



ProContract Step-by-Step

Supplying the South West Suppliers Guide

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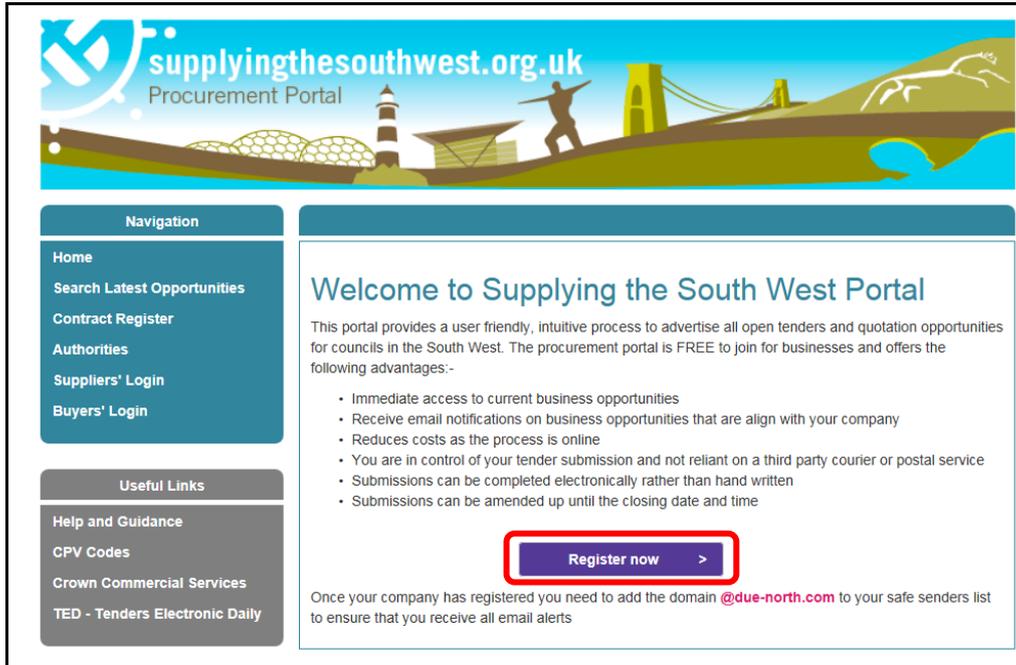


ProContract Step by Step

Suppliers Guide to Register on Supplying the South West

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 and green landscape illustration with a lighthouse, a suspension bridge, and a person walking. Below the header is a navigation menu with the following items: Home, Search Latest Opportunities, Contract Register, Authorities, Suppliers' Login, and Buyers' Login. A 'Useful Links' section includes Help and Guidance, CPV Codes, Crown Commercial Services, and TED - Tenders Electronic Daily. The main content area is titled 'Welcome to Supplying the South West Portal' and contains a list of advantages for using the portal, such as immediate access to opportunities and reduced costs. A prominent 'Register now >' button is highlighted with a red border. Below the button, it states that users need to add the domain '@due-north.com' to their safe senders list to receive 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

Register free with ProContract Minimum requirements

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

Organisation name 👤
Strategic Procurement ✓

Email address ✉️
procurement@bournemouth.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

PROACTIS The Spend Control Company **ProContract**

Supplier registration

Sign in details

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](#) **Repeat email address**

procurement@bournemouth.gov.uk ✓ procurement@bournemouth.gov.uk ✓

Your email address will become your username

Password **Repeat password**

***** ✓ ***** ✓

Your password must be at least 8 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols. e.g. PassWord\$123

Organisation details **Primary contact details**

Please provide your organisation details below. Please provide your contact details below.

- 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.

[Change](#)

Organisation name
Strategic Procurement ✓

Address
Town Hall ✓
St Stephen's Road

Town
Bournemouth ✓

County
Dorset ✓

Postal code / zip
BH2 6DY ✓

Country
United Kingdom ✓

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

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

VAT number (optional)
e.g. GB999 9999 73 Not applicable

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

Primary contact details

Please provide your contact details below.

Title First name Last name

Job title Department

Telephone Mobile (optional) Fax (optional)

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

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](#)

- g) Next you will see this supplier registration page where you will be prompted to verify your email address.
- h) 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 involves the creation 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)

Keywords	Selected
Council	<input type="checkbox"/>
Bournemouth	<input type="checkbox"/>
	<input type="checkbox"/>

- i) After you have verified your email address, go to <http://www.supplyingthesouthwest.org.uk/> and login, you will be shown the above screen.
- j) Add your Company registration number, VAT registration number and Company description.
- k) Add up to six keywords for your Company.

How to Register on Supplying the South West

Step 3 – First Time Login

The screenshot shows a 'Workgroup' registration page. At the top, there is a blue banner with the text 'Please check that your workgroup information is correct and make changes where necessary'. Below this, the 'Workgroup name' is set to 'Procurement'. There are five category sets listed, each with an 'Edit' button highlighted in a red box:

- UNSPSC categories
- NHS eClass Version 2014 categories
- CPV categories
- ProClass categories
- Regions

Each category set has a message: 'There are no categories selected in this category set, click "Edit" to add some'.

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.

- l) 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.
- m) To select the classification of goods, services or works that your company supplies click 'Edit' next to CPV categories. Please also select your region by selecting 'Edit'.

How to Register on Supplying the South West

Step 4 - CPV Category Selection

The screenshot shows a web application window titled 'CPV category selection'. At the top, there is 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 'Categories list' with several items, each with a checkbox and a description. The item '18000000-9 - Clothing, footwear, luggage articles and accessories' is checked. Below the list is a 'Selected categories' section with a red box around the 'Select categories' button. The 'Selected categories' section also contains the text '18000000-9 - Clothing, footwear, luggage articles and accessories' and a red 'X' button. At the bottom of the 'Selected categories' section are the buttons 'Select categories', 'remove all', and 'Cancel'.

- n) You will see this screen when you have selected 'Edit' next to CPV categories.
- o) You will see this screen when you have selected 'Edit' next to CPV categories.
- p) 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.
- q) 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

Number of employees

- r) 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

i 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 granted 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 **i**

- s) Make sure you have selected 'Yes' to receiving system email notifications.
- t) 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 and green banner with the portal's name and a stylized landscape illustration. Below the banner is a navigation menu with the following items: Home, Search Latest Opportunities, Contract Register, Authorities, **Suppliers' Login** (highlighted with a red box), and Buyers' Login. To the right of the navigation menu is a 'Useful Links' section containing: Help and Guidance, CPV Codes, Crown Commercial Services, and TED - Tenders Electronic Daily. The main content area is titled 'Welcome to Supplying the South West Portal' and contains the following text: '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:-'. A list of advantages follows: '• 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', and '• Submissions can be amended up until the closing date and time'. At the bottom of this section is a purple 'Register now >' button. Below the button, it states: '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 Search for Contract Opportunities

Step 1 – Login to ProContract

Log In

User Name

Password

[Forgotten your username or password?](#)

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](#)

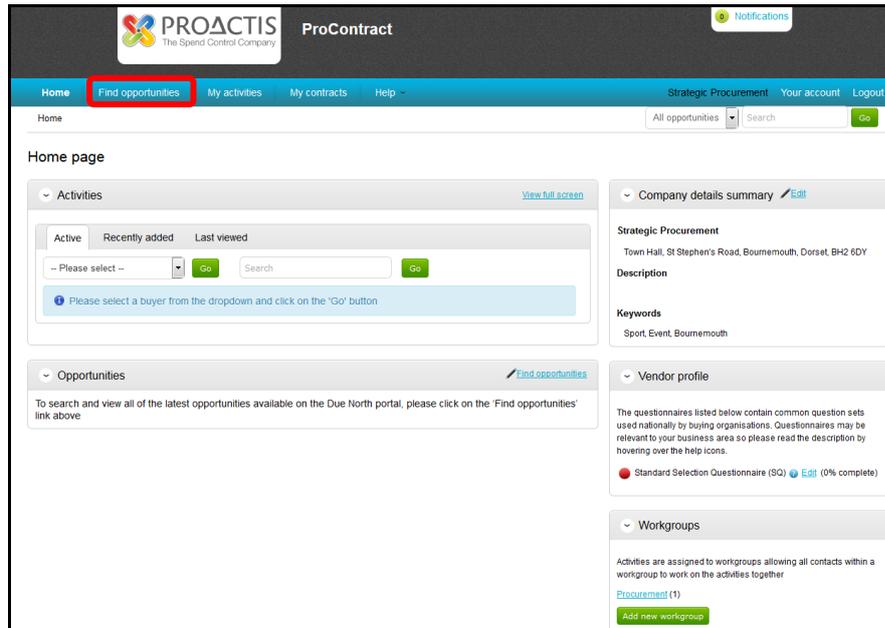
Migrated from ProContract Version 2?
If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password 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



- 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

The screenshot shows a search results page titled 'Opportunities - Search results'. On the left, there is a 'Narrow your results' section with a dropdown menu. The dropdown menu is open, showing a list of portals. The option 'Supplying the South West' is highlighted in blue. A red circle is drawn around the dropdown menu. Below the dropdown menu, there are filters for 'Include closed', 'Expression date', and 'Published date'. At the bottom of the filters, there are 'Reset' and 'Update' buttons.

