

# How to Access the DPS and Export a Supplier Shortlist

If you are accessing the DPS platform for the first time you will need to register.

Please go to <https://supplierregistration.cabinetoffice.gov.uk/>

## The Supplier Registration Service for Government

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**Register as a supplier**  
Register to increase your visibility to over 6,000 government buyers.

**Complete a standard Selection Questionnaire**  
Start or update an SQ to support your application for government contract opportunities.

**The Modern Slavery Assessment Tool**  
Make your supply chains more resilient to risks of modern slavery.

**Search for low value contracts**  
Use Contracts Finder to find and apply for live government contracts

**Register as a buyer**  
Gain access to reliable, up-to-date supplier information

**Find a supplier**  
Search over 300,000 supplier profiles and assess suitability

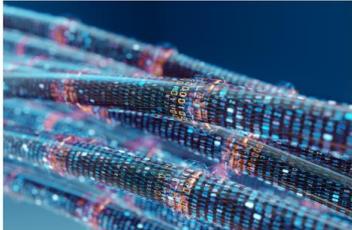
**Dynamic Purchasing System**  
Click [here](#) to see a list and join one of the new Dynamic Purchasing Systems

**Sign in to your Dashboard**  
View and manage your account information

Select the link to progress through to the DPS page

Navigate to our Gigabit Capable Connectivity DPS

## Technology



### Gigabit Capable Connectivity

This Dynamic Purchasing System allows you to register with Crown Commercial Service to provide gigabit capable network services and associated infrastructure to the public sector. Customers are able to access the portal in order to buy gigabit capable connectivity and managed or unmanaged gigabit capable network infrastructure. Suppliers, please click on the Bid Pack link below and read the documents provided prior to commencing your application to the DPS.

To join this DPS, view current suppliers or access more information, use the links below.

[Bid pack](#) [Clarifications](#) [12](#) [View suppliers](#) [Access as a buyer](#) [Access as a supplier](#)

From here you can 'View Suppliers' – this will show you which suppliers have been appointed to the DPS so far.

To access the DPS click 'Access as a Buyer' and you will see this screen.

**Sign in**

To continue viewing **DPS** you must first sign in or register.

Email

Password

[Register for an account](#)  
[Forgotten your password?](#)

**Your passport to all public sector opportunities.**

Supplier Registration Service provides suppliers and buyers with a single place to create and share commercial information. Contracting authorities can access a bank of questions to assess the suitability of supplier. As a whole, these questions form a standard Selection Questionnaire for opportunities over the EU threshold. Alternatively, individual responses that are deemed relevant can be used to assess suitability.

If you need to register, select 'Register for an account' from underneath the log in section. Then proceed back to log into this DPS.

If you have already registered, log in.

## DPS Customer Access Agreement

To continue, please indicate your acceptance of the following Customer Access Agreement

1. I confirm that I have read and understood the 'Customer Guidance' document, which can be accessed via the following [link](#).

2a. I confirm that I have read and understand my obligation to report any awarded contract(s) to Crown Commercial Service that meet or exceed £1000.00 in total contract value under this DMP.

2b. I can confirm that I will utilise the 'Customer Confirmation of Award' template to submit my organisations award returns to CCS; which can be accessed via the following [link](#).

2c. I can confirm that I have read and understand the guidance in point's 1, 2a and 2b of this

I confirm my acceptance of the Customer Access Agreement

Confirm

[Cancel](#)

You must scroll to the bottom of the text to be able to confirm acceptance, this details some of your obligations as a buyer so please read this carefully.

Click the box and Confirm to accept the Customer Access Agreement.

## Manage your DPS category exports

Search category exports



You have no exports

### ^ Help

A category export list of suppliers at a given time in what is a Dynamically changing Purchasing System.

Once the DPS is open, suppliers can join at any time. **Exports are valid for 2 working days only.**

After this period click 'Update' to re run a fresh category export

When running a DPS tender call off, all suppliers in any given category must be considered for the current opportunity.

#### Steps

1. Create new category export
2. Export the category and run competition
3. Request evidence of successful suppliers only

### Options

[Create new category export](#)

[Appointed suppliers](#)

This will bring you to the category exports page. 'Category Export' is the system term for a supplier list.

