

Due North V3 Procedure Notes for Suppliers – ADVERTISED TO THE PUBLIC

1. Open an internet session and go to WWW.WOLVERHAMPTONTENDERS.COM – you will be redirected to our new site,

click Home

Home > Find Opportunities

All data Search Go

Opportunities

View all national portal opportunities

Narrow your results

- Organisations**

All
- Categories**

There are 0 categories selected

 - Add UNSPSC categories
 - Add NHS eClass categories
 - Add CPV categories
 - Add ProClass categories
- Regions**

There are 0 regions selected

 - Add new region
- Keywords**
- Include closed**

☐ Yes ☒ No
- Expression date**

Start date End date

dd/mm/yyyy dd/mm/yyyy

Opportunities

1 2 Next >

Title	Buyer	Expression Start	Expression End	Estimated value
PP16076 - Recruitment Partner	Wolverhampton City Council	15/11/2016	14/12/2016	N/A
PP16082 - Pathways to Support - "Think Family" Champions	Wolverhampton City Council	01/11/2016	03/01/2017	N/A
PP16108 - Castlecroft Avenue Play Area Landscape Works	Wolverhampton City Council	18/11/2016	14/12/2016	£70,000.00
PP16130 & PP16131 - Black Country Impact in Wolverhampton	Wolverhampton City Council	29/11/2016	04/01/2017	N/A
PP16137 - The Demolition of Care Homes	Wolverhampton City Council	24/11/2016	09/01/2017	N/A
PP16140 - Bilston Urban Village Residential Development Land	Wolverhampton City Council	21/10/2016	14/12/2016	N/A
PP16146 - Procurement of Employers Agent Services	Wolverhampton City Council	18/11/2016	14/12/2016	N/A
PP16151 - Procurement of Architectural Services for Small Site New Build Housing Developments	Wolverhampton City Council	25/11/2016	16/12/2016	N/A
PP16152 - Extra Care Housing Consultant	Wolverhampton City Council	30/11/2016	14/12/2016	£25,000.00
PP16156 - Pear Tree Lane - Residential Care Home	Wolverhampton City Council	07/12/2016	09/01/2017	N/A

1 2 Next >

2. Click Login

Home page

News and announcements

Welcome to the new version of ProContract

As the market leader in the public sector Due-North has a wealth of procurement expertise, and now our systems functionality has been further improved with the introduction of ProContract Version 3.

If you are a current registered supplier and this is the first time you are visiting the site your details have been automatically transferred, however for security and account validation you will be required to reset your password and follow the instructions below:

[Migrated user instructions](#)

New to portal

Free registration

[Register](#) [Login](#)

[Forgotten your username or password?](#)

Useful links

[Contracts register](#) >

[Help](#) >

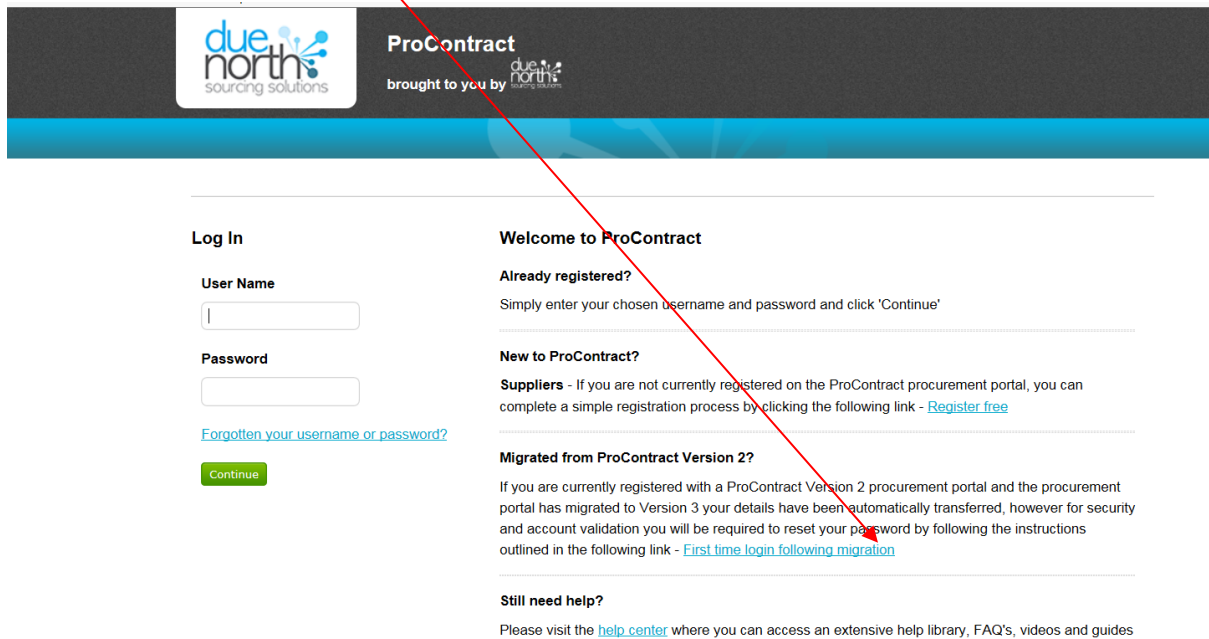
Current opportunities [Find opportunities](#)

Shown below is a list of the latest current opportunities

Opportunities	Recently added			
1 2 3 4 5 6 7 8 9 10 ... 72 73 Next >				
Buyer	Title	Start date	End date	Estimated value
Advantage South West	Grounds Maintenance (Dynamic Purchasing System) (Grounds Maintenance DPS)	23/11/2016 09:30:00	20/12/2016 09:30:00	N/A
Advantage South West	Electrical Inspection, Testing, Repair and Associated Services	12/12/2016 10:00:00	23/01/2017 10:00:00	N/A
Allerdale Borough Council	ACNR Signage & Interpretation (ACNR Signage & Interpretation)	02/12/2016 16:03:00	20/12/2016 12:00:00	N/A
Arch Corporate Holdings Ltd.	Amble Hotel	30/11/2016 23:47:00	16/12/2016 12:00:00	£3,900,000.00

3. Click the link here if you have NOT changed your password so that it contains a character - one of these !"£\$%^&*()@?

