

# e-Procurement Portal Guide

Registration and completion of the Dynamic Purchasing System (DPS) Selection Questionnaire (SQ)

# Part 1 - Registration

1. Click on the link below which will take you to the NHS Supply Chain e-Procurement Portal homepage (please save this to your internet favourites / bookmarks) - eProcurement Portal (jaggaer.com).

2. From the homepage – select 'Supplier Access' under the Login section.

**NHS**  
Supply Chain

## eProcurement Portal

### Helpdesk

**Supplier Helpdesk**  
Need assistance?  
Please contact our Sourcing helpdesk:

- International Numbers
- Request Assistance

**Buyer Helpdesk**  
Need assistance?  
Please contact your NHS Supply Chain designated Super Users. They are authorised to communicate with JAGGAER through the agreed channels.

### Useful Links

- SIMP
- CIPS
- Gov.uk
- Tenders Electronic Daily
- Contracts Finder
- System Requirements
- www.nhs.uk

### Opportunities

- View current opportunities and notices
- View past opportunities and notices
- View current pan-government advertised opportunities

### Login

Internal User **Supplier Access**

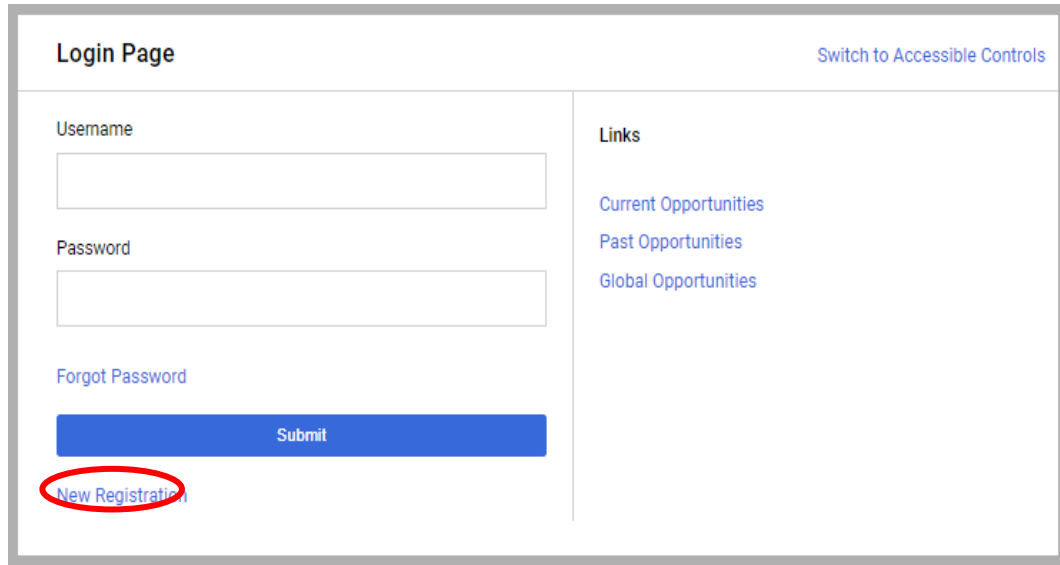
### Register Here

I need help registering

**CONFIDENTIALITY**  
By logging into this application you are explicitly agreeing to the following Conditions of Use

# Part 1 - Registration

3. The Login box will appear – Select ‘New Registration’.



Login Page [Switch to Accessible Controls](#)

Username

Password

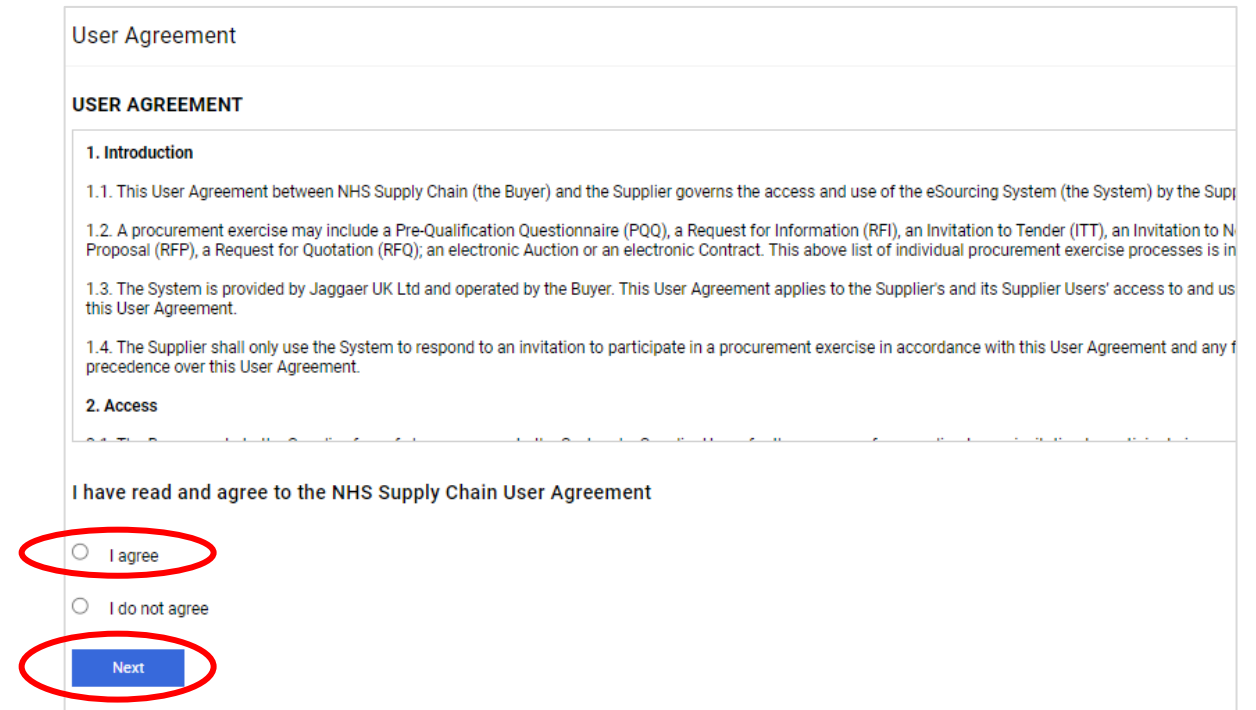
[Forgot Password](#)

[New Registration](#)

**Links**

- [Current Opportunities](#)
- [Past Opportunities](#)
- [Global Opportunities](#)

4. Please confirm that you agree with the user agreement statements and then click ‘Next’.



User Agreement

**USER AGREEMENT**

**1. Introduction**

1.1. This User Agreement between NHS Supply Chain (the Buyer) and the Supplier governs the access and use of the eSourcing System (the System) by the Supplier.

