

Leicestershire County Council Guide to submitting tenders via the e-tendering portal

The e-tendering portal can be accessed via the following link;

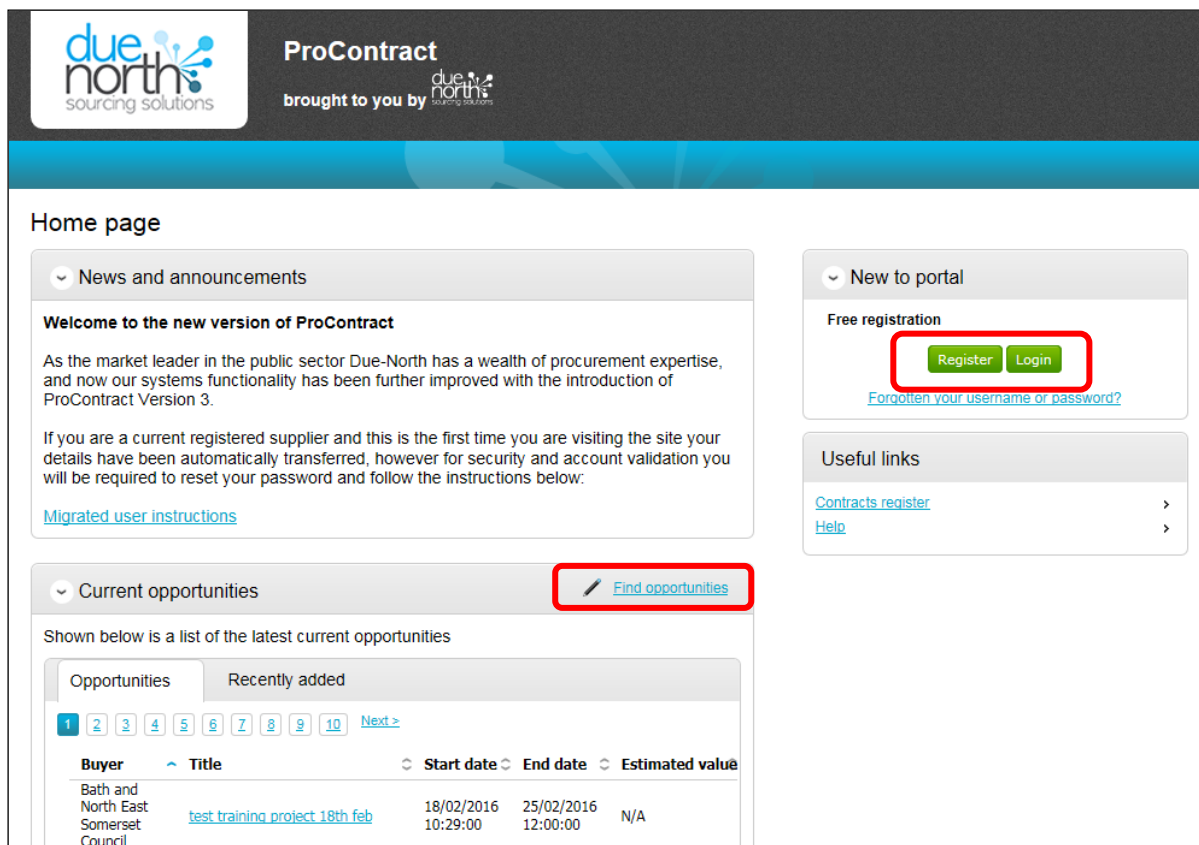
<https://procontract.due-north.com/SupplierPreLoginHome/>

Step One - Registration / login

- First time users of the Portal must register on the website
- If already registered you must login to the site

Step 2 - Find the opportunity

- East Mids tenders Homepage – [View opportunities](#)
- Supplier Homepage - [Find opportunities](#)



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ProContract
brought to you by **due north**

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](#)

