

## Accessing a Dynamic Purchasing System (DPS)

Registering for My Pagabo is a simple online process, taking less than 15 minutes.

You can register via the following <https://app.mypagabo.co.uk/register-supplier>

Once you have submitted your application, a member of our team will review and accept your application. Once your My Pagabo account has been accepted, you can go ahead and apply to be a supplier on our DPS.



To be accepted on to our DPS you will need to fill out a selection questionnaire. This allows us to gather information about you as a company to ensure our DPS is right for you.

**Please DO NOT click the already approved button as this will delay your application.**

## Completing your DPS application

- This can be completed in around 30–45 minutes.
- Select the DPS you wish to gain access to and select 'apply now'.
- Read and then accept the terms and conditions and DPS levy terms.
- Select your lots, value bands and work categories.
- Select 'apply now' again and complete the selection questionnaire.
- Once each section is 100% complete, submit the questionnaire for our team to review.



**Soft Facilities Management  
Dynamic Purchasing System**



**Small Works  
Dynamic Purchasing System**

Should you require any support during your application process, please contact [mysupport@pagabo.co.uk](mailto:mysupport@pagabo.co.uk)