1.2. A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Negotiate (IN), a Request for Proposal (RFP), a Request for Quotation (RFQ); an electronic Auction or an electronic Contract. This above list of individual procurement exercise processes is in no way intended to be exhaustive.

1.3. The System is provided by Jaggaer UK Ltd and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier Users' access to and use of the System.

1.4. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any other applicable terms and conditions. This User Agreement shall take precedence over this User Agreement.

**2. Access**

I have read and agree to the NHS Supply Chain User Agreement

I agree

I do not agree

# Part 1 - Registration

5. You will then be directed to the Registration questions, please complete all the mandatory data fields marked with an asterisk \* - Please ensure you scroll to the bottom of the page to answer all the questions, you will be prompted if you do not complete all mandatory questions.

Under the 'User Details' section you will be asked to add an email address which will become your username for your log in details. You will then need to select the 'Email Address Validation Code' button on the right-hand side, which will send a code to the email address you have entered. Please enter the code into the box below the validation code button.

Once all the questions have been completed, select the 'Save' button in the top right corner, to continue to the next set of registration questions.

# Part 1 - Registration

6. Continue to complete each page of the registration questions and then click save in the top right-hand corner.

The screenshot shows a registration form with two main sections: 'Registered Address (if applicable)' and 'User Details'. The 'Registered Address' section includes fields for Organisation Name, Country (dropdown), Address Line 1, Address Line 2, Postal Code, Town/City, Company Registration Number, E/VAT Number, Main Organisation Phone Number, and Organisation Email Address. The 'User Details' section includes fields for First Name, Last Name, Email Address (with a 'Request Validation Code' link), and Mobile Phone Number. A blue 'Save' button is circled in red in the top right corner of the form.

7. Once you have completed all the registration questions click the 'Submit' button. You will then receive an email with a temporary password. Use the link above in Point 1 to access the e-Procurement Portal Login Page. Enter your email address as the username and your temporary password to log into the portal. You will then be prompted to create a memorable/secure password - complete the password boxes and confirm.

Note - Please remember your login password. As a security measure you will be prompted to change it on a regular basis. If you do forget your password, use the 'Forgot Password' button on the login page to create a new password. See below.

The screenshot shows the 'Login Page' with a 'Switch to Accessible Controls' link in the top right. The page contains a 'Username' field, a 'Password' field, and a 'Submit' button. A 'Forgot Password' link is circled in red below the password field. On the right side, there is a 'Links' section with three links: 'Current Opportunities', 'Past Opportunities', and 'Global Opportunities'. At the bottom left, there is a 'New Registration' link.

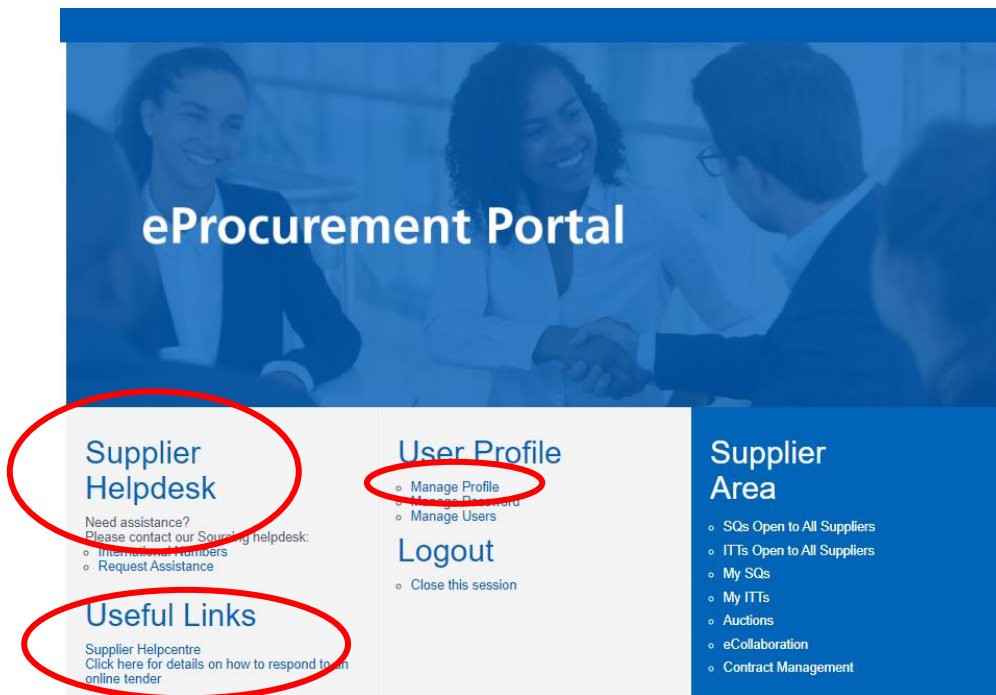
# Part 1 - Registration

8. Once logged in, you will be presented with the e-Procurement Portal Homepage Screen, as below. Here you will be able to manage your profile, access/view/complete SQ's and Invitation To Tender (ITT) Documentation, find help guides within the supplier help centre and find details of how to contact the Jaggaer Supplier Helpdesk should you require assistance.

It is important to regularly check the manage profile and manage user areas, to ensure that your contact details are up to date. If they are outdated, you could miss vital information relating to tenders. It is recommended that you use a generic email address (e.g. customer services, contracting mailbox etc) as the main user email address within your profile (not a direct email address to one person). This is so that more than one person can access any email notifications that you may receive, for example, if someone is on leave, another person on the team can review/action the notification to ensure deadlines are not missed.

You can also add additional users to your account and allocate them as the default user for certain functions, for example, Auctions, Contracts etc. If you do not add any additional users, the system will automatically allocate the main user to all functions.

Note - If you add additional users, there is an increased risk of contact details becoming out of date, so it is even more important to check/update them regularly. Please see the guide below on how to add additional users.

