

# 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**

**Password**

[Forgotten your username or password?](#)

**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.

**proactis**

Register free with ProContract

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

**Organisation name**

**Email address**

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

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 'Supplier registration' page with the 'Sign in details' section highlighted. The form includes fields for 'Email address' (amcshane@sec.gov.uk), 'Repeat email address', 'Password', and 'Repeat password'. A blue arrow points from the text above to the 'Sign in details' header. Below the sign-in section are two columns: 'Organisation details' and 'Primary contact details'. The 'Organisation details' section includes fields for 'Organisation name' (Car Crash Motors Ltd), 'Address' (Argos House), 'Town' (Stanley), and 'County' (Other (Non-UK)). The 'Primary contact details' section includes fields for 'Title', 'First name' (Alex), 'Last name' (McShane), 'Job title' (Managing Director), 'Department' (Money Collection), 'Telephone' (12345), 'Mobile (optional)', and 'Fax (optional)'. Green checkmarks are visible next to several fields, indicating they are correctly filled.

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.

This screenshot shows the 'Organisation details' and 'Primary contact details' sections of the 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)' (http://www.example.com), 'Registration number (optional)' (03182974), and 'VAT number (optional)' (GB999 9999 73). 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)'. A 'Communication preferences' section is also visible, with a 'Privacy Policy' link and a question: 'Do you want to receive email notifications?' with 'Yes' selected. A green 'Continue registration' button is at the bottom left.

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.

The screenshot shows the 'Supplier registration - Areas of interest' page. At the top is the Proactis logo. Below it is a navigation bar with the text 'Supplier registration - Areas of interest' and a 'Take a tour' link. The main content area is titled 'Opportunity areas of interest' and contains several paragraphs of text explaining the registration process and a disclaimer. Below the text is a form with the instruction 'Enter at least 1 keyword'. There are six input boxes, the first two containing 'vehicles' and 'machinery'. A green 'Find recommended' button is to the right of the boxes. Below the form is a link for 'Already Registered? Login here'.

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

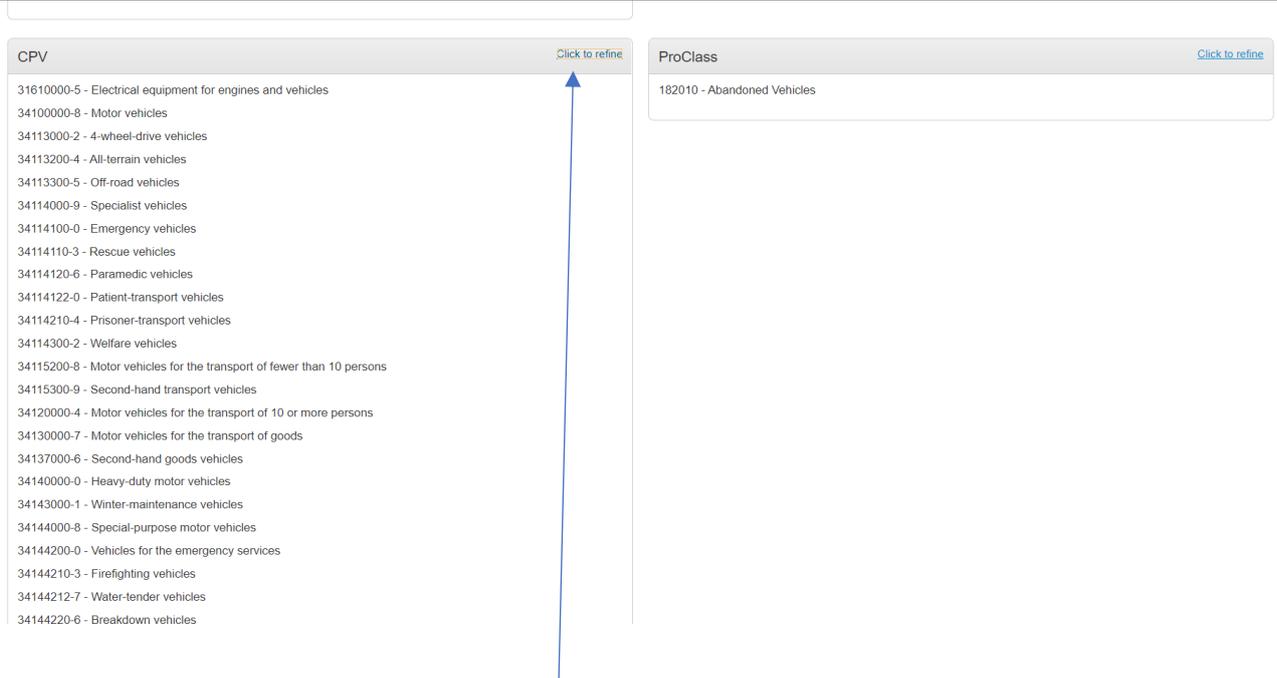
The screenshot shows the next screen in the registration process. It has the same header and navigation bar as the previous screen. The main content area is titled 'Opportunity areas of interest' and contains the same text as the previous screen. Below the text is a form with the instruction 'Enter at least 1 keyword'. There are six input boxes, the first two containing 'vehicles' and 'machinery'. A green 'Clear All' button is to the right of the boxes. Below the form is a section titled 'Your recommended/selected areas of interest categories'. This section contains two columns of categories. The first column is titled 'UNSPSC' and has a 'Click to refine' link. The second column is titled 'NHS eClass Version 2014' and has a 'Click to refine' link. The categories listed are:

UNSPSC	NHS eClass Version 2014
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 UNSPSC and NHS eClass Version 2014.

