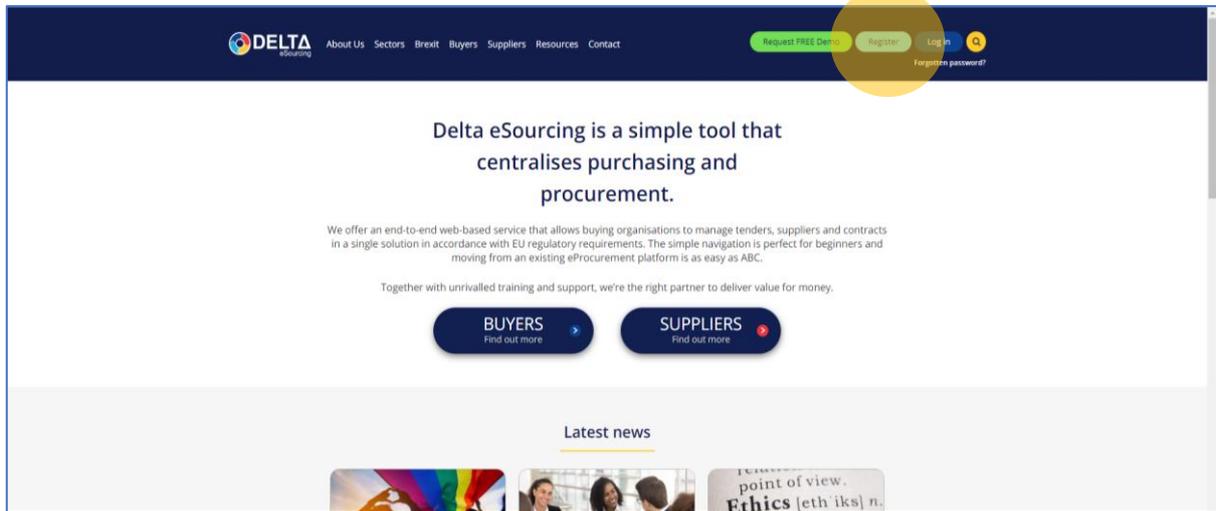


A step-by-step guide for registering with and then using Delta-esourcing

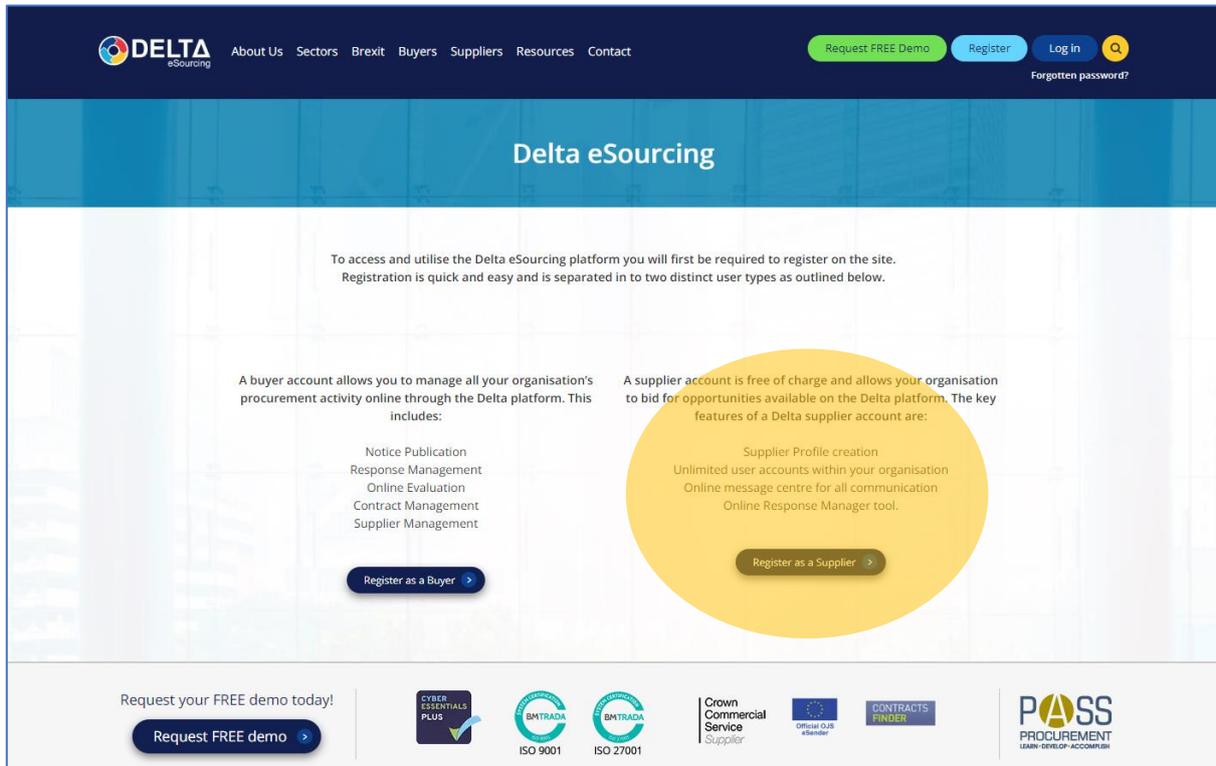
1. Go to the [Delta esourcing](#) website

This is the homepage. Click on 'Register' button.



