

# Hunter Buyers Portal User Guide

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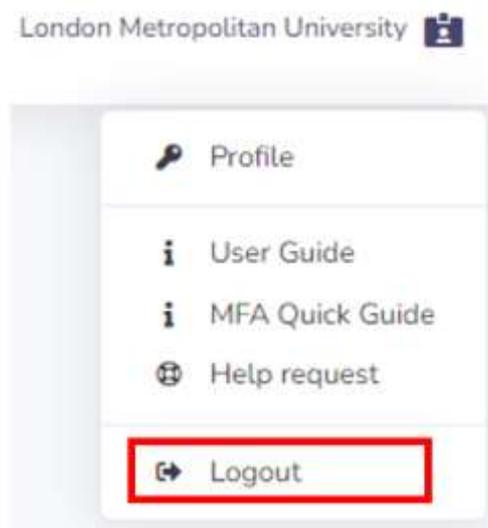
# Introduction

The buyers portal can be accessed here: <https://www.hunterpcm.uk/login>

If you need to reset your password, please select “Forgot Your Password?” and a password reset link will be sent to your email address. Please check your junk/spam folders. If you have any issues logging in, please email [Helpdesk@apuc-scot.ac.uk](mailto:Helpdesk@apuc-scot.ac.uk).

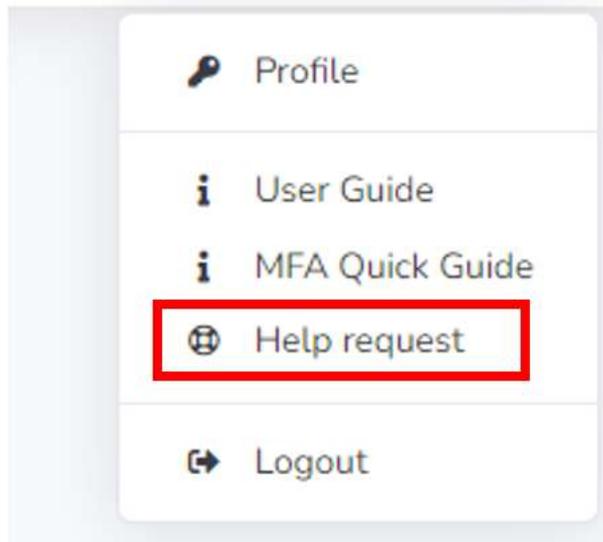


To log out, select the user menu at the top right of the page and select “logout”.



## Help Request

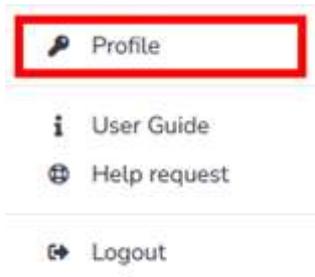
If you have a question or need assistance about using buyers portal, select “Help Request” from the user menu at the top right of the page.



Your completed help request form will be sent to the APUC helpdesk ([Helpdesk@apuc-scot.ac.uk](mailto:Helpdesk@apuc-scot.ac.uk)).

## User Profile

To view your user profile, you can select the user menu at the top right of the. The profile holds information such as **User Information, Multi-Factor Authentication (MFA) and Password Management.**



## User Information

Within the User Information section, you will be able to see your **Full Name, Email/ Login,** and your **Institution.** If you need to change your **Name** or **Email address** at any point you can click on the edit button. Please note that if you change your email, you will need to use the updated email address the next time you log in.

## User Information

Save

Full Name Example User

Email / Login example@apuc-scot.ac.uk

Institution APUC

×

### Please Note!

If you change your email address, the next time you log in you will need to use the updated address to access Hunter.

Once you have entered your changes, you will notice that the **Edit** button has changed to **Save**. If you are changing your **Email/Login**, then you will notice the changes next time you log into HUNTER.

## Multi-Factor Authentication

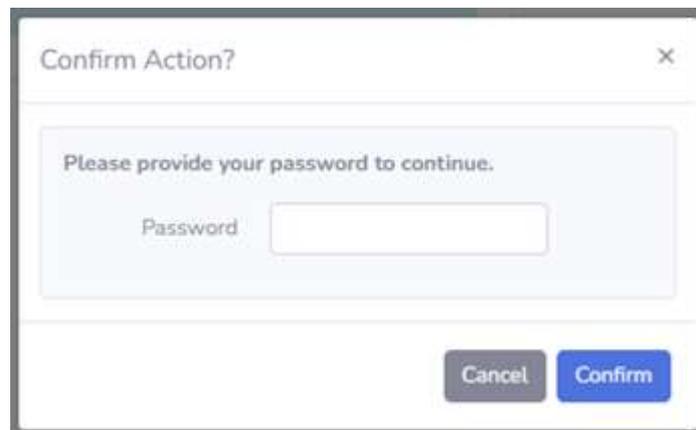
Multi-Factor Authentication is a security feature of the HUNTER buyers portal that will require you to have access to your mobile device each time you login. This feature is Disabled by default.

