

PRO-CONTRACT EPROCUREMENT SYSTEM

SUPPLIER GUIDE 1

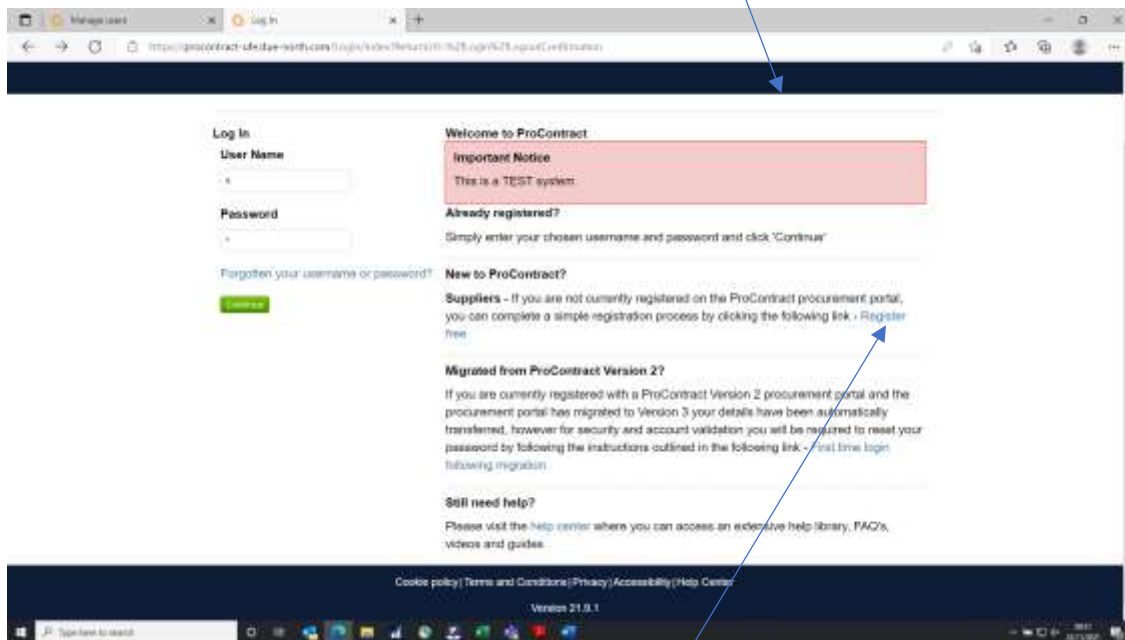
REGISTERING YOUR COMPANY ON PRO-CONTRACT (PROACTIS)

Note that to demonstrate this set up but not to clog up our live site the log-in process here has been done using the Test Site. However all steps are the same except for the first screen below where the red box indicates this is the test system.

To register, click on the Live Site Link here

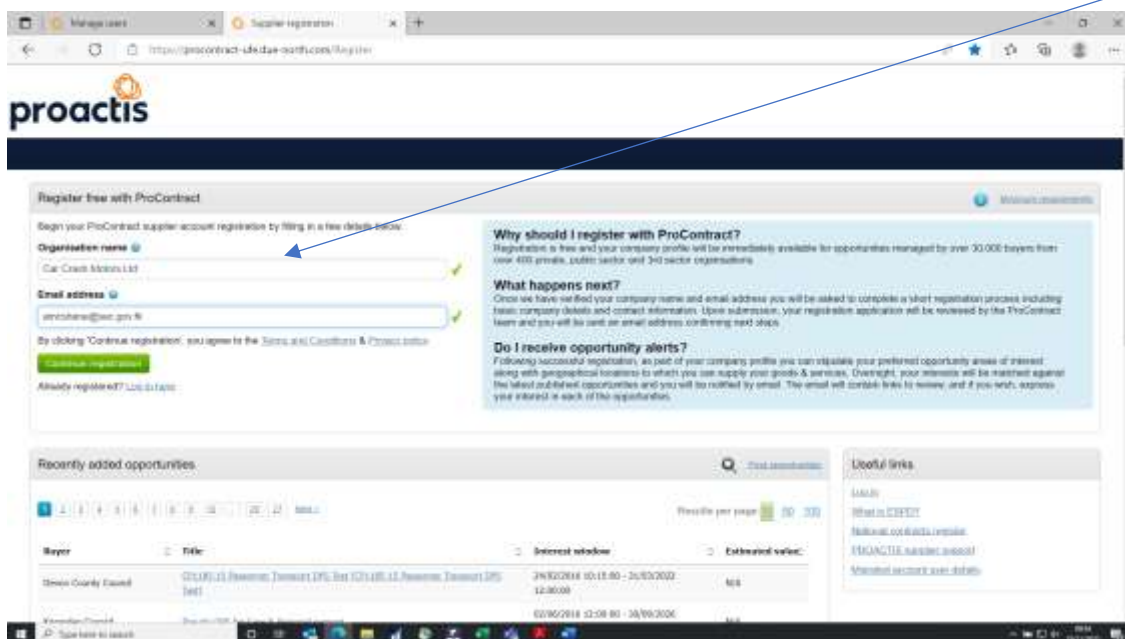
[Log In \(due-north.com\)](http://Log In (due-north.com))