To generate a new supplier list click 'Create new category export' on the bottom right of the screen.

Gigabit Capable Connectivity DPS

## Create new category export

Your search returned 2 suppliers

**Supplier name**

**BIRMINGHAM TELECOMMUNICATIONS LIMITED**

D-U-N-S® number **779444376**  
City **BIRMINGHAM**

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**COMMSWORLD LIMITED**

D-U-N-S® number **737229260**  
City **Edinburgh**

**Service type**

Broadband Connectivity Services

Infrastructure Build Services

Managed Infrastructure Services

**Security Accreditation**

Broadband Connectivity Services

PSN (Public Services Network) Compliant services

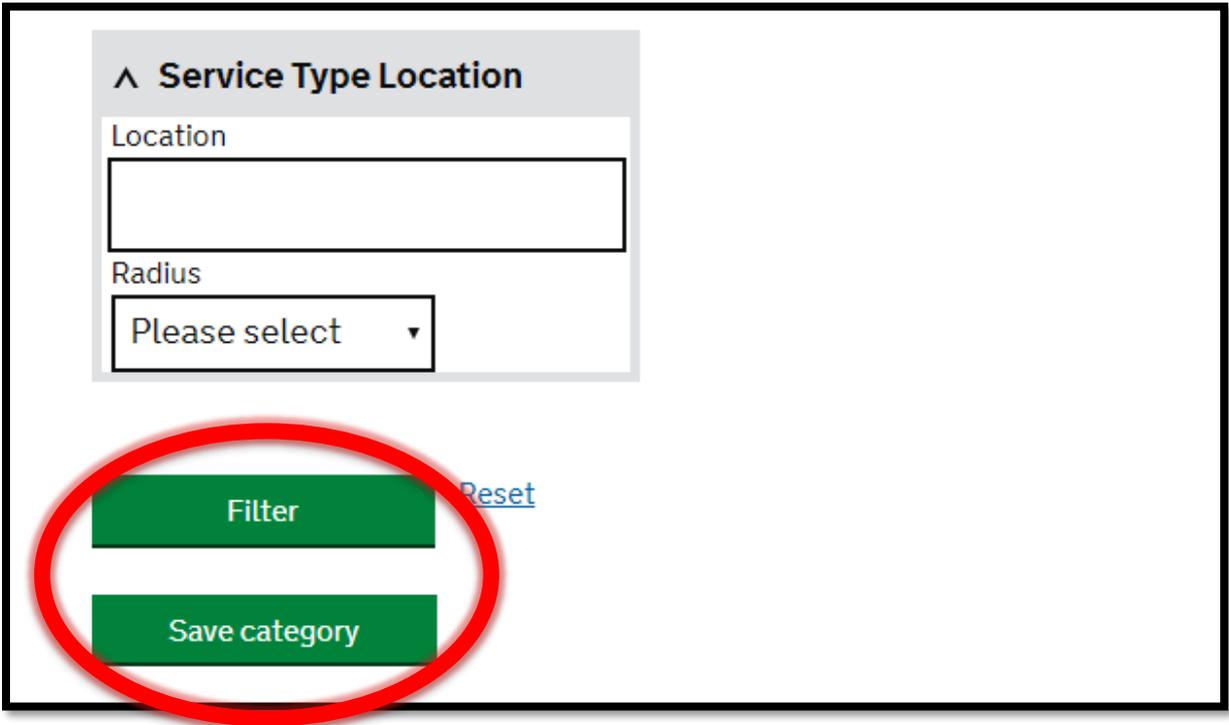
HSCN (Health and Social

You will be able to see the filters available to you on the left hand side of the screen.

