



## Procurement

### Planned Procurements & Supplier Instruction for e-tendering Portal Registration

**Keep me for future reference**

The University of St Andrews uses the InTend e-tendering portal to manage the tender process, and instructions on how to register and receive the further particulars are detailed below. If you have any further queries or experience difficulties in registering with regards to specific projects then please do not hesitate to contact Sarah Latto, Procurement Officer on 01334 462523.

If you wish you can register as a supplier straight away (see page 2 for supplier registration or follow the link below to e-tendering portal), however projects will only be advertised as and when Procurement are notified of requirements which is dependent on our Schools and Unit's needs. The University currently advertises tenders on:

- **e-tendering portal** (see instructions on page 2) – <https://intendhost.co.uk/universityofstandrews/>
- **University's Buyer Profile** – <http://www.st-andrews.ac.uk/media/procurement/buyer-profile.pdf>
- **Public Contracts Scotland** – [www.publiccontractscotland.gov.uk](http://www.publiccontractscotland.gov.uk)
- **OJEU** (via Public Contracts Scotland)

If you choose to register as a supplier and once you have received your unique supplier ID number via the portal, please remember to log back in on a regular basis to check on "Current" tender opportunities. *Please note that although a Note of Interest can be made at Public Contracts Scotland, an official Expression of Interest **must** be made with the e-tendering portal in order for the tender documents to be published to the registered user.*

Contact us through an online sign language interpreter. British Sign Language (BSL) users can contact the University of St Andrews via contactSCOTLAND-BSL, the online British Sign Language video relay interpreting service.

Find out more on the contactSCOTLAND website at: <https://contactscotland-bsl.org/>

#### From the portal you can:

- **Register / amend your company details**
- **View all current tenders at the University**
- **Express an Interest in any of the current tenders**
- **Partake in tender opportunities**

**BEFORE REGISTERING WITH INTEND:** *We need to make sure you receive the email notifications from the portal. To ensure these emails reach your inbox, **please add the email domain @intend.co.uk to your safe senders list and check your spam filter settings – thank you.***

*Once registration has been completed and accepted (normally within 48-hrs), the onus is with the supplier that if you do not receive further instruction via the portal's automated messaging advising that project particulars are available for download, then please contact Procurement as detailed below.*

Ref: X:\Procurement\shared\#Document Library 2\#Tender\portal\_supplier\_reg.docx \ 15-Jan-21

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E: [procurement@st-andrews.ac.uk](mailto:procurement@st-andrews.ac.uk) W: [www.st-andrews.ac.uk/procurement/](http://www.st-andrews.ac.uk/procurement/)



## Procurement

### Supplier Instruction for e-Tendering Portal Registration

Before you can participate in any tender opportunity you **must register** your company details on the portal.

[Click here to commence registration process](#)  
(Remember and save the URL for future reference and login purposes.)

**The following guidelines have been prepared to assist you in navigating around the portal. From the menu bar you can select:**

#### Messages

This drop-down function will allow you to:

- view **“Correspondence”**, **“Clarifications”** and **“Actions”** which have been issued as part of the project. *[An email alert from the portal will advise you that any of the above has been published to the secure area of the site – these should always be read.]*
- respond to messages – if you wish to issue a correspondence to a message already received go to **“Correspondence”** and select **“Reply”**.
- request additional information relating to technical or operational aspects of a tender must be raised via a portal Correspondence. From **“Correspondence”** select **“Options”** – **“Create Correspondence”**.
- decline from the process; please do this by submitting a **“Correspondence”** within the portal. You can also opt out of the process via the **“Returns”** area.

#### Tenders

This drop-down function will allow you to:

- view the list of **“Current”** tenders at the University of St Andrews.
- Express an Interest – if you wish to participate in any of the **“Current”** tenders listed, click the **“View Details”** button for further information. To express your interest to the University click on **“Express Interest”**.
- **“My Tenders”** allows you to view and maintain past and current projects for which you or a colleague have expressed an interest in.
- submit your return – under **“My Tenders”**, **“View Details”** then **“Make Your Return”**. Upload your documents individually.

#### Company Details

Allows you to maintain and update your company information, documentation, accreditation etc.

To add a new user within your **“Company Details”** select the **“Contact Details”** tab and follow instructions.

 **Portal Enquiries to:** Sarah Latto, Procurement Officer on 01334 462523.

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