

# Atamis Supplier Guide

Version 0.1

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## Overview

Atamis is the Department of Health and Social Care Commercial system. It is available to Arms Length Body's, NHS trusts and other organisations that wish to manage commercial activity.

This user guide provides the supplier user with a guide to register within the system and manage contract information.

The individual or team that are managing the contract is referred to as the "Customer" throughout the document.

## Help and support

Contact the Atamis helpdesk by email at [support-health@atamis.co.uk](mailto:support-health@atamis.co.uk) if you require technical support when accessing or using Atamis, include a description of the issue and screen prints of any issues where possible.

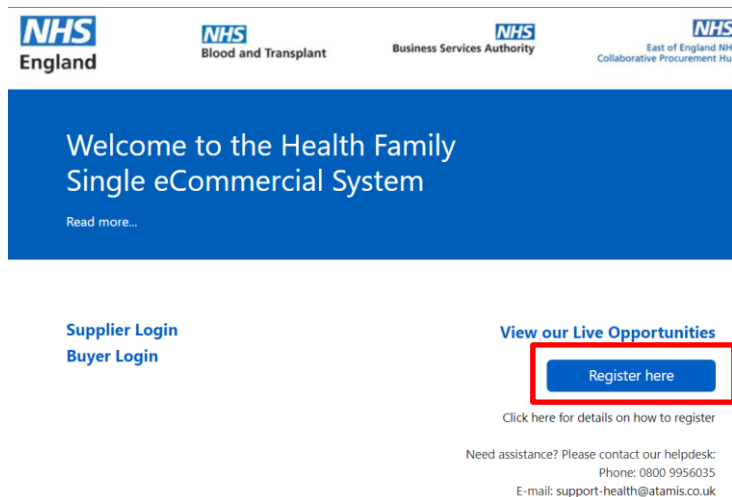
## Getting Started on the Portal

Atamis can be accessed by any computer or mobile device through a web browser. The experience may vary by web browser. It is recommended that browsers that are still under maintenance by the provider are used to access Atamis.

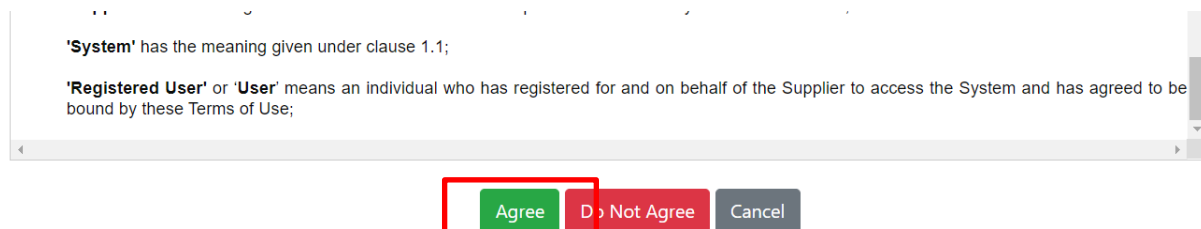
Within your web browser, navigate to the portal:

<https://health-family.force.com/s/Welcome> and save the link as a favourite so you can access it easily in the future.

In order to use Atamis, each user in your organisation will need to register. Clicking on the "Register Here" button



Review the user agreement and select the “Agree” button at the bottom.



Complete the registration page with your company details and press submit.

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	<input type="text" value="--None--"/>	Company Website	<input type="text"/>
Company Registration Number	<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):

W6 8HP

Submit

If another person in your organisation has already registered your organisation, you will receive this message. It is important that you press the “Request Merge” button so that you are added to the same organisation and so you can access your organisational data together as a team.

It looks like someone has already registered using that Company. Would you like to request to join the same account? Click "Request Merge" to send a request email to your colleague(s) registered with this account. Alternatively click "Create Account" to register with the details you have provided.

[Request Merge](#) [Create Account](#)

You will then receive a message that your request has been submitted.



**Success:**

Your account merge request has been submitted - you will receive a notification when it is accepted

The person who registered the organisation will receive an email asking them to accept the request for account merge. They should follow the instructions within the email to accept or reject the request.

You will receive a Welcome email that enables you to login. Because the system runs on the Salesforce platform, the email will arrive from [support@emea.salesforce.com](mailto:support@emea.salesforce.com) with the subject "Welcome to Salesforce: Verify your account". If it has not arrived, please check your junk folder and if you find it there, mark emails from Salesforce as "Not Junk". If you cannot find the email, please email [support-health@atamis.co.uk](mailto:support-health@atamis.co.uk) and the team will arrange your access.