2. Register as a supplier page

Click on the 'Register as a Supplier' button



3. Fill in form with all relevant details

DELTA
eSourcing

About Us Sectors Brexit Buyers Suppliers Resources Contact

Request FREE Demo Register Log In  [Forgotten password?](#)

Supplier Register

Register as a supplier on Delta eSourcing

Enter Details

As a Delta supplier you are joining the free Select community offering you a pan government marketing tool to promote your company to over 2700 public sector buyers who actively use the Select online supplier information Database to research the market place for suppliers who can meet their delivery requirements.

Complete the standardised questionnaire and then use it multiple times for bidding for contract opportunities. In order that buyers meet all their regulatory & social responsibilities the ability to demonstrate compliance is increasingly important for suppliers and you can upgrade your supplier profile to Select Accredited status further demonstrating your company's strengths and fitness to do business with the public sector.

Personal Details

Fields marked * are mandatory.

Title *

First Name *

Last Name *

Position *

This will complete your registration.

4. Once registered (steps 1-3) you will be able to sign in whenever you need to.

DELTA
eSourcing

Sign In

Username

Password

Login

[Forgotten Password?](#)

New to Delta eSourcing?
[Register for your Delta eSourcing account](#)

Once signed in you get to this page (a home page)

DELTA Profile Responses eAuctions Help Resources Account Logout

Gamos (MECS) Live Chat Simon Batchelor Supplier Administrator

Activity Centre

Welcome to Delta

You can use the links below to manage your responses to Delta opportunities. You can also access a range of resources to support your competitive processes. To help you get started [read our helpful User Guides](#).

- Response Manager**
View, manage and track your responses electronically using the Response Manager. Respond using an access code or an invitation to tender.
[View Invites and Responses](#)
- Manage your Account and Add Users**
Use this function to view and manage your Delta account details and any groups created within your organisation; you can also invite new users to join your group.
[View Account Details](#)
- Profile Manager**
Use Profile Manager to view, edit and publish your organisation's Select Supplier Profile. Buyers can search for profiles and invite suppliers to participate in a tender exercise.
[Edit Select Supplier Profile](#)
- Resources**
This area is designed to keep suppliers up to date with developments within the ever-changing procurement marketplace and provides guidance through the complex tendering process.
[View Resources Overview](#)
- Signup to Accredited**
Select Accredited is a complete pre-qualification service validating your data in line with government standards ensuring that buyers have access to accurate and up to date information about your business.
[Read More](#)

Under 'Response Manager' - click on 'View Invites and Responses'

5. Finding the MECS opportunity

You will see this page. You need to enter the Access Code into the box labelled 'Access Code': T6SUQZ67RD

DELTA Profile Responses eAuctions Help Account Logout

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Activity Centre Response Manager

Response Manager

Please enter an Access Code.
The Access Code is incorrect, please check and try again.

Respond

Please enter an Access Code as per the instructions from the buyer then click 'Submit'.
You may have received this directly from the buyer or from an advertised contract.

Please note the helpdesk CANNOT provide you with an access code. If you do not have the access code then you must contact the authority directly. If you have the access code and cannot access tender please contact the helpdesk on 0800 923 9236

Access Code Submit

Responses

The table below shows your responses. Click on the name of a response to work on it, ensuring you have submitted it prior to the deadline.

Opportunity	Opportunity Type	Submitted	Submitted Date	DPS Status	Closing Date	Owner
Nothing found to display.						

2 items found, displaying all items.

Once you have entered the Access Code the competition will appear in the 'Opportunity' section.

This is what you will see.

DELTA Profile Responses eAuctions Help Account Logout

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Activity Centre Response Manager

Response Manager

Respond

Please enter an Access Code as per the instructions from the buyer then click 'Submit'. You may have received this directly from the buyer or from an advertised contract.

Please note the helpdesk CANNOT provide you with an access code. If you do not have the access code then you must contact the authority directly. If you have the access code and cannot access tender please contact the helpdesk on 0800 923 9236

Access Code [?](#)

Responses

The table below shows your responses. Click on the name of a response to work on it, ensuring you have submitted it prior to the deadline.

Opportunity	Opportunity Type	Submitted	Submitted Date	DPS Status	Closing Date	Owner
LU00813 - MECS: Sparking the Cooking Supply Chain Competition Loughborough University	Tenderbox (ITT)	No	N/A	N/A	05-10-2022 23:55:00	Simon Batchelor

2 items found, displaying all items.

