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SourceDogg is the E-Sourcing tool used by the council. Suppliers can use SourceDogg to:

- > Register interest in supplying the council
- > Existing suppliers can update their information
- > Suppliers can take part in Tenders and Requests for Quotes



## Registering your organisation

You can register your organisation now, it takes minutes, to complete the registration, please follow the below 2 step process (if you have used SourceDogg before you already have an account with SourceDogg so please refer to Step 2) If you are already a supplier to the council and have not already been contacted then contact the email below.

### Step 1 - Open an account with SourceDogg

1. Visit the [SourceDogg website \(https://secure.sourcedogg.com/\)](https://secure.sourcedogg.com/) to open an account.
2. Go to your inbox for an account verification email from [do-not-reply@sourcedogg.com](mailto:do-not-reply@sourcedogg.com) (**Important:** check your spam folder).
3. Click on the link within that email to verify your email address.

### Step 2 - Register with Peterborough City Council

1. ?Make sure you are logged into your [SourceDogg account \(https://secure.sourcedogg.com/\)](https://secure.sourcedogg.com/) using your email address and password.
2. In order to register your interest to supply the Council, you will need to go on the [Peterborough City Council registration form \(https://secure.sourcedogg.com/profile/57fad8bb-8f6a-4ab1-afeb-531e2ec7e009/requests/20335\)](https://secure.sourcedogg.com/profile/57fad8bb-8f6a-4ab1-afeb-531e2ec7e009/requests/20335) on SourceDogg.
3. Click the 'Join the Request now' button.
4. Answer all questions and then click the green 'submit' button on the right hand side of the page.

Registration ensures your organisation is identifiable to the Procurement team and presents you with the best opportunity to work with the council. The system will also enable you to change your details when required and is of no cost to those organisations registering.

## Existing supplier login

Existing suppliers can login to their SourceDogg account using the link below:

> [Login to SourceDogg \(https://www.sourcedogg.com/\)](https://www.sourcedogg.com/)

## Existing supplier change of details

Existing suppliers can email [buyingsupport@peterborough.gov.uk](mailto:buyingsupport@peterborough.gov.uk) to change any of the following details:

- > Address
- > Account/payment details
- > Company name

If you have any questions about doing business with the Council, please get in touch via email quoting 'SourceDogg' in the subject heading to the following address: [buyingsupport@peterborough.gov.uk](mailto:buyingsupport@peterborough.gov.uk)

Further details and FAQ's can be found on the website.