Supplier user guide

Contracts Register



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Introduction

As a public sector supplier, you can view details of individual contracts that your company has been awarded through the **Contracts Register** on the myTenders website.

The contract details includes important information such as the contract description, contract value, start and end dates, names of other suppliers on the contract and whether the contract is a Framework or Call Off etc.

When a buying organisation publishes an award notice in which your company has been successful, a contract entry is automatically added to your **Contracts Register**. This rule applies to both OJEU and Website (Non OJEU) award notices as well as Quick Quote Awards. Buying organisations can also manually enter details of their contracts into the **Contracts Register**.

Buying organisations can also choose whether to allow details of all their awarded contracts to visible to any user on the myTenders website. If they have chosen do this, you will have the ability to view details of contracts your company has not been involved in, for market research purposes etc.

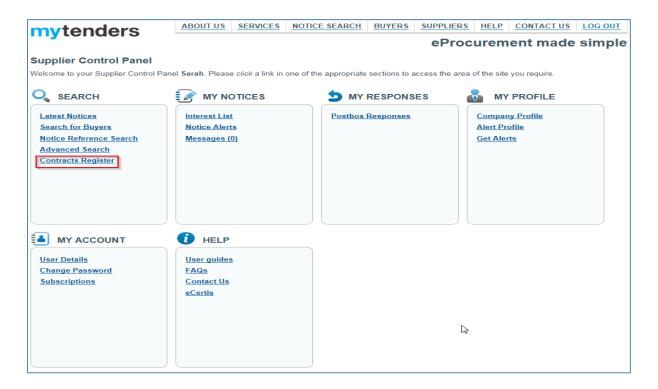
Buying organisations also have the facility to send you messages and receive replies relating to contracts you have been awarded. This can be used relay important contract information and expedite deliveries etc. A complete audit trail of all messages sent and received is recorded in the **Contracts Register.**

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Accessing the Contracts Register

To access your contracts select **Suppliers > Contracts Register.**



The **Contracts Register** will display a list of contracts that have been either awarded to your company via a published award notice, or have been manually entered into myTenders by the buying organisation.

To view the details of any contract select the title of the contract under the 'Contract Title' column.



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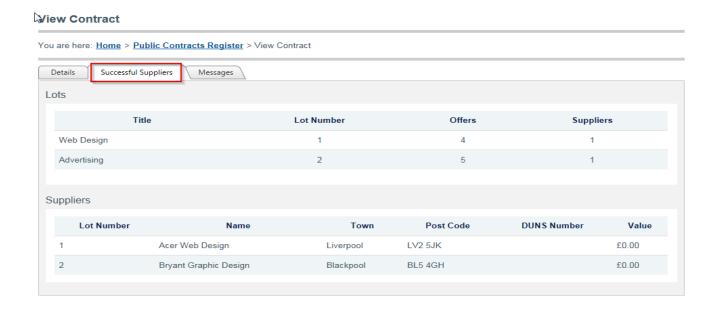
The View Contract page will then open displaying the contract details:

View Contract				
You are here: Home > Public Contracts Register > View Contract				
Details Successful Suppliers Messages				
Contract Details				
ID:	83859	-		
Title:	Marketing Consultancy			
Contract Type:	SERVICES			
Contract Award Notice Ref:				
Internal Ref:	Portal Ref: 83859			
Buyer:	The Local Council (AA0014)			
Primary CPV Code:	79342000			
Additional CPV Code(s):				
Is Framework:	No			
Options:	Collaborative Contract			
Description:	Marketing services, advertising services, graphic design			
Secured Saving:				
Cost Avoidance:				
Delivered Saving:				
Community Benefits:				
Cost Pressure:				
Purchasing Team:	Central Purchasing Team			
Contract Dates				
Date Awarded:	12/07/2017	-		
	01/08/2017			
	01/08/2020			
Life Date.	01/00/2020			
Contract Extensions				
Extended Contract End Date:	01/08/2021			
Max Extension Options Available:	0 (months)			
Financial Details		-		
Contract Value:	125000			
Highest Offer:	-			
Lowest Offer:	-			
Contract Value per annum:	0			
Control D. L. T.				
Contact Details				
Contact Name:				
Email:	peter.willis@thecouncil.gov.uk			