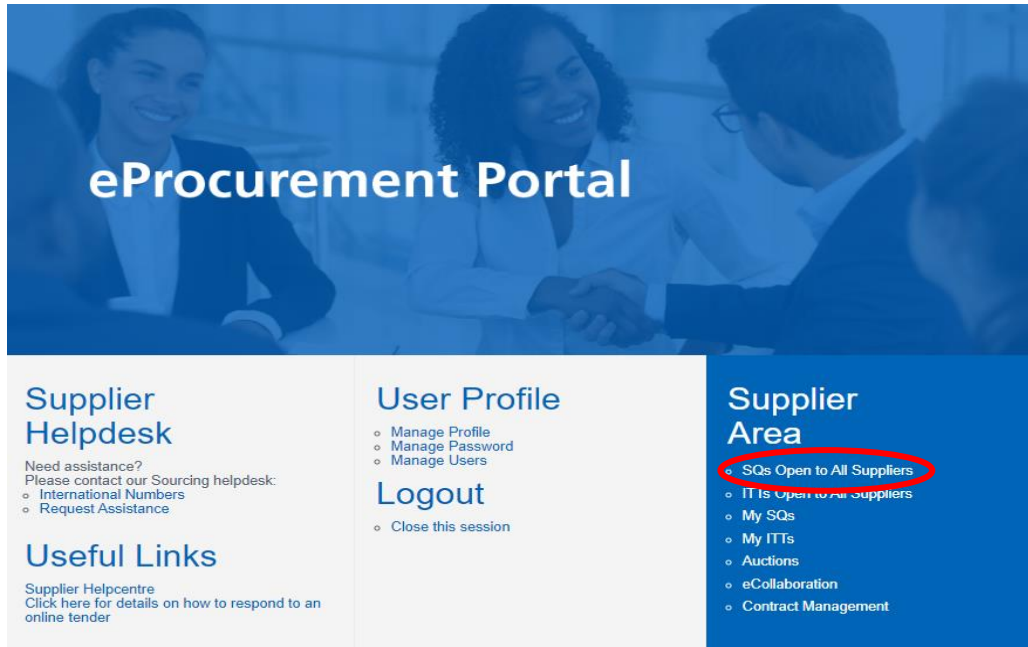


**Note - NHS Supply Chain cannot update contact details/profile data (we do not have the permissions), it is the sole responsibility of the supplier to maintain their details.**



# Part 2 - Accessing and Completing the DPS SQ

1. Firstly, you will need to locate the DPS SQ within the Portal – click on ‘SQ’s Open to All Suppliers’ within the Supplier Area of the home page



A list of all the open SQ’s will appear, look down the list until you find ‘SQ\_527 - MedTech Innovation DPS’ (Project\_1356). Alternatively, you can use the search facility at the top of the list, by clicking on the arrow - select ‘Project Code’, in the Operator box select ‘Contains’ from the dropdown list, in the Value box type ‘Project\_1356’ and click search. Once you have found the correct SQ, click on the SQ Title, which is a blue hyperlink to open it.

SQs

My SQs [SQs Open to All Suppliers](#)

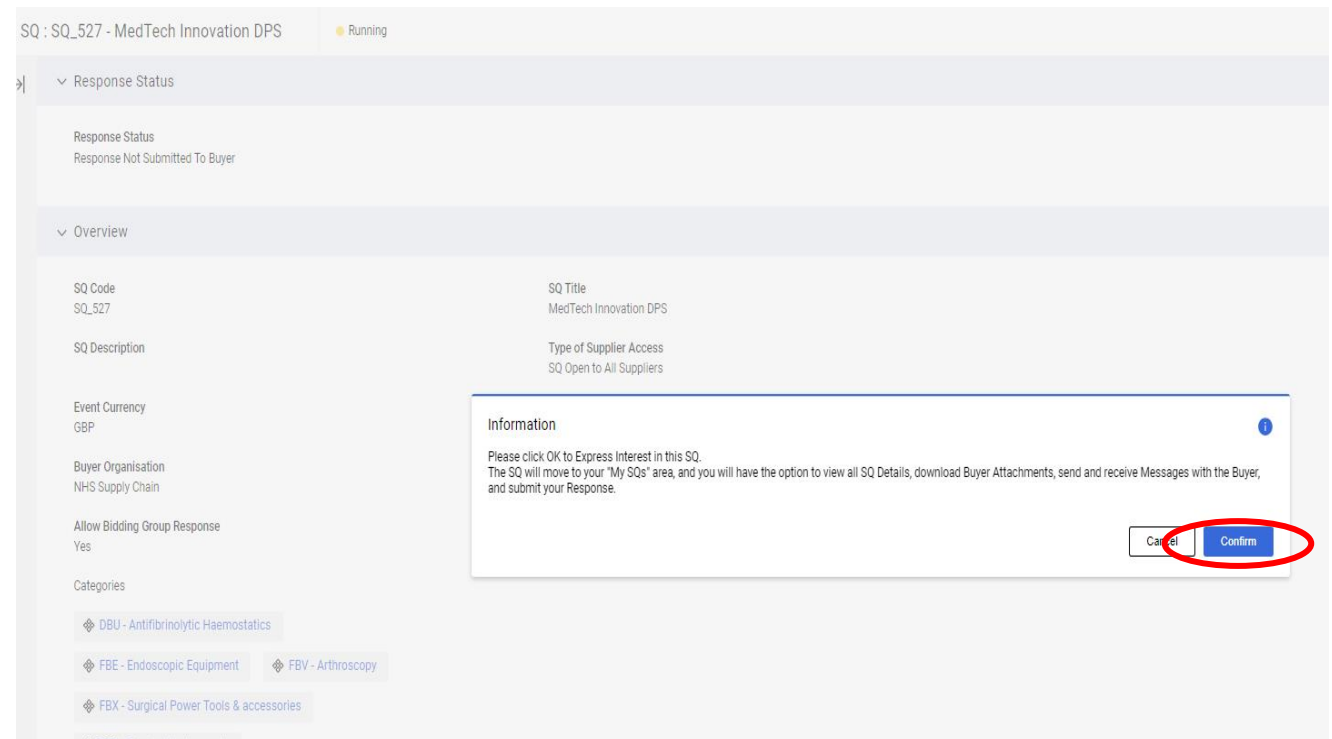
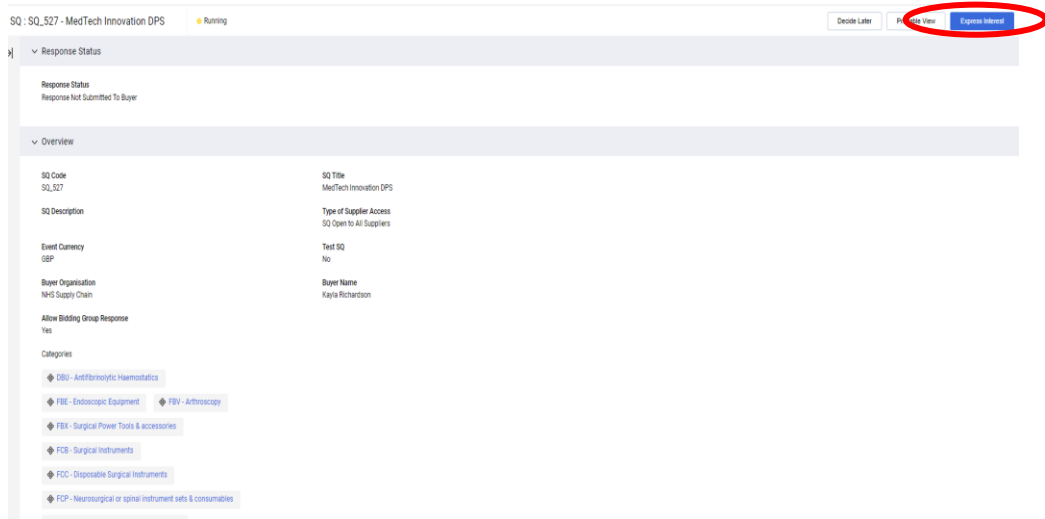
Enter Filter (type to start search)

