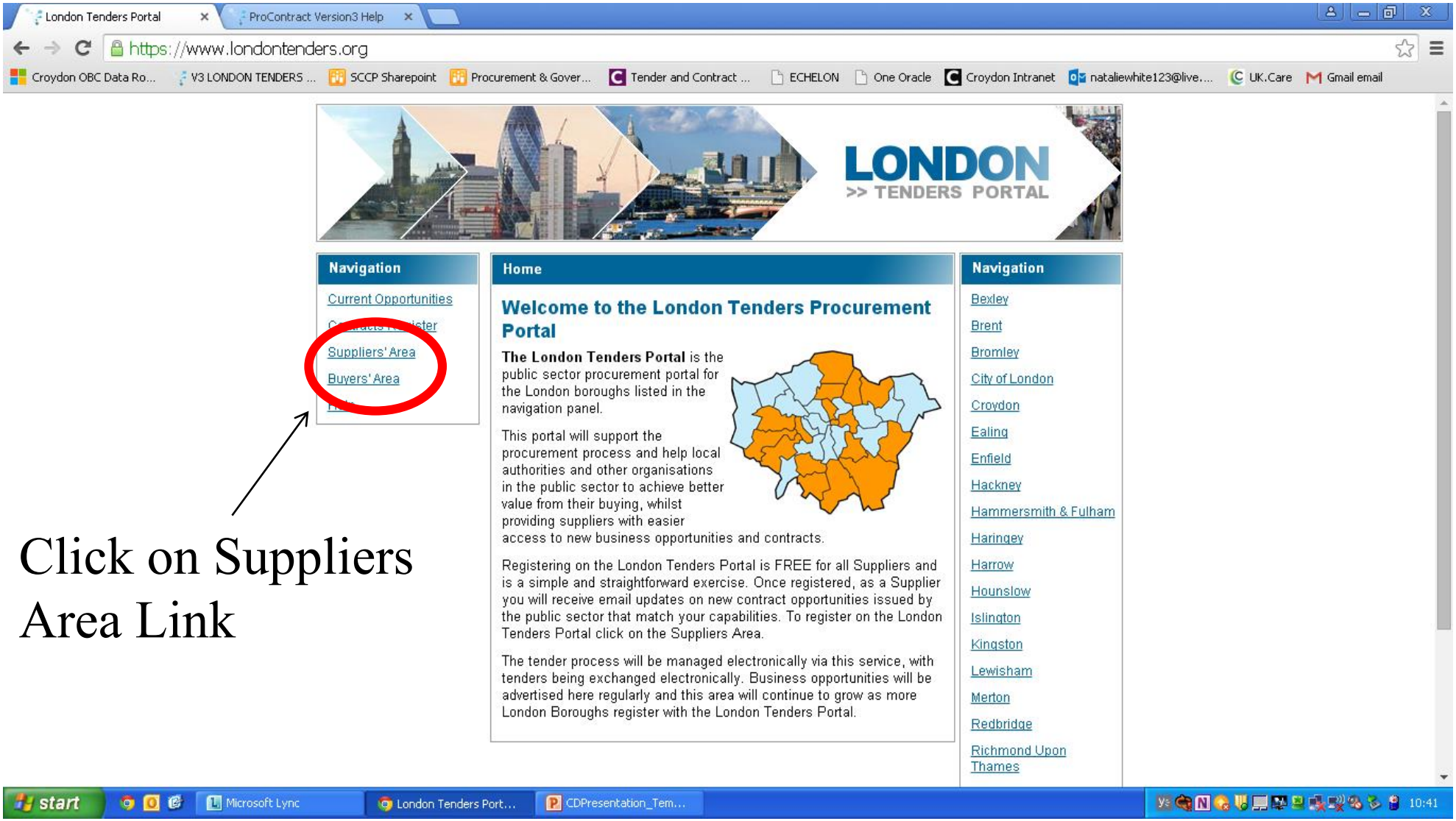
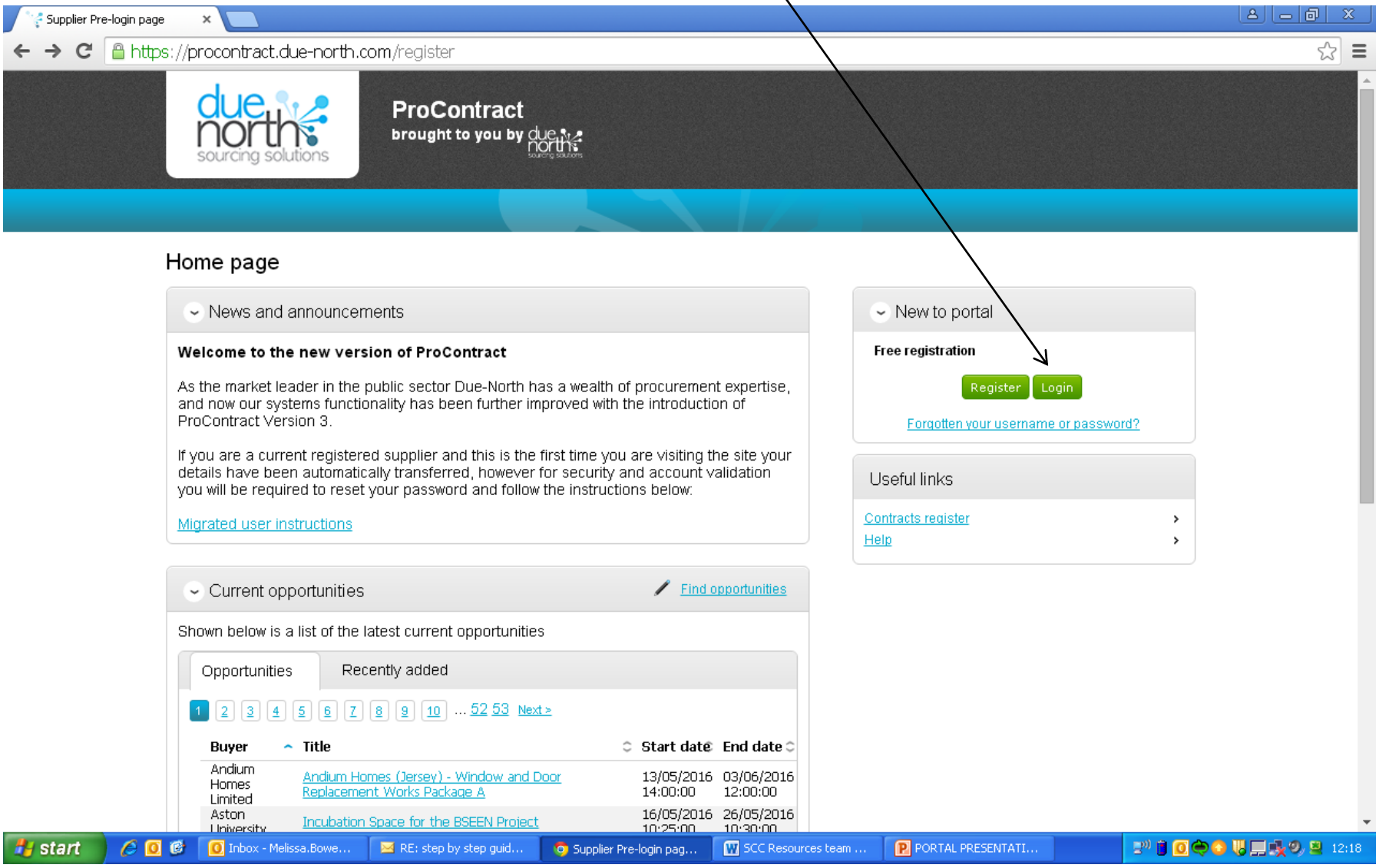
London Tenders Portal Step by Step Guide

