



one and all *onen hag oll*

CORNWALL
COUNCIL

E-tendering and contract management system – Due North

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Due North

- An electronic Tendering and Contract Management System has been introduced for Cornwall Council - this system is called Due North.

Registering and signing in for the first time

Visit:

<https://www.supplyingthesouthwest.org.uk>

Navigation

[Home](#)
[Search Latest Opportunities](#)
[Contract Register](#)
[Authorities](#)
[Suppliers' Login](#)
[Buyers' Login](#)

Useful Links

[Help and Guidance](#)
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[Crown Commercial Services](#)
[TED - Tenders Electronic Daily](#)

Welcome to Supplying the South West Portal

This portal provides a user friendly, intuitive process to advertise all open tenders and quotation opportunities for councils in the South West. The procurement portal is FREE to join for businesses and offers the following advantages:-

- Immediate access to current business opportunities
- Receive email notifications on business opportunities that are align with your company
- Reduces costs as the process is online
- You are in control of your tender submission and not reliant on a third party courier or postal service
- Submissions can be completed electronically rather than hand written
- Submissions can be amended up until the closing date and time

[Register now >](#)

Once your company has registered you need to add the domain [@due-north.com](#) to your safe senders list to ensure that you receive all email alerts

New to portal

Free registration

[Register](#)

[Login](#)

[Forgotten your username or password?](#)

Useful links

[Contracts register](#)



[Help](#)



Supplier Guidance

- All suppliers will need to register on Due North in order to receive alerts for Cornwall Council opportunities:
 - Soft market testing
 - Tender opportunities
 - Supplier events

Supplier Guidance

Supplier set up (Requirements)

Register

1 Requirements 2 Contact info 3 Company info 4 Description 5 Opportunities 6 T&Cs 7 Confirmation

Welcome to the supplier registration wizard. The wizard will assist you with the completion of your registration.

Once you have confirmed your details and submitted your registration you will receive an email receipt.

Your submission will then be validated by the supplier approver and once approved you will be issued with a username and password to access the site.

> [Minimum and recommended system requirements](#)

[Cancel](#)

Supplier set up (Contact information)

Register

Requirements **2 Contact info** 3 Company info 4 Description 5 Opportunities 6 T&Cs 7 Confirmation

We require all this information to create your account unless marked as optional.

Title	First name	Last name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Job title	Department ?	
<input type="text"/>	<input type="text"/>	

- Contact details
- User name
- Password
- Memorable data

Supplier set up (company info)

Requirements Contact info **3 Company info** 4 Description 5 Opportunities 6 T&Cs 7 Confirmation

We require all this information to create your account unless marked as optional.

Company name

Address

Town

County

Postal code / zip

Country

Website (optional)

[Continue](#) [Back](#) [Cancel](#)

- Company Name
- Address

Supplier set up (Description)

- Requirements
- Contact info
- Company info
- 4 Description**
- 5 Opportunities
- 6 T&Cs
- 7 Confirmation

We require all this information to create your account unless marked as optional.

Company description

Promote your company to potential buyers.

E-Sourcing / Procurement software providers

Company keywords

Improve your company's searchability by entering a number of keywords.

1.
2.
3.
4.

- Company Description
- Keywords

Supplier set up (Description)

Classifications

Please check all that apply. This information is used for reporting purposes only.

Legal Status of Organisation

- Charitable Incorporated Organisation (CIO)
- Community Interest Company (CIC)
- General Partnership
- Industrial & Provident Society
- Limited Liability Partnership (LLP)
- Limited Partnership
- Private Company Limited by Guarantee (LTD)
- Private Limited Company (LTD)
- Public Limited Company (PLC)
- Sole Trader
- Unlimited Company
- Other

Classify your company

Supplier set up (Opportunities)

Requirements Contact info Company info 4 Description 5 Opportunities 6 T&Cs 7 Confirmation

We require all this information to create your account unless marked as optional.

