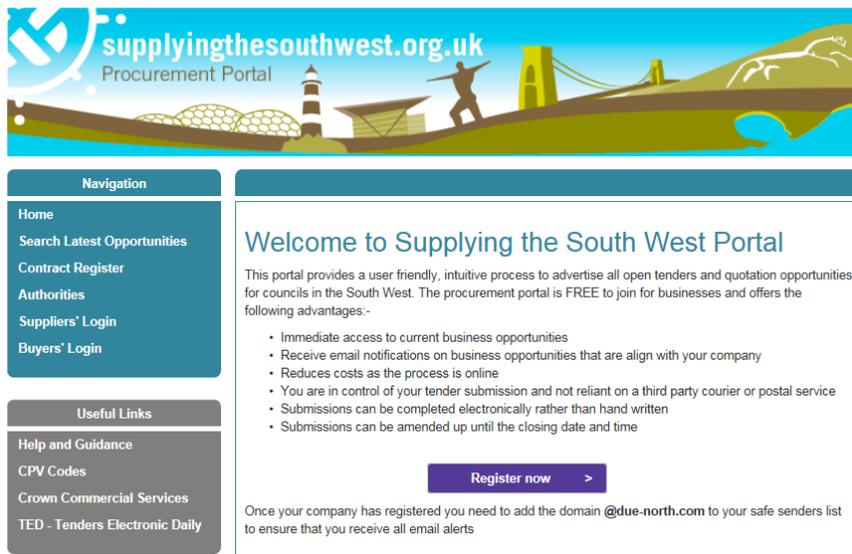


Supplier Registration

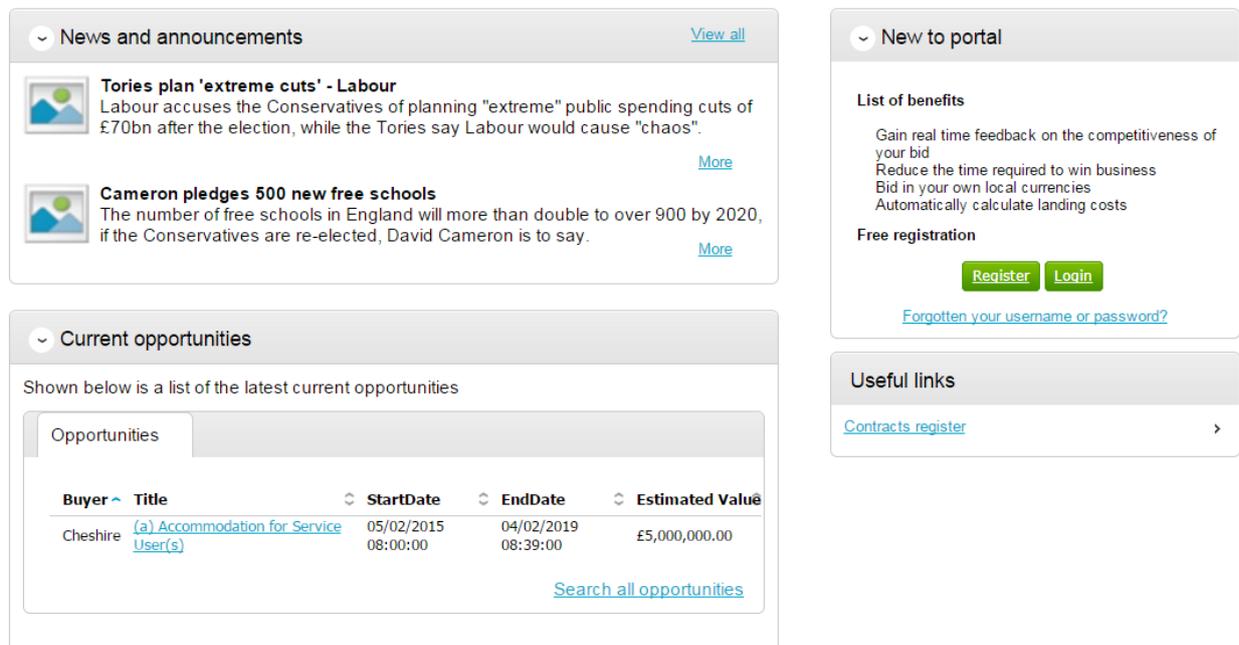
The south west portal can be found at this address <https://www.supplyingthesouthwest.org.uk/>. You will be presented with the screen below. Click the **Register now** button where you can register (for free). Use the step-by-step registration wizard, where you will be required to enter your company details.



