# ProContract User Guide

Lincolnshire County Council Transport DPS

Supplier Guide

# Contents

1.0	Log in to ProContract	2
2.0	Finding the LCC Transport DPS for the first time.	3
3.0	Returning to the LCC Transport DPS Project	5
4.0	Completing and submitting the Standard Questionnaire (SQ)	7
5.0	Making Changes After You Have Submitted the SQ	10
6.0	Resubmitting the SQ	11
7.0	Messaging	12
8.0	Further Help	14
Appe	ndix A – Registering for a ProContract Account	15
Versio	on Control	17

#### 1.0 Log in to ProContract

- 1.1 Go to the ProContract website <u>https://procontract.due-north.com/Login</u> . If you have not already registered, please see Appendix A for details of how to register.
- 1.2 Enter your username and password, and click the green **Continue** button.

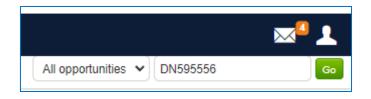
Log In
User Name
JohnSmith
Password
Forgotten your username or password?
Continue

1.3 This should take you to the home screen of ProContract

Home page  C Activities  Vere tal sorem  C Company details summary  C Company details  C Company details  C Company details  C Company details  C Company d	
Activities     Vee fall scener     Company details summary      East     supplier, housing, ST company     supplier, houseng, ST company     supplier, housing, ST company	14
Active       Recently added       Last viewed        Pease select	ţ
Active Recently added Last viewed	ſ
Please select -      Search     Search     Search     Search     Company     Search	
Please select a buyer from the dropdown and click on the 'Go' button     Vendor profile     Vendor profile     The quantization sets table below contain common quantum sets table below contain common quantum sets used and     Committee of the quantization sets table below contain common quantum sets table below contain common quantum sets are as please read the	
Operationalize Control of the questionnaires listed below contain common question sets used nationalize and a plant and the questionnaires may be relevant to your business areas so plants areas to plant and the questionnaires areas and plant and the questionnaires areas areas and plant and the questionnaires areas areas and the questionnaires areas	
	ionally by buying organisal
	e description by hovering
To search and view all of the latest opportunities available on the Proactis portal, please click on the 'Find opportunities' link above Text Vendor Profile © Edt (0% complete) Text Vendor Profile © Edt (0% complete)	
- Workgroups	
Activities are assigned to workgroups allowing all contacts within a workgr together	group to work on the activi
suppler_bouing_07 workgroup (1) Request merge Training (1) Request merge	

#### 2.0 Finding the LCC Transport DPS for the first time.

- 2.1 This section details how to find the LCC Transport DPS for the first time only. If you have already looked at this project on a previous occasion, please refer to Section 3, Returning to the Transport DPS Project
- 2.2 The easiest way to find the Transport DPS project, is to type the reference **DN595556** in the search bar at the top right of the screen, and click the green **Go** button.



2.3 The project will be shown in the opportunities section (middle of screen). If you cannot see the project, ensure you have typed the reference number correctly, or try searching for the title LCC Transport DPS. If you still cannot find the project, refer to section 3 for other ways to find the project.

Opportunities		
Title	<ul> <li>Buyer</li> </ul>	
LCC Transport DPS	Lincolnshire County Council	

- 2.4 Click the project title (**LCC Transport DPS** in blue text).
- 2.5 On the next screen you will see a summary of the project. To get started click the green button **Register interest in this opportunity**.

Main contract det	ails		Expression of interest window
	LCC Transport DPS 03000000-1 - Agricultur products DPS testing	al, farming, fishing, forestry and related	From 04/02/2000 08:30 to 28/02/2022 02:30 Register interest in this opportunity Contact details
Estimated value Keywords	N/A		Buyer Lincolnshire County Council Contact Mark Fairbank Email <u>mark fairbank@lincolnshire.gov.</u> Telephone 0123456789 Address County Offices
Key dates Estimated contract o Start date	<b>lates</b> 03/08/2022	End date 03/08/2022	Lincoln Lincolnshire LN1 1YL United Kingdom
			Attachments
			No attachments

