Midlands and Lancashire Commissioning Support Unit

Care Homes (Merseyside)

Accreditation and Enrolment Guide



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Overview

The SProc.Net system is a sophisticated web-based technology platform used by clients and providers to aid in the efficient and fair procurement of services.

Providers wishing to supply services using SProc.Net must complete an Accreditation and Enrolment process into their desired client-supply-category. For example, the client would be 'Midlands and Lancashire Commissioning Support Unit' with the supply category, 'Care Homes (Merseyside)'.



Once your application is completed and approved, you will be added to the specified supply base. Going forward, you will receive notifications of service Requirements distributed by the CCGs and will have the opportunity to submit Offers.

This guide is a step-by-step walk through of how to:

- ➔ Complete the Registration process
- → Create additional users within the system
- Create an Accreditation



➔ Create an Enrolment



Glossary

New Supplier	A provider who has never used the SProc.Net system before
Supply Category	This is the over-arching service sector/type of service, e.g. 'Care Homes (Merseyside)'
Service Category	The Supply Category is broken down into smaller Service Categories. E.g. ' Care Homes (Merseyside)' can be broken down into 'Learning Disability' or 'Mental Health', etc.
Service Template	Further category breakdown in to the specific service required for an individual
Registration	Process to gain access to SProc.Net
Accreditation	An objective evaluation based on a set of defined criteria
Enrolment	A subjective evaluation based on a set of defined criteria
Draft	Saved workings but process incomplete
User	An employee who manages services procurement through SProc.Net
Administrator	A system user with the highest level of access



Notes:

What is a Supply Category?

Within SProc.Net Accreditation and Enrolment is individual to each client-supply-category, so you can supply services to more than one client, or more than one service to the same client, but you must go through the Accreditation and Enrolment process for each client-supply-category separately.

Client	Supply Category	Service Category
Midlands and		Fast Track (End of Life)
Lancashire	Care Homes	Learning Disability
Commissioning	(Merseyside)	Mental Health
Support Unit		Physical Disability



Registration

You only need to complete the Registration process if you are a new provider on SProc.Net. If you supply to another client via the system, you need to start with Accreditation (see page 11).

- 1. Go to the SProc.Net website: <u>www.SProc.net</u>
- 2. The SProc.Net sign in page contains the links to register as a 'New Supplier':

	adam SProc.Net		
Making pub	lic services persor	al again.	
Please sign in		Register	
L Username			New User
Password			New Supplier
Sign in		Email us	and register your interest
Forgotten password?	Clicking here will direct y	ou to the New	1.
	Supplier Registration form	. This needs to be	
	completed by every nev	<i>r</i> provider. The	
	Registration process w	vill generate a	
	username and passwo	rd and allow a	
	supplier access to the SP	roc.Net system.	



3. The registration form will ask for details about your company:

New Supplier Registration		
Step 1 of 2: Business Details		
Please complete the form below with your business' info	prmation.	
The form will inform you if the Business Name you enter contact us at: supplier.engagement@useadam.co.uk	has already been registered, in which case, please click the New I	Jser button from the home page to request a login from the system administrator for your Business, or
lpha Please note it is mandatory to fill in the fields with the	e * next to them	
		Input your business details as requested.
	U Business Details	1.
	Prease enter the basic mormation of your business.	
Business Name: *	(2 Rusiness Name)	
Registered Name:	(Registered Business Name)	
	- ·	
Website:	(2) Website Address)	
Loro Filo:		
LOBO HIE.	(Dogo File)	
VAT Registered? *	Yes	. 7
	(VAT Registered?)	
Business Tax/VAT #: *		
	(Business Tax/VAT #)	Use the drop-down to select responses
How did you learn about Adam? *		to the questions asked.
	2 Address/ Contact Details	
	Please enter the address/contact details of your business.	
Location Name:	Business Address Details \	
· •	/	
Address 1: *	(?) Business Address Details)	
Address 2:		
Post Code: *		
	(If you have a non UK address please use the postcode ZZ1 1AA)
Country:	United Kingdom	•
Telephone Number: *		
	(? Telephone number)	
Email Address: *		
	(Email Address)	
Fax Number:		5.

