

PRO-CONTRACT EPROCUREMENT SYSTEM

SUPPLIER GUIDE 1

REGISTERING YOUR COMPANY ON PRO-CONTRACT (PROACTIS)

Note that to demonstrate this set up but not to clog up our live site the log-in process here has been done using the Test Site. However, all steps are the same except for the first screen below where the red box indicates this is the test system.

To register, click on the Live Site Link here

[Log In \(due-north.com\)](http://Log In (due-north.com))

The following screen (minus the red box) will appear!

Log In

User Name

x

Password

.

[Forgotten your username or password?](#)

[Continue](#)

Welcome to ProContract

Important Notice

This is a TEST system

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 need to click on the registration link here

The next screen then appears. Enter your company name and email address in the boxes.

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Register free with ProContract [Minimum requirements](#)

Begin your ProContract supplier account registration by filling in a few details below.

Organisation name

Car Crash Motors Ltd

Email address

amcshane@sec.gov.fk

By clicking 'Continue registration', you agree to the [Terms and Conditions](#) & [Privacy policy](#).

[Continue registration](#)

Already registered? [Log in here](#)

Why should I register with ProContract?

Registration is free and your company profile will be immediately available for opportunities managed by over 30,000 buyers from over 400 private, public sector and 3rd sector organisations.

What happens next?

Once we have verified your company name and email address you will be asked to complete a short registration process including basic company details and contact information. Upon submission, your registration application will be reviewed by the ProContract team and you will be sent an email address confirming next steps.

Do I receive opportunity alerts?

Following successful registration, as part of your company profile you can stipulate your preferred opportunity areas of interest along with geographical locations to which you can supply your goods & services. Overnight, your interests will be matched against the latest published opportunities and you will be notified by email. The email will contain links to review, and if you wish, express your interest in each of the opportunities.

Recently added opportunities [Find opportunities](#)

Results per page: 10 50 100

Buyer Title Interest window Estimated value

Useful links

[Log in](#)

[What is ESPD?](#)

[National contracts register](#)

[PROACTIS supplier support](#)

Then click on the green "Continue registration" button.
The next screen appears.

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Within the “Sign in details” area, confirm your email address, put in a password (minimum 8 characters including numbers and symbols) and repeat this to confirm/

The screenshot shows the 'Sign in details' section of the Proactis Supplier registration form. The Proactis logo is at the top left. A blue arrow points from the text above to the 'Sign in details' header. The section contains fields for 'Email address' (amcshane@sec.gov.fk), 'Repeat email address', 'Password', and 'Repeat password'. There are green checkmarks next to the email and password fields. A blue box on the right states: 'Your email address will become your username' and 'Your password must be at least 8 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols. e.g. Password\$123'.

Then in Organisation details put in your address (**County is required but leave it as “Other (Non-UK)”**)

And finally, in Primary contact details put your name, job title and telephone number/s. Note that this should be your own details. You can add further people in your organisation who may need to use the system later.

Then click the green “Continue registration” button.

The screenshot shows the 'Organisation details' and 'Primary contact details' sections of the Proactis Supplier registration form. The 'Organisation details' section includes fields for 'Organisation name' (Car Crash Motors Ltd), 'Address' (Argos House), 'Town' (Stanley), 'County' (Other (Non-UK)), 'Postal code / zip' (FIQQ 1ZZ), 'Country' (Falkland Islands), 'Website (optional)', 'Registration number (optional)', and 'VAT number (optional)'. The 'Primary contact details' section includes fields for 'Title' (Mr), 'First name' (Alex), 'Last name' (McShane), 'Job title' (Managing Director), 'Department' (Money Collection), 'Telephone' (12345), 'Mobile (optional)', and 'Fax (optional)'. There are green checkmarks next to the fields in both sections. A blue box at the top right states: 'numbers and symbols. e.g. Password\$123'. A 'Privacy Policy' link is visible in the 'Communication preferences' section.

The next section is important for receiving automatic notifications of opportunities that FIG may offer. You need to select the types of goods and/or services that you can offer.

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Below I have put in vehicles and machinery into the keyword boxes.

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Supplier registration - Areas of interest

[Take a tour](#)

Opportunity areas of interest

To receive the full benefits of your ProContract registration, buying organisations may notify you by email when opportunities are published that you may be interested in. Your opportunity notification will be based upon your chosen categories of interest and selected regions(s) of supply.

Buying organisations use various methods of categorising opportunities so to help you select the best categories that represent your business you can enter up to 6 keywords below e.g. taxi services. We will then search across all buyer category sets using these keywords and recommend the best matches for you ([disclaimer](#))

Note: The best match search is purely a starting guide to the categories that may be of value to your organisation based upon the keywords you select. You must make sure that you are happy with the selections so that you do not miss out on opportunities. PROACTIS Holdings PLC and the buying organisation that post opportunities on this portal are not responsible for any incorrect selections made

Enter at least 1 keyword

vehicles machinery

Already Registered? [Login here](#)

Click on the green “Find recommended” button. The next screen appears.