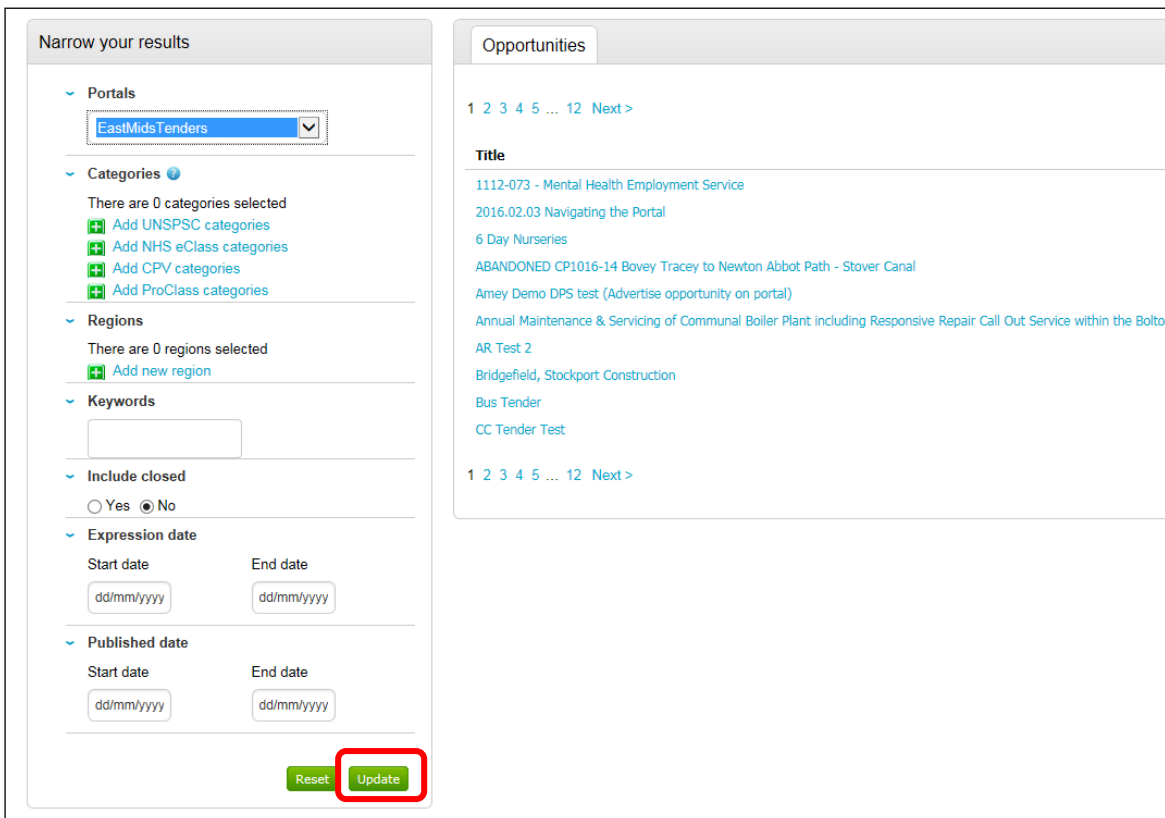
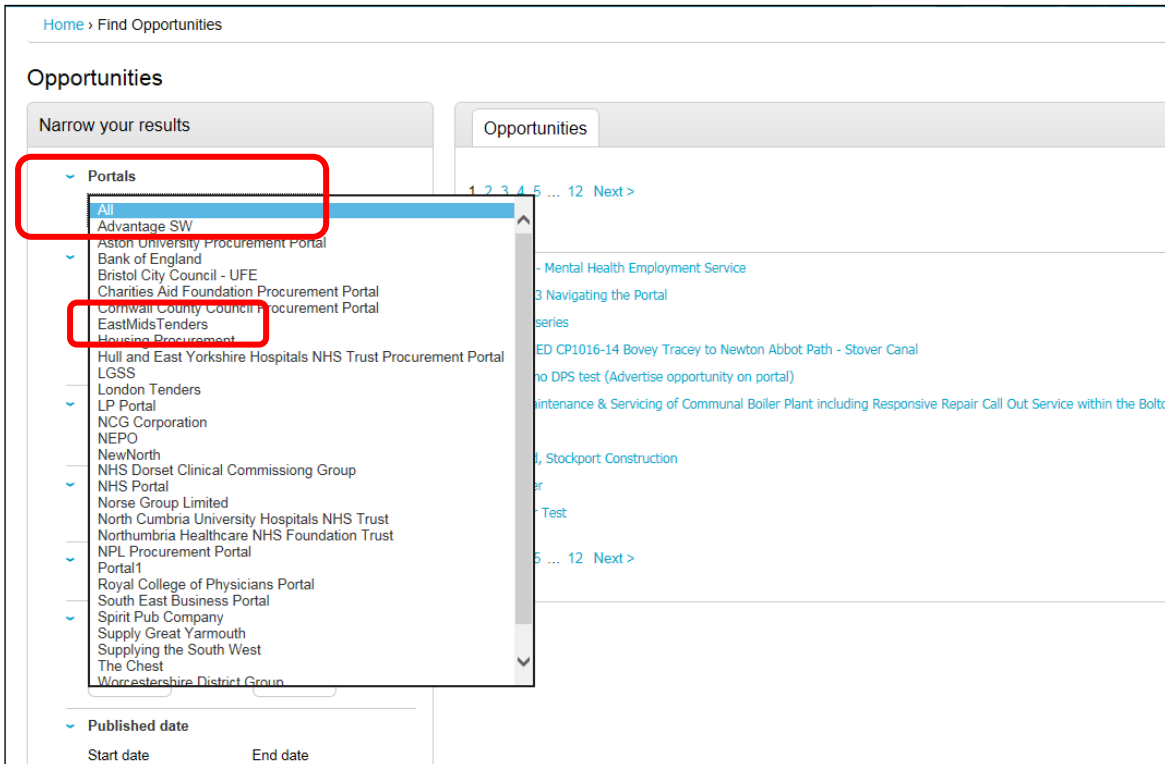
Shown below is a list of the latest current opportunities

