

# Supplier Guide: Search for an Opportunity, Register Interest and Submit a Bid

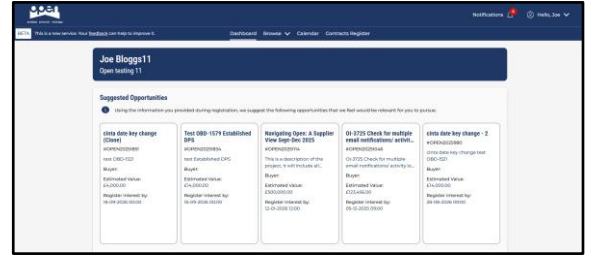
## Welcome

This training guide has been developed to help suppliers search for an opportunity, register interest, and complete your bid in Open.



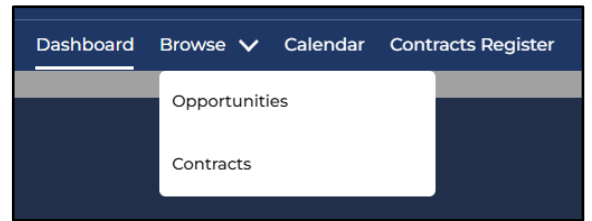
1

Once you are logged in, your **Dashboard** displays **Suggested Opportunities** personalised to you.



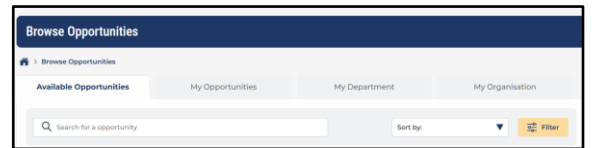
2

To view all available published opportunities, navigate to **Browse** at the top of the page and select **Opportunities**.



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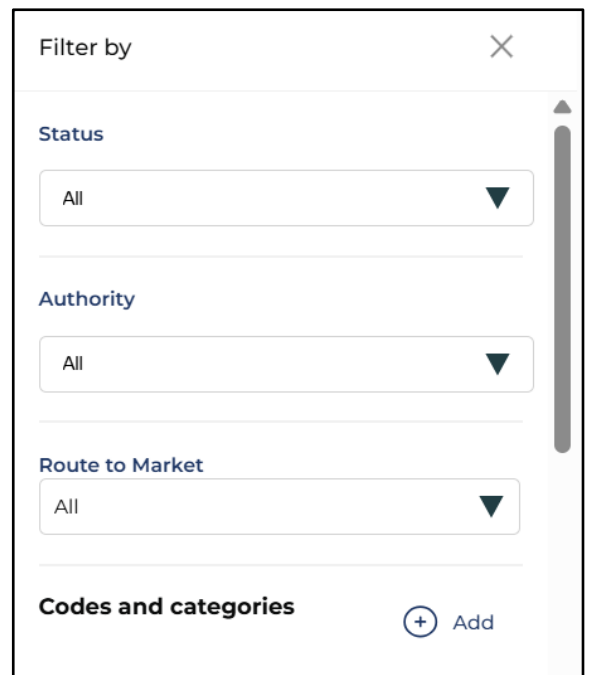
You can find relevant opportunities by using the search, sort and filter options. This means you can search for key words if you know the name of the opportunity.



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In the **Filter Section**, you can select the **Authority, Codes and Categories** and/or **Delivery Area, Status and Route to Market** to search for opportunities.

Once you have found an opportunity you are interested in, click **View Opportunity** to find out more.



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The main project information about the opportunity will be displayed in the **Opportunity Overview** page including **estimated contract start, end dates, and the details of the buying organisation.**

The screenshot shows the 'Opportunity Overview' page. At the top, it says 'Browse Opportunities > REPLICATED EXTERNAL TRAINING...'. Below that, there's a section for 'Entry to Dynamic Purchasing System' with a sub-header 'This opportunity is publicly available.' and a button 'I'm Interested'. A progress bar shows 'Submission Deadline' with markers for '16 month(s)', '13 days', '1 hour', '47 minutes', and '17 seconds'. The main content area is titled 'REPLICATED EXTERNAL TRAINING DPS NEP0514' and includes 'Key Information' with a description of the project, categories, and dates. At the bottom, there's a table of dates: Estimated contract value (£16,000,000.00), Expression of interest window start on (24.01.2024 10:30), Expression of interest window ends on (01.02.2027 12:00), Estimated contract start date (01.02.2024), and Estimated contract end date (01.02.2030).

