

## **How to access the tender documentation on Source Derbyshire**

All documentation can be downloaded from Derby City Council's Electronic Tendering System, Source Derbyshire, from [www.sourcederbyshire.co.uk](http://www.sourcederbyshire.co.uk)

1. Tenderers will need to register their details if they are a new user of Source Derbyshire. The system will then automatically send you an email with your login details, so that you can go back and request the documents.
2. When you have requested the documents, you will receive two emails. The first one will thank you for requesting the documents and the second email will inform you that the documents are now posted on the website to view.
3. Tenderers must then log back into the e-tendering system, where you will be able to view the documentation relating to the process under 'my projects'. Tenderers can then download the documents and complete the required information.