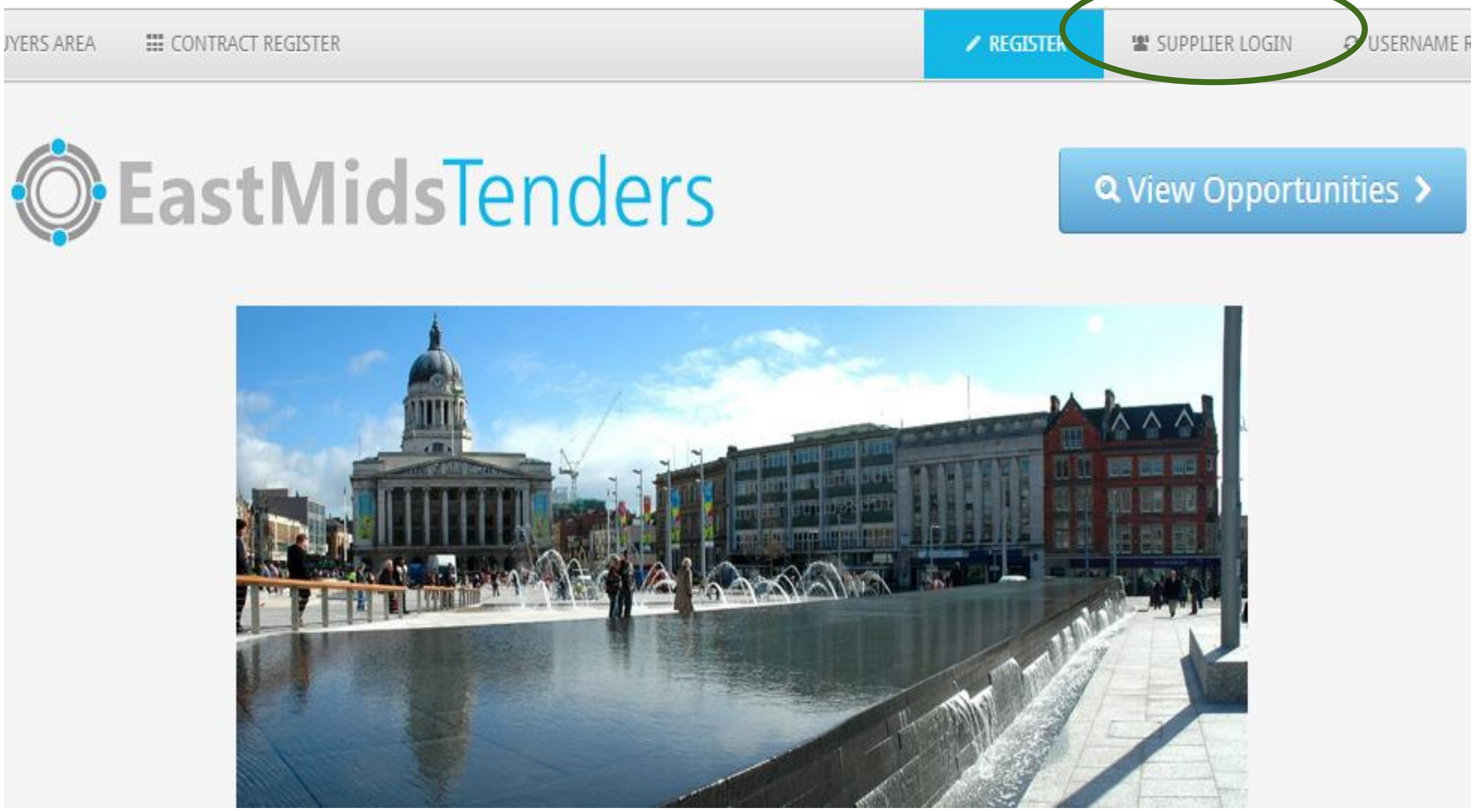
How to add a new "workgroup" and individual to your account on ProContract

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 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”.



