Leicestershire County Council Guide to submitting tenders via the e-tendering portal

The e-tendering portal can be accessed via the following link;

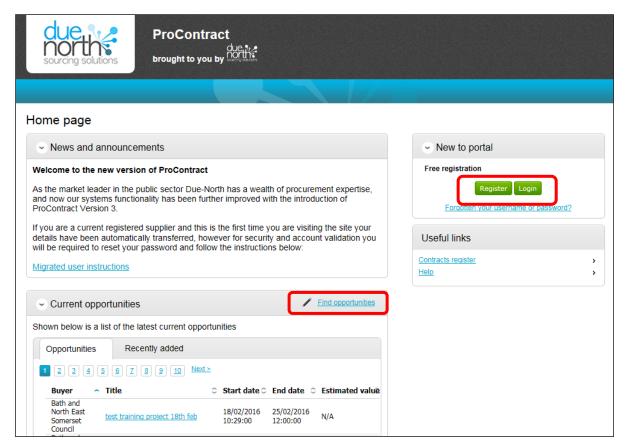
https://procontract.due-north.com/SupplierPreLoginHome/

Step One - Registration / login

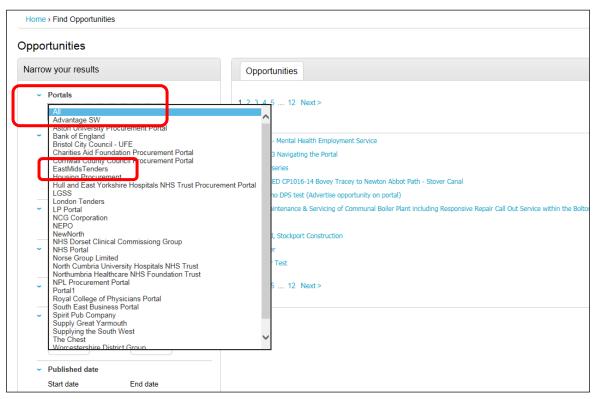
- First time users of the Portal must register on the website
- If already registered you must login to the site

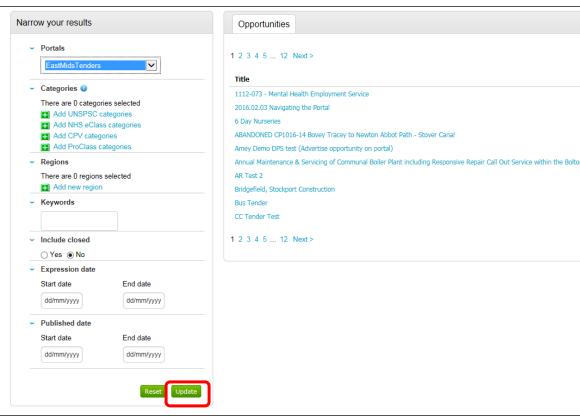
Step 2 - Find the opportunity

- East Mids tenders Homepage View opportunities
- Supplier Homepage Find opportunities



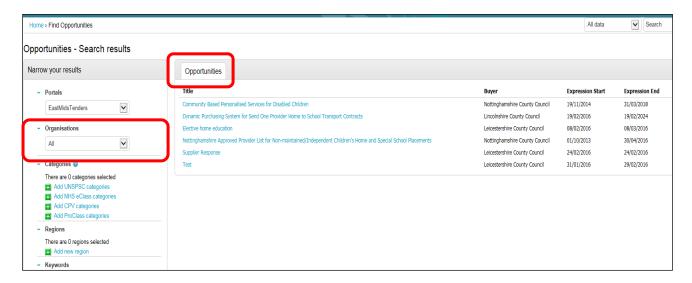
Under Narrow your results: Portals - select EastMids Tenders and Update





Under Narrow your results: Organisations— select Leicestershire County Council and Update

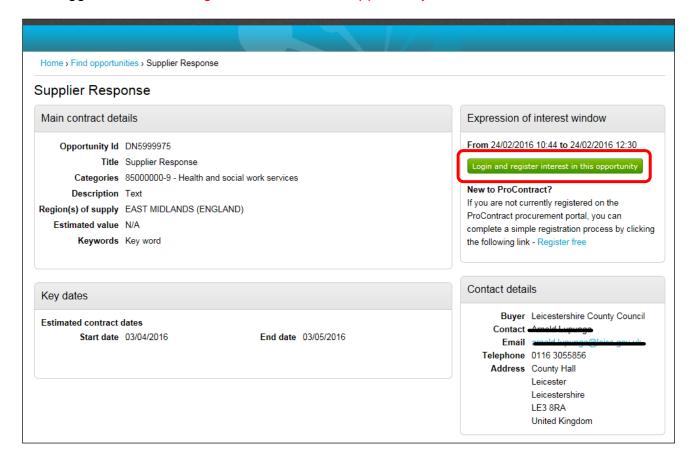
Under Opportunities select the relevant tender by clicking on the blue hyperlink