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If you would like to register your interest, click the **I'm Interested** button. The buying organisation will see your interest and you will now receive updates about the opportunity.

You will now receive notifications by email from **notifications@open-uk.org** related to this opportunity.

This screenshot is similar to the one above but shows the 'I'm Interested' button highlighted in blue. The submission deadline progress bar now shows '39 minutes' and '7 seconds' remaining.

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Please check your junk folder if you have received notifications in Open, but not by email. You will find new updates in Open in the **Notifications** section located at the top right of your **Dashboard.**

The screenshot shows the 'Notifications' section with a red badge with the number '6'. It contains three notification items, each with an external link icon and a blue dot on the right: 'You have been added to new opportunity, Opportunity is SB 24.07.25 Competitive Process 1 months ago', 'Award Letter is uploaded for the project OPEN2025421 1 months ago', and 'A new correspondence topic has been created 1 months ago'.



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If you want to respond to the opportunity, click **View**. You can remove interest at any time by using the **Remove Interest** button.

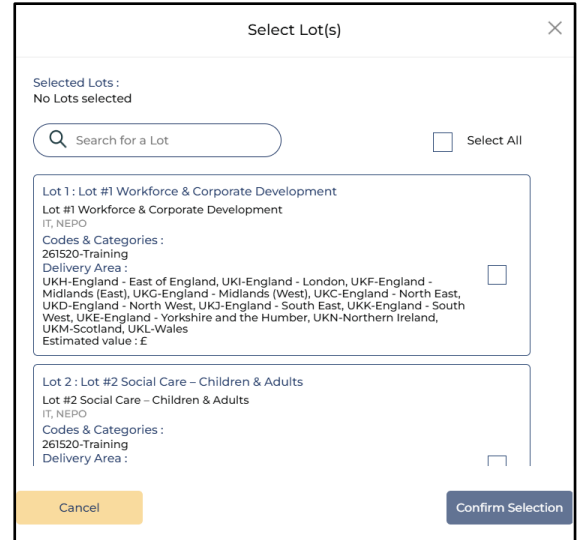


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Published Opportunities will either be a single project or could be split into **Lots**. If the opportunity is lotted, you can choose to bid for *specific lots* or *all lots* within the opportunity. Click on **Select Lots**.

Select all relevant lots by ticking the boxes next to the lots you want to apply for.

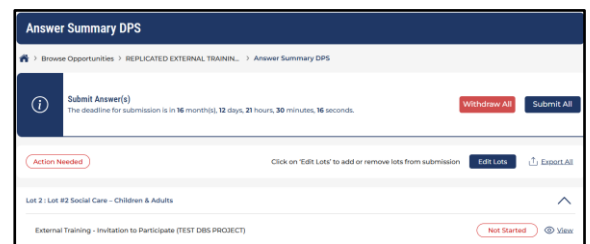
Once you have made your selection, click **Confirm Selection**. You can always return to this page later and amend your selection.



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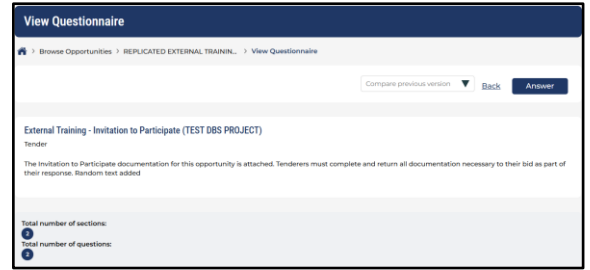
The **Answer Summary** displays a reminder of the **submission deadline** which you will need to adhere to, as **once this has expired, you will not be able to respond**. You will also see an overview of the questionnaires / documentation issued by the buying organisation.

To respond, click **View** next to any of the questionnaires / documentation displayed on screen.



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The **View Questionnaire** page will appear. You can review all information on screen and when you are ready to prepare your response, click the **Answer** button.

