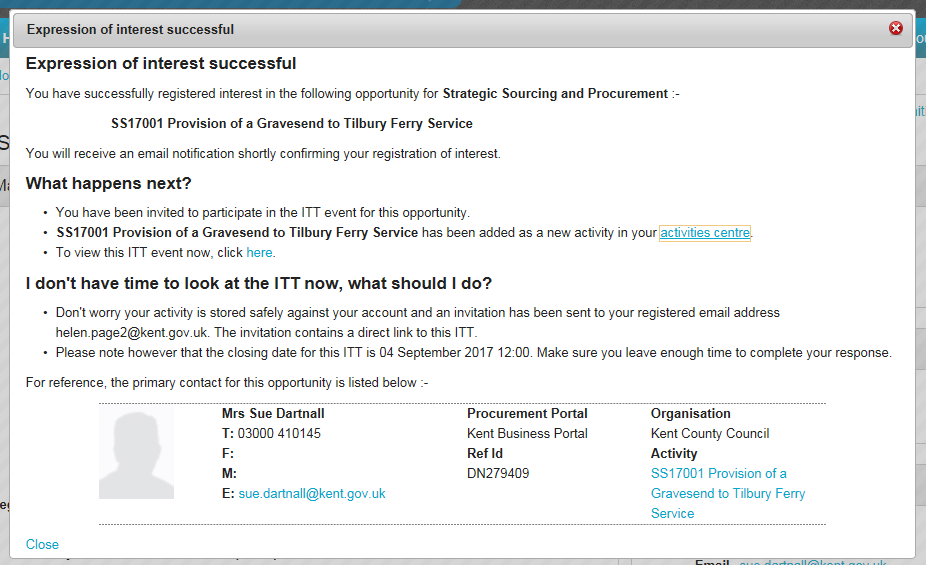


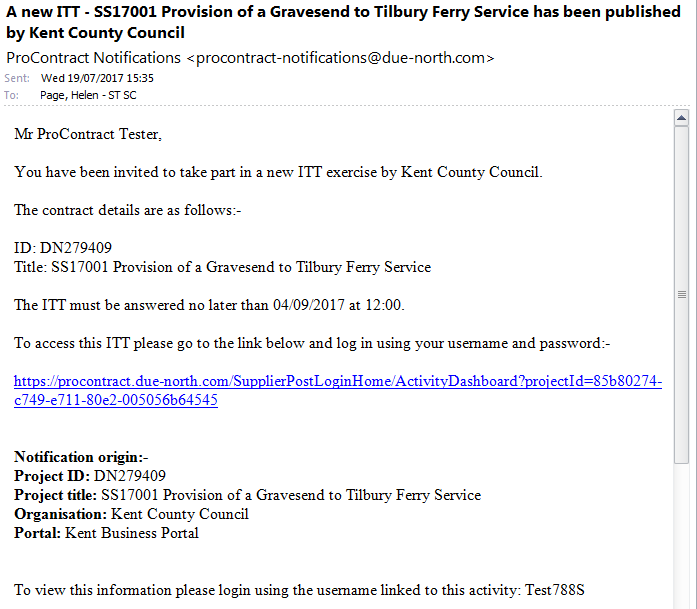
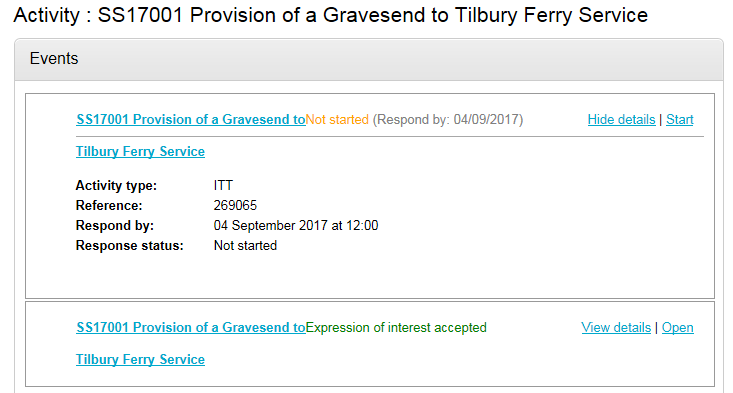
* Once logged in, click **Register interest in this opportunity**:

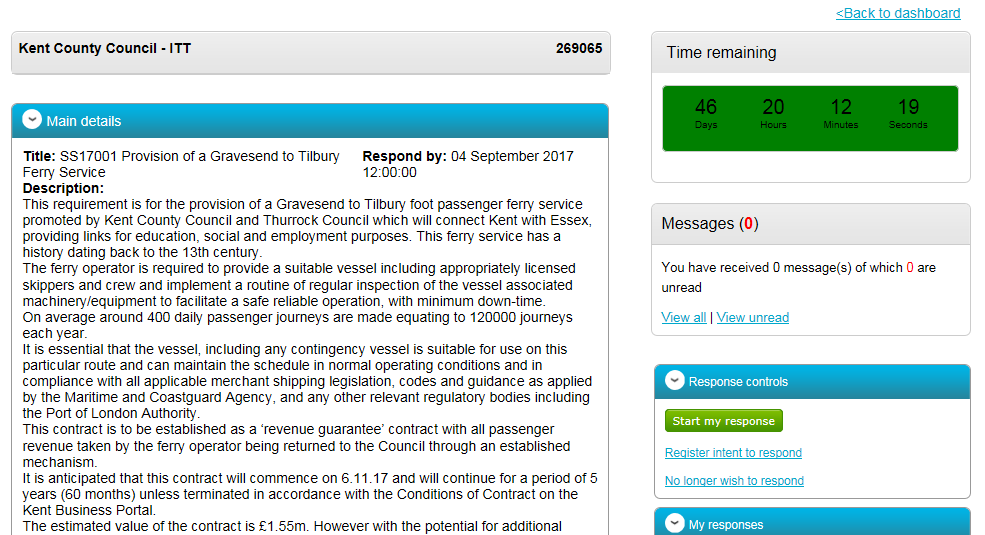


**Locating Documentation Relating to an Opportunity**

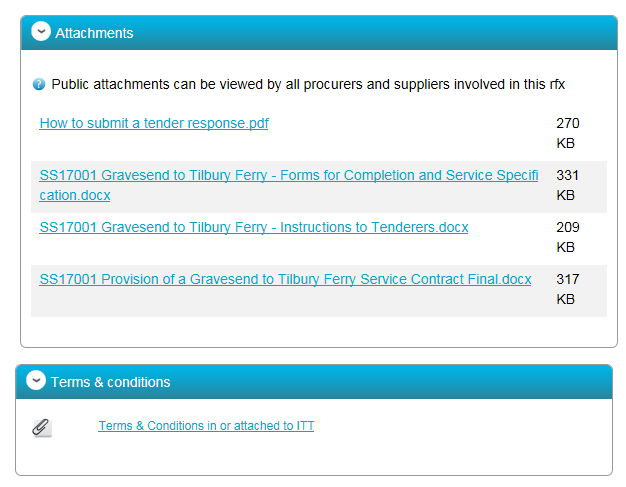
* Confirmation will be given once the expression of interest has been successfully registered.
* To view in Invitation To Tender information immediately, click the **link to the ITT event**:



* Alternatively, you will also receive an email with a link to the relevant opportunity. This can be used to access the ITT information at a later date, by clicking into the **link** and logging in to the system: 
* The link will take you to a screen showing the Events relevant to the opportunity.
* The **Events** screen confirms **expression of interest accepted**.
* To view further ITT information, click **Start** on the **ITT event**:
* The below screen shows the **Main details** of the opportunity.
* A **Time remaining** box shows how long is left until the submission deadline.
* A **Messages** box shows whether any additional messages relating to the opportunity have been received. The **Messages** function works in a similar way to email.

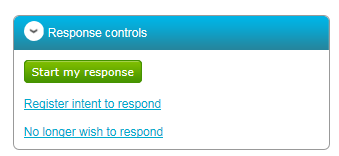


* Further down the ITT screen can be seen a list of **Attachments** which should be viewed before responding to the opportunity.
* **Terms & conditions** which should be read before responding to the opportunity are also shown.
* For each **attachment** and **terms and conditions** document, open by clicking into its name.

