

E-Tender – Supplier Registration Guide

E Tendering Guide Contents:

- Registering
- On-line Supplier Guides

Project: Provision of Community Health Improvement Services

Organisations to register against category codes.

The two main codes for the above project are:

- *85323000 – Community Health Services*
- *85100000 – Health Services*



Registering on Supplying the South West

Registering on Supplying the South West

Go to www.supplyingthesouthwest.org.uk



supplyingthesouthwest.org.uk
Procurement Portal

Welcome to Supplying The South West

HELPING COUNCILS AND SUPPLIERS WORK TOGETHER

Suppliers: this regional portal gives you a one-stop shop window on contract opportunities from a growing number of councils in the South West. Even without registering, you can use the portal to look for information about existing contracts and new opportunities.

If you register (free of charge), you can

- post a profile of your company, indicating what sorts of opportunity you are interested in
- receive email notifications whenever opportunities matching your profile become available
- register an expression of interest in a published opportunity and request contract documentation to be sent to you.

Participating Councils:

- Bath & North East Somerset
- Borough of Poole
- Bournemouth Borough Council
- Cornwall
- Devon CC
- Dorset County Council
- East Devon
- Exeter
- Forest of Dean
- Gloucester City Council
- Gloucestershire County Council
- Mendip
- Mid Devon
- North Devon
- North Somerset
- Plymouth
- Sedgemoor
- Somerset County Council & Taunton Deane Borough Council
- South Gloucestershire Council
- South Hams
- South Somerset
- Swindon
- Teignbridge
- Torbay
- Torridge
- West Devon
- West Somerset
- Weymouth & Portland
- Wiltshire

USEFUL LINKS

- [Supplier FAQ](#)
- [CPV Codes](#)

Go to supplier registration

Supplier Registration

Supplier Registration Introduction

procontract

home

Supplier Registration Introduction

Message

Welcome to the Supplier Registration Wizard
The wizard will assist you with the completion of your registration.
You will be presented with a number of different steps to complete from basic company information to defining the categories and regions you are interested in pursuing contracts for. Once each step has been completed you can click the **Next** button to proceed to the next step. **Previous** buttons are also available allowing you to return to the prior step at anytime.
Once all steps have been completed you will be asked if you wish to submit your registration.
If you agree to submit your registration you will receive a confirmation receipt email. Please note if you do not receive this email please contact support by clicking the **i** icon located at the top right of the screen as you cannot be guaranteed that your registration has been received.

MINIMUM AND RECOMMENDED SYSTEM REQUIREMENTS
Any internet capable PC will be able to successfully use the ProContract application. Recent tests highlighted no performance issues using a Laptop and Apple eMac with the following specifications:
IBM Thinkpad - Intel Pentium 3 850Mhz, 512MB RAM running Windows 2000 Professional
Apple eMac - PowerPC G4 1Ghz, 1GB RAM running OSX 10.4.11
Please find detailed specifications below.

Help

Click **Next** to continue with the registration process.

Click **Return To Previous Page** to quit the registration process.

To further promote accessibility on the Web, W3C provides conformance logos for Web Content Accessibility Guidelines (WCAG) 2.0. Content providers can use these logos on their sites to indicate a claim of conformance to a specified conformance level of the Web Content Accessibility Guidelines 2.0. Note that this does not represent review or validation of conformance by W3C and/or WAI.

Options

[Next](#) [Return To Previous Page](#)

After the induction click next to commence registration.

Supplier Registration

Supplier Registration Personal details

The screenshot shows a web form for 'Supplier Registration Step 1 of 5: Contact Information & Security'. The form is divided into two main sections: 'Contact Information' and 'Security Information'. The 'Contact Information' section includes fields for Salutation, First Name, Last Name, Job Title, Department, Telephone Number, Fax Number, Mobile Number, Email Address, and Confirm Email Address. The 'Security Information' section includes fields for Security Question and Security Answer. A note below the Email Address field states: '(To help prevent your organisation from missing important communications from the site, it is recommended that a generic email address is used such as sales@...com)'. The form has a 'Next' button and a 'Cancel' button. On the right side, there is a 'Help' section with definitions for Salutation, Job Title, Department, Email Address, Security Question, and Security Answer. The top navigation bar includes 'Home', 'Contact Support', 'Help', and 'Login'.

procontract

Home

Supplier Registration Step 1 of 5
Contact Information & Security

* Denotes Mandatory Fields

Contact Information

*Salutation (Mr/Mrs/Ms.):

*First Name:

*Last Name:

*Job Title:

*Department:

*Telephone Number:

Fax Number:

Mobile Number:

*Email Address:
(To help prevent your organisation from missing important communications from the site, it is recommended that a generic email address is used such as sales@...com)

*Confirm Email Address:

Security Information

*Security Question:

*Security Answer:

Options

Contact Support **i** Help **?** Login **🔑**

Help

Salutation - Mr/Miss/Ms etc.

