

Please follow the instructions in the red boxes. Additional information included in the Amber boxes.



## Welcome to the YORtender Portal

This website provides a suite of collaborative, web-based tools that enable procurement professionals to manage the strategic activities of the procurement process. It provides a simple, secure and easy-to-use environment for tendering and quotation activities. Registration is required for both buyers and suppliers.

**DEMO / TRAINING**

DO YOU NEED TECHNICAL SUPPORT?  
✉ [uksupport@eu-supply.com](mailto:uksupport@eu-supply.com)

☎ 0800 840 2050 during office hours ONLY (09.00 to 17.00)

Powered by MERCELL

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- Current tender opportunities
- Cookies
- Planned downtimes
- Accessibility Statement
- New supplier registration

Login

User name

Password

Log in

[Forgot your password?](#)

Once you have registered at [yortender.eu-supply.com](http://yortender.eu-supply.com) you will be able to log in on the main screen.

YOR Administration Corporate Help Log out

### Welcome Corporate Procurement

**Services**

- BizAlerts: Daily Tender Alerts  
UK Tenders, Ireland Tenders
- CTM Published Tenders
- My quotes/tenders  
5 New Invitations, 2 Ongoing, 1 Closed
- Contracts  
0 Active, 0 Pending, 0 expired, 0 Closed
- Documents  
Manage company and personal documents
- My tasks  
My sent and incoming tasks
- Reports  
Standard reports
- Account administration  
View your presentation here!  
Add users or update profile
- Manage CTM Tender Alerts
- Do you need technical support?  
Create a ticket  
or email: [support@eu-supply.com](mailto:support@eu-supply.com)  
phone 0800-840-2050
- User guides (pdf)  
Supplier tender management  
ESPD Online

Do you want to win more business?  
Would you like personalised alerts for your UK and Ireland tender alerts?  
Special bundle offer: Business and Suppliers@mercell.com to get your personalised

**Messages**

24/11/2021 10:50	eu-supply: Invitation to → Quote/tender
23/11/2021 14:00	eu-supply: Invitation to tender / quote opportunity: KMC1234c Purchase of Shoes → Quote/tender
23/11/2021 10:13	eu-supply: Invitation to tender / quote opportunity: KMCPRP-139 Test KMCPRP-139 Test → Quote/tender

9 Unread messages [All messages](#)

**System notifications**

23/11/2021 10:27	eu-supply EDU: Your proposal for 24882:1 KMCPRP-139 Test submitted → Quote/tender
13/10/2021 11:05	eu-supply EDU: Your proposal for 23110:1 Supply Of Sweets - Jen submitted → Quote/tender
07/10/2021 11:16	Welcome to Eu-supply!

3 Unread system notifications

**My quotes/tenders**

No	Description	Times (UK time)	Buyer
24920	DPS Onboarding Test 3 ▶ KMCDPSTEST - DPS Onboarding Test 3	End time: 25/11/2031 00:00	Kirklees Council

Opportunities which have been advertised openly can be found by searching **CTM Published Tenders**

Ongoing public tenders

Filters

Quote/tender: Issued quotes/tenders

Local

Text filter: Name

with keyword

From: 27/04/2012

To: 27/04/2022

CPV: + Add

Search within expired quotes/tenders

Search Search Reset

Quote/te...	Reference	Name	Date of publi...	Response de...	Process	Buyers	Countries
28118	test	<a href="#">Example</a>	27/04/2022	30/04/2022 00:00	01A. Request for ...	Kirklees Council	United Kingdom
28102		<a href="#">28.04.2022 Single Supplier Award</a>	25/04/2022	28/04/2022 12:00	01A. Request for ...	East Riding of Yorkshire C...	United Kingdom
28029	DPS Test	<a href="#">DPS Test March 2022</a>	30/03/2022	31/03/2038 00:00	08B DPS Qualific...	Leeds City Council	United Kingdom
28024		<a href="#">Framework for IT Services</a>	29/03/2022	30/03/2024 12:00	a. Framework Qu...	YHSPG Test	United Kingdom

Search for the DPS you are interested in using keywords or the reference number.

Results based on your search will be listed below and you can click on the title to select the required DPS.

YOR

Accept Forward Decline Answer later

Quote/tender details

You are hereby invited by Kirklees Council to participate in this quote/tender. Please click 'Accept' to proceed. If you do not wish to participate, please click 'Decline'. If you wish to defer your decision, please click 'Answer later'. Kirklees Council will be informed automatically of your decision.