## Multi-Factor Authentication

Status Disabled

Enable

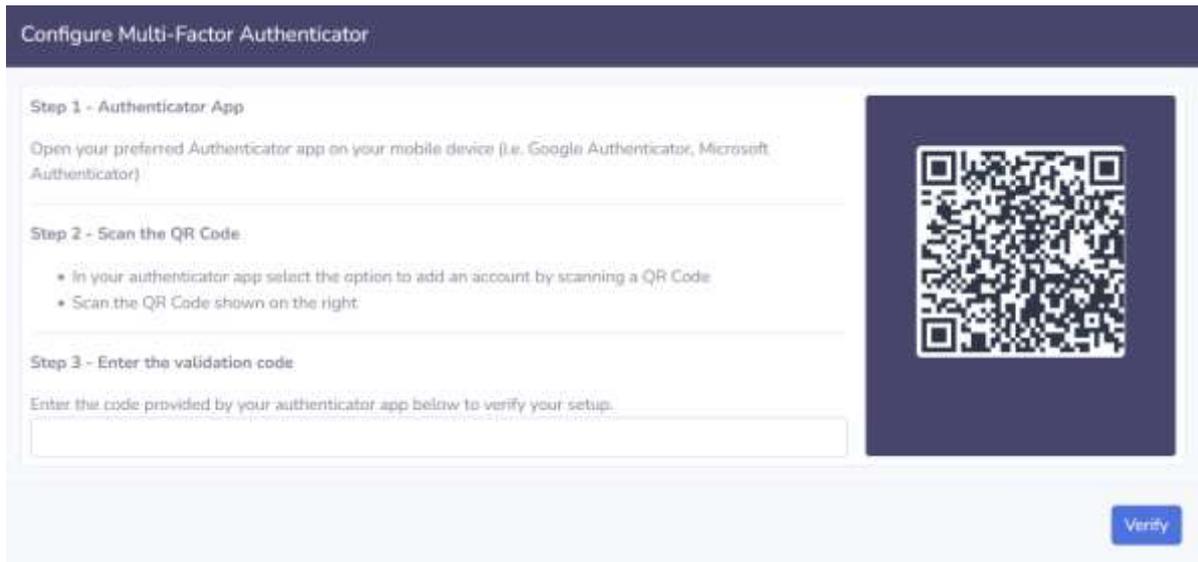
To enable the multi-factor authentication, you will click on the 'enable' button. Before you set up the multi-factor authentication, you will be asked to populate your password. Please note that this is the same password you will use to log into the HUNTER buyers portal.



A dialog box titled "Confirm Action?" with a close button (X) in the top right corner. The main content area contains the text "Please provide your password to continue." followed by a "Password" label and an empty text input field. At the bottom of the dialog, there are two buttons: "Cancel" and "Confirm".

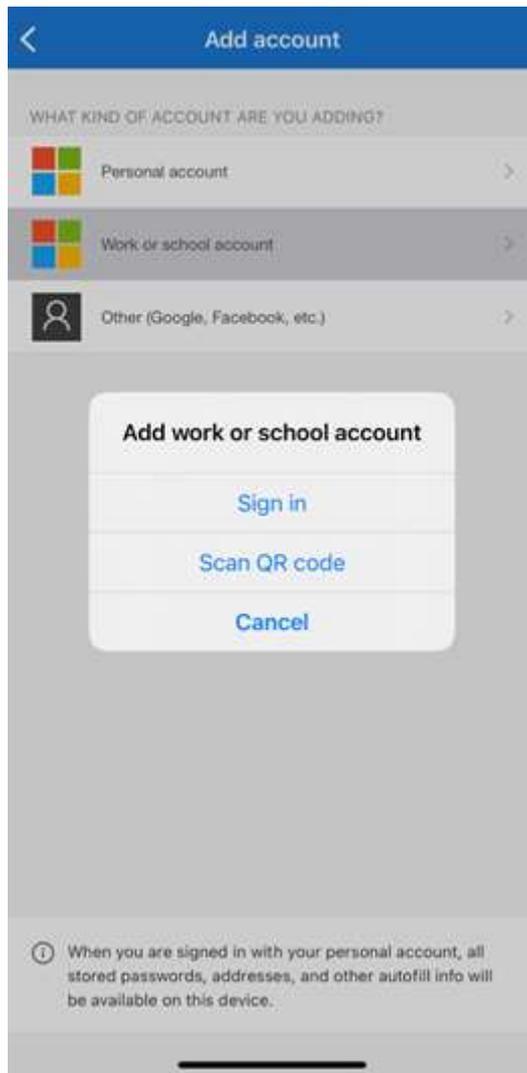
Once you have populated your password, you will receive a pop-up with further instructions on how to set up the multi-factor authentication. This is where you will need to use the Microsoft