The following screen (minus the red box) will appear!



You will need to click on the registration link here

The next screen then appears. Enter your company name and email address in the boxes.



Then click on the green “Continue registration” button.

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The next screen appears.

Within the “Sign in details” area, confirm your email address, put in a password (minimum 8 characters including numbers and symbols) and repeat this to confirm/

The screenshot shows the 'Supplier registration' page on the Proactis website. The 'Sign in details' section is highlighted with a blue arrow. It contains two columns of input fields: 'Email address' and 'Repeat email address', both containing 'amz@bama@amc.gov.uk'. Below these are 'Password' and 'Repeat password' fields, both containing 'P@ssW0rd123'. To the right of these fields are two blue informational boxes: one stating 'Your email address will become your username' and another stating 'Your password must be at least 8 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols, e.g. P@ssW0rd123'. Below the sign-in section are two main sections: 'Organisation details' and 'Primary contact details'. The 'Organisation details' section includes fields for 'Organisation name' (Car Crash Motors Ltd), 'Address' (Aggs House), 'Town' (Starky), and 'County' (Other (Non-UK)). The 'Primary contact details' section includes fields for 'Title', 'First name' (Ave), 'Last name' (McName), 'Job title' (Managing Director), 'Department' (Money Collection), 'Telephone' (12345), 'Mobile (optional)', and 'Fax (optional)'. The Windows taskbar at the bottom shows the time as 10:00 on 22/11/2017.

Then in Organisation details put in your address (County is required but leave it as “Other (Non-UK)”)

And finally in Primary contact details put your name, job title and telephone number/s. Note that this should be your own details. You can add further people in your organisation who may need to use the system later.

