

ProContract Step by Step

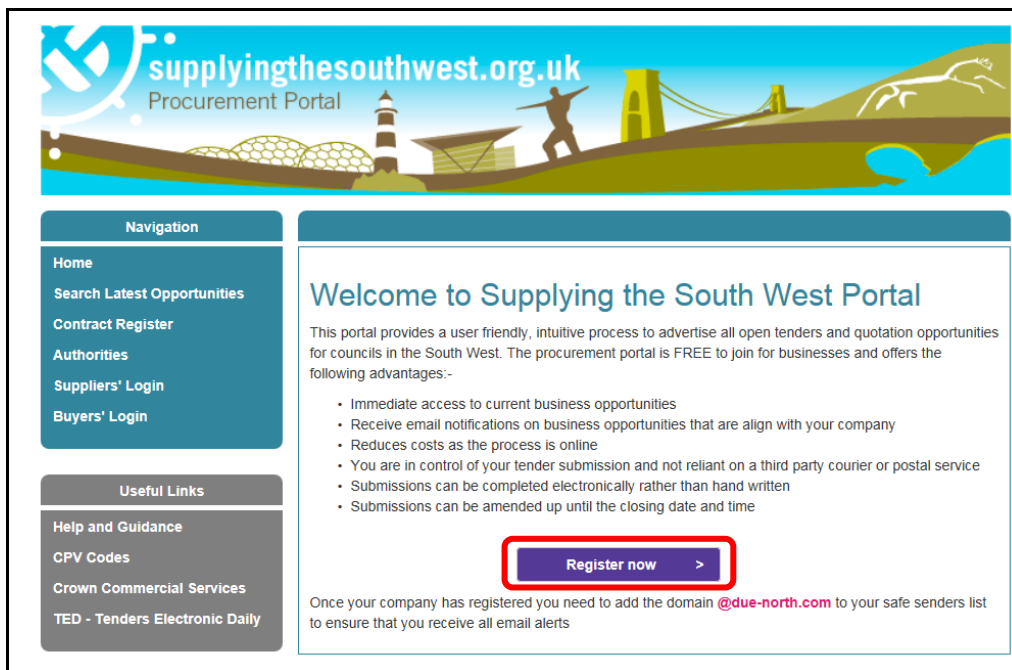
Suppliers Guide to Register on Supplying the South West

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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 and the text 'supplyingthesouthwest.org.uk Procurement Portal'. Below the banner is a navigation menu with links: Home, Search Latest Opportunities, Contract Register, Authorities, Suppliers' Login, and Buyers' Login. To the right of the navigation menu is a 'Welcome to Supplying the South West Portal' section. This section contains a paragraph explaining the portal's purpose and a list of advantages. A prominent red-bordered button labeled 'Register now' with a right arrow is positioned below the list. At the bottom of the welcome section, there is a note about adding the domain '@due-north.com' to 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 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

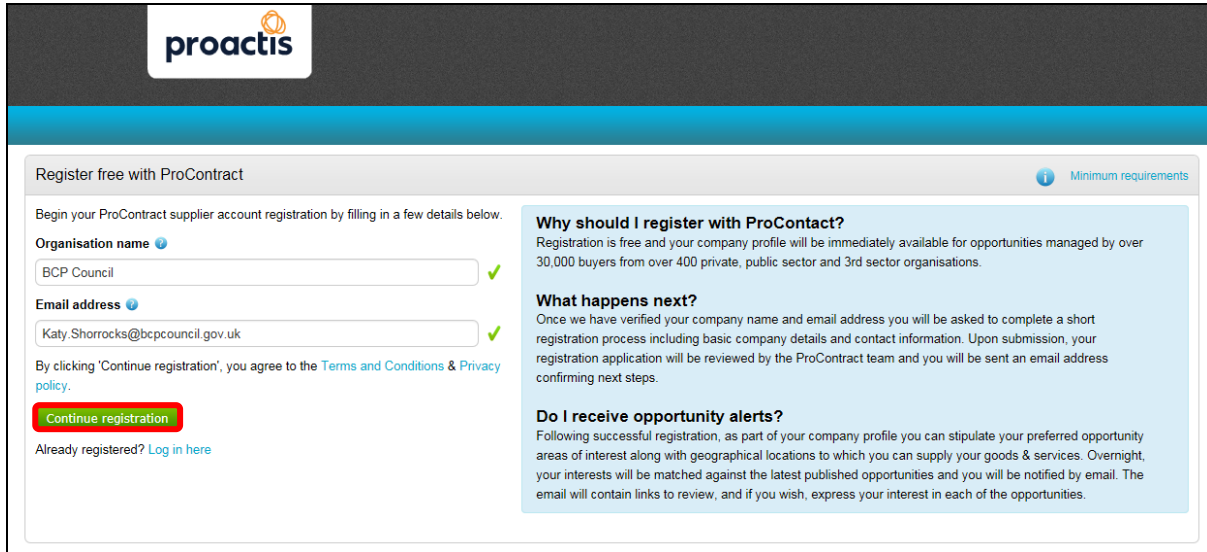
Register now >

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

How to Register on Supplying the South West

Step 1 – Registering on Supplying the South West



The screenshot shows the 'proactis' logo at the top left. Below it, the heading 'Register free with ProContract' is followed by a link to 'Minimum requirements'. The main form area is titled 'Begin your ProContract supplier account registration by filling in a few details below.' It contains two input fields: 'Organisation name' with the value 'BCP Council' and a green checkmark, and 'Email address' with the value 'Katy.Shorrocks@bpcouncil.gov.uk' and a green checkmark. Below these fields is a line of text stating that clicking 'Continue registration' implies agreement to the 'Terms and Conditions & Privacy policy'. A red 'Continue registration' button is prominently displayed. At the bottom left of the form area is a link for 'Already registered? Log in here'. To the right of the form, there are three informational sections: 'Why should I register with ProContract?' explaining that registration is free and provides access to opportunities; 'What happens next?' detailing the verification and review process; and 'Do I receive opportunity alerts?' explaining how user preferences are used to match opportunities.

proactis

Register free with ProContract [Minimum requirements](#)

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

Organisation name ⓘ

BCP Council ✓

Email address ⓘ

Katy.Shorrocks@bpcouncil.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.

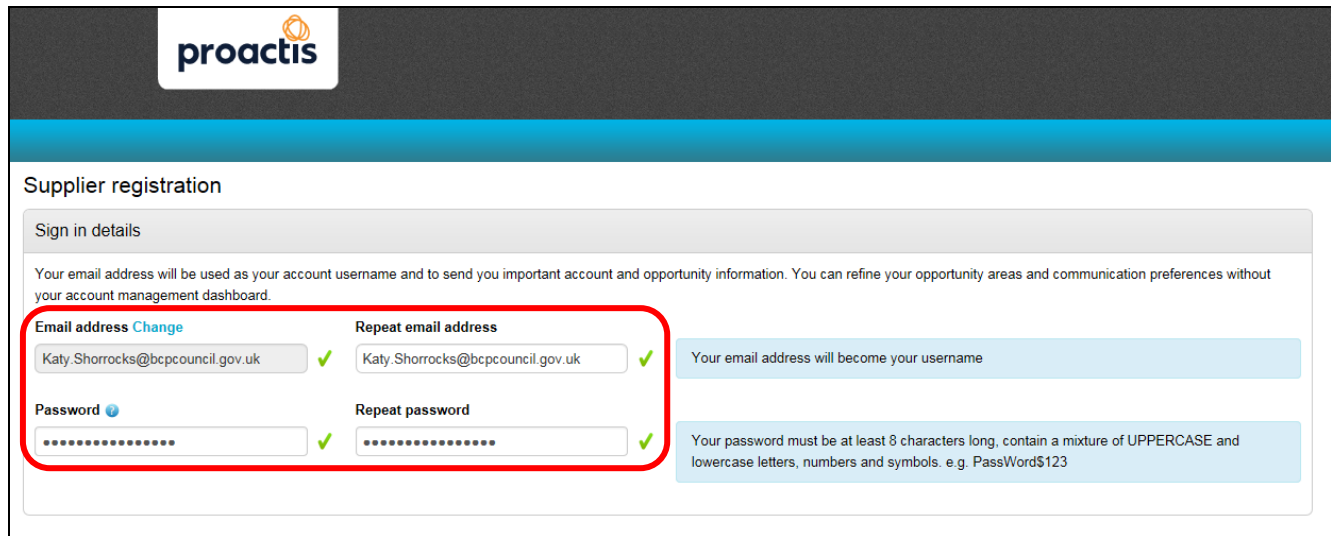
What happens next?
Once we have verified your company name and email address you will be asked to complete a short registration process including basic company details and contact information. Upon submission, your registration application will be reviewed by the ProContract team and you will be sent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



The screenshot shows the 'Supplier registration' page on the Proactis website. The page has a dark header with the Proactis logo. Below the header is a blue bar. The main content area is white and contains the following elements:

- Sign in details** (Section header)
- 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](#) (Label)
- (Input field) with a green checkmark icon to its right.
- Repeat email address** (Label)
- (Input field) with a green checkmark icon to its right.
- Password** ⓘ (Label)
- (Input field) with a green checkmark icon to its right.
- Repeat password** (Label)
- (Input field) with a green checkmark icon to its right.
- Your email address will become your username

 (Informational message in a light blue box)
- Your password must be at least 8 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols. e.g. PassWord\$123

 (Informational message in a light blue box)

A red rectangle highlights the email address and password input fields and their respective labels and repeat fields.

- 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.

Organisation name [Change](#)
BCP Council ✓

Address
Town Hall ✓
St Stephens Road ✓

Town County
Bournemouth ✓ Dorset ✓

Postal code / zip Country
BH2 6DY ✓ United Kingdom ✓

Website (optional)
e.g. <http://www.example.com>

Registration number (optional)
e.g. 03182974 ✓ ☒ Not applicable

VAT number (optional)
313088034 ✓ ☐ Not applicable

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

Primary contact details

Please provide your contact details below.

Title First name Last name
Mr ✓ Strategic ✓ Procurement ✓

Job title Department
Procurement ✓ Procurement ✓

Telephone Mobile (optional) Fax (optional)
01202 451410 ✓

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.

