



CabinetOffice

Strategic Communication

Transparency in Procurement and Contracting

How to publish a live opportunity on Contracts Finder

Efficiency & Reform Group

UNCLASSIFIED

Live opportunities

The screenshot shows the 'Contracts Finder PHASE ONE' website. The top navigation bar includes the Business Link logo, the site title, and a user welcome message 'Welcome Hannah Sumray | Logout'. A 'Business support' button with the number '0845 600 9 006' is also present. The main navigation menu contains links for 'My profile', 'My notices', 'Search contracts', 'Find suppliers', 'Find buyers', and 'Help and Resources'. The 'My notices' link is circled in red. Below the navigation bar, the breadcrumb 'Contracts Finder > My notices' is displayed. The main content area is titled 'MY NOTICES'. A light blue callout box with the text 'Go to My Notices then click the Add a new notice link' has an arrow pointing to the 'My notices' link in the navigation bar. Another arrow points from the callout box to the 'Add a new notice >' button, which is also circled in red. Below the 'MY NOTICES' heading, there is a 'Hide filters' link and a grid of filter checkboxes: Contract, Contract Award, Closed, Awaiting signoff, Tentative, Tender or Contract, Draft, Open, Replaced, and Withdrawn. At the bottom, there are date selection fields for 'Created from' and 'To', and 'Published from' and 'To'. The browser's status bar at the bottom shows 'Internet' and '100%' zoom.

Business Link

CONTRACTS FINDER PHASE ONE

What Is Phase One?

Welcome Hannah Sumray | Logout

Business support 0845 600 9 006

My profile My notices Search contracts Find suppliers Find buyers Help and Resources

Contracts Finder > My notices

MY NOTICES

Hide filters

Add a new notice >

Contract Contract Award Closed Awaiting signoff
Tentative Tender or Contract Draft Open
Replaced Withdrawn

Created from To
Published from To

Internet 100%

1st Stage of Publishing a live opportunity

Business LINK

CONTRACTS FINDER
PHASE ONE
[What Is Phase One?](#)

Welcome Hannah Sumray | Logout | Business support | Business support 0845 600 9 006

My profile | **My notices** | Search contracts | Find suppliers | Find buyers | Help and Resources

Contracts Finder > Add a new notice

Choose a procurement procedure

☒ Below OJEU ☐ Published Documents

Choose language

☐ Cymraeg ☐ English ☐ Both

Create notice >

[Sitemap](#) | [Feedback](#) | [Copyright](#) | [Terms and Conditions](#) | [Privacy Policy](#) | [Accessibility](#) | [Help with PDF files](#) | [Data Feed \(XML\)](#)

1st Stage - (cont)

Contracts Finder > Add a new notice

Choose a procurement procedure ?

☒ Below OJEU ☐ Published Documents

Choose a notice type ?

☐ Tentative ☒ Contract ☐ Contract Award

Choose language ?

☐ Cymraeg ☒ English ☐ Both

Create notice >

[Sitemap](#) | [Feedback](#) | [Copyright](#) | [Terms and Conditions](#) | [Privacy Policy](#) | [Accessibility](#) | [Help with PDF files](#) | [Data Feed \(XML\)](#)

The screenshot shows a web form for adding a new notice. It has three main sections: 'Choose a procurement procedure', 'Choose a notice type', and 'Choose language'. In the 'Choose a notice type' section, the 'Contract' radio button is selected and circled in red. A blue callout box with the text 'Select contract then click on the create notice link' has an arrow pointing to the 'Contract' radio button and another arrow pointing to the 'Create notice >' button, which is also circled in red. The footer contains a series of links: Sitemap, Feedback, Copyright, Terms and Conditions, Privacy Policy, Accessibility, Help with PDF files, and Data Feed (XML).

2nd Stage – Contract Overview

Contract overview

Contract details

Title of the contract: *

Test

Reference number: *

BL01

Complete all fields

Buying organisation

Name of the buying organisation: *

Business Link

Estimated contract value

From £ *

0

To £ *

0

Contract overview (cont)

Details of the deadline for this contract

Deadline date: *

10/02/2011

This deadline is for... *

Close of tender

Complete all fields

Location where the contract is to be carried out

Please enter a location where the work should be supplied to. You can use town name, county, postcode or regional name.

Find regions *

United Kingdom, European Union

Extra comments about the location: (optional)

Important
If the contract is overseas select your region of the UK and include specific details of where the contract is to be delivered in comments box.

