PROCUREMENT eSERVICE

HM Government of Gibraltar

Supplier Guide 10 Responding to an Invitation to Annual Review

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PROCUREMENT eSERVICE

HM Government of Gibraltar

Responding to an Annual Review

You have received an email

noreplydev@proactis.com | (PRC) Barnett, Christabelle | Wed 1:

Preferred Supplier Annual Renewal URGENT ACTION REQUIRED - From H.M. Government of Gibraltar

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear QQSupplier2,

Thank you for your collaboration during the last 11 months, which we hope you have found beneficial.

Note that your Preferred Supplier status will elapse shortly.

In order to continue being a Preferred Supplier we need you to respond to the Annual Review Questionnaire you have been sent and upload the documents listed below as soon as possible. Note that any delay in submitting your renewal may result in your Preferred Supplier status being suspended. You have a period of two months to complete your Annual Review however we recommend that you start gathering documentation as soon as possible and not leave it till the last minute as there may be delays in obtaining documents.

Company Documents (Financial, Quality, Environment and Health & Safety)
Financial Statements for the last complete financial year

Mandatory Certificates Issued by an Official or Regulatory Body:
Employment Certificate of Registration. (Gibraltar)(If applicable)
Current Business Licence or equivalent; and
Certificate of Compliance Income Tax and Social Insurance Contributions.

HMGoG Tax Office can be contacted via email at corporate.certificates@gibraltar.gov.gi or via phone on 20075620.

Please click on the link below and login using your credentials. Select the "Green Customer Request" tile to respond.

https://uat-hmgogsupplier.gibraltar.gov.gi/Customers/Relationships?t=2&term=SR1002346

Guides are available when you respond or at www.procurement.gov.gi.

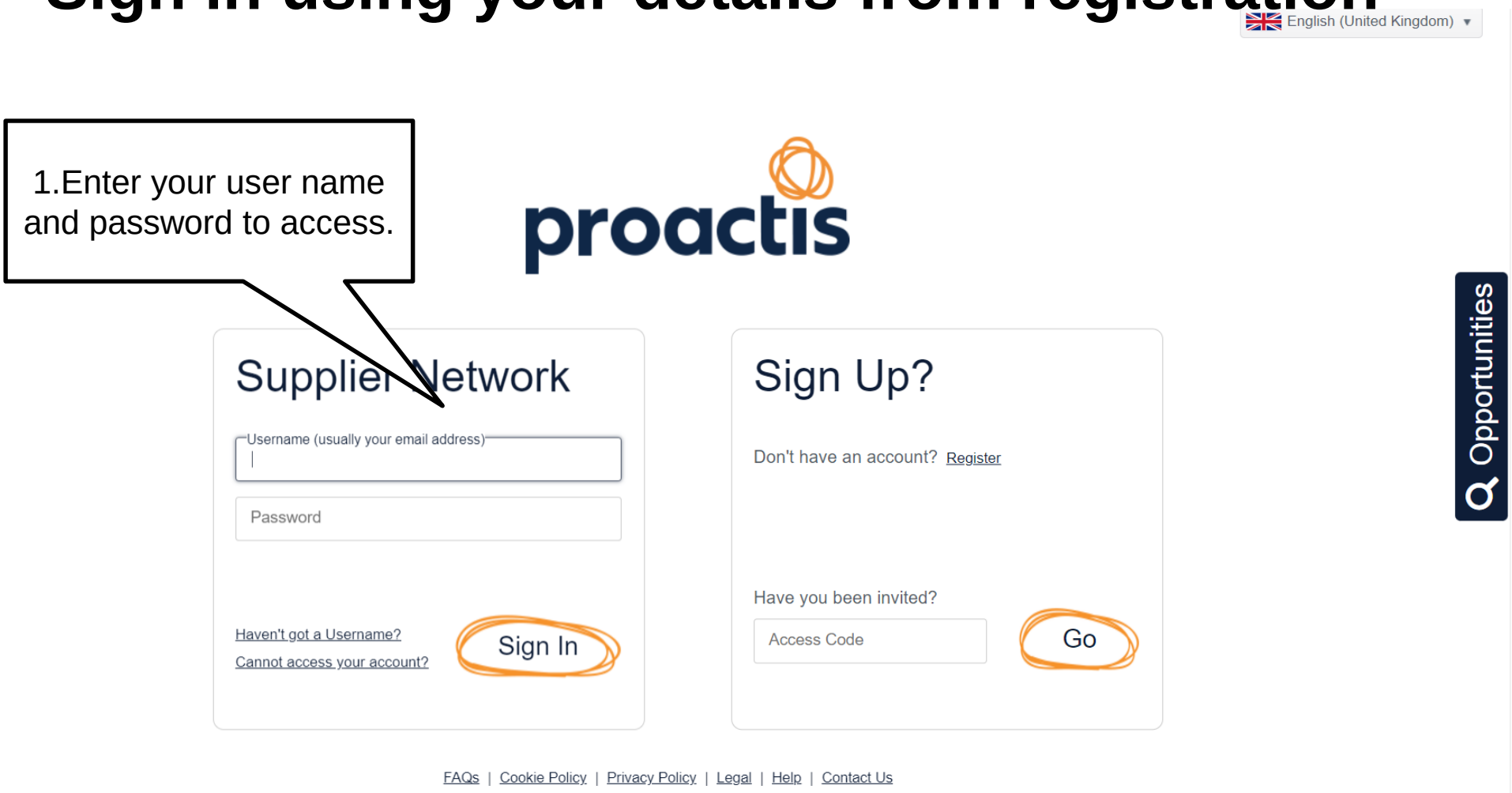
Assistance can be obtained via email at procurement@gibraltar.gov.gi or via phone on +35020051630 or +35020051631.

