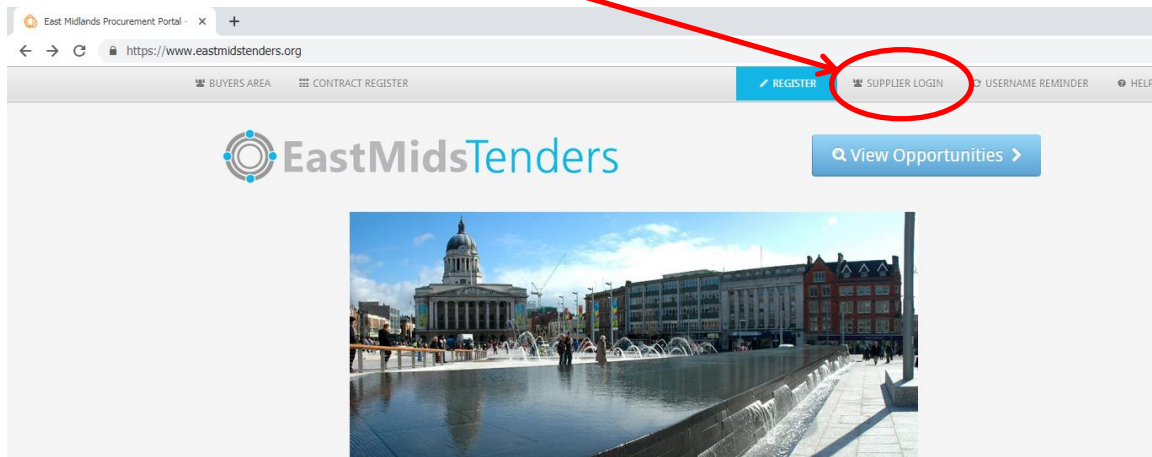
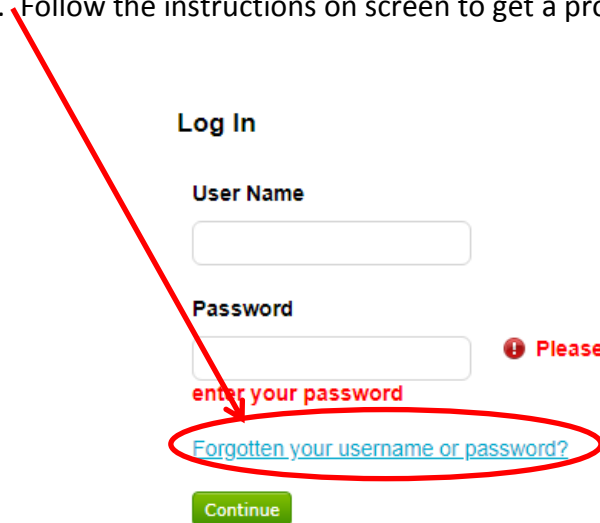


Change where you receive notifications from.

1. Go to the website <https://www.eastmidstenders.org> and click on the area called Supplier Login shown below.



2. The next page prompts you to enter your username and password. If you can't remember either of them, click on the link entitled Forgotten your username and password. Follow the instructions on screen to get a prompt or reset your details.



