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Introduction

The Contracts Register module provides the facility for buying organisations to operate a private register of all contracts they have in place and a public register of these contracts to meet the obligations of [Section 35](#) of the [Procurement Reform Act \(Scotland\) 2014](#).

Entries are automatically made to the contracts register every time an award notice is published through Public Contracts Scotland. Buyers also have the option of manually adding entries and amending existing entries.

‘Contracts Administrator’ Access Level

The contracts register can be amended by users with ‘Contracts Administrator’ access level. Any user with Controller access can assign this level to another user by visiting the [Buyers Control Panel](#) > [User List](#), selecting the user they want to amend and ticking “Contracts Administrator” and then “Save”.

Change User Responsibilities

The responsibility details for **Duncan Dallas** are detailed below. To change the details, tick the appropriate box(es) and *click* the **Save** button. To remove this person from your buying organisation, *click* the **Remove** button.

Details

Name: Duncan Dallas
Email: duncan@millstream.eu

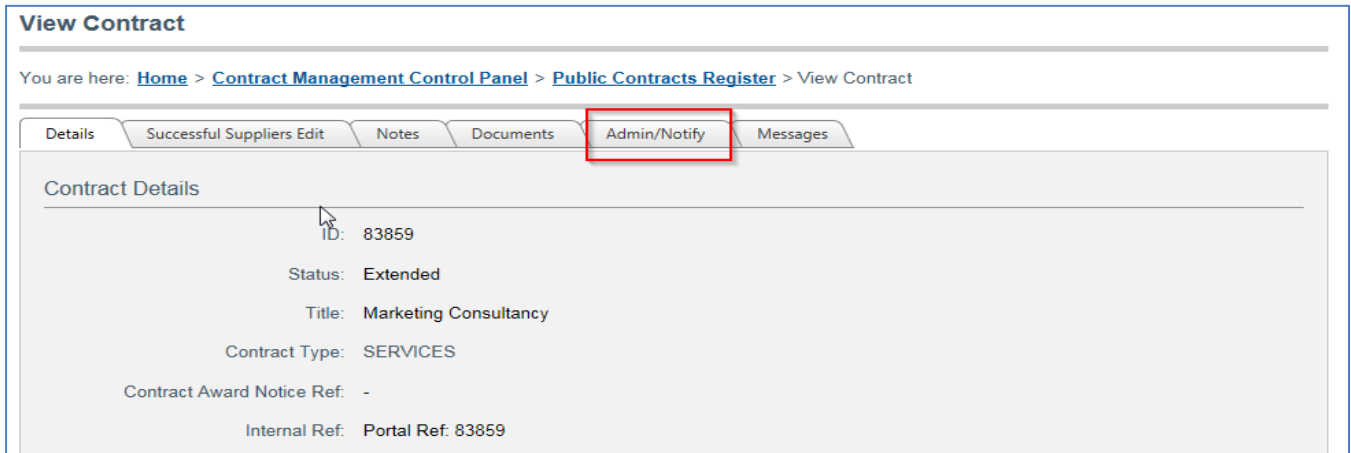
Access

- Buyer User
- Editor
- Publisher
- Controller
- OJEU Publisher
- Postbox Opener
- Reporter
- Quick Quote Publisher
- Quick Quote Editor
- Contracts Administrator

‘Administrators for the contract’ status

Only ‘Contract Administrators’ have global authority to make changes to any of your organisation’s contracts, however the ‘Contract Administrator’ can allocate ‘Administrators for this contract’ status to individual users for specific contracts. This gives the user the same amendment controls as the Contract Administrator but only for that contract.

To allocate this Contract Administrator status to a specific contract, from the **View Contract** page select the 'Admin/Notify' tab:



View Contract

You are here: [Home](#) > [Contract Management Control Panel](#) > [Public Contracts Register](#) > View Contract

Details Successful Suppliers Edit Notes Documents **Admin/Notify** Messages

Contract Details

ID: 83859

Status: Extended

Title: Marketing Consultancy

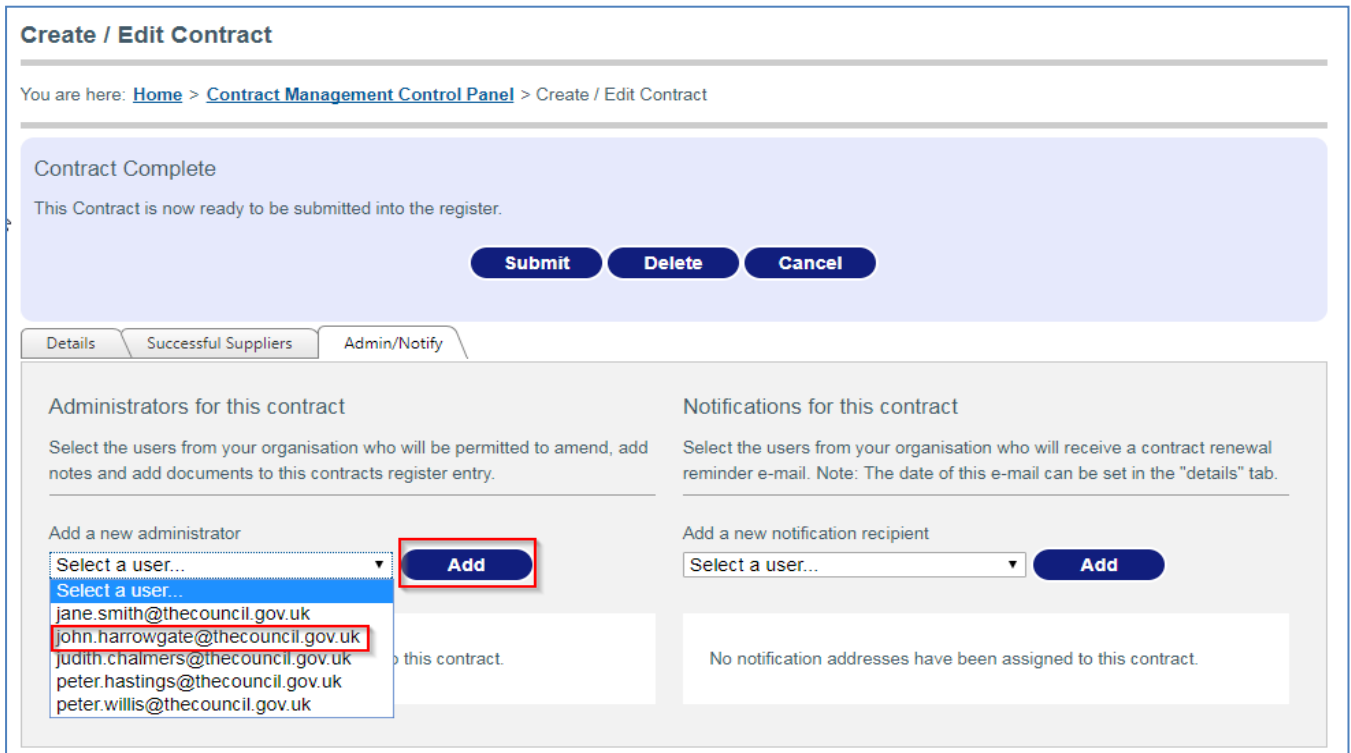
Contract Type: SERVICES

Contract Award Notice Ref: -

Internal Ref: Portal Ref: 83859

The 'Administrators for this contract' section may display any users that may already been given 'Administrators for this contract' status.

To give a user this status select a user from the 'Add a new administrator' drop down list and select the **Add** button.



Create / Edit Contract

You are here: [Home](#) > [Contract Management Control Panel](#) > Create / Edit Contract

Contract Complete

This Contract is now ready to be submitted into the register.