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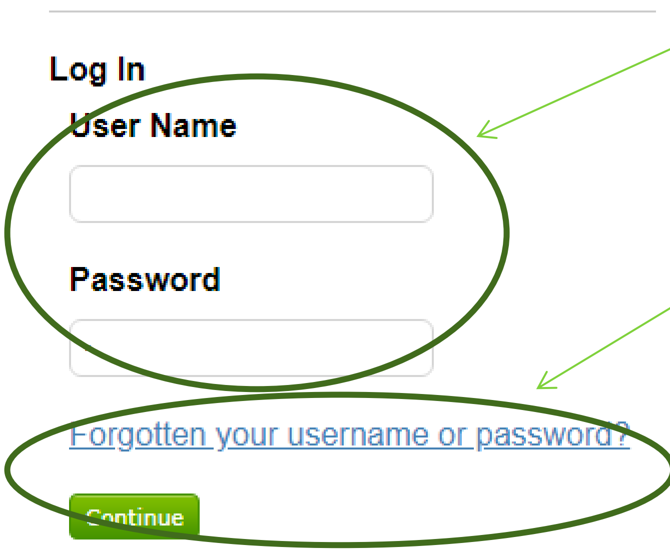


Login with your username and password.

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.

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

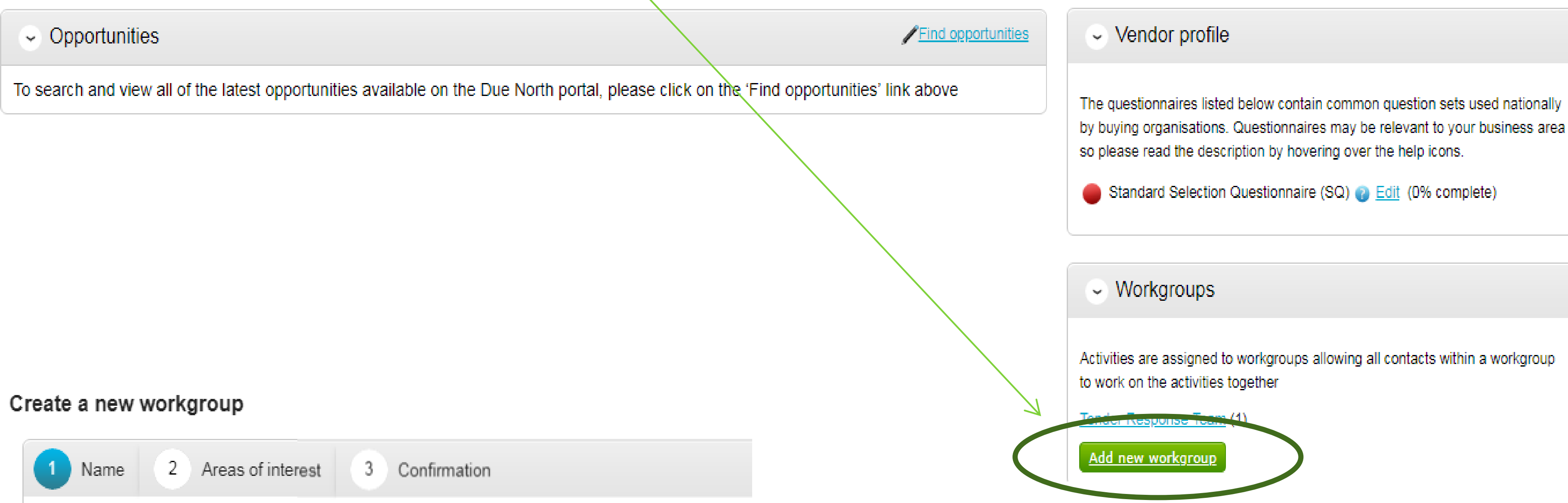
For example, in a company providing consultancy services, you may have a consultant for the public sector to provide advice on leisure services and one for construction advice. These can be set up as separate Workgroups.

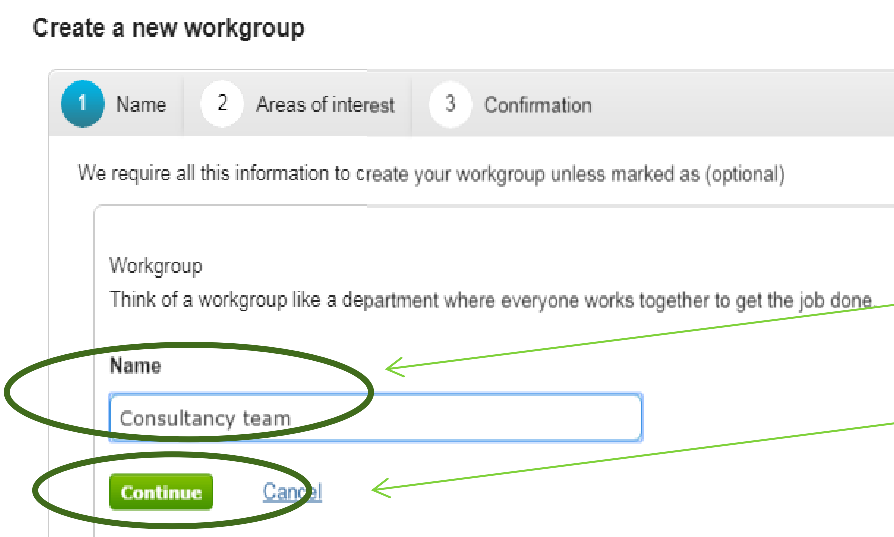
You may also need to add a new individual to an already existing Workgroup to allow more than one person to have access to an opportunity, respond to clarifications and manage the administration of the tendering process.

