



# How to amend your company details 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”.





Log In

User Name

Password

[Forgotten your username or password?](#)

Continue

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.

On the Home page, click on “Edit” within “Company details summary”.

Home page

The screenshot shows the Home page interface. On the left, there is a search section with tabs for 'Active', 'Recently added', and 'Last viewed'. Below the tabs is a dropdown menu with '-- Please select --', a 'Go' button, a search input field, and another 'Go' button. A blue message box below the search section says: 'Please select a buyer from the dropdown and click on the 'Go' button'. On the right, there is a 'Company details summary' section with an 'Edit' link circled in green. The section content includes: 'Rushcliffe Procurement', 'Rushcliffe Arena, Rugby Road, West Bridgford, Nottinghamshire, NG2 7YG', 'Description: Rushcliffe Borough Council Procurement', and 'Keywords: Council, Services'.

You will then be able to “Edit”:

- Company information (address, website, company registration number, VAT registration number)
- Description (keywords, number of employees, legal status of organisation)

The screenshot shows two sections: 'Company information' and 'Description'. Each section has an 'Edit' link circled in green.

To amend your organisation's company name, click on "Change my company name".

Company information Edit [Deactivate my company profile](#) [Change my company name](#)

Company name: Business641

Request company name change

Company name changes need to be approved by the portal, therefore please submit your request below:

New company name

Reason

[Submit request](#) [Cancel](#)

Enter the new company name and a brief reason as to why you are changing it and click on "Submit request".

You need to request approval because many suppliers have similar names and the IT provider who run our procurement system will need to check that the company isn't already registered. They should come back to you reasonably quickly with confirmation.



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 add a new “workgroup” and individual to your account