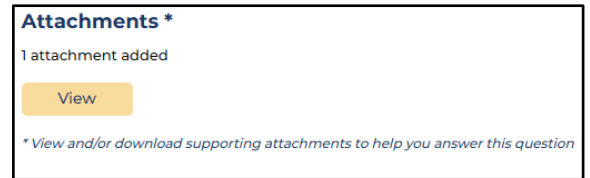
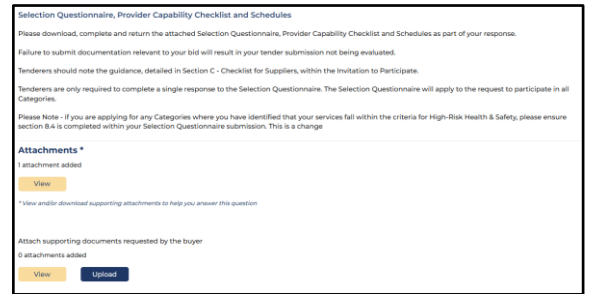


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You will find the tender documents to complete in the **Answer Questionnaire** page.

Scroll down the page to view sections and questions and any guidance from the Buyer.

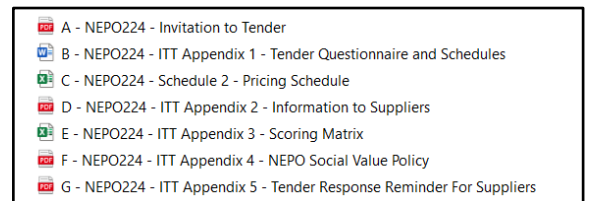
Clicking on the **View button** will open the **View Document pop-up** where you can **Download** the documents to your device as a zip file. This might take a few moments depending on your connection speed.



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You can now work on your documents aside from Open from your Document Library on your device.

The screenshot to the right is an example of the type of documents that make up the **Tender Pack**.

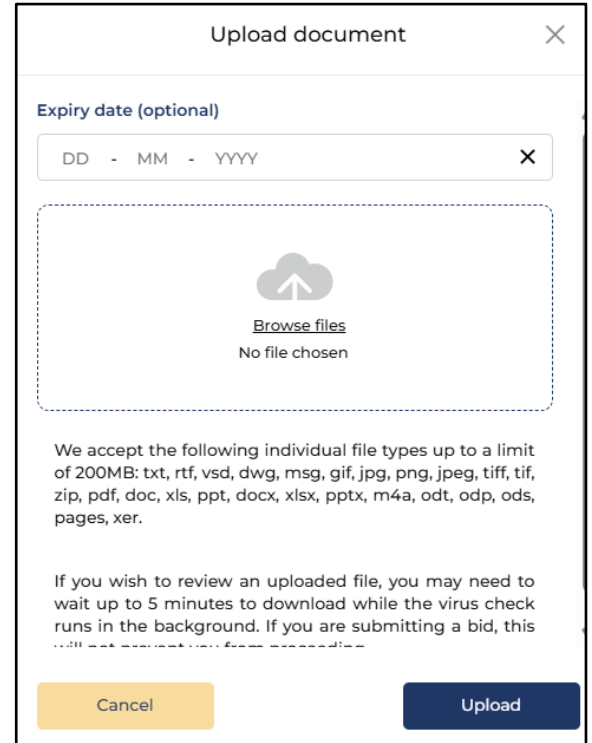
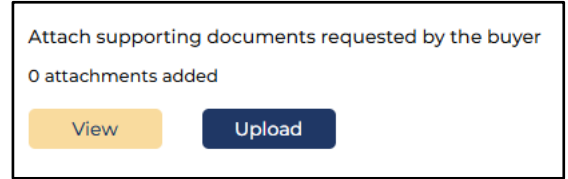


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After completing and saving each document, you can upload them to the **Answer Questionnaire** page by clicking on the blue **Upload** button.

**Please ensure that the correct documents have been uploaded and that they are all complete as failure to submit the requested documentation by the submission deadline may result in your bid not being evaluated.**

Click on the **Browse Files** link to open up your document library and to select your documents to upload.