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”.

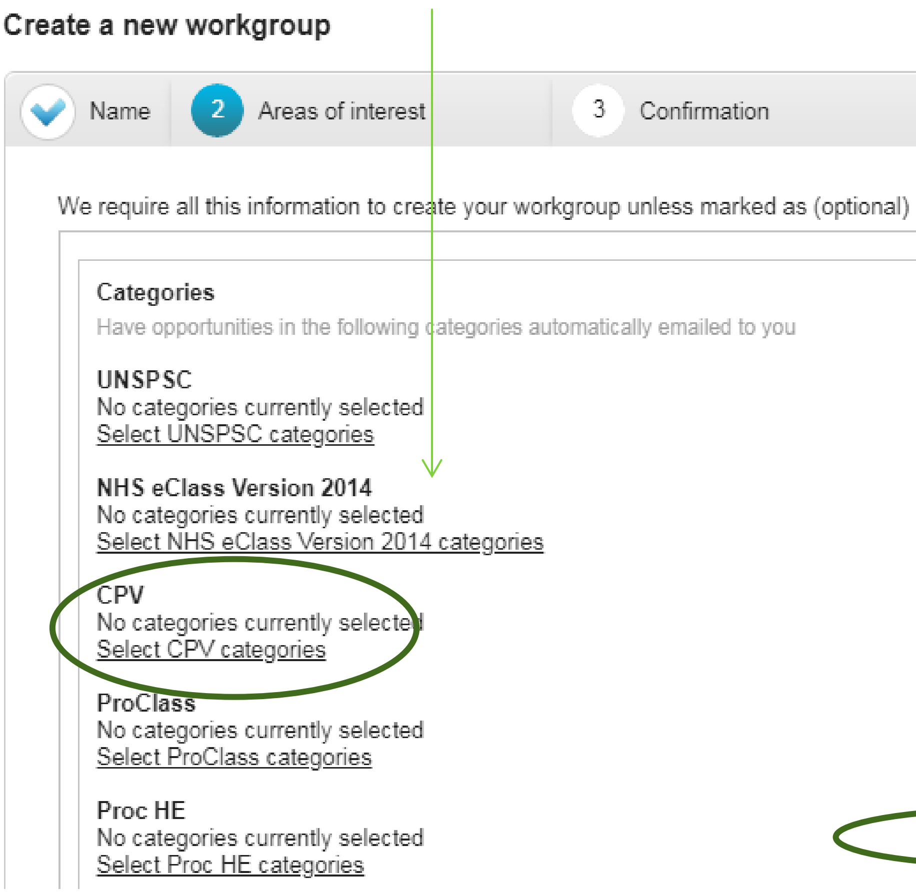




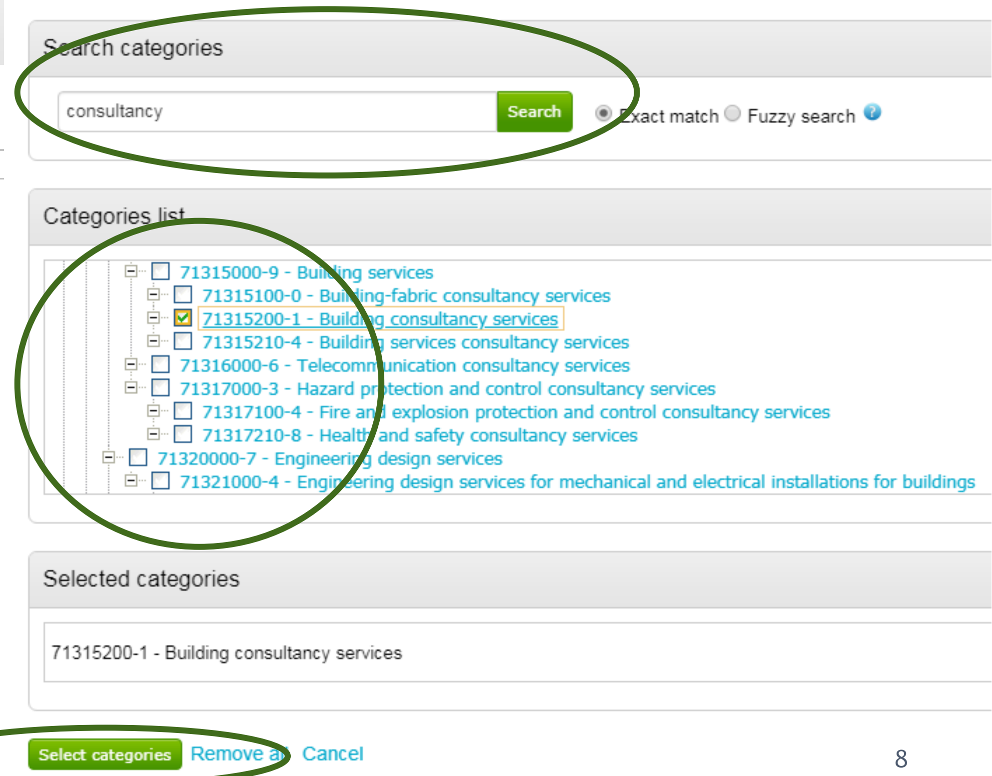
Give the new Workgroup a name and click on “Continue”.

