



The Portal - Supplier Guide

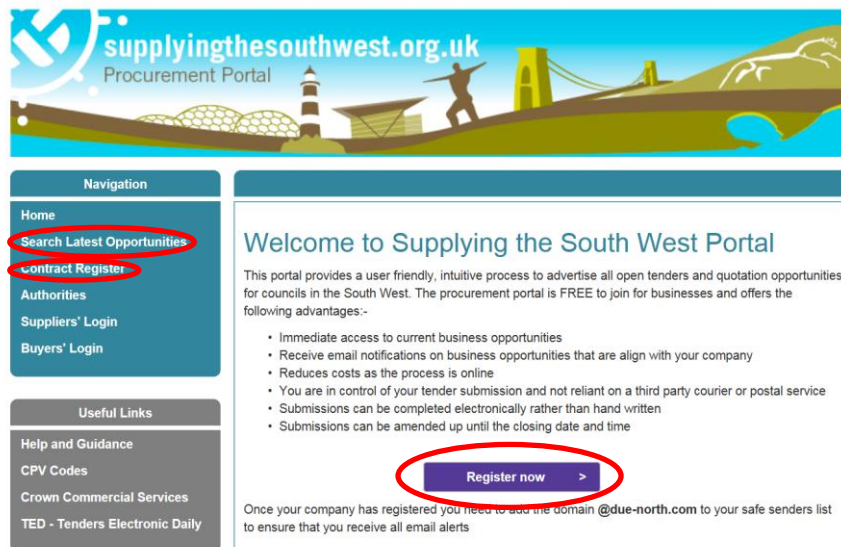
How to register on the Supplying the South West Portal

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Introduction

North Somerset Council issues all quotes and tenders over the value of £10,000 through the e-Tendering solution ProContract. This can be accessed via the the Supplying the South West portal (<https://www.supplyingthesouthwest.org.uk/>).



In order to participate in any of these procurements, companies are required to register with ProContract. To do this, click on the 'Register now' button on the Home page.

Once registered, companies can receive email alerts when procurement opportunities are posted that match their selected categories of interest and region of supply.

Details of contracts that have been awarded can be found on the portal's Contract Register.

The Supplying South West portal is used by a large number of local authorities in the South West region. All opportunities advertised by these authorities will be on the portal.

In addition, ProContract is used by a number of regional portals, including the North West portal (The Chest), the Yorkshire & Humber Region portal (YORtender) and London boroughs portal (London Tenders Portal).

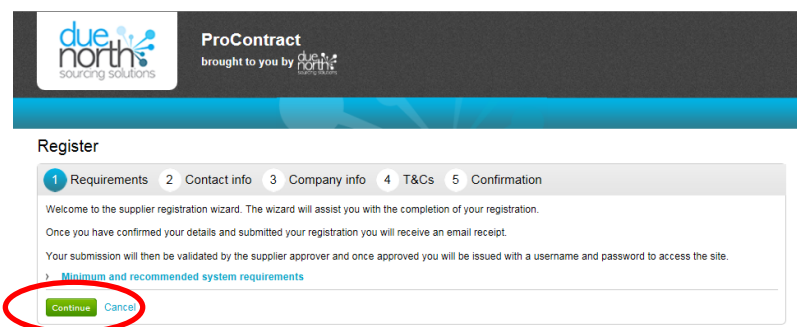
Once registered with ProContract, companies can access procurement opportunities issued by all portals and local authorities that use the system.

Registration

Registration is simple 5-part process. Once registered, companies can login to the portal to set email notification preferences and create and manage sub-accounts for additional users.

Step 1 – Requirements

Click on the blue 'Minimum and recommended system requirements' link to confirm the necessary computer system access requirements can be met. Click on 'Continue'.



The screenshot shows the ProContract registration wizard interface. At the top, there is a header with the 'due north' logo and the text 'ProContract brought to you by due north'. Below the header, the title 'Register' is displayed. A progress bar shows five steps: 1. Requirements (active), 2. Contact info, 3. Company info, 4. T&Cs, and 5. Confirmation. The main content area contains a welcome message: '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.' Below this, there is a link labeled '> Minimum and recommended system requirements'. At the bottom, there are two buttons: 'Continue' (highlighted with a red circle) and 'Cancel'.

