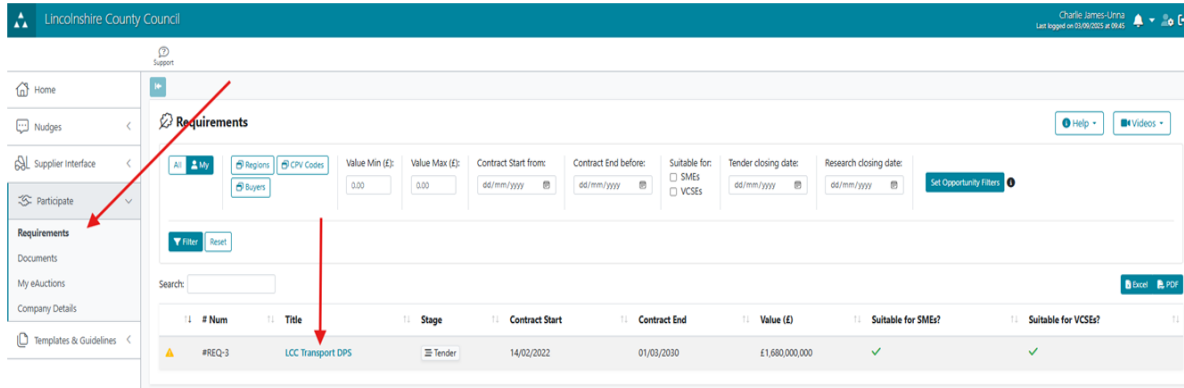


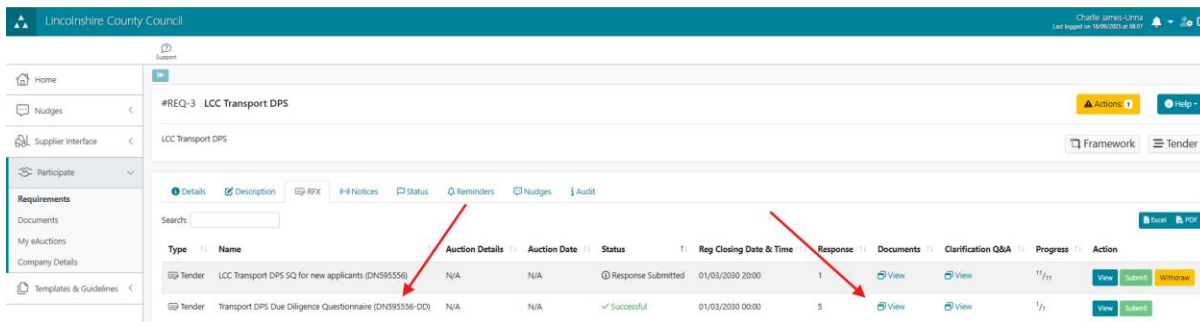
Below is a step-by-step guide on completing the LCC Transport DPS, **please follow the guideline below as errors in the registration will only delay the process of getting approved.** If you have already completed the questionnaire, one of the team will review your application and provide feedback if needed.

Step 1 – Access the LCC Transport DPS. To do this, go to ‘requirements’ and select ‘LCC Transport DPS’.



Step 2 – Select the questionnaire and download the documents required.

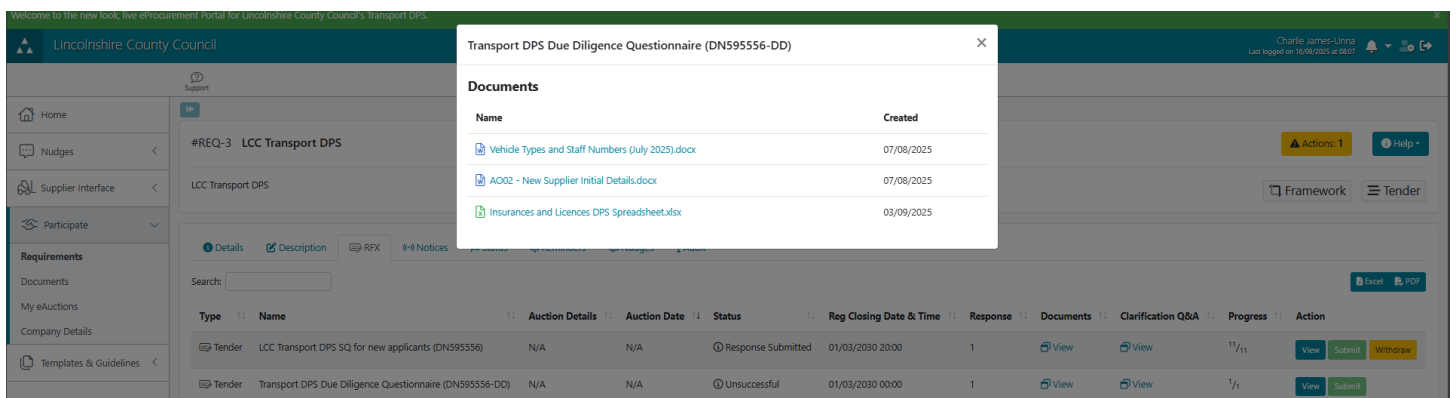
Please make sure you select the correct questionnaire. For those who are already approved suppliers you will need to use the line titled **Transport DPS Due Diligence Questionnaire**.



