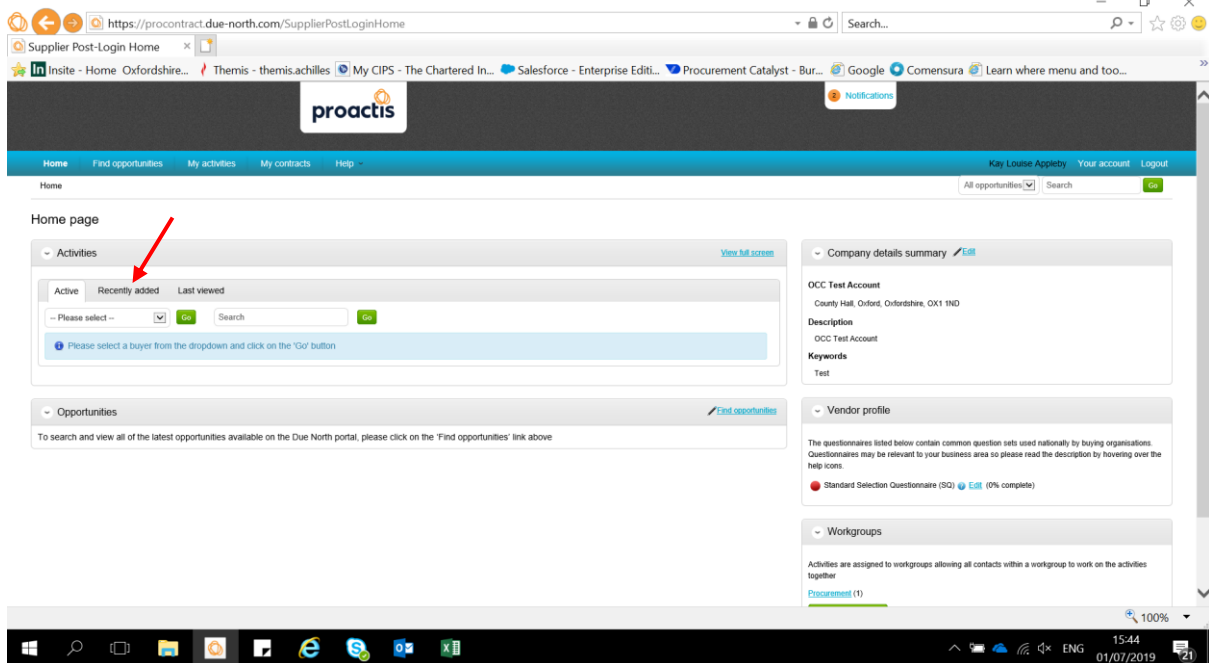


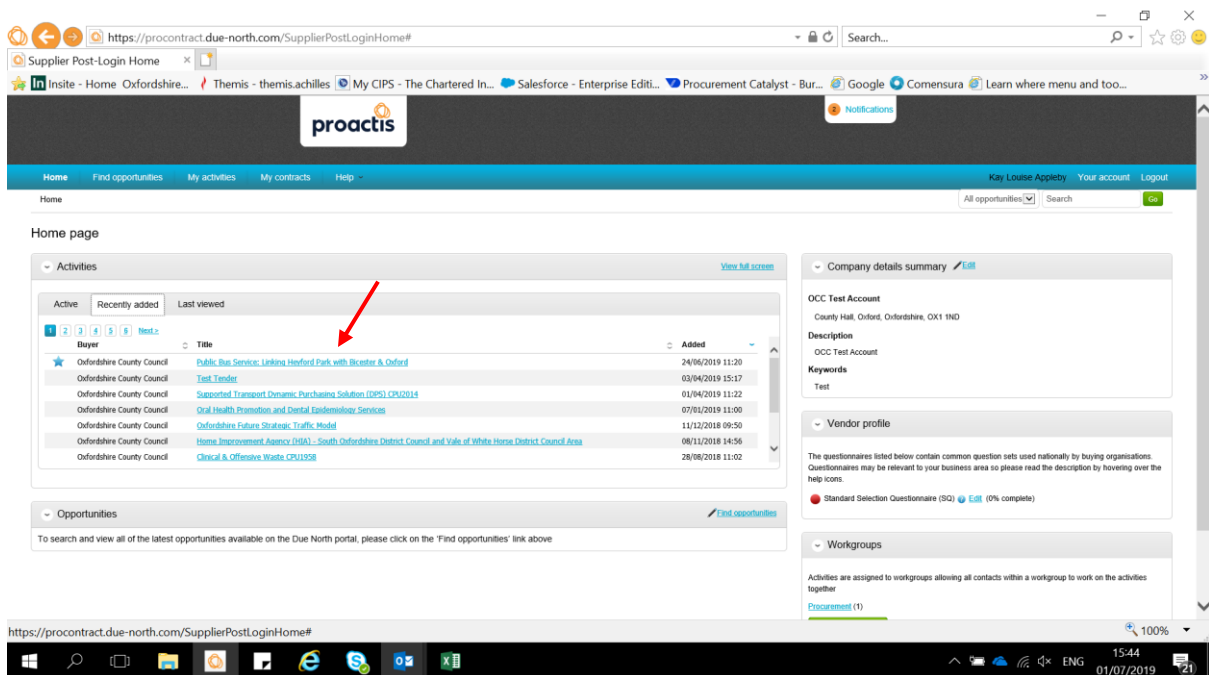
## DPS Call-offs: Submitting a response on the South East Business Portal

When a DPS Call-off is published, you will receive an automated email from the Portal informing you that you have been invited to quote.