Step 3 - Registering an interest in the opportunity

If not logged in click on Login and Register interest in this opportunity

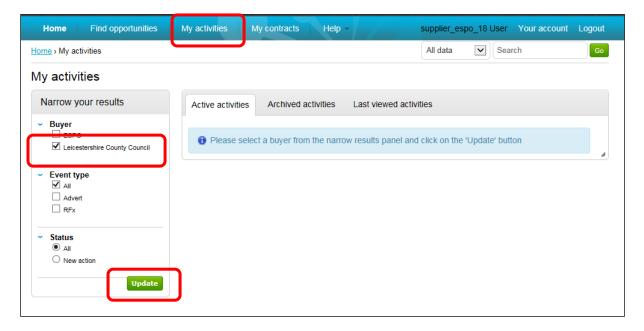
If logged in click on Register interest in this opportunity



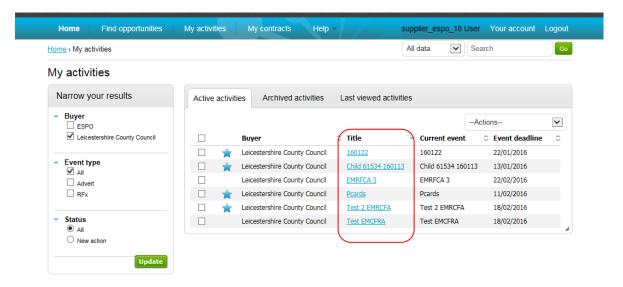
Step 4 - Accessing the application documents

Click on My activities located on the blue toolbar

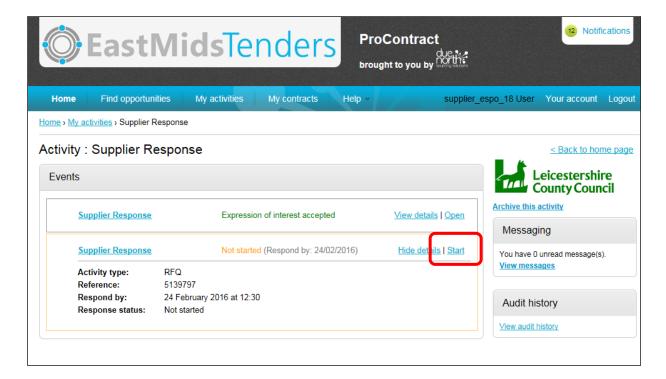
Under Narrow your results select Leicestershire County Council and Update



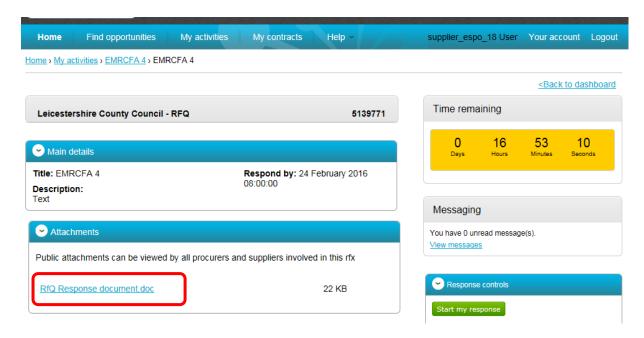
Select the contract opportunity you want to respond to by clicking on the blue hyperlink



Under Events: Supplier Response: Not Started click on Start



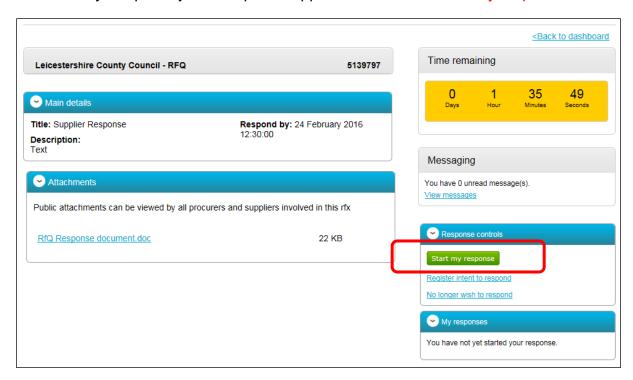
Download the tender documents by clicking on the blue hyperlink