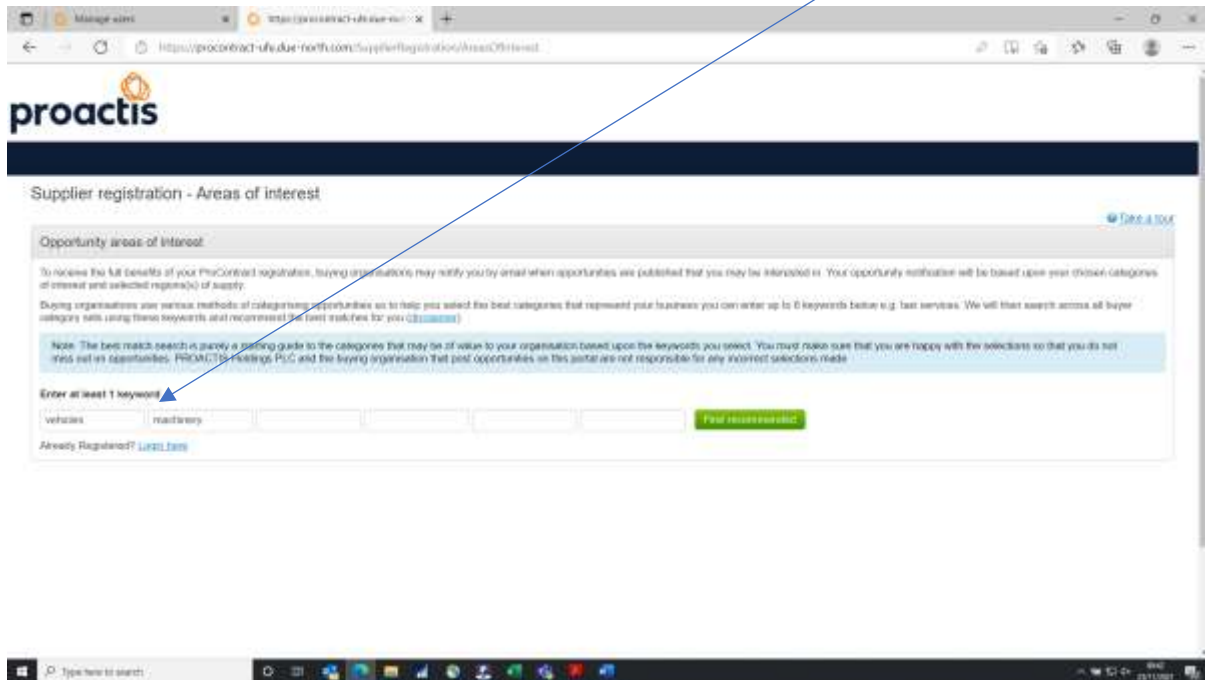
This screenshot shows the same 'Supplier registration' page, but with the 'Organisation details' and 'Primary contact details' sections filled out. In the 'Organisation details' section, the 'Organisation name' is 'Car Crash Motors Ltd', 'Address' is 'Aggs House', 'Town' is 'Starky', and 'County' is 'Other (Non-UK)'. The 'Postal code / zip' is 'F10Q 1ZZ' and 'Country' is 'Falkland Islands'. The 'Website (optional)' is 'http://www.carcrashmotors.com', 'Registration number (optional)' is '011111111', and 'VAT number (optional)' is 'GB123456789'. In the 'Primary contact details' section, 'Title' is 'Mr', 'First name' is 'Ave', 'Last name' is 'McName', 'Job title' is 'Managing Director', 'Department' is 'Money Collection', 'Telephone' is '12345', 'Mobile (optional)' is empty, and 'Fax (optional)' is empty. Below these sections is a 'Communication preferences' section with a 'Touch Email' button and a message: '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 regions 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'. At the bottom left, there is a green 'Continue registration' button and a link for 'Already registered? Log in here'. The Windows taskbar at the bottom shows the time as 10:00 on 22/11/2017.

Then click the green “Continue registration” button.

