



SUPPLIER REGISTRATION DOCUMENT



NEPO Portal Registration


To become a registered supplier and view forthcoming tender opportunities for NEPO and all Member Authorities you must register on our e-tendering system, an explanation of how to do this is shown below. You should be aware that by registering your details on the system, you will be added to a national database which will enable you to review opportunities from across the country. You can tailor your account to specify which UK region you can supply and this will drive your automatic notifications – a list of organisations using the same e-tendering software (ProContract) as NEPO is available to view here <https://procontract.due-north.com/Opportunities/Index>

1. Go to our web site located at www.nepo.org
2. Click on the “NEPO Portal Login” link in the top right-hand corner of the page and click on “Register”.
3. This will take you to the ProContract Homepage, enter your Organisation Name and Email address and click on the “Continue registration” button and make your way through the registration wizard. After you have submitted your registration you will be sent an email asking you to verify your email address and a separate email with a reminder of your username and a link to ProContract. **IMPORTANT: Further setup information is required such as selecting your classifications and number of employees etc. If you do not complete this step you will not receive any email notifications alerting you of new opportunities and your account is not activated. Login with your details and complete the account setup.**

Please note: For system security purposes, you will no longer be able to use old versions of internet browsers. You will need to make updates if you have: Internet Explorer (pre v9) / Chrome (pre v32) / Firefox (pre v30) / Safari (pre v6.26) / Opera (pre v22). *If you're not sure what browser you're using, then visit www.whatbrowser.org. For more information about updating your browser, visit www.gov.uk/help/browsers*

PLEASE KEEP YOUR USER NAME AND PASSWORD CONFIDENTIAL. WE RECOMMEND THAT YOU DO NOT TICK THE SAVE PASSWORD OPTION IN THE DIALOGUE BOX

This registration has now added you to a national database of suppliers, it does not mean you will be automatically approved to be invited to tender for NEPO, its Member Authorities or any other user of the e-tendering system.



You now have the facility to login to the system and view any forthcoming projects and register your interest against them. An explanation of how to do this is given below:

1. Go to our web site located at www.nepo.org
2. Click on the “NEPO Portal Login” link in the top right-hand corner of the page and click on “Register”. To register interest against a project, click on the “Find Opportunities” link.
3. You can search for project opportunities using ‘Narrow Your Results’ to the left of the page (e.g. choose a category, enter a project reference number or a project name within the ‘keywords’ field). **Remember to click on the ‘Update’ button at the bottom of the search to apply any filters.**
4. Once you have located a project you are interested in click on the project title and click on the “Register interest in this opportunity” button. **Please Note: The “Register Interest” button will only be visible during the specified Expression of Interest window and once you have registered your interest the button will be greyed out.**
5. Your project registration will be confirmed by email.
6. Once you have registered, you will either receive an email immediately inviting you to take part in the procurement exercise (with a link directly to the Project) or this will be issued once your interest has been approved. You can also access the Project by logging in as above and using the activities area to find the specific Project and selecting the relevant Authority from the dropdown box. This will show any interest you have registered and all available Projects you’ve been invited to take part in.

How to register as a supplier on ProContract

Register free with ProContract Minimum requirements

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

Organisation name 🔍
nepo_supplier_1 ✓

Email address 🔍
s.b@tinternet.com ✓

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: 10 50 100

Buyer	Title	Interest window	Estimated value
NEPO	Navigating the NEPO Portal 17.08.2017	17/08/2017 09:21:00 - 24/08/2017 09:21:00	N/A

Useful links

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

Enter the Organisation name and Email address and click on "Continue Registration"

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](#)

davey.smith1111@outlook.com ✓

Repeat email address

davey.smith1111@outlook.com ✓

Your email address will become your username

Password

***** ✓

Repeat password

***** ✓

Your password must be at least 8 characters long, contain a mix of letters, numbers and symbols, e.g. Password123

Complete your sign in details

Organisation details

Please provide your organisation details below

Organisation name [Change](#)

nepo_supplier_1 ✓

Address

1 Turner Street ✓

Town

Gateshead ✓

County

Tyne and Wear ✓

Postal code / zip

NE1 3AF ✓

Country

United Kingdom ✓

Website (optional)

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

Registration number (optional)

1234567 ✓

Not applicable

VAT number (optional)

GB999999999 ✓

Not applicable

[Continue registration](#)

[Already registered? Log in here](#)

Primary contact details

Please provide your contact details below

Title

Mr ✓

First name

Davey ✓

Last name

Smith ✓

Job title

Sales Officer ✓

Department

Sales ✓

Telephone

0191 999 999 ✓

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.

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

Enter your Organisation details and Contact details and click on "Continue Registration"

Supplier registration - Areas of Interest

[Take a tour](#)

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. Your opportunity notification will be based upon your 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 keywords below e.g. taxi services. We will then search across all buyer category sets using these keywords and recommended 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

Already Registered? [Login here](#)

Enter at least one keyword to allow the system to search for relevant categories

45420000-7 - Joinery and carpentry installation work
 45421000-4 - Joinery work
 45421140-7 - Installation of metal joinery except doors and windows
 45421150-0 - Non-metal joinery installation work

Spirit Pub Categories

Confirmation

Are you sure you want to submit your registration application

[Yes, I am sure](#) [No, Cancel](#)

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](#)

NORTH EAST (ENGLAND)

[Continue registration](#) [Already Registered? Login here](#)

Click "Yes, I am sure" to continue

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 existence.

