



Registration

Quick Start guide



Registration

If you are interested in working with the public Sector, the Supplier Development Programme can help. SDP offer expert training, support and information to help you win work and grow your business. Follow the steps below to register your organisation on the portal.

From the SDP homepage click on the **Register Free Today** button, highlighted below.

The screenshot shows the Supplier Development Programme homepage. At the top is a navigation bar with icons for: Supplier Development Programme (with robot), EVENTS & TRAINING, RESOURCES, NEWS, ABOUT, REGIONS, and LOGIN. Below the navigation bar is a large orange banner. On the left side of the banner, there is a large white speech bubble containing the text 'Supplier Development Programme' and 'Helping You Bid Better', with a robot character pointing to it. On the right side of the banner, there are three promotional cards, each with a left-pointing arrow and a 'Find Out More' link. The first card says: 'In association with Scottish Enterprise we're running a unique series of workshops on collaborative working'. The second card says: 'Do you understand PCS, PCS-T & Quick Quotes? Free Tender Portals Made Easy event'. The third card says: 'Tender training from the comfort of your office! SDP is launching free webinars on a range of topics'. Below the banner, there is a light green section. On the left, it says 'Welcome to the Supplier Development Programme'. In the center, there is a quote: 'If you're interested in working with the public sector, the Supplier Development Programme can help. We offer expert training, support and information to help you win work and grow your business. And best of all - it's completely FREE'. On the right, there is a blue circular button with a red border that says 'Register FREE TODAY'.



This will then take you to the registration form. Enter as much information as possible on this page in order to complete your registration. *PLEASE NOTE:* any fields marked with an asterisk (*) are mandatory and must be completed in order register on the SDP portal.

Supplier Development Programme
Helping You Bid Better

EVENTS & TRAINING RESOURCES NEWS ABOUT REGIONS LOGIN

Registration

Username

E-Mail Address *

Confirm E-Mail *

Password

Password *

Password must be between 8 and 50 characters and contain 1 lower case, 1 upper case and 1 number

Confirm Password *

You will be asked to enter an email address and password at this point, this will become the details you use to login and access your account once you have completed your registration.

You will also be required to enter in some basic information about your Organisation, this will form part of your Business Profile which, once published, will visible to Local Authorities on the portal and other users of the site.

Organisation Details

Postcode * ?

Find Your Address

Company Name *

Postal Address * ?

Town * ?

County ?

Organisation Telephone Number * ?

Contact Details

Job Title ?

Other Details

In which council region is your business based? * ?

How did you hear about us? *

Is your organisation an SME or third sector organisation? * Yes No ?

Once you have completed all mandatory fields within the registration form, click **Sign Up** at the bottom of the page to finalise your registration.

Terms and Conditions

You are responsible for making all arrangements necessary for you to have access to this Website.

You are also responsible for ensuring that all persons who access this Website through your internet connection or devices or equipment provided by you are aware of these Terms and other applicable terms and conditions, and that they comply with them.

Registering on the Website.

In order to book an event and access further information you must first register. Once you have registered you

[View Terms and Conditions in a new window.](#)

I accept the terms and conditions * ?

Terms And Conditions Help

Please tick this box to verify that you agree to our Terms and Conditions. WARNING – If you do not agree to our Terms and Conditions you will not be able to use the facilities on this website.

Sign-Up



You should then receive on screen confirmation of your registration, where you can now return to the SDP homepage and login to your account.

