


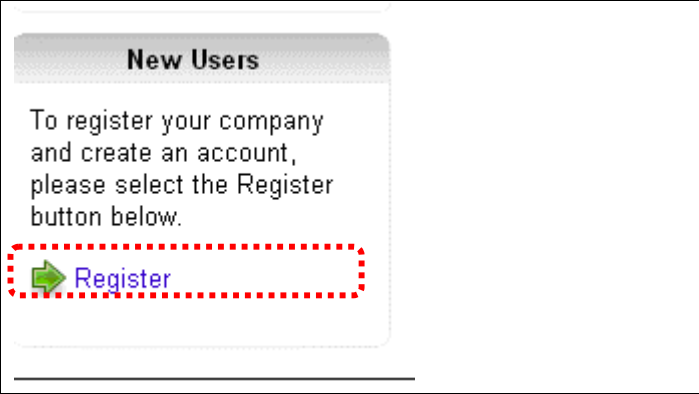


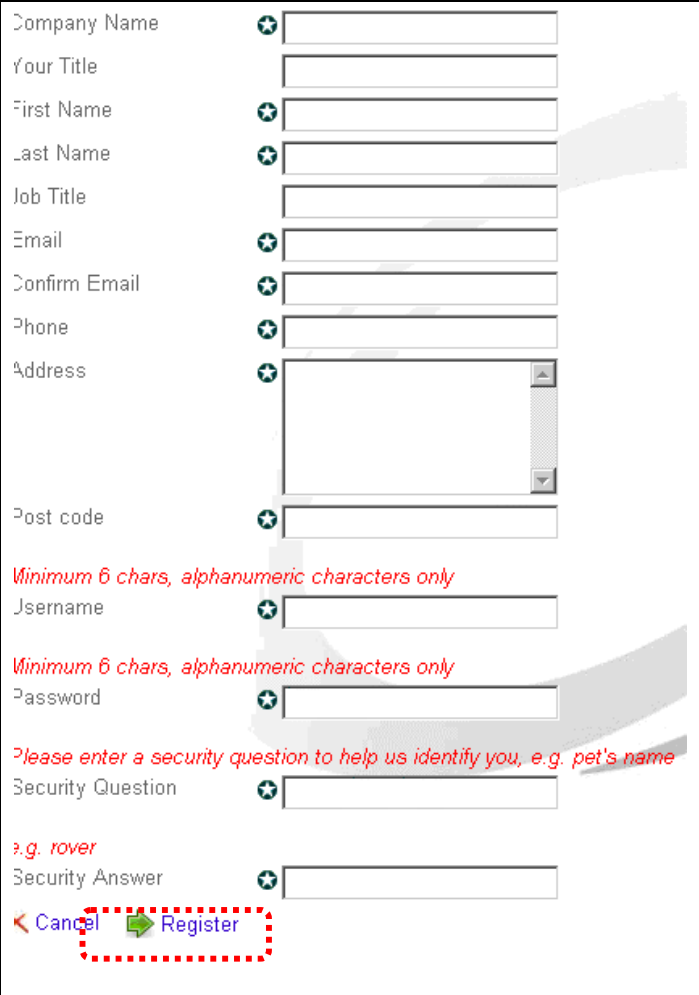


# SCMS Registration Quick start Guide

<p>Click on the  icon. Enter the SCMS web address directly into your internet address bar.</p>	
<p>Click on the Suppliers/Contractors link on the website to proceed to the login/register webpage.</p>	
<p>Click the Register link to start the registration process Wherever possible try and ensure that your company hasn't already been registered as duplicate entries could cause problems in the future with tender invitation and contract awards.</p>	
<p><b>Company name</b> Please make sure that the name you enter here is your registered or full company name. <b>Your title/first name/last name</b> This name should be the person who will regularly use the site. <b>Job Title</b> This should be the job title of the person who will regularly use the site <b>e-mail</b> Enter your e-mail address or generic email. <b>Phone</b> Use the switchboard number if there is one. <b>Address</b> Please provide registered address of company <b>Username</b> We would suggest company name or user initial and user surname e.g. wakefieldcouncil or jsmith <b>Password</b> e.g. widget99 <b>Security Question &amp; Answer</b> Choose a question with a definite one-word answer i.e. favourite colour.</p> <p style="text-align: right;"></p> <p>Lastly, click  to send your details to the system.</p>	

## Receive E-Mail to Complete the Registration

The system will send you an email with a link that will complete your registration.

### **Very Important**

Click on the authentication link to activate your account.

You should be directed to the site and see the message....

#### **Authentication Successful**

You have successfully authenticated your account. Please proceed to log into the Alito Procurement System.

Click here to [continue](#)

Date: Wed, 24 May 2006 08:48:58 +0100 (BST)  
From: auto-mailer@alito.co.uk [Add to Address Book](#)  
To: willdinton\_widgets@yahoo.co.uk  
Subject: Alito Auto Mailer

This email has been generated by SCMS, the procurement system for the Yorkshire and The Humber region. Please do not respond directly to this message.

