ACCESSING A GREAT PLACES INVITATION TO TENDER ON PROCONTRACT

This step-by-step guide explains how to access a Great Places ITT and submit a tender.

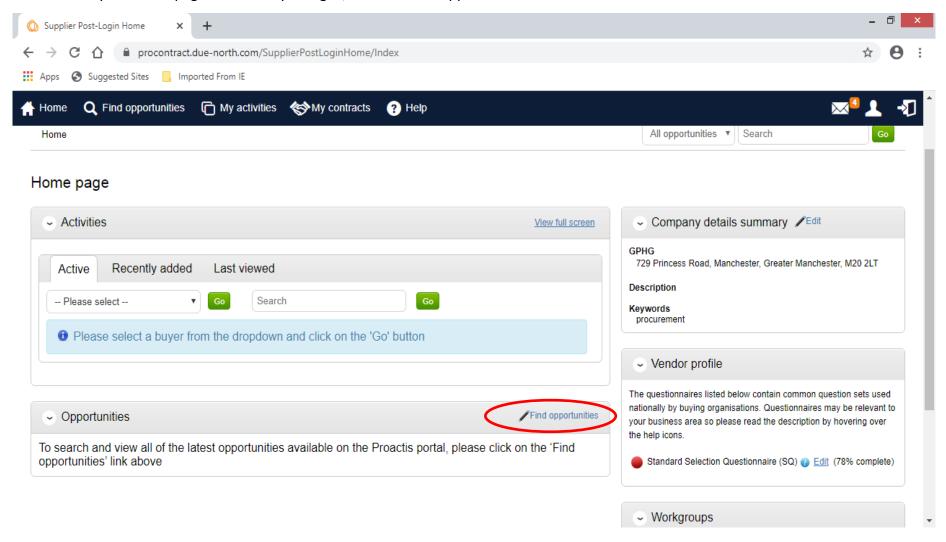
You can also watch a demo on YouTube: https://youtu.be/r488pAg2nBw

To begin with, go to https://procontract.due-north.com

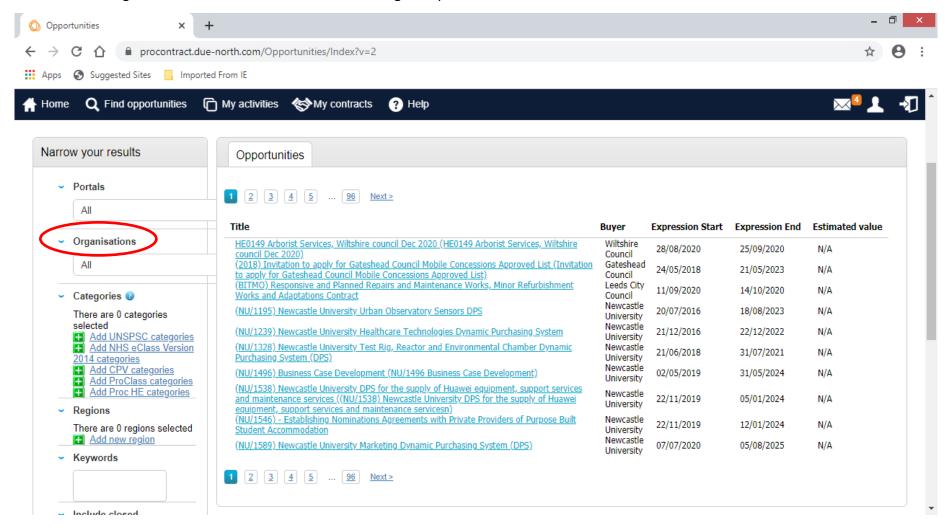
If you already have an account, please log in.

