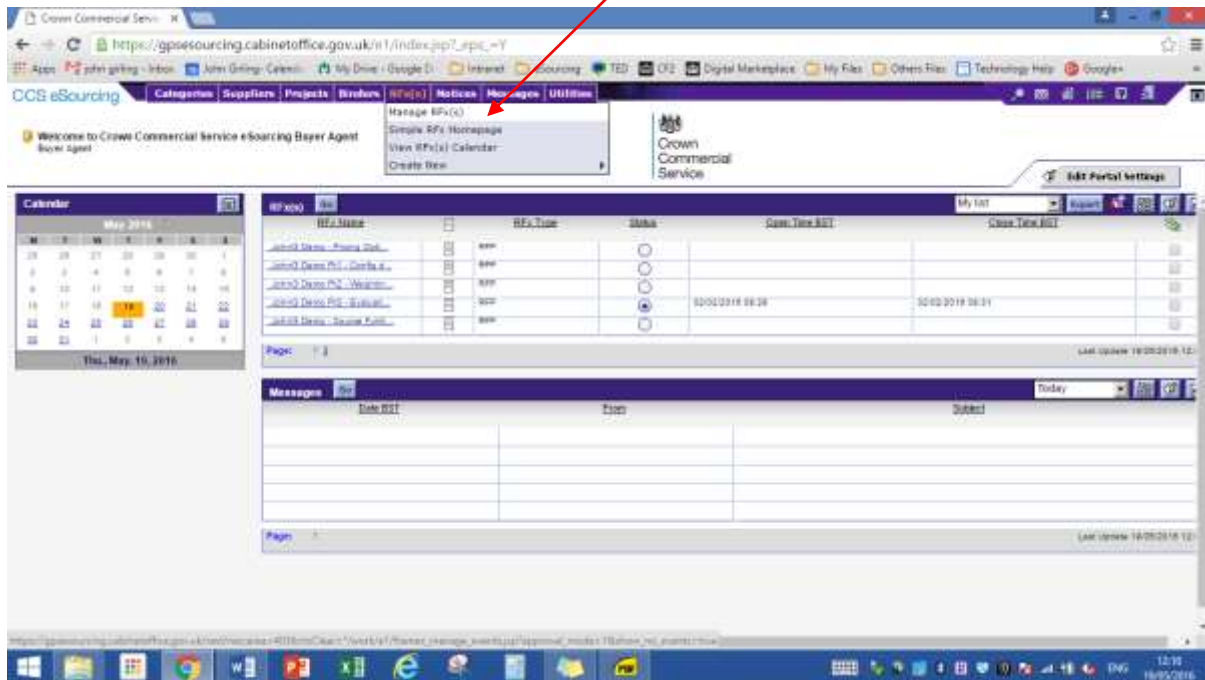


To view the rate cards or sub-contractors for **Language Services RM1092** please following these instructions:

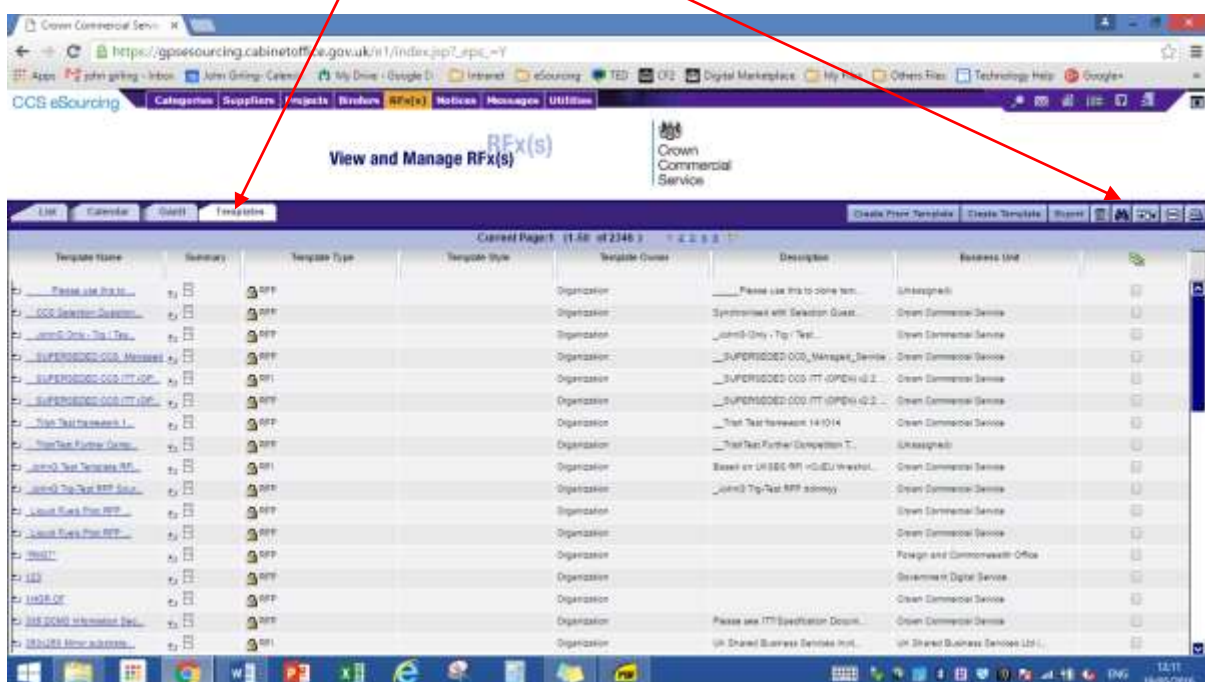
If you have not already registered to use the eSourcing suite, please follow this link to register:

<http://ccs-forms.cabinetoffice.gov.uk/using-esourcing-suite-0>

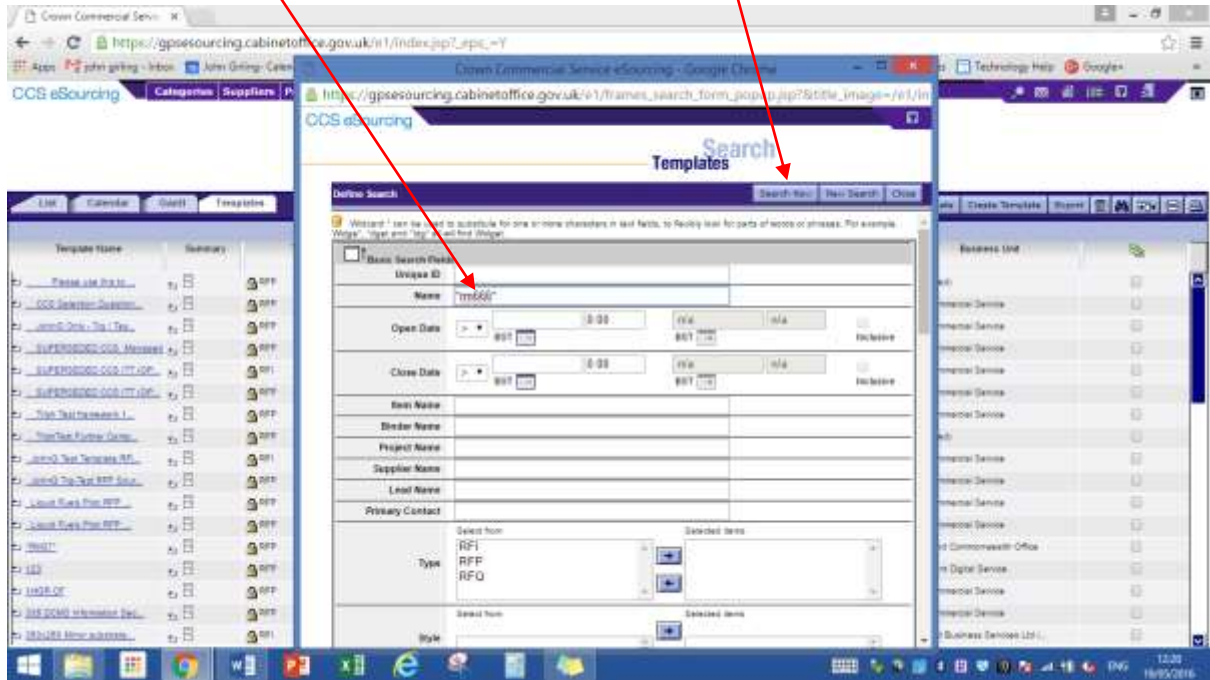
Log in to the eSourcing Suite, your Home Page will appear which may similar to the screen below, hover over the RFX(s) tab and select "Manage RFX":



Next select the "Templates" tab, you will then be able to search for the framework agreement that you are seeking. Next, select the Binoculars button:

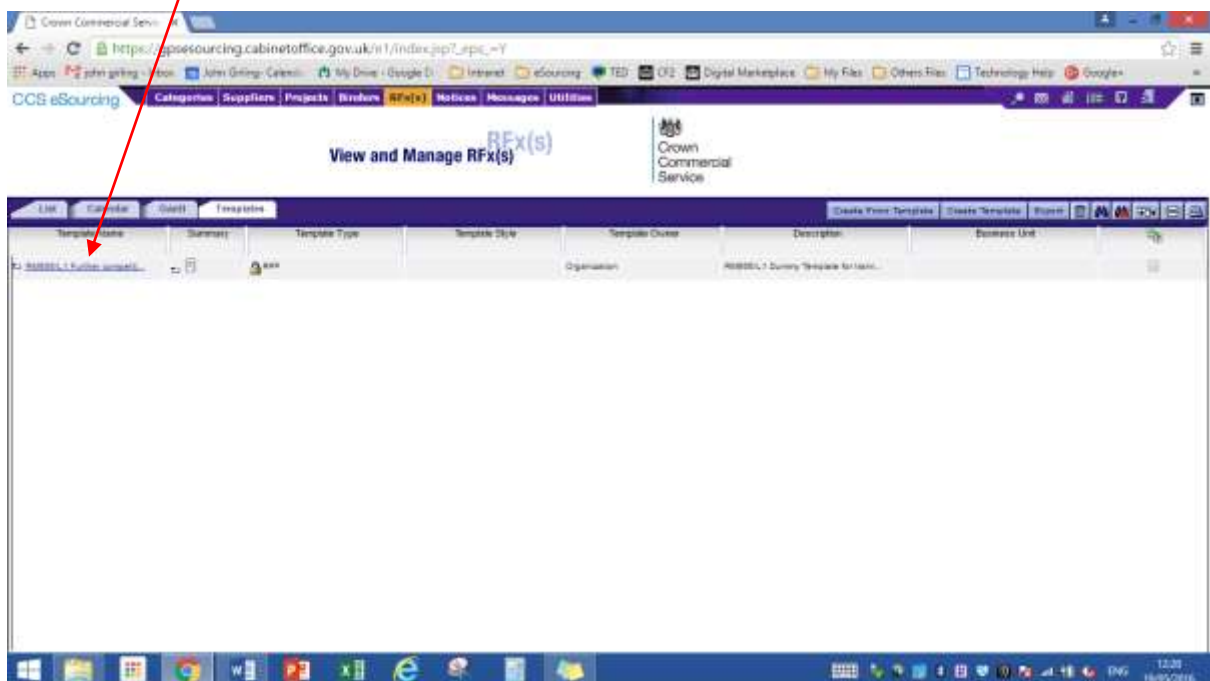


The following window will open, enter the framework reference number, for example *RM666*, in the “Name” field, ensure you type an * symbol before and after the framework agreement number (these are wildcard characters), then select “Search Now”:

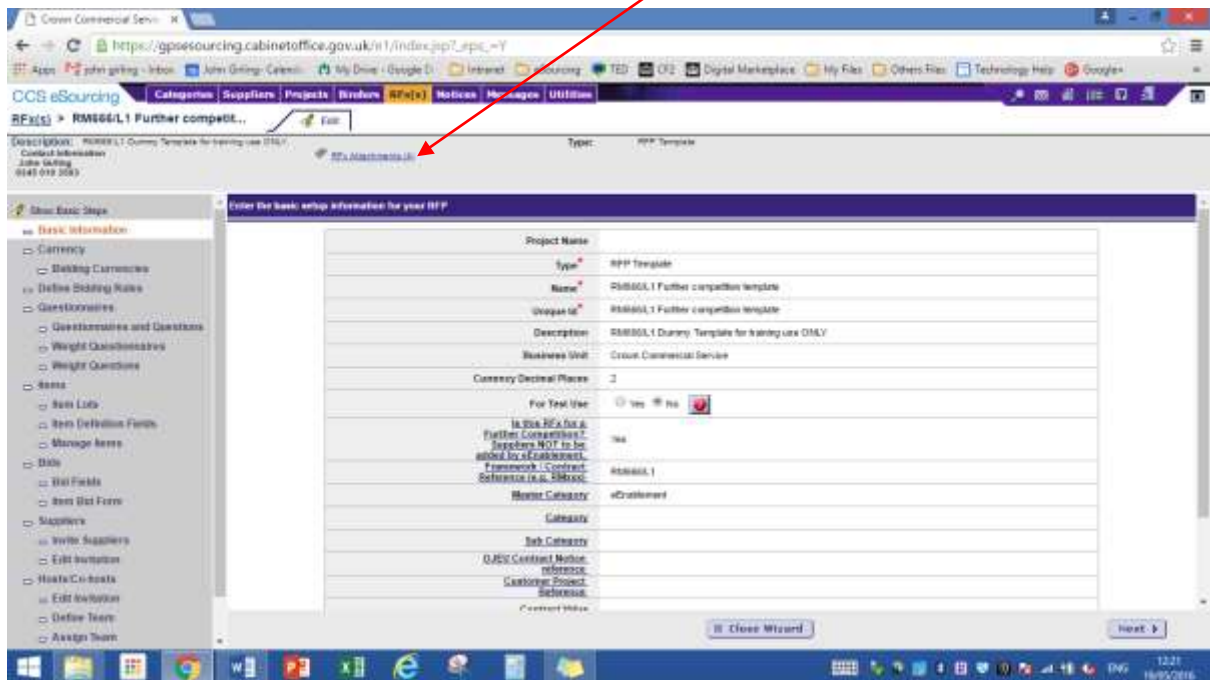


A window similar to that below will open, this will list all the templates for that framework agreement number you will usually see one template for each Lot.

Select the link-name in the “Template Name” column for the template you wish to view:



A window similar to that below will open. Select the “RFx Attachments” link:



A window similar to that below will open. Select the document name in the “Content” column for the document you wish to download, your web browser will then allow you “Download” or “Save” to your desktop.