Go to : www.londontenders.org



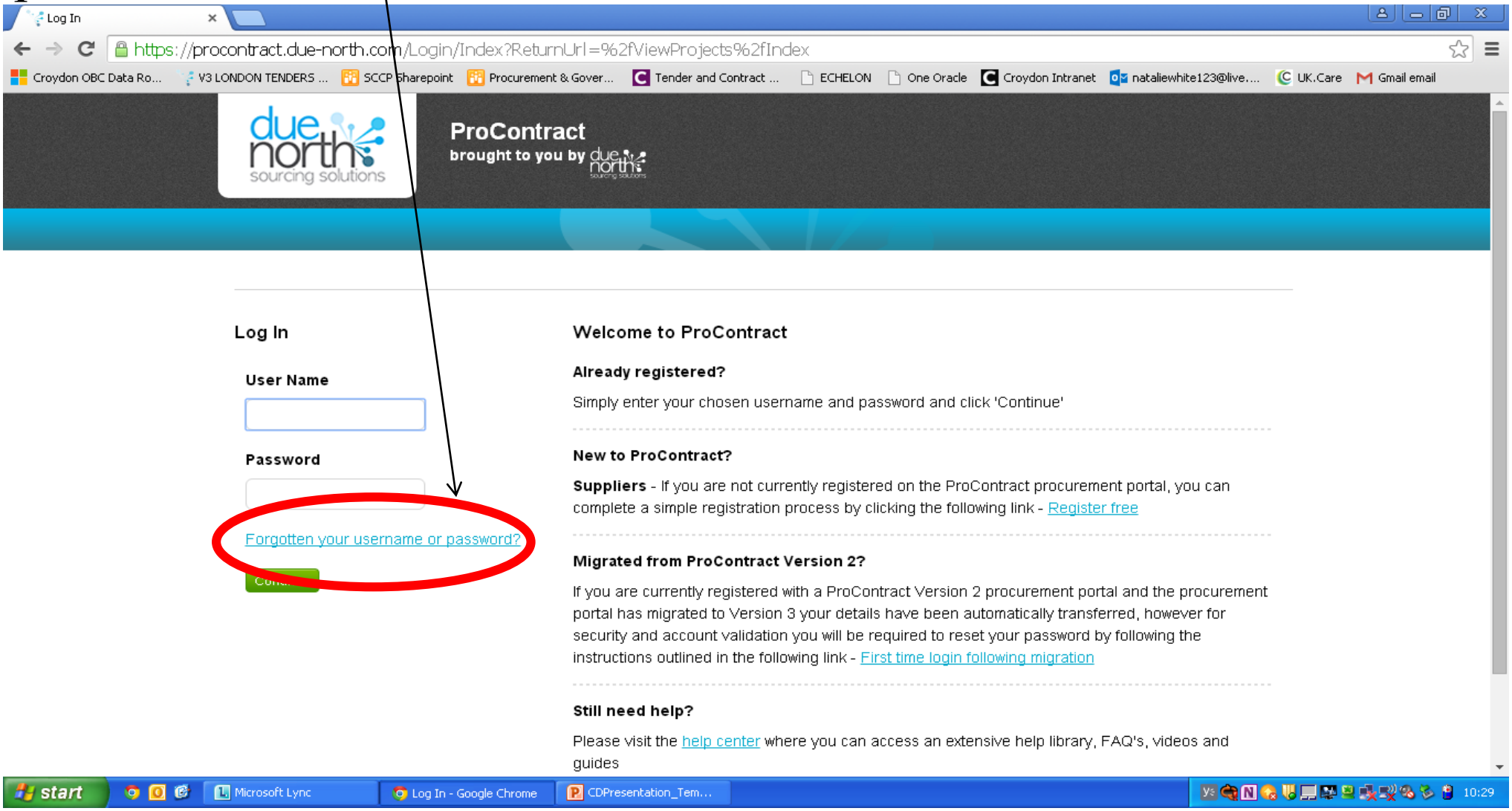
Click on Suppliers Area Link

Click on green login button

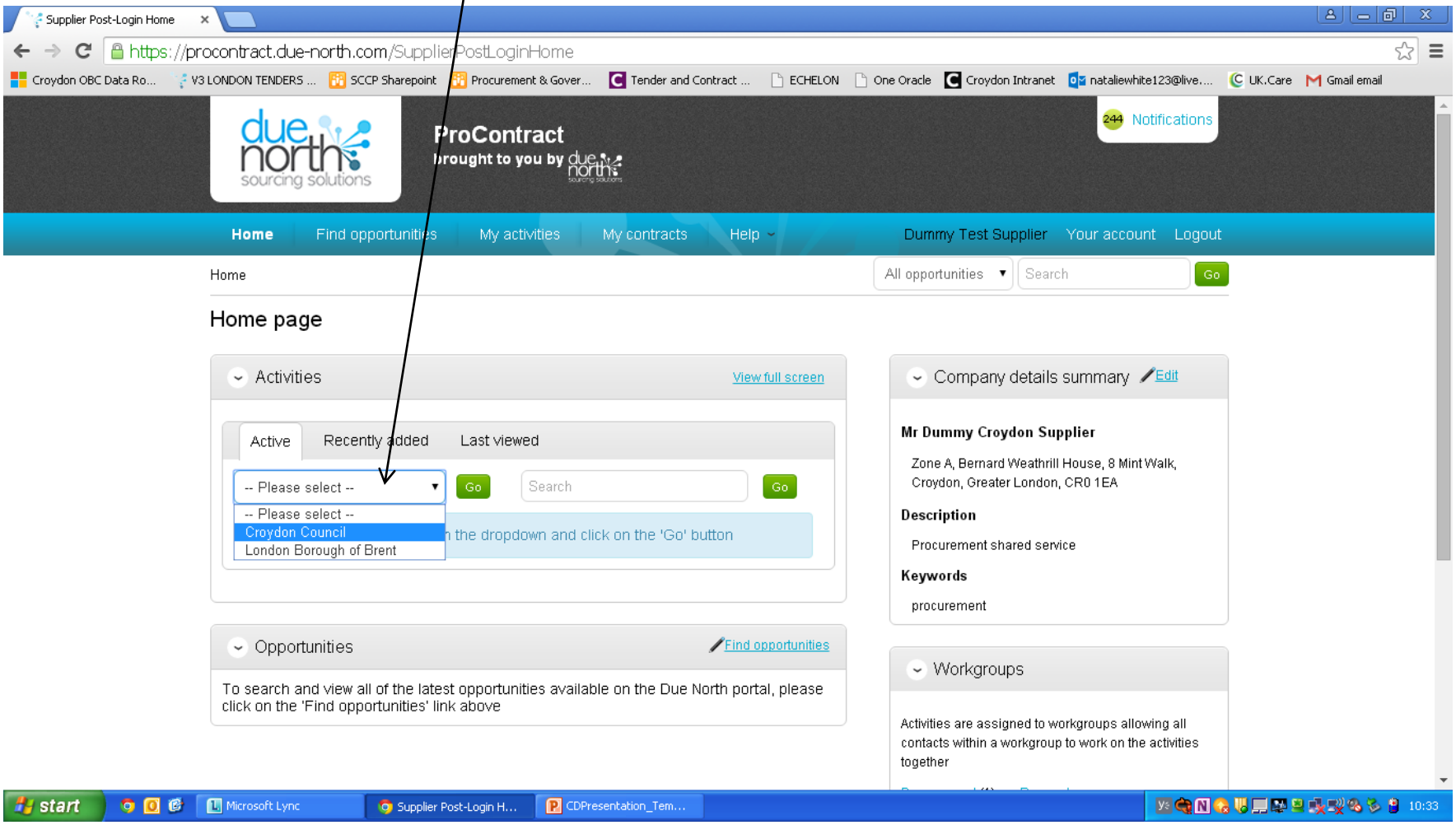


Log in using your log in details. Which you should have received via email.

If you have forgotten your details use the link underneath the password box.