2.6 The next page has a lot of information on it, but all you need to do is click the **Click here** link in the middle of the screen (circled in red below)

Expression of interest successful       *         You have successfully registered interest in the following opportunity for supplier_housing_67 workgroup :-       LCC Transport DPS         You will receive an email notification shortly confirming your registration of interest.       What happens next?
LCC Transport DPS You will receive an email notification shortly confirming your registration of interest.
You will receive an email notification shortly confirming your registration of interest.
, , , , , , , , , , , , , , , , , , , ,
What happens next?
You have been invited to participate in the PQQ event for this opportunity.     LCC Transport DPS has been advecting new activity in your <u>activities centre</u> .     To view this PQQ event not, click <u>here</u> .
I don't have time to look at the PQQ now, what should I do?
<ul> <li>Don't worry your activity is stored safely against your account and an invitation has been sent to your registered email address suspended@due-north com. The invitation contains a direct link to this PQQ.</li> <li>Please note however that the closing date for this PQQ is 28 February 2022 00:00. Make sure you leave enough time to complete your response.</li> </ul>
For reference, the primary contact for this opportunity is listed below :-
Mr Mark Fairbank     Procurement Portal     Organisation       T: 0123456789     EastMidsTenders     LincoInshire County Council       F:     Ref Id     Activity       M:     DN6170719     LCC Transport DPS       E: mark fairbank@lincoInshire.gov.uk     Extended
<u>Close</u> +

2.7 The next screen is the **Activity Summary** page.

proactis			
📌 Home 🔍 Find opportunities 👘 My activities 🖘 My contracts 😨	Help		∞ <sup>2</sup> ⊥ -{
Home > LCC Transport DPS > LCC Transport DPS			
Activity summary			<back dashboard<="" th="" to=""></back>
Activity information o		Take a tour	Deadline & time remaining
Bayer: Liconstitute County Count Title: LCC Traversor EPH ID: 527648 Description: DP3 testing		Lincolnshire COUNTY COUNCIL Working for a better future	A response to this activity can be submitted to hater than 28th February 2022 et 12:00 AM @ Time remaining @ 3
Activity documentation, files & links (0)		Hide	Messages & clarifications (0)
No attachments Covestion sets (1)  Title Title Tammont Diffs 100.15	Summary Mandatory question set of 56 questions of which 32 are mandatory	Hos	The panel will now any message 8 cardifolions that have been sent to You have noticed to escage(s) of which 0 as unwait You are noticed to escage(s) of which 0 as unwait Your arepose     The candidat besides the current table of our response to the actively
			The is your request as turns in your request resources on an activity This is your request submission or progress resources of the mission of the isotropy of the isotropy of the isotropy of the mission of the isotropy of the isotropy of the isotropy of the Comparison of the isotropy of the isotropy of the Comparison of the isotropy of the isotropy of the isotropy of the Comparison of the isotropy of the isotropy of the isotropy of the mission of the isotropy of the isotropy of the isotropy of the isotropy of the Comparison of the isotropy of the isotropy of the isotropy of the Comparison of the isotropy of the isotropy of the isotropy of the Comparison of the isotropy

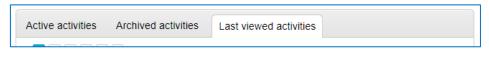
2.8 Refer to section 4, for how to complete and submit the questionnaire.

#### 3.0 Returning to the LCC Transport DPS Project

- 3.1 If you have already viewed the LCC Transport DPS on a previous occasion, please use the following steps to get back to the project.
- 3.2 Log in to ProContract as detailed in section 1.
- 3.3 Using the menu bar towards the top of the screen, select **My Activities.**

pro	actis			
🕂 Home	<b>Q</b> Find opportunities	C My activities	♦ My contracts	? Help

3.4.1 On the new page, click to select the **Last viewed activities** tab. The **LCC Transport DPS** project should be visible towards the top of the list. If it is not in the list, see 3.4.2 below.



