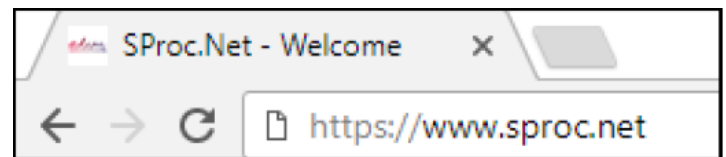


Provider Onboarding – Training Guide

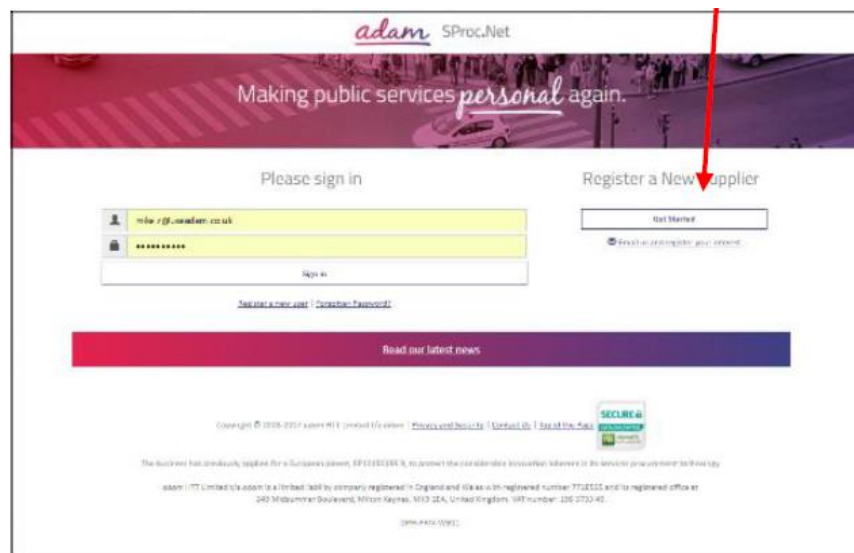
The purpose of this guide is to inform you how to register, accredit and enrol onto SProc.Net

Registration

The first step is register with SProc.Net to get a username and password. You do this by typing SProc.Net into the search bar of your browser.



You then click **Get Started**



Legal Entity Type: *

1 Business Details
Please enter the basic information of your business.

Business Name: *

Registered Name:

Website:

Logo File:

VAT Registered? *

Business Tax/VAT #: *

Business Registration Number: *

How Many Employees Does Your Organisation Have? : *

Does Your Organisation Consider Itself To Be A Small And Medium-Sized Enterprise (SME): *

Do You Supply Goods Or Services? *

How did you learn about *adam* ?

- Local authority referral
- Supplier referral
- Visited Adam demand site

You are then required to enter information about your company. This will include information such as:

- Business Name
- VAT Registration
- Number of Employees
- Business Address

On the second stage of the process you will be required to enter some user information. (You will be able to add more users at a later stage)

adam SMO/Net

Step 2 of 2: New User Details

NOTE: After you finish the registration process, you will be automatically set to the demo system. You will be notified via email when the system is ready to use. You will be notified via email when the system is ready to use. You will be notified via email when the system is ready to use.

