North Yorkshire County Council

Supplier and Contract Management System (SCMS)

Suppliers Guide 3 –

Accessing documents for Health and Adult Services Approved Lists

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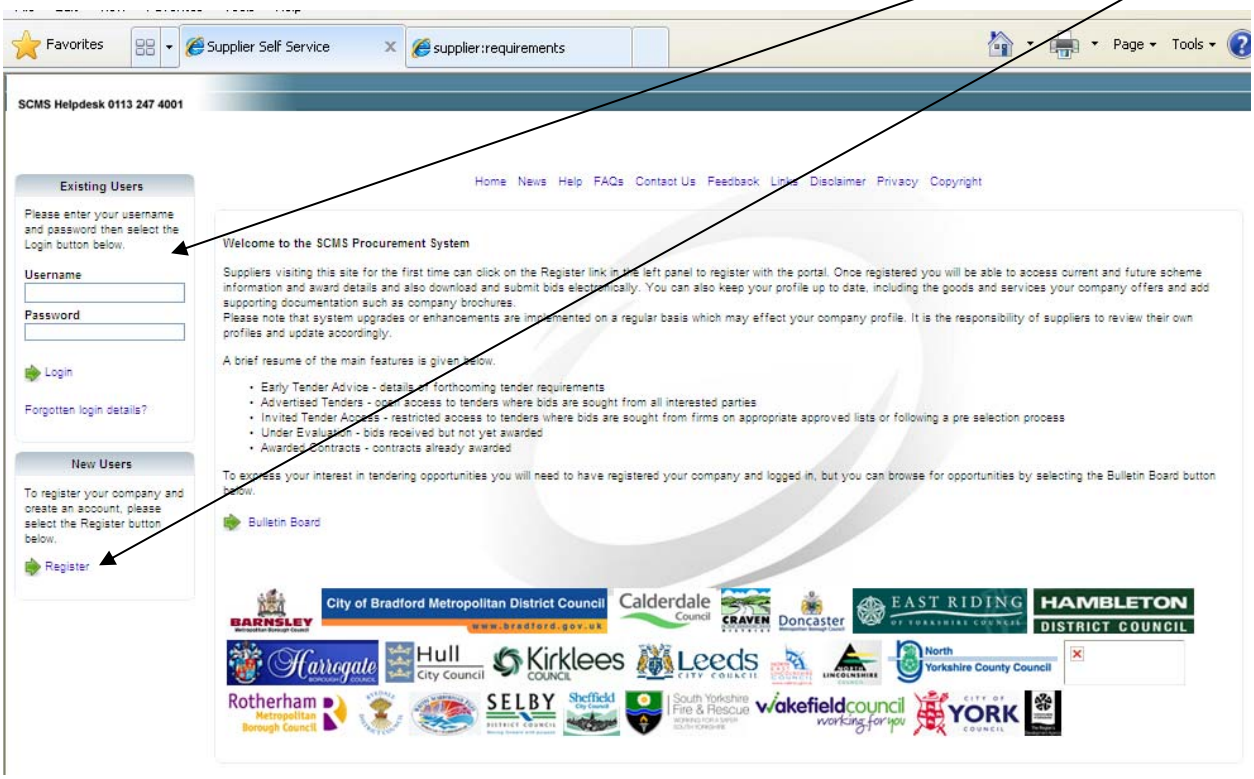
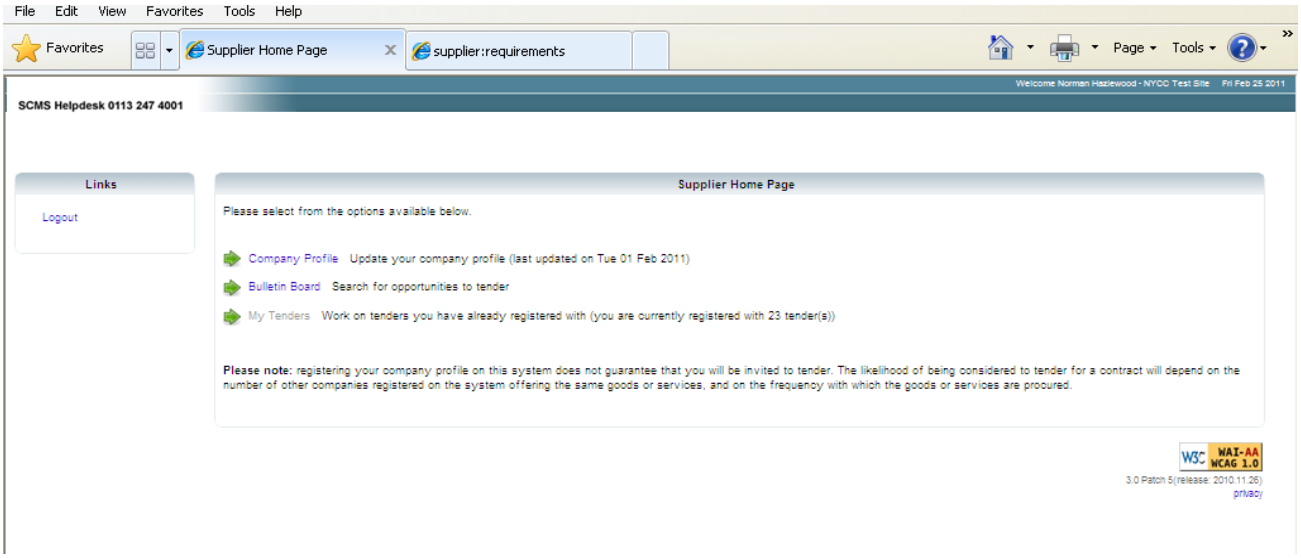
Accessing SCMS

