

Step by step instructions on how to use the BBC eSourcing Portal (Jaggaer)

The BBC uses an e-tendering portal to manage all tenders. If you wish to register your interest in a tender, please follow these steps:

Step 1 - Register your company Jaggaer:

(Only required once and only for companies that do not already have a profile.)

1. Go to [Jaggaer](#)
2. Click on the button labelled 'Click Here to register' (under Supplier Registration) on the login page.
3. Enter your organisation details in the form titled 'Registration Data' and click the 'Save' button.
4. Continue to enter your details in the form titled: 'Basic Profile Form: Basic Form – Company Details'. Click the 'Save' button.
5. You will receive an email with your **user ID** and another email with your **temporary password**.
6. Go back to the [Jaggaer](#) login page and login with your new details.
7. Accept the terms and conditions in the 'BBC eSourcing Service User Agreement' by clicking the 'I agree' box and then click the 'Next' button.
8. On the next screen you will be asked to specify a **new password** (this is for security reasons).
9. You are now registered and ready to use the portal.

Step 2 - Express an interest in the tender:

1. Login to the portal with your username and password.
2. Click the 'PQQs/ITTs Open to all suppliers' box on the main dashboard to select the Invitation to Tender (ITT) relevant to this tender.
3. Click on the link which includes the following ITT information for this tender:
 - **itt_32220 - Sport Digital Video Services - RFP**
4. At the top of the next page click the 'Express Interest' button. This will move the ITT into your 'My ITTs' page. (This is a secure area reserved for your projects only).

Step 3 - Responding to the RFP. At the point at which you are ready to respond:

1. Click 'ITT Details' and then 'My Responses' to open the response area. Note the deadline for completion.
2. Click on 'Edit Responses' to start editing your response and follow the onscreen instructions to complete your response. If you decide to respond you will need to download, complete and reattach the documents as instructed in the form. If you decide not to respond, please give a reason.
3. You can now use the Messages function to communicate with the buyer and seek any clarification.
4. When you're ready to submit your reply click the 'Submit Response' button at the top of the page.

Step 4 - Signing the NDA

1. In order to receive the secondary information, you will need to sign and return an NDA
2. You can download the NDA document from the attachments area in **itt_32220**
3. Once you have downloaded the NDA, please complete the relevant sections and sign it
4. Once signed please return the signed copy using the communication function 'create message' tab in the BBC eSourcing Portal.

NB The BBC will not be releasing the secondary information until we receive your signed NDA.

If you experience any issues with the portal, please [email the competitive tendering team](#) referencing 'BBC Sport Digital Video Services' in the subject line.