Showing Result 1 - 13 of 13 Show: 50

	SQ CODE	SQ TITLE	PROJECT CODE:	TIME LIMIT FOR EXPRESSING INTEREST
1	SQ_516	Endoscopy, Endourology & Oncology Ablation Consumables and Associated Products	Project_1333	29/05/2024 15:00
2	SQ_540	Disposable Cubicle Shower and Window Curtains 2025 - PIN	Project_1041	31/05/2024 15:00
3	SQ_377	Cleaning Equipment Supplies & Associated Products 2024 RFI	Project_1042	05/06/2024 23:59
4	SQ_457	RFI - Syringes, Needles and Associated Products	Project_1015	02/07/2024 17:00
5	SQ_531	Disposable and Washable Continence Care RFI	Project_1213	24/07/2024 15:00
6	SQ_450	Advanced Wound Care 2025	Project_1126	16/08/2024 15:00
7	SQ_518	RFI - Electrosurgery Consumables and Related Accessories	Project_1016	27/08/2024 17:00
8	SQ_524	RFI Skin Cleansing	Project_1236	30/08/2024 15:00
9	SQ_534	Ambient Food 2025 RFI	Project_1057	06/09/2024 15:00
10	SQ_541	Wound Closure 2024 RFI	Project_1011	22/10/2024 15:00
11	SQ_532	Ophthalmology RFI	Project_1049	30/11/2024 09:00
12	SQ_512	Perfusion Devices, Consumables and Associated Equipment	Project_1334	30/11/2024 12:00
13	SQ_527	MedTech Innovation DPS	Project_1356	20/01/2030 15:00

# Part 2 - Accessing and Completing the DPS SQ

2. Now that you have opened 'SQ\_527 - MedTech Innovation DPS', you will be able to view the overview page for the SQ. You will need to express an interest first, using the 'Express Interest' button in the top right-hand corner. You will then be able to access the questions. See below:

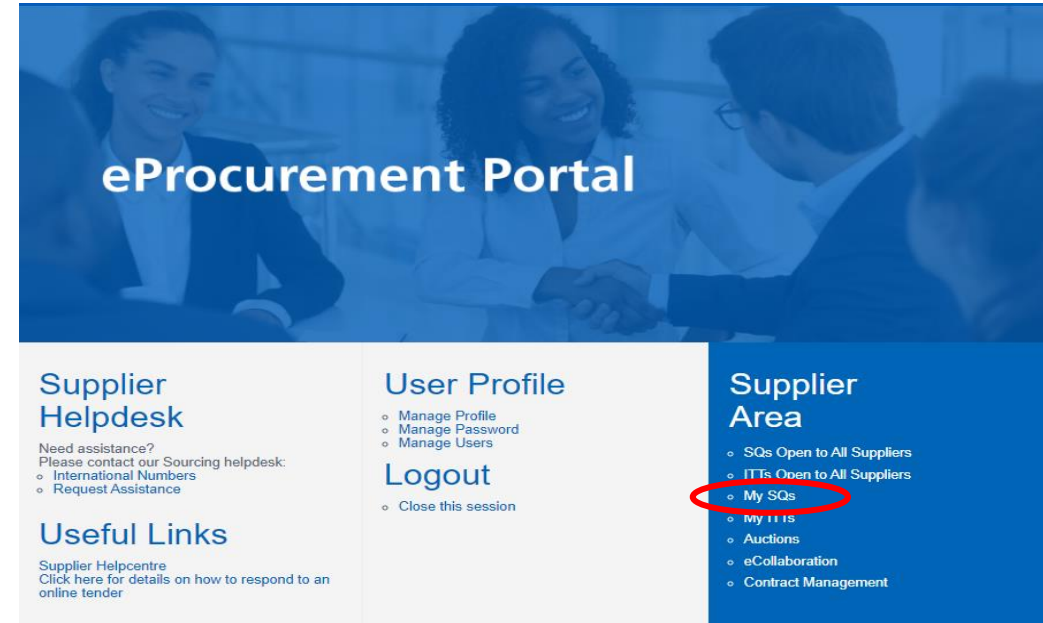




# Part 2 - Accessing and Completing the DPS SQ

3. You will now be able to open the DPS SQ in full and complete the questions. You can partially complete them, save your progress, and return to it later. Once you are happy with your responses and have completed all the mandatory questions you can submit your final response.

What is helpful is that once you've expressed an interest in the DPS SQ (or any SQ), it will then appear in the 'My SQs' area which can be accessed from the home page. It saves a lot of time, as you can get straight into the SQs you are currently working on or have completed, without having to search for them.



SQs

[My SQs](#) [SQs Open to All Suppliers](#)

All SQs

Showing Result 1 - 1 of 1 Show: 50

	SQ CODE	SQ TITLE	PROJECT CODE:	SQ CLOSING DATE/TIME ↓	SQ STATUS
1	SQ_527	<a href="#">MedTech Innovation DPS</a>	Project_1356	20/01/2030 15:00	Running

