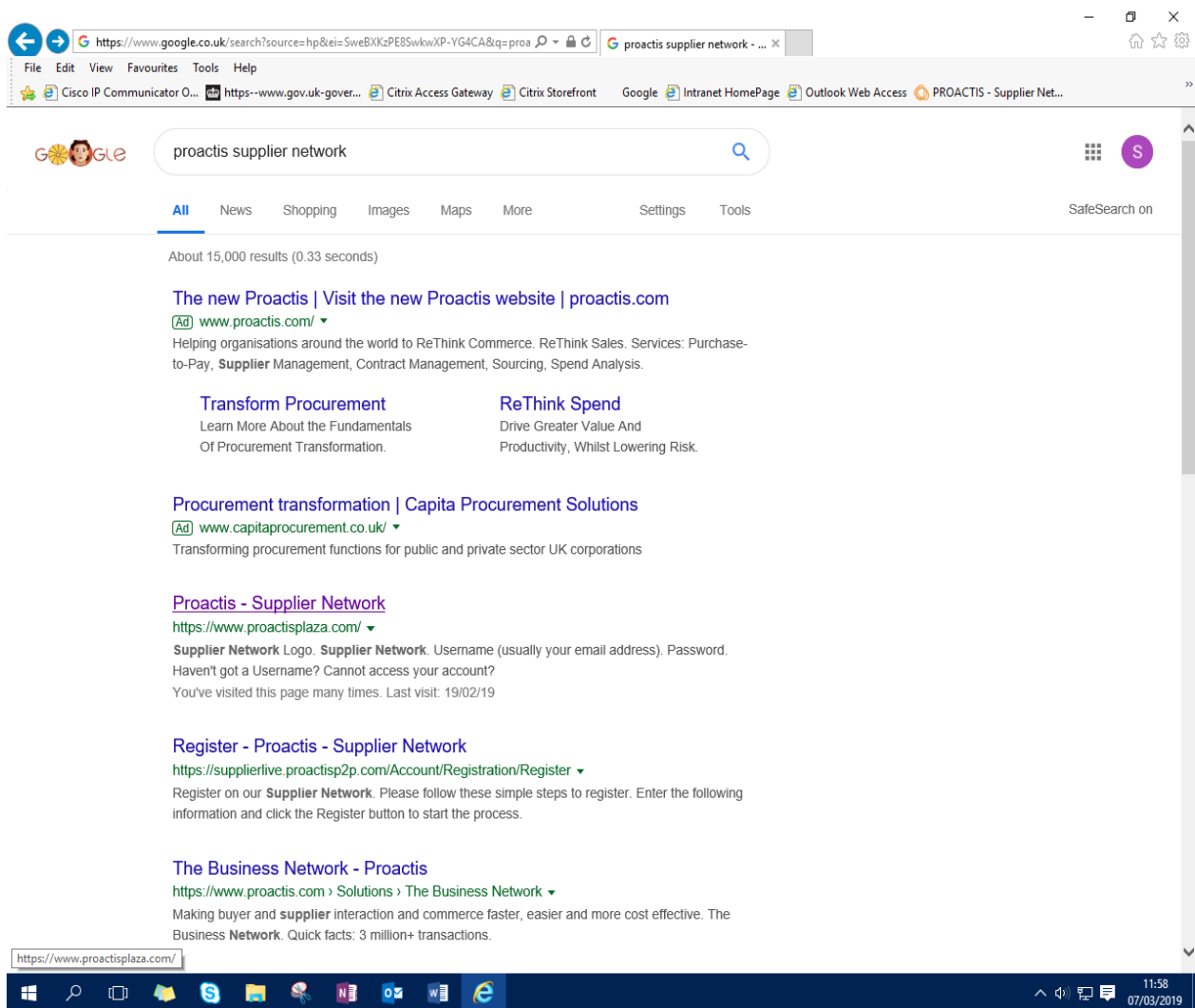


## Screenshots on how to tender

- Log into Proactis Supplier Network from Google



- Enter your username and password

https://supplierlive.proactisp2p.com/Account/Login

Proactis - Supplier Network

English (United Kingdom)

# proactis

## Supplier Network

Username (usually your email address)  
transportcontracts@staffordshire.gov.uk

Password  
.....

[Haven't got a Username?](#)  
[Cannot access your account?](#)

**Sign In**

## Sign Up?

Don't have an account? [Register](#)

Have you been invited?

Access Code

**Go**

**Tenders Direct**

**Opportunities**

[FAQs](#) | [Cookie Policy](#) | [Privacy Policy](#) | [Legal](#) | [Help](#) | [Contact Us](#)

11:58  
07/03/2019

1. Search via Notifications or Opportunities – by clicking the Grey or the Red button.

The screenshot displays the 'Supplier Network' dashboard within a web browser. The dashboard features a dark blue sidebar on the left with icons for home, search, and user profile. The main content area has a white background with the 'Supplier Network' logo and a 'Help' button. Below the header, there are eight colored tiles representing different metrics:

Metric	Count
Notifications	72
Opportunities	7
Orders	0
Invoices	0
Customer Relationships	0
Customer Requests	0
Auctions	0
Contracts	1




The user is logged in as 'Ann Seabridge' from 'Transport Contracts SCC'. The browser's address bar shows the URL 'https://supplierlive.proactisp2p.com/Dashboard?f=True'. The taskbar at the bottom includes icons for Windows, search, and various applications like Internet Explorer, Word, and Excel.

- Where this screenshot says Test – Type in Staffordshire County Council
- Search the list that becomes available for IA1349 DPS and then Click - Show me >



https://supplierlive.proactisp2p.com/Opportunities/Search


Opportunities - Supplier Ne...

https--www.gov.uk-gover... Citrix Access Gateway Citrix Storefront Google Intranet HomePage Outlook Web Access PROACTIS - Supplier Net...

