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## Introduction

As a public sector supplier, you can view details of individual contracts that your company has been awarded through the **Contracts Register** on the myTenders website.

The contract details includes important information such as the contract description, contract value, start and end dates, names of other suppliers on the contract and whether the contract is a Framework or Call Off etc.

When a buying organisation publishes an award notice in which your company has been successful, a contract entry is automatically added to your **Contracts Register**. This rule applies to both OJEU and Website (Non OJEU) award notices as well as Quick Quote Awards. Buying organisations can also manually enter details of their contracts into the **Contracts Register**.

Buying organisations can also choose whether to allow details of all their awarded contracts to be visible to any user on the myTenders website. If they have chosen to do this, you will have the ability to view details of contracts your company has not been involved in, for market research purposes etc.

Buying organisations also have the facility to send you messages and receive replies relating to contracts you have been awarded. This can be used to relay important contract information and expedite deliveries etc. A complete audit trail of all messages sent and received is recorded in the **Contracts Register**.

## Accessing the Contracts Register

To access your contracts select **Suppliers > Contracts Register**.

The screenshot shows the 'Supplier Control Panel' with a navigation menu at the top: ABOUT US, SERVICES, NOTICE SEARCH, BUYERS, SUPPLIERS, HELP, CONTACT US, LOG OUT. The main content area is divided into several sections: SEARCH, MY NOTICES, MY RESPONSES, MY PROFILE, MY ACCOUNT, and HELP. In the SEARCH section, the 'Contracts Register' link is highlighted with a red box. Other links in the SEARCH section include Latest Notices, Search for Buyers, Notice Reference Search, and Advanced Search. The MY NOTICES section contains Interest List, Notice Alerts, and Messages (0). The MY RESPONSES section contains Postbox Responses. The MY PROFILE section contains Company Profile, Alert Profile, and Get Alerts. The MY ACCOUNT section contains User Details, Change Password, and Subscriptions. The HELP section contains User guides, FAQs, Contact Us, and eCertis.

The **Contracts Register** will display a list of contracts that have been either awarded to your company via a published award notice, or have been manually entered into myTenders by the buying organisation.

To view the details of any contract select the title of the contract under the 'Contract Title' column.

The screenshot shows the 'Public Contracts Register' page. It includes a breadcrumb trail: Home > Supplier Control Panel > Public Contracts Register. Below the breadcrumb, there is a message: 'Listed below are all contracts held in the myTenders system that you are a supplier on. Please select the appropriate contract title to view the contract details and respond to any messages.' Below this message, there is a pagination control: '1 records found. Jump to page 1 of 1 Go'. Below the pagination control, there is a table with the following columns: Award Ref, Contract Title, Start Date, End Date, Extended End Date, Extensions Available (months), Framework, and Call Off. The table contains one row with the following data: Award Ref: N/A, Contract Title: Marketing Consultancy (highlighted with a red box), Start Date: 01/08/2017, End Date: 01/08/2020, Extended End Date: 01/08/2021, Extensions Available (months): 0, Framework: No, Call Off: No.

Award Ref	Contract Title	Start Date	End Date	Extended End Date	Extensions Available (months)	Framework	Call Off
N/A	Marketing Consultancy	01/08/2017	01/08/2020	01/08/2021	0	No	No

The **View Contract** page will then open displaying the contract details:

## View Contract

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

---

**Details** | Successful Suppliers | Messages

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### Contract Details

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ID: 83859

Title: **Marketing Consultancy**

Contract Type: SERVICES

Contract Award Notice Ref: -

Internal Ref: Portal Ref: 83859

Buyer: **The Local Council (AA0014)**

Primary CPV Code: 79342000

Additional CPV Code(s):

Is Framework: **No**

Options:  Collaborative Contract

Description: **Marketing services, advertising services, graphic design**

Secured Saving:

Cost Avoidance:

Delivered Saving:

Community Benefits:

Cost Pressure:

Purchasing Team: **Central Purchasing Team**

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### Contract Dates

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Date Awarded: 12/07/2017

Start Date: 01/08/2017

End Date: 01/08/2020

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### Contract Extensions

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Extended Contract End Date: 01/08/2021

Max Extension Options Available: **0 (months)**

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### Financial Details

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Contract Value: 125000

Highest Offer: -

Lowest Offer: -

Contract Value per annum: 0

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### Contact Details

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Contact Name: **Peter Willis**

Email: [peter.willis@thecouncil.gov.uk](mailto:peter.willis@thecouncil.gov.uk)

You can also view any other suppliers who have also been awarded the same contract by selecting the 'Successful Suppliers' tab

## View Contract

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

Details **Successful Suppliers** Messages

### Lots

Title	Lot Number	Offers	Suppliers
Web Design	1	4	1
Advertising	2	5	1

### Suppliers

Lot Number	Name	Town	Post Code	DUNS Number	Value
1	Acer Web Design	Liverpool	LV2 5JK		£0.00
2	Bryant Graphic Design	Blackpool	BL5 4GH		£0.00

## Receiving and Replying to Buyer Messages

The buyer has the ability to send you messages relating to a specific contract, and you have the ability to respond through the **Contracts Register**.

