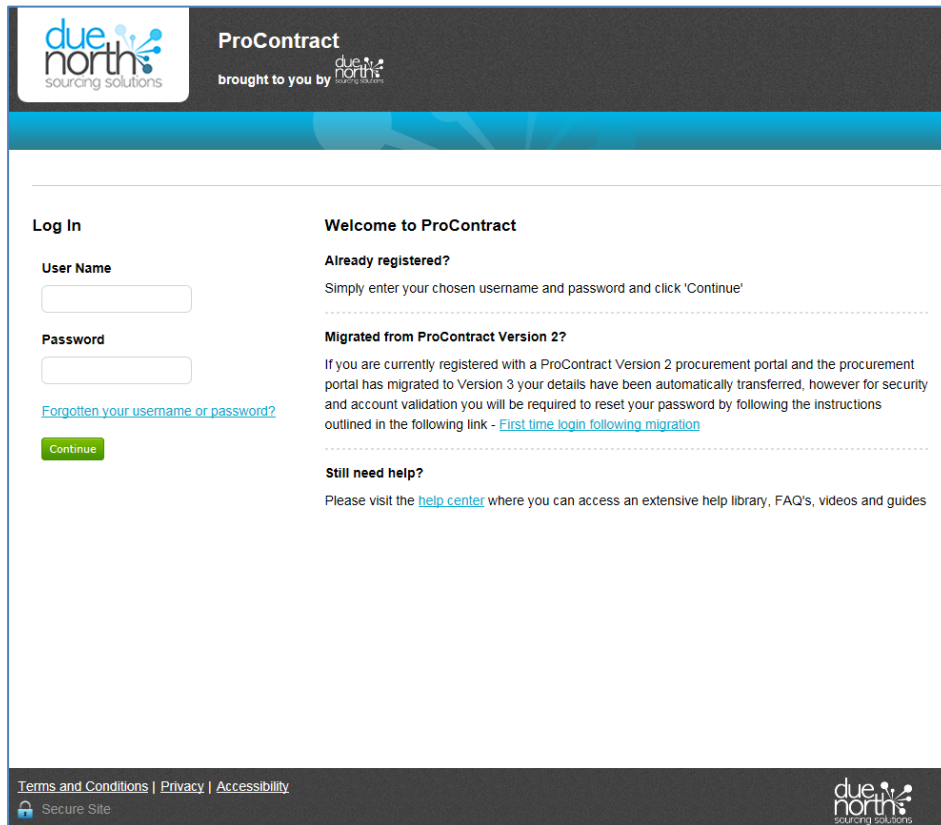


CHEST USAGE DEMONSTRATION

1. Log in 1st screen – migrated from V2 & Help centre



The login screen features a dark header with the 'due north sourcing solutions' logo and 'ProContract brought to you by' text. The main content area is split into two columns. The left column, titled 'Log In', contains fields for 'User Name' and 'Password', a 'Continue' button, and a link for 'Forgotten your username or password?'. The right column, titled 'Welcome to ProContract', includes sections for 'Already registered?' (instructing users to enter their details and click 'Continue'), 'Migrated from ProContract Version 2?' (explaining the migration and providing a link for 'First time login following migration'), and 'Still need help?' (directing users to the 'help center'). A footer contains links for 'Terms and Conditions', 'Privacy', and 'Accessibility', along with a 'Secure Site' icon and the 'due north' logo.

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'

Migrated from ProContract Version 2?

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

Still need help?

