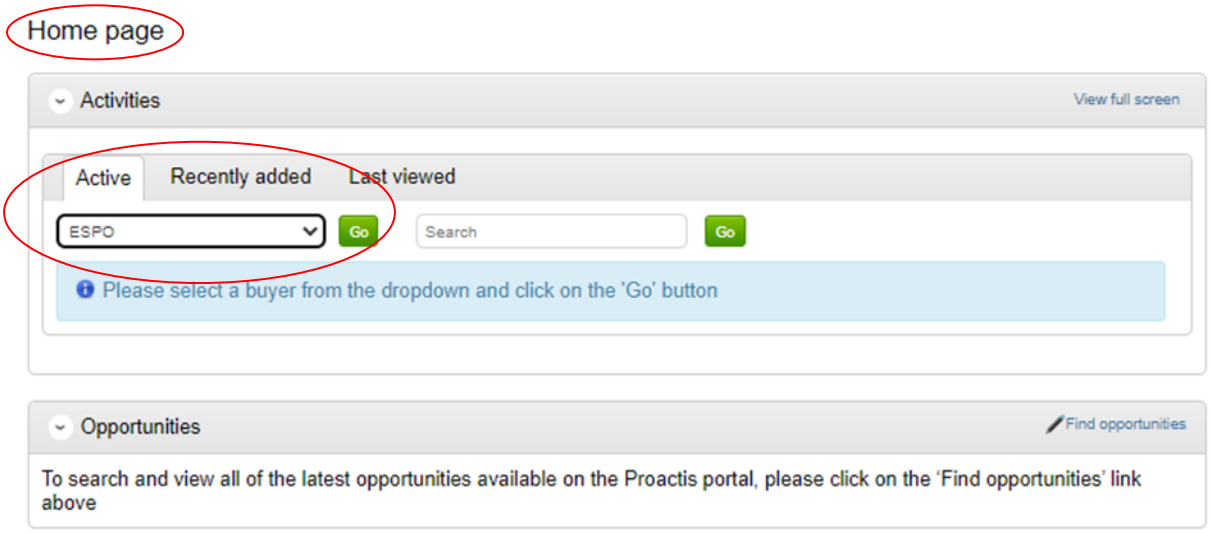
Supplier screenshot guide for accessing an ITT Event on the Proactis portal (ProContract)

Note: The details below including the screenshots captured are correct as of February/March 2023.

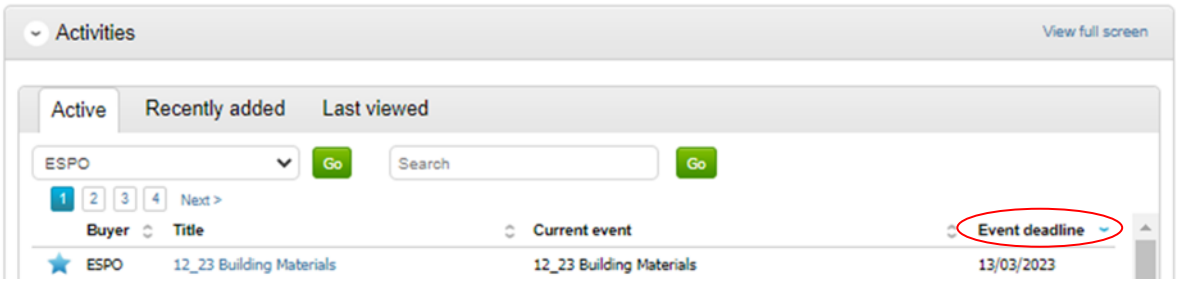
It is assumed that an Expression of interest where required has already been completed, and the below details show how an ITT Event where Published can be accessed separately from the Proactis portal (ProContract) Home page.

After logging in, select ESPO from the drop-down list under the 'Active' Activities tab on the Home page.



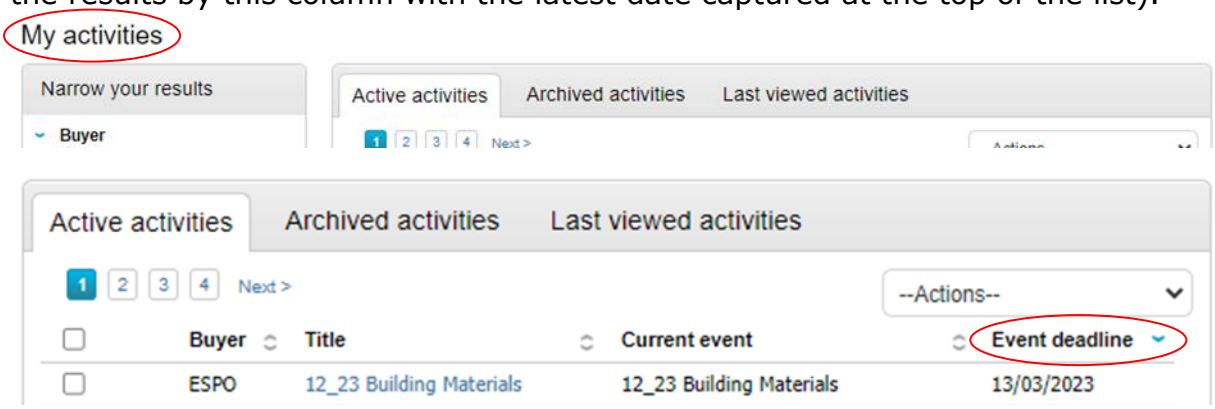
A list of opportunities or Activities can now be seen. If you click on the column title 'Event deadline' twice this will sort the results by this column with the latest date captured at the top of the list, or alternatively you can also use the 'Search' box to narrow down the results returned.

