



Supplier screenshot guide for accessing an ITT Event on the Proactis portal (ProContract)

Note: The details below including the screenshots captured are correct as of June 2023.

It is assumed that an Expression of interest where required has already been completed, and the below details show how an ITT Event where Published can be accessed separately from the Proactis portal (ProContract) Home page.

After logging in, select ESPO from the drop-down list under the 'Active' Activities tab on the Home page (or you can always try the 'Recently added' tab as well).

Home page

The screenshot shows the 'Activities' section of the Proactis portal. The 'Active' tab is selected, and 'ESPO' is entered in the dropdown menu. A 'Go' button is highlighted. Below the search bar, there is a message: 'Please select a buyer from the dropdown and click on the 'Go' button'. The 'Opportunities' section is also visible below.

A list of your Activities can now be seen (e.g., opportunities you have expressed an interest to). If you wish to sort the list of Activities captured, for example via the 'Event deadline', click on that heading (clicking 'Event deadline' twice will sort the list from newest date to oldest). Or alternatively use the 'Search' box as to find any of your specific Activities e.g., enter the Framework or Contract number or reference here, and click 'Go'.

Note: new entries captured, or where updates have been published and these are yet to be viewed, will be shown with a blue star next to them.

The screenshot shows the 'Activities' section of the Proactis portal. The 'Active' tab is selected, and 'ESPO' is entered in the dropdown menu. A 'Go' button is highlighted. Below the search bar, there is a message: 'Please select a buyer from the dropdown and click on the 'Go' button'. The 'Opportunities' section is also visible below.

Buyer	Title	Current event	Event deadline
★ ESPO	12_23 Building Materials	12_23 Building Materials	13/03/2023

Alternatively, a similar search can be completed via the 'My activities' main menu option and using the Narrow your results options on the left of the screen (again selecting 'ESPO' here and clicking 'Update' at the bottom of the Narrow your results box, plus clicking on the column title 'Event deadline' twice will sort the results by this column with the latest date captured at the top of the list, or there

is a 'Search' box to the top right of the screen if required).

My activities

Buyer	Title	Current event	Event deadline
ESPO	2838_23 Renewable Energy Solutions	2838_23 Renewable Energy Solutions	14/07/2023

Once the required Activity has been found, click on the Title (blue text) and this will take you into that Activity (the below showing that an Expression of interest has already been completed, and the ITT Event is showing as 'Not started').

Note: any Messages for this Activity should be accessed here – you should check here to begin with in case there are any important messages that need viewing first (e.g., if the information made available throughout the procurement procedure is of a confidential nature, a Confidentiality Agreement may have to be completed via the Messages before access to the ITT Event can be granted).

Activity: 2838_23 Renewable Energy Solutions

Events

Event Title	Status	Response by
2838_23 Renewable Energy Solutions	Not started	14/07/2023
2838_23 Renewable Energy Solutions	Expression of interest accepted	

Messages (0)
You have received 0 message(s) of which 0 are unread
[View all](#) | [View unread](#)

Clicking on an Events 'Hide details' (top right of the box) shrinks the box to only show the Event title and status line, whilst clicking on 'View details' opens / expands the box to show the additional details below this line.

Activity : 2838_23 Renewable Energy Solutions

Events

Event Title	Status	Response by
2838_23 Renewable Energy Solutions	Not started	14/07/2023
2838_23 Renewable Energy Solutions	Expression of interest accepted	

Interest start date: 14/06/2023 12:30
Interest end date: 14/07/2023 12:00
Expressed interest on: 14/06/2023 14:35



Status details for an Event are also captured next to each Event title, as has been highlighted in the below Event (shows as 'Not started').

Events

[2838_23 Renewable Energy Solutions](#) **Not started (Respond by: 14/07/2023)** [Hide details](#) [Open](#)

[Solutions](#)

Activity type: **ITT**

Reference: 647435

Respond by: 14 July 2023 at 12:00

Response status: Not started

Clicking on an Event title (or alternatively 'Open' next to that Event) will take you into the Activity summary for that Event.

