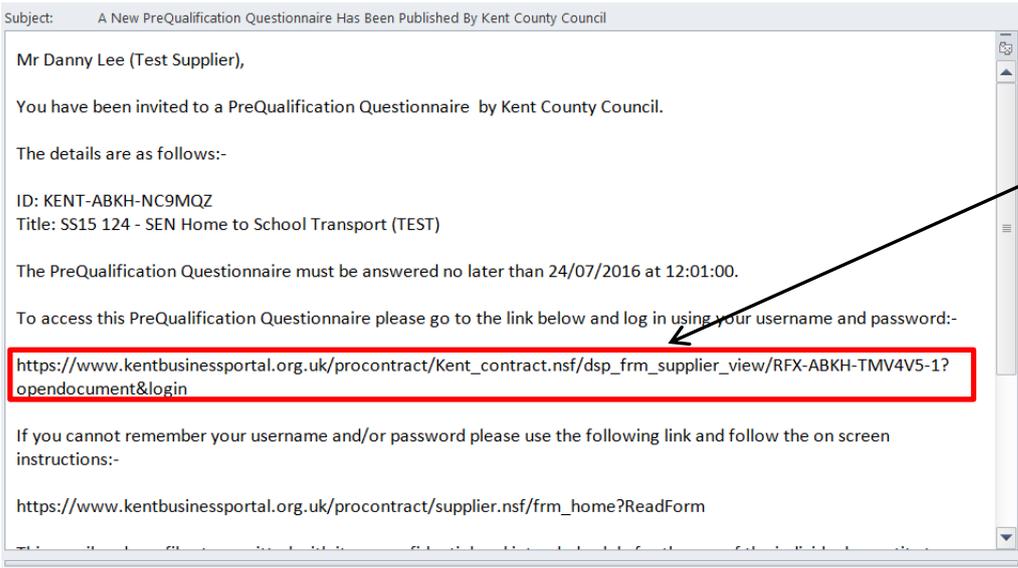


# Strategic Sourcing & Procurement



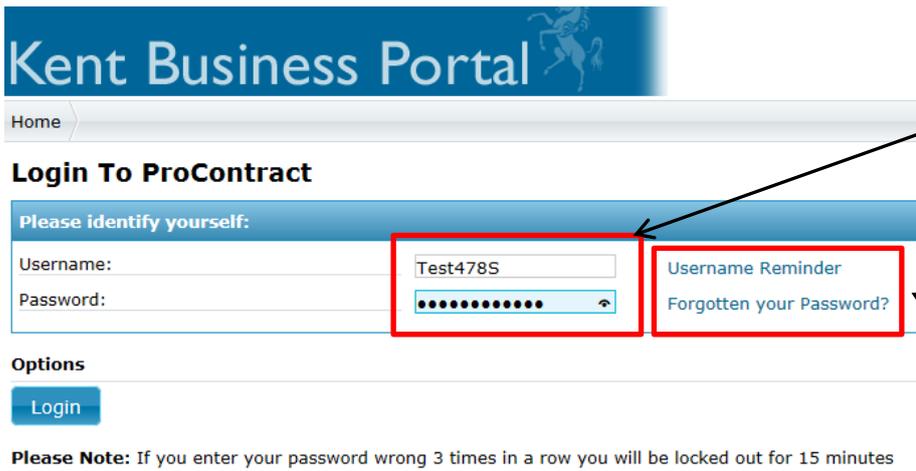
Guide to Submitting the  
Pre-Qualification  
Questionnaire

1. When the document is published by the procurement team you will receive the following email -



To access the documentation, click on the link contained in the email.

2. This will take you to the Kent Business Portal where you will be prompted to log in.



Enter your Username and password.

TIP: If your device asks you if you want it to remember the password choose yes as this will mean you won't need to type it again.

If you cannot remember your username or password please use the links to retrieve them.

3. Once logged in this will take you to an overview of the Pre-Qualification Questionnaire.

**Kent Business Portal**

Home | My Opportunities | Contract Dashboard | PreQualification Questionnaire Summary

**Contract: ABKH-NC9MQZ: SS15 124 - SEN Home to School Transport (TEST)**  
**Kent County Council - PreQualification Questionnaire**

**Prequalification Questionnaire Information** [View Prequalification Questionnaire](#)

Ref No (Version): RFX-ABKH-TMV4V5-1 (Version 1)  
 Title: SS15 124 - SEN Home to School Transport (TEST)  
 Response Required By: 24/07/2016 12:01:00  
 Attachments: 3

**My Response** [View Response](#)

Status: Draft (NOT SUBMITTED)  
 Version: 1  
 Intent To Respond: Not Sent  
 Supplier Ref No: DL  
 Attachments: 0

**Options**

[Response Wizard](#) [Opt Out](#) [Register Intent](#) [Finish](#)

In order to access the documentation you must click on 'View Pre-qualification Questionnaire'

This area provides a summary of the Pre-Qualification stage.

This area provides a summary of your response

4. This page allows you to download the relevant documentation.

**Submission Information**

Respond By Date: 24/07/2016  
 Respond By Time: 12:01:00  
 Supplier Attachment Required: Yes

**General Information**

Description: Please find attached the SEN home to school transport pre qualification questionnaire (PQQ) and further instructions.  
 Please read carefully, complete the PQQ document and return via this portal.

Additional Documentation: N/A  
 Point of Delivery: N/A

**Specification Breakdown**

There are currently no line items in your specification breakdown

**Attachments**

There are currently 3 attachment(s) uploaded to this page

Attached/Link Name	Size	Date Uploaded
<a href="#">DPS Guidance (TEST).docx</a>	12kb	05/07/2016
<a href="#">DPS Terms and Conditions (TEST).docx</a>	12kb	05/07/2016
<a href="#">Test DPS - PQQ_v0.2.docx</a>	42kb	05/07/2016

Click on the links to download the documents

5. To save the documentation to your computer, when you click on the link the following box will appear. Select 'Save as' from the options and save to your computer.