Authentication app or your designated authenticator app, as you will need to add another account by scanning the QR code that has been provided to you.



To add another account in Microsoft Authenticator or your designated authenticator app, you will select '+' at the top right-hand corner. Please note the below screenshots are taken from the Microsoft Authenticator app, other versions may differ slightly.



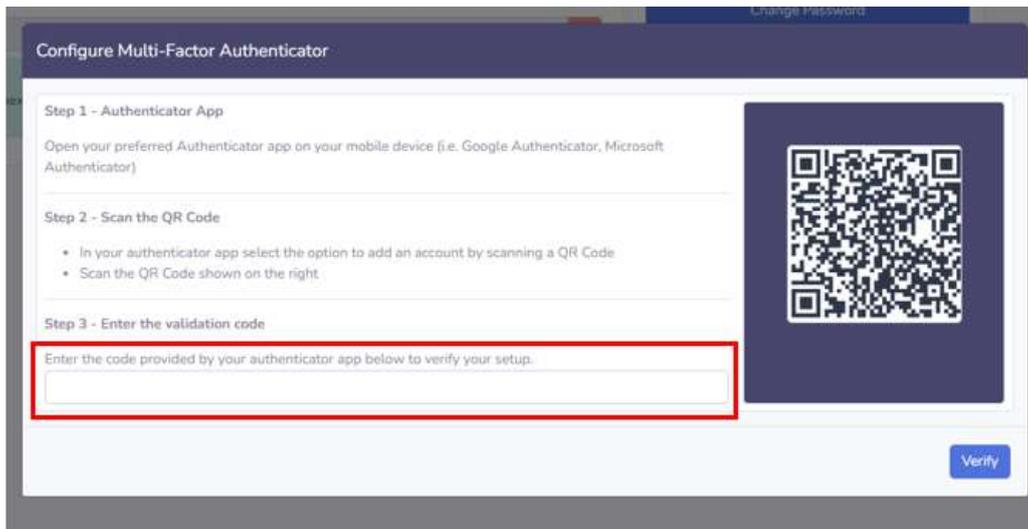


Once you have clicked the '+' symbol, you will be given an option of 2 different accounts to add;

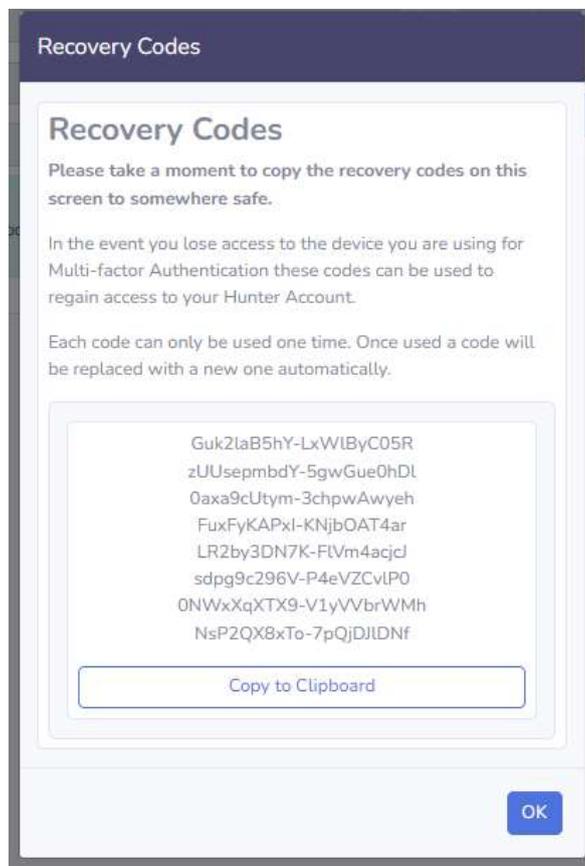
- Personal account
- Work or School Account

