

**SUPPLIER REGISTRATION
DOCUMENT**



NEPO Portal Global 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 system 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 “Supplier Login”.
3. This will take you to the ProContract Homepage, click on the “Register” button and then click on the “continue” button and make your way through the registration wizard. After you have submitted your registration your username and password will be emailed to you. **IMPORTANT: Further setup information is required such as selecting your categories and regions of interest. 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.

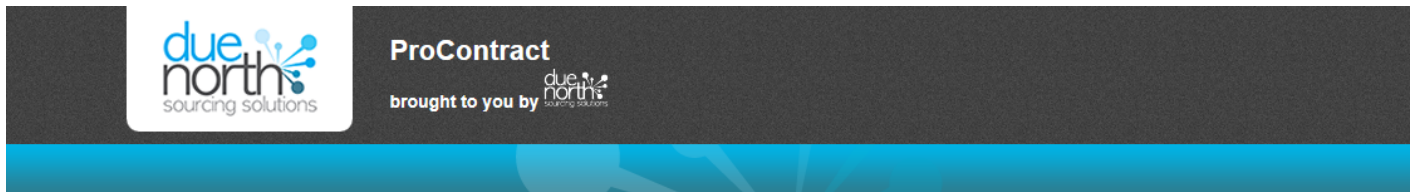
You now have the facility to login to the system and view any forthcoming contracts and register your interest against them. An explanation of how to do this is given below:

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 “Supplier Login”. To register interest against a contract, click on the “Find Opportunities” link.
3. You can search for contract opportunities using ‘Narrow Your Results’ to the left of the page (e.g. choose a category, enter a contract reference number or a contract 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 contract you are interested in click on the contract 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 contract 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.

For non-time critical issues <http://proactis.kayako.com> or email procontractsuppliers@proactis.com
Critical support issues i.e. document submission near tender deadline call 0330 005 0352

You can also review system help which is available at: <https://supplierhelp.due-north.com>

How to register as a supplier on ProContract



Home page

News and announcements

Welcome to the new version of ProContract

As the market leader in the public sector Due-North has a wealth of procurement expertise, and now our systems functionality has been further improved with the introduction of ProContract Version 3.

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[Migrated user instructions](#)

New to portal

Free registration

[Register](#) [Login](#)

[Forgotten your username or password?](#)

Useful links

[Contracts register](#) >

[Help](#) >

Current opportunities [Find opportunities](#)

Shown below is a list of the latest current opportunities

| Opportunities | Recently added | | | |
|-------------------------|--|---------------------|---------------------|-----------------|
| 1 | 2 3 4 5 6 7 8 9 10 ... 49 50 Next > | | | |
| Buyer | Title | Start date | End date | Estimated value |
| Advantage South West | Provision of Legionella Services and associated services | 11/03/2016 09:00:00 | 15/04/2016 10:00:00 | N/A |
| Advantage South West | Servicing of Domestic Lifting Equipment and associated services and supplies | 14/03/2016 08:00:00 | 19/04/2016 10:00:00 | N/A |
| Advantage South West | Provision of Fire Prevention and Protection Services and associated supplies and services | 11/03/2016 17:00:00 | 19/04/2016 10:00:00 | N/A |
| Advantage South West | Provision of Fire Risk Assessments and associated services | 17/03/2016 08:00:00 | 25/04/2016 10:00:00 | N/A |
| Advantage South West | Supply of Electrical Consumer Unit and Associated Items | 07/04/2016 00:00:00 | 09/05/2016 10:00:00 | N/A |
| Andium Homes Limited | Andium Homes - Landscaping and Cleaning Contract (Local Contractors Only) (Andium Homes - Landscaping and Cleaning Contracts (Local Contractors Only)) | 12/04/2016 17:00:00 | 29/04/2016 12:00:00 | N/A |
| Ashford Borough Council | External Wall Insulation to Council Housing Stock | 31/03/2016 15:23:00 | 03/05/2016 14:30:00 | £200,000.00 |
| Ashford Borough Council | External Wall Brick Re-Pointing to Council Owned Domestic Dwellings | 07/04/2016 11:32:00 | 05/05/2016 14:30:00 | £70,000.00 |
| Ashford Borough Council | Renewal of flat entrance doors with FD60 door sets | 07/04/2016 15:53:00 | 05/05/2016 14:30:00 | £88,000.00 |
| Ashford Borough Council | Internal Communal Area Redecoration and Flooring, as Required | 05/04/2016 14:50:00 | 03/05/2016 14:30:00 | £25,000.00 |

1 2 3 4 5 6 7 8 9 10 ... 49 50 Next >

Click on Register

Register

- 1 Requirements 2 Contact info 3 Company info 4 T&Cs 5 Confirmation

Welcome to the supplier registration wizard. The wizard will assist you with the completion of your registration.