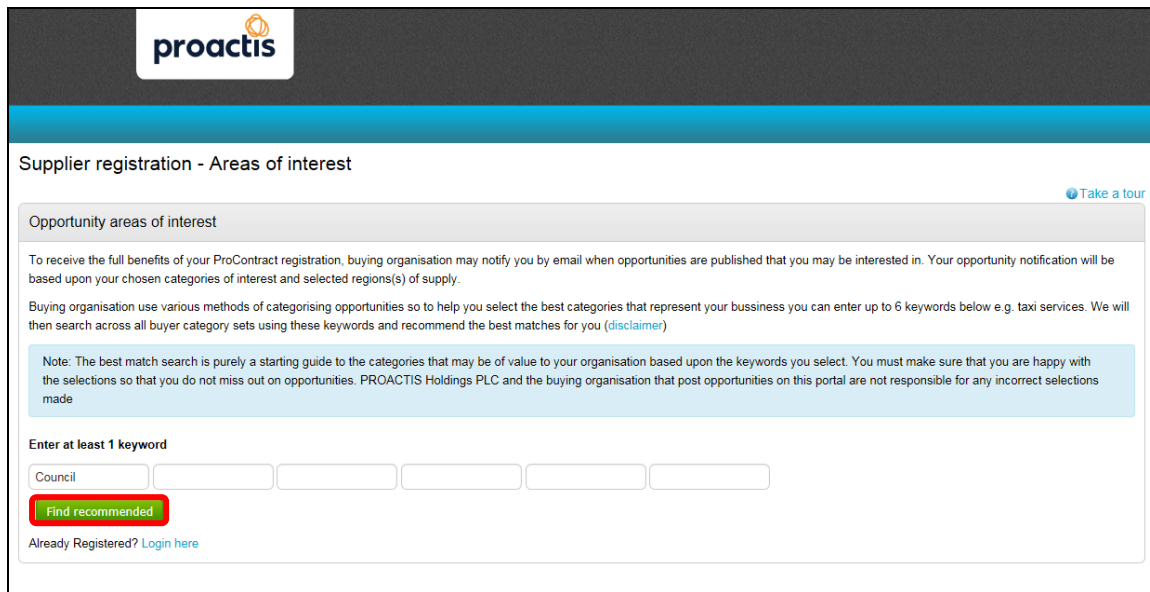
These may include, but is not restricted to, new opportunity adverts, invitations to tender and clarifications.

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



The screenshot shows the 'proactis' logo at the top left. Below it, the page title is 'Supplier registration - Areas of interest'. On the right side, there is a link 'Take a tour'. The main content area is titled 'Opportunity areas of interest'. It contains a paragraph explaining that users will receive email notifications for opportunities based on their selected categories and regions. Below this, a note states that the search is a starting guide and that Proactis Holdings PLC and the buying organisation are not responsible for incorrect selections. At the bottom, there is a section titled 'Enter at least 1 keyword' with five input boxes. The first box contains the text 'Council'. Below the input boxes is a red button labeled 'Find recommended'. At the very bottom, there is a link 'Already Registered? Login here'.

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Supplier registration - Areas of interest

[Take a tour](#)

Opportunity areas of interest

To receive the full benefits of your ProContract registration, buying organisation may notify you by email when opportunities are published that you may be interested in. Your opportunity notification will be based upon your chosen categories of interest and selected regions(s) of supply.

Buying organisation use various methods of categorising opportunities so to help you select the best categories that represent your business you can enter up to 6 keywords below e.g. taxi services. We will then search across all buyer category sets using these keywords and recommend the best matches for you ([disclaimer](#))

Note: The best match search is purely a starting guide to the categories that may be of value to your organisation based upon the keywords you select. You must make sure that you are happy with the selections so that you do not miss out on opportunities. PROACTIS Holdings PLC and the buying organisation that post opportunities on this portal are not responsible for any incorrect selections made

Enter at least 1 keyword

Council

Find recommended

Already Registered? [Login here](#)

- g) Enter at least 1 keyword that represents your business into the boxes provided and select 'Find recommended'. You will then be taken to the following screen.

How to Register on Supplying the South West

Step 2 – Supplier Registration Application

Your recommended/selected areas of interest categories

You will be informed of all new opportunities advertised under the listed categories below if your registration is accepted upon clicking 'Continue registration'. It is recommended that you check your categories carefully (see disclaimer above) so that you don't miss out on opportunities. You can refine selection by clicking on the 'Click to refine' links below.

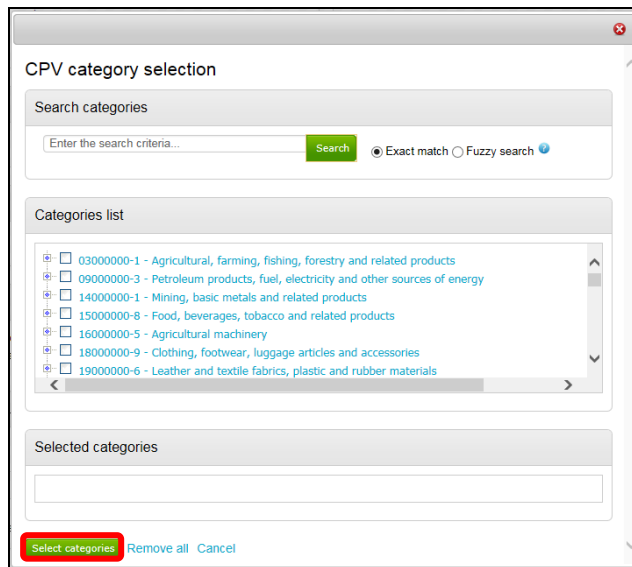
Please Note: Make sure that you check for variations in vocabulary when refining your automatic selections. For example, 'Joinery' is not a keyword in the UNSPSC category set but 'Joiner' & 'Carpentry' are.

UNSPSC Click to refine 93121703 - Economic or social council services 93141813 - Work council services	NHS eClass Version 2014 Click to refine
CPV Click to refine	ProClass Click to refine 201400 - Council Tax & Business Rates
Spirit Pub Categories Click to refine	Proc HE Click to refine

- h) The system will then suggest areas of interest as above, you can refine these by selecting 'Click to Refine' in each section. 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.

How to Register on Supplying the South West

Step 2 – Supplier Registration Application



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. Below the search bar are two radio buttons: "Exact match" (selected) and "Fuzzy search". A "Categories list" section contains a scrollable list of CPV categories, each with a checkbox and a plus icon. The categories 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; and 19000000-6 - Leather and textile fabrics, plastic and rubber materials. At the bottom, there is a "Selected categories" section with an empty text box, and three buttons: "Select categories" (highlighted with a red box), "Remove all", and "Cancel".

- i) You will see this screen when you have selected 'Click to refine' next to CPV categories.
- j) 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.
- k) Select the categories that are applicable to your company and then press 'Select categories'.

How to Register on Supplying the South West

Step 2 – Supplier Registration Application

Region(s) of Supply

You can further refine your areas of interest by selecting the regions that you can supply your goods and/or services to. Simply click edit and choose your preferred region(s). For example, if you can supply your goods and/or services throughout the UK then select 'UK'. If however you are more of a local provider then choose a regional diameter that you are comfortable with e.g. UK- North East England.

Preferred region(s) of supply

UNITED KINGDOM

Click to refine

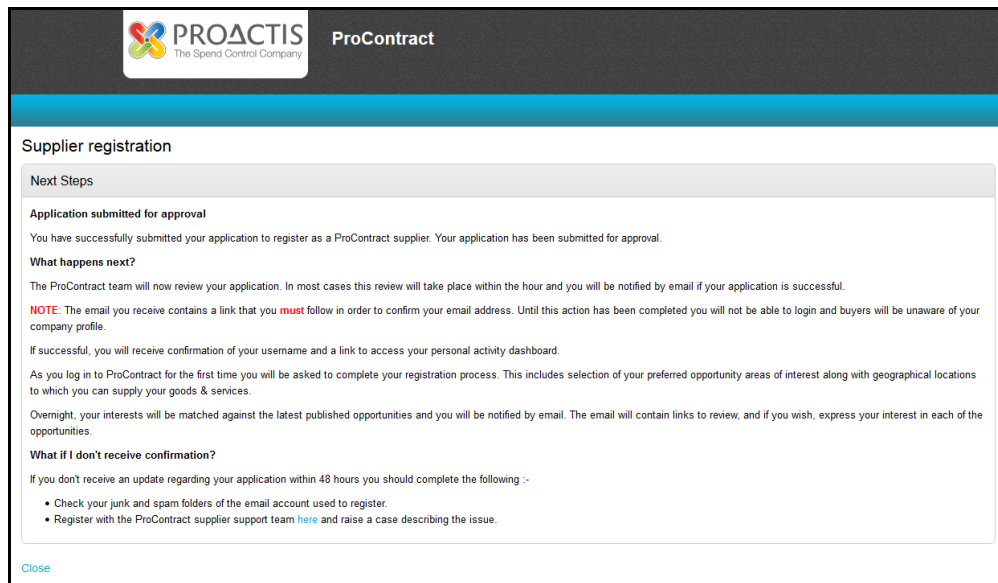
Continue registration

Already Registered? [Login here](#)

- l) Enter your Preferred region(s) of supply by selecting 'Click to refine' and then select 'Continue registration'.

How to Register on Supplying the South West

Step 2 – Supplier Registration Application



The screenshot shows the ProContract website interface. At the top, there is a dark header with the ProACTIS logo (The Spend Control Company) and the ProContract text. Below the header is a blue horizontal bar. The main content area is titled "Supplier registration" and contains a "Next Steps" section. The "Next Steps" section has a sub-header "Application submitted for approval" and a paragraph stating: "You have successfully submitted your application to register as a ProContract supplier. Your application has been submitted for approval." Below this is a section titled "What happens next?" with a paragraph: "The ProContract team will now review your application. In most cases this review will take place within the hour and you will be notified by email if your application is successful." A "NOTE" follows: "NOTE: The email you receive contains a link that you **must** follow in order to confirm your email address. Until this action has been completed you will not be able to login and buyers will be unaware of your company profile." Another paragraph states: "If successful, you will receive confirmation of your username and a link to access your personal activity dashboard." This is followed by a paragraph: "As you log in to ProContract for the first time you will be asked to complete your registration process. This includes selection of your preferred opportunity areas of interest along with geographical locations to which you can supply your goods & services." A final paragraph says: "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." Below this is a section titled "What if I don't receive confirmation?" with a paragraph: "If you don't receive an update regarding your application within 48 hours you should complete the following :-" and a bulleted list: "• Check your junk and spam folders of the email account used to register." and "• Register with the ProContract supplier support team [here](#) and raise a case describing the issue." At the bottom left of the content area is a "Close" link.

PROACTIS
The Spend Control Company

ProContract

Supplier registration

Next Steps

Application submitted for approval

You have successfully submitted your application to register as a ProContract supplier. Your application has been submitted for approval.

What happens next?

The ProContract team will now review your application. In most cases this review will take place within the hour and you will be notified by email if your application is successful.

NOTE: The email you receive contains a link that you **must** follow in order to confirm your email address. Until this action has been completed you will not be able to login and buyers will be unaware of your company profile.

If successful, you will receive confirmation of your username and a link to access your personal activity dashboard.

As you log in to ProContract for the first time you will be asked to complete your registration process. This includes selection of 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.

What if I don't receive confirmation?

If you don't receive an update regarding your application within 48 hours you should complete the following :-

- Check your junk and spam folders of the email account used to register.
- Register with the ProContract supplier support team [here](#) and raise a case describing the issue.

