

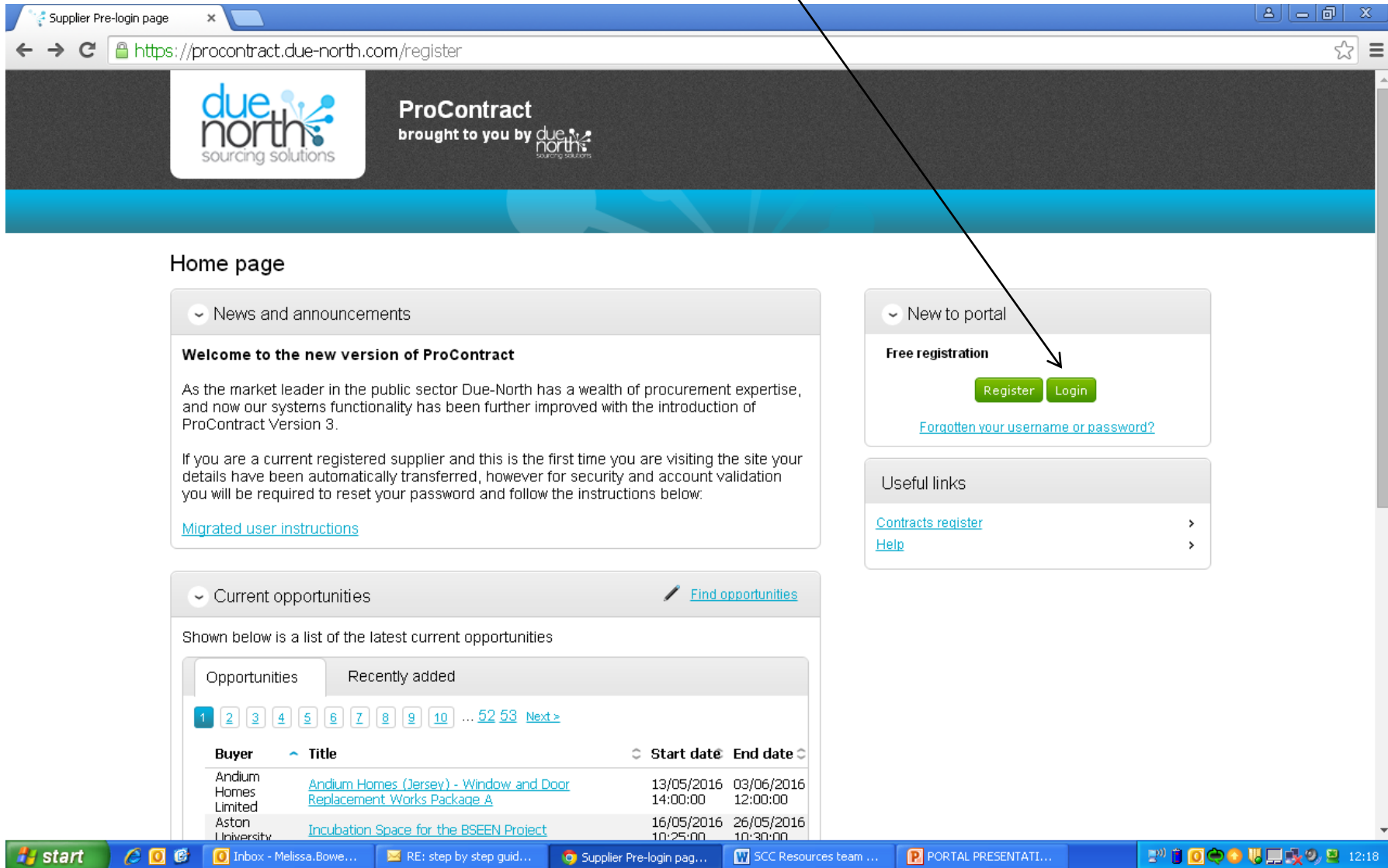
# London Tenders Portal Step by Step Guide

Go to : [www.londontenders.org](https://www.londontenders.org)

The screenshot shows the London Tenders Portal website in a web browser. The browser's address bar displays <https://www.londontenders.org>. The page features a header with the London skyline and the text "LONDON >> TENDERS PORTAL". Below the header, there are three main sections: "Navigation" on the left, "Home" in the center, and "Navigation" on the right. The left "Navigation" section contains links for "Current Opportunities", "Contracts Register", "Suppliers' Area", and "Buyers' Area". The "Suppliers' Area" link is circled in red, and an arrow points from the text "Click on Suppliers Area Link" to it. The "Home" section contains a welcome message, a map of London boroughs, and information about the portal's purpose and registration process. The right "Navigation" section lists various London boroughs, including Bexley, Brent, Bromley, City of London, Croydon, Ealing, Enfield, Hackney, Hammersmith & Fulham, Haringey, Harrow, Hounslow, Islington, Kingston, Lewisham, Merton, Redbridge, Richmond Upon Thames, and Tower Hamlets.

Click on Suppliers Area Link

# Click on green login button



Supplier Pre-login page

https://procontract.due-north.com/register

**due north** sourcing solutions

**ProContract**  
brought to you by **due north** sourcing solutions

### Home page

News and announcements

**Welcome to the new version of ProContract**

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 ProContract Version 3.