If you HAVE changed your password already please goto step 4



The screenshot shows the ProContract login page. At the top, there is a header with the 'due north sourcing solutions' logo and the text 'ProContract brought to you by due north sourcing solutions'. Below the header, the page is divided into two main sections. On the left, under the heading 'Log In', there are input fields for 'User Name' and 'Password', a link for 'Forgotten your username or password?', and a green 'Continue' button. On the right, under the heading 'Welcome to ProContract', there are three sections: 'Already registered?' with instructions to enter username and password and click 'Continue'; 'New to ProContract?' with a 'Suppliers' section explaining the registration process and a link to 'Register free'; and 'Migrated from ProContract Version 2?' with instructions for users migrating from Version 2 to Version 3, including a link to 'First time login following migration'. A red arrow points from the text in the instructions above to this specific link. At the bottom, there is a 'Still need help?' section with a link to the 'help center'.

Log In

User Name

Password

[Forgotten your username or password?](#)

[Continue](#)

Welcome to ProContract

Already registered?

Simply enter your chosen username and password and click 'Continue'

New to ProContract?

Suppliers - If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

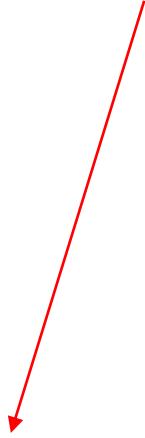
Migrated from ProContract Version 2?

If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - [First time login following migration](#)

Still need help?

Please visit the [help center](#) where you can access an extensive help library, FAQ's, videos and guides

Follow the instructions to reset your password and check your details



Welcome to the new version of ProContract

Dear Supplier,

As a registered supplier on the previous ProContract portal we can confirm that your details have been automatically transferred. However, we do require you to take the following actions for security and account validation reasons. This is to ensure that, following the upgrade, your account details are correct and that you continue to receive relevant opportunities for your profile.

Please follow the steps listed below:

Setting a new password

1. Access the new portal via www.wolverhamptontenders.com
2. As part of the upgrade process, you will be required to set a new password.
3. Click the **"Forgotten your Username or Password?"** link.
4. Enter your Username and email address and then click **"Reset Password"**.

You will then receive an email to confirm your reset password request.
Please click on the link contained within the email
Enter your new password and click Reset Password

Note: Should you not receive the email, please check your spam and junk folders.

First Time login - Checking Your Details

Once logged in we request that you take this opportunity to review all of your registered account details and in particular your notifications preferences to ensure you receive appropriate new opportunity alerts and communications from the ProContract purchasing organisations and teams.

In particular, you should check your **categories***, **regions of supply*** and **communication preferences**.

Why is this important to me?

As a supplier you can now select from classifications areas of interest that match your business expertise and be informed directly from the portal when new opportunities become available under these new categories.

What do I need to do?

Take the time to review the all category options by clicking on the 'edit' link provided in each of the sets (UNSPSC, NHS eClass, CPV and ProClass).

You can use the search facility for each set to help you select the relevant categories that match your business area. Repeat this process for each of the remaining category sets. For example, if you are a provider of chairs you should search and select all chair related categories for UNSPSC, NHS eClass, CPV and ProClass individually to give you the best chance to match against your business specialisation.

What are 'Region(s) of supply'?

We would also like you to confirm where your business can provide goods or services throughout the UK. This information also helps us match the right opportunities to you. For example, if you are a local supplier based in Middlesbrough who can provide services in the North East of England only then make sure that you only select the region of supply you can work within. In this example the selection would be 'UKC - NORTH EAST (ENGLAND)'.

Alternatively, you can set your region of supply to UK and decide which opportunities are relevant to you when they arrive in your inbox.

Why do I have to confirm my communication preferences?

As a procurement solutions provider we want to make sure you are happy to receive notifications from the ProContract procurement portal. The notification will make sure you are kept up to date with the latest information in regards to new and existing opportunities and subsequent activities such as invitations to tender. You can opt out of receiving notifications but by doing so you will no longer be notified of any new messages and changes to existing activities you may have previously invited to. You can still view any messages sent to you when you login to the portal but you will not be notified that the messages have been received.

Note: *The buying organisation and Due North cannot be held responsible for incorrect categories, regions of supply or communication preferences that are selected against your account and subsequent missed opportunities or notifications.

"What about my tenders and contracts?"

All of your data relating to tendering will be migrated to the new system, and any saved items or attachments you had previously in a draft state will also be retained and accessible. However, these may appear in a different location due to user changes to the user interface.

Help

To support your organisation in understanding and using the new functionality, we have provided Help from the main menu:

<https://supplierhelp.due-north.com/>

The help facility includes topics such as:

Welcome to Pro-Contract v3
What's new
Registering
Getting Started
Opportunities
Responding to Tenders
Managing your Account
e-Auctions
Video Tutorials

Kind Regards,
Due North

4. Once you have followed the instructions above close the program and open a new internet session – follow steps 1 & 2 and log in using your Username and New Password

https://www.wolverhamptontenders.com/

Edit View Favorites Tools Help

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sourcing solutions

ProContract
brought to you by **due north**
sourcing solutions

Log In

User Name

Password

[Forgot your username or password?](#)

[Continue](#)

Welcome to ProContract

Already registered?

Simply enter your chosen username and password and click 'Continue'

New to ProContract?

Suppliers - If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

Migrated from ProContract Version 2?

If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - [First time login following migration](#)

Still need help?

