

# **ProContract Step by Step**

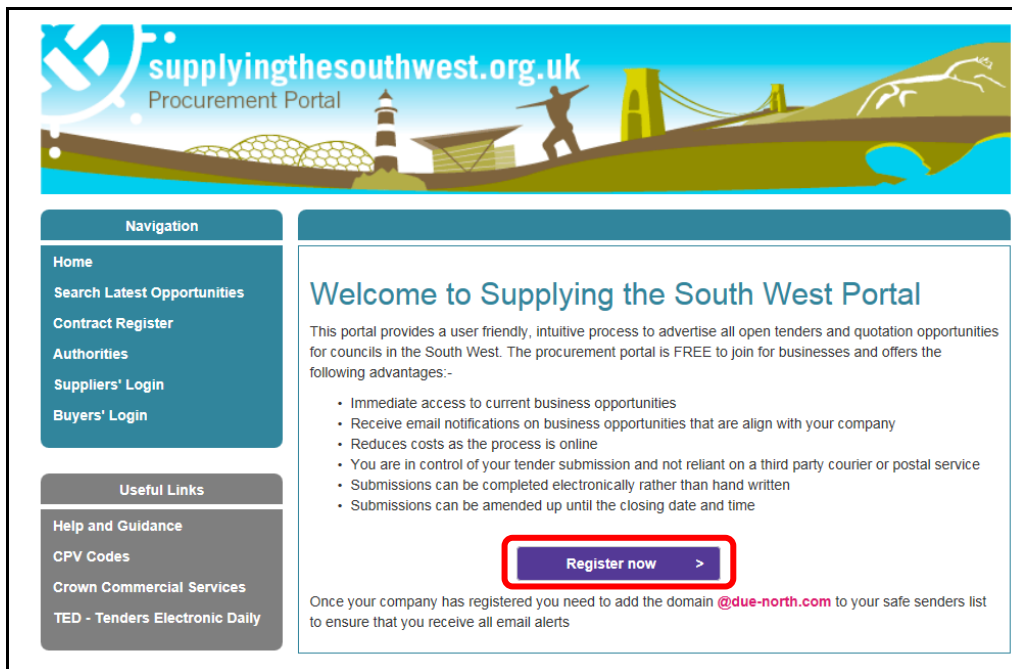
## **Suppliers Guide to Register on Supplying the South West**

# CONTENTS

1. Suppliers Guide to Register on Supplying the South West	Page 3
2. How to Search for Contract Opportunities through Supplying the South West	Page 18
3. How to Access Tender Documents through Supplying the South West	Page 28
4. How to Ask a Question on a Procurement through Supplying the South West	Page 40
5. How to Submit your Response through Supplying the South West	Page 52

# How to Register on Supplying the South West

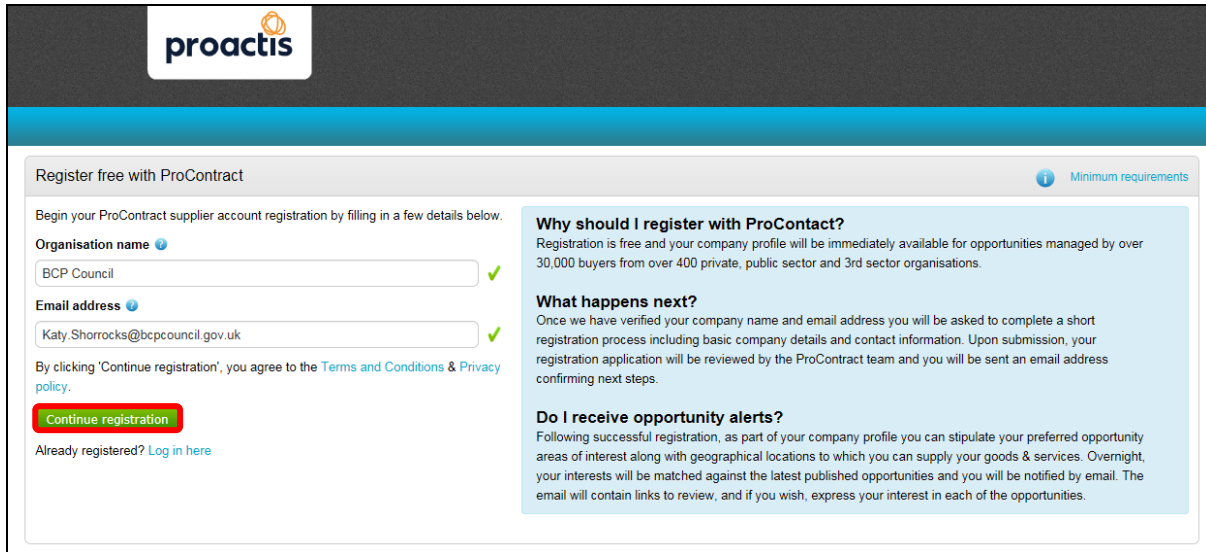
## Step 1 – Registering on Supplying the South West



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

# How to Register on Supplying the South West

## Step 1 – Registering on Supplying the South West



The screenshot shows the 'proactis' logo at the top left. Below it, the heading 'Register free with ProContract' is followed by a link to 'Minimum requirements'. The main form area is titled 'Begin your ProContract supplier account registration by filling in a few details below.' It contains two input fields: 'Organisation name' with the value 'BCP Council' and a green checkmark, and 'Email address' with the value 'Katy.Shorrocks@bpcouncil.gov.uk' and a green checkmark. Below these fields is a line of text stating that clicking 'Continue registration' implies agreement to the 'Terms and Conditions & Privacy policy'. A red 'Continue registration' button is prominently displayed. At the bottom left of the form, there is a link for 'Already registered? Log in here'. On the right side of the form, there are three informational sections: 'Why should I register with ProContract?' explaining that registration is free and provides access to opportunities; 'What happens next?' detailing the verification and review process; and 'Do I receive opportunity alerts?' explaining how user preferences are used to match opportunities.

**proactis**

Register free with ProContract [Minimum requirements](#)

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

**Organisation name** ⓘ

BCP Council ✓

**Email address** ⓘ

Katy.Shorrocks@bpcouncil.gov.uk ✓

By clicking 'Continue registration', you agree to the [Terms and Conditions & Privacy policy](#).

**Continue registration**

Already registered? [Log in here](#)

**Why should I register with ProContract?**  
Registration is free and your company profile will be immediately available for opportunities managed by over 30,000 buyers from over 400 private, public sector and 3rd sector organisations.

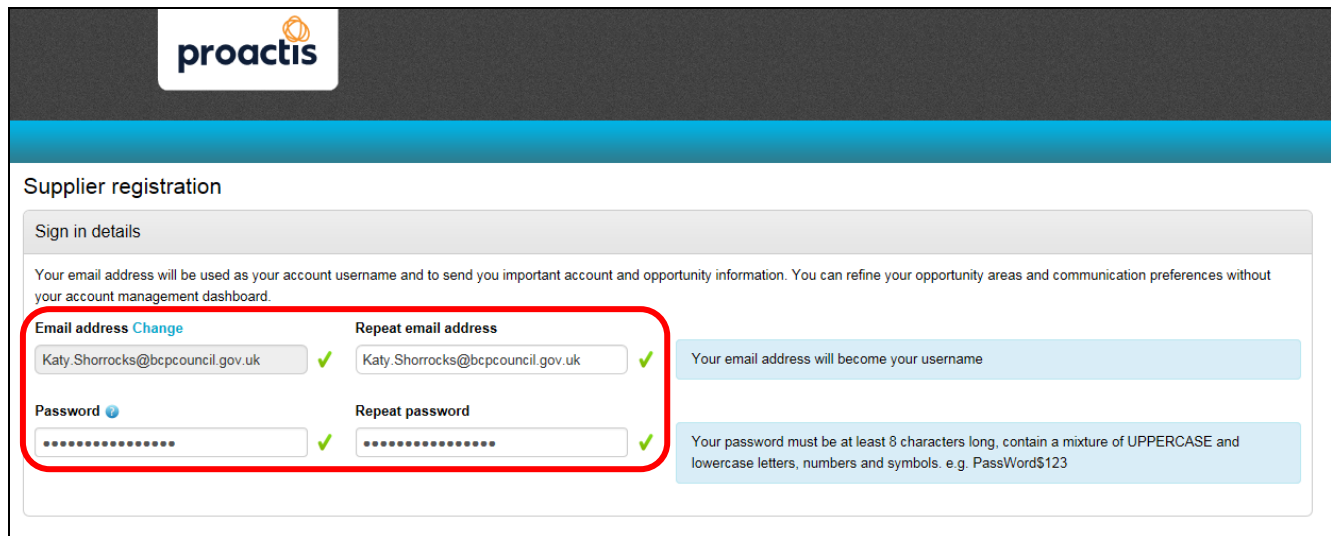
**What happens next?**  
Once we have verified your company name and email address you will be asked to complete a short registration process including basic company details and contact information. Upon submission, your registration application will be reviewed by the ProContract team and you will be sent an email address confirming next steps.

**Do I receive opportunity alerts?**  
Following successful registration, as part of your company profile you can stipulate your preferred opportunity areas of interest along with geographical locations to which you can supply your goods & services. Overnight, your interests will be matched against the latest published opportunities and you will be notified by email. The email will contain links to review, and if you wish, express your interest in each of the opportunities.

b) Enter your organisation's details and select 'Continue registration'.

## How to Register on Supplying the South West

### Step 1 – Registering on Supplying the South West



The screenshot shows the 'Supplier registration' page on the Proactis website. The page has a dark header with the Proactis logo. Below the header is a blue bar. The main content area is titled 'Supplier registration' and contains a 'Sign in details' section. This section explains that the email address will be used as the account username and for sending important information. It then presents four input fields: 'Email address' (with a 'Change' link), 'Repeat email address', 'Password' (with an eye icon), and 'Repeat password'. Each field has a green checkmark indicating it is valid. The email address entered is 'Katy.Shorrocks@bcpcouncil.gov.uk'. The password field is masked with dots. To the right of the input fields are two light blue informational boxes: one stating 'Your email address will become your username' and another stating 'Your password must be at least 8 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols. e.g. PassWord\$123'. A red rectangle highlights the four input fields.

**proactis**

### Supplier registration

Sign in details

Your email address will be used as your account username and to send you important account and opportunity information. You can refine your opportunity areas and communication preferences without your account management dashboard.

**Email address** [Change](#) **Repeat email address**

Katy.Shorrocks@bcpcouncil.gov.uk ✓ Katy.Shorrocks@bcpcouncil.gov.uk ✓

**Password** ⓘ **Repeat password**

..... ✓ .....

Your email address will become your username

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

- c) Enter your email address which will become your username and create a password.
- d) Scroll down to the next section to add your organisations contact details.

## How to Register on Supplying the South West

### Step 1 – Registering on Supplying the South West

**TIP:** Always select yes to receiving email notifications, otherwise you may miss out on important contract notifications. Consider using a generic e-mail account that is permanently monitored.

**Organisation details**

Please provide your organisation details below.

Organisation name [Change](#)  
BCP Council ✓

Address  
Town Hall ✓  
St Stephens Road ✓

Town County  
Bournemouth ✓ Dorset ✓

Postal code / zip Country  
BH2 6DY ✓ United Kingdom ✓

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

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

VAT number (optional)  
313088034 ✓ ☐ Not applicable

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

**Primary contact details**

Please provide your contact details below.

Title First name Last name  
Mr ✓ Strategic ✓ Procurement ✓

Job title Department  
Procurement ✓ Procurement ✓

Telephone Mobile (optional) Fax (optional)  
01202 451410 ✓

**Communication preferences** [Privacy Policy](#)

To receive the full benefits of your ProContract registration, buying organisations may notify you by email when opportunities are published that you may be interested in.

Your interest will be based upon your chosen categories of interest and selected region(s) of supply which you will be asked to confirm when you log in for the first time.

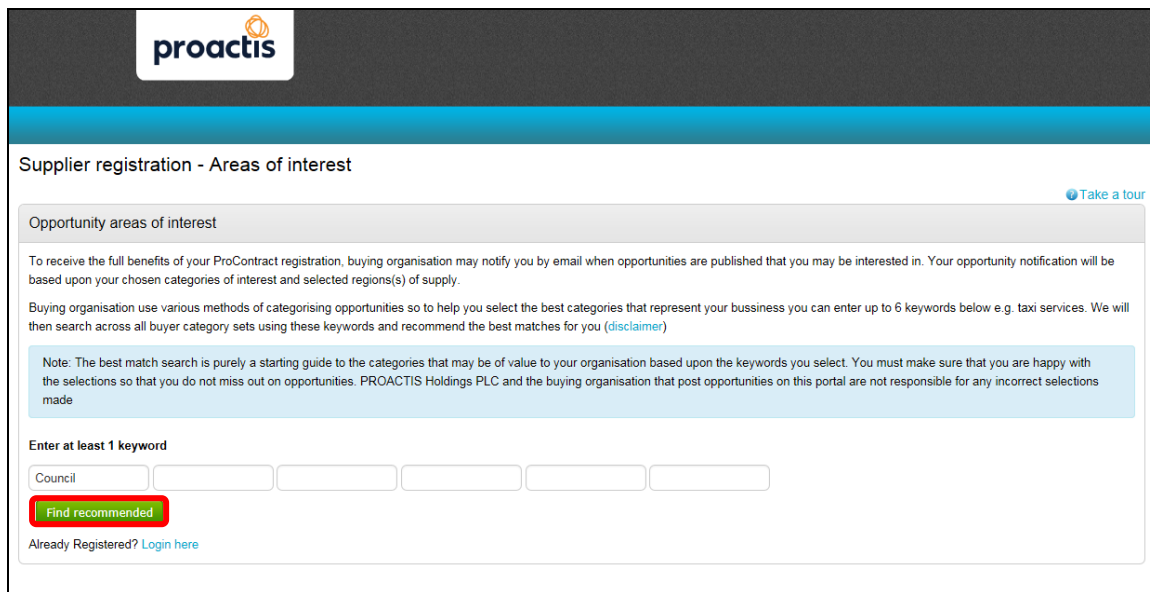
These may include, but is not restricted to, new opportunity adverts, invitations to tender and clarifications.