Buyer	Expression Start	Expression End	Estimated value
Abbot Path - Stover	11/05/2016	11/05/2020	£1,000,000.00
Devon County Council	21/05/2014	30/09/2019	N/A
Devon County 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

- 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

The screenshot shows a web interface for finding contract opportunities. The page title is 'Home > Find Opportunities'. The main heading is 'Opportunities - Search results'. There are two main sections: 'Narrow your results' and 'Opportunities'. The 'Narrow your results' section has a 'Portals' dropdown set to 'Supplying The South West' and an 'Organisations' dropdown menu that is open, listing various councils. The 'Opportunities' section shows a table of results with columns for 'Buyer', 'Expression Start', 'Expression End', and 'Estimated value'. A red circle highlights the 'Organisations' dropdown menu, and another red circle highlights the 'Update' button at the bottom of the page.

Buyer	Expression Start	Expression End	Estimated value
Bath and North East Somerset Council	01/03/2016	28/03/2016	£70,000,000.00
Somerset County Council	29/02/2016	14/03/2016	N/A
Gloucestershire County Council	11/03/2016	04/04/2016	N/A
Gloucestershire County Council	01/03/2016	15/04/2016	N/A
Dorset County Council	12/02/2016	17/03/2016	£6,500,000.00
Wiltshire Council	21/01/2016	01/04/2016	N/A
North Somerset Council	03/03/2016	18/03/2016	N/A
Somerset County Council	04/03/2016	18/04/2016	N/A
Gloucestershire County Council	02/03/2016	18/03/2016	N/A
Bath and North East Somerset Council	03/03/2016	08/04/2016	£370,000.00

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

How to Search for Contract Opportunities

Step 2 – Find Opportunities

The screenshot shows the ProContract interface. At the top, there is a navigation bar with 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. On the right, there are links for 'Strategic Procurement', 'Your account', and 'Logout'. A search bar is located in the top right corner, containing the text 'Bournemouth Marathon'. Below the search bar, the page displays 'Opportunities - Search results'. On the left side, there are filters for 'Portals', 'Organisations', 'Categories', 'Regions', and 'Keywords'. The main table shows the following data:

Title	Buyer	Expression Start	Expression End	Estimated value
Bournemouth Marathon	Bournemouth Borough Council	16/07/2018	15/08/2018	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 search bar on the left.

How to Search for Contract Opportunities

Step 2 – Find Opportunities

The screenshot displays the ProContract website interface. The main content area is titled "Bournemouth Marathon" and is divided into several sections:

- Main contract details:** This section is highlighted with a red circle. It contains the following information:
 - Opportunity Id:** DN6150644
 - Title:** Bournemouth Marathon
 - Categories:** 92000005-1 - Recreational, cultural and sporting services
 - Description:** Important information - PLEASE READ
 - Text:** The deadline for submitting your response to this contract opportunity is 15 August 2018 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... h provides a step-by-step screen shot of how to access the tender documents.
 - Text:** 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 Seaford and surrounding Highways and Parks.
 - Region(s) of supply:** Bournemouth and Poole
 - Estimated value:** N/A
 - Keywords:** Marathon, Event, Running, Sport
- Expression of interest registered:** This section is highlighted with a red box. It shows:
 - Date:** 16/07/2018 09:21:04
 - Workgroup:** Procurement
- Expression of interest window:** This section is highlighted with a red box. It shows:
 - From:** 16/07/2018 09:01 to 15/08/2018 14:00
 - Register interest in this opportunity:** A button highlighted with a red box.
- Contact details:** This section provides contact information for the Buyer, Bournemouth Borough Council:
 - Buyer:** Bournemouth Borough Council
 - Contact:** Katy Shorrocks
 - Email:** katy.shorrocks@bournemouth.gov.uk
 - Telephone:** 01202 451109
 - Address:** c/o Town Hall, Bournemouth, Dorset, BH2 6DY, United Kingdom

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.

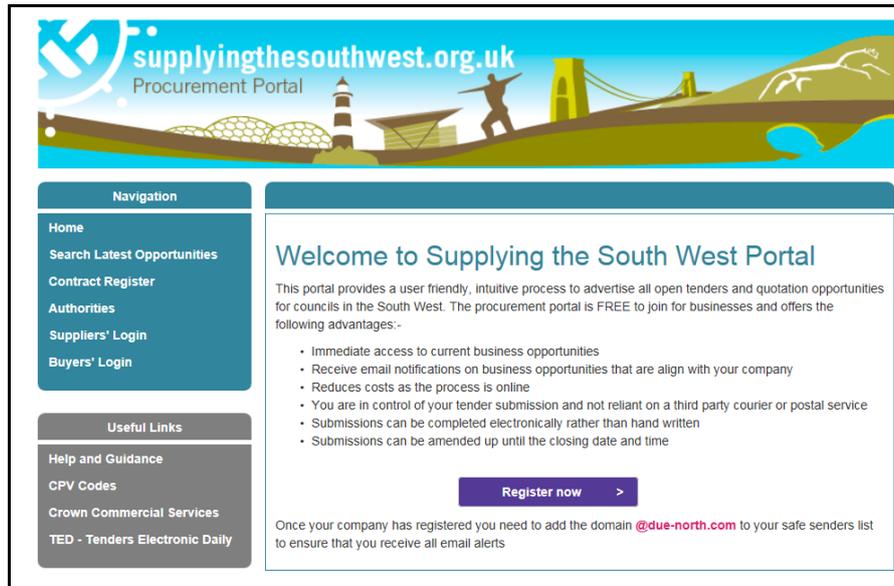


ProContract Step by Step

How to Access Tender Documents Through Supplying the South West

Accessing the Tender Document for a Contract Opportunity

Step 1 – Login to Supplying the South West



The screenshot shows the homepage of the 'supplyingthesouthwest.org.uk Procurement Portal'. The header features a blue and green landscape illustration with a lighthouse, a suspension bridge, and a person walking. Below the header is a navigation menu with links: Home, Search Latest Opportunities, Contract Register, Authorities, Suppliers' Login, and Buyers' Login. A 'Useful Links' section includes Help and Guidance, CPV Codes, Crown Commercial Services, and TED - Tenders Electronic Daily. The main content area is titled 'Welcome to Supplying the South West Portal' and contains a welcome message, a list of advantages, and a 'Register now >' button. The advantages listed are: immediate access to current business opportunities, email notifications for relevant opportunities, reduced costs due to online processing, control over tender submission methods, and the ability to amend submissions until the closing date and time. A note at the bottom states that registered users must add '@due-north.com' to their safe senders list to receive email alerts.

- 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 the logo, 'ProContract' branding, and a 'Notifications' button. A navigation bar contains links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The breadcrumb trail shows 'Home > Find opportunities > Bournemouth Marathon'. A 'Return to find opportunities' link is visible in the top right.

Bournemouth Marathon

Main contract details

Opportunity Id DN6150644
Title Bournemouth Marathon
Categories 92000000-1 - Recreational, cultural and sporting services
Description Important information - PLEASE READ

The deadline for submitting your response to this contract opportunity is 15 August 2018 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 allowed to click on this button, it provides a step-by-step screen shot of how to access the tender documents.

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.