The screenshot shows the homepage of the Supplying the South West Portal. At the top is a banner with the logo and the text "supplyingthesouthwest.org.uk Procurement Portal". Below the banner is a navigation menu with links: Home, Search Latest Opportunities, Contract Register, Authorities, Suppliers' Login, and Buyers' Login. There is also a "Useful Links" section with links for Help and Guidance, CPV Codes, Crown Commercial Services, and TED - Tenders Electronic Daily. The main content area features a "Welcome to Supplying the South West Portal" message, a list of advantages, and a prominent "Register now" button. Below the button, it states: "Once your company has registered you need to add the domain @due-north.com to your safe senders list to ensure that you receive all email alerts".

If you have never registered before click the **green Register button** to the right of the page and follow the instructions.

Home page



The screenshot shows the home page of the Supplying the South West Portal. It features several sections:

- News and announcements:** A dropdown menu with a "View all" link. Below it are two news items:
 - Tories plan 'extreme cuts' - Labour:** Labour accuses the Conservatives of planning "extreme" public spending cuts of £70bn after the election, while the Tories say Labour would cause "chaos". [More](#)
 - Cameron pledges 500 new free schools:** The number of free schools in England will more than double to over 900 by 2020, if the Conservatives are re-elected, David Cameron is to say. [More](#)
- Current opportunities:** A dropdown menu. Below it, a message says "Shown below is a list of the latest current opportunities". There is a tab labeled "Opportunities". Below the tab is a table with columns: Buyer, Title, StartDate, EndDate, and Estimated Value.

Buyer	Title	StartDate	EndDate	Estimated Value
Cheshire	(a) Accommodation for Service User(s)	05/02/2015 08:00:00	04/02/2019 08:39:00	£5,000,000.00

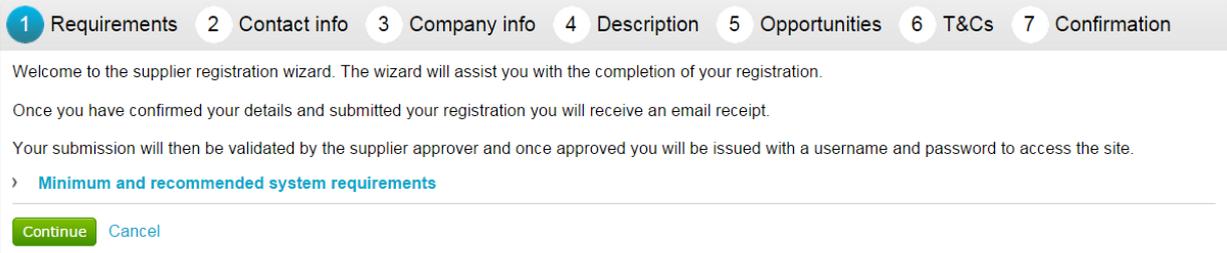
[Search all opportunities](#)
- New to portal:** A dropdown menu. Below it is a "List of benefits" section with the following text:
 - Gain real time feedback on the competitiveness of your bid
 - Reduce the time required to win business
 - Bid in your own local currencies
 - Automatically calculate landing costsThere is a "Free registration" section with "Register" and "Login" buttons. Below the buttons is a link: [Forgotten your username or password?](#)
- Useful links:** A dropdown menu with a link: [Contracts register](#)

Requirements

This page is an introduction to the process that you will be taken through in order to complete your registration on the portal. Please read this text carefully before proceeding through this process.