Job Title - position held within your company e.g. Managing Director.

Department - your current department of work in your company.

Email Address - must be of standard email format e.g. name@company.com.

Note: You can ensure notification e-mails are never accidentally deleted or marked as "spam" by Whitelisting all e-mails from the @due-north.com domain.

Security Question - the question used to help identify you should you need to reset your password.

Security Answer - the answer to the question used to help identify you should you need to reset your password.

Click **'Next'** to continue with the registration process.
Click **'Cancel'** to quit the registration process.

To further promote accessibility on the Web, W3C provides conformance logos for Web Content Accessibility Guidelines (WCAG) 2.0. Content providers can use these logos on their sites to indicate a claim of conformance to a specified conformance level of the Web Content Accessibility Guidelines 2.0. More about this...

Enter all contact and security information. All fields marked with * must be completed.

Supplier Registration

Supplier Registration Company Information

Home >

Supplier Registration Step 2 of 5

Company Information

* Denotes Mandatory Fields

Company Information

*Company Name:

*Address Line 1:

Address Line 2:

*Town/City:

*County/State:

*Postcode/Zip:

*Country:

Company Registration Number:

VAT Registration Number:

Website:

Company Description

*Company Description:

*Keyword 1:

Keyword 2:

Keyword 3:

Keyword 4:

Keyword 5:

Contact Support Help Login

Help

Company Registration Number - eight digit number at registration with companies house if applicable e.g. 00342123.

VAT Registration Number - nine digit number given at registration with HM Revenue & Customs if applicable e.g. 194335432.

Website - your company website e.g. <http://www.due-north.com>.

Company Description - a brief overview of your company and which service you provide.

Keywords - at least one word or phrase that describes your company's activities. These keywords allow buyers to search for companies that best match the contract they are aiming to fulfil.

Company Affiliations - any affiliations along with membership or reference numbers for listed affiliations e.g. construction line or market place.

Company Classifications - the classifications of your company.

Click **Previous** to go to previous step.
Click **Next** to continue with the registration process.

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Enter Company Information and Company Description



Supplier Registration

Supplier Registration Category selection

The screenshot displays a web form for supplier registration. It is divided into two main sections: 'Company Affiliations' and 'Company Classifications'. The 'Company Affiliations' section contains three rows, each with a label (Affiliate 1 & Id., Affiliate 2 & Id., Affiliate 3 & Id.), a dropdown menu set to 'Please Select/None', and an empty text input field. The 'Company Classifications' section is titled '* Classification(s):' and features a list of checkboxes for various categories. The first four categories are circled in red: 'Micro Organisation (<10 Employees)', 'Small Organisation (10-49 employees)', 'Medium-sized Organisation (50-249 employees)', and 'Large Organisation (250+ employees)'. Other categories include 'Black and Minority Ethnic Organisations (BME)', 'Business owned by Lesbian, Bisexual, Gay or Transsexual', 'Companies owned or managed by women', 'Owned or run by Disabled People', 'Community and Voluntary Organisations (CVO)', 'Community Interest Companies (CIC)', 'Social Enterprise Partnership', 'Social Enterprises (SE)', 'Environmentally Friendly suppliers (and products)', 'Fair Trade suppliers (and products)', and 'Enterprises'. At the bottom of the form, there is an 'Options' section with three buttons: 'Previous', 'Next', and 'Cancel'. To the right of the form, there is a blue sidebar with a logo for 'W3C WAI-AA WCAG 1.0' and a list of links under the heading 'See also:'.