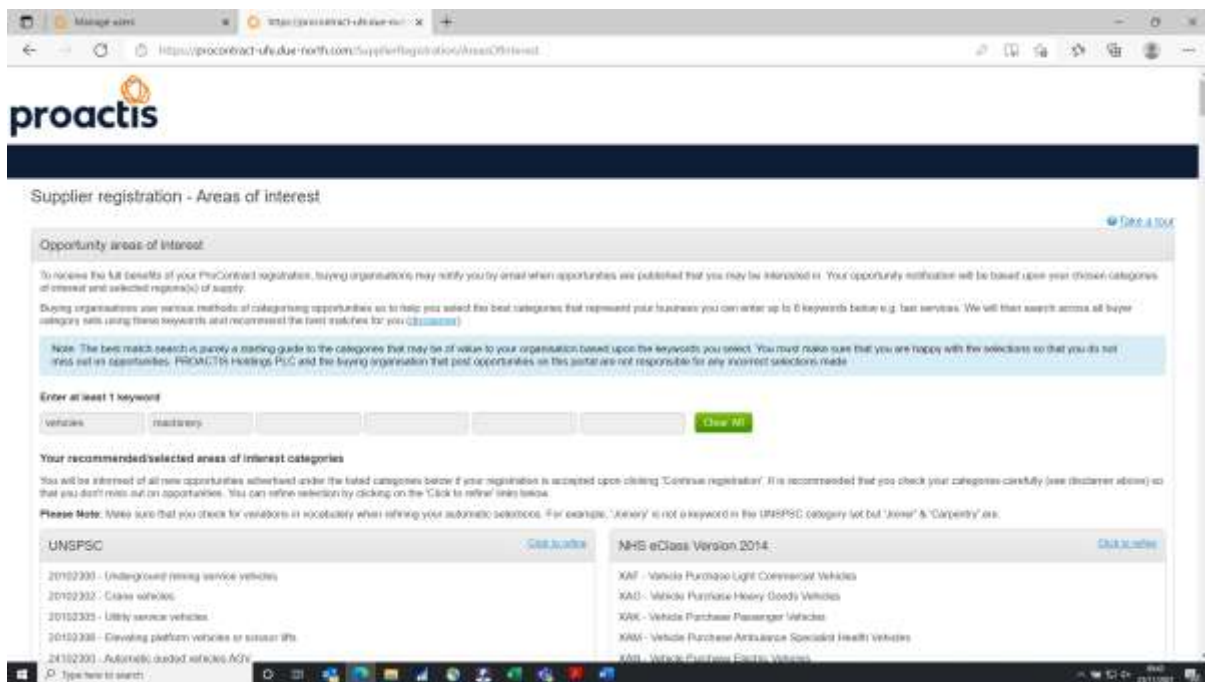
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The next section is important for receiving automatic notifications of opportunities that FIG may offer. You need to select the types of goods and/or services that you can offer.

Below I have put in vehicles and machinery into the keyword boxes.



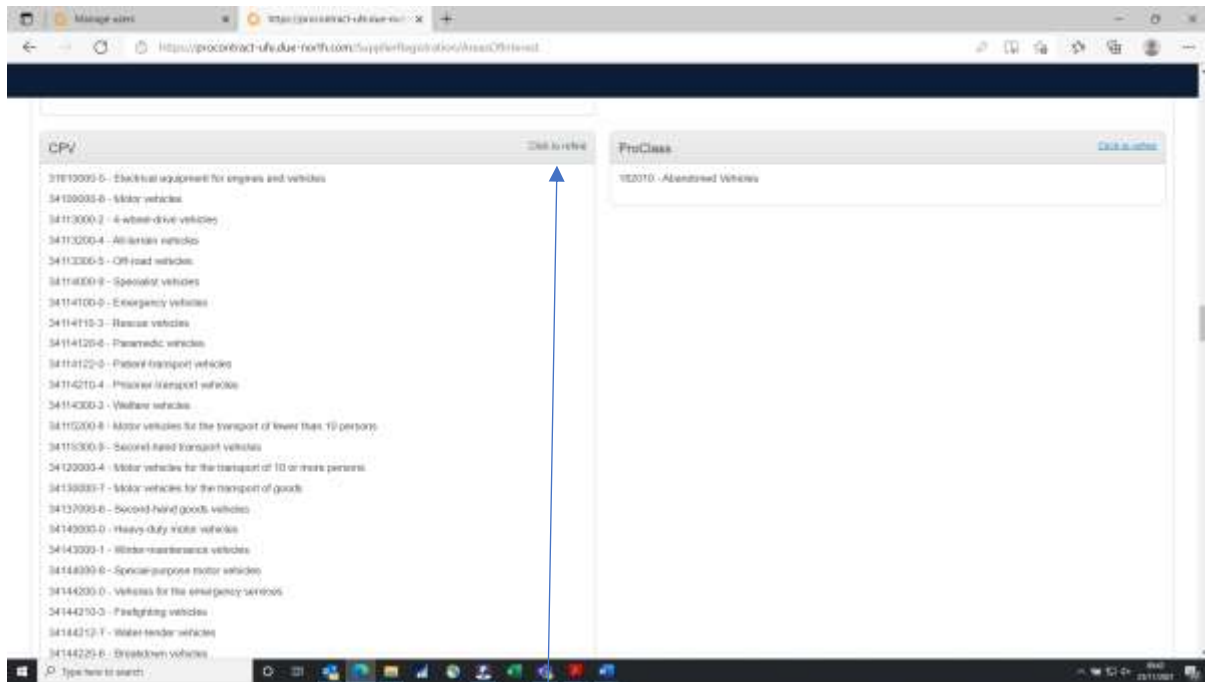
Click on the green “Find recommended” button. The next screen appears.