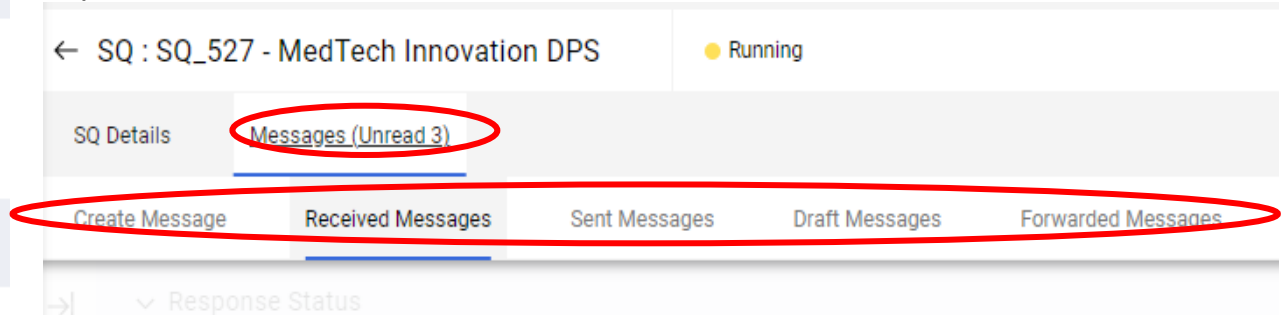
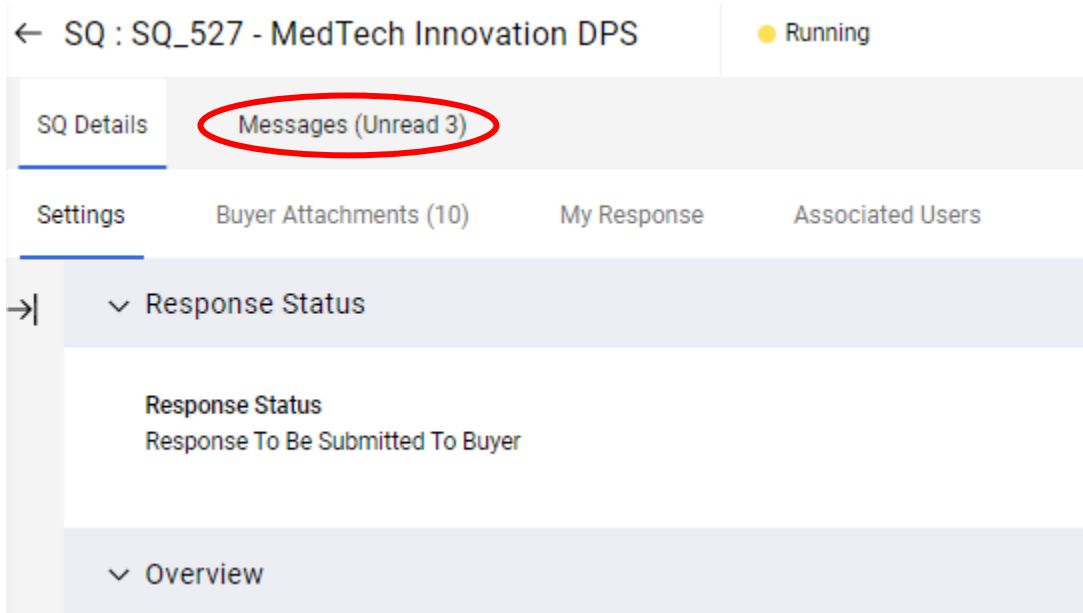
Then click on the blue hyperlink SQ Title to open it.

# Part 2 - Accessing and Completing the DPS SQ

4. Within the SQ itself there is a messaging facility available, this provides a route for communication with the DPS Team. If you have any questions or queries, you can send the team a direct email message. The inbox is being regularly monitored and you will be provided with an accurate response in due course.

Once the messaging has been opened you will see there are different tabs: 'Create Message' - where you can create new messages to send. 'Received Messages' - this is your inbox where new messages that are sent to you will appear 'Sent Messages' - which saves/stores the messages you have sent to the DPS Team. 'Draft Messages' - which is a temporary store for messages you may be working on. 'Forwarded Messages' for any messages you may wish to send onto someone else.

Important Note - When you first open the messaging facility you will likely see that there are some unread messages in your Inbox, it is important for you to go in and read the messages and any attachments. Click on the 'Received Messages' button to view and open them.

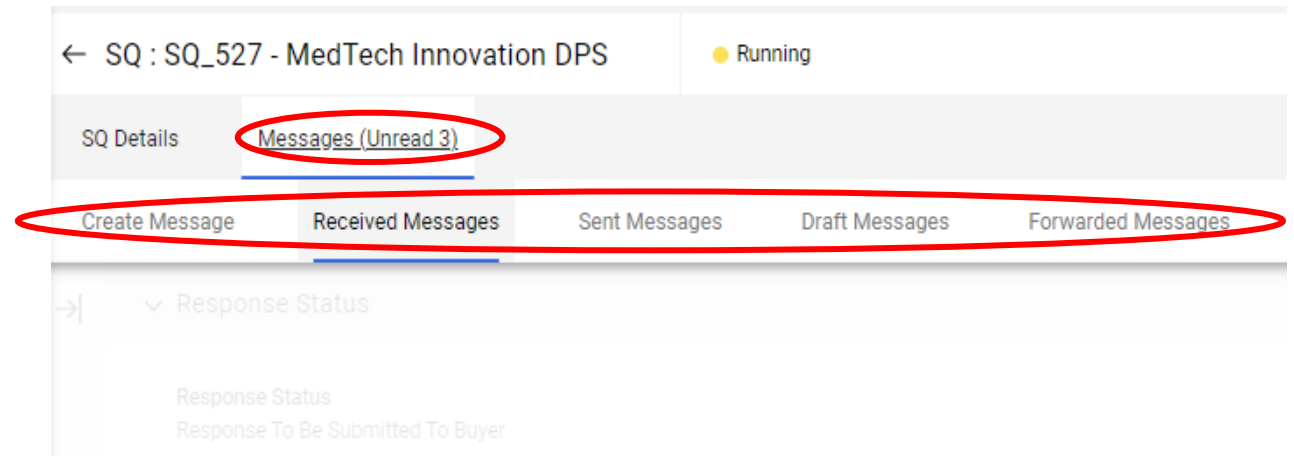
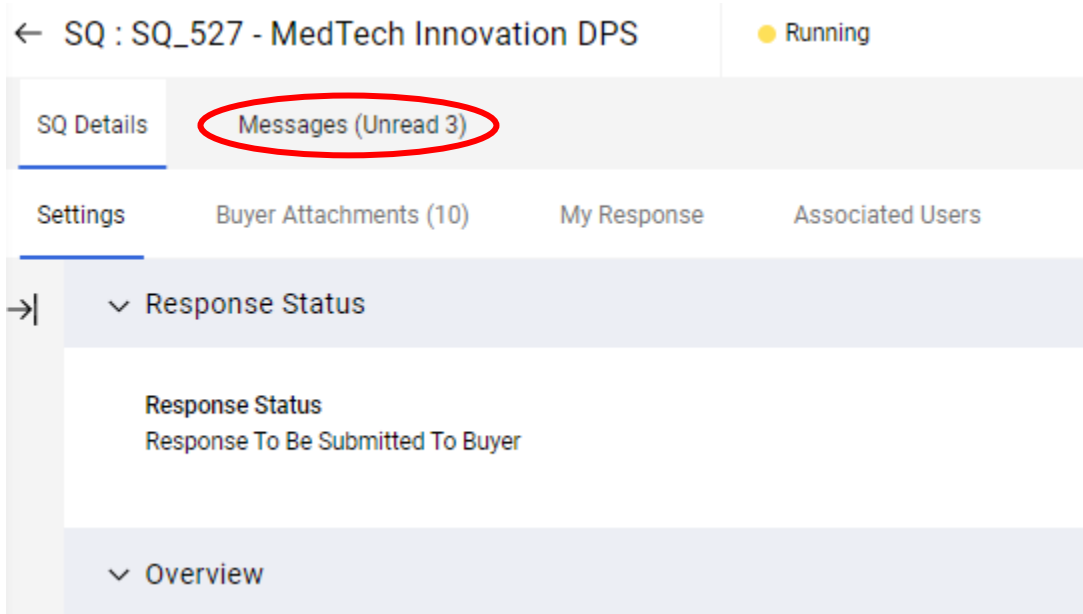


