



**Pro Contract Registration
Procurement Services**

Step 1: Please go to the web address <https://www.housingprocurement.com>

Step 2: Please press on the link to the suppliers` area.



Welcome to the Housing Procurement Portal powered by Due North Ltd

Links to participating organisations' own websites

- [Aspire Housing Group](#)
- [Bromford Housing Group](#)
- [Home Group](#)
- [Orbit Group](#)
- [whg](#)
- [Waterloo Housing Group](#)

Information

Helping organisations and suppliers work together, the Portal is designed to allow the sharing of information about existing contracts and providing opportunities to tender for new ones.

If you have already registered either as a supplier or buyer, use the Login link on the navigation bar. New suppliers, click on the Supplier Area link and then the "Register Free" to set your company up. Staff from housing organisations already using the portal should contact their local Procurement Manager for more information. Housing Organisations wishing to join the portal should contact the Due North sales team in the first instance.

Suppliers

This housing portal gives you a one-stop shop window on contract opportunities from a growing number of housing organisations. Even without registering, you can use the portal to look for information about existing contracts and new opportunities.

If you register (free of charge), you can

- post a profile of your company, indicating what sorts of opportunity you are interested in
- receive email notifications whenever opportunities matching your profile become available
- register an expression of interest in a published opportunity and request contract documentation to be sent to you.

Step 3: Press on register free, on the next screen press the next button located at the bottom.

Housing Procurement Portal

Home Contact Support Help Login

Opportunities Portal

Welcome to the Opportunities Portal Powered by Due North

Information

As part of the government's 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

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.

[Search](#)

Contract Title	Buyer	Start Date	End Date
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Register

Not registered? [Register Free](#)

Forgotten your username and/or password?

- [Reset Password](#)
- [Username Reminder](#)

Help

There is currently no help available for this screen.

If you are experiencing a problem please read the ProContract reference guides by clicking the icon.

If you still have no solution to your problem please contact support by clicking the icon.

Step 4: Complete contact details as required (note sections with a red asterisk are mandatory) then press next

Supplier Registration Step 1 of 5

Contact Information & Security

* Denotes Mandatory Fields

Contact Information



*Salutation (Mr/Mrs/Ms.):	<input type="text" value="Mr"/>
*First Name:	<input type="text" value="Test"/>
*Last Name:	<input type="text" value="Contact"/>
*Job Title:	<input type="text" value="Sale Manager"/>
*Department:	<input type="text" value="Sales"/>
*Telephone Number:	<input type="text" value="0000000000"/>
Fax Number:	<input type="text" value="0000000000"/>
Mobile Number:	<input type="text" value="0000000000"/>
*Email Address:	<input type="text" value="spmb-procurement@whgrt"/>
*Confirm Email Address:	<input type="text"/>

Security Information



*Security Question:	<input type="text" value="test"/>
*Security Answer:	<input type="text" value="test"/>

Options

Help

Salutation - Mr/Miss/Ms etc.

Job Title - position held within your company e.g. Managing Director.

Department - your current department of work in your company.

Email Address - must be of standard email format e.g. name@company.com.

Note: You can ensure notification e-mails are never accidentally deleted or marked as "spam" by 'Whitelisting' all e-mails from the @*due-north.com* domain.

Security Question - the question used to help identify you should you need to reset your password.

Security Answer - the answer to the question used to help identify you should you need to reset your password.

Click **Next** to continue with the registration process.
Click **Cancel** to quit the registration process.



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 Visiting Site For First T...](#)

Step 5 Part 1: Complete contact details as required, also complete keywords (note that the key words you enter will help the system to automatically suggest contracts that become available)

Supplier Registration Step 2 of 5

Company Information

* Denotes Mandatory Fields

Company Information	
	
*Company Name:	<input type="text" value="Test Supplier"/>
*Address Line 1:	<input type="text" value="123 No where St"/>
Address Line 2:	<input type="text"/>
*Town/City:	<input type="text" value="No where"/>
*County/State:	<input type="text" value="Other/Non UK"/>
*Postcode/Zip:	<input type="text" value="b1 1aa"/>
*Country:	<input type="text" value="United Kingdom"/>
Company Registration Number:	<input type="text" value="123456789"/>
VAT Registration Number:	<input type="text" value="987654321"/>
Website:	<input type="text" value="www.test.com"/>
Company Description	
	
*Company Description:	<input type="text" value="Provides Services to Companies"/>
*Keyword 1:	<input type="text" value="Services"/>
Keyword 2:	<input type="text"/>

Help

Company Registration Number - eight digit number at registration with companies house if applicable e.g. 00342123.

VAT Registration Number - nine digit number given at registration with HM Revenue & Customs if applicable e.g. 194335432.