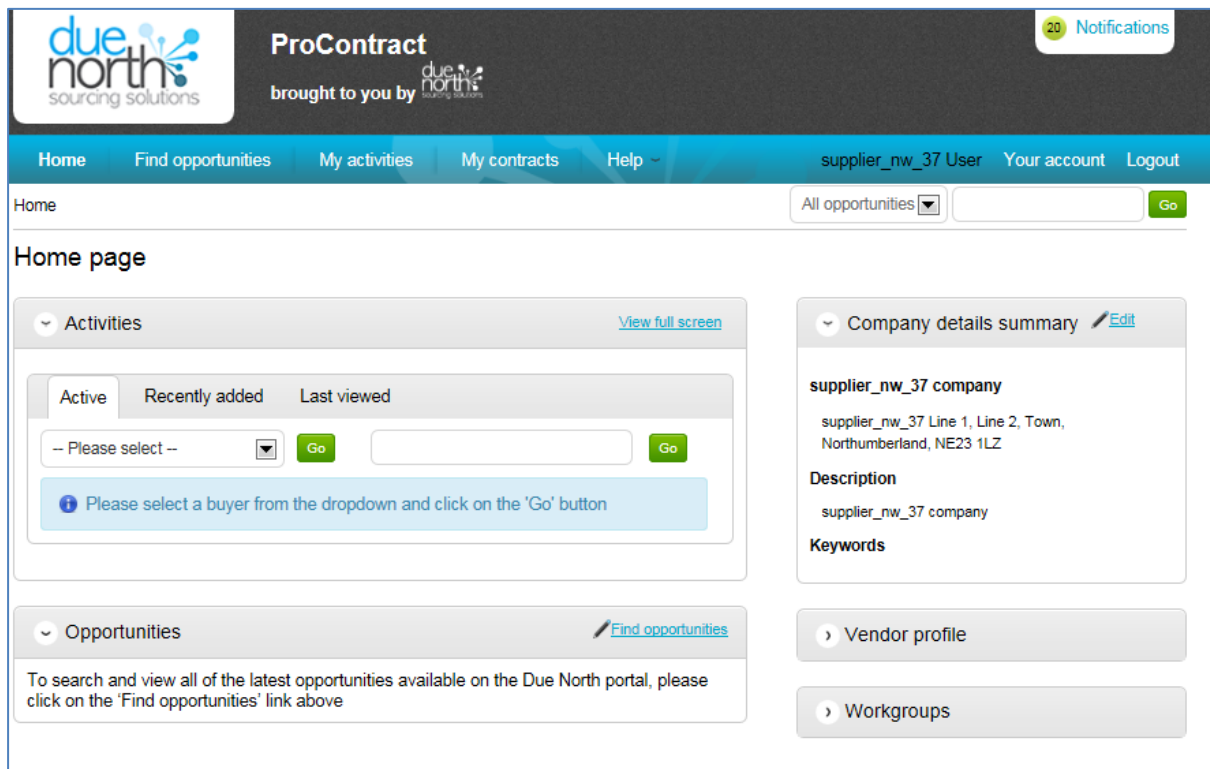
Please visit the [help center](#) where you can access an extensive help library, FAQ's, videos and guides

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

Secure Site

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Screen 2 – HOME – Access to all Opportunities, Activities, Contracts, Help, Account details,



The home screen features a dark header with the 'due north sourcing solutions' logo, 'ProContract brought to you by', and a 'Notifications' badge showing '20'. A blue navigation bar contains links for 'Home', 'Find opportunities', 'My activities', 'My contracts', 'Help', and user information 'supplier_nw_37 User', 'Your account', and 'Logout'. Below the navigation bar, the 'Home' page is displayed. It includes a search bar for 'All opportunities' with a 'Go' button. The main content area is divided into two columns. The left column has a 'Activities' section with tabs for 'Active', 'Recently added', and 'Last viewed', a dropdown menu, and a 'Go' button. Below this is an 'Opportunities' section with a 'Find opportunities' link and a message about searching for opportunities. The right column has a 'Company details summary' section for 'supplier_nw_37 company' with an 'Edit' link, and a 'Vendor profile' section with a 'Workgroups' link.

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sourcing solutions

20 Notifications

Home Find opportunities My activities My contracts Help supplier_nw_37 User Your account Logout

Home All opportunities Go

Home page

Activities [View full screen](#)

Active Recently added Last viewed

-- Please select -- Go

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](#)

supplier_nw_37 company

supplier_nw_37 Line 1, Line 2, Town, Northumberland, NE23 1LZ

Description

supplier_nw_37 company

Keywords

Vendor profile

Workgroups

Screen 3 – Company details – edit info, description, address, keywords etc

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22 Notifications

Home Find opportunities My activities My contracts Help ~ supplier_nw_37 User Your account Logout