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".

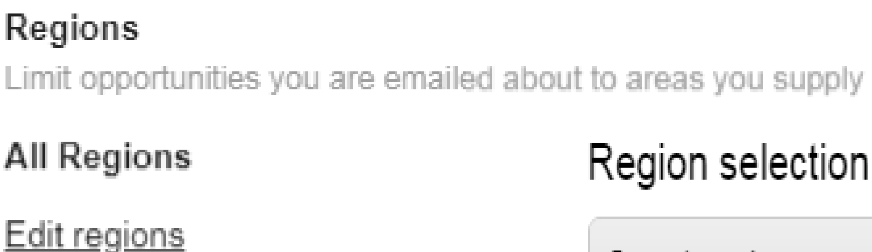


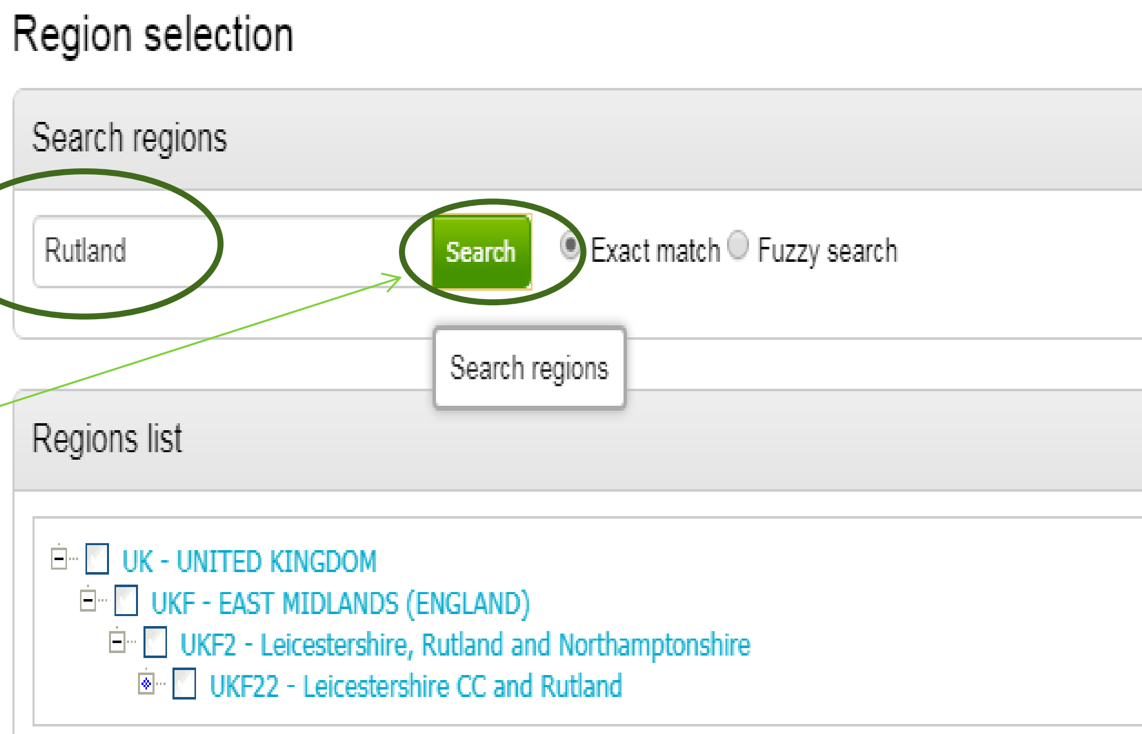
Search by keywords, select all relevant options (by checking the box to the left of its description) and click "Select categories".



