

Signing up to adamProcure – Registering and Creating an Accreditation & Enrolment

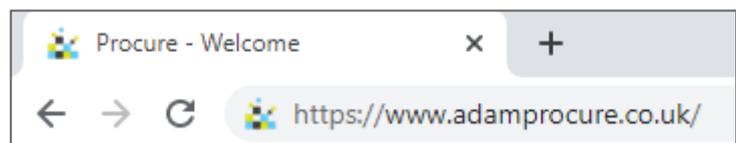
This guide will show you how to register on adamProcure, and then go on to create your Accreditation and Enrolment to sign up to provide for a specific client and category.

If you would like to watch a video tutorial of how to create an Accreditation and Enrolment, please [click here](#).

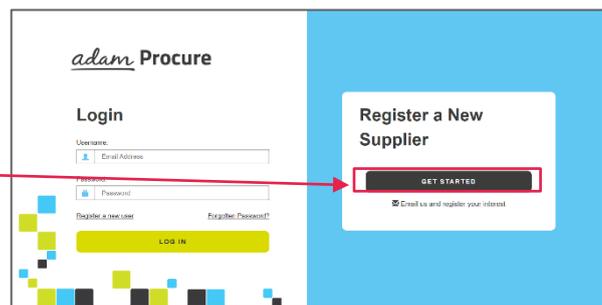
Registration

To begin, you will first need to register on adamProcure to gain a username and password to access the system. To access the site,

simply type www.adamprocure.co.uk into your internet browser.



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



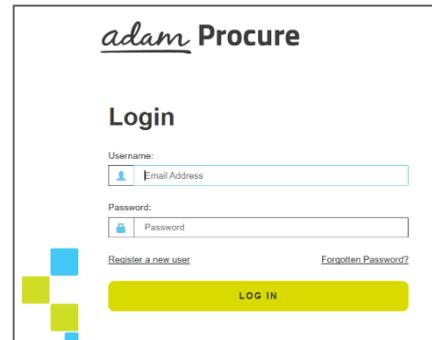
To register, you will then need to enter some information about your company, within the three following sections:

1. **Business Details** – this includes your company name, VAT details, number of employees and whether you supply goods or services
2. **Address/Contacts Details** – here you will need to enter the company address, email address and telephone number
3. **User Details** – finally you will need to enter the name, job title and email address of the first user you would like to add to the system (this can be yourself). This user will receive an email with login details to adamProcure. *Additional users can be added upon access to the system on the Admin tab.*

Please note: This registration represents the company where you will receive the payment, should your chosen clients process payment through adamProcure. Therefore, if you wish to receive separate payments to separate locations, you will need to register each location individually by repeating this step.

Clicking **Finish** on this page will immediately send a username and password to the individual you have entered details for. Your Username and Password can then be entered into adamProcure to provide access to the system.

There will be a link in the registration email that will take you to the log on screen, or you can go back to adamProcure 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 to sign up to provide for a specific local authority or organisation, for your specific service type.

You will not be able to receive requests for work until you have completed and passed both the Accreditation and Enrolment stages.

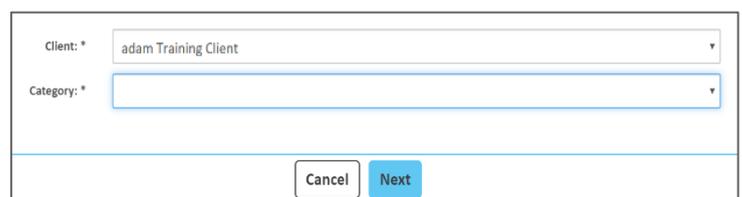
Accreditation

An Accreditation requires you to select the local authority/organisation and category you wish to provide for and enter information about your company which they have specifically requested.

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



From the drop-down boxes, you will need to select the Client you would like to work with and the Category you would like to provide services for.



Then click **Next** to begin providing the information specific to your selections.

On this page, you may be asked to agree to some **contract documents**. You will need download and review the file, and then tick to confirm that you agree and are authorised to agree to the document.

You are then required to respond to a number of **questions about your company** and the people who operate within it.

Subjects may include:

- Professional Standing
- Business Continuity
- Insurances

Some responses will need to be selected from a drop-down box whilst some will require you to type a free-text answer.

You may then be presented with some document templates, which you will need to download, complete and then upload into the following section.

Along with these templates you will also be required to upload some other documents that relate to your company. To **upload the documents**, you need to use the blue upload icons to locate the file on your computer/device and upload it to your accreditation.

Please note: You will only be able to upload one file to each document row. If you have multiple documents to upload, please add these as a .zip folder.

Once you have uploaded all the documents and are happy with the information you have submitted on this page, you then click Next.

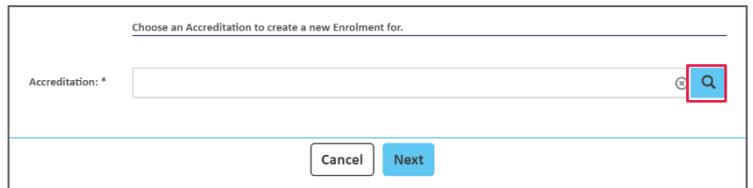
Finally, you will need to confirm that you can accept responsibility for submitting the Accreditation by putting a **tick** in the box and clicking **Submit**

Enrolment

Once you have completed your Accreditation, you can begin your Enrolment. Enrolments need to be completed for each of your company locations (therefore if you have multiple branches or locations you will need to complete the Enrolment step multiple times).

