

APPLY TO JOIN THE DYNAMIC PURCHASING SYSTEM (DPS)

Once your company has been successfully registered on our supplier portal, InTend, the next stage is to submit your application to join the Dynamic Purchasing System (DPS).

- To express an interest in joining the Dynamic Purchasing System (DPS) you need to log on to InTend <https://in-tendhost.co.uk/norfolkcc/asp/Home> and click on the 'Tenders' tab at the top of the page.
- Next, type "41347" into the Search box on the left. The Dynamic Purchasing System page will then be displayed.
- Click on the yellow 'View Details' tab on the bottom right corner.

The screenshot shows the InTend portal interface. At the top, a green navigation bar contains links for Home, Guidance for suppliers, Messages, Tenders (highlighted with a pink circle), Company Details, Help, and Logout. Below this is a 'Tenders' section header. On the left, there is a search box containing '41347' (highlighted with a pink circle) and a filter dropdown menu set to 'All'. The main content area displays details for tender 'Dynamic Purchasing System for Passenger Transport Services' (NCCT41347). The status is 'Your return has not yet been sent'. The description states that Norfolk County Council is seeking applications from suitably qualified Passenger Transport Providers. The customer is 'Norfolk County Council - ETD - Travel & Transport'. A yellow 'View Details' button is located at the bottom right of the tender details (highlighted with a pink circle).

- To make your application, click on the yellow 'ITT' tab at the top and complete all required sections and attach any documents needed.

The screenshot shows the 'Tender Management' page. At the top, a green header reads 'Tender Management'. Below it, a red banner states 'Your return has not yet been sent'. A navigation bar contains tabs for 'Tende', 'ITT' (highlighted with a pink circle), 'Correspondence', 'Clarifications', and 'History'. Below the navigation bar, a green header reads 'How To Attach & Submit Documents'. The instructions are: 1. If any mandatory documents have been requested, they will be shown in the **My Tende** 2. If a Questionnaire is required to be completed, it will be shown in **Red** and marked **Not**

- Once complete, click on the red 'Submit Return' button at the bottom of the page.

Submit My Return

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

Submit Return