

# Kent County Council – Procurement



## Guide to Registering a Subcontracting Opportunity

# Registering a Sub-contracting Opportunity

## 1 Click on 'supplier area'

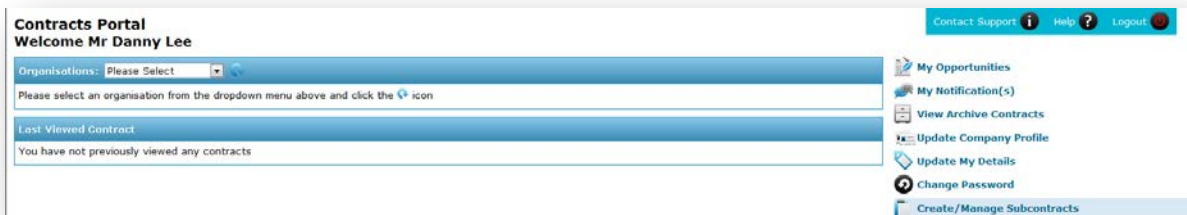
## 2 Click on 'my contracts'

Contract Title	Buyer	Start Date	End Date
Legal Services: Commercial Partner JV/ABS	Kent County Council	01/04/2015	31/03/2025
East Kent Housing, Housing Management - OJEU 89-77-91-101350	Shepway District Council	06/04/2015	04/04/2022
Example Demonstration Opportunity	Kent Schools	09/12/2014	08/06/2015
Waste Haulage and Plant Hire Services	Commercial Services	01/01/2015	01/01/2020
Framework for the Provision of Special Educational Needs Transportation	Medway Council	01/04/2015	31/03/2019

Subcontract Title	Supplier
Construction Expo test	Test Supplier
Mental Capacity Act and Safeguarding Trainers Required	Able Training and Consultancy
KCC Training Framework	Able Training and Consultancy
Training Framework - Partnerships	Sixfold International Ltd

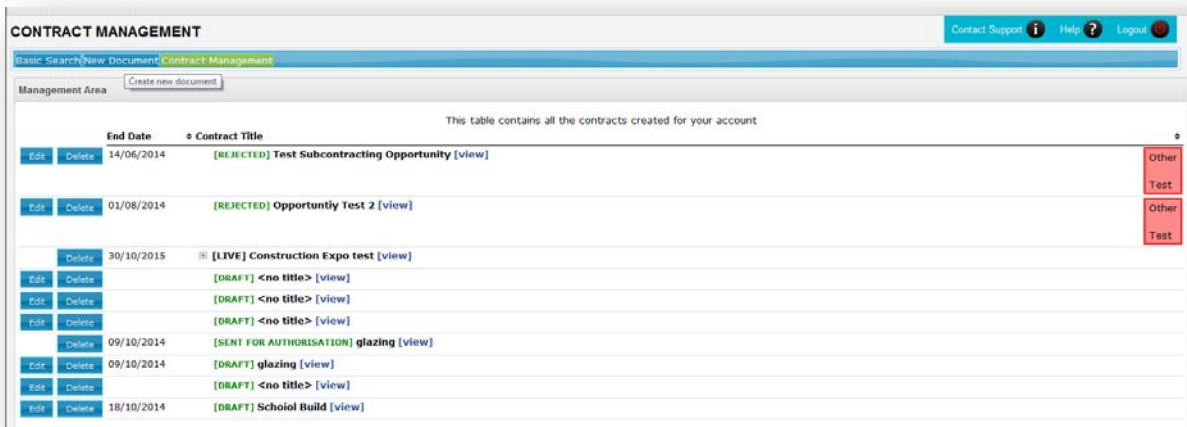
## Registering a Sub-contracting Opportunity

### 3 Click on 'Create/Manage Subcontracts'



The screenshot shows the 'Contracts Portal' interface. At the top left, it says 'Welcome Mr Danny Lee'. Below this is a section for 'Organisations' with a dropdown menu set to 'Please Select' and a message: 'Please select an organisation from the dropdown menu above and click the icon'. To the right, there is a sidebar with several menu items: 'My Opportunities', 'My Notification(s)', 'View Archive Contracts', 'Update Company Profile', 'Update My Details', 'Change Password', and 'Create/Manage Subcontracts' (which is highlighted in blue). At the top right of the page, there are links for 'Contact Support', 'Help', and 'Logout'.

### 4 Click on 'new document'



The screenshot shows the 'CONTRACT MANAGEMENT' page. At the top, there is a navigation bar with 'Basic Search/New Document/Contract Management'. Below this is a 'Management Area' with a 'Create new document' button. The main content is a table with the following columns: 'End Date', 'Contract Title', and 'Other'. The table contains several rows of contract data:

End Date	Contract Title	Other
14/06/2014	[REJECTED] Test Subcontracting Opportunity [view]	Other Test
01/08/2014	[REJECTED] Opportunity Test 2 [view]	Other Test
30/10/2015	[LIVE] Construction Expo test [view]	
	[DRAFT] <no title> [view]	
	[DRAFT] <no title> [view]	
	[DRAFT] <no title> [view]	
09/10/2014	[SENT FOR AUTHORISATION] glazing [view]	
09/10/2014	[DRAFT] glazing [view]	
	[DRAFT] <no title> [view]	
18/10/2014	[DRAFT] Schoiol Build [view]	

Each row has 'Edit' and 'Delete' buttons. The table also includes a 'Create new document' button and a 'Management Area' section. At the top right, there are links for 'Contact Support', 'Help', and 'Logout'.