Access SCMS via https://scms.alito.co.uk using your internet connection. Log in here or register your company (if you are new to the SCMS system).

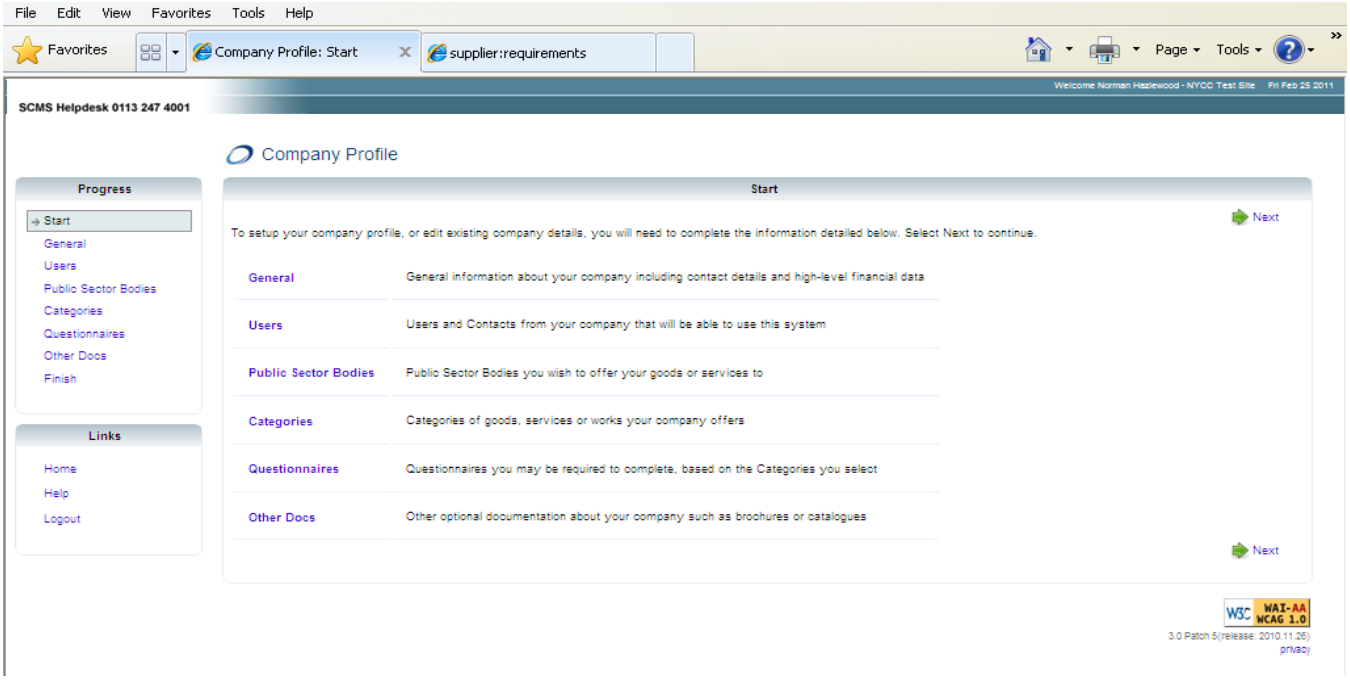


Once logged on, you will be presented with the following:

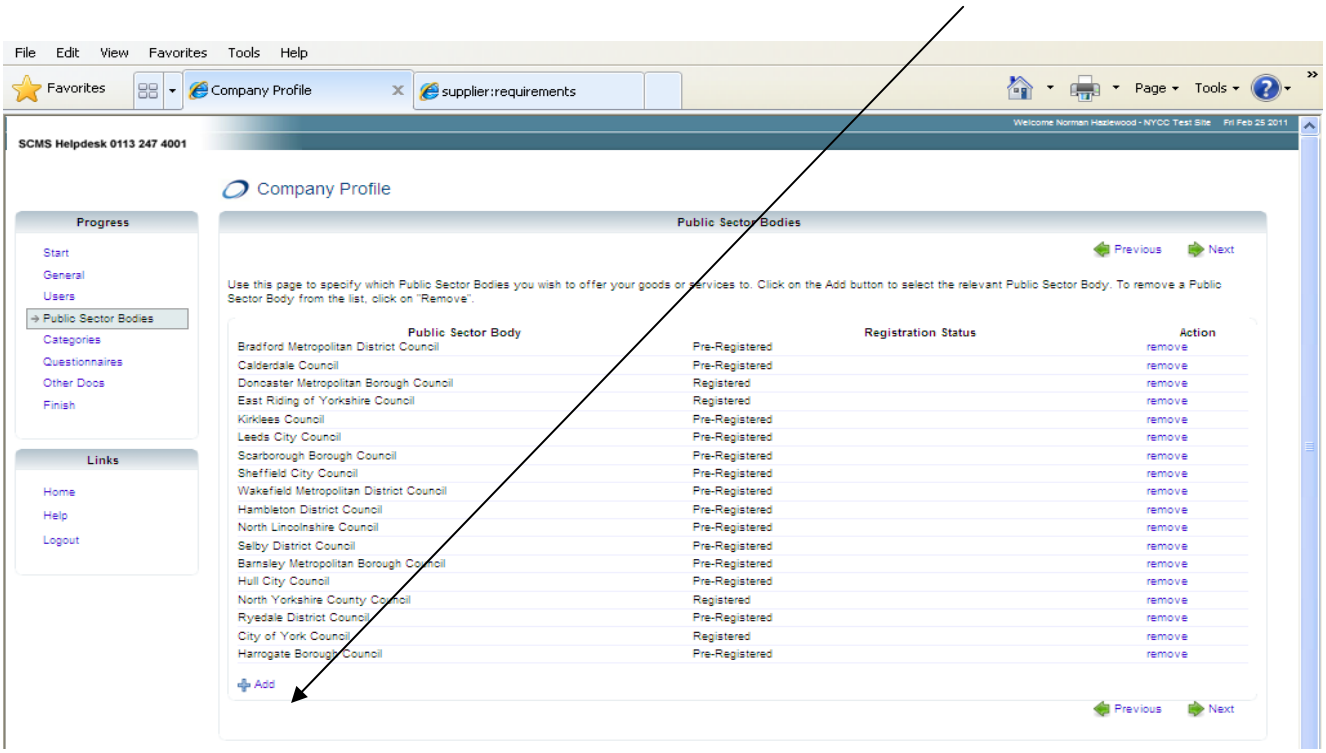


Ensuring your Company Profile is up-to-date

To find the Provider List information, you will need to select, the 'Company Profile' tab, which will bring up the following:



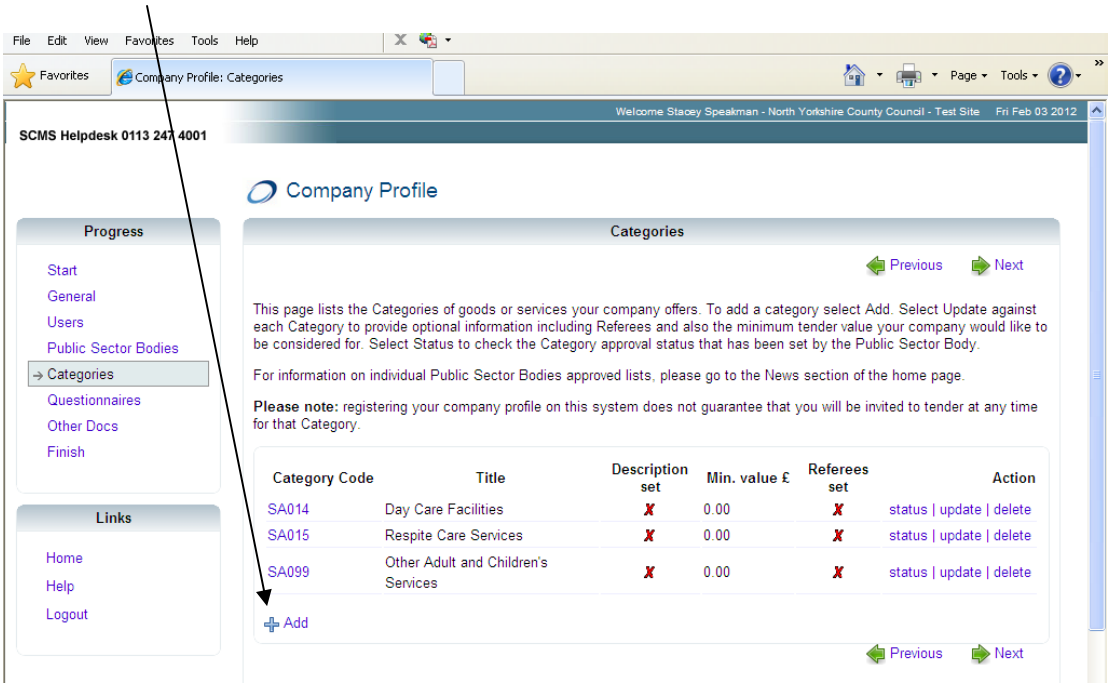
Providers will need to ensure they have registered against North Yorkshire County Council in the 'Public Sector Bodies' section on the left of the screen. This will bring up the screen below. To add a Council you will need to scroll to the bottom and select 'add', and select the relevant Council.



Providers will also need to ensure that they have registered for either:

- SA008 Domiciliary Care Services;
- SA013 Registered Nursing Homes for Adults or
- SA016 Registered Residential Homes for Adults as required.

Similarly, in the same way as adding Councils, to add a category, you will need to scroll to the bottom, select 'add', and choose the relevant category.