Note: new entries captured, or where updates have been published and these are yet to be viewed, will be shown with a blue star next to them.



Alternatively, a similar search can be completed via the 'My activities' main menu option and using the Narrow your results options on the left of the screen (again selecting 'ESPO' here and clicking 'Update' at the bottom of the Narrow your results box, plus clicking on the column title 'Event deadline' twice will sort

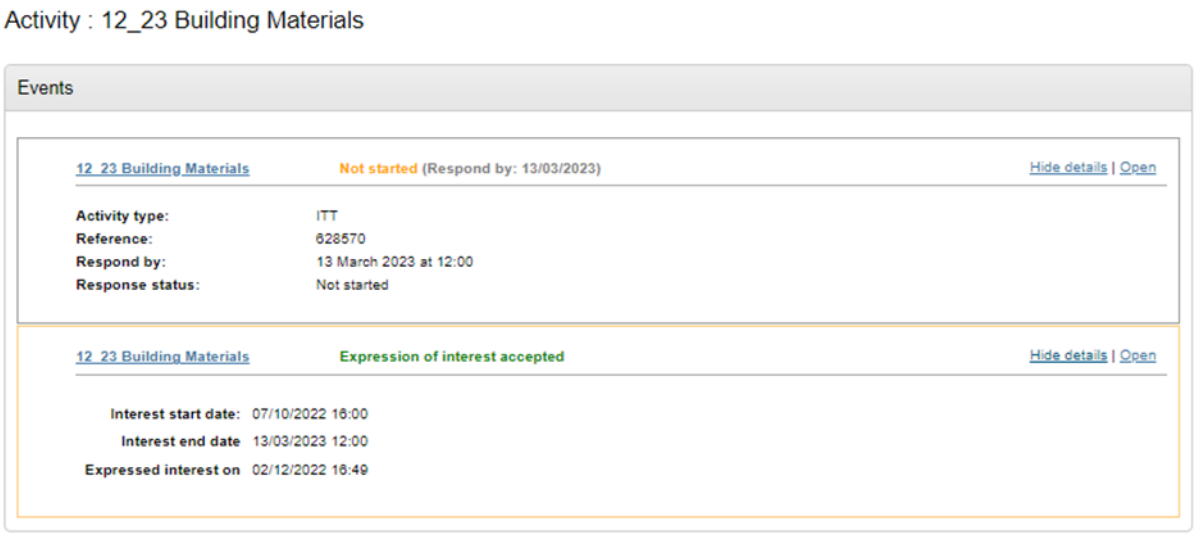
the results by this column with the latest date captured at the top of the list).



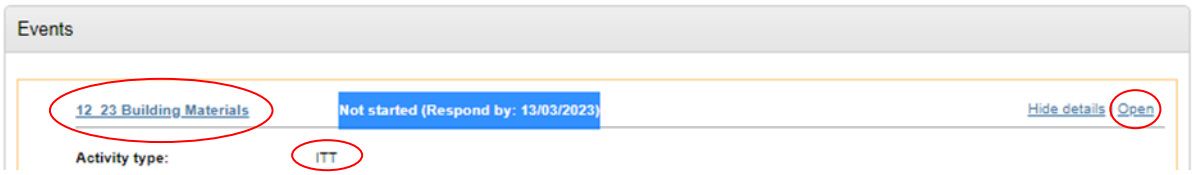
Once the required Activity has been found, click on the Title (blue text) and this will take you into that Activity (the below showing that an Expression of interest has already been completed, and the ITT Event is showing as 'Not started'.

Note: any Messages for this Activity can also be accessed here.