 **Your Opportunities**  English (United Kingdom)  **Ann Seabridge**  
Transport Contracts SCC

From here you can review the requests that have been sent to you by customers and create responses.

Test  

Reference	Customer Name	Title	Type	Closing Date	Time Remaining	Show Me
SREQ1002453	Staffordshire County Council	DPS TEST	Private	17/11/2018 12:00	11 days 4 hours	

https://supplierlive.proactisp2p.com/Opportunities/Search

- On this page first search under requested documents – just under the **GENERAL** tab.

The screenshot shows a web browser window with the URL <https://supplierlive.proactisp2p.com/Opportunities/Response/Rfx?r=k1gqtq1p2gs0hqjzv>. The page title is "Your Response SRES105645...". The user is logged in as "Ann Seabridge" from "Transport Contracts SCC".

At the top, there are navigation buttons: Decline, Messages, Validate, Save Draft, and Submit. Below these, a message states: "From here you can edit your response by completing the various steps within the wizard below, or process it using the options above." The wizard has three tabs: General (selected), Questions, and Attachments.

The "Request Documents (2)" section is expanded, showing an "About You" section with a text area for additional information. Below this is the "Request Overview" section for request "Request | SREQ1002453".

Request Overview	
<b>Customer Name</b> Staffordshire County Council	<b>Allow multiple responses?</b> No
<b>Title</b> DPS TEST	<b>Allow response re-submit before deadline?</b> Yes
<b>Description</b> DPS TEST	<b>Delivery Date</b> 11 January 2019
<b>Closing Date</b> 17 November 2018 @ 12:00:00	<b>Delivery Address</b> Staffordshire Place 2 Tipping Street Stafford Staffordshire
<b>Purchasing Contact</b>	

The bottom of the screen shows a Windows taskbar with various application icons.

- Here you will have a list of documents important to the tender process for you to open and read.

**Your Response | SRES1056452**

Decline Messages Validate Save Draft Submit

English (United Kingdom) Ann Seabridge Transport Contracts SCC

From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.

General Questions Attachments

### Request Documents (2)

Please ensure you read all documents before responding to opportunity request.

Name	Type	Download
Customer Service Agreement	Generic Documents	
READ ME FIRST	Generic Documents	

### About You

Please use this text area to provide additional information

### Request Overview

Request ID: SRES1056452

- Then go into the **QUESTIONS** tab.
- Complete the questions section by section
- For mandatory information you will not be able to proceed unless the question is answered.
- Some questions require your input – others require to make a selection.
- Any supporting documents must be scanned into your documents and attached.

https://supplierlive.proactisp2p.com/Opportunities/Response/Rfx?r=k1ggtq11p2gz0hqjzv

Your Response SRES1056452

Decline Messages Validate Save Draft Submit

Ann Seabridge  
Transport Contracts SCC

From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.

General Questions Attachments

Please complete the following questionnaire from Staffordshire County Council. Your answers will be automatically saved every five minutes. You can also hit the Save button at any time if you want to stop and finish off later.

Click or touch the headings to expand each section. You must fill in all questions with a \* next to them.

- 1 : DPS TEST (0 questions)
- 2 : Part 1: Potential Supplier Information (9 questions)
- 3 : Part 2: Exclusion Grounds - Grounds for Mandatory Exclusion (8 questions)
- 4 : Part 2 Grounds for Discretionary Exclusion (5 questions)
- 5 : Part 3: Selection Questions (12 questions)
- 6 : Declaration (0 questions)

You can click the save draft at the top of the page if you wish to complete in sections.

- These next few pages are examples of prompts you may see and what the pages will look like to you.

Save button at any time if you want to stop and finish off later.

! Click or touch the headings to expand each section. You must fill in all questions with a \* next to them.

▼ 1 : DPS TEST (0 questions)

^ 2 : Part 1: Potential Supplier Information (9 questions)

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

2.01 Full name of the potential supplier submitting the information. \* (1)

2.02 Registered office address (if applicable). \* Please enter the name as it appears in the legal entity of the company. (An association, corporation, partnership, proprietorship, trust, or individual that has legal standing in the eyes of law. A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and to be held responsible for its action).

2.03 Registered website address (if applicable). \*

File Home

Paste

Clipboard

- Page 2 of 2 0 word



#### 4 : Part 2 Grounds for Discretionary Exclusion (5 questions)

4.01 Breach of environmental obligations? (1)  

Please select ▼

4.02 Breach of social obligations? ★ (1)

4.03 Breach of labour law obligations? (1)  

Please select ▼

4.04 Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? (1)  

Please select ▼

4.05 Guilty of grave professional misconduct? (1)  

Please select ▼

▼ 5 : Part 3: Selection Questions (12 questions)

▼ 6 : Declaration (0 questions)



**Your Response | SRES1056452**

Decline Messages Validate Save Draft Submit

Ann Seabridge  
Transport Contracts SCC

From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.

General Questions Attachments

Please complete the following questionnaire from Staffordshire County Council. Your answers will be automatically saved every five minutes. You can also hit the Save button at any time if you want to stop and finish off later.

Click or touch the headings to expand each section. You must fill in all questions with a ★ next to them.

1 : DPS TEST (0 questions)

2 : Part 1: Potential Supplier Information (9 questions)

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

2.01 Full name of the potential supplier submitting the information. ★ (1)

2.02 Registered office address (if applicable). ★ (1)

- If you wish to contact us at all you must contact us through this system by clicking messages and sending us a message.

Once you are happy with your submission click Submit and you will be emailed with a reference number.

You will receive a response to the tender analysis by this system and by email.