Submit **Delete** **Cancel**

Details Successful Suppliers **Admin/Notify**

Administrators for this contract

Select the users from your organisation who will be permitted to amend, add notes and add documents to this contracts register entry.

Add a new administrator

Select a user... **Add**

- Select a user...
- jane.smith@thecouncil.gov.uk
- john.harrowgate@thecouncil.gov.uk
- judith.chalmers@thecouncil.gov.uk
- peter.hastings@thecouncil.gov.uk
- peter.willis@thecouncil.gov.uk

Notifications for this contract

Select the users from your organisation who will receive a contract renewal reminder e-mail. Note: The date of this e-mail can be set in the "details" tab.

Add a new notification recipient

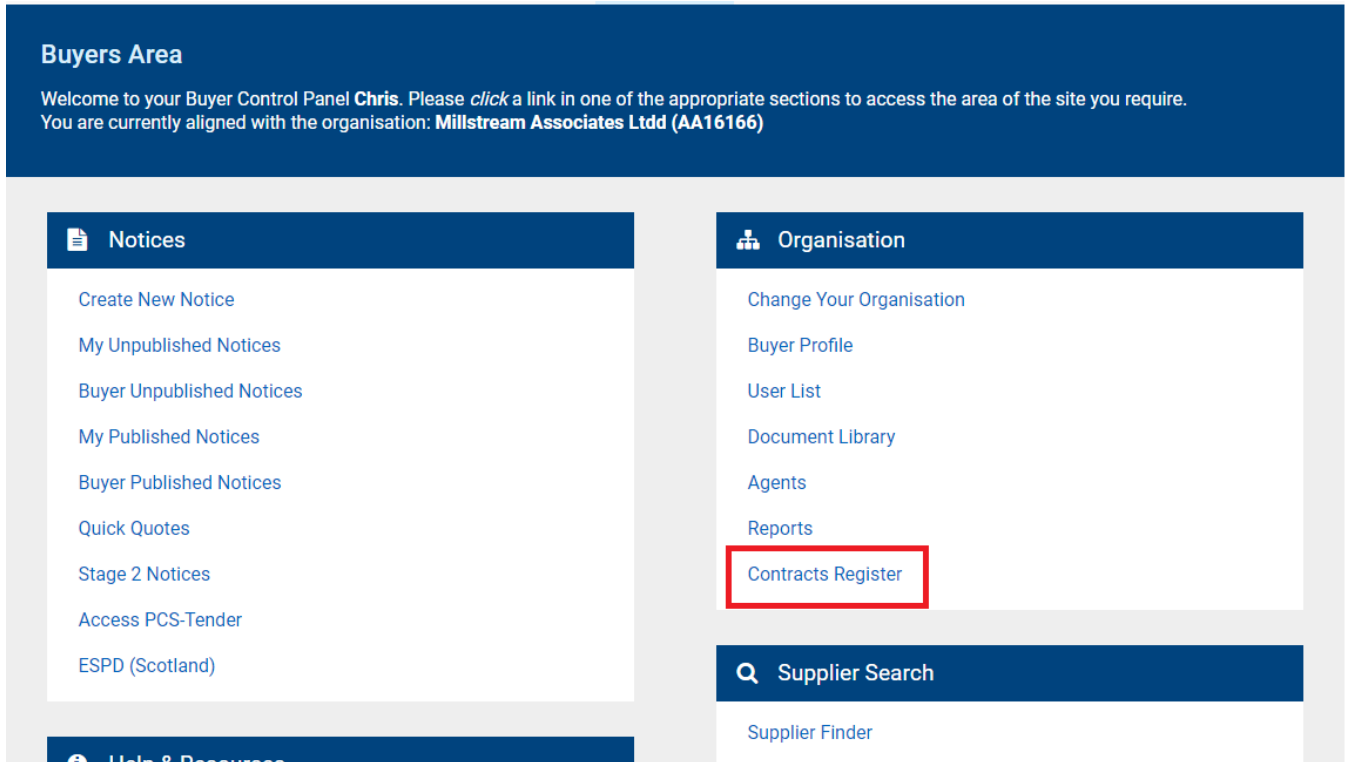
Select a user... **Add**

No notification addresses have been assigned to this contract.

You can repeat this process to give additional that users this status.

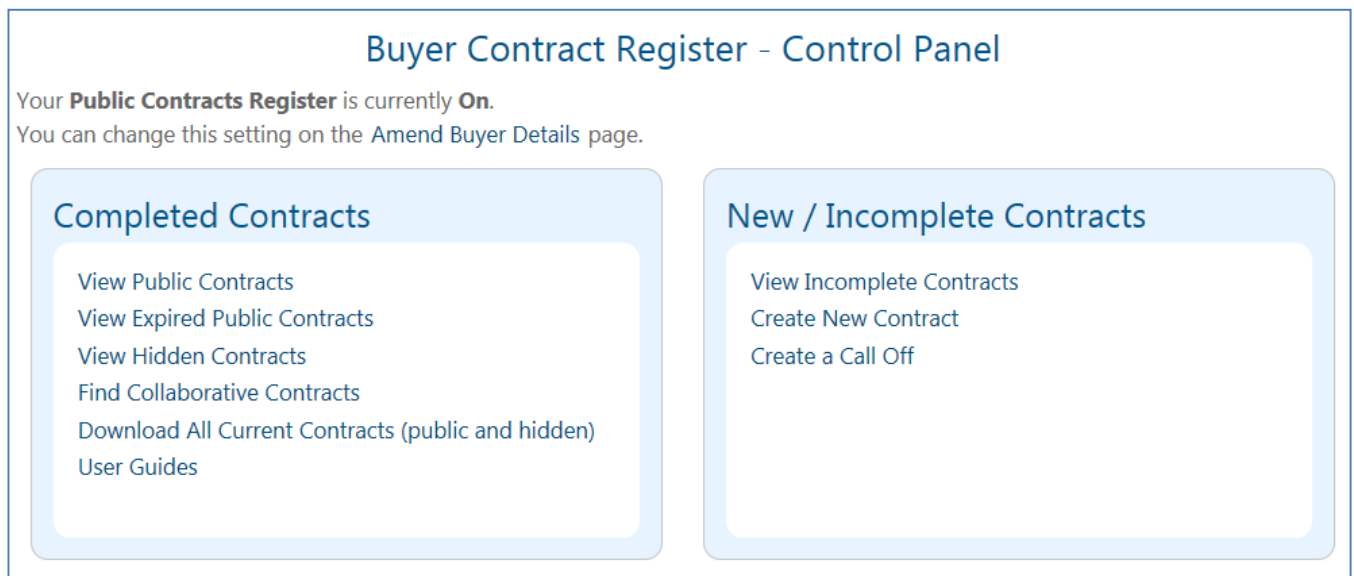
Accessing and Understanding the Private Contracts Register

To access your organisation's Contracts Register visit the [Buyers Control Panel](#) and select 'Contracts Register' under Organisation.



The screenshot shows the 'Buyers Area' control panel. At the top, a blue header contains the text: 'Welcome to your Buyer Control Panel Chris. Please click a link in one of the appropriate sections to access the area of the site you require. You are currently aligned with the organisation: Millstream Associates Ltdd (AA16166)'. Below this, there are two main columns of navigation options. The left column is titled 'Notices' and includes links for 'Create New Notice', 'My Unpublished Notices', 'Buyer Unpublished Notices', 'My Published Notices', 'Buyer Published Notices', 'Quick Quotes', 'Stage 2 Notices', 'Access PCS-Tender', and 'ESPD (Scotland)'. The right column is titled 'Organisation' and includes links for 'Change Your Organisation', 'Buyer Profile', 'User List', 'Document Library', 'Agents', 'Reports', and 'Contracts Register'. The 'Contracts Register' link is highlighted with a red rectangular box. Below the 'Organisation' column, there is a 'Supplier Search' section with a search icon and the text 'Supplier Finder'. At the bottom left, a 'Help & Resources' link is partially visible.