Category selection

Search categories

Enter the search criteria... Search Exact match Fuzzy search

Categories list

- 01000000 - Food
- 02000000 - Supply Chain
- 03000000 - Supplies and Services
- 04000000 - Drink

- Select categories of interest
- Receive automatic e-mail notifications

Supplier set up (Opportunities)

Register

Requirements

We require all the following

Categories
Have opportunities
02020200 - Equipment

Regions
Limit opportunities

Region selection

Search regions

Enter the search criteria... Exact match Fuzzy search

Regions list

- UK - UNITED KINGDOM
 - UKC - NORTH EAST (ENGLAND)
 - UKC1 - Tees Valley and Durham
 - UKC2 - Northumberland and Tyne and Wear
 - UKD - NORTH WEST (ENGLAND)
 - UKE - YORKSHIRE AND THE HUMBER
 - UKF - EAST MIDLANDS (ENGLAND)
 - UKG - WEST MIDLANDS (ENGLAND)

Selected regions

UKC2 - Northumberland and Tyne and Wear

- Select categories of interest
- Receive automatic e-mail notifications

Supplier set up (T&Cs)

Register

Requirements Contact info Company info Description Opportunities **6 T&Cs** 7 Confirmation

Due north terms and conditions

Due North Limited

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You must agree to all conditions to continue

[Continue](#) [Back](#) [Cancel](#)

Supplier set up (Confirmation)

Register

- Requirements
- Contact info
- Company info
- Description
- Opportunities
- T&Cs
- 7 Confirmation**

Name	Mr Chris Cox
Job title	Support
Department	Support
Telephone	01670597120
Fax	
Mobile	
User name	chris.cox
Email	chris.cox@due-north.com
Company name	Cox & Clifton
Address	1 DN Support, Support Town, Northumberland, NE23 1LZ United Kingdom
URL	
Registration number	123456
VAT number	VAT1234
Company description	Support
Keywords	Support
Number of employees	10

Supplier set up (Submission)



Thank You

Thank you for registering your details. Your registration will be assessed and you will be notified of the outcome in due course.

[Continue](#)

How to Register an interest

Home page

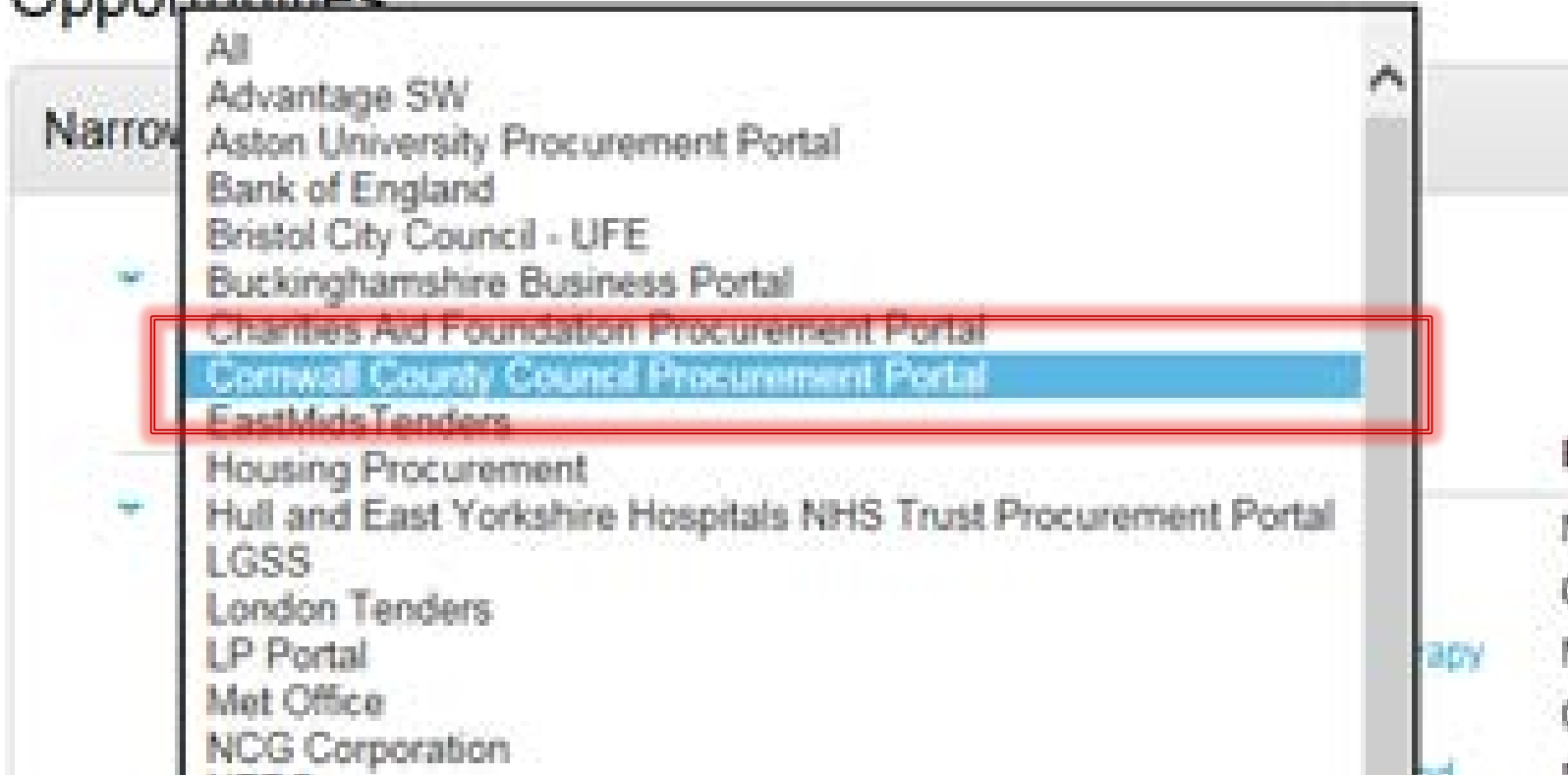
The screenshot displays the Home page interface with several sections:

- Activities**: Includes a "View full screen" link, tabs for "Active", "Recently added", and "Last viewed", a search dropdown with "-- Please select --", a "Search" input field, and two "Go" buttons. A blue instruction box states: "Please select a buyer from the dropdown and click on the 'Go' button".
- Opportunities**: Features a "Find opportunities" link highlighted with a red box. Below it, text reads: "To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above".
- Company details summary**: Shows "supplier_sw_61 company" with address "supplier_sw_61 Line 1, Line 2, Town, Northumberland, NE23 1LZ", a "Description" of "supplier_sw_61 company", and a "Keywords" section.
- Vendor profile**: Includes a link to "Edit vendor profile (0% complete)", a message stating "The following aspects of your vendor profile are incomplete or responses given have expired and need to be reviewed:", and a red circle icon labeled "Vendor profile sample".
- Workgroups**: Explains that "Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together" and lists "supplier_sw_61 workgroup (1)" with an "Add new workgroup" button.

Click the Find Opportunities link on the Home page

How to Register an interest

Opportunities



Select **Cornwall Council** from the list.

How to Register an interest

Opportunities - Search results

Narrow your results		Opportunities				
▼ Portals		Title	Buyer	Expression Start	Expression End	Estimated value
Cornwall County Council		A Test for training 10/3/16	Cornwall Council	10/03/2016	10/03/2016	£300,000.00

- You will be presented with a list of opportunities that match your search criteria.
- Click the link

How to Register an interest

A Test for training 10/3/16

[Return to find opportunities](#)

Main contract details

Opportunity Id DN6061524

Title A Test for training 10/3/16

Categories 03000000-1 - Agricultural, farming, fishing, forestry and related products

Description A Test for training 10/3/16

Region(s) of supply UNITED KINGDOM

Estimated value £300,000.00

Keywords test

Expression of interest window

From 10/03/2016 13:19 to 10/03/2016 16:00

[Register interest in this opportunity](#)

