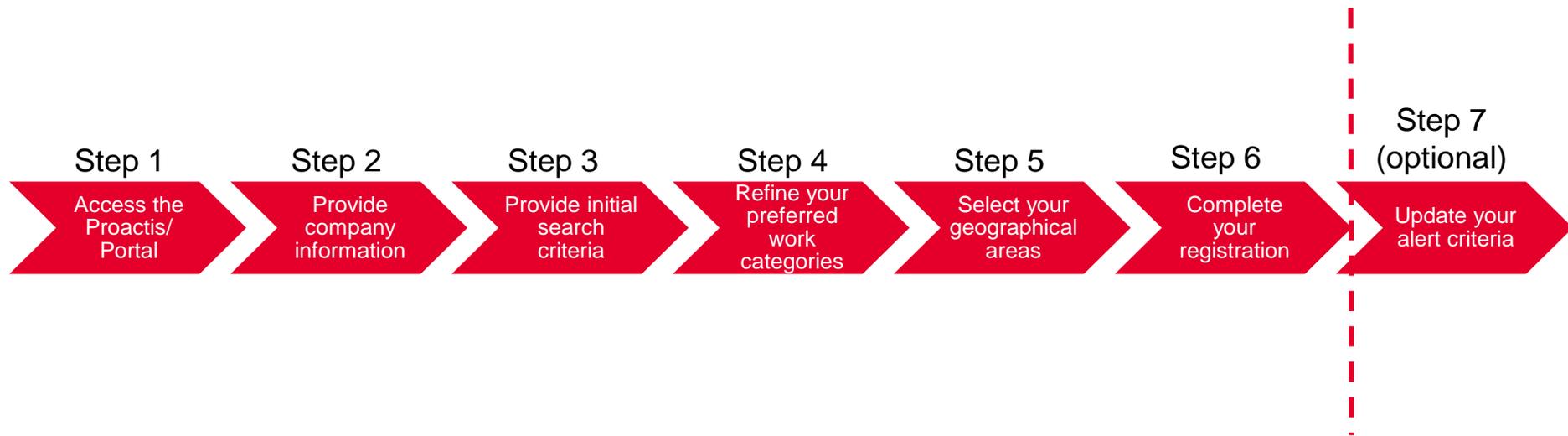**Trusted procurement for better buildings and homes**

How to register and set up your organisation's profile on the eTendering Portal

A walkthrough of the ProContract / Proactis tender portal registration process

Steps to complete your registration

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7 (optional)
Access the Proactis/ Portal	Provide company information	Provide initial search criteria	Refine your preferred work categories	Select your geographical areas	Complete your registration	Update your alert criteria

Step 1 – Access the Proactis / ProContract Portal

Access the Proactis portal at the following web address, click the 'Register here' button to start the registration process

https://procontract.due-north.com/

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Step 2 – Complete the initial registration

Complete the basic registration details for your organisation, then select the 'Continue registration' button

Ensure you select 'Yes' to receive notifications of new opportunities

Step 3 – Provide initial search criteria

The ProContract portal caters for a large number of buying organisations therefore uses a variety of criteria to assist suppliers in finding opportunities listed by buyers.

It is important to complete your category and location preferences thoroughly (as shown in this guide) to ensure you receive appropriate notifications of new opportunities,.

To begin setting up this criteria, enter a keyword then select the 'Find recommended' button. This will automatically do an initial filter of the various category options based on your keyword.

Step 4 - Refine the work categories you are interested in – Pt 1

Like many other public sector organisations, LHC Group uses the CPV categorisation when advertising new opportunities . Other organisation use the alternative category listings (such as UNSPSC or Proclass which are available on this page)

To begin setting up your preferred search criteria using the CPV categorisation, scroll down to the CPV section then click the 'Click to refine' link.

Step 4 – Refine the work categories you are interested in – Pt 2

The window shown below will appear. Based on your initial word search Proactis will have automatically selected any CPV categories it feels are appropriate.

To remove any automatically selected categories from your preferred list click the red X next to it.

Step 4 – Refine the work categories you are interested in – Pt 3

To add to your preferred category list you can either search by keyword, or search through the categories list using the + symbols to drill down the category tree (as shown below)

If you find categories you wish to add, tick the box next to the category.

Once done click the 'Select categories' button. This will save your choices and close the popup window.

Step 5 – Select the regions you wish to see opportunities for – Pt 1

Once you have been returned to the main category page, you will need to define what geographical areas you wish to see opportunities in. Scroll to the 'Region(s) of Supply' section at the bottom of the page and select the 'Click to refine' button

Step 5 – Select the regions you wish to see opportunities for – Pt 2

The popup window will appear as below, and selecting the areas you wish to work in is done in a similar way to the CPV categorisation demonstrated previously.

You can select sub-regions down to a county level and in some cases specific city level. We recommend ticking all sub-categories (even down to the lowest category level if appropriate) to ensure you receive appropriate new tender opportunity alerts as buying organisations will approach the geographical selection for their own opportunities differently.

Step 5 – Select the regions you wish to see opportunities for – Pt 3

For LHC, as a minimum we will use the following regional categorisations when advertising new opportunities, however we will also use the sub-sections of these categories where appropriate.

