

Supplier Registration & Onboarding Guide

New suppliers must register on Jaggaer to be considered for sourcing events. Suppliers can be activated immediately.

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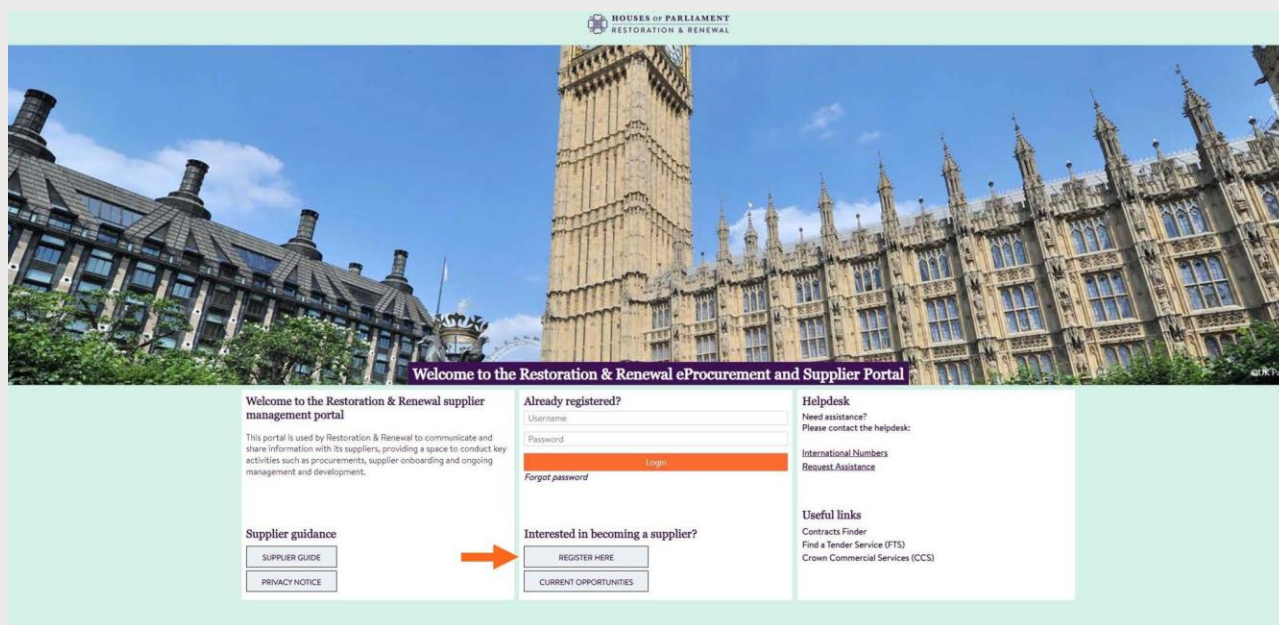
HOUSES OF PARLIAMENT
RESTORATION & RENEWAL

Self-Registration

1. Open the following link <https://rrparliament.app.jaggaer.com/web/login.html> and click Register. This will open the Registration Data page.
2. Complete the registration form with your organisation's details and add the details of the main procurement point of contact in your organisation.
 - Mandatory fields are marked with a red asterisk.
 - Ensure the email address is correct to ensure you to receive the registration confirmation email.
 - To register multiple email addresses, use a semicolon to separate them.
3. Click **Save**. You will receive a registration confirmation email and a verification code which you'll need in order to complete the process.

After registering, you will be directed to an onboarding page where you will need to add further information relating to your business.

Ensure your profile is accurate and up-to-date information so this data is readily available in the system. Once the onboarding page is complete, click **Save & Continue**.