Buyers and suppliers will receive messages by email through their own email systems. In addition to the email, a full audit trail of messages received and replies sent are stored and can be accessed in the contract's **View Contract** page.

When you receive a message from a buyer an envelope symbol will appear next to **Contracts Register** in your **Supplier Control Panel** together with the number of unread messages.

### Supplier Control Panel

Welcome to your Supplier Control Panel Sarah. Please *click* a link in one of the appropriate sections to access the area of the site you require.

**SEARCH**

- [Latest Notices](#)
- [Search for Buyers](#)
- [Notice Reference Search](#)
- [Advanced Search](#)
- [Contracts Register](#) ✉ 1

**MY NOTICES**

- [Interest List](#)
- [Notice Alerts](#)
- [Messages \(0\)](#)

**MY RESPONSES**

- [Postbox Responses](#)

**MY PROFILE**

- [Company Profile](#)
- [Alert Profile](#)
- [Get Alerts](#)

**MY ACCOUNT**

- [User Details](#)
- [Change Password](#)
- [Subscriptions](#)

**HELP**

- [User guides](#)
- [FAQs](#)
- [Contact Us](#)
- [eCertis](#)

Also, when you enter the **Contracts Register** to view your contracts, the envelope symbol will also appear next to the relevant contract.

### Public Contracts Register

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

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Listed below are all contracts held in the myTenders system that you are a supplier on. Please *select* the appropriate contract title to view the contract details and respond to any messages.

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

Award Ref	Contract Title	Start Date	End Date	Extended End Date	Extensions Available (months)	Framework	Call Off
🇬🇧 N/A	<a href="#">Graphic Design</a> <span style="border: 1px solid #ccc; padding: 0 2px;">✉ 1</span>	24/08/2017	06/10/2017	-	12	No	No
🇬🇧 N/A	<a href="#">Market Research</a>	01/08/2017	01/08/2021	01/04/2022	4	No	Yes
🇬🇧 N/A	<a href="#">Marketing Consultancy</a>	01/08/2017	01/08/2020	01/08/2021	0	No	No

To open the message select the contract to open the **View Contract** page and click on the 'Messages' tab. Any unopened messages in your contract list will be highlighted in bold and can be opened by selecting the buyer's details

## View Contract

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

Conversation with	Subject	Started on	Last message on
<b><a href="#">Peter Willis (The Local Council)</a></b>	<b>ISO 27001 IT security documents</b>	<b>07/07/2017 13:30:09</b>	<b>07/07/2017 13:30:09</b>
<a href="#">Peter Willis (The Local Council)</a>	Latest Price List	07/07/2017 13:29:27	07/07/2017 13:29:27
<a href="#">Peter Willis (The Local Council)</a>	Late delivery of graphic design doc...	07/07/2017 12:52:07	07/07/2017 12:52:07

A **View/reply to message** page will then appear displaying the buyer's message and you will have the option to create a response and send it back to the buyer by selecting **Send**.

### View / reply to message

**From:** Peter Willis (The Local Council)  
**Subject:** ISO 27001 IT security documents  
**Contract:** 83862 - Graphic Design

Hi Sarah

Can you please email documentary evidence that your company is ISO 27001 certified.

Many thanks

Peter Willis

by Peter Willis (The Local Council) on 07/07/2017 13:30:09

Your Message:

Hi Peter

As requested I have just emailed to you the ISO 27001 certification.

Regards

Sarah Smith

The **View/reply to message** page will then refresh to confirm that you have replied to the buyer.

**View / reply to message**

**From:** Peter Willis (The Local Council)  
**Subject:** IT security documents  
**Contract:** 83859 - Marketing Consultancy

Hi Sarah

Can you please email documentary evidence that your company is ISO27001 certified

Many thanks

Peter Willis

by Peter Willis (The Local Council) on 10/07/2017 19:02:05

Hi Peter

As requested I have emailed the ISO27001 certification.

Regards

Sarah Smith

by Sarah Smith (Acer Web Design) on 10/07/2017 19:03:23

Your Message:

You have the option to send more than one message if you wish or just select **Back** to go back to the 'Messages' tab.

The buyer then has the option to respond to your reply and the conversation can continue back and forth indefinitely with a full audit trail recorded of all messages sent and received.



## Viewing all Contracts Published by an Authority

Any authority that uses myTenders to publish their contracts can choose to make their contracts visible to the public, regardless if it's a contract that your company have been involved in.