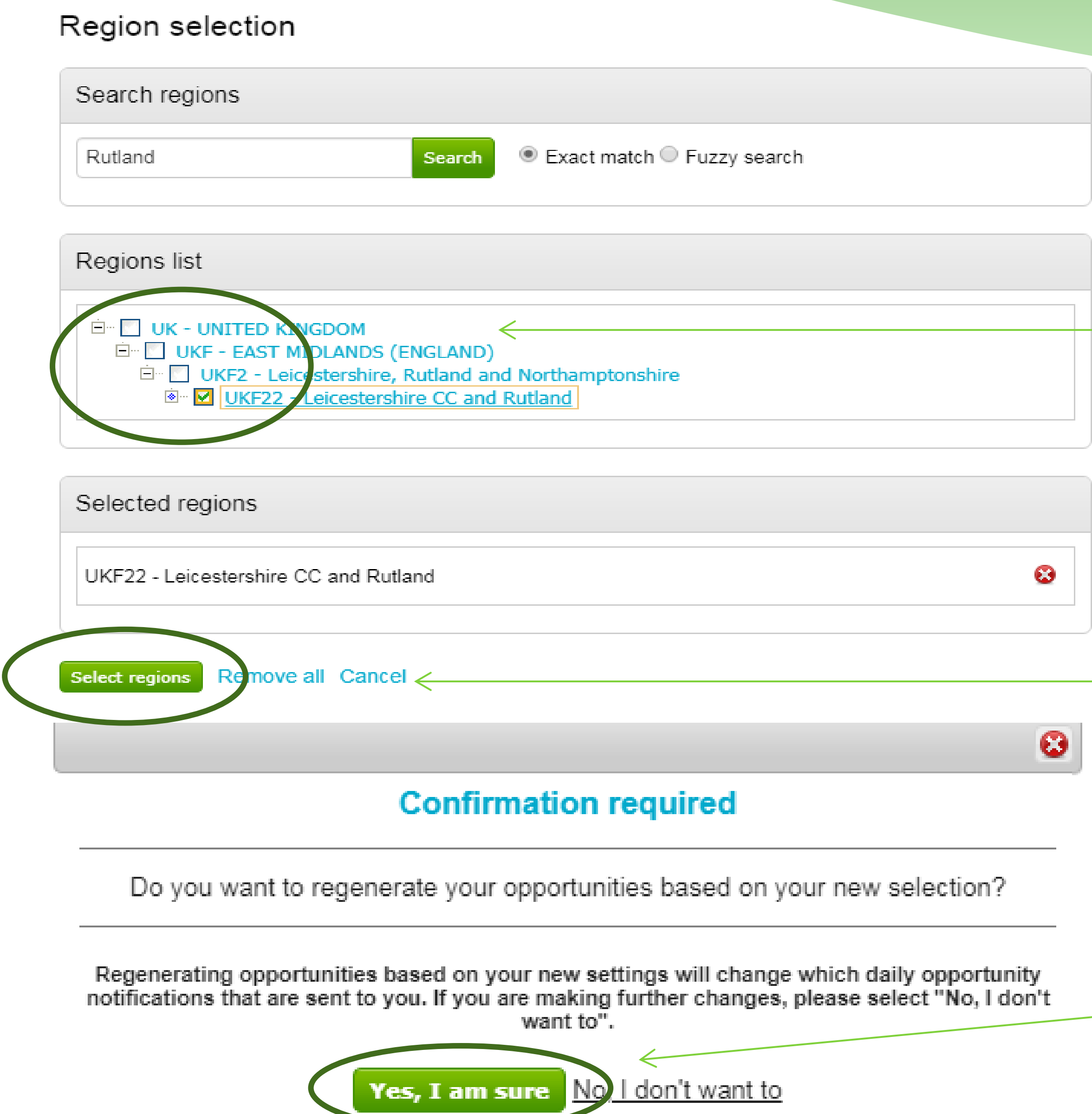
You can edit the regions as well to ensure the new Workgroup receives relevant notifications.

Click on “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).



