

# REGISTERING ON PROACTIS: SIGNING UP-What to do next...

Once the email and password are accepted, the next step is to enter your company information and contact details (this will be for the person who will be the main user of the system for your company).

Organisation details

Please provide your organisation details below.

Organisation name [Change](#)

HM Procurement Ltd ✓

Address

Town

County

Postal code / zip

Country

Website (optional)

e.g. <http://www.example.com>

Registration number (optional) ⓘ

e.g. 03182974  Not applicable

VAT number (optional)



If you are only operating in the Falkland Islands, remember to select the top option for Country; 'Non-UK'

If Registration number & VAT number are not relevant to you, just select the 'Not applicable' boxes for both.

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

We recommend to keep 'Do you want to receive email notifications' on 'Yes' as that way you will be alerted about relevant upcoming tenders.

Once you are happy with your details, press the green button to continue...

The next section is the most time-consuming bit to complete is the 'Opportunity areas of interest'.

*This is where you select the categories (with code sets) that relate to the items or services that your business provides, or would be interested in.*

*FIG use these codes when setting up new tenders, so if any have the codes that you have selected, you will get an email notifying you about the tender when it is published.*



Enter keywords into the boxes at the top which relate to your business, e.g. 'vehicle parts'.

Opportunity areas of interest

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 opportunity notification will be based upon Buying organisations 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 [\(disclaimer\)](#)

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 your organisation that post opportunities on this portal are not responsible for any incorrect selections made

Enter at least 1 keyword

Falkland islands procurement supplies Clear All

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 (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
43231503 - Procurement software		ZMB - Management Consultancy Competition Purchasing
71161308 - Well site logistics or procurement services		ZMP - Contract Staffing Competition Purchasing & Proce
80101706 - Professional procurement services		ZWB - Purchasing & Procurement Services NHS
80151604 - Import procurement services		ADV - Vending Machine Supplies
86101704 - Procurement or supply chain training		FFN - Ventilator testing supplies
10000000 - Live Plant and Animal Material and Accessories and Supplies		FFV - Breathing apparatus accessories or supplies
21101807 - Pollination equipment or supplies		FP - Patient care and treatment products and supplies



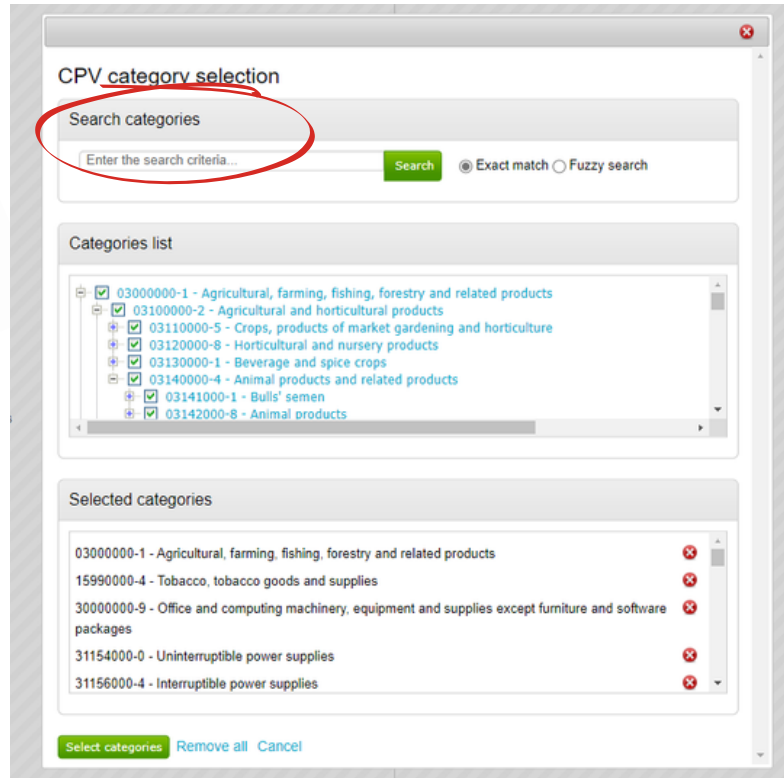
Scroll right down the list of codes and **CHOOSE FROM THE CPV CATEGORIES LIST ONLY** (the other categories relate to UK procurement so you don't need to add them).

Press 'Click to refine' and select the suitable options.

CPV [Click to refine](#)

