



## PRO-CONTRACT EPROCUREMENT SYSTEM

### SUPPLIER GUIDE 5

#### Adding New Users and Workgroups

The Pro-Contract eProcurement System enables companies to have more than one user and workgroups with different areas of interest. So one contact person could be for one type of service and another who deals with something else.

This guide shows you how to set this up.

Firstly log into Pro-Contract and the Home Screen appears.

You will see your company details in the top right hand side: Click on edit.

The screenshot displays the 'Supplier Post-Login Home' page. The navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The main content area is divided into several sections:

- Activities:** Features tabs for 'Active', 'Recently added', and 'Last viewed'. It includes a search dropdown with a 'Go' button and a message: 'Please select a buyer from the dropdown and click on the 'Go' button'.
- Opportunities:** Contains the text: 'To search and view all of the latest opportunities available on the Proactis portal, please click on the 'Find opportunities' link above'.
- Company details summary:** Shows 'M&M Consultancy Ltd' with address '35 Rex Hunt Road, Stanley, C188 1ZZ'. It has an 'Edit' link next to the title, which is highlighted by a blue arrow.
- Vendor profile:** Includes a note about questionnaires and a 'Standard Selection Questionnaire (SQ)' with an 'Edit' link and '(0% complete)' status.
- Workgroups:** Contains the text: 'Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together'.

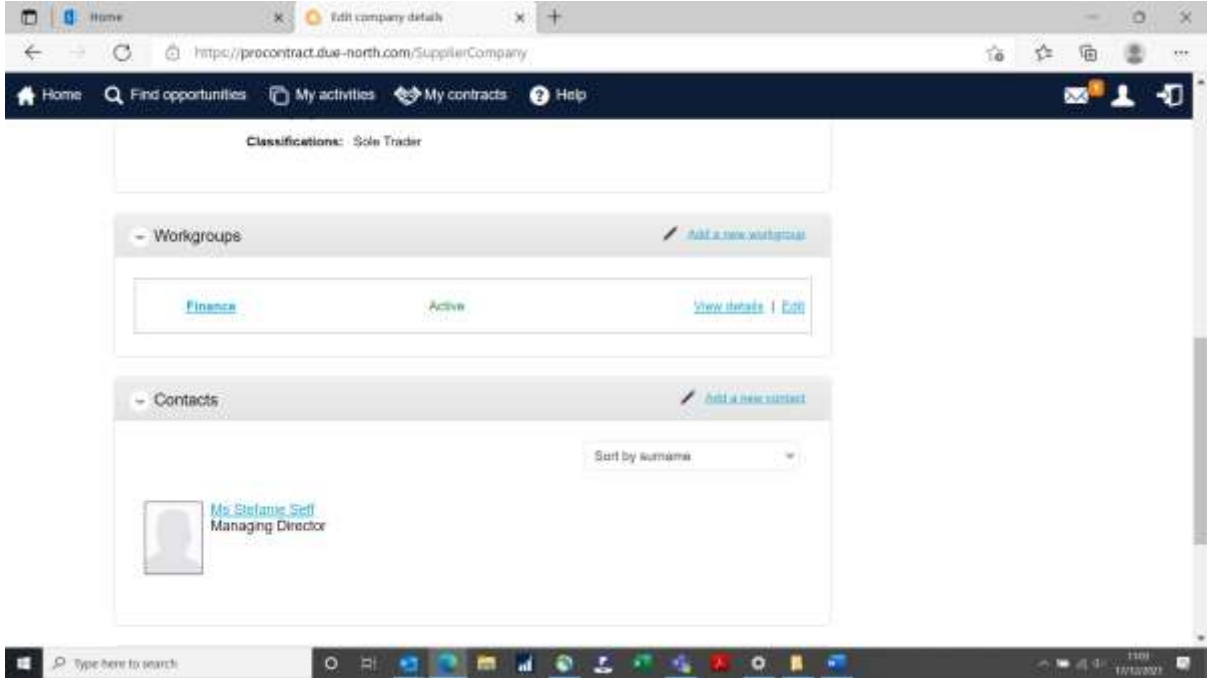
The Windows taskbar at the bottom shows the search bar and various application icons.



## PRO-CONTRACT EPROCUREMENT SYSTEM

Scroll down the page until you can see the Workgroups and Contacts Sections – see below.