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Supplier registration - Areas of interest

[Take a tour](#)

Opportunity areas of interest

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Enter at least 1 keyword

vehicles machinery

Your recommended/selected areas of interest categories

You will be informed of all new opportunities advertised under the listed categories below if your registration is accepted upon clicking 'Continue registration'. It is recommended that you check your categories carefully (see disclaimer above) so that you don't miss out on opportunities. You can refine selection by clicking on the 'Click to refine' links below.

Please Note: Make sure that you check for variations in vocabulary when refining your automatic selections. For example, 'Joinery' is not a keyword in the UNPSC category set but 'Joiner' & 'Carpentry' are.

UNPSC	Click to refine	NHS eClass Version 2014	Click to refine
20102300 - Underground mining service vehicles		XAF - Vehicle Purchase Light Commercial Vehicles	
20102302 - Crane vehicles		XAG - Vehicle Purchase Heavy Goods Vehicles	
20102305 - Utility service vehicles		XAK - Vehicle Purchase Passenger Vehicles	
20102306 - Elevating platform vehicles or scissor lifts		XAM - Vehicle Purchase Ambulance Specialist Health Vehicles	
24102300 - Automatic guided vehicles AGV		XAN - Vehicle Purchase Electric Vehicles	

There are multiple code sets in use across the whole system as this is used by multiple organisations. On the screen above you can see UNPSC and NHS eClass Version 2014.

The only one we are using at FIG is the CPV code set which you can see listed below – some codes have been pre-selected from the “vehicles” and “machinery” I entered into the keywords on the previous screen. It’s not the most helpful of lists but you can refine it at the next stage.

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The screenshot shows the Pro-Contract Eprocurement System interface. On the left, the CPV section lists various categories under the heading 'CPV'. A blue arrow points to the 'Click to refine' link at the top right of this section. On the right, the ProClass section shows a single category: '182010 - Abandoned Vehicles'.

CPV [Click to refine](#)

- 31610000-5 - Electrical equipment for engines and vehicles
- 34100000-8 - Motor vehicles
- 34113000-2 - 4-wheel-drive vehicles
- 34113200-4 - All-terrain vehicles
- 34113300-5 - Off-road vehicles
- 34114000-9 - Specialist vehicles
- 34114100-0 - Emergency vehicles
- 34114110-3 - Rescue vehicles
- 34114120-6 - Paramedic vehicles
- 34114122-0 - Patient-transport vehicles
- 34114210-4 - Prisoner-transport vehicles
- 34114300-2 - Welfare vehicles
- 34115200-8 - Motor vehicles for the transport of fewer than 10 persons
- 34115300-9 - Second-hand transport vehicles
- 34120000-4 - Motor vehicles for the transport of 10 or more persons
- 34130000-7 - Motor vehicles for the transport of goods
- 34137000-6 - Second-hand goods vehicles
- 34140000-0 - Heavy-duty motor vehicles
- 34143000-1 - Winter-maintenance vehicles
- 34144000-8 - Special-purpose motor vehicles
- 34144200-0 - Vehicles for the emergency services
- 34144210-3 - Firefighting vehicles
- 34144212-7 - Water-tender vehicles
- 34144220-6 - Breakdown vehicles

ProClass [Click to refine](#)

182010 - Abandoned Vehicles

Click on the “Click to refine” at the top right of the CPV section.

The following screen appears:

The screenshot shows the 'CPV category selection' dialog box. The search term 'vehicles' is entered in the search bar. The 'Categories list' shows a tree structure of CPV categories, with several items selected. The 'Selected categories' section lists three categories: 34100000-8 - Motor vehicles, 34300000-0 - Parts and accessories for vehicles and their engines, and 42000000-6 - Industrial machinery. The dialog box has buttons for 'Select categories', 'Remove all', and 'Cancel'.

CPV category selection

Search categories

vehicles [Search](#) ☒ Exact match ☐ Fuzzy search

Categories list

- ☐ 31610000-5 - Electrical equipment for engines and vehicles
- ☐ 34000000-7 - Transport equipment and auxiliary products to transportation
- ☒ 34100000-8 - Motor vehicles
 - ☒ 34110000-1 - Passenger cars
 - ☒ 34113000-2 - 4-wheel-drive vehicles
 - ☒ 34113200-4 - All-terrain vehicles
 - ☒ 34113300-5 - Off-road vehicles
 - ☒ 34114000-9 - Specialist vehicles

Selected categories

- 34100000-8 - Motor vehicles
- 34300000-0 - Parts and accessories for vehicles and their engines
- 42000000-6 - Industrial machinery

[Select categories](#) [Remove all](#) [Cancel](#)

The easiest way to do this is to put the type of service or goods you provide into the top box. Here I have put “vehicles”. When you click the green “Search” button all the categories appear below with a number of selected categories. Generally, more is better than less, and there’s no restriction to the number of categories you choose. At FIG we will try to use the top level only i.e. for vehicles it would be 34100000-8 Motor vehicles – rather than choosing the more specific items. But if for example you chose 34113000-2 4 Wheel Drive Vehicles you would still be notified of all vehicle opportunities.

