

Selling to Dorset Councils

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Agenda

Introduction to e-Tendering

**Overview of the South West
Councils Procurement Portal**



What is e-tendering

e-tendering is the carrying out of the tendering cycle/process using electronic means, such as the internet and specialist e-tendering software applications.



Benefits of e-tendering

Replaces the traditional manual paper-based tender trail.

Faster response to queries and/or clarifications.

Reduced costs for suppliers and buyers.

A single website providing 24hr access, 7 days a week. Early notification of tendering opportunities.

Data security with suppliers keeping their own information up to date.



Accessing the Procurement Portal

You will need access to a computer with internet access.

You will need word processing software such as Microsoft Word and Adobe Acrobat software.

Basic web browsing and word processing skills are all you need.

Its free once you are Internet ready, there are no further costs associated with the system.

Comprehensive on-line help is available.

Through <http://www.dorsetforyou.com/>



Supplying the South West

•Efficiency

- Easy to use, intuitive user & supplier interface
- Remove process complexity

•Aggregation & Collaboration

- Aggregate demand across Authorities
- Collaboration on tenders

•Visibility & Control

- On line view of sourcing & tendering cycle
- In built communication between Buyer & Supplier
- Auto Alerts based on dates, events

•Accountability

- Full audit trail on-line

•Cost savings

- Potential Savings achieved from aggregate contracts
- Access to larger customer base more Local Authorities
- Savings in Resources and Time
- FOI requests average time taken 15hrs
- Offset supplier challenges with ease
- On line archive = reduced physical storage overhead



Supplier Registration



supplyingthesouthwest.org.uk
Procurement Portal

Home

Contract Store

Opportunities

Feedback

Supplier Registration

Supplier Guidance Notes

Login

Welcome to Supplying The South West

HELPING COUNCILS AND SUPPLIERS WORK TOGETHER

Suppliers: this regional portal gives you a one-stop shop window on contract opportunities from a growing number of councils in the South West. Even without registering, you can use the portal to look for information about existing contracts and new opportunities.

If you register (free of charge), you can

- post a profile of your company, indicating what sorts of opportunity you are interested in
- receive email notifications whenever opportunities matching your profile become available
- register an expression of interest in a published opportunity and request contract documentation to be sent to you.

Registration

To register an interest on the portal you must first register your company on the portal. By registering on the portal your company will also receive automatic email updates when relevant opportunities are advertised. See the “Opportunities” section for further information regarding this.

1. Click on the “Supplier Registration” link in the menu. This will take you to a Supplier Registration Wizard, this wizard will assist you with the completion of your registration. Help is available for all steps within the help column of the wizard.
2. If you agree to submit your registration you will receive a confirmation receipt email.
3. Your registration is then looked at by a central team who ensure that there are no duplicate registrations on the portal. You will then receive your user name and password in two emails providing you do not already have an account. If you or your company already appear to have an account you will receive an email to inform you of this, and details of the already existing account.



<http://www.dorsetforyou.com/e-tendering>

Supplier self-registration for e-tendering opportunities at Dorset County Council

The 'Supplying the South West' portal provides opportunities to supply Local Authorities across the South West.

['Supplying the South West' \(opens in a new window\)](#) is an electronic tendering solution that will facilitate the complete tendering process from the advertising of the requirement through to the awarding of the contract.



How to register

As a supplier you can register for free, and be kept informed of opportunities. Simply register your details on the ['Supplying the South West' \(opens in a new window\)](#) website and identify the categories* of products, services or works that you wish to be considered for.

Registration is free, quick and easy. Once registered, the system will send you an email notification when relevant opportunities are advertised. You can also log in and search for available opportunities across the South West.

The 'Supplying the Southwest' e-tendering portal replaced the Alito system on 1 June 2011.

If you were previously registered on Alito you will still need to register on 'Supplying the Southwest'.

There is no automatic transfer of information.

If you are already registered with 'Supplying the Southwest', you may need to change your company profile, to include Dorset County Council.

