

## Table of Contents

Introduction.....	2
Contract Administrator Access Level.....	2
Accessing the Contract Management System.....	3
Populating the Contract Management System via Award Notices.....	5
Populating the Contract Management System with a Manual Entry.....	5
Create a New Contract:.....	5
Create a Call Off:.....	8
Amending your contracts.....	12
Dividing Contracts into Lots.....	15
Adding, Editing and Removing Suppliers.....	16
Extending a Contract.....	18
Terminating a Contract.....	19
Assigning a Purchasing Team.....	20
Contract Management Tools.....	22
‘Administrators for this Contract’ Status.....	22
Adding Notes to a Contract.....	23
Attaching Documents to a Contract.....	24
Setting up Contract Renewal Reminder Emails.....	26
Sending and Receiving Messages with Suppliers.....	27
Downloading your Contracts.....	31
Allowing Contracts to be Viewed Publicly.....	32
How the Public can View your Organisation’s Contracts.....	33
Further Information.....	36
ANNEX A - Understanding the Contract Management Fields.....	36

## Introduction

The Contract Management system provides the facility for your buying organisation to store and maintain all their contracts and related documents one place. There is also a messaging facility to communicate with suppliers that have been awarded contracts. Reminder dates can also be set to remind you when a contract is coming up for renewal.

Contract entries are automatically added to the Contract Management system every time an award notice is published through myTenders. You also have the option of manually adding contracts and amending existing contracts to keep them up to date. You can also create Call Off contracts against existing framework contracts.

You can also choose whether to allow the contracts to be viewable by the general public on the myTenders website (see [‘Allowing Contracts to be Viewed Publicly’](#) section).

## Contract Administrator Access Level

Only users with ‘Contract Administrator’ status have the authority to manually create and amend any existing contract. However they are able to assign ‘Administrator’ status to other users for individually selected contracts (see [“Administrators for this Contract’ Status’](#) section for further information).

Any user with Controller access can assign this level to another user. To do this they must visit the **Buyers Control Panel > User List**, open the user they want to change, then in the **Change User Responsibilities** page select **Contract Administrator** and then **Save**.

### Change User Responsibilities

The responsibility details for **Peter Willis** are detailed below. To change the details, tick the appropriate box(es) and *click* the **Save** button. To remove this person from your buying organisation, *click* the **Remove** button.

**Details**

**Name:** Peter Willis  
**Email:** peter.willis@thecouncil.gov.uk

**Access**

- Buyer User
- Editor
- Publisher
- Controller
- OJEU Publisher
- Postbox Opener
- Reporter
- Quick Quote Publisher
- Quick Quote Editor
- Contracts Administrator

**Save** **Remove** **Cancel**

## Accessing the Contract Management System

To access your organisation's contracts visit **Buyers > Contract Management**.

This will direct you to your **Contract Management - Control Panel** from where you can manage your contract entries.

### Contract Management - Control Panel

Your **Public Contracts Register** is currently **On**.  
You can change this setting on the [Amend Buyer Details](#) page.

#### Completed Contracts

- [View Public Contracts](#)
- [View Expired Contracts](#)
- [View Hidden Contracts](#)
- [Download All Current Contracts \(public and hidden\)](#)
- [Manage Purchasing Teams](#)
- [User Guides](#)

#### New / Incomplete Contracts

- [View Incomplete Contracts](#)
- [Create New Contract](#)
- [Create a Call Off](#)

## Completed Contracts

The Completed Contracts section allows you to manage all your current and expired contracts as follows:

*View Public Contracts* – This provides access to all your organisation’s current contracts. If you have chosen to make contracts publicly visible these are the contracts they will see.

*View Expired Contracts* – This provides access to all your organisation’s contracts that have passed their end date. These contracts cannot be made visible to the public.

*View Hidden Contracts* – If a buyer has chosen to make all their current contracts visible to the public they still have the option to hide specific tenders. This provides access to those hidden contracts.

*Download All Current Contracts* – A quick link to download all your organisation’s current contracts whether they are marked as public or hidden.

*Manage Purchasing Teams* - This allows you to assign individual contracts to purchasing teams for reporting and administration purposes.

## New/Incomplete Contracts

This facility allows for the manual entry of contracts into the register where an award notice has not been published. The ability to create new contracts or view incompleting contracts is restricted to those users with the [‘Contract Administrator’](#) access level.

The sections in this panel are:

*View Incomplete Contracts* – This provides access to any manual entries that have been created but not yet published.

*Create a New Contract* – This can be used to create a new contracts register entry where an award notice has not been published/is not required.

*Create a Call Off* – This can be used to create a new contracts register entry for a call off under an existing framework agreement.

## Populating the Contract Management System via Award Notices

When an award notice is published on myTenders by your organisation a contract entry is automatically added to the Contract Management System. This rule applies to both OJEU and Website (Non OJEU) award notices as well as Quick Quote Awards.

## Populating the Contract Management System with a Manual Entry

### Create a New Contract:

If a contract does not involve the publication of an award notice a contract can be manually entered into the Contract Management system. You may wish to do this to ensure that all your organisations contracts are stored in the one place. Only ['Contract Administrators'](#) have the authority to manually create new contracts.

If you want to add a regular contract, that is not a call off from an existing framework contract agreement, select **Create New Contract**.

**Contract Management - Control Panel**

Your **Public Contracts Register** is currently **On**.  
You can change this setting on the [Amend Buyer Details](#) page.

**Completed Contracts**

- [View Public Contracts](#)
- [View Expired Contracts](#)
- [View Hidden Contracts](#)
- [Download All Current Contracts \(public and hidden\)](#)
- [Manage Purchasing Teams](#)
- [User Guides](#)

**New / Incomplete Contracts**

- [View Incomplete Contracts](#)
- [Create New Contract](#)**
- [Create a Call Off](#)

In the following **Create/Edit Contract** page enter the required details for the contract.

**Create / Edit Contract**

You are here: [Home](#) > [Contract Management Control Panel](#) > Create / Edit Contract

Use the tabs below to create / edit a contract.  
Once the main details are entered, you can add successful suppliers - at which point you may submit the contract to the register.

[Cancel](#)

---

**Details**

**Contract Details**

\* Required information

\* Contract title:

Contract Award Notice Ref:

Internal Ref:

\* Contract type:

\* Procedure type:

\* Contract award date:

\* Contract start date:

\* Contract end date (excluding extensions):

\* Maximum extension period:  months

Payment window:  months

\* Contract value:  or lowest offer  / highest offer

Contract value per annum:

\* Contact Name:

\* Contact Email:

Term Contract:

Email reminder date for contract renewal:

Secured Saving:

Cost Avoidance:

Delivered Saving:

Cost Pressure:

Note: Select a purchasing team from the list. Alternatively select 'Add new purchasing team' to enter the name of the new purchasing team. When you update the contract the new team will be added to this contract and will also be added to the purchasing team list.

Purchasing Team:  [Add new purchasing team](#)

Visible on public register:

**Is this a reserved contract?**

Yes  No

**Collaborative contract?**

Yes  No

**Is Electronic Auction?**

Yes  No

**Is this conclusion of a framework agreement?**

Yes  No

**Short Contract Description**

**Community Benefits**

\* CPV Coding

79341000 - Advertising services  
79822400 - Lithographic services

[Add](#) [Delete](#)

**Commodity Category**

Select a category and then click Go to view a list of sub categories.

\* Category:  [Go](#)

\* Sub Category:

[Next](#)

When you have completed all the required fields select **Next** at the bottom of the page and the 'Successful Suppliers' tab will automatically open.

### Create / Edit Contract

You are here: [Home](#) > [Contract Management Control Panel](#) > Create / Edit Contract

**Contract Complete**

This Contract is now ready to be submitted into the register.

Submit
Delete
Cancel

Details
Successful Suppliers
Admin/Notify

**Lots**

If the contract is divided into lots please enter details of the lot and *click 'Add'*. Perform this action once for each lot. After adding lots you can still *edit* or *delete* them. If the contract is not divided into lots proceed to the Suppliers section below.

\* Title:

\* Lot Number:

\* Offers received:

Add

No lots have been added for this contract.

**Suppliers**

To view or edit supplier details or to assign them to a lot use the *view / edit* link.