3.4.2 If the project is not shown on the Last viewed activities tab, click on the Active activities tab.

Narrow your results	Active activities	Archived activities Last viewed activities
Communities Agency)       Ithe bottom. The LCC Transport DPS project should appear in the list.         Image: Test Organisation       If you use ProContract a lot, the list may go onto several pages. To eas	Buyer      Homes England (the name     adopted by the Homes and     Communities Agency)      Lincolnshire County Council      Test Organisation      Event type     All     Auction     RFx      Status     All     New action	Lincolnshire County Council and then click the green Update button at the bottom. The LCC Transport DPS project should appear in the list. If you use ProContract a lot, the list may go onto several pages. To easily find the project type transport in the search box and click the green Go

3.5 Once you have found the project using one of the above methods, click on it to open it.

Active a	ctivities Archived activities	Last viewed activities		
	Buyer	<ul> <li>Title</li> </ul>	<ul> <li>Last viewed</li> </ul>	-
	Lincolnshire County Council	LCC Transport DPS	04/02/2022 13:22	

3.6 On the events page, click **Start** (this label will change to **Open**, as shown below, after the first time you access this section), in the lower of the two boxes.

ts		
LCC Transport DPS	Expression of interest accepted	<u>Hide details   (</u>
Interest start date: 04	/02/2000 08:30	
Interest end date 28	/02/2022 02:30	
Expressed interest on 04	102/2022 08:49	
LCC Transport DPS	Draft (Respond by: 28/02/2022)	<u>View deta</u> s   (

3.7 The next screen is the **Activity Summary** page.

e 🔍 Find opportunities 💼 My activities 😒	My contracts 🕜 Help		
LCC Transport DPS + LCC Transport DPS			
tivity summary			<back date<="" th="" to=""></back>
ctivity information 🥥		Take a tour	Deadline & time remaining
Buyer: Linconshire County Council Title: LCC Transport DPS ID: 5279646 Description: DPS testing		Lincolnshire county council Working for a better future	A response to this activity can be submitted no later than 28th February 2022 at 12:00 AM © Time remaining © 3 215 Neets 12ye Issue
ctivity documentation, files & links (0) 😦		Hide	Messages & clarifications (0)
uestion sets (1) 🥥		Hide	<ul> <li>This panel will show any messages &amp; clarifications that have been sery you concerning this activity from the buyer</li> <li>You have received 0 message(s) of which 0 are unread</li> <li>View all View unread</li> </ul>
Title Transport DPS SQ v5	Summary Mandatory question set of 56 questions of which 32 are mandatory		Your response
			The dreadable below those the current status of your response is this achi Tasis is your response is obtained in programs checklines: Dreadan your mento the second to dreadan your mento the second to the second second termination section Complement the additional information section Complements and complements Dreadant your second second Status and the second second second second second Dreadant your second second second second second second Dreadant your second second second second second second Dreadant your second

3.8 Refer to section 4, for how to complete and submit the questionnaire.

#### 4.0 Completing and submitting the Standard Questionnaire (SQ)

4.1 The SQ Summary page give an overview of the project. Initially you will see a number of red 'traffic lights' at the right-hand side of the screen. You need to work through the items one at a time to change all of the lights to green before you will be able to submit your questionnaire. The LCC Transport DPS is less complex than some, so has fewer lights/items to check off.

To get started scroll to the bottom of the page and at the bottom right click the green **Start my response** button. (If you have already started the questionnaire and are returning to complete it, this button will be labelled **View draft response**.)

Activity information		Cake a tour	Deadline & time remaining
Buger: Linconshine County Council Title: Suppler DPS Apri 2019 ID: 5053567 Acceptance Description: Used to get screenshots for new updates to UX for t		Lincolnshire COUNTY COUNCIL Working for a better future	A response to this activity can be submitted no later than 11th April 2019 at 12:00 AM Time remaining 6 12 55 Days Hous Medes
Activity primary contacts o		Hide	
Mark Faltbank To02345759 F: M: E: mark farbank@incolnahine.gov.uk			Messages & clarifications (0)  Train and the analysis of the base
			Your response
Activity documentation, files & links (0) o		Hide	The checklist below shows the current status of your response to this activity
No attachments Question sets (1)		Hide	This is your response submission progress checklist: Before you can aubmit your response you need to Indicate your intent to respond
Title Training Evaluation with 5 questions	Summary Mandatory question set of S questions of which 3 are mandatory		Start response or opt out the activity Complete the additional information section Complete the additional information sets Upload at least one attachment Submit your response
			Start my response Opt out Indicate your intent to respond

