

# Kent County Council – Procurement



Guide to Registering on the  
Kent Business Portal

# Registering on the Kent Business Portal

## 1 Click on 'supplier registration'

## 2 Click on 'next'

If you agree to submit your registration you will receive a confirmation receipt email. Please note if you do not receive this email please contact support by clicking the icon located at the top right of the screen as you cannot be guaranteed that your registration has been received.

**MINIMUM AND RECOMMENDED SYSTEM REQUIREMENTS**  
 Any internet capable PC will be able to successfully use the ProContract application. Recent tests highlighted no performance issues using a Laptop and Apple eMac with the following specifications:  
 IBM Thinkpad - Intel Pentium 3 850Mhz, 512MB RAM running Windows 2000 Professional  
 Apple eMac - PowerPC G4 1Ghz, 1GB RAM running OSX 10.4.11  
 Please find detailed specifications below:

| PC - Minimum computer specifications |   |  |
|--------------------------------------|---|--|
|                                      | Minimum   | Recommended  |
| Processor:                           | Intel/AMD 200Mhz  | Intel/AMD 1Ghz   |
| Operating System:                    | Windows 98 and above / Linux  | Windows XP and above / Linux   |
| Memory:                              | 16 MB   | 1 GB   |
| Internet Browser:                    | Internet Explorer (version 6 and above)<br>Firefox (version 3.0 onwards)<br>Safari (version 3.1 onwards)<br>Google Chrome (version 5 onwards) | Internet Explorer (version 7 or above)<br>Firefox (version 3.0 onwards)<br>Safari (version 3.1 onwards)<br>Google Chrome (version 5 onwards) |
| Screen Display:                      | 800x600 256 colours   | 1024x768 32-bit colour   |
| Internet Connection:*                | 56K Dialup  | 512k Broadband   |

| Apple Mac - Minimum Computer Specification |   |  |
|--|---|--|
|  | Minimum   | Recommended  |
| Processor:                                 | Power PC 300Mhz   | Intel/Power PC 1Ghz  |
| Operating System:                          | Mac OS 9.0+   | Mac OSX  |
| Memory:                                    | 32 MB   | 1 GB   |
| Internet Browser:                          | Internet Explorer (version 6 and above)<br>Firefox (version 3.0 onwards)<br>Safari (version 3.1 onwards)<br>Google Chrome (version 5 onwards) | Internet Explorer (version 7 or above)<br>Firefox (version 3.0 onwards)<br>Safari (version 3.1 onwards)<br>Google Chrome (version 5 onwards) |
| Screen Display:                            | 800x600 256 colours   | 1024x768 32-bit colour   |
| Internet Connection:*                      | 56K Dialup  | 512k Broadband   |

\* Performance of uploads/downloads is directly related to the bandwidth/usage of your internet connection. It may also be affected by the configuration of your computer/internet browser. The bandwidth available at our data centre supports the highest connection speeds available, so you should always get the best performance that your configuration provides. Due to the nature of the electronic tendering process, you would be expected to perform a number of file uploads/downloads. Whilst this would be possible with a dialup connection, we would recommend using a "broadband" connection (eg. DSL/Cable/T1)

**Options**

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3 Fill in your details then click 'next'

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

**Contact Information**

|                           |   |
|---------------------------|---|
| *Salutation (Mr/Mrs/Ms.): | Mr  |
| *First Name:              | New   |
| *Last Name:               | Supplier  |
| *Job Title:               | Sales Manager   |
| *Department:              | Sales   |
| *Telephone Number:        | 000000000   |
| Fax Number:               |   |
| Mobile Number:            |   |
| *Email Address:           | sales@supplycompany.co.uk<br><small>(To help prevent your organisation from missing important communications from the site, it is recommended that a generic email address is used such as sales@....com)</small> |
| *Confirm Email Address:   | sales@supplycompany.co.uk   |

**Security Information**

|                     |                   |
|---------------------|-------------------|
| *Security Question: | Name of first pet |
| *Security Answer:   | Rover             |

**Options**

## Registering on the Kent Business Portal

### 4 Fill in your details and press 'next'

|                              |                    |
|------------------------------|--------------------|
| *Company Name:               | Supply Company Ltd |
| *Address Line 1:             | 1 Business Park    |
| Address Line 2:              |                    |
| *Town/City:                  | Maidstone          |
| *County/State:               | Kent               |
| *Postcode/Zip:               | ME14 1XQ           |
| *Country:                    | United Kingdom     |
| Company Registration Number: |                    |
| VAT Registration Number:     |                    |
| Website:                     |                    |

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|                            |   |
|----------------------------|---|
| <b>Company Description</b> |   |
| *Company Description:      | We are a company that supplies services and products. |
| *Keyword 1:                | Supply  |
| Keyword 2:                 |   |
| Keyword 3:                 |   |
| Keyword 4:                 |   |
| Keyword 5:                 |   |
| Keyword 6:                 |   |

