



# **ProContract Step By Step**

## **Supplying the South West Suppliers Guide**

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# **ProContract Step By Step**

## **1. Suppliers Guide to Register on Supplying the South West**

The screenshot shows the homepage of the 'supplyingthesouthwest.org.uk Procurement Portal'. The header features a blue banner with a stylized logo on the left and a landscape illustration on the right. Below the banner, the page is divided into two main columns. The left column contains two dark blue boxes: 'Navigation' with links to Home, Search Latest Opportunities, Contract Register, Authorities, Suppliers' Login, and Buyers' Login; and 'Useful Links' with links to Help and Guidance, CPV Codes, Crown Commercial Services, and TED - Tenders Electronic Daily. The right column has a white background with a blue header 'Welcome to Supplying the South West Portal'. Below this, a paragraph describes the portal's purpose and lists five advantages. A red rectangle highlights a 'Register now >' button. Below the button, a paragraph explains the next steps for registration.

**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 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](http://www.supplyingthesouthwest.org.uk)

b) Click on “Register Now”

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### Home page

News and announcements

**Welcome to the new version of ProContract**

As the market leader in the public sector Due-North has a wealth of procurement expertise, and now our systems functionality has been further improved with the introduction of ProContract Version 3.

If you are a current registered supplier and this is the first time you are visiting the site your details have been automatically transferred, however for security and account validation you will be required to reset your password and follow the instructions below.

[Migrated user instructions](#)

New to portal

Free registration

**Register** [login](#)

[Forgotten your username or password?](#)

Useful links

[Contracts register](#) >

[Help](#) >

Current opportunities [Find opportunities](#)

Shown below is a list of the latest current opportunities

Opportunities	Recently added	Next >
<b>Buyer</b>	<b>Title</b>	<b>Start date</b> <b>End date</b> <b>Estimated value</b>
Ashford Borough Council	Alterations and Refurbishment to Customer Contact Centre	23/10/2015 17/11/2015 £40,000.00
Ashford Borough Council	Roof Tile Replacement and Associated Works, Conningbrook Manor, Ashford	23/10/2015 17/11/2015 £80,000.00
Aston University	Approved Contractors Application Questionnaire	15/09/2015 11/11/2015 N/A
Barnsley NHS Foundation Trust	BRUNETTI 383 - INVITATION TO OFFER FOR THE SUPPLY, INSTALLATION, MIGRATION AND MAINTENANCE OF SIEMENS HIGH-PATH DX (PBN) TO CISCO UNIFIED COMMUNICATIONS	03/10/2015 11/11/2015 N/A
Basingstoke and Deane Borough Council	Supply of a Bus Service serving North Waltham Dummer and Basingstoke	27/10/2015 25/11/2015 N/A
Basingstoke District Council	Basingstoke District Council -	26/10/2015 11/11/2015

c) Click on 'Register' in the Top Right Hand Corner

## 1

## REGISTERING ON PROCONTRACT (CONTINUED)

The screenshot shows the 'Register' page of the ProContract system. At the top, there are logos for 'due north sourcing solutions' and 'ProContract brought to you by due north'. Below the logos is a progress bar with five steps: 1 Requirements, 2 Contact info, 3 Company info, 4 T&Cs, and 5 Confirmation. Step 1 is currently active. The main content area contains a welcome message: 'Welcome to the supplier registration wizard. The wizard will assist you with the completion of your registration. Once you have confirmed your details and submitted your registration you will receive an email receipt. Your submission will then be validated by the supplier approver and once approved you will be issued with a username and password to access the site.' Below this is a link for 'Minimum and recommended system requirements'. At the bottom of the form, there are two buttons: 'Continue' (highlighted with a red box) and 'cancel'. The footer of the page includes a secure site icon, links for 'Terms and Conditions', 'Privacy', and 'Accessibility', and the 'due north sourcing solutions' logo.

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Register

1 Requirements 2 Contact info 3 Company info 4 T&Cs 5 Confirmation

Welcome to the supplier registration wizard. The wizard will assist you with the completion of your registration.  
Once you have confirmed your details and submitted your registration you will receive an email receipt.  
Your submission will then be validated by the supplier approver and once approved you will be issued with a username and password to access the site.

> [Minimum and recommended system requirements](#)

**Continue** cancel

Secure Site Terms and Conditions | Privacy | Accessibility

<https://procontract.due-north.com/>

due north sourcing solutions

- d) The first screen provides an introduction to registering and defines the system requirements in order to be able to register
- e) Click 'Continue'

**TIP:** Use a generic e-mail account. All notifications are sent to this e-mail account. By using one member of staffs personal e-mail, if they are on leave, sick or have left the company, you may miss important notifications. Consider using a generic e-mail account that is permanently monitored

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**Register**

1 Requirements 2 Contact info 3 Company info 4 T&Cs 5 Confirmation

We require all this information to create your account unless marked as optional.

Title	First name	Last name
Mr	Strategic	Procurement
Job title	Department	
Procurement Manager	Strategic Procurement	
Telephone	Fax (optional)	Mobile (optional)
01202 451417		
Email	We will use this to notify you of new opportunities.	
sales@bournemouth.gov.uk		
Confirm email		
sales@bournemouth.gov.uk		
Username	Will default to your email address, however this may be changed if required.	
sales@bournemouth.gov.uk		

- Enter Contact Information for your company
- Scroll Down to complete the remainder of the Contact Info

**Username**  
*Will default to your email address, however this may be changed if required.*

**Password**  
*Your password must be between 8 and 12 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols.*

**Confirm password**

**Memorable Word** ⓘ  
*Please enter a memorable word that will be used on login to verify you as a user.*

**Memorable word hint**  
*Enter a hint that will help you remember your memorable information.  
e.g. First pet's name*

**Preferred language**

**Preferred time zone**

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

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- c) Create your login details for the system. Your username will default to the e-mail address
- d) Choose a Password and Confirm the Password
- e) Add a Memorable Word and a Memorable Word Hint. Consider that this will be something your whole company may need to use.
- f) Once complete, click 'Continue'



**Register**

Requirements Contact info **3 Company info** 4 T&Cs 5 Confirmation

We require all this information to create your account unless marked as optional.

Company name  
Bournemouth Borough Council LTD

Address  
Town Hall  
Bourne Avenue

Town  
Bournemouth

County  
Dorset

Postal code / zip  
BH2 6DY

Country  
United Kingdom

Website (optional)  
www.bournemouth.gov.uk

Registration number (optional)  
123456 ☐ N/A

VAT number (optional)  
GB 987 6543 21 ☐ N/A

**Continue** Back Cancel

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- Add your Company Information
- Click 'Continue'

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**ProContract**  
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**Register**

Requirements Contact info Company info **1 T&Cs** 5 Confirmation

Due north terms and conditions

Due North Limited

Terms and Conditions of use

Acceptance of Terms

The Website may provide communication tools such as email, bulletin boards, chat areas, news groups, classifieds, forums and/or other message or communication facilities ("the Services") designed to enable you to communicate with others. Unless stated otherwise the Services are for your personal and organisation's use only. Your access to and use of www.proportal.org ("the Website") and the Services outlined, are subject exclusively to these Terms and Conditions.

You will not use the Website/Services for any purpose that is unlawful or prohibited by these Terms and Conditions. By using the Website/Services you are fully accepting the terms, conditions and disclaimers contained in this notice. If you do not accept these Terms and Conditions you must immediately stop using the Website/Services.

Due North Limited reserves the right to update or amend these Terms and Conditions at any time and your continued use of the Website/Services following any changes shall be deemed to be your acceptance of such change. It is therefore your responsibility to check the Terms and Conditions regularly for any changes.

International Use

Privacy policy

What is this Privacy Policy for?

This privacy policy is for this website <http://procontract.due-north.com/> and served by Due North and governs the privacy of its users who choose to use it. The policy sets out the different areas where user privacy is concerned and outlines the obligations & requirements of the users, the website and website owners. Furthermore the way this website processes, stores and protects user data and information will also be detailed within this policy.

The Website

This website and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies with all UK national laws and requirements for user privacy.

Use of Cookies

This website uses cookies to better the users experience while visiting the website. Where applicable this website uses a cookie control system allowing the use on their first visit to the website to allow or disallow the use of cookies on their computer / device. This complies with recent legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's computer / device.

Cookies are small files saved to the user's computer's hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

Users are advised that if they wish to deny the use and saving of cookies from this website on their computers hard drive they should take necessary steps

☒ You must agree to all conditions to continue

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

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

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- Please review the Due North Terms & Conditions and the Privacy Policy.
- If you are happy to proceed, please tick the box and select 'Continue'

Please ensure that you mark as safe within your inbox any e-mails that end

**@due-north.com**

E-mail notifications that you receive from ProContract will have this domain. If you do not 'mark as safe' this domain, it is likely that notifications from the system will fall into your Junk Mailbox.

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Register

Requirements Contact info Company info T&Cs Confirmation

Name	M Strategic Procurement
Job title	Procurement Manager
Department	Strategic Procurement
Telephone	01202 461417
Fax	
Mobile	
User name	sales@bournemouth.gov.uk
Email	sales@bournemouth.gov.uk
Company name	Bournemouth Borough Council LTD
Address	Town Hall, Bourne Avenue, Bournemouth, Dorset, BH2 8DY United Kingdom
URL	www.bournemouth.gov.uk
Registration number	123456
VAT number	GB 507 6543 21

**Submit registration** Back Cancel

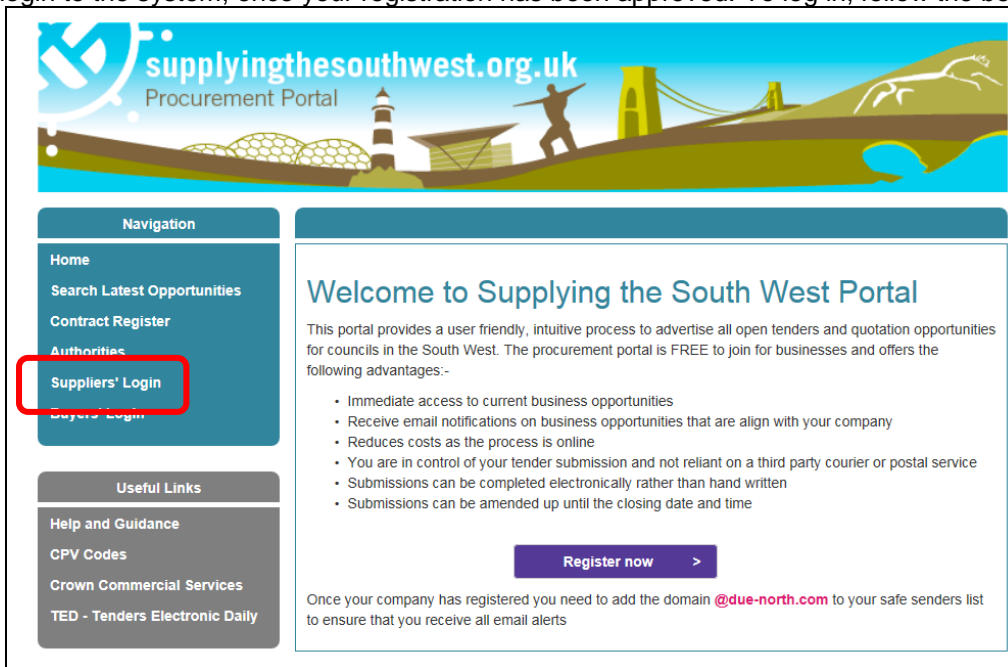
Home About Us Terms and Conditions Privacy Accessibility

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- Review your registration. To amend any details you can use the 'Back' option
- However, if you are happy with your registration select 'Submit Registration'
- Your registration is then sent to Due North to review. Due North check to make sure that your company is not already registered on their tendering portal.
- So long as your company is not already registered, you will receive an e-mail from Due North confirming that your registration has been approved. **Where you require your registration to be approved quickly, please chase Due North to approve your application on 0844 334 5204.**
- Once your registration is approved, please move to the next steps in order to set your preferences for receiving notifications on contract opportunities. IF YOU DO NOT FOLLOW STEP 6 BELOW, YOU WILL NOT RECEIVE ANY FUTURE CONTRACT OPPORTUNITY NOTIFICATIONS FROM THE SYSTEM. IT IS VITAL THAT YOU COMPLETE THE NEXT STEP OF REGISTERING TO ENSURE YOU DO NOT MISS OUT ON OPPORTUNITIES

## SETTING PREFERENCES TO RECEIVE NOTIFICATIONS OF CONTRACT OPPORTUNITIES

- a) To update your preferences for receiving notifications, you will need to login to the system. You will only be able to login to the system, once your registration has been approved. To log in, follow the below instructions:



b) Go to [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)

c) Click on 'Suppliers Login'

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### Home page

**News and announcements**

**Welcome to the new version of ProContract**

As the market leader in the public sector Due-North has a wealth of procurement expertise, and now our systems functionality has been further improved with the introduction of ProContract Version 3.

If you are a current registered supplier and this is the first time you are visiting the site your details have been automatically transferred, however for security and account validation you will be required to reset your password and follow the instructions below.

