

How to Register on Public Contracts Scotland (PCS)

Matthew Main

Registering on Public Contracts Scotland (PCS)

Prestwick Airport is a publicly owned facility and as such we are required to go through Public Contracts Scotland (PCS) to procure the goods and services we use. Our Invitation To Tender (ITT) documents are advertised on PCS and when we issue a new ITT all relevant suppliers receive an Email notice of this. ITT's are issued as either an ITT Notice or a Quick Quote (Quick Quote is an online request for quotation facility for Suppliers who are registered on the website. It is used to obtain competitive quotes for low value/low risk procurement exercises or for mini competitions within framework agreements.) Below is a guide to help you get set up on PCS. This will allow you to receive notices from Glasgow Prestwick Airport, as well as other Public organisations. This system also allows you to tender for any of these notices.

Contents

Getting Started	3
Supplier Details	5
Company Profile and Profile Alerts	7
Supplier Finder	11
Useful Websites	13

Getting started

Go to Public Contracts Scotland's Homepage, please see link below <u>http://www.publiccontractsscotland.gov.uk</u> This will take you to the below screen



Please click on the free registration link on the top right hand side as highlighted below



This will take you to the below page:

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	HOME BROWSE NOTICES SEARCH FOR BUYERS SUPPLIERS BUYERS	S INFO CENTRE NEWS & EVENTS CASE STUDIES HELP & SUPPORT	
	Regis Thank you for wanting to register with this site. You should only p previously.	tration roceed with this process if you have not registered with this site	
	Find contracts	Advertise opportunities	
	Supplier sof goods, works and services Supplier registration is free, allowing you to search for high additional dow value contracts. You also have the facility to download attached documents, send in responses, when the notices that you have expressed an interest in etc.	Buyers This section is solely for Buyers such as; Councils, NHS Trust, Housing Associations, Government Departments etc. who wish to publish and manage tender notices. Register for free to publish contract opportunities.	
	Register for free to receive regular e-mail alerts of public sector opportunities.	REGISTER AS A BUYER	
	Advertise sub-contract opportunities	<u></u>	
	Prime Contractors This allows main contractors on public contracts to public notices advertising for sub-contractors. The option is available to carry out competitions in advance of bidding for work or post-award. The 'Quick Quote' facility is also available to conduct restricted request for quotations.		
	Register for free to publish sub-contract		• 🔀 States 1142

Click on the Register as a Supplier Link

This will take you to the Supplier Details Screen

Supplier Details

Please complete this page with all the relevant information for your company.

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Supplier Details	^
User Information	
* First Name:	
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* Phone:	
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* Job Title:	
* Organisation Name:	
* Address Line 1:	
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Please select V	
Third Sector	
Please indicate if your company is a third sector organisation.	
If the answer is Yes, please tick the <i>bax</i> and select the Update button to show additional options:	
Additional Options	
Newsletter: 20 Remove tick if you do not wish to receive an e-mail newsletter	
Account Information	
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Address	
* Password:	
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If you are not based in the United Kingdom, please use the below in the NUTS code section;

IUTS Code	
Please select	the appropriate NUTS location.
* Location:	
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Once you have filled in all the relevant information, read and agree to the terms and conditions. Then click Submit.

This will take you to the below screen.

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	public contracts Scotland Get in touch: 0800 222 9003	
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	Registration Received	
	Registration Received - Your registration details for this site have been received. Please respond to the verification email before proceeding.	
	Once you have been verified the next step is to register for email alerts, so that you are notified whenever new opportunities become available.	
	Click the link below to return to the home page.	
	Continue	
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Once you have received the below email click on the link to confirm and activate your account.

Thank you for your application requesting access to the Public Contracts Scotland Website.

In order to activate your membership you must click the following link:

http://www.publiccontractsscotland.gov.uk/register v2/register verify.aspx?mode=activate&u=8e03957f79264f05ba7711aea8ee1716

(If you are unable to click on this link, copy the above line and paste it into your internet browser address box).

Once you visit the above link your membership will be activated and you may then access the site.

The next step after that is to register for email alerts, so that you are notified whenever new opportunities become available.

Regards Public Contracts Scotland Website Support Tel: 0800 222 9003

This is registration complete.

Company Profile and Profile Alerts

Setting up your company Profile allows you to provide more information about your company and identify your areas of interest, this allows you to decide which notifications you wish to receive.

On the PCS home page, click on the Suppliers tab

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номе	BROWSE NOTICES	SEARCH FOR BUYERS	SUPPLIERS	BUYERS	INFO CENTRE	NEWS & EVENTS	CASE STUDIES	HELP & SUPPORT
	This po	ortal gives fre	e acces	s to co	ontract op	oportunitie	s in Scotl	and
Find	details of contracts	s with Scottish Local	Authorities, I	NHS Scot	land, the Scott	ish Government, A	Agencies and N	NDPBs, Higher and

Log in using the details from supplier registration

Log	in
ease enter your email and password to access the site below.	
Email mmain@glasgowprestwick.com Password	Not Registered Yet? - Register here
•••••	FREE registration
Log in Forgot password?	