Please Note: Before you accept, make sure your user account is connected to the correct email address for your administration.

Dear Supplier,

The Dynamic Purching System for DPS Onboarding Test 3 moved to this YORtender procurement platform on 17/11/2021.

If you are already appointed to this DPS, please 'accept' this opportunity and follow the instructions on the project profile to activate your place on the DPS and ensure you continue to receive notifications regarding call off opportunities.

If you are not yet accepted and are interested in participating in this DPS, 'accept' this opportunity to again access to the relevant documents.

Once selected you will be taken to a screen with details of the DPS. You need to accept to proceed. If you choose to 'Decline' we will assume that you do not wish to participate in this DPS or any future call off contracts.

Once you select 'Accept' you will be prompted to confirm.

**ukstage.eu-supply.com says**

You are accepting the invitation on behalf of Kirklees Test Supplier 5 (12345).

OK Cancel

### Quote/tender 24920 - KMCDPSTEST - DPS Onboarding Test 3

Department: DPS Test 1

You will be taken to a summary screen which shows your submission status.

#### Instructions

To submit response:

Please allow some time for sending of your response. We recommend testing submission before the deadline. After clicking 'Submit response' you will be required to verify yourself by enter your user name and password. Evaluate the risk of potential interference (Internet connection speed, Internet connection failure, power failure, change of computerized workplace settings, etc.).

[Detailed instructions](#)

Response not submitted (Scroll down to submit)

Time left: 87660:58:18

My Response Contracts Messaging Audit trail

#### Quote/tender

[View quote/tender](#) [View invitation letter](#) [Access documents](#) [Assign user access](#) [Internal notes](#)

Dates	(UK time)
Publication of notice	24/11/2021 11:00
DPS Onboarding Test 3	
DPS tender start-time	27/11/2021 00:00
Response deadline	25/11/2031 00:00

#### My response

Request Qualification for this Package

##### Lot 1 DPSTEST

Qualification questions

0 of 1 question(s) answered

[Assign sections...](#)

[Answer questions...](#)

Additional response documents

0 document(s) attached in this section

[Attach documents...](#)

Request Qualification for this Package

##### Lot 2 DPSTEST

Qualification questions

0 of 1 question(s) answered

[Assign sections...](#)

[Answer questions...](#)

Additional response documents

0 document(s) attached in this section

[Attach documents...](#)

#### Progress

Percent complete

0%

Totals

Percent complete

0%

Totals

This screen shows all Lots available for the DPS (where multiple Lots are applicable).

Response not submitted

[View/Print response form](#)

[Cancel expression of interest](#)

[Submit response](#)

You MUST ensure the boxes next to each applicable Lot are remain ticked.

Request Qualification for this Package

This shows '0 of 1 questions answered' and a response that is '0% complete'

0 of 1 question(s) answered

Answer questions...

Progress

Percent complete

Totals

To submit an application for the DPS you MUST 'answer the questions'

Response form

Time left before session times out 59:18

New section 1 questions to answer 1 questions not answered

1

New Applicants

If you are applying for the first time, amending/updating your application or resubmitting an application. You must upload your DPS Response using the documents/format requested in the DPS document(s) issued.

You must upload a copy of your response on EVERY LOT you wish to be considered for.

Select the relevant option (from the top 2) below, SAVE and click on the folder icon on the right of this page to upload your document(s) for this Lot.

Suppliers Appointed prior to 17/11/21

If you were appointed to this DPS Lot prior to 17/11/21 and there have been no changes to your application, please select option 3 below and SAVE. No attachment is required unless you there are changes to your application.

If you no longer wish to participate in this DPS Lot, please select option 4 below to withdraw and be removed from future communications.

You must respond in this manner for EVERY LOT you are currently appointed to.

1. First Application

2. Updating Application or Resubmitting

3. Registered on DPS, Confirming no changes to submitted response.

4. Withdraw

Time left before session times out 59:18

Print... Save Save and back Exit

Select option 1 to indicate this is your first application to the DPS.

If you are resubmitting an application, select option 2.

Select **SAVE**

After indicating your option on the left, select the folder to upload your application document(s), then save and exit.

Your response to this Lot will show as 100% complete with 1 out of 1 question(s) answered.

