



# How to join a Westworks DPS



## 1. REGISTER

To apply you need to register on our e-procurement portal

<https://in-tendhost.co.uk/westworks.aspx/Registration>



## 2. APPLY

Once registered, you need to complete the application process by going to the “tenders” tab and selecting “current”, and then clicking VIEW DETAILS against the appropriate DPS.



# 3. OPT IN

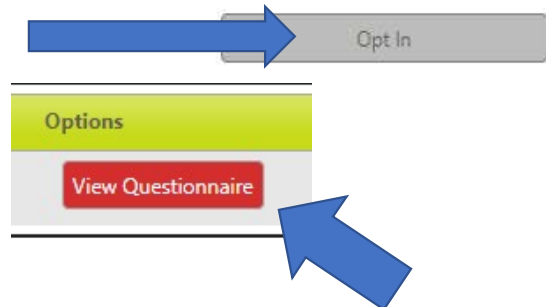
To access the DPS, you need to opt in at the bottom of the "selection stage" tab. Once you have opted in, a box will appear allowing you to view the questionnaire. When you click on this it opens in a separate window.



## Confirmation of Your Involvement

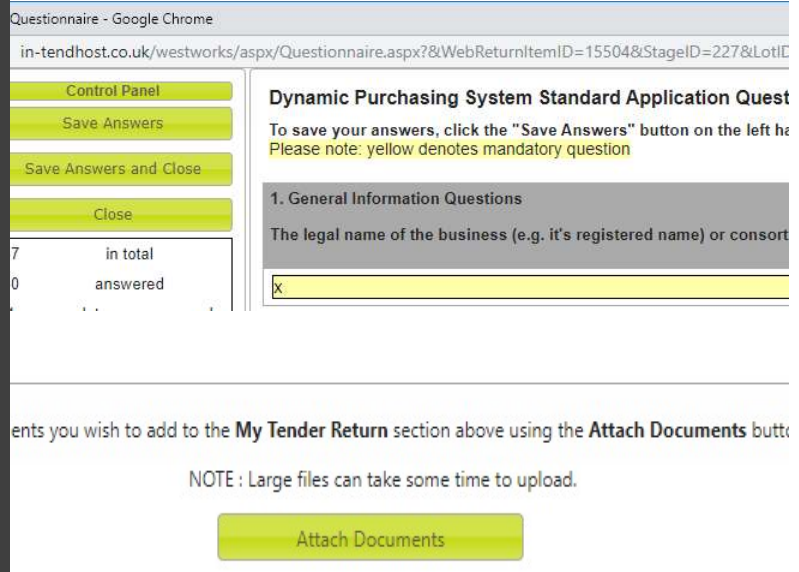
Please ensure that you inform us of your decision to participate. To submit a response, you

**Opt In-** This will confirm to us of your involvement and your intention to submit a return.  
**Opt Out-** This will confirm to us that you are not submitting a return. You will be able to re-communicate. You will be able to opt back in at any point.



# 4. SUBMIT

In order to apply to join the DPS you need to complete the questionnaire, answering all questions and submitting docs as requested. When naming your documents please also include the question number to which they refer.



If you need help please get in touch with:

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