If you are a current registered supplier and this is the first time you are visiting the site your details have been automatically transferred, however for security and account validation you will be required to reset your password and follow the instructions below:

[Migrated user instructions](#)

New to portal

**Free registration**

[Register](#) [Login](#)

[Forgotten your username or password?](#)

Useful links

[Contracts register](#) >

[Help](#) >

Current opportunities [Find opportunities](#)

Shown below is a list of the latest current opportunities

Opportunities Recently added

1 2 3 4 5 6 7 8 9 10 ... 52 53 Next >

Buyer	Title	Start date	End date
Andium Homes Limited	<a href="#">Andium Homes (Jersey) - Window and Door Replacement Works Package A</a>	13/05/2016 14:00:00	03/06/2016 12:00:00
Aston University	<a href="#">Incubation Space for the BSEEN Project</a>	16/05/2016 10:25:00	26/05/2016 10:30:00

start

Inbox - Melissa.Bowe...

RE: step by step guid...

Supplier Pre-login pag...

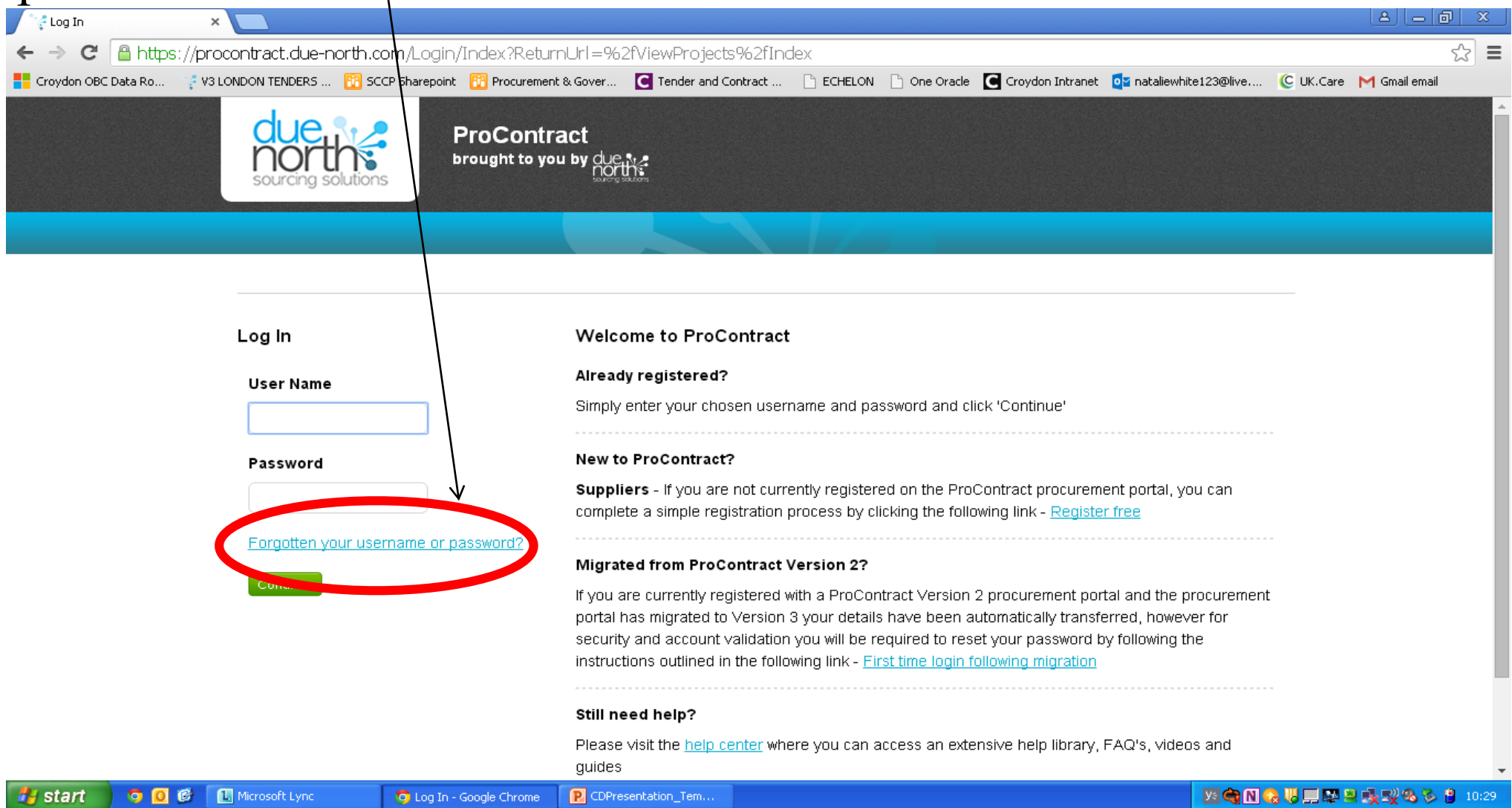
SCC Resources team ...

PORTAL PRESENTATI...

12:18

Log in using your log in details. Which you should have received via email.

If you have forgotten your details use the link underneath the password box.



The screenshot shows a web browser window with the URL <https://procontract.due-north.com/Login/Index?ReturnUrl=%2fViewProjects%2fIndex>. The page header features the 'due north sourcing solutions' logo and the text 'ProContract brought to you by due north sourcing solutions'. The main content area is divided into two columns. The left column, titled 'Log In', contains a 'User Name' input field, a 'Password' input field, and a link 'Forgotten your username or password?' which is circled in red. Below the link is a green 'Continue' button. The right column, titled 'Welcome to ProContract', contains sections for 'Already registered?' (with instructions to enter username and password and click 'Continue'), 'New to ProContract?' (with instructions for suppliers to register via a 'Register free' link), 'Migrated from ProContract Version 2?' (with instructions for migrated users to reset their password via a 'First time login following migration' link), and 'Still need help?' (with instructions to visit the 'help center'). The Windows taskbar at the bottom shows the Start button, taskbar icons for Google Chrome, Microsoft Lync, and other applications, and a system tray with the time 10:29.