[Close](#)

m) Next you will see this supplier registration page where you will be prompted to verify your email address.

- n) 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 improves the security 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)

Keyword	Select
Council	☐
Bournemouth	☐
	☐

- o) After you have verified your email address, go to <http://www.supplyingthesouthwest.org.uk/> and login, you will be shown the above screen.
- p) Add your Company registration number, VAT registration number and Company description.
- q) Add up to six keywords for your Company by selecting 'Add new row'.

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 [✎](#)
93121703 - Economic or social council services
93141813 - Work council services

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 [✎](#)
201400 - Council Tax & Business Rates

Proc HE categories [✎](#)
There are no categories selected in this category set, click 'Edit' to add some

Regions [✎](#)
UNITED KINGDOM

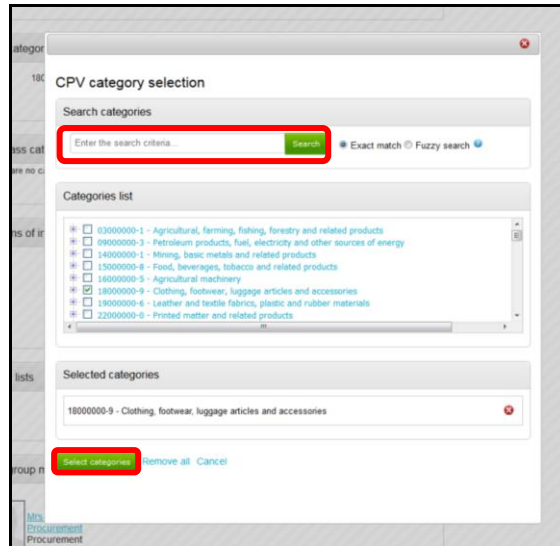
CPV categories and UNSPSC categories are classification systems for goods, services and works. Companies should add categories of goods, services or works that they supply using these classification systems.

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.

- r) 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.
- s) To select the classification of goods, services or works that your company supplies click 'Edit'. Please also select your region by selecting 'Edit'. This should have been completed in Section 2 but can be reviewed and updated here.

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 list of categories, each with a checkbox and a description. The categories 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; 22000000-0 - Printed matter and related products. The category "18000000-9 - Clothing, footwear, luggage articles and accessories" is selected. At the bottom of the window, there is a "Selected categories" section showing the selected category. Below this, there are buttons for "Select categories", "Remove all", and "Cancel".

- t) You will see this screen when you have selected 'Edit' next to CPV categories.
- u) 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.
- v) 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

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

VCS registration number

Please provide your registered VCS number where applicable

☐ N/A

Number of employees

- w) 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

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](#)

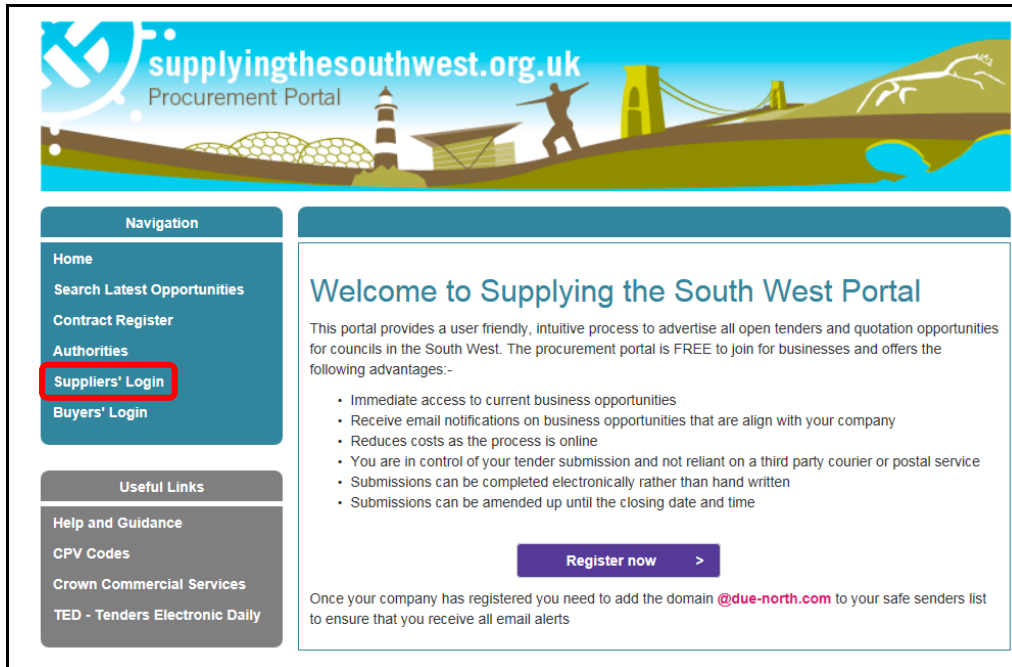
- x) Make sure you have selected 'Yes' to receiving system email notifications.
- y) Review the Terms & Conditions and read the PROACTIS privacy policy and then select 'Update account and login'.

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

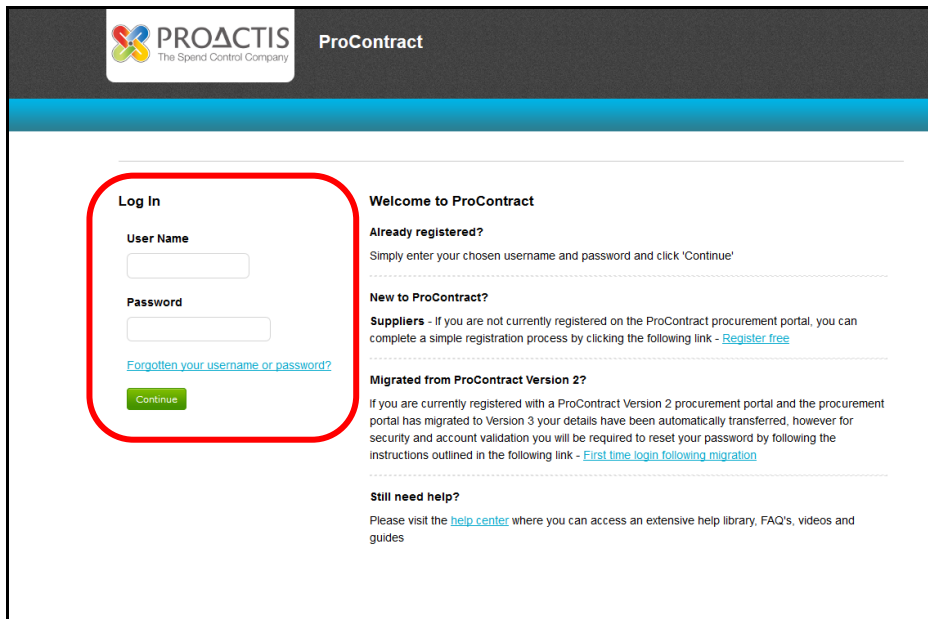


The screenshot shows the homepage of the 'supplyingthesouthwest.org.uk Procurement Portal'. The header features a blue banner with a stylized landscape illustration including a lighthouse, a suspension bridge, and a person running. Below the banner, the page is divided into two main sections. On the left is a dark blue sidebar with a 'Navigation' menu containing links to 'Home', 'Search Latest Opportunities', 'Contract Register', 'Authorities', 'Suppliers' Login' (which is 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:-'. This is followed by a bulleted list of five 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', and 'Submissions can be completed electronically rather than hand written'. Below the list is a purple button labeled 'Register now' with a right-pointing arrow. At the bottom of the main content area, 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'.

- Go to www.supplyingthesouthwest.org.uk
- Click on 'Suppliers' Login' and then 'Log in here'.

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

The screenshot shows the Proactis Home page. The navigation bar at the top has a red box around the 'Find opportunities' link. Below the navigation bar, the 'Home' page is displayed. On the left, there are two main sections: 'Activities' and 'Opportunities'. The 'Activities' section has a dropdown menu with 'Active', 'Recently added', and 'Last viewed' options. Below this is a search bar with a 'Go' button. The 'Opportunities' section has a link to 'Find opportunities'. On the right, there are three panels: 'Company details summary' for BCP Council, 'Vendor profile' for the Standard Selection Questionnaire (SQ), and 'Workgroups' for Procurement (1).

proactis

Notifications

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

Home

All opportunities Search Go

Home page

Activities View full screen

Active Recently added Last viewed

-- Please select -- Go Search 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

BCP Council

Town Hall, St Stephens Road, Bournemouth, Dorset, BH2 6DY

Description

Keywords

Council, Bournemouth, Christchurch, Poole

Vendor profile

The questionnaires listed below contain common question sets used nationally by buying organisations. Questionnaires may be relevant to your business area so please read the description by hovering over the help icons.

Standard Selection Questionnaire (SQ) Edit (0% complete)

Workgroups

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

Procurement (1)

Add new workgroup

- 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

Buyer Expression Start Expression End Estimated value

Abbot Path - Stover	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

Opportunities - Search results National opportunity

Narrow your results

Portals
Supplying The South West

Organisations
All
Bath and North East Somerset Council
Borough of Poole
Bournemouth, Christchurch and Poole Council
Bristol Waste Company
Cheltenham Borough Council
Christchurch and East Dorset Council
Cornwall Council
Cotswold District Council
Council of the Isles of Scilly
Devon County Council
Dorset County Council
East Devon District Council
East Dorset District Council
Exeter City Council
Forest of Dean District Council
Gloucester City Council
Gloucestershire County Council
Herefordshire Council
Mid Devon District Council

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

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

Reset Update

Opportunities

1 2 3 4 5 ... 14 Next >

Title	Buyer	Expression Start	Expression End	Estimated value
AC0366 Help to Live at Home Alliance "New"	Wiltshire Council	11/09/2018	04/10/2022	N/A
Community Equipment & Support Service & AC0689 Demonstration	Wiltshire Council	22/03/2019	25/04/2019	N/A
Part 1: Packs for Disabled Children	Herefordshire Council	07/10/2016	31/03/2022	N/A
Training programme 2019 (Adult Social Care Staff training programme)	North Somerset Council	01/04/2019	10/05/2019	N/A
Reason framework for Children and Young People	Dorset County Council	11/06/2018	01/05/2022	N/A
Programme	Bath and North East Somerset Council	26/06/2017	31/08/2022	N/A
Providers	Dorset County Council	14/08/2017	13/08/2021	N/A
Services - Dynamic Purchasing System	South Gloucestershire Council	08/08/2018	19/09/2022	£1,644,820.00
Services DPS	North Somerset Council	19/06/2018	26/07/2022	N/A
Repair and Resurfacing	Swindon Borough Council	29/03/2019	06/05/2019	N/A

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

How to Search for Contract Opportunities

Step 2 – Find Opportunities

The screenshot shows the Proactis website interface. At the top, there's a navigation bar with links like Home, Find opportunities, My activities, My contracts, and Help. A search bar is located in the top right corner, containing the text 'Search' and a green 'Go' button. Below the navigation bar, the page displays 'Opportunities - Search results'. On the left side, there's a sidebar with filters for Portals, Organisations, Categories, Regions, and Keywords. The main content area shows a table of search results. The table has columns for Title, Buyer, Expression Start, Expression End, and Estimated value. The first row is 'Bars for Bournemouth Air Festival (2019 to 2021) (Bars for Bournemouth Air Festival)' by Bournemouth Christchurch and Poole Council. The second row is 'Care & Support at Home - Further Competition Round 1' by Bournemouth Christchurch and Poole Council. The third row is 'New Hotel next to the Bournemouth International Centre' by Bournemouth Christchurch and Poole Council. The fourth row is 'Structural Works for the Regent Centre in Christchurch' by Bournemouth Christchurch and Poole Council, which is highlighted with a red box.