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You can also view any other suppliers who have also been awarded the same contract by selecting the 'Successful Suppliers' tab



Receiving and Replying to Buyer Messages

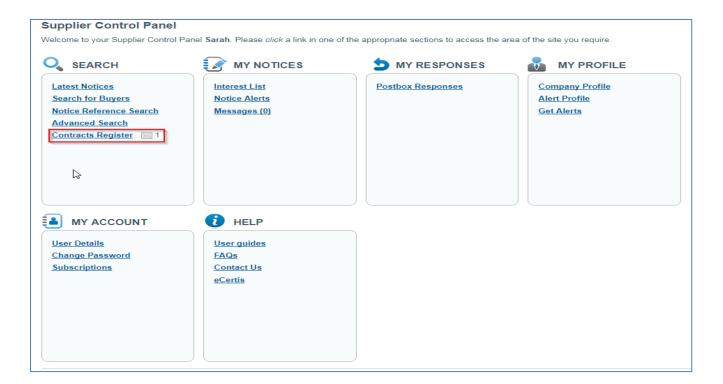
The buyer has the ability to send you messages relating to a specific contract, and you have the ability to respond through the **Contracts Register.**

Buyers and suppliers will receive messages by email through their own email systems. In addition to the email, a full audit trail of messages received and replies sent are stored and can be accessed in the contract's **View Contract** page.

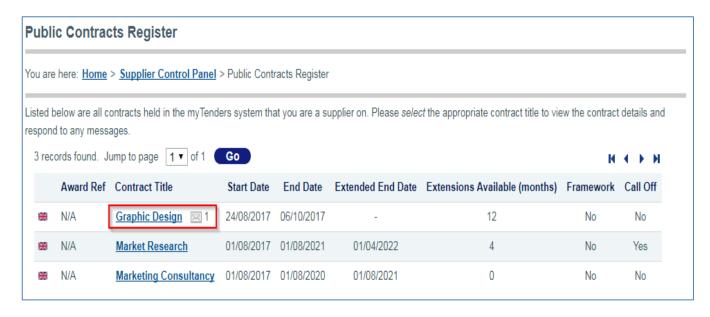
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When you receive a message from a buyer an envelope symbol will appear next to **Contracts Register** in your **Supplier Control Panel** together with the number of unread messages.



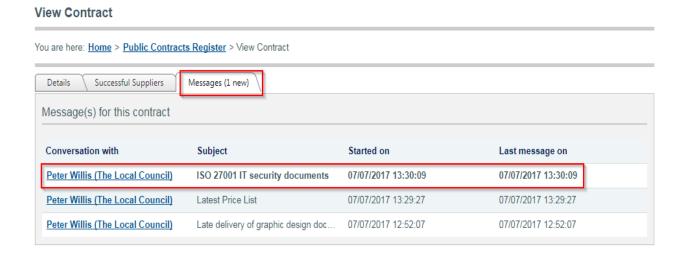
Also, when you enter the **Contracts Register** to view your contracts, the envelope symbol will also appear next to the relevant contract.



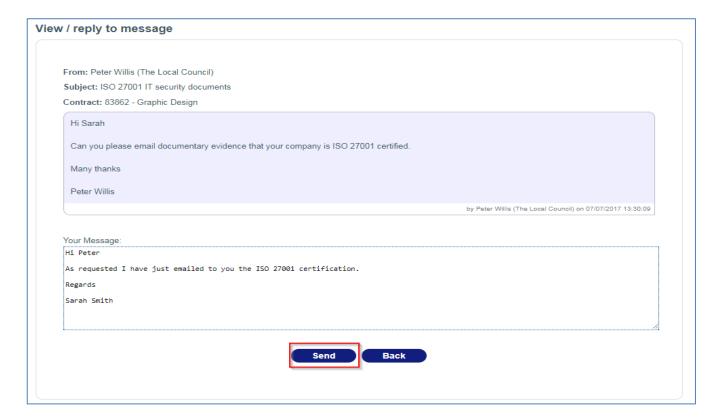
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To open the message select the contract to open the **View Contract** page and click on the 'Messages' tab. Any unopened messages in your contract list will be highlighted in bold and can be opened by selecting the buyer's details