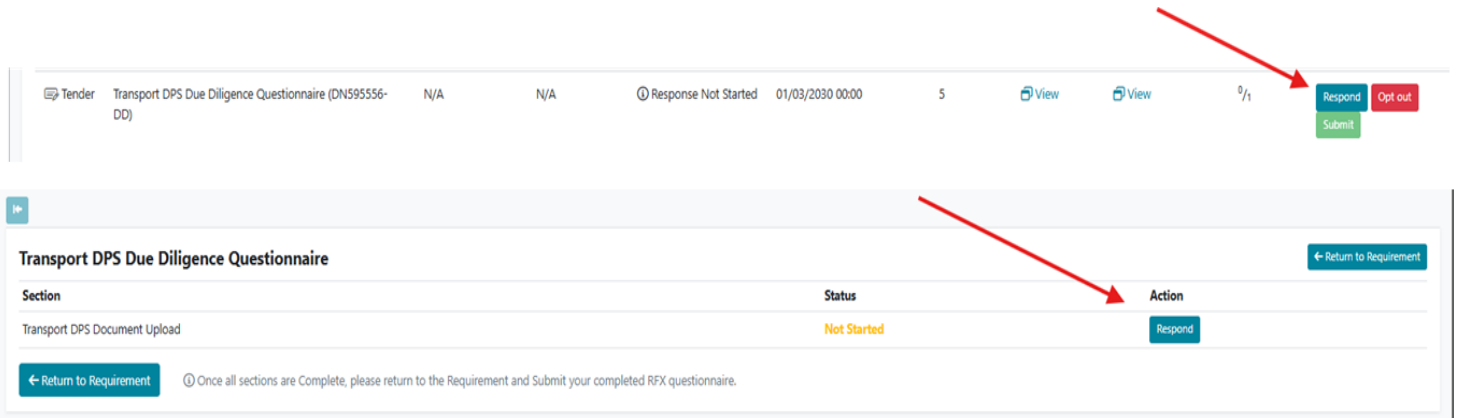
Clicking ‘view’ will show popup below. Please download each of the three documents, complete in full and save them. These will be uploaded in the coming steps when completing your registration.

If using a Mac please ensure documents are saved in word or excel.

When filling in the excel file, please make sure you start with column A.



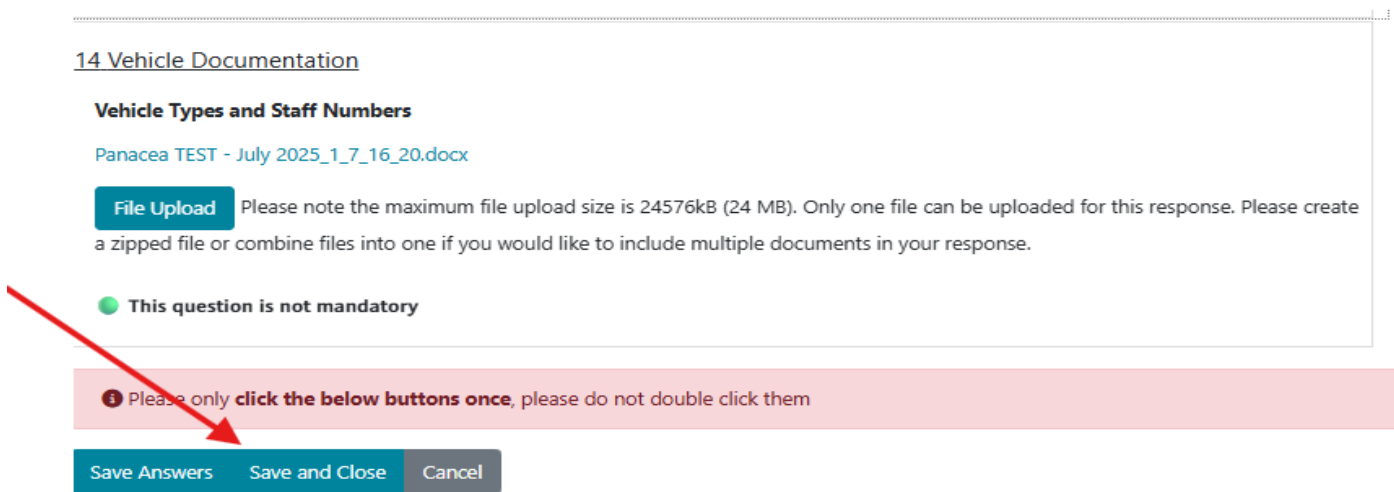
Step 3 – To complete the questionnaire from the “rfx” tab click ‘respond’, this will open up another screen to which you need to click ‘respond’ again as seen in the images below.