Home > Company profile

Company profile

[< Back to home page](#)

Company information [Edit](#)

Company name: supplier_nw_37 company

Address: supplier_nw_37 Line 1
Line 2
Town
Northumberland
NE23 1LZ
United Kingdom

URL:

Company registration number: N/A

VAT registration no: N/A

Deactivate my company profile

Change my company name

Audit history

[View audit history](#)

Description [Edit](#)

Company description: supplier_nw_37 company

Company keywords:

Number of employees: 5

Classifications: Charity, Other

Screen 4 – Update Workgroups – edit workgroup details /edit categories

Workgroup/EditWorkgroup?workgroupId=98b4c265-4690-e511-80fb-000c29c9ba21&fromCompany=False

est Procure... procontract.due-north.com

PROACTIS The Spend Control Company

ProContract

3 Notifications

Home Find opportunities My activities My contracts Help ~ Mike Farren Your account Logout

Home > Update workgroup:CPCM

Workgroup: CPCM

[< Back to home page](#)

Workgroup details [Edit](#)

Workgroup name: CPCM

Date created: 15/09/2010 11:11:56

Date updated: 08/12/2016 12:53:18

Disable workgroup

Audit history

[View audit history](#)

UNSPSC categories [Edit](#)

14111509 - Stationery

30000000 - Structures and Building and Construction and Manufacturing Components and Supplies

46161500 - Traffic control

47000000 - Cleaning Equipment and Supplies

[Show all](#)

NHS eClass Version 2014 categories [Edit](#)

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

CPV categories [Edit](#)

60000000-8 - Transport services (excl. Waste transport)

Editing work group members is at the bottom of the screen

Workgroup members [Edit](#)

Mr. Mike Farren
Snr Procurement and Contracts Manager

Screen 5 – Find Opportunities

Narrow your results:– Portal – The Chest / Organisation – Cumbria County Council



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20 Notifications

HomeFind opportunitiesMy activitiesMy contractsHelpsupplier_nw_37 UserYour accountLogout

Home > Find OpportunitiesAll dataGo

Opportunities

Narrow your results

Portals

All

Categories

There are 0 categories selected

 Add new category

Regions

There are 0 regions selected

 Add new region

Keywords

Expression date

Start dateEnd date

Published date

Start dateEnd date

Reset

Update

Opportunities

1 2 3 4 5 ... 9 Next >

Title	Buyer	Expression Start	Expression End	Estimated Value
1112-073 - Mental Health Employment Service	Islington	03/12/2011	31/07/2017	N/A
271_16 Self Drive Vehicle Hire	ESPO	22/05/2015	31/01/2016	N/A
6 Day Nurseries	Wirral Borough Council	25/04/2013	01/09/2016	N/A
ABANDONED CP1016-14 Bovey Tracey to Newton Abbot Path - Stover Canal	Devon County Council	21/05/2014	30/09/2019	N/A
Arney Demo DPS test (Advertise opportunity on portal)	Buckinghamshire County Council	23/10/2015	23/10/2017	N/A
Annual Maintenance & Servicing of Communal Boiler Plant including Responsive Repair Call Out Service within the Bolton Area	Bolton at Home	20/01/2015	28/03/2016	N/A
Bridgefield, Stockport Construction	Stockport Metropolitan Borough Council	10/07/2014	30/09/2017	N/A
Children Services	Wirral Borough Council	25/03/2013	08/08/2023	N/A
Claire - DPS Testing (Advert)	Dorset County Council	21/10/2015	04/10/2020	£450,000.00
Claire - Test - DPS (Advert)	Dorset County Council	21/07/2015	21/11/2019	£1,000,000.00

1 2 3 4 5 ... 9 Next >

Screen 6 – Register Interest



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20 Notifications

HomeFind opportunitiesMy activitiesMy contractsHelpsupplier_nw_37 UserYour accountLogout

Home > Find opportunities > Transport Suppliers DEMONSTRATION

Transport Suppliers DEMONSTRATION

[Return to find opportunities](#)