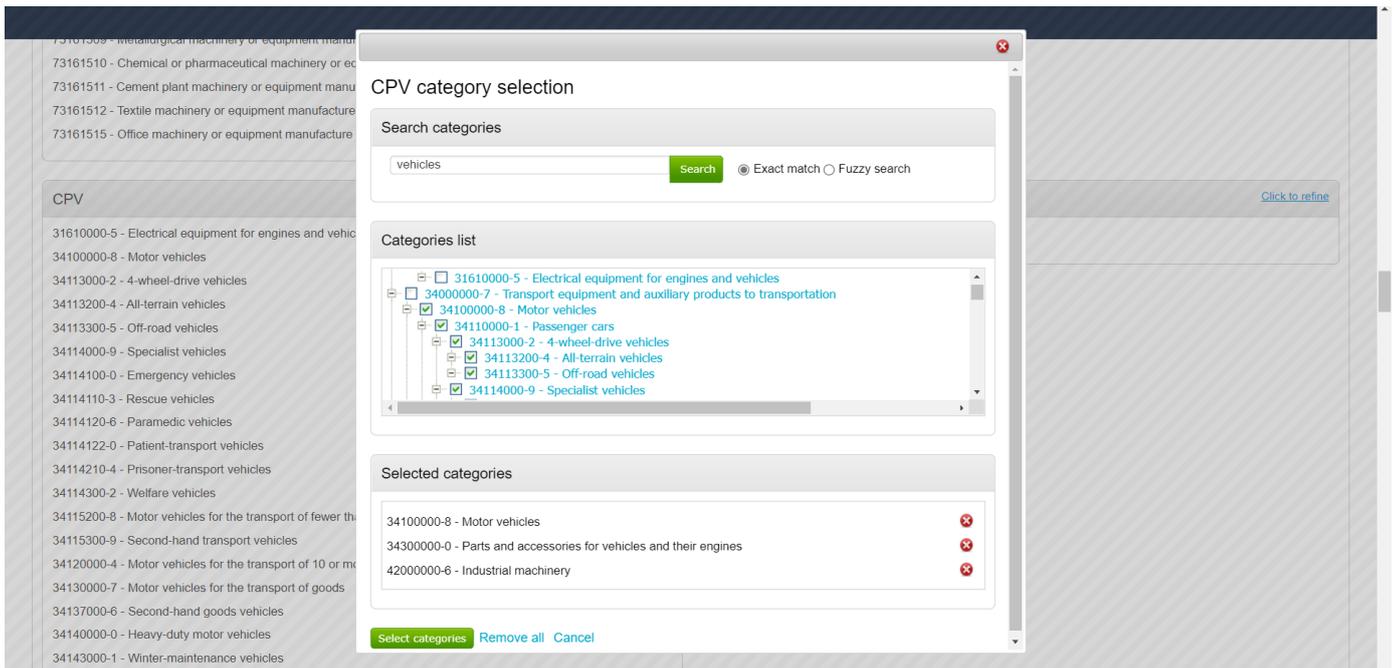
**The only one we are using at FIG is the CPV code set** which you can see listed below – some codes have been pre-selected from the “vehicles” and “machinery” I entered into the keywords on the previous screen. It’s not the most helpful of lists but you can refine it at the next stage.

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

The following screen appears:



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 - CESTI
- 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](#)

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

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 boxes for product categories: "34300000-0 - Parts and accessories for vehicles and their engines" and "42000000-6 - Industrial machinery".
- Middle section: Two boxes for "Spirit Pub Categories" and "ECMWF Categories", both with "Click to refine" links. The Spirit Pub Categories box contains "02050100 - Vehicles".
- Below that: A box for "Proc HE" with "Click to refine" link, containing "TE - Mileage (Private Vehicles)" and "V - Vehicles, Fleet Management (Purchase, Lease, Contract Hire)".
- Bottom section: A large box titled "Region(s) of Supply" with explanatory text: "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 dropdown menu labeled "Preferred region(s) of supply" with "Click to refine" link, showing "Falkland Islands" selected.
- At the very bottom: 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.



### Supplier registration

The screenshot shows the "Supplier registration" page with the following content:

- Next Steps**
- Application submitted for approval**  
You have successfully submitted your application to register as a ProContract supplier. Your application has been submitted for approval.
- What happens next?**  
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:** 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?**  
If you don't receive an update regarding your application within 48 hours you should complete the following :-
  - 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.

[Close](#)

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