# Part 2 - Accessing and Completing the DPS SQ

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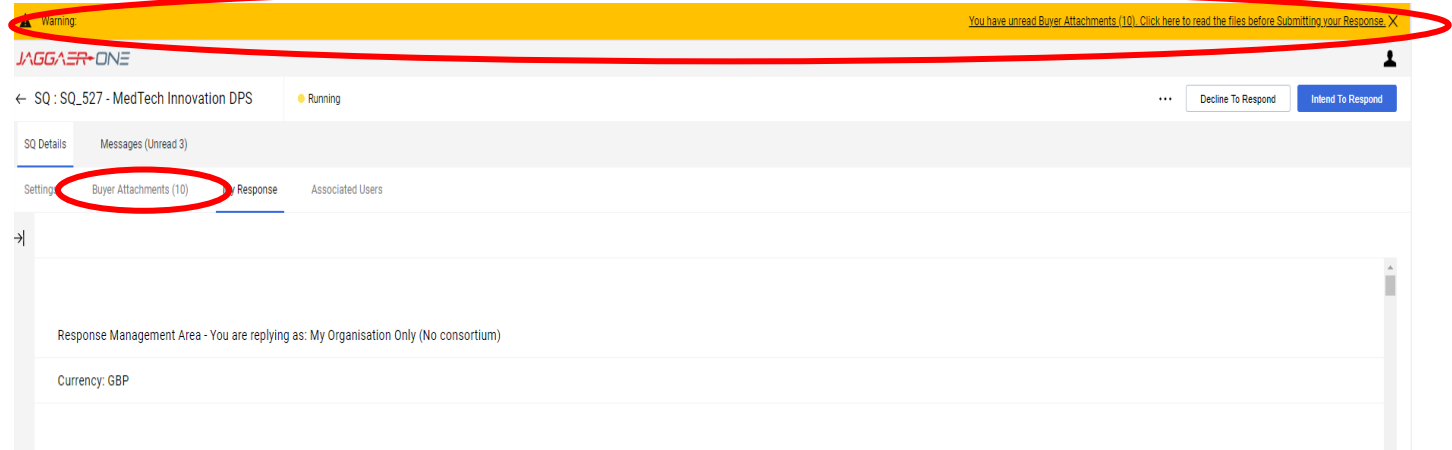
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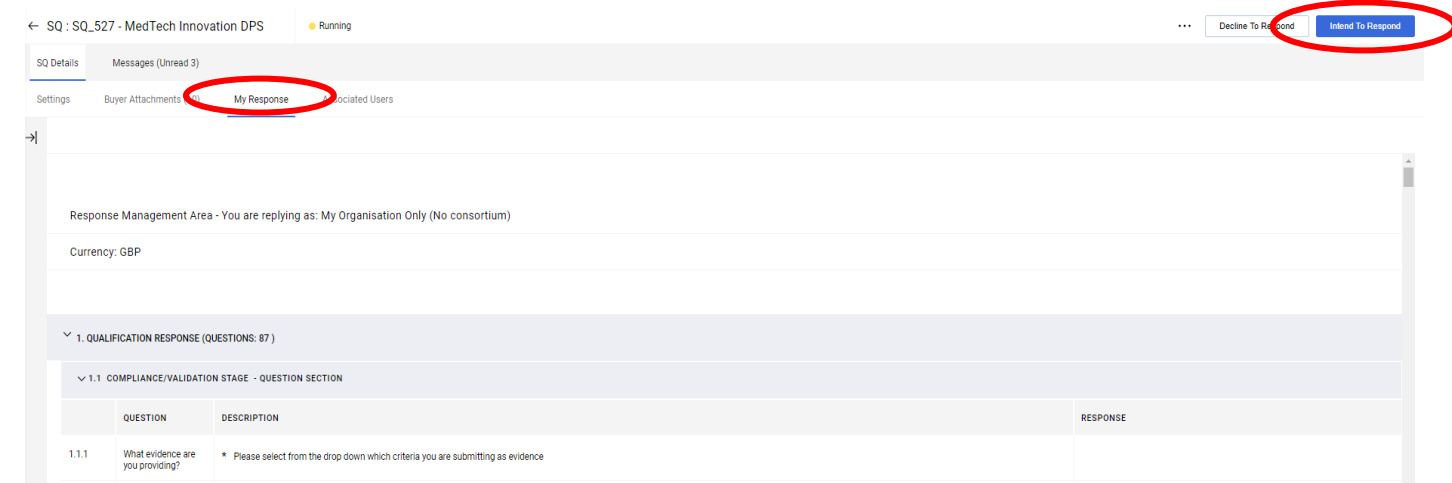


# Part 2 - Accessing and Completing the DPS SQ

5. Now you have the SQ open, the next thing you will need to do is read all the documentation that is attached to the SQ, a warning message will appear to alert you. Click on the 'Buyer Attachments' tab at the top left side of the screen to access the attachments. Here you will be able to view and download them.

