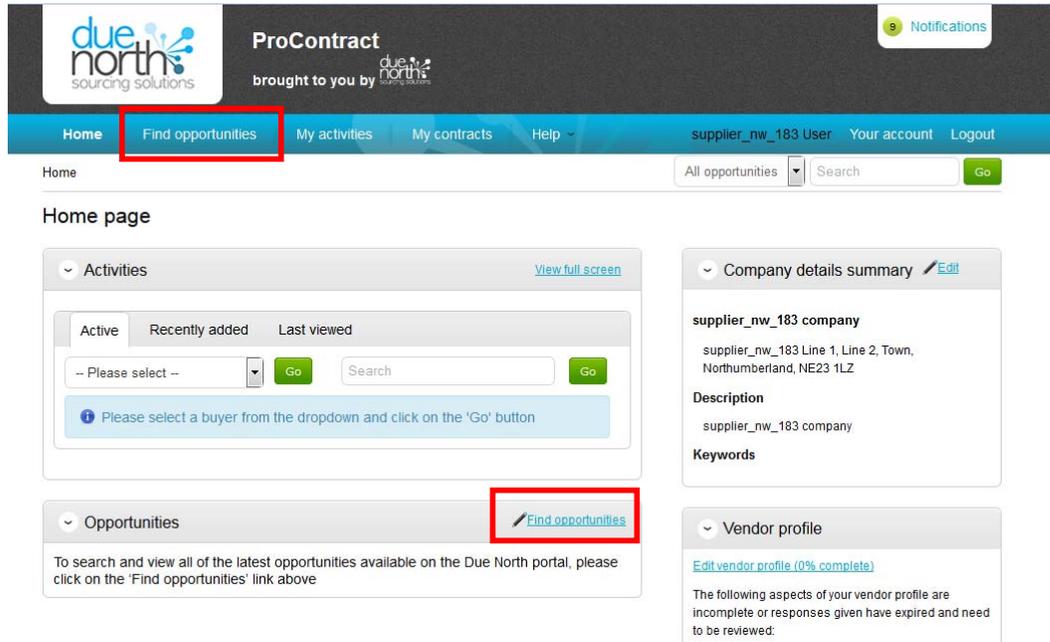


Supplier Guidance – Expressing an Interest & Submitting a response

Expressing interest as a Supplier

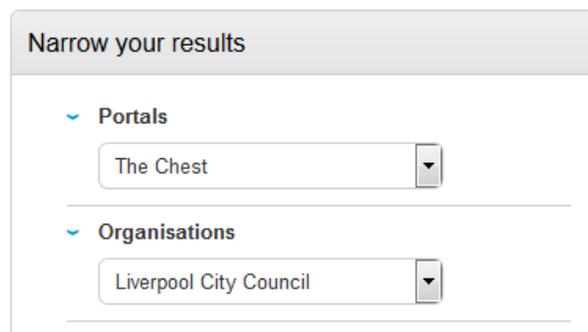
Use the search facility to find your Opportunity on the Portal by clicking **Find opportunities** on the top banner or under the *Opportunities* section.



The screenshot shows the ProContract portal interface. At the top, there is a navigation bar with 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. Below this is a search bar with 'All opportunities' selected and a 'Go' button. The main content area is divided into several sections: 'Activities' with a search filter, 'Opportunities' with a 'Find opportunities' link, 'Company details summary' for 'supplier_nw_183 company', and 'Vendor profile' with an 'Edit vendor profile' link.

Narrow your results using the search function in the panel on the left of the screen.

Opportunities - Search results



The screenshot shows the search results filter panel. It has a title 'Narrow your results' and two sections: 'Portals' with a dropdown menu set to 'The Chest', and 'Organisations' with a dropdown menu set to 'Liverpool City Council'.

Select a project from the list by clicking on the title.

Opportunities				
Title	Buyer	Expression Start	Expression End	Estimated Value
DPS Tender for IT	Organisation1	12/05/2015	12/05/2019	N/A
IT Hardware	Organisation1	20/08/2015	31/08/2015	N/A

Click **Register Interest in this opportunity** using the green button in the top right of the screen.