Minimum and recommended system requirements can also be viewed here. If you wish to proceed, click **Continue** from the options at the bottom of the page, or if you want to abort the registration process click **Cancel**.

Register

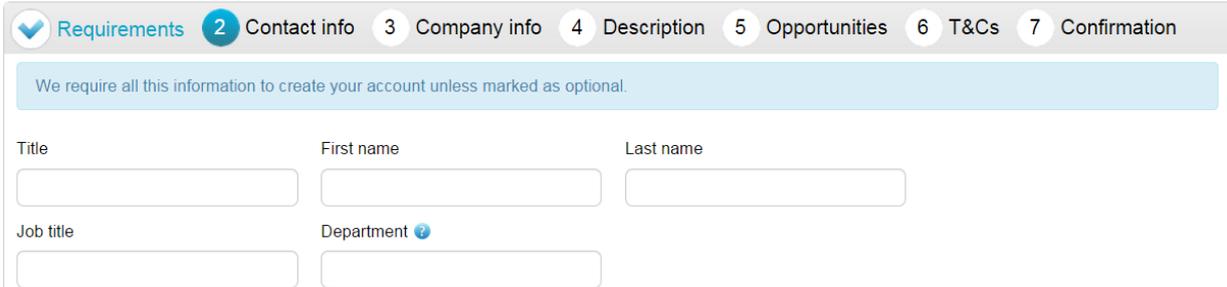


The screenshot shows a registration wizard with seven steps: 1. Requirements (active), 2. Contact info, 3. Company info, 4. Description, 5. Opportunities, 6. T&Cs, and 7. Confirmation. The main content area contains the following text: "Welcome to the supplier registration wizard. The wizard will assist you with the completion of your registration. Once you have confirmed your details and submitted your registration you will receive an email receipt. Your submission will then be validated by the supplier approver and once approved you will be issued with a username and password to access the site." Below this text is a link: "> Minimum and recommended system requirements". At the bottom, there are two buttons: "Continue" (highlighted in green) and "Cancel".

Contact Information

At this stage of the registration process you need to enter your own contact details, a username, a password, and a memorable word/hint. These details will be used when logging into the system. You will be the primary account holder for this company (although details can be changed post registration) so this account will be able to modify the details for the company and add more accounts (which is detailed in another guide).

Register



The screenshot shows the 'Contact info' step of the registration wizard. The progress bar at the top shows: Requirements (checked), Contact info (active), Company info, Description, Opportunities, T&Cs, and Confirmation. A blue banner at the top of the form area states: "We require all this information to create your account unless marked as optional." The form contains the following fields: "Title", "First name", "Last name", "Job title", and "Department" (with a help icon). Each field has a corresponding input box below it.

Contact Information

In this section your contact information is entered along with your job details. Complete all mandatory fields as required.

Note: Further help regarding the fields can be found in the by hovering over the  icon.

Department - This will form your work group. All future members of this work group will be able to access events you are involved in.

E-mail - This is the e-mail address that messages will be sent to confirming registration details, and all other system communication that may take place during the tender process (including notifications of new tender opportunities). It is recommended in most instances that a **GENERIC EMAIL ADDRESS** is used, so that communication will not be lost if that person is away or leaves their position (i.e. to a sales@... or tenders@... address possible.) Also this must be of standard email format e.g. name@company.com

