Screenshots on how to tender

• Log into Proactis Supplier Network from Google



• Enter your username and password

الله الله: // الله: // الله: // الله: Proactisp2p.com/Account/Login الله: الله: الله: P ح الله: File Edit View Favourites Tools Help الله: الل	C Q Proactis - Supplier Network ×	- ♂ X ☆ ☺ bier Net * h (United Kingdom) ▼				
pro	actis					
Username (usually your email address) transportcontracts@staffordshire.gov.uk Password ••••••••••••••••••••••••••••••••••••	Sign Up? Don't have an account? Register	Tenders Direct				
Haven't got a Username? Cannot access your account?	Have you been invited? Access Code	pportunities	. 2 0	<u>•</u> 8 <u> </u>	•	×1 (C
FAQS Cookie Policy Privacy F	Policy Legal Help Contact Us	○ ○ ○ ○ ○ ○ ○ ○ ○				

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



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

From here you can review the requests that have been sent to you by customers and create response Test Reference Customer Name Title Type Closing Date Time Remaining	ponses Filters
Reference Customer Name Title Type Closing Date Time Remaining	
	Show M
SREQ1002453 Staffordshire County Council DPS TEST Private 17/11/2018 12:00 11 days 4 hours	Ø
https://supplierlive.proactisp2p.com/Opportunities/Search	

• On this page first search under <u>requested documents</u> – just under the GENERAL tab.

	https://supplierlive.proactisp2p.com/Opportunities/Response/Rfx?r=k1gqt	tq11p2gz0hqjzv 🔎 🗝 🖨 🖒 🚫 Your Response SRES105645 🗴	
🁍 🎰 https	www.gov.uk-gover 🧃 Citrix Access Gateway 🧃 Citrix Storefront 🛛	Google 🧃 Intranet HomePage 🧃 Outlook Web Access 🚫 PROACTIS - Supplier Net.	🚫 PROACTIS Buyer Portal Telephone Directory ** Bowers, Cisco I
≡	X Decline Messages	s 🕑 Validate 본 Save Draft 🖌 Submit	Ann Seabridge Transport Contracts SCC
	From here you can edit your response by completing	ing the various steps within the wizard below, or process it using the op	tions above.
ŝ	General Questions Attach	ments	File Home
₩ ×	✓ Request Documents (2)		Paste 😽 B I Clipboard 🕫
~	▲ About You		
<u> </u>	Please use this text area to provide additional in	nformation	
Q			~
A.			
	▲ Request Overview		
	Request SREQ1002453		Page 1 of 1 0 words
<i>L</i>	Customer Name Staffordshire County Council	Allow multiple responses?	ミ ク ロ
Cinc	Title DPS TEST	Allow response re-submit before deadlin Yes	1e?
	Description DPS TEST	Delivery Date 11 January 2019	
	Closing Date 17 November 2018 @ 12:00:00	Delivery Address Staffordshire Place 2 Tipping Street	
	Purchasing Contact	Stafford Staffordshire	~
م 🖶	c) 🚍 📜 🍋 🧕 🕵 🚺	e 🛛	