Lot Number	Name	Town	Post Code	DUNS Number	Value	Action
-	Acer Web Design	Liverpool	LV2 5JK		£0.00	<a href="#">View / Edit</a>
-	Bryant Graphic Design	Blackpool	BL5 4GH		£0.00	<a href="#">View / Edit</a>
-	Red Letter Marketing	Cardiff	CA1 5DF		£0.00	<a href="#">View / Edit</a>

**Supplier Search**

Use the supplier search tool below to find suppliers to add to your contract. Note: in order for suppliers to be added to the contract they must be registered users on the website.

Supplier Name:  Postcode: e.g EH4

Search

Below is a list of all the suppliers that match your search criteria. Select the suppliers you wish to add then *click* the **Add** button.

1 records found. Jump to page  of 1 Go

Supplier Name	Action
Acer Web Design Sarah Smith - sarah@acerweb.com	<span style="border: 1px solid #000; border-radius: 10px; padding: 2px 5px; background-color: #0056b3; color: white;">Add</span>

In the 'Supplier Search' section you can search for suppliers registered on myTenders and add them to the contract by selecting **Add**.

After adding a supplier the **View/Edit** option allows you to edit the supplier details or delete the supplier from the Call Off list (see '[Adding, Editing and Removing suppliers](#)' section for further information).

The 'Lots' section allows you to assign suppliers to individual lots for the contract (see '[Dividing a Contract into Lots](#)' section for further information).

The 'Admin/Notify' tab allows you to assign '[Contract Administrators](#)' to this contract or select users to receive contract renewal reminders (see '[Administrators for this Contract Status](#)' and '[Setting up Contract Renewal Reminder Emails](#)' sections for further information).

When you have added all relevant information you can complete the contract entry by selecting **Submit** at the top of the page and the contract will be added to the 'Completed Contracts' section of your **Contract Management - Control Panel**.

If you select **Cancel** your entered information will still be saved but the contract will be stored in the **View Incomplete Contracts** folder until you are ready to submit the contract.

## Create a Call Off:

You can create a Call Off against a previously published framework contract. Only '[Contract Administrators](#)' have the authority to create Call Offs.

**NOTE:** Framework contracts are created in the Contract Management system in either of two following ways:

1. When an OJEU notice has been categorised as a framework agreement, the contract that is automatically entered into the Contract Management system will also be categorised as a framework contract on publication of the OJEU award notice.
2. When you manually enter a contract into the Contract Management system the 'Contract Details' provides an option to indicate that the contract is a framework agreement.



To record a Call Off against a framework contract select **Create a Call Off**:

**Contract Management - Control Panel**

Your Public Contracts Register is currently On.

You can change this setting on the [Amend Buyer Details](#) page.

**Completed Contracts**

- [View Public Contracts](#)
- [View Expired Contracts](#)
- [View Hidden Contracts](#)
- [Download All Current Contracts \(public and hidden\)](#)
- [Manage Purchasing Teams](#)
- [User Guides](#)

**New / Incomplete Contracts**

- [View Incomplete Contracts](#)
- [Create New Contract](#)
- [Create a Call Off](#)

At the top of the following **Create/Edit Call Off** page you have the option to (A) find a framework contract that exists within the Contract Management system. Alternatively (B) if the framework contract does not exist within Contract Management system, you can link the Call Off to the framework by manually entering the title and external location of the framework contract.

**A. Selecting framework that exists in the Contract Management system:**

Select **Find Framework**, then enter details into one or more of the search options and select **Search**. **NOTE:** If you select **Search** without entering any search details, all your organisation’s framework contracts will be listed.

Then choose **Select** to attach the relevant framework contract to the Call Off.

Is this call off associated with a framework agreement in your contracts register? If so you can link the call off to the framework by finding the entry in your register by selecting 'find framework'. If the framework agreement is not in your contracts register you can enter details of the framework manually.

\* Please select:  Find Framework  Enter details manually

ID:

Title:

Description:

Supplier Name:

**Search**

Title	Owner	Start	End	Action
<a href="#">Marketing Services</a> <sup>ⓘ</sup>	Millstream Associates Ltd	01/07/2017	01/07/2020	<b>Select</b>

Then continue down the 'Contract Details' page completing all the relevant details of the Call Off contract. When you have completed all required fields, select **Update** at which point the 'Successful Suppliers' tab automatically open.

The 'Successful Suppliers' tab will display any existing suppliers already assigned to the framework contract. Select **Add** next to the supplier(s) that you wish to add to the Call Off contract.

**Create / Edit Call Off**

You are here: [Home](#) > [Contract Management Control Panel](#) > Create / Edit Call Off

Call Off Complete  
This Call Off is now ready to be submitted into the register.

[Submit](#) [Delete](#) [Cancel](#)

Details Successful Suppliers Admin/Notify

**Suppliers**  
To view or edit supplier details use the [view / edit](#) link.

Name	Town	Post Code	DUNS Number	Value	Action
DwD Ltd	Aberdeen	AB15 4ZT	724455342	£0.00	<a href="#">View / Edit</a>

Below is a list of all the suppliers from the framework. Select the suppliers you wish to add then *click* the **Add** button.

Lot Number	Name	Town	Post Code	DUNS Number	Value	Action
1	DwD Ltd	Aberdeen	AB15 4ZT	724455342	£40,000.00	<a href="#">Add</a>
2	Dead Mole PR	Aberdeen	AB25 2QD	42454034	£35,000.00	<a href="#">Add</a>

**Supplier Search**  
Use the supplier search tool below to find suppliers to add to your contract.

Supplier Name:  Postcode: e.g EH4  [Search](#)

If you wish to add suppliers to the Call Off that are not already assigned to the framework contract you also have the ability under the 'Supplier Search' section to find any registered supplier on myTenders and add them to the Call Off contract.

If you select **View/Edit** next to an already added supplier you have the option to edit the supplier details or delete the supplier from the Call Off list. (see '[Adding, Editing and Removing Suppliers](#)' section for further information)

After relevant suppliers have been added, select **Submit** at the top of the page and the Call Off will be added as a completed contract entry in 'Completed Contracts' section of your **Contact Management Control Panel**.

When viewing a Call Off contract in a list, it will be highlighted as a 'Call Off' to differentiate it from regular contracts.

[Download as Excel](#) | [Download as CSV](#)

Award Ref	Contract Title	Start Date	End Date	Extended End Date	Extensions Available (months)	Framework	Call Off
🇬🇧 N/A	<u>Market Research</u>	01/08/2017	01/08/2021	-	12	No	Yes
🇬🇧 JUN068884	<u>Marketing Services</u>	01/07/2017	01/07/2020	01/07/2023	-36	Yes	No
🇬🇧 JUN068824	<u>Building Services</u>	29/06/2017	17/01/2018	-	0	No	No
🇬🇧 JUN068825	<u>Toilet Rolls</u>	21/06/2017	06/06/2019	-	24	No	No

**NOTE:** Framework contracts to which Call Offs can be assigned are also highlighted as framework contracts in the list.

Also the Call Off and previous Call Off's made against a framework contract can be viewed under the 'Call Offs' tab in the **View Contract** page for the framework contract.

### View Contract

You are here: [Home](#) > [Contract Management Control Panel](#) > [Public Contracts Register](#) > View Contract

[Details](#) | 
 [Successful Suppliers Edit](#) | 
 [Notes](#) | 
 [Documents](#) | 
 **[Call Offs](#)** | 
 [Admin/Notify](#) | 
 [Messages](#)

ID	Buyer	Contract Title	Start Date	End Date
🇬🇧 83851	Millstream (with pro)	<u>Digital Web Design</u>	01/03/2017	01/07/2017
🇬🇧 83850	Millstream (with pro)	<u>Graphic Design</u>	01/11/2012	01/11/2020
🇬🇧 83848	Millstream (with pro)	<u>Market Research</u>	01/08/2017	01/08/2021

## **B. Selecting a framework contract that does not exist in the Contract Management system:**

If you want to enter a Call Off against a framework contract that has not been published on myTenders, then select **Enter Details Manually** on the **Create/Edit Call Off** page.

Is this call off associated with a framework agreement in your contracts register? If so you can link the call off to the framework by finding the entry in your register by selecting 'find framework'. If the framework agreement is not in your contracts register you can enter details of the framework manually.

\* Please select:  Find Framework  Enter details manually

\* Framework title:

\* Framework url:  x

When you have completed the contract detail select **Update** at the bottom of the page and follow the same procedure outlined in the previous '[Selecting framework that exists in the Contract Management system](#)' section.