[Migrated user instructions](#)

**New to portal**

Free registration

[Register](#) [Login](#)

[Forgotten your username or password?](#)

**Useful links**

[Contracts register](#) [Help](#)

**Current opportunities** [Find opportunities](#)

Shown below is a list of the latest current opportunities

Opportunities		Recently added				
Buyer	Title	Start date	End date	Estimated value		
Advantage South West	Society of Kitchen Units and Associated Items	10/03/2016 12:00:00	10/04/2016 10:00:00	N/A		
Advantage South West	Provision of Legionella Services and associated services	11/03/2016 09:00:00	15/04/2016 10:00:00	N/A		
Advantage South West	Servicing of Domestic Lifting Equipment and associated services and supplies	14/03/2016 08:00:00	19/04/2016 10:00:00	N/A		
Andium Homes Limited	Andium Homes (Jersey) - SUPPLY ONLY Social Housing Kitchens	10/03/2016 17:00:00	25/03/2016 12:00:00	N/A		
Andium Homes Limited	Andium Homes Jersey - SUPPLY ONLY Bathroom Suites	10/03/2016 17:00:00	25/03/2016 12:00:00	N/A		
Andium Homes Limited	Andium Homes - Kitchen And Bathroom Replacement Programme INSTALL ONLY Framework for the construction of	10/03/2016 17:00:00	25/03/2016 12:00:00	N/A		

d) Click 'Login'

**Log In**

**User Name**

**Password**

[Forgot 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](#)  
 Secure Site

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- e) Type in your login details and select '*Continue*'
- f) If you are unsure of your login details, please contact Due North on 0844 334 5204

**Memorable Information**

Please enter characters 2 , 4 and 7 from your memorable information then click on the Log in button.

We will never ask for you for your FULL memorable information.

This login step improves security.

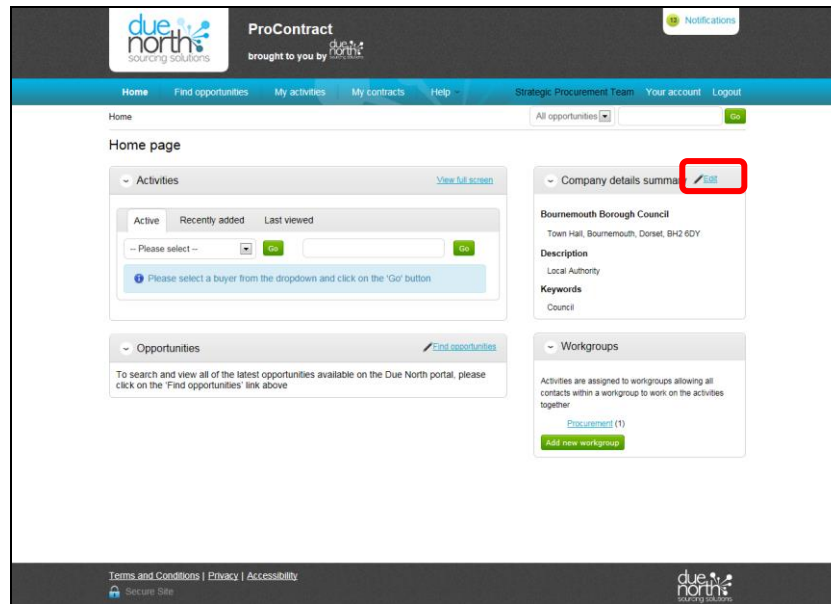
Character 2   Character 4   Character 7

  [Cancel](#)

[Get a hint regarding your memorable information?](#)

- g) Enter the required characters from your memorable information and then click 'Log In'
- h) If you are unsure of your memorable information you can click on the 'Get a hint regarding your memorable information?' link or call Due North on 0844 334 5204 to reset your login details



- i) To update your company preferences for notifications, click 'Edit' within the Company Details Summary section



Home > Company profile

Company profile [Back to home page](#)

**Company information** [Edit](#)

Company name: Bouremouth Borough Council

Address: Town Hall  
Bouremouth  
DN2 4DY  
United Kingdom

URL: [www.bouremouth.gov.uk](http://www.bouremouth.gov.uk)

Company registration number: N/A

VAT registration no: 187302557

[Deactivate my company profile](#)  
[Change my company name](#)

**Audit history**  
[View audit history](#)

**Description** [Edit](#)

Company description: Local Authority

Company keywords: Council

Number of employees: 300

Classifications: Other, Public Sector Organisation

**Workgroups** [Add a new workgroup](#)

Procurement	Active	<a href="#">View details</a>   <a href="#">Edit</a>
-------------	--------	---

**Contacts** [Add a new contact](#)

Sort by surname

- j) Companies can have multiple workgroups for managing tenders. This may be where it is a particularly large company that is split over several sites where each site manages different elements of the company business. Therefore, you may want to split notifications for certain contract opportunities to go to one part of a business, and other notifications to go to another part of the business. If this is the case, add more workgroups as appropriate.
- k) However, if you are happy for all notifications to go to one place, you only need to update the one workgroup that is shown on the screen.
- l) To update the notification preferences for that workgroup, click on the workgroup name

## SETTING PREFERENCES TO RECEIVE NOTIFICATIONS OF CONTRACT OPPORTUNITIES

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

Home > Company profile > Update workgroup Procurement

Workgroup: Procurement [Back to home page](#)

Workgroup details [Edit](#) [Disable workgroup](#)

Workgroup name: Procurement  
Date created: 17/01/2013 14:01:46  
Date updated: 14/03/2016 09:02:15

Audit history [View audit history](#)

UNSPSC categories [Edit](#)

72000000 - Building and Facility Construction and Maintenance Services

NHS eClass categories [Edit](#)

There are no categories selected in this category set, click "Edit" to add some

CPV categories [Edit](#)

There are no categories selected in this category set, click "Edit" to add some

ProClass categories [Edit](#)

There are no categories selected in this category set, click "Edit" to add some

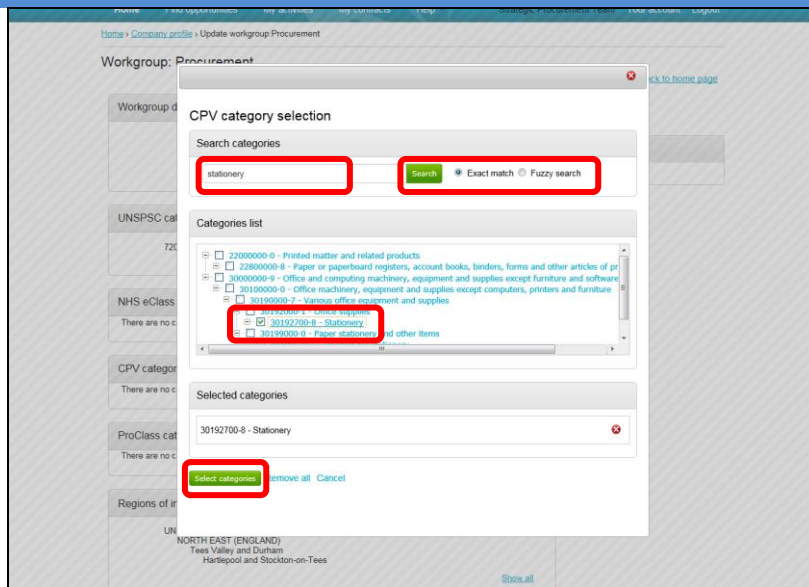
Regions of interest [Edit](#)

UNITED KINGDOM  
NORTH EAST (ENGLAND)  
Tees Valley and Durham  
Hartlepool and Stockton-on-Tees

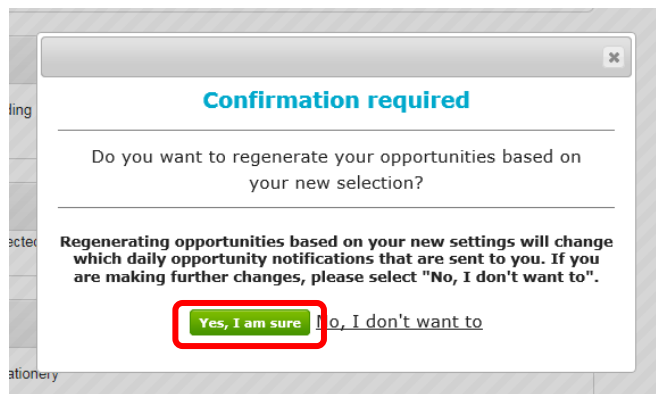
CPV categories and UNSPSC categories are classification systems for goods, services and works. Companies should add categories of goods, services or works that they supply using these classification systems.

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

- m) This section is used to set the classification of goods, services or works that you supply as well as the area that you want to supply these goods, services and works. This is important as this will determine the notifications that you will receive through the system to only contracts you will be interested in supplying.
- n) You will need to set your classifications for goods, services or works in both the CPV categories and UNSPSC categories. Bournemouth 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
- o) To select the classification of goods, services or works that your company supplies click 'Edit' next to CPV categories



- p) Within the search box, add the goods, services or works you supply
- q) 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
- r) Click 'Search'
- s) Once you have clicked 'Search' it will return a list of categories that may be applicable. Select the categories that are applicable
- t) After selecting each category using the tick box, click on 'Select Categories'



- u) You will receive a notification asking you to confirm to update your opportunities
- v) Click 'Yes, *I am sure*'

[Home](#) » [Update workgroup: Procurement](#)

Workgroup: Procurement [< Back to home page](#)

[Disable workgroup](#)

**Workgroup details** [Edit](#)

Workgroup name: Procurement  
 Date created: 17/01/2013 14:01:46  
 Date updated: 14/03/2016 16:26:52

**UNSPSC categories** [Edit](#)

72000000 - Building and Facility Construction and Maintenance Services

**NHS eClass categories** [Edit](#)

There are no categories selected in this category set, click "Edit" to add some

**CPV categories** [Edit](#)

30192700-8 - Stationery

**ProClass categories** [Edit](#)

There are no categories selected in this category set, click "Edit" to add some

**Regions of interest** [Edit](#)

UNITED KINGDOM  
 NORTH EAST (ENGLAND)  
 Tees Valley and Durham  
 Hartlepool and Stockton-on-Tees

[View audit history](#)

**Audit history**

- w) You will also need to update your categories for UNSPSC codes as well. UNSPSC category codes are used by other public sector organisations outside of the South West authorities to issue notifications.
- x) To do this, select 'Edit' and follow process 6P to 6V above

**Workgroup details** [Edit](#)

Workgroup name: Procurement  
 Date created: 17/01/2013 14:01:46  
 Date updated: 14/03/2016 16:26:52

**UNSPSC categories** [Edit](#)

72000000 - Building and Facility Construction and Maintenance Services

**NHS eClass categories** [Edit](#)

There are no categories selected in this category set, click "Edit" to add some

**CPV categories** [Edit](#)

30192700-8 - Stationery

**ProClass categories** [Edit](#)

There are no categories selected in this category set, click "Edit" to add some

**Regions of interest** [Edit](#)

UNITED KINGDOM  
 NORTH EAST (ENGLAND)  
 Tees Valley and Durham  
 Hartlepool and Stockton-on-Tees

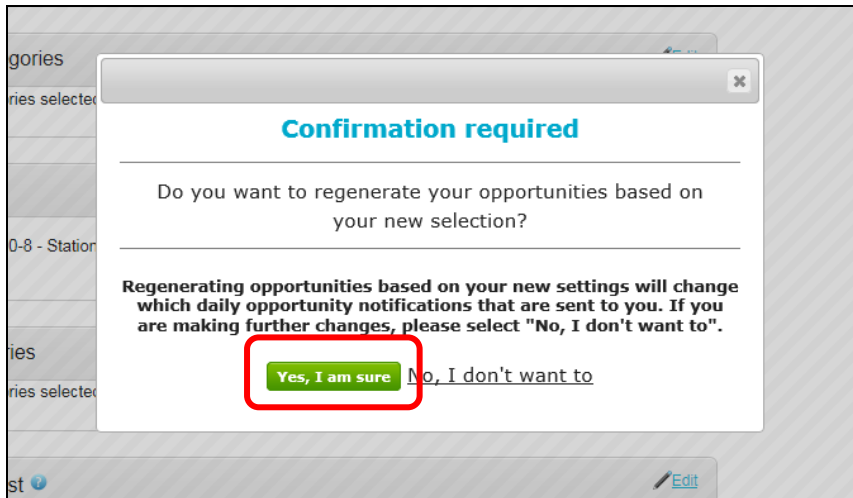
[Show all](#)

**Audit history**  
[View audit history](#)

- y) You will then need to update the region of the UK that you are interested in supplying.
- z) It is important that this is updated to include the South West region as otherwise you will not receive notifications of contract opportunities from Bournemouth Borough Council
- aa) Click '*Edit*' next to Region of Interest

The screenshot shows a 'Region selection' dialog box. It has a 'Search regions' section with a text input field and a 'Search' button. Below this is a 'Regions list' section with a table containing one row: 'UK - UNITED KINGDOM'. The checkbox for this row is checked and highlighted with a red box. Below the list is a 'Selected regions' section with a text input field containing 'UK - UNITED KINGDOM'. At the bottom, there are three buttons: 'Select regions' (highlighted with a red box), 'remove all', and 'Cancel'.