This will direct you to your Contracts Register Control Panel from where you can manage your register entries.



The screenshot shows the 'Buyer Contract Register - Control Panel'. At the top, the title 'Buyer Contract Register - Control Panel' is displayed. Below the title, a message states: 'Your Public Contracts Register is currently On. You can change this setting on the Amend Buyer Details page.' The panel is divided into two main sections: 'Completed Contracts' and 'New / Incomplete Contracts'. The 'Completed Contracts' section includes links for 'View Public Contracts', 'View Expired Public Contracts', 'View Hidden Contracts', 'Find Collaborative Contracts', 'Download All Current Contracts (public and hidden)', and 'User Guides'. The 'New / Incomplete Contracts' section includes links for 'View Incomplete Contracts', 'Create New Contract', and 'Create a Call Off'.

On the control panel you will see the following information:

Your Public Contracts Register is On/Off

This displays whether your organisation's public contracts register is visible to the general public or not. A Controller for your organisation can change this option by amending the setting on the [amend buyer details](#) page.

Amend Buyer Details

The details of your organisation are shown below. Amend the details you wish to change then *click* the **Save** button to continue.

Note: Telephone / Fax number must be in the international notation Eg: +44 140633900 or +44 222020-43657 (ext).

* Required information.

Organisation

* Name:

Organisation Details

* Address 1:

Address 2:

Town/City:

Postal Code:

Country:

* Phone:

Fax:

Website:

General Email Address:

Reference no:

Buyer Type:

Public Contracts Register

You can choose to hide all of your contracts in the Contract Register (regardless of their visibility) by turning your Public Contracts Register off.

On Off

Completed Contracts

The Completed Contracts section allows you to manage all the completed entries in your contracts register as follows:

View Public Contracts – This provides access to all the current contracts that are shown on your public register. If your public contracts register is switched off, these will only become visible when made your public contracts register is switched on.

View Expired Contracts – This provides access to all your organisation's contracts that have passed their end date.

View Hidden Contracts – Buyers have the option to hide contracts from the public contracts register for various specified reasons. This provides access to those hidden contracts.

Find Collaborative Contracts – This provides access to a database of all contracts, by any organisation, flagged on PCS as "collaborative". If your organisation is eligible to use a collaborative contract you can add it to your own organisation's register from here.

Download All Current Contracts – a quick link to download all your organisation's current contracts whether they are marked as public or hidden.

New/Incomplete Contracts

This facility allows for the manual entry of contracts into the register where an award notice has not been published. Note that the Procurement Reform (Scotland) Act 2014 requires that any spend of £50,000 or over for supplies/services or £2M or over for works contracts should be advertised by way of an award notice.

Note: This option is only displayed to those users with the Contracts Administrator access level.

The sections in this panel are:

View Incomplete Contracts – This provides access to any manual entries that have been created but not yet published.

Create a New Contract – This can be used to create a new contracts register entry where an award notice has not been published/is not required.

Create a Call Off – This can be used to create a new contracts register entry for a call off under an existing framework agreement.

Populating the Contracts Register via Award Notices

When an award notice is published on PCS by your organisation an entry is automatically made in your contracts register. The way in which it is published on the register is determined by the type of notice published. All award notices are accessed through the award creation functions of PCS.

If an OJEU award notice is published the register entry is automatically added to your public contracts register.

If a website or Quick Quote award notice is published the publication on the register will be determined by the choices made in the award notice question which asks for supplementary information.

Supplementary Information

The Procurement Reform (Scotland) Act 2014 requires contracting authorities to publish award notices and add entries in a contracts register for any contract awarded over £50,000 in value.

If you are using this form to meet these obligations for a contract where the competition was not publicly advertised, such as a call off from a framework agreement, please select "yes" and answer the supplementary questions.

The Procurement Reform (Scotland) Act 2014 can be found at the link below:
<http://www.legislation.gov.uk/asp/2014/12/contents>

* Required information. Go to question:

Are you publishing this award to meet the transparency obligations of the Scottish Procurement Reform Act 2014?

Are you publishing this award to meet the transparency obligations of the Scottish Procurement Reform Act 2014?

Please select **no** if publishing an award which relates to an opportunity published publicly on Public Contracts Scotland.

Yes No

*** Is this a call off from a Framework Agreement?**

Yes No

*** Is the contract value at/over the threshold for mandatory publication to the contracts register? (£50K for supplies/services or £2M for works)**

Yes No

If a website award notice is being published you are asked if you are publishing the notice to meet the transparency obligations of the Scottish Procurement Reform Act. The act requires that any contract awarded of £50K or over for supplies/services or £2M or over for works in value be published as an award notice and on the contracts register.

The question should be answered as follows:

Website Award Notice

If you are publishing a website award notice which relates to a previously published website contract notice select “No”. When this award notice is published an entry will be made in your public contracts register.

If you are publishing a website award notice for transparency select “Yes” and then “Update”. You will then be asked the following questions:

Is this a call off from a framework agreement – yes/no?
If yes, provide details of the framework agreement.

In the case where you are calling off from a framework which exists on PCS you can do this by selecting “find framework” searching for the framework using either the ID, title, description or supplier name and then selecting “Select”:

*** Is this call off associated with a framework agreement in your contracts register? If so you can link the call off to the framework by finding the entry in your register by selecting 'find framework'. If the framework agreement is not in your contracts register you can enter details of the framework manually.**

Find Framework
 Enter details manually

Update

Framework Search:

ID

Title

Description

Supplier Name

Search

Title	Owner	Start	End	Action
General Stationery and Office Paper Framework [ⓘ]	Scottish Government	01/06/2016	01/06/2019	Select

In the case where you are calling off from a framework which does not exist on PCS, such as a Crown Commercial Service or other non-Scottish agreement, you can do this by selecting “Enter details manually” and providing a title and a URL for further information on the framework agreement.

*** Is this call off associated with a framework agreement in your contracts register? If so you can link the call off to the framework by finding the entry in your register by selecting 'find framework'. If the framework agreement is not in your contracts register you can enter details of the framework manually.**

Find Framework Enter details manually

Update

Non-PCS framework details:

* Title:

* Url:

Is the contract value at/over the threshold for mandatory publication to the contracts register? – Yes/no.

If “yes” the award notice will be automatically published and added to your public register.

If “no” you will be asked to select whether you want to:

1. Publish the award notice on PCS publicly
2. Add the contract(s) register entry to your public register.

If you select that you do not want to add the contract to your public register it will automatically be added to your ‘hidden contracts’ list and not made available to the public.

