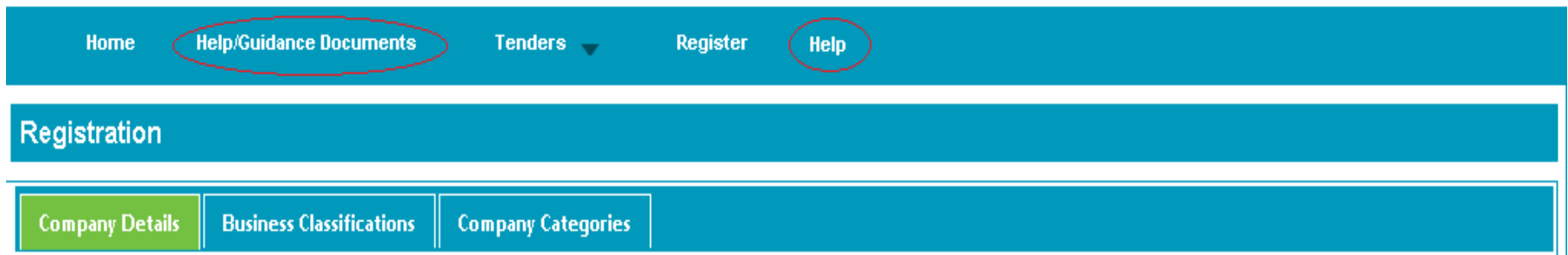


How to use Surrey's eTendering system

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




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

Company Details Business Classifications Company Categories

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 :

Search

Clear

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

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

Company Details

Details

Documents

Business Categories

Contact Details

Address

Company

Banking

Insurance

Other

Accreditation

Categories

Policies

Disclaimer

Summary

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

Extended Profile Information

[Home](#) [Help/Guidance Documents](#) [Messages](#) [Tenders](#) [Contracts](#) [Company Details](#) [Help](#) [Logout](#)

Company Details

Details Documents Business Categories Contact Details

Address Company Banking Insurance Other Accreditation Categories Policies Disclaimer Summary

Employer Insurance

Insurer :

Liability Number :

Start Date :

End Date :

Value Per Event :

Value Aggregated :

0

0

Public Liability Insurance

Insurer :

Liability Number :

Start Date :

End Date :

Value Per Event :

0

Adding additional users

[Home](#) [Help/Guidance Documents](#) [Messages](#) [Tenders](#) [Contracts](#) [Company Details](#) [Help](#) [Logout](#)

Company Details

DetailsDocumentsBusiness CategoriesContact 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

