

Kingston upon Thames

Supplier Response User Guide

Pro Contract v3

USER GUIDE FOR SUPPLIERS

1. Once you have logged into the system you can find opportunities by clicking Find Opportunities

NB: If you have been invited directly to respond to the procurement opportunity please jump to step 5 below.

The screenshot displays the ProContract web application interface for suppliers. At the top, there is a navigation bar with the 'due north sourcing solutions' logo and 'ProContract brought to you by due north' branding. A notification bell icon shows 1 notification. The main navigation menu includes 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The user is logged in as 'supplier_london_72 User' with options for 'Your account' and 'Logout'. Below the navigation bar, there is a search bar with 'All opportunities' selected and a 'Go' button. The main content area is titled 'Home page' and contains several sections:

- Activities:** A section with tabs for 'Active', 'Recently added', and 'Last viewed'. It includes a dropdown menu with '-- Please select --', a 'Go' button, and a search input field with a 'Go' button. A blue information box below states: 'Please select a buyer from the dropdown and click on the 'Go' button'.
- Opportunities:** A section with a 'Find opportunities' link circled in red. Below the link, it says: '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:** A section for 'supplier_london_72 company' with an 'Edit' link. It lists the company name, address ('supplier_london_72 Line 1, Line 2, Town, Northumberland, NE23 1LZ'), description ('supplier_london_72 company'), and keywords.
- Vendor profile:** A section with an 'Edit vendor profile (0% complete)' link. It states: 'The following aspects of your vendor profile are incomplete or responses given have expired and need to be reviewed:' and shows a red indicator for 'Vendor profile sample'.
- Workgroups:** A section with a description: 'Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together'. It lists 'supplier_london_72 workgroup (1)' and an 'Add new workgroup' button.

- Use the search box to search for the local authority name (e.g. Kingston) or the project title

The screenshot shows the ProContract website interface. At the top, there is a navigation bar with the 'due north' logo and 'ProContract brought to you by due north'. Below this is a secondary navigation bar with links like 'Home', 'Find opportunities', 'My activities', 'My contracts', 'Help', and user information 'supplier_london_72 User'. A search box is located in the top right corner, containing the text 'Search' and a 'Go' button. A red circle highlights the search box and the 'Go' button. Below the navigation bar, the page title is 'Home > Find Opportunities'. The main content area is titled 'Opportunities' and features a table of job listings. On the left side, there is a sidebar for filtering results, including sections for 'Portals', 'Categories', 'Regions', 'Keywords', 'Expression date', and 'Published date'. The table lists various opportunities with columns for Title, Buyer, Expression Start, Expression End, and Estimated Value.

Title	Buyer	Expression Start	Expression End	Estimated Value
1112-073 - Mental Health Employment Service (1112-073 - Mental Health Employment Service)	Islington	03/12/2011	31/07/2017	N/A
271_16 Self Drive Vehicle Hire (271_16 Self Drive Vehicle Hire)	ESPO	22/05/2015	31/01/2016	N/A
3167_16 Help to Live at Home Service (3167_16 Help to Live at Home Service)	ESPO	30/04/2015	31/12/2015	N/A
6 Day Nurseries (6 Day Nurseries)	Wirral Borough Council	25/04/2013	01/09/2016	N/A
ABANDONED CP1016-14 Bovey Tracey to Newton Abbot Path - Stover Canal (ABANDONED CP1016-14 Bovey Tracey to Newton Abbot Path - Stover Canal)	Devon County Council	21/05/2014	30/09/2019	N/A
Amey Demo DPS test (Advertise opportunity on portal)	Buckinghamshire County Council	23/10/2015	23/10/2017	N/A
Annual Maintenance & Servicing of Communal Boiler Plant including Responsive Repair Call Out Service within the Bolton Area (Annual Maintenance & Servicing of Communal Boiler Plant including Responsive Repair Call Out Service within the Bolton Area)	Bolton at Home	20/01/2015	28/03/2016	N/A
Bridgefield, Stockport Construction (Bridgefield, Stockport Construction)	Stockport Metropolitan Borough Council	10/07/2014	30/09/2017	N/A
Children Services (Children Services)	Wirral Borough Council	25/03/2013	08/08/2023	N/A
Claire - DPS Testing (Advert)	Dorset County Council	21/10/2015	04/10/2020	£450,000.00