Website - your company website e.g. <http://www.due-north.com>.


Company Description - a brief overview of your company and which service you provide.

Keywords - at least one word or phrase that describes your company's activities. These keywords allow buyers to search for companies that best match the contract they are aiming to fulfil.

Company Affiliations - any affiliations along with membership or reference numbers for listed affiliations e.g construction line or market place.

Company Classifications - the classifications of your company.

Click **Previous** to go to previous step.
Click **Next** to continue with the registration process.



See also:-

- [Supplier Guide First Time Login](#)
- [Supplier Guide How To do Business](#)
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Step 5 Part 2: Complete any affiliations and your company classifications as required (note you can select more than 1) and press next

Company Affiliations



Affiliate 1 & Id:

Construction Line

Affiliate 2 & Id:

EXOR

Affiliate 3 & Id:

Please Select/None

* Company Classifications



Classification(s):

- Micro Organisation (<10 Employees)
- Small Organisation (10-49 employees)
- Medium-sized Organisation (50-249 employees)
- Large Organisation (250+ employees)
- Black and Minority Ethnic Organisations (BME)
- Business owned by Lesbian, Bisexual, Gay or Transsexual
- Companies owned or managed by women
- Owned or run by Disabled People
- Community and Voluntary Organisations (CVO)
- Community Interest Companies (CIC)
- Social Enterprise Partnership
- Social Enterprises (SE)
- Environmentally Friendly suppliers (and products)
- Fair Trade suppliers (and products)
- Enterprises

Options

Previous

Next

Step 6 Part 1: Press on search/select categories

Supplier Registration Step 3 of 5

Category Selection

Contract Category Interest

* **Category/Categories:** not set

Options

Step 6 Part 2: Complete the search criteria and press search (note that the search criteria you enter will help the system to automatically suggest contracts that become available)

Category Search

Search for Category

Search criteria:

Options: Exact Fuzzy Word Variant

Step 6 Part 3: Once the search criteria are returned tick any relevant codes and press select categories.

Category Search

Search for Category

Search criteria:

Options: Exact Fuzzy Word Variant

Results

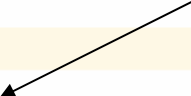
Code & Description

All

27000000 - ICT

27160000 - Software

Options



Step 6 Part 4: The selected categories will then appear on the right hand side of the screen, you can now select more categories by repeating the above process or press finish at the bottom of the screen.

The screenshot shows the 'Housing Procurement Portal' header with the 'procontract' logo. Below the header is a navigation bar with 'Home', 'Contact Support', 'Help', and 'Login'. The main content area is titled 'Category Search' and contains a search form and a results panel.

Search for Category

Search criteria:

Options: Exact Fuzzy Word Variant

Selected Categories

- 27180000 Software

Help

To search categories, enter your search text and then click **Search** at the bottom of this form (or press the return key).

Step 6 Part 5: You will then be presented with the screen below with all of the categories you have selected showing. Press next

Supplier Registration Step 3 of 5

Category Selection

Contract Category Interest

* Category/Categories: 27160000 - Software

Options

Step 7: Press next on the screen below

Supplier Registration Step 4 of 5

Housing Association Selection

Area Notification

* Area:

Options

Step 8: Due North require that in order to use their software you should tick to confirm that you have read the Privacy Notice and accept their Terms and Conditions of use. You may wish to seek advice (at your own cost) before accepting.


Please note these are not whg's Terms and Conditions which you will be required to accept during each tender process.

Supplier Registration Step 5 of 5

Terms & Conditions

Conditions & Privacy

In order to complete your registration you must agree with the following:

 ***Agreement(s):**

- [Due North Terms & Conditions](#) view
- [Privacy Policy](#) view

Options

Step 9: You will be then presented with this screen, check the details and press submit registration.

Supplier Registration Summary

Contact & Security		
Name:	Mr Test Contact	
Job Title:	Sale Manager	
Department:	Sales	
Telephone:	0000000000	
Fax:	0000000000	
Mobile:	0000000000	
Email Address:	spmb-procurement@whgrp.co.uk	
Security Question:	test	
Security Answer:	test	
Company		
Company Name:	Test Supplier	
Address Line 1:	123 No where St	
Address Line 2:	N/A	
Town/City:	No where	
County/State:	Other	
Postcode/Zip:	b1 1aa	
Country:	United Kingdom	
Company Registration Number:	123456789	
VAT Registration Number:	987654321	
Website:	www.test.com	
Company Description:	Provides Services to Companies	
Keyword 1:	Services	
Affiliate 1 & Id:	Construction Line : 123456	
Affiliate 2 & Id:	EXOR : 654321	
Classification(s):	Small Organisation (10-49 employees) Owned or run by Disabled People	
Category(ies)		
ICT - 27160000 - Software		
Opportunity Area(s)		
All		
Options		
<input type="button" value="Submit Registration"/> <input type="button" value="Cancel"/>		

Step 10: You will be then presented with this screen, press ok.