Thank you for registering with the SCMS procurement system. In order to complete your registration, please click the following link:

[Authentication Link](#)

Login using the username and password you chose, then select the 'Company Profile' option to begin populating your company profile.

### **Summary**

Complete the information for each Link, working from top to bottom.

Complete as much information as possible, but as a minimum the asterisked boxes must be completed. (i.e. Post-code and Public Liability Insurance, the Company Name should already be present).

<b>General</b>	General information about your company including contact details and high-level financial data
<b>Users</b>	Users and Contacts from your company that will be able to use this system
<b>Councils</b>	Councils you wish to offer your goods or services to
<b>Categories</b>	Categories of goods, services or works your company offers
<b>Questionnaires</b>	Questionnaires you may be required to complete, based on the Categories you select
<b>Other Docs</b>	Other optional documentation about your company such as brochures or catalogues

### **Councils**

This page allows you to add or remove councils that you would like to trade with using the [+ Add](#) and [remove](#) buttons.

You can also see your status with each Council.

To add a council, click [+ Add](#), at the bottom of the screen. Then tick the box of the council you

wish to add and click [Save](#) to confirm

North Lincolnshire Council	Registered	<a href="#">remove</a>
Selby District Council	Pre-Registered	<a href="#">remove</a>
Bansley Metropolitan Borough Council	Registered	<a href="#">remove</a>
Hull City Council	Registered	<a href="#">remove</a>
North Yorkshire County Council	Registered	<a href="#">remove</a>
Craven District Council	Pre-Registered	<a href="#">remove</a>
North East Lincolnshire Council	Pre-Registered	<a href="#">remove</a>
Ryedale District Council	Pre-Registered	<a href="#">remove</a>
City of York Council	Registered	<a href="#">remove</a>
Harrogate Borough Council	Pre-Registered	<a href="#">remove</a>

[+ Add](#)

### **Categories**

The first screen displays all the categories of supplies, services or works matching your organisations business activities.

To add categories select [+ Add](#). A search box will appear on a new screen. Type in a key word relating to the category your company falls under, for example bricks or refuse. When the relevant categories appear, tick the boxes

next to them and click [Save](#)

Category Code	Title	Description set	Min. value £	Referees set	Action
CC01	Architectural illustrator service	<input checked="" type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	<a href="#">status</a>   <a href="#">update</a>   <a href="#">delet</a>
CC27	Landscape Consultants	<input checked="" type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	<a href="#">status</a>   <a href="#">update</a>   <a href="#">delet</a>
CC73	Asbestos monitoring consultants	<input checked="" type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	<a href="#">status</a>   <a href="#">update</a>   <a href="#">delet</a>
GR13	Recycled - UPVC Fascia and Cladding	<input checked="" type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	<a href="#">status</a>   <a href="#">update</a>   <a href="#">delet</a>
SA13	Registered Nursing Homes for Adults	<input checked="" type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	<a href="#">status</a>   <a href="#">update</a>   <a href="#">delet</a>

## Questionnaires

You may be required to complete one or more questionnaires depending on which categories you have selected. These do not relate to a tender process and you only need to complete a questionnaire if you wish to apply to a particular Councils approved list.

To download a questionnaire, click on [download](#) | and save the document on your PC. When you have completed the document, click on [attach](#) to attach to the system.

Questionnaire	Details of completed and attached questionnaire	Progress	Action
Regional Approved List Application Form (SCMS)			<a href="#">download</a>   <a href="#">attach</a>
Regional CHAS Questionnaire			<a href="#">download</a>   <a href="#">attach</a>
Barnsley Information Pack			<a href="#">download</a>   <a href="#">attach</a>
NYCC - Property Works Approved List Application Form			<a href="#">download</a>   <a href="#">attach</a>

## Other docs

Select [+ Add Document](#) and browse your files for the document you want to attach. Title the

document clearly and by clicking [Save](#) it will transfer a copy of your document to the SCMS for councils to view.

You might want to upload a company brochure, price list or other promotional material.

On this page you can optionally attach additional documentation such as your company brochure. When you have finished select Next.

Title	Created on	Content type	Size	Action
Company brochure	Mon 24 Jul 2006	application/vnd.ms-powerpoint	178 kb	<a href="#">view</a>   <a href="#">delete</a>
Test Excel Document	Fri 13 Apr 2007	application/vnd.ms-excel	13 kb	<a href="#">view</a>   <a href="#">delete</a>

Once you have completed the information on the other links then you need to notify all of the councils that you are submitting your profile to:

Click the [Finish](#) link at the bottom of the progress list on the left hand side to go though the submission page: -

Then click the [Finish](#) button to submit your profile.

**Finish**

[Previous](#) [Finish](#)

Please be aware that you have not completed and attached all required Questionnaires and this may prevent you from being eligible to tender for some contracts.

If you would like to alert us to any changes you have made in your company profile, please enter the details below then select Finish.

Details of changes

Profile last submitted

[Previous](#) [Finish](#)

An email will be sent to each Council you have selected on your profile and a representative of that Council will review your profile and subject to the mandatory fields being completed, change your SCMS registration status to 'Registered'.

## Registration Status

[Pre-Registered](#)

[Registered](#)