Opportunities Recently added

1 2 3 4 5 6 7 8 9 10 [Next >](#)

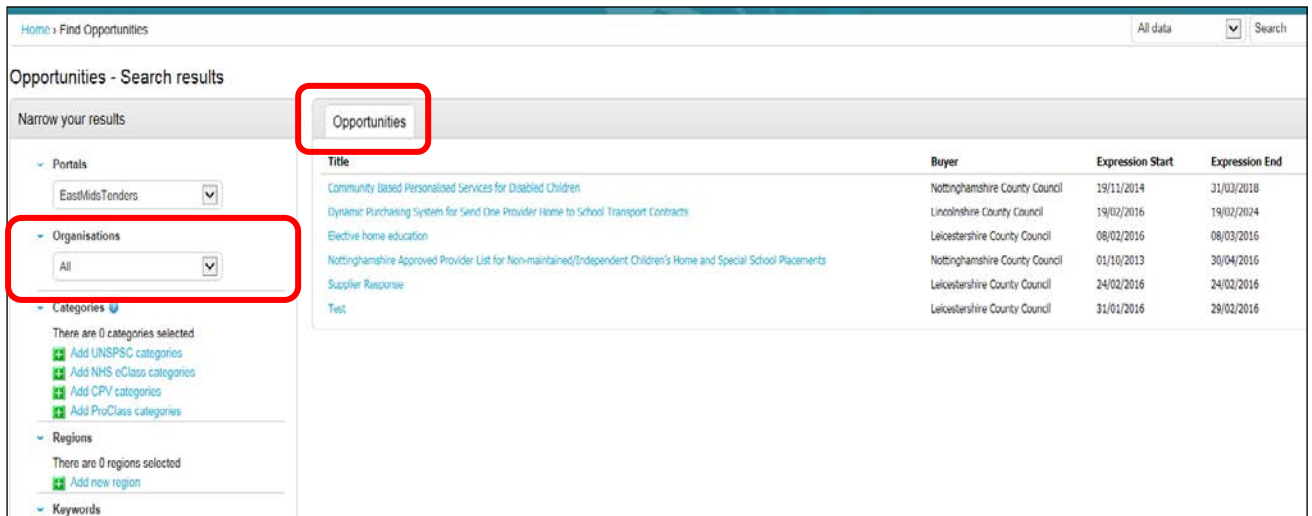
Buyer	Title	Start date	End date	Estimated value
Bath and North East Somerset Council	test training project 18th feb	18/02/2016 10:29:00	25/02/2016 12:00:00	N/A