User Agreement

USER AGREEMENT

USER AGREEMENT

1. Introduction
1.1 This User Agreement between the RESTORATION AND RENEWAL AUTHORITY LTD (the Buyer) and the Supplier governs the access and use of the eSourcing System (the System) by the Supplier to respond to an invitation from the Buyer to participate in a procurement exercise.
1.2 A procurement exercise may include, but is not limited to a Pre-Qualification Questionnaire (PQQ), a standard selection questionnaires (SQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Negotiate (ITN), an Invitation to Participate in Dialogue (ITPD), an invitation to Submit Final Offer (ITFSO), Invitation to Submit Auction or an electronic Contract. This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology. Buyer Organisations may have their own, unique terminology to be applied on a case by case basis.
1.3 The System is provided by JAGGAER UK Ltd and operated by the Buyer. This User Agreement applies to the Suppliers and its Supplier Users' access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to:
1.4 The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System.
1.5 In the event that there is any conflict between any of the provisions of this User Agreement and any further rules set out by the Buyer during a procurement exercise (including those rules set out in any documents listed in clause 1.2 for the specific procurement process), then the provisions of such further rules shall take precedence over this User Agreement.
2. Access
2.1 The Buyer grants to the Supplier, free of charge, access to the System by Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement.
2.2 The Buyer may immediately deny access to the System by the Supplier and/or one or more Supplier Users by giving notice in writing to the Supplier if any of the following events occur:
2.2.1 The Supplier commits a material breach of any of its obligations under this User Agreement; and
2.2.2 The Supplier fails to remedy, or persists in, any breach of any of its obligations under this User Agreement after having been notified in writing to remedy or desist such breach within a period of ten (10) Working Days.
2.3 Without prejudice to any of the Buyer's other rights, the Buyer reserves the right to suspend access to the System without notice for technical or legal reasons.
3. Registration

I have read and agree to the eSourcing Service User Agreement

- ☐ I agree
- ☐ I do not agree

Next

Registration Data

Index

- Main Organisation Data
- Registration Data
- Onboarding Pages
- My Category Selection
- Registration Confirmation

Organisation Name

State/Country

Address line 1

Organisation Legal Structure

Sole Proprietor (UTR Number)

Partnership Number

Organisation Email Address

Web site

Country

City/Town

Postal Code

Company Registration Number

Charity Number

Main Organisation Phone Number

VAT Number (If N/A, please leave blank)

User Details

Title

Last Name

Email Address Validation Code

Mobile Phone Number (please enter "+" "country code" and "your mobile phone number" with no spaces)

User Verification Question Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)

First Name

Primary Email Address Email is used as Username. Only one email address is allowed.

Telephone

Username

Answer to Your User Verification Question (The helpdesk may request this information in order to verify your identity).

ONBOARDING PROFILE

QUESTIONS	DESCRIPTION	RESPONSE	EDITABLE BY
1	Organisation Classification	Relevant Classifications (state whether you fall within one of these and if so, which one).	all items of the account
2	Organisation Size	Are you a Small, Medium or Micro Enterprise (SME) as defined by https://ec.europa.eu/growth/press/business-friendly-environment-and-defection_en	Supplier
3	Region of Registration	Confirm the geographical region in which your organisation is registered.	Supplier
4	Constituency of Registration	Confirm the parliamentary constituency in which your organisation is registered. Please use the following link to complete this question https://members.parliament.uk/constituencies	Supplier

Logging In

- Click the link <https://rrparliament.app.jaggaer.com/web/login.html>
- Log in with the username email address and temporary password received in the email.
- Enter and confirm a new password.

Project

My Projects
My SQ
SQ open to all Suppliers
My ITTs
My ITT open to all Suppliers
My Contracts

Need Help?

FAQs
Online Guides:
Responding to Tenders
Supplier Guide
Contact the R&R Helpdesk:
+44(0) 20 3794 0533

Supplier Profile

Manage your Profile
Manage Users
Modify Passwords
Logout

Forgot Your Password?

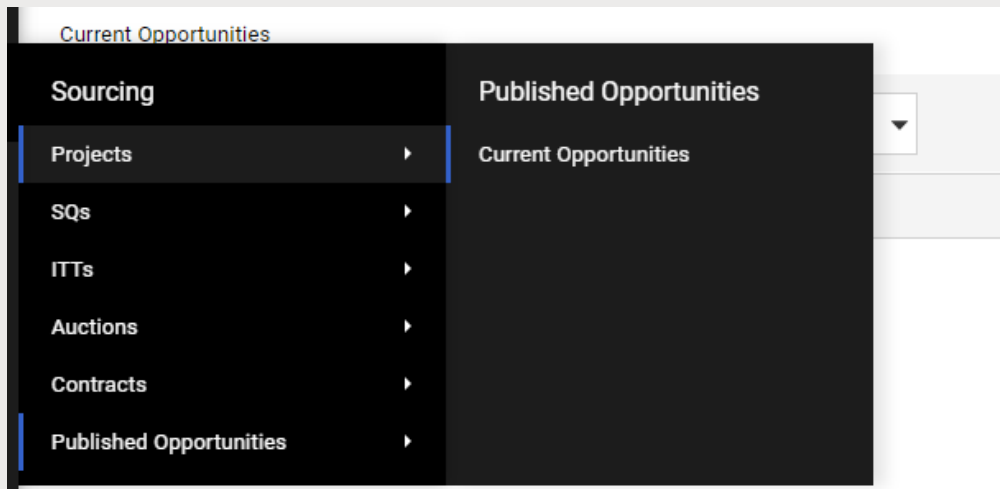
1. Click on the forgot your username and password?
2. Fill in your email address.
3. You will receive an email with a link to reset your password.