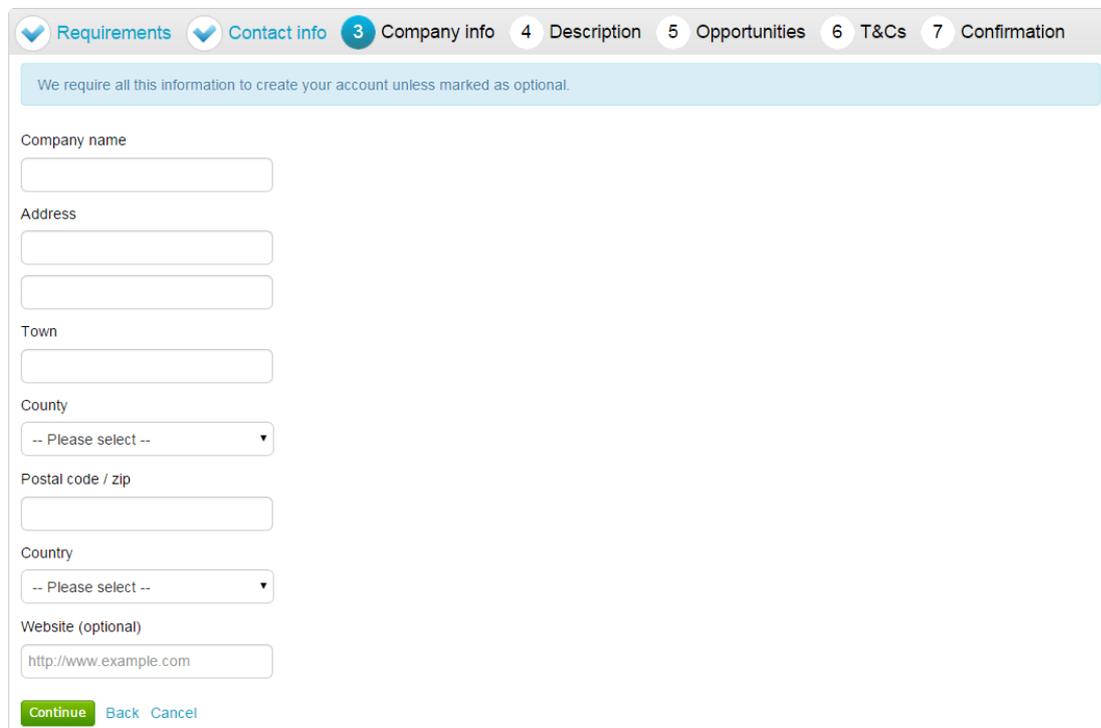
Security Information

The second part of this stage is dedicated to setting up your security information. This is where you are asked to specify a password, a memorable word and a hint to help you in case you forget it. This must be something that is secure and also that is **memorable** to you.

When the details have been completed then please click on the **Continue** button to proceed, the **Back** button to go back to the previous stage, or the **Cancel** button to cancel the registration.

Company Information

In this section you will need to populate details regarding the company you work for/are registering on behalf of, as shown below.



The screenshot displays a registration form with a progress bar at the top containing seven steps: Requirements, Contact info, Company info (highlighted with a blue circle), Description, Opportunities, T&Cs, and Confirmation. Below the progress bar is a light blue banner with the text: "We require all this information to create your account unless marked as optional." The form fields include: "Company name" (text input), "Address" (two stacked text inputs), "Town" (text input), "County" (dropdown menu with "-- Please select --"), "Postal code / zip" (text input), "Country" (dropdown menu with "-- Please select --"), and "Website (optional)" (text input with "http://www.example.com" pre-filled). At the bottom of the form are three buttons: "Continue" (green), "Back" (blue), and "Cancel" (blue).

You are required to enter the name of the company you work for and location details.

If any of the fields do not apply but are mandatory, such as “Postcode/ZIP” for companies based outside of the United Kingdom, by entering “N/A” here you can still proceed.

Note: Some of the fields (County and Country) are chosen by using a dropdown menu. To select a County/State click the arrow to the right of the box to reveal a drop down menu containing all the possibilities that can be chosen

From the list select the required option by clicking on its name and this will populate the field as required.

County

If United Kingdom is selected, then fields will appear requiring Registration number and VAT number.

