

# Guide to registration on ProActis system





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







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

Log In User Name	Welcome to ProContract Already registered?
	Simply enter your chosen username and password and click 'Continue'
Password	New to ProContract?
Forgotten your username or password?	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
Constitute	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 - <u>First time login</u> following migration
	Still need help?
	Please visit the <u>help center</u> where you can access an extensive help library, FAQ's, videos and guides



### Step II.



#### • Click on 'Register Free' under 'New to ProContract'

actis		
	Log In User Name	Welcome to ProContract Already registered?
		Simply enter your chosen username and password and click 'Continue'
	Password	New to ProContract? Suppliers - If you are not currently registered on the ProContract procurement portal,
	Forgotten your username or password	you can complete a simple registration process by clicking the following link - Register
	Continue	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 transformed to react the second to relate the provided to react your
		transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - <u>First time login</u> <u>following migration</u>
		Still need help?
		Please visit the <u>help center</u> where you can access an extensive help library, FAQ's, videos and guides



## Step III.



#### • Register your Organisation Details

roactis			
Register free with ProContract		() Minimum requirement	
Begin your ProContract supplier account registration by filling in a few details below. Organisation name 📀	Why should I register with ProContact? 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.		
Email address 🥡	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.		
By clicking 'Continue registration', you agree to the <u>Terms and Conditions</u> & <u>Privacy policy</u> . Continue registration Already registered? Log in here			
Recently added opportunities	Q Eind opportunities	Useful links	
1 2 3 4 5 6 7 8 9 10 114 115 Next>	Results per page: 10 50 100	Log in What is ESPD? National contracts register	
Buyer C Title	○ Interest window ○ Estimated value	PROACTIS supplier support Migrated account user details	
		migrateu account user uetans	



### Step IV.



#### • On the 'Home' page click on 'Find Opportunities'

oactis	
me Q Find opportunities 🕞 My activities 🏷 My contracts 🕜 Help	All opportunities V Search
me page	
Activities View full	screen Company details summary ZEdit
Active Recently added Last viewed	Efficiency North
Please select      Go Search Go     Please select a buyer from the dropdown and click on the 'Go' button	Description Procurement Consortia Keywords construction
	<ul> <li>Vendor profile</li> </ul>
P Opportunities Find opportunities available on the Due North portal, please click on the 'Find opportunities' link all	please read the description by hovering over the help icons.
	- Workgroups
	Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together







#### • Select the 'Organisations' drop down box

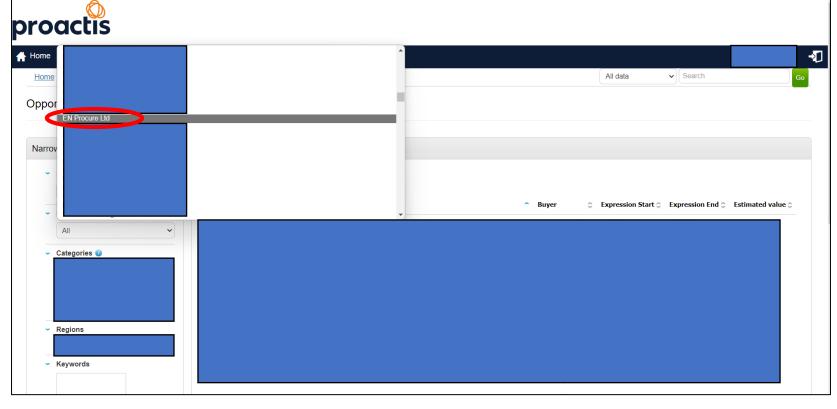
Home Q Find opportunities I My a	activities 🚸 My contracts 🧿 Help	
Home > Find Opportunities		All data
Opportunities		
Narrow your results	Opportunities	
Portals     All     Organisations	1 2 3 4 5 105 Next> Title	<ul> <li>Buyer</li> <li>Expression Start C Expression End C Estimated value C</li> </ul>
All  Categories		



## Step VI.



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





## Step VII.



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

Home Q Find opportunities > EN:Pro			
	EN:Procure - Framework		Return to find opportu
	Main contract details	Expression of interest registered	
	Opportunity Id Title Categories Description	Date Workgroup Expression of interest window	
	Region(s) of supply Estimated value Keywords	Contact details	
	Key dates Estimated contract dates Start date	Buyer Contact Email Telephone Address	
	est window	Attachments	

# The End

