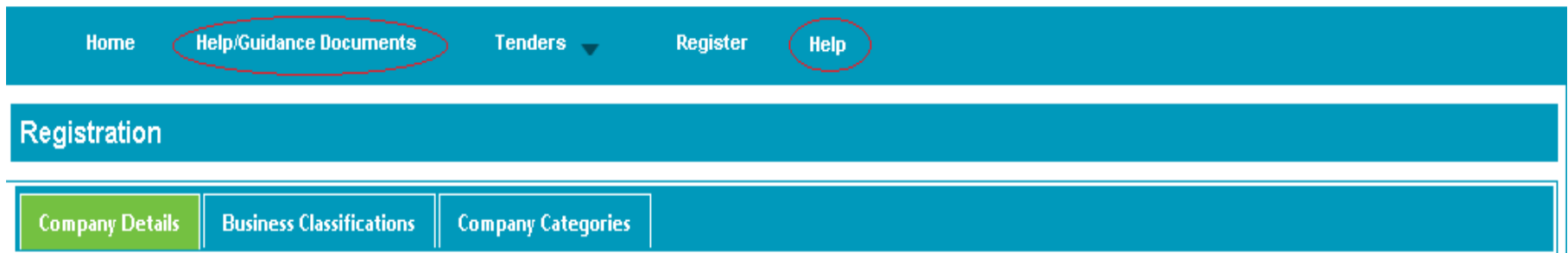


# How to use Surrey's eTendering system

There are various help and support tools under the Help/Guidance tabs (screen shot below), these include:

- YouTube style learning guides
- Documents on using every area of the system
- Contact us option (email or phone)