3. Click on the opportunity you are interest in

The screenshot shows the ProContract web application interface. At the top, there is a navigation bar with the 'due north' logo and 'ProContract brought to you by due north' text. A notification badge shows '1 Notifications'. Below the navigation bar, there is a user profile section for 'supplier_jondon_72 User' with links for 'Your account' and 'Logout'. A search bar contains 'All data' and 'kingston' with a 'Go' button.

The main content area is titled 'Opportunities - Search results'. On the left, there is a 'Narrow your results' sidebar with filters for Portals, Categories, Regions, Keywords, Expression date, and Published date. The 'Portals' filter is set to 'All'. The 'Opportunities' table on the right has the following data:

Title	Buyer	Expression Start	Expression End	Estimated Value
EU Procurement (Advert step)	The Royal Borough of Kingston upon Thames	14/10/2015	16/12/2015	£174,000.00
Voluntary and Community sector demo project (Voluntary and Community Sector demo project)	The Royal Borough of Kingston upon Thames	25/02/2015	03/05/2016	N/A

At the bottom of the sidebar, there are 'Reset' and 'Update' buttons.

4. Click Register interest in this opportunity

LONDON
TENDERS PORTAL

ProContract
brought to you by **due north**

1 Notifications

Home Find opportunities My activities My contracts Help ~ supplier_london_72 User Your account Logout

Home > Find opportunities > Advert step [Return to find opportunities](#)

Advert step

Main contract details

Opportunity Id DN5995736
Title Advert step
Categories 85100000-0 - Health services
Description
Region(s) of supply Outer London
Estimated value £174,000.00
Keywords

Key dates

Estimated contract dates
Start date 12/07/2016 **End date** 04/03/2017

Expression of interest window

From 14/10/2015 11:00 to 16/12/2015 10:30

[Register interest in this opportunity](#)

Contact details

Buyer The Royal Borough of Kingston upon Thames
Contact Paul Freeman
Email paul.freeman@kingston.gov.uk
Telephone 020 8547 5181
Address Guildhall
Kingston
Greater London
KT1 1EU
United Kingdom

Attachments

No attachments

5. This opportunity will now be listed under the 'My activities' tab. Click on **My activities**

The screenshot shows the ProContract Tenders Portal interface. The top navigation bar includes 'Home', 'Find opportunities', 'My activities' (highlighted with a red circle), 'My contracts', and 'Help'. The user is logged in as 'supplier_london_72 User'. The main content area is titled 'Advert step' and contains several information panels:

- Main contract details:**
 - Opportunity Id: DN5995736
 - Title: Advert step
 - Categories: 85100000-0 - Health services
 - Description:
 - Region(s) of supply: Outer London
 - Estimated value: £174,000.00
 - Keywords:
- Key dates:**
 - Estimated contract dates: Start date 12/07/2016, End date 04/03/2017
- Expression of interest registered:**
 - Date: 09/12/2015 11:11:51
 - Workgroup: supplier_london_72 workgroup
- Expression of interest window:**
 - From 14/10/2015 11:00 to 16/12/2015 10:30
 - Register interest in this opportunity
- Contact details:**
 - Buyer: The Royal Borough of Kingston upon Thames
 - Contact: Paul Freeman
 - Email: paul.freeman@kingston.gov.uk
 - Telephone: 020 8547 5181
 - Address: Guildhall, Kingston, Greater London, KT1 1EU, United Kingdom
- Attachments:**
 - No attachments

6. If no opportunities are listed, select a buyer from the options on the left and click **Update**

The screenshot shows the ProContract interface. At the top, there is a navigation bar with the 'due north' logo and 'ProContract brought to you by due north'. Below this is a secondary navigation bar with links for 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The user is logged in as 'supplier_london_72 User' and has options for 'Your account' and 'Logout'. A 'Notifications' badge is visible in the top right.

