

How to Register on Public Contracts Scotland (PCS)

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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

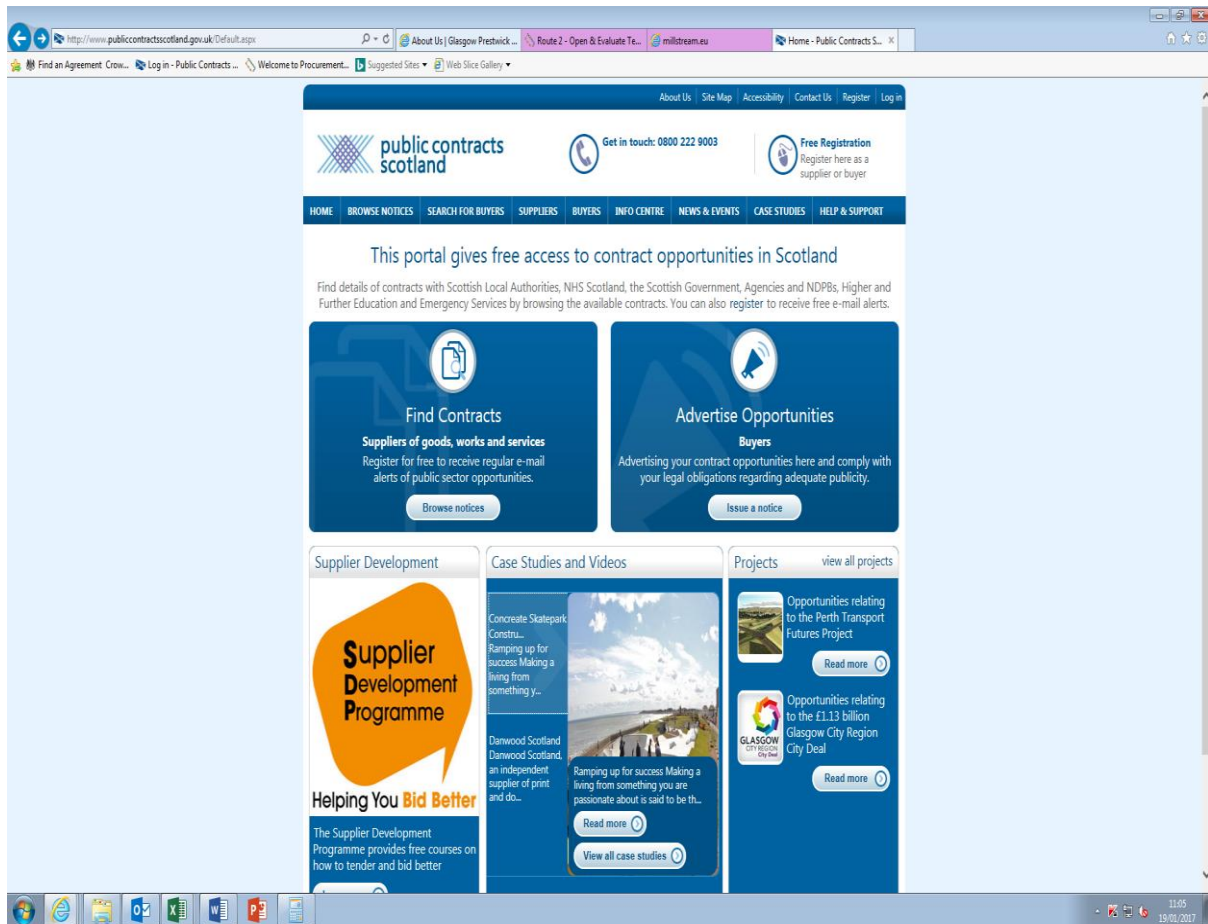
Getting Started	3
Supplier Details	5
Company Profile and Profile Alerts	7
Supplier Finder	11
Useful Websites	13

