

Supplier Registration Process User Guide

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

Sign up your ProContract supplier account registration by filling in the details below.

Organisation name

Email address

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

[Log in](#)

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 all 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 completion 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 choose your preferred opportunity areas of interest along with geographical locations in which you can supply your goods & services. Through your interface will be matched against the latest published opportunities and you will be notified by email. The email will contain links to tender, and if you wish, explore our Research section 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 define your opportunity areas and communication preferences within your account management dashboard.

Email address

[Log in](#)

Your email address will become your username.

Password

Your password must be at least 8 characters long, contain a mixture of uppercase and lowercase letters, numbers and symbols, e.g. #Password99.



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.