Do you want to receive email notifications?  
☒ Yes ☐ No, I acknowledge I may miss out on important notifications

- e) Enter your organisation details and primary contact details and select your communication preferences.
- f) Select 'Continue registration' at the bottom of the page.

# How to Register on Supplying the South West

## Step 2 – Supplier Registration Application



The screenshot shows the 'proactis' logo at the top left. Below it, the page title is 'Supplier registration - Areas of interest'. On the right side, there is a link 'Take a tour'. The main content area is titled 'Opportunity areas of interest'. It contains a paragraph explaining that users will receive email notifications for opportunities based on their selected categories and regions. Below this, it states that buying organisations use various methods to categorise opportunities and that users can enter up to 6 keywords (e.g., taxi services) to help find matches. A note in a light blue box explains that the search is a starting guide and that Proactis Holdings PLC and the buying organisation are not responsible for incorrect selections. At the bottom, there is a section titled 'Enter at least 1 keyword' with a row of six input boxes. The first box contains the text 'Council'. Below the input boxes is a red button with the text 'Find recommended'. At the very bottom, there is a link 'Already Registered? Login here'.

proactis

### Supplier registration - Areas of interest

[Take a tour](#)

#### Opportunity areas of interest

To receive the full benefits of your ProContract registration, buying organisation may notify you by email when opportunities are published that you may be interested in. Your opportunity notification will be based upon your chosen categories of interest and selected region(s) of supply.

Buying organisation use various methods of categorising opportunities so to help you select the best categories that represent your business you can enter up to 6 keywords below e.g. taxi services. We will then search across all buyer category sets using these keywords and recommend the best matches for you ([disclaimer](#))

Note: The best match search is purely a starting guide to the categories that may be of value to your organisation based upon the keywords you select. You must make sure that you are happy with the selections so that you do not miss out on opportunities. PROACTIS Holdings PLC and the buying organisation that post opportunities on this portal are not responsible for any incorrect selections made

Enter at least 1 keyword

Council

**Find recommended**

Already Registered? [Login here](#)

- g) Enter at least 1 keyword that represents your business into the boxes provided and select 'Find recommended'. You will then be taken to the following screen.

## How to Register on Supplying the South West

### Step 2 – Supplier Registration Application

**Your recommended/selected areas of interest categories**

You will be informed of all new opportunities advertised under the listed categories below if your registration is accepted upon clicking 'Continue registration'. It is recommended that you check your categories carefully (see disclaimer above) so that you don't miss out on opportunities. You can refine selection by clicking on the 'Click to refine' links below.

**Please Note:** Make sure that you check for variations in vocabulary when refining your automatic selections. For example, 'Joinery' is not a keyword in the UNSPSC category set but 'Joiner' & 'Carpentry' are.

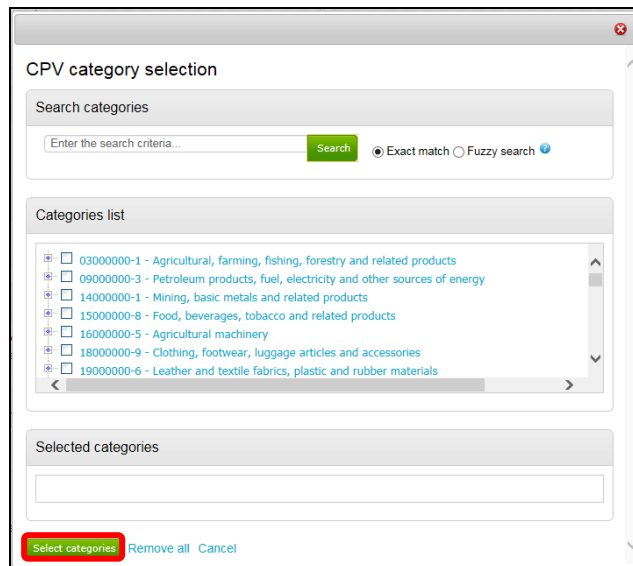
<b>UNSPSC</b> <a href="#">Click to refine</a> 93121703 - Economic or social council services 93141813 - Work council services	<b>NHS eClass Version 2014</b> <a href="#">Click to refine</a>
<b>CPV</b> <a href="#">Click to refine</a>	<b>ProClass</b> <a href="#">Click to refine</a> 201400 - Council Tax & Business Rates
<b>Spirit Pub Categories</b> <a href="#">Click to refine</a>	<b>Proc HE</b> <a href="#">Click to refine</a>

- h) The system will then suggest areas of interest as above, you can refine these by selecting 'Click to Refine' in each section. Bournemouth, Christchurch and Poole Council issues notifications on CPV categories and so it is very important that you spend time ensuring that you select the correct and applicable CPV categories for your company so that you do not miss out on contract opportunities.



## How to Register on Supplying the South West

### Step 2 – Supplier Registration Application



The screenshot shows a web application window titled "CPV category selection". It features a search bar with the placeholder text "Enter the search criteria..." and a green "Search" button. Below the search bar are two radio buttons: "Exact match" (selected) and "Fuzzy search". A "Categories list" section contains a scrollable list of CPV categories, each with a checkbox and a description. The categories listed are: 03000000-1 - Agricultural, farming, fishing, forestry and related products; 09000000-3 - Petroleum products, fuel, electricity and other sources of energy; 14000000-1 - Mining, basic metals and related products; 15000000-8 - Food, beverages, tobacco and related products; 16000000-5 - Agricultural machinery; 18000000-9 - Clothing, footwear, luggage articles and accessories; and 19000000-6 - Leather and textile fabrics, plastic and rubber materials. At the bottom, there is a "Selected categories" section with an empty text box and three buttons: "Select categories" (highlighted with a red box), "Remove all", and "Cancel".

- i) You will see this screen when you have selected 'Click to refine' next to CPV categories.
- j) 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.
- k) Select the categories that are applicable to your company and then press 'Select categories'.

## How to Register on Supplying the South West

### Step 2 – Supplier Registration Application

Region(s) of Supply

You can further refine your areas of interest by selecting the regions that you can supply your goods and/or services to. Simply click edit and choose your preferred region(s). For example, if you can supply your goods and/or services throughout the UK then select 'UK'. If however you are more of a local provider then choose a regional diameter that you are comfortable with e.g. UK- North East England.

Preferred region(s) of supply

UNITED KINGDOM

Click to refine

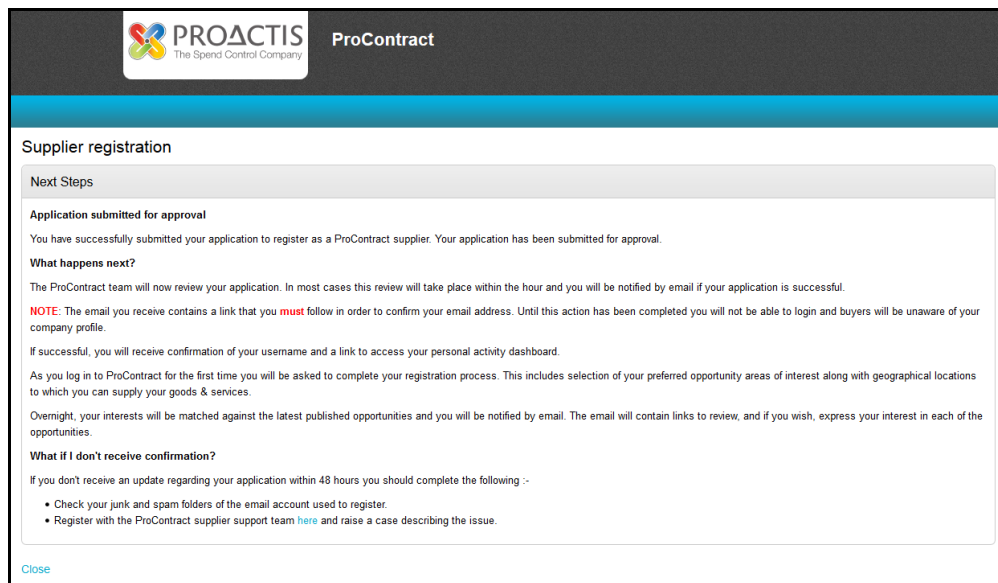
Continue registration

Already Registered? [Login here](#)

- l) Enter your Preferred region(s) of supply by selecting 'Click to refine' and then select 'Continue registration'.

# How to Register on Supplying the South West

## Step 2 – Supplier Registration Application



m) Next you will see this supplier registration page where you will be prompted to verify your email address.

- n) Please ensure that you follow the instructions as outlined on the screen to verify your email address. Ensure you mark as safe any emails received from the domain '@due-north.com' so emails from the system do not go into spam or junk files.

**When you require your registration to be approved quickly, please chase Due North to approve your application on 0330 005 0352. Please note that this number should only be used when it is urgent.**

## How to Register on Supplying the South West

### Step 3 – First Time Login

First time log in

Because you have never logged into the system before, you need to check some information  
This step improves the security of your account and checks that all your details are correct.

**Company details**

Company registration number  ☐ N/A

VAT Registration number  ☐ N/A

Company description

**Keywords**

Keywords (Up to six)

Keyword	Select
<input type="text" value="Council"/>	<input type="checkbox"/>
<input type="text" value="Bournemouth"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>

- o) After you have verified your email address, go to <http://www.supplyingthesouthwest.org.uk/> and login, you will be shown the above screen.
- p) Add your Company registration number, VAT registration number and Company description.
- q) Add up to six keywords for your Company by selecting 'Add new row'.

## How to Register on Supplying the South West

### Step 3 – First Time Login

Workgroup

Please check that your workgroup information is correct and make changes where necessary

Workgroup name [Edit](#)  
Procurement

UNSPSC categories [Edit](#)  
93121703 - Economic or social council services  
93141813 - Work council services

NHS eClass Version 2014 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](#)  
201400 - Council Tax & Business Rates

Proc HE categories [Edit](#)  
There are no categories selected in this category set, click 'Edit' to add some

Regions [Edit](#)  
UNITED KINGDOM

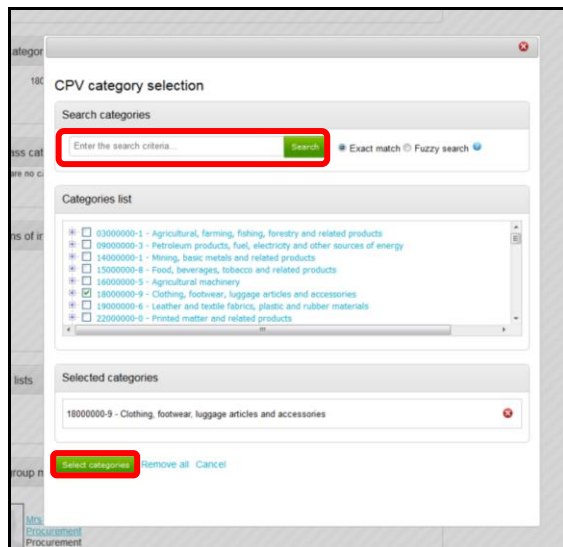
CPV categories and UNSPSC categories are classification systems for goods, services and works. Companies should add categories of goods, services or works that they supply using these classification systems.

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.

- r) You will need to set your classifications for goods, services or works in both the CPV categories and UNSPSC categories. Bournemouth, Christchurch and Poole Council issues notifications on CPV categories and so it is very important that you spend time ensuring that you select the correct and applicable CPV categories for your company so that you do not miss out on contract opportunities.
- s) To select the classification of goods, services or works that your company supplies click 'Edit' next to CPV categories. Please also select your region by selecting 'Edit'. This should have been completed in Section 2 but can be reviewed and updated here.

## How to Register on Supplying the South West

### Step 4 - CPV Category Selection



The screenshot shows a web application window titled "CPV category selection". It features a search bar with the placeholder text "Enter the search criteria." and a green "Search" button. To the right of the search bar are radio buttons for "Exact match" (selected) and "Fuzzy search". Below the search bar is a list of categories, each with a checkbox and a description. The categories are: 03000000-1 - Agricultural, farming, fishing, forestry and related products; 09000000-3 - Petroleum products, fuel, electricity and other sources of energy; 14000000-1 - Mining, basic metals and related products; 15000000-8 - Food, beverages, tobacco and related products; 16000000-5 - Agricultural machinery; 18000000-9 - Clothing, footwear, luggage articles and accessories; 19000000-6 - Leather and textile fabrics, plastic and rubber materials; 22000000-0 - Printed matter and related products. The category "18000000-9 - Clothing, footwear, luggage articles and accessories" is selected. At the bottom of the window, there is a red "Select categories" button, a "Remove all" link, and a "Cancel" link. The bottom left corner of the window shows the text "Mta Procurement Procurement".