There are multiple code sets in use across the whole system as this is used by multiple organisations. On the screen above you can see UNSPSC and NHS eClass Version 2014.

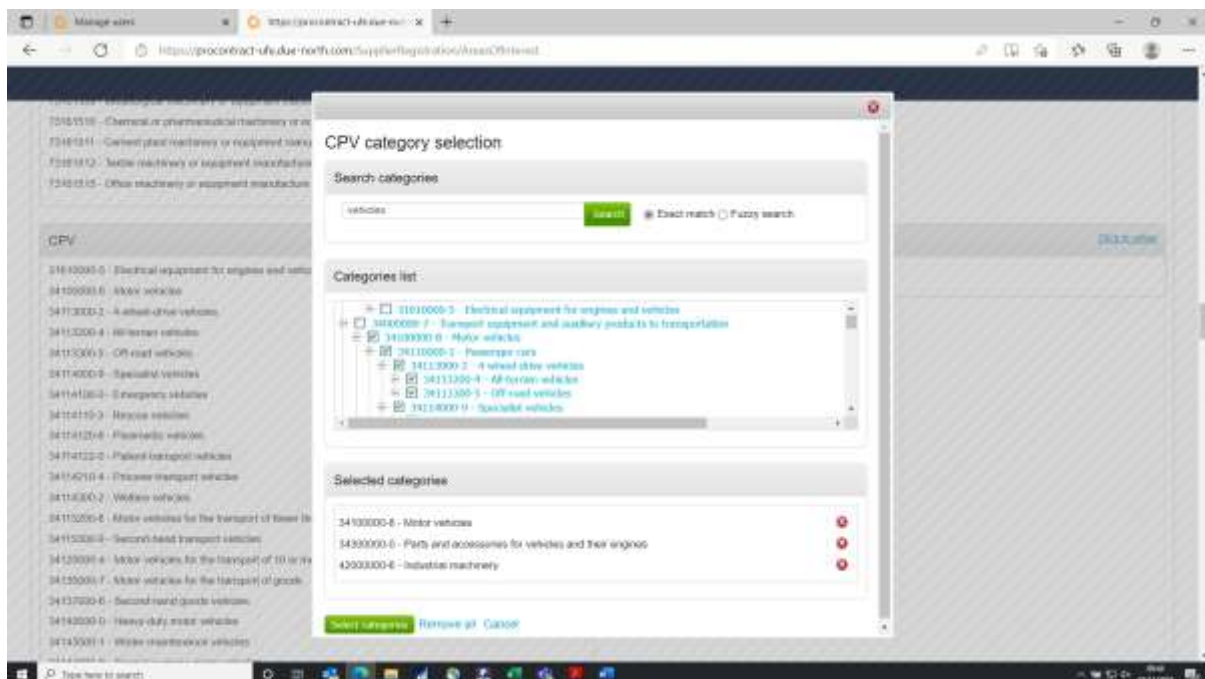
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The only one we are using at FIG is the CPV code set which you can see listed below – some codes have been pre-selected from the “vehicles” and “machinery” I entered into the keywords on the previous screen. It’s not the most helpful of lists but you can refine it at the next stage.



Click on the “Click to refine” at the top right of the CPV section.