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 24 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.

[Close](#)

Application has been submitted

An email will be sent after registration is complete and accepted asking you to verify your email. This must be actioned within the hour as it will expire, and you will then be required to request a new verification email.

You will also be sent an email with your username and a link to ProContract

From: ProContract UFE <customertesting@due-north.com>
Date: Mon, 20 Aug 2018 at 14:10
Subject: PROACTIS ProContract Supplier Registration – Email Verification Required
To: smithco1123@btinternet.com

Dear James Smith,

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.

Note: You are receiving this email as your email address was used to sign up to the PROACTIS ProContract supplier portal. If you did not sign up then please contact PROACTIS supplier support team by clicking on the following link:

<http://www.proactis.com/support>

From: ProContract UFE <customertesting@due-north.com>
Date: Mon, 20 Aug 2018 at 14:10
Subject: User account created - Login details for ProContract
To: smithco112233@btinternet.com

Dear James Smith,

Your user account has been created for ProContract.

Please find below a reminder of your username which you will need to access ProContract:

Username: smithco112233@btinternet.com

You can access ProContract now by clicking on the following link:
<https://procontract-ufe.due-north.com/>

Please Note: If you are a supplier you must login to your account and select your preferred areas of interest and set your communication preferences to "Receive system email notifications" before you will receive any opportunities published by buying organisations who are part of the ProContract family.

If you are a supplier that requires support:

Log a ticket on the [Supplier Support Portal](#)

Alternatively please email ProContractSuppliers@proactis.com for ProContract Supplier Support

If you are a PROACTIS customer that requires support:

Login to the [PROACTIS Support Portal](#)

If you don't have a login, please email helpdesk@proactis.com

PLEASE NOTE THAT YOU WILL NEED TO LOGIN TO YOUR ACCOUNT TO COMPLETE THE REGISTRATION PROCESS IN ORDER TO START RECEIVING RELEVANT OPPORTUNITY ALERTS.

First time log in

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

Company details

Company registration number N/A

VAT Registration number N/A

Company description

Keywords

Keywords (Up to six)

Keyword	Select
<input type="text" value="electricity"/>	<input type="checkbox"/>

Workgroup

Please check that your workgroup information is correct and make changes where necessary

Workgroup name

UNSPSC categories

- 83101801 - Supply of single phase electricity
- 83101802 - Supply of two phase electricity
- 83101803 - Supply of three phase electricity

NHS eClass Version 2014 categories

- LAM - Electricity

CPV categories

- 09000000-3 - Petroleum products, fuel, electricity and other sources of energy
- 31682000-0 - Electricity supplies

ProClass categories

- 371000 - Electricity

Regions

- UNITED KINGDOM

Check through your company details. Setup your keywords, workgroup name, categories (which are an important requirement to receive alerts of any new opportunities) and regions

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)
- Limited Partnership
- Private Company Limited by Guarantee (LTD)
- Private Limited Company (LTD)
- Public Limited Company (PLC)
- Sole Trader
- Unlimited Company
- Other

Further classification (optional)

- Public Sector Organisation
- Social Enterprise Partner
- Living Wage
- Enterprises
- Charity
- A Company Owned & Managed By Women
- Black and Minority Ethnic (BME) Organisation
- Social Enterprise (SE)
- Franchise
- Voluntary Community Sector (VCS)
- Mutual

VCS registration number
Please provide your registered VCS number where applicable

N/A

Number of employees

Communication preferences

Receive system email notifications

Yes No

Terms & Conditions

Please confirm your acceptance of the terms & conditions outlined below in order to use this service.

Supplier User Agreement

The Supplier shall only use the System to respond to an invitation to participate in a procurement activity in accordance with this User Agreement and any further rules expressed and presented in the System. If there is any conflict between this User Agreement and any such further rules, the further rules shall take precedence over this User Agreement.

This User Agreement between PROACTIS Group Limited and the Supplier governs the access and use of the Electronic Sourcing System by the Supplier to respond to an invitation from the active Buyer Organisations to participate in procurement activities.

A procurement activity may include various types of RFx (Request for X) including but not limited to a Pre-Qualification Questionnaire (PQQ), Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Negotiate (ITN), a Request for Quotation (RFQ); an electronic Auction (eAuction) or a Request for Proposal (RFP).

Privacy policy

Please make sure that you read the [PROACTIS privacy policy](#) before continuing

Choose at least one of the legal classifications, if you are VCS registered and the number of employees

Choose your communication preference (we encourage you to leave this set to 'Yes' otherwise you won't receive any system alerts)

Read through the Supplier User Agreement and Privacy Policy which relates to use of your Data in accordance with the General Data Protection Regulations.

Click on "Update account and login" to confirm your agreement to the terms & conditions and Privacy Policy and login to the system.

By clicking "Update account and login", you agree to the terms and conditions & privacy policy





Contact us:

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