

# Kingston upon Thames

## Supplier Response User Guide

### Pro Contract v3

1. Once you have logged into the system you can find opportunities by clicking Find Opportunities


**NB: If you have been invited directly to respond to the procurement opportunity please jump to step 5 below.**


The screenshot displays the ProContract web application interface. At the top, the header includes the 'due north sourcing solutions' logo, the 'ProContract' title, and a 'brought to you by' tagline. A navigation bar contains links for Home, Find opportunities, My activities, My contracts, and Help. The user is logged in as 'supplier\_london\_72 User' with options for 'Your account' and 'Logout'. A 'Notifications' badge is visible in the top right corner.

The main content area is titled 'Home page' and features several sections:

- Activities:** Includes tabs for 'Active', 'Recently added', and 'Last viewed'. A search bar with a 'Go' button is present, along with a message: 'Please select a buyer from the dropdown and click on the 'Go' button'.
- Opportunities:** Contains a link to 'Find opportunities' which is circled in red. Below the link, it states: 'To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above'.
- Company details summary:** Displays information for 'supplier\_london\_72 company', including its address and a 'Description'.
- Vendor profile:** Shows a link to 'Edit vendor profile (0% complete)' and a message indicating that some aspects of the profile are incomplete or expired.
- Workgroups:** Explains that activities are assigned to workgroups and lists 'supplier\_london\_72 workgroup (1)' with an 'Add new workgroup' button.

2. Use the search box to search for the local authority name (e.g. Kingston) or the project title



**ProContract**  
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1 Notifications

[Home](#) [Find opportunities](#) [My activities](#) [My contracts](#) [Help](#) [supplier\\_london\\_72 User](#) [Your account](#) [Logout](#)

[Home](#) > [Find Opportunities](#) All data  Go

### Opportunities

**Narrow your results**

- Portals**

All
- Categories**

There are 0 categories selected  
[Add new category](#)
- Regions**

There are 0 regions selected  
[Add new region](#)
- Keywords**
- 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 ... 13 Next >

Title	Buyer	Expression Start	Expression End	Estimated Value
<a href="#">1112-073 - Mental Health Employment Service (1112-073 - Mental Health Employment Service)</a>	Islington	03/12/2011	31/07/2017	N/A
<a href="#">271_16 Self Drive Vehicle Hire (271_16 Self Drive Vehicle Hire)</a>	ESPO	22/05/2015	31/01/2016	N/A
<a href="#">3167_16 Help to Live at Home Service (3167_16 Help to Live at Home Service)</a>	ESPO	30/04/2015	31/12/2015	N/A
<a href="#">6 Day Nurseries (6 Day Nurseries)</a>	Wirral Borough Council	25/04/2013	01/09/2016	N/A
<a href="#">ABANDONED CP1016-14 Bovey Tracey to Newton Abbot Path - Stover Canal (ABANDONED CP1016-14 Bovey Tracey to Newton Abbot Path - Stover Canal)</a>	Devon County Council	21/05/2014	30/09/2019	N/A
<a href="#">Amey Demo DPS test (Advertise opportunity on portal)</a>	Buckinghamshire County Council	23/10/2015	23/10/2017	N/A
<a href="#">Annual Maintenance &amp; Servicing of Communal Boiler Plant including Responsive Repair Call Out Service within the Bolton Area (Annual Maintenance &amp; Servicing of Communal Boiler Plant including Responsive Repair Call Out Service within the Bolton Area)</a>	Bolton at Home	20/01/2015	28/03/2016	N/A
<a href="#">Bridgefield, Stockport Construction (Bridgefield, Stockport Construction)</a>	Stockport Metropolitan Borough Council	10/07/2014	30/09/2017	N/A
<a href="#">Children Services (Children Services)</a>	Wirral Borough Council	25/03/2013	08/08/2023	N/A
<a href="#">Claire - DPS Testing (Advert )</a>	Dorset County Council	21/10/2015	04/10/2020	£450,000.00

1 2 3 4 5 ... 13 Next >

### 3. Click on the opportunity you are interest in



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1 Notifications

[Home](#) [Find opportunities](#) [My activities](#) [My contracts](#) [Help](#) [supplier\\_london\\_72 User](#) [Your account](#) [Logout](#)