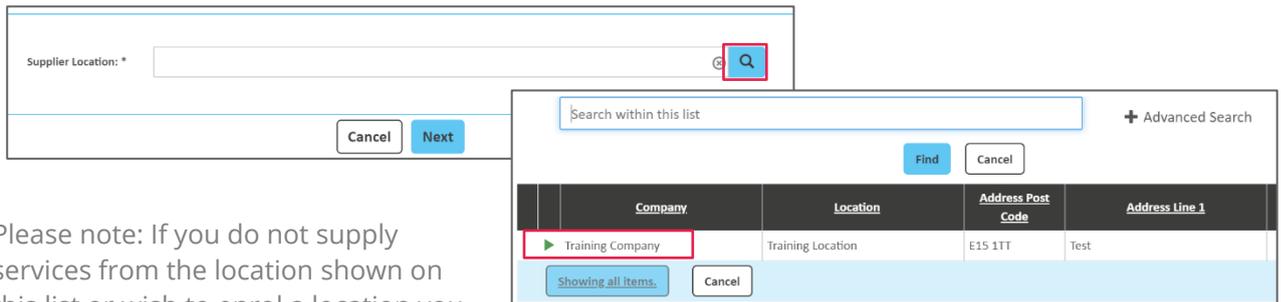
If you have completed the whole of your Accreditation in one sitting, you will be taken directly on to completing your Enrolment once you have finished. If this does not happen, you can click on the **Enrolments** tab and click **New** to begin.

If you are not moving straight on from an Accreditation, you will need to select your Accreditation number by clicking on the blue magnifying glass, and then the green arrow next to the Accreditation you wish to link the



Enrolment too. *Take a look at the company and category on the listed Accreditations, and select the one you are looking to apply for*

You will then need to select your company location, which will again involve clicking on the magnifying glass icon and selecting the location by clicking on the green arrow

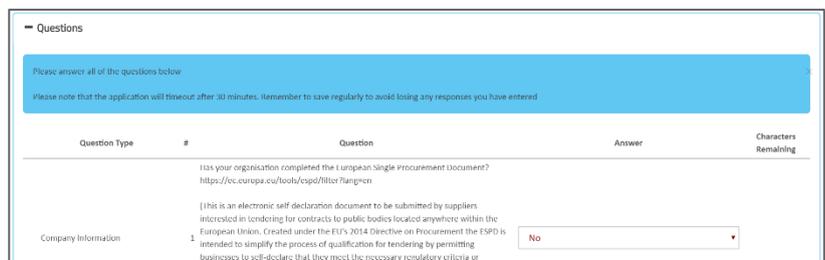


Company	Location	Address Post Code	Address Line 1
▶ Training Company	Training Location	E15 1TT	Test

Please note: If you do not supply services from the location shown on this list or wish to enrol a location you have not yet provided details of within the system, you will need to click on the Admin tab, and add a new location in the Locations section. This will then appear on this list.

Once you have selected or added a location, click Next to begin the Enrolment.

You will then need to respond to series of questions, in a similar way to when you completed your Accreditation. Some answers will need to be selected from a drop-down box and others will require a typed response.



Question Type	#	Question	Answer	Characters Remaining
Company Information	1	1234 your organisation completed the European Single Procurement document? https://ec.europa.eu/locks/espd/fflter?lang=en (This is an electronic self declaration document to be submitted by suppliers interested in tendering for contracts to public bodies located anywhere within the European Union. Created under the EU's 2014 Directive on Procurement the ESPD is intended to simplify the process of qualification for tendering by permitting businesses to self-declare that they meet the necessary regulatory criteria or	No	

You will also need to upload some documents related to the location, for example: insurances, financials and policies.

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
Contract Examples	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please download the template, fill in and upload. This is to provide details of up to three contracts, in any combination from either the public or private sector.
Employers Liability Insurance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	If you answered 'Already have' to Q26, please upload your Employers Liability (including volunteers) Insurance Policy (min £1m). Otherwise please upload a signed document which outlines your commitment to obtain the necessary level of insurance prior to the commencement of a contract.
Public Liability Insurance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	If you answered 'Already have' to Q27, please upload your Public Liability Insurance (including Loss or damage to Service Users' personal effects) (min £1m). Otherwise please upload a signed document which outlines your commitment to obtain the necessary level of insurance prior to the commencement of a contract.

Lastly, you will need to select the Service Categories that you can provide. This will split down the broad service type into specific service groups (these will vary depending on the Client and Category you selected at the beginning). Clicking on Find more items... will allow you to view the full list and tick the categories you can provide. To add these to your Enrolment click on Add.

Service Categories

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

There is no data to display.

[Find more items...](#)

Once you have completed all the details and are happy with the information provided, you will need to click **Finish** to submit your Enrolment.

Both the Accreditation and the Enrolment will pass through a review process. You will be kept up-to-date with the progress through email notifications sent to you.

Once both the Accreditation and the Enrolment have been Approved, you will be able to begin receiving requests for work and providing for the selected local authority/organisation.