Title	Buyer	Expression Start	Expression End	Estimated value
Bars for Bournemouth Air Festival (2019 to 2021) (Bars for Bournemouth Air Festival)	Bournemouth Christchurch and Poole Council	08/04/2019	01/05/2019	N/A
Care & Support at Home - Further Competition Round 1	Bournemouth Christchurch and Poole Council	02/04/2019	09/05/2019	£0.00
New Hotel next to the Bournemouth International Centre	Bournemouth Christchurch and Poole Council	26/11/2018	30/04/2019	N/A
Structural Works for the Regent Centre in Christchurch	Bournemouth Christchurch and Poole Council	04/04/2019	10/05/2019	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.

- l) 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 drop down box on the left.

How to Search for Contract Opportunities

Step 2 – Find Opportunities

The screenshot shows the 'supplyingthesouthwest.org.uk' Procurement Portal. The main navigation bar includes links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The current page is titled 'Structural Works for the Regent Centre in Christchurch'.

Structural Works for the Regent Centre in Christchurch

Main contract details

Opportunity Id DN400442
Title Structural Works for the Regent Centre in Christchurch
Categories 45000000-7 - Construction work
Description Important information - PLEASE READ

The deadline for submitting your response to this contract opportunity is 10 May 2019 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 aware... Regent Centre Auditorium. The majority of the proposed works taking place on the external South elevation.

Temporary works have already been completed and these include the installation of a prop to support the Southern side of the Auditorium Circle, and load-bearing scaffolding which is in-situ.

[More...](#)

Region(s) of supply SOUTH WEST (ENGLAND)
Estimated value N/A
Keywords Works

Expression of interest window

From 04/04/2019 12:30 to 10/05/2019 14:00

[Register interest in this opportunity](#)

Contact details

Buyer Bournemouth Christchurch and Poole Council
Contact Procurement Team
Email procurement@bcpccouncil.gov.uk
Telephone 01202 451410
Fax 01202 454889
Address Bournemouth Christchurch and Poole Council
Bournemouth
Dorset
BH2 8DY
United Kingdom

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'.

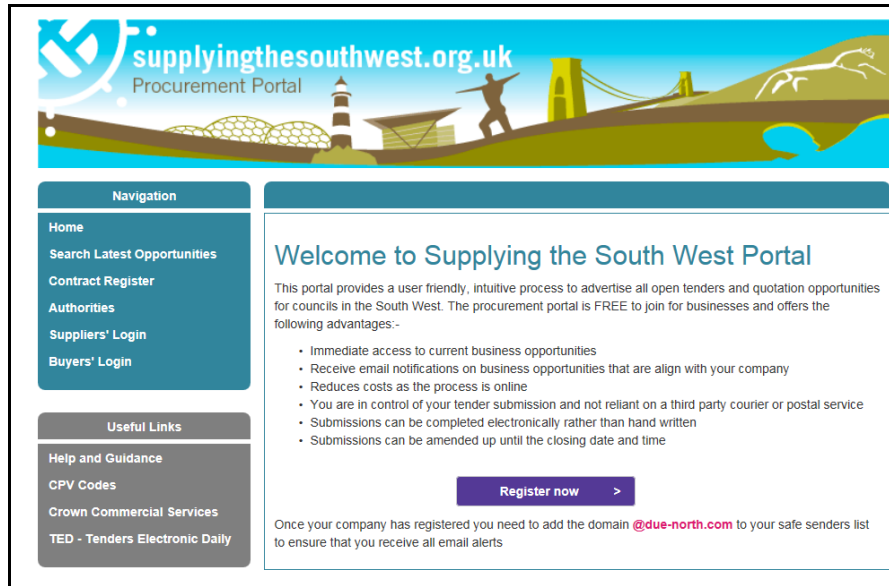
Please note, every response to a tender must be submitted through the portal. The Council will not accept any tender submissions that are received by e-mail or hard copy in the post.

ProContract Step by Step

How to Access Tender Documents Through Supplying the South West

Accessing the Tender Documents 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 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 navigation links: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. A notification bell icon is in the top right. The breadcrumb trail shows 'Home > Find opportunities > Structural Works for the Regent Centre in Christchurch'. A link 'Return to find opportunities' is visible. The main content area is titled 'Structural Works for the Regent Centre in Christchurch' and is divided into three columns. The left column, 'Main contract details', lists: Opportunity ID: DN400442, Title: Structural Works for the Regent Centre in Christchurch, Categories: 45000000-7 - Construction work, and Description: Important information - PLEASE READ. The description text states: 'The deadline for submitting your response to this contract opportunity is 10 May 2019 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 the Regent Centre Auditorium, the majority of the proposed works taking place on the external South elevation. Temporary works have already been completed and these include the installation of a prop to support the Southern side of the Auditorium Circle, and load-bearing scaffolding which is in-situ. More.' It also lists Region(s) of supply: SOUTH WEST (ENGLAND), Estimated value: N/A, and Keywords: Works. The middle column, 'Expression of interest window', shows the period 'From 04/04/2019 12:30 to 10/05/2019 14:00' and a red button labeled 'Register interest in this opportunity'. The right column, 'Contact details', lists: Buyer: Bournemouth Christchurch and Poole Council, Contact: Procurement Team, Email: procurement@bcpccouncil.gov.uk, Telephone: 01202 451410, Fax: 01202 454899, and Address: Bournemouth Christchurch and Poole Council, Bournemouth, Dorset, BH2 6DY, United Kingdom. A bottom section, 'Attachments', shows 'No attachments'. A 'Key dates' section at the bottom left shows 'Estimated contract dates' with 'Start date: 17/06/2019' and 'End date: 26/09/2019'.

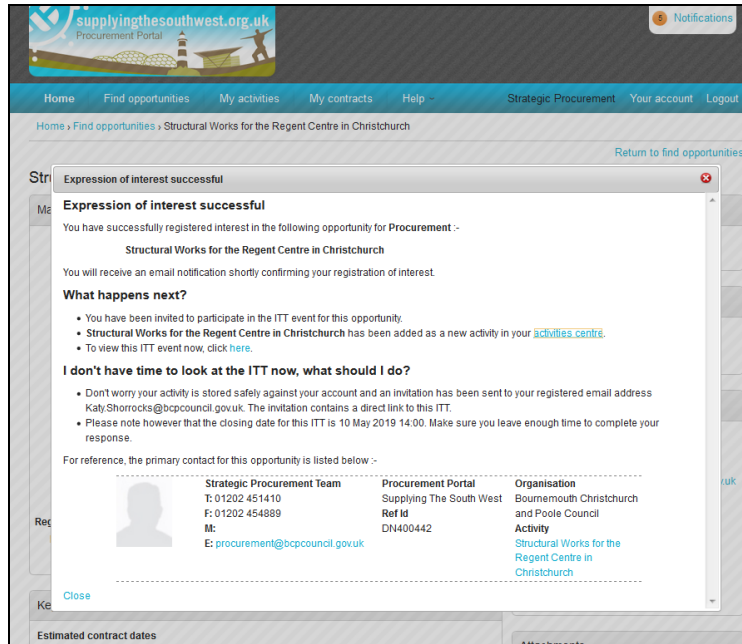
Main contract details		Expression of interest window	Contact details
Opportunity ID	DN400442	From 04/04/2019 12:30 to 10/05/2019 14:00	Buyer Bournemouth Christchurch and Poole Council
Title	Structural Works for the Regent Centre in Christchurch	Register interest in this opportunity	Contact Procurement Team
Categories	45000000-7 - Construction work		Email procurement@bcpccouncil.gov.uk
Description	Important information - PLEASE READ The deadline for submitting your response to this contract opportunity is 10 May 2019 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 the Regent Centre Auditorium, the majority of the proposed works taking place on the external South elevation. Temporary works have already been completed and these include the installation of a prop to support the Southern side of the Auditorium Circle, and load-bearing scaffolding which is in-situ. More		Telephone 01202 451410
Region(s) of supply	SOUTH WEST (ENGLAND)		Fax 01202 454899
Estimated value	N/A		Address Bournemouth Christchurch and Poole Council Bournemouth Dorset BH2 6DY United Kingdom
Keywords	Works		
Key dates		Attachments	
Estimated contract dates		No attachments	
Start date	17/06/2019		
End date	26/09/2019		

- 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

Accessing the Tender Document for a Contract Opportunity

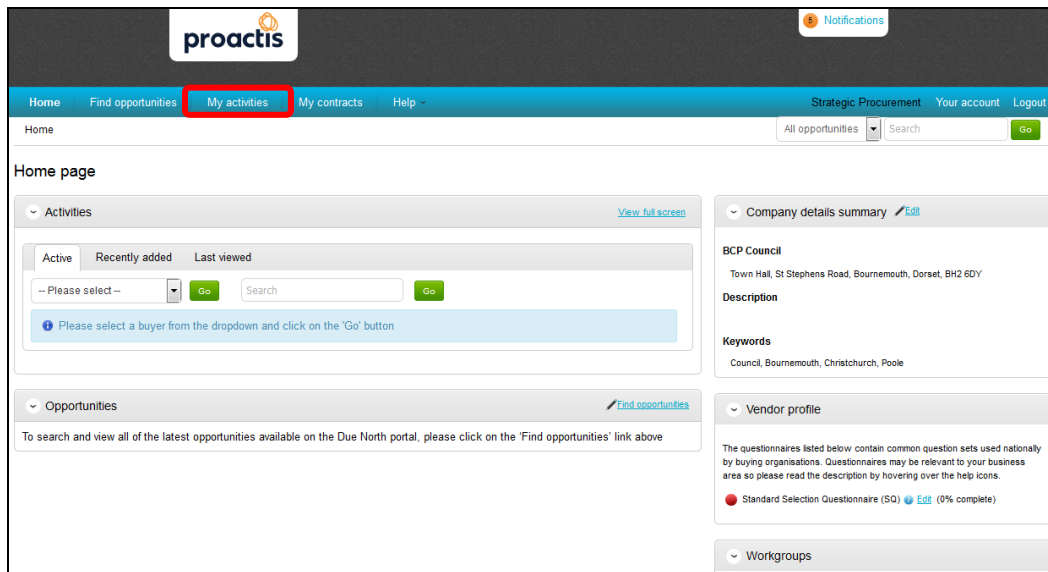
Step 3 – Expression of Interest



- 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.
- 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

The screenshot shows the Proactis web application interface. At the top, there is a navigation bar with the Proactis logo and a 'Notifications' button. Below this is a secondary navigation bar with links: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The main content area is titled 'My activities' and includes a search bar with a dropdown menu set to 'All data' and a 'Go' button. On the left, there is a 'Narrow your results' panel with three sections: 'Buyer' (with a red box around the 'Bournemouth Christchurch and Poole Council' option), 'Event type' (with 'All' selected), and 'Status' (with 'All' selected). A red 'Update' button is at the bottom of this panel. On the right, there are tabs for 'Active activities', 'Archived activities', and 'Last viewed activities'. A light blue message box states: 'Please select a buyer from the narrow results panel and click on the 'Update' button'.

