

Signing up to SProc.Net

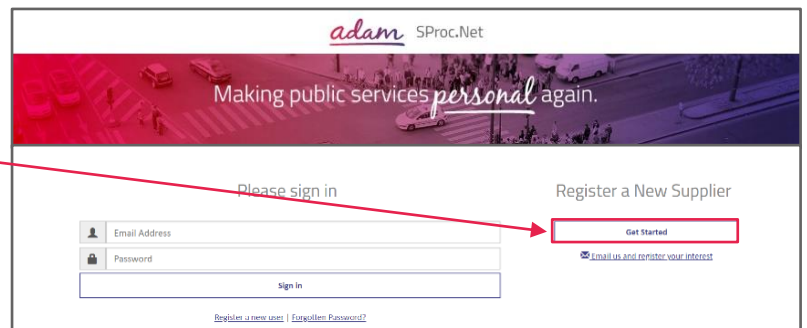
This guide will show you how to register onto SProc.Net for Suffolk Passenger Transport Services.

Registration

To begin, you will first need to register on SProc.Net to gain a username and password to access the system. To access the site, simply type **SProc.Net** into your internet browser.



You should then see this page, the SProc.Net front page. Click **Get Started** to begin your registration.



To register, you will then need to enter some details. **Note:** some information requested is tailored towards businesses – we have outlined the selections that you will need to make below.

Legal Entity Type – please select “**Sole Trader**”.

Trading Company Name – please **enter your name** into this box.

Registered Company Name, Website and Logo File – these fields can all be left **blank**.

VAT Registered? – select **No**. *This will also remove the VAT Number box.*

How Many Employees Does Your Organisation Have? – please just select 0-9 here as this question is not relevant to you.

Does Your Organisation Consider Itself to Be... – leave this answer as “No”.

Do You Supply Goods or Services? – here you can select any option as this question is not relevant to you.

How did you learn about adam? – please select “Local authority referral”.

Location Name – please enter your name into this box.

Address and Contact Details fields – please use the Post Code, Address 1 & 2, City and County/State boxes to enter and select your address. When you enter your postcode, you will be able to select the address from a drop-down list. You will then need to enter your phone number and email address.

What Type of Goods/Services Do You Supply? – please use the blue magnifying glass icon to select “Transport”.

User Details – in this section you will need to enter your name and email address. The Job Title field can be filled in to show “Parent”.

Note: The email address you enter in this section is the email address that will receive the login details for the system.

Does Your Organisation Consider Itself To Be A Small And Medium-Sized Enterprise (SME): * No

(This should be based on the European Union definition - http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm)

Do You Supply Goods Or Services? * Services

How did you learn about adam ?

- Local authority referral
- Supplier referral
- Visited Adam demand site
- Web search
- Advertisement or news article
- Word of mouth or recommendation
- Corporate brochure
- Previous knowledge/experience

2 Address/ Contact Details

Please enter the address/contact details of your business.

Location Name: Enter Your Name

[Company Address Details](#)

Post Code: * Postcode

Address 1: * Address

[Company Address Details](#)

Address 2:

City: * Town/City

County/State: * Suffolk

Telephone Number: * 123456789

[Telephone number](#)

Email Address: * email@emailaddress.co.uk

What Types Of Goods/Services Do You Supply? Transport

[User Details](#)

Please enter user information (your first user will be created as an administrator)

Title: * Miss

First Name: * First Name

Last Name: * Last Name

Job Title: * Parent

Email Address: * email@emailaddress.co.uk

[Email Address](#)

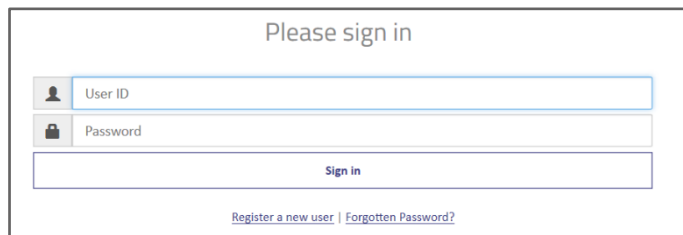
Phone #:

[Telephone number](#)

Please click 'Finish' to confirm the above details. You will then receive an email notification containing your login credentials for the application

[Cancel](#) [Finish](#)

Once you have filled out all the details, click **Finish**. This will immediately send you an email with a username and password to access the system. The UserID and Password can then be entered into SProc.Net to provide access to the system.