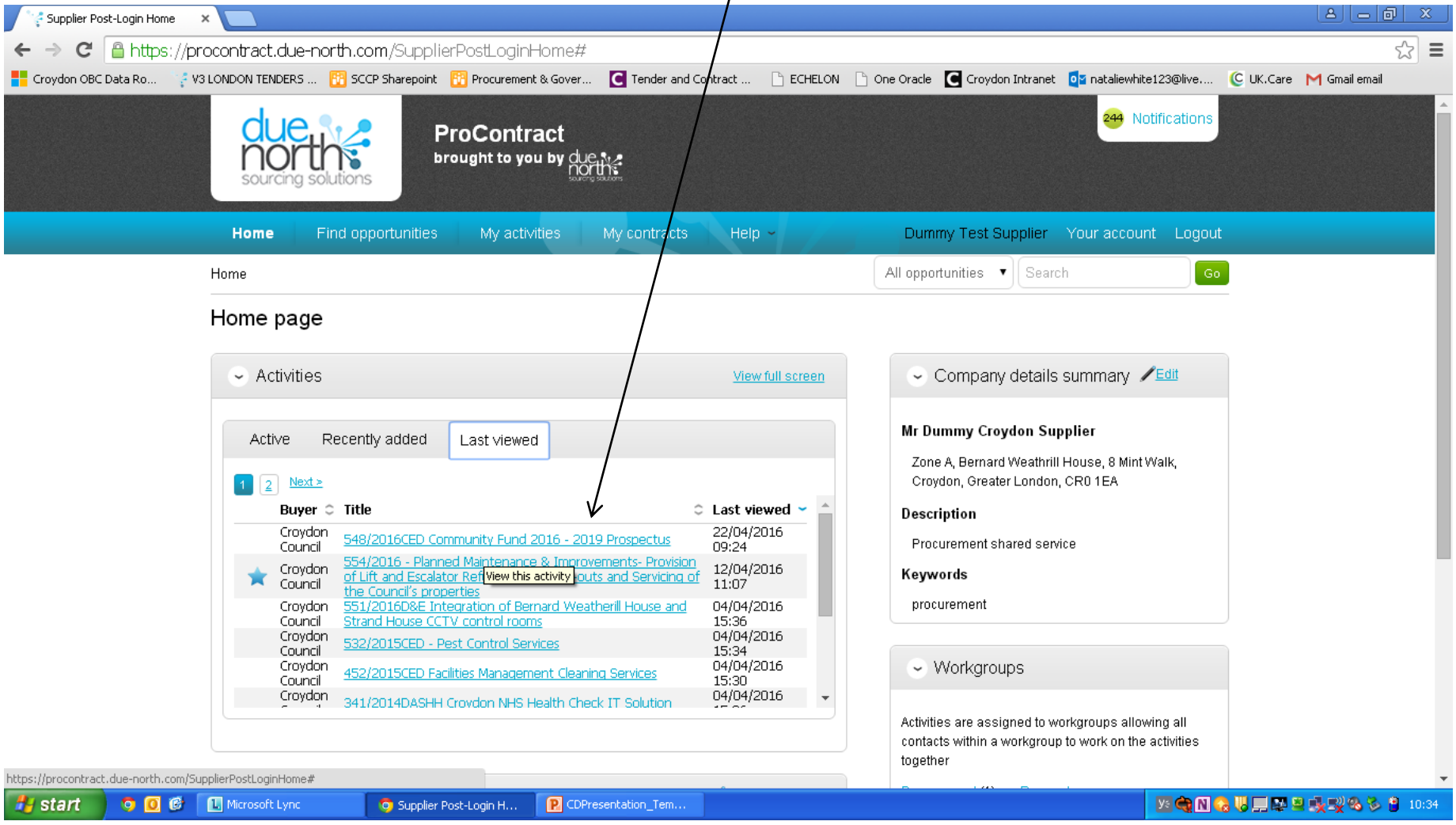
If your screen is different from the one below click on the ‘My Activities’ button in the blue bar.
Select ‘London Borough of Croydon’ from the drop down list and click ‘go’



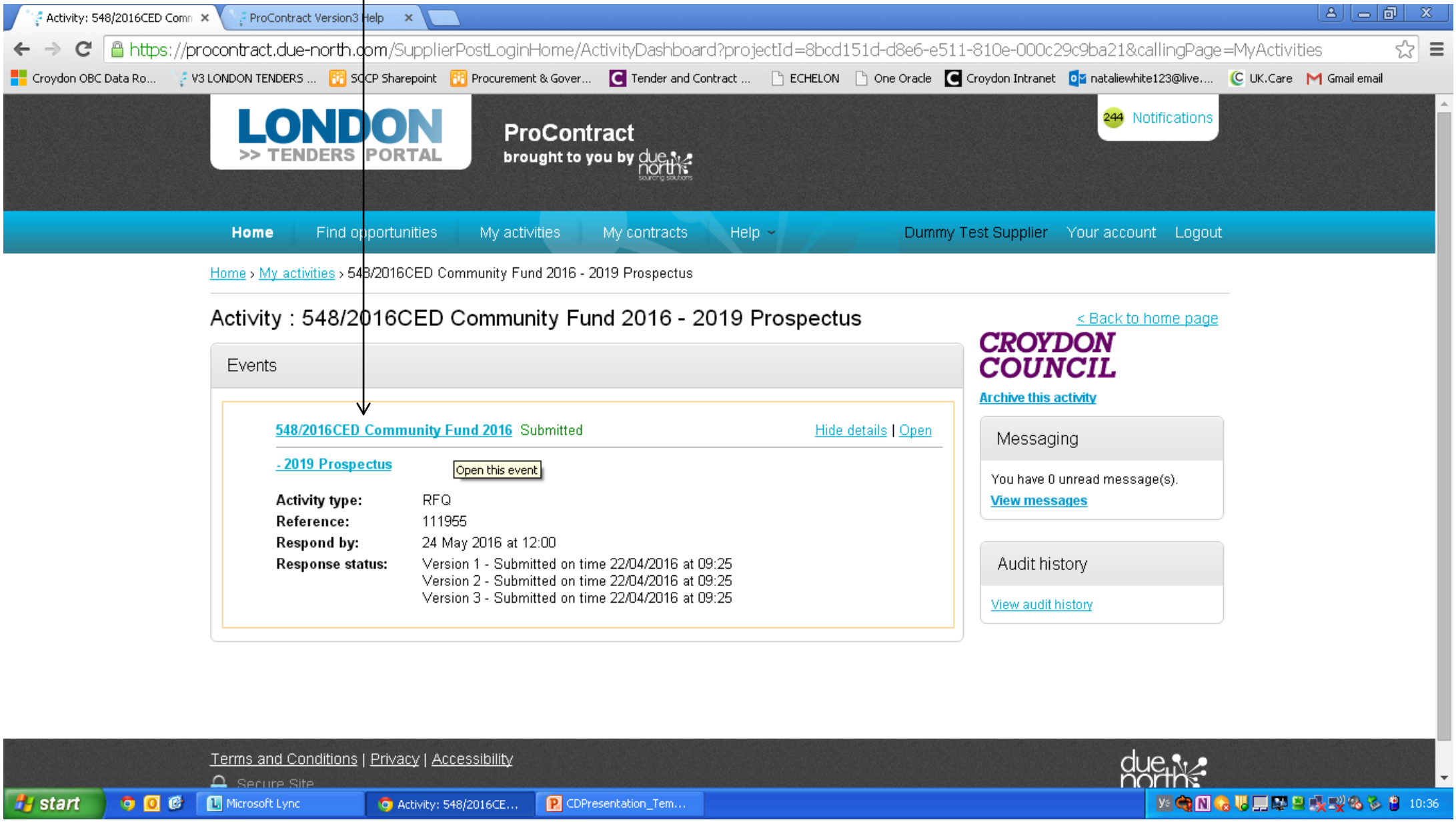
You will then see the Community Fund 2016 project in your list of active projects.