[Home](#) > Find Opportunities All data kingston Go

#### Opportunities - Search results

Narrow your results

Portals

All

Categories

There are 0 categories selected

+ Add new category

Regions

There are 0 regions selected

+ Add new region

Keywords

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

Title	Buyer	Expression Start	Expression End	Estimated Value
<a href="#">EU Procurement (Advert step)</a>	The Royal Borough of Kingston upon Thames	14/10/2015	16/12/2015	£174,000.00
<a href="#">Voluntary and Community Sector demo project (Voluntary and Community Sector demo project)</a>	The Royal Borough of Kingston upon Thames	25/02/2015	03/05/2016	N/A

#### 4. Click **Register interest in this opportunity**

**LONDON**  
TENDERS PORTAL

ProContract  
brought to you by **due north**  
procurement

1 Notifications

HomeFind opportunitiesMy activitiesMy contractsHelpsupplier\_london\_72 UserYour accountLogout

Home > Find opportunities > Advert step

Advert step

Return to find opportunities

Main contract details

**Opportunity Id** DN5995736

**Title** Advert step

**Categories** 85100000-0 - Health services

**Description**

**Region(s) of supply** Outer London

**Estimated value** £174,000.00

**Keywords**

Key dates

**Estimated contract dates**

**Start date** 12/07/2016      **End date** 04/03/2017

Expression of interest window

**From** 14/10/2015 11:00 to 16/12/2015 10:30

**Register interest in this opportunity**

Contact details

**Buyer** The Royal Borough of Kingston upon Thames

**Contact** Paul Freeman

**Email** [paul.freeman@kingston.gov.uk](mailto:paul.freeman@kingston.gov.uk)

**Telephone** 020 8547 5181

**Address** Guildhall  
Kingston  
Greater London  
KT1 1EU  
United Kingdom

Attachments

No attachments

5. This opportunity will now be listed under the 'My activities' tab. Click on **My activities**

The screenshot shows the LONDON TENDERS PORTAL ProContract interface. The top navigation bar includes links for Home, Find opportunities, My activities (highlighted with a red circle), My contracts, and Help. The user is logged in as 'supplier\_london\_72 User' with options for 'Your account' and 'Logout'. A notification badge shows '3 Notifications'. The breadcrumb trail is 'Home > Find opportunities > Advert step'. The main content area is titled 'Advert step' and contains several panels:

- Main contract details:**
  - Opportunity Id: DN5995736
  - Title: Advert step
  - Categories: 85100000-0 - Health services
  - Description:
  - Region(s) of supply: Outer London
  - Estimated value: £174,000.00
  - Keywords:
- Key dates:**
  - Estimated contract dates:
    - Start date: 12/07/2016
    - End date: 04/03/2017
- Expression of interest registered:**
  - Date: 09/12/2015 11:11:51
  - Workgroup: supplier\_london\_72 workgroup
- Expression of interest window:**
  - From: 14/10/2015 11:00 to 16/12/2015 10:30
  - Register interest in this opportunity
- Contact details:**
  - Buyer: The Royal Borough of Kingston upon Thames
  - Contact: Paul Freeman
  - Email: paul.freeman@kingston.gov.uk
  - Telephone: 020 8547 5181
  - Address: Guildhall, Kingston, Greater London, KT1 1EU, United Kingdom
- Attachments:**
  - No attachments

[Return to find opportunities](#)

6. If no opportunities are listed, select a buyer from the options on the left and click **Update**

The screenshot shows the ProContract web application interface. At the top, there is a navigation bar with the 'due north' logo and 'ProContract brought to you by due north'. Below this is a secondary navigation bar with links: Home, Find opportunities, My activities, My contracts, and Help. On the right side of this bar, it says 'supplier\_london\_72 User', 'Your account', and 'Logout'. Below the navigation bar, there is a breadcrumb trail 'Home > My activities' and a search bar with a dropdown menu set to 'All data' and a 'Go' button. The main content area is titled 'My activities' and contains two panels. The left panel, titled 'Narrow your results', has three sections: 'Buyer' with a checkbox for 'The Royal Borough of Kingston upon Thames', 'Event type' with checkboxes for 'All' and 'RFx', and 'Status' with radio buttons for 'All' and 'New action'. At the bottom of this panel is a green 'Update' button, which is circled in red. The right panel has tabs for 'Active activities', 'Archived activities', and 'Last viewed activities'. Below the tabs is a blue message box that says 'Please select a buyer from the narrow results panel and click on the 'Update' button'.