In the Workgroups Section there is only one group “Finance”. Here you have an option to Add a new workgroup (or view details or edit).

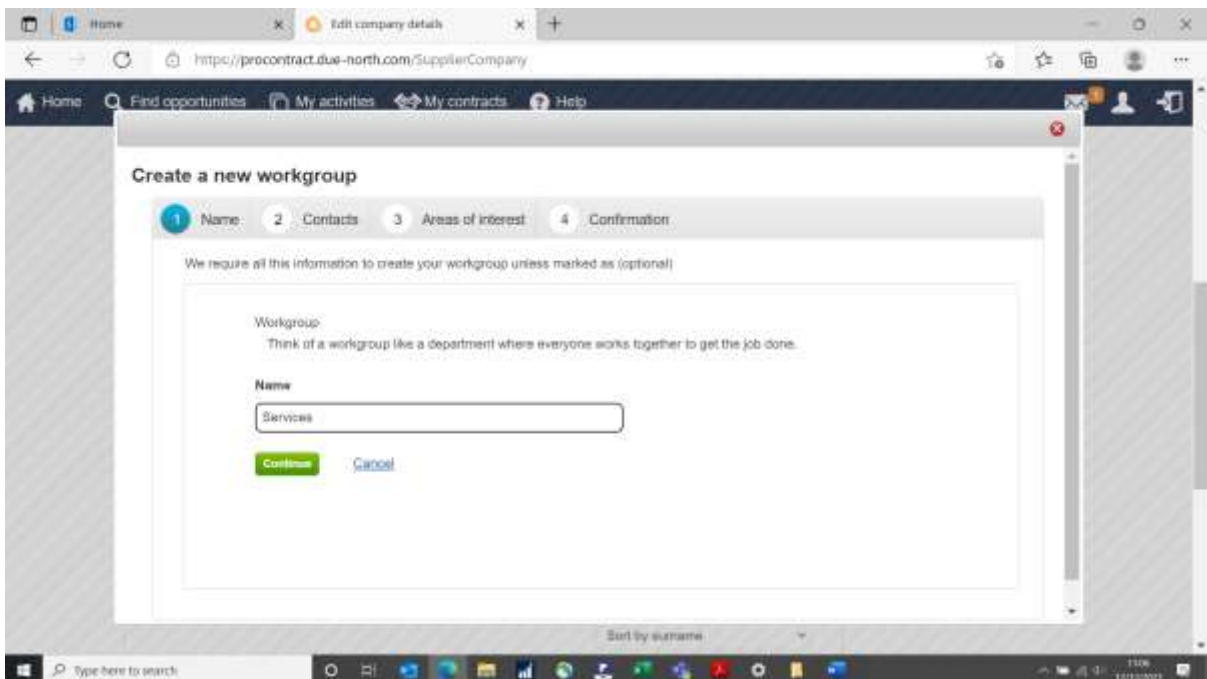


In the Contacts Section above, at the moment only my name is showing as I’m the only user.

You can then add users and /or workgroups in any order that suits you.

### Adding a Workgroup

Click on create new workgroup and the following screen appears. Enter the name and click continue.

