

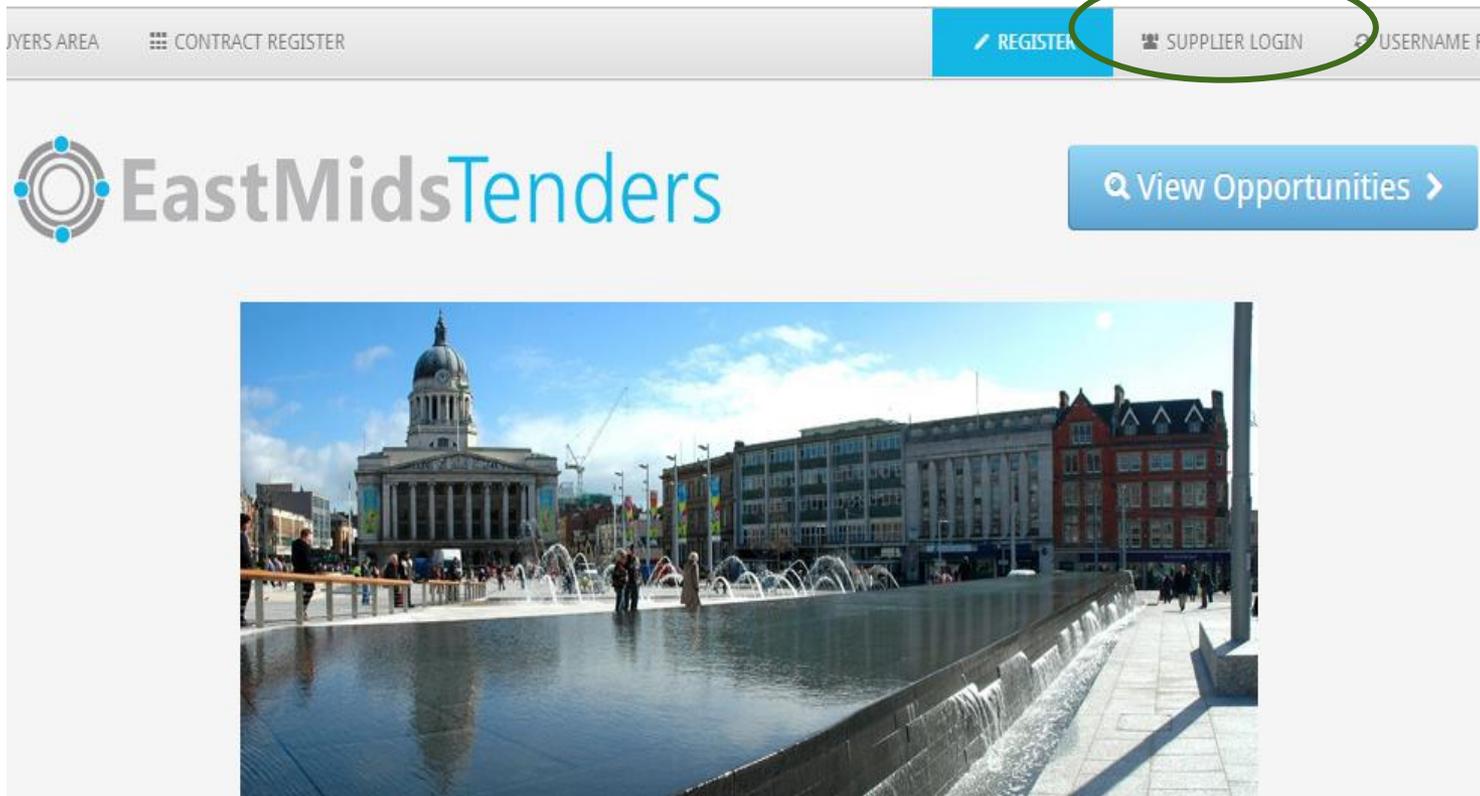


# How to add a new “workgroup” and individual to your account on ProContract

# East Midlands Tender Portal

- \* <https://www.eastmidstenders.org/>
- \* This portal is used across the East Midlands to carry out electronic tenders bringing buyers and suppliers together making it easier for businesses to grow, develop and benefit the local economy
- \* You will receive automatic tender notifications - register your details and you'll receive alerts when opportunities arise
- \* You can view our advertised opportunities if you are a registered supplier, if you don't have an account you can [register here](#)
- \* If you have an account you can continue to [login here](#)
- \* To be able to bid for Contracts, your organisation will need to register for an account
- \* TOP TIP - either use a generic email address for notifications i.e. [Procurement@suppliername.com](mailto:Procurement@suppliername.com) or have someone responsible for changing the users as and when people leave (all notifications will go to this email address)

Go to <https://www.eastmidstenders.org> and click on the “Supplier Login”.





