



Registering for Douglas City Council's Atamis Procurement Portal

Guidance Version and Review Table			
Version:	Date:	Summary of Changes	Status
1.0	03.07.25	New Document	Draft
1.1	22.01.26	Updated	Final

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Introduction

Douglas City Council uses an online digital procurement system, **Atamis**.

All tenders and quotation submissions for the Council are advertised and returned through the Atamis system.

In order to submit returns for either quotations or tenders, you will need to register on the Atamis system. This document is aimed at helping you register on the Atamis system and guidance on how to use the system.

1.0 Registering on the Atamis System

Note this is the first step to creating an account on the system. You will need to complete the 'Updating Company Details' section to be eligible for acceptance on any opportunity.

- 1.1 Please visit the following link to access the welcome page of Douglas City Council Procurement Portal:
 <https://douglascc.my.site.com/s/Welcome>
- 1.2 On the welcome page:
 - Click "**Register Here**"
 - Enter your **First Name, Last Name, Company Name**, and **Email Address**
 - Complete the **CAPTCHA** verification as prompted
- 1.3 Email confirmation
 - After registering, you will receive a confirmation email with a link and further instructions.
 - If the email does not appear in your inbox, please check your **junk or spam folder**.
 - To ensure future delivery, allow emails from: notifications@atamis.co.uk
- 1.4 After the registration process is completed you can log into the system from the welcome page of Douglas City Council Procurement Portal by clicking the "**Supplier Login**" button.

When logging in, please ensure you login with your Username which is your email with ".douglas" at the end. For example, if your email is "supplier@outlook.com", you should enter it as "supplier@outlook.com.douglas"

Now you have a login account for the system, it's essential you update your **Company Details** section.

The Council also recommends you set up email alerts for opportunities that match categories/keywords that you're interested in. Instructions on how to do this are in the **Setting Up Category Alerts** section of this guidance.

Should you have any questions or require assistance with the registration process, please do not hesitate to contact the Atamis support team.

