

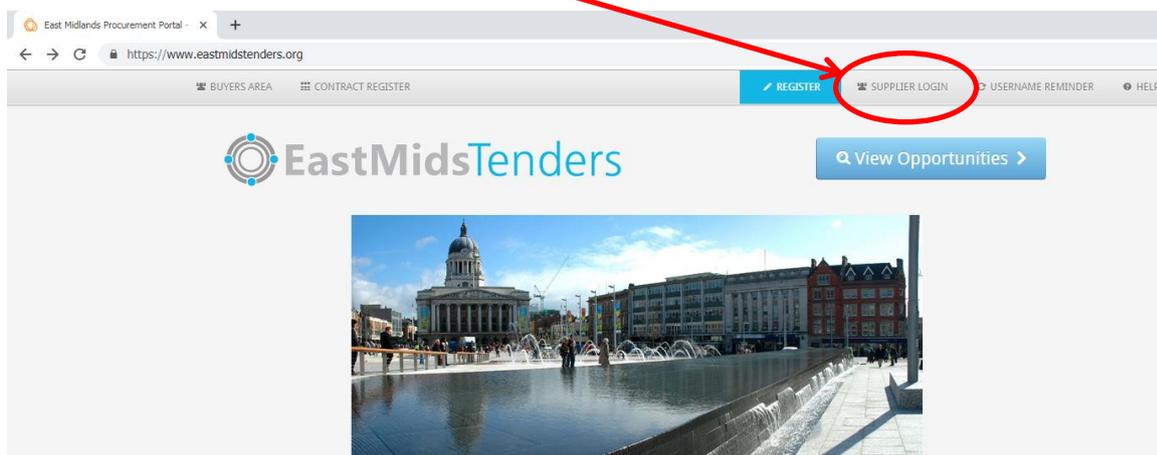
Instructions to register for Pro-Contract

In order to offer the council a quotation or to submit a tender, you must register on a procurement portal to do so. This process takes around 10 minutes and is absolutely free. The portal will ensure that you receive email notifications to invite you to tendering exercises, decision notices, and allows you to send questions to the council about the case and receive responses.

Generally speaking you are encouraged to have one profile per organisation and avoid having duplicates as this can cause confusion as to which profile is in use. You may find that a duplicate profile will not allow you to use the same company name or email address.

If you already have a profile but cannot remember your login details, follow the instructions below.

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

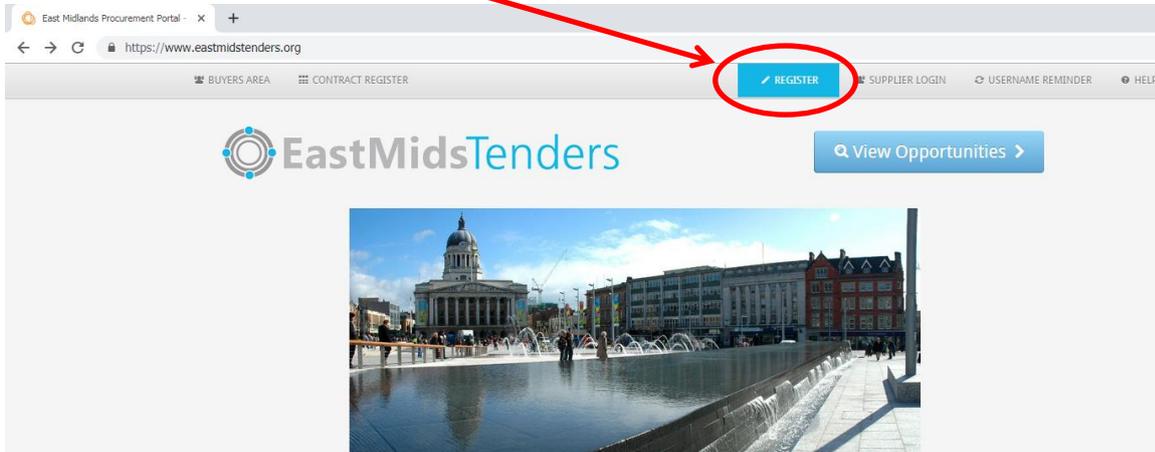
enter your password

[Forgotten your username or password?](#)

Continue

To register a new profile, please follow the instructions below.