Once you have confirmed your details and submitted your registration you will receive an email receipt.

Your submission will then be validated by the supplier approver and once approved you will be issued with a username and password to access the site.

> [Minimum and recommended system requirements](#)

**Click
Continue**

Register

Requirements 2 Contact info 3 Company info 4 T&Cs 5 Confirmation

We require all this information to create your account unless marked as optional.

| | | |
|----------------------|----------------------|----------------------|
| Title | First name | Last name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Job title | Department | |
| <input type="text"/> | <input type="text"/> | |
| Telephone | Fax (optional) | Mobile (optional) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Email
We will use this to notify you of new opportunities.

Confirm email

Username
Will default to your email address, however this may be changed if required.

Password
Your password must be between 8 and 12 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols.

Confirm password

Memorable Word
Please enter a memorable word that will be used on login to verify you as a user.

Memorable word hint
*Enter a hint that will help you remember your memorable information.
e.g. First pet's name*

Preferred language

English

Preferred time zone

(UTC) Dublin, Edinburgh, Lisbor

Enter your Contact Information on this screen and click "Continue"

Register

Requirements Contact info **3** Company info 4 T&Cs 5 Confirmation

We require all this information to create your account unless marked as optional.

Company name

Address

Town

County

Postal code / zip

Country

Website (optional)

[Back](#) [Cancel](#)

Enter the Company Information on this screen and click on "Continue"

Register

Requirements Contact info Company info **4** T&Cs 5 Confirmation

Due north terms and conditions

Due North Limited

Terms and Conditions of use

Acceptance of Terms

The Website may provide communication tools such as email, bulletin boards, chat areas, news groups, classifieds, forums and/or other message or communication facilities ("the Services") designed to enable you to communicate with others. Unless stated otherwise the Services are for your personal and organisation's use only. Your access to and use of www.nepoportal.org ("the Website") and the Services outlined, are subject exclusively to these Terms and Conditions.

You will not use the Website/Services for any purpose that is unlawful or prohibited by these Terms and Conditions. By using the Website/Services you are fully accepting the terms, conditions and disclaimers contained in this notice. If you do not accept these Terms and Conditions you must immediately stop using the Website/Services.

Due North Limited reserves the right to update or amend these Terms and Conditions at any time and your continued use of the Website/Services following any changes shall be deemed to be your acceptance of such change. It is therefore your responsibility to check the Terms and Conditions regularly for any changes.

International Use

You agree to comply with all applicable laws regarding the transmission of technical data exported from the United Kingdom or the country in which you reside

Privacy policy

What is this Privacy Policy for?

This privacy policy is for this website <http://procontract.due-north.com/> and served by Due North and governs the privacy of its users who choose to use it. The policy sets out the different areas where user privacy is concerned and outlines the obligations & requirements of the users, the website and website owners. Furthermore the way this website processes, stores and protects user data and information will also be detailed within this policy.

The Website

This website and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies with all UK national laws and requirements for user privacy.

Use of Cookies

This website uses cookies to better the users experience while visiting the website. Where applicable this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer / device. This complies with recent legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's computer / device.

Cookies are small files saved to the user's computer's hard drive that track, save and store information about the user's interactions and usage of the website.

This allows the website, through its server to provide the users with a tailored experience within this website.

Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors.

