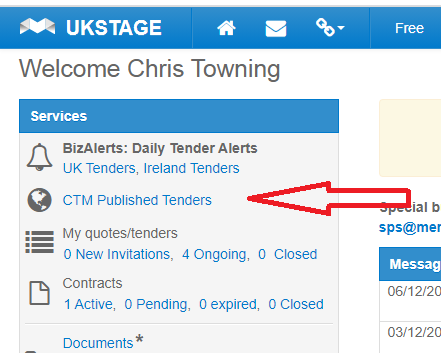
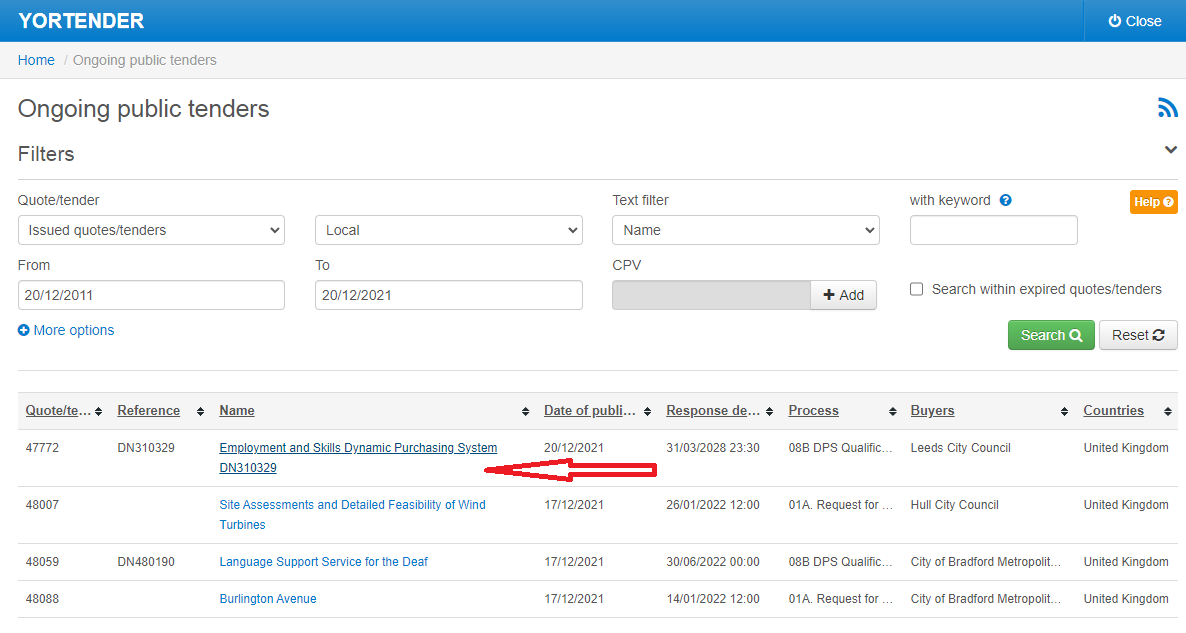
**To join the Employment and Skills Dynamic Purchasing System (DPS)** by submitting a Selection Questionnaire (SQ), you’ll need to:

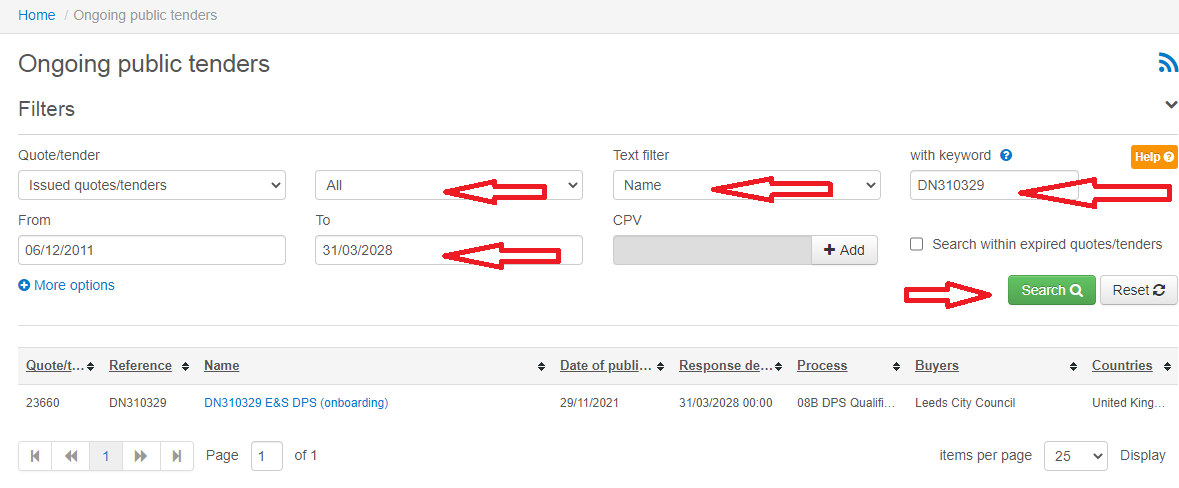
1. Login into Mercell [YORtender (eu-supply.com)](https://uk.eu-supply.com/login.asp?B=YORTENDER)
2. Near the top left of your home screen click the link ‘CTM Published Tenders’



