

Brief Guide to Access Tender Documents where an Expression of interest has already been completed

Note: The details below including the screenshots captured are correct as of end January 2026 (ProContract Version 26.1).

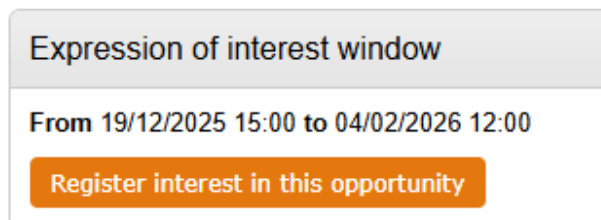
Accessing Tenders/Opportunities (Tender documentation), where a previous Expression of interest has been completed, is via your **Activities**.

To confirm whether an Expression of interest has already been completed, please view the Opportunity screen once logged into your ProContract account, for the Expression of interest details on the right of the screen:

Example where **Expression of interest** is already **registered**



Example where Expression of interest is still to be registered (“**Register interest in this opportunity**” is available)



Accessing **Activities** can therefore be completed either directly from your Home page, or from the “My activities” Menu option (the below being one example of this from the Home page, **as captured via Test screenshots**). Note: The Activity screen/dashboard can also be accessed immediately upon completing an Expression of interest, via the pop up in ProContract which confirms “Expression of interest successful” (e.g., see the link “To view this ITT Event now...”, or the link that is also provided to your “activities centre” for ‘Recently added’ Activities). However, please follow the below (as an example) if you wish to return to this later.

To **View by Buyer** (from your Home page), as well as Searching for specific procurements for that Buyer, **start by selecting the Buyer and click “Go”** next to this, after which the **Procurement reference can be entered in the Search box followed by clicking “Go”** next to that – once you have viewed/accessed an ‘Activity’ you may find it quicker subsequently under the Last Viewed tab):

Home page

Activities View full screen

Active Recently added Last viewed

ESPO 001_26

Buyer	Title	Current event	Event deadline
ESPO	TEST001_26 HOW TO ACCESS TENDER DOCUMENTATION - THE ITT EVENT (previous Expression of interest completed)	TEST001_26 HOW TO ACCESS TENDER DOCUMENTATION - THE ITT EVENT (previous Expression of interest completed)	02/03/2026

Once you access a specific 'Activity', the Activity screen/dashboard will be initially shown (the below example shows both the Opportunity / Expression of interest 'Events', and the ITT Event, along with the Messages area for this Activity (plus there is the Notifications envelope icon to the top right of the screen to see any system notifications you may have received) – the ITT Event is where Tender documents are located, as well as where responses can be started):

Test System

Home > TEST001_26 HOW TO ACCESS TENDER DOCUMENTATION - THE ITT EVENT (previous Expression of interest completed)

Activity TEST001_26 HOW TO ACCESS TENDER DOCUMENTATION - THE ITT EVENT (previous Expression of interest completed)

[Archive this activity](#)

Messages (1)

You have received 2 message(s) of which 1 are unread

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

Events

TEST001_26 HOW TO ACCESS TENDER DOCUMENTATION - THE ITT EVENT (previous Expression of interest completed) Not started (Respond by: 02/03/2026)

[Hide details](#) [Open](#)

Activity type: ITT

Reference: 5288293

Respond by: 02 March 2026 at 12:00

Response status: Not started

TEST001_26 HOW TO ACCESS TENDER DOCUMENTATION - THE ITT EVENT (previous Expression of interest completed) Expression of interest accepted

[View details](#) | [Open](#)

[View audit history](#)

The **Activity summary screen** for the ITT Event (Tender documents are found lower down the screen, you may need to scroll down to see these):

Home > TEST001_26 HOW TO ACCESS TENDER DOCUMENTATION - THE ITT EVENT (previous Expression of interest completed) > TEST001_26 HOW TO ACCESS TENDER DOCUMENTATION - THE ITT EVENT (previous Expression of interest completed)
Test System

Activity summary
[<Back to dashboard](#)

Activity information

Buyer: ESPO

Title: TEST001_26 HOW TO ACCESS TENDER DOCUMENTATION - THE ITT EVENT (previous Expression of interest completed) ID: 5288293

Description: Please download all the documents (ITT pack) from the below 'Activity documentation, files & links' area.

TO RESPOND:

- Please click on "Start my response" (from this Activity summary screen to be taken to the Your response summary screen).
- Please review the Central Digital Platform (CDP) - Supplier information section, by clicking on "Edit" against this - IT IS RECOMMENDED THIS SECTION IS REVIEWED AND COMPLETED (tick box) AS SOON AS POSSIBLE, as your Central Digital Platform (CDP) Supplier information is instead provided when completing the Online Question set (Procurement Specific Questionnaire, see below (next step).
- Complete the Question set (Procurement Specific Questionnaire) - click on "Edit" which appears to the right of the Progress bar to access this (seen once you have started your response and you are in "Your response summary" screen). NOTE: THESE ARE ONLINE QUESTIONS THAT ARE ANSWERED WITHIN THE EPROCUREMENT PORTAL (PROCONTRACT), please do NOT download these for completion.
- Upload ALL your Response documents to the 'Response documentation, files & links' area (click "+Add" to complete) - IT IS YOUR RESPONSIBILITY TO ENSURE ALL YOUR COMPLETED TENDER RESPONSE DOCUMENTS AS DETAILED IN THE ITT ARE SUCCESSFULLY UPLOADED WHEN RESPONDING (AND PLEASE ALSO REFER TO THE SUBMISSION CHECKLIST FOUND IN THE TENDER SUBMISSION DOCUMENT). A SUBMITTED STATUS (see below) DOES NOT CONFIRM COMPLIANCE WITH ALL INSTRUCTIONS GIVEN (and Buying organisations do NOT have access to any response documents until after the response deadline has passed for our own checks to be completed on this).
- Submit your response (click "Submit response" which should become available under Your response submission progress checklist once the above actions have been completed), after which the status of Submitted should be clearly seen in the system. PLEASE NOTE, you can continue to change your response after you have submitted (providing it is still before the response/Submission deadline), by clicking "Change response". If you choose to do this please remember to ensure that any updates made are again Submitted as above (and prior to the Tender Submission deadline).

For any questions relating to the operation of the Portal itself, ProContract, these should be submitted to Proactis and the following links (URL's) can be used for this, for supplier support and system technical queries:
<https://www.proactis.com/uk/support-login/> or via <https://suppliersupport.proactisservicesdesk.com/> (or alternatively please click on "Take a tour" for additional onscreen guidance). Note: In case of any technical issues with the system, these must be raised to Proactis at the earliest opportunity, including providing them full details (copies or screen shots) of any errors seen if applicable.

ANY QUESTIONS RELATING TO THE TENDER CONTENT should be submitted to ESPO using the Messages section, see also the introduction pages of the Invitation to Tender for details. ADDITIONALLY, ALL TENDERERS SHOULD ACCESS THE MAIN ACTIVITY DASHBOARD SCREEN AND ACCESS THE MESSAGES SECTION THERE TO CHECK FOR ANY CLARIFICATIONS ISSUED and/or any public exchange of information between interested parties, before completing your final submission. It is the sole responsibility of tenderers to do so.

Deadline & time remaining

A response to this activity can be submitted no later than

2nd March 2026 at 12:00 PM

Time remaining

1
1
18

Month Day Hours

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](#)

Your response

The checklist below shows the current status of your response to this activity

This is your response submission progress checklist:

Before you can submit your response you need to...

- Indicate your intent to respond
- Start response or opt out of the activity
- Complete mandatory question sets
- Upload at least one attachment
- Submit your response

Options currently available to you are.....

[Start my response](#) [Opt out](#)

[Indicate your intent to respond](#)

Activity documentation, files & links (4)

Title	Type	Size
THIS IS WHERE THE 'invitation to Tender' (ITT, and any other linked documents) WILL BE CAPTURED FOR THE PROCUREMENT.pdf	pdf	27 KB
THIS IS WHERE THE 'Framework Agreement' (Terms and Conditions) WILL BE CAPTURED.docx	docx	11 KB
THIS IS WHERE THE 'Pricing Schedule' WILL BE CAPTURED (for completion where required and return as part of your response).xlsx	xlsx	8 KB
THIS IS WHERE THE 'Tender Submission' DOCUMENT WILL BE CAPTURED (for completion and return as part of your response).docx	docx	11 KB


Question sets (1)

Title	Summary
Procurement Specific Questionna...	Mandatory question set of 18 questions of which 16 are mandatory

You should note that the **response checklist** in the eProcurement Portal only confirms the **minimum requirements** needed by the system to allow a response to be completed. Please therefore ensure that you have **fully reviewed the Invitation to Tender (ITT) and Tender Response documents to ensure that a fully compliant response is completed**, if you wish to proceed with a response.

Note: responses are completed in the eProcurement Portal via the Your response summary screen, which is first accessed by clicking on **“Start my response”**, or where you have already clicked on this previously you will see instead **“View draft response”** here (and the response checklist is there to guide you as to what actions you will need to complete before you are able to **“Submit your response”**, with anything showing as red indicating that still needs to be completed, including completing the **Procurement Specific Questionnaire Question set ONLINE – do NOT seek to download this element for completion**).

In case any **further system help is required**, in addition to the **‘Take a tour’** option that is available on certain screens (e.g., ITT Event screens – if you aren’t familiar with the ITT Event screens, please click on **“Take a tour”** found to the top right of the screen in the first instance), **please refer to the ‘Help Center’ (‘Help Library) from the link found at the bottom of the screen:**



[Cookie policy](#) | [Terms and Conditions](#) | [Privacy](#) | [Accessibility](#) | [Help Center](#)

Version 26.1

Or otherwise, in case of any technical support being required with using the Proactis Portal (ProContract), please follow the below links (URL's) to contact Proactis and to access their Support Portal for ProContract (Supplier) Support:

<https://www.proactis.com/uk/support-login/>

or via:

<https://suppliersupport.proactisservicedesk.com/>

Note: questions relating to a specific opportunity (for example on the Tender documentation/content) should be submitted to ESPO by accessing Messages on the eProcurement Portal (e.g., via the Activity screen/dashboard).