

Supplier Registration Process

User Guide

ProContract



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1 Supplier Registration Process – How to Register

This guide takes you through the process of registering as a supplier on the ProContract Procurement Portal.

Registration is free and only takes a few minutes to complete your application.

To get started simply click on the 'Register free' link from the ProContract Procurement Portal homepage as shown below.

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](#)

You now need to enter your 'Organisation Name' and a valid 'Email Address' to get started – once you have entered these details click on 'Continue Registration'

Register free with ProContract Minimum requirements

Begin your ProContract supplier account registration by filling in a few details below.

Organisation name Palmer & Co. ✓

Email address james.palmer@proactis.com ✓

By clicking 'Continue registration', you agree to the [Terms and Conditions](#) & [Privacy policy](#).

[Continue registration](#)

Already registered? [Log in here](#)

Why should I register with ProContract?
Registration is free and your company profile will be immediately available for opportunities managed by over 30,000 buyers from over 400 private, public sector and 3rd sector organisations.

What happens next?
Once we have verified your company name and email address you will be asked to complete a short registration process including basic company details and contact information. Upon submission, your registration application will be reviewed by the ProContract team and you will be sent an email address confirming next steps.

Do I receive opportunity alerts?
Following successful registration, as part of your company profile you can stipulate your preferred opportunity areas of interest along with geographical locations to which you can supply your goods & services. 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.

Next in the registration process is to confirm your email address and set a system password – this password must be at least 8 characters long and contain a mixture of uppercase and lowercase letters, numbers and symbols for example #Password99

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 james.palmer@proactis.com ✓

Repeat email address james.palmer@proactis.com ✓

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

The application must also contain the designated primary contact for the account, registered address details and there is also an option to add website, registration number and VAT number details if you wish. **NOTE:** If you do not wish to enter your registration and/or VAT number details at this stage then simply tick the box on the right-hand side of these fields which states 'N/A'

The screenshot shows a registration form with two main sections: 'Organisation details' and 'Primary contact details'.
Organisation details: Includes fields for Organisation name (Palmer & Co.), Address (11 A Street), Town (A Town), County (Northumberland), Postal code / zip (NE1 2YT), and Country (United Kingdom). It also has optional fields for Website, Registration number, and VAT number, each with a 'Not applicable' checkbox.
Primary contact details: Includes fields for Title (Mr), First name (James), Last name (Palmer), Job title (Sales Manager), and Department (Sales). It also has optional fields for Telephone (01234 5678), Mobile, and Fax.
Communication preferences: A section with a 'Privacy Policy' link and a message about email notifications, with a radio button selected for 'Yes'.

Now click 'Continue Registration'

A confirmation dialog box with a grey header 'Confirmation' and a red close button. The main text asks 'Are you sure you want to submit your registration application?'. Below the text are two buttons: a green button labeled 'Yes, I am sure' and a blue button labeled 'No, cancel my application'.

Finally click 'Yes I am sure' to confirm and submit your application

The screenshot shows a 'Supplier registration' confirmation page. It has a 'Next Steps' section with the following text:
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. 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. This includes selection of your preferred opportunity areas of interest along with geographical locations to which you can supply your goods & services.
 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.

Once your application has been submitted you will receive a confirmation email advising when your application has been approved from the Support desk in due course. **NOTE:** Applications can take up to 48 hours to be approved.

