

# CHEST USAGE DEMONSTRATION

## 1. Log in 1<sup>st</sup> screen – migrated from V2 & Help centre

**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'

**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

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## Screen 2 – HOME – Access to all Opportunities, Activities, Contracts, Help, Account details,

**due north sourcing solutions** **ProContract** brought to you by **due north sourcing solutions** 20 Notifications

Home Find opportunities My activities My contracts Help supplier\_nw\_37 User Your account Logout

Home All opportunities  **Go**

**Home page**

**Activities** [View full screen](#)

Active Recently added Last viewed

-- Please select -- **Go**  **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](#)

**supplier\_nw\_37 company**

supplier\_nw\_37 Line 1, Line 2, Town, Northumberland, NE23 1LZ

**Description**

supplier\_nw\_37 company

**Keywords**

**Vendor profile**

**Workgroups**

### Screen 3 – Company details – edit info, description, address, keywords etc

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Notifications: 22

Home Find opportunities My activities My contracts Help supplier\_nw\_37 User Your account Logout

Home > Company profile

## Company profile

[< Back to home page](#)

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

**Company name:** supplier\_nw\_37 company

**Address:** supplier\_nw\_37 Line 1  
Line 2  
Town  
Northumberland  
NE23 1LZ  
United Kingdom

**URL:**

**Company registration number:** N/A

**VAT registration no:** N/A

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

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

**Description** [Edit](#)

**Company description:** supplier\_nw\_37 company

**Company keywords:**

**Number of employees:** 5

**Classifications:** Charity, Other

### Screen 4 – Update Workgroups – edit workgroup details /edit categories

Workgroup/EditWorkgroup?workgroupId=98b4c265-4690-e511-80fb-000c29c9ba21&fromCompany=False

procontract.due-north.com

**PROACTIS** The Spend Control Company **ProContract** Notifications: 3

Home Find opportunities My activities My contracts Help Mike Farren Your account Logout

Home > Update workgroup:CPCM

## Workgroup: CPCM

[< Back to home page](#)

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

**Workgroup name:** CPCM

**Date created:** 15/09/2010 11:11:56

**Date updated:** 08/12/2016 12:53:18

[Disable workgroup](#)

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

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

14111509 - Stationery  
30000000 - Structures and Building and Construction and Manufacturing Components and Supplies  
46161500 - Traffic control  
47000000 - Cleaning Equipment and Supplies

[Show all](#)

**NHS eClass Version 2014 categories** [Edit](#)

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

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

60000000-8 - Transport services (excl. Waste transport)

**Editing work group members is at the bottom of the screen**

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

**Mr. Mike Farren**  
Snr Procurement and Contracts Manager

# Screen 5 – Find Opportunities

Narrow your results:– Portal – The Chest / Organisation – Cumbria County Council



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Home Find opportunities My activities My contracts Help
supplier\_nw\_37 User Your account Logout