Internet 100%

Contract overview cont.

The screenshot shows a web form for contract management. At the top, there is a tab labeled "United Kingdom, European Union" with a close button. Below this is a text area for "Extra comments about the location: (optional)". A callout box with the text "Select the appropriate tab and click on the save and continue link" has an arrow pointing to the "Save and continue" button at the bottom right. Below the text area is a question: "Is this suitable for smaller suppliers?". Below the question are two radio buttons: "Yes" (selected) and "No". A red circle highlights the "Yes" radio button, and an arrow points to it from the "Save and continue" button. At the bottom left, there are two links: "Cancel changes and exit" and "Save and exit". At the bottom right, there is a "Save and continue" button with a right arrow, which is also circled in red. The footer contains a row of links: "Sitemap", "Feedback", "Copyright", "Terms and Conditions", "Privacy Policy", "Accessibility", "Help with PDF files", and "Data Feed (XML)".

United Kingdom, European Union

Extra comments about the location: (optional)

Is this suitable for smaller suppliers?

☒ Yes ☐ No

[Cancel changes and exit](#) [Save and exit](#)

[Save and continue >](#)

[Sitemap](#) | [Feedback](#) | [Copyright](#) | [Terms and Conditions](#) | [Privacy Policy](#) | [Accessibility](#) | [Help with PDF files](#) | [Data Feed \(XML\)](#)

3rd stage – Contract Details

1 2 3 4

Edit en-GB

Contract Details

Contract description

Enter your description of the contract: *

Supporting Documents

Please upload all the relevant supporting documentation, that will help supply

Choose file to upload

Browse...

Enter Contract description and browse documents

Contract details (cont)

The screenshot shows a web form for entering contract details. At the top, there is a section titled 'Title to display:' with a text input field and an 'Upload file >' button. A red oval highlights this section, and a callout box points to it with the text 'Enter document title and upload file'. Below this is a dark grey section with the heading 'Pick the codes that best describe the goods or services required by your notice.' and a subtext explaining CPV codes. Underneath are two tabs: 'Search (CPV) Codes' and 'Browse (CPV) Codes'. A red oval highlights the 'Search (CPV) Codes' tab and its associated text input field, which has a red asterisk. A callout box points to this field with the text 'Select CPV code and click on the save and continue link'. Below the input field is a section titled 'Your selected codes:'. At the bottom of the form, there are three links: 'Cancel changes and exit', 'Save and exit', and 'Save and continue >'. A red oval highlights the 'Save and continue >' link, and a blue arrow points from the callout box to it.

Title to display:

Upload file >

Enter document title and upload file

Pick the codes that best describe the goods or services required by your notice.

Try to be as specific as possible, balanced with selecting a few different ways of describing the situation. Common Procurement Vocabulary (CPV) codes are used by the Office Journal of the European Union (OJEU) to sort contract opportunities.

Search (CPV) Codes | Browse (CPV) Codes

Select CPV code and click on the save and continue link

Your selected codes:

[Cancel changes and exit](#) [Save and exit](#) [Save and continue >](#)

4th stage – Additional information

1 ☒ 2 ☐ 3 ☒ 4 ☐

Edit Edit

en-GB

Additional information about the contract

Estimated length of contract * ?

☒ Length in days/ months ☐ Specify start date and end date

0

Months

Type of contract * ?

☐ Supplies ☐ Services ☐ Works

The contract will be awarded based on... ?

☐ lowest price ☐ Value for money criteria

Done Internet 100%

Complete all fields

Additional Information (cont)

The screenshot shows a web form with the following sections:

- Supplies Services Works** (tabs)
- The contract will be awarded based on...**
 - ☐ lowest price
 - ☐ Value for money criteria
- Is this contract related to a programme of funding?**
 - ☐ Yes
 - ☒ No
- Is this contract a framework agreement or part of one?**
 - ☐ Yes
 - ☒ No
- Navigation:**
 - [Cancel changes and exit](#)
 - [Save and exit](#)
 - Save and continue >** (highlighted with a red circle)
- Footer:**
 - [Sitemap](#) | [Feedback](#) | [Copyright](#) | [Terms and Conditions](#) | [Privacy Policy](#) | [Accessibility](#) | [Help with PDF files](#) | [Data Feed \(XML\)](#)

Instructions: A light blue box contains the text "Complete all fields and then click on the save and continue link". A blue arrow points from this box to the "Save and continue >" button.