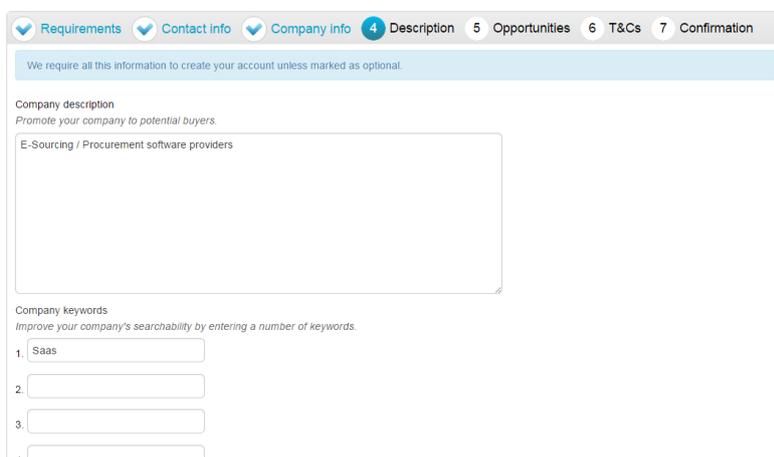
When the details are complete then please click on the **Continue** button to proceed, the **Back** button to go back to the previous stage, or the **Cancel** button to cancel the registration.

Description

The first part of this stage requires a Company description and up to 6 keywords. Here more information on the company is entered to help the contracting organisation understand what it is your company does. The description helps promote your company to potential buyers, while the keywords can improve the ‘searchability’ of your company.

Note: A description and at least one keyword are required in this section. This is free text and as much information as required can be entered here.

It is important that you complete this information as the procuring organisations can search for a company based on the description or keywords specified.



Requirements Contact info Company info **4** Description 5 Opportunities 6 T&Cs 7 Confirmation

We require all this information to create your account unless marked as optional.

Company description
Promote your company to potential buyers.

E-Sourcing / Procurement software providers

Company keywords
Improve your company's searchability by entering a number of keywords.

1. Saas

2.

3.

4.

Number of Employees/Classifications

Enter your best estimate as to the number of employees in your organisation within the *Number of employees* field.

Number of employees

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

The final section is the *Classifications* section. This is where the supplier can highlight the classifications that the company belongs to (which is used for reporting purposes only). To select a classification hover over the relevant box and left click on the mouse to mark the box to the left with a tick. You can highlight as many that apply to your organisation.

Note: The first batch of classifications are mandatory and at least one must be selected from the list.

Classifications

Please check all 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

Note: The second batch of classifications are optional, and are selected in the same way as described above.

Further Organisation Detail (optional)

- Public sector organisation
- Charity
- Black and Minority Ethnic (BME) organisation
- A company owned and managed by women
- Social Enterprise (SE)
- Franchise
- Voluntary Community Sector (VCS)

When the details are complete then please click on the **Continue** button to proceed, the **Back** button to go back to the previous stage, or the **Cancel** button to cancel the registration.

Opportunities - Category/Region Selection

This is the category and region selection stage of the supplier registration, which will look as shown below.

To select your chosen categories click the **Select Categories** button.

Categories

Have opportunities in the following categories emailed to you.

[Select categories](#)

Categories List

This section is where you can register your company to receive automatic e-mail notifications of new opportunities that have been published that may be of interest to your company. This will greatly assist you when using the portal and means that relevant opportunities are not missed. At least one category must be selected.

Category selection

Search categories

[Search](#) Exact match Fuzzy search

Categories list

- 01000000 - Food
- 02000000 - Supply Chain
- 03000000 - Supplies and Services
- 04000000 - Drink

Category: The top level categories that you can register to receive updates under are all listed.

To select a top level category, mark the box to the left of the category by clicking it. You can select multiple categories if required. Ensure that you click on **Select Categories** to add this to the list.

If you are not sure, or if you want to put your company against lower level classifications, you may use the search facility at the top of the page to search for specific words to help you narrow down the categories to add to your account.

This can also be done by clicking on the blue diamond to the left of the category which will take you down to the next level. This can then be repeated to go down further levels in some categories.

Note: When selecting categories, only categories relevant to the goods or services you can offer as a supplier should be selected. Category selection can be revisited at anytime to carry out required amendments, and searches of advertised opportunities for all categories can also be carried out at anytime.