## Amending your contracts

Contracts belonging to your buying organisation can be amended at any time. All changes made are in real time and contracts are updated immediately on the myTenders site. Only '[Contract Administrators](#)' and users with '[Administrators for this Contract Status](#)' can divide contracts into lots.

### Contract Details

To amend the contract details open one of the existing contracts in the 'Completed Contracts' section of the **Contract Management Control Panel** and select the title of the contract you want to amend.

22 records found. Jump to page  of 1

[Download as Excel](#) | [Download as CSV](#)

Award Ref	Contract Title	Start Date	End Date	Extended End Date	Extensions Available (months)	Framework	Call Off
🇬🇧 N/A	<a href="#">Graphic Design</a>	01/11/2017	01/12/2017	-	0	No	Yes
🇬🇧 N/A	<a href="#">Market Research</a>	01/08/2017	01/08/2021	-	12	No	Yes
🇬🇧 N/A	<a href="#">Bespoke doors</a>	07/07/2017	14/07/2017	-	0	No	Yes
🇬🇧 JUN068884	<a href="#">Marketing Services</a>	01/07/2017	01/07/2020	01/07/2023	-36	Yes	No

From the subsequent **View Contract** page select **Edit** at the bottom of the 'Details' tab.

## View Contract

You are here: [Home](#) > [Contract Management Control Panel](#) > [Public Contracts Register](#) > View Contract

[Details](#) | [Successful Suppliers Edit](#) | [Notes](#) | [Documents](#) | [Call Offs](#) | [Admin/Notify](#) | [Messages](#)

---

### Contract Details

ID: 83764  
Status: **Extended**  
Title: **Marketing Services**  
Contract Type: **SERVICES**  
Contract Award Notice Ref: [JUN068884](#)  
Internal Ref: Portal Ref: 83764  
Buyer: **The Local Council (AA0014)**  
Primary CPV Code: **N/a**  
Additional CPV Code(s): **79341000; 79342000**  
Is Framework: **Yes**  
Options:  Collaborative Contract  
Description: **Provision of facilities management services for UNIX based mini-computer**  
Visible on public register: **Yes**  
Term Contract: **No**  
Email reminder for contract renewal sent: **No**  
Secured Saving:  
Cost Avoidance:  
Delivered Saving:  
Community Benefits:  
Cost Pressure:  
Purchasing Team: **N/a**

---

### Contract Dates

Create Date: **26/06/2017**  
Date Awarded: **01/06/2017**  
Start Date: **01/07/2017**  
End Date: **01/07/2020**

---

### Contract Extensions

Early Termination: [Terminate This Contract](#)

---

### Financial Details

Maximum Framework Value: **90000**  
Payment Window: **0 (months)**

---

### Contact Details

Contact Name: **Jason Hobbs**  
Email: **jason.hobbs@thecouncil.gov.uk**

[Edit](#)

Selecting **Edit** will open up certain fields of the contract which can be amended as required. Once you have updated the relevant fields, select **Update** at the bottom of the tab.

### View Contract

You are here: [Home](#) > [Contract Management Control Panel](#) > [Public Contracts Register](#) > View Contract

Details Edit | Successful Suppliers Edit | Notes | Documents | Call Offs | Admin/Notify | Messages

#### Contract Details

**\* Required information**

\* Contract title:   
 Contract Award Notice Ref:   
 Internal Ref:   
 \* Contract type:   
 \* Procedure type:   
 \* Contract award date:   
 \* Contract start date:    
 \* Contract end date (excluding extensions):    
 \* Maximum extension period:  months  
 Payment window:  months  
 \* Contract value:  or lowest offer  / highest offer   
 Contract value per annum:   
 \* Contact Name:   
 \* Contact Email:   
 Term Contract:   
 Email reminder date for contract renewal:   
 Secured Saving:   
 Cost Avoidance:   
 Delivered Saving:   
 Cost Pressure:

Note: Select a purchasing team from the list. Alternatively select 'Add new purchasing team' to enter the name of the new purchasing team. When you update the contract the new team will be added to this contract and will also be added to the purchasing team list.

Purchasing Team:  [Add new purchasing team](#)

Visible on public register:

**Is this a reserved contract?**  
 Yes  No

**Collaborative contract?**  
 Yes  No

**Is Electronic Auction?**  
 Yes  No

**Is this conclusion of a framework agreement?**  
 Yes  No

**Short Contract Description**

**Community Benefits**

**\* CPV Coding**

## Dividing Contracts into Lots

Contracts can be divided into lots if required. Only [‘Contract Administrators’](#) and users [“Administrators for this Contract’ Status’](#) can divide contracts into lots.

This allows you to divide all the winning suppliers into their relevant lots for a clearer understanding of the contract. If a supplier is successful on more than one lot they should be entered multiple times.

To do this select the ‘Successful Suppliers Edit’ tab, adding the ‘Title’, ‘Lot Number’ and the number of ‘Offers received’ before selecting **Add**.

**View Contract**

You are here: [Home](#) > [Contract Management Control Panel](#) > [Public Contracts Register](#) > View Contract

Details | **Successful Suppliers Edit** | Notes | Documents | Admin/Notify | Messages (1 new)

✔ Lot deleted.

**Lots**

If the contract is divided into lots please enter details of the lot and *click ‘Add’*. Perform this action once for each lot. After adding lots you can still **edit** or **delete** them. If the contract is not divided into lots proceed to the Suppliers section below.

\* Title:

\* Lot Number:

\* Offers received:

**Add**

Title	Lot Number	Offers	Suppliers	Action
Web Design	1	4	0	<a href="#">Edit</a>
Advertising	2	5	0	<a href="#">Edit</a>

**Suppliers**

No successful suppliers who were awarded the contract.

**Supplier Search**

Use the supplier search tool below to find suppliers to add to your contract. Note: in order for suppliers to be added to the contract they must be registered users on the website.

Supplier Name:

Postcode: e.g EH4

**Search**

Once created, the details of each lot can also be amended by selecting **Edit** under the ‘Action’ column.

To assign suppliers to the individual lots refer to the ‘Editing supplier details’ section of the following [‘Adding, Editing and Removing Suppliers’](#) section.

## Adding, Editing and Removing Suppliers

You can add suppliers to a contract and edit or remove them from a contract at any time. Only [‘Contract Administrators’](#) and users with [“Administrators for this Contract’ Status’](#) can add, edit or remove suppliers.

### Adding a supplier

To add a supplier to the contract they must first be registered on myTenders. You can find the supplier under the ‘Supplier Search’ section of the ‘Edit Successful Suppliers’ tab by entering the company name, postcode, [DUNS](#) number or any combination of the three and then selecting **Search**. Search results will be listed with the option to select **Add** to add the supplier to the contract.

### View Contract

You are here: [Home](#) > [Contract Management Control Panel](#) > [Public Contracts Register](#) > View Contract

Details | Successful Suppliers Edit | Notes | Documents | Admin/Notify | Messages (1 new)

✓ Supplier updated.

#### Lots

If the contract is divided into lots please enter details of the lot and *click ‘Add’*. Perform this action once for each lot. After adding lots you can still *edit* or *delete* them. If the contract is not divided into lots proceed to the Suppliers section below.

\* Title:

\* Lot Number:

\* Offers received:

[Add](#)

Title	Lot Number	Offers	Suppliers	Action
Web Design	1	4	1	<a href="#">Edit</a>
Advertising	2	5	1	<a href="#">Edit</a>

#### Suppliers

To view or edit supplier details or to assign them to a lot use the [view / edit](#) link.

Lot Number	Name	Town	Post Code	DUNS Number	Value	Action
1	Acer Web Design	Liverpool	LV2 5JK		£0.00	<a href="#">View / Edit</a>
2	Red Letter Marketing	Cardiff	CA1 5DF		£0.00	<a href="#">View / Edit</a>

#### Supplier Search

Use the supplier search tool below to find suppliers to add to your contract. Note: in order for suppliers to be added to the contract they must be registered users on the website.

Supplier Name:  Postcode: e.g EH4

[Search](#)

Below is a list of all the suppliers that match your search criteria. Select the suppliers you wish to add then *click the Add* button.

1 records found. Jump to page  of 1 [Go](#)

Supplier Name	Action
Bryant Graphic Design Peter Bryant - peter@bryantgraphic.com	<a href="#" style="background-color: #004a99; color: white; padding: 2px 5px; border: 2px solid red; border-radius: 5px;">Add</a>



## Editing supplier details

You can amend a supplier's details after they have been added to a contract. You can change the company name, address, phone number, [DUNS](#) number, award value and if the contract has been divided into lots. You can also assign suppliers to individual lots (see '[Dividing Contracts into Lots](#)' section for further information).

