



Ministry of Defence

# Defence Sourcing Portal

## Supplier Registration Guide



## TABLE OF CONTENTS

Registering on the Defence Sourcing Portal.....	3
Registration & Onboarding .....	3
Accept Portal User Agreement.....	3
Registration Data.....	4
Basic Profile Forms .....	6
Completing Registration .....	7
Need Help?.....	8



## Registering on the Defence Sourcing Portal

### Registration & Onboarding

New suppliers must register on the DSP to express interest and participate in Sourcing events.

Suppliers must complete the initial onboarding process (completing all mandatory questions in the basic profile forms) in order to access the DSP and view sourcing events.

To begin the registration process, click the “Register Now” button on the main login page: <https://contracts.mod.uk/>

**Login**

username

password

ENTER

Forgotten username/password?

**Welcome to the Defence Sourcing Portal**

The Official Source of MOD Contract Opportunities

Welcome to the Defence Sourcing Portal, the new e-sourcing platform and one-stop-shop for contract opportunities, tendering and information on doing business with the Ministry of Defence. This new tendering capability will be launched in February 2021. In readiness for the full launch, we ask that you take the time to register on this platform by clicking on the link below. In the meantime, using the 'View Opportunities' link below, please continue to view and register for current opportunities as you always have done on Defence Contracts Online. Please continue to watch this space for news and updates about the full launch of the Defence Sourcing Portal.

VIEW OPPORTUNITIES

REGISTER NOW

Click here for details on how to register

### Accept Portal User Agreement

This covers basic information about the use of the portal. You must agree to this to continue to the registration process.

Select “I agree” and then click “Next”.

Close

High Contrast Stylesheet Switch to Accessible Controls Adobe PDF file

**User Agreement**

**USER AGREEMENT**

**1. Introduction**  
1.1 This User Agreement between the Buyer and the Supplier governs the Supplier's access and use of the System in connection with each or any Procurement Procedure.

**2. Definitions and Interpretation**  
2.1 For the purposes of this User Agreement the following capitalised terms shall have the following meanings:  
(a) Affiliate: in relation to any person, any holding company or subsidiary of that person or any subsidiary of such holding company, and "holding company" and "subsidiary" shall have the meaning given to them in Section 1159 of the Companies Act 2006, save that for the purposes of determining whether one entity is an Affiliate of another any transfer of shares by way of security or to a nominee of the transferor shall be disregarded.  
(b) Buyer: the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland.  
(c) Confidential: that any material and/or information, either in its entirety or in the precise configuration or assembly of its components, is/are not made publicly available.  
(d) Confidential Information:  
(i) the content of any Procurement Document(s); and  
(ii) any user (IDs and password(s) required to access the System and issued in connection with such access; and  
(iii) any secret, confidential, commercial, financial, marketing, technical or other information, know-how, trade secrets and other information in any form or medium whether disclosed orally or in writing before or after the date of this User Agreement, together with any reproductions of such information in any form or medium or any parties of this information.  
(e) Data Protection Legislation: the UK Data Protection Legislation and any other European Union legislation relating to personal data and all other legislation and regulatory requirements in force from time to time which apply to a party relating to the use of Personal Data (including, without limitation, the retention of electronic communications) and the collection, use and analysis of statistics derived from the released data mentioned or exemplified above, and similar data.

I have read and agree to the MOD eSourcing Portal User Agreement

I agree  I do not agree

Next



There are 2 main stages of the registration process:

- 1) Registration Data
- 2) Basic Profile Forms

Registration Confirmation will be obtained when all the above-mentioned stages are completed.

## Registration Data

This is to capture information about your organisation and the main user account that will administer the profile of your organisation within the Defence Sourcing Portal for Suppliers.

You should complete all mandatory (denoted by \*) Organisation and User Details fields.