The screenshot shows a search interface. At the top is a 'Search categories' section with a text input field containing 'Enter the search criteria...', a green 'Search' button, and radio buttons for 'Exact match' (selected) and 'Fuzzy search'. Below this is a 'Categories list' section showing a tree view of categories. The categories are: 01000000 - Food, 02000000 - Supply Chain, 02010000 - Waste, 02020000 - Energy, 02020100 - Utilities, and 02020200 - Equipment. The 'Equipment' category is selected with a green checkmark.

When all required categories have been chosen, click **Select Categories** from the options at the bottom of the page.

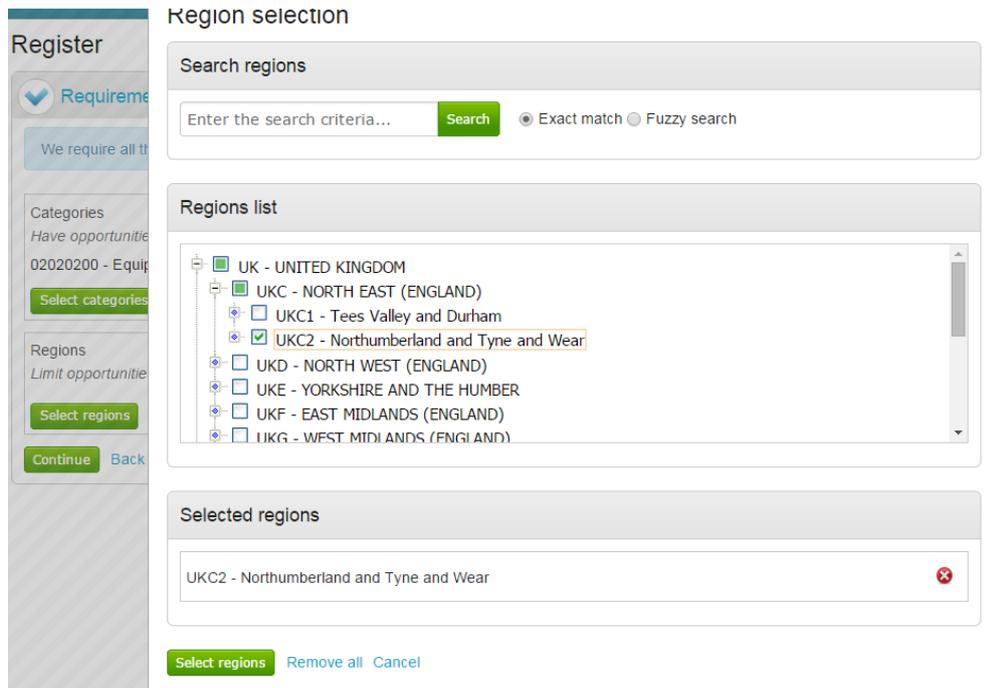
The screenshot shows a progress bar with seven steps: Requirements, Contact info, Company info, Description (highlighted with a blue circle and the number 4), Opportunities, T&Cs, and Confirmation. Below the progress bar is a message: 'Please correct the 2 errors on the form to continue'. A blue box contains the text: 'We require all this information to create your account unless marked as optional.' Below this is a section titled 'Categories' with the text: 'Have opportunities in the following categories emailed to you.' The selected category '02020200 - Equipment' is listed. A red error message says: 'Please select at least one category.' At the bottom is a green 'Select categories' button.

Selected categories are now shown as above.

Note: If a category has been added in error this can be removed by clicking the  button.

Regions

At least one *Region* must now be selected. These will limit the opportunities that you are emailed to only regions that you supply to. Regions are selected in the same way as categories.



