

# Guidance Notes: How to Register on Supplying the South West

**Step 1:** Go to <https://www.supplyingthesouthwest.org.uk/>

**Step 2:** Select the 'Register Now' button.

Register now >

**Step 3:** Enter your organisation name and email address and select the 'Continue registration' button once complete.

Continue registration

**Step 4:** This stage will require you to insert the following information:

- ✓ **Sign in Details:** This stage requires you to repeat your email address (which will become your user name) and enter a password.
- ✓ **Organisational Details:** This stage requests your organisations address and a few other details including a link to your website, your organisations registration number and VAT number (a 'Not Applicable' option is available).
- ✓ **Primary Contact Details:** This stage required you to enter the details of your organisations primary contact including their title, first name, last name, job title, department and telephone number.
- ✓ **Communication Preferences:** This stage requires you to select whether or not you wish to received email notifications when opporutnites are published that you might be interested in – the notification will be based upon your chosen categories of interest and selected regions of supply which you will be asked to confirm when you log in to the system for the first time.

Select the Continue Registration button once you have completed all mandatory information.

Continue registration

**Step 5:** The following message will appear. Once your account has been approved by ProContract you will be able to log in to the system where you can select your preferred opportunity areas of interest and geographical locations to which you can supply.

Supplier registration

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Next Steps

**Application submitted for approval**

You have successfully submitted your application to register as a ProContract supplier. Your application has been submitted for approval.

**What happens next?**

The ProContract team will now review your application. In most cases this review will take place within the hour and you will be notified by email if your application is successful.

If successful, you will receive confirmation of your username and a link to access your personal activity dashboard.

As you log in to ProContract for the first time you will be asked to complete your registration process. This includes selection of your preferred opportunity areas of interest along with geographical locations to which you can supply your goods & services.

Overnight, your interests will be matched against the latest published opportunities and you will be notified by email. The email will contain links to review, and if you wish, express your interest in each of the opportunities.

**What if I don't receive confirmation?**

If you don't receive an update regarding your application within 48 hours you should complete the following :-

- Check your junk and spam folders of the email account used to register.
- Register with the ProContract supplier support team [here](#) and raise a case describing the issue.

The Supplying the South West portal is not administered by the Council. If you require assistance you should email [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com) requesting access and guidance.