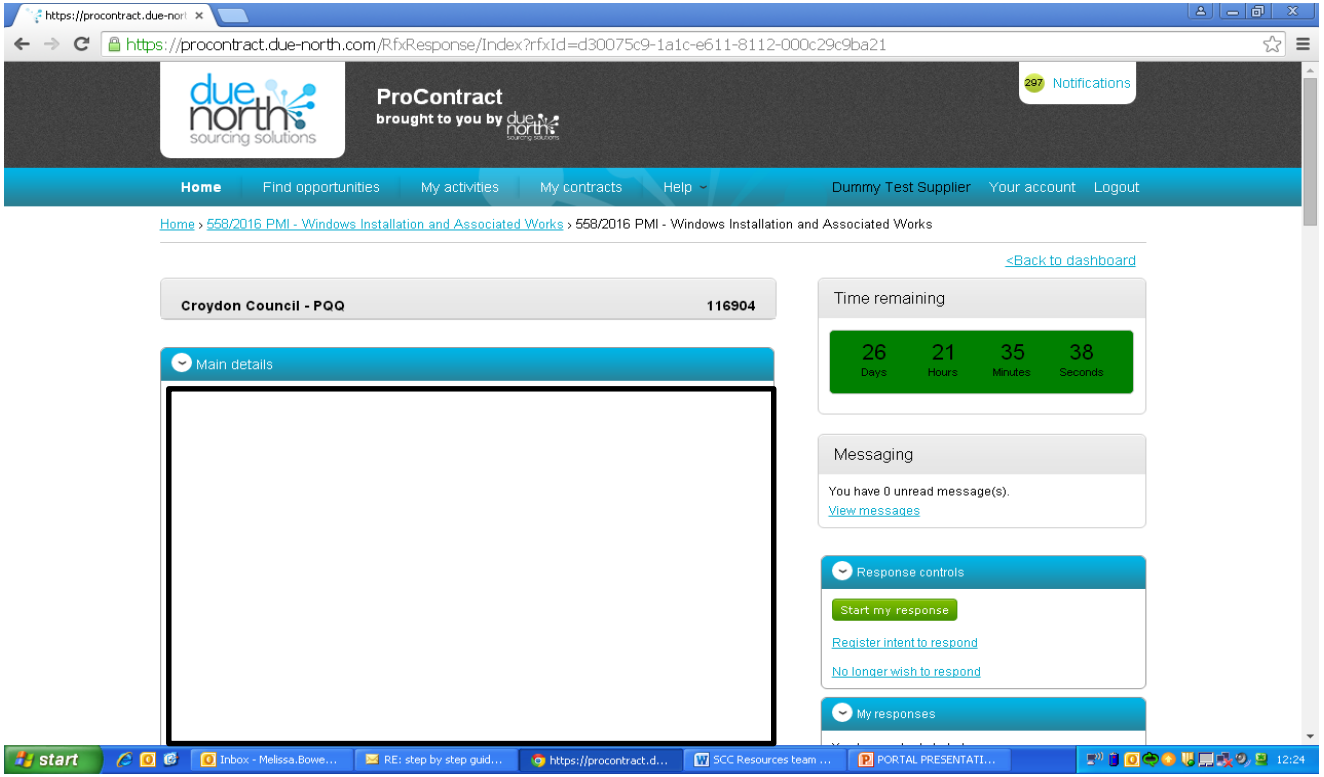
If you do not have the Community Fund listed, please email commissioning@croydon.gov.uk or 020 8407 1318

Click on the title of the contract

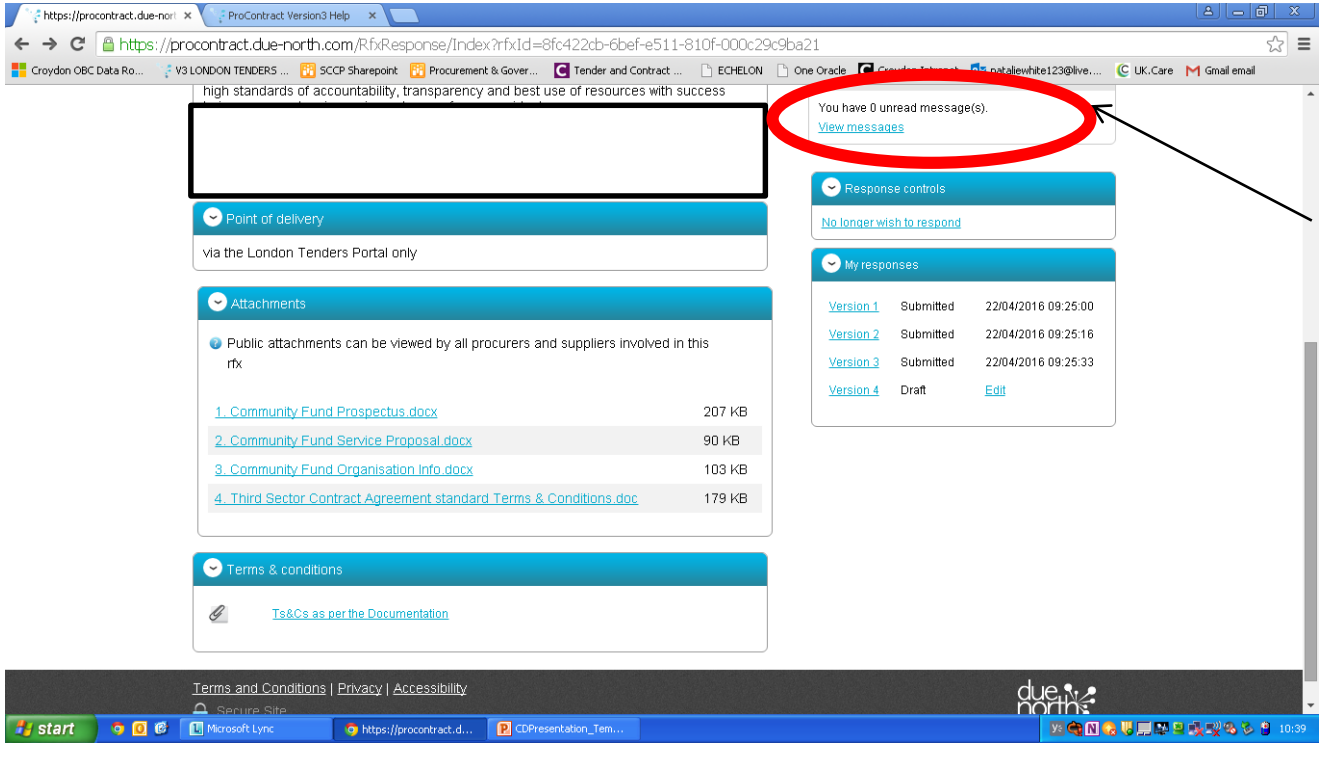


You are now in the summary screen for the Community Fund project, click on the title to access the submission page.