If you do not, you can register for free - Register free

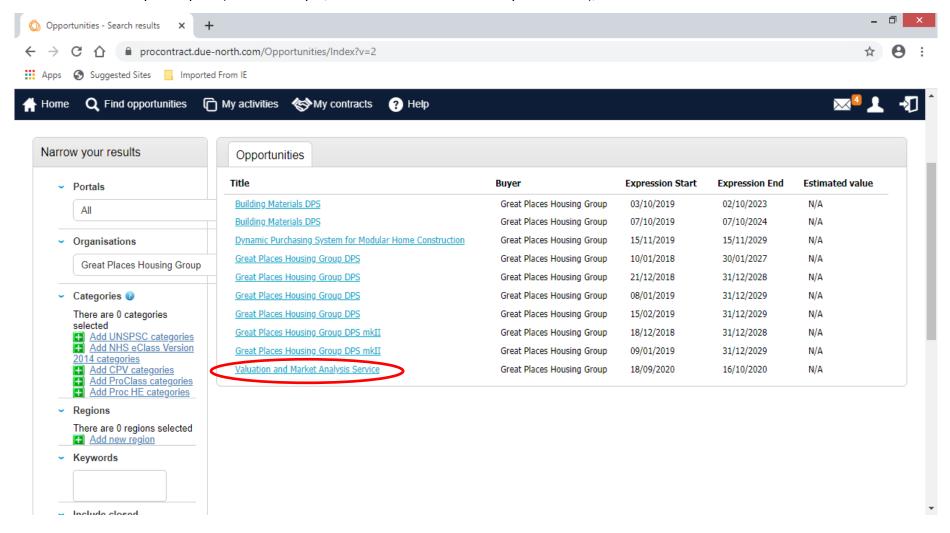
1. From your Home page as soon as you log in, click on 'Find Opportunities':



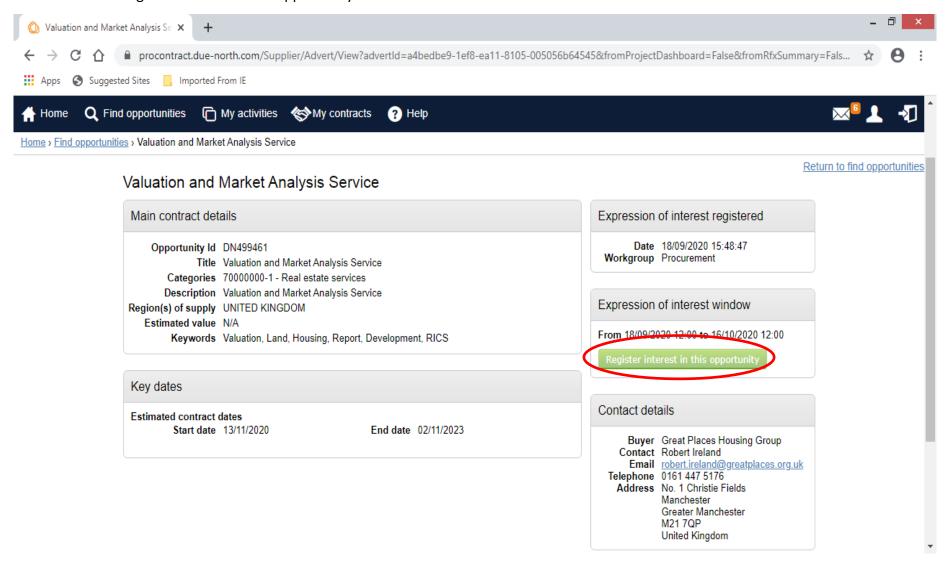
2. Go to 'Organisations' and find 'Great Places Housing Group'.



