



SUPPLIER GUIDE

FOR

HOW TO DO BUSINESS ON THE
PORTAL

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Registering on the ProContract Portal

To take part in **any** exercise and to be able to express an interest in a contract opportunity, first you **must register** on ProContract with details of yourself and also the company that you work for. This process is covered, in detail, in the following section, with explanations of all the key sections and actions required.

Note: When registering on a portal used by several organisations you only need to register once to be able to do business with anyone using the portal and anyone that may join in the future.

On the opportunities portal home page there is an option to “Register Free” link in the top right hand corner of the screen, highlighted below.

Click this to begin the registration process, which is step by step where you need to enter your details and your own companies details and is covered in full by the user guide.

Home

Opportunities Portal
Welcome to the Opportunities Portal Powered by Due North

Information

As part of the governments initiative to implement e-procurement, you can now register free to an electronic system which will allow you to tender for public sector contracts
Approximately 100 public sector procurement officers are issuing tenders and quotations electronically via our system today. If you want to register your company on the system, register free now!

Benefits

- Make buyers aware of your presence
- Receive Pre-Qualification Questionnaires, Requests for Quotes and Invitations to Tender electronically
- Submit your quotations and tenders electronically almost instantly
- All you need is an internet connection and an email account
- Reduce your paper and associated printing costs
- Benefit from proven added security and knowledge that your submission has been delivered

Latest Opportunities

[Search Latest Opportunities](#)

The latest contract opportunities can be viewed below. PLEASE NOTE THAT THIS IS ONLY A SMALL SELECTION OF THE LATEST OPPORTUNITIES. You are advised to use the search facility to look at the full range of available opportunities by clicking the search link above.

Contract Title	Buyer	Start Date	End Date
Cartons 2014	Gianfreda INC	04/11/2013	03/11/2014
Cartons December 2013 - 2014	Gianfreda INC	02/12/2013	01/12/2014
Cartons 2013-2014	Gianfreda INC	27/11/2013	26/11/2014
Wooden Pallets November 2013	Gianfreda INC	02/12/2013	01/12/2014
Wooden Pallets October 2013	Gianfreda INC	04/11/2013	03/10/2014

Register Free
Reset Password
Username Reminder

Help

There is currently no help available for this screen.
If you are experiencing a problem please read the ProContract reference guides by clicking the Help icon.
If you still have no solution to your problem please contact support by clicking the Contact Support icon.

WCC MAL-AL WCA6 2.0

See also:-

- Supplier Guide First Time Login
- Supplier Guide How To do Business
- Supplier Guide Managing Account


Supplier Registration Introduction

This page is an introduction to the process that you will be taken through in order to complete your registration onto the portal. Please read this text carefully before proceeding through this process. If you wish to proceed, click “Next” from the options at the bottom of the page, or if you want to abort the registration process click “Cancel”

Supplier Registration Introduction

Message

Welcome to the Supplier Registration Wizard. The wizard will assist you with the completion of your registration. You will be presented with a number of different steps to complete from basic company information to defining the categories and regions you are interested in pursuing contracts for. Once each step has been completed you can click the 'Next' button to proceed to the next step. 'Previous' buttons are also available allowing you to return to the prior step at any time. Once all steps have been completed you will be asked if you wish to submit your registration.

If you agree to submit your registration you will receive a confirmation receipt email. Please note if you do not receive this email please contact support by clicking the  icon located at the top right of the screen as you cannot be guaranteed that your registration has been received.

MINIMUM AND RECOMMENDED SYSTEM REQUIREMENTS
Any internet capable PC will be able to successfully use the ProContract application. Recent tests highlighted no performance issues using a Laptop and Apple iMac with the following specifications:
IBM Thinkpad - Intel Pentium 3 850MHz, 512MB RAM running Windows 2000 Professional
Apple iMac - PowerPC G4 1GHz, 1GB RAM running OSX 10.4.11
Please find detailed specifications below:

PC - Minimum computer specifications		
	Minimum	Recommended
Processor:	Intel/AMD 200MHz	Intel/AMD 1GHz
Operating System:	Windows 98 and above / Linux	Windows XP and above / Linux
Memory:	16 MB	1 GB
Internet Browser:	Internet Explorer (version 6 and above) Firefox (version 3.0 onwards) Safari (version 3.1 onwards) Google Chrome (version 5 onwards)	Internet Explorer (version 7 or above) Firefox (version 3.0 onwards) Safari (version 3.1 onwards) Google Chrome (version 5 onwards)
Screen Display:	800x600 256 colours	1024x768 32-bit colour
Internet Connection:*	56K Dialup	512K Broadband

Apple Mac - Minimum Computer Specification		
	Minimum	Recommended
Processor:	Power PC 300MHz	Intel/Power PC 1GHz
Operating System:	Mac OS 9.0+	Mac OSX
Memory:	32 MB	1 GB
Internet Browser:	Internet Explorer (version 6 and above) Firefox (version 3.0 onwards) Safari (version 3.1 onwards) Google Chrome (version 5 onwards)	Internet Explorer (version 7 or above) Firefox (version 3.0 onwards) Safari (version 3.1 onwards) Google Chrome (version 5 onwards)
Screen Display:	800x600 256 colours	1024x768 32-bit colour
Internet Connection:*	56K Dialup	512K Broadband

* Performance of uploads/downloads is directly related to the bandwidth/usage of your internet connection. It may also be affected by the configuration of your computer/internet browser. The bandwidth available at our data centre supports the highest connection speeds available, so you should always get the best performance that your configuration provides. Due to the nature of the electronic tendering process, you would be expected to perform a number of file uploads/downloads. Whilst this would be possible with a dialup connection, we would recommend using a 'broadband' connection (eg. DSL/Cable/FTL)


Options

[Next](#) [Return To Previous Page](#)

Contact Support  [Help](#)  [Login](#)

Help

Click **Next** to continue with the registration process.
Click **Return To Previous Page** to quit the registration process.



See also:-

- [Supplier Guide First Time Login](#)
- [Supplier Guide How To do Business](#)
- [Supplier Guide Managing Account](#)
- [Supplier Guide Opportunity Search when U...](#)
- [Supplier Guide The Tender Response](#)
- [Supplier Guide Visiting Site For Fir...](#)

Contact Information & Security Section (Step 1 of 5)

At this stage of the registration process you need to enter your own contact details and a security question and answer in the "Contact Information & Security" section. You will be the primary account holder for this company (although details can be changed post registration) so this account will be able to modify the details for the company and add more accounts, which is detailed in another section of the guide.

Supplier Registration Step 1 of 5 Contact Information & Security

* Denotes Mandatory Fields

Contact Information	
*Salutation (Mr/Mrs/Ms...):	<input type="text" value="Mr"/>
*First Name:	<input type="text" value="James"/>
*Last Name:	<input type="text" value="Palmer"/>
*Job Title:	<input type="text" value="Sales Manager"/>
*Department:	<input type="text" value="Sales"/>
*Telephone Number:	<input type="text" value="016705222222"/>
Fax Number:	<input type="text"/>
Mobile Number:	<input type="text"/>
*Email Address:	<input type="text" value="j.palmer@due-north.com"/>
(To help prevent your organisation from missing important communications from the site, it is recommended that a generic email address is used such as sales@...com)	
*Confirm Email Address:	<input type="text" value="j.palmer@due-north.com"/>

Security Information	
*Security Question:	<input type="text" value="Where were you born?"/>
*Security Answer:	<input type="text" value="Edinburgh"/>

Options

[Next](#) [Cancel](#)

Contact Support  [Help](#)  [Login](#)

Help

Salutation - Mr/Miss/Ms etc.

Job Title - position held within your company e.g. Managing Director.

Department - your current department of work in your company.


Email Address - must be of standard email format e.g. name@company.com.

Note: You can ensure notification e-mails are never accidentally deleted or marked as "spam" by "Whitelisting" all e-mails from the @due-north.com domain.

Security Question - the question used to help identify you should you need to reset your password.

Security Answer - the answer to the question used to help identify you should you need to reset your password.

Click **Next** to continue with the registration process.
Click **Cancel** to quit the registration process.



See also:-

- [Supplier Guide First Time Login](#)
- [Supplier Guide How To do Business](#)

Contact Information

In this section your contact information is entered along with your job details. Complete all mandatory fields as required (denoted by *). **Note:** Further help regarding the fields can be found in the Help section on the right hand side of the screen throughout this process.

