APUC Supplier and Framework agreement Management website
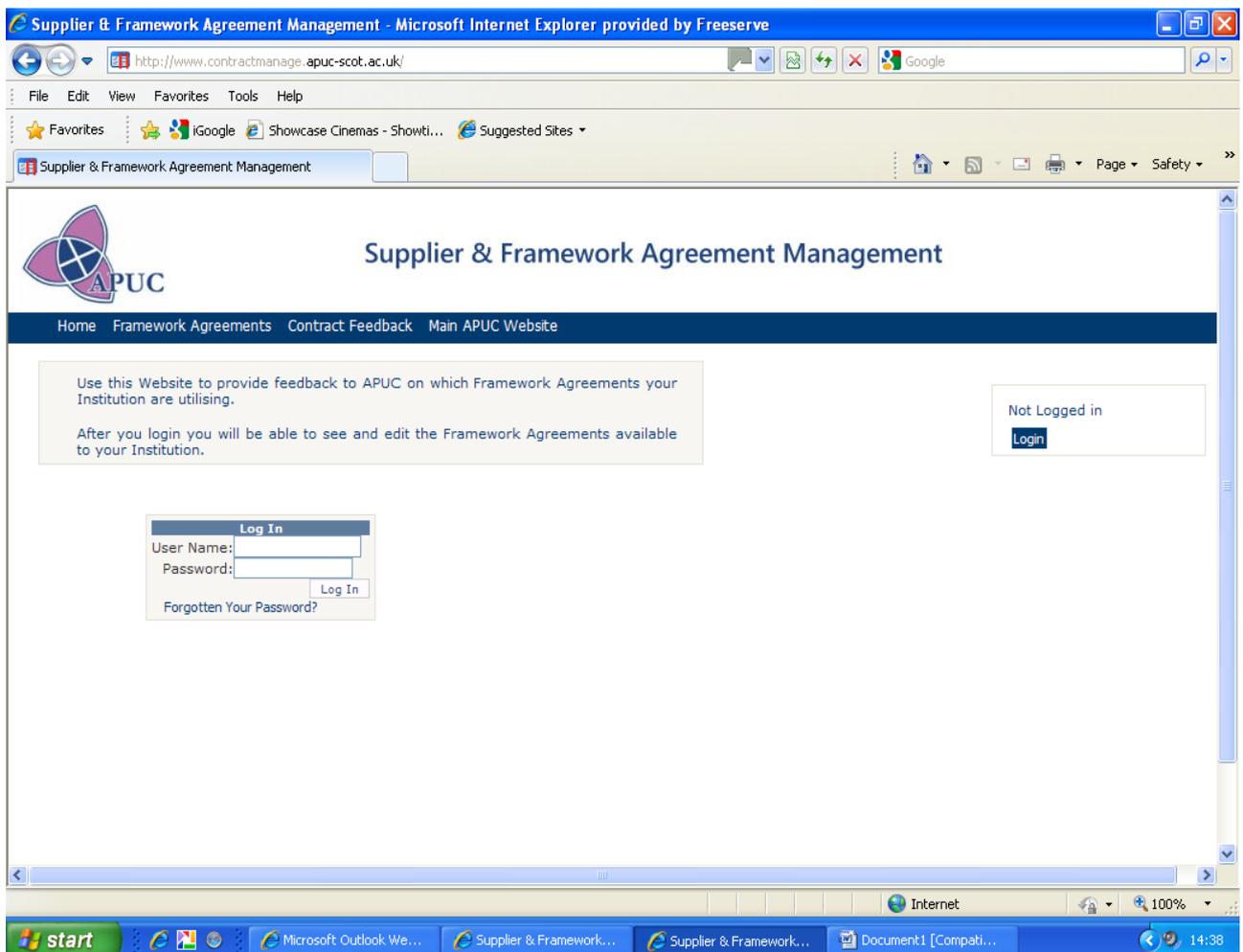
Purpose

The website has been created to enable institutions to easily register their adoption of the APUC Frameworks and provide a feedback tool. Informing commodity managers about the Framework in general or raising issues/praise for specific suppliers.

