



# **Yortender (ProContract)**

## **Supplier Registration & DPS Application User Guide**

# Supplier Registration Process - How to Register

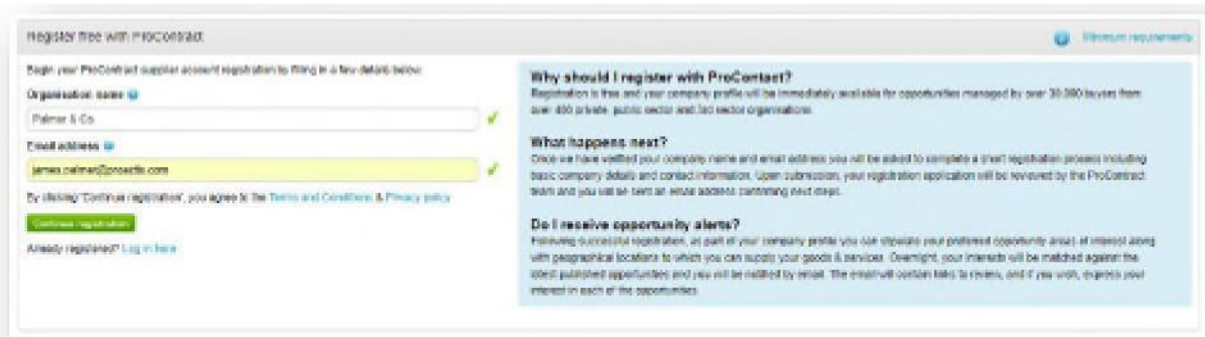
This guide takes you through the process of registering as a supplier on the Yortender (ProContract) Procurement Portal.

Registration is free and only takes a few minutes to complete your application.

In order to access the portal go to – [www.yortender.co.uk](http://www.yortender.co.uk)

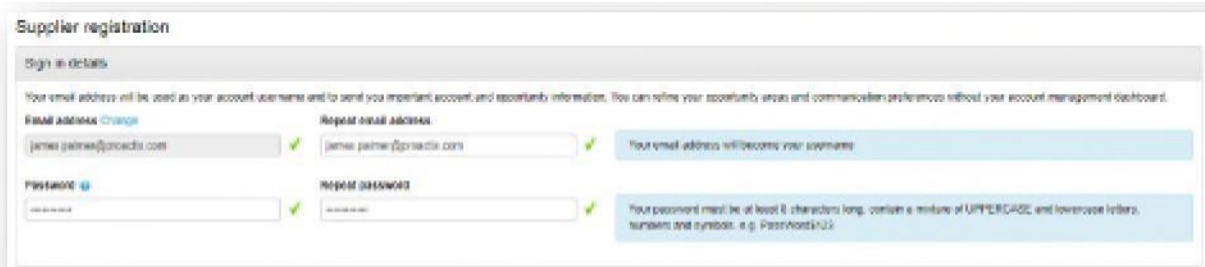
To get started simply click on the “Supplier Registration” link on the left hand side of the page.

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'



The screenshot shows the 'Register free with ProContract' form. It includes a header with the ProContract logo and a 'Without requirements' link. The main form area has a heading 'Begin your ProContract supplier account registration by filling in a few details below'. There are two input fields: 'Organisation name' with the value 'Palmer & Co' and 'Email address' with the value 'james.palmer@procontract.com'. Both fields have green checkmarks to their right. Below the email field is a line of text: 'By clicking "Continue registration", you agree to the Terms and Conditions & Privacy policy'. A green 'Continue registration' button is below that. To the right of the form is a light blue information box with three sections: 'Why should I register with ProContract?', 'What happens next?', and 'Do I receive opportunity alerts?'. The 'Continue registration' button is highlighted in yellow.

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



The screenshot shows the 'Supplier registration' confirmation form. It has a heading 'Sign in details' and a sub-heading 'Your email address will be used as your account username and to send you important account and opportunity information. You can refine your opportunity alerts and communication preferences within your account management dashboard.' There are four input fields: 'EMAIL ADDRESS' (confirming 'james.palmer@procontract.com'), 'Repeat email address', 'PASSWORD', and 'Repeat password'. Each field has a green checkmark to its right. Below the email fields is a light blue box stating 'Your email address will become your username'. Below the password fields is another light blue box stating 'Your password must be at least 8 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols: e.g. Password123'.

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'

The screenshot shows a registration form with two main sections: 'Organisation details' and 'Primary contact details'. The 'Organisation details' section includes fields for 'Organisation name', 'Address', 'Town', 'County', 'Postcode', 'VAT number', and 'Website'. The 'Primary contact details' section includes fields for 'Title', 'First name', 'Last name', 'Job title', 'Department', 'Telephone', 'Mobile number', and 'Fax number'. There are also checkboxes for 'N/A' next to the VAT number and Website fields. A 'Continue registration' button is visible at the bottom left.

Now click 'Continue Registration'

The screenshot shows a confirmation dialog box with the title 'Confirmation'. The main text asks 'Are you sure you want to submit your registration application?'. There are two buttons: a green button labeled 'Yes, I am sure' and a blue button labeled 'No, cancel my application'.

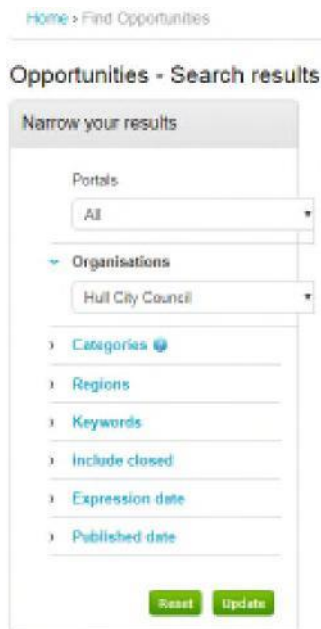
Finally click 'Yes I am sure' to confirm and submit your application.

The screenshot shows a 'Supplier registration' confirmation page. It includes a 'Next steps' section with the following text: 'Applications submitted for approval', 'What happens next?', 'Overnight, your requests will be matched against the latest tender opportunities and you will be notified by email. The email will contain links to tender and if you wish, express your interest in each of the opportunities.', and 'What if I don't receive confirmation?'. There is a 'Close' button at the bottom left.

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.

# How to find Opportunities

1. Log into the YORtender home page with your (user name/password).



2. Select "Find Opportunities" within the Opportunities table.

2. Within "Narrow your Results" table.

**Organisations**, select Hull City Council. Scroll to the bottom of the page and select "Update".

4. Select "Taxi & Small Bus Services. DPS"

5. Select "Register interest in this opportunity" (green tab). Once selected this shades out.

6. Select the "Home Page", within Activities drop down, select Hull City Council and select "Go" (green tab).

7. Select "Taxi & Small Bus services. DPS."

8. The Expression of interest table should state Accepted. Within the box below select "Start". This will bring you to the Hull City Council PQQ page.

9. To see (SQ) attachment scroll to the bottom of this page.

10. Download the SQ (word document and complete). Do not complete the electronic SQ on YORtender. We need the attached Word Document SQ.

11. Attach completed SQ and select Submit Response (Hull City Council PQQ page).

For any queries regarding the above, please contact

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