It is important that you select the "Verify" link within the email, **DO NOT select the URL.**

After you have logged in for the first time through the email, you can access the system through the "Supplier Login" tab.



## Welcome to the Health Family Single eCommerce System

[Read more...](#)

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

[View our Live Opportunities](#)

[Register here](#)

[Click here for details on how to register](#)

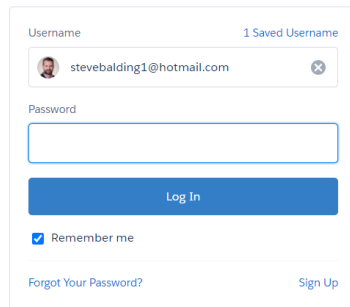
Need assistance? Please contact our helpdesk:

Phone: 0800 9956035

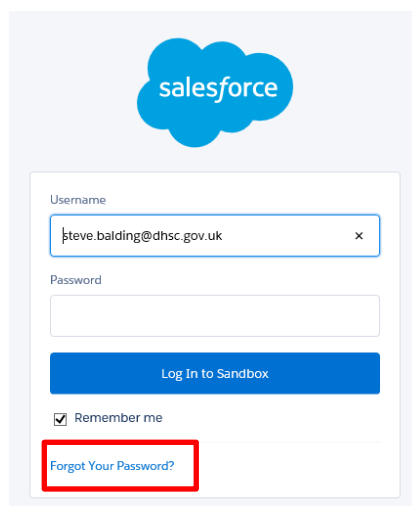
E-mail: [support-health@atamis.co.uk](mailto:support-health@atamis.co.uk)

Your username is your email address. Your password will be as you set it within your

welcome email. Click on the “remember me” link so the system remembers your username.

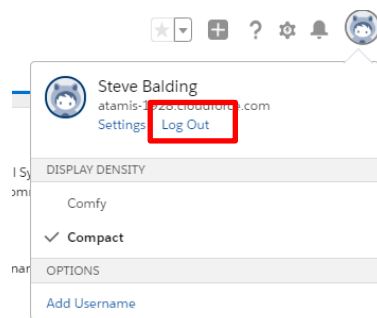
A screenshot of a login form. At the top, it says 'Username' and '1 Saved Username'. Below this is a text input field containing 'stevebalding1@hotmail.com' with a small 'x' icon to its right. Underneath is a 'Password' label and an empty password input field. A blue 'Log In' button is positioned below the password field. Below the button is a checked checkbox labeled 'Remember me'. At the bottom, there are two links: 'Forgot Your Password?' on the left and 'Sign Up' on the right.

If you forget your password, or username you can reset it through the “Forgotten your login details” link within on the portal login screen.

A screenshot of the Salesforce login page. At the top is the Salesforce logo. Below it is a login form. The 'Username' field contains 'steve.balding@dhsc.gov.uk'. The 'Password' field is empty. A blue 'Log In to Sandbox' button is below the password field. Below the button is a checked checkbox labeled 'Remember me'. At the bottom of the form, the link 'Forgot Your Password?' is highlighted with a red rectangle.

## Logging off the application

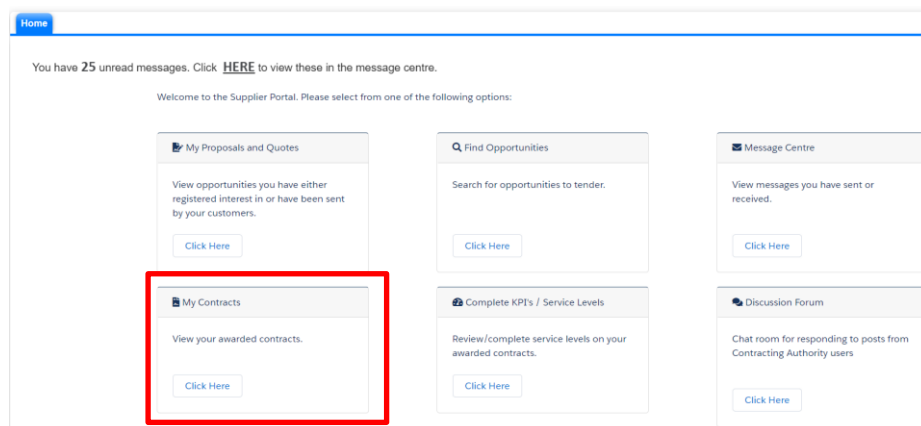
You can log off the application at any time by right clicking your account in the top right



## Accessing contracts

When you have registered, inform the person within the Health Family that is managing the contract. They will arrange for your supplier account to be connected to the contract and inform you when this is complete.