Getting started

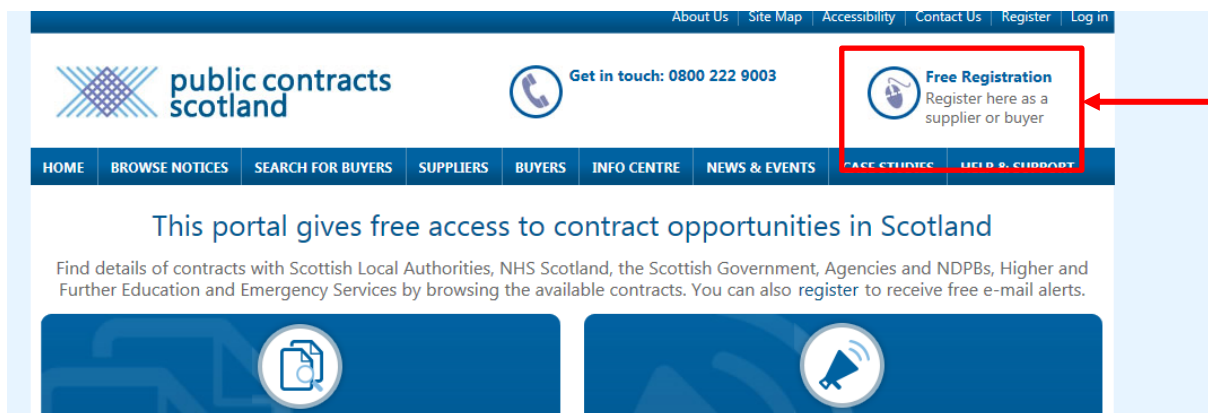
Go to Public Contracts Scotland's Homepage, please see link below

<http://www.publiccontractsscotland.gov.uk>

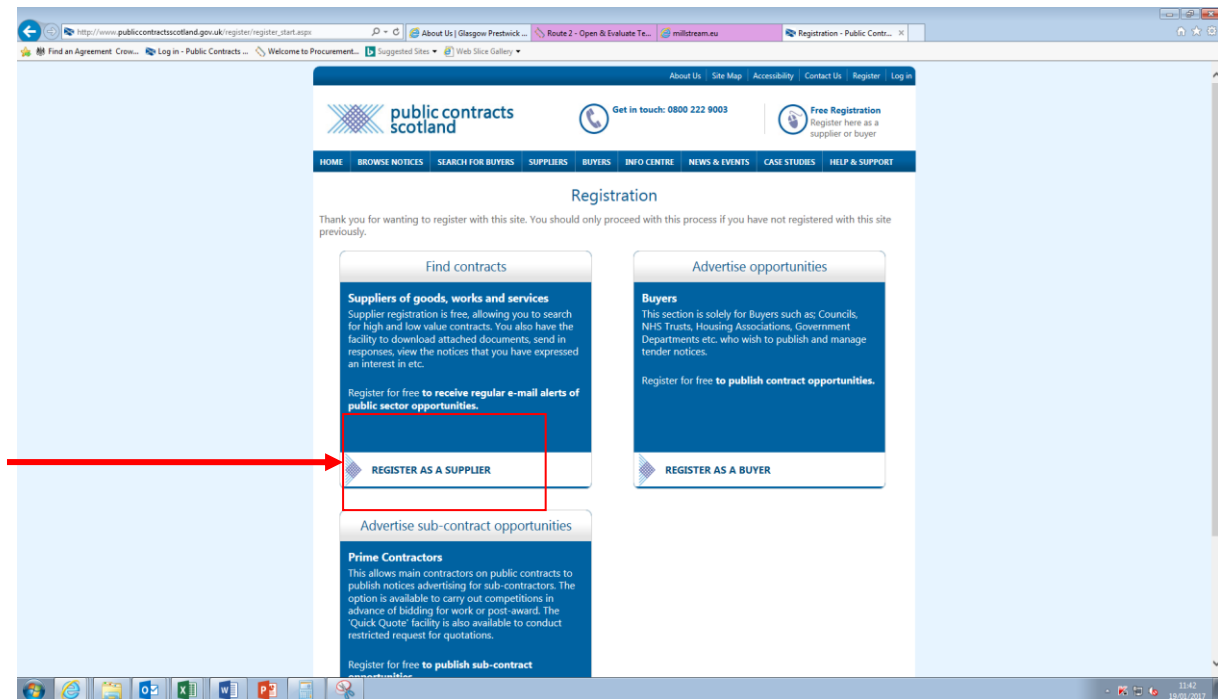
This will take you to the below screen



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



This will take you to the below page:



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.