Log In

User Name

Password

[Forgotten your username or password?](#)

Continue

Welcome to ProContract

**Already registered?**

Simply enter your chosen username and password and click 'Continue'

**New to ProContract?**

**Suppliers** - If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

**Migrated from ProContract Version 2?**

If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - [First time login following migration](#)

**Still need help?**

Please visit the [help center](#) where you can access an extensive help library, FAQ's, videos and guides

If your screen is different from the one below click on the 'My Activities' button in the blue bar.  
Select 'London Borough of Croydon' from the drop down list and click 'go'

The screenshot shows the 'Supplier Post-Login Home' page. The top navigation bar is blue and contains links: Home, Find opportunities, My activities, My contracts, Help, Dummy Test Supplier, Your account, and Logout. Below the navigation bar, there is a search bar with a dropdown menu set to 'All opportunities' and a 'Go' button. The main content area is titled 'Home page' and features several sections. The 'Activities' section has tabs for 'Active', 'Recently added', and 'Last viewed'. Under the 'Active' tab, there is a dropdown menu with the text '-- Please select --'. An arrow points to this dropdown menu, which is open, showing options: '-- Please select --', 'Croydon Council', and 'London Borough of Brent'. Below the dropdown menu is a 'Go' button and a search input field. The 'Company details summary' section on the right shows 'Mr Dummy Croydon Supplier' with address 'Zone A, Bernard Weathrill House, 8 Mint Walk, Croydon, Greater London, CR0 1EA'. The 'Description' section shows 'Procurement shared service'. The 'Keywords' section shows 'procurement'. The 'Workgroups' section shows 'Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together'. The Windows taskbar at the bottom shows the Start button, taskbar icons for Google Chrome, Microsoft Lync, Supplier Post-Login H..., and CDPresentation\_Tem..., and the system tray with the time 10:33.

You will then see the Community Fund 2016 project in your list of active projects.

If you do not have the Community Fund listed, please email [commissioning@croydon.gov.uk](mailto:commissioning@croydon.gov.uk) or 020 8407 1318

Click on the title of the contract

The screenshot shows the 'Supplier Post-Login Home' page of the ProContract system. The page has a blue header with the 'due north sourcing solutions' logo and the text 'ProContract brought to you by due north'. Below the header is a navigation bar with links: Home, Find opportunities, My activities, My contracts, Help, Dummy Test Supplier, Your account, and Logout. A search bar is located on the right side of the navigation bar. The main content area is divided into two columns. The left column is titled 'Activities' and contains a table of activities. The right column is titled 'Company details summary' and contains information about the user's company, 'Mr Dummy Croydon Supplier'. An arrow points to the title of the first activity in the table, '548/2016CED Community Fund 2016 - 2019 Prospectus'.

Buyer	Title	Last viewed
Croydon Council	548/2016CED Community Fund 2016 - 2019 Prospectus	22/04/2016 09:24
Croydon Council	554/2016 - Planned Maintenance & Improvements- Provision of Lift and Escalator Refurbishments and Servicing of the Council's properties	12/04/2016 11:07
Croydon Council	551/2016D&E Integration of Bernard Weatherill House and Strand House CCTV control rooms	04/04/2016 15:36
Croydon Council	532/2015CED - Pest Control Services	04/04/2016 15:34
Croydon Council	452/2015CED Facilities Management Cleaning Services	04/04/2016 15:30
Croydon Council	341/2014DASHH Croydon NHS Health Check IT Solution	04/04/2016 15:30



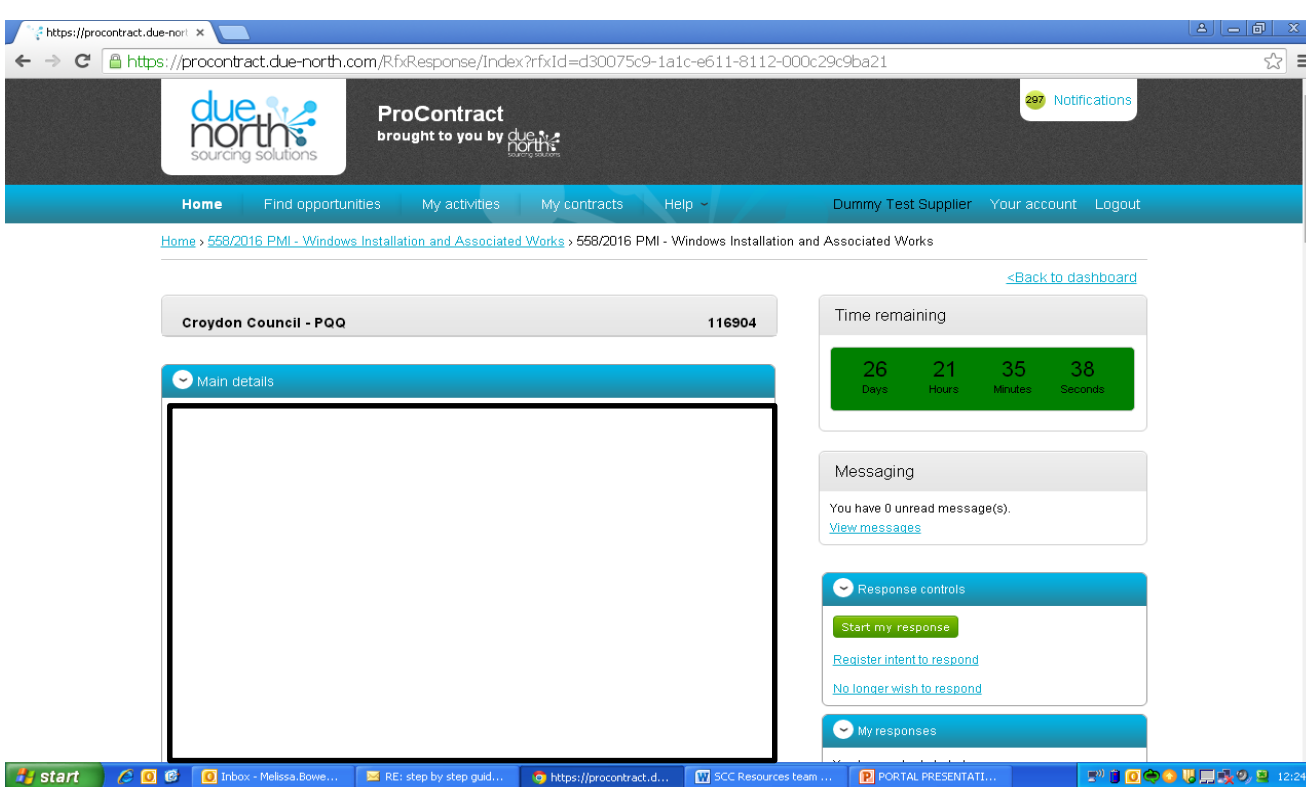
You are now in the summary screen for the Community Fund project, click on the title to access the submission page.