.2.docx 42kb 05/07/2016

Do you want to open or save **DPS Guidance (TEST).docx** (12.3 KB) from **kentbusinessportal.org.uk**?

Open Save

Save  
 Save as  
 Save and open

You can then complete the documents in your own time and away from the Kent Business Portal

6. Once your document is completed and you are ready to submit it, log back into the Kent Business portal and select 'My Opportunities' and choose 'SS15 124 – SEN Home to School Transport' This will take you back to the summary

**Kent Business Portal**

Home My Opportunities Contract Dashboard PreQualification Questionnaire Summary

**Contract: ABKH-NC9MQZ: SS15 124 - SEN Home to School Transport (TEST)**  
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**My Response** [View Response](#)

Status: Draft (NOT SUBMITTED)  
Version: 1  
Intent To Respond: Not Sent  
Supplier Ref No: DL  
Attachments: 0

**Options**

[Response Wizard](#) [Opt Out](#) [Register Intent](#) [Finish](#)

In order to submit your response click on 'response wizard'

7. This will now begin the response wizard, the first page is a brief overview of how the wizard works, simply click 'Next'

**Kent Business Portal**

Home My Opportunities Contract Dashboard PreQualification Questionnaire Summary Response Wizard

**PreQualification Questionnaire Response Wizard Introduction**

**Message**

Welcome to the PreQualification Questionnaire response wizard  
The wizard will assist you with the completion of your PreQualification Questionnaire  
You will be presented with a number of different steps to complete from basic response information to uploading any attachments you may require. Once each step has been completed you can click the 'Next' button to proceed to the next step. 'Previous' buttons are also available allowing you to return to the prior step at anytime.  
After completion of each step the response information entered will be saved as draft which will allow you to return the response wizard at a later date if required.  
Once all steps have been completed and all mandatory response criteria have been met, you will be asked if you wish to submit your response.  
If you agree to submit your response you will receive a confirmation receipt email. Please note if you do not receive this email please contact support by clicking the **Contact Support** icon located at the top right of the screen as you cannot be guaranteed that your response has been received.

**Options**

[Next](#) [Cancel](#)

8. This page requires you to enter a reference number for this please put your company name in the reference box. All other boxes you can leave blank and then click next.

Home My Opportunities Contract Dashboard PreQualification Questionnaire Summary Response Wizard

**PreQualification Questionnaire Response Wizard Step 1 of 4 (PreQualification Que**  
\* Denotes Mandatory Fields

**PreQualification Questionnaire Information**

\* My Reference:

PreQualification Questionnaire Information:

Additional Comments:

Delivery Period:

Price(s) Firm Until:

**Options**

[Previous](#) [Next](#)

Enter your company name here.

Leave these boxes blank.

9. This page requires you to upload your response.

### PreQualification Questionnaire Response Wizard Step 2 of 4 (Attachments)

Response Attachment Information  
There are currently 0 attachment(s) uploaded to your response

Click on 'Add Attachment(s)'

Options  
[Previous](#) [Add Attachment\(s\)](#) [Next](#)

Attachment  
Please choose the file you wish to attach by using the browse button:-  
\* Attachment:  [Browse...](#)  
A 10MB file will take approximately 5 mins on average to upload on a standard Broadband uploading larger files.

Click on Browse and select your completed Pre-Qualification Questionnaire.

Options  
[Save](#) [Cancel](#) [Upload Multiple Attachments](#)

Once Complete Click 'Save'

10. Once you have selected your response it will appear in the list, once you have uploaded the document please click next.

### PreQualification Questionnaire Response Wizard Step 2 of 4 (Attachments)

Response Attachment Information  
There are currently 1 attachment(s) uploaded to your response

Attached/Link Name	Size	Date Uploaded
 DPS Response Completed_Test.docx	12kb	07/07/2016

Options  
[Previous](#) [Add Attachment\(s\)](#) [Next](#)

11. The next page requires you to confirm you agree to our Terms and Conditions. Please note you must select 'yes' otherwise your response may not be accepted.

### PreQualification Questionnaire Response Wizard Step 3 of 4 (Terms & Conditions)

\* Denotes Mandatory Fields

Terms & Conditions

Title

\* Accept Terms:  Yes  No

If No Give Reason(s):

Click 'yes' to accept the terms and conditions.

Click next to move to the next page.

Options  
[Previous](#) [Next](#)

12. This will then bring up a summary of your submission, once you are happy click 'submit'.

### PreQualification Questionnaire Response Wizard Step 4 of 4 (Summary)

\* Denotes Mandatory Step(s)

**\* Step 1 ( Response Information )** [Edit Step 1 \( Response Information \)](#)

Version: 1  
My Reference: DL Cars  
Response Information: N/A  
Additional Comments: N/A  
Delivery Period: N/A  
Price(s) Firm Until: N/A

**\* Step 2 ( Attachments )** [Edit Step 2 \( Attachments \)](#)

There are currently 1 attachment(s) uploaded to your response

Attached/Link Name	Size	Date Uploaded
 DPS Response Completed_Test.docx	12kb	07/07/2016

**\* Step 3 ( Terms & Conditions )** [Edit Step 3 \( Terms & Conditions \)](#)

Title  
 Terms & Conditions in or ...

Accept Terms:  Yes

Options

Ensure the document you have uploaded is listed here.

Ensure you have selected 'yes'

Submit your response

Once you have submitted your response you will receive email confirmation.