Activity summary

[Buyer: ESPO](#)

Title: 2838_23 Renewable Energy Solutions ID: 647435

Description: Please download all the Tender documents (ITT pack) from the below 'Activity documentation, files & links' area.

TO RESPOND:

- Please click on "Start my response" (from this Activity summary screen to be taken to the 'Your response summary screen).
- Complete the Question set (Standard Selection Questionnaire) - click on "Edit" which appears to the right of the Progress bar to access this.
- Upload ALL your Tender response documents to the 'Response documentation, files & links' area (click "+Add" to complete) - IT IS YOUR RESPONSIBILITY TO ENSURE ALL YOUR COMPLETED TENDER RESPONSE DOCUMENTS AS DETAILED IN THE ITT ARE SUCCESSFULLY UPLOADED WHEN RESPONDING (and please also refer to the Submission Checklist found in the Tender Submission Checklist).
- Submit your response (click "Submit response" which should become available under 'Your response submission progress checklist once the above actions have been completed), after which the status of Submitted should be clearly seen in the system.

For any questions relating to the operation of the Portal itself, PreContract, these should be submitted to Proactis and the following link (URL) can be used for this, for supplier support and system technical queries: <https://www.proactis.com/uk/en/support-login/support> (or alternatively please click on "Take a tour" for additional onscreen guidance). Note: In case of any technical issues with the system, these must be raised to Proactis at the earliest opportunity, including providing them full details (copies) of any errors seen if applicable.

Any questions relating to the Tender content should be submitted to ESPO by accessing the 'Messages' section, see also the introduction pages of the Invitation to Tender for details. Additionally, all Bidders should access the Activity dashboard and open the 'Messages' section to check for any clarifications issued on this project and/or any public exchange of information between interested parties before final submission of their bid. It is the sole responsibility of bidders to do so.

Activity documentation, files & links (4)

Title	Type	Size
2838_23 Invitation to Tender.pdf	pdf	356 KB
2838_23 Appendix A Terms & Conditions of Framework Agreement.docx	docx	230 KB
2838_23 Tender Submission.docx	docx	149 KB
2838_23 Appendix D Price Schedule.xlsx	xlsx	17 KB

Question sets (1)

Title	Summary
2838_23 Renewable Energy Solutions /Standard...	Mandatory question set of 47 questions of which 42 are mandatory

Deadline & time remaining

A response to this activity can be submitted no later than

14th July 2023 at 12:00 PM

Time remaining

3 Weeks **6** Days **22** Hours

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

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 of the activity
- Complete mandatory question sets
- Upload at least one attachment
- Submit your response

Options currently available to you are....

[Start my response](#) [Opt out](#)

[Indicate your intent to respond](#)

If there is any key information or instructions to note, this will be captured in the Activity Description, and for any additional onscreen help with the system, click 'Take a tour' in the top right of the screen (additional system help boxes are opened onscreen for that screen).

Activity information [Take a tour](#)

Buyer: ESPO

Title: 306_23 Electrical Testing Services ID: 647927

Description: Please download all the Tender documents (ITT pack) from the below 'Activity documentation, files & links' area.

TO RESPOND:

- Please click on "Start my response" (from this Activity summary screen to be taken to the 'Your response summary screen).
- Complete the Question set (Standard Selection Questionnaire) - click on "Edit" which appears to the right of the Progress bar to access this.
- Upload ALL your Tender response documents to the 'Response documentation, files & links' area (click "+Add" to complete) - IT IS YOUR RESPONSIBILITY TO ENSURE ALL YOUR COMPLETED TENDER RESPONSE DOCUMENTS AS DETAILED IN THE ITT ARE SUCCESSFULLY UPLOADED WHEN RESPONDING (and please also refer to the Submission Checklist found in the Tender Submission Document).
- Submit your response (click "Submit response" which should become available under Your response submission progress checklist once the above actions have been completed), after which the status of Submitted should be clearly seen in the system.