4. Navigate through to the next page by clicking '**Next**'



adam SProc.Net							
New Supplier User							
Step 2 of 2: New User Details							
Once details are entered for the first business user, this of Details will be sent via email upon completing this page. # Please note it is mandatory to fill in the fields with the	user will be automatically set as the administrator. Log in with the username and password sent via email to edit you e * next to them	ir business profile and complete the registration process.					
+ New Supplier							
	User Details Please enter user information (your first user will be created a	Enter all user details as asked. These will form a Supplier Administrator profile. This user will initially log in and set up the					
First Name: *	James	James company profile and thereafter control that					
Middle Name:	L	company's SProc.Net system.					
Last Name: *	Bennet						
Job Title: *							
Email Address: *							
	(PEmail Address)						
Phone #:							
	Please click 'Finish' to confirm the above details. You will then application	eceive an email notification containing your login credentials for the					
	Cancel Finis	Click ' Finish ' to continue.					

- 6. Complete registration by clicking '**Finish**'
- 7. Clicking '**Finish**' will take you back to the SProc.Net login page and you will shortly receive an email containing a username and password:



adam



8. From the SProc.Net login page, login using the username and password provided. There will be an automatic prompt to change your password

adam SProc.Net

1	AN AN	Making public	services perso	nal again.	
Pleas	se sign in	1 . [Enter your username	2 Register	
1	jamesbennet		E da a		
	•••••		Enter you	r temporary password	r
		Sign in		Email us and	d register your interest
		Forgotten password?	Click ' Sig i	n In ' to continue	5.

9. Click '**Reset Password**' and the system will navigate back to the SProc.Net log in screen

Resetting Your Password

After you reset your password you need to login with your new password before having access to the system.



10. Log in using the given username and your new password and click 'Sign In'

adam SProc.Net

F	AN AN	Making public se	rvicesperso	nal aga	ain.
Pleas	se sign in	1 . Ente	r your username	Reg	gister
1	jamesbennet			∠ .	New User
	•••••		Enter your new p	assword	New Supplier
		Sign in			Email us and register your interest
		Forgotten password?	Click ' Sign In ' t	o continue	3.



Accreditation and Enrolment

All providers need to go through Accreditation and Enrolment before they can supply to any client using SProc.Net. This involves submission of information and documentation, these are set by the client as a standards threshold / minimum criteria.

 Start this process from your homepage, select the 'Accreditation' icon along the top of the page and select 'New' from within the coloured banner





4. On the next page, you will be required to answer a series of objective questions, you have the option to provide supporting documentation:

Pending Accreditations / Accreditation - Ac	lditional Information					Step 2 of 6
+ Accreditation						
- Questions						
The following questions must be answered	accurately before this Accreditation can be	submitted				
Please note that the application will three	ut arter 30 minutes, keinember to save regu	any to avoid losing any res	polises you have entered			
Question Type	#	Question Text		Answer		Characters Remaining
Company Information	1 Relevant classifications - Is your	organisation a Voluntary, C	ommunity and Social Enterprise (VCSE)?	No	*	
Com pany Information	2 Relevant classifications - Is your	organisation a Sheltered W	lorkshop?	No	*	
Company Information	3 Relevant classifications - Is your	organisation a Public Servi	ce Mutual?	No	٣	
Company Information	4 Are you a Small, Medium or Mi	ro Enterprise (SME)?		No	*	
Company Information	5 Do you have an immediate pare	nt company?		Yes	*	
Save						
Sa	ve as you go			Use the drop down o	options and fr	ee text bo
				respond	to the questi	ions
	2.		L			
 Upload Optional Documents 	You the	en have the c	potion to upload			
	Suppor	ting docume	ntation			
If necessary, please upload all of the docur Please note that documents can be pulled	through automatically from previous up	vou shoul	d check and confirm each one before submiss	ion		
Document Type	File	lame	Issue Date Issue Number	Expiry Date	Description	
Parent Company Details		Là.	iii	Parent Company Def	tails can be uploaded here.	
Save						
					- 2	
		c	ancel Next	Click 'Next' to proceed		•

Please note, as a security feature, this page will time out if the 'Save' button is not clicked within 30 minutes and you risk losing your work.

5. Confirm you have read and understood all terms and conditions:

		+ Accreditation		
		Adam SPS retain the right to call upon your company at any p	oint 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.
	CI	ick a tick into the box		I confirm that I am certified to accept responsibility for submitting this Accreditation on behalf of my organisation
1		4.		Click 'Submit' to continue
				Cancel Submit

6. If you complete the Accreditation in one go, SProc.Net will direct you straight into the Enrolment process



 Select the location you wish to enrol to. Please note you must enrol all branches from which you will be fulfilling elements of the contract:

You have submitted your Accreditation. Please select a location and click 'Ne Accreditation	xt' to start your Enrolment.			Use the 🔍 ico the list of	on to bring up locations
Supplier Location: *				© Q	1.
		Cancel Next			
Select the correct location you wish to enrol	2.	ind Cancel	🕂 Advanc	ed Search	•
Company	Location	Address Line 1		City	Contact
London Living Showing all items. Cancel	100 Test Street	100 Test Street	Milton Keyn	es	
4			_		* }
You have submitted your Accreditation. Please select a location and click 'Ne	st' to start your Enrolment.				
+ Accreditation					
Supplier Location: *	Quality Care - Quality Care			ંવ	
		Cancel Next Click 'N	ext ' to cont	inue 3.	

