

Completing Company Details

All Transport DPS suppliers having *Registered* on the software are expected to fill out their company details and upload relevant documents on Panacea. To do this navigate to the left-hand menu click *Participate* and then *Company Details*. On this page fill-out main details and sourcing details using the tabs at the top. There is also the option to invite colleagues to supplier organisations.

Main Details: The details requested under **main details** are below, please ensure you have these ready.

- **Organisation:**
- **Address Line 1** (Required)
- **Address Line 2**
- **Address Line**
- **Town/City** (Required)
- **Postcode** (Required)
- **County**
- **Country**
- **Phone** (Required)
- **Fax**
- **Company Website**

Once these details have been filled in you will get the option to apply these details to the contacts listed against your organisation through a tick box on the page:

The screenshot shows a form with several input fields: 'Country', 'Phone' (with a red 'Required' label), and 'Fax'. Below these is a checkbox labeled 'Apply any address update to the (1) users with same address', which is highlighted with a red box. Below the checkbox is a 'Company Website' input field and a green 'Save' button.

Click **Save** at the bottom of the page to confirm the details entered.

Sourcing Details: Click onto the tab to the right of **main details** to access the **sourcing details**. The details requested are listed below:

- **Name - If registered, please give registered name (Required).**
- **Registered address (if applicable) or head office address (Required).**
- **Registered website.**

*NB: The above three have a tick box against them stating 'Same as Trading...' tick this to pull across the information you have previously entered under the **main details** tab:*

Name - If registered, please give registered name **Required** Same as Trading Name

Registered address (if applicable) or head office address **Required** Same as Trading Address

- **Date of registration (if applicable) or date of formation.**
- **Identification register.**
- **Registered VAT number.**
- **Relevant classifications (state if fall within one of these and if so which one).**
- **D-U-N-S Number.**
- **Construction Line Reg Number.**
- **Is Small, Medium or Micro Enterprise (SME).**
- **Are you a sole-trader? (Self-employed or freelancer).**
- **Are you registered for the Construction Industry Scheme (CIS).**

Click **save** at the bottom of the page to confirm the details entered.

Contacts (Invite Colleagues): On the same page (*Participate > Company Details*) is a tab named **contacts** on this page is a list of contacts that fall under your organisation. You can use this tab to invite colleagues to your organisation.

Supplier Organisation Help Suppliers Inviting Colleagues to Register

Main Details Sourcing **Contacts**

List Settings

Search: + Invite Columns Excel PDF

Name	Company	Email	Account Request
Test Supplier	Supplier Organisation	test@testsupplier.com	

Show 20 entries Previous 1 Next

Use the '+ Invite' button highted (Red) above to invite colleagues to your organisation. Clicking the button will open the pop-up below:

Invite Contact(s) ×

Contact email

+ Add

Invited contacts will be able to see and update the information held against your organisation profile.

+ Invite

1. Provide the email address of your colleague

You can add multiple colleagues at the same time by clicking the '+Add' button on the pop-up.

- When you have correctly filled in all the relevant details, click the **invite** button in the bottom right-hand corner of the pop-up. This will send an email to your colleague(s), informing them of the invite and providing a link for them to finish setting up their account.
- Pending invites will now appear at the bottom of your contacts tab, with the option to **reinvite** individual suppliers. Clicking this button will send invitees another email with a link to set up their account.

Contacts (Settings): Under the **settings** tab please also select a user as a **primary contact** this will be the user who is contacted for eAuctions.

(Image)

Uploaded Documents: Participation in the Transport DPS requires all suppliers to upload relevant documents onto *Panacea*. This will be done through a questionnaire on the site. Follow the steps below to access and complete the questionnaire.

- Once registered you will receive an email from **Panacea** stating you have been invited to answer the questionnaire. Click the site link on this email to begin uploading documentation through the questionnaire.
- Once logged into the site you will land on the homepage **Requirements**. On the table below will be a **requirement** named **LCC Transport DPS**.
- Clicking on the name will open up the requirement details as seen below:

The screenshot shows the 'RFX' tab selected in a navigation bar. The main content area is divided into three sections:

- Dates and Financials:** Contract Start Date: 21/07/2025, Contract End Date: 31/08/2025, Lowest or Actual Value: £0.00, Highest Value: £0.00.
- Location and Regions:** Postcode: SW21PG. Regions: United Kingdom (England: Yorkshire and The Humber, North East, West Midlands, London, South West, East Midlands, East of England, North West, South East; Scotland; Wales; Northern Ireland).
- Customers:** Companies: Lincolnshire County Council, CPV Codes: None.

At the bottom, there is a 'Suitability' section:

- Suitable for SMEs (Small and Medium Enterprises): ✓
- Suitable for VCSEs (Voluntary Community and Social Enterprise): ✗

- Click on the tab named **RFX** highlighted above to access the questionnaire:

The screenshot shows the 'RFX' tab selected in a navigation bar. Below the navigation bar is a search field and a table of requirements. The table has columns for Type, Name, Auction Details, Auction Date, Status, Reg Closing Date & Time, Response, Documents, Clarification Q&A, Progress, and Action. The first row is highlighted, and the 'Respond' button in the Action column is highlighted in red.

Type	Name	Auction Details	Auction Date	Status	Reg Closing Date & Time	Response	Documents	Clarification Q&A	Progress	Action
Tender	Transport Services - Required Documentation Upload (LAT)	N/A	N/A	Response Not Started	31/07/2025 12:06	1	View	View	0/1	Respond Submit

- Click respond (highlighted above), this will open up a new page for you to respond to each section:

Section	Status	Action
Transport DPS Document Upload	Not Started	Respond

[← Return to Requirement](#) ⓘ Once all sections are Complete, please return to the Requirement and Submit your completed RFX questionnaire.

- Click respond again against the section of the questionnaire to open up the submission screen and begin to fill out your response.

NB: For each document required by the DPS you will need to upload the document and submit an expiry date alongside. In some cases, further information will be required such as 'License Numbers' or 'Cover Amount' (insurances).