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|                             |                    |
|-----------------------------|--------------------|
| <b>Company Affiliations</b> |                    |
| Affiliate 1 & Id:           | Please Select/None |
| Affiliate 2 & Id:           | Please Select/None |
| Affiliate 3 & Id:           | Please Select/None |

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|                                |  |
|--------------------------------|--|
| <b>Company Classifications</b> |  |
| *Classification(s):            | <input type="checkbox"/> Black and Minority Ethnic Organisations (BME)<br><input type="checkbox"/> Business owned by Lesbian, Bisexual, Gay or Transsexual<br><input type="checkbox"/> Companies owned or managed by women<br><input type="checkbox"/> Owned or run by Disabled People<br><input checked="" type="checkbox"/> Community Interest Companies (CIC)<br><input type="checkbox"/> Community and Voluntary Organisations (CVO)<br><input type="checkbox"/> Social Enterprise Partnership<br><input type="checkbox"/> Social Enterprises (SE)<br><input type="checkbox"/> Environmentally Friendly suppliers (and products)<br><input type="checkbox"/> Fair Trade suppliers (and products)<br><input type="checkbox"/> Enterprises |
|                                | <b>Size of Organisation*</b>   |
|                                | <input type="checkbox"/> Micro Organisation (<10 Employees)<br><input checked="" type="checkbox"/> Small Organisation (10-49 employees)<br><input type="checkbox"/> Medium-sized Organisation (50-249 employees)<br><input type="checkbox"/> Large Organisation (250+ employees)   |

### 5 Click on 'search/select categories'

**Supplier Registration Step 3 of 5**  
**Category Selection**  
\* Denotes Mandatory Fields

|                                   |  |
|-----------------------------------|--|
| <b>Contract Category Interest</b> |  |
| * Category/Categories:            | not set                                    |
|                                   | <a href="#">Search / Select Categories</a> |

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**Options**

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## Registering on the Kent Business Portal

6 Click on the code next to the relevant category or tick the box if you want to register for notifications from the whole category. If you have selected the category you want click 'select categories' then move to step 9.

### Category Search

**Search for Category**  
Search criteria:   
Options:  Exact  Fuzzy  Word Variant

**Results**

|                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <a href="#">26000000</a> | Human Resources                               |
| <input type="checkbox"/> | <a href="#">27000000</a> | ICT   |
| <input type="checkbox"/> | <a href="#">28000000</a> | Legal Services                                |
| <input type="checkbox"/> | <a href="#">29000000</a> | Leisure Services                              |
| <input type="checkbox"/> | <a href="#">30000000</a> | Mail Services                                 |
| <input type="checkbox"/> | <a href="#">31000000</a> | Medical                                       |
| <input type="checkbox"/> | <a href="#">32000000</a> | Social Community Care Supplies and Services   |
| <input type="checkbox"/> | <a href="#">33000000</a> | Sports / Playground Equipment and Maintenance |
| <input type="checkbox"/> | <a href="#">34000000</a> | Stationery                                    |
| <input type="checkbox"/> | <a href="#">35000000</a> | Traffic Management                            |
| <input type="checkbox"/> | <a href="#">36000000</a> | Transport                                     |
| <input type="checkbox"/> | <a href="#">37000000</a> | Utilities (not telephones - see - ICT)        |
| <input type="checkbox"/> | <a href="#">38000000</a> | Vehicles (not Buses - see transport)          |
| <input type="checkbox"/> | <a href="#">39000000</a> | Works (Construction / Repair / Maintenance)   |


**Options**

7 Click on the code next to the relevant category or tick the box if you want to register for notifications from the whole category. If you have selected the category you want click 'select categories' then move to step 9

### Category Search

**Search for Category**  
Search criteria:   
Options:  Exact  Fuzzy  Word Variant

**Results**

|   | Code                     | Description                |
|---|--------------------------|----------------------------|
|  <a href="#">Top Level</a> |                          |                            |
| <input type="checkbox"/>  | All                      |                            |
| <input type="checkbox"/>  | <a href="#">39100000</a> | Buildings                  |
| <input type="checkbox"/>  | <a href="#">39110000</a> | Open Spaces (e.g. Grounds) |
| <input type="checkbox"/>  | <a href="#">39120000</a> | Roads                      |
| <input type="checkbox"/>  | <a href="#">39130000</a> | Specialist                 |
| <input type="checkbox"/>  | <a href="#">39140000</a> | Landscaping                |

**Options**

## Registering on the Kent Business Portal

8 Click on the relevant category, you can select more than one category. Once you have selected the category you want click 'select categories'.