The screenshot shows a web browser window with the URL <https://procontract.due-north.com/SupplierPostLoginHome/ActivityDashboard?projectId=8bcd151d-d8e6-e511-810e-000c29c9ba21&callingPage=MyActivities>. The page header includes the "LONDON TENDERS PORTAL" logo and "ProContract brought to you by due north sourcing solutions". A navigation bar contains links: Home, Find opportunities, My activities, My contracts, Help, Dummy Test Supplier, Your account, and Logout. A notification badge shows "244 Notifications".

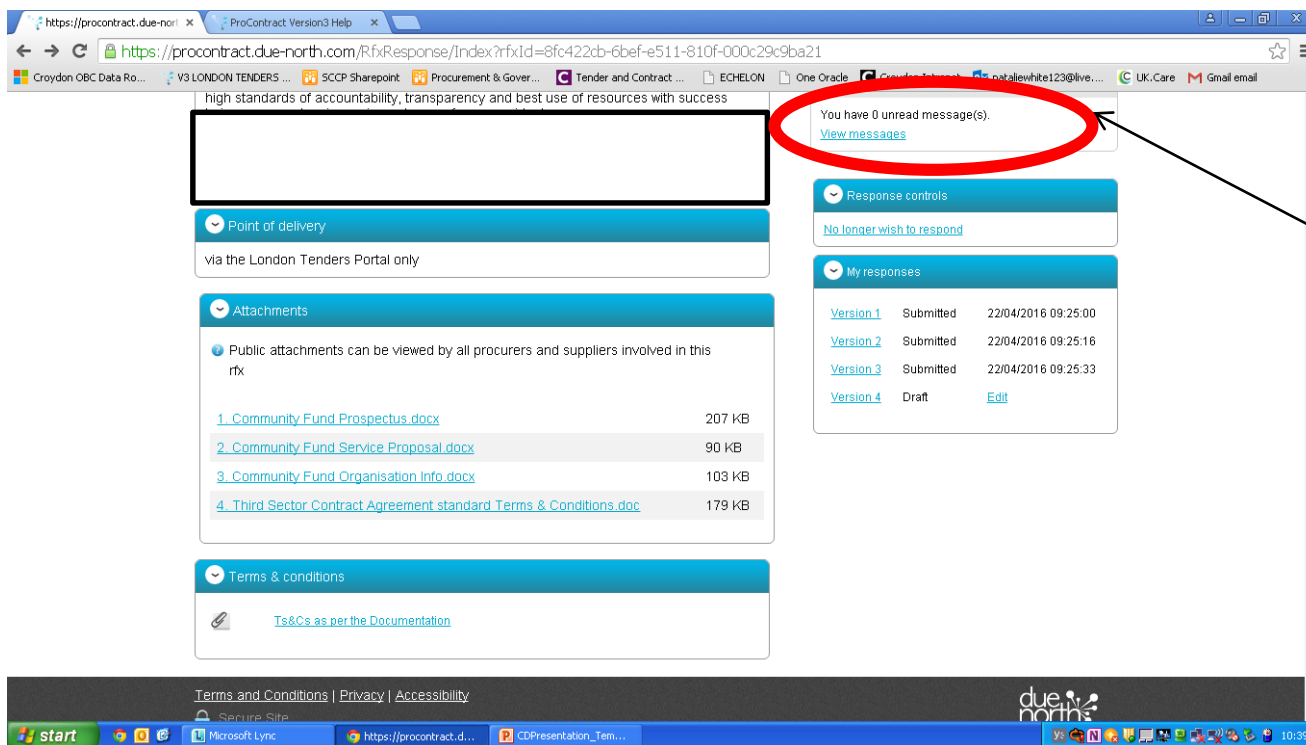
The main content area displays the breadcrumb "Home > My activities > 548/2016CED Community Fund 2016 - 2019 Prospectus" and the title "Activity : 548/2016CED Community Fund 2016 - 2019 Prospectus". A link "< Back to home page" is available. The "Events" section lists the activity "548/2016CED Community Fund 2016 - 2019 Prospectus" with a status of "Submitted". A black arrow points from the instruction text to this title. Below the title, a box contains details: Activity type: RFQ, Reference: 111955, Respond by: 24 May 2016 at 12:00, and Response status: Version 1 - Submitted on time 22/04/2016 at 09:25, Version 2 - Submitted on time 22/04/2016 at 09:25, Version 3 - Submitted on time 22/04/2016 at 09:25. Links for "Hide details", "Open", and "Open this event" are present.