The main content area is titled 'My activities' and includes a search bar with 'All data' and a 'Go' button. On the left, a 'Narrow your results' sidebar contains filters for 'Buyer' (with 'The Royal Borough of Kingston upon Thames' selected), 'Event type' (with 'All' selected), and 'Status' (with 'All' selected). A red arrow points to the 'Buyer' section, and a red circle highlights the 'Update' button at the bottom of the sidebar.

The main panel has 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'.

7. You can also use the search box to search for the opportunity. Type a search term in the box and click **Go**

The screenshot shows the ProContract web application interface. At the top, there is a navigation bar with the 'due north sourcing solutions' logo and 'ProContract brought to you by due north'. A notification bell icon with '3' is visible. Below the navigation bar, there are tabs for 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The user is logged in as 'supplier_london_72 User' with options for 'Your account' and 'Logout'. A search bar is located in the top right, containing the text 'Search' and a 'Go' button, which is circled in red. Below the search bar, the page title is 'My activities'. On the left, there is a 'Narrow your results' sidebar with filters for 'Buyer' (The Royal Borough of Kingston upon Thames), 'Event type' (All, RFx), and 'Status' (All, New action). The main content area shows a table of activities with columns for 'Buyer', 'Title', 'Current event', and 'Event deadline'. The table lists various activities such as 'Publisher of a title', 'Bottled Spring Water (Test)', 'Cleaning Services 2 (test v3)', 'EU Procurement', 'football sessions (MA)', 'ITT Supplier Response Test', 'Kingston library refurbishment JM', 'Kingston Train Station Modernisation project (test)', 'Library Refurbishment (MN)', and 'Major non-OJEU example'. The table is paginated with '1', '2', '3', and 'Next >' links.

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3 Notifications

Home Find opportunities My activities My contracts Help supplier_london_72 User Your account Logout

Home > My activities All data Search Go

My activities

Narrow your results

Buyer
 The Royal Borough of Kingston upon Thames

Event type
 All
 RFx

Status
 All
 New action

Update

Active activities Archived activities Last viewed activities

1 2 3 Next >

--Actions--

Buyer	Title	Current event	Event deadline
The Royal Borough of Kingston upon Thames	Publisher of a title	Publisher of a title	25/11/2015
The Royal Borough of Kingston upon Thames	Bottled Spring Water (Test)	Bottled Spring Water (Test)	09/10/2015
The Royal Borough of Kingston upon Thames	Cleaning Services 2 (test v3)	Cleaning Services 2 (test v3)	11/11/2015
The Royal Borough of Kingston upon Thames	EU Procurement	EU Procurement	09/12/2015
The Royal Borough of Kingston upon Thames	football sessions (MA)	football sessions (MA)	26/11/2015
The Royal Borough of Kingston upon Thames	ITT Supplier Response Test	ITT Supplier Response Test	31/12/2015
The Royal Borough of Kingston upon Thames	Kingston library refurbishment JM	Kingston library refurbishment JM	26/11/2015
The Royal Borough of Kingston upon Thames	Kingston Train Station Modernisation project (test)	Kingston Train Station Modernisation project (test)	09/10/2015
The Royal Borough of Kingston upon Thames	Library Refurbishment (MN)	Library Refurbishment (MN)	26/11/2015
The Royal Borough of Kingston upon Thames	Major non-OJEU example	Major non-OJEU example	23/10/2015