Step 2 – Contact Info

Please provide your contact information for your company's primary contact account on ProContract. This user account will be able to create and manage sub-accounts for other users within your organisation.

Please note, all procurement project notifications will be sent to your chosen email address, if you choose to receive them.

Once all information is completed, click on 'continue'.

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Register

1 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: Mrs First name: Jo Last name: Blogs

Job title: Tester Department: Procurement

Telephone: 01234 567890 Fax (optional): Mobile (optional):

Email: We will use this to notify you of new opportunities.
procurement@bathnes.gov.uk

Confirm email: procurement@bathnes.gov.uk

Username: Will default to your email address, however this may be changed if required.
procurement@bathnes.gov.uk

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

Confirm password: *****

Preferred language: English

Preferred time zone: (UTC) Dublin, Edinburgh, Lisbon

Continue Back Cancel

Step 3 – Company Info

Please provide your company information. This can help buyers identify correct companies when inviting them to take part in quotes and mini-competitions.
Click on 'Continue'.

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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
Test Company Name

Address
1 Test Road

Town
Bath

County
Avon

Postal code / zip
BA1 1AA

Country
United Kingdom

Website (optional)
http://www.example.com

Registration number (optional)
N/A

VAT number (optional)
N/A

Continue Back Cancel

Step 4 – Terms & Conditions

Please read both the terms and conditions and privacy policy. If you agree to these, tick the check box and click on 'Continue'.

The screenshot shows the 'Register' page for ProContract, brought to you by due north sourcing solutions. The page is divided into five steps: Requirements, Contact info, Company info, T&Cs (current step), and Confirmation. The T&Cs section contains the following text:

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 procontract.due-north.com ("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](#)

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

due north

Step 5 – Confirmation

Please confirm the information provided and click on ‘Submit registration’.

The screenshot shows the 'Register' page for ProContract, brought to you by due north sourcing solutions. The page is divided into five tabs: Requirements, Contact info, Company info, T&Cs, and Confirmation (the active tab). The Confirmation tab displays a summary of the registration details entered in the previous steps. The details are as follows:

| | |
|---------------------|---|
| Name | Mrs Jo Blogs |
| Job title | Tester |
| Department | Procurement |
| Telephone | 01234 567890 |
| Fax | |
| Mobile | |
| User name | procurement@bathnes.gov.uk |
| Email | procurement@bathnes.gov.uk |
| Company name | Test Company Name |
| Address | 1 Test Road, Bath, Avon, BA1 1AA United Kingdom |
| URL | |
| Registration number | N/A |
| VAT number | N/A |

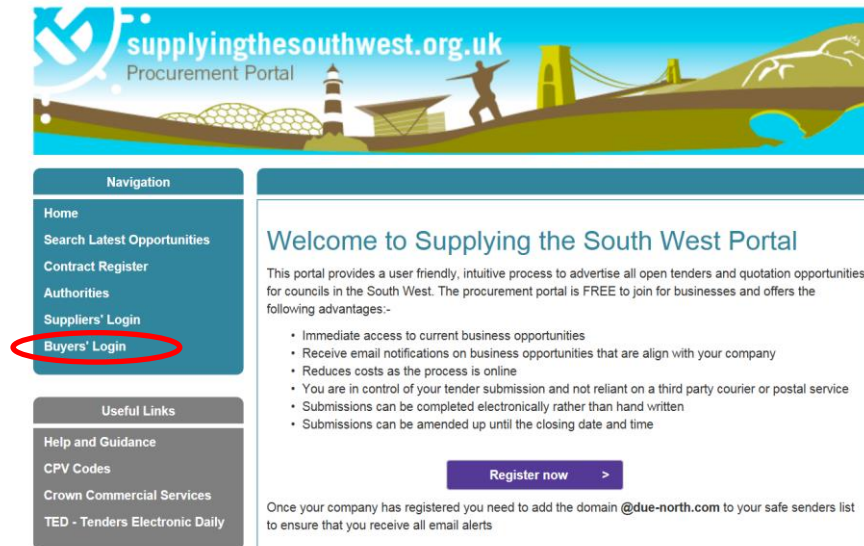
At the bottom of the page, there are two buttons: 'Submit registration' (highlighted with a red circle) and 'Back Cancel'.