The right sidebar features the "CROYDON COUNCIL" logo, a link to "Archive this activity", a "Messaging" section stating "You have 0 unread message(s)" with a "View messages" link, and an "Audit history" section with a "View audit history" link.

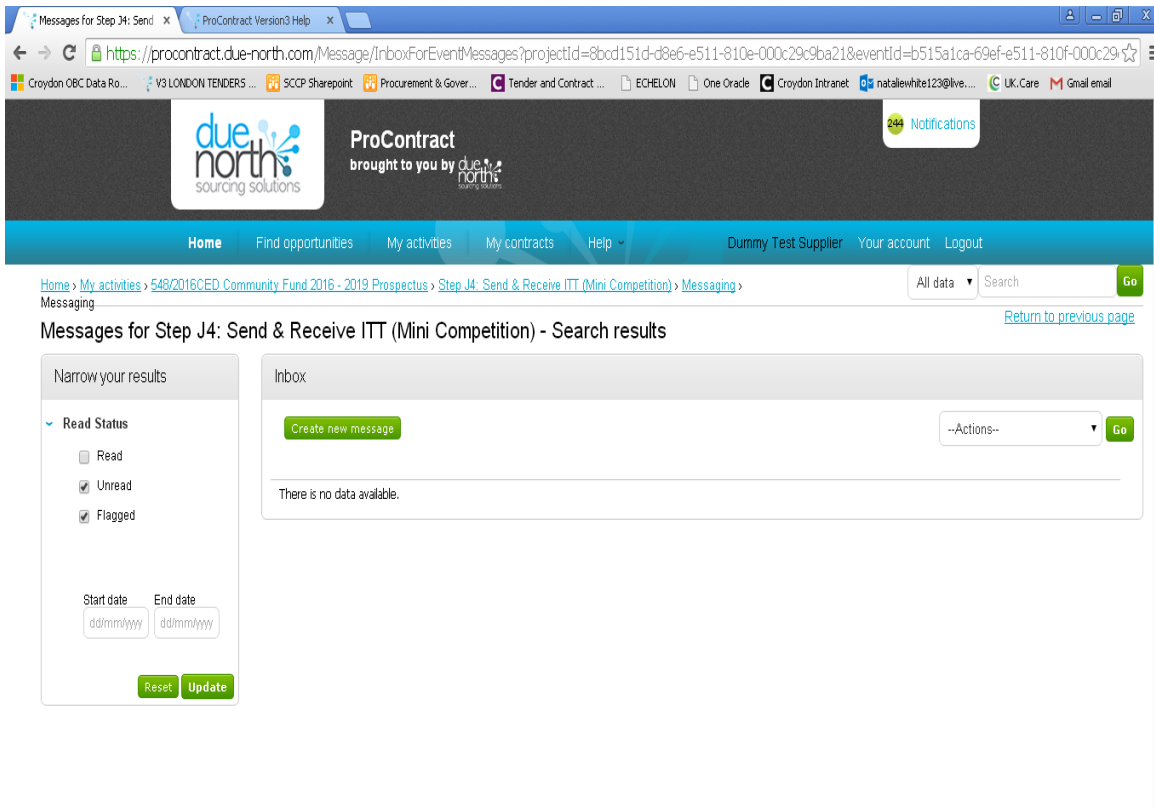
The footer includes links for "Terms and Conditions", "Privacy", and "Accessibility", a "Secure Site" indicator, and the "due north" logo. The Windows taskbar at the bottom shows the start button and several open applications, including Microsoft Lync and the current browser window.



To download the documentation scroll to the bottom of this page the documents will be listed under attachments



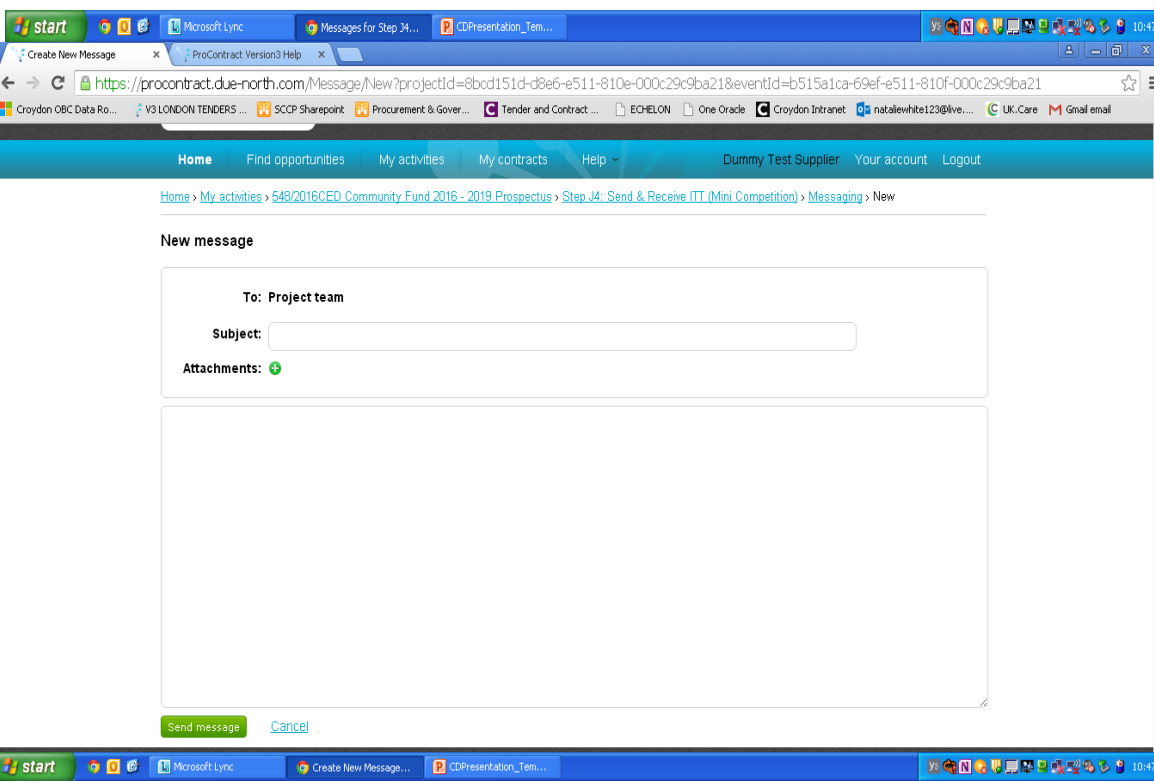
Please also ensure you check the messaging area for any important updates, or if you need to raise a question.