1 2 3 Next >

8. Once you have found the opportunity click on the blue link to open

The screenshot shows the ProContract web interface. At the top, there is a navigation bar with the ProContract logo and a 'Notifications' badge. Below the navigation bar, there are tabs for 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The user is logged in as 'supplier_london_72 User' and has options for 'Your account' and 'Logout'. The main content area is titled 'My activities' and includes a search filter for 'All data' and 'itt'. On the left, there is a 'Narrow your results' sidebar with filters for Buyer (The Royal Borough of Kingston upon Thames), Event type (All, RFx), and Status (All, New action). The main table displays activities with columns for Buyer, Title, Current event, and Event deadline. A red circle highlights the blue link 'ITT Supplier Response Test' in the Title column.

Buyer	Title	Current event	Event deadline
The Royal Borough of Kingston upon Thames	ITT Supplier Response Test	ITT Supplier Response Test	31/12/2015
The Royal Borough of Kingston upon Thames	Kingston library refurbishment JM	Kingston library refurbishment JM	26/11/2015

9. This view will show the respond by date and the messaging function for communicating with the buyer. To view the questions and attachments and begin your response, click on **Start**

The screenshot displays the ProContract web application interface. At the top, there is a navigation bar with the 'due north sourcing solutions' logo and 'ProContract brought to you by due north' text. A notification badge shows '3 Notifications'. Below the navigation bar, there are tabs for 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The current page is titled 'Home > My activities > ITT Supplier Response Test'. The main content area shows an 'Activity : ITT Supplier Response Test' with a 'Start' button circled in red. To the right, there is a sidebar with a 'Messaging' button also circled in red, and a 'View messages' link below it. The 'Messaging' button is highlighted by a red box with the text 'Messaging function for communicating with buyer'.

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3 Notifications

Home Find opportunities My activities My contracts Help - supplier_london_

Home > My activities > ITT Supplier Response Test

Activity : ITT Supplier Response Test

< Back to home page

Archive this activity

Messaging

You have 0 unread message(s).

View messages

Audit history

View audit history

Events

[ITT Supplier Response Test](#) Not started (Respond by: 31/12/2015) [Hide details](#) | [Start](#)

Activity type: ITT

Reference: 5138909

Respond by: 31 December 2015 at 13:00

Response status: Not started

10. You will now see an overview for the procurement opportunity.

Click **Start my response** to begin your response

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ProContract
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Home Find opportunities My activities My contracts Help supplier_london_72 User Your account Logout

Home > My activities > ITT Supplier Response Test > ITT Supplier Response Test

[<Back to dashboard](#)

The Royal Borough of Kingston upon Thames - ITT 5138909

Main details

Title: ITT Supplier Response Test **Respond by:** 31 December 2015 13:00:00
Description: ITT Supplier Response Test

Terms & conditions

[Generic Terms and Conditions \(ITT\)](#)

Evaluation criteria/question sets

Title	Questions		
	Mandatory	Online	Internal
Invitation to Tender Open Below EU Threshold	48	49	0
Price evaluation	1	1	0

Time remaining

22 Days 1 Hour 36 Minutes 10 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.

Main details – title, description and deadline

Evaluation criteria/questions sets

– the evaluation questions and attachments are included in these sets.

11. This system now guides you through the response wizard. Click **Continue**

The screenshot shows the ProContract user interface. At the top left is the 'due north sourcing solutions' logo. To its right is the 'ProContract' logo with the tagline 'brought to you by due north sourcing solutions'. In the top right corner, there is a 'Notifications' button with a '0' indicator. Below the header is a navigation bar with links for 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. On the right side of the navigation bar, it shows the user 'supplier_london_74 User' and links for 'Your account' and 'Logout'. Below the navigation bar is a breadcrumb trail: 'Home > My activities > ITT Supplier Response Test > ITT Supplier Response Test > Create ITT response'. The main content area is titled 'Create ITT response' and features a progress bar with five steps: 1. Details (active), 2. Additional information, 3. Question sets, 4. Attachments, and 5. Terms & conditions. The 'Details' step contains the following text: 'Response reference: 105864013', 'Welcome to the ITT 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.', and 'If you agree to submit your response, you will receive a confirmation receipt email. Please note, if you do not receive the confirmation email please contact support as you cannot be guaranteed that your response has been received.' At the bottom of the content area, there are three buttons: 'Continue' (highlighted with a red circle), 'Reset', and 'Cancel'.

