

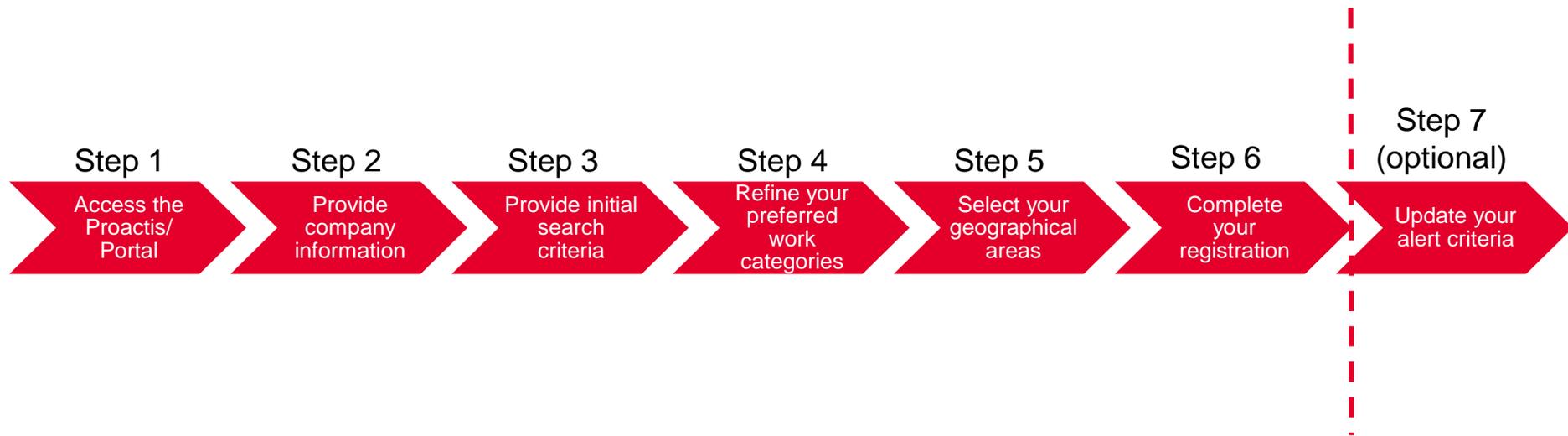


Trusted procurement for
better buildings and homes

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 – 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/>



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

[Cookie Policy](#) | [Terms and Conditions](#) | [Privacy](#) | [Accessibility](#) | [Help Center](#)

Version 20.4.1

100%



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Step 2 – Complete the initial registration

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

Supplier registration

Sign in details

Your email address will be used as your account username and to send you important account and opportunity information. You can refine your opportunity areas and communication preferences without your account management dashboard.

Email address [Change](#) ✓ Repeat email address ✓
Your email address will become your username

Password ✓ Repeat password ✓
Your password must be at least 8 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols. e.g. PassWord\$123

Organisation details

Please provide your organisation details below.

Organisation name [Change](#) ✓

Address

Town County

Postal code / zip Country

Website (optional)

Registration number (optional) Not applicable

VAT number (optional) Not applicable

Primary contact details

Please provide your contact details below.

Title First name Last name

Job title Department

Telephone Mobile (optional) Fax (optional)

Communication preferences [Privacy Policy](#)

To receive the full benefits of your ProContract registration, buying organisations may notify you by email when opportunities are published that you may be interested in.
Your interest will be based upon your chosen categories of interest and selected region(s) of supply which you will be asked to confirm when you log in for the first time.
These may include, but is not restricted to, new opportunity adverts, invitations to tender and clarifications.

Do you want to receive email notifications?
 Yes No, I acknowledge I may miss out on important notifications

[Continue registration](#) Already registered? [Log in here](#)

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.

Supplier registration - Areas of interest

[Take a tour](#)

Opportunity areas of interest

To receive the full benefits of your ProContract registration, buying organisation may notify you by email when opportunities are published that you may be interested in. Your opportunity notification will be based upon your chosen categories of interest and selected regions(s) of supply.

Buying organisation use various methods of categorising opportunities so to help you select the best categories that represent your business you can enter up to 6 keywords below e.g. taxi services. We will then search across all buyer category sets using these keywords and recommend the best matches for you ([disclaimer](#))

Note: The best match search is purely a starting guide to the categories that may be of value to your organisation based upon the keywords you select. You must make sure that you are happy with the selections so that you do not miss out on opportunities. PROACTIS Holdings PLC and the buying organisation that post opportunities on this portal are not responsible for any incorrect selections made

Enter at least 1 keyword

Your recommended/selected areas of interest categories

You will be informed of all new opportunities advertised under the listed categories below if your registration is accepted upon clicking 'Continue registration'. It is recommended that you check your categories carefully (see disclaimer above) so that you don't miss out on opportunities. You can refine selection by clicking on the 'Click to refine' links below.