Quick Quote Award Notice

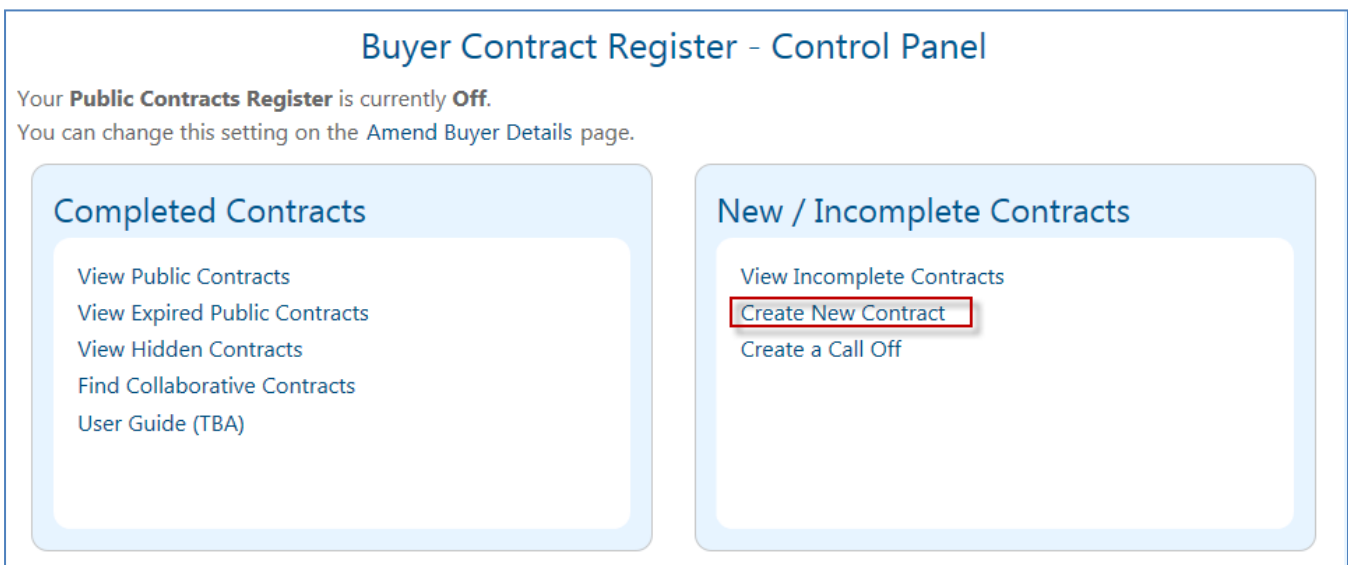
If you are publishing a Quick Quote award notice which relates to a contract award under the threshold for mandatory publication to the contracts register you can choose “no”. This will mean that the award notice is not published publicly and the contracts register entry is added to your “hidden contracts” list.

If you choose “Yes” and then “Update” you will then be asked the same questions as noted above for the Website Award Notice.

Populating the Contracts Register via a manual entry

As all contracts over the threshold for mandatory publication to the contracts register should be advertised by way of award notice it is recommended that you use the award notice route. For contracts under the threshold for mandatory publication to the contracts register in value you have the option to add these manually to your contracts register via the [Contracts Register Control Panel](#).

If you want to record a regular contract that is not a call off from a framework agreement select “Create New Contract”.



Buyer Contract Register - Control Panel

Your **Public Contracts Register** is currently **Off**.
You can change this setting on the [Amend Buyer Details](#) page.

Completed Contracts

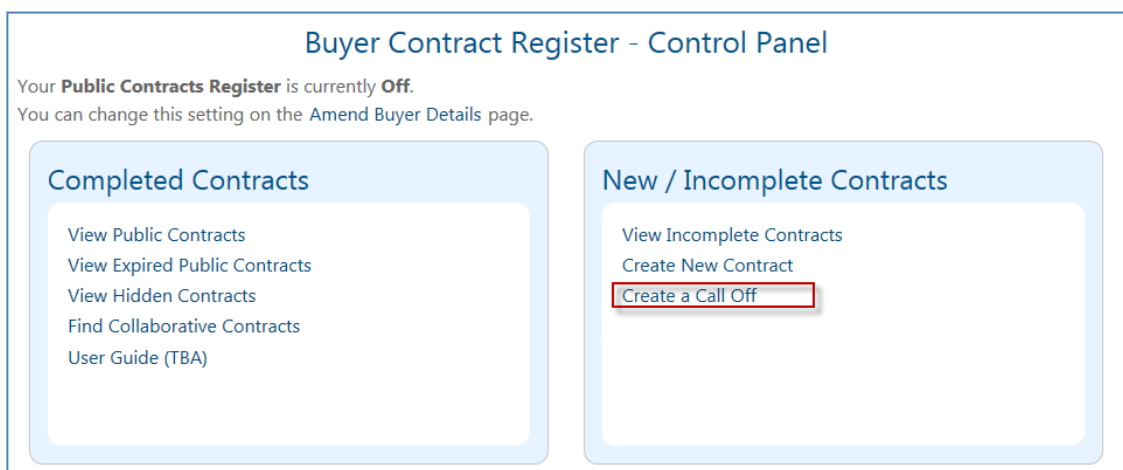
- View Public Contracts
- View Expired Public Contracts
- View Hidden Contracts
- Find Collaborative Contracts
- User Guide (TBA)

New / Incomplete Contracts

- View Incomplete Contracts
- Create New Contract**
- Create a Call Off

You must then complete all the details of the contract register entry, including entry of the successful suppliers before choosing “submit”.

If you want to record a call off from a framework agreement select “Create a call off”. You must then complete all the details of the contracts register entry, including the framework to which the call off belongs.



Buyer Contract Register - Control Panel

Your **Public Contracts Register** is currently **Off**.
You can change this setting on the [Amend Buyer Details](#) page.

Completed Contracts

- View Public Contracts
- View Expired Public Contracts
- View Hidden Contracts
- Find Collaborative Contracts
- User Guide (TBA)

New / Incomplete Contracts

- View Incomplete Contracts
- Create New Contract
- Create a Call Off**

Amending your contracts register entries

Any user with Contract Administrator access can amend any contract register entry which belongs to their buying organisation. All changes made are updated in real time and reflected immediately on the private and public contracts register. At present these changes are not transferred to the Scottish Procurement Hub so should also be recorded manually within that system.

Contract Details

The basic details of the contract can be amended if required. To do so select the title of the contract register entry:

21 records found. Jump to page of 1 [Go](#) ⏪ ⏩ ⏴ ⏵

Download as Excel | Download as CSV

ID	Contract Title	Start Date	End Date	Extension (months)	Framework	Call Off
502137	IT Services Framework	10/03/2015	10/03/2020	12	Yes	No
502381	Gym Equipment	13/04/2015	31/03/2016	12	No	No

Then select “Edit” at the bottom of the Details tab.

View Contract

You are here: [Home](#) > [Contract Register Control Panel](#) > [Public Contracts Register](#) > [View Contract](#)

Details
Successful Suppliers Edit
Collaborating Buyers
Notes
Documents
Call Offs

Contract Details

ID: 502137
 Status: Extended
 Title: IT Services Framework
 Contract Type: SERVICES
 Contract Notice Ref: -
 Contract Category: C - Local contract let on behalf of one buyer.
 Buyer: CR Council (AA15726)
 Primary CPV Code: 66517100
 Additional CPV Code(s):
 Procedure Type: Open Procedure
 Is Framework: Yes
 Options: Collaborative Contract
 Description: IT Services
 Visible on public register: Yes
 Term Contract: No
 Email reminder for contract renewal sent: No

Contract Dates

Create Date: 24/03/2015
 Date Awarded: 03/03/2015
 Start Date: 10/03/2015
 End Date: 10/03/2020

Contact Details

Contact Name: Duncan Dallas
 Email: duncan@millstream.eu

Edit

This will open up certain fields of the contract which can be amended as required. Once you have updated the relevant fields select “Update” at the bottom of the tab.

