



How to register on ProContract (Proactis)


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)





Register free with ProContract

Begin your ProContract supplier account registration by filling in a few details below.

Organisation name 

Test Supplier ABC 

Email address 

test@procurement.gov.uk 

By clicking 'Continue registration', you agree to the [Terms and Conditions](#) & [Privacy policy](#).

[Continue registration](#)

Already registered? [Log in here](#)

Type in your organisation's name and email address, and then click "Continue Registration".

NOTE – duplicate accounts will be rejected by Proactis (cannot reuse organisation names/email addresses)

Your email address will become your username.

Your password must be at least 8 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols.

Sign in details

Your email address will be used as your account username and to send you important account and opportunity information. You can refine your opportunity areas and communication preferences without your account management dashboard.

Email address [Change](#) ✓

Repeat email address

Password ✓

Repeat password

Your email address will become your username

Your password must be at least 8 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols. e.g. PassWord\$123

Organisation details

Please provide your organisation details below.

Organisation name [Change](#) ✓

Address

Town County

Primary contact details

Please provide your contact details below.

Title First name Last name

Job title Department

Telephone Mobile (optional) Fax (optional)

Scroll down and complete all mandatory (applicable) fields.

The image shows a registration form with several fields and a communication preferences section. Green annotations highlight the 'Continue registration' button and the 'Yes' radio button for email notifications. A green arrow points from the 'Continue registration' button to the text below. Another green arrow points from the 'Yes' radio button to the text below. A green oval encircles the 'Yes' radio button and its label.

Town Melton Mowbray ✓	County Leicestershire ✓
Postal code / zip LE13 1GH ✓	Country United Kingdom ✓
Website (optional) e.g. http://www.example.com	
Registration number (optional) ⓘ e.g. 03182974 ✓	<input checked="" type="checkbox"/> Not applicable
VAT number (optional) Welland Procurement ✓	<input checked="" type="checkbox"/> Not applicable

01664502395 ✓

Communication preferences ⓘ [Privacy Policy](#)

To receive the full benefits of your ProContract registration, buying organisations may notify you by email when opportunities are published that you may be interested in.

Your interest will be based upon your chosen categories of interest and selected region(s) of supply which you will be asked to confirm when you log in for the first time.

These may include, but is not restricted to, new opportunity adverts, invitations to tender and clarifications.

Do you want to receive email notifications?

Yes No, I acknowledge I may miss out on important notifications

[Continue registration](#) Already registered? [Log in here](#)

Click "Continue Registration".

Select "Yes" to receive email notifications by email when opportunities are published that you may be interested in. These may include, but is not restricted to, new opportunity adverts, invitations to tender and clarifications.

Supplier registration - Areas of interest

Opportunity areas of interest

To receive the full benefits of your ProContract registration, buying organisation may notify you by email when opportunities are published that you may be interested in chosen categories of interest and selected regions(s) of supply.

Buying organisation use various methods of categorising opportunities so to help you select the best categories that represent your bussiness you can enter up to 6 ke across all buyer category sets using these keywords and recommend the best matches for you ([disclaimer](#))

Note: The best match search is purely a starting guide to the categories that may be of value to your organisation based upon the keywords you select. You must m so that you do not miss out on opportunities. PROACTIS Holdings PLC and the buying organisation that post opportunities on this portal are not responsible for any

Enter at least 1 keyword

taxi highway stationery consultancy

To help you select the best categories that represent your business you can enter up to 6 keywords e.g. taxi, consultancy etc. The system will then search and recommend the best matches for you.

Click "Find recommended".

Spirit Pub Categories

[Click to refine](#)

03010603 - Stationery

Proc HE

[Click to refine](#)

TD - Taxi Hire (Direct)
S - Stationery & Office Supplies
SJ - General Stationery
R - Professional & Bought-in Services including consultancy
RD - Accountancy Services e.g. Audit Consultancy
RE - Consultancy include IT excluding Estates

Region(s) of Supply

You can further refine your areas of interest by selecting the regions that you can supply your goods and/or services to. Simply click edit and choose your preferred region(s). For example, if you can supply your goods and/or services throughout the UK then select 'UK'. If however you are more of a local provider then choose a regional diameter that you are comfortable with e.g. UK- North East England.