➔ New Supplier

1 Use Details:
Please enter your information (you will receive an email when you are added)

Title *

First Name *

Last Name *

Address *

Postal Code *

Phone Number *

Number of Employees *

Cancel Finish

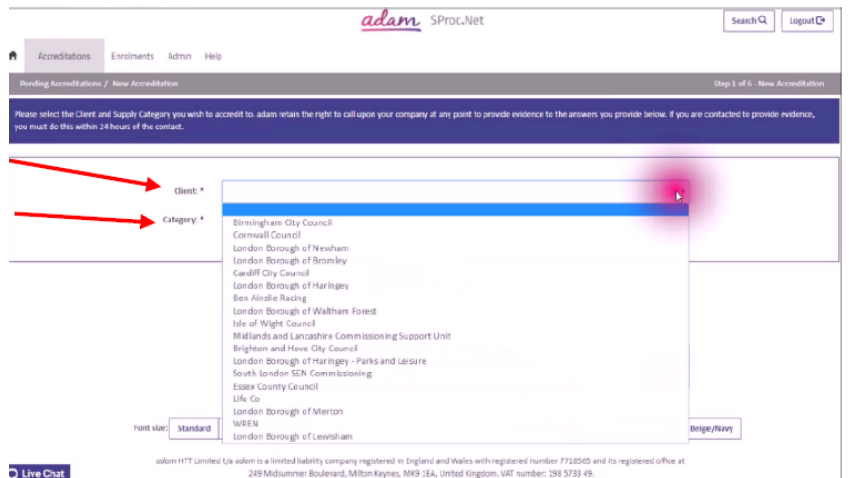
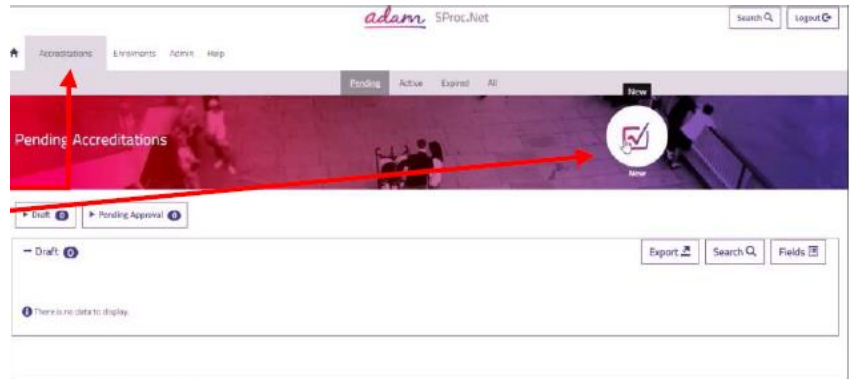
When you click Finish you will be sent an email with a username and password. Use these credentials to Log in and begin your Accreditation.

Accreditation

There will be a link in the registration email that will take you to the log on screen. (Please note you will be required to change your password when you first log on)

Once you have logged onto the system to start your Accreditation, click on Accreditation in the top left corner and then click New.

From the drop-down boxes, you will need to select the Client "Healthier Lancashire & South Cumbria" and the category which you provide services for. You then click Next.



Questions

The following questions must be answered accurately before this Accreditation can be submitted

Please note that the application will timeout after 30 minutes. Remember to save regularly to avoid losing any responses you have entered

Question Type	#	Question Text	Answer	Characters Remaining
Company Information	1	Please confirm whether you currently hold a contract with one (or more) of the organisations who form part of Healthier Lancashire & South Cumbria (HLSC).	<input type="text"/>	
Company Information	2	If yes, please confirm the names of these organisations.	<input type="text"/>	4000 left

On this page, you are required to respond to questions related to your current contractual relationship with Healthier Lancashire & South Cumbria.

Some of the responses you will select from a drop-down box, whilst others will need a typed response.

I confirm that I am certified to accept responsibility for submitting this Accreditation on behalf of my organisation

Cancel Submit

You will then need to confirm that you are certified to accept responsibility for submitting this accreditation on behalf of your organisation. You do this by **ticking** the box and clicking **submit**.

Enrolment

Once you have completed your accreditation you can start your enrolment. You select **enrolment** tab, select your company from the **supplier location** box and click **Next**.

adam SProc.Net

Search Logout

Accreditations **Enrolments** Admin Help

Pending Accreditations / Accreditation - Additional information / Submit Accreditation / New Enrolment Step 4 of 6 - New Enrolment

You have submitted your Accreditation. Please select a location and click 'Next' to start your enrolment.

+ Accreditation

Supplier Location: *

You will then need to enter your CQC Location ID in the box provided.

— Specify CQC Information

Please specify your CQC information.

CQC Location ID *

You will also need to respond to certain questions confirming the services which you are registered with CQC to provide, and actions you will take on the system once your enrolment is approved.