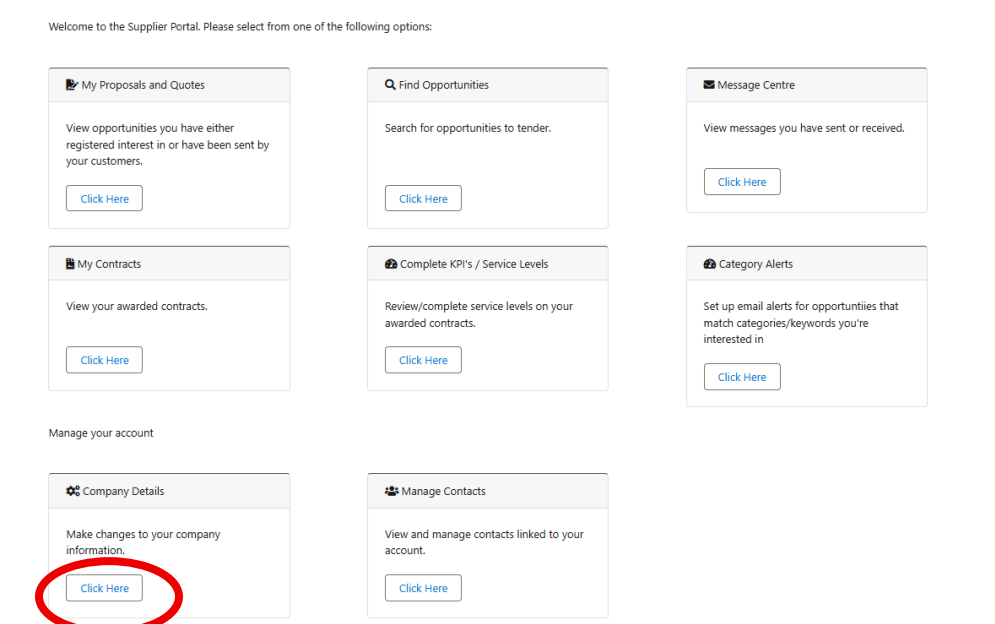
Phone: 029 2279 0052

E-mail: Support@atamis.co.uk

2.0 Updating Company Details

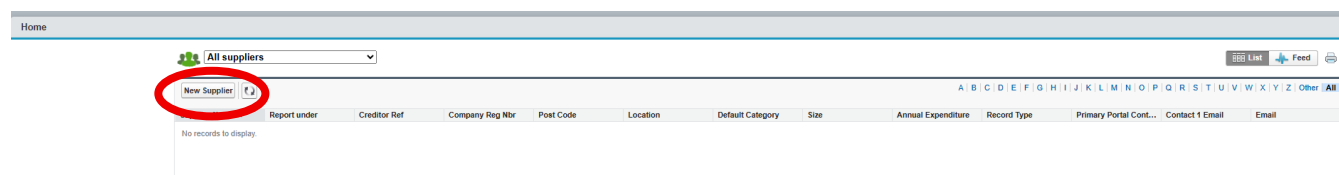
It is essential that the Company Details section is completed to be eligible for acceptance on any opportunity. Without completing this section, the Council will not be able to award you any contract for an opportunity you have submitted.

- 2.1 Once you have your initial sign-up email, click the link in the email or follow the link at the start of this document and login into the Supplier Portal. Finish setting up your account by clicking the **Company Details** section.



If no records are held in this section, your company will not appear as a supplier in the procurement system.

- 2.2 To enter your company details, click the **New Supplier** button.



2.3 In the Record Type of New record ensure this is set to **Supplier** and click continue.

New Supplier Select Supplier Record Type

Select a record type for the new supplier.

Select Supplier Record Type

Record Type of new record Supplier

Continue Cancel

Available Supplier Record Types

Record Type Name	Description
Care Organisation	Care organisations sourced from CQC or similar data source
Local Potential Supplier	Local suppliers sourced from Companies House
Supplier	Supplier used by this organisation

2.4 Complete all Supplier Information fields, ensuring all mandatory fields (marked red) have been completed and click save.

Supplier Edit
New Supplier

Save Save & New Cancel

Supplier Edit

Information

Supplier Name
Report under
Address
Post Code
Creditor Ref
Website
Portal Account

External Links

Company Reg Nbr
Charity Reg Nbr

Supplier Information

Phone
Email
VAT Registration Nbr
Companies House Matched Supplier Name
Industry Sector --None--
Employers Liability
EL Renewal Date [21/12/2025]
Professional Indemnity
PI Renewal Date [21/12/2025]
Public Liability
PL Renewal Date [21/12/2025]
Contact 1 Name
Contact 1 Job Title
Contact 1 Phone
Contact 1 Email
Contact 2 Name
Contact 2 Job Title
Contact 2 Phone
Contact 2 Email
Comments

Save Save & New Cancel

If created successfully, you should see a yellow box with a green tick that says supplier has been updated.

2.5 If you click on the **Back to Supplier** (under the yellow box) it will take you back to the supplier tab and your company records should appear.

Supplier

Stephen Halsall Construction

Hide Feed

Post

File

Write something...

Share

Follow

Followers

Q

Show All Updates

No followers.

There are no updates.

Supplier has been updated.

Back to List: Suppliers

Notes & Attachments (0)

Supplier History (0)

Supplier Detail

Edit

Clone

Sharing

Supplier Spend Report

Supplier Name

Stephen Halsall Construction

Creditor Ref

Stephen Halsall Construction

Report under

Website

Address

Operational Service Centre

Link to Google Map

Map

Post Code

Portal Account

Stephen Halsall Construction

External Links

Company Reg Nbr

DUEDIL Link

Charity Reg Nbr

Charity Link

CQC Link

Supplier Information

Phone

01624696392

Contact 1 Name

stephen

Email

shalsall444@gmail.com

Contact 1 Job Title

VAT Registration Nbr

123456

Contact 1 Phone

123456

Contact 1 Email

shalsall444@gmail.com

2.6 By clicking the Home button, it will take you back to the portal home page.

3.0 Setting Up Category Alerts

If Category Alerts are set up on your account, you will automatically receive an email whenever the council publishes an opportunity that matches the categories or keywords you have selected.

Please note: You will still need to *register your interest* in the opportunity via the Find Opportunities advert. Details on how to do this are provided in the next section.

3.1 To set up email alerts for opportunities that fall under categories you're interested in, click the **Category Alerts** section.

Welcome to the Supplier Portal. Please select from one of the following options:

My Proposals and Quotes

View opportunities you have either registered interest in or have been sent by your customers.

Click Here

Find Opportunities

Search for opportunities to tender.