[More...](#)

Region(s) of supply Bournemouth and Poole
Estimated value N/A
Keywords Marathon, Event, Running, Sport

Expression of interest window

From 16/07/2018 09:01 to 15/08/2018 14:00

[Register interest in this opportunity](#)

Contact details

Buyer Bournemouth Borough Council
Contact Katy Shorrocks
Email katy.shorrocks@bournemouth.gov.uk
Telephone 01202 451109
Address c/o Town Hall
Bournemouth
Dorset
BH2 6DY
United Kingdom

Attachments

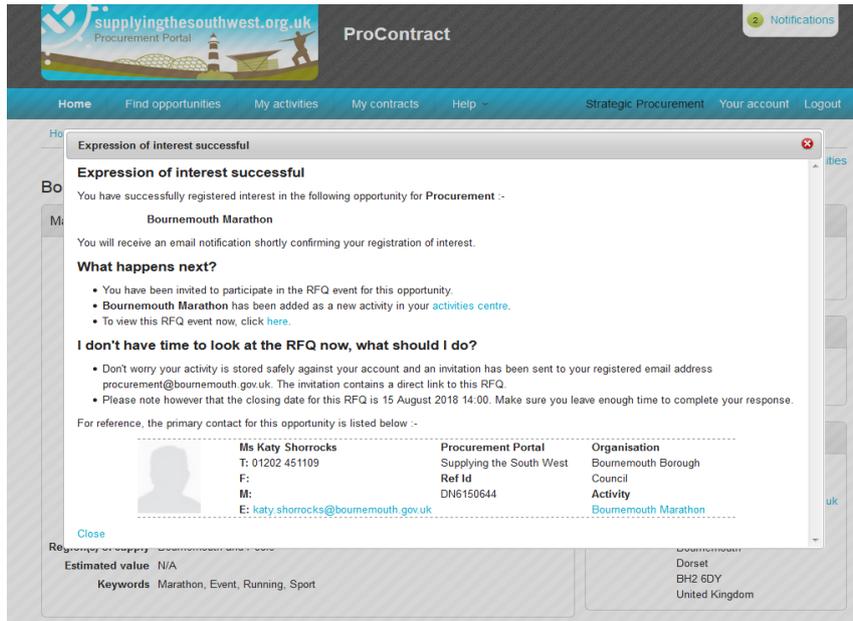
Appendix 1 - Specification for Marathon V1.00.pdf	121 KB
Supplier Information - Bournemouth	415

- 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



- f) 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.
- g) At this point, you can log off the system and return to it later.

Accessing the Tender Document for a Contract Opportunity

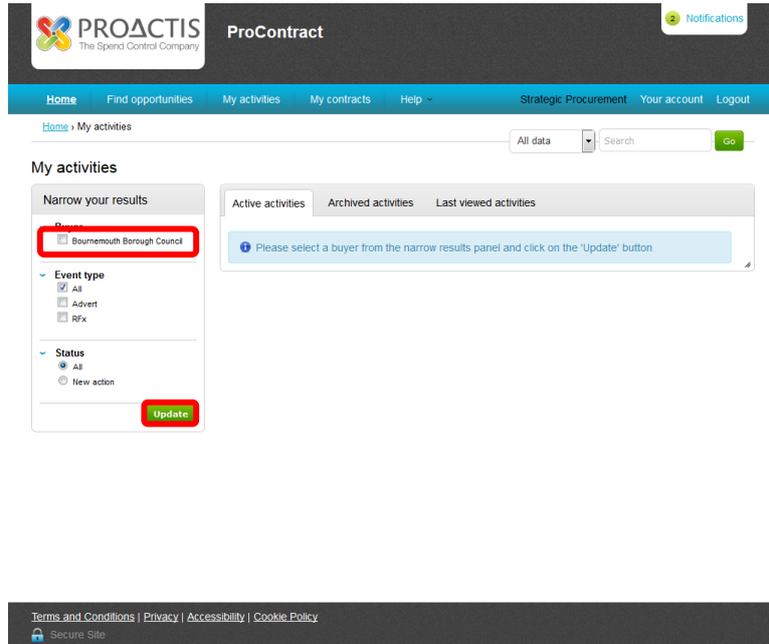
Step 4 – Downloading Tender Documents

The screenshot shows the ProContract web application interface. The navigation bar at the top includes 'Home', 'Find opportunities', 'My activities' (highlighted with a red box), 'My contracts', and 'Help'. 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 several sections: 'Activities' with a search filter and a 'Go' button, 'Opportunities' with a search bar and a 'Go' button, 'Company details summary' with a 'Description' and 'Keywords' section, and 'Vendor profile' with a 'Standard Selection Questionnaire (SQ)' section.

- 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



- 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 ProContract web application interface. The header includes the ProContract logo and navigation links: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. A search bar is located at the top right. The main content area is titled 'My activities' and features a filter sidebar on the left and a table of active activities on the right. The filter sidebar includes sections for Buyer (Bournemouth Borough Council), Event type (All, Advert, RFx), and Status (All, New action). The table of active activities has columns for Buyer, Title, Current event, and Event deadline. The 'Bournemouth Marathon' entry is highlighted with a red box.

Buyer	Title	Current event	Event deadline
Bournemouth Borough Council	Bournemouth Marathon	Bournemouth Marathon	15/08/2018

- 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 ProContract Procurement Portal interface. At the top, the header includes the logo for 'supplyingthesouthwest.org.uk Procurement Portal', the 'ProContract' title, and a 'Notifications' button with a '2' indicator. Below the header is a navigation bar with links for 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. On the right side of the navigation bar are links for 'Strategic Procurement', 'Your account', and 'Logout'. The main content area shows the breadcrumb 'Home > My activities > Bournemouth Marathon' and a '< Back to home page' link. The central focus is the 'Activity : Bournemouth Marathon' section, which contains an 'Events' table. The first event is 'Bournemouth Marathon', which is highlighted with a red box. It is listed as 'Not started (Respond by: 15/08/2018)' with links for 'Hide details | Start'. Below this, the activity details are shown: 'Activity type: RFQ', 'Reference: 5266107', 'Respond by: 15 August 2018 at 14:00', and 'Response status: Not started'. A second event entry for 'Bournemouth Marathon' is shown below, with the status 'Expression of interest accepted' and links for 'View details | Open'. To the right of the events table are three panels: 'Archive this activity' with a 'Messages (0)' section stating 'You have received 0 message(s) of which 0 are unread' and links for 'View all | View unread'; and an 'Audit history' section with a 'View audit history' link.

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

Home > My activities > Bournemouth Marathon < Back to home page

Activity : Bournemouth Marathon

Events

Bournemouth Marathon Not started (Respond by: 15/08/2018) Hide details | Start

Activity type: RFQ
Reference: 5266107
Respond by: 15 August 2018 at 14:00
Response status: Not started

Bournemouth Marathon Expression of interest accepted View details | Open

Archive this activity

Messages (0)

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

View all | View unread

Audit history

View audit history

- 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 the ProContract web interface for a tender opportunity. The header includes the ProACTIS logo and navigation links. The main content area is divided into several sections:

- Activity Information:** Buyer: Bouenmouth Borough Council; Title: Bouenmouth Marathon ID: 5266107; Description: Bouenmouth Borough Council are tendering the rights to hold a Marathon event...
- Attachments:** A list of documents with their sizes, including 'Appendix 1 - Specification for Marathon V1.00.pdf' (121 KB), 'Supplier Information - Bouenmouth Marathon V1.00.pdf' (415 KB), and 'Supplier Response - Part A - Supplier Questionnaire v1.00.docx' (57 KB). This section is highlighted with a red rounded rectangle.
- Deadline & Time remaining:** A red-bordered box contains the text '15th August 2018 at 2:00 PM' and a green digital countdown timer showing '30 4 12 6'.
- Messages & Clarifications (0):** A section for buyer messages.
- Response controls:** Includes a 'Start my response' button and a 'Register intent to respond' link.