You will receive a confirmation email from the system provider to say they have accepted your application. Once processed, you will receive a further email with login details.

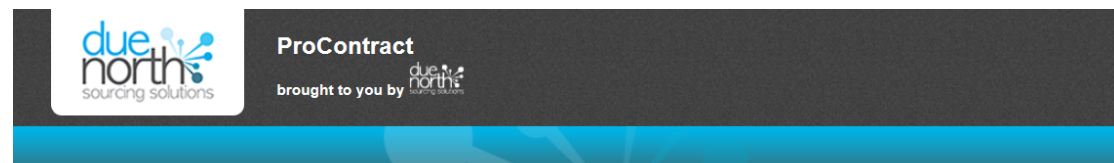
Please note you will not receive any email alerts for opportunities published until you have logged in and setup your categories of interest (products or services you provide), region of supply (where you can supply your goods or services) and communication preferences. (See 'ProContract Account Structure' on page 11 of this guide.)

Logging in

To log into ProContract, click on 'Suppliers' Login' on the Supplying the South West portal.



Click on 'Login'.



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.

If you are a current registered supplier and this is the first time you are visiting the site your details have been automatically transferred, however for security and account validation you will be required to reset your password and follow the instructions below:

[Migrated user instructions](#)

New to portal

Free registration

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

[Forgotten your username or password?](#)

Useful links

[Contracts register](#)

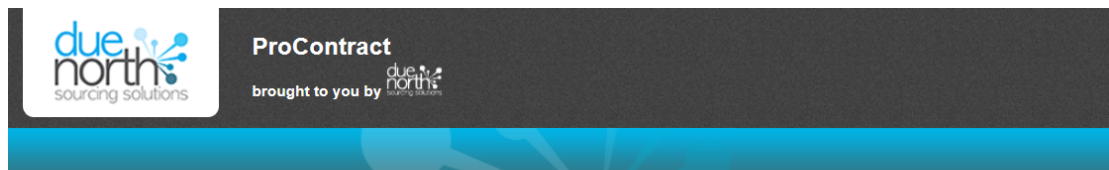
[Help](#)

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 ... 63 64 Next > | | | | |
| Buyer | Title | Start date | End date | Estimated value |
| Allerdale Borough Council | Personal Budgeting Support (PBS) | 08/09/2016 16:52:00 | 19/10/2016 12:00:00 | N/A |
| Aston University | University Public Relations Agency | 16/09/2016 13:23:00 | 17/10/2016 12:00:00 | N/A |

Enter your User Name and Password and click on 'Continue'.



Log In

User Name

Password

[Forgotten your username or password?](#)

[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

First time login

When you log into ProContract for the first time, you will need to complete your ProContract company account configuration.

ProContract Account Structure

Companies are allowed one corporate account on ProContract but can have many sub-accounts for additional users within their organisation.

Sub-accounts can be organised into Workgroups, where specific categories of interest (what type of products / services are provided) and regions of supply (where the work can be supplied) can be defined. Many sub-accounts can be added to workgroups.

Email alerts are sent to users based on their communication preference and the categories and regions of the workgroups in which they belong.

Workgroups can help both suppliers and buyers manage procurement projects.

For example, suppliers can create separate workgroups for regional offices where different users handle bids for their region only. They could also be used to separate users that manage bids for different products or services provided by a company.

Clear workgroup names can help buyers identify and invite the most relevant contact within an organisation to take part in a framework further competition or a low value quote.

Please note, it is the responsibility of a company's ProContract administrator to ensure all workgroup contacts are kept up-to-date. Opportunities may be missed if an employee leaves a company and their sub-account is not removed or updated on ProContract.

Company Details

Please add a company description detailing the products or services provided and up to six keywords. This information helps buyers to select the most appropriate companies when inviting them to provide quotes.

The screenshot shows the 'Company details' form in the ProContract system. At the top, there is a header with the 'due north' logo and the text 'ProContract brought to you by due north'. Below the header, there is a 'Login' link and a 'First time log in' link. The main form area is titled 'First time log in' and contains a message: 'Because you have never logged into the system before, you need to check some information. This step improves the security of your account and checks that all your details are correct.' The form is divided into two sections: 'Company details' and 'Keywords'. The 'Company details' section includes fields for 'Company registration number' (with a value of 'N/A' and a checkbox for 'N/A'), 'VAT Registration number' (with a value of 'N/A' and a checkbox for 'N/A'), and a 'Company description' text area. The 'Keywords' section includes a 'Keywords (Up to six)' label, an 'Add new row' button, a 'Delete selected row(s)' button, and a 'Keyword Select' dropdown menu.