12. Add your own references and additional information if required. Click **Continue**

Home > My opportunities > My activities > My contacts > Help > Supplier Center > ITT > ITT Supplier Response Test > ITT Supplier Response Test > Create ITT response

Create ITT response

[Details](#) **2** [Additional information](#) [3 Question sets](#) [4 Attachments](#) [5 Terms & conditions](#)

Supplier reference (optional) ⓘ

Response information (optional) ⓘ

Additional comments (optional) ⓘ

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

13. You can now view the question sets. Often there will be two questions sets – one containing mandatory sections and quality questions and one containing price questions. Click on **Edit response** to view the question set

The screenshot shows the ProContract web application interface. At the top, there is a navigation bar with the 'due north sourcing solutions' logo and 'ProContract brought to you by due north sourcing solutions'. A notification bell icon with the number '1' is visible. Below the navigation bar, there are links for 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The user is logged in as 'supplier_london_74 User' and has links for 'Your account' and 'Logout'. The breadcrumb trail reads: 'Home > My activities > ITT Supplier Response Test > ITT Supplier Response Test > Create ITT response'. The main heading is 'Create ITT response'. Below this, there are five tabs: 'Details', 'Additional Information', 'Question sets' (which is selected and highlighted with a blue circle), 'Attachments', and 'Terms & conditions'. A table is displayed with the following structure:

Title	Action	Progress
Invitation to Tender Open Below EU Threshold	Edit response	<input type="checkbox"/>
Price evaluation	Edit response	<input type="checkbox"/>

At the bottom of the table, there are buttons for 'Continue', 'Reset', 'Cancel', and 'Back'. The 'Edit response' link in the first row of the table is circled in red.

14. The questions will be listed in their sections. Look at the key to see which questions have been answered or are still awaiting a response.

Attachments relevant to the procurement, such as the Invitation to Tender, Specification and Conditions will be attached under the **Public attachments** section.

The screenshot displays the ProContract web application interface. At the top, there is a navigation bar with the 'due north sourcing solutions' logo and 'ProContract brought to you by due north sourcing solutions'. The navigation menu includes 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The user is logged in as 'supplier_london_74 User' with options for 'Your account' and 'Logout'. A notification icon with the number '1' is visible in the top right corner.

The main content area is titled 'View evaluation questions'. It features a table of questions and a sidebar with additional information.

Questions	Title	Weight: %	Section status	Status	Flag
1 Supplier information Complete section Section weight: 0.00%					
	1.1 Full name of the Supplier completing the bid	0.00%	Answer question	●	
	1.2 Registered company address	0.00%	Answer question	●	
	1.3 Registered company number	0.00%	Answer question	●	
	1.4 Registered charity number	0.00%	Answer question	●	
	1.5 Registered VAT number	0.00%	Answer question	●	
	1.6 Name of immediate parent company	0.00%	Answer question	●	
	1.7 Name of ultimate parent company	0.00%	Answer question	●	
	1.8 Please select the relevant field to indicate your trading status	0.00%	Answer question	●	
	1.9 Please select the relevant field to indicate whether any of the following classifications apply to you	0.00%	Answer question	●	
2 Bidding Model Complete section Section weight: 0.00%					
	2.1 Please select yes or no to indicate whether you are bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself	0.00%	Answer question	●	
	2.2 Please select yes or no to indicate	0.00%	Answer question	●	

The sidebar on the right contains the following sections:

- Progress:** A row of ten empty square boxes.
- Key:**
 - The answer provided is valid and complete.
 - The answer has been automatically populated from a previous answer but it must be reviewed before submission.
 - Mandatory elements of this question have not been provided.
 - ★ The question has been flagged for review.
- Public attachments:** A list of documents with a red arrow pointing to this section.