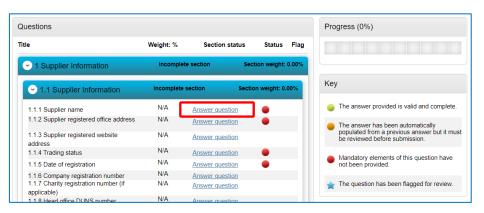
4.2 Once the button has been clicked, the screen will update and look similar to the screenshot below.

Your response summary		<back th="" to<=""><th>summary</th><th>Take a tour</th></back>	summary	Take a tour
Response information 🛛				Deadline & time remaining 🥥
Supplier: supplier_housing_57 company Workgroup: supplier_housing_57 vorsigroup Workgroup contacts: supplier_housing_57 User Activity id: DN6170719 Response id: R108217795	Company reg number: Company address: Website:	supplier housing_67 Line 1 Line 2 Town Town United Kingdom VE23 1LZ		A response to this activity can be submitted no later than 28th February 2022 at 12:00 AM  Time remaining  2 6 11 Viets Drys Hours
Additional information  Supplier reference, response information & additional com You have acknowledged that you do not want to include a reference.	ments: ence of your own, further response information or additional comments	as part of your response	✓ Edit	Your response      Response history     The checklist below shows the current status of your response
Question sets (1)  Title Transcort DPS SQ V6	Summary Mandatory question set of 56 questions of which 32 are man	datory Edit	]	to this activity This is your response submission progress checklist: So far you have Indicated intent to respond (07.02/2022 12:46) Started to draft your response to this activity
Response documentation, files & links (0) U			+ Add	Completed the additional information exclion Before you can submit your reporting to the order to Complete mendatory question sets Ukoload at least one attachment Submit your response
				Options currently available to you are Opt out

4.3 Click that Edit link on the Additional Information section (circled in yellow above). Lincolnshire County Council will not be evaluating anything from this section, so please do not enter any information. Scroll to the bottom and put a tick in the box next to the words I have read and understood this section and can confirm I am happy not to include any additional information, and click the green Save button (see screenshot below).



- 4.4 To complete the questionnaire, click on the blue **Edit** link on the **Question sets** section (Circled in red on previous page).
- 4.5 You should now see the questions that need to be completed. Use the coloured circles and the key at the right of the screen to determine which ones you still need to answer.



- 4.6 To complete a question click on the blue **Answer question** link next to the first question.
  - 4.6.1 Answer each question fully and truthfully.
  - 4.6.2 Many answers just require you to select Yes or No, but there are some multiple-choice and others are text boxes. Some questions will allow you to attach additional documents as evidence or add additional comments to support your answer.
  - 4.6.3 Many of the questions have **Question Help** (to the right of the question). This sometimes includes hyperlinks to additional information it is important that you fully read all of the help and guidance, before answering the question.

Question		Weight
Title: Modern slavery		0.00 %
Description:		
f you are a relevant commercial organisation as defii chains etc.") of the Modern Slavery Act 2015, are you requirements contained within Section 54 of the Mod	compliant with the annual reporting	Section help
Suppliers who are not relevant commercial organisat 2015 should select 'N/A'.	ions as defined by the Modern Slavery Act	
If you have answered 'no' to this question then please 'comments' dialogue box. Alternatively you may attac	h a detailed explanation and any	Question help
accompanying or supporting information to your res		This question is mandatory
A supplier who has indicated that they are not compl contained within Section 54 of the Act 2015 may fail.	ant with the annual reporting requirements	This question is pursuant to Regulation 57 (8) of the Public Contract Regulations which sets out detailed grounds for discretionary exclusion of an organisation. More information can be found in this link which should be referred to before
		completing these questions.
Answer	Flag question for review	
Please select		Question attachments
		No attachments
Comments (optional)		
		Attachments (optional)
	h	No attachments

4.7 If you want to mark a question for later action (for example if you don't have the relevant information to hand) you can **Flag question for review**. This will put a blue star next to it in the list of questions, so that you know that you need to go back to it.