'Supplying the Southwest' provide supplier assistance, if you require any assistance please contact Support using the contact details at the bottom of the page or contact the Dorset Procurement Helpdesk regarding any general queries.

*Please refer to the [Proclass \(opens in a new window\)](#) website and view the 'Mappings to other classifications' section, which provides a spreadsheet mapping Proclass categories to the appropriate 'Supplying the Southwest' CPV codes .

Supplying the South West

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Click on link

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Frequently Asked Questions



Can I browse the list of current opportunities and tenders even if I haven't registered?

Supplying the South West has been set-up so that anybody can browse the database for opportunities.

You can search for opportunities using a number of different parameters. They are organisation, category or free text search.

Supplying the South West uses CPV (Common Procurement Vocabulary) to categorise all opportunities and tenders.

The search capability can also just return opportunities where you can register your interest, however to register an interest you must have registered yourself as a user on the site.



Are all Councils in the South West represented?

Not all Councils have signed up as yet, but more will be joining the portal in the coming months so it is worth checking periodically and updating your profile.

PARTICIPATING COUNCILS

Bath & North East Somerset	Mendip	South Somerset
Bournemouth Borough Council	Mid Devon	Swindon
Cornwall	North Devon	Teignbridge
Devon CC	North Somerset	Torbay
Dorset County Council	Plymouth	Torridge
East Devon	Borough of Poole	West Devon
Exeter	Sedgemoor	West Somerset
Forest of Dean	South Glocs	Wey & Portland
Gloucestershire County Council	South Hams	Wiltshire



How do I register?

Registration is a two stage process.

1. Prospective suppliers provide some details about themselves and submit their application online. The system administrator then checks whether anyone else from the same organisation has already registered on the Portal. If not, two emails are sent to the prospective supplier; one contains a password and one contains a login.
2. Once a supplier logs in for the first time they will need to change the password and set-up a security question which is used as part of the forgotten password process. Suppliers will also need to choose which councils they wish to receive email notifications from and which Classification codes best match the goods or services they provide.

Do I need to re-register every year?

Once registered you will remain on the system indefinitely.

- You can update your details at any time through the supplier profile link.
- You can add additional Authorities and Categories to receive automatic updates.



Is there a cost involved?

There is absolutely no charge for supplier registration or for receiving email notifications of opportunities.



What are the benefits of registering on the Portal?

Opportunities are sent straight to a supplier's email inbox.

With additional Authorities joining there will be more Contracts and Opportunities for over 30 councils in one place.



Will registration make it more likely that I'll win some of the council's business?

By registering with Supplying the South West you will be made aware of upcoming opportunities earlier than you would if you remain un-registered.

Local authority buyers will also be able to see which suppliers wish to do business with them.

Registration does not guarantee that you will win any business.

It allows suppliers to register interest in contract opportunities.

Easy to amend your details once registered.



I registered on the Council's previous e-tendering system. Will I still need to register again?

Yes you will. We have not uploaded any supplier details on to the new system.



Will Councils be conducting tenders online?

Online tendering (also known as e-tendering) is now a feature of the portal.

Gradually this is being rolled out within all of the participating authorities.

While this is happening some councils may still use the portal solely for the publishing of opportunities and collection of interest.



How can I do business with more than one council?

This is one of the key benefits of supplier registration - the ability to deal with many local authorities in the South West from a single point. As part of the supplier registration process suppliers will be asked to select the councils they wish to be notified by with details of upcoming opportunities. At any time you will only be able to see and select councils that are actively using the Portal. The initial council selection can be modified at any point by the supplier self service functionality offered by the Portal.

The Supplying The South West Portal has now merged with the Devon Procurement Portal (DPP) so it will also allow suppliers to do business with all the DPP councils as well.



Supplier Registration Introduction

Supplier Registration Introduction


Message

Welcome to the Supplier Registration Wizard

The wizard will assist you with the completion of your registration.

You will be presented with a number of different steps to complete from basic company information to defining the categories and regions you are interested in pursuing contracts for. Once each step has been completed you can click the **Next** button to proceed to the next step. **Previous** buttons are also available allowing you to return to the prior step at anytime.