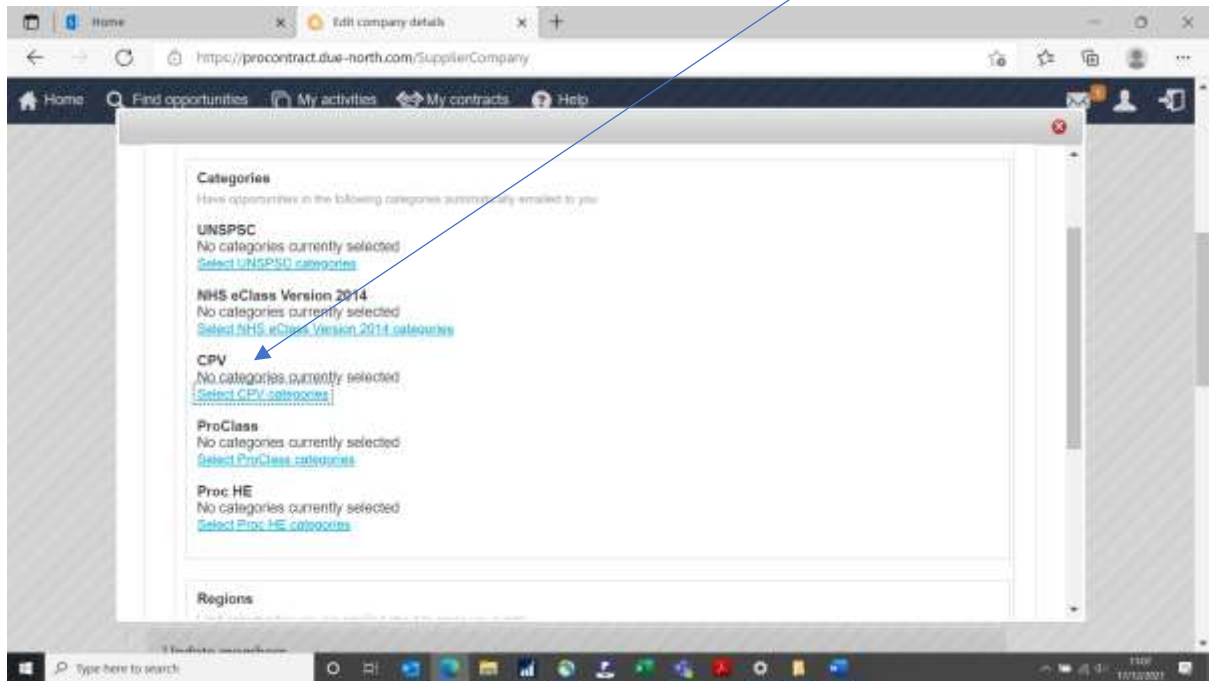




## PRO-CONTRACT EPROCUREMENT SYSTEM

If you are creating a new workgroup, it needs to have a category assigned to it – so that users for that workgroup receive and can access the relevant opportunities.

From the Categories screen, choose CPV (codes used by FIG) and “select CPV categories”



Once you have chosen the relevant supplies or services for this workgroup, select Falkland Islands in Regions of Supply (this is the same process as when you registered – see Supplier Guide 1). It will select you as the main user – that’s fine too, you can add others later. Then confirm to finish.

Of course you can add new users without adding a new workgroup. All users can belong to one central workgroup, it’s entirely your choice.



## PRO-CONTRACT EPROCUREMENT SYSTEM

To create a new user click on “create contact” from the edit Company details screen.

The following form appears for you to insert name, title, contact number, email addresses etc.

Click continue at the bottom of the screen. The next screen confirms the company address (normally all users would be at the same address but there is an option to add a new one if required).

Then the Workgroup screen will appear. Now the new Workgroup “Services” appears. Click on that group for the new user and choose “Workgroup administrator”.

Note: you should always be “Contact account manager and Company administrator” so you have access to all areas. Select continue, check details and confirm.



## PRO-CONTRACT EPROCUREMENT SYSTEM

Now the Company details screen shows 2 Workgroups (Finance and Services) below.

The screenshot shows the 'Edit company details' page in a web browser. The browser address bar shows the URL: <https://procontract.due-north.com/SupplierCompany>. The page has a dark blue navigation bar with links for Home, Find opportunities, My activities, My contracts, and Help. The main content area is divided into sections:

- Description:** Contains fields for Company description, Company keywords, Number of employees (1), and Classifications (Sole Trader).
- Workgroups:** A table with two rows:

Workgroup Name	Status	Actions
<a href="#">Finance</a>	Active	<a href="#">View details</a>   <a href="#">Edit</a>
<a href="#">Services</a>	Active	<a href="#">View details</a>   <a href="#">Edit</a>
- Contacts:** A section with a link to [Add a new contact](#).

If you "View Details" for the Services Workgroup now it is showing 2 members (contacts).

The screenshot shows the 'View Details' page for the Services Workgroup. The browser address bar shows the URL: <https://procontract.due-north.com/SupplierCompany>. The page has a dark blue navigation bar with links for Home, Find opportunities, My activities, My contracts, and Help. The main content area is divided into sections:

- Workgroups:** A table with two rows:

Workgroup Name	Status	Actions
<a href="#">Finance</a>	Active	<a href="#">View details</a>   <a href="#">Edit</a>
<a href="#">Services</a>	Active	<a href="#">View details</a>   <a href="#">Edit</a>
- Categories of Interest:** 03329000-3 - Small animals
- Regions of Interest:** Falkland Islands
- Public lists:**
- Members:**
  - Ms Stefanie Soff
  - Ms Millie Soff

And you are good to go!