E-mail- This is the e-mail address that messages will be sent to confirming registration details, and all other system communication that may take place in the tender process. It is recommended in most instances that a **GENERIC EMAIL ADDRESS** be used, so that communication will not be lost if that person is away or leaves their position, so to a sales@ address if that is possible. Also this must be of standard email format e.g. name@company.com

Security Information

The second section on this page is the Security information section. This is where you asked to specify a security question and answer of your choice, which will be held with this account. It must be something that is secure and also that is **memorable**.

When the details are complete then please click on the “Next” button to proceed at the bottom of the page, or the “Cancel” button to cancel registration.

Your Company Details (Step 2 of 5)

In this step you will need to populate details regarding the company you work for/are registering on behalf of. The screen will look as follows, (broken into four sections).

Company Information

Supplier Registration Step 2 of 5

Company Information

* Denotes Mandatory Fields

Company Information	
*Company Name:	<input type="text" value="Due North Lts"/>
*Address Line 1:	<input type="text" value="Unit 16, Enterprise Court"/>
Address Line 2:	<input type="text" value="Nelson Industrial Estate"/>
*Town/City:	<input type="text" value="Cramlington"/>
*County/State:	<input type="text" value="Northumberland"/>
*Postcode/Zip:	<input type="text" value="NE23 1LZ"/>
*Country:	<input type="text" value="United Kingdom"/>
Company Registration Number:	<input type="text"/>
VAT Registration Number:	<input type="text"/>
Website:	<input type="text"/>

In the first section, company information you are required to enter the name of the company you work for and also details of the location.

If any of the fields do not apply but are mandatory, such as “Postcode/ZIP” for companies based outside of the United Kingdom, by entering “N/A” here you can still proceed.

Note: Some of the fields (County/State and Country) are chosen using a dropdown menu. To select a County/State click the arrow to the right of the box to reveal a drop down menu containing all the possibilities that can be chosen

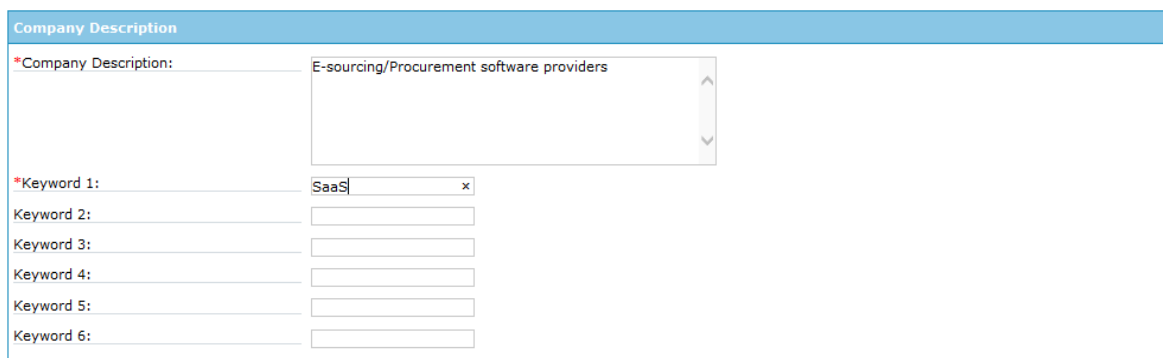
From the list select the required county by clicking on its name and this will populate the field as required.

*County/State: 

The country is chosen in exactly the same way, although note that the default selection is the United Kingdom.

The next three fields are all optional, but if possible they should be filled out as the more information that can be initially provided, the better it is for the contracting organisation. Your organisation may not have details for all these sections, in which case just leave them blank. They are Company Registration Number, VAT Registration Number and Website.

Company Description



The screenshot shows a form titled "Company Description" with a blue header. It contains the following fields:

- *Company Description: A text area containing "E-sourcing/Procurement software providers".
- *Keyword 1: A text input field containing "SaaS" with a small 'x' icon to its right.
- Keyword 2: An empty text input field.
- Keyword 3: An empty text input field.
- Keyword 4: An empty text input field.
- Keyword 5: An empty text input field.
- Keyword 6: An empty text input field.

The next section asks for a Company Description. Here more information on the supplier is entered to help the contracting organisation understand what it is your company does.