### Category Search

Search for Category

Search criteria:

Options:  Exact  Fuzzy  Word Variant

#### Results

|  | Code     | Description                            |
|--|----------|--|
| <a href="#">Top Level</a>  |          |  |
| <a href="#">39000000 - Works (Construction / Repair / Maintenance)</a> |          |  |
| <input type="checkbox"/>   | All      |  |
| <input type="checkbox"/>   | 39130100 | Air Conditioning                       |
| <input type="checkbox"/>   | 39130200 | Asbestos: Survey & Inspection          |
| <input type="checkbox"/>   | 39130300 | Asbestos: Licensed Removal             |
| <input type="checkbox"/>   | 39130400 | Asbestos: Testing                      |
| <input type="checkbox"/>   | 39130500 | Asbestos: Encapsulation                |
| <input type="checkbox"/>   | 39130600 | Boarding Windows & Doors               |
| <input type="checkbox"/>   | 39130700 | Brickwork                              |
| <input type="checkbox"/>   | 39130800 | Carpentry & Joinery                    |
| <input type="checkbox"/>   | 39130900 | CCTV Drainage Surveys                  |
| <input type="checkbox"/>   | 39131000 | Control Panel Manufacture & Installers |

Options

9 It will then show up like this. If you are happy with this selection then click 'Finish'

### Category Search

Search for Category

Search criteria:

Options:  Exact  Fuzzy  Word Variant

#### Selected Categories

|  |          |                  |
|--|----------|------------------|
|  | 39130100 | Air Conditioning |
|--|----------|------------------|

#### Results

|                          | Code                     | Description                                  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | All                      |  |
| <input type="checkbox"/> | <a href="#">10000000</a> | Building Construction Materials and Services |
| <input type="checkbox"/> | <a href="#">11000000</a> | Catering                                     |
| <input type="checkbox"/> | <a href="#">12000000</a> | Cemetery & Crematorium                       |
| <input type="checkbox"/> | <a href="#">13000000</a> | Cleaning and Janitorial                      |
| <input type="checkbox"/> | <a href="#">14000000</a> | Clothing                                     |
| <input type="checkbox"/> | <a href="#">15000000</a> | Consultancy                                  |
| <input type="checkbox"/> | <a href="#">16000000</a> | Domestic Goods                               |

10 Click 'next'

**Supplier Registration Step 3 of 5**  
**Category Selection**  
\* Denotes Mandatory Fields

**Contract Category Interest**

\* Category/Categories: 39130100 - Air Conditioning  
[Search / Select Categories](#)

**Options**

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11 Select the region you want to receive notifications for, 'all regions' is suggested.

**Supplier Registration Step 4 of 5**  
**County Council Selection**  
\* Denotes Mandatory Fields

**Area Notification**

\* Area: All Regions

**Options**

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12 Click the agreements and then 'next'

**Supplier Registration Step 5 of 5**  
**Terms & Conditions**  
\* Denotes Mandatory Fields

**Conditions & Privacy**

In order to complete your registration you must agree with the following:

\* Agreement(s):  
 Due North Terms & Conditions [view](#)  
 Privacy Policy [view](#)

**Options**

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## Registering on the Kent Business Portal

13 It will then show you a summary, if you are happy with the details click 'submit registration'

### Supplier Registration Summary

| Contact & Security | <a href="#">Change Contact &amp; Security Details</a> |
|--------------------|---|
| Name:              | Mr New Supplier                                       |
| Job Title:         | Sales Manager   |
| Department:        | Sales   |
| Telephone:         | 0000000000  |
| Fax:               | N/A   |
| Mobile:            | N/A   |
| Email Address:     | sales@supplycompany.co.uk                             |
| Security Question: | Name of first pet                                     |
| Security Answer:   | Rover   |

| Company                      | <a href="#">Change Company Detail</a>                                      |
|------------------------------|--|
| Company Name:                | Supply Company Ltd   |
| Address Line 1:              | 1 Business Park  |
| Address Line 2:              | N/A  |
| Town/City:                   | Maldstone  |
| Country/State:               | Kent   |
| Postcode/Zip:                | ME14 1XQ   |
| Country:                     | United Kingdom   |
| Company Registration Number: | N/A  |
| VAT Registration Number:     | N/A  |
| Website:                     | N/A  |
| Company Description:         | We are a company that supplies products and services.                      |
| Keyword 1:                   | Supply   |
| Classification(s):           | Community Interest Companies (CIC)<br>Small Organisation (10-49 employees) |

| Category(ies)  | <a href="#">Change Category(ies)</a> |
|--|--------------------------------------|
| 39000000 - Works (Construction / Repair / Maintenance) ==> 39130000 - Specialist ==> 39130100 - Air Conditioning |                                      |

| Opportunity Area(s) | <a href="#">Change Opportunity Area(s)</a> |
|---------------------|--|
| All Regions         |  |

**Options**

14 You will then see this screen and you will be registered.

## Supplier Registration Confirmation

**Message**

You have successfully completed all of the registration details

Your application is now being processed

If your application is successful you will shortly receive the following:-

- Email containing your username
- Email containing your initial password

The first time you login to the supplier portal you will be prompted to change your password

**Options**