Once all steps have been completed you will be asked if you wish to submit your registration.

If you agree to submit your registration you will receive a confirmation receipt email. Please note if you do not receive this email please contact support by clicking the  icon located at the top right of the screen as you cannot be guaranteed that your registration has been received.

MINIMUM AND RECOMMENDED SYSTEM REQUIREMENTS

Any internet capable PC will be able to successfully use the ProContract application. Recent tests highlighted no performance issues using a Laptop and Apple eMac with the following specifications:

IBM Thinkpad - Intel Pentium 3 850Mhz, 512MB RAM running Windows 2000 Professional
Apple eMac - PowerPC G4 1Ghz, 1GB RAM running OSX 10.4.11

Please find detailed specifications below.

PC - Minimum computer specifications

	Minimum	Recommended
Processor:	Intel/AMD 200Mhz	Intel/AMD 1Ghz
Operating System:	Windows 98 and above / Linux	Windows XP and above / Linux
Memory:	16 MB	1 GB
Internet Browser:	Internet Explorer (version 6 and above) Firefox (version 3.0 onwards) Safari (version 3.1 onwards) Google Chrome (version 5 onwards)	Internet Explorer (version 7 or above) Firefox (version 3.0 onwards) Safari (version 3.1 onwards) Google Chrome (version 5 onwards)
Screen Display:	800x600 256 colours	1024x768 32-bit colour
Internet Connection:	56K Dialup	512k Broadband

Apple Mac - Minimum Computer Specification

	Minimum	Recommended
Processor:	Power PC 300Mhz	Intel/Power PC 1Ghz
Operating System:	Mac OS 9.0+	Mac OSX
Memory:	32 MB	1 GB

Help

Click **Next** to continue with the registration process.

Click **Cancel** to quit the registration process.



See also:-

-  [Supplier Guide First Time Login](#)
-  [Supplier Guide How To do Business](#)
-  [Supplier Guide Managing Account](#)
-  [Supplier Guide Opportunity Search when U...](#)
-  [Supplier Guide The Tender Response](#)
-  [Supplier Guide Visiting Site For First T...](#)

Contact Information & Security

supplyingthesouthwest.org.uk
Procurement Portal

User Familiarisation Environment

procontract

Contact Support Help Login

Supplier Registration Step 1 of 5

Contact Information & Security

* Denotes Mandatory Fields

Contact Information

<input checked="" type="checkbox"/>	• Salutation (Mr/Mrs/Ms.):	<input type="text"/>
	• First Name:	<input type="text"/>
	• Last Name:	<input type="text"/>
	• Job Title:	<input type="text"/>
	• Department:	<input type="text"/>
	• Telephone Number:	<input type="text"/>
	Fax Number:	<input type="text"/>
	Mobile Number:	<input type="text"/>
	• Email Address:	<input type="text"/>
	• Confirm Email Address:	<input type="text"/>

Security Information

<input checked="" type="checkbox"/>	• Security Question:	<input type="text"/>
	• Security Answer:	<input type="text"/>

Complete the General Contact Information and Security

Help

Salutation - Mr/Miss/Ms etc.

Job Title - position held within your company e.g. Managing Director.

Department - your current department of work in your company.

Email Address - must be of standard email format e.g. name@company.com.

Security Question - the question used to help identify you should you need to reset your password.

Security Answer - the answer to the question used to help identify you should you need to reset your password.

Click **Next** to continue with the registration process. Click **Cancel** to quit the registration process.

WSC WAI-AA NCAG 1.0

See also:-

- Supplier Guide First Time Login
- Supplier Guide How To do Business
- Supplier Guide Managing Account

Company Information

Company Name:

Address Line 1:

Address Line 2:

Town/City:

County/State:

Postcode/Zip:

Country:

Company Registration Number:

VAT Registration Number:

Website:

Company Description

Company Description:

Keyword 1:

Keyword 2:

Keyword 3:

Keyword 4:

Keyword 5:

Keyword 6:

Company Affiliations

Affiliate 1 & Id:

Company Registration Number - eight digit number at registration with companies house if applicable e.g. 00342123.