Click Here

Message Centre

View messages you have sent or received.

Click Here

My Contracts

View your awarded contracts.

Click Here

Complete KPI's / Service Levels

Review/complete service levels on your awarded contracts.

Click Here

Category Alerts

Set up email alerts for opportunities that match categories/keywords you're interested in

Click Here

Manage your account

Company Details

Make changes to your company information.

Click Here

Manage Contacts

View and manage contacts linked to your account.

Click Here

3.2 Click View New Categories

Home

Manage Category Alerts

Below is a list of all categories you have selected for alert emails. To delete a category from this list you can select the category and use the 'delete' button.

☐ **Category**

☐ No Category Alerts selected

View New Categories | **Delete** | **Done**

Manage Keyword Alerts

Below is a list of all keywords you have selected for alert emails. To delete a keyword from this list you can select the keyword and use the 'delete' button.

☐ **Keyword**

☐ No keyword alerts selected.

Add Keyword(s) | **Delete** | **Done**

3.3 Select categories that relate to your company. A blue tick will appear next to each section.

Select a category below that you would like for which you would like to receive information about when new projects of that type are published.

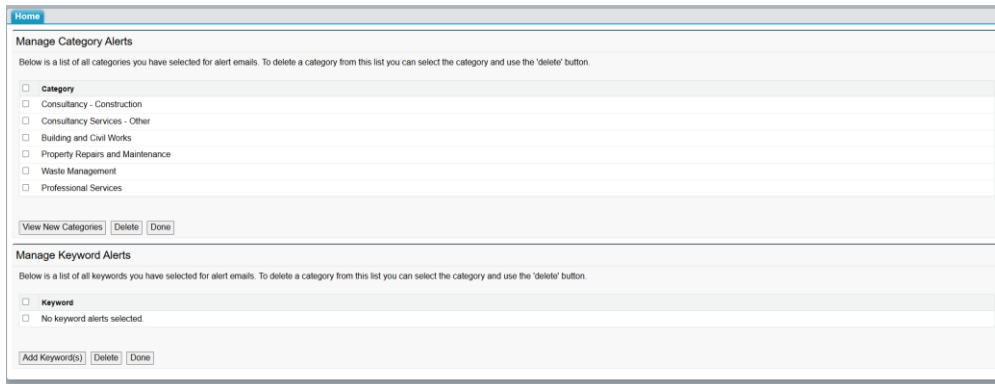
Confirm Category Selection | **Cancel**

Select Category	Top Level
☐	Advertising, Media & Event Management
☒	Building and Civil Works
☐	Burial, Cremation & Memorial
☒	Consultancy - Construction
☒	Consultancy Services - Other
☐	Facility Management Services
☐	Financial Services
☐	Finishes and Furnishings
☐	Fuel
☐	Horticulture, Landscape & Gardening
☐	Information Systems Suppliers
☐	Legal Services
☐	Maintenance Services
☐	Mechanical and Electrical
☐	Metal fabrication
☐	Office Services
☒	Professional Services
☒	Property Repairs and Maintenance
☐	Signage, Banners, Flags
☐	Sports & Playground Equipment & Maintenance
☐	Supplier, Equipment and Materials
☐	test
☐	Vehicle, Plant and Equipment Hire and Purchases
☒	Waste Management

Confirm Category Selection | **Cancel**

3.4 Once selected click “Confirm Category Section”.

The **Manage Category Alerts** section and category list should now be populated with categories you have selected for alert emails.



The screenshot shows a web portal interface with two main sections. The top section is titled "Manage Category Alerts" and includes a "Home" button in the top left. Below the title, there is a descriptive text: "Below is a list of all categories you have selected for alert emails. To delete a category from this list you can select the category and use the 'delete' button." This is followed by a list of categories, each with a checkbox: "Category", "Consultancy - Construction", "Consultancy Services - Other", "Building and Civil Works", "Property Repairs and Maintenance", "Waste Management", and "Professional Services". At the bottom of this section are three buttons: "View New Categories", "Delete", and "Done". The bottom section is titled "Manage Keyword Alerts" and includes a similar descriptive text: "Below is a list of all keywords you have selected for alert emails. To delete a keyword from this list you can select the keyword and use the 'delete' button." This is followed by a list of keywords, each with a checkbox: "Keyword" and "No keyword alerts selected". At the bottom of this section are three buttons: "Add Keyword(s)", "Delete", and "Done".

