



## SUPPLIER GUIDE

FOR

# FIRST TIME SYSTEM LOGIN

**First Time System Login**

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## Logging In

When visiting the organisations opportunities portal the screen will look similar to that shown below, although it will carry some branding for the organisation, as already mentioned.

Here, click on the login icon in the top right hand corner of the screen to log into the system for the first time.

Home Contact Support Help Login

### Opportunities Portal

Welcome to the Opportunities Portal powered by Due North

**Information**

As part of the governments 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** [Search](#)

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.

Contract Title	Buyer	Start Date	End Date
Training MM/LCC	Training	02/03/2012	01/03/2013

**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](#).

**W3C WAI-AA WCAG 1.0**

See also:

This will then go to the portal login screen where user name and password need to be entered.

## Login

Please identify yourself:

Username:

Password:

**Help**

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

**W3C WAI-AA WCAG 1.0**

**User Name:** In this field you enter your unique 8 digit, system generated username. Click into the text box and type your 8 digit user name that you have been sent by the portal, which will contain both text and numbers.

**Password:** In this field you enter your password, which in the case of a first time log in will be the system generated, random password. Again click into the box and type your system generated password that was sent in a separate e mail earlier. This is **Case Sensitive**. Then once this has been done click on the sign in "Sign In" button to continue.

This will go to the supplier home page, however it has changed slightly from before, reflecting the fact that you are now logged in.

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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 business easier for you

### Opportunities

[My Opportunities](#)

### Help

**My Opportunities** - You can see you have been selected for by clients above.

Login has changed to read Logout which can be clicked at any time to log out of the portal when you are finished.

Also the register section at the right hand side will change to now show the 'My Opportunities' section.

**Opportunities**

[My Opportunities](#)

To view all current and past opportunities/exercises that you are involved in within the portal, click on "My Opportunities".

## First Time Login

### Changing your Password

In this case as it is a first time log in so the next screen is the password change screen that is required for security reasons, and so the password can be changed to something more memorable. The screen will look as shown

Click on "Change Password".

## Opportunities Portal

Welcome Mr Tester User

**Password Change Required**

As this is the first time you have logged in since registration or from having your password reset you must change you password to something more memorable:-

[Change Password](#)

[Log Out](#)

This will open up the next Change Password screen as shown

## Change Password

### Old & New Password Confirmation

\* Denotes Mandatory Field(s)

**Password Information**

Please enter your current password followed by the new password you would like to use:-

**\*Current Password:**

**\*New Password:**

**\*Confirm New Password:**


**Options**

**Help**

**Current Password** - the password you were allocated or you chose when you registered with the supplier portal.

**New Password** - the password you would like to start using.

Click **Next** to continue with the password change process.  
Click **Cancel** to quit the password change process.



See also:-

[How to do Business](#)

On this screen there are 3 fields that must be complete to move onto the next page.

**Current Password:** In this field the current portal password is required.

**New Password:** In this field the new password that is to be used with the account is specified. The password must be at least 8 digits long and contain both letters and numbers to be valid and to ensure account security.

**Confirm New Password:** In this field the new password must be retyped, and it must match the password specified in the field above to be able to continue.

Once all fields have been correctly completed then click on "Next" from the options section to proceed.

If all fields are correctly populated then the Change Password Confirmation screen will appear as below.

## Change Password

### Confirmation

**Message**

You have successfully changed your password  
You will soon receive an email confirming your new password

**Options**

To return to the supplier homepage from this screen then click on "OK"