Messaging area:

You will see a list of messages, to see the information click on the subject heading.

To raise a new message click on the green 'create new message' button.



To raise a question, fill out the required information in the subject boxes, remembering to leave your message anonymous. And click send message.



To return to the community fund home page click on “step J4: Send and Receive ITT” link at the top of the page

The screenshot shows a web browser window with the URL <https://procontract.due-north.com/Message/InboxForEventMessages?projectId=8bcd151d-d8e6-e511-810e-000c29c9ba21&eventId=b515a1ca-69ef-e511-810f-000c29c9ba21>. The page header includes the 'due north sourcing solutions' logo and 'ProContract brought to you by due north sourcing solutions'. A navigation bar contains links: Home, Find opportunities, My activities, My contracts, Help, Dummy Test Supplier, Your account, and Logout. A notification badge shows '244 Notifications'. The breadcrumb trail is: Home > My activities > 548/2016CED Community Fund 2016 - 2019 Prospectus > Step J4: Send & Receive ITT (Mini Competition) > Messaging >. The main heading is 'Messages for Step J4: Send & Receive ITT (Mini Competition) - Search results'. On the left, a sidebar titled 'Narrow your results' has a 'Read Status' section with checkboxes for Read, Unread (checked), and Flagged (checked). Below are 'Start date' and 'End date' input fields with 'dd/mm/yyyy' placeholders, and 'Reset' and 'Update' buttons. The main content area is titled 'Inbox' and contains a 'Create new message' button, an '--Actions--' dropdown, and a 'Go' button. A message states 'There is no data available.' The Windows taskbar at the bottom shows the Start button, taskbar icons for Google Chrome, Microsoft Lync, and other applications, and a system clock showing 10:47.

# To start your response click on the green 'start my response' button

The screenshot shows a web browser window with the URL <https://procontract.due-north.com/RfxResponse/Index?rfxId=d30075c9-1a1c-e611-8112-000c29c9ba21>. The page header includes the 'due north sourcing solutions' logo and 'ProContract brought to you by due north sourcing solutions'. A navigation bar contains links: Home, Find opportunities, My activities, My contracts, Help, Dummy Test Supplier, Your account, and Logout. A notification badge shows '297 Notifications'. The breadcrumb trail is 'Home > 558/2016 PMI - Windows Installation and Associated Works > 558/2016 PMI - Windows Installation and Associated Works'. A '<Back to dashboard' link is present. The main content area is titled 'Croydon Council - PQQ' with the number '116904'. Under 'Main details', the title is '558/2016 PMI - Windows Installation and Associated Works' and the response deadline is '20 June 2016 10:00:00'. The description states: 'The Council is pleased to invite your company to apply for the stage one of the procurement process relating to the PMI- Windows installation and associated works of the Council's properties. Potential suppliers can obtain a hard copy of the documents via the E-Portal, within the attachment information section (scroll down to bottom of page), to be downloaded (right click over the document and choose 'save target as'). When you have completed the PQQ response with any required supporting information prior to the deadline, you re-upload via the E-Portal. In accordance with the Public Contracts Regulations 2015, the Council has published the PQQ and ITT documents. The ITT documents are published for information only at this stage. The potential suppliers are required to submit a completed PQQ application as part of this pre-qualification stage of the procurement process. You must submit your completed PQQ and supporting documents via the E-Tender portal at [www.londontenders.org](http://www.londontenders.org) no later than 12:00 noon on 17th June 2016. The completed PQQs may be submitted any time before the closing deadline All the PQQ documents will then be assessed by the Council in accordance with the PQQ instructions and the selection criteria as described within the PQQ instruction and guidance documents. It will be critical that the Council is able to demonstrate a suitable shortlist from the PQQ. On completion of the PQQ evaluations (stage one), the Council intends to invite five (5) suppliers who achieve the highest total score, to participate in the Invitation to Tender stage (stage two) of the procurement process. It is anticipated for the final ITT documents to be released via the E-Tender portal from 15th July 2016. The shortlisted'. On the right, a 'Time remaining' section shows a countdown: 26 Days, 21 Hours, 35 Minutes, and 38 Seconds. Below this is a 'Messaging' section stating 'You have 0 unread message(s)' with a 'View messages' link. The 'Response control' section contains a green 'Start my response' button, which is circled in red, and two links: 'Register intent to respond' and 'No longer wish to respond'. A 'My responses' section is partially visible at the bottom. The Windows taskbar at the bottom shows the Start button and several open applications: 'Inbox - Melissa.Bowe...', 'RE: step by step guid...', 'https://procontract.d...', 'SCC Resources team ...', and 'PORTAL PRESENTATI...'. The system clock shows '12:24'.