Please Note: Make sure that you check for variations in vocabulary when refining your automatic selections. For example, 'Joinery' is not a keyword in the UNSPSC category set but 'Joiner' & 'Carpentry' are.

UNSPSC Click to refine	NHS eClass Version 2014 Click to refine
20121612 - Roof drill bit	PTC - Building Timber Ropes Decorating Paint Wallpaper Plumbing Drainage Roofing Fencing Doors Windows
25174100 - Roof systems	
25174102 - Permanent convertible roof tops	
25174103 - Removable hard roof tops	
25174104 - Removable soft roof tops	
25174105 - Roof rack systems	
27111916 - Roof ripper	
27112909 - Roofing mop	
27113005 - Roofing brush	

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 organisations 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.

The screenshot displays a procurement system interface with four category selection panels. The 'CPV' panel is the largest and contains a list of 25 categories related to roofing and construction. A red box highlights the 'Click to refine' link at the top right of this panel. The 'ProClass' panel shows a single category '102300 - Roofing' with its own 'Click to refine' link. The 'Spirit Pub Categories' and 'Proc HE' panels are currently empty and also feature 'Click to refine' links.

CPV	ProClass	Spirit Pub Categories	Proc HE
<ul style="list-style-type: none">31518300-3 - Rooflights43140000-6 - Mobile hydraulic-powered mine roof supports44112400-2 - Roof44112410-5 - Roof frames44112420-8 - Roof supports44112430-1 - Roof trusses44112500-3 - Roofing materials44232000-5 - Timber roof trusses45112713-6 - Landscaping work for roof gardens45260000-7 - Roof works and other special trade construction works45261000-4 - Erection and related works of roof frames and coverings45261100-5 - Roof-framing work45261200-6 - Roof-covering and roof-painting work45261210-9 - Roof-covering work45261211-6 - Roof-tiling work45261212-3 - Roof-slatting work45261213-0 - Metal roof-covering work45261214-7 - Bituminous roof-covering work45261215-4 - Solar panel roof-covering work45261220-2 - Roof-painting and other coating work45261221-9 - Roof-painting work45261222-6 - Cement roof-coating work45261410-1 - Roof insulation work45261900-3 - Roof repair and maintenance work45261910-6 - Roof repair45261920-9 - Roof maintenance work45262000-1 - Special trade construction works other than roof works	<ul style="list-style-type: none">102300 - Roofing		

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.

CPV category selection

Search categories

Enter the search criteria... Search Exact match Fuzzy search

Categories list

- 8000000-1 - Agricultural, farming, fishing, forestry and related products
- 9000000-3 - Petroleum products, fuel, electricity and other sources of energy
- 4000000-1 - Mining, basic metals and related products
- 5000000-8 - Food, beverages, tobacco and related products
- 6000000-5 - Agricultural machinery
- 8000000-9 - Clothing, footwear, luggage articles and accessories
- 9000000-6 - Leather and textile fabrics, plastic and rubber materials
- 2000000-0 - Printed matter and related products

Selected categories

- 31518300-3 - Rooflights
- 43140000-6 - Mobile hydraulic-powered mine roof supports
- 44112400-2 - Roof
- 44112410-5 - Roof frames
- 44112420-8 - Roof supports
- 44112430-1 - Roof trusses

Select categories Remove all Cancel

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.

CPV category selection

Search categories

doors Exact match Fuzzy search

Categories list

- 45000000-7 - Construction work
 - 45400000-1 - Building completion work
 - 45420000-7 - Joinery and carpentry installation work
 - 45421000-4 - Joinery work
 - 45421100-5 - Installation of doors and windows and related components
 - 45421130-4 - Installation of doors and windows
 - 45421131-1 - Installation of doors
 - 45421140-7 - Installation of metal joinery except doors and windows

Selected categories

- 44220000-8 - Builders' joinery
- 45421100-5 - Installation of doors and windows and related components
- 45421130-4 - Installation of doors and windows
- 45421131-1 - Installation of doors
- 45421140-7 - Installation of metal joinery except doors and windows
- 45260000-7 - Roof works and other special trade construction works

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

The screenshot displays the 'SupplierRegistration/AreasOfInterest' page on the procontract.due-north.com website. The page is divided into several sections for refining search criteria:

- CPV**: A list of CPV codes and descriptions, including '31518300-3 - Rooflights', '43140000-6 - Mobile hydraulic-powered mine roof supports', and '44112400-2 - Roof'. A 'Click to refine' button is located at the top right of this section.
- ProClass**: A single entry '102300 - Roofing' with a 'Click to refine' button at the top right.
- Spirit Pub Categories**: An empty section with a 'Click to refine' button at the top right.
- Proc HE**: An empty section with a 'Click to refine' button at the top right.
- Region(s) of Supply**: A section with a descriptive paragraph: 'You can further refine your areas of interest by selecting the regions that you can supply your goods and/or services to. Simply click edit and choose your preferred region(s). For example, if you can supply your goods and/or services throughout the UK then select 'UK'. If however you are more of a local provider then choose a regional diameter that you are comfortable with e.g. UK-North East England.' Below this is a 'Preferred region(s) of supply' dropdown menu showing 'UNITED KINGDOM' and a 'Click to refine' button circled in red.