Main contract details

Opportunity Id DN5999335
Title Transport Suppliers DEMONSTRATION
Categories 60000000-8 - Transport services (excl. Waste transport)
Description Transport Suppliers DEMONSTRATION
Region(s) of supply NORTH WEST (ENGLAND)
Estimated value N/A
Keywords Transport

Expression of interest window

From 07/01/2016 16:26 to 12/01/2016 17:00

[Register interest in this opportunity](#)

Contact details

Buyer Cumbria County Council
Contact Noel Camm
Email noel.camm@cumbria.gov.uk
Telephone 07876 390131
Address The Lonsdale Building
Carlisle
Cumbria
CA3 8NA
United Kingdom

Attachments

No attachments

Key dates

Estimated contract dates
Start date 01/02/2016 **End date** 01/03/2016

Screen 7 – Access Tender opportunity that you have registered an interest in via Home > My Activities



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20 Notifications

HomeFind opportunitiesMy activitiesMy contractsHelpsupplier_nw_37 UserYour accountLogout

Home

All opportunities [Go](#)

Home page

Activities [View full screen](#)

ActiveRecently addedLast viewed

Cumbria County Council [Go](#) [Go](#)

12 < Prev

Buyer	Title	Current event	Event deadline
★ Cumbria County Council	Framework Test - Lot 1 - Home 3	Framework Test - Lot 1 - Home 3	14/12/2015
Cumbria County Council	Framework Test - Lot 1 - Home 4	Framework Test - Lot 1 - Home 4	14/12/2015
Cumbria County Council	Framework Test - Lot 1 - Home 5	Framework Test - Lot 1 - Home 5	14/12/2015
★ Cumbria County Council	Transport Suppliers DEMONSTRATION	Transport Suppliers DEMONSTRATION	12/01/2016

12 < Prev

Company details summary [Edit](#)

supplier_nw_37 company

supplier_nw_37 Line 1, Line 2, Town, Northumberland, NE23 1LZ

Description
supplier_nw_37 company

Keywords

[Vendor profile](#)

[Workgroups](#)

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

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 Secure Site

Screen 8 – Tender opportunity - Start to access documents



ProContract
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21 Notifications

HomeFind opportunitiesMy activitiesMy contractsHelp ~supplier_nw_37 UserYour accountLogout

Home > Transport Suppliers DEMONSTRATION

Activity : Transport Suppliers DEMONSTRATION

[< Back to home page](#)

Events

[Transport Suppliers DEMONSTRATION](#)

Not started (Respond by: 12/01/2016)[Hide details](#) | [Start](#)

Activity type: RFQ
Reference: 5139144
Respond by: 12 January 2016 at 17:00
Response status: Not started

Archive this activity

Messaging

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

Audit history

[View audit history](#)

Screen 9 – Tender opportunity – Response controls (start my response); accesses the wizard



ProContract
brought to you by 

21 Notifications

HomeFind opportunitiesMy activitiesMy contractsHelp ~supplier_nw_37 UserYour accountLogout

Home > [Transport Suppliers DEMONSTRATION](#) > Transport Suppliers DEMONSTRATION

[<Back to dashboard](#)

Cumbria County Council - RFQ5139144

Main details

Title: Transport Suppliers DEMONSTRATION
Description: Transport Suppliers DEMONSTRATION
Respond by: 12 January 2016 17:00:00

Attachments

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

[EVALUATION QUESTIONNAIRE.docx](#)12 KB

[INVITATION TO TENDER \(ITT\).docx](#)12 KB

Terms & conditions

 [Transport V4 2015](#)

Time remaining

4 Days23 Hours55 Minutes59 Seconds

Messaging

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

Response controls

[Start my response](#)

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

My responses

You have not yet started your response.

Screen 10 - Response Wizard – Page 1, continue



ProContract
brought to you by 

21 Notifications

HomeFind opportunitiesMy activitiesMy contractsHelpsupplier_nw_37 UserYour accountLogout

Home > My activities > Transport Suppliers DEMONSTRATION > Transport Suppliers DEMONSTRATION > Create RFQ response

Create RFQ response

1 Details2 Additional information3 Attachments4 Terms & conditions

Response reference: 105864219

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.