- t) You will see this screen when you have selected 'Edit' next to CPV categories.
- u) 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.
- v) Select the categories that are applicable to your company and then press 'select categories'

# How to Register on Supplying the South West


## Step 5 - Classification Selection

Classifications

Please check that your classification selections are correct and make changes where necessary

Legal classification 

- ☐ Charitable Incorporated Organisation (CIO)
- ☐ Community Interest Company (CIC)
- ☐ General Partnership
- ☐ Industrial & Provident Society
- ☐ Limited Liability Partnership (LLP)
- ☐ Limited Partnership
- ☐ Private Company Limited by Guarantee (LTD)
- ☐ Private Limited Company (LTD)
- ☐ Public Limited Company (PLC)
- ☐ Sole Trader
- ☐ Unlimited Company
- ☐ Other


Further classification (optional) 

- ☐ Public Sector Organisation
- ☐ Social Enterprise Partner
- ☐ Living Wage
- ☐ Enterprises
- ☐ Charity
- ☐ A Company Owned & Managed By Women
- ☐ Black and Minority Ethnic (BME) Organisation
- ☐ Social Enterprise (SE)
- ☐ Franchise
- ☐ Voluntary Community Sector (VCS)
- ☐ Mutual

VCS registration number

Please provide your registered VCS number where applicable

☐ N/A

**Number of employees** 

- w) Make sure your classification selections are correct and enter your best estimate as to the number of employees in your organisation.



## How to Register on Supplying the South West

### Step 6 – Review Terms & Conditions

Communication preferences

Receive system email notifications

☒ Yes No

Terms & Conditions

Please confirm your acceptance of the terms & conditions outlined below in order to use this service.

**Supplier User Agreement**

Supplier User means an individual representing the Supplier that has registered and been provided with access to the System.

"System" means the Electronic System provided for Suppliers to participate in procurement activities.

"Working Days" means 09:00-17:00 Monday to Friday in the United Kingdom and excluding Bank Holidays.

"Written Notification of Contract Award" means the Buyer Organisation's standard "Contract Award Process" identified for each procurement activity that shall be expressly initiated by the Buyer Organisation and may entail a preliminary e-mail advising the Supplier of the formal contract award process.

Privacy policy

Please make sure that you read the [PROACTIS privacy policy](#) before continuing

By clicking "Update account and login", you agree to the terms and conditions & privacy policy

[Update account and login](#) [Cancel and log out](#)

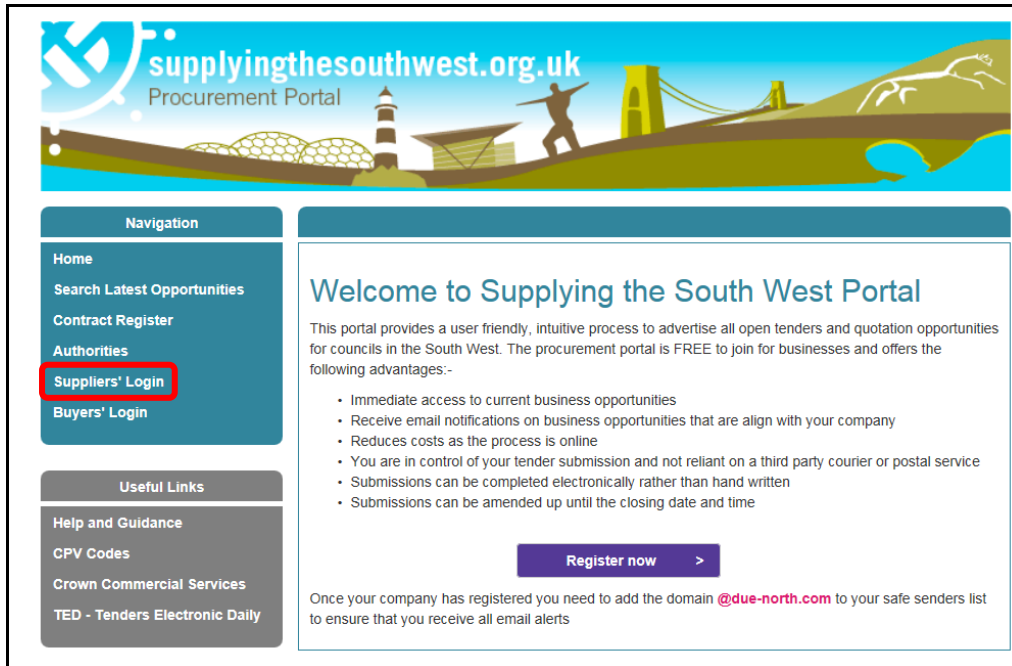
- x) Make sure you have selected 'Yes' to receiving system email notifications.
- y) Review the Terms & Conditions and read the PROACTIS privacy policy and then select 'Update account and login'.

# **ProContract Step by Step**

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

## How to Search for Contract Opportunities

### Step 1 – Login to ProContract



The screenshot shows the homepage of the 'supplyingthesouthwest.org.uk Procurement Portal'. The header features a blue banner with a stylized landscape illustration including a lighthouse, a suspension bridge, and a person running. Below the banner, the page is divided into two main sections. On the left is a dark blue sidebar with a 'Navigation' menu containing links for 'Home', 'Search Latest Opportunities', 'Contract Register', 'Authorities', 'Suppliers' Login' (which is highlighted with a red rectangle), and 'Buyers' Login'. Below this is a 'Useful Links' section with links for 'Help and Guidance', 'CPV Codes', 'Crown Commercial Services', and 'TED - Tenders Electronic Daily'. The main content area on the right has a light blue header with the text 'Welcome to Supplying the South West Portal'. Below this, a paragraph explains the portal's purpose and lists five advantages: immediate access to opportunities, email notifications, cost reduction, control over tender submissions, and the ability to amend submissions until the closing date. A purple 'Register now' button with a right-pointing arrow is positioned below the list. At the bottom of the main content area, a note states that after registration, users must add the domain '@due-north.com' to their safe senders list to receive email alerts.

**Navigation**

- Home
- Search Latest Opportunities
- Contract Register
- Authorities
- Suppliers' Login**
- Buyers' Login

**Useful Links**

- Help and Guidance
- CPV Codes
- Crown Commercial Services
- TED - Tenders Electronic Daily

### Welcome to Supplying the South West Portal

This portal provides a user friendly, intuitive process to advertise all open tenders and quotation opportunities for councils in the South West. The procurement portal is FREE to join for businesses and offers the following advantages:-

- Immediate access to current business opportunities
- Receive email notifications on business opportunities that are align with your company
- Reduces costs as the process is online
- You are in control of your tender submission and not reliant on a third party courier or postal service
- Submissions can be completed electronically rather than hand written
- Submissions can be amended up until the closing date and time

**Register now >**

Once your company has registered you need to add the domain **@due-north.com** to your safe senders list to ensure that you receive all email alerts

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

# How to Search for Contract Opportunities

## Step 1 – Login to ProContract

**PROACTIS**  
The Spend Control Company

**ProContract**

**Log In**

**User Name**

**Password**

[Forgotten your username or password?](#)

**Continue**

**Welcome to ProContract**

**Already registered?**  
Simply enter your chosen username and password and click 'Continue'

**New to ProContract?**

**Suppliers** - If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

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

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

- c) If your company is not yet registered, please refer to the guide 'How to Register on Supplying the South West'.
- d) If your company is already registered, fill in your log in details and select '*Continue*'.

# How to Search for Contract Opportunities

## Step 2 – Find Opportunities

The screenshot shows the Proactis Home page. The navigation bar at the top has a red box around the 'Find opportunities' link. Below the navigation bar, the 'Home' page title is visible. The main content area is divided into several sections: 'Activities' with a search bar and a 'Go' button, 'Opportunities' with a link to 'Find opportunities', 'Company details summary' for BCP Council, 'Vendor profile' with a questionnaire status, and 'Workgroups' with an 'Add new workgroup' button.

proactis

Notifications

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

Home

All opportunities Search Go

Home page

Activities View full screen

Active Recently added Last viewed

-- Please select -- Go Search Go

Please select a buyer from the dropdown and click on the 'Go' button

Opportunities Find opportunities

To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above

Company details summary Edit

BCP Council

Town Hall, St Stephens Road, Bournemouth, Dorset, BH2 6DY

Description

Keywords

Council, Bournemouth, Christchurch, Poole

Vendor profile

The questionnaires listed below contain common question sets used nationally by buying organisations. Questionnaires may be relevant to your business area so please read the description by hovering over the help icons.

Standard Selection Questionnaire (SQ) Edit (0% complete)

Workgroups

Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together

Procurement (1)

Add new workgroup

- e) Once you have logged in, you will be taken to the Home Page.
- f) To search for new opportunities, select 'Find opportunities'.

# How to Search for Contract Opportunities

## Step 2 – Find Opportunities

Opportunities - Search results National opportunities

Narrow your results Opportunities

1 2 3 4 5 ... 8 Next >

Supplying the South West

Royal College of Physicians Portal  
Royal Mencap Society  
Sanctuary  
Savills Tendering Portal  
South East Business Portal  
Southend-on-Sea Borough Council  
Stoke-on-Trent and the Staffordshire Moorlands / High Peak Councils Alliance  
Supply Great Yarmouth  
Supplying 2 NHS  
Supplying the South West  
The Chest  
The Donkey Sanctuary Portal  
Transport for London  
University of West London Procurement  
Wokingham Borough Council Portal  
Wolverhampton City Council  
Worcestershire District Group  
YORtender  
Yorwaste  
YPO

Buyer Expression Start Expression End Estimated value

Abbot Path - Stover	Cornwall Council	11/05/2016	11/05/2020	£1,000,000.00
	Devon County Council	21/05/2014	30/09/2019	N/A
	Cornwall Council	19/05/2016	31/05/2020	£1,000,000.00
	Wiltshire Council	19/02/2018	01/02/2023	N/A
	Herefordshire Council	16/05/2017	16/05/2019	N/A
	Wiltshire Council	02/04/2018	31/03/2028	N/A
	Mid Devon District Council	23/09/2016	30/09/2019	N/A
	Herefordshire Council	12/05/2017	12/05/2019	N/A
	Dorset County Council	21/10/2015	04/10/2020	£450,000.00
	Dorset County Council	21/07/2015	21/11/2019	£1,000,000.00

1 2 3 4 5 ... 8 Next >

Include closed  
Yes No

Expression date  
Start date End date  
dd/mm/yy dd/mm/yy

Published date  
Start date End date  
dd/mm/yy dd/mm/yy

Reset Update

- g) To search for opportunities from Bournemouth, Christchurch and Poole Council, select 'Supplying the South West' from the Portals drop down box the select 'Update'.

# How to Search for Contract Opportunities

## Step 2 – Find Opportunities

Opportunities - Search results National opportunity

Narrow your results

Portals  
Supplying The South West

Organisations  
All

Bath and North East Somerset Council  
Borough of Poole  
**Bournemouth, Christchurch and Poole Council**  
Bristol Waste Company  
Cheltenham Borough Council  
Christchurch and East Dorset Council  
Cornwall Council  
Cotswold District Council  
Council of the Isles of Scilly  
Devon County Council  
Dorset County Council  
East Devon District Council  
East Dorset District Council  
Exeter City Council  
Forest of Dean District Council  
Gloucester City Council  
Gloucestershire County Council  
Herefordshire Council  
Mid Devon District Council

Start date  
dd/mm/yy

End date  
dd/mm/yy

Published date  
Start date  
dd/mm/yy

End date  
dd/mm/yy

Reset Update

Opportunities

1 2 3 4 5 ... 14 Next >

Title	Buyer	Expression Start	Expression End	Estimated value
AC0366 Help to Live at Home Alliance "New"	Wiltshire Council	11/09/2018	04/10/2022	N/A
Community Equipment & Support Service & AC0689 Demonstration	Wiltshire Council	22/03/2019	25/04/2019	N/A
Part 1: Packs for Disabled Children	Herefordshire Council	07/10/2016	31/03/2022	N/A
training programme 2019 (Adult Social Care Staff training programme	North Somerset Council	01/04/2019	10/05/2019	N/A
Reason framework for Children and Young People	Dorset County Council	11/06/2018	01/05/2022	N/A
programme	Bath and North East Somerset Council	26/06/2017	31/08/2022	N/A
Providers	Dorset County Council	14/08/2017	13/08/2021	N/A
Services - Dynamic Purchasing System	South Gloucestershire Council	08/08/2018	19/09/2022	£1,644,820.00
Services DPS	North Somerset Council	19/06/2018	26/07/2022	N/A
Repair and Resurfacing	Swindon Borough Council	29/03/2019	06/05/2019	N/A

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

# How to Search for Contract Opportunities

## Step 2 – Find Opportunities

The screenshot shows the Proactis website interface. At the top, there's a navigation bar with links like Home, Find opportunities, My activities, My contracts, and Help. A search bar is located in the top right corner, containing the text 'Search' and a green 'Go' button. Below the navigation bar, the page displays 'Opportunities - Search results'. On the left side, there's a sidebar with filters for Portals, Organisations, Categories, Regions, and Keywords. The main content area shows a table of search results. The table has columns for Title, Buyer, Expression Start, Expression End, and Estimated value. The first row is 'Bars for Bournemouth Air Festival (2019 to 2021) (Bars for Bournemouth Air Festival)' by Bournemouth Christchurch and Poole Council. The second row is 'Care & Support at Home - Further Competition Round 1' by Bournemouth Christchurch and Poole Council. The third row is 'New Hotel next to the Bournemouth International Centre' by Bournemouth Christchurch and Poole Council. The fourth row, which is highlighted with a red box, is 'Structural Works for the Regent Centre in Christchurch' by Bournemouth Christchurch and Poole Council.

Title	Buyer	Expression Start	Expression End	Estimated value
Bars for Bournemouth Air Festival (2019 to 2021) (Bars for Bournemouth Air Festival)	Bournemouth Christchurch and Poole Council	08/04/2019	01/05/2019	N/A
Care & Support at Home - Further Competition Round 1	Bournemouth Christchurch and Poole Council	02/04/2019	09/05/2019	£0.00
New Hotel next to the Bournemouth International Centre	Bournemouth Christchurch and Poole Council	26/11/2018	30/04/2019	N/A
Structural Works for the Regent Centre in Christchurch	Bournemouth Christchurch and Poole Council	04/04/2019	10/05/2019	N/A

- j) The opportunities list will then update to show all the contract opportunities that are currently available for Bournemouth, Christchurch and Poole Council.
- k) The list shows 10 opportunities at a time in alphabetical order. Therefore, if you do not see the contract opportunity that you are searching for in the initial list, please make sure you click 'next' to view the next page of opportunities available for Bournemouth, Christchurch and Poole Council or alternatively use the search box.