To amend the supplier open the 'Successful Suppliers Edit' tab in the **View Contract** page and then select **View/Edit** next to the relevant supplier. Once you have updated the relevant fields select **Update** to save the changes.

### View Contract

You are here: [Home](#) > [Contract Management Control Panel](#) > [Public Contracts Register](#) > View Contract

Details | Successful Suppliers Edit | Notes | Documents | Admin/Notify | Messages (1 new)

#### Suppliers

To view or edit supplier details or to assign them to a lot use the [view / edit](#) link.

\* Required information

ID: 3

\* Name:

\* Address 1:

Address 2:

Town:

\* Post Code:

Country:

Phone:

DUNS number:

\* Award Value:

Lot Number:

Lot Number	Name	Town	Post Code	DUNS Number	Value	Action
-	Bryant Graphic Design	Blackpool	BL5 4GH		£0.00	<a href="#">View / Edit</a>
1	Acer Web Design	Liverpool	LV2 5JK		£0.00	<a href="#">View / Edit</a>
2	Red Letter Marketing	Cardiff	CA1 5DF		£0.00	<a href="#">View / Edit</a>

## Removing a supplier

To remove a supplier from the contract follow the same steps as if you were editing supplier details but select **Delete** instead of **Update**. An audit entry will be automatically made in the 'Notes' tab against that contract.

## Extending a Contract

If contract extensions apply they can be invoked at any time. Only '[Contract Administrators](#)' and users with "[Administrators for this Contract](#)' Status' can extend a contract.

To do this select **Extend this contract** under the 'Contract Extensions' section in the 'Details' tab of the **View Contract** page.

**Contract Extensions**

---

Maximum Extension: **12 (months)**

Extensions Remaining: **7 (months)**

Extended Contract End Date: **07/12/2020**

Contract Extension: [Extend This Contract](#)

Early Termination: [Terminate This Contract](#)

The remaining extensions available on the contract will be shown and you must enter the number of months by which you are extending the contract. If multiple suppliers are on the contract and you are not extending it for them all, you can deselect suppliers by deselecting the box in the "Extend" column before selecting **Update**.

**Contract Extension**

---

You are here: [Home](#) > [Contract Register Control Panel](#) > [Contracts Register](#) > [View Contract](#) > Contract Extension

---

Please enter the number of months that the contract should be extended by and *click* the **Update** button. Please note that the contract cannot be extended past the maximum number of months stated.

**Note:** All suppliers selected below will be included in the extension. Suppliers de-selected will be removed from this contract.

End Date: 07/07/2020

Maximum Extension: **12 (months)**

Extensions Remaining: **7 (months)**

Extended Date: 07/12/2020

Extend By:  Months

Supplier No	Lot Number	Name	Town	Post Code	DUNS Number	Value	Extend
3	-	Acer Web Design	Liverpool	LV2 5JK		£0.00	<input type="checkbox"/>
2	-	Bryant Graphic Design	Blackpool	BL5 4GH		£0.00	<input checked="" type="checkbox"/>
1	-	Red Letter Marketing	Cardiff	CA1 5DF		£0.00	<input checked="" type="checkbox"/>

[Update](#) [Cancel](#)

The end date of the contract will be updated and the extensions remaining will be deducted by the number of months the contract has been extended by.

Contract Extensions

---

Maximum Extension: **12 (months)**

Extensions Remaining: **4 (months)**

Extended Contract End Date: 07/03/2021

Contract Extension: [Extend This Contract](#)

Early Termination: [Terminate This Contract](#)

## Terminating a Contract

A contract can be terminated at any point before the end date. Only '[Contract Administrators](#)' and users with '[Administrators for this contract](#)' status can terminate a contract.

To terminate a contract, select **Terminate This Contract** under the 'Contract Extensions' section in the 'Details' tab of the **View Contract** page.

Contract Extensions

---

Maximum Extension: **12 (months)**

Extensions Remaining: **4 (months)**

Extended Contract End Date: 07/03/2021

Contract Extension: [Extend This Contract](#)

Early Termination: [Terminate This Contract](#)

You must then enter a reason for the contract's termination before selecting **Save**. The reason given is added to the notes panel of the private contracts register entry only.

**Contract Termination**

---

You are here: [Home](#) > [Contract Register Control Panel](#) > [Contracts Register](#) > [View Contract](#) > Contract Termination

---

Please enter your reason for terminating this contract and *click* the **Save** button.

**Note:** Individual suppliers can be removed from this contract by deleting them using the supplier tab on the 'View Contract' page.

**\* Reason for termination:**

Due to environmental concerns the project has been suspended for a significant period with no prospect of it being recommenced

**Save**

**Cancel**

The end date will automatically be updated with today's date and the contract will move into the expired contracts list with the updated status "Terminated".

### View Contract

You are here: [Home](#) > [Contract Management Control Panel](#) > [Public Contracts Register](#) > View Contract

Details | Successful Suppliers Edit | Notes | Documents | Admin/Notify | Messages

#### Contract Details

ID: 83644

Status: **Terminated**

Title: Snails

Contract Type: SUPPLIES

Contract Award Notice Ref: -

## Assigning a Purchasing Team

An individual contract can be assigned to a purchasing team. You can create purchasing teams by selecting **Buyers > Contract Management > Manage Purchasing Teams**. Only '[Contract Administrators](#)' and users with "[Administrators for this Contract Status](#)" are able to manage purchasing teams.

### Contract Management - Control Panel

Your Public Contracts Register is currently On.

You can change this setting on the [Amend Buyer Details](#) page.

#### Completed Contracts


- [View Public Contracts](#)
- [View Expired Contracts](#)
- [View Hidden Contracts](#)
- [Download All Current Contracts \(public and hidden\)](#)
- [Manage Purchasing Teams](#)
- [User Guides](#)

#### New / Incomplete Contracts

- [View Incomplete Contracts](#)
- [Create New Contract](#)
- [Create a Call Off](#)

You will then be presented with a list of all the Purchasing Teams in your organisation.

### Manage Purchasing Teams

 Purchasing team added.

You are here: [Home](#) > [Contract Management Control Panel](#) > Manage Purchasing Teams

You can set up purchasing teams within your organisation's contracts register. This allows you to assign individual contracts to purchasing teams for reporting and administration purposes.

[Create New](#)

Name	Action
Central Purchasing Team	<a href="#">Delete</a>   <a href="#">Edit</a>
Yorkshire Purchasing Team	<a href="#">Delete</a>   <a href="#">Edit</a>

To create a new purchasing team select **Create New**, then enter the name of the new purchasing team and select **Add**.

Selecting **Delete** will delete the purchasing team from the list and you can use **Edit** to change the name of a purchasing team.

Once purchasing teams have been created you can assign one of them to an individual contract. To do this open a contract and in the relevant section of the 'Details' tab choose the a purchasing team from the drop down list, select **Add new purchasing team** and then **Update**.

Note: Select a purchasing team from the list. Alternatively select 'Add new purchasing team' to enter the name of the new purchasing team. When you update the contract the new team will be added to this contract and will also be added to the purchasing team list.

Purchasing Team:

[Add new purchasing team](#)

## Contract Management Tools

Contract Management tools are provided to assist the buying organisation with internal and external communications relating to contracts. Any user in the buying organisation can view these communications but only [‘Contract Administrators’](#) and users with [“Administrators for this Contract’ Status’](#) can make changes to the contract.

You can make use of the Contract Management tools when you are manually creating a contract or you can open and make changes to an existing contract in the View Public, Expired or Hidden Contracts folders.

### ‘Administrators for this Contract’ Status

Only [‘Contract Administrators’](#) have global authority to make changes to any of your organisation’s contracts, however the ‘Contract Administrator’ can assign “Administrators for this Contract’ status’ to individual users for specific contracts. This gives the user the same amendment controls as the Contract Administrator but only for that contract.

To allocate this Contract Administrator status to a specific contract, from the **View Contract** page select the ‘Admin/Notify’ tab:

**View Contract**

You are here: [Home](#) > [Contract Management Control Panel](#) > [Public Contracts Register](#) > View Contract

Details | Successful Suppliers Edit | Notes | Documents | **Admin/Notify** | Messages

**Contract Details**

ID: 83859

Status: Extended

Title: Marketing Consultancy

Contract Type: SERVICES

Contract Award Notice Ref: -

Internal Ref: Portal Ref: 83859

To give a user this status select a user from the 'Add a new administrator' drop down list and select the **Add** button. **NOTE:** The 'Administrators for this contract' section may display any users that may already been given 'Administrators for this contract' status.

