

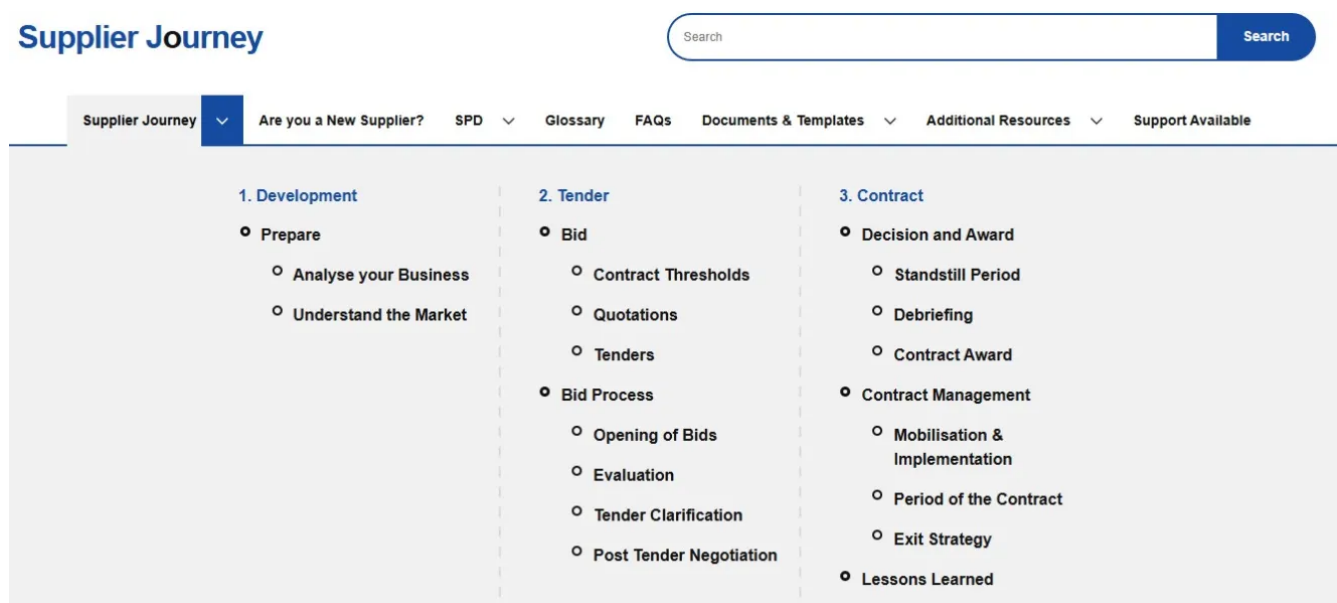
Supplier Journey

This Supplier Journey (SJ) provides guidance to organisations on how to bid for public sector contracts in Scotland.

The SJ guidance covers every stage (or station) of the procurement process in a chronological order, from preparing to bid right through to lessons learned after bidding.

The SJ has been designed so that information can be accessed in a number of ways.

- Firstly by clicking on the down arrow located beside the Supplier Journey menu heading, near the top of every SJ page as follows:



This displays every main station of the SJ. You can click on any station to access the information on that topic.

- Secondly, by using the menu on the left hand side of any station page. Once you have accessed an SJ station, all of the station names are then also listed down the left hand side of the page, as below:

1. Development

• [Prepare](#)

- Analyse your Business
 - Training and Support
- Understand the Market
 - Public Contracts Scotland (PCS)
 - Prior Information Notice
 - Contract Notice
 - Contract Award Notice
 - Contracts Register
 - PCS-Tender
 - The Procurement Journey
 - Procurement Strategy & Annual Procurement Report

Prepare

When bidding for contracts, you need to know how to make your bid as

This Prepare section contains information that is ready to bid. This includes

- how to [Analyse your Business](#)
- how to [Understand the Market](#)
- where to find information

You can then directly access the particular station you want by clicking the link on this menu.

- Thirdly you can use the search box at the top of every page. Simply type in what you are looking for and then select a link from the search results, as follows:

Supplier Journey

These options allow you to choose how you want to view the SJ guidance. If you are new to the SJ we always recommend that you start at the beginning (Prepare) and work your way through the guidance. If you are familiar with the tool and looking for specific information or guidance it is easy to go to a specific station.