

# **ProContract**

## **Step by Step**

# **Suppliers Guide to Register on South East Business Portal**

# How to Register on South East Business Portal

## Step 1 – Registering on South East Business Portal

Welcome to the South East Business Portal

**Portal Links**

- Supplier Registration
- Login
- Opportunities
- Contract Register
- Help and Guidance

**Useful Links**

- Contracts Finder
- CPV Categories
- Crown Commercial Services
- TED - Tenders Electronic Daily

**Home**

**Welcome to the South East Business Portal (SEBP)**

This portal is used to bring buyers and suppliers together electronically making it easier to communicate business opportunities for the benefit of our local economies.

The Local Authorities listed use the South East Business Portal to advertise forthcoming contract opportunities and as a register of awarded contracts.

Just click on the "Opportunities" or "Contracts Register" tab to;

- Register your interest and download tender documentation
- Search for current live contracts awarded by listed authorities

**Suppliers – Register Free Now!**

Please join our portal free of charge to ensure your business is visible to the Local Authorities listed and to the hundreds of other organisations that use the PROACTIS ProContract eProcurement system. If you offer supplies and services across England, you can also register for National coverage at the same time.

Just click on the "Supplier Registration" tab to;

- Register your business under relevant service / supply category
- Receive email alerts for opportunities that match your profile

**Authorities**

- Basingstoke & Deane Council
- Bracknell Forest Council
- East Hampshire District Council
- Eastleigh Borough Council
- Fareham Borough Council
- Gosport Borough Council
- Isle of Wight Council
- New Forest District Council
- Oxford City Council
- Oxfordshire County Council
- Rushmoor Borough Council
- South Oxfordshire District Council
- Winchester City Council

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proactis


a) Go to <https://sebp.due-north.com/> and click on 'Supplier Registration'.


## How to Register on South East Business Portal


### Step 1 – Registering on South East Business Portal


#### Register free with ProContract

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

**Organisation name** 

**Email address** 

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

**Continue registration**

Already registered? [Log in here](#)

b) Enter your organisation's details and select 'Continue registration'.

# How to Register on South East Business Portal

## Step 1 – Registering on South East Business Portal

Sign in details

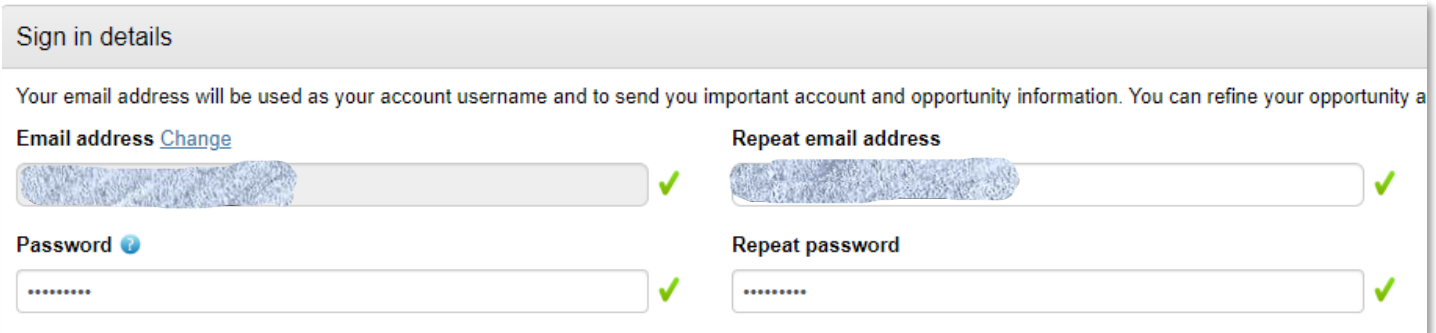
Your email address will be used as your account username and to send you important account and opportunity information. You can refine your opportunity a

Email address [Change](#)

Repeat email address

Password [?](#)

Repeat password

The image shows a registration form with four input fields. The first two are for email address, and the last two are for password. Each field has a green checkmark to its right, indicating that the information has been successfully entered or validated. The email fields are labeled 'Email address' and 'Repeat email address'. The password fields are labeled 'Password' and 'Repeat password'. The 'Password' field has a small blue question mark icon next to it. The form is titled 'Sign in details' and includes a note about the email address being used as a username and for sending information.