The screenshot shows a web browser window with the URL http://www.publiccontracts.scotland.gov.uk/register_v2/Supplier_Register.aspx. The page title is "Supplier Details". The form is divided into several sections:

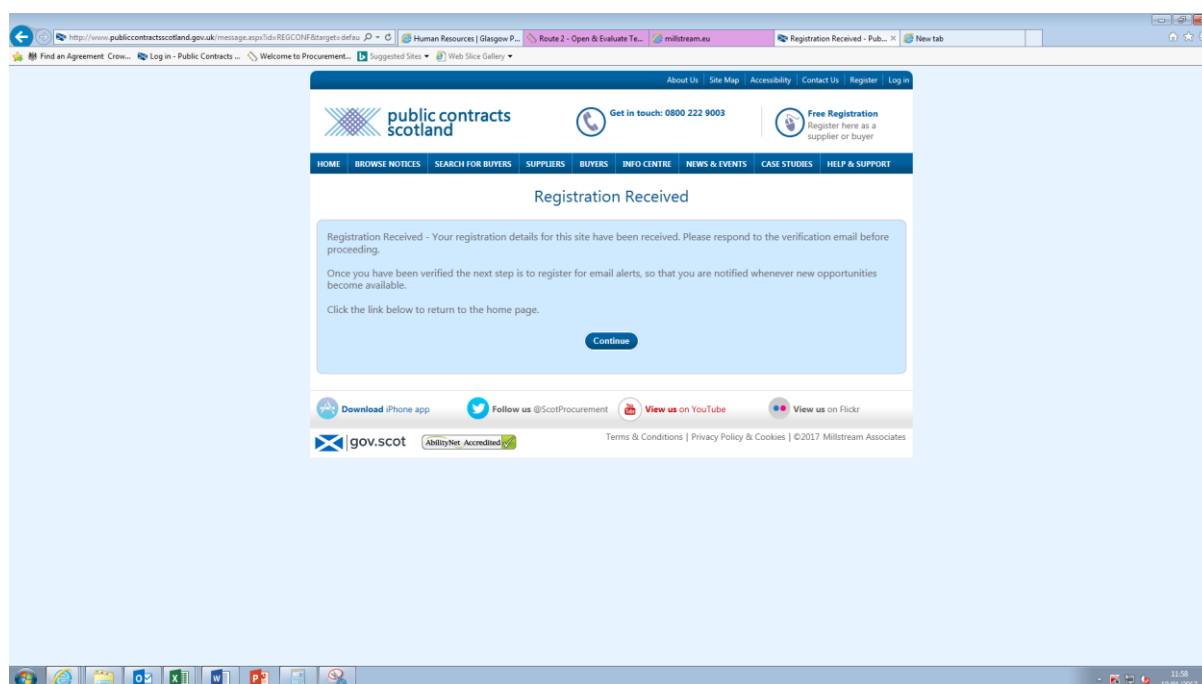
- User Information:** Fields for First Name, Last Name, and Phone.
- Organisation Details:** Fields for Job Title, Organisation Name, Address Line 1, Address Line 2, Town/City, Postal Code, Region (dropdown menu), and Country (dropdown menu, currently set to "United Kingdom (GB)").
- NUTS Code:** A section with the instruction "Please select the appropriate NUTS location." and a "Location:" dropdown menu.
- Third Sector:** A section with the instruction "Please indicate if your company is a third sector organisation." and a checkbox. Below it, a note says "If the answer is Yes, please tick the box and select the **Update** button to show additional options: ☐ **Update**".
- Additional Options:** A section with the instruction "Newsletter: ☒ Remove tick if you do not wish to receive an e-mail newsletter".
- Account Information:** A section with the instruction "Note: Passwords must be at least 8 characters long and contain at least one letter and one number." and fields for Email Address, Confirm Email Address, Password, and a Password confirmation field.

If you are not based in the United Kingdom, please use the below in the NUTS code section;

This close-up shows the "NUTS Code" section. It includes the instruction "Please select the appropriate NUTS location." and a "Location:" dropdown menu. The dropdown menu is open, showing the option "UKZ - EXTRA-REGIO" selected.

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.



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.