- p) From this page you are able to view the tender documents. 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.
- 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 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

b) Click on 'Suppliers Login'

How to Ask a Question on a Procurement

Step 1 – Login to ProContract

Register free with ProContract Minimum requirements

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 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

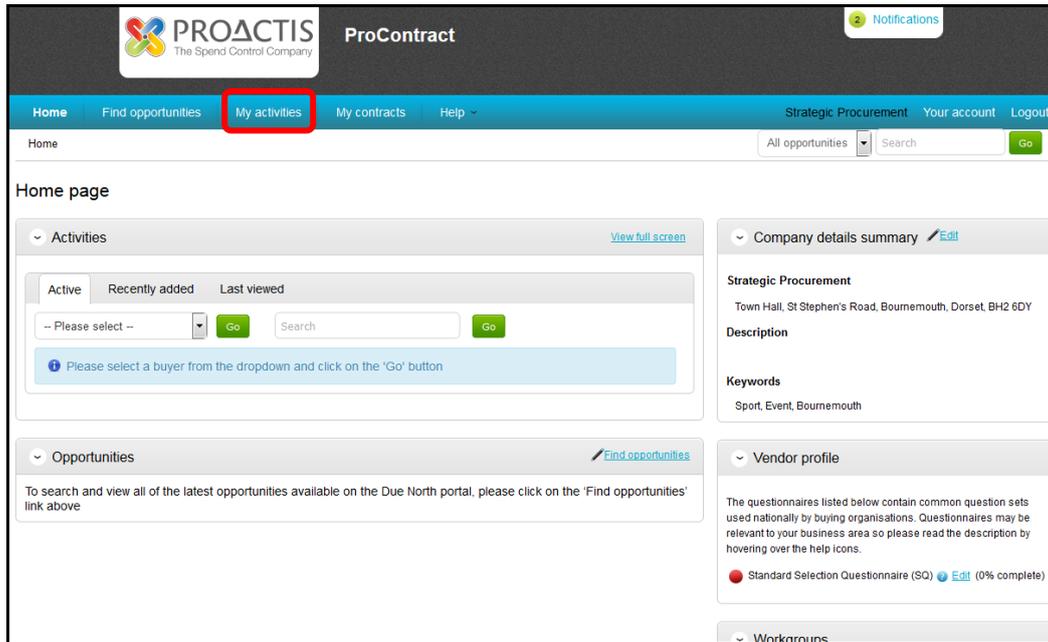
[Terms and Conditions](#) | [Privacy](#) | [Accessibility](#) | [Cookie Policy](#)

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

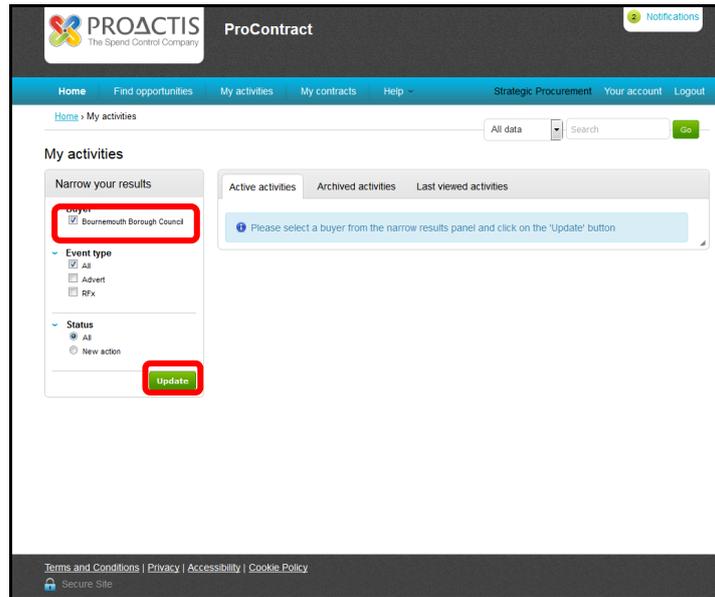
Step 2 - How to Ask a Question



- 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

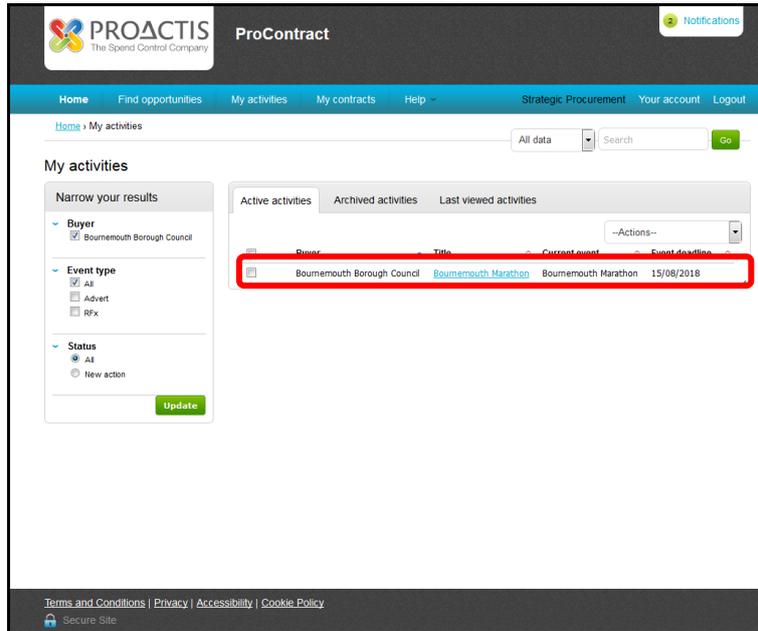
Step 2 - How to Ask a Question



- i) 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'
- j) 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



- 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 displays the ProContract interface for a procurement activity. The header includes the logo for 'supplyingthesouthwest.org.uk Procurement Portal' and the 'ProContract' title. A navigation bar contains links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The main content area shows the activity 'Bournemouth Marathon' with a 'Messages (0)' box highlighted in red. The 'Messages (0)' box contains the text 'You have received 0 message(s) of which 0 are unread' and a 'View all | View unread' link. Below the messages box is an 'Audit history' section with a 'View audit history' link. The footer includes a security notice and the ProACTIS logo.

supplyingthesouthwest.org.uk
Procurement Portal

ProContract

Notifications

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

Home > My activities > Bournemouth Marathon < Back to home page

Activity : Bournemouth Marathon

Events

[Bournemouth Marathon](#) **Not started** (Respond by: 15/08/2018) [Hide details](#) | [Start](#)

Activity type: RFQ
Reference: 5266107
Respond by: 15 August 2018 at 14:00
Response status: Not started

[Bournemouth Marathon](#) **Expression of interest accepted** [View details](#) | [Open](#)

[Active this activity](#)

Messages (0)

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

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

Audit history

[View audit history](#)

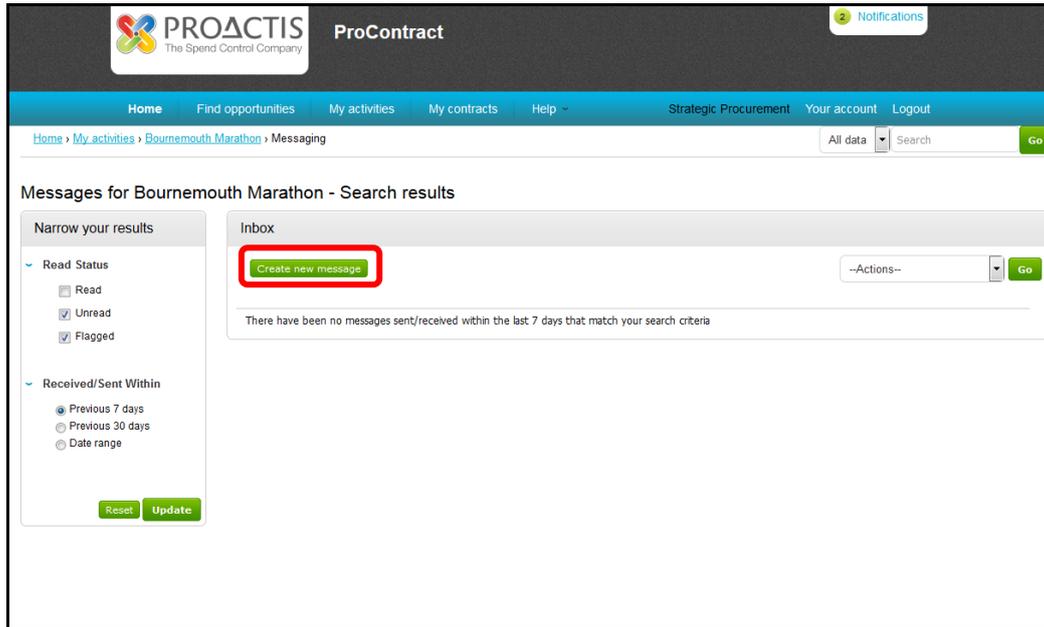
Secure Site [Terms and Conditions](#) | [Privacy](#) | [Accessibility](#) | [Cookie Policy](#)

Powered by PROACTIS

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 displays the ProContract web interface. At the top, there is a navigation bar with the ProACTIS logo (The Spend Control Company) and the ProContract title. Below this is a secondary navigation bar with links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The main content area shows a 'New message' form. The 'To:' field is populated with 'Project team'. The 'Subject:' field contains 'Clarification Question'. Below the subject field is an 'Attachments:' section with a plus icon. The main text area contains the following text: 'Dear Project Team, Please could you confirm what is meant by specification point 2.1. Kind Regards Company A'. At the bottom of the form, there is a 'Send message' button and a 'Cancel' link. The footer of the page includes links for Terms and Conditions, Privacy, Accessibility, and Cookie Policy, along with a 'Secure Site' indicator.

