

### eTendering Portal (EastMids Tenders - Proactis) Global Registration

To become a registered supplier and view forthcoming tender opportunities for EastMids Tenders and all member authorities you must register on our web-site, an explanation of how to do this is shown below:

1. Visit [EastMidsTenders](#)
2. Click on Register Free within the Links on the left-hand side of the screen.
3. This will take you to the supplier registration introduction screen, click on the “next” button and make your way through the registration wizard ensuring you select as many categories as are relevant to your company’s products or services. After you have submitted your registration your username and password will be emailed to you.

*Please note: For system security purposes, from January 2016 you will no longer be able to use old versions of internet browsers\*. You will need to make updates if you have: Internet Explorer (pre v9) / Chrome (pre v32) / Firefox (pre v30) / Safari (pre v6.26) / Opera (pre v22). \*If you're not sure what browser you're using, then visit [Whats My Browser](#). For more information about updating your browser, visit [gov.uk](#).*

### **PLEASE KEEP YOUR USER NAME AND PASSWORD CONFIDENTIAL. WE RECOMMEND THAT YOU DO NOT TICK THE SAVE PASSWORD OPTION IN THE DIALOGUE BOX**

This registration has now added you to a global list of suppliers for EastMids Tenders and all Member Authorities, it does not mean you will automatically be approved to be invited to tender.

You now have the facility to login to the system and view any forthcoming contracts and register your interest against them. An explanation of how to do this is given below:

1. Visit [EastMidsTenders](#)
2. Click on Supplier Login within the Links on the left-hand side of the screen and enter your username and password. To register interest against a contract, click on the “Search Latest Opportunities” link.
3. Search for contract opportunities using the available search criteria (e.g. you can enter a contract reference number or a contract name within the ‘contains’ field).
4. Once you have located a contract you are interested in click on the contract title and click on the “Register Interest” button. ***Please Note: The “Register Interest” button will only be visible during the specified Expression of Interest start/end dates and once you have registered your interest the button will be greyed out (you can hover over this to check the date and time the expression of interest was made).***
5. Your contract registration will be confirmed by email and on screen.
6. Once you have registered, you will either receive an email immediately inviting you to take part in an RFQ/PQQ/ITT exercise (with a link directly to the opportunity) or this will be issued once your interest has been approved. You can also access your RFQs/PQQs/ITTs by logging in as above, clicking on “My Opportunities”, selecting the relevant authority from the dropdown box. This will show all available opportunities you’ve been invited to take part in.

**If you need any assistance, please ring the Technical Support Team on (+44) 01670 597136 or email [helpdesk@proactis.com](mailto:helpdesk@proactis.com)**