Region selection

Search regions

Enter the search criteria... Exact match Fuzzy search

Regions list

- UK - UNITED KINGDOM
 - UKC - NORTH EAST (ENGLAND)
 - UKC1 - Tees Valley and Durham
 - UKC2 - Northumberland and Tyne and Wear
 - UKD - NORTH WEST (ENGLAND)
 - UKE - YORKSHIRE AND THE HUMBER
 - UKF - EAST MIDLANDS (ENGLAND)
 - UKG - WEST MIDLANDS (ENGLAND)

Selected regions

UKC2 - Northumberland and Tyne and Wear 

Additional Classifications/Categories

Also further lists/categories may now also be found (if the procuring organisation/portal have used these) This allows you to register against further supplier lists, as set up by the procuring organisation(s) to allow you to be further categorised and found more easily by procurers.

Note: This is totally independent of the Contract Category Interest that is chosen and this will NOT generate any email notifications. Each list will show up with the title, followed by a classification structure, which you can register your company against. Tick the options that are applicable from this list, this may be done for several lists.

When the details are complete then please click on the **Continue** button to proceed, the **Back** button to go back to the previous stage, or the **Cancel** button to cancel the registration.

T&C's and Privacy Policy

This is the step where you will be asked to agree to the Terms and Conditions of using the system, and also the privacy policy as laid out by Due North.

Register

The screenshot shows a registration progress bar at the top with seven steps: Requirements, Contact info, Company info, Description, Opportunities, T&Cs (highlighted in blue), and Confirmation. Below the progress bar, there are two main sections: 'Due north terms and conditions' and 'Privacy policy'. The 'Due north terms and conditions' section includes the following text: 'Due North Limited', 'Terms and Conditions of use', 'Acceptance of Terms' (stating that the website provides communication tools and that access is subject to these terms), a warning that use for unlawful purposes is prohibited, and a statement that Due North Limited reserves the right to update terms. The 'Privacy policy' section includes: 'Due North Limited', a note that the document should be read in conjunction with the Terms and Conditions, and a 'Privacy' section stating compliance with UK data protection legislation. At the bottom of the form, there is a checkbox labeled 'You must agree to all conditions to continue' which is checked. Below the checkbox are three buttons: 'Continue' (highlighted in green), 'Back', and 'Cancel'.

To agree with Due North Ltd's Terms and Conditions and Privacy Policy tick the box placed at the bottom of the page.

When the box is ticked click on the **Continue** button to proceed, the **Back** button to go back to the previous stage, or the **Cancel** button to cancel the registration.

Confirmation Page

The final screen will be a summary of the details that have already been entered into the system, that need to be checked before completion of registration.

If you are unhappy or would like to change any of the information in the sections then this can be done by clicking on the **relevant stage title** along the top of the page.

Register

Requirements	Contact info	Company info	Description	Opportunities	T&Cs	7 Confirmation
Name	Mr Chris Cox					
Job title	Support					
Department	Support					
Telephone	01670597120					
Fax						
Mobile						
User name	chris.cox					
Email	chris.cox@due-north.com					
Company name	Cox & Clifton					
Address	1 DN Support, Support Town, Northumberland, NE23 1LZ United Kingdom					
URL						
Registration number	123456					
VAT number	VAT1234					
Company description	Support					
Keywords	Support					
Number of employees	10					
Legal Status of Organisation	Private Limited Company (LTD)					
Further Organisation Detail						
Categories	02020200 - Equipment					
Regions	UKC2 - Northumberland and Tyne and Wear					
Public lists						

Submitting your Registration

Once you are happy that all details are complete and correct the Registration needs to be submitted.

Regions	UKC2 - Northumberland and Tyne and Wear
Public lists	
Submit registration	Back Cancel

When you are happy that all the information is complete and correct, click **Submit Registration** at the bottom of the screen. Click the **Back** button to go back to the previous stage, or the **Cancel** button to cancel the registration.

This will show the Supplier Registration Confirmation page as shown below.

Thank You

Thank you for registering your details. Your registration will be assessed and you will be notified of the outcome in due course.

[Continue](#)

The system will then send a confirmation e-mail to say the application is being considered. The email will also contain an application reference number for your own records.

Click **Continue** to return to the supplier portal.

When the registration is accepted then you will receive an email containing a reminder of your username and the link to access the opportunity portal.