But if you don’t get this bit quite right you can edit your profile at any time (and add and delete categories as you need). In any case locally we probably know of your company

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anyway so it's unlikely to be a key issue and you will always be able to search for opportunities and look at adverts on the site.

When you have finished, click on the green “Select categories” button at the bottom of the screen.

The next screen is for you to select “Regions of Supply” – see below. By default “United Kingdom” is shown (as this is the main base for system users”. **To change this to the Falkland Islands click on “Click to refine”**

34300000-0 - Parts and accessories for vehicles and their engines
42000000-6 - Industrial machinery

Spirit Pub Categories [Click to refine](#)
02050100 - Vehicles

ECMWF Categories [Click to refine](#)

Proc HE [Click to refine](#)
TE - Mileage (Private Vehicles)
V - Vehicles, Fleet Management (Purchase, Lease, Contract Hire)

Region(s) of Supply

You can further refine your areas of interest by selecting the regions that you can supply your goods and/or services to. Simply click edit and choose your preferred region(s). For example, if you can supply your goods and/or services throughout the UK then select 'UK'. If however you are more of a local provider then choose a regional diameter that you are comfortable with e.g. UK- North East England.

Preferred region(s) of supply [Click to refine](#)
UNITED KINGDOM

[Continue registration](#) Already Registered? [Login here](#)

The following screen appears. **UK will be ticked automatically so untick this unless you want lots of notifications for UK contracts!**

Region selection

Search regions
Enter the search criteria... [Search](#) ☒ Exact match ☐ Fuzzy search

Regions list

- ☐ EC - CEST
- ☐ EL - ΕΛΛΑΔΑ
- ☐ ES - ESPAÑA
- ☐ FI - SUOMI / FINLAND
- ☒ FK - Falkland Islands
- ☐ FR - FRANCE
- ☐ HR - HRVATSKA
- ☐ HU - MAGYARORSZÁG
- ☐ IE - IRELAND

Selected regions
FK - Falkland Islands

[Select regions](#) [Remove all](#) [Cancel](#)

Scroll down until you find Falkland Islands (between Finland and France) and select this. Click on the green “Select regions” button to continue.

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You are returned to the previous screen and Falkland Islands will show up in the “Preferred region(s) of supply” box at the bottom.

The screenshot shows a registration form with several sections:

- Top section:** Two input fields for product categories. The first contains "34300000-0 - Parts and accessories for vehicles and their engines" and "42000000-6 - Industrial machinery".
- Spirit Pub Categories:** A box containing "02050100 - Vehicles" with a "Click to refine" link.
- ECMWF Categories:** An empty box with a "Click to refine" link.
- Proc HE:** A box containing "TE - Mileage (Private Vehicles)" and "V - Vehicles, Fleet Management (Purchase, Lease, Contract Hire)" with a "Click to refine" link.
- Region(s) of Supply:** A section with a descriptive paragraph: "You can further refine your areas of interest by selecting the regions that you can supply your goods and/or services to. Simply click edit and choose your preferred region(s). For example, if you can supply your goods and/or services throughout the UK then select 'UK'. If however you are more of a local provider then choose a regional diameter that you are comfortable with e.g. UK- North East England." Below this is a box labeled "Preferred region(s) of supply" containing "Falkland Islands" and a "Click to refine" link.
- Bottom left:** A green button labeled "Continue registration" and a link "Already Registered? Login here". A blue arrow points from the text below to the "Continue registration" button.

Click the green “Continue registration” button and you are basically done.

The final screen appears below – which explains the next steps. Once the approval process has been confirmed (this happens by Proactis themselves and is checked to ensure there isn't any company duplication or other significant issue) you will receive a welcome email confirming you are set up and you can then log into the system.

The screenshot shows the Proactis logo at the top left. Below it is a dark blue header bar. The main content area is titled "Supplier registration" and contains a "Next Steps" section:

- Next Steps:** A section header.
- Application submitted for approval:** A sub-header followed by the text: "You have successfully submitted your application to register as a ProContract supplier. Your application has been submitted for approval."
- What happens next?:** A sub-header followed by the text: "The ProContract team will now review your application. In most cases this review will take place within the hour and you will be notified by email if your application is successful."
- NOTE:** A red text block stating: "The email you receive contains a link that you **must** follow in order to confirm your email address. Until this action has been completed you will not be able to login and buyers will be unaware of your company profile. If successful, you will receive confirmation of your username and a link to access your personal activity dashboard."
- As you log in to ProContract for the first time you will be asked to complete your registration process.**
- Overnight, your interests will be matched against the latest published opportunities and you will be notified by email. The email will contain links to review, and if you wish, express your interest in each of the opportunities.**
- What if I don't receive confirmation?:** A sub-header followed by the text: "If you don't receive an update regarding your application within 48 hours you should complete the following :-"
- List of actions:** A bulleted list:
 - Check your junk and spam folders of the email account used to register.
 - Register with the ProContract supplier support team [here](#) and raise a case describing the issue.

At the bottom left of the content area is a "Close" link.

If you have any problems with the registration process, please contact the Procurement Team at Argos house via 20745 or MLockley@sec.gov.fk