- 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 Subject Field.

- q) Click 'Send Message'
- r) 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 logo for PROACTIS (The Spend Control Company) and ProContract are visible, along with a Notifications badge. The navigation bar includes links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The breadcrumb trail shows the user is in the Messaging section for Bournemouth Marathon. A search bar is present with 'All data' selected and a 'Go' button. The main content area is titled 'Messages for Bournemouth Marathon - Search results'. On the left, there is a 'Narrow your results' sidebar with filters for Read Status (Read, Unread, Flagged) and Received/Sent Within (Previous 7 days, Previous 30 days, Date range). The main inbox area shows a table of messages. The second row is highlighted with a red box:

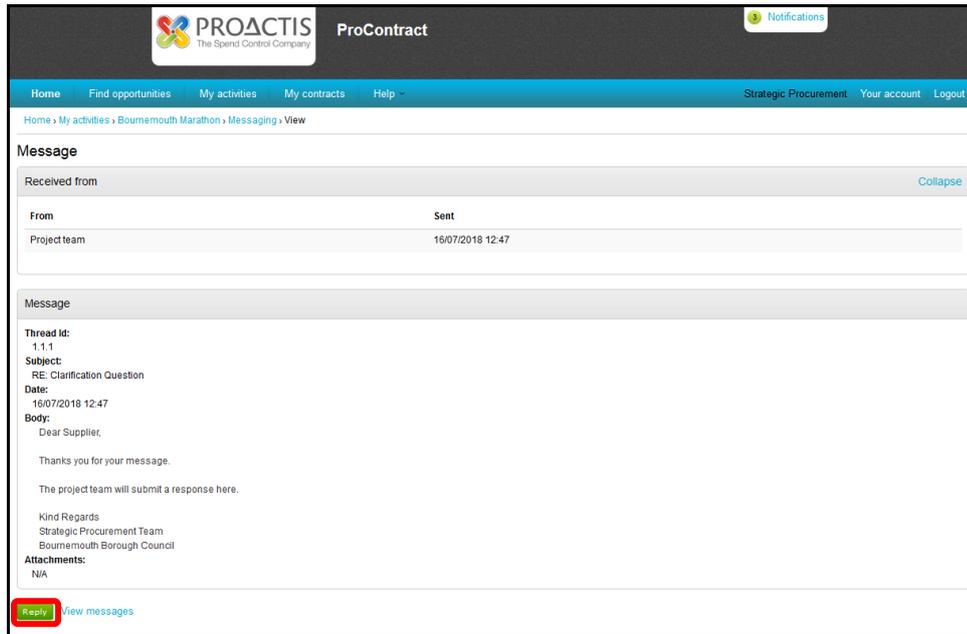
Ref No	Subject	From	Date	Public
1.1	Clarification Question	Strategic Procurement - Procurement	16/07/2018 12:45	
1.1.1	RE: Clarification Question	Project team	16/07/2018 12:47	

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

- t) 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.
- u) 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



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

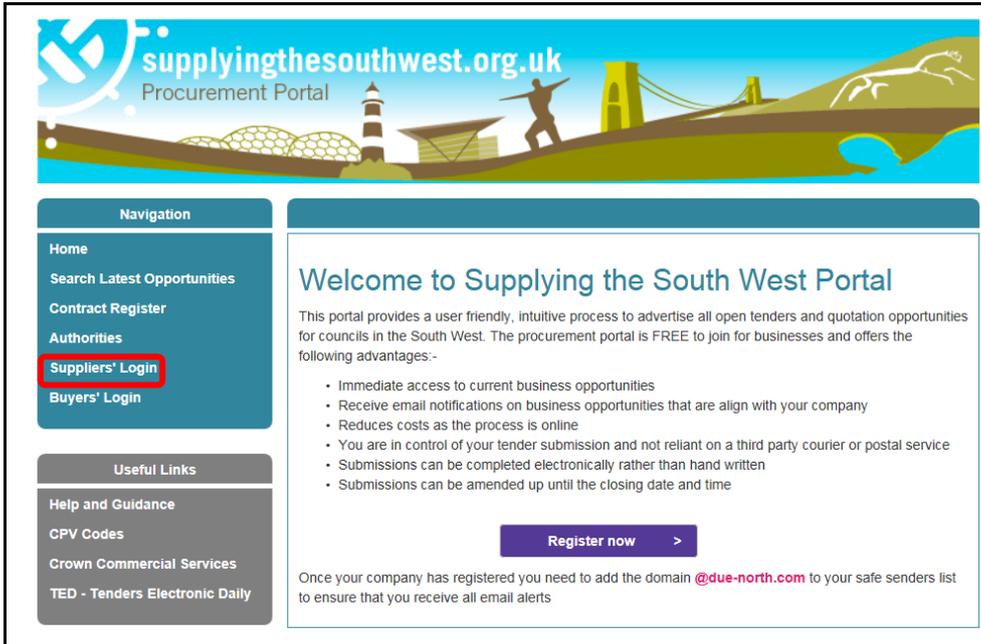


ProContract Step by Step

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



The screenshot shows the homepage of the Supplying the South West Procurement Portal. The header features the logo and the text 'supplyingthesouthwest.org.uk Procurement Portal'. Below the header is a navigation menu with the following items: Home, Search Latest Opportunities, Contract Register, Authorities, **Suppliers' Login** (highlighted with a red box), and Buyers' Login. To the right of the navigation menu is a 'Useful Links' section with items: Help and Guidance, CPV Codes, Crown Commercial Services, and TED - Tenders Electronic Daily. The main content area has a heading 'Welcome to Supplying the South West Portal' and a paragraph: '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:-'. Below this is a list of 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', and 'Submissions can be amended up until the closing date and time'. At the bottom of the main content area is a purple button labeled 'Register now' with a right-pointing arrow. Below the button is a note: '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 Submit your Response through Supplying the South West

Step 1 – Login to ProContract

Register free with ProContract [Minimum requirements](#)

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?
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[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

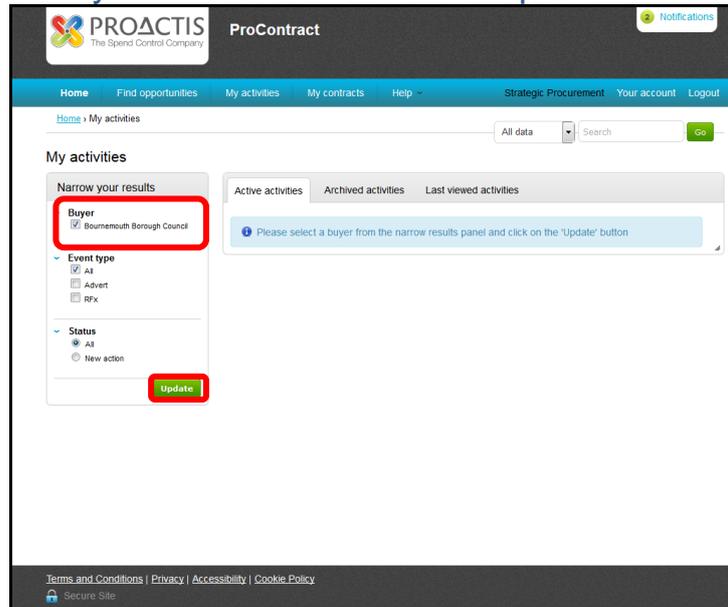
Step 2 - Find the Contract you want to Submit a Response for