- bb) You can select to receive notifications to supply all regions of the UK by ticking the box 'UK – United Kingdom'
- cc) We recommend suppliers do this to ensure that no opportunities are missed.
- dd) If you find that you receive too many communications, you can return to this area and be more specific on the regions that you wish to supply by click on the plus icon next to UK – United Kingdom
- ee) Please note, in order to receive notifications from Bournemouth Borough Council, you must ensure that the South West region is selected.
- ff) To confirm the regions, click on '*Select regions*'



gg) You will be required to confirm the selection. Click '*Yes, I am sure*'

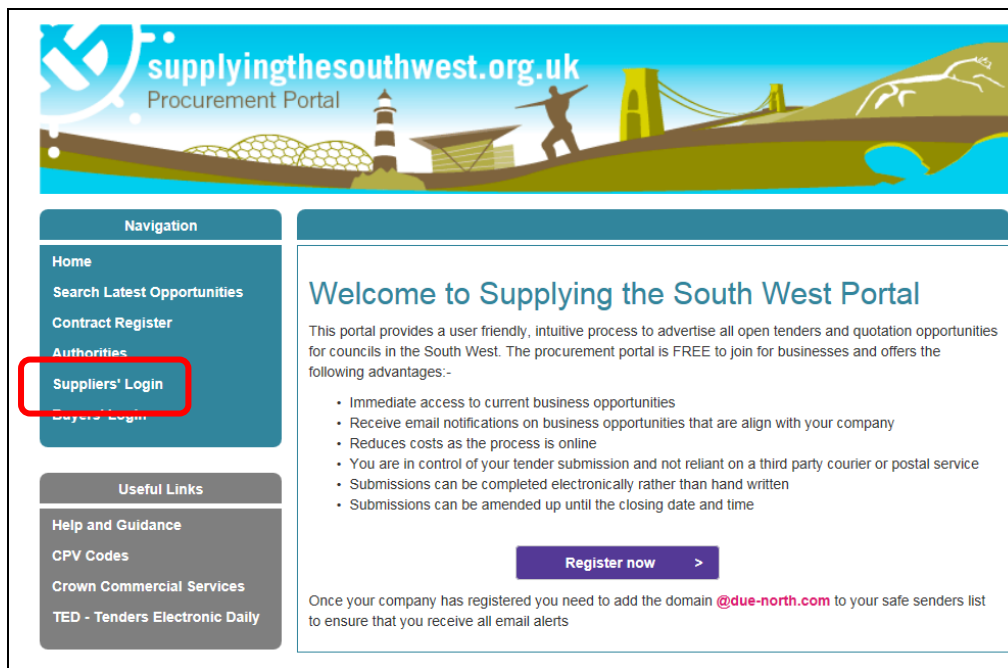
hh) You have now updated your categories (CPV and UNSPSC) and your regional preferences. Opportunity notifications will be issued based on what you have set here so it is important to spend some time making sure the notifications are set correctly. You can refine or update your categories and regions at any time and suppliers are encouraged to continually monitor their preferences to ensure that they do not miss any notifications from the system for contract opportunities.





# **ProContract Step By Step**

## **2. How to Search for Contract Opportunities through Supplying the South West**



**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 align with your company
- Reduces costs as the process is online
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**Register now >**

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**Home page**

**News and announcements**

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[Register](#) [Login](#)

[Forgotten your username or password?](#)

**Useful links**

[Contracts register](#)

[Help](#)

**Current opportunities**

Shown below is a list of the latest current opportunities

Opportunities Recently added

Buyer	Title	Start date	End date	Estimated value
Advantage South West	Supply of Kitchen Units and Associated Items	10/03/2016 12:00:00	10/04/2016 10:00:00	N/A
Advantage South West	Provision of Legionella Services and associated services	11/03/2016 09:00:00	15/04/2016 10:00:00	N/A
Advantage South West	Service of Domestic Lifting Equipment and associated services and supplies	14/03/2016 08:00:00	19/04/2016 10:00:00	N/A
Andium Homes Limited	Andium Homes (Jersey) - SUPPLY ONLY Social Housing Kitchens	10/03/2016 17:00:00	25/03/2016 12:00:00	N/A
Andium Homes Limited	Andium Homes Jersey - SUPPLY ONLY Bathroom Suites	10/03/2016 17:00:00	25/03/2016 12:00:00	N/A
Andium Homes Limited	Andium Homes - Kitchen And Bathroom Replacement Programme INSTALL ONLY Framework for the construction of	10/03/2016 17:00:00	25/03/2016 12:00:00	N/A

- c) If your company is not yet registered on Supplying the South West, click 'Register'. 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 'Login'

**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](#)

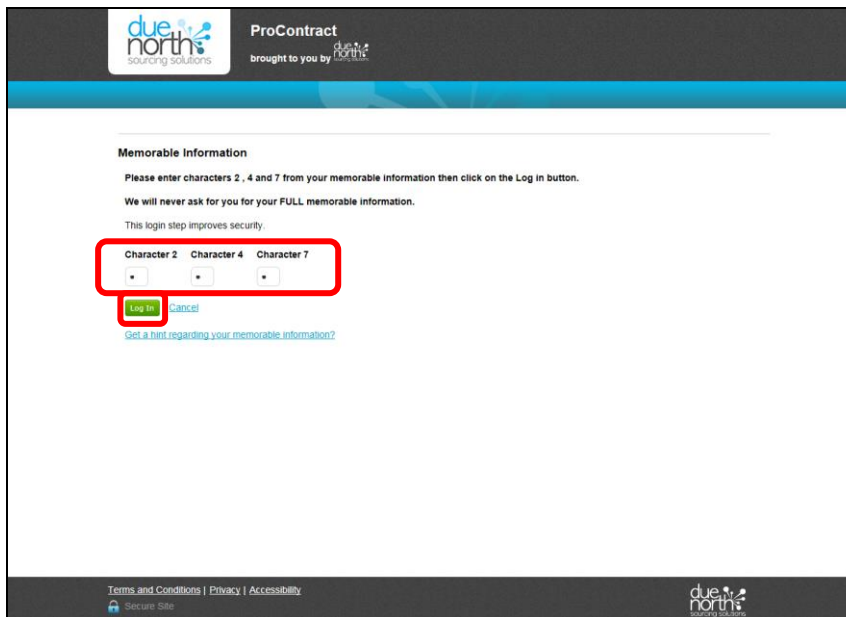
**Migrated from ProContract Version 2?**  
If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - [First time login following migration](#)

**Still need help?**  
Please visit the [help center](#) where you can access an extensive help library, FAQ's, videos and guides

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

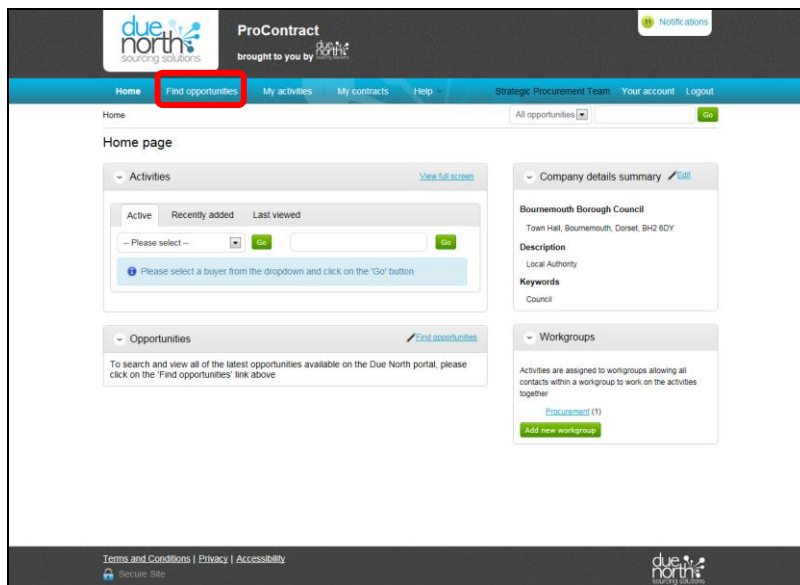
Secure Site

- e) Type in your login details and select '*Continue*'
- f) If you are unsure of your login details, please contact Due North on 0844 334 5204



The screenshot shows the ProContract login interface. At the top, there are logos for 'due north sourcing solutions' and 'ProContract brought to you by due north'. The main heading is 'Memorable Information'. Below this, instructions state: 'Please enter characters 2, 4 and 7 from your memorable information then click on the Log in button. We will never ask for your FULL memorable information. This login step improves security.' There are three input fields labeled 'Character 2', 'Character 4', and 'Character 7', each containing a single character. A red rectangle highlights these three input fields and the 'Log In' button below them. The 'Log In' button is green with white text, and the 'Cancel' button is blue with white text. Below the buttons is a link: '[Get a hint regarding your memorable information?](#)'. At the bottom of the page, there are links for 'Terms and Conditions', 'Privacy', and 'Accessibility', along with a 'Service Site' icon and the 'due north' logo.

- g) Enter the required characters from your memorable information and then click 'Log In'
- h) If you are unsure of your memorable information you can click on the 'Get a hint regarding your memorable information?' link or call Due North on 0844 334 5204 to reset your login details



- a) Once you have logged in, you will then be taken to the Home Page
- b) To search for new opportunities, select '*Find Opportunities*'

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

Home > Find Opportunities All data Go

Opportunities

Narrow your results Opportunities

Portals

- Supplying The South West
- Advantage SW
- Adon University Procurement Portal
- Bank of England
- Blackburn and Darwen Council Procurement Portal
- Bristol City Council
- Buckinghamshire Business Portal
- Charities Aid Foundation Procurement Portal
- Cornwall County Council Procurement Portal
- EastMidsTenders
- Housing Procurement Portal
- Hull and East Yorkshire Hospitals NHS Trust Procurement Portal
- LGSS
- London Tenders
- NGC Corporation
- Newcastle and Northumbria Universities
- NHS Dorset Clinical Commissioning Group
- Norse Group Limited
- North Cumbria University Hospitals NHS Trust
- Northumberland County Council
- Northumbria Healthcare NHS Foundation Trust
- NPL Procurement Portal
- Plymouth Procurement Portal
- Royal College of Physicians Portal
- South East Business Portal
- Spirit Pub Company
- Supply Great Yarmouth
- Supplying 2 NHS
- Supplying the South West
- The Chest
- Worcestershire District Group

1 2 3 4 5 ... 46 Next >

Buyer	Expression Start	Expression End	Estimated value
Bath and North East Somerset Council	01/03/2016	26/03/2016	£70,000,000.00
NEL Commissioning Support Unit	25/02/2016	05/04/2016	£625,000.00
Somerset County Council	29/02/2016	14/03/2016	N/A
London Borough of Enfield	04/03/2016	01/04/2016	£30,000.00
Gloucestershire County Council	11/03/2016	04/04/2016	N/A
The Royal Borough of Kingston upon Thames	26/02/2016	30/03/2016	N/A
Newcastle University	03/02/2016	17/03/2016	N/A
Newcastle University	04/03/2016	05/04/2016	N/A
ONGO	02/03/2016	16/03/2016	N/A
ESPO	26/02/2016	15/06/2016	£4,000,000.00

Published date

Start date End date

Reset Update

- To search for opportunities from Bournemouth Borough Council, select '*Supplying the South West*' from the Portals drop down box
- Then press '*Update*'

Home > Find Opportunities All data Go

### Opportunities - Search results

Narrow your results

Portals  
Supplying The South West

Organisations

1 2 3 4 5 ... 9 Next >

Bournemouth Borough Council

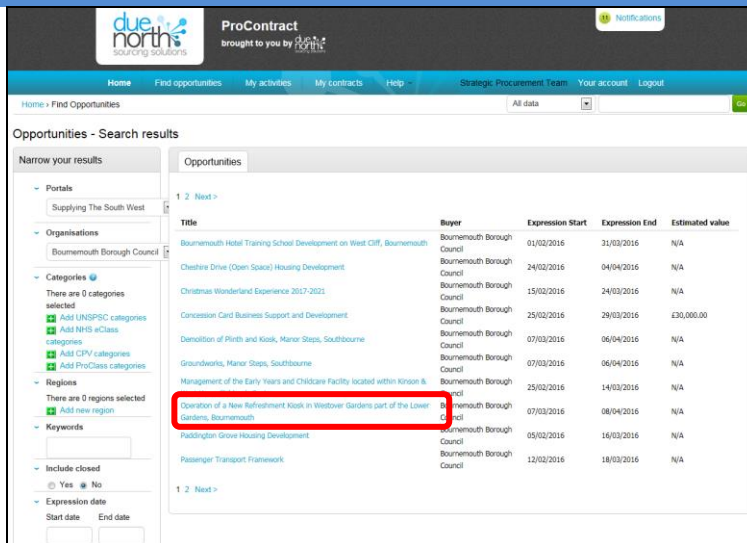
Published date  
Start date End date

Reset Update

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

- The screen will refresh and you will then be able to select '*Bournemouth Borough Council*' from the Organisations drop down box
- Select Bournemouth Borough Council and then select '*Update*'