For any questions relating to the operation of the Portal itself, ProContract, these should be submitted to Proactis and the following link (URL) can be used for this, for supplier support and system technical queries: <https://www.proactis.com/uk/en/support-login/support/> (or alternatively please click on "Take a tour" for additional onscreen guidance). Note: In case of any technical issues with the system, these must be raised to Proactis at the earliest opportunity, including providing them full details (copies) of any errors seen if applicable.

Any questions relating to the Tender content should be submitted to ESPO by accessing the 'Messages' section, see also the introduction pages of the Invitation to Tender for details. Additionally, all Bidders should access the Activity dashboard and open the 'Messages' section to check for any clarifications issued on this project and/or any public exchange of information between interested parties before final submission of their bid. It is the sole responsibility of bidders to do so.

The sections to the right of the screen show for the ITT Event the countdown timer, a section for Messages and Clarification specific to the ITT, and a checklist for completing 'Your response', including being able to "Start my response".

Note: to see All Messages for an Activity, rather than specific to an individual Event, it is better to view those from the Activity dashboard, see '<Back to dashboard' to the top right of the screen.

[-Back to dashboard](#)

Deadline & time remaining

A response to this activity can be submitted no later than

14th July 2023 at 12:00 PM

Time remaining

3 Weeks
 6 Days
 22 Hours

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

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 mandatory question sets
- Upload at least one attachment
- Submit your response

Options currently available to you are.....

Start my response
Opt out

[Indicate your intent to respond](#)



The checklist details the minimum actions needed by the system to complete a response (via the Your response summary screen, which is first accessed by clicking on "Start my response", or where you have already clicked on this previously you will see instead "View draft response" here).

As you progress a response you should also then be able to see the status of your response in the system.

Your response (Version 1 - Draft)

[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 (10/02/2023 13:46)
- Started to draft your response to this activity

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

Activity : 12_23 Building Materials

Events

[12_23 Building Materials](#) **Draft (Respond by: 13/03/2023)** [Hide details](#) | [Open](#)

Activity type: ITT
Reference: 628570
Respond by: 13 March 2023 at 12:00
Response status: Version 1 - Draft

[12_23 Building Materials](#) **Expression of interest accepted** [View details](#) | [Open](#)

[Back to home page](#)

ESPO
Archive this activity

Messages (0)
You have received 2 message(s) of which 0 are unread
[View all](#) | [View unread](#)

Audit history
[View audit history](#)

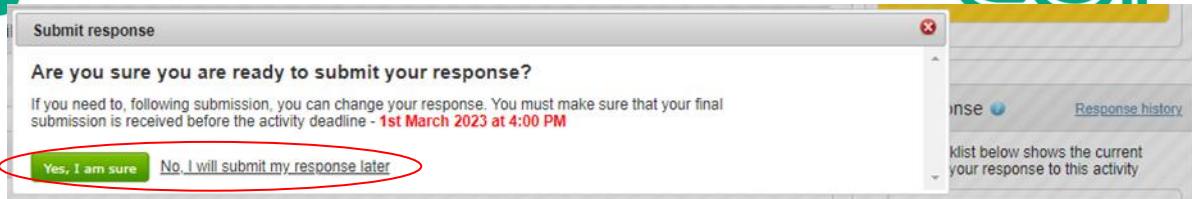
Once all actions have been completed (e.g., the Standard Selection Questionnaire Questions have been completed, your Progress against this will need to be showing as 100%, and you have captured ALL YOUR Tender response documents as detailed in the ITT and the Submission Checklist found in the Tender Submission Document), the option to Submit your response will become available on the Your response summary screen (in the response checklist) – **'Submit response'**. You will also need to confirm in the next pop up box that you are sure you are ready to submit your response (the corresponding deadline for submission is again captured here).