**Create / Edit Contract**

You are here: [Home](#) > [Contract Management Control Panel](#) > Create / Edit Contract

**Contract Complete**  
This Contract is now ready to be submitted into the register.

[Submit](#) [Delete](#) [Cancel](#)

Details | **Successful Suppliers** | Admin/Notify

**Administrators for this contract**  
Select the users from your organisation who will be permitted to amend, add notes and add documents to this contracts register entry.

Add a new administrator

Select a user... [Add](#)

- Select a user...
- jane.smith@thecouncil.gov.uk
- john.harrowgate@thecouncil.gov.uk
- judith.chalmers@thecouncil.gov.uk
- peter.hastings@thecouncil.gov.uk
- peter.willis@thecouncil.gov.uk

**Notifications for this contract**  
Select the users from your organisation who will receive a contract renewal reminder e-mail. Note: The date of this e-mail can be set in the "details" tab.

Add a new notification recipient

Select a user... [Add](#)

No notification addresses have been assigned to this contract.

You can repeat this process to give additional users this status.

## Adding Notes to a Contract

A 'Notes' tab is provided for all contracts. The tab is only visible to the buyer i.e. it is not shown to suppliers or the general public. Only '[Contract Administrators](#)' and users with "[Administrators for this Contract' Status](#)' are able to add notes to a contract.

Amendments to the contract are automatically added to the notes panel for audit purposes. To add a manual note select the 'Notes tab', enter text and then select **Add**.

**View Contract**

You are here: [Home](#) > [Contract Register Control Panel](#) > [Public Contracts Register](#) > View Contract

Details | [Successful Suppliers Edit](#) | [Collaborating Buyers](#) | **Notes** | [Documents](#)

**Note:**

The contract has been extended for a further 3 months while the tenders are being reviewed on the rebid

(maximum 4000 characters, you have 3897 left) [Add](#)

Created	Who	Note
26/04/2015	Duncan Dallas	CONTRACT EXTENDED: Extended by 1 months from 31/03/2016 to 30/06/2016
26/04/2015	Duncan Dallas	CONTRACT EXTENDED: Extended by 2 months from 31/03/2016 to 31/05/2016
14/04/2015	David Alexander	Supplier lot / value updated: duncan@millstream.eu
14/04/2015	David Alexander	Supplier Added: duncan@millstream.eu

## Attaching Documents to a Contract

You have the ability to add documents to any contract. A 'Documents' tab is provided against all contracts in the **View Contract** page. The documents are only visible to the buyer i.e. they are not shown to suppliers or the general public. Only '[Contract Administrators](#)' and users with "[Administrators for this Contract' Status](#)' are able to add or remove documents.

To add a document in the 'Documents' tab:

1. Enter a description of the file in the 'Description' field. This should be a maximum of 100 characters.
2. Select 'Browse' next to the File Name box.
3. This will open up a file browser which allows you to select the file you wish to upload from your own files. Select the file you want to upload and select 'Open'.
4. This will enter the file path of your selected document next to the File Name. Then select **Add** to upload the document.
5. A message will appear on the screen instructing that the document is being uploaded. Once successfully uploaded it will appear in the 'Current Documents' section.

The screenshot shows the 'View Contract' page with the 'Documents' tab selected. The breadcrumb trail is: Home > Contract Management Control Panel > Public Contracts Register > View Contract. The 'Attached Document Summary' section shows: Individual File Size Limit: 100.00 MB, Total Available File Space: 100.00 MB, Documents Attached: 1, Used File Space: 11.25 KB, and Remaining File Space: 99.99 MB. The 'Upload a Document' section has a description field containing 'Price list 2016-2017' (80 characters left) and a file name field containing 'C:\Users\robert.brown\Or' with a 'Browse...' button. A red box highlights the 'Add' button. Below this is the 'Current Documents' section with a table:

<input type="checkbox"/>	File Name	Description	Size
<input type="checkbox"/>	<a href="#">Price list 2016 - 2017.docx</a>	Price list 2016-2017	11.25 KB

An 'Archive' button is located below the table. The 'Archived Documents' section shows 'No archived contract documents.'



If documents are superseded or no longer relevant you can archive them by selecting the relevant document and then selecting **Archive**. This will move the document from the 'Current Documents' list to the 'Archived Documents' list.

### View Contract

You are here: [Home](#) > [Contract Management Control Panel](#) > [Public Contracts Register](#) > View Contract

Details | Successful Suppliers Edit | Notes | Documents | Admin/Notify | Messages

#### Attached Document Summary

Individual File Size Limit: **100.00 MB**  
Total Available File Space: **100.00 MB**  
Documents Attached: **0**  
Used File Space: **0.00 bytes**  
Remaining File Space: **100.00 MB**

#### Upload a Document

\* Description:   
(maximum 100 characters, you have **100** left)

\* File Name:

#### Current Documents

All

	File Name	Description	Size
<input checked="" type="checkbox"/>	<a href="#">Price list 2016 - 2017.docx</a>	Price List 2016-2017	11.25 KB
<input type="checkbox"/>	<a href="#">Price List 2017 - 2018.docx</a>	Price List 2017-2018	11.25 KB

#### Archived Documents

	File Name	Description	Size
	<a href="#">Price List 2015 - 2016.docx</a>	Price list 2015-2016	11.26 KB

For audit purposes documents cannot be deleted.

## Setting up Contract Renewal Reminder Emails

If a contract is a recurrent procurement which is likely to be re-tendered, you can set an e-mail reminder to be sent to selected users in your buying organisation. Only [‘Contract Administrators’](#) and users with [“Administrators for this Contract’ Status’](#) are able set a reminder date and select the users that should receive the reminder email.

To choose a user that you wish to receive the reminder email, open the ‘Admin/Notify’ tab and in the ‘Notifications for this contract’ section select a user from the drop down list and select **Add**.

The screenshot shows the 'View Contract' page with the 'Admin/Notify' tab selected. The page is divided into two main sections: 'Administrators for this contract' and 'Notifications for this contract'. The 'Admin/Notify' tab is highlighted with a red box. The 'Notifications for this contract' section has a dropdown menu open, showing a list of users with their email addresses. The user 'judith.chalmers@thecouncil.gov.uk' is highlighted with a red box, and the 'Add' button next to it is also highlighted with a red box. The breadcrumb trail at the top reads: 'You are here: Home > Contract Management Control Panel > Public Contracts Register > View Contract'. The breadcrumb 'Public Contracts Register' is highlighted with a blue box.

You can repeat this process to enable additional users to receive the reminder email.

To set the date you want the reminder email to be sent, in the 'Details Edit' tab for the contract, select **Term Contract** and then choose an email reminder date. **NOTE:** If you don't select **Term Contract** first the reminder date will not be accepted.

**View Contract**

You are here: [Home](#) > [Contract Management Control Panel](#) > [Public Contracts Register](#) > View Contract

Details Edit | Successful Suppliers Edit | Notes | Documents | Call Offs | Admin/Notify | Messages

### Contract Details

\* Required information

\* Contract title: Marketing Services

Contract Award Notice Ref: JUN068884

Internal Ref: Portal Ref: 83764

\* Contract type: Services

\* Procedure type: Restricted

\* Contract award date: 01/06/2017

\* Contract start date: 01/07/2017 01/07/2017

\* Contract end date (excluding extensions): 01/07/2020 01/07/2020

\* Maximum extension period: 0 months

Payment window: 0 months

\* Contract value: 90000 or lowest offer / highest offer

Contract value per annum:

\* Contact Name: Jason Hobbs

\* Contact Email: jason.hobbs@thecouncil

Term Contract:

Email reminder date for contract renewal: 01/04/2020

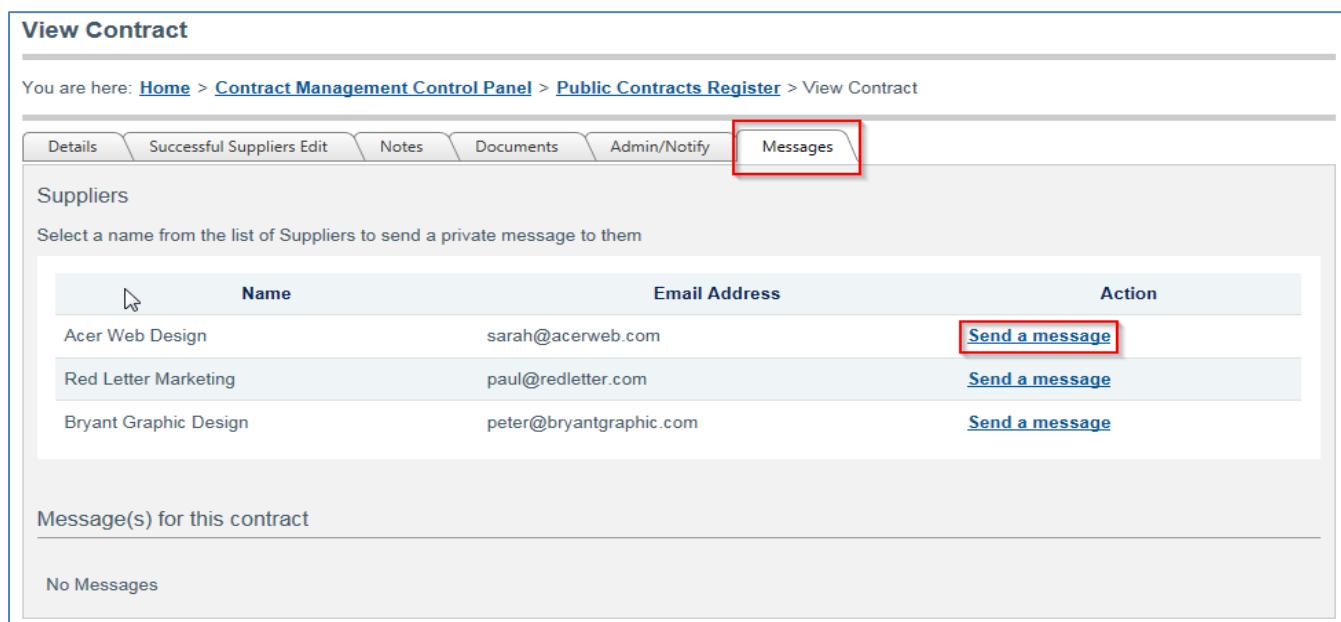
An automated e-mail will be sent to the contract e-mail address on this date. Further reminders can be set up by amending the 'email reminder date for contract renewal' which can be done after the current date selected has passed.

## Sending and Receiving Messages with Suppliers

You have the ability to send supplier's messages relating to a specific contract and the supplier has the ability to respond to the message through the Contract Management system. Only '[Contract Administrators](#)' and users with "[Administrators for this Contract](#)' Status' are able to view messages with the supplier.

Suppliers and buyers will receive messages through their own email system. In addition, a full audit trail of messages sent and received are stored and can be accessed in the Contract Management system via the contract's **View Contract** page.

To send a message to a supplier, open the relevant contract and select the 'Messages' tab to view the suppliers that have been assigned to the contract. Then select **Send a message** next to the relevant supplier.



**View Contract**

You are here: [Home](#) > [Contract Management Control Panel](#) > [Public Contracts Register](#) > View Contract

Details Successful Suppliers Edit Notes Documents Admin/Notify **Messages**

Suppliers

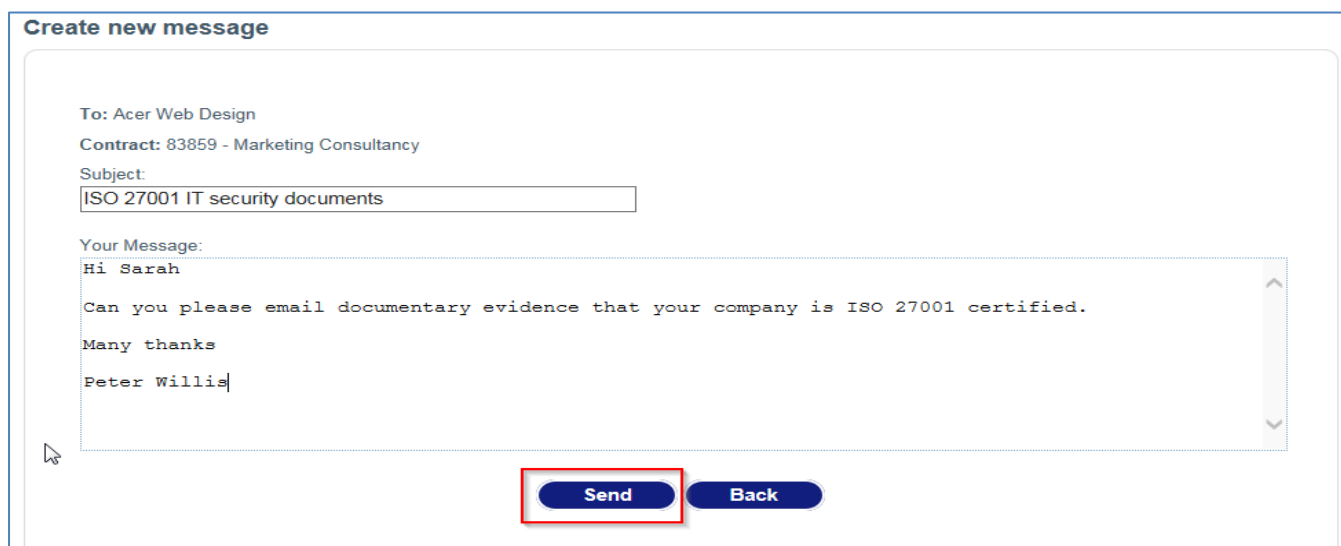
Select a name from the list of Suppliers to send a private message to them

Name	Email Address	Action
Acer Web Design	sarah@acerweb.com	<a href="#">Send a message</a>
Red Letter Marketing	paul@redletter.com	<a href="#">Send a message</a>
Bryant Graphic Design	peter@bryantgraphic.com	<a href="#">Send a message</a>

Message(s) for this contract

No Messages

Then in the **Create new message** page complete the subject and message sections and select **Send** and an email will be sent to the supplier.



**Create new message**

To: Acer Web Design  
Contract: 83859 - Marketing Consultancy  
Subject:

Your Message:  
Hi Sarah  
Can you please email documentary evidence that your company is ISO 27001 certified.  
Many thanks  
Peter Willis

[Send](#) [Back](#)

The **View/reply to message** page will then appear confirming that the message has been sent. You will also be presented with the option to send additional messages if you wish.

## Viewing incoming messages

As well as receiving an email when a supplier replies to your message, when you look at your list of completed contracts any contract for which you have received a message will be highlighted with an unopened envelope symbol.

24 records found. Jump to page  of 1 [Go](#) ⏪ ⏩

[Download as Excel](#) | [Download as CSV](#)

Award Ref	Contract Title	Start Date	End Date	Extended End Date	Extensions Available (months)	Framework	Call Off
🇬🇧 N/A	<b>Graphic Design</b> ✉ 1	24/08/2017	06/10/2017	-	12	No	No
🇬🇧 N/A	<a href="#">Market Research</a>	01/08/2017	01/08/2021	01/04/2022	4	No	Yes
🇬🇧 N/A	<a href="#">Marketing Consultancy</a>	01/08/2017	01/08/2020	01/08/2021	0	No	No
🇬🇧 N/A	<a href="#">Bespoke doors</a>	07/07/2017	07/07/2020	07/03/2021	4	No	Yes

Select the contact and on the **View Contract** page the 'Messages' tab will also indicate that there is a new message received for that contract. Open the tab to view the new and previous messages for that contract; new unopened messages will be highlighted in bold.

### View Contract

You are here: [Home](#) > [Contract Management Control Panel](#) > [Public Contracts Register](#) > View Contract

[Details](#) | 
 [Successful Suppliers Edit](#) | 
 [Notes](#) | 
 [Documents](#) | 
 [Admin/Notify](#) | 
 **[Messages \(1 new\)](#)**

#### Suppliers

Select a name from the list of Suppliers to send a private message to them

Name	Email Address	Action
Acer Web Design	sarah@acerweb.com	<a href="#">Send a message</a>
Bryant Graphic Design	peter@bryantgraphic.com	<a href="#">Send a message</a>
Red Letter Marketing	paul@redletter.com	<a href="#">Send a message</a>

#### Message(s) for this contract

Conversation with	Subject	Started on	Last message on
<b><a href="#">Sarah Smith (Acer Web Design)</a></b>	<b>ISO 27001 IT security documents</b>	<b>07/07/2017 13:30:09</b>	<b>07/07/2017 14:06:23</b>
<a href="#">Sarah Smith (Acer Web Design)</a>	Latest Price List	07/07/2017 13:29:27	07/07/2017 13:29:27
<a href="#">Sarah Smith (Acer Web Design)</a>	Late delivery of graphic design doc...	07/07/2017 12:52:07	07/07/2017 12:52:07

To view the reply select the message and the **View/reply to message** page will appear again but this time including the supplier's response.