ContinueResetCancel

Screen 11 – Response wizard Completing the online questionnaire (if required)



ProContract
brought to you by 

10 Notifications

HomeFind opportunitiesMy activitiesMy contractsHelpClare RedpathYour accountLogout

Home > My activities > Day Services 2017 > Day Services 2017 > Create DPS response

Create DPS response

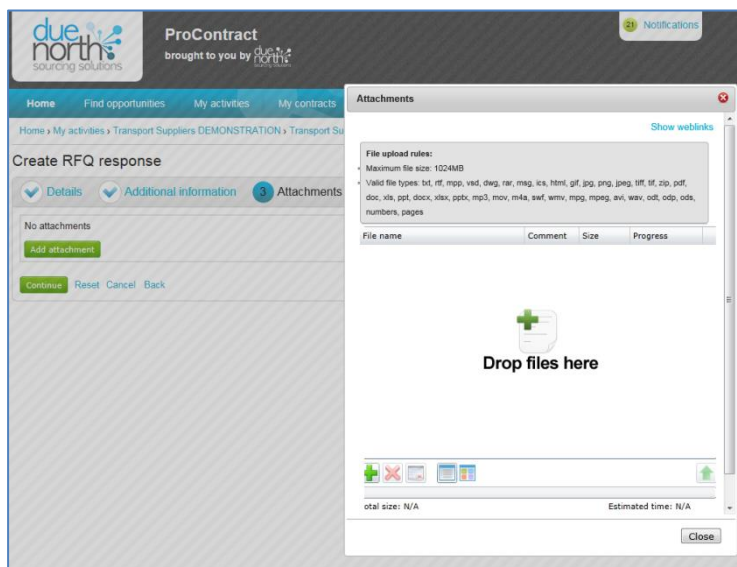
DetailsAdditional information3 Question sets4 Terms & conditions

Title	Action	Progress
Framework - mini-competition	Edit response	

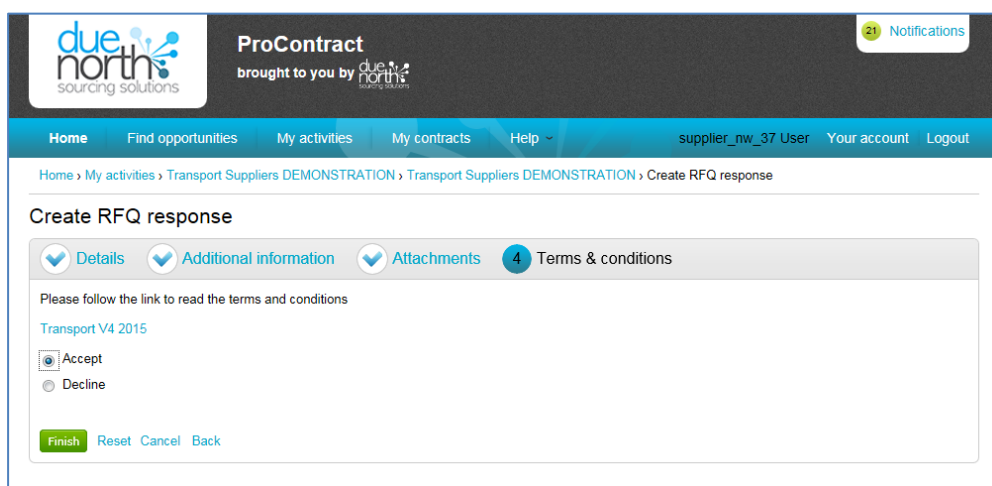
ContinueResetCancelBack

Secure Site [Terms and Conditions](#) | [Privacy](#) | [Accessibility](#)08:43
20/10/2016

