

Quick Reference Guide

Registration on the Shropshire Telford & Wrekin VCSE DPS


Instructions for Registration







1 Type in eu-supply.com to your browser

2 **Registration**

Go to [EU-Supply](https://eu-supply.com) and make sure to click “New supplier registration” on the list on the left



 You have been automatically logged out for security reasons. Please log in again.

-  Current tenders
-  BizAlerts UK Tender Alert Emails
-  **New supplier registration**
-  Cookies
-  Planned downtimes
-  Accessibility Statement

Welcome to the Mercell (EU Supply) UK CTM Portal

Authority/Supplier Log In:

Users can access CTM via the login area to the left.
The 'Forgot your password?' link is available in case of difficulties.
Technical Support is available using the details below.



3 You will be directed to the Supplier Registration form, which you need to complete in full.

UK Close

Supplier registration

Instructions

If you are unsure about your company registration please contact support at uksupport@eu-supply.com

Company Contact Information
Company Contact Information must be supplied. This is the primary contact information Authorities will use to contact a company. It is recommended that you provide the company general contact details e.g. sales@abc.com.

Administrator information
These are the details of the Administrator. If the user details are the same as the Company contact information then click on the "Copy from above" button. Otherwise enter information manually. It is important that the email address is correct as this will be the address used by the system to send alerts and messages.

[RegistrationForm]

GENERAL COMPANY INFORMATION

Type of organisation *
-- Select Type of Organisation

Company trading name * ⓘ

Organisation no (or VAT) * ⓘ

DUNS Code ⓘ Is SME ⓘ

Address * ⓘ Post code ⓘ

City * Country *
No value selected

Description of business *Max 500 characters* *

When you have completed the 'Supplier Registration', click the 'Save' button on the bottom right of the screen

.....
Confirm password *

- Password must contain at least one letter
- Password must contain at least one capital and one small letter
- Password must contain at least one number.

EMAIL ADDRESSES FOR ALERTS

Alert emails Please enter the email addresses for company users who you wish to receive email alerts regarding tenders relevant to your business.

[Terms & Conditions](#)
[Privacy Notice](#)

I have read the terms and accept them.

Spend time winning tenders, not looking for them..! Click for your BizAlerts FREE trial here

Powered by Merzell CTM



- 4 Once you have created an account, go to your organisations home page
 This is where you will see recent messages (procurement will message you on this for any queries/questions relating to your responses) This should also be used to ask questions of procurement
 Click CTM Published Tenders

- 5 This will direct you to 'Ongoing Public Tenders'. This is where you can find a list of all tenders registered on EU-Supply
 Type VCSE in the 'with keyword' box and click 'search' A list of all 'Name' will be displayed. Click on 'Shropshire VCSE Mental Health Transformation'

Quote/te...	Reference	Name	Date of publi...	Response de...	Process	Buyers	Countries
61756	RRE-01401	Shropshire VCSE Mental Health Transformation	09/11/2022	08/11/2026 12:00	9.A DPS Qualific...	Midlands Partnership Foun...	United Kingdom
43526	RRE 01236	VCSE Community Mental Health Framework	04/03/2021	31/03/2024 12:00	9.A DPS Qualific...	Midlands Partnership Foun...	United Kingdom



- 6 Once you have clicked on 'Shropshire VCSE Mental Health Transformation' you will see this screen. Located in the top left hand corner there will be a box that says "Accept" make sure to click this and that will confirm you have registered to the DPS.

UK
Home / Public quote/tender

RRE-01401 - Shropshire VCSE Mental Health Transformation

Accept

Click 'Accept' to get access to the quote/tender information. Before you accept, make sure your user account is connected to the correct organization. You can find out if you click on [View your presentation here!](#) from your Home page. If you can't see the Accept button you need to first login or register. If you are unsure if the company is registered please contact the helpdesk on uksupport@eu-supply.com.