3. Find the ITT you require (in this example, 'Valuation and Market Analysis Service'), and click on it.

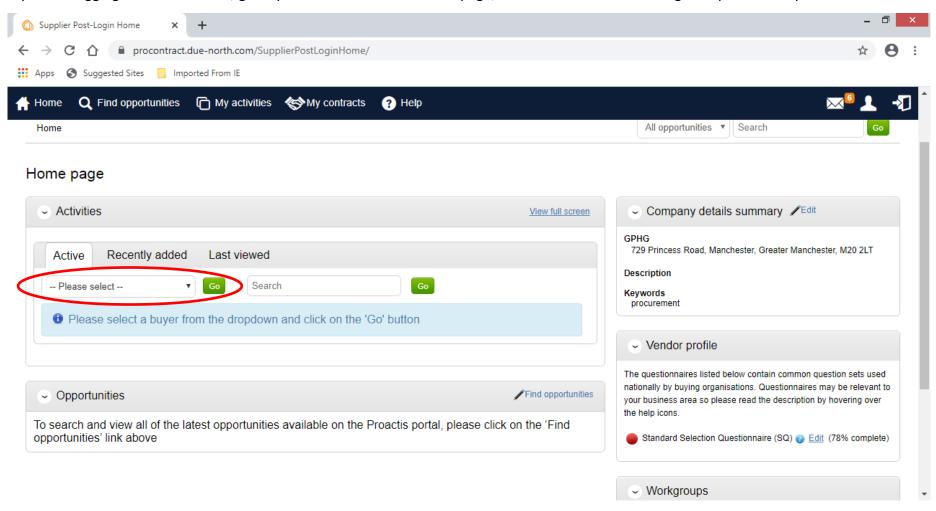


4. Click on 'Register Interest in this Opportunity':

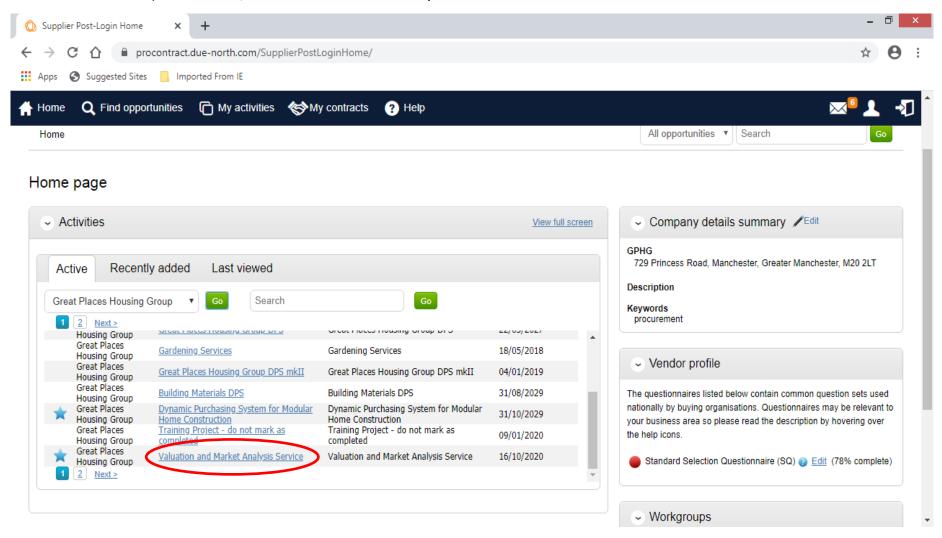


You will be given the option to go straight to the ITT when you register your interest.

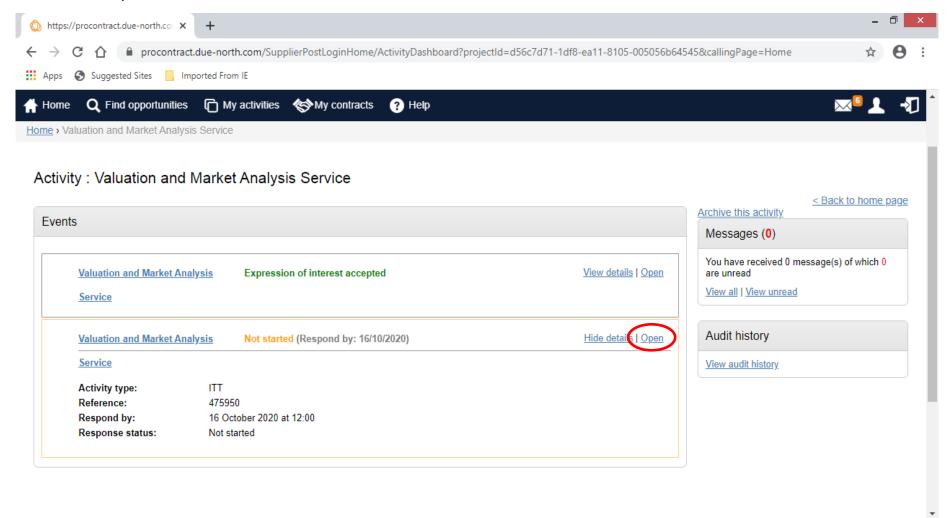
If you are logging in after this time, go to your Activities on the Home page, select 'Great Places Housing Group' as the buyer and click 'Go':