Log In

User Name

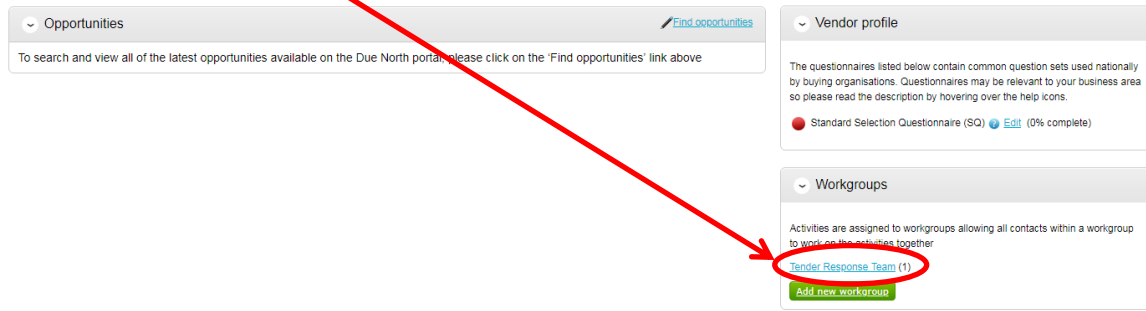
Password

Please enter your password

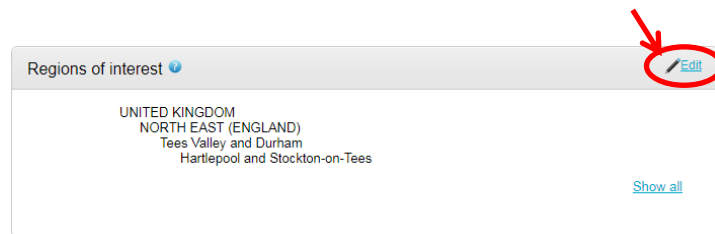
[Forgotten your username or password?](#)

Continue

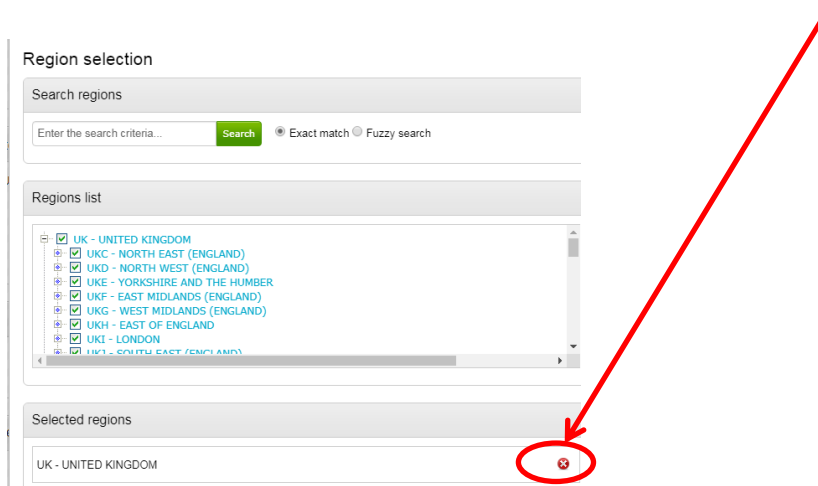
3. Scroll towards the bottom of the screen and click on the name of the Workgroup. Workgroups allow notifications on opportunities to be sent to an individual or your organisation as a whole, and your company profile can be tweaked to allow individuals or teams to receive only the notifications that they are specifically interested in.



4. In the next screen, scroll to the bottom and look for the section called Regions of interest. Click on the Edit button to change the region you are interested in.



5. Click on the red cross against any areas you do not want notifications from. The below example is set up to receive notifications from all over the UK.



6. To receive notifications from a specific area, enter a description in the Search regions box then click on Search.

Region selection

Search regions

Rutland Exact match Fuzzy search

Search regions

Regions list

- UK - UNITED KINGDOM
 - UKF - EAST MIDLANDS (ENGLAND)
 - UKF2 - Leicestershire, Rutland and Northamptonshire
 - UKF22 - Leicestershire CC and Rutland

7. In this example, if Rutland is selected it will filter out the rest of the UK. This will filter out any unwanted notifications. Click on Select Regions once completed, and confirm your change request.

Region selection

Search regions

Rutland Exact match Fuzzy search

Regions list

- UK - UNITED KINGDOM
 - UKF - EAST MIDLANDS (ENGLAND)
 - UKF - Leicestershire, Rutland and Northamptonshire
 - UKF22 - Leicestershire CC and Rutland