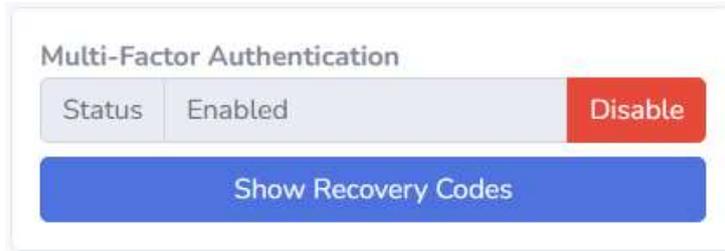
Select 'Work or School Account', and you will be asked to scan a QR code. Once you scan the QR code, you will be given a code, and you will be asked to populate that in the HUNTER buyers portal. Please note that Microsoft Authenticator or your designated authenticator app, will give you a new code every 30 seconds.



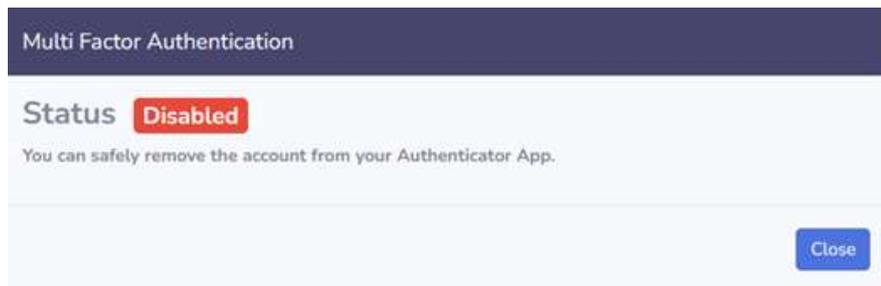


Once you have provided the code, you select 'Verify'. Once you have verified your account, you will receive another pop-up containing some recovery codes. The recovery codes can be used if you do not have Microsoft Authenticator or your designated authenticator app to hand. Each recovery code can only be used once, and once it has been used, a new one will be generated. Make sure to save these codes either in a word document or as a note in Outlook.





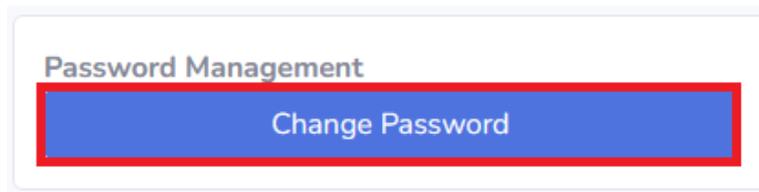
Once you have saved your codes, select 'Ok' and now you are all set up with multi-factor authentication. To disable Multi-Factor Authentication just press the button located next to the Status.



You will be prompted the Multi-Factor Authentication has now been disabled and you can continue using the HUNTER buyers portal.

### Password Management

To change your Hunter password, you can press the Change Password button within Password management.



You will receive a prompt asking for your Current Password, a New Password, and a confirmation of the new password.



Once you are happy with your changes, you can press the Update button on the bottom right of the screen or cancel to undo the changes.

## Overview

### Available Frameworks

When you log into the buyers portal, the first thing that you will see is the list of frameworks that are available to you. To search for a framework, you can use the search bar which will allow you to search by framework reference or framework title.

Reference	Title	Contract Start Date	Current End Date
09-21 SE	Supply and Delivery of Library Books and Textbooks	01/08/2022	31/07/2026
10-21 SE	Digital Publications and Services (Supply of)	01/08/2022	31/07/2025
AV1018 AP	The Supply and Installation of Audio-Visual Equipment & Associated Services	18/01/2023	17/01/2025
AV13145 NW	Broadcasting Equipment and Integration Services	01/07/2023	30/06/2027
AV13199 NW	Photographic Equipment and Consumables	19/02/2024	18/02/2026
CAT1066 AP	Fresh Dairy Products	25/10/2021	24/10/2024
CAT1067 AP	Fresh Fish & Seafood	02/08/2021	01/08/2025
CAT1068 AP	Fresh Fruit & Vegetables	20/06/2023	19/06/2025
CAT1069 AP	Fresh Butcher Meat	05/08/2023	04/08/2025
CAT1070 AP	Catering Sundries (1919 Scotland Excel) Supply & Delivery	01/08/2020	30/11/2024
CAT1071 AP	Fresh Bakery Products	07/03/2024	06/03/2027
CAT1072 AP	Water Coolers (20-21)	07/07/2022	06/07/2025

## Framework Information

To view a framework's information, you can click on the framework to get a pop-up.

