

# Tools & Templates

Tools, Templates & Resources contains varied resources to support you when bidding. Items such as a glossary of procurement terms, checklists and quick reference guides.

Additional Resources (whose menu is shown on the left hand side of this page) also includes information and further links on a number of procurement topics e.g. data protection and prompt payment.

To access this information, you need to click on the down arrow beside the Tools, Templates & Resources menu heading. You are then shown several page options e.g. glossary, videos and additional resources, that you may click on to access further information.

The screenshot shows a navigation bar with the title "Supplier Journey" on the left. To the right is a search bar with the text "Search" and a blue "Search" button. Below the search bar is a horizontal menu with several items: "Supplier Journey" (with a dropdown arrow), "Are you an SME, Third Sector or Supported Business?", "Are You a New Supplier?", "Bidding Hints & Tips", "SPD" (with a dropdown arrow), "FAQs", "Tools, Templates & Resources" (with a dropdown arrow), and "Support Available". The "Tools, Templates & Resources" dropdown menu is open, showing a list of options: "Checklists", "Videos", "Document Library", "Glossary", "Quickfire Guides", and "Additional Resources".