You need to agree/decline the terms and conditions as appropriate.

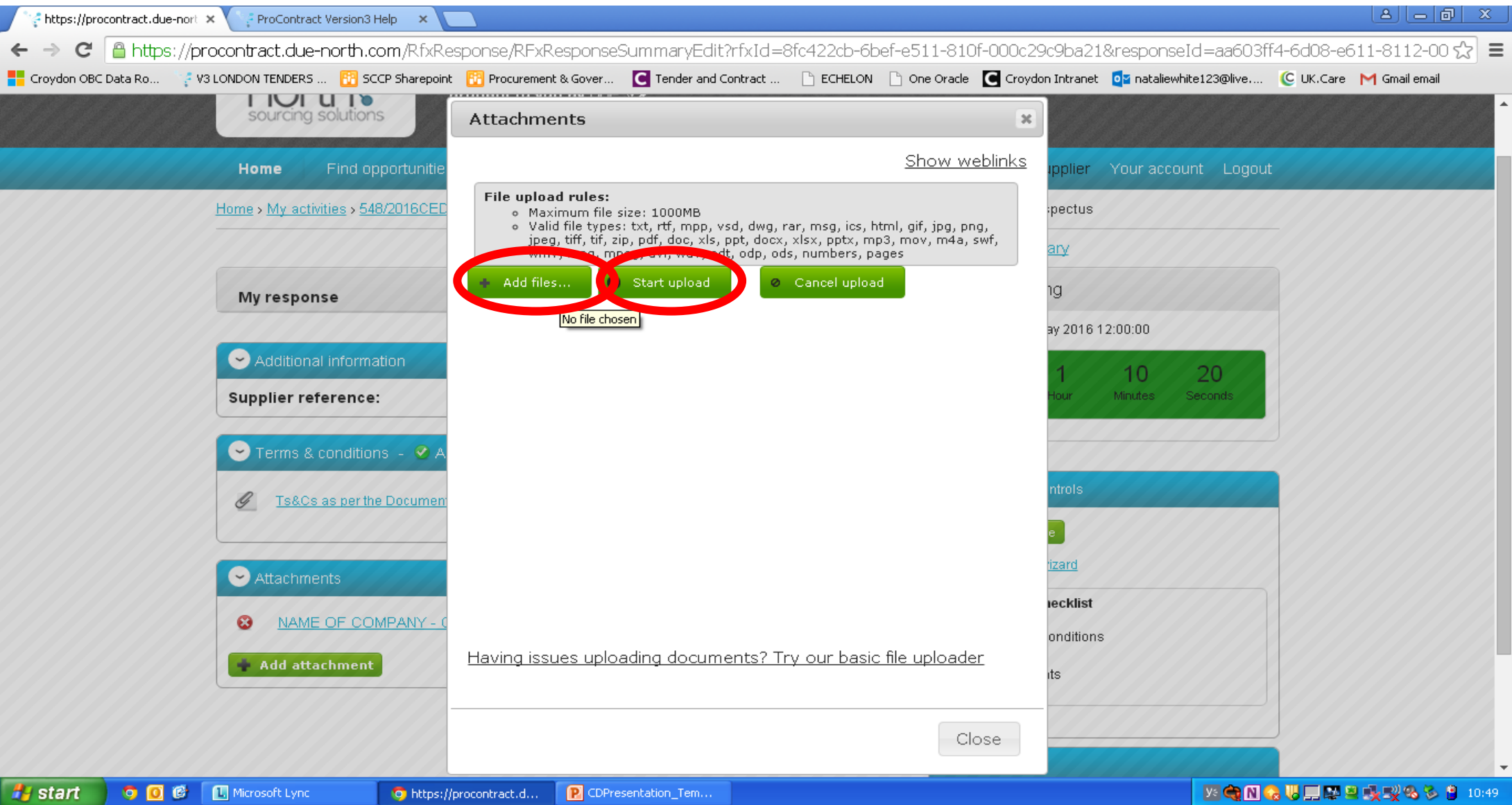
Then you will need to upload your completed bid documents by adding them as an attachment.

Click on the green 'add attachment' button

The screenshot displays the ProContract web application interface. The browser address bar shows the URL: <https://procontract.due-north.com/RfxResponse/RfxResponseSummaryEdit?rfxId=8fc422cb-6bef-e511-810f-000c29c9ba21&responseId=aa603ff4-6d08-e611-8112-00>. The page title is "ProContract Version3 Help". The breadcrumb trail is: Home > My activities > 548/2016CED Community Fund 2016 - 2019 Prospectus > 548/2016CED Community Fund 2016 - 2019 Prospectus. The main content area is titled "My response" with a draft status and ID 1668934. It includes sections for "Additional information", "Terms & conditions" (Accepted), and "Attachments". The "Attachments" section shows a file named "NAME OF COMPANY - COMPLETED APPLICATION.docx" (12 KB) and a green "Add attachment" button, which is circled in red. The right sidebar contains a "Time remaining" section with a countdown timer (32 Days, 1 Hour, 11 Minutes, 6 Seconds) and a "Response controls" section with a "Submit response" button and a "Submission checklist" showing "Terms & conditions" and "Attachments" as completed items. The Windows taskbar at the bottom shows the Start button, taskbar icons, and the system clock at 10:49.

