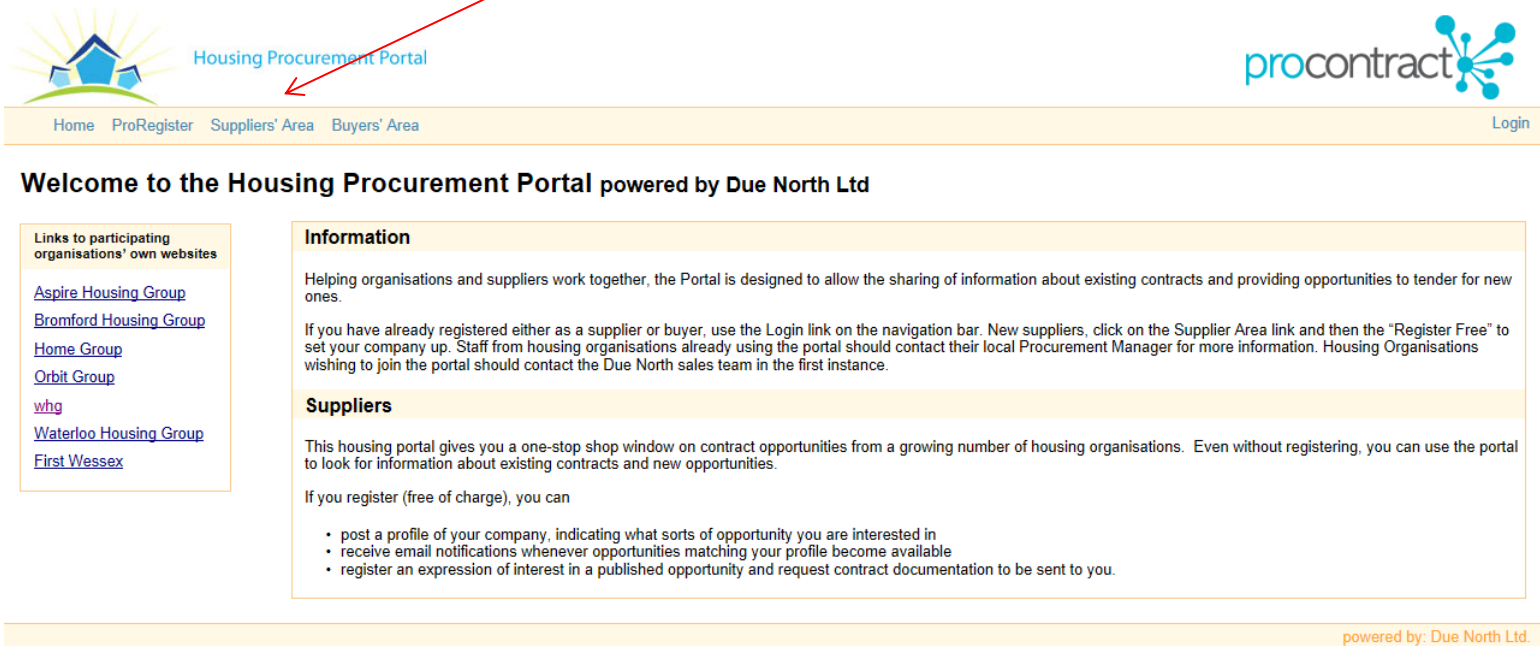
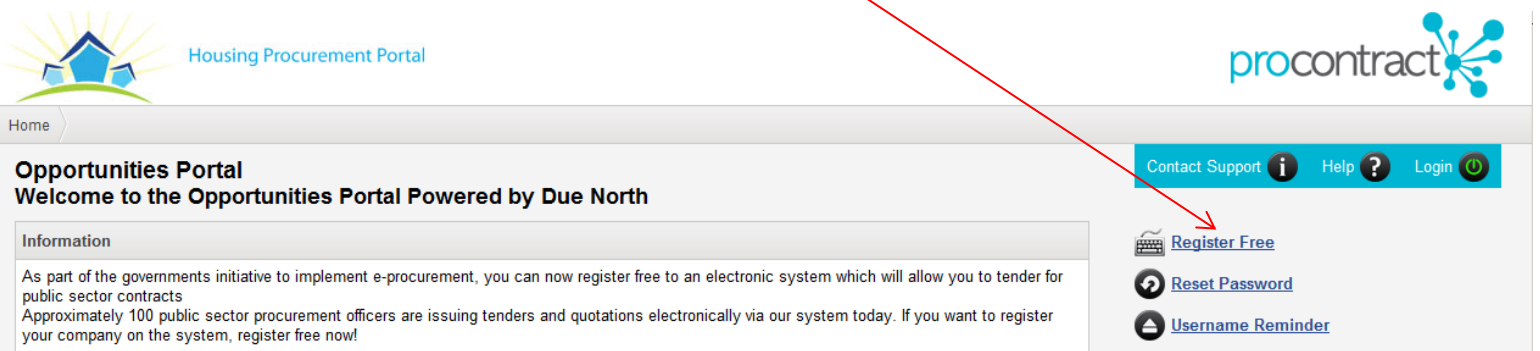


