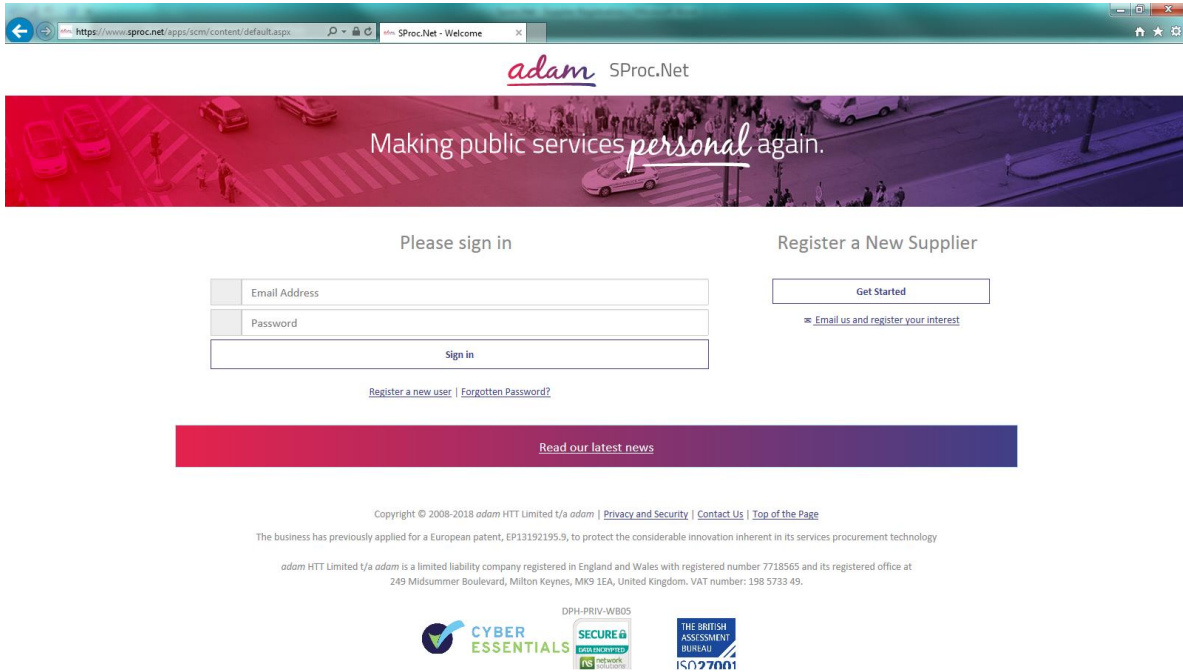


Contracts are currently tendered on SProc.Net. Please see the information below on how to sign up to SProc.net.

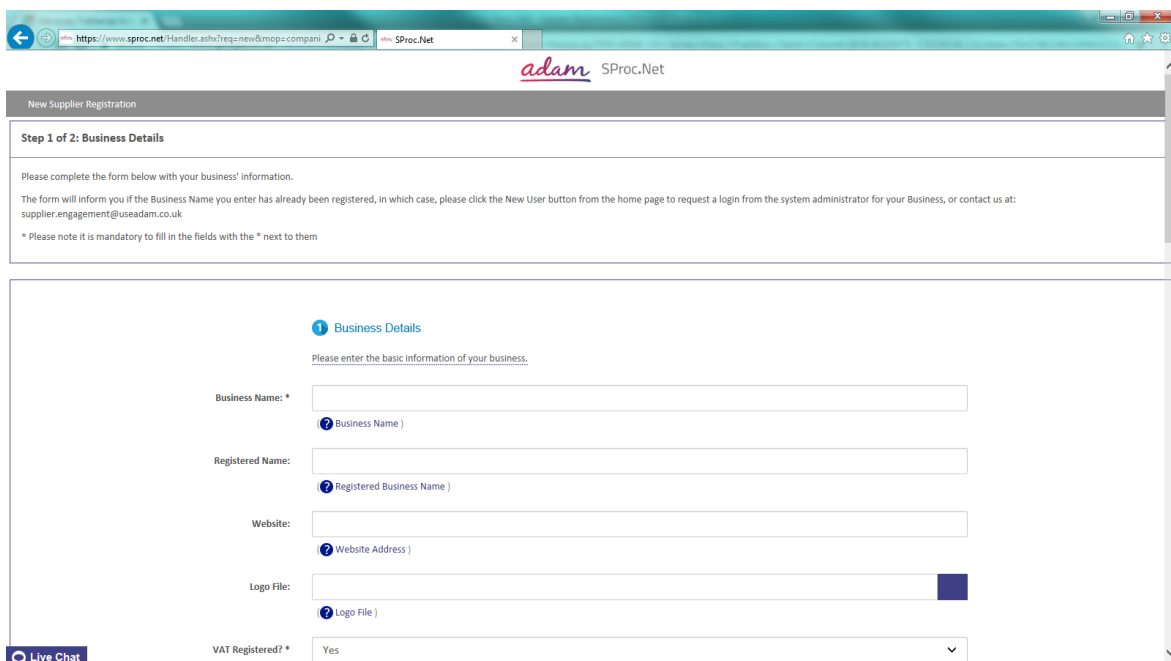
If you go to the link below the page should look like this:

<https://www.sproc.net/apps/scm/content/default.aspx>



**Click on 'Get Started' under Register a New Supplier.**

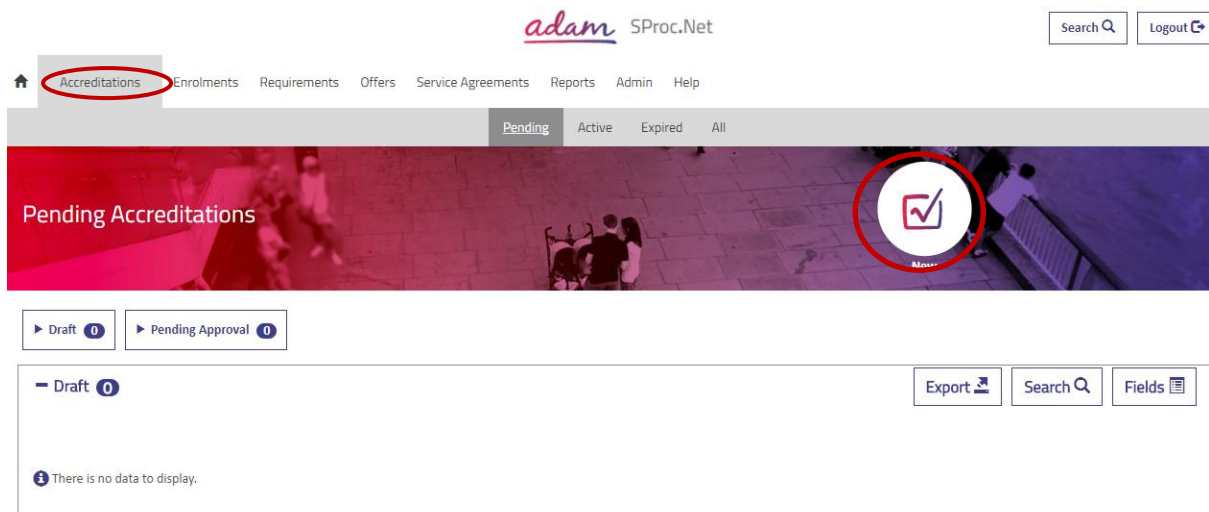
- This will ask you for some simple registration information.
- Once this is complete you will be emailed a user name and password.
- With this go back to the link above and log in. (You are now ready to access the website for SProc.net)



