



Atamis – Supplier Guidance

<https://health-family.force.com/s/Welcome>

Atamis Helpdesk:

Phone: 0800 9956035

E-mail: support-health@atamis.co.uk



Joining the dots across health and care

Registering for Atamis

1. Select 'Register here' on home page



Welcome to the Health Family
Single eCommercial System

[Read more...](#)

[Supplier Login](#)
[Buyer Login](#)

[View our Live Opportunities](#)

[Register here](#)

[Click here to watch our Video that shows how to register](#)

Need assistance? Please contact our helpdesk:

Phone: 0800 9956035

E-mail: support-health@atamis.co.uk

[System Requirements](#)

WARNING: Do not proceed if you are not an Authorized User. This application is protected by appropriate security measures. Access to and use is restricted to Authorized Users only. Any attempt to use this system in a manner not authorised or any attempt to alter, destroy or damage any information contained within it may constitute a breach of the provisions of the Computer Misuse Act 1990 and/or other legislation and shall leave the User liable to both criminal and civil proceedings. It is strictly forbidden to attempt to access this system using any third party's login identity. Anyone using this system consents to active monitoring for security policy compliance purposes.

About and Contact

[Terms of Use](#)

[Privacy Policy](#)

[Atamis Browser Terms of Use](#)

[Cookie Policy](#)

2. Read User Agreement



User Agreement

Health Family eCommercial System

Terms of Use for supplier users who are registered users

The Department of Health and Social Care (DHSC), its companies, arm's length organisations and NHS organisations across the health system (**Health Family**) use the Health Family eCommercial System (**System**) to advertise and manage procurement opportunities, manage contracts and manage Supplier interaction. The System is provided by Atamis Ltd (**Atamis**) and licensed to DHSC and participating members of the Health Family. Technical support and maintenance of the System is provided by Atamis.

This page (**Terms of Use**) sets out the terms and conditions for registered users (each a "**Registered User**") accessing and using the Public Website.

Terms defined in these Terms of Use like (**This**) or ("**this**"), or similar, have the meanings given to them, in addition to the terms which are defined in condition 17 (Definitions). Terms defined in these Terms of Use have the meaning given to them wherever they are used in these Terms of Use, even if the definition is at the end of these Terms of Use and the term is used earlier in the text. Terms defined in the All User TOUs have the same meaning wherever they are used in these Terms of Use.

1. Acceptance of Terms of Use

1.1 You must agree to these Terms of Use to access and use the System as a Registered User. You agree to be bound by, and must observe and comply with, these Terms of Use at all times when using the System.

1.2 Access to and use of the System by each Registered User, in any way, shall be subject to you at all times observing and complying with these Terms of Use and with the terms of use at [Health Family eCommercial System Terms of Use \(All User TOUs\)](#), and any further rules expressed and presented in the Portal. In these Terms of Use, "TOUs" refers collectively to these Terms of Use, the All User TOUs and such further rules. In the event that there is any conflict between any such further rules, these Terms of Use and the All User TOUs, the order of precedence shall be: the further rules, these Terms of Use, and the All User TOUs.

1.3 The aim of the parts of the Public Website which are available to Registered Users (**Portal**) is to support DHSC and members of the Health Family with undertaking the following, including in relation to sustainability, information security/assurance, Supplier policies, supply chain spend, contracts

[Agree](#)

[Do Not Agree](#)

[Cancel](#)



Registering for Atamis

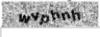
3. Complete fields (Mandatory in red) enter characters as directed and click submit

**Health Family
Supplier Portal**

Please enter all fields below to register, then click Submit (mandatory fields are marked red)

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Company Name *	<input type="text"/>	Email *	<input type="text"/>
Company Address *	<input type="text"/>	Company PostCode/Zipcode *	<input type="text"/>
Country *	--None--	Company Website	<input type="text"/>
Company Registration Number *	<input type="text"/>	Contact Telephone	<input type="text"/>
Company Duns Number *	<input type="text"/>	VAT Registration Number *	<input type="text"/>

Please enter the characters in the image below (not case sensitive):



4. If all necessary fields are completed the following success message will be shown

**Health Family
Supplier Portal**

Success
Registration was successful - you will be sent an email to set a password for your account, from there you will be able to access the system. Please be sure to check Junk/spam email folders. If you are unable to locate the email please contact Atamis support (support.health@atamis.co.uk).

