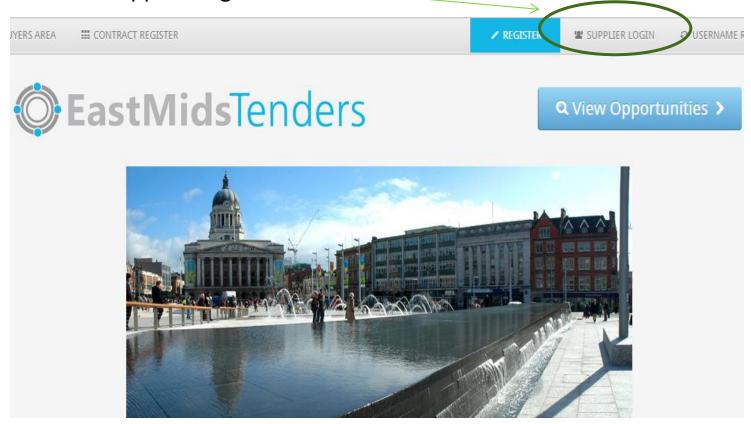


# How to find opportunities on ProContract and register an interest

# **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 <u>register here</u>
- \* 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. <u>Procurement@suppliername.com</u> or have someone responsible for changing the users as and when people leave (all notifications will go to this email address)

Go to <a href="https://www.eastmidstenders.org">https://www.eastmidstenders.org</a> and click on the "Supplier Login".