The screenshot displays the ProContract web application interface. At the top, the ProContract logo and 'The Spend Control Company' are visible. The navigation bar includes 'Home', 'Find opportunities', 'My activities' (highlighted with a red box), 'My contracts', and 'Help'. A search bar is located on the right side of the navigation bar. Below the navigation bar, the 'Home page' section is visible, featuring a 'My activities' tab, a search bar, and a 'Find opportunities' link. The 'My activities' section includes a dropdown menu for 'Active', 'Recently added', and 'Last viewed', and a search bar with a 'Go' button. A message below the search bar reads: 'Please select a buyer from the dropdown and click on the 'Go' button'. The 'Opportunities' section includes a 'Find opportunities' link and a message: 'To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above'. The 'Company details summary' section includes a 'Strategic Procurement' section with the address 'Town Hall, St Stephen's Road, Bournemouth, Dorset, BH2 6DY', a 'Description' section, and a 'Keywords' section with the text 'Sport, Event, Bournemouth'. The 'Vendor profile' section includes a message: '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.' and a 'Standard Selection Questionnaire (SQ)' with a 'Go' button and '0% complete' status. 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 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



- 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 ProContract website interface. At the top, there is a navigation bar with links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. Below this, the 'My activities' section is active, displaying a table of active opportunities. The table has columns for Buyer, Title, Current event, and Event deadline. A red box highlights the entry for Bournemouth Borough Council, Bournemouth Marathon, with an event deadline of 15/08/2018. To the left of the table, there are filters for Buyer (Bournemouth Borough Council), Event type (All, Advert, RFx), and Status (All, New action). An 'Update' button is located at the bottom of the filter section. At the bottom of the page, there are links for Terms and Conditions, Privacy, Accessibility, and Cookie Policy, along with a 'Secure Site' indicator.

Buyer	Title	Current event	Event deadline
Bournemouth Borough Council	Bournemouth Marathon	Bournemouth Marathon	15/08/2018

- 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 displays the 'supplyingthesouthwest.org.uk Procurement Portal' interface. The main navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The current page is titled 'Activity : Bournemouth Marathon'. A red box highlights the event details for 'Bournemouth Marathon', which is 'Not started' with a response deadline of '15/08/2018'. The details include: Activity type: RFO, Reference: 5266107, Respond by: 15 August 2018 at 14:00, and Response status: Not started. To the right, there are sections for 'Messages (0)' and 'Audit history'. The footer contains a security notice and the Proactis logo.

supplyingthesouthwest.org.uk
Procurement Portal

ProContract

Notifications

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

Home > My activities > Bournemouth Marathon

< Back to home page

Activity : Bournemouth Marathon

Events

Bournemouth Marathon Not started (Respond by: 15/08/2018) [Hide details](#) | [Start](#)

Activity type: RFO
Reference: 5266107
Respond by: 15 August 2018 at 14:00
Response status: Not started

[Bournemouth Marathon](#) Expression of interest accepted [View details](#) | [Open](#)

[Archive this activity](#)

Messages (0)
You have received 0 message(s) of which 0 are unread
[View all](#) | [View unread](#)

Audit history
[View audit history](#)

Secure Site Terms and Conditions | Privacy | Accessibility | Cookie Policy

Powered by PROACTIS

- 1) 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

The screenshot shows the ProContract web interface. At the top, there is a navigation bar with the ProContract logo and a notification icon. Below the navigation bar, there are tabs for Home, Find opportunities, My activities, My contracts, and Help. The main content area is titled 'Bournemouth Marathon' and contains several sections:

- 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:** A list of files including 'Appendix 1 - Specification for Marathon V1.00.pdf', 'Supplier Information - Bournemouth Marathon V1.00.pdf', 'Supplier Response - Part A - Supplier Questionnaire v1.00.docx', 'Supplier Response - Part B - Minimum Requirements v1.00.docx', 'Supplier Response - Part C - Pricing Evaluation v1.00.xlsx', 'Supplier Response - Part D - Quality Evaluation v2.00.pdf', and 'Supplier Response - Part E - Form of Tender and ACC V1.00.pdf'.
- 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. A timer shows 29 days, 23 hours, 36 minutes, and 29 seconds remaining.
- Messages & Clarifications (0):** A panel showing messages and clarifications that have been sent to you concerning this activity from the buyer. You have received 0 message(s) of which 0 are unread.
- Response controls:** A section containing a red-bordered button labeled 'Start my response', and two other buttons: 'Register intent to respond' and 'No longer wish 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

The screenshot shows the ProContract user interface. At the top, there is a navigation bar with the ProContract logo and a 'Notifications' icon. Below this is a menu with options: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The breadcrumb trail indicates the current path: Home > My activities > Boumemouth Marathon > Boumemouth Marathon > Create RFQ response.

The main content area is titled 'Create RFQ response' and features a progress indicator with four steps: 1. Details (active), 2. Additional information, 3. Attachments, and 4. Terms & conditions.

The 'Details' step contains the following text:

Response reference: 108209699
Welcome to the RFQ 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.

At the bottom of the content area, there are three buttons: 'Continue' (highlighted with a red box), 'Reset', and 'Cancel'.

At the bottom of the page, there is a footer with a lock icon and the text: 'Secure Site | Terms and Conditions | Privacy | Accessibility | Cookie Policy'.

n) You will then be taken to the Response Wizard, read the guidance and click '*Continue*'.

How to Submit your Response through Supplying the South West

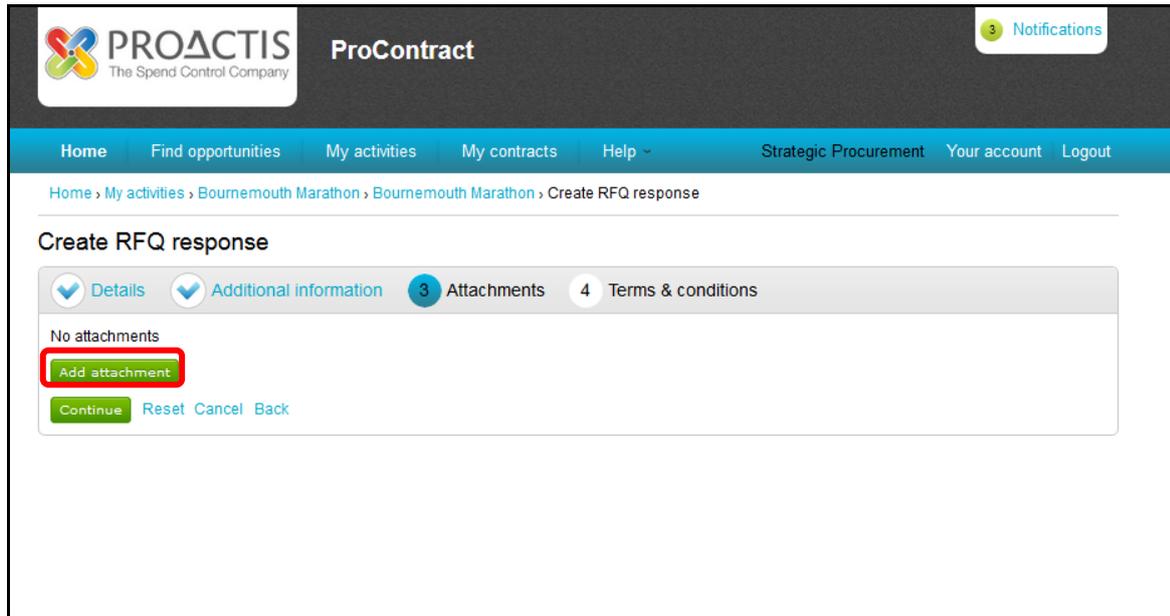
Step 3 – Submit your Response

The screenshot shows the 'Create RFQ response' form in the ProContract system. The form is divided into four steps: 1. Details, 2. Additional information, 3. Attachments, and 4. Terms & conditions. The 'Additional information' step is currently active. It contains three optional fields: 'Supplier reference (optional)', 'Response information (optional)', and 'Additional comments (optional)'. The 'Supplier reference' field is highlighted with a red box. The 'Response information' field is a large empty text area, also highlighted with a red box. The 'Additional comments' field is a smaller empty text area. At the bottom, there are buttons for 'Continue', 'Reset', 'Cancel', and 'Back'. The 'Continue' button is highlighted with a red box.