8. You will be directed straight into the Enrolment questions once you click '**Next**'



9. Answer all listed questions, there will be a mix of drop-down and free-text responses required

Pending Accreditations / Acc	reditation - Additional Information / Sul	mit Accreditation / New Enrolment				Step 5 of 6	
+ Enrolment							
- Questions							
Please answer all of the ques	stions below ion will timeout after 30 minutes. Remer	nber to save regularly to avoid losing any responses you have entered				,	
Question Ty	/pe #	Question		Answer		Chara cters Remaining	
Company Information	1 Has your organ space provided	isation completed the European Single Procurement Document? Please uploa I on your enrolment.	d to the N	lo	٣		
Grounds for Mandatory Ex	Regulations 57 Please indicate powers 56 repr world of any o https://www.g - Participation	(1) and (2) if, within the past five years you, your organisation or any other person who h esentation, decision or control in the organisation been convicted anywhere in the offences within the summary below and listed at ov.uk/government/upbads/system/uploads/attachment_data/file/551130/Lis a criminal organisation	nas h the Yi st_of_Mank	es	Ţ		
Grounds for Mandatory Ex	clusion 3 Please provide	the date of conviction and the reasons for conviction.	•		3	999 left	1.
https://vgroundsforMandatory Ex	kruiston-topm&req=nav&pleasesprovide	the identity of who has been convicted.				O Live Chat	
For Information Only	53 In number of I	nours, what is your organisations maximum capacity?		4	Answe	er all of the	Enrolment
For Information Only	54 Of your total o	apacity, how many hours are currently available?	·		quest will b	ions. These e reviewed	e answers by a CCG
Save	Remember to '	Save' after you complete each sectio	on		F	Representa	ative.

Some Enrolment questions will not need a response depending on your answer to the question above. All parent and, if applicable, subsequent child questions must contain an answer for your submission to progress.



10. Download the 2017 – 18 NHS Standard contract which is to be signed and reuploaded.



11. Upload the required documents:

ease upload all of the documents listed below. ease note that documents can be pulled through automati ease note that the application will timeout after 30 minute	cally from previous uploads to the system - you shi s. Remember to save regularly to avoid losing any	Upload	I the reque	sted docur	nents 1
Document Type	File Name	Issue Date	Issue Number	Expiry Date	Description
1S Standard Contract	Blank Document.docx	Î		i	Please upload completed copies of page 3, 7, 9 & 10.
rvice Provider CQC Registration Certificate.	Blank Document.docx			i	This must be the Service Provider Certificate, NOT the Registered Manager Certificate. Pages must be uploaded to show both the Provider ID and the Location ID of the Branch that is being enrolled.
vidence of insurances	Blank Document.docx	31/01/2017		31/03/2017	Please upload your insurance Policy/s or Schedule/s. We would expect to see but not limited to for example, Employer's Liability insurance, Public Liability Insurance and Clinical Negligence or Medical Naprotice Insurance. An Insurance Certificate alone will not be sufficient.
Jpload Optional Documents	ber to ' Save ' after you (complete eac	h section		O Live Cha
necessary, please upload all of the documents liste ease note that documents can be pulled through a	d below. utomatically from previous uploads to the sys	stem - you should check a	and confirm each one	before submission.	3
necessary, please upload all of the documents liste lease note that documents can be pulled through a Document Type	d below. utomatically from previous uploads to the sys File Name	stem - you should check a	and confirm each one r the reque	ested 'Opti	onal Documents' where necessa

- 12. As a provider, you must select which Service Categories you can supply
 - → A Service Category is the breakdown of the Supply Category into smaller segments
 - → At Enrolment, you will stipulate which categories of services you can supply; subsequently you will only be able to make Offers against Requirements relevant to these selections.



