

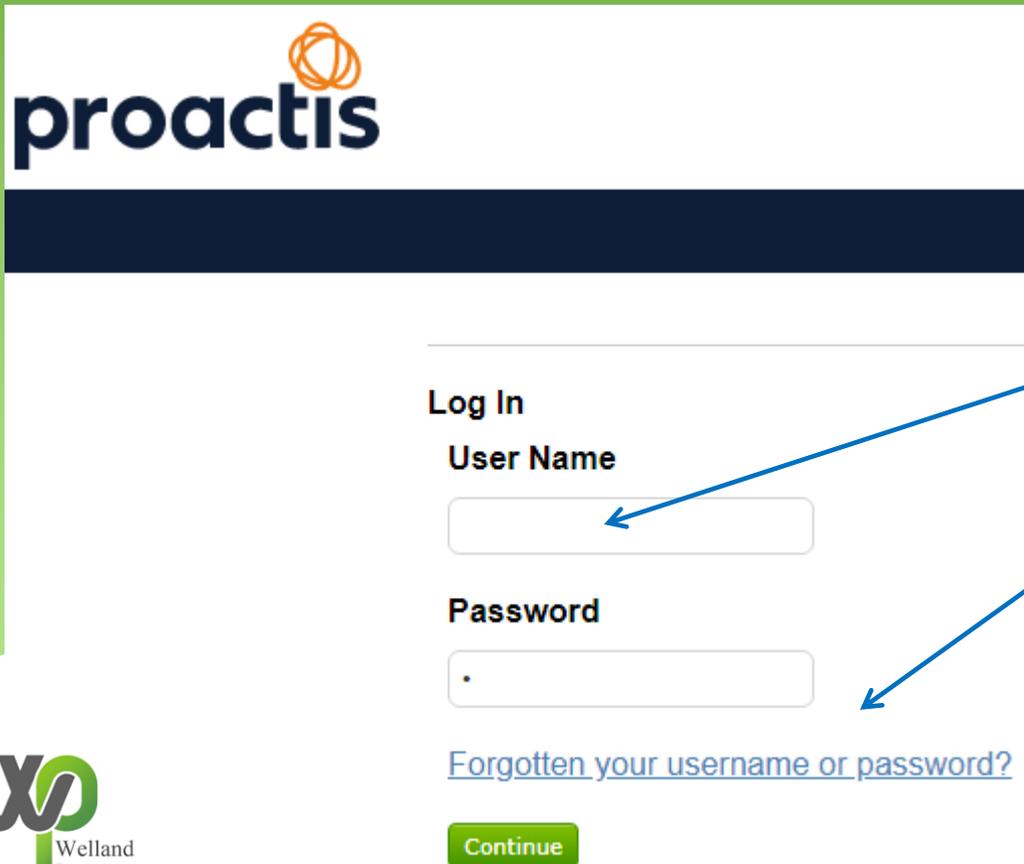


# How to amend a submission in ProContract

# 1. Logging in to ProContract

In order to participate in a procurement exercise, to gain access to the documentation, and to respond to a commission, you must log in to the portal first. The simplest way to gain access is via the website <https://www.eastmidstenders.org>.

Once you have accessed the website, click on the link called Supplier Login.



The screenshot shows the Proactis login interface. At the top left is the Proactis logo, which consists of an orange circular icon above the word "proactis" in a dark blue, lowercase sans-serif font. Below the logo is a dark blue horizontal bar. Underneath this bar is a white rectangular area containing the login form. The form starts with the text "Log In" in a bold, dark grey font. Below this are two input fields: "User Name" and "Password". The "User Name" field is empty, and the "Password" field contains a single dot. Below the password field is a blue, underlined link that reads "Forgotten your username or password?". At the bottom of the form is a green button with the word "Continue" in white text.

Login with your username and password.

If you can't remember either of them, click on "Forgotten your username or password?" and follow the instructions on screen to get a prompt or reset your details.