Home > Find Opportunities All data  Go

## Opportunities

**Narrow your results**

**Portals**

**Categories**  
There are 0 categories selected  
[Add new category](#)

**Regions**  
There are 0 regions selected  
[Add new region](#)

**Keywords**

**Expression date**  
Start date  End date

**Published date**  
Start date  End date

Reset Update

Opportunities

1 2 3 4 5 ... 9 Next >

Title	Buyer	Expression Start	Expression End	Estimated Value
<a href="#">1112-073 - Mental Health Employment Service</a>	Islington	03/12/2011	31/07/2017	N/A
<a href="#">271_16 Self Drive Vehicle Hire</a>	ESPO	22/05/2015	31/01/2016	N/A
<a href="#">6 Day Nurseries</a>	Wirral Borough Council	25/04/2013	01/09/2016	N/A
<a href="#">ABANDONED CP1016-14 Bovey Tracey to Newton Abbot Path - Stover Canal</a>	Devon County Council	21/05/2014	30/09/2019	N/A
<a href="#">Amev Demo DPS test (Advertise opportunity on portal)</a>	Buckinghamshire County Council	23/10/2015	23/10/2017	N/A
<a href="#">Annual Maintenance &amp; Servicing of Communal Boiler Plant including Responsive Repair Call Out Service within the Bolton Area</a>	Bolton at Home	20/01/2015	28/03/2016	N/A
<a href="#">Bridgefield, Stockport Construction</a>	Stockport Metropolitan Borough Council	10/07/2014	30/09/2017	N/A
<a href="#">Children Services</a>	Wirral Borough Council	25/03/2013	08/08/2023	N/A
<a href="#">Claire - DPS Testing (Advert )</a>	Dorset County Council	21/10/2015	04/10/2020	£450,000.00
<a href="#">Claire - Test - DPS (Advert )</a>	Dorset County Council	21/07/2015	21/11/2019	£1,000,000.00

1 2 3 4 5 ... 9 Next >

## Screen 6 – Register Interest


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Home Find opportunities My activities My contracts Help
supplier\_nw\_37 User Your account Logout

Home > Find opportunities > Transport Suppliers DEMONSTRATION

### Transport Suppliers DEMONSTRATION Return to find opportunities

#### Main contract details

**Opportunity Id** DN5999335  
**Title** Transport Suppliers DEMONSTRATION  
**Categories** 60000000-8 - Transport services (excl. Waste transport)  
**Description** Transport Suppliers DEMONSTRATION  
**Region(s) of supply** NORTH WEST (ENGLAND)  
**Estimated value** N/A  
**Keywords** Transport

#### Expression of interest window

From 07/01/2016 16:26 to 12/01/2016 17:00  
[Register interest in this opportunity](#)

#### Key dates

**Estimated contract dates**  
**Start date** 01/02/2016      **End date** 01/03/2016

#### Contact details

**Buyer** Cumbria County Council  
**Contact** Noel Camm  
**Email** [noel.camm@cumbria.gov.uk](mailto:noel.camm@cumbria.gov.uk)  
**Telephone** 07876 390131  
**Address** The Lonsdale Building  
 Carlisle  
 Cumbria  
 CA3 8NA  
 United Kingdom

#### Attachments

No attachments

## Screen 7 – Access Tender opportunity that you have registered an interest in via Home > My Activities


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Home Find opportunities My activities My contracts Help
supplier\_nw\_37 User Your account Logout

Home All opportunities  [Go](#)

### Home page

#### Activities [View full screen](#)

Active Recently added Last viewed

Cumbria County Council  [Go](#)

1 2 < Prev

Buyer	Title	Current event	Event deadline
Cumbria County Council	<a href="#">Framework Test - Lot 1 - Home 3</a>	Framework Test - Lot 1 - Home 3	14/12/2015
Cumbria County Council	<a href="#">Framework Test - Lot 1 - Home 4</a>	Framework Test - Lot 1 - Home 4	14/12/2015
Cumbria County Council	<a href="#">Framework Test - Lot 1 - Home 5</a>	Framework Test - Lot 1 - Home 5	14/12/2015
Cumbria County Council	<a href="#">Transport Suppliers DEMONSTRATION</a>	Transport Suppliers DEMONSTRATION	12/01/2016

1 2 < Prev

#### Company details summary [Edit](#)

**supplier\_nw\_37 company**  
 supplier\_nw\_37 Line 1, Line 2, Town,  
 Northumberland, NE23 1LZ

**Description**  
 supplier\_nw\_37 company

**Keywords**

[Vendor profile](#)

[Workgroups](#)

#### 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

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Screen 8 – Tender opportunity - Start to access documents

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Home | Find opportunities | My activities | My contracts | Help | supplier\_nw\_37 User | Your account | Logout

Home > Transport Suppliers DEMONSTRATION

### Activity : Transport Suppliers DEMONSTRATION

[< Back to home page](#)