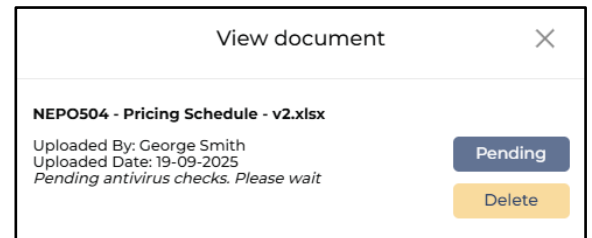
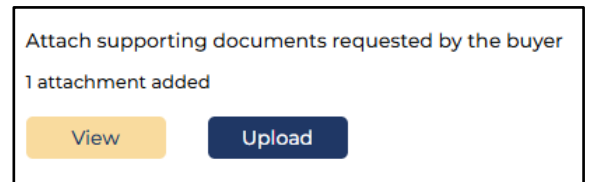


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Once you have uploaded your documents you will see the number of attachments noted, i.e. '1 attachment added'.

You can also check the documents by clicking on the **View** button and can **Download** or **Delete** from this section.

You may see the **Pending** notification here. This is the system running a virus check and will not impact on your documents being uploaded for submission.



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Complete any questions that require responses within Open, such as free text fields, Yes/ No questions etc.

You can **Save** the Questionnaire to return to at a later time and **Complete** the Questionnaire in this section.

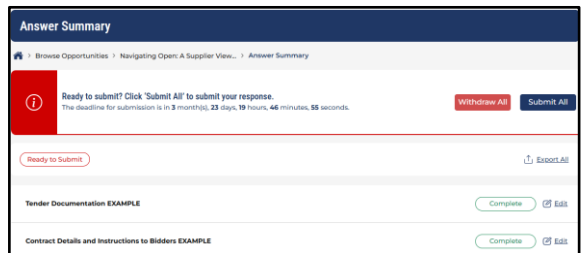


The screenshot shows a web interface titled 'View Buyer Changes' with 'Cancel', 'Save', and 'Complete' buttons at the top right. The main content area is titled '2. Terms and Conditions' and includes a 'Terms and Conditions Confirmation' section. Below this, it asks 'Please confirm you have read and do accept the Terms & Conditions provided at Schedule 6?' with a 'Response' section where the 'Yes' radio button is selected.

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After clicking on **Complete**, you will be directed to the **Answer Questionnaire** page. **Submit All** can now be selected to send your bid response.

**NB:** you can **Withdraw** and resubmit your answers up until the submission deadline. You are unable to make any changes or submit once the deadline has passed.

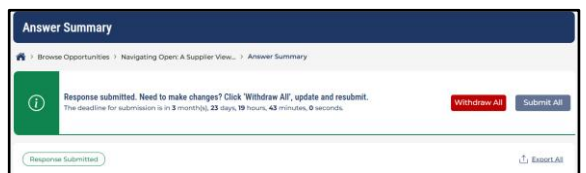


The screenshot shows the 'Answer Summary' page with a red banner at the top that says 'Ready to submit? Click 'Submit All' to submit your response.' Below the banner, there are 'Withdraw All' and 'Submit All' buttons. The page also lists 'Tender Documentation EXAMPLE' and 'Contract Details and Instructions to Bidders EXAMPLE' with 'Complete' and 'Edit' buttons.

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You can see that your response has submitted successfully when the red '**Ready to Submit**' message turns green and displays '**Response submitted**'.

You will also receive an email from **notifications@open-uk.org** confirming your submission.



The screenshot shows the 'Answer Summary' page with a green banner at the top that says 'Response submitted. Need to make changes? Click 'Withdraw All', update and resubmit.' Below the banner, there are 'Withdraw All' and 'Submit All' buttons. A 'Response Submitted' button is also visible at the bottom left.

## We've got it!

Hi,

Your response was successfully received for:

Reference: OPEN20251114

Title: Navigating Open: A Supplier View Sept-Dec 2025

Buyer: NEPO

You can review your submission at any time via your 'My Opportunities' dashboard.





Well done! You've now submitted a response.

You will receive an email notification when the outcome is available.

Check out the other step-by-step guides including how to **log into your account** and how to **review the Contracts Register**.

## Get Support

For more information and support about Open please visit the [Open Hub](#).