Browser: The bottom of the browser window shows "Done", "Internet", and "100%" zoom.

5th Stage – How to apply

The screenshot shows the 'Contracts Finder > Add a new notice' page. At the top, a navigation bar includes links for 'What Is Phase One?', 'my profile', 'my notices', 'Search contracts', 'Find suppliers', 'Find buyers', and 'Help and Resources'. Below this, the page title is 'ADD A BELOW OJEU - CONTRACT NOTICE'. A progress bar with four steps is shown: Step 1 (checked), Step 2 (marked with a red 'x'), Step 3 (marked with a red 'x'), and Step 4 (active). Each step has an 'Edit' link below it. A light blue callout box on the right says 'Complete details of how to apply'. The main content area is titled 'How to apply' and contains a section 'How to apply instructions to suppliers' which is circled in red. This section includes a text box for providing details to help suppliers understand the procurement process. The text box is currently empty. The bottom of the page shows a Windows taskbar with 'Done', 'Internet', and '100%'.

LINK | [What Is Phase One?](#) | my profile | my notices | Search contracts | Find suppliers | Find buyers | Help and Resources

Contracts Finder > Add a new notice

ADD A BELOW OJEU - CONTRACT NOTICE

1 2 3 4

[Edit](#) [Edit](#) [Edit](#)

Complete details of how to apply

How to apply

How to apply instructions to suppliers

Please provide details to help suppliers understand the procurement process that you are following. Try to give enough information to ensure that suppliers respond to you properly. This information will be included in the 'How to Apply' section for suppliers *

Done | Internet | 100%

How to apply (cont)

Contact information

Please provide the contact details for the person or organisation that is responsible for so they are likely to use these contact details if they have questions. Ideally this information

Public contact name: *

Organisation: *

Business Link

Address (line 1): *

Address (line 2):

Address (line 3):

Complete all contact detail fields

Done Internet 100%

How to apply (cont)

The screenshot shows a web form with the following fields:

- Town or City: *
- County: *
- Postcode: * (containing SE1 2QG)
- Telephone: (empty)
- Extension: (empty)
- Fax number: (empty)
- Public email address: (empty, with a green icon)
- Website: (empty)

At the bottom of the form, there are three buttons:

- [Cancel changes and exit](#)
- [Save and exit](#)
- [Save and continue >](#)

A callout box with the text "Complete all contact detail fields and click on the save and continue link" points to the "Save and continue >" button.

Penultimate Stage before publication

The screenshot displays the 'Contracts Finder PHASE ONE' interface. The top navigation bar includes the 'Business Link' logo, the title 'CONTRACTS FINDER PHASE ONE', and links for 'My profile', 'My notices', and 'Search'. A phone number '0845 600 9 006' is visible in the top right. The main content area is titled 'PREVIEW NOTICE' and shows a notice created on 01/02/2011 by Hannah Sumray. The notice details include: Reference number: t1, Deadline date: 04/02/2011, This deadline is for... close of test, Value: £0 - £0, Main site of work/delivery: United Kingdom, and a question 'Is this suitable for smaller suppliers?'. A red circle highlights the 'Edit this section' button. On the right, a sidebar contains a language dropdown set to 'en-GB' and a menu with options: Edit, Sign off and publish, Ask colleagues to sign off and publish, Copy, and Delete. An 'Important' callout box is overlaid on the right side of the screen.

Important

Check all sections have been completed correctly and that the right documents have been uploaded

Sign off and Publish



The screenshot shows a web interface for managing a contract. The main content area has a sidebar on the left with expandable sections: 'Description of the contract' (expanded), 'Documents', 'Classification of the contract', 'Additional information', 'Contact details', and 'How to apply'. Each section has an 'Edit this section' button to its right. At the bottom of the sidebar, there is a link 'Back to my notices'. Below the sidebar, there are two buttons: 'Ask colleagues to sign off and publish >' and 'Sign off and publish >'. Red circles highlight the 'Edit this section' buttons for 'Documents', 'Classification of the contract', 'Additional information', 'Contact details', and 'How to apply', as well as the two bottom buttons. To the right of the interface, there are two light blue callout boxes with text.

Important
Check all sections have been completed correctly and that the right documents have been uploaded

When satisfied that all sections are correct select the relevant publishing route.