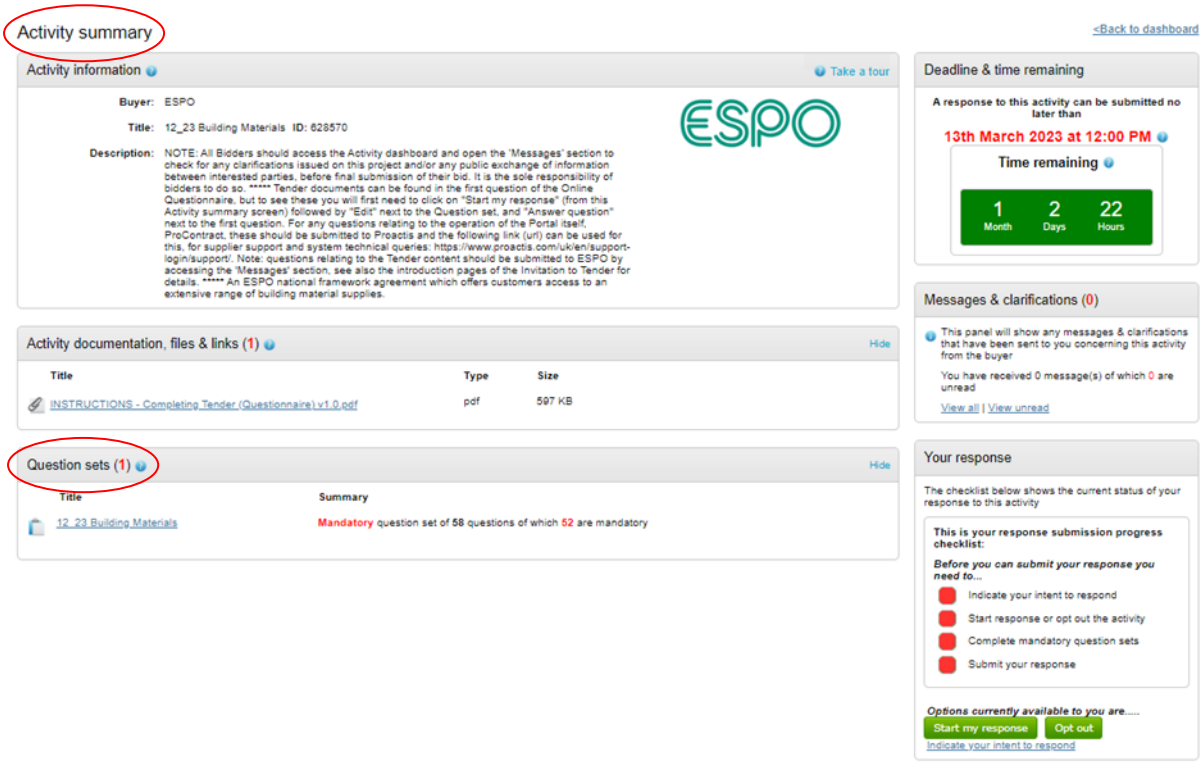
Clicking on an Events 'Hide details' (top right of the box) shrinks the box to only show the Event title and status line, whilst clicking on 'View details' opens / expands the box to show the additional details below this line.



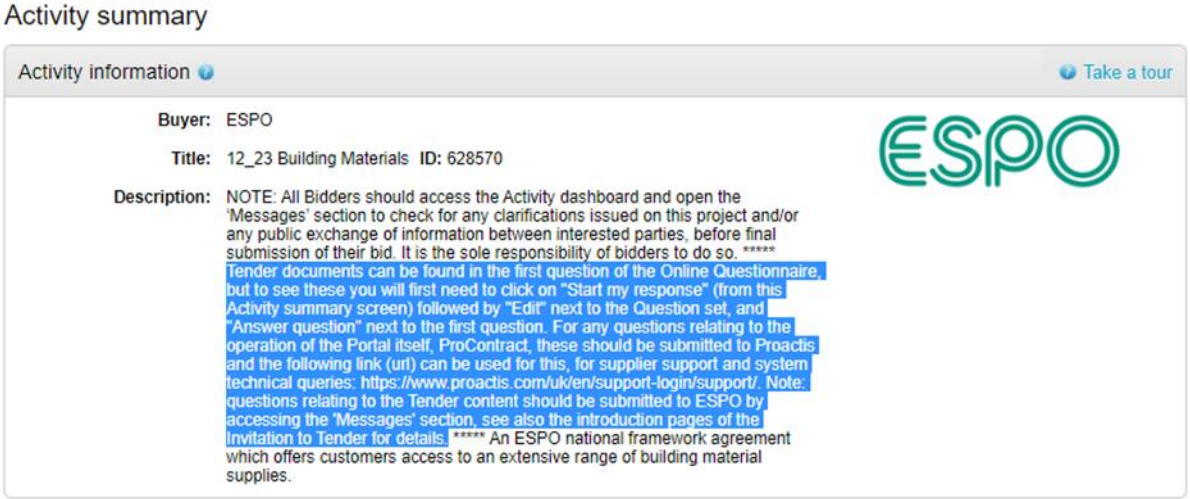
Status details for an Event are also captured next to each Event title, as has been highlighted in the below Event (shows as 'Not started').



Clicking on an Event title (or alternatively 'Open' next to that Event) will take you into the Activity summary for that Event (see below for an 'ITT' Activity type Event that includes a Question set to be completed).