You have the opportunity to send another message if you wish and the conversation can continue back and forward indefinitely with a full audit trail of all messages sent and received.

### View / reply to message

**From:** Peter Willis (The Local Council)  
**Subject:** ISO 27001 IT security documents  
**Contract:** 83862 - Graphic Design

Hi Sarah

Can you please email documentary evidence that your company is ISO 27001 certified.

Many thanks

Peter Willis

by Peter Willis (The Local Council) on 07/07/2017 13:30:09

Hi Peter

As requested I have emailed the ISO 27001 certification.

Regards

Sarah Smith

by Sarah Smith (Acer Web Design) on 07/07/2017 14:06:23

Your Message:

Hi Sarah

Thank you very much for you prompted response to my request for the ISO certification.

Regards

Peter Willis

**Send** **Back**

## Downloading your Contracts

You can download your contracts into an Excel or CSV document. This can be done on the current public contracts, hidden contracts and expired contracts lists. If you have used the search options to filter the list, the download will only download those contracts displayed in the list.

To do this select “**Download as Excel**” or “**Download as CSV**” at the top of the contracts list.

**Buyer Contracts Register**

You are here: [Home](#) > [Contract Management Control Panel](#) > Contracts Register

Listed below are all contracts belonging to your buying organisation. Please *click* on the appropriate contract title to view the contract details.

**Search for Contracts**

Category Search  
 [Go](#)

Browse Categories  
 Category: All  [Go](#)

**Advanced Search**

ID:

Title:

Description:

Supplier Name:

[Search](#)

2 records found. Jump to page 1 of 1 [Go](#)

[Download as Excel](#) [Download as CSV](#)

Award Ref	Contract Title	Start Date	End Date	Extended End Date	Extensions Available (months)	Framework	Call Off
N/A	<a href="#">Marketing Consultancy</a>	01/08/2017	01/08/2020	01/08/2021	0	No	No
JUN068884	<a href="#">Marketing Services</a>	01/07/2017	01/07/2020	01/07/2023	-36	Yes	No

The file will include a separate line for each contract awarded to a supplier. This means that if a single contract has ten suppliers on it there will be ten entries listed in the file (see [Annex A](#) for explanation of the various fields in this file).

If you want to download a list of all current contracts (both public and hidden) you can do so by selecting **Buyer > Contract Management > Download all Current Contracts (public and hidden)**.

**Contract Management - Control Panel**

Your Public Contracts Register is currently On.

You can change this setting on the [Amend Buyer Details](#) page.

**Completed Contracts**

- [View Public Contracts](#)
- [View Expired Contracts](#)
- [View Hidden Contracts](#)
- [Download All Current Contracts \(public and hidden\)](#)
- [Manage Purchasing Teams](#)
- [User Guides](#)

**New / Incomplete Contracts**

- [View Incomplete Contracts](#)
- [Create New Contract](#)
- [Create a Call Off](#)

## Allowing Contracts to be Viewed Publicly

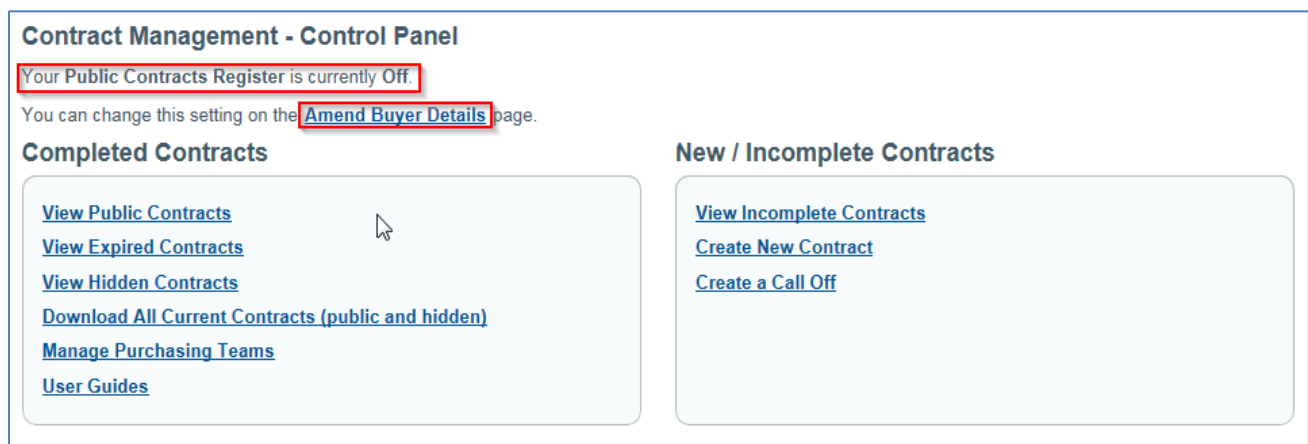
Your organisation's suppliers will be able to see the contracts that have been assigned to them in the **Contracts Register** section of their **Supplier Control Panel**.

You can also choose whether to allow all your organisation's current contracts to be publicly visible to any user registered on myTenders by switching on the 'Contracts Register'. Only users with Controller access can set this preference.

The **Management Contact - Control Panel** contains an on/off statement to let you know if the contracts in your **View Public Contracts** folder (which contains all current contracts) are visible to the public.


If you have chosen for the contracts to not be visible the statement will say 'Your **Public Contracts Register** is currently **Off**'. To make the contracts publicly visible you must change this indicator 'On'.

To do this select **Buyer > Contract Management > Amend Buyers Details**.



The screenshot shows the 'Contract Management - Control Panel' interface. At the top, a message states 'Your Public Contracts Register is currently Off.' Below this, a link 'Amend Buyer Details' is highlighted. The panel is divided into two sections: 'Completed Contracts' and 'New / Incomplete Contracts'. The 'Completed Contracts' section contains links for 'View Public Contracts', 'View Expired Contracts', 'View Hidden Contracts', 'Download All Current Contracts (public and hidden)', 'Manage Purchasing Teams', and 'User Guides'. The 'New / Incomplete Contracts' section contains links for 'View Incomplete Contracts', 'Create New Contract', and 'Create a Call Off'.

Then in the 'Public Contracts Register' section at the bottom of the **Amend Buyers Details** page, ensure that 'On' is selected before selecting **Save**.



The screenshot shows the 'Public Contracts Register' settings page. It features a message: 'You can choose to hide all of your contracts in the Contract Register (regardless of their visibility) by turning your Public Contracts Register off.' Below this, there are two radio buttons: 'On' (which is selected and highlighted with a red box) and 'Off'. A 'Comments' text area is visible below the radio buttons. At the bottom of the page, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

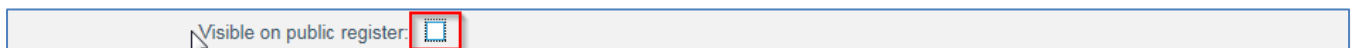
The statement in your **Contract Management - Control Panel** will now say 'Your **Public Contracts Register** is currently **On**'.



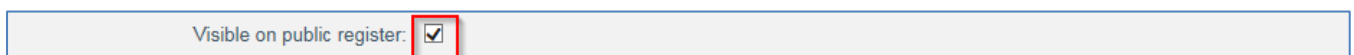
## Hiding an individual contract

Even if you have chosen to make your contracts visible to the public there is still an option to hide individual contracts from public view. Only '[Contract Administrators](#)' and users with "[Administrators for this Contract' Status](#)' can hide contract.

To do this select **Contract Management - Control Panel > View Public Contracts**, open a contract and in the **View Contract** page deselect the **Visible on public register** option.