Regards,

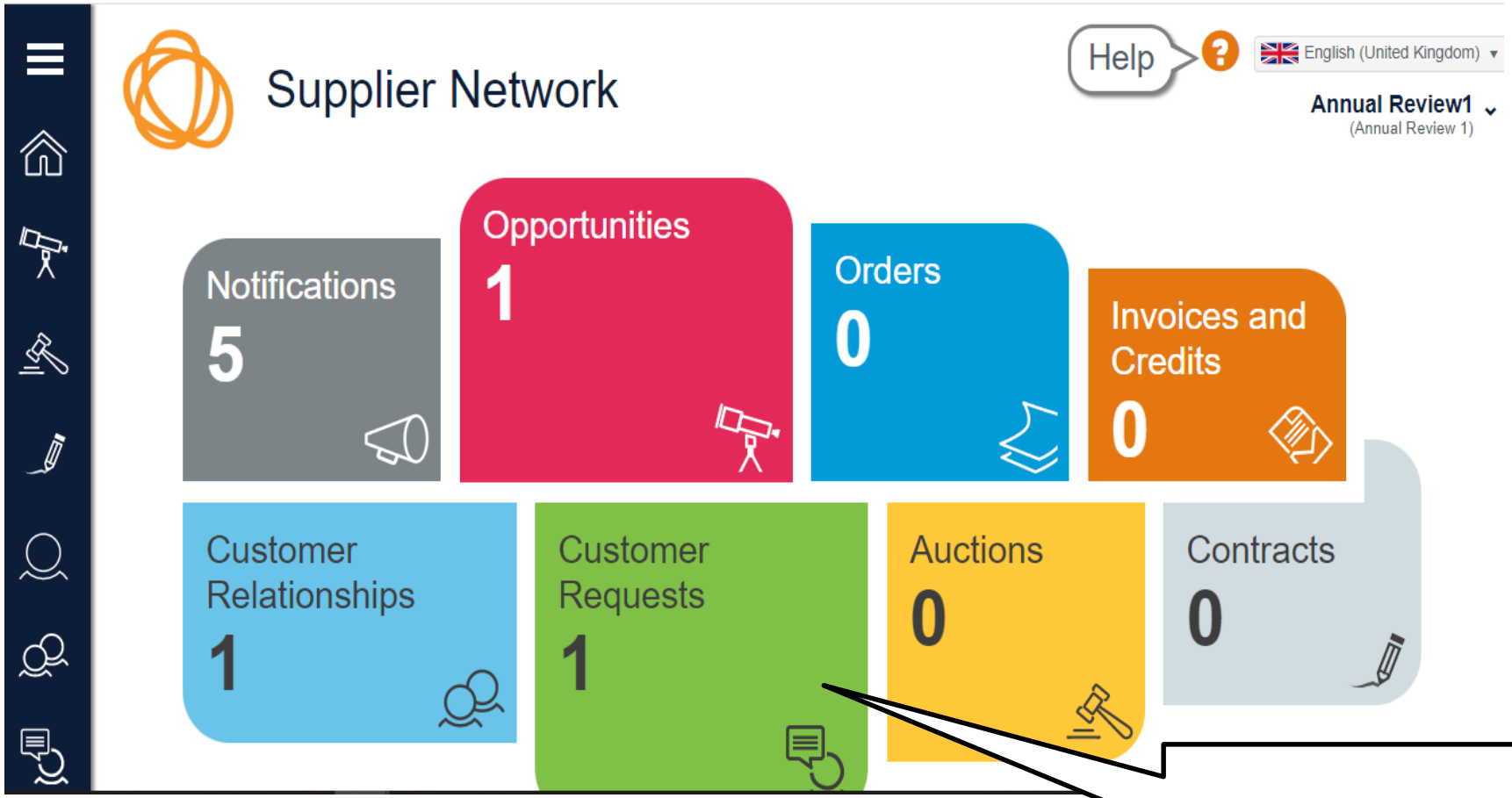
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Click on the link in the email
OR