General information

Detailed description:
Shropshire VCSE Mental Health Transformation

Response deadline (UK time):
08/11/2026 12:00:00

CPV codes:
[85000000-9 Health and social work services](#)

Published notices

Notice	Date of dispatch
Live Opportunity (Contracts Finder)	09/11/2022 13:04
Contract notice (FTS)	

Instructions for Completing Stage One – Eligibility Questions

- 7 To complete stage one you will need to go down to "My Responses" this will take you to a page that has 29 questions that all require a response.

this will take you to a page that has 29 questions for you to complete

UK Home Mail Search Free

Welcome Vikki Kelly

Services

- BizAlerts: Daily Tender Alerts**
UK & IRL Tenders, Overview Video
- CTM Published Tenders**
- My quotes/tenders**
3 New Invitations, 1 Ongoing, 0 Closed
- Contracts**
0 Active, 0 Pending, 0 expired, 0 Closed
- Documents***



8

If you log out you can get back in to this screen by looking at the ‘My quotes/tenders’ and it should say “1 ongoing” click into this and it will bring you back to the screen for the responses.

Instructions

To submit response:

Please allow some time for sending of your response.

We recommend testing your document uploading speed 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: 33502:29:39

My Response Contracts Messaging Audit trail

Quote/tender

View quote/tender Access documents Assign user access Internal notes*

Dates	(UK time)
Publication of notice	09/11/2022 13:04
Shropshire VCSE Mental Health Transformation	
DPS tender start-time	09/11/2022 12:00
Response deadline	08/11/2026 12:00

My response

Request Qualification for this Package

Shropshire and Telford & Wrekin VCSE Mental Health Transformation

Qualification questions

0 of 29 question(s) answered

Assign sections...

Answer questions...

Additional response documents

0 document(s) attached in this section

Attach documents...

Progress

Percent complete

Totals

At least one requirement not met!

9 Sample of the questions in Stage One – Eligibility Questions

Home / My quotes/tenders / Quote/tender 61756 / Lot questionnaire

Quote/tender 61756 - RRE-01401 - Shropshire VCSE Mental Health Transformation

Click for instructions

Workspace: Clinical Products, Services and Systems
 Lot: Shropshire and Telford & Wrekin VCSE Mental Health Transformation
 Buyer: Midlands Partnership Foundation Trust

Lot 61756:1 Response form

Print Save Save and Next Exit

Response form

Time left before session times out: 59:37

Stage one - Company Overview

3 questions to answer
 0 questions not answered

1.1 If you have an alternative trading name to your registered company name please state

800

1.2 Please confirm your organisation's Trading Status:
 If other please provide answer in question 1.2(a)

Company
 Unincorporated
 Other (Please Specify)

1.2(a) If stated other in 1.2 please provide answer

Some questions will require you to upload documents. These documents are required by procurement for your organisation to “qualify”.



Upon completion of all questions, click “save and next”, this will notify procurement that you have given a response.

The MPFT procurement team then have 10 days to contact you if anything further is required and to go over your responses.

When your organisation has qualified, you will be notified and this will enable you to get notification of any tenders being put out to market on this particular DPS.

UK Home Email Free Administration Vikki Help Log out

Welcome Vikki Kelly

Services

- BizAlerts: Daily Tender Alerts
UK & IRL Tenders, Overview Video
- CTM Published Tenders
- My quotes/tenders
3 New Invitations, 1 Ongoing, 0 Closed
- Contracts
0 Active, 0 Pending, 0 expired, 0 Closed
- Documents*
Manage company and personal documents
- My Important Dates **New!**
Export/Link important dates into external

Do you want to win more business?
Would you like personalised alerts of relevant UK and Ireland tenders daily?
[Start your free trial of BizAlerts today!](#) [See our Overview Video](#)

Special bundle offer: BizAlerts and Supplier Premium Service (SPS) bundle available at a discount. Please contact sps@mercell.com to get your personalised quote.

Messages

28/11/2022 11:41	National TOMs Clarifications → Quote/tender
24/11/2022 10:06	National TOMS → Quote/tender
13/06/2022 16:24	eu-supply: Invitation to Tender RFQ #54408:1 → Quote/tender

6 Unread messages [All messages](#)