The following screen appears:



The easiest way to do this is to put the type of service or goods you provide into the top box. Here I have put “vehicles”. When you click the green “Search” button all the categories appear below with a number of selected categories. Generally more is better than less, and there’s no restriction to the number of categories you choose. At FIG we will try to use the top level only ie. for vehicles it would be 34100000-8 Motor vehicles – rather than choosing

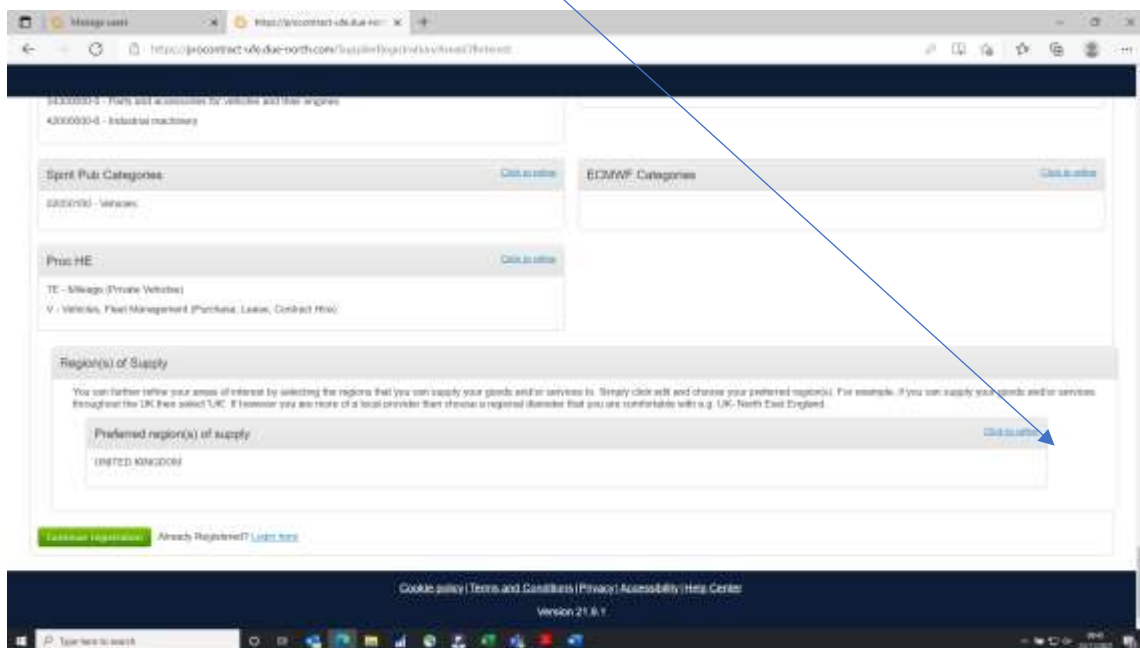
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the more specific items. But if for example you chose 34113000-2 4 Wheel Drive Vehicles you would still be notified of all vehicle opportunities.