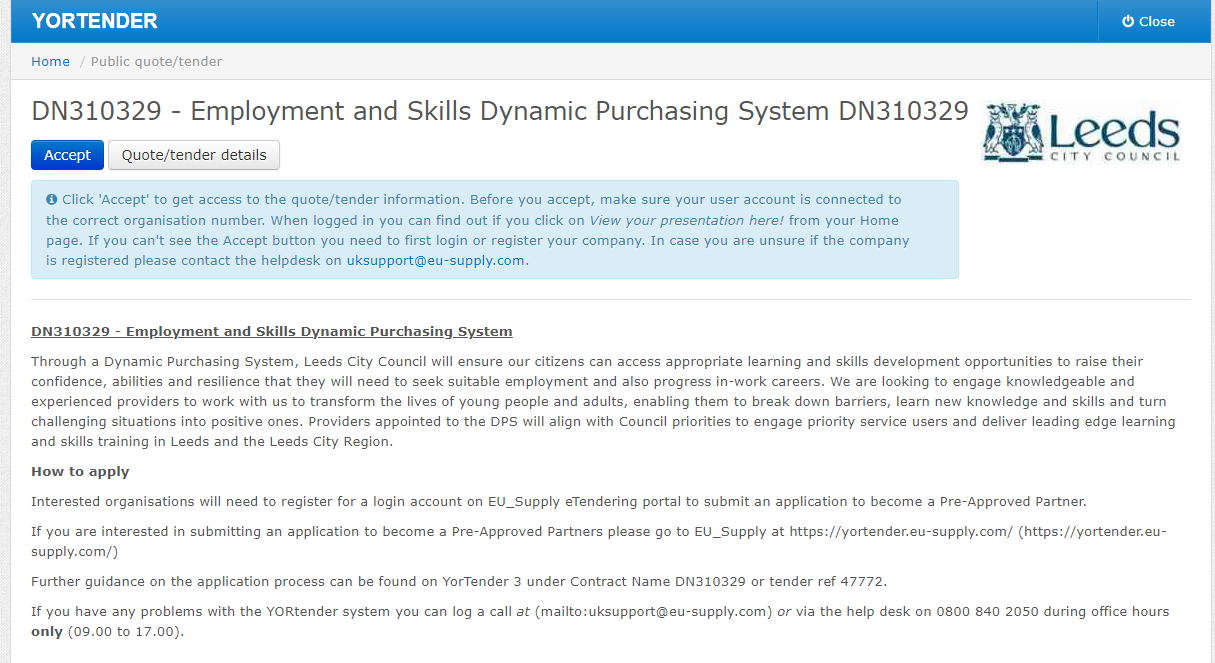
1. On **the Ongoing Public Tenders**, click on the link for ‘**Employment and Skills Dynamic Purchasing System DN310329’**