To view an authorities contracts, first find the authority by selecting **Suppliers > Search for Buyers**.

The screenshot shows the 'Supplier Control Panel' with a navigation menu and several sections. The 'SEARCH' section is highlighted, with 'Search for Buyers' selected. Other sections include 'MY NOTICES', 'MY RESPONSES', 'MY PROFILE', 'MY ACCOUNT', and 'HELP'.

**Supplier Control Panel**  
Welcome to your Supplier Control Panel Sarah. Please click a link in one of the appropriate sections to access the area of the site you require.

- SEARCH**
  - Latest Notices
  - Search for Buyers**
  - Notice Reference Search
  - Advanced Search
  - Contracts Register
- MY NOTICES**
  - Interest List
  - Notice Alerts
  - Messages (0)
- MY RESPONSES**
  - Postbox Responses
- MY PROFILE**
  - Company Profile
  - Alert Profile
  - Get Alerts
- MY ACCOUNT**
  - User Details
  - Change Password
  - Subscriptions
- HELP**
  - User guides
  - FAQs
  - Contact Us
  - eCertis

Then on the 'Buyer Search' page enter the buying organisation's name, select **Search** and then select the authority name.

The screenshot shows the 'Buyer Search' page. A search box contains 'The local council' and a 'Search' button is highlighted. The results section shows 'The Local Council' with the address '10 Queens Road, building, Aberdeen, AB15 4ZT'.

**Buyer Search**  
Enter all or part of the buyer name and select the Search button to find any buyer matching that name.

**Search and Filter**  
Buying Organisation  
The local council  
**Search**

**Buyer Search Results**  
Select the buyer name or logo to view the full buyers profile.  
1 records found. Jump to page 1 of 1 **Go**

**The Local Council**  
10 Queens Road, building, Aberdeen, AB15 4ZT


1 records found. Jump to page 1 of 1 **Go**

Then in the **View Buyer Details** page select the 'Contracts Register' tab.

**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	<b>Contracts Register</b>	Qualification	Statistics	Documents	

Name: The Local Council - AA0014  
Address: 10 Queens Road  
building  
Aberdeen  
AB15 4ZT  
GB  
Phone: +44 1224636999  
Fax: +44 1224636999  
Nuts Code: UKM50 - Aberdeen City and Aberdeenshire  
General Email: info@millstream.eu  
Website URL: http://www.millstream.eu



Then in the **View Buyer Details** page select **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	Qualification	Statistics	Documents	

View and search this buyer's contracts register.

[Contracts Register](#)

A list will then be produced of all the current contracts that the authority has chosen to make public.

## Public Contracts Register

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

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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

Category Search

 Go

Advanced Search

ID

Title

Description

Supplier Name

Search

Browse Categories

Category Clothing Go

24 records found. Jump to page 1 of 1 Go ⏪ ⏩

[Download as Excel](#) | [Download as CSV](#)

Award Ref	Contract Title	Start Date	End Date	Extended End Date	Extensions Available (months)	Framework	Call Off
🇬🇧 N/A	<a href="#">Market Research</a>	01/08/2017	01/08/2021	01/06/2022	2	No	Yes
🇬🇧 N/A	<a href="#">Marketing Consultancy</a>	01/08/2017	01/08/2020	01/08/2021	0	Yes	No
🇬🇧 N/A	<a href="#">Bespoke doors</a>	07/07/2017	07/07/2020	07/03/2021	4	No	Yes
🇬🇧 JUN068884	<a href="#">Marketing Services</a>	01/07/2017	01/07/2020	01/07/2023	-36	Yes	No

Under the ‘Search for Contracts’ section you can refine the contracts list by browsing the myTenders category system and selecting **Go**.

Alternatively you can enter information into one or more of the filters under the ‘Advanced Search’ section and select **Search**.

You can also restrict the contracts displayed to term (recurring) contracts only and you can choose to include expired as well as current contracts.

The selected list of contracts can also be download into a file by selecting **Download as Excel** or **Download as CSV** (see [Annex A](#) for explanation of the various fields in this file).

Selecting a particular contract on the list will display the contract details and successful supplier details. If it's a framework contract you can also see the list of Call Offs made.