View Contract

You are here: [Home](#) > [Contract Register Control Panel](#) > [Public Contracts Register](#) > [View Contract](#)

Details Edit
Successful Suppliers Edit
Collaborating Buyers
Notes
Documents
Call Offs

Contract Details

*** Required information**

* Contract title:

Contract Notice Ref:

* Contract type:

* Procedure type:

* Contract award date: 03/03/2015

* Contract start date: 10/03/2015

* Contract end date (excluding extensions): 10/03/2020

* Maximum extension period: months

Payment window: months

* Contract value: or lowest offer / highest offer

* Contact Name:

* Contact Email:

Term Contract:

Email reminder date for contract renewal:

Visible on public register:

Reason for hiding:

- Impede law enforcement or otherwise be contrary to the public interest
- Prejudice fair competition between economic operators
- Prejudice the commercial interests of any person
- The contract details need to be edited before being made public
- The contract is under £50,000 in value
- This is a collaborative contract my organisation are not using

Is this a reserved contract? Yes No

Is Electronic Auction? Yes No

Is this conclusion of a framework agreement? Yes No

Short Contract Description

IT Services

* CPV Coding

66517100 - Credit insurance services

Add
Delete

Commodity Category

Select a category and then click **Go** to view a list of sub categories.

* Category: Go

* Sub Category:

Update
Cancel

Hiding a contract

If the purpose of amending your contract is to hide it from your public register then deselect the “Visible on Public Register” option and select one of the reasons for not displaying it.

Visible on public register:

Reason for hiding:
Note: reason is only required when contract is not visible on the public register.

- Impede law enforcement or otherwise be contrary to the public interest
- Prejudice fair competition between economic operators
- Prejudice the commercial interests of any person
- The contract details need to be edited before being made public
- The contract is under £50,000 in value
- This is a collaborative contract my organisation is not using

If you want to display the contract on the public register in the future visit the ‘Hidden Contracts’ link in your Contracts Register Control Panel, select the “Visible on Public Register” option and select “Update” at the bottom of the tab.

Dividing a Contract into Lots

If a contract is divided into lots you can communicate this by selecting the “Successful Suppliers Edit” tab, adding the Title, Lot Number and Offers received and selecting “Add”.

View Contract

You are here: [Home](#) > [Contract Register Control Panel](#) > [Public Contracts Register](#) > [View Contract](#)

Details
Successful Suppliers Edit
Collaborating Buyers
Notes
Documents
Call Offs

Lots

If the contract is divided into lots please enter details of the lot and click 'Add'. Perform this action once for each lot. After adding lots you can still **edit** or **delete** them. If the contract is not divided into lots proceed to the Suppliers section below.

* Title:

* Lot Number:

* Offers received:

Add

Title	Lot Number	Offers	Suppliers	Action
Lot 1 - Marketing	1	5	1	Edit
lot 2 - PR	2	3	1	Edit

This allows you to divide all the winning suppliers into their relevant lots for a clearer understanding of the contract. If a supplier is successful on more than one lot they should be entered multiple times.

Once created, the details of each lot can also be amended by selecting “Edit” in the Action column of the lots table.

Editing Supplier details

You can amend supplier details by selecting the “Successful Suppliers Edit” and selecting “View/Edit” in the Action column of the suppliers table.

View Contract

You are here: [Home](#) > [Contract Register Control Panel](#) > [Public Contracts Register](#) > [View Contract](#)

Details
Successful Suppliers Edit
Collaborating Buyers
Notes
Documents
Call Offs

Lots

If the contract is divided into lots please enter details of the lot and *click 'Add'*. Perform this action once for each lot. After adding lots you can still **edit** or **delete** them. If the contract is not divided into lots proceed to the Suppliers section below.

* Title:

* Lot Number: ▼

* Offers received: ▼

Title	Lot Number	Offers	Suppliers	Action
Lot 1 - Marketing	1	5	1	Edit
lot 2 - PR	2	3	1	Edit

Suppliers

To view or edit supplier details or to assign them to a lot use the [view / edit](#) link.

Lot Number	Name	Town	Post Code	DUNS Number	Value	Action
1	DwD Ltd	Aberdeen	AB15 4ZT	734455342	£35,000.00	View / Edit
2	Dead Mole PR	Aberdeen	AB25 2QD	32454034	£40,000.00	View / Edit

Supplier Search

Use the supplier search tool below to find suppliers to add to your contract.

Supplier Name:

Postcode: e.g EH4

DUNS Number:

The fields that can be amended are name, address, phone number, DUNS number, Award Value (the value of award made to this individual supplier) and the lot on which the supplier has been successful.

Once you have updated the details you must select “Update” to save the changes.

View Contract

You are here: [Home](#) > [Contract Register Control Panel](#) > [Public Contracts Register](#) > [View Contract](#)

[Details](#) | [Successful Suppliers Edit](#) | [Collaborating Buyers](#) | [Notes](#) | [Documents](#) | [Call Offs](#)

Suppliers

To view or edit supplier details or to assign them to a lot use the [view / edit](#) link.

* Required information

ID: 1

* Name:

* Address 1:

Address 2:

Town:

* Post Code:

Country:

* Phone:

DUNS number:

* Award Value:

Lot Number:

Lot Number	Name	Town	Post Code	DUNS Number	Value	Action
1	DwD Ltd	Aberdeen	AB15 4ZT	734455342	£35,000.00	View / Edit
2	Dead Mole PR	Aberdeen	AB25 2QD	32454034	£40,000.00	View / Edit

Supplier Search

Use the supplier search tool below to find suppliers to add to your contract.

Supplier Name:

Postcode: e.g EH4

DUNS Number:

Removing a supplier

To remove a supplier from the contract you follow the same steps as if you were editing supplier details but select 'Delete' instead of 'Update'. An audit entry will be made in the Notes panel against that contract.

Adding a supplier

To add a supplier to the contract they must be registered on Public Contracts Scotland. To find their registration you can search by entering the company name, postcode, DUNS number or any combination of the three and selecting "Search". Search results will be listed with the option to "Add" that supplier to the contract.

Suppliers
To view or edit supplier details or to assign them to a lot use the **view / edit** link.

Lot Number	Name	Town	Post Code	DUNS Number	Value	Action
1	DwD Ltd	Aberdeen	AB15 4ZT	734455342	£35,000.00	View / Edit
2	Dead Mole PR	Aberdeen	AB25 2QD	32454034	£40,000.00	View / Edit

Supplier Search
Use the supplier search tool below to find suppliers to add to your contract.

Supplier Name: Postcode: e.g EH4 DUNS Number:

Below is a list of all the suppliers that match your search criteria. Select the suppliers you wish to add then *click* the **Add** button.

47 records found. Jump to page of 1

Supplier Name	Action
Millstream Laura Crowson - laura@millstream.eu	<input type="button" value="Add"/>
Millstream Claire Gruban - claire@millstream.eu	<input type="button" value="Add"/>

You can edit the supplier details once they have been added to the contract to provide information on value and lots if applicable.

Extending a contract

If contract extensions apply to the contract you can invoke them by selecting “Extend this contract” under 'Contract Extensions' in the 'Details' tab.

Contract Extensions

Maximum Extension: **12** (months)
 Extensions Remaining: **5** (months)
 Extended Date: 10/10/2020
 Contract Extension:
 Early Termination: [Terminate This Contract](#)

The remaining extensions available on the contract will be shown and you must enter the number of months that you are extending the contract by. If multiple suppliers are on the contract and you are not extending it for them all, you can deselect suppliers by deselecting the box in the “Extend” column before selecting “Update”.

Contract Extension

You are here: [Home](#) > [Contract Register Control Panel](#) > [Contracts Register](#) > [View Contract](#) > [Contract Extension](#)

Please enter the number of months that the contract should be extended by and *click* the **Update** button. Please note that the contract cannot be extended past the maximum number of months stated.

Note: All suppliers selected below will be included in the extension. Suppliers de-selected will be removed from this contract.