Once you have been advised that your account has been connected, login to the system and select “My Contracts” from the Atamis Supplier Dashboard



If the Customer team have connected your contract to your supplier record account, you will see the contract listed in your contract listing. Select the contract that you wish to access:

Home

All Contracts

Action	Contract Ref	Contract Name	Supplier	Current Value	Contract Owner	Start Date
+	C0466	Atamis MOU with DHSC - Plymouth Trust	Department of Health and ...	£0.00	Steve Balding	31/01/2019
✓	C0676	Dartford & Gravesham NHS Trust PFI Contract	The Hospital Company (D...	£94,000,000.00	Daniel Tweedie	30/07/1997
+	C11878	Atamis MOU with DHSC - Worcestershire Trust	Department of Health and ...	£0.00	Andy McMinn	01/08/2020
+	C11879	Atamis MOU with DHSC - NOECPC	Department of Health and ...	£0.00	Dave Coley	01/08/2020
+	C11884	Atamis MOU with DHSC - London Ambulance Service NHS Trust	Department of Health and ...	£0.00	Ian Andrews	01/08/2020
+	C11888	Atamis MOU with DHSC - Guy's and St Thomas' NHS Foundation Trust	Department of Health and ...	£0.00	Nick Young	01/08/2020
+	C11911	Atamis MOU with DHSC - Guy's and St Thomas' NHS Foundation Trust	Department of Health and ...	£0.00	Bill Martin	01/08/2020

If no contract is listed, contract your Customer and they will arrange for your account to be connected to the contract.


## Managing your contract

You can share messages and documents within the contract area.

Post File Link Poll

Write something... Share Following Show All (1)

Search | Show All Updates

 **Steve Balding** (Department of Health and Social Care) ▼

Update to show how suppliers can communicate with internal users.

[Comment](#) · [Like](#) · 24 August 2020 at 13:11

◀ Back to List: Commercial

### Procurement/Contract Detail

Contract Name	Dartford & Gravesham NHS Trust PFI Contract
Contract Type	Completed
Contract Description	Dartford & Gravesham NHS Trust PFI Contract
Contract Award Value	£94,000,000.00
Current Value	£94,000,000.00

▼ Timeframe

Start Date	30/07/1997
Original End Date	30/07/2022
Current End Date	11/09/2033
Max Extension End Date	11/09/2033
Exit Notice Date	
Exit Review Date	



### Document Folders

Action	Folder Name
	<a href="#">Project Agreement and Schedules</a>
	<a href="#">Variations</a>
	<a href="#">Financial Model</a>
	<a href="#">Drawings</a>
	<a href="#">Performance</a>
	<a href="#">Deliverables, Obligations and Milestones</a>
	<a href="#">Change control notes and logs</a>
	<a href="#">Contract Documents</a>

To send a message to the contact(s) select post and add a message.

Post File Link Poll

Write something...

**B I U S**  

To this procurement/contract Share

All individuals that are following the contract will receive an alert that a message has been added and can access it and respond to it. This will allow you to create a contract forum thread.

To access contract documents, click on any of the accessible folders:

Document Folders	
Action	Folder Name
	<a href="#">Project Agreement and Schedules</a>
	<a href="#">Variations</a>
	<a href="#">Financial Model</a>
	<a href="#">Drawings</a>
	<a href="#">Performance</a>
	<a href="#">Deliverables, Obligations and Milestones</a>
	<a href="#">Change control notes and logs</a>
	<a href="#">Contract Documents</a>
	<a href="#">Contract Administration</a>

As you select a folder you can open documents within by pressing "View". The system will usually provide a preview view that you can download if you wish. For large files, the

preview option may not be available. Note that you can only Edit or Delete files that you have added.

Internal Document Folder Detail

Folder Name: Project Agreement and Schedules

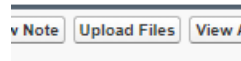
Visible to Awarded Supplier?