To add more categories, follow the same process again.

To remove a category from your list you need to tick the box next to the category on the Manage Category Alerts page and click the **Delete** button.

You can use the **Manage keyword Alerts** to add keywords relating to your company such as joinery, plumbing, windows, etc. This will send an email notifying you of any advertised opportunity that contains your keywords.

By clicking the Home button, it will take you back to the portal home page.

4.0 Find Opportunities

The Council will publish an advert for upcoming and current tenders and quotes within the 'Find Opportunities' section. This section shows all Current, Future and Ended Opportunities.

- 4.1 To view the advertised opportunities within the supplier portal, click onto the Find opportunities section.

Welcome to the Supplier Portal. Please select from one of the following options:

My Proposals and Quotes View opportunities you have either registered interest in or have been sent by your customers. Click Here	Find Opportunities Search for opportunities to tender. Click Here	Message Centre View messages you have sent or received. Click Here
My Contracts View your awarded contracts. Click Here	Complete KPI's / Service Levels Review/complete service levels on your awarded contracts. Click Here	Category Alerts Set up email alerts for opportunities that match categories/keywords you're interested in Click Here

Manage your account

Company Details Make changes to your company information. Click Here	Manage Contacts View and manage contacts linked to your account. Click Here
---	--

- 4.2 The default setting is to show all opportunities but by changing the status you can select either Future, Current, or Ended Opportunities. Please note that you can only tick one from the list.

Search ...	Sort by: Recently Published	Organisation: Organisations	Status: Status
		☐ Future Opportunities ☒ Current Opportunities ☐ Ended Opportunities	
		Clear All	

Supply of 2 x 5.2 Tonne Hoist Vehicles Rev2 (C0253)
The supply of 2 x 5.2 Tonne Hoist Vehicles as per the specification...
Published Date: 27/06/2025

Appointment of a Landscape Architect. Noble's Park Masterplan 2025 - 2035 (C0239)
DCC is looking for qualified and experienced landscape architects to develop a Masterplan for Noble's Park. The appointed consulta...
Published Date: 04/06/2025

Click on the opportunity you are interested in, the advert will open and provide more information like below. By clicking **View documents** you can view and download documents linked to the opportunity that may give you further details and information.

Supply of 2 x 5.2 Tonne Hoist Vehicles Rev2

« Back	
Register interest	View documents

Contract Ref	C0253
Description	The supply of 2 x 5.2 Tonne Hoist Vehicles as per the specification
Category	Vehicle, Plant and Equipment Hire and Purchases
Opens on	27/06/2025
Response Deadline	11/07/2025
Published Date	27/06/2025

By clicking on the “**Register interest**” you are notifying the Council of your interest in potentially responding to an opportunity. The opportunity will now appear in My Proposals & Quotes section. You will be able to return to any quotation or tender opportunity on the system from My Proposal & Quotes section.

If the Council has invited you to the opportunity, you do not need to Register interest – the details of the opportunity should already be visible to you via the My Proposals and Quotes section.

By clicking the **Home** button, it will take you back to the portal home page.

5.0 My Proposals and Quotes

My Proposals and Quotes is the section where you can view opportunities you have either registered interest in or have been directly sent by the Council. This is the place where you will find all tender and quotation documents and submit / return your tender or quotation documents and pricing.

You need to click into My Proposal and Quotes

Welcome to the Supplier Portal. Please select from one of the following options:

My Proposals and Quotes

View opportunities you have either registered interest in or have been sent by your customers.

Click Here

Find Opportunities

Search for opportunities to tender.

Click Here

Message Centre

View messages you have sent or received.

Click Here

My Contracts

View your awarded contracts.

Click Here

Complete KPI's / Service Levels

Review/complete service levels on your awarded contracts.

Click Here

Category Alerts

Set up email alerts for opportunities that match categories/keywords you're interested in

Click Here

Manage your account

Company Details

Make changes to your company information.

Click Here

Manage Contacts

View and manage contacts linked to your account.

Click Here

The Default setting shows All Proposals and Quotes you have been linked to. By changing “All” to “**Response window open**”, it will only show the currently open tenders you can bid on. Click on the appropriate opportunity.