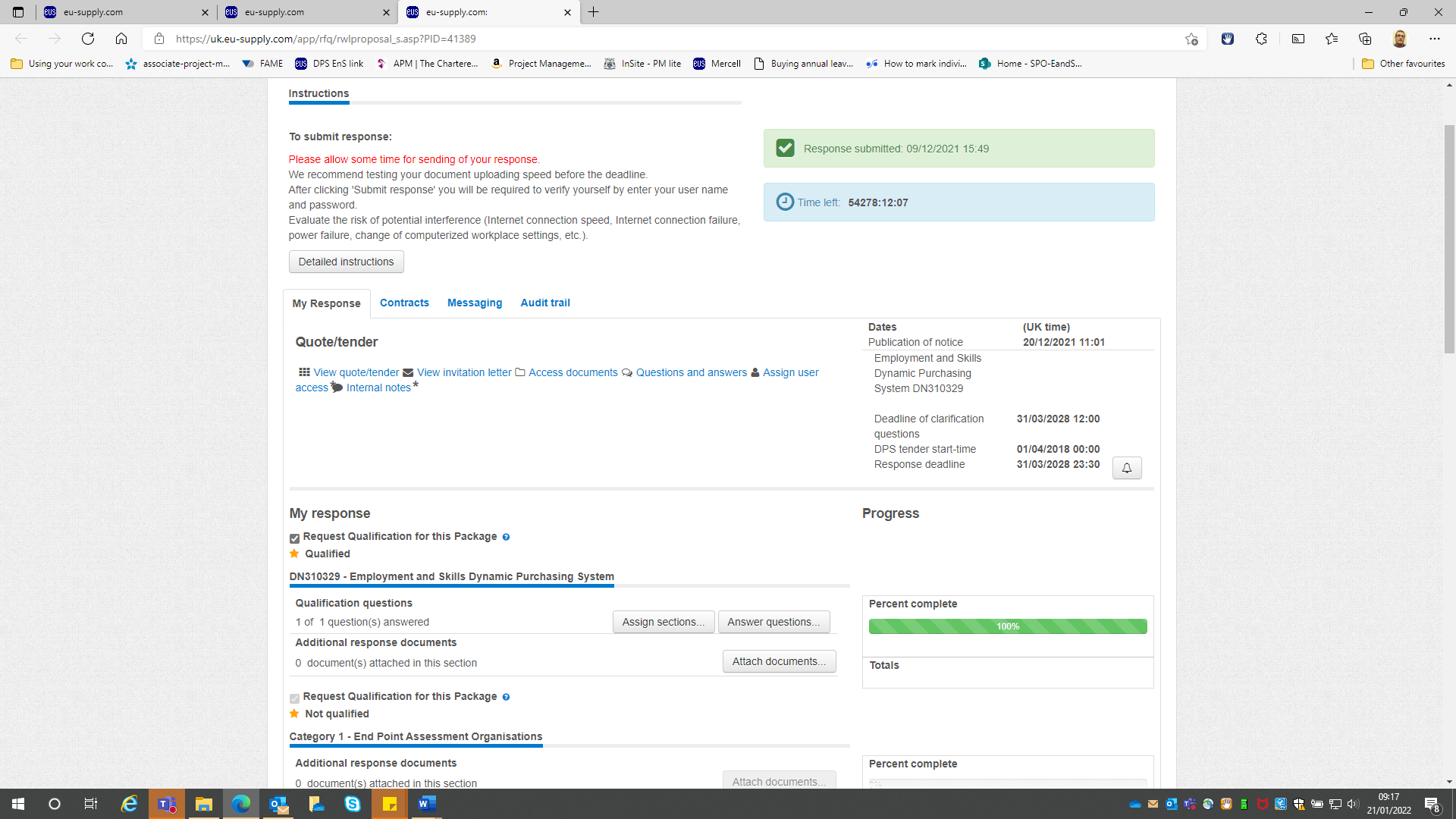
1. If it’s not on the list (step 3 above) because there’s been a lot of other Tenders that have gone live since the DPS did, please follow this:
2. Choose:  All
3. Set text filter to:  Name
4. Enter Keyword:  DN310329
5. Set to Date as 31/03/2028
6. Click the search button



