

# **ProContract Step-by-Step**

## **Supplying the South West Suppliers Guide**

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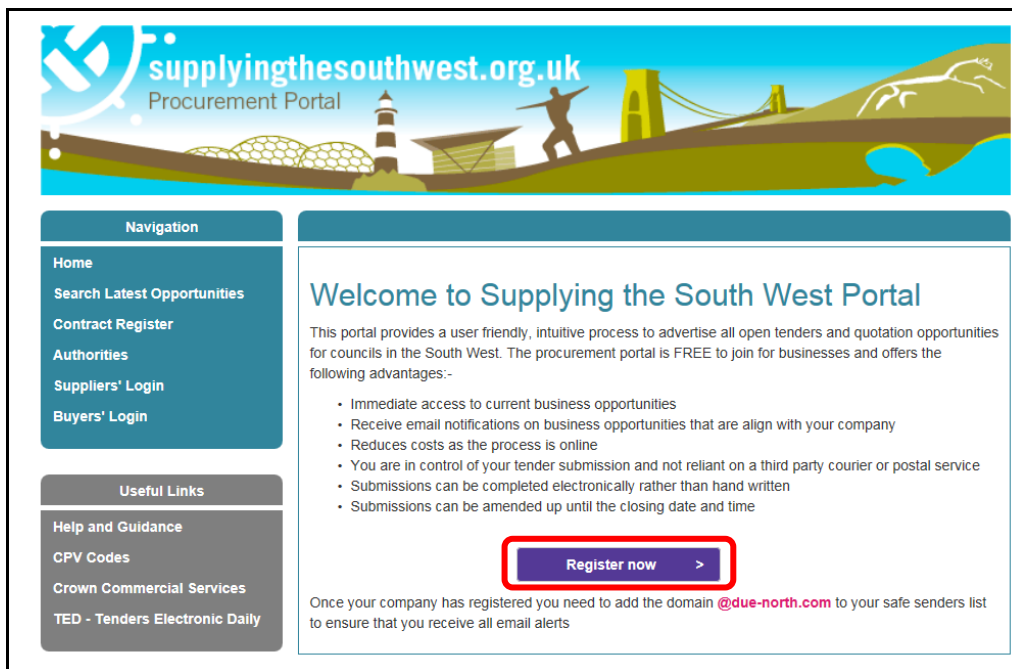
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# **ProContract Step by Step**

## **Suppliers Guide to Register on Supplying the South West**

# How to Register on Supplying the South West

## Step 1 – Registering on Supplying the South West



The screenshot shows the homepage of the 'supplyingthesouthwest.org.uk Procurement Portal'. The header features a blue banner with a stylized logo on the left and a landscape illustration on the right. Below the banner, the page is divided into two main columns. The left column contains two teal-colored boxes: 'Navigation' and 'Useful Links'. The 'Navigation' box lists links for Home, Search Latest Opportunities, Contract Register, Authorities, Suppliers' Login, and Buyers' Login. The 'Useful Links' box lists Help and Guidance, CPV Codes, Crown Commercial Services, and TED - Tenders Electronic Daily. The right column has a white background with a blue header bar. It features a 'Welcome to Supplying the South West Portal' section with a paragraph explaining the portal's purpose and a list of advantages. A prominent red-bordered button labeled 'Register now' with a right-pointing arrow is positioned below the list. At the bottom of this section, a paragraph states that users must add the domain '@due-north.com' to their safe senders list to receive email alerts.

**supplyingthesouthwest.org.uk**  
Procurement Portal

**Navigation**

- Home
- Search Latest Opportunities
- Contract Register
- Authorities
- Suppliers' Login
- Buyers' Login

**Useful Links**

- Help and Guidance
- CPV Codes
- Crown Commercial Services
- TED - Tenders Electronic Daily

### Welcome to Supplying the South West Portal

This portal provides a user friendly, intuitive process to advertise all open tenders and quotation opportunities for councils in the South West. The procurement portal is FREE to join for businesses and offers the following advantages:-

- Immediate access to current business opportunities
- Receive email notifications on business opportunities that are align with your company
- Reduces costs as the process is online
- You are in control of your tender submission and not reliant on a third party courier or postal service
- Submissions can be completed electronically rather than hand written
- Submissions can be amended up until the closing date and time

**Register now >**

Once your company has registered you need to add the domain **@due-north.com** to your safe senders list to ensure that you receive all email alerts

a) Go to [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)

# How to Register on Supplying the South West

## Step 1 – Registering on Supplying the South West

**PROACTIS**  
The Spend Control Company

**ProContract**

Register free with ProContract

Begin your ProContract supplier account registration by filling in a few details below.

**Organisation name**

Strategic Procurement ✓

**Email address**

procurement@bournemouth.gov.uk ✓

By clicking 'Continue registration', you agree to the [Terms and Conditions & Privacy policy](#)

**Continue registration**

Already registered? [Log in here](#)

**Why should I register with ProContract?**  
Registration is free and your company profile will be immediately available for opportunities managed by over 30,000 buyers from over 400 private, public sector and 3rd sector organisations.

**What happens next?**  
Once we have verified your company name and email address you will be asked to complete a short registration process including basic company details and contact information. Upon submission, your registration application will be reviewed by the ProContract team and you will be sent an email address confirming next steps.

**Do I receive opportunity alerts?**  
Following successful registration, as part of your company profile you can stipulate your preferred opportunity areas of interest along with geographical locations to which you can supply your goods & services. Overnight, your interests will be matched against the latest published opportunities and you will be notified by email. The email will contain links to review, and if you wish, express your interest in each of the opportunities.

b) Enter your organisation's details and select 'Continue registration'.

# How to Register on Supplying the South West

## Step 1 – Registering on Supplying the South West

**PROACTIS** The Spend Control Company **ProContract**

### Supplier registration

**Sign in details**

Your email address will be used as your account username and to send you important account and opportunity information. You can refine your opportunity areas and communication preferences without your account management dashboard.

**Email address** [Change](#)  
procurement@bournemouth.gov.uk ✓

**Repeat email address**  
procurement@bournemouth.gov.uk ✓

**Password** [Change](#)  
\*\*\*\*\* ✓

**Repeat password**  
\*\*\*\*\* ✓

Your email address will become your username

Your password must be at least 8 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols. e.g. PassWord\$123

**Organisation details**  
Please provide your organisation details below.

**Primary contact details**  
Please provide your contact details below.

- c) Enter your email address which will become your username and create a password.
- d) Scroll down to the next section to add your organisations contact details.

## How to Register on Supplying the South West

### Step 1 – Registering on Supplying the South West

**TIP:** Always select yes to receiving email notifications, otherwise you may miss out on important contract notifications. Consider using a generic e-mail account that is permanently monitored.

**Organisation details**

Please provide your organisation details below.

[Change](#)

Organisation name  ✓

Address  ✓

Town  ✓ County  ✓

Postal code / zip  ✓ Country  ✓

Website (optional)

Registration number (optional)  ☐ Not applicable

VAT number (optional)  ☐ Not applicable

[Continue registration](#) Already registered? [Log in here](#)

**Primary contact details**

Please provide your contact details below.

Title  First name  Last name

Job title  Department

Telephone  Mobile (optional)  Fax (optional)

**Communication preferences** [Privacy Policy](#)

To receive the full benefits of your ProContract registration, buying organisations may notify you by email when opportunities are published that you may be interested in.

Your interest will be based upon your chosen categories of interest and selected region(s) of supply which you will be asked to confirm when you log in for the first time.

These may include, but is not restricted to, new opportunity adverts, invitations to tender and clarifications.

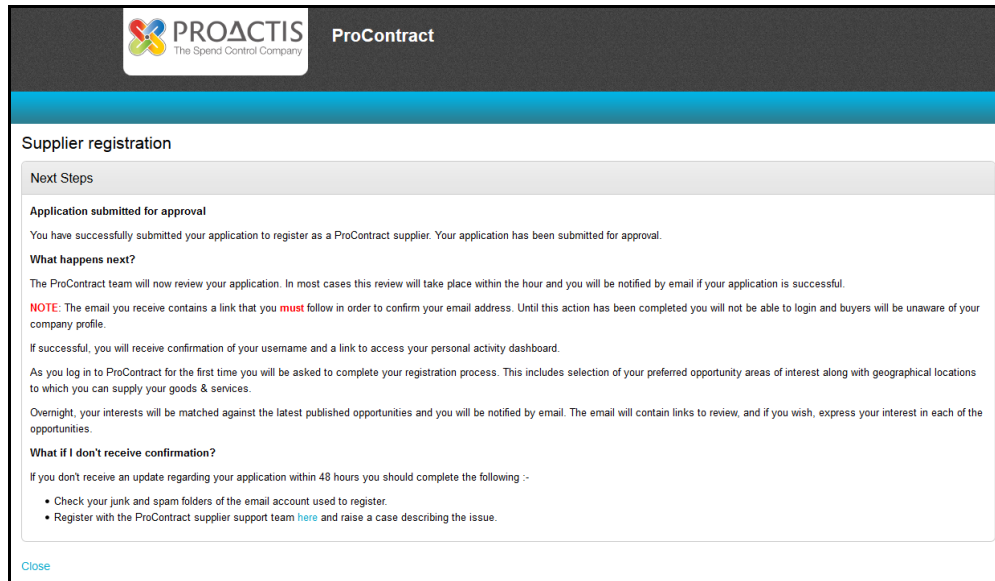
Do you want to receive email notifications?

☒ Yes ☐ No, I acknowledge I may miss out on important notifications

- e) Enter your organisation details and primary contact details and select your communication preferences.
- f) Select 'continue registration' at the bottom of the page.

# How to Register on Supplying the South West

## Step 2 – Supplier Registration Application



- g) Next you will see this supplier registration page where you will be prompted to verify your email address.
- h) Please ensure that you follow the instructions as outlined on the screen to verify your email address. Ensure you mark as safe any emails received from the domain '@due-north.com' so emails from the system do not go into spam or junk files.

**When you require your registration to be approved quickly, please chase Due North to approve your application on 0330 005 0352. Please note that this number should only be used when it is urgent.**

# How to Register on Supplying the South West

## Step 3 – First Time Login

First time log in

Because you have never logged into the system before, you need to check some information  
This step involves the creation of your account and checks that all your details are correct!

**Company details**

Company registration number  ☒ N/A

VAT Registration number  ☒ N/A

Company description

**Keywords**

Keywords (Up to six)

Keywords	Select
Council	<input type="checkbox"/>
Bournemouth	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>

- i) After you have verified your email address, go to <http://www.supplyingthesouthwest.org.uk/> and login, you will be shown the above screen.
- j) Add your Company registration number, VAT registration number and Company description.
- k) Add up to six keywords for your Company.

## How to Register on Supplying the South West

### Step 3 – First Time Login

Workgroup

Please check that your workgroup information is correct and make changes where necessary

Workgroup name

Procurement

UNSPSC categories

There are no categories selected in this category set, click "Edit" to add some

NHS eClass Version 2014 categories

There are no categories selected in this category set, click "Edit" to add some

CPV categories

There are no categories selected in this category set, click "Edit" to add some

ProClass categories

There are no categories selected in this category set, click "Edit" to add some

Regions

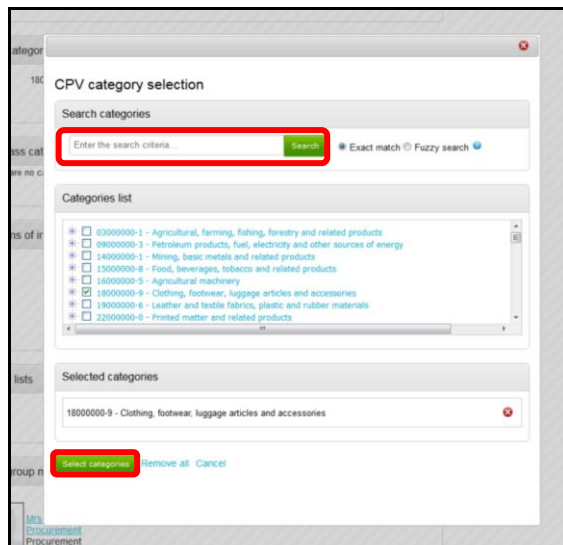
CPV categories and UNSPSC categories are classification systems for goods, services and works. Companies should add categories of goods, services or works that they supply using these classification systems.

When buying organisations are issuing contract opportunity adverts, they will select categories that relate to the goods, services and works that they are buying. Suppliers who have selected those classifications will receive an email notification as soon as the advert is published to ensure they do not miss opportunities.

- l) You will need to set your classifications for goods, services or works in both the CPV categories and UNSPSC categories. Bournemouth, Christchurch and Poole Council issues notifications on CPV categories and so it is very important that you spend time ensuring that you select the correct and applicable CPV categories for your company so that you do not miss out on contract opportunities.
- m) To select the classification of goods, services or works that your company supplies click 'Edit' next to CPV categories. Please also select your region by selecting 'Edit'.