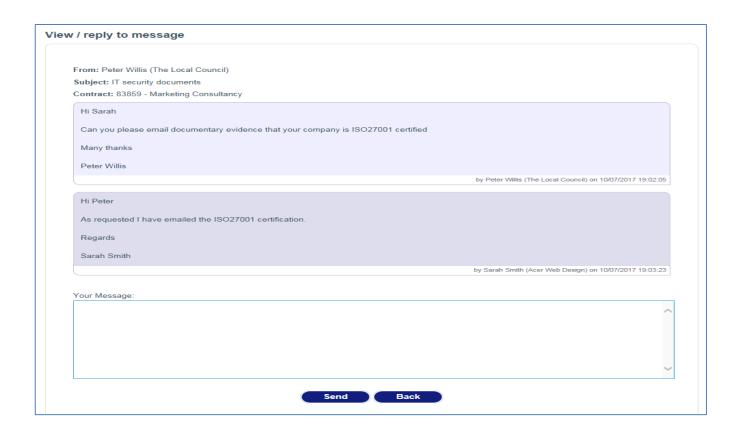
A **View/reply to message** page will then appear displaying the buyer's message and you will have the option to create a response and send it back to the buyer by selecting **Send**.



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The View/reply to message page will then refresh to confirm that you have replied to the buyer.



You have the option to send more than one message if you wish or just select **Back** to go back to the 'Messages' tab.

The buyer then has the option to respond to your reply and the conversation can continue back and forth indefinitely with a full audit trail recorded of all messages sent and received.

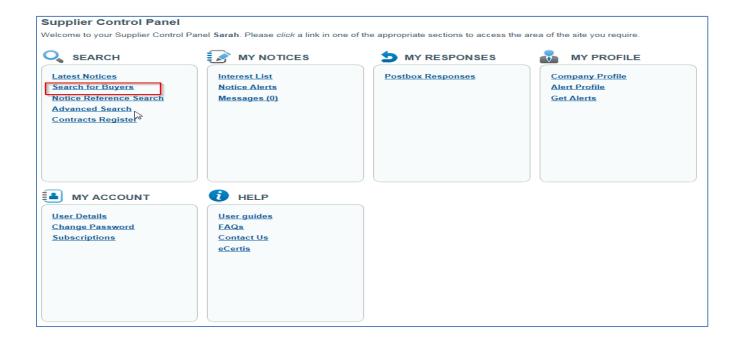
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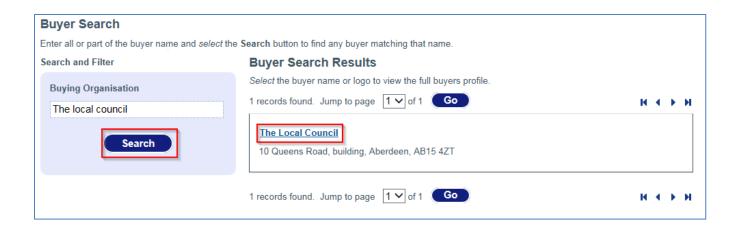
Viewing all Contracts Published by an Authority

Any authority that uses myTenders to publish their contracts can choose to make their contracts visible to the public, regardless if it's a contract that your company have been involved in.

To view an authorities contracts, first find the authority by selecting **Suppliers > Search for Buyers**.



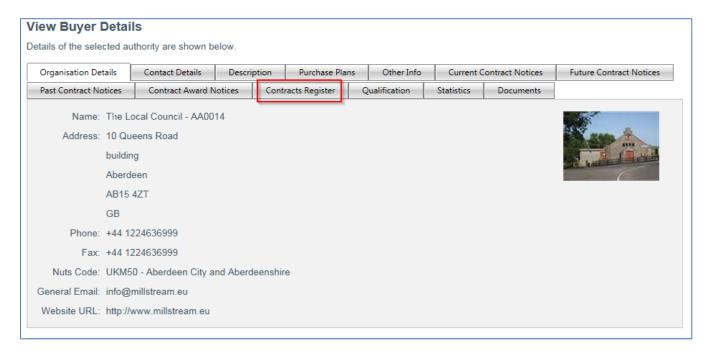
Then on the 'Buyer Search' page enter the buying organisation's name, select **Search** and then select the authority name.