Contact details

Buyer Cornwall Council

Contact A Test

Email swinfield@cornwall.gov.uk

Telephone 01872 323265

Address County Hall

Truro

Cornwall and Isles of Scilly

TR1 3AY

United Kingdom

Key dates

Estimated contract dates

Start date 27/05/2016

End date 27/05/2016

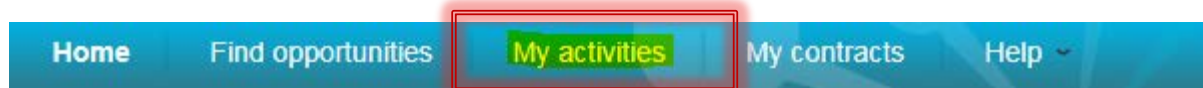
Attachments

No attachments

Click the Register interest in this opportunity button

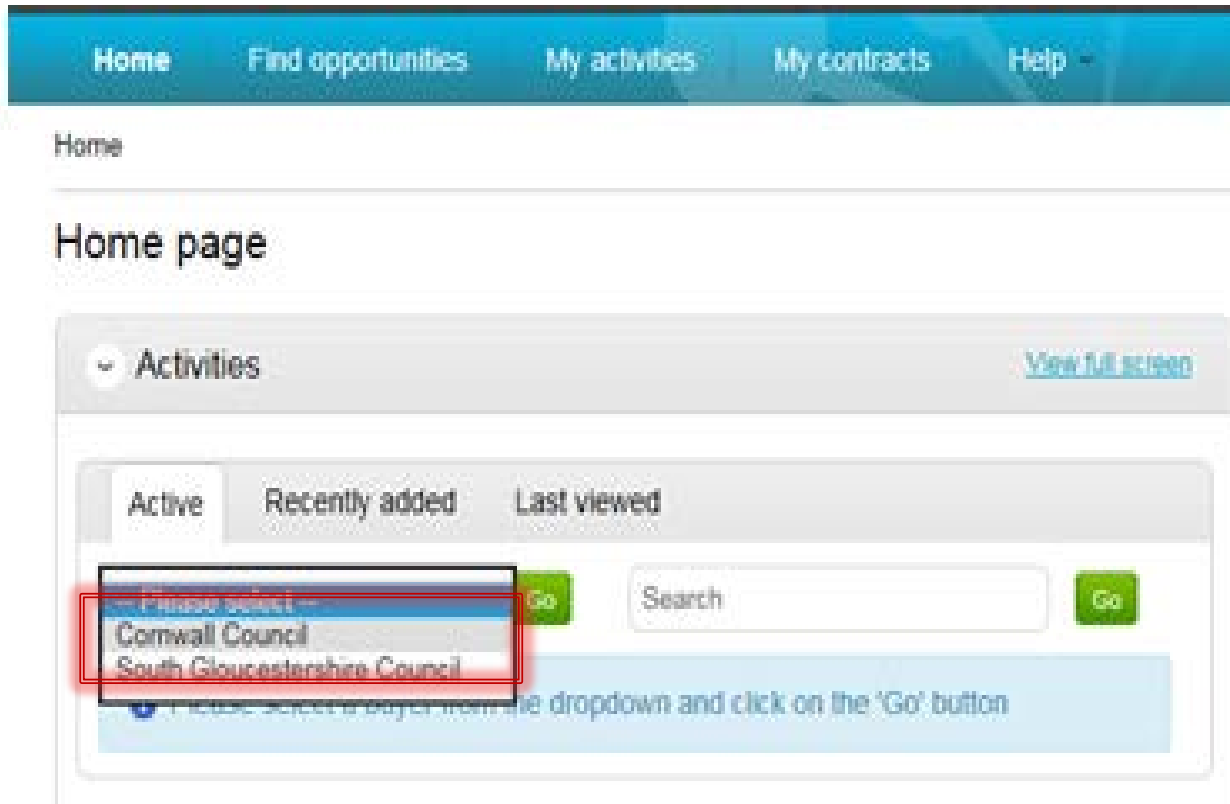
How to start your response

After logging



How to start your response

Select Cornwall Council



The screenshot shows a web application interface. At the top, there is a blue navigation bar with the following links: Home, Find opportunities, My activities, My contracts, and Help. Below this, the text 'Home' is displayed. The main content area is titled 'Home page'. A section titled 'Activities' is visible, with a 'View full screen' link. Underneath, there are three tabs: 'Active', 'Recently added', and 'Last viewed'. A search bar is present with a 'Go' button. A dropdown menu is open, showing three options: 'Cornwall Council', 'South Gloucestershire Council', and 'Please select a page from the dropdown and click on the 'Go' button'. The 'Cornwall Council' option is highlighted with a red box.