- 1) Please navigate to <https://www.housingprocurement.com>
- 2) At the top, click on 'Suppliers' Area.'



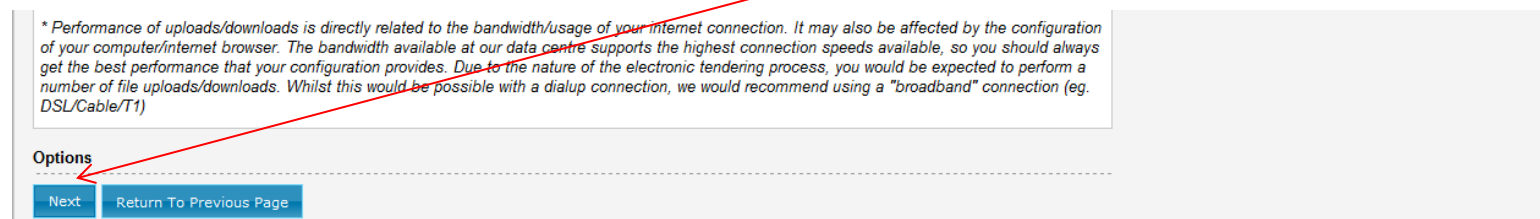
The screenshot shows the top of the Housing Procurement Portal. The navigation bar includes links for Home, ProRegister, Suppliers' Area, and Buyers' Area. A red arrow points from the 'Suppliers' Area link in the instructions to the 'Suppliers' Area link in the navigation bar. The main content area is titled 'Welcome to the Housing Procurement Portal powered by Due North Ltd'. It features a sidebar with links to participating organisations' own websites (Aspire Housing Group, Bromford Housing Group, Home Group, Orbit Group, whg, Waterloo Housing Group, First Wessex) and an 'Information' section. The 'Information' section explains the portal's purpose and provides instructions for suppliers. A 'Suppliers' section lists the benefits of registering, such as posting a company profile and receiving email notifications. The footer indicates the portal is powered by Due North Ltd.

- 3) Click on 'Register Free.'



The screenshot shows the 'Opportunities Portal' page. The navigation bar includes links for Home, Contact Support, Help, and Login. A red arrow points from the 'Register Free' link in the instructions to the 'Register Free' link in the navigation bar. The main content area is titled 'Opportunities Portal Welcome to the Opportunities Portal Powered by Due North'. It features an 'Information' section and a sidebar with links for Register Free, Reset Password, and Username Reminder. The 'Information' section explains the portal's purpose and provides instructions for suppliers.

- 4) At the bottom of the page, select 'Next.'



The screenshot shows the footer area of the page. It includes a disclaimer about performance and an 'Options' section. A red arrow points from the 'Next' link in the instructions to the 'Next' link in the 'Options' section. The 'Options' section includes links for Next and Return To Previous Page.

5) Please fill in the required contact details ensuring all mandatory fields are completed. Once completed, select 'Next.'

Supplier Registration Step 1 of 5
Contact Information & Security
* Denotes Mandatory Fields

Contact Information

*Salutation (Mr/Mrs/Ms.):

*First Name:

*Last Name:

*Job Title:

*Department:

*Telephone Number:

Fax Number:

Mobile Number:

*Email Address:

*Confirm Email Address:

Security Information

*Security Question:

*Security Answer:

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.