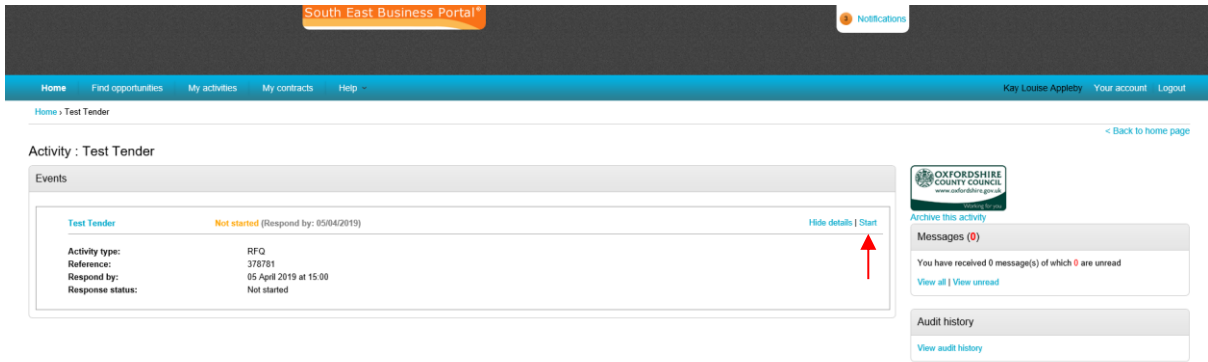
### 1. Log into the portal



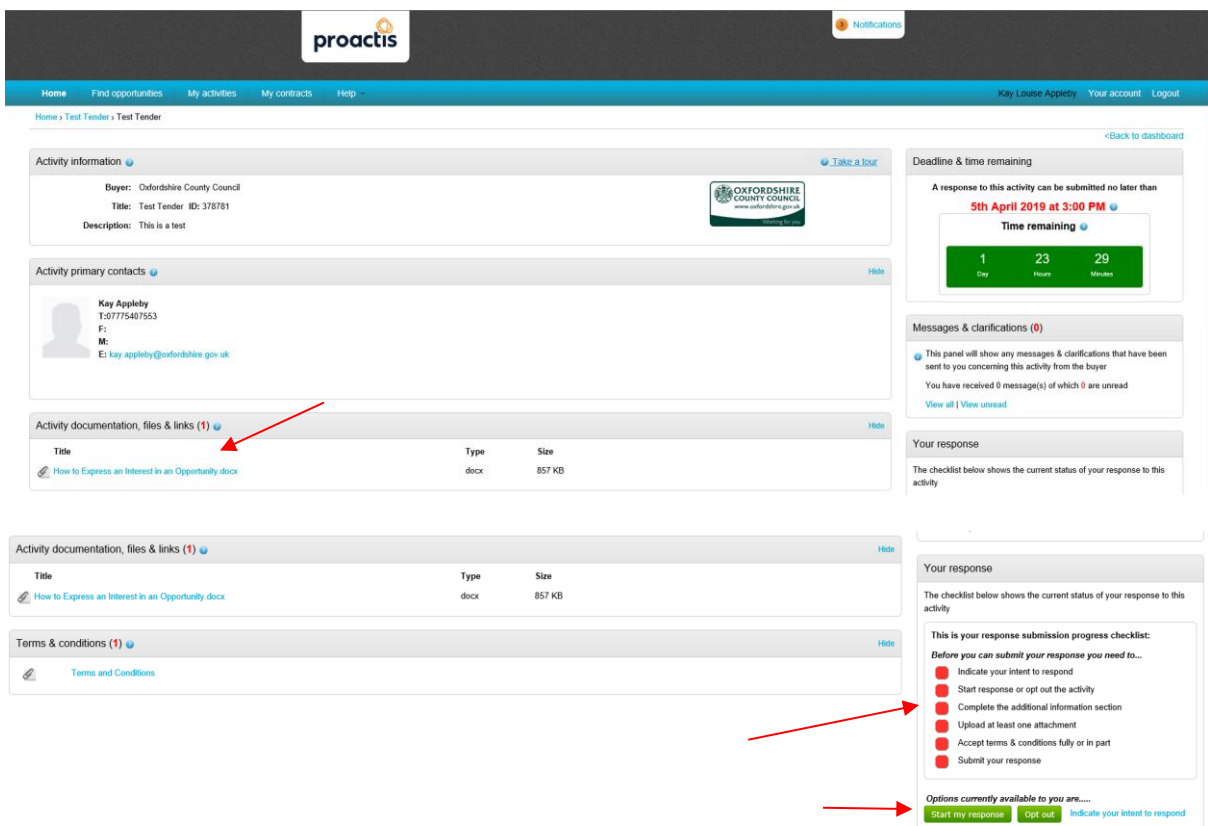
2. The portal homepage is displayed.
3. Click on the *Recently added* tab.



4. Select the opportunity by clicking on the title.



5. The opportunity homepage opens
6. Select *Start* under the Tender/Quote event



7. The tender/quote page opens
8. The Call-off form can be found in the *Activity documentation, files & links* section
9. You will see traffic lights on the right side of the page. You must complete all actions which will turn the light green before you can submit your response
10. To start your response select *Start My Response*

Home Find opportunities My activities My contracts Help Kay Louise Appleby Your account Logout

Home > My activities > Test Tender > Test Tender

### Your response summary

[-Back to summary](#) [Take a tour](#)

**Response information**

Supplier: OCC Test Account  
 Workgroup: Procurement  
 Workgroup contacts: Kay Louise Appleby  
 Activity id: DN378781  
 Response id: R4144673

Company reg number: N/A  
 Company address: County Hall  
 Oxford  
 Oxfordshire  
 United Kingdom  
 OX1 1ND  
 Website: None

**Additional information** [Edit](#)

You have not started the 'Additional information' section. Click on the 'Edit' link to begin.

**Response documentation, files & links (0)** [Add](#)

No attachments

**Terms & conditions (1)** [Accept terms & conditions](#) [Decline terms & conditions](#)

Title

[Terms and Conditions](#)

**Deadline & time remaining**

A response to this activity can be submitted no later than  
**5th April 2019 at 3:00 PM**

**Time remaining**

1 Day 23 Hours 27 Minutes

**Your response** [Response history](#)

The checklist below shows the current status of your response to this activity

**This is your response submission progress checklist:**  
**So far you have.....**

- Indicated intent to respond (03/04/2019 15:32)
- Started to draft your response to this activity

**Before you can submit your response you need to...**

- Complete the additional information section
- Upload at least one attachment
- Accept terms & conditions fully or in part
- Submit your response