How to start your response

Click the tender link

Home page

The screenshot shows the 'Activities' section of the Cornwall Council website. It features a navigation bar with 'Activities' and a 'View full screen' link. Below this is a filter section with tabs for 'Active', 'Recently added', and 'Last viewed'. A search bar is present with 'Cornwall Council' selected in a dropdown menu and a 'Go' button. The main content is a table of activities with columns for 'Buyer', 'Title', 'Current event', and 'Event deadline'. The first row shows 'Cornwall Council' as the buyer and 'A Test for training 10/3/16' as the title, which is highlighted with a red box. The 'Current event' and 'Event deadline' columns also show 'A Test for training 10/3/16' and '11/03/2016' respectively.

Buyer	Title	Current event	Event deadline
★ Cornwall Council	A Test for training 10/3/16	A Test for training 10/3/16	11/03/2016

How to start your response

Click the Start link

[A Test for training 10/3/16](#)

Not started (Respond by: 11/03/2016)

[View details](#)

[Start](#)

How to start your response

Press the Start my response button.

[<Back to dashboard](#)

Cornwall Council - ITT

5200072

Main details

Title: Test Open Project DJ

Respond by: 08 March 2016
16:30:00

Description:
March 2016 Test open

Attachments

Public attachments can be viewed by all procurers and suppliers involved in this rfx

Guidance for tender specific questions.docx	12 KB
ITT attachment.docx	12 KB
Specifiacion document.docx	12 KB

Terms & conditions

 [Std Ts and Cs](#)

Evaluation criteria/question sets

Title	Questions		
	Mandatory	Online	Internal
Invitation to Tender (Open Procedure)	21	30	0

Time remaining

0 Days 1 Hour 36 Minutes 44 Seconds

Messaging

You have 0 unread message(s).

[View messages](#)

Response controls

[Start my response](#)

[Register intent to respond](#)

[No longer wish to respond](#)

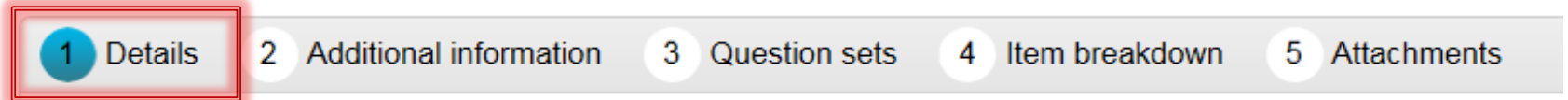
My responses

You have not yet started your response.

What do the online submission templates look like?

Follow the response wizard

Create ITT response



Online submissions

Follow the response wizard

Create ITT response

1 Details

2 Additional information

3 Question sets

4 Item breakdown

5 Attachments

Response reference: 106968071

Welcome to the ITT response wizard.

The wizard will assist you with the completion of your response.

You will be presented with a number of different steps to complete. Once each step has been completed you can click the 'Continue' button to proceed to the next step, or 'Back' to return to the prior step or 'Cancel' to exit the wizard.

After the completion of each step, the response information entered will be saved as a draft, which will allow you to resume the response at a later date if required.

Once all the steps have been completed and all mandatory response criteria have been met, you will be asked if you wish to submit your response.

If you agree to submit your response, you will receive a confirmation receipt email. Please note, if you do not receive the confirmation email please contact support as you cannot be guaranteed that your response has been received.

Continue

Reset Cancel

Online submissions

Create ITT response

1 Details 2 Additional information 3 Question sets 4 Item breakdown 5 Attachments

Supplier reference (optional) ?