**Registration Data**

Registration Data | Basic Profile Forms | Registration Confirmation

Save Close

High Contrast Stylesheet | Switch to Accessible Controls | Reset

**Organisation Details**

- \* Organisation Name
- \* Country: UNITED KINGDOM
- \* Address line 1
- \* City
- \* State/Country
- \* Postal Code
- Dun & Bradstreet
- Web site
- Main Organisation Phone Number
- \* Organisation Legal Structure

**User Details**

- \* Title
- \* First Name
- \* Last Name
- \* Email: *IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ; (semicolon) to separate multiple addresses.*
- \* Email Address Validation: Send Validation Code | Enter Validation Code
- Mobile: *(please enter "+" "country code" and "your mobile phone number" with no spaces)*
- Telephone
- Role within Organisation
- \* Username: *(please do not forget your username)*
- \* Preferred Language: English (UK)
- \* User Verification Question: *Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)*
- \* Answer to Your User Verification Question: *(The helpdesk may request this information in order to verify your identity.)*
- \* Time Zone: (GMT 0:00) Western Europe Time, London, Lisbon
- \* Use High Contrast Stylesheet: *(for visually impaired users)*
- \* Use Accessible Controls by default



Note: You will not be able to change your Organisation Name yourself after you have saved the details on this page, therefore please carefully check this is correct before saving. If you are required to change the Organisation Name in future please contact the Jaggaer Helpdesk, details can be found at the end of this document. The Country cannot be changed once you have saved the details on this page, therefore please carefully check this is correct before saving.

Ensure you enter a valid email address because this will be used for access to the portal and for all communications. Once the user Email address is entered, click “Send Validation Code”.

\* Email Address Validation  Enter Validation Code

Once you have received the validation code this should be entered into the *Enter Validation Code* field on the registration form.

Once you have completed all information click “Save”.



After completion of this stage you will receive an email confirming your user registration and containing a temporary password.

If you are unable to fully complete the supplier registration process you may return at any stage by entering your username and password into the main login page. Please note that you will be unable to access the portal until you have fully completed organisation registration.

Note: If you do not receive your registration confirmation email within 10 minutes please check your spam/junk folder. If you still have not received it please contact the Jaggaer Helpdesk, details can be found at the end of this document.



## Basic Profile Forms

The next step is to fill in the Basic Profile Forms.

You should complete all mandatory (denoted by \*) basic information fields.

Label	Description	Response
Industry Sector	* Please select the Industry Sector that best fits your organisation	Select an Option (Single selection)
No. of Employees	* Select number of employees	
Turnover	* Select range of turnover	
SME	* Are you a Small, Medium Enterprise? SMEs - means Suppliers with less than 250 employees and whose annual turnover does not exceed €50m or annual balance sheet total does not exceed €43m. These ceilings apply to the figures for individual firms only, and the organisation has to be autonomous. <a href="https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en">https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en</a>	
NCAGE	Please enter NATO Commercial and Government Entity (NCAGE) code	Characters available 2000
MOD Contract	* Have you contracted with MOD previously?	

Note: There may be additional questions to complete depending on the answers provided.

Note: If you answered “Yes” to the question “Have you contracted with MOD previously?” you will then be asked the following questions:

1. “Please enter Contracting, Purchasing & Finance (CP&F) Supplier Reference Number if known”, this is the number used when you invoice the MOD. It is the first 5 digits of the 7 digit number required on the Invoice.
2. “Please enter Defence Science and Technology Laboratory (DSTL) Supplier Reference Number”, this is the reference number used when invoicing DSTL and is required on the invoice along with the purchase order number.

Complete the remaining sections of the form then click “Save & Continue”.



If needed, you can return to previous answers by clicking “Basic Profile Forms” at the top of the page and selecting the form you wish to revisit.



Label	Description	Response
CP&F Supplier Reference Number	Please enter Contracting, Purchasing & Finance ( CP&F) Supplier Reference Number	<input type="text"/> Characters available: 2000
DSTL Supplier Reference Number	Please enter Defence Science and Technology Laboratory (DSTL) Supplier Reference Number	<input type="text"/> Characters available: 2000

## Completing Registration

If you have completed all mandatory information correctly then your account will be activated, and you will have access to the portal with the username you determined and the password you received in your registration email.

Note: Omitting mandatory information will result in the registration process being unsuccessful. You can log back in to amend your responses using your credentials. It is your responsibility to keep your organisation profile up to date.

The Registration Process is complete. Your account has been activated and an email sent to confirm this.  
Log in with your Username and Password to access the platform.

Check your email for the registration details.

You will receive a temporary password on the email address you've used to register with, which will be prompted the first time the user will login, at which point, the user will be asked to define a permanent new password.



Ministry of Defence

## Need Help?

Please use one of the methods below to receive help if you have any issues during the registration process:

- 1) Call the Jaggaer UK Helpdesk: 08000698630
- 2) Email the Jaggaer UK Helpdesk at [customersupport@jaggaer.com](mailto:customersupport@jaggaer.com)