- 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 Proactis web application interface. The top navigation bar includes the Proactis logo, a notifications badge with the number 5, and links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. Below the navigation bar, the 'My activities' section is active, displaying a search bar and a list of activities. On the left, there are filters for Buyer (Bournemouth Christchurch and Poole Council), Event type (All, Advert, RFx), and Status (All, New action). The main table lists activities with columns for Buyer, Title, Current event, and Event deadline. The title 'Structural Works for the Regent Centre in Christchurch' is highlighted with a red box.

Buyer	Title	Current event	Event deadline
Bournemouth Christchurch and Poole Council	Structural Works for the Regent Centre in Christchurch	Structural Works for the Regent Centre in Christchurch	10/05/2019

- 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 'supplyingthesouthwest.org.uk Procurement Portal' interface. The top navigation bar includes links for Home, Find opportunities, My activities, My contracts, and Help. A notification bell icon is visible in the top right corner. The main content area shows the breadcrumb 'Home > My activities > Structural Works for the Regent Centre in Christchurch' and a '< Back to home page' link. The title 'Activity : Structural Works for the Regent Centre in Christchurch' is displayed. Below this, an 'Events' section contains two entries. The first entry, 'Structural Works for the Regent Centre in Christchurch', is marked 'Expression of interest accepted' and includes dates for interest start and end, and the time interest was expressed. The second entry, also 'Structural Works for the Regent Centre in Christchurch', is marked 'Not started (Respond by: 10/05/2019)'. This second entry is highlighted with a red rectangle. To the right of the events, there is a large BCP Council logo and a section for 'Archive this activity' and 'Messages (0)'. The messages section indicates 'You have received 0 message(s) of which 0 are unread' and provides links to 'View all' and 'View unread'.

- 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 a procurement portal interface. The top navigation bar includes links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The breadcrumb trail shows the path: Home > My activities > Structural Works for the Regent Centre in Christchurch > Structural Works for the Regent Centre in Christchurch. A '<Back to dashboard' link is in the top right.

The main content area is divided into several sections:

- Activity information:** Includes the Buyer (Bournemouth Christchurch and Poole Council), Title (Structural Works for the Regent Centre in Christchurch ID: 382141), and Description (The proposed works are required to resolve deterioration of the structural steelwork to the Regent Centre Auditorium. The majority of the proposed works taking place on the external South elevation. Temporary works have already been completed and these include the installation of a prop to support the Southern side of the Auditorium Circle, and load-bearing scaffolding which is in-situ.). A 'Take a tour' link is present.
- Amendment information:** Shows Version: 4, Last amended: 24/04/2019 09:02, and Amended sections: Attachments. The Description states: 'Dear Supplier, Please find attached the document 'Clarification Log - Regent Centre Structural Works v1.00'. This document has a list of all the clarification questions received and the Council's responses to these. Kind Regards Strategic Procurement Team'.
- Activity primary contacts:** Lists the Procurement Team with contact details: T:01202 451410, F:01202 454889, M: E: procurement@bccouncil.gov.uk.
- Activity documentation, files & links (16):** A section for downloading documents.

A red box highlights the **Deadline & time remaining** section on the right, which states: 'A response to this activity can be submitted no later than 10th May 2019 at 2:00 PM'. Below this, a 'Time remaining' widget shows 1 Week, 3 Days, and 23 Hours.

Other sections on the right include 'Messages & clarifications (0)' and 'Your response', which contains a checklist for submission progress.

- p) From this page you are able to view a description of the requirement, the tender documents, the tender deadline date and time remaining, amended versions of the tender documents, your primary contact and the checklist for your response. 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.

The screenshot displays a web interface for tender documentation. A red circle highlights a table of documents. To the right of the table are buttons for 'Accept terms & conditions fully or in part' and 'Submit your response'. Below these are 'Options currently available to you are....' with 'Start my response' and 'Opt out' buttons, and a note to 'Indicate your intent to respond'.

Title	Type	Size
Clarification Log - Regent Centre Structural Works v1.00.xlsx	xlsx	16 KB
C-Prop-2019-15- VITRADUAL Cladding Brochure.pdf	pdf	6 MB
C-Prop-2019-15-Appendix A Specification v1.00.pdf	pdf	822 KB
C-Prop-2019-15-Appendix B - Contract Particulars.pdf	pdf	155 KB
C-Prop-2019-15-Appendix C Drawing Issue Record.pdf	pdf	78 KB
C-Prop-2019-15-Appendix D CDM Pre-Const Info Pack.pdf	pdf	148 KB
C-Prop-2019-15-Designer Risk Assessment.pdf	pdf	1 MB
C-Prop-2019-15-Form of Contract Guarantee Bond v1.docx	docx	54 KB
Drawings.zip	zip	4 MB
Invitation to Tender - Regent Centre Structural Works v3.00.pdf	pdf	297 KB
Supplier Response - Part A - Questionnaire v1.00.docx	docx	88 KB
Supplier Response - Part B - Mandatory Requirements v1.00.docx	docx	65 KB
Supplier Response - Part C - Form of Tender and ACC v1.00.pdf	pdf	110 KB
Supplier Response - Part D - Pricing Evaluation v1.00.xlsx	xlsx	15 KB
Supplier Response - Part E - Quality Evaluation v1.00.pdf	pdf	120 KB
Supplying the South West Complete Suppliers Guide v6.00.pdf	pdf	3 MB

Below the table, there is a section for 'Terms & conditions (1)' with a link to 'C-Prop-2019-15-Appendix B - Contract Particulars'.

- 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.

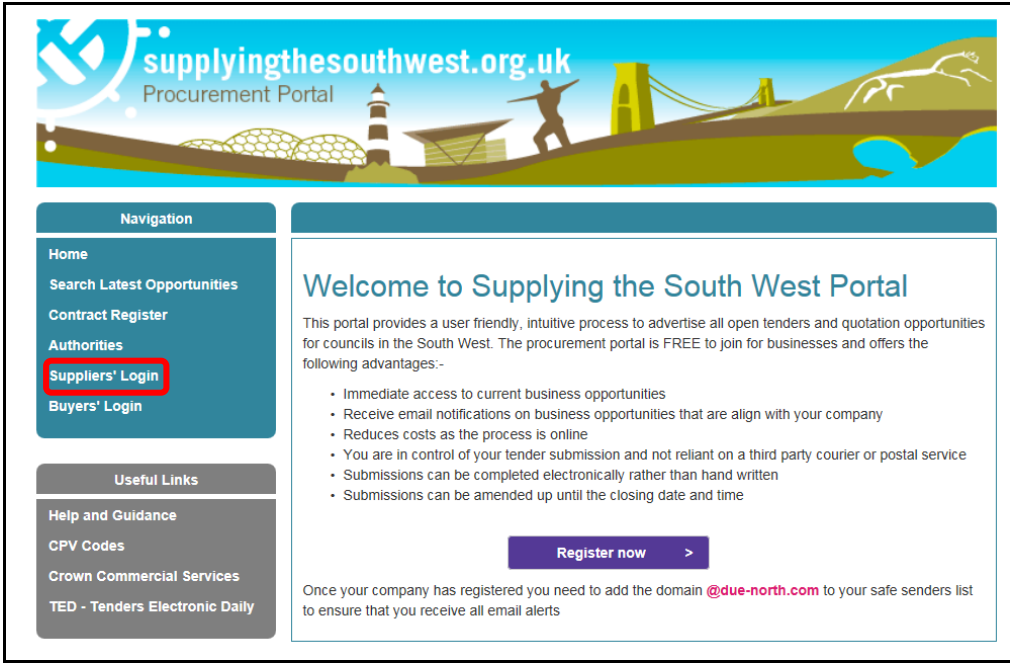
Please do not leave submitting your response until the last minute as you will be unable to submit your response after the deadline date and time shown on the system for that contract opportunity.

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



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 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

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

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.

[Minimum requirements](#)

- 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.

How to Ask a Question on a Procurement

Step 2 - How to Ask a Question

The screenshot shows the Proactis procurement portal interface. At the top, there is a dark header with the 'proactis' logo on the left and a 'Notifications' icon on the right. Below this is a blue navigation bar with links: 'Home', 'Find opportunities', 'My activities' (highlighted with a red box), 'My contracts', and 'Help'. On the right side of the navigation bar are links for 'Strategic Procurement', 'Your account', and 'Logout'. Below the navigation bar is a search bar with a dropdown menu set to 'All opportunities', a search input field, and a green 'Go' button. The main content area is titled 'Home page' and contains several sections. The 'Activities' section has tabs for 'Active', 'Recently added', and 'Last viewed'. Under the 'Active' tab, there is a dropdown menu with '-- Please select --', a green 'Go' button, and a search input field. A blue message box below the search bar says: 'Please select a buyer from the dropdown and click on the 'Go' button'. The 'Opportunities' section has a link to 'Find opportunities'. The 'Company details summary' section shows information for 'BCP Council', including the address 'Town Hall, St Stephens Road, Bournemouth, Dorset, BH2 6DY', a 'Description' field, and 'Keywords' like 'Council, Bournemouth, Christchurch, Poole'. The 'Vendor profile' section lists questionnaires, including 'Standard Selection Questionnaire (SQ)' which is 0% complete. The 'Workgroups' section is partially visible 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