Note: A description and at least one keyword are required in this section. This is free text and as much information as required can be entered here.

This is important as the procuring organisations can search for a company based on the description or keywords specified.

Company Affiliations

Company Affiliations	
Affiliate 1 & Id:	<input type="text" value="Please Select/None"/> <input type="text"/>
Affiliate 2 & Id:	<input type="text" value="Please Select/None"/> <input type="text"/>
Affiliate 3 & Id:	<input type="text" value="Please Select/None"/> <input type="text"/>

The next section is Company Affiliations. This is a section that gives firms a chance to show that they have certain affiliations or memberships with companies that are of interest to the procuring organisation. For some portals there will be no affiliates listed in the drop down list, and for others there will be a varying list here, as this list is defined per portal.

Here you can select the affiliate that is recognised by the contracting organisation as the drop down is populated by the supplier, and the associated membership or reference number to prove this.

Note: If you do not have any of the Affiliate I.D's that are in the drop down options, then leave the drop down lists as "Please Select".

Company Classification

Company Classifications	
* Classification(s):	<input type="checkbox"/> Micro Organisation (<10 Employees) <input checked="" type="checkbox"/> Small Organisation (10-49 employees) <input type="checkbox"/> Medium-sized Organisation (50-249 employees) <input type="checkbox"/> Large Organisation (250+ employees) <input type="checkbox"/> Black and Minority Ethnic Organisations (BME) <input type="checkbox"/> Business owned by Lesbian, Bisexual, Gay or Transsexual <input type="checkbox"/> Companies owned or managed by women <input type="checkbox"/> Owned or run by Disabled People <input type="checkbox"/> Community and Voluntary Organisations (CVO) <input type="checkbox"/> Community Interest Companies (CIC) <input type="checkbox"/> Social Enterprise Partnership <input type="checkbox"/> Social Enterprises (SE) <input type="checkbox"/> Sole Trader <input type="checkbox"/> Environmentally Friendly suppliers (and products) <input type="checkbox"/> Fair Trade suppliers (and products) <input type="checkbox"/> Enterprises

The final selection is Company Classification section, although the list can change depending what the procuring organisation(s) have chosen to ask for.

This is the section where the supplier can show the classifications that the company belongs to, which helps as sometimes an organisation must contract a certain amount of work to certain classifications of company. To select a classification then hover over the relevant box and left click on the mouse to mark the box to the left with a tick.

Note: Company Classification is a mandatory section which must be populated.

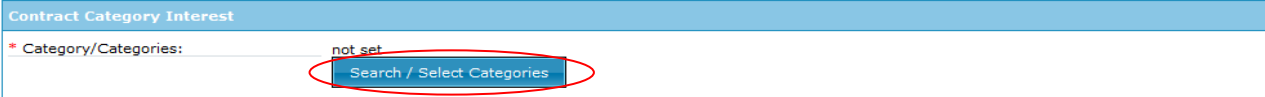
Once happy with this section move onto Step 3 by clicking “Next” from the options at the bottom of the screen. To go back to the previous page of the wizard click “Previous”.

Category Selection (Step 3 of 5)

This is the category selection step of the supplier registration, which will look as shown, to select your chosen categories click the ‘Search / Select Categories’ button.

