

ProContract – How Suppliers Can Register

How to Register

On the portal home page there is a link to **Register** (for free) on the right hand side of the screen, as shown below.

Click this link to begin the step-by-step registration wizard, where you will be required to enter your company details.

Home page

News and announcements [View all](#)

Tories plan 'extreme cuts' - Labour
Labour accuses the Conservatives of planning "extreme" public spending cuts of £70bn after the election, while the Tories say Labour would cause "chaos". [More](#)

Cameron pledges 500 new free schools
The number of free schools in England will more than double to over 900 by 2020, if the Conservatives are re-elected, David Cameron is to say. [More](#)

Current opportunities

Shown below is a list of the latest current opportunities

Opportunities

Buyer	Title	StartDate	EndDate	Estimated Value
Cheshire	(a) Accommodation for Service User(s)	05/02/2015 08:00:00	04/02/2019 08:39:00	£5,000,000.00

[Search all opportunities](#)

New to portal

List of benefits

- Gain real time feedback on the competitiveness of your bid
- Reduce the time required to win business
- Bid in your own local currencies
- Automatically calculate landing costs

Free registration

[Register](#) [Login](#)

[Forgotten your username or password?](#)

Useful links

[Contracts register](#) >

Requirements

This page is an introduction to the process that you will be taken through in order to complete your registration on the portal. Please read this text carefully before proceeding through this process.

Minimum and recommended system requirements can also be viewed here. If you wish to proceed, click **Continue** from the options at the bottom of the page, or if you want to abort the registration process click **Cancel**.

Register

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

Welcome to the supplier registration wizard. The wizard will assist you with the completion of your registration.

Once you have confirmed your details and submitted your registration you will receive an email receipt.

Your submission will then be validated by the supplier approver and once approved you will be issued with a username and password to access the site.

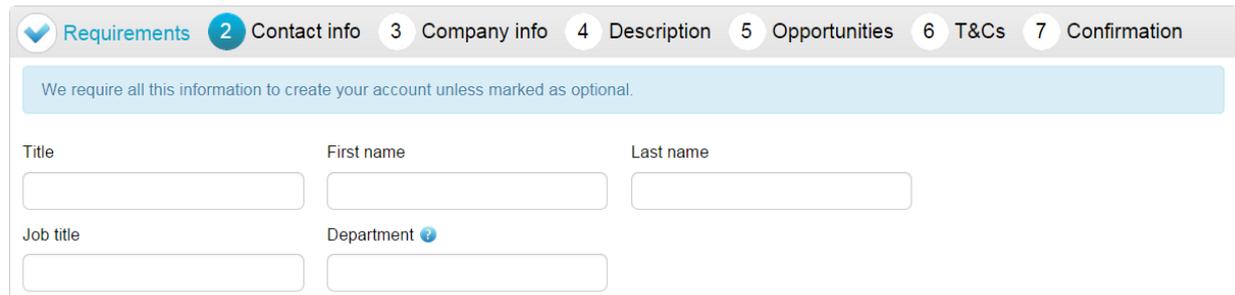
> [Minimum and recommended system requirements](#)

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

Contact Information

At this stage of the registration process you need to enter your own contact details, a username, a password, and a memorable word/hint. These details will be used when logging into the system. You will be the primary account holder for this company (although details can be changed post registration) so this account will be able to modify the details for the company and add more accounts (which is detailed in another guide).

Register



The screenshot shows a registration progress bar with seven steps: 1. Requirements (checked), 2. Contact info (active), 3. Company info, 4. Description, 5. Opportunities, 6. T&Cs, and 7. Confirmation. Below the progress bar is a light blue banner with the text: "We require all this information to create your account unless marked as optional." The form contains five input fields: Title, First name, Last name, Job title, and Department. The Department field has a blue question mark icon next to it.

Contact Information

In this section your contact information is entered along with your job details. Complete all mandatory fields as required.

Note: Further help regarding the fields can be found in the by hovering over the  icon.

Department - This will form your work group. All future members of this work group will be able to access events you are involved in.

E-mail - This is the e-mail address that messages will be sent to confirming registration details, and all other system communication that may take place during the tender process (including notifications of new tender opportunities). It is recommended in most instances that a **GENERIC EMAIL ADDRESS** is used, so that communication will not be lost if that person is away or leaves their position (i.e. to a sales@... or tenders@... address possible.) Also this must be of standard email format e.g. name@company.com

Security Information

The second part of this stage is dedicated to setting up your security information. This is where you are asked to specify a password, a memorable word and a hint to help you in case you forget it. This must be something that is secure and also that is **memorable** to you.

When the details have been completed then please click on the **Continue** button to proceed, the **Back** button to go back to the previous stage, or the **Cancel** button to cancel the registration.

Company Information

In this section you will need to populate details regarding the company you work for/are registering on behalf of, as shown below.