- Response screen opens.
- The 1<sup>st</sup> and 2nd traffic lights will turn green.
- Click Edit Additional Info

#### Additional information

**Supplier reference (optional)**

**Response information (optional)**

**Additional comments (optional)**

I have read and understood this section and can confirm I am happy not to include any additional information

[Save](#) [Cancel](#)

- The Additional Information screen opens.
- Tick check box
- Select Save

Home Find opportunities My activities My contracts Help Kay Louise Appleby Your account Logout

Home > My activities > Test Tender > Test Tender

Your response summary [-Back to summary](#) [Take a tour](#)

**Response information**

Supplier: OCC Test Account  
 Workgroup: Procurement  
 Workgroup contacts: Kay Louise Appleby  
 Activity id: DN378781  
 Response id: R4144673

Company reg number: N/A  
 Company address: County Hall  
 Oxford  
 Oxfordshire  
 United Kingdom  
 OX1 1ND  
 Website: None

**Deadline & time remaining**

A response to this activity can be submitted no later than  
**5th April 2019 at 3:00 PM**

**Time remaining**

1 Day 23 Hours 25 Minutes

**Additional information** [Edit](#)

Supplier reference, response information & additional comments:  
 You have acknowledged that you do not want to include a reference of your own, further response information or additional comments as part of your response

**Response documentation, files and links (0)** [Add](#)

No attachments

**Your response** [Response history](#)

The checklist below shows the current status of your response to this activity

**This is your response submission progress checklist:**  
 So far you have....

- Indicated intent to respond (03/04/2019 15:34)
- Started to draft your response to this activity
- Completed the additional information section

17. The Response screen opens.

18. The complete additional information traffic light turns green.

19. To add an attachment (your tender/quote response), select *Add* under the *Response documentation, files and link* header

Home Find opportunities My activities My contracts Help Kay Louise Appleby Your account Logout

Home > My activities > Test Tender > Test Tender

Your response summary [-Back to summary](#) [Take a tour](#)

**Response information**

Supplier: OCC Test Account  
 Workgroup: Procurement  
 Workgroup contacts: Kay Louise Appleby  
 Activity id: DN378781  
 Response id: R4144673

**Deadline & time remaining**

A response to this activity can be submitted no later than  
**5th April 2019 at 3:00 PM**

**Time remaining**

1 Day 23 Hours 22 Minutes

**Additional information** [Edit](#)

Supplier reference, response information & additional comments:  
 You have acknowledged that you do not want to include a reference of your own, further response information

**Response documentation, files and links (0)** [Add](#)

No attachments

**Terms & conditions (1)** [Decline terms & conditions](#)

Title  
[Terms and Conditions](#)

**Attachments** [Show weblinks](#)

File upload rules:

- Maximum file size: 1000MB
- Valid file types: txt, rtf, mpeg, vnd.dwg, rar, msp, ics, ppt, jpeg, png, gif, ttf, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpeg, mp4, avi, war, odt, odp, ods, numbers, pages, xer

[Add files](#) [Start upload](#) [Cancel upload](#)

Having issues uploading documents? [Try our basic file uploader](#)

[Decline terms & conditions](#)

**Your response** [Response history](#)

The checklist below shows the current status of your response to this activity

**This is your response submission progress checklist:**  
 So far you have....

- Indicated intent to respond (03/04/2019 15:34)
- Started to draft your response to this activity
- Completed the additional information section

**Before you can submit your response you need to...**

- Upload at least one attachment
- Accept terms & conditions fully or in part
- Submit your response

20. To add files select *Add Files*

21. Select the file from your system and select *Start Upload*

Home Find opportunities My activities My contracts Help Kay Louise Appleby Your account Logout

Home > My activities > Test Tender > Test Tender

Your response summary [-Back to summary](#) [Take a tour](#)

**Response information**

Supplier: OCC Test Account  
 Workgroup: Procurement  
 Workgroup contacts: Kay Louise Appleby  
 Activity id: DN378781  
 Response id: R4144673

