

Supplier FAQ's for ProContract

Q1. How do I know which are new opportunities

A1. Within “My Activities” on your ProContract dashboard, any opportunity marked with a Blue Star icon has not yet been viewed.

Q2. How can I stop receiving notifications for opportunities I am not interested in?

A2. Within the opportunity is an option called “No longer wish to respond” when you click this option, a pop up will appear asking why you no longer want to be part of the opportunity and if you want to continue receiving notifications and emails regarding the opportunity. By clicking No, all system generated notifications for that individual opportunity will stop.

The screenshot shows a user interface for an opportunity. On the left, there is a 'Description' section with the text 'Test'. Below it is an 'Attachments' section with a blue header. It contains a message: 'Public attachments can be viewed by all procurers and suppliers involved in this rfx'. There is a link 'Doc for Responses.docx' and a file size of '14 KB'. Below the attachments is an 'Item breakdown' section with an 'Export' button. On the right side, there is a 'Submitted' status bar. Below that is a 'Messaging' section with the text 'You have 0 unread message(s)' and a link 'View messages'. Below the messaging is a 'Response controls' section with a blue header. It contains two links: 'I would like to edit my response' (highlighted with a red box) and 'No longer wish to respond'.

Q3. I opted out, but now wish to respond. Can I do this?

A3. Yes, even though you have opted out, the system will still allow you to submit a response, which will then cancel the opted out choice.

Q4. I no longer want to see the opportunity in my activity area. How can I hide it?

A4. There are 2 ways of archiving an opportunity. Either on the first main opportunity dashboard, on the right hand side there is an “Archive this activity” option.

The screenshot shows a user interface for an activity. On the left, there is an 'Events' section with a header 'Testing 4th August 2016' and a status 'Submitted'. Below the header is a table with the following data: 'Activity type: RFQ', 'Reference: 5231361', 'Respond by: 05 August 2016 at 02:30', and 'Response status: Version 1 - Submitted on time 04/08/2016 at 13:54, Version 2 - Not submitted, Version 3 - Submitted on time 04/08/2016 at 15:16'. On the right side, there is a 'Gloucestershire COUNTY COUNCIL' logo. Below the logo is a link 'Archive this activity' (highlighted with a red box). Below the archive link is a 'Messaging' section with the text 'You have 0 unread message(s)' and a link 'View messages'. Below the messaging is an 'Audit history' section with a link 'View audit history'.

Or find the opportunity in the “my activities” area, check the box against the opportunity or opportunities you wish to archive, and under the drop down menu select “Archive selected activities”

My activities

The screenshot shows the 'My activities' interface. On the left, there is a 'Narrow your results' sidebar with filters for Buyer, Event type, and Status. The main area shows a table of activities under the 'Active activities' tab. A red box highlights the checkbox for the first activity, and another red box highlights the '--Actions--' dropdown menu.

<input type="checkbox"/>	Buyer	Title	Current event	Event deadline
<input checked="" type="checkbox"/>	Gloucestershire County Council	Testing 4th August 2016	Testing 4th August 2016	05/08/2016

All archived opportunities will appear under the “archived activities” heading as pictured in the above screen.

Q5. I archived the opportunity but would like to reopen it, is this possible?

A5. Yes just follow the process above, but instead it will ask to “reinstate” the activity.

Q6. Can I still view an opportunity even if it is archived?

A6. Yes, access “my activities” from the home page, and click on the archived activities heading.

Q7. Can you send DPS lot opportunities to a variety of our users?

A7. Yes, if you would like Lot 1 to X users, and Lot 2 to Y users you will need to set up “Workgroups” within your own logons. Set up the workgroup from your homepage. Once set up you can access and edit the members, adding the relevant users.

Once complete let your contact for the DPS at GCC know which workgroup needs to access which lot, the lot will then be updated, so only users within the workgroup can access opportunities raised for the individual lot.

You can have as many users as you want in a workgroup, and all users within that workgroup can see and work on the same opportunities.