Login with your username and password.

Log In

User Name

Password

[Forgotten your username or password?](#)

Continue

If you can't remember either of them, click on "Forgotten your username or password?" and follow the instructions on screen to get a prompt or reset your details.



Some organisation may need to create additional Workgroups to allow specific individuals to receive notifications on specific opportunities that they specialise in.

For example, in a company providing consultancy services, you may have a consultant for the public sector to provide advice on leisure services and one for construction advice. These can be set up as separate Workgroups.

You may also need to add a new individual to an already existing Workgroup to allow more than one person to have access to an opportunity, respond to clarifications and manage the administration of the tendering process.

This user guide also shows you how to remove a Workgroup and an individual user.



# Adding a new Workgroup

On the Home page, click on “Add new workgroup”.

Opportunities [Find opportunities](#)

To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above

Vendor profile

The questionnaires listed below contain common question sets used nationally by buying organisations. Questionnaires may be relevant to your business area so please read the description by hovering over the help icons.

Standard Selection Questionnaire (SQ) [Edit](#) (0% complete)

Workgroups

Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together

[Total Response Tests \(1\)](#)

[Add new workgroup](#)

### Create a new workgroup

1 Name 2 Areas of interest 3 Confirmation

We require all this information to create your workgroup unless marked as (optional)

Workgroup  
Think of a workgroup like a department where everyone works together to get the job done

Name

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

Give the new Workgroup a name and click on “Continue”.

You can add areas of interest to ensure the new Workgroup receives relevant notifications. The process is the same for all categories.

Click on “Select **XXX** categories”.

Search by keywords, select all relevant options (by checking the box to the left of its description) and click “Select categories”.

### Create a new workgroup

Progress: 1 Name, 2 Areas of interest, 3 Confirmation

We require all this information to create your workgroup unless marked as (optional)

**Categories**  
Have opportunities in the following categories automatically emailed to you

**UNSPSC**  
No categories currently selected  
[Select UNSPSC categories](#)

**NHS eClass Version 2014**  
No categories currently selected  
[Select NHS eClass Version 2014 categories](#)

**CPV**  
No categories currently selected  
[Select CPV categories](#)

**ProClass**  
No categories currently selected  
[Select ProClass categories](#)

**Proc HE**  
No categories currently selected  
[Select Proc HE categories](#)

Search categories

consultancy   Exact match  Fuzzy search

Categories list

- 71315000-9 - Building services
- 71315100-0 - Building-fabric consultancy services
- 71315200-1 - Building consultancy services
- 71315210-4 - Building services consultancy services
- 71316000-6 - Telecommunication consultancy services
- 71317000-3 - Hazard protection and control consultancy services
- 71317100-4 - Fire and explosion protection and control consultancy services
- 71317210-8 - Health and safety consultancy services
- 71320000-7 - Engineering design services
- 71321000-4 - Engineering design services for mechanical and electrical installations for buildings

Selected categories

71315200-1 - Building consultancy services

You can edit the regions as well to ensure the new Workgroup receives relevant notifications.

Click on “Edit regions”.

## Regions

Limit opportunities you are emailed about to areas you supply

### All Regions

#### Edit regions

Enter a description in the Search regions box then click on “Search” (this can be done either as an exact match, or ‘fuzzy’ to return more results).

### Region selection

Search regions

Rutland

Search

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

## Region selection

Search regions

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

UKF22 - Leicestershire CC and Rutland

## Confirmation required

Do you want to regenerate your opportunities based on your new selection?

Regenerating opportunities based on your new settings will change which daily opportunity notifications that are sent to you. If you are making further changes, please select "No, I don't want to".

“Tick” the regions that are relevant to your organisation.

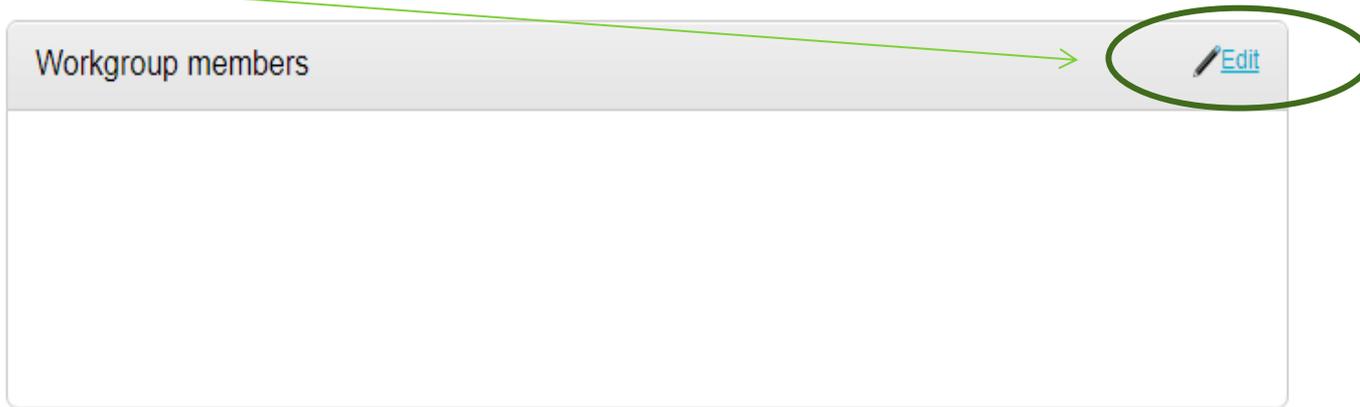
Click “Select regions”.