# 1. Logging in to ProContract

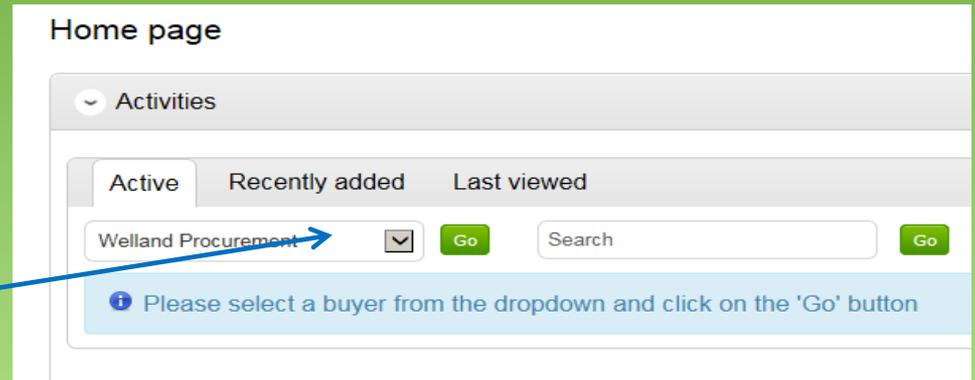
If you have submitted a response to an opportunity, it can be amended to a new draft as many times as you want up until the date and time that the tender window closes, therefore you are not penalised for submitting your proposal early.

To view your submission, you must select the name of the organisation overseeing the procurement exercise.

If the commission is for Rutland County Council, Melton Borough Council, Blaby District Council, East Northamptonshire Council or the Borough Council of Wellingborough, select Welland Procurement.

For Rushcliffe Borough Council, Newark & Sherwood District Council or South Kesteven District Council, select the name of those Councils.

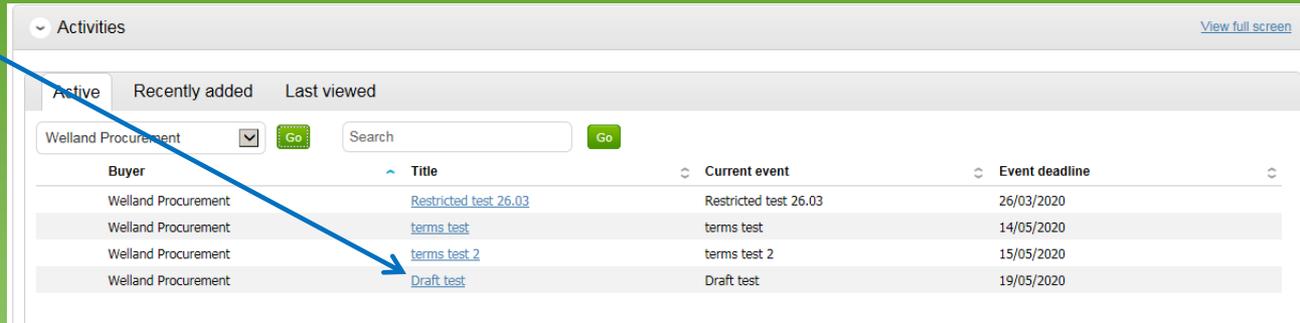
Now click on Go.



The screenshot shows the 'Home page' of the ProContract system. It features a search bar with a dropdown menu currently displaying 'Welland Procurement'. To the right of the dropdown is a green 'Go' button. Below the search bar is a light blue informational message that reads: 'Please select a buyer from the dropdown and click on the 'Go' button'. The page also shows tabs for 'Active', 'Recently added', and 'Last viewed'.

## 2. Accessing the commission

After clicking on the Go button, you will see a list of cases you have either been invited to partake in or have expressed an interest in. Select the name of the desired project by clicking on it.



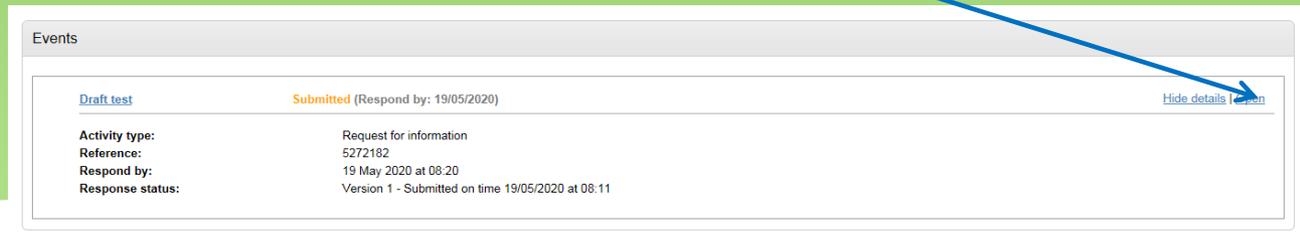
Activities [View full screen](#)

Active Recently added Last viewed

Welland Procurement  [Go](#) Search  [Go](#)

Buyer	Title	Current event	Event deadline
Welland Procurement	<a href="#">Restricted test 26.03</a>	Restricted test 26.03	26/03/2020
Welland Procurement	<a href="#">terms test</a>	terms test	14/05/2020
Welland Procurement	<a href="#">terms test 2</a>	terms test 2	15/05/2020
Welland Procurement	<a href="#">Draft test</a>	Draft test	19/05/2020

Enter the project and depending on the type of process being undertaken, you will see a list of Events that the process is going through. Look for an Event called Request for Quotation (RFQ) or Invitation to Tender (ITT) click on the link located here. It may state the word Open, or Edit depending on what stage you got to.