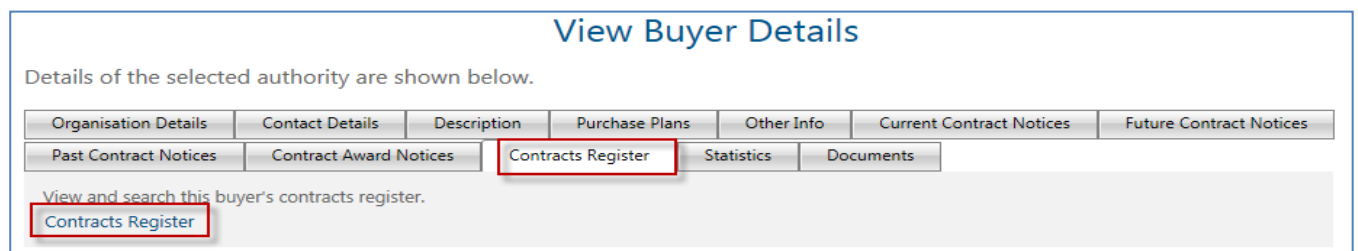
If you want the contract to be publicly viewable in the future, visit the contract in the **View Hidden Contracts** section in your **Contract Management - Control Panel**, open the contract and select the **Visible on public register** option.



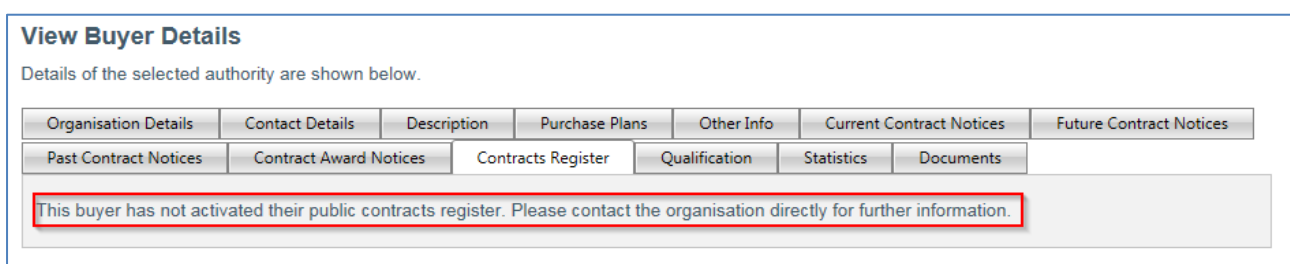
## How the Public can View your Organisation's Contracts

If you have chosen to make your organisation's contracts visible to the public, all registered users on myTenders will be able to view your organisations current contracts. i.e. the same contracts that are listed in your **View Public Contracts** folder.

To do this they select **Suppliers > Search for Buyers** to find your organisation and open the **View Buyer Details** page. Then in the 'Contracts Register' tab they can view the current contracts by selecting the **Contracts Register** link.



If you have not elected to make your contracts visible, a message will be displayed in the 'Contracts Register' tab that reads: "This buyer has not activated their public contracts register. Please contact the organisation directly for further information."



After the user has selected the **Contracts Register** link to view the current contracts, they have the option to filter the list by category, ID, title, description and supplier name. They also have the option to restrict the search to term (recurring) contracts only and also to include expired contracts.

They can also download the selected list of contracts into an Excel or CSV file.

## Public Contracts Register

---

You are here: [Home](#) > [Supplier Control Panel](#) > Public Contracts Register

---

Listed below are all public contracts. Please *click* on the appropriate contract title to view the contract details.

### Search for Contracts

Search for **Term** Contracts only  
(Contracts for which the requirements are likely to be recurrent and go out to tender at the end of the current agreement)

Include **Expired** Contracts

Category Search

 Go

Advanced Search

ID

Title

Description

Supplier Name

Search

Browse Categories

Category Clothing Go

24 records found. Jump to page 1 of 1 Go ⏪ ⏩

[Download as Excel](#) | [Download as CSV](#)

Award Ref	Contract Title	Start Date	End Date	Extended End Date	Extensions Available (months)	Framework	Call Off
N/A	<a href="#">Market Research</a>	01/08/2017	01/08/2021	01/06/2022	2	No	Yes
N/A	<a href="#">Marketing Consultancy</a>	01/08/2017	01/08/2020	01/08/2021	0	Yes	No
N/A	<a href="#">Bespoke doors</a>	07/07/2017	07/07/2020	07/03/2021	4	No	Yes
JUN068884	<a href="#">Marketing Services</a>	01/07/2017	01/07/2020	01/07/2023	-36	Yes	No

Selecting a particular contract will display the contract details and successful supplier details. If it's a framework contract the supplier will be able to see a list of Call Offs made.

## View Contract

You are here: [Home](#) > [Public Contracts Register](#) > View Contract

[Details](#) [Successful Suppliers](#) [Call Offs](#) [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: 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: 12/07/2017  
Start Date: 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

## Further Information

If you have any queries regarding the Contract Management system please contact the myTenders support team using the contact details on the myTenders [website](#).

## ANNEX A - Understanding the Contract Management Fields

### VIEW CONTRACT – DETAILS TAB

**ID:** The myTenders ID of a contract. In the case where the entry has been created from the publication of an award notice this is the document ID of the contract award notice. If the entry has been created manually the ID is assigned to the contract entry on publication.

**Status:** When contracts are created they have a status of 'Published', if the contract period has been extended the status will change to 'Extended' and if the contract is terminated the status will change to 'Terminated'.

**Contract title:** The descriptive title of the contract. If the contract entry is automatically created from an award notice this will be the title of the contract. If it is created from a manual entry the buyer can choose the title.

**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).

**Contract award date:** The date the contract was awarded.

**Contract start date:** The date the contract started.

**Contract end date (excluding extensions):** The date the contract is due to end, not including any extension options not yet activated.

**Maximum extension period (months):** The number of months for which a contract period can be extended. **NOTE:** If extensions are activated this number will decrease by the number of months extended by.

**Payment window (months):** The number of months after the official contract end date during which you would usually expect to have made all payments relating to the contract to the relevant supplier(s).

**Contract value or lowest offer / highest offer:** The value of the contract or, if not given, the lowest and the highest offer made.

**Contract value per annum:** Provides an option to enter the annual value of the contract.

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

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

**Term Contract:** Contracts for which the requirements are likely to be recurrent and go out to tender at the end of the current agreement.

**Email reminder date for contract renewal:** The date on which a reminder email to the user(s) selected to receive reminder emails.

**Purchasing Team:** Provides an option to assign a purchasing team to the contract.

**Contract visible to the public:** Whether contract will be visible to the public on the myTenders.

**Is this a reserved contract?:** Whether the contract is reserved for supported businesses. The contracting authority may restrict the right to participate in a public contract to economic operators which operate supported factories, supported businesses or supported employment programmes.

**Collaborative contract?:** Indicates whether the authority is collaborating with other authorities.

**Is Electronic Auction?:** Whether an electronic auction is being used within the contract.

**Is this conclusion of a framework agreement?:** Whether the award notice or the manually entered contract is setting up a framework agreement.

**Description:** The description of the contract. If the contract entry is automatically created from an award notice, this will be taken from the description field within the notice. If it is created from a manual entry the buyer must enter the description.

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

**Secured Saving**

**Cost Avoidance**

**Delivered Saving**

**Cost Pressure**

**Community Benefits**

## SUCCESSFUL SUPPLIER EDIT

LOTS (If the contract is divided into lots details of each lot can be entered):

**Title:** The title of the lot.

**Lot Number:** The number of the lot.

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

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

EDITING SUPPLIER:

**NOTE:** If the contract entry is automatically created from an award notice the successful supplier's details will be copied from the notice. If there are multiple suppliers each supplier should be entered.

**Name:** The company name of the supplier.

**Address 1:** The company address of the winning supplier.

**Address 2:** The company address of the winning supplier.

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

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

**Country:** The company address of the winning supplier.

**Phone:** The winning suppliers telephone number.

**DUNS number:** The DUNS number of the winning supplier. **NOTE:** All registered businesses in the UK must be registered with a Dun and Bradstreet [DUNS number](#).

**Award Value:** The value of the award made to this particular supplier.

**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 will appear multiple times, once for each lot they have been successful on.

## **FIELDS WHEN DOWNLOADING ALL CURRENT CONTRACTS (PUBLIC AND HIDDEN)**

**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 supplies, 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 CPV code provided for the contract.

**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 maximum 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 collaboration with other buyers.

**Term:** Indicates if contract is to be recurring.

**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.

**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 businesses in the UK must be registered with a Dun and Bradstreet [DUNS number](#).

**Is Call Off:** Indicates if the 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.