Supplier Registration Step 3 of 5 Category Selection

* Denotes Mandatory Fields



Contract Category Interest

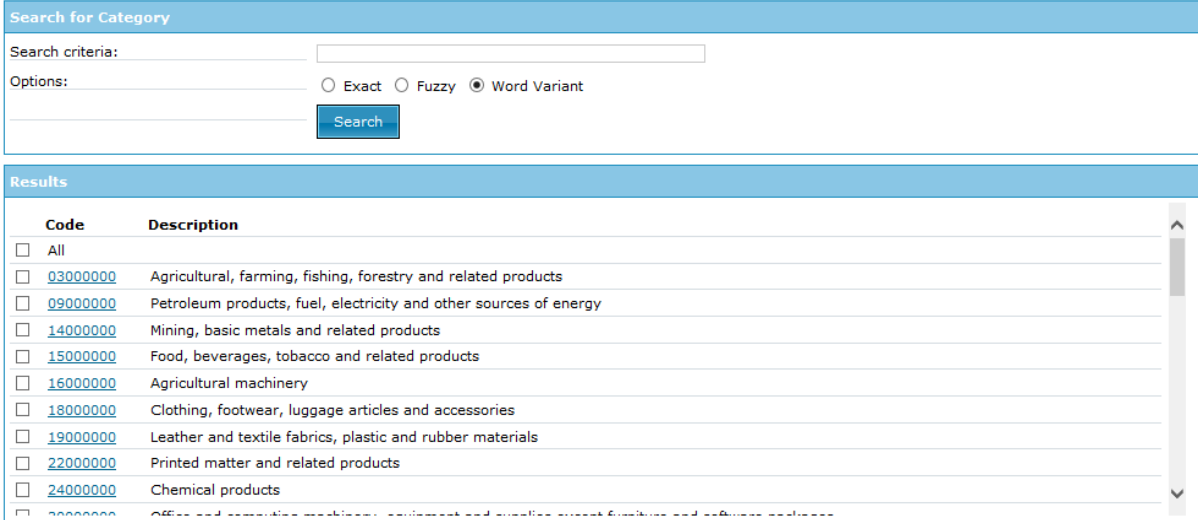
* Category/Categories: not set

Search / Select Categories

Contract Category Interest

This section is where you can register your company to receive automatic e-mail notifications of new opportunities that have been published that may be of interest to your company. This will greatly assist you when using the portal and mean that relevant opportunities are not missed. If nothing is selected then no e-mail notifications will be sent. The category will differ per portal, depending on what classification is being used, e.g. UNSPSC, CPV, and ProClass etc.

Category Search



Search for Category

Search criteria:

Options: Exact Fuzzy Word Variant

Results

Code	Description
<input type="checkbox"/> All	
<input type="checkbox"/> 03000000	Agricultural, farming, fishing, forestry and related products
<input type="checkbox"/> 09000000	Petroleum products, fuel, electricity and other sources of energy
<input type="checkbox"/> 14000000	Mining, basic metals and related products
<input type="checkbox"/> 15000000	Food, beverages, tobacco and related products
<input type="checkbox"/> 16000000	Agricultural machinery
<input type="checkbox"/> 18000000	Clothing, footwear, luggage articles and accessories
<input type="checkbox"/> 19000000	Leather and textile fabrics, plastic and rubber materials
<input type="checkbox"/> 22000000	Printed matter and related products
<input type="checkbox"/> 24000000	Chemical products
<input type="checkbox"/> 26000000	Office and computing machinery, equipment and supplies except furniture and software products

Category: The top level categories that you can register to receive updates under are all listed. To select a top level category, mark the box to the left of the category by clicking it. You can select multiple categories if required. Ensure that you click on “Select Categories” to add this to the list.

If you are not sure or if you want to put your company against lower level classifications, you may use the search facility at the top of the page to search specific words to help you narrow down the categories you require to add to your account.

This can also be done by clicking on the blue code to the left of the category and this will take you down to the next level. This can be repeated up to four levels in some classifications. Another way refine your categories, is to click on the blue code to 'drill down' to the next level. Continue to do so until you find the required category.

Note: When selecting categories, only categories relevant to the goods or services you can offer as a supplier should be selected. Category selection can be revisited at anytime to carry out required amendments, searches of advertised opportunities for all categories can also be carried out at anytime.

Category Search


Code & Description	
<input type="checkbox"/>	All
<input checked="" type="checkbox"/>	48000000 - Software package and information systems
<input type="checkbox"/>	48910000 - Computer game software package, family titles and screen savers
<input type="checkbox"/>	48911000 - Computer game software package
<input type="checkbox"/>	72000000 - IT services: consulting, software development, Internet and support
<input type="checkbox"/>	72210000 - Programming services of packaged software products
<input type="checkbox"/>	72212900 - Miscellaneous software development services and computer systems
<input type="checkbox"/>	72212910 - Computer game software development services, family titles and screen savers
<input type="checkbox"/>	72212911 - Computer game software development services

When all required categories have been chosen, click "Select Categories" from the options at the bottom of the page.

Category Search

Selected Categories	
<input checked="" type="checkbox"/>	48000000 - Software package and information systems

Selected categories are now shown as above. Once all categories have been added click "Finish" followed by "Next" to proceed.