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

Image: Decline Image: Decline Image: Decline <th>httpsv</th> <th>www.gov.uk-gover Citrix Access Gateway Citrix Storefront Google Intranet Ho Your Response SRES1056</th> <th>mePage Outlook Web Access O PROACTIS - Supplier Net</th> <th>🔕 PROACTIS Buyer Portal</th> <th>Telephone Directory >>></th>	httpsv	www.gov.uk-gover Citrix Access Gateway Citrix Storefront Google Intranet Ho Your Response SRES1056	mePage Outlook Web Access O PROACTIS - Supplier Net	🔕 PROACTIS Buyer Portal	Telephone Directory >>>
Ceneral Questions Attachments A Request Documents (2) Please ensure you read all documents before responding to opportunity request. Imm Type Customer Service Agreement Generic Documents READ ME FIRST Generic Documents About You Please use this text area to provide additional information		From here you can edit your response by completing the various step	e Rowe Draft Submit	Ann S Transport Co as above.	eabridge 🗸
Request Documents (2) Please ensure you read all documents before responding to opportunity request. Image: Service Agreement Generic Documents Customer Service Agreement Generic Documents READ ME FIRST Generic Documents About You Image: Service Agreement Please use this text area to provide additional information Image: Service Agreement Image: Service Agreement Image: Service Agreement Please use this text area to provide additional information Image: Service Agreement Image: Service Agreement Image: Service Agreement Image: Service Agreement <td< td=""><td></td><td>General Questions Attachments</td><td></td><td></td><td></td></td<>		General Questions Attachments			
Please ensure you read all documents before responding to opportunity request. Name Type Outload Customer Service Agreement Generic Documents READ ME FIRST Ceneric Documents Outload Please use this text area to provide additional information Image: Comparis Please use this text area to provide additional information Image: Comparis Please use this text area to provide additional information		∧ Request Documents (2)			
Name Type Download Customer Service Agreement Generic Documents Image: Construction Construction READ ME FIRST Generic Documents Image: Construction Construction Please use this text area to provide additional information Image: Construction Construction Image: Construction Construction Construction Image: Construction Construction Image: Construction Construction Image: Construction Construction Construction Image: Construction Construction Construction Image: Construction Constr		Please ensure you read all documents before responding to opport	ortunity request.		
Customer Service Agreement Generic Documents READ ME FIRST Generic Documents About You Please use this text area to provide additional information Image: Comparison of the set o		Name	Туре	Download	
READ ME FIRST Ceneric Documents About You Please use this text area to provide additional information Image: Comparison of the co		Customer Service Agreement	Generic Documents	w	
About You Please use this text area to provide additional information Request Overview		READ ME FIRST	Generic Documents	w	
Please use this text area to provide additional information		About You			
▲ Request Overview		Please use this text area to provide additional information			
✓ Request Overview					^
▲ Request Overview					~
▲ Request Overview					
		∧ Request Overview			

- 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=k1gqtql1p2gz0hqjzv 🔎 👻 🔒 🖒 Your Response SRES105645 🗴		- □ × 命分戀	
🚖 🎰 https	www.gov.uk-gover Citrix Access Gateway Citrix Storefront Google Contract HomePage Contract Web Access OperACTIS - Supplier Net Your Response SRES1056452	PROACTIS Buyer Portal	Telephone Directory	Bowers, Sharon (F&d
— 念	😡 🗶 Decline 🔎 Messages 🗹 Validate 🄀 Save Draft 🗸 Submit	Ann S Transport C	eabridge 🗸	File
	From here you can edit your response by completing the various steps within the wizard below, or process it using the option General Questions Attachments	ons above.		Paste
<u></u>	Please complete the following questionnaire from Staffordshire County Council. Your answers will be automatically saved eve Save button at any time if you want to stop and finish off later.	ry five minutes. You can	also hit the	
	Click or touch the headings to expand each section. You must fill in all questions with a 🗙 next to them.			
\bigcirc	✓ 1 : DPS TEST (0 questions)			
\sim	V 2 : Part 1: Potential Supplier Information (9 questions)			
<u>Q</u>	➤ 3 : Part 2: Exclusion Grounds - Grounds for Mandatory Exclusion (8 questions)			
e.	✓ 4 : Part 2 Grounds for Discretionary Exclusion (5 questions)			Page 2 of
Ľ,	✓ 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.

osw	ww.gov.uk	k-gover 🧧	Citrix Access	Gateway 🧧 Citrix	Storefront	Google 🥭 Intra	inet HomePage 🧧	Outlook Web Acces	s 🔘 PROACTIS - Su	upplier Net	🚫 PROACTIS Buye	r Portal Telepho	ne Direct
-	Save bu	utton at an	ny time if yo	u want to stop a	nd finish o	off later.							
-	🧜 Clic	ck or touch	n the headin	gs to expand ea	ch sectior	n. You must fill ir	n all questions w	vith a 🗙 next to th	iem.				
	¥ 1:	DPS TE	ST (0 que	stions)									
	^ 2 :	: Part 1: F	Potential S	Supplier Inform	nation (9 questions)							
	Please self-de	e answer th eclaration.	he following	questions in ful	I. Note tha	at every organisa	ation that is bein	ng relied on to me	et the selection i	must comp	lete and submit t	he Part 1 and Pa	art 2
	2.01	Full name	e of the poten	tial supplier subm	itting the ir	nformation. ★ (1)							
	2.02	Registere	ed office addr	ess (if applicable)	Plea	ase enter the nam ociation, corporati	e as it appears in on, partnership, p	the legal entity of proprietorship, trust	the company. (An , or individual that	has			\checkmark
					agre	a standing in the e eements or contra d in its own right, a	eyes of law. A lega cts, assume oblig and to be held res	al entity has legal of ations, incur and p sponsible for its ac	capacity to enter in bay debts, sue and tion).	ito I be			^
	2.03	Registere	ed website ad	dress (if applicabl	e). 🗙								~
												1	