Service Categories		
Click "Find More Items" to add additional Service Categories to this Enrolment.		
There is no data to display. Find more items Excel Exclusion Exclusion	Click ' Find more item to bring up a list of Service Categorie	ns' icon of the ries.
Service Category: Supply Category: Find Service Categor	Add All Done	Display
 Fast Track (End of LTe) Learning Disability Mental Health 	(Merseyside) (Merseyside) Care at Home (Merseyside)	Click ticks into all relevant categories and then click ' Add '
Physical Disability Showing all items. Add	Care at Home (Merseyside) Add All Done	ronowed by Done to complete.

13. Finally, enter your bank details

- Bank Details	
	Please Enter The Bank Details For This Location.
Bank Name: *	
Account Name: *	3.
Sort Code: *	
	(Please enter your sort code excluding dashes or spaces. For all UK based accounts this will be 6 digits.)

To progress your Enrolment click '**Finish**'

Cancel	Finish	Click ' Finish ' to continue	6

14. Click '**Submit**' to complete:



Enrolment / Submit Enrolment	Step 1 of 1
+ Enrolment	
To complete your Enrolment please dick the Submit button below	Click (Cuberis) to consider
Cancel Submit	

15. The status of the Enrolment will show as submitted:

Refresh Actions -	
Current Status: This Enrolment has been submitted but is waiting for the Accreditation to be approved before it starts it's own approvel process.	Next Steps: Please wait for the approval process to be completed.
- Enrolment - EN9859	

Re-Starting an Enrolment from Draft

If you have started an Enrolment and saved your progress you can continue from where you finished by locating the Enrolment using the 'EN' reference number

1. Click into the relevant object to view your draft Enrolment

	adam SProc.Net 7 Search Q Logout C+						
	Accreditations Enrolm	ents Requirements Off	ers Service Agreements Service R	eceipts Invoices SRM	Reports Admin Help	4	
Т.				Pending Active Expir	ed All		
	Click into vo	our ' Enrolments	i' link	Transfer - Andrews			to the first of the
				C	lick into your ' Pendi	ng' link	Alle m'
			- Town to - Lower	- TA		New	The Provent
	Click the Enrolment you wish to re-start						
	- Draft	//				Export 💆	Search Q Fields
	Enrolment #	Status	Client Name	Category ×	Supplier Name	Location	Address Line 1
	▶ Q EN15616	Draft	Midlands and Lancashire Commissioning Support Unit	Care at Home (Merseyside)	Test Sproc	Test Sproc	Test

2. The draft progress will show which sections are incomplete

- Draft Progress 🙆		
Have all of the required documents been uploaded?		\checkmark
Have all questions been answered correctly?		\checkmark
Have service categories been added?		×
Have all of the required bank detail fields been filled in?	Item is in 'Draft'	×



3. From the Enrolment summary page, to edit the information click into the 'Actions' icon:

Refresh Actions Edit Edit Click 'Actions', 'Edit' Next Steps: Environment still in draft status and will need to be completed and submitted to continue. The brownent is still in draft status and will need to be completed and submitted to continue. Next Steps:	Enrolment	
Lot Click 'Actions', 'Edit' Current or Cancel Next Steps: The Environment is stell in draft status and will need to be completed and submitted to continue. Ensure all items in the submission progress below are completed correctly and then select 'Submit' from the Actions menu to submit the Environment's progress.	Refresh Actions Edit	1
The Enrolment is still in draft status and will need to be completed and submitted to continue. Ensure all items in the submission progress below are completed correctly and then select. Submit' from the Actions menu to submit the Enrolment for approval	Current Cancel	Next Steps:
	The Enrolment is still in draft status and will need to be completed and submitted to continue.	Ensure all items in the submission progress below are completed correctly and then select "Submit' from the Actions menu to submit the Enrolment for approval

Edit the information as needed, replacing any draft text/characters previously used to save.

- 4. This process can be repeated as many times as needed, clicking '**Save**' frequently to save your current workings.
- 5. When complete use the '**Actions**' icon to '**Submit**':

Ernolmert Refresh Actions •	
Current Submit Click 'Actions', 'Submit'	Next Steps: Ensure all lems in the submission progress below are completed correctly and then select "Submit' from the Actions menu to submit the Enrolment Ensurement
5.	ог ардолаг

Click '**Submit**' to complete:

Enrolment / Submit Enrolment	Step 1 of 1
+ Enrolment	
To complete your Enrolment please click the Submit button below	Click ' Submit ' to complete
Cancel Submit	

6. The status of the Enrolment will show as submitted:

Enrolment	
Refresh Actions -	
Current Status:	Next Steps:
This Enrolment has been submitted but is waiting for the Accreditation to be approved before it starts it's own approval process.	Please wait for the approval process to be completed.
- Enrolment - EN9859	

5.