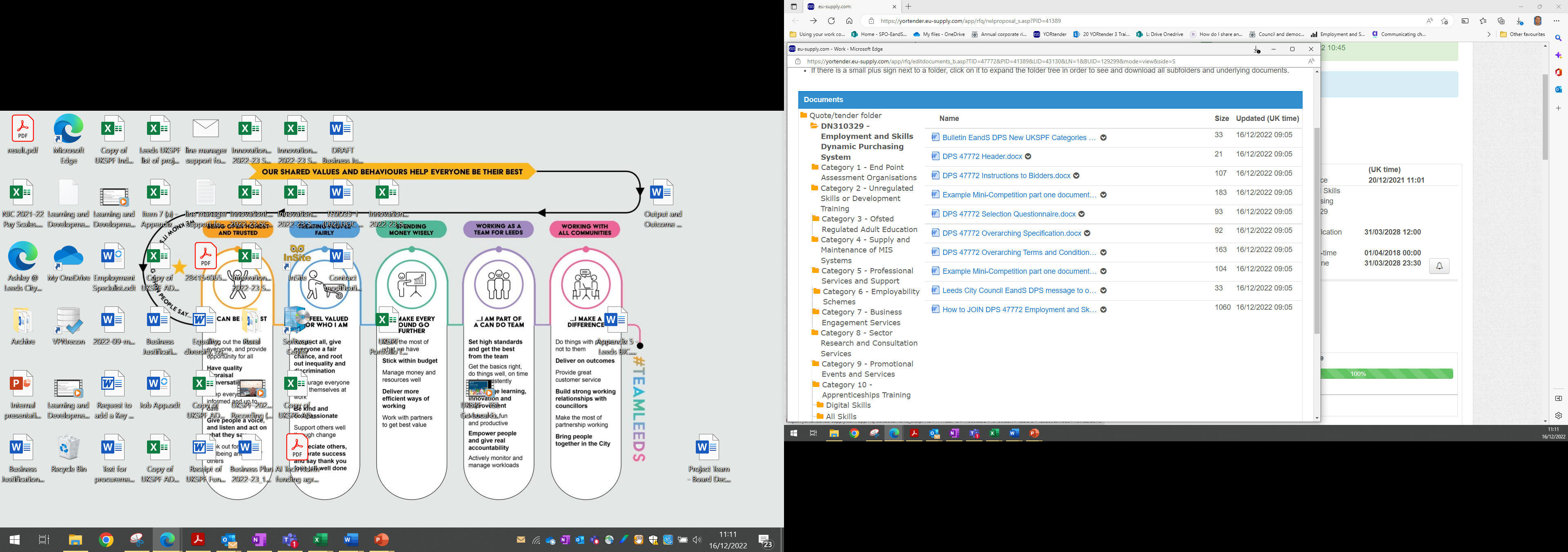
1. Click on the hyperlink to DN310329 E&S DPS in the search result list.  This will take you to the E&S DPS pages
2. Click **Accept** at the top of the E&S DPS page



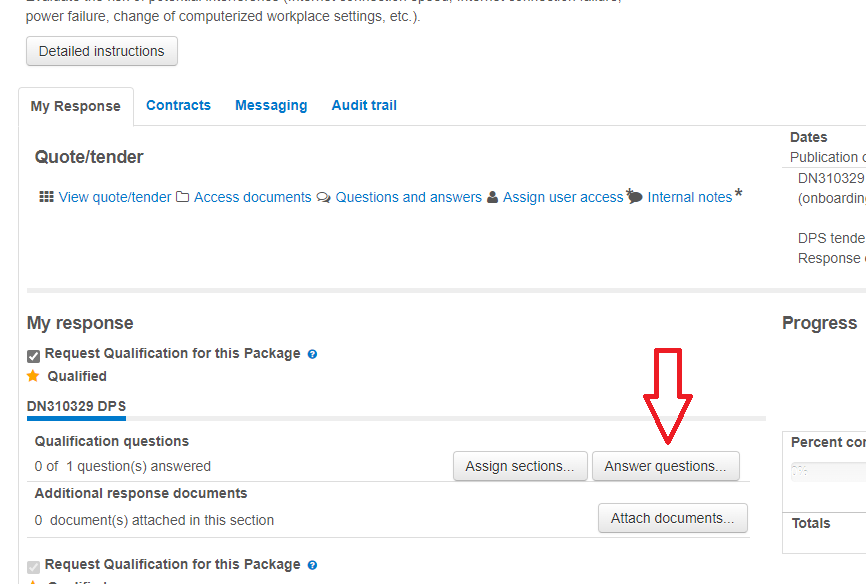
1. Under **Quote/tender** click on ‘Access Documents’