Copy/type the link into your internet browser

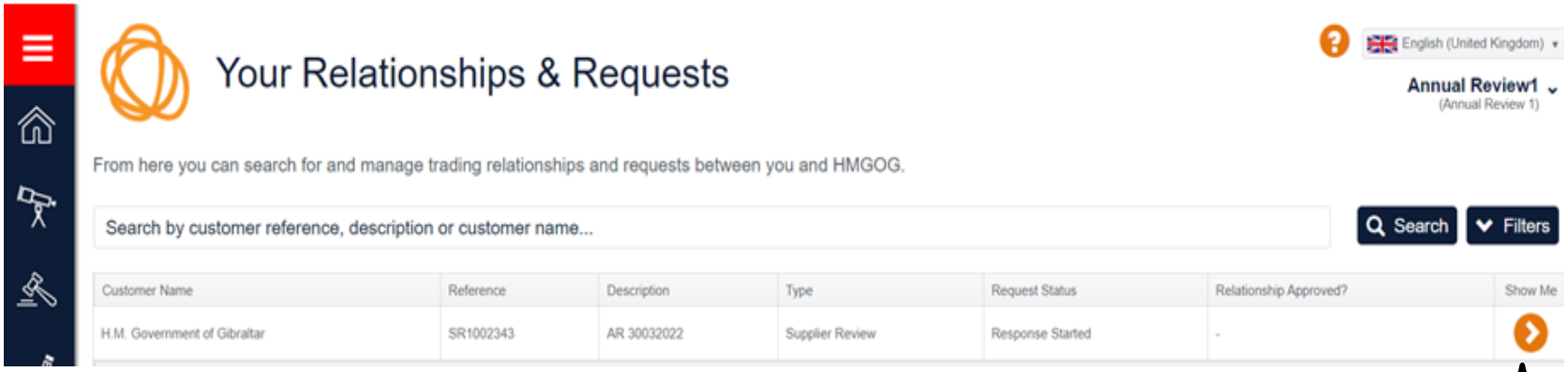
Sign in using your details from registration