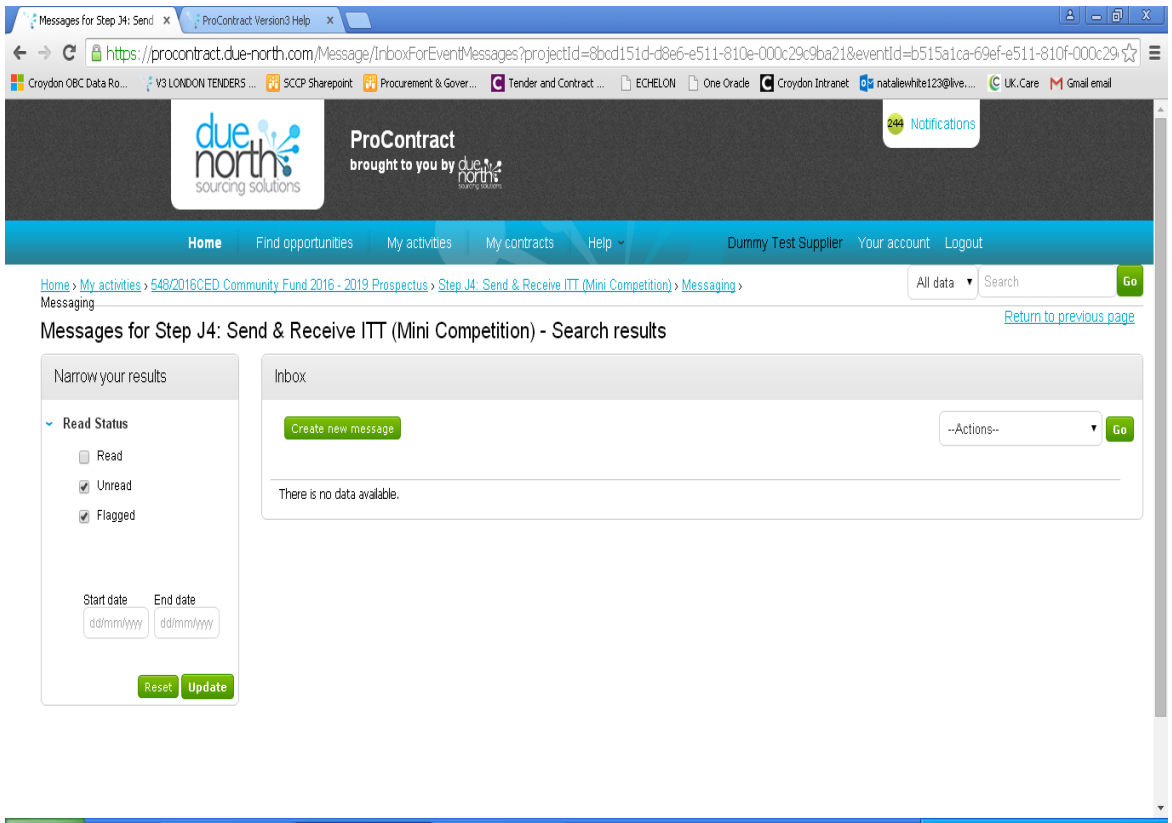




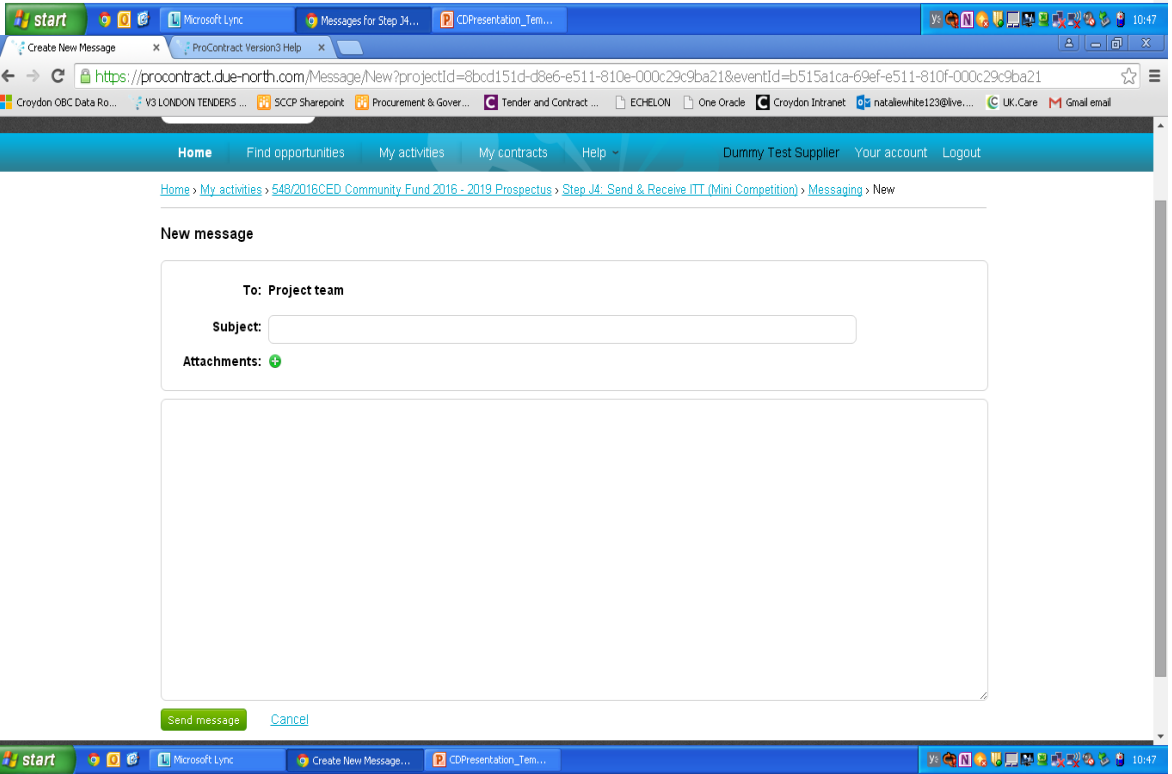
To download the documentation scroll to the bottom of this page the documents will be listed under attachments



Please also ensure you check the messaging area for any important updates, or if you need to raise a question.

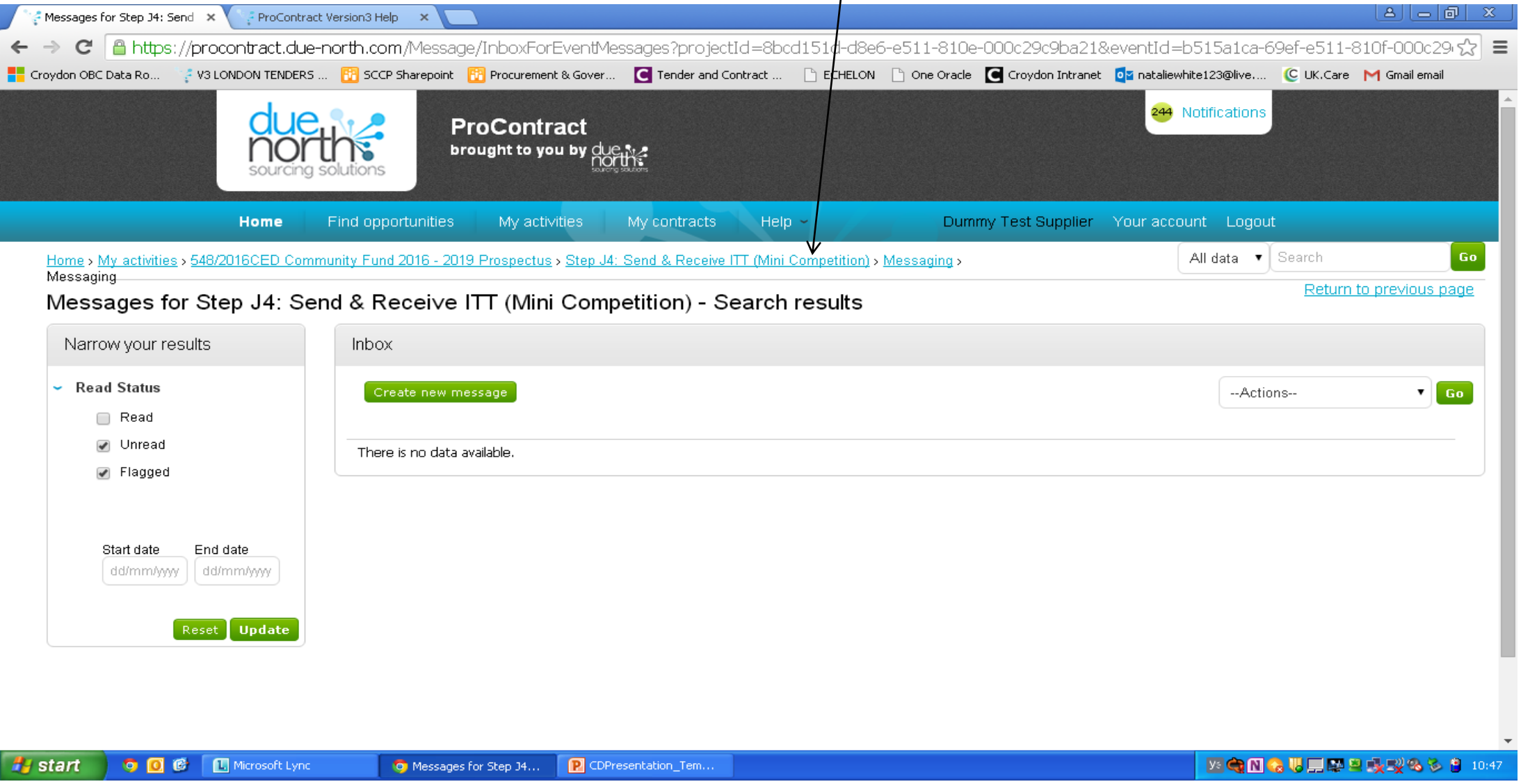


Messaging area:
You will see a list of messages, to see the information click on the subject heading.
To raise a new message click on the green ‘create new message’ button.