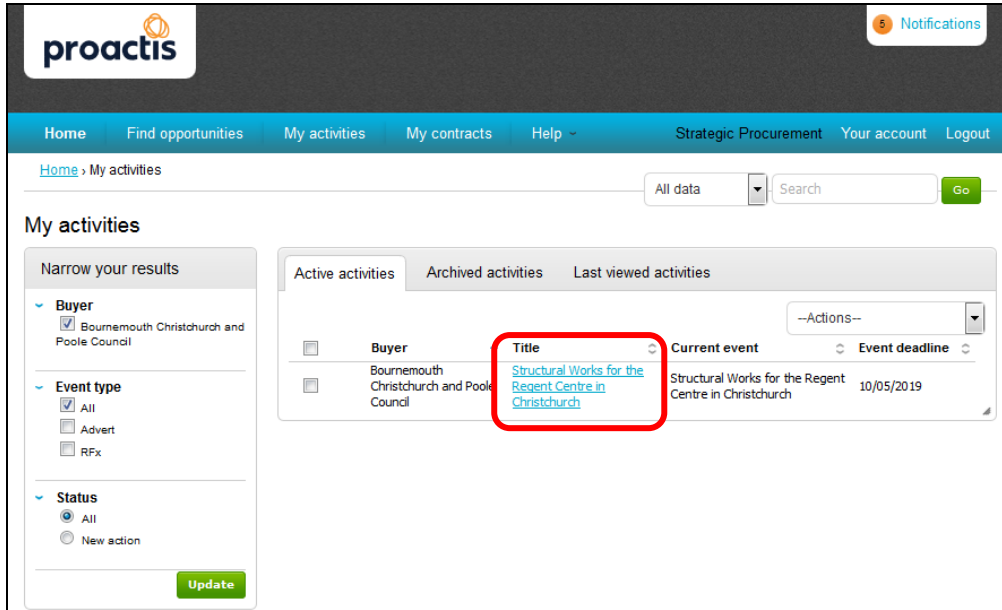
Step 2 - How to Ask a Question

The screenshot shows the Proactis 'My activities' page. The top navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', 'Help', 'Strategic Procurement', 'Your account', and 'Logout'. The 'My activities' section has a search bar with 'All data' and a 'Go' button. Below the search bar, there are three tabs: 'Active activities', 'Archived activities', and 'Last viewed activities'. The 'Active activities' tab is selected. On the left, there is a 'Narrow your results' panel with three sections: 'Buyer', 'Event type', and 'Status'. The 'Buyer' section has a red box around it, and the checkbox for 'Bournemouth Christchurch and Poole Council' is checked. The 'Event type' section has 'All' checked. The 'Status' section has 'All' selected. A red 'Update' button is at the bottom of the 'Narrow your results' panel. On the right, there is a blue message box that says 'Please select a buyer from the narrow results panel and click on the 'Update' button'.

- 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'
- 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



The screenshot shows the Proactis web application interface. At the top, there is a navigation bar with links: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. Below this, a search bar is visible with a dropdown menu set to 'All data' and a 'Go' button. The main section is titled 'My activities' and includes a sidebar for filtering results. The sidebar has three sections: 'Buyer' (with a checked box for 'Bournemouth Christchurch and Poole Council'), 'Event type' (with checked boxes for 'All', 'Advert', and 'RFx'), and 'Status' (with a selected radio button for 'All'). An 'Update' button is at the bottom of the sidebar. The main content area shows a table of activities under the 'Active activities' tab. The table has columns for 'Buyer', 'Title', 'Current event', and 'Event deadline'. The 'Title' column contains a blue hyperlink 'Structural Works for the Regent Centre in Christchurch', which is highlighted with a red rectangle. The 'Current event' column contains the text 'Structural Works for the Regent Centre in Christchurch', and the 'Event deadline' column contains the date '10/05/2019'.

Buyer	Title	Current event	Event deadline
Bournemouth Christchurch and Poole Council	Structural Works for the Regent Centre in Christchurch	Structural Works for the Regent Centre in Christchurch	10/05/2019

- 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

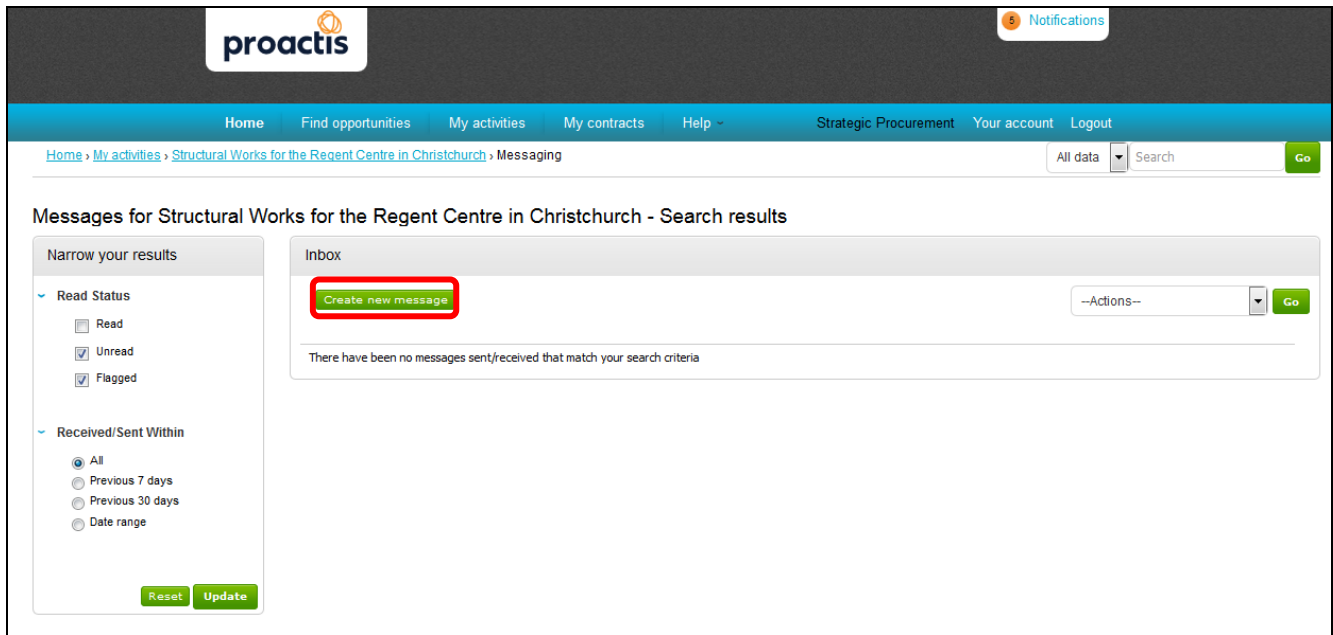
Step 2 - How to Ask a Question

The screenshot shows the 'supplyingthesouthwest.org.uk' Procurement Portal. The top navigation bar includes links for Home, Find opportunities, My activities, My contracts, and Help. A 'Notifications' badge is visible in the top right. The main content area displays an activity titled 'Structural Works for the Regent Centre in Christchurch'. Below the title, there are two event entries. The first entry, 'Structural Works for the Regent Centre in Christchurch', is marked 'Expression of interest accepted' and includes details for interest start and end dates, and the date of expressed interest. The second entry, 'Structural Works for the Regent Centre in Christchurch', is marked 'Not started (Respond by: 10/05/2019)'. On the right side of the page, there is a large purple banner for 'BCP Council'. Below the banner, there is a section titled 'Archive this activity' which contains a 'Messages (0)' box. This box is highlighted with a red rectangle and contains the text: 'You have received 0 message(s) of which 0 are unread'. Below this text are links for 'View all' and 'View unread'.

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

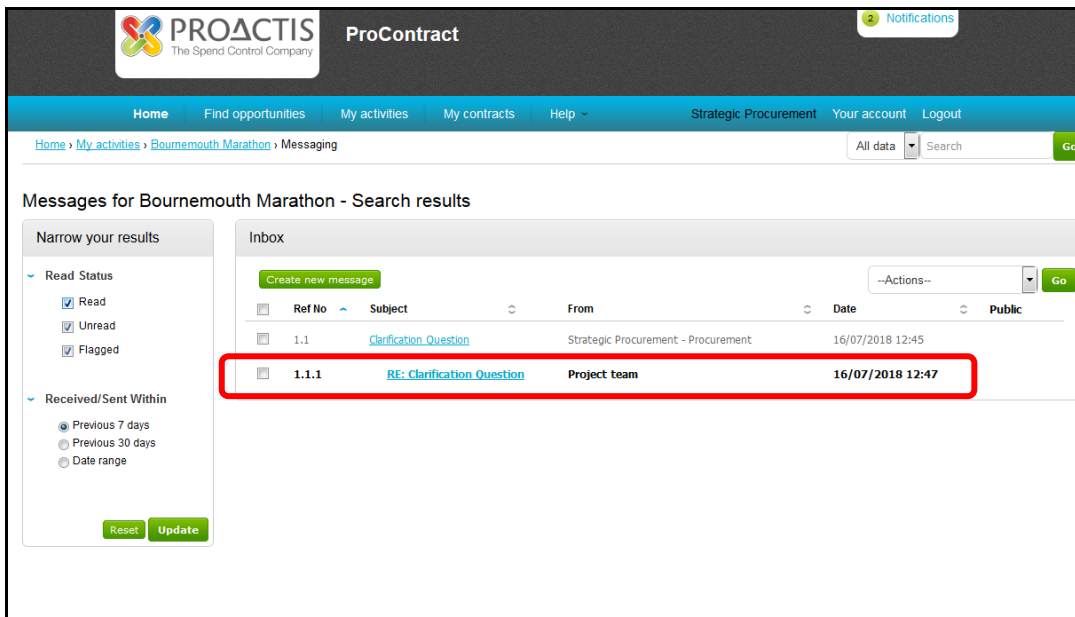
Step 2 - How to Ask a Question

The screenshot shows the Proactis 'New message' 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, a breadcrumb trail reads: Home > My activities > Structural Works for the Reagent Centre in Christchurch > Messaging > New. The main section is titled 'New message'. It contains a 'Private recipients' section with a red border, showing 'To: Project team'. Below this is the 'Message' section, which includes a 'Subject' field and a 'Body' field with a rich text editor. The 'Attachments' section is at the bottom, showing a green plus icon. At the very bottom, there are two buttons: 'Send message' (highlighted with a red box) and 'Cancel'.