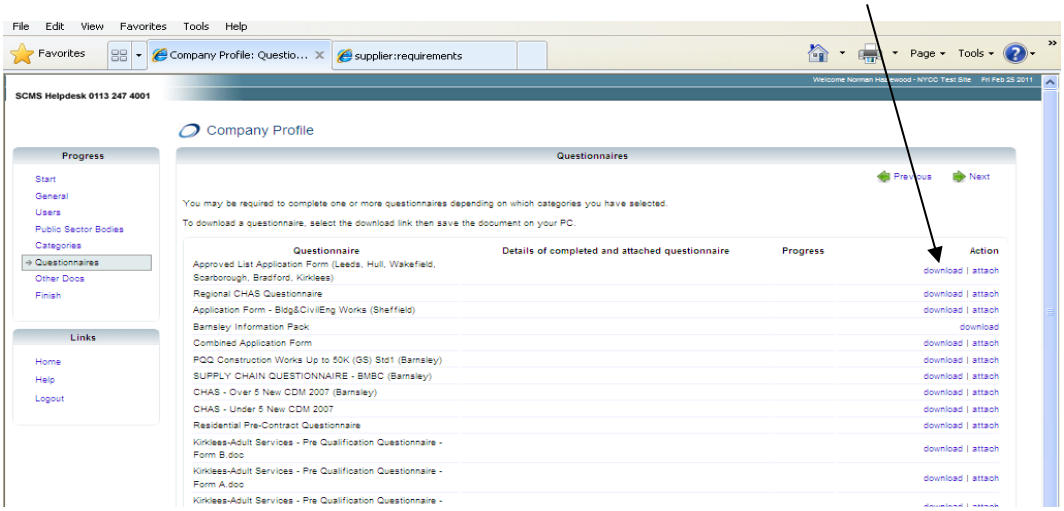
Downloading the relevant documents

Once you have satisfied the above points, the relevant Provider Pack information should be automatically included in the 'Questionnaires' section as below:

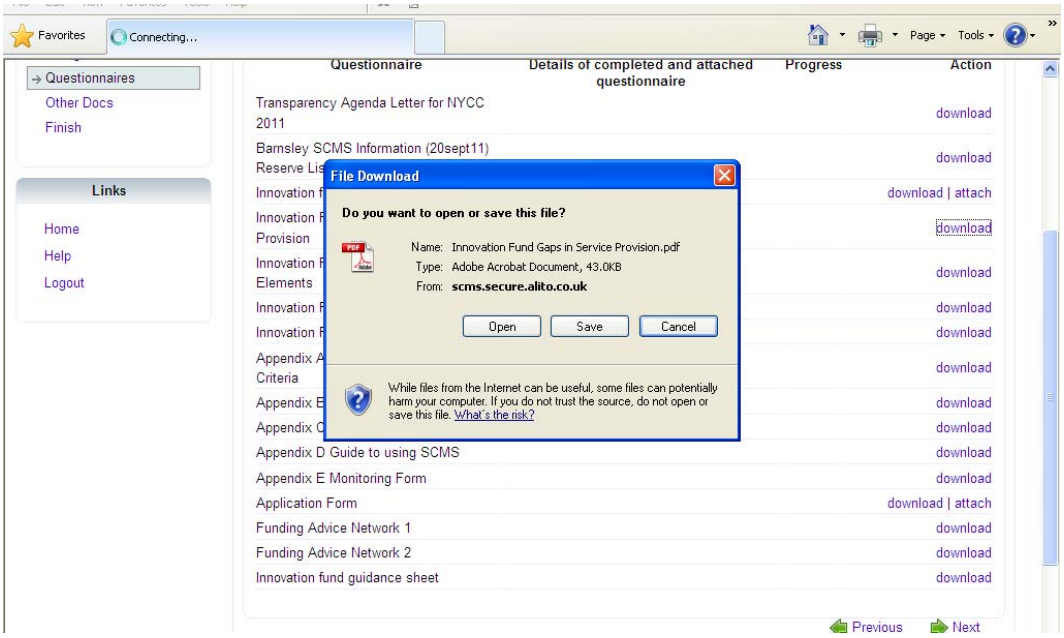
This will be called either:

- Complete Domiciliary Care Pack Final (North Yorkshire); or
- Complete Care Home Pack Final (North Yorkshire).

You will need to download the documents by selecting 'download' under the actions column.



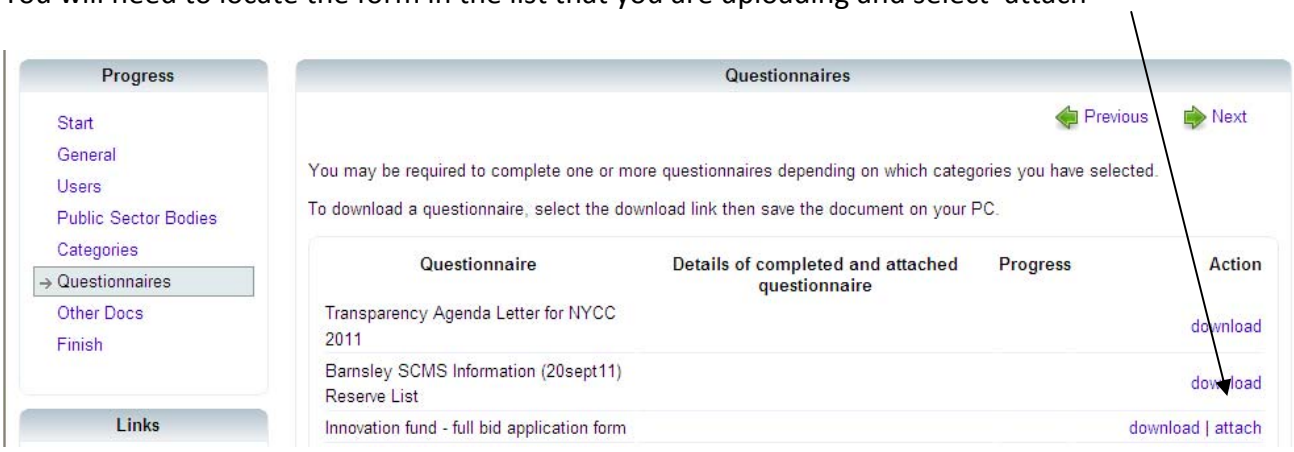
Once you have selected 'download' you will be prompted by the system to open or save the document. You will need to save this document to an area on your computer in order for you to complete ready for upload.