IT Hardware

[Return to find opportunities](#)

[Register interest in this opportunity](#)

Main contract details

Opportunity Id DN1057
Title IT Hardware
Categories 43000000 - Information Technology Broadcasting and Telecommunications
Description This is the IT Hardware tender exercise
Estimated value N/A

Contact details

Buyer Organisation1
Contact Buyer Two
Email m.robison@due-north.com
Telephone 56446565
Fax 654546546
Address Enterprise Court
 Cramlington
 Northumberland
 NE23 1LZ
 United Kingdom

Key dates

Estimated contract dates

Start date 29/09/2015 **End date** 29/09/2019

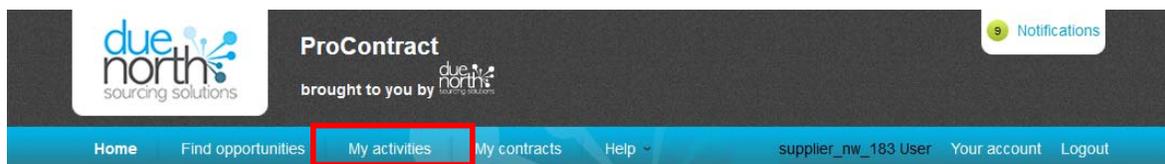
Expression of interest dates

Start date 20/08/2015 15:52:00 **End date** 31/08/2015 17:00:00

Attachments

No attachments

Select **My activities** – this section will show any projects the supplier has been invited to take part and also any opportunities that the supplier has expressed an interest in.



The **My Activities** section shows any tenders the supplier has been invited to take part in. Any new activity will be shown with a  icon to the left of it. Select an opportunity by clicking on the title of it.

Activities [View full screen](#)

Active activities | Archived activities | Last viewed activities

All buyers Search

Buyer	Title	Current event	Event deadline
Organisation1	DPS Tender for IT	Bank of England DPS Demo	13/05/2015
Organisation1	CF - Evaluation test	CF - Evaluation test	14/08/2015
	IT Hardware	IT Hardware - ITT	21/08/2015
Organisation1	JP Eval Tender Exercise	JP Eval Tender Exercise	19/08/2015
	Parenting sh	Parenting sh	14/08/2015
Organisation1	Tender for Urgent Care Centre CC	PQQ for Urgent Care Centre	14/08/2015
	Tender for Print Supplies	Tender for Print Supplies	18/08/2015

The event that the supplier has been invited to within this project is now shown. Click **Start** to view further information.

Events

IT Hardware - ITT	Not started (Respond by: 21/08/2015)	Hide details Start
<p>Reference: 1054</p> <p>Respond by: 21 August 2015 at 10:30</p> <p>Response status: Not started</p>		

The main details can now be viewed and any attachments and Terms and conditions downloaded. Suppliers will also see the response countdown timer showing ow long until the opportunity closes.

Organisation1 - ITT
1054

▼ Main details

Title: IT Hardware - ITT **Respond by:** 21 August 2015 10:30:00

Description:
This is the IT Hardware ITT

▼ Public attachments

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

ITT Attachment.docx	12 KB
Pricing Table.xlsx	8 KB

▼ Terms & conditions

[Standard Legal Terms](#)

When you are ready to submit a response, click **Start my response** to take you through the process using the response wizard.

▼ Response controls

Start my response

[Register intent to respond](#)

[No longer wish to respond](#)

Supplier ITT Response

The response wizard now guides the supplier through each required section. The stages are shown below.

Create ITT response

1 Details 2 Attachments 3 Terms & conditions

Response reference: 55

Welcome to the ITT response wizard.

The wizard will assist you with the completion of your response.

You will be presented with a number of different steps to complete. Once each step has been completed you can click the 'Continue' button to proceed to the next step, or 'Back' to return to the prior step or 'Cancel' to exit the wizard.

After the completion of each step, the response information entered will be saved as a draft, which will allow you to resume the response at a later date if required.

Once all the steps have been completed and all mandatory response criteria have been met, you will be asked if you wish to submit your response.

If you agree to submit your response, you will receive a confirmation receipt email. Please note, if you do not receive the confirmation email please contact support as you cannot be guaranteed that your response has been received.

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

Create ITT response

Details 2 Attachments 3 Terms & conditions

	ITT Attachment.docx	12 KB
	Pricing Table.xlsx	8 KB

[Add attachment](#)

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

Create ITT response

Details Attachments 3 Terms & conditions

Please follow the link to read the terms and conditions

[Standard Legal Terms](#)

Accept
 Decline

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

The final screen is the response summary screen. If you are happy with the details, use the Submit Response button to submit this tender response.

Response controls

[Submit response](#)

[Open response wizard](#)

Submission checklist

- Terms & conditions
- Attachments