You must agree to all conditions to continue

[Continue](#) [Back](#) [Cancel](#)

Please read through the Due North Terms & Conditions and Privacy Policy. You must agree to these before you can proceed. Click "Continue"

Register

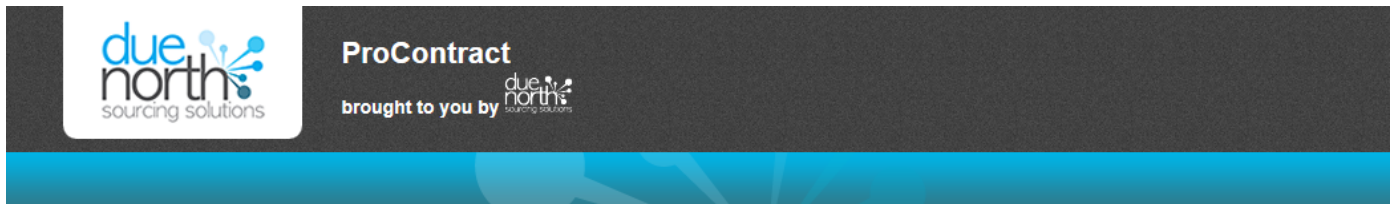
Requirements Contact info Company info T&Cs **5** Confirmation

| | |
|---------------------|--|
| Name | Mr John Smith |
| Job title | N/A |
| Department | Sales |
| Telephone | 01919999999 |
| Fax | |
| Mobile | |
| User name | jsmith@nepo.org |
| Email | jsmith@nepo.org |
| Company name | Smiths Ltd |
| Address | Guildhall, Sandhill, Newcastle, Tyne and Wear, NE1 3AF United Kingdom |
| URL | |
| Registration number | N/A |
| VAT number | N/A |

[Submit registration](#) [Back](#) [Cancel](#)

**If details are correct
click "Submit
Registration"**

Completing the account setup and adding in categories of interest



Home page

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| Advantage South West | Supply of Electrical Consumer Unit and Associated Items | 07/04/2016 00:00:00 | 09/05/2016 10:00:00 | N/A |
| Allerdale Borough Council | Extension to Helena Thompson Museum | 12/04/2016 11:48:00 | 12/05/2016 11:48:00 | N/A |
| Andium Homes Limited | Andium Homes - Landscaping and Cleaning Contract (Local Contractors Only) (Andium Homes - Landscaping and Cleaning Contracts (Local Contractors Only)) | 12/04/2016 17:00:00 | 29/04/2016 12:00:00 | N/A |
| Ashford Borough Council | External Wall Insulation to Council Housing Stock | 31/03/2016 15:23:00 | 03/05/2016 14:30:00 | £200,000.00 |
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| Ashford Borough Council | Internal Communal Area Redecoration and Flooring, as Required | 05/04/2016 14:50:00 | 03/05/2016 14:30:00 | £25,000.00 |
| Aston University | FBG Characterisation Device | 11/04/2016 12:05:00 | 11/05/2016 12:05:00 | N/A |
| Aston University | Linear Translation Stage | 11/04/2016 13:31:00 | 02/05/2016 12:00:00 | £100,000.00 |

1 2 3 4 5 6 7 8 9 10 ... 47 48 Next >

Click on Login

Log In

User Name

Password

[Forgotten your username or password?](#)

Continue

Enter your username and password and click Continue

Welcome to ProContract

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



[Login](#) > First time log in

First time log in

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

Set memorable information

Memorable Information **i**

Each time you log in, you will be asked to select 3 different characters from your memorable information.
We will never ask you for your FULL memorable information.
Your memorable word must be between 8 and 50 characters and contain no spaces

Memorable Information Hint **i**

Enter a hint that will help you remember your memorable information.
eg First pet's name

Company details

Company registration number **i**

 N/A

VAT Registration number **i**

 N/A

Company description **i**

Setup your memorable information and company details

Keywords

Keywords (Up to six) ⓘ

+ Add new row

- Delete selected row(s)

Keyword Select

Workgroup

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

Workgroup name ⓘ

Sales

UNSPSC categories ⓘ

Edit

There are no categories selected in this category set, click "Edit" to add some

NHS eClass categories ⓘ

There are no categories selected in this category set, click "Edit" to add some

CPV categories ⓘ

There are no categories selected in this category set, click "Edit" to add some

ProClass categories ⓘ

Edit

There are no categories selected in this category set, click "Edit" to add some

Regions ⓘ

Edit

**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

Choose at least one of the legal classifications 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)

Communication preferences

Receive system email notifications

Yes No

Due north terms and conditions

Due North Limited

Terms and Conditions of use

Acceptance of Terms

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You must agree to all conditions to continue

[Update account and login](#) [Cancel](#)

Secure Site [Terms and Conditions](#) | [Privacy](#) | [Accessibility](#)

due
north
sourcing solutions

Select that you agree to the Due North Terms & Conditions of use and Privacy Policy and click on "Update account and login".