Flag question for review	Section 2		Complete section	Section weight: 100.00%
	2.1 Chose an option	N/A	Answer question	• —
	2.2 Write something short	100.00%	Answer question	• \star
	2.3 Did you like this evaluation?	N/A	Answer question	

4.8 When you have finished a question you can choose to Save and close - to finish for now, Save and previous to go back to the previous question or Save and next to go to the next question.

Save and close	Save and previous	Save and next

- 4.9 If you have chosen **Save and close** or you have finished the last question, the system will go back to the evaluation overview page as shown below. The progress bar will indicate how much of the questionnaire you have completed. In this screenshot the questionnaire is 100% complete. (The progress bar's standard colour is orange this is **not** an indication that something is wrong.)
- 4.10 The SQ is a lengthy document and may need several 'sittings' to complete. Ensure that you click **Save and close** at the end of the last question you wish to complete at each session.

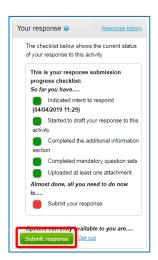
uestions				Progress (100%)
tle	Weight: %	Section status	Status Flag	
✓ 1 Section 1		Complete section	Section weight: 0.00%	
1.1 Please enter your name:	N/A	Answer question	•	Кеу
1.2 Tick this box	N/A	Answer question	•	The answer provided is valid and complete.
		Complete section	Section weight: 100.00%	The answer has been automatically populated from a previ answer but it must be reviewed before submission.
2.1 Chose an option	N/A	Answer question	•	
2.2 Write something short	100.00%	Answer question	•	Mandatory elements of this question have not been provide
2.3 Did you like this evaluation?	N/A	Answer question		The question has been flagged for review.

4.11 Click the green **Back** button (circled red above) to go back to the summary page.

If you are taking a break, all of the information you have entered will be saved, so you can leave the internet page if required.

If you have completed the questionnaire all of the traffic light should be green apart from the last Submit response light. If there are any remaining red lights, refer to the section and complete it.

4.12 Once you are happy that the questionnaire is complete, click on the green **Submit response button**. You will get a confirmation message, so press Submit response again.



# 5.0 Making Changes After You Have Submitted the SQ

5.1 If you need to make a change to your SQ, before the round ends, you can. Go back to the SQ Summary page – See section 3 for how to do this.

From the SQ **Summary** page click on the green **Change Response** button. This will take you back to the summary page. Follow the instructions in sections 4.3 onwards, changing the required items.

Your response (Ver	sion 1 –
Submitted)	Response history
The checklist below sho of your response to this	
This is your respons progress checklist:	e submission
You have successful	ll <b>y</b>
Submitted your - 05/04/2019 11:05)	response (Version 1
Change Response response <u>Opt out</u>	<i>ilable to you are</i> View submitted

- 5.2 Do not forget to resubmit your bid by clicking the green **Submit response** when you have finished.
- 5.3 The system will then return you to the SQ **Summary** page.
- 5.4 As long as the round has not ended, you can repeat these steps as many times as you require.

PLEASE NOTE: Lincolnshire County Council will not be able to see your SQ answers until the deadline has passed, at which time they will only have access to the most recent version that you have submitted.

#### 6.0 Resubmitting the SQ

- 6.1 The Standard Questionnaire (SQ) assesses your suitability to be added to the shortlist for the Further Competitions. If you fail the SQ process for any reason, we will contact you to inform you of the areas where there were issues. If you can fix these issues, you can reapply for the SQ again. For example, if you failed one of the Health and Safety questions, we would initially reject your SQ. If you then put remedies in place, you could resubmit the SQ with the relevant evidence and hopefully be successful on your second attempt.
- 6.2 To resubmit, go back to the SQ Summary page See section 3 for how to do this, but for the final couple of steps (3.6 onwards) see below.
- 6.3 You need to find the latest Acceptance round (the round with the highest number). In the screenshot below the highest number is **Acceptance round 4**. Once you have found the highest round, click on **Start** at the right of the box.