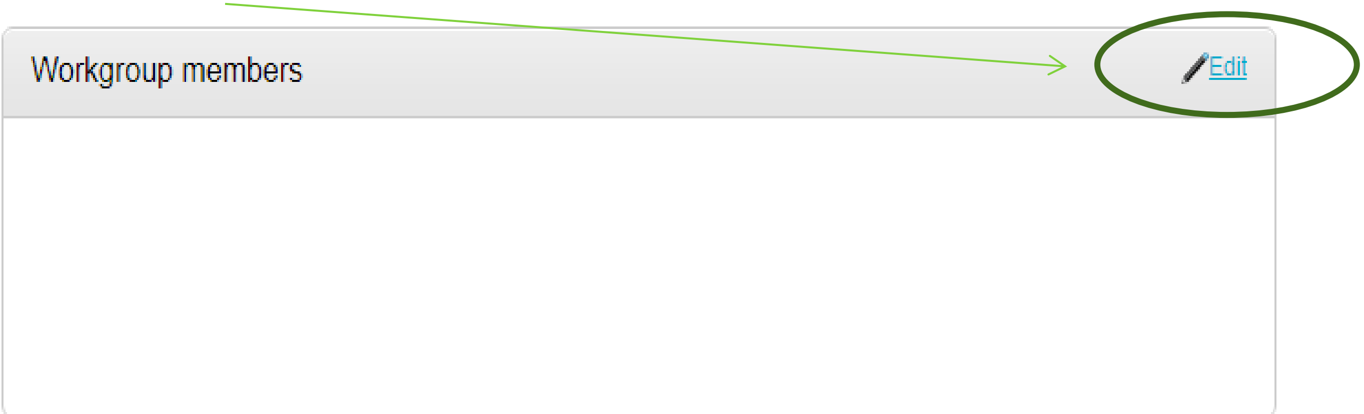
"Tick" the regions that are relevant to your organisation.

Click "Select regions".