Annual Review

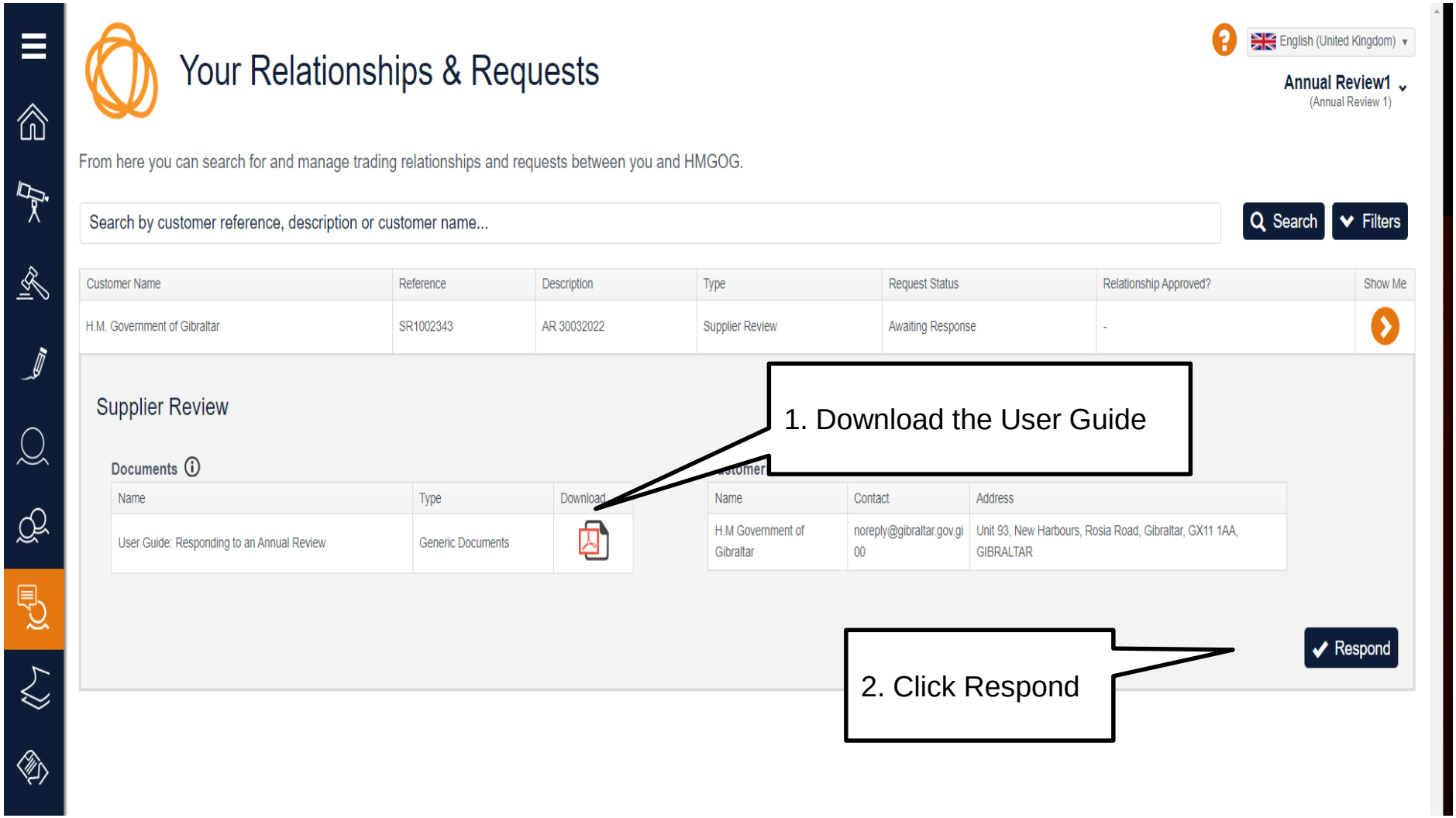


Annual Review



1. Select show me against Annual Review.

Annual Review



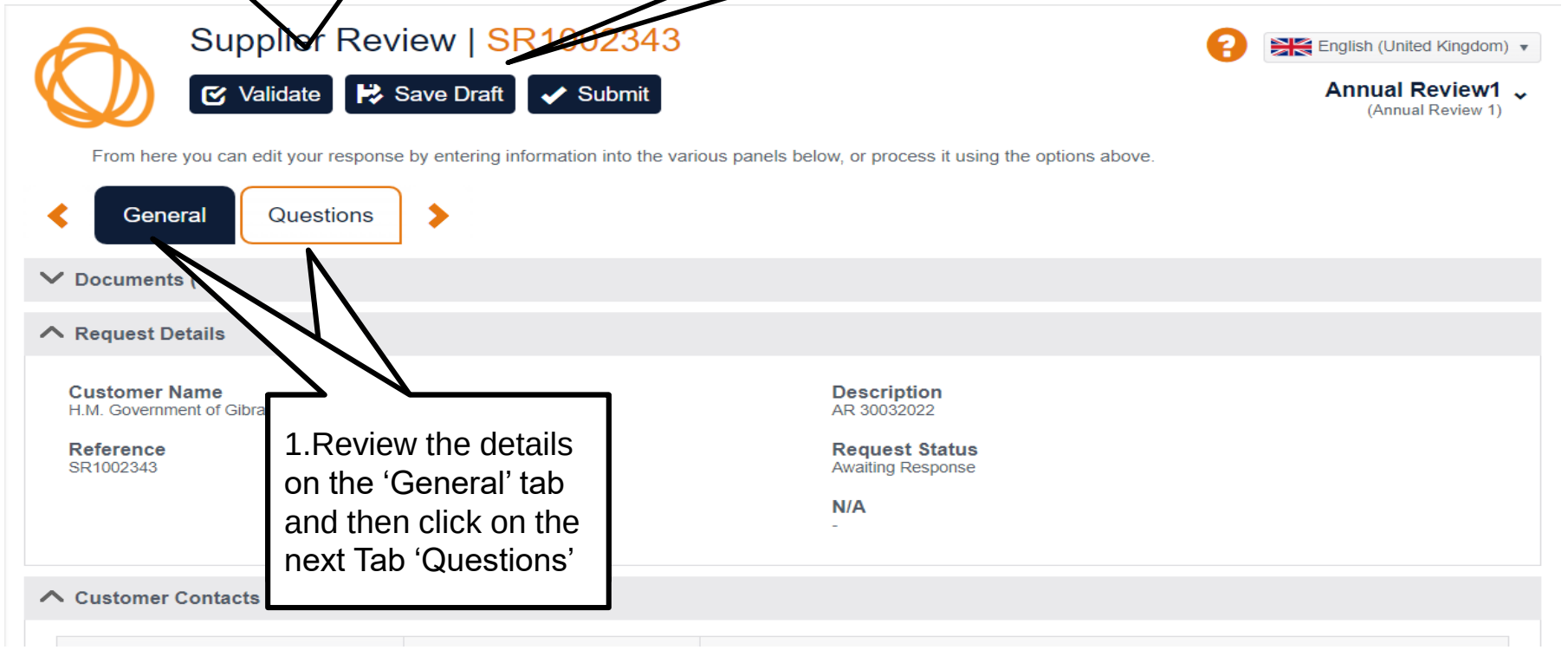
Annual Review

- General Tab

'Validate' will check that all mandatory information is provided

You can 'Save' a draft and continue whenever required.

