

Supplier Registration & Onboarding Guide

New suppliers must register on Jaggaer to be considered for sourcing events. Suppliers can be activated immediately.

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HOUSES OF PARLIAMENT
RESTORATION & RENEWAL

Registration

1. Open the following link <https://rrparliament.app.jaggaer.com/web/login.html> and click **Register**. This will open the Registration Data page.
2. Complete the registration form with your organisation's details and add the details of the main procurement point of contact in your organisation.
 - Mandatory fields are marked with a red asterisk.
 - Ensure the email address is correct to ensure you to receive the registration confirmation email.
 - To register multiple email addresses, use a semicolon to separate them.
3. Click **Save**. You will receive a registration confirmation email and a verification code which you'll need in order to complete the process.

After registering, you will be directed to an onboarding page where you will need to add further information relating to your business.

Ensure your profile is accurate and up-to-date information so this data is readily available in the system. Once the onboarding page is complete, click **Save & Continue**.

HOUSES OF PARLIAMENT
RESTORATION & RENEWAL

Welcome to the Restoration & Renewal eProcurement and Supplier Portal

Welcome to the Restoration & Renewal supplier management portal
This portal is used by Restoration & Renewal to communicate and share information with its suppliers, providing a space to conduct key activities such as procurements, supplier onboarding and ongoing management and development.

Supplier guidance
SUPPLIER GUIDE
PRIVACY NOTICE

Already registered?
Username:
Password:
Login
Forgot password

Interested in becoming a supplier?
REGISTER HERE
CURRENT OPPORTUNITIES

Helpdesk
Need assistance?
Please contact the helpdesk:
International Numbers
Request Assistance

Useful links
Contracts Finder
Find a Tender Service (FTS)
Crown Commercial Services (CCS)

User Agreement

USER AGREEMENT

USER AGREEMENT

1. Introduction
- 1.1 This User Agreement between the RESTORATION AND RENEWAL AUTHORITY LTD (the Buyer) and the Supplier governs the access and use of the eSourcing System (the System) by the Supplier to respond to an invitation from the Buyer to participate in a procurement exercise.
- 1.2 A procurement exercise may include, but is not limited to a Pre-qualification Questionnaire (PQQ), a standard selection questionnaire (SQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Negotiate (ITN), an Invitation to Participate in Dialogue (ITPD), an Invitation to Submit Final Offer (ITSO), Invitation to Submit Auction or an electronic Contract. This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology. Buyer Organisations may have their own, unique terminology to be applied on a case by case basis.
- 1.3 The System is provided by JAGGAER UK and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier Users' access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to the terms of this User Agreement.
- 1.4 The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System.
- 1.5 In the event that there is any conflict between any of the provisions of this User Agreement and any further rules set out by the Buyer during a procurement exercise (including those rules set out in any documents listed in clause 1.2 for the specific procurement process), then the provisions of such further rules shall take precedence over this User Agreement.
2. Access
- 2.1 The Buyer grants to the Supplier, free of charge, access to the System by Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement.
- 2.2 The Buyer may immediately deny access to the System by the Supplier and/or one or more Supplier Users by giving notice in writing to the Supplier if any of the following events occur:
 - 2.2.1 The Supplier commits a material breach of any of its obligations under this User Agreement, and
 - 2.2.2 The Supplier fails to remedy, or persists in, any breach of any of its obligations under this User Agreement after having been notified in writing to remedy or desist such breach within a period of ten (10) Working Days.
- 2.3 Without prejudice to any of the Buyer's other rights, the Buyer reserves the right to suspend access to the System without notice for technical or legal reasons.
3. Registration

I have read and agree to the eSourcing Service User Agreement

- I agree
- I do not agree

Next

Registration Data

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- Main Organisation Data
 - Registration Data
- Onboarding Pages
- My Category Selection
- Registration Confirmation

* Organisation Name
 * State/County
 * Address line 1
 * Organisation Legal Structure
 Sole Proprietor (UTR Number)
 Partnership Number
 * Organisation Email Address
 Web site

* Country
 UNITED KINGDOM OF GREAT BRITAIN AND NORTH...
 * City/Town
 * Postal Code
 Company Registration Number
 Charity Number
 * Main Organisation Phone Number
 VAT Number (If N/A, please leave blank)

* User Details
 Title
 * Last Name
 * Email Address Validation Code Request Validation Code
 Mobile Phone Number (please enter "+*" "country code" and "your mobile phone number" with no spaces) (please enter "+*" "country code" and "your mobile phone number" with no spaces)
 * User Verification Question Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)

* First Name
 * Primary Email Address Email is used as Username. Only one email address is allowed.
 * Telephone
 * Username
 Management of the Username is not required, the Email Address of this Account will be used.
 * Answer to Your User Verification Question (The helpdesk may request this information in order to verify your identity)

ONBOARDING PROFILE

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1 Organisation Classification	* Relevant Classifications (state whether you fall within one of these and if so, which one).	(d) None of the above	Supplier
2 Organisation Size	* Are you a Small, Medium or Micro Enterprise (SME) as defined by https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en	Yes	Supplier
3 Region of Registration	* Confirm the geographical region in which your organisation is registered.	London	Supplier
4 Constituency of Registration	* Confirm the parliamentary constituency in which your organisation is registered. Please use the following link to complete this question : https://members.parliament.uk/constituencies	Brent	Supplier

Logging In

1. Click the link <https://rrparliament.app.jaggaer.com/web/login.html>
2. Log in with the username email address and temporary password received in the email.
3. Enter and confirm a new password.