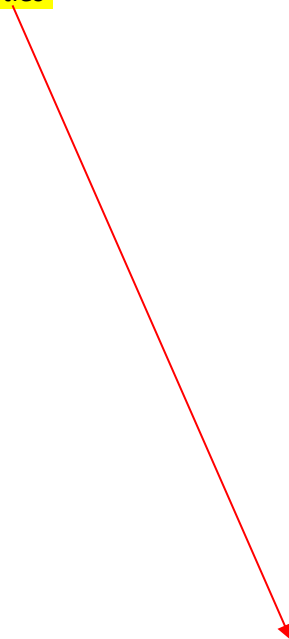
Please visit the [help center](#) where you can access an extensive help library, FAQ's, videos and guides


[Terms and Conditions](#) | [Privacy](#) | [Accessibility](#)

Secure Site


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5. Select 'Find opportunities'





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4 Notifications

HomeFind opportunitiesMy activitiesMy contractsHelp

A SupplierYour accountLogout

Home

All opportunities

Search

Go

Home page

Activities

ActiveRecently addedLast viewed

-- Please select --

Go

Search

Go

Please select a buyer from the dropdown and click on the 'Go' button

View full screen

Company details summary

Edit

WCC TEST 23

WCC 1, W'hton, West Midlands, WV1 1RL

Description

Breakfast provider

Keywords

Catering

Opportunities

Find opportunities

To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above

Workgroups

Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together

Procurement (1)

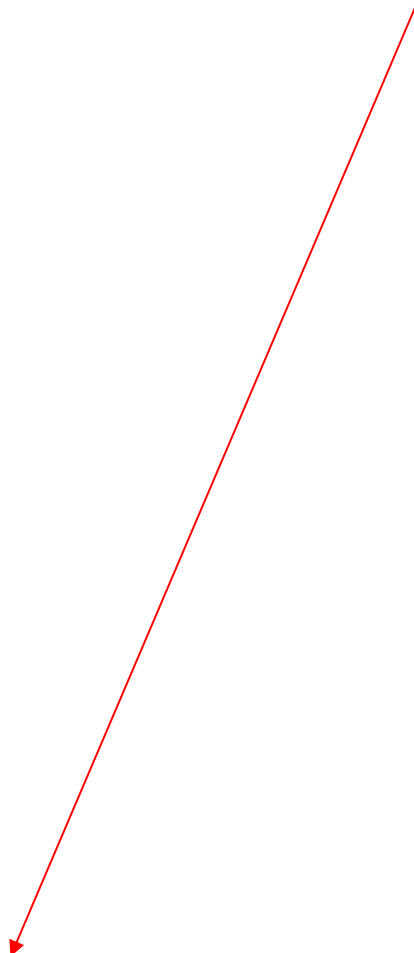
Add new workgroup

Terms and Conditions | Privacy | Accessibility

Secure Site



6. Now drop the Portals selection list and select Wolverhampton City Council tick the Wolverhampton City Council box and click Update



CITY OF WOLVERHAMPTON COUNCIL ProContract brought to you by **due north**

Home Find opportunities My activities My contracts Help A Supplier Your account

Home > Find Opportunities All data

Find Opportunities

Narrow your results

Portals
Wolverhampton City Council

Organisations
All

Categories
There are 0 categories selected
Add UNSPSC categories
Add NHS eClass categories
Add CPV categories
Add ProClass categories

Regions
There are 0 regions selected
Add new region

Keywords

Include closed
☐ Yes ☒ No

Expression date
Start date End date
dd/mm/yyyy dd/mm/yyyy

Published date
Start date End date
dd/mm/yyyy dd/mm/yyyy

Reset Update

Opportunities

1 2 3 4 5 ... 73 Next >

Title	Buyer	Exp
(NU/1195) Newcastle University Urban Observatory Sensors DPS	Newcastle University	20/0
(NU/1212) Armstrong Window Supply	Newcastle University	18/1
.Consortium Partners for the North East Space and Satellites Applications Hub	Durham County Council	06/1
004898 - NEPO - Aggregates and Concrete	Newcastle City Council	29/1
004898 - NEPO - Aggregates and Concrete Market Consultation Event 2 (004898 - NEPO - Aggregates & Concrete pre tender information)	Newcastle City Council	31/0
005345 - Fire Equipment Supplies and Services	Newcastle City Council	05/1
005366 - Electrical Rewiring and Associated Repairs & Maintenance Works	Newcastle City Council	02/1
005575 - Hire of Operated and Non-Operated Plant	Newcastle City Council	16/1
005622 - Newcastle Harm Reduction Service	Newcastle City Council	22/1
0-19 Years Public Health Nursing Service on the Isle of Wight	Isle of Wight Council	09/1

1 2 3 4 5 ... 73 Next >

Secure Site Terms and Conditions | Privacy | Accessibility

7. You will see a list of opportunities that are available for you

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Home Find opportunities My activities My contracts Help A Supplier Your account Logout

Home > Find Opportunities All data Search Go

Find Opportunities - Search results View all national portal opportunities

Narrow your results

Portals
Wolverhampton City Council

Organisations
All

Categories
There are 0 categories selected
Add UNSPSC categories
Add NHS eClass categories
Add CPV categories
Add ProClass categories

Regions
There are 0 regions selected
Add new region

Keywords

Include closed
☐ Yes ☒ No

Opportunities

Title	Buyer	Expression Start	Expression End	Estimated value
PP16076 - Recruitment Partner	Wolverhampton City Council	15/11/2016	14/12/2016	N/A
PP16082 - Pathways to Support - 'Think Family' Champions	Wolverhampton City Council	01/11/2016	03/01/2017	N/A
PP16108 - Castlecroft Avenue Play Area Landscape Works	Wolverhampton City Council	18/11/2016	14/12/2016	£70,000.00
PP16130 & PP16131 - Black Country Impact in Wolverhampton	Wolverhampton City Council	29/11/2016	04/01/2017	N/A
PP16137 - The Demolition of Care Homes	Wolverhampton City Council	24/11/2016	09/01/2017	N/A
PP16140 - Bilston Urban Village Residential Development Land	Wolverhampton City Council	21/10/2016	14/12/2016	N/A
PP16151 - Procurement of Architectural Services for Small Site New Build Housing Developments	Wolverhampton City Council	25/11/2016	16/12/2016	N/A
PP16156 - Pear Tree Lane - Residential Care Home	Wolverhampton City Council	07/12/2016	09/01/2017	N/A
PP16159 Property, Land and Assets BIS Software	Wolverhampton City Council	07/12/2016	05/01/2017	N/A