Select all sub-regions you feel are applicable to your organisation, and then click the 'Select regions' button

- UKC – NORTH WEST (ENGLAND)

- UKD – NORTH EAST (ENGLAND)

- UKE – YORKSHRIRE AND THE HUMBER

- UKF – EAST MIDLANDS (ENGLAND)

- UKG – WEST MIDLANDS (ENGLAND)
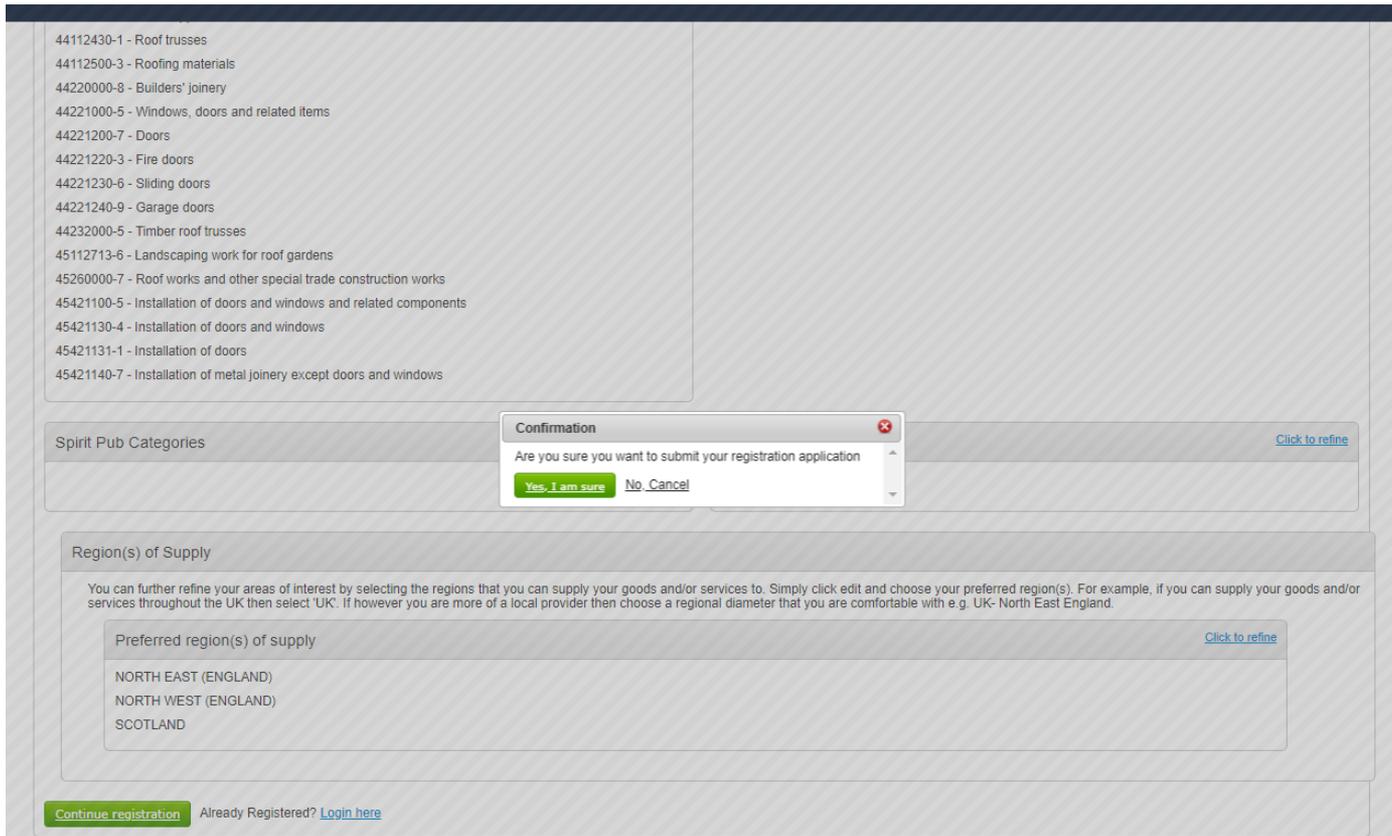
- UKH – EAST OF ENGLAND

- UKI – LONDON

- UKJ – SOUTH EAST (ENGLAND)

- UKK – SOUTH WEST (ENGLAND)

- UKL – WALES

- UKM – SCOTLAND

Step 6 – Completing your registration – Pt 1

Once you have completed the selection of types of works /supplies and areas of work you are interested in, click the 'Continue registration' button at the bottom the page.

This will complete your initial registration and a confirmation page will be shown instructing you on the next steps.

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Part 6 – Completing your registration – Pt 2

See below example of the registration confirmation page. Your registration will now be processed and you will shortly receive an email to the account you used to register with

Please ensure you regularly check you normal and junk inbox for the confirmation email, as you will be required to click a link in the email to confirm the email address used and finalise your registration.

Supplier registration

Next Steps

Application submitted for approval

You have successfully submitted your application to register as a ProContract supplier. Your application has been submitted for approval.

What happens next?

The ProContract team will now review your application. In most cases this review will take place within the hour and you will be notified by email if your application is successful.

NOTE: The email you receive contains a link that you **must** follow in order to confirm your email address. Until this action has been completed you will not be able to login and buyers will be unaware of your company profile.

If successful, you will receive confirmation of your username and a link to access your personal activity dashboard.

As you log in to ProContract for the first time you will be asked to complete your registration process.

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.

What if I don't receive confirmation?

If you don't receive an update regarding your application within 48 hours you should complete the following :-

- Check your junk and spam folders of the email account used to register.
- Register with the ProContract supplier support team here and raise a case describing the issue.

Close

Part 7 – Making amendments to your categories – Pt 1

Once you have completed the registration process, at any time you can make changes to the categories of work or areas of work you wish to see alerts for.

To do this, once you have logged in click your named workgroup in the lower right of the screen

Part 8 – Making amendments to your categories – Pt 2

All categories that you have registered against will be shown.

To make changes to a sub-set of categories click the 'Edit' link and a pop up will appear with the category list allowing you to amend and delete categories similarly to how it has been shown previously in this guide.