The screenshot shows a registration form with a progress bar at the top. The progress bar has seven steps: 1. Requirements, 2. Contact info, 3. Company info (highlighted with a blue circle), 4. Description, 5. Opportunities, 6. T&Cs, and 7. Confirmation. Below the progress bar is a light blue banner with the text: "We require all this information to create your account unless marked as optional." The form fields are: "Company name" (text input), "Address" (two stacked text inputs), "Town" (text input), "County" (dropdown menu with "-- Please select --"), "Postal code / zip" (text input), "Country" (dropdown menu with "-- Please select --"), and "Website (optional)" (text input with "http://www.example.com" pre-filled). At the bottom left, there are three buttons: "Continue" (green), "Back" (blue), and "Cancel" (grey).

You are required to enter the name of the company you work for and location details.

If any of the fields do not apply but are mandatory, such as "Postcode/ZIP" for companies based outside of the United Kingdom, by entering "**N/A**" here you can still proceed.

Note: Some of the fields (County and Country) are chosen by using a dropdown menu. To select a County/State click the arrow to the right of the box to reveal a drop down menu containing all the possibilities that can be chosen

From the list select the required option by clicking on its name and this will populate the field as required.

County

Northumberland

If United Kingdom is selected, then fields will appear requiring Registration number and VAT number.

When the details are complete then please click on the **Continue** button to proceed, the **Back** button to go back to the previous stage, or the **Cancel** button to cancel the registration.

Description

The first part of this stage requires a Company description and up to 6 keywords. Here more information on the company is entered to help the contracting organisation understand what it is your company does. The description helps promote your company to potential buyers, while the keywords can improve the 'searchability' of your company.

Note: A description and at least one keyword are required in this section. This is free text and as much information as required can be entered here.

It is important that you complete this information as the procuring organisations can search for a company based on the description or keywords specified.

The screenshot shows a multi-step registration process. The steps are: Requirements, Contact info, Company info, Description (current step), Opportunities, T&Cs, and Confirmation. A blue banner at the top states: "We require all this information to create your account unless marked as optional." Below this, the "Company description" section is titled "Promote your company to potential buyers." and contains a large text area with the text "E-Sourcing / Procurement software providers". The "Company keywords" section is titled "Improve your company's searchability by entering a number of keywords." and contains four numbered input fields. The first field contains the text "Saas".

Number of Employees/Classifications

Enter your best estimate as to the number of employees in your organisation within the *Number of employees* field.

Number of employees

Please provide your best estimate as to the number of employees in your organisation

The final section is the *Classifications* section. This is where the supplier can highlight the classifications that the company belongs to (which is used for reporting purposes only). To select a classification hover over the relevant box and left click on the mouse to mark the box to the left with a tick. You can highlight as many that apply to your organisation.

Note: The first batch of classifications are mandatory and at least one must be selected from the list.

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

Note: The second batch of classifications are optional, and are selected in the same way as described above.

Further Organisation Detail (optional)

- Public sector organisation
- Charity
- Black and Minority Ethnic (BME) organisation
- A company owned and managed by women
- Social Enterprise (SE)
- Franchise
- Voluntary Community Sector (VCS)

When the details are complete then please click on the **Continue** button to proceed, the **Back** button to go back to the previous stage, or the **Cancel** button to cancel the registration.

Opportunities - Category/Region Selection

This is the category and region selection stage of the supplier registration, which will look as shown below.

To select your chosen categories click the **Select Categories** button.

Categories
Have opportunities in the following categories emailed to you.

Select categories

Categories List

This section is where you can register your company to receive automatic e-mail notifications of new opportunities that have been published that may be of interest to your company. This will greatly assist you when using the portal and means that relevant opportunities are not missed. At least one category must be selected.

Category selection

Search categories

Enter the search criteria... **Search** Exact match Fuzzy search

Categories list

- 01000000 - Food
- 02000000 - Supply Chain
- 03000000 - Supplies and Services
- 04000000 - Drink

Category: The top level categories that you can register to receive updates under are all listed.

To select a top level category, mark the box to the left of the category by clicking it. You can select multiple categories if required. Ensure that you click on **Select Categories** to add this to the list.

If you are not sure, or if you want to put your company against lower level classifications, you may use the search facility at the top of the page to search for specific words to help you narrow down the categories to add to your account.

This can also be done by clicking on the blue diamond to the left of the category which will take you down to the next level. This can then be repeated to go down further levels in some categories.

Note: When selecting categories, only categories relevant to the goods or services you can offer as a supplier should be selected. Category selection can be revisited at anytime to carry out required amendments, and searches of advertised opportunities for all categories can also be carried out at anytime.

The screenshot shows a web interface for searching categories. At the top is a grey header with the text 'Search categories'. Below this is a search bar with the placeholder text 'Enter the search criteria...' and a green 'Search' button. To the right of the search bar are two radio buttons: 'Exact match' (selected) and 'Fuzzy search'. Below the search bar is another grey header with the text 'Categories list'. Underneath is a tree view of categories. The categories are: 01000000 - Food (blue diamond), 02000000 - Supply Chain (green diamond), 02010000 - Waste (blue diamond), 02020000 - Energy (green diamond), 02020100 - Utilities (blue diamond), and 02020200 - Equipment (green diamond with a checkmark). A vertical scrollbar is visible on the right side of the categories list.