- 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 Message field.
- q) Click 'Send Message'. 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



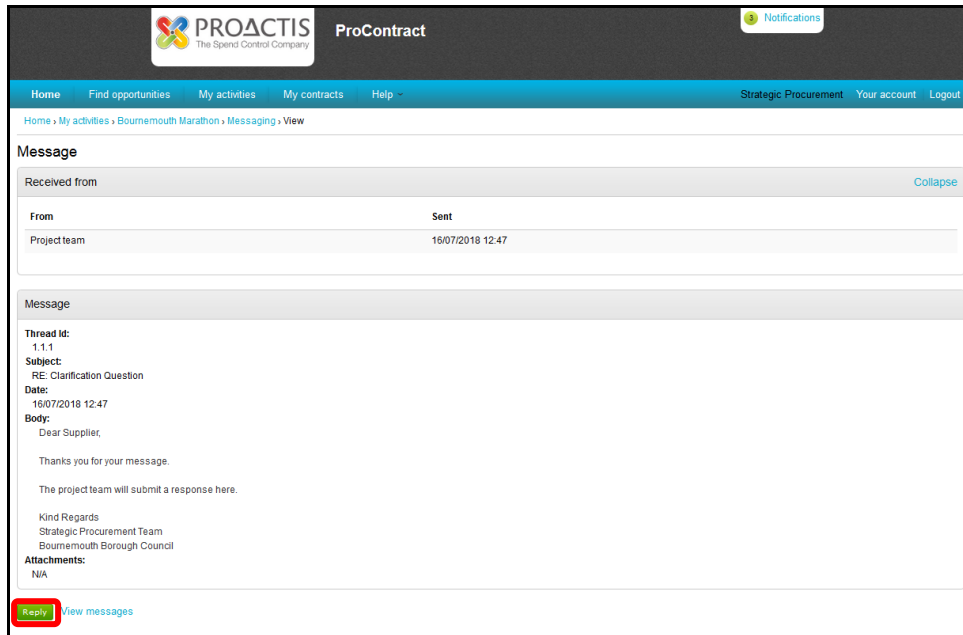
The screenshot displays the ProContract web application interface. At the top, the ProContract logo and navigation menu are visible. The main content area shows the 'Messaging' section for 'Bournemouth Marathon'. A sidebar on the left allows filtering messages by status (Read, Unread, Flagged) and received/sent date ranges. The main inbox table lists messages, with the most recent one highlighted by a red box:

Ref No	Subject	From	Date	Public
1.1	Clarification Question	Strategic Procurement - Procurement	16/07/2018 12:45	
1.1.1	RE: Clarification Question	Project team	16/07/2018 12:47	

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



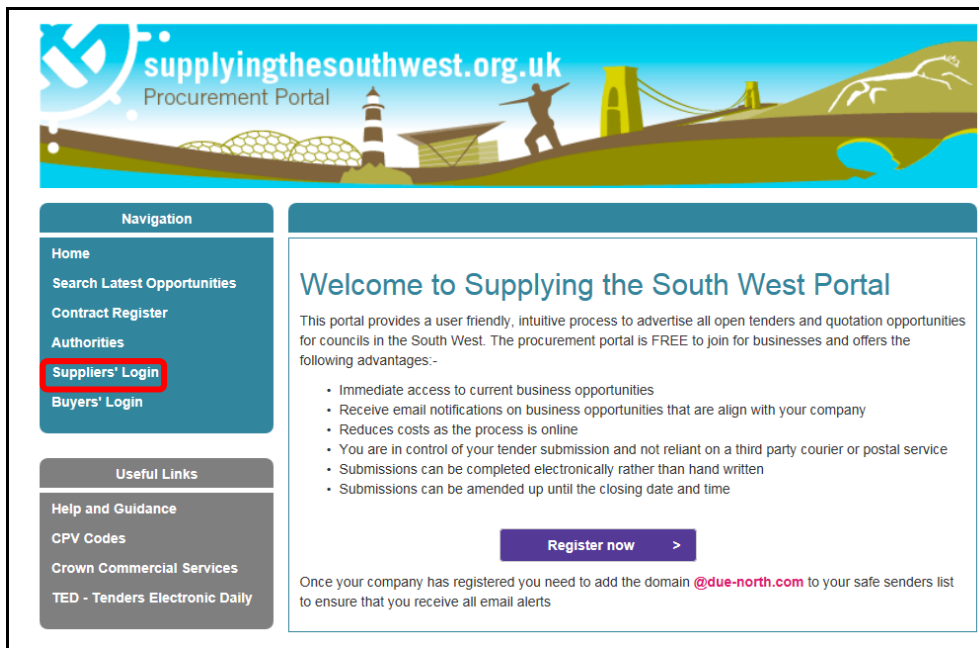
u) You can use the 'Reply' button to respond to any messages you receive where appropriate.

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
- 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](#)

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

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 Proactis web application interface. At the top, the 'proactis' logo is on the left, and a 'Notifications' icon is on the right. Below this is a navigation bar with tabs: 'Home', 'Find opportunities', 'My activities' (which is highlighted with a red box), 'My contracts', and 'Help -'. To 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 divided into two columns. The left column has a 'Home page' section with a 'Activities' tab and a 'View full screen' link. Under 'Activities', there are tabs for 'Active', 'Recently added', and 'Last viewed'. The 'Active' tab is selected, showing a dropdown menu with '-- Please select --' and a 'Go' button. Below this is a search bar with a 'Go' button. A blue message box says 'Please select a buyer from the dropdown and click on the 'Go' button'. Below the 'Activities' section is an 'Opportunities' section with a 'Find opportunities' link. The right column has a 'Company details summary' section with an 'Edit' link. It shows 'BCP Council' with the address 'Town Hall, St Stephens Road, Bournemouth, Dorset, BH2 6DY'. Below this is a 'Description' section, followed by a 'Keywords' section with the text 'Council, Bournemouth, Christchurch, Poole'. Below the keywords is a 'Vendor profile' section with a message about questionnaires and a 'Standard Selection Questionnaire (SQ)' link with an 'Edit' button and '(0% complete)' status. At the bottom of the right column is a 'Workgroups' section.

- 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 Proactis web application interface. At the top, there's a navigation bar with links: 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, there's a 'Narrow your results' panel with filters for Buyer, Event type, and Status. The 'Buyer' filter is expanded, showing a list of buyers with checkboxes. The first option, 'Bournemouth Christchurch and Poole Council', is checked and highlighted with a red box. Below the filters is an 'Update' button, also highlighted with a red box. 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 Proactis website interface. At the top, there's a navigation bar with links: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. Below this, a search bar is visible with a dropdown menu set to 'All data' and a 'Go' button. The main section is titled 'My activities' and includes a sidebar for filtering results. The sidebar has three sections: 'Buyer' (with a checked box for 'Bournemouth Christchurch and Poole Council'), 'Event type' (with checked boxes for 'All', 'Advert', and 'RFx'), and 'Status' (with a selected radio button for 'All'). A green 'Update' button is at the bottom of the sidebar. The main content area shows a table of 'Active activities'. The table has columns for 'Buyer', 'Title', 'Current event', and 'Event deadline'. The first row shows 'Bournemouth Christchurch and Poole Council' as the buyer, 'Structural Works for the Regent Centre in Christchurch' as the title (highlighted with a red box), 'Structural Works for the Regent Centre in Christchurch' as the current event, and '10/05/2019' as the event deadline. There are also tabs for 'Archived activities' and 'Last viewed activities' at the top of the table.

Buyer	Title	Current event	Event deadline
Bournemouth Christchurch and Poole Council	Structural Works for the Regent Centre in Christchurch	Structural Works for the Regent Centre in Christchurch	10/05/2019

- 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 shows the 'supplyingthesouthwest.org.uk' Procurement Portal. The navigation bar includes links for Home, Find opportunities, My activities, My contracts, and Help. The breadcrumb trail indicates the user is in 'Home > My activities > Structural Works for the Regent Centre in Christchurch'. The main content area is titled 'Activity : Structural Works for the Regent Centre in Christchurch' and lists two events. The first event, 'Structural Works for the Regent Centre in Christchurch', is marked as 'Expression of interest accepted' and shows dates for interest start (04/04/2019 12:30), interest end (10/05/2019 14:00), and expressed interest (29/04/2019 14:15). The second event, also titled 'Structural Works for the Regent Centre in Christchurch', is marked as 'Not started (Respond by: 10/05/2019)' and is highlighted with a red rectangular box. To the right of the events list is a sidebar for 'BCP Council' with a 'Messages (0)' section indicating no unread messages.

- l) 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

Amendment information ⓘ

Amendment history

Version: 4 Last amended: 24/04/2019 09:02

Amended sections: Attachments

Description: Dear Supplier, Please find attached the document 'Clarification Log - Regent Centre Structural Works v1.00'. This document has a list of all the clarification questions received and the Council's responses to these. Kind Regards Strategic Procurement Team

Activity primary contacts ⓘ

Hide



Procurement Team
T:01202 451410
F:01202 454889
M:
E: procurement@bcpcouncil.gov.uk

Activity documentation, files & links (16) ⓘ

Hide

Title	Type	Size
 Clarification Log - Regent Centre Structural Works v1.00.xlsx	xlsx	16 KB
 C-Prop-2019-15- VITRADUAL Cladding Brochure.pdf	pdf	6 MB
 C-Prop-2019-15-Appendix A Specification v1.00.pdf	pdf	822 KB

Communications 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 the activity
- ☐ Complete the additional information section
- ☐ Upload at least one attachment
- ☐ Accept terms & conditions fully or in part
- ☐ Submit your response

Options currently available to you are.....

Start my response

Opt out

[Indicate your intent 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

Your response summary [Back to summary](#) [Take a tour](#)

Response information

Supplier: BCP Council
Workgroup: Procurement
Workgroup contacts: Strategic Procurement
Activity id: DN382141
Response id: R4165882

Company reg number: N/A
Company address: Town Hall
St Stephens Road
Bournemouth
Dorset
United Kingdom
BH2 8DY
Website: None

Deadline & time remaining

A response to this activity can be submitted no later than
10th May 2019 at 2:00 PM

Time remaining

1 Week 3 Days 22 Hours

Additional information [Edit](#)

You have not started the 'Additional information' section. Click on the 'Edit' link to begin.

Response documentation, files & links (0) [Add](#)

No attachments

Terms & conditions (1) [Accept terms & conditions](#) [Decline terms & conditions](#)

Title
[C-Prop-2019-15-Appendix B - Contract Particulars](#)

Your response [Response history](#)

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

This is your response submission progress checklist:
So far you have....

- ☒ Indicated intent to respond (29/04/2019 15:27)
- ☒ Started to draft your response to this activity

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

- ☐ Complete the additional information section
- ☐ Upload at least one attachment
- ☐ Accept terms & conditions fully or in part
- ☐ Submit your response

Options currently available to you are....

[Submit response](#) [Opt out](#)

- n) You will then be taken to your Response Summary, where you should follow the checklist in the 'Your response' section.

How to Submit your Response through Supplying the South West

Step 3 – Submit your Response

The screenshot shows the 'Create RFQ response' form in the ProContract system. The form is divided into four steps: 1. Details, 2. Additional information (current step), 3. Attachments, and 4. Terms & conditions. The 'Additional information' section contains three optional fields: 'Supplier reference (optional)', 'Response information (optional)', and 'Additional comments (optional)'. The 'Supplier reference' field is highlighted with a red rectangle. The 'Response information' field is a large text area, also highlighted with a red rectangle. The 'Continue' button at the bottom left is highlighted with a red rectangle.