Please sign in

User ID

Password

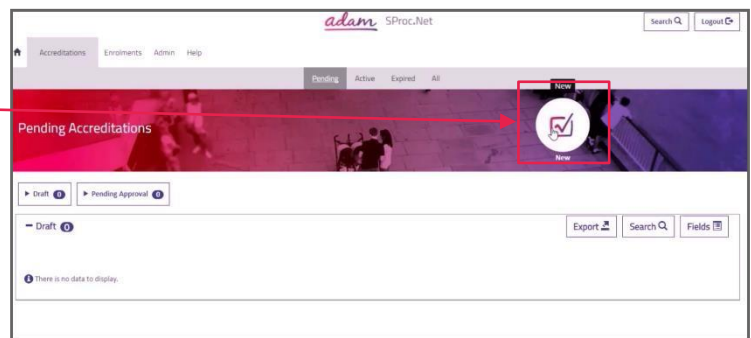
Sign in

[Register a new user](#) | [Forgotten Password?](#)

There will be a link in the registration email that will take you to the log on screen, or you can go back to SProc.Net by entering this into your internet browser, as mentioned previously. *Please note: You will be required to change your password the first time you log on.*

Once you have logged in, you will need to complete your Accreditation and Enrolment for Suffolk Passenger Transport Services.

Once logged into SProc.Net, to begin your Accreditation you will need to click on the Accreditations tab and then on the New icon.



adam SProc.Net

Accreditations Enrolments Admin Help

Pending Active Expired All

Pending Accreditations

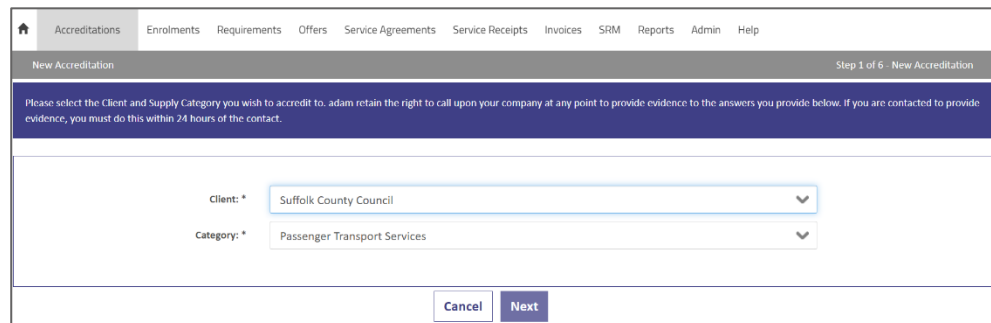
New

Draft Pending Approval

Export Search Fields

There is no data to display.

You will then need to select Suffolk from the drop-down list and will be taken through the process of completing your sign-up. This is a very quick process and should take no more than a couple of minutes.



Accreditations Enrolments Requirements Offers Service Agreements Service Receipts Invoices SRM Reports Admin Help

New Accreditation Step 1 of 6 - New Accreditation

Please select the Client and Supply Category you wish to accredit to. adam 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.

Client: * Suffolk County Council

Category: * Passenger Transport Services

Cancel Next

You will then be taken to a brief summary page showing the information you will need to provide.



New Accreditation Summary

You are about to accredit to **Suffolk County Council** for the **Passenger Transport Services** supply category...

Before you begin this Accreditation, please look over this summary page of items which you will be required to fulfill, such as providing answers to questions or documentation of specified certificates. Please make sure you have the required information at hand before continuing.

Simply click Next at the bottom of the page:



Back Next

You will then complete your Accreditation. To do this, click all 4 boxes to agree to the contract documents, and then select "Parent or Carer" from the drop-down for Question 1. *You will not need to complete any other questions.*

You will also need to upload a blank document into the Upload Documents section, as there is no Additional Information required from you. Click the blue Upload icon to select a blank document file from your computer.

