

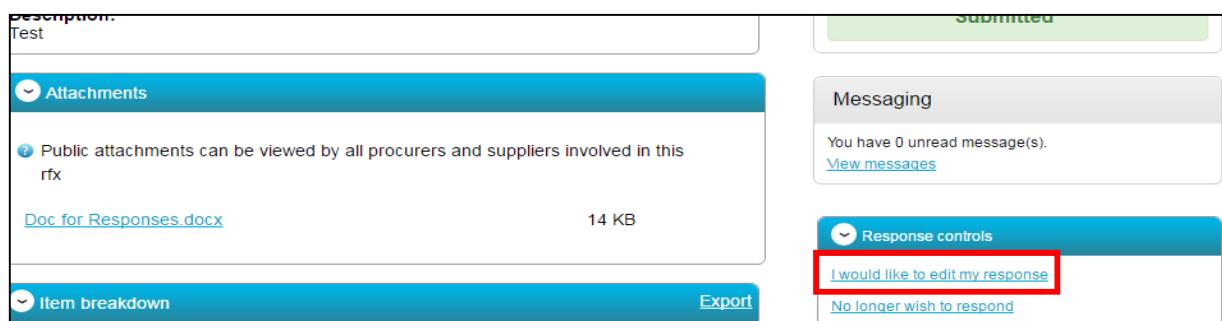
Supplier FAQ's for ProContract

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.



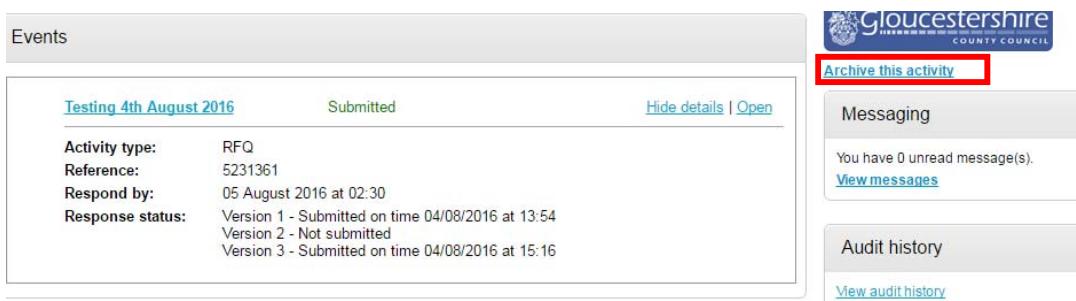
The screenshot shows a ProContract dashboard with an opportunity card. The card has a 'Test' description and a 'Submitted' status. It includes an 'Attachments' section with a 'Doc for Responses.docx' file (14 KB) and a note that it's public. Below the attachments is an 'Item breakdown' section and an 'Export' button. To the right of the card is a 'Messaging' box showing 0 unread messages and a 'Response controls' section. The 'Response controls' section contains two buttons: 'I would like to edit my response' (which is 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 ProContract dashboard with an opportunity card for 'Testing 4th August 2016'. The card shows details like 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. To the right of the card is a 'Messaging' box showing 0 unread messages and a 'Audit history' box with a 'View audit history' link. At the top right of the dashboard is a 'Gloucestershire COUNTY COUNCIL' logo and an 'Archive this activity' button, which is highlighted with a red box.

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



Buyer	Title	Current event	Event deadline
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.