

Supplier Registration Form

Step 1: When you log in you should see a dashboard:

POST OFFICE

All Projects ✎ Edit Quicklinks

Event Summary ▲ ✕

Title	Event Type	Closing Date
Supplier Registration Form	SRF	18 September 2025 11:00

Event Management ▲ ✕

[You are invited to respond to Supplier Registration Form \(SRF\) which is a live document](#)

[You have responded to 0 documents](#)

Involvement Calendar ▲ ✕

« January 2020 » Upcoming 27/01/2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Click on the link in either the Event Management or the Event Summary section.

Step 2: When you click on the supplier registration form link you should see this

The screenshot displays a web interface with three tabs at the top: 'Header' (selected), 'Messaging', and 'Questions'. Below the tabs, the 'RFX Summary' section contains two entries: 'Document Name: Supplier Registration Form' and 'Description: Supplier Registration Form'. To the right, the 'Actions' section features a 'Decline Invitation' button and a text box stating: 'If you do not wish to take part in this event then you can choose to decline the invitation.' At the bottom, there is an 'Attachments' section which is currently empty.

The Messaging tab lets you send messages to us on the system

The Questions tab is where the questionnaire we would like you to complete can be found – please click into this tab.

Step 3: When you click on the Questions tab you should see the questionnaire we would like you to fill in to complete your record

Header Messaging Questions

On Behalf Of: **Scarborough Fair** Download as PDF

Highlight Unanswered Mandatory Questions

1. Main 2. P2P Financial 3. CSR 4. H&S 5. Contacts

Company Details

Company Name - *Please enter **Limited** rather than **Ltd****

Clear Answer

Type of Organisation

Please Select...

Save Responses
Clear Answer

Registered Address 1 *

Please complete the questionnaire. Some questions are based on the answers you provide and so you will notice that some sections may appear or disappear as you go through the sections.

You can save your responses and come back to it at any time.

When you have finished please press Submit

In future, if any of your company details change, you can come back and amend this form. It will update our records centrally and we will acknowledge these changes.