**Events**

[Transport Suppliers DEMONSTRATION](#) Not started (Respond by: 12/01/2016) [Hide details](#) | [Start](#)

**Activity type:** RFQ  
**Reference:** 5139144  
**Respond by:** 12 January 2016 at 17:00  
**Response status:** Not started

**Archive this activity**

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

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

Screen 9 – Tender opportunity – Response controls (start my response); accesses the wizard

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Home | Find opportunities | My activities | My contracts | Help | supplier\_nw\_37 User | Your account | Logout

Home > [Transport Suppliers DEMONSTRATION](#) > Transport Suppliers DEMONSTRATION

[<Back to dashboard](#)

**Cumbria County Council - RFQ** **5139144**

**Main details**

**Title:** Transport Suppliers DEMONSTRATION **Respond by:** 12 January 2016 17:00:00  
**Description:** Transport Suppliers DEMONSTRATION

**Attachments**

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

<a href="#">EVALUATION QUESTIONNAIRE.docx</a>	12 KB
<a href="#">INVITATION TO TENDER (ITT).docx</a>	12 KB

**Terms & conditions**

[Transport V4 2015](#)

**Time remaining**

4   23   55   59

Days   Hours   Minutes   Seconds

**Messaging**

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

**Response controls**

[Start my response](#)

[Register intent to respond](#)  
[No longer wish to respond](#)

**My responses**

You have not yet started your response.

Screen 10 - Response Wizard – Page 1, continue

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21 Notifications

Home Find opportunities My activities My contracts Help supplier\_nw\_37 User Your account Logout

Home > My activities > Transport Suppliers DEMONSTRATION > Transport Suppliers DEMONSTRATION > Create RFQ response

### Create RFQ response

1 Details 2 Additional information 3 Attachments 4 Terms & conditions

**Response reference: 105864219**

Welcome to the RFQ response wizard.

The wizard will assist you with the completion of your response.

You will be presented with a number of different steps to complete. Once each step has been completed you can click the 'Continue' button to proceed to the next step, or 'Back' to return to the prior step or 'Cancel' to exit the wizard.

After the completion of each step, the response information entered will be saved as a draft, which will allow you to resume the response at a later date if required.

Once all the steps have been completed and all mandatory response criteria have been met, you will be asked if you wish to submit your response.

If you agree to submit your response, you will receive a confirmation receipt email. Please note, if you do not receive the confirmation email please contact support as you cannot be guaranteed that your response has been received.

Continue Reset Cancel

Screen 11 – Response wizard Completing the online questionnaire (if required)

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10 Notifications

Home Find opportunities My activities My contracts Help Clare Redpath Your account Logout

Home > My activities > Day Services 2017 > Day Services 2017 > Create DPS response

### Create DPS response

1 Details 2 Additional information 3 Question sets 4 Terms & conditions

Title	Action	Progress
Framework - mini-competition	<a href="#">Edit response</a>	<input type="checkbox"/>