To further promote accessibility on the Web, W3C provides conformance logos for Web Content Accessibility Guidelines (WCAG) 2.0. Content providers can use these logos on their sites to indicate a claim of conformance to a specified

6) Please fill in the other required details which include Company Information, Company Description, Company Affiliations and Company Classifications. The Keywords within Company Description will help the portal to automatically suggest contracts relevant to you. Select 'Next.'

Supplier Registration Step 2 of 5
Company Information
* Denotes Mandatory Fields

Company Information

*Company Name:

*Address Line 1:

Address Line 2:

*Town/City:

*County/State:

*Postcode/Zip:

*Country:

Company Registration Number:

VAT Registration Number:

Website:

Company Description

*Company Description:

*Keyword 1:

Keyword 2:

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.

To further promote accessibility on the Web, W3C provides conformance logos for Web Content Accessibility Guidelines (WCAG) 2.0. Content

Company Affiliations

Affiliate 1 & Id:

Affiliate 2 & Id:

Affiliate 3 & Id:

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)
- Companies owned or managed by women
- 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

W3C WAI-AA WCAG 1.0

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...](#)

7) Please click on 'Search/Select Categories'

Housing Procurement Portal

procontract

Home

Supplier Registration Step 3 of 5 Category Selection

* Denotes Mandatory Fields

Contract Category Interest

* Category/Categories: not set

Contact Support **i** Help **?** Login **🔌**

Help

Contract Category Interest - use this selection screen to choose which categories you are interested in receiving notifications for. When a contract is published for this category you will be

8) Fill in the 'Search Criteria' and press 'Search.' This is where you are indicating the types of contracts you would be interested in. Tick any relevant codes and click 'Select Categories' when finished.

Housing Procurement Portal

procontract

Home

Category Search

Contact Support **i** Help **?** Login **🔌**

Help

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

You can drill down categories by clicking on the category code. NOTE: Searching against lower level categories will only display results from that level and below and not include anything from the levels above. If you do not wish to be specific, then choose categories from the top level only.

Once you have ticked the categories you require, you must click 'Select Categories' to add them to your list.

Once you have your final list of categories, click 'Finish' to return them to the previous page.

To select/deselect all categories on the page, click the **top checkbox** on the results table. Clicking 'Remove All Selected' will remove all currently selected categories from the list.

To further promote accessibility on the Web, W3C provides conformance logos for Web Content Accessibility Guidelines (WCAG) 2.0. Content providers can use these logos on their sites to indicate a claim of conformance to a specified conformance level of the Web Content Accessibility Guidelines 2.0. Note that this does not represent review or validation of conformance by W3C and/or WAI.

We use these logos to help raise awareness of

Search for Category

Search criteria:

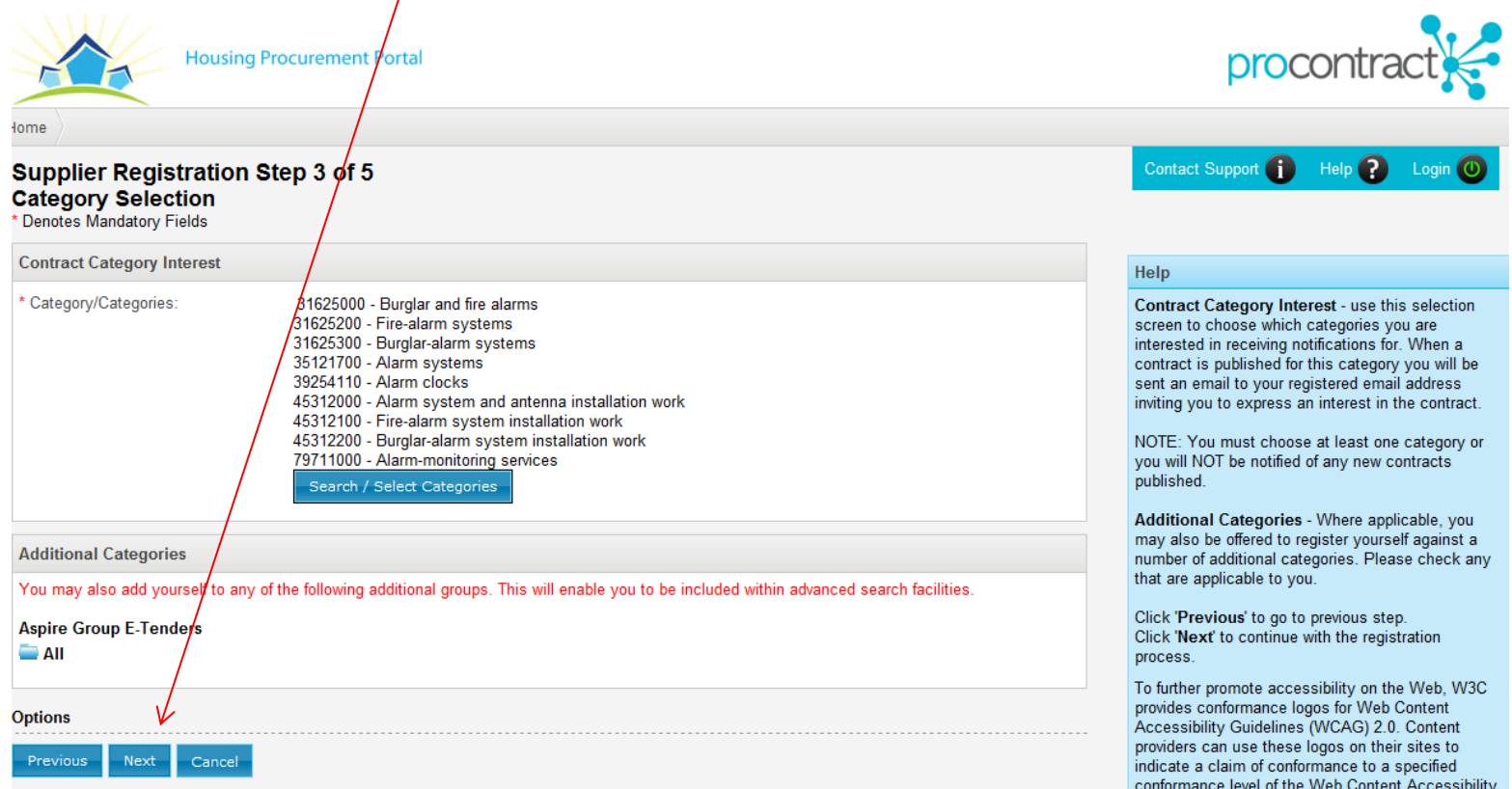
Options: Exact Fuzzy Word Variant

Results

Code & Description	
<input type="checkbox"/>	All
<input type="checkbox"/>	31000000 - Electrical machinery, apparatus, equipment and consumables; lighting
<input type="checkbox"/>	31620000 - Sound or visual signalling apparatus
<input checked="" type="checkbox"/>	31625000 - Burglar and fire alarms
<input checked="" type="checkbox"/>	31625200 - Fire-alarm systems
<input checked="" type="checkbox"/>	31625300 - Burglar-alarm systems
<input type="checkbox"/>	35000000 - Security, fire-fighting, police and defence equipment
<input type="checkbox"/>	35120000 - Surveillance and security systems and devices
<input checked="" type="checkbox"/>	35121700 - Alarm systems