Attachment Name	Size
5b. ITT revised Feb 2012.DOC	177 KB
5c RBK Model TandC Consultancy Aug 10.doc	202 KB
Model Conditions - Major Contracts Oct	563

15. Click **Answer question** to add a response

form should be completed where the Applicant proposes a consortium arrangement or a Prime Contractor arrangement involving the use of Significant Subcontractor(s).

Section	Status	Section weight
17 Certificate as to Collusion and	Complete section	0.00%
17.1 Please ensure that the attached form is completed by the applicant or where relevant, the Lead Applicant and each consortium member/Significant Subcontractor.	0.00%	Answer question
18 Form of Tender	Incomplete section	0.00%
18.1 Please ensure that the attached form is completed by the applicant or where relevant, the Lead Applicant and each consortium member/Significant Subcontractor	0.00%	Answer question
19 Method Statements	Incomplete section	100.00%
19.1 Please describe how you would provide service X	50.00%	Answer question
19.2 Please provide details of your organisation's approach to Y	30.00%	Answer question
19.3 How would you meet the requirements of Z	20.00%	Answer question

[Back](#)

Complete the response and click **Save and close**

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supplier_london_74 User Your account Logout

Form of Tender | Question 1 of 1

Question

Please ensure that the attached form is completed by the applicant or where relevant, the Lead Applicant and each consortium member/Significant Subcontractor

REFUSAL TO GIVE THIS DECLARATION AND UNDERTAKING WILL MEAN THAT THIS TENDER SUBMISSION WILL NOT BE CONSIDERED

Weight

0.00 %

Answer Flag question for review

No attachments

[Add attachment](#)

[Save and close](#) [Save and previous](#) [Save and next](#)

Help

This question is mandatory

Use the attachment function provided to upload the completed form(s).

Question attachments

[Form of Tender Template.docx](#) 11 KB

16. Click back to return to the question sets overview

form should be completed where the Applicant proposes a consortium arrangement or a Prime Contractor arrangement involving the use of Significant Subcontractor(s).

Section	Status	Section weight
17 Certificate as to Collusion and	Complete section	0.00%
17.1 Please ensure that the attached form is completed by the applicant or where relevant, the Lead Applicant and each consortium member/Significant Subcontractor.	0.00%	Answer question
18 Form of Tender	Incomplete section	0.00%
18.1 Please ensure that the attached form is completed by the applicant or where relevant, the Lead Applicant and each consortium member/Significant Subcontractor	0.00%	Answer question
19 Method Statements	Incomplete section	100.00%
19.1 Please describe how you would provide service X	50.00%	Answer question
19.2 Please provide details of your organisation's approach to Y	30.00%	Answer question
19.3 How would you meet the requirements of Z	20.00%	Answer question

[Back](#)

17. Click on the other question sets and complete as per steps above.

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1 Notifications

Home Find opportunities My activities My contracts Help - supplier_london_74 User Your account Logout

Home > My activities > ITT Supplier Response Test > ITT Supplier Response Test > Create ITT response

Create ITT response

Details Additional information **3 Question sets** 4 Attachments 5 Terms & conditions

Title	Action	Progress
Invitation to Tender Open Below EU Threshold	Edit response	<div style="width: 100%; height: 10px; background-color: green;"></div>
Price evaluation	Edit response	<div style="width: 0%; height: 10px; background-color: gray;"></div>

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

18. Once all questions sets have been completed the progress bars will show as full. Click **Continue**

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Notifications

Home Find opportunities My activities My contracts Help

supplier_london_74 User Your account Logout

Home > My activities > ITT Supplier Response Test > ITT Supplier Response Test > Create ITT response