Fields depicting a '*' are mandatory and must be completed



1.Review the details on the 'General' tab and then click on the next Tab 'Questions'

Annual Review

- Questions Tab (1)



1. Please Answer all the questions about your organisation.

2. Click the arrow to open each question section.

Some Questions and Sections are conditional on your responses.

Annual Review

- Questions Tab (2)



Questions may require you to select from a drop down list, enter text, numbers or add documentation.

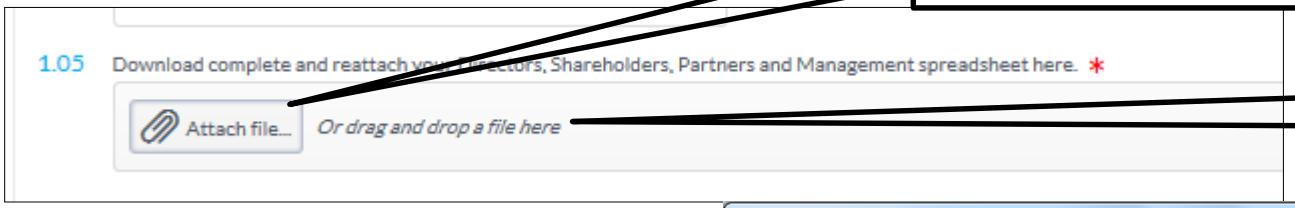
Please answer all questions thoroughly.

Mandatory Questions and Documents are identified by a * (red asterix) and must be uploaded before submitting the response.

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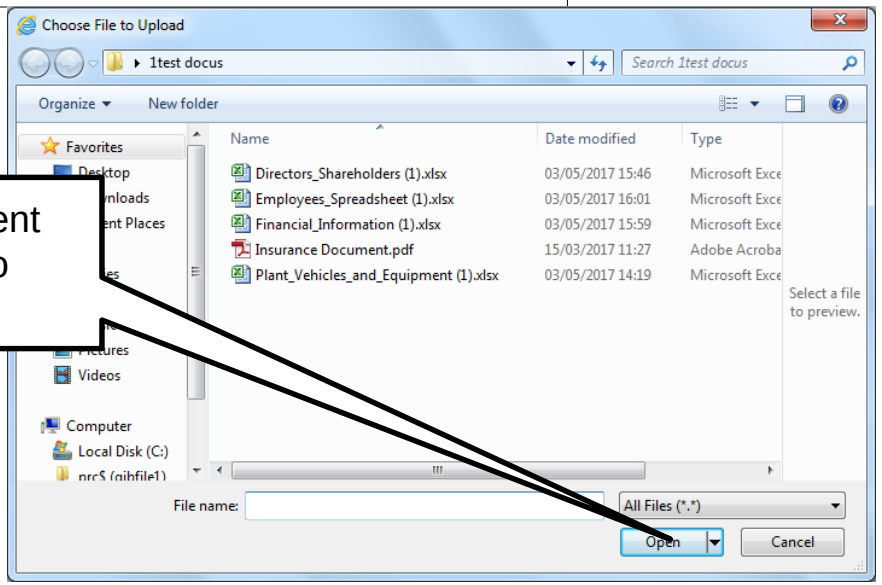
Annual Review

- Questions Tab (3)