To upload your documents click on 'Add Files'

Browse your computer to find the relevant documents you can upload multiple documents at a time. Once you have selected all your documents click on 'Start Upload'



You will now see all of your documents listed under the attachments section.

You can now click on 'Submit my Response' on the right hand side. This will submit your bid to the project team. You will receive notification via email that this has been submitted.

The screenshot displays the ProContract web application interface. The browser address bar shows the URL: <https://procontract.due-north.com/RfxResponse/RfxResponseSummaryEdit?rfxId=8fc422cb-6bef-e511-810f-000c29c9ba21&responseId=524c2eab-6f08-e611-8112-0c>. The page title is "ProContract Version3 Help". The navigation bar includes links for Home, Find opportunities, My activities, My contracts, Help, Dummy Test Supplier, Your account, and Logout. The breadcrumb trail shows: Home > My activities > 548/2016CED Community Fund 2016 - 2019 Prospectus > 548/2016CED Community Fund 2016 - 2019 Prospectus.

The main content area is divided into two columns. The left column contains sections for "My response" (1668987 Draft), "Additional information" (Supplier reference:), "Terms & conditions" (Accepted), and "Attachments" (NAME OF COMPANY - COMPLETED APPLICATION.docx, 12 KB). The right column contains a "Time remaining" section (Respond by: 24 May 2016 12:00:00, 32 Days, 1 Hour, 1 Minute, 55 Seconds), a "Response controls" section (Submit response button circled in red), and a "Submission checklist" (Terms & conditions, Attachments). The bottom of the page shows the Windows taskbar with the Start button and various application icons.



If you need to amend your bid and the deadline has not yet passed, you will see a link to 'I would like to edit my response', after you have edited your response please ensure you click on the 'Submit my Response' button again to ensure we receive your updated bid.

https://procontract.due-north.com/RfxResponse?rfxId=8fc422cb-6bef-e511-810f-000c29c9ba21

Croydon OBC Data Ro... V3 LONDON TENDERS ... SCCP Sharepoint Procurement & Gover... Tender and Contract ... ECHELON One Oracle Croydon Intranet nataliewhite123@live... UK.Care Gmail email

### Main details

**Title:** 548/2016CED Community Fund 2016 - 2019 Prospectus **Respond by:** 24 May 2016 12:00:00

**Description:**  
The Community Fund will take an approach that builds on the assets of the VCS, promoting enterprise and social value. It will seek to remove barriers and promote diversity in the sector, allowing new approaches, particularly grass roots community responses to issues. The new programme will also aim to create a broad range of opportunities for different forms of volunteering from all parts of borough. Underpinning the new programme will be high standards of accountability, transparency and best use of resources with success being measured on improving outcomes for our residents.

The Community Fund aims to achieve clear outcomes. We expect applications to the fund to show very clearly how their proposals will help achieve the outcomes set out in the framework and how they build on the strengths of the VCS.

### Point of delivery

via the London Tenders Portal only

### Attachments

Public attachments can be viewed by all procurers and suppliers involved in this rfx

Attachment Name	Size
<a href="#">1. Community Fund Prospectus.docx</a>	207 KB
<a href="#">2. Community Fund Service Proposal.docx</a>	90 KB
<a href="#">3. Community Fund Organisation Info.docx</a>	103 KB
<a href="#">4. Third Sector Contract Agreement standard Terms &amp; Conditions.doc</a>	179 KB

### Response controls

[I would like to edit my response](#)

[No longer wish to respond](#)

### My responses

Version	Status	Timestamp
<a href="#">Version 1</a>	Submitted	22/04/2016 09:25:00
<a href="#">Version 2</a>	Submitted	22/04/2016 09:25:16
<a href="#">Version 3</a>	Submitted	22/04/2016 09:25:33
<a href="#">Version 4</a>	Submitted	22/04/2016 10:50:12

start | Microsoft Lync | https://procontract.d... | CDPresentation\_Tem... | 10:50

# If You Still Need Help

You can call the supplier support helpline on 01670 597 120.

Or view the help area on the portal from your home page.

This will open the Help Library in a new tab, Use the links on the left hand side to find the subject you need help on. There are screen shots and video tutorials to help you.

The screenshot displays two browser windows. The left window shows the 'ProContract V3' home page with a 'Welcome to the new version of ProContract' message and a 'Free registration' button. The right window shows the 'ProContract V3 Help' page, which features a 'Contents' sidebar on the left and a main content area on the right. An arrow points from the text 'Use the links on the left hand side' to the 'Contents' sidebar in the help page.

**ProContract V3 Help Contents:**

- Welcome to ProContract v3
- What's new
- Registering
  - How to Register
  - Requirements
  - Contact Information
  - Company Information
  - Description
  - Opportunities
  - Terms and Conditions
  - Confirmation Page
- Getting Started
- Opportunities
- Responding to Tenders
- Managing your Account
- e-Auctions
- Video Tutorials

**ProContract V3 Home Page:**

Home | Find opportunities | My activities | Chris Cox | Your account | Logout

Home page

News and announcements

Activities

Buyer	Title	Current event	Event deadline
Cheshire	Drinks	Drinks	03/03/2015
Cheshire	Placement of 65 + with dementia	Placement of 65 + with dementia	05/02/2015
Cheshire	Placement of 65 + with dementia	Placement of 65 + with dementia for 12 months	05/02/2015
Cheshire	Radiators	Radiators	05/02/2015