



NEPO Portal Upgrade: Checklist of Actions for Suppliers

When the NEPO portal upgrades on 23rd May all of your details will automatically transfer to the new system. There are a few actions that we request you undertake to ensure that your account is set-up correctly and you continue to receive alerts for the most relevant opportunities.

Browser

Compatibility	Ensure that the latest version of your web browser is installed For system security purposes, 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 www.whatbrowser.org . For more information about updating your browser, visit www.gov.uk/help/browsers	✓
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First Time Login Actions – www.nepo.org or <https://procontract.due-north.com/>

Central Database	Change to NEPO Supplier Database <ul style="list-style-type: none"> Your details have been transferred to a UK wide supplier database which is available for use by any organisation using the ProContract eTendering software (view a list of those organisations here: https://procontract.due-north.com/Opportunities/Index). You now have one username and password to access opportunities from any of the listed tendering organisations. 	✓
New Password	Set a new password <ul style="list-style-type: none"> Click the 'Forgotten your Username or Password' Link and enter your username and email and click 'Reset Password' <i>(If you have forgotten your username – click on the forgotten username link)</i> You will receive an email to confirm your reset password request 	✓
Classifications	Check/Add important company information <ul style="list-style-type: none"> VAT Registration Number, Company Number, Company Classifications, Legal Classifications 	✓

Region of Supply	<p>Choose the area you can supply</p> <ul style="list-style-type: none"> To ensure you receive notifications from NEPO please ensure that your selection includes: UKC – North East (England) <i>Region selection can be found by clicking on the link in the Workgroups Area</i> <i>(Note: To receive notification of opportunities from various Regions within the UK, you will need to select multiple Regions. If you can supply anywhere in the UK, this option can be chosen but please note you will receive relevant notifications from <u>all organisations</u> using the ProContract eTendering software.)</i> 	✓
Categories of Interest	<p>Check your categories of interest</p> <ul style="list-style-type: none"> To ensure you receive all relevant notifications from NEPO please ensure you select all relevant categories from the UNSPSC and ProClass boxes. <i>Category selection can be found by clicking on the link in the Workgroups Area</i> <i>(Note: To receive notification of opportunities from all users of the ProContract eTendering software, you will need to spend some time selecting preferences for all of the category types)</i> 	✓

Review Your Account & Set up Workgroups

Past Activities	<p>Check all information has transferred</p> <ul style="list-style-type: none"> If you have previously participated in tender opportunities for NEPO or any other user of the upgraded ProContract eTendering software, these projects will have automatically transferred. To check all relevant information is present, you can review these in your Activity dashboard. All messages raised against a particular activity can be reviewed via Messaging in your Activity dashboard. 	
Workgroups	<p>Collaborative Working</p> <ul style="list-style-type: none"> You are now able to group together contacts within your organisation to enable you to collectively see, and work on, projects together. 	

For further advice and information on finding and responding to opportunities on the new system, please review our guidance document **New Platform – What’s new for Suppliers?**

Additional help and guidance can be found at <https://supplierhelp.due-north.com>.

To find out more about NEPO, its work with other organisations and the region’s business community, please visit our website at www.nepo.org.