Events

[Draft test](#) Submitted (Respond by: 19/05/2020) [Hide details](#) [Open](#)

**Activity type:** Request for information  
**Reference:** 5272182  
**Respond by:** 19 May 2020 at 08:20  
**Response status:** Version 1 - Submitted on time 19/05/2020 at 08:11

# 3. Amending the response

You will now see the draft of your response that you last uploaded. To make an amendment, add or remove a document, click on the green Change Response button shown below. You may need to scroll down the screen to see the green button.

Buyer: Welland Procurement  
Title: Draft test ID: 5272182  
Description: Draft test

Activity documentation, files & links (1) [Hide](#)

Title	Type	Size
<a href="#">0.1(a) Tips For Bidders - ProContract.docx</a>	docx	24 KB

Terms & conditions (1) [Hide](#)

[Taxi Testing](#)

A response to this activity can be submitted no later than  
**19th May 2020 at 8:20 AM** [ⓘ](#)

**Time remaining** [ⓘ](#)

0 Hours 6 Minutes 55 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](#)

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

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

This is your response submission progress checklist:  
You have successfully.....

- Submitted your response (Version 1 – 19/05/2020 08:11)

Options currently available to you are.....

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

### 3. Amending the response

The individual elements of your response now become editable. You can remove a document by clicking on the cross next to an already uploaded document allowing you to replace it.

Title	Type	Size
 <a href="#">0.1(a) Tips For Bidders - ProContract</a>	docx	24 KB

[+ Add](#)

You can add additional documents by clicking on the Add link.

Once you have finished editing your response, click on the green Submit amended response button as shown.

Your response [Response history](#)

**What happened to my previous submission?**  
Rest assured your response ( [Version 1](#) - submitted 19/05/2020 08:11 ) is still submitted against this activity and will remain so until you have submitted **Version 2** to replace it.

**What should I do now?**  
The checklist below shows the current **Version 2** status of your response to this activity

**This is your response submission progress checklist:**

**So far you have.....**

- Indicated intent to respond (19/05/2020 08:11)
- Started to draft your response to this activity
- Completed the additional information section
- Accepted terms & conditions fully or in part

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

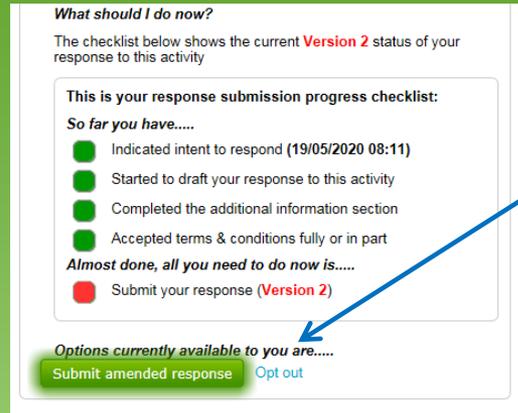
- Submit your response (**Version 2**)

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

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

### 3. Amending the response

If you decide you no longer want to bid on a project and wish to withdraw your participation in the process entirely, click on the Opt out link and give a brief reason for doing so.



*What should I do now?*  
The checklist below shows the current **Version 2** status of your response to this activity

**This is your response submission progress checklist:**

**So far you have....**

- Indicated intent to respond (19/05/2020 08:11)
- Started to draft your response to this activity
- Completed the additional information section
- Accepted terms & conditions fully or in part

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

- Submit your response (**Version 2**)

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

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

When you have submitted an amended response, you will be asked to confirm the action is acceptable.

You have now successfully uploaded and replaced the previous submission, and the Council will only see the latest version. You can replace your submission as many times as you like before the tender window closes, so you are not penalised for submitting early. **Please note that each draft completely replaces the last one so you must ensure that you have uploaded everything you want the Council to evaluate. If documentation is missing you may be disqualified from the process.**