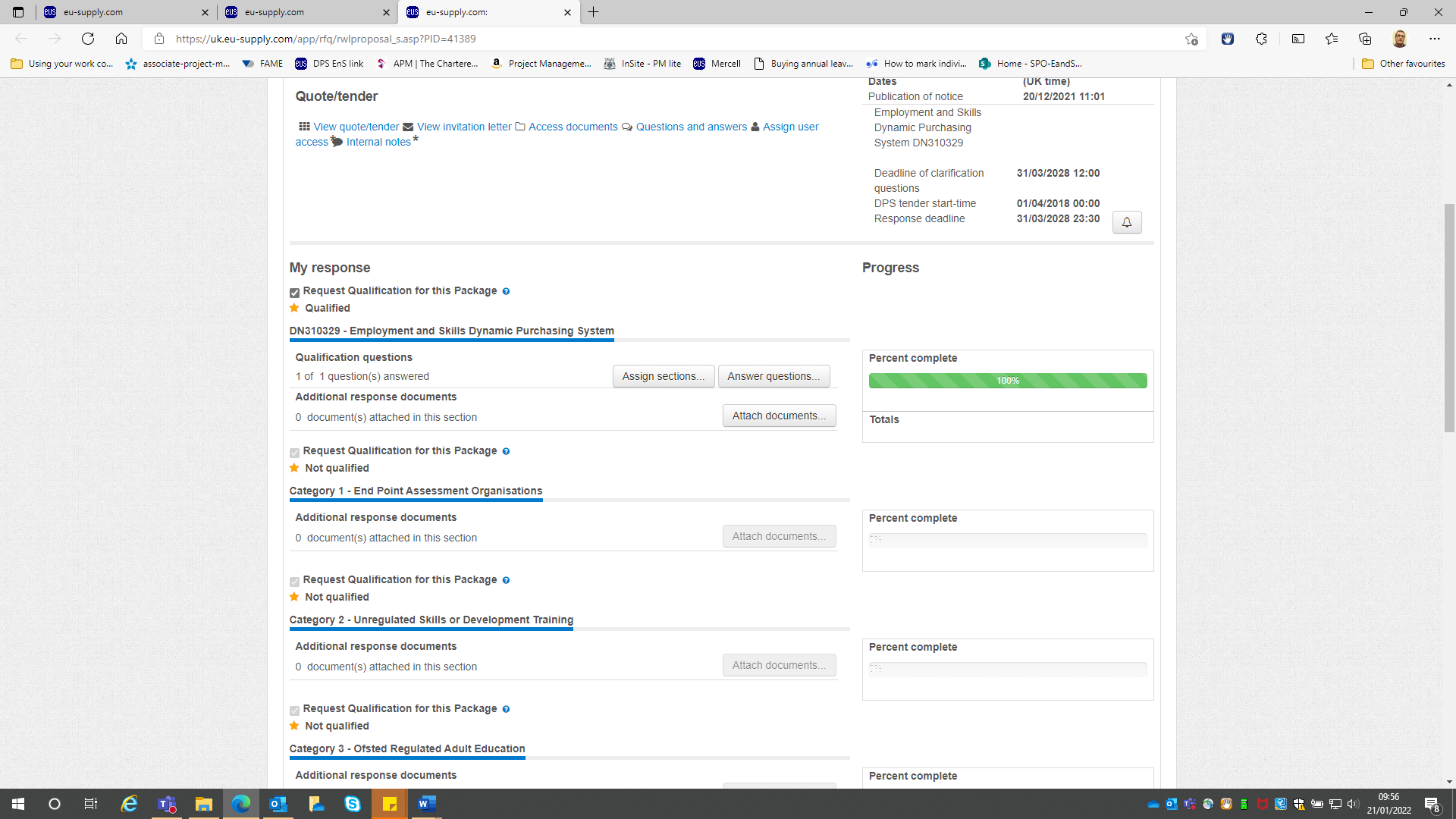
1. Download all the documents but it’s only the DN310329 Selection Questionnaire YT3 word document that needs completing and submitting when applying to join the DPS