- I) 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 drop down box on the left.

# How to Search for Contract Opportunities

## Step 2 – Find Opportunities

The screenshot shows the 'supplyingthesouthwest.org.uk' Procurement Portal. The main navigation bar includes links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The breadcrumb trail indicates the current location: Home > Find opportunities > Structural Works for the Regent Centre in Christchurch. A 'Return to find opportunities' link is also present.

The main content area is titled 'Structural Works for the Regent Centre in Christchurch'. It is divided into two columns. The left column, titled 'Main contract details', contains the following information:

- Opportunity Id:** DN400442
- Title:** Structural Works for the Regent Centre in Christchurch
- Categories:** 45000000-7 - Construction work
- Description:** Important information - PLEASE READ

Below this, a paragraph states: 'The deadline for submitting your response to this contract opportunity is 10 May 2019 at 14:00.' Another paragraph explains: 'Suppliers interested in this opportunity should click on the 'Register interest in this opportunity' button in the top right of the screen. If you are not already a Regent Centre Auditorium. The majority of the proposed works taking place on the external South elevation. Temporary works have already been completed and these include the installation of a prop to support the Southern side of the Auditorium Circle, and load-bearing scaffolding which is in-situ.' A 'More...' link is provided.

At the bottom of the left column, it shows 'Region(s) of supply: SOUTH WEST (ENGLAND)', 'Estimated value: N/A', and 'Keywords: Works'.

The right column, titled 'Expression of interest window', shows the period 'From 04/04/2019 12:30 to 10/05/2019 14:00' and a green button labeled 'Register interest in this opportunity'. Below this is the 'Contact details' section, which lists:

- Buyer:** Bournemouth Christchurch and Poole Council
- Contact:** Procurement Team
- Email:** [procurement@bcpccouncil.gov.uk](mailto:procurement@bcpccouncil.gov.uk)
- Telephone:** 01202 451410
- Fax:** 01202 454889
- Address:** Bournemouth Christchurch and Poole Council, Bournemouth, Dorset, BH2 8DY, United Kingdom

At the bottom of the right column is an 'Attachments' section.

- m) You will then be able to view the advert for the contract opportunity, the 'Description' provides you with an overview of the opportunity.
- n) The deadline for submitting your response to the tender opportunity is shown in the top right of the screen. **Please note that this is not just a deadline for expressing an interest but is the deadline for when your response must be completed and submitted through the system.**

- o) TO ACCESS THE FULL TENDER DOCUMENTS THAT ARE TO BE COMPLETED, please select '*Register interest in this opportunity*' and follow the guide 'How to Access Tender Documents through Supplying the South West'.

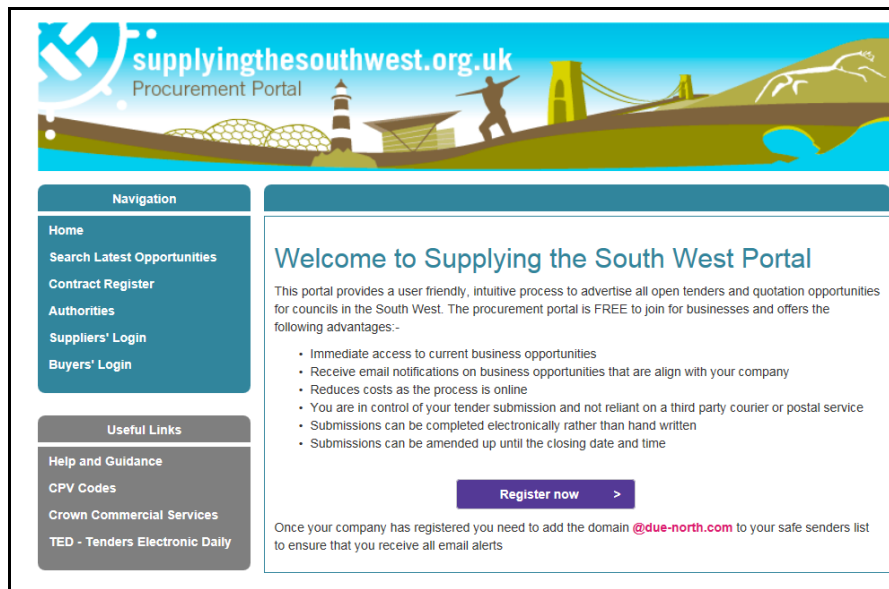
Please note, every response to a tender must be submitted through the portal. The Council will not accept any tender submissions that are received by e-mail or hard copy in the post.

# **ProContract Step by Step**

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

## Accessing the Tender Documents for a Contract Opportunity

### Step 1 – Login to Supplying the South West



- To access the tender documents for an opportunity, you must login to [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) and follow the below instructions.
- If you wish to submit a response, you must access the tender documents to be completed by following the below instructions:

# Accessing the Tender Document for a Contract Opportunity

## Step 2 – Find Opportunities

The screenshot displays the 'supplyingthesouthwest.org.uk' Procurement Portal. The header includes navigation links: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. A notification bell icon is in the top right. The breadcrumb trail shows 'Home > Find opportunities > Structural Works for the Regent Centre in Christchurch'. A link 'Return to find opportunities' is visible. The main content area is titled 'Structural Works for the Regent Centre in Christchurch' and is divided into three columns. The left column, 'Main contract details', lists: Opportunity ID DN400442, Title 'Structural Works for the Regent Centre in Christchurch', Categories '45000000-7 - Construction work', and Description 'Important information - PLEASE READ'. It includes a deadline of 10 May 2019 at 14:00 and a 'More' link. The middle column, 'Expression of interest window', shows the period from 04/04/2019 12:30 to 10/05/2019 14:00 and a red 'Register interest in this opportunity' button. The right column, 'Contact details', lists the Buyer as 'Bournemouth Christchurch and Poole Council', Contact as 'Procurement Team', Email as 'procurement@bcpccouncil.gov.uk', Telephone as '01202 451410', Fax as '01202 454899', and Address as 'Bournemouth Christchurch and Poole Council, Bournemouth, Dorset, BH2 6DY, United Kingdom'. A bottom section, 'Attachments', states 'No attachments'. A 'Key dates' section at the bottom shows 'Estimated contract dates' with a 'Start date' of 17/06/2019 and an 'End date' of 26/09/2019.

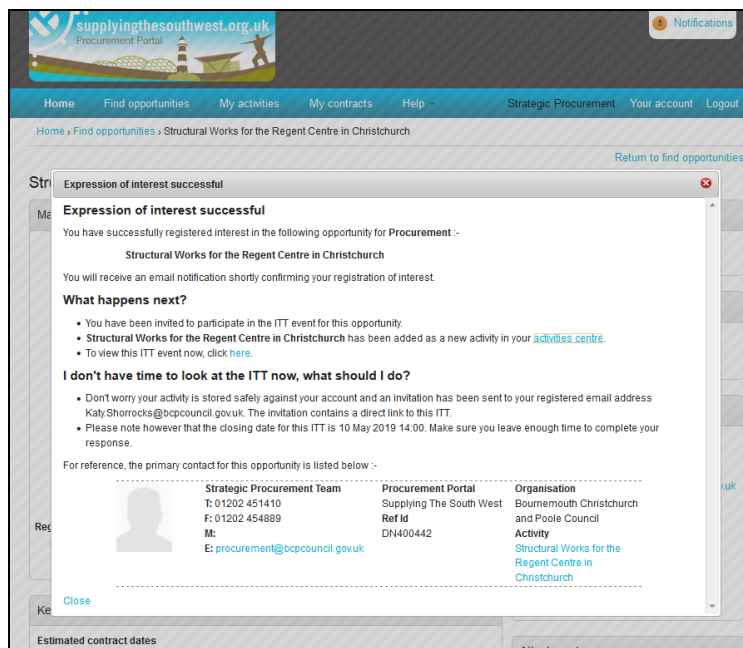
Main contract details		Expression of interest window	Contact details
<b>Opportunity ID</b> DN400442		From 04/04/2019 12:30 to 10/05/2019 14:00	<b>Buyer</b> Bournemouth Christchurch and Poole Council
<b>Title</b> Structural Works for the Regent Centre in Christchurch		<a href="#">Register interest in this opportunity</a>	<b>Contact</b> Procurement Team
<b>Categories</b> 45000000-7 - Construction work			<b>Email</b> <a href="mailto:procurement@bcpccouncil.gov.uk">procurement@bcpccouncil.gov.uk</a>
<b>Description</b> Important information - PLEASE READ			<b>Telephone</b> 01202 451410
The deadline for submitting your response to this contract opportunity is 10 May 2019 at 14:00.			<b>Fax</b> 01202 454899
Suppliers Interested in this opportunity should click on the 'Register interest in this opportunity' button in the top right of the screen. If you are not at the Regent Centre Auditorium. The majority of the proposed works taking place on the external South elevation.			<b>Address</b> Bournemouth Christchurch and Poole Council
Temporary works have already been completed and these include the installation of a prop to support the Southern side of the Auditorium Circle, and load-bearing scaffolding which is in-situ.			Bournemouth
<a href="#">More</a>			Dorset
<b>Region(s) of supply</b> SOUTH WEST (ENGLAND)			BH2 6DY
<b>Estimated value</b> N/A			United Kingdom
<b>Keywords</b> Works			
<b>Key dates</b>		<b>Attachments</b>	
<b>Estimated contract dates</b>		No attachments	
<b>Start date</b> 17/06/2019	<b>End date</b> 26/09/2019		

- c) From the advert of the contract opportunity you want to express an interest in, select '*Register interest in this opportunity*'

- d) Please note, if you are not logged in, the button will say '*Login and register interest in this opportunity*'. You will need to login to be able to access the tender documents. If you do not yet have login details, you will need to register your company with the site. Please see the guide 'How to Register on Supplying the South West'.
- e) If you are unsure of your login details, please contact Due North on [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)

## Accessing the Tender Document for a Contract Opportunity

### Step 3 – Expression of Interest

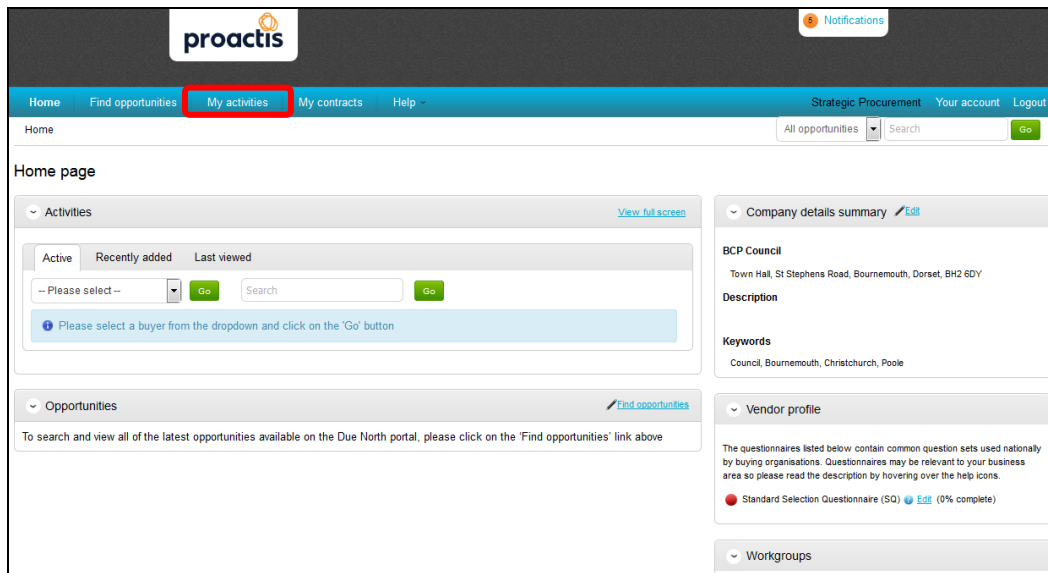


- f) Once you have selected 'Register interest in this opportunity' you should see this pop up informing you that your expression of interest has been successful.
- g) At this point, you can log off the system and return to it later.



## Accessing the Tender Document for a Contract Opportunity

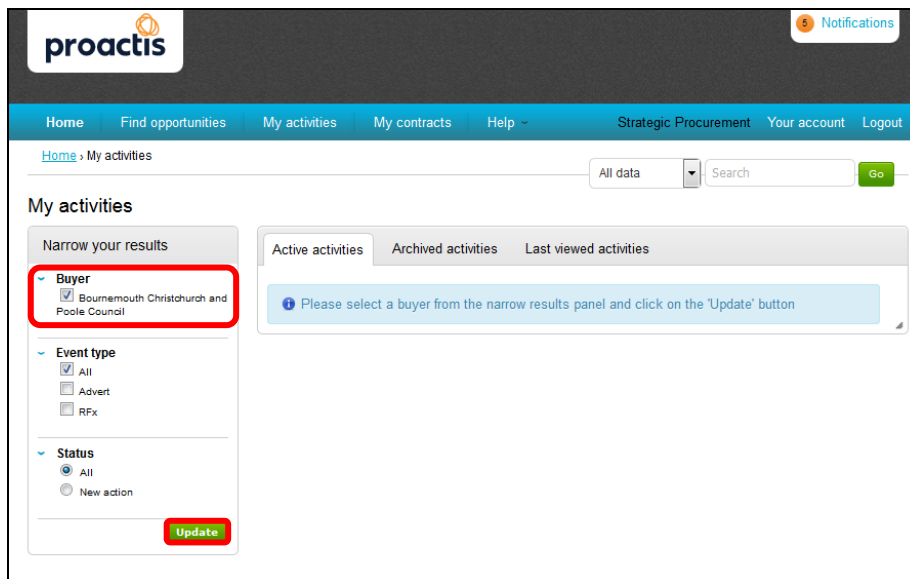
### Step 4 – Downloading Tender Documents



- h) **Now that you have expressed an interest, the tender documents are automatically available for you to view and download. Please note, you will not be sent the tender documents by e-mail or notification. You must use the system to view and download them as they are automatically available.**
- i) To download the tender documents that need to be completed, click on 'My Activities'

## Accessing the Tender Document for a Contract Opportunity

### Step 4 – Downloading Tender Documents



The screenshot shows the Proactis web application interface. At the top, there is a navigation bar with links: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. Below this, a sub-header reads 'Home > My activities'. A search bar is present with a dropdown menu set to 'All data', a search input field, and a 'Go' button. The main content area is titled 'My activities' and features a 'Narrow your results' panel on the left. This panel has three sections: 'Buyer' (with a red box around the 'Bournemouth Christchurch and Poole Council' option), 'Event type' (with 'All' selected), and 'Status' (with 'All' selected). A red 'Update' button is at the bottom of the filter panel. To the right, there are tabs for 'Active activities', 'Archived activities', and 'Last viewed activities'. A light blue message box states: 'Please select a buyer from the narrow results panel and click on the 'Update' button'.