You will get a list of the ITTs you have registered interest in for this buyer. Find the ITT you want to work on (you may need to click on 'Next' to see the rest of the list) - in this case, 'Valuation and Market Analysis Services' – click on the link:



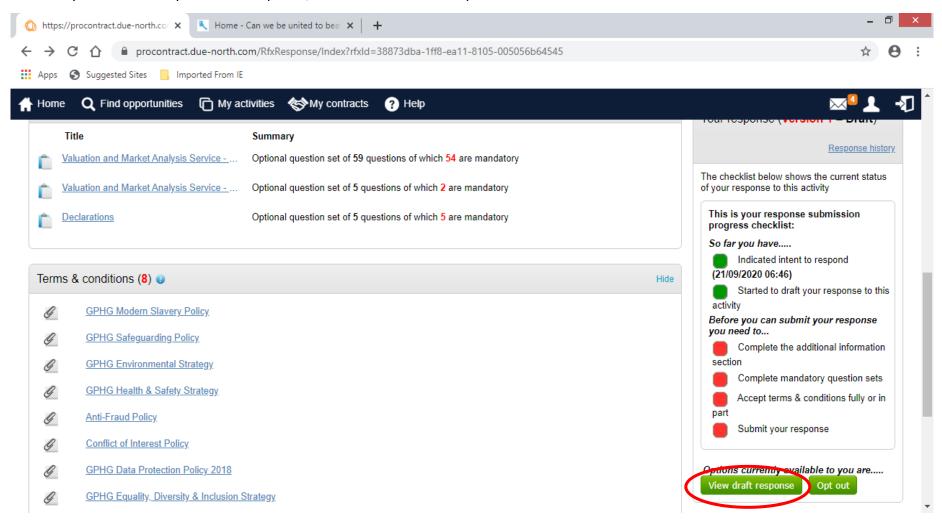
5. Select 'Open' for the ITT.



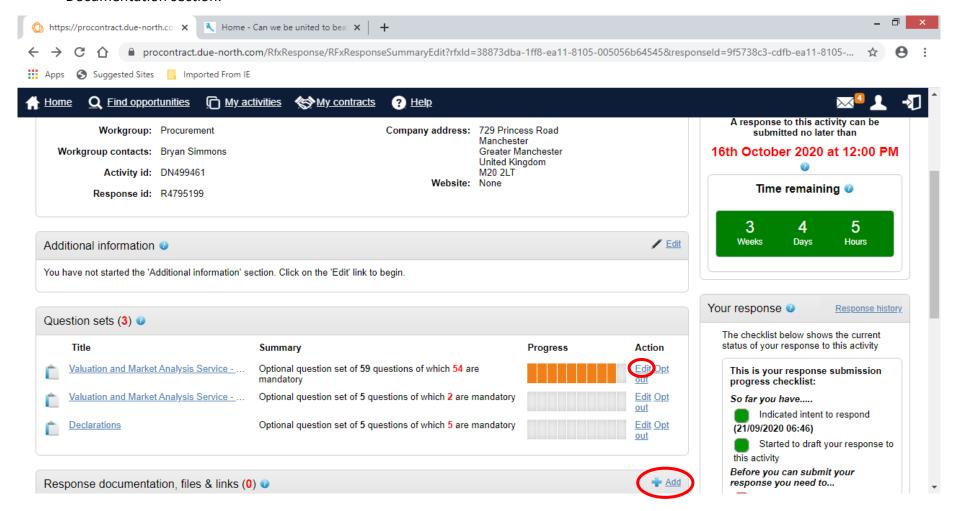
Click on 'Start my Response'. You can save your progress at any time.

Please note the deadline for the submission of your tender.

6. If you have already started a response, click on 'View Draft Response':



7. Click 'Edit' on each individual section. You can then access the procurement documents and the questions you must answer to complete your tender. If you are required to upload a document as part of your Tender (e.g. Pricing Schedule), click on 'Add' in the Response Documentation section.



8.	Please ensure you click 'Submit' once you have completed your Tender response.