Opportunities

Opportunity Listings are used to advertise forthcoming public procurements. Suppliers can then express interest in the Selection Questionnaire (SQ) that is linked to the Opportunity.

Published Opportunities

Opportunities can be viewed from the login page by anyone. However, you will need to login to express an interest or to participate.



Expressing Interest


1. Navigate to [Sourcing](#)  > [Published Opportunities](#) > [Current Opportunities](#).
2. Click on the project title to view project details.
3. Review project and opportunity details. The Published Lots section displays the SQ that is linked to the listing.
4. Click on [Opportunities](#) beside the SQ you want to express an interest in. Details of the SQ are then displayed.
5. Review the SQ details and click [Express Interest](#). A pop-up opens explaining that you are about to express interest in the SQ.
6. Click OK. Another pop-up opens explaining that you have expressed interest in the SQ and to complete a response
7. Click OK. After expressing, the SQ is moved to My SQs area.

The screenshot shows the 'Response Status' section of the 'Manage Supplier' app. The status is 'Response Not Submitted To Buyer'. A red arrow points to the 'Cancel Line' button, which is located at the top right of the page.

Preparing your Response and Documents

Supplier responses can be provided by downloading the SQ documents, completing them offline, and then re-uploading the completed documents. Firstly, download the DPS Application Pack from the [Buyer Attachments](#) menu.

The following steps will guide you on how to submit your response to the SQ:

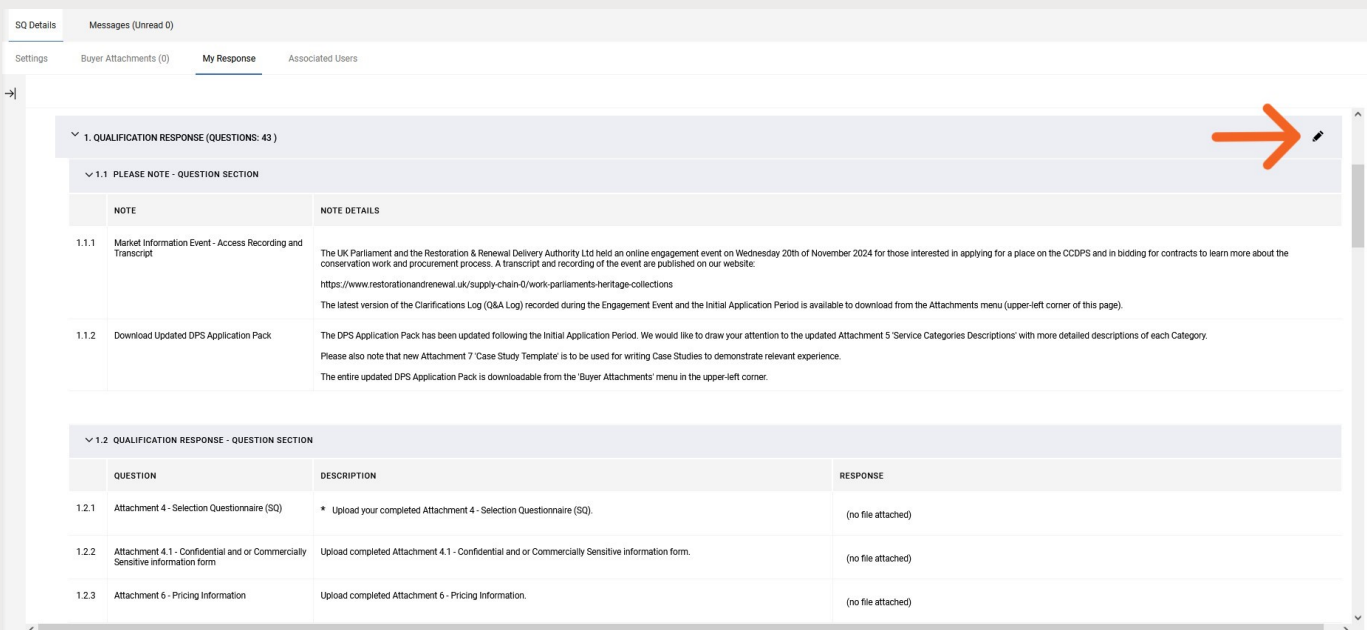
1. Navigate to [Sourcing](#)  > [SQ](#)
2. Select one of the sub-menu items:
 - 2.1 View the SQ details, download buyer attachments, view and send messages, and submit a response.
3. Click the [Title](#) link to open the SQ. The SQ opens on the [My Response](#) page.
 - Along with the SQ and project titles and codes, the SQ header displays the closing date and supplier submission date. If the response date has passed, this information will be highlighted in yellow.
 - If the buyer has provided instructional attachments to the SQ, a link to the attachments is displayed above the SQ navigation. This link takes you to the [Buyer Attachments](#) area.
4. On the [My Response](#) page, you can choose to [Create Response](#) or to [Decline to Respond](#).
Click [Create Response](#) to begin the response creation process.
If you choose to decline, you are presented with an optional field for entering the details of why you declined.