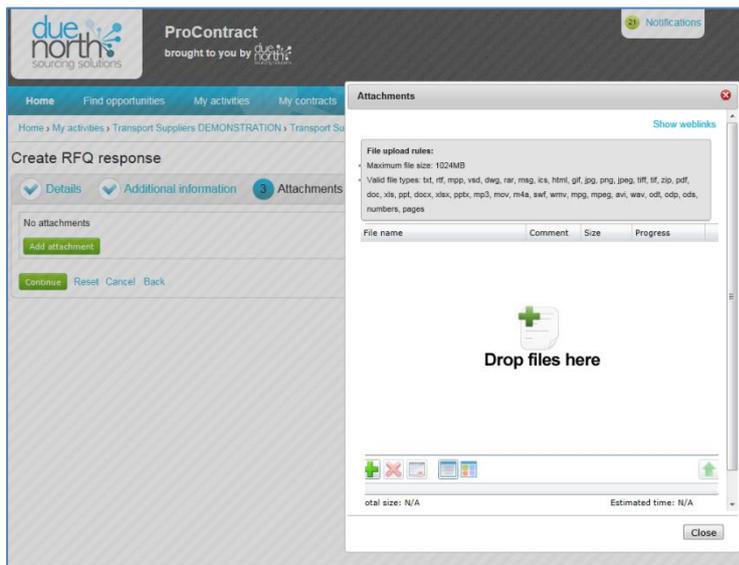
Continue Reset Cancel Back

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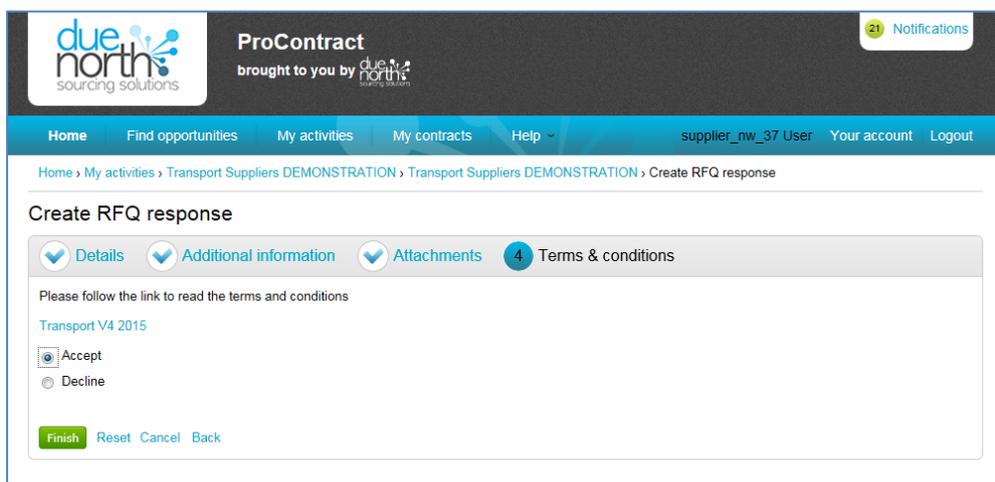
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08:43  
20/10/2016

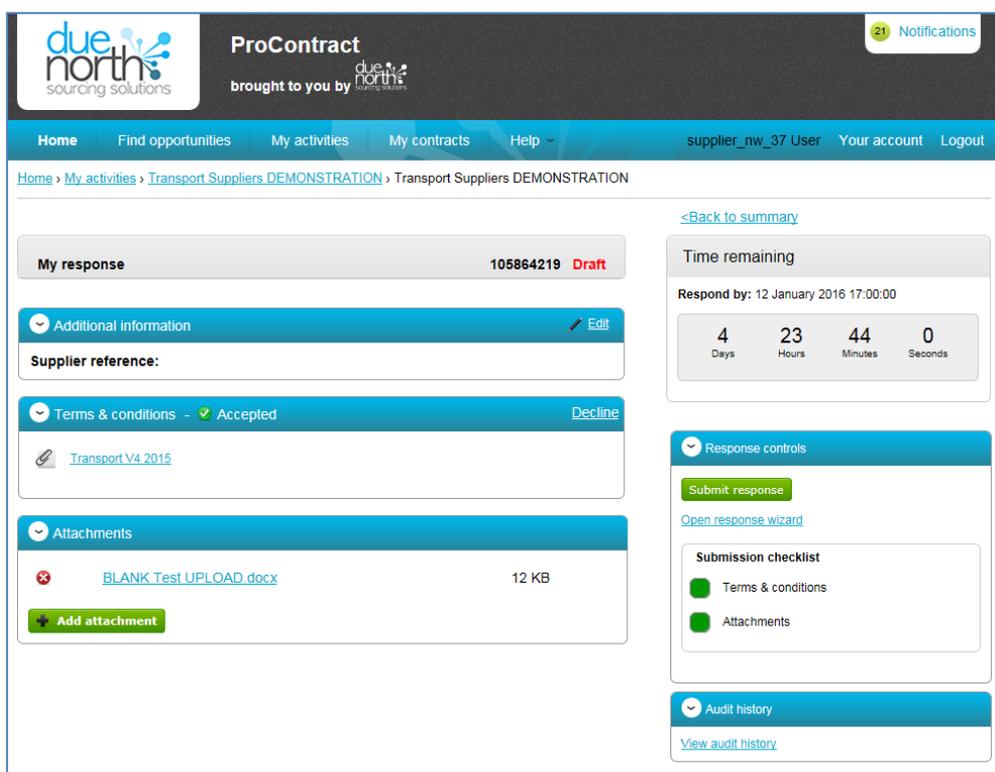
## Screen 12 – Response wizard Attach bid documents