Home

Home

My Proposals and Quotes

Show All

Ref/Title	Issued by	Status	Closing Date	Time Remaining	Submission Status
C0208 - INSTALLATION OF FOUR EV CHARGING POINTS AND ASSOCIATED ELECTRICAL INFRASTRUCTURE		Response window closed	17/01/2025 17:00	Closed	Did Not Submit
C0213 - Beach Maintenance Contract		Response window closed	28/01/2025 17:00	Closed	Did Not Submit
C0217 - Installation of EV Charging Points		Response window closed	13/02/2025 17:00	Closed	Did Not Submit
C0240 - Supply of 2 x 5.2 Tonne Hoist Vehicles		Cancelled			Did Not Submit
C0239 - Appointment of a Landscape Architect, Noble's Park Masterplan 2025 - 2035	Environment and regeneration	Response window open	04/07/2025 17:00	< 1 week	Not Yet Submitted
C0242 - Eastern Civic Amenity Site - repair and restoration service 2	E&R	Response window closed	24/06/2025 12:00	Closed	Did Not Submit
C0243 - Supply of High Pressure Trailer		Response window closed	27/06/2025 17:00	Closed	Did Not Submit

The Opportunity Summary page contains essential information and actions related to a procurement opportunity. Here's what you need to know:

Key Dates

- **Deadline for Clarification Questions** and **Closing Date/Time** are displayed prominently. Make note of these to avoid missing any deadlines.

Click the **Documentation** button to access all files related to the opportunity (e.g. specifications, drawings, and instructions). Documents can be viewed or downloaded from this section.

Use the **Message** button to contact the Council with any queries regarding the opportunity.

To participate, click the **Accept** button. You'll be asked to confirm that you've understood and accepted the opportunity requirements.

- Once accepted, the Requirements section becomes editable.
- The **Submit** button will appear, enabling you to send your completed submission.

If you choose not to participate, click the **Decline** button.

- You'll be directed to a separate page to provide a reason for declining.
- Click **Confirm** to notify the Council.

The **Requirements Section** is where you respond to questions from the Council.

- **Form of Tender:** Submit pricing information and any related cost breakdowns.
- **Pre-Qualification Questions (PQQ):** Provide company details and supporting information required for evaluation.

Home

Home

My Proposals and Quotes

C0239 - Appointment of a Landscape Architect. Noble's Park Masterplan 2025 - 2035

C0239 - Appointment of a Landscape Architect. Noble's Park Masterplan 2025 - 2035

DCC is looking for qualified and experienced landscape architects to develop a Masterplan for Noble's Park. The appointed consultant will lead the development and design process in line with the aims, objectives and future vision set out in this brief.

Issued By:
Opens Date/Time :
Deadline for clarification questions :
Closing Date/Time :
Current Date/Time :

Environment and regeneration
16/05/2025 09:00
26/06/2025 12:00
04/07/2025 17:00
02/07/2025 11:30

Documentation

Messages

Accept

Decline

Requirements Sections	Required Questions Remaining	Completion Status	Status
Form of Tender	3		Not yet submitted
PQQ	5		Not yet submitted

To start completing your response:

- 5.1 Click **Accept** to confirm your interest in the opportunity.
- 5.2 Select a **requirement section** to view the relevant questions.
- 5.3 Click the **Edit Response** button to enable editing.
- 5.4 Click on the **first requirement** to open it and begin entering your response.

PQQ Section

Completion Status ☐

If you prefer, you can also [Work Offline](#)

[Back to Summary](#)
[Compact View](#)
[Edit Responses](#)
[Download Response](#)

Requirement Heading	Response Summary	Response Type	Status
1 Please confirm that your information in the Suppliers Portal is current and up-to-date. * Also if asked, would you be able to provide a copy of your most recent Financial Statement (for the last two years if this applies)? * Also would you be willing for the Council to perform financial or legal checks if deemed necessary? By way of selecting yes price you are confirming that you have checked and updated the relevant sections of the Suppliers Portal, be willing to provide Financial Statement and for the Council to perform financial or legal checks if deemed necessary.	General	Required	
2 Is your company, or any of the Director(s)/ Partner(s)/ Proprietor(s) in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings ?	Business Activities and Standing	Required	
3 Douglas City Council has an Ethical and Sustainable Procurement Policy which is a commitment to ensure high standards of ethical and sustainable practices across our purchasing landscape. Please reference the tender documentation section on your proposal and quotes, which includes the following documentation: Ethical and Sustainable Procurement Policy, Procurement Appeal Procedure, and Disclosure of Procurement Information. Also the Council's 'DOUGLAS – A NET ZERO CARBON COUNCIL Strategy and Action Plan' can be accessed via http://douglas.im/index.php/the-council/carbon-net-zero By submitting this PQQ you are confirming that you are agreeing to the Council's Procurement Policies and Procedures:	Ethical Criteria	Required	