Details of all the current Framework agreements and the contact details of the managers are available on the website to allow institutions to easily access the agreements.
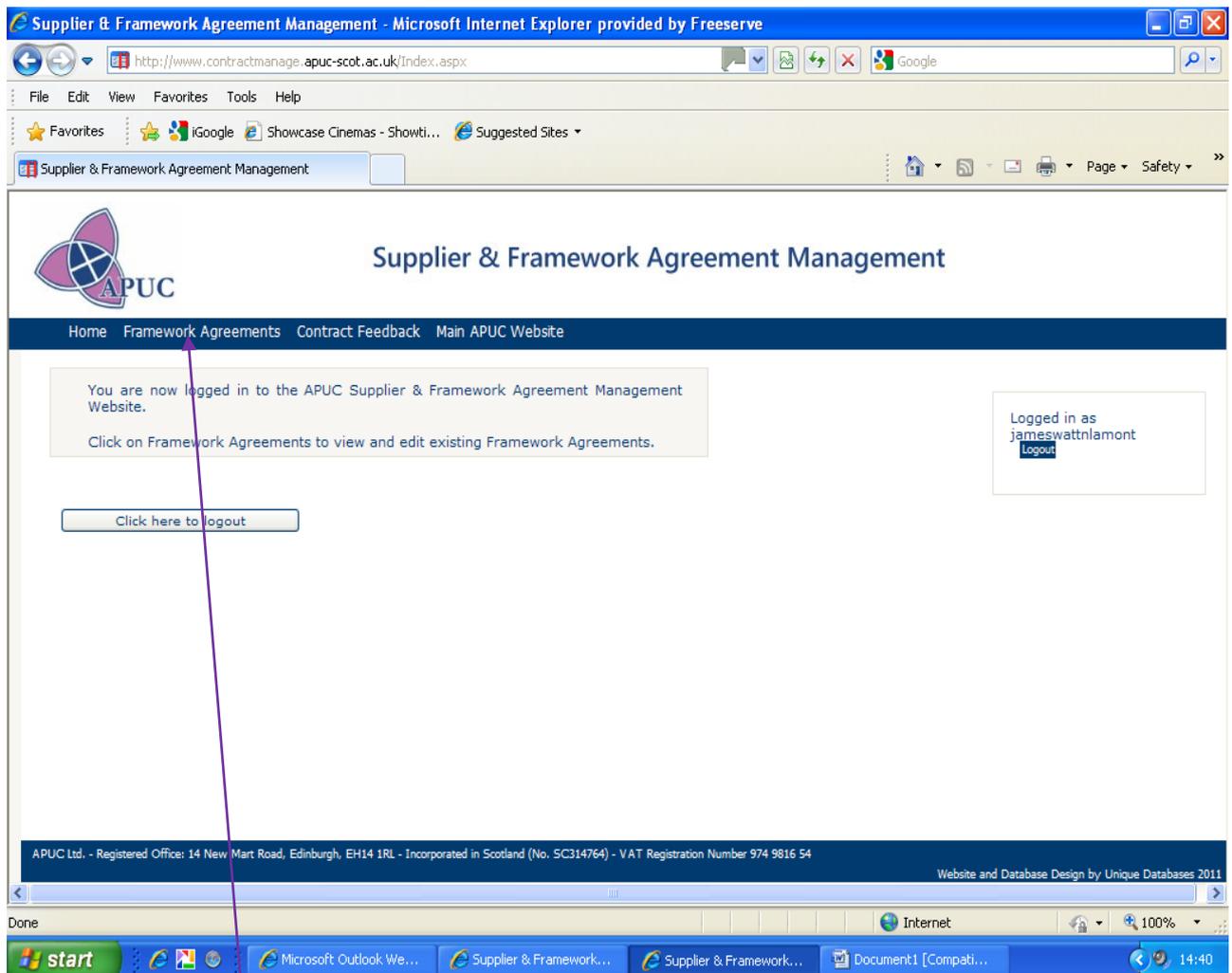
User Instructions