Submitting your Response

When the response is complete, you can publish your responses to the buyer organization by clicking [Submit Response](#) on the [SQ Details > My Response](#) page.

If any mandatory data is missing or invalid, a pop-up box will indicate the fields that must be corrected before the response can be submitted.

1. Navigate to the SQ. Click on the pen symbol to upload your completed SQ and supporting documents:



2. You will then be able to upload individual files by either dragging and dropping them into the areas provided, or by clicking on 'Browse' and by selecting each file to upload. Please remember to click on Save Changes button to keep changes and save the files.

SQ: Test DPS v3 13May2025 - SQ: DA1139. - Houses of Parliament Restoration & Renewal Programme - Collections Conservation Dynamic Purchasing System (CCDPS) Running Save Changes Cancel Save And Exit Response

Validate Response

1. QUALIFICATION RESPONSE (QUESTIONS: 43)

1.1 PLEASE NOTE - QUESTION SECTION

	NOTE	NOTE DETAILS
1.1.1	Market Information Event - Access Recording and Transcript	The UK Parliament and the Restoration & Renewal Delivery Authority Ltd held an online engagement event on Wednesday 20th of November 2024 for those interested in applying for a place on the CCDPS and in bidding for contracts to learn more about the conservation work and procurement process. A transcript and recording of the event are published on our website. https://www.restorationandrenawal.uk/supply-chain-0/work-parliaments-heritage-collections The latest version of the Clarifications Log (Q&A Log) recorded during the Engagement Event and the Initial Application Period is available to download from the Attachments menu (upper-left corner of this page).
1.1.2	Download Updated DPS Application Pack	The DPS Application Pack has been updated following the Initial Application Period. We would like to draw your attention to the updated Attachment 5 'Service Categories Descriptions' with more detailed descriptions of each Category. Please also note that new Attachment 7 'Case Study Template' is to be used for writing Case Studies to demonstrate relevant experience. The entire updated DPS Application Pack is downloadable from the 'Buyer Attachments' menu in the upper-left corner.

1.2 QUALIFICATION RESPONSE - QUESTION SECTION

	QUESTION	DESCRIPTION	RESPONSE
1.2.1	Attachment 4 - Selection Questionnaire (SQ)	Upload your completed Attachment 4 - Selection Questionnaire (SQ).	Drop File or Browse
1.2.2	Attachment 4.1 - Confidential and or Commercially Sensitive information form	Upload completed Attachment 4.1 - Confidential and or Commercially Sensitive information form.	Drop File or Browse
1.2.3	Attachment 6 - Pricing Information	Upload completed Attachment 6 - Pricing Information.	Drop File or Browse

1.3 CASE STUDIES - QUESTION SECTION

3. Upload Attachment 4 (Selection Questionnaire), Attachments 4.1 and 6 into the Qualification Section as shown above.

4. Upload each **Case Study** into the relevant Service Category as shown in the picture below.

5. If you are bidding as a Group or Consortium, or are relying on a Sub-Contractor to meet the selection criteria (see SQ paragraph 3.5) then the relevant parts of the SQ, (1 and 2) can be uploaded to the Additional Attachments Area. If you click on the 'Add/View Attachments' - next to the arrow as shown in the picture below - you will then be able to upload additional attachments. Please contact the Delivery Authority for further guidance.

