

## Supplier Help – click where arrow is pointing

The screenshot shows the website [supplyingthesouthwest.org.uk](https://www.supplyingthesouthwest.org.uk) in a browser window. The page features a navigation menu on the left with the following items:

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

Below the navigation menu is a 'Useful Links' section with the following items:

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

A blue arrow points to the 'Help and Guidance' link. A 'Notice To Users' pop-up is displayed over the main content area, containing the following text:

**Notice To Users** Close

The ProContract e-Procurement system that operates on this site has been upgraded, and as such there are several changes to the website's layout.

[Frequently Asked Questions](#)

**Welcome to Supplying the South West**

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](mailto:due-north.com) to your safe senders list to ensure that you receive all email alerts

The Windows taskbar at the bottom shows several open applications, including Microsoft Lync, an email inbox, and a document in Microsoft Word.

Click where arrow is pointing – which is help in responding to tenders

The screenshot shows a web browser window displaying the ProContract V3 help page. The browser's address bar shows the URL <https://supplierhelp.due-north.com>. The page title is "ProContract V3".

**Navigation Menu (Left):**

- Welcome to ProContract v3
- What's new
- Registering
- Getting Started
- Opportunities
- Responding to Tenders
- Managing your Account
- e-Auctions
- Video Tutorials

**Main Content:**

**ProContract V3**

As the market leader in the public sector Due-North has a wealth of procurement expertise, and now our systems functionality has been further improved with the introduction of Version 3. Our e-procurement solution continues to be easy to implement, easy to use, and covers the functionality required by today's public sector Purchasing and Procurement Professionals.

Welcome to this latest release of ProContract.

For a list of all new features, see the [What's new](#) section.

**Home page**

News and announcements [View all](#)

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

Active activities | Archived activities | Last viewed activities

All buyers   Search

Buyer	Title	Current event	Event deadline
Cheshire	<a href="#">Drinks</a>	Drinks	03/03/2015
Cheshire	<a href="#">Placement of 65 + with dementia</a>	Placement of 65 + with dementia	05/02/2015
Cheshire	<a href="#">Placement of 65 + with dementia</a>	Placement of 65 + with dementia for 12 months	05/02/2015
Cheshire	<a href="#">Radiators</a>	Radiators	05/02/2015

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

**Cox Ltd**

Cox House, Manchester, Greater Manchester, WA14 1LZ

**Description**

We supply everything

**Keywords**

Cover all Goods and Services

**Workgroups**

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

[Sales \(1\)](#)

We hope you find this help system useful and comprehensive. For further assistance, please contact our support team on 01670 597137 or email [support@due-north.com](mailto:support@due-north.com)

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**Taskbar (Bottom):** start | Microsoft Lync | Inbox - d.d.adams@... | ProContract Version3... | FW: Smoking Cessati... | Document11 - Microsof...

This will open up the below and you will see a number of topics – click on what you need help on.

File Edit View History Bookmarks Tools Help

ProContract Version3 Help

https://supplierhelp.due-north.com

supplyingthesouthwest

Contents Index Search

- Welcome to ProContract v3
- What's new
- Registering
- Getting Started
- Opportunities
- Responding to Tenders**
  - Viewing the Details/Documents
  - Messaging
  - Completing the Response
  - Completing the Response (Questionnaire)
  - Responding to Lot Questionnaires
- The Response Wizard
- Submitting The Tender Response
- Editing Tender Response
- Managing your Account
- e-Auctions
- Video Tutorials

## Responding to Tenders

When the RFQ/PQQ/Tender is published an e-mail will be sent by the system to inform you of this and that the exercise can now be viewed and worked on. The following section of the user guide will take you through the RFQ/PQQ/Tender response process.

**Note:** While this guide covers the attachment of an ITT response, it remains the same for the return of a PQQ or RFQ, it is just the specific wording that will change.

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start | Microsoft Lync | Inbox - d.d.adams@... | ProContract Version3... | FW: Smoking Cessati... | FW: Smoking Cessati... | Document1 - Microsof... | 11:30