Create ITT response

Details Additional information **3 Question sets** 4 Attachments 5 Terms & conditions

Title	Action	Progress
Invitation to Tender Open Below EU Threshold	Edit response	<div style="width: 100%; height: 10px; background-color: green;"></div>
Price evaluation	Edit response	<div style="width: 100%; height: 10px; background-color: green;"></div>

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

19. If you have any additional attachments to include in your response add them in the attachments section.

Once complete click **Continue**

The screenshot shows the ProContract web application interface. At the top, there is a navigation bar with the 'due north sourcing solutions' logo and 'ProContract brought to you by due north sourcing solutions'. A notification bell icon with the number '1' is visible. Below the navigation bar, there is a breadcrumb trail: 'Home > My activities > ITT Supplier Response Test > ITT Supplier Response Test > Create ITT response'. The main content area is titled 'Create ITT response' and features a progress bar with five steps: 'Details', 'Additional information', 'Question sets', 'Attachments' (the current step, highlighted with a blue circle), and 'Terms & conditions'. Below the progress bar, there is a section for attachments. It displays 'No attachments' and an 'Add attachment' button. At the bottom of this section, there are four buttons: 'Continue', 'Reset', 'Cancel', and 'Back'. The 'Continue' button is circled in red.

20. Confirm if you accept the Terms & Conditions.

Once complete click **Finish**

The screenshot shows the ProContract interface. At the top, there is a navigation bar with the 'due north sourcing solutions' logo and 'ProContract brought to you by due north' text. A 'Notifications' button is visible in the top right. Below the navigation bar, there is a breadcrumb trail: 'Home > My activities > ITT Supplier Response Test > ITT Supplier Response Test > Create ITT response'. The main content area is titled 'Create ITT response' and features a progress indicator with five steps: 'Details', 'Additional information', 'Question sets', 'Attachments', and '5 Terms & conditions'. The 'Terms & conditions' step is active. Below the progress indicator, there is a text prompt: 'Please follow the link to read the terms and conditions'. Underneath, there are two radio button options: 'Accept' and 'Decline'. At the bottom of the form, there are four buttons: 'Finish' (highlighted with a red circle), 'Reset', 'Cancel', and 'Back'.

21. Once you have completed your response click Submit response.

You can edit and resent your response up until the deadline

The screenshot displays the ProContract web application interface. At the top, the 'due north sourcing solutions' logo is on the left, and 'ProContract brought to you by due north' is in the center. A navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The user is logged in as 'supplier_london_74 User' with options for 'Your account' and 'Logout'. A notification bell icon is in the top right.

The main content area shows the breadcrumb path: 'Home > My activities > ITT Supplier Response Test > ITT Supplier Response Test'. A '<Back to summary' link is at the top right of the main content.

The 'My response' section shows the response ID '105864013' and its status 'Draft'. Below this are several expandable sections:

- Additional information:** Includes a 'Supplier reference:' field and an 'Edit' link.
- Terms & conditions:** Shows 'Accepted' status with a 'Decline' link and a link to 'Generic Terms and Conditions (ITT)'.
- Evaluation criteria/question sets:** A table with columns 'Title', 'Action', and 'Progress'.

Title	Action	Progress
Invitation to Tender Open Below EU Threshold	Edit response	
Price evaluation	Edit response	
- Attachments:** Shows 'No attachments'.

On the right side, the 'Time remaining' section shows a deadline of '31 December 2015 13:00:00' and a countdown: 22 Days, 1 Hour, 2 Minutes, 26 Seconds.

The 'Response control' section features a green 'Submit response' button, which is circled in red. Below it is a 'Submission checklist' with two items: 'Terms & conditions' and 'Evaluation criteria/question sets', both marked with green checkmarks. At the bottom right is an 'Audit history' section with a 'View audit history' link.