When all required categories have been chosen, click **Select Categories** from the options at the bottom of the page.

The screenshot shows a registration process with a progress bar at the top. The steps are: Requirements, Contact info, Company info, Description (highlighted with a blue circle and the number 4), Opportunities, T&Cs, and Confirmation. Below the progress bar, there is a message: 'Please correct the 2 errors on the form to continue'. A light blue box contains the text: 'We require all this information to create your account unless marked as optional.' Below this is a section titled 'Categories' with the text: 'Have opportunities in the following categories emailed to you.' Underneath, the category '02020200 - Equipment' is listed. A red 'x' icon is next to the text: 'Please select at least one category.' At the bottom of this section is a green 'Select categories' button.

Selected categories are now shown as above.

Note: If a category has been added in error this can be removed by clicking the  button.

Regions

At least one *Region* must now be selected. These will limit the opportunities that you are emailed to only regions that you supply to. Regions are selected in the same way as categories.

Register

Requirements

We require all the following

Categories

Have opportunities

02020200 - Equipment

Select categories

Regions

Limit opportunities

Select regions

Continue Back

Region selection

Search regions

Enter the search criteria... Exact match Fuzzy search

Regions list

- UK - UNITED KINGDOM
 - UKC - NORTH EAST (ENGLAND)
 - UKC1 - Tees Valley and Durham
 - UKC2 - Northumberland and Tyne and Wear
 - UKD - NORTH WEST (ENGLAND)
 - UKE - YORKSHIRE AND THE HUMBER
 - UKF - EAST MIDLANDS (ENGLAND)
 - UKG - WEST MIDLANDS (ENGLAND)

Selected regions

UKC2 - Northumberland and Tyne and Wear

Additional Classifications/Categories

Also further lists/categories may now also be found (if the procuring organisation/portal have used these) This allows you to register against further supplier lists, as set up by the procuring organisation(s) to allow you to be further categorised and found more easily by procurers.

Note: This is totally independent of the Contract Category Interest that is chosen and this will NOT generate any email notifications.

Each list will show up with the title, followed by a classification structure, which you can register your company against. Tick the options that are applicable from this list, this may be done for several lists.

When the details are complete then please click on the **Continue** button to proceed, the **Back** button to go back to the previous stage, or the **Cancel** button to cancel the registration.

T&C's and Privacy Policy

This is the step where you will be asked to agree to the Terms and Conditions of using the system, and also the privacy policy as laid out by Due North.

Register

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

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 ("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

Due North Limited

This document should be read in conjunction with the Terms and Conditions shown on this site.

Privacy

Due North Limited shall comply with all applicable UK data protection legislation in place in respect of any personal information relating to you or information pertaining to your company.
Due North Limited will not supply customer or personal information held on this site to other parties who could use it for commercial purposes.

You must agree to all conditions to continue

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

To agree with Due North Ltd's Terms and Conditions and Privacy Policy tick the box placed at the bottom of the page.

When the box is ticked click on the **Continue** button to proceed, the **Back** button to go back to the previous stage, or the **Cancel** button to cancel the registration.

Confirmation Page

The final screen will be a summary of the details that have already been entered into the system, that need to be checked before completion of registration.

If you are unhappy or would like to change any of the information in the sections then this can be done by clicking on the **relevant stage title** along the top of the page.

Register

Requirements	Contact info	Company info	Description	Opportunities	T&Cs	7 Confirmation
Name	Mr Chris Cox					
Job title	Support					
Department	Support					
Telephone	01670597120					
Fax						
Mobile						
User name	chris.cox					
Email	chris.cox@due-north.com					
Company name	Cox & Clifton					
Address	1 DN Support, Support Town, Northumberland, NE23 1LZ United Kingdom					
URL						
Registration number	123456					
VAT number	VAT1234					
Company description	Support					
Keywords	Support					
Number of employees	10					
Legal Status of Organisation	Private Limited Company (LTD)					
Further Organisation Detail						
Categories	02020200 - Equipment					
Regions	UKC2 - Northumberland and Tyne and Wear					
Public lists						

Submitting your Registration

Once you are happy that all details are complete and correct the Registration needs to be submitted.

Regions	UKC2 - Northumberland and Tyne and Wear
Public lists	
Submit registration	Back Cancel

When you are happy that all the information is complete and correct, click **Submit Registration** at the bottom of the screen. Click the **Back** button to go back to the previous stage, or the **Cancel** button to cancel the registration.

This will show the Supplier Registration Confirmation page as shown below.

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](#)

The system will then send a confirmation e-mail to say the application is being considered. The email will also contain an application reference number for your own records.

Click **Continue** to return to the supplier portal.

When the registration is accepted then you will receive an email containing a reminder of your username and the link to access the opportunity portal.