- j) When you are in the 'My Activities' area, you will be able to view contract opportunities that you have expressed an interest in. The page will automatically default to the tab 'Active Activities'
- k) To view Bournemouth, Christchurch and Poole Council contract opportunities that you have expressed an interest in, select the tick box next to 'Bournemouth, Christchurch and Poole Council'.
- l) Then click 'Update'.

## Accessing the Tender Document for a Contract Opportunity

### Step 4 – Downloading Tender Documents

The screenshot shows the Proactis web application interface. The top navigation bar includes links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. A search bar is located on the right. The main content area is titled 'My activities' and features a sidebar for filtering results by Buyer, Event type, and Status. The main table displays a list of activities, with the first entry highlighted by a red box. The entry details are as follows:

Buyer	Title	Current event	Event deadline
Bournemouth Christchurch and Poole Council	<a href="#">Structural Works for the Regent Centre in Christchurch</a>	Structural Works for the Regent Centre in Christchurch	10/05/2019

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

## Accessing the Tender Document for a Contract Opportunity

### Step 4 – Downloading Tender Documents

The screenshot shows the 'supplyingthesouthwest.org.uk' Procurement Portal. The top navigation bar includes links for Home, Find opportunities, My activities, My contracts, and Help. A notification bell icon is visible in the top right. The main content area displays the 'Activity : Structural Works for the Regent Centre in Christchurch'. Under the 'Events' section, there are two entries. The first entry, 'Structural Works for the Regent Centre in Christchurch', is marked 'Expression of interest accepted' and shows dates for interest start and end. The second entry, also 'Structural Works for the Regent Centre in Christchurch', is marked 'Not started (Respond by: 10/05/2019)'. This second entry is highlighted with a red rectangle. To the right of the events, there is a BCP Council logo and a messages section showing 0 unread messages.

- o) To view the tender documents, click on the hyperlink of the contract name for the event that is showing as Not Started and has a 'Respond by' date next to it.

# Accessing the Tender Document for a Contract Opportunity

## Step 4 – Downloading Tender Documents

The screenshot displays a procurement portal interface. The top navigation bar includes links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The breadcrumb trail shows the path: Home > My activities > Structural Works for the Regent Centre in Christchurch > Structural Works for the Regent Centre in Christchurch. A '<Back to dashboard' link is located in the top right corner.

The main content area is divided into several sections:

- Activity information:** Includes the Buyer (Bournemouth Christchurch and Poole Council), Title (Structural Works for the Regent Centre in Christchurch ID: 382141), and a detailed Description of the proposed works to resolve deterioration of the structural steelwork to the Regent Centre Auditorium.
- Amendment information:** Shows Version 4, Last amended: 24/04/2019 09:02, and a description of the amendment regarding clarification questions.
- Activity primary contacts:** Lists the Procurement Team with contact details (T: 01202 451410, F: 01202 454889, E: procurement@bccouncil.gov.uk).
- Activity documentation, files & links (16):** A section for downloading documents.

A red box highlights the **Deadline & time remaining** section, which states: 'A response to this activity can be submitted no later than 10th May 2019 at 2:00 PM'. Below this, a 'Time remaining' widget shows 1 Week, 3 Days, and 23 Hours.

Other sections on the right include 'Messages & clarifications (0)' and 'Your response', which contains a checklist for submission progress.

- p) From this page you are able to view a description of the requirement, the tender documents, the tender deadline date and time remaining, amended versions of the tender documents, your primary contact and the checklist for your response. 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 screenshot displays a web interface for tender documentation. A red circle highlights a table of documents. To the right of the table are two sections: 'Accept terms & conditions fully or in part' and 'Submit your response', followed by a section titled 'Options currently available to you are....' with 'Start my response' and 'Opt out' buttons.

Title	Type	Size
<a href="#">Clarification Log - Regent Centre Structural Works v1.00.xlsx</a>	xlsx	16 KB
<a href="#">C-Prop-2019-15- VITRADUAL Cladding Brochure.pdf</a>	pdf	6 MB
<a href="#">C-Prop-2019-15-Appendix A Specification v1.00.pdf</a>	pdf	822 KB
<a href="#">C-Prop-2019-15-Appendix B - Contract Particulars.pdf</a>	pdf	155 KB
<a href="#">C-Prop-2019-15-Appendix C Drawing Issue Record.pdf</a>	pdf	78 KB
<a href="#">C-Prop-2019-15-Appendix D CDM Pre-Const Info Pack.pdf</a>	pdf	148 KB
<a href="#">C-Prop-2019-15-Designer Risk Assessment.pdf</a>	pdf	1 MB
<a href="#">C-Prop-2019-15-Form of Contract Guarantee Bond v1.docx</a>	docx	54 KB
<a href="#">Drawings.zip</a>	zip	4 MB
<a href="#">Invitation to Tender - Regent Centre Structural Works v3.00.pdf</a>	pdf	297 KB
<a href="#">Supplier Response - Part A - Questionnaire v1.00.docx</a>	docx	88 KB
<a href="#">Supplier Response - Part B - Mandatory Requirements v1.00.docx</a>	docx	65 KB
<a href="#">Supplier Response - Part C - Form of Tender and ACC v1.00.pdf</a>	pdf	110 KB
<a href="#">Supplier Response - Part D - Pricing Evaluation v1.00.xlsx</a>	xlsx	15 KB
<a href="#">Supplier Response - Part E - Quality Evaluation v1.00.pdf</a>	pdf	120 KB
<a href="#">Supplying the South West Complete Suppliers Guide v6.00.pdf</a>	pdf	3 MB

Below the table, there is a section titled 'Terms & conditions (1)' with a link to 'C-Prop-2019-15-Appendix B - Contract Particulars'.

- q) The tender documents should be downloaded and completed on your own computer.
- r) The documents should be completed and re-uploaded through the system before the deadline shown on the system. There is a tender submission deadline countdown in the top right hand corner of the screen.
- s) Please follow the guide 'How to Submit A Response' when you are ready to submit.

**Please do not leave submitting your response until the last minute as you will be unable to submit your response after the deadline date and time shown on the system for that contract opportunity.**

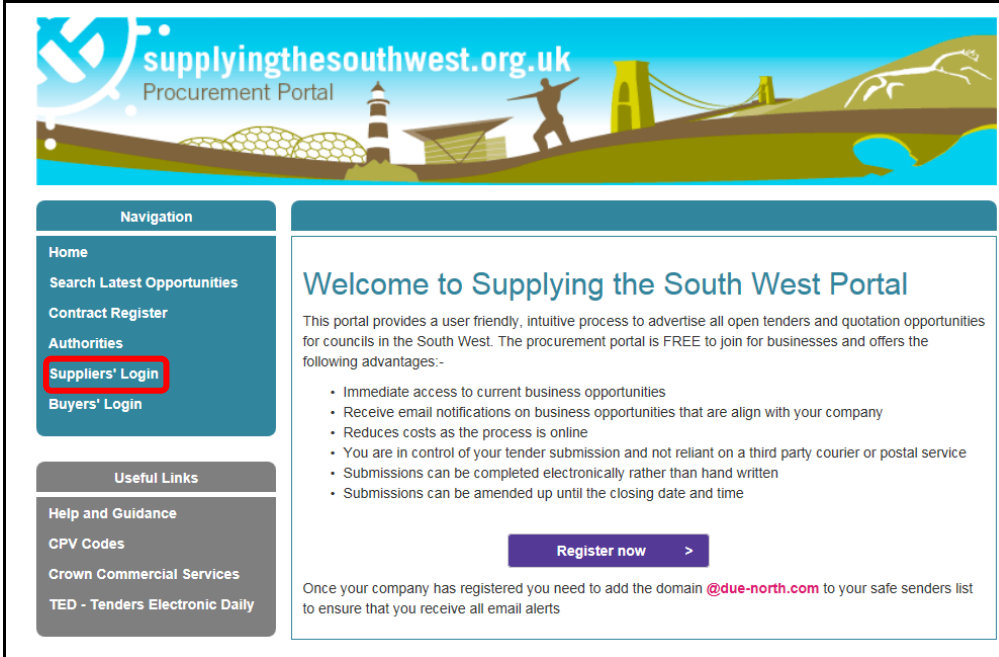
# **ProContract Step by Step**

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



## How to Ask a Question on a Procurement

### Step 1 – Login to ProContract



The screenshot shows the homepage of the 'supplyingthesouthwest.org.uk Procurement Portal'. The header features a banner with a stylized landscape including a lighthouse, a bridge, and a person running. Below the banner, there is a 'Navigation' sidebar on the left and a main content area on the right.

**Navigation Sidebar:**

- Home
- Search Latest Opportunities
- Contract Register
- Authorities
- Suppliers' Login** (highlighted with a red box)
- Buyers' Login

**Useful Links:**

- Help and Guidance
- CPV Codes
- Crown Commercial Services
- TED - Tenders Electronic Daily

**Main Content Area:**

### 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'

# How to Ask a Question on a Procurement

## Step 1 – Login to ProContract

Register free with ProContract

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

Organisation name

Email address

By clicking 'Continue registration', you agree to the [Terms and Conditions](#) & [Privacy policy](#).

**Continue registration**

Already registered? **Log in here**

**Why should I register with ProContract?**  
Registration is free and your company profile will be immediately available for opportunities managed by over 30,000 buyers from over 400 private, public sector and 3rd sector organisations.

**What happens next?**  
Once we have verified your company name and email address you will be asked to complete a short registration process including basic company details and contact information. Upon submission, your registration application will be reviewed by the ProContract team and you will be sent an email address confirming next steps.

**Do I receive opportunity alerts?**  
Following successful registration, as part of your company profile you can stipulate your preferred opportunity areas of interest along with geographical locations to which you can supply your goods & services. Overnight, your interests will be matched against the latest published opportunities and you will be notified by email. The email will contain links to review, and if you wish, express your interest in each of the opportunities.

[Minimum requirements](#)

- c) If your company is not yet registered on Supplying the South West, fill in your organisations details and click 'Continue registration'. Follow the on screen instructions. Once you have been issued log in details, return to this page to login.
- d) If your company is already registered, click 'Log in here'

# How to Ask a Question on a Procurement

## Step 1 – Login to ProContract

**PROACTIS**  
The Spend Control Company

**ProContract**

**Log In**

**User Name**  
it@bournemouth.gov.uk

**Password**  
\*\*\*\*\*

[Forgotten your username or password?](#)

**Continue**

**Welcome to ProContract**

**Already registered?**  
Simply enter your chosen username and password and click 'Continue'

**New to ProContract?**

**Suppliers** - If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

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

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

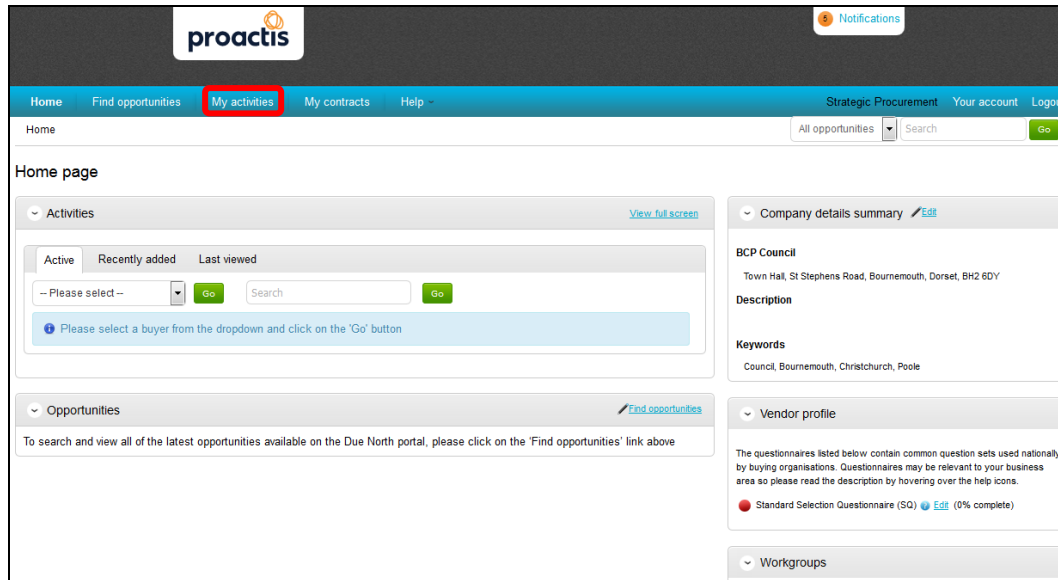
[Terms and Conditions](#) | [Privacy](#) | [Accessibility](#) | [Cookie Policy](#)

Secure Site

- e) Type in your login details and select '*Continue*'
- f) If you are unsure of your login details, please contact Due North at [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com).

