



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.

Home page

Activities [View full screen](#)

Active Recently added Last viewed

ESPO 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 Proactis portal, please click on the 'Find opportunities' link above

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.

Activities [View full screen](#)

Active Recently added Last viewed

ESPO Go Search Go

1 2 3 4 Next >

Buyer	Title	Current event	Event deadline
★ ESPO	12_23 Building Materials	12_23 Building Materials	13/03/2023

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).

My activities

Narrow your results

Active activities Archived activities Last viewed activities

Buyer

1 2 3 4 Next >

Active activities Archived activities Last viewed activities

1 2 3 4 Next >

--Actions--

<input type="checkbox"/>	Buyer	Title	Current event	Event deadline
<input type="checkbox"/>	ESPO	12_23 Building Materials	12_23 Building Materials	13/03/2023

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.

Activity: 12_23 Building Materials

Events

12_23 Building Materials Not started (Respond by: 13/03/2023) Hide details | Open

Activity type: ITT
Reference: 628570
Respond by: 13 March 2023 at 12:00
Response status: Not started

12_23 Building Materials Expression of interest accepted View details | Open

ESPO

Archive this activity

Messages (0)

You have received 2 message(s) of which 0 are unread

View all | View unread

Audit history

View audit history

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.

Activity : 12_23 Building Materials

Events

12_23 Building Materials Not started (Respond by: 13/03/2023) Hide details | Open

Activity type: ITT
Reference: 628570
Respond by: 13 March 2023 at 12:00
Response status: Not started

12_23 Building Materials Expression of interest accepted Hide details | Open

Interest start date: 07/10/2022 16:00
Interest end date: 13/03/2023 12:00
Expressed interest on: 02/12/2022 16:49



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').

Events

12_23 Building Materials

Not started (Respond by: 13/03/2023)

Hide details

Open

Activity type: ITT

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).

Activity summary

Activity information

Buyer: ESPO

Title: 12_23 Building Materials ID: 628570

Description: NOTE: All Bidders should access the Activity dashboard and open the 'Messages' section to check for any clarifications issued on this project and/or any public exchange of information between interested parties, before final submission of their bid. It is the sole responsibility of bidders to do so. ***** Tender documents can be found in the first question of the Online Questionnaire, but to see these you will first need to click on "Start my response" (from this Activity summary screen) followed by "Edit" next to the Question set, and "Answer question" next to the first question. For any questions relating to the operation of the Portal itself, ProContract, these should be submitted to Proactis and the following link (url) can be used for this, for supplier support and system technical queries: <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 pages of the Invitation to Tender for details. ***** An ESPO national framework agreement which offers customers access to an extensive range of building material supplies.

Activity documentation, files & links (1)

Title	Type	Size
INSTRUCTIONS - Completing Tender (Questionnaire) v1.0.pdf	pdf	597 KB

Question sets (1)

Title	Summary
12_23 Building Materials	Mandatory question set of 58 questions of which 52 are mandatory

Deadline & time remaining

A response to this activity can be submitted no later than
13th March 2023 at 12:00 PM
Time remaining
1 Month 2 Days 22 Hours

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](#)

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 mandatory question sets
- ☐ Submit your response

Options currently available to you are...
[Start my response](#) [Opt out](#)
[Indicate your intent to respond](#)

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

Activity summary

Activity information

Buyer: ESPO

Title: 12_23 Building Materials ID: 628570

Description: NOTE: All Bidders should access the Activity dashboard and open the 'Messages' section to check for any clarifications issued on this project and/or any public exchange of information between interested parties, before final submission of their bid. It is the sole responsibility of bidders to do so. ***** Tender documents can be found in the first question of the Online Questionnaire, but to see these you will first need to click on "Start my response" (from this Activity summary screen) followed by "Edit" next to the Question set, and "Answer question" next to the first question. For any questions relating to the operation of the Portal itself, ProContract, these should be submitted to Proactis and the following link (url) can be used for this, for supplier support and system technical queries: <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 pages of the Invitation to Tender for details. ***** An ESPO national framework agreement which offers customers access to an extensive range of building material supplies.

ESPO



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.

<Back to dashboard

Deadline & time remaining

A response to this activity can be submitted no later than

13th March 2023 at 12:00 PM

Time remaining

1 Month **2** Days **22** Hours

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[View all](#) | [View unread](#)

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- ☐ Submit your response

Options currently available to you are.....

[Start my response](#) [Opt out](#)

[Indicate your intent to respond](#)

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).