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

Submit your response

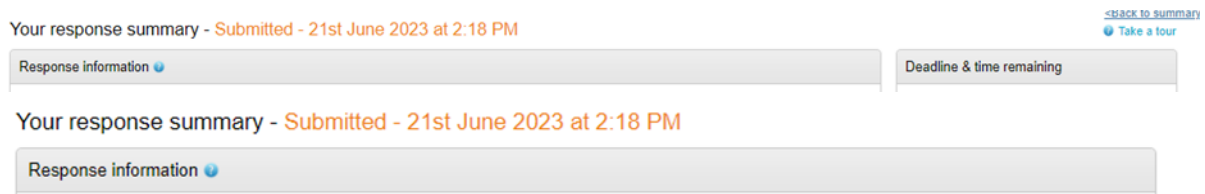
Options currently available to you are.....

Submit response Opt out

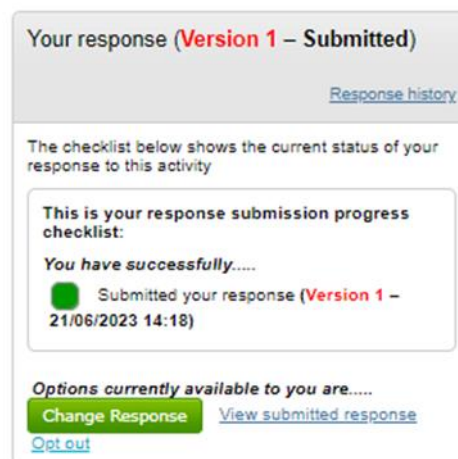


You **MUST** therefore ensure you have Submitted your response before the tender deadline, and that the status of '**Submitted**' can be clearly seen (see examples below).

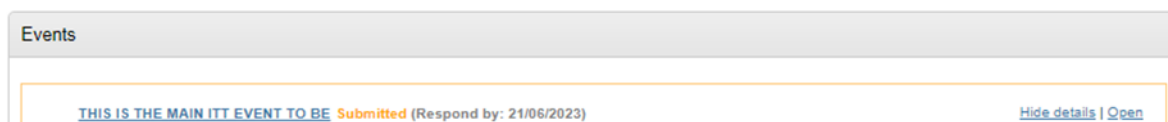
- Your response summary screen:



- The Your response box in the Activity summary screen (includes the response Version number, in case any changes have subsequently been made before the Deadline date & time):



- On the Activity dashboard:

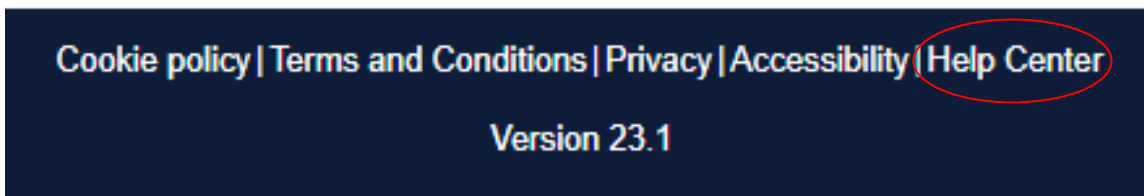


These should NOT be showing a 'Draft' status (if you believe you have Submitted your response).

Note: further updates to you submission ('Change Response') can still be completed after this and before the Tender deadline, if required (in which case a new Version of your submission will be created for you to make any updates that you require, but again you will need to ensure this is Submitted before the Tender deadline).



In case any further system help is required (in addition to the 'Take a tour' option that is available on certain screens), please refer to the 'Help Library' ('Help Center') which can be accessed via the 'Help' main menu option, or directly from the 'Help Center' link found at the bottom of the screen.



Also, in case of any technical support being required with using the Proactis portal (ProContract), please follow the below link (URL) to contact Proactis and to access their Support Portal for ProContract (supplier / customer support):

<https://www.proactis.com/uk/en/support-login/support/>

Note: questions relating to the Tender content should be submitted to ESPO by accessing the 'Messages' section (see also the Introduction section of the Invitation to Tender document for details).