7. You can also use the search box to search for the opportunity. Type a search term in the box and click **Go**

The screenshot shows the ProContract web application interface. At the top, there is a navigation bar with the 'due north' logo and 'ProContract' branding. Below this is a secondary navigation bar with links like 'Home', 'Find opportunities', 'My activities', 'My contracts', 'Help', and user information. The main content area is titled 'My activities' and includes a sidebar for filtering results by Buyer, Event type, and Status. The main table displays a list of activities with columns for Buyer, Title, Current event, and Event deadline. A search bar and a 'Go' button are located at the top of the main content area, circled in red in the image.

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**ProContract**  
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Notifications

Home Find opportunities My activities My contracts Help supplier\_london\_72 User Your account Logout

Home > My activities All data Search Go

**My activities**

Narrow your results

**Buyer**  
☒ The Royal Borough of Kingston upon Thames

**Event type**  
☒ All  
☐ RFx

**Status**  
☒ All  
☐ New action

Update

Active activities Archived activities Last viewed activities

1 2 3 Next >

--Actions--

	Buyer	Title	Current event	Event deadline
<input type="checkbox"/>	The Royal Borough of Kingston upon Thames	<a href="#">Publisher of a title</a>	Publisher of a title	25/11/2015
<input type="checkbox"/>	The Royal Borough of Kingston upon Thames	<a href="#">Bottled Spring Water (Test)</a>	Bottled Spring Water (Test)	09/10/2015
<input type="checkbox"/>	The Royal Borough of Kingston upon Thames	<a href="#">Cleaning Services 2 (test v3)</a>	Cleaning Services 2 (test v3)	11/11/2015
<input type="checkbox"/>	The Royal Borough of Kingston upon Thames	<a href="#">EU Procurement</a>	EU Procurement	09/12/2015
<input type="checkbox"/>	The Royal Borough of Kingston upon Thames	<a href="#">football sessions (MA)</a>	football sessions (MA)	26/11/2015
<input type="checkbox"/>	The Royal Borough of Kingston upon Thames	<a href="#">ITT Supplier Response Test</a>	ITT Supplier Response Test	31/12/2015
<input type="checkbox"/>	The Royal Borough of Kingston upon Thames	<a href="#">Kingston library refurbishment JM</a>	Kingston library refurbishment JM	26/11/2015
<input type="checkbox"/>	The Royal Borough of Kingston upon Thames	<a href="#">Kingston Train Station Modernisation project (test)</a>	Kingston Train Station Modernisation project (test)	09/10/2015
<input type="checkbox"/>	The Royal Borough of Kingston upon Thames	<a href="#">Library Refurbishment (MN)</a>	Library Refurbishment (MN)	26/11/2015
<input type="checkbox"/>	The Royal Borough of Kingston upon Thames	<a href="#">Major non-OJEU example</a>	Major non-OJEU example	23/10/2015

1 2 3 Next >

8. Once you have found the opportunity click on the blue link to open

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3 Notifications

Home Find opportunities My activities My contracts Help supplier\_london\_72 User Your account Logout

Home > My activities All data itt Go

### My activities

**Narrow your results**

**Buyer**

- ☒ The Royal Borough of Kingston upon Thames

**Event type**

- ☒ All
- ☐ RFx

**Status**

- ☒ All
- ☐ New action

Update

Active activities Archived activities Last viewed activities

--Actions--

	Buyer	Title	Current event	Event deadline
<input type="checkbox"/>	The Royal Borough of Kingston upon Thames	<a href="#">ITT Supplier Response Test</a>	ITT Supplier Response Test	31/12/2015
<input type="checkbox"/>	The Royal Borough of Kingston upon Thames	<a href="#">Kingston library refurbishment JM</a>	Kingston library refurbishment JM	26/11/2015



9. This view will show the respond by date and the messaging function for communicating with the buyer. To view the questions and attachments and begin your response, click on **Start**

The screenshot displays the ProContract web application interface. The header includes the 'due north sourcing solutions' logo, the 'ProContract' title, and a 'brought to you by' tagline. A navigation bar contains links for Home, Find opportunities, My activities, My contracts, and Help. A notification badge shows '3 Notifications'. The breadcrumb trail reads 'Home > My activities > ITT Supplier Response Test'. The main heading is 'Activity : ITT Supplier Response Test'. Below this, the 'Events' section lists the activity 'ITT Supplier Response Test' with a status of 'Not started (Respond by: 31/12/2015)'. The 'Start' button is circled in red. To the right, the 'Messaging' section shows 'You have 0 unread message(s)' and a 'View messages' link. The 'Audit history' section shows a 'View audit history' link. A red box highlights the 'Start' button, and a red arrow points from a text box to the 'Messaging' button.

