

## Accessing and Searching the Contracts Register

The Contracts Register for the Council is on the procurement portal, ProContract. This is a live system used by the Council's procurement partner Welland Procurement. Contracts are saved on here under the name of Welland Procurement. Therefore, once you have completed your search as per the below guidance, you can then filter specifically for Melton Borough Council by exporting the results in Excel format; you can then filter by either Department (MBC) or Central purchasing body (Melton Borough Council)

### Getting to the Contracts Register

- 1) Within the paragraph 'Contracts Register' click on the 'procurement portal' hyperlink or on the green button below the paragraph that says 'View contractsregister' – both will take you to the Contracts Register which contains contract details for organisations in the East Midlands (not just the Council's own contracts).

### Contracts Register

The Contracts Register is a record of the contracts the Council holds with a value of £5,000 or more. Details of the Register can be found within our [procurement portal](#), which can be downloaded in Excel format using the export button.

[View contracts register](#)

## Using / Filtering the Contracts Register

- 1) Using the 'Narrow Your Results' panel on the left hand side of the screen, click on the field that says 'Organisations' and select 'Welland Procurement'.

Contracts register - Search results

[Advanced search](#)  
[National awarded contracts](#)

Narrow your results		Awarded contracts																																													
<p>Portals</p> <p>EastMidsTenders</p> <p>Organisations</p> <p><b>Welland Procurement</b></p> <p>Categories</p> <p>There are 0 categories selected</p> <p><a href="#">Add UNSPSC categories</a></p>	<p>1 2 3 4 5 6 Next &gt;</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Awarded supplier</th> <th>Buyer</th> <th>Start date</th> <th>End date</th> <th>Awarded date</th> <th>Value (est.)</th> <th>Value (Award)</th> </tr> </thead> <tbody> <tr> <td><a href="#">Hosted Income Management System</a></td> <td>Capita Business Services Limited</td> <td>Welland Procurement</td> <td>01/08/2021</td> <td>31/07/2026</td> <td>05/05/2021</td> <td>£90,000</td> <td>£92,082</td> </tr> <tr> <td><a href="#">Town Centre Vision &amp; Masterplan (Melton Borough Council)</a></td> <td>Iceni Projects</td> <td>Welland Procurement</td> <td>20/04/2021</td> <td>19/06/2021</td> <td>19/04/2021</td> <td>£42,350</td> <td>£42,350</td> </tr> <tr> <td><a href="#">A Strategic Outline Business Case (SOBC) For Restoring Your Railways Melton to Nottingham Connectivity</a></td> <td>WSP UK Limited</td> <td>Welland Procurement</td> <td>06/04/2021</td> <td>01/09/2021</td> <td>02/04/2021</td> <td>£69,645</td> <td>Not set</td> </tr> <tr> <td><a href="#">Blaby Graphic Design Services</a></td> <td>AnchorPrint Group Ltd</td> <td>Welland Procurement</td> <td>05/04/2021</td> <td>04/04/2024</td> <td>17/03/2021</td> <td>£50,000</td> <td>£50,000</td> </tr> </tbody> </table>							Title	Awarded supplier	Buyer	Start date	End date	Awarded date	Value (est.)	Value (Award)	<a href="#">Hosted Income Management System</a>	Capita Business Services Limited	Welland Procurement	01/08/2021	31/07/2026	05/05/2021	£90,000	£92,082	<a href="#">Town Centre Vision &amp; Masterplan (Melton Borough Council)</a>	Iceni Projects	Welland Procurement	20/04/2021	19/06/2021	19/04/2021	£42,350	£42,350	<a href="#">A Strategic Outline Business Case (SOBC) For Restoring Your Railways Melton to Nottingham Connectivity</a>	WSP UK Limited	Welland Procurement	06/04/2021	01/09/2021	02/04/2021	£69,645	Not set	<a href="#">Blaby Graphic Design Services</a>	AnchorPrint Group Ltd	Welland Procurement	05/04/2021	04/04/2024	17/03/2021	£50,000	£50,000
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- Click on the green 'Update' button underneath this panel; this will select contracts for Council's supported on the Welland Procurement Portal. To filter specifically for Melton Borough Council, please click the green 'Export' button to get results in Excel format; you can then filter by either Department (MBC) or Central purchasing body (Melton Borough Council).