ProContract  
brought to you by **due north**  
SOURCING SOLUTIONS

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

HOME > Find Opportunities

Opportunities - Search results

Narrow your results

- Portals
  - Supplying The South West
- Organisations
  - Bournemouth Borough Council
- Categories
  - There are 0 categories selected
  - Add UNSPSC categories
  - Add NRS eClass categories
  - Add CPV categories
  - Add ProcClass categories
- Regions
  - There are 0 regions selected
  - Add new region
- Keywords
- Include closed
  - ☐ Yes ☒ No
- Expression date
  - Start date End date

Opportunities

1 2 Next >

Title	Buyer	Expression Start	Expression End	Estimated value
Bournemouth Hotel Training School Development on West Cliff, Bournemouth	Bournemouth Borough Council	01/02/2016	31/03/2016	N/A
Cheshire Drive (Open Space) Housing Development	Bournemouth Borough Council	24/02/2016	04/04/2016	N/A
Christmas Wonderland Experience 2017-2021	Bournemouth Borough Council	15/02/2016	24/03/2016	N/A
Concession Card Business Support and Development	Bournemouth Borough Council	25/02/2016	28/03/2016	£30,000.00
Demolition of Plinth and Kiosk, Manor Steps, Southbourne	Bournemouth Borough Council	07/03/2016	06/04/2016	N/A
Groundworks, Manor Steps, Southbourne	Bournemouth Borough Council	07/03/2016	06/04/2016	N/A
Management of the Early Years and Childrens Facility located within Kiosk &	Bournemouth Borough Council	25/02/2016	14/03/2016	N/A
Location of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth	Bournemouth Borough Council	07/03/2016	08/04/2016	N/A
Reddington Grove Housing Development	Bournemouth Borough Council	05/02/2016	16/03/2016	N/A
Passenger Transport Framework	Bournemouth Borough Council	12/02/2016	18/03/2016	N/A

1 2 Next >

- The opportunities list will then update to show all of the contract opportunities that are currently available for Bournemouth Borough Council
- 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 Borough Council
- 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 right

The screenshot displays the ProContract procurement portal interface. The main heading is 'Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth'. The page is divided into several sections:

- Main contract details:**
  - Opportunity Id: DN121905
  - Title: Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth
  - Categories: 55000000-0 - Hotel, restaurant and retail trade services
  - Description: I'd respond to the tender you will need to ensure that your organisation is registered on this site in order to access the word and excel response documents, as the complete tender process will be undertaken electronically. You can only submit a response through this procurement portal view supplying...ng date of 30th April 2016. The kiosk structure is currently being manufactured so it is ready to be handed over to the operator on or around the 20th April 2016. The operator will be required to fit out and make operational the refreshment kiosk before the first May bank holiday weekend in 2016. [More...](#)
  - Region(s) of supply: Bournemouth and Poole
  - Estimated value: N/A
  - Keywords: refreshments, Kiosk
- Expression of interest window:**
  - From: 07/03/2016 10:09
  - To: 09/04/2016 14:00
  - Register interest in this opportunity
- Contact details:**
  - Buyer: Bournemouth Borough Council
  - Contact: Procurement Team
  - Email: [procurement@bournemouth.gov.uk](mailto:procurement@bournemouth.gov.uk)
  - Telephone: 01202 451417
  - Fax: 01202 454889
  - Address: Bournemouth Borough Council, Dorset, BH2 6DY, United Kingdom
- Attachments:**
  - Appendix 1 - Specification advert.pdf (290 KB)
  - Appendix 2 - Location and Pictures of Kiosk Site v1.00.pdf (1 MB)
  - Appendix 3 - Westover Kiosk Design Specification v1.00.pdf (1014 KB)
  - ITT - Supplier Information - Westover (549 KB)
- Key dates:**
  - Estimated contract dates
  - Start date: 22/04/2016
  - End date: 08/11/2022

- You will then be able to view the advert for the contract opportunity.
- The 'Description' provides you with an overview of the opportunity. You can click 'more...' to see the full description provided for the contract.
- 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.**

- m) In order for transparency, the tender document can be viewed as READ-ONLY within the attachments section of the advert. Please note that these documents are READ-ONLY and are there only to provide you with an overview of what the requirements for the contract are.

DO NOT COMPLETE THESE DOCUMENTS. PLEASE TREAT THESE DOCUMENTS AS READ-ONLY.

- n) 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, any 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. The Council will also not accept any submissions that include completed Watermarked 'Read-Only' documents.



## **ProContract Step By Step**

### **3. How to Access Tender Documents Through Supplying the South West**

# 1

## Accessing the Tender Document for a Contract Opportunity

- a) To access the tender documents for an opportunity, you must login to the system and follow the below instructions.
- b) **DO NOT COMPLETE THE TENDER DOCUMENTS THAT ARE SHOWN IN THE ATTACHMENTS SECTION OF THE ADVERT.** These documents are **Read-Only** and should be used to identify quickly whether this is an opportunity you are interested in.
- c) If you wish to submit a response, you must access the tender documents to be completed by following the below instructions:

**supplyingthesouthwest.org.uk**  
Procurement Portal

**ProContract**  
brought to you by **due north**

Notifications

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

Home > Find opportunities > Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth

[Return to find opportunities](#)

### Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth

**Main contract details**

Opportunity Id: DN121905

**Title:** Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth

**Categories:** 55000000-0 - Hotel, restaurant and retail trade services

**Description:** To respond to the tender you will need to ensure that your organisation is registered on this site in order to access the word and excel response documents, as the complete tender process will be undertaken electronically. You can only submit a response through this procurement portal [www.supplying...ng](http://www.supplying...ng) date of 30th April 2016. The kiosk structure is currently being manufactured so it is ready to be handed over to the operator on or around the 20th April 2016. The operator will be required to fit out and make operational the refreshment kiosk before the first May bank holiday weekend in 2016.

[More](#)

**Region(s) of supply:** Bournemouth and Poole

**Estimated value:** N/A

**Keywords:** refreshments, Kiosk

**Key dates**

**Estimated contract dates**

Start date: 22/04/2016 End date: 08/11/2022

**Expression of interest window**

From 07/03/2016 10:09 to 09/04/2016 14:00

**Register interest in this opportunity**

**Contact details**

**Buyer:** Bournemouth Borough Council  
**Contact:** Procurement Team  
**Email:** [procurement@bournemouth.gov.uk](mailto:procurement@bournemouth.gov.uk)  
**Telephone:** 01202 451417  
**Fax:** 01202 454889  
**Address:** Bournemouth Borough Council  
 Bournemouth  
 Dorset  
 BH2 6DY  
 United Kingdom

**Attachments**

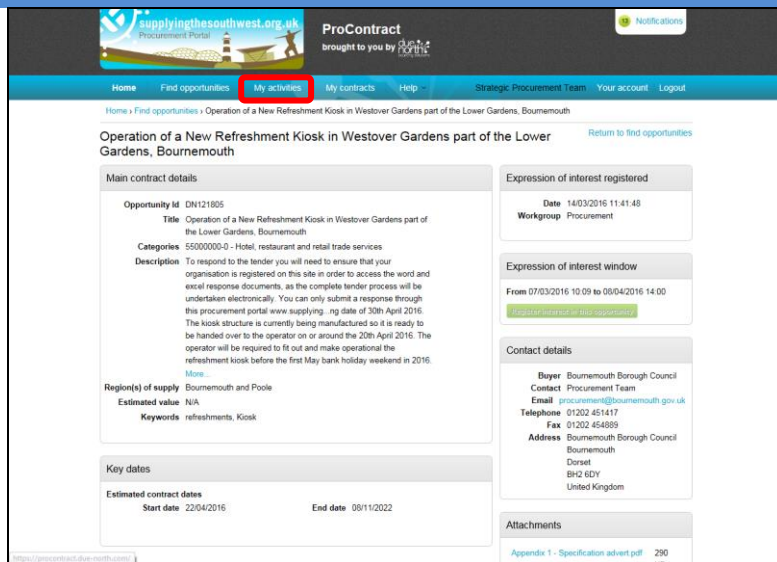
[Appendix 1 - Specification advert.pdf](#) 290 KB

[Appendix 2 - Location and Pictures of Kiosk Site v1.00.pdf](#) 1 MB

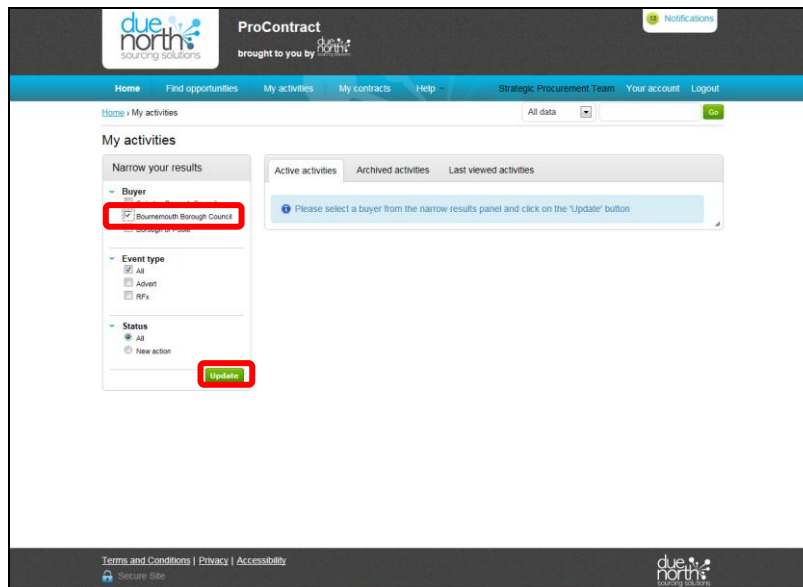
[Appendix 3 - Westover Kiosk Design Specification v1.00.pdf](#) 1014 KB

[ITT - Supplier Information - Westover](#) 549

- d) From the advert of the contract opportunity you want to express an interest in, select '*Register interest in this opportunity*'
- e) 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'
- f) If you are unsure of your login details, please call Due North on 0844 334 5204



- g) Once you have selected '*Register interest in this opportunity*' the screen will refresh
- h) The option to '*Register interest in this opportunity*' will now be greyed out.
- i) The system will also show the exact date and time you expressed an interest.
- j) **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.**
- k) To download the tender documents that need to be completed, click on '*My Activities*'



- l) 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'
- m) To view Bournemouth Borough Council contract opportunities that you have expressed an interest in, select the tick box next to 'Bournemouth Borough Council'
- n) Then click 'Update'



The screenshot shows the ProContract web application interface. The header includes the 'due north' logo and 'ProContract brought to you by due north'. The navigation bar has links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement Team, Your account, and Logout. The main content area is titled 'My activities' and includes a 'Narrow your results' sidebar on the left. The sidebar has filters for Buyer (Bournemouth Borough Council, Bournemouth Borough Council, Borough of Poole), Event type (Advert, RfP), and Status (All, New action). The main table displays a list of activities with columns for Buyer, Title, Current event, and Event deadline. The third row, 'Operation of a New Refreshment kiosk in Westover Gardens, Bournemouth', is highlighted with a red box. The table also includes an 'Active activities' tab and an 'Archived activities' tab.

Buyer	Title	Current event	Event deadline
Bournemouth Borough Council	<a href="#">Provision of a Cafe in the Sunken Area in Bournemouth Station Roundabout (the Bear Pit)</a>	Provision of a Cafe in the Sunken Area in Bournemouth Station Roundabout (the Bear Pit)	23/02/2016
Bournemouth Borough Council	<a href="#">The Supply of Roofing Materials, Underlay, Tiles and Associated Items</a>	The Supply of Roofing Materials, Underlay, Tiles and Other Associated Items	30/03/2016
Bournemouth Borough Council	<a href="#">Operation of a New Refreshment kiosk in Westover Gardens, Bournemouth</a>	Operation of a New Refreshment kiosk in Westover Gardens part of the Lower Gardens, Bournemouth	06/04/2016

- o) You will then see a list of the active opportunities that you have expressed an interest in with Bournemouth Borough Council
- p) To view the tender documents that you need to review and complete, select the blue hyperlink of the relevant contract opportunity.

The screenshot displays the ProContract procurement portal interface. At the top, there is a header with the logo for 'supplyingthesouthwest.org.uk' and 'ProContract brought to you by due north'. Below the header is a navigation bar with links: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement Team, Your account, and Logout. The main content area shows the breadcrumb trail: Home > My activities > Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth. The activity title is 'Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth'. Below the title, there is a table of events. The first event is 'Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth', which is highlighted with a red box. This event has a status of 'Expression of interest accepted' and a 'Respond by' date of 06/04/2016. Other events listed include 'Interest start date: 07/03/2016 10:09', 'Interest end date: 06/04/2016 14:00', and 'Expressed interest on: 14/03/2016 11:41'. On the right side of the page, there is a sidebar with the Bournemouth Borough Council logo and links for 'Archive this activity', 'Messaging' (You have 0 unread message(s)), 'Audit history', and 'View messages'.