6. Please remember to click on 'Save Changes' button (or on 'Save And Exit Response').

SQ: Test DPS v3 13May2025 - SQ: DA1139. - Houses of Parliament Restoration & Renewal Programme - Collections Conservation Dynamic Purchasing System (CC... Running Save Changes Cancel Save And Exit Response

Validate Response

1.3.36	Category 18 Case Study example 1	Upload your first Case Study example for Service Category 18 - Heritage Collections Conservation Services: Frame Conservator.	Drop File or Browse
1.3.37	Category 18 Case Study example 2	Upload your second Case Study example for Service Category 18 - Heritage Collections Conservation Services: Frame Conservator.	Drop File or Browse
1.3.38	Category 19 Case Study example 1	Upload your first Case Study example for Service Category 19 - Furniture Conservation and Craft Services: Furniture Conservator/Restorers.	Drop File or Browse
1.3.39	Category 19 Case Study example 2	Upload your second Case Study example for Service Category 19 - Furniture Conservation and Craft Services: Furniture Conservator/Restorers.	Drop File or Browse
1.3.40	Category 20 Case Study example 1	Upload your first Case Study example for Service Category 18 - Furniture Conservation and Craft Services: Upholsterers.	Drop File or Browse
1.3.41	Category 20 Case Study example 2	Upload your second Case Study example for Service Category 18 - Furniture Conservation and Craft Services: Upholsterers.	Drop File or Browse

[Add/View Attachments](#)

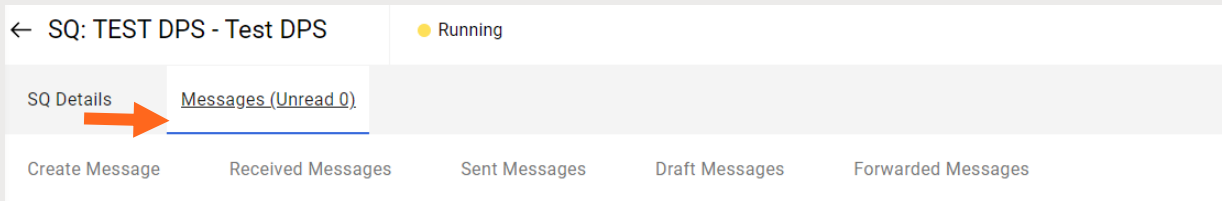
1.4 ADDITIONAL ATTACHMENTS AREA

No Attachments

7. Click on **Submit Response**. A pop-up opens explaining that you are about to submit the response.

Creating, Sending & Reading Messages

1. Navigate to the SQ.
2. Navigate to the [Messages](#) tab, then click [Create Message](#). A page for creating the new message opens.



3. Select a [Message Classification](#).
4. Enter a [Subject](#).
5. Enter the [Message](#).
6. Optionally, add an attachment to support your message.
7. Click [Send Message](#).

This screenshot shows the 'Create Message' form. The 'Message Classification' dropdown is set to '(unclassified)', indicated by an orange arrow. The 'Subject' field is empty. The 'Message' text area is also empty. At the bottom, there is an 'Attachments' section with a table header: FILENAME, FILE DESCRIPTION, and COMMENTS. Below the header, it says 'No Attachments'. The 'Send Message' button is highlighted with an orange arrow.

Under the [Messages](#) tab, a [Sent Messages](#) area is displayed. From this page, you can keep track of sent messages, see if they were read by the buyer, and see the message replies.

Responding to Messages

1. Navigate to the SQ.
2. Under the [Messages](#) tab, navigate to the [Received Messages](#) page.
3. Click [Reply](#) to compose your message to the buyer.
4. Click [Send Message](#) to send your reply.

The screenshot displays the JAGGAER-ONE interface. At the top, it shows 'SQ: DPS10001 - DPS H' with a 'Running' status. Below this, there are tabs for 'SQ Details', 'Messages (Unread 0)', 'Create Message', 'Received Messages', 'Sent Messages', 'Draft Messages', and 'Forwarded Messages'. The 'Messages' tab is active, showing a 'Message' section with a 'Message Classification' dropdown (set to 'Unclassified') and a 'Subject' field. Below these is a large text area for the message body. At the bottom, there is an 'Attachments' section with a table header: 'FILENAME', 'FILE DESCRIPTION', and 'COMMENTS'. The table currently shows 'No Attachments'. On the right side of the 'Message' section, there are 'Cancel' and 'Send Message' buttons. An orange arrow points to the 'Send Message' button.