

## **LGSS SUPPLIER GUIDE TO USING DUE NORTH**

*Click on ctrl + the link you need, to go to the relevant page:*

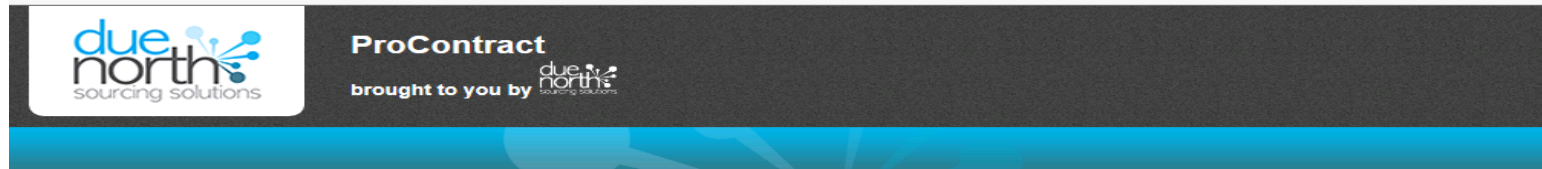
**[Registering an Account](#)**

**[Contacting the Buyer](#) (and Due North Contact Details)**

**NOTE:** This guide that has been put together by LGSS Procurement to assist bidders in responding to LGSS tenders on Due North. Bidders using this guide are still fully responsible for ensuring their responses are submitted correctly. Other support is also available in the form of a Due North helpdesk and Due North user guides which are both referenced within this guide.

## Registering an Account

- Go to [www.lgssprocurementportal.co.uk](http://www.lgssprocurementportal.co.uk)
- Click 'Register free'



### Log In

User Name

Password

[Forgotten your username or password?](#)

[Continue](#)

### Welcome to ProContract

#### Already registered?

Simply enter your chosen username and password and click 'Continue'

#### New to ProContract?

**Suppliers** - If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

#### Migrated from ProContract Version 2?

If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - [First time login following migration](#)

#### Still need help?

Please visit the [help center](#) where you can access an extensive help library, FAQ's, videos and guides

- You will then see a page of minimum IT requirements – please ensure that you read them and are sure you comply with them to ensure you can access the site smoothly

▼ **Minimum and recommended system requirements**

Any internet capable PC will be able to successfully use the AI Procurement application. recent tests highlighted no performance issues using a laptop and Apple eMac with the following specifications:

IBM Thinkpad - Intel Pentium 3 850Mhz, 512MB RAM running Windows 2000 Professional Apple eMac - PowerPC G4 1Ghz, 1GB RAM running OSX 10.4.11

Please find detailed specifications below:

**PC - Computer specifications**

	Minimum	Recommended
Processor	Intel/AMD 200Mhz	Intel/AMD 1Ghz
Operating system	Windows 98 and above / Linux	Windows XP and above / Linux
Memory	32 MB	1 GB
Internet browser	Internet Explorer (Version 9) Google Chrome (Version 32) Firefox (Version 30) Safari (Version 6.26) Opera (Version 22)	Internet Explorer (Latest) Google Chrome (Latest) Firefox (Latest) Safari (Latest) Opera (Latest)
Screen display	800x600 256 colours	1024x768 32-bit colour
Internet connection*	56K Dialup	512k Broadband

**Apple Mac - Computer specification**

	Minimum	Recommended
Processor	Power PC 300Mhz	Intel/Power PC 1Ghz
Operating system	Mac OS 9.0+	Mac OSX
Memory	32 MB	1 GB
Internet browser	Safari (Version 6.26)	Safari (Latest)
Screen display	800x600 256 colours	1024x768 32-bit colour
Internet connection*	56K Dialup	512k Broadband

\* Performance of uploads/downloads is directly related to the bandwidth/usage of your internet connection. It may also be affected by the configuration of your computer/internet browser. The bandwidth available at our data centre supports the highest connection speeds available, so you should always get the best performance that your configuration provides.


[Continue](#) [Cancel](#)

- Click 'Continue' at the bottom of the page
- On the next page you can begin to create your account by entering your information. Click 'Next' when completed

## Register

1 Requirements 2 Contact Info 3 Company Info 4 Description 5 Opportunities 6 T&Cs 7 Confirmation

We require all this information to create your account unless marked as optional.