- q) 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.

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

Home > My activities > Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Boumemouth > Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Boumemouth

[Back to dashboard](#)

**Boumemouth Borough Council - RFQ** 110609

**Mail details**

**Title:** Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Boumemouth

**Response by:** 06 April 2016 14:00:00

**Description:** Boumemouth Borough Council are looking to appoint an operator to run a refreshment kiosk in Westover Gardens for a period of approximately 5 years (The Services). The Council is looking to offer a lease of approximately 5 years for the refreshment kiosk from a proposed opening date of 1st May 2016. The location of the new kiosk is shown on the Map in Appendix 2. The kiosk structure is currently being manufactured so it is ready to be handed over to the operator on or around the 20th April 2016. The operator will be required to fit out and make good the refreshment kiosk structure and the kiosk before the end of April 2016.

**Attachments**

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

<a href="#">Appendix 1 - Specification v0.02.docx</a>	821 KB
<a href="#">Appendix 2 - Location and Pictures of Kiosk Site v1.00.docx</a>	4 MB
<a href="#">Appendix 3 - Westover Kiosk Design Specification v1.00.pdf</a>	1014 KB
<a href="#">ITT - Supplier Information - Westover Kiosk v0.01.docx</a>	100 KB
<a href="#">ITT - Supplier Response - Westover Kiosk v0.01.docx</a>	75 KB
<a href="#">Pricing Schedule - Westover Kiosk v0.02.xlsx</a>	12 KB

**Time remaining**

25:14:47

**Messaging**

You have 0 unread message(s).  
[View messages](#)

**Response controls**

[View my response](#)

[Rescind my response](#)

[No longer wish to respond](#)

**My responses**

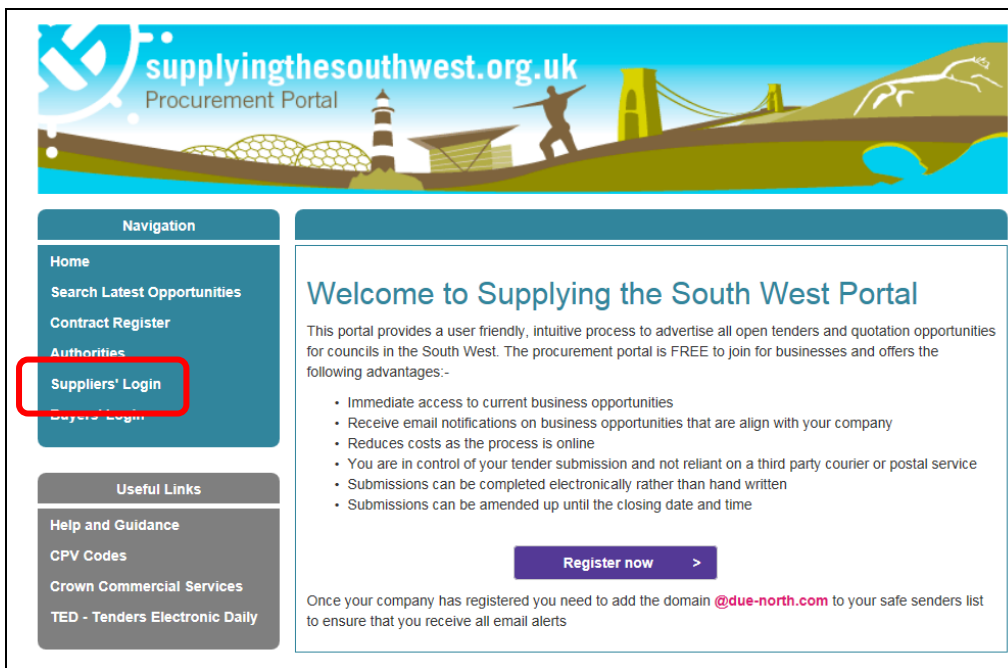
You have not yet started your response.

- 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.
- The tender documents should be downloaded and completed on your own computer
- 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
- 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**

## **4. How to Ask a Question on a Procurement through Supplying the South West**



**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 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](http://www.supplyingthesouthwest.org.uk)  
b) Click on 'Suppliers Login'

**Home page**

**News and announcements**

**Welcome to the new version of ProContract**

As the market leader in the public sector Due-North has a wealth of procurement expertise, and now our systems functionality has been further improved with the introduction of ProContract Version 3.

If you are a current registered supplier and this is the first time you are visiting the site your details have been automatically transferred, however for security and account validation you will be required to reset your password and follow the instructions below.

[Migrated user instructions](#)

**New to portal**

Free registration

[Register](#) [Login](#)

[Forgotten your username or password?](#)

**Useful links**

[Contracts register](#)

[Help](#)

**Current opportunities**

Shown below is a list of the latest current opportunities

Opportunities Recently added

Buyer	Title	Start date	End date	Estimated value
Advantage South West	Supply of Kitchen Units and Associated Items	10/03/2016 12:00:00	10/04/2016 10:00:00	N/A
Advantage South West	Provision of Legionella Services and associated services	11/03/2016 09:00:00	15/04/2016 10:00:00	N/A
Advantage South West	Service of Domestic Lifting Equipment and associated services and supplies	14/03/2016 08:00:00	19/04/2016 10:00:00	N/A
Andium Homes Limited	Andium Homes (Jersey) - SUPPLY ONLY Social Housing Kitchens	10/03/2016 17:00:00	25/03/2016 12:00:00	N/A
Andium Homes Limited	Andium Homes Jersey - SUPPLY ONLY Bathroom Suites	10/03/2016 17:00:00	25/03/2016 12:00:00	N/A
Andium Homes Limited	Andium Homes - Kitchen And Bathroom Replacement Programme INSTALL ONLY Framework for the construction of	10/03/2016 17:00:00	25/03/2016 12:00:00	N/A

- c) If your company is not yet registered on Supplying the South West, click 'Register'. 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 'Login'

**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](#)

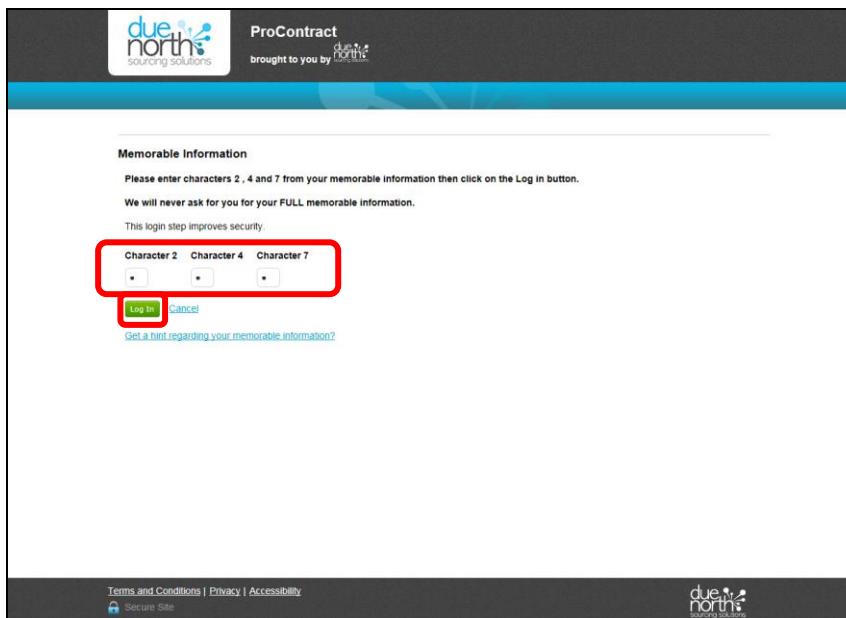
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If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required 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](#)  
Secure Site

due north  
sourcing solutions

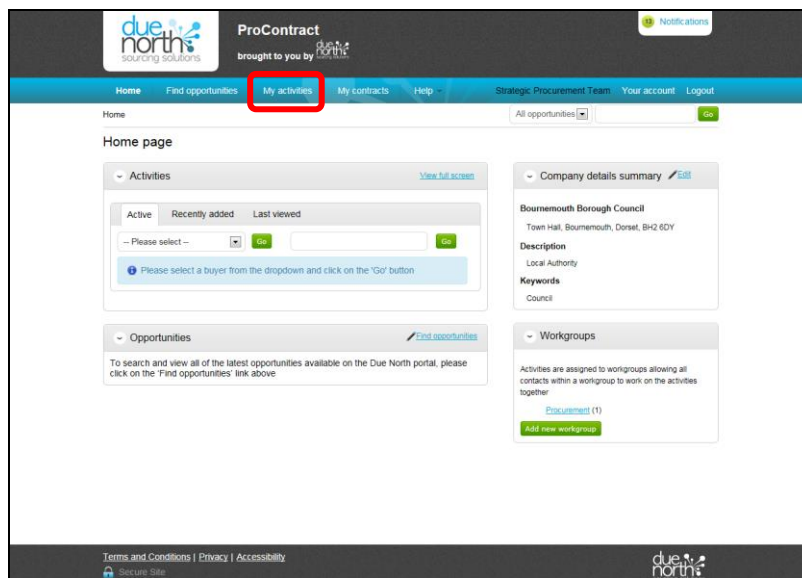
- e) Type in your login details and select '*Continue*'
- f) If you are unsure of your login details, please contact Due North on 0844 334 5204



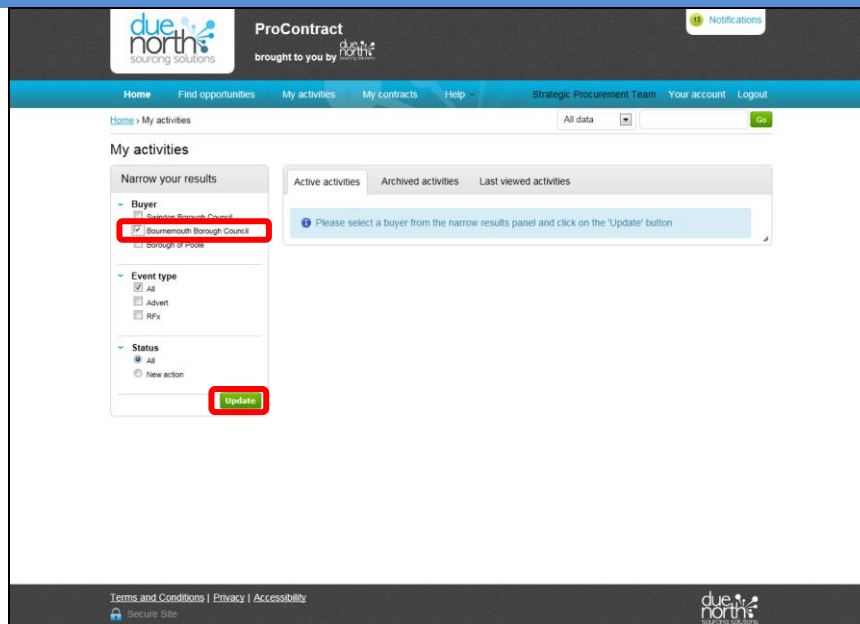
The screenshot shows the ProContract login interface. At the top, there are logos for 'due north sourcing solutions' and 'ProContract brought to you by due north'. The main heading is 'Memorable Information'. Below this, instructions state: 'Please enter characters 2, 4 and 7 from your memorable information then click on the Log in button. We will never ask for your FULL memorable information. This login step improves security.' There are three input fields labeled 'Character 2', 'Character 4', and 'Character 7', each containing a single character. A red rectangle highlights these three fields and the 'Log In' button below them. The 'Log In' button is green with white text, and the 'Cancel' button is blue with white text. Below the buttons is a link: '[Get a hint regarding your memorable information?](#)'. At the bottom of the page, there are links for 'Terms and Conditions', 'Privacy', and 'Accessibility', along with a 'Service Site' icon and the 'due north' logo.

