



# How to amend notification settings 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.

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

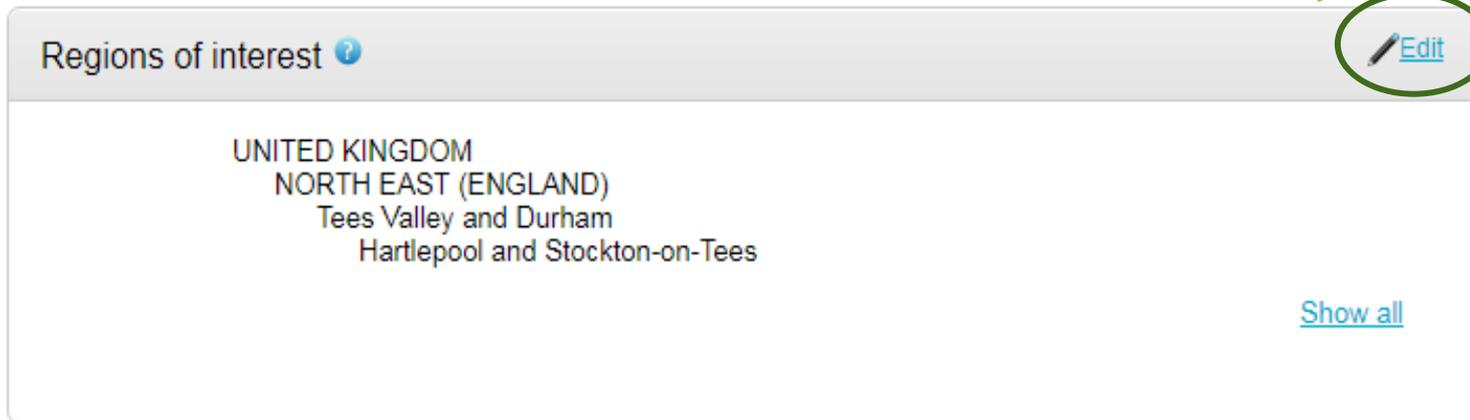
Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together

[Bidding \(1\)](#)

[Add new workgroup](#)

Scroll towards the bottom of the screen and click on the name of the Workgroup i.e. "Bidding". Workgroups allow notifications on opportunities to be sent to an individual or your organisation as a whole, and you company profile can be tweaked to allow individuals or teams to receive only the notifications that they are specifically interested in.

Scroll to the bottom and look for the section called “Regions of interest”. Click on the “Edit” button to change the region you are interested in.



The screenshot shows a user interface element titled "Regions of interest" with a help icon. Below the title, the following text is displayed:

- UNITED KINGDOM
- NORTH EAST (ENGLAND)
- Tees Valley and Durham
- Hartlepool and Stockton-on-Tees

A blue "Show all" link is located at the bottom right of the list. In the top right corner of the section, there is a blue "Edit" button with a pencil icon, which is circled in green. A green arrow points from the text above to this button.

## Region selection

Search regions

Enter the search criteria...

Search

Exact match  Fuzzy search

Regions list

- UK - UNITED KINGDOM
  - UKC - NORTH EAST (ENGLAND)
  - UKD - NORTH WEST (ENGLAND)
  - UKE - YORKSHIRE AND THE HUMBER
  - UKF - EAST MIDLANDS (ENGLAND)
  - UKG - WEST MIDLANDS (ENGLAND)
  - UKH - EAST OF ENGLAND
  - UKI - LONDON
  - UKJ - SOUTH EAST (ENGLAND)

Selected regions

UK - UNITED KINGDOM



Click on the red cross against any regions you do not want notifications from.

This example is set up to receive notifications from all over the UK.

To receive notifications from a specific region, 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”.



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 your company details
- How to add a new “workgroup” and individual to your account