- c) Enter your email address which will become your username and create a password.
- d) Scroll down to the next section to add your organisations contact details.

# How to Register on South East Business Portal

## Step 1 – Registering on South East Business Portal

### 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.

Email address [Change](#)

Repeat email address

Password

Repeat password

Organisation details

Please provide your organisation details below.

Organisation name [Change](#)

Address

Town  County

Postal code / zip  Country

Website (optional)

Registration number (optional)   Not applicable

VAT number (optional)   Not applicable

[Already registered? Log in here](#)

- e) Enter your organisation details and primary contact details and select your communication preferences.
- f) Select 'continue registration' at the bottom of the page.

**Always select yes to receiving email notifications.**

**Otherwise, you may miss out on important contract notifications.**

**Consider using a generic e-mail account that is permanently monitored.**

## How to Register on South East Business Portal

### Step 2 – Supplier Registration Application

#### Supplier registration - Areas of interest

Opportunity areas of interest

To receive the full benefits of your ProContract registration, buying organisations may notify you by email when opportunities are published that you may be interested in. Buying organisations use various methods of categorising opportunities so to help you select the best categories that represent your business you can enter keywords in the boxes below.

Note: The best match search is purely a starting guide to the categories that may be of value to your organisation based upon the keywords you select. Your selections on this portal are not responsible for any incorrect selections made.

Enter at least 1 keyword

- g) Next you will see a supplier registration 'Areas of Interest' page where you can specify chosen categories of interest that you will receive opportunity notifications about.

## How to Register on South East Business Portal

### Step 2 – Supplier Registration Application

- h) A list of recommended areas of interest will be presented. This can further be refined by using the 'click the refine' link. Once happy with selection click Continue registration at the bottom of page.

#### Your recommended/selected areas of interest categories

You will be informed of all new opportunities advertised under the listed categories below if your registration is accepted upon clicking 'Continue registration'. It is recommended below.

**Please Note:** Make sure that you check for variations in vocabulary when refining your automatic selections. For example, 'Joinery' is not a keyword in the UNSPSC category se

#### UNSPSC

[Click to refine](#)

- 39112308 - Spot chairs
- 42142204 - Hydrotherapy bath chairs
- 42151701 - Dental examination chairs or related parts or accessories
- 42161604 - Hemodialysis chairs
- 42192101 - Blood drawing or phlebotomy chairs or accessories
- 42192103 - Patient chairs
- 42192106 - Medical facility visitor chairs
- 42192107 - Clinical examination chairs or accessories
- 42192203 - Geriatric chairs or accessories
- 42201512 - Medical computed tomography CT or CAT tables or stands or chairs
- 42201812 - Medical x ray tables or stands or chairs or cabinets or accessories
- 42211610 - Shower or bath chairs or seats for the physically challenged

# How to Register on South East Business Portal

## Step 2 – Supplier Registration Application

### Supplier registration

#### Next Steps

##### 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.

**NOTE:** The email you receive contains a link that you **must** follow in order to confirm your email address. Until this action has been completed you will not be able to login and buyers will be unaware of your company profile.

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.

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.