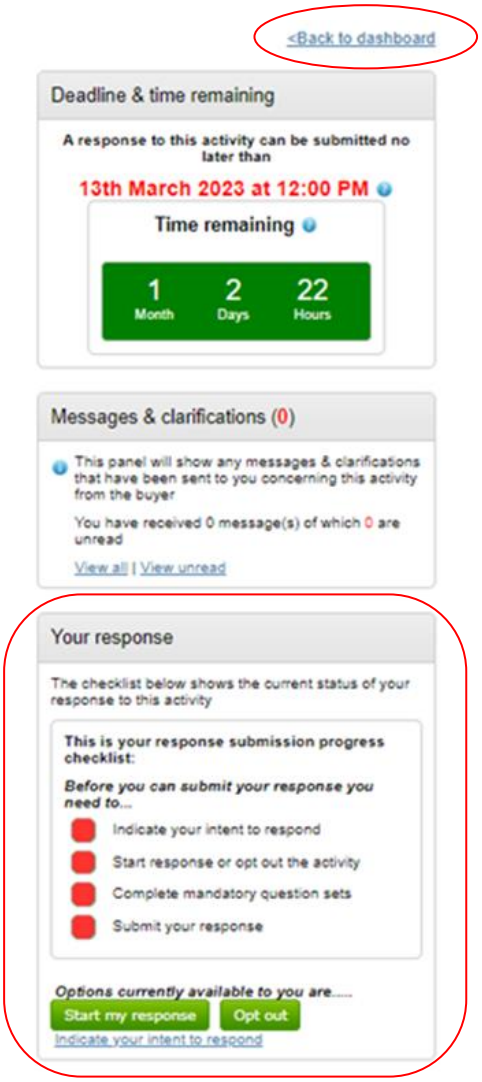


If there is any key information or instructions to note, this will be captured in the Activity Description.

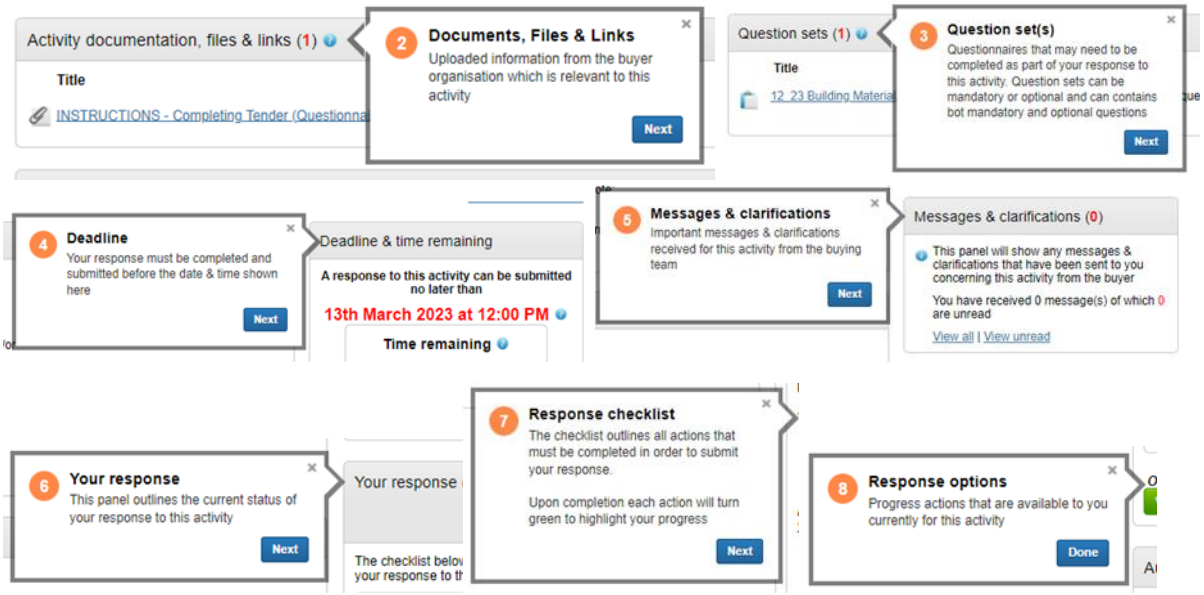


The sections to the right of the screen show for the ITT Event the countdown timer, a section for Messages and Clarification specific to the ITT, and a checklist for completing 'Your response'.

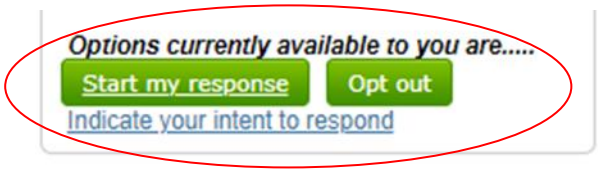
Note: to see All Messages for an Activity, rather than specific to an individual Event, it is better to view those from the Activity dashboard, see '<Back to dashboard' to the top right of the screen.



For any additional help, click 'Take a tour' in the top right of the screen for online help details for that screen (additional system help boxes are opened onscreen).