End Date: 10/03/2020

Maximum Extension: **12** (months)

Extensions Remaining: **5** (months)

Extended Date: 10/10/2020

Extend By: Months

Sub No	Lot Number	Name	Town	Post Code	DUNS Number	Value	Extend
3	-	Millstream	Aberdeen	AB15 4ZT	999999999	£0.00	<input type="checkbox"/>
1	1	DwD Ltd	Aberdeen	AB15 4ZT	734455342	£35,000.00	<input checked="" type="checkbox"/>
2	2	Dead Mole PR	Aberdeen	AB25 2QD	32454034	£40,000.00	<input checked="" type="checkbox"/>

Update

Cancel

The end date of the contract will be updated and the extensions remaining will be deducted by the number of months the contract has been extended by.

Contract Extensions

Maximum Extension: **12** (months)

Extensions Remaining: **5** (months)

Extended Date: 10/10/2020

Contract Extension: [Extend This Contract](#)

Early Termination: [Terminate This Contract](#)

Terminating a contract

A contract can be terminated at any point before the end date. To terminate a contract, select "Terminate this contract" under 'Contract Extensions' in the 'Details' tab.

Contract Extensions

Maximum Extension: **12** (months)

Extensions Remaining: **5** (months)

Extended Date: 10/10/2020

Contract Extension: [Extend This Contract](#)

Early Termination: [Terminate This Contract](#)

You must then enter a reason for the contract's termination before selecting "Save". The reason given is added to the notes panel of the private contracts register entry only.

Contract Termination

You are here: [Home](#) > [Contract Register Control Panel](#) > [Contracts Register](#) > [View Contract](#) > [Contract Termination](#)

Please enter your reason for terminating this contract and *click* the **Save** button.

Note: Individual suppliers can be removed from this contract by deleting them using the supplier tab on the 'View Contract' page.

Reason for termination:

Due to environmental concerns the project has been suspended for a significant period with no prospect of it being recommenced.

Save
Cancel

The end date will automatically be updated with today's date and the contract will move into the expired contracts list with the updated status "Terminated".

View Contract

You are here: [Home](#) > [Contract Register Control Panel](#) > [Public Contracts Register](#) > [View Contract](#)

Details Successful Suppliers Edit Collaborating Buyers Notes Documents

Contract Details

ID: 502236

Status: Terminated

Title: Glassware

Contract Type: SUPPLIES

Contract Notice Ref: APR083186

Contract Category: C - Local contract let on behalf of one buyer.

Buyer: CP Council (AA15730)

Assigning a Purchasing Team

An individual contract can be assigned to a purchasing team. You can create purchasing teams through the "Manage Purchasing Teams" link in your Contract Register Control Panel.

Buyer Contract Register - Control Panel

Your **Public Contracts Register** is currently **On**.

You can change this setting on the [Amend Buyer Details](#) page.

Completed Contracts

- View Public Contracts
- View Expired Public Contracts
- View Hidden Contracts
- Find Collaborative Contracts
- Download All Current Contracts (public and hidden)
- Manage Purchasing Teams**
- User Guides

New / Incomplete Contracts

- View Incomplete Contracts
- Create New Contract
- Create a Call Off

Once purchasing teams have been created you can assign contracts to them by editing each contract register entry.

Note: Select a purchasing team from the list. Alternatively **select** 'Add new' to enter the name of the new purchasing team. When you update the contract the new team will be added to this contract and will also be added to the purchasing team list.

Purchasing Team:

Contract Management Tools

Contract management tools are provided to assist buying organisations with internal communications relating to contracts.

Setting up contract renewal reminder emails

If a contract is a recurrent procurement which is likely to be re-tendered you can set an e-mail reminder to be sent to select users in your buying organisation.

Only 'Contract Administrators' and users with 'Administrators for this contract' status are able set reminder date and select the users that should receive the reminder email.

To choose a user that you wish to receive the reminder email, open the 'Admin/Notify' tab and in the 'Notifications for this contract' section select a user from the drop down list and select **Add**

View Contract

You are here: [Home](#) > [Contract Management Control Panel](#) > [Public Contracts Register](#) > View Contract

Details Successful Suppliers Edit Notes Documents **Admin/Notify** Messages

Administrators for this contract

Select the users from your organisation who will be permitted to amend, add notes and add documents to this contracts register entry.

Add a new administrator

Select a user...

No administrators have been assigned to this contract.

Notifications for this contract

Select the users from your organisation who will receive a contract renewal reminder e-mail. Note: The date of this e-mail can be set in the "details" tab.

Add a new notification recipient

Select a user...

- jane.smith@thecouncil.gov.uk
- john.harrowgate@thecouncil.gov.uk
- judith.chalmers@thecouncil.gov.uk**
- peter.hastings@thecouncil.gov.uk
- peter.willis@thecouncil.gov.uk

igned to this contract.

You can repeat this process to enable additional users to receive the reminder email.

To set the date you want the reminder email to be sent, In the 'Details Edit' tab for the contract, select **Term Contract** and the choose an email reminder date. (NOTE: If you don't select **Term Contract** first the reminder date will not be accepted)

View Contract

You are here: [Home](#) > [Contract Management Control Panel](#) > [Public Contracts Register](#) > View Contract

Details Edit Successful Suppliers Edit Notes Documents Call Offs Admin/Notify Messages

Contract Details

* Required information

* Contract title:

Contract Award Notice Ref:

Internal Ref:

* Contract type:

* Procedure type:

* Contract award date:

* Contract start date:

* Contract end date (excluding extensions):

* Maximum extension period: months

Payment window: months

* Contract value: or lowest offer / highest offer

Contract value per annum:

* Contact Name:

* Contact Email:

Term Contract:

Email reminder date for contract renewal:

An automated e-mail will be sent to the contract e-mail address on this date. Further reminders can be set up by amending the 'email reminder date for contract renewal' which can be done after the current date selected has passed.

Contract Notes panel

A Notes tab is provided against all contracts. The notes tab is only visible in the private contracts register area, i.e. it is not shown to suppliers or the general public. Only Contract Administrators of the buying organisation who own the contract are able to add to the notes panel. Amendments to the contract are automatically added to the notes panel for audit purposes. To add a manual note select the Notes tab, enter text and then select 'Add'.



View Contract

You are here: [Home](#) > [Contract Register Control Panel](#) > [Public Contracts Register](#) > [View Contract](#)

Details | Successful Suppliers Edit | Collaborating Buyers | **Notes** | Documents

Note:

The contract has been extended for a further 3 months while the tenders are being reviewed on the rebid

(maximum 4000 characters, you have 3897 left) **Add**

Created	Who	Note
26/04/2015	Duncan Dallas	CONTRACT EXTENDED: Extended by 1 months from 31/03/2016 to 30/06/2016
26/04/2015	Duncan Dallas	CONTRACT EXTENDED: Extended by 2 months from 31/03/2016 to 31/05/2016
14/04/2015	David Alexander	Supplier lot / value updated: duncan@millstream.eu
14/04/2015	David Alexander	Supplier Added: duncan@millstream.eu

Contract Documents panel

A documents tab is provided against all contracts. The documents are only visible in the private contracts register area and can only be seen by members of the contract owner organisation and any organisation who is collaborating on the contract. Only Contract Administrators of the buying organisation who own the contract are able to add or remove documents.

To add a document to the contract:

1. Enter a description of the file in the 'Description' field. This should be a maximum of 100 characters.
2. Select "Browse" next to the File Name box.
3. This will open up a file browser which allows you to select the file you wish to upload from your own files. Select the file you want to upload and select "Open"
4. This will enter the file path of your selected document next to File Name. Select "Add" to upload the document.

5. A message will appear on the screen instructing that the document is being uploaded. Once successfully uploaded it will appear in the Current Documents list.