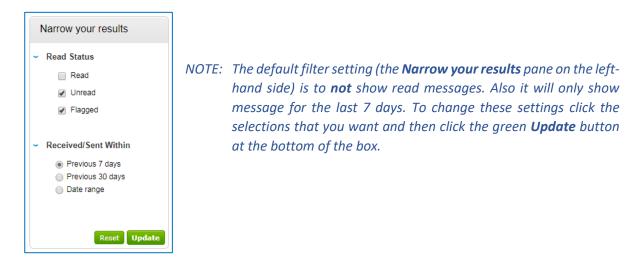
DPS SQ Test 30 May 2019	Expression of interest accepted	Hide details   Op
Interest start date: 30/05/2	2019 09:05	
Interest end date 30/06/2	2019 00:00	
Expressed interest on 30/05/2	2019 09:14	
DPS SQ Test 30 May 2019 - Acceptance round 4	Not started (Respond by: 02/06/2027)	View details St

- 6.4 On the new screen, scroll down on the right-hand side and click the green **Start my response** button. (See section 4 for full details).
- 6.5 You will now need to change the SQ with the updated information. (See section 4 for full details.) NOTE: before you click **Edit** to start the questionnaire, the progress bar will show 0% - do not worry, when you click the **Edit** button, the answers that you entered previously will be copied over into the questionnaire.
- 6.6 Go to the questions that need amending and enter the new information. When you have amended all of the questions click the green **Save and close** button.
- 6.7 Click the green **Back** button to go back to the summary page.
- 6.8 Once you are happy that the bid is complete, click on the green **Submit response** button. You will get a confirmation message, so press **Submit response** again.

#### 7.0 Messaging

7.1 The **messages** box can be found on the right hand side of the **Activity Summary** page. The prompts are to **View** messages, but by clicking on the **View** link you will be redirected to a new window where you can also **Create** messages.

Main thing	Submitted (Respond by: 01/03/2019)	Hide details   Open	Lincolnshire
			Archive this activity
Activity type: Reference:	Further competition 5268046		Messages (0)
Respond by:	01 March 2019 at 00:00		
Response status:	Version 1 - Submitted on time 28/02/2019 at 13:37		You have received 0 message(s) of which 0 unread
			View all   View unread
			View all View unread
			Audit history
			View audit history



- 7.2 Any communication regarding the tender should be made through messaging, to ensure compliance with the Procurement Regulations.
  - 7.2.1 To create a message click the green **Create new message** button.

Inbox	
Create	new message
There have	been no messages sent/received that match your search criteria

- 7.2.2 On the new message page the **To:** box will automatically filled in with **Project Team.** This is the procurement team at Lincolsnhire the only people you can send a message to.
- 7.2.3 Fill in the **Subject**, **Body** and add any attachments that you wish to include.
- 7.2.4 Click the green **Send message** button.

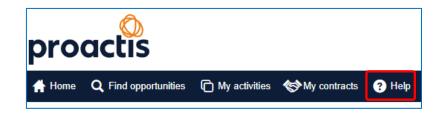
- 7.3 If the Project Team need to communicate any further information, this will come through the messaging area (and unless you have turned it off, it will send an notification to you email address).
  - 7.3.1 To read the full message, log on to ProContract and go into the messaging area. Click on the message Subject (blue text) to read it.

nbox		
Create new message		
Ref No	<ul> <li>Subject</li> </ul>	0
	A distance in the	formation Regarding

- 7.3.2 If you wish to respond, click the green **Reply** button, compose your email and click the green **Send Message** button
- 7.4 You should check your messages from time to time and before you submit your SQ, to ensure you have the latest information that is available to all suppliers.

# 8.0 Further Help

8.1 One the main dark blue menu bar at the top of the ProContract screen, there is a **Help** menu with lots of help and guidance.