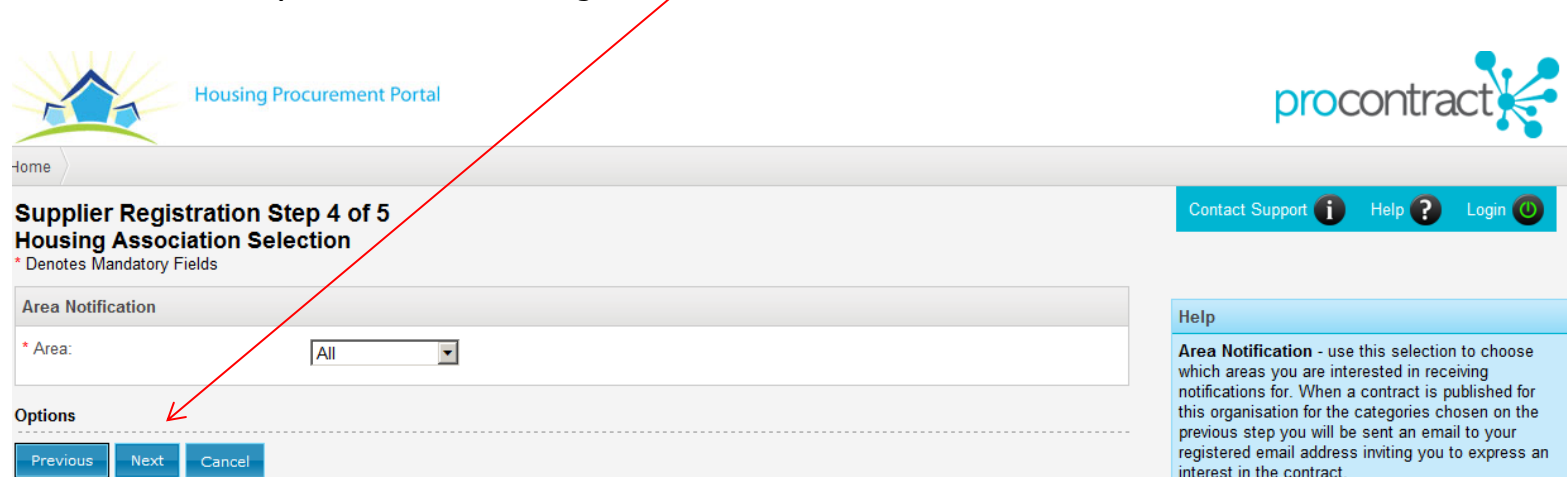
Options

9) The next page confirms your selected categories. When happy, click 'Next.'



The screenshot shows the 'Supplier Registration Step 3 of 5: Category Selection' page. The page header includes the 'Housing Procurement Portal' logo and the 'procontract' logo. A navigation bar contains 'Contact Support', 'Help', and 'Login' links. The main content area is titled 'Contract Category Interest' and lists several categories with their IDs: 31625000 - Burglar and fire alarms, 31625200 - Fire-alarm systems, 31625300 - Burglar-alarm systems, 35121700 - Alarm systems, 39254110 - Alarm clocks, 45312000 - Alarm system and antenna installation work, 45312100 - Fire-alarm system installation work, 45312200 - Burglar-alarm system installation work, and 79711000 - Alarm-monitoring services. A 'Search / Select Categories' button is located below the list. Below the main content area, there is an 'Additional Categories' section with a red message: 'You may also add yourself to any of the following additional groups. This will enable you to be included within advanced search facilities.' Underneath, there is an 'Aspire Group E-Tenders' section with a dropdown menu set to 'All'. At the bottom, there is an 'Options' section with 'Previous', 'Next', and 'Cancel' buttons. A red arrow points from the text above to the 'Next' button.

10) Click 'Next' again.



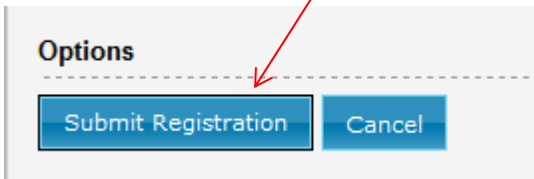
The screenshot shows the 'Supplier Registration Step 4 of 5: Housing Association Selection' page. The page header includes the 'Housing Procurement Portal' logo and the 'procontract' logo. A navigation bar contains 'Contact Support', 'Help', and 'Login' links. The main content area is titled 'Area Notification' and features a dropdown menu for 'Area' set to 'All'. Below the main content area, there is an 'Options' section with 'Previous', 'Next', and 'Cancel' buttons. A red arrow points from the text above to the 'Next' button.

11) After viewing the Terms and Conditions and Privacy Policy, tick them both to confirm you accept them and click 'Next.'