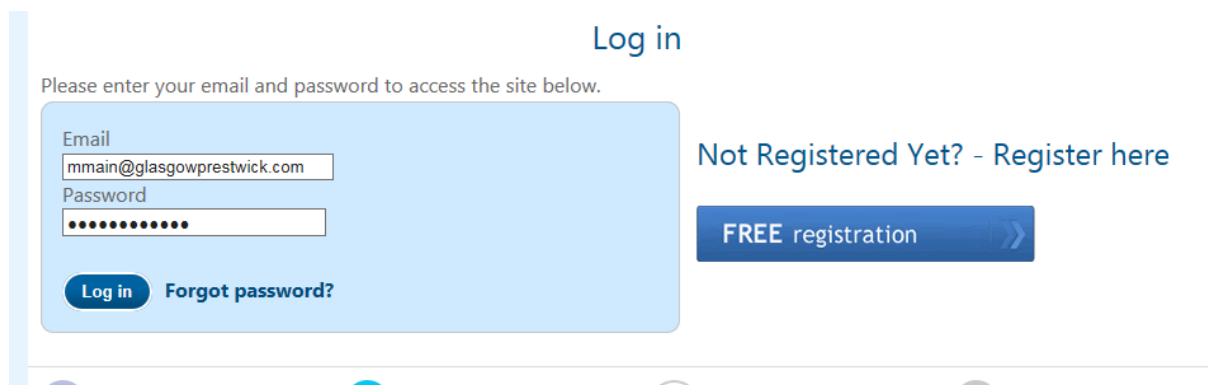
Company Profile and Profile Alerts

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



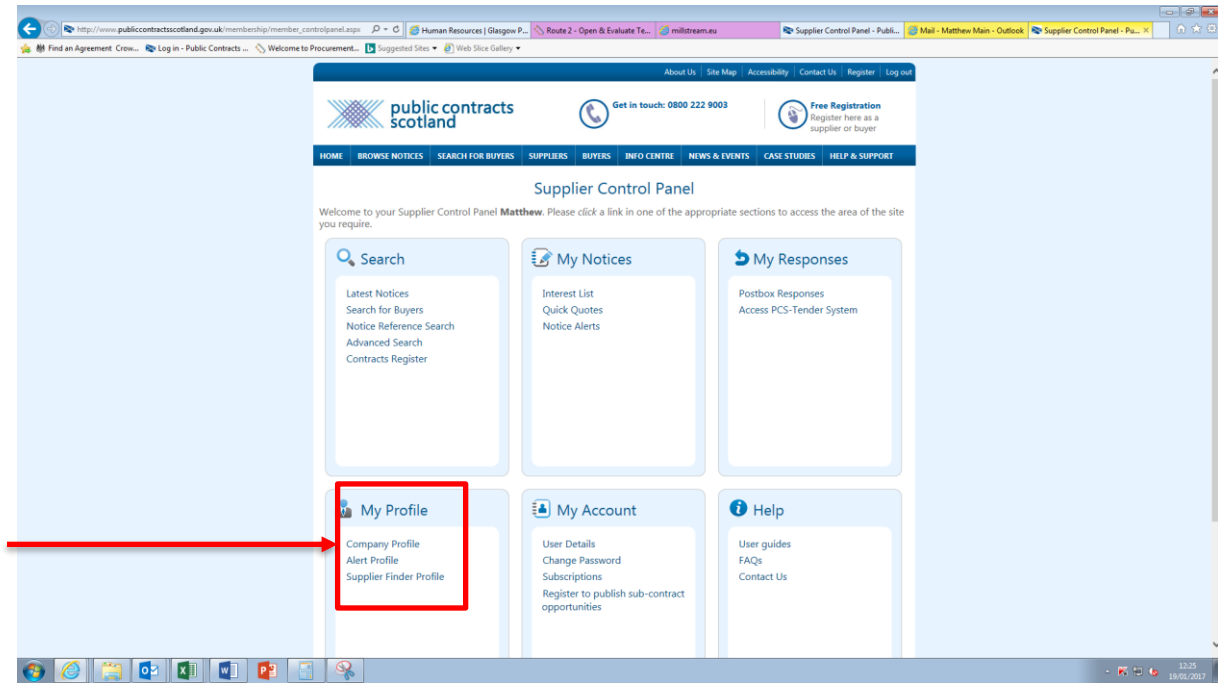
Log in using the details from supplier registration



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.



This will take you to here

The screenshot shows the 'Company Profile' page. It starts with a message: 'You are requested to complete/update the following information regarding your company. * Required information.' The form is divided into four main sections: 1. 'Organisation' with fields for Org Name (Glasgow Prestwick Airport), Address (Glasgow Prestwick Airport), Town/City (Prestwick), Postal Code (KA9 2PL), Region (South Ayrshire), Country (United Kingdom (GB)), and Company Type (Unknown). 2. 'NUTS Code' with a note 'Please select the appropriate NUTS location.' and a dropdown for Location (UK2 - EXTRA REGIO). 3. 'Company Statistics' with a note 'NOTE: This information is only for statistical purposes and will not be made available to any 3rd parties.' and dropdowns for Employee Range (Micro (1-9 employees)) and Turnover Range (Less than £1.57M). 4. 'Third Sector' with a note 'Please indicate if your company is a third sector organisation.' and a checkbox. At the bottom of the form are 'Save' and 'Cancel' buttons. Below the form, there are links for 'Download iPhone app', 'Follow us @ScotProcurement', 'View us on YouTube', and 'View us on Flickr'.

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**

Supplier Control Panel > Alert Profile

To ensure that we can identify the goods or services provided by your company you must construct a profile using the product categories we have provided for you.

Additionally you can add Geographic locations to your profile to further identify your company.

Create a Profile

You have not yet set up an alert profile. Please [start creating your profile](#) now to ensure that your product range can be identified.

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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

Add Category to Profile

Supplier Control Panel > Alert Profile > Product Categories

This page allows you to manage your supplier profile by adding the relevant product categories.

[Selected Categories](#) [Browse categories](#) [Search Categories](#)

Selected Categories

Listed below are all of the notice categories you currently have selected in your profile. You can delete a category by selecting the appropriate checkbox and clicking the **Delete** button.

To add categories to your profile please use the **Browse Categories** or **Search Categories** tab.

Currently you have no categories selected for your profile.

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 Category to Profile

Supplier Control Panel > Alert Profile > Product Categories

This page allows you to manage your supplier profile by adding the relevant product categories.

Selected Categories **Browse categories** **Search Categories**

Browse Categories

Please select/deselect one or more categories from the Product Categories below and Click the **Save** button to update your profile.
To search for categories by keyword please use the **Search Categories** tab.

- Building Construction Materials
- Catering
- Cemetery and Crematorium
- Cleaning and Janitorial
 - ☐ Cleaning Materials
 - ☒ Cleaning Materials - Chemical
 - ☐ Cleaning Materials - Janitorial
 - ☐ Laundry Equipment
 - ☐ Laundry Equipment Maintenance
 - ☐ Services - Building Cleaning
 - ☐ Services - Cleaning and Janitorial
 - ☐ Services - Laundry
 - ☐ Services - Washroom Sanitation
 - ☐ other Cleaning 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.

[View Scottish Regions](#)

Geographic Locations

- ☐ All Scotland
 - ☐ Highlands and Islands
 - ☐ Aberdeen & North-East
 - ☐ Tayside, Central & Fife
 - ☒ Glasgow & Strathclyde
 - ☐ Edinburgh & Lothians
 - ☐ Scotland South
 - ☐ Outside Scotland

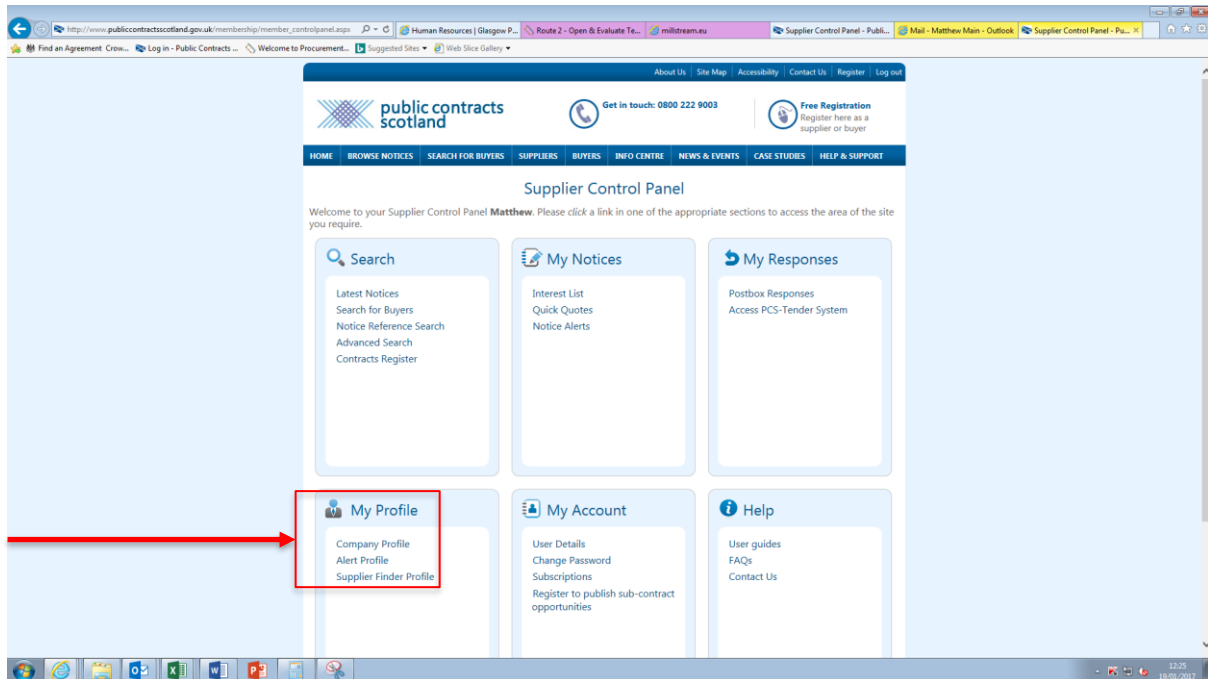
Save **Cancel**

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.

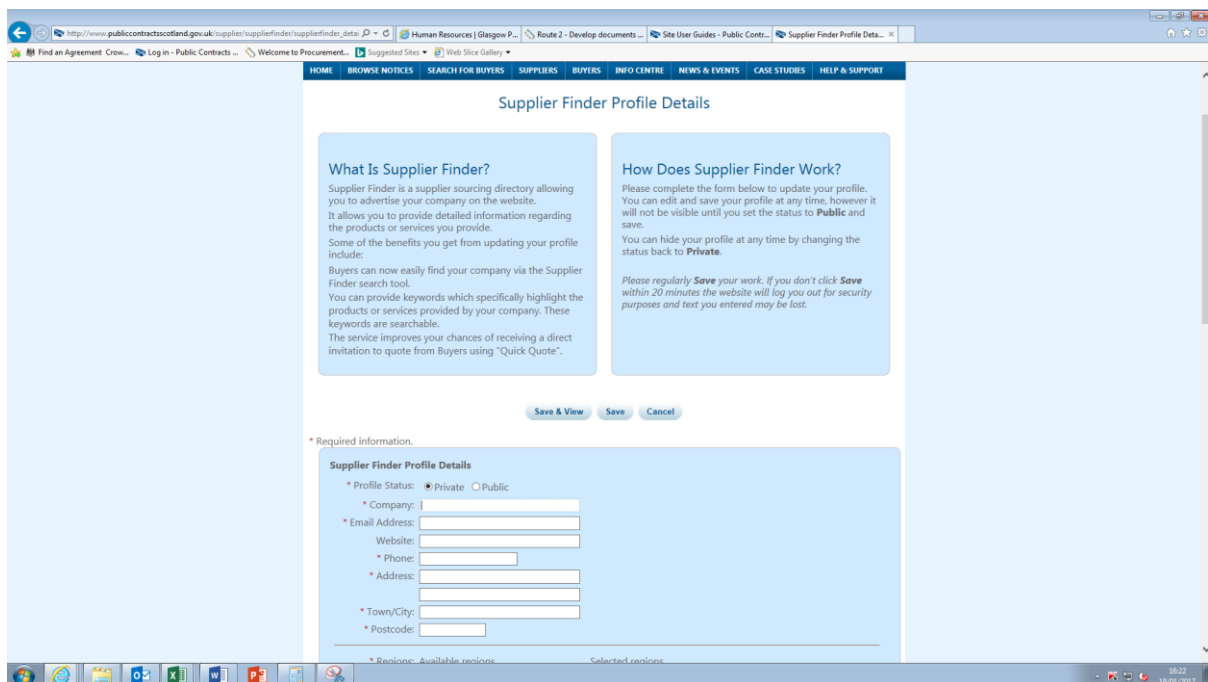
Supplier Finder

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



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



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.

* Regions:

Available regions

Aberdeenshire

Angus

Argyll and Bute

Scottish Borders

Clackmannanshire

West Dunbartonshire

Dundee City

East Ayrshire

East Dunbartonshire

East Lothian

East Renfrewshire

Edinburgh, City of

Falkirk

Glasgow City

Highland

Inverclyde

Midlothian

Moray

North Ayrshire

North Lanarkshire

Orkney Islands

Perth and Kinross

Renfrewshire

Shetland Islands

South Ayrshire

South Lanarkshire

Stirling

West Lothian

Eilean Siar

Aberdeen City

Fife

Add »

« Remove

Selected regions

Dumfries and Galloway

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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