8. Click on the Title for the project you require from the list

[Register interest in this opportunity](#)

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4

Notifications

Home

Find opportunities

My activities

My contracts

Help

A Supplier

Your account

Logout

Home > Find opportunities > PP16076 - Recruitment Partner

Return to find opportunities

PP16076 - Recruitment Partner

Main contract details

Opportunity Id

DN229652 (Historical Ref: CONTRACT-ABLJ-Q8M7PQ)

Title

PP16076 - Recruitment Partner

Categories

80000000 - Management and Business Professionals and Administrative Services

80110000 - Human resources services

80111700 - Personnel recruitment

[More...](#)

Description

Region(s) of supply

UNITED KINGDOM

Estimated value

N/A

Keywords

Recruitment, Partner, Personnel, Manager

Expression of interest window

From 15/11/2016 10:11 to 14/12/2016 16:00

Register interest in this opportunity

Contact details

Buyer

Wolverhampton City Council

Contact

Leona McMillan

Email

leona.mcmillan@wolverhampton.gov.uk

Telephone

01902554219

Address

Civic Centre

Wolverhampton

West Midlands

WV1 1RL

United Kingdom

Key dates

Estimated contract dates

Start date

12/02/2017

End date

11/02/2027

Attachments

Instructions for accessing documentation relating to this Opportunity.pdf

316 KB

10. Now click on My activities

Home > Find opportunities > PP16076 - Recruitment Partner

[Return to find opportunities](#)

PP16076 - Recruitment Partner

Main contract details

Opportunity Id DN229652 (Historical Ref: CONTRACT-ABLJ-Q8M7PQ)

Title PP16076 - Recruitment Partner

Categories 80000000 - Management and Business Professionals and Administrative Services
80110000 - Human resources services
80111700 - Personnel recruitment
[More...](#)

Description

Region(s) of supply UNITED KINGDOM

Estimated value N/A

Keywords Recruitment, Partner, Personnel, Manager

Key dates

Estimated contract dates

Start date 12/02/2017 **End date** 11/02/2027

Expression of interest registered

Date 14/12/2016 12:08:02

Workgroup Procurement

Expression of interest window

From 15/11/2016 10:11 to 14/12/2016 16:00

[Register interest in this opportunity](#)

Contact details

Buyer Wolverhampton City Council

Contact Leona McMillan

Email leona.mcmillan@wolverhampton.gov.uk

Telephone 01902554219

Address Civic Centre
Wolverhampton
West Midlands
WV1 1RL
United Kingdom

11. Now tick the Wolverhampton City Council box and click Update

Home > My activities

All data [Go](#)

My activities

Narrow your results

Buyer

☐ Wolverhampton City Council

Event type

☒ All
☐ Advert
☐ RFx

Status

☒ All
☐ New action

[Update](#)

Active activities **Archived activities** **Last viewed activities**

Please select a buyer from the narrow results panel and click on the 'Update' button

12. You will see a list of activities that are available for you including the one you have just registered an interest in

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Notifications 6

Home Find opportunities My activities My contracts Help A Supplier Your account Logout

Home > My activities All data Search Go

My activities

Narrow your results

Buyer

☒ Wolverhampton City Council

Event type

☒ All
☐ Advert
☐ RFx

Status

☒ All
☐ New action

Update

Active activities	Archived activities	Last viewed activities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

--Actions--

Buyer	Title	Current event	Event deadline
Wolverhampton City Council	PP16076 - Recruitment Partner	PP16076 - Recruitment Partner PQQ	14/12/2016
Wolverhampton City Council	PP16137 - The Demolition of Care Homes	PP16137 - The Demolition of Care Homes	09/01/2017

13. Click on the Title for the project you require from the list

14. Click on the Start

CITY OF WOLVERHAMPTON COUNCIL

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Notifications 6

Home Find opportunities My activities My contracts Help A Supplier Your account Logout

Home > My activities > PP16076 - Recruitment Partner

Activity : PP16076 - Recruitment Partner

[Back to home page](#)

[Archive this activity](#)

Events

PP16076 - Recruitment Partner	Expression of interest accepted	View details Open
PP16076 - Recruitment Partner PQQ	Not started (Respond by: 14/12/2016)	View details Start

Messaging

You have 18 unread message(s).
[View messages](#)

Audit history

[View audit history](#)

15. You will be taken to the screen below – see notes

The screenshot shows the ProContract web application interface. At the top, there is a header with the 'due north sourcing solutions' logo and the text 'ProContract brought to you by due north sourcing solutions'. A navigation bar includes links for Home, Find opportunities, My activities, My contracts, Help, A Supplier, Your account, and Logout. A notification badge shows '6 Notifications'. Below the header, a breadcrumb trail reads: Home > My activities > PP16076 - Recruitment Partner > PP16076 - Recruitment Partner PQQ. A '<Back to dashboard' link is in the top right.

The main content area is divided into several sections:


- Wolverhampton City Council - PQQ** with a reference number **214559**.
- Amendments** section showing a table with columns: Amended, Sections, Description, and History. The 'Sections' column has a yellow highlight with the text 'Highlighted In Yellow'. A red box with the text 'Title and info on this project' points to the 'Title' column.
- Main details** section showing the title 'PP16076 - Recruitment Partner PQQ' and the response deadline 'Respond by: 14 December 2016 16:00:00'. A red box with the text 'These are the terms associated with this project' points to the 'Terms & conditions' section.
- Terms & conditions** section showing a link to 'Terms and Conditions'.
- Evaluation criteria/question sets** section showing a table with columns: Title, Questions, Mandatory, Online, and Internal. The 'Title' column has a red box with the text 'This shows how many templates & questions' pointing to the 'PQQ Template' row.