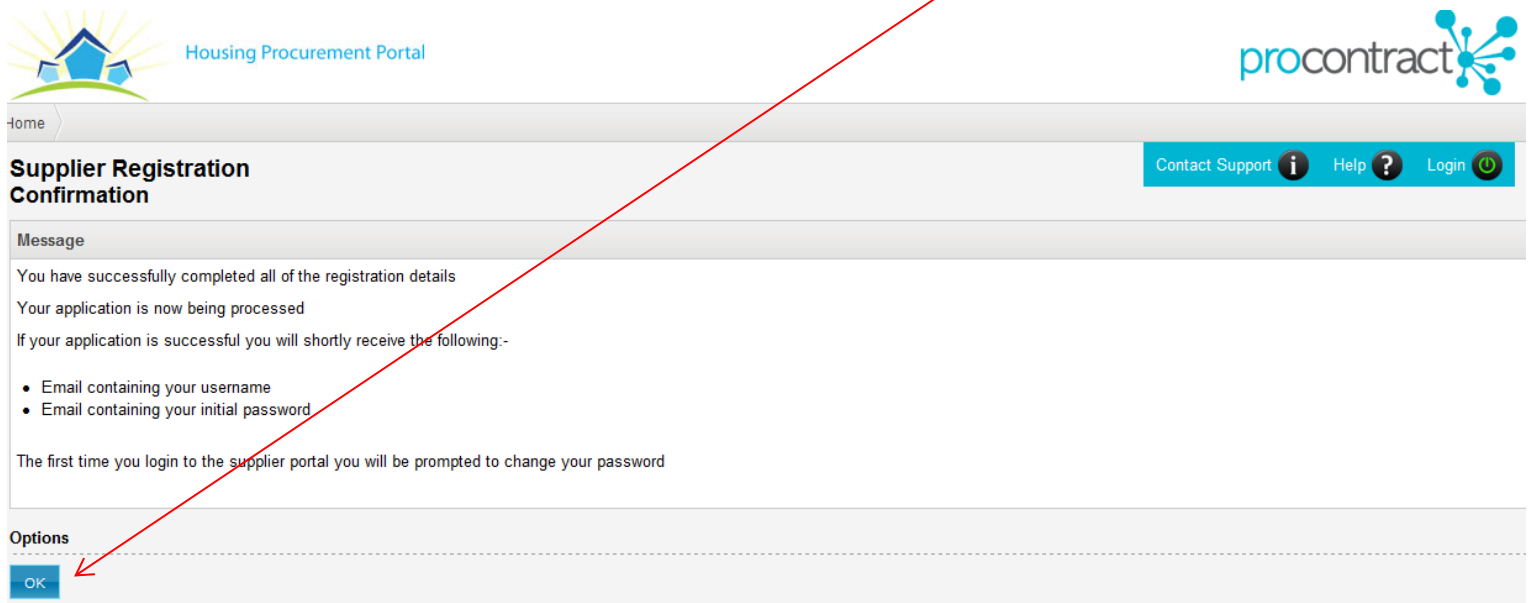


The screenshot shows the 'Supplier Registration Step 5 of 5: Terms & Conditions' page. The page header includes the 'Housing Procurement Portal' logo and the 'procontract' logo. A navigation bar contains 'Contact Support', 'Help', and 'Login' links. The main content area is titled 'Conditions & Privacy' and contains the text: 'In order to complete your registration you must agree with the following:'. Below this, there are two checkboxes: 'Due North Terms & Conditions view' and 'Privacy Policy view', both of which are checked. At the bottom, there is an 'Options' section with 'Previous', 'Next', and 'Cancel' buttons. A red arrow points from the text above to the 'Next' button.

- 12) You are then presented with a 'Supplier Registration Summary' screen. Check all your details are correct and then click, 'Submit Registration.'



- 13) On the following screen, please click, 'OK.'



- 14) Once registered, you will receive an email confirming you have applied. Your company will be approved within 2 working days. You will know this as once approved, you will receive 2 emails. One email will include your username and the other, your password.

You can then log in and begin to use the system. If any further assistance is required, use the 'Contact Support' or 'Help' sections which are located in the bottom right hand side of the system.