## DPS Call-offs: Submitting a response on the South East Business Portal

When a DPS Call-off is published, you will receive an automated email from the Portal informing you that you have been invited to quote.

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1. Log into the portal

- 2. The portal homepage is displayed.
- 3. Click on the Recently added tab.

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4. Select the opportunity by clicking on the title.

South East Business Portal	Hothcattons	
Home Find opportunities My activities My contracts Help V	Kay Louise Appleby Your account	Logout
None > Test Tender  Activity : Test Tender  Events  Test Tender  Net started (Respond by: 0504/2019)  Activity type: BFO Activity type: BFO Activity type: JFO	< Back to CONTRY CONSCIENCE Were address to go Active the activity Mossages (0) You have scoled 0 message(1) of which 0 are unread	home page
Respond by: 05 April 2019 at 15:00 Response status: Not started	View all I View unread Audit history View audit history	

- 5. The opportunity homepage opens
- 6. Select *Start* under the Tender/Quote event

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Home Find opportunities My activities My contracts H	Чр -			Kay Louise Appleby Your account Logout
Home > Test Tender > Test Tender				<back dashboard<="" td="" to=""></back>
Activity information o			Take a tour	Deadline & time remaining
Buyer: Oxfordahine County Council Title: Text Tender ID: 378781 Description: This is a test		8	COMPORTS IN THE COUNCIL www.exports and the council council of the council	A response to this activity can be submitted no later than <b>5th April 2019 at 3:00 PM ©</b> Time remaining ©
Activity primary contacts			Hide	1 23 29 Day Hours Minutes
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Terms & conditions (1) ()			169	This is your response submission progress checklist: Before you can submit your response you need to Indicate your intert to respond Start response or opt out the activity Complete the additional information section Uplead at least one attachment Accept terms & conditions fully or in part Submit your response
				Options currently available to you are

- 7. The tender/quote page opens
- 8. The Call-off form can be found in the *Activity documentation, files & links* section
- 9. You will see traffic lights on the right side of the page. You must complete all actions which will turn the light green before you can submit your response
- 10. To start your response select Start My Response

<u>Home</u>	Find opportunities	My ac	tivities	My contracts	<u>Help</u> ~								Kay	Louise Appleby	Your accor	unt Logout
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- 11. Response screen opens.
  12. The 1<sup>st</sup> and 2nd traffic lights will turn green.
  13. Click Edit Additional Info

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Supplier reference (optional) 🥥	
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☐ I have read and understood this section and can confirm I am happy not to include any addit	tional information 🕡
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Save Cancel	

- 14. The Additional Information screen opens.
- 15. Tick check box
- 16. Select Save

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Home > My activities > Test Tender > Test Tender		
Your response summary	<back summary<="" td="" to=""><td>Cake a tour</td></back>	Cake a tour
Response information o		Deadline & time remaining 🥥
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- 17. The Response screen opens.
- 18. The complete additional information traffic light turns green.19. To add an attachment (your tender/quote response), select *Add* under the Response documentation, files and link header

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## 20. To add files select Add Files

21. Select the file from your system and select Start Upload

Home Find opportunities My activities My contracts	Help ~				Kay Louise Appleby	Your account Logout
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A Terms and Conditions					Submit your response	

22. You need to accept the term and conditions of contract for your bid to be valid. Select Accept terms & conditions

Response information 🥥					Deadline & time remaining o	
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23. All traffic lights will show as green. *24.* Select *Submit response* 

- Submit response Are you sure you want to submit this response?
  - 25. A message will pop up asking if you want to submit your response. Select Submit response

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on progress checklist: Version 1 – 03/04/2019 15:43)

26. On the opportunity homepage, you will see that you have submitted a response.