Summary Pages

→ These pages contain all the submission details of your Accreditation and Enrolment

Enrolment Summary:

Envolment									
Refresh Actions -									
Current Status					Next Stops:				
Current status.					Next Steps.				
process.	pmitted but is	waiting for the Accreditation to be	e approved befor	e it starts it sown approval	Please wait for the ap	proval process to be completed.			
= Enrolment - EN15616									
- Enrolment - EN15616					- Additional in	ems			
					▶ Printable Detail				
System			0 110 / 10	creditation					
Supplier) s	ummar	y page					
Enrolment#: EN15	5616								
Accreditation # : AC15	5942	1	-						
Category : Care	ands and Lanc at Home (Mer	asnire commissioning support On rseyside)	π						
Supplier Name : Test ! Location : Test !	Sproc Sproc								
	-								
AddressLine 1 : Test									
Address City : Lond	lon							O Live Chat	
- Documents								Export 🗷	
J	-								
	Docur	nent lype		File Name	2	Issue Date	Issue Number	Expiry Date	
European Single Procurement	t Document			Information required.docx					
Financial Information				Training Document.docx					
- Questions (1 - 50)	of 64							Export 💆	
Question Type	#		Question				Answer		
Company Information	1	Has your organisation complete	d the European	Single Procurement Document?	Yes				
Grounds for Discretionary	2	Within the past three years, hav	e any of the fol	lowing situations applied, or					
Exclusion		currently apply, to your organis	ation:						
		(a) your organisation has violat 56 (2) of the Public Contracts Re	ed applicable of egulations 2015	bligations referred to in regulation in the fields of environmental.	in				
			.guidelionis 2025	in the new or enhousing the					
	•								
 Service Categories 	4								
				Service	Category				
Fast Track (End of Life)									
Learning Disability									
Mental Health									
Physical Disability									
- Messages 🕕									
A There are no records to d	licolav								
	apray.								
- Activity 2									
Activity Type		Date Created		Created By		Co	mments		
Enrolment Submitted		03/03/2017 16:36	Test Supplier Ad	min					
Enrolment Created		03/03/2017 16:06	Test Supplier Ad	min					



Review / Approval Process

- → Once you have completed the Accreditation and Enrolment process it will immediately go to adam for review
- → The submitted Accreditation will be reviewed and approved by *adam*
- → Then the Enrolment submission will be reviewed and accepted by *adam*
- → Once *adam* has completed their review, the Enrolment will be sent to the CCGs for approval
- ➔ If there are any issues with either submission, then the item can be failed by *adam* or the CCGs and you will receive a notification email and will have the opportunity to edit and resubmit the failed item





Email Notifications

1. You will receive an email to inform you if your Accreditation/Enrolment application has been successful or not:

Dear Test Supplier Admin,						
This email is to confirm that your Accreditation for Midlands and Lancashire Commissioning Support Unit - Care at Home (Merseyside) has been approved. If you have not already done e and submit an Enrolment for Midlands and Lancashire Commissioning Support Unit - Care at Home (Merseyside). Please visit <u>www.sproc.net</u> and log in to undertake your next step.						
g in to undertake y	our next step.					
g in to undertake y Client:	Midlands and Lancashire Commissioning Support Unit					
g in to undertake y Client: Accreditation:	Midlands and Lancashire Commissioning Support Unit AC15942					
g in to undertake y Client: Accreditation: Category:	Midlands and Lancashire Commissioning Support Unit AC15942 Care at Home (Merseyside)					
g in to undertake y Client: Accreditation: Category: Supplier:	Midlands and Lancashire Commissioning Support Unit AC15942 Care at Home (Merseyside) Test Sproc					

2. You will see all the details of your Accreditation/Enrolment when you log in to SProc.Net:

Ac	creditations Enrolm	nents Requirements	Offers Service Agreements	Service Receipts In	voices SRM	Reports Admin H	elp	
-	Click ir	nto your ' Enro	Iments' link	Pending Active	Expired All	1.450		
Pen	ding Enrolme	nts	1			0	New	
► Dr.	aft 2 🕨 Pending	Approval 1 Pe	nding Accreditation Action 1			- Leven	Ver Belleville	
- D	raft 2						Export 💆	Search Q Fields
	Enrolment #	Status	Client Name	Category	× Sup	oplier Name	Location	Address Line 1