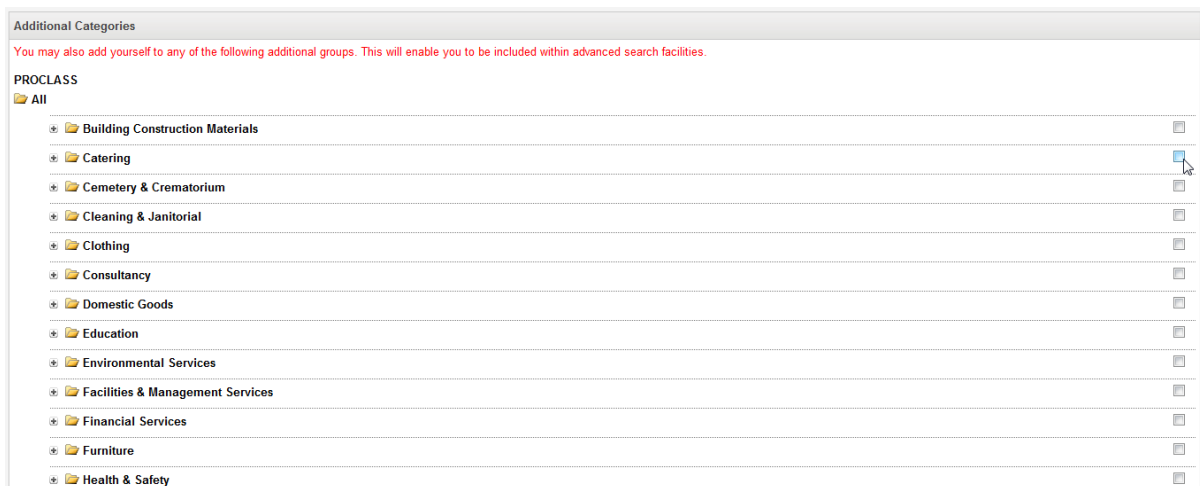
Note: If a category has been added in error this can be removed by clicking the  button.

Additional Classifications/Categories

Also further lists/categories may now also be found (if the procuring organisation/portal have used these) This allows you to register against further supplier lists, as set up by the procuring organisation(s) to allow you to be further categorised and found more easily by procurers.

Note: This is totally independent of the Contract Category Interest that is chosen and this will NOT generate any email notifications.

Each list will show up with the title, followed by a classification structure, which you can register your company against, an example of which is shown below. Tick the options that are applicable from this list, this may be done for several lists.



Category	Checkbox
Building Construction Materials	<input type="checkbox"/>
Catering	<input type="checkbox"/>
Cemetery & Crematorium	<input type="checkbox"/>
Cleaning & Janitorial	<input type="checkbox"/>
Clothing	<input type="checkbox"/>
Consultancy	<input type="checkbox"/>
Domestic Goods	<input type="checkbox"/>
Education	<input type="checkbox"/>
Environmental Services	<input type="checkbox"/>
Facilities & Management Services	<input type="checkbox"/>
Financial Services	<input type="checkbox"/>
Furniture	<input type="checkbox"/>
Health & Safety	<input type="checkbox"/>

Organisation Selection (Step 4 of 5)

This step is the organisation selection page, which will appear as below. This is where the area/organisation that you want to receive automatic e-mail updates from, which works in conjunction with the categories that were selected on the previous page. This allows you to make sure that you receive updates only from the relevant areas/organisations as well as categories.

Note: For some portal registrations there will only be one organisation to select.

Supplier Registration Step 4 of 5

Council Selection

* Denotes Mandatory Fields

Area Notification	
* Area:	All

Options

Previous	Next	Cancel
----------	------	--------

By Area: This will select all organisations within the portal to receive new opportunity information from.

By Sub Region:

This will allow you to select certain geographical sub regions to receive new opportunity information from. Select Sub Region and then click “Next” from the options at the bottom of the page.

This will list all the relevant Individual Regions to select from, as shown below. Note this list will differ depending on the portal. To select a region, click in the box to the left of the relevant region to mark it with a tick.

By selecting a region this will select all of the organisations within this region to receive new opportunity information from. When all the required regions have been selected, as shown below click “Next” from the options at the bottom of the page to move onto the next step.