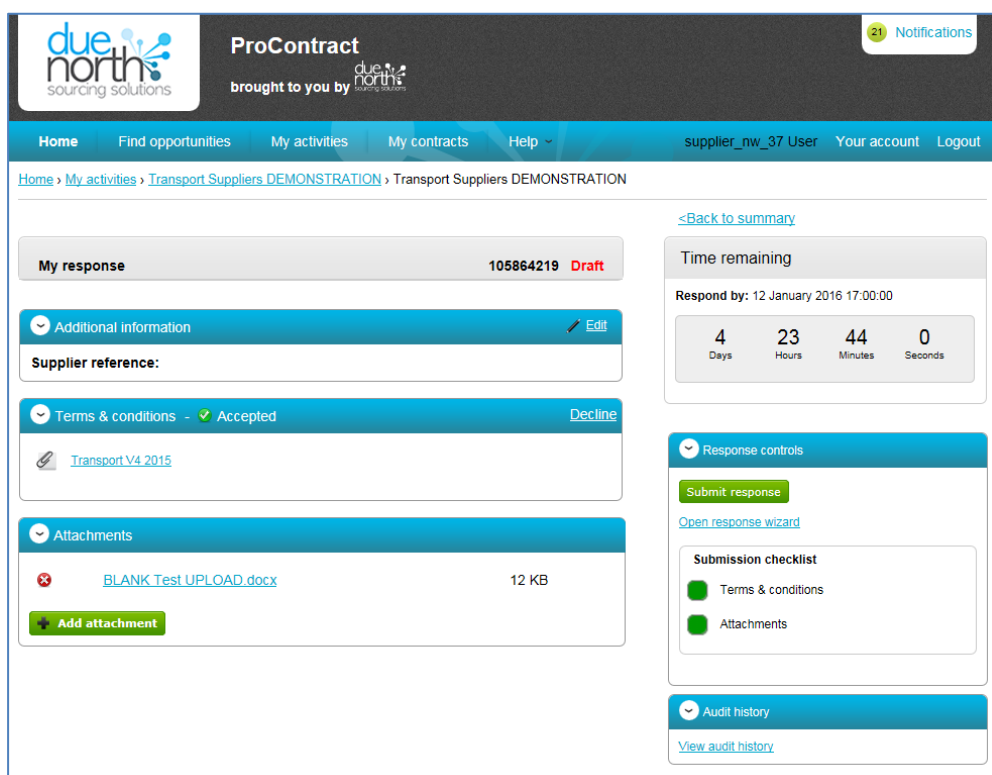
Screen 12 – Response wizard Attach bid documents



Screen 13 – Response Wizard - Accepting the terms of the contract & Finish Wizard



Screen 14 – Submit tender



Screen 15 – Tender submission information – edit response and version control

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21 Notifications

Home Find opportunities My activities My contracts Help ~ supplier_nw_37 User Your account Logout

Home > Transport Suppliers DEMONSTRATION > Transport Suppliers DEMONSTRATION

<Back to dashboard

Cumbria County Council - RFQ 5139144

Main details

Title: Transport Suppliers DEMONSTRATION **Respond by:** 12 January 2016 17:00:00
Description: Transport Suppliers DEMONSTRATION

Attachments

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

[EVALUATION QUESTIONNAIRE.docx](#) 12 KB
[INVITATION TO TENDER \(ITT\).docx](#) 12 KB

Terms & conditions

[Transport V4 2015](#)

Time remaining

4 Days 23 Hours 42 Minutes 3 Seconds

Submitted

Messaging

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

Response controls

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

My responses

[Version 1](#) Submitted 07/01/2016 17:16:55

Screen 16 – Messaging

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22 Notifications

Home Find opportunities My activities My contracts Help ~ supplier_nw_37 User Your account Logout

Home > My activities > Transport Suppliers DEMONSTRATION > Messaging

All data Go

Return to previous page

Messages for Transport Suppliers DEMONSTRATION

Narrow your results

Read Status

☒ All
☐ Read
☐ Unread

Start date End date

Reset Update

Inbox

Create new message Export Messages

--Actions-- Go

Ref No	Subject	From	Date
1.1	DEMO Message	Project team	07/01/2016 17:26

Screen 17 – Notifications (same as emails receive)

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20 Notifications

Narrow your results

Status

☐ All
☐ Read
☒ Unread

Filter

Notification

Mark as read

1 2 3 Next >

Date time	Subject
07/01/2016 16:55	New interest in an Advert
07/01/2016 16:55	A new RFQ - Transport Suppliers DEMONSTRATION has been published by Cumbria County Council