Under **Narrow your results: Portals** – select **EastMidsTenders** and **Update**



Under **Narrow your results: Organisations**– select Leicestershire County Council and **Update**

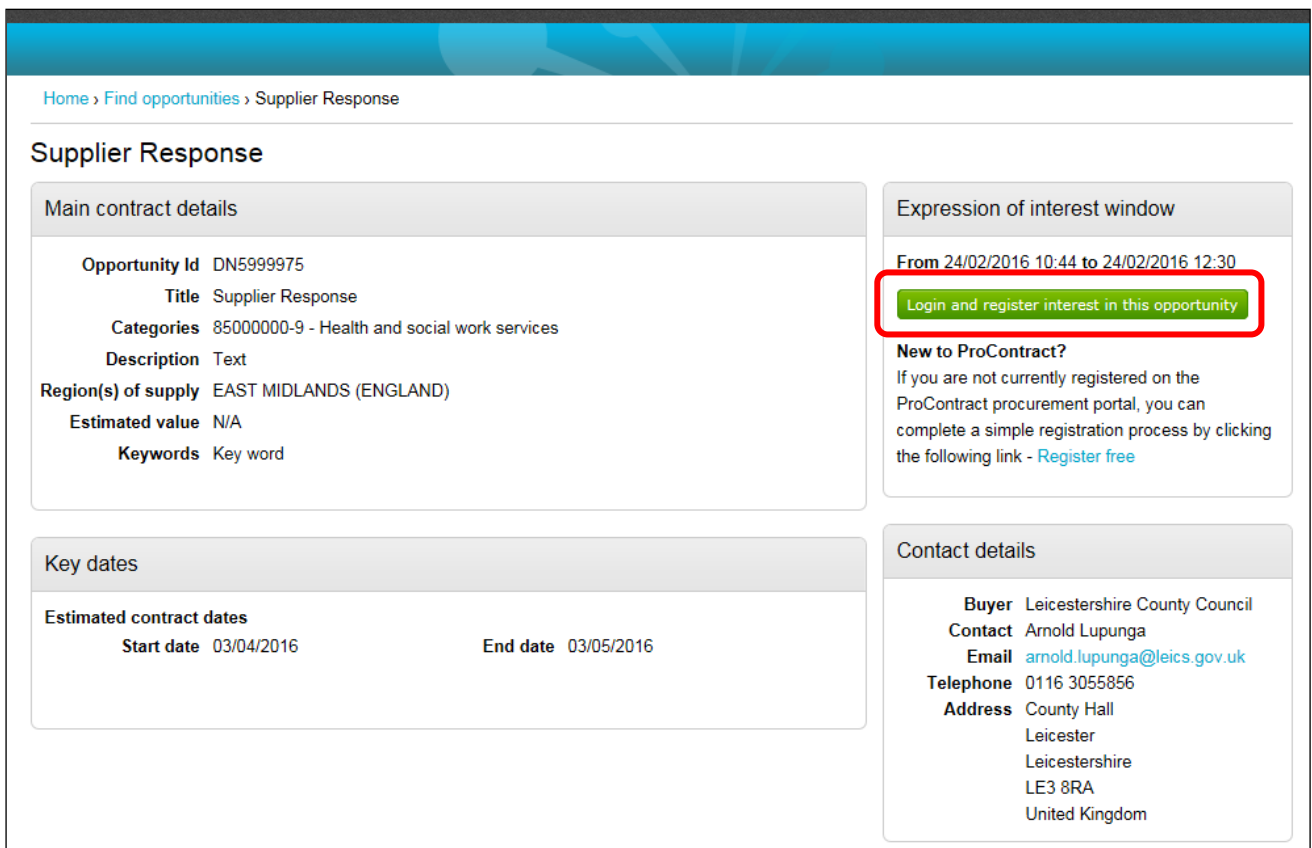
Under **Opportunities** select the relevant tender by clicking on the blue hyperlink



Step 3 - Registering an interest in the opportunity

If not logged in click on **Login and Register interest in this opportunity**

If logged in click on **Register interest in this opportunity**



Step 4 - Accessing the application documents

Click on **My activities** located on the blue toolbar

Under **Narrow your results** select Leicestershire County Council and **Update**

The screenshot shows the 'My activities' page. The 'My activities' tab is selected in the blue toolbar. The 'Narrow your results' panel on the left has 'Leicestershire County Council' selected under the 'Buyer' section. The 'Update' button at the bottom of this panel is highlighted with a red box. A message box in the main area says: 'Please select a buyer from the narrow results panel and click on the 'Update' button'.