Activity summary

Activity information

Buyer: ESPO

Title: 12

Description: NO

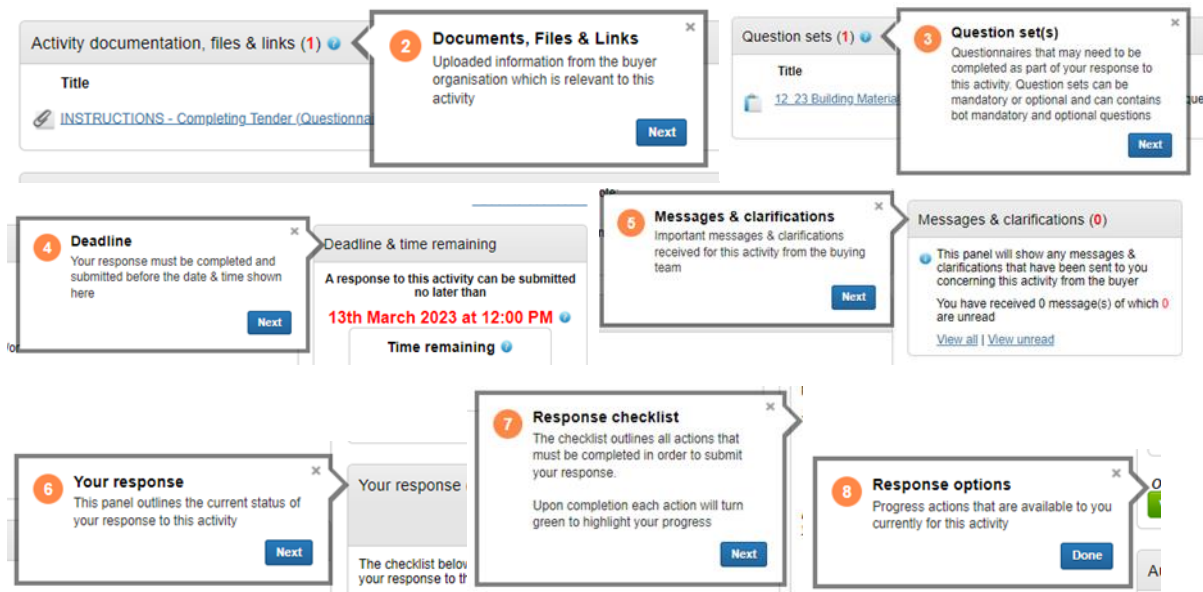
1 Activity information

Outlines the title of this activity, who the buyer is and provides a brief description of the desired outcome

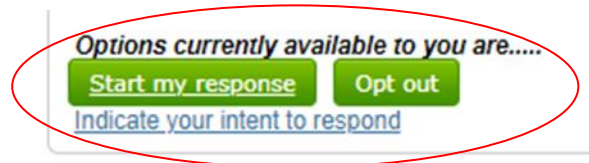
[Next](#)

[Take a tour](#)

ESPO



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.

Your response summary

[Back to summary](#)

Take a tour

Response information

Deadline & time remaining

Question sets (1)

Title	Summary	Progress	Action
12_23 Building Materials	Mandatory question set of 58 questions of which 52 are mandatory	<div></div>	Edit

Deadline & time remaining

A response to this activity can be submitted no later than
13th March 2023 at 12:00 PM

Time remaining

1

Month

2

Days

20

Hours

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 (10/02/2023 13:46)

Started to draft your response to this activity

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

Complete mandatory question sets

Submit your response

Options currently available to you are.....

[Opt out](#)



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

View evaluation questions

Title	Section status	Status	Flag
Selection Questions	Incomplete section		
Invitation to Tender	Incomplete section		
Invitation to Tender (12_23)		Answer question	
Part 1 - Potential Service Provider information	Incomplete section		
1.1 Potential Service Provider information	Incomplete section		
1.1(a) Full name of the Supplier completing the information		Answer question	
1.1(b)(i) Registered office address (if applicable)		Answer question	

Progress (0%)

Key

- The answer provided is valid and complete.
- The answer has been automatically populated from a previous answer but it must be reviewed before submission.
- Mandatory elements of this question have not been provided.
- The question has been flagged for review.

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

Invitation to Tender | Question 1 of 1

Question

Title:
Invitation to Tender (12_23)

Description:
Please see attached the Invitation to Tender document (Part A), which provides all the background information, a description of what is required, an overview and instructions for the completion and submission of the online tender.