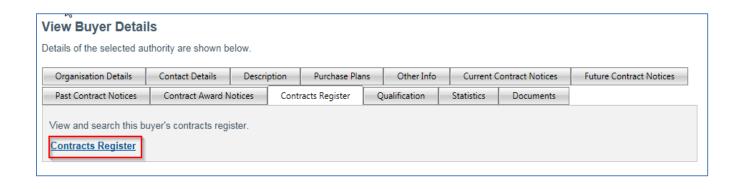
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Then in the View Buyer Details page select the 'Contracts Register' tab.



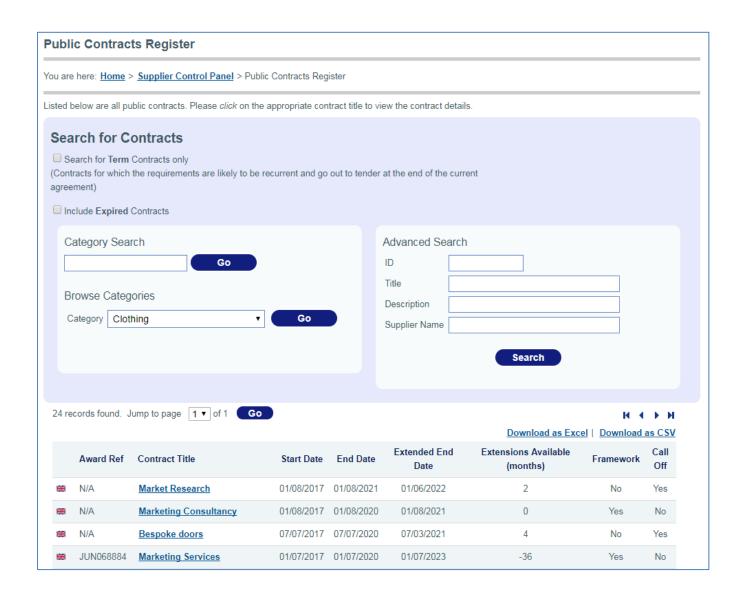
Then in the View Buyer Details page select Contracts Register.



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A list will then be produced of all the current contracts that the authority has chosen to make public.



Under the 'Search for Contracts' section you can refine the contracts list by browsing the myTenders category system and selecting **Go.**

Alternatively you can enter information into one or more of the filters under the 'Advanced Search' section and select **Search**.

You can also restrict the contracts displayed to term (recurring) contracts only and you can choose to include expired as well as current contracts.

The selected list of contracts can also be download into a file by selecting **Download as Excel** or **Download as CSV** (see <u>Annex A</u> for explanation of the various fields in this file).

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Selecting a particular contract on the list will display the contract details and successful supplier details. If it's a framework contract you can also see the list of Call Offs made.

/iew Contract	liew Contract		
ou are here: Home > Public Contracts Register > View Contract			
Details Successful Suppliers Call Offs Messages			
Contract Details			
	83859		
	Marketing Consultancy		
Contract Type:			
Contract Award Notice Ref:			
	Portal Ref: 83859		
	The Local Council (AA0014)		
Primary CPV Code:			
Additional CPV Code(s):			
Is Framework:	Yes		
Options:	☐ Collaborative Contract		
Description:	Marketing services, advertising services, graphic design		
Secured Saving:			
Cost Avoidance:			
Delivered Saving:			
Community Benefits:			
Cost Pressure:			
Purchasing Team:	Central Purchasing Team		
Contract Dates			
Date Awarded:			
	01/08/2017		
End Date:	01/08/2020		
Contract Extensions			
Extended Contract End Date:	01/08/2021		
Max Extension Options Available:	0 (months)		
Financial Details			
Maximum Framework Value:	125000		
Contact Details			
Contact Name:	Peter Willis		
Email:	peter.willis@thecouncil.gov.uk		

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Further Information

If you have any queries regarding the Contracts Register please contact the myTenders support team using the contact details on the myTenders <u>website</u>.

ANNEX A - Understanding the Contracts Register Fields

VIEW CONTRACT – DETAILS TAB

ID: The myTenders ID of a contract.

Title: The descriptive title of the contract.

Contract Type: The type of contract in terms of whether it is for works, services or supplies. **Contract Award Notice Ref:** The reference of the contract award notice, if applicable.