- o) When the checklist is complete, select 'Submit response'. 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

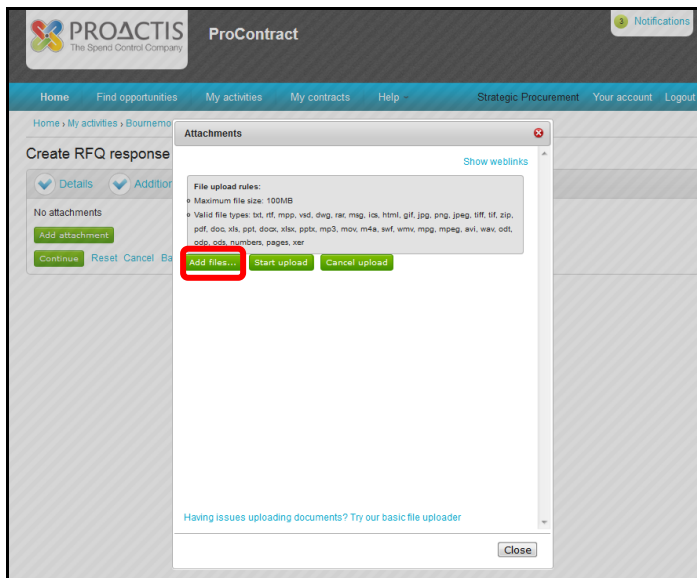
Step 3 – Submit your Response

The screenshot displays the ProContract interface for creating an RFQ response. 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. A notifications bell icon is in the top right. The breadcrumb trail reads: Home > My activities > Bournemouth Marathon > Bournemouth Marathon > Create RFQ response. The main heading is 'Create RFQ response'. Below it is a progress bar with four steps: Details (checked), Additional information (checked), Attachments (active, highlighted with a blue circle and number 3), and Terms & conditions (numbered 4). The Attachments section shows 'No attachments' and a red 'Add attachment' button. At the bottom of the Attachments section are green 'Continue' and 'Reset' buttons, and blue 'Cancel' and 'Back' links.

- 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.

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
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Add attachment

Continue Reset Cancel Back

- u) You will then be returned to the response screen where it will show all the attachments that you have 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 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

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

My response 108209699 **Draft**

Additional information [Edit](#)

Supplier reference:
Company A Tender Submission

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

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

Attachments

[Appendix 1 - Specification for Marathon V1.00.pdf](#) 121 KB

[Add attachment](#)

[Back to summary](#)

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 21 Minutes 36 Seconds

Response controls

[Submit response](#)

[Open response online](#)

Submission checklist

☒ Terms & conditions

☒ Attachments

Audit history

[View audit history](#)

- 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

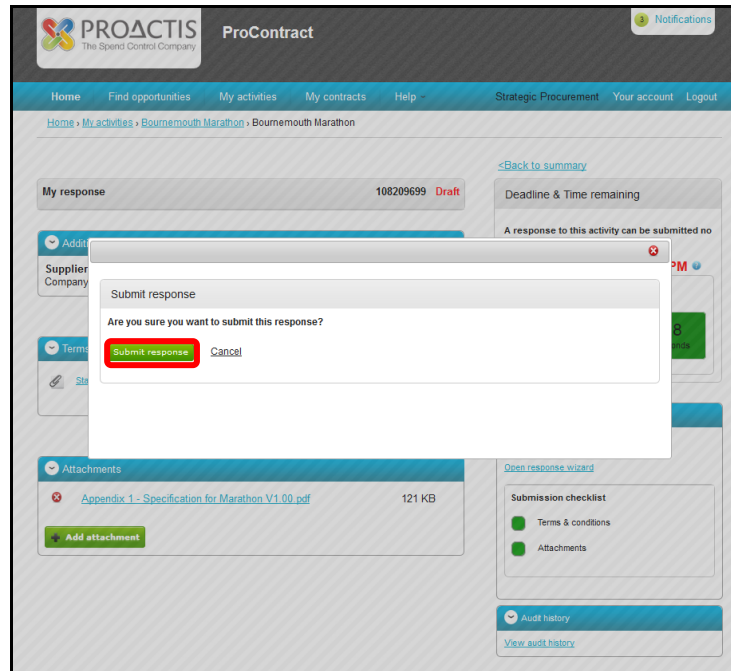
Step 3 – Submit your Response

The screenshot displays the ProContract web application interface. At the top, the header includes the ProACTIS logo and navigation links like Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The main content area is titled 'My response' and shows details for a specific tender submission. 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 wizard' link, and a 'Submission checklist' with items 'Terms & conditions' and 'Attachments' marked as complete (green). A 'Deadline & Time remaining' section shows the deadline as 15th August 2018 at 2:00 PM and a time remaining of 29 days, 23 hours, 21 minutes, and 36 seconds.

- 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

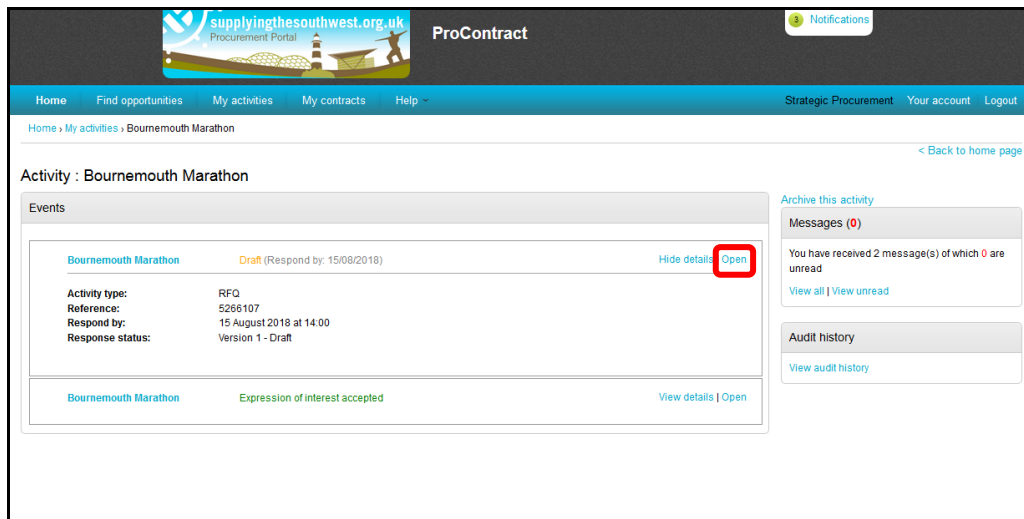
The screenshot displays the ProContract web application interface. At the top, the ProContract logo and navigation menu are visible. The main content area shows details for a tender titled 'Bournemouth Marathon' (ID: 5266107) issued by Bournemouth Borough Council. The description states the council is tendering rights for a marathon event in Autumn 2019. A list of attachments is provided, including a specification, supplier information, and various response forms. On the right side, a 'Deadline & Time remaining' section shows a deadline of 15th August 2018 at 2:00 PM, with a timer indicating 29 days, 23 hours, and 1 minute remaining. Below this, a green 'Submitted' button is highlighted with a red box. Further down, a 'Messages & Clarifications' section shows 0 messages. At the bottom right, a 'Response controls' section includes a link to 'I would like to edit my response' and a link to 'No longer wish to respond', both highlighted with red boxes. A 'Back to dashboard' link is also visible at the top right of the main content area.

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 Seafront and surrounding Highways and Parks.

Attachments

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

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
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
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
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	Edit
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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. 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. The breadcrumb trail shows: Home > My activities > Bournemouth Marathon > Bournemouth Marathon.

The main content area is titled 'My response' with the ID 108209699 and a 'Draft' status. It includes several sections:

- Additional information:** A blue bar with an 'Edit' link. Below it, 'Supplier reference: Company A Tender Submission'.
- Terms & conditions:** A blue bar showing 'Accepted' with a 'Decline' link. Below it, a link to 'Standard Goods and Services Terms and Conditions'.
- Attachments:** A blue bar showing 'Appendix 1 - Specification for Marathon V1.00.pdf' (121 KB) and an 'Add attachment' button.

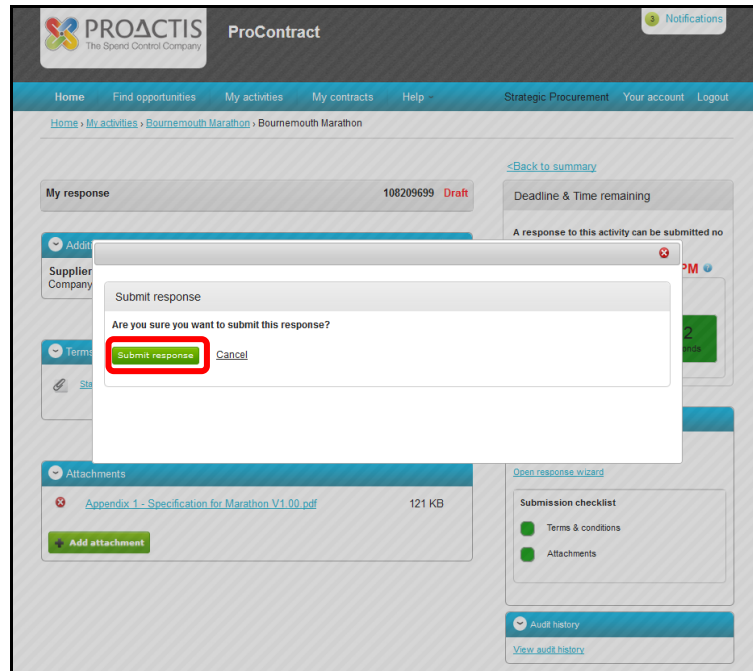
On the right side, there are three panels:

- Back to summary:** A link.
- Deadline & Time remaining:** A grey box stating 'A response to this activity can be submitted no later than 15th August 2018 at 2:00 PM'. Below it, a green box shows 'Time remaining' as 29 Days, 23 Hours, 5 Minutes, and 50 Seconds.
- Response controls:** A blue box containing a red 'Submit response' button, a link to 'Open response wizard', and a 'Submission checklist' with 'Terms & conditions' and 'Attachments' both marked with green checkmarks.
- Audit history:** A blue box with 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

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The screenshot displays the ProContract interface for a tender titled 'Bournemouth Marathon'. The page is divided into several sections:

- Activity Information:** Shows the buyer as 'Bournemouth Borough Council', the title as 'Bournemouth Marathon ID: 5266107', and a description of the event.
- Attachments:** A list of documents including 'Appendix 1 - Specification for Marathon V1.00.pdf' (121 KB), 'Supplier Information - Bournemouth Marathon V1.00.pdf' (415 KB), and various response parts (A, B, C, D, E) in docx, xlsx, and pdf formats.
- Terms & conditions:** A link to 'Standard Goods and Services Terms and Conditions'.
- Deadline & Time remaining:** States the response deadline is '15th August 2018 at 2:00 PM'. A green timer shows '29 Days, 23 Hours, 1 Minute, 40 Seconds' remaining. A green 'Submitted' button is highlighted with a red box.
- Messages & Clarifications (0):** A message stating 'You have received 0 message(s) of which 0 are unread'.
- Response controls:** A red box highlights the link 'I would like to edit my response', with 'No longer wish to respond' as an alternative option.

Navigation links at the top include Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. A 'Back to dashboard' link is also visible in the top right corner.

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'.