On the right side, there are three panels:

- Time remaining** panel showing a countdown timer: 0 Days, 3 Hours, 42 Minutes, 34 Seconds.
- Messaging** panel showing 'You have 18 unread message(s)' and a link to 'View messages'.
- Response controls** panel with a green 'Start my response' button and links for 'Register intent to respond' and 'No longer wish to respond'.
- My responses** panel showing 'PQQ Version 1' and 'PQQ Version 2' with status messages.

The footer contains links for 'Terms and Conditions', 'Privacy', and 'Accessibility', a 'Secure Site' icon, and the 'due north sourcing solutions' logo.

16. Click Start my response to start the process of completing your submission.



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6 Notifications

[Home](#)
[Find opportunities](#)
[My activities](#)
[My contracts](#)
[Help](#)

[A Supplier](#)
[Your account](#)
[Logout](#)

[Home](#) > [My activities](#) > [PP16076 - Recruitment Partner](#) > PP16076 - Recruitment Partner PQQ

[Back to dashboard](#)

Wolverhampton City Council - PQQ
214559

Amendments

Amended 17/11/2016 09:44:35

Sections Highlighted In Yellow

Description no change

History Version 2 Current


Version 1
Amended 17/11/2016 09:44:35 [View](#)

Main details

Title: PP16076 - Recruitment Partner PQQ **Respond by:** 14 December 2016 16:00:00

Description:
Please answer all questions. Please note clarification questions must be raised through this system by Wed 7th December 2016.

Terms & conditions


[Terms and Conditions - Refer...](#)

Evaluation criteria/question sets

	Questions		
Title	Mandatory	Online	Internal
PQQ Template	2	2	0

Time remaining

0 Days
 3 Hours
 42 Minutes
 34 Seconds

Messaging

You have 18 unread message(s).

[View messages](#)

Response controls



[Start my response](#)
[Register intent to respond](#)
[No longer wish to respond](#)

My responses


PQQ Version 1
You were not invited to this version.


PQQ Version 2
You have not yet started your response.

[Terms and Conditions](#) | [Privacy](#) | [Accessibility](#)

 Secure Site
 

17. After reading the text - Click Continue



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4 Notifications

[Home](#) [Find opportunities](#) [My activities](#) [My contracts](#) [Help](#) [Corporate Smith](#) [Your account](#) [Logout](#)

[Home](#) > [My activities](#) > [MC14044 Test](#) > [MC14044 Test](#) > Create Further competition response

Create Further competition response

1 Details2 Additional information3 Question sets4 Terms & conditions

Response reference: 107885272

Welcome to the Further competition response wizard.

The wizard will assist you with the completion of your response.

You will be presented with a number of different steps to complete. Once each step has been completed you can click the 'Continue' button to proceed to the next step, or 'Back' to return to the prior step or 'Cancel' to exit the wizard.


After the completion of each step, the response information entered will be saved as a draft, which will allow you to resume the response at a later date if required.


Once all the steps have been completed and all mandatory response criteria have been met, you will be asked if you wish to submit your response.

If you agree to submit your response, you will receive a confirmation receipt email. Please note, if you do not receive the confirmation email please contact support as you cannot be guaranteed that your response has been received.

[Continue](#) [Reset](#) [Cancel](#)

18. We recommend you put a Supplier Reference in (can be anything text or numbers and please make a note of what you have entered). The lower two boxes can remain empty. Then click Continue.



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4 Notifications


[Home](#) [Find opportunities](#) [My activities](#) [My contracts](#) [Help](#) [Corporate Smith](#) [Your account](#) [Logout](#)


[Home](#) > [My activities](#) > [MC14044 Test](#) > [MC14044 Test](#) > Create Further competition response

Create Further competition response

[Details](#) 2 Additional information3 Question sets4 Terms & conditions

Supplier reference (optional) 

Response information (optional) 

Additional comments (optional) 

[Continue](#) [Reset](#) [Cancel](#) [Back](#)

19. Click Edit Response against the template you wish to complete – below there only shows one but there maybe 3 or more

Home > My activities > MC14044 Test > MC14044 Test > Create Further competition response


Create Further competition response

Details
Additional information
3 Question sets
4 Terms & conditions

Title	Action	Progress
Mini Competition Evaluation Template	Edit response	<div></div>

Continue
Reset
Cancel
Back

20. Click Answer Question



ProContract
The Spend Control Company

4 Notifications

[Home](#)
[Find opportunities](#)
[My activities](#)
[My contracts](#)
[Help](#)

Corporate Smith

Your account

Logout

View evaluation questions

Questions	Title	Weight: %	Section status	Status	Flag
1 Section 1 - Pricing Information			Incomplete section		
1.1 Pricing Schedule - Please Download, Complete and Upload (using the add attachment button) the pricing schedule.	100.00%	Answer question			

Back

Progress

Key

- The answer provided is valid and complete.
- The answer has been automatically populated from a previous answer but it must be reviewed before submission.
- Mandatory elements of this question have not been provided.
- The question has been flagged for review.

21. Answer the question – questions can be yes/no options or text (where you will be required to input text) or checkbox or attachment questions as below. In an attachment question

click on the attachment in 'Question attachments'

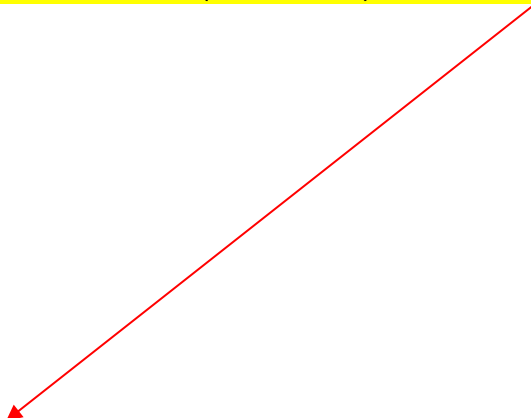
The screenshot shows the ProContract web application interface. At the top, there is a header with the ProContract logo and navigation links: Home, Find opportunities, My activities, My contracts, and Help. On the right, there are links for Corporate Smith, Your account, and Logout, along with a Notifications bell icon. Below the header, a green button labeled 'Show more information' is visible. The main content area is titled 'Section 1 - Pricing Information | Question 1 of 1'. It contains a 'Question' box with the text 'Please Download, Complete (input your daily price) and Upload (using the add attachment button) the Route schedule.' To the right of the question is a 'Weight' box showing '100.00 %'. Below the question is an 'Answer' box with the text 'No attachments' and two buttons: 'Add attachment' and 'Save and close'. To the right of the answer box is a 'Flag question for review' checkbox. Further right is a 'Help' box with the text 'This question is mandatory'. At the bottom right is a 'Question attachments' box showing a file named 'Mini comp SLT1.xls' with a size of '34 KB'.