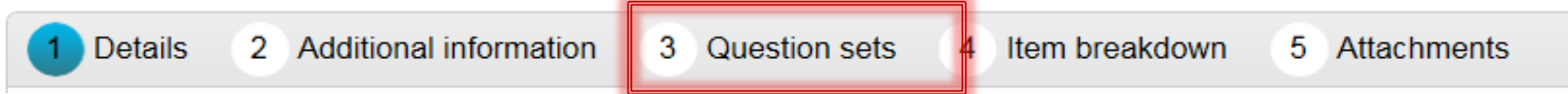
Response information (optional) ?

Additional comments (optional) ?

[Continue](#) [Reset](#) [Cancel](#) [Back](#)

Online submissions

Create ITT response



Create ITT response

The 'Question sets' step (3) is active. The progress bar shows 'Details' and 'Additional information' as completed (blue checkmarks), 'Question sets' as active (blue circle), and 'Item breakdown' and 'Attachments' as pending (white circles). Below the progress bar is a table with three columns: Title, Action, and Progress.

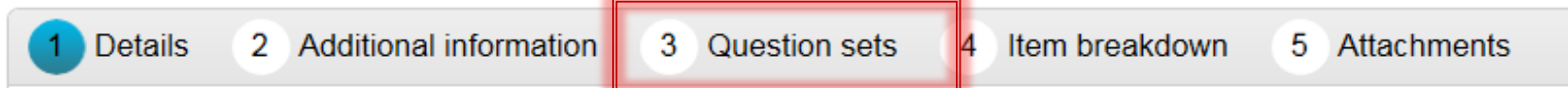
Title	Action	Progress
Invitation to Tender (Open Procedure)	Edit response	

At the bottom left, there are buttons: Continue (green), Reset (blue), Cancel (blue), and Back (blue).

Progress Bar

Online submissions

Create ITT response



1.1 Full name of the Supplier completing the ITT	0.00%	Answer question	
1.2 Registered company address	0.00%	Answer question	
1.3 Registered company number	0.00%	Answer question	

Supplier Guidance document will be attached
18 min time out
red traffic light ? Read the question.

Online submissions

Create ITT response

- 1 Details
- 2 Additional information
- 3 Question sets
- 4 Item breakdown
- 5 Attachments

Module 1 - Tenderer Details | Question 1 of 6

Question

Full name of the Supplier completing the ITT

Answer

Flag question for review

Mr A Test|


You have 47 words remaining

[Save and close](#) [Save and previous](#) [Save and next](#)

Online submissions

Create ITT response


1 Details 2 Additional information **3 Question sets** 4 Item breakdown 5 Attachments

1 Module 1 - Tenderer Details	Incomplete section	Section weight: 0.00%
1.1 Full name of the Supplier completing the ITT	0.00%	Answer question 

Online submissions

Create ITT response

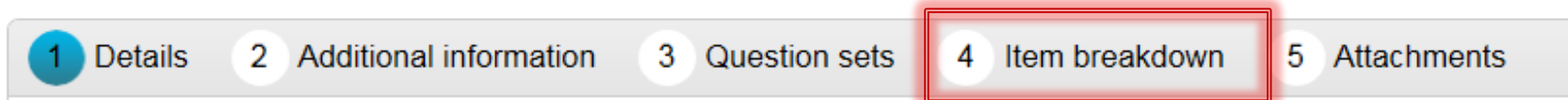
1 Details 2 Additional information 3 Question sets 4 Item breakdown 5 Attachments

Title	Action	Progress
Invitation to Tender (Open Procedure)	Edit response	

[Continue](#) [Reset](#) [Cancel](#) [Back](#)

Online submissions

Create ITT response



Online submissions


Create ITT response

1 Details 2 Additional information 3 Question sets 4 Item breakdown 5 Attachments

Terms & conditions [Accept](#) | [Decline](#)

 [Std Ts and Cs](#)

Online submissions

 Response controls

[Submit response](#)

[Open response wizard](#)

Submission checklist

- Terms & conditions
- Evaluation criteria/question sets
- Attachments

Online submissions

Time remaining

0

Days

5

Hours

56

Minutes

43

Seconds

Submitted

System Help

New to portal

Free registration

[Register](#)

[Login](#)

[Forgotten your username or password?](#)

Useful links

[Contracts register](#)



[Help](#)












System Help

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-  Video Tutorials

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