	https://sup	pplierlive.proactisp2p.com/Opportunities/Response/Rfx?r=k1gqtq11p2gz0hqizv 🔎 > 🔒 🖒 🚫 Your Response SRES105645 ×	슈 ☆	ژي بر	Bowers,	Cisco
		m g-rem g - marine remain g - marine marine	~	^	Sharon (F&	R) Commu
	^ 3 :	: Part 2: Exclusion Grounds - Grounds for Mandatory Exclusion (8 questions)				o- 0 ∶
					File	Home
₩ X	Please self-de can be any ot summ by any	se 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 P leclaration. Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on the webpage (see separate attachment le found from the general tab), which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisa- ther person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the nary below and listed on the webpage. Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonst any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.	art 2 t which ation or trate		Paste 💉	Arial B I
R	3.01	Participation in a criminal organisation (1)				
= >		Please select v				
Ĩ	3.02	Corruption * (1)				
		Ť				
\frown	3.03	Fraud * (1)				
\square	2.04					
	3.04	Please select v				
\mathcal{Q}	3 05	Money laundering or terrorist financing (1)				
		Please select v				
₿	3.06	Child labour and other forms of trafficking in human beings (1)			Page 2 of 2	2 0 word
\sim		Please select v				
\sum	3.07	If you have answered Yes to 2.01 to 2.06, please provide further details:				<u></u>
\otimes		 Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents 				
		If you have answered No to 2.01 to 2.06, please answer not applicable. ★ (1)				
			^	>		
م 🖿	(_)	😝 🔚 🍬 🕲 😣 📧 🧀 💌				

www.gov.u	ik-gover 🙆 Citrix Access Gateway 🖉 Citrix Storefront 👘 Google 🙋 Intranet HomePage 🙋 Outlook Web Access 🚫 PROACTIS - Supplier Net 🚫 PROACTIS Buyer Portal 👘 Telephone
3.08	Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? (1) Please select
^ 4	: Part 2 Grounds for Discretionary Exclusion (5 questions)
Regul gener situati	lation 57 (8) The detailed grounds for discretionary exclusion of an organisation are set out on the webpage (see separate attachment which can be found from al tab), which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following ions have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.
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 State? (1)
	Please select
4.05	Guilty of grave professional misconduct? (1)
	Please select v
∨ 5	: Part 3: Selection Questions (12 questions)
∨ 6	: Declaration (0 questions)



() https://supplierlive.proactisp2p.com/Opportunities/Response/Rfx?r=k1gqtql1p2gz0hqjzv 🔎 🖛 🖒 🚫 Your Response SRES105645 ×	× \$ ☆ \$\$	
👍 🎰 https	swww.gov.uk-gover 🗿 Citrix Access Gateway 🗿 Citrix Storefront 🛛 Google 🗿 Intranet HomePage 🗿 Outlook Web Access 🚫 PROACTIS - Supplier Net 🚫 PROACTIS Buyer Portal 🦷 Telephone Di	ectory »	Bowers, Cisco Sharon (F&R) Comm
	Your Response SRES1056452 ? Response SRES1056452	•	2
	✓ Decline ➡ Messages ✓ Validate ➡ Save Draft ✓ Submit Ann Seabridge Transport Contracts SCC	×	Ele Home
	From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.		And And
ll. ≺	General Questions Attachments		Paste B I Clipboard G
<u>R</u>	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.		
	P Click or touch the headings to expand each section. You must fill in all questions with a ★ next to them.		
\bigcirc	✓ 1 : DPS TEST (0 questions)		
	▲ 2 : Part 1: Potential Supplier Information (9 questions)		
Q	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. \star (1)	-	Page 3 of 3 0 wor
₹ <u></u>			
₹_}}			به کر 📲
		,	
	2.02 Registered office address (if applicable). * (1)		
		~	
م 🐌			

• 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.