The screenshot shows a pop-up window titled "CAT1071 AP" for "Fresh Bakery Products". At the top, it lists the Contracting Authority as APUC, with contact details for Louise MacFarlane (Phone: 0131 442 8940, Email: lmacfarlane@apuc-scot.ac.uk). There are buttons for "Export" and "Download Documentation".

The main content is divided into several sections:

- Key Information:** Framework Start Date: 07/03/2024, Current End Date: 06/03/2027.
- Framework Suppliers:** A list of suppliers including "D. McGeec & Sons", "Fisher & Donatson", and "SALTIRE PATISSERIE LTD".
- Framework Documentation:** A list of documents with expandable icons: General, Buyers Guide, Terms & Conditions, Contract Notices, and Tender Documentation.
- Scope of Requirements:** A detailed description of the bakery products and the lots included (Lot 1A to Lot 2E).
- Accessibility:** APUC Ltd and its members.
- Added Value:** Louise.
- Call Off Method:** Direct Award via ranking - Desktop Evaluation - Mini competition.
- Responsible Procurement:** A list of commitments including waste reduction, availability of goods, community benefits, and training opportunities.

At the bottom, there is a footer that says "For further information, please refer to the Buyers Guide" and a "Close" button.

At the top of the record, you can view the main framework information i.e. contracting authority, procurement lead and their contact details as well as the option to export the guide to a PDF and download all the frameworks documentation.

This is a close-up of the top section of the pop-up window. It features the title "CAT1071 AP" and "Fresh Bakery Products". Below this, the Contracting Authority is identified as APUC, with contact information for Louise MacFarlane: Phone 0131 442 8940 and Email lmacfarlane@apuc-scot.ac.uk. At the bottom of this section are two buttons: "Export" and "Download Documentation".

Further down the display, you can see important framework information: such as key dates, framework suppliers, documents and lot information (if applicable). If the quick reference guide has been populated by the procurement manager, this will also appear in the display.

The screenshot shows a dashboard with three main sections. On the left, 'Key Information' displays 'Framework Start Date: 07/03/2024' and 'Current End Date: 06/03/2027'. Below it, 'Framework Suppliers' lists four suppliers: 'Buon giorno tutti ltd', 'D. McGhee & Sons', 'Fisher & Donaldson', and 'SALTIRE PATISSERIE LTD.'. On the right, 'Framework Documentation' lists categories: 'General' (1), 'Buyers Guide' (2), 'Terms & Conditions' (1), 'Contract Notices' (1), and 'Tender Documentation' (5). Below these are three boxes: 'Scope of Requirements' (A range of fresh bakery products including : Fresh bread, rolls, pancakes), 'Accessibility' (APUC Ltd and its members), and 'Added Value' (Louise).

### Framework Documentation

You can view and download individual framework documents by selecting the document type.

This screenshot shows the 'Framework Documentation' section with a download icon at the top right. It lists document types: 'General' (1) and 'Buyers Guide' (2). Under 'Buyers Guide', there are two links: 'APUC Buyers Guide' and 'Snapshot Report', each with a document icon.

You can download all of the framework documents by selecting “Download Documentation” at the top of the framework display, or by selecting the download symbol at the top of the Framework Documentation box.

This screenshot is similar to the previous one, but the download icon (a blue square with a white download symbol) at the top right of the 'Framework Documentation' header is highlighted with a red square.