## How to Register on Supplying the South West

### Step 4 - CPV Category Selection

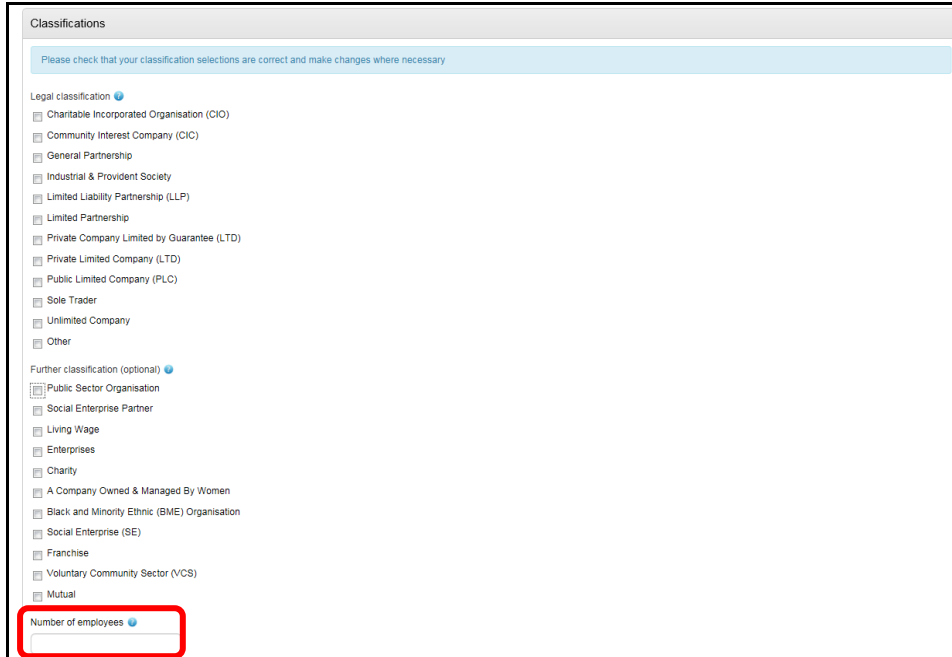


The screenshot shows a web application window titled 'CPV category selection'. It features a search bar with the placeholder text 'Enter the search criteria...' and a green 'Search' button. To the right of the search bar are radio buttons for 'Exact match' (selected) and 'Fuzzy search'. Below the search bar is a 'Categories list' section containing a scrollable list of CPV categories with checkboxes. The categories listed are: 03000000-1 - Agricultural, farming, fishing, forestry and related products; 09000000-3 - Petroleum products, fuel, electricity and other sources of energy; 14000000-1 - Mining, basic metals and related products; 15000000-8 - Food, beverages, tobacco and related products; 16000000-5 - Agricultural machinery; 18000000-9 - Clothing, footwear, luggage articles and accessories; 19000000-6 - Leather and textile fabrics, plastic and rubber materials; and 22000000-0 - Printed matter and related products. The '18000000-9' category is checked. Below the list is a 'Selected categories' section showing '18000000-9 - Clothing, footwear, luggage articles and accessories'. At the bottom, there are buttons for 'Select categories' (highlighted with a red box), 'remove all', and 'Cancel'.

- n) You will see this screen when you have selected 'Edit' next to CPV categories.
- o) You will see this screen when you have selected 'Edit' next to CPV categories.
- p) Choose whether to search 'Exact Match' or 'Fuzzy'. Exact match will only return searches that meet exactly what you have added within the search box. Fuzzy searches will try a combination and return more options.
- q) Select the categories that are applicable to your company and then press 'select categories'

# How to Register on Supplying the South West

## Step 5 - Classification Selection



The screenshot shows a web form titled 'Classifications'. At the top, a light blue banner contains the text: 'Please check that your classification selections are correct and make changes where necessary'. Below this, the form is divided into two main sections: 'Legal classification' and 'Further classification (optional)'. Each section has a list of checkboxes next to various organization types. In the 'Legal classification' section, options include Charitable Incorporated Organisation (CIO), Community Interest Company (CIC), General Partnership, Industrial & Provident Society, Limited Liability Partnership (LLP), Limited Partnership, Private Company Limited by Guarantee (LTD), Private Limited Company (LTD), Public Limited Company (PLC), Sole Trader, Unlimited Company, and Other. The 'Further classification (optional)' section includes Public Sector Organisation, Social Enterprise Partner, Living Wage, Enterprises, Charity, A Company Owned & Managed By Women, Black and Minority Ethnic (BME) Organisation, Social Enterprise (SE), Franchise, Voluntary Community Sector (VCS), and Mutual. At the bottom of the form, there is a field labeled 'Number of employees' with a small blue icon to its right. This field is highlighted with a red rectangular border.

**Classifications**

Please check that your classification selections are correct and make changes where necessary

**Legal classification**

- ☐ Charitable Incorporated Organisation (CIO)
- ☐ Community Interest Company (CIC)
- ☐ General Partnership
- ☐ Industrial & Provident Society
- ☐ Limited Liability Partnership (LLP)
- ☐ Limited Partnership
- ☐ Private Company Limited by Guarantee (LTD)
- ☐ Private Limited Company (LTD)
- ☐ Public Limited Company (PLC)
- ☐ Sole Trader
- ☐ Unlimited Company
- ☐ Other

**Further classification (optional)**

- ☐ Public Sector Organisation
- ☐ Social Enterprise Partner
- ☐ Living Wage
- ☐ Enterprises
- ☐ Charity
- ☐ A Company Owned & Managed By Women
- ☐ Black and Minority Ethnic (BME) Organisation
- ☐ Social Enterprise (SE)
- ☐ Franchise
- ☐ Voluntary Community Sector (VCS)
- ☐ Mutual

Number of employees

- r) Make sure your classification selections are correct and enter your best estimate as to the number of employees in your organisation.

# How to Register on Supplying the South West

## Step 6 – Review Terms & Conditions

The screenshot shows a registration form with three main sections: 'Communication preferences', 'Terms & Conditions', and 'Privacy policy'. In the 'Communication preferences' section, the 'Receive system email notifications' option has a radio button next to 'Yes' which is highlighted with a red box. The 'Terms & Conditions' section contains a blue banner asking for confirmation of acceptance, followed by a 'Supplier User Agreement' section with definitions for 'System', 'Working Days', and 'Written Notification of Contract Award'. The 'Privacy policy' section asks the user to read the PROACTIS privacy policy. At the bottom, a line of text states that clicking 'Update account and login' agrees to the terms and conditions, with the 'Update account and login' button itself highlighted by a red box.

Communication preferences

Receive system email notifications

☒ Yes ☐ No

Terms & Conditions

Please confirm your acceptance of the terms & conditions outlined below in order to use this service.

**Supplier User Agreement**

Supplier User means an individual representing the Supplier that has registered and been provided with access to the System.

"System" means the Electronic System provided for Suppliers to participate in procurement activities.

"Working Days" means 09:00-17:00 Monday to Friday in the United Kingdom and excluding Bank Holidays.

"Written Notification of Contract Award" means the Buyer Organisation's standard "Contract Award Process" identified for each procurement activity that shall be expressly initiated by the Buyer Organisation and may entail a preliminary e-mail advising the Supplier of the formal contract award process.

Privacy policy

Please make sure that you read the [PROACTIS privacy policy](#) before continuing

By clicking "Update account and login", you agree to the terms and conditions & privacy policy

[Update account and login](#) [Cancel and log out](#)

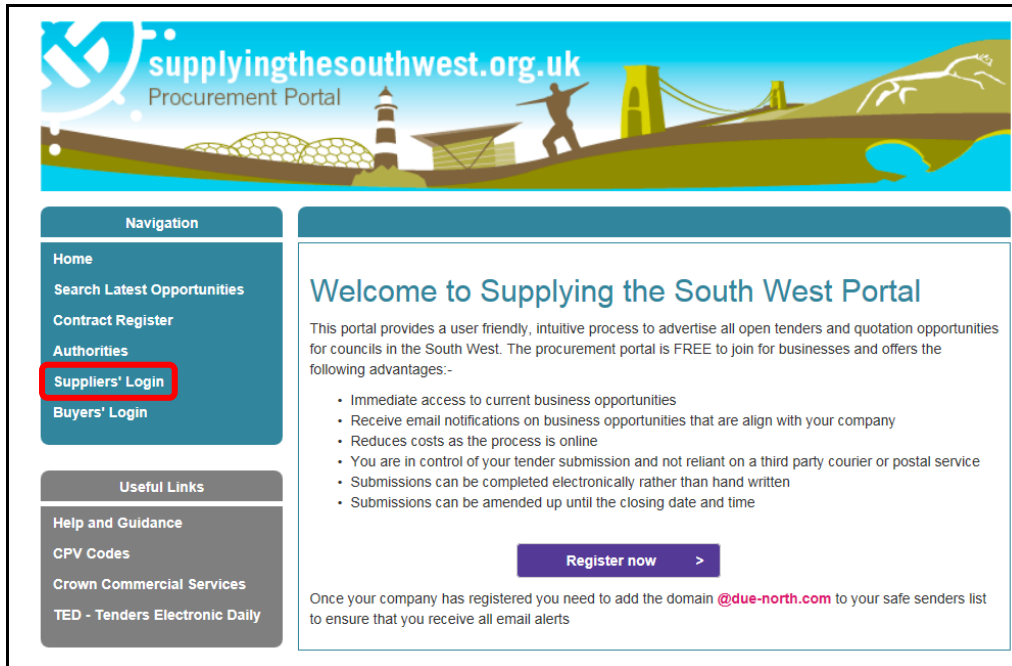
- s) Make sure you have selected 'Yes' to receiving system email notifications.
- t) Review the Terms & Conditions and read the PROACTIS privacy policy and then select 'Update account and login'.

# **ProContract Step by Step**

## **How to Search for Contract Opportunities through Supplying the South West**

## How to Search for Contract Opportunities

### Step 1 – Login to ProContract



The screenshot shows the homepage of the 'supplyingthesouthwest.org.uk Procurement Portal'. The header features a blue banner with a stylized landscape illustration including a lighthouse, a suspension bridge, and a person running. Below the banner, the page is divided into two main sections. On the left is a dark blue sidebar with a 'Navigation' menu containing links to 'Home', 'Search Latest Opportunities', 'Contract Register', 'Authorities', 'Suppliers' Login' (highlighted with a red rectangle), and 'Buyers' Login'. Below this is a 'Useful Links' section with links to 'Help and Guidance', 'CPV Codes', 'Crown Commercial Services', and 'TED - Tenders Electronic Daily'. The main content area on the right has a light blue header with the text 'Welcome to Supplying the South West Portal'. Below this, a paragraph explains the portal's purpose and lists five advantages: immediate access to opportunities, email notifications, cost reduction, control over tender submissions, and the ability to amend submissions until the closing date. A purple 'Register now >' button is positioned below the list. At the bottom of the main content area, a note states that after registration, users must add the domain '@due-north.com' to their safe senders list to receive email alerts.

**Navigation**

- Home
- Search Latest Opportunities
- Contract Register
- Authorities
- Suppliers' Login**
- Buyers' Login

**Useful Links**

- Help and Guidance
- CPV Codes
- Crown Commercial Services
- TED - Tenders Electronic Daily

### Welcome to Supplying the South West Portal

This portal provides a user friendly, intuitive process to advertise all open tenders and quotation opportunities for councils in the South West. The procurement portal is FREE to join for businesses and offers the following advantages:-

- Immediate access to current business opportunities
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- Reduces costs as the process is online
- You are in control of your tender submission and not reliant on a third party courier or postal service
- Submissions can be completed electronically rather than hand written
- Submissions can be amended up until the closing date and time

**Register now >**

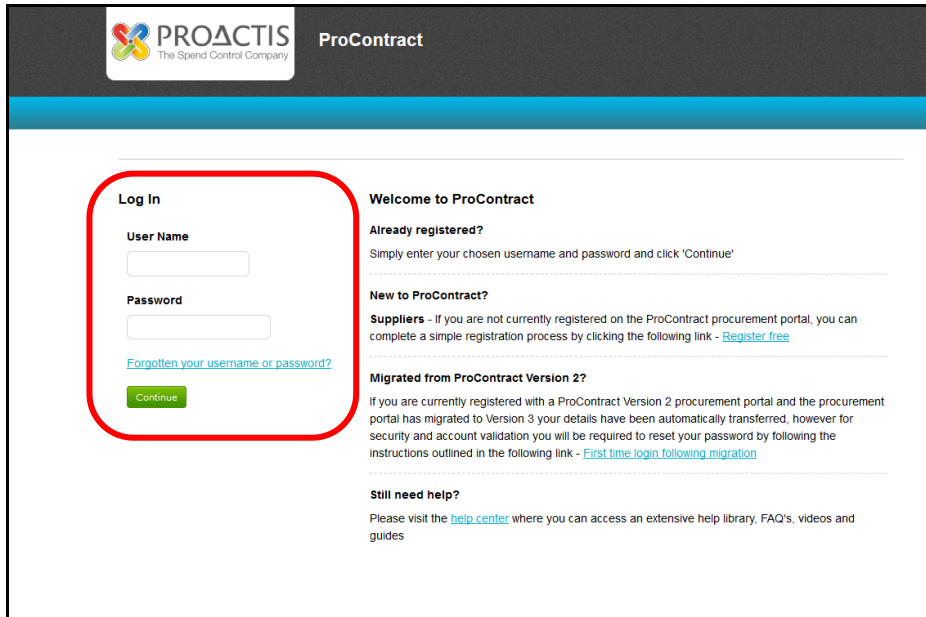
Once your company has registered you need to add the domain **@due-north.com** to your safe senders list to ensure that you receive all email alerts

a) Go to [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)

b) Click on 'Suppliers' Login'

