



## SUPPLIER GUIDE

FOR

## FIRST TIME SYSTEM LOGIN

**First Time System Login**

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## Logging In

When visiting the organisations opportunities portal the screen will look similar to that shown below, although it will carry some branding for the organisation, as already mentioned.

Here, click on the login icon in the top right hand corner of the screen to log into the system for the first time.

Home

**Opportunities Portal**  
Welcome to the Opportunities Portal powered by Due North

Information  
As part of the governments initiative to implement e-procurement, you can now register free to an electronic system which will allow you to tender for public sector contracts  
Approximately 100 public sector procurement officers are issuing tenders and quotations electronically via our system today. If you want to register your company on the system, register free now!

Benefits

- Make buyers aware of your presence
- Receive Pre-Qualification Questionnaires, Requests for Quotes and Invitations to Tender electronically
- Submit your quotations and tenders electronically almost instantly
- All you need is an internet connection and an email account
- Reduce your paper and associated printing costs
- Benefit from proven added security and knowledge that your submission has been delivered

Latest Opportunities [Search Latest Opportunities](#)

The latest contract opportunities can be viewed below. PLEASE NOTE THAT THIS IS ONLY A SMALL SELECTION OF THE LATEST OPPORTUNITIES. You are advised to use the search facility to look at the full range of available opportunities by clicking the binoculars icon.

Contract Title	Buyer	Start Date	End Date
<a href="#">ITT Manual</a>	Due North DEV Primary	01/05/2012	25/05/2012
<a href="#">Screenshots</a>	Due North DEV Primary	24/04/2012	03/04/2013
<a href="#">VZ 0 Testing Contract MARC</a>	Due North DEV Primary	24/04/2012	30/04/2013
<a href="#">SL test 2.0 Contract QUEU Auction</a>	Due North DEV Primary	01/06/2012	01/06/2013
<a href="#">Example Contract</a>	Due North DEV Primary	12/04/2012	01/04/2013

Subcontracting Opportunities [Search Subcontracting Opportunities](#)

You can now search for subcontracting opportunities posted by our registered suppliers. The latest subcontract opportunities can be viewed below. PLEASE NOTE THAT ONLY A MAXIMUM OF FIVE SUBCONTRACT OPPORTUNITIES WILL BE VISIBLE AT ANY ONE TIME. You are advised to use the search facility to look at the full range of available opportunities by clicking the binoculars icon.

Subcontract Title	Supplier
<a href="#">Electricians Needed Contract Ref 12345</a>	Test Company
<a href="#">General SubContracting Opportunity</a>	Test Company

Spend Register [View Spend Register](#)

The latest spend entries by organisation and date can be viewed here.

Register Free  
[Reset Password](#)  
[Username Reminder](#)  
Help  
**Login** - allows you to login using your assigned username and password  
**Register** - allows you to register with the supplier portal to receive information regarding current and future contracts.  
**Reset Password** - if you have forgotten your password you can reset it using your email address and your username (use username reminder option if you do not know your username).  
**Username Reminder** - if you cannot remember your username you can receive a reminder to your registered email address.  
**Latest Opportunities** - you can search for the latest contract opportunities by choosing  
[Search Latest Opportunities](#)  
in the latest opportunity section.  
A list of the latest opportunities published by all of the buyers using this portal can be seen in this section.  
W3C **WAI-AA** **WCAG 3.0**  
[FOLLOW US ON Facebook](#)

See also:  
[Supplier Guide First Time Login](#)  
[Supplier Guide How To do Business](#)  
[Supplier Guide Managing Account](#)  
[Supplier Guide Opportunity Search when U...](#)  
[Supplier Guide The Tender Response](#)  
[Supplier Guide Vendor Site For First T...](#)

This will then go to the portal login screen where user name and password need to be entered.