Title	First name	Last name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Job title	Department 	
<input type="text"/>	<input type="text"/>	
Telephone	Fax (optional)	Mobile (optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email

We will use this to notify you of new opportunities.

Confirm email


Username

Will default to your email address, however this may be changed if required.

Password

Your password must be between 5 and 12 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols.

Confirm password


Memorable Word 

Please enter a memorable word that will be used on login to verify you as a user.


Memorable word hint

Enter a hint that will help you remember your memorable information.  
e.g. First pet's name

Preferred language

English 

Preferred time zone

(UTC) Dublin, Edinburgh, Lisbon 

[Continue](#) [Back](#) [Cancel](#)

- Click 'Contact' when information has been entered
- On the next page you will be asked to enter company information.

## Register

Requirements

Contact info

3 Company info

4 Description

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We require all this information to create your account unless marked as optional.

Company name

Test123

x

Address

Testville

Town

County

Northamptonshire

Postal code / zip

Country

United Kingdom

Website (optional)

http://www.example.com

Registration number (optional)

☐ N/A

VAT number (optional)

☐ N/A

- Click 'Continue' when finished
- You will then be asked to add a company description and set your company classification.

## Register

Requirements Contact info Company info **4** Description 5 Opportunities 6 T&Cs 7 Confirmation

We require all this information to create your account unless marked as optional.

**Company description**  
*Promote your company to potential buyers.*

**Company keywords**  
*Improve your company's searchability by entering a number of keywords.*

1.

2.

3.

4.

5.

6.

### Classifications

*Please check all that apply. This information is used for reporting purposes only.*

#### Legal Status of Organisation

- ☐ Charitable Incorporated Organisation (CIO)
- ☐ Community Interest Company (CIC)
- ☐ General Partnership
- ☐ Industrial & Provident Society
- ☐ Limited Liability Partnership (LLP)
- ☐ Limited Partnership
- ☐ Private Company Limited by Guarantee (LTD)
- ☐ Private Limited Company (LTD)
- ☐ Public Limited Company (PLC)
- ☐ Sole Trader
- ☐ Unlimited Company
- ☐ Other

#### Further Organisation Detail (optional)

- ☐ Public Sector Organisation
- ☐ Social Enterprise Partner
- ☐ Living Wage
- ☐ Enterprises
- ☐ Charity
- ☐ A Company Owned & Managed By Women
- ☐ Black and Minority Ethnic (BME) Organisation
- ☐ Social Enterprise (SE)
- ☐ Franchise
- ☐ Voluntary Community Sector (VCS)
- ☐ Mutual

[Continue](#) [Back](#) [Cancel](#)

- On the next page, type a word related to your business and click search. Make sure the boxes next to the relevant categories are checked and then click 'Select Categories'. Click 'Continue'.

- You will now receive email alerts notifying you when a PQQ/ ITT is posted that contains the categories you have selected in registration.
- Click 'Search/ Select Categories' and add areas of interest.
- On this page you will also be able to choose who you receive notifications from

Requirements

Contact info

Company info

Description

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We require all this information to create your account unless marked as optional.

Categories

Have opportunities in the following categories emailed to you.

Select categories

Regions

Limit opportunities that you are emailed about to regions you supply.

Select regions

Continue

Back

Cancel

- Once you have chosen, click 'Continue'

- You will now be asked to accept the privacy policy and Due North's terms and conditions

Requirements

Contact info

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Due north terms and conditions

Due North Limited

Terms and Conditions of use

Acceptance of Terms

The Website may provide communication tools such as email, bulletin boards, chat areas, news groups, classifieds, forums and/or other message or communication facilities ("the Services") designed to enable you to communicate with others. Unless stated otherwise the Services are for your personal and organisation's use only. Your access to and use of [www.nepoportal.org](http://www.nepoportal.org) ("the Website") and the Services outlined, are subject exclusively to these Terms and Conditions.

You will not use the Website/Services for any purpose that is unlawful or prohibited by these Terms and Conditions. By using the Website/Services you are fully accepting the terms, conditions and disclaimers contained in this notice. If you do not accept these Terms and Conditions you must immediately stop using the Website/Services.