1. Go to the website <https://www.eastmidstenders.org> and click on the blue coloured Register button.



2. Enter your organisation name and contact email address. Note that if these details have been used before you will be prompted on screen to choose something else. Click on Continue Registration when ready.

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.

3. Re-enter your email address and create a password, confirming it in the box next to it.

Supplier registration

Sign in details

Your email address will be used as your account username and to send you important account and opportunity information. You can refine your opportunity areas and communication preferences without your account management dashboard.

Email address [Change](#)

Repeat email address

Your email address will become your username

Password

Repeat password

Your password must be at least 8 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols. e.g. PassWord5123

- Below this, populate your organisation's details and a central contact under the Primary contact details section. Click on the green Continue registration option near the bottom of the page to continue.

Organisation details

Please provide your organisation details below.

Organisation name [Change](#)

Welland Consortium ✓

Address

Parkside, Burton Street ✓

Town: Melton Mowbray ✓ County: Leicestershire ✓

Postal code / zip: LE13 1GH ✓ Country: United Kingdom ✓

Website (optional)

www.melton.gov.uk ✓

Registration number (optional)

e.g. 03182974 ✓ Not applicable

VAT number (optional)

e.g. GB999 9999 73 ✓ Not applicable

[Continue registration](#) [Already registered? Log in here](#)

Primary contact details

Please provide your contact details below.

Title: Mr ✓ **First name**: W ✓ **Last name**: Tester ✓

Job title: Procurement ✓ **Department**: Finance ✓

Telephone: 01151234567 ✓ **Mobile (optional)**: ✓ **Fax (optional)**: ✓

Communication preferences

[Privacy Policy](#)

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 interest will be based upon your chosen categories of interest and selected region(s) of supply which you will be asked to confirm when you log in for the first time.

These may include, but is not restricted to, new opportunity adverts, invitations to tender and clarifications.

Do you want to receive email notifications?

Yes No, I acknowledge I may miss out on important notifications

- Now enter a few key words that will enable you to be alerted to new opportunities that are specific to you. Click on the green Find recommended button when you have entered as many as you need.

Supplier registration - Areas of interest

[Take a tour](#)

Opportunity areas of interest

To receive the full benefits of your ProContract registration, buying organisation 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 organisation 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

Stationary Office Pens Paper [Find recommended](#)

[Already Registered? Login here](#)

- The system then recommends a number of procurement categories that it believes you are interested in. You can leave these as they are or use the Click to refine link to change or remove one's you don't want. These represent categories of cases that you may be interested in and allow you to receive directed notifications that are relevant to you.

CPV	Click to refine	ProClass	Click to refine
37441300-4 - Stationary bicycles		211200 - Office Furniture	
30000000-9 - Office and computing machinery, equipment and supplies except furniture and software packages		271400 - Office & Reprographics Equipment	
30100000-0 - Office machinery, equipment and supplies except computers, printers and furniture		401405 - Independent Reviewing Officer Service	
30122000-0 - Office-type offset printing machinery		201810 - Pension Funds	
30123000-7 - Office and business machines		341000 - Paper	
30124000-4 - Parts and accessories of office machines			

- At the bottom of the page, there is an area called Region(s) of supply. The system defaults to provides you with opportunity notifications from all over the United Kingdom, but in most cases, you may want to change this to ensure that you only receive notifications of cases in your immediate area. To change this click on the Click to refine option as shown below.

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

UNITED KINGDOM

Click to refine

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

- Next you will see a search box appear. Type in the area you are solely interested in and click on search.

Region selection

Search regions

leicestershire Search Exact match Fuzzy search

Regions list

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

Selected regions

UK - UNITED KINGDOM

Select regions Remove all Cancel

- Here you can select all of the East Midlands by unchecking the boxes entitled Leicestershire, Rutland and Northamptonshire and Leicestershire CC and Rutland, or uncheck any of the boxes you don't want notifications from.

- Alternatively, you can enter East Midlands in the search box and click on the small box to the left side of the words East Midlands to select various regions. Click on the green coloured Select Regions button to continue when you have what you need.

Search regions

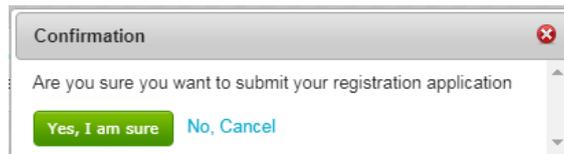
east midlands Search Exact match Fuzzy search

Regions list

- UK - UNITED KINGDOM
- UKF - EAST MIDLANDS (ENGLAND)

- When satisfied that you have all of the descriptions and locations you want, click on Continue registration at the bottom of the page.

12. Confirm that you want to submit your registration in the next pop up box.



13. At this stage you must wait for your registration to be processed. The amount of time this can take varies from case to case. It can take a couple hours up to a couple of days. Once your registration has been processed, you will receive a couple of emails to confirm your username and password as shown below. **Note** that you must activate your account within an hour of receiving this email. If you do not do this you can request another email prompt.

ProContract Notifications <procontract-notifications@due-north.com>



Fri 10/05/2019 15:37
You ▾

Dear W Tester,

To complete your application to join the PROACTIS ProContract supplier portal you must confirm your email address by clicking [here](#).

Until this action has been completed you will not be able to login and buyers will be unaware of your company profile.

Note: You are receiving this email as your email address was used to sign up to the PROACTIS ProContract supplier portal. If you did not sign up then please contact PROACTIS supplier support team by clicking on the following link:

<http://www.proactis.com/support>

14. After clicking on the prompt, you will be taken to the login screen. Enter your username.

15. Enter the additional information as prompted.

First time log in

Because you have never logged into the system before, you need to check some information
This step improves the security of your account and checks that all your details are correct.

Company details

Company registration number N/A

VAT Registration number N/A

Company description

16. Edit the keywords to describe your company if you wish.

Keywords

Keywords (Up to six) ?

+ Add new row
- Delete selected row(s)

Keyword	Select
<input style="width: 95%;" type="text" value="Stationary"/>	<input type="checkbox"/>
<input style="width: 95%;" type="text" value="Office"/>	<input type="checkbox"/>
<input style="width: 95%;" type="text" value="Pens"/>	<input type="checkbox"/>
<input style="width: 95%;" type="text" value="Paper"/>	<input type="checkbox"/>

17. Edit your Workgroup name. Workgroups allow you to ensure that specific people in your organisation can receive targeted notifications i.e. The Finance team can receive notifications regarding opportunities for a new Finance Consultancy, an IT team can receive notifications from an organisation wanting to purchase a new IT system. If you want one catch-all set up leave this part as it is.

Workgroup

Please check that your workgroup information is correct and make changes where necessary

Workgroup name ?

Tender Response Team

18. Scroll to the bottom of the screen and enter details of your organisation by checking the boxes and entering responses to the boxes shown below.

Classifications

Please check that your classification selections are correct and make changes where necessary

Legal classification ?

- 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 classification (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

VCS registration number

Please provide your registered VCS number where applicable

N/A

Number of employees ?

19. It is strongly recommended that you keep your email communications switched on. Turning this off will stop you getting:

- Reminders from the system advising you when the tender window is going to shut
- Frequently asked questions from the buyer that are circulated when clarification is needed on tenders, and
- Notifications about the decision on a tender.

Communication preferences

Receive system email notifications

Yes No

20. At the bottom of the screen there are terms and conditions for you to read and accept. Click on the green Update account and login.

Terms & Conditions

Please confirm your acceptance of the terms & conditions outlined below in order to use this service.

Supplier User Agreement

The Supplier shall only use the System to respond to an invitation to participate in a procurement activity in accordance with this User Agreement and any further rules expressed and presented in the System. If there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

This User Agreement between PROACTIS Group Limited and the Supplier governs the access and use of the Electronic Sourcing System (the System) by the Supplier to respond to an invitation from the active Buyer Organisations to participate in procurement activities.

A procurement activity may include various types of RFx (Request for X) including but not limited to a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Negotiate (ITN), a Request for Quotation (RFQ), an electronic Auction or an electronic Contract. Buyer Organisations may have their own, unique terminology to be applied on a case by case basis.

Privacy policy

Please make sure that you read the [PROACTIS privacy policy](#) before continuing

By clicking "Update account and login", you agree to the terms and conditions & privacy policy

[Update account and login](#) [Cancel and log out](#)

You should now be directed to the Home page where you can view opportunities to quote and tender for.