

## NEPO Portal Global Registration

To become a registered supplier and view forthcoming tender opportunities for NEPO and all Member Authorities you must register on our e-tendering system, an explanation of how to do this is shown below. You should be aware that by registering your details on the system, you will be added to a national database which will enable you to review opportunities from across the country. You can tailor your account to specify which UK region you can supply and this will drive your automatic notifications – a list of organisations using the same e-tendering system as NEPO is available to view here <https://procontract.due-north.com/Opportunities/Index>):

1. Go to our web site located at [www.nepo.org](http://www.nepo.org)
2. Click on the “NEPO Portal Login” link in the top right hand corner of the page and click on “Supplier Login”.
3. This will take you to the ProContract Homepage, click on the “Register” button and then click on the “continue” button and make your way through the registration wizard. After you have submitted your registration your username and password will be emailed to you. Further setup information is required such as selecting your categories and regions of interest. Login with your details and complete the account setup.

*Please note: For system security purposes, you will no longer be able to use old versions of internet browsers\*. You will need to make updates if you have: Internet Explorer (pre v9) / Chrome (pre v32) / Firefox (pre v30) / Safari (pre v6.26) / Opera (pre v22). \*If you're not sure what browser you're using, then visit [www.whatbrowser.org](http://www.whatbrowser.org). For more information about updating your browser, visit [www.gov.uk/help/browsers](http://www.gov.uk/help/browsers)*

### **PLEASE KEEP YOUR USER NAME AND PASSWORD CONFIDENTIAL. WE RECOMMEND THAT YOU DO NOT TICK THE SAVE PASSWORD OPTION IN THE DIALOGUE BOX**

This registration has now added you a national database of suppliers, it does not mean you will be automatically approved to be invited to tender for NEPO, its Member Authorities or any other user of the e-tendering system.

You now have the facility to login to the system and view any forthcoming contracts and register your interest against them. An explanation of how to do this is given below:

1. Go to our web site located at [www.nepo.org](http://www.nepo.org)
2. Click on the Supplier Login link in the left-hand side of the screen and enter your username/password. To register interest against a contract, click on the “Find Opportunities” link.
3. You can search for contract opportunities using ‘Narrow Your Results’ to the left of the page (e.g. choose a category, enter a contract reference number or a contract name within the ‘keywords’ field). **Remember to click on the ‘Update’ button at the bottom of the search to apply any filters.**
4. Once you have located a contract you are interested in click on the contract title and click on the “Register interest in this opportunity” button. **Please Note: The “Register Interest” button will only be visible during the specified Expression of Interest window and once you have registered your interest the button will be greyed out.**
5. Your contract registration will be confirmed by email.
6. Once you have registered, you will either receive an email immediately inviting you to take part in the procurement exercise (with a link directly to the Project) or this will be issued once your interest has been approved. You can also access the Project by logging in as above, and using the activities area to find the specific Project and selecting the relevant Authority from the dropdown box. This will show any interest you have registered and all available Projects you’ve been invited to take part in.

For non-time critical issues <http://proactis.kayako.com> or email [procontractsuppliers@proactis.com](mailto:procontractsuppliers@proactis.com)  
Critical support issues i.e. document submission near tender deadline call 0330 005 0352

You can also review system help which is available at: <https://supplierhelp.due-north.com>