Welland Procurement

Categories

Contract start date

From To

dd/mm/yy dd/mm/yy

Contract end date

From To

dd/mm/yy dd/mm/yy

Reset Update

Title	Supplier	Buyer	Start date	End date	Awarded date	Value (est.)	Value (Award)
<a href="#">Hosted Income Management System</a>	Capita business Services Limited	Welland Procurement	01/08/2021	31/07/2026	05/05/2021	£90,000	£92,082
<a href="#">Town Centre Vision &amp; Masterplan (Melton Borough Council)</a>	Iceni Projects	Welland Procurement	20/04/2021	19/06/2021	19/04/2021	£42,350	£42,350
<a href="#">A Strategic Outline Business Case (SOBC) For Restoring Your Railways Melton to Nottingham Connectivity</a>	WSP UK Limited	Welland Procurement	06/04/2021	01/09/2021	02/04/2021	£69,645	Not set
<a href="#">Blaby Graphic Design Services</a>	AnchorPrint Group Ltd	Welland Procurement	05/04/2021	04/04/2024	17/03/2021	£50,000	£50,000
<a href="#">Provision of Legal Research Tools</a>	Thomson Reuters	Welland Procurement	01/04/2021	31/03/2024	25/03/2021	£33,143	Not set
<a href="#">Multi-Agency Operations Case Management System</a>	Empowering-Communities	Welland Procurement	01/04/2021	31/03/2023	18/05/2021	£29,600	Not set
<a href="#">Leicestershire Rural Housing Enabler Contract - Leicestershire Rural Housing Group</a>	Midlands Rural Housing	Welland Procurement	01/04/2021	31/03/2022	19/03/2021	£90,400	£90,400
<a href="#">Treasury Management Consultancy</a>	Link Asset Services Limited	Welland Procurement	01/04/2021	31/03/2025	31/03/2021	£42,050	Not set
<a href="#">Audio Visual (AV) Equipment - Council Chamber Melton Borough Council</a>	Auditel Systems	Welland Procurement	15/03/2021	14/03/2024	03/03/2021	£101,000	£89,000
<a href="#">Supply of Hygiene services</a>	Cathedral Hygiene	Welland Procurement	30/10/2020	30/10/2025	29/10/2020	£260	Not set

1 2 3 4 5 6 Next >

Export

- Now you are in the Contracts Register, you can search by contract start and/or end dates if you wish by putting the dates into the fields on the left hand side of the screen (see above screenshot) and clicking the green 'Update' button once you have done this.
- If you wish to search by contract name / goods or service type / supplier name, you can do this by typing keyword(s) in the 'Search' field located above the register on the right hand side of the screen. Once you have typed your keyword, for example 'Stationery,' click on the green 'Go' button and this will pull up the relevant contract details.



Home > Contracts register

All data Search Go

Contracts register - Search results

Advanced search  
National awarded contracts

Narrow your results

Portals

EastMidsTenders

Organisations

Welland Procurement

Categories

Awarded contracts

1 2 3 4 5 6 Next >

Title	Awarded supplier	Buyer	Start date	End date	Awarded date	Value (est.)	Value (Award)
<a href="#">Hosted Income Management System</a>	Capita Business Services Limited	Welland Procurement	01/08/2021	31/07/2026	05/05/2021	£90,000	£92,082
<a href="#">Town Centre Vision &amp; Masterplan (Melton Borough Council)</a>	Iceni Projects	Welland Procurement	20/04/2021	19/06/2021	19/04/2021	£42,350	£42,350
<a href="#">A Strategic Outline Business Case (SOBC) For Restoring Your Railways Melton to Nottingham Connectivity</a>	WSP UK Limited	Welland Procurement	06/04/2021	01/09/2021	02/04/2021	£69,645	Not set

- 5) If there is no information / contract using the keyword(s) you entered, it will say 'No data to display'.

Contracts register - Search results

[Advanced search](#)  
[National awarded contracts](#)

**Narrow your results**

**Portals**

EastMidsTenders

**Organisations**

Welland Procurement

**Awarded contracts**

No data to display

Export

- 6) If you wish to search again with another word, type it into the search field and click the green 'Go' button as before.
- 7) When you have finished using the 'search' field, delete the keyword(s) and click the green 'Go' button to take you back to the whole of the Contracts Register.