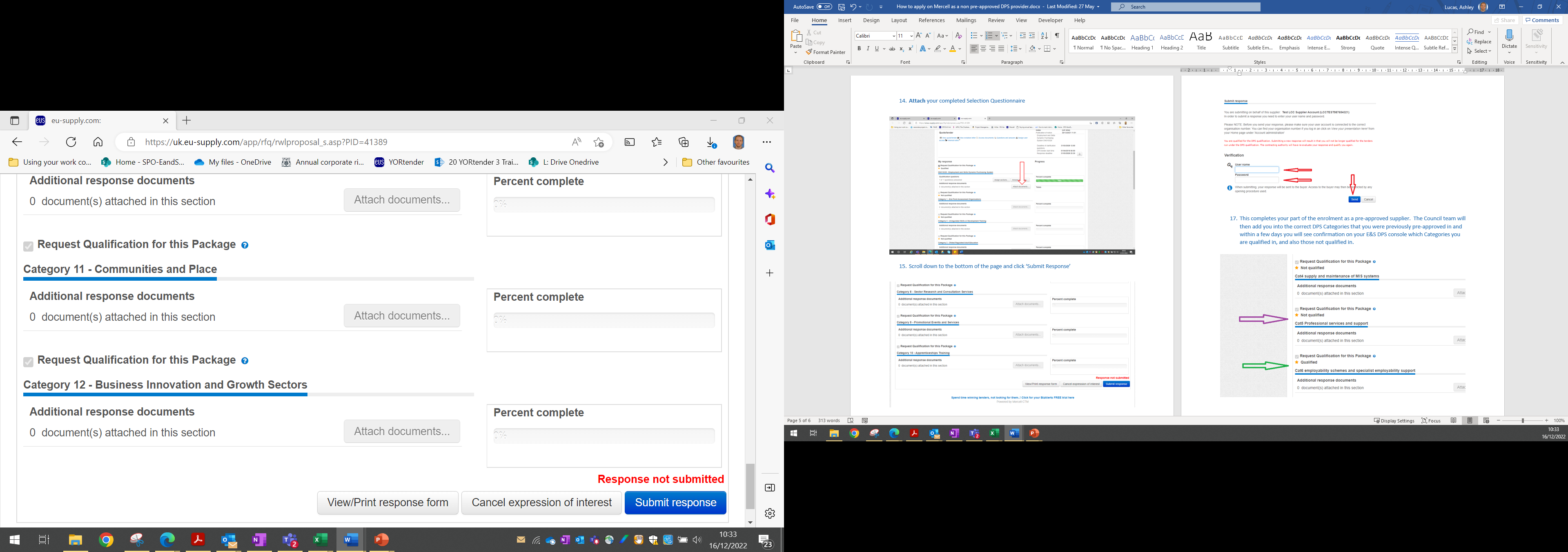
1. Close Window
2. Complete the Selection Questionnaire (this will take a while so you’ll need to log back into Mercell and continue at step 11 when it’s fully complete)
3. Click on **Answer Questions**



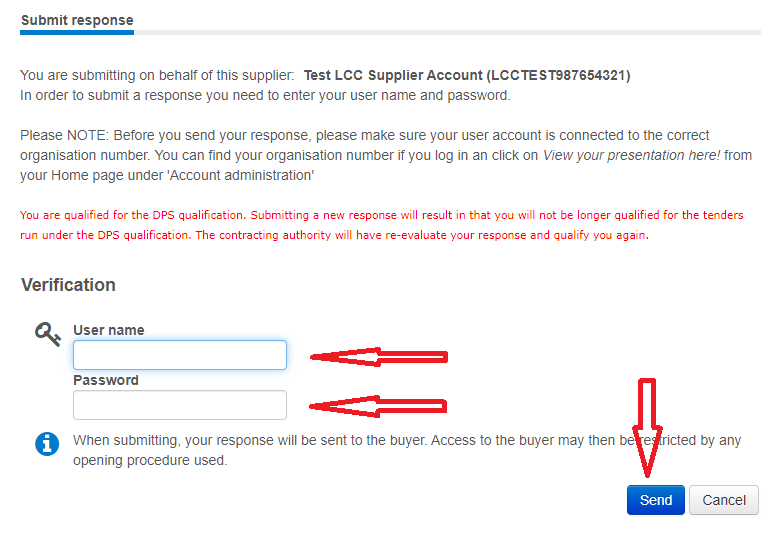
1. Select **We are Applying to Join DPS DN310329**
2. Click on ‘save and back’
3. **Attach** your completed Selection Questionnaire



1. Scroll down to the bottom of the page and click ‘Submit Response’



1. Enter your user name and password and click ‘send’



1. This completes your part of the enrolment as a pre-approved supplier. The Council team will then add you into the correct DPS Categories that you were previously pre-approved in and within a few days you will see confirmation on your E&S DPS console which Categories you are qualified in, and also those not qualified in.