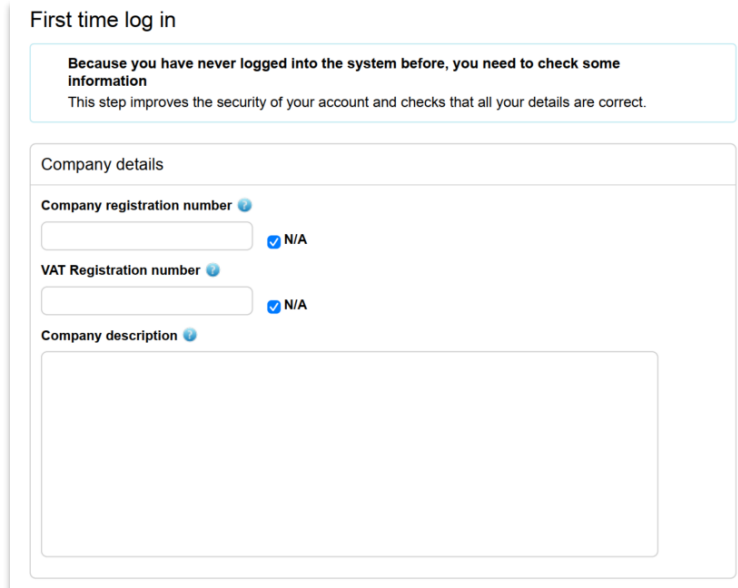
- i) Once application completed this will then need to be approved. When confirmation has been received follow the steps outlined in the email to complete registration process.

**When you require your registration to be approved quickly, please chase Due North to approve your application on 0330 005 0352. Please note that this number should only be used when it is urgent.**



# How to Register on South East Business Portal

## Step 3 – First Time Login



First time log in

**Because you have never logged into the system before, you need to check some information**  
This step improves the security of your account and checks that all your details are correct.

Company details

Company registration number  N/A

VAT Registration number  N/A

Company description

- j) After you have verified your email address, go to <https://sebp.due-north.com/> and login, you will be shown the above screen.
- k) Add your Company registration number, VAT registration number and Company description.
- l) Add up to six keywords for your Company in the Keywords section below Company details.

# How to Register on South East Business Portal

## Step 3 – First Time Login

The screenshot shows a 'Workgroup' registration form. At the top, it says 'Please check that your workgroup information is correct and make changes where necessary'. Below this are several sections, each with an 'Edit' link:

- Workgroup name:** A text input field containing 'Procurement'.
- UNSPSC categories:** A section with the message 'There are no categories selected in this category set, click "Edit" to add some'.
- NHS eClass Version 2014 categories:** A section with the message 'There are no categories selected in this category set, click "Edit" to add some'.
- CPV categories:** A section with the message 'There are no categories selected in this category set, click "Edit" to add some'.
- ProClass categories:** A section with the message 'There are no categories selected in this category set, click "Edit" to add some'.
- Regions:** A section with a dropdown menu.

CPV categories and UNSPSC categories are classification systems for goods, services and works. Companies should add categories of goods, services or works that they supply using these classification systems.

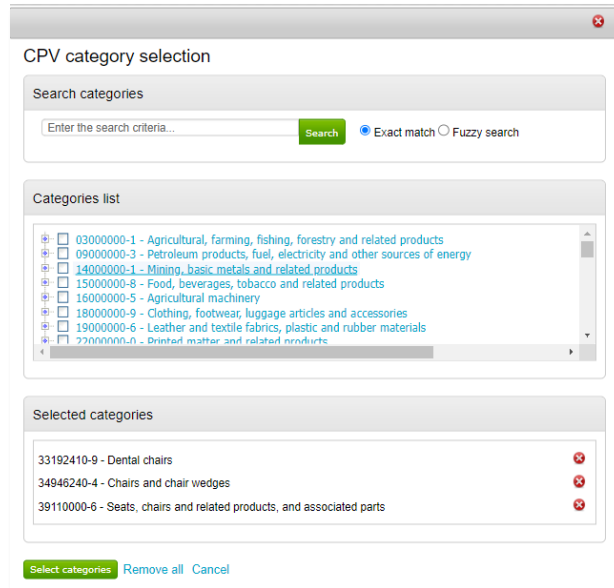
When buying organisations are issuing contract opportunity adverts, they will select categories that relate to the goods, services and works that they are buying.

Suppliers who have selected those classifications will receive an email notification as soon as the advert is published to ensure they do not miss opportunities.