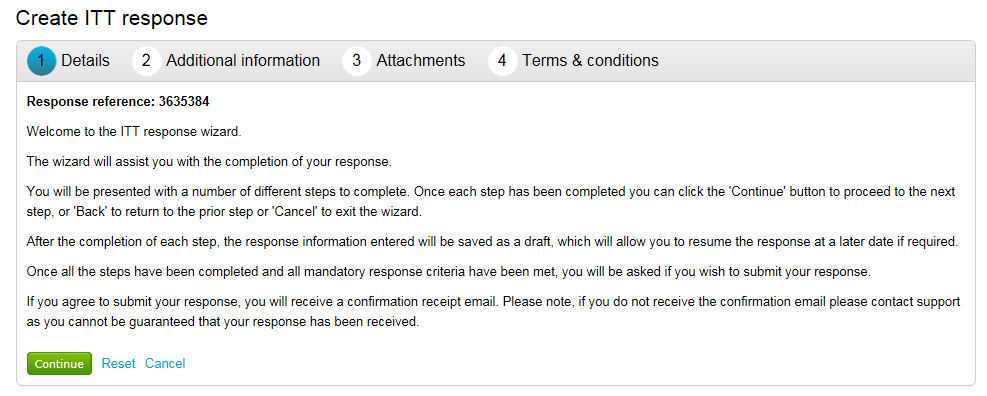


**Submitting your Response**

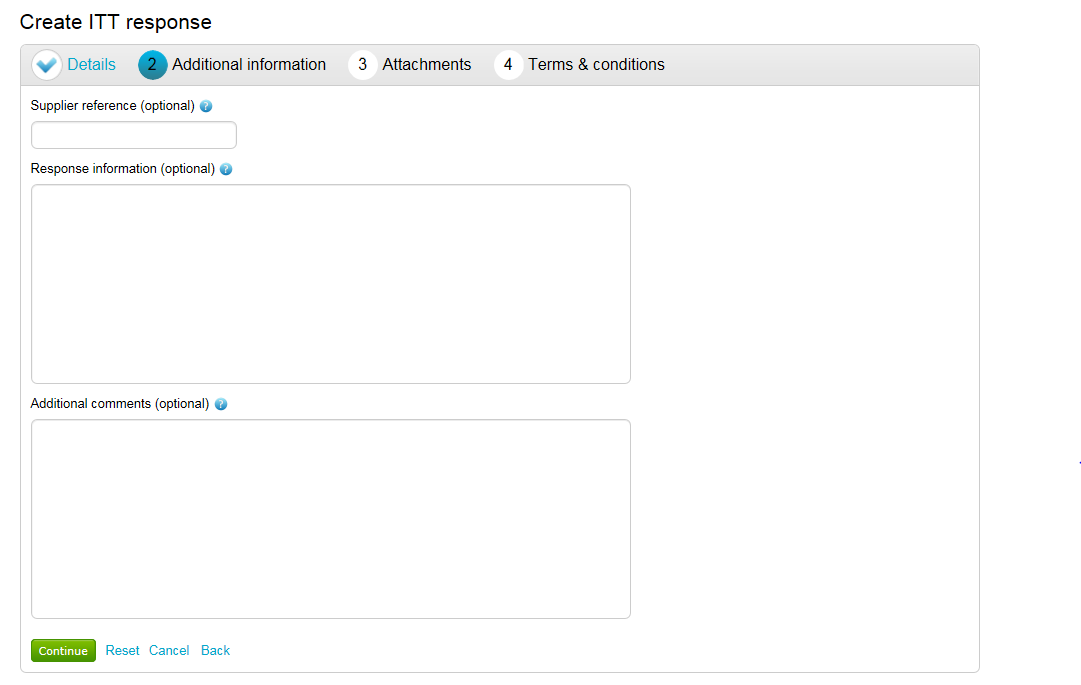
* To respond to the opportunity, click **Start my response** on the right hand side of the screen:



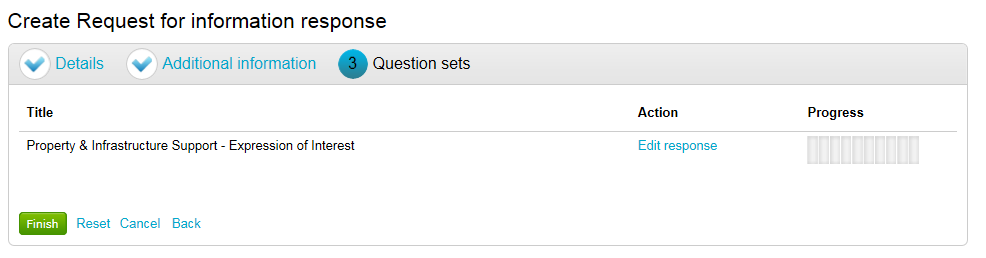
* Read the guidance and click **Continue**:



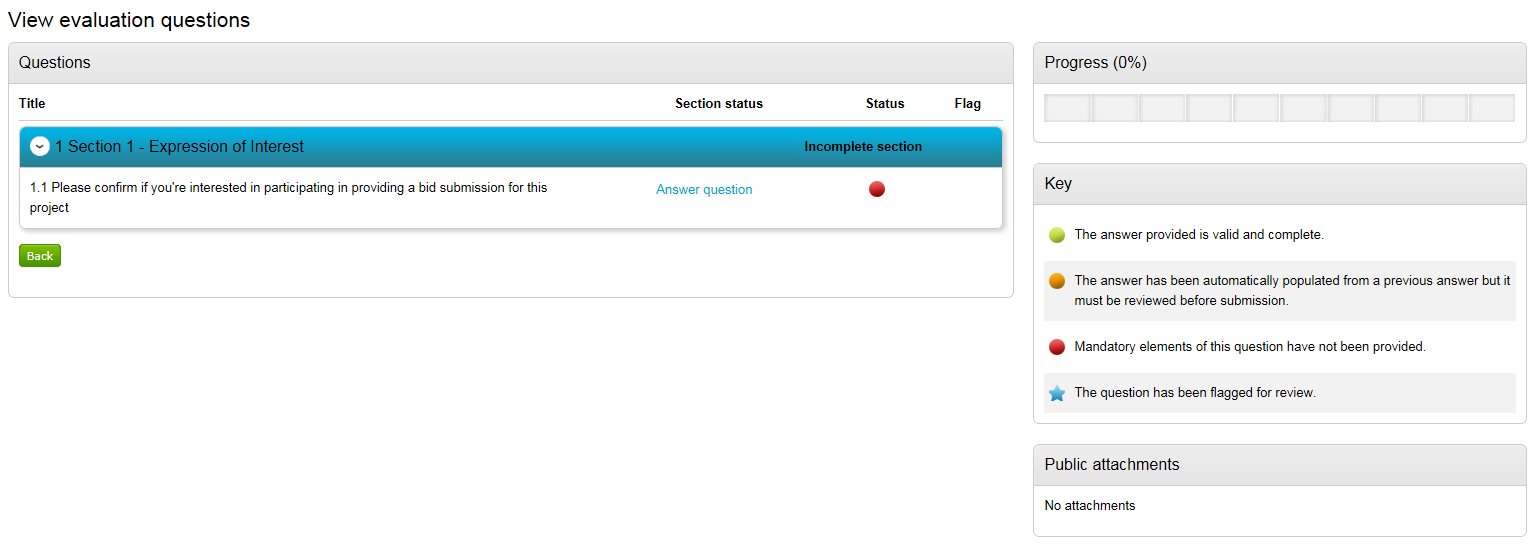
* Complete your reference, response information, and additional comments if required (these fields are optional if the main response is to be via evaluation questions and attachments), then click **Continue**:



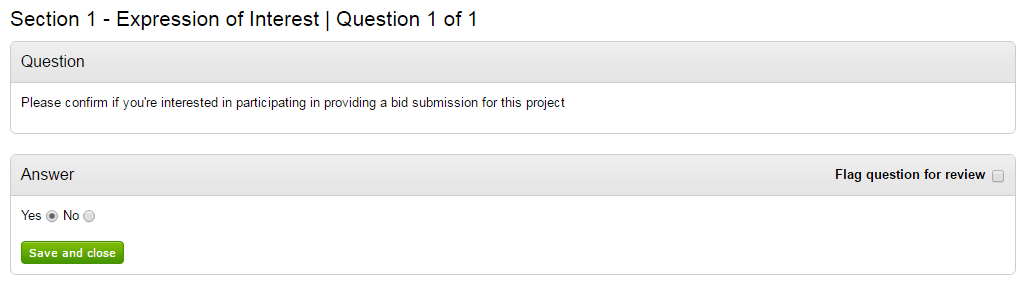
* Some opportunities may require you to complete evaluation questions at this stage. If so, click **Edit response** to see the questions:



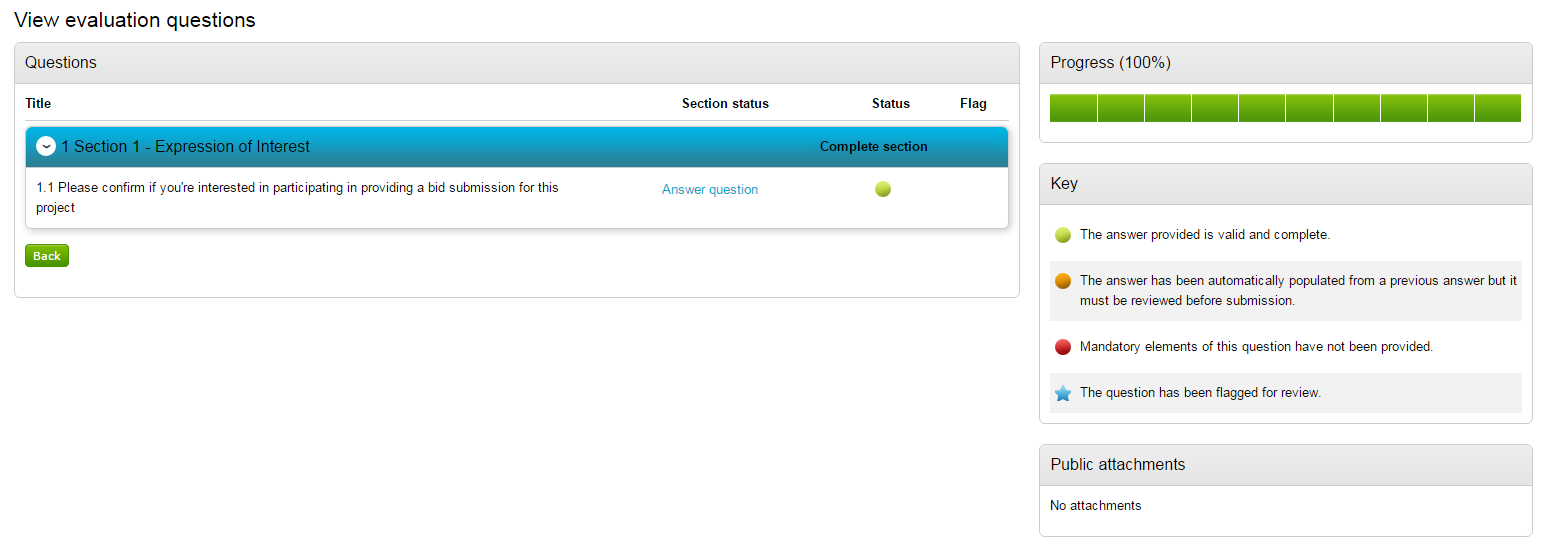
* For each question, click into **Answer question** to complete your response:



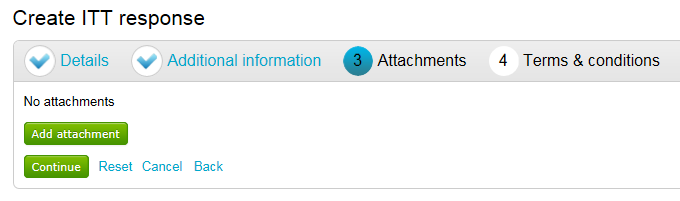
* Answer the **question** (this may require selecting an **option**, or adding **free-type text**, depending on the nature of the question).
* If the evaluation has multiple questions, click **Save and next** to complete the next question.
* Once all questions have been completed, click **Save and close**:



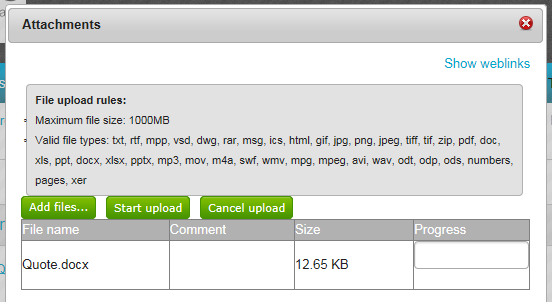
* Once the **Complete section** shows as green, and the **Progress bar** shows 100% and has turned green, click **Back** (or **Continue**, depending on how the ITT has been set up) to navigate back to the main response page:



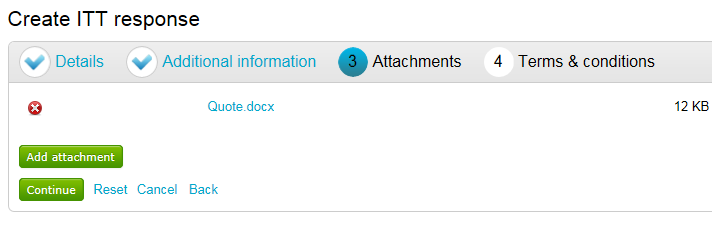
* Once evaluation questions have been completed, you will be able to continue with the remainder of the response.
* If an attachment is required, click **Add attachment**:



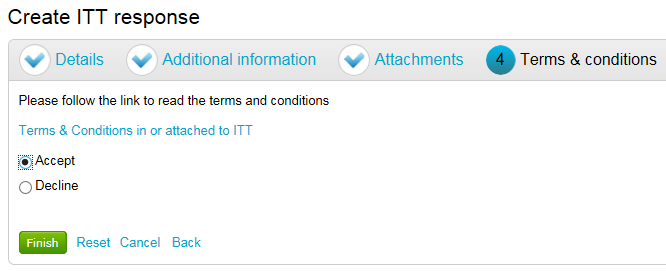
* Click **Add files** to locate and select files from your computer, then click **Start upload** to add the files to your response:



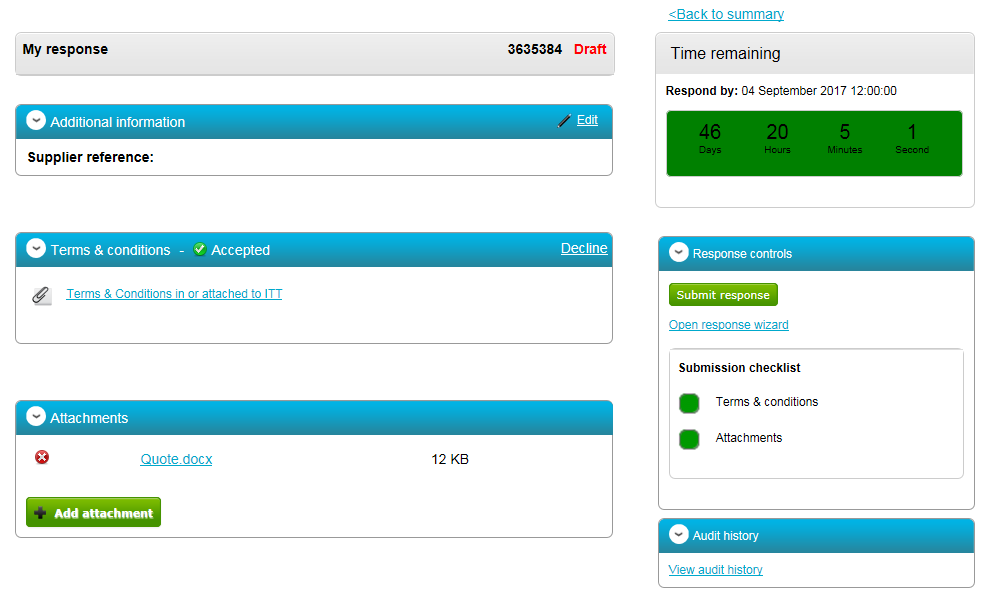
* Once all relevant attachments have been added, click **Continue**:



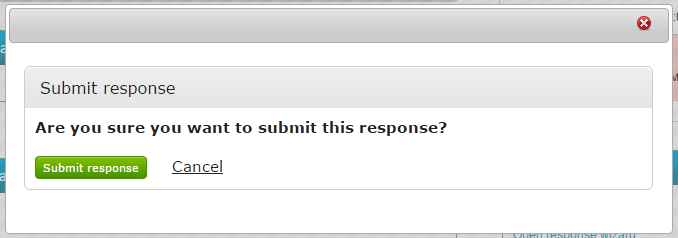
* Read the **Terms & Conditions**.
* Select **Accept**, then click **Finish** to navigate back to the main response page:



* Once the relevant sections have been completed, all items under the **Submission checklist** will turn green. This indicates that your response can now be submitted.
* To submit your response, click **Submit response**:



* You will be asked if you are sure you want to submit the response. Click **Submit response** to confirm.
* You MUST ensure this part of the process is completed. **Answering evaluation questions and uploading attachments do not in themselves constitute a submitted response**.



* A green box containing the word **Submitted** will now appear beneath the **Time remaining** box. This is confirmation that your response has been submitted. The system will also generate an email to confirm that the submission has been received by the system.
* Should you wish to make any amendments to your response, you can do this at any time prior to the submission deadline by using the links within the **Response controls** box. If you do this, please remember to ensure your amended response is submitted successfully.