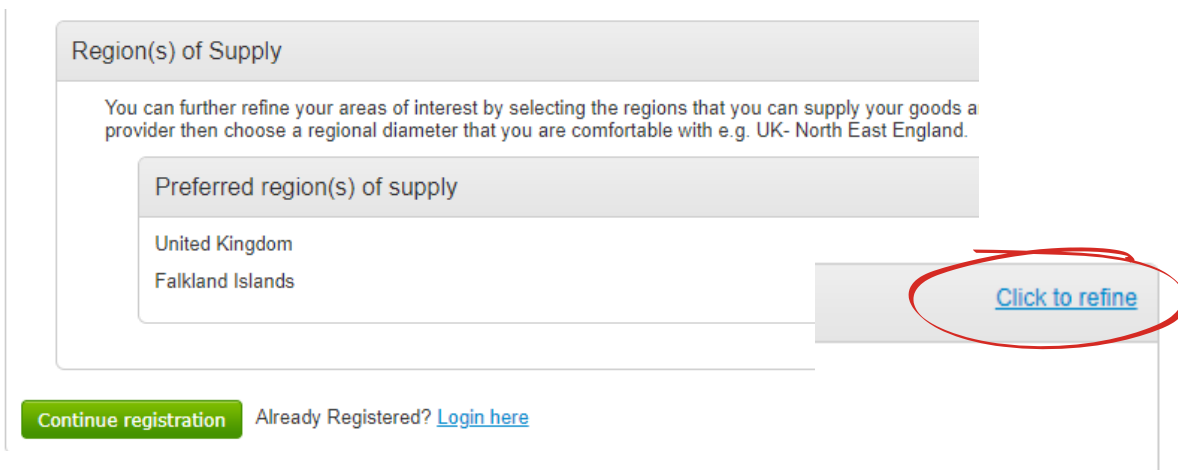
- 48490000-9 - Procurement software package
- 72212490-0 - Procurement software development services
- 79418000-7 - Procurement consultancy services
- 03144000-2 - Agricultural supplies
- 15990000-4 - Tobacco, tobacco goods and supplies
- 15993000-5 - Tobacconist supplies
- 30000000-9 - Office and computing machinery, equipment and supplies except furniture and software packages
- 30100000-0 - Office machinery, equipment and supplies except computers, printers and furniture
- 30190000-7 - Various office equipment and supplies
- 30192000-1 - Office supplies
- 30192400-5 - Reprographic supplies


A pop-up screen will appear, where you can search for particular categories and select those code lists. When ticked, you will see that they appear in the 'Selected categories' bar (by clicking on the cross to the right, you can remove them). You can add to this later once registered, but to continue, press the green button at the bottom.

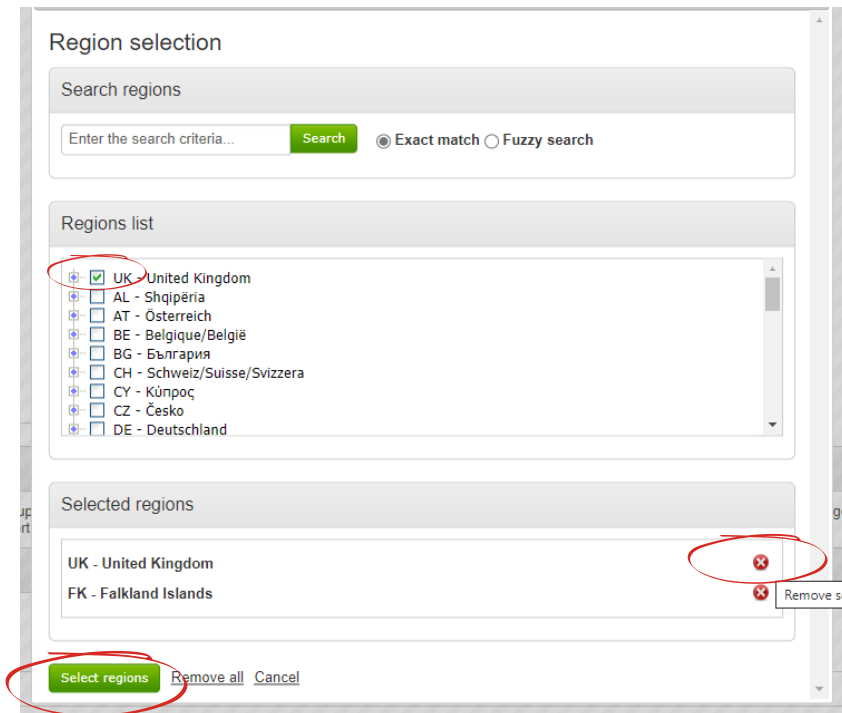


At the very bottom of the 'Opportunity areas of interest' section is the 'Regions of Supply'. If you are only wishing to see opportunities in the Falkland Islands, you need to go into 'Click to refine' (on the right hand side of the section) and **remove the UK**.

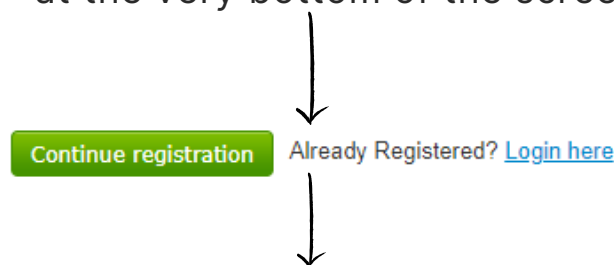
Otherwise, you will be swamped with email notifications about UK tenders and might miss relevant local opportunities!



You can do this by clicking on  or un-ticking the UK box in the countries list. The Falkland Islands are listed as FK. Then click 'select regions' to return to the previous page.



Now you can complete the process by selecting 'Continue registration' at the very bottom of the screen.



You will be directed to the final screen, and later you should receive email confirmation of successful registration, with a direct link to the login page.



### 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](#)