Due North Limited reserves the right to update or amend these Terms and Conditions at any time and your continued use of the Website/Services following any changes shall be deemed to be your acceptance of such change. It is therefore your responsibility to check the Terms and Conditions regularly for any changes.

International Use

You agree to comply with all applicable laws regarding the transmission of technical data exported from the United Kingdom or the country in which you reside

Privacy policy

What is this Privacy Policy for?

This privacy policy is for this website <http://procontract.due-north.com/> and served by Due North and governs the privacy of its users who choose to use it. The policy sets out the different areas where user privacy is concerned and outlines the obligations & requirements of the users, the website and website owners. Furthermore the way this website processes, stores and protects user data and information will also be detailed within this policy.

The Website

This website and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies with all UK national laws and requirements for user privacy.

Use of Cookies

This website uses cookies to better the users experience while visiting the website. Where applicable this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer / device. This complies with recent legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's computer / device. Cookies are small files saved to the user's computer's hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website. Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors.

☒ You must agree to all conditions to continue

Continue

Back

Cancel



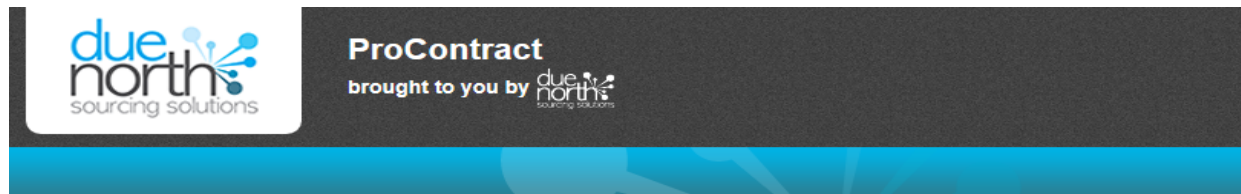
- If you agree to both then check the associated boxes and click 'Continue'
- On the next page you will see an overview of your registration details
- Click 'Submit Registration' when ready

Register

Requirements Contact info Company info Description Opportunities T&Cs 7 Confirmation

Name	Mr Matt Griffiths
Job title	Test
Department	Test
Telephone	00000 000000
Fax	
Mobile	
User name	mgriffiths400
Email	procurementsupport@gigas.co.uk
Company name	Test122
Address	Testville, Testville, Northamptonshire, NN4 7YD United Kingdom
URL	
Registration number	N/A
VAT number	N/A
Company description	We are.....
Keywords	Transport, Taxi, Car, Bus
Number of employees	10
Legal Status of Organisation	Sole Trader
Further Organisation Detail	
Categories	22000000 - Building and Construction Machinery and Accessories
Regions	UK - UNITED KINGDOM

Submit registration Back Cancel



## Thank You

Thank you for registering your details. Your registration will be assessed and you will be notified of the outcome in due course.

Continue

- You have now completed your registration and will receive two emails (username and password)
- Return to the [home page](#) to login


## Contacting the Buyer

- All communications with the buyer must be through the Due North messaging system
- The Buyer can only answer questions relating to the contract. For technical queries about the system, Due North must be contacted on:
  - 01670 597 137
  - [support@due-north.com](mailto:support@due-north.com)
- Log in to Due North
- Find the opportunity you are responding to and click on the title of it
- Click 'View Discussions'
- Click 'Create New Message'
- Enter the details of your message and click 'send'

### New message

To: Project team

Subject:

Attachments: 

Send message [Cancel](#)

- You will be able to read received messages in the same 'View Discussions' link
- When you receive a reply to your message, you will be notified via [procontract-notifications@due-north.com](mailto:procontract-notifications@due-north.com)

- Where Potential Providers create a primary account on the LGSS eSourcing Portal (Due North), the software will also allow for additional accounts to be registered. However, Potential Providers must note that additional accounts run independently from any accounts already set up. Account Holders will receive a separate Username and Password and PQQs/ ITTs are not visible between accounts. This means that auto-alert emails such as the notification of a newly published message will only be sent to the account that registers their interest to this ITT.

Account Holders from the same Organisation who wish to work on the same PQQs/ITTs and/or cover each other for leave/sickness may wish to share the existing primary account. To facilitate this, the email address on the primary account can be changed to a generic, group email so that all Users who have access to the account can pick up on alerts and updates.