

# Accessing procurement opportunities

## Step 1

Log into the **Supplier/ Partner portal**

### Welcome to MSD's Secure Access Login

To keep your data safe, we need to confirm it's really you. Please choose a log in method to secure your credentials.

Login using a RealMe® account.

Partner/Supplier Login [2]

## Step 2

After logging in, click on the **Supplier Portal** tile – you will then have access to the Supplier/Partner portal home page and task bar.



Supplier Portal

## Step 3

From the task menu, select **View Active Negotiations**.

### Negotiations

- View Active Negotiations
- Manage Responses

## Step 4

To view any closed tenders you have been shortlisted for, select **Yes** in the **Invitation Received** dropdown box and click **Search**.

\*\* Invitation Received

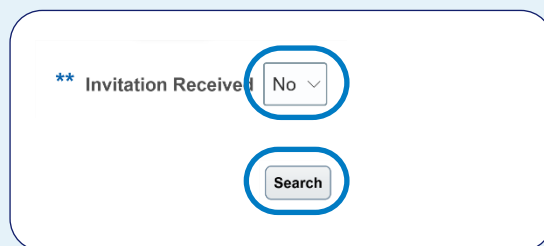
Yes ▾

Search

Steps continue on the next page

## Step 5

To view any open tenders, select **No** in the **Invitation Received** dropdown box and click **Search**.



Invitation Received No ▾

Search

## Step 6

You can access any one of the opportunities listed by clicking on the **Negotiation number**.

Here, you can view RFx attachments and supporting documentation for a tender opportunity.



Negotiation

MSCN00000315

## Step 7

Attachments can be downloaded by clicking the **Requirements** tab and clicking the **Paperclip** button next to each attachment.

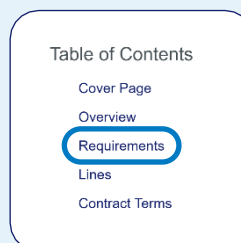
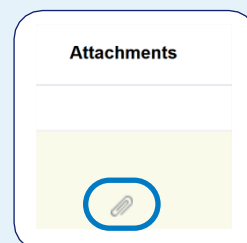


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Attachments

Paperclip icon

For more information on accessing and responding to tender opportunities, please refer to the **Supplier/Partner Portal User Guides**:

**[LINK](#)**