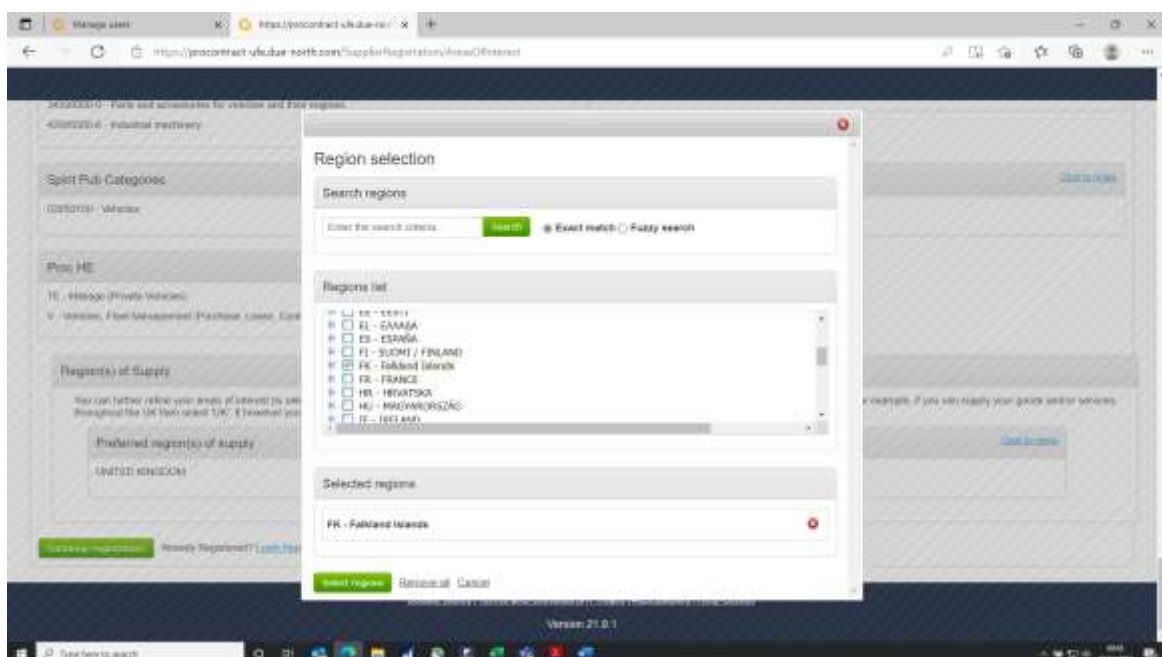
But if you don't get this bit quite right you can edit your profile at any time (and add and delete categories as you need). In any case locally we probably know of your company anyway so it's unlikely to be a key issue and you will always be able to search for opportunities and look at adverts on the site.

When you have finished, click on the green "Select categories" button at the bottom of the screen.

The next screen is for you to select "Regions of Supply" – see below. By default "United Kingdom" is shown (as this is the main base for system users". To change this to the Falkland Islands click on "Click to refine"



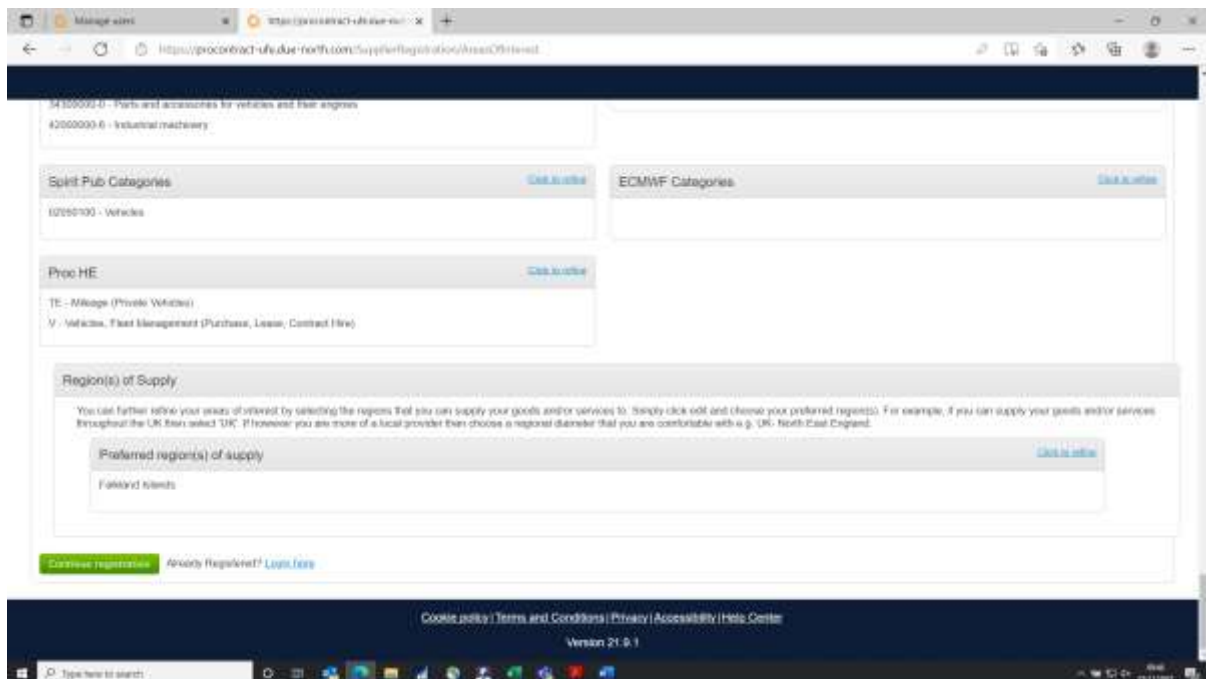
The following screen appears. UK will be ticked automatically so untick this unless you want lots of notifications for UK contracts!