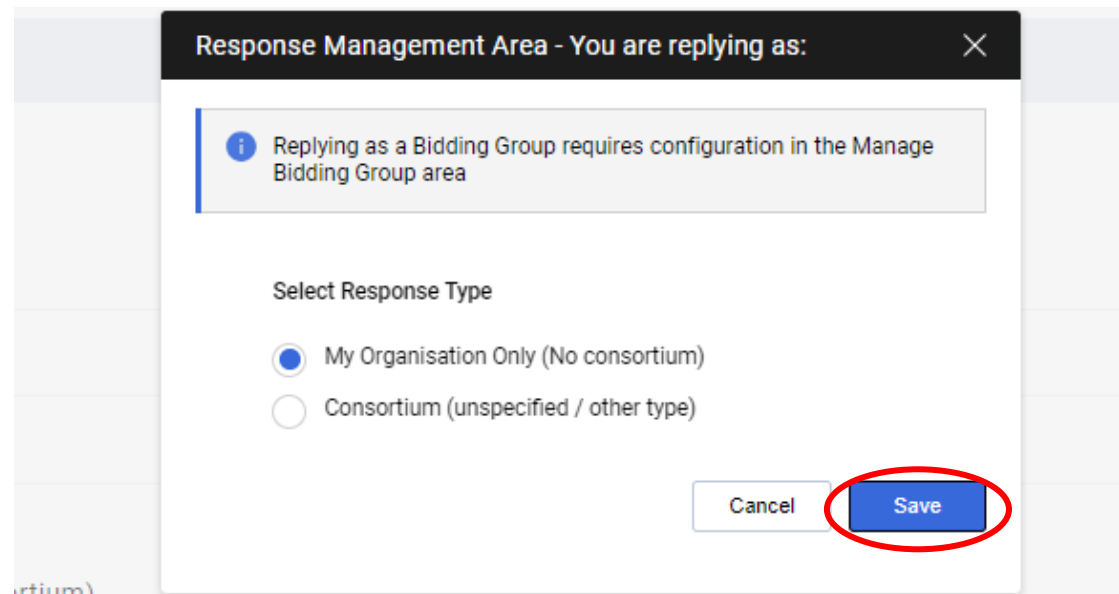


6. If you would like to proceed after having read all the documentation, you will need to click the 'My Response' tab on the top left side and then select the 'Intend to Respond' button in the top right corner of the screen.



## Part 2 - Accessing and Completing the DPS SQ

You will then be asked to confirm if you are bidding as part of a consortium or for your organisation only, select the appropriate option and click 'Save'.



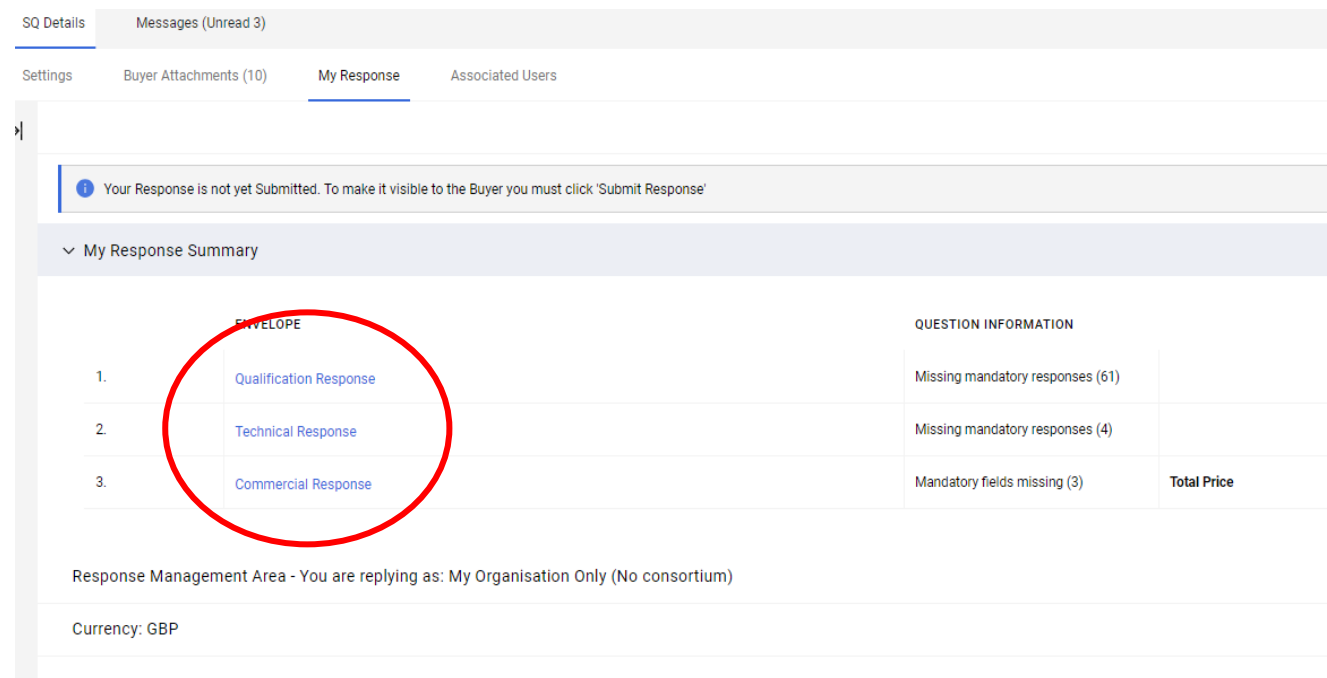
The screenshot shows a dialog box titled "Response Management Area - You are replying as:". Inside the dialog, there is an information message: "Replying as a Bidding Group requires configuration in the Manage Bidding Group area". Below this, the section "Select Response Type" contains two radio button options: "My Organisation Only (No consortium)" which is selected, and "Consortium (unspecified / other type)". At the bottom right of the dialog, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red circle.

# Part 2 - Accessing and Completing the DPS SQ

7. After clicking save, you will be taken to the main page of your SQ. From here you will be able to select each of the question envelopes (Qualification, Technical and Commercial). Each of them has a list of questions for completion - there are different types of questions within the SQ, for example. text box, dropdown list, attachment etc.

Note 1 - Some of the questions may have attachments linked to them, please ensure you review the document and complete any necessary actions. You may be required to download the attachment from the question, complete the document itself, save it to your computer, and then upload it back to the question.

Note 2 - When attaching any documents within the portal it is important to note there is a size limit - any single attachment cannot be larger than 52mb. If you need to attach a larger document or numerous documents to one question/area, you will need to put them into a zip folder (compressed) and then upload the zip folder.



SQ Details Messages (Unread 3)

Settings Buyer Attachments (10) **My Response** Associated Users

! Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

My Response Summary

	ENVELOPE	QUESTION INFORMATION	
1.	<a href="#">Qualification Response</a>	Missing mandatory responses (61)	
2.	<a href="#">Technical Response</a>	Missing mandatory responses (4)	
3.	<a href="#">Commercial Response</a>	Mandatory fields missing (3)	Total Price

Response Management Area - You are replying as: My Organisation Only (No consortium)

Currency: GBP

# Part 2 - Accessing and Completing the DPS SQ

8. As you open each of the envelopes in turn you will be able to work through the questions and add your answers. You can partially complete your response and come back to it at another time. Using the save options available. Then access it the same way next time, shown in Point 3.