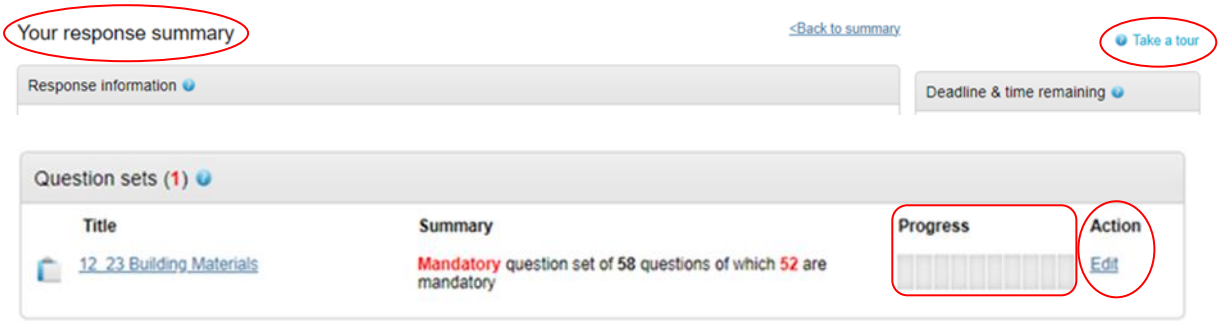


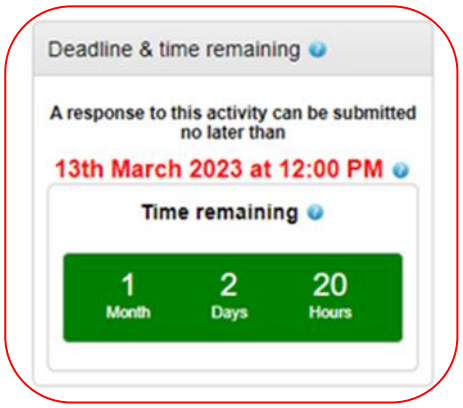
To access the documentation under the Question set you will therefore need to click on 'Start my response'.

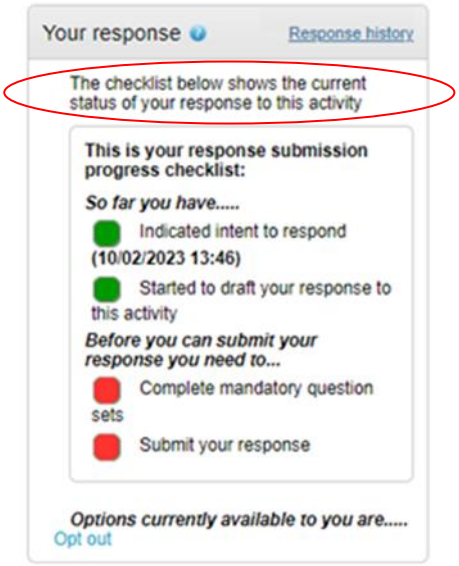


This takes you to Your response summary screen, which captures your organisation details against the response, and will include the Online Question set to be completed (where the documentation can be accessed), plus countdown timer again and response checklist for actions to be completed.

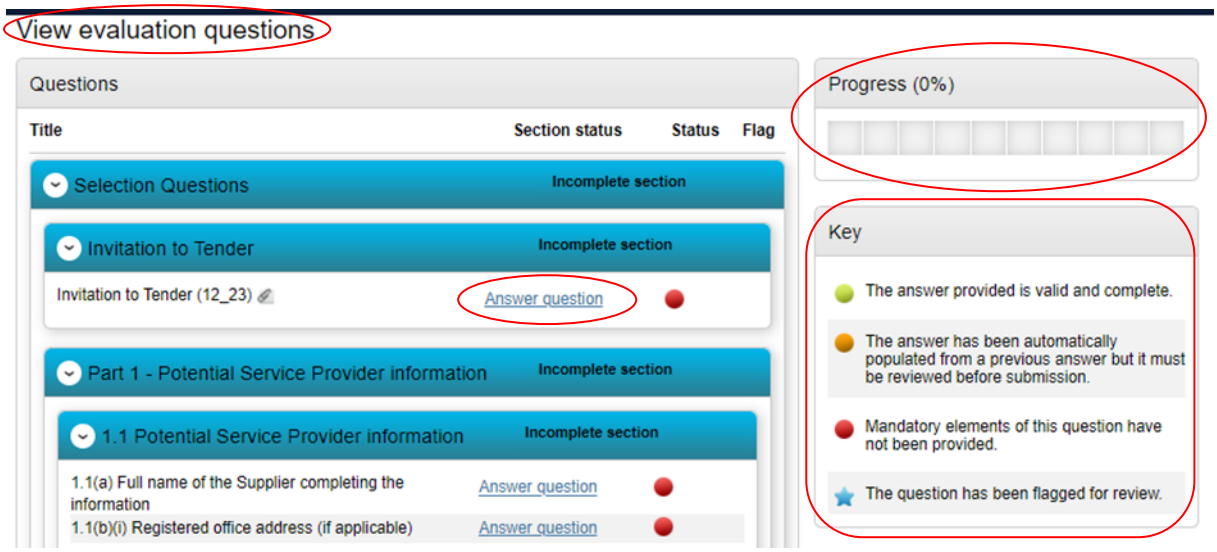
Note: 'Take a tour' is also available here, for additional online help where required.