## Screen 13 – Response Wizard - Accepting the terms of the contract & Finish Wizard



## Screen 14 – Submit tender



## Screen 15 – Tender submission information – edit response and version control

The screenshot shows the ProContract interface for a tender submission. The header includes the 'due north' logo and 'ProContract brought to you by due north'. A navigation bar contains links for Home, Find opportunities, My activities, My contracts, and Help. The user is logged in as 'supplier\_nw\_37 User' with options for 'Your account' and 'Logout'. A notification badge shows '21 Notifications'.

The main content area is titled 'Transport Suppliers DEMONSTRATION' and includes a breadcrumb trail: Home > Transport Suppliers DEMONSTRATION > Transport Suppliers DEMONSTRATION. A '<Back to dashboard' link is available.

The tender details for 'Cumbria County Council - RFQ' (ID: 5139144) are shown. The 'Main details' section includes the title 'Transport Suppliers DEMONSTRATION', a description 'Transport Suppliers DEMONSTRATION', and a 'Respond by' date of '12 January 2016 17:00:00'. A 'Submitted' button is present.

The 'Attachments' section lists two files: 'EVALUATION QUESTIONNAIRE.docx' (12 KB) and 'INVITATION TO TENDER (ITT).docx' (12 KB). The 'Terms & conditions' section shows a link to 'Transport V4 2015'.

The 'Time remaining' section displays a countdown: 4 Days, 23 Hours, 42 Minutes, and 3 Seconds.

The 'Messaging' section indicates 'You have 0 unread message(s)' with a 'View messages' link.

The 'Response controls' section offers options: 'I would like to edit my response' and 'No longer wish to respond'.

The 'My responses' section shows a table with one entry: 'Version 1' (Submitted) on '07/01/2016 17:16:55'.

## Screen 16 – Messaging

The screenshot shows the ProContract messaging interface. The header and navigation bar are consistent with the previous screen. The notification badge shows '23 Notifications'.

The page title is 'Messages for Transport Suppliers DEMONSTRATION'. A search filter is set to 'All data' with a 'Go' button. A 'Return to previous page' link is also present.

The 'Narrow your results' sidebar shows 'Read Status' options: All (selected), Read, and Unread. There are also 'Start date' and 'End date' filters with 'Reset' and 'Update' buttons.

The 'Inbox' section contains a table of messages:

Ref No	Subject	From	Date
1.1	DEMO Message	Project team	07/01/2016 17:26

Buttons for 'Create new message' and 'Export Messages' are located above the table. An action menu is also visible.

## Screen 17 – Notifications (same as emails receive)

The screenshot shows the ProContract notification interface. The header and navigation bar are consistent. The notification badge shows '20 Notifications'.

The 'Narrow your results' sidebar shows 'Status' options: All, Read, and Unread (selected). A 'Filter' button is present.

The 'Notification' section displays a list of notifications:

Date time	Subject
07/01/2016 16:55	New interest in an Advert
07/01/2016 16:55	A new RFQ - Transport Suppliers DEMONSTRATION has been published by Cumbria County Council

A 'Mark as read' button is located above the list. Navigation controls (1, 2, 3, Next >) are also present.