- o) 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



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 3 Attachments 4 Terms & conditions

No attachments

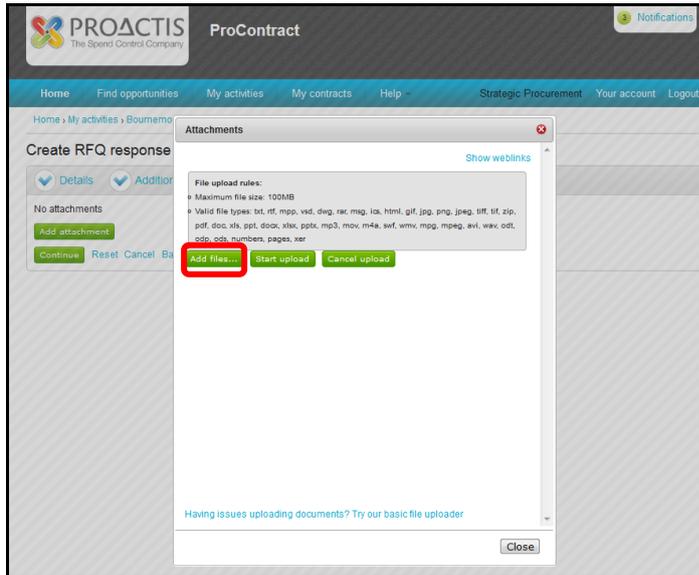
Add attachment

Continue Reset Cancel Back

- 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



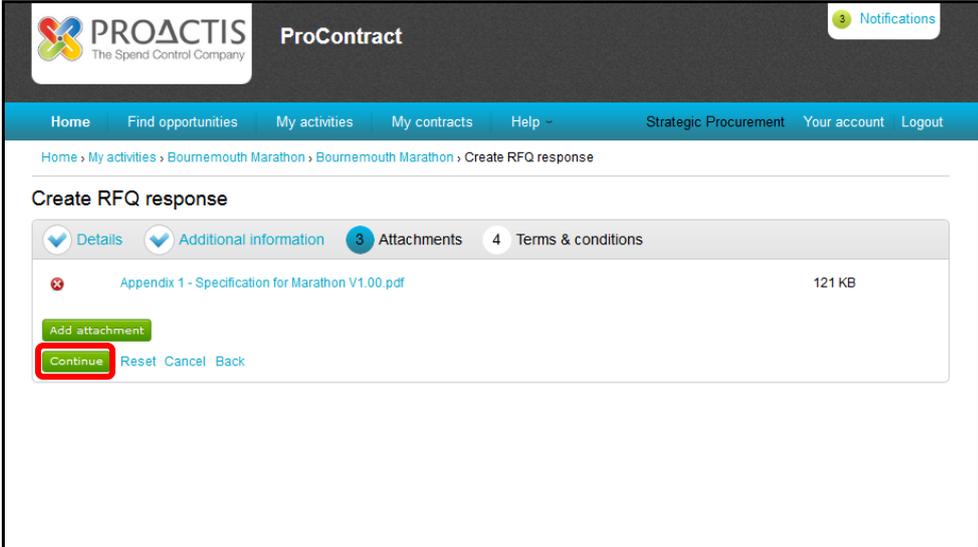
TIP:

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. You will then need to select the files from the area on your own computers hard drive where the documents are saved.

How to Submit your Response through Supplying the South West

Step 3 – Submit your Response



The screenshot shows the ProContract interface for creating an RFQ response. The page title is 'Create RFQ response'. The navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', 'Help', 'Strategic Procurement', 'Your account', and 'Logout'. The breadcrumb trail is 'Home > My activities > Bournemouth Marathon > Bournemouth Marathon > Create RFQ response'. The main content area has a progress indicator with four steps: 'Details', 'Additional information', 'Attachments' (current step, highlighted with a blue circle and the number 3), and 'Terms & conditions' (highlighted with a white circle and the number 4). Below the progress indicator, there is a list of attachments. One attachment is shown: 'Appendix 1 - Specification for Marathon V1.00.pdf' with a file size of '121 KB'. Below the attachment list, there is a green 'Add attachment' button and a red-bordered 'Continue' button. Other buttons include 'Reset', 'Cancel', and 'Back'.