- 5.5 Fill in, select or attach the information needed for the requirement, once complete click the arrow in the top or bottom corner to move to the next requirement question.

Home

Home

My Proposals and Quotes > C0239 - Appointment of a Landscape Architect, Noble's Park Masterplan 2025 - 2035 > PQQ > 1

Completion Status ☐

General

<

>

1 Please confirm that your information in the Suppliers Portal is current and up-to-date.
* Also if asked, would you be able to provide a copy of your most recent Financial Statement (for the last two years if this applies)?
* Also would you be willing for the Council to perform financial or legal checks if deemed necessary?
By way of selecting yes price you are confirming that you have checked and updated the relevant sections of the Suppliers Portal, be willing to provide Financial Statement and for the Council to perform financial or legal checks if deemed necessary.

Response

-- None --

Required / Optional

Required

Response Status

Completed? ☐

☐

<

Save

Back

>

- 5.6 Once all required questions have been answered the Completion Status bar at the top of the page should be at 100% and by clicking save the system will return you to the submission requirements section.

The screenshot shows a web interface for submission requirements. At the top, there is a 'Home' link. Below it, a breadcrumb trail reads: 'My Proposals and Quotes > C0239 - Appointment of a Landscape Architect, Noble's Park Masterplan 2025 - 2035 > PQQ > 6'. A red box highlights a 'Completion Status' bar at 100% and an 'Additional Information' section. Below this, a message states: '6 If required please provide any other documentation relevant to your tender and not included elsewhere. The information provide will be considered as part of other requirement responses.' A table with columns 'Action', 'Type', 'Title', and 'Description' is shown. The 'Action' column contains an 'Attach File' button with the text 'Maximum 2GB per attachment'. The 'Type' column has 'Required / Optional' and 'Response Status' (with a red flag icon). The 'Title' column has 'Completed?' (with a checkbox). The 'Description' column is empty. At the bottom, a red box highlights a 'Save' button and a 'Back' button.

To check that the section is complete:

- The completion status bar at the top should show 100% when all requirement questions have been answered.
- The status flag on the right should be yellow to indicate completion.
- If the flag is red, it means one or more requirement questions are incomplete, and the status bar will not reach 100%.
- Click Back to Summary if everything has been completed.

The screenshot shows the 'PQQ Section' of the submission requirements. At the top, there is a 'Home' link. Below it, a breadcrumb trail reads: 'My Proposals and Quotes > C0239 - Appointment of a Landscape Architect, Noble's Park Masterplan 2025 - 2035 > PQQ'. A 'Completion Status' bar at 100% is shown. Below this, a message states: 'If you prefer, you can also Work Offline'. A red box highlights a 'Back to Summary' button. Other buttons include 'Compact View', 'Edit Responses', and 'Download Response'. Below these buttons is a table with columns: 'Requirements', 'Requirement Heading', 'Response Summary', 'Response Type', and 'Status'. The table contains three rows of requirements, each with a status flag (yellow).

Requirements	Requirement Heading	Response Summary	Response Type	Status
1 Please confirm that your information in the Suppliers Portal is current and up-to-date. * Also if asked, would you be able to provide a copy of your most recent Financial Statement (for the last two years if this applies)? * Also would you be willing for the Council to perform financial or legal checks if deemed necessary? By way of selecting yes price you are confirming that you have checked and updated the relevant sections of the Suppliers Portal, be willing to provide Financial Statement and for the Council to perform financial or legal checks if deemed necessary.	General	No	Required	Yellow flag
2 Is your company, or any of the Director(s)/ Partner(s)/ Proprietor(s) in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings ?	Business Activities and Standing	Yes	Required	Yellow flag
3 Douglas City Council has an Ethical and Sustainable Procurement Policy which is a commitment to ensure high standards of ethical and sustainable practices across our purchasing landscape. Please reference the tender documentation section on your proposal and quotes, which includes the following documentation:	Ethical Criteria	✓	Required	Yellow flag

5.7 On the summary page, the requirement section should be shown as 100% complete. You then need to click on the next Requirement section and follow the same steps to complete the section.

