

How to Guide:

Registering

Dynamic Purchasing System

**Provision of Home to School and
Social Care Transport Services**

Welcome....

This How to Guide shows you how to register with our e-tendering portal. This is the first step to seeing if you wish to bid to provide our Home to School and Social Care Transport Service.

Please follow the step by process outlined below, however, if you need support please contact us on 0330 052 0352

IMPORTANT: This guide is to register with our e-tendering portal only. You must also register to join the DPS so you can bid for opportunities.

Let's get started....

To join the DPS, you need to use the
Cambridgeshire E-tendering Portal - ProContract.

Step 1 Please click on the link below

[Log In \(due-north.com\)](https://procontract-ufe.due-north.com/Login/Index?ReturnUrl=%2fLogin%2fLogoutConfirmation)

Log In

User Name
alwayslatepauthameslinkg

Password
.....

[Forgotten your username or password?](#)

Welcome to ProContract

Important Notice
This is a TEST system

Already registered?
Simply enter your chosen username and password and click 'Continue'

New to ProContract?
Suppliers - If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

Migrated from ProContract Version 2?
If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - [First time login following migration](#)

Still need help?
Please visit the [help center](#), where you can access an extensive help library, FAQ's, videos and guides

If Registered already – type in Username and Password.

Log In

User Name

paultamanislaing

Password

.....

[Forgotten your username or password?](#)

Continue

If new to ProContract, please register for Free.

(please note that your registration to ProContract will need to be approved and it can take up to 48 hours, but is usually approved in a matter of minutes)

Step 2 Click on the link 'Register free' as shown below

New to ProContract?

Suppliers - If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

This will open the screen below

Register free with ProContract

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

Organisation name

Email address

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

[Continue registration](#)

Already registered? [Log in here](#)

Why should I register with ProContract?

Registration is free and your company profile will be immediately available for opportunities managed by over 30,000 buyers from over 400 private, public sector and 3rd sector organisations.

What happens next?

Once we have verified your company name and email address you will be asked to complete a short registration process including basic company details and contact information. Upon submission, your registration application will be reviewed by the ProContract team and you will be sent an email address confirming next steps.

Do I receive opportunity alerts?

Following successful registration, as part of your company profile you can stipulate your preferred opportunity areas of interest along with geographical locations to which you can supply your goods & services. 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.

Recently added opportunities

[Find opportunities](#)

Results per page: 50 100

Buyer	Title	Interest window	Estimated value
North Yorkshire County Council	Application to be appointed to an Approved Provider List for the provision of Support Services to Children and Families Service: Prevention, including Children Centres. (Application to be appointed to an Approved Provider List for the provision of Support Services to Children and Families Service: Prevention, including Children Centres)	17/10/2016 13:22:00 - 31/12/2021 13:22:00	N/A
West Sussex County Council	Health, Education, Transport and Multi-Sector Support Services - Business Centre (RDC)	07/07/2015 09:00:00 -	N/A

Useful links

- [Log in](#)
- [What is ESPD?](#)
- [National contracts register](#)
- [PROACTIS supplier support](#)
- [Migrated account user details](#)

Step 3 Please complete your Organisation's name and email address

Register free with ProContract

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

Organisation name ⓘ

CCC PLACE TEAM LTD ✓

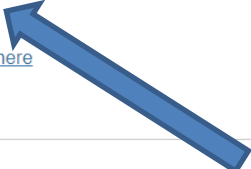
Email address ⓘ

pablo.t39@yahoo.com ✓

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

Continue registration

Already registered? [Log in here](#)



Once done Click on the Green button.

Step 4 Please provide details of your organisation.

Supplier registration

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](#)

pablo.t39@yahoo.com ✓

Repeat email address

pablo.t39@yahoo.com ✓

Your email address will become your username

Password ⓘ

***** ✓

Repeat password

***** ✓

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](#)

CCC PLACE TEAM LTD ✓

Address

Shire Hall ✓

Town

Cambridge ✓

County

Cambridgeshire ✓

Postal code / zip

CB3 0RP ✓

Country

United Kingdom ✓

Website (optional)

e.g. http://www.example.com

Primary contact details

Please provide your contact details below.

Title

Dr ✓

First name

Chief ✓

Last name

Officer ✓

Job title

Chief Officer ✓

Department

Exec office ✓

Telephone

01402030111 ✓

Mobile (optional)

Fax (optional)

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.

Once complete, press on the big Green button – found at the bottom left-hand side of the screen.

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

Step 5 Identify interested categories, or click Continue Registration

This will take you to a screen where you can search for classification of different types of opportunities you may be interested in. Whilst you may wish to choose whatever categories may be of interest to your organisation, for the purposes of the Home to School and Social Care Transport Service contract, we will point you to a link where you can access this directly. However, we would still encourage you to search for 'transport' and click on the 'Home to School and Social Care Transport Services' so you will be notified of any opportunities.



Supplier registration - Areas of interest [Take a tour](#)

Opportunity areas of interest

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 opportunity notification will be based upon your chosen categories of interest and selected region(s) of supply.

Buying organisations use various methods of categorising opportunities so to help you select the best categories that represent your business you can enter up to 6 keywords below e.g. taxi services. We will then search 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 make sure that you are happy with the selections 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 incorrect selections made

Enter at least 1 keyword

transport school x

Find recommended

Already Registered? [Login here](#)

[Cookie Policy](#) | [Terms and Conditions](#) | [Privacy](#) | [Accessibility](#) | [Help Center](#)

Version 21.4

Once you have confirmed your categories (or left it as is) click on the

[Continue registration](#)

located at the very bottom of the screen.

All done!

What happens next...

An email will be issued to the Email address your registered with. This can take up to 48 hours to be sent.

This email is to validate your registration. You will need to complete this stage to complete your registration.

IMPORTANT: At this point you have only registered with our e-tendering portal. You must now register to join the DPS so you can bid for opportunities.

To register for the DPS, go to the link below and open the access the How to Join the DPS user guide.

[Business with the council - Cambridgeshire County Council](#) – and click on the Home to School transport opportunities.