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

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

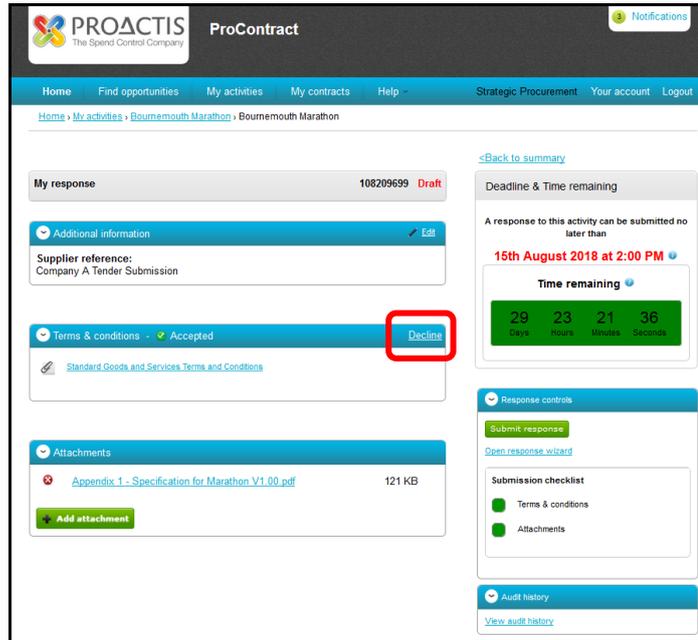
Decline

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

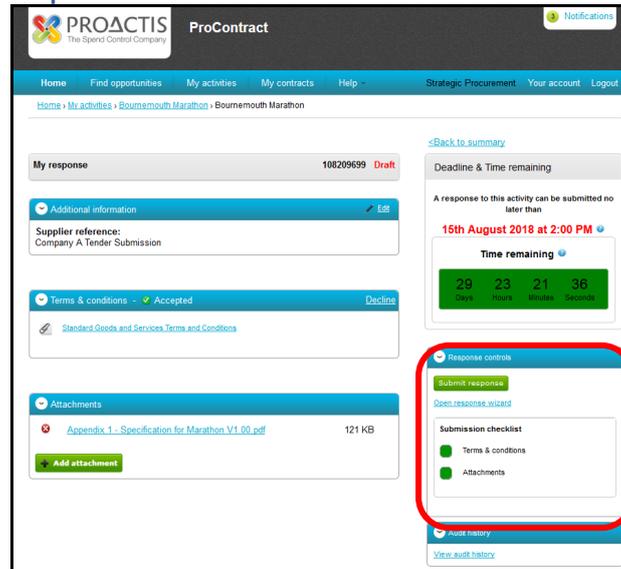
Step 3 – Submit your Response



- 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

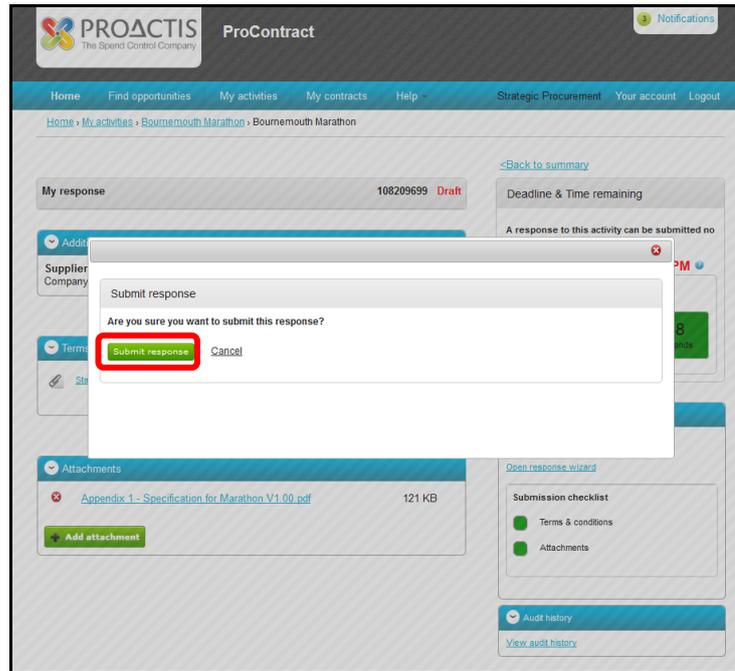
Step 3 – Submit your Response



- 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

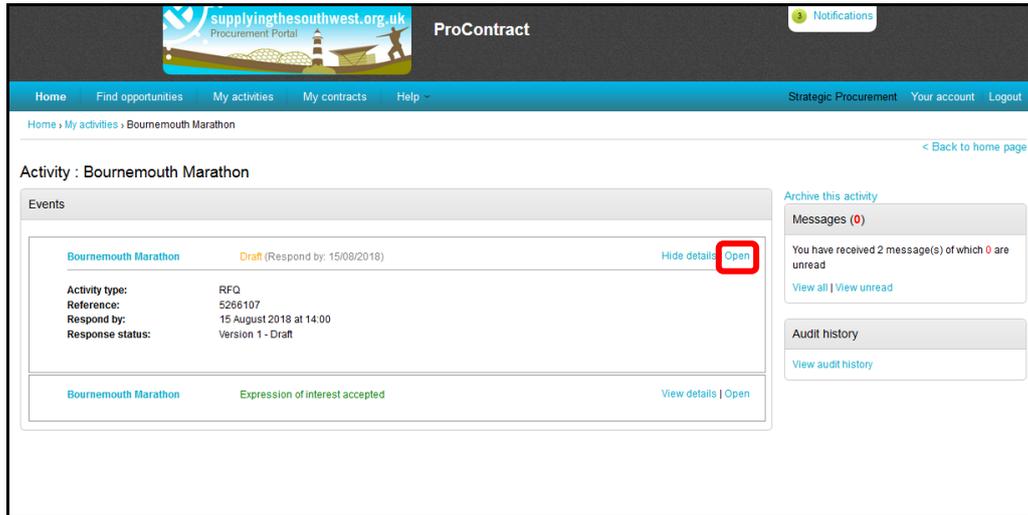
The screenshot displays the ProContract user interface. At the top, the ProContract logo and navigation menu are visible. The main content area shows details for a tender titled 'Bournemouth Marathon'. A red box highlights the '- Back to dashboard' link in the top right corner. Below the tender details, a list of attachments is shown, including 'Appendix 1 - Specification for Marathon V1.00.pdf' (121 KB) and 'Supplier Response - Part A - Supplier Questionnaire v1.00.docx' (57 KB). A green 'Submitted' button is highlighted with a red box. On the right side, a 'Deadline & Time remaining' section shows a countdown timer for '16th August 2018 at 2:00 PM' with 29 days, 23 hours, 1 minute, and 40 seconds remaining. Below this, a 'Messages & Clarifications' section shows 0 unread messages. At the bottom right, a 'Response controls' section has a red box around the 'I would like to edit my response' link, with the text 'No longer wish to respond' below it.

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



The screenshot shows the ProContract web portal interface. The header includes the logo for 'supplyingthesouthwest.org.uk Procurement Portal' and 'ProContract'. The navigation bar contains links for Home, Find opportunities, My activities, My contracts, and Help. The main content area is titled 'Activity : Bournemouth Marathon' and shows a table of events. The first event is 'Bournemouth Marathon' with a status of 'Draft (Respond by: 15/08/2018)'. The 'Open' button next to this event is highlighted with a red box. Below the event details, there is a section for 'Expression of interest accepted'. On the right side, there are sections for 'Archive this activity', 'Messages (0)', and 'Audit history'.

Event	Status	Action
Bournemouth Marathon	Draft (Respond by: 15/08/2018)	Hide details Open
Activity type: RFQ Reference: 5266107 Respond by: 15 August 2018 at 14:00 Response status: Version 1 - Draft		
Bournemouth Marathon	Expression of interest accepted	View details Open

- 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

The screenshot displays the ProContract interface for a tender submission. The header includes the PROACTIS logo and 'ProContract' branding. The navigation bar shows 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The breadcrumb trail indicates the user is in 'Home > My activities > Bournemouth Marathon > Bournemouth Marathon'. A 'Notifications' button is visible in the top right.

The main content area is divided into several sections:

- 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:** A list of files including '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), and 'Supplier Response - Part E - Form of Tender and ACC V1.00.pdf' (82 KB).
- Terms & conditions:** A link to '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. A timer shows 29 Days, 23 Hours, 6 Minutes, and 56 Seconds remaining.
- Messages & Clarifications (0):** A message from the buyer regarding unread messages.
- Response controls:** A button labeled 'No longer wish to respond'.
- My responses:** A list of response versions, with 'Version 1 Draft' and 'Edit' (highlighted with a red box) visible.

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. At the top, the logo for PROACTIS (The Spend Control Company) and ProContract are visible, along with a Notifications icon. The navigation bar includes links for 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.

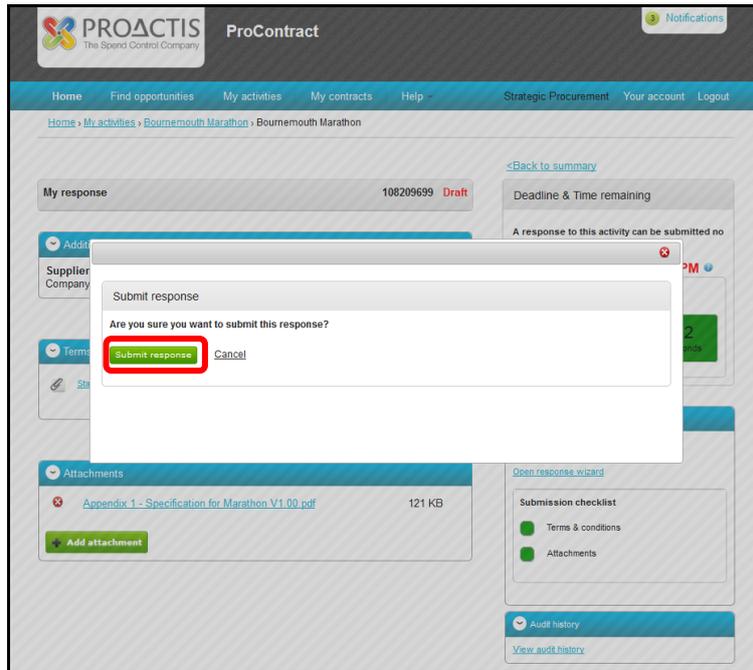
The main content area is divided into several sections:

- My response:** Shows response ID 108209699 and status Draft.
- Additional information:** Includes a link to Edit and a field for Supplier reference: Company A Tender Submission.
- Terms & conditions:** Shows a status of Accepted and a link to Standard Goods and Services Terms and Conditions.
- Attachments:** Shows an attached file 'Appendix 1 - Specification for Marathon V1.00.pdf' (121 KB) and an 'Add attachment' button.
- Deadline & Time remaining:** States 'A response to this activity can be submitted no later than 15th August 2018 at 2:00 PM'. A timer shows 29 Days, 23 Hours, 5 Minutes, and 50 Seconds remaining.
- Response controls:** Features a red-bordered 'Submit response' button and a link to 'Open response wizard'.
- Submission checklist:** Lists 'Terms & conditions' and 'Attachments', both with green status indicators.
- Audit history:** Includes a link to 'View audit history'.

- 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

Step 4 – Continuing with a submission not previously submitted

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

- 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:** 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 'Supplier Response' documents.
- Deadline & Time remaining:** A response to this activity can be submitted no later than **15th August 2018 at 2:00 PM**. A timer shows 29 days, 23 hours, 1 minute, and 40 seconds remaining. A green 'Submitted' button is visible.
- Messages & Clarifications (0):** A panel indicating that no messages or clarifications have been sent to the user.
- Response controls:** A button labeled 'I would like to edit my response' is highlighted in red, and a link 'No longer wish to respond' is also present.

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'.