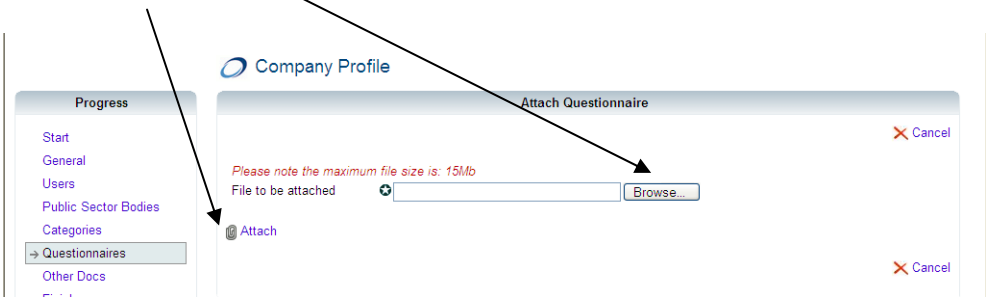
Uploading your application form

When you have completed the document you need to log in to SCMS and return to the questionnaires section of the company profile.

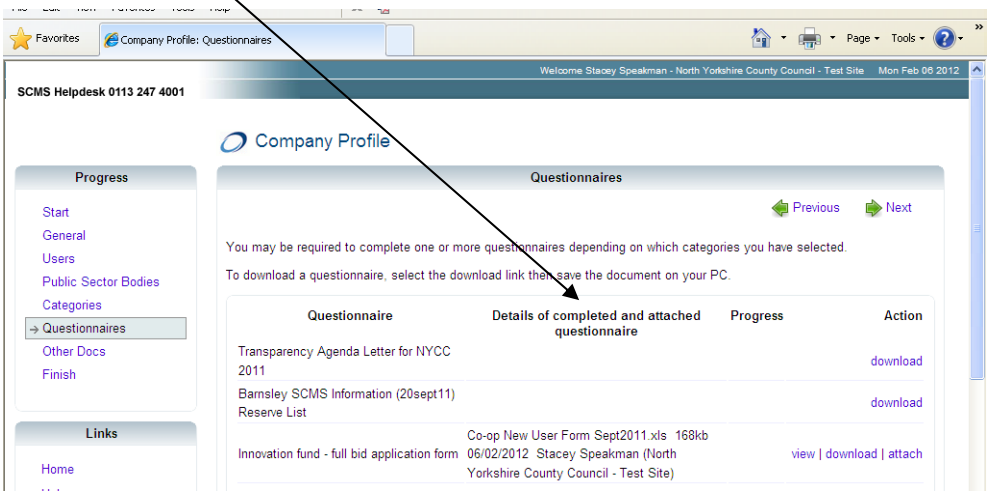
You will need to locate the form in the list that you are uploading and select 'attach'



Select 'browse' and locate the completed file from your computer. Once you have done this select 'attach'.



The system will return to the Questionnaires screen and you will see your attached document in the middle column:



If you want to replace the document you can select 'attach' under the actions column and repeat the process above.

Once you have completed this you will need to let the relevant contact in Health and Adult Services aware that you have completed the application form (the contact will be detailed in the application form).