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

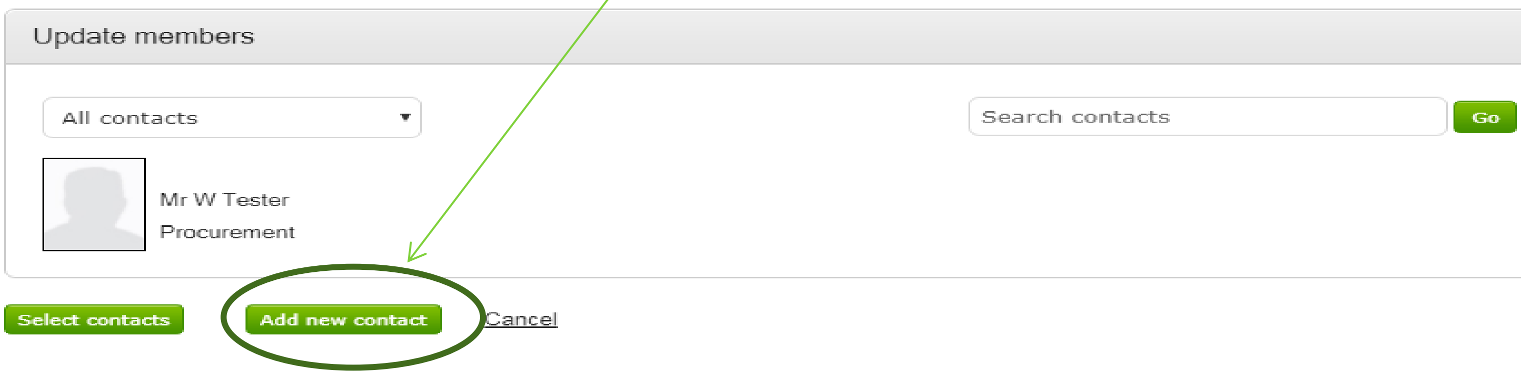
Adding a new individual user

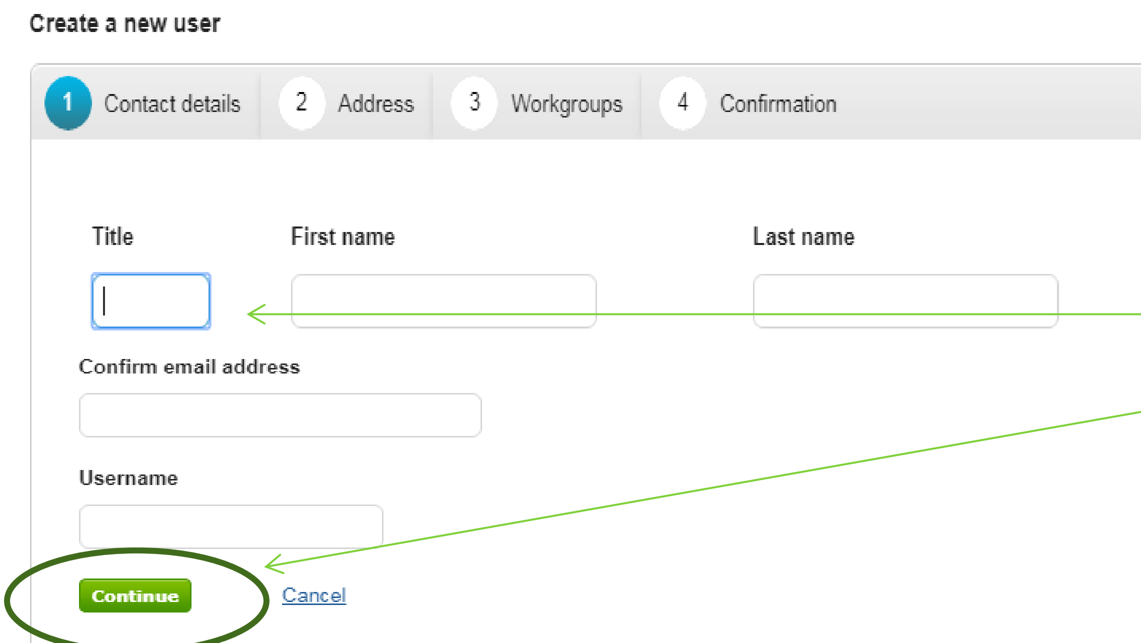
To add in a team member to a new Workgroup, click on “Edit” within Workgroup members.



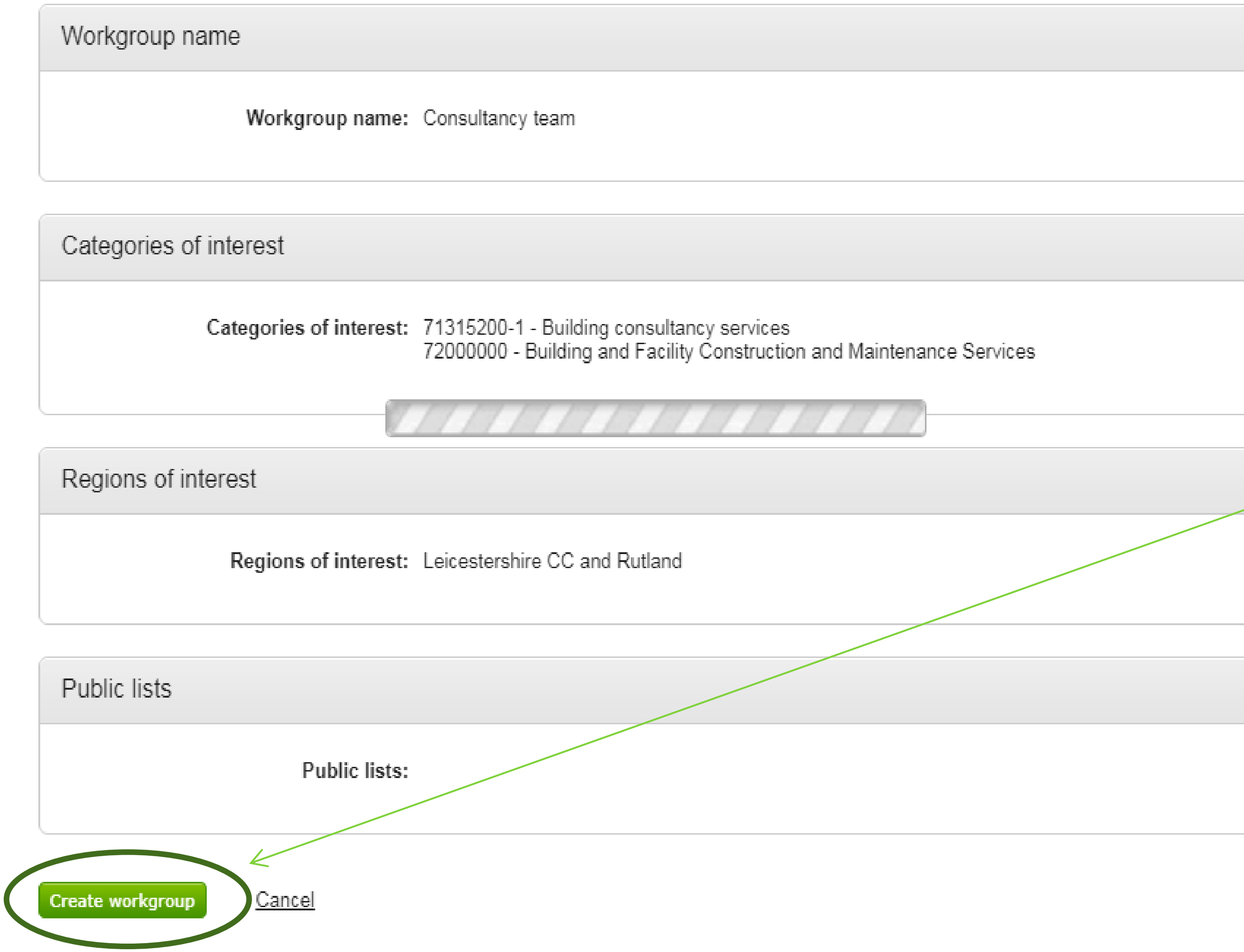
You can search for existing users using the search bar. If the user already exists, simply select them by clicking on their name and then on “Select contacts”.

