



# Guide to registration on ProActis system



# Guide to registering for the Proactis system and locating the tender



# Step I.



- Go to Proactis website on the link below  
**<https://procontract.due-north.com/Login>**

The screenshot shows the Proactis ProContract login page. On the left, there is a 'Log In' section with a 'User Name' field, a 'Password' field, a 'Continue' button, and a link for 'Forgotten your username or password?'. On the right, there are three sections: 'Welcome to ProContract Already registered?' with instructions to enter username and password; 'New to ProContract?' with a 'Suppliers' section and a 'Register free' link; and 'Migrated from ProContract Version 2?' with instructions for users migrating from Version 2 and a 'First time login following migration' link. A 'Still need help?' section at the bottom right points to a 'help center'.

**proactis**

**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

# Step II.



- Click on 'Register Free' under 'New to ProContract'

**proactis**

**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?**  
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**Still need help?**  
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# Step III.



- Register your Organisation Details

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### Register free with ProContract

Begin your ProContract supplier account registration by filling in a few details below.

**Organisation name** ⓘ

**Email address** ⓘ

By clicking 'Continue registration', you agree to the [Terms and Conditions](#) & [Privacy policy](#).

[Continue registration](#)

Already registered? [Log in here](#)

[Minimum requirements](#)

#### Why should I register with ProContract?

Registration is free and your company profile will be immediately available for opportunities managed by over 30,000 buyers from over 400 private, public sector and 3rd sector organisations.

#### What happens next?

Once we have verified your company name and email address you will be asked to complete a short registration process including basic company details and contact information. Upon submission, your registration application will be reviewed by the ProContract team and you will be sent an email address confirming next steps.

#### Do I receive opportunity alerts?

Following successful registration, as part of your company profile you can stipulate your preferred opportunity areas of interest along with geographical locations to which you can supply your goods & services. Overnight, your interests will be matched against the latest published opportunities and you will be notified by email. The email will contain links to review, and if you wish, express your interest in each of the opportunities.

#### Recently added opportunities

[Find opportunities](#)

1 2 3 4 5 6 7 8 9 10 ... 114 115 [Next >](#)

Results per page: 10 50 100

Buyer	Title	Interest window	Estimated value
[Redacted content]			

#### Useful links

- [Log in](#)
- [What is ESPD?](#)
- [National contracts register](#)
- [PROACTIS supplier support](#)
- [Migrated account user details](#)



# Step IV.



- On the 'Home' page click on 'Find Opportunities'

The screenshot displays the Proactis Home page. At the top left is the Proactis logo. Below it is a navigation bar with links for Home, Find opportunities, My activities, My contracts, and Help. A search bar is located on the right side of the navigation bar. The main content area is titled 'Home page' and contains several sections:

- Activities:** A section with tabs for 'Active', 'Recently added', and 'Last viewed'. It includes a dropdown menu with '-- Please select --', a 'Go' button, and a search input field with another 'Go' button. A blue informational message states: 'Please select a buyer from the dropdown and click on the 'Go' button'.
- Opportunities:** A section with a 'Find opportunities' link highlighted in a red circle. Below the link, it says: 'To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above'.
- Company details summary:** A section for 'Efficiency North' with a description 'Procurement Consortia' and keywords 'construction'.
- Vendor profile:** A section titled 'Vendor profile' with a description: 'The questionnaires listed below contain common question sets used nationally by buying organisations. Questionnaires may be relevant to your business area so please read the description by hovering over the help icons.' It lists a 'Standard Selection Questionnaire (SQ)' with an 'Edit' link and '(100% complete)'.
- Workgroups:** A section titled 'Workgroups' with a description: 'Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together'.

# Step V.



- Select the 'Organisations' drop down box

A screenshot of the Proactis website interface. The top navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. Below this is a search bar with 'All data' and 'Search' options, and a 'Go' button. The main content area is titled 'Opportunities'. On the left, a 'Narrow your results' sidebar contains several filter categories: 'Portals' (dropdown set to 'All'), 'Organisations' (dropdown set to 'All', highlighted with a red circle), 'Categories' (blue box), 'Regions' (blue box), and 'Keywords' (input field). The main 'Opportunities' section shows a table with columns for 'Title', 'Buyer', 'Expression Start', 'Expression End', and 'Estimated value'. The table content is currently obscured by a large blue rectangle. A pagination bar at the top of the table shows '1 2 3 4 5 ... 105 Next >'.

proactis

Home Find opportunities My activities My contracts Help

Home > Find Opportunities All data Search Go

Opportunities

Narrow your results

Portals All

Organisations All

Categories

Regions

Keywords

Opportunities

1 2 3 4 5 ... 105 Next >

Title Buyer Expression Start Expression End Estimated value

# Step VI.



- Search by the organisation name 'EN Procure Ltd'
- Select the tender opportunity and open it

A screenshot of the Proactis website interface. The top left corner displays the 'proactis' logo. Below it is a navigation menu with 'Home' and 'Opportunities'. A search bar is located at the top right, with a dropdown menu set to 'All data' and a 'Go' button. The main content area shows a list of search results. One result, 'EN Procure Ltd', is highlighted with a red oval and a grey selection bar. Below the search results, there are filter options for 'Categories', 'Regions', and 'Keywords'. The bottom right corner of the page features a dark blue silhouette of a house.



# Step VII.

- Go to the 'Expression of interest window'
- Click the dark green 'Register interest in this opportunity' button



proactis

Home Find opportunities My activities My contracts Help

Home > Find opportunities > EN:Procure - Framework

EN:Procure - Framework

Return to find opportunities

Main contract details

Opportunity Id  
Title  
Categories  
Description

Region(s) of supply  
Estimated value  
Keywords

Key dates

Estimated contract dates  
Start date

Expression of interest registered

Date  
Workgroup

Expression of interest window

From to

Contact details

Buyer  
Contact  
Email  
Telephone  
Address

Attachments

Expression of interest window

From to

Register interest in this opportunity



# The End