Google Docs, Notes, & Attachments

[Add Google Doc](#) [New Note](#) [Upload Files](#) [View All](#)

Actions	Type	Title	Last Modified	Created
<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Del</a>	Attachment	06_Schedule 5 - Building Specifications.pdf	21/08/2020 12:46	Health.F
<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Del</a>	Attachment	05_Schedule 4 Trust's Surplus Premises.pdf	21/08/2020 12:45	Health.F
<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Del</a>	Attachment	04_Schedule 3 Lease & Underlease.pdf	21/08/2020 12:44	Health.F
<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Del</a>	Attachment	03_Schedule 2 - Property.pdf	21/08/2020 12:44	Health.F
<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Del</a>	Attachment	02_Schedule 1 - Definitions.pdf	21/08/2020 12:43	Health.F
<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Del</a>	Attachment	01_Concession Agreement.pdf	21/08/2020 12:41	Health.F

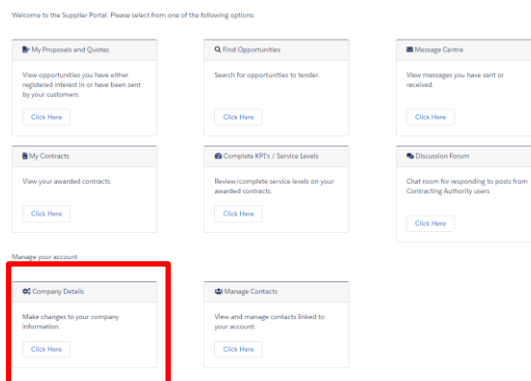
To add a file to a file, select the upload files button and upload a file from your computer.



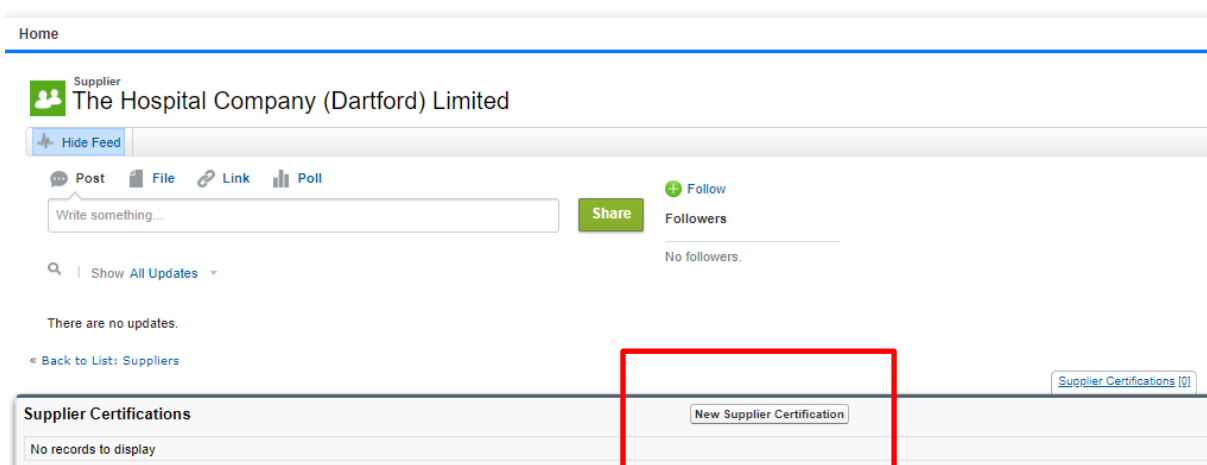
Only you can delete files that you have added to the folder.

## Managing your supplier certificates

You may be required to add current certifications such as insurance scheduled to system, so they can be reviewed by the Customer team. Select the “Company Details” tab.



Hover over the “Supplier Certification” area and add new certifications as required.



You can View, Edit and Delete (that you have added) certifications as required.

Supplier  
Department of Health and Social Care

Hide Feed

Post File Link Poll

Write something...

Share

Follow

Followers

No followers.

Show All Updates



Steve Balding (Employee)

Confirming that Portal contact is connected to DHSC

Comment Like 30 May 2020 at 11:44

« Back to List: Suppliers

Supplier Certifications (2)

Supplier Certifications

New Supplier Certification

Action Due Diligence Activity

Edit | Del Liability Insurance

Edit | Del Liability Insurance