22. Click Open (please note – dependent on your internet explorer version your 'open' screen may look different)



23. The document will open (maybe Word, Excel, PDF or another format). Please complete the document as required and save it to your computer where you can find it later.

24. Back in Due North (Pro-Contract) click Add attachment



Section 1 - Pricing Information | Question 1 of 1

Question

Please Download, Complete (input your daily price) and Upload (using the add attachment button) the Route schedule.

Weight

100.00 %

Answer

No attachments

Add attachment

Save and close

Flag question for review
☐


Help

This question is mandatory

Question attachments

Mini comp SLT1.xls


34 KB


25. The pop up box shown below will appear, click  If a diff pop up appears go to step 30

Attachments






File upload rules:


- Maximum file size: 1024MB
- Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, html, gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx,xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages, xer

File name	Comment	Size	Progress
 Mini comp SLT1.xls		34 KB	<div>0%</div>



Drop files here



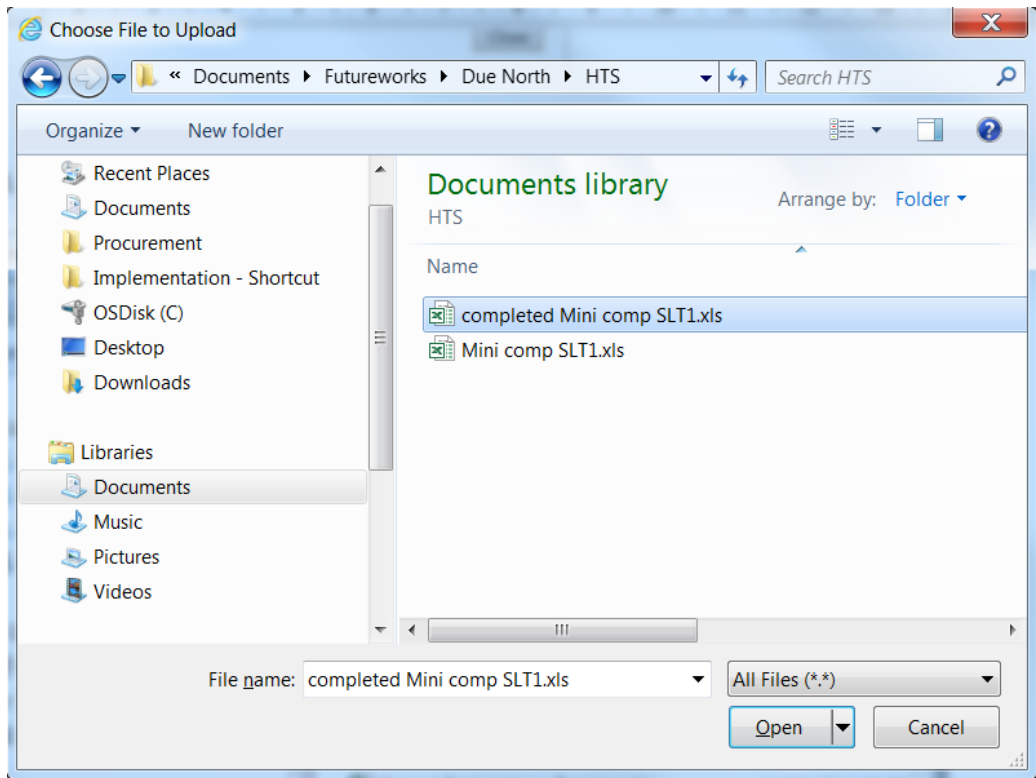
Total size: 34 KB

Estimated time: N/A

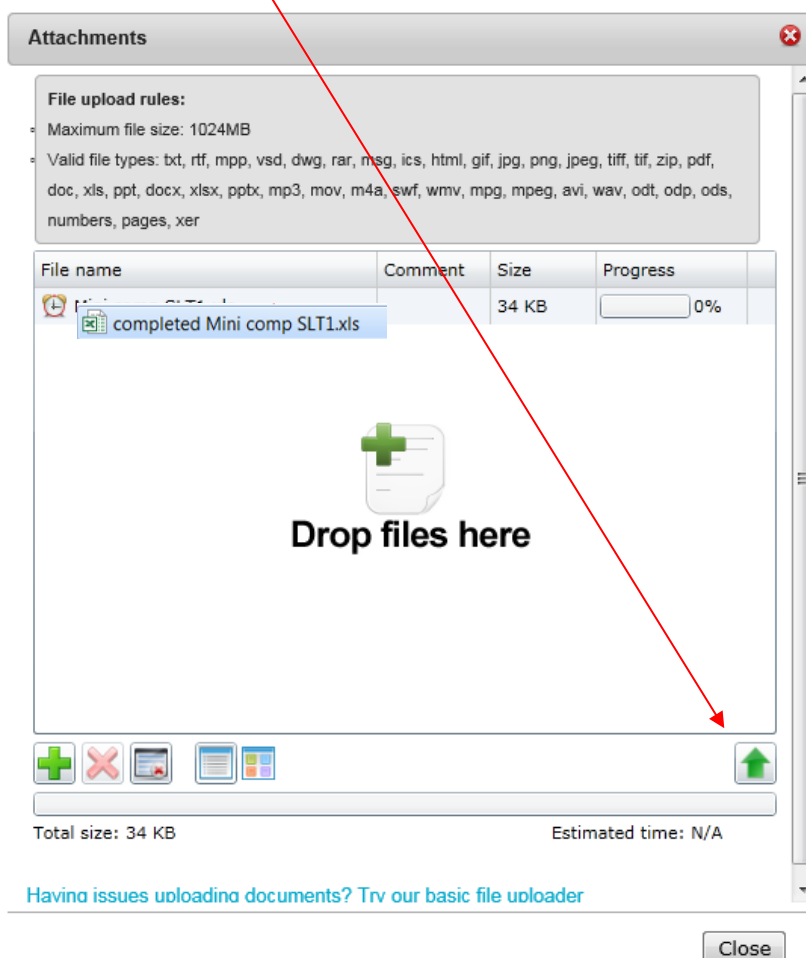
[Having issues uploading documents? Try our basic file uploader](#)