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



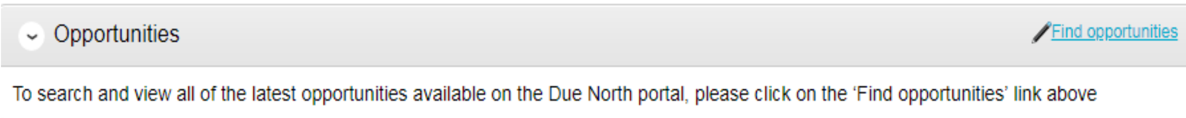


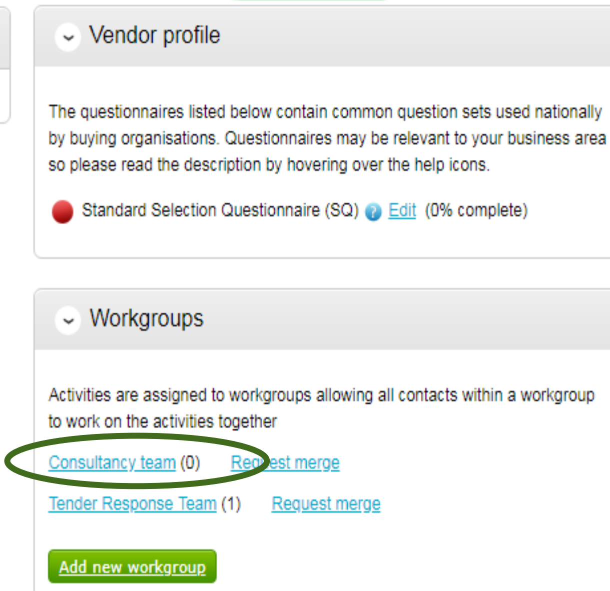
Enter their details and click “Continue” to confirm.



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

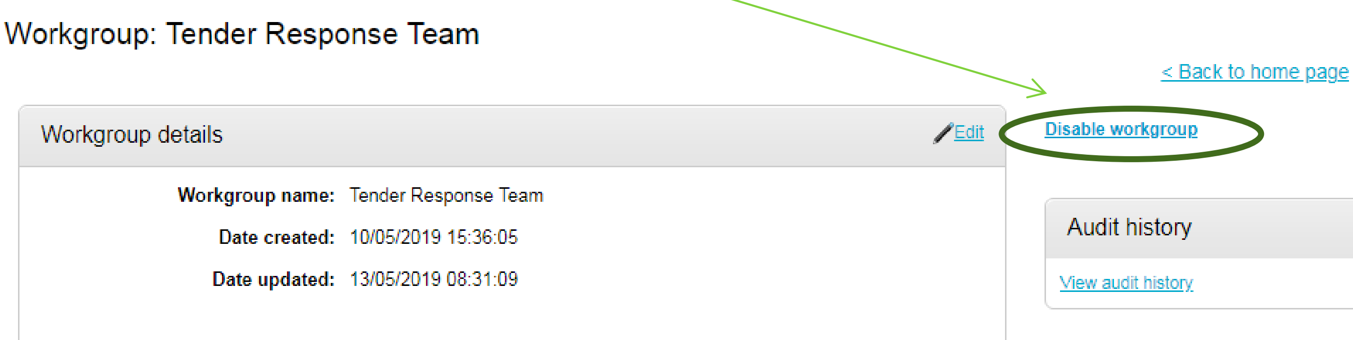
Removing a Workgroup or an individual user





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.

Click on "Disable workgroup" and confirm your requirement.



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