- g) Enter the required characters from your memorable information and then click 'Log In'
- h) If you are unsure of your memorable information you can click on the 'Get a hint regarding your memorable information?' link or call Due North on 0844 334 5204 to reset your login details





- a) Once you are logged in, you will need to navigate to the contract opportunity that you want to ask a question for.
- b) To do this, select 'My Activities'



- c) 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'
- d) To view Bournemouth Borough Council contract opportunities that you have expressed an interest in, select the tick box next to 'Bournemouth Borough Council'
- e) Then click 'Update'

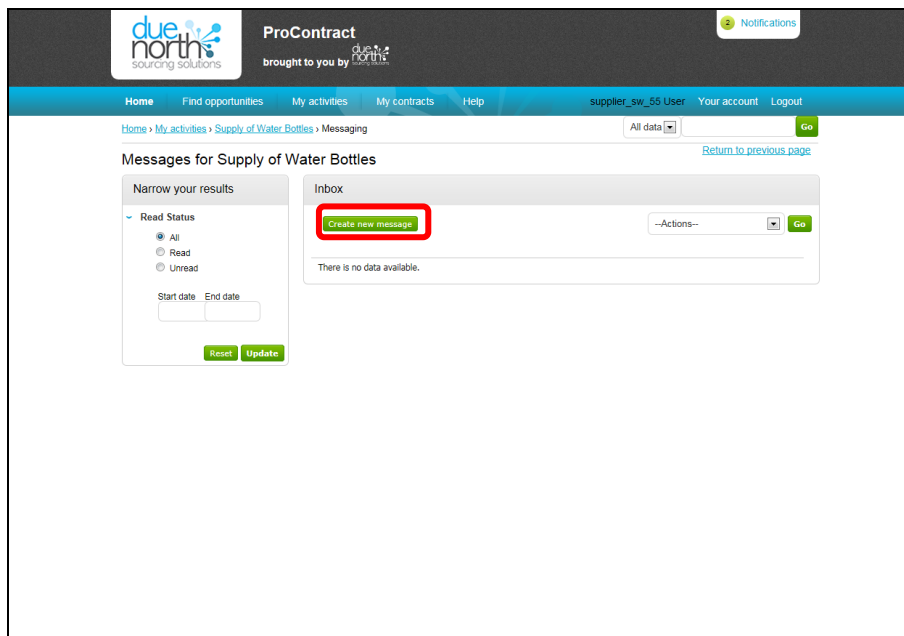
The screenshot shows the ProContract due north Sourcing Solutions interface. The 'My activities' section is active, displaying a table of activities. The table has columns for Buyer, Title, Current event, and Event deadline. The third row is highlighted with a red box.

Buyer	Title	Current event	Event deadline
Bournemouth Borough Council	<a href="#">Provision of a Cafe in the Sunken Area in Bournemouth Station Roundabout (The Bear Pit)</a>	Provision of a Cafe in the Sunken Area in Bournemouth Station Roundabout (The Bear Pit)	23/02/2016
Bournemouth Borough Council	<a href="#">The Supply of Roofing Materials, Underlay, Tiles and Associated Items</a>	The Supply of Roofing Materials, Underlay, Tiles and Other Associated Items	30/03/2016
Bournemouth Borough Council	<a href="#">Location of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth</a>	Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth	08/04/2016

- f) You will then see a list of the active opportunities that you have expressed an interest in with Bournemouth Borough Council
- g) Select the blue hyperlink of the relevant contract opportunity that you wish to ask a question for.

The screenshot shows the ProContract procurement portal. The header includes the 'supplyingthesouthwest.org.uk' logo, 'ProContract' branding, and a 'Notifications' button. The navigation bar contains links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement Team, Your account, and Logout. The main content area displays an activity titled 'Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth'. The activity details include 'Expression of interest accepted', 'Interest start date: 07/03/2016 10:09', 'Interest end date: 08/04/2016 14:00', and 'Expressed interest on: 14/03/2016 11:41'. A red box highlights the 'Messaging' section in the right sidebar, which shows 'You have 0 unread message(s)' and a 'View messages' link. Below this is an 'Audit history' section with a 'View audit history' link. The footer contains 'Terms and Conditions | Privacy | Accessibility', a 'Secure Site' icon, and the 'due north' logo.

h) Click on 'View Messages'



i) Select 'Create New Message'

The screenshot displays the ProContract web application interface. At the top, there is a navigation bar with the 'due north sourcing solutions' logo and the text 'ProContract brought to you by due north'. Below this is a secondary navigation bar with links: Home, Find opportunities, My activities, My contracts, Help, supplier\_sw\_55 User, Your account, and Logout. The main content area is titled 'New message' and contains a form for composing a message. The form has the following fields:

- To:** Project team
- Subject:** Specification Point 12.6
- Attachments:** (indicated by a green plus icon)
- Main Text Field:** Contains the message: "Hi, Please can you confirm what you mean by specification point 12.6 Kind Regards Company A".

At the bottom of the form, there are two buttons: 'Send message' (highlighted with a red box) and 'Cancel'.

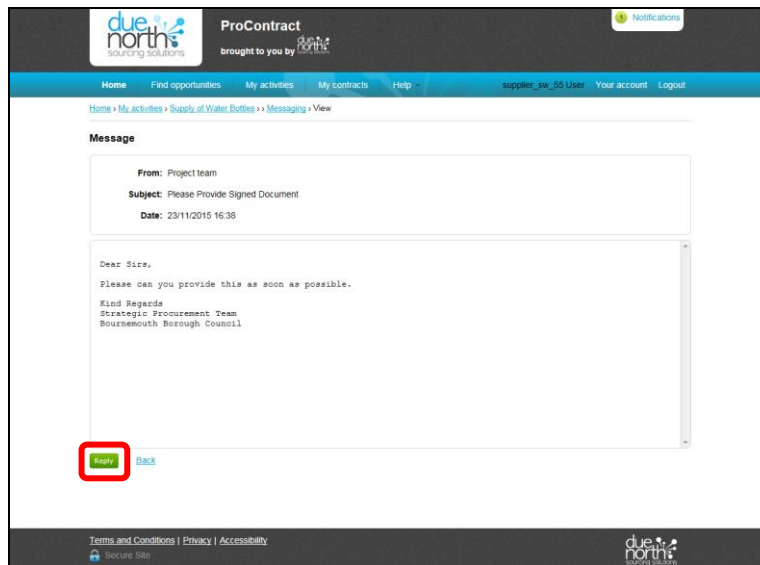
- j) Add a Subject within the Subject Field
- k) Add your Question within the Main Text Field
- l) If required you can add an attachment using the 'Attachments' section
- m) Click 'Send Message'
- n) This message has now been sent directly to the Project Team

The screenshot shows the ProContract web application interface. The header includes the 'due north sourcing solutions' logo, the 'ProContract' title, and a 'brought to you by' logo. A navigation bar contains links for Home, Find opportunities, My activities, My contracts, and Help. The user is logged in as 'supplier\_sw\_55 User' with links for 'Your account' and 'Logout'. A 'Notifications' button is in the top right.

The main content area is titled 'Messages for Supply of Water Bottles'. On the left, there is a 'Narrow your results' sidebar with a 'Read Status' section containing radio buttons for 'All', 'Read', and 'Unread'. Below this are 'Start date' and 'End date' input fields, and 'Reset' and 'Update' buttons. The main inbox area has a 'Create new message' button and an 'Inbox' table. The table has columns for 'Ref No', 'Subject', 'From', and 'Date'. Two messages are listed: one with 'Ref No' 1.1 and subject 'Specification Point 12.6' from 'supplier\_sw\_55 company' dated '10/11/2015 16:30'; and another with 'Ref No' 2.1 and subject 'Please Provide Signed Document' from 'Project team' dated '23/11/2015 16:38'. The second message is highlighted with a red rectangle.

Ref No	Subject	From	Date
1.1	<a href="#">Specification Point 12.6</a>	supplier_sw_55 company	10/11/2015 16:30
2.1	<a href="#">Please Provide Signed Document</a>	Project team	23/11/2015 16:38

- If you receive any notifications regarding a message being issued, you will be able to review these within the Messaging area.
- 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
- Click on the hyperlink to read messages that have been issued through ProContract



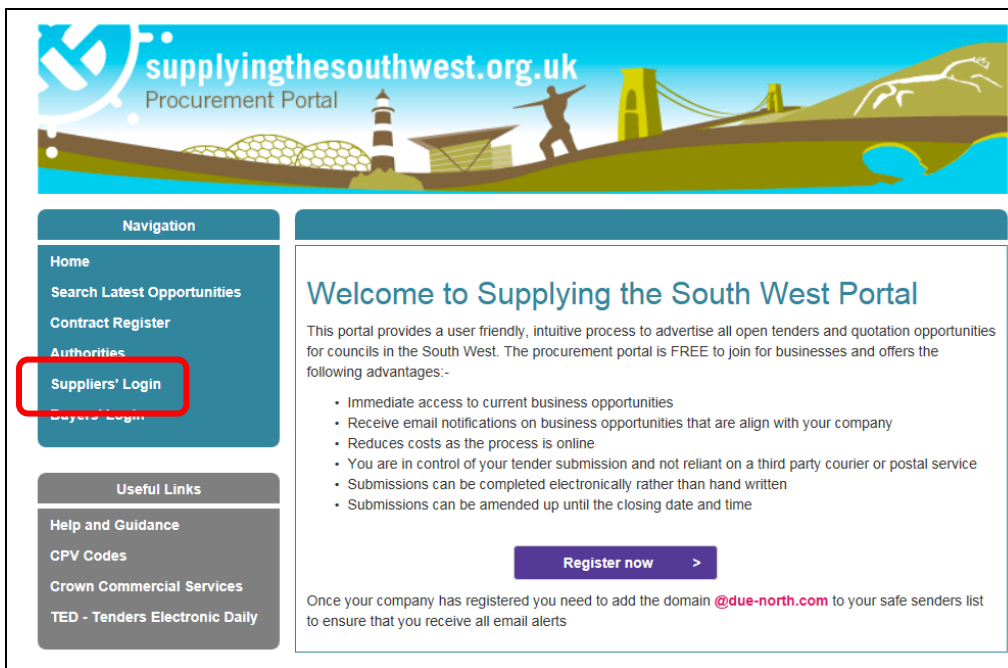
d) You can use the 'Reply' button to respond to any messages you receive where appropriate.





# **ProContract Step By Step**

## **5. How to Submit your Response through Supplying the South West**



**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 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

- Go to [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)
- Click on 'Suppliers Login'

**Home page**

**News and announcements**

**Welcome to the new version of ProContract**

As the market leader in the public sector Due-North has a wealth of procurement expertise, and now our systems functionality has been further improved with the introduction of ProContract Version 3.

If you are a current registered supplier and this is the first time you are visiting the site your details have been automatically transferred, however for security and account validation you will be required to reset your password and follow the instructions below.

[Migrated user instructions](#)

**New to portal**

Free registration

[Register](#) [Login](#)

[Forgotten your username or password?](#)

**Useful links**

[Contracts register](#)

[Help](#)

**Current opportunities**

Shown below is a list of the latest current opportunities

Opportunities Recently added

Buyer	Title	Start date	End date	Estimated value
Advantage South West	Supply of Kitchen Units and Associated Items	10/03/2016 12:00:00	10/04/2016 10:00:00	N/A
Advantage South West	Provision of Legionella Services and associated services	11/03/2016 09:00:00	15/04/2016 10:00:00	N/A
Advantage South West	Service of Domestic Lifting Equipment and associated services and supplies	14/03/2016 08:00:00	19/04/2016 10:00:00	N/A
Andium Homes Limited	Andium Homes (Jersey) - SUPPLY ONLY Social Housing Kitchens	10/03/2016 17:00:00	25/03/2016 12:00:00	N/A
Andium Homes Limited	Andium Homes Jersey - SUPPLY ONLY Bathroom Suites	10/03/2016 17:00:00	25/03/2016 12:00:00	N/A
Andium Homes Limited	Andium Homes - Kitchen And Bathroom Replacement Programme INSTALL ONLY Framework for the construction of	10/03/2016 17:00:00	25/03/2016 12:00:00	N/A

- c) If your company is not yet registered on Supplying the South West, click 'Register'. 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 'Login'

**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](#)

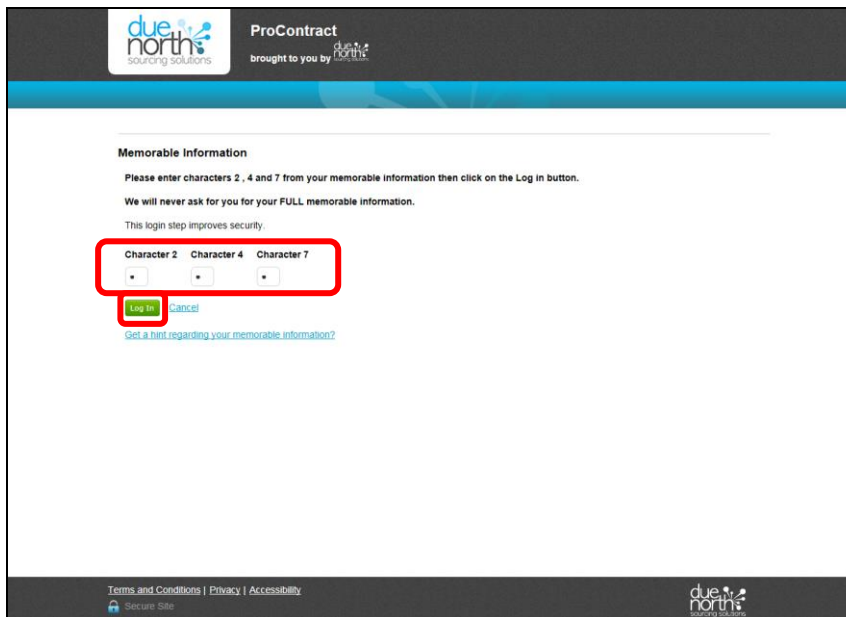
**Migrated from ProContract Version 2?**  
If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - [First time login following migration](#)

**Still need help?**  
Please visit the [help center](#) where you can access an extensive help library, FAQ's, videos and guides