Question Type	#	Question	Answer	Characters Remaining
Company Information	1	Please self-certify that when selecting Service Categories you will only select the relevant CCG areas/districts in which you are based. For more information please review the Application Guide which can be found at http://demand.sproc.net	Yes	
Company Information	2	Please confirm the services for which you are registered with the Care Quality Commission (CQC) to provide: - Challenging Behaviour - End of Life - Dementia - Mental Health - Physical Disability - Learning Disability - Respite Care - Intermediate Care		4000 left
Company Information	3	Please self-certify that once your Enrolment is approved, you understand that you will need to unsubscribe from any Service Templates for services listed above that you do not provide. For more information please review the Application Guide which can be found at http://demand.sproc.net	Yes	

You will then need to select the Service Categories which are relevant to you. These should be the CCG areas/districts in which your business is based. You do this by **ticking** the relevant boxes, clicking **'Add'** and then **'Done'**.

<input type="checkbox"/>	Service Category ^	Supply Category	Display
<input type="checkbox"/>	Hyndburn	Nursing Care	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Lancaster	Nursing Care	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Morecambe	Nursing Care	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NHS Blackpool CCG	Nursing Care	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NHS Chorley & South Ribble CCG	Nursing Care	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NHS East Lancashire CCG	Nursing Care	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NHS Fylde & Wyre CCG	Nursing Care	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NHS Greater Preston CCG	Nursing Care	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NHS Lancashire North CCG	Nursing Care	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NHS Morecambe Bay CCG	Nursing Care	<input checked="" type="checkbox"/>

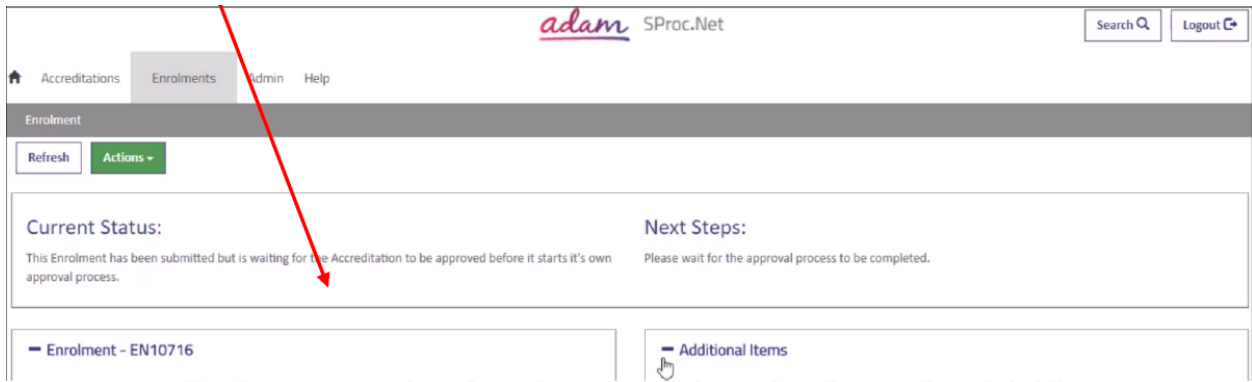
You will also need to complete details related to your Care Home. Some of the responses you will select from a drop-down box, whilst others will need a typed response.

Care Home Type: *	<input type="text"/>
Location Ownership Type: *	<input type="text"/>
Square Foot Capacity: *	<input type="text"/>
Number Of Beds: *	<input type="text"/>
Minimum Nursing Weekly Cost Per Bed: *	<input type="text"/>
Maximum Nursing Weekly Cost Per Bed: *	<input type="text"/>
LA Funding: *	<input type="text"/>
	(Do you accept LA Funding?)
NHS Funding: *	<input type="text"/>
	(Do you accept NHS Funding?)
Private Funding: *	<input type="text"/>
	(Do you accept Private Funding?)

You will then need to answer a few more questions before you reach the end of the form. When you reach the end, you will need to click Finish.



Your Enrolment is now complete and will require approval from *adam*.



Help and Support

If you are experiencing any difficulties or need any assistance, please do not hesitate to contact the Support Team.

You can do this by clicking the Live Chat feature that is in the bottom left corner of the screen between 08:30am – 17:00pm Monday – Friday to talk to one of our Support Consultants.

Alternatively, you can raise a query by clicking on the Help tab, selecting Queries and then completing the form. We aim to get a resolution to every query within 24 hours.