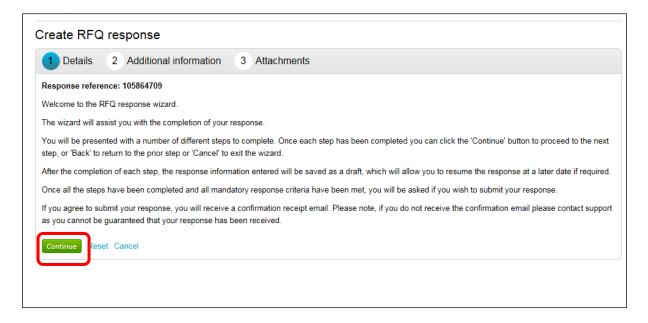


Step 5 - Submitting a response

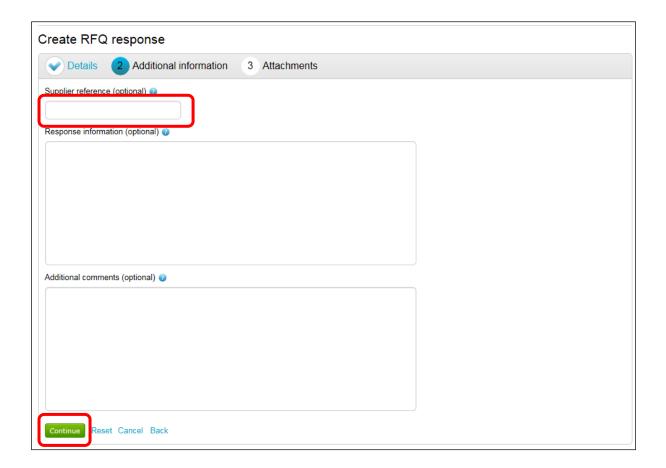
Complete your tender response offline.

When ready to upload your completed application click on "Start my response"

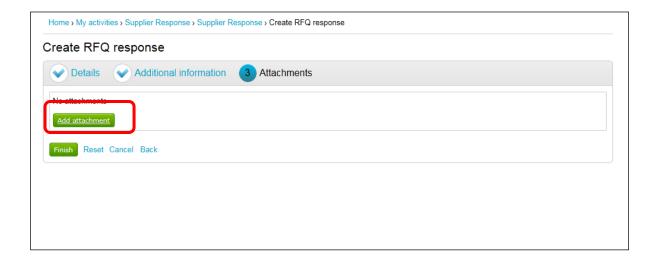




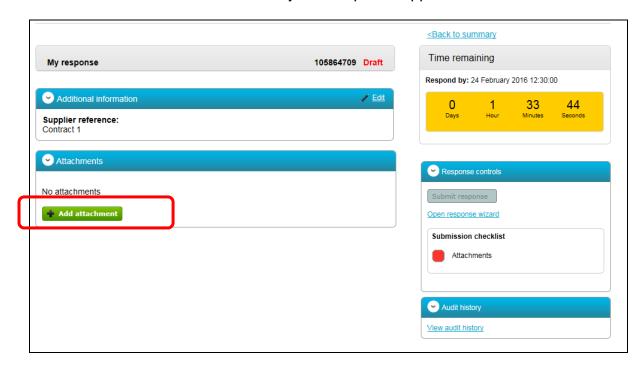
Enter your own reference and click Continue



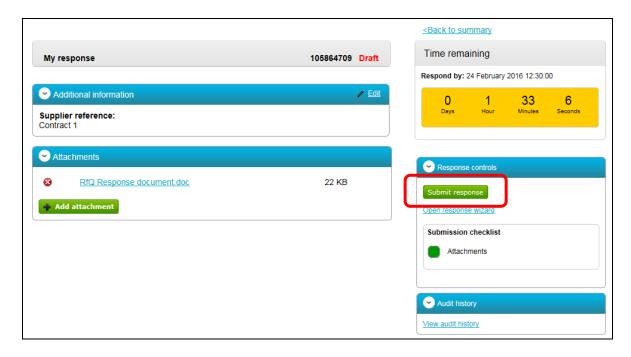
Click on Add Attachment



Click on Add Attachment and attach your completed application



Once the application document is attached click on Submit Response



When your application has been submitted the word Submitted will appear on the right-hand side on the screen