# How to Ask a Question on a Procurement

## Step 2 - How to Ask a Question



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

## How to Ask a Question on a Procurement

### Step 2 - How to Ask a Question

The screenshot shows the Proactis 'My activities' page. The top navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', 'Help', 'Strategic Procurement', 'Your account', and 'Logout'. Below the navigation bar, there is a search bar with a dropdown menu set to 'All data' and a 'Go' button. The main content area is titled 'My activities' and features a 'Narrow your results' panel on the left. This panel has three sections: 'Buyer' (with a red box around the 'Bournemouth Christchurch and Poole Council' option), 'Event type' (with 'All' selected), and 'Status' (with 'All' selected). A red 'Update' button is at the bottom of the filter panel. To the right of the filter panel, there are three tabs: 'Active activities', 'Archived activities', and 'Last viewed activities'. A blue message box with an information icon states: 'Please select a buyer from the narrow results panel and click on the 'Update' button'.

- i) When you are in the 'My Activities' area, you will be able to view contract opportunities that you have expressed an interest in. The page will automatically default to the tab 'Active Activities'
- j) To view Bournemouth, Christchurch and Poole Council contract opportunities that you have expressed an interest in, select the tick box next to 'Bournemouth, Christchurch and Poole Council' then click 'Update'.

## How to Ask a Question on a Procurement

### Step 2 - How to Ask a Question

The screenshot shows the 'proactis' website interface. The top navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', 'Help', 'Strategic Procurement', 'Your account', and 'Logout'. The 'My activities' section is active, showing a list of procurement opportunities. The left sidebar allows filtering by 'Buyer' (Bournemouth Christchurch and Poole Council), 'Event type' (All, Advert, RFx), and 'Status' (All, New action). The main table lists activities with columns for 'Buyer', 'Title', 'Current event', and 'Event deadline'. The title 'Structural Works for the Regent Centre in Christchurch' is highlighted with a red box.

Buyer	Title	Current event	Event deadline
Bournemouth Christchurch and Poole Council	<a href="#">Structural Works for the Regent Centre in Christchurch</a>	Structural Works for the Regent Centre in Christchurch	10/05/2019

- k) You will then see a list of the active opportunities that you have expressed an interest in with Bournemouth, Christchurch and Poole Council.
- l) Select the blue hyperlink of the relevant contract opportunity that you wish to ask a question for

# How to Ask a Question on a Procurement

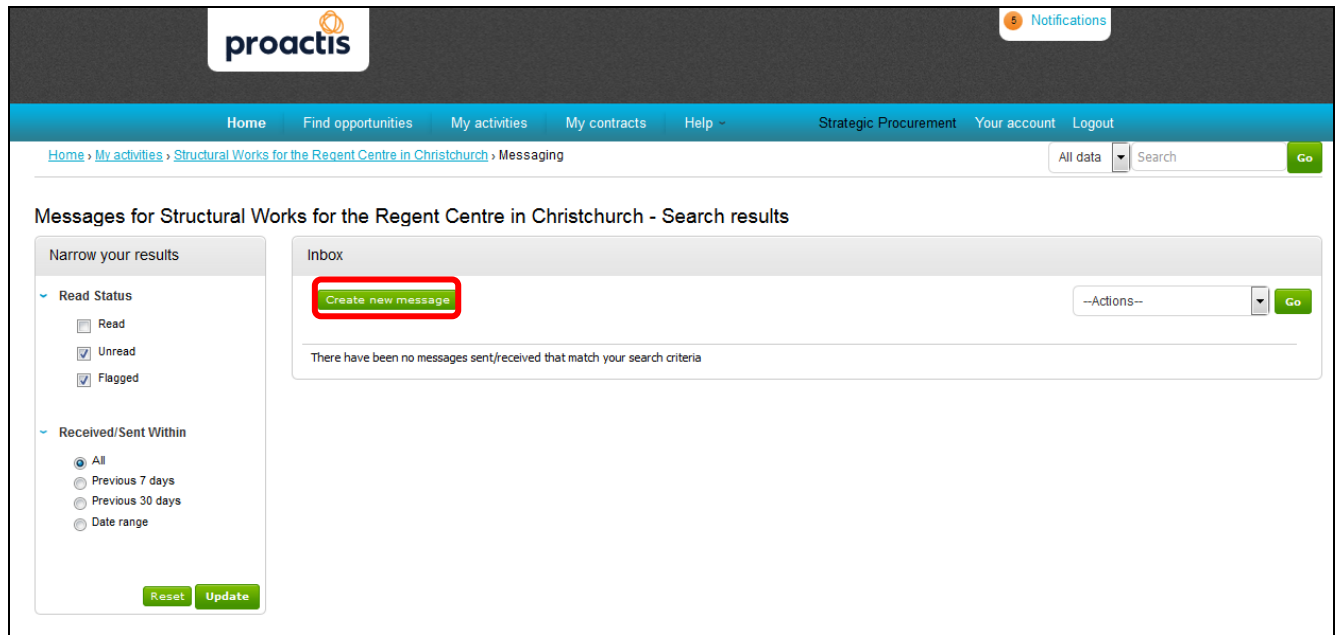
## Step 2 - How to Ask a Question

The screenshot shows the 'supplyingthesouthwest.org.uk' Procurement Portal. The top navigation bar includes links for Home, Find opportunities, My activities, My contracts, and Help. A 'Notifications' badge is visible in the top right. The main content area displays an activity titled 'Structural Works for the Regent Centre in Christchurch'. Below the title, there are two event entries. The first entry, 'Structural Works for the Regent Centre in Christchurch', is marked 'Expression of interest accepted' and includes details for interest start and end dates, and an expressed interest date. The second entry, 'Structural Works for the Regent Centre in Christchurch', is marked 'Not started (Respond by: 10/05/2019)'. On the right side of the page, there is a large purple banner for 'BCP Council'. Below the banner, there is a section titled 'Archive this activity' which contains a 'Messages (0)' box. This box is highlighted with a red rectangle and contains the text: 'You have received 0 message(s) of which 0 are unread'. Below this text are links for 'View all' and 'View unread'.

m) In the 'Messages' box, click on 'View all'.

# How to Ask a Question on a Procurement

## Step 2 - How to Ask a Question



n) Select 'Create New Message'



# How to Ask a Question on a Procurement

## Step 2 - How to Ask a Question

The screenshot shows the Proactis 'New message' interface. At the top, there's a navigation bar with links like Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. Below this, a breadcrumb trail reads: Home > My activities > Structural Works for the Reagent Centre in Christchurch > Messaging > New. The main form is titled 'New message'. It has a section for 'Private recipients' which is highlighted with a red box; it contains a 'To:' field with 'Project team' selected. Below this is the 'Message' section, which includes a 'Subject' field and a 'Body' field with a rich text editor. At the bottom of the form, there's an 'Attachments' section with a green plus icon, and a 'Send message' button highlighted with a red box, next to a 'Cancel' link.

- o) Add a Subject within the Subject Field and add your Question within the Main Text Field.
- p) If required, you can add an attachment using the 'Attachments' section below the Message field.
- q) Click 'Send Message'. This message has now been sent directly to the Project Team.

## How to Ask a Question on a Procurement

### Step 3 – Viewing and responding to messages

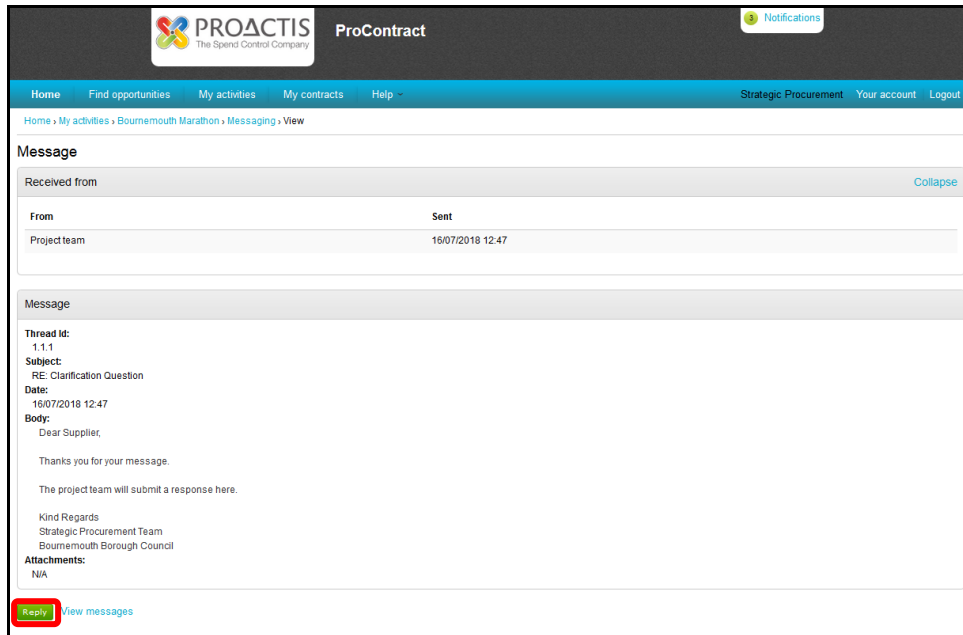
The screenshot displays the ProContract web application interface. At the top, the ProContract logo and navigation menu are visible. The main content area shows the 'Messaging' section for 'Bournemouth Marathon'. On the left, there is a sidebar with filters for 'Read Status' (Read, Unread, Flagged) and 'Received/Sent Within' (Previous 7 days, Previous 30 days, Date range). The main area displays a table of messages. The first message is highlighted with a red box.

Ref No	Subject	From	Date	Public
1.1	<a href="#">Clarification Question</a>	Strategic Procurement - Procurement	16/07/2018 12:45	
1.1.1	<a href="#">RE: Clarification Question</a>	Project team	16/07/2018 12:47	

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

## How to Ask a Question on a Procurement

### Step 3 – Viewing and responding to messages



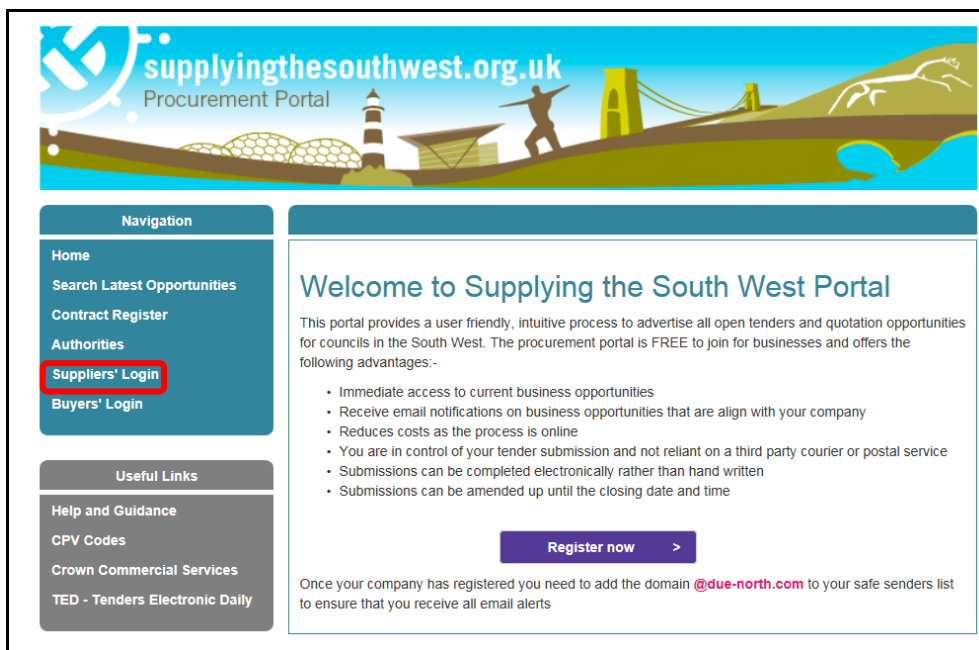
u) You can use the 'Reply' button to respond to any messages you receive where appropriate.

# **ProContract Step by Step**

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

# How to Submit your Response through Supplying the South West

## Step 1 – Login to ProContract



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

# How to Submit your Response through Supplying the South West

## Step 1 – Login to ProContract

Register free with ProContract

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

**Organisation name**

**Email address**

By clicking 'Continue registration', you agree to the [Terms and Conditions](#) & [Privacy policy](#).

**Continue registration**

Already registered **Log in here**

**Why should I register with ProContract?**  
Registration is free and your company profile will be immediately available for opportunities managed by over 30,000 buyers from over 400 private, public sector and 3rd sector organisations.

**What happens next?**  
Once we have verified your company name and email address you will be asked to complete a short registration process including basic company details and contact information. Upon submission, your registration application will be reviewed by the ProContract team and you will be sent an email address confirming next steps.

**Do I receive opportunity alerts?**  
Following successful registration, as part of your company profile you can stipulate your preferred opportunity areas of interest along with geographical locations to which you can supply your goods & services. Overnight, your interests will be matched against the latest published opportunities and you will be notified by email. The email will contain links to review, and if you wish, express your interest in each of the opportunities.

- c) If your company is not yet registered on Supplying the South West, fill in your organisations details and click '*Continue registration*'. Follow the on screen instructions. Once you have been issued log in details, return to this page to login.
- d) If your company is already registered, click '*Log in here*'.