View Contract

You are here: [Home](#) > [Contract Register Control Panel](#) > [Public Contracts Register](#) > [View Contract](#)

[Details](#) | [Successful Suppliers Edit](#) | [Collaborating Buyers](#) | [Notes](#) | [Documents](#)

Upload a Document

* Description:
(maximum 100 characters, you have 80 left)

* File Name: [Browse...](#)

Add

Current Documents

<input type="checkbox"/>	File Name	Description	Size
<input type="checkbox"/>	Price list 20142015.xlsx	Price List 2014/2015	16.38 KB

[Archive](#)

Archived Documents

No archived contract documents.

If documents are superseded or no longer relevant you can archive them by ticking the box next to the relevant document and selecting the "Archive" button. This will move the document from 'Current Documents' to 'Archived Documents'.

View Contract

You are here: [Home](#) > [Contract Register Control Panel](#) > [Public Contracts Register](#) > [View Contract](#)

[Details](#) | [Successful Suppliers Edit](#) | [Collaborating Buyers](#) | [Notes](#) | [Documents](#)

Upload a Document

* Description:
(maximum 100 characters, you have 100 left)

* File Name: [Browse...](#)

Add

Current Documents

<input type="checkbox"/>	File Name	Description	Size
<input checked="" type="checkbox"/>	Price list 20142015.xlsx	Price List 2014/2015	16.38 KB
<input type="checkbox"/>	Price list 2015 - 2016.xlsx	Price List 2015/2016	16.38 KB

[Archive](#)

Archived Documents

	File Name	Description	Size
	Price list 2013 - 2014.xlsx	Price List 2013/2014	16.38 KB

For audit purposes documents cannot be deleted.

Downloading your Contracts Register

You can download your contracts register into an Excel or CSV document. This can be done on the current contracts, hidden contracts and expired contracts lists. If you have used the search options to filter the list the download will only download those contracts displayed in the list.

To do this select “Download as Excel” or “Download as CSV” at the top of the contracts list.

Buyer Contracts Register

You are here: [Home](#) > [Contract Register Control Panel](#) > [Contracts Register](#)

Listed below are all contracts belonging to your buying organisation. Please *click* on the appropriate contract title to view the contract details.

Search for Contracts

Category Search

Browse Categories

Category

Advanced Search

ID

Title

Description

Supplier Name

21 records found. Jump to page of 1 ⏪ ⏩

ID	Contract Title	Start Date	End Date	Extension (months)	Framework	Call Off
502382	Award of Tester 6 QQ1	01/04/2015	31/03/2016	0	No	Yes
502381	Gym Equipment	13/04/2015	31/03/2016	12	No	No

The file will include a separate line for each contract awarded to a supplier. This means that if a single contract has ten suppliers on it there will be ten entries listed in the file.

If you want to download a list of all current contracts irrespective of whether they are public or hidden you can do so by selecting ‘Download all current contracts (public and hidden)’ from your Contract Register Control Panel.

Buyer Contract Register - Control Panel

Your **Public Contracts Register** is currently **On**.
You can change this setting on the [Amend Buyer Details](#) page.

Completed Contracts

- [View Public Contracts](#)
- [View Expired Public Contracts](#)
- [View Hidden Contracts](#)
- [Find Collaborative Contracts](#)
- [Download All Current Contracts \(public and hidden\)](#)
- [User Guides](#)

New / Incomplete Contracts

- [View Incomplete Contracts](#)
- [Create New Contract](#)
- [Create a Call Off](#)








Call offs from Framework Agreements

If a contract is a call off from a framework agreement you are asked to choose which framework agreement it belongs to when it is created. If the value of the award is under threshold for mandatory publication to the contracts register you can add it manually through the contracts register control panel. If it is over the threshold you can record it by publishing a Quick Quote or Website Award Notice.

When a call off is submitted it will be added to the original framework agreement entry under the 'Call Offs' tab.

View Contract

You are here: [Home](#) > [Contract Register Control Panel](#) > [Public Contracts Register](#) > [View Contract](#)

View Contract						
You are here: Home > Contract Register Control Panel > Public Contracts Register > View Contract						
Details Successful Suppliers Edit Collaborating Buyers Notes Documents Call Offs						
ID	Buyer	Contract Title			Start Date	End Date
 502382	CR Council	Award of Tester 6 QQ1			01/04/2015	31/03/2016
 502285	CR Council	Cleaning of Domestic Property Kinross			20/04/2015	20/04/2019
 502283	CR Council	Award of Tester 5 QQ2			01/05/2015	31/05/2015
 502266	CR Council	Award of Tester 5 QQ3			07/04/2015	08/04/2015
 502234	CR Council	Medical Sundries Contract			14/04/2015	14/04/2016
 502231	CR Council	Award of Tester 4 QQ3			22/04/2015	23/04/2015
 502230	CR Council	Award of Tester 4 QQ2			22/04/2015	23/04/2015
 502209	CR Council	Award of Tester 4 QQ1			08/04/2015	09/04/2015

Collaborative Contracts

If a contract is collaborative it can be displayed in multiple buying organisations' contracts registers. Only the buyer who owns the contract has the facility to amend the contract or add notes or documents.

Adding a collaborative contract to your register

To add a collaborative contract to your register you can search for it under the 'Find Collaborative Contracts' link on your Contracts Register Control Panel.

Buyer Contract Register - Control Panel

Your **Public Contracts Register** is currently **On**.
You can change this setting on the [Amend Buyer Details](#) page.

Completed Contracts

- [View Public Contracts](#)
- [View Expired Public Contracts](#)
- [View Hidden Contracts](#)
- [Find Collaborative Contracts](#)
- [User Guide \(TBA\)](#)

New / Incomplete Contracts

- [View Incomplete Contracts](#)
- [Create New Contract](#)
- [Create a Call Off](#)

All collaborative contracts which have been made public by the contract owner are shown in the list which can be filtered by a number of search options.

Only Contract Administrators can add collaborative contracts to their register. To add a contract to your register select the contract title and then "Add".

View Contract

You are here: [Home](#) > [Contract Register Control Panel](#) > [Public Contracts Register](#) > [View Contract](#)

Add this collaborative contract to your contracts register.

[Add](#)

- Details
- Successful Suppliers
- Collaborating Buyers
- Notes
- Documents
- Call Offs

Contract Details

ID: 194596
Status: Published
Title: Stationery framework
Contract Type: SUPPLIES
Contract Notice Ref: 123
Contract Category: A - National collaborative contract.

Please note you should only add contracts to your register if you are eligible to purchase from them. If you are unsure if this is the case please get in touch with the contact name shown in the contract details tab.

Removing a collaborative contract from your register

To remove a collaborative contract from your register choose the contract from your current contracts list and select "Remove". If you only want it hidden from your public register select "Hide". If you want to unhide the contract select 'Show'.

View Contract

You are here: [Home](#) > [Contract Register Control Panel](#) > [Public Contracts Register](#) > [View Contract](#)

This collaborative contract already exists on your contracts register.

Remove
Hide

Details	Successful Suppliers	Collaborating Buyers	Notes	Documents	Call Offs
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Contract Details

ID: 194596
 Status: Published
 Title: Stationery framework
 Contract Type: SUPPLIES
 Contract Notice Ref: 123

Scottish Procurement Hub Users

If your organisation uses the Scottish Government Procurement Hub, collaborative contracts that your organisation is entitled to purchase from, will automatically be added to your register when the owner of the contract submits the award.

Public Contracts Register

When your public contracts register has been switched on all contracts in your public register will be visible to all visitors to Public Contracts Scotland.

A new tab in your Buyers Profile will provide a link to your public contracts register.

View Buyer Details

Details of the selected authority are shown below.