VAT Registration Number - nine digit number given at registration with HM Revenue & Customs if applicable e.g. 194335432.

Website - your company website e.g. http://www.due-north.com.


Company Description - a brief overview of your company and which service you provide.

Keywords - at least one word or phrase that describes your company's activities. These keywords allow buyers to search for companies that best match the contract they are aiming to fulfil.

Company Affiliations - any affiliations along with membership or reference numbers for listed affiliations e.g. construction line or market place.

Company Classifications - the classifications of your company.

Click **Previous** to go to previous step.
Click **Next** to continue with the registration process.



See also:

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Complete the
Company
Information
Screen

Company Classification

Classification(s):

- Micro Organisation (<10 Employees)
- Small Organisation (10-49 employees)
- Medium-sized Organisation (50-249 employees)
- Large Organisation (250+ employees)
- Black and Minority Ethnic Organisations (BME)
- Business owned by Lesbian, Bisexual, Gay or Transsexual
- Companies owned or managed by women
- Owned or run by Disabled People
- Community and Voluntary Organisations (CVO)
- Community Interest Companies (CIC)
- Social Enterprise Partnership
- Social Enterprises (SE)
- Environmentally Friendly suppliers (and products)
- Fair Trade suppliers (and products)
- Enterprises

**Complete the
Company
Classification**

Company Classification

Supplier Registration Step 3 of 5

Category Selection

Contract Category Interest

• Category/Categories: [not set](#)
[Change Categories](#)

Options

[Previous](#) [Next](#)

Help

Contract Category Interest - use this selection screen to choose which categories you are interested in receiving notifications for. When a contract is published for this category you will be sent an email to your registered email address inviting you to express an interest in the contract.

NOTE: You must choose at least one category or you will **NOT** be notified of any new contracts published.

Additional Categories - Where applicable, you may also be offered to register yourself against a number of additional categories. Please check any that are applicable to you.

Click **Previous** to go to previous step.
Click **Next** to continue with the registration process.

WSC WAZ-AA
WACG 1.0

You can select more than one category if applicable

CPV Codes

Supplier Registration Step 3 of 5

Category Selection

Contract Category Interest

* **Category/Categories:**

- 03000000 - Agricultural, farming, fishing, forestry and related products
- 31000000 - Electrical machinery, apparatus, equipment and consumables; lighting
- 38000000 - Laboratory, optical and precision equipments (excl. glasses)
- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products
- 63000000 - Supporting and auxiliary transport services; travel agencies services
- 64000000 - Postal and telecommunications services

Change Categories

Options

Previous

Next

You can Select more than one Category

Area Notification

Supplier Registration Step 4 of 5

Council Selection

Area Notification

* Area:

By Organisation ▼

Options

Previous

Next

You can select
by Organisation
or by Sub
Region

Area Notification

Supplier Registration Step 4 of 5

Council Selection

Area Notification

* Area:

Council

* Council:

- Bath and North East Somerset Council
- Borough of Poole
- Bournemouth Borough Council
- Cornwall County Council
- Devon County Council
- Dorset County Council
- East Devon District Council
- Forest of Dean District Council
- Gloucester City Council
- Gloucestershire County Council
- Mendip District Council
- North Devon District Council
- North Somerset Council
- South Gloucestershire Council
- SW RIEP
- Swindon Borough Council
- West Somerset District Council
- Weymouth & Portland Borough Council
- Wiltshire County Council

Options

You can select more than one Organisation

Area Notification

Supplier Registration Step 5 of 5

Terms & Conditions

Conditions & Privacy

In order to complete your registration you must agree with the following:



*Agreement(s):

- [Due North Terms & Conditions view](#)
- [Privacy Policy view](#)

Options

[Previous](#)

[Next](#)

When you click Next this will take you to the Supplier Summary Page where you Submit your Registration

Thank you and any Questions