Preferred region(s) of supply

[Click to refine](#)

UNITED KINGDOM

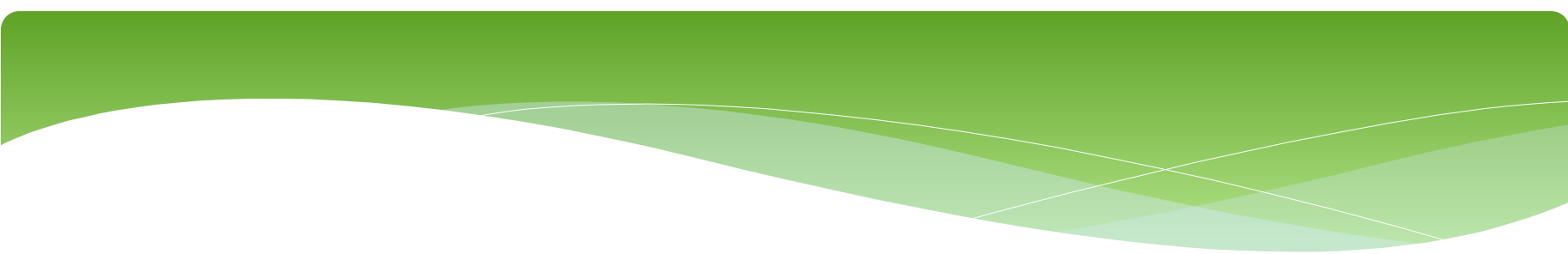
[Continue registration](#)

Already Registered? [Login here](#)

To find out how to refine the “region(s) of supply”, go to the next slide.

If you are happy with the categories listed, click “Continue registration”.

To find out how to refine the categories, please go to slide number 9 (and then click “Continue registration”).



Enter the search criteria... Exact match Fuzzy search

Regions list

- UKC - NORTH EAST (ENGLAND)
- UKD - NORTH WEST (ENGLAND)
- UKE - YORKSHIRE AND THE HUMBER
- UKF - EAST MIDLANDS (ENGLAND)
 - UKF1 - Derbyshire and Nottinghamshire
 - UKF2 - Leicestershire, Rutland and Northamptonshire
 - UKF3 - Lincolnshire
- UKG - WEST MIDLANDS (ENGLAND)
- UKH - EAST OF ENGLAND

Select the regions that you can supply goods / services to.

Selected regions

UKF - EAST MIDLANDS (ENGLAND)

Click "Select regions".

Categories list

- Q - Telecommunications
- R - Professional & Bought-in Services including consultancy
 - RA - Advertising Services
 - RB - Conferences & Meetings (Event Management)
 - RC - Data Information Services
 - RD - Accountancy Services e.g. Audit Consultancy
 - RE - Consultancy include IT excluding Estates
 - RF - Insurance Services

Select the categories applicable to your organisation.

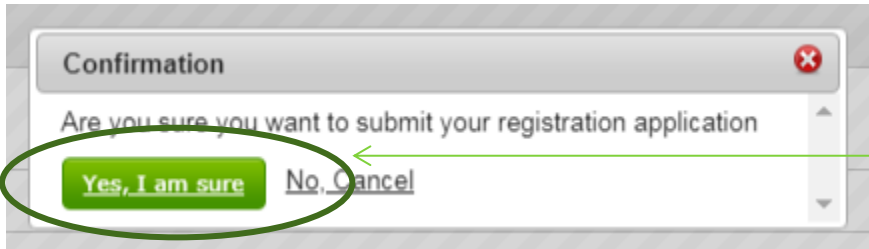
Selected categories

- RA - Advertising Services
- RB - Conferences & Meetings (Event Management)
- RF - Insurance Services
- RG - Legal & Tax Services
- RH - Banking Services
- RI - Financial Investment Services

Click on the "x" to remove irrelevant categories.