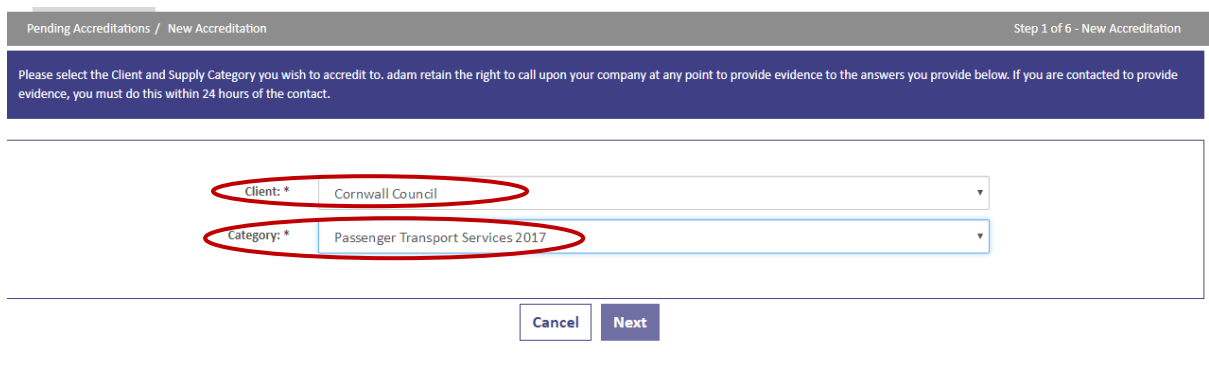
You will now need to complete the accreditation and enrolment process.

Log into Sproc.net using your new log-in details.

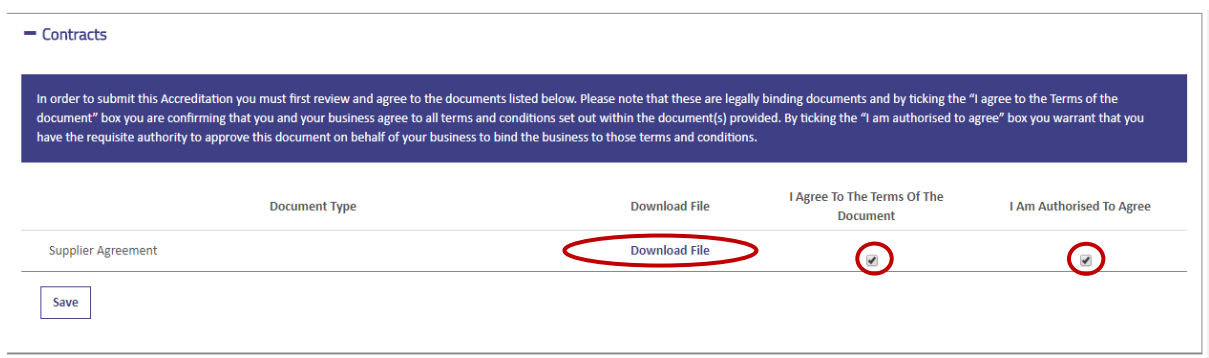
Go to 'Accreditations' and click on 'New' on the right side of the screen:



On the next screen, select "Cornwall Council" under the 'Client' field and "Passenger Transport Services" under the 'Category' field, click 'next':



On the next screen, you need to click on 'download file' to download a copy of the Supplier Agreement. It's important that you review this document carefully and then tick the boxes shown below confirming that you agree to the terms of the Supplier Agreement and that you are authorised to do so on behalf of your organisation (this is very important as this action represents a legally binding commitment to the terms and conditions provided):



On the same page, you then need to scroll down and complete all of the accreditation questions accurately (then click 'Save' – at the bottom left of the questions):

Accreditations Enrolments Requirements Offers Service Agreements Reports Admin Help

**Questions**

The following questions must be answered accurately before this Accreditation can be submitted

Please note that the application will timeout after 30 minutes. Remember to save regularly to avoid losing any responses you have entered

Question Type	#	Question Text	Answer	Characters Remaining
Company Information	1	What is your organisation's date of registration in its country of origin?	<input type="text"/>	4000 left
Company Information	2	What is your head office DUNS number? Please enter N/A if not applicable	<input type="text"/>	4000 left
Company Information	3	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the country where it is established?	<input type="text"/>	4000 left
Company Information	4	Please provide the relevant details, including the registration number(s).	<input type="text"/>	4000 left
Company Information	5	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	<input type="text"/>	4000 left
Company Information	6	Please provide additional details of what is required and confirmation that you have complied with this.	<input type="text"/>	4000 left
Company Information	7	Please provide the trading name(s) that will be used if successful in this procurement.	<input type="text"/>	4000 left
Company Information	8	Is your organisation a Voluntary, Community and Social Enterprise (VCSE)?	<input type="text"/>	4000 left
Company Information	9	Is your organisation a Sheltered Workshop?	<input type="text"/>	4000 left

[Live Chat](#) Information

Remaining on the same page, you need to scroll down and upload copies of the required documents (Employer's Liability Insurance, Public Liability Insurance and Licensing Information – proof of licenses held), input relevant issue and expiry dates. Click 'save' then 'next' at the bottom of the screen:  
*Note: the date fields need to be completed for all documents, if not relevant then use today's date.*

adam SProc.Net Search Logout

Accreditations Enrolments Requirements Offers Service Agreements Reports Admin Help

The relevant documents will need to be uploaded for each of the document types before the Accreditation can be submitted.