This will take you to the Supplier Control Panel where you can find and amend information regarding the setup of your company.

This screen will appear.

Click on Company Profile.

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	Latest Notices Search for Buyers Notice Reference Search Advanced Search Contracts Register	Interest List Quick Quotes Notice Alerts	Postbox Responses Access PCS-Tender System		
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	Company Profile Alert Profile Supplier Finder Profile	User Details Change Password Subscriptions Register to publish sub-contract opportunities	User guides FAQs Contact Us		ļ
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	Common Profile	
	Company Profile	
You * R	u are requested to complete/update the following information regarding your company. equired information.	
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Complete the information on this page and click save.

This will take you back to the Supplier Control Panel, on this page click on the Alert Profiles



Click on the start creating your profile link as highlighted above

This opens the Add Category page. Either click on the Browse Categories page or Search Categories

nis page allows yo	u to manage your supplier profile by adding the relevant product categories.
Selected Categories	Browse categories Search Categories
clicking the Delete bu	the notice categories you currently have selected in your profile. You can delete a category by selecting the appropriate checkbox and itton.
Listed below are all of clicking the Delete bu To add categories to y	the notice categories you currently have selected in your profile. You can delete a category by selecting the appropriate checkbox and itton. your profile please use the Browse Categories or Search Categories tab.

In Browse Categories click on the + at the side of the Category to view the sub Categories, tick all of the relevant sub categories to your business and click on save once you have ticked them all.

		Add Ca	tegory to	o Profile				
pplier Control Panel > A	Alert Profile > Produc	ct Categories						
is page allows you to	manage your sup	pplier profile by ad	ding the relev	ant product o	categories.			
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Please select/deselect one To search for categories by	or more categories fro keyword please use t	om the Product Categor the Search Categories t	ies below and <i>Cli</i> ab.	ck the Save but	ton to update yo	ur profile.		
Building Construc	tion Materials							
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Cemetery and Cre	ematorium							
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Services -	Building Cleaning							
Services -	Cleaning and Janitoria	al						
Services -	Laundry							
Services -	Washroom Sanitation							
other Clea	ning and Janitorial							
Clothing								

These will then appear in your selected Categories. If you wish to remove any, tick the box then click on Remove.

If they are correct click Continue

This will then open on Geographic Locations.

9	All Scotland		
	- Aberdeen & North-East		
	Tayside, Central & Fife		
	Glasgow & Strathclyde		
	Scotland South		
	🔲 Outside Scotland		

Please tick the areas in which you are interested in alerts and click Save. You will then go back to the Profile Alert page where you can edit the details on your profile.

Supplier Finder

Supplier Finder is additional information that can be added to your profile that makes it easier for your company to be found when a buyer is issuing Quick Quotes.

In the Supplier Control Panel, as before in the My Profile section, click on the Supplier Finder Profile link

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	Company Profile	User Details	User guides			
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Complete your Company Details, providing as much information as possible to make it easier for Buyers to find you.

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	What Is Supplier Finder? Supplier Finder is a supplier sourcing directory allowing you to advertise your company on the website. It allows you to provide defined information regarding the products or services you periode. Some of the benefits you get from updating your profile include: Buyers can now easily find your company via the Supplier Finder search tool. You can provide knywords which specifically highlight the products or services provided by your company. These knywords are searchable. The service improves your chances of receiving a direct invitation to quote from Buyers using "Quick Quote".	How Does Supplier Finder Work? Please complete the form below to update your profile. You can edit and save your profile at any time, however it will not be wiselike until you set the status to Public and save. You can hide your profile at any time by changing the status back to Private . Please regularly Save your work. If you don't click Save within 20 minutes the website will log you ont for security purposes and text you entered may be lost.	
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Highlight and press add to select all the regions that you can supply, the more regions selected means a greater visibility to Buyers. Please ensure to make your profile public otherwise it cannot be viewed.

Eilean Siar Aberdeen City Fife	Aberdeenshire Angus Argyll and But Scottish Borde Clackmannans West Dunbarto Dundee City East Ayrshire East Dunbarto East Lothian East Renfrews Edinburgh, Cit Falkirk Glasgow City Highland Inverclyde Midlothian Moray North Ayrshire North Lanarks Orkney Islands Perth and Kim Renfrewshire Shetland Islan South Ayrshire Shetland Islan South Ayrshire Shetland Islan South Ayrshire Shetland Islan South Ayrshire Shetland Islan South Ayrshire Shetland Islan South Lanarks Stirling West Lothian Eilean Siar Aberdeen City Fife	Add » « Remove shire shire of ire ss s ire	Dumfries and Galloway	
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Click Save and view once completed, you will then see what your profile looks like to Buyers allowing you the opportunity to go in and amend if needed.

This is your profile set up. From here you will get emails alerting you to available ITT's that have been created on PCS that are relevant to any categories you have added to your profile.

If you have any queries, please contact me on mmain@glasgowprestwick.com

Relevant Websites

http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=1363

Public Contracts Scotland Help and Support page

http://www.gov.scot/

Scottish Government homepage

http://www.glasgowprestwick.com/

Glasgow Prestwick Airport homepage

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