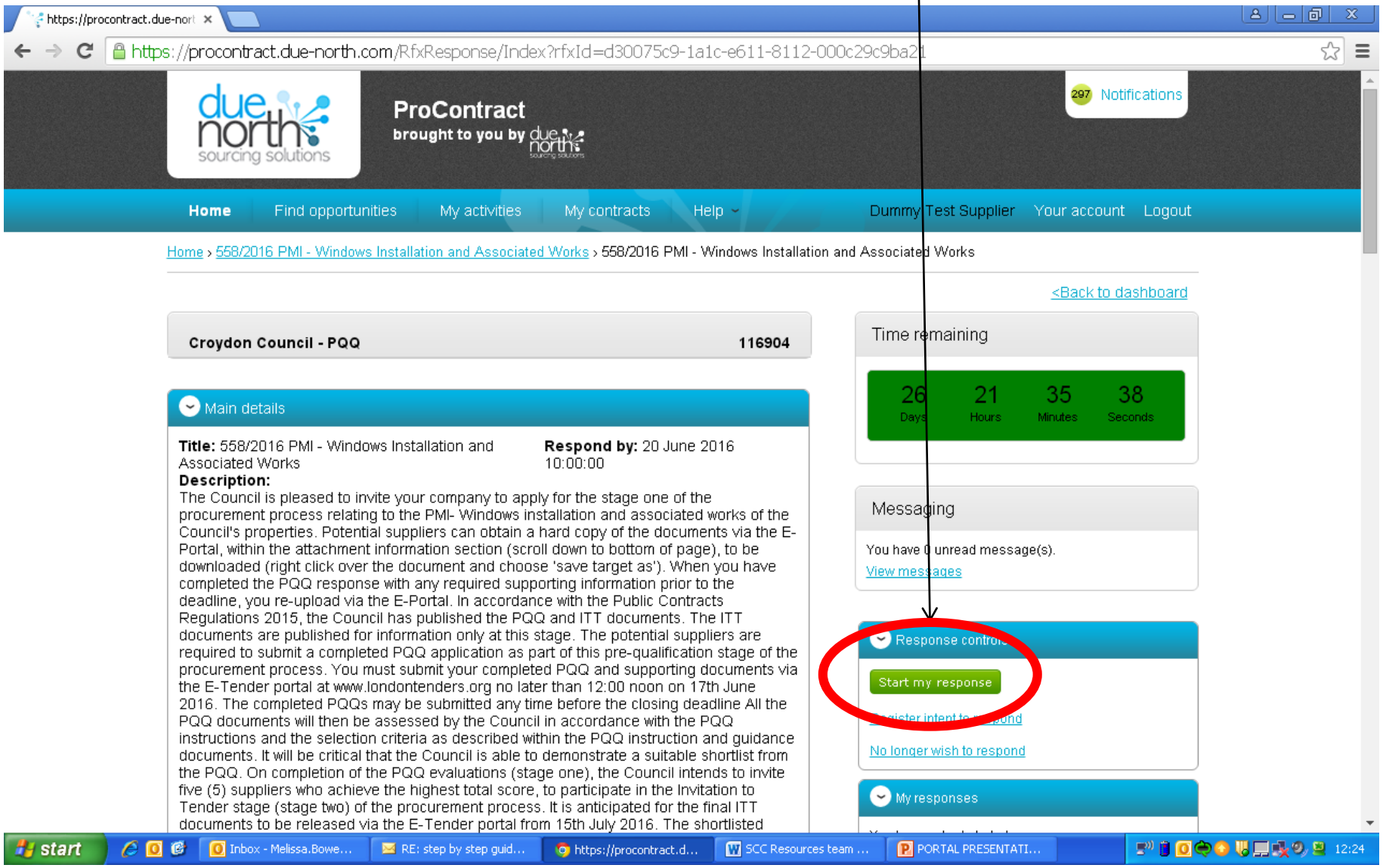


To raise a question, fill out the required information in the subject boxes, remembering to leave your message annonymous. And click send message.

To return to the community fund home page click on “step J4: Send and Receive ITT” link at the top of the page



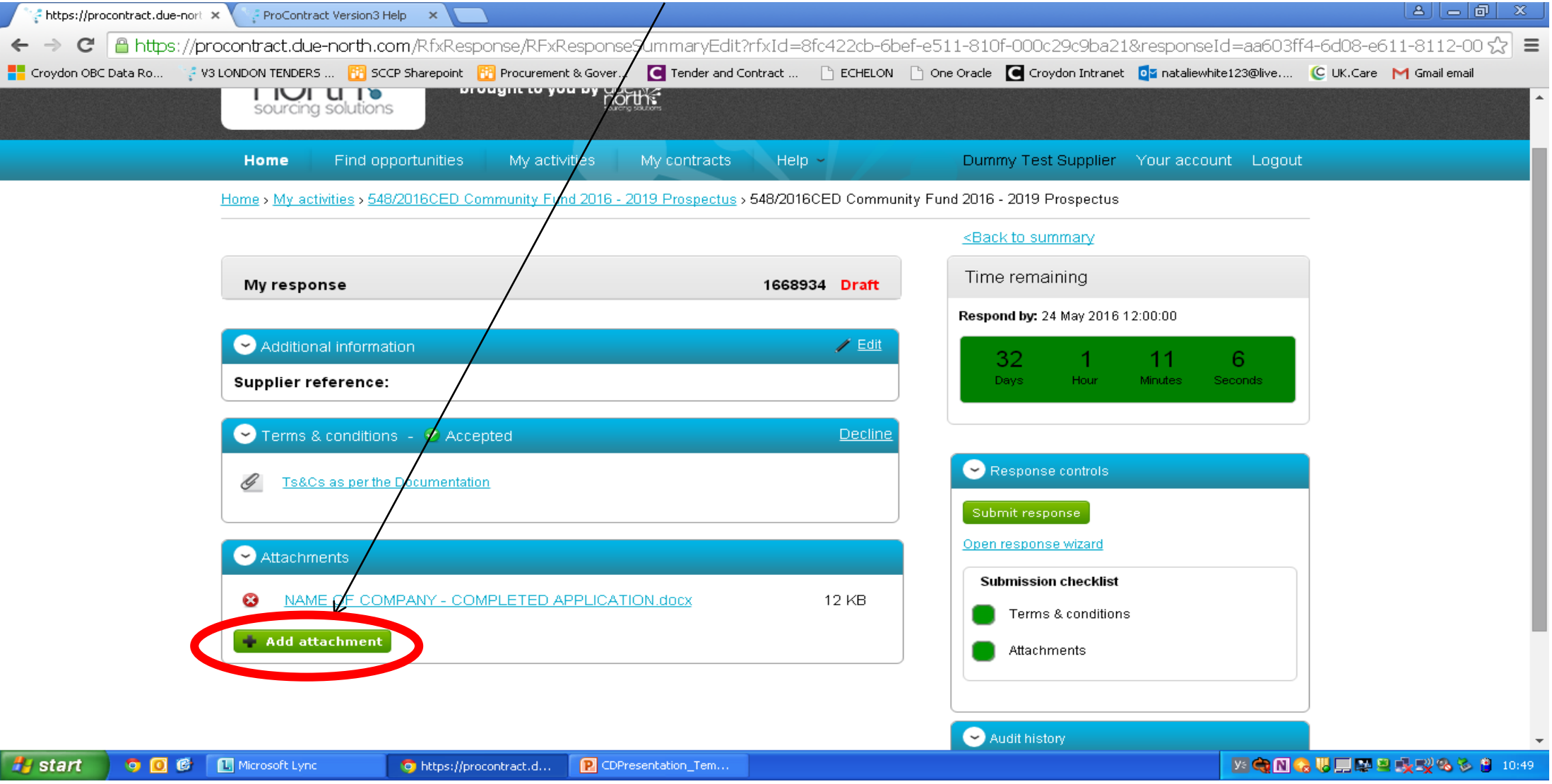
To start your response click on the green ‘start my response’ button