# How to Submit your Response through Supplying the South West

## Step 1 – Login to ProContract

**PROACTIS**  
The Spend Control Company

**ProContract**

**Log In**

**User Name**

**Password**

[Forgotten your username or password?](#)

**Continue**

**Welcome to ProContract**

**Already registered?**  
Simply enter your chosen username and password and click 'Continue'

**New to ProContract?**  
**Suppliers** - If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

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

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

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

Secure Site

- e) Type in your login details and select '*Continue*'
- f) If you are unsure of your login details, please contact Due North at [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)

# How to Submit your Response through Supplying the South West

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

The screenshot displays the Proactis web application interface. At the top, the Proactis logo is on the left, and a 'Notifications' icon is on the right. Below this is a navigation bar with tabs: 'Home', 'Find opportunities', 'My activities' (which is highlighted with a red box), 'My contracts', and 'Help'. To the right of the navigation bar are links for 'Strategic Procurement', 'Your account', and 'Logout'. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'Home page' section with a 'Activities' tab and a 'View full screen' link. The 'Activities' section has three sub-tabs: 'Active', 'Recently added', and 'Last viewed'. The 'Active' tab is selected, showing a dropdown menu with '-- Please select --' and a 'Go' button. Below this is a search bar with a 'Go' button. A blue banner below the search bar says 'Please select a buyer from the dropdown and click on the 'Go' button'. Below the 'Activities' section is an 'Opportunities' section with a 'Find opportunities' link. The 'Opportunities' section contains a text box that says 'To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above'. On the right side of the interface, there is a 'Company details summary' section with an 'Edit' link. This section displays information for 'BCP Council', including the address 'Town Hall, St Stephens Road, Bournemouth, Dorset, BH2 6DY'. Below this is a 'Description' section, followed by a 'Keywords' section listing 'Council, Bournemouth, Christchurch, Poole'. Below the keywords is a 'Vendor profile' section with a text box that says 'The questionnaires listed below contain common question sets used nationally by buying organisations. Questionnaires may be relevant to your business area so please read the description by hovering over the help icons.' Below this is a 'Standard Selection Questionnaire (SQ)' section with an 'Edit' link and a '(0% complete)' status. At the bottom of the right sidebar is a 'Workgroups' section.

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



# How to Submit your Response through Supplying the South West

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

The screenshot shows the 'proactis' web application interface. At the top, there's a navigation bar with links: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. A 'Notifications' badge is in the top right. Below the navigation bar, the 'My activities' section is active. It features a search bar with 'All data' and a 'Go' button. On the left, a 'Narrow your results' panel has three sections: 'Buyer' (with a red box around the 'Bournemouth Christchurch and Poole Council' option), 'Event type' (with 'All' selected), and 'Status' (with 'All' selected). A red 'Update' button is at the bottom of this panel. On the right, there are tabs for 'Active activities', 'Archived activities', and 'Last viewed activities'. A blue message box states: 'Please select a buyer from the narrow results panel and click on the 'Update' button'.

- h) When you are in the 'My Activities' area, you will be able to view contract opportunities that you have expressed an interest in. The page will automatically default to the tab 'Active Activities'
- i) To view Bournemouth, Christchurch and Poole Council contract opportunities that you have expressed an interest in, select the tick box next to 'Bournemouth, Christchurch and Poole Council' then click 'Update'.

## How to Submit your Response through Supplying the South West

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

The screenshot shows the Proactis website interface. At the top, there's a navigation bar with links: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. Below this, a search bar is visible with a dropdown menu set to 'All data' and a 'Go' button. The main section is titled 'My activities' and includes a filter sidebar on the left. The sidebar has sections for 'Buyer' (with a checked box for 'Bournemouth Christchurch and Poole Council'), 'Event type' (with 'All' selected), and 'Status' (with 'All' selected). A green 'Update' button is at the bottom of the sidebar. The main content area shows a table of 'Active activities'. The table has columns for 'Buyer', 'Title', 'Current event', and 'Event deadline'. The first row shows 'Bournemouth Christchurch and Poole Council' as the buyer and 'Structural Works for the Regent Centre in Christchurch' as the title. The title is highlighted with a red box. The 'Current event' column shows 'Structural Works for the Regent Centre in Christchurch' and the 'Event deadline' is '10/05/2019'.

Buyer	Title	Current event	Event deadline
Bournemouth Christchurch and Poole Council	<a href="#">Structural Works for the Regent Centre in Christchurch</a>	Structural Works for the Regent Centre in Christchurch	10/05/2019

- j) You will then see a list of the active opportunities that you have expressed an interest in with Bournemouth, Christchurch and Poole Council.
- k) Select the blue hyperlink of the relevant contract opportunity that you wish to submit a response for.

# How to Submit your Response through Supplying the South West

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

The screenshot shows the 'supplyingthesouthwest.org.uk' Procurement Portal. The top navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The main content area displays 'Activity : Structural Works for the Regent Centre in Christchurch'. Under the 'Events' section, there are two entries:

- Structural Works for the Regent Centre in Christchurch** (Expression of interest accepted) - Hide details | Open
- Structural Works for the Regent Centre in Christchurch** (Not started (Respond by: 10/05/2019)) - View details | Start

The second entry is highlighted with a red box. The right sidebar features the BCP Council logo and a message section indicating 0 unread messages.

- i) The system will show a few 'events'. You will need to select the event that shows as 'Not Started' or 'In Progress'. Click on the hyperlink of the contract name that you want to submit a response for.

# How to Submit your Response through Supplying the South West

## Step 3 – Submit your Response

Amendment information ⓘ

Amendment history


Version: 4      Last amended: 24/04/2019 09:02

Amended sections: Attachments

Description: Dear Supplier, Please find attached the document 'Clarification Log - Regent Centre Structural Works v1.00'. This document has a list of all the clarification questions received and the Council's responses to these. Kind Regards Strategic Procurement Team

Activity primary contacts ⓘ




Hide



Procurement Team  
T:01202 451410  
F:01202 454889  
M:  
E: [procurement@bcpcouncil.gov.uk](mailto:procurement@bcpcouncil.gov.uk)

Activity documentation, files & links (16) ⓘ

Hide

Title	Type	Size
 <a href="#">Clarification Log - Regent Centre Structural Works v1.00.xlsx</a>	xlsx	16 KB
 <a href="#">C-Prop-2019-15- VITRADUAL Cladding Brochure.pdf</a>	pdf	6 MB
 <a href="#">C-Prop-2019-15-Appendix A Specification v1.00.pdf</a>	pdf	822 KB

Communications that have been sent to you concerning this activity from the buyer

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

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

Your response

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

This is your response submission progress checklist:

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

- ☐ Indicate your intent to respond
- ☐ Start response or opt out the activity
- ☐ Complete the additional information section
- ☐ Upload at least one attachment
- ☐ Accept terms & conditions fully or in part
- ☐ Submit your response

Options currently available to you are.....

Start my response

Opt out

[Indicate your intent to respond](#)

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

# How to Submit your Response through Supplying the South West

## Step 3 – Submit your Response

**Your response summary** [<Back to summary](#) [Take a tour](#)

**Response information**

Supplier: BCP Council  
Workgroup: Procurement  
Workgroup contacts: Strategic Procurement  
Activity id: DN382141  
Response id: R4165882

Company reg number: N/A  
Company address: Town Hall  
St Stephens Road  
Bournemouth  
Dorset  
United Kingdom  
BH2 8DY  
Website: None

**Deadline & time remaining**

A response to this activity can be submitted no later than  
**10th May 2019 at 2:00 PM**

**Time remaining**

1 Week 3 Days 22 Hours

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

You have not started the 'Additional information' section. Click on the 'Edit' link to begin.

**Response documentation, files & links (0)** [Add](#)

No attachments

**Terms & conditions (1)** [Accept terms & conditions](#) [Decline terms & conditions](#)

Title  
[C-Prop-2019-15-Appendix B - Contract Particulars](#)

**Your response** [Response history](#)

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

**This is your response submission progress checklist:**  
**So far you have....**

- ☒ Indicated intent to respond (29/04/2019 15:27)
- ☒ Started to draft your response to this activity

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

- ☐ Complete the additional information section
- ☐ Upload at least one attachment
- ☐ Accept terms & conditions fully or in part
- ☐ Submit your response

**Options currently available to you are....**

[Submit response](#) [Opt out](#)

- n) You will then be taken to your Response Summary, where you should follow the checklist in the 'Your response' section.

# How to Submit your Response through Supplying the South West

## Step 3 – Submit your Response

The screenshot shows the 'Create RFQ response' form in the ProContract system. The form is divided into four tabs: 'Details', 'Additional information', 'Attachments', and 'Terms & conditions'. The 'Additional information' tab is currently selected. Within this tab, there are three optional input fields: 'Supplier reference (optional)', 'Response information (optional)', and 'Additional comments (optional)'. The 'Supplier reference' and 'Response information' fields are highlighted with red rectangles. At the bottom of the form, there are four buttons: 'Continue', 'Reset', 'Cancel', and 'Back'. The 'Continue' button is highlighted with a red rectangle.

- o) When the checklist is complete, select "Submit response". Add a Supplier Reference for your Response. This is optional but it may be that your company has a reference number for tenders that you submit responses for.
- p) Add any details you may want to within Response Information. Again, this is optional. Click 'Continue'.

## How to Submit your Response through Supplying the South West

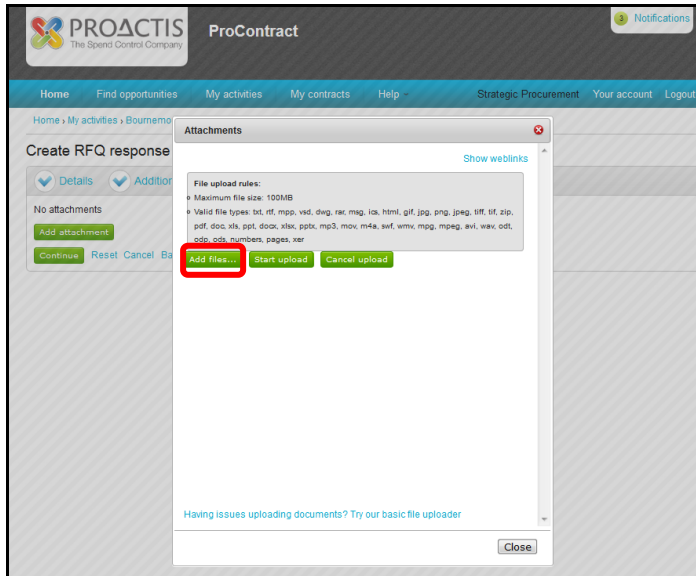
### Step 3 – Submit your Response

The screenshot displays the ProContract interface for creating an RFQ response. The header includes the PROACTIS logo and the ProContract title. A navigation bar contains links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The breadcrumb trail shows the path: Home > My activities > Bournemouth Marathon > Bournemouth Marathon > Create RFQ response. The main heading is 'Create RFQ response'. Below this is a progress bar with four steps: Details, Additional information, Attachments (highlighted with a blue circle and the number 3), and Terms & conditions (highlighted with a white circle and the number 4). The Attachments section shows 'No attachments' and a red 'Add attachment' button. At the bottom of the Attachments section are green 'Continue' and 'Reset' buttons, and blue 'Cancel' and 'Back' links.

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

# How to Submit your Response through Supplying the South West

## Step 3 – Submit your Response



### **TIP:**

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

- s) You can either drag files into the white section of the box or you can select 'Add files' and add them from your local hard drives.
- t) Once you have selected all the documents that you want to submit as part of your response, select the 'Start upload' button to add the files to the system.



## How to Submit your Response through Supplying the South West

### Step 3 – Submit your Response

PROACTIS The Spend Control Company ProContract

Notifications

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

Home > My activities > Bournemouth Marathon > Bournemouth Marathon > Create RFQ response

Create RFQ response

Details Additional information 3 Attachments 4 Terms & conditions

Appendix 1 - Specification for Marathon V1.00.pdf 121 KB

Add attachment

Continue Reset Cancel Back

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

## How to Submit your Response through Supplying the South West

### Step 3 – Submit your Response

PROACTIS The Spend Control Company ProContract

3 Notifications

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

Home > My activities > Bournemouth Marathon > Bournemouth Marathon > Create RFQ response

### Create RFQ response

Details Additional information Attachments 4 Terms & conditions

Please follow the link to read the terms and conditions

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

☒ Accept ☐ Decline

**Finish** Reset Cancel Back

- w) Review the Terms and Conditions that will form the contract. If you are happy to accept the terms, choose the radio button next to 'Accept'.
- x) If you are not happy to accept the terms, choose the radio button next to 'Decline'. If you choose 'Decline' you will be required to provide detail of why you decline the Terms and Conditions. Click '*Finish*'.

# How to Submit your Response through Supplying the South West

## Step 3 – Submit your Response

The screenshot shows the 'My response' page in the ProContract system. The page header includes the PROACTIS logo and 'ProContract' text. A navigation bar at the top contains links: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. Below this, a breadcrumb trail reads: Home > My activities > Bournemouth Marathon > Bournemouth Marathon.

The main content area is titled 'My response' with the ID '108209699' and a 'Draft' status. It contains several sections:

- Additional information:** Includes a 'Supplier reference: Company A Tender Submission' and an 'Edit' link.
- Terms & conditions:** Shows 'Accepted' status. A 'Decline' button is highlighted with a red rectangle. Below it is a link to 'Standard Goods and Services Terms and Conditions'.
- Attachments:** Lists 'Appendix 1 - Specification for Marathon V1.00.pdf' (121 KB) and an 'Add attachment' button.

On the right side, there is a 'Deadline & Time remaining' section. It states: 'A response to this activity can be submitted no later than 15th August 2018 at 2:00 PM'. Below this is a 'Time remaining' counter showing 29 Days, 23 Hours, 21 Minutes, and 36 Seconds. Further down is a 'Response controls' section with 'Submit response' and 'Open response wizard' buttons. Below that is a 'Submission checklist' with 'Terms & conditions' and 'Attachments' items, both marked as complete. At the bottom right is an 'Audit history' section with a 'View audit history' link.