1. You will have been supplied with a personal Username and Password to access the website. If not known, contact helpdesk@apuc-scot.ac.uk to obtain.
2. If you require additional people in your organisation to have access please provide details to helpdesk@apuc-scot.ac.uk to provide them with their own log in details.
3. Access is via your internet browser which should preferably be IE8 or Firefox.
4. Enter the web address http://www.contractmanage.apuc-scot.ac.uk in the browser window.
5. You may wish to add to your favourites to save time in future.
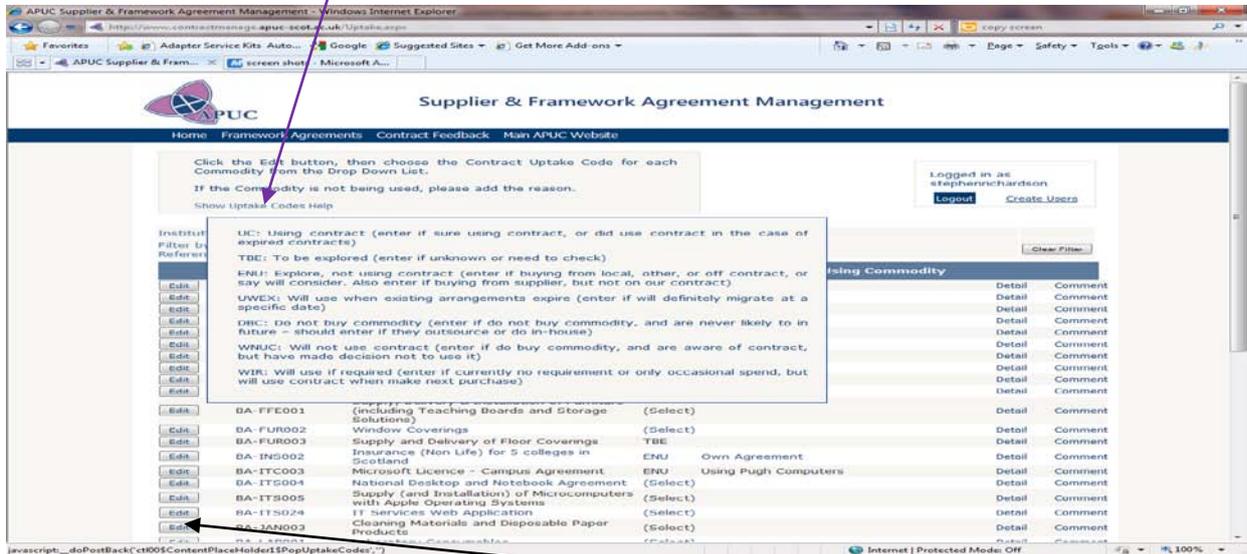

6. Enter your username and password provided and click "Log In"

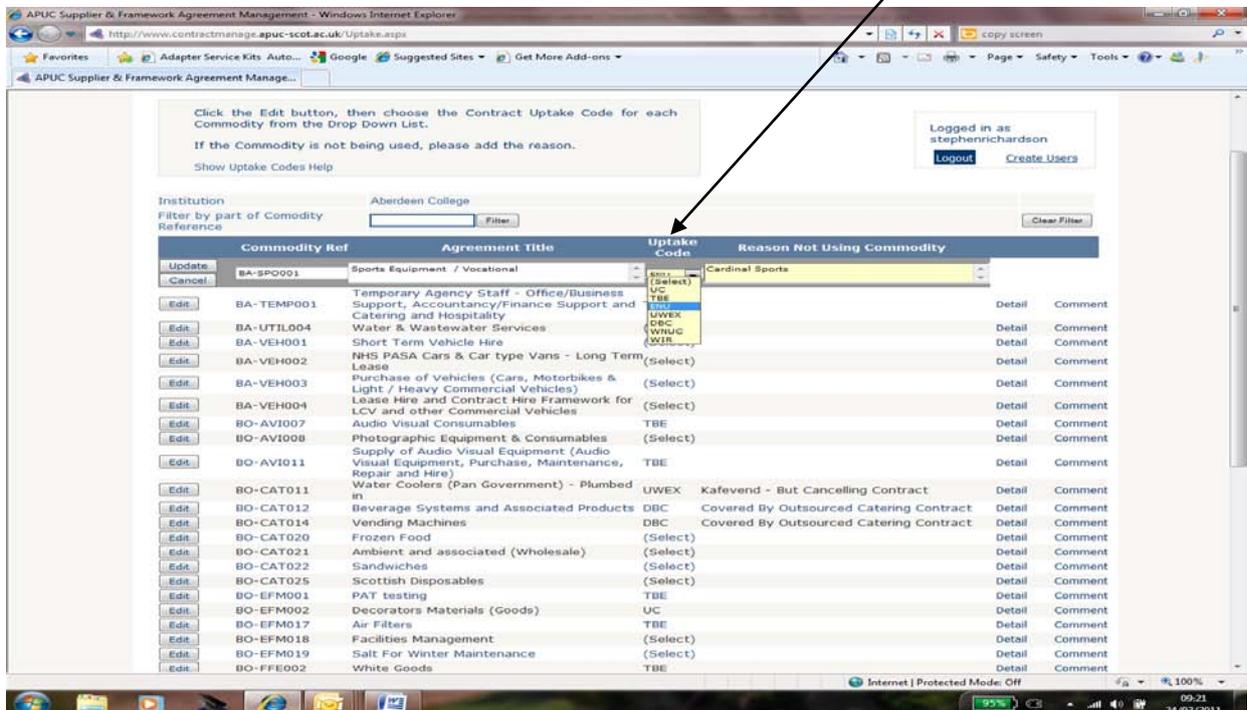7. You will arrive at the Home screen.