Once you have completed the page, click Next to finish your Accreditation.

The screenshot shows the 'Accreditation' form with three main sections:

- Contracts:** A table with columns 'Document Type', 'Download File', 'I Agree To The Terms Of The Document', and 'I Am Authorised To Agree'. Two rows are shown: 'Declaration Statement' and 'Self Bill Agreement'. Both rows have 'Download File' links and checked boxes in the final two columns. A red box highlights these four boxes.
- Questions:** A table with columns 'Question Type', '#', 'Question Text', 'Answer', and 'Characters Remaining'. Question 1 asks 'Are you a supplier looking to supply transport services?' with an answer of 'Parent or Carer' selected in a dropdown menu. A red box highlights the dropdown.
- Upload Documents:** A table with columns 'Document Type', 'File Name', 'Issue Date', 'Issue Number', 'Expiry Date', and 'Description'. One row is shown for 'Additional Information' with 'Blank.docx' as the file name. A blue upload icon is highlighted with a red box.

Then select the tick box and click Submit on the following page to submit the Accreditation.

The screenshot shows the 'Submit Accreditation' page (Step 3 of 6). It features a 'Submit Accreditation' header and a confirmation statement: 'I confirm that I am certified to accept responsibility for submitting this Accreditation on behalf of my organisation'. A tick box is checked. At the bottom, there are 'Cancel' and 'Submit' buttons, with 'Submit' highlighted in red.

You will then be taken straight on to creating your Enrolment. To complete the 'Supplier Location' field, you need to select the blue magnifying glass icon and select the one option showing using the green arrow. Click Next to continue.

The screenshot shows the 'New Enrolment' page (Step 4 of 6). It features a 'Supplier Location' field with a dropdown menu showing 'adam training supplier - adam training supplier'. A blue magnifying glass icon is highlighted with a red box. At the bottom, there are 'Cancel' and 'Next' buttons, with 'Next' highlighted in red.

When completing the Enrolment, you can move straight down to the Service Categories section of the page.

Click 'Find more items' in the Service Categories section and tick 'Parent/Carer Payments' followed by 'Add' and 'Done'.

Finally, you will need to enter your Bank Details to ensure that you receive payment.

Enter your name, phone number, email address and address as the Invoice contact details.

The Effective Date will need to be selected as the day you are completed this form.

Click Next when this page has been filled out.

Clicking Submit on the next page will finish the process and send your details to Suffolk County Council. Your sign-up is now complete.

New Enrolment Step 5 of 6

Enrolment

Questions

Upload Documents

Service Categories

Click "Find More Items" to add additional Service Categories to

Parent / Carer Payments

Find more Items... Save Refresh List

Service Category:

Supply Category:

Find Add Add All Done

Service Category	Supply Category	Display
<input checked="" type="checkbox"/> Parent / Carer Payments	Passenger Transport Services	<input type="checkbox"/>
<input type="checkbox"/> Vehicles 16 Seats and Over	Passenger Transport Services	<input checked="" type="checkbox"/>
<input type="checkbox"/> Vehicles under 16 Seats	Passenger Transport Services	<input checked="" type="checkbox"/>

Showing all Items. Add Add All Done

Bank Details

Please Enter The Bank Details For This Location.

Bank Name: *

Account Name: *

Sort Code: *
(Please enter your sort code excluding dashes or spaces. For all UK based accounts this will be 6 digits.)

Account Number: *
(Please enter your account number excluding dashes or spaces. For all UK bank accounts this will be 8 digits.)

Please enter the details of the Invoice contact for this location.

Invoice Contact Name:

Phone Number: *

Email Address: *

Email Address 2:

Address Line 1: *

Address Line 2:

Address City: *

Country: *

Post Code: *

County: *

Effective Date: *

I agree that I am certified to accept responsibility for submitting this information on behalf of my business *

Save

Cancel Next >

To complete your Enrolment please click the Submit button below

Cancel Submit