- m) You will need to set your classifications for goods, services or works in both the CPV categories and UNSPSC categories. South Oxfordshire and Vale of White Horse issues notifications on CPV categories and so it is very important that you spend time ensuring that you select the correct and applicable CPV categories for your company so that you do not miss out on contract opportunities.
- n) To select the classification of goods, services or works that your company supplies click '*Edit*' next to CPV categories. Please also select your region by selecting '*Edit*'.

# How to Register on South East Business Portal

## Step 4 - CPV Category Selection



CPV category selection

Search categories

Enter the search criteria... Search  Exact match  Fuzzy search

Categories list

- 03000000-1 - Agricultural, farming, fishing, forestry and related products
- 09000000-3 - Petroleum products, fuel, electricity and other sources of energy
- 14000000-1 - Mining, basic metals and related products
- 15000000-8 - Food, beverages, tobacco and related products
- 16000000-5 - Agricultural machinery
- 18000000-9 - Clothing, footwear, luggage articles and accessories
- 19000000-6 - Leather and textile fabrics, plastic and rubber materials
- 22000000-0 - Printed matter and related products

Selected categories

- 33192410-9 - Dental chairs
- 34946240-4 - Chairs and chair wedges
- 39110000-6 - Seats, chairs and related products, and associated parts

Select categories Remove all Cancel

- o) You will see this screen when you have selected 'Edit' next to CPV categories.
- p) You will see this screen when you have selected 'Edit' next to CPV categories.
- q) Choose whether to search 'Exact Match' or 'Fuzzy'. Exact match will only return searches that meet exactly what you have added within the search box. Fuzzy searches will try a combination and return more options.
- r) Select the categories that are applicable to your company and then press 'select categories'

## How to Register on South East Business Portal

### Step 5 - Classification Selection

**Number of employees**  
Please provide your best estimate as to the number of employees in your organisation

1

**Classifications**  
Please check all the that apply. This information is used for reporting purposes only.

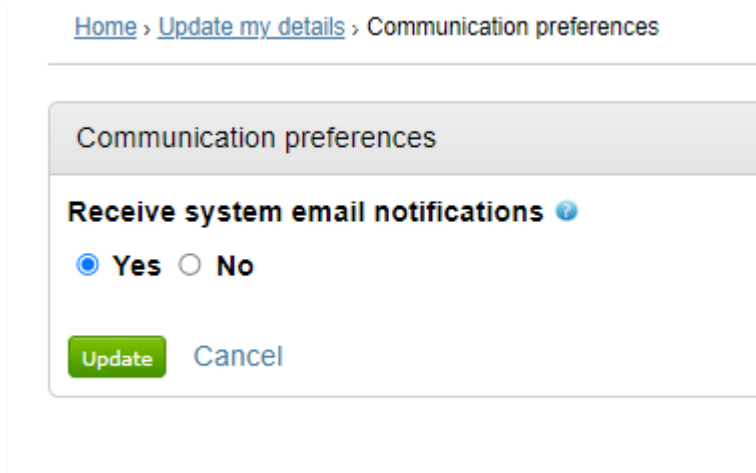
**Legal Status of Organisation**

- Charitable Incorporated Organisation (CIO)
- Community Interest Company (CIC)
- General Partnership
- Industrial & Provident Society
- Limited Liability Partnership (LLP)
- Limited Partnership
- Private Company Limited by Guarantee (LTD)
- Private Limited Company (LTD)
- Public Limited Company (PLC)
- Sole Trader
- Unlimited Company
- Other

- s) Make sure your classification selections are correct and enter your best estimate as to the number of employees in your organisation. This can be amended later under 'Company details summary' on home page.

## [How to Register on South East Business Portal](#)

### Step 6 – Checking Communication Preferences



[Home](#) > [Update my details](#) > Communication preferences

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Communication preferences

**Receive system email notifications** ⓘ

**Yes**  **No**

**Update** Cancel

- t) Under the profile page for the user details scroll down to the last section and click Communication preferences.
- u) Make sure you have selected 'Yes' to receiving system email notifications.