Please also see attached the Framework Agreement (Terms and Conditions). Tenderers are advised to refer to the Framework Agreement to ensure they have a full understanding of the requirement. You must download copies for your reference when completing your online tender submission.

Please acknowledge that you have done so by selecting 'I acknowledge' below.

Answer

☐ I acknowledge

[Save and close](#) [Save and previous](#) [Save and next](#)

Section help

Question help

This question is mandatory

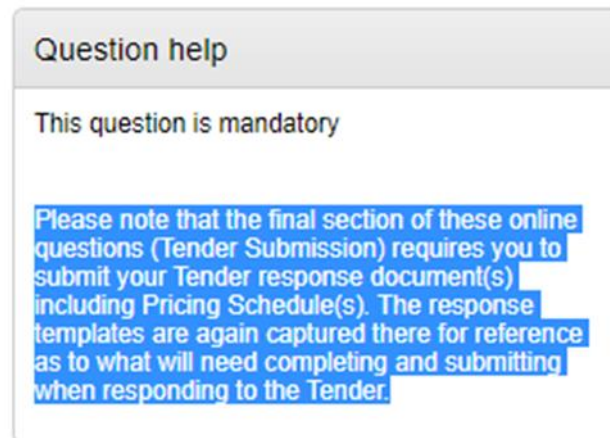
Please note that the final section of these online questions (Tender Submission) requires you to submit your Tender response document(s) including Pricing Schedule(s). The response templates are again captured there for reference as to what will need completing and submitting when responding to the Tender.

Question attachments

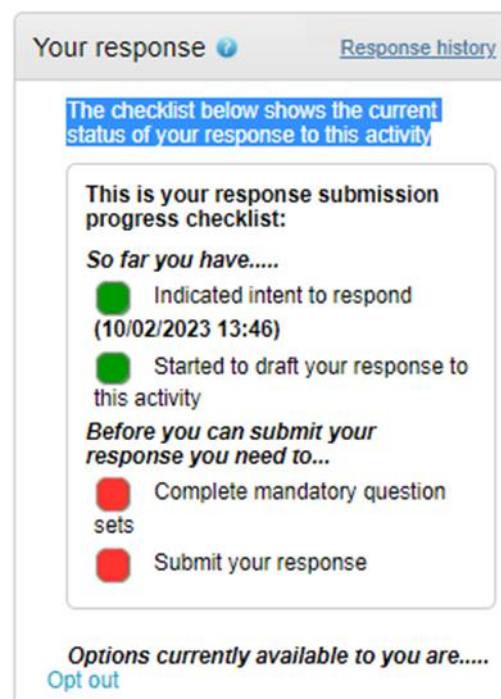
1. 12_23 Invitation to Tender - Issue 1.pdf	367 KB
2. 12_23 Appendix A - Framework Agreement - Issue 1.docx	366 KB
3. 12_23 Tender Submission Document - Issue 1.doc	343 KB
4. 12_23 Appendix 1 - Price Schedule - Issue 1.xlsx	74 KB



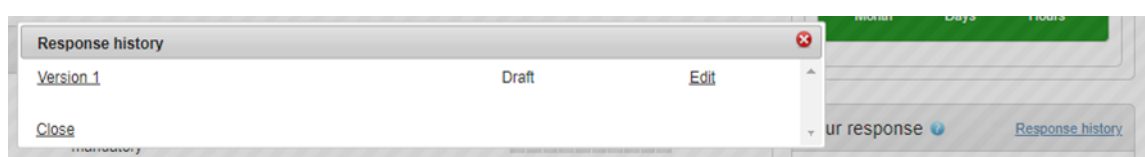
Please take note of any help details that may be captured (example highlighted below).



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).

Your response (Version 1 – Draft)

[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 (10/02/2023 13:46)

☒

 Started to draft your response to this activity

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

☐

 Complete mandatory question sets

☐

 Submit your response

Options currently available to you are.....

View draft response

Opt out

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

Activity : 12_23 Building Materials

Events

[12_23 Building Materials](#) **Draft (Respond by: 13/03/2023)** [Hide details](#) | [Open](#)

Activity type: ITT

Reference: 628570

Respond by: 13 March 2023 at 12:00

Response status: Version 1 - Draft

[12_23 Building Materials](#) **Expression of interest accepted** [View details](#) | [Open](#)

[Back to home page](#)

[Archive this activity](#)

Messages (0)

You have received 2 message(s) of which 0 are unread

[View all](#) | [View unread](#)

Audit history

[View audit history](#)

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 – ‘Submit response’), 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).

Almost done, all you need to do now is.....