Close

26. A 'browse' box will appear – find the file you have saved, click on it so it is highlighted and click on Open



27. Now click



28. Click Continue

PROACTIS The Spend Control Company ProContract

7 Notifications

Home Find opportunities My activities My contracts Help Corporate Smith Your account Logout

Home > My activities > MC14044 Test 2 > MC14044 Test 2 > Create Further competition response

Create Further competition response

Details Additional information 3 Question sets 4 Terms & conditions

Title	Action	Progress
Mini Competition Evaluation Template	Edit response	<div></div>

[Continue](#) [Reset](#) [Cancel](#) [Back](#)

29. You will be taken back to the screen below and the file should show here. Now click Save and close

PROACTIS The Spend Control Company ProContract

5 Notifications

Home Find opportunities My activities My contracts Help Corporate Smith Your account Logout

Show more information

Section 1 - Pricing Information | Question 1 of 1

Question	Weight
Please Download, Complete (input your daily price) and Upload (using the add attachment button) the Route schedule.	100.00 %

Answer	Flag question for review
<div><div></div><div>completed Mini comp SLT1.xls</div><div>34 KB</div></div>	<input type="checkbox"/>

[Add attachment](#) [Save and close](#)

Help
This question is mandatory

Question attachments
Mini comp SLT1.xls 34 KB

30. You will be taken back to the list of templates – select the next template to answer by clicking Edit Response.

When all templates have been completed and you have completely green Progress bar's **click**

31. Now click Accept or Decline to the Terms and Conditions (if you click Decline you will have to state why in a pop up box that will appear)

PROACTIS
The Spend Control Company

ProContract

Notifications

Home Find opportunities My activities My contracts Help Corporate Smith Your account Logout

Home > My activities > MC14044 Test 2 > MC14044 Test 2 > Create Further competition response

Create Further competition response

Details Additional information Question sets 4 Terms & conditions

Please follow the link to read the terms and conditions

[Services Terms and Conditions](#)


☒ Accept
☐ Decline

Finish Reset Cancel Back

32. If you have done all that is required, you will have Green dots next to the items in the Submission checklist and your Submit response button will be Green.

Now click Submit response




PROACTIS
 The Spend Control Company

ProContract
Notifications

[Home](#)
[Find opportunities](#)
[My activities](#)
[My contracts](#)
[Help](#)
[Corporate Smith](#)
[Your account](#)
[Logout](#)

[Home](#) > [My activities](#) > [MC14044 Test](#) > MC14044 Test

My response
107885273 **Draft**

Additional information [Edit](#)
Supplier reference:

Terms & conditions - Accepted [Decline](#)
[Services Terms and Conditions](#)

Evaluation criteria/question sets

Title	Action	Progress
Mini Competition Evaluation Template 1	Edit response	<div></div>

[<Back to summary](#)
Time remaining
Respond by: 09 December 2016 15:00:00

0 Days
4 Hours
46 Minutes
56 Seconds

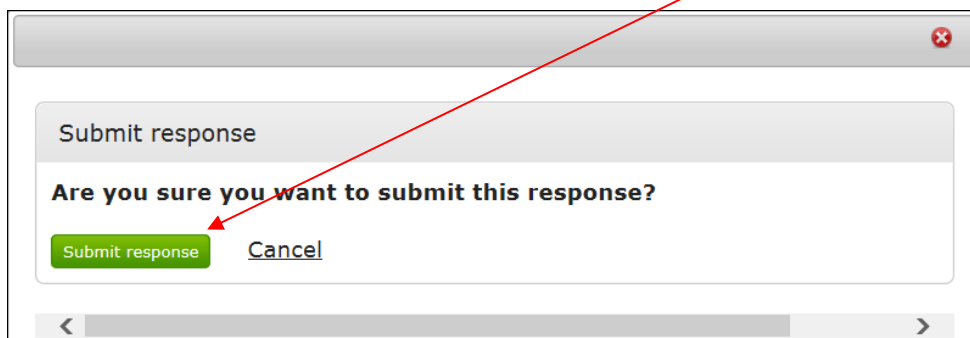
Response controls
[Submit response](#)
[Open response wizard](#)
Submission checklist

Terms & conditions

Evaluation criteria/question sets


Audit history
[View audit history](#)

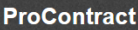
33. A confirmation pop up box will appear, **click Submit response again**



34. You should see **Submitted** this confirms you have sent your response.

Submitted





6 Notifications

Home
Find opportunities
My activities
My contracts
Help
Corporate Smith
Your account
Logout

Home > My activities > MC14044 Test > MC14044 Test

Wolverhampton City Council - Further competition
5243756

Amendments

Amended 09/12/2016 09:25:44
Sections Highlighted In Yellow
Description changed pricing and route schedule
History Version 2 Current
Version 1
Amended 09/12/2016 09:25:44 [View](#)

Main details

Title: MC14044 Test
Description: Test
Respond by: 09 December 2016 15:00:00

Attachments

Public attachments can be viewed by all procurers and suppliers involved in this rfx
[Test word doc.docx](#) 9 KB