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

# How to Submit your Response through Supplying the South West

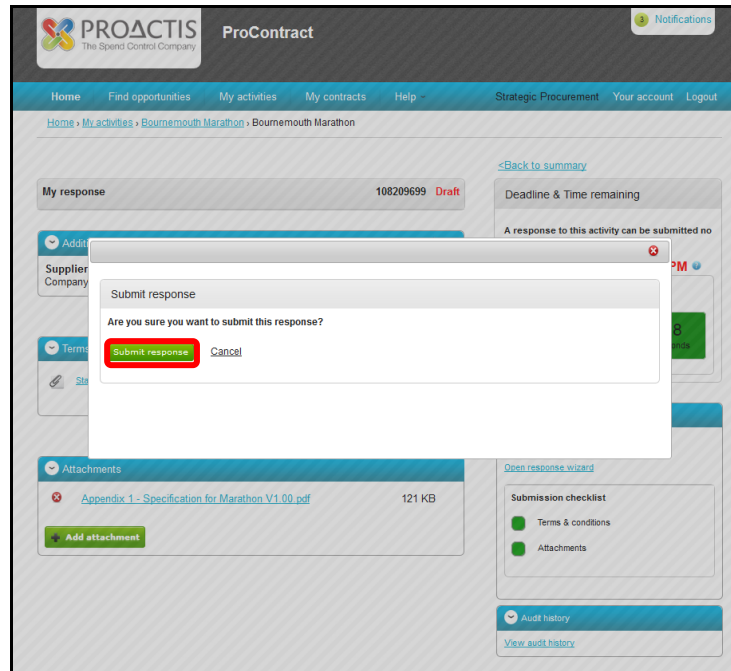
## Step 3 – Submit your Response

The screenshot displays the ProContract interface for a tender submission. The top navigation bar includes links for Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The main content area is titled 'My response' and shows a draft submission for 'Bournemouth Marathon'. It includes sections for 'Additional information' (Supplier reference: Company A Tender Submission), 'Terms & conditions' (Accepted), and 'Attachments' (Appendix 1 - Specification for Marathon V1.00.pdf). A 'Response controls' section, highlighted with a red box, contains a 'Submit response' button, a 'Open response wizard' link, and a 'Submission checklist' with items 'Terms & conditions' and 'Attachments' marked as complete (green). A 'Deadline & Time remaining' section shows the deadline as 15th August 2018 at 2:00 PM and a time remaining of 29 days, 23 hours, 21 minutes, and 36 seconds.

- z) The submission checklist should show everything in green that you need to do. If there is something in red then you will need to action it. If you are ready to submit your response, press 'Submit response'.
- aa) If you are not yet ready to submit your response, select 'Back to Summary' at the top. The attachments and responses that you have loaded to the system will be saved but not submitted. **PLEASE NOTE THAT THIS MEANS YOUR RESPONSE IS NOT COMPLETE.** You must return to the system to continue your response and submit. Please follow the step 'Continuing with a Submission that you had Previously Started but not Submitted' below.

# How to Submit your Response through Supplying the South West

## Step 3 – Submit your Response



bb) You will be asked to confirm that you want to submit your response, click '*Submit response*'.

# How to Submit your Response through Supplying the South West

## Step 3 – Submit your Response

The screenshot displays the ProContract web interface for a tender titled 'Bournemouth Marathon'. The interface is divided into several sections:

- Header:** Includes the ProContract logo and navigation links like Home, Find opportunities, My activities, My contracts, and Help.
- Activity Information:** Shows details about the tender, including the Buyer (Bournemouth Borough Council), Title (Bournemouth Marathon), and Description (Bournemouth Borough Council are tendering the rights to hold a Marathon event).
- Attachments:** Lists various documents such as 'Appendix 1 - Specification for Marathon V1.00.pdf' and 'Supplier Response - Part A - Supplier Questionnaire v1.00.docx' with their respective file sizes.
- Deadline & Time remaining:** Indicates the deadline is '15th August 2018 at 2:00 PM' and shows a 'Time remaining' counter at '29 23 1 40' (Days, Hours, Minutes, Seconds).
- Submitted:** A green button labeled 'Submitted' is highlighted with a red box, indicating the response has been successfully submitted.
- Messages & Clarifications (0):** A section for messages and clarifications, currently showing 0 items.
- Response controls:** Includes a button labeled 'I would like to edit my response' (highlighted with a red box) and a link for 'No longer wish to respond'.

cc) Your response will then show as 'Submitted'. You will receive an email from ProContract confirming that your submission has been successful. If you have not received confirmation by e-mail, please contact Due North on 0330 005 0352 to confirm you have submitted your response.

- dd) If you wish to amend your response after submitting, you can make amendments by selecting 'I would like to edit my response'. This will create a second version of your submission. Ensure that you allow plenty of time before the submission deadline if you choose to edit your submission. You must ensure that your edited response is submitted before the deadline.
- ee) If you do not want to edit your submitted response, select 'Back to Summary'.

# How to Submit your Response through Supplying the South West

## Step 4 – Continuing with a submission not previously submitted

The screenshot shows the ProContract portal interface. At the top, there's a header with the logo 'supplyingthesouthwest.org.uk Procurement Portal' and 'ProContract'. Below the header is a navigation bar with links: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. The main content area shows the breadcrumb 'Home > My activities > Bournemouth Marathon' and a '< Back to home page' link. The title is 'Activity : Bournemouth Marathon'. Under 'Events', there's a table with two rows. The first row is for 'Bournemouth Marathon' with status 'Draft (Respond by: 15/08/2018)'. It has a 'Hide details' link and an 'Open' button, which is highlighted with a red box. The second row is for 'Bournemouth Marathon' with status 'Expression of Interest accepted' and a 'View details | Open' link. On the right, there's a 'Messages (0)' section stating 'You have received 2 message(s) of which 0 are unread' with 'View all' and 'View unread' links. Below that is an 'Audit history' section with a 'View audit history' link.

- ff) You will only need to follow this step where you started to submit your response but did not finalise your submission. Log back into ProContract and find the contact that you wish to submit a response for.
- gg) From the activity screen of the contract that you wish to continue submitting your response for, you will see that it states in 'Draft'. To complete your submission, select 'Open'.



# How to Submit your Response through Supplying the South West

## Step 4 – Continuing with a submission not previously submitted

**PROACTIS**  
The Spend Control Company

**ProContract**

Notifications

Home Find opportunities My activities My contracts Help

Strategic Procurement Your account Logout

Home > My activities > Bournemouth Marathon > Bournemouth Marathon

[<Back to dashboard](#)

**Activity Information**

**Buyer:** Bournemouth Borough Council  
**Title:** Bournemouth Marathon ID: 5266107  
**Description:** Bournemouth Borough Council are tendering the rights to hold a Marathon event, the first commencing in the Autumn of 2019. The event can take place on Bournemouth and Poole's Seaford and surrounding Highways and Parks.

**Attachments**

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

<a href="#">Appendix 1 - Specification for Marathon V1.00.pdf</a>	121 KB
<a href="#">Supplier Information - Bournemouth Marathon V1.00.pdf</a>	415 KB
<a href="#">Supplier Response - Part A - Supplier Questionnaire v1.00.docx</a>	57 KB
<a href="#">Supplier Response - Part B - Minimum Requirements v1.00.docx</a>	31 KB
<a href="#">Supplier Response - Part C - Pricing Evaluation v1.00.xlsx</a>	12 KB
<a href="#">Supplier Response - Part D - Quality Evaluation v2.00.pdf</a>	214 KB
<a href="#">Supplier Response - Part E - Form of Tender and ACC V1.00.pdf</a>	82 KB

**Terms & conditions**

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

**Deadline & Time remaining**

A response to this activity can be submitted no later than  
**15th August 2018 at 2:00 PM**

**Time remaining**

29 Days 23 Hours 6 Minutes 56 Seconds

**Messages & Clarifications (0)**

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer  
You have received 0 message(s) of which 0 are unread  
[View all](#) | [View unread](#)

**Response controls**

[No longer wish to respond](#)

**My responses**

Version 1	Draft	<b>Edit</b>
-----------	-------	-------------

hh) On the next screen you will see in the bottom right your response history. To continue with the submission of your response, select '*Edit*' next to the latest version

# How to Submit your Response through Supplying the South West

## Step 4 – Continuing with a submission not previously submitted

The screenshot displays the ProContract web interface. At the top, the header includes the PROACTIS logo (The Spend Control Company) and the ProContract title. A navigation bar contains links: Home, Find opportunities, My activities, My contracts, Help, Strategic Procurement, Your account, and Logout. Below the navigation bar, the breadcrumb trail reads: Home > My activities > Bournemouth Marathon > Bournemouth Marathon.

The main content area is divided into several sections:

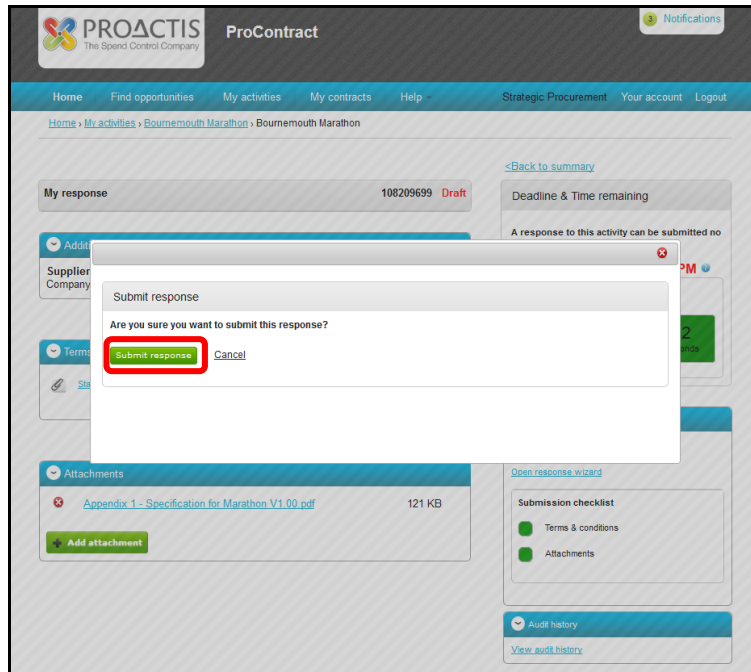
- My response:** Shows the response ID 108209699 and its status as 'Draft'.
- Additional information:** Includes a link to 'Edit' and a 'Supplier reference: Company A Tender Submission'.
- Terms & conditions:** Shows a status of 'Accepted' with a 'Decline' link and a link to 'Standard Goods and Services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

The 'Submission checklist' shows two items: 'Terms & conditions' and 'Attachments', both marked with green squares, indicating they are completed.

- ii) You will then be taken to the response screen. From here you can edit your response as required.
- jj) The submission checklist should show everything in green that you need to do. If there is something in red then you will need to action it.
- kk) If you are ready to submit your response, press 'Submit Response'.

# How to Submit your Response through Supplying the South West

## Step 4 – Continuing with a submission not previously submitted



II) You will be asked to confirm that you want to submit your response, click '*Submit response*'.

# How to Submit your Response through Supplying the South West

## Step 4 – Continuing with a submission not previously submitted

**PROACTIS** The Spend Control Company **ProContract** [Notifications](#)

[Home](#) [Find opportunities](#) [My activities](#) [My contracts](#) [Help](#) [Strategic Procurement](#) [Your account](#) [Logout](#)

[Home](#) > [My activities](#) > [Bournemouth Marathon](#) > [Bournemouth Marathon](#)

[- Back to dashboard](#)

**Activity Information**

**Buyer:** Bournemouth Borough Council  
**Title:** Bournemouth Marathon ID: 5266107  
**Description:** Bournemouth Borough Council are tendering the rights to hold a Marathon event, the first commencing in the Autumn of 2019. The event can take place on Bournemouth and Poole's Seafront and surrounding Highways and Parks.

**Attachments**

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

<a href="#">Appendix 1 - Specification for Marathon V1.00.pdf</a>	121 KB
<a href="#">Supplier Information - Bournemouth Marathon V1.00.pdf</a>	415 KB
<a href="#">Supplier Response - Part A - Supplier Questionnaire v1.00.docx</a>	57 KB
<a href="#">Supplier Response - Part B - Minimum Requirements v1.00.docx</a>	31 KB
<a href="#">Supplier Response - Part C - Pricing Evaluation v1.00.xlsx</a>	12 KB
<a href="#">Supplier Response - Part D - Quality Evaluation v2.00.pdf</a>	214 KB
<a href="#">Supplier Response - Part E - Form of Tender and ACC V1.00.pdf</a>	82 KB

**Terms & conditions**

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

**Deadline & Time remaining**

A response to this activity can be submitted no later than  
**15th August 2018 at 2:00 PM**

**Time remaining**

29 23 1 40  
Days Hours Minute Seconds

**Submitted**

**Messages & Clarifications (0)**

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer

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

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

**Response controls**

[I would like to edit my response](#)

[No longer wish to respond](#)

mm)

Your response will then show as 'Submitted'.

- nn) You will also receive an e-mail from ProContract confirming that your submission has been submitted. If you have not received a confirmation notification by e-mail of your submission, please contact Due North on 0330 005 0352 to confirm you have submitted your response.
- oo) If you wish to amend your response after submitting, you can make amendments by selecting 'I would like to edit my response'. This will create a second version of your submission. Ensure that you allow plenty of time before the submission deadline if you choose to edit your submission. You must ensure that your edited response is submitted before the deadline.
- pp) If you do not want to edit your submitted response, select 'Back to Dashboard'.