

Devon Procurement Portal guide for training providers

The Devon Procurement Portal can be found at:

www.supplyingthesouthwest.org.uk/systems/devoncms.nsf

- Select Suppliers Area
- Select Devon County Council from the drop down list in Tender Opportunities section
- Select Contracts by category
- Look for Training category (you may need to click on Next to view more categories on subsequent pages)
- Click on blue arrow to the left of category title to open up brief details of tender

If you wish to tender for a contract, follow the guidance notes below. Please note – tenders can only be submitted via this electronic process:

- From the Suppliers Area page, click on Login on the left-hand side
- In the New Registrations section, click on Click Here to Sign Up button
- Complete document, then click Save
- You will then receive confirmation from the portal that your registration has been successful
- Visit the Training category section again (following the instructions above)
- Click on the tender you are interested in
- Finally, click on Register Interest. You will shortly receive an email from the Devon Tenders website advising you that the tender documents are available for you to review
- Complete the documents required and upload onto the Portal following the guidance documents provided