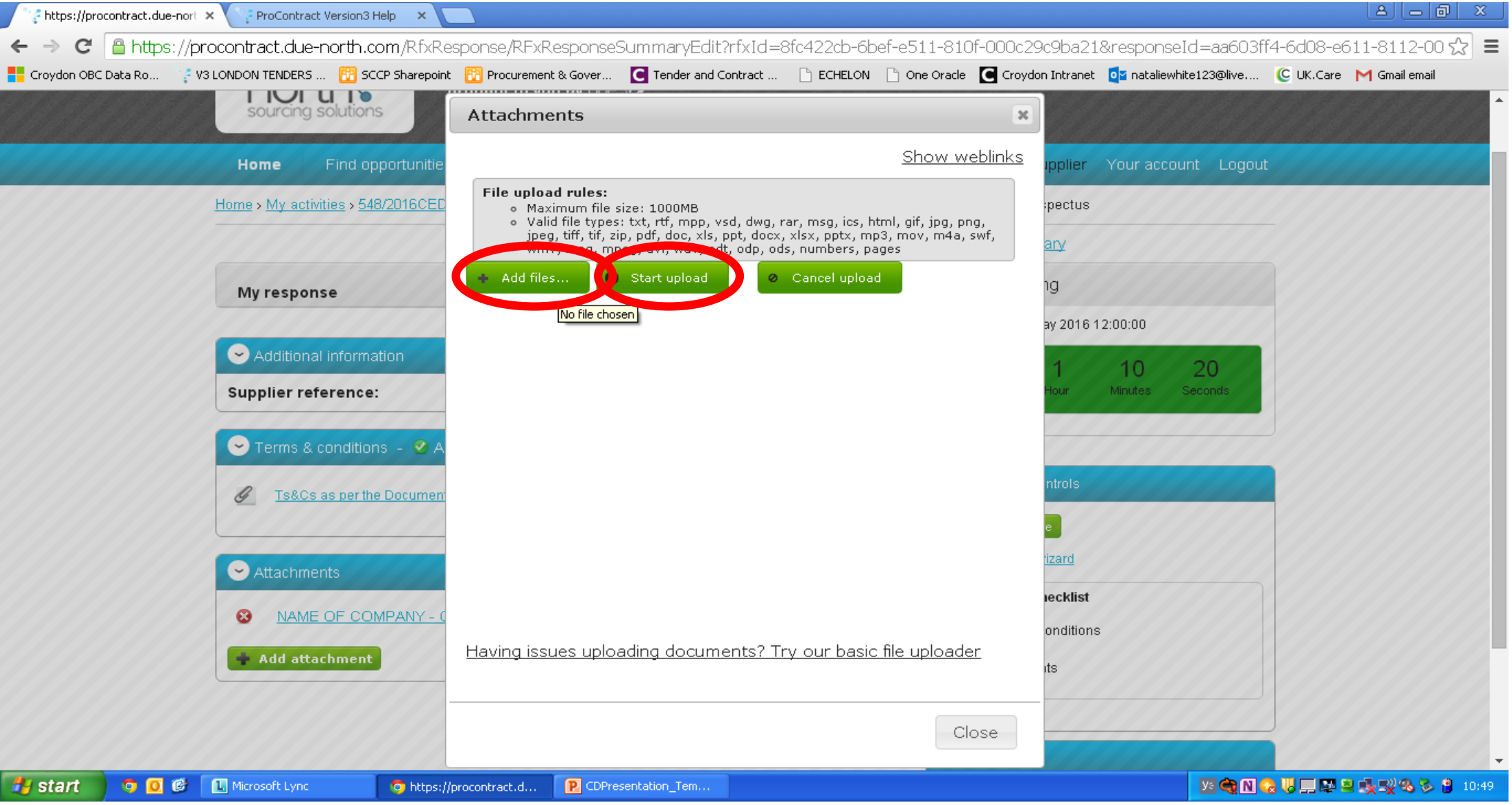
You need to agree/decline the terms and conditions as appropriate.

Then you will need to upload your completed bid documents by adding them as an attachment.

Click on the green ‘add attachment’ button

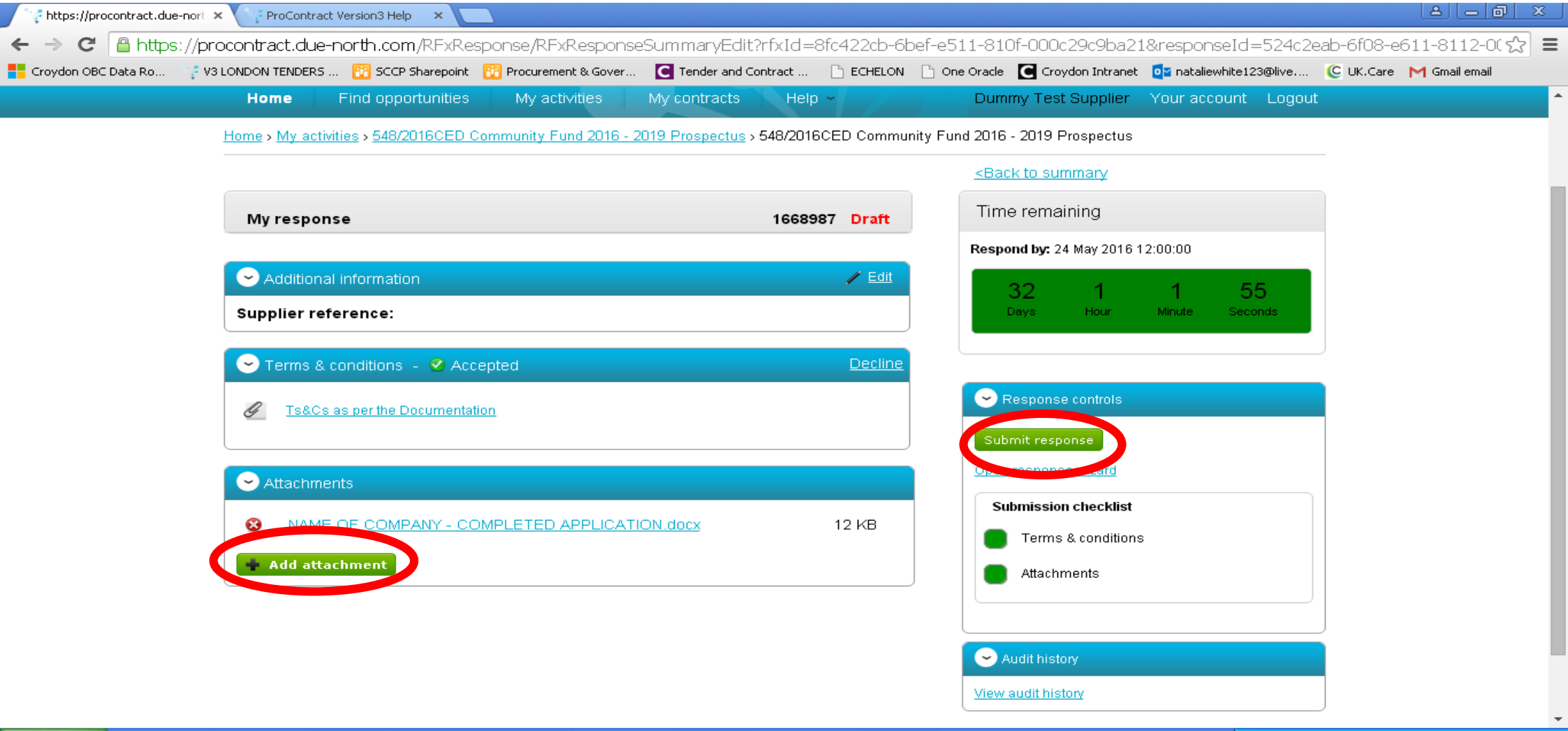


To upload your documents click on ‘Add Files’
Browse your computer to find the relevant documents you can upload multiple documents at a time. Once you have selected all your documents click on ‘Start Upload’