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.

Region selection

Search regions

Enter the search criteria... Exact match Fuzzy search

Regions list

- UK - UNITED KINGDOM
- UKC - NORTH EAST (ENGLAND)
- UKD - NORTH WEST (ENGLAND)
- UKE - YORKSHIRE AND THE HUMBER
- UKF - EAST MIDLANDS (ENGLAND)
- UKG - WEST MIDLANDS (ENGLAND)
- UKH - EAST OF ENGLAND
- UKI - LONDON

Selected regions

- UKC - NORTH EAST (ENGLAND)
- UKD - NORTH WEST (ENGLAND)
- UKM - SCOTLAND

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 – YORKSHIRE 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

Region selection

Search regions

Enter the search criteria... Search Exact match Fuzzy search

Regions list

- UK - UNITED KINGDOM
 - UKC - NORTH EAST (ENGLAND)
 - UKD - NORTH WEST (ENGLAND)
 - UKE - YORKSHIRE AND THE HUMBER
 - UKF - EAST MIDLANDS (ENGLAND)
 - UKG - WEST MIDLANDS (ENGLAND)
 - UKH - EAST OF ENGLAND
 - UKI - LONDON

Selected regions

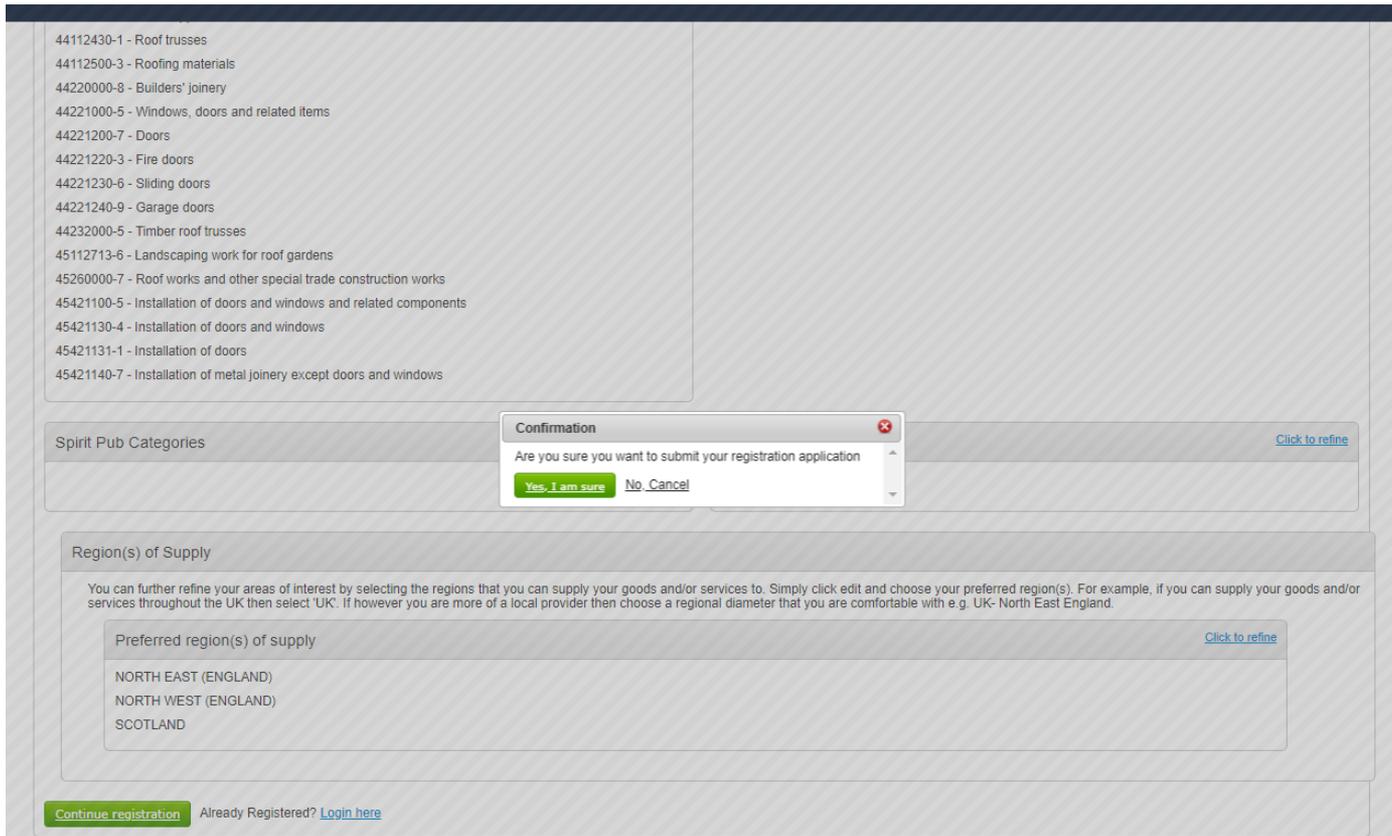
- UKC - NORTH EAST (ENGLAND)
- UKD - NORTH WEST (ENGLAND)
- UKM - SCOTLAND

Select regions Remove all Cancel

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.



The screenshot shows a web interface for registration. At the top, a list of construction categories is displayed, including roof trusses, roofing materials, joinery, windows, doors, and fire doors. Below this is a 'Confirmation' modal dialog box with the text 'Are you sure you want to submit your registration application' and two buttons: 'Yes, I am sure' and 'No, Cancel'. The background page is partially obscured by the dialog. Below the dialog, there is a 'Region(s) of Supply' section with a text area containing 'NORTH EAST (ENGLAND)', 'NORTH WEST (ENGLAND)', and 'SCOTLAND'. At the bottom of the page, there is a 'Continue registration' button and a link for 'Already Registered? Login here'.

44112430-1 - Roof trusses
44112500-3 - Roofing materials
44220000-8 - Builders' joinery
44221000-5 - Windows, doors and related items
44221200-7 - Doors
44221220-3 - Fire doors
44221230-6 - Sliding doors
44221240-9 - Garage doors
44232000-5 - Timber roof trusses
45112713-6 - Landscaping work for roof gardens
45260000-7 - Roof works and other special trade construction works
45421100-5 - Installation of doors and windows and related components
45421130-4 - Installation of doors and windows
45421131-1 - Installation of doors
45421140-7 - Installation of metal joinery except doors and windows

Spirit Pub Categories [Click to refine](#)

Confirmation ✕
Are you sure you want to submit your registration application
[Yes, I am sure](#) [No, Cancel](#)

Region(s) of Supply