Terms & conditions

[Services Terms and Conditions](#)

Evaluation criteria/question sets

Title	Questions		
	Mandatory	Online	Internal
Mini Competition Evaluation Template 1	1	1	0

Time remaining

0 Days 4 Hours 38 Minutes 13 Seconds

Submitted

Messaging

You have 0 unread message(s).
[View messages](#)

Response controls

[I would like to edit my response](#)
[No longer wish to respond](#)

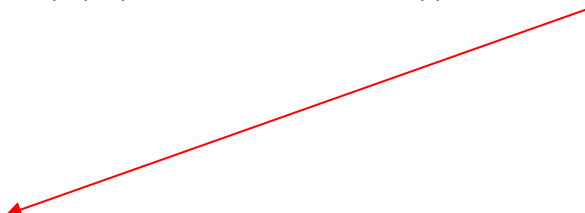
My responses

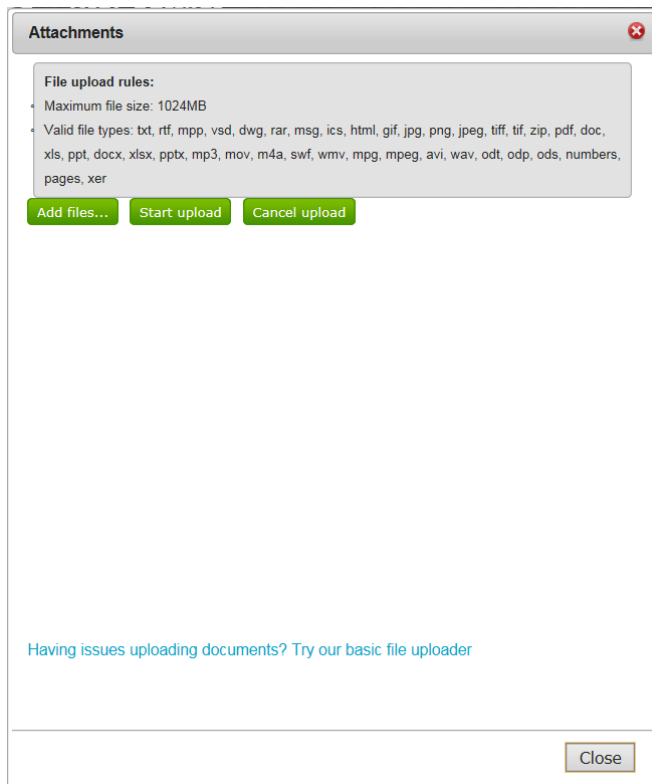
Further competition Version 1
[Version 1](#) Not submitted
Further competition Version 2
[Version 1](#) Submitted 09/12/2016 10:19:22

[Terms and Conditions](#) | [Privacy](#) | [Accessibility](#)
Secure Site

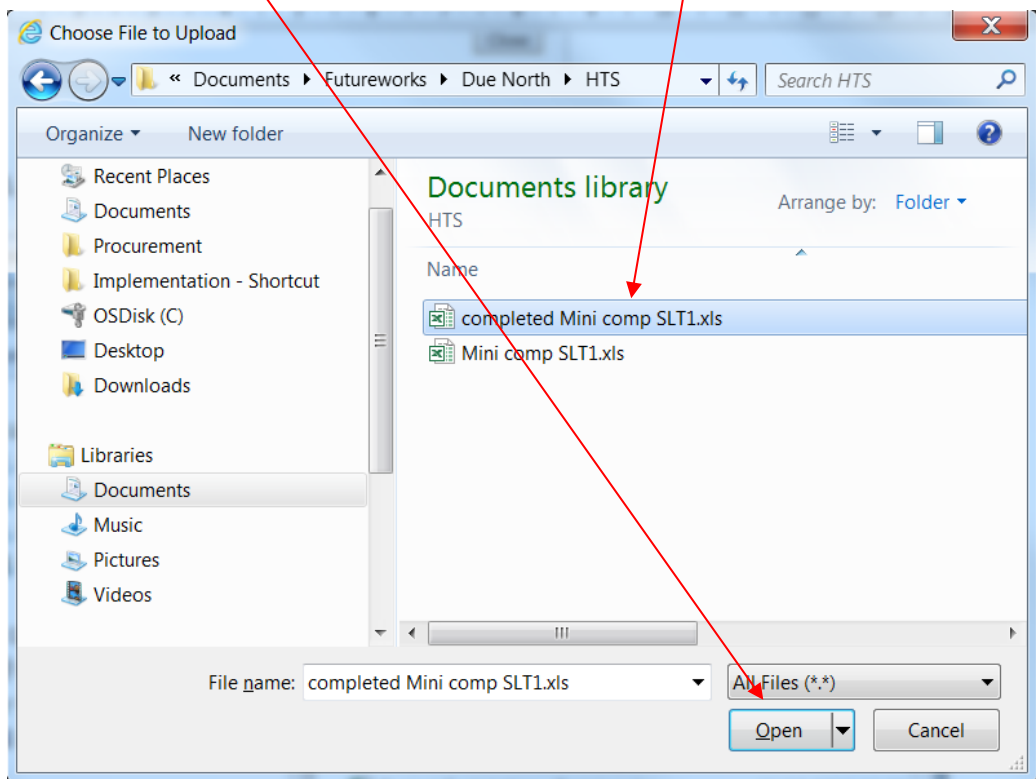
Click Logout

35. The pop up box shown below will appear, click Add Files





36. A 'browse' box will appear – find the file you have saved, click on it so it is highlighted and click on Open



37. Now click Start Upload

Attachments

File upload rules:

Maximum file size: 1024MB

Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, html, gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx,xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages, xer

Add files...

Start upload

Cancel upload

File name	Comment	Size	Progress
completed Mini comp SLT1.xls		34.82 KB	

Having issues uploading documents? Try our basic file uploader

Close

38. Go to Step 23