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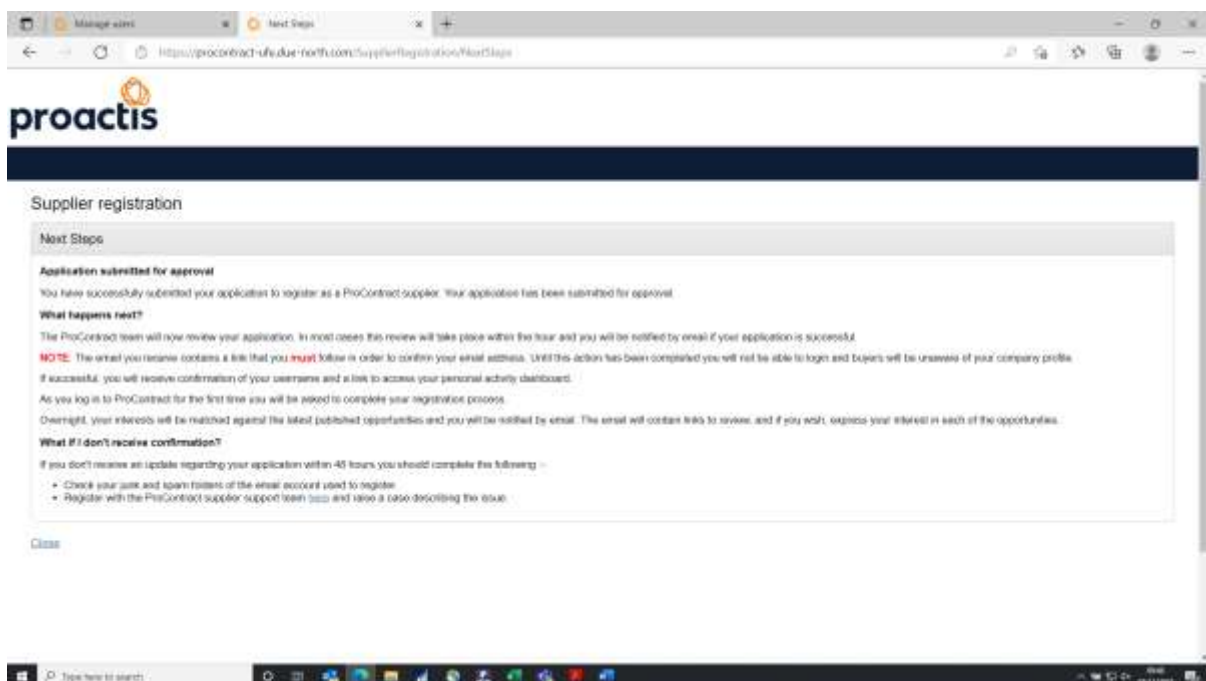
Scroll down until you find Falkland Islands (between Finland and France) and select this. Click on the green “Select regions” button to continue.

You are returned to the previous screen and Falkland Islands will show up in the “Preferred region(s) of supply” box at the bottom.



Click the green “Continue registration” button and you are basically done.

The final screen appears below – which explains the next steps. Once the approval process has been confirmed (this happens by Proactis themselves and is checked to ensure there isn't any company duplication or other significant issue) you will receive a welcome email confirming you are set up and you can then log into the system.



If you have any problems with the registration process, please contact the Procurement Team at Argos house via 20745 or sseff@sec.gov.fk