SQ : SQ\_527 - MedTech Innovation DPS Running

Save Changes Cancel Save And Exit Response Validate Response

1. QUALIFICATION RESPONSE (QUESTIONS: 87)

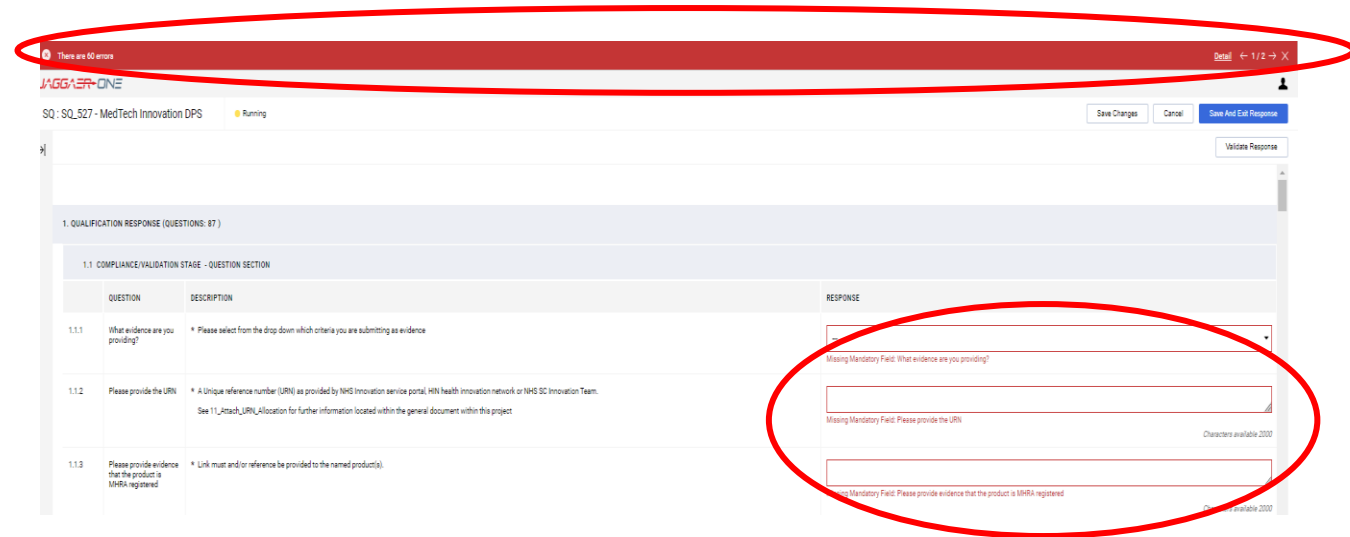
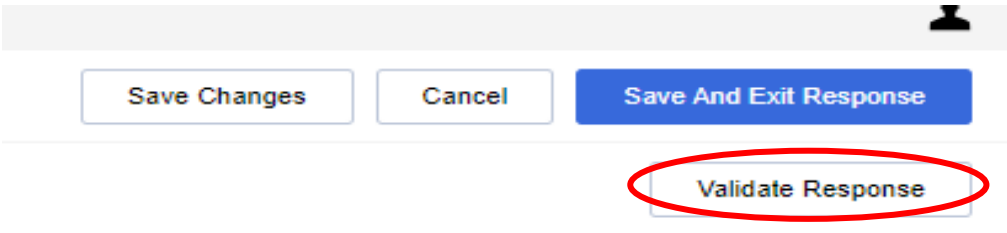
1.1 COMPLIANCE/VALIDATION STAGE - QUESTION SECTION

	QUESTION	DESCRIPTION	RESPONSE
1.1.1	What evidence are you providing?	* Please select from the drop down which criteria you are submitting as evidence	<input type="text" value="..."/>
1.1.2	Please provide the URN	* A Unique reference number (URN) as provided by NHS Innovation service portal, HIN health innovation network or NHS SC Innovation Team. See T1_Attach_URN_Allocation for further information located within the general document within this project	<input type="text"/> <small>Characters available 2000</small>
1.1.3	Please provide evidence that the product is MHRA registered	* Link must and/or reference be provided to the named product(s).	<input type="text"/> <small>Characters available 2000</small>
	NOTE	NOTE DETAILS	

# Part 2 - Accessing and Completing the DPS SQ

9. When you are happy with your response (prior to submission), we advise you to utilise the ‘Validate Response’ option available within each envelope (top right-hand corner). This will check your answers and alert you to errors including any mandatory (shown with asterisk \*) questions you may have missed, or if there is an attachment you haven’t read etc. This is a useful tool and will aid you in submitting a full response.

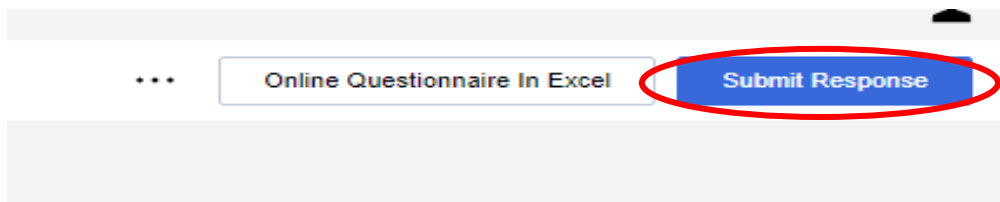
After clicking the ‘Validate Response’ button, any errors will be shown with a red bar across the top of the screen. It will tell you how many errors it has found and there is a details hyperlink for you to click which will take you to the error within the questionnaire, so you can correct it. Once you have corrected all the errors, press the ‘Validate Response’ button again to check that your answers are now accepted. Repeat the process within each question envelope until there are no more errors appearing.





## Part 2 - Accessing and Completing the DPS SQ

10. The final stage of the SQ is to submit your response to the DPS Team, by clicking the 'Submit Response' button in the top right-hand corner of the main SQ screen. After you click this button your SQ Response can no longer be edited. But you will be able to continue to view it by accessing it the same way, in Point 3. Note - Please be certain that you are ready to submit your response before clicking the submit button.



11. If your bid is rejected, you will receive a portal notification and a letter confirming the reason(s) why your bid was rejected. You are welcome to re-submit your bid via SQ\_527 - MedTech Innovation DPS by updating your current submission. Follow the steps above to access your SQ response, update your answers and then resubmit.

If you have any questions or queries after reading this guide, you can contact the DPS Team directly using the messaging facility within the SQ - see Point 4 above for instructions on how to access the messaging facility.