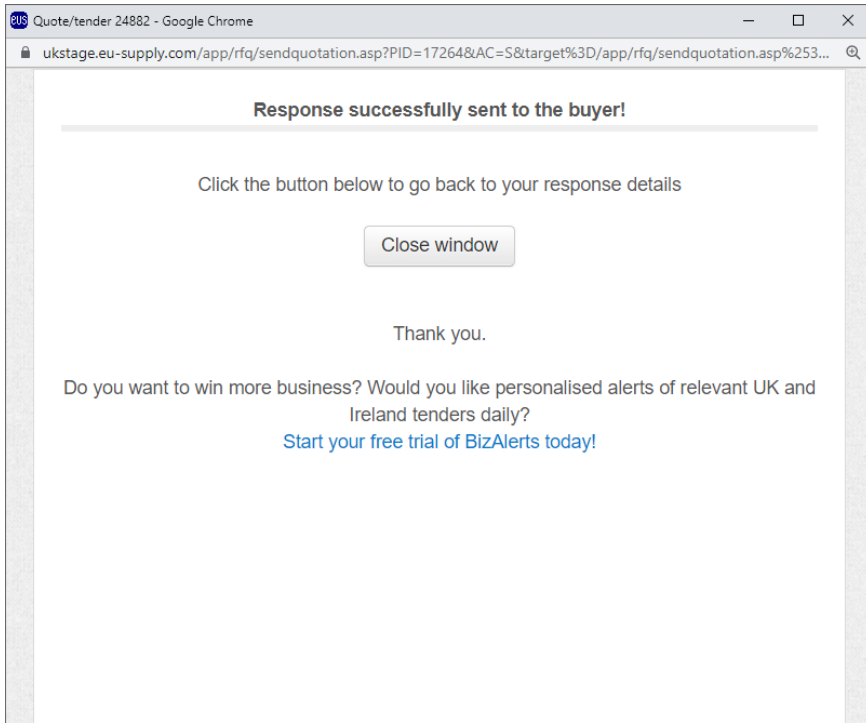
The screenshot shows a 'My response' page with two lots. Lot 1, 'Lot 1 DPSTEST', has '1 of 1 question(s) answered' and a 'Percent complete' bar at 100%. Lot 2, 'Lot 2 DPSTEST', has '0 of 1 question(s) answered' and a 'Percent complete' bar at 0%. At the bottom right, there is a 'Submit response' button highlighted in blue, with a red arrow pointing to it from a text box. Other buttons include 'Assign sections...', 'Answer questions...', 'Attach documents...', 'View/Print response form', and 'Cancel expression of interest'. A red text 'Response not submitted' is visible at the bottom right.

Read the tender instructions carefully to understand if you are required to submit applications in each separate Lot that you are interested in.

The screenshot shows a 'Submit response' page. It includes a message: 'You are submitting on behalf of this supplier: Kirklees Test Supplier 5 (12345) In order to submit a response you need to enter your user name and password.' Below this is a 'Verification' section with a 'User name' field containing 'KirkleesTestSupplier5' and a 'Password' field with masked characters. At the bottom, there is a 'Send' button highlighted in blue with a red circle, and a 'Cancel' button. A red arrow points from the 'Send' button to a text box.

Once you have responded for all Lots, submit your response.

You will be asked to sign in with your username and password to confirm your response before you can select 'Send'.



**Instructions**

To submit response:

Please allow some time for sending of your response.  
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After clicking "Submit response" you will be required to verify yourself by enter your user name and password.  
Evaluate the risk of potential interference (Internet connection speed, Internet connection failure, power failure, change of computerized workplace settings, etc.)

Detailed instructions

My Response Contracts Messaging Audit trail

Quote/tender

Dates	(UK time)
Publication of notice	24/11/2021 11:00
DPS Onboarding Test 3	
DPS tender start-time	27/11/2021 00:00
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My response

Request Qualification for this Package  
Qualification submitted

Lot 1 DPSTEST

Qualification questions  
1 of 1 question(s) answered

Additional response documents  
0 document(s) attached in this section

Request Qualification for this Package  
Qualification submitted

Lot 2 DPSTEST

Qualification questions  
0 of 1 question(s) answered

Additional response documents  
0 document(s) attached in this section

Progress

Percent complete  
100%

Totals

Response submitted: 24/11/2021 12:35

Time left: 87659:23:35

View/Print response form View my response Submit response

Your response will be confirmed and this will also be evident on the summary screen.