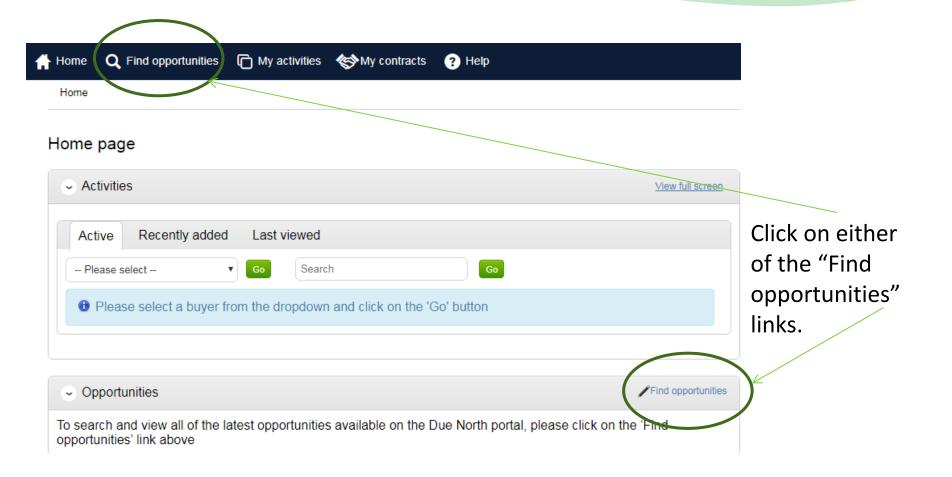


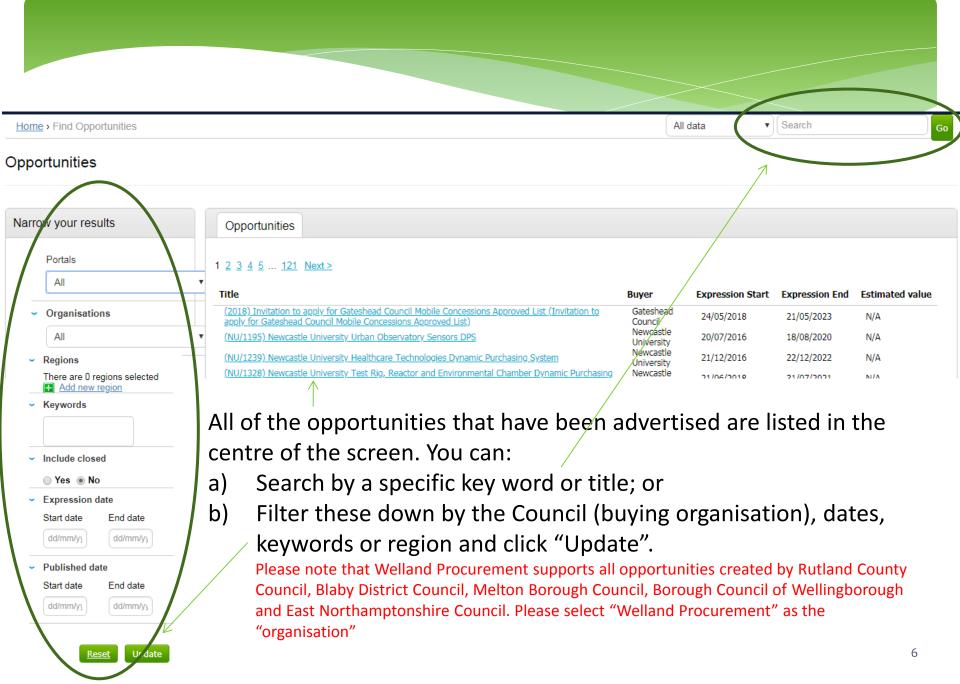


Login with your username and password.



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.







After you have searched/filtered the opportunities, in order to take part in the request for quotation/invitation to tender, click on the name of the opportunity, and then click on "Register interest in this opportunity". Please note registering an interest does not equate to submitting a response – you will need to submit a response by the stated deadline.

## Tender for Treasury Management Services

# Main contract details Opportunity Id DN457871 Title Tender for Treasury Management Services Categories 66600000-6 - Treasury services Description A contract for the provision of treasury management services Expression of interest window From 15/01/2020 10:00 to 11/02/2629 12:00 Register interest in this opportunity

Once you have expressed an interest, you will be able to access the tender documentation by clicking "here".

### Expression of interest successful

### Expression of interest successful

You have successfully registered interest in the following opportunity for Bidding :-

### Tender for Treasury Management Services

You will receive an email notification shortly confirming your registration of interest.

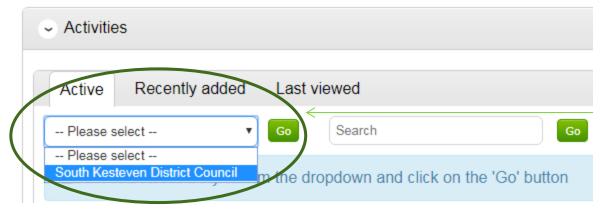
### What happens next?

- · You have been invited to participate in the RFQ event for this opportunity.
- Tender for Treasury Management Services has been added as a new activity in your activities centre.
- To view this RFQ event now, click here.

### I don't have time to look at the RFQ now, what should I do?

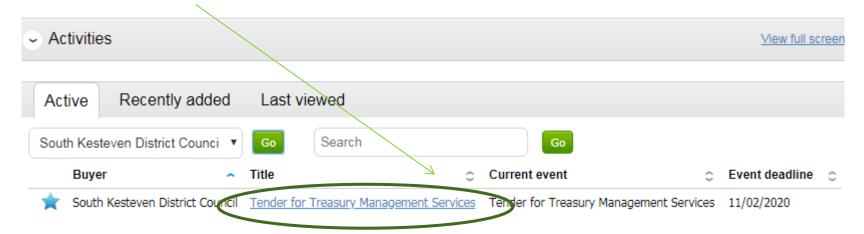
- Don't worry your activity is stored safely against your account and an invitation has been sent to your registered email address businessaccount641@yahoo.com. The invitation contains a direct link to this RFQ.
- Please note however that the closing date for this RFQ is 11 February 2020 12:00. Make sure you leave enough time to complete your response.

# Home page



You will be able to access the all active opportunities that you have registered an interest in on the Home Page. Under "Active", select the relevant organisation from the drop down list and click "Go".

Click on the name of the opportunity, and then you will be able to view all documents and your response (where this has been started).



# Please see separate "how to" guides for:

- How to register on ProContract
- How to submit a bid
- How to amend notification settings
- How to amend your company details
- How to add a new "workgroup" and individual to your account