You can further refine your areas of interest by selecting the regions that you can supply your goods and/or services to. Simply click edit and choose your preferred region(s). For example, if you can supply your goods and/or services throughout the UK then select 'UK'. If however you are more of a local provider then choose a regional diameter that you are comfortable with e.g. UK- North East England.

Preferred region(s) of supply [Click to refine](#)
NORTH EAST (ENGLAND)
NORTH WEST (ENGLAND)
SCOTLAND

[Continue registration](#) Already Registered? [Login here](#)

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

The screenshot shows the LHC portal home page. At the top, there is a navigation bar with 'Home' on the left, 'All opportunities' dropdown, a search input field, and a 'Go' button. Below the navigation bar, the page is titled 'Home page'. The main content area is divided into 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 a 'Go' button. A blue message box below says: 'Please select a buyer from the dropdown and click on the 'Go' button'. A 'View full screen' link is in the top right corner.
- Opportunities:** A section with a 'Find opportunities' link. The text below reads: '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 with an 'Edit' link. It displays 'LHC Test' with the address '1 street, Uxbridge, Isle of Harris, UB8 1QE'. Below this is a 'Description' field and 'Keywords' listed as 'hous'.
- Vendor profile:** A section with a 'Find opportunities' link. It contains text: '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.' Below this is a red circle icon and the text 'Standard Selection Questionnaire (SQ) Edit (0% complete)'.
- Workgroups:** A section with an 'Add new workgroup' button. The text below reads: 'Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together'. Below this is a link for 'Procurement (1)'.

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.

The screenshot displays a 'workgroup details' interface. At the top, it shows the workgroup name 'Procurement' and its creation and update dates. Below this, there are several category lists, each with an 'Edit' button highlighted in a red box:

- UNSPSC categories:** 30151500 - Roofing materials
- NHS eClass Version 2014 categories:** TG - General Household Items, ZEG - St1 (Senior House Officer), ZEH - ST2 (Senior House Officer), ZJS - House Keeper
- CPV categories:** 44112400-2 - Roof, 44112410-5 - Roof frames, 44112420-8 - Roof supports, 44112430-1 - Roof trusses
- ProClass categories:** 250000 - Housing Management, 250005 - Housing Association Services
- Proc HE categories:** EP - Housing - Kennels, Catteries, Stabling, bedding and tackle Supplies and Services, L - Laboratory/Animal House Supplies & Services, TR - Re-location and household removal expenses

Additional elements include a 'Disable workgroup' link and an 'Audit history' section with a 'View audit history' link.