Resubmitting a Failed or Rejected Enrolment

- → The steps below show reviewing and re-sumbitting a failed or rejected Enrolment.
- ➔ The process to review and re-submit a failed Accreditation is exactly the same but starting from the 'Accreditations' tab on your SProc.Net homepage
- Enrolments Requirements Offers Service Agreen Accreditations SRM Reports Admin Help See any failed or Click 'Enrolments' rejected Penaing Enroiments Enrolments by clicking 'Failed' Draft ①
 Pending Approval ②
 Pending Accreditation Action ③ Failed 2 - Failed 2 Export 🚨 Search Q Fields Client Nam Category Locatio Midlands and Lancashire Q EN15616 Care at Home (Merseyside) Test Sproc Test Sproc Test Commissioning Support U Q EN6333 Test Sproo Test Sproc Birmingham City Counci Care Ho Test 00 Use the 🔍 icon to select the Enrolment you wish to review.
- 1. If your Enrolment is failed, from your homepage:

2. This will show you the Enrolment summary page:

Accreditations Enrolments Requirements Offers Service Agreements Service Receipts Invoices	s SRM Reports Admin Help
Accreditation - Midlands and Lancashire Commissioning Support Unit - Care at Home (Merseyside)	
Refresh Actions -	
Current Status: This Accreditation has failed adam review.	Next Steps: Please use the ""Re-upload Docs & Re-subm &" option from the Actions menu to view the reasons for the failure and reupload any incorrect documents
Accreditation - AC15942 - Midlands and Lancashire Commissioning Support Unit	Other Items Printable Detail
Accreditation # : AC15942 Client Name : Midlands and Lancashire Commissioning Support Unit Category : Care at Home (Merseyside) Supplier Name : Test Sproc Status : Review Failed	Click the ' Printable Details ' icon and a separate window will load.
	Q Live Chat

3. This document will show you all the Enrolment information and the reason it failed.



Once reviewed and any required amendments or updates are made, you can resubmit your Enrolment.

4. From the Enrolment summary page:

Accreditatior	n - London Borough of Haringey - Semi Ind	lependent Living		
Refresh	Actions -		To update the Enrolment information click ' Actions ' and	
Current	 Re-upload Docs & Re-submit 		'Re-upload Docs & Re-submit'	1.
This Accredit	tation has failed adam review.		Please use the ""Re-upload Docs & Re-submit"" of to view the reasons for the failure and reupload a	ption from the Actions menu ny incorrect documents



5. Update the required information:

Document Type	Old File Name	Required	Review Passed	Failure Reason	Comments		
NHS Standard Contract	Blank Document.docx	s.	Yes				
Service Provider CQC Registration Certificate.	Blank Document.docx		Yes				
Evidence of Insurances	Blank Document.docx	s.	No	Document/s not complete	Please upload your Employers Liabi	ity Insurance.	
European Single Procurement Document			Yes				
Financial Documentation	London_Borough_Of_NewhamSEND		Yes				
					Review feedback fron	n <i>adam</i>	
alaad Dasuments							
pload Documents							
upload new versions of the documents below where n	equired. The pane above shows the details of th	e last review	and should indica	te which documents need to change			
						Using the up	load id
Document Type	Old File Nan	ne		New File Name	Issue Date Issue Number	unload the	rovica
Standard Contract	Blank Document.docx				ii i	upioau trie	
ce Provider COC Registration Certificate	Blank Document docy			R		documen	tation
er normer ege negetation er anexe.	Diam Document option			24			
ence of Insurances	Blank Document.docx			R.	31/01/2017	31/03/2017 🛗	1
pean Single Procurement Document				R.	i	î	
	London Borough Of Newham -	SEND - Self					
ncial Documentation	Billing_Agreement_FinalFilled	2014.pdf		Lă.			
		Canaal	Ei-i-b	Clink /	Culomit/to continue	77	
		Cancel	Finish		Submit to continue		
 Confirm you agre 	e to the terms and	l con	ditions				
o complete your Enrolment plea	se click the Submit button b	elow					

7. The Enrolment submission will have updated to show it has been re-submitted to *adam* for review:

Accreditation - South London SEN Commissioning - SEN Education Services	
Refresh Actions +	
Current Status:	Next Steps:
This Accreditation is pending adam review.	Create a new Enrolment from the actions menu while waiting for adam to review this Accreditation. You will receive email updated when this happens
Accredita	ation status updated



Creating a New User

Once you have set-up your SProc.Net account, you can create additional users who can access your system and complete steps within the process

There are two ways a new user can be added:

- a) New user can request to join (user will input their own information and Administrator will approve)
- b) Admin user can add user onto SProc.Net

The next section of this guide will take you step-by-step through both of the above methods of adding a user to your SProc.Net system.

