

A guide to ProContract

If you require assistance in using the ProContract System a comprehensive help function is available by clicking on the Help option from within the ProContract System.

Or you can contact support:

By Email: suppliersupport@proactis.com

By Telephone: 0844 5434580

Benefits of ProContract

- It's a cloud-based solution so you can access it from anywhere.
- It's a free.
- All opportunities are available to view and access in one place.
- Faster tender & Evaluation processes.
- Automatic tender notifications – register your details and you'll receive alerts when opportunities arise.
- Easier access to opportunities for SME's – which is a CBC priority.
- Used by many local authorities in the UK, including most or all of those in Derbyshire, Yorkshire and the Humber, East Midlands and the North West.

How to register

1. Go to the [ProContract Website](#).
2. Click on **Register free** under the **New to ProContract?** Subheading
3. Fill out the details form accordingly with your details and click **Continue**.
4. Read through the Terms and Conditions and accept them before clicking **Continue**.
5. This will send you to a page where you will be able to review and **Submit Registration**.
6. Email will be sent to inform you your application is being considered, along with a reference ID.
7. Once your application is approved and you have chosen the areas you wish to get notifications for, you can search and find opportunities.

ProContract is the Council's eProcurement System

- Suppliers who have registered on the system are able to receive and return tender and quotation documents electronically.
- ProContract offers a fast, electronic approach to Procurement, saving time, cutting costs and allowing instant communication between buyers and suppliers.
- Suppliers can register their capabilities and interests in opportunities and will receive email alerts of opportunities that will be suitable to their business.