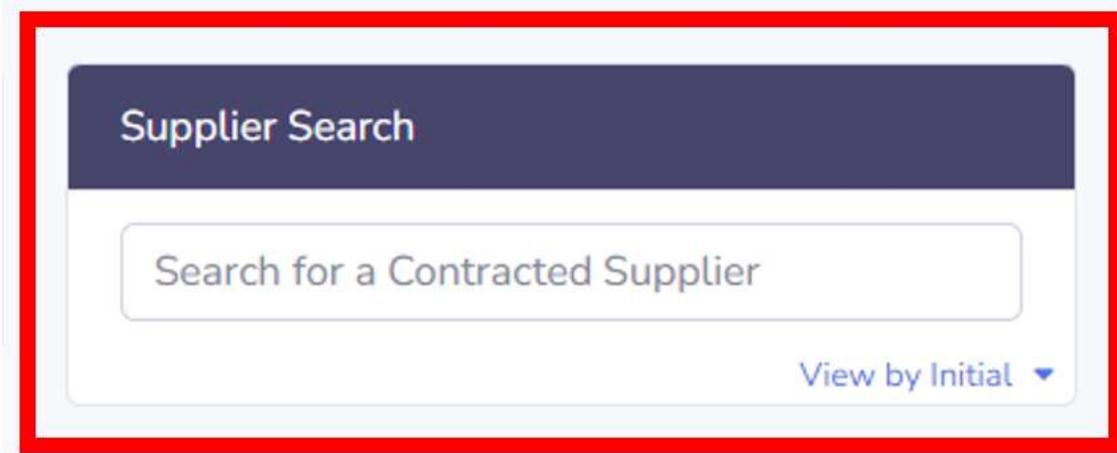
### Framework Suppliers

You can view the suppliers named on the agreement down the left-hand-side of the framework display. To view more information about the supplier, you can click on the supplier name to view their record.

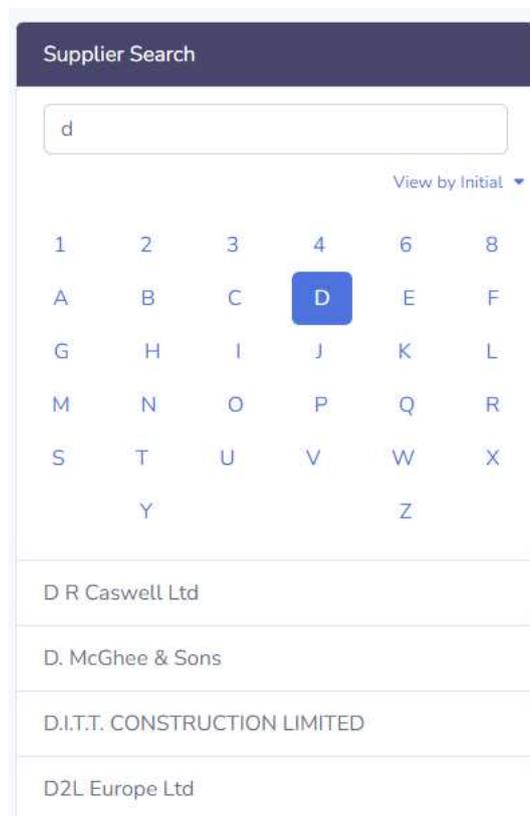
# Suppliers

## Supplier Search

If you would like to view the agreements a specific supplier is named on, you can search for this information using the search functionality at the top-right of the overview page.



You can also search by their initial.



## Supplier Information

Within the supplier information record, you are able to see the frameworks that the supplier is named on as well as the supplier contacts for each framework agreement.



## Reports

The reporting tools can be accessed by selecting 'Reports' in the navigation pane. A drop-down menu will allow you to open your specific reports. You may be prompted to select which academic year you would like to run the report for.

### Benefits Statement

The 'Benefit Statement' report provides you with a breakdown of spend per category which includes their spend and savings for that financial year. This report also shows you the savings that you have made through your use of collaborative agreements. Please note that this report is available for many years, so you will need to select the year from the drop-down list.

Within the report, you can search for a framework by the reference, title or by supplier. You can also filter the report by category. This report can also be exported to excel.

### Spend Analysis

The 'Spend Analysis' report provides you a breakdown of your KPI data for the last 3 years and provides you the chance to view your finance spend and the reported supplier spend.

Finance Spend – is reported from your organisation's finance system excluding VAT.

Reported Spend – has been reported by suppliers named on the framework. It is spend reported through a framework excluding VAT, that has been invoiced during the quarters of the financial year.

Within the report, you can filter by supplier name or you can filter by procHE level 1 and level 2. This report can also be exported to excel.

### Scope 3 Emissions

This is an overview report which shows the breakdown of carbon emissions per procurement category. Using the pivot table and charts within the report, you can drill-down into each category to see more about the breakdown of calculated carbon emissions. This report has been populated with your organisations data taken from your spend data you have provided to UKUPC Consortia.

## Training Videos

Level 1: View Only Access to Collaborative Agreements <https://youtu.be/R2LXV9r1d4Y>

Level 2: Level 1 Access & Contract Uptake & Suite of Reports: <https://youtu.be/r39llQJD5Q>

If you have any questions, please contact us at [helpdesk@apuc-scot.ac.uk](mailto:helpdesk@apuc-scot.ac.uk)