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3 Notifications

Home Find opportunities My activities My contracts Help supplier\_london\_

Home > My activities > ITT Supplier Response Test

Activity : ITT Supplier Response Test

[< Back to home page](#)

Archive this activity

**Events**

[ITT Supplier Response Test](#) Not started (Respond by: 31/12/2015) [Hide details](#) [Start](#)

**Messaging**

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

**Audit history**

[View audit history](#)

**Activity details:**

<b>Activity type:</b>	ITT
<b>Reference:</b>	5138909
<b>Respond by:</b>	31 December 2015 at 13:00
<b>Response status:</b>	Not started

10. You will now see an overview for the procurement opportunity.

Click **Start my response** to begin your response

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Notifications

Home Find opportunities My activities My contracts Help

supplier\_london\_72 User Your account Logout

Home > My activities > ITT Supplier Response Test > ITT Supplier Response Test

[<Back to dashboard](#)

**The Royal Borough of Kingston upon Thames - ITT** 5138909

**Main details**

**Title:** ITT Supplier Response Test **Respond by:** 31 December 2015 13:00:00

**Description:** ITT Supplier Response Test

**Terms & conditions**

[Generic Terms and Conditions \(ITT\)](#)

**Evaluation criteria/question sets**

Title	Questions		
	Mandatory	Online	Internal
Invitation to Tender Open Below EU Threshold	48	49	0
Price evaluation	1	1	0

**Time remaining**

22 Days 1 Hour 36 Minutes 10 Seconds

**Messaging**

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

**Response controls**

[Start my response](#)

[Register intent to respond](#)

[No longer wish to respond](#)

**My responses**

You have not yet started your response.

11. This system now guides you through the response wizard. Click **Continue**

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0 Notifications

Home Find opportunities My activities My contracts Help supplier\_london\_74 User Your account Logout

Home > My activities > ITT Supplier Response Test > ITT Supplier Response Test > Create ITT response

### Create ITT response

1 Details 2 Additional information 3 Question sets 4 Attachments 5 Terms & conditions

**Response reference: 105864013**

Welcome to the ITT 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

## 12. Add your own references and additional information if required. Click **Continue**

Home > My activities > ITT Supplier Response Test > ITT Supplier Response Test > Create ITT response

### Create ITT response

[Details](#) **2** Additional information **3** Question sets **4** Attachments **5** Terms & conditions

Supplier reference (optional) ⓘ

Response information (optional) ⓘ

Additional comments (optional) ⓘ

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

13. You can now view the question sets. Often there will be two questions sets – one containing mandatory sections and quality questions and one containing price questions. Click on **Edit response** to view the question set

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1 Notifications

Home Find opportunities My activities My contracts Help supplier\_london\_74 User Your account Logout

Home > My activities > ITT Supplier Response Test > ITT Supplier Response Test > Create ITT response

### Create ITT response


Details Additional Information **3 Question sets** 4 Attachments 5 Terms & conditions


Title	Action	Progress
Invitation to Tender Open Below EU Threshold	<a href="#">Edit response</a>	<div></div>
Price evaluation	<a href="#">Edit response</a>	<div></div>

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

14. The questions will be listed in their sections. Look at the key to see which questions have been answered or are still awaiting a response.

Attachments relevant to the procurement, such as the Invitation to Tender, Specification and Conditions will be attached under the **Public attachments** section.



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1 Notifications

HomeFind opportunitiesMy activitiesMy contractsHelp



supplier\_london\_74 UserYour accountLogout

View evaluation questions

Questions


Title	Weight: %	Section status	Status	Flag
<b>1 Supplier information</b>	<b>Complete section</b>	<b>Section weight: 0.00%</b>		
1.1 Full name of the Supplier completing the bid	0.00%	<a href="#">Answer question</a>		
1.2 Registered company address	0.00%	<a href="#">Answer question</a>		
1.3 Registered company number	0.00%	<a href="#">Answer question</a>		
1.4 Registered charity number	0.00%	<a href="#">Answer question</a>		
1.5 Registered VAT number	0.00%	<a href="#">Answer question</a>		
1.6 Name of immediate parent company	0.00%	<a href="#">Answer question</a>		
1.7 Name of ultimate parent company	0.00%	<a href="#">Answer question</a>		
1.8 Please select the relevant field to indicate your trading status	0.00%	<a href="#">Answer question</a>		
1.9 Please select the relevant field to indicate whether any of the following classifications apply to you	0.00%	<a href="#">Answer question</a>		


**2 Bidding Model****Complete section****Section weight: 0.00%**


2.1 Please select yes or no to indicate whether you are bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself	0.00%	<a href="#">Answer question</a>		
2.2 Please select yes or no to indicate	0.00%	<a href="#">Answer question</a>		


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.