# How to Search for Contract Opportunities

## Step 1 – Login to ProContract



**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](#)

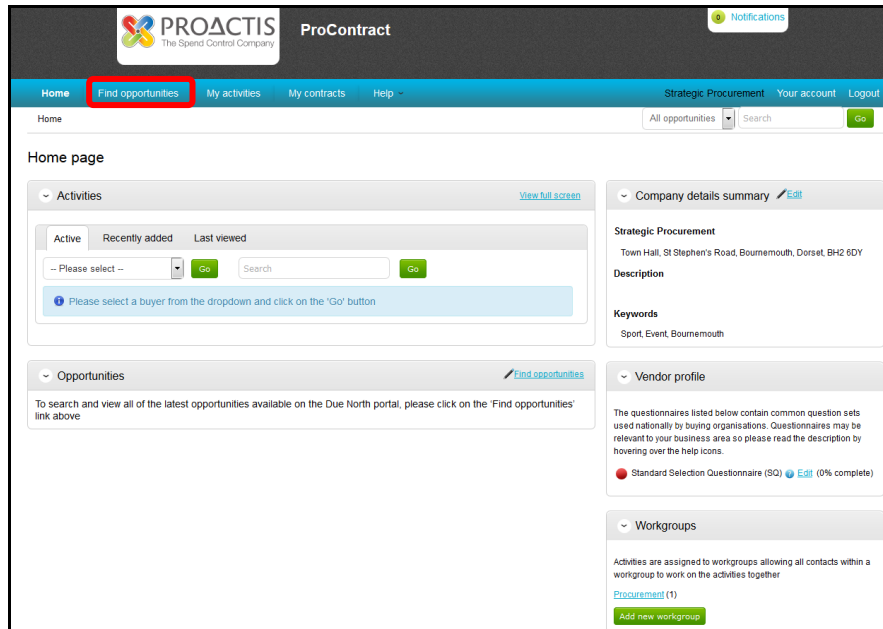
**Migrated from ProContract Version 2?**  
If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your 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

- c) If your company is not yet registered, please refer to the guide 'How to Register on Supplying the South West'.
- d) If your company is already registered, fill in your log in details and select '*Continue*'.

# How to Search for Contract Opportunities

## Step 2 – Find Opportunities



- e) Once you have logged in, you will be taken to the Home Page.
- f) To search for new opportunities, select 'Find opportunities'.

# How to Search for Contract Opportunities

## Step 2 – Find Opportunities

Opportunities - Search results National opportunities

Narrow your results Opportunities

1 2 3 4 5 ... 8 Next >

Supplying the South West

Royal College of Physicians Portal  
Royal Mencap Society  
Sanctuary  
Savills Tendering Portal  
South East Business Portal  
Southend-on-Sea Borough Council  
Stoke-on-Trent and the Staffordshire Moorlands / High Peak Councils Alliance  
Supply Great Yarmouth  
Supplying 2 NHS  
**Supplying the South West**  
The Chest  
The Donkey Sanctuary Portal  
Transport for London  
University of West London Procurement  
Wokingham Borough Council Portal  
Wolverhampton City Council  
Worcestershire District Group  
YORtender  
Yorwaste  
YPO

Abbot Path - Stover  
Shess JT

Buyer	Expression Start	Expression End	Estimated value
Cornwall Council	11/05/2016	11/05/2020	£1,000,000.00
Devon County Council	21/05/2014	30/09/2019	N/A
Cornwall Council	19/05/2016	31/05/2020	£1,000,000.00
Wiltshire Council	19/02/2018	01/02/2023	N/A
Herefordshire Council	16/05/2017	16/05/2019	N/A
Wiltshire Council	02/04/2018	31/03/2028	N/A
Mid Devon District Council	23/09/2016	30/09/2019	N/A
Herefordshire Council	12/05/2017	12/05/2019	N/A
Dorset County Council	21/10/2015	04/10/2020	£450,000.00
Dorset County Council	21/07/2015	21/11/2019	£1,000,000.00

1 2 3 4 5 ... 8 Next >

Include closed  
☐ Yes ☒ No

Expression date  
Start date End date  
dd/mm/yy dd/mm/yy

Published date  
Start date End date  
dd/mm/yy dd/mm/yy

Reset Update

- g) To search for opportunities from Bournemouth, Christchurch and Poole Council, select '*Supplying the South West*' from the Portals drop down box the select '*Update*'.

# How to Search for Contract Opportunities

## Step 2 – Find Opportunities

Home > Find Opportunities All data

### Opportunities - Search results

Narrow your results

Portals

Supplying The South West

Organisations

- All
- Bath and North East Somerset Council
- Borough of Poole
- Bournemouth Borough Council**
- Christchurch and East Dorset Council
- Cornwall Council
- Devon County Council
- Dorset County Council
- East Devon District Council
- Exeter City Council
- Gloucester City Council
- Gloucestershire County Council
- Herefordshire Council
- Herefordshire District Council
- Mid Devon District Council
- North Devon District Council
- North Somerset Council
- Plymouth City Council
- Sedgemoor District Council
- Somerset County Council
- South Gloucestershire Council
- South Hams District Council
- Stroud District Council
- SW RIEP
- Swindon Borough Council
- Taunton Deane Borough Council
- Teignbridge District Council
- Torbay Council
- Torridge District Council
- West Devon Borough Council

Published date

Start date End date

Search Update

1 2 3 4 5 ... 9 Next >

Title	Buyer	Expression Start	Expression End	Estimated value
BaNES - Service Provider for the delivery of Integrated Community Services to NHS Bath and North East Somerset CCG and Bath & North East Somerset	Bath and North East Somerset Council	01/03/2016	28/03/2016	£70,000,000.00
Days Materials Sampling and Testing	Somerset County Council	29/02/2016	14/03/2016	N/A
Health Market Engagement Event - 6th April 2016	Gloucestershire County Council	11/03/2016	04/04/2016	N/A
Imbridge Court Roundabout Improvements (A40 Imbridge Court)	Gloucestershire County Council	01/03/2016	15/04/2016	N/A
Improvements ITT	Dorset County Council	12/02/2016	17/03/2016	£6,500,000.00
Provision for the provision of a Support Solutions for Vulnerable Young	Dorset County Council	12/02/2016	17/03/2016	£6,500,000.00
Ultra Care Housing Project	Wiltshire Council	21/01/2016	01/04/2016	N/A
Inspection of Hackney Carriage and Private Hire Vehicles	North Somerset Council	03/03/2016	18/03/2016	N/A
to run Northgate Primary School	Somerset County Council	04/03/2016	18/04/2016	N/A
Canoe Ponds, Parkland Slip Stabilisation	Gloucestershire County Council	02/03/2016	18/03/2016	N/A
Quay North - Infrastructure Design	Bath and North East Somerset Council	03/03/2016	08/04/2016	£370,000.00

4 5 ... 9 Next >

- h) The screen will refresh, and you will then be able to select '*Bournemouth, Christchurch and Poole Council*' from the Organisations drop down box
- i) Select Bournemouth, Christchurch and Poole Council and then select '*Update*'.

# How to Search for Contract Opportunities

## Step 2 – Find Opportunities

The screenshot shows the ProContract website interface. At the top, there's a header with the ProACTIS logo (The Spend Control Company) and the ProContract logo. A navigation bar includes links for Home, Find opportunities, My activities, My contracts, and Help. On the right, there are links for Strategic Procurement, Your account, and Logout, along with a Notifications icon. Below the navigation bar, there's a search bar with a dropdown menu set to 'All data' and a search input field containing the text 'Bournemouth Marathon'. The search results are displayed under the heading 'Opportunities - Search results'. On the left, there's a sidebar with filters for Portals (Supplying the South West), Organisations (Bournemouth Borough Council), Categories (0 selected), Regions (0 selected), and Keywords. The main table shows the search results with columns: Title, Buyer, Expression Start, Expression End, and Estimated value. The first result is 'Bournemouth Marathon' by Bournemouth Borough Council, with an Expression Start of 16/07/2018 and an Expression End of 15/08/2018. The estimated value is N/A.

Title	Buyer	Expression Start	Expression End	Estimated value
Bournemouth Marathon	Bournemouth Borough Council	16/07/2018	15/08/2018	N/A

- j) The opportunities list will then update to show all the contract opportunities that are currently available for Bournemouth, Christchurch and Poole Council.
- k) The list shows 10 opportunities at a time in alphabetical order. Therefore, if you do not see the contract opportunity that you are searching for in the initial list, please make sure you click 'next' to view the next page of opportunities available for Bournemouth, Christchurch and Poole Council or alternatively use the search box.

- I) When you have identified the contract opportunity that you are interested in, click on the name of the contract which is hyperlinked in blue.

*PLEASE NOTE:* You can also search for opportunities with other local authorities using the search bar on the left.

# How to Search for Contract Opportunities

## Step 2 – Find Opportunities

**supplyingthesouthwest.org.uk**  
Procurement Portal

**ProContract**

Home Find opportunities My activities My contracts Help Strategic Procurement Your account Logout

Home > Find opportunities > Bournemouth Marathon

[Return to find opportunities](#)

### Bournemouth Marathon

**Main contract details:**

**Opportunity Id** DN6150644  
**Title** Bournemouth Marathon  
**Categories** 52000000-1 - Recreational, cultural and sporting services  
**Description** Important information - PLEASE READ

The deadline for submitting your response to this contract opportunity is 15 August 2018 at 14:00.

Suppliers interested in this opportunity should click on the 'Register interest in this opportunity' button in the top right of the screen. If you are not at all, it provides a step-by-step screen shot of how to access the tender documents.

Bournemouth Borough Council are tendering the rights to hold a Marathon event, the first commencing in the Autumn of 2019. The event can take place on Bournemouth and Poole's Seaford and surrounding Highways and Parks.  
[More](#)

**Region(s) of supply** Bournemouth and Poole  
**Estimated value** N/A  
**Keywords** Marathon, Event, Running, Sport

**Expression of interest registered**

**Date** 16/07/2018 09:21:04  
**Workgroup** Procurement

**Expression of interest window**

**From** 16/07/2018 09:01 to 15/08/2018 14:00  
[Register interest in this opportunity](#)

**Contact details**

**Buyer** Bournemouth Borough Council  
**Contact** Katy Shorrocks  
**Email** [katy.shorrocks@bournemouth.gov.uk](mailto:katy.shorrocks@bournemouth.gov.uk)  
**Telephone** 01202 451109  
**Address** C/o Town Hall  
Bournemouth  
Dorset  
BH2 6DY  
United Kingdom

**Key dates**

**Attachments**

- m) You will then be able to view the advert for the contract opportunity, the 'Description' provides you with an overview of the opportunity.

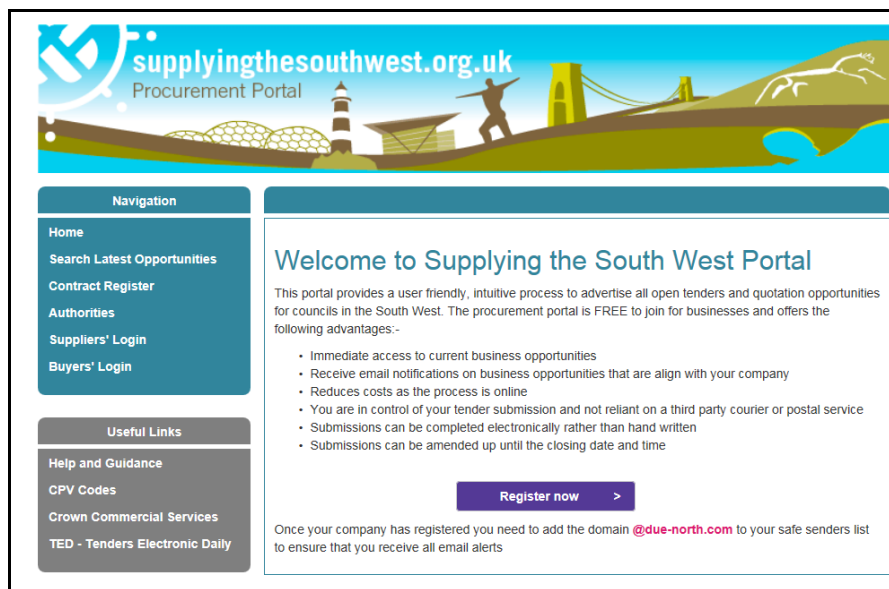
- n) The deadline for submitting your response to the tender opportunity is shown in the top right of the screen.  
**Please note that this is not just a deadline for expressing an interest but is the deadline for when your response must be completed and submitted through the system.**
- o) TO ACCESS THE FULL TENDER DOCUMENTS THAT ARE TO BE COMPLETED, please select '*Register interest in this opportunity*' and follow the guide 'How to Access Tender Documents through Supplying the South West'.  
**Please note, every response to a tender must be submitted through the portal. The Council will not accept any tender submissions that are received by e-mail or hard copy in the post.**

# **ProContract Step by Step**

## **How to Access Tender Documents Through Supplying the South West**

## Accessing the Tender Document for a Contract Opportunity

### Step 1 – Login to Supplying the South West



- a) To access the tender documents for an opportunity, you must login to [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) and follow the below instructions.
- b) If you wish to submit a response, you must access the tender documents to be completed by following the below instructions:

# Accessing the Tender Document for a Contract Opportunity

## Step 2 – Find Opportunities

The screenshot displays the 'supplyingthesouthwest.org.uk' Procurement Portal. The header includes the site logo, 'ProContract' branding, and a 'Notifications' button. A navigation bar contains links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The breadcrumb trail shows 'Home > Find opportunities > Bournemouth Marathon'. A 'Return to find opportunities' link is also present.

**Bournemouth Marathon**

**Main contract details**

**Opportunity Id** DN6150644  
**Title** Bournemouth Marathon  
**Categories** 92000000-1 - Recreational, cultural and sporting services  
**Description** Important information - PLEASE READ

The deadline for submitting your response to this contract opportunity is 15 August 2018 at 14:00.

Suppliers interested in this opportunity should click on the 'Register interest in this opportunity' button in the top right of the screen. If you are not already registered, the system will provide a step-by-step screen shot of how to access the tender documents.

Bournemouth Borough Council are tendering the rights to hold a Marathon event, the first commencing in the Autumn of 2019. The event can take place on Bournemouth and Poole's Seafront and surrounding Highways and Parks.

[More...](#)

**Region(s) of supply** Bournemouth and Poole  
**Estimated value** N/A  
**Keywords** Marathon, Event, Running, Sport

**Expression of interest window**

From 16/07/2018 09:01 to 15/08/2018 14:00

[Register interest in this opportunity](#)

**Contact details**

**Buyer** Bournemouth Borough Council  
**Contact** Katy Shorrocks  
**Email** [katy.shorrocks@bournemouth.gov.uk](mailto:katy.shorrocks@bournemouth.gov.uk)  
**Telephone** 01202 451109  
**Address** c/o Town Hall  
Bournemouth  
Dorset  
BH2 6DY  
United Kingdom

**Attachments**

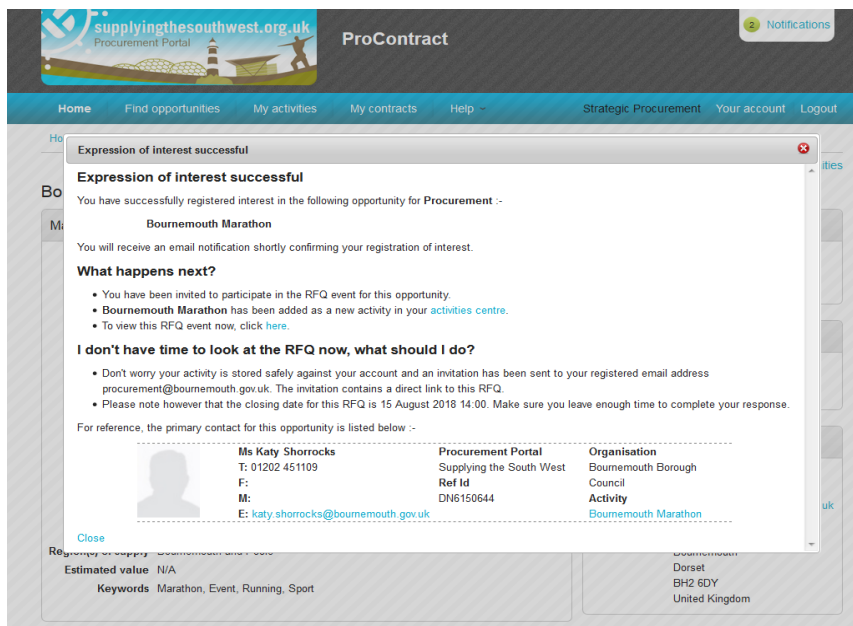
<a href="#">Appendix 1 - Specification for Marathon V1.00.pdf</a>	121 KB
<a href="#">Supplier Information - Bournemouth</a>	415

- c) From the advert of the contract opportunity you want to express an interest in, select '*Register interest in this opportunity*'

- d) Please note, if you are not logged in, the button will say '*Login and register interest in this opportunity*'. You will need to login to be able to access the tender documents. If you do not yet have login details, you will need to register your company with the site. Please see the guide 'How to Register on Supplying the South West'.
- e) If you are unsure of your login details, please contact Due North on [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)

## Accessing the Tender Document for a Contract Opportunity

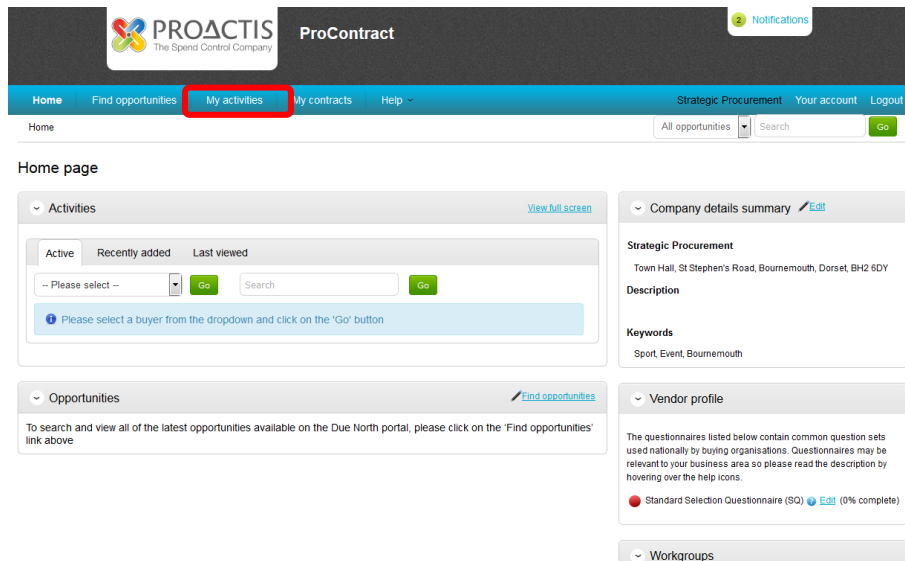
### Step 3 – Expression of Interest



- f) Once you have selected '*Register interest in this opportunity*' you should see this pop up informing you that your expression of interest has been successful.
- g) At this point, you can log off the system and return to it later.

# Accessing the Tender Document for a Contract Opportunity

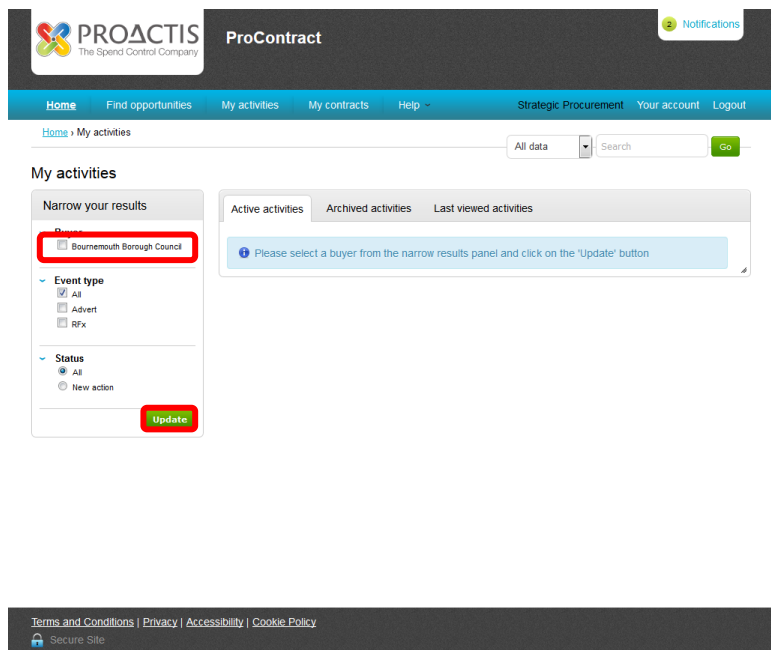
## Step 4 – Downloading Tender Documents



- h) **Now that you have expressed an interest, the tender documents are automatically available for you to view and download. Please note, you will not be sent the tender documents by e-mail or notification. You must use the system to view and download them as they are automatically available.**
- i) To download the tender documents that need to be completed, click on 'My Activities'

# Accessing the Tender Document for a Contract Opportunity

## Step 4 – Downloading Tender Documents



- j) When you are in the 'My Activities' area, you will be able to view contract opportunities that you have expressed an interest in. The page will automatically default to the tab 'Active Activities'

- k) To view Bournemouth, Christchurch and Poole Council contract opportunities that you have expressed an interest in, select the tick box next to 'Bournemouth, Christchurch and Poole Council'.
- l) Then click '*Update*'

## Accessing the Tender Document for a Contract Opportunity

### Step 4 – Downloading Tender Documents

The screenshot shows the ProContract web application interface. The header includes the ProContract logo and navigation links: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. A search bar is located at the top right. The main content area is titled 'My activities' and features a sidebar for filtering results by Buyer, Event type, and Status. The main table lists active activities, with the 'Bournemouth Marathon' highlighted by a red box.

Buyer	Title	Current event	Event deadline
Bournemouth Borough Council	<a href="#">Bournemouth Marathon</a>	Bournemouth Marathon	15/08/2018

- m) You will then see a list of the active opportunities that you have expressed an interest in with Bournemouth, Christchurch and Poole Council.
- n) To view the tender documents that you need to review and complete, select the blue hyperlink of the relevant contract opportunity.

# Accessing the Tender Document for a Contract Opportunity

## Step 4 – Downloading Tender Documents

The screenshot displays the ProContract Procurement Portal interface. At the top, the header includes the logo for 'supplyingthesouthwest.org.uk Procurement Portal', the 'ProContract' title, and a 'Notifications' button with a '2' indicator. Below the header is a navigation bar with links: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The breadcrumb trail shows 'Home > My activities > Bournemouth Marathon'. A '< Back to home page' link is also present.

The main content area is titled 'Activity : Bournemouth Marathon'. It features an 'Events' section with a table of activities. The first activity, 'Bournemouth Marathon', is highlighted with a red box. It is marked as 'Not started' with a response deadline of '15/08/2018'. The activity details are as follows:

Activity type:	RFQ
Reference:	5266107
Respond by:	15 August 2018 at 14:00
Response status:	Not started

Below the details, there is a summary row for 'Bournemouth Marathon' with the status 'Expression of interest accepted' and a 'View details | Open' link.

On the right side of the page, there are two panels. The top panel, 'Archive this activity', shows 'Messages (0)' and a message that 'You have received 0 message(s) of which 0 are unread', with links for 'View all' and 'View unread'. The bottom panel, 'Audit history', shows a link for 'View audit history'.

- o) To view the tender documents, click on the hyperlink of the contract name for the event that is showing as Not Started and has a 'Respond by' date next to it.

## Accessing the Tender Document for a Contract Opportunity

### Step 4 – Downloading Tender Documents

The screenshot displays the ProContract website interface. At the top, the header includes the PROACTIS logo and navigation links like Home, Find opportunities, My activities, My contracts, and Help. Below the header, a breadcrumb trail shows the path: Home > My activities > Bouenmouth Marathon > Bouenmouth Marathon. The main content area is divided into several sections:

- Activity information:** Displays the Buyer (Bouenmouth Borough Council), Title (Bouenmouth Marathon ID: 5265107), and Description (Bouenmouth Borough Council are tendering the rights to hold a Marathon event, the first commencing in the Autumn of 2019. The event can take place on Bouenmouth and Poole's Seaforts and surrounding Highways and Parks).
- Attachments:** A list of documents is shown, including Appendix 1 - Specification for Marathon V1.00.pdf (121 KB), Supplier Information - Bouenmouth Marathon V1.00.pdf (415 KB), Supplier Response - Part A - Supplier Questionnaire v1.00.docx (57 KB), Supplier Response - Part B - Minimum Requirements v1.00.docx (31 KB), Supplier Response - Part C - Pricing Evaluation v1.00.xlsx (12 KB), Supplier Response - Part D - Quality Evaluation v2.00.pdf (214 KB), and Supplier Response - Part E - Form of Tender and ACC V1.00.pdf (82 KB). This section is highlighted with a red rounded rectangle.
- Deadline & Time remaining:** A red-bordered box contains the text "A response to this activity can be" followed by "15th August 2018 at 2:00 PM" and a "Time remaining" counter showing "30 4 12 6" (30 days, 4 hours, 12 minutes, 6 seconds).
- Messages & Clarifications (0):** A section indicating that no messages or clarifications have been sent to the buyer.
- Response controls:** Includes buttons for "Start my response" and "Register intent to respond".

- p) From this page you are able to view the tender documents. Please ensure that you download all of the tender documents and review the requirements. Use the scroll bar on the right to ensure you view all of the tender documents.
- q) The tender documents should be downloaded and completed on your own computer.
- r) The documents should be completed and re-uploaded through the system before the deadline shown on the system. There is a tender submission deadline countdown in the top right hand corner of the screen.
- s) Please follow the guide 'How to Submit A Response' when you are ready to submit.

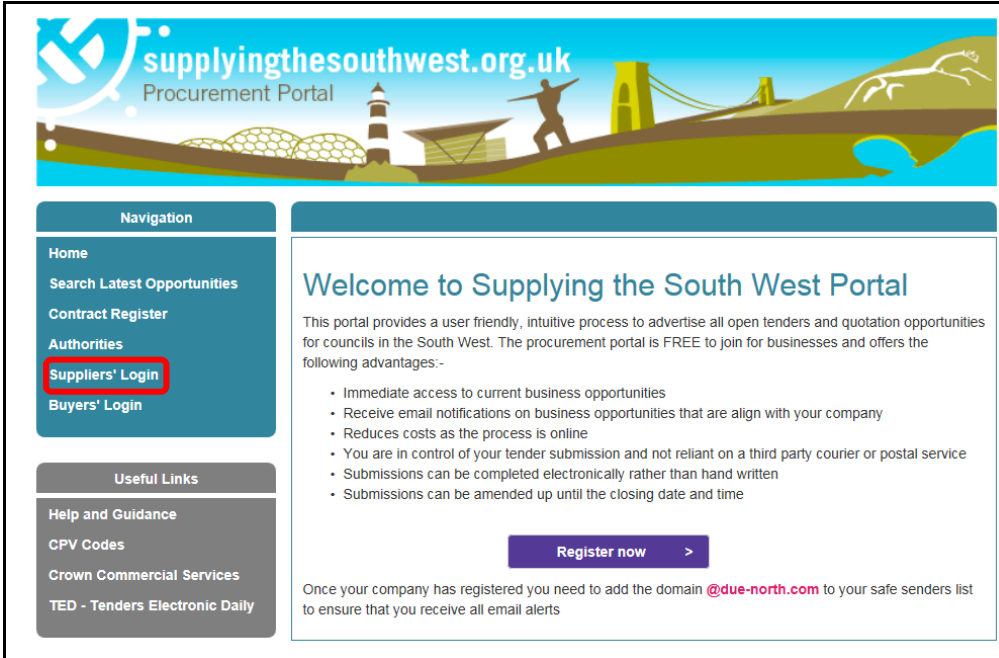
**Please do not leave submitting your response until the last minute as you will be unable to submit your response after the deadline date and time shown on the system for that contract opportunity**

# **ProContract Step by Step**

## **How to Ask a Question on a Procurement through Supplying the South West**

## How to Ask a Question on a Procurement

### Step 1 – Login to ProContract



The screenshot shows the homepage of the 'supplyingthesouthwest.org.uk Procurement Portal'. The header features a blue and green banner with a stylized landscape including a lighthouse, a bridge, and a person running. Below the banner, the page is divided into two main sections. On the left is a dark blue sidebar with a 'Navigation' menu containing links to 'Home', 'Search Latest Opportunities', 'Contract Register', 'Authorities', 'Suppliers' Login' (highlighted with a red rectangle), and 'Buyers' Login'. Below this is a 'Useful Links' section with links to 'Help and Guidance', 'CPV Codes', 'Crown Commercial Services', and 'TED - Tenders Electronic Daily'. The main content area on the right has a light blue header with the text 'Welcome to Supplying the South West Portal'. Below this, a paragraph states: 'This portal provides a user friendly, intuitive process to advertise all open tenders and quotation opportunities for councils in the South West. The procurement portal is FREE to join for businesses and offers the following advantages:-'. A bulleted list follows, detailing benefits such as immediate access to opportunities, email notifications, reduced costs, and electronic submissions. At the bottom of this section is a purple 'Register now' button with a right-pointing arrow. Below the button, a note says: 'Once your company has registered you need to add the domain @due-north.com to your safe senders list to ensure that you receive all email alerts'.

**Navigation**

- Home
- Search Latest Opportunities
- Contract Register
- Authorities
- Suppliers' Login**
- Buyers' Login

**Useful Links**

- Help and Guidance
- CPV Codes
- Crown Commercial Services
- TED - Tenders Electronic Daily

### Welcome to Supplying the South West Portal

This portal provides a user friendly, intuitive process to advertise all open tenders and quotation opportunities for councils in the South West. The procurement portal is FREE to join for businesses and offers the following advantages:-

- Immediate access to current business opportunities
- Receive email notifications on business opportunities that align with your company
- Reduces costs as the process is online
- You are in control of your tender submission and not reliant on a third party courier or postal service
- Submissions can be completed electronically rather than hand written
- Submissions can be amended up until the closing date and time

**Register now** >

Once your company has registered you need to add the domain @due-north.com to your safe senders list to ensure that you receive all email alerts

a) Go to [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)

b) Click on 'Suppliers Login'

# How to Ask a Question on a Procurement

## Step 1 – Login to ProContract

**PROACTIS**  
The Spend Control Company

**ProContract**

Register free with ProContract [Minimum requirements](#)

Begin your ProContract supplier account registration by filling in a few details below.

**Organisation name** ⓘ

**Email address** ⓘ

By clicking 'Continue registration', you agree to the [Terms and Conditions](#) & [Privacy policy](#).

**Continue registration**

Already registered? **Log in here**

**Why should I register with ProContract?**  
Registration is free and your company profile will be immediately available for opportunities managed by over 30,000 buyers from over 400 private, public sector and 3rd sector organisations.

**What happens next?**  
Once we have verified your company name and email address you will be asked to complete a short registration process including basic company details and contact information. Upon submission, your registration application will be reviewed by the ProContract team and you will be sent an email address confirming next steps.

**Do I receive opportunity alerts?**  
Following successful registration, as part of your company profile you can stipulate your preferred opportunity areas of interest along with geographical locations to which you can supply your goods & services. Overnight, your interests will be matched against the latest published opportunities and you will be notified by email. The email will contain links to review, and if you wish, express your interest in each of the opportunities.

- c) If your company is not yet registered on Supplying the South West, fill in your organisations details and click 'Continue registration'. Follow the on screen instructions. Once you have been issued log in details, return to this page to login.
- d) If your company is already registered, click 'Log in here'

# How to Ask a Question on a Procurement

## Step 1 – Login to ProContract

**PROACTIS**  
The Spend Control Company

**ProContract**

**Log In**

**User Name**  
it@bournemouth.gov.uk

**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

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

Secure Site

- e) Type in your login details and select '*Continue*'
- f) If you are unsure of your login details, please contact Due North at [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)

## How to Ask a Question on a Procurement

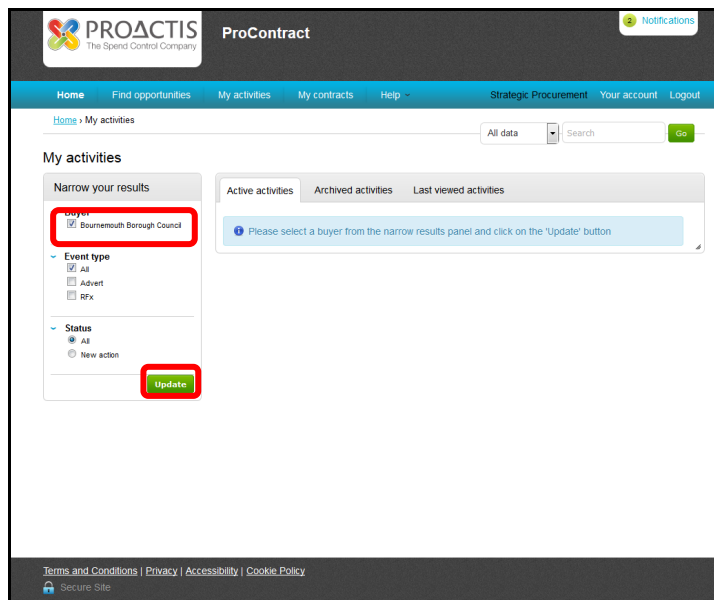
### Step 2 - How to Ask a Question

The screenshot displays the ProContract website interface. At the top, the PROACTIS logo (The Spend Control Company) and the ProContract title are visible. A navigation bar includes links for Home, Find opportunities, My activities (highlighted with a red box), My contracts, and Help. On the right of the navigation bar are links for Strategic Procurement, Your account, and Logout. Below the navigation bar, there is a search bar with a dropdown menu set to 'All opportunities' and a 'Go' button. The main content area is titled 'Home page' and contains several sections: 'Activities' with tabs for Active, Recently added, and Last viewed; a search bar with a dropdown menu and a 'Go' button; a 'Company details summary' section with an 'Edit' link; a 'Strategic Procurement' section with address information; a 'Description' section; a 'Keywords' section; a 'Vendor profile' section with a list of questionnaires; and a 'Workgroups' section at the bottom.

- g) Once you are logged in, you will need to navigate to the contract opportunity that you want to ask a question for.
- h) To do this, select 'My Activities'

## How to Ask a Question on a Procurement

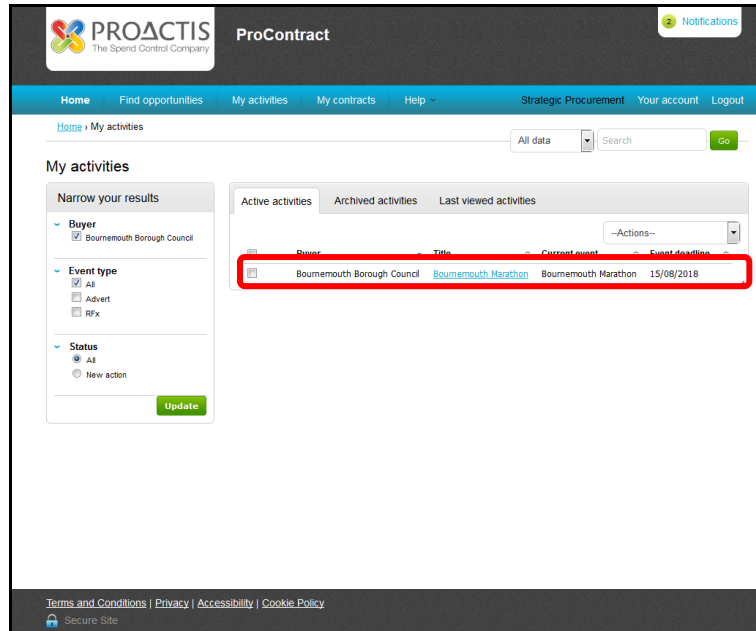
### Step 2 - How to Ask a Question



- i) When you are in the 'My Activities' area, you will be able to view contract opportunities that you have expressed an interest in. The page will automatically default to the tab 'Active Activities'
- j) To view Bournemouth, Christchurch and Poole Council contract opportunities that you have expressed an interest in, select the tick box next to 'Bournemouth, Christchurch and Poole Council' then click '*Update*'.

# How to Ask a Question on a Procurement

## Step 2 - How to Ask a Question



- k) You will then see a list of the active opportunities that you have expressed an interest in with Bournemouth, Christchurch and Poole Council.
- l) Select the blue hyperlink of the relevant contract opportunity that you wish to ask a question for

# How to Ask a Question on a Procurement

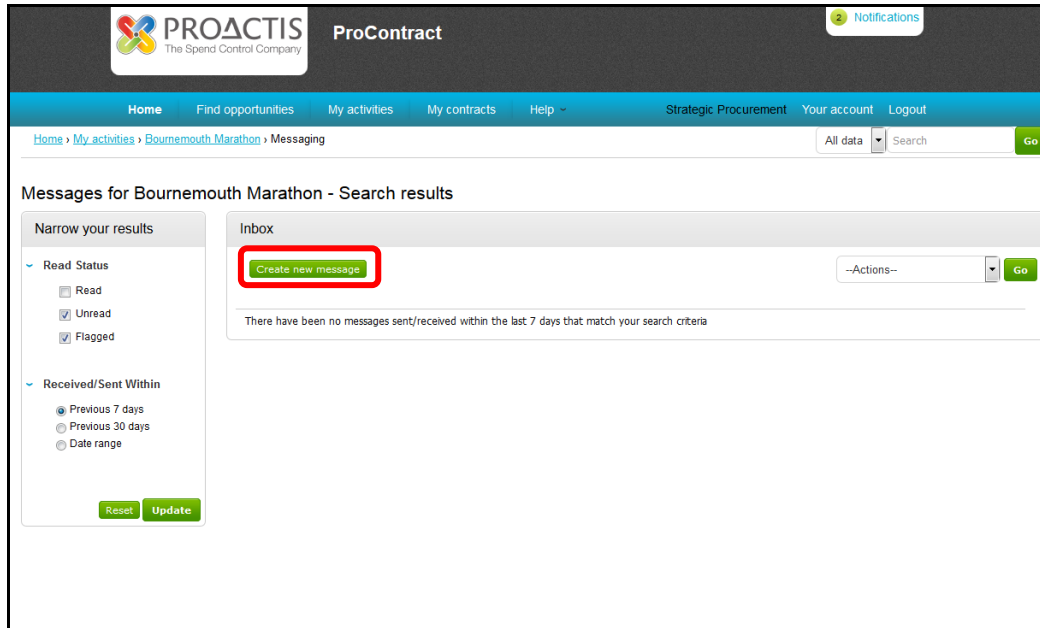
## Step 2 - How to Ask a Question

The screenshot shows the ProContract portal interface. At the top, there is a header with the logo 'supplyingthesouthwest.org.uk Procurement Portal' and 'ProContract'. Below the header is a navigation bar with links: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The main content area displays the 'Activity : Bournemouth Marathon' page. On the right side, there is a 'Messages (0)' box, which is highlighted with a red rectangle. The box contains the text 'You have received 0 message(s) of which 0 are unread' and a link 'View all | View unread'. Below the messages box is an 'Audit history' section with a link 'View audit history'. The main content area also shows a table of events for the Bournemouth Marathon, with details such as 'Activity type: RFQ', 'Reference: 5266107', 'Respond by: 15 August 2018 at 14:00', and 'Response status: Not started'. The footer of the page includes links for 'Secure Site', 'Terms and Conditions', 'Privacy', 'Accessibility', and 'Cookie Policy', along with the 'Powered by PROACTIS' logo.

m) In the 'Messages' box, click on 'View all'.

# How to Ask a Question on a Procurement

## Step 2 - How to Ask a Question



n) Select 'Create New Message'

## How to Ask a Question on a Procurement

### Step 2 - How to Ask a Question

The screenshot shows the 'New message' form in the ProContract system. The form is titled 'New message' and includes a 'To:' field with the value 'Project team'. The 'Subject:' field contains 'Clarification Question'. Below the subject field is an 'Attachments:' section with a green plus icon. The main text area contains the following text: 'Dear Project Team, Please could you confirm what is meant by specification point 2.1. Kind Regards Company A'. At the bottom of the form are two buttons: 'Send message' (highlighted with a red box) and 'Cancel'. The entire form is outlined with a red border. The background of the screenshot shows the ProContract header with the logo and navigation links, and a footer with links to Terms and Conditions, Privacy, Accessibility, and Cookie Policy.

**PROACTIS** The Spend Control Company **ProContract** Notifications

Home Find opportunities My activities My contracts Help Strategic Procurement Your account Logout

Home > My activities > Bournemouth Marathon > Messaging > New

**New message**

To: Project team

Subject: Clarification Question

Attachments: +

Dear Project Team,  
Please could you confirm what is meant by specification point 2.1.  
Kind Regards  
Company A

Send message Cancel

Terms and Conditions | Privacy | Accessibility | Cookie Policy  
Secure Site

- o) Add a Subject within the Subject Field and add your Question within the Main Text Field.
- p) If required, you can add an attachment using the 'Attachments' section below the Subject Field.

- q) Click 'Send Message'
- r) This message has now been sent directly to the Project Team

## How to Ask a Question on a Procurement

### Step 3 – Viewing and responding to messages

The screenshot displays the ProContract web application interface. At the top, the logo for PROACTIS (The Spend Control Company) and the ProContract title are visible. A navigation bar includes links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. A notifications badge shows 2 notifications. The breadcrumb trail indicates the user is in the Messaging section for Bournemouth Marathon. The main content area is titled 'Messages for Bournemouth Marathon - Search results'. On the left, a sidebar allows filtering by Read Status (Read, Unread, Flagged) and Received/Sent Within (Previous 7 days, Previous 30 days, Date range). The main inbox table lists messages with columns for Ref No, Subject, From, Date, and Public. The second message, with Ref No 1.1.1 and Subject 'RE: Clarification Question', is highlighted with a red box. The message is from the Project team and dated 16/07/2018 12:47.

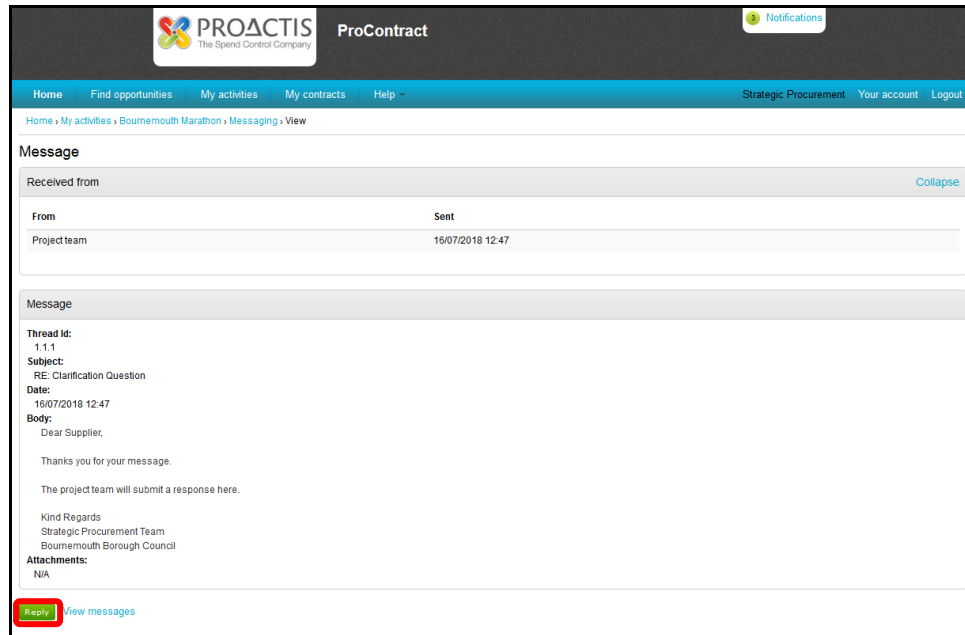
Ref No	Subject	From	Date	Public
1.1	<a href="#">Clarification Question</a>	Strategic Procurement - Procurement	16/07/2018 12:45	
1.1.1	<a href="#">RE: Clarification Question</a>	Project team	16/07/2018 12:47	

- s) If you receive any notifications regarding a message being issued, you will be able to review these within the Messaging area.

- t) When you receive a notification, you can follow the hyperlink in the e-mail and it will take you directly to the message that has been published.
- u) Click on the hyperlink to read messages that have been issued through ProContract.

# How to Ask a Question on a Procurement

## Step 3 – Viewing and responding to messages



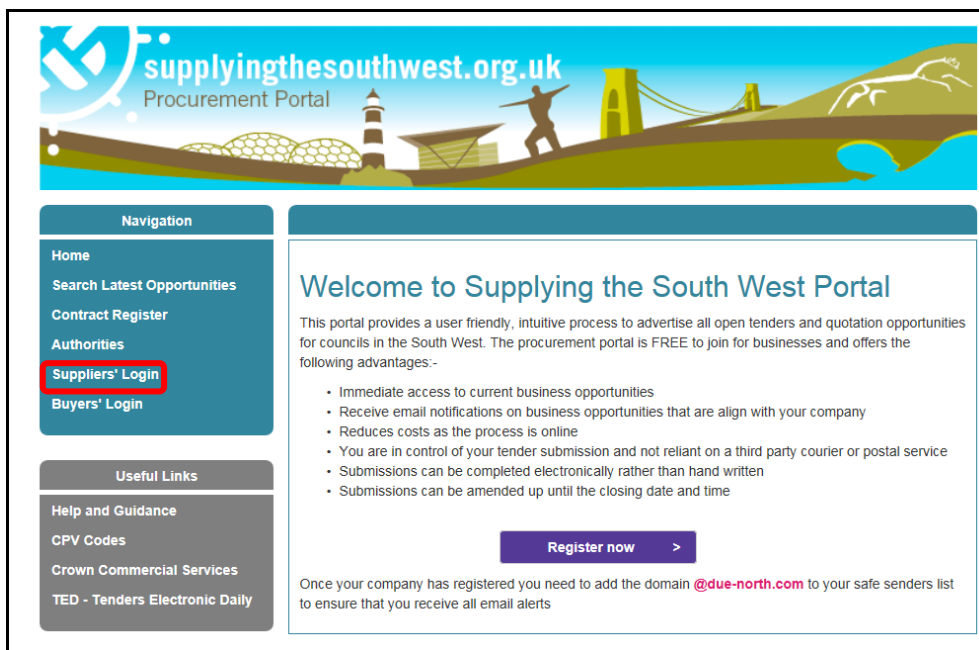
v) You can use the 'Reply' button to respond to any messages you receive where appropriate.

# **ProContract Step by Step**

## **How to Submit your Response through Supplying the South West**

# How to Submit your Response through Supplying the South West

## Step 1 – Login to ProContract



- Go to [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)
- Click on 'Suppliers Login'

# How to Submit your Response through Supplying the South West

## Step 1 – Login to ProContract

**PROACTIS**  
The Spend Control Company

**ProContract**

Register free with ProContract

Begin your ProContract supplier account registration by filling in a few details below.

**Organisation name**

**Email address**

By clicking 'Continue registration', you agree to the [Terms and Conditions](#) & [Privacy policy](#).

[Continue registration](#)

Already registered? [Log in here](#)

**Why should I register with ProContract?**  
Registration is free and your company profile will be immediately available for opportunities managed by over 30,000 buyers from over 400 private, public sector and 3rd sector organisations.

**What happens next?**  
Once we have verified your company name and email address you will be asked to complete a short registration process including basic company details and contact information. Upon submission, your registration application will be reviewed by the ProContract team and you will be sent an email address confirming next steps.

**Do I receive opportunity alerts?**  
Following successful registration, as part of your company profile you can stipulate your preferred opportunity areas of interest along with geographical locations to which you can supply your goods & services. Overnight, your interests will be matched against the latest published opportunities and you will be notified by email. The email will contain links to review, and if you wish, express your interest in each of the opportunities.

- c) If your company is not yet registered on Supplying the South West, fill in your organisations details and click '*Continue registration*'. Follow the on screen instructions. Once you have been issued log in details, return to this page to login.
- d) If your company is already registered, click '*Log in here*'.

# How to Submit your Response through Supplying the South West

## Step 1 – Login to ProContract

**PROACTIS**  
The Spend Control Company

**ProContract**

---

**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](#)

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**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](#)

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

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

Secure Site

- e) Type in your login details and select '*Continue*'
- f) If you are unsure of your login details, please contact Due North at [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)

# How to Submit your Response through Supplying the South West

## Step 2 - Find the Contract you want to Submit a Response for

The screenshot displays the ProContract web application interface. At the top, the header includes the PROACTIS logo (The Spend Control Company) and the ProContract title. A navigation bar contains links: Home, Find opportunities, My activities (highlighted with a red rectangle), My contracts, and Help. On the right of the navigation bar are links for Strategic Procurement, Your account, and Logout. Below the navigation bar, the main content area is titled 'Home page'. It features several sections: 'Activities' with a 'View full screen' link, 'Opportunities' with a 'Find opportunities' link, 'Company details summary' with an 'Edit' link, and 'Vendor profile' with an 'Edit' link. The 'Activities' section includes a search bar with a dropdown menu and a 'Go' button. The 'Opportunities' section includes a text box with a 'Find opportunities' link. The 'Company details summary' section includes a 'Strategic Procurement' section with a description and a 'Keywords' section with a list of keywords. The 'Vendor profile' section includes a 'Standard Selection Questionnaire (SQ)' section with a progress indicator.

- g) Once you are logged in, you will need to navigate to the contract opportunity that you are submitting a response for. To do this, select 'My Activities'.

## How to Submit your Response through Supplying the South West

### Step 2 - Find the Contract you want to Submit a Response for

The screenshot shows the ProContract interface. At the top, there's a navigation bar with links like Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. Below this, the 'My activities' section is active. On the left, under 'Narrow your results', the 'Buyer' section is highlighted with a red box, showing 'Bournemouth Borough Council' selected. Below it, the 'Event type' section has 'All' selected, and the 'Status' section has 'All' selected. A red box highlights the 'Update' button at the bottom right of the 'Narrow your results' panel. On the right, there's a message box that says 'Please select a buyer from the narrow results panel and click on the 'Update' button'.

- h) When you are in the 'My Activities' area, you will be able to view contract opportunities that you have expressed an interest in. The page will automatically default to the tab 'Active Activities'
- i) To view Bournemouth, Christchurch and Poole Council contract opportunities that you have expressed an interest in, select the tick box next to 'Bournemouth, Christchurch and Poole Council' then click '*Update*'.

# How to Submit your Response through Supplying the South West

## Step 2 - Find the Contract you want to Submit a Response for

The screenshot shows the ProContract interface. The main content area is titled 'My activities' and contains a table of active opportunities. The table has columns for Buyer, Title, Current event, and Event deadline. The first row is highlighted with a red box, showing 'Bournemouth Borough Council' as the Buyer, 'Bournemouth Marathon' as the Title, 'Bournemouth Marathon' as the Current event, and '15/08/2018' as the Event deadline. The page also features a sidebar with filters for Buyer, Event type, and Status, and a navigation bar at the top with links to various sections of the application.

Buyer	Title	Current event	Event deadline
Bournemouth Borough Council	<a href="#">Bournemouth Marathon</a>	Bournemouth Marathon	15/08/2018

- j) You will then see a list of the active opportunities that you have expressed an interest in with Bournemouth, Christchurch and Poole Council.
- k) Select the blue hyperlink of the relevant contract opportunity that you wish to submit a response for.

# How to Submit your Response through Supplying the South West

## Step 2 - Find the Contract you want to Submit a Response for

The screenshot displays the 'supplyingthesouthwest.org.uk' Procurement Portal. The header includes the site logo, 'ProContract' branding, and a 'Notifications' bell icon. A navigation bar contains links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The breadcrumb trail shows 'Home > My activities > Bournemouth Marathon'. Below this, the page title is 'Activity : Bournemouth Marathon'. A red rectangle highlights the event details for 'Bournemouth Marathon', which is marked as 'Not started' with a response deadline of '15/08/2018'. The details include: Activity type: RFQ, Reference: 5266107, Respond by: 15 August 2018 at 14:00, and Response status: Not started. To the right of the event details, there are sections for 'Archive this activity' (Messages: 0), 'Audit history' (View audit history), and a 'View all | View unread' link. The footer contains a secure site notice and the Proactis logo.

supplyingthesouthwest.org.uk  
Procurement Portal

ProContract

Notifications

Home Find opportunities My activities My contracts Help Strategic Procurement Your account Logout

Home > My activities > Bournemouth Marathon

< Back to home page

Activity : Bournemouth Marathon

Events

**Bournemouth Marathon** Not started (Respond by: 15/08/2018) [Hide details](#) | [Start](#)

Activity type: RFQ  
Reference: 5266107  
Respond by: 15 August 2018 at 14:00  
Response status: Not started

[Bournemouth Marathon](#) Expression of interest accepted [View details](#) | [Open](#)

Archive this activity

Messages (0)

You have received 0 message(s) of which 0 are unread

[View all](#) | [View unread](#)

Audit history

[View audit history](#)

Secure Site Terms and Conditions | Privacy | Accessibility | Cookie Policy

Powered by PROACTIS

- I) The system will show a few 'events'. You will need to select the event that shows as 'Not Started' or 'In Progress'. Click on the hyperlink of the contract name that you want to submit a response for.

# How to Submit your Response through Supplying the South West

## Step 3 – Submit your Response

**PROACTIS**  
The Spend Control Company

**ProContract**

3 Notifications

Home Find opportunities My activities My contracts Help Strategic Procurement Your account Logout

Home > My activities > Bournemouth Marathon > Bournemouth Marathon

[<Back to dashboard](#)

**Activity Information**

**Buyer:** Bournemouth Borough Council  
**Title:** Bournemouth Marathon ID: 5266107  
**Description:** Bournemouth Borough Council are tendering the rights to hold a Marathon event, the first commencing in the Autumn of 2019. The event can take place on Bournemouth and Poole's Seafront and surrounding Highways and Parks.

**Attachments**

Public attachments can be viewed by all procurers and suppliers involved in this rfx

<a href="#">Appendix 1 - Specification for Marathon V1.00.pdf</a>	121 KB
<a href="#">Supplier Information - Bournemouth Marathon V1.00.pdf</a>	415 KB
<a href="#">Supplier Response - Part A - Supplier Questionnaire v1.00.docx</a>	57 KB
<a href="#">Supplier Response - Part B - Minimum Requirements v1.00.docx</a>	31 KB
<a href="#">Supplier Response - Part C - Pricing Evaluation v1.00.xlsx</a>	12 KB
<a href="#">Supplier Response - Part D - Quality Evaluation v2.00.pdf</a>	214 KB
<a href="#">Supplier Response - Part E - Form of Tender and ACC V1.00.pdf</a>	82 KB

**Terms & conditions**

[Standard Goods and Services Terms and Conditions](#)

**Deadline & Time remaining**

A response to this activity can be submitted no later than  
**15th August 2018 at 2:00 PM**

**Time remaining**

29 Days 23 Hours 36 Minutes 29 Seconds

**Messages & Clarifications (0)**

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer

You have received 0 message(s) of which 0 are unread

[View all](#) | [View unread](#)

**Response controls**

**Start my response**

[Register intent to respond](#)

[No longer wish to respond](#)

m) To begin submitting your response, click 'Start my Response'.

# How to Submit your Response through Supplying the South West

## Step 3 – Submit your Response

**PROACTIS** The Spend Control Company **ProContract** Notifications

Home Find opportunities My activities My contracts Help Strategic Procurement Your account Logout

Home > My activities > Bournemouth Marathon > Bournemouth Marathon > Create RFQ response

### Create RFQ response

1 Details 2 Additional information 3 Attachments 4 Terms & conditions

**Response reference: 108209699**

Welcome to the RFQ 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

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n) You will then be taken to the Response Wizard, read the guidance and click '*Continue*'.

# How to Submit your Response through Supplying the South West

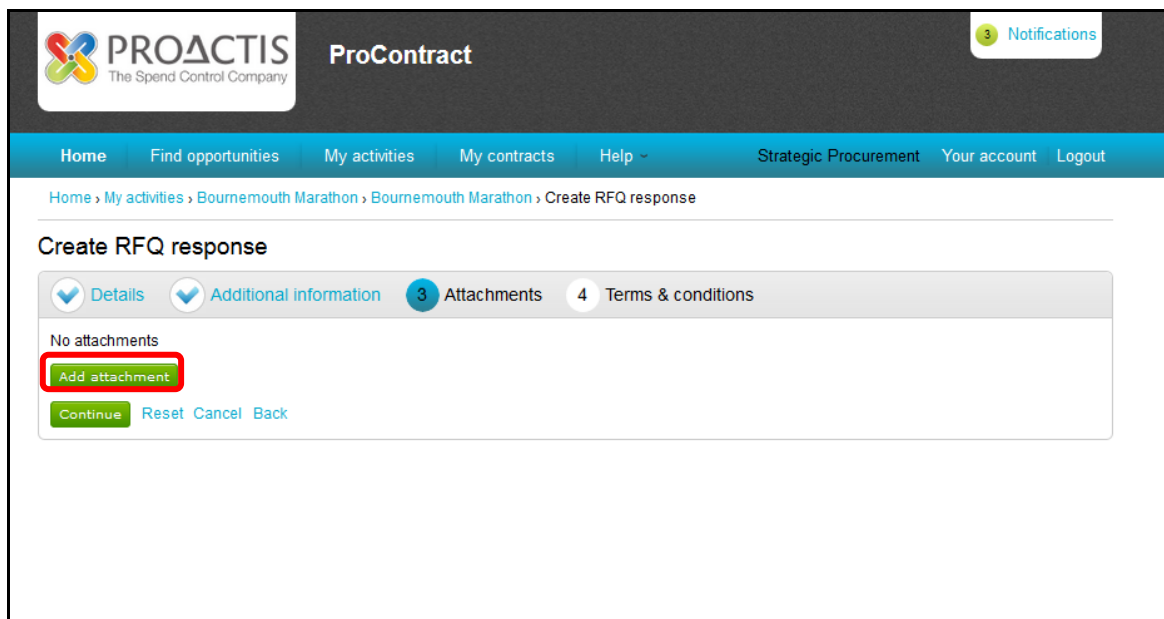
## Step 3 – Submit your Response

The screenshot shows the 'Create RFQ response' interface in the ProContract system. The top navigation bar includes the ProACTIS logo, 'ProContract' text, and a 'Notifications' button. Below this is a menu bar with links: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The breadcrumb trail indicates the current path: Home > My activities > Bournemouth Marathon > Bournemouth Marathon > Create RFQ response. The main form area is titled 'Create RFQ response' and features four tabs: Details, Additional information (active), Attachments, and Terms & conditions. Under the 'Additional information' tab, there are three optional input fields: 'Supplier reference (optional)', 'Response information (optional)', and 'Additional comments (optional)'. The 'Supplier reference' and 'Response information' fields are highlighted with red rectangles. At the bottom of the form, there are four buttons: 'Continue' (highlighted with a red rectangle), 'Reset', 'Cancel', and 'Back'.

- o) Add a Supplier Reference for your Response. This is optional but it may be that your company has a reference number for tenders that you submit responses for.
- p) Add any details you may want to within Response Information. Again, this is optional. Click 'Continue'.

## How to Submit your Response through Supplying the South West

### Step 3 – Submit your Response



**PROACTIS** The Spend Control Company **ProContract** 3 Notifications

[Home](#) [Find opportunities](#) [My activities](#) [My contracts](#) [Help](#) [Strategic Procurement](#) [Your account](#) [Logout](#)

[Home](#) > [My activities](#) > [Bournemouth Marathon](#) > [Bournemouth Marathon](#) > [Create RFQ response](#)

### Create RFQ response

[Details](#) [Additional information](#) **3 Attachments** [4 Terms & conditions](#)

No attachments

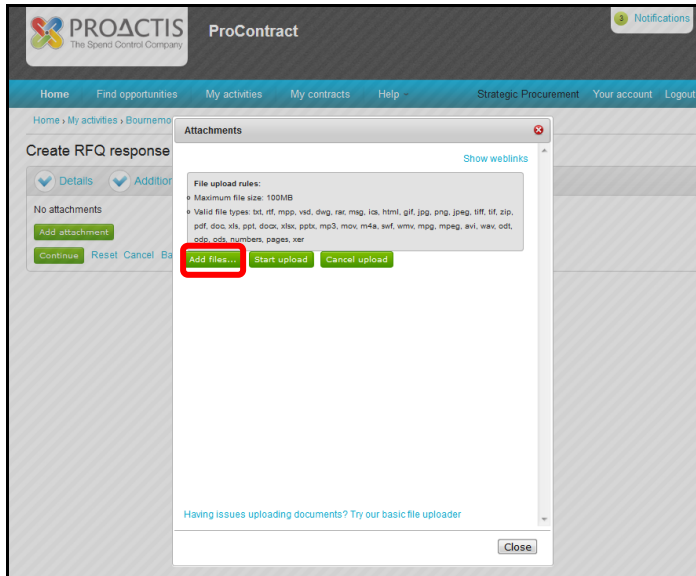
**Add attachment**

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

- q) You will now need to upload and attach your completed tender documents to the system that form your submission.
- r) To do this, select 'Add Attachment'.

# How to Submit your Response through Supplying the South West

## Step 3 – Submit your Response



### **TIP:**

Ensure that you upload all the documents that you are requested to complete and submit as part of your tender response.

- s) You can either drag files into the white section of the box or you can select 'Add files' and add them from your local hard drives.
- t) Once you have selected all the documents that you want to submit as part of your response, select the 'Start upload' button to add the files to the system. You will then need to select the files from the area on your own computers hard drive where the documents are saved.

## How to Submit your Response through Supplying the South West

### Step 3 – Submit your Response

PROACTIS The Spend Control Company ProContract

Notifications

Home Find opportunities My activities My contracts Help ~ Strategic Procurement Your account Logout

Home > My activities > Bournemouth Marathon > Bournemouth Marathon > Create RFQ response

Create RFQ response

Details Additional information 3 Attachments 4 Terms & conditions

Appendix 1 - Specification for Marathon V1.00.pdf 121 KB

Add attachment

Continue Reset Cancel Back

- u) You will then be returned to the response screen where it will show all of the attachments that you have just uploaded. Ensure that all the attachments that you want and are required to submit as part of your response are shown in this list.
- v) When you are certain that all of the documents that you wish to submit are shown in the above list, please press the 'Continue' button

## How to Submit your Response through Supplying the South West

### Step 3 – Submit your Response

PROACTIS The Spend Control Company ProContract

3 Notifications

Home Find opportunities My activities My contracts Help Strategic Procurement Your account Logout

Home > My activities > Bournemouth Marathon > Bournemouth Marathon > Create RFQ response

### Create RFQ response

Details Additional information Attachments 4 Terms & conditions

Please follow the link to read the terms and conditions

[Standard Goods and Services Terms and Conditions](#)

☐ Accept

☐ Decline

**Finish** Reset Cancel Back

- w) Review the Terms and Conditions that will form the contract. If you are happy to accept the terms, choose the radio button next to 'Accept'.
- x) If you are not happy to accept the terms, choose the radio button next to 'Decline'. If you choose 'Decline' you will be required to provide detail of why you decline the Terms and Conditions. Click '*Finish*'.

# How to Submit your Response through Supplying the South West

## Step 3 – Submit your Response

The screenshot shows the 'My response' page in the ProContract system. The page header includes the ProContract logo and navigation links. The main content area is titled 'My response' and shows a response ID of 108209699 in 'Draft' status. It includes sections for 'Additional information' (with an 'Edit' link), 'Supplier reference' (Company A Tender Submission), 'Terms & conditions' (marked as 'Accepted' with a 'Decline' button highlighted by a red rectangle), and 'Attachments' (listing 'Appendix 1 - Specification for Marathon V1.00.pdf' with a download icon and 'Add attachment' button). On the right, a 'Deadline & Time remaining' section shows a deadline of '15th August 2018 at 2:00 PM' and a 'Time remaining' counter displaying 29 days, 23 hours, 21 minutes, and 36 seconds. Below this is a 'Response controls' section with 'Submit response' and 'Open response online' buttons, and a 'Submission checklist' showing 'Terms & conditions' and 'Attachments' as completed. At the bottom right is an 'Audit history' section with a 'View audit history' link.

- y) You will then be taken to this Summary screen. In some cases you may need to accept the terms and conditions again. To do this, press either accept or decline if required.

