**Accessing opportunities on PROACTIS/NEPO PORTAL**

**Allowing organisations to locate documentation which MUST be downloaded and fully completed to enable organisations to resubmit into the opportunity by the deadline stated.**

For **Help** contact the Portal Helpdesk using the Help button for contact information or frequently asked questions.

1. Select ‘**Register an interest in this opportunity’** once selected screen 2 should appear.

(if you have already done this and did not access the documents immediately go straight to paragraph 4).



1. Select ‘**To view this DPS event now, click ‘here’** once selected screen 3 should appear.



1. Scroll to the bottom of the screen to view all **documentation** and download to complete.



1. **ALTERNATIVELY**:-

If you log out after registering an interest/expressing an interest and do not select the option identified in paragraph 2, you can re-enter the portal and from the home page go to the opportunity using **‘My Activities’.**



1. **Screen 5a**, using ‘**Narrow your results**’,filter to the **Buyer**, then select **‘Update’** and there is an option to reduce the list further either by searching using a word with the title and select **‘Go’,** e.g. **DPS** which will reduce the list to ones only containing that word, alternatively, check page by page. **. Screen 5b** shows the list of your current activities, you can select the one you wish to view; anything **underlined in blue** is a link to another page in the Portal.



**a**



**b**

1. Once you have selected the link to the opportunity, the following screen should open, select ‘**open’**.



1. The opportunity should open in the next screen, showing the date for the deadline of submissions with a deadline clock, all the **documents** for **fully completing** and **returning** via the Portal are listed at the bottom of the screen.

**NOTE – FOR DPS Frameworks:-**

The sooner you apply the sooner you could be accepted and receive requests for services/works required.

Rounds are closed when the Authority receives an application, another Round opens automatically, you **DO NO NEED TO RE-APPLY** in another Round **unless we specifically ask you to** due to an issue with your application.



**ALL OPPORTUNITIES :-**

**Ensure you read ALL the documentation including the Instructions.**

Ensure you upload **ALL** the **required documents FULLY COMPLETED** including any supporting documents, **BEFORE THE DEADLINE** to avoid missing out.