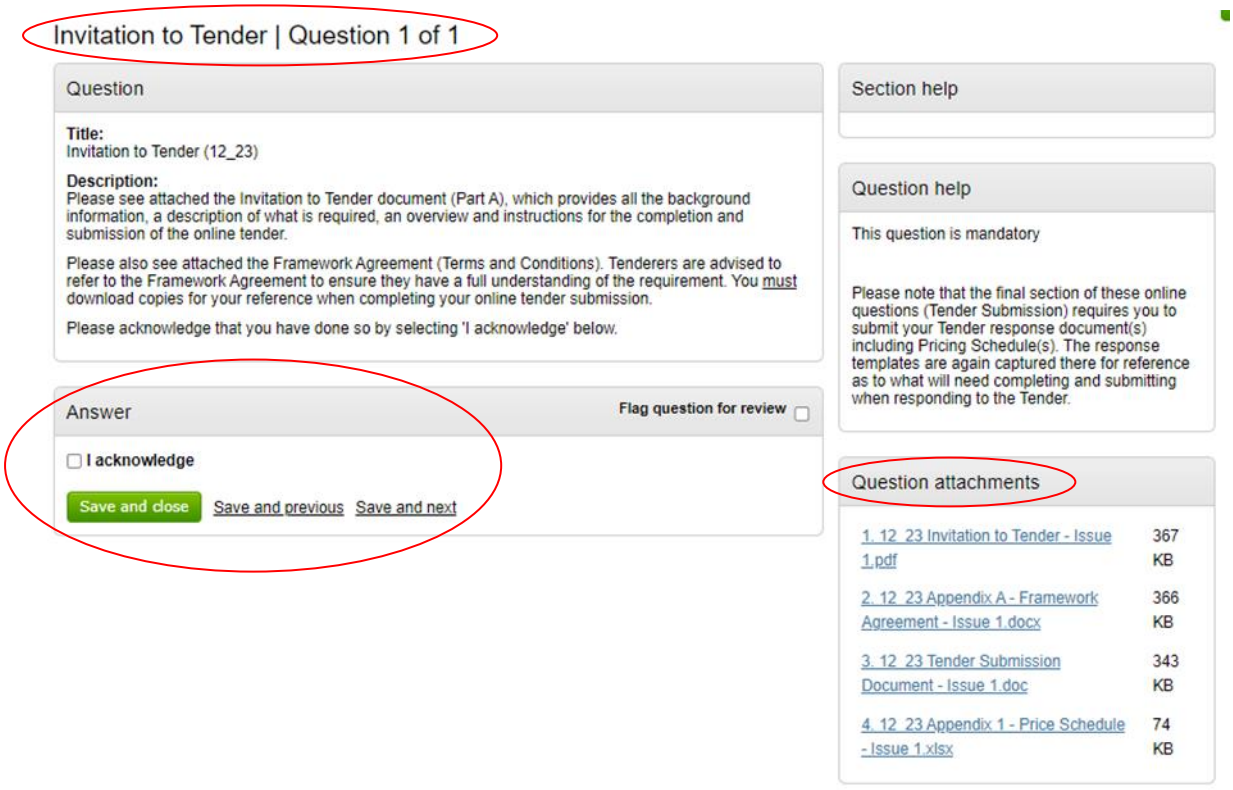




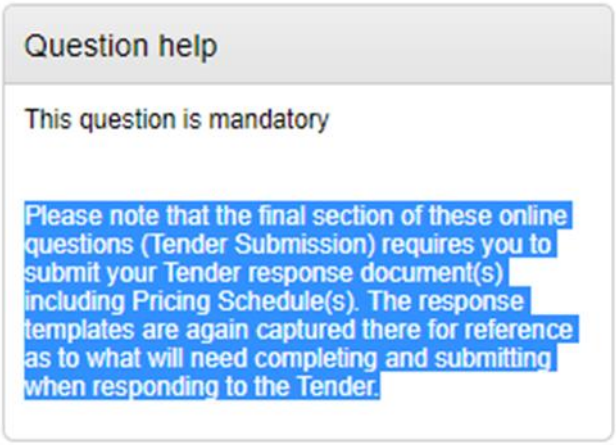
Under Question sets and under Action, click on 'Edit' to be taken to the View evaluation questions screen.



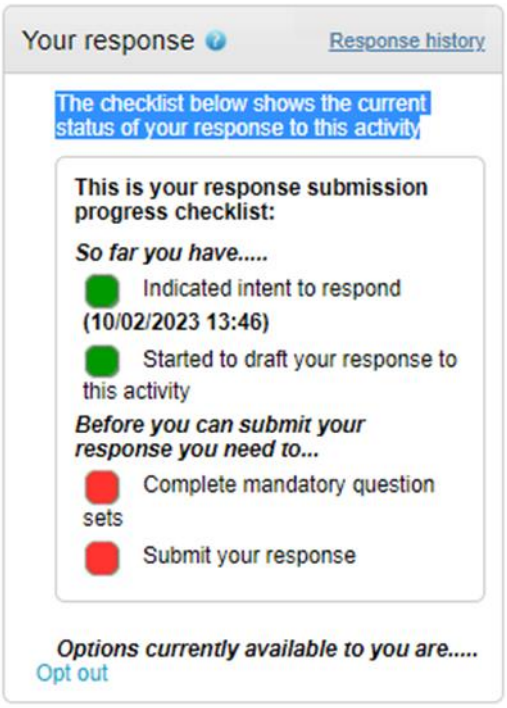
The first question (Invitation to Tender) is where you will locate the tender documentation for initial review.