Project My Projects My SQ SQ open to all Suppliers My ITTs My ITT open to all Suppliers My Contracts	Need Help? FAQs Online Guides: Responding to Tenders Supplier Guide Contact the R&R Helpdesk: +44(0) 20 3794 0533	Supplier Profile Manage your Profile Manage Users Modify Passwords Logout
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Forgot Your Password?

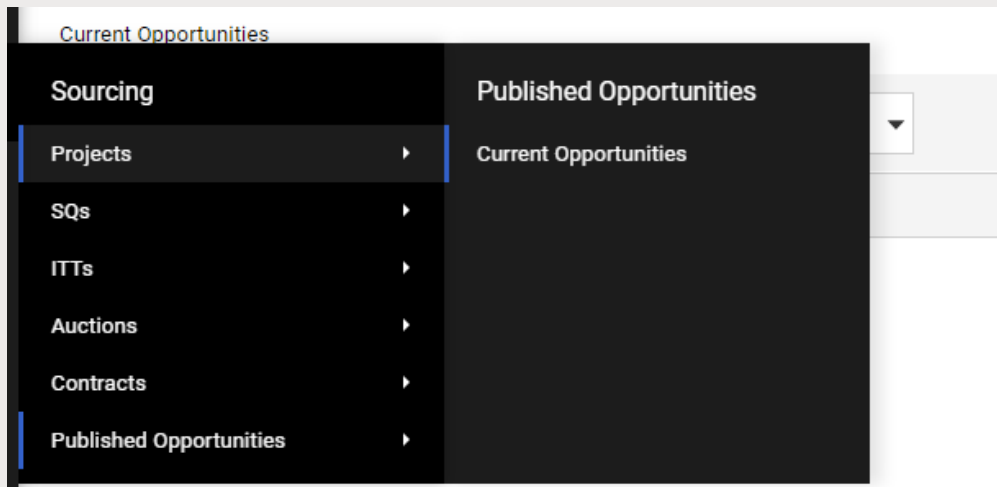
1. Click on the **forgot your username and password?**
2. Fill in your email address.
3. You will receive an email with a link to reset your password.

Opportunities


Opportunity Listings are used to advertise forthcoming public procurements. Suppliers can then express interest in the Selection Questionnaire (SQ) that is linked to the Opportunity.

Published Opportunities

Opportunities can be viewed from the login page by anyone. However, you will need to login to express an interest or to participate.



Expressing Interest

1. Navigate to **Sourcing**  > **Published Opportunities** > **Current Opportunities**.
2. Click on the project title to view project details.
3. Review project and opportunity details. The Published Lots section displays the SQ that is linked to the listing.
4. Click on the **Comment** button beside the SQ you want to express an interest in. Details of the SQ are then displayed.
5. Review the SQ details and click **Express Interest**. A pop-up opens explaining that you are about to express interest in the SQ.
6. Click OK. Another pop-up opens explaining that you have expressed interest in the SQ and to complete a response
7. Click OK. After expressing, the SQ is moved to My SQs area.

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Published Opportunities

Current Opportunities

All Opportunities

Showing Result 1 - 1 of 1

	PROCUREMENT ROUTE	BUYER ORGANISATION	PROJECT TITLE	WORK CATEGORY	LISTING DEADLINE ↑
1	FTS Restricted Procedure	Restoration & Renewal Parliament	Heritage	Services	31/08/2024 12:00

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← Project: DPS1000 - Heritage Go To Project Details

Details

Published Opportunity

Project Details

Project Code DPS1000	Project Title Heritage
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Opportunity Details

Project Description DPS	Notes Default Additional Notes
Work Category Services	Procurement Route FTS Restricted Procedure
Listing Deadline 31/08/2024 12:00	Contract Start Date
Contract Duration	Estimated Value of Contract

Published Lots

ROW NUMBER	ICON COLUMN	CODE	TITLE	TIME LIMIT TO EXPRESS INTEREST	ACTION COLUMN
1	SQ	DPS10001	DPS H	31/08/2024 12:00	

SQ: DPS10001 - DPS H Decide Later Express Interest

Response Status

Response Status
Response Not Submitted To Buyer

← SQ: DPS10001 - DPS H Decide Submit To Respond

SQ Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response Associated Users

Response Management Area - You are replying as: My Organisation Only (No consortium)

1. QUALIFICATION RESPONSE (QUESTIONS: 1)

QUESTION SECTION	QUESTION	DESCRIPTION	RESPONSE
1.1.1	SQ	* Please respond	(no file attached)

← SQ: DPS10001 - DPS H Submit Response

SQ Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response Associated Users

Your Response is not yet submitted. To make it visible to the Buyer you must click 'Submit Response'

My Response Summary

ENVELOPE	QUESTION INFORMATION
1. Qualification Response	Missing mandatory responses (1)

Response Management Area - You are replying as: My Organisation Only (No consortium)

1. QUALIFICATION RESPONSE (QUESTIONS: 1)

QUESTION SECTION	QUESTION	DESCRIPTION	RESPONSE
1.1.1	SQ	* Please respond	(no file attached)