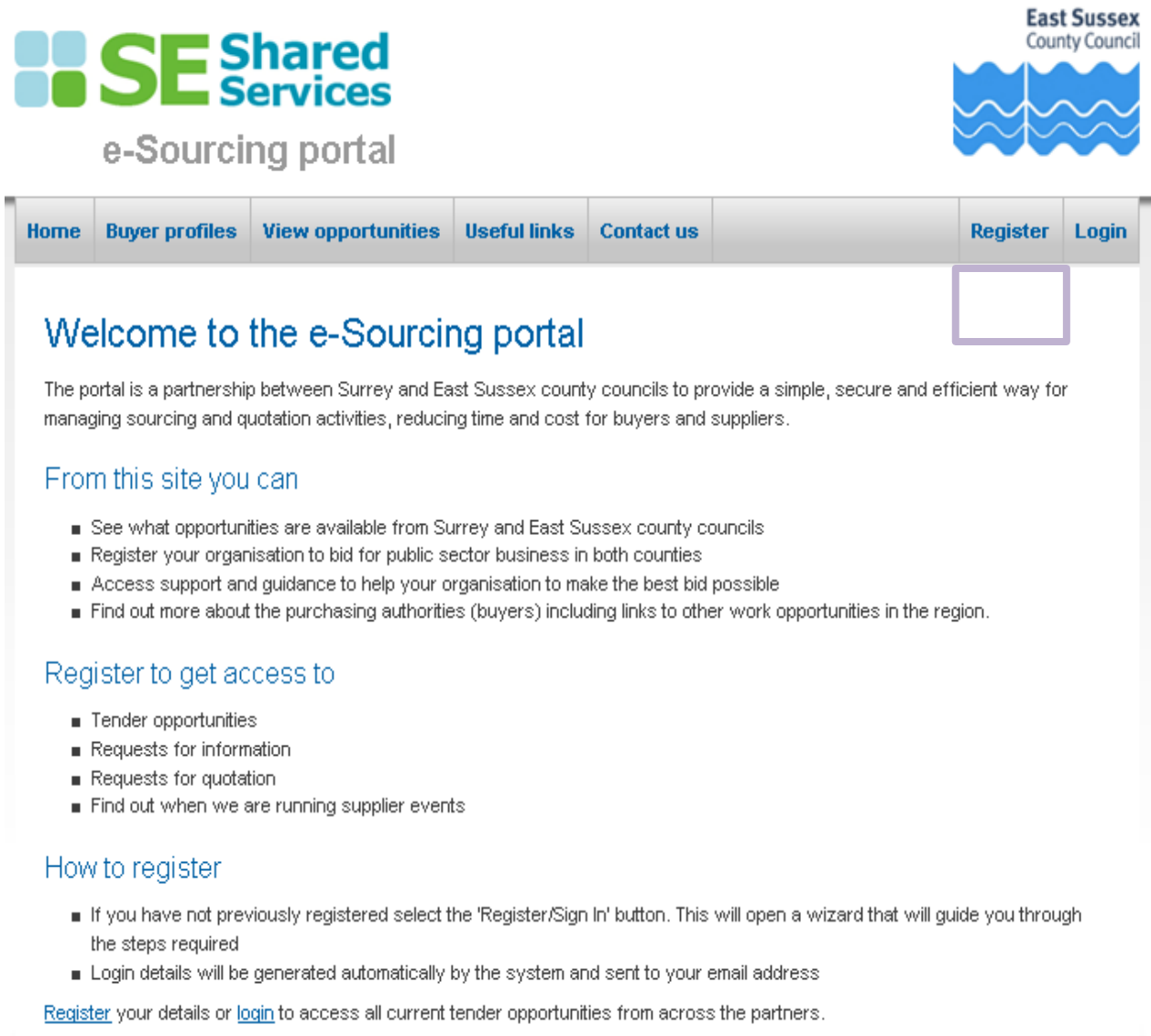


**The following screenshots will guide you in registering and accessing tender documents.**

**Our SE Shared Services (Intend) eSourcing Portal's address is as follows:**

**<http://www.sesharedservices.org.uk/esourcing>**

# Home Page and how to register



The screenshot shows the home page of the SE Shared Services e-Sourcing portal. At the top left is the logo for SE Shared Services, consisting of a 2x2 grid of squares in shades of blue and green, followed by the text 'SE Shared Services' and 'e-Sourcing portal' below it. At the top right is the logo for East Sussex County Council, featuring a blue wavy pattern and the text 'East Sussex County Council'. Below the logos is a navigation bar with the following links: Home, Buyer profiles, View opportunities, Useful links, Contact us, Register, and Login. The 'Register' link is highlighted with a purple box. The main content area has a heading 'Welcome to the e-Sourcing portal' and a paragraph explaining the portal's purpose. Below this is a section titled 'From this site you can' with a bulleted list of four items. Another section titled 'Register to get access to' has a bulleted list of four items. A final section titled 'How to register' has a bulleted list of two items. At the bottom, there is a link to 'Register your details or login to access all current tender opportunities from across the partners.'

**SE Shared Services**  
e-Sourcing portal

**East Sussex County Council**

[Home](#) [Buyer profiles](#) [View opportunities](#) [Useful links](#) [Contact us](#) [Register](#) [Login](#)

## Welcome to the e-Sourcing portal

The portal is a partnership between Surrey and East Sussex county councils to provide a simple, secure and efficient way for managing sourcing and quotation activities, reducing time and cost for buyers and suppliers.

### From this site you can

- See what opportunities are available from Surrey and East Sussex county councils
- Register your organisation to bid for public sector business in both counties
- Access support and guidance to help your organisation to make the best bid possible
- Find out more about the purchasing authorities (buyers) including links to other work opportunities in the region.

### Register to get access to

- Tender opportunities
- Requests for information
- Requests for quotation
- Find out when we are running supplier events

### How to register

- If you have not previously registered select the 'Register/Sign In' button. This will open a wizard that will guide you through the steps required
- Login details will be generated automatically by the system and sent to your email address

[Register](#) your details or [login](#) to access all current tender opportunities from across the partners.

# Registering



## Registration

**In order to gain full access to this website you must register your company / organisation details**

**If you believe that your company / organisation has already registered on this site but you are a new user who requires access, please contact one of the existing registered contacts and ask them to add you as a new contact**

**PLEASE NOTE: Yellow fields are MANDATORY**

### Company Details

Company Reg No :

I do not have a Company Reg Number

Company Name :

Address Line 1 :

# Choosing business classifications

**Registration**

**Company Details** | **Business Classifications** | **Company Categories**

**Classifications**

Search:

Category	Title	
299999	Arts & Leisure Services / General	+
291400	Arts & Leisure Services / Sport & Fitness	+
111000	Catering / Banquet & Catering	+
111100	Catering / Equipment & Utensils / General	+
111200	Catering / Food & Beverages	+
111220	Catering / School Meals Service	+
111230	Catering / Social Care	+
111400	Catering / Vending Machines & Dispensers	+
121300	Cemetery & Crematorium / Body Transport Service	+

Category	Title	
291000	Arts & Leisure Services / Events	×



# Extended Profile Information

## Company Details

<b>Company Name :</b>	<input type="text" value="Test Organisation"/>
<b>Other Name :</b>	<input type="text"/>
<b>Address Line 1 :</b>	<input type="text" value="1 Main Road"/>
<b>Address Line 2 :</b>	<input type="text"/>
<b>Town/City :</b>	<input type="text"/>
<b>County/State :</b>	<input type="text"/>
<b>Postcode/Zip :</b>	<input type="text" value="KT1 2DN"/>
<b>Country :</b>	<input type="text" value="United Kingdom"/>
<b>Organisation Structure :</b>	<input type="text" value="Please select an item..."/>
<b>Telephone :</b>	<input type="text" value="0300 200 1011"/>
<b>Fax :</b>	<input type="text"/>
<b>Website :</b>	<input type="text"/>
<b>Company e-Mail :</b>	<input type="text"/>
<b>Publish e-Mail :</b>	<input type="text"/>



# Extended Profile Information

## Company Details



Details Documents Business Categories Contact Details

Address Company Banking Insurance Other Accreditation Categories Policies Disclaimer Summary

### Employer Insurance

Insurer :	<input type="text"/>
Liability Number :	<input type="text"/>
Start Date :	<input type="text"/> 
End Date :	<input type="text"/> 
Value Per Event :	<input type="text" value="0"/>
Value Aggregated :	<input type="text" value="0"/>

### Public Liability Insurance

Insurer :	<input type="text"/>
Liability Number :	<input type="text"/>
Start Date :	<input type="text"/> 
End Date :	<input type="text"/> 
Value Per Event :	<input type="text" value="0"/>

# Adding additional users

Home Help/Guidance Documents Messages Tenders Contracts Company Details Help Logout

## Company Details

Details Documents Business Categories **Contact Details**

**Contact :** --New Contact--

**Title :**

**First Name :**

**Surname :**

**Telephone :**

**Fax :**

**e-Mail :**

**Confirm Email :**

**Mobile :**

**Job Title :**

**Department :**

**Office :**

**Password :**

**Confirm Password :**

**Send a copy of all e-Mails to this user**

Save Contact

