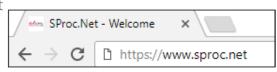
Signing up to SProc.Net – Registering and Creating an Accreditation & Enrolment

This guide will show you how to register on SProc.Net, and then go on to create your Accreditation and Enrolment to sign up to provide for a specific client and category.

If you would like to watch a video tutorial of how to create an Accreditation and Enrolment, please click here.

Registration

To begin, you will first need to register on SProc.Net to gain a username and password to access the system. To access the site, simply type <u>SProc.Net</u> into your internet browser.



You should then see this page, the SProc.Net front page. Click **Get Started** to begin your registration.

			adam SProc.Net	
GQ		No.	Making public services perso	nal again.
	_		Please sign in	Register a New Supplier
	1	Email Address		Get Started
	•	Password		Email us and register your interest
			Sign in]
			Register a new user Forgotten Password2	

To register, you will then need to enter some information about your company, within the three following sections:

- Business Details this includes your company name, VAT details, number of employees and whether you supply goods or services
- 2. Address/Contacts Details here you will need to enter the company address, email address and telephone number

adam SProc.Net									
susiness Details and Initial User									
issue complete the below form to register your business and fro	t user eccount in SPinc Net. Helds marked with a 🛡 ere mandeling.								
he user entered below with automatically be set up as the location Precificat	acadministrator and will need to logicuate give over 10 and possessed and to them via small, this administrator will have the shifty to create additional o	ers via the 'Admin' tab area logged into							
No highly recommend that a minimum of 2 source are set up per l									
	weed to Wenn Neet, simply go back to the legits page and olicit beginner a new user'. Lives, you will be able to create anomali as a user against your existing to opposed and it approved, you will receive kepts details via email. Alternatively, please contact us at supplier engagement@usedam.co.uk.	and news record.							
Legal Entity Type: *	×								
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3. User Details – finally you will need to enter the name, job title and email address of the first user you would like to add to the system (this can be yourself). This user will receive an email with login details to SProc.Net. *Additional users can be added upon access to the system on the Admin tab.*

Please note: This registration represents the company where you will receive the payment, should your chosen clients process payment through SProc.Net. Therefore, if you wish to receive separate payments to separate locations, you will need to register each location individually by repeating this step.



Clicking **Finish** on this page will immediately send a username and password to the

individual you have entered details for. The UserID and Password can then be entered into SProc.Net to provide access to the system.

There will be a link in the registration email that will take you to the log on

	Please sign in
1	User ID
	Password
	Sign in
	Register a new user Forgotten Password?

screen, or you can go back to SProc.Net by entering this into your internet browser, as mentioned previously. *Please note: You will be required to change your password the first time you log on.*

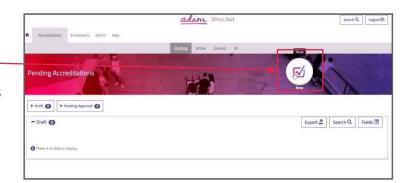
Once you have logged in, you will need to complete your Accreditation and Enrolment to sign up to provide for a specific local authority or organisation, for your specific service type.

You will not be able to receive requests for work until you have completed and passed both the Accreditation and Enrolment stages.

<u>Accreditation</u>

An Accreditation requires you to select the local authority/organisation and category you wish to provide for and enter information about your company which they have specifically requested.

Once logged into SProc.Net, to begin your Accreditation you will need to click on the Accreditations tab and then on the New icon.



From the drop-down boxes, you will need to select the Client you would like to work

with and the Category you would like to provide services for.

Client: *	adam Training Client – DNU	~
Category: *		~
	Care Homes	
	Transport Services Housing	

Then click **Next** to begin providing the information specific to your selections.



On this page, you may be asked to agree to some contract documents. You will need

download and review the file, and then tick to confirm that you agree and are authorised to agree to the document.

You are then required to respond to a number of **questions about your company** and the people who operate within it.