[My Proposals and Quotes](#) » C0239 - Appointment of a Landscape Architect. Noble's Park Masterplan 2025 - 2035

C0239 - Appointment of a Landscape Architect. Noble's Park Masterplan 2025 - 2035

DCC is looking for qualified and experienced landscape architects to develop a Masterplan for Noble's Park. The appointed consultant will lead the development and design process in line with the aims, objectives and future vision set out in this brief.

Issued By: Environment and regeneration
Opens Date/Time  : 16/05/2025 09:00
Deadline for clarification questions  : 26/06/2025 12:00
Closing Date/Time  : 04/07/2025 17:00
Current Date/Time  : 02/07/2025 12:20

You have **Accepted** this opportunity and expressed your intention to respond.

[Documentation](#) [Messages](#) [Submit](#) [Accept](#) [Decline](#)

If you prefer, you can also [Work Offline](#)

Requirements Sections	Required Questions Remaining	Completion Status 	Status
Form of Tender	3		Not yet submitted
PQQ	0	100%	Not yet submitted

5.8 Once all requirements are shown as 100% complete, you can submit the proposal. To submit the proposal, click the **submit** button.

C0239 - Appointment of a Landscape Architect. Noble's Park Masterplan 2025 - 2035

DCC is looking for qualified and experienced landscape architects to develop a Masterplan for Noble's Park. The appointed consultant will lead the development and design process in line with the aims, objectives and future vision set out in this brief.

Issued By: Environment and regeneration
Opens Date/Time  : 16/05/2025 09:00
Deadline for clarification questions  : 26/06/2025 12:00
Closing Date/Time  : 04/07/2025 17:00
Current Date/Time  : 02/07/2025 12:28

You have **Accepted** this opportunity and expressed your intention to respond.

[Documentation](#) [Messages](#) [Submit](#) [Accept](#) [Decline](#)

If you prefer, you can also [Work Offline](#)

Requirements Sections	Required Questions Remaining	Completion Status 	Status
Form of Tender	0	100%	Not yet submitted
PQQ	0	100%	Not yet submitted

5.9 The Submit Responses box will open; by clicking confirm it will mark all your responses as "Completed", register your submission and send you a submission confirmation email. Note that you can still edit your responses within the defined response window. Any saved changes to your responses will be automatically submitted - you do not need to click "Submit" again.

My Proposals and Quotes > C0239 - Appointment of a Landscape Architect. Noble's Park Masterplan 2021-2026

C0239 - Appointment of a Landscape Architect. Noble's Park Mas

DCC is looking for qualified and experienced landscape architects to develop a Masterplan for Noble's

Issued By:
Opens Date/Time :
Deadline for clarification questions :
Closing Date/Time :
Current Date/Time :

Environment
16/05/2021
26/06/2021
04/07/2021
02/07/2021

Confirm

Cancel

This action will mark all your responses as "Completed", register your submission and send you a submission confirmation email. By clicking "Submit" you are confirming that your response is accurate and complete. Note that you can still edit your responses within the defined Response Window. Any saved changes to your responses will be automatically submitted - you do not need to click "Submit" again.

and future vision set out in this brief.

You have **Accepted** this opportunity and expressed your intention to respond.

Documentation

Messages

Submit

Accept

Decline

If you prefer, you can also [Work Offline](#)

Requirements Sections	Required Questions Remaining	Completion Status	Status
Form of Tender	0	100%	Not yet submitted
PQQ	0	100%	Not yet submitted

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6.0 Message Centre

The Message Centre is where all correspondence related to opportunities is stored. No communication regarding opportunities should take place directly with Council staff outside of this system.

If you have any questions or require clarification about an opportunity, go to the **My Proposals and Quotes** section, find the relevant opportunity, and use the **Message** button to contact the Council.

To notify you of a new message on the portal, an email will be sent to the email address listed in your **Company Details** section. These emails will be titled **Douglas City Council** followed by the type of message, and, if related to a project you are registered for, will include the name of the opportunity.