Organisation Details	Contact Details	Description	Purchase Plans	Other Info	Current Contract Notices	Future Contract Notices
Past Contract Notices	Contract Award Notices	Contracts Register	Statistics	Documents		

View and search this buyer's contracts register.

[Contracts Register](#)

If you have not elected to make your contracts register public yet a message will be displayed in this tab which reads “This buyer has not activated their public contracts register. Please contact the organisation directly for further information.”

View Buyer Details

Details of the selected authority are shown below.

Organisation Details	Contact Details	Description	Purchase Plans	Other Info	Current Contract Notices	Future Contract Notices
Past Contract Notices	Contract Award Notices	Contracts Register	Statistics	Documents		

This buyer has not activated their public contracts register. Please contact the organisation directly for further information.

Selecting the contracts register link will show the user a list of all your public contracts, with the option to filter by category, ID, title description and supplier name. They also have the option to restrict the search to find term contracts only or expand the search to include expired contracts in the list of results.

Public Contracts Register

You are here: [Home](#) > [Public Contracts Register](#)

Listed below are all public contracts. Please *click* on the appropriate contract title to view the contract details.

Search for Contracts

Search for **Term** Contracts only
(Contracts for which the requirements are likely to be recurrent and go out to tender at the end of the current agreement)

Include **Expired** Contracts

Include **national and sectoral** collaborative contracts this buying organisation is eligible to purchase from

Category Search

Go

Browse Categories

Category All Go

Advanced Search

ID

Title

Description

Supplier Name

Search

20 records found. Jump to page 1 of 1 Go ⏪ ⏩ ⏴ ⏵

Download as Excel | Download as CSV

ID	Contract Title	Start Date	End Date	Extension (months)	Framework	Call Off
✉ 19478	Pipeline maintenance	27/11/2015	27/03/2019	20	No	No
✉ 19439	Air conditioning (award notice)	26/11/2015	26/03/2019	10	No	No
✉ 19376	Corporate Cleaning Contract	18/11/2015	18/03/2019	40	Yes	No

Selecting a particular contract will display the contract details, successful supplier details, collaborating buyer details and, if a framework contract, a list of all the call offs made.

View Contract

You are here: [Home](#) > [Public Contracts Register](#) > [View Contract](#)

DetailsSuccessful SuppliersCollaborating BuyersCall Offs

Contract Details

ID: 19376
Title: Corporate Cleaning Contract
Contract Type: SERVICES
Contract Notice Ref: NOV012927
Contract Category: C - Local contract let on behalf of one buyer.
Buyer: Millstream Associates Ltd (AA16166)
Primary CPV Code: 90910000
Additional CPV Code(s): 90911000; 90911200; 90911300
Procedure Type: Restricted Procedure
Is Framework: Yes
Options: Collaborative Contract
Description: Millstream Associates Ltd is tendering for the cleaning of their property portfolio within Aberdeen. The property types that are Office Buildings. The contract will include external window cleaning.

Contract Dates

Date Awarded: 04/11/2015
Start Date: 18/11/2015
End Date: 18/03/2019

Contract Extensions

Max Extension Options Available: **40** (months)

Financial Details

Contract Value: 1000
Highest Offer: -
Lowest Offer: -

Contact Details

Contact Name: Millstream Associates Ltd

Further information

If you have any queries regarding the Contracts Register tool please contact the Public Contracts Scotland helpdesk on 0800 222 9003 or support@publiccontractsscotland.gov.uk

ANNEX A - Understanding the contracts register fields

DETAILS

ID: The PCS ID of the contract register entry. In the case where the entry has been created from the publication of an award notice this is the document ID of the contract award notice. If the entry has been created manually the ID is assigned to the contract register entry on publication.

Contract title: The descriptive title of the contract. If the register entry is automatically created from an award notice this will be the title of that notice. If it is created from a manual entry the buyer can choose the title.

Contract type: The type of contract in terms of whether it is for works, services or supplies

Contract Award Notice Ref: The reference of the contract award notice, if applicable.

Internal Ref: The reference given to the contract by the buying organisation.

Contract Category: The classification of the contract in terms of being local, national or sectoral according to the below:

Category A - a national collaborative contract

Category B - a sectoral collaborative contract

Category C1 - a regional or local collaborative contract let on behalf of more than one buyer

Category C - a local contract let on behalf of one buyer only

Category CO - a call off from a framework

Buyer: The buying organisation who owns the contract.

Primary CPV code: The first CPV code provided for the contract.

Additional CPV codes: Any supplementary CPV codes provided.

Contract award date: The date the contract was awarded.

Contract start date: The date the contract started.

Contract end date (excluding extensions): The date the contract is due to end, not including any extension options not yet activated.

Maximum extension period (months): The number of months that the contract can be extended for. Note, if extensions are activated this number will decrease by the number of months extended by.

Payment window (months): The number of months after the official contract end date during which you would usually expect to have made all payments relating to the contract to the relevant supplier(s).

Contract value or lowest offer / highest offer: The value of the contract or, if not given, the lowest and the highest offer made.

Contact Name: The name of the buyer who is responsible for the contract.

Contact Email: The e-mail address of the buyer who is responsible for the contract.

Term Contract: Contracts for which the requirements are likely to be recurrent and go out to tender at the end of the current agreement.

Email reminder date for contract renewal: The date on which a reminder email will be sent to the contact email address reminding them that the contract is coming up for renewal.

Visible on public register: Whether the contracts register entry will be displayed on the public contracts register.

Reason for hiding: If the contracts register entry is not visible on the public contracts register a reason must be given as to why not. The Procurement Reform Act allows for the non-publication of contract details for certain reasons and there are some technical allowances also:

- Impede law enforcement or otherwise be contrary to the public interest
- Prejudice fair competition between economic operators

- Prejudice the commercial interests of any person
- The contract details need to be edited before being made public
- The contract is under the threshold for mandatory publication to the contracts register
- This is a collaborative contract my organisation is not using

Is this a reserved contract?: Whether the contract is reserved for supported businesses. Contracting authority may restrict the right to participate in a public contract to economic operators which operate supported factories, supported businesses or supported employment programmes.

Collaborative contract?: Whether the contract is collaborative with more than one buying organisation eligible to purchase from it.

Is Electronic Auction?: Whether an electronic auction is being used within the contract.

Is this conclusion of a framework agreement?: Whether the award notice is setting up a framework agreement.

Description: The description of the contract. If the register entry is automatically created from an award notice, this will be taken from the description field within the notice. If it is created from a manual entry the buyer must enter the description.

Commodity Category: The PCS commodity category. If the register entry is automatically created from an award notice, this will be taken from the commodity codes provided within the notice. If it is created from a manual entry the buyer must enter the commodity code. Note: only one commodity code can be used per register entry.

The following contractual details can also be added to each contract:

Secured Saving

Cost Avoidance

Delivered Saving

Cost Pressure

Community Benefits

LOT DETAILS

If the contract is divided into lots details of each lot can be entered.

Title: The title of the lot.

Lot Number: The number of the lot.

Offers received: The offers received for that particular lot during the tender process.

SUCCESSFUL SUPPLIER DETAILS

If the register entry is automatically created from an award notice the successful supplier details will be copied from the notice. If there are multiple suppliers on the contract each supplier should be entered.

Name: The company name of the supplier

Address 1: The company address of the winning supplier

Address 2: The company address of the winning supplier

Town: The company address of the winning supplier

Post Code: The company address of the winning supplier

Country: The company address of the winning supplier

DUNS number: The DUNS number of the winning supplier

Award Value: The value of the award made to this particular supplier

Lot Number: If applicable the lot number under which this supplier has won a contract. If a supplier has been awarded more than one lot they should appear multiple times, once for each lot they have been successful on.