New User Request – Created by the new user

Created by the user:

1. Select '**New User**' from the login page:

	adam SProc.Net Making public services persona	ℓ again.	217 4
	Scheduled Maintenance: The site may be unavailable betw	veen 22:00 and 00:00	Click into the ' New User ' icon to start the process.
Pleas	e sign in	Register	
1	Username	Ne	w User
-	Password	New	Supplier
	Sign in	Email us and i	register your interest
	Forgetten password?		
	Read our latest news		



2. This will direct you to the new user details page:

	New User Registration								
	New User Registration								
	To register as a new user please insert as much information as possible in the fields below. If you are an existing user and want to reset your password please go back to the home page and then click the "forgottan password" link. It is mandatory to fil in the fields with the " next to them								
	User Role: *	Business Details Preses select either: Client of Supplier dependent on the company, you work for. Then use the search field to select the company. About You							
	Errt Namo #	Piesse provide a your personal details below.							
	rist Name: *								
	Last Name: *								
	chuir Auuresu -	Email Address) details.							
	Location: *	Company Location)							
	Additional Information:	Additional Information Prever provide any additional information that will addit your company's potent administrators in approving your new year registration.							
I	nput further information for the approver to review.	Cancel Register Click 'Register' to complete.							

Once this form has been completed by you, your Administrator(s) will receive an email notification informing them that there is a New User request on the system.



Approving a New User

1. **Administrator:** login to your account and from the homepage, expand the 'Admin' tab on your toolbar

1

- 2. This will take you to a list view of all your users
- 3. Click into the new user to view their details

Accredi	tations Enrolments Requirements Of	Ters Service Agreements Service Receipts Invoices	SRM Reports Admin Help		Click ' Admin ' and
Users				ELGE O	then 'Users'
► New					
► All					
► All	1 - 10 of 17)			2.	Export ₹ Search Q Fields ■
	1 - 10 of 17) Name 🔦	Email Address	× User ID	2.	Export ▲ Search Q Fields ■
► All Q	1-10 of 17) Name A	Email Address	× User ID 11	2. × Quality Care	Export Z Search Q Fields E
► AII	1-10 of 17) Name A 11 Alibon Maclean	Email Address	X UserID 11 alisonmadean	× Quality Care Quality Care	Export Search Q Fields Clicking the Q icon will take you to
► All	I - 10 of 17) Name A 11 Alison Maclean Ben Little	Email Address christine.maclean@attigo-training.com	X UserID 11 alisonmaclean benittie	× Quality Care Quality Care	Export A Search G Fields Clicking the G icon will take you to
► All	I = 10 of 17) Name ^ 11 Alson Maclean Ben Uttle Christine Smith	Email Address christine.maclean@attigo-training.com	× UseriD 11 alisomadean benittle	× Quality Care Quality Care	Export A Search Fields Clicking the clicking
► All	I – 10 of 17) Name ▲ 11 Alison Maclean Ban Uttle Christine Smith David Smith	Email Address	× UserID 11 alisomaclean benittle dsmith673	x Quality Care Quality Care Quality Care	Export Search Fields Clicking the clicking t
	I- 10 of 17) Name A 11 Alison Maclean Ben Uttle Ohristine Smith David Smith	Email Address	X UserID 11 alicomaclean benittle V V dsmith873 dsmith460	2 auality Care Cuality Care Cuality Care Cuality Care Cuality Care	Export Search Fields Clicking the con will take you to that user's information page.
	I= 10 of 17) Name ▲ 11 Alison Maclean Ben Little Christine Smith David Smith David Smith Dreve Geodchild	Email Address	X UserID 11 alisonmaclean benittle dsmith&73 dsmith&73 dsmith&40 costne.maclean@attgo-training.com	× Quality Care Quality Care Quality Care Quality Care Quality Care Quality Care	Export Z Search Q Fields E Clicking the Q icon will take you to that user's information page.