Company reg number: N/A  
 Company address: County Hall  
 Oxford  
 Oxfordshire  
 United Kingdom  
 OX1 1ND  
 Website: None

**Deadline & time remaining**

A response to this activity can be submitted no later than  
**5th April 2019 at 3:00 PM**

**Time remaining**

1 Day 23 Hours 21 Minutes

**Additional information** [Edit](#)

Supplier reference, response information & additional comments:  
 You have acknowledged that you do not want to include a reference of your own, further response information or additional comments as part of your response

**Response documentation, files and links (1)** [Add](#)

Title	Type	Size	
<a href="#">How to Express an Interest in an Opportunity</a>	docx	857 KB	

**Terms & conditions (1)** [Accept terms & conditions](#) [Decline terms & conditions](#)

Title  
[Terms and Conditions](#)

**Your response** [Response history](#)

The checklist below shows the current status of your response to this activity

**This is your response submission progress checklist:**  
 So far you have....

- Indicated intent to respond (03/04/2019 15:34)
- Started to draft your response to this activity
- Completed the additional information section
- Uploaded at least one attachment

**Before you can submit your response you need to...**

- Accept terms & conditions fully or in part
- Submit your response

22. You need to accept the term and conditions of contract for your bid to be valid. Select *Accept terms & conditions*

**Response information**

Supplier: OCC Test Account  
 Workgroup: Procurement  
 Workgroup contacts: Kay Louise Appleby  
 Activity id: DN378781  
 Response id: R4144673

Company reg number: N/A  
 Company address: County Hall  
 Oxford  
 Oxfordshire  
 United Kingdom  
 OX1 1ND  
 Website: None

**Additional information**

Supplier reference, response information & additional comments:  
 You have acknowledged that you do not want to include a reference of your own, further response information or additional comments as part of your response

**Response documentation, files & links (1)**

Title	Type	Size
<a href="#">How to Express an Interest in an Opportunity</a>	docx	857 KB

**Terms & conditions (1)**

[Terms and Conditions](#)

✔ You have acknowledged your acceptance of the listed terms & conditions

**Deadline & time remaining**

A response to this activity can be submitted no later than  
**5th April 2019 at 3:00 PM**

**Time remaining**

1	23	21
Day	Hours	Minutes

**Your response**

The checklist below shows the current status of your response to this activity

**This is your response submission progress checklist:**  
 So far you have....

- Indicated intent to respond (03/04/2019 15:38)
- Started to draft your response to this activity
- Completed the additional information section
- Uploaded at least one attachment
- Accepted terms & conditions fully or in part

Almost done, all you need to do now is....

- Submit your response

Options currently available to you are....

[Submit response](#) [Opt out](#)

23. All traffic lights will show as green.  
 24. Select *Submit response*

# Submit response

Are you sure you want to submit this response?

[Submit response](#) [Cancel](#)

25. A message will pop up asking if you want to submit your response. Select *Submit response*

Home > Test Tender > Test Tender

**Activity information**

Buyer: Oxfordshire County Council  
 Title: Test Tender ID: 378781  
 Description: This is a test

**Activity primary contacts**

Kay Appleby  
 T: 07775407553  
 F:  
 M:  
 E: [kay.appleby@oxfordshire.gov.uk](mailto:kay.appleby@oxfordshire.gov.uk)

**Activity documentation, files & links (1)**

Title	Type	Size
<a href="#">How to Express an Interest in an Opportunity.docx</a>	docx	857 KB

**Terms & conditions (1)**

[Terms and Conditions](#)

**Deadline & time remaining**

A response to this activity can be submitted no later than  
**5th April 2019 at 3:00 PM**

**Time remaining**

1	23	16
Day	Hours	Minutes

**Messages & clarifications (0)**

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer  
 You have received 0 message(s) of which 0 are unread  
[View all](#) | [View unread](#)

**Your response (Version 1 – Submitted)**

The checklist below shows the current status of your response to this activity

**This is your response submission progress checklist:**  
 You have successfully....

- Submitted your response (Version 1 – 03/04/2019 15:43)

26. On the opportunity homepage, you will see that you have submitted a response.