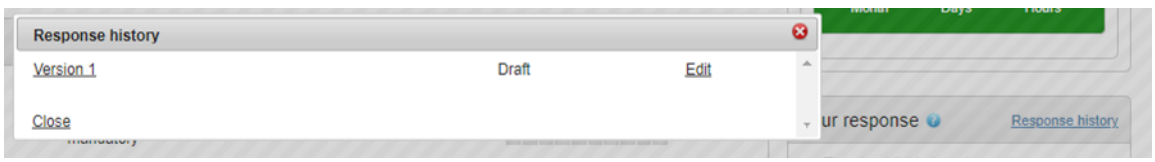
Please take note of any help details that may be captured (example highlighted below).



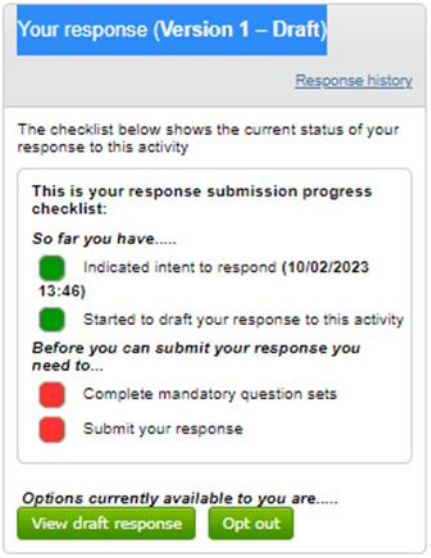
Upon returning to the Your response summary screen, the checklist will detail your status (the below which has been highlighted shows before completion of a response, and therefore you will not be able to complete your submission at this stage, although there is the option to 'Opt out' if required).



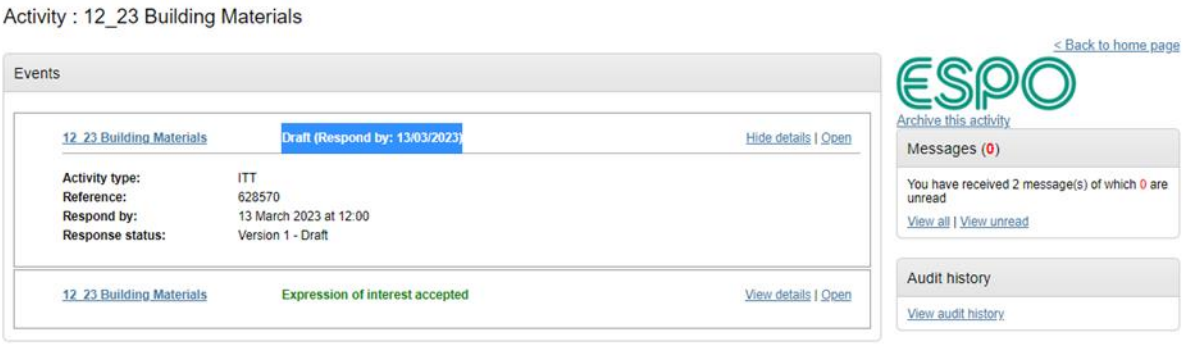
Plus "Response history" can also be viewed if required.



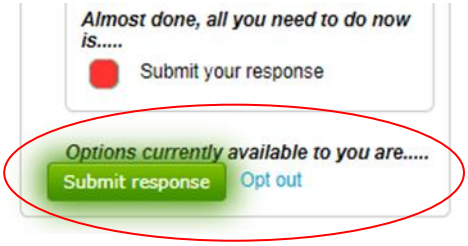
Additionally, response status can be viewed on the Activity summary screen (as highlighted as an example below).

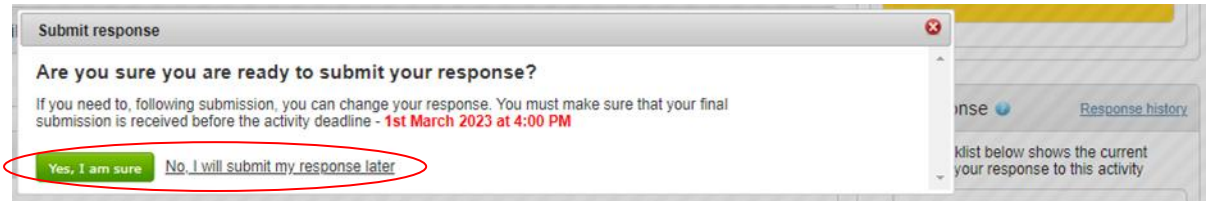


Plus, the Activity Dashboard status will be updated as well (highlighted in the screenshot below).



