

## **Benefits of Using YORtender:**

- YORtender is easy to use and is user friendly.
- It is free to register for Suppliers.
- Registration is quick and easy.
- Improved communication between buyers and suppliers.
- Offers a transparent approach to procurement.
- A Central place to view Doncaster Council's tendering activities and awarded contract.
- YORtender is used by 22 local authorities within the Yorkshire and Humber Region.
- High level of contract management.

### **Contact Details:**

If you require assistance in using the YORtender system please read the comprehensive YORtender reference guides which will provide the guidance required by clicking the Help Control icon that is located on the home page on the top right of the YORtender System. If you experience any Technical difficulties please contact the Helpdesk.

# **YORtender Technical Help Desk:**

By Email: <a href="mailto:yorkshiresupport@due-north.com">yorkshiresupport@due-north.com</a>

Supplier's please contact – 0844 5434580

The Technical Support Team will not be able to answer any tender or Business opportunity specific enquiries via telephone or email. These will need to be raised as a discussion via the YORtender Portal.

# A Guide to YORtender Issue One



**Doncaster Council's Corporate Procurement Team Telephone:** 01302 736906

Email: corporateprocurementteam@doncaster.gov.uk

### **Introduction to YORtender:**

### What is YORtender?

YORtender is the Council's Tendering and Contracts System. Any contracts with the value of £30,000 and above will be advertised via YORtender, and suppliers who have registered on the system are able to receive and return tender and quotation documents electronically.

There are 22 local authorities across the Yorkshire and Humber region that use YORtender as their Procurement portal. This brings together a single procurement approach across the region, allowing easier and more effective collaboration between councils.

Suppliers only need to register once on the system stating which category of goods, services or works they provide. An electronic directory is then created for all buyers across the 22 registered Authorities to access when advertising tender opportunities.

YORtender offers a fast, electronic approach to Procurement, saving time, cutting costs and allowing instant communication between buyers and suppliers.

#### Read over the details **How to Register on YORtender:** you have entered and check they are correct. If Go to the YORtender website. Click the search/select there are any changes to www.yortender.co.uk categories button and enter be made just click on the into the search bar which pencil icon in the top category your company would Click on the Suppliers area link right hand corner of the fall under or choose from the box you wish to change. from the portal links to the list below. left hand side. When you are happy with this then click Tick the boxes next to your Submit registration at Click on the Register Free link selections and press select the bottom of the page. in the top right hand corner. categories at the bottom of the page. Due North will now Read the system consider your requirements shown on Click Finish and choose any application. screen. additional categories on this page and click next. If your application is You will be able to carry on successful then you registering but you will not be Choose either Sub-region or should receive an email able to use the site unless Organisation from the drop containing your your computer meets these down menu. Organisation will username and password. minimum requirements. list all of the local councils in the region to choose from. Sub region will give you the When you receive your Click next at the bottom of the option to choose the whole of username and password page. the Yorkshire and Humber return to the YORtender region for your company to homepage. Click on

operate in.

Tick the box next to whichever applies to your company and click next.

Click on 'view' link next to the

Due North terms & conditions

and privacy policy. Please

ensure you read them.

Fill out the form accordingly

with your details and click

next.

Fill out the form accordingly

with your companies details

and click next.

Tick the boxes next to them

respectively if you agree to the

terms and conditions and click next (Please note if you do not agree to these you will not be

able to continue)

When you receive your username and password return to the YORtender homepage. Click on Suppliers Area. You will then see the log in button on the top right of the page.

Enter your username and password and press log in. You will be able to change your password once you are logged into the System.

Finish