Select the contract opportunity you want to respond to by clicking on the blue hyperlink

The screenshot shows the 'My activities' page with a list of contract opportunities. The 'Title' column is highlighted with a red box. The list includes the following items:

	Buyer	Title	Current event	Event deadline
<input type="checkbox"/>	★ Leicestershire County Council	160122	160122	22/01/2016
<input type="checkbox"/>	★ Leicestershire County Council	Child 61534 160113	Child 61534 160113	13/01/2016
<input type="checkbox"/>	Leicestershire County Council	EMRFCA 3	EMRFCA 3	22/02/2016
<input type="checkbox"/>	★ Leicestershire County Council	Pcards	Pcards	11/02/2016
<input type="checkbox"/>	★ Leicestershire County Council	Test 2 EMRCFA	Test 2 EMRCFA	18/02/2016
<input type="checkbox"/>	Leicestershire County Council	Test EMCFRA	Test EMCFRA	18/02/2016

Under **Events: Supplier Response: Not Started** click on **Start**

The screenshot shows the 'EastMidsTenders' ProContract interface. The user is logged in as 'supplier_espo_18 User'. The main navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The breadcrumb trail is 'Home > My activities > Supplier Response'. The page title is 'Activity : Supplier Response'. There is a 'Back to home page' link. The 'Leicestershire County Council' logo is visible. The 'Events' section contains a table with two rows. The second row, 'Supplier Response', has a status of 'Not started (Respond by: 24/02/2016)' and a 'Start' button highlighted with a red box. Below the table, activity details are shown: 'Activity type: RFQ', 'Reference: 5139797', 'Respond by: 24 February 2016 at 12:30', and 'Response status: Not started'. On the right, there are sections for 'Messaging' (0 unread messages) and 'Audit history'.

Download the tender documents by clicking on the blue hyperlink

The screenshot shows the 'EMRCFA 4' tender details page. The breadcrumb trail is 'Home > My activities > EMRCFA 4 > EMRCFA 4'. The page title is 'Leicestershire County Council - RFQ' with reference number '5139771'. There is a 'Back to dashboard' link. The 'Main details' section shows 'Title: EMRCFA 4' and 'Description: Text'. The 'Response by' date is '24 February 2016 08:00:00'. The 'Attachments' section shows a public attachment 'RfQ Response document.doc' (22 KB) highlighted with a red box. On the right, there is a 'Time remaining' counter showing 0 Days, 16 Hours, 53 Minutes, and 10 Seconds. Below that is a 'Messaging' section (0 unread messages) and a 'Response controls' section with a 'Start my response' button.

Step 5 – Submitting a response

Complete your tender response offline.

When ready to upload your completed application click on **“Start my response”**

The screenshot shows a web interface for submitting an RFQ response. At the top right, there is a link: [<Back to dashboard](#). Below this, a header bar displays "Leicestershire County Council - RFQ" and the ID "5139797". The main content area is divided into two columns. The left column has a "Main details" section with a dropdown arrow, containing "Title: Supplier Response" and "Respond by: 24 February 2016 12:30:00". Below it is a "Description: Text" field. The "Attachments" section below that shows a link for "RfQ Response document.doc" (22 KB) and a note that public attachments are viewable by all. The right column features a "Time remaining" counter showing 0 Days, 1 Hour, 35 Minutes, and 49 Seconds. Below the counter is a "Messaging" section stating "You have 0 unread message(s)" with a [View messages](#) link. The "Response controls" section contains a green "Start my response" button (highlighted with a red box), and two links: [Register intent to respond](#) and [No longer wish to respond](#). At the bottom is a "My responses" section stating "You have not yet started your response."