Company Affiliations

Affiliate 1 & Id:

Affiliate 2 & Id:

Affiliate 3 & Id:

Company Classifications

* Classification(s):

- Micro Organisation (<10 Employees)
- Small Organisation (10-49 employees)
- Medium-sized Organisation (50-249 employees)
- Large Organisation (250+ employees)
- Black and Minority Ethnic Organisations (BME)
- Business owned by Lesbian, Bisexual, Gay or Transsexual
- Companies owned or managed by women
- Owned or run by Disabled People
- Community and Voluntary Organisations (CVO)
- Community Interest Companies (CIC)
- Social Enterprise Partnership
- Social Enterprises (SE)
- Environmentally Friendly suppliers (and products)
- Fair Trade suppliers (and products)
- Enterprises

Options

See also:

- [Supplier Guide First Time Login](#)
- [Supplier Guide How To do Business](#)
- [Supplier Guide Managing Account](#)
- [Supplier Guide Opportunity Search when U...](#)
- [Supplier Guide The Tender Response](#)
- [Supplier Guide Visiting Site For First T...](#)

Continue entering company details

Company Affiliations: This is a section that gives companies a chance to show that they have certain affiliations or memberships that are of interest to the procuring organisation.

Company Classifications: Select from one of the first four categories that refer to the size of your company and then any others which may apply.

Supplier Registration

Supplier Registration Category selection

Home >

Supplier Registration Step 3 of 5

Category Selection

* Denotes Mandatory Fields

Contract Category Interest

* Category/Categories:

[Search / Select Categories](#)

Options

[Previous](#) [Next](#) [Cancel](#)

Contact Support Help Login

Help

Contract Category Interest - use this selection screen to choose which categories you are interested in receiving notifications for. When a contract is published for this category you will be sent an email to your registered email address inviting you to express an interest in the contract.

NOTE: You must choose at least one category or you will NOT be notified of any new contracts published.

Additional Categories - Where applicable, you may also be offered to register yourself against a number of additional categories. Please check any that you are interested in.

You should select categories based on services you are able to supply, You can select as many categories as you like. When contract opportunities are available, Dorset County Council will select the category that the contact opportunity applies to. When the opportunity is advertised all suppliers with that registered category will be sent an email. Please ensure that you carefully consider your category so that you do not miss any opportunities.

Supplier Registration

Supplier Registration Category search

Home >

Category Search

Search for Category

Search criteria:

Options: Exact Fuzzy Word Variant

Results

Code	Description
<input type="checkbox"/> All	
<input type="checkbox"/> 03000000	Agricultural, farming, fishing, forestry and related products
<input type="checkbox"/> 09000000	Petroleum products, fuel, electricity and other sources of energy
<input type="checkbox"/> 14000000	Mining, basic metals and related products
<input type="checkbox"/> 15000000	Food, beverages, tobacco and related products
<input type="checkbox"/> 16000000	Agricultural machinery
<input type="checkbox"/> 18000000	Clothing, footwear, luggage articles and accessories
<input type="checkbox"/> 19000000	Leather and textile fabrics, plastic and rubber materials
<input type="checkbox"/> 22000000	Printed matter and related products
<input type="checkbox"/> 24000000	Chemical products
<input type="checkbox"/> 30000000	Office and computing machinery, equipment and supplies except furniture and software packages

Options

Contact Support Help Login

Help

To search categories, enter your search text and then click **Search** at the bottom of this form (or press the return key).

You can drill down categories by clicking on the category code. NOTE: Searching against lower level categories will only display results from that level and below and not include anything from the levels above. If you do not wish to be specific, then choose categories from the top level only.

Once you have ticked the categories you require, you must click **Select Categories** to add them to your list.

Once you have your final list of categories, click **Finish** to return them to the previous page.

To select/deselect all categories on the page, click the **top checkbox** on the results table. Clicking **Remove All Selected** will remove all currently selected categories from the list.

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We use these logos to help raise awareness of accessibility issues.

Drill down to the categories relevant for your organisation.

You will notice that you can drill down into categories. Please be as specific as you can with the categories of business you supply to ensure you receive notification of opportunities that are relevant to your business.

To select a top level category, mark the box to the left of the category by clicking it. You can select multiple categories if required. Ensure that you click on "Select Categories" to add this to the list.

If you are not sure or if you want to put your company against lower level classifications, you may use the search facility at the top of the page to search specific words (e.g. community health services) to help you narrow down the categories you require to add to your account.

This can also be done by clicking on the blue code to the left of the category and this will take you down to the next level. This can be repeated up to four levels in some classifications. Another way to refine your categories is to click on the blue code to drill down to the next level. Continue to do so until you find the required category.