## View Contract

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

Details | Successful Suppliers | Call Offs | Messages

### Contract Details

ID: 83859  
Title: **Marketing Consultancy**  
Contract Type: SERVICES  
Contract Award Notice Ref: -  
Internal Ref: Portal Ref: 83859  
Buyer: **The Local Council (AA0014)**  
Primary CPV Code: 79342000  
Additional CPV Code(s):  
Is Framework: **Yes**  
Options:  Collaborative Contract  
Description: **Marketing services, advertising services, graphic design**  
Secured Saving:  
Cost Avoidance:  
Delivered Saving:  
Community Benefits:  
Cost Pressure:  
Purchasing Team: **Central Purchasing Team**

### Contract Dates

Date Awarded: 12/07/2017  
Start Date: 01/08/2017  
End Date: 01/08/2020

### Contract Extensions

Extended Contract End Date: 01/08/2021  
Max Extension Options Available: **0 (months)**

### Financial Details

Maximum Framework Value: 125000

### Contact Details

Contact Name: **Peter Willis**  
Email: **peter.willis@thecouncil.gov.uk**

## Further Information

If you have any queries regarding the Contracts Register please contact the myTenders support team using the contact details on the myTenders [website](#).

## ANNEX A - Understanding the Contracts Register Fields

### VIEW CONTRACT – DETAILS TAB

**ID:** The myTenders ID of a contract.

**Title:** The descriptive title of the contract.

**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.

**Buyer:** The buying organisation who owns the contract.

**Primary CPV code:** The first (most relevant) CPV code for the contract. CPV or 'Common Procurement Vocabulary' is the European Union's product/service classification system for public contracts.

**Additional CPV codes:** Any supplementary CPV codes provided (see above).

**Is Framework?:** Whether the award notice is setting up a framework agreement.

**Framework:** If it's a Call Off contract, the name of the associated framework.

**Collaborative Contract:** Indicates if a buyer is collaborating with other buyers.

**Description:** The description of the contract.

**Purchasing Team:** The purchasing team assigned by the buyer to manage the contract.

**Date Awarded:** The date the contract was awarded.

**Start Date:** The date the contract started.

**End Date:** The date the contract is due to end, not including any extension options not yet activated.

**Extended Contract End Date:** The contract end date after any extensions have been added.

**Max Extension Options Available:** 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.

**Contract Value:** Value of the contract.

**Highest Offer:** Highest offer made if contract value has not been given.

**Lowest Offer:** Lowest offer made if contract value has not been given.

**Contract Value per annum:** Annual value of the contract if applicable.

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

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

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

**Secured Saving**

**Cost Avoidance**

**Delivered Saving**

**Community Benefits**

**Cost Pressure**

## VIEW CONTRACT – SUCCESSFUL SUPPLIERS TAB

**LOTS:** (If the contract is divided into lots, the details of each lot can viewed)

**Title:** The title of the lot.

**Lot Number:** The number of the lot.

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

**Suppliers:** The number of suppliers awarded to the individual lot.

**Suppliers:**

**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.

**Name:** The company name of the supplier.

**Town:** The company address of the winning supplier.

**Post Code:** The company address of the winning supplier.

**DUNS number:** The DUNS number of the winning supplier. **NOTE:** All registered business in the UK must be registered with a Dun and Bradstreet [DUNS number](#).

## PUBLIC CONTRACTS REGISTER (Fields when downloading an authority's tenders)

**ID:** The MyTenders ID of the contract.

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

**Title:** The descriptive title of the contract.

**Type:** Indicates if suppliers services or work contract.

**Tender Ref:** The reference of the contract award notice, if applicable.

**Category:** The myTenders commodity category specified for the contract.

**Authority Name:** The buying organisation who owns the contract.

**CPV Code:** The first (most relevant) CPV code for the contract. CPV or 'Common Procurement Vocabulary' is the European Union's product/service classification system for public contracts.

**Award Date:** The date the contract was awarded.

**Start Date:** The date the contract started.

**End Date:** The date the contract is due to end, not including any extension options not yet activated.

**Extended End Date:** The contract end date after any extensions have been added.

**Max Extension 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.

**Framework:** Indicates if contract is a framework agreement.

**Collaborating:** Indicates if the authority is in collaboration with other buyers.

**Term:** Indicates if the contract is to be recurring.

**Value:** Value of the contract.

**Highest Offer:** Highest offer made if contract value has not been given.

**Lowest Offer:** Lowest offer made if the contract value has not been given.

**Max Framework Value:** Maximum value of the framework contract.

**Supplier Name:** Name of the winning supplier.

**Supplier Addr1:** The company address of the winning supplier.

**Supplier Addr2:** The company address of the winning supplier.

**Supplier Town:** The company address of the winning supplier.

**Supplier Postal Code:** The company address of the winning supplier.

**Supplier Country Code:** The company address of the winning supplier.

**Supplier Phone:** Supplier's phone number.

**Duns Number:** The DUNS number of the winning supplier. **NOTE:** All registered business in the UK must be registered with a Dun and Bradstreet [DUNS number](#).

**Is Call Off:** Indicates if contract is a Call Off to a framework contract.

**Framework ID:** The myTenders ID of the contract.

**External Framework Title:** If it's a Call Off contract, this field provides for the name of the external framework.