4. View the user's details

User - Drew Goodchild (Qu	ality Care)		
Refresh Actions -			
Drew Goodchild (Quality Care)		Click the user's name link.	
Drew Goodchild Quality Care Status: Registered Role: Supplier Updated: 07/04/2016 11:34	Email: scistine.mackan@attigo-training.com Telephone: Last Login:		3.
= Actions			
Standard Notifications	19	▶ Community Reviews	
Notes There are no records to	n display.		New



Review their details and select their account settings:

User - Drew Goodchild (Quality Care) / User - Drew Goodchild (Qua	lity Care)			
Save Refresh Actions -				
Company	Quality Core			
Company	Quairty care			
Name:	Drew Goodchild			
#Logins:	0			
Last Login:				
User Agent:				
Failed Logins:		Poviow the information the	N/	
Role Type:	Supplier		У	
Status:	Registered	have submitted.		
Created By:				
Date Created:	07/04/2016 11:34			
Updated By:				
Date Updated:	07/04/2016 11:34			
			_	
Location: *	Quality Care	© 0		
Level Name:		© 0		
Registration Notes:	B Z Ⅱ ale 新書書書目注: 注读 读 Font Name Si A - Or -			
	ちょん・ぎ ぎ コ・キ ア 湯 の み み			
	Design HTML Preview			
Role Name:	SupplierUsers			
Page Start:			Ζ.	
Notifications:	No			
Notifications Type:	Email		Use the 🔳 icon to s	elect the
Locked:				
			user's access le	evei.

Please note, all 'Role Names' must be assigned correctly to reflect authorisation levels within your business.

Role Name	Access	Example	
Supplier	Access to view & approve all process		
Administrators	steps	Supply Dianch manager	
Supplier Executives	Access to view & approve all process	Head of service with supply	
Supplier Executives	steps within a defined service area	branch	
Supplier Finance	Access to view supplier bills and invoices	Finance Manager	
Supplier Managers	Access to use all system steps	Supplier employee	
Supplier Users	Access to use authorised system steps	Supplier employee	
Table 1.0			



5. Once complete you will need to approve the user:

	adam SProc.Net Search Q Logout G				
Accredit	ations Enrolments Requirements Offers Serv	vice Agreements Service Receipts Invoices SRM Reports	Admin Help		
Refresh	Actions -				
= Drew	Approve/Reject Clear Alerts	Click ' Actions ' and then 'Approve/Reject'	4		
Drew Good Quality Care Status: Regi Role: Suppli	Delete User tine.maclean@attigo-train	Approvernejeee	1.		
Updated: 07	/ Send Password				

6. Accept or decline the new user application:

User - Drew Goodchild (Quality Care) / Registered User				Step 1 of 1 - Approve/Reject
+ Summary				
	Select Accept To Approve This User And Decline To Reject This User.			2.
	®Accept ⊘Decline	Select your de comments	cision and detail any s about this user.	
Comments:	L			J
				3.
	Cancel Save		Click ' Save ' to comp	olete.

7. If approved, this process will trigger an email to this new user informing them of their new username and password:

♀ Reply ♀ Reply All ♀ Forward ♀ IM ₩ed 09/12/2015 11:42 wed 09/12/2015 11:42 system@sproc.net To ■ Christine Madean					
Here are your login details for SProc.Net UserID: nhscare Password: @4QJF93r					
Kind Regards adam					
To log into your account please go to www.SProc.net					



New User Creation – By System Administrator

Alternatively, you as the Administrator can create and add new users to your system:

- 1. Login to your SProc.Net system
- 2. From your homepage click into the 'Admin' tab on your toolbar
- 3. Select the 'Users' link
- 4. Select the 'New' icon



5. Complete the user's details and role:

Here Balay	Please enter your basic user information.				
	Supplier		*	7	
First Name: *				- 5-	
Middle Name:			Input the user's details.		
Last Name: *					4
Phone #:					
Location: *			ଚ ପ		
Email Address: *				Use the 🔽 icon	to select the
	Send Password				
	Send Password			user's acce	ss level.
	Send Password			user's acce	ss level.
User Role: *	Send Password Please choose a user role for your new user.		•	user's acce	ss level.
User Role: *	Send Password Please choose a user role for your new user.		•	user's acce	ss level.
User Role: *	Send Password Please choose a user role for your new user.	Cancel Save	■ Click ' Save ' to complete.	user's acce	ss level.

See Table 1.0 on page 27 for User Role explanations

6. This process will trigger an email to this new user informing them of their new username and password:



Need More Support?

If you need more support regarding anything detailed in this guide, please use the help functions available within your SProc.Net account:



You will be taken to our Help Library where you have a number of different ways of finding the answer to any questions you may have:





a) Training Guides / Documents / Videos are available for you to view and use as support:

Accreditations Enrolments Requirements Offers Service Agreements Service Receipts Invoices H	s SRM Reports Admin Help	
Help Guides		N.S.
Help Guides O There are no Training Documents available	Client specific user guides will display the client's name in the document filename	

b) Live Support will allow you to speak with a member of the *adam* operation team:

