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

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

    click Home

2. Click Login

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

If you HAVE changed your password already please goto step 4

ProContract

brought to you by
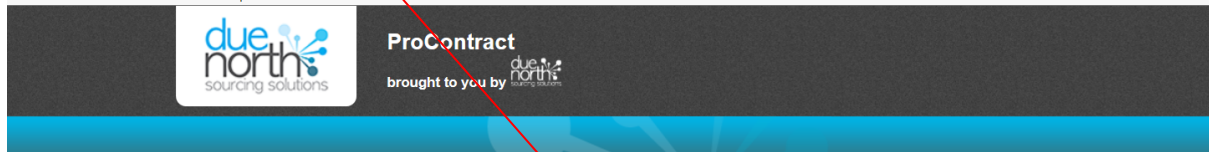
Log In

User Name

Password

Forgotten your username or password?

Continue

Welcome to ProContract

Already registered?

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

New to ProContract?

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

Migrated from ProContract Version 2?

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

Still need help?

Please visit the help center where you can access an extensive help library, FAQ's, videos and guides

Follow the instructions to reset your password and check your details
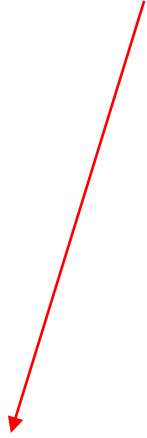
Welcome to the new version of ProContract

Dear Supplier,

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

Please follow the steps listed below:

Setting a new password

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

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

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

First Time login - Checking Your Details

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

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

Why is this important to me?

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

What do I need to do?

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

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

What are 'Region(s) of supply'?

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

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

Why do I have to confirm my communication preferences?

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

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

"**What about my tenders and contracts**?"

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

Help

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

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

The help facility includes topics such as:
Welcome to Pro-Contract v3
What's new
Registering
Getting Started
Opportunities
Responding to Tenders
Managing your Account
e-Auctions
Video Tutorials

Kind Regards,
Due North

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

5. ==Select 'Find opportunities'==

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

Home

[All opportunities ▾]   [Search]   [Go]

Home page

Activities   View full screen

| Active | Recently added | Last viewed |

-- Please select --   [Go]   [Search]   [Go]

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

Opportunities   ✎Find opportunities

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

Company details summary   ✎Edit

WCC TEST 23

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

Description

Breakfast provider

Keywords

Catering

Workgroups

Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together
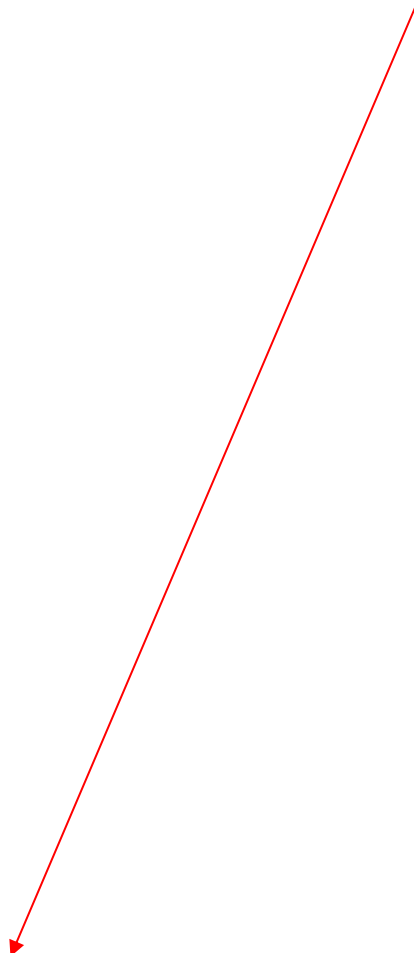
Procurement (1)

[Add new workgroup]

Terms and Conditions | Privacy | Accessibility
🔒 Secure Site

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

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

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

9. Click on Register interest in this opportunity

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4 Notifications

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

Home › Find opportunities › PP16076 - Recruitment Partner

Return to find opportunities

PP16076 - Recruitment Partner

Main contract details

Opportunity Id	DN229652 (Historical Ref: CONTRACT-ABLJ-Q8M7PQ)
Title	PP16076 - Recruitment Partner
Categories	80000000 - Management and Business Professionals and Administrative Services
	80110000 - Human resources services
	80111700 - Personnel recruitment
	More...
Description	
Region(s) of supply	UNITED KINGDOM
Estimated value	N/A
Keywords	Recruitment, Partner, Personnel, Manager

Key dates

Estimated contract dates

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

Expression of interest window

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

Register interest in this opportunity

Contact details

Buyer	Wolverhampton City Council
Contact	Leona McMillan
Email	leona.mcmillan@wolverhampton.gov.uk
Telephone	01902554219
Address	Civic Centre
	Wolverhampton
	West Midlands
	WV1 1RL
	United Kingdom

Attachments

Instructions for accessing documentation relating to this Opportunity.pdf   316 KB

10. Now click on My activities

Home › Find opportunities › PP16076 - Recruitment Partner

Return to find opportunities

PP16076 - Recruitment Partner

Main contract details

Opportunity Id	DN229652 (Historical Ref: CONTRACT-ABLJ-Q8M7PQ)
Title	PP16076 - Recruitment Partner
Categories	80000000 - Management and Business Professionals and Administrative Services
	80110000 - Human resources services
	80111700 - Personnel recruitment
	More...
Description	
Region(s) of supply	UNITED KINGDOM
Estimated value	N/A
Keywords	Recruitment, Partner, Personnel, Manager

Key dates

Estimated contract dates

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

Expression of interest registered

Date	14/12/2016 12:08:02
Workgroup	Procurement

Expression of interest window

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

Register interest in this opportunity

Contact details

Buyer	Wolverhampton City Council
Contact	Leona McMillan
Email	leona.mcmillan@wolverhampton.gov.uk
Telephone	01902554219
Address	Civic Centre
	Wolverhampton
	West Midlands
	WV1 1RL
	United Kingdom

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

Home › My activities

My activities

Narrow your results

Buyer
- [ ] Wolverhampton City Council

Event type
- [x] All
- [ ] Advert
- [ ] RFx

Status
- (•) All
- ( ) New action

Update

Active activities | Archived activities | Last viewed activities

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

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

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

14. Click on the Start

ProContract

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6 Notifications

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

Home › My activities › PP16076 - Recruitment Partner › PP16076 - Recruitment Partner PQQ

<Back to dashboard

Wolverhampton City Council - PQQ   214559

Amendments

Amended 17/11/2016 09:44:35
Sections Highlighted In Yellow
Description no change
History Version 2 Current

Version 1
Amende... View

Title and info on this project

Main details

Title: PP16076 - Recruitment Partner PQQ   **Respond by:** 14 December 2016 16:00:00
Description:
Please answer all questions. Please note clarification questions must be raised through this system by Wed 7th December 2016.

Terms & conditions

Terms and Cond...

These are the terms associated with this project

Evaluation criteria/question sets

This shows how many templates & questions

	Questions		
Title	**Mandatory**	**Online**	**Internal**
PQQ Template	2	2	0

Time remaining

0	3	42	34
Days	Hours	Minutes	Seconds

Messaging

You have 18 unread message(s).
View messages

Response controls

Start my response

Register intent to respond

No longer wish to respond

My responses

PQQ Version 1
You were not invited to this version.

PQQ Version 2
You have not yet started your response.

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🔒 Secure Site

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

Home   Find opportunities   My activities   My contracts   Help ⌄

A Supplier   Your account   Logout

Home › My activities › PP16076 - Recruitment Partner › PP16076 - Recruitment Partner PQQ

<Back to dashboard

Wolverhampton City Council - PQQ	214559

Time remaining

0	3	42	34
Days	Hours	Minutes	Seconds

⌄ Amendments

Amended	17/11/2016 09:44:35
Sections	Highlighted In Yellow
Description	no change
History	Version 2 Current
	Version 1
	Amended 17/11/2016 09:44:35 View

Messaging

You have 18 unread message(s).
View messages

⌄ Main details

Title: PP16076 - Recruitment Partner PQQ

Respond by: 14 December 2016 16:00:00

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

⌄ Response controls

Start my response

Register intent to respond

No longer wish to respond

⌄ Terms & conditions

📎   Terms and Conditions - Refer...

⌄ My responses

PQQ Version 1
You were not invited to this version.

PQQ Version 2
You have not yet started your response.

⌄ Evaluation criteria/question sets

	Questions		
Title	**Mandatory**	**Online**	**Internal**
PQQ Template	2	2	0

17. After reading the text - Click Continue

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

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

Create Further competition response

✓ Details	✓ Additional information	3 Question sets	4 Terms & conditions

Title	Action	Progress
Mini Competition Evaluation Template	Edit response	

Continue Reset Cancel Back

View evaluation questions

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

Back

Progress

Key

🟢 The answer provided is valid and complete.

🟠 The answer has been automatically populated from a previous answer but it must be reviewed before submission.

🔴 Mandatory elements of this question have not been provided.

⭐ The question has been flagged for review.

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

PROACTIS
The Spend Control Company

ProContract

5 Notifications

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

Show more information

Section 1 - Pricing Information | Question 1 of 1

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

Answer   Flag question for review ☐

No attachments

Add attachment

Save and close

Help

This question is mandatory

Question attachments

Mini comp SLT1.xls   34 KB

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

Do you want to open or save **Mini comp SLT1.xls** from   .due-north.com?   Open | Save ▼ | Cancel | ✕

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

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

Section 1 - Pricing Information | Question 1 of 1

Question		Weight

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

100.00 %

Answer   Flag question for review ☐

No attachments

Add attachment

Save and close

Help

This question is mandatory

Question attachments

Mini comp SLT1.xls   34 KB

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

Attachments ✖

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

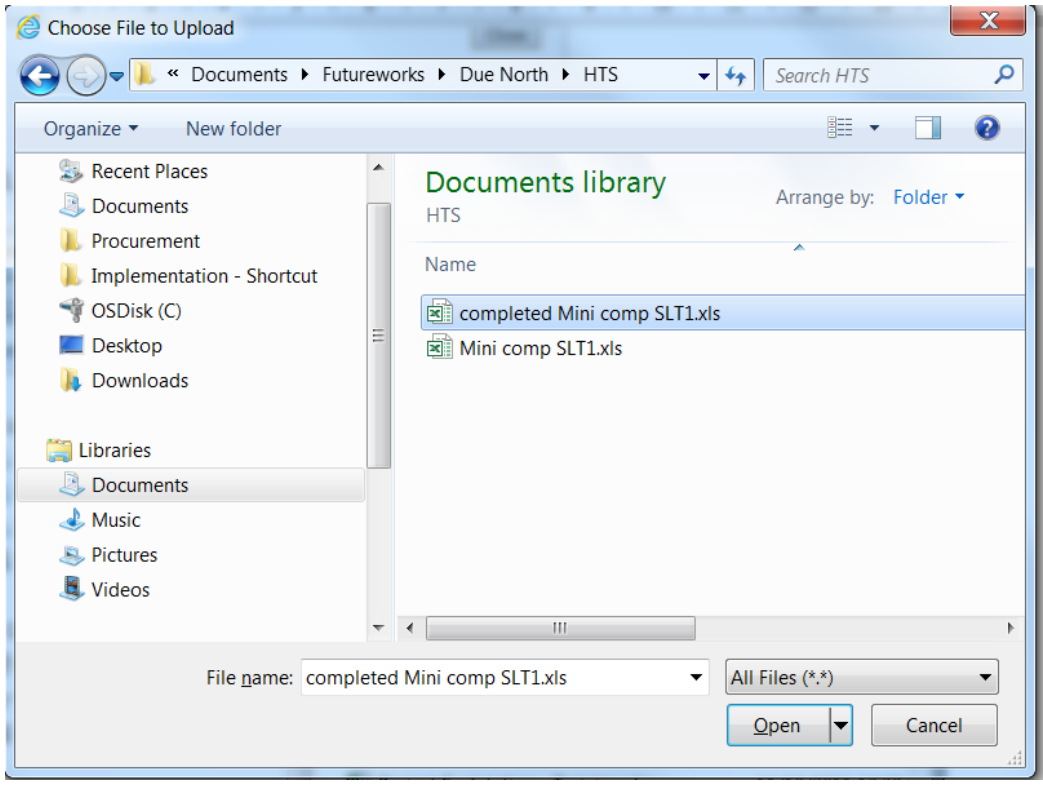| File name	Comment	Size	Progress
🕐 Mini comp SLT1.xls		34 KB	▭ 0%

➕ **Drop files here**
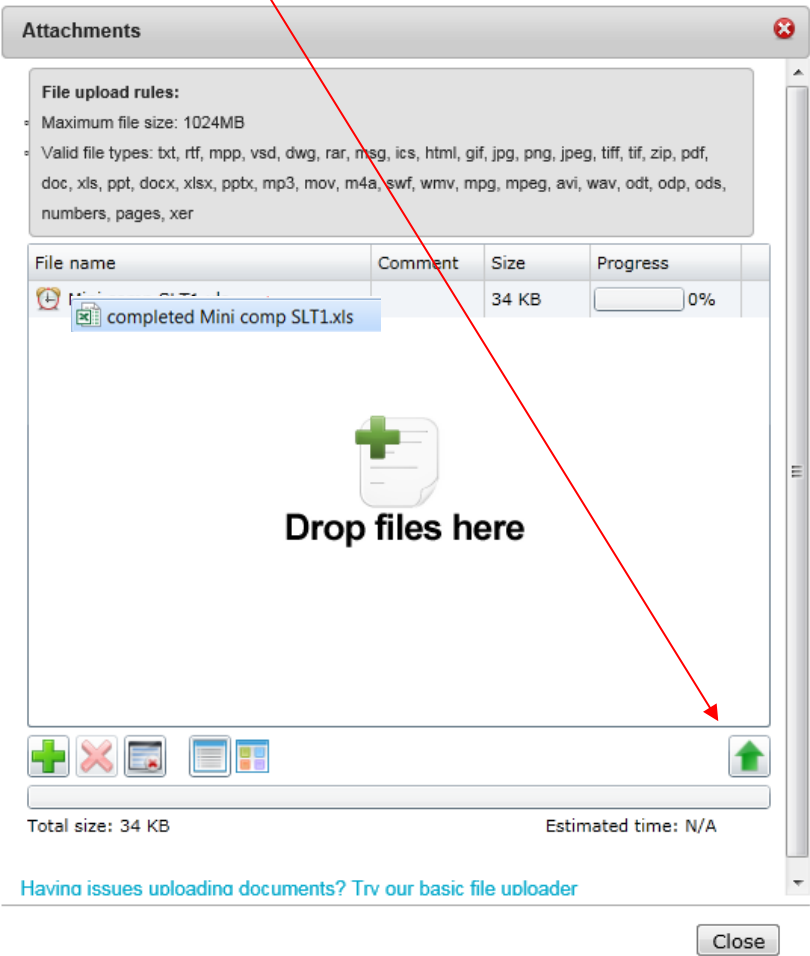
Total size: 34 KB   Estimated time: N/A

Having issues uploading documents? Try our basic file uploader

Close

---

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

Choose File to Upload

Documents ▸ Futureworks ▸ Due North ▸ HTS

Organize ▾   New folder

Recent Places
Documents
Procurement
Implementation - Shortcut
OSDisk (C)
Desktop
Downloads

Libraries
Documents
Music
Pictures
Videos

Documents library
HTS

Arrange by: Folder ▾

Name

completed Mini comp SLT1.xls
Mini comp SLT1.xls

File name: completed Mini comp SLT1.xls   All Files (*.*)

Open   Cancel

<mark>27. Now click</mark>

Attachments

File upload rules:

Maximum file size: 1024MB

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

File name	Comment	Size	Progress
completed Mini comp SLT1.xls		34 KB	0%

Drop files here

Total size: 34 KB   Estimated time: N/A

Having issues uploading documents? Try our basic file uploader

Close

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

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

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

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

33. A confirmation pop up box will appear, **click Submit response again**
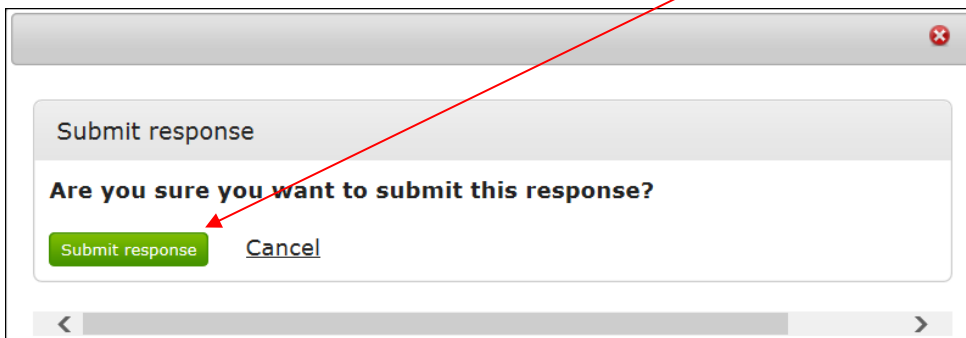
34. You should see **Submitted** this confirms you have sent your response.

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

Attachments

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

[Add files...] [Start upload] [Cancel upload]

Having issues uploading documents? Try our basic file uploader

[Close]

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

Choose File to Upload

Documents ▶ Futureworks ▶ Due North ▶ HTS

Search HTS

Organize ▾   New folder

Documents library
HTS

Arrange by: Folder ▾

- Recent Places
- Documents
- Procurement
- Implementation - Shortcut
- OSDisk (C)
- Desktop
- Downloads

- Libraries
- Documents
- Music
- Pictures
- Videos

Name

- completed Mini comp SLT1.xls
- Mini comp SLT1.xls

File name: completed Mini comp SLT1.xls

All Files (*.*)

[Open] [Cancel]

37. Now click Start Upload

Attachments

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

Add files...	Start upload	Cancel upload

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

Having issues uploading documents? Try our basic file uploader

Close

38. Go to Step 23