Supplier Registration

Supplier Registration summary

Home >

Supplier Registration Summary

Contact Support ⓘ Help ? Login ⌂

Contact & Security [Change Contact & Security Details](#)

Name: Ms Claire Morecroft
Job Title: CM
Department: P2P
Telephone: 01305
Fax: N/A
Mobile: N/A
Email Address: c.morecroft@dorset.gov.uk
Security Question: Cat

Company Registration Number: N/A
VAT Registration Number: 101010110
Website: N/A
Company Description: test test test
Keyword 1: test
Affiliate 1 & Id: CHAS : 1234
Classification(s) Small Organisation (10-49 employees)

Category(ies) [Change Category\(ies\)](#)

30000000 - Office and computing machinery, equipment and supplies except furniture and software packages
39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products

Opportunity Area(s) [Change Opportunity Area\(s\)](#)

All

Options

Help

Registration Summary - this shows all of the information you have provided in order to register your company with the supplier portal.

You can use the **Change [section name]** icon to modify information in each section where available.

Click **'Submit Registration'** to submit your registration application.
Click **'Cancel'** to quit the registration process.

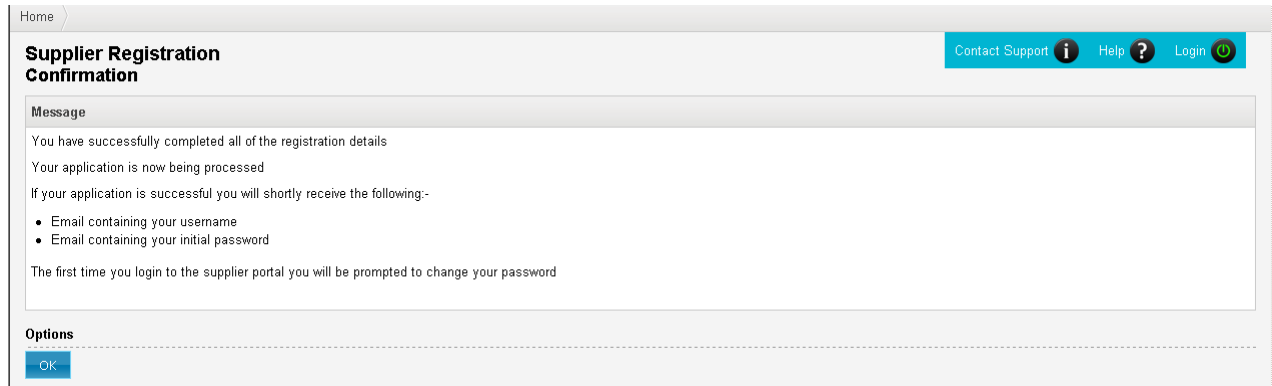
See also:-

- [Supplier Guide First Time Login](#)
- [Supplier Guide How To do Business](#)
- [Supplier Guide Managing Account](#)
- [Supplier Guide Opportunity Search when U...](#)
- [Supplier Guide The Tender Response](#)
- [Supplier Guide Visiting Site For First T...](#)

Read through the Supplier Registration Summary page ensuring all of the details are correct prior to submitting.

Confirmation

Supplier Registration confirmation



The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Contact Support', 'Help', and 'Login'. The main content area is titled 'Supplier Registration Confirmation' and contains a 'Message' box with the following text: 'You have successfully completed all of the registration details', 'Your application is now being processed', and 'If your application is successful you will shortly receive the following:-'. Below this is a bulleted list: 'Email containing your username' and 'Email containing your initial password'. A note states: 'The first time you login to the supplier portal you will be prompted to change your password'. At the bottom of the message box is an 'Options' section with an 'OK' button.

Once submitted the system will then send a confirmation email to say the application is being considered by the contracting organisation. The email will also contain an application reference number for your own records.

When the registration is accepted then you will receive emails containing your log in details for the opportunity portal.

You are now registered and will be able to express your interest for contract opportunities advertised by Dorset County Council as well as other local authorities in the South West.

Supplier Guides - online

The following supplier guides are available on the home page of www.supplyingthesouthwest.org.uk

- First time login
- How to do business on the Portal
- Managing Account details
- Searching for opportunities
- The tender response
- Visiting the site for the first time