Public attachments


5b. ITT revised Feb 2012.DOC177KB


5c RBK Model TandC Consultancy Aug 10.doc202KB




Model Conditions - Major Contracts Oct563

## 15. Click **Answer question** to add a response

Form should be completed where the Applicant proposes a consortium arrangement or a Prime Contractor arrangement involving the use of Significant Subcontractor(s).


17 Certificate as to Collusion and	Complete section	Section weight: 0.00%
17.1 Please ensure that the attached form is completed by the applicant or where relevant, the Lead Applicant and each consortium member/Significant Subcontractor.	0.00%	<a href="#">Answer question</a> 


18 Form of Tender	Incomplete section	Section weight: 0.00%
18.1 Please ensure that the attached form is completed by the applicant or where relevant, the Lead Applicant and each consortium member/Significant Subcontractor	0.00%	<a href="#">Answer question</a> 

19 Method Statements	Incomplete section	Section weight: 100.00%
19.1 Please describe how you would provide service X	50.00%	<a href="#">Answer question</a> 
19.2 Please provide details of your organisation's approach to Y	30.00%	<a href="#">Answer question</a> 
19.3 How would you meet the requirements of Z	20.00%	<a href="#">Answer question</a> 

[Back](#)

## Complete the response and click **Save and close**



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1 Notifications

[Home](#) [Find opportunities](#) [My activities](#) [My contracts](#) [Help](#) supplier\_london\_74 User [Your account](#) [Logout](#)

[Show more information](#)

### Form of Tender | Question 1 of 1

**Question**

Please ensure that the attached form is completed by the applicant or where relevant, the Lead Applicant and each consortium member/Significant Subcontractor

REFUSAL TO GIVE THIS DECLARATION AND UNDERTAKING WILL MEAN THAT THIS TENDER SUBMISSION WILL NOT BE CONSIDERED

**Weight**

0.00 %

**Help**

This question is mandatory

Use the attachment function provided to upload the completed form(s).

**Question attachments**

[Form of Tender Template.docx](#) 11 KB

**Answer** ☐ Flag question for review


No attachments


[Add attachment](#)




[Save and close](#) [Save and previous](#) [Save and next](#)

16. Click back to return to the question sets overview

form should be completed where the Applicant proposes a consortium arrangement or a Prime Contractor arrangement involving the use of Significant Subcontractor(s).

17 Certificate as to Collusion and	Complete section	Section weight: 0.00%
17.1 Please ensure that the attached form is completed by the applicant or where relevant, the Lead Applicant and each consortium member/Significant Subcontractor.	0.00%	<a href="#">Answer question</a> 


18 Form of Tender	Incomplete section	Section weight: 0.00%
18.1 Please ensure that the attached form is completed by the applicant or where relevant, the Lead Applicant and each consortium member/Significant Subcontractor	0.00%	<a href="#">Answer question</a> 

19 Method Statements	Incomplete section	Section weight: 100.00%
19.1 Please describe how you would provide service X	50.00%	<a href="#">Answer question</a> 
19.2 Please provide details of your organisation's approach to Y	30.00%	<a href="#">Answer question</a> 
19.3 How would you meet the requirements of Z	20.00%	<a href="#">Answer question</a> 


[Back](#)



17. Click on the other question sets and complete as per steps above.



ProContract

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1 Notifications

[Home](#) [Find opportunities](#) [My activities](#) [My contracts](#) [Help](#) [supplier\\_london\\_74 User](#) [Your account](#) [Logout](#)

[Home](#) > [My activities](#) > [ITT Supplier Response Test](#) > [ITT Supplier Response Test](#) > [Create ITT response](#)

Create ITT response

Details

Additional information

3 Question sets


4 Attachments


5 Terms & conditions

Title	Action	Progress
Invitation to Tender Open Below EU Threshold	<a href="#">Edit response</a>	<div><div></div></div>
Price evaluation	<a href="#">Edit response</a>	<div><div></div></div>

