# 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.

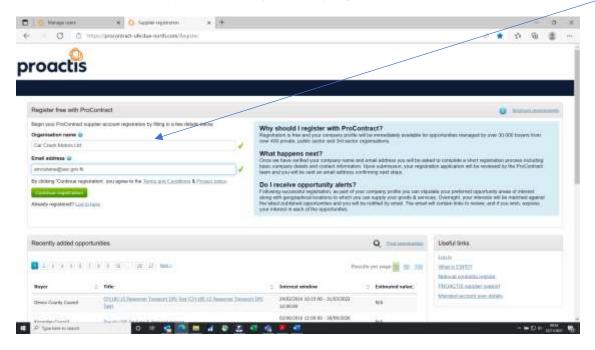
To register, click on the Live Site Link here Log In (due-north.com)

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

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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.

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/

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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.

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Then click the green "Continue registration" button.

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.

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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 UNPSC and NHS eClass Version 2014.

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.

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

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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

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".

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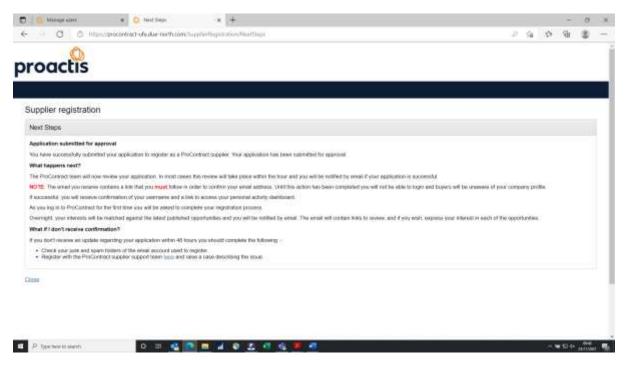
Scroll down until you find Falkland Islands (between Finland and France) and select this. Click on the green "Select regions" button to continue.

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

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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 <a href="mailto:sseff@sec.gov.fk">sseff@sec.gov.fk</a>