Supplier Registration

Confirmation

Message

You have successfully completed all of the registration details

Your application is now being processed

If your application is successful you will shortly receive the following:-

- Email containing your username

- Email containing your initial password

The first time you login to the supplier portal you will be prompted to change your password

Options

OK

Once registered you will then receive an email stating:

Thank you for applying to become a user of the system.

Your application is now being considered, and you should be informed of a decision shortly.

Your application reference is ==> SID-UATT-8TNHBR

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed.

If you have received this email in error please notify the system manager.

Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the company.

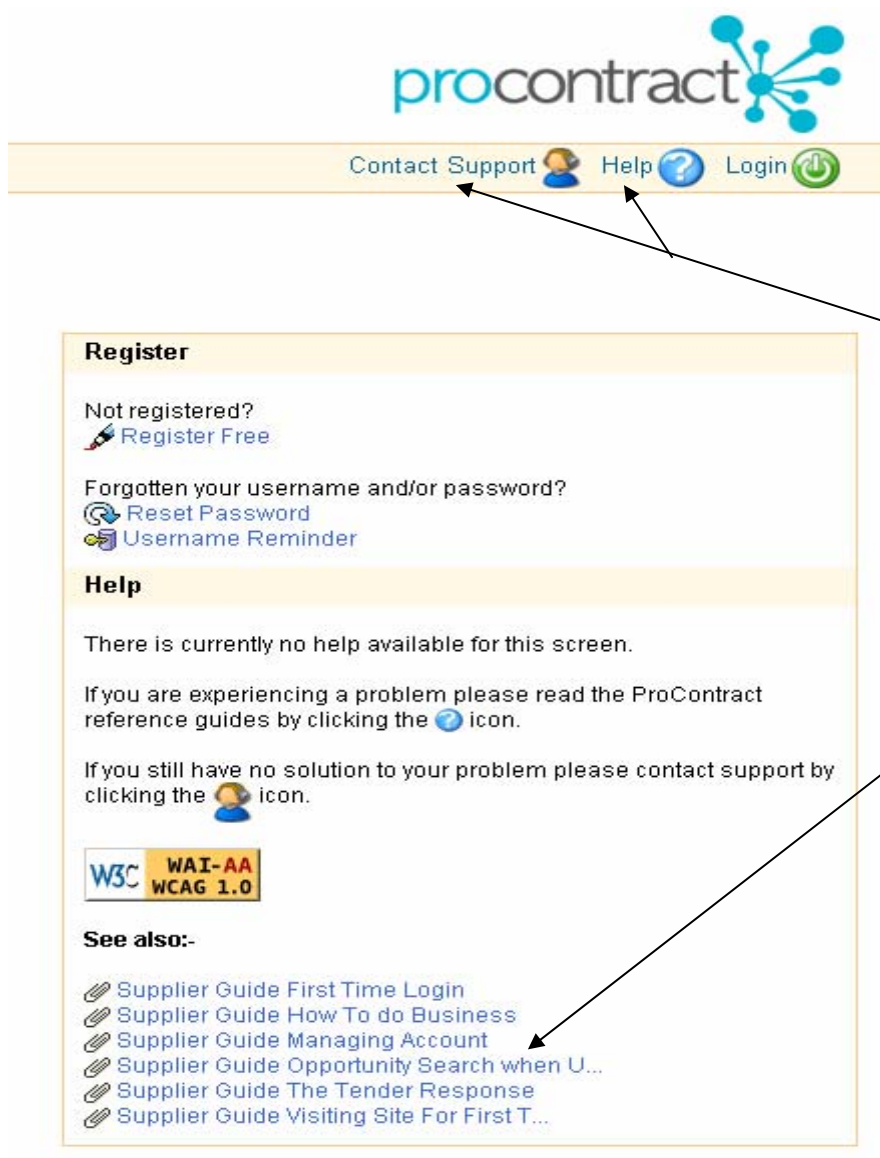
Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

Your company will then be approved by the system administrator which may take up to 2 working days. Once accepted you will then receive 2 emails with your user name and password on. Once you have this please login to the system as show below.




Step 11: Please go to the web address below:

https://www.housingprocurement.com/procontract/housing/supplier.nsf/frm_home?openForm


If further assistance is required see the user guides located on the bottom right hand side of the screen or select contact support or help.





procontract

Contact Support  Help  Login 


Register


Not registered?
 [Register Free](#)


Forgotten your username and/or password?
 [Reset Password](#)
 [Username Reminder](#)

Help







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 **WAI-AA**
WCAG 1.0

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