

SELL2PLYMOUTH – SUPPLIER GUIDE

Strategic Procurement



SUPPLIER GUIDE TO COMPLETING THE BRQ. (BUSINESS REGISTRATION QUESTIONNAIRE)

Use the link <https://in-tendhost.co.uk/sell2plymouth/> Click Login. You will need your username and password, as supplied at initial registration.

1. After logging in, you will come to this page.

Sell²Plymouth

Current Login: **Christine Ellis (1277221482)**

Welcome to the secure area of the web site.

What do I do next?

- If this is your first visit click the **My BRQ** button. This is where you will be able to view any documents you have been sent, **complete the questionnaire and return your registration.**
- To view any **QUOTES** you have been invited to take part in, you will find them in the **My BRQ** section. Here you can upload documents to support your quotation and make a return.

NOTE: Quotes are only visible if you have been invited to participate and have received an email instructing so.

- To view the history of your correspondence click the **Correspondence** button.
- To send correspondence click the **Create New Correspondence** button.

2. Click My BRQ on the left hand menu.

Home A list of all the tenders you are in the process of bidding for...

Logout

Correspondence

Create New Correspondence

Company Details

Actions

My BRQ

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Search Options

To search for specific BRQ(s) enter a key word and click search.

To refine your search, select an area from the list.

Search for in **--all areas--**

Quick Title Search: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

Sorting

Order by **Title** Ascending Descending

Showing Tender **1** to **1** of **1**

Find the BRQ you are interested in and click the **View Tender Details** button for more information. You will be able to view any documents you have been sent, **complete the questionnaire and return** and check your progress on the BRQ.

Sell2Plymouth : Business Registration Process

Description	Attached to this process is a questionnaire which we require you to complete and return via this website.
Date documents can be requested until	04/06/2009

Secured by Thawte
2010-06-23

3. Click View Tender Details, blue button on the right hand side in the grey box.

Home View Tender History

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To view tender documents click on the associated **View Documents** button.

BRQ Stages (latest first)		
Stage	Description	Options
Sell2Plymouth Questionnaire Stage	Access the questionnaire by clicking on the VIEW DOCUMENTS button to the right then finally the ANSWER QUESTIONNAIRE button on the next page.	View Stage Details View Clarifications View Documents
Status of Stage: You have received tender documentation.		
Closing Date: 01/12/2020 12:00:00		

Sell2Plymouth : Business Registration Process		View Clarifications	View Printable Details
Title	Sell2Plymouth : Business Registration Process		
Reference	S2P-RS-V1-04/06/09		
Description	Attached to this process is a questionnaire which we require you to complete and return via this website. You must first click on the VIEW BRQ DETAILS button at the top of this box where you will see instructions on the next stage in this process.		
Date documents can be requested until	04/06/2009		

4. Click the red View Documents box, on the right hand side in the top box.

Home Return to Tender Details View Tender History

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From this page you can access the tender documents and submit your return.

My Documents ready for Return			
Document Title	Document Type	Status	Options
Sell2Plymouth Business Registration Questionnaire (BRQ)	(Questionnaire)	✘ Incomplete	Answer Questionnaire

Submit My Return

It is not possible to submit your return as not all questionnaires have been completed. Please check that you have answered all mandatory questions in the questionnaires marked as 'Not Started' or 'Incomplete'.

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5. Click Answer Questionnaire (blue button on right in the top box). This opens up a new box.

6. Answer questions 1 – 26. If you cannot answer all the questions at once, save your answers and you can return to this BRQ using steps 1 – 5 above.

https://in-tendhost.co.uk - Sell2Plymouth Business Registration Questionnaire (BRQ) - Microsoft Internet Explorer provided by P

Printable Versions
Including My Answers
Blank Questionnaire

Save Answers
Save Answers and Close
Close

Question Summary

26	in total
1	answered
23	mandatory unanswered

Unanswered Mandatory Questions

Question 2
Question 3
Question 5
Question 6
Question 7

Go To Mandatory Question

Go To Question

Go

21. Has your business or any Directors/Partners committed and act of grave misconduct in the course of the business?
 Yes No

22. Has your business or any Directors/Partners not fulfilled obligations related to the payment of social security contributions?
 Yes No

23. Has your business or any Directors/Partners not fulfilled obligations related to the payment of taxes?
 Yes No

24. Is your business or any Directors/Partners guilty of serious misrepresentation in supplying information?
 Yes No

25. Is your business or any Directors/Partners not in possession of relevant licences or membership of an appropriate organisation where required by law?
 Yes No

26. If you answered YES to any of the questions 20-25 you must include further additional information in this box.

When you have completed all questions click SAVE & CLOSE then continue the process by submitting MY BRQ using the large red button on the next screen. If you are having any difficulties in answering this questionnaire please contact one of the Business Support Services for advice.

To save your answers, click the "Save Answers" button on the left hand menu panel.

7. Once you have answered all the questions, click Save Answers and Close. (Blue button on the left hand menu) This will close the box.

8. Submit your BRQ using the red button on the next screen.

9. Once submitted, and assuming the answers are satisfactory, you will receive an email from Sell2Plymouth within approximately 30 minutes, giving notification of green flag status.

If you have any queries, please contact the Sell2Plymouth helpline on 01752 582068 or email sell2plymouth@plymouth.ac.uk