Subjects may include:

- Professional Standing
- Business Continuity
- Insurances

Some responses will need to be selected from a drop- down box whilst some will require you to type a free-text answer.

You may then be presented with some document templates, which you will need to download, complete and then upload into the following section.

Along with these templates you will also be required to upload some other documents that relate to your company. To **upload the documents**, you need to use the blue upload icons to locate the file on your computer/device and upload it to your accreditation.

In order to submit this Access to you must first review and agree to the documents flated below. Please note that these are legally binding documents and by triding the "I are an advantations of a gare" to no you warrant that you have the requirements on board of your business agree to the Three and conditions of our within the document() provided. It is taking the "I are an advantations of a gare" to no you warrant that you have the requirement of the provide baland of your business to brief the "I are an advantation to agree" to no you warrant that you have the requirement of the conditions. Document Type Download File I Agree To The Terms of The Document Type Download File I are the top of the terms of the Document Type Download File I are the top of the terms of the Document of the Document Type Download File I are the top of the Document of the Document Type Download File I are top of the Document of the Document Type Download File I are top of the Document of the Document of the Document Type Download File I are top of the Document of Document of the Document of the Document of the Document of the Document of Document of the Document of Document of the Document of Document of Document of Document of the Document of Docu

The fol	e following documents will need to be downloaded, completed in full, signed and uploaded below before this Accreditation can be submitted							
	Document Type	Template File Nan						
	Self Bill Agreement	LBB Self-Billing Agreement 18.03.19 v.1.pdf						
	Self Bill Agreement Sub-contractor Information	LBB Self-Billing Agreement 18.03.19 v.1.pdf Sub-Contractor Information.xlsx						

	d for each of the document types before th				
se note that documents can be pulled throug se note that the application will timeout afte			ind confirm each or	se before submission.	
Document Type	File Name	Issue Date	issue Namber	Expiry Date	Description
oployer's Liability Insurance	Care 4 you Employer's	04/10/2017	1		Upload evidence of Employer's Liability Insurance
lic Liability Insurance					Upload evidence of Public Liability Insurance
ik Details Form		8			Upload Bank Details
plier Agreement					Upload supplier agreement document
f Bill Agreement					Upload self-bill document

Please note: You will only be able to upload one file to each document row. If you have multiple documents to upload, please add these as a .zip folder.

Once you have uploaded all the documents and are happy with the information you have submitted on this page, you then click Next.



Finally, you will need to confirm that you can accept responsibility for submitting the Accreditation by putting a **tick** in the box and clicking **Submit**

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<u>Enrolment</u>

Once you have completed your Accreditation, you can begin your Enrolment. Enrolments need to be completed for each of your company locations (therefore if you have multiple branches or locations you will need to complete the Enrolment step multiple times).

If you have completed the whole of your Accreditation in one sitting, you will be taken directly on to completing your Enrolment once you have finished. If this does not happen, you can click on the **Enrolments** tab and click **New** to begin.

If you are not moving straight on from an Accreditation, you will need to select your Accreditation number by clicking on the blue magnifying glass, and then the green arrow next to the

Accreditation: *	Choose an Accreditation to create a new Enrolment for.
	Cancel Next

Accreditation you wish to link the Enrolment too. *Take a look at the company and category* on the listed Accreditations, and select the one you are looking to apply for

You will then need to select your company location, which will again involve clicking on the magnifying glass icon and selecting the location by clicking on the green arrow

Supplier Location: *	©	۹					
	Add A New Location	ķe			Search within this list Find Cancel		
/	Cancel Next			Company	Location	Address Post Code	Address Line 1
			▶ a	adam training supplier	adam training supplier	MK9 1EA	123 Test Street
			Sh	nowing all items. Cancel			

Please note: If you do not supply services from the location shown on this list or wish to enrol a location you have not yet provided details of within the system, you will need to click Add New Location to add a new location to SProc.Net. *Locations can also be added on the Admin tab.*

Once you have selected or added a location, click Next to begin the Enrolment.