Select categories Remove all Cancel

Click "Select regions".



To submit your application, click “Yes, I am sure”.

You will then get a ‘holding page’. You will receive an email from ProContract Notifications (within 48 hours) that contains a link that you **must** follow in order to confirm your email address. Once this has been confirmed, you will receive confirmation of your username and a link to access ProContract via email.

Supplier registration

Next Steps

Application submitted for approval
You have successfully submitted your application to register as a ProContract supplier. Your application has been submitted for approval.

What happens next?
The ProContract team will now review your application. In most cases this review will take place within the hour and you will be notified by email if your application is successful.

NOTE: The email you receive contains a link that you **must** follow in order to confirm your email address. Until this action has been completed you will not be able to login and buyers will be unaware of your company profile.

If successful, you will receive confirmation of your username and a link to access your personal activity dashboard.

As you log in to ProContract for the first time you will be asked to complete your registration process.

Overnight, your interests will be matched against the latest published opportunities and you will be notified by email. The email will contain links to review, and if you wish, express your interest in each of the opportunities.

What if I don't receive confirmation?
If you don't receive an update regarding your application within 48 hours you should complete the following :-

- Check your junk and spam folders of the email account used to register.
- Register with the ProContract supplier support team [here](#) and raise a case describing the issue.

Once you receive the email from ProContract Notifications, click to confirm your email address – this must be done within an hour of receipt on the email.

• PROACTIS ProContract Supplier Registration – Email Verification Required Yahoo/Inbox ★

● **ProContract Notifications** <procontract-notifications@due-north.com> 10 Jan at 08:51 ★
To: businessaccount641@yahoo.com

Dear John Adams,

To complete your application to join the PROACTIS ProContract supplier portal you must confirm your email address by clicking [here](#).

Until this action has been completed you will not be able to login and buyers will be unaware of your company profile.

You will then be able to login with the username and password details you set (as per slide 4), and click “Continue”.

Log In

User Name

Password

[Forgotten your username or password?](#)

Continue

First time log in

- Because you have never logged into the system before, you need to check some information
- This step improves the security of your account and checks that all your details are correct.

Company details

Company registration number ?

N/A

The first time you login, you will be asked to check the and confirm the information already provided is correct.

Classifications

Please check that your classification selections are correct and make changes where necessary

Legal classification ?

- Charitable Incorporated Organisation (CIO)
- Community Interest Company (CIC)
- General Partnership
- Industrial & Provident Society
- Limited Liability Partnership (LLP)


Please complete the “Classifications” section, and then click “Update account and login” at the bottom of the page.

Every time you login, the 'dashboard' will be the first screen. This shows any "Activities" (Tenders, quotes etc.) that you have registered an interest in, current opportunities, and also your company details (you can edit these at any time).

Home page

The screenshot displays a dashboard interface with the following components:

- Activities Section:** Features a dropdown menu, a "View full screen" link, and a search filter with tabs for "Active", "Recently added", and "Last viewed". Below the tabs is a search input field with a dropdown menu (currently showing "-- Please select --"), a "Go" button, and a "Search" input field with another "Go" button. A blue informational banner below the search fields reads: "Please select a buyer from the dropdown and click on the 'Go' button".
- Opportunities Section:** Includes a "Find opportunities" link and a text instruction: "To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above".
- Company details summary Section:** Contains the text "Company details summary" with an "Edit" link. Below this, it lists "Business641" with the address "Harlestone Road, Northampton, Northamptonshire," and "Keywords" including "consultancy".
- Vendor profile Section:** Starts with "Vendor profile" and a text block: "The questionnaires listed below contain common que nationally by buying organisations. Questionnaires m: business area so please read the description by hove icons." Below this, a red dot icon is followed by the text "Standard Selection Questionnaire (SQ)" and an "Edit" link.



Please see separate “how to” guides for:

- How to find current opportunities and register an interest
- 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