# How to Submit your Response through Supplying the South West

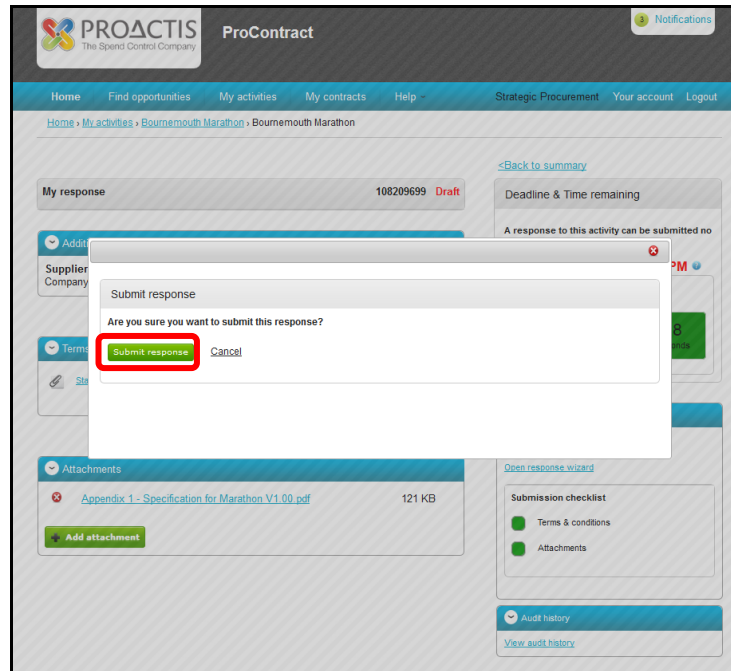
## Step 3 – Submit your Response

The screenshot displays the ProContract interface for a tender submission. The main content area is titled 'My response' and shows a draft response for 'Bournemouth Marathon'. It includes sections for 'Additional information' (Supplier reference: Company A Tender Submission), 'Terms & conditions' (Accepted), and 'Attachments' (Appendix 1 - Specification for Marathon V1.00.pdf). A red box highlights the 'Response controls' section, which contains a 'Submit response' button, a 'Open response' link, and a 'Submission checklist' with two items: 'Terms & conditions' and 'Attachments', both marked as complete (green). A timer shows 29 days, 23 hours, 21 minutes, and 36 seconds remaining.

- z) The submission checklist should show everything in green that you need to do. If there is something in red then you will need to action it. If you are ready to submit your response, press 'Submit response'.
- aa) If you are not yet ready to submit your response, select 'Back to Summary' at the top. The attachments and responses that you have loaded to the system will be saved but not submitted. PLEASE NOTE THAT THIS MEANS YOUR RESPONSE IS NOT COMPLETE. You must return to the system to continue your response and submit. Please follow the step 'Continuing with a Submission that you had Previously Started but not Submitted' below.

# How to Submit your Response through Supplying the South West

## Step 3 – Submit your Response



bb) You will be asked to confirm that you want to submit your response, click '*Submit response*'.

# How to Submit your Response through Supplying the South West

## Step 3 – Submit your Response

**PROACTIS**  
The Spend Control Company

**ProContract**

Home Find opportunities My activities My contracts Help Strategic Procurement Your account Logout

Home > My activities > Bournemouth Marathon > Bournemouth Marathon

**Activity Information**

**Buyer:** Bournemouth Borough Council  
**Title:** Bournemouth Marathon ID: 5266107  
**Description:** Bournemouth Borough Council are tendering the rights to hold a Marathon event, the first commencing in the Autumn of 2019. The event can take place on Bournemouth and Poole's Seaford and surrounding Highways and Parks.

**Attachments**

Public attachments can be viewed by all procurers and suppliers involved in this tx

Appendix 1 - Specification for Marathon V1.00.pdf	121 KB
Supplier information - Bournemouth Marathon V1.00.pdf	415 KB
Supplier Response - Part A - Supplier Questionnaire v1.00.docx	57 KB
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Supplier Response - Part E - Form of Tender and ACC V1.00.pdf	82 KB

**Terms & conditions**

Standard Goods and Services Terms and Conditions

**Deadline & Time remaining**

A response to this activity can be submitted no later than  
**16th August 2018 at 2:00 PM**  
**Time remaining**  
29 23 1 40  
Days Hours Minute Seconds

**Submitted**

**Messages & Clarifications (0)**

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer  
You have received 0 message(s) of which 0 are unread  
[View all](#) | [View unread](#)

**Response controls**

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

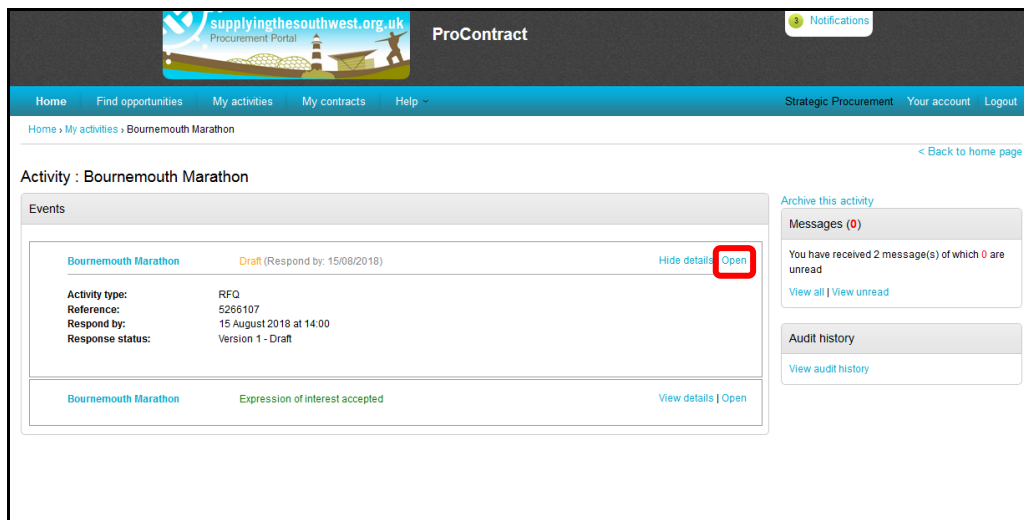
[Back to dashboard](#)

cc) Your response will then show as 'Submitted'. You will receive an email from ProContract confirming that your submission has been successful. If you have not received confirmation by e-mail, please contact Due North on 0330 005 0352 to confirm you have submitted your response.

- dd) If you wish to amend your response after submitting, you can make amendments by selecting 'I would like to edit my response'. This will create a second version of your submission. Ensure that you allow plenty of time before the submission deadline if you choose to edit your submission. You must ensure that your edited response is submitted before the deadline.
- ee) If you do not want to edit your submitted response, select 'Back to Summary'.

# How to Submit your Response through Supplying the South West

## Step 4 – Continuing with a submission not previously submitted



- ff) You will only need to follow this step where you started to submit your response but did not finalise your submission. Log back into ProContract and find the contact that you wish to submit a response for.
- gg) From the activity screen of the contract that you wish to continue submitting your response for, you will see that it states in 'Draft'. To complete your submission, select 'Open'.

# How to Submit your Response through Supplying the South West

## Step 4 – Continuing with a submission not previously submitted

**PROACTIS**  
The Spend Control Company

**ProContract**

Notifications

Home Find opportunities My activities My contracts Help

Strategic Procurement Your account Logout

Home > My activities > Bournemouth Marathon > Bournemouth Marathon

[<Back to dashboard](#)

**Activity Information**

**Buyer:** Bournemouth Borough Council  
**Title:** Bournemouth Marathon ID: 5266107  
**Description:** Bournemouth Borough Council are tendering the rights to hold a Marathon event, the first commencing in the Autumn of 2019. The event can take place on Bournemouth and Poole's Seaford and surrounding Highways and Parks.

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<a href="#">Supplier Response - Part E - Form of Tender and ACC V1.00.pdf</a>	82 KB

**Terms & conditions**

[Standard Goods and Services Terms and Conditions](#)

**Deadline & Time remaining**

A response to this activity can be submitted no later than  
**15th August 2018 at 2:00 PM**

**Time remaining**

29 Days 23 Hours 6 Minutes 56 Seconds

**Messages & Clarifications (0)**

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer  
You have received 0 message(s) of which 0 are unread  
[View all](#) | [View unread](#)

**Response controls**

[No longer wish to respond](#)

**My responses**

Version 1	Draft	<b>Edit</b>
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hh) On the next screen you will see in the bottom right your response history. To continue with the submission of your response, select '*Edit*' next to the latest version

## How to Submit your Response through Supplying the South West

### Step 4 – Continuing with a submission not previously submitted

The screenshot displays the ProContract web interface. At the top, the header includes the PROACTIS logo (The Spend Control Company) and the ProContract title. A navigation bar contains links: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. Below the navigation bar, the breadcrumb trail reads: Home > My activities > Bournemouth Marathon > Bournemouth Marathon.

The main content area is divided into two columns. The left column contains sections for:

- My response:** Shows the response ID 108209699 and its status as 'Draft'.
- Additional information:** Includes a 'Supplier reference: Company A Tender Submission' and an 'Edit' link.
- Terms & conditions:** Shows 'Accepted' status with a 'Decline' link and a link to 'Standard Goods and Services Terms and Conditions'.
- Attachments:** Lists an attachment 'Appendix 1 - Specification for Marathon V1.00.pdf' (121 KB) and an 'Add attachment' button.

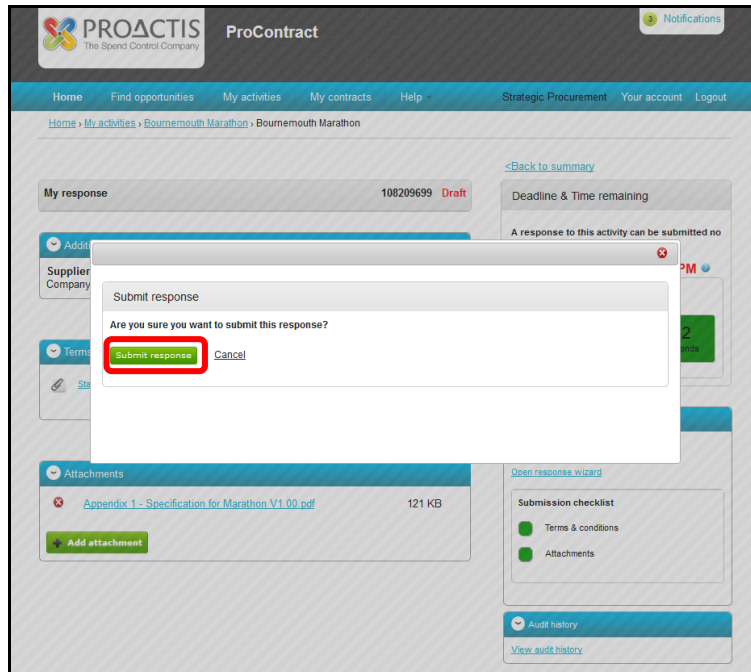
The right column contains sections for:

- Back to summary:** A link to return to the summary page.
- Deadline & Time remaining:** States 'A response to this activity can be submitted no later than 15th August 2018 at 2:00 PM'. A 'Time remaining' counter shows 29 Days, 23 Hours, 5 Minutes, and 50 Seconds.
- Response controls:** Features a 'Submit response' button (highlighted with a red box) and a link to 'Open response wizard'.
- Submission checklist:** Shows 'Terms & conditions' and 'Attachments' both with green status indicators.
- Audit history:** Includes a 'View audit history' link.

- ii) You will then be taken to the response screen. From here you can edit your response as required.
- jj) The submission checklist should show everything in green that you need to do. If there is something in red then you will need to action it.
- kk) If you are ready to submit your response, press 'Submit Response'.

# How to Submit your Response through Supplying the South West

## Step 4 – Continuing with a submission not previously submitted



II) You will be asked to confirm that you want to submit your response, click '*Submit response*'.

# How to Submit your Response through Supplying the South West

## Step 4 – Continuing with a submission not previously submitted

The screenshot displays the ProContract interface for a procurement activity. The header includes the ProContract logo and navigation links. The main content area is divided into several sections:

- Activity Information:** Displays details for the Bournemouth Marathon, including the buyer (Bournemouth Borough Council), title (Bournemouth Marathon ID: 5266107), and a description of the event.
- Attachments:** Lists various documents submitted, such as the specification, supplier questionnaire, and evaluation forms, with their respective file sizes.
- Terms & conditions:** Shows the standard goods and services terms and conditions.
- Deadline & Time remaining:** Indicates the submission deadline as 15th August 2018 at 2:00 PM, with a countdown timer showing 29 days, 23 hours, 1 minute, and 40 seconds remaining.
- Submitted:** A green button indicating the response has been successfully submitted.
- Messages & Clarifications:** A section for messages and clarifications from the buyer, currently showing 0 unread messages.
- Response controls:** A section with buttons to 'I would like to edit my response' and 'No longer wish to respond'.

Red boxes highlight the '- Back to dashboard' link at the top right and the 'Submitted' button, as well as the 'I would like to edit my response' button in the response controls section.

mm)

Your response will then show as 'Submitted'.

- nn) You will also receive an e-mail from ProContract confirming that your submission has been submitted. If you have not received a confirmation notification by e-mail of your submission, please contact Due North on 0330 005 0352 to confirm you have submitted your response.
- oo) If you wish to amend your response after submitting, you can make amendments by selecting 'I would like to edit my response'. This will create a second version of your submission. Ensure that you allow plenty of time before the submission deadline if you choose to edit your submission. You must ensure that your edited response is submitted before the deadline.
- pp) If you do not want to edit your submitted response, select 'Back to Dashboard'.