**Login To ProContract**

Please identify yourself:

Username:

Password:

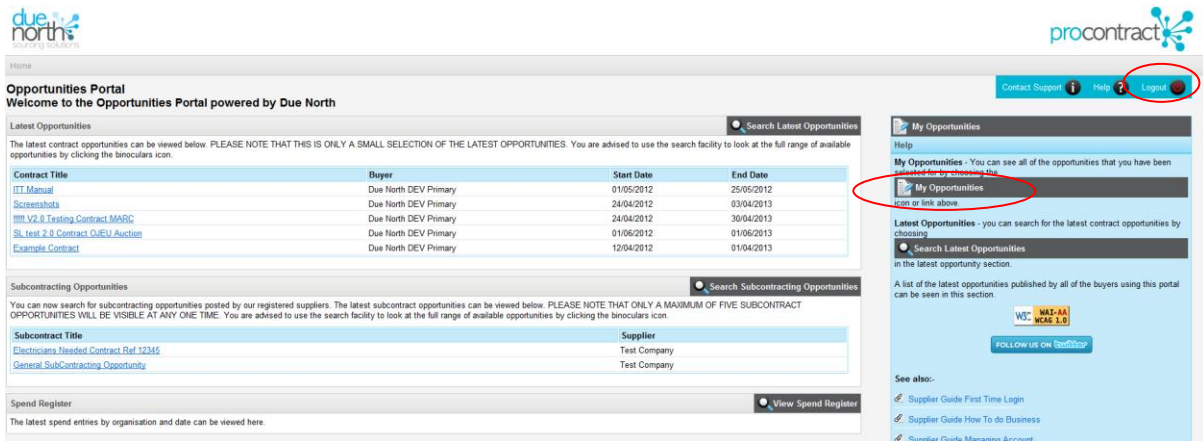
Options

[Login](#)

**User Name:** In this field you enter your unique 8 digit, system generated username. Click into the text box and type your 8 digit user name that you have been sent by the portal, which will contain both text and numbers.

**Password:** In this field you enter your password, which in the case of a first time log in will be the system generated, random password. Again click into the box and type your system generated password that was sent in a separate e mail earlier, this is **Case Sensitive**. Then once this has been done click on the sign in "Sign In" button to continue.

You are now taken to the supplier home page, however it has changed slightly from before, reflecting the fact that you are now logged in.



Login has changed to read Logout which can be clicked at any time to log out of the portal when you are finished.

Also the register section at the right hand side will change to now show the 'My Opportunities' section.



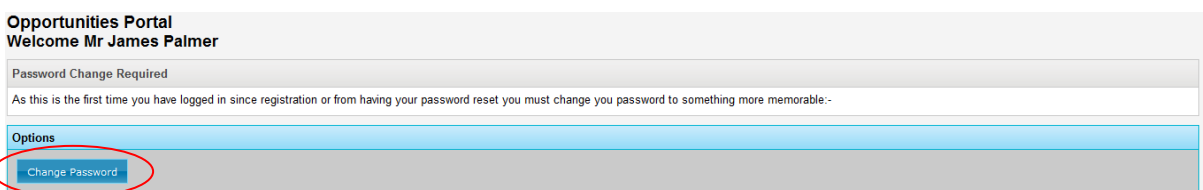
To view all current and past opportunities/exercises that you are involved in within the portal, click on "My Opportunities".

## First Time Login

### Changing your Password

In this case as it is a first time log in so the next screen is the password change screen that is required for security reasons, and so the password can be changed to something more memorable. The screen will look as shown

Click on "Change Password".



This will open up the next 'Change Password' screen as shown

**Change Password**  
**Old & New Password Confirmation**  
\* Denotes Mandatory Fields

Password Information

Please enter your current password followed by the new password you would like to use:-

\*Current Password:

\*New Password:

\*Confirm New Password:

Options

On this screen there are 3 fields that must be complete to move onto the next page.

**Current Password:** In this field the current portal password is required.

**New Password:** In this field the new password that is to be used with the account is specified. The password must be at least 8 digits long and contain both letters (one of which must be uppercase) and numbers to be valid and to ensure account security.

**Confirm New Password:** In this field the new password must be retyped, and it must match the password specified in the field above to be able to continue.

Once all fields have been correctly completed then click on "Next" from the options section to proceed.

If all fields are correctly populated then the Change Password Confirmation screen will appear as shown.

**Change Password**  
**Confirmation**

Message

You have successfully changed your password

Options

To return to the supplier homepage from this screen then click on "OK"

