

sid4health supplier 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. Suppliers wishing to compete for advertised NHS contracts must continue to respond 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.

NHS-sid registered users do not need to re-register on sid4health - any existing NHS-sid profiles will be transferred to sid4health and the existing NHS-sid registered contact will be emailed a username and password.

1. **New supplier registration** To register, select the “Register Organisation” link displayed on the left menu. On the displayed registration screen, select the “Supplier” organisation type. A search form is displayed - provide the required organisation details and search for your organisation in D&B.
2. Identify your organisation from the search results and the organisation data will be imported from D&B. Enter all required user information (selecting administrator role) and click on the “Register” button - * fields are mandatory. If your organisation has already been registered in the system you will be redirected to the standard User registration form. In this case your registration will be sent to your organisation’s administrator for processing. After the registration request is approved by the administrator, you will be emailed your logon details.
3. If you are unable to identify your organisation from the D&B database search results, you will need to obtain a D&B DUNS® number from D&B. Select the link at the bottom of the registration page to take you to the D&B portal to register
4. An **organisation administrator** can access all details for their organisation. Select the “Organisation details” link displayed on the left menu. They can also authorise pending registrations, view and edit all user 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 user account. For rejection, a reason must be provided by the administrator and an email is sent to the provided email address of the user.
5. **Password** To change your password select the “Change password” link displayed on

the personal user details panel. Enter your current password and a new password and click on the “Change” button. Forgotten passwords can be reset from the homepage by providing your email address.

6. **Profiles** Each supplier organisation can have more than one profile. A profile can be in draft, valid or published state. A profile is in draft state when not all mandatory fields are provided. Only one profile can be **published** and is accessible by all buyer organisations in the system, but any **valid** profile can be selected for joining a request to participate list.
7. Users can access any of their organisation’s profiles by selecting the “Profile management” link displayed on the left menu. On the displayed profile management panel, select one of the listed profiles and it will open to edit/view.
8. The profile sections are listed on the left column, and the fields included in the selected section are shown on the right. Data provided by Dun & Bradstreet is not editable. The user edits the contents of the profile sections and clicks on the “Save as Draft” button.
9. A supplier user can **validate** a profile, so that the profile can be published or submitted to request to participate lists. A profile must be validated before it can be published. If you get a validation error you need to check what is missing or wrong. All fields marked with a red asterisk are mandatory. When in the profile, there is a list of sections to the left of all the fields. In that list there is a green tick or cross against each section heading to show if it is or isn't valid when you select the ‘Validate and Save’ button, so you should be able to see which one needs completing by looking in each "crossed" (not valid) section. None of the sections in the profile will save as valid until all mandatory fields have been completed throughout the profile. To **publish** the profile go to Profile management, click in the box to the left of the profile you want to publish (it must already be validated) and click on the Publish button.
10. To create a new profile, click on the “Create new profile” button in the profile management panel.
11. To **copy** a profile, select a profile from the profile management panel, specify whether the attached documents should also be copied, and click on the “Copy” button. The system adds a new replicated profile in the profile management panel.
12. To **delete** a profile, select a profile from the profile management panel and click on the “Delete” button.
13. To **export** a profile, select the profile to be extracted, select the output format (CSV, PDF, XML) and click on the “Export” button. Then select the sections and fields to be exported from the profile and click on the “Export” button.
14. NHS buyer users can use sid4health to create **request to participate (rtp) lists** to facilitate procurement activities. Suppliers can search for these lists and join any open list in order to participate in some procurement.
15. To view all rtp lists in the system, select the “View all request to participate lists” link

displayed on the left menu. If you are logged on, a “Join” button appears next to all request to participate lists that your organisation has not yet joined. This list can also be viewed from the home page before logging on.

16. To join an rtp list, click on the “Join” button next to an open rtp list. Select a profile from your organisation’s published or valid profiles and the system copies the selected profile to the request to participate list. If you then update that profile, it will not be updated in the rtp list – it is a snapshot of the profile at the time you joined the list.
17. You can resubmit a profile in an open request to participate list that your organisation has already joined by clicking on the “Resubmit” button. Select a profile and the system copies the selected profile to the request to participate list overwriting the previously submitted profile.
18. You can remove your profile from an open request to participate list that your organisation has already joined by selecting the list and clicking on the “Remove” button. The system removes the previously submitted profile from the request to participate list.