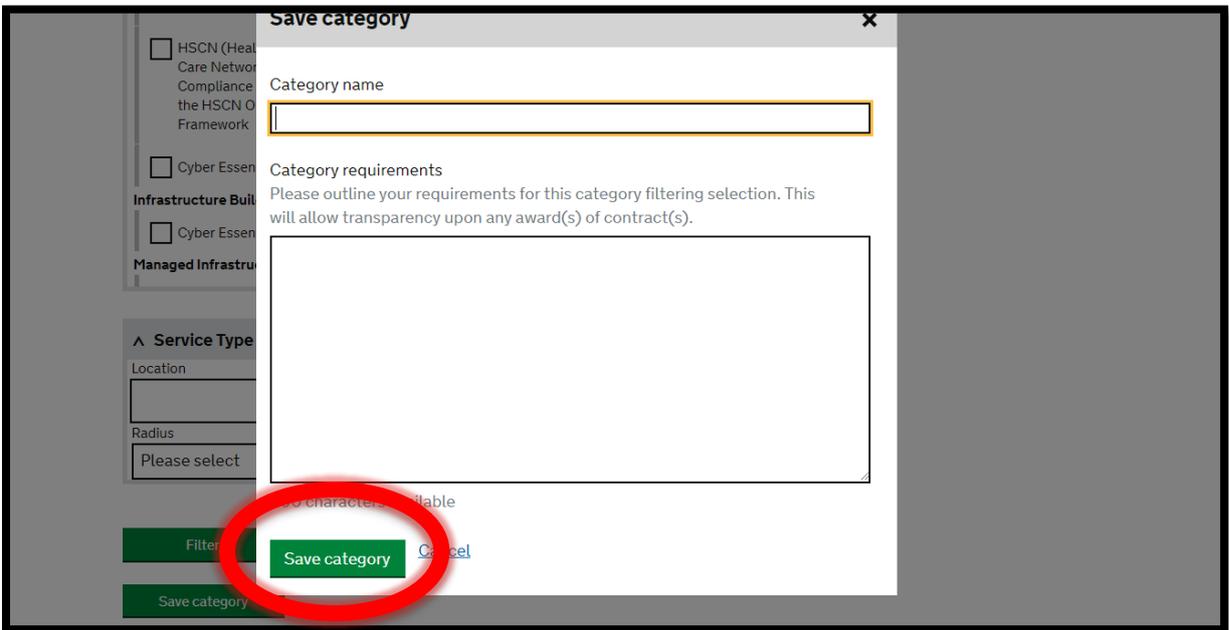
You are able to filter by:

- Service type (See DPS Schedule 1 for the full details of these service types)
- Security Accreditation – Public Services Network (PSN) compliance, Health and Social Care Network (HSCN) compliant, and Cyber Essentials Plus
- Service Type Location – please enter the postcode and the radius. If you require national coverage select 'United Kingdom'

Once you've selected your filters, scroll to the bottom and select the green button 'Filter'. This will display your list of available suppliers.



To save the supplier list, click the green button 'Save category'



You will be required to name your supplier list, this helps you to distinguish between different lists for either different procurements, or different stages of your procurement. For example, if you are carrying out pre-market engagement you could name the list pre-market engagement to distinguish it from your supplier list that you will export just prior to your full competition.

Click 'Save category'. The list will save to your DPS screen

**Test**

Gigabit Capable Connectivity DPS

Description	<b>Infrastructure Build Services</b>
Requirements	--
Created	<b>23/10/19</b>
Created by	<b>Carolyn Brown</b>
Suppliers	<b>1</b>
Reference	<b>2805</b>

[Export](#) [Request evidence](#) [Update](#) [Archive](#)

If you wish to export the list, click Export. You will need to click Continue to confirm that you agree to download another supplier list if it's not used within 2 days. This is because suppliers are joining the DPS continually and therefore an exported list may be out of date by this time.

**Export supplier list** ✕

Please be aware that due to the nature of dynamic purchasing systems (DPS), the pool of Appointed Suppliers is constantly updating. Therefore, please ensure to use this export immediately. **Any supplier list older than 2 working days should be considered to have expired.**

Please note that you have previously confirmed your acceptance of the [Crown Commercial Service CAA \(Customer Access Agreement\)](#). As an approved Customer to the GCC DPS, you are required to abide by these terms and conditions of use.

Once you have completed your competition, please use the 'Request evidence' link to request access to Supplier evidence.

[Continue](#) [Cancel](#)

This will download a .csv file that can be opened in Excel providing supplier contact details. You can then use this to either contact all suppliers for pre-market engagement, or to run your competition.