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

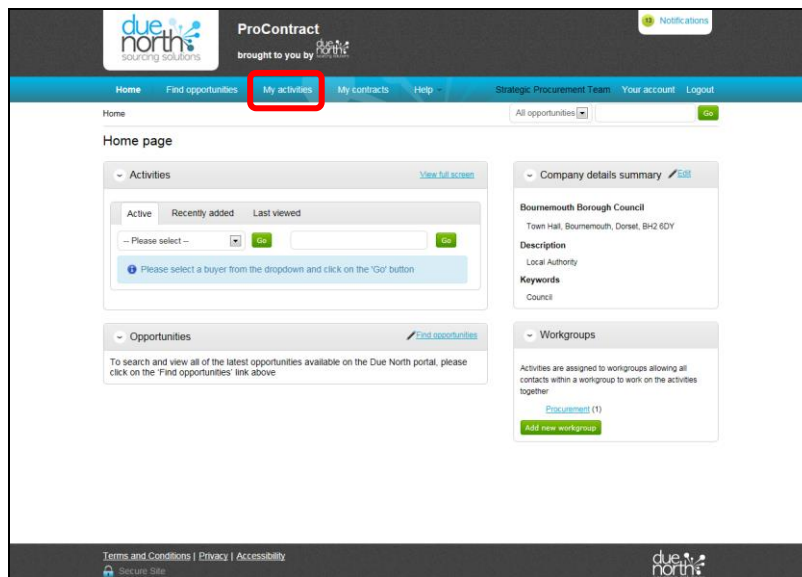
Secure Site

- e) Type in your login details and select '*Continue*'
- f) If you are unsure of your login details, please contact Due North on 0844 334 5204

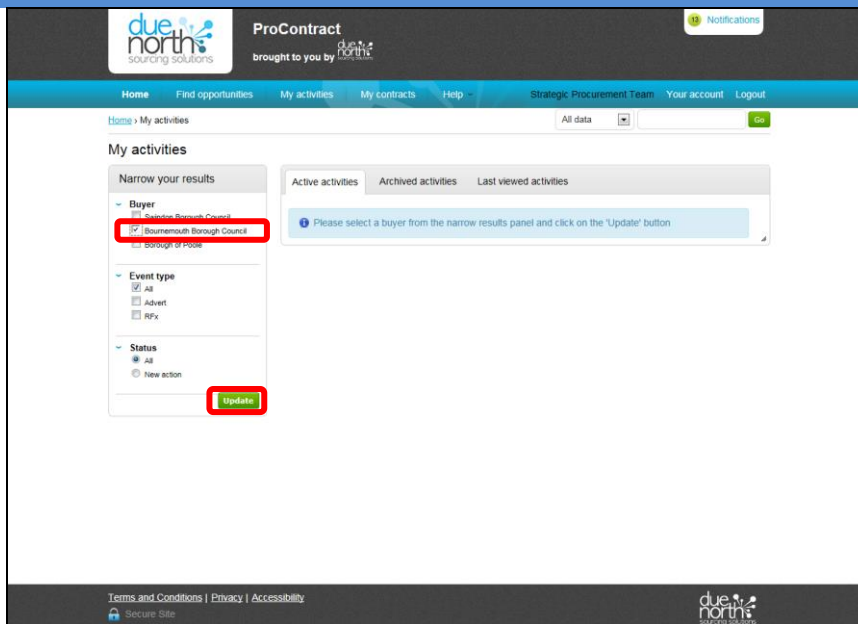


The screenshot shows the ProContract login interface. At the top, there are logos for 'due north sourcing solutions' and 'ProContract brought to you by due north'. The main heading is 'Memorable Information'. Below this, instructions state: 'Please enter characters 2, 4 and 7 from your memorable information then click on the Log in button. We will never ask for your FULL memorable information. This login step improves security.' There are three input fields labeled 'Character 2', 'Character 4', and 'Character 7', each containing a single character. A red rectangle highlights these three input fields and the 'Log In' button below them. The 'Log In' button is green with white text, and the 'Cancel' button is blue with white text. Below the buttons is a link: '[Get a hint regarding your memorable information?](#)'. At the bottom of the page, there are links for 'Terms and Conditions', 'Privacy', and 'Accessibility', along with a 'Service Site' icon and the 'due north' logo.

- g) Enter the required characters from your memorable information and then click 'Log In'
- h) If you are unsure of your memorable information you can click on the 'Get a hint regarding your memorable information?' link or call Due North on 0844 334 5204 to reset your login details



- a) Once you are logged in, you will need to navigate to the contract opportunity that you are submitting a response for.
- b) To do this, select 'My Activities'



- c) 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'
- d) To view Bournemouth Borough Council contract opportunities that you have expressed an interest in, select the tick box next to 'Bournemouth Borough Council'
- e) Then click 'Update'

## Find the Contract you want to Submit a Response for (Continued)

The screenshot shows the ProContract website interface. On the left, there are filters for 'Buyer' (Bournemouth Borough Council is selected), 'Event type' (All is selected), and 'Status' (All is selected). The main area displays a table of active activities. The table has columns for Buyer, Title, Current event, and Event deadline. The third row, 'Provision of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth', is highlighted with a red box. The URL at the bottom of the page is <https://procontract.due-north.com/SupplierPort/operations/Activities/Details/537994>.

Buyer	Title	Current event	Event deadline
Bournemouth Borough Council	Provision of a Cafe in the Sunken Area in Bournemouth Station Roundabout (The Bear Pit)	Provision of a Cafe in the Sunken Area in Bournemouth Station Roundabout (The Bear Pit)	23/02/2016
Bournemouth Borough Council	The Supply of Roofing Materials, Underlay, Tiles and Associated Items	The Supply of Roofing Materials, Underlay, Tiles and Other Associated Items	30/03/2016
Bournemouth Borough Council	Provision of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth	Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth	08/04/2016

- f) You will then see a list of the active opportunities that you have expressed an interest in with Bournemouth Borough Council
- g) Select the blue hyperlink of the relevant contract opportunity that you wish to submit a response for.



The screenshot displays the ProContract procurement portal interface. At the top, there are logos for 'supplyingthesouthwest.org.uk' and 'ProContract brought to you by due north'. The main navigation bar includes links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement Team, Your account, and Logout. The breadcrumb trail shows: Home > My activities > Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth.

The main content area is titled 'Activity : Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth' with a link to 'Back to home page'. Below this is an 'Events' section. The first event listed is 'Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth', which is highlighted with a red box. This event has a status of 'Expression of interest accepted' and links for 'Hide details' and 'Open'. It includes dates: Interest start date: 07/03/2016 10:09, Interest end date: 08/04/2016 14:00, and Expressed interest on: 14/03/2016 11:41.

The second event listed is 'Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth', which is also highlighted with a red box. This event has a status of 'Not started (Respond by: 08/04/2016)' and links for 'View details' and 'Start'.

The right sidebar features the 'Bournemouth BOROUGH COUNCIL' logo with the tagline 'Building a Better Bournemouth'. It includes links for 'Archive this activity', 'Messaging' (with a note 'You have 0 unread message(s). View messages'), and 'Audit history' (with a link 'View audit history').

The footer contains links for 'Terms and Conditions', 'Privacy', 'Accessibility', and 'Secure Site', along with the 'due north' logo.

- h) The system will show a few 'events'. You will need to select the latest event which will be at the bottom of the list and will either show as 'Not Started' or 'In Progress'
- i) Click on the hyperlink of the contract name that you want to submit a response for.

The screenshot shows the ProContract interface for a Bournemouth Borough Council RFQ. The page includes a header with the due north logo and navigation links. The main content area displays the RFQ details, including the title 'Supply of Water Bottles', the response deadline '13 November 2015 14:00:00', and a list of attachments. A red box highlights the 'Start my response' button in the 'Response controls' section. The footer contains links for Terms and Conditions, Privacy, Accessibility, and a Secure Site icon.

**due north** sourcing solutions  
ProContract brought to you by due north

Home Find opportunities My activities My contracts Help supplier\_sw\_55 User Your account Logout

Home > Supply of Water Bottles > Supply of Water Bottles

[Back to dashboard](#)

**Bournemouth Borough Council - RFQ** 5135155

**Main details**

**Title:** Supply of Water Bottles **Respond by:** 13 November 2015 14:00:00

**Description:**  
The Council requires the supply of water in 500ML bottles

**Attachments**

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

[Invitation to Quote for Supply of Water Bottles v1.00.docx](#) 11 KB

[Pricing Schedule for Supply of Water Bottles v1.00.xlsx](#) 8 KB

**Terms & conditions**

[Standard Goods and Services Terms and Conditions](#)

**Time remaining**

2 Days 21 Hours 17 Minutes 32 Seconds

**Messaging**

You have 0 unread message(s).  
[View messages](#)

**Response controls**

[Start my response](#)

[Request intent to respond](#)

[No longer wish to respond](#)

**My responses**

You have not yet started your response.

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

[Secure Site](#)

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a) To begin submitting your response, click 'Start my Response'

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Notifications

Home Find opportunities My activities My contracts Help supplier\_sw\_55 User Your account Logout

Home > My activities > Supply of Water Bottles > Supply of Water Bottles > Create RFQ response

### Create RFQ response

1 Details 2 Additional information 3 Attachments 4 Terms & conditions

Response reference: 105861542

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.

**Continue** Back Cancel

Secure Site Terms and Conditions Privacy Accessibility

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- b) You will then be taken to the Response Wizard
- c) Read the guidance and click '*Continue*'

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Notifications

Home Find opportunities My activities My contracts Help supplier\_sw\_55 User Your account Logout

Home > My activities > Supply of Water Bottles > Supply of Water Bottles > Create RFQ response

Create RFQ response

Details Additional information 3 Attachments 4 Terms & conditions

Supplier reference (optional) ⓘ

Water Bottles Response

Response information (optional) ⓘ

Please find attached our response for your Water Bottles Tender

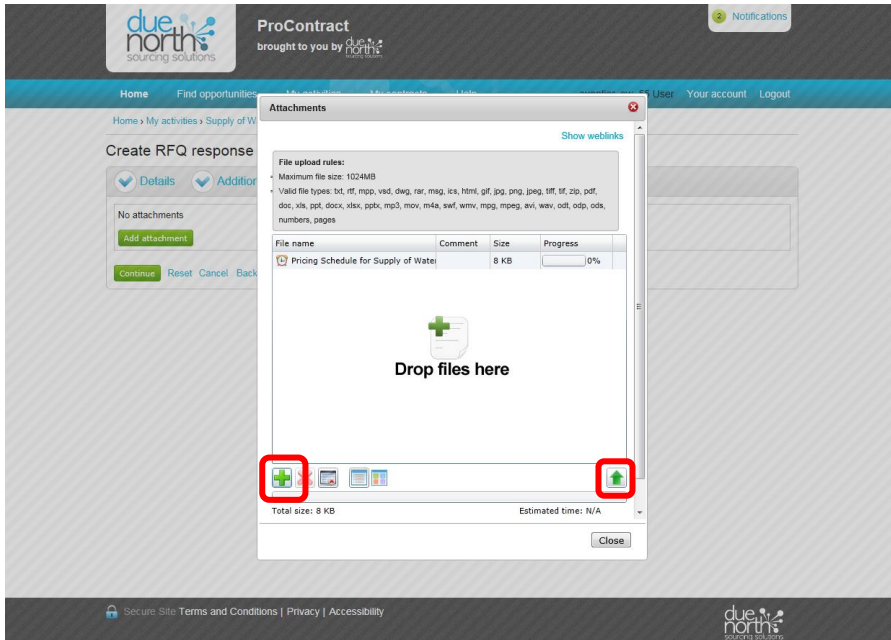
Additional comments (optional) ⓘ

Continue Reset Cancel Back

- d) 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. If you do not have a reference, please leave blank
- e) Add any details you may want to within Response Information. Again, this is optional.
- f) Click 'Continue'

The screenshot displays the 'Create RFQ response' interface in the ProContract system. The top navigation bar includes links for Home, Find opportunities, My activities, My contracts, Help, and user account options. The breadcrumb trail indicates the path: Home > My activities > Supply of Water Bottles > Supply of Water Bottles > Create RFQ response. The main heading is 'Create RFQ response'. Below this, a progress bar shows four steps: Details (completed), Additional information (completed), Attachments (active), and Terms & conditions. The Attachments section shows 'No attachments' and a red box highlights the 'Add attachment' button. Below this are 'Continue', 'Reset', 'Cancel', and 'Back' buttons. The footer contains a secure site notice and links to Terms and Conditions, Privacy, and Accessibility, along with the due north sourcing solutions logo.

- g) You will now need to upload and attach your completed tender documents to the system that form your submission
- h) To do this, select 'Add Attachment'

**TIP:**

Ensure that you upload all of the documents that you are requested to complete and submit as part of your tender response.