Please note that documents can be pulled through automatically from previous uploads to the system - you should check and confirm each one before submission.

Please note that the application will timeout after 30 minutes. Remember to save regularly to avoid losing any work

Document Type	File Name	Issue Date	Issue Number	Expiry Date	Description
Employer's Liability Insurance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Public Liability Insurance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Licensing Information	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

[Save](#)

Tick the box to confirm that you accept responsibility for submitting the accreditation on behalf of your organisation and click 'submit':

+ Accreditation

adam SPS retain the right to call upon your company at any point to provide evidence to the answers you provide below. If you are contacted to provide evidence, you must do this within 24 hours of the contact.

I confirm that I am certified to accept responsibility for submitting this Accreditation on behalf of my organisation

Cancel
Submit

Click on the search box next to the 'Supplier Location' box and select your location from the pop-up list, then click 'next':

You have submitted your Accreditation. Please select a location and click 'Next' to start your Enrolment.

+ Accreditation

Supplier Location: \*

Q

Cancel
Next

Answer each of the Enrolment questions and click 'save' at the bottom right of the questions:

🏠
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Accreditation - Additional Information / Submit Accreditation / New Enrolment Step 5 of 6

+ Enrolment

- Questions

Please answer all of the questions below  
 Please note that the application will timeout after 30 minutes. Remember to save regularly to avoid losing any responses you have entered

Question Type	#	Question	Answer	Characters Remaining
Company Information	1	Has your organisation completed the European Single Procurement Document?	<input type="text"/>	
Grounds for Mandatory Exclusion	2	Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences? - Participation in a criminal organisation - Corruption - Terrorist offences or offences linked to terrorist activities - Money laundering or terrorist financing	<input type="text"/>	
Grounds for Mandatory Exclusion	3	Please provide further details. - Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction. -Identity of who has been convicted. -If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	<input type="text"/>	4000 <span style="font-size: 0.7em;">≡</span>
Grounds for Mandatory Exclusion	4	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion?	<input type="text"/>	
Grounds for Mandatory Exclusion	5	Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences? - Fraud - Child labour and other forms of trafficking in human beings	<input type="text"/>	

Staying on the same page, scroll down to the 'Download Documents' section, these documents need to be downloaded, completed and then uploaded in the 'Upload Documents' section (see next step):

**Download Documents**

The following documents will need to be downloaded, completed in full and uploaded below before this Enrolment can be submitted

Document Type	Template File Name
Declaration Statement	Declaration Statement.docx
Contract Details	Contract Details.docx
Safeguarding Method Statement	Safeguarding statement.doc

Scroll down to the 'Upload Documents' section and upload the required completed documents.

*Note: the date fields need to be completed for all documents, if not relevant then use today's date.*

**Upload Documents**

Please upload all of the documents listed below.

Please note that documents can be pulled through automatically from previous uploads to the system - you should check and confirm each one before submission.

Please note that the application will timeout after 30 minutes. Remember to save regularly to avoid losing any work

Document Type	File Name	Issue Date	Issue Number	Expiry Date	Description
Health & Safety Policy					
Financial Documentation					
Information Commissioner's Office Evidence					
Declaration Statement					
Contract Details					
Safeguarding Method Statement					

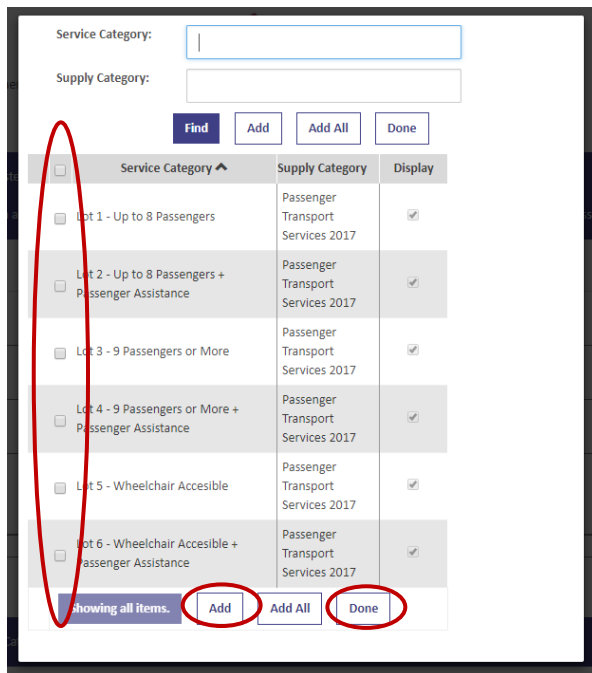
Stay on the same page and scroll down to the 'Service Categories' section, click on "Find more items...":

**Service Categories**

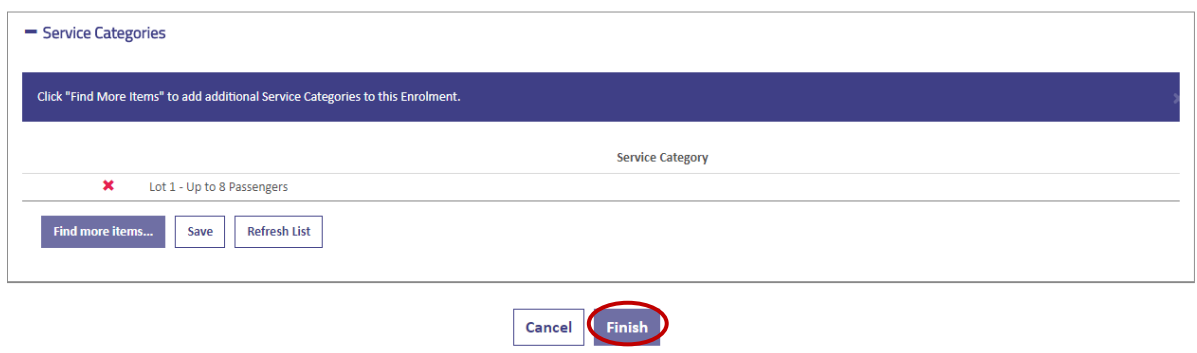
Click "Find More Items" to add additional Service Categories to this Enrolment.

Service Category

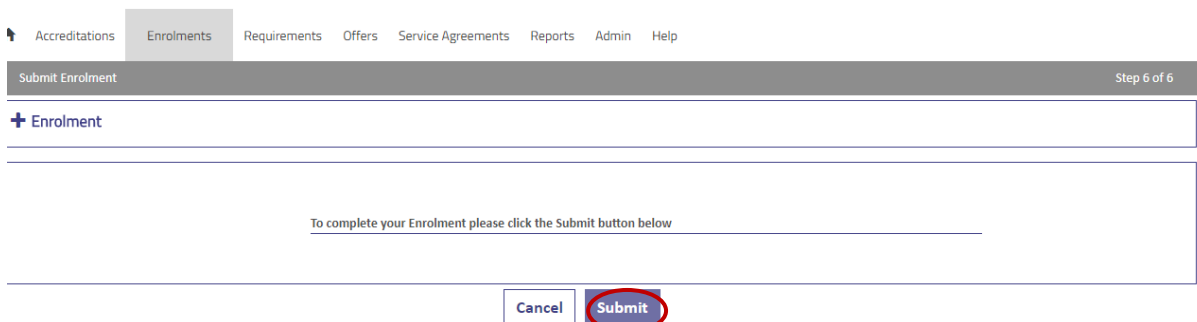
Select the relevant service categories you are applying for, click 'Add' and then click on 'Done':



You should now see the service categories you've added listed under the 'Service Categories' section. Click 'Save' and then check you're happy with the information you've provided on the page before clicking 'Finish':



Finally, click 'Submit' to submit your enrolment:



You will be notified when your enrolment has been approved or if any additional information is required. If you have any further queries, contact the PTU at [ptu@cornwall.gov.uk](mailto:ptu@cornwall.gov.uk)