## Registering a Sub-contracting Opportunity

5 Fill in the details of the contract and click on 'change categories'

### CONTRACT OPPORTUNITY

Basic Search **New Document** Contract Management

#### Summary Details

Contract Title \* :

Contract Information \* :

Document Expiry Date \* :  (dd/mm/yyyy)

County or Counties :

Categories \* :

#### Company Details

Business Name :

Business Address :

Contact Details :

Created by :

#### Options

6 Click on the number code relevant to the opportunity you are posting

### Category Search

Search for Category

Search criteria:

Options:  Exact  Fuzzy  Word Variant

#### Results

Code	Description
<input type="checkbox"/> All	
<input type="checkbox"/> <a href="#">10000000</a>	Building Construction Materials and Services
<input type="checkbox"/> 11000000	Catering
<input type="checkbox"/> 12000000	Cemetery & Crematorium
<input type="checkbox"/> 13000000	Cleaning and Janitorial
<input type="checkbox"/> 14000000	Clothing
<input type="checkbox"/> 15000000	Consultancy
<input type="checkbox"/> 16000000	Domestic Goods
<input type="checkbox"/> 17000000	Education
<input type="checkbox"/> 18000000	Environmental Services
<input type="checkbox"/> 19000000	Facilities and Management Services
<input type="checkbox"/> 20000000	Financial Services
<input type="checkbox"/> 21000000	Furniture

## Registering a Sub-contracting Opportunity

7 Tick the box or boxes relevant to the opportunity you are posting then click 'select categories'

### Category Search

Search for Category

Search criteria:

Options:  Exact  Fuzzy  Word Variant

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#### Results

<input type="checkbox"/>	10100000	Advertising
<input type="checkbox"/>	10110000	Building Services
<input type="checkbox"/>	10120000	Electrical
<input type="checkbox"/>	10130000	Fencing
<input type="checkbox"/>	10140000	Floor Coverings
<input type="checkbox"/>	10150000	General Materials
<input type="checkbox"/>	10160000	Glazing
<input type="checkbox"/>	10170000	Hand and Power Tools
<input type="checkbox"/>	10180000	Heating
<input type="checkbox"/>	10190000	Kitchens
<input type="checkbox"/>	10200000	Machine and Hand Tools
<input type="checkbox"/>	10210000	Paint and Finishing
<input checked="" type="checkbox"/>	10220000	Plumbing
<input type="checkbox"/>	10230000	Roofing
<input type="checkbox"/>	10240000	Signage

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#### Options

8 Click 'finish'

### Selected Categories

<input checked="" type="checkbox"/>	10220000	Plumbing
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#### Results

<input type="checkbox"/>	10000000	Building Construction Materials and Services
<input type="checkbox"/>	11000000	Catering
<input type="checkbox"/>	12000000	Cemetery & Crematorium
<input type="checkbox"/>	13000000	Cleaning and Janitorial
<input type="checkbox"/>	14000000	Clothing
<input type="checkbox"/>	15000000	Consultancy
<input type="checkbox"/>	16000000	Domestic Goods
<input type="checkbox"/>	17000000	Education
<input type="checkbox"/>	18000000	Environmental Services
<input type="checkbox"/>	19000000	Facilities and Management Services
<input type="checkbox"/>	20000000	Financial Services
<input type="checkbox"/>	21000000	Furniture
<input type="checkbox"/>	22000000	Health and Safety
<input type="checkbox"/>	23000000	Highway Equipment and Materials

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#### Options

## Registering a Sub-contracting Opportunity

### 9 Click 'next'

### CONTRACT OPPORTUNITY

[Basic Search](#) [New Document](#) [Contract Management](#)

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#### Summary Details

Contract Title \* :

Contract Information \* : 

We need a plumber to work on this project for 5 weeks starting on 3rd November 2014.

Document Expiry Date \* :  (dd/mm/yyyy)

County or Counties :

Categories \* :  [Change Categories](#)

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#### Company Details

Business Name :

Business Address :

Contact Details :

Created by :

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#### Options

[Next](#)

### 10 It will then show you a summary, if you are happy with the details click 'save'

### CONTRACT SUMMARY

[Basic Search](#) [New Document](#) [Contract Management](#)

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#### Summary Details

Contract Title:

Contract Information:

Document Expiry Date:

County or Counties:

Categories:

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#### Company Details

Company Name :

Company Address :

Email :

Telephone :

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#### Options

[Previous](#) [Save](#)

## Registering a Sub-contracting Opportunity

11 It will then take you to the 'Contract Management' page, here you can view, edit and delete your opportunity. Check here regularly to see if there has been any 'expressions of interest' on your opportunities. A plus will appear next to the opportunity if there has been an EOI.

### CONTRACT MANAGEMENT

Basic Search | [New Document](#) | [Contract Management](#)

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Management Area

This table contains all the contracts created for your account

	End Date	Contract Title
<a href="#">Delete</a>	30/10/2015	<input type="checkbox"/> [LIVE] Construction Expo test <a href="#">[view]</a>
<a href="#">Delete</a>	03/11/2014	[SENT FOR AUTHORISATION] New School Building <a href="#">[view]</a>

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Help

Here is where you will manage all your contracts on offer.

**Contract Status**

[SENT FOR AUTHORISATION] - Your posting has been sent to our support team for validation.  
[LIVE] - Your posting has been authorised and allowed to go live.  
[REJECTED] - Your posting has been rejected. An explanation of why will be provided adjacent to the contract title in a red box. These reasons could include:

- Inappropriate Content
- Spamming
- Too Many Categories

**How To View Responses**

Choose the [+](#) icon next to the contract title, this will display the responses in a table format. You can download the information into a spreadsheet by choosing the [Export](#) button.

**How To View a Contract**

You can view the information in a posted contract by choosing the [\[view\]](#) link located after the contract title, this will open the contract in view mode.

**How To Edit a Contract**