5. The email address entered will receive an email from support-health@atamis.co.uk (check Junk/Spam folders if necessary)

Click the link in the email to create a password using the username detailed

Hi Dummy,

Your new password has been created or reset for the Supplier Portal of the Health Family eCommercial System. Go to:

https://training-health-family.cs81.force.com/login?c=XQf9u0L26r3AYWvU7SyvqSbWlaNHr7GHegda7OXVJk5lxIzAkCxgPUzJE54LubSi.TM58Y6bVfTReTxFcJcGcGgMHl6KTx6hNlsYIYDiedenUhquaMci09ix0MSsACUUJHGm5OshVfAN0QSX0ln1PztlIYK_yBM.xtgVXUxWfTsNWGm8F7SQwK75Y0iHrj1T1V2mQ_dGyrJDj6N3pAlqDqf8KKYw%3D%3D

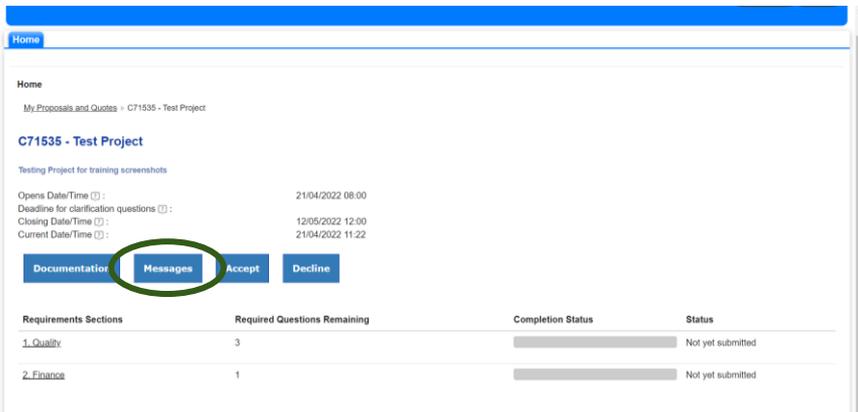
Your username is: scwcsu.procurement@nhs.net

If you require assistance logging in, please contact support-health@atamis.co.uk.

The Health Family eCommercial System Team

Accessing the messaging function within Atamis

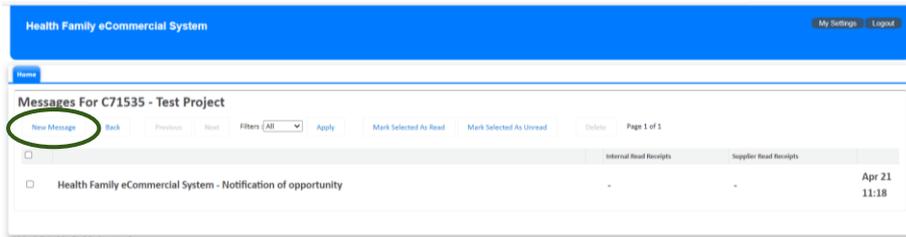
6. Messages view – click the ‘messages’ button



The screenshot shows the 'Messages' view for project C71535. The 'Messages' button is circled in green. Below the buttons, there is a table with the following data:

Requirements Sections	Required Questions Remaining	Completion Status	Status
1. Quality	3	<div style="width: 100%;"></div>	Not yet submitted
2. Finance	1	<div style="width: 100%;"></div>	Not yet submitted

7. View messages or send a ‘New Message’



The screenshot shows the 'Messages For C71535 - Test Project' view. The 'New Message' button is circled in green. The message list shows one message: 'Health Family eCommercial System - Notification of opportunity'.

8. Type your subject and message, upload a document if necessary and click ‘send’



The screenshot shows the 'New Message' form. The 'Choose File' and 'Send' buttons are circled in green. The form includes a 'Subject' field, a 'Email Message' text area, and a 'Send' button.



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