8. Click on the 'Framework agreements' link on blue taskbar at top. This will take you to the available frameworks screen.

9. Once in the framework list screen you will see list of available frameworks. Multiple pages of frameworks are available and they can be navigated by using the navigation buttons at bottom of screen.

10. By hovering over the "Show Uptake Codes Help" a pop up screen gives guidance to the coding to be used to categorise your usage of the frameworks.
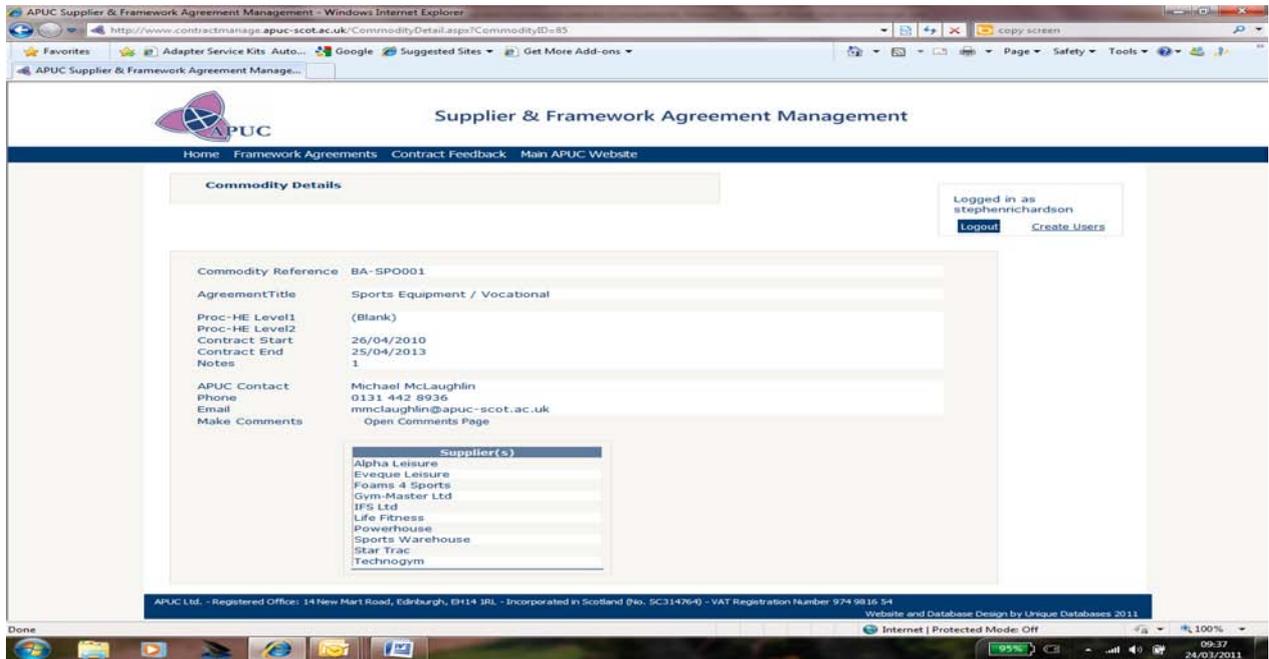