Internal Ref: The reference given to the contract by the buying organisation.

Buyer: The buying organisation who owns the contract.

Primary CPV code: The first (most relevant) CPV code for the contract. CPV or 'Common Procurement

Vocabulary' is the European Union's product/service classification system for public contracts.

Additional CPV codes: Any supplementary CPV codes provided (see above). **Is Framework?:** Whether the award notice is setting up a framework agreement. **Framework:** If it's a Call Off contract, the name of the associated framework. **Collaborative Contract:** Indicates if a buyer is collaborating with other buyers.

Description: The description of the contract.

Purchasing Team: The purchasing team assigned by the buyer to manage the contract.

Date Awarded: The date the contract was awarded.

Start Date: The date the contract started.

End Date: The date the contract is due to end, not including any extension options not yet activated.

Extended Contract End Date: The contract end date after any extensions have been added.

Max Extension Options Available: The number of months that the contract can be extended for. NOTE: If

extensions are activated this number will decrease by the number of months extended by.

Contract Value: Value of the contract.

Highest Offer: Highest offer made if contract value has not been given. **Lowest Offer:** Lowest offer made if contract value has not been given. **Contract Value per annum:** Annual value of the contract if applicable.

Contact Name: The contact name of the buyer who is responsible for the contract.

Email: The e-mail address of the buyer who is responsible for the contract.

The following contractual details can also be added to each contract:

Secured Saving
Cost Avoidance
Delivered Saving
Community Benefits
Cost Pressure

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<u>VIEW CONTRACT – SUCCESSFUL SUPPLIERS TAB</u>

Lots: (If the contract is divided into lots, the details of each lot can viewed)

Title: The title of the lot.

Lot Number: The number of the lot.

Offers: The offers received for that particular lot during the tender process.

Suppliers: The number of suppliers awarded to the individual lot.

Suppliers:

Lot Number: If applicable the lot number under which this supplier has won a contract. If a supplier has been awarded more than one lot they should appear multiple times, once for each lot they have been successful on.

Name: The company name of the supplier.

Town: The company address of the winning supplier. **Post Code:** The company address of the winning supplier.

DUNS number: The DUNS number of the winning supplier. **NOTE:** All registered business in the UK

must be registered with a Dun and Bradstreet DUNS number.

PUBLIC CONTRACTS REGISTER (Fields when downloading an authority's tenders)

ID: The MyTenders ID of the contract.

Internal Ref: The reference given to the contract by the buying organisation.

Title: The descriptive title of the contract.

Type: Indicates if suppliers services or work contract.

Tender Ref: The reference of the contract award notice, if applicable.

Category: The myTenders commodity category specified for the contract.

Authority Name: The buying organisation who owns the contract.

CPV Code: The first (most relevant) CPV code for the contract. CPV or 'Common Procurement Vocabulary' is the European Union's product/service classification system for public contracts.

Award Date: The date the contract was awarded.

Start Date: The date the contract started.

End Date: The date the contract is due to end, not including any extension options not yet activated.

Extended End Date: The contract end date after any extensions have been added.

Max Extension Months: The number of months that the contract can be extended for. NOTE: If extensions

are activated this number will decrease by the number of months extended by.

Framework: Indicates if contract is a framework agreement.

Collaborating: Indicates if the authority is in collaboration with other buyers.

Term: Indicates if the contract is to be recurring.

Value: Value of the contract.

Highest Offer: Highest offer made if contract value has not been given.

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Lowest Offer: Lowest offer made if the contract value has not been given. **Max Framework Value:** Maximum value of the framework contract.

Supplier Name: Name of the winning supplier.

Supplier Addr1: The company address of the winning supplier. **Supplier Addr2:** The company address of the winning supplier. **Supplier Town:** The company address of the winning supplier.

Supplier Postal Code: The company address of the winning supplier. **Supplier Country Code:** The company address of the winning supplier.

Supplier Phone: Supplier's phone number.

Duns Number: The DUNS number of the winning supplier. **NOTE:** All registered business in the UK must

be registered with a Dun and Bradstreet **DUNS** number.

Is Call Off: Indicates if contract is a Call Off to a framework contract.

Framework ID: The myTenders ID of the contract.

External Framework Title: If it's a Call Off contract, this field provides for the name of the external

framework.

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