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

18. Once all questions sets have been completed the progress bars will show as full. Click **Continue**



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1 Notifications

[Home](#) [Find opportunities](#) [My activities](#) [My contracts](#) [Help](#) supplier\_london\_74 User [Your account](#) [Logout](#)

[Home](#) > [My activities](#) > [ITT Supplier Response Test](#) > [ITT Supplier Response Test](#) > [Create ITT response](#)

### Create ITT response

Details

Additional information

3 Question sets

4 Attachments

5 Terms & conditions

Title	Action	Progress
Invitation to Tender Open Below EU Threshold	<a href="#">Edit response</a>	<div></div>
Price evaluation	<a href="#">Edit response</a>	<div></div>

Continue

Reset

Cancel

Back

19. If you have any additional attachments to include in your response add them in the attachments section.

Once complete click **Continue**

The screenshot shows the 'Create ITT response' page in the ProContract system. The page has a dark header with the 'due north' logo and 'ProContract brought to you by due north' text. A notification badge with the number '1' is in the top right. Below the header is a blue navigation bar with links: Home, Find opportunities, My activities, My contracts, Help, supplier\_london\_74 User, Your account, and Logout. The breadcrumb trail reads: Home > My activities > ITT Supplier Response Test > ITT Supplier Response Test > Create ITT response. The main heading is 'Create ITT response'. Below it is a progress bar with five steps: Details, Additional information, Question sets, Attachments (current step, highlighted with a blue circle), and Terms & conditions. The 'Attachments' section shows 'No attachments' and an 'Add attachment' button. At the bottom of the section are buttons for 'Continue', 'Reset', 'Cancel', and 'Back'. The 'Continue' button is circled in red.

20. Confirm if you accept the Terms & Conditions.

Once complete click **Finish**

The screenshot shows the 'Create ITT response' page in the ProContract system. The page has a dark header with the 'due north' logo and 'ProContract brought to you by due north' text. A navigation bar below the header contains links: Home, Find opportunities, My activities, My contracts, Help, and a user profile for 'supplier\_london\_74 User' with links for 'Your account' and 'Logout'. A notification bell icon is in the top right. The breadcrumb trail reads: Home > My activities > ITT Supplier Response Test > ITT Supplier Response Test > Create ITT response. The main heading is 'Create ITT response'. Below it is a tabbed interface with five tabs: Details, Additional information, Question sets, Attachments, and Terms & conditions (which is the active tab, indicated by a blue circle with the number 5). The 'Terms & conditions' tab content area contains the text 'Please follow the link to read the terms and conditions'. Below this text are two radio buttons: 'Accept' and 'Decline'. At the bottom of the form, there are four buttons: 'Finish' (highlighted with a red circle), 'Reset', 'Cancel', and 'Back'.

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1 Notifications

Home Find opportunities My activities My contracts Help ~ supplier\_london\_74 User Your account Logout

Home > My activities > ITT Supplier Response Test > ITT Supplier Response Test > Create ITT response

Create ITT response

Details Additional information Question sets Attachments 5 Terms & conditions

Please follow the link to read the terms and conditions

☐ Accept  
☐ Decline

Finish Reset Cancel Back

21. Once you have completed your response click Submit response.

You can edit and resent your response up until the deadline

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**ProContract**  
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Notifications

Home Find opportunities My activities My contracts Help

supplier\_london\_74 User Your account Logout

Home > My activities > [ITT Supplier Response Test](#) > ITT Supplier Response Test

**My response** 105864013 **Draft**

**Additional information** [Edit](#)

**Supplier reference:**

**Terms & conditions** - **Accepted** [Decline](#)

[Generic Terms and Conditions \(ITT\)](#)

**Evaluation criteria/question sets**

Title	Action	Progress
Invitation to Tender Open Below EU Threshold	<a href="#">Edit response</a>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Price evaluation	<a href="#">Edit response</a>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

**Attachments**

No attachments

[<Back to summary](#)

**Time remaining**

**Respond by:** 31 December 2015 13:00:00

22 Days 1 Hour 2 Minutes 26 Seconds

**Response control**

[Open response wizard](#)

**Submit response**

**Submission checklist**

- ☒ Terms & conditions
- ☒ Evaluation criteria/question sets

**Audit history**

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