Supplier Registration Step 4 of 5

Council Selection

* Denotes Mandatory Fields

Area Notification	
* Area:	By Sub Region

Sub Region	
* Sub Region:	<input type="checkbox"/> Training

Options

Previous	Next	Cancel
----------	------	--------

By Council/Organisation

Area Notification	
* Area:	By Council

This will allow you to select individual organisations from which you would like to receive new opportunity information from. Select “By Council” from the drop down menu and click “Next” to display all available organisations.

They will appear in a list as below, to select an organisation to receive new opportunity information about click the box to the left of the organisation name to mark it with a tick.

Council

* Council:

- Authority
- Cox INC
- Customer Services INC
- Gianfreda INC
- Green INC
- Harris INC
- Humes INC
- Newton INC
- Palmer INC

When all the required organisations have been selected, as shown below click “Next” from the options at the bottom of the page to move onto the next step.

Conditions and Privacy (Step 5 of 5)

This is the step where you will be asked to agree to the terms and conditions of using the system and also the privacy policy as laid out by Due North.

Supplier Registration Step 5 of 5

Terms & Conditions

* Denotes Mandatory Fields

Conditions & Privacy

In order to complete your registration you must agree with the following:

*Agreement(s):

- Due North Terms & Conditions [view](#)
- Privacy Policy [view](#)

Options

Previous Next Cancel

Here you are asked to agree with Due North Ltd’s Terms and Conditions and Privacy policy by ticking the boxes placed to the left of the wording.

To view the terms or privacy policy click on the word “view” to the right. To then agree to the conditions then click in the box to mark it with a tick.

Once complete then click on the “Next” button to continue with the registration or the “Cancel” button to abort the registration.

Wizard Summary- Completion and Editing Details

The final screen will be a summary of the details that have already been entered into the system, that need to be checked before completion of registration.

Supplier Registration Summary

Contact & Security	Change Contact & Security Details
Name:	Mr James Palmer
Job Title:	Sales Manager
Department:	Sales
Telephone:	016705222222
Fax:	N/A
Mobile:	N/A
Email Address:	j.palmer@due-north.com
Security Question:	Where were you born?
Security Answer:	Edinburgh

Company	Change Company Details
Company Name:	Due North Lts
Address Line 1:	Unit 16, Enterprise Court
Address Line 2:	Nelson Industrial Estate
Town/City:	Cramlington
County/State:	Northumberland
Postcode/Zip:	NE23 1LZ
Country:	United Kingdom
Company Registration Number:	N/A
VAT Registration Number:	N/A
Website:	N/A
Company Description:	E-sourcing/Procurement software providers
Keyword 1:	SaaS
Classification(s)	Small Organisation (10-49 employees)

Category(ies)	Change Category(ies)
48000000 - Software package and information systems	

If you are unhappy or would like to change any of the information in the sections then this can be done by clicking on the relevant button in the top right hand corner of the chosen section.

Note on Chosen Contract Organisations

If you have chosen to select "All" or "by Sub Region" in this section earlier you will not have been shown a list of the individual organisations that you have actually chosen within these options. On the summary page in the "Chosen Contract Organisations" section you will be able to see all the organisations that you have chosen, to ensure this is correct. Also any organisations that join the portal from this point will also be added.

Submitting Registration

Once you are happy all details are complete and correct the Registration needs to be submitted to the procuring organisation.

This is done in the options at the bottom of the summary page.




Options

[Submit Registration](#) [Cancel](#)

If you no longer want to submit this registration, click “Cancel” to abort **without** anything being saved or submitted.

To submit this registration, click on “Submit Registration” to finalise and send to the procuring organisation for approval.

This will bring the Supplier Registration Confirmation page as shown.

Supplier Registration Confirmation Contact Support  Help  Login 

Message

You have successfully completed all of the registration details
Your application is now being processed
If your application is successful you will shortly receive the following:-

- Email containing your username
- Email containing your initial password

The first time you login to the supplier portal you will be prompted to change your password

Options

[OK](#)

The system will then send a confirmation e mail to say the application is being considered by the contracting organisation. The email will also contain an application reference number for your own records.

Click “OK” to return to the supplier portal.

When the registration is accepted then you will receive e mails containing your log in details for the opportunity portal.