

sid4health buyer quick start

sid4health is the sole official NHS supplier information database holding supplier pre-qualification information. The service is shared among all purchasing organisations in the NHS and is free of charge to all suppliers and NHS users.

sid4health is a web-based centralised platform implemented by the NHS Purchasing and Supply Agency as part of the NHS Procurement eEnablement Programme, to significantly reduce processing costs and facilitate procurement processes, by allowing the management and transfer of supplier profile data to NHS eProcurement systems.

sid4health offers suppliers the opportunity to provide tender pre-qualification information electronically to NHS purchasing staff. All suppliers registering on sid4health will have to obtain a Dun & Bradstreet (D&B) DUNS® number which is the standard coding for suppliers to the NHS. sid4health uses DUNS® numbers from Dun & Bradstreet (D&B) to identify and validate suppliers; it is also integrated to D&B systems for the provision of up to date financial and corporate information.

Buyers asking Suppliers to compete for advertised NHS contracts should continue to ask for a response to any call for competition by submitting a separate Expression of Interest to the relevant awarding authority, but may use sid4health to provide the necessary supporting information required (by using the list functionality on sid4health). Those purchasing organisations without eSourcing systems can use the Request to Participate list as the method for suppliers to express interest. The listing functionality and the display preferences (described below), on sid4health are very important and will be fundamental to the appropriate use of the system.

All NHS-sid registered users will need to re-register on sid4health. There is a big change from the previous system in that each organisation should have a system administrator to manage the users in that organisation. NHS organisations with Trust or Hub status, Strategic and Special HA's have been pre-populated to the sid4health database using their DH code.

- 1. Registration:** To register as a buyer, select the "Register User" link displayed on the left menu. On the displayed registration screen, before entering any details, select the organisation search button to the left of the organisation field. A search form is displayed; select the 'Organisation Type' Buyer and then key in details of your organisation name or the DH code if known.

Select the organisation from the search list provided and complete the other fields to register. If your organisation is not found within the search, please go back to Register Organisation and register a new organisation and you will then register as an administrator for that organisation.

User registration will be sent to the organisation's administrator for processing. After the registration request is approved by the administrator, you will be emailed your logon details. For a new organisation, the registration of the organisation and the administrator will be sent to the system administrator for authorisation.

2. **Search for Suppliers:** A buyer user can search for registered suppliers. The buyer selects the “Search for suppliers” link displayed on the left menu. On the displayed search page, the buyer fills in any search criteria and clicks on the “Search” button. The system performs the search and presents all supplier organisations that match the specified search criteria. The column titles can also be selected to order the list displayed (sorting by name, city, etc.). Only one profile is displayed per supplier and corresponds to the published profile of the organisation. A buyer can only search those organisations that have a published profile.
3. **Access Supplier Profiles:** The published profile of a supplier can be accessed from the search results. The buyer selects to view the profile of a supplier in the search results. The system displays the published profile of the supplier, according to the profile display preferences of the buyer. The buyer can click on the “Full view” link to view the full published profile of the supplier.
4. **Profile Display Preferences:** A buyer can define the fields to be displayed within each profile accessed from the search results. The buyer selects the “Display preferences” link displayed on the left menu. The buyer checks the “Visible” checkbox for the fields to appear on the search results and clicks on the “Save” button. To deselect all of the fields in a form/page double click (un-check) on the Enable/Disable all fields tick box. The system saves the profile display preferences of the buyer. By default, the fields specified by the buyer in the display preferences are always presented by the system during profile export. This is a very useful tool as the buyer is shown (and can export) only the fields they wish to use for evaluation of a supplier in a procurement. However the type of data to be exported can be specified during the export. Please note that during export of a csv file, unless you require the attachments linked to the profile you need to de-select those fields that have attachments in the Accounts, Insurance and Policies and Quality sections. This allows you to produce a flat file to import into other spreadsheets and databases quickly (if you do not, a flat file is produced any way, but there are a lot of other attachments that slow the download process).
5. **List of Suppliers functionality:** Select the “My lists of suppliers” link displayed on the left menu. The system displays the lists of suppliers panel, which includes all lists of suppliers created by the buyer. If the buyer has been authenticated as a buyer administrator, the lists of suppliers page includes all lists of suppliers created by any buyer within the buyer’s organisation. A buyer can create, amend, copy and delete lists (See full Buyers Guide for details).

To add suppliers to a list, create and/or open a list, the buyer then clicks on the “Add suppliers to the list” button. In the displayed search area, the buyer fills in any search criteria and submits the form. The buyer selects suppliers from the search results and clicks on the “Add to the list” button. The system updates the list with the selected suppliers.

The list functionality allows a buyer to ‘pull’ required data about suppliers to help for pre-qualification evaluation.

- 6. Request to Participate Lists:** Suppliers can add themselves to buyer generated lists (request to participate (RTP) lists) for use in the pre-qualification process of a procurement. The lists are associated with PQQ data created for a Call for Tender, often within an external eSourcing system i.e. request to participate/Expression of Interest in a procurement. Following the closure of a particular list, the buyer can export all the data against suppliers held on their profiles for use in evaluation and the next procurement steps. Unless you need all the attachments related to a supplier, de-select the attachment fields in your preferences.

To view the RTP lists, a buyer selects the “My organisation request to participate lists” link displayed on the left menu. The system displays the request lists page, which includes all request to participate lists in the organisation.

To create a new request to participate list, a buyer clicks on the “Create new list” button on the request to participate lists panel. The buyer fills in the required information for the new list. The system adds a list on the lists table. All dates inserted for a list should correspond to the respective publication notice sent to OJEU (if over the threshold), and if used, within the relevant eSourcing system. A buyer can create, amend, copy and delete lists (See full Buyers Guide for details).

RTP lists can also be used in their own right as an Expression of Interest/Request to Participate for a procurement, especially for those organisations that do not have eSourcing systems. Therefore in any advertisement for the procurement, the stated method for a supplier to officially be able to express an interest in the procurement is to add their profile to the RTP list set up specifically for a particular procurement process.

- 7. Organisation Management:** A **buyer administrator** can access and amend details for their organisation and they can also authorise pending registrations, view and edit /delete all buyer accounts in their organisation. Select the “View pending requests” tab on the user management panel, select one or more pending requests from the displayed list and click on the “Approve” or the “Reject” button to approve or reject the creation of a new buyer account. For rejection, a reason must be provided by the administrator and an email is sent to the provided email address of the buyer. A buyer user can access and view details of their organisation and other users within their organisation.
- 8. User Management:** A buyer administrator can access and amend details of buyers in their organisation, change buyers passwords and amend their roles. A buyer is able to change their own password and view other buyers in their organisation.