Confirm your change request by clicking “Yes, I am sure”.



# Adding a new individual user

To add in a team member to a new Workgroup, click on “Edit” within Workgroup members.



You can search for existing users using the search bar. If the user already exists, simply select them by clicking on their name and then on “Select contacts”.



To create a new user, click on “Add new contact”.

Update members

All contacts

 Mr W Tester  
Procurement

Select contacts

Add new contact

Cancel

### Create a new user

1 Contact details 2 Address 3 Workgroups 4 Confirmation

Title First name Last name

Confirm email address

Username

Continue

Cancel

Enter their details and click “Continue” to confirm.

Workgroup name

Workgroup name: Consultancy team

Categories of interest

Categories of interest: 71315200-1 - Building consultancy services  
72000000 - Building and Facility Construction and Maintenance Services

Regions of interest

Regions of interest: Leicestershire CC and Rutland

Public lists

Public lists:

Create workgroup

Cancel

When you have finished amending/adding the relevant details to the Workgroup, click "Continue".



# Removing a Workgroup or an individual user

Opportunities [Find opportunities](#)

To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above

Vendor profile

The questionnaires listed below contain common question sets used nationally by buying organisations. Questionnaires may be relevant to your business area so please read the description by hovering over the help icons.

Standard Selection Questionnaire (SQ) [Edit](#) (0% complete)

If the user has left the organisation **and the Workgroup is no longer needed**, you can remove (delete) the Workgroup by going to the Home page and clicking on the name of the Workgroup.

Workgroups

Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together

[Consultancy team](#) (0) [Request merge](#)

[Tender Response Team](#) (1) [Request merge](#)

[Add new workgroup](#)

Click on “Disable workgroup” and confirm your requirement.

Workgroup: Tender Response Team

[< Back to home page](#)

Workgroup details [Edit](#) [Disable workgroup](#)

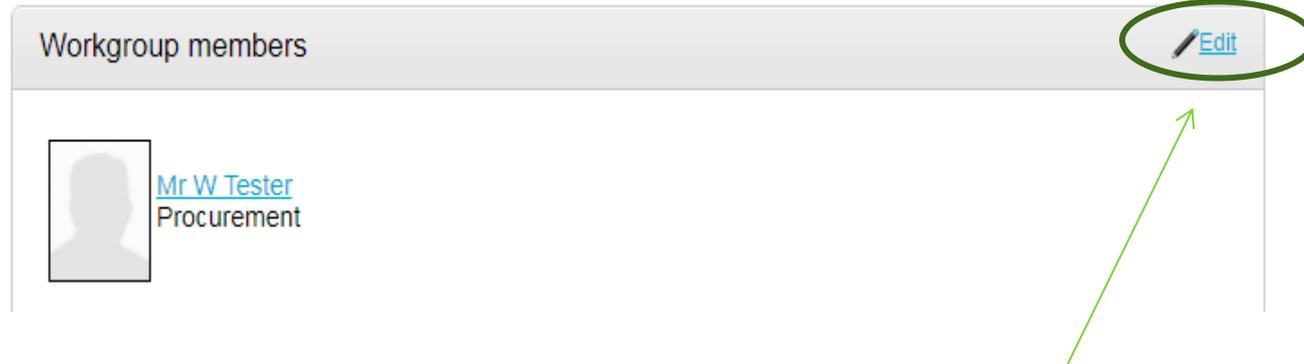
**Workgroup name:** Tender Response Team

**Date created:** 10/05/2019 15:36:05

**Date updated:** 13/05/2019 08:31:09

Audit history

[View audit history](#)



If a user no longer works for your organisation but has been replaced by someone (and you therefore still need the Workgroup), enter the Workgroup, but this time scroll down to the Workgroup members section and click on “Edit”.

Deselect them as a Workgroup member by clicking on their name.





Please see separate “how to” guides for:

- How to register on ProContract
- How to find current opportunities on ProContract and register an interest
- How to submit a bid
- How to amend notification settings
- How to amend your company details