- 8.2 If you cannot find an answer to your issue, ProActis have a help desk for suppliers.
  - 8.2.1 New Users Email ProContractSuppliers@proactis.com for all ProContract support issues. This will auto-log a support ticket in the PROACTIS Supplier Support Helpdesk. You will be issued with a registration email that will give you instructions to allow you to log in, log, review and update your own tickets.
  - 8.2.2 Existing Users If you previously logged a ticket, please go directly to http://proactis.kayako.com/ProContractV3 to log a ticket with the PROACTIS Supplier Support Team using the log in information you have been previously provided with. Please note, you do not need to log in. So, on the next screen just click Next and then you will reach the ticket logging screen. Please fill out all the boxes with as much information as possible and include your phone number in case the team need to call you.
  - 8.2.3 Phone Numbers for Supplier Time-Sensitive or Emergency Contact only In emergency or time-sensitive situations the Supplier Support Service Desk can also be contacted on UK Lo-Call number 0330 005 0352 for Supplier Support only, but this should be by exception and not as a rule and you should already have logged a support ticket via the method outlined above.

# **ProActis Helpdesk for Suppliers**

Website: http://proactis.kayako.com/ProContractV3

Email: procontractsuppliers@proactis.com

Tel: 0330 005 0352

#### Appendix A – Registering for a ProContract Account

A.1 Go to the ProContract website at: <u>https://procontract.due-north.com/Login</u>

actis	
Log In	Welcome to ProContract
User Name	Important Notice
John Smith	ProContract Maintenance – Advance Notification
Password	Please note: Essential system maintenance is scheduled for Saturday 12th February 2022 from 08.00 - Midnight GMT.
Forgotten your username or password?	Live ProContract will not be available during this time.
	Already registered?
Continue	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
Cookie	oolicy   Terms and Conditions   Privacy   Accessibility   Help Center
	Version 21.9.2

A.2 Go to the section **New to ProContract** and click on the blue link **Register free**.

opliers - If you are not currently registered on the ProContract procurement portal, you can nplete a simple registration process by clicking the following link - Register free
notes a simple registration process by clicking the following link - Degister free
piece a simple registration process by clicking the following link - register nee

A.3 The next screen will ask you for some details about your company. Fill in Organisation name and your email address.

You must enter a valid email address as this will be used to confirm your registration and keep you updated on new procurements and updates to existing ones.

If your company is already registered, you will get an error message. You will need to find an existing

Register free with ProContract	
Begin your ProContract supplier account registration by filling in a few deta Organisation name @	ails below.
Magic Radish Design Co	✓
Email address 😮	
MF.Lincs@gmail.com	√
By clicking 'Continue registration', you agree to the Terms and Conditions Continue registration Already registered? Log in here	& Privacy policy

user with administration rights within your company and ask them to set up your new account.

If you cannot identify this person, you will have to contact the ProActis help desk – See section 2 for contact details.

A.4 On the next screen you will be asked to enter more information about your company.

e.g. 03182974	🗸 🖉 Not applicable
AT number (optional)	
e.g. GB999 9999 73	🗸 🗹 Not applicable

At the bottom it asks for the Company Registration and VAT numbers. These are marked as optional, but you MUST either complete them or tick **Not applicable.** 

A.5 The next screen asks you to categorise your business and the geographic areas you can supply to. The system uses this information to notify you of any new opportunities in your business category and region of supply. It is worth spending some time completing this fully, as it could generate new business leads for you in the future.

Supplier registration - Areas of interest
Opportunity areas of interest

- A.6 Enter a couple of keywords then click the green **Find suggestions** button. The system will show you categories that match your keywords. The system will show you the top level categories. To see sub-categories click the square with a '+' sign in it to expand. You can tick as many categories as required to classify your business
- A.7 The next section asks you to identify your region of supply. For example if you are a national company you could click **UK**. If you are a small local company click the square with a '+' sign in it next to UK to see regions, and if required click the '+' again to find a particular county. *(Please note this is the region that you can supply to, not the region you are based in for example if your business creates websites, you could probably supply to any country around the world, even though you are working from a home office in a small village.)*
- A.8 Once you have completed all of the information click on the submit button. You should receive a confirmation email within a couple of hours. When you do, follow the instructions to log into the supplier site.

### Version Control

Version	Date	Details
V22.02.1a	09/02/22	Initial version authored by Mark Fairbank, Procurement System Support Officer