Workgroups

An initial workgroup is created and appropriate categories of interest and region of supply must be selected.

The screenshot shows the 'Workgroup' form in the ProContract system. At the top, there is a header with the text 'Workgroup'. Below the header, there is a message: 'Please check that your workgroup information is correct and make changes where necessary.' The form is divided into several sections: 'Workgroup name' (with a value of 'Procurement'), 'UNSPSC categories' (with an 'Edit' link), 'NHS eClass categories' (with an 'Edit' link), 'CPV categories' (with an 'Edit' link), 'ProClass categories' (with an 'Edit' link), and 'Regions' (with an 'Edit' link). Each category section has a message: 'There are no categories selected in this category set, click "Edit" to add some'.

Categories

There are a number of different taxonomies that are used within ProContract. This is due to the variety of buying organisations that use the system.

The Supplying the South West portal uses Common Procurement Vocabulary (CPV) categories when posting procurement opportunities. Please select one or many CPV categories to ensure you receive all relevant email alerts when opportunities are published.

It is only necessary to choose categories from one taxonomy as they are mapped to each another. However, it is recommended that categories are chosen from each one to ensure the most appropriated are selected. Opportunity email alerts from other portals may be missed if inaccurate categories are chosen.

Regions

The Regions field allows you to select the places that you are willing to supply your goods or services. Opportunity email alerts will be based on the region selected.

Classifications

Please select a legal classification for your organisation, your Voluntary and Community Sector (VCS) registration number where applicable and the number of employees in the organisation. As a public sector body, we are legally required to publish this information for all awarded contracts.

Classifications

Please check that your classification selections are correct and make changes where necessary

Legal classification

☐ Charitable Incorporated Organisation (CIO)
☐ Community Interest Company (CIC)
☐ General Partnership
☐ Industrial & Provident Society
☐ Limited Liability Partnership (LLP)
☐ Limited Partnership
☐ Private Company Limited by Guarantee (LTD)
☐ Private Limited Company (LTD)
☐ Public Limited Company (PLC)
☐ Sole Trader
☐ Unlimited Company
☐ Other

Further classification (optional)

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

VCS registration number

Please provide your registered VCS number where applicable
 ☐ N/A

Number of employees

Communication Preferences

Please choose whether you would like to receive system email notifications.

Email alerts

ProContract sends system email notifications when:

- New opportunities are published that meet your workgroup's chosen categories and region,
- You are invited to take part in a quote or further competition,
- Messages are sent to you through the system,
- Procurement project modifications occur.

Communication preferences

Receive system email notifications

☒ Yes ☐ No

North Somerset Council recommends that system email notifications are switched on to ensure all opportunity and message notifications are received.

Terms and Conditions

Please read the Due North user Terms and Conditions and Privacy Policy and tick the check box if you wish to continue. Click on 'Update account and login' and you will be directed to the Home page.

Due north terms and conditions

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 procontract.due-north.com ("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 (if different) and with all local laws and rules regarding acceptable use of and conduct on the Internet.

Links to third party Websites

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.

☐ You just agree to all conditions to continue

☒ Update account and login

Secure Site Terms and Conditions | Privacy | Accessibility



Glossary

| | |
|-------------------------------------|--|
| Categories | The products or services that an organisation is looking to procure. Companies are to select appropriate categories for the goods or services they provide. |
| Common Procurement Vocabulary (CPV) | The category taxonomy used by the local authorities that use the Supplying the South West portal. |
| Opportunities | Quotes or tenders that are advertised on the Supplying the South West portal. |
| ProContract | An e-tendering system that allows buying organisations to advertise and issue specifications for quotes and tenders. |
| Regions | The region where the goods or services is to be supplied. Companies are to select a region that they are willing to supply. |
| Supplying the South West | A public facing portal for a number of local authorities in the South West region of England. The portal provides login links to ProContract. |
| Workgroups | Company ProContract users can be grouped into workgroups according to categories and regions of supply. |