For example:
"Douglas City Council - New Message Received on Supply of 2 x 5.2 Tonne Hoist Vehicles"

The email will contain a link that takes you directly into the Message Centre to view and respond to the message.

If you are in the Portal home page, click on Message Centre.

Welcome to the Supplier Portal. Please select from one of the following options:

My Proposals and Quotes

View opportunities you have either registered interest in or have been sent by your customers.

Click Here

Find Opportunities

Search for opportunities to tender.

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Manage your account

Company Details

Make changes to your company information.

Click Here

Manage Contacts

View and manage contacts linked to your account.

Click Here

All communications related to the opportunity are stored in the Message Centre and are not deleted.

- Unread or new messages will appear in bold for easy identification.
- When you open a message, you will be prompted to confirm read receipt.
- If the message includes any attachments, they will be displayed at the bottom of the message under **Message Thread Attachments**.

Home

Back

Filters (All)

Apply

Mark Selected As Read

Mark Selected As Unread

Page 1, 2, 3 >>

Search:

Search

☐	Reference and Title▲	Subject▼		Internal Read Receipts	Supplier Read Receipts	Date of Last Message▲
☐	C0208 INSTALLATION OF FOUR EV CHARGING POINTS AND ASSOCIATED ELECTRICAL INFRASTRUCTURE	Message from Stephen Halsall Construction		View	View	Dec 16 08:12
☐	C0208 INSTALLATION OF FOUR EV CHARGING POINTS AND ASSOCIATED ELECTRICAL INFRASTRUCTURE	Notification of opportunity		-	View	Dec 12 15:44
☐	C0213 Beach Maintenance Contract	Answers to clarification questions		-	View	Jan 28 10:03
☐	C0217 Installation of EV Charging Points	Douglas City Council Notification of opportunity		-	View	Feb 05 12:13
☐	C0239 Appointment of a Landscape Architect. Noble's Park Masterplan 2025 - 2035	Queries		-	View	Jun 27 12:45
☐	C0239 Appointment of a Landscape Architect. Noble's Park Masterplan 2025 - 2035	Notification of opportunity		-	View	May 30 11:41
☐	C0239 Appointment of a Landscape Architect. Noble's Park Masterplan 2025 - 2035	Notification of opportunity		-	View	May 30 11:40
☐	C0240 Supply of 2 x 5.2 Tonne Hoist Vehicles	bucket rotation		-	View	May 29 15:29
☐	C0240 Supply of 2 x 5.2 Tonne Hoist Vehicles	working height		-	View	May 28 14:39
☐	C0240 Supply of 2 x 5.2 Tonne Hoist Vehicles	working height		-	View	May 28 13:55
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☐	C0240 Supply of 2 x 5.2 Tonne Hoist Vehicles	States Crew Cab		-	View	May 28 13:21
☐	C0240 Supply of 2 x 5.2 Tonne Hoist Vehicles	Notification of opportunity		-	View	May 23 11:57

To reply to a message in the Message Centre, click the Reply button located at the top of the message. Any further queries or responses will appear as part of the ongoing message thread, allowing you to view the complete conversation history. Once your message is sent, a yellow box with a green tick will appear at the top of the message confirming **Success: Message Sent**.

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Stephen Halsall

(2025-07-02 16:23:11)

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Please note that if the **deadline for clarification questions** has passed for an opportunity, you may **not receive a response** to your message.

You can find the clarification deadline by:

- Going to the **My Proposals and Quotes** section on the portal home page.
- Clicking on the **relevant opportunity** to view the details.

7.0 Further Support

Should you have any questions or require assistance with the registration process, please do not hesitate to contact the Atamis support team by Phone: 029 2279 0052 or E-mail: Support@atamis.co.uk as they deal with all registration and login details.

If you have any questions or require clarification about an opportunity, go to the **My Proposals and Quotes** section, find the relevant opportunity, and use the **Message** button to contact the Council.

If you have forgotten your password, from the Log in page, click Forgot your Password? and enter your email address in the Username box. Click Continue and you will be emailed instructions on resetting your password. Note the email will be addressed from Salesforce.com. The email goes out immediately so please check spam and junk folders if it does not reach your inbox.

If you have any other issue regarding the Atamis system, please get in touch with your current Council procurement contact. If you do not have one then please contact the Digital and information Services team on 01624 696410 or E-mail: Digitalservices@douglas.gov.im