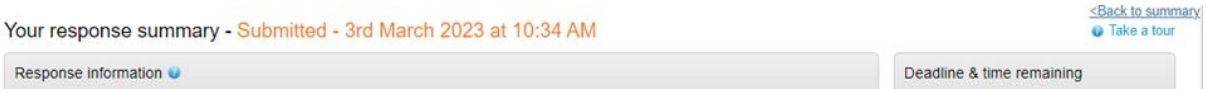
Note: when completing your response and once all the questions have been completed and all the required information input / captured (your Progress will need to be showing as 100%), the option to Submit your response will become available on the Your response summary screen (in the response checklist – '<u>Submit response</u>'), and you will need to confirm in the next pop up box that you are sure you are ready to submit your response (the corresponding deadline for submission is again captured here).

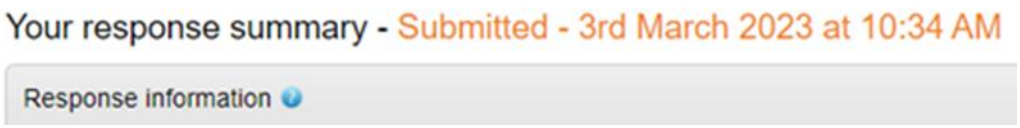




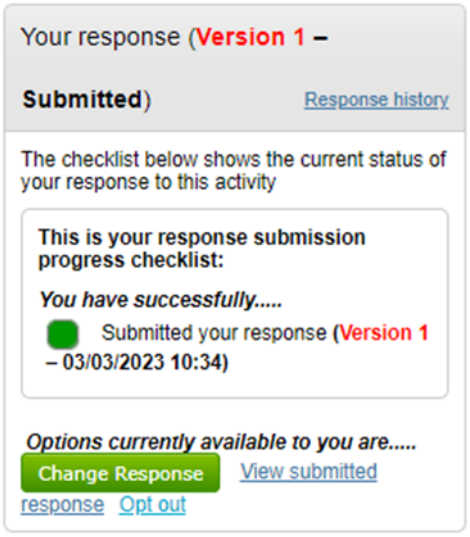
You MUST therefore ensure you have Submitted your response before the tender deadline, and that the status of 'Submitted' can be clearly seen (see examples below).

Your response summary screen:





The Your response box in the Activity summary screen (includes the response Version number, in case any changes have subsequently been made before the Deadline date & time):

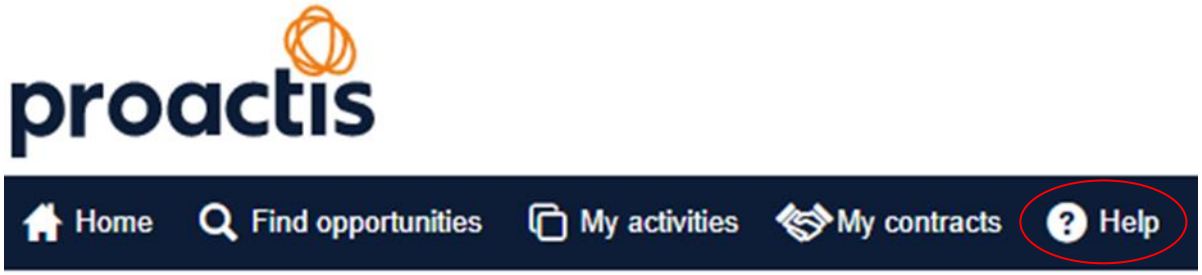


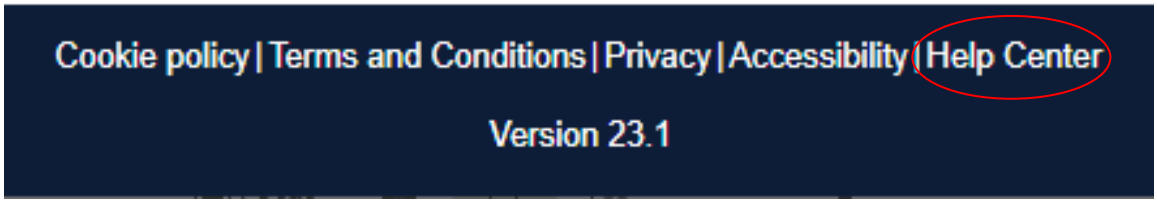
On the Activity dashboard:

These should NOT be showing a 'Draft' status (if you believe you have Submitted your response).

Note: further updates to you submission can still be completed after this and before the Tender deadline (in which case a new Version of your submission will be created for you to make any updates that you require, but again you will need to ensure this is Submitted before the Tender deadline).

In case any further system help is required (in addition to the 'Take a tour' option that is available on certain screens), please refer to the 'Help Library' ('Help Center') which can be accessed via the 'Help' main menu option, or directly from the 'Help Center' link found at the bottom of the screen.





Also, in case of any technical support being required with using the Proactis portal (ProContract), please follow the below link (URL) to contact Proactis and to access their Support Portal for ProContract (supplier / customer support):

https://www.proactis.com/uk/en/support-login/support/

Note: questions relating to the Tender content should be submitted to ESPO by accessing the 'Messages' section (see also the Introduction section of the Invitation to Tender document for details).