11. To update your usage of a commodity framework click on the "edit" button to the left of the description will take you to a dropdown where you will be able to select usage code. Comments can be made in the box to right. Click "update" to save your amends.
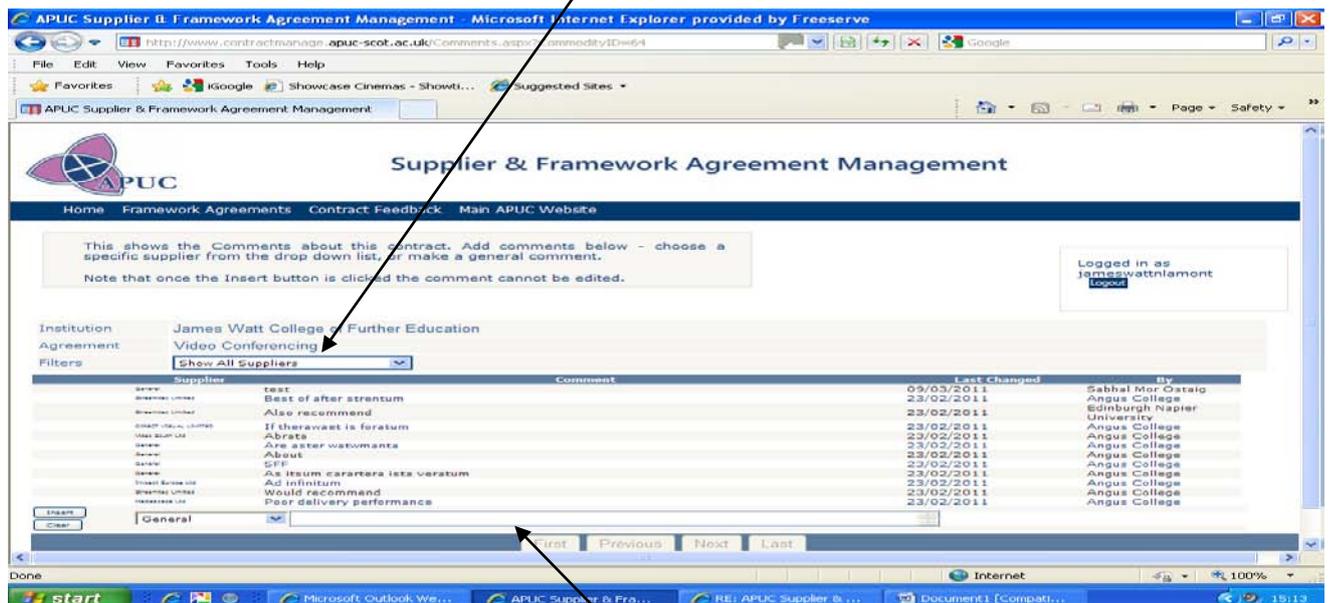

12. If you wish to find out more details about the commodity framework click on the detail button to the right of screen and you will be taken to another screen showing key details about the

framework – ie Start & Finish date, APUC contact details and the suppliers associated with the framework. May also contain notes specific to the commodity framework.

Click on the browser back button to take you back to previous screen.

13. The website also has the facility for users to leave comments about the framework suppliers. This facility can be accessed from various screens within the website by clicking wherever you see comment or comments on the screen. The filter narrows down the comments to supplier if required. Showing all suppliers lets you see all comments made by other users of the commodity framework.

14. If you wish to insert a comment type text in box, select supplier if necessary and click insert.

15. APUC has the ability to remove any comments created in error. Please contact helpdesk@apuc-scot.ac.uk with details.

16. When you have finished entering data to the website, please remember to log out by Clicking on the 'log out' button which is in the top right of the screen.

Notes

The website has been designed to be compatible with IE8 and Firefox and a minimum screen size of 1024 x 768. We have identified an instance where the website will not view properly when IE8 is set to compatibility view. A "tick" will appear next to Compatibility view if switched on. Please switch off by clicking "compatibility view".