

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 <u>www.nepo.org</u>
- 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.



Find out more about using the NEPO Portal https://www.nepo.org/suppliers/learn



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 <u>www.nepo.org</u>
- 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

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



Find out more about using the NEPO Portal <u>https://www.nepo.org/suppliers/learn</u>





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Supplier registration - Areas of Interest

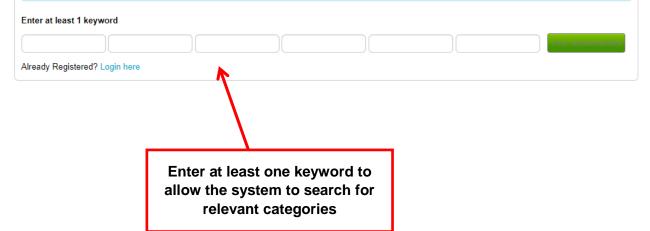
Take a tour

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 most make sure that you are happy with the selections so that tou 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









The system will now have returned relevant categories based on your keyword search. These can be amended by using the link "Click to refine".

IMPORTANT: Categories of Interest – Several different category types are now listed. This is because some of the other portals use different classification systems. Category choice also plays a part in determining the opportunity notifications you are sent. The NEPO Portal uses UNSPSC.and ProClass To ensure you receive all notifications from NEPO please ensure you select all relevant categories in the these Note: To receive notification of opportunities across all portals you will need boxes. to spend some time selecting preferences for all the category types.

Supplier registration - Areas of Interest

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Opportunity areas of interest	1000	If the chosen
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Enter at least 1 keyword		receive opportunities
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		and you won't be matched with
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	you can supply your goods and/or services to. Simply click edit and choose your cices throughout the UK then select 'UK'. If however you are more of a local provider onth East England.	require national delivery.
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Find out more about using the NEPO Portal https://www.nepo.org/suppliers/learn

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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

Already Registered? Login fram

NORTH EAST (ENGLAND)

Supplier registration	
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Find out more about using the NEPO Portal <u>https://www.nepo.org/suppliers/learn</u>



Clex to refine

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

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

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 <u>Supplier Support Portal</u> Alternatively please email <u>ProContractSuppliers@proactis.com</u> 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 RECVEIVING RELEVANT OPPORTUNITY ALERTS.



Find out more about using the NEPO Portal <u>https://www.nepo.org/suppliers/learn</u>

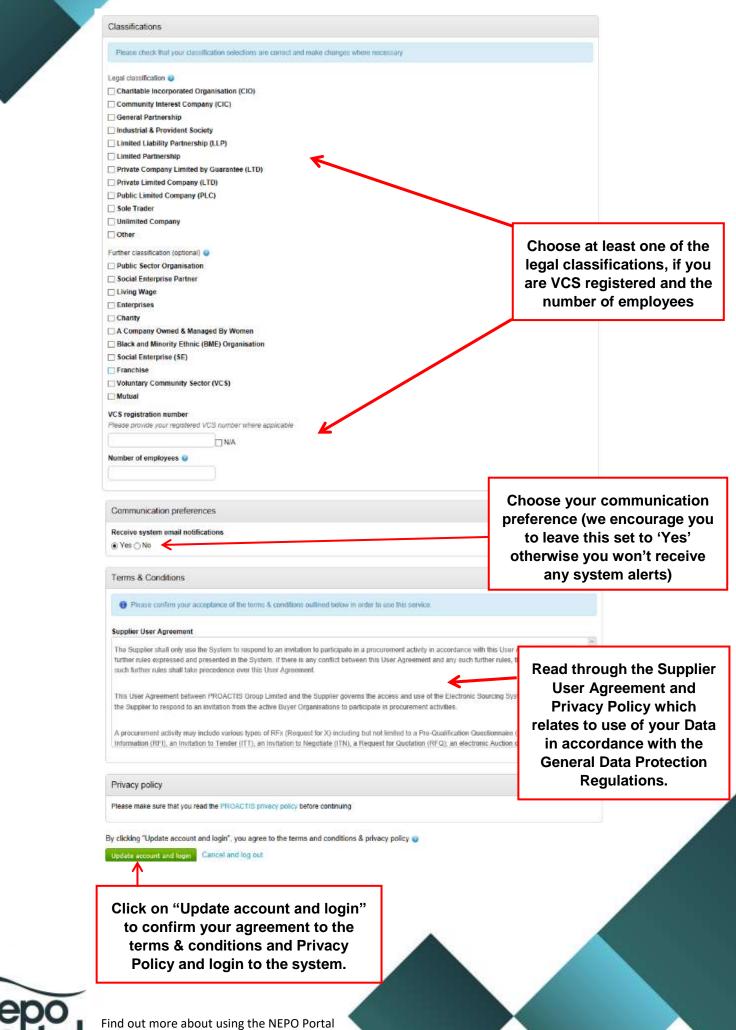
Login + First time log in

First time log in

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Find out more about using the NEPO Portal <u>https://www.nepo.org/suppliers/learn</u>



https://www.nepo.org/suppliers/learn



Contact us:

portal@nepo.org 0191 638 0020

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