- i) You can either drag files into the box that says 'Drop files here' or you can select them from your local hard drives by selecting the plus icon
- j) Once you have selected all of the documents that you want to submit as part of your response, select the up arrow icon in the bottom right to upload the documents to the system

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Notifications

Home Find opportunities My activities My contracts Help supplier\_sw\_55 User Your account Logout

Home > My activities > Supply of Water Bottles > Supply of Water Bottles > Create RFQ response

Create RFQ response

Details Additional information Attachments Terms & conditions

Pricing Schedule for Supply of Water Bottles v1.00.xlsx 8 KB

Add attachment

Continue Reset Cancel Back

Secure Site | Terms and Conditions | Privacy | Accessibility

due north sourcing solutions

- k) You will then be returned to the response screen where it will show all of the attachments that you have just uploaded.
- l) Ensure that all the attachments that you want and are required to submit as part of your response are shown in this list
- m) When you are happy that all of the documents that you wish to submit are shown in the above list, please press the 'Continue' button

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ProContract  
brought to you by due north

Notifications

Home Find opportunities My activities My contracts Help supplier\_sw\_55 User Your account Logout

Home > My activities > Supply of Water Bottles > Supply of Water Bottles > 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

Secure Site Terms and Conditions | Privacy | Accessibility

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- n) Review the Terms and Conditions that will form the contract
- o) If you are happy to accept the terms, choose the radio button next to 'Accept'
- p) 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
- q) Click 'Finish'



The screenshot shows the 'My response' page for a supply of water bottles. The response is in draft status (105861542 Draft). The page includes sections for additional information, terms and conditions, and attachments. A red box highlights the 'Accept | Decline' buttons next to the terms and conditions section.

**My response** 105861542 **Draft**

**Additional information** [Edit](#)

**Supplier reference:**

**Terms & conditions** [Accept](#) | [Decline](#)

[Standard Goods and Services Terms and Conditions](#)

**Attachments**

[Pricing Schedule for Supply of Water Bottles v1.00.xlsx](#) 8 KB

[Add attachment](#)

**Time remaining**

Respond by: 13 November 2015 14:00:00

2 Days 20 Hours 49 Minutes 27 Seconds

**Response controls**

[Submit response](#)

[Open response wizard](#)

**Submission checklist**

☒ Terms & conditions

☒ Attachments

**Audit history**

[View audit history](#)

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

[Secure Site](#)

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- r) You will then be taken to a Summary screen
- s) In some cases you may need to accept the terms and conditions again. To do this, press either accept or decline

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ProContract brought to you by due north

Home Find opportunities My activities My contracts Help supplier\_sw\_55 User Your account Logout

Home > My activities > Supply of Water Bottles > Supply of Water Bottles

My response 105861542 Draft

Additional information [Edit](#)

Supplier reference:

Terms & conditions [Dislike](#)

[Standard Goods and Services Terms and Conditions](#)

Attachments

[Pricing Schedule for Supply of Water Bottles v1.00.xlsx](#) 8 KB

[Add attachment](#)

[Back to summary](#)

Time remaining

Respond by: 13 November 2015 14:00:00

2 Days 20 Hours 45 Minutes 19 Seconds

Response controls

[Submit response](#)

Clear response input

Submission checklist

☒ Terms & conditions

☒ Attachments

Audit history

[View audit history](#)

Terms and Conditions | Privacy | Accessibility

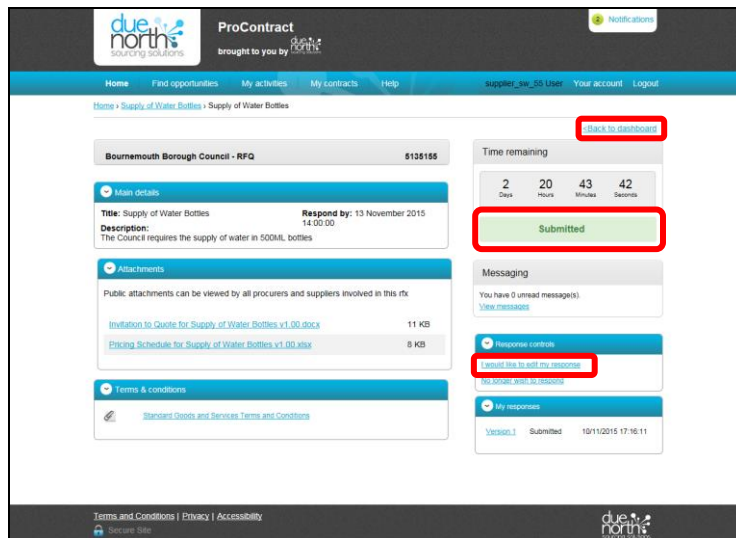
[Secure site](#)

due north sourcing solutions

- t) 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.
- u) If you are ready to submit your response, press 'Submit Response'
- v) *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 Step 4 at the end of this guide.*

The screenshot shows the ProContract web interface. At the top, the 'due north sourcing solutions' logo is on the left, and 'ProContract brought to you by due north' is in the center. A navigation bar includes links for Home, Find opportunities, My activities, My contracts, and Help. The user is logged in as 'supplier\_sw\_55 User' with links for 'Your account' and 'Logout'. The breadcrumb trail reads: Home > My activities > Supply of Water Bottles > Supply of Water Bottles. A '- Back to summary' link is visible. The main content area shows 'My response' with ID '105861542' and status 'Draft'. Below this are sections for 'Additional information' (with an 'Edit' link), 'Supplier reference:', 'Terms & condition' (with a 'Standard Goods' link), and 'Attachments' (with a 'Pricing Sched...' link and an 'Add attachment' button). A 'Time remaining' box shows 'Respond by: 13 November 2015 14:00:00' and a countdown of 2 minutes, 20 seconds, 44 minutes, and 9 seconds. A confirmation dialog box is open in the center, titled 'Submit response', asking 'Are you sure you want to submit this response?'. It has two buttons: 'Submit response' (highlighted with a red rectangle) and 'Cancel'. At the bottom of the page, there are links for 'Terms and Conditions', 'Privacy', and 'Accessibility', a 'Secure Site' icon, and the 'due north sourcing solutions' logo.

- w) You will be asked to confirm that you want to submit your response.
- x) Click 'Submit Response'

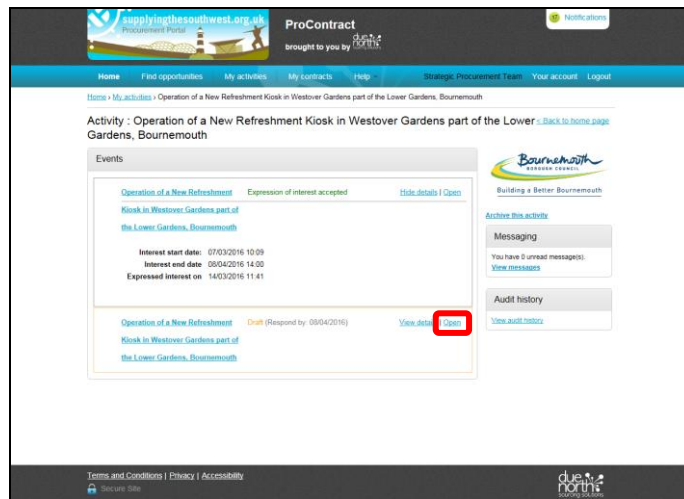


- y) Your response will then show as 'Submitted'
- z) You will also receive an e-mail from ProContract confirming that your submission has been submitted. If you have not received a confirmation notification by e-mail of your submission, please contact Due North on 0844 334 5204 to confirm you have submitted your response.
- aa) 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.

bb) If you do not want to edit your submitted response, select 'Back to Dashboard'

- a) You will only need to follow this step where you started to submit your response but did not finalise your submission. (Following on from Step 3V above)
- b) You will first need to follow Step 1 (Log in to ProContract) and Step 2 (Find the Contract that you want to Submit a Response for) in order to navigate back to the contract.



- c) 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'

The screenshot displays the ProContract web application interface. At the top, there is a navigation bar with links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement Team, Your account, and Logout. Below the navigation bar, a breadcrumb trail indicates the current location: Home > My activities > Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth > Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth. A link to <Back to dashboard is also present.

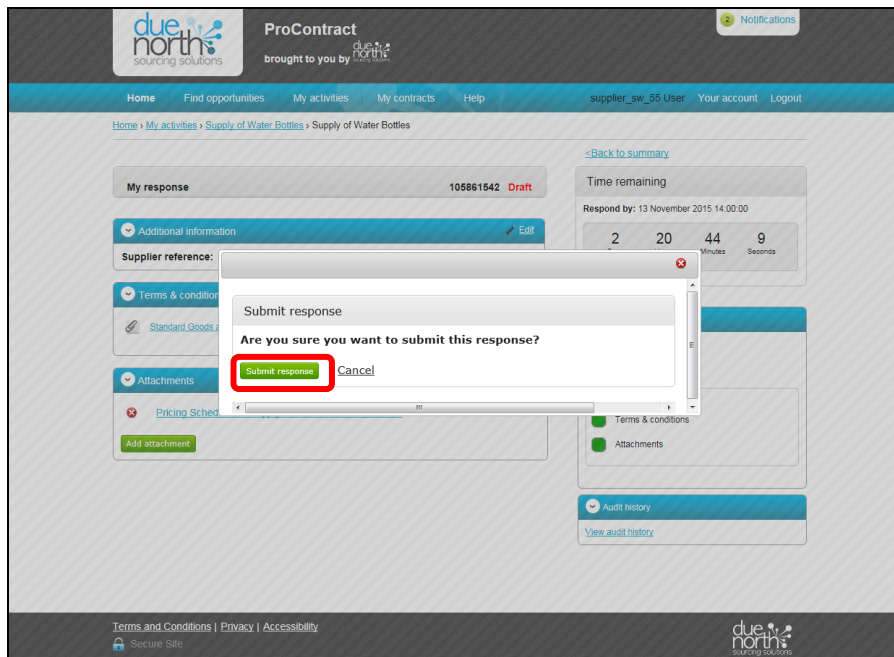
The main content area is titled "Bournemouth Borough Council - RFQ 112005". It features a sidebar on the left with sections for Amendments, Sections, Description, and History. The History section shows two versions: Version 1 (Amended 21/03/2016 16:35:17) and Version 2 (Current). The Description section contains a detailed text about the refreshment kiosk, mentioning electrical work, plumbing, and floor/ceiling specifications. The right sidebar includes a "Time remaining" section with a progress bar, a "Messaging" section with a link to view messages, and a "My responses" section showing the submission history for RFQ Version 1 (Not submitted) and RFQ Version 2 (Draft). The "Edit" button next to RFQ Version 2 is highlighted with a red box.

- d) 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

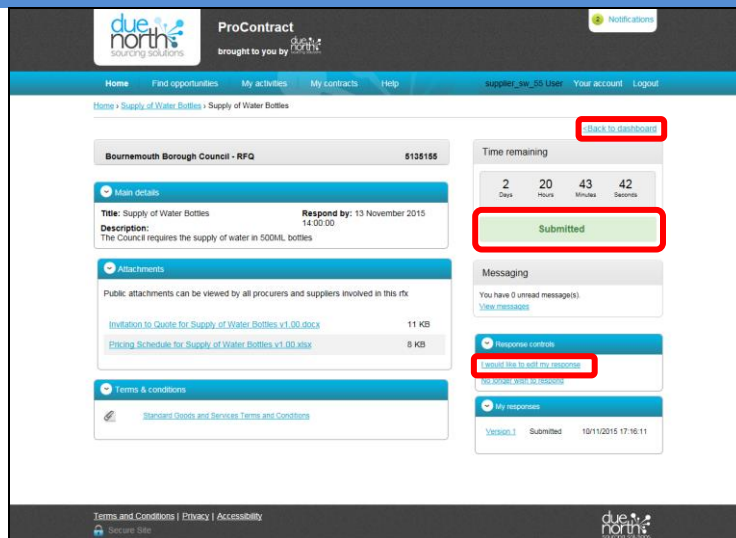
The screenshot displays the ProContract web interface. At the top, the 'due north' logo is visible alongside the text 'ProContract brought to you by'. A navigation bar includes links for Home, Find opportunities, My activities, My Contracts, Help, Strategic Procurement Team, Your account, and Logout. The main content area shows a breadcrumb trail: Home > My activities > Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth > Operation of a New Refreshment Kiosk in Westover Gardens part of the Lower Gardens, Bournemouth. Below this, a 'My response' section shows a draft with ID 1658142. A 'Time remaining' box indicates a response deadline of 08 April 2016 14:00:00, with a progress bar showing 7 days, 22 hours, 56 minutes, and 0 seconds remaining. The 'Response controls' section features a 'Submit response' button, which is highlighted with a red box. Below this is a 'Submission checklist' with two items: 'Terms & conditions' and 'Attachments', both marked with green checkmarks. An 'Audit history' section is also present at the bottom right. The footer contains links for Terms and Conditions, Privacy, and Accessibility, along with a 'Secure Site' icon and the 'due north' logo.

- e) You will then be taken to the response screen. From here you can edit your response as required.
- f) 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.
- g) If you are ready to submit your response, press 'Submit Response'





- h) You will be asked to confirm that you want to submit your response.
- i) Click 'Submit Response'



- j) Your response will then show as 'Submitted'
- k) 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 0844 334 5204 to confirm you have submitted your response.
- l) 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.
- m) If you do not want to edit your submitted response, select 'Back to Dashboard'