Click on the name of the competition. (For anyone new to Delta it will be the only 'opportunity' you can see).

This will take you to a zip file with all the SC2 competition documents inside it.

DELTA Profile Responses eAuctions Help Account Logout

Gamos (MECS) Live Chat Simon Batchelor Supplier Administrator

Activity Centre Response Manager View Response Status Stage One: Overview

Stage One: Overview

LU00813 - MECS: Sparking the Cooking Supply Chain Competition

Message Centre Important - Please Read

Tenderbox Information Activity Log

Access Code: T6SUQZ67RD
Status: Open
Opening Date: 12/08/2022 12:30
Closing Date: 05/10/2022 23:55

Stage One: Overview Stage Two: Prepare Response Stage Three: Submit Response

In order to respond to this opportunity you should follow our three stage process. Download any associated documents from stage one, review any additional questions the buyer may have and upload your own documents in stage two and submit your completed response in stage three.

Document Title	Document Size	Uploaded Date
MECS- Documents.zip	1.50 MB	12/08/2022 12:24

Download All [?](#) One document found.

Continue to Stage Two

You cannot work on your application online/within Delta. You need to download a copy of these files and work on them offline. Please read all the documents carefully.

6. Submitting the application

When your application is complete you will be ready to sign back into Delta and move to Stage 2 – upload and Stage 3 – submission.

You will not need to search for the opportunity again. Just sign in and go straight to ‘Response Manager’.

The screenshot shows the Delta Supplier Administrator interface. At the top, there is a navigation bar with the Delta logo and links for Profile, Responses, eAuctions, Help, Resources, Account, and Logout. Below this, the user's name 'Simon Batchelor' and role 'Supplier Administrator' are displayed. The main content area is titled 'Welcome to Delta' and contains several sections: 'Response Manager' (highlighted with a yellow circle), 'Manage your Account and Add Users', 'Profile Manager', and 'Resources'. The 'Response Manager' section includes a brief description and a link to 'View Invites and Responses'.

The MECS opportunity will already be there.

The screenshot shows the 'Response Manager' page. It features a 'Respond' section with instructions on how to enter an access code and a 'Submit' button. Below this is a 'Responses' section with a table of opportunities. The first row in the table is highlighted with a yellow circle.

Opportunity	Opportunity Type	Submitted	Submitted Date	DPS Status	Closing Date	Owner
LU00813 - MECS: Sparking the Cooking Supply Chain Competition Loughborough University	Tenderbox (ITT)	No	N/A	N/A	05-10-2022 23:55:00	Simon Batchelor

2 items found, displaying all items.

Click on the opportunity again to go to the page with the zip folder. Instead of opening the zip folder again, click on 'Stage Two: Prepare Response'

DELTA Profile Responses eAuctions Help Account Logout

Gamos (MECS) Live Chat Simon Batchelor Supplier Administrator

Activity Centre Response Manager View Response Status **Stage One: Overview**

Stage One: Overview

LU00813 - MECS: Sparking the Cooking Supply Chain Competition

Message Centre Important - Please Read

Tenderbox Information Activity Log

Access Code: T6SUQZ67RD
Status Open
Opening Date: 12/08/2022 12:30
Closing Date: 05/10/2022 23:55

Stage One: Overview **Stage Two: Prepare Response** Stage Three: Submit Response

In order to respond to this opportunity you should follow our three stage process. Download any associated documents from stage one, review any additional questions the buyer may have and upload your own documents in stage two and submit your completed response in stage three.

Document Title	Document Size	Uploaded Date
MECS- Documents.zip	1.50 MB	12/08/2022 12:24

Download All ? One document found.

Continue to Stage Two

This is the page you will see. Upload the application form and proceed to 'Stage 3' – submit.

DELTA Profile Responses eAuctions Help Account Logout

Gamos (MECS) Live Chat Simon Batchelor Supplier Administrator

Activity Centre Response Manager Response **Stage Two: Prepare Response**

Stage Two: Prepare Response

LU00813 - MECS: Sparking the Cooking Supply Chain Competition

Message Centre Important - Please Read

Tenderbox Information Activity Log

Access Code: T6SUQZ67RD
Status Open
Opening Date: 12/08/2022 12:30
Closing Date: 05/10/2022 23:55

Stage One: Overview **Stage Two: View Response** Stage Three: Submit Response

All responses to questions being asked by the awarding authority have been listed below. Note, please review all questions carefully as other relevant documents may be attached to them, containing additional information pertinent to your response.

1. Questions

1.1 Questions

Please deposit your response documents here REQUIRED

Select your file and then click 'Upload'

Choose Files No file chosen

Drag & Drop file in the dotted box

Upload Cancel

Proceed to Stage 3

Print Version Save Save and Proceed to Stage 3

Good Luck!