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'

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

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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'

Now click 'Continue Registration'

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

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.

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