You will then need to respond to series of questions, in a similar way to when you completed your Accreditation. Some answers will need to be selected from a drop-down box and others will require a typed response.

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ŧ.	Accreditations	Enrolments	Admin	Help		
	Business Continu	μţγ	5 0	lease confirm that you will upload your organisation's equal opportunities of equality and liversity policy, which addresses: Age, disability, gender, race religion/beilet, sexual intertation and Welch language; and demonstrates how you have implemented your equal portunities policies and procedures in your organisation?	Yes	•
	Business Continu	uity	6 p	lease confirm that you will upload your organisation's safeguarding policy and that the citicy explains how your organisation ensures that care workers are made aware of isosible risks to themselves and others when providing domiciliary care.	Yes	•
	Business Continu	νtty	7	"your organization is impained by two to publish that accounts, please conterms that you will invested your organization?" audited accounts for the least two financial years in the space, reverselad. Your organization is not required by law to publish that accounts, please conterms that your oil provide your organization? unaudited accounts for the last two financial years in the para provided.	Yes	•
	Business Continu	iny	8.4	lease give the names and addresses of each Director and Partner. Please indicate whether my of these individuals have relatives who are, or have in the last five years been mployed by the Council or are members of the Council.	Business response I	3964 left
	Business Continu	utγ	10 0	Nease provide copies of your fait two years audited accounts?		4000 left
	Business Continu	uty	11 1	What has your annual turnover been for the past two years?		4000 lieft
	Business Continu	ату		What percentage of your annual turnover has been through delivering services to the sublic sector?		4000 left



You will also need to upload some documents related to the location, for example: Health & Safety, Equal Opportunities and Safeguarding policies.

Please note that the application will timeout after 30 mins	tes. Remember to save regularly to avoid	losing any work			
Document Type	File Name	Issue Date	Issue Number	Expiry Date	Description
Safeguarding Policy - ES	R			H	Please provide a copy of your current safeguarding poli that is in line with current legislation and meets CCC requirements.
Health & Safety Policy		=			Please provide a $co\overline{d} y$ of your current health and safety policy.
Equal Opportunities Policy					Please provide a copy of your current equal opportunit policy.
Business Continuity Policy		Ħ		Ħ	Please provide a copy of your current business continue and disaster recovery plan.
Financial Accounts	R	Ħ			Upload a copy of your accounts (audited or unaudited per the corresponding question) for the most recent two years. The accounts must include profit and loss account and halance theets.

Lastly, you will need to select the Service Categories that you can provide. This will split down the broad service type into specific

service groups (these will vary depending on the Client and Category you selected at the beginning). Clicking on Find more items... will allow you to view the full list and tick the categories you can provide. To add these to your Enrolment click on Add.

e Categories that you can		Service Category ٨	Supply Category	Display
0	🔲 Inte	ernal Services	Home Support	×.
ervice type into specific	🗆 Lear	rning Disabilities	Home Support	
	📄 Mer	ntal Health	Home Support	×.
- Service Categories	E Mer Peo	ntal Health Services Older ple	Home Support	
an the encegaries	🗌 Old	er People	Home Support	
Click "Find More Items" to add additional Service Categories to this Enrolment.	📄 PSI		Home Support	
	📄 Sub	stance Misuse	Home Support	
There is no data to display.	Show	ving all items. Add	Add All Don	e
Find more items Save Refresh List				
Cancel	nish			

Once you have completed all the details and are happy with the information provided, you will need to click **Finish** to submit your Enrolment.

Both the Accreditation and the Enrolment will pass through a review process. You will be kept up-to-date with the progress through email notifications sent to you.

Once both the Accreditation and the Enrolment have been Approved, you will be able to begin receiving requests for work and providing for the selected local authority/organisation.