Step 4 - Fill in the **Transport DPS Due Diligence Questionnaire**. Below is guidance on the questionnaire to avoid any confusion.

- Q1 & 2 - Require no action
- Q3 - Upload the completed 'Insurances and Licences DPS Spreadsheet' from step 2
- Q4 - Only fill out if you have public liability **WITH** medical intervention
- Q5 - fill in if needed
- Q6 - requires no action
- Q7 - Q12 - fill in as needed. Some are mandatory others are not
- Q13 - Upload the 'AO02 new supplier initial details' completed document saved from section 2
- Q14 - Upload the 'vehicle types and staff numbers' completed document saved from section 2

Once all of the above is completed, please click '**Save Answers**' which can be found at the bottom of the questionnaire. It will advise if any mandatory sections have been missed. After you have saved your answers please click ‘Save and Close’

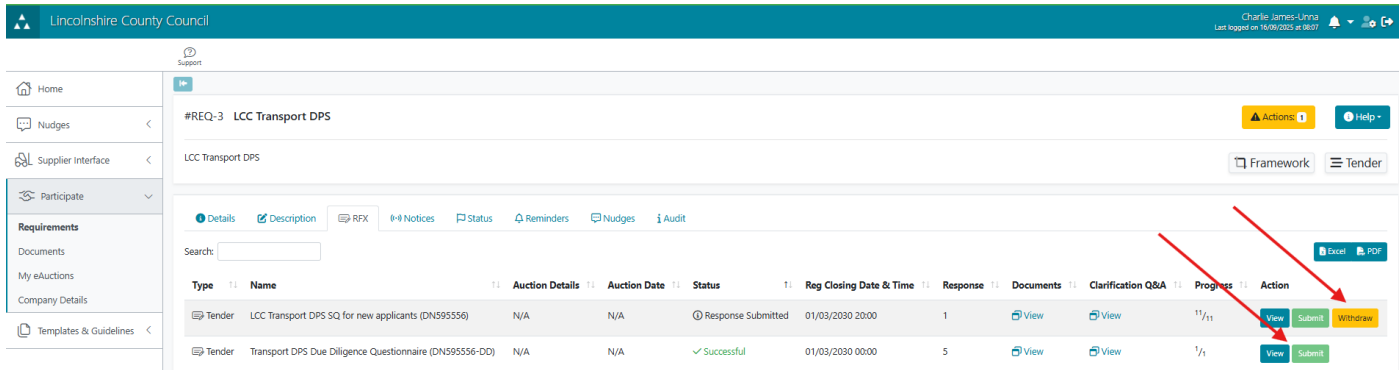


When the above steps have been completed the LCC team will be able to approve your registration. Please note that due to the number of operators completed this process on Panacea, approving registrations can take a couple weeks.

Step 5 – Submitting and withdrawing your questionnaire.

On the basis you have been able to save your answer’s from ‘Step 4’ and it has confirmed all relevant fields have been completed you finally need to submit the questionnaire. To do this come back to the RFX page click the submit button. This will then bring up a small box where you need to confirm you wish to submit your questionnaire.

If you are unable to click the submit button and it is greyed out, the questionnaire has not been completed fully. The system will only allow you to submit when all mandatory questions are completed.



If you need to make any amendments or reupload a document with revised information you will need to withdraw the questionnaire first. This is done by selecting the yellow ‘withdraw’ button located next to ‘submit’. You will then be able to go back into the questionnaire which