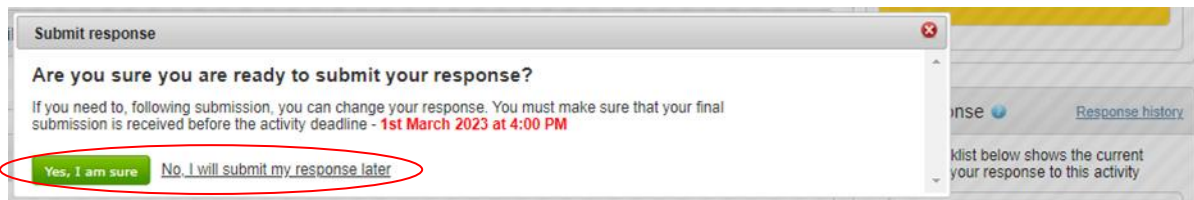
☐

 Submit your response

Options currently available to you are.....

Submit response

Opt out



Submit response

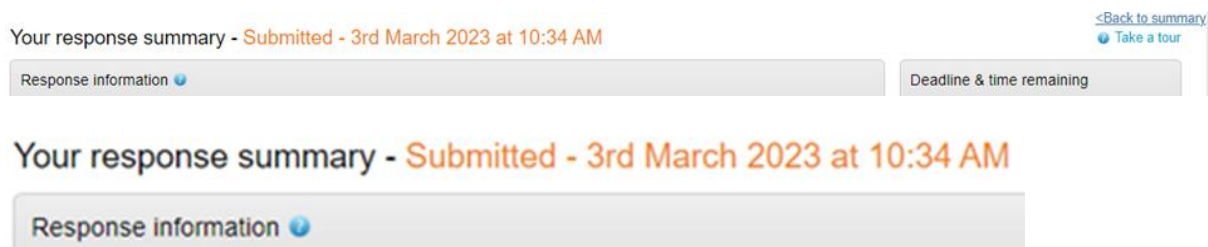
Are you sure you are ready to submit your response?

If you need to, following submission, you can change your response. You must make sure that your final submission is received before the activity deadline - **1st March 2023 at 4:00 PM**

Yes, I am sure No, I will submit my response later

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:



Your response summary - Submitted - 3rd March 2023 at 10:34 AM

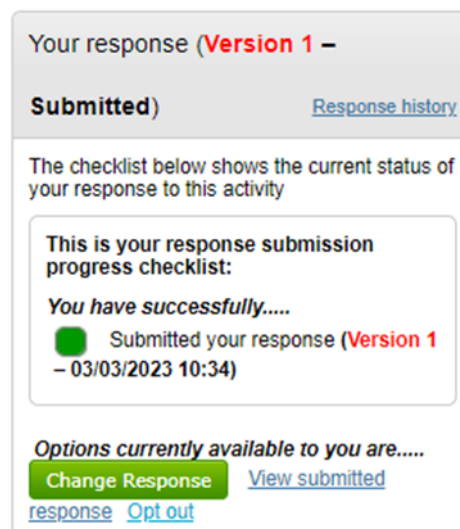
[Back to summary](#) [Take a tour](#)

Response information Deadline & time remaining

Your response summary - Submitted - 3rd March 2023 at 10:34 AM

Response information

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):



Your response (**Version 1** - Submitted) [Response history](#)

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

This is your response submission progress checklist:

You have successfully....

☒ Submitted your response (**Version 1** - 03/03/2023 10:34)

Options currently available to you are.....

[Change Response](#) [View submitted response](#) [Opt out](#)

On the Activity dashboard:

Activity : TEST 20230303 - Submissions around ITT Amendments



Events

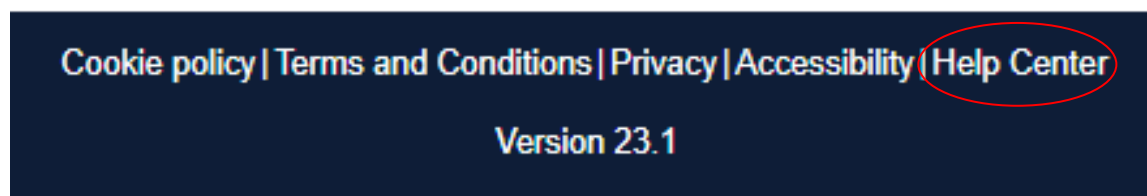
[TEST 20230303 - Submissions](#) Submitted (Respond by: 06/03/2023) [Hide details](#) [Open](#)

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



Note: further updates to your 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).