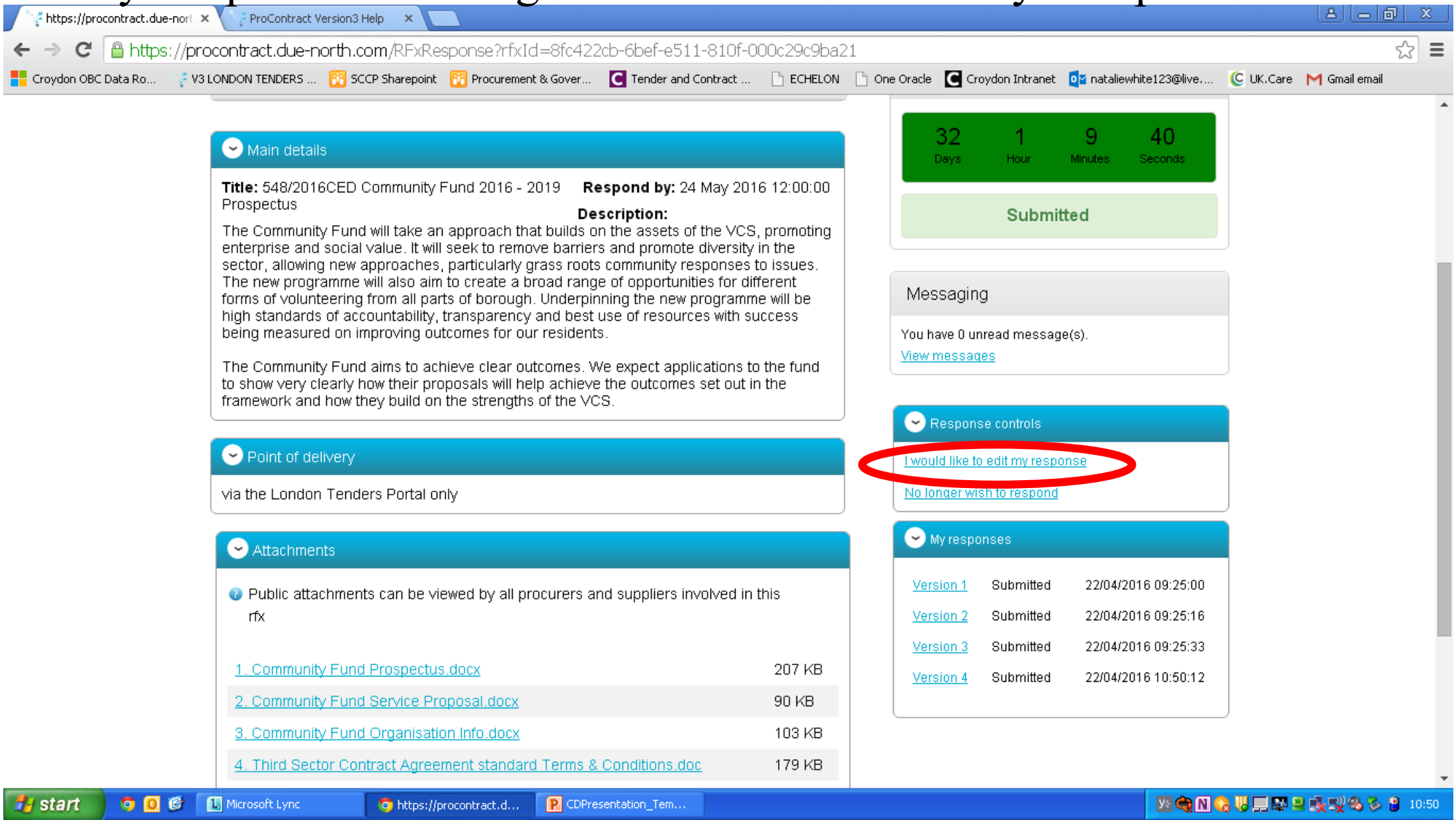


You will now see all of your documents listed under the attachments section.

You can now click on ‘Submit my Response’ on the right hand side. This will submit your bid to the project team. You will receive notification via email that this has been submitted.

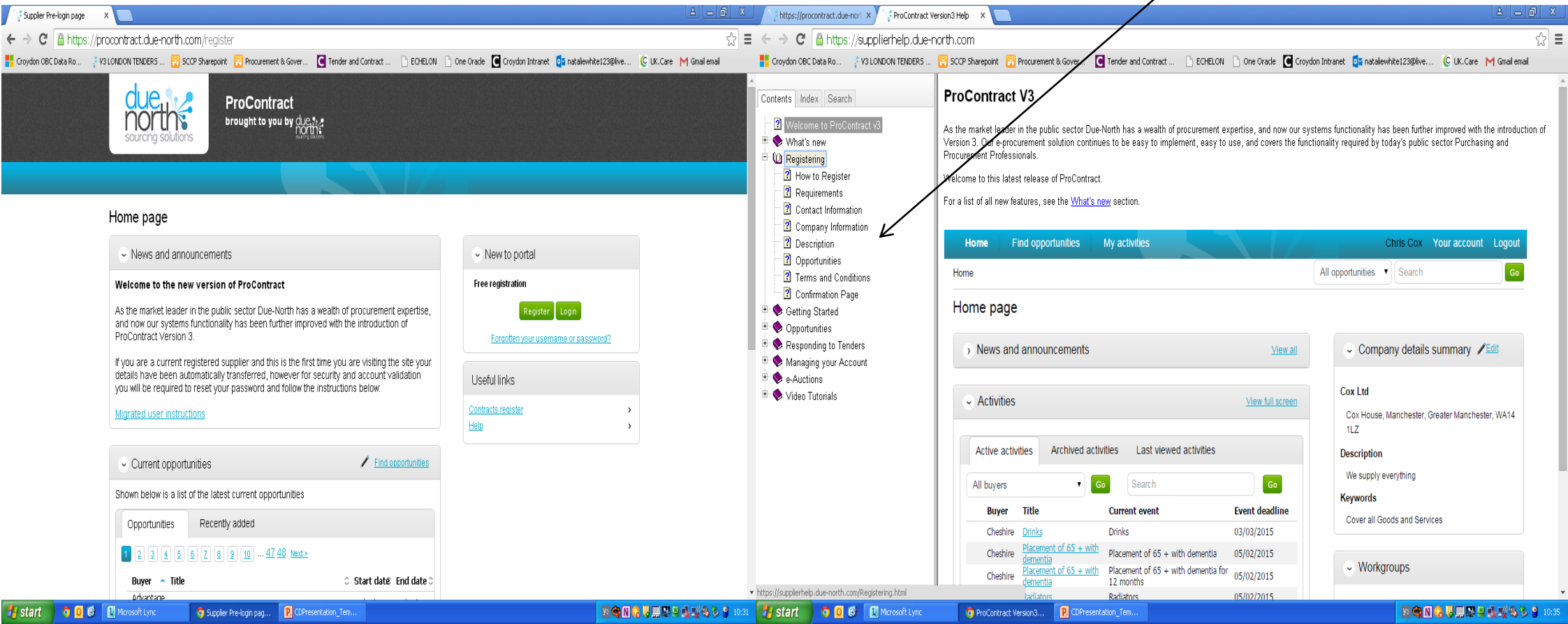


If you need to amend your bid and the deadline has not yet passed, you will see a link to ‘I would like to edit my response’, after you have edited you response please ensure you click on the ‘Submit my Response’ button again to ensure we receive your updated bid.



If You Still Need Help

You can call the supplier support helpline on 01670 597 120.

Or view the help area on the portal from your home page.

This will open the Help Library in a new tab, Use the links on the left hand side to find the subject you need help on. There are screen shots and video tutorials to help you.