1. Click to attach file and browse

2. Alternatively you can drag and drop the file



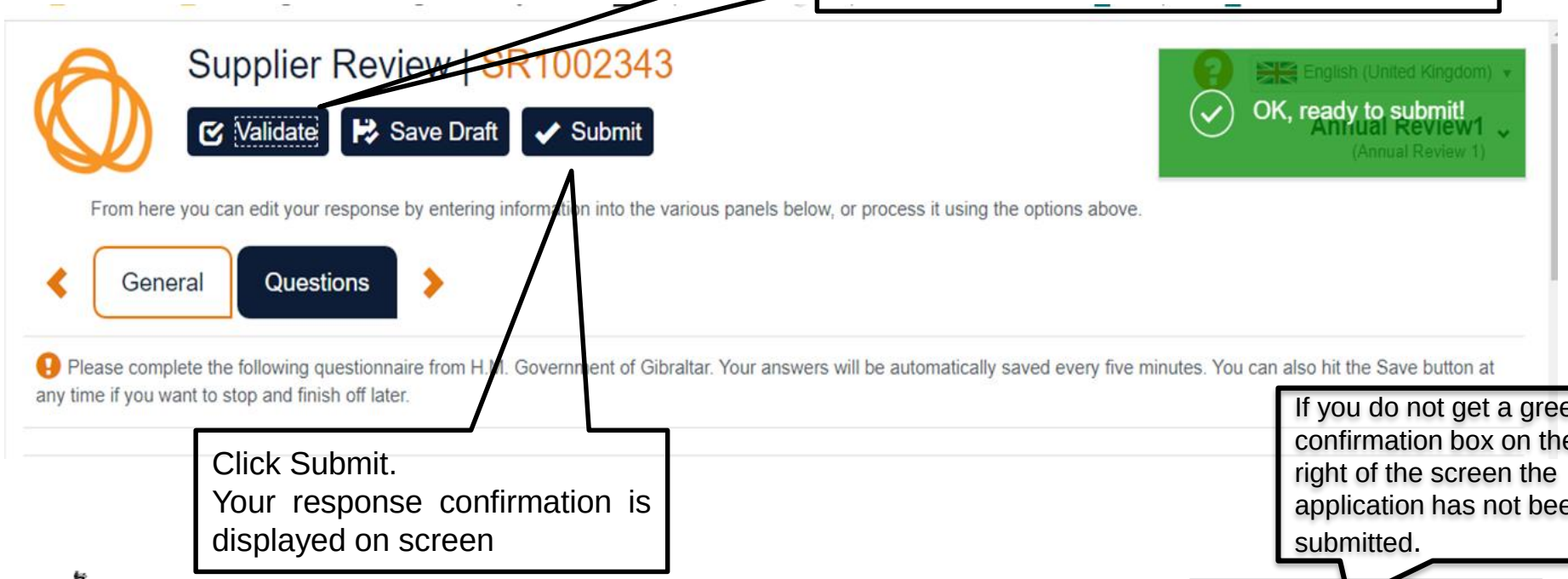
3. Select document and Click open to attach

4. The file is uploaded



Annual Review

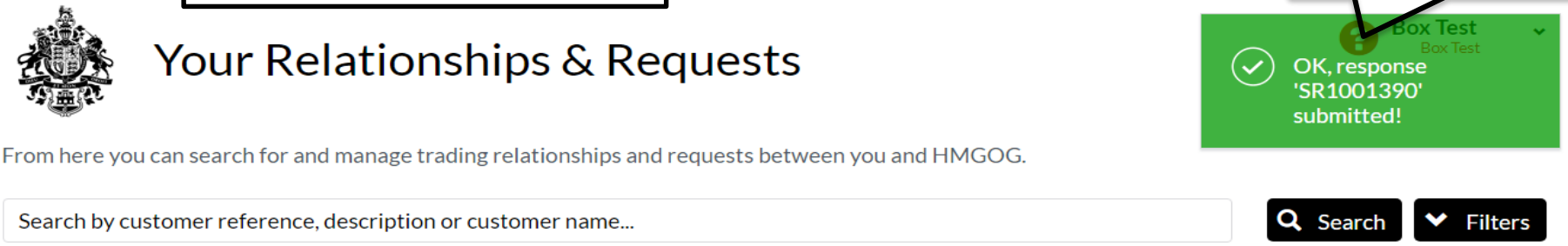
- Validate and Submit



Click Validate.
If you have answered all the mandatory questions this will be confirmed on screen

Click Submit.
Your response confirmation is displayed on screen

If you do not get a green confirmation box on the top right of the screen the application has not been submitted.





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