The screenshot shows the "Create RFQ response" wizard. At the top, there are three steps: "1 Details" (active), "2 Additional information", and "3 Attachments". Below the steps, the "Response reference: 105864709" is displayed. The main text area contains the following instructions: "Welcome to the RFQ 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. 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, there are three buttons: a green "Continue" button (highlighted with a red box), a blue "Reset" button, and a blue "Cancel" button.

Enter your own reference and click **Continue**

The screenshot shows the 'Create RFQ response' form at step 2, 'Additional information'. The breadcrumb trail at the top indicates the current step: 'Details' (selected), '2 Additional information', and '3 Attachments'. The form contains three main sections: 'Supplier reference (optional)' with a text input field highlighted by a red box; 'Response information (optional)' with a large text area; and 'Additional comments (optional)' with another large text area. At the bottom left, a green 'Continue' button is highlighted with a red box, alongside 'Reset', 'Cancel', and 'Back' buttons.

Click on **Add Attachment**

The screenshot shows the 'Create RFQ response' form at step 3, 'Attachments'. The breadcrumb trail at the top indicates the current step: 'Details', 'Additional information', and '3 Attachments' (selected). The form displays 'No attachments' and a green 'Add attachment' button, which is highlighted with a red box. At the bottom left, there are 'Finish', 'Reset', 'Cancel', and 'Back' buttons.

Click on **Add Attachment** and attach your completed application

The screenshot shows a web interface for a response. At the top, it says "My response" with ID "105864709" and status "Draft". Below this are sections for "Additional information" (Supplier reference: Contract 1), "Attachments" (No attachments), "Response controls" (Submit response, Open response wizard), "Submission checklist" (Attachments), and "Audit history" (View audit history). A red box highlights the "Add attachment" button in the Attachments section. On the right, a "Time remaining" section shows a countdown: 0 Days, 1 Hour, 33 Minutes, and 44 Seconds. A "<Back to summary" link is at the top right.

Once the application document is attached click on **Submit Response**

The screenshot shows the same web interface as above, but now with one attachment: "RfQ_Response_document.doc" (22 KB). The "Submit response" button in the "Response controls" section is highlighted with a red box. The "Submission checklist" now shows "Attachments" with a green checkmark. The "Time remaining" section now shows: 0 Days, 1 Hour, 33 Minutes, and 6 Seconds. The "<Back to summary" link remains at the top right.

When your application has been submitted the word **Submitted** will appear on the right-hand side on the screen

The screenshot displays a procurement portal interface. At the top left, it shows 'Leicestershire County Council - RFQ' with the ID '5139797'. A '<Back to dashboard' link is in the top right. The main content is divided into two columns. The left column has a 'Main details' section with 'Title: Supplier Response' and 'Respond by: 24 February 2016 12:30:00'. Below it is an 'Attachments' section with a link to 'RfQ Response document.doc' (22 KB). The right column features a 'Time remaining' section with a yellow timer showing 0 Days, 1 Hour, 32 Minutes, and 45 Seconds. A green box with the word 'Submitted' is highlighted with a red border. Below this is a 'Messaging' section stating 'You have 0 unread message(s)' with a 'View messages' link. Further down are 'Response controls' with links for 'I would like to edit my response' and 'No longer wish to respond'. At the bottom is a 'My responses' section showing 'Version 1' as 'Submitted' on '24/02/2016 10:57:12'.

Further Assistance

Further assistance in using the portal (www.eastmidstenders.org) can be found in the reference guides available by clicking on the Help function on the home page. If after reading these guides you are still unable to resolve your issue and require further support, please contact the Support Helpdesk by emailing ProContractSuppliers@proactis.com This will auto-log a support ticket.

On logging a ticket you will be sent a registration email giving you further instructions. In emergency situations only you can contact the Support Service Desk on 0330 005 0352. Telephone contact should be an exception not a rule, and you should already have logged a support ticket prior to your call.

Please note the Support Service Desk will not be able to answer any opportunity specific enquiries. Questions relating to the tender content should be submitted to the Procuring Officer via the 'Messaging Facility' in the portal.